ONLINE BUDGET TRANSFER INSTRUCTION

Updated October 2025

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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 at least the dean and/or director and a fiscal 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) is restricted to Financial & Fiscal Services ONLY.
- 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)

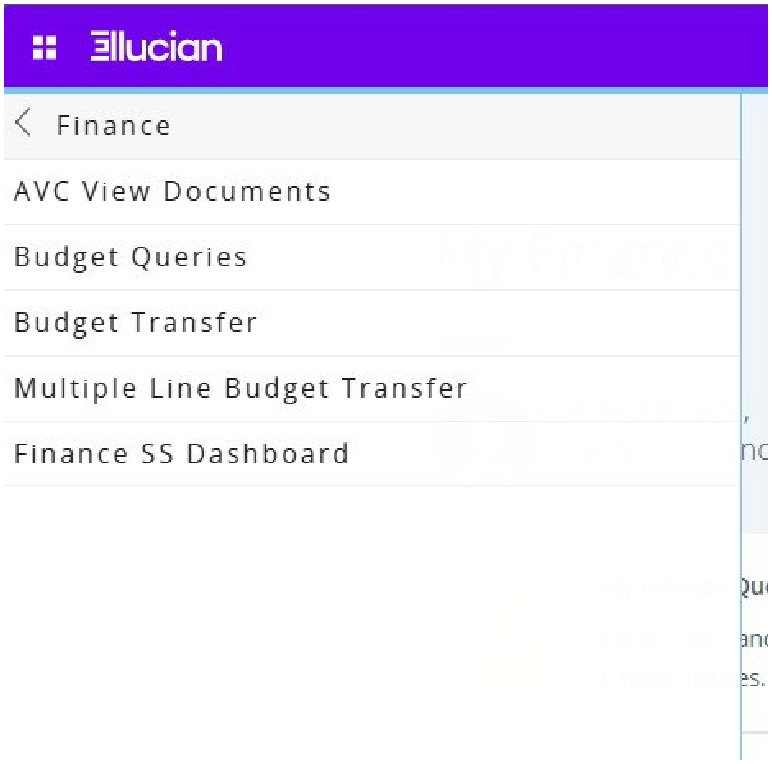
Paper Budget Transfer Form

1. Download the current budget transfer form from the district website https://www.avc.edu/financial-fiscal-services/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 via Adobe Sign. Your fiscal representative will sign in the area assigned to Business Services Approval.
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. WAIT to complete your requisition until you receive an email from Financial & Fiscal Services notifying you the budget transfer is complete.

SSB BUDGET TRANSFER OPTIONS

Budget Transfer Menu Options

Select Banner, Finance, then BUDGET TRANSFER from the Four-Square menu in the top left corner.



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 (<u>Permanent</u> Department Budget Transfer)** ***NOT USED AS ALLOCATION OF PERMANENT BUDGET IS DISCUSSED AT ANNUAL BUDGET DEVELOPMENT MEETINGS.***
   Funds will remain in destination FOAP next fiscal year

2. **DBT (<u>Temporary</u> Department Budget Transfer)** ***PREFFERED AND MOST FREQUENTLY USED***
   Funds will return to the original FOAP next fiscal year

Budget Transfer (Single Amount)

Use template None

Retrieve

Transaction Date	7	OCT	2025
Journal Type	DBT (Dept Budget Transfer Temporary)		
Transfer Amount	200		
Document Amount	400.00		

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	A		00000	14020	4500	672000			-
To			00000	14020	4530	672000			+
Description	Transfer for Warehouse Req			**Budget Period**	04				

Save as Template

Shared

Complete

Code Lookup

Chart of Accounts Code	A
Type	account
Code Criteria	
Title Criteria	
Maximum rows to return	10

