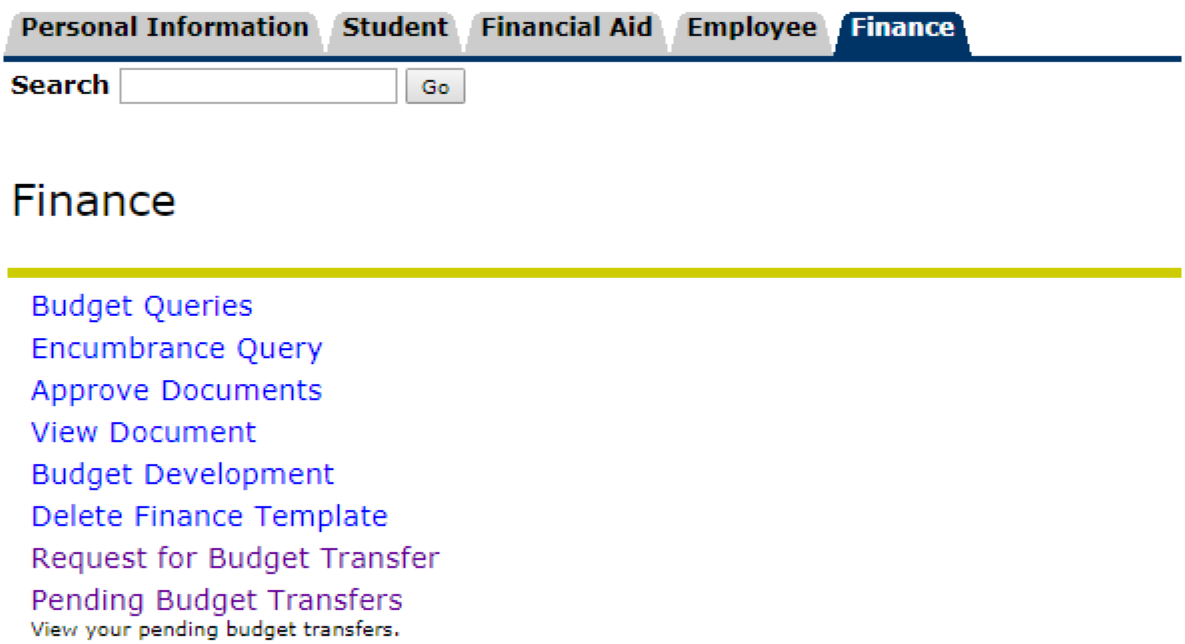
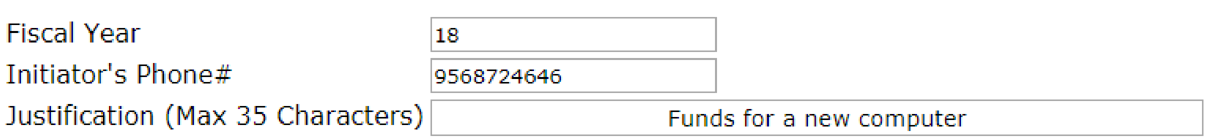
On-line Budget Transfers

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.

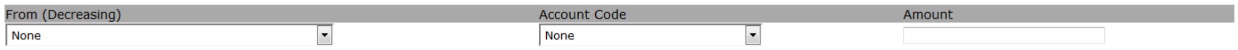


3.) Populate the form as indicated below.
   a. Fiscal Year – The fiscal year is automatically populated. On-line budget transfer requests are for the current fiscal year only.
   b. Initiator's Phone # - Phone number of the person requesting the budget transfer. (Ex: 9568724646)
   c. Justification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

