CITY COLLEGE OF SAN FRANCISCO

BUDGET TRANSFER MANUAL

This manual is aimed at end users who want to perform budget transfers within their own budget(s). If you have any questions or concerns please do not hesitate to contact Purchasing@ccsf.edu.

Additional information and documents can be found on our intranet website: https://citycollegesf.sharepoint.com/sites/AdministrativeServicesPurchasing

Budget Basics, Management and Transfer Webinar Zoom Recording:
https://cccconfer.zoom.us/rec/component-page?vanityURL=cccconfer.zoom.us&emid=c99IBMmMO_e4RmbDdfelQ94a5dERv0_2UC6RX5fjIkJONbE_CmwH-BQ92S-edQys.GiWDZ1zKG_jHeFzI&componentName=vanity-url-check&meetingId=c99IBMmMO_e4RmbDdfelQ94a5dERv0_2UC6RX5fjIkJONbE_CmwH-BQ92S-edQys.GiWDZ1zKG_jHeFzI&originRequestUrl=https%3A%2F%2Fcccconfer.zoom.us%2Frec%2Fplay%2FUGh6iFnFFPmZKQoXIiy0__FTW8LUX09kJ3gHHOPGHkDx8E9TtiFNR1d4iBYDkqINRCVer-OpbtKK86Fx.HmjufKf82M0jcLzH%3FcontinueMode%3Dtrue

Note: you must be logged into your CCSF employee ID in myRAM in order to access the intranet.

Logging into myRAM Portal

Step 1: Start Google Chrome as your web browser.

Search for CCSF or navigate to ccsf.edu

San Francisco Community College District

Click on CCSF Home:

CCSF
https://www.ccsf.edu

CCSF Home | CCSF

City College of San Francisco is an urban community college serving more than 60,000 students annually at several centers and sites throughout San Francisco. We ...

Results from ccsf.edu

This will bring you to CCSF's Home Page.
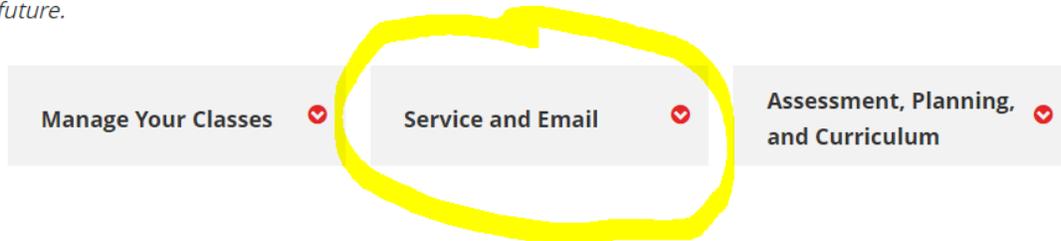

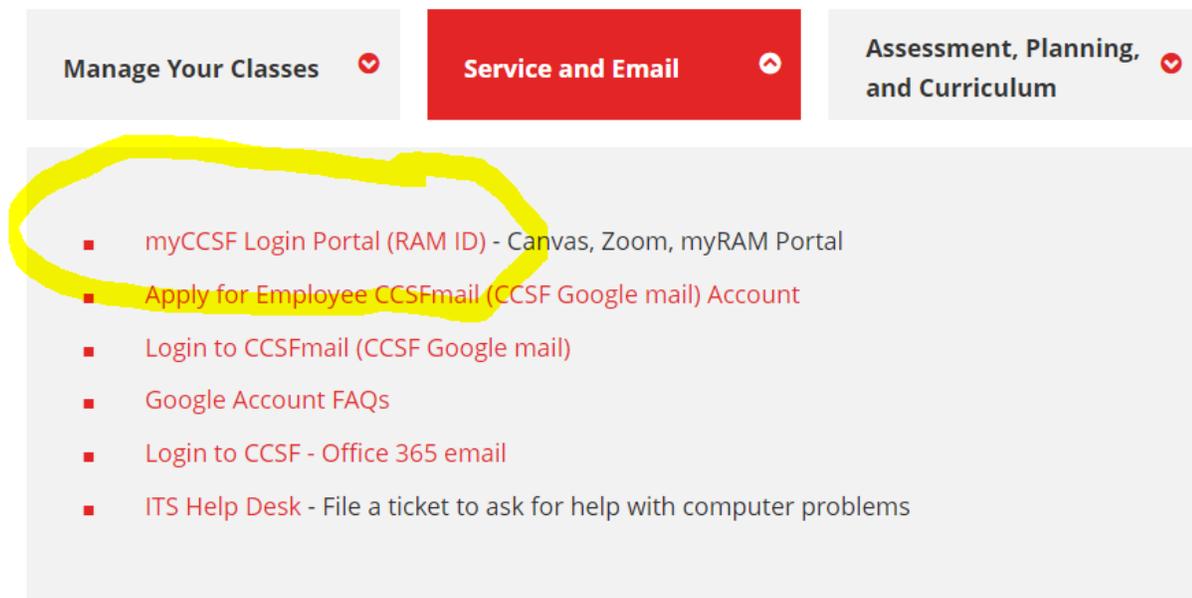# Click on the MYCCSF Link on the top of the page:

