



THE UNIVERSITY OF  
ALABAMA IN HUNTSVILLE

**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

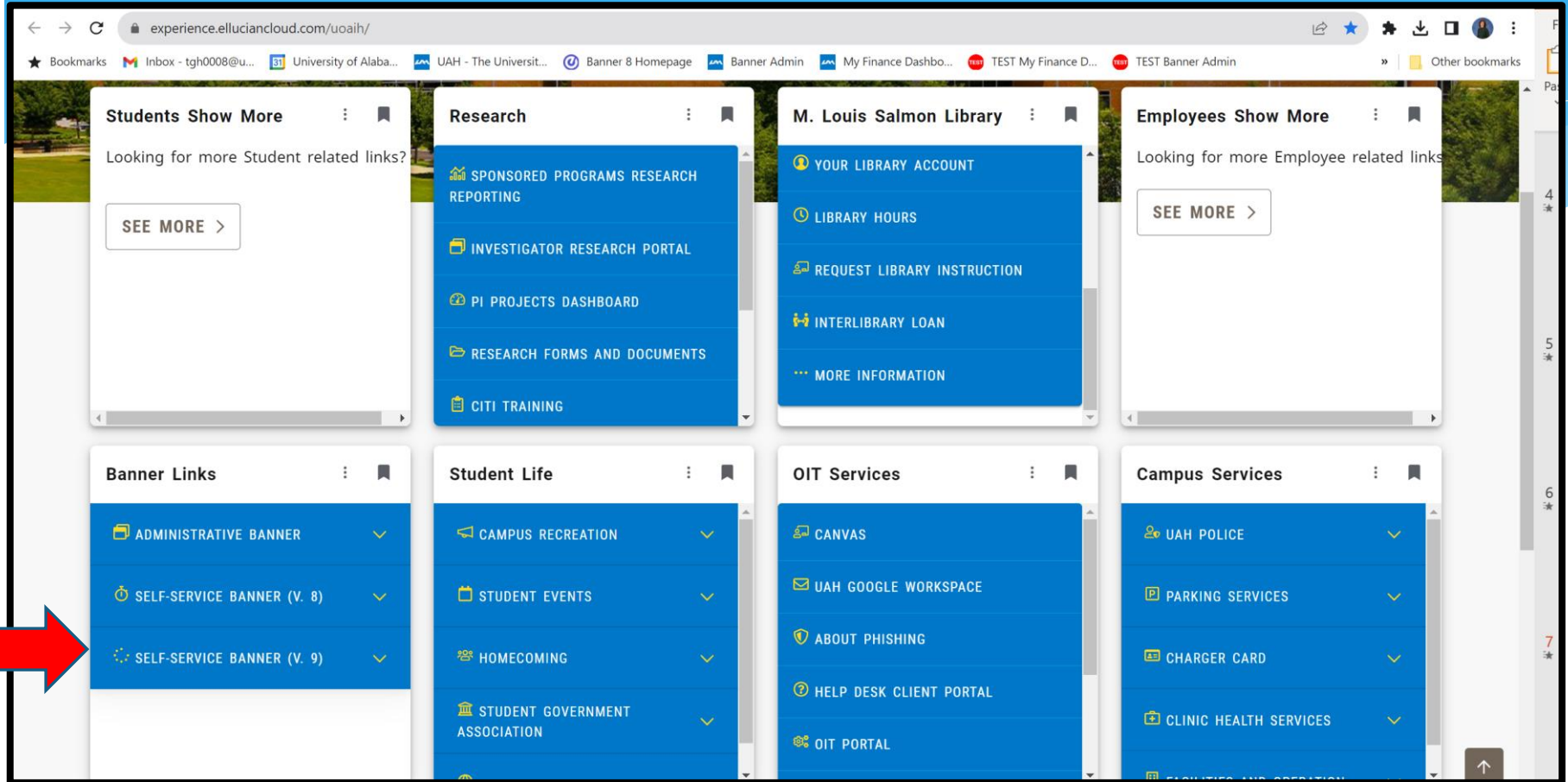
Transfer Type	What is transferred?	Where do you see the transfer?	Who enters the transfer?	Who approves the transfer?
Budget Transfer or Budget Change (BDo4)	<ul style="list-style-type: none"> <li>• <b>Budgeted funds</b> within the <b>same fund</b> number</li> <li>• <b>Revenue/expense</b> budget adjustments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



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.