Execute Query

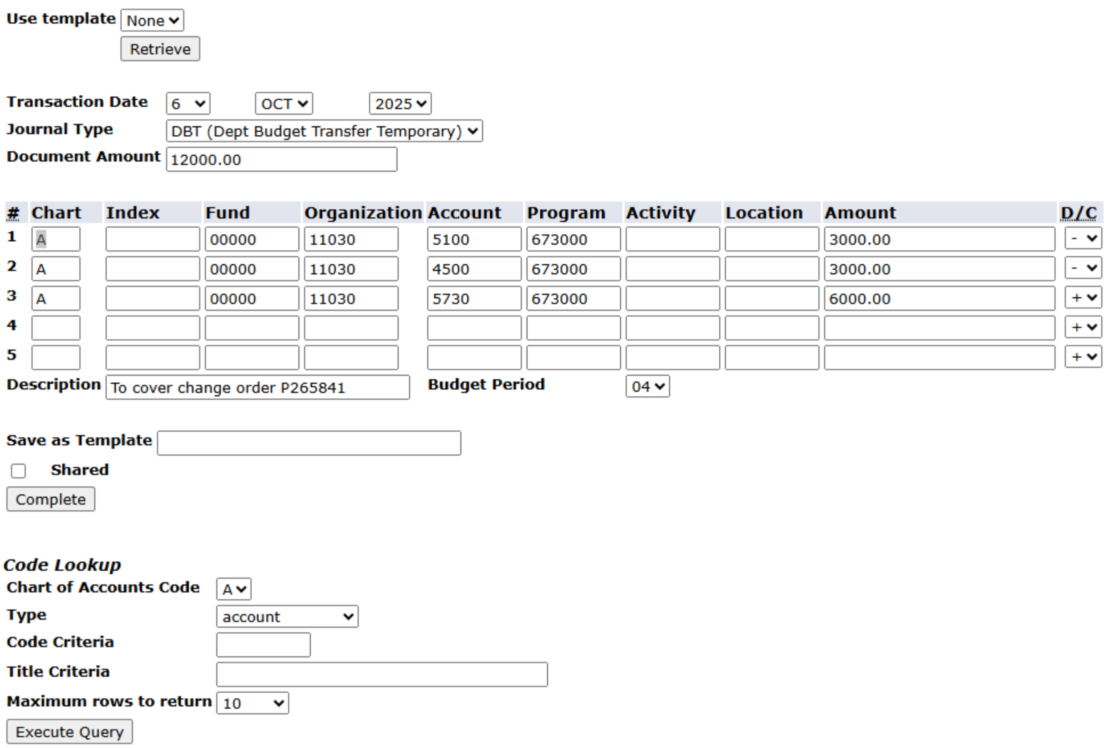
Required Fields

- Journal Type (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
- Note the system generated journal number for reference.

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 None

Retrieve

Transaction Date 6 OCT 2025

Journal Type DBT (Dept Budget Transfer Temporary)

Document Amount 12000.00

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	A		00000	11030	5100	673000			3000.00	-
2	A		00000	11030	4500	673000			3000.00	-
3	A		00000	11030	5730	673000			6000.00	+
4										+
5										+

Description To cover change order P265841 **Budget Period** 04

Save as Template

Shared

Complete

Code Lookup

Chart of Accounts Code A

Type account

Code Criteria

Title Criteria

Maximum rows to return 10

Execute Query

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. OPTIONAL - Template has been saved (name entered in “save as template” field)

3. If the transfer amount exceeds available budget, the transfer will not be completed until the journal is corrected.

Sequence 2:
Insufficient budget for sequence 2, suspending transaction.

Use template None

Retrieve

Transaction Date 6 OCT 2025

Journal Type DBT (Dept Budget Transfer Temporary)

Document Amount 12000.00

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	A		00000	11030	5100	673000			3000.00	-
2	A		00000	11030	4500	673000			3000.00	-
3	A		00000	11030	5730	673000			6000.00	+
4										+
5										+

Description To cover change order P265841 **Budget Period** 04

Save as Template

Shared

Complete

Code Lookup

Chart of Accounts Code A

Type account

Code Criteria

Title Criteria

Maximum rows to return 10

Execute Query

Reviewing Transfer Status

Transfers will post once all approvals are recorded. Use the View Document menu option from the four corner drop-down menu:

Ellucian

< Finance

AVC View Documents

Budget Queries

Budget Transfer

Multiple Line Budget Transfer

Finance SS Dashboard

Select Journal Voucher from the drop-down menu and enter your document number.

