BANNER WEB SELF-SERVICE
USER GUIDE FOR
APPROPRIATION TRANSFERS

Prepared by: FISCAL SERVICES DEPARTMENT

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ONLINE BUDGET TRANSFER INTRODUCTION AND GUIDELINES

A. Introduction

Online budget transfers became effective in September 2014. This feature allows departments to enter budget transfers online via Banner Web Self-Service by logging into https://banner.mtsac.edu.

B. Guidelines for Processing a Budget Transfer Online

1. Determine whether the budget transfer may be processed online or emailed to Fiscal Services.

   All budget revisions (increases/decreases) need to be **emailed** to Fiscal Services.

   For budget transfers/revisions that need to be emailed**: attach the signed/approved appropriation transfer or budget revision form, including supporting back-up and send to** budgetrevisions@mtsac.edu. Fiscal Services will input these budget transfers/revisions directly in Banner. These documents will automatically route to all individuals set up in the approval queues.

ONLINE BUDGET TRANSFER Accounts within the range:	EMAIL BUDGET TRANSFER Accounts within the range:
Hourly Salaries, Supplies, Services, Equipment, and Other Operating Expenses: 140000-149999 Hourly Non Instr 230000-249999 Short Term OT 260000-269999 Short Term OT 400000-769999 Supplies/Operating	Regular Salaries (Permanent) and Benefits: 100000-139999 Regular Salaries 200000-229999 Regular Salaries 250000-259999 Regular Salaries 300000-399999 Benefits
	Fund Balance transfers will be processed via paper or electronic format. 790000-799999
	Revenues: 800000-899999
	Budget Revisions (Budget Increases and Decreases)

2. Fund Balance transfers (formerly known as Reserves)

   All appropriation (budget) transfers from the "**Fund Balance**" (formerly known as Reserves) accounts in the range of **790000- 799999** may not be processed in Banner Web Self-Service function. A paper transfer form must be completed. After the appropriation transfers are approved by the Budget Managers and President/Vice President, these transfers should be sent to the Chief Compliance and College Budget Officer and Vice President of Administrative Services for final approval.

3. Banner Web Self-Service does not allow transfers between **different Fund numbers**. Generally, budget transfers between different Fund numbers are incorrect; however, there are a few exceptions. An example is when allocating one-time budget from the Fund Balance in the Unrestricted General Fund (such as, from Fund 11000 to Fund 11900 One-time). If there is a need to transfer between different Fund numbers, please email appropriation transfer form to budgetrevisions@mtsac.edu.

4. When transferring From/To a **salary** account in the range of:

   140000-149999 Hourly Non-Instructional
   230000-249999 Short Term/Overtime
   260000-269999 Short Term/Overtime

   Include the related **activity code**, as follows:

Major Salary Account	Salary Category	Activity Code
11xxxx/13xxxx	CERT INSTR	1100
12xxxx/14xxxx	CERT NON INSTR	1200
21xxxx/23xxxx	CLASS NON INSTR	2100
25xxxx/26xxxx	CLASS NON INSTR	2100
22xxxx/24xxxx	CLASS INSTR	2200

   Example: 11000-300000-236000-660000-**2100**

5. Net balance must equal **zero** on all appropriation transfers. Total "From" amount(s) must equal total "To" amount(s).

   Note: A budget transfer will show NSF (insufficient funds) if there is inadequate budget in the account string (FOAP) to process the budget

change even if there are enough funds at the pool level (major object level).

6. **Do not use decimals**. Process online budget transfers using only whole dollar amounts.

C. Journal Types

BD7 Will be used to process Self-Service **One-time** Budget Transfers. This type of transfer will <u>not</u> change the Department's Status Quo Budget (in the current budget transfer form they are marked as "one-time").

BD8 Will be used to process Self-Service **Ongoing** Budget Transfers. This type of transfer <u>will</u> change the Department's Status Quo Budget in the General Unrestricted fund the following fiscal year (in the current budget transfer form they are marked as "ongoing").

D. Approval Queues

After a budget transfer is complete and a document number has been assigned, the transfer will need to be approved by all individuals that are set up in the approval queues.

The final departmental approver in the online budget transfers approval queue is the President, appropriate Vice-President, or Designee (in the Vice President's absence).

