



OLD DOMINION
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**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.

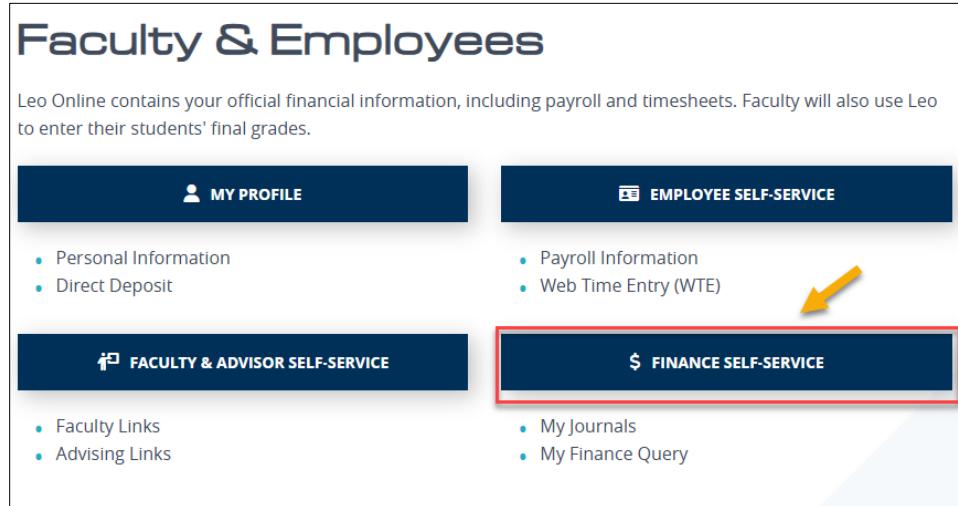
Any questions may be sent to bannerhotline@odu.edu.

Banner Finance Self Service Training Guide: Budget Procedures

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>.



The screenshot shows the 'My Finance' dashboard. At the top, there are two main sections: 'MY PROFILE' and 'EMPLOYEE SELF-SERVICE'. Below these are two more sections: 'FACULTY & ADVISOR SELF-SERVICE' and 'FINANCE SELF-SERVICE'. The 'FINANCE SELF-SERVICE' section is highlighted with a red box and a yellow arrow pointing to it. Each section contains a list of links:

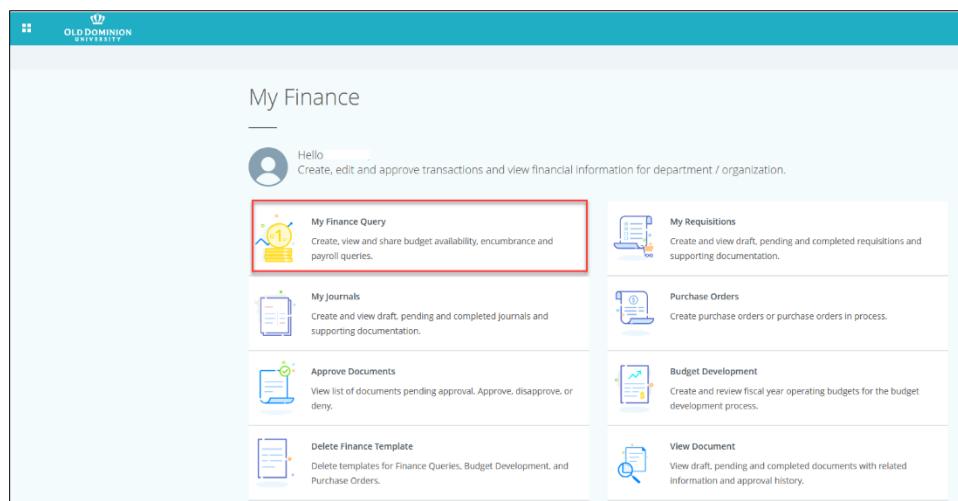
- MY PROFILE:** Personal Information, Direct Deposit
- EMPLOYEE SELF-SERVICE:** Payroll Information, Web Time Entry (WTE)
- FACULTY & ADVISOR SELF-SERVICE:** Faculty Links, Advising Links
- FINANCE SELF-SERVICE:** My Journals, My Finance Query

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**.

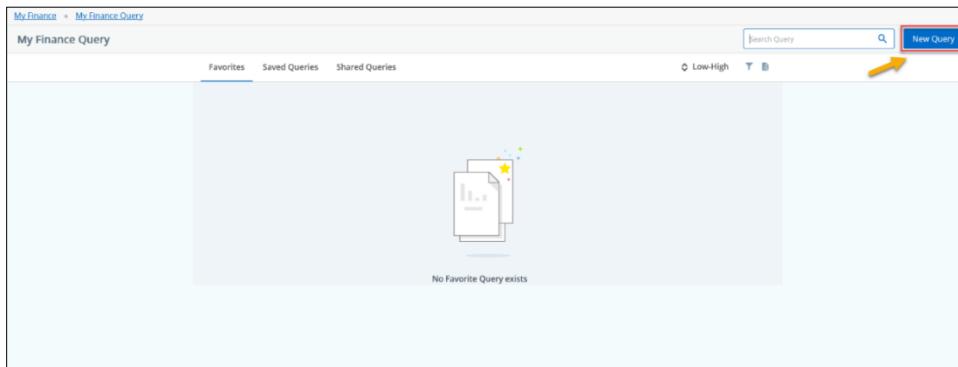


The screenshot shows the 'My Finance' dashboard. At the top, there is a 'Hello' greeting and a 'Create, edit and approve transactions and view financial information for department / organization' link. Below this, there are several links arranged in a grid:

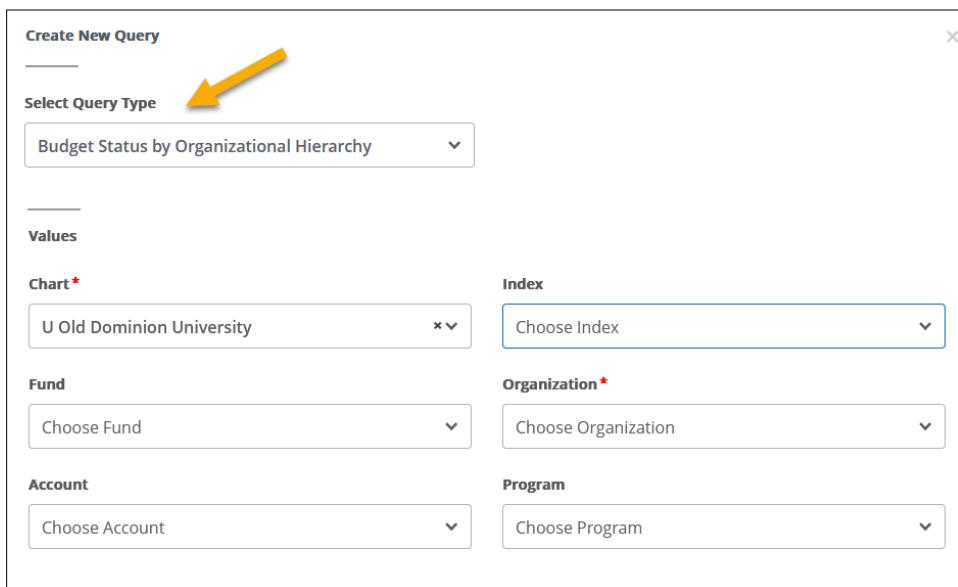
- My Finance Query** (highlighted with a red box): Create, view and share budget availability, encumbrance and payroll queries.
- My Journals**: Create and view draft, pending and completed journals and supporting documentation.
- Approve Documents**: View list of documents pending approval. Approve, disapprove, or deny.
- Delete Finance Template**: Delete templates for Finance Queries, Budget Development, and Purchase Orders.
- My Requisitions**: Create and view draft, pending and completed requisitions and supporting documentation.
- Purchase Orders**: Create purchase orders or purchase orders in process.
- Budget Development**: Create and review fiscal year operating budgets for the budget development process.
- View Document**: View draft, pending and completed documents with related information and approval history.

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2. Select New Query.

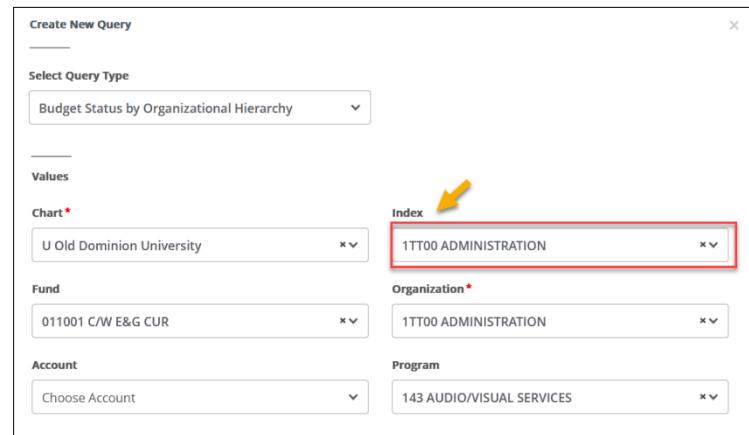


3. From the Select Query Type drop-down menu, choose Budget Status by Organizational Hierarchy.



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.



Create New Query

Activity	Location
Choose Activity	Choose Location
Fund Type	Account Type
Choose Fund Type	Choose Account Type
Commitment Type	<input checked="" type="checkbox"/> Include Revenue Accounts
All	
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**.

Create New Query

<input type="checkbox"/> Include Revenue Accounts
Fiscal Year* Choose Fiscal Year
Fiscal Period* Choose Fiscal Period
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.

