Los Angeles Community College District

Electronic Budget Transfer Authorization (eBTA)

Reference Guide

DRAFT

Office of Budget Management and Analysis
November 2010
ELECTRONIC BUDGET TRANSFER AUTHORIZATION SYSTEM (eBTA)

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I. INTRODUCTION

The Electronic Budget Transfer Authorization (eBTA) is to replace the existing manual BTA process. The eBTA system allows the Budget Users/Owners to create, review, approve, post, and track BTA status online via the LACCD Employee Portal.

The eBTA system, which provides an easy web interface via the LACCD Portal, will improve the overall performance of the budget transfer process by:

1) Reducing the costs involved with the manual paper process.
2) Minimizing the turn-around time.
3) Eliminating any manual data entry errors.
4) Early detection of budget availability errors.
II. GENERAL PROCEDURES

The eBTA system provides two budget types: **INCOME SETUP** and **BUDGET TRANSFER**. When creating a document on the new eBTA system the initial step requires the user to choose between **INCOME SETUP** and **CREATE TRANSFER**. A user must be able to differentiate between the two transaction types in order to begin the process.

**Income eBTA’s**

An eBTA that is created to accept an initial award/grant or to adjust the funded amount of a program is considered an Income eBTA. Income eBTA’s are divided into five (5) categories:

1. NEW INCOME SETUP
2. INCOME ADJUSTMENTS (INCREASE)
3. INCOME ADJUSTMENTS (DECREASE)
4. DONATIONS
5. LOCALLY GENERATED INCOME

**Transfer eBTA’s**

An eBTA that is created to adjust budgeted amounts in existing G/L’s (Commitment Items), when it is determined that the initial amounts setup during the Income Setup phase did not accurately reflect the needs of the program, is considered a Transfer eBTA. Transfer eBTA’s are divided into two (2) categories:

1. ROUTINE TRANSFERS (*move budget from one g/l to another*)
2. TRANSFERS TO SETUP NEW WBS
System Workflow and User Roles

The eBTA system includes a four step process (see next page for eBTA Approval Process):

Step 1: Create eBTA – any permanent employee who has access to the LACCD Portal, such as managers, secretaries, and clerical staff, can create the eBTA. The role the employee performs in this step is identified as the Initiator.

Step 2: Review and Approve eBTA by Budget Owner – the employee who is identified as the budget owner during Step 1 must review the eBTA for accuracy and to ensure that the created eBTA accomplishes its intended purpose. The Budget Owner is a person who has authority over the cost or fund center from which funds are being moved or to which a new income is being set up. During Step 2 the Budget Owner can make necessary changes to correct any deficiencies in the eBTA.

Step 3: Approve eBTA – during the review by the Budget Owner the option is presented to select additional approvers in the Budget Owner’s H/R hierarchy. These are in addition to the required approval of the Vice President of Administration. This flexibility is provided to allow locations the ability to have up to three layers of approval. This role is identified as the Approver(s) and is responsible for verifying that the eBTA complies with higher level directives, district policies, and that the Budget Owner has been correctly identified.

Step 4: Post eBTA – this is the final step. Once this step is executed the eBTA immediately updates SAP for any adjustments created by the transaction. The employee performing this role is identified as the Poster and is responsible for verifying that all required parties have reviewed and approved the eBTA and that the document complies with all district and location directives. Employees performing this role must be presently able to post BTA’s into SAP through the Budget Workbench.
BTA Entry
- Employees create BTA as per the manager's/budget owner's request.
- Upon creation the BTA will be sent for the manager's review.

BTA Review by Budget Owner
- The Manager/Dept.chair/Budget Owner reviews the BTA.
- Upon Review the Manager/Dept Chair/Budget Owner selects either Dept Head/ Dean(Optional) or VP of Admin(Required) as the subsequent Approver.
- Based on the option selected, the BTA will be sent to the appropriate Approver.

