

Budget Transfers

Contact Information: www.oru.edu/faculty_and_staff/financial_services/

Banner Go Live Date: May 1st, 2012

Creating Budget Transfers:

1. Log into Banner Test System

- <http://ntsrv139.oru.edu/fintest>
- Enter Secure Area
- Select Budget Transfer or Multiple Line Budget Transfer

2. Budget Transfer

- Enter Date of Transaction (will default to today's date)
- Leave BD01 as Journal Type (do not change)
- Enter Amount to be transferred

3. Accounting Information

- Enter Index to transfer the money out of in the top line (Query for Code if unknown)
- Enter Index to transfer the money in to in the bottom line (Query for Code if unknown)
- Select Complete (to pull in FOP from Index code)
- **Enter 3 Digit Account Code** (Query for Code if unknown using 7__ for expenses)
- Enter Description (if needed)
- Enter Budget Period (May = 01)
- Save as Template for later use
- Click Complete

Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

Code lookup results

Chart 1	
Account Code	Title
702	Travel
704	Contractual services
705	Insurance
706	Utilities
710	Operating Expense
712	Library
713	Services to Affiliates-Expense
714	Financial aid
716	Interest
718	Depreciation
720	Other