



Finance Self- Service:

Budget Transfers

1. Budget Transfer

To bring up the budget transfer screen:

- ✚ Click on the “Financial Information” menu.
- ✚ Next click on the “Budget Transfer” menu.

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

Use template **None**

Transaction Date **31** **JAN** **2004**

Journal Type **ZD04 (General Fund Temp Budget Adjstment)**

Transfer Amount **3500**

Document Amount **0.00**

	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	D/C
From	D	FPA100							-
To		BUS100							+

Description **Transfer for Computer Equipment** Budget Period **07**

Save as Template

Shared

Figure 1

The above figure shows the Budget Transfer screen.

- ✚ Transaction Date – This is the date that the budget entry will be posted.

- ✚ Journal Type – Use ZD04 for all General Fund transfers (i.e., BUS1??, UIA1??, etc.)
- ✚ Transfer Amount – Enter the amount you want transferred between index codes.
- ✚ Document Amount – This field is automatically calculated as the absolute value of all pluses and minuses.
- ✚ Chart – Enter “D” for Dixie State College of Utah.
- ✚ From Index – Enter the index code you are transferring budget from.
- ✚ To Index – Enter the index code you are transferring budget to.
- ✚ Description – Enter the description of why you are transferring budget.
- ✚ Budget Period – Choose 01 for July, 02 for August, 03 for September, etc..
- ✚ Click Complete – This will cause the index codes to disappear and the Fund, Organization, and Program codes to fill in. (Figure 2)

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

Use template **None**

Transaction Date **31** **JAN** **2004**

Journal Type **ZD04 (General Fund Temp Budget Adjstment)**

Transfer Amount **3500**

Document Amount **7,000.00**

	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	D/C
From	D		120100	211010		401200			-
To			120100	224100		152031			+

Description **Transfer for Computer Equipmen** **Budget Period** **07**

Save as Template

Shared

Code Lookup

Chart of Accounts Code **D**

Type **account**

Figure 2

Enter the From Account Code and the To Account Code. The account codes need to be between 650000 and 799999 (i.e., 700000). Figure 3

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

Use template **None**

Transaction Date **31** **JAN** **2004**

Journal Type **ZD04 (General Fund Temp Budget Adjstment)**

Transfer Amount

Document Amount **7,000.00**

	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	D/C
From	D		120100	211010	700000	401	00		-
To			120100	224100	700000	152	031		+

Description Budget Period **07**

Save as Template

Shared

Code Lookup

Chart of Accounts Code **D**

Type **account**

Figure 3

Click the complete button a second time to complete the budget transfer.

A message will appear on the screen telling you what your document number is and that it has been completed and forwarded to the posting process. (Figure 4) The document number for this example budget transfer is J0000321.

Use Save Template As to avoid overwriting an existing template.

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

Document J0000321 completed and forwarded to the Posting process

Another Transfer

Use template **None**

Retrieve

Transaction Date 31 JAN 2004

Journal Type ZD04 (General Fund Temp Budget Adjustment)

Transfer Amount 3500

Document Amount 7,000.00

	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	D/C
From	D		120100	211010	700000	401200			-
To			120100	224100	700000	152031			+
Description	TRANSFER FOR COMPUTER E			Budget Period	07				

Complete

Figure 4

2. Multiple Line Budget Transfer

To bring up the multiple line budget transfer screen:

- ✚ Click on the “Financial Information” menu.
- ✚ Next click on the “Multiple Line Budget Transfer” menu.

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

Use template:

Transaction Date:

Journal Type:

Document Amount:

#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Amount	D/C
1	D	MRC100							2000	-
2	D	BUS100							500	+
3	D	UIA100							500	+
4	D	MFA100							500	+
5	D	FPA100							500	+

Description: Budget Period:

Save as Template:

Shared

Figure 5

The above figure shows the Multiple Line Budget Transfer screen.

- ✚ Transaction Date – This is the date that the budget entry will be posted.
- ✚ Journal Type – Use ZD04 for all General Fund transfers (i.e., BUS1??, UIA1??, etc.)
- ✚ Document Amount – Enter the total amount of the document. Add up the “Amount” column for all five lines, without taking in to consideration the pluses and the minuses (i.e., absolute value), and enter this total in the “Document Amount” field.

- ✚ Chart – Enter “D” for Dixie State College of Utah on all the lines you are going to use.
- ✚ Index – Enter the index codes that you are transferring from and transferring to.
- ✚ Amount – Enter the amounts to be transferred on each line.
- ✚ D/C – Select a “-” for the lines you are moving budget from and select a “+” for the lines you are moving budget to.
- ✚ Description – Enter the description of why you are transferring budget.
- ✚ Budget Period – Choose 01 for July, 02 for August, 03 for September, etc..
- ✚ Click Complete – This will cause the index codes to disappear and the Fund, Organization, and Program codes to fill in. (Figure 6)

Transaction Date: 18 MAY 2004
 Journal Type: ZD04 (General Fund Temp Budget Adjstment)
 Document Amount: 4000

#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Amount	D/C
1	D		120100	341100	700000	349100			2000	-
2	D		120100	224100	700000	152031			500	+
3	D		120100	021100	700000	605200			500	+
4	D		120100	331010	700000	504100			500	+
5	D		120100	211010	700000	101200			500	+


