Budget Queries and Budget Transfers

Before starting a requisition, you will need information from your Finance Budget Approvers Orgn Report. To access and print this report, log in to ARGOS. Click on the + sign in front of Production Reports, + sign in front of Finance Budget Approvers folder, + sign in front of Finance Budget Approver Organization Codes, and execute the Finance Budget Approvers Orgn Report.

Log in to Self-Service Banner (SSB) and click on the Finance tab. You can Access SSB Finance from the Finance Channel under the Resources tab in 'My Doghouse'.

BUDGET QUERIES

There are two types of Budget Queries:

- Budget Quick Query
- Budget Status By Account

To run a Budget Quick Query:

1. Click on the Budget Queries link from the SSB Finance Menu.
2. Select ‘Budget Quick Query’ from the drop down menu.
3. Click ‘Create Query’.

Budget Queries

☐ To create a new query choose a query type and select Create

Create a New Query

Type

Budget Quick Query

Create Query

Retrieve Existing Query

Saved Query

None

Retrieve Query
4. To view all account data for a specific ORGN: Enter the Fiscal Year, Chart of Accounts, Fund, Organization, and Program.
5. Click ‘Submit Query’.
6. View the results.

7. To view specific account data for an ORGN: Enter the Fiscal Year, Chart of Accounts, Fund, Organization, Program, and Account.
8. Click ‘Submit Query’.
9. View Results.
To run a Budget Status by Account Query:

10. Click on the **Budget Queries** link from the SSB Finance Menu.
11. Select ‘**Budget Status By Account**’ from the drop down menu.
12. Click ‘Create Query’.
13. **Check All Boxes**. Be sure to select each box even though they appear to be checked.
14. Click ‘Continue’.

15. Enter the **Fiscal Year, Fiscal Period, Chart of Accounts, Fund, Organization, Account Code** (only to view one specific account), and Program.
16. Click ‘Submit Query’.
17. View the results.

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY13/PO03 Adjusted Budget</th>
<th>FY13/PO03 Year to Date</th>
<th>FY13/PO03 Commitments</th>
<th>FY13/PO03 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>7041</td>
<td>Printing &amp; Reproduction</td>
<td>12,380.35</td>
<td>0.00</td>
<td>380.35</td>
<td>12,000.00</td>
</tr>
<tr>
<td>7173</td>
<td>Membership Dues &amp; Fees</td>
<td>500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
</tr>
<tr>
<td>7201</td>
<td>Software Maintenance</td>
<td>6,000.00</td>
<td>5,616.00</td>
<td>0.00</td>
<td>384.00</td>
</tr>
<tr>
<td>7211</td>
<td>Educational Materials &amp; Supplies</td>
<td>1,500.00</td>
<td>0.00</td>
<td>257.78</td>
<td>1,242.22</td>
</tr>
<tr>
<td>7221</td>
<td>Office Materials &amp; Supplies</td>
<td>2,000.00</td>
<td>436.13</td>
<td>579.83</td>
<td>984.04</td>
</tr>
</tbody>
</table>

18. To retrieve detailed information on an item, click on one of the blue links in the ‘Year to Date’ Column. You can then click on links that will drill down and show you Invoice, Purchase Order, and Requisition data.

**BUDGET TRANSFERS**

The Budget Transfer Forms allows a user to process Budget Adjustment Journal Vouchers on the Web. This form enables the Web user to transfer budget from one account to another if there are available funds to transfer. There are two types of Budget Transfer forms:

- Budget Transfer
- Multiple Line Budget Transfer
To create a single line Budget Transfer:

1. Run a **Budget Quick Query** to determine which account codes to transfer money from/to. Check to be sure that there are **sufficient available funds** *(see Available Balance column of the query)* in the account that you wish to transfer money from. The Budget Adjustment Journal Voucher will not complete *(error out)* if there are not enough available funds in the account you wish to transfer money from.

2. Click on ‘**Budget Transfer**’ from the SSB Finance Main Menu.

3. Enter the following data:
   - **Transaction Date**
   - **Journal Type** *(There is only one Journal Type – BDO4)*
   - **Transfer Amount** *(Enter a dollar amount – no $)*
   - In the **FROM** line of the Voucher enter the codes: **Chart of Accounts, Fund, Organization, Account, and Program.**
   - In the **TO** line of the Voucher enter the codes: **Fund, Organization, Account, and Program.**
   - **A Description** *(ex. Budget Transfer)*
   - **Period** – The period refers to the month in the Budget Fiscal Year.

4. Click the ‘**Complete**’ Button.

### Example of Data Entry

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>7</th>
<th>JUL</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Type</td>
<td>BDO4 (Temporary Budget Adjustment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer Amount</td>
<td>500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Amount</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<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</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>1</td>
<td>1100</td>
<td>11118</td>
<td>7551</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To</td>
<td>1100</td>
<td>11118</td>
<td>7221</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

5. Record the **Journal Voucher Document number**. You may need this to discuss a budget transfer that you made with the Business Office. In a completed Voucher the Document total will be **double the amount** of the transfer amount. *(See screen shot on the next page)*
6. Run a **Budget Quick Query** to view the budget transfer that you made between accounts. You should see the changes in the **Available Balance** column.

**To create a multiple line Budget Transfer:**

The **Multiple Line Budget Transfer function** is the same as the Budget Transfer function except it allows budget transfers between up to five different accounts. In each **Journal Voucher**, the pluses (transfers to) must equal the minuses (transfers from). These amounts must offset one another and add up to the Document Amount.

7. Run a **Budget Quick Query** to determine which account codes to transfer money from/to. Check to be sure that there are **sufficient available funds (see Available Balance column of the query)** in the account that you wish to transfer money from. The Budget Adjustment Journal Voucher will not complete (error out) if there are not enough available funds in the account you wish to transfer money from.

8. Click on **‘Multiple Line Budget Transfer’** from the SSB Finance Main Menu.

9. Enter the following data:
   - **Transaction Date**
   - **Journal Type** (There is only one Journal Type – BDO4)
   - **Document Amount** (Enter a dollar amount – no $) – The document amount should be twice the amount that you want to transfer. For example, if you want to transfer 2000.00 then your document amount will be 4000.00.
   - In Line 1 of the Voucher enter the codes for the account you want to transfer the money from: **Chart of Accounts, Fund, Organization, Account, and Program**. Enter the full **Amount** that you want to transfer.
   - In Lines 2 - 5 of the Voucher enter the codes for each account that you want to transfer money into: **Chart of Accounts, Fund, Organization, Account, and Program**. Enter the **Amount** that you want to be transferred. The total of the Amounts in Lines 2-5 must equal the **Amount of Line 1**.
   - A **Description** (ex. Budget Transfer)
   - **Period** - The period refers to the month in the Budget Fiscal Year.

10. Click the ‘**Complete**’ Button.
11. Record the **Journal Voucher Document number**.
12. Run a **Budget Quick Query** to view the budget transfer that you made between accounts. You should see the changes in the **Available Balance** column.

Example of a Multiple Line Budget Transfer:

![Budget Transfer Table]

Notice that the Document Amount is 4000.00 which is the total of the Amount columns 1-3.

Example of a completed Multiple Line Budget Transfer:

![Completed Budget Transfer Table]