



# **BANNER WEB SELF-SERVICE USER GUIDE FOR APPROPRIATION TRANSFERS**

**Prepared by: FISCAL SERVICES DEPARTMENT**

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## ONLINE BUDGET TRANSFER INTRODUCTION AND GUIDELINES

### A. Introduction

Online budget transfers became effective in September 2014. This feature allows departments to enter budget transfers online via Banner Web Self-Service by logging into <https://banner.mtsac.edu>.

### B. Guidelines for Processing a Budget Transfer Online

1. Determine whether the budget transfer may be processed online or emailed to Fiscal Services.

All budget revisions (increases/decreases) need to be **emailed** to Fiscal Services.

For budget transfers/revisions that need to be emailed: **attach the signed/approved appropriation transfer or budget revision form, including supporting back-up and send to [budgetrevisions@mtsac.edu](mailto:budgetrevisions@mtsac.edu)**. Fiscal Services will input these budget transfers/revisions directly in Banner. These documents will automatically route to all individuals set up in the approval queues.

<b>ONLINE BUDGET TRANSFER</b>	<b>EMAIL BUDGET TRANSFER</b>
<p><b>Accounts within the range:</b></p> <p>Hourly Salaries, Supplies, Services, Equipment, and Other Operating Expenses:</p> <p>140000-149999 Hourly Non Instr            230000-249999 Short Term OT            260000-269999 Short Term OT            400000-769999 Supplies/Operating</p>	<p><b>Accounts within the range:</b></p> <p>Regular Salaries (Permanent) and Benefits:</p> <p>100000-139999 Regular Salaries            200000-229999 Regular Salaries            250000-259999 Regular Salaries            300000-399999 Benefits</p>
	<p><b><u>Fund Balance transfers will be processed via paper or electronic format.</u></b>            790000-799999</p>
	<p>Revenues:            800000-899999</p>
	<p>Budget Revisions (Budget Increases and Decreases)</p>

2. Fund Balance transfers (formerly known as Reserves)

All appropriation (budget) transfers from the “**Fund Balance**” (formerly known as Reserves) accounts in the range of **790000- 799999** may not be processed in Banner Web Self-Service function. A paper transfer form must be completed. After the appropriation transfers are approved by the Budget Managers and President/Vice President, these transfers should be sent to the Chief Compliance and College Budget Officer and Vice President of Administrative Services for final approval.

3. Banner Web Self-Service does not allow transfers between **different Fund numbers**. Generally, budget transfers between different Fund numbers are incorrect; however, there are a few exceptions. An example is when allocating one-time budget from the Fund Balance in the Unrestricted General Fund (such as, from Fund 11000 to Fund 11900 One-time). If there is a need to transfer between different Fund numbers, please email appropriation transfer form to [budgetrevisions@mtsac.edu](mailto:budgetrevisions@mtsac.edu).

4. When transferring From/To a **salary** account in the range of:

140000-149999 Hourly Non-Instructional  
230000-249999 Short Term/Overtime  
260000-269999 Short Term/Overtime

Include the related **activity code**, as follows:

<b>Major Salary Account</b>	<b>Salary Category</b>	<b>Activity Code</b>
11xxxx/13xxxx	CERT INSTR	1100
12xxxx/14xxxx	CERT NON INSTR	1200
21xxxx/23xxxx	CLASS NON INSTR	2100
25xxxx/26xxxx	CLASS NON INSTR	2100
22xxxx/24xxxx	CLASS INSTR	2200

Example: 11000-300000-236000-660000-**2100**

5. Net balance must equal **zero** on all appropriation transfers. Total “From” amount(s) must equal total “To” amount(s).

**Note:** A budget transfer will show NSF (insufficient funds) if there is inadequate budget in the account string (FOAP) to process the budget

change even if there are enough funds at the pool level (major object level).

6. **Do not use decimals.** Process online budget transfers using only whole dollar amounts.

### C. Journal Types

**BD7** Will be used to process Self-Service **One-time** Budget Transfers. This type of transfer will not change the Department's Status Quo Budget (in the current budget transfer form they are marked as "one-time").

**BD8** Will be used to process Self-Service **Ongoing** Budget Transfers. This type of transfer will change the Department's Status Quo Budget in the General Unrestricted fund the following fiscal year (in the current budget transfer form they are marked as "ongoing").

### D. Approval Queues

After a budget transfer is complete and a document number has been assigned, the transfer will need to be approved by all individuals that are set up in the approval queues.

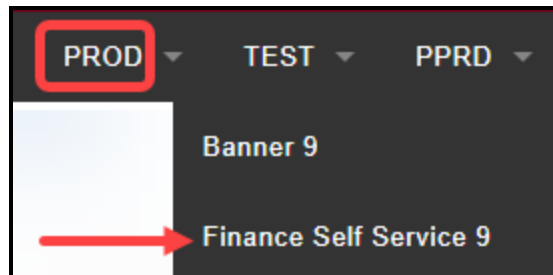
The final departmental approver in the online budget transfers approval queue is the President, appropriate Vice-President, or Designee (in the Vice President's absence).

Online budget transfers **equal to or more than \$5,000** will route for approval to the President, appropriate Vice-President, or Designee (in the Vice President's absence).