Return to Finance Dashboard

Choose type: Journal Voucher | Document Number | J0024100

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: to review the transaction detail as shown above
- Approval History to review the approval queue status

View Document Screen

Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0024100	0	Pending	Sep 30, 2025	Oct 01, 2025	MDARBY1	300.00
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	NSFOvr	Status
1	TEST								03			N				
	A	26	03	DBT		00000	11150	4500	000000				150.00	-	N	
2	Test								03			N				
	A	26	03	DBT		00000	11150	5310	678000				150.00	+	N	
Total of displayed sequences:													300.00			

Approval History Screen View

Document Identification

Document Number	J0024100	Type	Journal Document
Originator:	MDARBY1	Mayke Darby	

Approvals required

Queue	Description	Level	Approvers
003G	1003 Executive Director of ITS	10	
			Alex Parisky
			Daniel Conner
			Shaminder Brar
B003	1003 EXECUTIVE DIRECTOR OF ITS	10	
			Gabriela Guerrero
			Karen Janiszewski
			Lisa Nowak
			Paola Cabrera
CVPA	VICE PRESIDENT ADMINISTRATIVE SERVI	10	
			Shaminder Brar

Approvals recorded

Queue	Level	Date	User
RECL	0	Oct 01, 2025	Mayke Darby

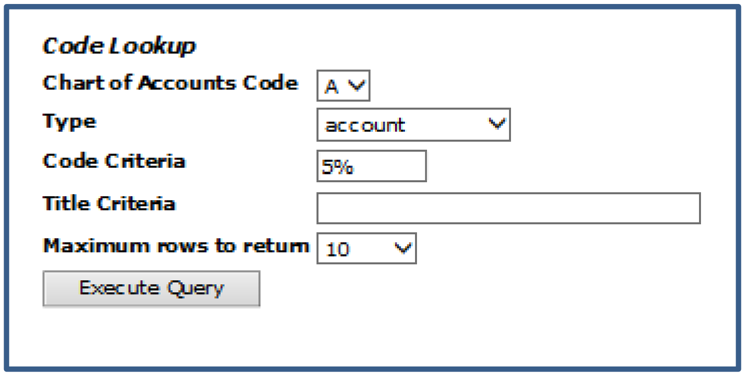
Approving Online Budget Transfers (See instructions on website)

Required Approvals

- Financial & Fiscal Services and applicable dean/director/manager are included on 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 Director of Financial & fiscal 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.



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

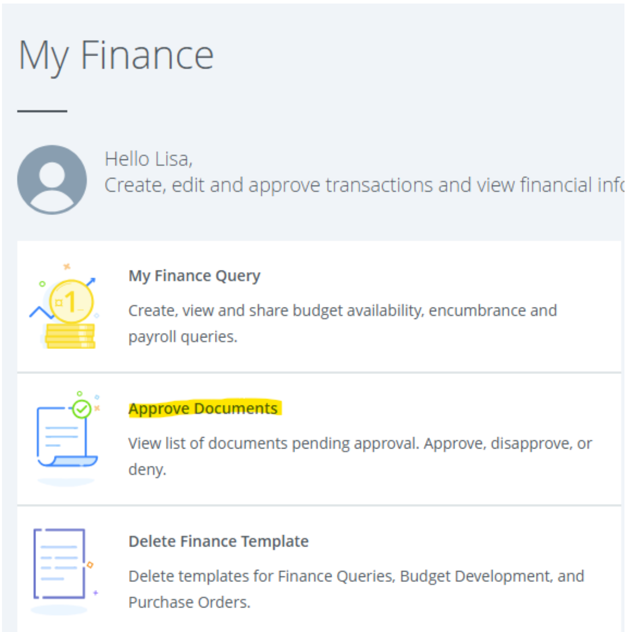
Chart A	
Account Code	**Title**
50	Other Operating Exp. & Services
51	Other Operating Exp. & Services
510	Contract/Consulting
5100	Contract/Consulting Services
5105	Contract Instruction
5110	Contract Non Instruction
520	Travel & Conference
5200	Travel & Conference
5210	Field Trips (students)
5220	Travel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