Create New Query

<input type="checkbox"/> Include Revenue Accounts
Fiscal Year* 2026
Fiscal Period* 14
Comparison Fiscal Year None
Comparison Fiscal Period None

Banner Finance Self Service Training Guide: Budget Procedures

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

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

Create New Query

Year: INNRE

Fiscal Period: INNRE

Operating Ledger

Adopted Budget ⓘ Year to Date ⓘ

Budget Adjustment ⓘ Encumbrance ⓘ

Adjusted Budget ⓘ Reservation ⓘ

Temporary Budget ⓘ Commitments ⓘ

Accounted Budget ⓘ Available Balance ⓘ

SUBMIT

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

Create New Query

Year: INNRE

Fiscal Period: INNRE

Operating Ledger

Adopted Budget ⓘ Year to Date ⓘ

Budget Adjustment ⓘ Encumbrance ⓘ

Adjusted Budget ⓘ Reservation ⓘ

Temporary Budget ⓘ Commitments ⓘ

Accounted Budget ⓘ Available Balance ⓘ

SUBMIT

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

ADMINISTRATION - 1TT00

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.

Banner Finance Self Service Training Guide: Budget Procedures

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

Budget Status by Organizational Hierarchy							
New Query							
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	\$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	\$270,668.73

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

Budget Status by Organizational Hierarchy							
New Query							
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)							

Budget Status by Organizational Hierarchy							
New Query							
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	\$2,696,534.00	(\$36,650.00)	\$2,649,884.00	\$104,444.54	\$515,830.42	\$2,029,699.04
72	TRAVEL	\$30,000.00	\$0.00	\$30,000.00	\$1,676.56	\$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.

Budget Status by Account							
New Query							
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).

Budget Status by Account							
New Query							
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	JF16		
Report Total (of all records)				\$1,653.08			

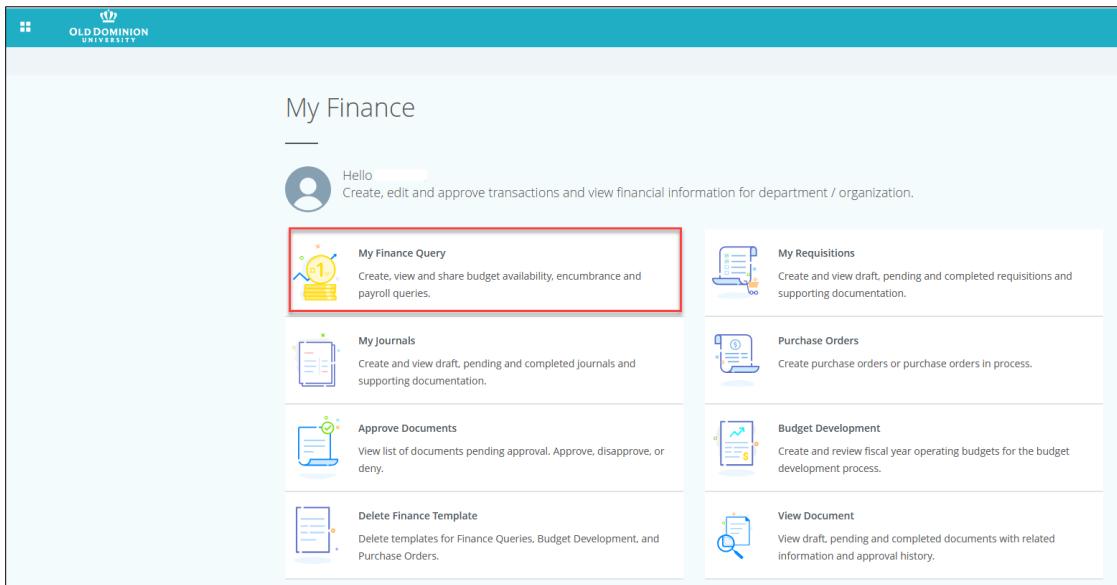
- Select any section in the blue titles in the top-right corner of the screen to exit or Select **New Query** to run another report.

Budget Status by Account							
New Query							
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	JF16		
Report Total (of all records)				\$1,653.08			

Budget Status by Account (FGIBDST / FGIBDSR)

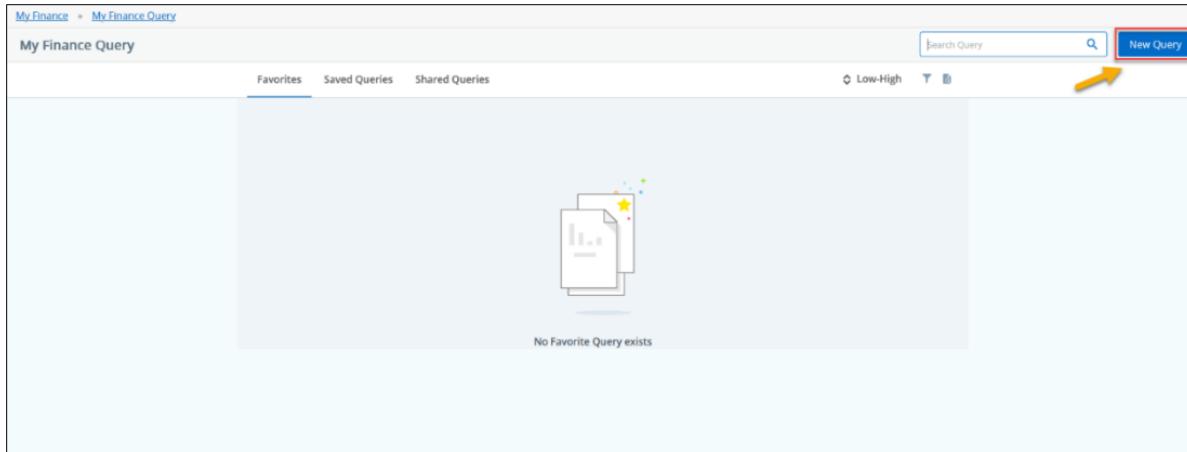
This query provides detailed balances for both transactional account codes and budget pool accounts.

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



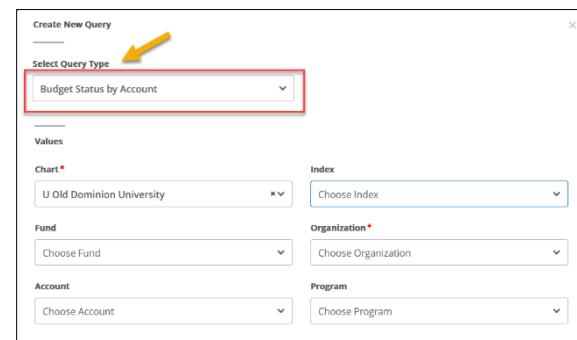
The screenshot shows the 'My Finance' dashboard. At the top, there is a 'Hello' greeting and a brief description: 'Create, edit and approve transactions and view financial information for department / organization.' Below this, there are several options: 'My Finance Query' (highlighted with a red box), 'My Requisitions', 'Purchase Orders', 'My Journals', 'Approve Documents', 'Budget Development', and 'Delete Finance Template'. Each option has a small icon and a brief description.

2. Select **New Query**.



The screenshot shows the 'My Finance Query' screen. At the top, there is a breadcrumb navigation: 'My Finance > My Finance Query'. Below this is a search bar with the placeholder 'Search Query' and a magnifying glass icon. To the right of the search bar is a blue button labeled 'New Query' with a yellow arrow pointing to it. The main area of the screen displays a message: 'No Favorite Query exists' with an icon of two overlapping documents.

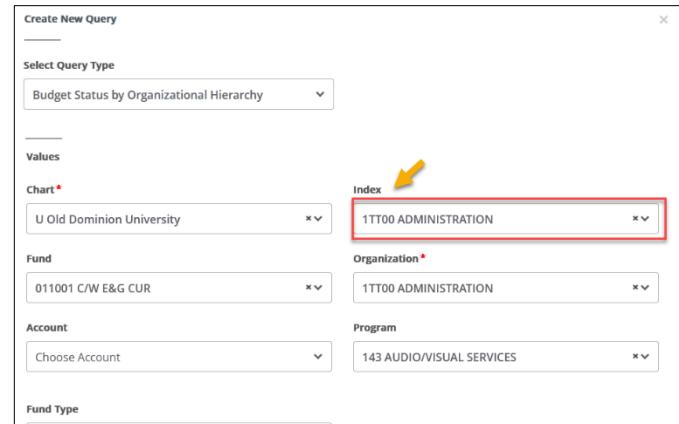
3. From the **Select Query Type** drop-down menu, choose **Budget Status by Account**.



The screenshot shows the 'Create New Query' dialog box. At the top, there is a heading 'Create New Query' and a 'Select Query Type' dropdown menu. A yellow arrow points to this dropdown menu, which has 'Budget Status by Account' selected. Below the dropdown are sections for 'Values', 'Chart', 'Fund', 'Organization', 'Account', and 'Program', each with a dropdown menu.

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

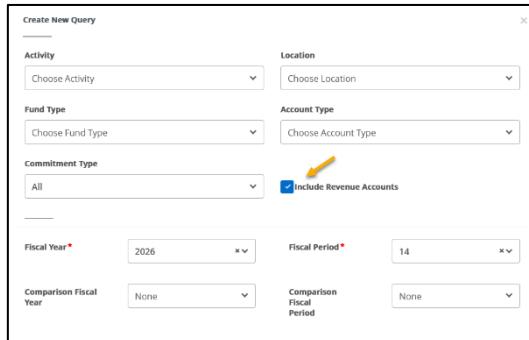
- The **Fund, Organization, and Program** fields will auto-populate.
- The Account and Fund Type fields may be left blank.



The screenshot shows the 'Create New Query' interface. In the 'Chart' section, the 'Index' field is highlighted with a red box and a yellow arrow, containing the value '1TT00 ADMINISTRATION'. The 'Fund' field contains '011001 C/W E&G CUR', 'Organization' contains '1TT00 ADMINISTRATION', 'Account' is 'Choose Account', and 'Program' contains '143 AUDIO/VISUAL SERVICES'.