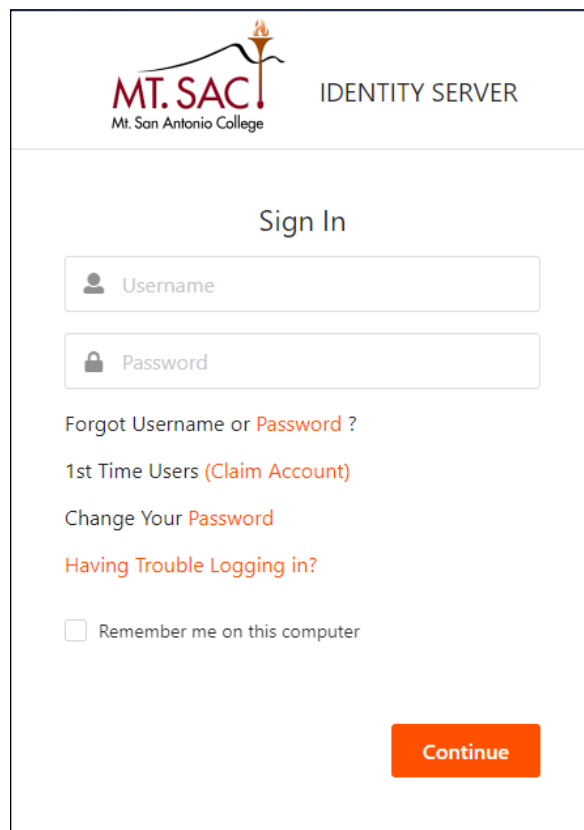
After the final approver, the online budget transfers will route to Fiscal Services for approval.

## SIGN IN TO BANNER FINANCE SELF-SERVICE 9

1. Access Banner Finance Self-Service 9 through the Mt. San Antonio College application home page through the web <https://banner.mtsac.edu>. If you are unable to access, contact the Helpdesk at Ext. 4357.
2. Under the PROD tab, select **Finance Self-Service 9**.

