

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%2FUGh6iFnFFPmZKQoXliy0_FTW8LUX09k3gHHOPGHkDx8E9TtiFNR1d4iBYDkqINRCVer-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





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.



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Welcome Day Fall 2023

For New and Returning Students

Register for One or Both Events Today!

In-Person Welcome Day

Wednesday, August 9, 2023
10:30am - 2:00pm

[Register Here](#)



Virtual Welcome Day

Thursday, August 10, 2023
10:30am - 12:00pm

[Register Here](#)

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



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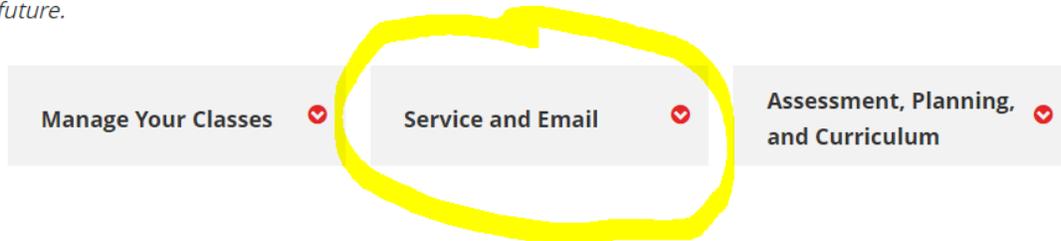
[Search](#)



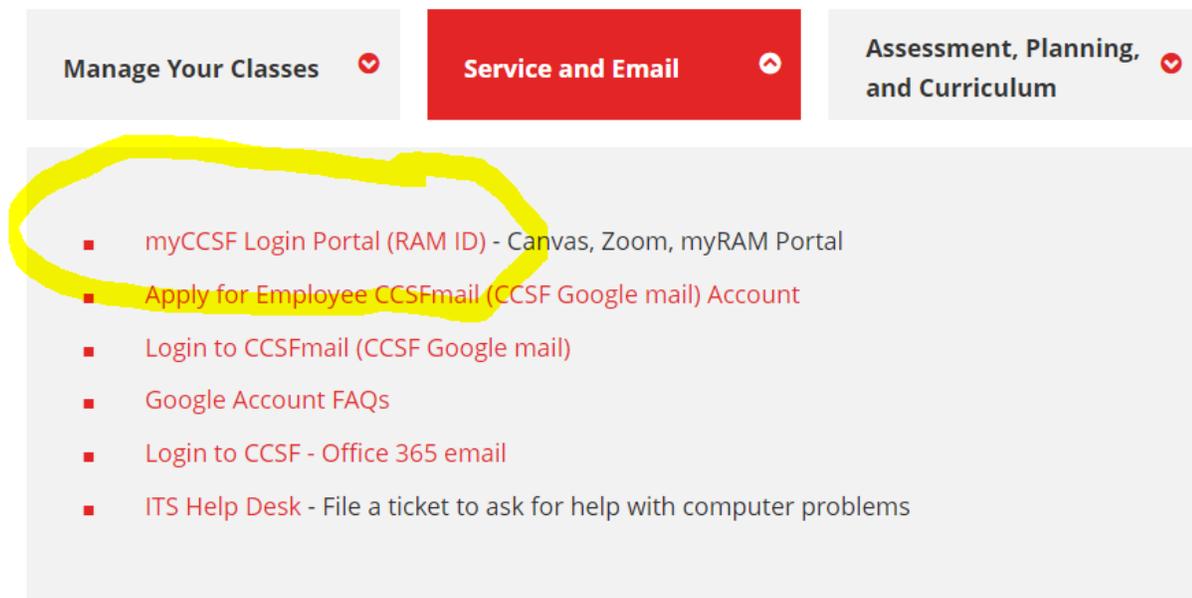
Scroll down the page until you find For Faculty & Staff. Click on Service and Email:

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.



Click on myCCSF Login Portal (RAM ID):





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:

myCCSF Resources Portal

Search/Filter your Apps...

Resources

CCSF\gkwiecien

 Adobe Sign	 CAMPUS LOGIC [Financial Aid]	 CANVAS	 CurricUNET
 Degree Works (Ed Plan)	 Drupal - CMS - Prod	 Handshake (Student Jobs)	 myRAM Portal
 OCI PROD- Banner 9 - AppNav [On-site Only]	 SCHOLARSHIPUNIVERSE [Scholarship]	 Student Health Services My Patient Portal	 Vision Resource Center - Professional Development



Which brings you to this page:

The screenshot shows the myRam Portal home page. At the top left is the City College of San Francisco logo and a 'Browse' button. At the top right are 'Sign Out' and 'Help' links. Below the header is a search bar with the text 'Find a page...'. The main content area features a navigation bar with several menu items: 'Personal Information', 'Student Portal', 'Faculty Services', 'Counselor Menu', 'Finance', and 'Employee'. The 'Finance' menu item is highlighted with a yellow circle. Below the navigation bar, there are several informational boxes for each menu item. The 'Finance' box contains the text: 'Create Requisitions, Purchase Orders & Budget transfers; Query budget & Encumbrance data.'

Please click on Budget Transfer:

The screenshot shows the 'Finance' page in the myRam Portal. At the top left, it says 'Welcome, Garth Kwiecien, to myRam Portal'. At the top right is a search bar with the text 'Find a page...'. Below the header is a breadcrumb trail: 'Home > Financial Information'. Below the breadcrumb trail is a navigation bar with several menu items: 'Personal Information', 'Student Portal', 'Faculty Services', 'Counselor Menu', 'Finance', and 'Employee'. The 'Finance' menu item is highlighted in blue. Below the navigation bar, there is a grid of links. The 'Budget Transfer' link is highlighted with a yellow circle. The grid contains the following links: 'My Queries', 'Requisition', 'Purchase Order', 'Approve Documents', 'View Document', 'Budget Transfer', and 'Budget Development'.



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:

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"/>	-				
To	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+				
Description	<input type="text"/>			Budget Period	<input type="text" value="01"/>				

Save as Template:

Shared

Code Lookup

Chart of Accounts Code:

Type:

Code Criteria:

Title Criteria:

Maximum rows to return:

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



San Francisco Community College District

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. NEVER 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

Transaction Date

Journal Type

Transfer Amount

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

Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return