

APPROVING ONLINE BUDGET TRANSFER INSTRUCTION

Updated 11.08.16

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SSB BUDGET TRANSFER APPROVAL 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. It is recommended to stay within major account codes (example 5300 to 5100).

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 It is recommended to stay within major account codes (example 5300 to 5100)
- Within and between program codes of a particular organization

Transfers Requiring the Use of the Paper Budget Transfer Form

- Between organization codes
- In or out of 5200 Travel
- In or out of 4320 Lab Fees (Student Material Fees)
- In or out of 7xxx
- In or out of 1xxx, 2xxx & 3xxx wages & benefits

Paper Budget Transfer Form

- 1. Download the current budget transfer form from the school website <u>https://www.avc.edu/administration/busserv/budgets</u>
- 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.

Budget Transfer Types

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

Approving Online Budget Transfers

Step 1: Access SSB through www.avc.edu and sign into my AVC

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Step 2: From the SSB main menu select Approve Documents menu options

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	Back to Home Tab
	Personal Information Employee Finance
	Search Go
	Budget Queries
	Encumbrance Query Requisition
	Purchase Order
<	Approve Documents
	View Document
	Budget Transfer Multiple Line Budget Transfer

Step 3: Select all documents which you may approve

Personal Information	Employee Finance Go
Approve Docu	iments
Enter Approval Parar	neters
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All documents w	hich you may approve
Submit Query	

Step 4: Locate budget transfer journals

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Step 5: View Budget transfer journal

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Step 6: click back arrow in top left of screen to return to the list of documents to approve and select Approve or Disapprove

Step 7: Optional Review approval history of the journal

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Required Approvals

- Business Services & Dean/Program Manager are included in all transfer approvals; additional approvals are required as follows based on the <u>document amount</u> of the journal. The document amount is the sum of the values on all FOAP lines.
- \$1,000 require VP/Executive Director approval
- \$5,000 requires CBO approval
- \$25,000 requires president's approval

Reviewing Transfer Status

Transfers will post once all approvals are received. Use the <u>View Document</u> 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: Journal Voucher > Document Number	30002600
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