



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

The University of Alabama in Huntsville
Office of Budget and Management Information
Banner Finance Self-Service Training

**Multiple Line Budget Transfer
(Budget Change or BD04)**



Lesson Objectives

- * Learn the purpose of a Multiple Line Budget Transfer.
- * Learn who can enter a Multiple Line Budget Transfer.
- * Learn when to enter a Multiple Line Budget Transfer.
- * Observe an example of a Multiple Line Budget Transfer.
- * Learn how to enter a Multiple Line Budget Transfer.



Multiple Line Budget Transfers: Purpose and Who Can Enter

- * Purpose: Allows you to submit a **budget change** to move **Accounted Budget** amounts. You will see it in the **Accounted Budget** column.
- * Other names: Budget Change or BDO4 or Temporary Budget Adjustment.
- * Anyone with Self-Service Banner access to the orgs being used can enter a budget change, but must be trained to do so.

Multiple Line Budget Transfers: When to Use

This function can **only be used** to move **budgeted** funds:

1. Within the SAME org number.

Example 1b: From Org **123456**/Fund 12345/Account Code 7000-Operating
To Org **123456**/Fund 12345/Account Code 8100-Equipment

Example 1a: From Org **123456**/Fund 12345/Account Code 7801-Non-Mandatory Transfers
To Org **123456**/Fund 12345/Account Code 7000-Operating

2. Between 2 different orgs that have the **same 5-digit Fund Number**.

Example: From Org **123456**/Fund **12345**/Account Code 7000-Operating
To Org **654321**/Fund **12345**/Account Code 7000-Operating

If the 2 orgs have a **different fund number**, you **cannot** use a Multiple Line Budget Transfer. You must **contact the Budget Office** to request a transfer when the fund numbers are different.

Multiple Line Budget Transfers: Different Transfer Types

Transfer Type	What is transferred?	Who does the transfer?	Where do you see the transfer?
Budget Change (BDo4)	Budgeted funds within the same fund number (same or different <u>Org</u>)	Anyone with org posting access	Accounted Budget Column
Budget Transfer (JE16)	Budgeted funds with two different fund numbers	Budget Office	Accounted Budget Column
Cost Transfer (JE16)	Expenses charged to the org	Accounting	Year to Date Column

My UAH



my.UAH

Home

Student Affairs

Academics

Home

Home Community / Home

Mode of Instru

The University reserves of instruction at any time other guidance. This cou remote or online classes provision of University s or online basis, as pract guarantee or promise to instruction, or experienc semester. The Universit a change in the mode of other instruction or expe

Employee Services

Huron UAH Enrollment Management Plan (Final-Revised 12-5-13)

Self Service Main Pages

Employee

Finance

Personal Information

Payroll Self Service

Timesheets

Pay Stubs

Leave Balances

Human Resources

HR Connection

New Employee Training

From the UAH webpage, log in to My UAH. Scroll down to Employee Services on the far right of the screen. Select Finance from Self Service Main Pages.

Banner 9 Self-Service Main Screen

The screenshot shows the Banner 9 Self-Service Main Screen. The top navigation bar includes a settings gear icon, a user profile icon for Ms. Tammy G. Haymon, and the text "Ms Tammy G Haymon". The main content area is titled "My Finance" and includes a greeting "Hello Tammy, Create, edit and approve transactions and view financial info". Below the greeting is a "My Finance Query" section with a sub-header "Create, view and share budget availability, encumbrance and".

Two inset boxes provide navigation instructions:

- The top inset box shows the main navigation menu with a four-square icon at the top left. A yellow arrow points to this icon. Another yellow arrow points to the "Finance" option in the menu.
- The bottom inset box shows the "Finance" sub-menu. A yellow arrow points to the "Multiple Line Budget Transfers" option.

A green callout box on the right contains the following instructions:

1. From the Main Screen, select the Four Square menu on the top left of the screen.
2. Select Banner Finance.
3. Select Multiple Line Budget Transfer.

Multiple Line Budget Transfer Form



Personal Information Student Employee **Finance** Proxy Menu

Search

Multiple Line Budget Transfer Form

Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, budget can be transferred. Choose Complete to perform a validation and forward the document for processing. Use Code Lookup to query a list of available values.

Use template

Transaction Date
Journal Type
Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	- <input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="text"/>

Description Budget Period

Save as Template
 Shared

Instructions:

1. Transaction date will auto-populate to current date.
2. Journal Type defaults to BD04 (Temporary Budget Adjustment).
3. **'Document Amount'** will equal the absolute value of all entries.

