

# Budget Office Training

## Multiple Line Budget Transfers

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# First Things First: Self Service Banner Access

- \* 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](mailto:mdm0023@uah.edu)).

# Multiple Line Budget Transfers: Correct Ways to use

## 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

# MyUAH

The screenshot displays the MyUAH website interface with a blue header and navigation menu. The main content area is organized into several columns and sections:

- ANNOUNCEMENTS:** Includes a dropdown menu set to 'All' and a message: "You currently have no announcements." with a "Show Hidden" checkbox.
- STRATEGIC PLAN:** Lists "Strategic Plan-Expanding Horizons", "Tactical Plan", and "Balanced Scorecard".
- DRAFT AND INTERIM POLICIES FOR REVIEW:** Lists "Draft Policies" and "Interim Policies".
- OIT SERVICES:** Includes "Canvas" (learning management system), "ADMINISTRATION" (Campus Growth & Improvements, Exterior Wayfinding), "COMPLIANCE FORMS" (Child Protection Policy Compliance), and "TITLE IX COMPLIANCE" (2017 Employee Title IX Training).
- CAMPUS SERVICES:** Includes "UAH Police / Parking Management".
- EMPLOYEE SERVICES:** Includes "Huron UAH Enrollment Management Plan", "Self Service Main Pages" (with a blue arrow pointing to "Employee"), "Payroll Self Service" (Timesheets, Pay Stubs, Leave Balances), "Human Resources" (HR Connection, Truth in Salary Statement, Performance Evaluation, Personal Review Worksheet), "Faculty & Advisors" (Faculty & Advisor Self Service, Charger 360 Referrals, EAB Student Success Collaborative, Maxient, Student Instructor Evaluations, Tk20 Log In), and "Research" (Sponsored Programs Research Reporting).
- ONLINE LEARNING RESOURCES:** Includes "Chargeware" (download software), "Qualtrics" (create and manage surveys), "Online Learning - Faculty Resources", "Online Programs and Courses", "Online Learning Best Practice Checklist" (complete a self-evaluation of your course), "Canvas Instructor Tour" (learn how to create quizzes, assignments, discussions, modules and more), "Online Course Template" (designed to facilitate a modular online course structure), and "Online/Distance Learning Policy".
- STUDENT SERVICES:** Includes "Registration".

# Banner Finance Self-Service



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RELEASE: 8.7

# Multiple Line Budget Transfers

Personal Information Student Financial Aid Employee **Finance** Proxy Menu

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MENU SITE MAP HELP EXIT

## 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"/>	- v								
2	<input type="text"/>	+ v								
3	<input type="text"/>	+ v								
4	<input type="text"/>	+ v								
5	<input type="text"/>	+ v								

Description  Budget Period

Save as Template

Shared

### 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

Personal Information Student Financial Aid Employee **Finance** Proxy Menu

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MENU SITE MAP HELP EXIT

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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    
 Retrieve

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

Complete

### Instructions (Cont.):

- Enter 'H' for the Chart of Accounts
- Enter the 6-digit 'Index' in each of the boxes
- 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')
- 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')
- Repeat as needed making sure that total increases equal total decreases.
- Add a brief 'Description'
- Add the appropriate 'Budget Period' for the Transaction Date (i.e. 1=October, 2=November, 3=December, etc.)

# Multiple Line Budget Transfers

Transaction Date 11 ▾ AUG ▾ 2021 ▾  
 Journal Type BD04 (Temporary Budget Adjustment) ▾  
 Document Amount 10000

#	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 Align Funds in Operating Budget Period 11 ▾

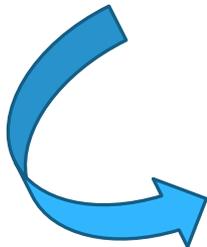
Save as Template

Shared

Complete 

## Instructions (Cont.):

- Once all items have been entered, click 'Complete'.
- 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



Transaction Date 11 ▾ AUG ▾ 2021 ▾  
 Journal Type BD04 (Temporary Budget Adjustment) ▾  
 Document Amount 10000

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

Description Align Funds in Operating Budget Period 11 ▾

Save as Template

Shared

Complete

# Multiple Line Budget Transfers

Transaction Date 11 ▾ AUG ▾ 2021 ▾  
 Journal Type BD04 (Temporary Budget Adjustment) ▾  
 Document Amount 10000

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

Description Align Funds in Operating Budget Period 11 ▾

Save as Template   
 Shared 

## 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.



Transaction Date 11 ▾ AUG ▾ 2021 ▾  
 Journal Type BD04 (Temporary Budget Adjustment) ▾  
 Document Amount 10000

#	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 Align Funds in Operating Budget Period 11 ▾

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. 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!

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