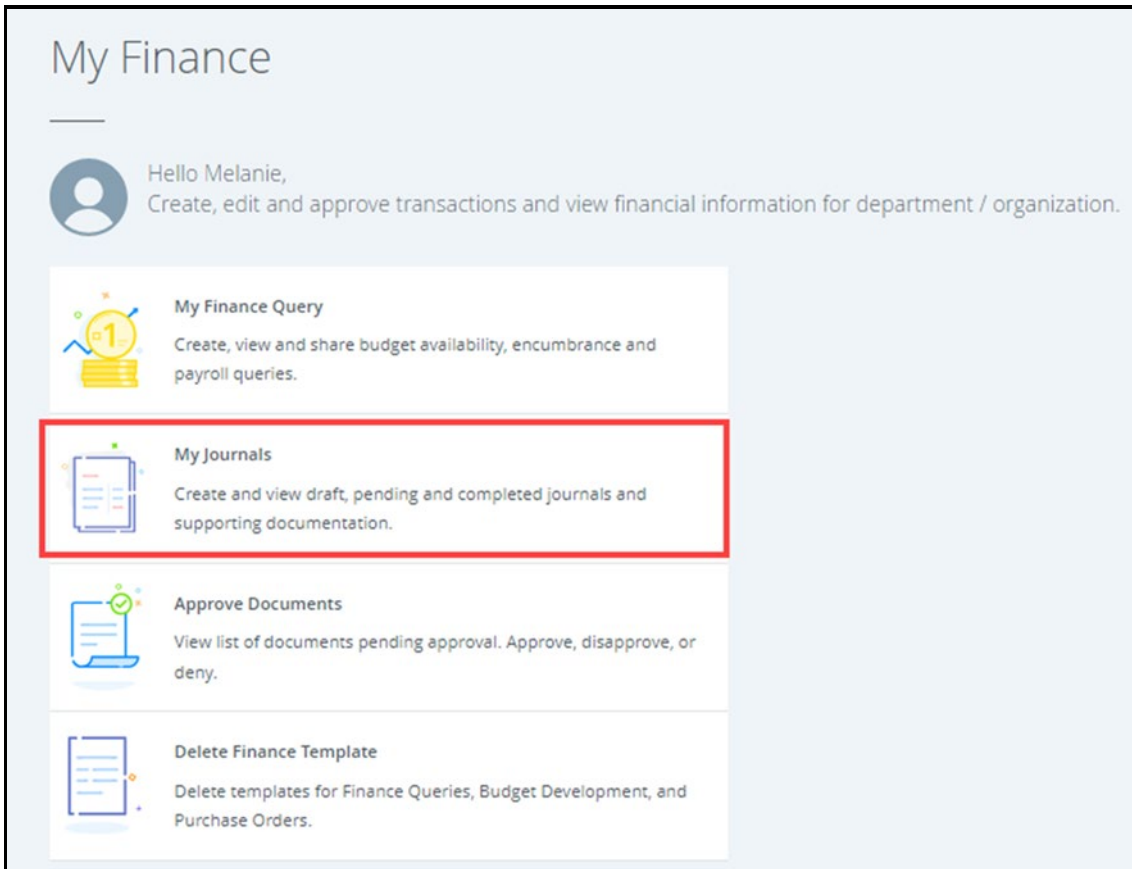


3. Sign in with your Username Name and Password.

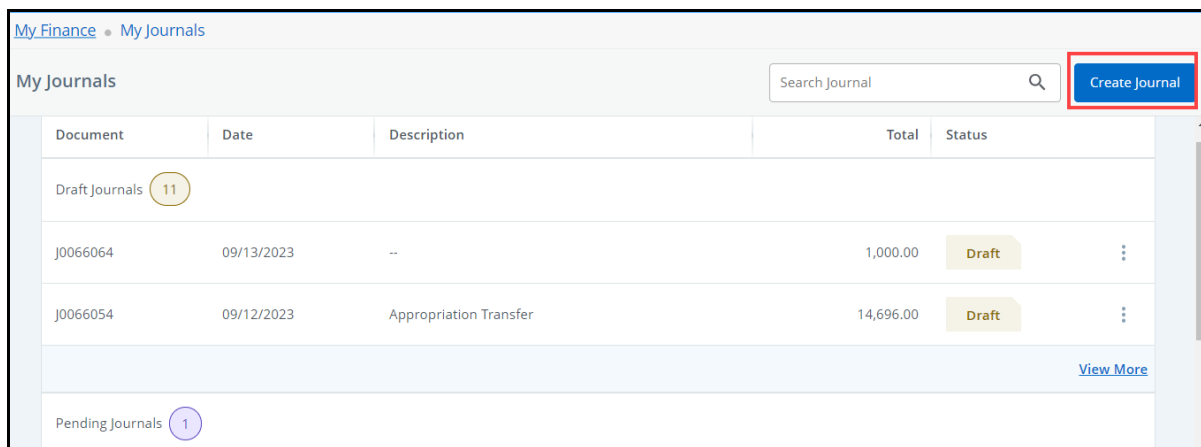
A screenshot of the Mt. SAC Identity Server Sign In page. The page has a white background. At the top left is the Mt. SAC logo, which includes a torch and the text 'MT. SAC Mt. San Antonio College'. To the right of the logo is the text 'IDENTITY SERVER'. Below this is the heading 'Sign In'. There are two input fields: 'Username' and 'Password'. Below the input fields are several links: 'Forgot Username or Password?', '1st Time Users (Claim Account)', 'Change Your Password', and 'Having Trouble Logging in?'. At the bottom left is a checkbox labeled 'Remember me on this computer'. At the bottom right is an orange 'Continue' button.

# CREATE A BUDGET TRANSFER

## 1. Select My Journals.



## 2. Select Create Journal.




3. The Header section will appear. The **Transaction Date** defaults to current date. To change, enter the date or choose by clicking on the calendar.

Create Journal

---

**Transaction Date \***

10/25/2023 

---

Redistribution

NSF Checking


**Distribution Total**

Deferred Edit

---

**My Journal Defaults Section**


**Journal Type**

Choose Journal Type 

**Description**

---

**My JV Comment**

**My JV Public Comment** 

Enter public comments for the journal

[CREATE](#)




4. Leave **Redistribution** and **Deferred Edit** blank.

Create Journal

---

Transaction Date \*

10/25/2023 

---

Redistribution

NSF Checking

Distribution Total


1,000.00

Deferred Edit

---

My Journal Defaults Section


Journal Type

Choose Journal Type 

Description

---

My JV Comment

My JV Public Comment 


Enter public comments for the journal

5. Confirm **NSF Checking** box is checked.

Create Journal

---

Transaction Date \*

10/25/2023 

---

Redistribution

NSF Checking

Deferred Edit


Distribution Total

\_\_\_\_\_

---

My Journal Defaults Section

Journal Type


Choose Journal Type 

Description

\_\_\_\_\_

---

My JV Comment

My JV Public Comment 

Enter public comments for the journal

\_\_\_\_\_

CREATE

6. Under **Distribution Total**, enter the sum total of amount(s) to be transferred “From” plus the amount to be transferred “To.”

Example: If you are transferring \$500 “From” Supplies account and \$500 “To” Other Services account, the distribution total is \$1,000.

**Note:** Distribution total represents the value of the entire transaction/journal entry.

The screenshot shows the 'Create Journal' form with the following details:

- Transaction Date:** 10/25/2023
- Distribution Total:** 1,000.00 (highlighted with a red box)
- Checkboxes:**  Redistribution,  NSF Checking,  Deferred Edit
- My Journal Defaults Section:**
  - Journal Type:** Choose Journal Type (dropdown menu)
  - Description:** (empty text field)
- My JV Comment:**
  - My JV Public Comment:** Enter public comments for the journal (text area)
- Button:** CREATE

7. Select the applicable **Journal Type** from the dropdown menu.

**BD7:** Dept. **One-Time** Budget Transfer

**BD8:** Dept. **Ongoing Budget** Transfer

The screenshot shows a 'Create Journal' form with the following elements:

- Transaction Date \***: A date input field containing '10/25/2023' with a calendar icon.
- Redistribution**: An unchecked checkbox.
- NSF Checking**: A checked checkbox.
- Deferred Edit**: An unchecked checkbox.
- My Journal Defaults Section**: A section header.
- Journal Type**: A dropdown menu with the following options:
  - Choose Journal Type (with an upward arrow)
  - BD7 Dept One-Time Budget Transfer (highlighted with a red box)
  - BD8 Dept Ongoing Budget Transfer
- Description**: An empty text input field.
- Enter public comments for the journal**: A text area.
- CREATE**: A blue button at the bottom right.

8. Always type "Appropriation Transfer" in the **Description** box.

**Create Journal**

Transaction Date \*  
10/25/2023

Redistribution  
 NSF Checking

Distribution Total  
1,000.00  
 Deferred Edit

**My Journal Defaults Section**

Journal Type  
BD7 Dept One-Time Budget Transfer \* v

Description  
Appropriation Transfer

My JV Comment  
My JV Public Comment ^

Enter public comments for the journal

**CREATE**

9. In **My JV Public Comment**, always begin the document text with **“To provide funds for...”**, then provide a brief yet descriptive explanation of the purpose of the transfer.

This box can also be used to reference a document number such as Requisition R#, Travel T#, or Purchase Order P#.

See **Tips for Budget Transfer Document Text** (pages 29-30).

The screenshot shows the 'Create Journal' form with the following fields and options:

- Transaction Date \***: 10/25/2023
- Redistribution
- NSF Checking
- Deferred Edit
- Distribution Total**: 1,000.00
- My Journal Defaults Section**
  - Journal Type**: BD7 Dept One-Time Budget Transfer \* v
  - Description**: Appropriation Transfer
- My JV Comment**
  - My JV Public Comment ^**
  - To provide funds for ....

A red box highlights the 'My JV Comment' section, and a yellow highlight is on the text 'To provide funds for ...'. A 'CREATE' button is at the bottom right.

10. Select **Create**.

**Create Journal**

Transaction Date \*  
10/25/2023

Redistribution  
 NSF Checking

Distribution Total  
1,000.00  
 Deferred Edit

**My Journal Defaults Section**

Journal Type  
BD7 Dept One-Time Budget Transfer \* v

Description  
Appropriation Transfer

My JV Comment  
My JV Public Comment ^

To transfer funds for .....

