

# Transfer Journal Instructions-

There are times when it is necessary to transfer funding within a department or between departments. Prior to initiating a transfer, verify the funds are available in the appropriate index.

The instructions for entering a transfer journal for submission and processing are below. This step is completed once all appropriate approvals have been received within a department. By entering and submitting the journal, **you are certifying that your appropriate department procedures have been followed, the appropriate departmental approvals have been received and the necessary funds are available.**

Log into banweb.mtu.edu/FinanceSelfService using your ISO username and password.

Select My Journals on the My Finance page.

The screenshot shows the 'My Finance' dashboard for user Jennifer. It features several functional tiles: 'My Finance Query', 'My Journals' (highlighted with a red arrow), 'Approve Documents', 'Delete Finance Template', 'My Requisitions', 'Purchase Orders', and 'Budget Development'. Each tile includes an icon and a brief description of its function.

Select the Create Journal button.

The screenshot shows the 'My Journals' page with a search bar and a 'Create Journal' button highlighted by a red arrow. Below the search bar is a table with columns for Document, Date, Description, Total, and Status. The table lists 'Draft Journals' (0), 'Pending Journals' (0), and 'Completed Journals'.

Document	Date	Description	Total	Status
Draft Journals (0)				
Pending Journals (0)				
Completed Journals				









**Encumbrance & Endowment:**

These areas can be skipped. They should be left blank.

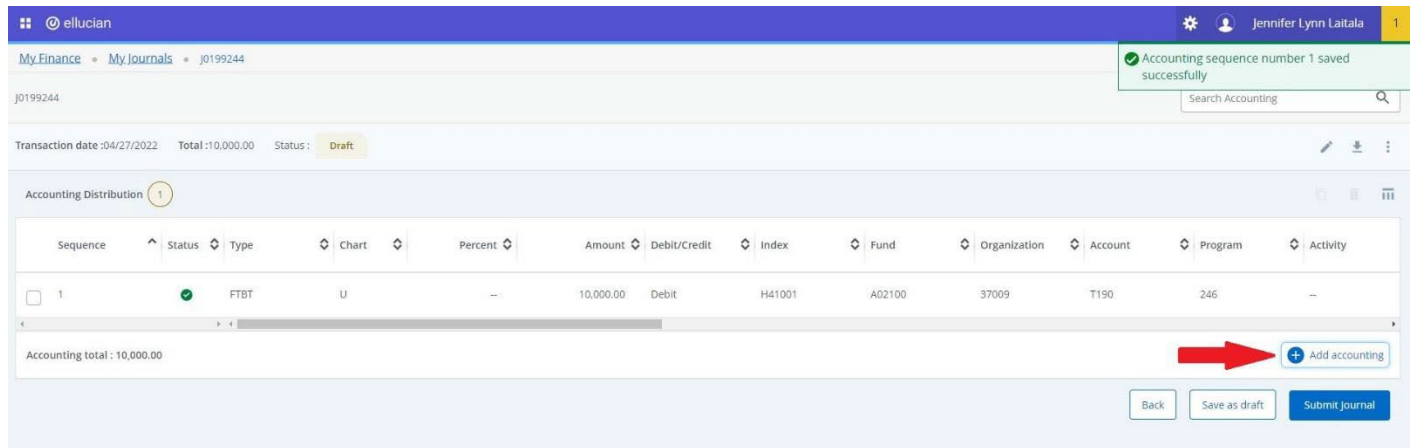
Add additional sequences by selecting Add Accounting at the bottom of the screen and repeat the steps above (starting at Add Accounting Screen) until all sequences have been completed. Once complete, select Save.

**\*\*REMINDER:** A minimum of 2 sequences is required and should include a + (plus) and – (minus), or Debit and Credit.

**Notes:**

If Save is selected before the journal is complete, the following form will appear. Select Add Accounting on the Journal page. The Add Accounting screen will appear and the journal can be completed.

\*If this happens, the Journal Type, Description and Budget Period must be filled out for the next sequence.



Once all sequences have been completed, select SAVE on the Add Accounting screen.

Upon completion, select Submit Journal. By submitting the journal, you are certifying that the appropriate department approvals have been received and funds are available, based on your department’s policies and procedures. The journal is reviewed and approved, as needed.

## FAQs

### How do I get access to enter transfer journals (Banner 9 Finance Self Service)?

Contact Financial Information Systems ([fis@mtu.edu](mailto:fis@mtu.edu)). If there is no finance access request form on file, a [Finance Access Request form](#) is needed. If there is no selection for Transfer Journals, write in Transfer Journals in the Other area under Banner Finance Access. (Form will be updated to include this.)


### How do I check the status of my transfer journal?

Log into [Banweb.mtu.edu/FinanceSelfService](http://Banweb.mtu.edu/FinanceSelfService) using your ISO username and password. Select My journals to see Draft Journals, Pending Journals and Completed Journals.

Draft Journals - non-submitted and/or disapproved request for transfer journals

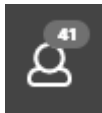
Pending journals - submitted and are in the non-department approval process

Completed journals - fully approved and are posted or are in the posting process

For pending journals, in the My Journal screen, click on the information circle (highlighted in yellow)  to see approvals still needed. Some approvals may appear more than once depending on the journal type used.

### How do I know if/why my transfer is disapproved?

The disapprover should send you an email that it has been disapproved. Log into Banner 9 and check your messages (GUAMESG) for the reason. Select complete under Status and Save after reading and resubmitting.



A shortcut to Messages:  is located on the left on your Banner homepage.

### What do I do if my transfer is disapproved?

If a transfer journal is disapproved, corrections must be made before resubmitting.

Log into [Banweb.mtu.edu/FinanceSelfService](http://Banweb.mtu.edu/FinanceSelfService) using your ISO username and password. Select My journals.

Disapproved journals will be found under Draft Journals. Select the journal that has been disapproved, then the line or sequence that needs correction. On the Add Accounting screen make the necessary changes and Save. Once all corrections have been made, select the Submit Journal button.

### Correcting Disapproved Journals

Choose the journal for correction in your draft journals section. If you need to change the header information on the journal, use the edit pen.



Make changes to transaction date and public comment. Once details are corrected, select update.

If you need to correct the journal type, amount, debit/credit, +/-, index or an account code on a sequence line, choose the sequence line you need to correct. This will bring up the accounting details. Make the changes and choose Save. Repeat for all sequence lines that need to be corrected. When all corrections are made, choose submit journal.

## **I submitted my transfer with the wrong journal type. Can I correct it once I have selected Submit Journal?**

Yes. Recall the transfer journal by selecting the three dots on the right side of the journal line in the My Journals screen and then select Recall Journal. Make the corrections and resubmit.

## **Can I still use the paper Request for Transfer form?**

No, all requests for transfer must be submitted through Finance Self Service Banweb, following this transfer journal process.

## **What department approvals are recommended?**

All department approvals must be obtained before a transfer journal is initiated. The departmental approvals are based on your internal departmental procedures. The following approvals are recommended:

Director/Chair approval – for all transfers

Dean approval – for transfers between funds and all transfers between SS&E and S&W

## **What approvals are done after a journal is submitted?**

The following approvals will be obtained electronically following Board of Trustee policy.

Treasurer of the Board of Trustees – required for all transfers between funds that are \$50,000 and above

President – required for all transfers between funds that are over \$250,000

Additionally, Financial Services and Operations, Sponsored Programs Accounting (based on fund type) and the Budget Office will review transfers for accuracy and appropriateness.

## **What if I receive an unauthorized error?**

Email [fis@mtu.edu](mailto:fis@mtu.edu) with information regarding the error message.