



The University of Alabama in Huntsville

Financial Planning and Analysis

Banner Finance Self-Service Training

My Journals -

Entering Budget Changes and Journal Entries

Lesson Objectives

- * Define a budget change and journal entry.
- * Discuss an overview of My Journals.
- * Compare a budget change in Banner 9's My Journals with Banner 8's Multiple Line Budget Transfer.
- * Know how to enter a budget change and a journal entry in My Journals.
- * Learn how to find a completed budget change or journal entry in a query.

JE16 and BDo4 Transfers Summary Chart

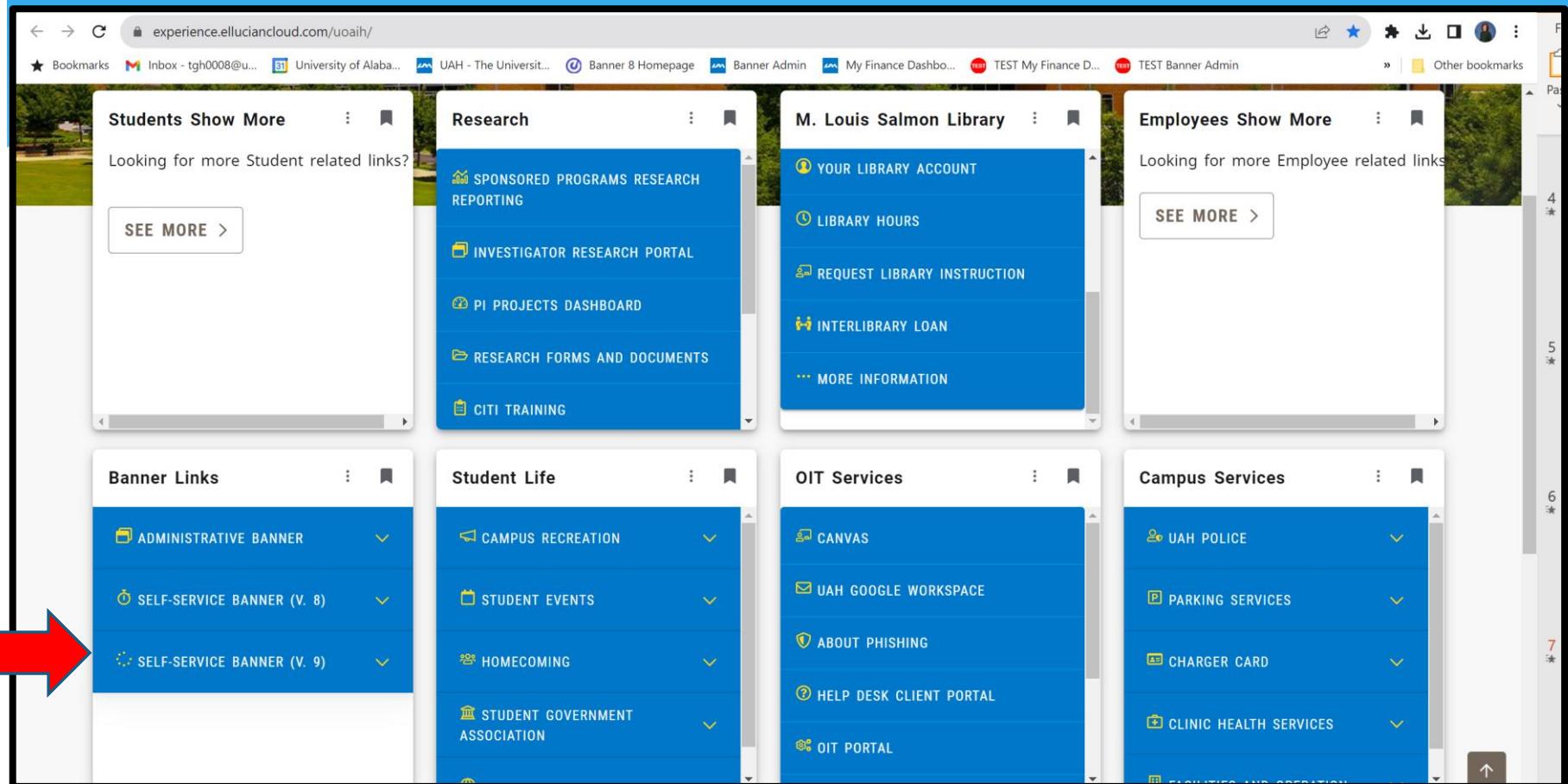
Transfer Type	What is transferred?	Where do you see the transfer?	Who enters the transfer?	Who approves the transfer?
Budget Transfer or Budget Change (BDo4)	<ul style="list-style-type: none"> Budgeted funds within the same fund number Revenue/expense budget adjustments Zero out account codes Payment reimbursements 	Accounted Budget Column (7000)	Department financial manager	Department and Financial Planning office
Cash Transfer (JE16)	<ul style="list-style-type: none"> Actual cash funds with two different fund #s. Cost share transfers Closeout transfers Payment reimbursements 	Year to Date Column (7801)	Financial Planning/ Department financial manager	Financial Planning office
Transfer Authorization (JE16)	<ul style="list-style-type: none"> Expenses/revenues charged to an org in error Interdepartmental invoicing for services and materials 	Year to Date Column	Accounting Office	Accounting office

My Journals Overview

You can use My Journals to perform the following:

- * Copy a journal
- * Reverse a journal
- * Delete a journal
- * Edit a journal
- * Recall a journal
- * Add and delete journal attachments.
- * Download a journal as a PDF.
- * Export a journal into Excel.