**CREATE**

A message will appear stating that a budget transfer has been created in draft form.

**Add accounting**

Sequence Number : 1      Status :

Journal Type \*  
BD7 Dept One-Time Budget Transfer \* v

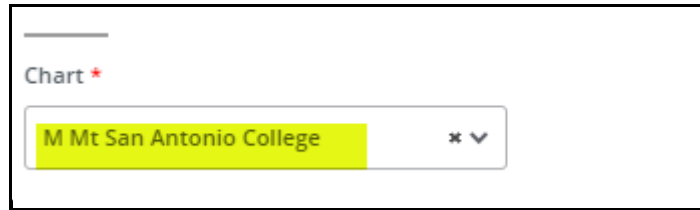
Chart \*  
M Mt San Antonio College \* v

**Draft Journal J0066130 created successfully**

Search Accounting

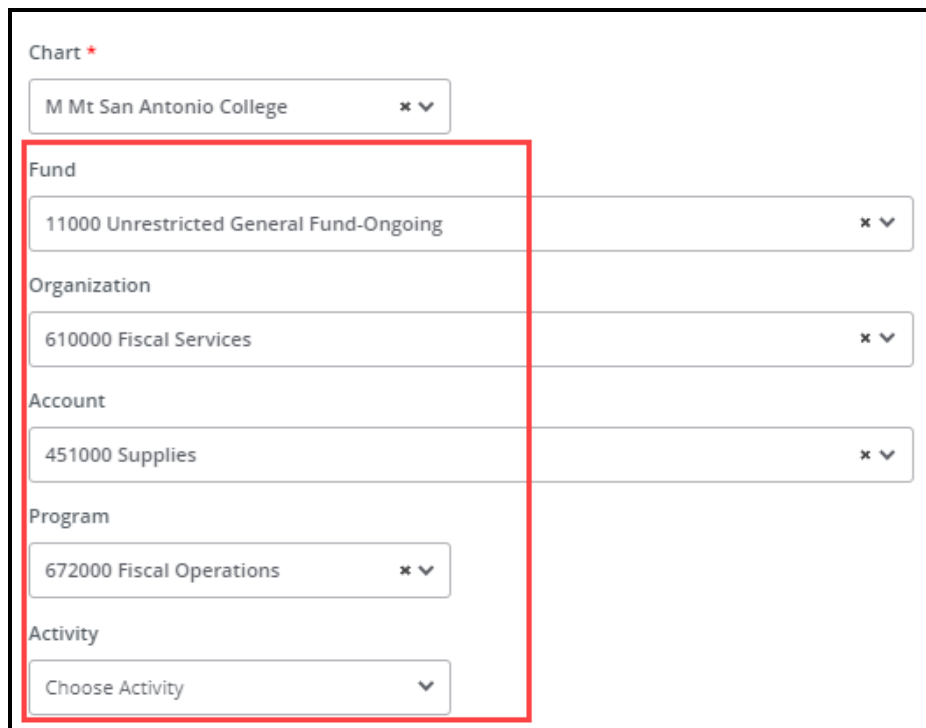
Account    Program    Activity

11. Ensure that in **Chart**, “M Mt San Antonio College” is automatically populated.



A screenshot of a web form showing a dropdown menu labeled "Chart \*". The selected option is "M Mt San Antonio College", which is highlighted in yellow. To the right of the text is a small "x" icon and a downward-pointing arrow.

12. Enter the **FOAPA** codes. See **FOAPAL Code Descriptions** (page 28).
- a. Enter the **Fund** number.
  - b. Enter the **Organization** number.
  - c. Enter the **Account** number.
  - d. Enter the **Program** number.
  - e. Enter the **Activity** code (used for salary accounts only; See Item #4, page 5).
    - 140000-149999 Hourly Non-Instructional
    - 230000-249999 Short Term Overtime
    - 260000-269999 Short Term Overtime



A screenshot of a web form for selecting FOAPA codes. The form includes several dropdown menus, each with a small "x" icon and a downward arrow. A red rectangular box highlights the following fields:

- Chart \***: M Mt San Antonio College
- Fund**: 11000 Unrestricted General Fund-Ongoing
- Organization**: 610000 Fiscal Services
- Account**: 451000 Supplies
- Program**: 672000 Fiscal Operations
- Activity**: Choose Activity



13. Scroll down. Under **Amount**, enter the amount you will transfer to/from the account. **For example:** If your transfer amount is \$500, you will enter \$500.

A screenshot of a web form. At the top, there is a label 'Percent' above an empty text input field. Below that, the 'Amount \*' label is above a text input field containing '500.00'. To the right, the 'Debit/Credit \*' label is above a dropdown menu showing '- Minus' with a close button 'x' and a dropdown arrow 'v'.

14. Under, **Debit/Credit**, Select **-Minus** or **+Plus**. Minus reduces the budget line item and Plus increases the budget line item.

A screenshot of a web form. At the top, there is a label 'Percent' above an empty text input field. Below that, the 'Amount \*' label is above a text input field containing '500.00'. To the right, the 'Debit/Credit \*' label is above a dropdown menu showing '- Minus' with a close button 'x' and a dropdown arrow 'v'.

15. Under **Budget Period**, always select 01.

A screenshot of a web form. On the left, there are three fields: 'Description \*' with 'Appropriation Transfer', 'Bank' with a dropdown menu showing 'Choose Bank Code', and 'Deposit' with an empty text input field. On the right, the 'Budget Period' dropdown menu is open, showing a list of options: 01, 02, 03, 04, and 05. The option '01' is highlighted in blue.