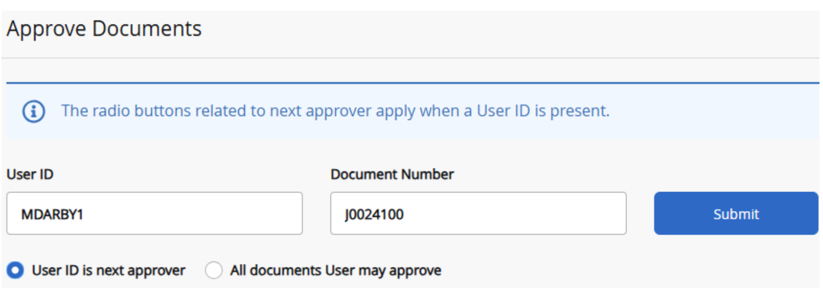
Disapproving a Budget Transfer

There are times when you will need to disapprove your budget transfer. This can be done only to journals that have not been approved.

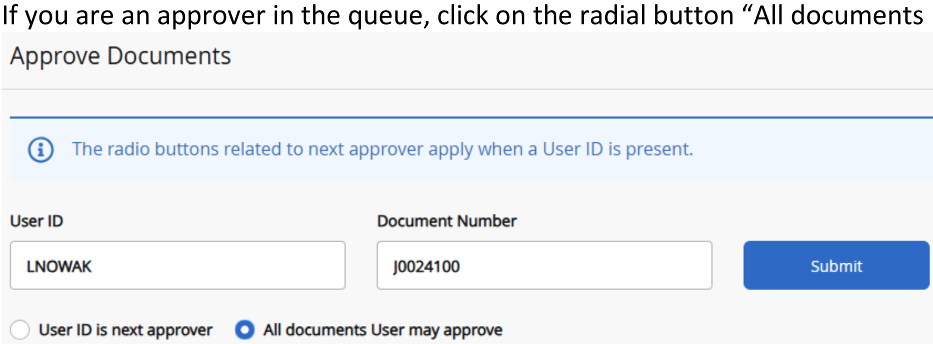
Select Approve Documents from your My Finance Dashboard



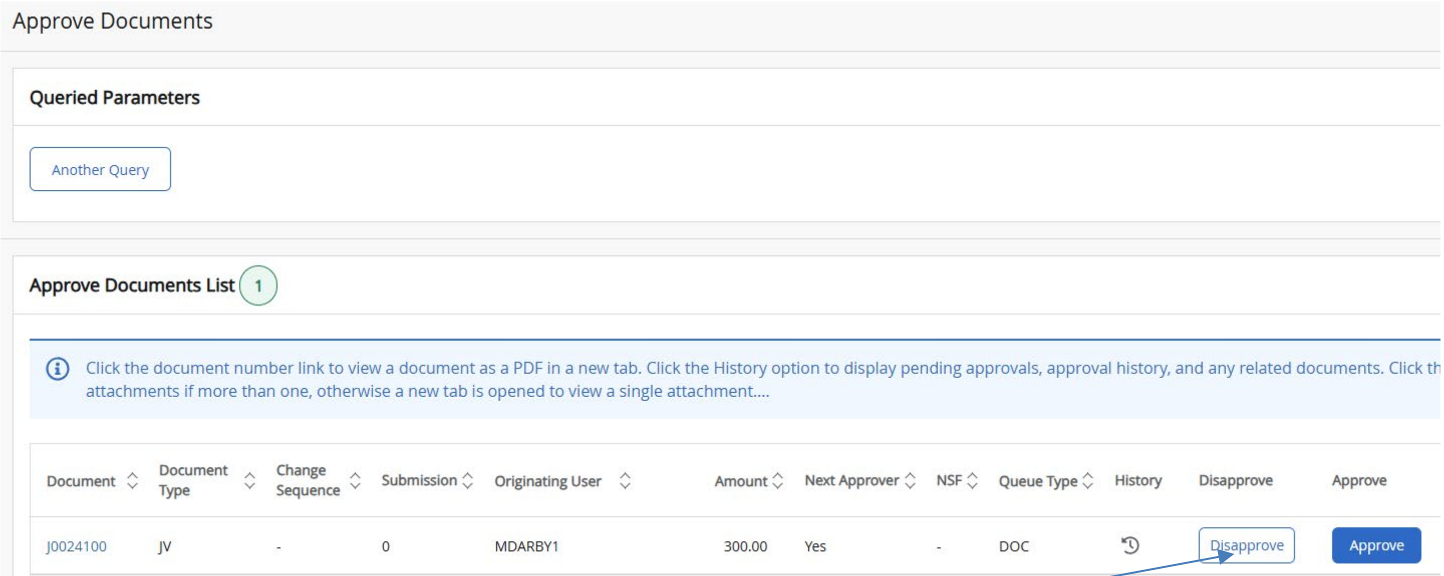
Your User ID should auto populate. You can enter the journal document number or click on “submit” so see all documents you can approve/disapprove.



