

Overview: A Budget Transfer is used to reallocate the “Adjusted Budget” to offset spending and alleviate budget overages. This guide contains step-by-step instructions on how to enter a Budget Transfer using Banner or Self-Service BanWeb (SSB).

Before Processing...

Check account balances.

Know what the funds will be used for.

(Examples: conference event, printer replacement, telephone, etc.)

Research which appropriate accounts to use.

Guidelines

Budget Transfers must be within the same fund.

Budget Transfers must be within the same college or department.

Budget Transfers should not be processed to cover an expense that was charged to an incorrect FOAPAL. For these cases, please reach out to finance@westernu.edu to process a reclassification.

Budget Transfers may not be processed to move funds from a capital account (accounts starting with a '79') to a non-capital account.

Budget Transfers for salaries may not be processed using Banner and Self-Service BanWeb (SSB). Please reach out to budget@westernu.edu to process a compensation transfer form.

Budget Transfers may not be processed to move funds from revenue accounts (those that begin with a '5').

Budget Transfers may not be

Do's:

Be as specific as possible on the descriptions (limit of 50 characters per line).

If a budget transfer is being processed to cover a large variety of items please note the expense type and coverage period.

Adopted Budget - is the approved budget allocation given to a department for the fiscal year.

Adjusted Budget - is the current budget for an organization / department after one-time budget transfers are posted.

Budget Adjustment - is an increase or decrease to a budget account. All budget transfers are recorded within the budget adjustment column.

Budget Transfer - is the movement of budgeted funds between accounts.

Chart of Accounts - is a list of various accounts used for classification. Western U's chart of accounts is "W".

Fiscal Period - is a number designating to the month of the fiscal year

Step 1: Go to the my.westernu.edu or Intranet: <https://experience.elluciancloud.com/wohs/>

Step 2: Click on the link "Banner"

A new tab will appear to <https://pom>

Step 6: Enter the following parameters under the Journal Voucher Detail:

Sequence is automatic

Journal Type: BD02

"W" Under Chart is automatic

Fill in FOAPALs

Amount

Debit/Credit: Budget transfers documents require a "+/ " and not "D/C"

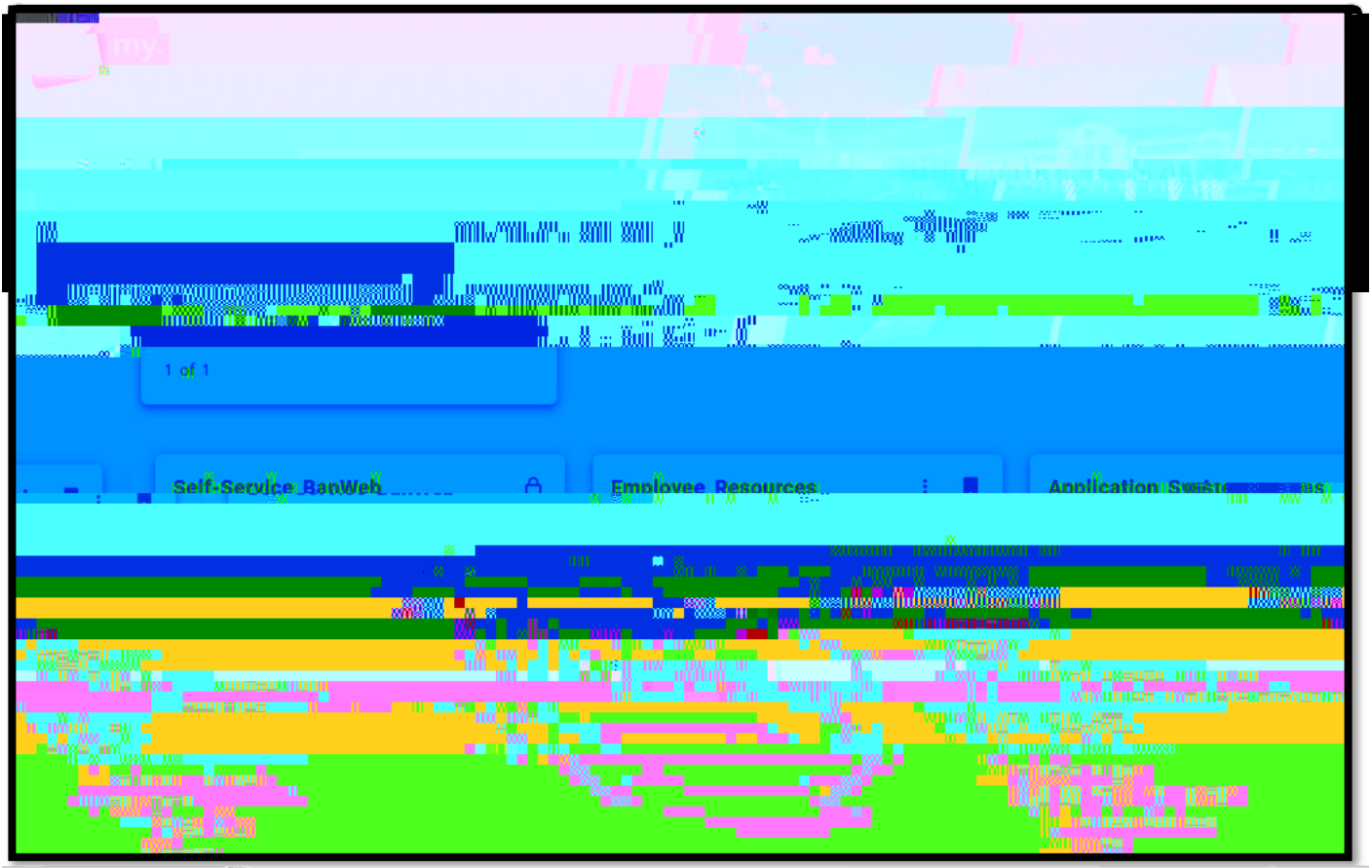
Description: enter a short but specific description of what the transfer is covering

