Budget Queries and Budget Transfers

Before starting a requisition, you will need information from your ***Finance Budget Approvers Orgn Report.*** To access and print this report, log in to **ARGOS**. Click on the + sign in front of ***Production Reports*****,** + sign in front of ***Finance Budget Approvers*** folder, + sign in front of ***Finance Budget Approver Organization Codes,*** and execute the ***Finance Budget Approvers Orgn Report***.

Log in to **Self-Service Banner (SSB)** and click on the ***Finance tab***. You can Access **SSB Finance** from the ***Finance Channel*** under the Resources tab in ***'My Doghouse'.***

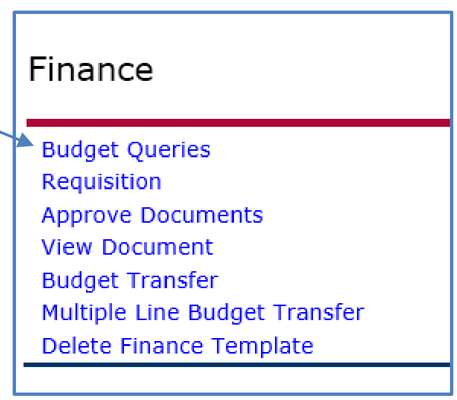
BUDGET QUERIES

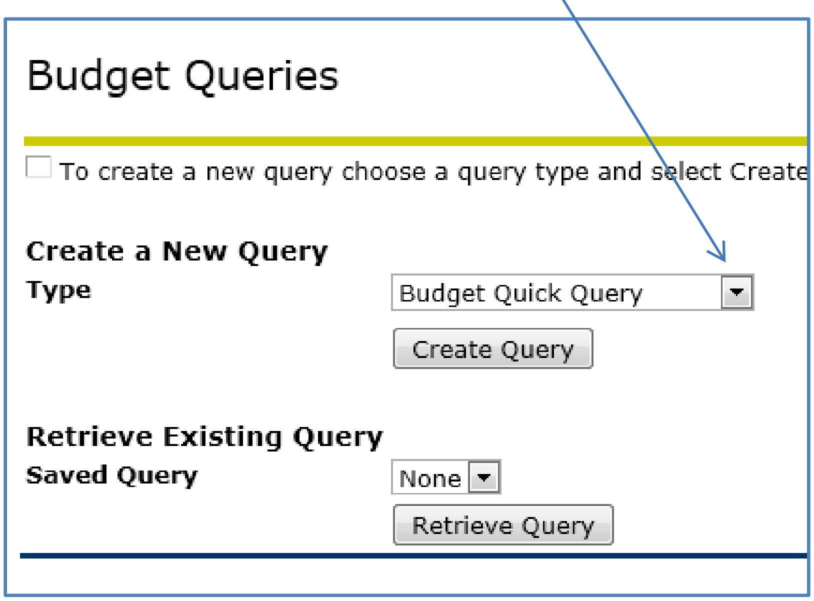
There are two types of Budget Queries:

- Budget Quick Query
- Budget Status By Account

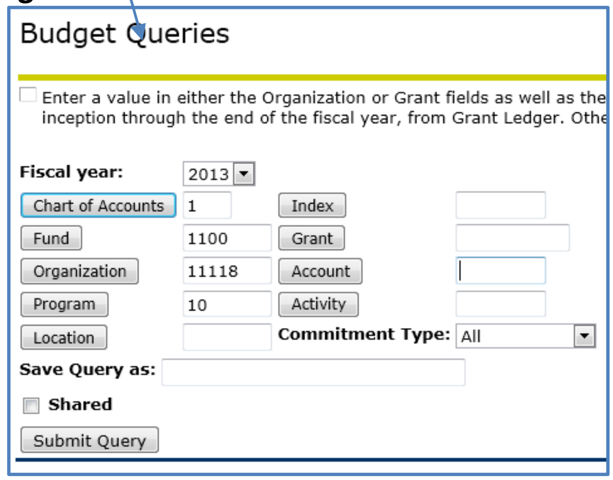
To run a Budget Quick Query:

