



OLD DOMINION
UNIVERSITY

**Banner Finance Self Service (SSB) -
Training Guide: Budget Procedures**

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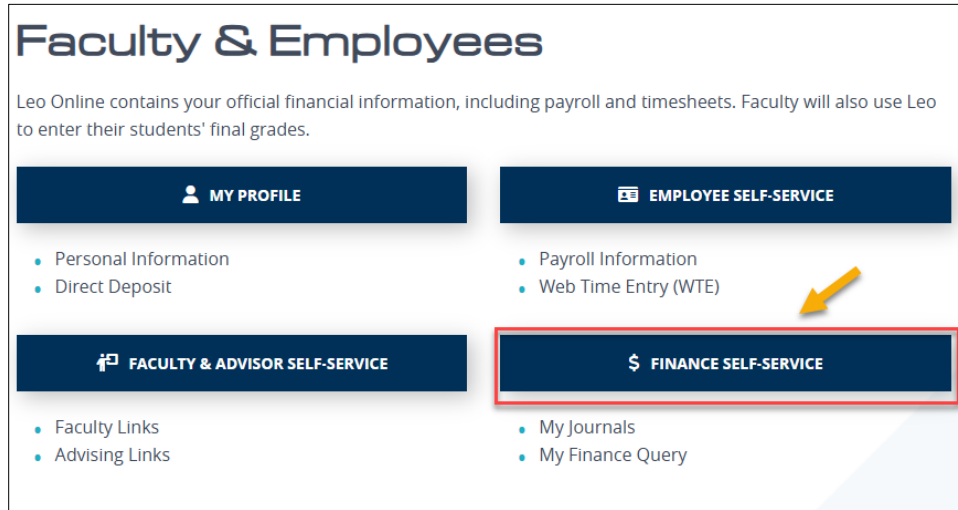
General Information:

Purpose: This document provides step-by-step instructions for running budget reports and entering budget adjustments in Banner Finance Self-Service (SSB). It is intended for end users responsible for monitoring budgets and submitting budget adjustments.

Any questions may be sent to bannerhotline@odu.edu.

Accessing Banner Finance Self-Service

1. Go to **LeoOnline**: <https://www.odu.edu/administrative-banner-systems/leo-online>.
 2. Navigate to **Finance Self-Service**. Use your Midas Credentials to login.
 3. Open the **My Finance Dashboard**.
- **NOTE:** For more information about logging into the system, please view our guide here: <https://www.odu.edu/sites/default/files/2026/documents/ssb-login.pdf>.

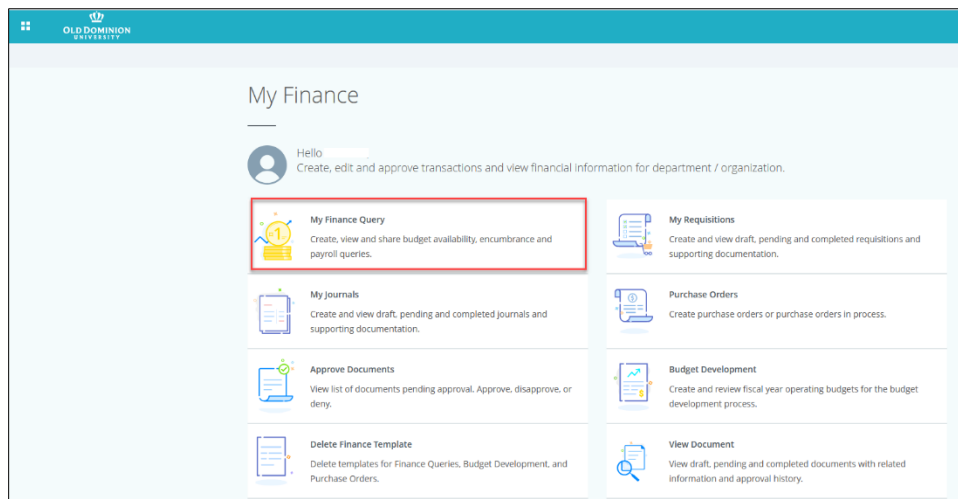


Running Budget Queries in Banner Finance Self-Service

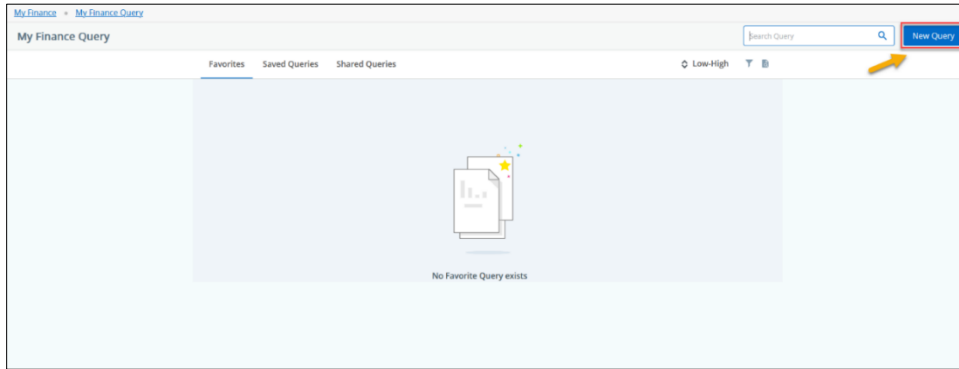
Budget Status by Organizational Hierarchy:

This query provides a high-level summary of budget activity by organization.

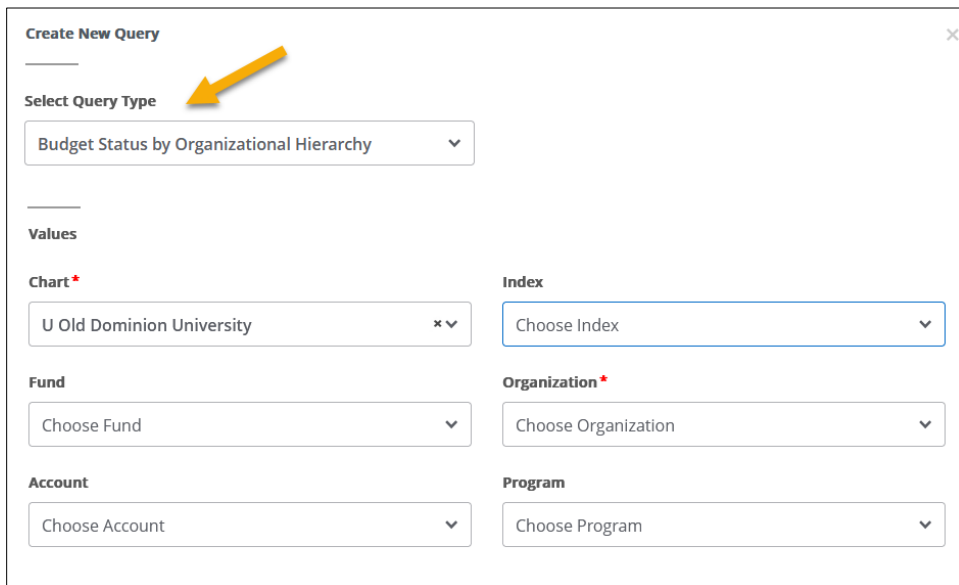
1. From the **My Finance Dashboard**, select **My Finance Query**.



2. Select **New Query**.

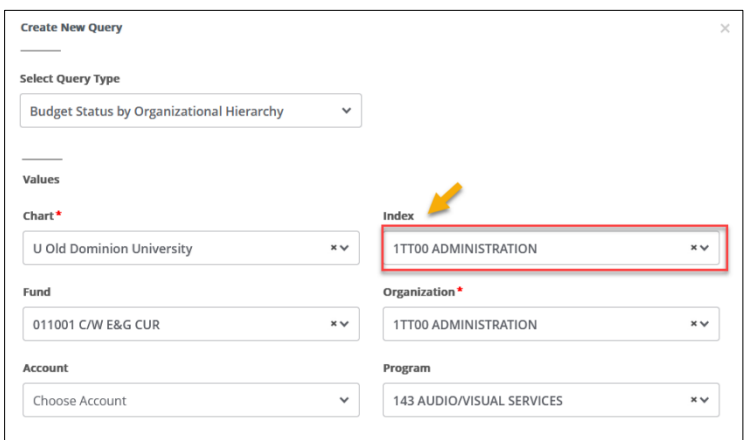


3. From the **Select Query Type** drop-down menu, choose **Budget Status by Organizational Hierarchy**.

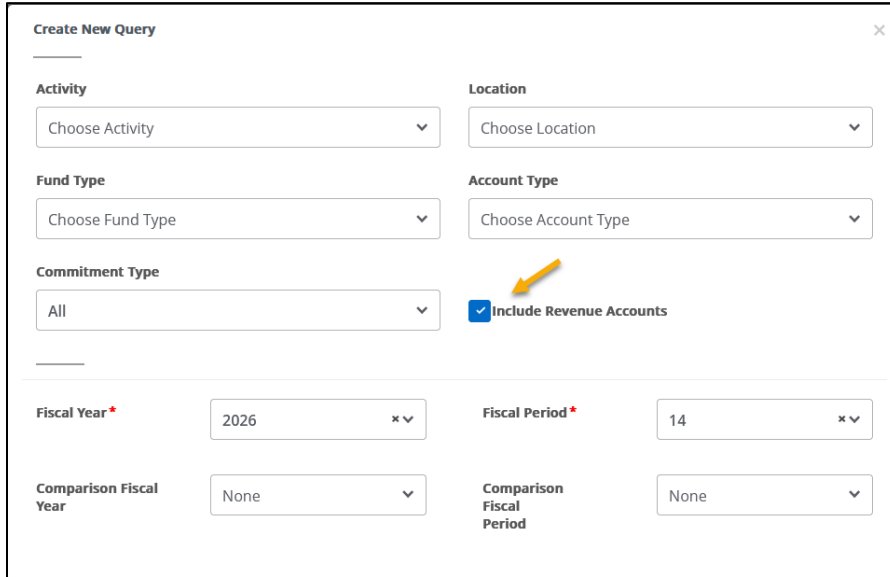


4. Enter the **Organization Code** in the **Index field**.

- Entering the Index Code will automatically populate the default Fund, Organization, and Program values.
- The Account and Fund Type fields may be left blank.



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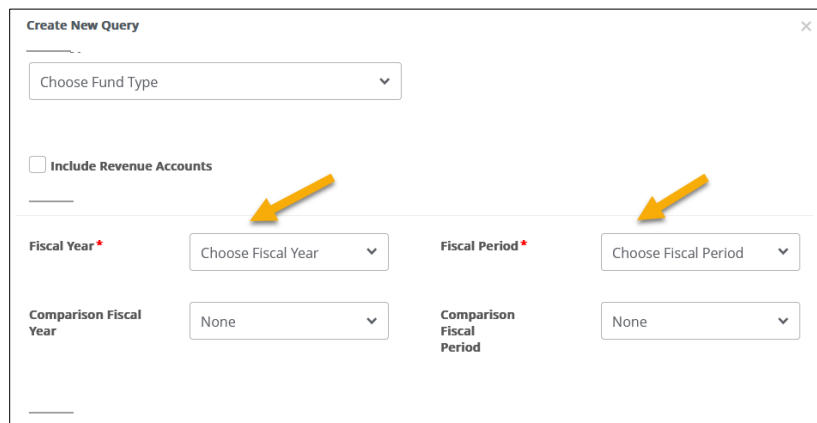


The screenshot shows the 'Create New Query' form with the following fields and values:

- Activity: Choose Activity
- Location: Choose Location
- Fund Type: Choose Fund Type
- Account Type: Choose Account Type
- Commitment Type: All
- Include Revenue Accounts (indicated by a yellow arrow)
- Fiscal Year*: 2026
- Fiscal Period*: 14
- Comparison Fiscal Year: None
- Comparison Fiscal Period: None

5. Check “**Include Revenue Accounts**” box for fee/revenue supported budgets.

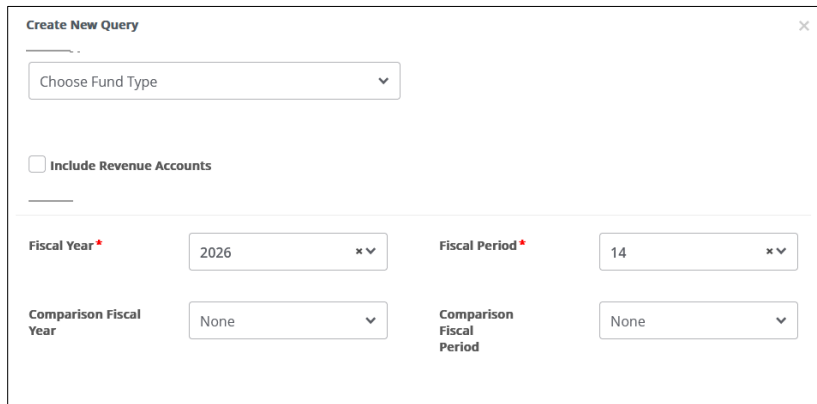
6. Enter the **4-digit Fiscal Year** and **2-digit Fiscal Period**.



The screenshot shows the 'Create New Query' form with the following fields and values:

- Choose Fund Type
- Include Revenue Accounts
- Fiscal Year*: Choose Fiscal Year (indicated by a yellow arrow)
- Fiscal Period*: Choose Fiscal Period (indicated by a yellow arrow)
- Comparison Fiscal Year: None
- Comparison Fiscal Period: None

7. **Period 14** should always be used to ensure all budget adjustments and year-to-date actuals are captured in the query.



