Step-by-step budget transfer instructions in self-service Banner 9 (SSB9)
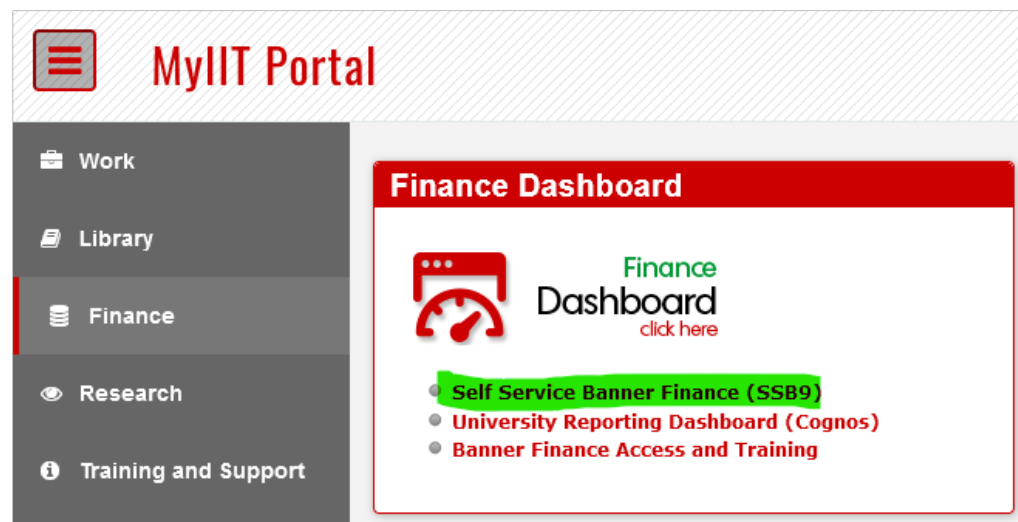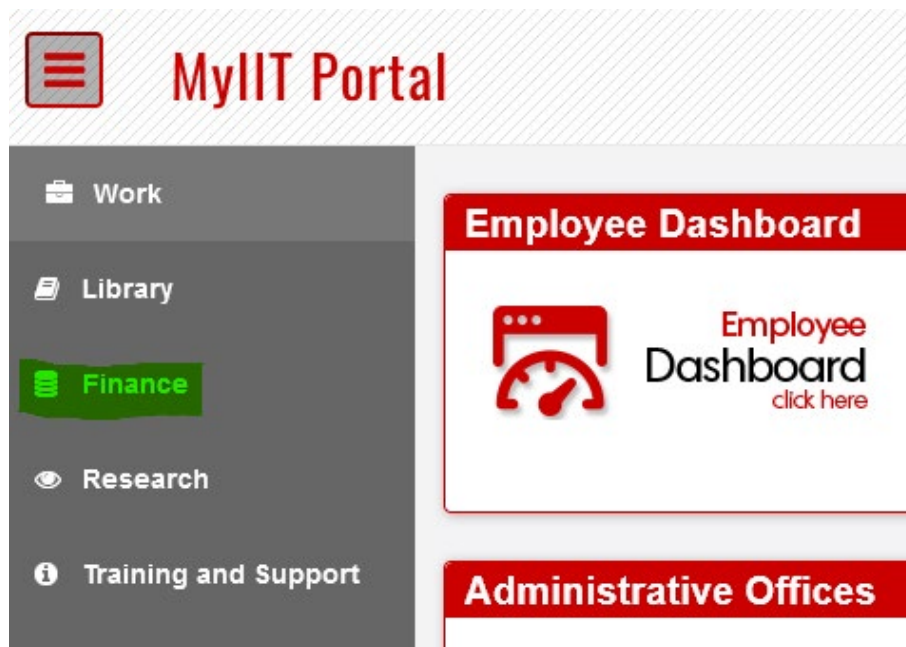
1. Navigate to the Finance Dashboard –
   Under the MyIIT Portal, click the "Finance" tab on the left, then click the Finance Dashboard icon or the SSB9 text link.
   Going to the "Self Service Banner" link up in the top right of the portal page does not currently get you to the Finance page, unfortunately.

