

## Budget Transfer Procedures

1. Open Internet Explorer and navigate to the La Sierra University Web site:  
[http://www.lasierra.edu/banner/self\\_service/homepage.htm](http://www.lasierra.edu/banner/self_service/homepage.htm)
2. Choose "Enter Secure Area".
3. Input User Id and Pin Number (Please ask your supervisor or contact the Human Resources office to obtain a Pin Number).
4. From the Main Menu choose "Financial Information."

If you do not have access to Financial Information, please email accounting at [gwillis@lasierra.edu](mailto:gwillis@lasierra.edu) for access.

5. Choose "Budget Transfer" or "Multiple Line Budget Transfer". If you are using "Multiple Line Budget Transfer" please follow instructions below.
6. On the Budget Transfer Screen, the date will default to the current date. Please DO NOT change this date.

PLEASE NOTE: If you back date a transfer, the Budget Transfer process will only read the CURRENT Banner budget balance for the account.

If the current Banner budget available balance on the Transfer "From" account is less than the transfer amount, the transfer will not be made.

Some accounts cannot be used on the On-Line Budget Transfer Process. See list of available accounts below. If you receive the error message: <<Sequence 1 Budget transfer not allowed for this account>>, please ema.ne PTne2(ee (a)4(sg2)-2(l),2(l)Tb14(:5-\*2 (r)3(a)g

