# ON-LINE BUDGET TRANSFER PROCEDURES
(as of January 11, 2010)

Budget transfers can be accomplished through SSB with the following stipulations:

- This function is used only with the regular unrestricted OPERATING BUDGET. (not restricted)
- This function is used only with <u>Non-personnel line items</u>. An error message will appear if transfers from/to any 6xxx account codes are entered.
- The FROM Org must have budget available in order to transfer TO another account/org. An error message will appear if there is not enough budget to transfer.

Steps:

Go to eTC, Employee tab, My Budgets Column:
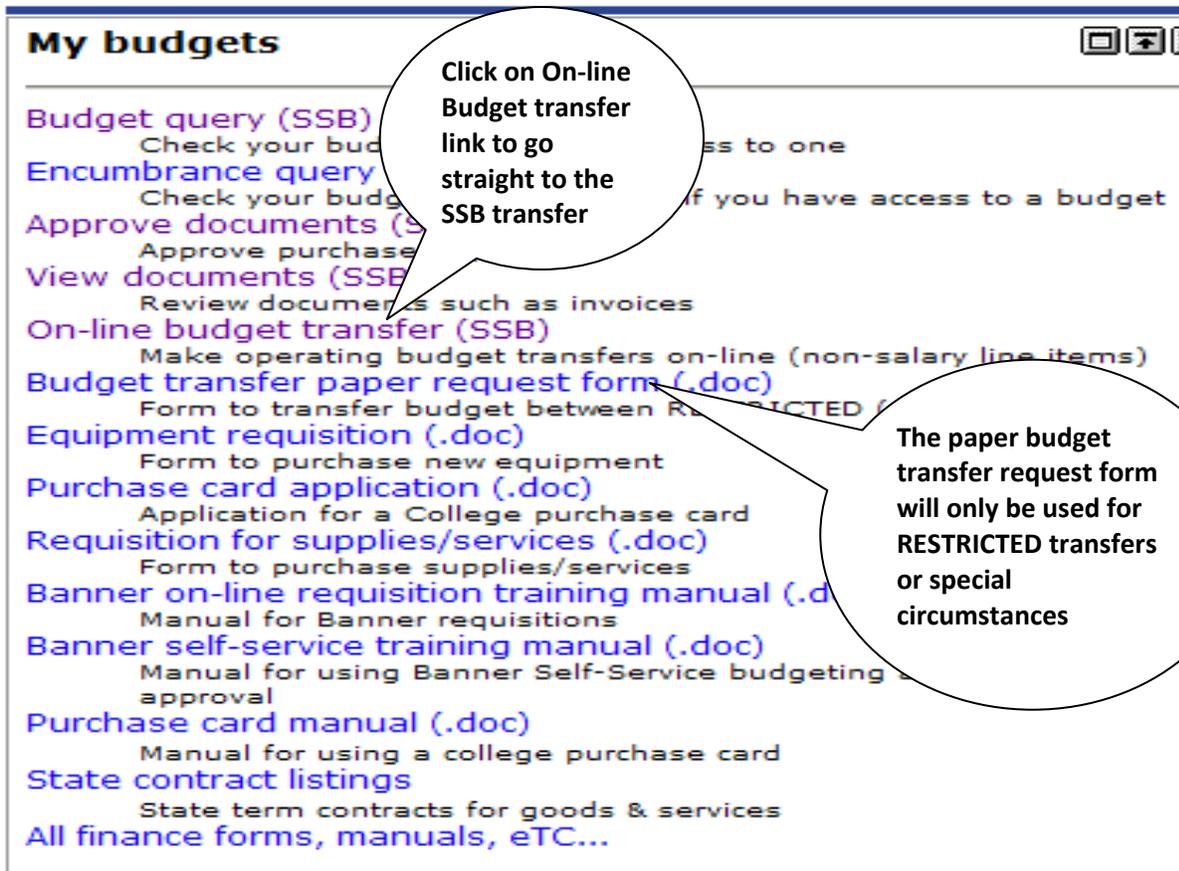
When you click on the link, the system will take you to the Budget Transfer SSB screen. See next page for instructions to complete form. **PLEASE NOTE: YOU MUST KNOW YOUR 2-DIGIT PROGRAM CODE, as well as your ORG and ACCT codes.**

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.

System defaults this information

Use template None

Retrieve

Transaction Date 22 DEC 2009

Journal Type BD23 (budget xfer non-sal)

Transfer Amount

Amount you want to transfer from one org/acct to another.

Document Amount 0.00

	Chart	Fund	Organization	Account	Program	D/C
From	T	10000				-
To		10000				+

Enter the ORG, ACCT and PRG codes for transfer FROM and TO.

Description | **Budget Period** 06 : 01-Dec to 31-Dec

Enter short reason for transfer.

Save as Template   Do not use this block.

☐ **Shared**

Complete

Click on Complete button when finished entering information.

The System automatically adds a hash total after you click on complete. It should be double the amount of the actual transfer.

