Creating a Budget Transfer

- 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.

SSB9 URL: https://financessb-prod.ec.accs.edu/FinanceSelfService?mepCode=VPDI

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.

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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**.

3. From SSB9 Landing Page select **My Journals**.
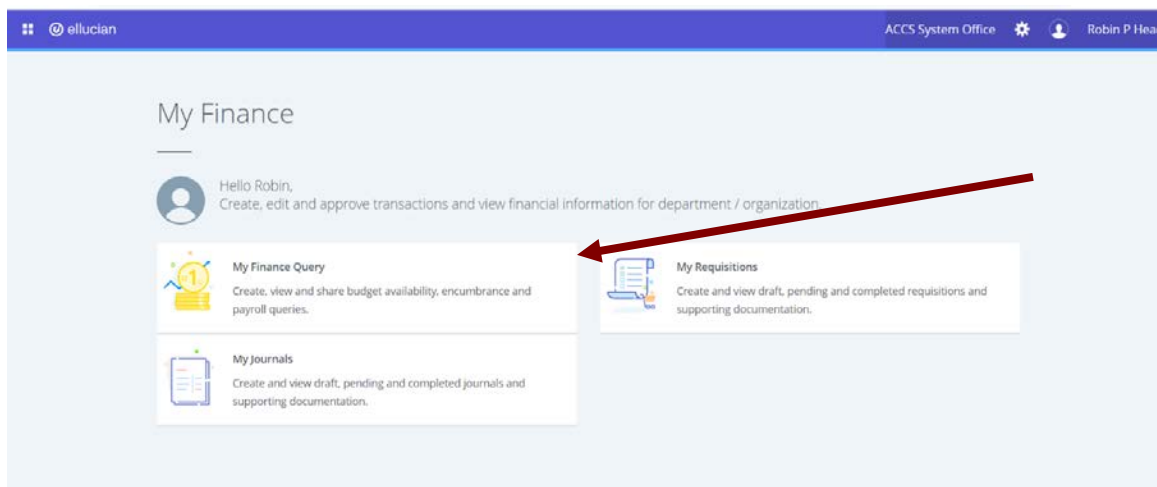

4. On the **My Journals** dashboard page, click **Create Journal**.
5. On the **Create Journal** overlay window, enter the following information using the available fields.

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 (<u>not calendar</u> month)

October	=	01	April	=	07
November	=	02	May	=	08
December	=	03	June	=	09
January	=	04	July	=	10
February	=	05	August	=	11
March	=	06	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.

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J0000161   ✕

Transaction Date *

06/02/2020   📅

                                              Distribution Total

☐ Redistribution   20.00

☑ NSF Checking   ☐ Deferred Edit

Accounting Defaults

Journal Type   Description

BDT Budget Transfer   ✕ ⌄   To transfer from supplies to travel

Bank Code   Deposit

Choose Bank Code   ⌄

Budget Period   Currency

09   ✕ ⌄   Choose Currency Code   ⌄

Journal Comments

Public Comment ⌃

Enter public comments for the journal

Private Comment ⌃

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".)

Sequence Number : 1

Status : ✅ Postable

Journal Type *

BDT Budget Transfer	✕ ⌄

Chart *

1 ACCSO Chart	✕ ⌄

Index

Choose Index	⌄

Fund

110100 System Office	✕ ⌄

Organization

100050 Fiscal Services Division	✕ ⌄

Account

710100 Commercial Transportation - IS	✕ ⌄

Program

6000 Institutional Support	✕ ⌄

Location

Choose Location	⌄

Activity

Choose Activity	⌄

Project

Choose Project	⌄

Percent

Amount *

10.00	

Debit/Credit *

+ Plus	✕ ⌄

SAVE	ADD ACCOUNTING

9. To add additional accounting items, click **Add accounting**.

Note: The **Add Accounting** overlay window displays.

Add accounting   ✕

Sequence Number : 2   Status :

Journal Type *

| BDT Budget Transfer | ✕ ⌄ |

Chart *   Index

| 1 ACCSO Chart | ✕ ⌄ | | Choose Index | ⌄ |

Fund

| 110100 System Office | ✕ ⌄ |

Organization

| 100050 Fiscal Services Division | ✕ ⌄ |

Account

| 720500 Materials and Supplies - MS | ✕ ⌄ |

Program   Location

| 6000 Institutional Support | ✕ ⌄ | | Choose Location | ⌄ |

Activity   Project

| Choose Activity | ⌄ | | Choose Project | ⌄ |

Percent

| |

Amount *   Debit/Credit *

| 10.00 | | - Minus | ✕ ⌄ |

☐ NSF Override

                                                        Document Reference

                                                        | |

Description *   Budget Period

| To transfer from supplies to travel | | 09 | ✕ ⌄ |

Bank

| SAVE | ADD ACCOUNTING |

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.

Document	Date	Description	Total	Status	
Draft Journals (2)					
J1900001	03/26/2019	Test	1.00	Draft	⋮
J1600463	03/14/2019	test	100.00	Draft	⋮
Pending Journals (0)					

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.
6. Edit Accounting Distribution information.
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.