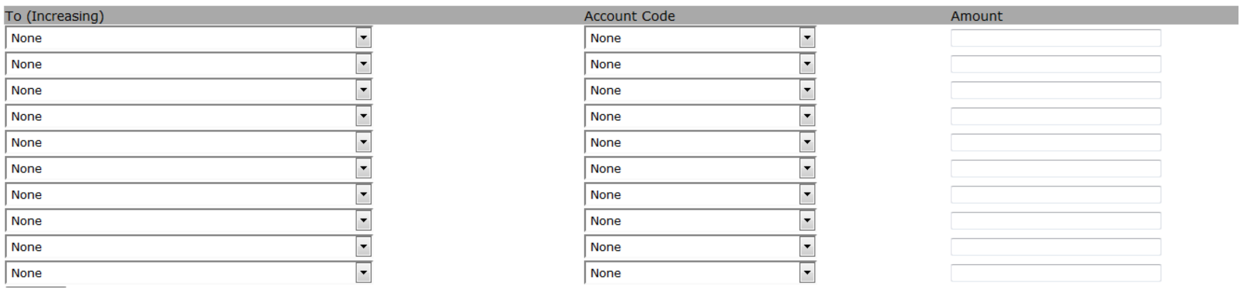


4.) Select the decreasing fields, this is the fund/organization/account where the money is going to be deducted from. Make sure to select a valid fund/organization code combination. The drop down list is populated based on your Banner Finance access. If you don't see a fund/organization on the drop down 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

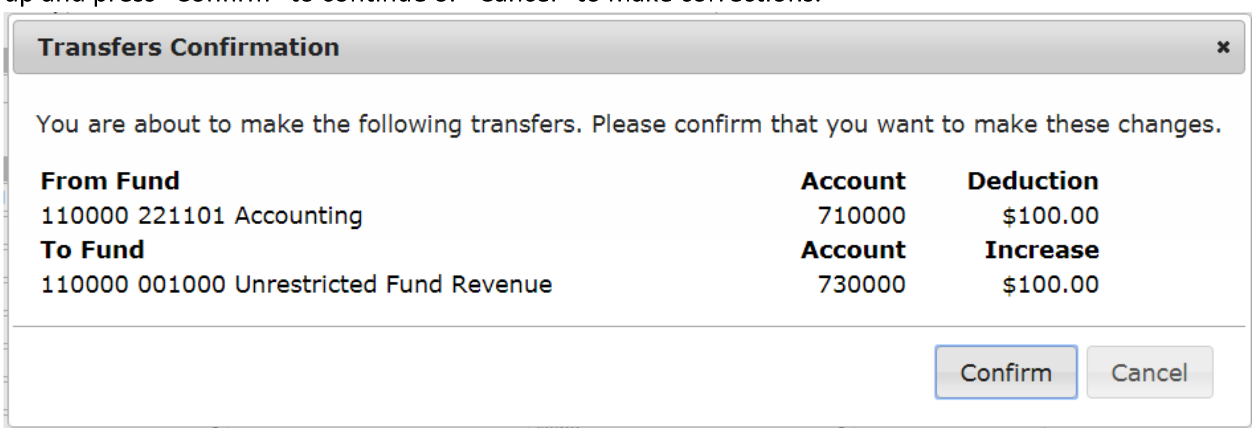
Forms section. Capital budget transfers must be prepared and submitted on the "BO-3500 Request For Budget Transfers" form located on the Business Office website under the Budget section.



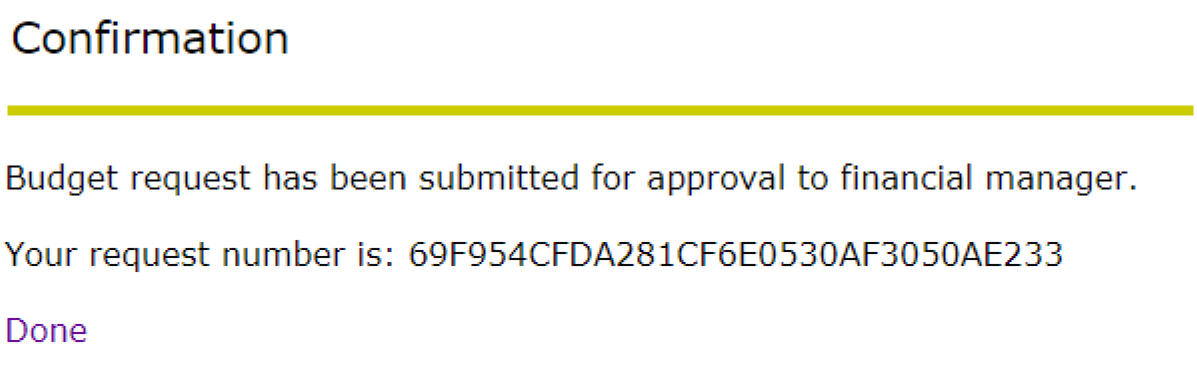
5.) Populate the "To (Increasing)" fields, this is the fund/organization/account where the money is going to be transferred to.



