BANNER WEB SELF SERVICE

USER GUIDE

FOR

ONLINE BUDGET TRANSFERS

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BANNER WEB SELF SERVICE USER GUIDE

FOR

ONLINE BUDGET TRANSFERS

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PART 1   ONLINE BUDGET TRANSFER INTRODUCTION AND GUIDELINES

A. Introduction

Online budget transfers will be available effective September 2014. This feature will allow departments to enter budget transfers online via Banner Web Self Service by logging into http://myportal.mtsac.edu.

Please note a budget transfer will NSF (insufficient funds) if there is not adequate budget in the account string (FOAP) to process the budget change even if there are enough funds in the pool level (major object level).

The Queries feature offered as part of Banner Web Self Service will be tested during Fiscal Year 2014-15. Queries can be used to view budgets, view the budget transfer document and view approval history to track who the next approver is for budget transfers. Upon completion of a full year of data, this feature will be tested for accuracy and included as part of the online budget transfer process training.

B. Guidelines for processing a Budget Transfer online

1. Determine whether the budget transfer can be processed **online** or if should be **emailed** to Fiscal Services**.**

   All Budget revisions (Increases/Decreases) will need to be **emailed** to Fiscal Services.

   For budget transfers/revisions that need to be emailed**: attach appropriation transfer or budget revision form and all supporting back-up and send to** budgetrevisions@mtsac.edu. Fiscal Services will input these budget transfers/revisions directly in Banner. These documents will automatically route to all individuals set up in the approval queues.

ONLINE BUDGET TRANSFER **Accounts within the range:**	EMAIL BUDGET TRANSFER **Accounts within the range:**
Hourly Non Instructional, Short-Term, Overtime, Supplies, Services, Equipment, and Other Operating Expenses: 140000-149999 Hourly Non Instr 230000-249999 Short Term OT 260000-269999 Short Term OT 400000-769999 Supplies/Operating	Regular Salaries (Permanent) and Benefits: 100000-139999 Regular Salaries 200000-229999 Regular Salaries 250000-259999 Regular Salaries 300000-399999 Benefits
	Fund Balance transfers will be processed through a paper form 790000-799999
	Revenues: 800000-899999
	Budget Revisions (Budget Increases and Decreases)
Transfer that includes **up to five accounts** among the "To" and "From" accounts.	Transfer that includes **more than five accounts** among the "To" and "From" accounts.

2. Fund Balance transfers (formerly known as Reserves)

   All appropriation (budget) transfers from the **"Fund Balance"** (formerly known as Reserves) accounts in the range of **790000-799999 must be processed on a paper transfer form** and cannot be processed using the Banner Web Self Service function. After the

appropriation transfers are approved by the appropriate Budget Managers and President/Vice Presidents, these transfers should be sent to the Associate Vice President of Fiscal Services and Vice President of Administrative Services for final approval.

3. Banner Web Self Service will <u>not</u> allow transfers between **different Fund numbers**. Generally budget transfers between different Fund numbers are incorrect; however, there are a few exceptions. An example is when allocating one-time budget from the Fund Balance in the Unrestricted General Fund (such as, from Fund 11000 to Fund 11900 One-time). If there is a need to transfer between different Fund numbers please email appropriation transfer form to budgetrevisions@mtsac.edu.

4. When transferring From/To a **salary** account in the range of:

    140000-149999 Hourly Non Instructional
    230000-249999 Short Term Overtime
    260000-269999 Short Term Overtime

    Include the appropriate **activity code**, as follows:

Major Salary Account	Salary Category	Activity Code
11xxxx/13xxxx	CERT INSTR	1100
12xxxx/14xxxx	CERT NON INSTR	1200
21xxxx/23xxxx	CLASS NON INSTR	2100
25xxxx/26xxxx	CLASS NON INSTR	2100
22xxxx/24xxxx	CLASS INSTR	2200

    Example: 11000-300000-236000-660000-**2100**

5. Net balance must equal **zero** on all appropriation transfers. Total "From" amount(s) must equal total "To" amount(s).

6. **Do not** use decimals. Process online budget transfers using only whole dollar amounts.

C. Journal Types BD7 and BD8

BD7   Will be used to process Self Service **One-time** Budget Transfers. This type of transfer will <u>not</u> change the Department's Status Quo Budget (in the current budget transfer form they are marked as "one-time").

