

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				

Create Journal Page

Fill in the highlighted sections: Journal Type, Description and Budget Period. Information entered on this screen will auto-populate for all line items on the journal.

The screenshot shows a web form titled "Create Journal". At the top, there is a "Transaction Date" field with a calendar icon, containing the date "04/12/2022". Below this are several checkboxes: "Redistribution" (unchecked), "NSF Checking" (checked), "Distribution Total" (empty text box), and "Deferred Edit" (unchecked). The "Accounting Defaults" section contains several dropdown menus and text boxes, all highlighted with a yellow border: "Journal Type" (dropdown with "Choose Journal Type"), "Description" (empty text box), "Bank Code" (dropdown with "Choose Bank Code"), "Deposit" (empty text box), "Budget Period" (dropdown with "Choose Budget Period"), and "Currency" (dropdown with "Choose Currency Code").

Transaction Date will auto-populate with the current date. If the journal is being entered after the 25th of the month, **STOP**. All Transfer journals must be submitted between the 1st and the 25th of the month in order to allow for electronic approvals prior to month end.

Accounting Defaults

Journal Type:

- BD04 – Transferring budget amounts between General Fund (“A”) indexes
- FTBT – All line items are under \$50,000 or
 - Transferring any amount between indexes within the same fund group*
- FTMT – Any one line item \$50,000 - \$250,000 and no line items over \$250,000 between different fund groups, use FTMT for all transfer line items (not budget entries)
- FTLT – Any one line item more than \$250,000 between different fund groups, use FTLT for all transfer line items (not budget entries)
- FTET – Any one line item more than \$500,000 between different fund groups, use FTET for all transfer line items (not budget entries)

BD04 and one FTxx journal type may be used when processing transfers.

*Indexes within Fund Groups:

- Dxxxx, E35xxx, E36xxx = Designated Fund
- Fxxxx, Hxxxx = Auxiliary Fund
- E0xxxx, E30xxx thru E33xxx = Expendable Restricted Fund
- Pxxxx = Plant Fund
- Axxxx = General Fund
- Sxxxx = Agency Fund - Do not use this form. Use Reallocation of Expenditures Form.

Budget Period:

Please fill in the current budget period based on the current Month.

- | | | |
|----------------|---------------|------------|
| 01 = July | 05 = November | 09 = March |
| 02 = August | 06 = December | 10 = April |
| 03 = September | 07 = January | 11 = May |
| 04 = October | 08 = February | 12 = June |

Description – This is what will be seen as the transaction description in Banner. Include both index number and department name in the description. (Example: **To Hxxxxx/Dept From Hxxxxx/Dept**) This field is limited to 35 characters and spaces so abbreviations may be necessary.

The screenshot shows a web form for journal entries. At the top, there is a label 'Journal Comments' followed by a dropdown menu currently set to 'Public Comment'. Below this is a text input field with the placeholder text 'Enter public comments for the journal'. Underneath is another dropdown menu set to 'Private Comment', with a large black 'X' drawn over its text input field, which also has the placeholder 'Enter private comments for the journal'. At the bottom of the form is a 'CREATE' button.

Public Comment – Include the reason for transfer in this box and any additional information that supports or explains the request. Also, include your initials.

Private Comment – Do not use.

Select Create to open the Add Accounting form.

Add Accounting Page

Fill in all highlighted areas. Areas with an X will either auto-populate or should remain empty. Accounting will be added for each 'line' of the transfer. Each 'line' is considered a new sequence. There will be a minimum of 2 sequences for each transfer journal.

The screenshot shows the 'Add Accounting' form with the following fields and their states:

- Sequence Number : 1
- Status :
- Journal Type * (highlighted in yellow)
- Chart * (U MTU Chart of Accounts)
- Index (highlighted in yellow)
- Fund (Choose Fund with an X)
- Organization (Choose Organization with an X)
- Account (highlighted in yellow)
- Program (Choose Program with an X)
- Location (Choose Location with an X)
- Activity (Choose Activity with an X)
- Project (Choose Project with an X)

Journal Type:

This will automatically populate based on what was entered in the create journal screen (BD04, FTBT, FTMT, FTLT, FTET). However, this CAN be changed, as needed. (Example: A transfer from a General Fund budgeted index to an Auxiliary Fund index would be both a BD04 and a FTBT, FTMT, FTLT or FTET.) Note: If this is not entered on the Create Journal screen or the Add Accounting screen is exited before the journal is complete, the Journal Type will stop auto-populating and will need to be entered each time.

Chart:

This should auto-populate to U MTU Chart of Accounts

Index:

Enter the appropriate index. Once the index is entered, Fund, Organization and Program will auto-populate. The easiest way to do this is to type the index in the bar. The drop down gives all indexes and is very time-consuming.

Account:

Enter the appropriate account code. The easiest way to do this is to type the account code in the bar. The drop down gives all account codes and is very time-consuming.

