Budget Office Training

My Finance Self-Service

Multiple Line Budget Transfer

(Budget Change or BD04)

Multiple Line Budget Transfers: Correct Ways to Use

* 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 BD04
* This function can only be used to move **budgeted** funds:

1. Within the SAME org number.

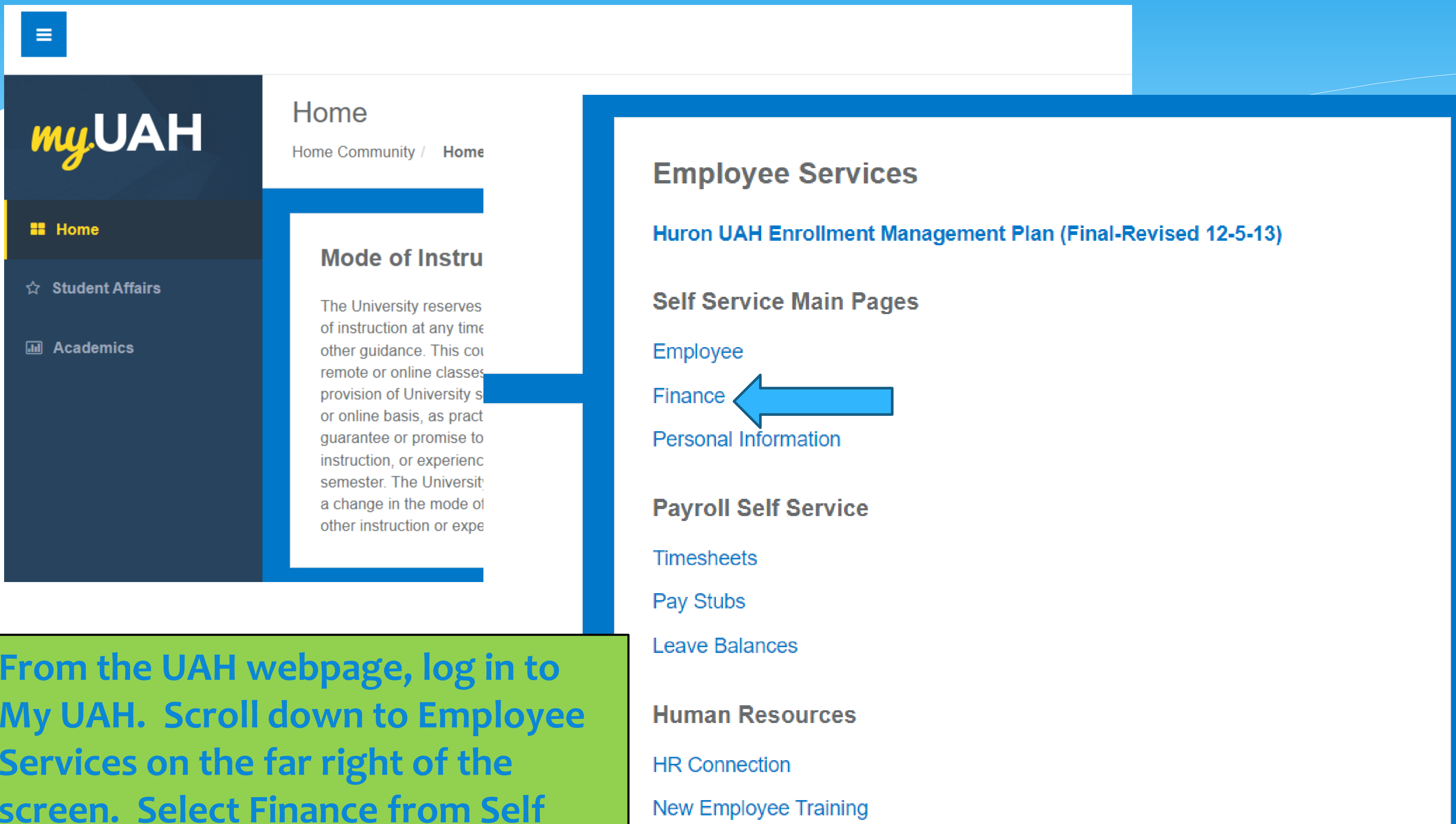
Example: From Org 123456/Fund 12345/Account Code 7000-Operating
To Org 123456/Fund 12345/Account Code 8100-Equipment

