**How to move resources during the fiscal year**

During the fiscal year there are times when it is necessary to move resources between funds, organizations, accounts. The two most used are *Budget Changes* and *Fund Transfers.* Each of these methods have particular rules and guide lines that apply to the way that they are processed within BANNER.

**Here are the policies that cover these types of transactions**

*UO Fiscal Policy Manual* <https://fpm.uoregon.edu/>

*Policies: Accounting for Interfund Transactions - Policy 05.650*

1. First it is important to determine the FOPAL string (Fund, Organization, Program and Activity) for each side of the transaction. (the in and the out)
2. Budget Change
   1. A budget change can only be done within the **same** fund. It can have different organizations, accounts, programs, etc. But the fund **must** be the same
   2. Please use the form located on the BRP website to develop your budget change Refer to the second tab (Sample) and follow the instructions there.
   3. Indicate if the change will be:
      1. Temporary – lasting only the current fiscal year,
         1. Use a rule code that contains a “T” i.e. (1DTx) or
      2. Permanent – lasting from this point on.
         1. Use a rule code that contains a “P” i.e. (1DPx)
      3. You cannot process a temporary and a permanent change on the same budget change.
   4. The increases and decreases on a budget change must **balance**. If not, contact your BRP financial analyst
   5. Use the completed budget change form as your guideline for entering the budget change into BANNER form FGAJVCD. All Budget Change rule codes start with a “1,” the second character is either a “B” (used by the BRP Office) or a “D” (Department-specific), and the third is either “T” or “P” described above.
3. Fund Transfer
   1. A fund transfer is used when resources are moved between two funds that are not the same.
   2. Please use the form located on the BRP website to develop your fund transfer. Refer to the second tab (Sample) and follow the instructions there
   3. There are two sections of the fund transfer
      1. The JV portion that moves the cash using Debit and Credit and uses the Rule Code 3JV1.
      2. The budget change portion that uses increase and decrease and the rule code similar to the ones outlined above under budget changes.
         1. *Why do we have to do the budget section also?*
            1. *It increases the budget to equal the transfer in so that the additional dollars are available to the RU and it is clear what the new budget amount will be*
            2. *It decreases the budget to equal the amount that was transferred out so that the budget is not overspent during the fiscal year.*
   4. Fund transfers have their own account codes, used in the JV portion that moves the cash using Debit and Credit.

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| **Action** | **Acct Code Transfer IN** | **Acct Code Transfer OUT** |
| To record all transfers from other funds except debt retirement | 91001 | 92001 |
| To record all transfers within the institution for debt retirement | 91008 | 92008 |

1. Use the fund transfer form as your guideline to enter this information into BANNER screen FGAJVCD
2. The fund transfers will show up in the BRP approval queue in BANNER and will be reviewed by a BRP analyst prior to being processed.
3. Do Not use a fund transfer for:
   1. Internal revenue: where one department provides goods or services to another
   2. Distribution of revenue: moving revenue from one fund or index to another within the same fiscal year
   3. Reimbursement of expense: moving expense from one fund or index to another.
   4. Changes to Building and Equipment reserves
   5. Agency funds