Banner 8.0 Budget Transfer Quick Reference Guide

Instructions to Process Budget Transfers using Banner Form FZABDGT
1. Go to form FZABDGT.
2. In DOCUMENT NUMBER field type NEXT
3. Click on NEXT BLOCK.
4. Tab past the TRANSACTION DATE field to DOCUMENT TOTAL field. Enter the total..
5. Click on the Options tab on top of the menu bar.
6. Choose Transaction Detail Information option on to get to form FZABDGT transaction detail window.
7. The document number and document total will be displayed at the top of the form.

Sequence 1
1. Tab through the SEQUENCE field.
2. Tab down to the JOURNAL TYPE field and enter BBO to do a one-time budget transfer.
3. Tab to the AMOUNT field and enter the amount of the budget transfer.
4. Tab to the +/- field and enter a minus sign [-] since this is the FROM fund.
5. Tab down to the INDEX field. Enter the fund number of the appropriate fund. In sequence 1, this will be the fund that you are transferring money FROM.
6. Tab down to the ACCOUNT field. Enter the appropriate account code for this transaction.
7. Tab to the DESCRIPTION field and enter a description of the transfer (up to 35 characters). You have completed the first sequence. DO NOT HIT ENTER.

To move between sequences, press the up [↑] and down [↓] arrow keys on the keyboard. To get to the next sequence, press the down arrow key, to see a previous sequence, press the up arrow key.

Sequence 2
1. Press the down arrow to get to the next sequence to enter the TO side of the transaction.
2. Tab through the SEQUENCE field.
3. Tab to the JOURNAL TYPE field and enter BBO for one-time budget transfers.
4. Tab to the AMOUNT field and enter the amount of the budget transfer.
5. Tab to the +/- field and enter a plus sign [+] since this is the TO fund.
6. Tab down to the INDEX field. Enter the fund number of the appropriate fund. In sequences 2 and up, it will be the fund or funds you are transferring money TO.
7. Tab to the ACCOUNT field and enter the account code.
8. Tab to DESCRIPTION. You may enter the same description as for the other sequence or enter a different one.
9. After you have finished all of the sequences for a transaction, Click SAVE.
10. You can then check your work by clicking on the Options tab on top of the menu bar and then choosing the ACCESS TRANSACTION SUMMARY INFO (FGIJSUM) selection.
11. When you are ready to process the transaction, click on the Options tab on top of the menu bar and then choose ACCESS COMPLETION.
12. Then, click COMPLETE.
13. When you have successfully completed the budget transfer, the following message will appear at the bottom of the screen: "Document J0xxxxxx completed and forwarded to the posting process".

For more detailed information, please see "Budget Allocation and Transfer Instruction Manual (v8.0).

Office of Budget and Financial Planning
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