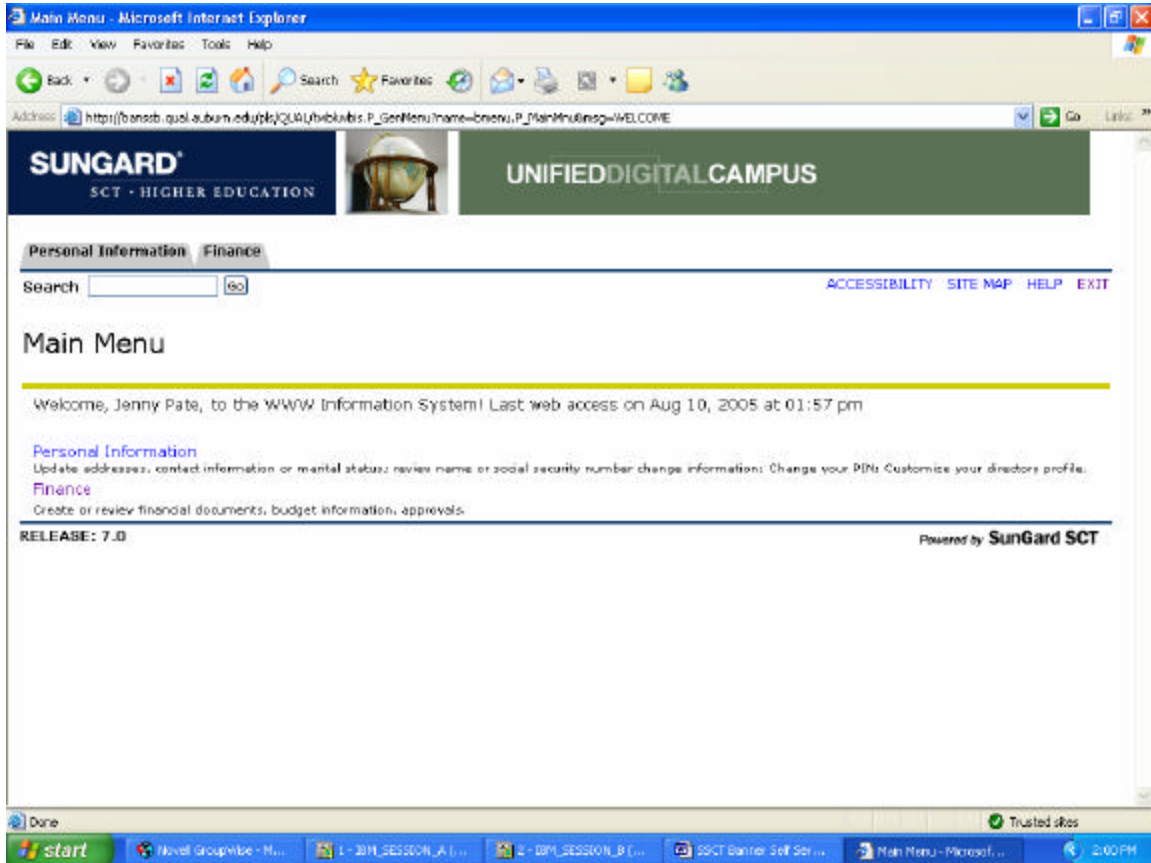


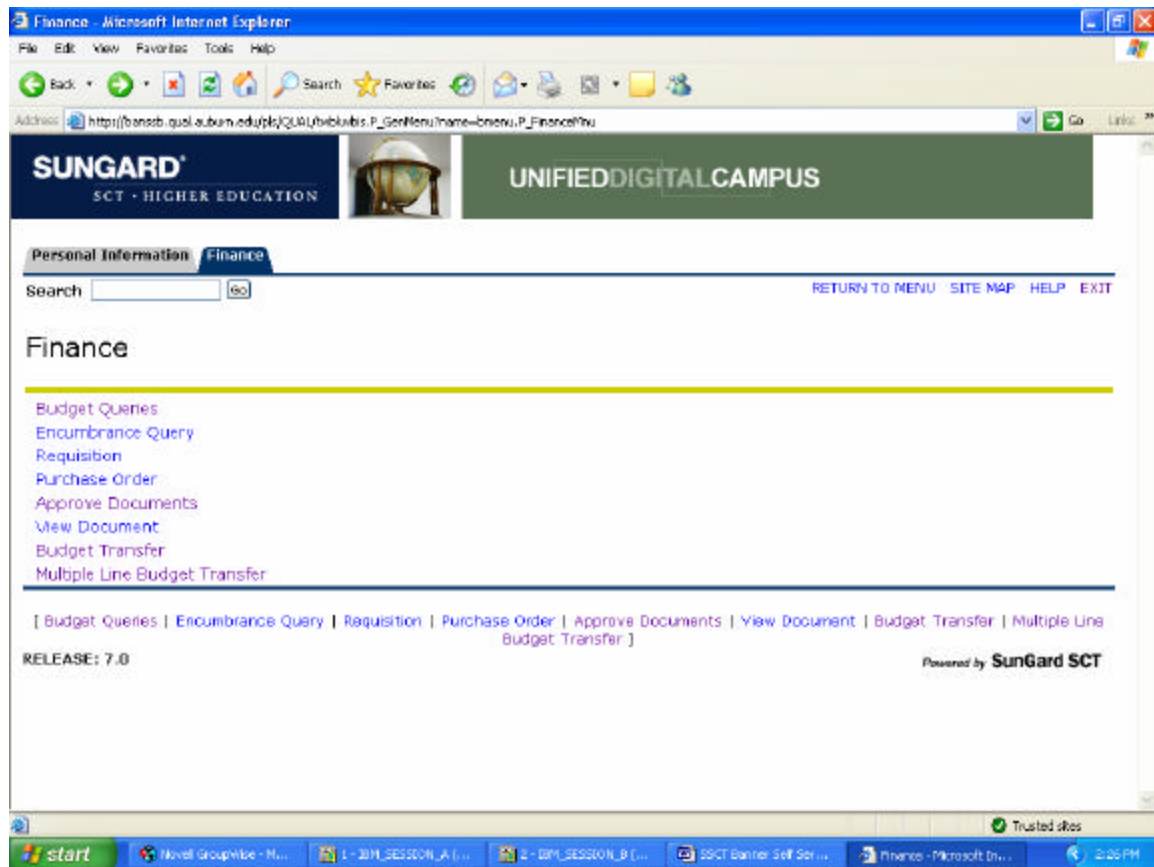
Self Service Banner Finance Budget Transfer(s) and Approvals Training Documentation

Main Menu:



From the Main Menu click on Finance to create or retrieve financial documents, budget information and approvals.

Finance:



From the Finance menu this handout addresses Approve Documents, Budget Transfer and Multiple Line Budget Transfer.

Introduction:

- The Finance Self-Service Budget Transfer Form allows a user to process Budget Adjustment Journal Vouchers on the Web.
- This form enables the Web user to transfer budget from one FOAPAL to another.
- The form does not allow completion of documents using Journal Types that are not self-balancing. Budget increases and decreases (one-sided budget transactions) will have to be done in Banner Administration.