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



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



Budget Transfer Cycle

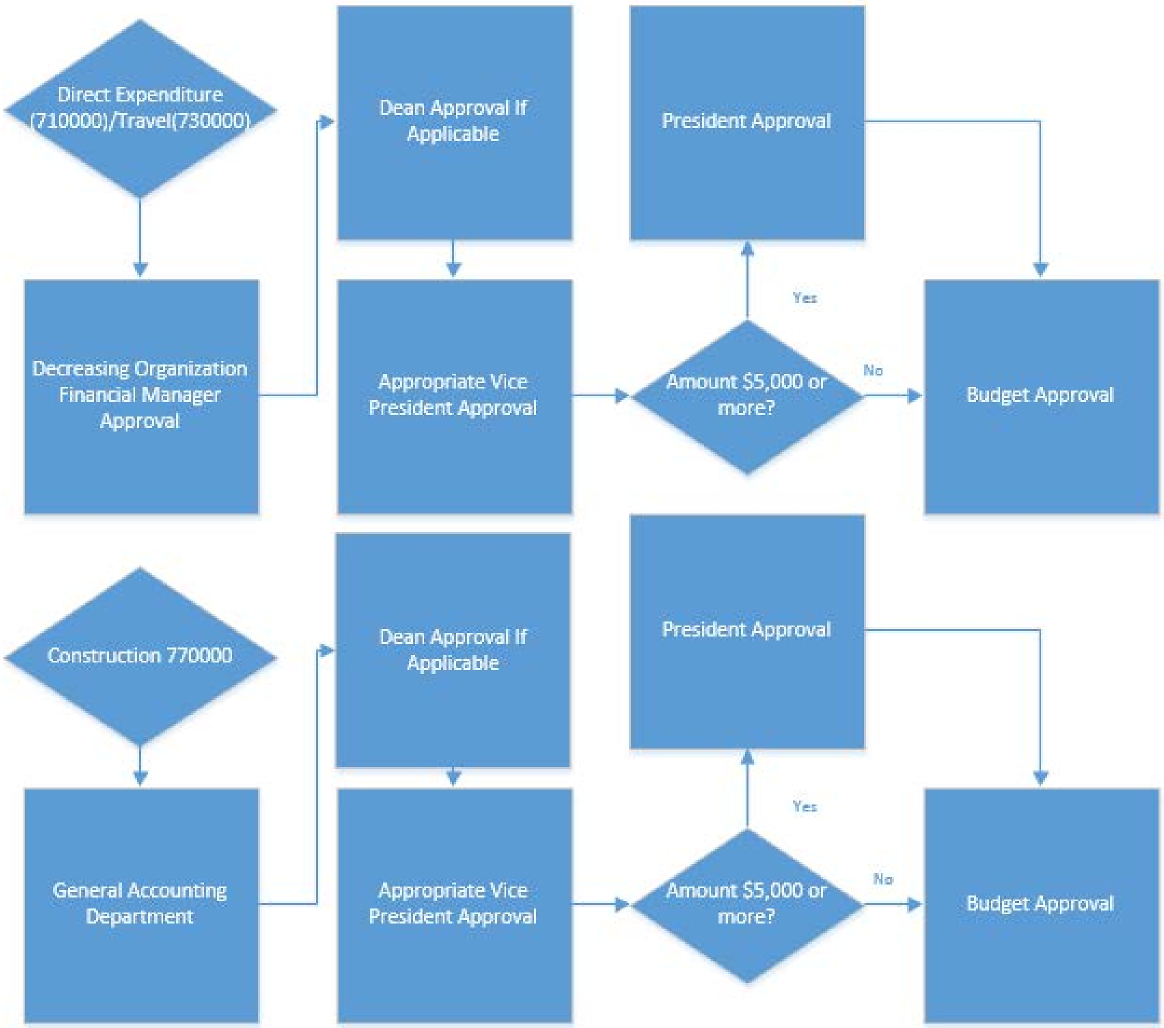
1.) Direct Expenditures / Travel Accounts
   a. Requestor
   b. Decreasing Organization Financial Manager
   c. Dean, if applicable
   d. Vice President Approval
   e. President Approval, $5,000 or more
   f. Budget Department