The screenshot shows the 'Create New Query' form with the following fields and values:

- Choose Fund Type
- Include Revenue Accounts
- Fiscal Year*: 2026
- Fiscal Period*: 14
- Comparison Fiscal Year: None
- Comparison Fiscal Period: None

8. In the **Operating Ledger** section, select the following options:

- Adopted Budget
- Budget Adjustments
- Adjusted Budget
- Year to Date
- Commitments
- Available Balance

9. Select **Submit** at the bottom of the screen.

Results and Navigation

- A **Summary Budget Report** will be generated.

My Finance > My Finance Query > Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy New Query

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Query Results + 📄

Organization	Organization Title	FY26/PD14 Adopted Budget	FY26/PD14 Budget Adjustment	FY26/PD14 Adjusted Budget	FY26/PD14 Year to Date	FY26/PD14 Commitments	FY26/PD14 Available Balance
1TT00	ADMINISTRATION	\$6,453,172.00	\$285,204.00	\$6,738,376.00	\$951,876.85	\$515,830.42	\$5,270,668.73
Report Total (of all records)		\$6,453,172.00	\$285,204.00	\$6,738,376.00	\$951,876.85	\$515,830.42	\$5,270,668.73

- Text displayed in **blue** indicates drill-down capability for additional detail.

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- Click the **Organization Code** to view a summary by expenditure category.

My Finance - My Finance Query - Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy New Query

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Query Results

Organization	Organization Title	FY26/PD14 Adopted Budget	FY26/PD14 Budget Adjustment	FY26/PD14 Adjusted Budget	FY26/PD14 Year to Date	FY26/PD14 Commitments	FY26/PD14 Available Balance
1TT00	ADMINISTRATION	\$6,453,172.00	\$285,204.00	\$6,738,376.00	\$951,876.85	\$515,830.42	\$5,270,668.73
Report Total (of all records)		\$6,453,172.00	\$285,204.00	\$6,738,376.00	\$951,876.85	\$515,830.42	\$5,270,668.73

- Click on **Account Type** to view more detailed account-level information.

My Finance - My Finance Query - Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy New Query

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Query Results

Account Type	Account Type Title	FY26/PD14 Adopted Budget	FY26/PD14 Budget Adjustment	FY26/PD14 Adjusted Budget	FY26/PD14 Year to Date	FY26/PD14 Commitments	FY26/PD14 Available Balance
60	PERSONAL SERVICES						
70	NON PERSONAL SERVICES						
Report Total (of all records)							

My Finance - My Finance Query - Budget Status by Organizational Hierarchy

Budget Status by Organizational Hierarchy New Query

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Query Results

Account Type	Account Type Title	FY26/PD14 Adopted Budget	FY26/PD14 Budget Adjustment	FY26/PD14 Adjusted Budget	FY26/PD14 Year to Date	FY26/PD14 Commitments	FY26/PD14 Available Balance
71	NON PERSONAL SERVICES	\$2,686,534.00	(\$36,650.00)	\$2,649,884.00	\$104,444.54	\$515,830.42	\$2,029,609.04
72	TRAVEL	\$30,000.00	\$0.00	\$30,000.00	\$1,926.56	\$0.00	\$28,073.44
79	EQUIPMENT	\$0.00	\$0.00	\$0.00	\$1,653.08	\$0.00	(\$1,653.08)
Report Total (of all records)		\$2,716,534.00	(\$36,650.00)	\$2,679,884.00	\$108,024.18	\$515,830.42	\$2,056,029.40

- Click on **Budget Amounts** in report to view a list of transactions.

My Finance - My Finance Query - Budget Status by Account

Budget Status by Account New Query

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Query Results

Account	Account Title	FY26/PD14 Adopted Budget	FY26/PD14 Budget Adjustment	FY26/PD14 Adjusted Budget	FY26/PD14 Year to Date	FY26/PD14 Commitments	FY26/PD14 Available Balance
9028	OTHER COMPUTER EQUIP \$2,000-\$4,999	\$0.00	\$0.00	\$0.00	\$1,653.08	\$0.00	(\$1,653.08)
9201	ELECTRONIC EQUIP <\$4,999	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Report Total (of all records)		\$0.00	\$0.00	\$0.00	\$1,653.08	\$0.00	(\$1,653.08)

- A list of all the transactions that make up that total will be displayed (FGITRND).

My Finance - My Finance Query - Budget Status by Account

Budget Status by Account New Query

< ADMINISTRATION - 1TT00

Query Results

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
08/13/2025	08/13/2025	PC000040	SPCC-SILVERTHORNE-B&H PHOTO MOTO	\$1,653.08	JE16
Report Total (of all records)				\$1,653.08	

- Select any section in the blue titles in the top-right corner of the screen to exit or Select **New Query** to run another report.

My Finance - My Finance Query - Budget Status by Account

Budget Status by Account New Query

< ADMINISTRATION - 1TT00

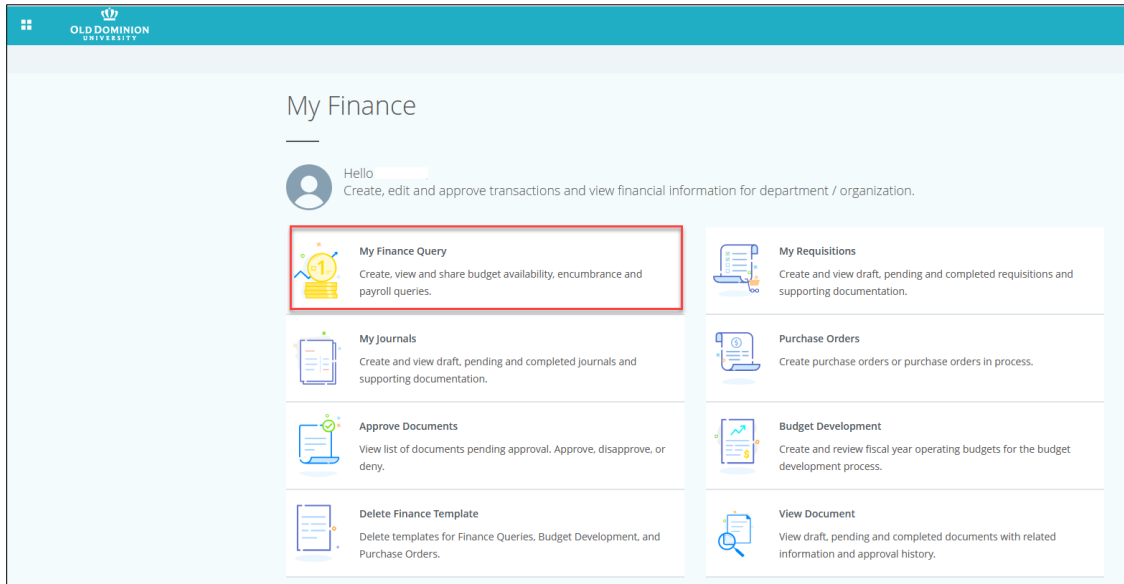
Query Results

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
08/13/2025	08/13/2025	PC000040	SPCC-SILVERTHORNE-B&H PHOTO MOTO	\$1,653.08	JE16
Report Total (of all records)				\$1,653.08	

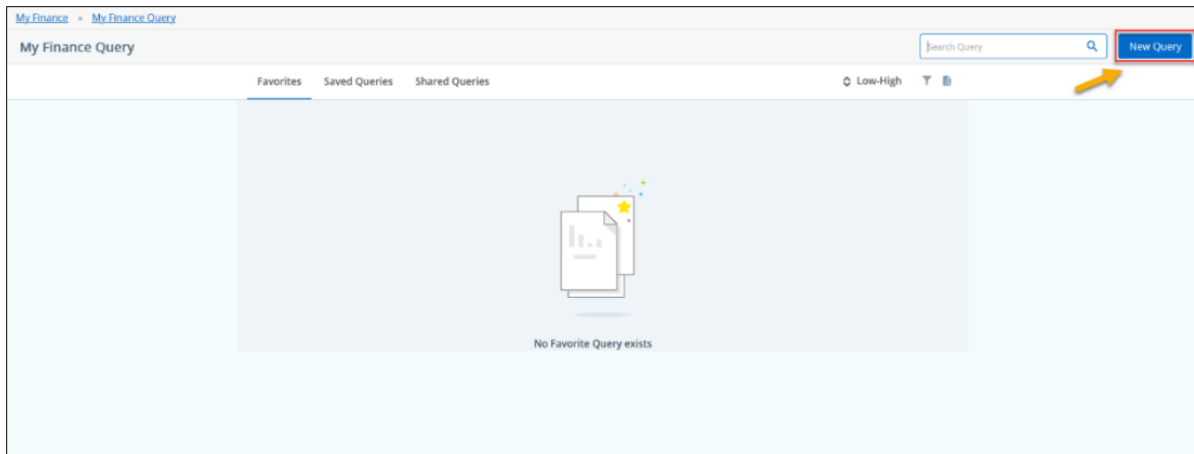
Budget Status by Account (FGIBDST / FGIBDSR)

This query provides detailed balances for both transactional account codes and budget pool accounts.

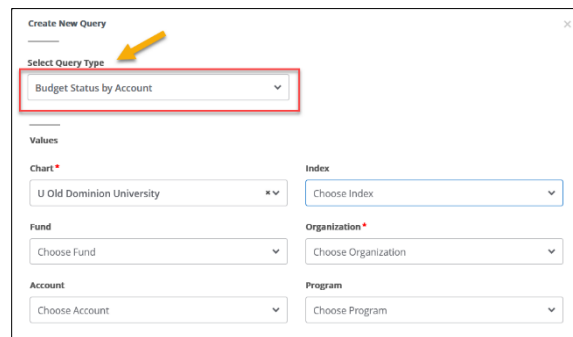
1. From the **My Finance Dashboard**, select **My Finance Query**.



2. Select **New Query**.



3. From the **Select Query Type** drop-down menu, choose **Budget Status by Account**.



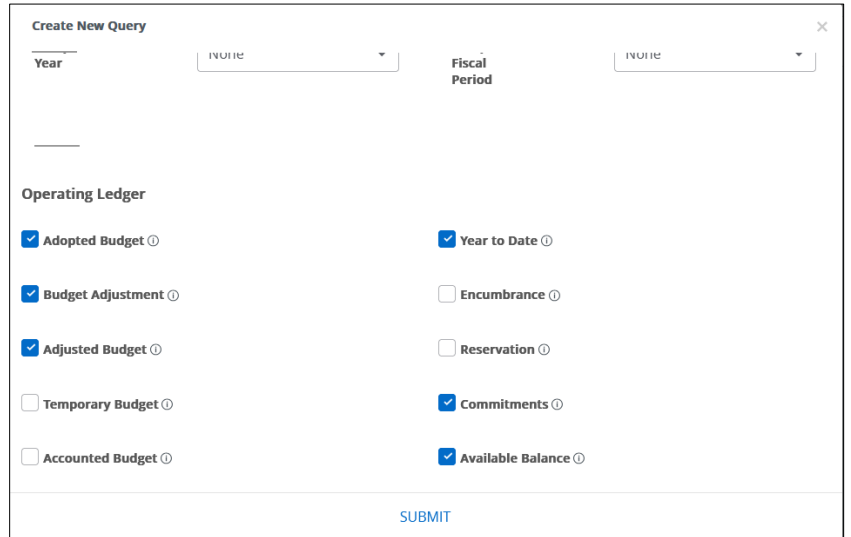
4. Enter the **Organization Code** in the **Index** field.
- The **Fund, Organization, and Program** fields will auto-populate.
 - The **Account** and **Fund Type** fields may be left blank.

5. Check **“Include Revenue Accounts”** box for fee/revenue supported budgets.

6. Enter the **4-digit Fiscal Year** and **2-digit Fiscal Period**.

7. **Period 14** should always be used to ensure all budget adjustments and year-to-date actuals are captured in the query.

8. In the **Operating Ledger** section, select:
- Adopted Budget
 - Budget Adjustments
 - Adjusted Budget
 - Year to Date
 - Commitments
 - Available Balance



Create New Query

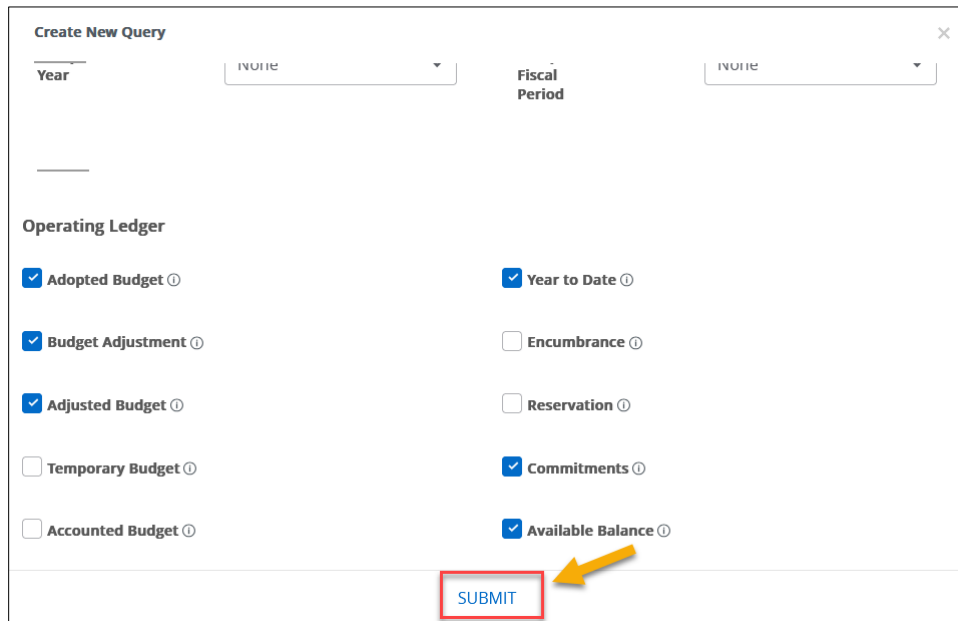
Year: [none] Fiscal Period: [none]

Operating Ledger

- Adopted Budget
- Budget Adjustment
- Adjusted Budget
- Temporary Budget
- Accounted Budget
- Year to Date
- Encumbrance
- Reservation
- Commitments
- Available Balance

SUBMIT

9. Select **Submit** at the bottom of the screen.



Create New Query

Year: [none] Fiscal Period: [none]

Operating Ledger

- Adopted Budget
- Budget Adjustment
- Adjusted Budget
- Temporary Budget
- Accounted Budget
- Year to Date
- Encumbrance
- Reservation
- Commitments
- Available Balance

SUBMIT

Results and Navigation

- A Detailed Budget Report will be generated.

