## **Budget Adjustments**

The online budget adjustment form is to be used for temporary (current year only) budget adjustments. Please contact the budget office if you need to make a permanent (current year and beyond) budget adjustment or any adjustment related to salary and compensation. Budget Adjustments only move budgeted dollars, not actual charges. Please see the "Transfer of Charges" instructions to move actual charges to a different account or org.

- 1. Log into the portal.
- 2. Click on the "Transfer of Charge/Budget Adjustment" link.

| Colgate University                               |                       |                    |           |  |  |  |  |  |
|--|-----------------------|--------------------|-----------|--|--|--|--|--|
| Welcome  | Home                  | Student Employment | View Book |  |  |  |  |  |
| BANNER SELF-SI                                   | ERVICE                |                    |           |  |  |  |  |  |
| Self-Servic                                      | е                     |                    |           |  |  |  |  |  |
| Self–Service                                     | 2                     |                    |           |  |  |  |  |  |
| View Budget                                      |                       |                    |           |  |  |  |  |  |
| View My Gate Card                                |                       |                    |           |  |  |  |  |  |
| View P-Card Statements                           |                       |                    |           |  |  |  |  |  |
| Approve Requis                                   | itions                |                    |           |  |  |  |  |  |
| Transfer of Charge/Budget Adjustment             |                       |                    |           |  |  |  |  |  |
| Adjustment                                       |                       |                    |           |  |  |  |  |  |
| My Personal Information                          |                       |                    |           |  |  |  |  |  |
| Review Your Information                          |                       |                    |           |  |  |  |  |  |
| <u>View My Pay In</u><br><u>Payroll Deadline</u> | formation<br><u>s</u> |                    |           |  |  |  |  |  |
| All Banner Self-                                 | Service Links         |                    |           |  |  |  |  |  |

- 3. This will open the "Transfer of Charge/Budget Adjustment" form.
- 4. Enter Transaction date. Please note that the transaction date must be in the current month.

5. In the Transfer Type drop down menu, select "Budget Adjustment".

6. In the "Charge/Increase" section, enter the number of the fund/org you wish to increase.

**Note:** If you are adjusting the budget of an unrestricted fund (100000), do <u>NOT</u> enter the fund number; just enter the org number.

If you are adjusting the budget of a restricted fund (2xxxxx), enter the fund number but do <u>NOT</u> enter the org.

7. Enter the account you want to increase. Any accounts under 200 (salary and compensation) will need to be entered by the Budget office. If you are increasing more than one fund/org/account, each entry must be on an individual line.

| Transaction Date 22 V MAY V 2014 V Center Date |                     |                   |         |        |  |  |  |
|--|---------------------|-------------------|---------|--------|--|--|--|
| Transfer Type Budget Transfer V Select Budget  |                     |                   |         |        |  |  |  |
| CHARGE/<br>INCREASE;                           | Fund<br>(6 digit)   | Orgn<br>(5 digit) | Account | Amount |  |  |  |
| Enter Org,<br>Account and<br>Amount            |                     | 45050             | 299     | 100.00 |  |  |  |
| If transferring f<br>enter fund, acco          | rom a Restricted fu | ind,              | TOTAL   | 100.00 |  |  |  |
| JV<br>Description                              | Transfer budg       | get to balance    | e acct. |        |  |  |  |

## Transfer of Charge Form

8. Enter the JV (Journal Voucher) description. This is a brief description of the adjustment.

9. Enter the "Explanation". An accurate, detailed description of the adjustment is useful for knowing why the adjustment was done. Please note that the text does not wrap. You need to enter text as though each line is a separate cell.

10. Enter the "Credit/Decrease" information. Enter the fund/org/account numbers you are decreasing (from where you are taking the budgeted amounts).

**Note:** If you are adjusting the budget of an unrestricted fund (100000), do <u>NOT</u> enter the fund number; just enter the org number.

If you are adjusting the budget of a restricted fund (2xxxxx), enter the fund number but do <u>NOT</u> enter the org.

11. Enter the account you want to decrease. Any accounts under 200 (salary and compensation) will need to be entered by the Budget office. If you are decreasing more than one fund/org/account, enter each entry must be on an individual line.

12. The "Credit/Decrease" section amounts must equal the "Charge/Increase" section.

13. Click the "Complete" button.





14. If you receive an error, the message will tell you what line the error is on. Lines 1-5 are in the "Charge/Increase" section; lines 6-10 are in the "Credit/Decrease" section.

15. You will receive a copy of the budget adjustment for your records via email.