



ANTELOPE VALLEY COLLEGE

SSB BUDGET TRANSFER TRAINING MANUAL

Updated 10.19.16

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SSB BUDGET TRANSFER OVERVIEW

Introduction

Before completing a requisition, the requestor should ensure sufficient budget is in place. Completing a requisition with a deficient budget will only delay processing. If budget is insufficient the requestor should review their total organizational budget to find sufficient funding. Departments may use Self Service Banner (“SSB”) to transfer the placement of their existing budget within an organization code. Upon selecting the complete button, the budget transfer request is sent to an approval queue consisting of the dean &/or director and an accounting department representative.

Please note the necessity of a funds transfer is based on the value for the total budget pool. Refer to the SSB Budget Query Training Manual for SSB access, chart of accounts, pooled budgeting and budget query instructions.

Online Budget Transfer Permissions

Allowable Online SSB Transfers

- Within the fund and organization code that fall under your responsibility
- Within and between the major four-digit account codes beginning with 4, 5 & 6, excluding 4320 & 5200
- Within and between program codes of a particular organization
- It is recommended to stay within major account codes (example 5300 to 5100)

Transfers Requiring the Use of the Paper Budget Transfer Form

- Between organization codes
- In or out of 5200 Travel
- In or out of 7xxx
- In or out of 1xxx, 2xxx & 3xxx (Payroll)

No Transfers in or out

- 4320 Lab Fees (Student Material Fees)

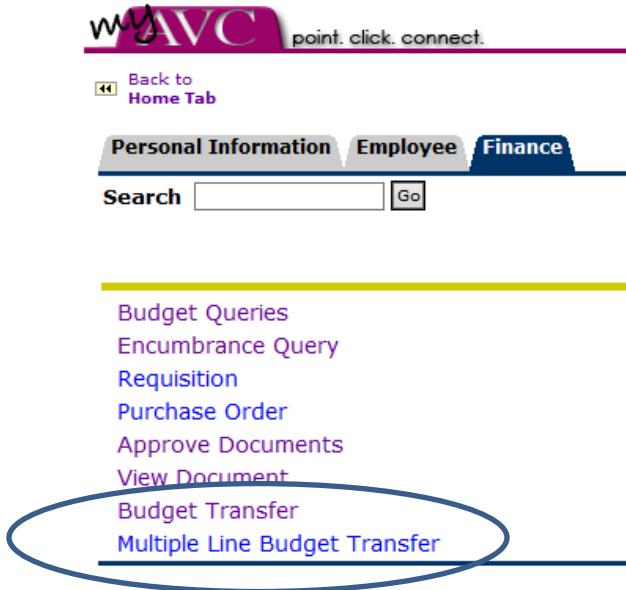
Paper Budget Transfer Form

1. Download the current budget transfer form from the school website
<https://www.avc.edu/administration/busserv/budgets>
2. Use for budget transfers that do not fall within the allowable online SSB transfers(see above)
3. Complete all fields and obtain required signatures
4. Indicate whether the budget transfer is permanent or temporary in the appropriate field
Permanent: remains in destination FOAP next fiscal year
Temporary: returns to original FOAP next fiscal year
5. Submit completed form to the Business Services Department in the administration building
6. WAIT to complete your requisition until you receive an email from Business Services notifying you the budget transfer is complete.

SSB BUDGET TRANSFER OPTIONS

Budget Transfer Menu Options

From the SSB main menu select one of the two budget transfer menu options



1. **Budget Transfers Menu (Single Amount)**
Used to transfer one amount between two FOAP's
2. **Multiple Line Budget Transfer**
Used to transfer varying amounts between multiple FOAP's

Budget Transfer Types

1. **DBP (Permanent Department Budget Transfer)**
Funds will remain in destination FOAP next fiscal year
2. **DBT (Temporary Department Budget Transfer)**
Funds will return to the origin FOAP next fiscal year

Budget Transfer (Single Amount)