Account	Account Title	FY26/PD14 Adopted Budget	FY26/PD14 Budget Adjustment	FY26/PD14 Adjusted Budget	FY26/PD14 Year to Date	FY26/PD14 Commitments	FY26/PD14 Available Balance
5301	CUSTODIAL SERVICES	\$0.00	\$0.00	\$0.00	\$35.64	\$0.00	(\$35.64)
5412	SKILLED SERVICES	\$0.00	\$0.00	\$0.00	\$81,700.61	\$15,830.42	(\$65,870.19)
6302	OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$728.04	\$0.00	(\$728.04)
6304	PHOTOCOPIING COPIES	\$0.00	\$0.00	\$0.00	\$16.70	\$0.00	(\$16.70)
6309	GASOLINE	\$0.00	\$0.00	\$0.00	\$92.49	\$0.00	(\$92.49)
6803	COMP OPERATING SUPPLIES	\$0.00	\$0.00	\$0.00	\$403.16	\$0.00	(\$403.16)
6999	POOL-NON PERSONAL SERVICE	\$902,478.00	(\$38,450.00)	\$864,028.00	\$0.00	\$0.00	\$864,028.00
7103	TRAVEL-PUBLIC CARRIERS	\$0.00	\$0.00	\$0.00	\$458.01	\$0.00	(\$458.01)
7105	TRAVEL-AGENTS & BOOKING	\$0.00	\$0.00	\$0.00	\$851.61	\$0.00	(\$851.61)
7109	EMPLOYEE TRAVEL-TRAVEL-LODGING/MEALS	\$0.00	\$0.00	\$0.00	\$616.94	\$0.00	(\$616.94)
7999	POOL-TRAVEL	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00
9028	OTHER COMPUTER EQUIP 12,000 \$4,999	\$0.00	\$0.00	\$0.00	\$1,653.08	\$0.00	(\$1,653.08)
9031	ELECTRONIC EQUIP-\$4,999	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Report Total (of all records)		\$6,453,172.00	\$285,204.00	\$6,738,376.00	\$951,876.85	\$515,830.42	\$5,270,688.73

- Blue text indicates links to additional budget detail.

- A list of all the transactions that make up that total will be displayed (FGITRND).

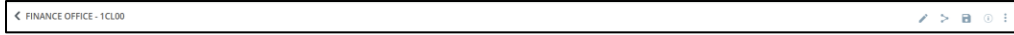
Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
08/13/2025	08/13/2025	PC000040	SPCC-SILVERTHORNE-BAH PHOTO MOTO	\$1,653.08	JE16
Report Total (of all records)				\$1,653.08	

Exiting a Query

- Select any blue report title in the top-right corner of the screen, or
- Select New Query to run another report.

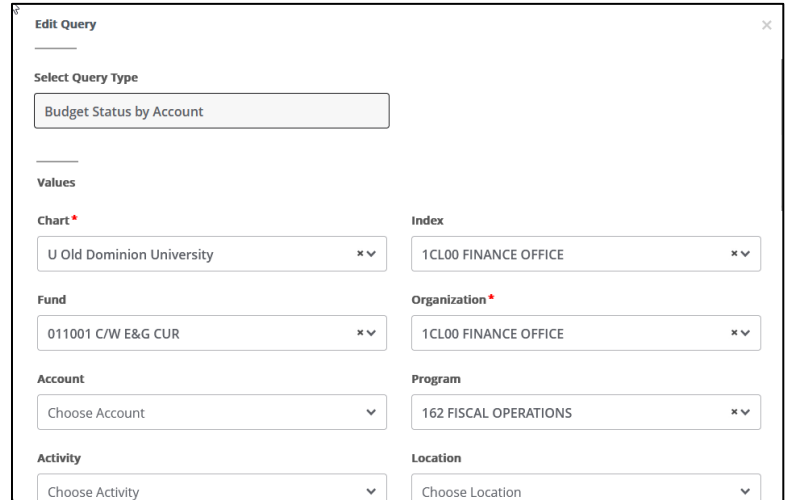
My Finance Queries: Navigation Tools

Once a query report is generated, several navigation tools are available within the query. These tools allow users to **review query parameters**, **edit query settings**, **save queries**, and **manage saved reports**. All navigation tools are displayed in the **Query Title Bar**.

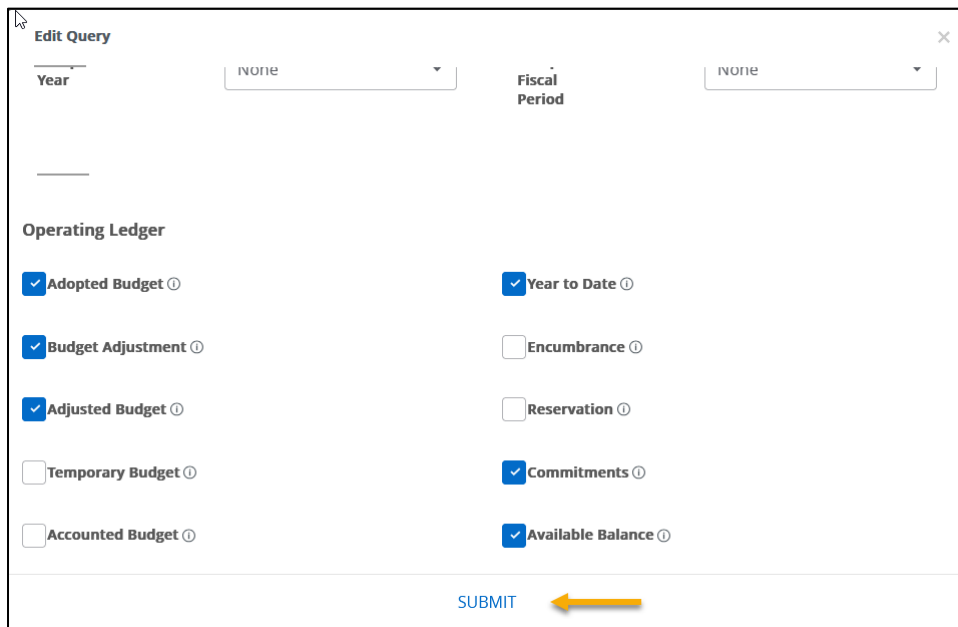


To Edit Query Parameters:

1. Select the **pencil icon** from the Query Title Bar.
2. The **Edit Query** screen will open, allowing updates to the parameter selections.





3. After making changes, click **Submit** at the bottom of the Edit Query screen.



4. The report will regenerate using the updated parameters.

To View Query Parameters


1. Select the **information icon** in the Query Title Bar. 
2. The **View Query Parameters** screen will appear, displaying:
 - Query type
 - Beginning and ending period
 - All selected parameter values
3. Select **OK** to return to the report.

The screenshot shows a 'View Query Parameter' dialog box overlaid on a 'Budget Status by Account' report. The dialog box displays the following parameters:

- Type: Budget Status by Account
- Period Begin: 07/01/2025
- Period Ending: 06/30/2026
- Values: (empty)
- Chart: Old Dominion University - U
- Index: FINANCE OFFICE - 1CL00
- Fund: CW E&G CUR - 011001
- Program: FISCAL OPERATIONS - 162
- Organization: FINANCE OFFICE - 1CL00
- Activity: All
- Department: All

The background report table shows columns for Account, Account Title, FY26/PD14 Adopted Budget, FY26/PD14 Budget Adjustment, FY26/PD14 Adjusted Budget, FY26/PD14 Year to Date, FY26/PD14 Commitments, and FY26/PD14 Available Balance. The 'OK' button is highlighted in blue.

To Save a Query

1. Select the **Save icon** from the Query Title Bar. 
2. Enter a **Query Name** in the Save As field.

The screenshot shows a 'Save as' dialog box overlaid on the same budget report table. The dialog box contains a text input field with the text 'Dept Operations' and a 'Set as favorite' checkbox. The 'SAVE' button is highlighted in blue.

3. Click **Save**.

The screenshot shows the 'Budget Status by Account' screen with a table of budget data. A 'Save as' dialog box is open, allowing the user to save the current view. The dialog has a 'Save as' field containing 'Dept Operations', a 'Set as favorite' checkbox, and 'CANCEL' and 'SAVE' buttons. An arrow points to the 'SAVE' button.

Account	Account Title	FY26/PD14 Adopted Budget	FY26/PD14 Budget Adjustment	FY26/PD14 Adjusted Budget	FY26/PD14 Year to Date	FY26/PD14 Commitments	FY26/PD14 Available Balance
4001	ADMINISTRATIVE SALARIES	\$891,092.00	\$0.00	\$891,092.00	\$208,103.92	\$0.00	\$682,988.08
4002	CLASSIFIED SALARIES	\$2,911,863.00	\$0.00	\$2,911,863.00	\$615,099.15	\$0.00	\$2,301,810.85
4007	SALARIES-ANNUAL LEAVE BAL	\$0.00	\$0.00	\$0.00	\$591.05	\$0.00	(\$591.05)
4012	SALARY SAVINGS- HOLDING	(\$2,543.00)	\$0.00	(\$2,543.00)	\$0.00	\$0.00	(\$2,543.00)
4021	WAGES - GENERAL	\$52,902.00	\$0.00	\$52,902.00	\$5,839.68	\$0.00	\$47,062.32
4025	STUDENT WAGES - WVO FICA	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00
4036	BONUSES & INCENTIVES	\$0.00	\$0.00	\$0.00	\$3,675.00	\$0.00	(\$3,675.00)
4041	MOBILE DEVICE ALLOWANCE	\$0.00	\$0.00	\$0.00	\$540.00	\$0.00	(\$540.00)
4901	EMPLOYER RETIRE CONT-VRS DEF BEN	\$0.00	\$0.00	\$0.00	\$100,056.31	\$0.00	(\$100,056.31)
4902	FOAI SALARIED STATE EMP	\$0.00	\$0.00	\$0.00	\$61,311.99	\$0.00	(\$61,311.99)
4903	FOAI WAGE STATE EMPLOYEE	\$0.00	\$0.00	\$0.00	\$446.74	\$0.00	(\$446.74)
4904	GROUP LIFE INSURANCE	\$0.00	\$0.00	\$0.00	\$9,430.24	\$0.00	(\$9,430.24)
4905	HOSPITALIZATION INSURANCE	\$0.00	\$0.00	\$0.00	\$135,551.50	\$0.00	(\$135,551.50)
Report Total (of all records)		\$5,731,824.00	\$2,643.00	\$5,734,167.00	\$31,303,858.32	\$200,072.23	(\$25,769,763.55)

4. A confirmation message will appear in the top-right corner of the screen.

The screenshot shows the same 'Budget Status by Account' screen as above, but now with a green confirmation message in the top right corner: 'Query Dept Operations saved successfully'. An arrow points to this message.

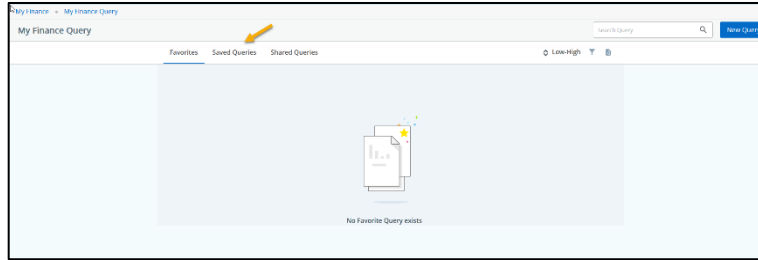
To view saved queries:

1. Select **My Finance Query** to return to the Query Dashboard.

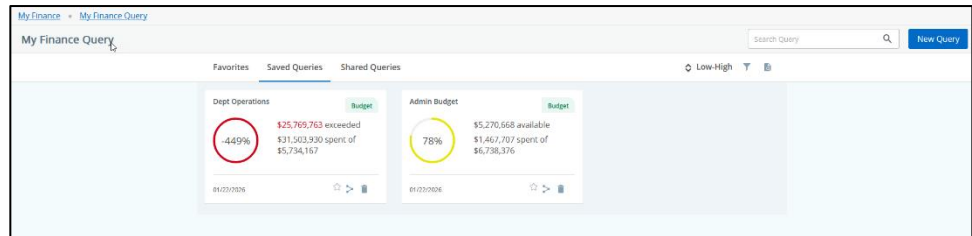
The screenshot shows the 'Budget Status by Account' screen with the breadcrumb navigation 'My Finance > My Finance Query > Budget Status by Account'. The 'My Finance Query' link is highlighted with a red box, indicating it is the selected option to return to the Query Dashboard.

