Community College of Rhode Island
Budget Transfer Procedures

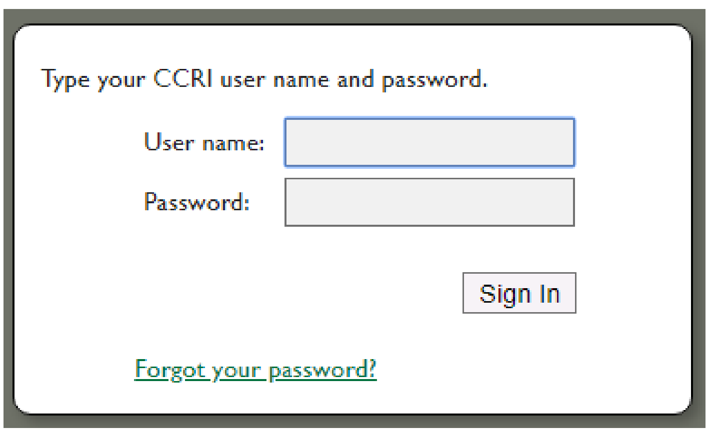
Banner Self Serve Budget Transfer Procedures

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.

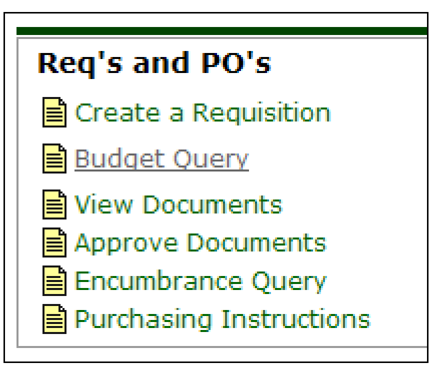
There are three items to note when considering budget transfers:

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.

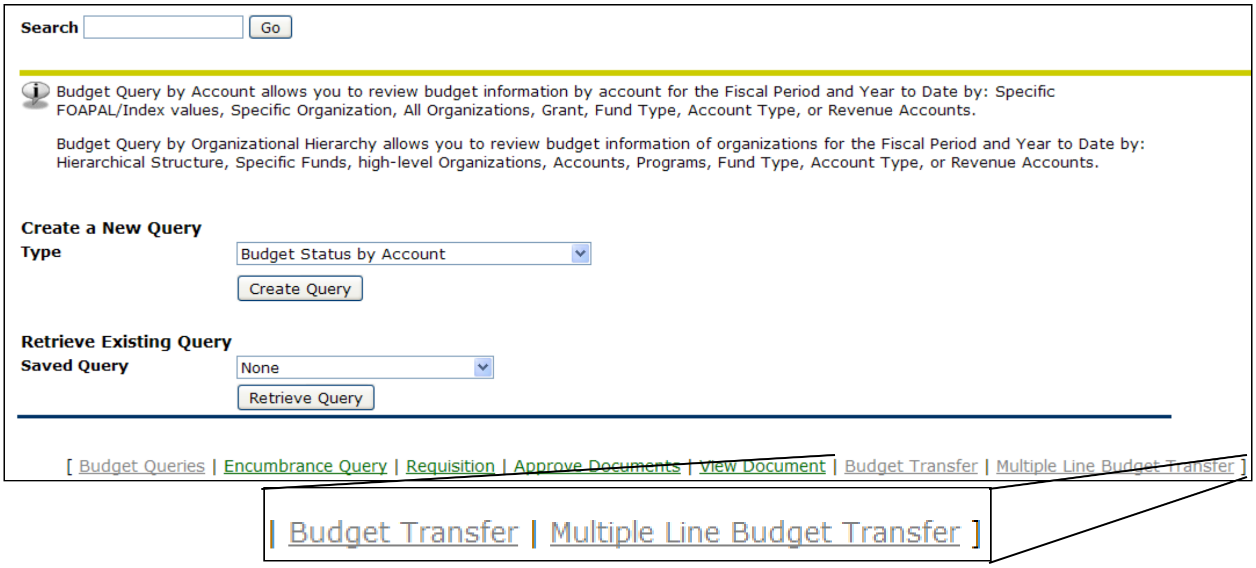
In order to create Budget Transfers from within the Self Serve system, you must first log into MyCCRI using your user name and password:



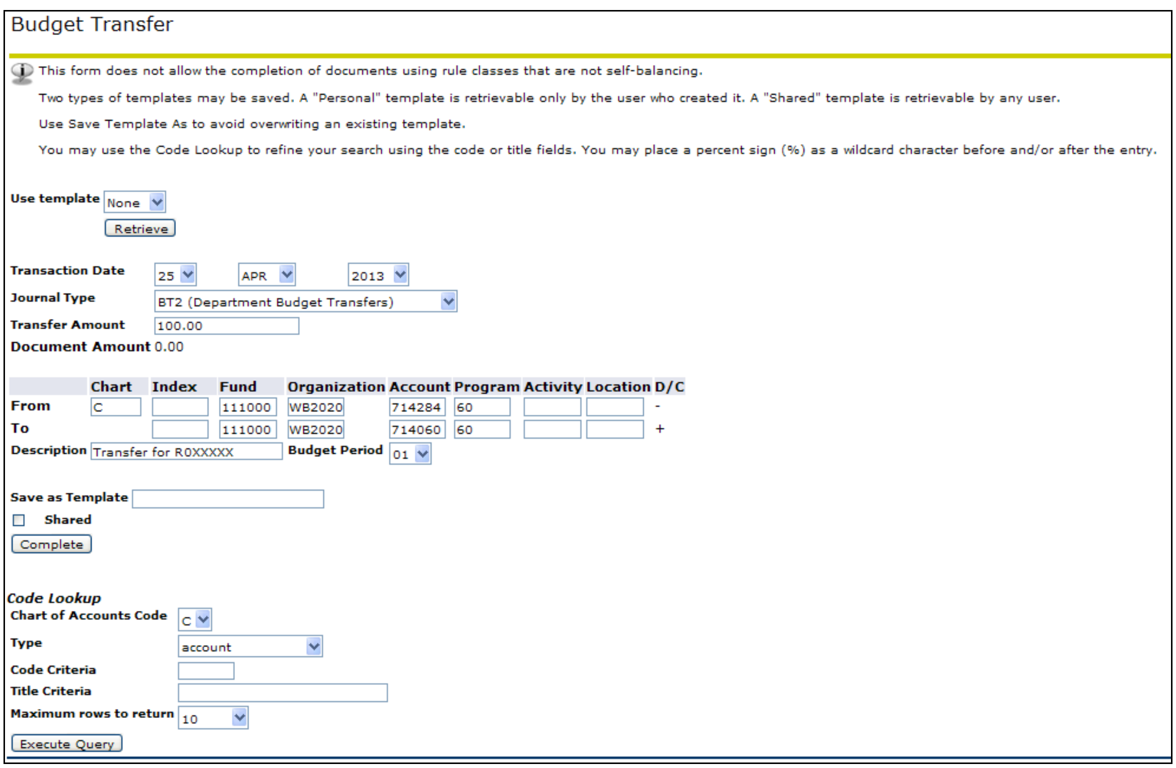
Once you are in MYCCRI, click on the Finance Tab. The links to access the budget transfer screens are included under the Budget Query option.



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



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.)



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 **<u>whole dollar amounts</u>** (no cents, i.e. no 99.52, for example) and <u>do not type in a comma</u> (,) 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. <u>Do not use a number sign (#) in the description field since this may cause an error.</u> (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 Requistions".)

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. **(<u>Note: click the Complete button only once to avoid submitting multiple transfer requests.</u>)** 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 addressed 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.

