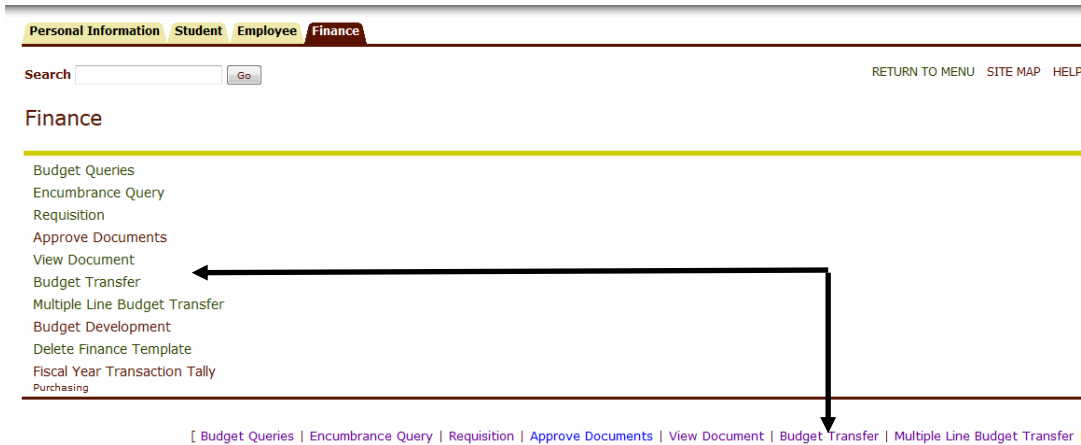# Budget Transfer

Budget Transfers (To transfer within the same Org and Fund, between only two accounts.)

Select **Budget Transfer** from **Finance** menu or the quick link at bottom of page.

Complete Transaction Information

Choose **Transaction Date** (already filled in).

Select **Journal Type** "BDZI (Non-Salary Transfer)."

In **Document Amount**, enter amount to be transferred.

    For example, if you are moving $500 from one account to another, enter 500.00.

> **Note:** Need to transfer between Funds? Most people are not authorized to transfer money between funds in Banner. To transfer between funds, please contact the Budget office for the appropriate forms.
>
> Grants: Grant funds cannot be transferred online. Contact the Grants Office (OSP) for the appropriate forms.

Budget Transfer

Enter FOAPAL. Transfer FROM (Debit/-) and TO (Credit/+)

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	R		10110	24022	7000	12			-
To			10110	24022	7200	12			+
Description	for student event on 12/12/17			**Budget Period**	01 ▼				

Save as Template [_____]

☐ **Shared**

[Complete]

Enter the FROM (Debit/-) line

- Enter **Chart** "R."
- Enter **Fund**.
- Enter **Organization** number.
- Enter **Account** number.
- Enter **Program** number.

Enter the TO (Credit/+) line

- Enter **Fund**.
- Enter **Organization** number.
- Enter **Account** number.
- Enter **Program** number.

Enter Description and Budget Period

- Enter transaction **Description**.
- Choose **Budget Period** "01".

Complete Transfer

- Select **Complete**.
- Check the top of the screen for confirmation (Document J_____. completed).