Use template

Transaction Date

Journal Type

Transfer Amount

Document Amount 3,000.00

| | Chart | Index | Fund | Organization | Account | Program | Activity | Location | D/C |
|------|-------|-------|-------|--------------|---------|---------|----------|----------|-----|
| From | A | | 00000 | 14020 | 4500 | 672000 | | | - |
| To | | | 00000 | 14020 | 5100 | 672000 | | | + |

Description Budget Period

Save as Template

Shared

Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

See Code Lookup instructions in the following pages

Required Fields

- Journal Type (DBP or DBT)
- Transfer Amount
- Document Amount will auto populate
- Chart = A
- FOAP fields
- Select the Budget Period reflective of the transaction date (1 = July, 6 = December, etc)
- Description
- All other fields should remain blank.
- Select COMPLETE

Please note:

Transfer at least \$1 more than needed. If the transfer equals the exact amount needed (i.e., the available budget is zero after the transfer is made & the requisition is completed) the requisition will still be deemed NSF (i.e., insufficient funds).

Multiple Line Budget Transfer

Use template

Transaction Date

Journal Type

Document Amount

| # | Chart | Index | Fund | Organization | Account | Program | Activity | Location | Amount | D/C |
|---|-------|-------|-------|--------------|---------|---------|----------|----------|---------|-----|
| 1 | A | | 00000 | 14505 | 5650 | 651000 | | | 3000.00 | - |
| 2 | A | | 00000 | 14505 | 4500 | 651000 | | | 1000.00 | + |
| 3 | A | | 00000 | 14505 | 5100 | 651000 | | | 2000.00 | + |
| 4 | | | | | | | | | | + |
| 5 | | | | | | | | | | + |

Description Budget Period

Save as Template

Shared

Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

Required Fields

The Multiple Line Budget Transfer requires the same fields as the Single Amount Budget Transfer option with the following exceptions:

- Document Total must be entered and should equal the sum of the values on all FOAP lines
- Select + to increase or a – to decrease a particular FOAP in the D/C column

Budget Transfer Messages

After selecting the COMPLETE button possible messages include:

1. Document # created is completed and forwarded to posting process.
PLEASE MAKE NOTE OF THE DOCUMENT # TO REVIEW IT IS PROGRESS THROUGH APPROVAL QUEUES.
2. Template has been saved (name entered in “save as template” field)
3. Budget is exceeded for a line (the value transferred from the origin FOAP exceeds the available budget. Transfer will not complete until corrected)

✓ Document J0002600 completed and forwarded to the approval process.

Another Transfer

Use template

Retrieve

Transaction Date

Journal Type

Transfer Amount

Document Amount 2.00

| | Chart | Index | Fund | Organization | Account | Program | Activity | Location | D/C |
|-------------|-----------------------|-------|-------|---------------|---------|---------|----------|----------|-----|
| From | A | | 00000 | 14020 | 4500 | 672000 | | | - |
| To | | | 00000 | 14020 | 4561 | 672000 | | | + |
| Description | for training purposes | | | Budget Period | 03 | | | | |

Complete

Reviewing Transfer Status

Transfers will post once all approvals are received. Use the View Document menu option at the bottom of the screen to review the approval status of a transfer.

- Choose type: Journal Voucher
- Document Number: in the document number provided when you completed the budget transfer
- View Document: to review the transaction detail as shown above
- Approval History to review the approval queue status

Choose type:

Document Number

Submission#:

Change Seq#

Reference Number

Display Accounting Information

Yes No

Display Document/Line Item Text

All Printable None

Display Commodity Text

All Printable None

View document

Approval history

View Document

Document Identification

| | | | |
|-----------------|----------|-------------|------------------|
| Document Number | J0002600 | Type | Journal Document |
| Originator: | WDUMAS1 | Wendy Dumas | |

Approvals required

| Queue | Description | Level | Approvers |
|-------|---------------------------------|-------|--------------|
| 020G | 1400 Exec Dir of Business & CBO | 10 | |
| | | | Diana Keelen |