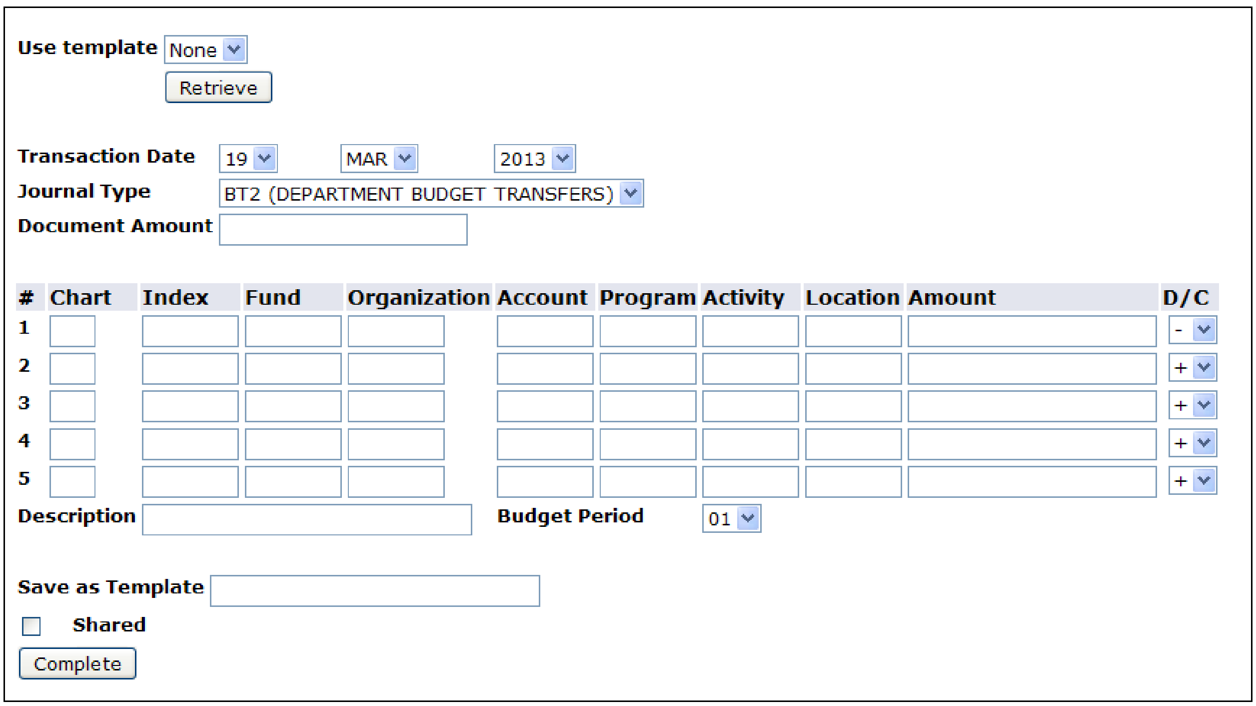
If you need to transfer dollars to or from multiple budget lines, you will need to review the following section:

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



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 <u>and</u> $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**. <u>Remember that budget transfers are to be in whole dollars, no cents are used.</u>

Use template None

Retrieve

Transaction Date 19 MAR 2013

Journal Type BT2 (DEPARTMENT BUDGET TRANSFERS)

Document Amount 300.00

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	C		111000	WB2020	714030	60			50.00	-
2	C		111000	WB2020	714284	60			100.00	-
3	C		111000	WB2020	714060	60			75.00	+
4	C		111000	WB2020	714181	60			75.00	+
5										+

Description Transfer for R00XXXXX **Budget Period** 01

Save as Template

Shared

Complete

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.

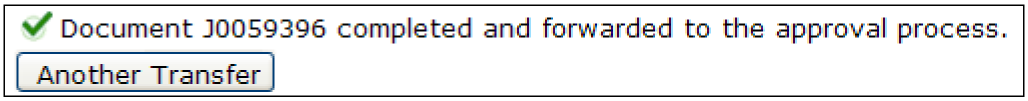
The last item to be completed is the "Description" field where you will need to enter a short message explaining the transfer. The best description would be, "Transfer for R00XXXXX" referencing the Banner Purchase Requisition number which requires budget funds to cover all of the cost. (Note: you can 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 Requistions".)

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.

