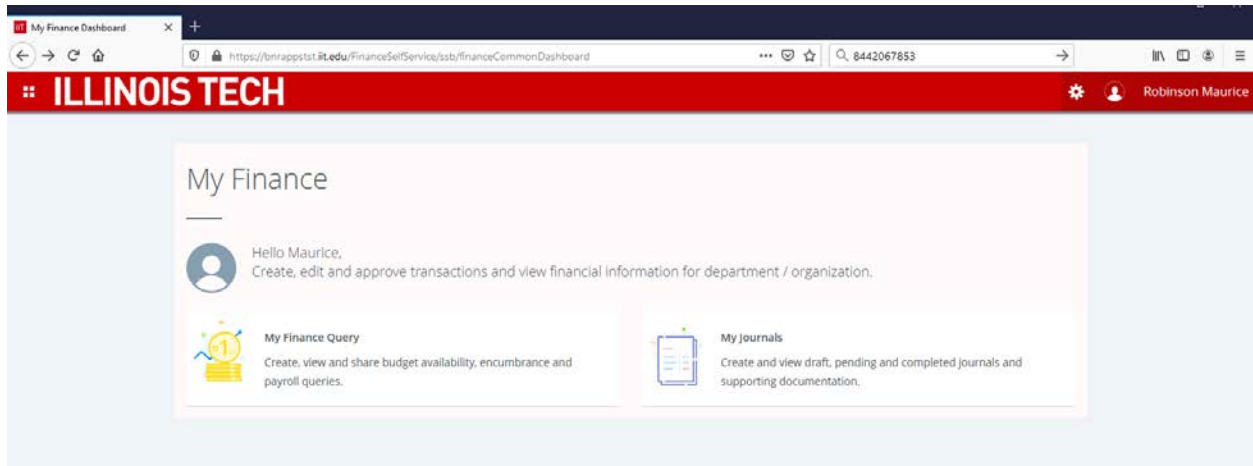
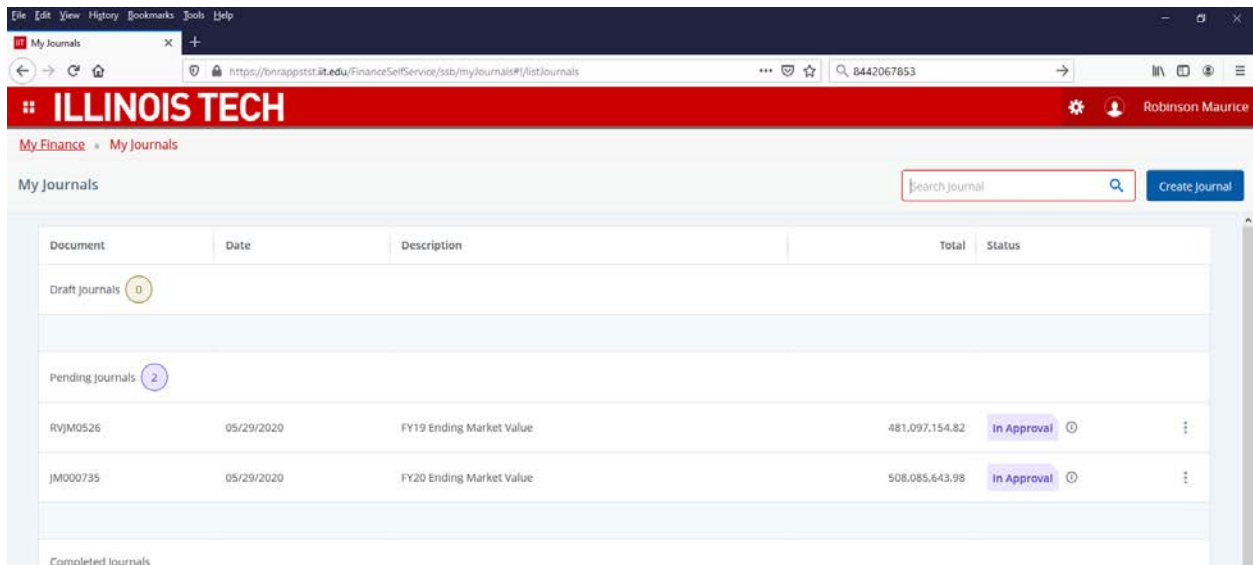


