

# Budget Transfers & Budget vs. Actual



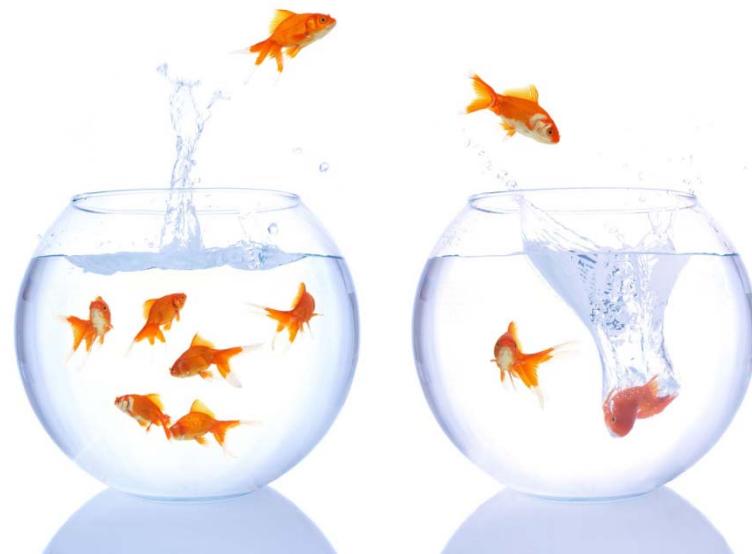
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# Session Objectives

- ✓ FOAPAL
- ✓ Reminders
- ✓ Process Single Line Budget Transfer
- ✓ Process Multiple Line Budget Transfer
- ✓ Run Budget vs Actual Queries



# Section I: Budget Transfers (Self-Service)



# FOAPAL

- ❖ The budget transfer tool allows an approved user to request to transfer budgeted funds from one FOAPAL to another.
- ❖ Using the correct FOAPAL ensures that all financial information entered is recorded accurately in Banner.

**F** Fund  
**O** Organization  
**A** Account  
**P** Program  
**A** Activity  
**L** Location



# Reminders

- Budget Transfers must be within the same fund, and within the same College or Division/Department.
- Funds cannot be transferred from capital accounts (accounts beginning with 79XX) to other operating accounts that do not start with 79XX.
- Nothing should be expensed to account 70850 (Miscellaneous), and any budget transfer attempting to cover such an expense will be disapproved.

REMiNDER



# Reminders

- Budget Transfers are reviewed by the Budget Office.
- Reclassifications and cash transfers are handled by Fiscal Operations/General Accounting.

## Budget Transfers

Movement of funds  
within budget  
column lines.

**Vs**

## Cash & Reclassification

Financial activity  
within YTD actual  
column lines.

### Query Results

Fund	Account	Account Title	FY18/PD14 Adjusted Budget	FY18/PD14 Year to Date
1100	71505	Computer Supplies	5,500.00	163.43
1100	71530	Event Supplies	2,000.00	0.00
1100	71555	Meeting Supplies	1,000.00	0.00

# Reminders

- Budget transfers must have a description of fund utilization in the “Description Field”. Transfers without an adequate description will result in automatic disapproval.

## Examples to Use:



- ABC seminar hotel
- New computers (Qty. 2)
- XYZ conference registration fees
- Lab white coats (Qty. 5)

## Examples Not to Use:

- NSF (non-sufficient funds)
- To cover negative accounts
- To cover deficit
- To make budget adjustments

# Restricted Accounts

<b>Account</b>	<b>Description</b>	<b>Rationale</b>
<b>6XXX</b>	Salary Accounts	Transfers cannot be done through Self-Service. (Budget transfer form needs to be completed and attached in PeopleAdmin)
<b>70821</b>	Credit Card Clearing	This account should be reconciled on a monthly basis. (No transfers into clearing accounts)



