

On-line Budget Transfers

- 1.) Available Balance – Always view FGIBAVL to ensure there is enough budget to transfer before you begin the process.
- 2.) Find “Request for Budget Transfer” link inside of JagNet under Finance tab.

The screenshot shows the JagNet navigation bar with tabs for Personal Information, Student, Financial Aid, Employee, and Finance. The Finance tab is selected. Below the navigation bar is a search box with the text "Search" and a "Go" button. The main content area is titled "Finance" and contains a list of links: Budget Queries, Encumbrance Query, Approve Documents, View Document, Budget Development, Delete Finance Template, Request for Budget Transfer, and Pending Budget Transfers. Below the links is a link that says "View your pending budget transfers."

- 3.) Populate the form as indicated below.
 - a. Fiscal Year – The fiscal year is automatically populated. On-line budget transfer requests are for the current fiscal year only.
 - b. Initiator’s Phone # - Phone number of the person requesting the budget transfer. (Ex: 9568724646)
 - c. Justification – Reason for budget transfer, be as descriptive as possible since only 35 characters are allowed. (Ex: Funds for a new computer)

Fiscal Year	<input type="text" value="18"/>
Initiator's Phone#	<input type="text" value="9568724646"/>
Justification (Max 35 Characters)	<input type="text" value="Funds for a new computer"/>

- 4.) Select the decreasing fields, this is the fund/organization/account where the money is going to be deducted from. Make sure to select a valid fund/organization code combination. The drop down list is populated based on your Banner Finance access. If you don’t see a fund/organization on the drop down list, then you don’t have access to it and access needs to be requested by submitting the BO-7200 form. The access request form “[BO-7200 – Banner Finance Access Request Form](#)” is located on the Business Office website under the Request

Forms section. Capital budget transfers must be prepared and submitted on the “[BO-3500 Request For Budget Transfers](#)” form located on the Business Office website under the Budget section.

From (Decreasing)	Account Code	Amount
None	None	

- Populate the “To (Increasing)” fields, this is the fund/organization/account where the money is going to be transferred to.

To (Increasing)	Account Code	Amount
None	None	

- Once done making your selections click on “Submit.” Review the Transactions Confirmation pop-up and press “Confirm” to continue or “Cancel” to make corrections.

Transfers Confirmation ✕

You are about to make the following transfers. Please confirm that you want to make these changes.

From Fund	Account	Deduction
110000 221101 Accounting	710000	\$100.00
To Fund	Account	Increase
110000 001000 Unrestricted Fund Revenue	730000	\$100.00

- When Confirmation screen displays, the budget transfer request has been routed for approvals.

Confirmation

Budget request has been submitted for approval to financial manager.