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

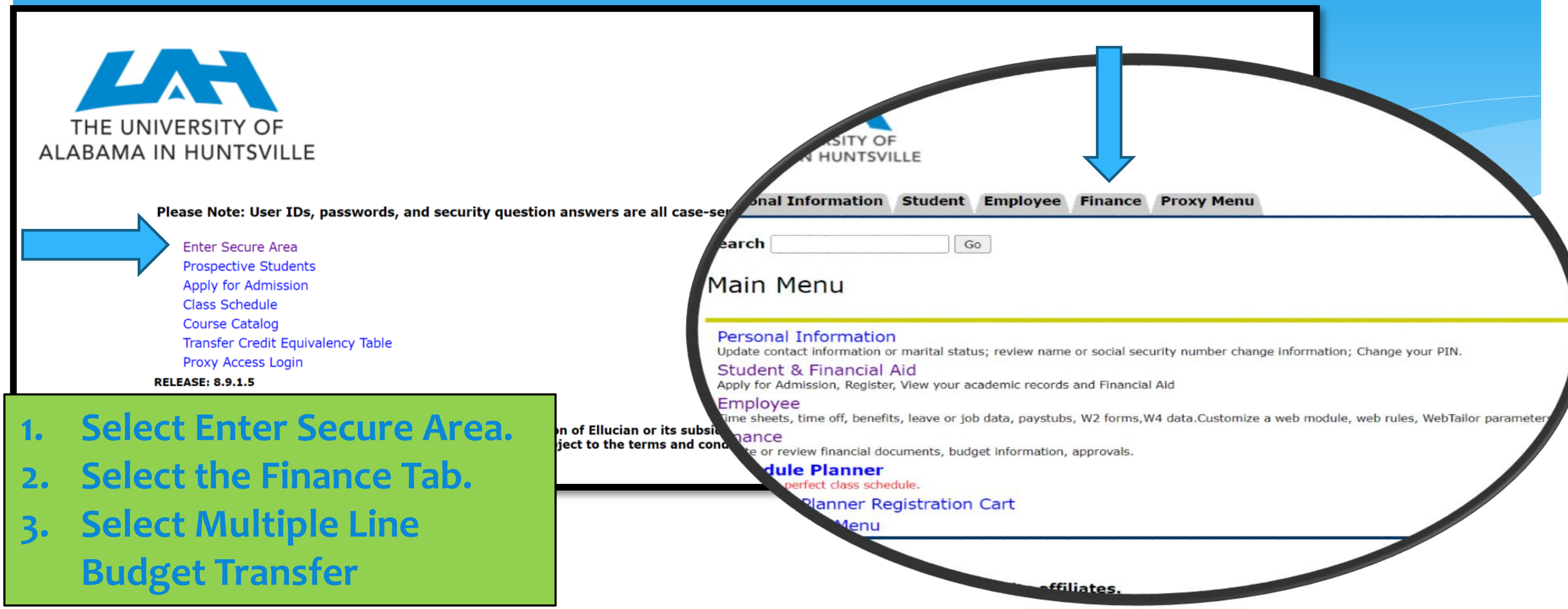
-If the 2 orgs have a different fund number, you cannot use a Multiple Line Budget Transfer.