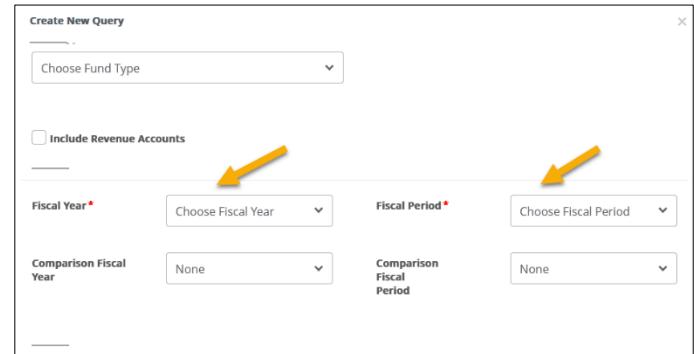
5. Check **“Include Revenue Accounts”**

box for fee/revenue supported budgets.

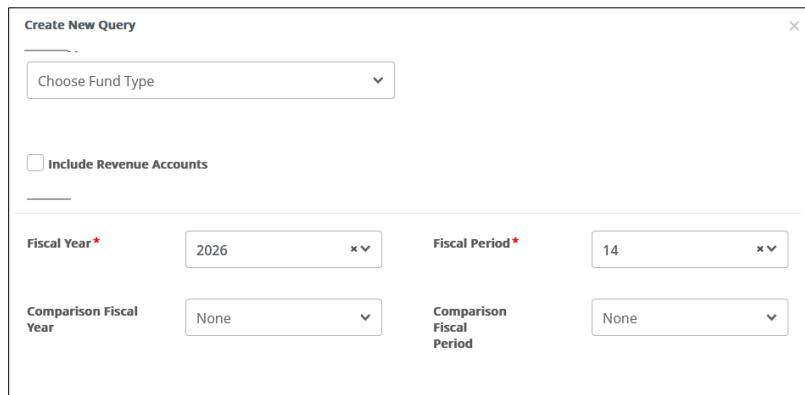


The screenshot shows the 'Create New Query' interface with the 'Include Revenue Accounts' checkbox checked, indicated by a yellow arrow.

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



The screenshot shows the 'Create New Query' interface with the 'Fiscal Year' set to '2026' and the 'Fiscal Period' set to '14'. Arrows point to the 'Fiscal Year' and 'Fiscal Period' fields.



The screenshot shows the 'Create New Query' interface with the 'Fiscal Year' set to '2026' and the 'Fiscal Period' set to '14'. Arrows point to the 'Fiscal Year' and 'Fiscal Period' fields.

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			
<input checked="" type="checkbox"/> Adopted Budget ⓘ	<input checked="" type="checkbox"/> Year to Date ⓘ		
<input checked="" type="checkbox"/> Budget Adjustment ⓘ	<input type="checkbox"/> Encumbrance ⓘ		
<input checked="" type="checkbox"/> Adjusted Budget ⓘ	<input type="checkbox"/> Reservation ⓘ		
<input type="checkbox"/> Temporary Budget ⓘ	<input checked="" type="checkbox"/> Commitments ⓘ		
<input type="checkbox"/> Accounted Budget ⓘ	<input checked="" type="checkbox"/> Available Balance ⓘ		

SUBMIT

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

Create New Query

Year	None	Fiscal Period	None
Operating Ledger			
<input checked="" type="checkbox"/> Adopted Budget ⓘ	<input checked="" type="checkbox"/> Year to Date ⓘ		
<input checked="" type="checkbox"/> Budget Adjustment ⓘ	<input type="checkbox"/> Encumbrance ⓘ		
<input checked="" type="checkbox"/> Adjusted Budget ⓘ	<input type="checkbox"/> Reservation ⓘ		
<input type="checkbox"/> Temporary Budget ⓘ	<input checked="" type="checkbox"/> Commitments ⓘ		
<input type="checkbox"/> Accounted Budget ⓘ	<input checked="" type="checkbox"/> Available Balance ⓘ		

SUBMIT



Results and Navigation

- A Detailed Budget Report** will be generated.

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
5301	CUSTODIAL SERVICES	\$0.00	\$0.00	\$0.00	\$35.64	\$0.00	(\$35.64)
5412	SKILLED SERVICES	\$0.00	\$0.00	\$0.00	\$81,709.61	\$115,830.42	(\$597,531.03)
6002	OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$728.04	\$0.00	(\$728.04)
6004	PHOTOCOPYING COSTS	\$0.00	\$0.00	\$0.00	\$45.70	\$0.00	(\$45.70)
6201	GASOLINE	\$0.00	\$0.00	\$0.00	\$92.49	\$0.00	(\$92.49)
6803	COMP OFFICING SUPPLIES	\$0.00	\$0.00	\$0.00	\$403.16	\$0.00	(\$403.16)
6999	POOL-NON PERSONAL SERVICE	\$102,478.00	(\$36,650.00)	\$665,828.00	\$0.00	\$0.00	\$665,828.00
7103	TRAVEL-PUBLIC CARRIERS	\$0.00	\$0.00	\$0.00	\$408.01	\$0.00	(\$408.01)
7105	TRAVEL-JOBSHR & LODGING	\$0.00	\$0.00	\$0.00	\$381.61	\$0.00	(\$381.61)
7109	EMPLOYEE TRAVEL-TRANSPORTATION/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-\$2,000	\$4,999	\$0.00	\$10,000	\$1,000.00	\$0.00	(\$1,000.00)
9201	ELCTRONIC EQUIP-\$4,999	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Report Total (of all records)		\$8,453,172.00	\$286,204.00	\$8,738,376.00	\$851,876.85	\$615,830.42	\$5,270,668.73

- Blue text indicates links to additional budget detail.

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
5301	CUSTODIAL SERVICES	\$0.00	\$0.00	\$0.00	\$35.64	\$0.00	(\$35.64)
5412	SKILLED SERVICES	\$0.00	\$0.00	\$0.00	\$81,709.61	\$115,830.42	(\$597,531.03)
6002	OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$728.04	\$0.00	(\$728.04)
6004	PHOTOCOPYING COSTS	\$0.00	\$0.00	\$0.00	\$45.70	\$0.00	(\$45.70)
6201	GASOLINE	\$0.00	\$0.00	\$0.00	\$92.49	\$0.00	(\$92.49)
6803	COMP OFFICING SUPPLIES	\$0.00	\$0.00	\$0.00	\$403.16	\$0.00	(\$403.16)
6999	POOL-NON PERSONAL SERVICE	\$102,478.00	(\$36,650.00)	\$665,828.00	\$0.00	\$0.00	\$665,828.00
7103	TRAVEL-PUBLIC CARRIERS	\$0.00	\$0.00	\$0.00	\$408.01	\$0.00	(\$408.01)
7105	TRAVEL-JOBSHR & LODGING	\$0.00	\$0.00	\$0.00	\$381.61	\$0.00	(\$381.61)
7109	EMPLOYEE TRAVEL-TRANSPORTATION/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-\$2,000	\$4,999	\$0.00	\$10,000	\$1,000.00	\$0.00	(\$1,000.00)
9201	ELCTRONIC EQUIP-\$4,999	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Report Total (of all records)		\$8,453,172.00	\$286,204.00	\$8,738,376.00	\$851,876.85	\$615,830.42	\$5,270,668.73

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

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			

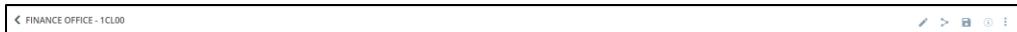
Exiting a Query

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

My.Finance > My.Finance.Query > Budget Status by Account	
Budget Status by Account	
ADMINISTRATION - ITT00	
Query Results	
Transaction Date	Activity Date
08/13/2025	08/13/2025
Document Code	Vendor/Transaction Description
PC000040	SPCC-SILVERTHORNE-B&H PHOTO MOTO
Amount	Rule Class Code
\$1,653.08	JE16
Report Total (of all records)	
\$1,653.08	

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:**

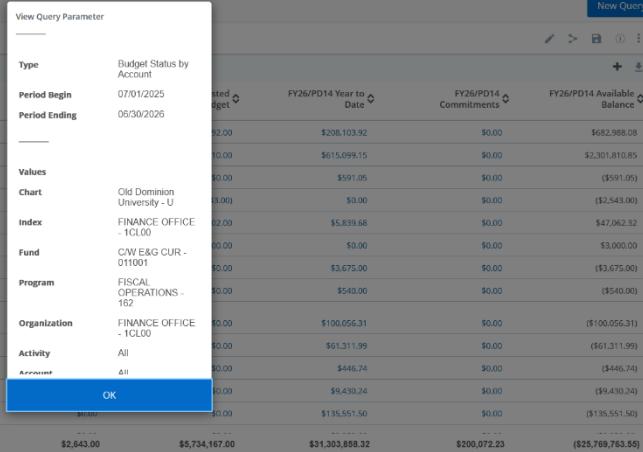
1. Select the **pencil icon** from the Query Title Bar.
2. The **Edit Query** screen will open, allowing updates to the parameter selections.

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:
 - o Query type
 - o Beginning and ending period
 - o All selected parameter values
3. Select **OK** to return to the report.