16. Leave the following fields blank:

- **Percent**
- **NSF Override**
- **Document Reference**
- **Bank**
- **Deposit**
- **Currency**

<b>Percent</b>	
<input type="text"/>	
<b>Amount *</b>	<b>Debit/Credit *</b>
<input type="text" value="500.00"/>	<input type="text" v"="" value="- Minus" x=""/>
<input type="checkbox"/> <b>NSF Override</b>	<b>Document Reference</b>
<input type="text"/>	<input type="text"/>
<b>Description *</b>	<b>Budget Period</b>
<input type="text" value="Appropriation Transfer"/>	<input type="text" v"="" value="01" x=""/>
<b>Bank</b>	<input type="checkbox"/> <b>Accrual Indicator</b>
<input type="text" v="" value="Choose Bank Code"/>	
<b>Deposit</b>	<b>Currency</b>
<input type="text"/>	<input type="text" v="" value="Choose Currency Code"/>
<a href="#">SAVE</a>	<a href="#">ADD ACCOUNTING</a>

17. Select **Save**.

Percent

Amount \*  
500.00

Debit/Credit \*  
- Minus x v

NSF Override

Document Reference

Description \*  
Appropriation Transfer

Budget Period  
01 x v

Bank  
Choose Bank Code v

Accrual Indicator

Deposit

Currency  
Choose Currency Code v

**SAVE**      **ADD ACCOUNTING**

You will see a message that the budget transfer was updated successfully as a draft.

My Finance - My Journals - J0066125

J0066125

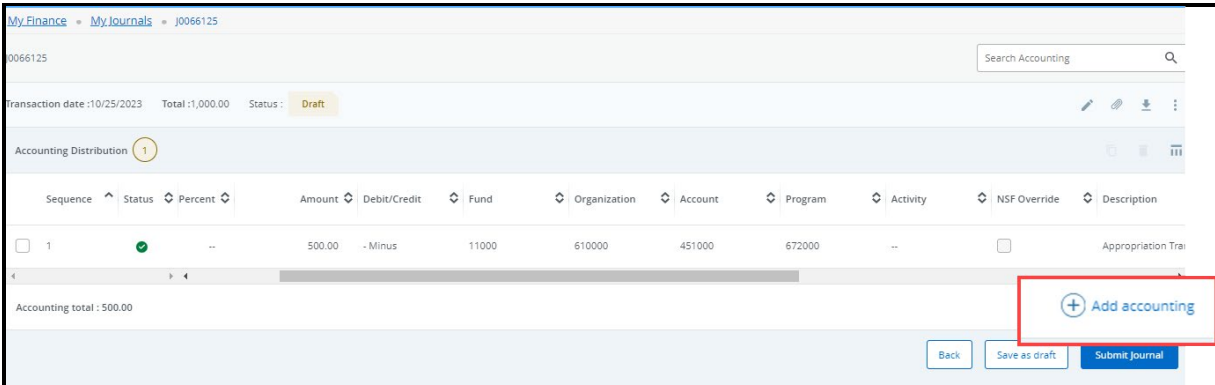
Transaction date: 10/25/2023    Total: 1,000.00    Status: **Draft**

Accounting Distribution 1

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Fund	Organization	Account	Program	Activity
1	✓				500.00	- Minus	11000	610000	451000	672000	..

Accounting sequence number 1 updated successfully

18. Select **Add Accounting** for the next transaction line item or sequence number.



Sequence Number 2 is the 2<sup>nd</sup> or next transaction line item.

**Sequence Number : 2**      Status :

Journal Type \*

Choose Journal Type ▼

---

Chart \*

M Mt San Antonio College \* ▼

Fund

11000 Unrestricted General Fund-Ongoing \* ▼

Repeat steps **#11** to **#16**.

19. Click on **Save**

Sequence Number : 2

Status :

Amount \*

Debit/Credit \*

---

NSF Override

Document Reference

Description \*

Budget Period

Bank

Accrual Indicator

Deposit

Currency

SAVE

ADD ACCOUNTING

You will see a message that the budget transfer was saved successfully as a draft.

My.Finance • My Journals • J0066125

✔ Accounting sequence number 2 updated successfully

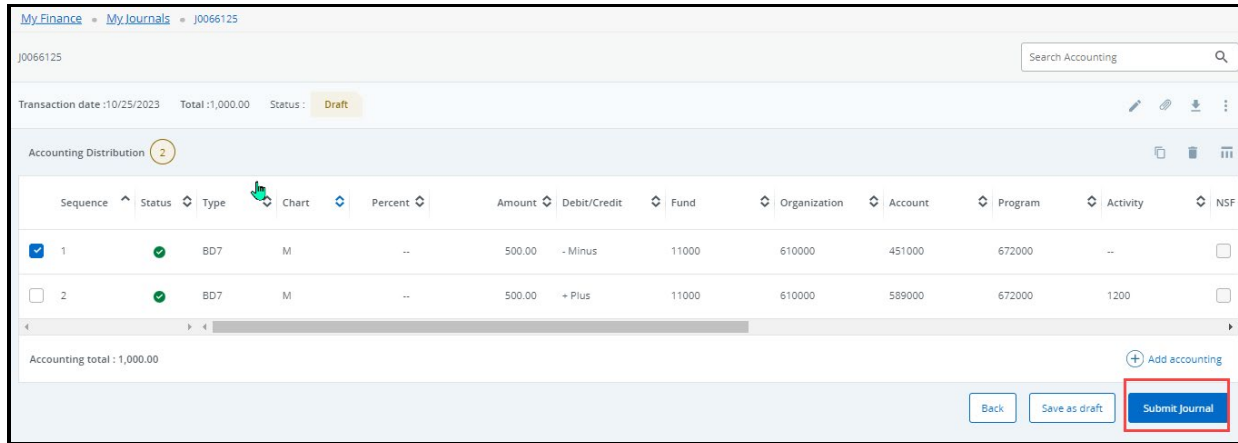
J0066125

Transaction date :10/25/2023 Total :1,000.00 Status : Draft

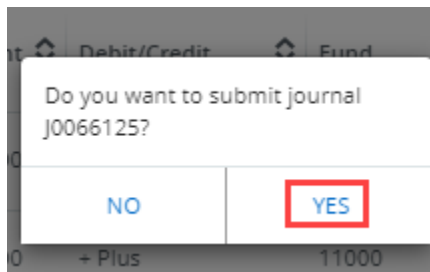
Accounting Distribution 2

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Fund	Organization	Account	Program	Activity
<input type="checkbox"/> 1	✔	BD7	M	--	500.00	- Minus	11000	610000	451000	672000	--
<input type="checkbox"/> 2	✔	BD7	M	--	500.00	+ Plus	11000	610000	589000	672000	1200