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

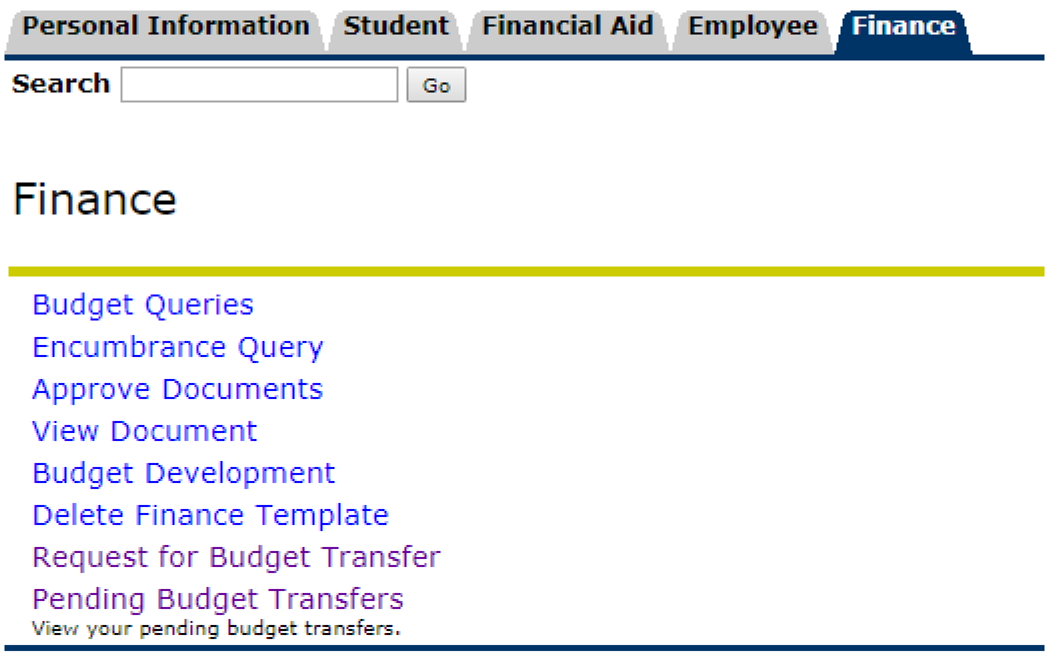
- Every approver receives an email with a link to approve in Workflow.
- Once final approval is given by the Budget Department, the Financial Manager gets a notice that the budget transfer has been completed.
- Requestors will not receive status notification emails unless the budget transfer request 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

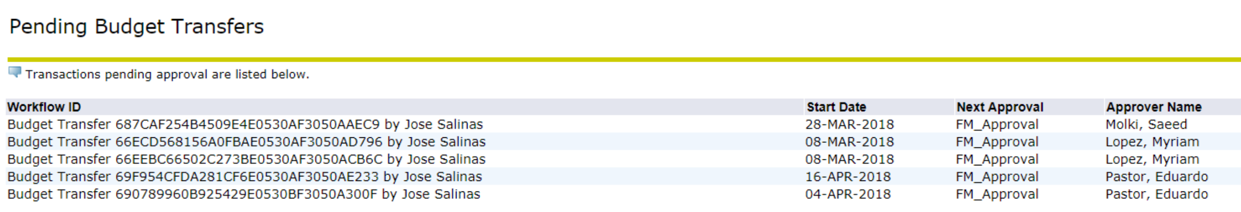


Self-Service – Pending Budget Transfers

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



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