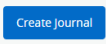


Banner 9 Finance Self-Service

Quick Reference for Budget Transfers

Creating Budget Transfers

1. Go to the **My Finance** screen
2. Click the **My Journals** menu
3. Click the **Create Journal** on the upper-right corner of the screen



Before Entering a Budget Transfer:

- Check Available Balance – [BUDG000008](#)
- Check Unbudgeted Cash Balance – [BUDG000009](#)
- Check Activity Code Available Balance – [BUDG000010](#)
- Please notify the Budget Office if you no longer need an initiated BT


4. The transaction date will automatically populate with today's date or click the calendar icon to select a different date
5. Click or Tab to **Journal Type** menu, click the drop-down arrow to select the required Rule Code
6. Click or Tab to **Description** field and type short-text description (no more than 35 characters)
7. Click or Tab to **Bank Code** menu, click the drop-down arrow to select AP Disbursement Acct
8. Click or Tab to **Budget Period** menu, click the drop-down arrow to select the period (1-12)
9. Click or Tab to **Public Comment** field and type long-text description
10. Click or Tab to **Create** link which will generate a BT number and advance to the **Add Accounting** screen for data entry
11. The sequence number, chart, and previously entered data will automatically populate
12. Click or Tab to **Index** menu, click the drop-down arrow to select or key-in the index number
 - a. The Fund, Organization, and Program will automatically populate once the index has been entered.
13. Click or Tab to **Account** menu, click the drop-down arrow to select or key-in the account number.
14. Click or Tab to **Activity** field and enter the activity code if applicable
15. Click or Tab to **Location** field and enter the location code if applicable
16. Click or Tab to **Project** field and leave blank
17. Click or Tab to **Percent** field and leave blank
18. Click or Tab to **Amount** field and enter the 1st line item amount
19. Click or Tab to **Debit/Credit** field and select + **Plus** for increase or - **Minus** for decrease
20. Click or Tab to the **NSF Override** radio button and check if applicable
21. Click or Tab to **Description** field and enter the "short text" reason for transfer
22. Click or Tab to the **Bank** field and select **AP AP Disbursement Acct**

Journal Type/Rule Code
W01-Gen Rev (E&G)
W02-CF
W03-Student Activity
W04-Athletics
W05-Contracts & Grants
W06-Financial Aid
W07-Scholarships
W08-Auxiliary
W11-Concessions
W12-Construction
W13-Technology
W19 – Board Approved Fees
BD02-RSP Seed/Admin
BR24-RSP-Grants
GRTS-RSP-Seed/Admin

Account Code
6000-Salary
6100-Salary Fringe
6200-OPS
7000-EXP
7101-Ind Travel
71008-Team Travel
7415-OCO
7419-Library Resources
7420-FCO
80002-Trsfr Interfund-In
8500-Transfer Out
85001-Trsfr Interfund-Out
85004-Schlrship Trsfr Out
85005-Fee Wvr Trsfr Out

23. Click or Tab to the **Budget Period** field and enter current fiscal period

24. To begin the 2nd budget line:

- a. Click **Add Accounting** to begin Sequence 2 and make changes to respective fields beginning with the **Journal Type** field and click **Save** when finished (OR)
- b. Click the **X** in the upper right corner to close window, click the Sequence 1 check box, and click the copy  on the right side of the screen
 - i. The system will duplicate all data from Sequence 1 to create Sequence 2
 - ii. Make changes to the respective fields and click **Save** when finished

25. Review the Accounting Distribution lines by click and dragging the scroll bar right and left

26. Click **Save as draft** to submit the journal at a later time

Save as draft

Submit Journal

27. Click **Submit Journal** when complete

- a. A confirmation prompt will appear to confirm submission, click “No” or “Yes”

28. Message in upper right corner in green confirms journal is complete and forwarded to the approval process

29. Click the **ellipses** icon to copy, reverse, or recall a pending document

30. Click the **document** row to select a document to review or edit


Budget Periods

01-Jul
02-Aug
03-Sept
04-Oct
05-Nov
06-Dec
07-Jan
08-Feb
09-Mar
10-Apr
11-May
12-Jun




Do you want to submit journal J0115792?

NO

YES

 Document J0115792 completed and forwarded to the approval process.

Approving Budget Transfers

1. Go to the **My Finance** screen
2. Click the **Approve Documents** menu
3. Click the **User ID** field and enter user ID
4. Click or Tab to **Document Number** and enter journal document number (OR) Leave blank to view all documents ready for approval
5. Click the **User ID is next approver** radio button to view documents pending approval if not preselected
6. Click the **Submit** link to view Approver Documents List
7. Click the **Document** hyperlink to review the printable pdf version
8. Click the **History** icon  to display pending approvals, approval history, and any related documents
9. Click the **Attachments** icon to display a list of attachments if more than one, otherwise a new tab is opened to view a single attachment.
10. Click the **Disapprove** link to deny a document
 - a. Click the **Comment** field and enter reason for denying the document
 - b. Click the **Disapprove** link to confirm denial of the document
 - c. Click the **Cancel** link or click the  icon to return to the Approver Documents screen
11. Click the **Approve** link
 - a. Click the **Comment** field and enter reason for approving the document (if applicable)
 - b. Click the **Approve** link to confirm approval of the document
 - c. Click the **Cancel** link or click the  icon to return to the Approver Documents screen
12. Message in upper right corner in green confirms the document has your approval
13. Click the Another Query link to re-enter new parameters

 Document J0115793 has your approval.

Viewing Budget Transfers

1. Go to the **My Finance** screen
2. Click the **View Documents** menu
3. Click the **Document Type** field and select Journal Voucher in the dropdown box
4. Click or Tab to **Document Number** and enter journal document number
5. Click **View Document** to see a summary page, or click **Approvals & Related Documents** to see approval history.