

**Quick Reference Guide**  
**Rule Codes for Budget Adjustments in Banner Self-Serve**

**Permanent or Temporary -**

*Permanent – Journal Voucher coding using either:  
XEGP (for transfers within Educational and General Funds); or  
XAEP (for transfers within Auxiliary Enterprise Funds)  
XIDR (for transfers within Indirect Cost Recovery Funds)*

*Account Codes that are allowed: 61120, 61190, 61400, 61610, 70000*

*Account Codes that are NOT allowed: 61110, 61220, 61310, 61900*

*Temporary – Journal Voucher coding using either:  
XEGT (for transfers within Educational and General Funds); or  
XAET (for transfers within Auxiliary Enterprise Funds)*

*Account codes that are allowed: 61110, 61120, 61190, 61220, 61310,  
61400, 61610, 70000*

*Account code that is NOT allowed: 61900*

**Rules:**

- You may not transfer budgets between Educational and General, Auxiliary Enterprise Funds or Indirect Cost Recovery funds.
- Within a given journal voucher, you may not combine permanent and temporary rule codes.
- You may not transfer permanent position account code budgets (i.e., instructional faculty, administrative faculty, classified).
- You may only complete transfers to/from organizations that you have been provided access.

If you have budget transfers that you wish completed that do not fit inside the parameters of these rules, please contact your budget analyst for further instruction.