MyUAH



The screenshot shows the MyUAH homepage with a grid of service cards. A red arrow points to the 'Banner Links' card in the bottom-left corner.

- Students Show More**
Looking for more Student related links?
[SEE MORE >](#)
- Research**
 - SPONSORED PROGRAMS RESEARCH REPORTING
 - INVESTIGATOR RESEARCH PORTAL
 - PI PROJECTS DASHBOARD
 - RESEARCH FORMS AND DOCUMENTS
 - CITI TRAINING
- M. Louis Salmon Library**
 - YOUR LIBRARY ACCOUNT
 - LIBRARY HOURS
 - REQUEST LIBRARY INSTRUCTION
 - INTERLIBRARY LOAN
 - ... MORE INFORMATION
- Employees Show More**
Looking for more Employee related links?
[SEE MORE >](#)
- Banner Links**
 - ADMINISTRATIVE BANNER
 - SELF-SERVICE BANNER (V. 8)
 - SELF-SERVICE BANNER (V. 9)
- Student Life**
 - CAMPUS RECREATION
 - STUDENT EVENTS
 - HOMECOMING
 - STUDENT GOVERNMENT ASSOCIATION
- OIT Services**
 - CANVAS
 - UAH GOOGLE WORKSPACE
 - ABOUT PHISHING
 - HELP DESK CLIENT PORTAL
 - OIT PORTAL
- Campus Services**
 - UAH POLICE
 - PARKING SERVICES
 - CHARGER CARD
 - CLINIC HEALTH SERVICES

From the UAH webpage, log in to MyUAH. Find the Banner Links card. Select Self-Service Banner (V. 9). Select the Finance Self-Service link.

Banner 9 Self-Service Main Screen

My Finance



Hello Tammy,

Create, edit and approve transactions and view financial information for department / organization.



My Finance Query

Create, view and share budget availability, encumbrance and payroll queries.



My Journals

Create and view draft, pending and completed journals and supporting documentation.



Approve Documents

View list of documents pending approval. Approve, disapprove, or deny.



Delete Finance Template

Delete templates for Finance Queries, Budget Development, and Purchase Orders.

From the Main Screen, select My Journals.



View Document

View draft, pending and completed documents with related information and approval history.



Banner 8 Main Page vs. Banner 9 My Journals

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 among a maximum of five sets of accounting elements for different charts.

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 13

Journal Type BD04 (Temporary Budget Adjustment)