Online budget transfers equal to or more than $5,000 will route for approval to the President, appropriate Vice-President, or Designee (in the Vice President's absence).
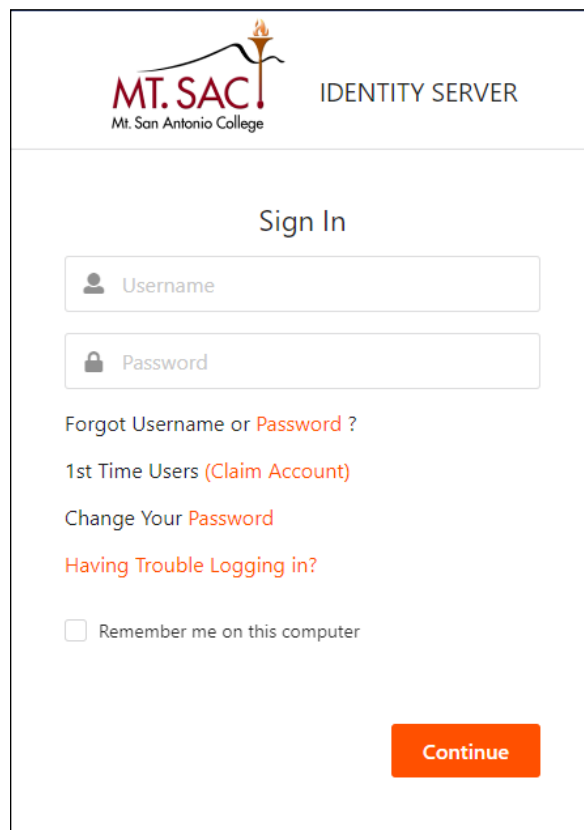
After the final approver, the online budget transfers will route to Fiscal Services for approval.

SIGN IN TO BANNER FINANCE SELF-SERVICE 9

1. Access Banner Finance Self-Service 9 through the Mt. San Antonio College application home page through the web https://banner.mtsac.edu. If you are unable to access, contact the Helpdesk at Ext. 4357.