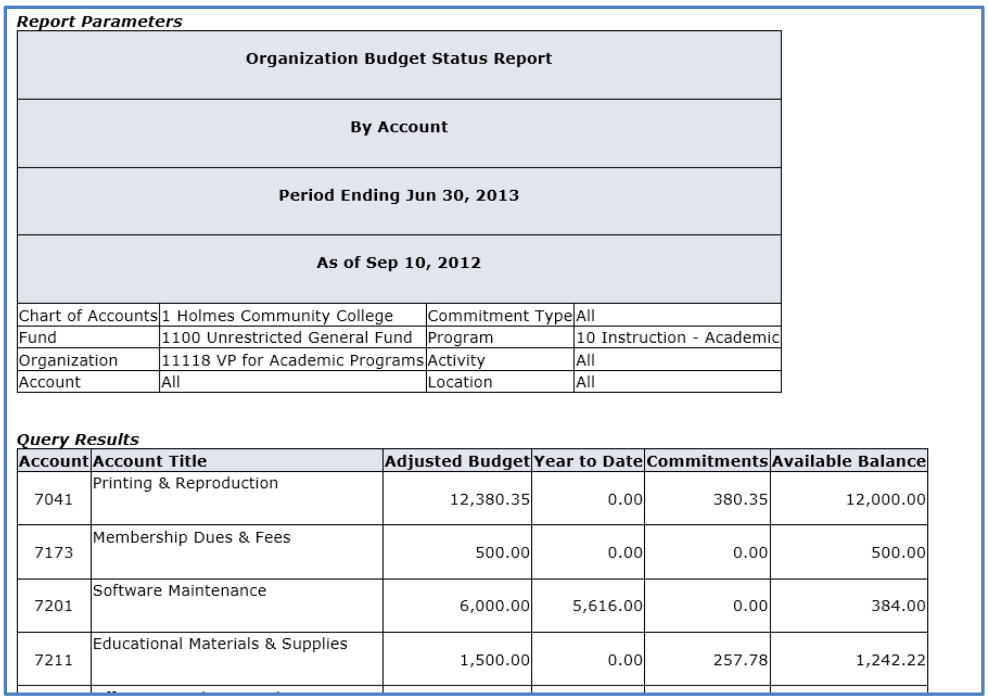
1. Click on the ***Budget Queries*** link from the SSB Finance Menu.
2. Select 'Budget Quick Query' from the drop down menu.
3. Click 'Create Query'.





4. To view **all account data** for a specific ORGN: Enter the ***Fiscal Year***, ***Chart of Accounts, Fund, Organization, and Program***.
5. Click ***'Submit Query'***.
6. View the results.





Report Parameters

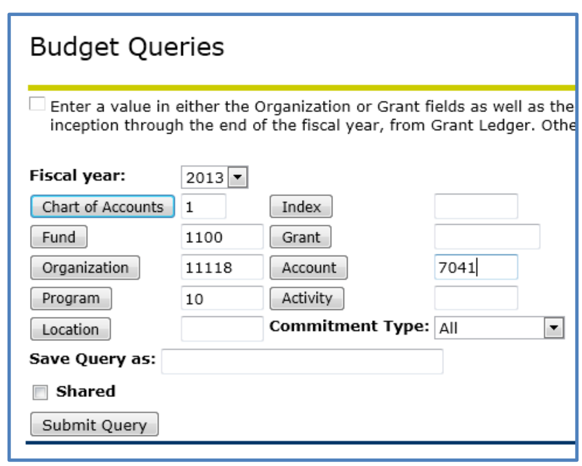
Organization Budget Status Report
By Account
Period Ending Jun 30, 2013
As of Sep 10, 2012

Chart of Accounts	1 Holmes Community College	Commitment Type	All
Fund	1100 Unrestricted General Fund	Program	10 Instruction - Academic
Organization	11118 VP for Academic Programs	Activity	All
Account	All	Location	All

Query Results

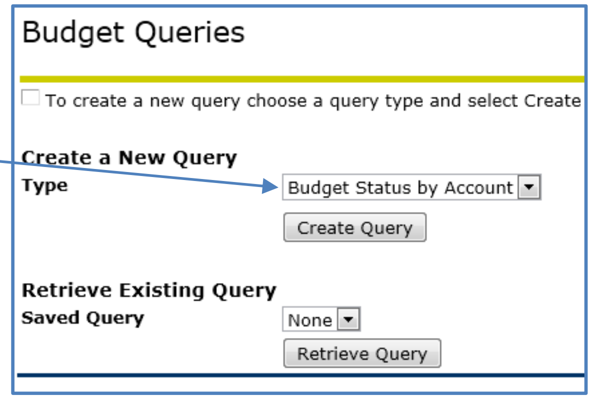
Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
7041	Printing & Reproduction	12,380.35	0.00	380.35	12,000.00
7173	Membership Dues & Fees	500.00	0.00	0.00	500.00
7201	Software Maintenance	6,000.00	5,616.00	0.00	384.00
7211	Educational Materials & Supplies	1,500.00	0.00	257.78	1,242.22

