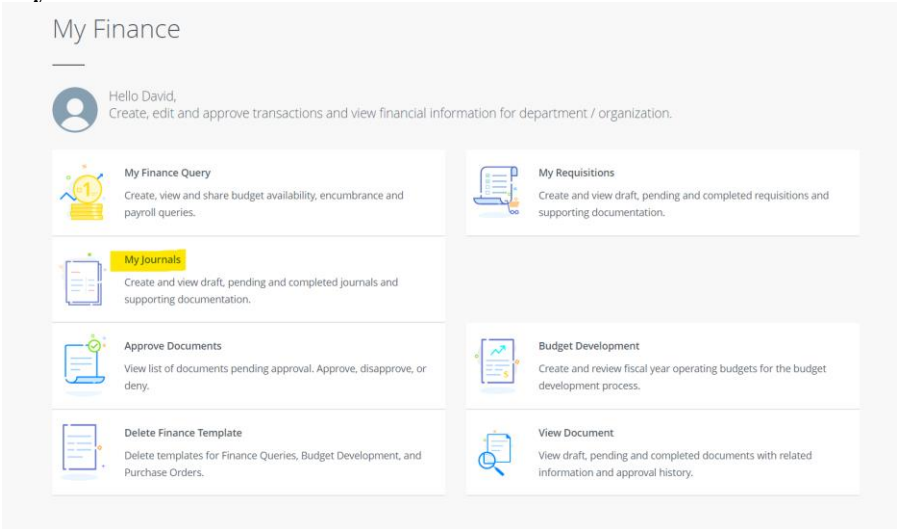
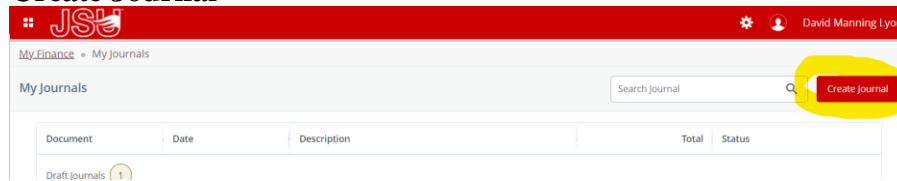
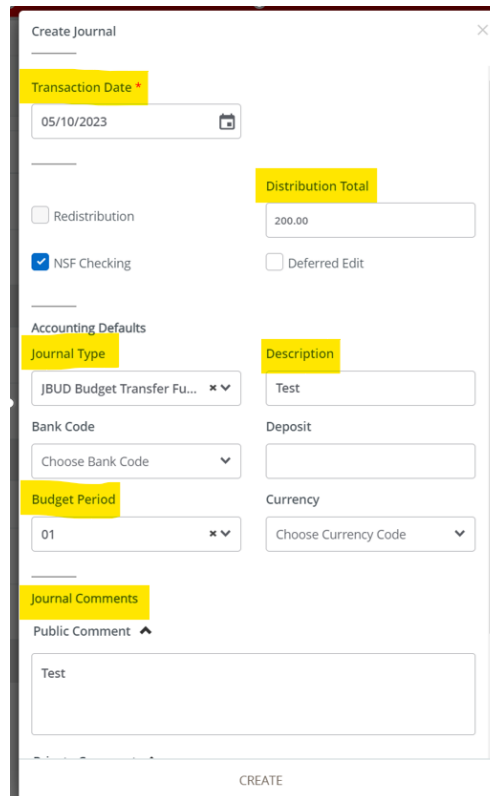


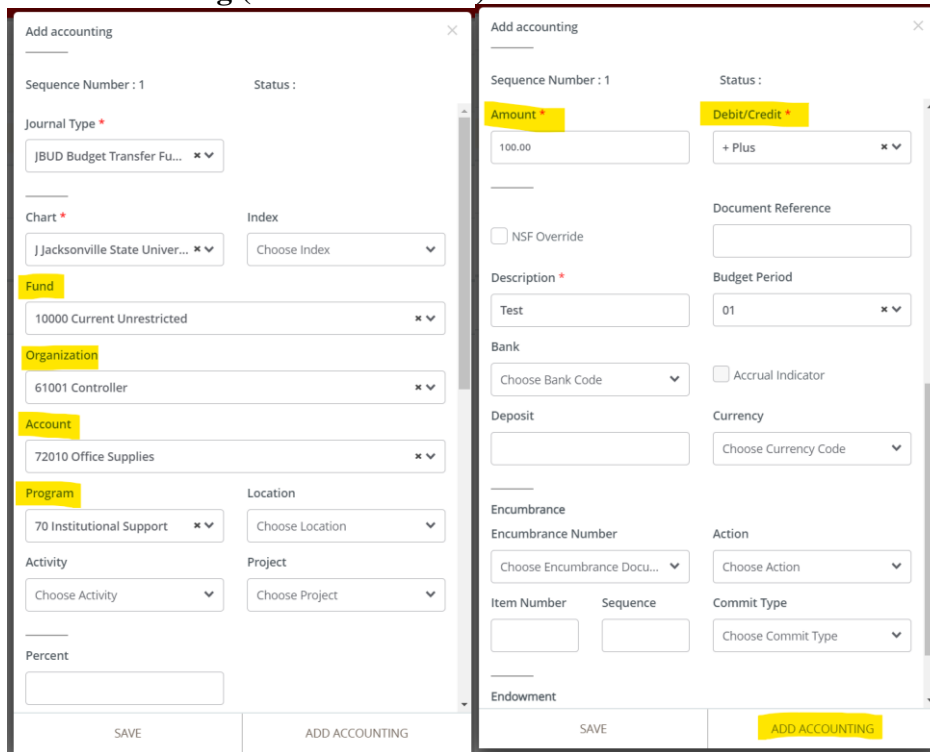
SOP Name	Budget Transfers – Fund 10000– SSB9
Department	Finance & Administration
Owner	University Controller
SOP Description	Budget Transfer Procedure for Self Service Banner 9
Procedure	<ol style="list-style-type: none"> 1. Open My JSU 2. Banner 9 Finance SSB 3. My Journals 

