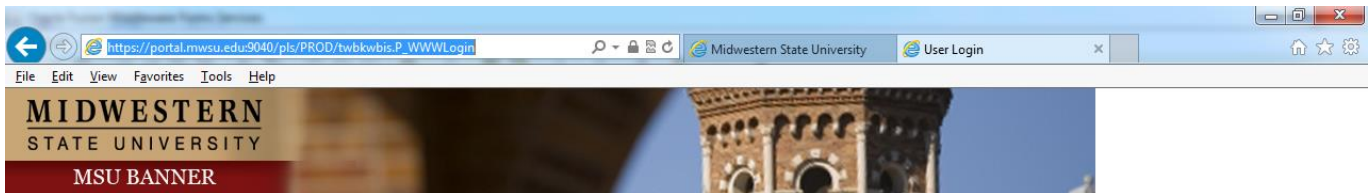


Entering Budget Transfers with Self Service Banner (SSB)

Log in to Self Service Banner (SSB) from the WebWorld / Banner PIN Login Page:

https://portal.mwsu.edu:9040/pls/PROD/twbkwbis.P_WWWLogin



Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

RELEASE: 8.6

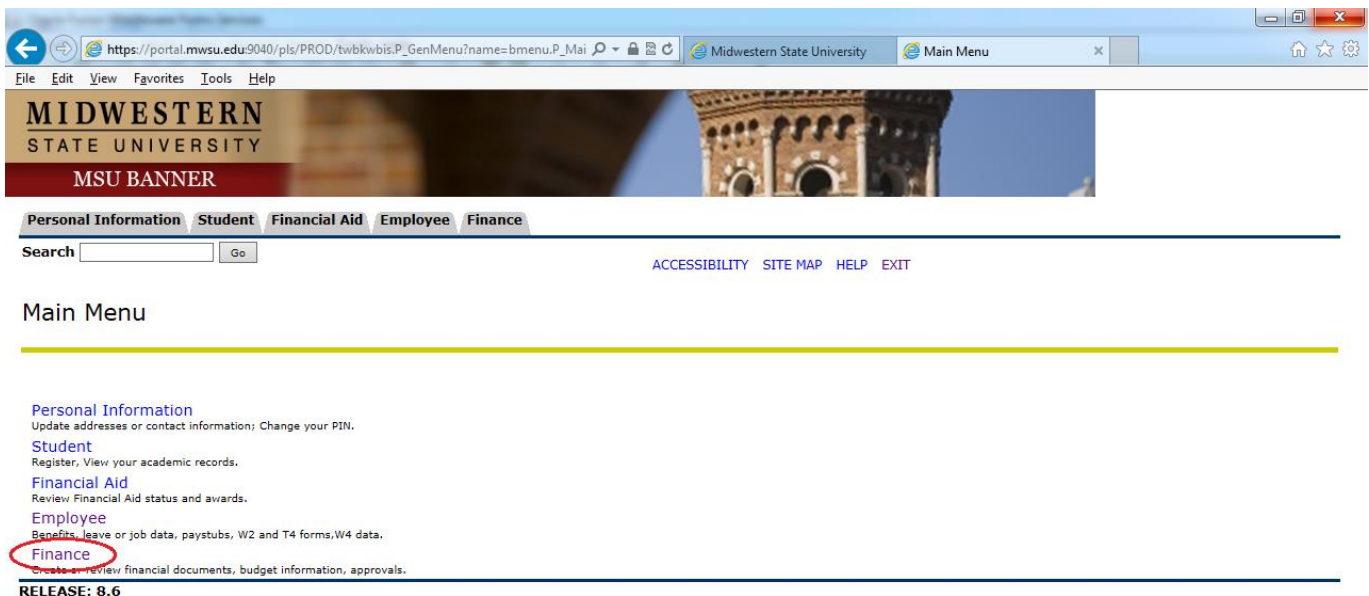
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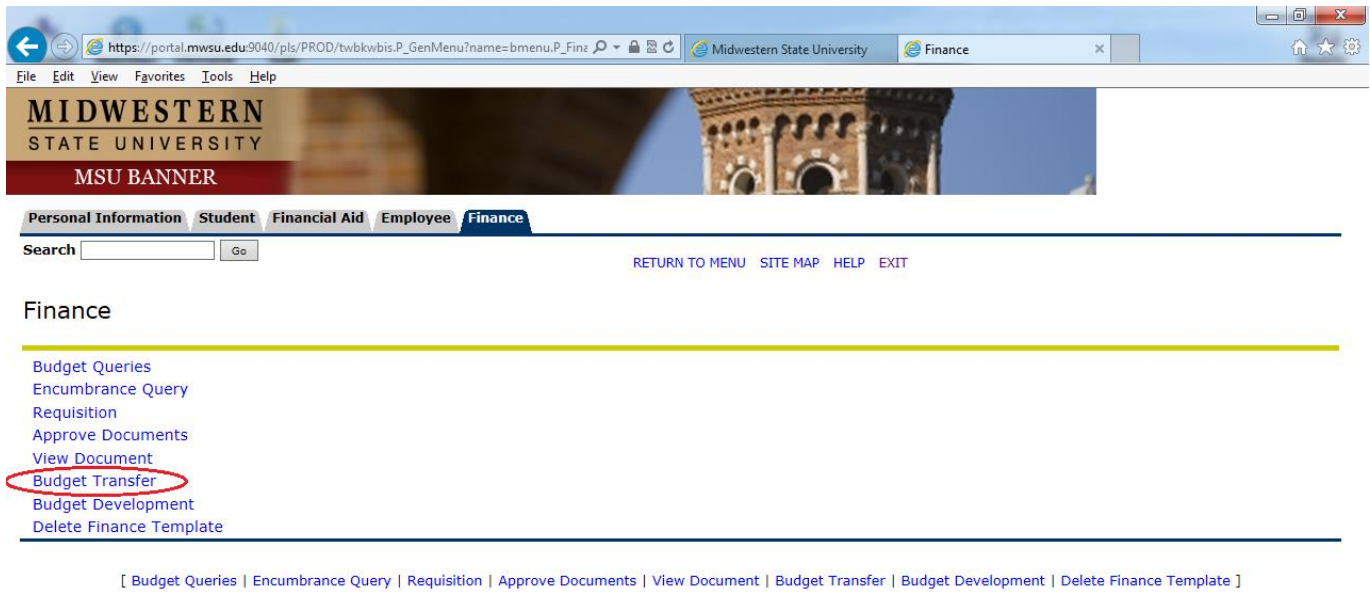
Enter your User ID and Pin and select the Login Button.