Scroll down the page until you find For Faculty & Staff. Click on Service and Email:

For Faculty & Staff

Note: You can click on the myCCSF Login Portal (RAM ID) button at top of page to access the RAM ID Portal. The Faculty and Staff resources will be moving to a new location on the **CCSF Intranet** in the near future.

Manage Your Classes	Service and Email	Assessment, Planning, and Curriculum

Click on myCCSF Login Portal (RAM ID):

Manage Your Classes	Service and Email	Assessment, Planning, and Curriculum

- myCCSF Login Portal (RAM ID) - Canvas, Zoom, myRAM Portal
- Apply for Employee CCSFmail (CCSF Google mail) Account
- Login to CCSFmail (CCSF Google mail)
- Google Account FAQs
- Login to CCSF - Office 365 email
- ITS Help Desk - File a ticket to ask for help with computer problems

Please log in:

MYCCSF LOGIN PORTAL

Username

gkwiecien

☑ I am Staff/Faculty

Password

•••••••••|

Login

New to RAM ID? Forgot Password? | Change Password

Click on the myRAM Portal logo:

Which brings you to this page:

Please click on Budget Transfer:

Which brings you to the main Budget Transfer page:

Budget Transfer

Home > Financial Information > **Budget Transfer**

This form does not allow the completion of documents using rule classes that are not self-balancing.

Two types of templates may be saved. A "Personal" template is retrievable only by the user who created it. A "Shared" template is retrievable by any user.

Use Save Template As to avoid overwriting an existing template.

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

Use template None

Retrieve

Transaction Date 5 ▾ SEP ▾ 2023 ▾
Journal Type BW04 (Web4 Budget Transfer - Departmental) ▾
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 4 ▾
Type account ▾
Code Criteria
Title Criteria
Maximum rows to return 10 ▾
Execute Query

BUDGET TRANSFER STEPS

Using the above form as template, you will need to follow the steps listed below in order to fill out the form and submit it to complete a budget transfer. See yellow highlights below.

First Step: Type in the amount you want to transfer in the Transfer Amount box

Second Step: tab to the FOAPAL section and type in 5, then tab to index, then tab to fund and put the fund you are taking money from then tab to the organization you are taking money from then. The account you are taking money from then the program code you are taking money from and the activity code you are taking money from then tab down to the second FOAPAL line under the first one.

Third Step: enter the fund you are putting the money into, tab to index then tab to Organization. code and enter it, then tab to account and enter it, tab to program code and enter it, tab to activity code and

enter it then tab to the description box below the 2nd FOAPAL line.

Fourth Step: Type in the word Transfer and tab over to the Budget period box

Fifth Step: Type in or use the pull down menu arrow. If you type it in use 01 for July, 02 for August, 03 for Sept, 04 for Oct, 05 for Nov, 06, for Dec, 07 for Jan, 08 for Feb, 09 for March, 10 for April, 11 for May and 12 for June.

Sixth Step: Mouse click the complete box under the word shared.

Seventh Step: Write down the Budget transfer number showing up above in green print starting with the letter "J" for example J0009888.

Eight Step: Approvals. This varies depending on so many factors. Sometimes you need to approve it but usually not on budget transfers because it usually automatically goes to the next approver. N E V E R disapprove them or your money will be frozen. If needed do another tranfer to make it right. You can also aprove or see who the next approver is in Banner using screen command FOAUAPP. FGIBAVL will show pending "Non-Approved budget transfers". Once a budget transfer is completed the money becomes immediately available and then it can be fully approved at a later time.

| Use template | None | | | Retrieve | | | | |

Transaction Date	5	SEP	2023
Journal Type	BW04 (Web4 Budget Transfer - Departmental)		
Transfer Amount	2182		

Document Amount 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	5		u	3562	5650	6770	s		-
To			u	3562	4303	6770	s		+
Description	Budget transfer			Budget Period	12				

Save as Template [ ]

☐ Shared

Complete

Code Lookup

Chart of Accounts Code	4
Type	account
Code Criteria	
Title Criteria	
Maximum rows to return	10

Execute Query