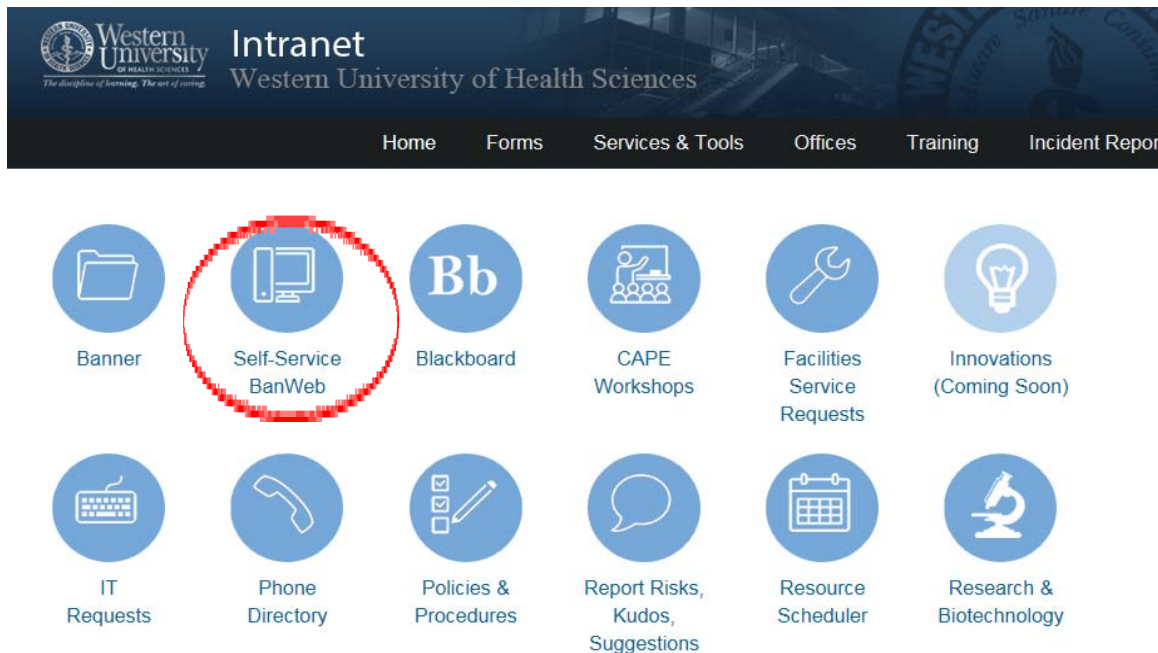
# When Should a Budget Transfer be Done?

- ❖ Budget transfers should be submitted prior to a purchase, ideally before an account goes negative.
- ❖ We will cover how to monitor the status of accounts in section II.



# Accessing the Budget Transfer Tool

- Go to: <http://intranet/>
- Click the “Self-Service BanWeb” icon



# Accessing the Budget Transfer Tool

- Click “Enter Secure Area: Alumni, Employee, and Student”

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## BanWeb Self-Service System

Western University of Health Sciences

Employee Services | Financial Services | Housing Menu | Main Menu | Personal Information | Reports Menu

Search

**Enter Secure Area: Alumni, Employee, and Student**  
Alumni, Student, and Employees secure login area

[Prospective Students - Request Information](#)  
Tell us about yourself and request information about our institution.

[Prospective Student Website](#)  
Enter a new application or return to complete an application.

[Apply for Admissions/View Application Checklist](#)

- Log in

### BanWeb Self-Services User Login

**BANWEB SELF-SERVICES LOGIN INFORMATION:**

For help with how to log onto WesternU's Self-Service System please click the "**HELP**" link located on the top right of the page.

[Forgot User ID?](#)

**User ID:**

**PIN:**

# Accessing the Budget Transfer Tool

- Click “Financial Services Menu”

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## BanWeb Self-Service System

Western University of Health Sciences

Employee Services | **Financial Services** | Housing Menu | Main Menu | Personal Information | Reports Menu

Search

### Main Self-Services Menu

**Welcome, Patrick W. Mendoza, to the WesternU Banweb Self-Services System.** Last web access on Jul 26, 2017

**LINK:**  
[View/Pay Student Account](#) | [Alumni Job Board](#) | [Banner Intranet Site](#) | [Banner Live 8](#) | [Blackboard Portal](#) | [Lebanon Campus Classifieds Ads](#) | [WU Computing Resources](#) | [WU Website](#) | [Update Address / Phone Form](#) |

**EMPLOYEE SERVICES MENU**  
[Benefits & Deductions Information](#) | [Time record entry form](#) | [Vacation, Sick, and Leave time off Current Balances & History](#) | [Policies & Procedures](#) | [Rotations Contact Informa](#)

**FEDERAL WORK STUDY POSITIONS**  
[Use to search for open Federal Work Study Positions](#)

**FINANCIAL SERVICES MENU**  
[Create Requisitions, Purchase Orders & Budget Transfers](#) | [Approve Financial Documents](#) | [Query Budget & Encumbrance data](#) | [View financial document details or their approv](#)