My Finance > My Finance Query > Budget Status by Account

Budget Status by Account

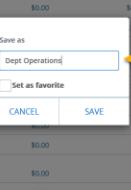
FINANCE OFFICE - 1CL00

Query Results

Account	Account Title	FY26/PD14 Adopted Budget
4001	ADMINISTRATIVE SALARIES	\$891,092.00
4002	CLASSIFIED SALARIES	\$2,911,863.00
4007	SALARIES-ANNUAL LEAVE BAL	\$0.00
4012	SALARY SAVINGS- HOLDING	(\$2,543.00)
4021	WAGES - GENERAL	\$52,902.00
4025	STUDENT WAGES -W/O FICA	\$3,000.00
4036	BONUSES & INCENTIVES	\$0.00
4041	MOBILE DEVICE ALLOWANCE	\$0.00
4901	EMPLOYER RETIRE CONTR-VRIS DEF BEN	\$0.00
4902	FOIA SALARIED STATE EMP	\$0.00
4903	FOIA WAGE STATE EMPLOYEE	\$0.00
4904	GROUP LIFE INSURANCE	\$0.00
4905	HOSPITALIZATION INSURANCE	\$0.00
Report Total (of all records)		\$5,731,524.00
		\$2,643.00
		\$5,734,167.00
		\$31,303,859.32
		\$200,072.23
		(\$25,769,763.55)

To Save a Query

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



My Finance > My Finance Query > Budget Status by Account

Budget Status by Account

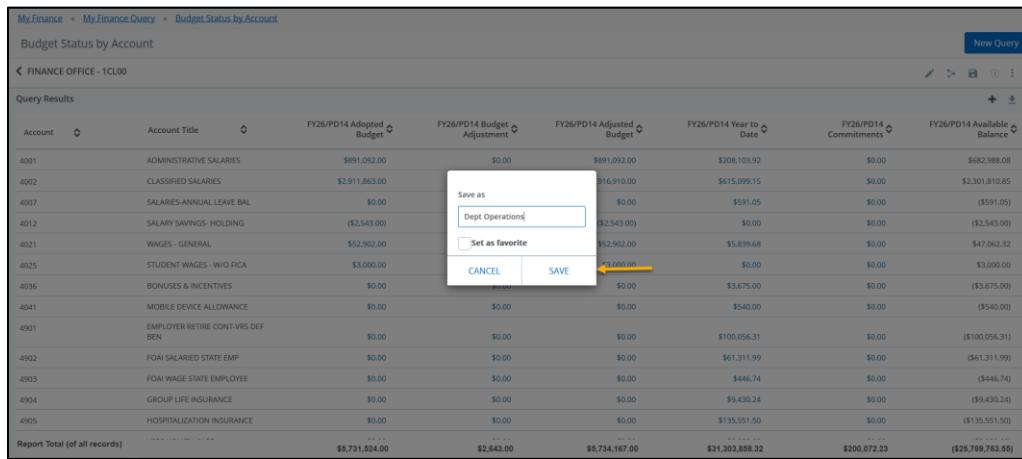
FINANCE OFFICE - 1CL00

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	\$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	\$0.00	\$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 CONTR-VRIS DEF BEN	\$0.00	\$0.00	\$0.00	\$100,056.31	\$0.00	(\$100,056.31)
4902	FOIA SALARIED STATE EMP	\$0.00	\$0.00	\$0.00	\$61,311.99	\$0.00	(\$61,311.99)
4903	FOIA 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	\$105,551.50	\$0.00	(\$105,551.50)
Report Total (of all records)		\$5,731,524.00	\$2,643.00	\$5,734,167.00	\$31,303,859.32	\$200,072.23	(\$25,769,763.55)

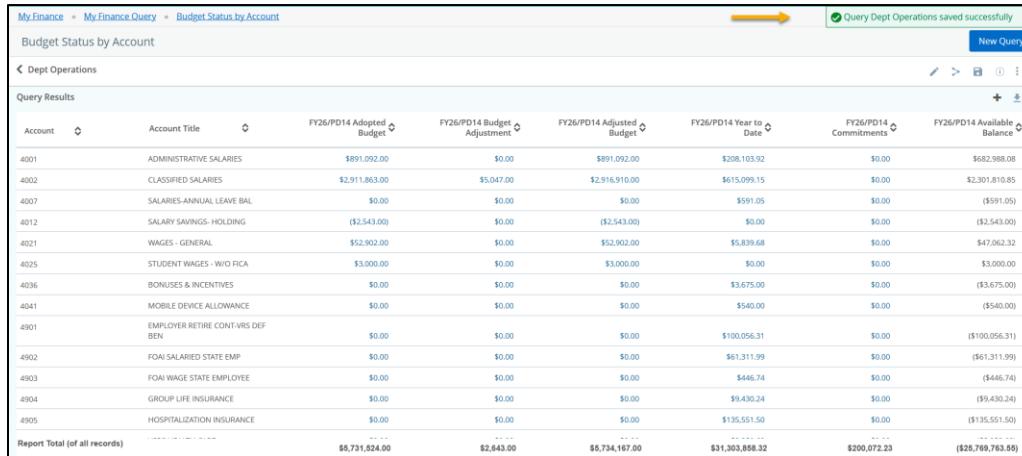
Banner Finance Self Service Training Guide: Budget Procedures

3. Click Save.



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)		\$8,731,824.00	\$2,643.00	\$8,734,167.00	\$31,303,888.32	\$200,072.23	(\$25,769,763.55)

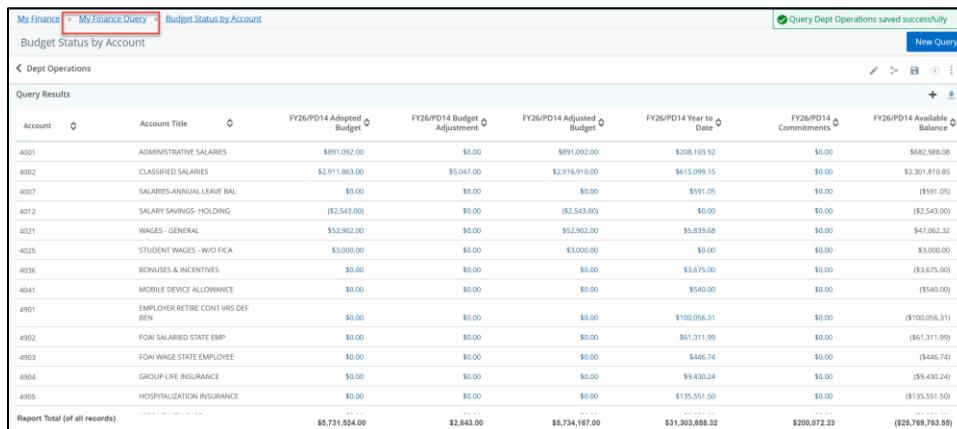
4. A confirmation message will appear in the top-right corner of the screen.



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)		\$8,731,824.00	\$2,643.00	\$8,734,167.00	\$31,303,888.32	\$200,072.23	(\$25,769,763.55)

To view saved queries:

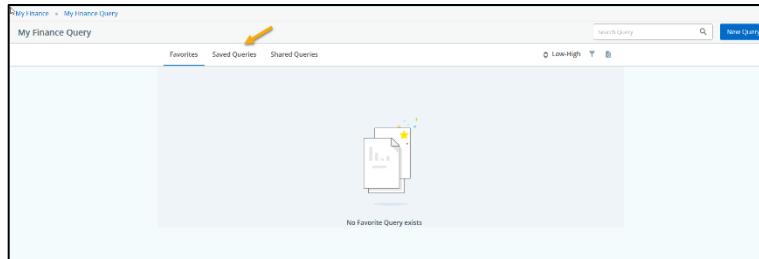
1. Select My Finance Query to return to the Query Dashboard.



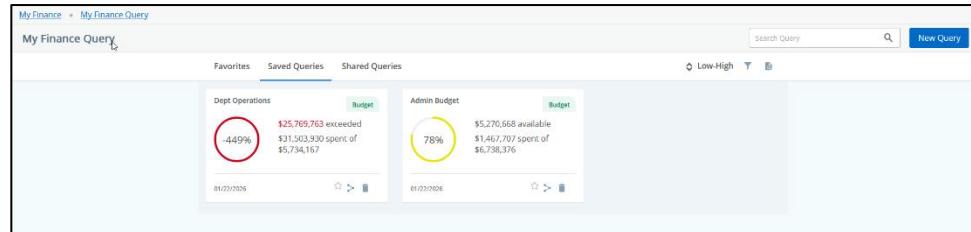
Account	Account Title	FY26/PD14 Adopted Budget	FY26/PD14 Budget Adjustment	FY26/PD14 Adjusted Budget	FY26/PD14 Year to Date	FY26/PD14 Commitments	FY26/PD14 Available Balance
4001	ADMINISTRATIVE SALARIES	\$891,092.00	\$0.00	\$891,092.00	\$208,103.92	\$0.00	\$682,988.08
4002	CLASSIFIED SALARIES	\$2,911,863.00	\$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)		\$8,731,824.00	\$2,643.00	\$8,734,167.00	\$31,303,888.32	\$200,072.23	(\$25,769,763.55)

Banner Finance Self Service Training Guide: Budget Procedures

2. Choose **Saved Queries**.

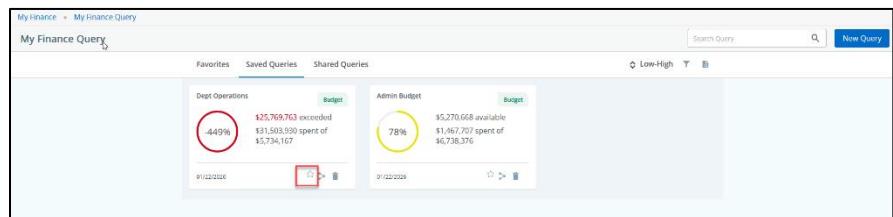


3. Thumbnails for all saved queries will appear.

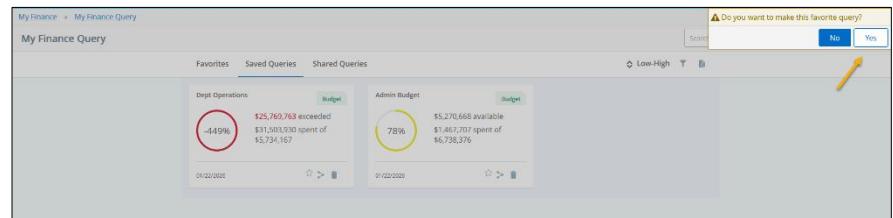


To mark a saved query as a favorite:

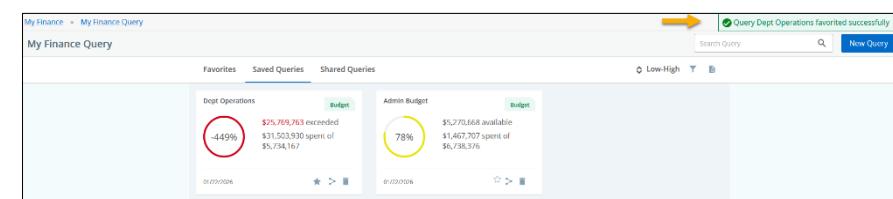
1. Select the **Star icon** at the bottom of a query thumbnail.