Approvals recorded

| Queue | Level | Date | User |
|-------|-------|--------------|-------------|
| B020 | 10 | Sep 12, 2016 | Wendy Dumas |

View Document

Journal Voucher Header

| Journal | Sub# | Status | Trans date | Activity date | User ID | Doc Total |
|----------------|------|---------|--------------|---------------|---------|-----------|
| J0002600 | 0 | Pending | Sep 12, 2016 | Sep 13, 2016 | WDUMAS1 | 2.00 |
| Document Text: | | | | | | |

Journal Voucher Accounting

| Seq# | Description | | | | | | | BudPd | Curr | Doc Ref | Accr | Bank | Deposit | | | | | |
|-------------------------------|-----------------------|----|----|------|-------|-------|-------|-------|--------|---------|------|------|---------|-----|----|-----|--------|--|
| | COA | FY | Pd | Rucl | Index | Fund | Orgn | Acct | Prog | Actv | Locn | Proj | Total | D/C | NS | Ovr | Status | |
| 1 | for training purposes | | | | | | | 03 | | | | | | | | | | |
| | A | 17 | 03 | DBT | | 00000 | 14020 | 4500 | 672000 | | | | 1.00 | - | | N | | |
| 2 | for training purposes | | | | | | | 03 | | | | | | | | | | |
| | A | 17 | 03 | DBT | | 00000 | 14020 | 4561 | 672000 | | | | 1.00 | + | | N | | |
| Total of displayed sequences: | | | | | | | | | | | | 2.00 | | | | | | |

Approval Queue Limits

- Business Services & Dean/Program Manager are included in all transfer approvals
- \$1,000 require VP approval
- \$5,000 requires CBO approval
- \$25,000 requires president's approval

Approving Online Budget Transfers

Queried Parameters

| | | |
|------------------|---------|-------------|
| User ID | WDUMAS1 | Wendy Dumas |
| Document Number: | | |
| Documents Shown: | All | |

Approve Documents List

| Next Approver | Type | NSF | Change Seq# | Sub# | Originating User | Amount | Queue Type | Document | History | Approve | Disapprove |
|---------------|------|-----|-------------|------|------------------|-----------|------------|----------|---------|---------|------------|
| Y | REQ | | | | AMUSIAL1 | 18,000.00 | DOC | R1701081 | History | Approve | Disapprove |
| Y | REQ | | | | AMUSIAL1 | 23,442.49 | DOC | R1701085 | History | Approve | Disapprove |
| Y | REQ | | | | DMANDERSON | 7,500.00 | DOC | R1701170 | History | Approve | Disapprove |
| | JV | | | 0 | WDUMAS1 | 10.00 | DOC | J0002798 | History | Approve | Disapprove |

Another Query

Code Lookup

The Code Lookup option enables you to search a Fund, Organization, Account, or Program code if you cannot recall what to select.

Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

1. Populate fields
 - Chart of Accounts Code: A
 - Type: select Fund, Organization, Account, or Program
 - Code Criteria: enter a series using a % to limit the search
 - Title Criteria: leave blank
 - Maximum rows to return: Select from drop down menu amount of lines to return
2. Select EXECUTE QUERY

3. Output is shown below

Code lookup results

| Chart A | |
|---------------------|---------------------------------|
| Account Code | Title |
| 50 | Other Operating Exp. & Services |
| 51 | Other Operating Exp. & Services |
| 510 | Contract/Consulting |
| 5100 | Contract/Consulting Services |
| 5105 | Contract Instruction |
| 5110 | Contract Non Instruction |
| 520 | Travel & Conference |
| 5200 | Travel & Conference |
| 5210 | Field Trips (students) |
| 5220 | Travel and Conferences |

Although you may see codes using various amounts of digits, use the following for FOAP's.

Fund & Org = 5 digit code

Account = 4 digit code

Program = 6 digit code