Budget Period: **Enter budget period based on fiscal month.** For any transfers

Section V: Processing Budget Transfers Using Self-Service BanWeb (SSB)

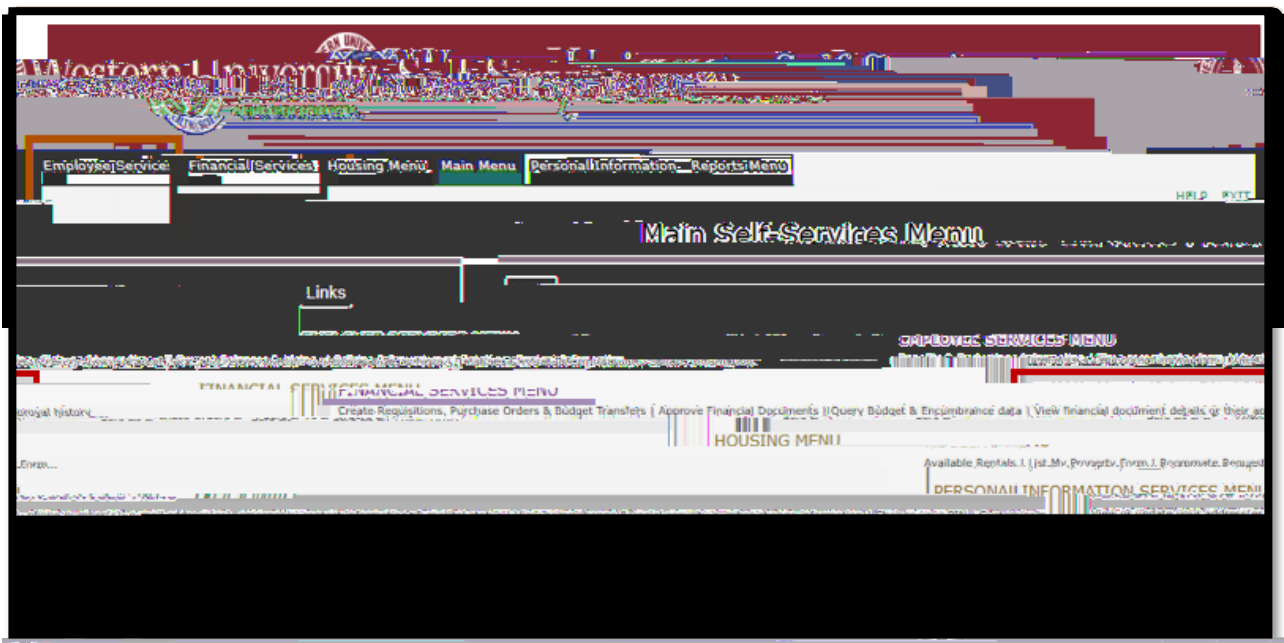
Step 1: Go to the my.westernu.edu or Intranet: <https://experience.elluciancloud.com/wohs/>