Document Amount

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

Description

Budget Period 01

Save as Template

Shared

Code Lookup

Chart of Accounts Code

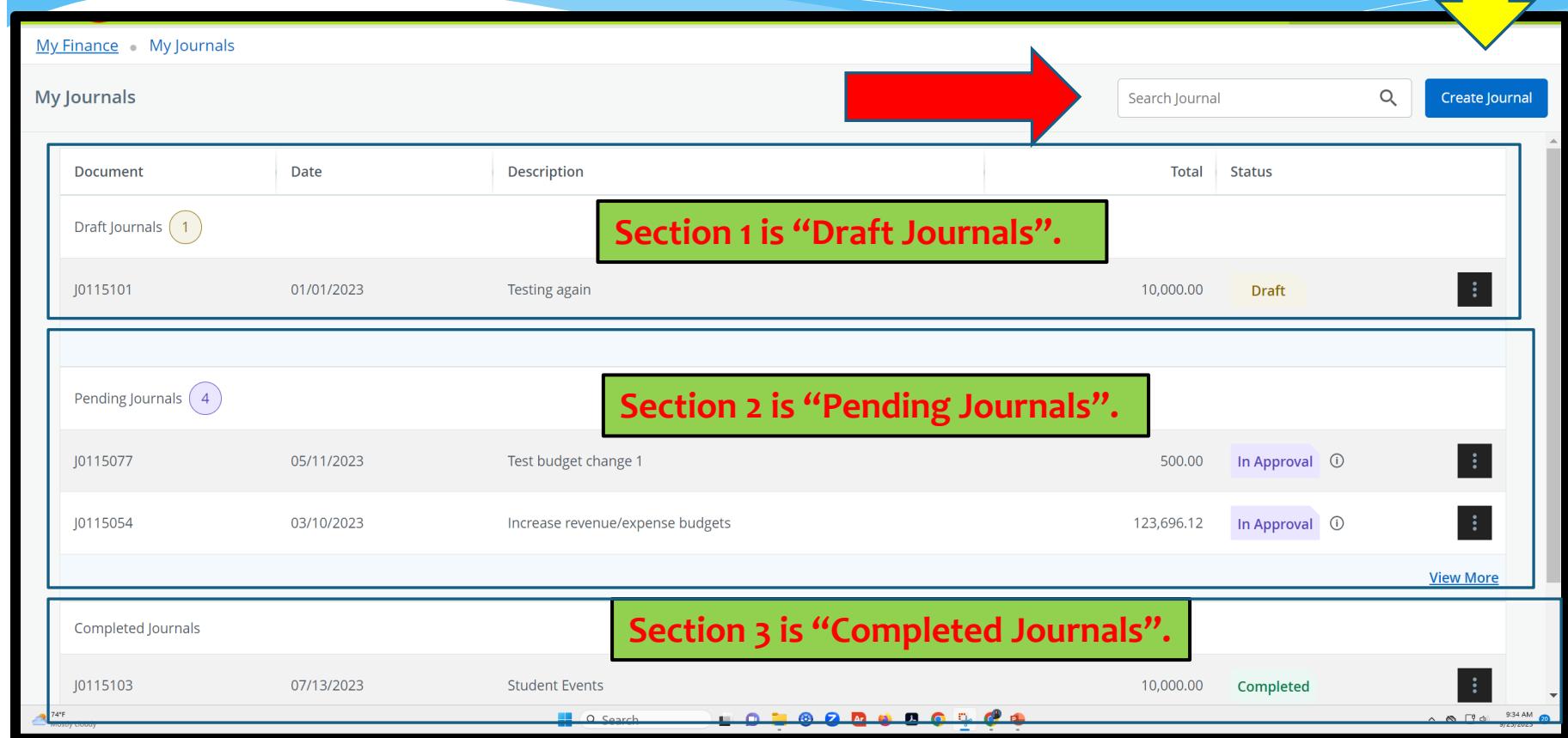
Type

Code Criteria

Title Criteria

Maximum rows to return 10

My Journals Main Page



My_Finance • My Journals

My Journals

Search Journal Create Journal

Document	Date	Description	Total	Status	Actions
Draft Journals 1					
J0115101	01/01/2023	Testing again	10,000.00	Draft	...

Section 1 is “Draft Journals”.

Pending Journals 4					
J0115077	05/11/2023	Test budget change 1	500.00	In Approval	...
J0115054	03/10/2023	Increase revenue/expense budgets	123,696.12	In Approval	...
View More					

Section 2 is “Pending Journals”.

Completed Journals					
J0115103	07/13/2023	Student Events	10,000.00	Completed	...

Section 3 is “Completed Journals”.

74°F mostly cloudy 9:34 AM 9/13/2023

My Journals Status Summary

A status indicates the journal's state. Please note: If a journal entry is in Draft or Pending status it affects the Available Balance of an account, although you may not see this in a query. You would have to look in Pending Documents.

Status	Description
Draft	<ul style="list-style-type: none">• Draft = Journal saved as a draft and awaiting final submission.• Disapproved = Journal disapproved by the approver.• Automatic = Base automatic general voucher.
Pending	<ul style="list-style-type: none">• In Approval = Journal is pending approval in one of the Banner Finance Self-Service approval queues.• Deferred = Journal whose transaction edit processing is deferred to the Transaction Interface Process.
Completed	Completed = Journal approved and posted.

My Journals BD04 Header Info Page

J0131606



Note Banner assigns a JV number.

Transaction Date *

10/28/2025

1



Distribution Total

20,000.00

2

Deferred Edit

Redistribution

NSF Checking

Accounting Defaults

Journal Type

3

BD04 Temporary Budget Adjust... x v

Description

4

Realign from oper budg to equipment

This is the Journal Voucher Header page.

Instructions:

1. The “Transaction Date” auto-populates with the current date.
2. The “Distribution Total” is the absolute value of all entries.
3. Enter “JE16” General Journal Entry for Journal Type.
4. Enter a “Description”.

My Journals BDo4 Header Info Page

J0131606

ACCOUNTING DETAILS

Journal Type

BD04 Temporary Budget Adjust... x v

Description

Realign from oper to equip budget

Bank Code

Deposit

Choose Bank Code

5

Budget Period

01

6

Currency

Choose Currency Code

Journal Comments

Public Comment ▲

Enter public comments for the journal

7

Private Comment ▲

UPDATE

8

This is the Journal Voucher Header page.

Instructions:

5. If needed, the “Bank Code” field should auto-populate to H2.
6. The “Budget Period” should be the same period as the “Transaction Date”.
7. “Journal Comments” are optional. You can either make a Public or Private comment.
8. Select Create or Update when finished.

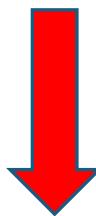
Add Accounting Pop Up Box

Sequence Number : 1 

Status : Postable

Journal Type *

BD04 Temporary Budget Adjust...  

Chart *   

Enter Org # Here

Fund 

Organization 

Account  

Program 

Location 

This is the page where you enter the FOAPAL.

Instructions:

1. First, enter the org number in the Index field. Banner will auto-populate the FOP.
2. Next, enter the Account Code to move the funds from (usually 7000).

Add Accounting Pop Up Box

Sequence Number : 1

Status : Postable

Amount * 3 10,000.00

Debit/Credit * 4

- Minus	Debit
Credit	
+ Plus	
- Minus	

01

NSF Override

Description * 3 Realign from oper to equipment budg

Bank 3 H2 Regions Operating

Deposit 3

Encumbrance 3

Encumbrance Number 3 Choose Encumbrance Document

Action 3 Choose Action

Item Number 3

Sequence 3

Commit Type 3 Choose Commit Type

SAVE ADD ACCOUNTING

Instructions:

3. Scroll down in the box and enter the “Amount”.
4. In the “Debit/Credit” box, NEVER choose Debit or Credit for BDo4 entry. Always choose Plus or Minus. In the example, choose Minus since you are moving the funds from this line.