BD8   Will be used to process Self Service **Ongoing** Budget Transfers. This type of transfer <u>will</u> change the Department's Status Quo Budget in the General Unrestricted fund the following fiscal year (in the current budget transfer form they are marked as "ongoing").

D. Approval Queues

After a budget transfer has been completed and a document number has been assigned, the transfer will need to be approved by all individuals that are set up in the approval queues.

The final departmental approver in the online budget transfers approval queue is the President, appropriate Vice-President, or Designee (in the Vice President's absence).

Online budget transfers equal to or more than $5,000 will route for approval to the President, appropriate Vice-President, or Designee (in the Vice President's absence).

After the final approver, the online budget transfers will route to Fiscal Services for approval.

See examples below.

NOTE: If an online budget transfer is disapproved at any approval level, the document **cannot** be retrieved for changes in Web Self Service. Users should immediately notify Fiscal Services via email at budgetrevisions@mtsac.edu when a document has been disapproved. The Fiscal Services department will need to delete any disapproved transfers. This should be done prior to processing the budget transfer again in Banner Web Self Service.

For further instructions for approvers refer to Banner and Web Self Service User Guide for Approvals.

Example of Budget Transfer Approval Queue under $5,000

View Document

Document Identification

Document Number	J0019406	Type	Journal Vouchers
Originator:	YSHANE	Yvette Shane	

Approvals required

Queue	Description	Level	Approvers
B053	HUMANITIES AND SOC SCIENCES	1	
			BTUTRN03
B053	HUMANITIES AND SOC SCIENCES	2	
			BTATRN03
BUDG	BUDGET REVIEW	2	
			Monica Cantu
			Richard Lee
			Rosa Royce

Departmental Approval Queue

Fiscal Services Queue

Example of Budget Transfer Approval Queue equal to or more than $5,000

View Document

Document Identification

Document Number	J0019403	Type	Journal Vouchers
Originator:	YSHANE	Yvette Shane	

Approvals required

Queue	Description	Level	Approvers
B131	FISCAL SERVICES	2	
			Michael Gregoryk

Departmental Approval Queue

Approvals recorded

Queue	Level	Date	User
BUDG	2	Aug 28, 2014	Monica Cantu
B131	1	Aug 28, 2014	Rosa Royce
BUDG	1	Aug 28, 2014	Yvette Shane

Fiscal Services Approval Queue

PART 2   CREATING A BUDGET TRANSFER ONLINE

A.   Single Line Budget Transfers

This option is used to transfer "From" <u>one</u> account "To" <u>one</u> account.

1.   Log into http://myportal.mtsac.edu. Click on the **Employee** tab **and** select the **Employee Services** link.

2.   Click on the **Finance** tab.

3.   Select the **Budget Transfer** link.

4.   The online Budget Transfer form will display.

> **NOTE:** The following fields will default to the appropriate value. Do not modify the values as a change will result in receipt of an error message.
>
>   Transaction Date = Today's date
>   Budget Period = 01

5. Select the applicable **Journal Type** from the drop down menu.

   BD7: Dept. **One-Time** Budget Transfer

   BD8: Dept. **Ongoing** Budget Transfer

6. Transfer Amount: This **amount** will be transferred between the "From" and "To" accounts.

7. Enter the **"From"** and **"To"** account strings or **FOAPA** (Fund, Organization, Account, Program and Activity).

> **NOTE:** Activity is applicable only to salary accounts - see Part 1 Section B.4 for activity codes.

Chart: M
Index: Leave blank

8. Description: Enter **Appropriation transfer.**

9.   Document Text: Reason for the budget transfer.

Start the document text with: **To provide funds for**, then, provide a brief yet descriptive explanation of the purpose of the transfer.

This box can also be used to reference a document number such as, Requisition R#, Travel T#, or Purchase Order P#.

Example: To provide funds for Adobe Acrobat software licenses (R00351689).

10. Review the document and select **Complete.**

Mt. San Antonio College | my.mtsac.edu

Back to Employee Tab

Personal Information   Student   Employee   **Finance**

Search [_____] [Go]   MENU   SITE MAP   HELP

Budget Transfer

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.

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

Use Code Lookup to query a list of available values.

