Departmental Budget Transfers
Banner 9 Self-Service Journals

1. Connect to **https://appleap.appstate.edu/** and select the **System Access** tab.

2. Select **Banner Self-Service**.

AppLEAP

System Access   Reporting   Banner Module Administrators

System Access

Test Systems and Auxiliary
Production Systems

Home / System Access

Resources

- Human Resources
- Login to Yo-Mart
- Login to Chrome River
- Purchasing Department (for more information on Yo-Mart)
- Controller's Office
- Budget Office

Gateways

- Self-Service
  - Help doc for new version of Employee Self Service.
- Self-Service for Advancement
- Banner Admin (Advancement, Finance, Financial Aid, Human Resources, and Student)
- Banner 9 Orientation Management
- Finance Home Page
- Yo-Mart Shopping
- Chrome River Travel Expense Management
- Access to Test Systems and Auxiliary Production Systems

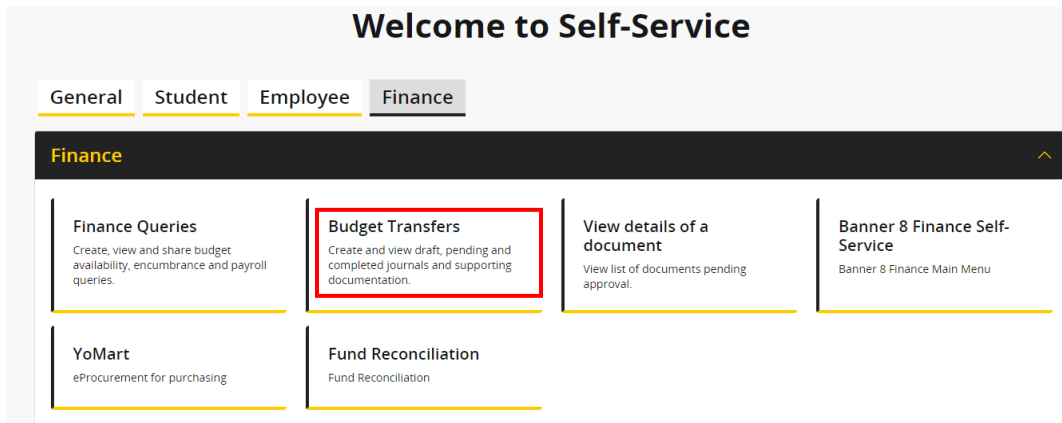3. Log in using your **Username and Password.**

Appalachian
STATE UNIVERSITY.

Do not bookmark this page.

