

Community College of Rhode Island

Budget Transfer Procedures

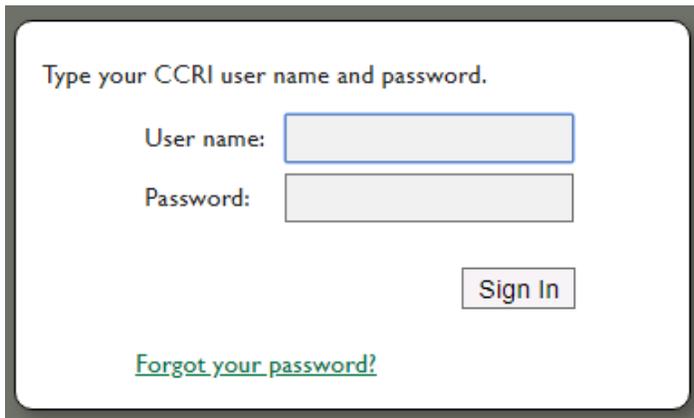
Banner Self Serve Budget Transfer Procedures

From time to time, college departments may need to transfer Operating Budget funds from one account to another. This is done in order to cover purchase requisitions that have been entered on an account line which lacks enough funding to cover that requisition, or to cover other expenses or encumbered items already on that budget line.

There are three items to note when considering budget transfers:

1. Budget transfers are only allowed on operating account lines (begin with a “7”).
2. Lab fees can only be transferred to other Lab fee budget lines.
3. The following budget transfer procedures do not apply to grant funds. Modifications to grant budgets are reviewed and processed through the Controller’s Office.

In order to create Budget Transfers from within the Self Serve system, you must first log into MyCCRI using your user name and password:



Type your CCRI user name and password.

User name:

Password:

[Forgot your password?](#)

Once you are in MYCCRI, click on the Finance Tab. The links to access the budget transfer screens are included under the Budget Query option.



In the lower right corner of the screen, there will be two links which will enable you to begin the transfer procedure.

Search

Budget Query by Account allows you to review budget information by account for the Fiscal Period and Year to Date by: Specific FOAPAL/Index values, Specific Organization, All Organizations, Grant, Fund Type, Account Type, or Revenue Accounts.

Budget Query by Organizational Hierarchy allows you to review budget information of organizations for the Fiscal Period and Year to Date by: Hierarchical Structure, Specific Funds, high-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Accounts.

Create a New Query

Type

Retrieve Existing Query

Saved Query

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

[[Budget Transfer](#) | [Multiple Line Budget Transfer](#)]

As shown below, the “**Budget Transfer**” page has two lines that are used to move dollars “From” one budget line “To” another. (The “Multiple Line Budget Transfer” page allows for transfers of up to five lines and is explained starting on page 4.)

Budget Transfer

This form does not allow the completion of documents using rule classes that are not self-balancing.

Two types of templates may be saved. A "Personal" template is retrievable only by the user who created it. A "Shared" template is retrievable by any user.

Use Save Template As to avoid overwriting an existing template.

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

Use template

Transaction Date

Journal Type

Transfer Amount

Document Amount 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	C		111000	WB2020	714284	60			-
To			111000	WB2020	714060	60			+

Description Budget Period

Save as Template

Shared

Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

When completing the Budget Transfer (Two Line Form), the Transaction Date and the Journal Type BT2 (Department Budget Transfers) will automatically populate. Next, enter the dollar amount to be transferred into the “Transfer Amount” field. (Remember to just enter **whole dollar amounts** (no cents, i.e. no 99.52, for example) and **do not type in a comma** (,) to separate thousands or this will result in an error.)

The “Document Amount” section, which presently reads as “0.00”, will automatically populate when you have completed the transfer process. This field does not have to be completed by the Banner user.

After completing the top section of the transfer form, go to the “From” line and enter a capital “C” in the Chart field, skip the Index field and enter the Fund, Organization, Account and Program codes. Next, go to the “To” line and enter the Fund, Organization, Account and Program codes on that line.

