Entering Budget Transfers with Self Service Banner (SSB)

Log in to Self Service Banner (SSB) from the WebWorld / Banner PIN Login Page:

https://portal.mwsu.edu:9040/pls/PROD/twbkwbis.P_WWWLogin

Enter your User ID and Pin and select the Login Button.

At the welcome screen select the Finance Menu.

The Finance menu will appear.
From the Finance menu, select the Budget Transfer option:

The following Budget Transfer form will appear:
The transaction date will automatically fill in with the current date.
The document amount is system generated when the transaction is completed (no entry is necessary).

The following are **required** fields each budget entry transaction:

1. **Transfer Amount** – The amount you wish to transfer from one budget pool to another within the same Fund.
2. **Chart** – Always enter a capital “M”
3. **FOAP** – The Fund, Organization, Account (budget pool in this case), and Program of your departmental account. Index, Activity and Location are not used in budget transactions and should be left blank. As you can see, the top line will be a budget reduction (-), and the bottom line will be a budget increase (+).
   (Note: You should only have access to the Funds and Orgs within your area. If you do not have access to a Fund/Org combination for which you should, please contact the Business Office)
4. **Description** – Per data standards, please use case sensitive descriptions. This is to describe the need for the budget transfer. Specific descriptions are best, but a generic description may be used if the transfer is not for one specific reason. Remember, this description will appear on all future budget reports. An example of a standard description is: “Budget reallocation.”
5. **Budget Period** – Banner will default this to “1,” but it should match the current fiscal month. For example, September is period “01,” October is period “02,” and so on.

The “Save as Template” field is optional but can be used to save frequent transfers. If you select the “Shared” box, other users will be able to see your template, but will only be able to use it if they have access to your Fund/Org combinations.

Below is an example of a properly completed form prior to submission:
Once all fields have been entered, select the complete button. If the document does not contain any errors, you will receive a message that the document has been completed and forwarded to the posting process (posting runs about every 30 seconds). The document ID will also be noted, in the example below, the document number is J0020708.

If the budget reduction line (-) has insufficient budget to process the transaction, the following error will display. You will need to correct the account code before proceeding:
SSB transfers are only for intra-fund budget entries. The following error message will occur if attempting to cross funds. You will be required to correct one of the funds before proceeding:

If you do not have security to process transactions to a particular Fund/Org combination, you will receive the following error. Please contact the Business Office to correct your security, if necessary.
Finally, SSB budget transfers are only allowed for the following budget pools (Account codes):

1. 6200 – Graduate Assistants
2. 6300 – Student Assistants
3. 6400 – Non-student Part Time Wages and Allowances
4. 7000 – Travel
5. 7200 – Maintenance & Operations (M&O)

If a budget transfer is entered with any other account code, you will receive the following error message, and the account code will need to be corrected in order to continue:

If you have any questions regarding SSB budget transfers, please contact the Business Office.

**Budget Period Quick List:**
- September ~ 01
- October ~ 02
- November ~ 03
- December ~ 04
- January ~ 05
- February ~ 06
- March ~ 07
- April ~ 08
- May ~ 09
- June ~ 10
- July ~ 11
- August ~ 12