Main Menu:

From the Main Menu click on Finance to create or retrieve financial documents, budget information and approvals.
Finance:

Introduction:

- The Finance Self-Service Budget Transfer Form allows a user to process Budget Adjustment Journal Vouchers on the Web.

- This form enables the Web user to transfer budget from one FOAPAL to another.

- The form does not allow completion of documents using Journal Types that are not self-balancing. Budget increases and decreases (one-sided budget transactions) will have to be done in Banner Administration.

A Budget Transfer Requires:

- Fund/Org security

- Available Budget

- Must be within the same chart for a single line budget transfer
Exercise to Create A Budget Transfer:
Follow these steps to complete the process.

Step 1) Click on Budget Transfer from the Finance menu to navigate to the Budget Transfer Page.

Create Budget Transfers:

Step 2) Enter appropriate parameters, or retrieve an existing template by selecting it from the Use Template drop-down menu and clicking the Retrieve icon.

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.
Look Up Codes:

*Finance Self-Service allows users to look up any of the FOAPAL component codes for a Chart of Accounts. Codes can be queried by ID as well as by Title, and the use of wildcards is permitted. A wildcard is the % symbol. It can be used in front of or at the end of partial data to prompt the system to query using that partial data.

*The Code Lookup function is attached to a number of options from the Finance Menu, including Budget Transfer and Multiple Line Budget Transfer.

See an example (top of the page) of the drop down box for Code Lookup for Type on next page.

See an example (bottom of the page) of the drop down box for Code Lookup for Maximum rows to return on the next page. This is the number of rows that will be display for your query.

Step 3) Choose Complete to perform a validation and forward the document for processing.
# Code Lookup for Type:

<table>
<thead>
<tr>
<th>Chart</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td>From</td>
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<td>To</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Have as Template
- [ ] Shared
- [ ] Complete

### Code Lookup

- Chart of Accounts Code
- Type: account
- Code Criteria: activity
- Title Criteria: address type
- Maximum rows to return: 10

RELEASE: 7.0

[ Budget Queries | [ ]]

Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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# Code Lookup for Maximum rows

<table>
<thead>
<tr>
<th>Chart</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>To</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Have as Template
- [ ] Shared
- [ ] Complete

### Code Lookup

- Chart of Accounts Code
- Type: account
- Code Criteria: activity
- Title Criteria: address type
- Maximum rows to return:
  - 10
  - 25
  - 50
  - 75
  - 100
  - 1000
  - 10000

RELEASE: 7.0

[ Budget Queries | [ ]]

Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

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Create Multiple Line Budget Transfers:

• The Multiple Line Budget Transfer Form is the same as the Budget Transfer Form except that it allows Budget transfers between up to five FOAPALs that can be from the same or different charts.

• The fields on these forms are identical.

• In each document created, the pluses (transfers to) must equal the minuses (transfers from).

• These amounts must offset one another and add up to the Document Amount.

• This form is not meant to allow completion of documents using a Journal Type other than AU04 (Temporary Budget Adjustment).

Exercise to Create A Multiple Line Budget Transfer:
Follow these steps to complete the process.

Step 1) Click on Multiple Line Budget Transfer from the Finance menu to navigate to the Budget Transfer Page.

Step 2) Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements for different charts.

Step 3) Choose Complete to perform a validation and forward the document for processing.
Create Multiple Line Budget Transfers Cont.: 

1. Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements for different charts.

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

3. Use Code Lookup to query a list of available values.

<table>
<thead>
<tr>
<th>#</th>
<th>Chart</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Amount</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
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<tr>
<td>3</td>
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<tr>
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<td></td>
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<tr>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget Period</th>
<th>01</th>
</tr>
</thead>
</table>

Save as Template

Shared

Create Multiple Line Budget Transfers Cont.: 

1. Start by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements for different charts.

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

3. Use Code Lookup to query a list of available values.

4. Code Lookup:
   - Chart of Accounts Code
   - Type
   - Code Criteria: account
   - Title Criteria
   - Maximum rows to return: 10

Execute Query

RELEAS: 7.0
Online Finance Approvals:

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

• The document will route through the online approval process

• The online approval process is very similar to the Web based online budget change order system currently being utilized in FRS Plus

Online Finance Approvals Cont.:

From the Finance menu select Approve Documents.
Online Finance Approvals Cont.:

Approve Documents

Enter Approval Parameters

User ID: PATENAR

Document Number:
- For which you are the next approver
- All documents which you may approve

Submit Query

[ Budget Queries, Encumbrance Query, Requestion, Purchase Order, Approve Documents, View Document, Budget Transfer, Multiple Line Budget Transfer ]

RELEASE: 7.0

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Online Finance Approvals Cont.:

Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Selected Parameters

User ID: PATENAR, Jenny Fote

Document Number:

Documents Shown: Next Approver

Approve Documents List

<table>
<thead>
<tr>
<th>Next Approver</th>
<th>Type NSF</th>
<th>Change Sequence</th>
<th>Sub# Originating User</th>
<th>Amount</th>
<th>Queue Type</th>
<th>Document History</th>
<th>Approve</th>
<th>Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td>JV</td>
<td>0</td>
<td>PATENAR</td>
<td>9,000,000.00</td>
<td>DOC</td>
<td>J0000203</td>
<td>History Approve</td>
<td>Disapprove</td>
<td></td>
</tr>
<tr>
<td>JY</td>
<td>0</td>
<td>PATENAR</td>
<td>1,000,000.00</td>
<td>DOC</td>
<td>J0000203</td>
<td>History Approve</td>
<td>Disapprove</td>
<td></td>
</tr>
</tbody>
</table>
Online Finance Approvals Cont.:

- Select the Document Number link to display the details of a document.

- Select the History link to display the approval history of the document.

- Select the Approve link, if enabled, to approve the document.

- Select the Disapprove link, if enabled, to disapprove the document.

Online Finance Approvals Cont.
Cross Walk from FRS Plus *Budget Pools* to Banner Accounts:

**Revenue**

<table>
<thead>
<tr>
<th><em>Budget Pool</em></th>
<th>Banner Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>0100</td>
<td>510  Tuition &amp; Fees &amp; Waivers</td>
</tr>
<tr>
<td>0350</td>
<td>550  Investment Income</td>
</tr>
<tr>
<td>0400</td>
<td>560  Sales &amp; Services Revenues</td>
</tr>
<tr>
<td>0750</td>
<td>570  Other Revenue</td>
</tr>
</tbody>
</table>

**Expenditure**

<table>
<thead>
<tr>
<th><em>Budget Pool</em></th>
<th>Banner Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>600  Salaries</td>
</tr>
<tr>
<td>1400</td>
<td>610  Wages</td>
</tr>
<tr>
<td>1500</td>
<td>620  Employee Benefits</td>
</tr>
<tr>
<td>2000</td>
<td>700  Other Operating Expenses</td>
</tr>
<tr>
<td>7000</td>
<td>740  Equipment &amp; Improvements</td>
</tr>
<tr>
<td>8000</td>
<td>750  Plant Fund Expenses</td>
</tr>
<tr>
<td>9800</td>
<td>760  Indirect Cost Recovery Exp.</td>
</tr>
<tr>
<td>9690</td>
<td>770  Inter-Departmental Credit</td>
</tr>
<tr>
<td>9980</td>
<td>780  Budgeted Reserve</td>
</tr>
<tr>
<td>9000</td>
<td>800  Transfers</td>
</tr>
</tbody>
</table>

**SSB TRAINING EXAMPLES:**

**Example 1:**
The Physics Department wants to reallocate budget between accounts for Fund 200004. They want to move $4,000.00 from account 600 to account 700. Prepare a budget transfer using the following info:
Organization: 137801
Program: 2000

**Example 2:**
The Anatomy, Physiology, and Pharmacology Department wants to reallocate budget for Fund 203121. They want to move $600.00 to 610 from 700, $600.00 to 600 from 700, and $300.00 from 700 to 760.00. Prepare a multiple line budget transfer using the following info:
Organization: 139201
Program: 2002

**Note:** If you don’t complete the transaction and the system times out or you go to another screen, you’re work will not be saved and you will have to start all over.