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.



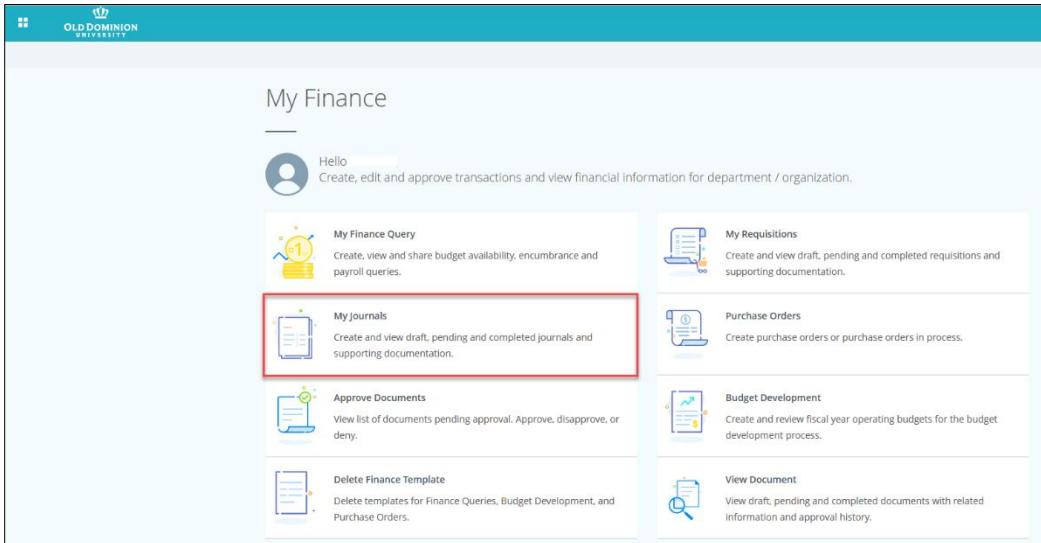
Click any thumbnail to open the saved query report.

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)		\$5,731,824.00	\$2,643.00	\$5,734,167.00	\$31,303,858.32	\$200,072.23	\$25,769,763.55)		

Budget Adjustment Journal Entries (My Journals)

Accessing My Journals

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



The screenshot shows the 'My Finance' dashboard. At the top, there is a 'Hello' greeting and a brief description: 'Create, edit and approve transactions and view financial information for department / organization.' Below this, there are several menu options: 'My Finance Query' (with a yellow icon), 'My Requisitions' (with a blue icon), 'My Journals' (with a red box around it, indicating it is the selected option), 'Purchase Orders' (with a blue icon), 'Budget Development' (with a blue icon), and 'View Document' (with a blue icon). Each option has a brief description below its icon.

2. The My Journals Dashboard displays three journal categories:

Draft Journals

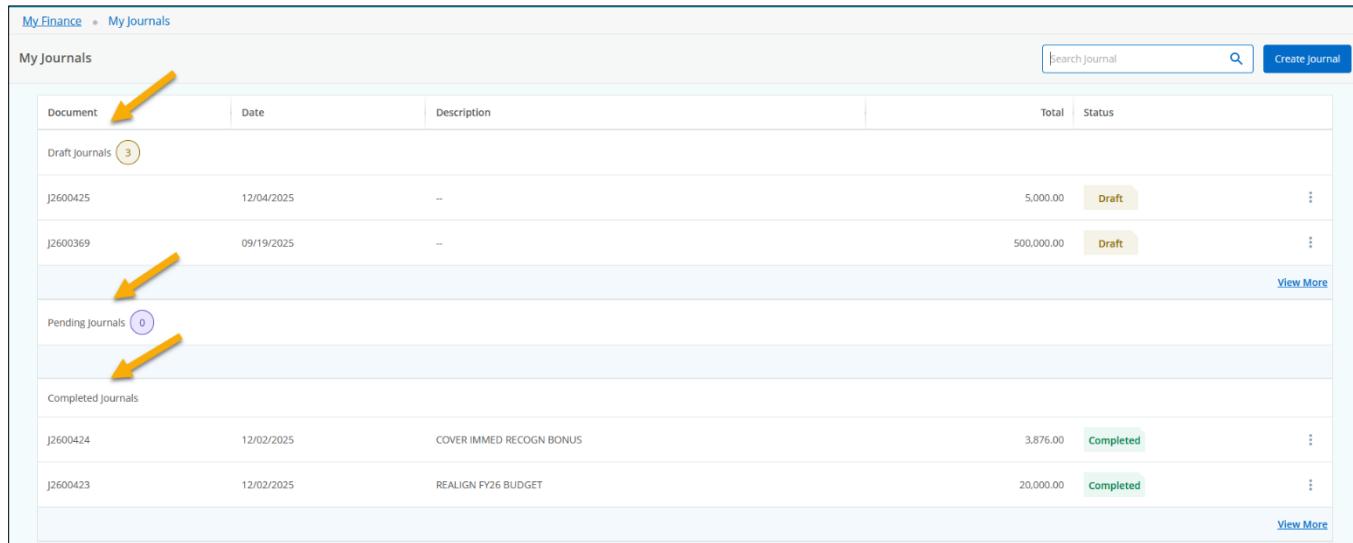
- Journals that have been created but not submitted.
- This section should normally be empty.
- Draft journals require action to either submit or delete.

Pending Journals

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

Completed Journals

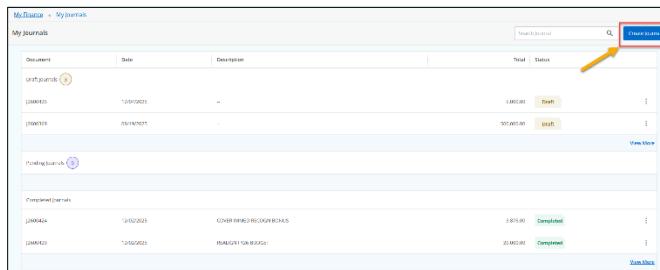
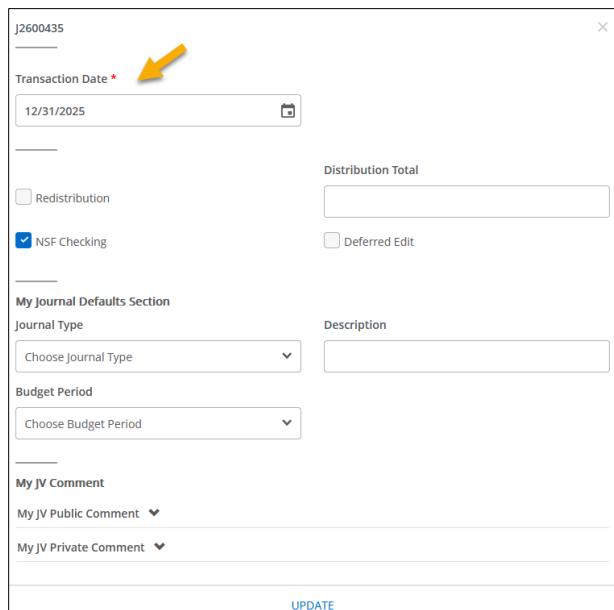
- Journals that have been fully approved and posted.



Document	Date	Description	Total	Status
Draft Journals (3)				
J2600425	12/04/2025	--	5,000.00	Draft
J2600369	09/19/2025	--	500,000.00	Draft
				View More
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
				View More