2. Under the PROD tab, select **Finance Self-Service 9**.
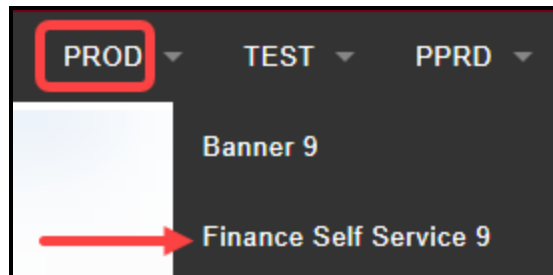
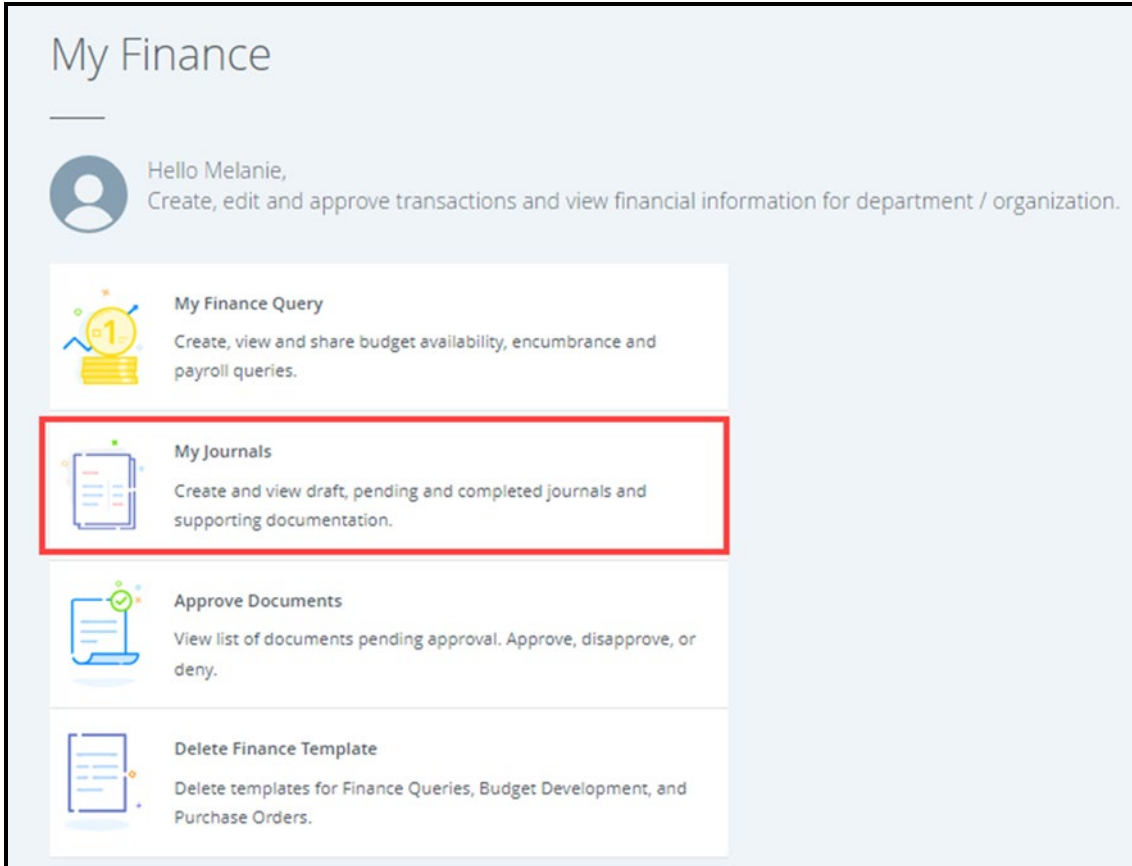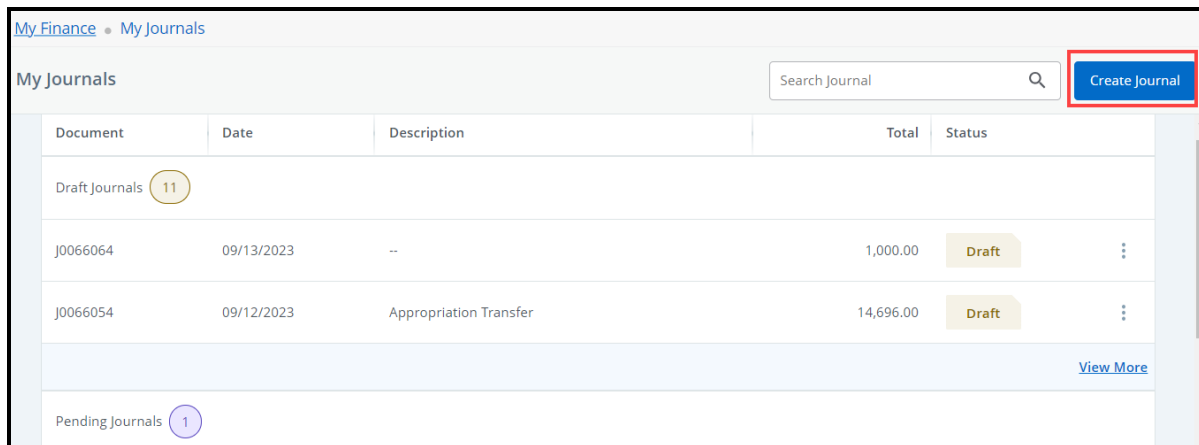3. Sign in with your Username Name and Password.

CREATE A BUDGET TRANSFER

1. Select **My Journals.**

2. Select **Create Journal**.

3. The Header section will appear. The **Transaction Date** defaults to current date. To change, enter the date or choose by clicking on the calendar.

Create Journal

Transaction Date *

10/25/2023

Distribution Total

☐ Redistribution

☑ NSF Checking

☐ Deferred Edit

My Journal Defaults Section

Journal Type

Choose Journal Type ⌄

Description

My JV Comment

My JV Public Comment ⌃

Enter public comments for the journal

CREATE

4. Leave **Redistribution** and **Deferred Edit** blank.

5. Confirm **NSF Checking** box is checked.

6. Under **Distribution Total**, enter the sum total of amount(s) to be transferred "From" plus the amount to be transferred "To."