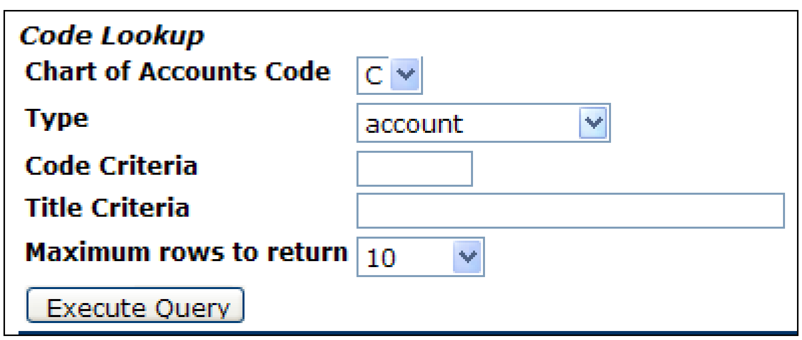
You will see a document number and a confirmation that the budget transfer request has been submitted. If another message shows, you will need to addressed the problem stated. (An example of this may be if the dollar amounts being transferred do not net to zero – one or more of the D/C (+ or –) signs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



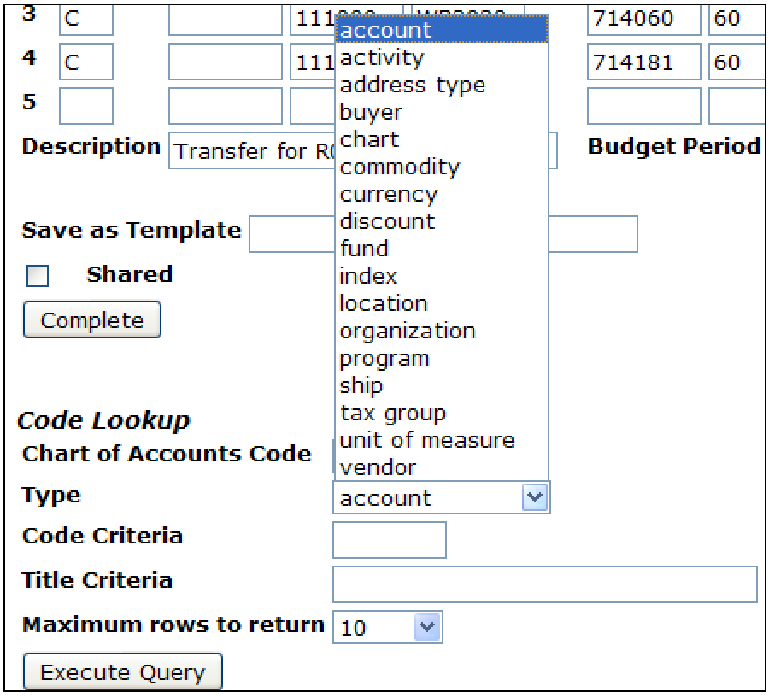
You can click the "Another Transfer" button to begin a new budget transfer. If you do not need to complete a new transfer, you can go to another section or exit Banner Self Serve.

Code Lookup

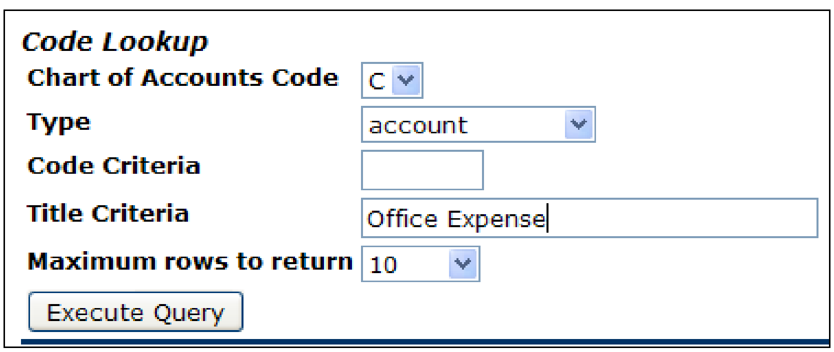
When completing the budget transfer form and you are not sure of a particular code that is needed for the transfer, you can use the "Code Lookup" query at the bottom of the screen. Click on the down arrow next to type to choose the type, and then fill some critieria to begin the search. You may need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



Choose the field to query from the dropdown menu.



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.



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

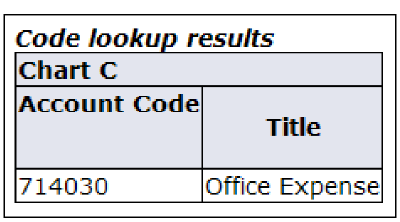

Code lookup results

Chart C	
Account Code	Title
714030	Office Expense

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