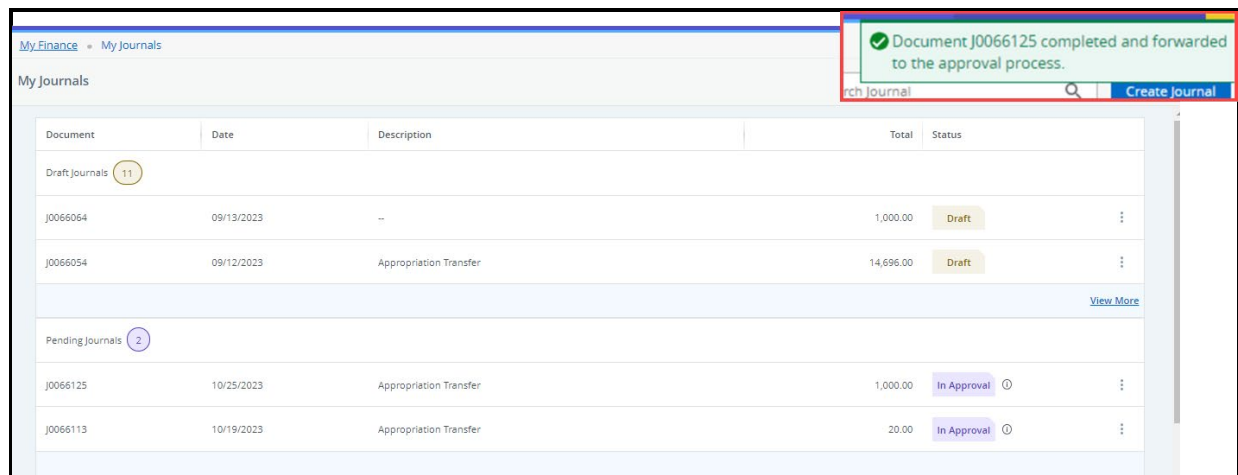
20. Select **Submit Journal** when you are ready to complete your budget transfer.



21. Select **Yes**. A journal number (J00XXXXX) is automatically assigned.



You will see a message that the budget transfer was completed and route to the approval queues.



The completed budget transfer will now show under Pending journals.

My Finance » My Journals

Document J0066125 completed and forwarded to the approval process.

My Journals

Search Journal

Document	Date	Description	Total	Status
Draft Journals 11				
J0066064	09/13/2023	--	1,000.00	Draft
J0066054	09/12/2023	Appropriation Transfer	14,696.00	Draft
<a href="#">View More</a>				
Pending Journals 2				
J0066125	10/25/2023	Appropriation Transfer	1,000.00	In Approval
J0066113	10/19/2023	Appropriation Transfer	20.00	In Approval

# MY JOURNALS FEATURES

## Overview of the My Journals (Budget Transfer) Module

The screenshot shows the 'My Journals' dashboard with a search bar and a 'Create Journal' button. The main content is a table with columns: Document, Date, Description, Total, and Status. The table is divided into three sections: Draft Journals, Pending Journals, and Completed Journals, each highlighted with a red box.

Document	Date	Description	Total	Status
<b>Draft Journals</b>				
J0066064	09/13/2023	--	1,000.00	Draft
J0066054	09/12/2023	Appropriation Transfer	14,696.00	Draft
<b>Pending Journals</b>				
J0066113	10/19/2023	Appropriation Transfer	20.00	In Approval
<b>Completed Journals</b>				
J0066108	07/01/2023	Appropriation Transfer	20.00	Completed

- The dashboard provides an easy-to-view list of draft, pending, and completed budget transfers.
  - **Draft Journals** – to be submitted.
  - **Pending Journals** – already submitted and routing for approval.
  - **Completed Journals** – approved and posted in Banner.
- The My Journals (Budget Transfer) module displays the document number, date created, description, total amount, and status of the budget transfer.
- Enter the **Budget Transfer document number (J00XXXXX)** in the search box to search for a budget transfer.

Under Draft Journals, you may edit the header or sequence.

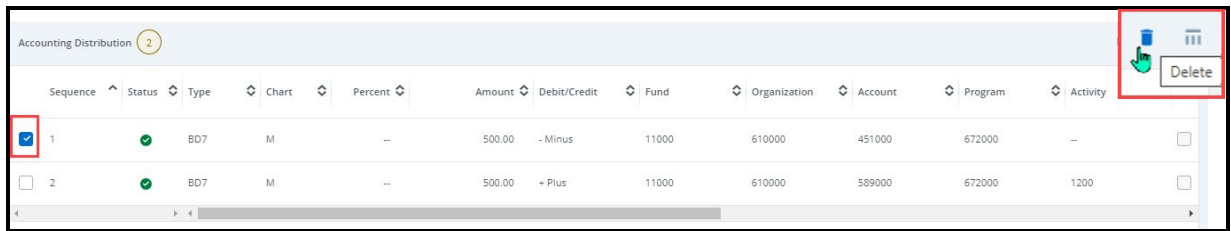
- You may edit by double-clicking on the sequence, then make the necessary changes/corrections.