Banner Finance Self Service Training Guide: Budget Procedures

2. Choose **Saved Queries**.

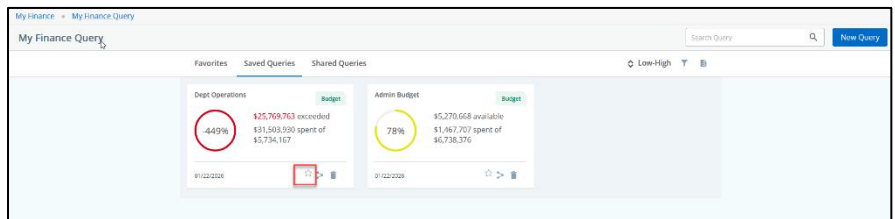


3. Thumbnails for all saved queries will appear.

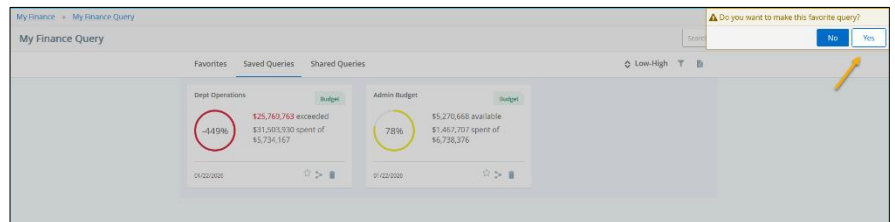


To mark a saved query as a favorite:

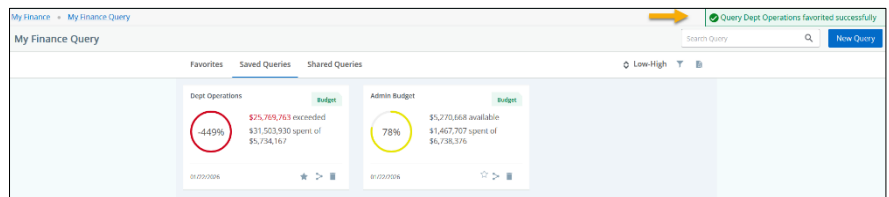
1. Select the **Star icon** at the bottom of a query thumbnail.



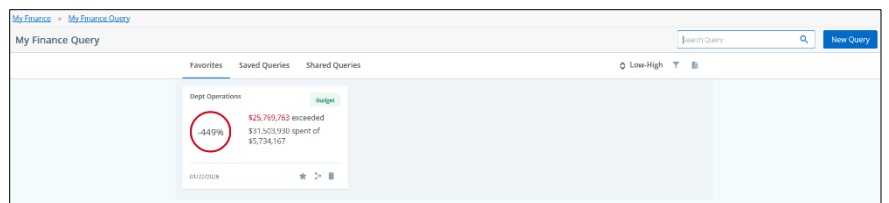
2. Click **Yes** to confirm.



3. A confirmation message will appear in the top-right corner of the screen.



4. The query thumbnail will now appear in the **Favorites** tab on the My Finance Query Dashboard.



Click any thumbnail to open the saved query report.

My Finance > My Finance Query > Budget Status by Account

Budget Status by Account New Query

< Dept Operations

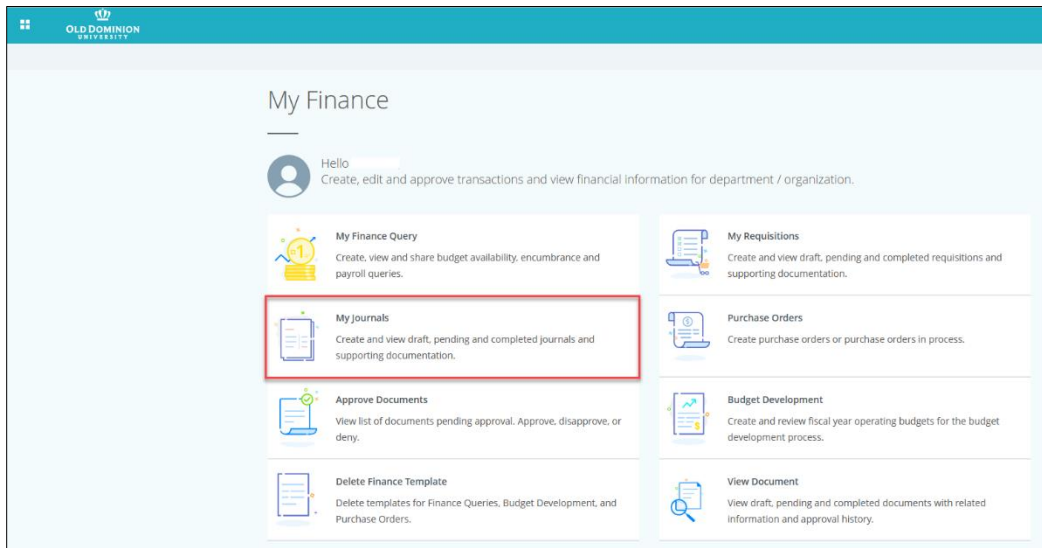
Query Results

Account	Account Title	FY26/PD14 Adopted Budget	FY26/PD14 Budget Adjustment	FY26/PD14 Adjusted Budget	FY26/PD14 Year to Date	FY26/PD14 Commitments	FY26/PD14 Available Balance
4001	ADMINISTRATIVE SALARIES	\$891,092.00	\$0.00	\$891,092.00	\$208,103.92	\$0.00	\$682,988.08
4002	CLASSIFIED SALARIES	\$2,911,863.00	\$5,047.00	\$2,916,910.00	\$615,099.15	\$0.00	\$2,301,810.85
4007	SALARIES-ANNUAL LEAVE BAL	\$0.00	\$0.00	\$0.00	\$591.05	\$0.00	(\$591.05)
4012	SALARY SAVINGS- HOLDING	(\$2,543.00)	\$0.00	(\$2,543.00)	\$0.00	\$0.00	(\$2,543.00)
4021	WAGES - GENERAL	\$52,902.00	\$0.00	\$52,902.00	\$5,839.68	\$0.00	\$47,062.32
4025	STUDENT WAGES - W/O FICA	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00
4036	BONUSES & INCENTIVES	\$0.00	\$0.00	\$0.00	\$3,675.00	\$0.00	(\$3,675.00)
4041	MOBILE DEVICE ALLOWANCE	\$0.00	\$0.00	\$0.00	\$540.00	\$0.00	(\$540.00)
4901	EMPLOYER RETIRE CONT-VRS DEF BEN	\$0.00	\$0.00	\$0.00	\$100,056.31	\$0.00	(\$100,056.31)
4902	FOAI SALARIED STATE EMP	\$0.00	\$0.00	\$0.00	\$61,311.99	\$0.00	(\$61,311.99)
4903	FOAI WAGE STATE EMPLOYEE	\$0.00	\$0.00	\$0.00	\$446.74	\$0.00	(\$446.74)
4904	GROUP LIFE INSURANCE	\$0.00	\$0.00	\$0.00	\$9,430.24	\$0.00	(\$9,430.24)
4905	HOSPITALIZATION INSURANCE	\$0.00	\$0.00	\$0.00	\$135,551.50	\$0.00	(\$135,551.50)
Report Total (of all records)		\$6,731,824.00	\$2,843.00	\$6,734,667.00	\$31,303,888.32	\$200,072.23	(\$26,769,763.59)

Budget Adjustment Journal Entries (My Journals)

Accessing My Journals

- From the **My Finance Dashboard**, select **My Journals**.



- The My Journals Dashboard displays three journal categories:

Draft Journals

- Journals that have been created but not submitted.
- This section should normally be empty.
- Draft journals require action to either submit or delete.

Pending Journals

- Journals that have been submitted and are awaiting approval.
- Review workflow status as needed to ensure timely approval.

Completed Journals

- Journals that have been fully approved and posted.

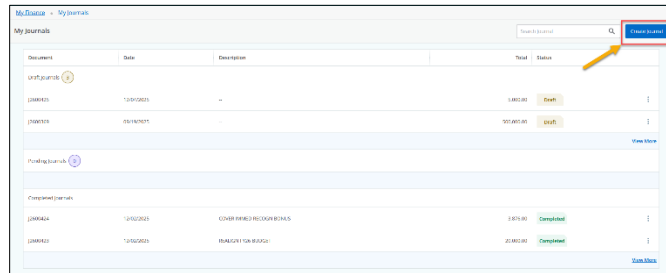
My Journals

Search Journal [Create Journal](#)

Document	Date	Description	Total	Status
Draft Journals (3)				
J2600425	12/04/2025	--	5,000.00	Draft
J2600369	09/19/2025	--	500,000.00	Draft
Pending Journals (0)				
Completed Journals				
J2600424	12/02/2025	COVER IMMED RECOGN BONUS	3,876.00	Completed
J2600423	12/02/2025	REALIGN FY26 BUDGET	20,000.00	Completed

Creating a Budget Adjustment Journal

1. Select **Create Journal**.



J2600435

Transaction Date *

Redistribution

NSF Checking Deferred Edit

My Journal Defaults Section

Journal Type:

Budget Period:

Description:

My JV Comment

My JV Public Comment

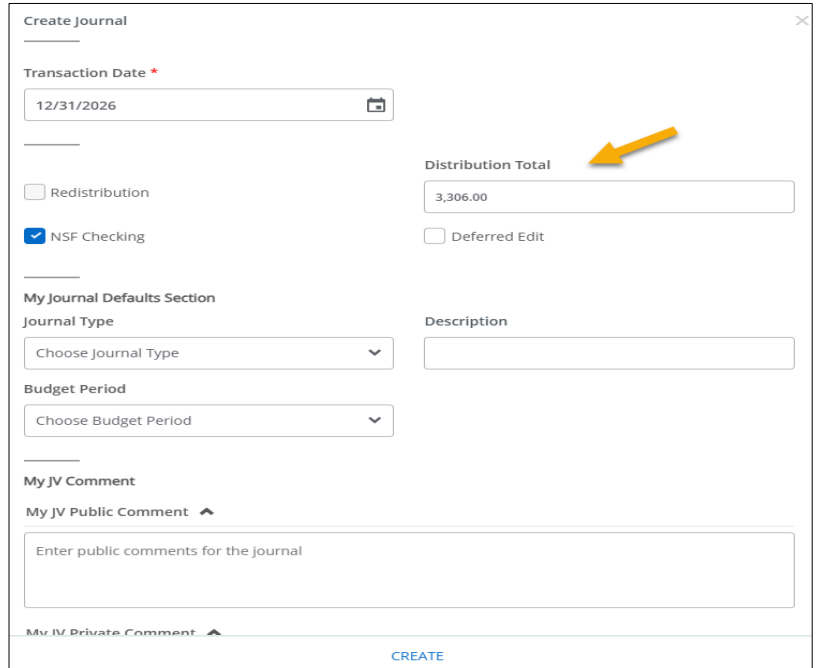
My JV Private Comment

[UPDATE](#)

2. Enter the **Transaction Date**.

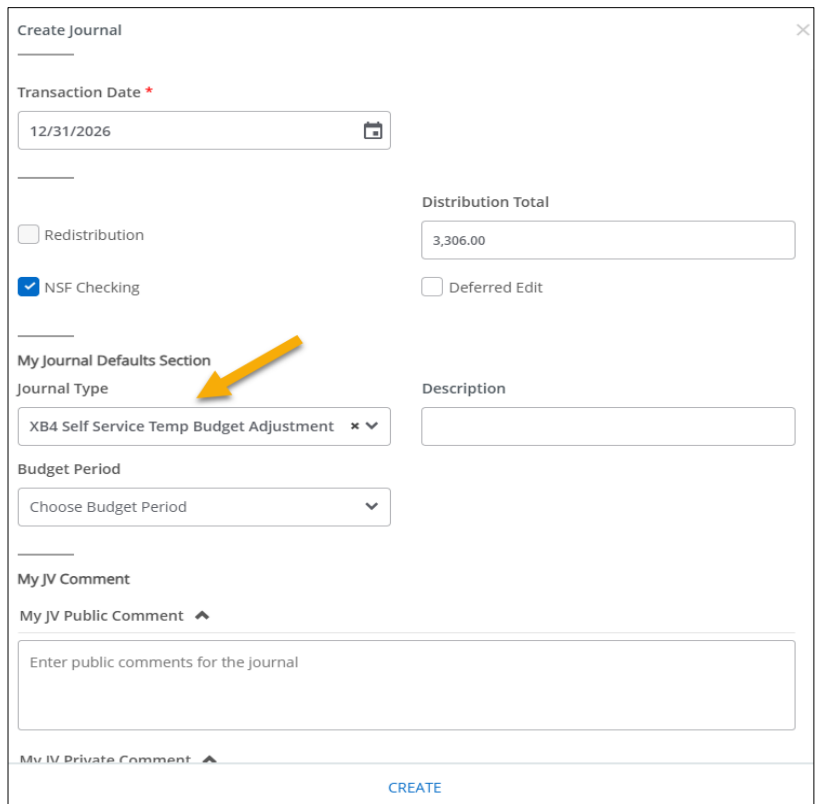
- This should always be the date the journal is entered.

3. Enter the **Distribution Total**.
 - This is the hash total of all budget increases and decreases.
 - The total may be calculated by adding the absolute values of all increases and decreases.
 - NSF Checking should remain checked.



