

## Finance Dashboard - My Journals/Budget Transfer User Guide

### Part I - Gaining Access

1. Make sure you **have authorized Fund/Organization (FOAPAL) access** in Banner.

FOAPAL stands for six accounting elements of finance data in Banner: Fund, Organization, Account, Program, Activity and Location. FOAPAL authorization can also be called Fund-Organization Access. In Banner, all access to the (University and Foundation) Finance data is based on the Fund/Organization Access that has been authorized/established for an individual. **You must have Approver access to a Fund/Organization before you can create Budget Transfer Journal Entry.**

To request “Approver” access, submit a [FOAPAL Authorization - Approver](#) Request. This form can be used to replace approver access.








To request “Originator” or “View Only” access, submit a [FOAPAL Authorization - Originator/View](#) Request.

If necessary, you may run [Fund & Organization Access Report](#) report to check access for you or others. [What does Approver, Originator or View Access mean?](#)

2. Access Finance Dashboard **My Journals** Options.

From [My Missouri State](#) portal, use the **Discover** tool from the main menu and search “Finance”, select **Finance Resources** card and click on **Finance Dashboard** to start.

The screenshot displays a grid of dashboard options. The 'My Journals' option is highlighted with a red border. Each option includes an icon, a title, and a brief description.

	<b>My Finance Query</b> Create, view and share budget availability, encumbrance and payroll queries.		<b>My Requisitions</b> Create and view draft, pending and completed requisitions and supporting documentation.
	<b>My Journals</b> Create and view draft, pending and completed journals and supporting documentation.		<b>Purchase Orders (West Plains Only)</b> Create purchase orders or purchase orders in process.
	<b>Approve Documents</b> View list of documents pending approval. Approve, disapprove, or deny.		<b>Budget Development</b> Create and review fiscal year operating budgets for the budget development process.
	<b>Delete Finance Template</b> Delete templates for Finance Queries, Budget Development, and Purchase Orders.		

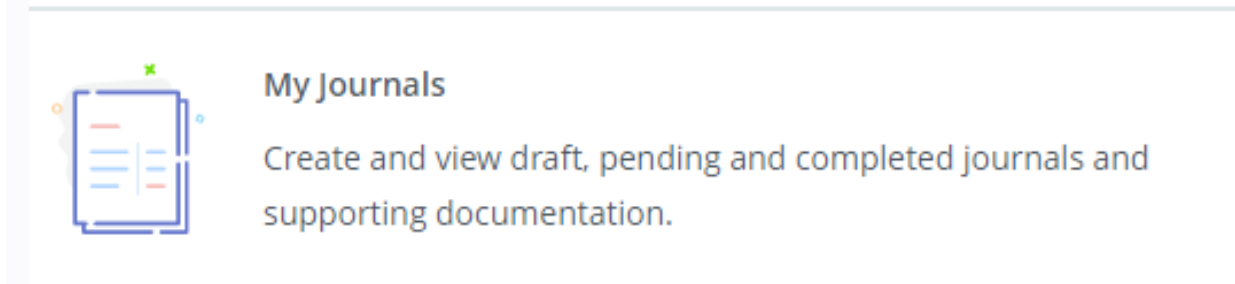
## Part II - Creating a Journal Voucher- Budget Transfer (BD4)

**Important Notes!!!** Budget transfers are permitted for users with proper approver authorization. Transfers are permitted within different expense categories of the same budget or between budgets. Authorized individuals may only transfer funds to budgets within their control. Transfers are subject to the following restrictions:

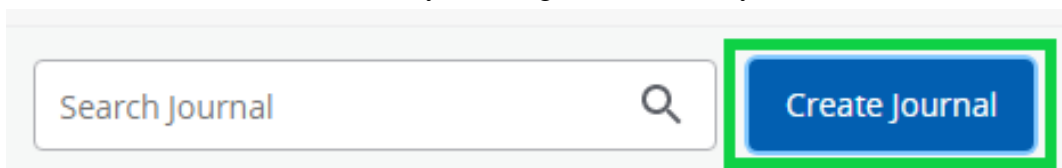
- Transfers are allowed in the **General Operating (A) fund only**
- Transfers are allowed on **Budget account codes only**
- Transfers are allowed on only **selected Salary account codes (630, 631, 633)**
- Transfers are allowed on **Travel, Supplies, Services & Capital Outlay account codes (73 & 75)**
- Transfers are **not** allowed on Revenue (5) or Transfer (8) account codes
- Transfers are **not** allowed on inactive budgets
- The transfer of funds is also dependent upon available balances.
- All other types of transfers must be performed by your Cost Center Budget Analyst

Follow the steps below to start your Budget Transfer Journal:

1. Click **My Journals** from My Finance Dashboard.



2. Click **Create Journal** to start your budget transfer entry.



- Enter the **Transaction Date**, choose **BD4** as the **Journal Type**, enter a **Description** for your transfer and click **CREATE**, a Journal Voucher (JV) number will be assigned to you.