### View Document

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

**From the Main Screen, select My Journals.**



# 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**      
 **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"/>	- ▾
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"/>	+ ▾
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"/>	+ ▾
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"/>	+ ▾
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"/>	+ ▾

**Description**  **Budget Period**

**Save as Template**    
 ☐ **Shared**


### Code Lookup

**Chart of Accounts Code**    
 **Type**    
 **Code Criteria**    
 **Title Criteria**    
 **Maximum rows to return**

# My Journals Main Page

[My Finance](#) • [My Journals](#)

## My Journals

[Search Journal](#)  [Create Journal](#)

**Section 1 is "Draft Journals".**

Document	Date	Description	Total	Status
Draft Journals <span>1</span>				
J0115101	01/01/2023	Testing again	10,000.00	Draft

**Section 2 is "Pending Journals".**

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

[View More](#)

**Section 3 is "Completed Journals".**

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

74°F  
7/13/2023 9:34 AM



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

# My Journals BDo4 Header Info Page

J0131606

Note Banner assigns a JV number.

Transaction Date \*

10/28/2025

1



Distribution Total

20,000.00

2

☐ Redistribution

☒ NSF Checking

☐ Deferred Edit

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... × ▼

Bank Code

Choose Bank Code 5 ▼

Budget Period

01 6 × ▼

Description

Realign from oper to equip budget

Deposit

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

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

Status :  Postable

Journal Type \*

BD04 Temporary Budget Adjust... x v

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

1

Index

Enter Org # Here

Chart \*

H The University of AL in Huntsville x v

Fund

AUTO POPULATES

Organization

AUTO POPULATES

Account

2 Enter Account Code Here x v

Program

AUTO POPULATES

Location

NOT USED v

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

NSF Override ☐

Description \*

Realign from oper to equipment budg

Bank

H2 Regions Operating

Accrual Indicator ☐

Deposit

Currency

Choose Currency Code

Encumbrance

Encumbrance Number

Choose Encumbrance Document

Action

Choose Action

Item Number

Sequence

Commit Type

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

The screenshot shows a 'Add accounting' pop-up box with a close button (X) in the top right corner. The form is divided into several sections:

- Sequence Number :** 1
- Status :**
- Deposit** (text input)
- Currency** (dropdown menu with 'Choose Currency Code' as the selected option)
- Encumbrance** (section header with a blue arrow pointing to it)
- Encumbrance Number** (dropdown menu with 'Choose Encumbrance Document' as the selected option)
- Action** (dropdown menu with 'Choose Action' as the selected option)
- Item Number** (text input)
- Sequence** (text input)
- Commit Type** (dropdown menu with 'Choose Commit Type' as the selected option)
- Endowment** (section header with a blue arrow pointing to it)
- Gift Date** (text input with a calendar icon, showing 'MM/dd/yyyy')
- Number of Units** (text input)


At the bottom of the form, there are two buttons: **SAVE** and **ADD ACCOUNTING**. A red circle with the number **6** is placed over the 'ADD ACCOUNTING' button.

## 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  Status :

Journal Type \*

BD04 Temporary Budget Adjust... × ▼

Chart \*

H The University of AL in Huntsville × ▼

Fund

**AUTO POPULATES**

Organization

**AUTO POPULATES**

Account

8100 Equipment 8 **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 \* 10,000.00 9

Debit/Credit \* + Plus 10

Document Reference

Budget Period 01

NSF Override

Description \* Realign from oper to equipment budg

Bank H2 Regions Operating

Accrual Indicator

Deposit

Currency Choose Currency Code

Encumbrance

Encumbrance Number Choose Encumbrance Document

Action Choose Action

Item Number Sequence Commit Type

11 SAVE 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.

The screenshot shows the 'My Journals Draft Preview' interface. At the top, the breadcrumb 'My Finance > My Journals > J0119095' is visible. Below it, the transaction date is '09/30/2023', the total is '2,000.00', and the status is 'Draft'. The 'Accounting Distribution' section shows '2' lines. A blue callout box points to this number with the text: 'This tells you there are 2 lines that make up this entry.' Below this is a table with columns: Sequence, Status, Type, Chart, Percent, Amount, Debit/Credit, Index, Fund, Organization, Account, Program, Activity, and Location. The table contains two rows, both with 'BD04' as the type and '10,000.00' as the amount. The first row is marked with a minus sign and the second with a plus sign. At the bottom, there is an 'Accounting total : 2,000.00' and buttons for 'Back', 'Save as draft', and 'Submit Journal'.