Use template [None ▾]
[Retrieve]

Transaction Date   [21 ▾] [AUG ▾] [2014 ▾]
Journal Type   [BD7 (Dept One-Time Budget Transfer) ▾]
Transfer Amount   [1000]
Document Amount 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	M		45001	700210	621000	710000			-
To			45001	700210	641400	710000			+

Description [Appropriation transfer]   Budget Period [01 ▾]

Enter Document Text:

[To provide funds for furniture.]

Print Document Text? Yes ● No ○
Save as Template [_____]
☐ Shared
([Complete])

Code Lookup
Chart of Accounts Code   [M ▾]
Type   [account ▾]
Code Criteria   [_____]
Title Criteria   [_____]
Maximum rows to return   [10 ▾]
[Execute Query]

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template/Queries]
RELEASE: 8.5.0.4

11. Banner Web Self Service will automatically assign a journal number and route the transfer through to the applicable approval queues.

B. Multiple Line Budget Transfers

This option is used to transfer <u>up to a combined total of five accounts of both "From" and "To" accounts</u>.

1. Log into http://myportal.mtsac.edu. Click on the **Employee** tab and select the **Employee Services** link.

2. Click on the **Finance** tab**.**

3.   Select the **Multiple Line Budget Transfer** link.

4.   The online Multiple Line Budget Transfer form will display.

> **NOTE:** The following fields will default to the appropriate value. Do not modify the values as a change will result in receipt of an error message.
>
>   Transaction Date = today's date
>   Budget Period = 01

5. Select the applicable **Journal Type** from the drop down menu.

BD7: Dept. **One-Time** Budget Transfer

BD8: Dept. **Ongoing** Budget Transfer

6.   Enter the **Document Amount**: This is the total amount of the document.

For example: If transferring $1,000 from supplies (451000) and moving $500 to Other Services (589000) and $500 to Equipment (641500) then the total amount of the document is $1,000 + 500 + 500 = 2,000.

7.   Enter the **"From"** and **"To"** account strings or **FOAPA** (Fund, Organization, Account, Program and Activity.

> **NOTE:** Activity is applicable only to salary accounts - see Part 1 Section B.4 for activity codes.

Chart: M
Index: Leave blank

Use minus (-) sign for "From" accounts and plus (+) sign for "To" accounts.

8. Description: Enter **Appropriation transfer.**

Multiple Line Budget Transfer Form

9. Document Text: Reason for the budget transfer.

Start the document text with: **To provide funds for**, then, provide a brief yet descriptive explanation of the purpose of the transfer.

This box can also be used to reference a document number such as, Requisition R#, Travel T#, or Purchase Order P#.

Example: To provide funds for USB flash drives and toner cartridges (R00351689, R00351692).

10.   Review the document and select **Complete.**

11. Banner Web Self Service will automatically assign a journal number and route the transfer through to the approval queues.

PART 3   QUERIES – FOR INFORMATION ONLY (WILL BE TESTED DURING FISCAL YEAR 2014-15)

A. Budget Queries

There are three options in Budget Queries:

1.   Budget Status by Account
      Query sorts by Account code

2.   Budget Status by Organizational Hierarchy
      Query sorts by Organization code

3.   Budget Quick Query (equivalent to FGIBDST in Banner)
      Query sorts by Account code (no detail/summary only)

From the Finance menu, select the **Budget Queries** link.
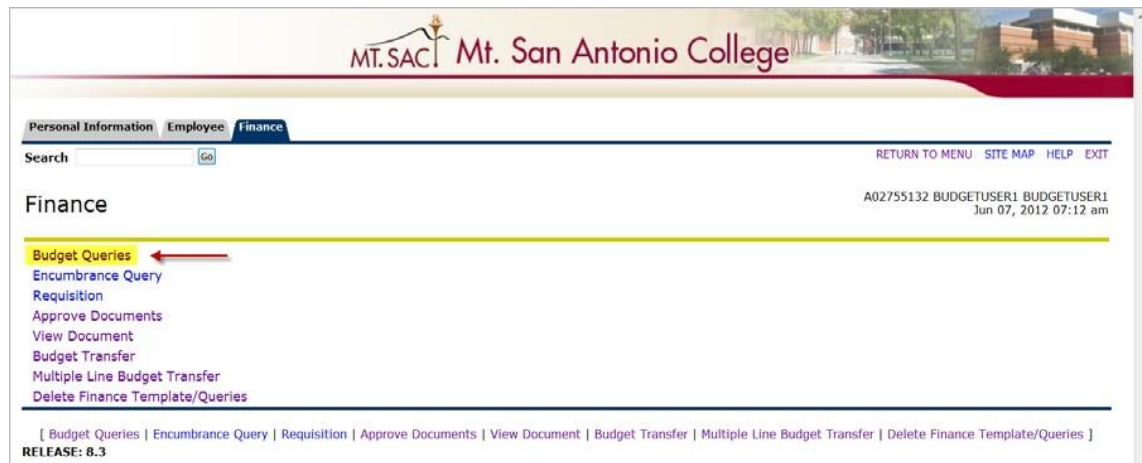
Budget Status by Account
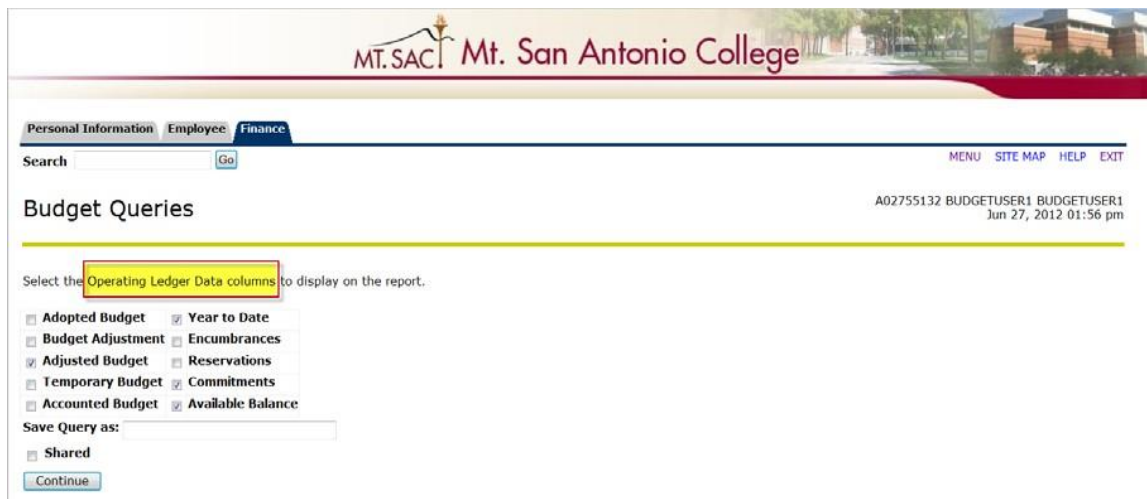
The Budget Status by Account sorts by account code and allows the user to select a link from an amount column to retrieve detail information for the specific item chosen. From this option, the user can also select to compare fiscal years and/or download data to excel.

1.   Select **Budget Status by Account** and click **Create Query.**

2.   Select the applicable **Operating Ledger Data** columns.

Operating Ledger Data Columns	Description
Adopted Budget	Current Fiscal Year Adopted Budget
Budget Adjustment	Sum of all budget transfers/revisions (One-Time/Ongoing) posted in Banner/Self Service
Adjusted Budget	Net value of Adopted Budget plus Budget Adjustment (same as Adjusted Budget in FGIBDST in Banner)
Temporary Budget	Sum of Journal Type BD7 only (One-Time)
Accounted Budget	Same as Adjusted Budget
Year to Date	YTD Expenditures (same as YTD Activity in FGIBDST in Banner)
Encumbrances	YTD Encumbrances
Reservations	YTD Requisitions
Commitments	Total Encumbrances plus Reservations (same as Commitments in FGIBDST in Banner)
Available Balance	Adjusted Budget less Year to Date less Commitments (same as Available Balance in FGIBDST in Banner)

3. Select applicable parameters and click **Submit Query.**

For example: The Fiscal Year is 2012 for 2011-2012 and the Fiscal Period represent the month such as July is Fiscal Period 01 and so forth.

4. Click on the **amount** to display transaction details.

5. **Compute Additional Columns for Query:** This option allows the user to compute and create an additional column anywhere in the query.