Step 2: Click on the 'Self Service' Icon or the link 'Self Service (BanWeb)'



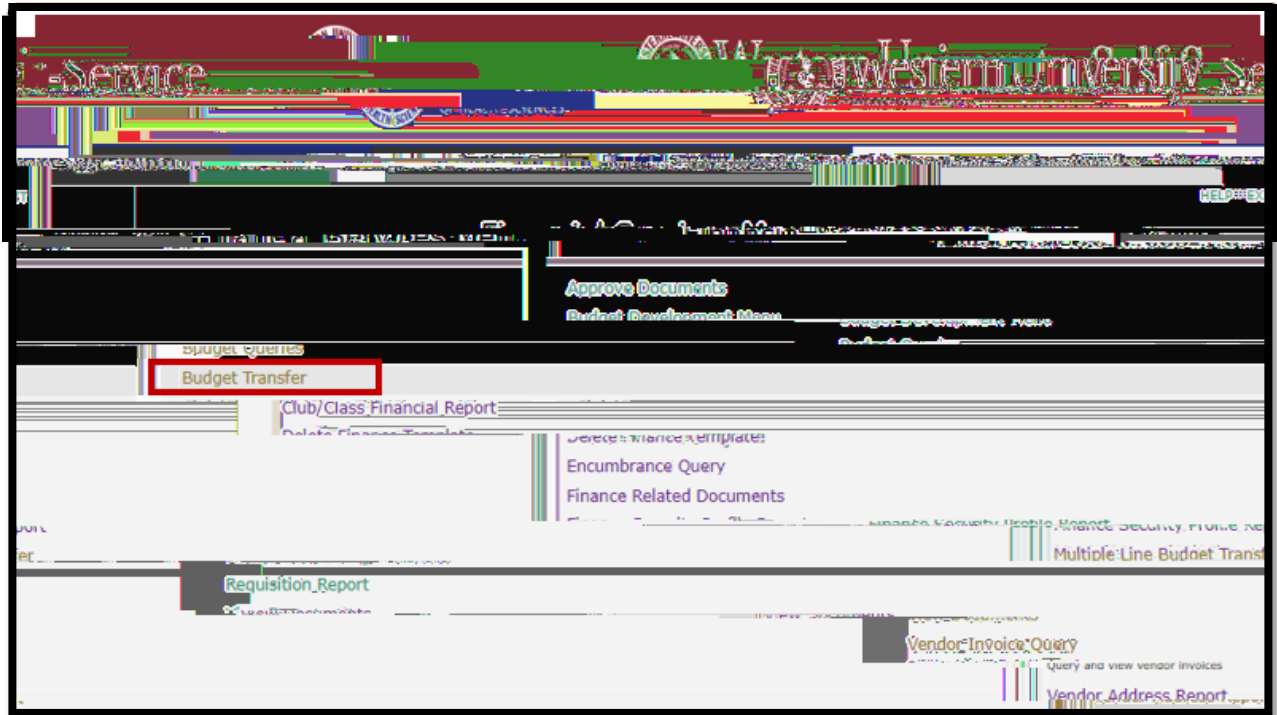
Creating a 'Single Line Budget Transfer'

Step 1: Click on 'Financial Services Menu'



Section V: Processing Budget Transfers Using Self-Service BanWeb (SSB)

Step 2: Click on 'Budget Transfer'



Step 3: Enter the following parameters:

Transaction Date: 1st of transaction month

Journal Type as 'BD02'

Document Amount (Transfer Amount)