Your request number is: 69F954CFDA281CF6E0530AF3050AE233

Done

Budget Transfer Cycle

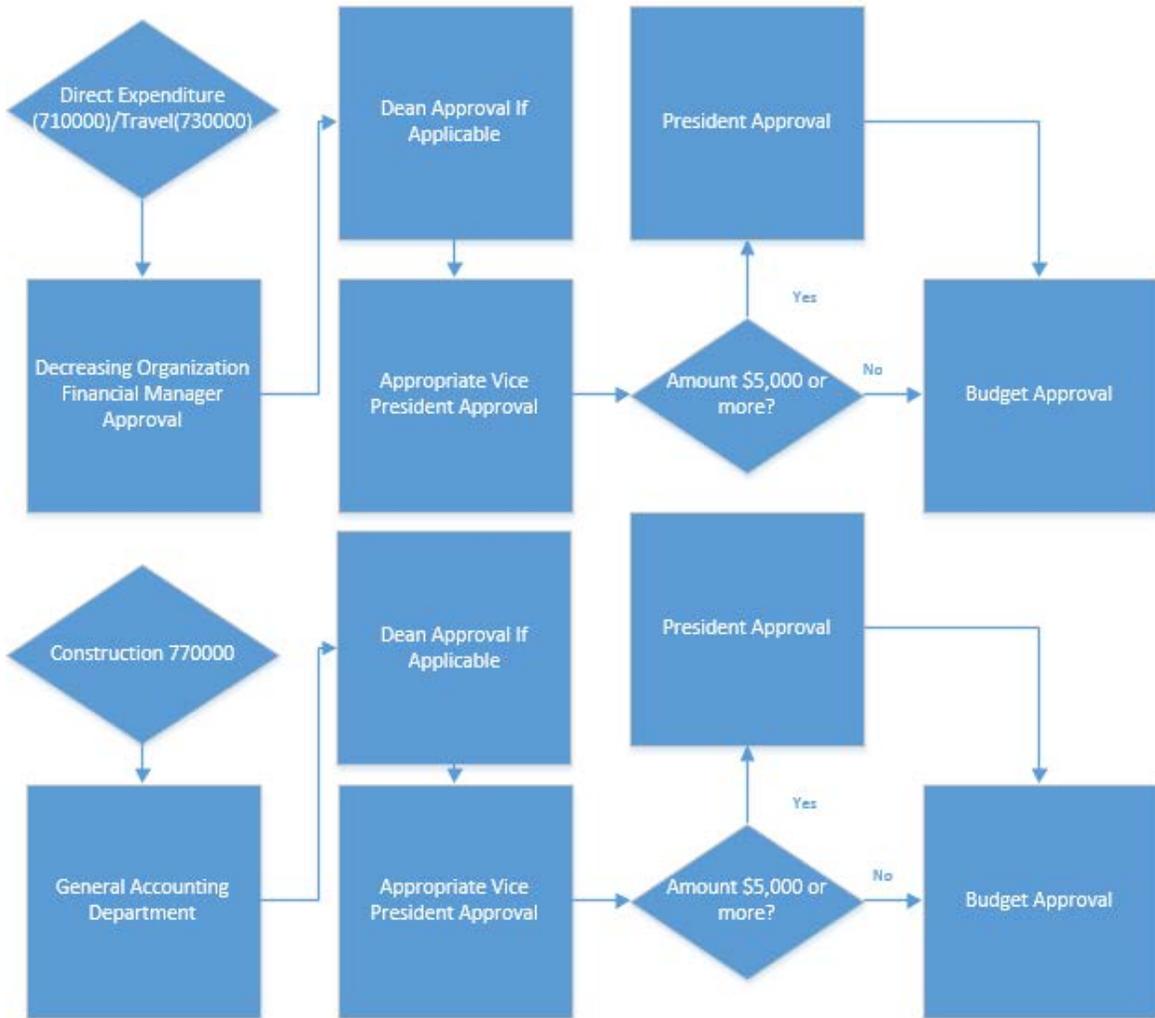
- 1.) Direct Expenditures / Travel Accounts
 - a. Requestor
 - b. Decreasing Organization Financial Manager
 - c. Dean, if applicable
 - d. Vice President Approval
 - e. President Approval, \$5,000 or more
 - f. Budget Department

- 2.) Construction Account
 - a. Requestor
 - b. General Accounting department
 - c. Vice President Approval
 - d. President Approval, \$5,000 or more
 - e. Budget Department

Notification Section

- Every approver receives an email with a link to approve in Workflow.
- Once final approval is given by the Budget Department, the Financial Manager gets a notice that the budget transfer has been completed.
- Requestors will not receive status notification emails unless the budget transfer request was denied by an approver. The Budget Department will disapprove budget transfer requests due to insufficient funds.
 - If a budget transfer request is denied, it will be cancelled completely and a new one will need to be created.
- The status of pending budget transfer requests can be verified via the Pending Budget Transfers report, see [page 5](#) for details.
- Delays may occur at any point, if an approver is not available.

Budget Transfer Routing Chart



Self-Service – Pending Budget Transfers

- 1.) Status of pending budget transfers that are pending approval in self-service.
 - a. Click on “Pending Budget Transfers”

The screenshot shows a navigation bar with tabs for Personal Information, Student, Financial Aid, Employee, and Finance. The Finance tab is selected. Below the tabs is a search bar with a 'Go' button. The main content area is titled 'Finance' and contains a list of menu items: Budget Queries, Encumbrance Query, Approve Documents, View Document, Budget Development, Delete Finance Template, Request for Budget Transfer, and Pending Budget Transfers. The 'Pending Budget Transfers' item is highlighted in purple and includes a sub-link: 'View your pending budget transfers.'

Report will show pending budget transfers requested by the user. The “Next Approval” column shows the pending activity while “Approver Name” shows the person that needs to approve the request. Budget transfers that have been approved will not appear on the report.

Pending Budget Transfers

Transactions pending approval are listed below.

Workflow ID	Start Date	Next Approval	Approver Name
Budget Transfer 687CAF254B4509E4E0530AF3050AAEC9 by Jose Salinas	28-MAR-2018	FM_Approval	Molki, Saeed
Budget Transfer 66ECD568156A0FBAE0530AF3050AD796 by Jose Salinas	08-MAR-2018	FM_Approval	Lopez, Myriam
Budget Transfer 66EEBC66502C273BE0530AF3050ACB6C by Jose Salinas	08-MAR-2018	FM_Approval	Lopez, Myriam
Budget Transfer 69F954CFDA281CF6E0530AF3050AE233 by Jose Salinas	16-APR-2018	FM_Approval	Pastor, Eduardo
Budget Transfer 690789960B925429E0530BF3050A300F by Jose Salinas	04-APR-2018	FM_Approval	Pastor, Eduardo