For example, to create a column that calculates the total cost of YTD Expenditures plus YTD Commitments (Encumbrances/Requisitions) and display after Available Balance column:

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY12/PD12 Year to Date	plus	FY12/PD12 Commitments	FY12/PD12 Available Balance	Total Exp plus Commit

Perform Computation

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Personal Information   Employee   **Finance**

Search [   ] Go   MENU   SITE MAP   HELP   EXIT

A02755132 BUDGETUSER1 BUDGETUSER1
Jun 07, 2012 09:32 am

Select a link from an amount column in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2012

As of Jun 07, 2012

Chart of Accounts M Mt San Antonio College		Commitment Type All	
Fund	11000 Unrestricted General Fund-Ongoing	Program	660000 Planning, Policymaking and Coord
Organization	300000 Vice President Instruction	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY12/PD12 Adjusted Budget	FY12/PD12 Year to Date	FY12/PD12 Encumbrances	FY12/PD12 Reservations	FY12/PD12 Commitments	FY12/PD12 Available Balance	Total Exp plus Commits
381000	Alternative Retire Plan Budget Hold	0.00	9.75	0.00	0.00	0.00	(9.75)	9.75
391000	Retiree Benefits Budget Hold	0.00	(249.34)	0.00	0.00	0.00	249.34	(249.34)
395000	Life Insurance	0.00	96.00	0.00	0.00	0.00	(96.00)	96.00
451000	Supplies	20,696.00	1,298.62	0.00	0.00	0.00	19,397.38	1,298.62
452400	Supplies-Office	0.00	5,143.09	2,253.85	0.00	2,253.85	(7,396.94)	7,396.94
471000	Food Supplies	0.00	25.97	0.00	0.00	0.00	(25.97)	25.97
521000	Travel and Conferences	100.00	0.00	0.00	0.00	0.00	100.00	0.00
531000	Dues and Memberships	0.00	0.00	0.00	0.00	0.00	0.00	0.00
563000	Equipment Rental and Leases	100.00	85.50	14.50	0.00	14.50	0.00	100.00
564500	Maintenance Agreements	2,045.00	595.89	0.01	0.00	0.01	1,449.10	595.90
641200	New Equipment- $200 to $999	3,408.00	0.00	0.00	0.00	0.00	3,408.00	0.00
641300	New Equipment- $1,000 to $4,999	1,527.00	0.00	0.00	0.00	0.00	1,527.00	0.00
641600	New Equipment IT- $1,000 to $4,999	0.00	1,524.45	0.00	0.00	0.00	(1,524.45)	1,524.45
Screen total		27,876.00	8,529.93	2,268.36	0.00	2,268.36	17,077.71	19,328.22
Running total		537,024.00	524,462.18	2,268.36	0.00	2,268.36	10,293.46	1,051,192.72
Report Total (of all records)		537,024.00	524,462.18	2,268.36	0.00	2,268.36	10,293.46	526,730.54

Budget Status by Organizational Hierarchy
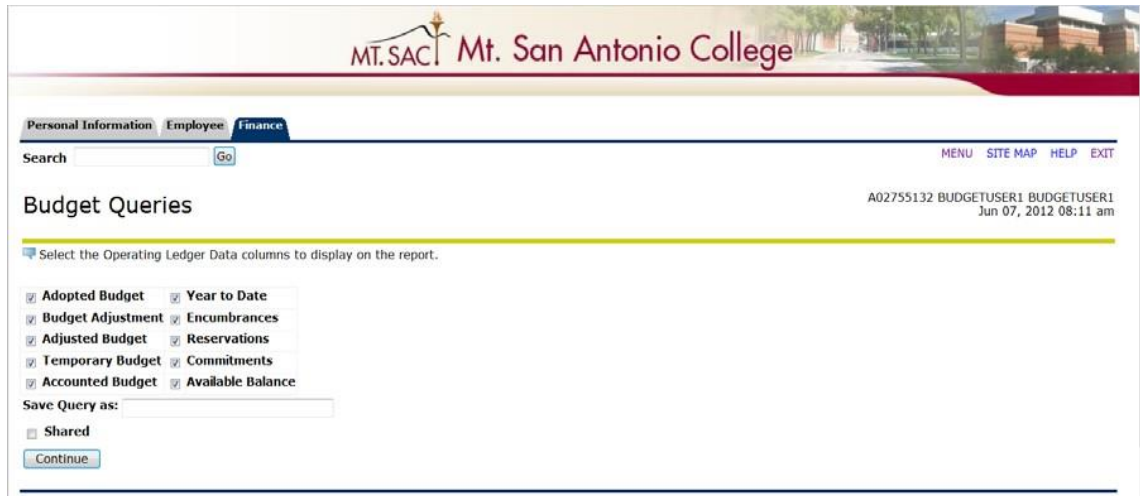
The Budget Status by Organizational Hierarchy sorts by Organization code and allows the user to select a link to retrieve additional detail information for the specific item chosen. From this option, user can also select to compare fiscal years. User can download data to excel.