"W" Under Chart of Accounts

From and To FOAPALs

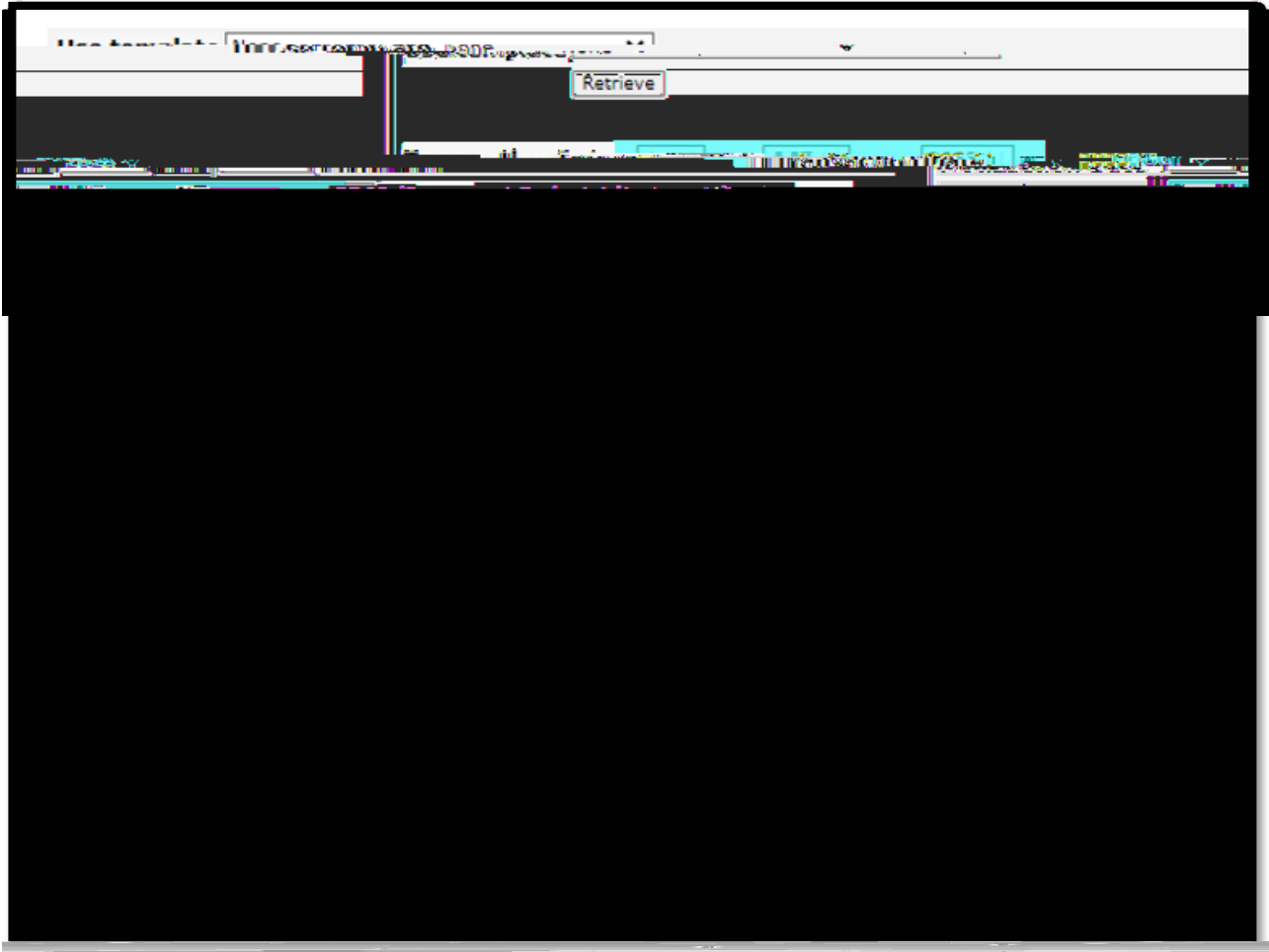
Description

Budget Period: Enter budget period based on fiscal month. For any transfers dated in the month of October 2023, the transaction date entered should be October 1st, 2023 and the budget period as '04'.