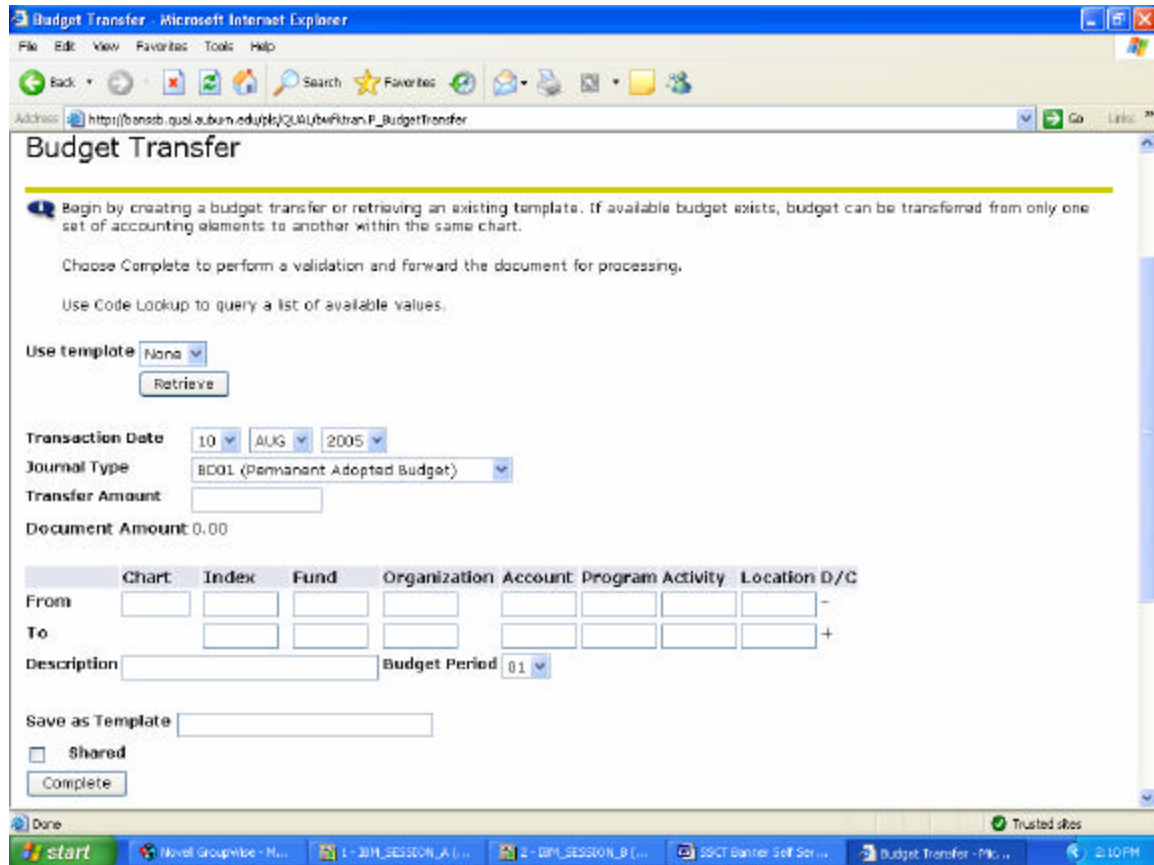
A Budget Transfer Requires:

- Fund/Org security
- Available Budget
- Must be within the same chart for a single line budget transfer

Exercise to Create A Budget Transfer:
Follow these steps to complete the process.

Step 1) Click on Budget Transfer from the Finance menu to navigate to the Budget Transfer Page.

Create Budget Transfers :



Step 2) Enter appropriate parameters, or retrieve an existing template by selecting it from the Use Template drop-down menu and clicking the Retrieve icon.

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from only one set of accounting elements to another within the same chart.

Create Budget Transfers Cont.:

Transfer Amount:

Document Amount 0.00

	Chart	Index	Fund	Organization	Account	Program Activity	Location D/C	
From	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
To	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+

Description: Budget Period:

Save as Template:

Shared

Code Lookup

Chart of Accounts Code:

Type:

Code Criteria:

Title Criteria:

Maximum rows to return:

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#)]

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Look Up Codes:

- Finance Self-Service allows users to look up any of the FOAPAL component codes for a Chart of Accounts. Codes can be queried by ID as well as by Title, and the use of wildcards is permitted. A wildcard is the % symbol. It can be used in front of or at the end of partial data to prompt the system to query using that partial data.

- The Code Lookup function is attached to a number of options from the Finance Menu, including Budget Transfer and Multiple Line Budget Transfer.

See an example (top of the page) of the drop down box for Code Lookup for Type on next page.

See an example (bottom of the page) of the drop down box for Code Lookup for Maximum rows to return on the next page. This is the number of rows that will be display for your query.

Step 3) Choose Complete to perform a validation and forward the document for processing.

Code Lookup for Type:

The screenshot shows the 'Budget Transfer' application in Microsoft Internet Explorer. The 'Code Lookup' section is active, with a dropdown menu open for the 'Type' field. The dropdown menu lists the following options: account, activity, address type, buyer, chart, commodity, currency, discount, fund, index, location, organization, program, ship, tax group, unit of measure, and vendor. The 'account' option is currently selected. Other fields in the form include 'Chart of Accounts Code', 'Code Criteria', 'Title Criteria', and 'Maximum rows to return' (set to 10). The 'Execute Query' button is visible below the dropdown. The application footer includes 'RELEASE: 7.0' and 'Powered by SunGard SCT'.

Code Lookup for Maximum rows

The screenshot shows the 'Budget Transfer' application in Microsoft Internet Explorer. The 'Code Lookup' section is active, with a dropdown menu open for the 'Maximum rows to return' field. The dropdown menu lists the following options: 10, 25, 50, 75, 100, 1000, and 10000. The '10' option is currently selected. Other fields in the form include 'Chart of Accounts Code', 'Type' (set to 'account'), 'Code Criteria', and 'Title Criteria'. The 'Execute Query' button is visible below the dropdown. The application footer includes 'RELEASE: 7.0' and 'Powered by SunGard SCT'.