Creating a Budget Adjustment Journal

1. Select **Create Journal**.

J2600435

Transaction Date * 

Redistribution Deferred Edit

NSF Checking

My Journal Defaults Section

Journal Type Description

Budget Period

My JV Comment

My JV Public Comment

My JV Private Comment

Buttons

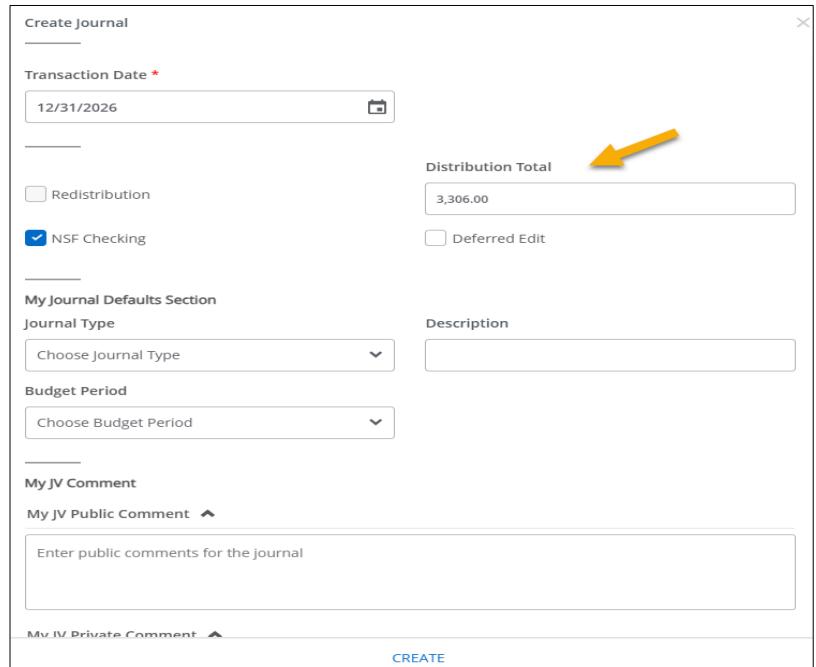
UPDATE

2. Enter the **Transaction Date**.

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

3. Enter the **Distribution Total**.

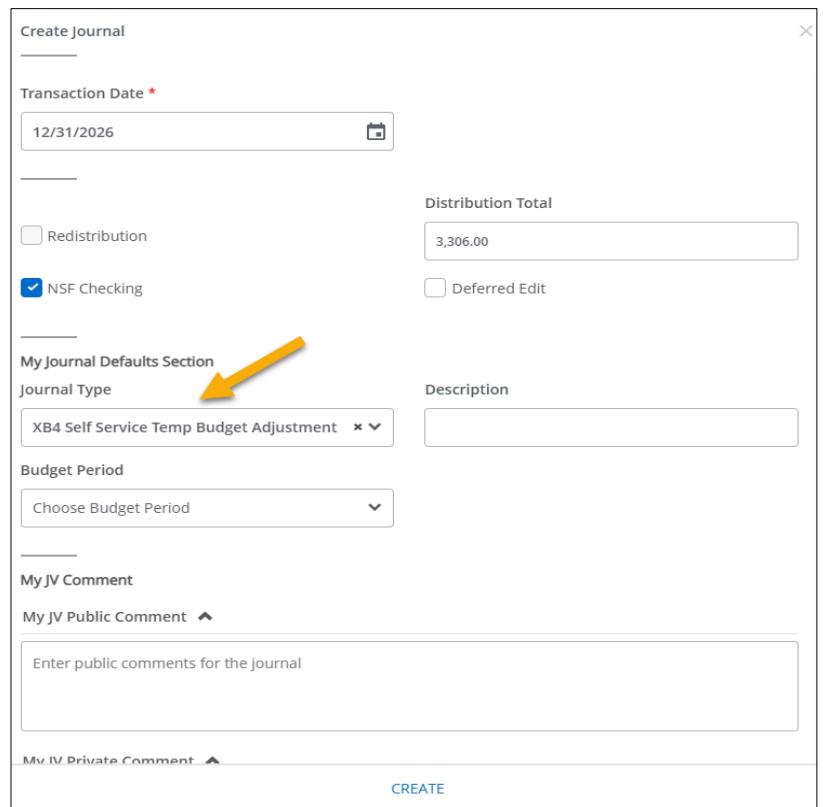
- This is the hash total of all budget increases and decreases.
- The total may be calculated by adding the absolute values of all increases and decreases.
- NSF Checking should remain checked.



The screenshot shows the 'Create Journal' interface. At the top, there is a 'Transaction Date' field set to '12/31/2026'. To the right of this, a 'Distribution Total' field contains the value '3,306.00', with a yellow arrow pointing to it. Below these are checkboxes for 'Redistribution' (unchecked) and 'NSF Checking' (checked). The 'NSF Checking' checkbox is highlighted with a yellow box. There are also 'Deferred Edit' and 'Description' fields. The 'Journal Type' section includes a dropdown 'Choose Journal Type'. The 'Budget Period' section includes a dropdown 'Choose Budget Period'. The 'My JV Comment' section has a 'My JV Public Comment' field with the placeholder 'Enter public comments for the journal'. The 'My JV Private Comment' field is collapsed. At the bottom right is a 'CREATE' button.

4. From the **Journal Type** drop-down menu, select **XB4 – Self Service Temp Budget Adjustment**.

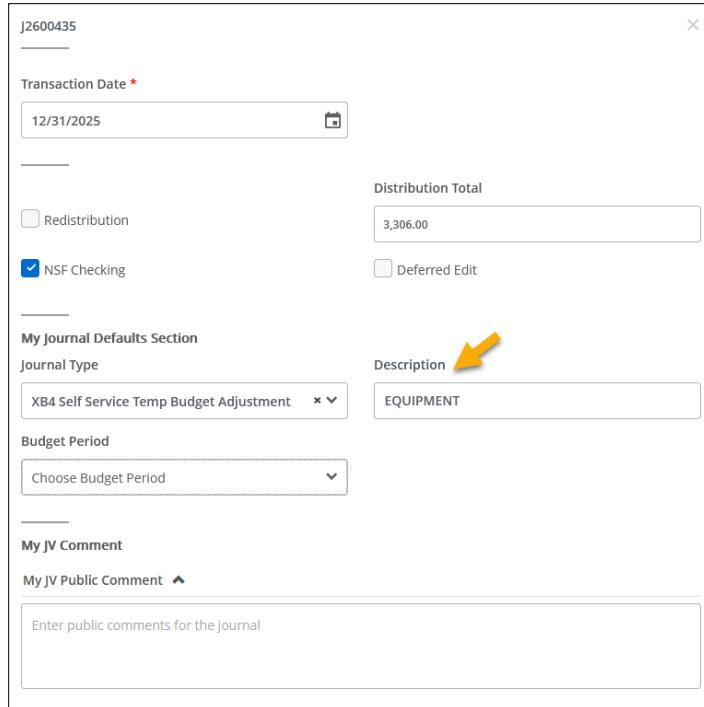
- This value may also be typed directly into the field.



The screenshot shows the 'Create Journal' interface. The 'Transaction Date' field is set to '12/31/2026'. The 'Distribution Total' field contains the value '3,306.00'. The 'NSF Checking' checkbox is checked. The 'Journal Type' dropdown is open, showing 'XB4 Self Service Temp Budget Adjustment' with a yellow arrow pointing to it. The 'Description' field is empty. The 'Budget Period' section includes a dropdown 'Choose Budget Period'. The 'My JV Comment' section has a 'My JV Public Comment' field with the placeholder 'Enter public comments for the journal'. The 'My JV Private Comment' field is collapsed. At the bottom right is a 'CREATE' button.

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

Distribution Total 3,306.00

Redistribution NSF Checking Deferred Edit

My Journal Defaults Section

Journal Type XB4 Self Service Temp Budget Adjustment Description EQUIPMENT

Budget Period Choose Budget Period

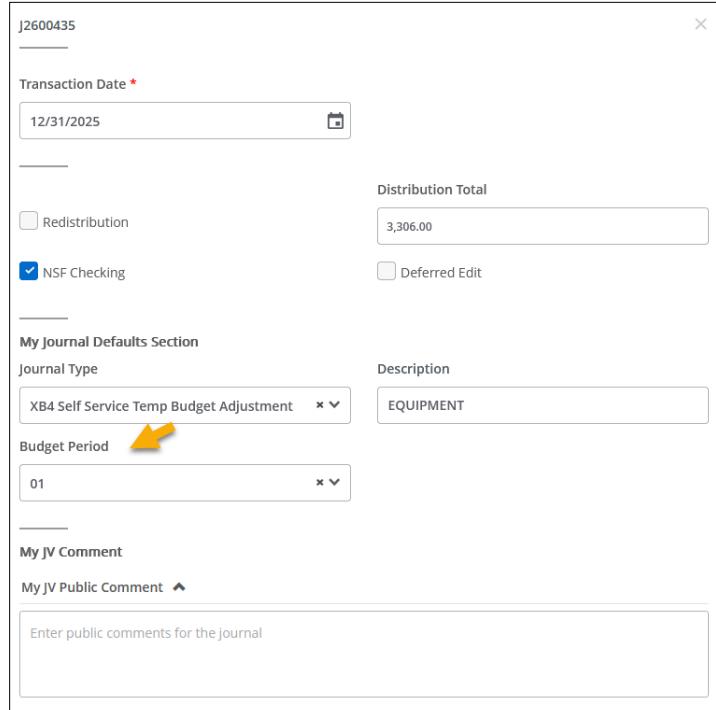
My JV Comment

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

Distribution Total 3,306.00

Redistribution NSF Checking 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

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

8. 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

Chart *

U Old Dominion University 1TT00 ADMINISTRATION

Fund

011001 C/W E&G CUR

Organization

1TT00 ADMINISTRATION

Account

7999 POOL-TRAVEL

Program

143 AUDIO/VISUAL SERVICES

Percent

SAVE ADD ACCOUNTING

Add accounting

Sequence Number : 1 Status :

