Online Budget Transfers

Florida Gulf Coast University
Budget Office
How to process budget transfers

1. Logging on: http://banner.fgcu.edu/

Click on Production FGPO
2. Input your username and password
3. In the **DIRECT ACCESS BOX**, please put in **FGAJVCQ**
4. Click **next block**

5. Hit **Tab** to **Document total** and type the amount you wish to transfer. This amount is the result of adding the decreasing total to the increasing total.

   **Example:** If you want to move $200 from one account to another one, your document total should be $400. You will be taking $200 from one account and increasing $200 in another account.

   Then hit **Next Block**.
6. Hit tab to go down to Journal Type
   a. Type BD2 if you are doing a **permanent** adjustment
   b. Type BD4 if you are doing a **temporary** adjustment

7. Continue completing the form as indicated. After inputting the corresponding Budget period; hit the down arrow on your key board.

Only the yellow cells should have values.
8. Tab down to Journal Type and complete the form as indicated. OR go to RECOD on the top of the screen and click on DUPLICATE.
9. If this is your last transaction, go to OPTIONS on the top of the screen, and click on ACCESS COMPLETION.
10. After hitting complete, the transfer will go through. If you get something like this in the bottom of the screen your transaction was successfully completed:
Rules

- You cannot transfer fund in or out of the following pools:
  - 7300C Charge back pool
  - 6100 Salaries and benefits
  - Revenue

- You cannot transfer funds from one fund to another. You can only transfer funds within your own fund/org.

- You cannot transfer budget in or out of grant funds (funds starting With 20 or 21)

- Use BD2 for permanent transfers and BD4 for temporary transfers

- All incomplete JVs will be deleted at the end of the day.
Instructions for the Delegation of Authority Form

The delegation of authority form is utilized to document what permissions a department chooses to allocate to its designated budget manager(s). This authority resides within the already established fund and organization security in Banner. Thusly, any limits set reside within and only within those system defined securities.

The establishment and placement of limitations on budget managers is wholly a departmental choice. It is not advised nor discouraged that any limitations are in place. The use of limits is at the discretion of each department for organizational needs.

The University Budget Office will not monitor, track, or report on transfer activity as it relates to the adherence of the limitations set forth by departments. The maintenance, monitoring, and verification is the responsibility of each department. It is important that budget transfers, expenditures, and overall fiscal activity is reviewed at least monthly to verify the propriety and composition of all transactions.

This document, along with documented approvals of the processing of budget transfers within a given department must be maintained for potential audit and analysis.
Delegation of Budget Transfer Authority

Department: ________________________________  Effective Date: ______________________________

The staff listed below is/are authorized to input budget transfers within specified limits (if any) to that authority. Both specific authority and related limits to that authority are identified below. Finance and Accounting establishes, in coordination with departments, the fund and organizational security profile (FOMPROF) for each person. The limits referenced below are to be applied and followed by the department with the constraints of the security established.

<table>
<thead>
<tr>
<th>Name</th>
<th>Funds Allowed</th>
<th>Organization Codes Allowed</th>
<th>Accounts Allowed</th>
<th>Amount Threshold</th>
<th>Signature of Budget Manager</th>
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This delegation of authority is to be kept on file. It defines for both budget managers who input transfers and their supervisor’s direction for what is and is not allowable. Transfers processed outside of these authorities and limits should only be done with documented approval of the department head (signed memos or direct e-mails). Documentation should be maintained within the department indicating transactions are occurring with proper approval.

Department managers and their staff are responsible for following applicable University procedures and for verifying that those procedures are followed by their direct reports.

________________________________________  ___________________
Dean/Director                          Date