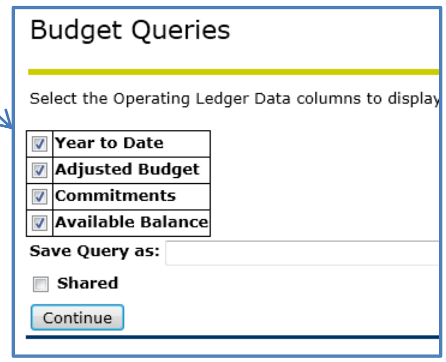
7. To view **specific account data** for an ORGN: Enter the ***Fiscal Year, Chart of Accounts, Fund, Organization, Program, and Account***.
8. Click ***'Submit Query'***.
9. View Results.



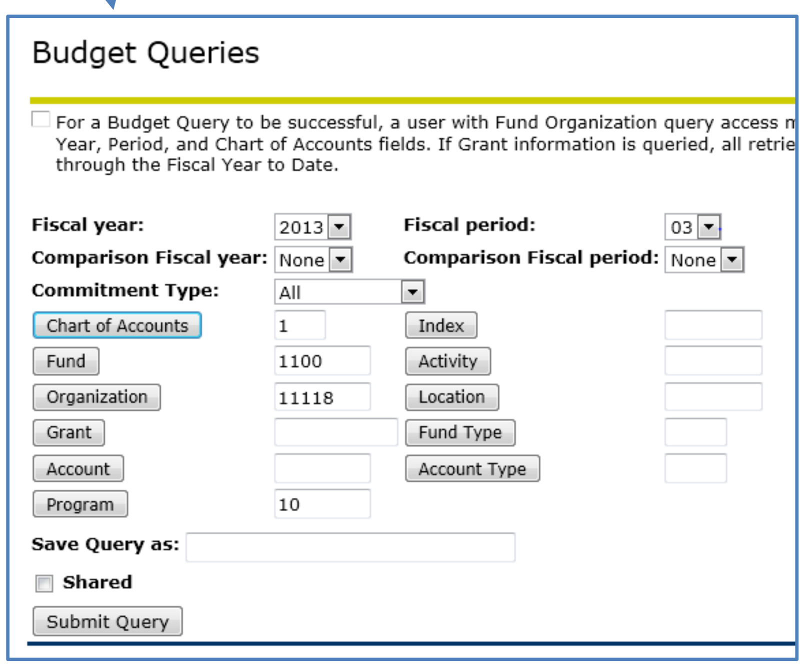
To run a Budget Status by Account Query:

10. Click on the ***Budget Queries*** link from the **SSB Finance Menu**.
11. Select ***'Budget Status By Account'*** from the drop down menu.
12. Click **'Create Query'**.
13. ***Check All Boxes*. Be sure to select each box even though they appear to be checked.**
14. Click ***'Continue'.***





15. Enter the ***Fiscal Year, Fiscal Period, Chart of Accounts, Fund, Organization, Account Code*** (only to view one specific account), and Program.
16. Click '***Submit Query'***.



17. View the results.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Sep 30, 2012			
As of Sep 10, 2012			
Chart of Accounts	1 Holmes Community College	Commitment Type	All
Fund	1100 Unrestricted General Fund	Program	10 Instruction - Academic
Organization	11118 VP for Academic Programs	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY13/PD03 Adjusted Budget	FY13/PD03 Year to Date	FY13/PD03 Commitments	FY13/PD03 Available Balance
7041	Printing & Reproduction	12,380.35	0.00	380.35	12,000.00
7173	Membership Dues & Fees	500.00	0.00	0.00	500.00
7201	Software Maintenance	6,000.00	5,616.00	0.00	384.00
7211	Educational Materials & Supplies	1,500.00	0.00	257.78	1,242.22
7221	Office Materials & Supplies	2,000.00	436.13	579.83	984.04

18. To retrieve detailed information on an item, click on one of the **blue links** in the '***Year to Date'*** Column. You can then click on **links** that will drill down and show you Invoice, Purchase Order, and Requisition data.

