Missouri State

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 reprot to check access for you or others. What does Approver, Originator or View Access mean?

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

From the **Work Resources** tab of My Missouri State, click on **Finance Dashboard** to start.

Or in the **NEW 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.

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.
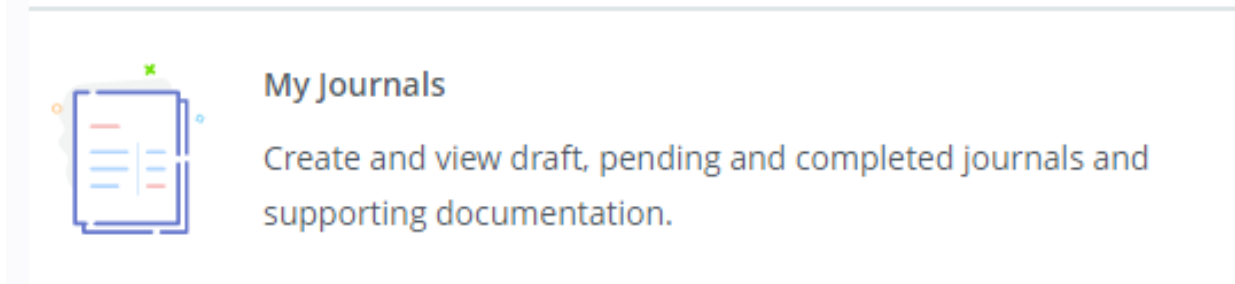
2. Click **Create Journal** to start your budget transfer entry.
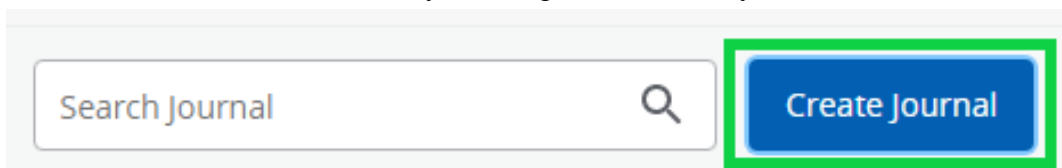
3. Enter the **Transaction Date**, choose **BD4** as the **Journal Type**, enter a **Description** for your transfer and click CREATE, a Journal Voucher (JV) number will be assigned to you.

Create Journal

Transaction Date *
08/04/2022

Distribution Total

☐ Redistribution

☑ NSF Checking   ☐ Deferred Edit

Accounting Defaults

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

Bank Code   Deposit
Choose Bank Code   ⌄

Budget Period   Currency
Choose Budget Period   ⌄   Choose Currency Code   ⌄

Journal Comments

CREATE

⚙ 👤 Xiaomin(Mandy) Zhou

✅ Draft Journal J0016716 created successfully

4. **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   ✕   Add accounting   ✕

Sequence Number : 1   Status :   Sequence Number : 1   Status :
BD4 Temporary Budge... ✕ ⌄

                                                     Percent
Chart *   Index
U MISSOURI STATE UNI... ✕ ⌄   Choose Index   ⌄
                                                     Amount *   Debit/Credit *
Fund   100.00   - Minus   ✕ ⌄
A02000 OPERATING-SPRINGFIELD   ✕ ⌄

Organization   Document Reference
052000 FINANCIAL SERVICES-CFO ADMIN-OPER ✕ ⌄
                                                     ☐ NSF Override
Account
732 SUPPLIES   ✕ ⌄   Description *   Budget Period
                                                     Budget Transfer   10   ✕ ⌄
Program   Location
046 ACADEMIC ADMIN... ✕ ⌄   Choose Location ⌄   Bank
                                                     Choose Bank Code   ⌄   ☐ 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 :

Amount *	Debit/Credit *
100.00	+ Plus ✕ ⌄

Chart *
U MISSOURI STATE UNI... ✕ ⌄

Index
Choose Index   ⌄

Fund
A02000 OPERATING-SPRINGFIELD   ✕ ⌄

Organization
052000 FINANCIAL SERVICES-CFO ADMIN-OPER   ✕ ⌄

Account
734 SERVICES   ✕ ⌄

Program   **Location**
046 ACADEMIC ADMIN... ✕ ⌄   Choose Location   ⌄

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

☐ NSF Override

Document Reference

Description *   **Budget Period**
Budget Transfer   10   ✕ ⌄

Bank
Choose Bank Code   ⌄   ☐ Accrual Indicator

Deposit   **Currency**
                                     Choose Currency Code   ⌄

SAVE   **ADD ACCOUNTING**

5. **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

J0015231   Search Accounting   🔍

| 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

6. 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)

1. 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. <u>You must have authorized Fund/Organization Approver Access on those these multiple budgets.</u>