

## Budget Transfer Procedures

1. Open Internet Explorer and navigate to the La Sierra University Web site:  
[http://www.lasierra.edu/banner/self\\_service/homepage.htm](http://www.lasierra.edu/banner/self_service/homepage.htm)
2. Choose "Enter Secure Area".
3. Input User Id and Pin Number (Please ask your supervisor or contact the Human Resources office to obtain a Pin Number).
4. From the Main Menu choose "Financial Information."

If you do not have access to Financial Information, please email accounting at [gwillis@lasierra.edu](mailto:gwillis@lasierra.edu) for access.

5. Choose "Budget Transfer" or "Multiple Line Budget Transfer". If you are using "Multiple Line Budget Transfer" \*\* please follow instructions below.
6. On the Budget Transfer Screen, the date will default to the current date. Please DO NOT change this date.

PLEASE NOTE: If you back date a transfer, the Budget Transfer process will only read the CURRENT Banner budget balance for the account.

If the current Banner budget available balance on the Transfer "From" account is less than the transfer amount, the transfer will not be made.

Some accounts cannot be used on the On-Line Budget Transfer Process. See list of available accounts below. If you receive the error message: <<Sequence 1 Budget transfer not allowed for this account>>, please email your budget transfer request to [budget@lasierra.edu](mailto:budget@lasierra.edu).

7. Input the amount to transfer in "Transfer Amount." **DO NOT USE CENTS.** If you are using the "Multiple Line Budget Transfer" \*\* please follow instructions below.
8. The detail budget transfer section is divided into two lines, "From" and "To". Please notice that the "From" line is first.
9. "Chart" is always **1**; leave "Index" blank, "Fund" is always **11**, type your "Org", "Account", and "Program\*". The "Program" is required for all transfers.

\*Find your Program Code [here](#), or when you open your budget in Banner (FGIBDST) it will appear after you enter your Org number.

10. For the "To" line, type in "Fund" "Org" "Account" and "Program".

11. Type in the description of the transfer in the box labeled "Description". For example:  
*Budget transfer to 74510.*
12. The Budget Period defaults as 01. Please do not change.
13. Choose "Complete" and the transaction will be posted into the Banner System. If the transfer has incomplete or incorrect information, you will receive an error message at the top of the Budget Transfer screen and the transfer will not be made.

**\*\* Multiple Line Budget Transfer:**

Instructions for the Multiple Line Budget Transfer process are the same as above, with the following exception:

The "From" and "To" lines have been replaced with line numbers (1, 2, 3, etc.). At the end of each line there is an option to decrease (-) or increase (+) that line item. In this case, the Budget Transfer "From" account will be decreased by selecting (-); the Budget Transfer "To" account will be increased by selecting (+).

**Available Accounts for On-Line Budget Transfers**

70505  
71350  
71506 through 72030  
74510 through 74514  
74516 through 75031  
75041  
75046 through 75070  
77010 through 77015  
77505 through 77510  
78005 through 78019  
78021 through 78074  
78080 through 78123  
78150 through 78392

All other account transfer requests must be emailed to [budget@lasierra.edu](mailto:budget@lasierra.edu).