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

Buttons: 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**

**Edit Entry Header, Attach File, Download**



Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity	Location
<input type="checkbox"/> 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	--	--

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

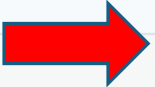

Search Accounting 

Accounting Distribution 2

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity	Location
<input type="checkbox"/> 1		BD04	H	--	10,000.00			15000	Org #	Org #	7000	60	--
<input type="checkbox"/> 2		BD04	H	--	10,000.00			5000	Org #	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
<input type="checkbox"/> 1	✓	BD04	H	--	10,000.00	Org #	15000	Org #	7000	60	--	<input type="checkbox"/>
<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	✓	BD04	H	--	10,000.00	Org #	15000	Org #	7000	60	<input type="checkbox"/>	Realign from oper to equipment budg
<input type="checkbox"/> 2	✓	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 J0131606 completed and forwarded to the approval process.

Search Journal

Create Journal

Document	Date	Description	Total	Status	
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	
<a href="#">View More</a>					
Pending Journals 1					
J0131606	10/28/2025	Realign from oper to equip budget	20,000.00	In Approval	
<a href="#">View More</a>					
Completed Journals					
J0118987	10/01/2023	Reverse J0118799	1,000.00	Completed	
J0118945	10/01/2023	NCAA Position Funding	52,701.86	Completed	
<a href="#">View More</a>					

- Copy Journal
- Reverse Journal
- Recall Journal

# Verify Budget Change

BDO04

## Temporary Budget Adjustment

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

TEST

Ms Tammy Haymon

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account New Query

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

# Verify Budget Change

BD04

Temporary Budget Adjustment

TEST

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](mailto: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 (BD04)?

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

1



Distribution Total

6,000.00

2

☐ Redistribution

☒ NSF Checking

☐ Deferred Edit

Accounting Defaults

Journal Type

JE16 General Journal Entry (Inter-... \* v

3

Description

Faculty or Research Project

4

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-... <span>×</span> <span>▼</span>	Faculty or Research Project
Bank Code	Deposit
Choose Bank Code <span>5</span> <span>▼</span>	
Budget Period	Currency
Choose Budget Period <span>6</span> <span>▼</span>	Choose Currency Code <span>▼</span>

---

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**” 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

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

Sequence Number : 1

Status

Journal Type \*

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

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

Chart \*

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

Index

1 Enter Org # Here

Fund

AUTO POPULATES

Organization

AUTO POPULATES

Account

7801 Non-Mandatory Transfers In/Out

2

Program

AUTO POPULATES

Location

NOT USED

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

Debit/Credit \* 4

☐ NSF Override

Description \*

Bank

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 v

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 *	Debit/Credit *
<input type="text" value="3,000.00"/> 3	<div>None ^</div> <div><input type="text"/></div> <div>Debit</div> <div>Credit 4</div> <div>+ Plus</div> <div>- Minus</div>
<input type="checkbox"/> NSF Override	
Description *	
<input type="text" value="Faculty or Research Project"/>	<input type="text" value="Choose Budget Period"/> v
Bank	
<input type="text" value="H2 Regions Operating"/> x v	<input type="checkbox"/> Accrual Indicator
Deposit	Currency
<input type="text"/>	<input type="text"/>
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.

TEST

My Finance • My Journals • J0131607

J0131607

Transaction date :10/28/2025 Total :6,000.00 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
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](#) • [My Finance Query](#) • [Budget Status by Account](#)

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

The screenshot shows a web application interface for 'financeselfservicetest.uah.edu'. The user is logged in as 'Ms Tammy Haymon'. The page title is 'Budget Status by Account'. A 'New Query' button is visible. The 'Query Results' table has the following data:

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.

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... x v

Index

Org #

Fund

15000 O & M General

Organization

Org #

Account

7801 Non-Mandatory Transfers In/Out x v

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](http://uah.edu/budget/self-service-help)