Add Accounting Pop Up Box

Add accounting

Sequence Number : 1 Status :

Deposit Currency

Choose Currency Code

Encumbrance  

Encumbrance Number

Action

Choose Encumbrance Document  Choose Action 

Item Number Sequence Commit Type

Choose Commit Type 

Endowment 

Gift Date Number of Units

MM/dd/yyyy 

SAVE  ADD ACCOUNTING

Instructions:

5. Scroll past the Encumbrance and Endowment sections.
6. Select **“Add Accounting”** to move to the next line to enter.

Add Accounting Pop Up Box

Add accounting

Sequence Number : 2 

Journal Type *

BD04 Temporary Budget Adjust... 

Chart *

H The University of AL in Huntsville 

Index 

Enter Org # Here 

Fund

AUTO POPULATES

Organization

AUTO POPULATES

Account

8100 Equipment 

Enter Account Code Here 

Program

AUTO POPULATES

Location

NOT USED

*Note that the Sequence Number (Line Number) has advanced to the next line.

Instructions:

7. Repeat the instructions for Line 1 for as many lines as you need.
8. For Line 2 in this example, enter 8100 for the **“Account”**.

Add Accounting Pop Up Box

Sequence Number : 2

Status :

Amount * 9

Debit/Credit * 10

Document Reference

NSF Override

Description *

Budget Period

Bank

Accrual Indicator

Deposit

Currency

Encumbrance Number

Action

Item Number

Sequence

Commit Type

SAVE 11

ADD ACCOUNTING

Instructions:

9. Scroll down and enter the **“Amount”**.
10. Select **“Plus”** from the Dropdown menu since this account code is where the funds are being moved to.
11. Scroll to the bottom of the box and select **“Save”** if you are finished entering lines.

My Journals Draft Preview

Instructions:

Once you have entered the last line and selected Save, you will come to a preview screen where you can review the BD04.

My_Finance • My_Journals • J0119095

Transaction date :09/30/2023 Total :2,000.00 Status : Draft

Search Accounting

Accounting Distribution (2)

This tells you there are 2 lines that make up this entry.

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity	Location
1	✓	BD04	H	--	10,000.00	- Minus		15000	Org #	7000	60	--	--
2	✓	BD04	H	--	10,000.00	+ Plus		15000	Org #	8100	60	--	--

Accounting total : 2,000.00

Add accounting

Back Save as draft Submit Journal

My Journals Draft Preview

My Finance • My.Journals • J0119095

J0119095

Transaction date :09/30/2023 Total :2,000.00 Status : **Draft**

Edit Entry Header, Attach File, Download

Accounting Distribution (2)

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity	Location
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	BD04	H	--	10,000.00	Debit	Org #	15000	Org #	7000	60	--	--
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	BD04	H	--	10,000.00	Credit	Org #	15000	Org #	8100	60	--	--

Accounting total : 2,000.00

Add accounting

Back Save as draft Submit Journal



My Journals Draft Preview

My Finance • My.Journals • jo119095

jo119095

Transaction date :09/30/2023 Total :2,000.00 Status: **Draft**

Search Accounting 

Accounting Distribution (2)

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity	Location
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	BD04	H	--	10,000.00	Org #	15000		Org #	7000	60	--	--
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	BD04	H	--	10,000.00	3	5000		Org #	8100	60	--	--

Accounting total : 2,000.00

 Add accounting





Back  Save as draft  Submit Journal 

My Journals Draft Preview

My.Finance • My.Journals • J0119095

J0119095

Transaction date :09/30/2023 Total :2,000.00 Status : **Draft**

Accounting Distribution (2)

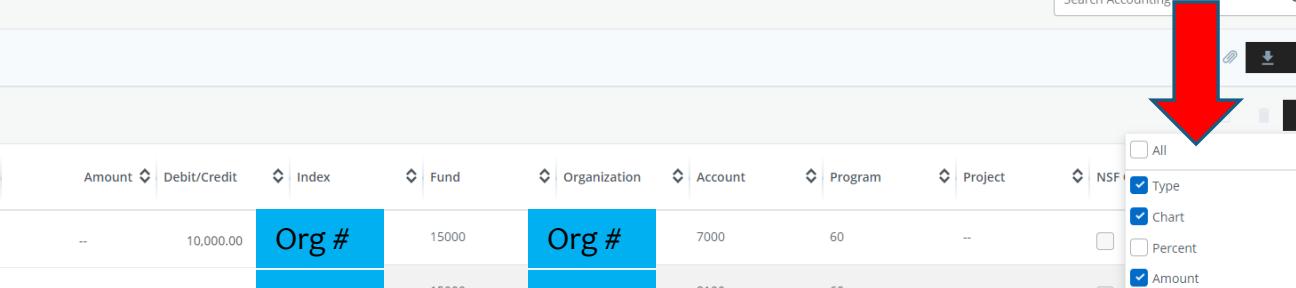
Sequence	Status	Type	Chart	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Project	NSF
1	✓ BD04	H		--	10,000.00	Org #	15000	Org #	7000	60	--	<input type="checkbox"/>
2	✓ BD04	H		--	10,000.00	Org #	15000	Org #	8100	60	--	<input type="checkbox"/>

Accounting total : 2,000.00

Search Accounting ...