   Example: If you are transferring $500 "From" Supplies account and $500 "To" Other Services account, the distribution total is $1,000.

   Note: Distribution total represents the value of the entire transaction/journal entry.

Create Journal   ×
─────

Transaction Date *

┌─────────────────────────┐
│ 10/25/2023   📅 │
└─────────────────────────┘

─────

                                    Distribution Total
☐ Redistribution   ┌─────────────────────────┐
                                    │ 1,000.00   │
                                    └─────────────────────────┘

☑ NSF Checking   ☐ Deferred Edit

─────

My Journal Defaults Section

Journal Type   Description

┌─────────────────────────┐   ┌─────────────────────────┐
│ Choose Journal Type   ⌄ │   │   │
└─────────────────────────┘   └─────────────────────────┘

─────

My JV Comment

My JV Public Comment ⌃

┌───┐
│ Enter public comments for the journal   │
└───┘

                         CREATE

7. Select the applicable **Journal Type** from the dropdown menu.

   BD7: Dept. **One-Time** Budget Transfer

   BD8: Dept. **Ongoing Budget** Transfer

8. Always type "Appropriation Transfer" in the **Description** box.

9. In **My JV Public Comment**, always begin the document text with "***To provide funds for…,***" then provide a brief yet descriptive explanation of the purpose of the transfer.

This box can also be used to reference a document number such as Requisition R#, Travel T#, or Purchase Order P#.

See **Tips for Budget Transfer Document Text** (pages 29-30).

Create Journal

Transaction Date *

10/25/2023

Distribution Total

☐ Redistribution

1,000.00

☑ NSF Checking

☐ Deferred Edit

My Journal Defaults Section

Journal Type

Description

BD7 Dept One-Time Budget Transfer ✕ ⌄

Appropriation Transfer

My JV Comment

My JV Public Comment ⌃

To provide funds for ….

CREATE

10. Select **Create.**

A message will appear stating that a budget transfer has been created in draft form.
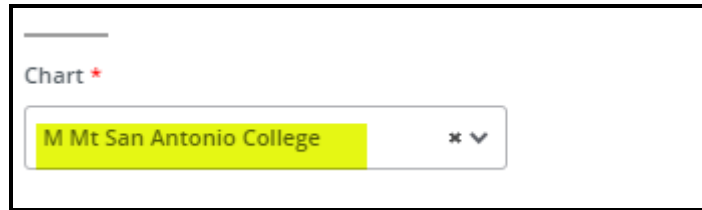
11. Ensure that in **Chart, "**M Mt San Antonio College" is automatically populated.
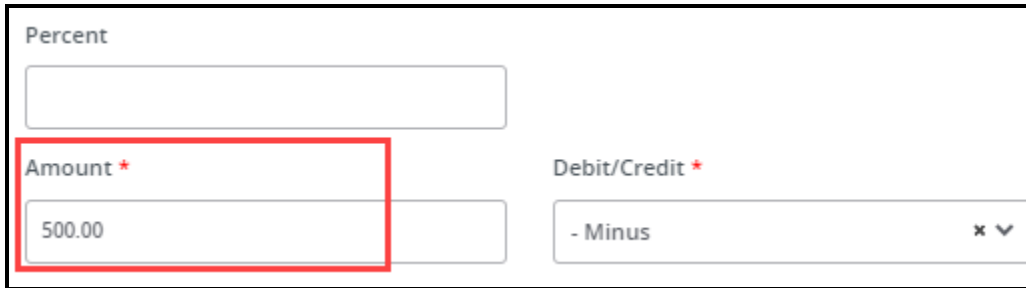
12. Enter the **FOAPA** codes. See **FOAPAL Code Descriptions** (page 28).
   a. Enter the **F**und number.
   b. Enter the **O**rganization number.
   c. Enter the **A**ccount number.
   d. Enter the **P**rogram number.
   e. Enter the **A**ctivity code (used for salary accounts only; See Item #4, page 5).
      - 140000-149999 Hourly Non-Instructional
      - 230000-249999 Short Term Overtime
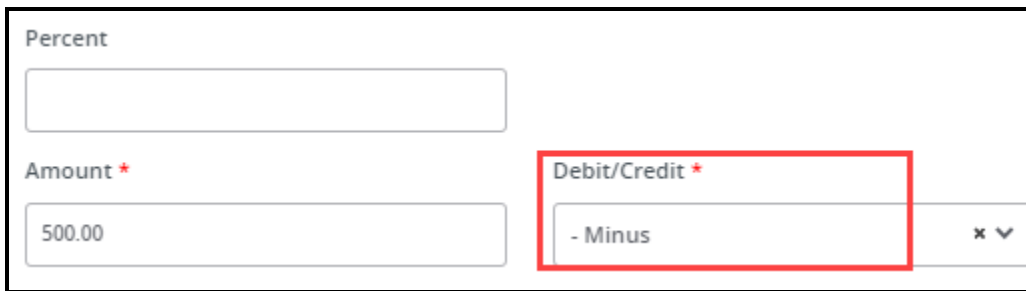   - 260000-269999 Short Term Overtime