BUDGET TRANSFERS

The Budget Transfer Forms allows a user to process Budget Adjustment Journal Vouchers on the Web. This form enables the Web user to transfer budget from one account to another if there are available funds to transfer. There are two types of Budget Transfer forms:

- Budget Transfer
- Multiple Line Budget Transfer

Finance

Budget Queries
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Budget Transfer
Multiple Line Budget Transfer
Delete Finance Template

To create a single line Budget Transfer:

1. Run a **Budget Quick Query** to determine which account codes to transfer money from/to. Check to be sure that there are **sufficient available funds (see Available Balance column of the query)** in the account that you wish to transfer money from. The Budget Adjustment Journal Voucher will not complete **(error out)** if there are not enough available funds in the account you wish to transfer money from.
2. Click on ***'Budget Transfer'*** from the SSB **Finance Main Menu**.
3. Enter the following data:
   - ***Transaction Date***
   - ***Journal Type*** (There is only one Journal Type – **BDO4**)
   - ***Transfer Amount*** (Enter a dollar amount – no $)
   - In the **FROM** line of the Voucher enter the codes: ***Chart of Accounts, Fund, Organization, Account, and Program.***
   - In the **TO** line of the Voucher enter the codes: ***Fund, Organization, Account, and Program.***
   - A **Description** (ex. Budget Transfer)
   - **Period** – The period refers to the month in the Budget Fiscal Year.
4. Click the **'Complete'** Button.

MONTH	PERIOD
Jan	07
Feb	08
Mar	09
Apr	10
May	11
Jun	12
Jul	01
Aug	02
Sep	03
Oct	04
Nov	05
Dec	06

Example of Data Entry

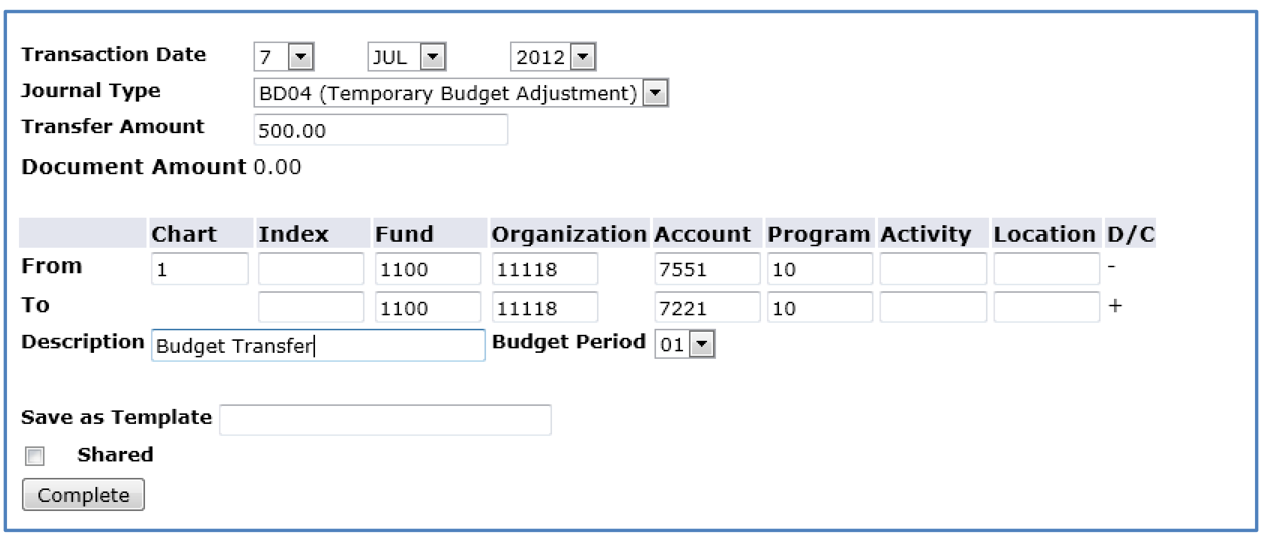
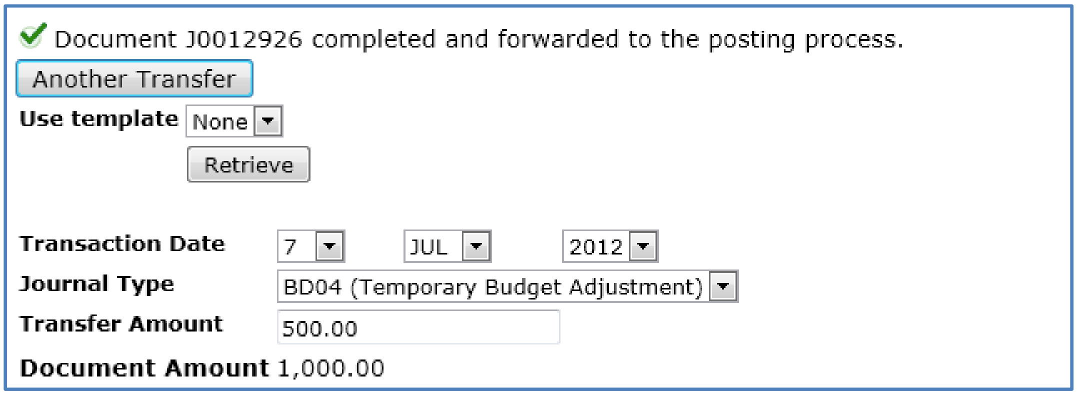