1. Select **Budget Status by Organizational Hierarchy** and click **Create Query.**

2. Select the applicable **Operating Ledger Data** columns.

3. Select applicable parameters and click **Submit Query.**

4. Query results will be displayed.

Budget Quick Query

The Budget Quick Query allows the user to view a quick summary of the Adjusted Budget, YTD Expenditures, Commitments (Encumbrances/Requisitions), and Available Balance. This is similar to form FGIBDST in Banner.

    1.   Select **Budget Quick Query** and click **Create Query.**

    2.   Select applicable parameters and click **Submit Query.**

3.   Query results will be displayed.

NOTE: Can only view quick summary and no ability to link to detail or download to excel.

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Personal Information   Employee   Finance

Search   [ ] [Go]   MENU   SITE MAP   HELP   EXIT

                                                                A02755132 BUDGETUSER1 BUDGETUSER1
                                                                Jun 07, 2012 09:42 am

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2012

As of Jun 07, 2012

Chart of Accounts	M Mt San Antonio College	Commitment Type	All
Fund	11000 Unrestricted General Fund-Ongoing	Program	660000 Planning, Policymaking and Coord
Organization	300000 Vice President Instruction	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
121000	Educational Admin-Regular	379,982.00	316,669.82	0.00	63,312.18
141000	Hrly Noninstr Salaries	0.00	1,815.41	0.00	(1,815.41)
149900	Hrly Noninstr Sal-Other Comp	7,200.00	6,000.00	0.00	1,200.00
211000	Classified Salaries-Unit A	34,483.00	33,309.38	0.00	1,173.62
213000	Confidential Salaries	84,563.00	70,466.99	0.00	14,096.01
231000	Short-Term, Nonacad Salaries	2,420.00	907.50	0.00	1,512.50
236000	Overtime, Noninstructional	500.00	0.00	0.00	500.00
311000	STRS Budget Holding	0.00	26,770.04	0.00	(26,770.04)
321000	PERS Budget Holding	0.00	11,335.50	0.00	(11,335.50)
331000	OASDI, Budget Holding	0.00	6,290.40	0.00	(6,290.40)
335000	Medicare, Budget Holding	0.00	3,036.74	0.00	(3,036.74)
341000	Health Benefits, Budget Holding	0.00	11,111.45	0.00	(11,111.45)
351000	State Unemploy Budget Holding	0.00	6,898.62	0.00	(6,898.62)
361000	W/C Budget Holding	0.00	5,707.92	0.00	(5,707.92)
371000	CIL Budget Holding	0.00	15,612.48	0.00	(15,612.48)
Screen total		509,148.00	515,932.25	0.00	(6,784.25)
Running total		509,148.00	515,932.25	0.00	(6,784.25)
Report Total (of all records)		537,024.00	524,462.18	2,268.36	10,293.46

[Next 15>]

[Another Query]

B. View Document

The budget transfer can be viewed in Banner Web Self Service after it has been completed and a document number has been assigned.

