Budget Office Training

Multiple Line Budget Transfers

Presented by: Mark Massey
Budget Officer
Budgets and Management Information
mdm0023@uah.edu
(256) 824-5217
In order to enter a Multiple Line Budget Transfer, a user must have “Posting” access to the Organization Code(s) being used.

To request access, it may be necessary to complete the Banner Self Service Access Request Form. This form is available at https://www.uah.edu/budget/forms

Completed forms can be submitted to Mark Massey (mdm0023@uah.edu).
Purpose:

* The Multiple Line Budget Transfer allows you to submit an entry to move ‘Accounted Budget’ amounts.

* This function can only be used to move budget...

1. Within the SAME Org number

Example: from Org 123456/Fund 12345/Account Code 7000-Operating to Org 123456/Fund 12345/Account Code 8100-Equipment

OR...

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 123457/Fund 12345/Account Code 7000-Operating
Multiple Line Budget Transfers

Instructions:
1) Transaction Date will auto-populate to the present day
2) Select Entry type ‘BD04 (Temporary Budget Adjustment)’ from Drop-down list
3) Document amount will equal the absolute value of all entries.

*In the upcoming example, if you subtract $5000 from 235411-7801 and add $5000 to 235411-7000, the ‘Document amount’ will be $10000

Note- Do not insert Dollar Sign or Commas for the dollar amounts! Only numbers.
Multiple Line Budget Transfers

Instructions (Cont.):

4) Enter ‘H’ for the 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 on the first line along with the ‘Amount’ (the ‘-’ sign will be auto-populated under ‘D/C’)
7) Enter the 4-digit ‘Account Code’ that you are increasing on the second line along with the ‘Amount’ (the ‘+’ sign will be auto-populated under ‘D/C’)
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.)
Multiple Line Budget Transfers

Instructions (Cont.):
11) Once all items have been entered, click ‘Complete’.
12) If entered correctly, 4 things should happen:
   • The ‘Index’ number will move to the ‘Organization’ box
   • The Default ‘Fund Number’ will appear
   • The ‘Account Codes’ will disappear
   • The Default ‘Program’ Codes will appear
Multiple Line Budget Transfers

Instructions (Cont.):
13) Re-enter the appropriate ‘Account’ codes
14) Click ‘Complete’ again
15) If the entry is accepted, you will be given an 8-digit Journal Entry Number (JXXXXXXX).
16) You can then find the entry in View Document or ‘Pending Documents’ in the Budget Query.
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. Re-check the budget to make sure that there is enough money in the specific account code you are trying to decrease. Also, check to make sure that there are no other ‘Pending Documents’ on the Org that could be causing the error.

Refer to “Budget Status by Organizational Hierarchy” 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 Access Request form- https://www.uah.edu/budget/forms

**Please note:**
If you contact the Budget Office to report a problem, we may request that you email a screenshot of the error (Ctrl + Print Screen)
Questions?

Contact us!
Mark Massey: mdm0023@uah.edu ; Ext 5217
Tammy Haymon: tgh0008@uah.edu; Ext 2242
Alicia Callis: hoscha@uah.edu ; Ext 5604
Chih Loo: looc@uah.edu ; Ext 2243