Transaction Date 7 JUL 2012
Journal Type BD04 (Temporary Budget Adjustment)
Transfer Amount 500.00
Document Amount 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	1		1100	11118	7551	10			-
To			1100	11118	7221	10			+

Description Budget Transfer Budget Period 01

Save as Template
Shared
Complete

5. Record the **Journal Voucher Document number**. You may need this to discuss a budget transfer that you made with the Business Office. In a completed Voucher the Document total will be **double the amount** of the transfer amount. **(See screen shot on the next page)**



6. Run a **Budget Quick Query** to view the budget transfer that you made between accounts. You should see the changes in the **Available Balance** column.

To create a multiple line Budget Transfer:

The **Multiple Line Budget Transfer function** is the same as the Budget Transfer function except it allows budget transfers between up to five different accounts.
In each **Journal Voucher**, the pluses (**transfers to**) must equal the minuses (**transfers from**). These amounts must offset one another and add up to the Document Amount.

7. Run a **Budget Quick Query** to determine which account codes to transfer money from/to. Check to be sure that there are **sufficient available funds (see Available Balance column of the query)** in the account that you wish to transfer money from. The Budget Adjustment Journal Voucher will not complete **(error out)** if there are not enough available funds in the account you wish to transfer money from.
8. Click on ***'Multiple Line Budget Transfer'*** from the SSB **Finance Main Menu**.
9. Enter the following data:
    - ***Transaction Date***
    - ***Journal Type*** (There is only one Journal Type – **BDO4**)
    - ***Document Amount*** (Enter a dollar amount – no $) – **The document amount should be twice the amount that you want to transfer. For example, if you want to transfer 2000.00 then your document amount will be 4000.00.**
    - In Line 1 of the Voucher enter the codes for the account you want to transfer the money from: ***Chart of Accounts, Fund, Organization, Account, and Program.*** Enter the full ***Amount*** that you want to transfer.
    - In Lines 2 - 5 of the Voucher enter the codes for each account that you want to transfer money into: ***Chart of Accounts***, ***Fund, Organization, Account, and Program.*** Enter the ***Amount*** that you want to be transferred. **The total of the Amounts in Lines 2-5 must equal the Amount of Line 1.**
    - A **Description** (ex. Budget Transfer)
    - **Period -** The period refers to the month in the Budget Fiscal Year.**.**
10. Click the **'Complete'** Button.

11. Record the **Journal Voucher Document number**.
12. Run a **Budget Quick Query** to view the budget transfer that you made between accounts. You should see the changes in the **Available Balance** column.

Example of a Multiple Line Budget Transfer:

Transaction Date 3 JUL 2012
Journal Type BD04 (Temporary Budget Adjustment)
Document Amount 4000.00

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	1		1100	11118	7041	10			2000.00	-
2	1		1100	11118	7211	10			1000.00	+
3	1		1100	11118	7221	10			1000.00	+
4										+
5										+

Description Budget Transfer **Budget Period** 01

Save as Template

Shared

Complete

Notice that the Document Amount is 4000.00 which is the total of the Amount columns 1-3.

Example of a completed Multiple Line Budget Transfer:

Document J0012927 completed and forwarded to the posting process.

Another Transfer

Use template None

Retrieve

Transaction Date 3 JUL 2012
Journal Type BD04 (Temporary Budget Adjustment)
Document Amount 4000.00

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	1		1100	11118	7041	10			2000.00	-
2	1		1100	11118	7211	10			1000.00	+
3	1		1100	11118	7221	10			1000.00	+
4										+
5										+

Description Budget Transfer **Budget Period** 01