

## Budget and Funds Transfer Entry – Simplified

1. Sign into Finance Self Service Banner 9: <https://www.banweb.mtu.edu/FinanceSelfService>
2. Select My Journals
3. Select Create Journal (upper right)
4. For Create Journal entry –
  - a. Choose Journal Type: BD04, FTBT, FTMT or FTLT (this will default in for all line items, but can be changed as needed)
  - b. Enter description: to *INDEX DEPT* from *INDEX DEPT*
  - c. Enter budget period (not necessary if BD04 is not being used)
  - d. Enter Public Comment – information regarding the transfer (previously reason for transfer)
  - e. Select Create
5. For line-item entries (debits and credits must equal or, for budget entries + (plus) and – (minus) would equal, except Start-Up entries)
  - a. Journal Type (should default in, but can be changed)
  - b. Enter Index
  - c. Fund, Org and Program should default in
  - d. Enter Account (usually T190 to transfer out and T140 to transfer in)
  - e. Enter Amount
  - f. Select Debit/Credit: Debit (T190) or Credit (T140). BD04 entry – use -Minus or + Plus
  - g. Enter Description – should default in from initial entry but can be changed as needed. Enter description if it does not default in (see 4b)
6. If additional entries, Choose Add Accounting to add next line-item and go back to #5
7. If all entries are completed, Choose Save
8. Review entries, if necessary.
9. If ready to Submit, choose Submit. If not ready to Submit- Choose Save as Draft.

Drafts cannot be saved indefinitely. Draft journals should be submitted by the 25<sup>th</sup> of each month. If unable to Submit (waiting for approval or other information), the journal will be updated near month end to a date in the following month due to month end closing.