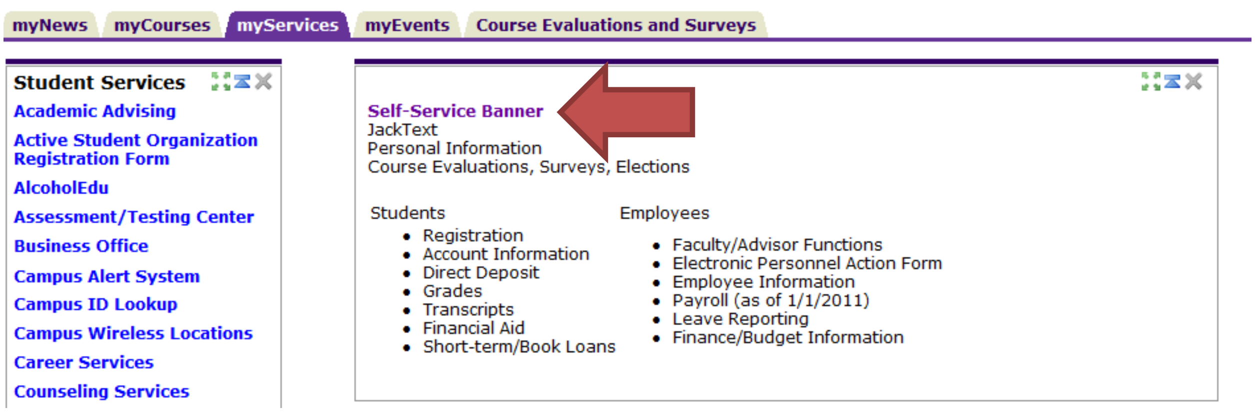
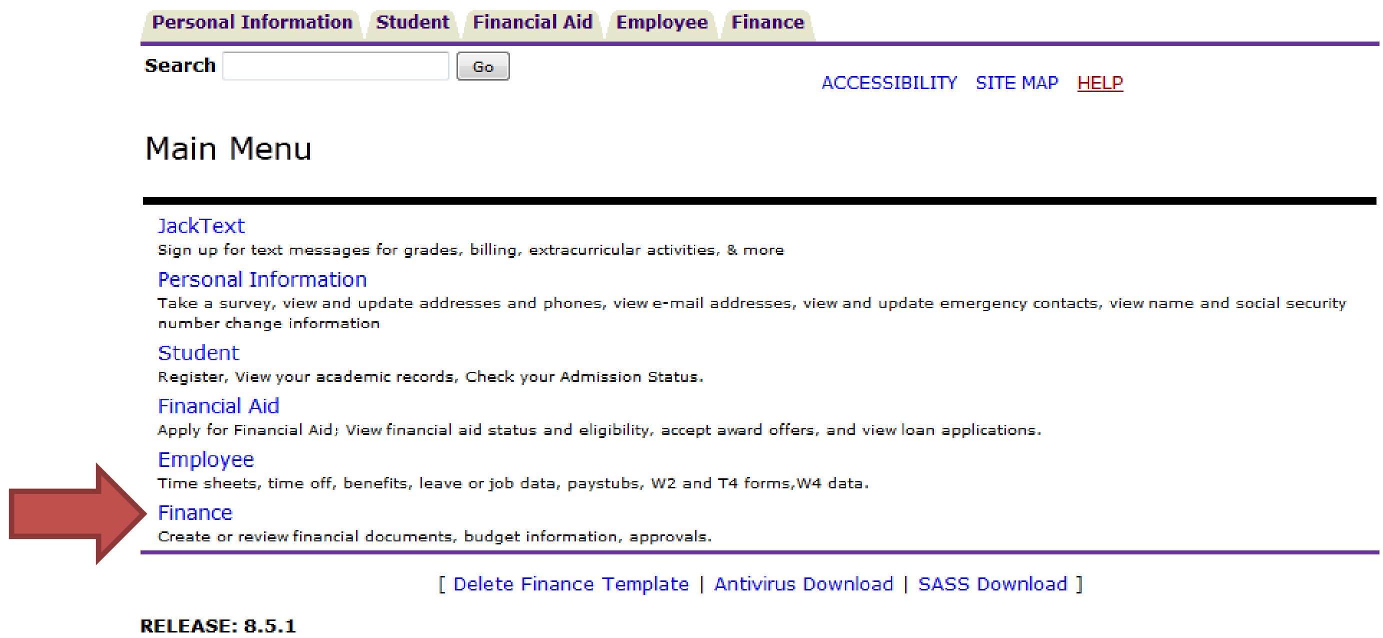
Budget Department Revenue (BDR)

