# **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

fo run a Budget Quick Query:	
<ol> <li>Click on the <i>Budget Queries</i> link from the SSB Finance Menu.</li> </ol>	Finance
2. Select 'Budget Quick Query' from the drop down	Budget Queries
menu.	Approve Documents
3. Click 'Create Query'.	View Document
	Budget Transfer
	Multiple Line Budget Transfer
Budget Queries	
Create a New Query	
Type Budget Quick Query	
Create Query	
Retrieve Existing Query	
Saved Query None 💌	
Retrieve Query	1

- 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.

Budget Que	ries		
Enter a value in inception through	either the ( h the end o	Organization or Grant f f the fiscal year, from	ields as well as the Grant Ledger. Othe
Fiscal year:	2013 🔻		
Chart of Accounts	1	Index	
Fund	1100	Grant	
Organization	11118	Account	
Program	10	Activity	
Location		Commitment Type:	All
Save Query as:			
Shared			
Submit Query			

_									
Г	Report F	Paramet	ers						7
			Ву	Acco	unt				
			Period End	ing Ju	ın 30, 2013				
			As of S	Sep 10	), 2012				
L	Chart of	Accounts	1 Holmes Community Colle	ge	Commitment	Туре	All		1
L	Fund		1100 Unrestricted General	Fund	und Program 10 Instruction -		uction - Academi	c	
L	Organiza	tion	11118 VP for Academic Pro	grams	rams Activity		All		1
L	Account		All		Location		All		1
	Query R	esults							
L	Account	Accoun	t Title	Adju	isted 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	e Maintenance		6,000.00	į	5,616.00	0.00	384.00
		Educatio	nal Materials & Supplies						

1,500.00

0.00

257.78

- 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.

7211

## Budget Queries

1,242.22

Enter a value in either the Organization or Grant fields as well as the inception through the end of the fiscal year, from Grant Ledger. Othe Fiscal year: 2013 💌 Chart of Accounts 1 Index Fund 1100 Grant Organization 11118 Account 7041 Activity Program 10 Commitment Type: All Location • Save Query as: Shared Submit Query

## To run a Budget Status by Account Query:

- 10. Click on the Budget Queries link from the **Budget Queries** SSB Finance Menu. 11. Select 'Budget Status By Account' from To create a new query choose a query type and select Create the drop down menu. Create a New Query 12. Click 'Create Query'. Туре Budget Status by Account 13. Check All Boxes. Be sure to select each Create Query box even though they appear to be checked. **Retrieve Existing Query** 14. Click 'Continue'. Saved Query None 💌 Retrieve Query **Budget Queries** Select the Operating Ledger Data columns to display 👿 Year to Date Adjusted Budget Commitments 📝 Available Balance Save Query as: Shared 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'.

Budget Queries							
For a Budget Query to b Year, Period, and Chart through the Fiscal Year	oe successful, of Accounts f to Date.	a user with Fund Organization query access n ields. If Grant information is queried, all retrie					
Fiscal year:	2013 💌	Fiscal period: 03 •					
Comparison Fiscal year:	None 💌	Comparison Fiscal period: None 💌					
Commitment Type:	All	•					
Chart of Accounts	1	Index					
Fund	1100	Activity					
Organization	11118	Location					
Grant		Fund Type					
Account		Account Type					
Program	10						
Save Query as:							
Shared							
Submit Query							

#### 17. View the results.

Report I	Paramete	ers				_		
		Organizati	on Budget	t Status Report				
			Ву Ассон	unt				
		Period	Ending Se	ep 30, 2012				
		As	of Sep 10	), 2012				
Chart of	Accounts	1 Holmes Community	College	Commitment Typ	eAll			
Fund		1100 Unrestricted Ger	eral Fund	eral Fund Program 10 Instruction - Academic				
Organiza	ation	11118 VP for Academic Programs Activity All						
Account		All		Location	All			
<i>Query R</i> Account	te <i>sults</i> t Account	Title	FY13/PD	03 Adjusted	FY13/PD03 Year to	FY13/PD03	FY13/PD03 Available	
			Budget		Date	Commitments	Balance	
7041	Printing {	& Reproduction		12,380.35	0.00	380.35	12,000.00	
7173	Members	hip Dues & Fees		500.00	0.00	0.00	500.00	
7201	Software	Maintenance		6,000.00	5,616.00	0.00	384.00	
7211	Education Supplies	nal Materials &		1,500.00	0.00	257.78	1,242.22	
7221	Office Ma	aterials & 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	
Requisition	
View Document	
Budget Transfer	
Multiple Line Budget Transfer	
Delete Finance Template	

#### To create a single line Budget Transfer:

- 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.

# Example of Data Entry

Transactior	ı Date	7 💌	JUL 💌	2012 💌					
Journal Typ	e	BD04 (Te	mporary Bu	lget Adjustment)	•				
Transfer Amount		500.00							
Document	Amoun	<b>t</b> 0.00							
	Chart	Index	Fund	Organization	Account	Drogram	Activity	Location	D/C
From	1	Index	1100	11118	7551	10	Activity	Location	-
То	-		1100	11118	7221	10			+
Description	Budget 1	Transfer		Budget Period	01 -				
		•							
Save as Ter	nplate								
Share	d								
Complete									
	, 								

 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) PERIOD

07

08

09

10

11

12

01

02

03

04

05 06

Jan

Feb

Mar

Apr May

Jun

Jul

Aug Sep

Oct

Nov

Dec

Socument J0012	✓ Document J0012926 completed and forwarded to the posting process.							
Another Transfer								
Use template None 💌								
Retri	Retrieve							
Transaction Date	7 🔹 JUL 💌 2012 💌							
Journal Type	BD04 (Temporary Budget Adjustment) 💌							
Transfer Amount	500.00							
Document Amoun	t 1,000.00							

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.

)o	cument	Amount 4	000.00							
ŧ	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
L	1		1100	11118	7041	10			2000.00	- 🔻
2	1		1100	11118	7211	10			1000.00	+ 💌
3	1		1100	11118	7221	10			1000.00	+ 💌
ł										+ 💌
,										+ 💌
)e	scriptio	n Budget T	ransfer		Budget Pe	eriod	01 💌			
àa	ve as Te	emplate								

#### Example of a Multiple Line Budget Transfer:

# 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:

✓ Ai Use	Documo nother <sup>-</sup> e <b>templ</b>	ent J00129 Fransfer ate None Retrie	927 compl • •ve	eted and forward	ed to the	posting pro	ocess.			
Tra	nsactio	on Date	3 🔻	JUL 🔻 2012	2 💌	_				
Jou	ırnal Ty	pe E	3D04 (Tem	porary Budget Adju	stment) 💌	]				
Do	cument	Amount 4	000.00							
#	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										+ •
n -	ccrintio	n Dudget T			Budget D	eriod	01 -			