At the welcome screen select the Finance Menu.



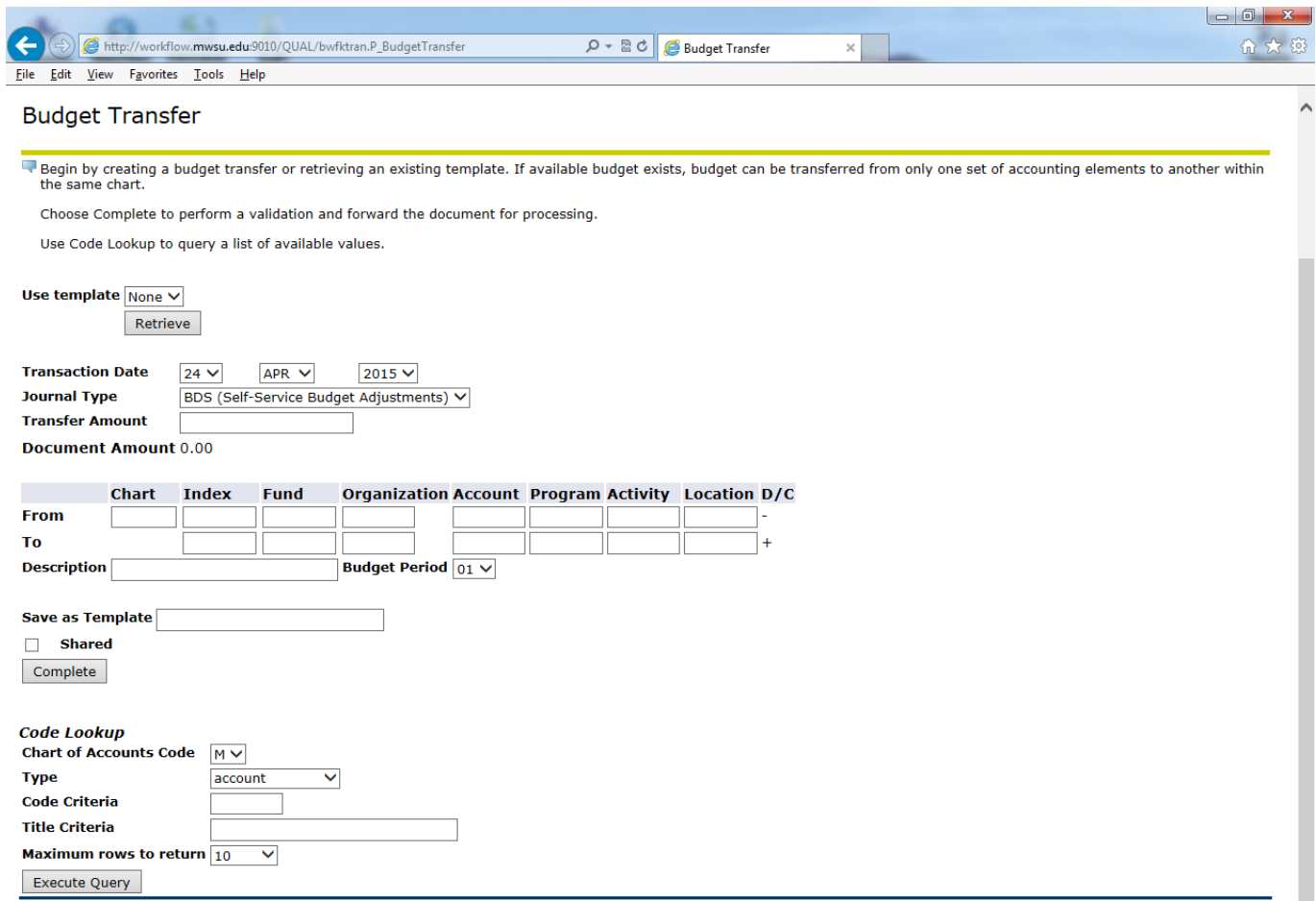
The Finance menu will appear.

From the Finance menu, select the Budget Transfer option:



The screenshot shows the MSU Finance menu. The browser address bar displays https://portal.mwsu.edu:9040/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P_Fin. The page header includes the MSU logo and navigation tabs for Personal Information, Student, Financial Aid, Employee, and Finance. A search bar is present with a 'Go' button. The Finance menu is expanded, showing options: Budget Queries, Encumbrance Query, Requisition, Approve Documents, View Document, Budget Transfer (circled in red), Budget Development, and Delete Finance Template. A footer link bar contains: [Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Budget Development | Delete Finance Template]

The following Budget Transfer form will appear:



The screenshot shows the Budget Transfer form. The browser address bar displays http://workflow.mwsu.edu:9010/QUAL/bwfktran.P_BudgetTransfer. The form title is "Budget Transfer".

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.

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

Use Code Lookup to query a list of available values.

Use template:

Transaction Date:

Journal Type:

Transfer Amount:

Document Amount 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
To	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+

Description: Budget Period:

Save as Template:

Shared

Code Lookup

Chart of Accounts Code:

Type:

Code Criteria:

Title Criteria:

Maximum rows to return:

The transaction date will automatically fill in with the current date.
 The document amount is system generated when the transaction is completed (no entry is necessary).

The following are **required** fields each budget entry transaction:

1. **Transfer Amount** – The amount you wish to transfer from one budget pool to another within the same Fund.
2. **Chart** – Always enter a capital “M”
3. **FOAP** – The **Fund, Organization, Account (budget pool in this case), and Program** of your departmental account. Index, Activity and Location are not used in budget transactions and should be left blank. As you can see, the top line will be a budget reduction (-), and the bottom line will be a budget increase (+).
(Note: You should only have access to the Funds and Orgs within your area. If you do not have access to a Fund/Org combination for which you should, please contact the Business Office)
4. **Description** – Per data standards, please use case sensitive descriptions. This is to describe the need for the budget transfer. Specific descriptions are best, but a generic description may be used if the transfer is not for one specific reason. Remember, this description will appear on all future budget reports. An example of a standard description is: “Budget reallocation.”
5. **Budget Period** – Banner will default this to “1,” but it should match the current fiscal month. For example, September is period “01,” October is period “02,” and so on.