2. Go to "My Journals". Click "Create Journal" in the top right.

3. The window that pops up sets the default information for the journal entry.

Create Journal   ✕

Transaction Date *

| 09/28/2022 | 📅 |

☐ Redistribution

Distribution Total

[   ]

☑ NSF Checking   ☐ Deferred Edit

Accounting Defaults

Journal Type   **Description**

| Choose Journal Type ⌄ | [   ]

Bank Code   **Deposit**

| Choose Bank Code ⌄ | [   ]

Budget Period   **Currency**

| Choose Budget Period ⌄ | | Choose Currency Code ⌄ |

CREATE

- The transaction date will automatically populate with the current date. This can be changed but that would probably not ever be necessary for a budget transfer.

- Here, you will want to select the journal type from the dropdown. For budget transfers the default is now **"BDX"** for most users. For some folks whose access was set up more than a couple years ago, or have more advanced access, "BDX" might not be available but **"BD02"** would be the same.

- The description field is short but of course would ideally be somewhat informative, think along the lines of "FY23 faculty budget transfer", or "New org supplies adjustment". The budget period should correspond to the month of the fiscal year we are in. June = 01, July = 02, August = 03, up to May = 12.

- You don't *technically* have to enter anything here, as the transaction date is the only thing marked "required". However, you will see from the next screen that this first screen saves you time – whatever you enter on this screen for period/description/journal type will automatically populate for any of the individual accounting lines you include in this entry.

The rest of the fields can be left alone. Once you have entered any of that information, click "CREATE".

4. Now pops up the heart of the journal entry. Here is where you enter the fund, org, account, and program. If you put in the "journal type" in the screen before for BDX/BD02, it will already automatically be selected. Otherwise, select it here.

   After entering the FOAP, keep scrolling down…

Besides the FOAP, you need to include the amount, the debit/credit, and the description. Again, the description and budget period will automatically be populated with whatever you put in that first screen, but if you did not fill that out, enter here.

A very important point that is unfortunately not obvious at all is that under the debit/credit field, **for budget transfers you must use "+ PLUS" and "- MINUS"**. For cost transfers (JEX, JE16 type journals) you use debit/credit. Using D/C with budget documents or +/- with actual costs does **not** work and will return an error.

5. When you have entered the FOAP, amount and +/- info, you can either click "save" to exit out of that window, or click "add accounting" to bring up a second window to add another line to the journal entry.

   - You can add as many sequence lines to a journal as needed. A simple transfer would just be from one FOAP to another FOAP, most may only require two lines for an in and an out. However, if you are splitting up funding from one org to several other orgs, for instance, you can do this all in one document, just click "add accounting" again.

   - One time-saving way to go about this is to select one line of the entry, and hit the copy button in the top right. This will make a duplicate of that entry. For example, say you just need to move a budget line to a different organization code, but the fund, account, and program are all the same. You can just copy the first line, change the org and select the opposite +/- sign and you're done.

My Finance ● My Journals ● J0038706

J0038706	Search Accounting

Transaction date :10/07/2022   Total :5,000.00   Status :   **Draft**

Accounting Distribution (1)

Sequence	^	Status ⬍	Type	⬍	Chart	⬍	Percent ⬍	Amount ⬍	Debit
☑ 1		✔	BD02		1		--	5,000.00	+ Plu

Accounting total : 5,000.00   (+) Add accounting

[Back]   [Save as draft]   [Submit Journal]

6. When you have all the appropriate lines added, you can just double check the math on the plus/minus signs and refer to the total amount at the top or bottom of the screen. (The total is just the absolute value, disregarding sign – so if you're transferring $5k from one org to another, it would make sense that the "total" is $10k.)

