Budget Essentials #3 – Budget Transfer Request Form

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Authorities

A. Unit Authority: Units have the authority to directly enter into Banner the following budgetary transfers:

➢ Between operating accounts (7XXX) within a single unrestricted account index
   (unrestricted account indexes consist of four alpha characters – e.g., ABIO, GBUD)
➢ Between operating accounts (7XXX) in different unrestricted account indexes, as allowed by each individual’s budget authority.

Example 1 in this section shows a budget transfer that falls within unit authority. See Budget Essentials #2 – Online Budget Transfers for instructions.

B. Budget Office Authority: The following budget adjustments must be completed by the Budget Office:

➢ Adjustments to revenue accounts (5XXX)
➢ Adjustments to staffing accounts (6XXX)
➢ Adjustments to transfer accounts (85XX)
➢ Budget adjustments to designated, restricted and agency accounts
➢ All permanent budget transfers

Units submit a Budget Transfer Request form to initiate the process.

How to Complete a Budget Transfer Request Form

1. Download the current version of the Budget Transfer Request form from Inside Pacific. Log in to Inside Pacific using your network ID and password. On the Administrative tab, look for the Business & Finance portal. In the portal, there is a link to Budget Office forms, policies and procedures. Click on the link and look for the Budget Transfer Request Form. It is an Excel file. Save the file to your local computer.

If you save the Budget Transfer Request form as a Template in Excel, Excel will maintain a blank version of the form that you can use as a starting point each time. Refer to your Excel help resources for more information on the Templates feature.

The Budget Transfer Request form is protected to assist with proper completion. Several fields are not selectable. If you find an error in the document protection, please alert the Budget Office (x62908) so we may correct the form.
2. Enter your name in the **Preparer** field.

3. Select the **TEMP** (temporary) box if the budget adjustment affects only the current fiscal year. Select the **PERM** (permanent) box if the budget adjustment affects this year and all future years.

4. In the **Fiscal Yr** field, type the year in which the fiscal year ends, e.g., “2008” for the fiscal year that starts July 1, 2007 and ends June 30, 2008.

5. In the **Transfer Eff. Date** field, type the current date. Alternatively, you may type a date in the prior month if the prior month is still open for processing (refer to the Controller’s monthly calendar for more information). The date should be typed in MM/DD/YY format (you will need to type the “/”).

   The next set of fields are organized in two sections, the “From” section and the “To” section. In the “From” section, enter the accounts to be decreased. Use the “To” section for accounts to be increased. In some cases, all entries may be listed on one side of the form, typically when revenue accounts are being adjusted. Example 3 will explain this situation in more detail.
On the “From” side of the transfer:

6. In the **Index Code** field, enter the index that is being decreased.

7. In the **Account Code** field, enter the account that is being decreased.

8. The **Activity Code** field is optional. If you are using activity codes to track projects, you may enter one here.

9. The **Position Number** field only applies when salary accounts (6XXX) are being adjusted (explained later in Example 2).

   **All transfers of salary dollars must include the position number that is being adjusted. Contact your division/school business manager to obtain the position number.**

10. In the **Amount** field, type in the amount of the decrease. Do not type a minus sign; use absolute value.

11. Repeat steps 6-10 for the “To” side of the transfer. Remember, the entries on the “To” side increase account balances.

12. In the **Description** field, type a description of the action that will be useful to you and anyone else who sees the transaction in Banner (Budget Office, auditors, etc.). The field will hold a maximum of 35 characters. The description entered here is most commonly seen when using the Budget Status screen (FGIBDST) after drilling down into detailed transactions.

13. Once all of the decreases and increases are entered, move your cursor to the **Purpose of Transfer** box. This is a **required field**. Provide a brief explanation of why the transfer is necessary.

14. Verify that the **Totals** are correct. They should be equal (debits = credits) except in the case of adjusting revenue accounts.

15. Under **Unit Approval**, type the name and telephone extension of the person who will be signing the transfer in the spaces noted (**Type Name** and **Ext.**). This person has budget authority for your unit (typically a dean or director).

16. Print the form and obtain the authorizing signature.

17. Each division (headed by a Vice President or the Provost) has its own policies pertaining to authorizing business transactions. Please refer to your division’s business procedures to determine if a division-level signature is required and forward the Budget Transfer Request form as appropriate. The division office will submit the Budget Transfer Request to the University Budget Office after they have authorized the transfer.

18. Once received by the University Budget Office, the Budget Transfer Request will be reviewed for accuracy and compliance with policy. Approved transfers will be entered within 3-5 days of receipt. No copies will be returned. Units may monitor the Budget Status screen (FGIBDST) to see that the transfer has been posted.

19. Transfers with errors will be returned to the originating unit for correction.
Example 1 – Do I Need to Complete a Budget Transfer Request?

The above transfer moves $2,500 from general operations account 7052 to travel account 7150. This transfer is between non-salary, operating accounts, which falls under departmental authority. The department can enter the transfer online; a Budget Transfer Request form is not necessary. Refer to Budget Essentials #2 – Online Budget Transfers for procedures.
The above transfer adjusts budgets in salary accounts 6022 and 6099. In this case, Ms. Smith has been hired into position #141122 and her salary is $1,000 less than the current budget for the position (contact your division/school business manager for the current position budget). The transfer request moves the $1,000 salary difference to the division’s salary pool account.

- Note that position numbers have been accurately reflected. Ms. Smith’s position number is 141122. Division salary pools (6099 accounts) also have position numbers, but they are alphanumeric. In this example, the salary pool position number is “STPOOL.”

- The PERM box has been checked because this is a permanent decrease to the salary budget for Ms. Smith’s position in account 6022.

Following receipt of this transfer request, the Budget Office will adjust the budget for position 141122 through the Banner Position Control module, which will in turn adjust the salary budgets in accounts 6022 and 6099 for index AAAA.

**Adjustments that Take Effect Mid-Year**

Ms. Smith’s start date was April 1, 2007; however, the position she filled had been vacant since January 1, 2007. Ms. Smith’s predecessor, Ms. Gone was paid from July 1, 2006 to December 31, 2006 and she made $1,000 per year more than Ms. Smith. A temporary transfer must be completed to return $500 to account 6022 in the current year to cover higher salary for Ms. Gone.
between July 1 and December 31. Example 2B shows the TEMP (temporary) transfer that must be completed so that account 6022 is not over budget at the end of the fiscal year.

The transfer above returns the amount needed ($500) in account 6022 to make the budget match expenditures in the current fiscal year.

- The TEMP box has been checked
- Position numbers are again noted
- The permanent transfer number (example 2A above) is noted in the Purpose of Transfer box as a cross-reference.

*If Ms. Smith had started on July 1, 2007, the temporary transfer shown above would not be necessary.*
Example #3 – Adjustments to Revenue Accounts

The above transfer reflects an adjustment to a revenue account. In this example, the department expects to receive $500 in revenues from an event. The revenues received need to be budgeted in order to avoid insufficient funds (NSF) notices. The revenues will be budgeted in the revenue account for events (5545) and the expense account for general operations (7052).

- Both entries are on the “To” side of the form because the revenue account (5545) is being increased and the general operating account (7052) is being increased.

- Note that these are budget entries. In the Budget Status screen (FGIBDST), the entries will appear in the Adjusted Budget column. The actual cash revenues received and deposited with the Cashier will show in the Year-To-Date column in account 5545. Budget Essentials #1 – Budget Queries explains the FGIBDST screen.