# Accessing the Budget Transfer Tool

- Click “Budget Transfer” or “Multiple Line Budget Transfer”

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## BanWeb Self-Service System

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Employee Services Financial Services Housing Menu Main Menu Personal Information Reports Menu

Search  Go

### Financial Services Menu

- Approve Documents
- Budget Queries
- Budget Transfer**
- Multiple Line Budget Transfer**
- Encumbrance Query
- Requisition

# Some Key Terms

**Activity Date:** The date that the transaction is entered in Banner.

**BD02:** Specifies that the transfer is a one time transfer for that Fiscal Year (will not carry over to the next Fiscal Year).

**Budget Period:** Determines the posting period for the budget transfer. Always choosing “01” specifies that activity will be applied to the beginning of the Fiscal Year (July).

**Transaction Date:** The date that determines the posting period (month) for the transaction in Banner.





# How to Search for Accounts!

## Looking Up Accounts Using Code Lookup

Enter any known parameters and click the “Execute Query” button. Below is an example of how to look up the “Office Supplies” account by entering “Office%” in the “Title Criteria” field.

**Code Lookup**

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

### Code lookup results

Chart W	
Account Code	Title
71560	Office Supplies

Enter the following parameters:

- ✓ “W” Under “Chart of Accounts Code”
- ✓ “account” Under “Type”
- ✓ Title (or Partial Title) Under “Title Criteria”

# For Single Line Budget Transfer

- Enter the parameters listed below, then click “Complete”.

Transaction Date 31 JUL 2017  
Journal Type BD02 (Permanent Budget Adjustments)  
Transfer Amount  
Document Amount 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From									-
To									+
Description				Budget Period	01				

Save as Template

Shared

Complete

## Code Lookup

Chart of Accounts Code W

Type account

Code Criteria

Title Criteria

Maximum rows to return 10

Execute Query

Enter the following parameters:

- ✓ Transaction Date (today's date)
- ✓ Journal Type as BD02
- ✓ Transfer Amount (amount being debited)
- ✓ Description
- ✓ From and To FOAPALs
- ✓ W Under Chart of Accounts
- ✓ Budget Period as 01



# For Multiple Line Budget Transfer

- Enter the parameters listed below, then click “Complete”.

Transaction Date 31 ▾ JUL ▾ 2017 ▾  
Journal Type BD02 (Permanent Budget Adjustments) ▾  
Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	- ▾
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ ▾
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ ▾
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ ▾
5	<input type="text"/>	<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 01 ▾

Save as Template

Shared

Complete

## Code Lookup

Chart of Accounts Code W ▾  
Type account ▾  
Code Criteria   
Title Criteria   
Maximum rows to return 10 ▾  
Execute Query

Enter the following parameters:

- ✓ Transaction Date (today's date)
- ✓ Journal Type as BD02
- ✓ Document Amount (total absolute value of all lines)
- ✓ From (-) and To (+) FOAPALs
- ✓ Description
- ✓ W Under Chart of Accounts

# Approval Process

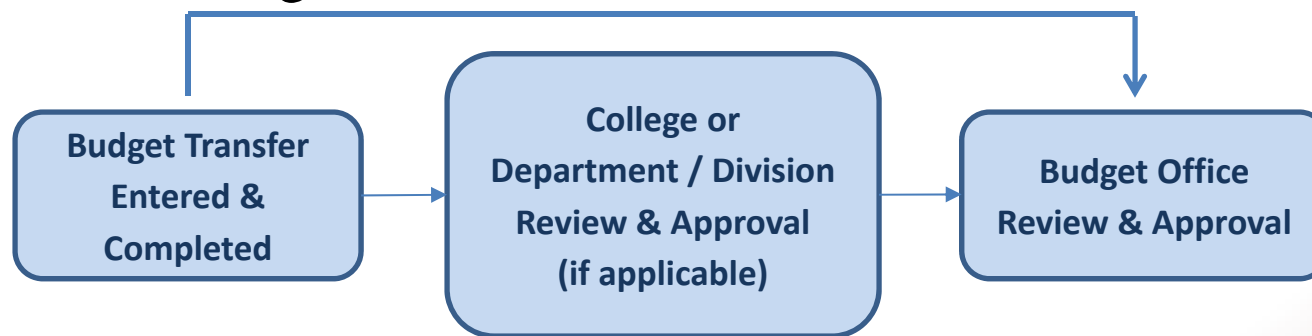
- ❖ Once the journal is entered and completed, a journal number will be provided (please retain for your records).