My UAH

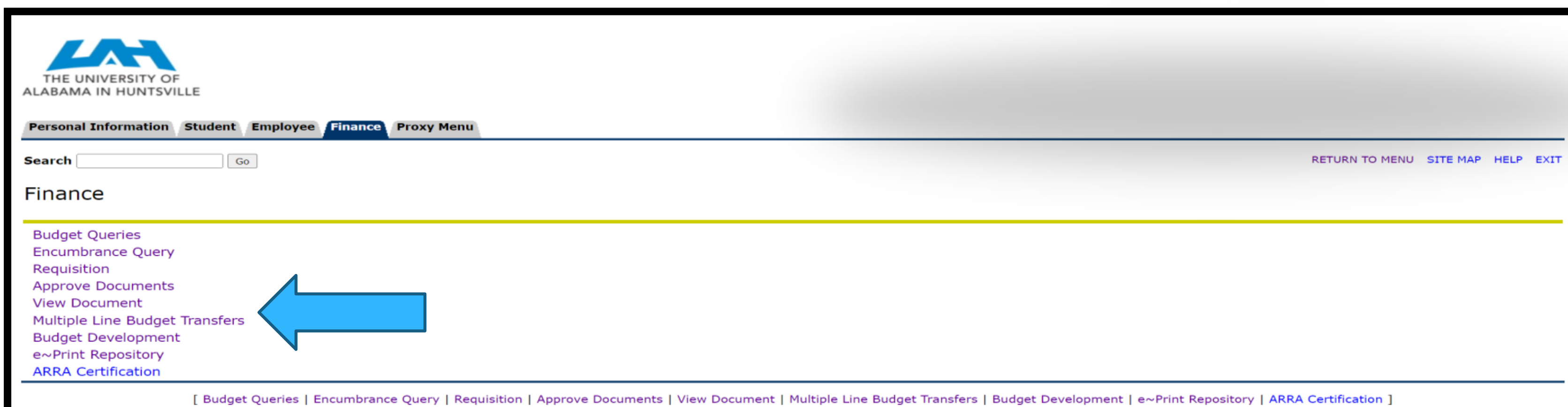


From the UAH webpage, log in to My UAH. Scroll down to Employee Services on the far right of the screen. Select Finance from Self Service Main Pages.

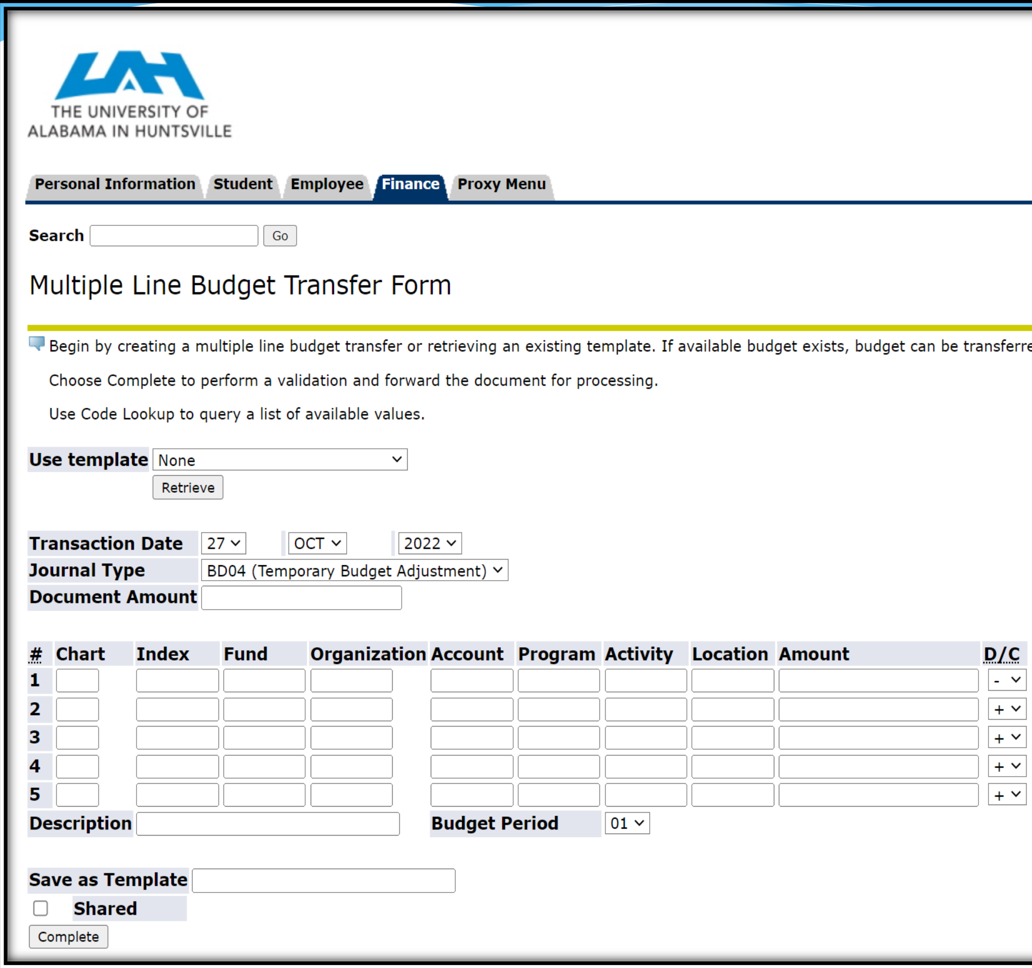
Banner Self-Service Main Screen



1. Select Enter Secure Area.
2. Select the Finance Tab.
3. Select Multiple Line Budget Transfer



Multiple Line Budget Transfer Form


THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Personal Information | Student | Employee | Finance | Proxy Menu

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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 transferre

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Use template: None

Retrieve

Transaction Date: 27 OCT 2022

Journal Type: BD04 (Temporary Budget Adjustment)

Document Amount:

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

Description: Budget Period: 01

Save as Template:

Shared

Complete

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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Use template None