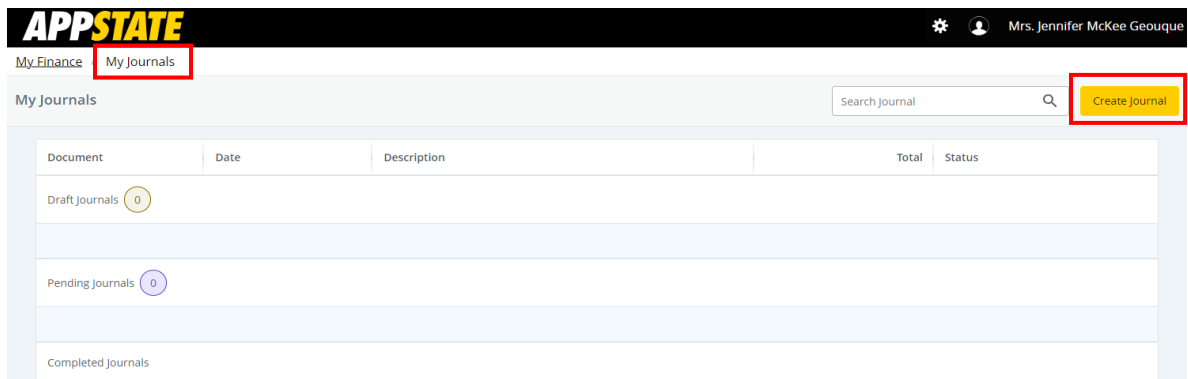login or email

password

Sign in

4. Select **Finance**.
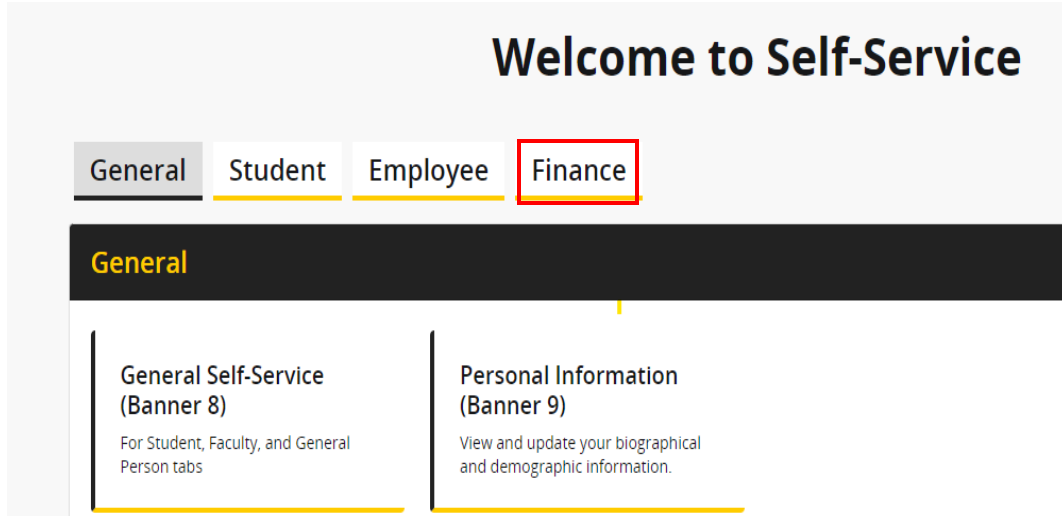
5. Select **Budget Transfers**.

6. From **My Journals** select **Create Journal**.

7. Complete the **Create Journal** form (Header). Required fields have an *****. Any information entered here will default into the next forms to be completed. **The only required field on this form is the transaction date**.
   Transaction Date - defaults to the current date.
   Distribution Total – this is the hash total of all transactions to be entered. **Use whole dollars only (no cents)**. Decimals may be used but are not required.
   Journal Type – select **XB4** for **State Funds** - funds that begin with 1; select **XT4** for **Trust Funds** – funds that begin with 2 thru 5).
   Description
   Journal Comments
   Select **Create** when finished.

CREATE JOURNAL ✕

Transaction Date *

| 10/21/2023 | 📅 |

Distribution Total

500.00

ACCOUNTING DEFAULTS

Journal Type

XT4 Trust Funds-Temp Trans   ✕ ⌄

Description

Align Budget Accounts

JOURNAL COMMENTS

Public Comment ⌃

Enter public comments for the journal

Private Comment ⌃

Enter private comments for the journal

CREATE

8. Complete the **Add Accounting** form. Required fields have an *****.

Journal Type - confirm correct Journal type is selected. (**XB4** for **State funds**; **XT4** for **Trust funds**).

Chart of Accounts – A **Note:** (A=App Funds beginning with 1-8, F=Foundation Funds beginning with 9)

Fund – start typing fund and select from dropdown menu.

Account – start typing account or select from dropdown menu.

>**Available Account pools** (for XB4 Transactions******):
>7**1900**0 **Contracted Services** (Includes all 719xxx accounts except 719700)
>7**2000**0 **Supplies and Materials** (Includes all 72xxxx accounts)
>7**3100**0 **Travel** (Includes all 731xxx accounts)
>7**3200**0 **Communications** (Includes all 732xxx accounts)
>7**3400**0 **Current Services** (Includes 734xxx – 739xxx accounts)
>7**4000**0 **Fixed Charges** (Includes all 74xxxx accounts except 748xxx)
>7**5000**0 **Capital Outlay** (Includes all 75xxxx accounts except 756xxx)
>7**8500**0 **Other Expenses** (Includes all 785xxx through 789xxx accounts)
>****Note: Trust (XT4 Transactions) can use all the account codes listed above, plus any account codes related to salaries and benefits and flex benefits (61xxxx and 882970).**

Enter Amount - **Use whole dollars only** (**no cents**). Decimals may be used but are not required.

Enter Debit/Credit – this will be a "+" or "-".

Description – defaults in if a description was entered on the Create Journal form, if not it will need to be entered here.

Select **Add Accounting** to add additional transfers. Continue until all transfers have been entered.

Select **Save** when finished.