Back **Save as**

All
 Type
 Chart
 Percent
 Amount
 Debit/Credit
 Index
 Fund
 Organization
 Account
 Program
 Activity
 Location
 Project
 NSF Override
 Description



My Journals Accounting Entry

Instructions:

When ready to submit the journal, select the blue “Submit Journal” button on the bottom right of the screen. Then select “Yes” from the pop up box.

My Finance • My Journals • J0119095

J0119095

Search Accounting 

Transaction date :09/30/2023 Total :2,000.00 Status : **Draft**   

Accounting Distribution (2)   

Sequence	Status	Type	Chart	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	NSF Override	Description
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	BD04	H	--	10,000.00	Org #	15000	Org #	7000	60	<input type="checkbox"/>	Realign from oper to equipment budg
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	BD04	H	--	10,000.00	Org #	15000	Org #	8100	60	<input type="checkbox"/>	Realign from oper to equipment budg

Accounting total : 2,000.00  Add accounting

 Back Save as draft Submit Journal

My Journals Main Screen

My Finance • My Journals

My Journals

Document	Date	Description	Total	Status	Actions
Draft Journals (14)					
J0119094	02/15/2024	Align budgeted funds to operating	10,000.00	Draft	⋮
J0119093	02/15/2024	Align budgeted funds to operating	10,000.00	Draft	⋮
View More					
Pending Journals (1)					
J0131606	10/28/2025	Realign from oper to equip budget	20,000.00	In Approval	⋮
View More					
Completed Journals					
J0118987	10/01/2023	Reverse J0118799	1,000.00	Completed	⋮
J0118945	10/01/2023	NCAA Position Funding	52,701.86	Completed	⋮
View More					

Document J0131606 completed and forwarded to the approval process.

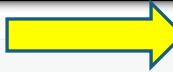
Search Journal 🔍

Create Journal CREATE

Copy Journal COPIE

Reverse Journal REVERSE

Recall Journal RECALL



Verify Budget Change

BD04 **Temporary Budget Adjustment**

financeselfservicetest.uah.edu/FinanceSelfService/ssb/myFinanceQuery#/budgetDashboard/accountQuery

My.Finance • My Finance Query • Budget Status by Account New Query

Budget Status by Account

Org Title #

Query Results

Account	Account Title	FY26/PD14 Adopted Budget	FY26/PD14 Accounted Budget	FY26/PD14 Year to Date	FY26/PD14 Encumbrances	FY26/PD14 Reservation	FY26/PD14 Available Balance
7317	Fuel Chargebacks	\$0.00	\$0.00	\$85.10	\$0.00	\$0.00	(\$85.10)
7403	Furniture <\$5,000	\$0.00	\$0.00	\$0.00	\$1,585.47	\$0.00	(\$1,585.47)
7428	Other Supplies and Materials	\$0.00	\$0.00	\$0.00	\$1,882.41	\$0.00	(\$1,882.41)
7465	Computers & Periph \$1,000-\$4,999.99	\$0.00	\$0.00	\$1,577.94	\$0.00	\$0.00	(\$1,577.94)
7620	Temporary Employment Service	\$0.00	\$0.00	\$4,070.77	\$0.00	\$0.00	(\$4,070.77)
7801	Non-Mandatory Transfers In/Out	\$0.00	\$0.00	(\$53,000.00)	\$0.00	\$0.00	\$53,000.00
8100	Equipment	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Report Total (of all records)		\$1,224,699.00	\$1,224,699.00	\$44,894.20	\$8,342.88	\$3,190.00	\$1,168,271.92

A large yellow arrow points down to the 'FY26/PD14 Accounted Budget' column, which is highlighted with a red box. The 'Report Total' row also has a red box around the total value in the 'FY26/PD14 Accounted Budget' column.

Verify Budget Change

BD04

Temporary Budget Adjustment

financeselfservicetest.uah.edu/FinanceSelfService/ssb/myFinanceQuery#!/budgetDashboard/accountDocument/forAccount

My.Finance • My Finance Query • Budget Status by Account

Budget Status by Account

New Query

Org Title #

Query Results

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
10/28/2025	11/25/2025	J0131606 ⓘ	Realign from oper to equip budget	(\$10,000.00)	BD04
10/09/2025	10/14/2025	GA001205 ⓘ	GEN12 Rev Budg Adjust Sep FY25	(\$12,314.03)	BD04
10/09/2025	10/09/2025	GA001202 ⓘ	GEN12 Rev Budg Adjust Sep FY25	\$12,314.03	BD04
10/01/2025	09/23/2025	L0000034 ⓘ	Original Budget	\$22,743.00	BD01

Report Total (of all records) \$12,743.00



Budget Change: Who Can Enter

- * Anyone with Finance Self-Service posting access to the orgs being used can enter a budget change, but must be trained to do so.
- * Revenue budget entries can only be done by Financial Planning and Analysis.
- * The user must have access to both orgs in order to do the budget change. If they don't, then the user should send a request to budgettransfers@uah.edu.
- * To get access to Finance Self Service or any orgs, you would complete a Kuali Build access request form.

When Should I Enter a Budget Change (BDo4)?