BTA Approval - 1
- Dept. Head/Dean approves the BTA.
- Upon Approval, the BTA will be sent to VP of Admin for subsequent Approval.
- Upon Rejection, the BTA will be sent back to Budget Owner.

BTA Approval – 2
- Technical Review process may be done before VP of Admin approval.
- VP of Admin Approves the BTA (or President approves in case of VP of Admin absence).
- Upon Approval, the BTA will be sent to posting.
- Upon Rejection, the BTA will be sent back to Budget Owner.

BTA Posting
- Posting Person posts the BTA to SAP.
- Upon posting, the confirmation is sent to Budget owner.

DO Posting
- DO Reviewer reviews the BTA.
- Upon review, the BTA will be sent to Budget Director for approval.

BTA Budget Director Approval
- Budget Director Approves the BTA.
- Upon Approval, the BTA will be sent to DO Posting.
- Upon Rejection, the BTA will be sent back to Budget Owner.

BTA DO Posting
- Posting Person posts the BTA to SAP.
- Upon posting, the confirmation is sent to Budget owner.
III. LOGGING ON AND OFF

eBTA System Access: the eBTA system will be accessed via the LACCD Portal. You must be in the District network to access the eBTA system. The eBTA system cannot be accessed from outside the District network, such as from home. Please follow the instructions below to access the eBTA system:

1) From the LACCD home page, www.laccd.edu, click the Faculty & Staff Resources button.
2) Click the Intranet (District Network Only) link at the bottom of the sidebar on the left.
3) Click on LACCD Enterprise Portal link on the right and then you will see the LACCD Portal Logon page shown below.

LACCD Portal Logon Page:

4) Enter your 9-digit User ID as follows:
P00 (zero) + your 6-digit employee number, or
P0 (zero) + your 7-digit employee number
5) Enter your portal password as follows:
   For current SAP users, enter your current password.
6) Click on Log on button to Login to the LACCD Portal.
7) Click on eBTA link to access the eBTA system.

Note: If you do not know the password or if you forgot the password or any other password related questions, please contact campus IT for password assistance.
IV. ENTERING BUDGET TRANSFER AUTHORIZATION

A. TRANSFERS

1. Create Transfer eBTA by Initiator:
   - Once you login, please click budget dashboard link on top.
   - Click on **CREATE TRANSFER** button to create a BTA.
- Fill in the BTA form values and click on **CONTINUE** button to complete the BTA and **CONTINUE** on the popup to confirm.
- On the next page click on **SUBMIT BTA** button to create the eBTA.

- Please make note of your budget control # _____ after you submit the eBTA.

- The eBTA will now follow the approval process.
2. Review and Approve eBTA by Budget Owner:

- Budget owner has to log on to LACCD Portal as specified above.
- Click on Budget Dashboard tab to see the list of eBTA’s waiting for review.
- Click on **REVIEW** button to see the details of the eBTA before you confirm your review.
- On the next page make sure to select approvers. VP of Admin/President is the default required approver. You should be able to select additional approvers by selecting the additional approver check box. Approvers will be shown based on your organization reporting structure.
- Click on **CONFIRM BTA REVIEW** to confirm your review and approve the eBTA.
3. **Approve eBTA by Designated Approvers:**

- Approver has to log on to LACCD Portal as specified above.
- Click on Budget Dashboard tab to see the list of eBTA’s waiting for approval.
- Click on **VIEW/APPROVE** button to see the details of the eBTA before you approve.
- Click on **APPROVE SELECTED** button to approve multiple eBTA’s at once.
On the next page you will see the details of the eBTA and click on the button to approve the selected eBTA.
4. POST eBTA to SAP by Poster:

- Poster has to log on to the LACCD Portal as specified above.
- Click on Budget Dashboard tab to see the list of eBTA’s waiting for posting.
  
  - Click on "POST TO SAP" button to see the details of the eBTA before you post.
  