- BD04 – Use account code where budget is located to transfer out (minus)
 - Use account code where budget is being increased to transfer in (plus)
- FTBT, FTMT, FTLT & FTET – Use T190 to transfer out (Debit)
 - Use T140 to transfer in (Credit)

Exceptions:

- Start Up Indexes:**
 - Use T190P to transfer out (Debit)
 - Use T140P to transfer in (Credit)
 - BD04 is required to reduce a budget in T140P

Example:		Start-Ups									
Type	Chart	Amount	Debit/ Credit	Index	Fund	Org	Account	Program	Description	Budget Period	
Funding from GF	BD04	U	75,000.00 minus	A11850	autopopulates	autopopulates	E200	autopopulates	To T190P	3	Current mo.
	BD04	U	75,000.00 plus	A11850	autopopulates	autopopulates	T190P	autopopulates	From E200	3	
	FTLT	U	75,000.00 debit	A11850	autopopulates	autopopulates	T190P	autopopulates	To D972xx/ (faculty last name)		
	FTLT	U	75,000.00 credit	D97255	autopopulates	autopopulates	T140P	autopopulates	From A118xx/FSO		
	BD04	U	75,000.00 minus	D97255	autopopulates	autopopulates	T140P	autopopulates	Budget in from dept/A118xx	3	
Funding non-GF	FTLT	U	75,000.00 debit	E35236	autopopulates	autopopulates	T190P	autopopulates	To D972xx/ (Fac Last Name)		
	FTLT	U	75,000.00 credit	D97255	autopopulates	autopopulates	T140P	autopopulates	From E35xxx/ (dept name)		
	BD04	U	75,000.00 minus	D97255	autopopulates	autopopulates	T140P	autopopulates	Budget in from (dept name)/E35xxx		

Exceptions (cont):

Carryforward indexes-A15xxx: If transferring to another General Fund index, use account code 0011

Lab Indexes: Funds may not be transferred out of lab indexes.

In the rare instance where funds are to be transferred into a lab index,

– Use FTBT and the account code T200 for both the Debit and the Credit

Percent

Amount *

Debit/Credit *

NSF Override

Document Reference

Description *

Budget Period

Bank

Accrual Indicator

Deposit

Currency

Amount:

Enter the amount being transferred

Debit/Credit:

This determines if the money is removed from an index/account code or added to an index/account code.

BD04 - The + or - are used.

To reduce the budget enter the - (minus)

To increase the budget enter the + (plus)

FTBT, FTMT, FTLT & FTET – The Debit or Credit will be used.

Select Debit (T190) when transferring funds out of an index

Select Credit (T140) when transferring funds into an index

Description:

If the Description section was completed in the Create Journal screen, it should auto-populate here. If changes are needed, the field can be updated. Information must be entered in the description field. The description field is limited to 35 characters including spaces. Include both the indexes and department (Example: **To Hxxxxx/Dept From Hxxxxx/Dept**) or if multiple indexes provide purpose of transfer (Example: **FYxx Faculty Acct Funding**).

Budget Period:

This will auto-populate based on the budget period that was entered on the Create Journal screen. If this was not completed, enter the current budget period based on the month.

- | | | |
|----------------|---------------|------------|
| 01 = July | 05 = November | 09 = March |
| 02 = August | 06 = December | 10 = April |
| 03 = September | 07 = January | 11 = May |
| 04 = October | 08 = February | 12 = June |

Bank:

This should auto populate to RG Range Bank-Operating. If it does not, select RG Range Bank-Operating from the drop-down menu.

The screenshot shows a form with the following fields, all of which are crossed out with a large 'X':

- Encumbrance:** Encumbrance Number (dropdown menu: Choose Encumbrance Document)
- Item Number:** (text input)
- Sequence:** (text input)
- Action:** (dropdown menu: Choose Action)
- Commit Type:** (dropdown menu: Choose Commit Type)
- Endowment:** Gift Date (calendar icon, placeholder: MM/dd/yyyy)
- Number of Units:** (text input)

At the bottom of the form are two buttons: **SAVE** and **ADD ACCOUNTING**.

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.

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J0199244

Transaction date :04/27/2022 Total :10,000.00 Status : Draft

Accounting Distribution 1

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity
1	✓	FTBT	U	--	10,000.00	Debit	H41001	A02100	37009	T190	246	--

Accounting total : 10,000.00

Back Save as draft **Add accounting** Submit Journal

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.

ellucian Jennifer Lynn Laitala 1

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J0199244

Transaction date :04/27/2022 Total :20,000.00 Status : Draft

Accounting Distribution 2

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity
1	✓	FTBT	U	--	10,000.00	Debit	H41001	A02100	37009	T190	246	--
2	✓	FTBT	U	--	10,000.00	Credit	H41003	A02100	37051	T140	246	--

Accounting total : 20,000.00

Back **Submit Journal**

FAQs

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

Contact Financial Information Systems (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 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

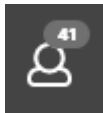
Pending journals - submitted and are in the non-department approval process

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 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 with information regarding the error message.