*In the upcoming example, if you subtract \$5,000 from 235411-7801 and add \$5,000 to 235411-7000, the **'Document Amount'** will be \$10,000.

Note: Do NOT insert Dollar Sign or Commas for the dollar amounts-only numbers.

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Transaction Date

Journal Type

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	H	235411			7801				5000	-
2	H	235411			7000				5000	+
3										+
4										+
5										+

Description

Budget Period

Save as Template

Shared

Instructions:

4. Enter 'H' for Chart of Accounts.
5. Enter the 6-digit 'Index' in each of the boxes.
6. Enter the 4-digit 'Account Code' that you are reducing (Minus '-' sign is auto-populated) on the first line, the 'Amount'.
7. Enter the 4-digit 'Account Code' that you are increasing (the '+' sign will be auto-populated under 'D/C') on the second line with the 'Amount'.
8. Repeat as needed making sure that total increases equal total decreases.
9. Add a brief 'Description'.
10. Add the appropriate 'Budget Period' for the Transaction Date (i.e. 1=October, 2=November, 3=December, etc.)

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Use template:

Transaction Date:
 Journal Type:
 Document Amount:

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	H	235411			7801				5000	-
2	H	235411			7000				5000	+
3										+
4										+
5										+

Description: Budget Period:

Save as Template:
 Shared

Instructions:

- Once all items have been entered, click **'Complete'**.
- If entered correctly, **4 things** should happen:
 - The **'Index'** number will move to the Organization field.
 - The Default **'Fund Number'** will auto-populate.
 - The **'Account Codes'** will disappear.
 - The Default **'Program Codes'** will auto-populate.

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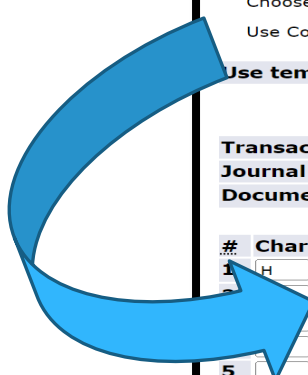
Use template:

Transaction Date:
 Journal Type:
 Document Amount:

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	H		19200	235411		20			5000	-
2			19200	235411		20			5000	+
3										+
4										+
5										+

Description: Budget Period:

Save as Template:
 Shared



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Use template

Transaction Date
 Journal Type
 Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	H	235411			7801				5000	-
2	H	235411			7000				5000	+
3										+
4										+
5										+

Description Budget Period

Save as Template
 Shared

Instructions:

- Re-enter the appropriate 'Account' codes.
- Click 'Complete' again.
- If the entry is accepted, an 8-digit Journal Entry Number (Jxxxxxxx) at the top of the screen.
- You can then find the entry in View Document or 'Pending Documents' in the Budget Query.

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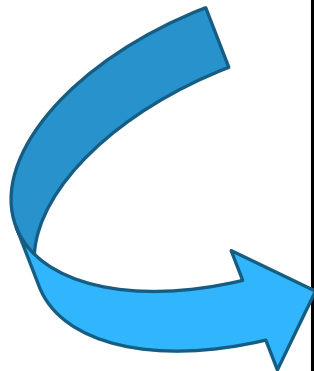
Use template

Transaction Date
 Journal Type
 Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	H		19200	235411	7801	20			5000	-
2	H		19200	235411	7000	20			5000	+
3										+
4										+
5										+

Description Budget Period

Save as Template
 Shared



Multiple Line Budget Transfer Common Errors

- **Insufficient Budget** – The Org/Fund/Account code that you are trying to decrease does not have sufficient funds to process the transaction. Check the budget in that budget category to make sure there is enough money in the specific account code you are trying to decrease. Also, check ‘Pending Documents’ on the Org that could have other transactions that could be causing the error. The ‘**Budget Status by Organizational Hierarchy**’ query is a good way to quickly identify if there is a deficit in an account code series. Refer to the slides at <https://www.uah.edu/budget/self-service-help>
- **Insufficient Privileges** – If you receive this error, you are not authorized to ‘Post’ on the specified Org # or #s. You may need to request access from the Budget Office via the Banner Self-Service Request form. <https://www.uah.edu/budget/forms>

Please note:

If you contact the Budget Office to report a problem, please email a screenshot of the error (Ctrl + Print Screen).

Questions?



Contact us!

Website: uah.edu/budget/self-service-help

Melissa Brown if you are in Research or the Colleges: mab0063@uah.edu; Ext 5217

Tammy Haymon if you are in any other Area: tgh0008@uah.edu; Ext 2242