Retrieve

Transaction Date 27 JUN 2022

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 to operating **Budget Period** 09

Save as Template

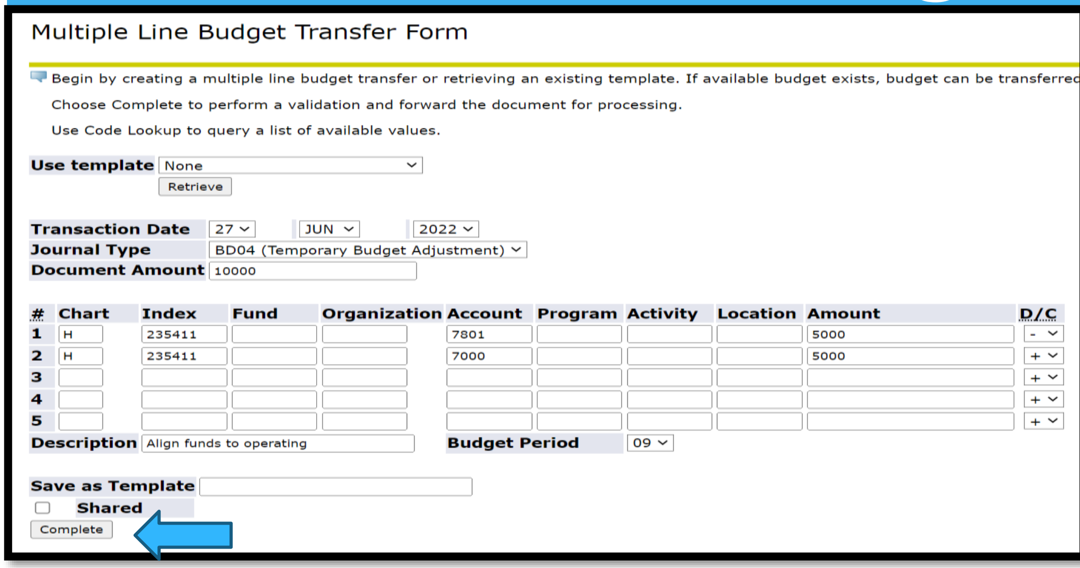
Shared

Complete

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.)

Multiple Line Budget Transfer Form



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3										+
4										+
5										+

Description Align funds to operating **Budget Period** 09

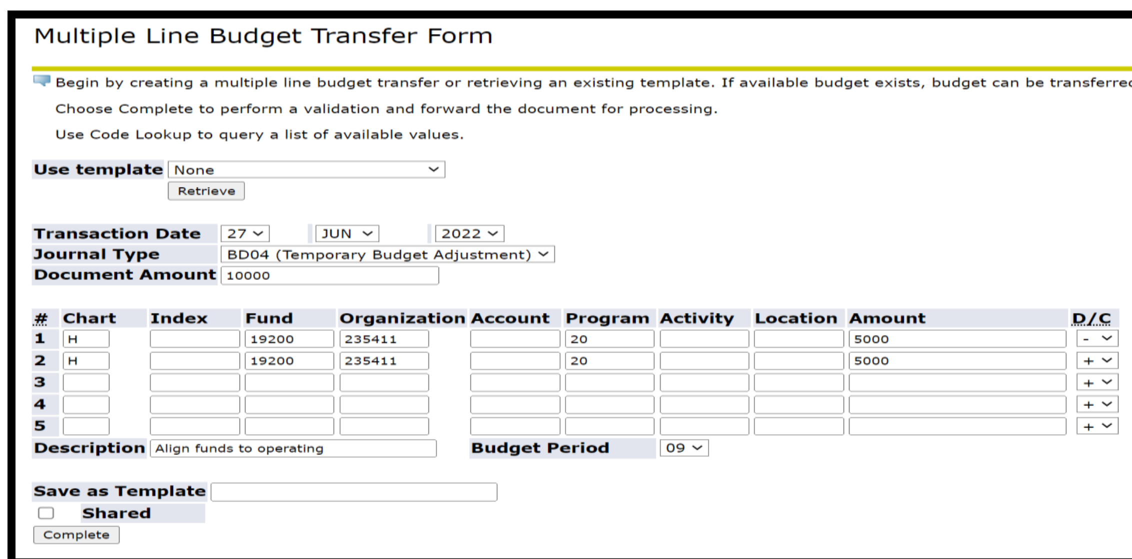
Save as Template

Shared

Complete

Instructions:

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 field.
    - The Default 'Fund Number' will auto-populate.
    - The 'Account Codes' will disappear.
    - The Default 'Program Codes' will auto-populate.



