Transferring Budget in Banner through Self Service Banner ("SSB")
Illinois Institute of Technology

Date: May 21, 2018

Objective: Learn how to transfer operating budget in Self Service Banner.

Application(s): Self Service Banner
Accessed via web browsers (e.g., Firefox, Internet Explorer, etc.)

Audience: Unit Budget Managers and their designees.

Purpose: Budget transfers are used to move budget amounts between FOAPs. This allows units the ability to modify their budget amounts based on changing operational needs. For example: budget moves between personnel accounts for salary increases/decreases and/or non-personnel accounts due to increases/decreases in operating expenses. Units should always check the available budget balance for the fund-org-account that will have its budget decreased before the budget transfer is processed.

1. When a unit needs to transfer budget between FOAPs a user must first log into the Self Service Banner screen (SSB).

2. 

3. Once on the SSB screen make sure you’re on the Finance tab. If you’re on a screen that says “Main Menu” please click the finance link. Once on the finance tab proceed to the Budget Transfer or Multiple Line Budget Transfer link.
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4. Or

Main Menu

Personal Information
- Update address or current contact information or marital status: review name or social security number change information. Change your PIN: customize your director profile.
- Employee
- Faculty
- Staff
- Academic unit: campus, program, center, policy office, period, etc.

Finance
- Create or change financial documents, budget information, etc.

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And then

6.

7. From the Budget Transfer screen a unit will be able to transfer budget amounts to and from their 10 (unrestricted) and 20 (gift/endowment) funds. The transfers between funds will include accounts 63 (Part-Time Salaries), 71 (Operations and Maintenance), 72 (Supplies and Services), 73 (Professional Fees and Advertising), and 7G (Capital and ICR Exempt). Transfers from accounts 71, 72, 73, and 7G will post immediately as long as the amount is under the authorized approval limit and processed by an authorized budget approver. Transfers to and from account 63 will route to the Budget Office for approval regardless of the amount. To complete a transfer please follow the steps below.

a. First enter the amount that will be transferred in the “Transfer Amount” section.

b. On the line that says “From” enter the number 1 in the “Chart” section,

c. Then enter the fund (FOAP) that will have its budget reduced. This is the line that will have the minus sign to the right.

d. Next, in the “To” section enter the fund (FOAP) that will receive the budget increase. This is also the line that will have the plus sign to the right.

e. Next enter the reason for the budget change in the “Description” section.

f. Once the description is filled out make sure the current budget period is selected for the “Budget Period” section (i.e. a budget change done in June would be period 1 and a budget change in September would be period 4).

g. Lastly, click complete.
The Multiple Line Budget Transfer works the same way as the two line Budget Transfer with the exception of the “Document Amount” section. This section needs the total amount of the document instead of the amount that is being transferred. An example would be if $1,000 is being reduced from one FOAP and transferred to two other FOAPs, the amount to enter would be $2,000 in the “Document Amount” section. In the two line Budget Transfer the amount to enter would be $1,000.