4. Create Journal

- a. Transaction date – typically today’s date
- b. **Distribution Total** (actual JV total x 2)
- c. **NSF Checking** must be checked (automatically defaults)
- d. Journal Type:
 - i. **JBUD** (Fund 10000)
 - ii. **OBUD** (All Other Non-Grant Funds)
- e. **Budget Period:** 01
- f. Enter **description** – Brief description of transfer
- g. **Journal Comments:** Enter description. You have more characters available to describe entry in more detail if needed (not required)
- h. Click **Create**

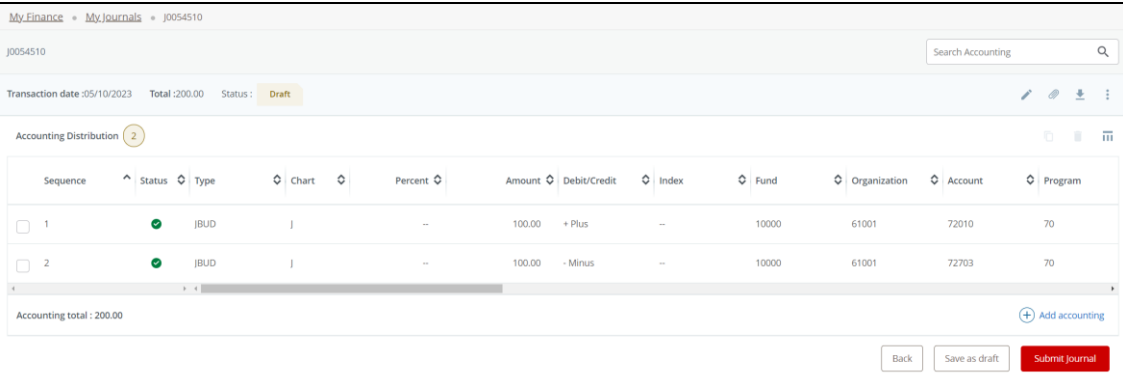
5. Add Accounting (minimum 2 lines)



The image shows two side-by-side screenshots of the 'Add Accounting' form. The left screenshot displays the selection fields: Journal Type (JBUD Budget Transfer Fu...), Chart (J Jacksonville State Univer...), Index (Choose Index), Fund (10000 Current Unrestricted), Organization (61001 Controller), Account (72010 Office Supplies), Program (70 Institutional Support), Location (Choose Location), Activity (Choose Activity), and Project (Choose Project). The right screenshot shows the entry fields: Amount (100.00), Debit/Credit (+ Plus), Description (Test), Budget Period (01), Bank (Choose Bank Code), Currency (Choose Currency Code), Encumbrance (Choose Encumbrance Docu...), Action (Choose Action), Item Number, Sequence, and Commit Type (Choose Commit Type). Both screenshots have 'SAVE' and 'ADD ACCOUNTING' buttons at the bottom.

- a. **Fund:** enter #
 - b. **Organization:** enter #
 - c. **Account:** enter #
 - d. **Program:** Auto populates based on Org, double check to see if correct.
 - e. **Amount:** enter amount
 - f. **Debit/Credit:** enter + Plus or – Minus for amount to adjust budget line by
 - g. Click the “**Add Accounting**” button.
6. Go back to line 5(a) and repeat until all lines of entry are completed
 7. When last line has been entered, click on the **Save** button.

8. Click Submit Journal. This forwards the entry to the approval process.

	 <p>MyFinance • My Journals • j0054510</p> <p>j0054510 Search Accounting</p> <p>Transaction date: 05/10/2023 Total: 200.00 Status: Draft</p> <p>Accounting Distribution 2</p> <table border="1"> <thead> <tr> <th>Sequence</th> <th>Status</th> <th>Type</th> <th>Chart</th> <th>Percent</th> <th>Amount</th> <th>Debit/Credit</th> <th>Index</th> <th>Fund</th> <th>Organization</th> <th>Account</th> <th>Program</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1</td> <td>✔</td> <td>JBUD</td> <td>J</td> <td>--</td> <td>100.00</td> <td>+ Plus</td> <td>--</td> <td>10000</td> <td>61001</td> <td>72010</td> <td>70</td> </tr> <tr> <td><input type="checkbox"/> 2</td> <td>✔</td> <td>JBUD</td> <td>J</td> <td>--</td> <td>100.00</td> <td>- Minus</td> <td>--</td> <td>10000</td> <td>61001</td> <td>72703</td> <td>70</td> </tr> </tbody> </table> <p>Accounting total: 200.00 + Add accounting</p> <p style="text-align: right;"> <input type="button" value="Back"/> <input type="button" value="Save as draft"/> <input type="button" value="Submit Journal"/> </p> <p style="text-align: center;"> a. JBUD routes to budget manager for approval (pending implementation) b. OBUD routes to Controller's Office for approval </p>	Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	<input type="checkbox"/> 1	✔	JBUD	J	--	100.00	+ Plus	--	10000	61001	72010	70	<input type="checkbox"/> 2	✔	JBUD	J	--	100.00	- Minus	--	10000	61001	72703	70
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<input type="checkbox"/> 2	✔	JBUD	J	--	100.00	- Minus	--	10000	61001	72703	70																										
Date	May 10, 2023																																				