# Banner Department Instructions

**BUDGET MANAGER**

## BUDGET TRANSFERS

<table>
<thead>
<tr>
<th>Task ID</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A.</strong></td>
<td>Log into Self Service.</td>
</tr>
<tr>
<td><strong>B.</strong></td>
<td>Select ‘Finance’ and then ‘Budget Transfers’.</td>
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</tbody>
</table>
| **C.** | (1) Enter amount to transfer.  
(2) Enter chart ‘G’ and F O A P you are moving money from.  
(3) Enter F O A P you are moving money to.  
(4) Enter description and current budget period.  
Fiscal periods are Oct=01, Nov =02, Dec 03, etc.  
(5) Click on Complete – if you have sufficient budget you will get a ‘Completed’ message and document number. |

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Budget Transfer