Document J0069871 completed and forwarded to the approval process.

Another Transfer

Use template

- ❖ The transfer will post to the ledger once all approvers have approved the budget transfer.





## Section II: Budget vs. Actual (Self-Service)



# Self-Service Budget Query Tool

The budget query tool in Self-Service allows an approved user to look up financial information for a specified period.

Users may also drill down on accounts to view budget and actual transaction history.



# Budget Query Reminders

- When running a query for Year to Date balances, be sure to select period “14” under the “Parameter” window to ensure that all possible transactions for the Fiscal Year are captured.
- Make sure to leave the “Program” field blank, to ensure that all possible transactions are captured.



# Key Terms

- ✓ **Adopted Budget:** The approved budget that each College or Department starts with at the beginning of the Fiscal Year.
- ✓ **Adjusted Budget:** The budget after any adjustments (budget transfers) that are made throughout the year.
- ✓ **Year to Date:** Any transaction activity to the ledger (credits or debits), at any given time.
- ✓ **Available Balance:** The remaining balance of the adjusted budget after any applicable adjustments, year to date activity, or commitments.



# Accessing Budget Queries

- Navigate Self-Service just like with Budget Transfers, but Click “Budget Queries”

The screenshot displays the BanWeb Self-Service System interface for Western University of Health Sciences. The header includes the university logo and the text "BanWeb Self-Service System Western University of Health Sciences". Below the header is a navigation bar with buttons for "Employee Services", "Financial Services", "Housing Menu", "Main Menu", "Personal Information", and "Reports Menu". A search bar is located below the navigation bar. The "Financial Services Menu" is expanded, showing a list of options: "Approve Documents", "Budget Queries", "Budget Transfer", "Multiple Line Budget Transfer", "Encumbrance Query", and "Requisition". The "Budget Queries" option is circled in red.

# Creating a Budget Query

- Click “Create Query”

The screenshot shows the BanWeb Self-Service System interface for Western University of Health Sciences. The header includes the university logo and the text "BanWeb Self-Service System Western University of Health Sciences". Below the header is a navigation bar with buttons for "Employee Services", "Financial Services", "Housing Menu", "Main Menu", "Personal Information", and "Reports Menu". A search bar with a "Go" button is located below the navigation bar. The main content area is titled "Budget Queries" and contains the following instructions: "To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query". There are two sections: "Create a New Query" and "Retrieve Existing Query". The "Create a New Query" section has a "Type" dropdown menu set to "Budget Status by Account" and a "Create Query" button circled in red. The "Retrieve Existing Query" section has a "Saved Query" dropdown menu set to "None" and a "Retrieve Query" button.

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**BanWeb Self-Service System**  
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Employee Services Financial Services Housing Menu Main Menu Personal Information Reports Menu

Search  Go

## Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query

**Create a New Query**

Type Budget Status by Account

**Retrieve Existing Query**

Saved Query None



# Creating a Budget Query

- Select the following parameters, and click “Continue”

The screenshot shows the BanWeb Self-Service System interface for Western University of Health Sciences. The header includes the university logo and the text "BanWeb Self-Service System" and "Western University of Health Sciences". Below the header is a navigation menu with buttons for "Employee Services", "Financial Services", "Housing Menu", "Main Menu", "Personal Information", and "Reports Menu". A search bar with a "Go" button is present. The main content area is titled "Budget Queries" and contains a section for selecting Operating Ledger Data columns. The selected columns are: Adopted Budget, Budget Adjustment, Adjusted Budget, Year to Date, Encumbrances (PO), Reservations (Req), Commitments(Both), and Available Balance. The "Continue" button is circled in red.

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Search  Go

## Budget Queries

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input checked="" type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances (PO)
<input checked="" type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations (Req)
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments(Both)
<input type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

# Creating a Budget Query

- The following are basic parameters. Click “Submit Query” after all desired parameters are selected.

