

Online Budget Transfers

Online Budget Transfers are available in My.Emich for **General Fund** and **Auxiliary Fund** accounts.

All other Fund types will be handled using a paper form. Contact the Budget Office for more details.

Accessing the Budget Menu

1. Log in to My.Emich and click on the **Employee** tab.
2. Navigate to the **Self Service Main Menu** channel and click the **Expand Self Service Channel to fill screen** button in the upper right-hand corner of the channel.
3. Click the **Finance** link. This will open the Finance Self Service Main Menu.

Single Line Budget Transfer

The most basic Budget Transfer is the Single Line Budget Transfer. With this tool you can transfer one amount from one Fund/Org to another Fund/Org.

Dollar amount must be a round number. For example, transfer \$214.00, **NOT** \$214.36. If over 50 cents round up, otherwise round down.

To enter a budget transfer, follow these steps:

1. Click the **Budget Transfer** link in the Main Menu.
2. On the Budget Transfer page, select the Query Type from the drop down list:
 - **BDAP** - for Auxiliary transfers
 - **BDEP** - for General Fund transfers
3. Enter the dollar amount of the transfer into the **Transfer Amount** field. (You must use round numbers, no cents)
4. Enter **E** into the Chart field (Chart of Accounts).
5. Enter the Fund number you want to transfer money FROM in the first **Fund** field.
6. Enter the Organization code you want to transfer money FROM in the first **Organization** field.
7. Enter the Account code you want to transfer money FROM in the first **Account** field. Budget transfers should be created on Account codes ending in B (for Budget), such as 1870B, or 3000B.
8. Enter the appropriate Program code in the **Program** field. List of Program codes can be found to the right in this document.

If you use Activity or Location codes in your budget, populate one of those fields accordingly.

9. Enter the Fund number you want to transfer money TO in the first **Fund** field.
10. Enter the Organization code you want to transfer money TO in the first **Organization** field.
11. Enter the Account code you want to transfer money TO in the first **Account** field. Budget transfers should be created on Account codes ending in B (for Budget), such as 1870B, or 3000B.
12. Enter the appropriate Program code in the **Program** field. List of Program codes can be found below.
If you use Activity or Location codes in your budget, populate one of those fields accordingly.
13. Type a description of your transfer in the **Description** field. This will help you identify your transaction in the system. (26 character limit in the Description field)
14. Select a value from the **Budget Period** drop-down list. These are the months of the fiscal year ("01" is July, "02" is August, etc). The Budget Period must match the current month of the fiscal year; "10" is April, "11" is May, "12" is June.

Once submitted, the **Document Amount** will be listed as double the amount that was entered.

15. Click the **Complete** button to submit your budget transfer. Write down the Journal Voucher number shown next to the green check mark:
"Document J00xxxxx completed and forwarded to the approval process"

Program Codes

- | | |
|----|-----------------------|
| 10 | Instruction |
| 20 | Research |
| 30 | Public Service |
| 40 | Academic Support |
| 50 | Student Services |
| 60 | Institutional Support |
| 70 | Plant |
| 80 | Financial Aid |
| 90 | Auxiliaries |

Multiple Line Budget Transfer

The Multiple Line Budget Transfer allows you to process multiple transfers within one transaction. There is a limit of five lines for this type of transfer.

Using this tool you can transfer from one Fund/Org to up to four other Fund/Orgs.

Dollar amount must be a round number. For example, transfer \$214.00, **NOT** \$214.36. If over 50 cents round up, otherwise round down.

To enter a Multiple Line Budget Transfer, follow these steps:

1. Click the **Multiple Line Budget Transfer** link in the Main Menu.
2. On the Multiple Line Budget Transfer page, select the Query Type from the drop down list:
 - **BDAP** - for Auxiliary transfers
 - **BDEP** - for General Fund transfers
3. Add up the total amount of all the lines on the form, and enter that amount into the **Document Amount**. This number will be twice your transfer amount due to the multiple line nature of this transfer. (You must use round numbers, no cents)
4. Enter **E** into the Chart field (Chart of Accounts).
5. Enter the Fund, Org, Account and Program code values for the FOAP you want to transfer money FROM (just as you did in the single Budget Transfer process on the previous page).
6. Enter the Fund, Org, Account and Program code values for the FOAP you want to transfer money TO (just as you did in the single Budget Transfer process on the previous page). Use as many of the four available lines as you need.
7. Type a description of your transfer in the **Description** field. This will help you identify your transaction in the system. (26 character limit in the Description field)
8. Select a value from the **Budget Period** drop-down list. These are the months of the fiscal year (“01” is July, “02” is August, etc). The Budget Period must match the current month of the fiscal year; “10” is April, “11” is May, “12” is June.
9. Click the **Complete** button to submit your budget transfer. Write down the Journal Voucher number shown next to the green check mark:
“**Document J00xxxxx completed and forwarded to the approval process**”

Access the Approve Documents Menu

1. Log in to My.Emich at <http://my.emich.edu/> using your My.Emich username and password. Firefox is the preferred browser for My.Emich.
2. Click the **Employee** tab.
3. In the **Services Main Menu** channel, click the **Expand Self Service Channel to fill screen** button in the upper right-hand corner of the channel.
4. Click the **Finance** link in the Services Main Menu.
5. Click the **Approve Documents** link in the Finance Menu. The Approve Documents Menu will appear.

Approve Documents Menu

Your Banner username will default into the **User ID** field.

Documents for which you are the next approver

This is the default setting. It will limit the results to documents for which you are the next approver.

All documents which you may approve

You can select this setting. It will show all documents you will eventually approve, even if they are currently waiting on someone else.

Approvals List

You will see a list of documents awaiting your approval. **The amount for each Journal Voucher will be double the amount originally entered.** Banner tracks the overall amount of a transfer (To and From amounts).

1. To view your budget transfer, click the **Journal Voucher number (JV0014852)** link in the list. This will show the lines in your budget transfer (one for FROM, one for TO).
2. When you are done viewing, click the **Back** button on your browser to return to the list.

View Approval History

Click the **History** link to view the document's approval history. You will see two groups listed on the subsequent page:

1. **Approvals required** - this will show approvers that still need to approve the document. Only one approver in each queue needs to approve the document.
2. **Approvals recorded** - this will show approvers who have already approved the document.
3. When you are done viewing the approval history, click the **Back** button on your browser to return to the list.

Approving and Disapproving

1. To approve a document, click the **Approve** link.
2. To disapprove a document, click the **Disapprove** link.