If you are an approver in the queue, click on the radial button “All documents User may approve”.

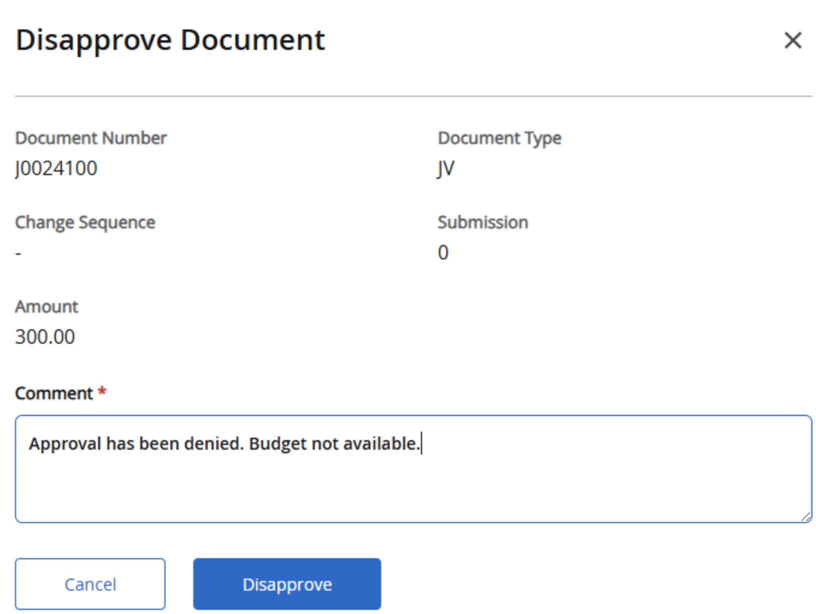


A list of documents will appear.

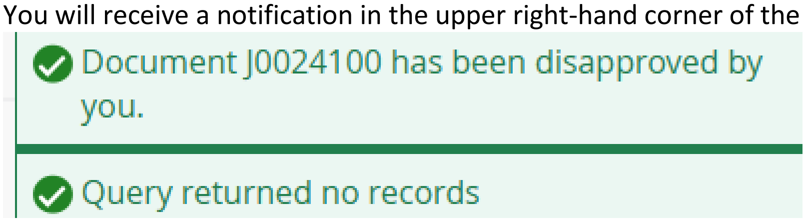


To disapprove the journal, select the "disapprove" button.

A default comment "Approval has been denied" is reflected in the comment box. You can add additional comments for future reference. Then select "disapprove"



You will receive a notification in the upper right-hand corner of the screen



It is important to disapprove and have your journal deleted so that Banner will "release" the budget. If you disapprove and not have your journal deleted, budget will still be "reserved" and your next attempt at the transfer will most likely be NSF. **Contact your fiscal representative to have your journal deleted.**