On the “Description” line, you will need to enter a short message explaining the transfer. The best description would be, “Transfer for R00XXXXX” referencing the Banner Purchase Requisition number which requires budget funds to cover all of the cost. **Do not use a number sign (#) in the description field since this may cause an error.** (Note: You can also create budget transfers to cover shortfalls or to perhaps move dollars in anticipation of future Purchase Requisitions. For items such as these, you can enter a short description such as “Transfer to Cover Shortfall” or “Transfer for Upcoming Requisitions”.)

The Budget Period Field is to remain as “01”.

Finally, when you have reviewed the entries and you want to submit the transfer for approval, click the “Complete” button. **(Note: click the Complete button only once to avoid submitting multiple transfer requests.)** The submitted transfer will be forwarded for review and approval (or disapproval, if necessary) by the Business Office.

 Document J0063673 completed and forwarded to the approval process.

You will see a document number and a confirmation that the budget transfer request has been submitted. If another message shows, you will need to address the problem stated.

Code Lookup

Note: there is a “Code Lookup” section that follows the “Complete” button. This can help you locate needed account numbers, for example. Please see the instructions in the last section of this procedure document.

If you need to transfer dollars to or from multiple budget lines, you will need to review the following section:

Multiple Line Budget Transfer Form

The instructions that follow are for the Multiple Line Budget Transfer line form:

Click on the “Multiple Line Budget Transfer” link and you will be brought to that form where you can request the transfer of budget dollars from one or more budget lines to one or more other budget lines. The “Transaction Date” will default to today’s date. The Journal Type will default to BT2 (Department Budget Transfers).

Multiple Line Budget Transfer Form

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"/>								
2	<input type="text"/>	+ <input type="text"/>								
3	<input type="text"/>	+ <input type="text"/>								
4	<input type="text"/>	+ <input type="text"/>								
5	<input type="text"/>	+ <input type="text"/>								

Description Budget Period

Save as Template

Shared

The “Document Amount” field will need to be completed with the sum of the amount being transferred and the amount being received in the new account code(s). For example, in the image that follows, \$50 is being transferred from one budget line and \$100 transferred from another budget line. The total of these two amounts is being transferred to two other budget lines (\$75 received on each line). The “Document Amount” will equal \$300 – **the sum of all of the dollars shown in the Amount column.** Remember that budget transfers are to be in whole dollars, no cents are used.

Use template

Transaction Date

Journal Type

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	<input type="text" value="C"/>	<input type="text"/>	<input type="text" value="111000"/>	<input type="text" value="WB2020"/>	<input type="text" value="714030"/>	<input type="text" value="60"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="50.00"/>	<input type="text" value="-"/>
2	<input type="text" value="C"/>	<input type="text"/>	<input type="text" value="111000"/>	<input type="text" value="WB2020"/>	<input type="text" value="714284"/>	<input type="text" value="60"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="100.00"/>	<input type="text" value="-"/>
3	<input type="text" value="C"/>	<input type="text"/>	<input type="text" value="111000"/>	<input type="text" value="WB2020"/>	<input type="text" value="714060"/>	<input type="text" value="60"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="75.00"/>	<input type="text" value="+"/>
4	<input type="text" value="C"/>	<input type="text"/>	<input type="text" value="111000"/>	<input type="text" value="WB2020"/>	<input type="text" value="714181"/>	<input type="text" value="60"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="75.00"/>	<input type="text" value="+"/>
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"/>	<input type="text" value="+"/>

Description Budget Period

Save as Template

Shared

In order to enter the codes and associated amounts as described above, first enter the chart code “C”. This field is case sensitive and must be a capital “C”. Tab over and enter the appropriate Fund, Organization, Account and Program to show where the funds are being moved from. Enter the dollar amount that is being transferred. In the D/C column, leave the value at “-“ to show a negative amount (or subtraction) from that budget line. For subsequent lines, you can adjust the D/C (+/-) sign as needed, depending on if the funds are being reduced or increased.

Tab to the next line and enter the Chart, Fund, Organization, Account and Program codes as well as the dollar amount being transferred to that budget line. If you have more than one line that will receive funds, enter the Fund, etc. as you did above. Note: Budget lines that are receiving funds will have a positive (+) sign in the D/C field.

