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
   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.

Budget Transfer Types
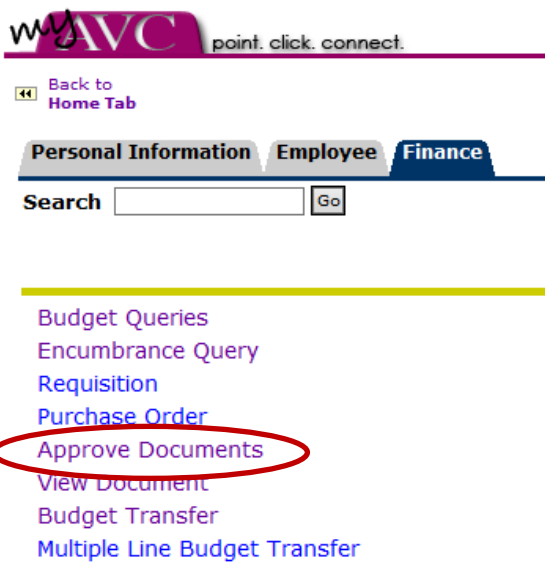
1. **DBP (Permanent Department Budget Transfer)**
   Funds will remain in destination FOAP next fiscal year

2. **DBT (Temporary Department Budget Transfer)**
   Funds will return to the origin FOAP next fiscal year

Approving Online Budget Transfers

Step 1: Access SSB through www.avc.edu and sign into my AVC
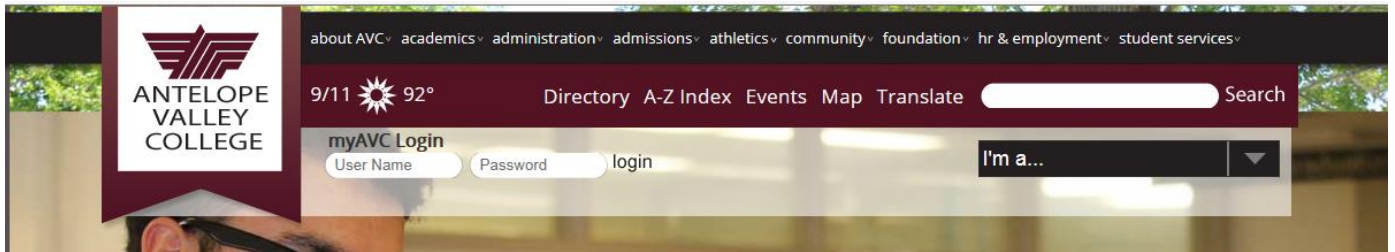
Step 2: From the SSB main menu select Approve Documents menu options

Step 3: Select all documents which you may approve

Personal Information **Employee** **Finance**

Search [   ] [Go]

Approve Documents

Enter Approval Parameters

User ID	WDUMAS1
Document Number:	[ ]

○ **Documents for which you are the next approver**
◉ **All documents which you may approve**

[Submit Query]

Step 4: Locate budget transfer journals

Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document document.

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	17,875.00	DOC	R1701083	History	Approve	Disapprove
Y	REQ				AMUSIAL1	23,442.49	DOC	R1701085	History	Approve	Disapprove
	JV			0	WDUMAS1	2.50	DOC	J0002874	History	Approve	Disapprove
	REQ				AALVAREZ23	1,143.89	DOC	R1701307	History	Approve	Disapprove
	REQ				TPULLUM	450.00	DOC	R1701308	History	Approve	Disapprove

[Another Query]

Step 5: View Budget transfer journal

View Document

Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0002874	0	Pending	Nov 01, 2016	Nov 01, 2016	WDUMAS1	2.50
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								05							
	A	17	05	DBT		00000	14020	4500	672000				1.25	-		N	
2	For training purposes								05							
	A	17	05	DBT		00000	14020	4530	672000				1.25	+		N	
Total of displayed sequences:													2.50				

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

Approve Documents

💬 Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document document.

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	17,875.00	DOC	R1701083	History	Approve	Disapprove
Y	REQ				AMUSIAL1	23,442.49	DOC	R1701085	History	Approve	Disapprove
	JV			0	WDUMAS1	2.50	DOC	J0002874	History	Approve	Disapprove
	REQ				AALVAREZ23	1,143.89	DOC	R1701307	History	Approve	Disapprove
	REQ				TPULLUM	450.00	DOC	R1701308	History	Approve	Disapprove

[Another Query]

Document Identification

Document Number	J0002874	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	Nov 01, 2016	Wendy Dumas

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** 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

[View document]   [Approval history]

Approval History Screen View

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 Status

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	NSFOvr	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			