

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.

SSB9 URL: <https://financesb-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.



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**.

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Sign in to your account

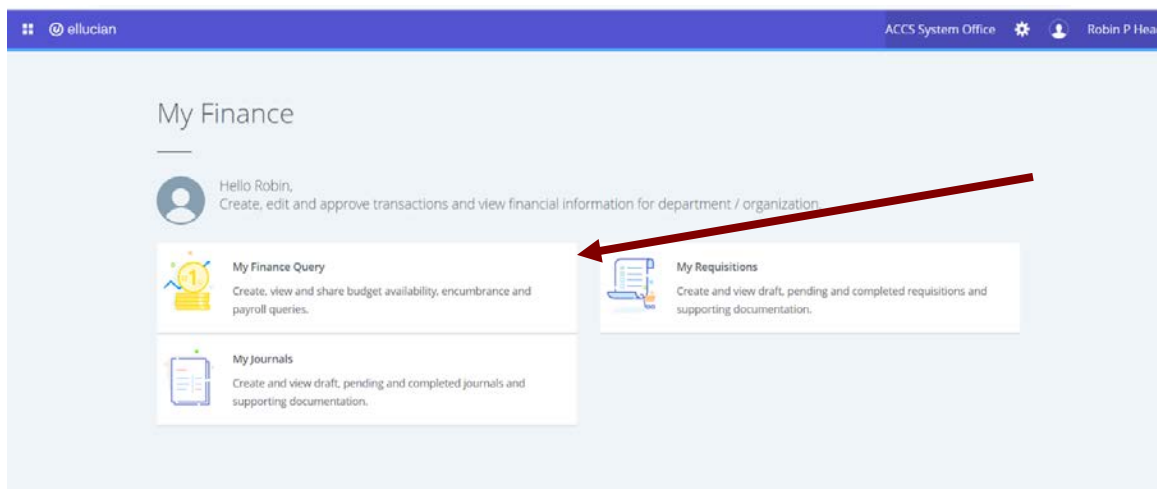
rhead@accs.edu

.....

Sign In

Remember me on this computer

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.




OneACCS

One System. All Access.

- 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 = "01" or blank (Note: The period will default to period 01 if left blank.)
 - d. Click **CREATE**.

Note: The Journal document is created with the header information and the **Summary** page displays with the **Add Accounting** overlay window.



J0000161

Transaction Date *

06/02/2020

Redistribution

NSF Checking

Accounting Defaults

Journal Type

BDT Budget Transfer

Bank Code

Choose Bank Code

Budget Period

09

Journal Comments

Public Comment

Enter public comments for the journal

Private Comment

Enter private comments for the journal

Distribution Total

20.00

Deferred Edit

Description

To transfer from supplies to travel

Deposit

Currency

Choose Currency Code

UPDATE

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7. 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 x v

Chart * Index

1 ACCSO Chart x v Choose Index v

Fund

110100 System Office x v

Organization

100050 Fiscal Services Division x v

Account

710100 Commercial Transportation - IS x v

Program Location

6000 Institutional Support x v Choose Location v

Activity Project

Choose Activity v Choose Project v

Percent

Amount * Debit/Credit *

10.00 + Plus x v

SAVE ADD ACCOUNTING

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

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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

9. Repeat steps 6 and 7 to add more accounting items, as necessary.
10. Click **SAVE**.

Note: The page refreshes with the accounting item(s) you just added listed in the Accounting Distribution grid.

11. 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.

The screenshot displays the 'Accounting Distribution' grid in the OneACCS system. The grid contains two rows of accounting items. The first row (Sequence 1) is a debit of 10.00 to account 710100. The second row (Sequence 2) is a credit of 10.00 to account 720500. Both items are described as 'To transfer from supplies to travel'. The status is 'Draft' and the total amount is 20.00.

Sequence	Status	Type	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	NSF Override	Description	Rank
1	✓	BDT	--	10.00	+ Plus	--	110100	100050	710100	6000	<input type="checkbox"/>	To transfer from supplies to travel	--
2	✓	BDT	--	10.00	- Minus	--	110100	100050	720500	6000	<input type="checkbox"/>	To transfer from supplies to travel	--

Accounting total: 20.00

Buttons: Back, Save as draft, Submit Journal

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.