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

1. Within the **SAME** org number or funding source.

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

2. Between 2 different orgs that have the **same** 5-digit Fund Number or funding source. Use 7000 to transfer between orgs.

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

When Should I Enter a Journal Entry (JE16)?

3. Between two different orgs that have a **different** 5-digit Fund Number or different funding source. Use 7801 to transfer between orgs. This is known as a cash transfer NOT a budget transfer*.

Example: From Org **123456**/Fund **54321**/Account Code 7801-Non-Mandatory Transfers In/Out
To Org **654321**/Fund **12345**/Account Code 7801-Non-Mandatory Transfers In/Out

* Budget transfer vs. Cash transfer – What's the difference?

A budget transfer moves **spending authority** between accounts without changing the actual cash balance, whereas a cash transfer moves **real money** between accounts, which affects both spending authority and the cash balance.

Think of it this way: a budget transfer is like reallocating how much you can spend from different parts of your budget (credit limit on a credit card), while a cash transfer is like moving actual dollars from one checking account to another.

My Journals JE16 Header Info Page

J0131607 

Note Banner assigns a JV number.

Transaction Date * 

10/28/2025  

Redistribution 

NSF Checking 

Deferred Edit 

Distribution Total
6,000.00

Accounting Defaults

Journal Type 

JE16 General Journal Entry (Inter-... 

Description 

Faculty or Research Project

This is the Journal Voucher Header page.

Instructions:

1. The “Transaction Date” auto-populates with the current date.
2. The “Distribution Total” is the absolute value of all entries.
3. Select “JE16” General Journal Entry for Journal Type from a dropdown list.
4. Enter a “Description”.

My Journals JE16 Header Info Page

J0131607

ACCOUNTING DETAILS

Journal Type	Description
JE16 General Journal Entry (Inter-... x ▾)	Faculty or Research Project
Bank Code	Deposit
Choose Bank Code	5
Budget Period	Currency
Choose Budget Period	Choose Currency Code

JOURNAL COMMENTS

Public Comment ▾

Enter public comments for the journal

7

Private Comment ▾

8

UPDATE

This is the Journal Voucher Header page.

Instructions:

5. If needed, the “Bank Code” field should auto-populate to H2.
6. The “Budget Period” is not needed for a JE16.
7. “Journal Comments” are optional. You can either make a Public or Private comment.
8. Select Create or Update when finished.

Add Accounting Pop Up Box

Add accounting

Sequence Number : 1

Status :

Journal Type *

JE16 General Journal Entry (Inter-... x v)

Chart *

H The University of AL in Huntsvi... x v

Fund

AUTO POPULATES

Organization

AUTO POPULATES

Account

7801 Non-Mandatory Transfers In/Out

2

x v

Program

AUTO POPULATES

Location

NOT USED

Note the Line Number is shown here.
You are on Line 1.

Click this x first
to clear out
anything that
may be in the
FOAP fields.

1 Enter Org # Here

This is the page where you
enter the FOAPAL.

Instructions:

1. First, enter the org number
in the Index field. Banner
will auto-populate the FOP.
2. Next, enter the Account
Code to move the funds
from (always 7801 for JE16).

Add Accounting Pop Up Box

Add accounting

Sequence Number : 1 Status :

Percent

Amount * 3,000.00 3

Debit/Credit * None 4

Debit Credit + Plus - Minus

NSF Override

Description * Faculty or Research Project Choose Budget Period

Bank H2 Regions Operating

Deposit

SAVE ADD ACCOUNTING

Instructions:

3. Enter the amount to transfer.
4. Next, select Debit from the dropdown list. (JE16 uses debit/credit.)

Note how the Bank Code auto-populates for a cash journal entry.

Select Add Accounting to add Line 1.

Add Accounting Pop Up Box

Add accounting

Sequence Number : 2 Status :

Journal Type *

JE16 General Journal Entry (Inter-... x v)

Chart *

H The University of AL in Huntsvi... x v

Index

Enter Org # 1

Fund

AUTO POPULATES

Organization

AUTO POPULATES

Account

7801 Non-Mandatory Transfers In/Out 2 x v

Program Location

SAVE ADD ACCOUNTING

Instructions:
Repeat instructions
for Line 2.

1. Enter Org # .
2. Enter Account #.

Add Accounting Pop Up Box

Amount *

 3

Debit/Credit *

None

Debit

Credit 4

+ Plus

- Minus

NSF Override

Description *

Choose Budget Period

Bank

 x v

Accrual Indicator

Deposit

Currency

SAVE

ADD ACCOUNTING

Instructions:
Repeat instructions
for Line 2.