Q1		Q2		Q3		Q4	
Period	Month	Period	Month	Period	Month	Period	Month
01	Jul	04	Oct	07	Jan	10	Apr
02	Aug	05	Nov	08	Feb	11	May
03	Sep	06	Dec	09	Mar	12	Jun

Then click, 'Complete'

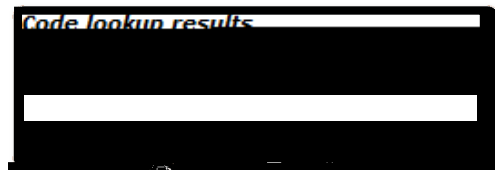
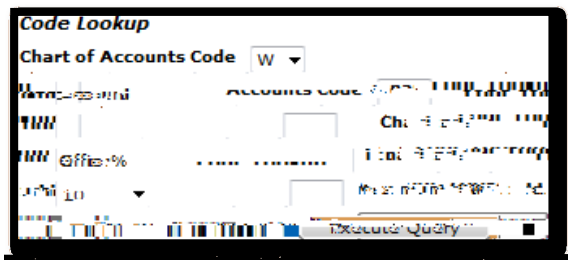
Section V: Processing Budget Transfers Using Self-Service BanWeb (SSB)



Note: After the user clicks complete there will be a message with a journal voucher number stating that it has successfully gone through. It is essential to keep the journal voucher number for recordkeeping.

Looking Up Accounts Using Code Lookup

Enter any known parameters and click 'Execute Query'. Below is an example on how to look up an office supplies account by entering Office% in the title criteria field.



Multiple Line Budget Transfer

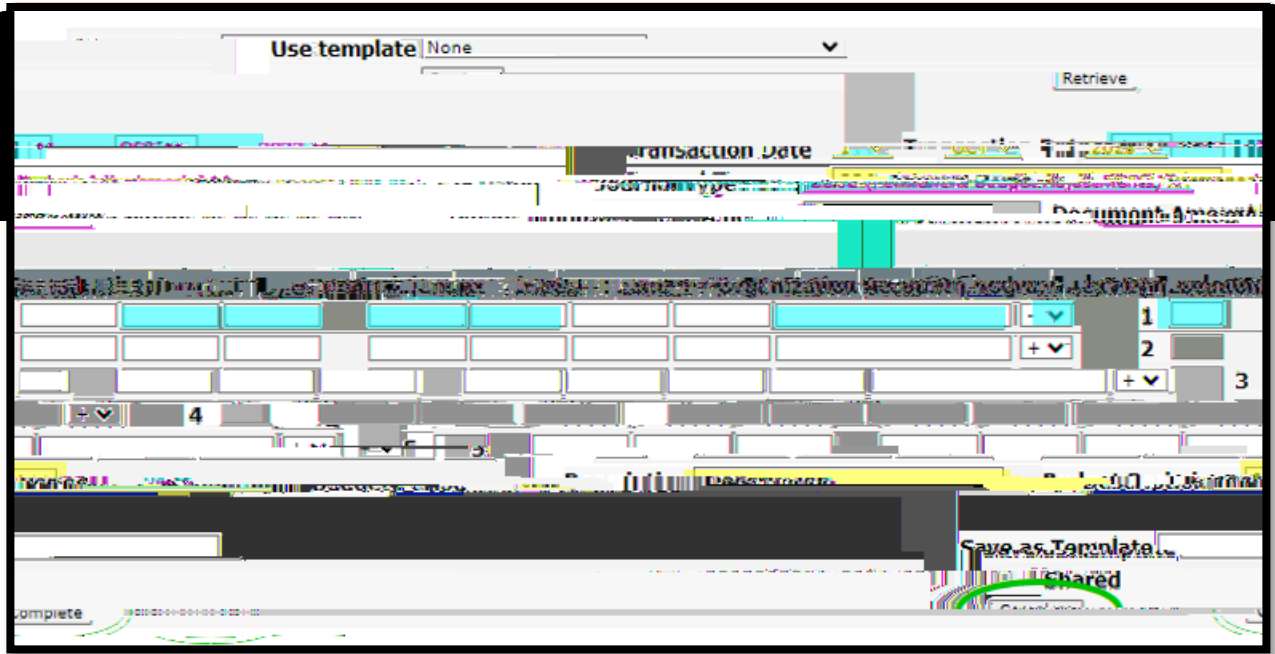
The Multiple Line Budget Transfer option is the same as the Budget Transfer form except that it allows the user to use up to five FOAPALS.