Transaction Date \*  
08/04/2022

Redistribution  Distribution Total  
NSF Checking  Deferred Edit

Accounting Defaults

Journal Type: BD4 Temporary Budget Adjustme...  
Description: Transfer from 732 to 734

Bank Code: Choose Bank Code  
Deposit:

Budget Period: Choose Budget Period  
Currency: Choose Currency Code

Journal Comments

CREATE

Xiaomin(Mandy) Zhou

Draft Journal J0016716 created successfully

- Add Accounting.** Fill in FOAPAL, Amount, Debit/Credit with **Minus/Plus**, Description, Budget Period\* for your budget transfer.

\*Budget Period reference: 01-July, 02-August, 3-September..., 12-June.

Example here is to do a budget transfer of \$100 from pool 732/Supplies to 734/Services.

Add accounting

Sequence Number : 1 Status :  
BD4 Temporary Budge... x v

Chart \* Index  
U MISSOURI STATE UNI... x v Choose Index v

Fund  
A02000 OPERATING-SPRINGFIELD x v

Organization  
052000 FINANCIAL SERVICES-CFO ADMIN-OPER x v

Account  
732 SUPPLIES x v

Program Location  
046 ACADEMIC ADMIN... x v Choose Location v

Percent

Amount \* Debit/Credit \*  
100.00 - Minus x v

NSF Override  Document Reference

Description \* Budget Period  
Budget Transfer 10 x v

Bank  
Choose Bank Code v Accrual Indicator

SAVE ADD ACCOUNTING

Click **SAVE** to continue or **ADD ACCOUNTING** to add another line. If you click **SAVE**, it will take you to the page below for preview, you can click Add accounting to continue.

Transaction date : 04/16/2020 Total : 100.00 Status : **Draft**

Accounting Distribution 1

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organiz
1	✓	BD4	U	--	100.00	- Minus	--	A02000	052000

Accounting total : 100.00

[+ Add accounting](#)

Adding another accounting line to increase (**Plus**) \$100 for 734/Service Pool.

Add accounting

Sequence Number : 2 Status :

**Chart \*** U MISSOURI STATE UNI... \* x v **Index** Choose Index

**Fund** A02000 OPERATING-SPRINGFIELD \* x v

**Organization** 052000 FINANCIAL SERVICES-CFO ADMIN-OPER \* x v

**Account** 734 SERVICES \* x v

**Program** 046 ACADEMIC ADMIN... \* x v **Location** Choose Location

**Activity** Choose Activity **Project** Choose Project

**Amount \*** 100.00 **Debit/Credit \*** + Plus \* x v

**Description \*** Budget Transfer **Budget Period** 10 \* x v

**Bank** Choose Bank Code \* x v **Accrual Indicator**

**Deposit**  **Currency** Choose Currency Code \* x v

NSF Override **Document Reference**

**SAVE** **ADD ACCOUNTING**

- Submit Journal.** Click Submit Journal to complete your Budget Transfer entry. Or you could choose **Save as draft** if you want to return to the Journal before submitting

My Finance • My Journals • J0015231

J0015231

Transaction date : 04/16/2020 Total : 200.00 Status : **Draft**

Accounting Distribution 2

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organiz
1	✓	BD4	U	--	100.00	- Minus	--	A02000	052000
2	✓	BD4	U	--	100.00	+ Plus	--	A02000	052000

Accounting total : 200.00

[+ Add accounting](#)

**Back** **Save as draft** **Submit Journal**

- Once the Budget Transfer is submitted successfully, it will be shown as Completed under your My Journal Dashboard.

Completed Journals						
J0015231	04/16/2020	Budget Transfer	200.00	Completed		

### **Part III - Creating a Multiple Line Budget Transfer (BD4)**

- The Multiple Line Budget Transfer Journal is the same manner as the Budget Transfer above except that it allows transfers of multiple FOAPALs. For each Multiple Line Transfer, the Pluses (Transfers to) must equal the minuses (Transfer from). These amounts must offset one another and add it total to the Document. You must have authorized Fund/Organization Approver Access on those these multiple budgets.

My Finance • My Journals • J0016716

J0016716

Transaction date :08/04/2022 Total :600.00 Status : Draft

Accounting Distribution 4

Sequence	Status	Chart	Amount	Debit/Credit	Fund	Organization	Account	Program	Description
1	U		100.00	- Minus	A02000	052000	732	046	Transfer from 732 to 734
2	U		100.00	+ Plus	A02000	052000	734	046	Transfer from 732 to 734
3	U		200.00	- Minus	A02000	052004	734	011	Transfer from 734 to 750
4	U		200.00	+ Plus	A02000	052004	750	011	Transfer from 734 to 750

Accounting total : 600.00

Buttons: Back, Save as draft, Submit journal