

Transfers

There are two types of transfers: a budget transfer and an expense transfer.

A budget transfer will need to be done when you are transferring money which affects the original Banner budget. For example, a faculty member's salary needs to be partially reallocated from 610100 (9 mth) to 613100 (university research) or to cover a deficit in travel from supplies. You would need to do an online budget transfer for this. Another example is moving 710000 (supply) funds to 720000 (travel). You **cannot** use an online transfer for revenue or transfers from a carry forward to E&G or another carry forward to another carry forward. These have to be paper transfers.

An expense transfer would need to be completed when a charge is placed against the year-to-date column in Banner but should have been charged to another FOAP. For example, a PO was placed on one FOAP but should have been charged to another FOAP. You would need to use the paper expense transfer form for this for each Accounts Payable invoiced amount with Banner screenshots.

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