ADD ACCOUNTING   ✕

Sequence Number : 1   Status :

Journal Type *

XT4 Trust Funds-Temp Trans   ✕ ⌄

Chart *

A Appalachian State University   ✕ ⌄

Fund

336537 New York Loft   ✕ ⌄

Account

720000 Supplies and Materials Budget Pool   ✕ ⌄

Percent

Amount *   Debit/Credit *

250.00   - Minus   ✕ ⌄

Description *   Document Reference

Align Budget Accounts

SAVE   ADD ACCOUNTING

9. Review the journal **(i.e., budget transfer)**. Use the scrollbar at the bottom to see additional information. If everything looks correct, select **Submit Journal** in the lower right corner of the screen. If corrections are needed, select the row that needs editing or select **Add Accounting** in the lower right corner. The pencil in the upper right corner allows you to edit the Header information. The icon, with the bar over three vertical lines, allows you to show or hide columns. When all corrections have been made select **Submit Journal**. You will be asked to confirm the submission.

10. Once the journal has been submitted, a message will be displayed showing that the document has been completed and is being forwarded to the posting process. A document number will be provided to track the entry. Please make note of this number.
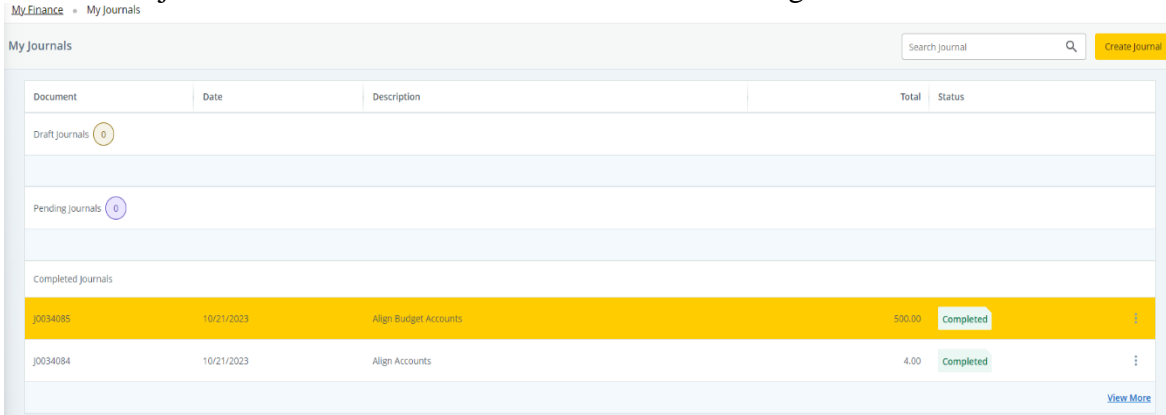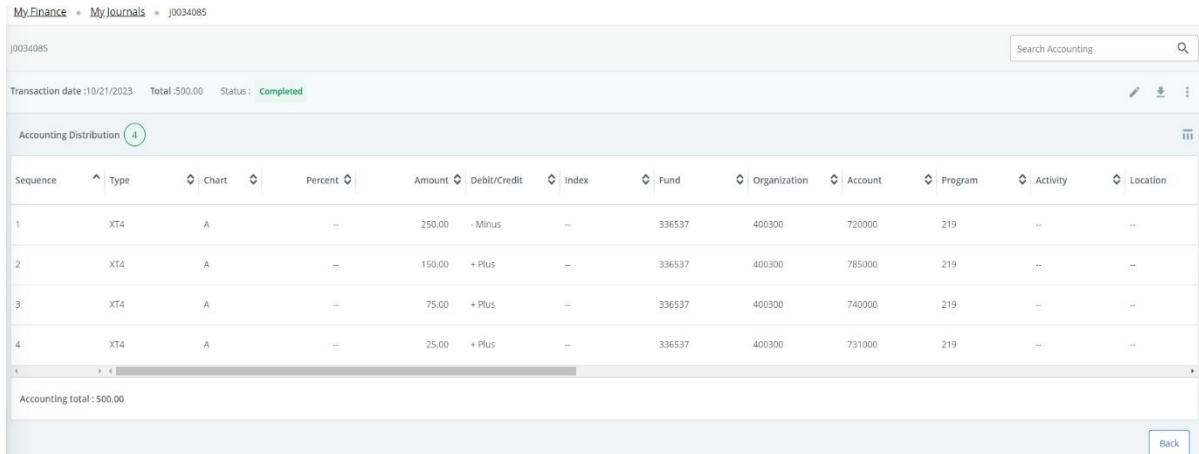
11. My Journals shows Draft, Pending and Completed Journals **(i.e., budget transfers)**. Select a journal to view it. The active selection turns orange.

12. The icons in the upper right corner allow you to view journals in PDF format, export them to Excel, reverse or copy them and select columns you want to show or hide.

13. When all budget transfers have been completed, select the profile icon in the upper right corner of the screen to logout of the Banner Self-Service.