How to complete a Cost Transfer in Banner Self-Service

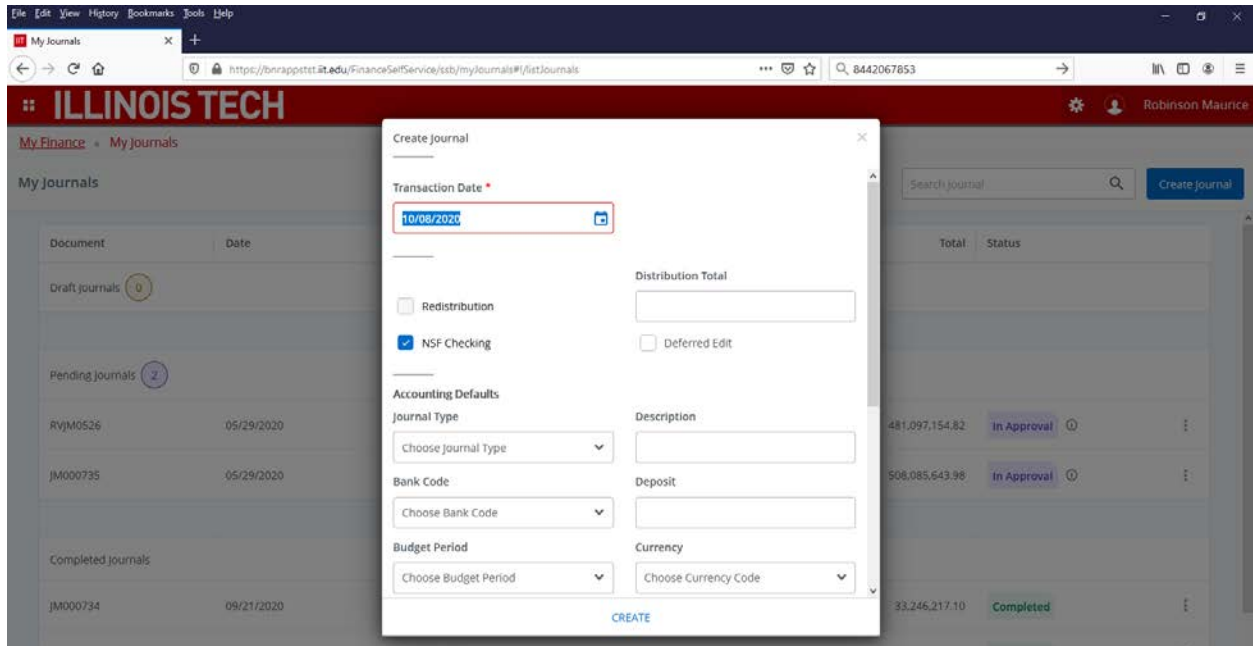
In “My Finance” tab in Banner Self-Service, select “My Journals”