Enter the following parameters:

Transaction Date: 1st of transaction month

Journal Type as 'BD02'

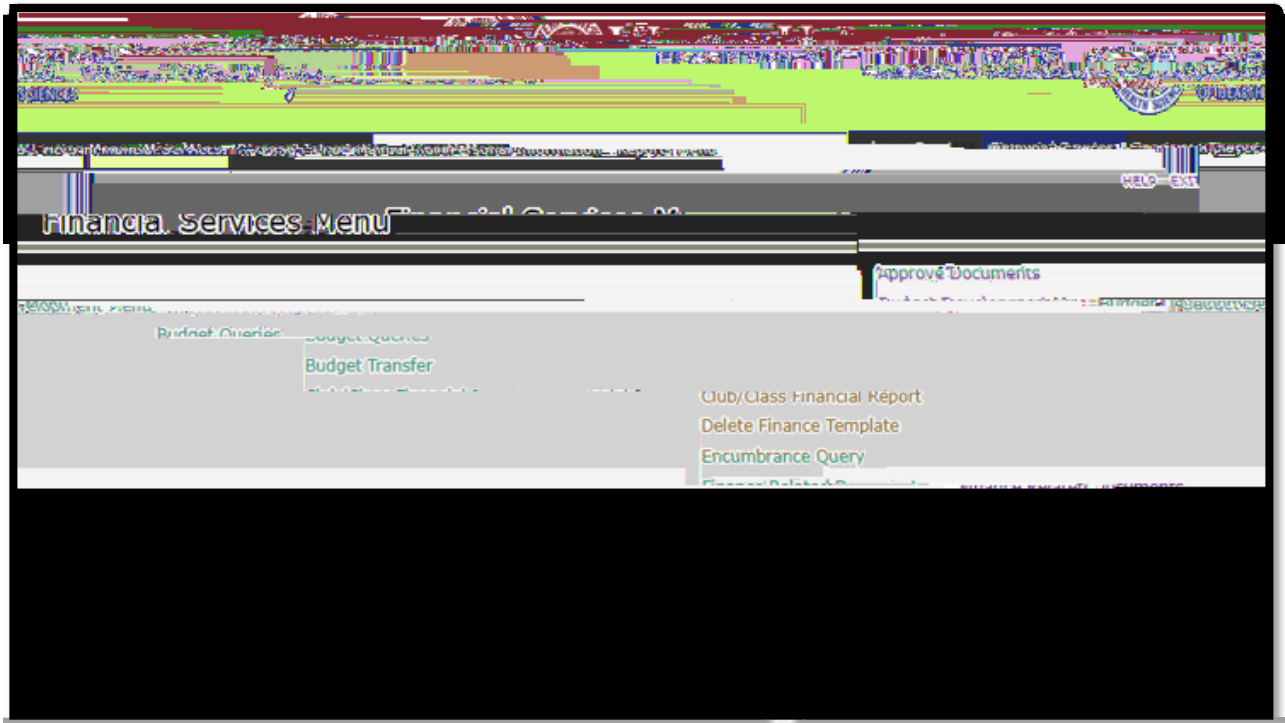
Document Amount (Absolute Value)