13. Scroll down. Under **Amount**, enter the amount you will transfer to/from the account. **For example**: If your transfer amount is $500, you will enter $500.
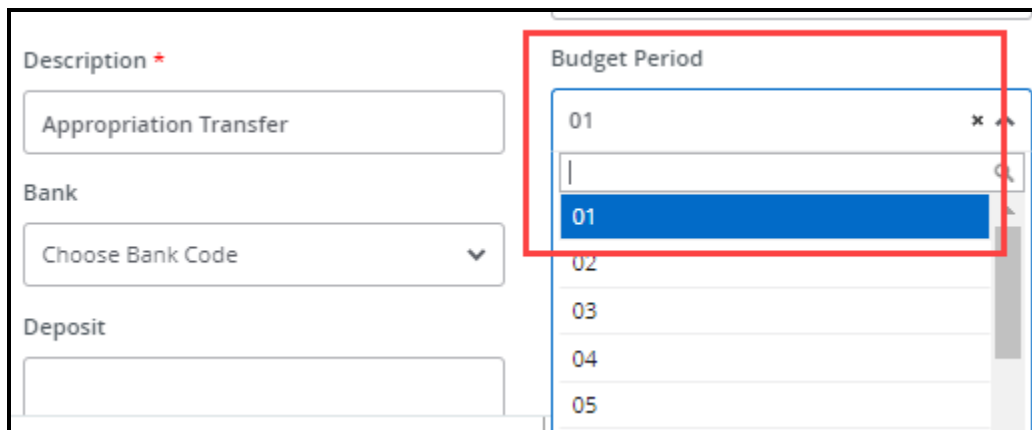

14. Under, **Debit/Credit**, Select **-Minus or +Plus**. Minus reduces the budget line item and Plus increases the budget line item.

15. Under **Budget Period**, always select 01.

16. Leave the following fields blank:
   - **Percent**
   - **NSF Override**
   - **Document Reference**
   - **Bank**
   - **Deposit**
   - **Currency**

17. Select **Save**.

You will see a message that the budget transfer was updated successfully as a draft.

18. Select **Add Accounting** for the next transaction line item or sequence number.

Sequence Number 2 is the 2nd or next transaction line item.

Repeat steps **#11** to **#16**.

19. Click on **Save**

You will see a message that the budget transfer was saved successfully as a draft.