Click on the , “Create Journal” tab in the upper right corner



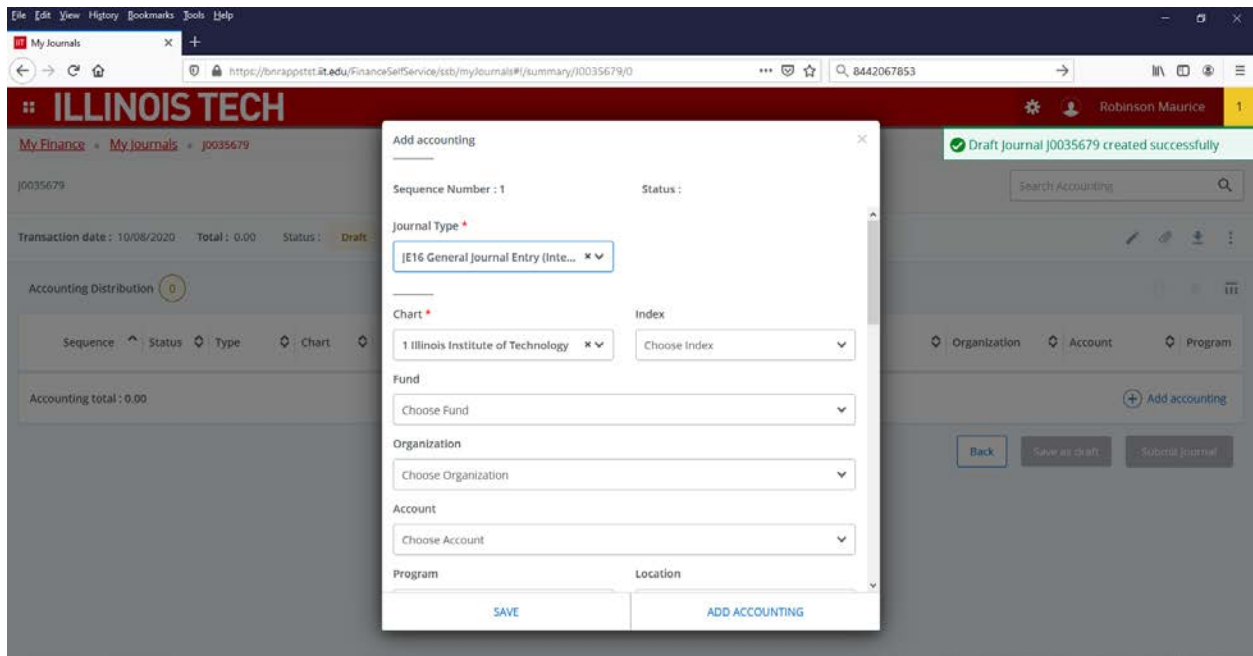
The “Create Journal” page will appear. There are only 3 fields that must be filled out: Transaction Date, which is defaulted to the current date, Journal Type, JE16, and Description. After those fields are filled out, click on “CREATE”



Once the CREATE button is clicked, it will bring up the “Add accounting” screen. Enter the FOAP and amounts of your Cost Transfer. The fields that must be completed on this page are: Fund, Organization, Account, Program, Amount, Debit/Credit.

After all of the required fields are enter, click on ‘ADD ACCOUNTING” button to add the other lines of your entry. Each Cost Transfer must have at least two lines and debits must equally the credits.

After you have added all of your lines, click “SAVE”.



This is your review screen where you can check your entry and attached backup. Backup must be submitted for all Cost Transfers. To attached your backup, click on the paper clip icon in the top right of the screen. After you have submitted your backup and reviewed your entry, click on “Submit Journal”.

Transaction date: 10/08/2020 Total: 252.98 Status: **Draft**

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program
1	✓	JE16	1	--	126.49	Debit	--	100000	2191	7190	2100
2	✓	JE16	1	--	126.49	Credit	--	920201	2067	7257	3100

Accounting total: 252.98

Buttons: [Back](#) [Save as draft](#) [Submit journal](#)

Your entry will be listed as “Pending” until it is approved by a member of the Controller’s Office, at which point it will be posted and you will be able to view it in self-service.

Attachments

Document Name	Document Type	Owner Name	Date of Attachment
TEST COST TRANSFER.PDF	JOURNAL VOUCHER	MAURICE ROBINSON	10/08/2020

Buttons: [Refresh](#) [Attach File](#)

If you have questions about this process, or a cost transfer entry, please contact us at controller@iit.edu