## Budget Queries

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

<b>Fiscal year:</b>	2018	<b>Fiscal period:</b>	14
<b>Comparison Fiscal year:</b>	None	<b>Comparison Fiscal period:</b>	None
<b>Commitment Type:</b>	All		
<b>Chart of Accounts</b>	W	<b>Index</b>	
<b>Fund</b>		<b>Activity</b>	
<b>Organization</b>		<b>Location</b>	
<b>Grant</b>		<b>Fund Type</b>	
<b>Account</b>		<b>Account Type</b>	
<b>Program</b>			
<input type="checkbox"/> <b>Include Revenue Accounts</b>			
<b>Save Query as:</b> <input type="text"/>			
<input type="checkbox"/> <b>Shared</b>			
<input type="button" value="Submit Query"/>			

Enter the following basic parameters:

- ✓ Fiscal Year
- ✓ Fiscal Period
- ✓ Chart of Accounts (W)
- ✓ Fund
- ✓ Organization

# Budget Query Results

- Once the results are available, a user may review available balances by account line.
- A user may also drill down to view transaction history (this feature is available when the amounts are in blue).

**Report Parameters**

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2017			
As of Aug 11, 2017			
Chart of Accounts	W Western University of Health Scienc	Commitment Type	All
Fund	1100 Current Unrestricted	Program	All
Organization		Activity	All
Account		Location	All

View Pending Documents

No pending documents exist

**Query Results**

Account	Account Title	FY17/PD14 Adjusted Budget	FY17/PD14 Year to Date	FY17/PD14 Encumbrances (PO)	FY17/PD14 Reservations (Req)	FY17/PD14 Commitments (Both)	FY17/PD14 Available Balance
71505	Computer Supplies	2,158.35	2,158.35	240.68	0.00	240.68	( 240.68)
71530	Event Supplies	70.76	70.76	0.00	0.00	0.00	0.00
71555	Meeting Supplies	302.35	302.35	0.00	0.00	0.00	0.00
71560	Office Supplies	11,000.00	7,682.29	834.63	0.00	834.63	2,483.08

# Saving and Retrieving Queries

- To save a Query, enter a name in the “Save Query as;” field and click “Save Query as:”. If a Query will be shared with other users, click the “Shared” box.

Download All Ledger Columns    Download Selected Ledger Columns

Save Query as:

Shared

- To retrieve the Query, select the Query from the dropdown Menu and click “Retrieve Query”.

**Create a New Query**

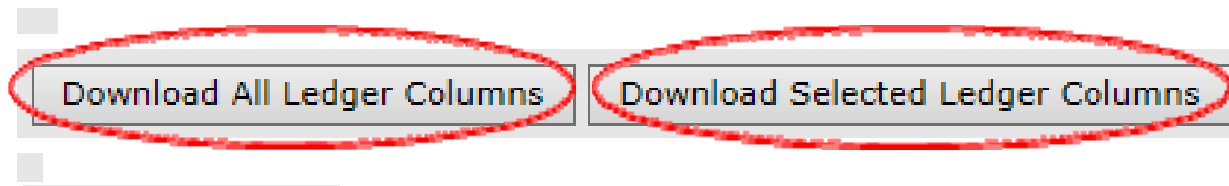
Type Budget Status by Account

**Retrieve Existing Query**

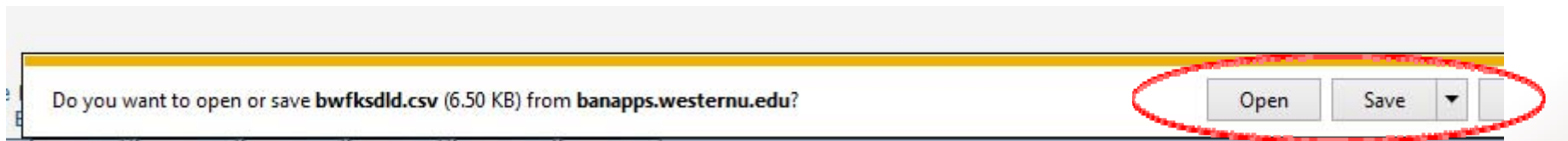
Saved Query None

# Exporting Budget vs Actual to Excel

- At the bottom of the Results page, click on either “Download All Ledger Columns” or “Download Selected Ledger Columns”.