1. Select the **Finance** link.
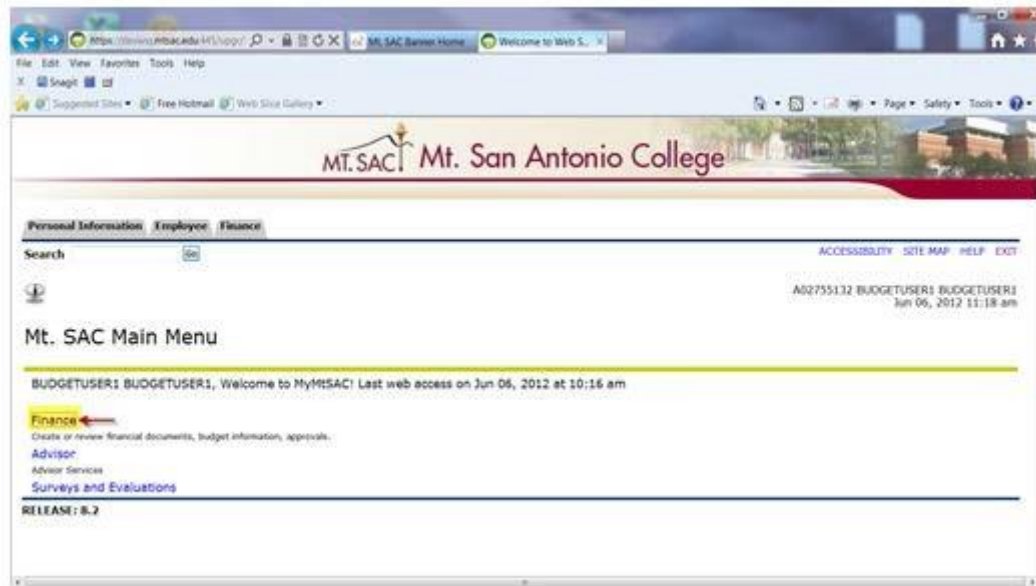
2. Select the **View Document** link.
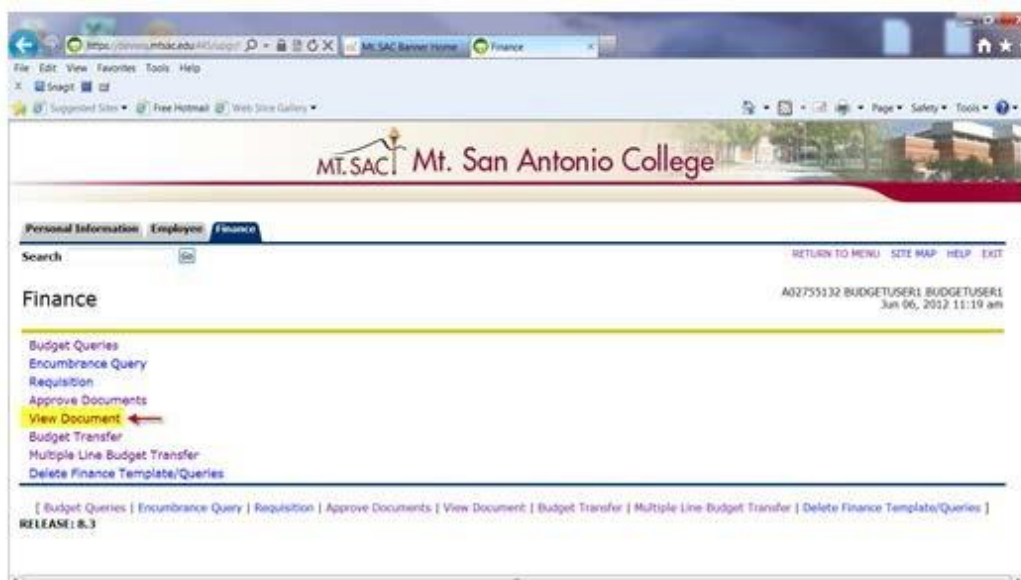
3.   From the **Choose Type** drop down menu, select **Journal Voucher,** enter the document number, and then click **View Document.**

NOTE: This form will also show whether the document status is pending or posted.

Example of Pending status: (in approval process)

MT.SAC Mt. San Antonio College

Personal Information Employee Finance
Search [   ] Go   MENU SITE MAP HELP EXIT

View Document   A02755132 BUDGETUSER1 BUDGETUSER1
                                             Jun 06, 2012 11:21 am

Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0010587	0	Pending	May 23, 2012	May 23, 2012	BUDGETUSER1	1,000.00

Document Text: To provide funds for travel and conference and
mileage expenses for the National Science
Foundation annual event held on June 1, 2012.
T0005689

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	Appropriation transfer								01						
	M	12	11	BD7		11000	300000	451000	660000				500.00	-	N	
2	Appropriation transfer								01						
	M	12	11	BD7		11000	300000	521000	660000				100.00	+	N	
3	Appropriation transfer								01						
	M	12	11	BD7		11000	300000	522000	660000				400.00	+	N	
	Total of displayed sequences:												1,000.00			

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template/Queries]

RELEASE: 8.2

Example of Posted status: (Approved and posted)

https://devwss.mtsac.edu:445/upgr/l   Mt. SAC Banner Home   View Document
File Edit View Favorites Tools Help
X Snagit
Suggested Sites ▼   Free Hotmail   Web Slice Gallery ▼