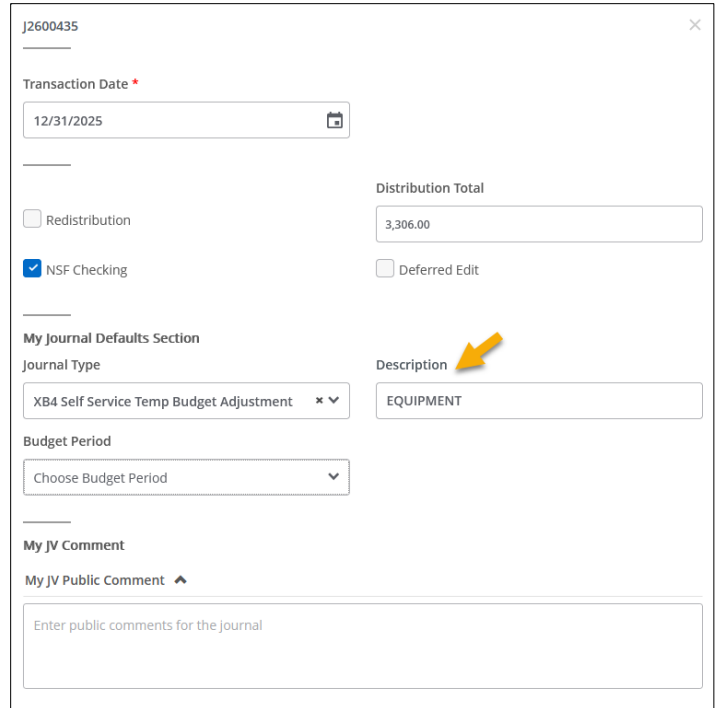
The screenshot shows the 'Create Journal' form. The 'Transaction Date' is set to 12/31/2026. The 'Distribution Total' field contains the value 3,306.00, with a yellow arrow pointing to it from the right. Other fields include 'Redistribution' (unchecked), 'NSF Checking' (checked), 'My Journal Defaults Section' (Journal Type: Choose Journal Type, Budget Period: Choose Budget Period), 'My JV Comment' (My JV Public Comment: Enter public comments for the journal), and 'My JV Private Comment' (hidden). A 'CREATE' button is at the bottom right.

4. From the **Journal Type** drop-down menu, select **XB4 – Self Service Temp Budget Adjustment**.
 - This value may also be typed directly into the field.



The screenshot shows the 'Create Journal' form. The 'Transaction Date' is 12/31/2026. The 'Distribution Total' is 3,306.00. The 'Journal Type' dropdown menu is open, showing 'XB4 Self Service Temp Budget Adjustment' selected, with a yellow arrow pointing to it from the right. Other fields include 'Redistribution' (unchecked), 'NSF Checking' (checked), 'My Journal Defaults Section' (Journal Type: XB4 Self Service Temp Budget Adjustment, Budget Period: Choose Budget Period), 'My JV Comment' (My JV Public Comment: Enter public comments for the journal), and 'My JV Private Comment' (hidden). A 'CREATE' button is at the bottom right.

5. Enter a brief **Journal Description**.
 - This description will appear on each line description or can be left blank so that different descriptions can be entered for line within the adjustment.



J2600435


Transaction Date *
12/31/2025

Redistribution
 NSF Checking

Distribution Total
3,306.00

Deferred Edit

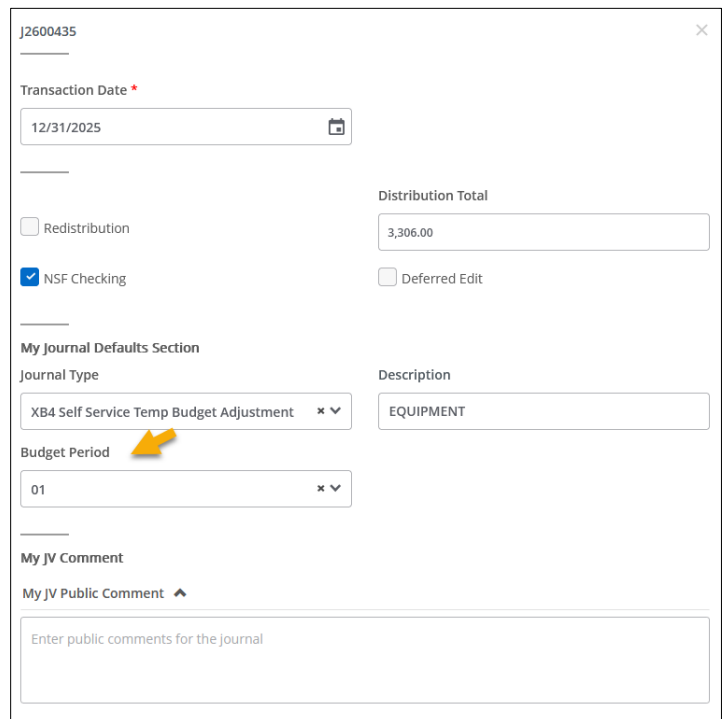
My Journal Defaults Section
Journal Type
XB4 Self Service Temp Budget Adjustment

Description 
EQUIPMENT

Budget Period
Choose Budget Period

My JV Comment
My JV Public Comment
Enter public comments for the journal

6. For **Budget Period**, select **01**.
 - Period 01 must be used for all budget adjustments.



J2600435

Transaction Date *
12/31/2025


Redistribution
 NSF Checking

Distribution Total
3,306.00

Deferred Edit

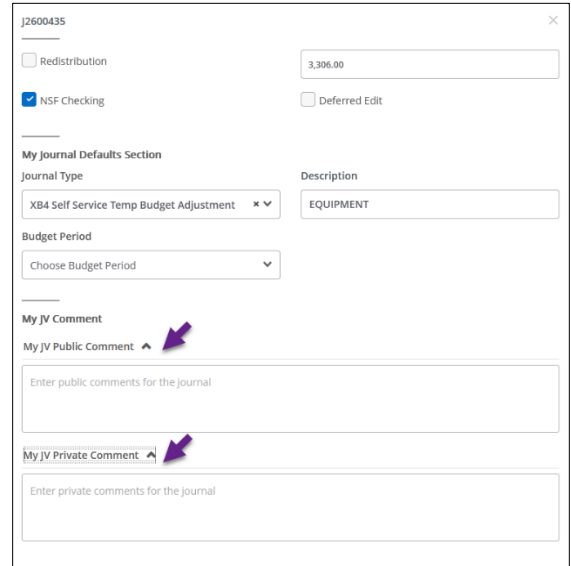
My Journal Defaults Section
Journal Type
XB4 Self Service Temp Budget Adjustment

Description
EQUIPMENT

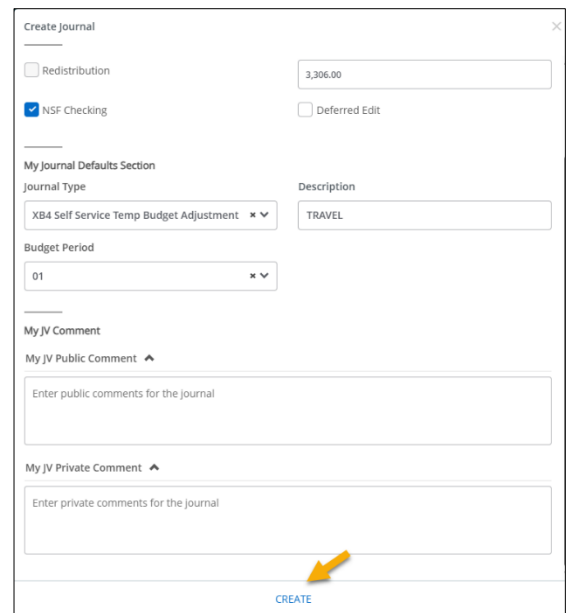
Budget Period 
01

My JV Comment
My JV Public Comment
Enter public comments for the journal

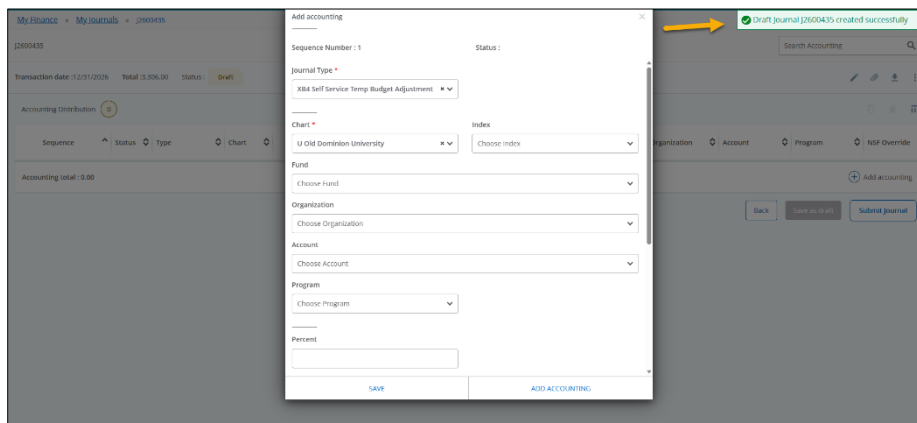
- Optional: Enter information in **My JV Public Comment** or **My JV Private Comment**, to provide additional information pertaining to the adjustment.



- Select **Create** to begin entering journal lines.

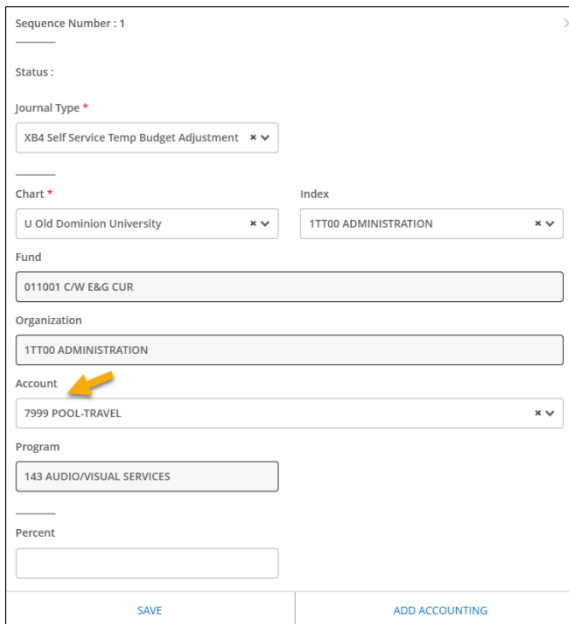


- A draft journal number will be assigned at this point.



Entering Budget Adjustment Lines

1. Enter or select the Index (Organization Code).
 - The **Fund, Organization, and Program** fields will auto-populate.



Sequence Number : 1

Status :


Journal Type *
XB4 Self Service Temp Budget Adjustment x v

Chart *
U Old Dominion University x v

Index
1TT00 ADMINISTRATION x v

Fund
011001 C/W E&G CUR

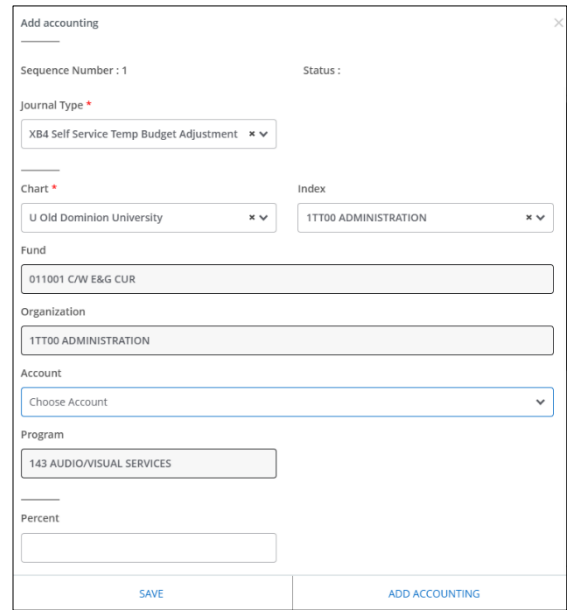
Organization
1TT00 ADMINISTRATION

Account 
7999 POOL-TRAVEL x v

Program
143 AUDIO/VISUAL SERVICES

Percent

SAVE ADD ACCOUNTING



Add accounting

Sequence Number : 1

Status :