  - Click on "POST SELECTED" button to post multiple eBTA’s at once.
- On the next page see the details of the eBTA and click on the "POST BTA TO SAP" button to post the eBTA to SAP.
5. View and Print the eBTA Form:
   - Click on the **DETAILS** button in the Budget Dashboard.
B. INCOME SETUP

1. Create eBTA for Income Setup by Initiator:
   - Once you login, please click budget dashboard link on top.
   - Click on **INCOME SETUP** button to create an eBTA.
- Select NEW INCOME SETUP option to create an eBTA for new income setup.
- Click on **CONTINUE** button to go to next page.

- On the next page click on **CONTINUE** button to go to the Attachment page.
- On the next page attach all the required documents.
- Click on **BROWSE** to select the attachment file and click on **ATTACH** button to attach the document.

- You will see this page after attaching all the required documents.
- Click on **CONTINUE** button to proceed.
- On this page fill in the eBTA form values and click on the CONTINUE button to complete the eBTA and CONTINUE on the popup to confirm.
- On the next page click on **SUBMIT BTA** button to create the eBTA.
- Please make note of your budget control #_______ after you submit the eBTA.
- The eBTA will now follow the approval process.
2. **Review eBTA by Budget Owner:**

- Budget owner has to log on to the LACCD Portal as specified above.
- Click on Budget Dashboard tab to see the list of eBTA’s waiting for review.
- Click on button to see the details of the eBTA before you confirm your review.
- On the next page make sure to select approvers. VP of Admin/President is the default required approver. You should be able to select additional approvers by selecting the additional approver check box. Approvers will be shown based on your organization reporting structure.
- Click on button to confirm your review.
3. **Approve eBTA by Designated Approver:**

- Approver has to log on to the LACCD Portal as specified above.
- Click on Budget Dashboard tab to see the list of eBTA’s waiting for approval.
- Click on **VIEW/APPROVE** button to see the details of the BTA before you approve.
- Click on **APPROVE SELECTED** button to approve multiple eBTA’s at once.
- On the next page you will see the details of the eBTA and click on the APPROVE button to approve the selected eBTA.
- Now the eBTA goes to the District Office for processing.

4. Processing at District Office:

- All income related eBTA’s go to the District Office for processing.
- The District Office will process the eBTA and post the eBTA to SAP.
- Upon Posting, an email will be sent to the budget owner updating the eBTA status.
- The Budget Owner can check the eBTA status at anytime via the LACCD Portal.
APPENDICES
- Click on **VIEW AS PDF** button to view the eBTA in PDF format. The BTA form can be saved into your local computer or printed. You can print this form at anytime via the LACCD Portal.

**Budget Transfer Authorization (BTA)**

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<tr>
<th>Item#</th>
<th>S/R</th>
<th>Fund Center</th>
<th>Commit. Item</th>
<th>Func. Area</th>
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Sender Total: 4,000  
Receiver Total: 4,000

**Budget Transfer Authorization (BTA) Approved By:**

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<tr>
<th>Initiator: John Maddox(Initiator)</th>
<th>Date: 11/18/2010</th>
<th>Posted By: Victor Flores(Poster)</th>
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<td>Budget Owner: Robert Bailey(Budget Owner)</td>
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<td>VP of Admin/President: Patrick Dixon(VP of Admin)</td>
<td>Date: 11/18/2010</td>
<td>Board Action Date:</td>
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<tr>
<td>School</td>
<td>Super User (Campus Contact)</td>
<td>Technical Budget (eBTA) Reviewer</td>
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- **City**: Ishkanoui Avanesian (Super User), Chiusang Lee (Technical Budget Reviewer), Lucy Acosta (College-wide Budget Supervisor), Ishkanoui Avanesian (Poster), Building Admin Services (Address Location), li@elac.edu (E-mail Address), 323-953-4000 x 2162, 323-953-4000 x 2084 (Super User Phone #)
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