Finance   Local intranet   100%

2

EXAMPLE:

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, b
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 None ▼

Retrieve

Transaction Date 22 ▼ DEC ▼ 2009 ▼
Journal Type BD23 (budget xfer non-sal) ▼
Transfer Amount 2700
Document Amount 5400

	Chart	Fund	Organization	Account	Program	D/C
From	T	10000	16005	7298	40	-
To		10000	16005	7215	40	+

Description rsf from postage to office supplie **Budget Period** 06 : 01-Dec to 31-Dec ▼

Save as Template

☐ **Shared**

Complete

After clicking on complete, the system will take you to a screen that indicated the document is complete and being forwarded to the approval process. If you click on the Another Transfer button, the system will take you to a blank Budget Transfer screen for you to enter another transfer.

MENU   SITE MAP   HELP

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 J0005243 completed and forwarded to the approval process.

Another Transfer

After the transaction is complete, it will be transferred to the same approval queue as used for purchase requisitions. The function also uses the same approval limits as with purchasing. For example, if the enterer has an approval limit of $500.00, then any budget transfers equal to or less than $500.00 will automatically be approved. If the transaction is over the approval limit, then the next level approver must approve. Go to **"Approve Documents"** on the My Budgets Column just like you would do for approving a requisition.

Since email notification has not been implemented as yet, it is suggested that the enterer notify the next level approver that the transaction is ready for his/her approval.

MENU

Approve Documents

🛈 Select the Document Number link to
Approve link, if enabled, to approve

to display the approval history of the documen
approve the document.

Queried Parameters

User ID	FALLEN	Allen, Faye
Document Number:		
Documents Shown:	All	

Instead of a REQ listed in the TYPE column, you will see a JV, indicating a Budget Transfer has been entered. The REQ and JV are listed on this same form.

CLICK APPROVE

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	JV			0	KDOHERTY	2,000.00	DOC	J0005275	History	Approve	Disapprove

Another Query

The amount will be the HASH total, which is double the amount of actual transfer.

Just like requisitions you can click on document, history, etc.

Approve Document

Document Information

Document Number:	J0005275	Type:	JV
Change Seq#		Sub#	0
Amount:	2,000.00		

Comment: | This document has been approved.

Approve Document   Cancel

CLICK APPROVE

Document Pending Approval

✓ Document J0005275 has your approval.

Continue

CLICK CONTINUE

After the approvals are made, the system automatically adjusts the budgets in your account.

ORG	Title	Prg Code
10000	President's Office	40
10100	Office of VP Academic Affairs	20
10105	Special Academic Costs	20
10110	Academic Affairs Faculty Developmt	20
10150	Institutional Research	40
10160	Gateway to College TCTC	10
10170	LEI-Learning Excellence Initiative	10
11000	Arts / Sciences Division Office	20
11005	Writing Center	10
11010	English	10
11015	Biology	10
11020	Physical Science	10
11025	Social Sciences	10
11030	Humanities	10
11035	Mathematics	10
11100	Health Science Division Office	20
11105	AD Nursing	10
11106	License Practical Nursing	10
11112	Medical Assisting	10
11113	Medical Lab Technician	10
11115	Dental Assisting	10
11117	Surgical Technology	10
11141	Veterinary Technician	10
11200	I & ET Division Office	20
11202	Engineering Graphics Technology	10
11204	General Engineering Tech	10
11207	Industrial Supervision Technology	10
11220	IET/IMT Department	10
11225	HVAC/Build/Auto	10
11227	Machine Tool Technology	10
11229	Welding Technology	10
11300	BPS Division Office	20
11310	Administrative Office Technology	10
11312	Accounting Program	10
11315	Management Program	10
11320	Computer/Information Technology	10
11330	Criminal Justice Program	10
11332	Early Childhood Program	10
11335	Radio Television Broadcasting Progr	10
11405	Comprehensive Studies	10
11410	Assessment Center	10
11500	Library Operations	20
11510	Instructional Support/Course Dev	20
11599	Assoc VP Academic Affairs	20
12000	Office of Dean of CCED	20
12005	CE Business Training Center	15

ORG	Title	Prg Code
12015	CE Community Interest	15
12020	CE Career Development	15
12025	CE Truck Driving	15
12030	CE Health Care	15
12035	CE World Class Training Center	15
13000	Office of VP Student Affairs	30
13010	Bridge to Clemson	30
13100	Student Development Office	30
13200	Enrollment Management Office	30
13220	Registrar/Std Records	30
13250	Admissions Office	30
13300	Financial Aid Office	30
13600	Secondary Transition Programs	30
16000	Office of VP Business Affairs	40
16005	Finance Office	40
16015	Personnel Office	40
16200	Physical Plant Operations	50
16240	Mail/S&R/Inventory Control	50
16250	Safety and Security Office	50
16310	Anderson Campus-Administration	20
16360	Student Affairs-Anderson Campus	30
16370	Business Office-Anderson Campus	40
16401	Std Affrs-Hamilton Campus	30
16501	Information Technology-Admin	40
16505	Information Tech-Instruction	10
16905	Print Shop Operations	40
17000	VP Economic/Institutional Advncmnt	40
17100	Marketing	30
17105	Public Relations	40
17110	Graphics Department	20
31000	Bookstore	70