The screenshot shows the 'Accounting Distribution' table for a draft journal. The table has columns: Sequence, Status, Type, Chart, Percent, Amount, Debit/Credit, Fund, Organization, Account, Program, Activity, and NSF. A red box highlights the first two rows of the table.

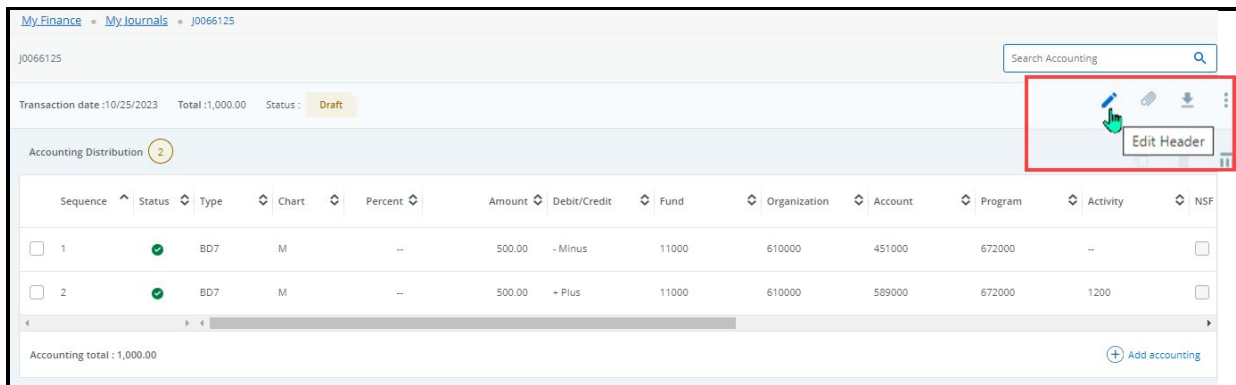
Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Fund	Organization	Account	Program	Activity	NSF
1	✓	BD7	M	--	500.00	- Minus	11000	610000	451000	672000	--	
2	✓	BD7	M	--	500.00	+ Plus	11000	610000	589000	672000	1200	



➤ You may delete a sequence by selecting the trash symbol.

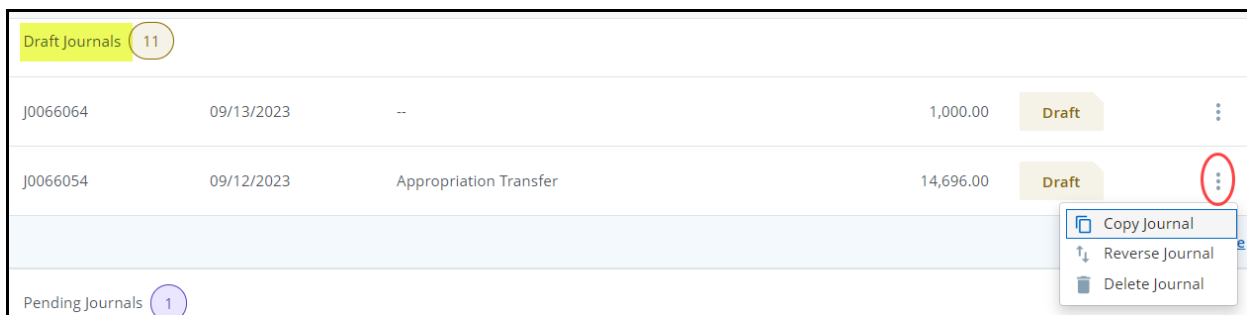


➤ You may edit the header by selecting the pencil symbol.



Select the three dots tool to copy, reverse or delete a My Journal (Budget Transfer).

**Note:** You may only delete a budget transfer in Draft Journals. If you need to delete or reverse a completed budget transfer, you must complete a new transfer to change the completed one.



**Note:** In Pending Journals, you may recall a budget transfer back to Draft Journals to make changes or delete.

The screenshot shows the 'Pending Journals' section with a count of 1. A table lists a journal entry with ID J0066113, dated 10/19/2023, for an 'Appropriation Transfer' of 20.00, with a status of 'In Approval'. A red circle highlights a three-dot menu icon to the right of the entry. A dropdown menu is open, showing options: 'Copy Journal', 'Reverse Journal', and 'Recall Journal'.

The screenshot shows the 'Completed Journals' section. A table lists two journal entries, both dated 07/01/2023, for 'Appropriation Transfer' of 20.00, with a status of 'Completed'. A red circle highlights a three-dot menu icon to the right of the first entry. A dropdown menu is open, showing options: 'Copy Journal' and 'Reverse Journal'.

You may download the budget transfer by selecting the journal number, then select the arrow.

The screenshot shows the detail view for journal entry J0066125. The transaction date is 10/25/2023, total is 1,000.00, and status is 'In Approval'. Below this is an 'Accounting Distribution' table with 2 rows. A red box highlights a toolbar with icons for edit, delete, download, and a three-dot menu. A 'Download' button is visible below the toolbar.

Sequence	Type	Chart	Percent	Amount	Debit/Credit	Fund	Organization	Account	Program	Activity	NSF Override	Debit
1	BD7	M	--	500.00	- Minus	11000	610000	451000	672000	--	<input type="checkbox"/>	Ac
2	BD7	M	--	500.00	+ Plus	11000	610000	589000	672000	1200	<input type="checkbox"/>	Ac

## Download in PDF Format

MY JOURNAL VOUCHER

Journal Voucher Document Number#	J0066125	Document Total JV	1,000.00	Document Status	Pending
Submission Number#	0	User ID JV	MLAZO1		
Transaction Date JV	10/25/2023	Activity Date JV	10/31/2023		
Document Public Comments	To transfer funds for .....				

