



**ANTELOPE  
VALLEY  
COLLEGE**

**ONLINE BUDGET TRANSFER INSTRUCTION**

*Updated 03.09.17*

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**Note: See Approving Online Budget Transfers Manual for approval process**

# 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

### 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 (Payroll)
- It is recommended to stay within major account codes (example 5300 to 5100)

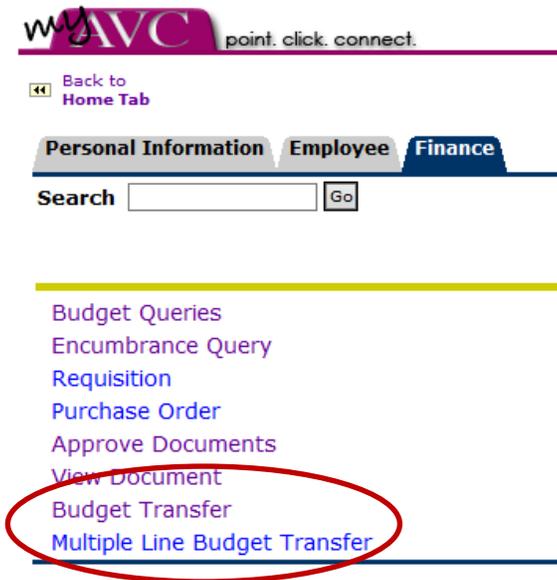
## Paper Budget Transfer Form

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 (Sum of the values on all FOAP lines)
- 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	<input type="text" value="A"/>	<input type="text"/>	<input type="text" value="00000"/>	<input type="text" value="14505"/>	<input type="text" value="5650"/>	<input type="text" value="651000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="3000.00"/>	<input type="text" value="-"/>
2	<input type="text" value="A"/>	<input type="text"/>	<input type="text" value="00000"/>	<input type="text" value="14505"/>	<input type="text" value="4500"/>	<input type="text" value="651000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1000.00"/>	<input type="text" value="+"/>
3	<input type="text" value="A"/>	<input type="text"/>	<input type="text" value="00000"/>	<input type="text" value="14505"/>	<input type="text" value="5100"/>	<input type="text" value="651000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2000.00"/>	<input type="text" value="+"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="+"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="+"/>

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 amount 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)

✓ 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	<input type="text" value="for training purposes"/>			Budget Period	<input type="text" value="03"/>				

Complete

3. If budget is exceeded for a line (the value transferred from the origin FOAP exceeds the available budget. Transfer will not complete until corrected)

❗ Sequence 1:

Insufficient budget for sequence 1, suspending transaction.

Use template

Retrieve

Transaction Date

Journal Type

Transfer Amount

Document Amount 2,000.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	A		00000	14020	5655	677000			-
To			00000	14020	6460	677000			+
Description	<input type="text" value="testing of NSF transfers"/>			Budget Period	<input type="text" value="05"/>				

## 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.

4. Choose type: Journal Voucher
5. 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: J0002600

Submission#:  Change Seq#:  Reference Number:

**Display Accounting Information**

Yes  No

**Display Document/Line Item Text** **Display Commodity Text**

All  Printable  None  All  Printable  None

### Approval History Screen View

## View Document

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**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	NSF	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						

## Approving Online Budget Transfers

- A separate manual, please see the *Approving Online Budget Transfer Instructions*, Which is located on AVC's website

## Required Approvals

- Business Services & Dean/Program Manager are included in all transfer approvals; additional approvals are required as follows based on the document amount 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 Executive Director of Business Services approval
- \$25,000 requires president's approval

## 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

## Deleting A Budget Transfer

A budget transfer can only be deleted if it is still In Process. If a budget transfer has been completed, but not approved, first remove the budget transfer from Approvals in SSB by clicking Disapprove.

1. In Banner INB type in FGAJVCQ and enter journal number in Document Number field, then click next block
2. Click Record, select Remove

File Edit Options Block Item Record Query Tools Help

Journal Voucher Quick FGAJVCQ 8.6.1.5 (AVCPROD)

Document Number: J0003444

**Journal Voucher Document Header**

Transaction Date: [ ] Document Total: [ ]

NSF Checking  Deferred Edit  Document Text Exists

Enter NEXT or leave blank for automatic assignment or enter document number.

3. Dialog box will appear Click OK

Forms

! All header and detail records will be deleted

OK

## Coming Soon

- VP and President approvals for online budget transfers will not be required
- Executive Director of Business Services approval required for transfer equal to or less then \$10,000