Personal Information Employee Finance
Search [   ] Go

View Document

Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0010586		Posted	May 23, 2012	Jun 06, 2012	BUDGETUSER1	200.00

Document Text: To provide funds for travel and conference for
the Natural Science Foundation annual event held
on June 1, 2012.
T0005689

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	NSFStatus
1	Appropriation transfer								01						
	M	12	11	BD8		11000	300000	451000	660000				100.00	-	N	
2	Appropriation transfer								01						
	M	12	11	BD8		11000	300000	521000	660000				100.00	+	N	
	Total of displayed sequences:												200.00			

C. View Approval History

The Approval History can be viewed in Banner Web Self Service to see the approvals pending for a particular document.

1.   From the Finance menu, select the **View Document** link.
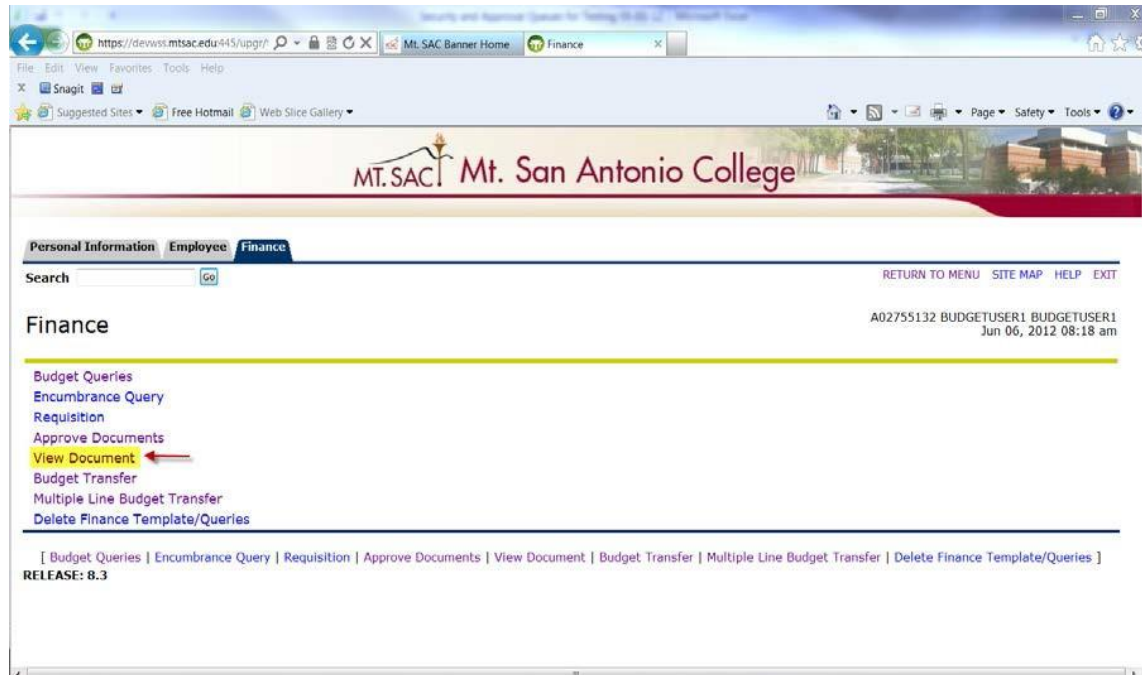
2.   From the **Choose Type** drop down menu select **Journal Voucher,** enter the Document number, and then click **Approval History.**

3.   The approval history screen will display the approvals required for this document.

BANNER FINANCE SUPPORT

Support for Banner Finance modules (Budget Transfers and Approvals) is divided among the IT and Fiscal Services Departments.

ISSUE	DEPARTMENT	CONTACT
Accessing Banner	IT Help Desk	Ext. 4357
Personal passwords		
User ID		
Budget questions	Fiscal Services – Marisa Ziegenhohn	Ext. 6445
Access to Banner Finance forms		
Creating an Online Budget Transfer	Fiscal Services – Melanie Lazo Fiscal Services – Yvette Shane budgetrevisions@mtsac.edu	Ext. 5388 Ext. 5530
Approvals		
Sending Back-up Documentation		
Deleting Disapproved Budget Transfers		