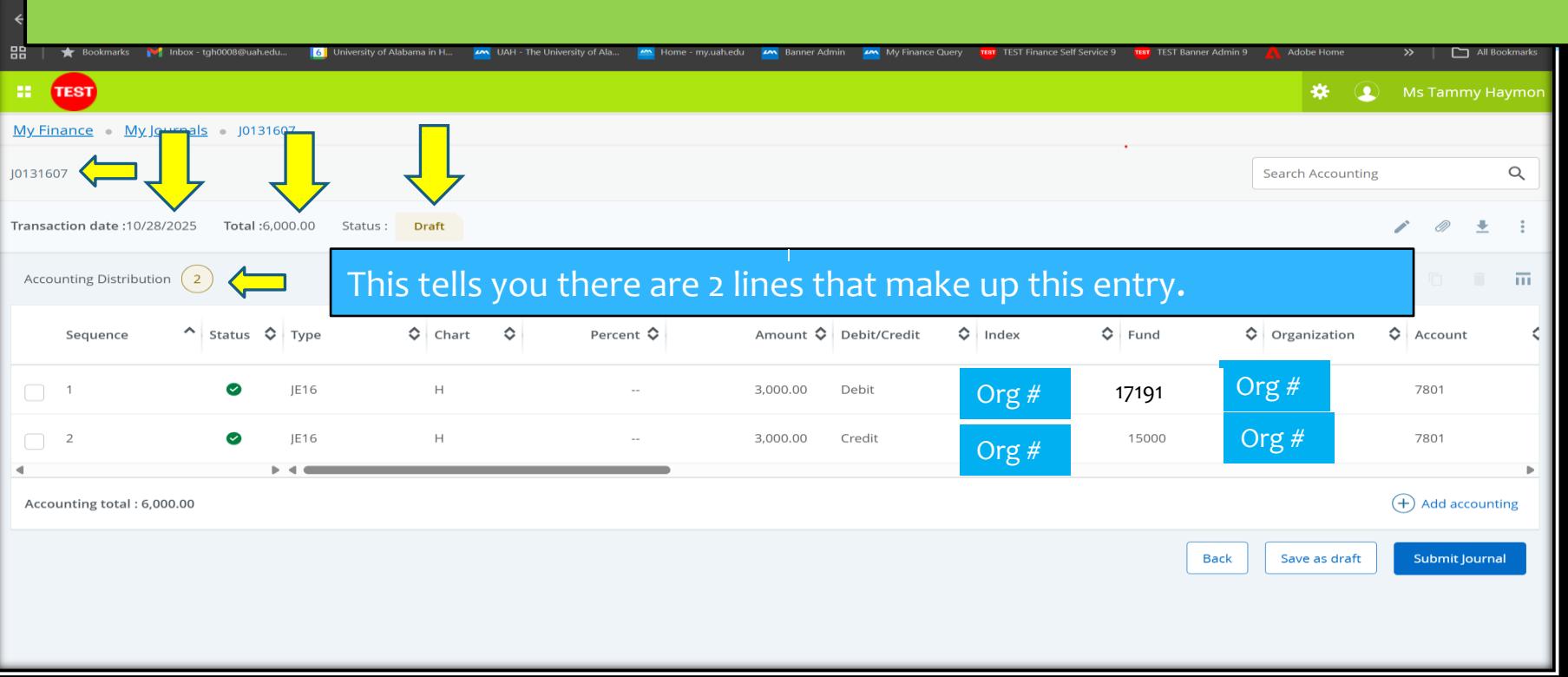
3. Enter Amount.
4. Select Credit.

Select Add Accounting to add
Line 2 and move to Line 3 OR if
finished select Save.

My Journals Draft Preview

Instructions:

Once you have entered the last line and selected Save, you will come to a preview screen where you can review the JE16.



This tells you there are 2 lines that make up this entry.

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account
1	✓	JE16	H	--	3,000.00	Debit	Org #	17191	Org #	7801
2	✓	JE16	H	--	3,000.00	Credit	Org #	15000	Org #	7801

Accounting total : 6,000.00

Back Save as draft Submit Journal

Verify Journal Entry

General Journal Entry

JE16

My Finance Query

Budget Status by Account

Org # Title

New Query

Query Results

Account	Account Title	FY26/PD14 Adopted Budget	FY26/PD14 Accounted Budget	FY26/PD14 Year to Date	FY26/PD14 Encumbrances	FY26/PD14 Reservation	FY26/PD14 Available Balance
7317	Fuel Chargebacks	\$0.00	\$0.00	\$85.10	\$0.00	\$0.00	(\$85.10)
7403	Furniture <\$5,000	\$0.00	\$0.00	\$0.00	\$1,585.47	\$0.00	(\$1,585.47)
7428	Other Supplies and Materials	\$0.00	\$0.00	\$0.00	\$1,882.41	\$0.00	(\$1,882.41)
7465	Computers & Periph \$1,000-\$4,999.99	\$0.00	\$0.00	\$1,577.94	\$0.00	\$0.00	(\$1,577.94)
7620	Temporary Employment Service	\$0.00	\$0.00	\$4,070.77	\$0.00	\$0.00	(\$4,070.77)
7801	Non-Mandatory Transfers In/Out	\$0.00		(\$53,000.00)	\$0.00	\$0.00	\$53,000.00
8100	Equipment	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Report Total (of all records)		\$1,224,699.00	\$1,224,699.00	\$44,894.20	\$8,342.88	\$3,190.00	\$1,168,271.92