- *This type of Budget Transfer is used when a department needs to recognize revenue in a revenue producing FOAP (i.e. recognize $1,000 of overrealized income from Retail Sales (55000) to O&M (72B0) and Travel (71B1).*
- *Revenue budgets are based on projected income and should be reviewed periodically to ensure estimates are being met. It may be necessary to increase/decrease the budget if receipts are more/less than expected.*
- *Revenue recognition equal to or greater than $10,000 must be completed through a Banner Budget Transfer form, found on the Budget Office Website: http://www.sfasu.edu/vpfa/documents/banner-budget-transfer-form.pdf.*

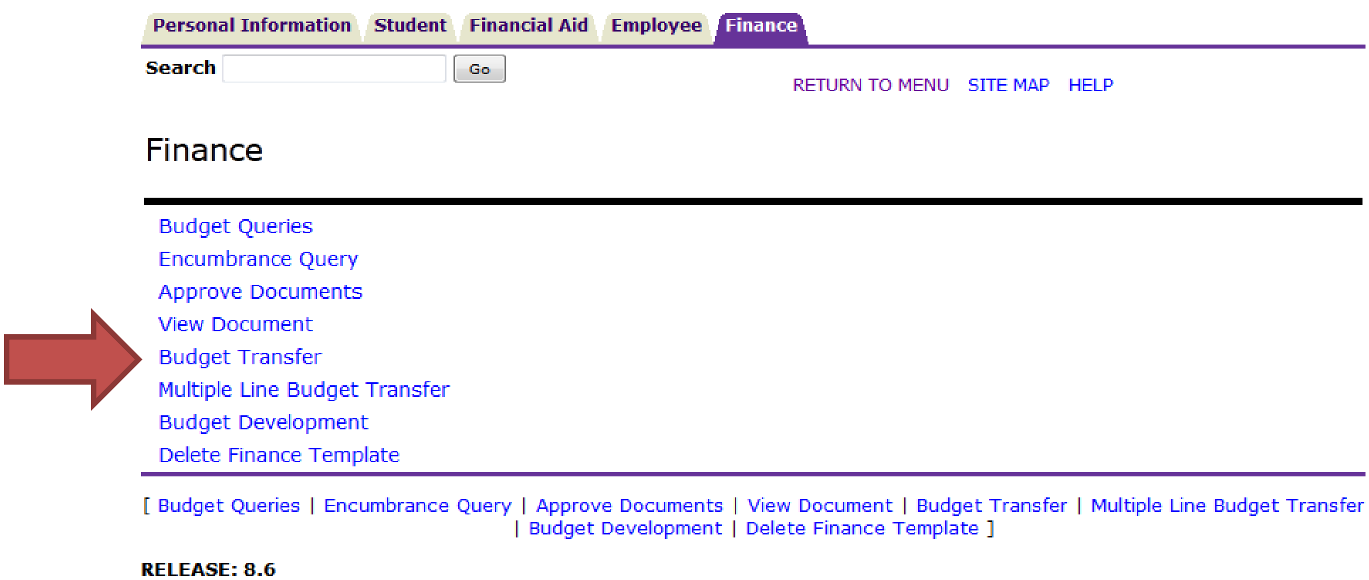
1. Log in to **mySFA**, choose the "**myServices**" tab, and click "**Self-Service Banner**"