Description: SPRING ALLOCATION Budget Period: 11

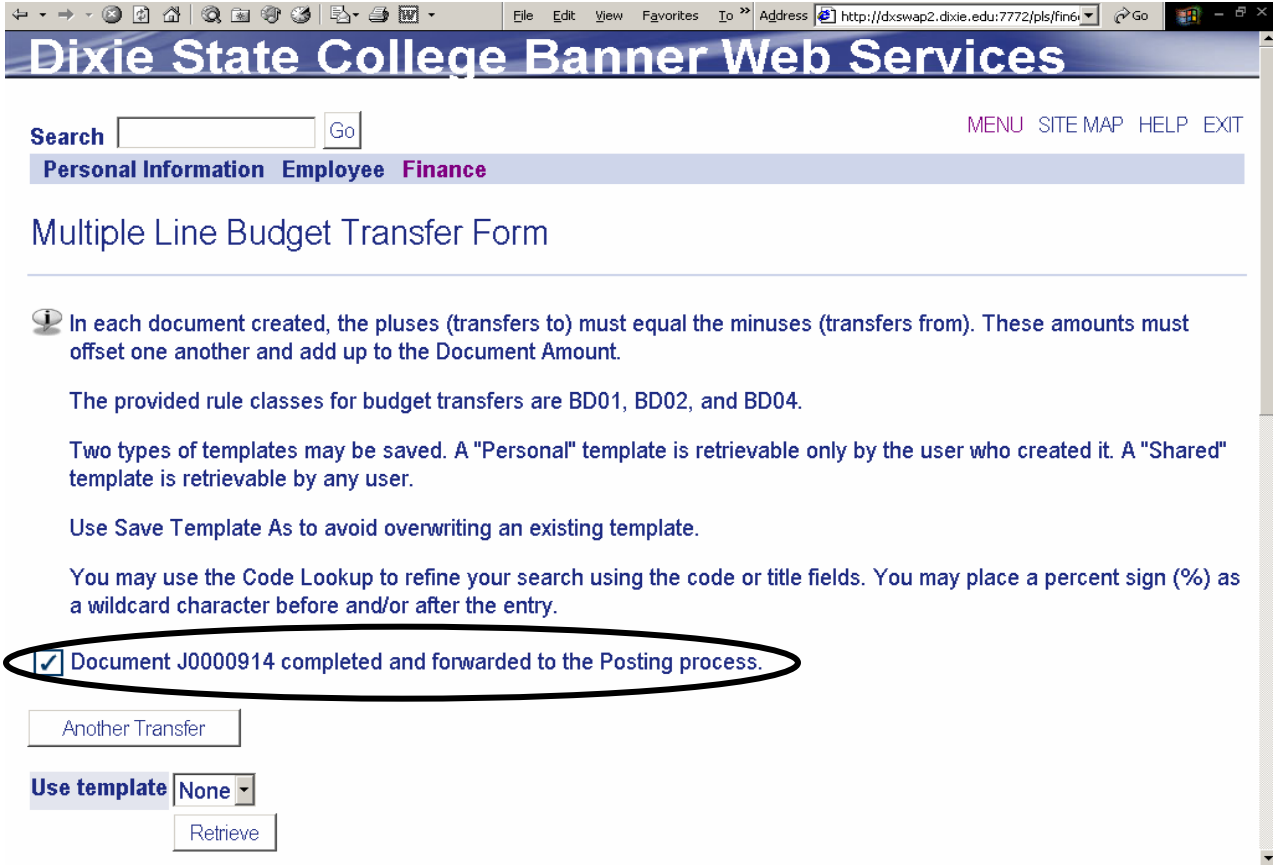
Save as Template:
 Shared
 ←

Code Lookup
 Chart of Accounts Code: D
 Type: account
 Code Criteria:
 Title Criteria:

Figure 6

- ✚ Account – Enter the account codes in the “Account” field. The account codes must be between 650000 and 799999 (i.e., 700000). Figure 6
- ✚ Click the complete button a second time to complete the budget transfer.

 A message will appear on the screen telling you what your document number is and that it has been completed and forwarded to the posting process. (Figure 7) The document number for this example budget transfer is J0000914.



The screenshot shows a web browser window with the address bar displaying `http://dxswap2.dixie.edu:7772/pls/fin6`. The page title is "Dixie State College Banner Web Services". The navigation menu includes "MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Multiple Line Budget Transfer Form".

In each document created, the pluses (transfers to) must equal the minuses (transfers from). These amounts must offset one another and add up to the Document Amount.

The provided rule classes for budget transfers are BD01, BD02, and BD04.

Two types of templates may be saved. A "Personal" template is retrievable only by the user who created it. A "Shared" template is retrievable by any user.

Use Save Template As to avoid overwriting an existing template.

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

Document J0000914 completed and forwarded to the Posting process.

Another Transfer

Use template **None**

Retrieve

Figure 7

3. Special Notes

✚ Contact the Administrative Computing Office for a User ID and PIN ([Rob Snow](#)).

✚ Help with Self-Service can be obtained by contacting:

✚ Business Services Staff - <http://www.dixie.edu/busoff/index.html>