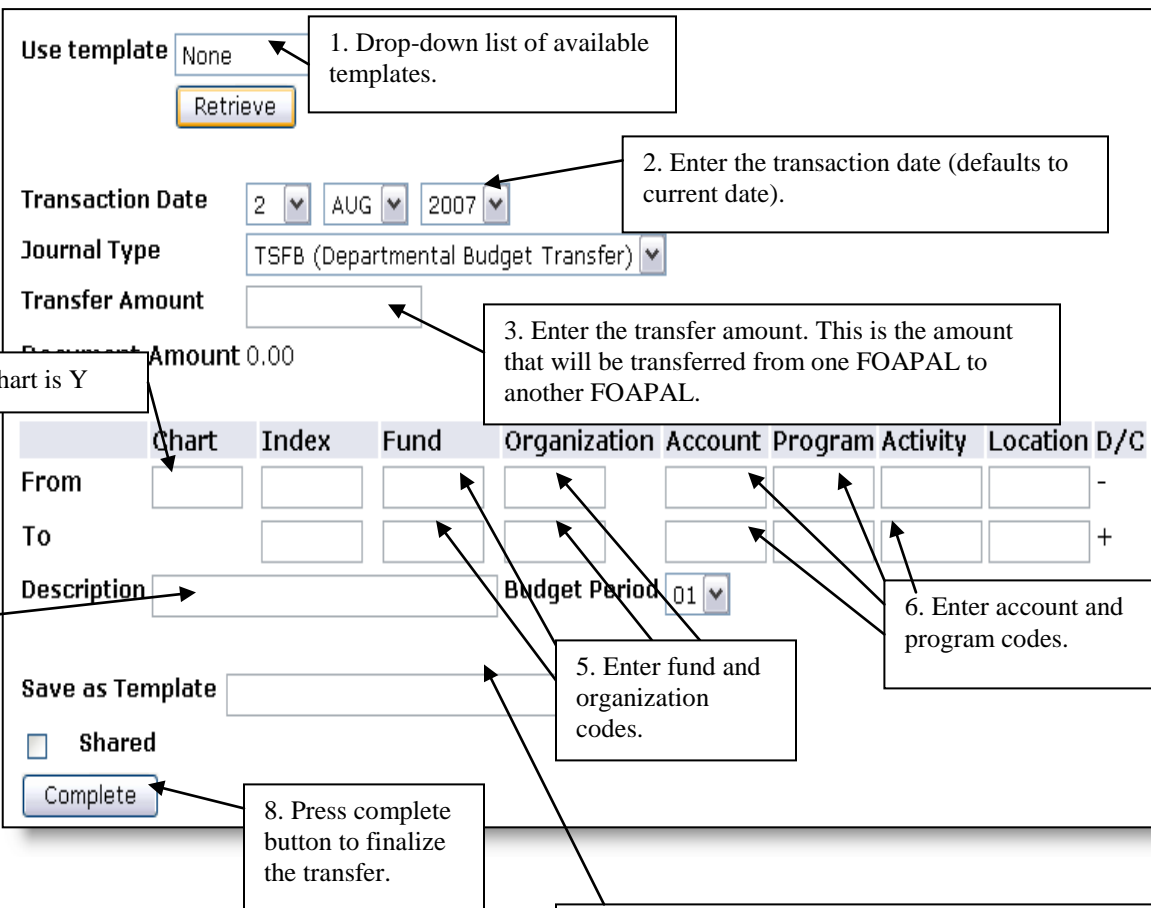


Self-Service Banner - Finance

Budget Transfer Quick Reference



1. Drop-down list of available templates.

2. Enter the transaction date (defaults to current date).

3. Enter the transfer amount. This is the amount that will be transferred from one FOAPAL to another FOAPAL.

4. Chart is Y

5. Enter fund and organization codes.

6. Enter account and program codes.

7. Enter a description of the transfer.

8. Press complete button to finalize the transfer.

You may choose to save a Budget Transfer as a template. Enter the name to save this transaction. You may save it as personal or shared. A personal template can be retrieved and used only by the person who created it. A shared template can be retrieved and used by other Web users.

	Chart	Index	Fund	Organization	Account	Program Activity	Location	D/C
From								-
To								+