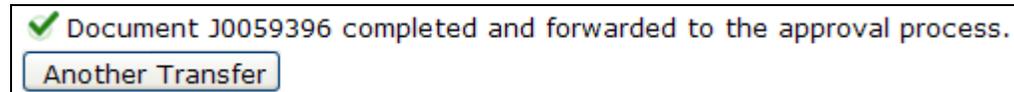
The last item to be completed is the “Description” field where you will need to enter a short message explaining the transfer. The best description would be, “Transfer for R00XXXXX” referencing the Banner Purchase Requisition number which requires budget funds to cover all of the cost. (Note: you can also create budget transfers to cover shortfalls or to perhaps move dollars in anticipation of future Purchase Requisitions. For items such as these, you can enter a short description such as “Transfer to Cover Shortfall” or “Transfer for Upcoming Requisitions”.)

The Budget Period Field is to remain as “01”.

Finally, when you have reviewed all of the entries and you want to submit the transfer for approval, click the “Complete” button. **Note: click the Complete button only once to avoid**

submitting multiple transfer requests. The submitted transfer will be forwarded for review and approval (or disapproval, if necessary) by the Business Office.

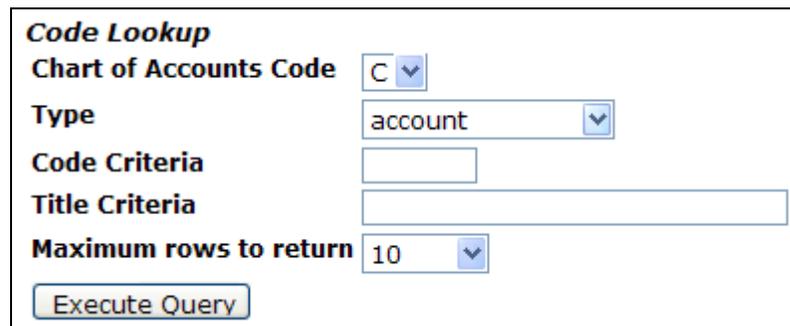
You will see a document number and a confirmation that the budget transfer request has been submitted. If another message shows, you will need to address the problem stated. (An example of this may be if the dollar amounts being transferred do not net to zero – one or more of the D/C (+ or –) signs will need to be adjusted.)



You can click the “Another Transfer” button to begin a new budget transfer. If you do not need to complete a new transfer, you can go to another section or exit Banner Self Serve.

Code Lookup

When completing the budget transfer form and you are not sure of a particular code that is needed for the transfer, you can use the “Code Lookup” query at the bottom of the screen. Click on the down arrow next to type to choose the type, and then fill some criteria to begin the search. You may need to increase the number in the “Maximum rows to return” field to ensure good results.

A form titled "Code Lookup" with several fields and a button. The fields are: "Chart of Accounts Code" with a dropdown menu showing "C"; "Type" with a dropdown menu showing "account"; "Code Criteria" with an empty text box; "Title Criteria" with an empty text box; and "Maximum rows to return" with a dropdown menu showing "10". At the bottom is a button labeled "Execute Query".

Choose the field to query from the dropdown menu.

3	C		111	account	714060	60
4	C		111	activity	714181	60
5				address type		
Description		Transfer for R		Budget Period		
Save as Template						
<input type="checkbox"/>	Shared					
<input type="button" value="Complete"/>						
Code Lookup						
Chart of Accounts Code						
Type		account				
Code Criteria						
Title Criteria						
Maximum rows to return		10				
<input type="button" value="Execute Query"/>						

Enter criteria to limit the search. A "%" sign can be used as a wildcard if you are not sure of how the data is stored in Banner.

Code Lookup	
Chart of Accounts Code	C
Type	account
Code Criteria	
Title Criteria	Office Expense
Maximum rows to return	10
<input type="button" value="Execute Query"/>	

Click "Execute Query" and results will show near the top of the screen.

Code lookup results	
Chart C	
Account Code	Title
714030	Office Expense

You can now enter this code into the budget transfer request.