The “**Save as Template**” field is optional but can be used to save frequent transfers. If you select the “**Shared**” box, other users will be able to see your template, but will only be able to use it if they have access to your Fund/Org combinations.

Below is an example of a properly completed form prior to submission:

Budget Transfer

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.

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

Use Code Lookup to query a list of available values.

Use template:

Transaction Date:

Journal Type:

Transfer Amount:

Document Amount: 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	M		23240	3200	7000	22			-
To			23240	3200	7200	22			+

Description: Budget Period:

Save as Template:

Shared

Once all fields have been entered, select the complete button. If the document does not contain any errors, you will receive a message that the document has been completed and forwarded to the posting process (posting runs about every 30 seconds).
 The document ID will also be noted, in the example below, the document number is **J0020708**.

Budget Transfer

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.

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

Use Code Lookup to query a list of available values.

✓ Document **J0020708** completed and forwarded to the posting process.

Another Transfer

Use template Retrieve

Transaction Date

Journal Type

Transfer Amount

Document Amount 700.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	M		23240	3200	7000	22			-
To			23240	3200	7200	22			+
Description	Budget reallocation		Budget Period		<input type="text" value="08"/>				

Complete

If the budget reduction line (-) has insufficient budget to process the transaction, the following error will display. You will need to correct the account code before proceeding:

Budget Transfer

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.

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

Use Code Lookup to query a list of available values.

❗ **Sequence 1:**
 Insufficient budget for sequence 1, suspending transaction.

Use template Retrieve

Transaction Date

Journal Type

Transfer Amount

Document Amount 700.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	M		23240	3200	7200	22			-
To			23240	3200	7000	22			+
Description	Budget reallocation		Budget Period		<input type="text" value="08"/>				

Save as Template

Shared

Complete

SSB transfers are only for intra-fund budget entries. The following error message will occur if attempting to cross funds. You will be required to correct one of the funds before proceeding:

Budget Transfer

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.

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

Use Code Lookup to query a list of available values.

Document at Completion:
 Chart M, Fund 23000 is not in balance.
 Total Debits
 350.00 Total Credits
 0.00 Difference
 350.00
 Chart M, Fund 23240 is not in balance.
 Total Debits
 0.00 Total Credits
 350.00 Difference
 -350.00

Use template

Transaction Date

Journal Type

Transfer Amount

Document Amount 700.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	M		23240	3200	7000	22			-
To			23000	3000	7200	22			+

Description Budget Period

Save as Template

Shared

If you do not have security to process transactions to a particular Fund/Org combination, you will receive the following error. Please contact the Business Office to correct your security, if necessary.

Budget Transfer

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.

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

Use Code Lookup to query a list of available values.

No permission to use fund 23008.
No permission to use orgn 3000
No permission to use fund 23008.
No permission to use orgn 3000

Use template

Transaction Date

Journal Type

Transfer Amount

Document Amount 1,000.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	M		23008	3000	7200	22			-
To			23008	3000	7000	22			+