Journal Type *
XB4 Self Service Temp Budget Adjustment x v

Chart *
U Old Dominion University x v

Index
1TT00 ADMINISTRATION x v

Fund
011001 C/W E&G CUR

Organization
1TT00 ADMINISTRATION

Account
Choose Account v

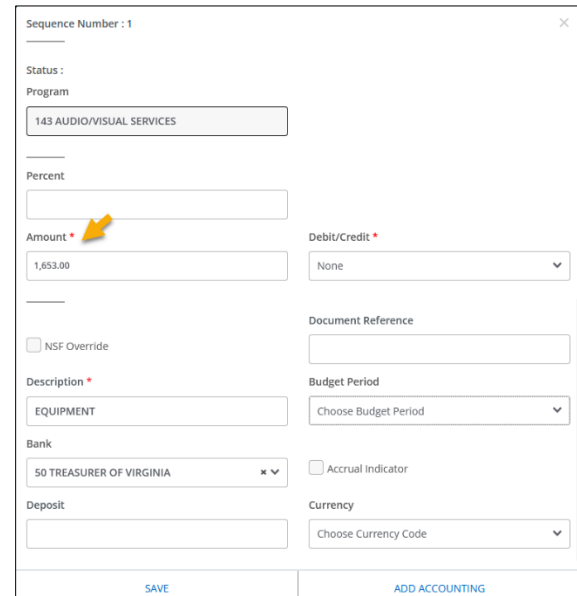
Program
143 AUDIO/VISUAL SERVICES

Percent

SAVE ADD ACCOUNTING

2. Enter or select the **Account Code**.


3. Enter the **Amount** as a whole number.



Sequence Number : 1

Status :
Program
143 AUDIO/VISUAL SERVICES

Percent

Amount * 
1,653.00

Debit/Credit *
None v

NSF Override

Document Reference

Description *
EQUIPMENT

Budget Period
Choose Budget Period v

Bank
50 TREASURER OF VIRGINIA x v

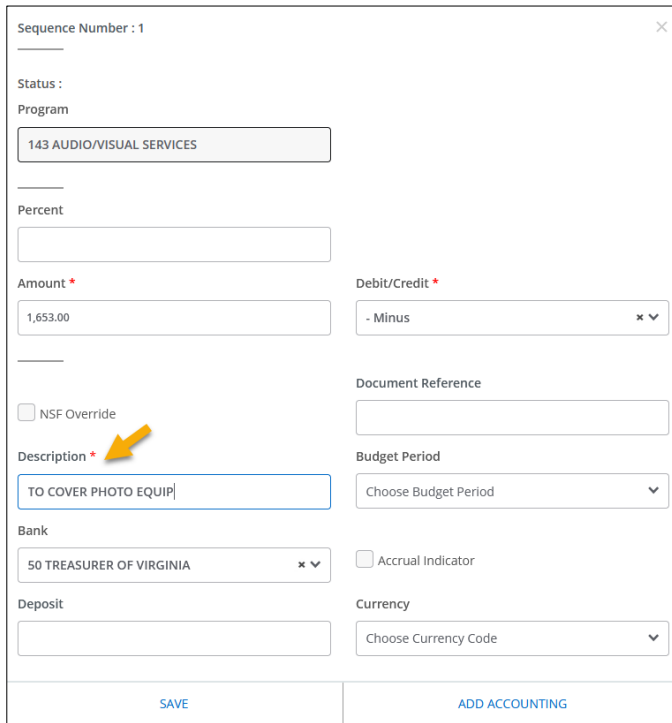
Accrual Indicator

Deposit

Currency
Choose Currency Code v

SAVE ADD ACCOUNTING

4. From the **Debit/Credit** drop-down menu, select:
 - **+ Plus** to increase the budget
 - **- Minus** to decrease the budget



Sequence Number : 1

Status :

Program
143 AUDIO/VISUAL SERVICES

Percent

Amount *
1,653.00

Debit/Credit *
- Minus

NSF Override

Description *
TO COVER PHOTO EQUIP

Budget Period
Choose Budget Period

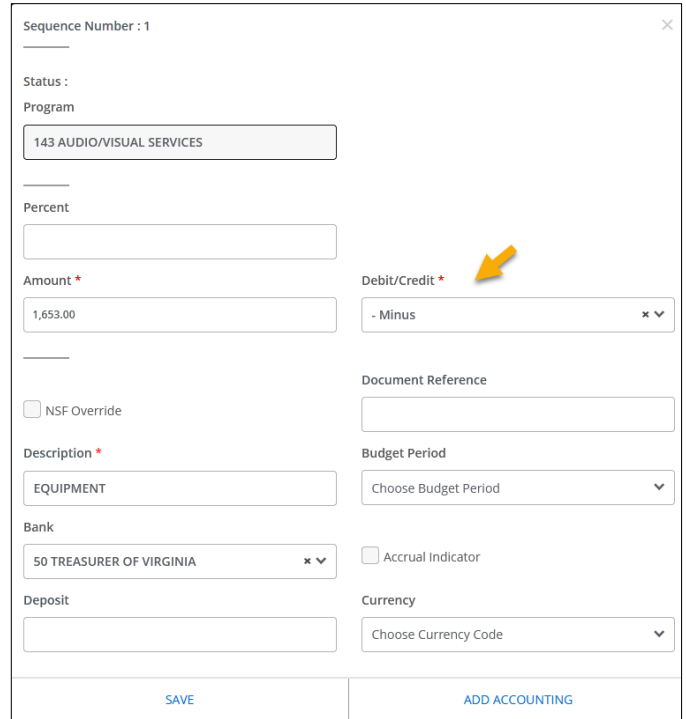
Bank
50 TREASURER OF VIRGINIA

Accrual Indicator

Deposit

Currency
Choose Currency Code

SAVE ADD ACCOUNTING



Sequence Number : 1

Status :

Program
143 AUDIO/VISUAL SERVICES

Percent

Amount *
1,653.00

Debit/Credit *
- Minus

NSF Override

Description *
EQUIPMENT

Budget Period
Choose Budget Period

Bank
50 TREASURER OF VIRGINIA

Accrual Indicator

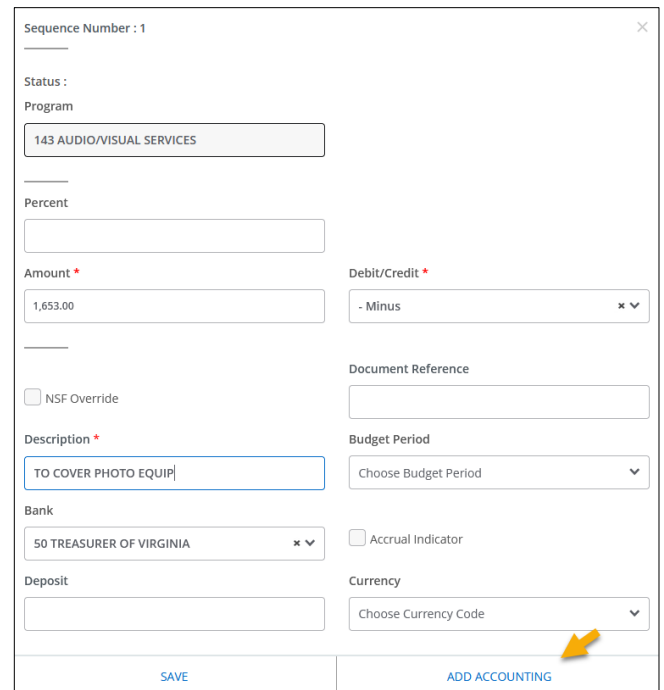
Deposit

Currency
Choose Currency Code

SAVE ADD ACCOUNTING

5. Enter the **Line Description**.

- This description will appear in FGITRND and on budget reports that list transactions.



Sequence Number : 1

Status :

Program
143 AUDIO/VISUAL SERVICES

Percent

Amount *
1,653.00

Debit/Credit *
- Minus

NSF Override

Description *
TO COVER PHOTO EQUIP

Budget Period
Choose Budget Period

Bank
50 TREASURER OF VIRGINIA

Accrual Indicator

Deposit

Currency
Choose Currency Code

SAVE ADD ACCOUNTING

6. Select **Add Accounting** to enter additional lines.
7. Repeat **Steps 1-5** in *Entering Budget Adjustment Lines* for each budget line being adjusted.

Saving, Reviewing, and Submitting the Journal

- Once all budget adjustment lines have been entered, select Save at the bottom of the screen.
 - This action returns you to the journal summary page, which displays all lines entered for the journal.

Sequence Number : 2

Status : ● Postable

Program
143 AUDIO/VISUAL SERVICES

Percent
[]

Amount *
1,653.00

Debit/Credit *
+ Plus

NSF Override

Description *
TO COVER EQUIPMENT

Document Reference
[]

Bank
50 TREASURER OF VIRGINIA

Budget Period
01

Deposit
[]

Accrual Indicator

Currency
Choose Currency Code

SAVE **ADD ACCOUNTING**

- Review the journal entries for accuracy.
 - Ensure the journal is balanced by making sure that all -Minus adjustments equal all +Plus adjustments within the journal.
 - To make changes, select the line you wish to revise. The entry will open and allow edits.

My Finance - My Journals - j2600435

j2600435

Transaction date: 12/31/2025 Total: 3,306.00 Status: Draft

Accounting Distribution (2)

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	NSF Override
1	●	XB4	U	--	1,653.00	- Minus	1TT00	011001	1TT00	7999	143	<input type="checkbox"/>
2	●	XB4	U	--	1,653.00	+ Plus	1TT00	011001	1TT00	9899	143	<input type="checkbox"/>

Accounting total : 3,306.00

+ Add accounting

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

- After all entries have been reviewed and validated, select Submit Journal to initiate the workflow approval process.

My Finance - My Journals - j2600435

j2600435

Transaction date: 12/31/2025 Total: 3,306.00 Status: Draft

Accounting Distribution (2)

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	NSF Override
1	●	XB4	U	--	1,653.00	- Minus	1TT00	011001	1TT00	7999	143	<input type="checkbox"/>
2	●	XB4	U	--	1,653.00	+ Plus	1TT00	011001	1TT00	9899	143	<input type="checkbox"/>

Accounting total : 3,306.00

+ Add accounting

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

- The journal will move to the Pending Journals section of My Journals, where it will remain until approved and posted.

Document	Date	Description	Total	Status
Draft Journals (3)				
J2600425	12/04/2025	-	5,000.00	Draft
J2600369	09/19/2025	-	500,000.00	Draft
Pending Journals (1)				
J2600435	12/31/2025	TO COVER PHOTO EQUIP	3,306.00	In Approval
Completed Journals				
J2600424	12/02/2025	COVER IMMED RECOGN BONUS	3,876.00	Completed
J2600423	12/02/2025	REALIGN FY26 BUDGET	20,000.00	Completed

Attaching Supporting Documentation to a Journal

PLEASE NOTE: Access to Banner Document Management (BDM) is Required for this step! To gain access to BDM, please complete the [online Midas Account Request Process](#). For step-by-step instructions, see the [How to Request Access Video](#).

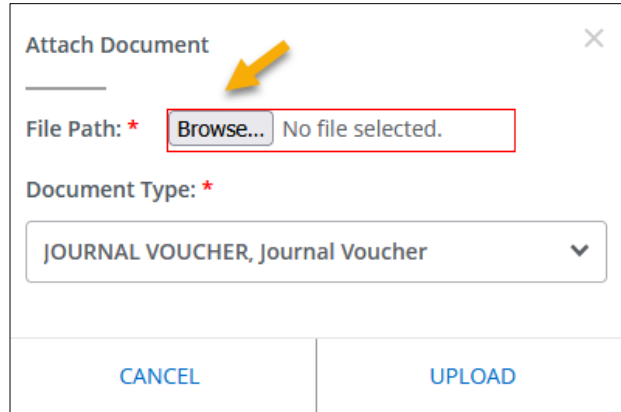
- From the journal **Summary Page**, select the **Paper Clip** icon to open the attachments window.

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	NSF Override
1	●	XB4	U	-	1,653.00	- Minus	1TT00	011001	1TT00	7999	143	<input type="checkbox"/>
2	●	XB4	U	-	1,653.00	+ Plus	1TT00	011001	1TT00	9899	143	<input type="checkbox"/>

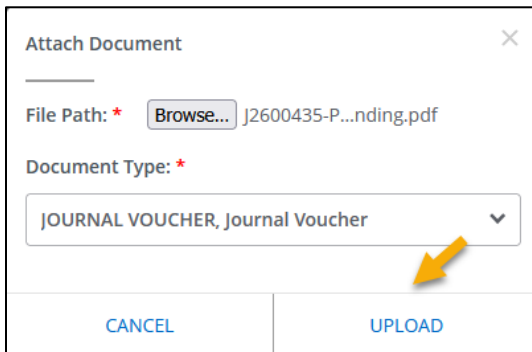
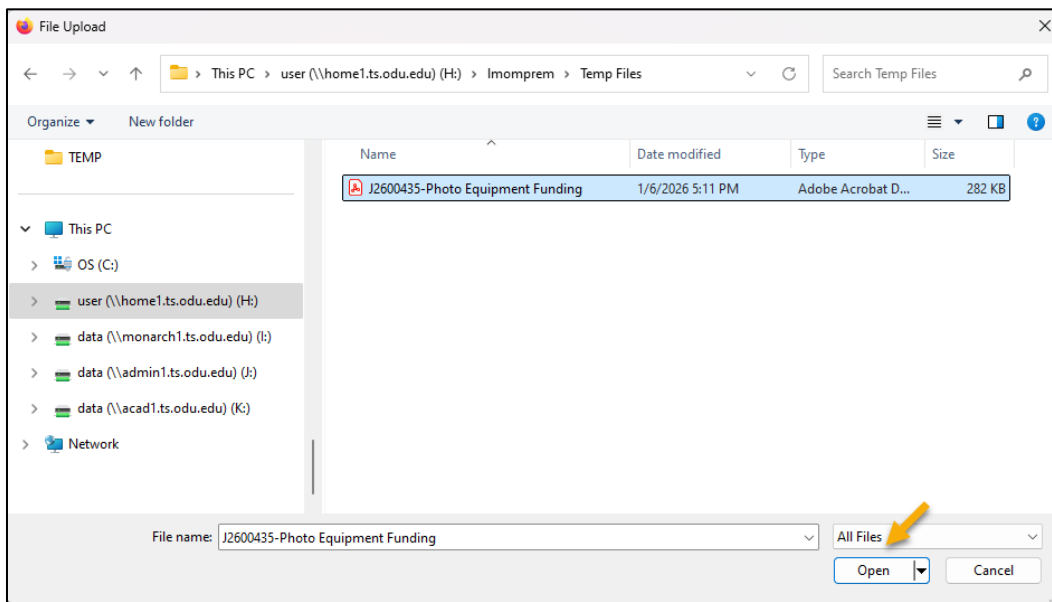
- Select **Attach File**.

Document Name	Document Type	Owner Name	Date of Attachment
There are no records for this journal. Please click on Attach File for attaching documents.			

3. Click **Browse** next to the **File Path** field.
4. Navigate through **File Explorer** to locate the supporting documentation.

