Revenue & Expenditure Transfers

Finance Training –

What are revenue and expenditure transfers?

These transfers move a revenue or expense transaction from one FOAP (Fund, Organization, Account, Program) to another.

When is it used?
Correct accounting posting errors.
Clear up p- card default account (7361).

Access Banner Admin.

Locate transactions that need to be moved by searching transaction detail in FGITRND or drilling down within account totals in FGIBDSR.

FGITRND transaction query
    Designate Fund & Org in key block.
    Query specific accounts or transactions beginning with   a 5% for revenues or 7% for expenses.
    Field should be set to YTD to exclude budget and encumbrance transactions.
    Once desired query results are found export data to Excel (Shift+F1).
    Scrub transactions already moved and organize transactions to be moved.
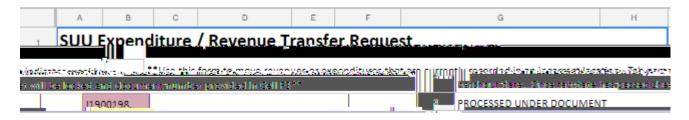
FGIBDSR– Account trans/LBody <</M8<0096.1.8653 166.o4.7(+)-8.3(c)-0.7(o)0.7(un)2.3(t)4.7( )-32.7(t)4.7(ra)2F6

How & when are these requests processed? How do I know if a transaction Has been moved?

Requests are batched out and processed weekly on the date that corresponds on the google sheet tab, usually on Wednesdays. It can take several days to proceed through processing and review. Usually requests posted to banner the following Monday.

Processing Journal Number is listed in cell F3 of the google doc in "Processed under Document:".

When transfers have been completed you will see a offsetting transaction to net the original transaction to zero under the document   number listed in the google doc. The new transaction will show up in the "Move to" location under the same doc number.