The University of Alabama in Huntsville
Office of Budget and Management Information
Banner Finance Self-Service Training

Multiple Line Budget Transfer
(Budget Change or BD04)
Lesson Objectives

* Learn the purpose of a Multiple Line Budget Transfer.
* Learn who can enter a Multiple Line Budget Transfer.
* Learn when to enter a Multiple Line Budget Transfer.
* Observe an example of a Multiple Line Budget Transfer.
* Learn how to enter a Multiple Line Budget Transfer.
Purpose: Allows you to submit a budget change to move Accounted Budget amounts. You will see it in the Accounted Budget column.

Other names: Budget Change or BD04 or Temporary Budget Adjustment.

Anyone with Self-Service Banner access to the orgs being used can enter a budget change, but must be trained to do so.
This function can only be used to move budgeted funds:

1. Within the SAME org number.
   
   Example 1b: From Org 123456/Fund 12345/Account Code 7000-Operating
               To Org 123456/Fund 12345/Account Code 8100-Equipment
   
   Example 1a: From Org 123456/Fund 12345/Account Code 7801-Non-Mandatory Transfers
               To Org 123456/Fund 12345/Account Code 7000-Operating

2. Between 2 different orgs that have the same 5-digit Fund Number.
   
   Example: From Org 123456/Fund 12345/Account Code 7000-Operating
            To Org 654321/Fund 12345/Account Code 7000-Operating

If the 2 orgs have a different fund number, you cannot use a Multiple Line Budget Transfer. You must contact the Budget Office to request a transfer when the fund numbers are different.
<table>
<thead>
<tr>
<th>Transfer Type</th>
<th>What is transferred?</th>
<th>Who does the transfer?</th>
<th>Where do you see the transfer?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Change (BD04)</td>
<td>Budgeted funds within the same <strong>fund</strong> number (same or different <strong>Org</strong>)</td>
<td>Anyone with org posting access</td>
<td>Accounted Budget Column</td>
</tr>
<tr>
<td>Budget Transfer (JE16)</td>
<td>Budgeted funds with two different fund numbers</td>
<td>Budget Office</td>
<td>Accounted Budget Column</td>
</tr>
<tr>
<td>Cost Transfer (JE16)</td>
<td><strong>Expenses</strong> charged to the org</td>
<td>Accounting</td>
<td>Year to Date Column</td>
</tr>
</tbody>
</table>
From the UAH webpage, log in to My UAH. Scroll down to Employee Services on the far right of the screen. Select Finance from Self Service Main Pages.
1. From the Main Screen, select the Four Square menu on the top left of the screen.
2. Select Banner Finance.
3. Select Multiple Line Budget Transfer.
**Multiple Line Budget Transfer Form**

**Instructions:**

1. **Transaction date** will auto-populate to current date.
2. **Journal Type** defaults to BD04 (Temporary Budget Adjustment).
3. **‘Document Amount’** will equal the absolute value of all entries.

*In the upcoming example, if you subtract $5,000 from 235411-7801 and add $5,000 to 235411-7000, the ‘Document Amount’ will be $10,000.*

Note: Do NOT insert Dollar Sign or Commas for the dollar amounts-only numbers.

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<table>
<thead>
<tr>
<th>#</th>
<th>Chart</th>
<th>Index</th>
<th>Organization Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Amount</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

**Description**: Budget Period 01.
Multiple Line Budget Transfer Form

Instructions:
4. Enter ‘H’ for Chart of Accounts.
5. Enter the 6-digit ‘Index’ in each of the boxes.
6. Enter the 4-digit ‘Account Code’ that you are reducing (Minus ‘-’ sign is auto-populated) on the first line, the ‘Amount’.
7. Enter the 4-digit ‘Account Code’ that you are increasing (the ‘+’ sign will be auto-populated under ‘D/C’) on the second line with the ‘Amount’.
8. Repeat as needed making sure that total increases equal total decreases.
9. Add a brief ‘Description’.
10. Add the appropriate ‘Budget Period’ for the Transaction Date (i.e. 1=October, 2=November, 3=December, etc.)
11. Once all items have been entered, click ‘Complete’.

12. If entered correctly, 4 things should happen:
   - The ‘Index’ number will move to the Organization field.
   - The Default ‘Fund Number’ will auto-populate.
   - The ‘Account Codes’ will disappear.
   - The Default ‘Program Codes’ will auto-populate.
13. Re-enter the appropriate ‘Account’ codes.
14. Click ‘Complete’ again.
15. If the entry is accepted, an 8-digit Journal Entry Number (Jxxxxxxx) at the top of the screen.
16. You can then find the entry in View Document or ‘Pending Documents’ in the Budget Query.
Multiple Line Budget Transfer
Common Errors

• **Insufficient Budget** – The Org/Fund/Account code that you are trying to decrease does not have sufficient funds to process the transaction. Check the budget in that budget category to make sure there is enough money in the specific account code you are trying to decrease. Also, check ‘Pending Documents’ on the Org that could have other transactions that could be causing the error. The ‘Budget Status by Organizational Hierarchy’ query is a good way to quickly identify if there is a deficit in an account code series. Refer to the slides at [https://www.uah.edu/budget/self-service-help](https://www.uah.edu/budget/self-service-help)

• **Insufficient Privileges** – If you receive this error, you are not authorized to ‘Post’ on the specified Org # or #s. You may need to request access from the Budget Office via the Banner Self-Service Request form. [https://www.uah.edu/budget/forms](https://www.uah.edu/budget/forms)

Please note:
If you contact the Budget Office to report a problem, please email a screenshot of the error (Ctrl + Print Screen).
Questions?

Contact us!
Website: uah.edu/budget/self-service-help
Melissa Brown if you are in Research or the Colleges: mab0063@uah.edu; Ext 5217
Tammy Haymon if you are in any other Area: tgh0008@uah.edu; Ext 2242