20. Select **Submit Journal** when you are ready to complete your budget transfer.

21. Select **Yes**. A journal number (J00XXXXX) is automatically assigned.
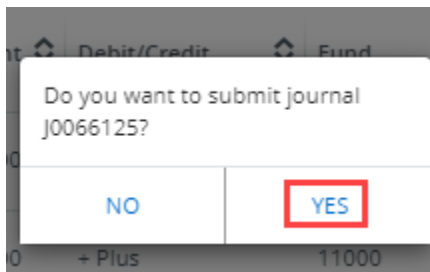
You will see a message that the budget transfer was completed and route to the approval queues.
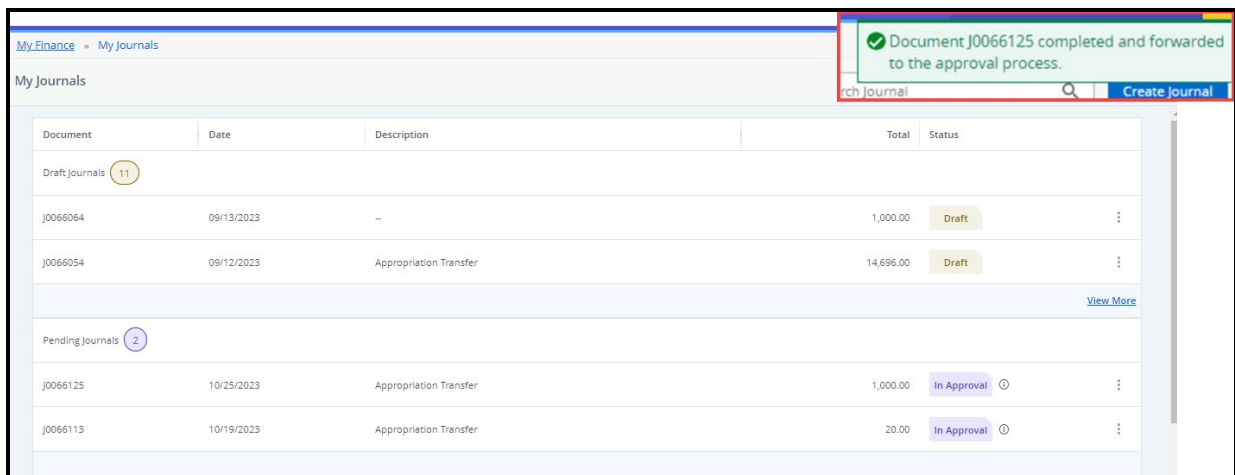
The completed budget transfer will now show under Pending journals.

MY JOURNALS FEATURES

Overview of the My Journals (Budget Transfer) Module

- The dashboard provides an easy-to-view list of draft, pending, and completed budget transfers.
    - **Draft Journals** – to be submitted.
    - **Pending Journals** – already submitted and routing for approval.
    - **Completed Journals** – approved and posted in Banner.
- The My Journals (Budget Transfer) module displays the document number, date created, description, total amount, and status of the budget transfer.
- Enter the **Budget Transfer document number (J00XXXXX)** in the search box to search for a budget transfer.

Under Draft Journals, you may edit the header or sequence.

➢ You may edit by double-clicking on the sequence, then make the necessary changes/corrections.

➢ You may delete a sequence by selecting the trash symbol.
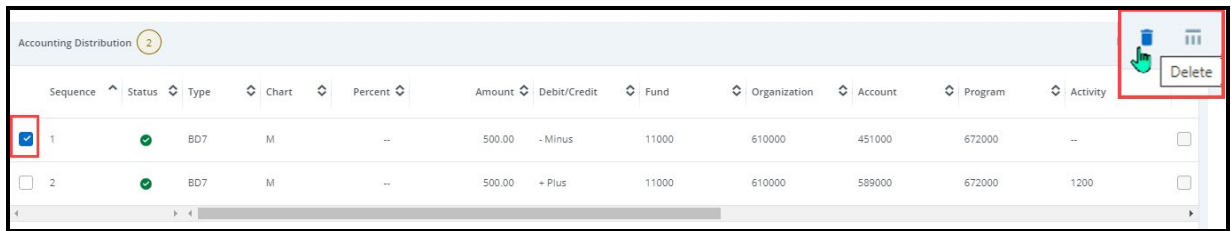
➢ You may edit the header by selecting the pencil symbol.
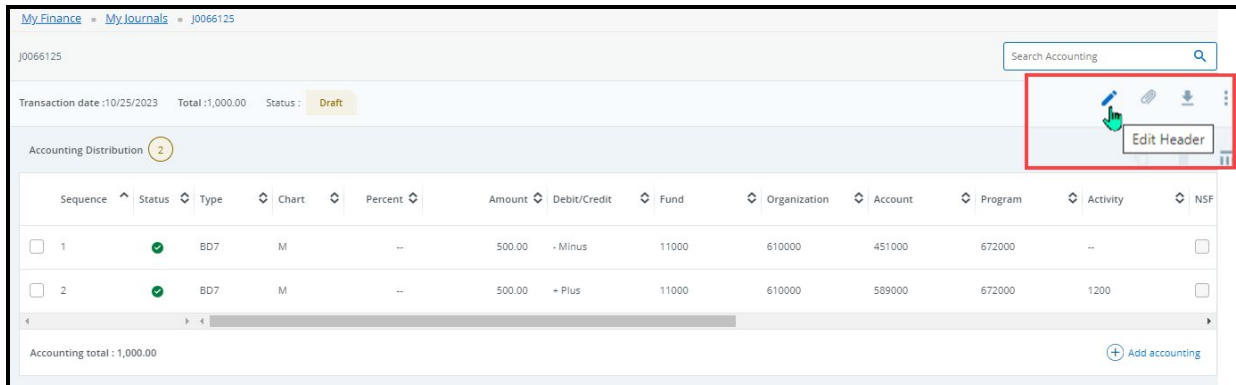
Select the three dots tool to copy, reverse or delete a My Journal (Budget Transfer).