- The way most approval queues are set up, if the total amount is above a certain threshold (usually somewhere from $50k-$200k), when submitted the journal will have to go to the Budget Office for approval. If it's not something you have already discussed ahead of time or it is not immediately obvious why the transfer would be made, it would be helpful to include documentation and you can do so by attaching files in the top right.

Once you are sure you are good to go, click "Submit Journal" in the bottom right.

7. Now when you return to "My Journals", the journal you just submitted is in the "Pending Journals" part of the screen. If you clicked "save as draft" and exited, it would still be in "Draft Journals" at the top and you can click on it to resume where you left off.

- In Pending Journals, you can see the approval queue the document has gone to by clicking the "i" button next to "In Approval". This will display who needs to approve the journal to post it.
- The three dots on the right can be clicked on any journal entry you have submitted to reveal a couple useful functions – you can "Recall" the journal if there was a mistake or it is no longer needed; "Reverse" the journal if it has already been completed and the opposite needs to be done to undo it; or "Copy" to make the same journal entry again with all the relevant info filled out.

From here, the document just needs to be approved to be completed.

- If you are the budget manager of your division and budget is only being transferred within your own organization, it may be the case that you only need to approve your own entry yourself. Again, this is permissible for budget documents only up to a certain $ threshold.
- If the document transfers budget outside of your own organization, it will require the approval of a manager for each organization involved. Accounting can grant you the ability to initiate journals to an organization outside of your own, but the approval will still be required on the other department's end.
- To reiterate, this is for budget only - actual cost transfers (JEX/JE16) will require approval from Accounting at any amount.

8. Approvals are located under "Approve Documents" when you go back to the My Finance home.
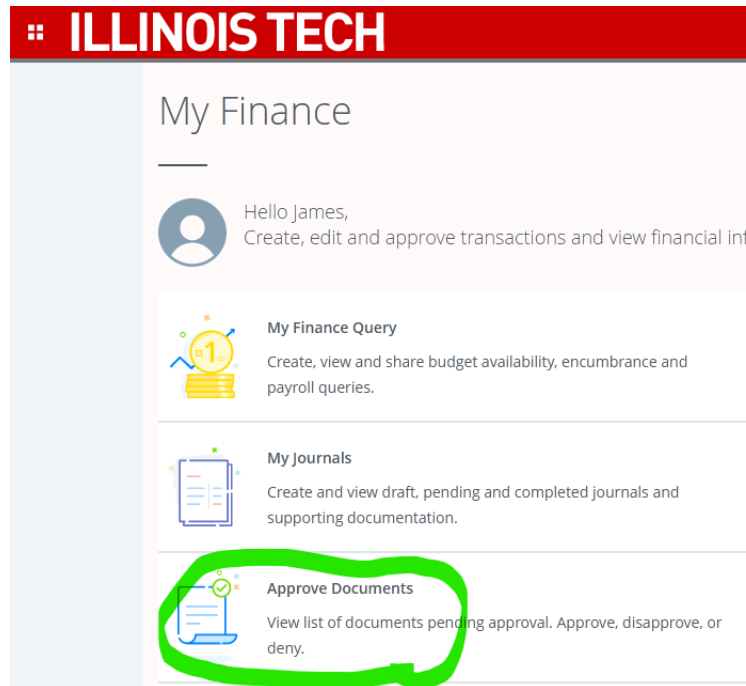
Your user ID should automatically be populated, and by default the selection is "User ID is next approver". If a document is not showing up it may be helpful to double-check "All documents User may approve" to be safe, as the queue logic may sometimes be tricky.

9. From there, just scroll to the right and click the "Approve" button to post the journal entry. You can click on the document number on the left to bring up a .pdf copy of the journal, and click on the "History" clock icon to see any approvals that have already been recorded or are pending.

Questions, contact the Budget Office at budgets@iit.edu. Refer to the Controller's Office website for Banner Finance and Training/FAQ pages including the Finance Access Form. If you are not seeing the right things in Banner, it may be that your access needs to be updated, which is something OTS will help you with by contacting supportdesk@iit.edu.