Accounting Distribution

Sequence Number#	Accounting Description	Fiscal Year Period	Budget Period	Rule Class	Chart Of Accounts- Index JV- Funding JV- Organization JV- Account JV- Program JV- Activity JV- Location JV- Project JV	Line Account Amount	Debit/ Credit	Curren Code	Bank Account Code	Non Suffic Item Fund Status Indicator	Line Item	Documen Reference Number	Accrual Indicat Number	Deposit
1	Appropriation Transfer	24- 04	01	BD7	M - - 11000 - 610000 - 451000 - 672000 - - -	500.00	-	USD		No	P		No	
2	Appropriation Transfer	24- 04	01	BD7	M - - 11000 - 610000 - 589000 - 672000 - 1200 - -	500.00	+	USD		No	P		No	
<b>Grand Accounting Total</b>						1,000.00								

DISCLAIMER - This Journal Voucher PDF is restricted to internal Ellucian use only.

## Download in Excel Format

Document Number	J0066125																	
Transaction Date	10/25/2023																	
Document Total	1,000.00																	
Accounting Distribution																		
Sequence	Status	Type	Chart	Percent	Amount	Debit/ Credit	Fund	Organization	Account	Program	Activity	NSF Override	Description	Bank	Deposit	Document Reference	Budget Period	Accrual Indicator
1	P	BD7	M		500.00	-	11000	610000	451000	672000		N	Appropriation Transfer				01	N
2	P	BD7	M		500.00	+	11000	610000	589000	672000	1200	N	Appropriation Transfer				01	N
Accounting total					1,000.00													

## References

### FOAPAL CODE DESCRIPTIONS

CODE	DESCRIPTION
Fund	The Fund code specifies the funding source where the money comes from. Funds are either unrestricted or restricted (e.g., grant funds, bond funds).
Organization	The Organization code identifies the department or location responsible for the financial activity.
Account	<p>The Account code identifies the spending or revenue categories such as Office Supplies or Services. There are 8 major categories:</p> <ul style="list-style-type: none"> <li>1000 Academic salaries</li> <li>2000 Classified salaries</li> <li>3000 Employee benefits</li> <li>4000 Supplies and materials</li> <li>5000 Other operating expenses and services</li> <li>6000 Capital outlay</li> <li>7000 Other outgo</li> <li>8000 Revenue</li> </ul>
Program	<p>The Program code reflects the purpose of the expenditures. All activities are classified as either instructional or administrative and support.</p> <ul style="list-style-type: none"> <li>• For Instructional Programs, Program codes follow the Taxonomy of Programs (TOP) manual from the Chancellor's Office.</li> <li>• For administration and support, Program codes follow the Budgeting and Accounting Manual from the Chancellor's Office.</li> </ul>
Activity	The activity code is used to determine instructional and non-instructional salary and benefit expenditures. The activity code must be included when transferring To/From salary and benefit accounts.
Location	This code is used to specify the assigned physical location of an asset. This code is not used for requisitions, purchase orders, or budget transfers.

## TIPS FOR BUDGET TRANSFER DOCUMENT TEXT

Account Range	Account Description	Required Information	Text Sample
<b>1000-2000</b>	Hourly Salaries	Need what services will be provided. Example: student workers to assist with answering phones, etc.	To provide funds for hourly support to assist with answering phones.
<b>4000</b>	Supplies	Need what items are being purchased. Example: binders, pens, folders, etc.	To provide funds for binders, pens, printer, and paper.
<b>453200</b>	Promotional Supplies	Need the following: 1) Items purchased 2) Name of event 3) Date of event Purpose of the promo items	To provide funds for T-shirts for students working on Farm Day held on May 5, 2018.
<b>471000</b>	Food Supplies	Need the following: 1) Name of event 2) Date of event	To provide funds for food supplies for the Health Careers Conference held on May 4, 2018.
<b>5000</b>	Services	4) Need description of services being provided.	To provide funds for an independent contractor to provide leadership and empowerment workshops for Achieving College Ensuring Success (ACES).
<b>52xx</b>	Travel	Need the following: 1) Name of event/conference 1) Date of event/conference	To provide funds to attend the World Choir Games to be held from July 7, 2018, to July 20, 2018, in South Africa.
<b>525000</b>	Faculty Travel	Can only transfer to/from 525000 faculty travel account. These funds are specifically for the \$200/per faculty travel allowance as per the faculty contract.	To provide funds for faculty member, John Doe, to attend the 2Y Conference held on October 12, 2018.
<b>584000</b>	Computer Tech/Svs	Need the following: 1) Name of software or database 2) Description of service being provided (if applicable)	To provide funds for Right Font software license for the Graphic Design department.

Account Range	Account Description	Required Information	Text Sample
589200	Catering/Promo Items	Need the following: 1) Name of event 2) Date of event	<p>To provide funds for catering services for Planning for College event held on February 22, 2018.</p> <p>To provide funds for promotional items for T-shirts, caps, stickers, and workout towels for various Associated Students events.</p>
6000	Equipment	Need what equipment is being purchased. Example: copiers, computers	To provide funds for projectors, monitors, and audio-visual equipment.

## BANNER FINANCE SUPPORT

Support for Banner Finance modules (Budget Transfers and Approvals) is divided among the IT and Fiscal Services Departments.

ISSUE	DEPARTMENT	CONTACT
Accessing Banner	IT Help Desk	Ext. 4357
Personal passwords		
User ID		
Budget questions	Fiscal Services– Marisa Ziegenhohn	Ext. 6445
Access to Banner Finance forms		
Online Budget Transfer	Fiscal Services-Melanie Lazo Fiscal Services-Yvette Shane <a href="mailto:budgetrevisions@mtsac.edu">budgetrevisions@mtsac.edu</a>	Ext. 5388 Ext. 5539
Requisitions and Change Order	Purchasing <a href="mailto:purchasing@mtsac.edu">purchasing@mtsac.edu</a>	Ext. 4245