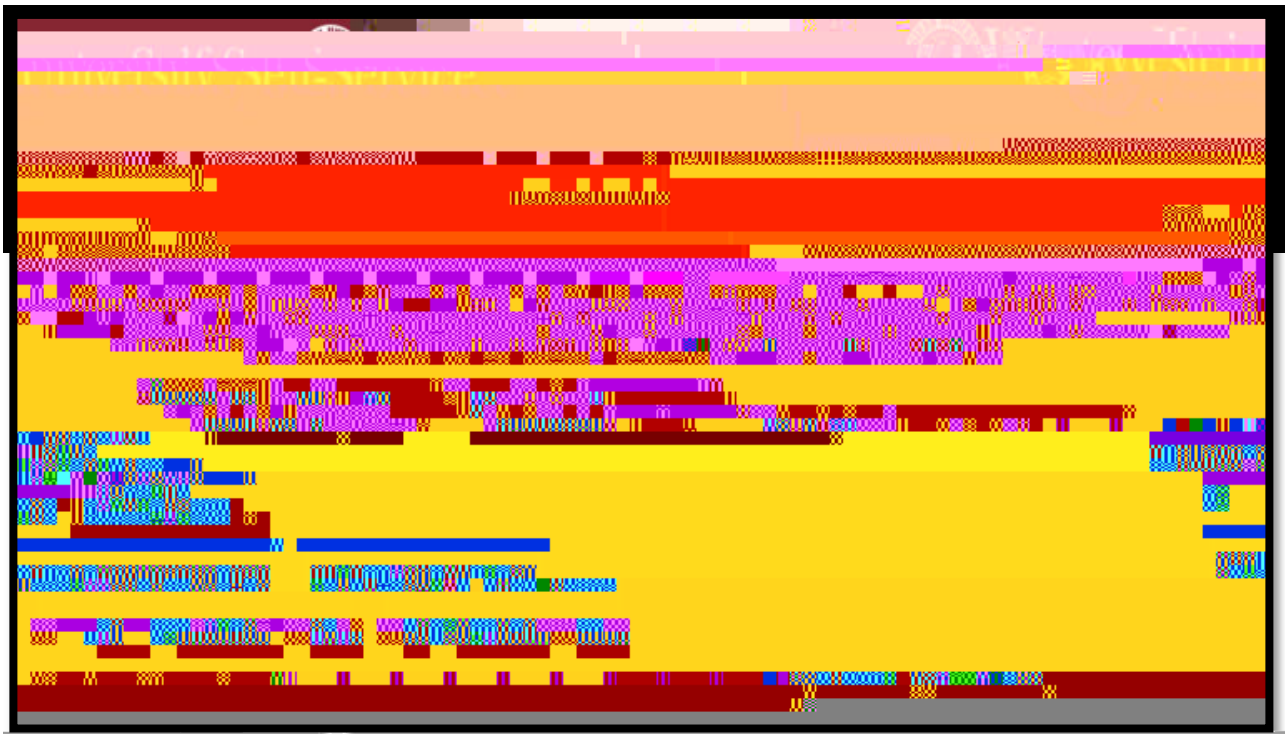
Note: After the user clicks 'complete' there will be a message with a journal voucher number stating that it has successfully gone through. It is essential to keep the journal voucher number for recordkeeping.

Section VI: Checking the Status of a Budget Transfer

Step 1: Under the 'Financial Services Menu' in Self Service, click on 'View Documents'



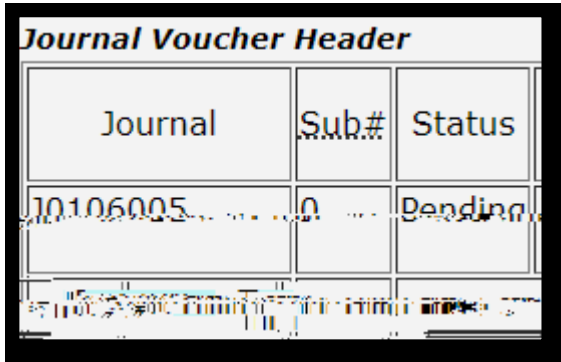
Step 2: Select 'Journal Voucher' and input the Document Number.



Note: If the Journal Voucher number was not retained, clicking on the 'Document Number' button in the above screenshot and inputting the user's ID in the appropriate field will display a history of all budget transfers processed by the corresponding user.

Section VI: Checking the Status of a Budget Transfer

Step 3: The resulting screen will detail the budget transfer. A Status of **'Pending'** indicates that the budget transfer is likely still under review. A Status of **'Posted'** indicates that the budget transfer has been completed and will be reflected in the Adjusted Budget.



The image shows a screenshot of a 'Journal Voucher Header' table. The table has three columns: 'Journal', 'Sub.#', and 'Status'. The first row contains the values '10106005', '0', and 'Pending'. The table is enclosed in a black border.

Journal	Sub.#	Status
10106005	0	Pending