Creating a Budget Transfer

**Things to Note**

- You will enter budget transfers through Finance Self-Service (SSB9).
- It is recommended to use the Google Chrome Web browser to access Finance Self-Service.

**Use SSB9 to create budget transfers and review budget status.**


VPDI = Your College identifier

*Note this process is used for many other Banner finance activities. We are only providing the steps necessary to complete a budget transfer. There are several fields that are not required for the completion of a budget transfer and therefore will be left blank.*
Banner 9 Finance Self-Service

To log into Finance Self-Service:

1. Enter the URL address for Banner Self-Service 9 (See URL).

2. Enter your User ID and password in the corresponding fields, and click Sign In.


5. On the Create Journal overlay window, enter the following information using the available fields.
a. Distribution total = the absolute value of the transfer (If you are transferring $10 from one account to another the total would be $20.)

6. Enter information in the Accounting Defaults section.
   a. Journal Type = BDT (Type in BDT rather than scrolling through the list.)
   b. Enter the description of your transaction. (Ex: To transfer from supplies to travel)
   c. Budget Period = the appropriate current fiscal month (not calendar month)
      
      | Month    | Code |
      |----------|------|
      | October  | 01   |
      | November | 02   |
      | December | 03   |
      | January  | 04   |
      | February | 05   |
      | March    | 06   |
      | April    | 07   |
      | May      | 08   |
      | June     | 09   |
      | July     | 10   |
      | August   | 11   |
      | September| 12   |

7. Click CREATE

Note: The Journal document is created with the header information and the Summary page displays with the Add Accounting overlay window.
Transaction Date: 06/02/2020

Distribution Total: 20.00

Redistribution: 

NSF Checking: 

Deferred Edit: 

Accounting Defaults:

Journal Type: BDT Budget Transfer

Bank Code: Choose Bank Code

Budget Period: 09

Description: To transfer from supplies to travel

Deposit:

Currency: Choose Currency Code

Journal Comments:

Public Comment:

Private Comment:

Enter public comments for the journal

Enter private comments for the journal

UPDATE
8. On the Add Accounting overlay window, specify journal details using the available fields.
   a. Enter the appropriate Fund, Organization, Account and Program. (Please do not enter any values in the index, location, activity, or project fields.)
   b. Enter the amount of the first line item that you are adjusting
   c. Enter a “+ plus” or “- minus” in the Debit/Credit field. (Increases to budget lines use “+ plus” and decreases to budget lines use “- minus”.)
9. To add additional accounting items, click **Add accounting**.
Note: The **Add Accounting** overlay window displays.
10. Repeat steps 6 and 7 to add more accounting items, as necessary.
11. Click **SAVE**
   Note: The page refreshes with the accounting item(s) you just added listed in the Accounting Distribution grid.

12. Once Completed:
   a. Click **Back** if you want to return to the **My Journals** dashboard.
   b. Click **Save as draft** to mark the document as draft and return to the dashboard.
   c. Click **Submit Journal** to complete the journal and submit for approvals.
**Edit a journal**

You can edit any journal that is in Draft, Disapproved, and Automatic status.

**Steps**

Follow the steps below to edit a journal entry.

1. On the *My Journals* dashboard page, click on any row under the Draft Journals section for the journal entry that you want to edit.
2. On the Summary page, click the *Edit Header* icon.
3. Edit the header information, accounting defaults, and journal comments.
4. Click *UPDATE*.
5. On the Summary page, under the Accounting Distribution grid, click any accounting item to edit.
7. Click *SAVE*, the accounting item saves and closes.
8. Click *ADD ACCOUNTING*, the existing record saves, and displays a new accounting distribution overlay window to add a new accounting item. Repeat this step until all new accounting distributions are entered.
9. If you are finished your edits click *SAVE* the accounting item saves and closes.
10. Once Completed:
   a. Click *Back* if you want to return to the *My Journals* dashboard.
   b. Click *Save as draft* to mark the document as draft and return to the dashboard.

Click *Submit Journal* to complete the journal and submit for approvals.