Verify Journal Entry

JE16

General Journal Entry

My Finance Query

Budget Status by Account

New Query

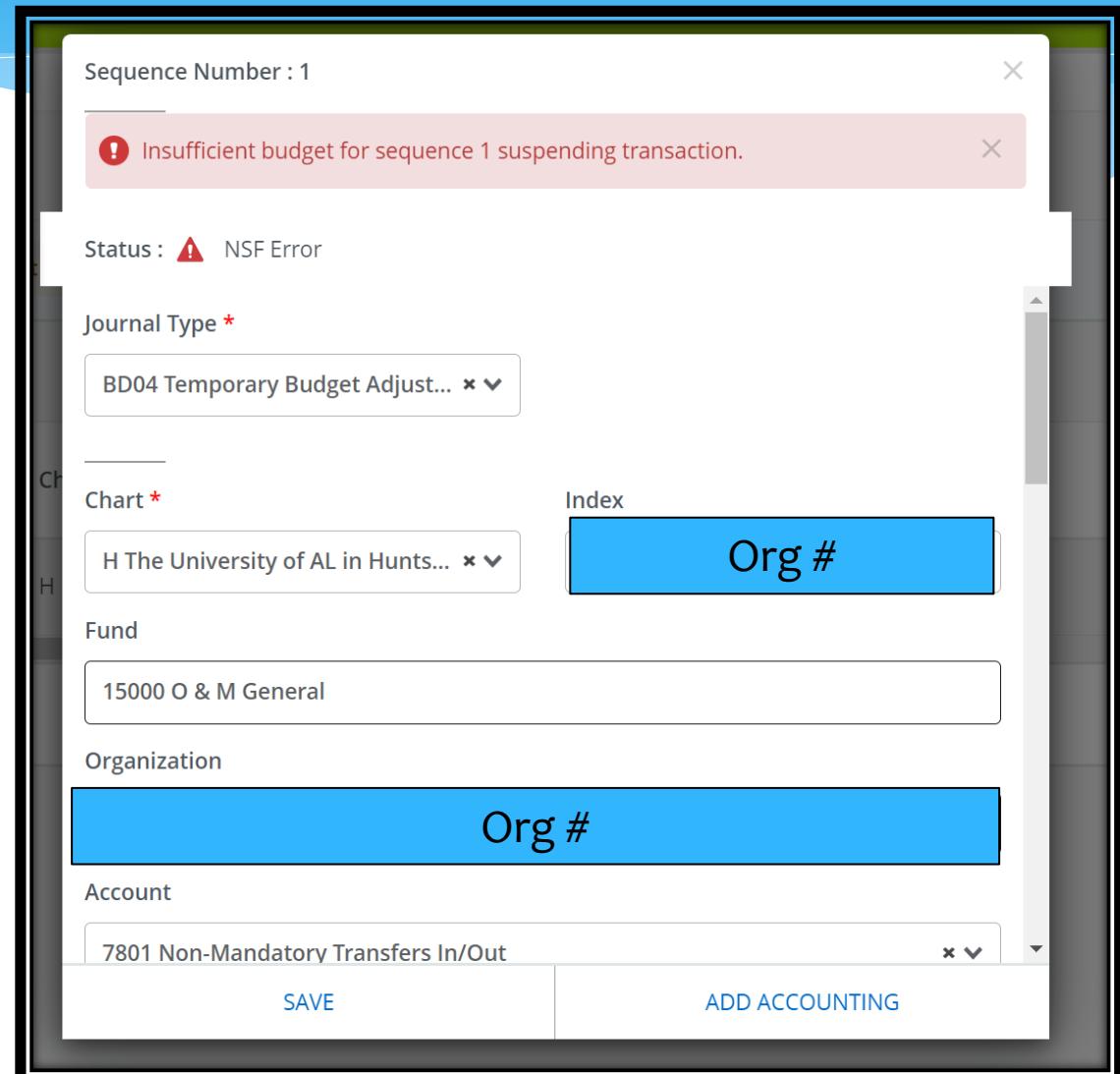
Org #	Title	Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
		10/28/2025	11/24/2025	j0131607 ⓘ	Faculty or Research Project	(\$3,000.00)	JE16
		10/21/2025	10/26/2025	j0131500 ⓘ	Internal transfer-Business Services	(\$50,000.00)	JE16

Report Total (of all records) (\$53,000.00)

My Journals – Budget Change Common Errors

Insufficient Budget:

The org/fund/account code
that you are trying to
decrease does not have
sufficient funds to process
the transaction.



The screenshot shows a software interface for managing budgets. At the top, a message box displays the error: "Sequence Number : 1" and "Insufficient budget for sequence 1 suspending transaction." Below this, the "Status" is listed as "NSF Error". The "Journal Type" is set to "BD04 Temporary Budget Adjust...". The "Chart" field contains "H The University of AL in Hunts...". The "Fund" field is "15000 O & M General". The "Organization" field is highlighted in blue and contains "Org #". The "Account" field is "7801 Non-Mandatory Transfers In/Out". At the bottom, there are "SAVE" and "ADD ACCOUNTING" buttons.

Sequence Number : 1

! Insufficient budget for sequence 1 suspending transaction.

Status : ⚠ NSF Error

Journal Type *

BD04 Temporary Budget Adjust... x v

Chart *

H The University of AL in Hunts...

Index

Org #

Fund

15000 O & M General

Organization

Org #

Account

7801 Non-Mandatory Transfers In/Out

SAVE

ADD ACCOUNTING

My Journals – Budget Change

Common Errors

- **Insufficient Privileges** – If you receive this error, you are not authorized to ‘Post’ on the specified Org # or #s. You may need to request FSS access via the Kuali Banner Access form located under Financial Planning and Analysis.

Please note:

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

Questions?



Contact us!

[Financial Planning and Analysis](#)

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