Description Budget Period

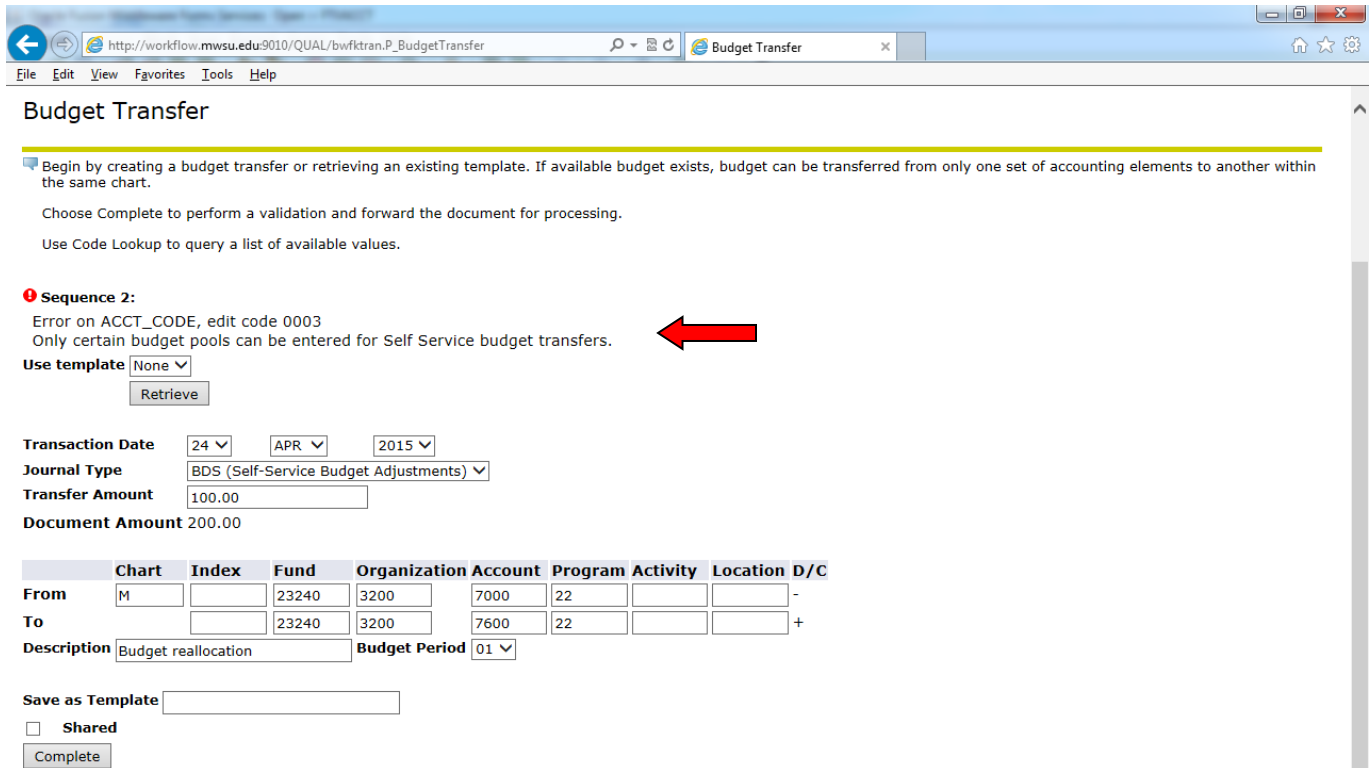
Save as Template

Shared

Finally, SSB budget transfers are only allowed for the following budget pools (Account codes):

1. 6300 – Student Assistants
2. 6400 – Non-student Part Time Wages and Allowances
3. 7000 – Travel
4. 7200 – Maintenance & Operations (M&O)

If a budget transfer is entered with any other account code, you will receive the following error message, and the account code will need to be corrected in order to continue:



The screenshot shows a web browser window titled "Budget Transfer" with the URL http://workflow.mwsu.edu:9010/QUAL/bwfktran_P_BudgetTransfer. The page content includes instructions for creating or retrieving a budget transfer template. A red error message is displayed, stating: "Sequence 2: Error on ACCT_CODE, edit code 0003. Only certain budget pools can be entered for Self Service budget transfers." A red arrow points to this error message. Below the error, there are form fields for "Use template" (set to "None"), "Transaction Date" (24 APR 2015), "Journal Type" (BDS (Self-Service Budget Adjustments)), "Transfer Amount" (100.00), and "Document Amount" (200.00). A table shows the budget transfer details:

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	M		23240	3200	7000	22			-
To			23240	3200	7600	22			+

Additional fields include "Description" (Budget reallocation) and "Budget Period" (01). At the bottom, there are options to "Save as Template", "Shared" (unchecked), and a "Complete" button.

If you have any questions regarding SSB budget transfers, please contact the Business Office.