Journal Type *

XB4 Self Service Temp Budget Adjustment

Chart *

U Old Dominion University 1TT00 ADMINISTRATION

Fund

011001 C/W E&G CUR

Organization

1TT00 ADMINISTRATION

Account

Choose Account

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

Document Reference

NSF Override

Description *

EQUIPMENT

Budget Period

Choose Budget Period

Bank

50 TREASURER OF VIRGINIA

Accrual Indicator

Deposit

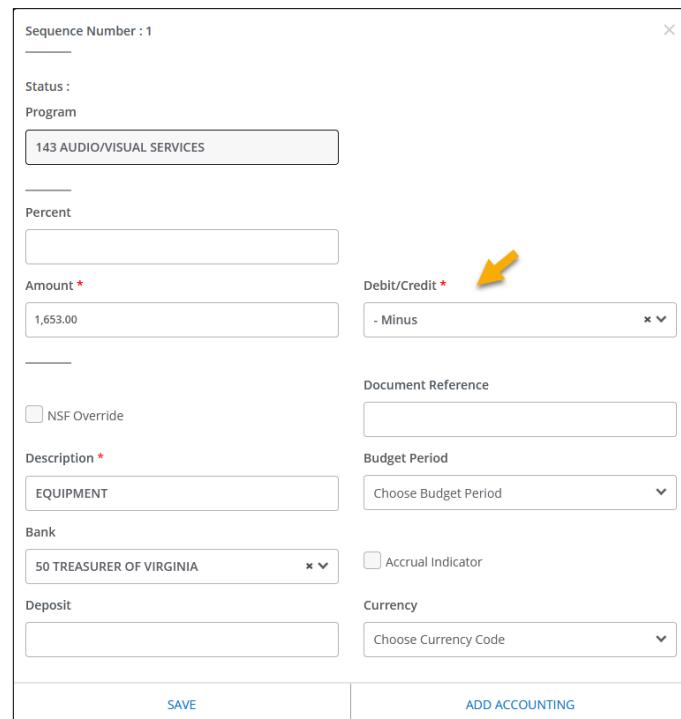
Currency

Choose Currency Code

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

Document Reference

NSF Override

Description * : EQUIPMENT

Budget Period

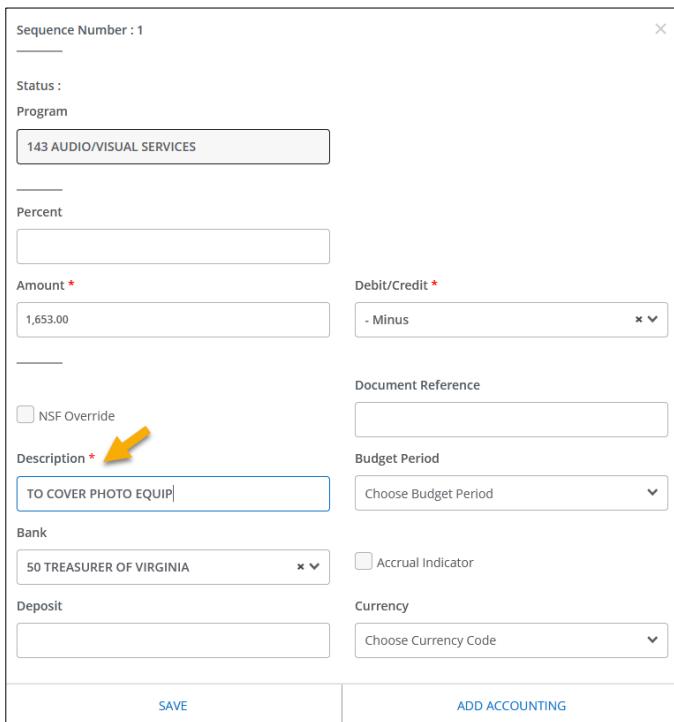
Bank : 50 TREASURER OF VIRGINIA

Accrual Indicator

Deposit

Currency

SAVE ADD ACCOUNTING



Sequence Number : 1

Status :

Program : 143 AUDIO/VISUAL SERVICES

Percent

Amount * : 1,653.00

Debit/Credit * : - Minus

Document Reference

NSF Override

Description * : TO COVER PHOTO EQUIP

Budget Period

Bank : 50 TREASURER OF VIRGINIA

Accrual Indicator

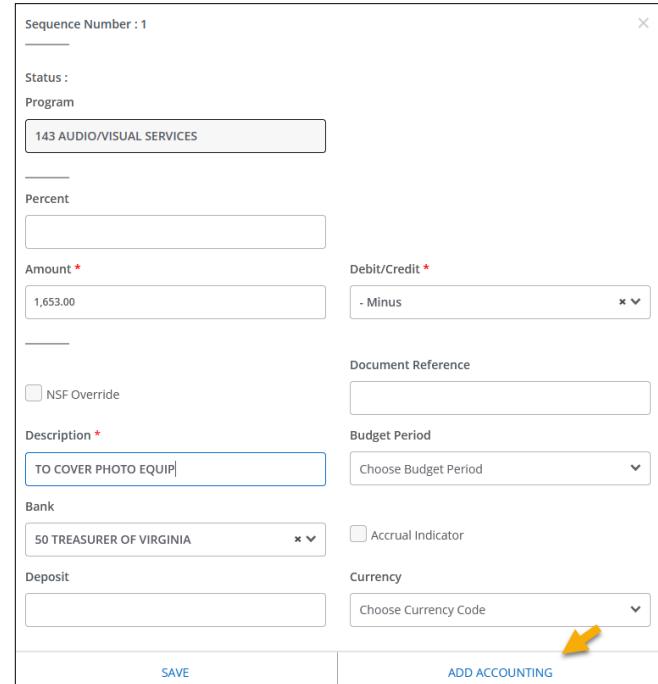
Deposit

Currency

SAVE ADD ACCOUNTING

5. Enter the **Line Description**.

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



Sequence Number : 1

Status :

Program : 143 AUDIO/VISUAL SERVICES

Percent

Amount * : 1,653.00

Debit/Credit * : - Minus

Document Reference

NSF Override

Description * : TO COVER PHOTO EQUIP

Budget Period

Bank : 50 TREASURER OF VIRGINIA

Accrual Indicator

Deposit

Currency

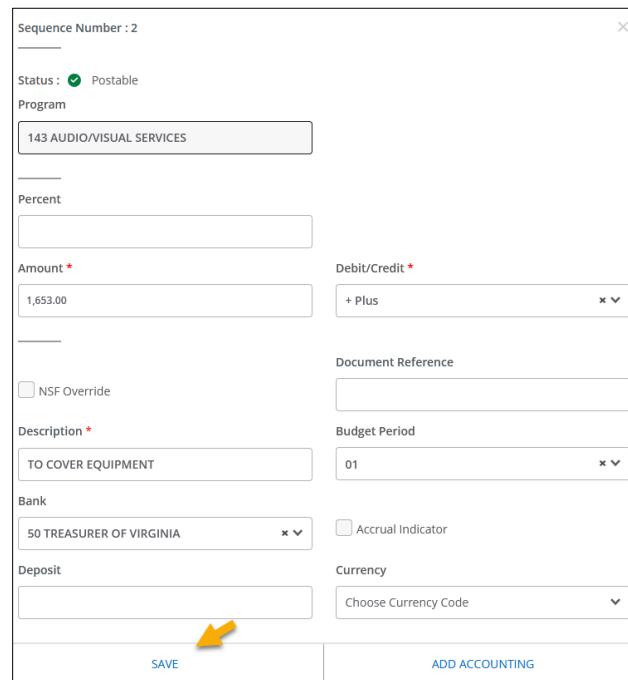
SAVE ADD ACCOUNTING

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

Budget Period : 01

Bank : 50 TREASURER OF VIRGINIA

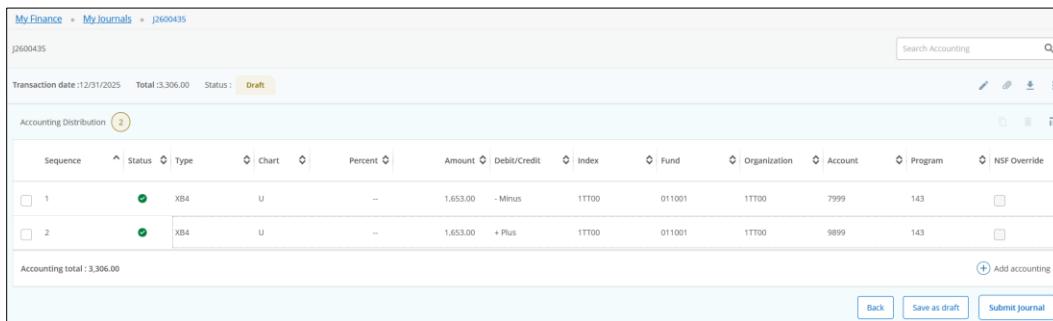
Accrual Indicator

Deposit

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

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

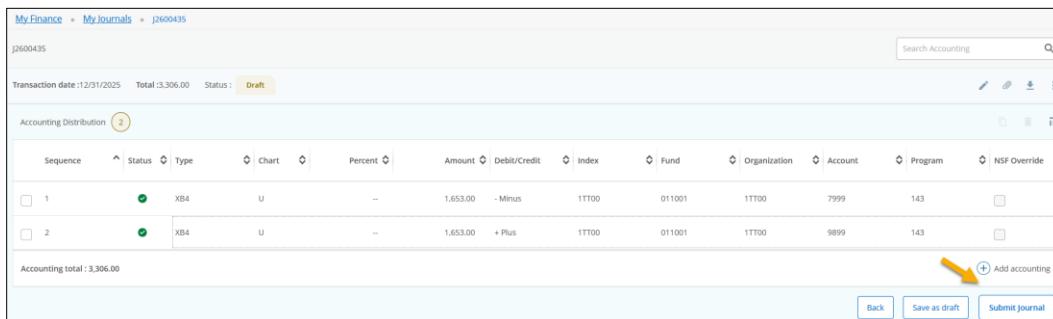
Accounting Distribution (2)

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

Accounting total : 3,306.00

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

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

Accounting Distribution (2)

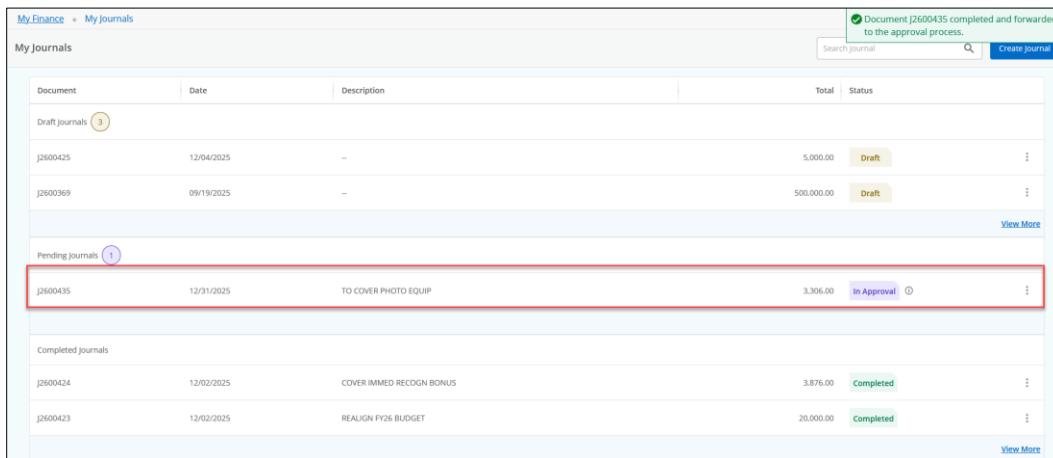
Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	NSF Override
1	<input checked="" type="checkbox"/>	XB4	U	--	1,653.00	- Minus	1TT00	011001	1TT00	7999	143	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	XB4	U	--	1,653.00	+ Plus	1TT00	011001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