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Retrieve

Transaction Date 27 JUN 2022

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										+

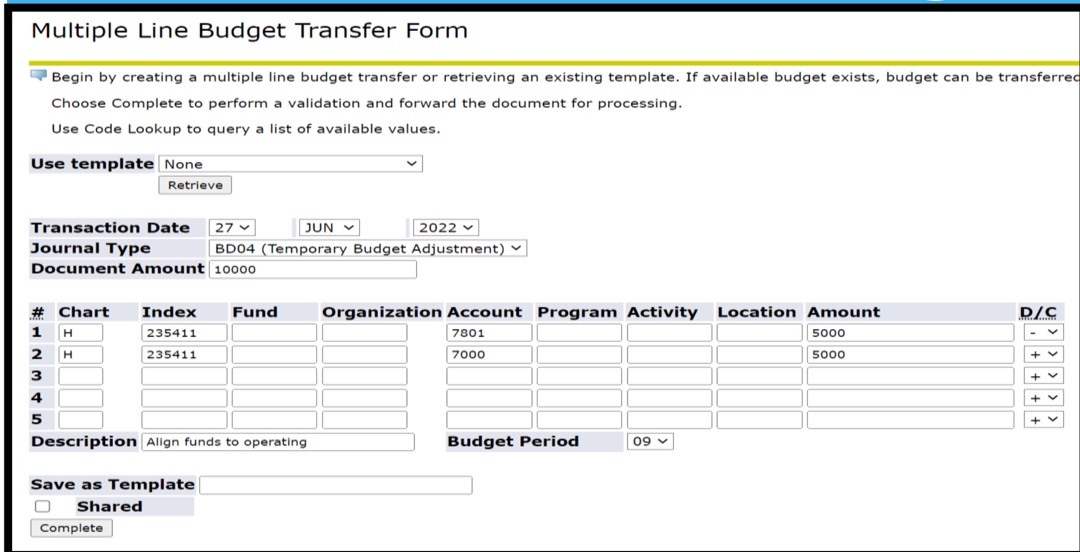
Description Align funds to operating **Budget Period** 09

Save as Template

Shared

Complete

Multiple Line Budget Transfer Form



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Description Align funds to operating **Budget Period** 09

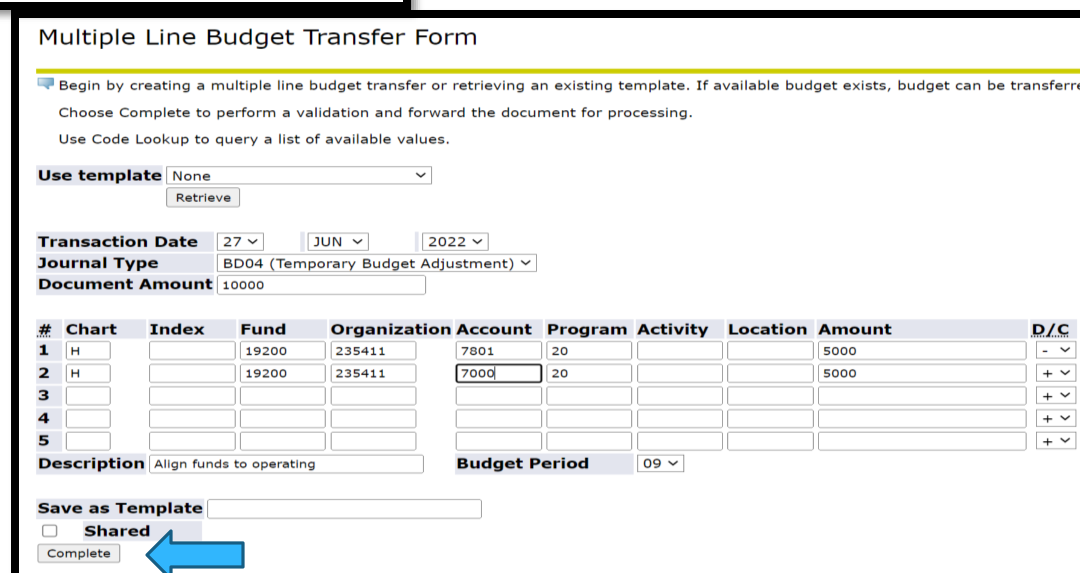
Save as Template

Shared

Complete

Instructions:

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



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Shared

Complete

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 on that line 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 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 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!
Melissa Brown: mab0063@uah.edu; Ext 5217
Tammy Haymon: tgh0008@uah.edu; Ext 2242