

Lamar University

Creating a Self-Service Budget Transfer

1. Log in to Self Service Banner

The screenshot shows the Lamar University Self-Service Banner login page. At the top is the Lamar University logo and name. Below that is a red banner with the text "NOTICE" and "Information Technology has a standard maintenance window every Thursday from 7:00 PM - 12:30 AM. During these times, systems may experience intermittent availability." Below the notice is a login form with fields for "User ID:" and "PIN:", a "Login" button, and a "Forgot PIN?" link. At the bottom of the form, it says "RELEASE: 8.9.2.1".

2. After logging in, click the Finance Tab at the top in gray. Then click on the NEW Finance Self-Service hyper link.

The screenshot shows the Lamar University Self-Service Banner Finance page. At the top is the Lamar University logo and name. Below that is a navigation bar with tabs for "Personal Information", "Employee", and "Finance". The "Finance" tab is highlighted in gray. Below the navigation bar is a search bar and a "RETURN TO MENU SITE MAP HELP EXIT" link. Below the search bar is the "Finance" section, which contains a list of links: "NEW Finance Self-Service", "Budget Queries", "Encumbrance Query", "View Document", "Approve Document", "Budget Transfer", "Budget Development", and "Delete Finance Template". A blue arrow points to the "NEW Finance Self-Service" link.

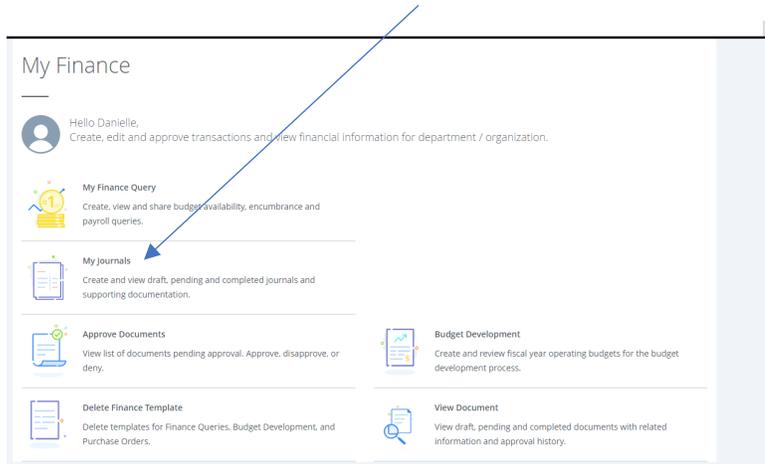
3. If you have not logged into New Self Service before it will ask you to log in with your LEA log in and password. Once logged in, your home screen should look something like this:

The screenshot shows the Lamar University Self-Service Banner "My Finance" home screen. At the top is the "My Finance" title. Below that is a user profile card for "Hello Danielle" with the text "Create, edit and approve transactions and view financial information for department / organization." Below the profile card are several tiles for different functions: "My Finance Query", "My Journals", "Approve Documents", "Delete Finance Template", "Budget Development", and "View Document". Each tile has a brief description of the function.

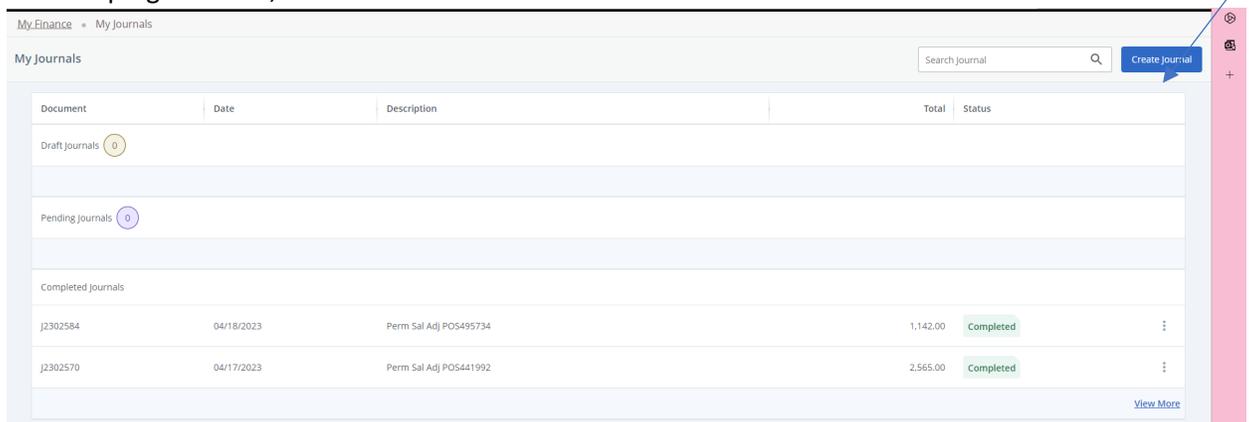
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4. Click on My Journals:



5. In the top right corner, click on the BLUE 'Create Journal' button.



*This screen will also show you any entries you have ever done and pending entries that have yet to be approved. Under Drafts it will also let you see any entries that have been disapproved by the Budget Office. *

6. The Create Journal pop-up screen will appear. On this screen fill out the following:

a. **Distribution Total**: Should be doubled. Ex. If you are trying to move 100.00, your Distribution Total would be 200.00.

b. **Journal Type**: Type in DEPT in the drop down

c. **Description**: What you are trying to do. Ex- Move Budget for Summer Conference

d. **Budget Period**: Lamar's Fiscal Year runs from September (01)-August (12). Example: April would be Budget period 08.