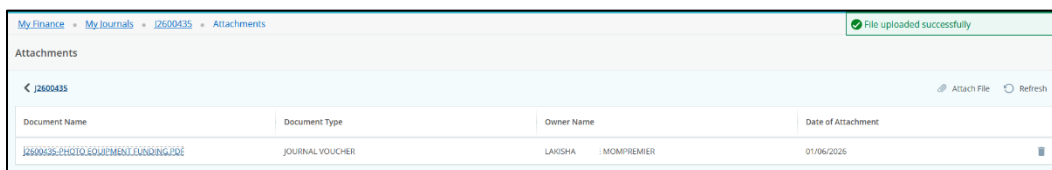


5. Select the document and click **Open**.



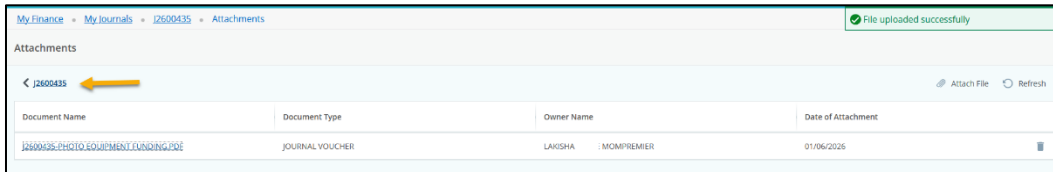
6. Select **Upload** to attach the document to the journal.

- The uploaded document will appear in the attachments list.

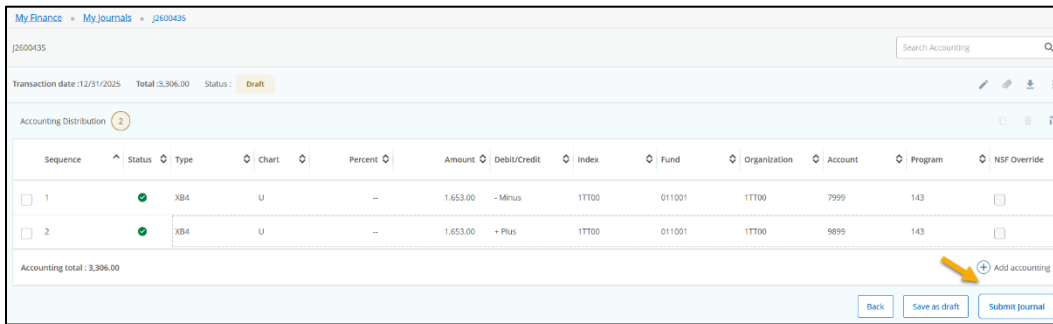


Banner Finance Self Service Training Guide: Budget Procedures

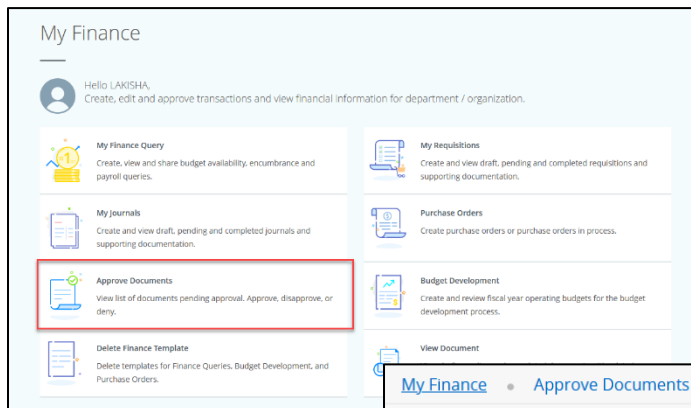
7. Select the **Journal Number** to return to the journal header screen.



8. Once all journal entries and attachments have been reviewed and validated, select **Submit Journal** to initiate the approval workflow process.

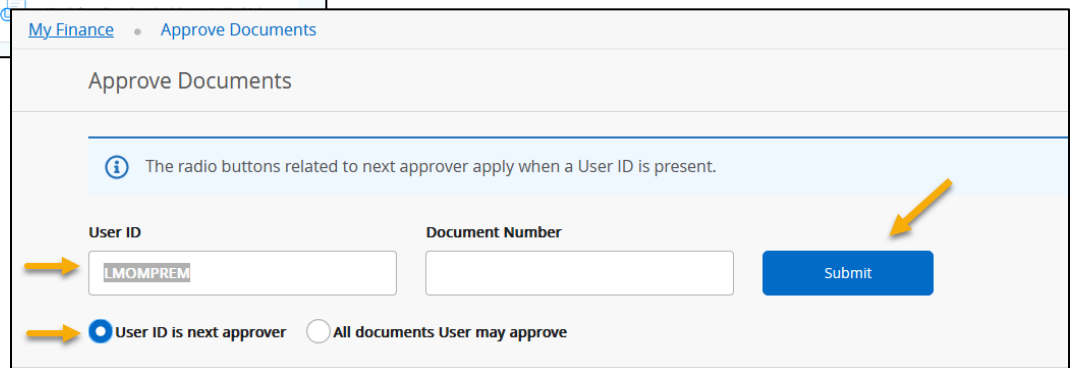


Budget Queue Approval Process



1. From **My Finance Dashboard**, select **Approve Documents**.

- The **User ID** field will automatically populate with your Midas ID.
- Select **User ID is next approver**, then click **Submit**.



A dashboard will display all journals currently awaiting your approval. From this list, you can view:

- Journal numbers
- Journal type
- Submitted-by user
- Total amount of each journal

From this dashboard, approvers can **view journal vouchers**, **view attachments**, **review journal history**, **approve**, or **disapprove** journals.

View Journal Vouchers

1. Click the **journal number** to open the journal voucher.

My Finance - Approve Documents

Click the document number link to view a document as a PDF in a new tab. Click the History option to display pending approvals, approval history, and any related documents. Click the Attachments icon attachments if more than one, otherwise a new tab is opened to view a single attachment....

Document	Document Type	Change Sequence	Submission	Originating User	Amount	Next Approver	NSF	Queue Type	Attachments	History	Disapprove	Approve
J2600388	JV	-	0	EPURWANT	150.00	Yes	-	DOC			<input type="button" value="Disapprove"/>	<input type="button" value="Approve"/>
J2600434	JV	-	0	EPURWANT	10.00	Yes	-	DOC	-		<input type="button" value="Disapprove"/>	<input type="button" value="Approve"/>
J2600373	JV	-	0	EPURWANT	10,000.00	-	-	DOC	-		<input type="button" value="Disapprove"/>	<input type="button" value="Approve"/>
J2600379	JV	-	0	EABRAMS	2,000.00	-	-	DOC			<input type="button" value="Disapprove"/>	<input type="button" value="Approve"/>
J2600438	JV	-	0	WCRUZ	10,000.00	-	-	DOC			<input type="button" value="Disapprove"/>	<input type="button" value="Approve"/>
J2600439	JV	-	0	WCRUZ	10,000.00	-	-	DOC			<input type="button" value="Disapprove"/>	<input type="button" value="Approve"/>
J2600441	JV	-	0	WCRUZ	14,000.00	-	-	DOC			<input type="button" value="Disapprove"/>	<input type="button" value="Approve"/>
J2600443	JV	-	0	WCRUZ	20,000.00	-	-	DOC	-		<input type="button" value="Disapprove"/>	<input type="button" value="Approve"/>
J2600444	JV	-	0	WCRUZ	10,000.00	-	-	DOC	-		<input type="button" value="Disapprove"/>	<input type="button" value="Approve"/>
J2600455	JV	-	0	SDFREEMA	2,000.00	-	-	DOC			<input type="button" value="Disapprove"/>	<input type="button" value="Approve"/>

2. A journal voucher tab will open displaying voucher details, including:

- Journal Number
- Document Total (total increases and decreases)
- Status
- Username of the journal submitter
- Transaction Date (posting date) and Activity Date (submission date)
- Public Comments (supporting justification)
- Budget code adjustments

JOURNAL VOUCHER

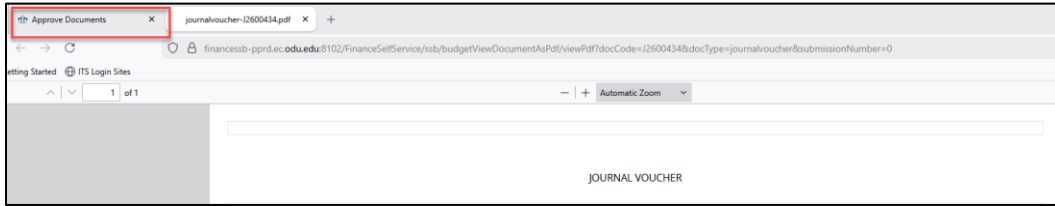
Journal Voucher Number	J2600438	Document Total	10,000.00	Status	Pending
Submission	0	User ID	WCRUZ		
Transaction Date	01/09/2026	Activity Date	01/12/2026		
Public Comments	TEST				

Accounting Distributions

SEQ	Description	FY-Period	Budget Period	Rule Class	Chart- Index- Fund- Orgn- Acct- Prog- Actv- Locn- Proj	Amount	Debit/ Credit	Currency	Bank Code	NSF Overlde	Status	Document Reference Number	Accrual Indicator	Deposit
1	CRUZ WAS HERE	26- 07	01	XB4	U - 1SA00 - 011001 - 1SA00 - 6999 - 161 - - -	5,000.00	-	USD	50	No	P		No	
2	CRUZ WAS HERE	26- 07	01	XB4	U - 1SA00 - 011001 - 1SA00 - 7999 - 161 - - -	5,000.00	+	USD	50	No	P		No	
Total Accounting Distributions						10,000.00								

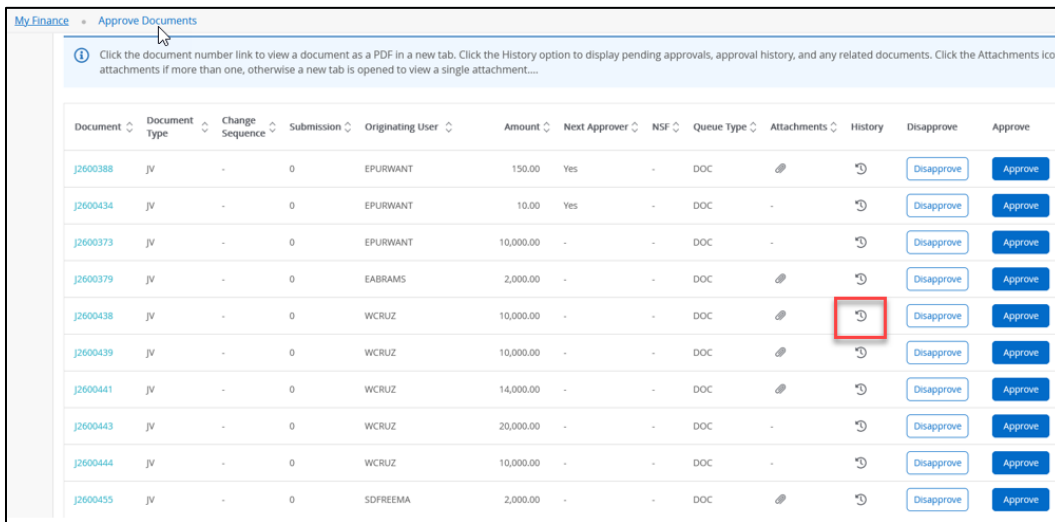
DISCLAIMER - This Journal Voucher PDF is restricted to internal use only.

3. Return to the **Approve Documents** tab when finished.



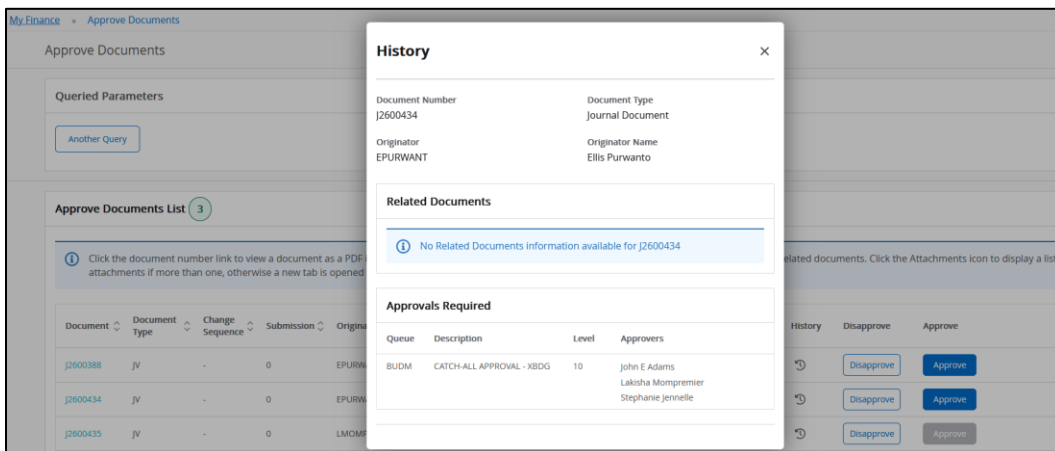
View Journal History

1. Click the **clock icon** for the journal.

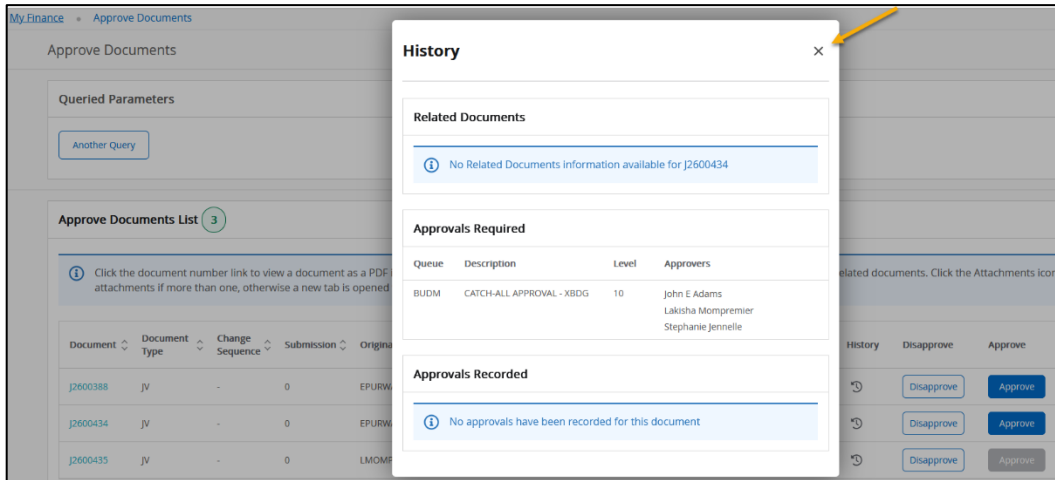


2. A pop-up window will appear showing the journal's history, including:

- Document Number
- Document Type
- Originator Name
- Related Documents
- Current approval queue
- Any previous approvals