Create Multiple Line Budget Transfers:

- The Multiple Line Budget Transfer Form is the same as the Budget Transfer Form except that it allows Budget transfers between up to five FOAPALs that can be from the same or different charts.
- The fields on these forms are identical.
- In each document created, the pluses (transfers to) must equal the minuses (transfers from).
- These amounts must offset one another and add up to the Document Amount.
- This form is not meant to allow completion of documents using a Journal Type other than AU04 (Temporary Budget Adjustment).

Exercise to Create A Multiple Line Budget Transfer:

Follow these steps to complete the process.

Step 1) Click on Multiple Line Budget Transfer from the Finance menu to navigate to the Budget Transfer Page.

Step 2) Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements for different charts.

Step 3) Choose Complete to perform a validation and forward the document for processing.

Create Multiple Line Budget Transfers Cont.:

Multiple Line Transfer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://banszb.qls.auburn.edu/pls/qls/Util/bttran_P_Multiline_Transfer

Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements for different charts.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Use template:

Transaction Date:

Journal Type:

Document Amount:

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	<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"/>	-
2	<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"/>	+
3	<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"/>	+
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"/>	+
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"/>	+

Description: Budget Period:

Save as Template:

Shared

Done Trusted sites

start Novel Groupwise - M... 1 - 30M_SESSION_A (... 2 - 30M_SESSION_B (... SSCT Banner Self Ser... Multiple Line Transfer... 2:21 PM

Create Multiple Line Budget Transfers Cont.:

Multiple Line Transfer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://banszb.qls.auburn.edu/pls/qls/Util/bttran_P_Multiline_Transfer

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	<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"/>	-
2	<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"/>	+
3	<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"/>	+
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"/>	+
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"/>	+

Description: Budget Period:

Save as Template:

Shared

Code Lookup

Chart of Accounts Code:

Type:

Code Criteria:

Title Criteria:

Maximum rows to return:

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#)]

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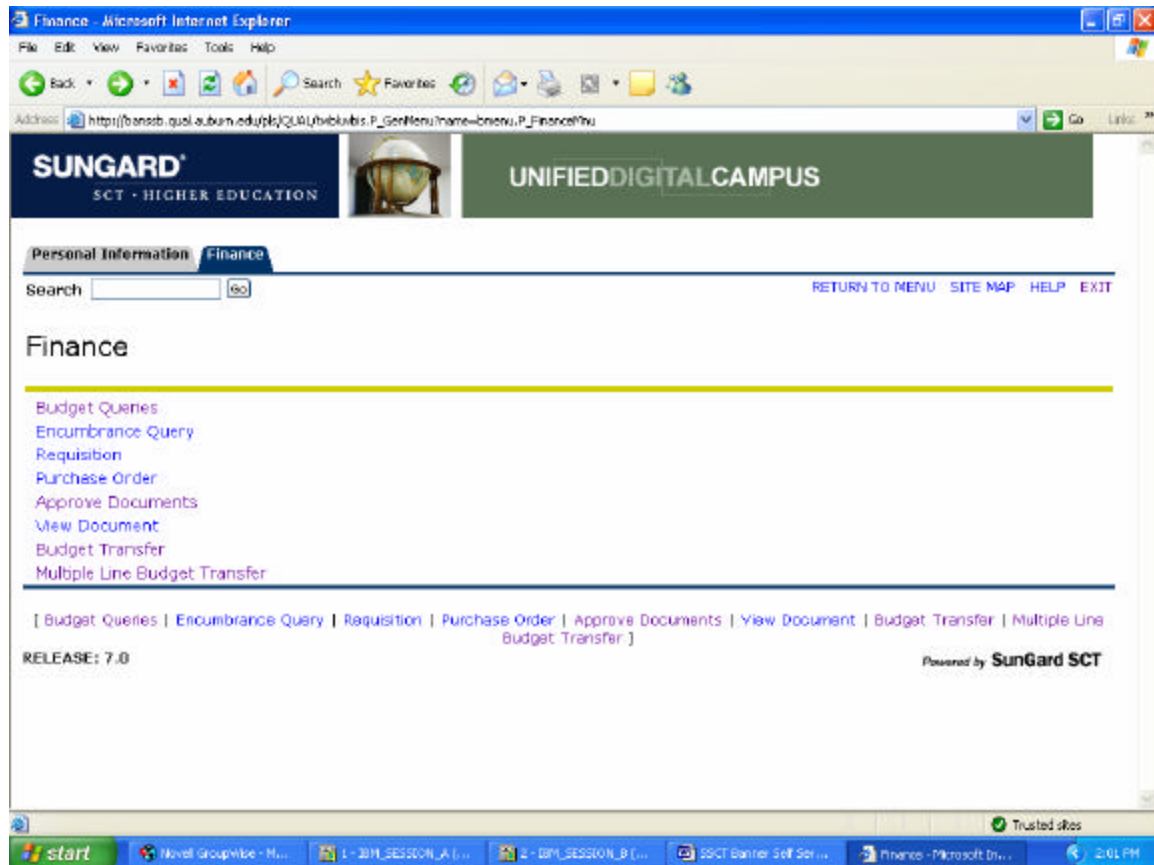
Done Trusted sites