Note: You may only delete a budget transfer in Draft Journals. If you need to delete or reverse a completed budget transfer, you must complete a new transfer to change the completed one.
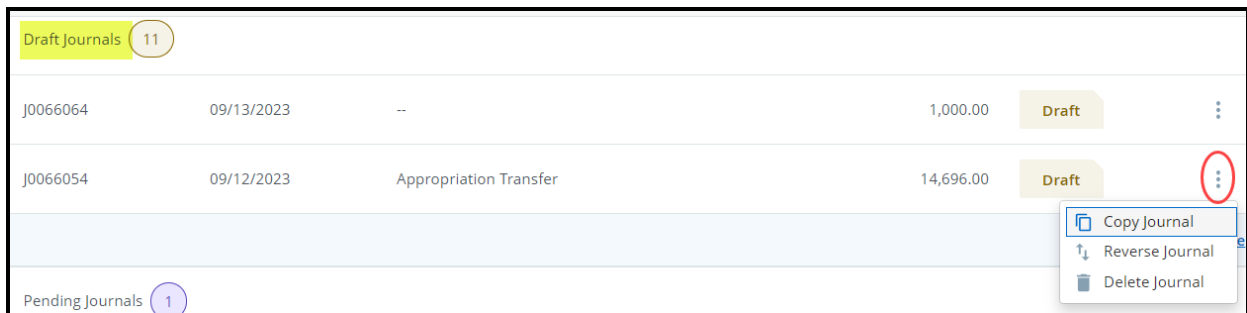
Note: In Pending Journals, you may recall a budget transfer back to Draft Journals to make changes or delete.

You may download the budget transfer by selecting the journal number, then select the arrow.

Download in **PDF Format**

MY JOURNAL VOUCHER

Journal Voucher Document Number#	J0066125	Document Total JV		1,000.00	Document Status		Pending
Submission Number#	0	User ID JV	MLAZO1				
Transaction Date JV	10/25/2023	Activity Date JV	10/31/2023				
Document Public Comments	To transfer funds for						

Accounting Distribution

Sequence Number#	Accounting Description	Fiscal Year Period	Budget Period	Rule Class	Chart Of Accounts- Index_JV- Funding_JV- Organization_JV- Account_JV- Program_JV- Activity_JV- Location_JV- Project_JV	Line Account Amount	Debit/ Credit	Current Code	Bank Account Code	Non Suffic Fund Indicator	Line Item Status	Document Reference Number	Accrual Indicator	Deposit Number
1	Appropriation Transfer	24- 04	01	BD7	M - - 11000 - 610000 - 451000 - 672000 - - -	500.00	-	USD		No	P		No	
2	Appropriation Transfer	24- 04	01	BD7	M - - 11000 - 610000 - 589000 - 672000 - 1200 - -	500.00	+	USD		No	P		No	
					Grand Accounting Total	1,000.00								

DISCLAIMER - This Journal Voucher PDF is restricted to internal Ellucian use only.