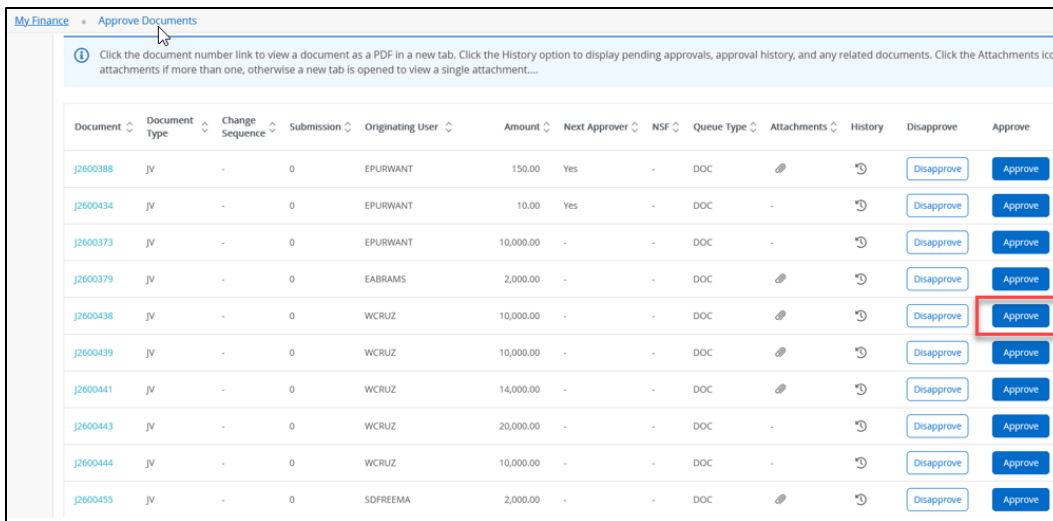


- Click the **X** in the top-right corner to close the History window.

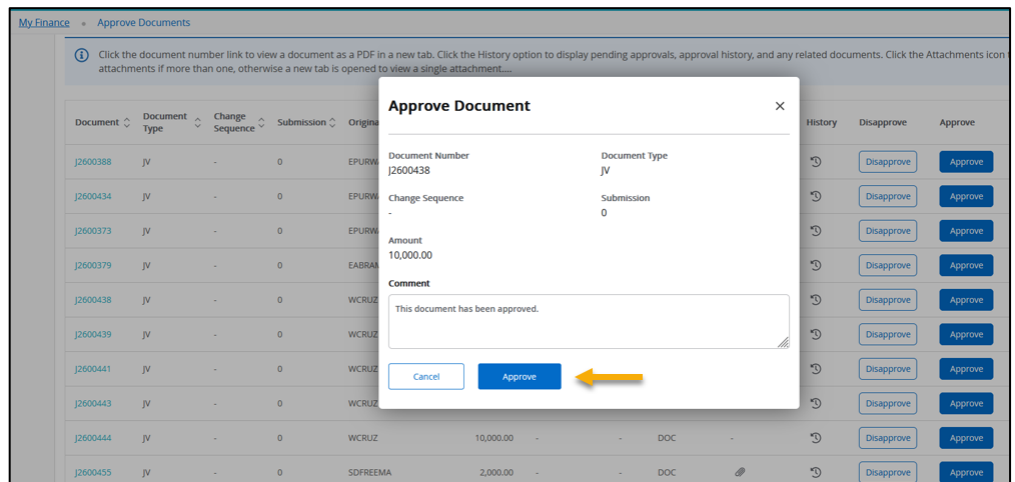


To Approve a Journal

- Select **Approve**.

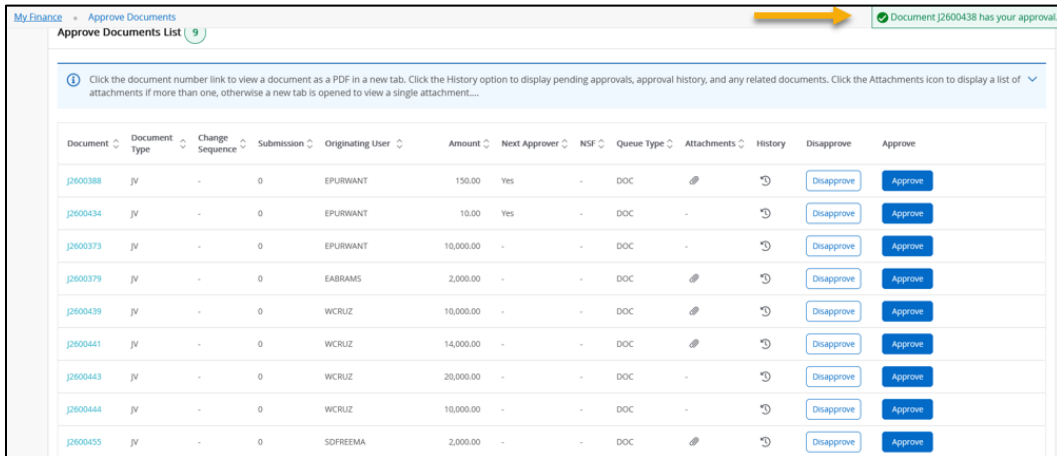


- An **Approve Document** box will appear.
- Enter comments if needed (optional).
- Click **Approve** to finalize the approval.



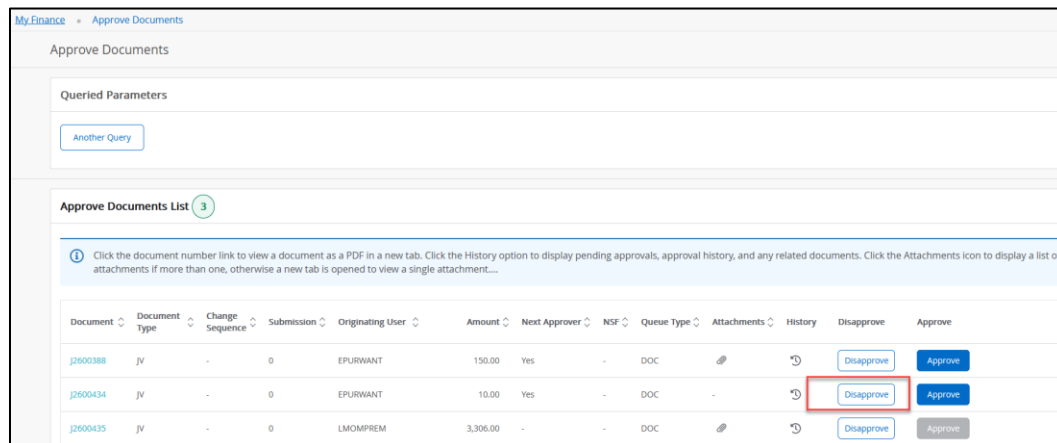
- A confirmation message will appear in the top-right corner of the screen.

To

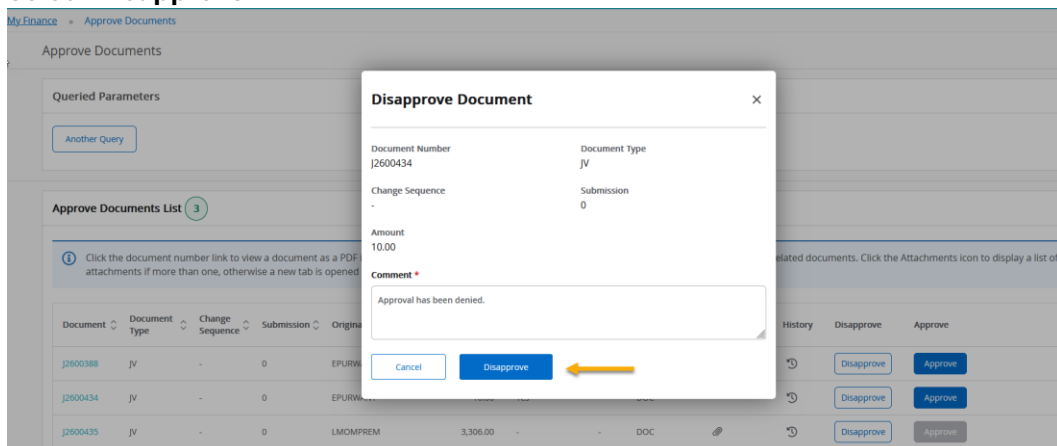


To Disapprove a Journal

- Select **Disapprove**.

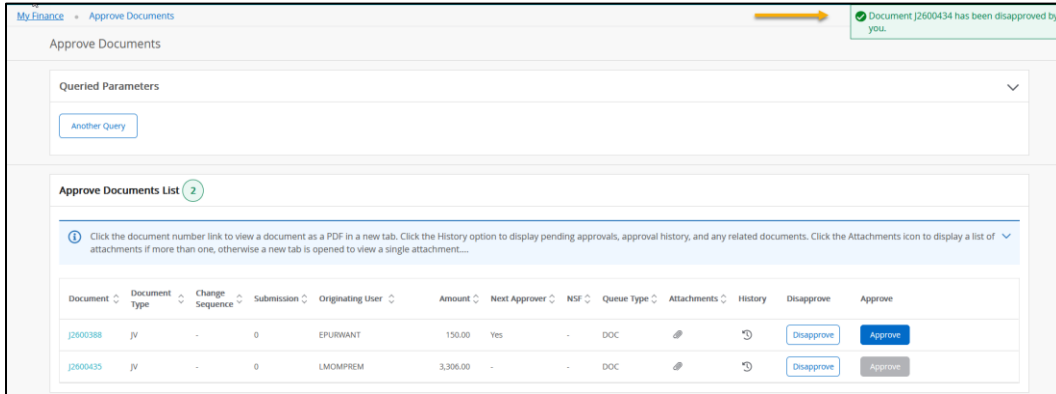


- The **Disapprove Document** box will open.
- Enter comments in the Comment field to explain the reason for disapproval (recommended).
- Select **Disapprove**.



Banner Finance Self Service Training Guide: Budget Procedures

- A confirmation message will appear in the top-right corner of the screen.



My Finance - Approve Documents

Approve Documents

Queried Parameters

Another Query

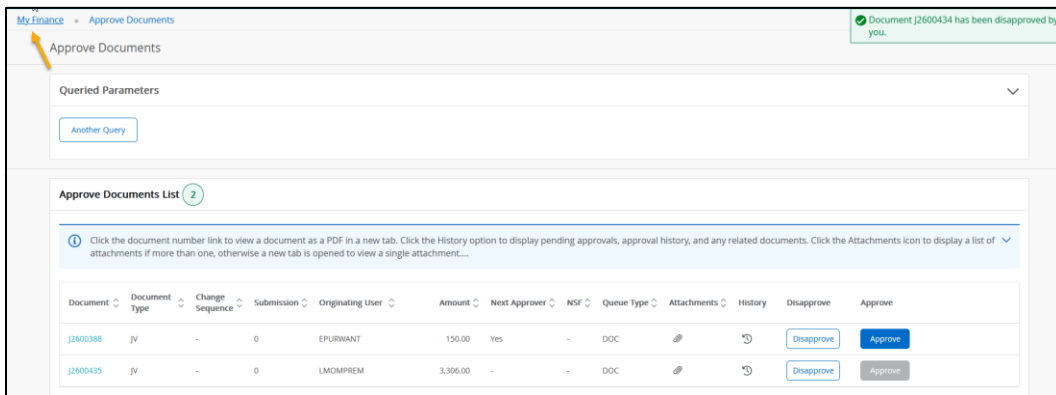
Approve Documents List 2

Click the document number link to view a document as a PDF in a new tab. Click the History option to display pending approvals, approval history, and any related documents. Click the Attachments icon to display a list of attachments if more than one, otherwise a new tab is opened to view a single attachment...

Document	Document Type	Change Sequence	Submission	Originating User	Amount	Next Approver	NSF	Queue Type	Attachments	History	Disapprove	Approve
J2600388	JV	-	0	EPURWANT	150.00	Yes	-	DOC			Disapprove	Approve
J2600435	JV	-	0	LMOMPREM	3,306.00	-	-	DOC			Disapprove	Approve

Return to My Finance Dashboard

- Select **My Finance** to return to the main dashboard.



My Finance - Approve Documents

Approve Documents

Queried Parameters

Another Query

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Links and Contacts:

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Additional Training Materials: [Banner Finance Training Page](#)