2. In the Main Menu screen, choose "**Finance**"

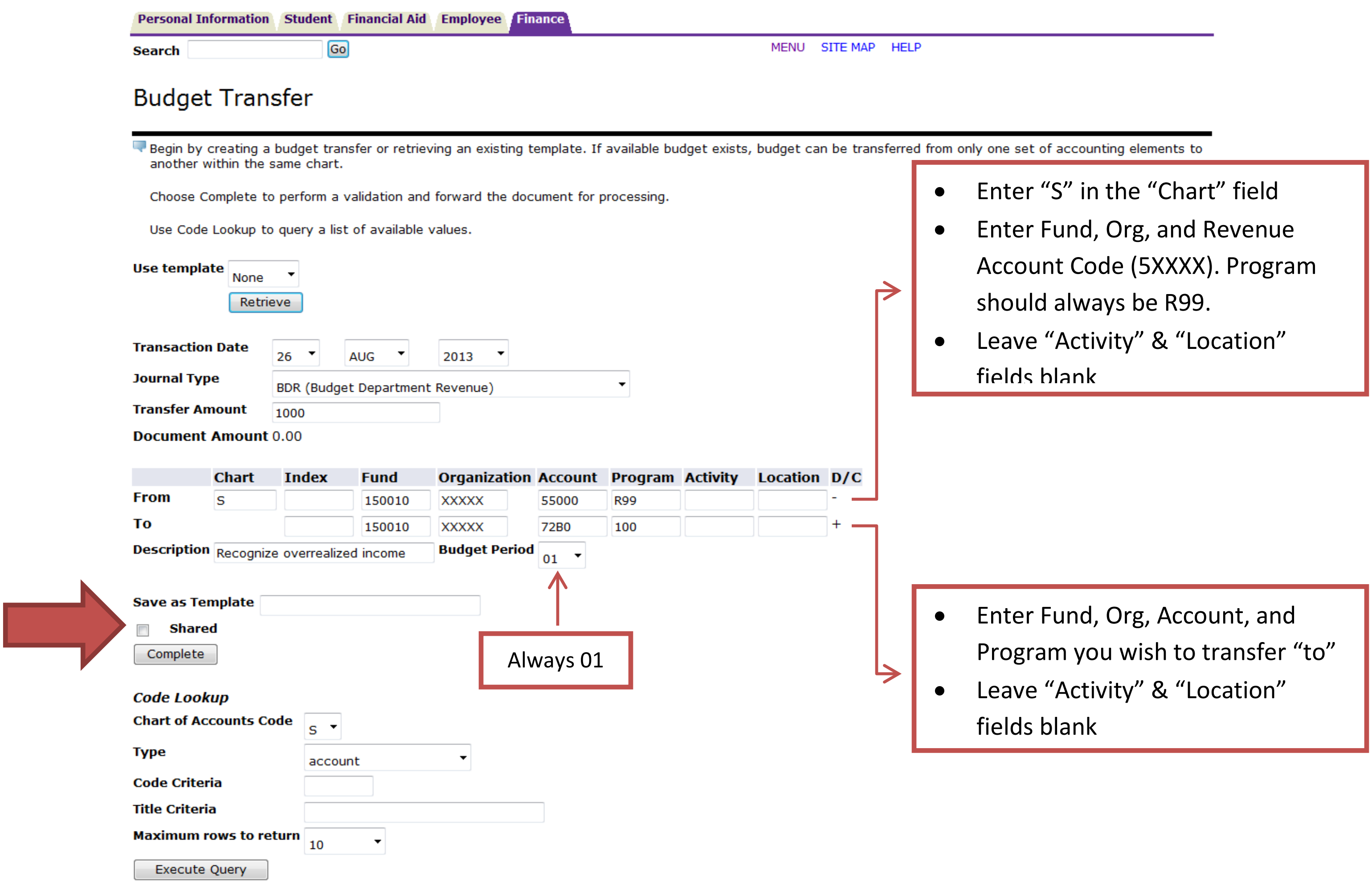


3. In the Finance Menu, choose "**Budget Transfer**"



4. Begin entering your Budget Transfer data. We will use the $1,000 recognition of revenue to increase O&M budget as an example in the screen shot below.
    - Transaction Date: Automatically defaults to today's date
    - Journal Type: BDR
    - Transfer Amount: Desired transfer amount
    - Enter "From" and "To" information (see detail below)

- Description: Brief description of the reason for the transfer (i.e. Recognize overrealized income or increase budget to reflect actuals)
- Budget Period: 01
- Enter Template Name to save as a template, if desired.
- Do not check “Shared”
- Click “Complete”



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Budget Transfer

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from only one set of accounting elements to another within the same chart.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Use template None

Retrieve

Transaction Date 26 AUG 2013

Journal Type BDR (Budget Department Revenue)

Transfer Amount 1000

Document Amount 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	S		150010	XXXXX	55000	R99			-
To			150010	XXXXX	72B0	100			+

Description Recognize overrealized income **Budget Period** 01

Save as Template

Shared

Complete

Code Lookup

Chart of Accounts Code S

Type account

Code Criteria

Title Criteria

Maximum rows to return 10

Execute Query

- Enter “S” in the “Chart” field
- Enter Fund, Org, and Revenue Account Code (5XXXX). Program should always be R99.
- Leave “Activity” & “Location” fields blank

Always 01

- Enter Fund, Org, Account, and Program you wish to transfer “to”
- Leave “Activity” & “Location” fields blank

5. Once the transfer is complete, a message should appear at the top of the screen that reads “Document JXXXXXXX completed and forwarded to the approval process”
   - If you do not see this message, your transfer has not been completed.

Budget Transfer

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Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

✔ Document J0001865 completed and forwarded to the approval process.

Another Transfer