Download in **Excel Format**

Document Number	J0066125																	
Transaction Date	10/25/2023																	
Document Total	1,000.00																	
Accounting Distribution																		
Sequence	Status	Type	Chart	Percent	Amount	Debit/ Credit	Fund	Organization	Account	Program	Activity	NSF Override	Description	Bank	Deposit	Document Reference	Budget Period	Accrual Indicator
1	P	BD7	M		500.00	-	11000	610000	451000	672000		N	Appropriation Transfer				01	N
2	P	BD7	M		500.00	+	11000	610000	589000	672000	1200	N	Appropriation Transfer				01	N
Accounting total	1,000.00																	

References

FOAPAL CODE DESCRIPTIONS

CODE	DESCRIPTION
Fund	The Fund code specifies the funding source where the money comes from. Funds are either unrestricted or restricted (e.g., grant funds, bond funds).
Organization	The Organization code identifies the department or location responsible for the financial activity.
Account	The Account code identifies the spending or revenue categories such as Office Supplies or Services. There are 8 major categories: 1000 Academic salaries 2000 Classified salaries 3000 Employee benefits 4000 Supplies and materials 5000 Other operating expenses and services 6000 Capital outlay 7000 Other outgo 8000 Revenue
Program	The Program code reflects the purpose of the expenditures. All activities are classified as either instructional or administrative and support. • For Instructional Programs, Program codes follow the Taxonomy of Programs (TOP) manual from the Chancellor's Office. • For administration and support, Program codes follow the Budgeting and Accounting Manual from the Chancellor's Office.
Activity	The activity code is used to determine instructional and non-instructional salary and benefit expenditures. The activity code must be included when transferring To/From salary and benefit accounts.
Location	This code is used to specify the assigned physical location of an asset. This code is not used for requisitions, purchase orders, or budget transfers.

10/20/23

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TIPS FOR BUDGET TRANSFER DOCUMENT TEXT

Account Range	Account Description	Required Information	Text Sample
1000-2000	Hourly Salaries	Need what services will be provided. Example: student workers to assist with answering phones, etc.	To provide funds for hourly support to assist with answering phones.
4000	Supplies	Need what items are being purchased. Example: binders, pens, folders, etc.	To provide funds for binders, pens, printer, and paper.
453200	Promotional Supplies	Need the following: 1) Items purchased 2) Name of event 3) Date of event Purpose of the promo items	To provide funds for T-shirts for students working on Farm Day held on May 5, 2018.
471000	Food Supplies	Need the following: 1) Name of event 2) Date of event	To provide funds for food supplies for the Health Careers Conference held on May 4, 2018.
5000	Services	4) Need description of services being provided.	To provide funds for an independent contractor to provide leadership and empowerment workshops for Achieving College Ensuring Success (ACES).
52xx	Travel	Need the following: 1) Name of event/conference 1) Date of event/conference	To provide funds to attend the World Choir Games to be held from July 7, 2018, to July 20, 2018, in South Africa.
525000	Faculty Travel	Can only transfer to/from 525000 faculty travel account. These funds are specifically for the $200/per faculty travel allowance as per the faculty contract.	To provide funds for faculty member, John Doe, to attend the 2Y Conference held on October 12, 2018.
584000	Computer Tech/Svs	Need the following: 1) Name of software or database 2) Description of service being provided (if applicable)	To provide funds for Right Font software license for the Graphic Design department.

Account Range	Account Description	Required Information	Text Sample
589200	Catering/Promo Items	Need the following: 1) Name of event 2) Date of event	To provide funds for catering services for Planning for College event held on February 22, 2018. To provide funds for promotional items for T-shirts, caps, stickers, and workout towels for various Associated Students events.
6000	Equipment	Need what equipment is being purchased. Example: copiers, computers	To provide funds for projectors, monitors, and audio-visual equipment.

BANNER FINANCE SUPPORT

Support for Banner Finance modules (Budget Transfers and Approvals) is divided among the IT and Fiscal Services Departments.

ISSUE	DEPARTMENT	CONTACT
Accessing Banner	IT Help Desk	Ext. 4357
Personal passwords		
User ID		
Budget questions	Fiscal Services– Marisa Ziegenhohn	Ext. 6445
Access to Banner Finance forms		
Online Budget Transfer	Fiscal Services-Melanie Lazo Fiscal Services-Yvette Shane budgetrevisions@mtsac.edu	Ext. 5388 Ext. 5539
Requisitions and Change Order	Purchasing purchasing@mtsac.edu	Ext. 4245