start Novel Groupwise - M... 1 - 30M_SESSION_A (... 2 - 30M_SESSION_B (... SSCT Banner Self Ser... Multiple Line Transfer... 2:22 PM

Online Finance Approvals:

- Choose Complete to perform a validation and forward the document for processing
- The document will route through the online approval process
- The online approval process is very similar to the Web based online budget change order system currently being utilized in FRS Plus

Online Finance Approvals Cont.:



From the Finance menu select Approve Documents.

Online Finance Approvals Cont.:

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Approve Documents

Enter Approval Parameters

User ID:

Document Number:

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

[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#)

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Online Finance Approvals Cont.:

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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. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID: PATEMAR Jenny Pate
 Document Number:
 Documents Shown: Next Approver

Approve Documents List

Next Approver	Type	NSF Change	Sub#	Originating User	Amount	Queue Type	Document History	Approve	Disapprove
	JV		0	PATEMAR	9,000,000.00	DOC	J0000203 History	Approve	Disapprove
	JV		0	PATEMAR	1,000,000.00	DOC	J0000205 History	Approve	Disapprove

[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#)

Online Finance Approvals Cont.:

- Select the Document Number link to display the details of a document.
- Select the History link to display the approval history of the document.
- Select the Approve link, if enabled, to approve the document.
- Select the Disapprove link, if enabled, to disapprove the document.

Online Finance Approvals Cont.:

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View Document

Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
30000203	0	Pending	Aug 03, 2005	Aug 03, 2005	PATEMAR	9,000,000.00

Document Text:

Journal Voucher Accounting

Seq#	Description	BudPd	Curr	Doc	Ref	Acct	Bank	Deposit								
	COA	FY	Pd	Rud	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/CNS	FOvr	Status
1	Transfer								01				4,500,000.00	-	N	
	A	05	11	AU04		101001	100000	600	7000							
2	Transfer								01				4,500,000.00	+	N	
	A	05	11	AU04		101001	100000	600	7000							
Total of displayed sequences:													9,000,000.00			

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#)]

Cross Walk from FRS Plus *Budget Pools* to Banner Accounts:

<u>*Budget Pool*</u>	<u>Revenue</u>	<u>Banner Account</u>
0100		510 Tuition & Fees & Waivers
0350		550 Investment Income
0400		560 Sales & Services Revenues
0750		570 Other Revenue

<u>*Budget Pool*</u>	<u>Expenditure</u>	<u>Banner Account</u>
1000		600 Salaries
1400		610 Wages
1500		620 Employee Benefits
2000		700 Other Operating Expenses
7000		740 Equipment & Improvements
8000		750 Plant Fund Expenses
9800		760 Indirect Cost Recovery Exp.
9690		770 Inter-Departmental Credit
9980		780 Budgeted Reserve
9000		800 Transfers

SSB TRAINING EXAMPLES:

Example 1:

The Physics Department wants to reallocate budget between accounts for Fund 200004. They want to move \$4,000.00 from account 600 to account 700. Prepare a budget transfer using the following info:

Organization: 137801

Program: 2000

Example 2:

The Anatomy, Physiology, and Pharmacology Department wants to reallocate budget for Fund 203121. They want to move \$600.00 to 610 from 700, \$600.00 to 600 from 700, and \$300.00 from 700 to 760.00. Prepare a multiple line budget transfer using the following info:

Organization: 139201

Program: 2002

Note: If you don't complete the transaction and the system times out or you go to another screen, your work will not be saved and you will have to start all over.