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f. Hit **create**.

The screenshot shows a 'Create Journal' form with the following fields and options:

- Transaction Date: 04/18/2023
- Redistribution:
- NSF Checking:
- Distribution Total: 200.00
- Deferred Edit:
- Accounting Defaults:
 - Journal Type: Choose Journal Type
 - Bank Code: Choose Bank Code
 - Budget Period: 08
 - Description: Move Budget for Summer Conference
 - Deposit: (empty field)
 - Currency: Choose Currency Code
- Journal Comments: Public Comment (empty text area)
- CREATE button at the bottom.

7. Sequence Number 1: screen will appear.

Fill out the following:

- Journal Type: DEPT – Tempt Budget Adjustment
- Chart: L (always L)
- Index: Click the drop-down arrow and either type in the index or scroll down to the index you are wanting. Once selected, it will populate the Fund, Org, and Program for you.
- Account: This is where you are going to choose or type in the pool you want to move it to. Ex. 71000-Travel Pool.
- Amount: Put the amount you want to move. Ex. 100.00
- Debit/Credit: choose **+PLUS**
- Click **ADD ACCOUNTING**

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Sequence Number : 1

Status : ✔ Postable

Chart * Index

Fund

Organization

Account

Program Location

Activity Project

Percent

Amount * Debit/Credit *

8. Sequence Number 2: Screen will appear.

Fill out the following:

- Journal Type: DEPT – Tempt Budget Adjustment
- Chart: L (always L)
- Index: Click the drop-down arrow and either type in the index or scroll down to the index you are wanting. Once selected it will populate the Fund, Org, and Program for you.
- Account: This is where you are going to choose or type in the pool you want to take it from. Ex. 72000-Other Expenditure Pool.
- Amount: Put the amount you want to move. Ex. 100.00
- Debit/Credit: choose **-MINUS**
- Click **SAVE**

Add accounting

Sequence Number : 2 Status :

Chart * Index

Fund

Organization

Account

Program Location

Activity Project

Percent

Amount * Debit/Credit *

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9. Click **Submit Journal** - Button in the bottom right corner.

My Finance + My Journals + J2302589

J2302589

Transaction date :04/18/2023 Total :200.00 Status : Draft

Accounting Distribution (2)

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity
1	✓	DEPT	L	--	100.00	+ Plus	430001	140001	30001	71000	600	--
2	✓	DEPT	L	--	100.00	- Minus	430001	140001	30001	72000	600	--

Accounting total : 200.00

Back Save as draft Submit Journal

10. After submit journal, it will ask you if you want to submit J23*****. Click **Yes**.

My Finance + My Journals + J2302589

J2302589

Transaction date :04/18/2023 Total :200.00 Status : Draft

Accounting Distribution (2)

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity
1	✓	DEPT	L	--	100.00	+ Plus	430001	140001	30001	71000	600	--
2	✓	DEPT	L	--	100.00	- Minus	430001	140001	30001	72000	600	--

Accounting total : 200.00

Back Save as draft Submit Journal

Do you want to submit journal J2302589?

NO YES

11. The My Journals screen will come back and show you that Budget Entry you just submitted is now pending. That means it is in the Budget queue to review, approve and/or disapprove.

My Finance + My Journals

/ Journals

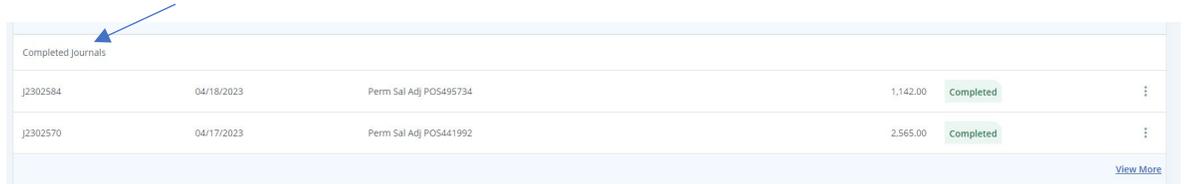
Search Journal Create Journal

Document	Date	Description	Total	Status
Draft Journals (0)				
Pending Journals (1)				
J2302589	04/18/2023	Move Budget for Summer Conference	200.00	In Approval

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12. Once an entry is approved by Budget, it will show up in the Completed Journals section at the bottom.



Completed Journals					
J2302584	04/18/2023	Perm Sal Adj POS495734	1,142.00	Completed	⋮
J2302570	04/17/2023	Perm Sal Adj POS441992	2,565.00	Completed	⋮

[View More](#)

If an entry you put in is disapproved, it will show back up under Draft Journals.



Document	Date	Description	Total	Status	
Draft Journals 1					
J2302589	04/18/2023	Move Budget for Summer Conference	200.00	Disapproved	⋮