- After the selection, either open or save the results as an excel file



# Exporting Budget vs Actual to Excel

- An example of raw data exported into Excel:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Organization	on Budget Status Report												
2	By Account													
3	Period Ending	Jun 30, 2017												
4	As of	Aug 11, 2017												
5														
6	Chart of A W	Western University of Health Scienc												
7	Fund	1100	Current Unrestricted											
8	Organization	123												
9	Account	7%												
10	Program	All												
11	Activity	All												
12	Location	All												
13	Commitm	All												
14														
15														
16	chart	Fund Type	Fund Type	Fund Type	Fund Type	Fund	Fund Title	Organizat	Organizat	Account	Account Title	Account T	Account T	Account T
17	W	11 Unrestrict	10 Unrestrict	1100	Current U	123 ABC	70950	Printing	71	General E	70			
18	W	11 Unrestrict	10 Unrestrict	1100	Current U	123 ABC	70970	Repairs and Maintenance Contracts	71	General E	70			
19	W	11 Unrestrict	10 Unrestrict	1100	Current U	123 ABC	71075	Recruitment	71	General E	70			
20	W	11 Unrestrict	10 Unrestrict	1100	Current U	123 ABC	71410	Books	71	General E	70			
21	W	11 Unrestrict	10 Unrestrict	1100	Current U	123 ABC	71455	Publications	71	General E	70			
22	W	11 Unrestrict	10 Unrestrict	1100	Current U	123 ABC	71475	Subscriptions	71	General E	70			
23	W	11 Unrestrict	10 Unrestrict	1100	Current U	123 ABC	71505	Computer Supplies	71	General E	70			
24	W	11 Unrestrict	10 Unrestrict	1100	Current U	123 ABC	71530	Event Supplies	71	General E	70			
25	W	11 Unrestrict	10 Unrestrict	1100	Current U	123 ABC	71550	Maintenance Supplies	71	General E	70			
26	W	11 Unrestrict	10 Unrestrict	1100	Current U	123 ABC	71555	Meeting Supplies	71	General E	70			
27	W	11 Unrestrict	10 Unrestrict	1100	Current U	123 ABC	71560	Office Supplies	71	General E	70			
28	W	11 Unrestrict	10 Unrestrict	1100	Current U	123 ABC	71575	Postage	71	General E	70			
29	W	11 Unrestrict	10 Unrestrict	1100	Current U	123 ABC	71580	Reprographics	71	General E	70			
30	W	11 Unrestrict	10 Unrestrict	1100	Current U	123 ABC	71588	Other Supplies	71	General E	70			

# Exporting Budget vs Actual to Excel

- o An example of formatted data in Excel:

Organization Budget Status Report									
Org 123									
By Account									
Period Ending Jun 30, 2017									
As of Aug 11, 2017									
		Adjusted Budget	Year to Date	Encumbrances (PO)	Reservations (Req)	Commitments (Both)	Available Balance	Transfer Funds	New Balance
70950	Printing	\$ 3,500.00	\$ 2,765.22	\$ 322.44	\$ -	\$ 322.44	\$ 412.34		\$ 412.34
70970	Repairs and Maintenance Contracts	1,700.00	1,696.00	-	-	-	4.00		4.00
71075	Recruitment	2,000.00	492.50	-	-	-	1,507.50		1,507.50
71410	Books	1,000.00	241.95	-	-	-	758.05		758.05
71455	Publications	1,000.00	-	-	-	-	1,000.00		1,000.00
71475	Subscriptions	2,000.00	814.95	-	-	-	1,185.05		1,185.05
71505	Computer Supplies	5,500.00	1,745.81	326.11	-	326.11	3,428.08		3,428.08
71530	Event Supplies	1,108.73	596.78	-	-	-	511.95		511.95
71550	Maintenance Supplies	14.68	14.68	-	-	-	-		-
71555	Meeting Supplies	1,000.00	891.92	-	-	-	108.08	(100.00)	8.08
71560	Office Supplies	13,912.36	13,880.73	131.63	-	131.63	(100.00)	100.00	0.00
71575	Postage	20,845.26	20,845.26	-	-	-	-		-
71580	Reprographics	15,000.00	13,420.96	-	-	-	1,579.04		1,579.04
71599	Other Supplies	865.57	795.71	-	-	-	69.86		69.86
79200	Equipment-Computers	1,795.05	1,795.05	-	-	-	-		-
79201	Equipment-Telephone	188.85	188.85	-	-	-	-		-
	<b>Total Operating Expenses</b>	<b>\$ 71,430.50</b>	<b>\$ 60,186.37</b>	<b>\$ 780.18</b>	<b>\$ -</b>	<b>\$ 780.18</b>	<b>\$ 10,463.95</b>	<b>\$ -</b>	<b>\$ 10,463.95</b>

8/11/17 \$100 to account 71560 JXXXXX.

8/11/17 \$100 from account 71555 JXXXXX.





THANK YOU