Accounting total : 3,306.00

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

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



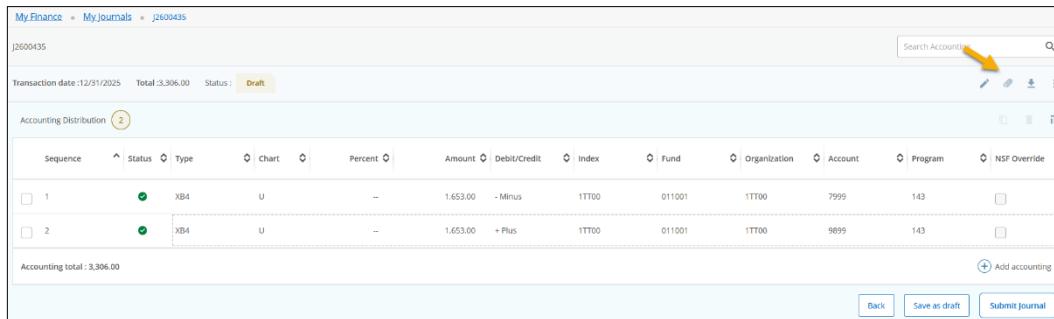
The screenshot shows the 'My Journals' page with the following structure:

- Header:** My Finance > My Journals. A green status bar at the top right says "Document J2600435 completed and forwarded to the approval process."
- Section Headers:** Draft Journals (3), Pending Journals (1), Completed Journals.
- Pending Journals:** A table with one row highlighted by a red box and an arrow. The row contains:
 - Document: J2600435
 - Date: 12/31/2025
 - Description: TO COVER PHOTO EQUIP
 - Total: 3,306.00
 - Status: In Approval
- Completed Journals:** A table with two rows:
 - Document: J2600424
 - Date: 12/02/2025
 - Description: COVER IMMED RECON BONUS
 - Total: 3,876.00
 - Status: Completed
 - Document: J2600423
 - Date: 12/02/2025
 - Description: REALIGN FY26 BUDGET
 - Total: 20,000.00
 - Status: Completed
- Buttons:** Search journal, Create journal, View More.

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](#).

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

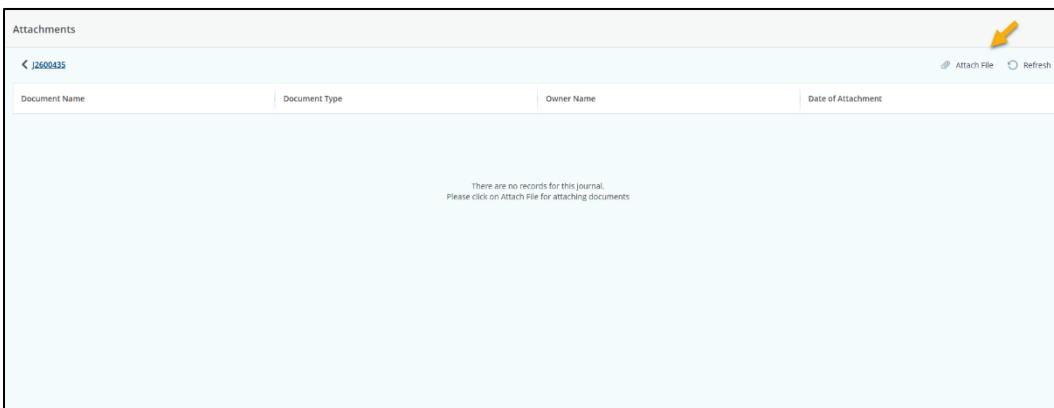


The screenshot shows the journal summary page for J2600435 with the following details:

- Header:** My Finance > My Journals > J2600435
- Summary:** Transaction date: 12/31/2025, Total: 3,306.00, Status: Draft.
- Accounting Distribution:** A table with two rows:

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	5899	143	<input type="checkbox"/>
- Buttons:** Search Account, Back, Save as draft, Submit journal.

2. Select **Attach File**.

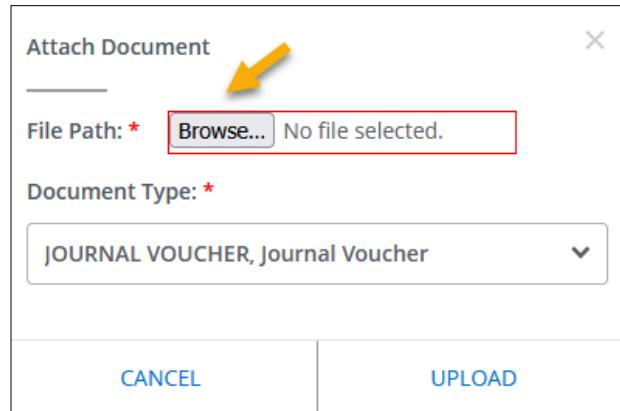


The screenshot shows the 'Attachments' page for J2600435 with the following details:

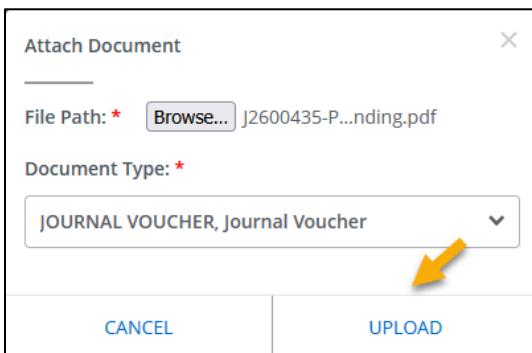
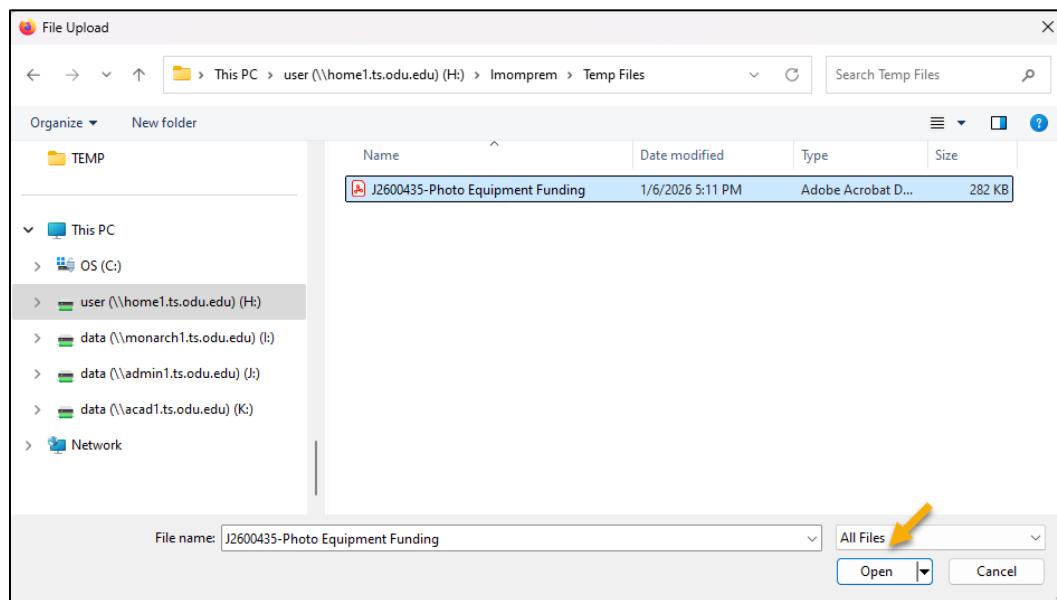
- Header:** Attachments > J2600435
- Fields:** Document Name, Document Type, Owner Name, Date of Attachment.
- Message:** There are no records for this journal. Please click on Attach File for attaching documents.
- Buttons:** Attach File, Refresh.

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

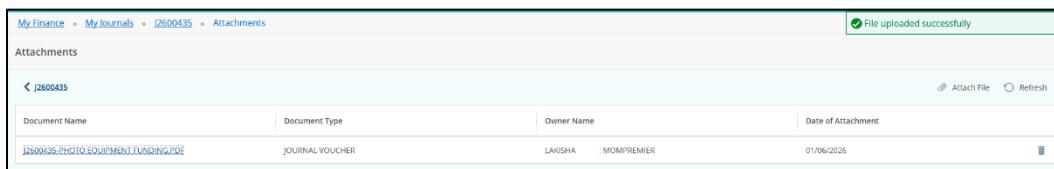


5. Select the document and click **Open**.



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

- The uploaded document will appear in the attachments list.



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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

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

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

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.

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	🔗	⌚	<button>Disapprove</button>	<button>Approve</button>
J2600434	JV	-	0	EPURWANT	10.00	Yes	-	DOC	🔗	⌚	<button>Disapprove</button>	<button>Approve</button>
J2600373	JV	-	0	EPURWANT	10,000.00	-	-	DOC	🔗	⌚	<button>Disapprove</button>	<button>Approve</button>
J2600379	JV	-	0	EABRAMS	2,000.00	-	-	DOC	🔗	⌚	<button>Disapprove</button>	<button>Approve</button>
J2600438	JV	-	0	WCRUZ	10,000.00	-	-	DOC	🔗	⌚	<button>Disapprove</button>	<button>Approve</button>
J2600439	JV	-	0	WCRUZ	10,000.00	-	-	DOC	🔗	⌚	<button>Disapprove</button>	<button>Approve</button>
J2600441	JV	-	0	WCRUZ	14,000.00	-	-	DOC	🔗	⌚	<button>Disapprove</button>	<button>Approve</button>
J2600443	JV	-	0	WCRUZ	20,000.00	-	-	DOC	🔗	⌚	<button>Disapprove</button>	<button>Approve</button>
J2600444	JV	-	0	WCRUZ	10,000.00	-	-	DOC	🔗	⌚	<button>Disapprove</button>	<button>Approve</button>
J2600455	JV	-	0	SDFREEMA	2,000.00	-	-	DOC	🔗	⌚	<button>Disapprove</button>	<button>Approve</button>

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- Proj	Index- Fund	Fund- Orgn	Acct- Prog	Acct- Actv	Locn-	Amount	Debit/ Credit	Currency	Bank Code	NSF Override	Status	Document Reference Number	Accrual Indicator	Deposit
1	CRUZ WAS HERE	26-07	01	XB4	U - 15A00 - 011001 - 15A00 - 6999 - 161 - - -						5,000.00	-	USD	50	No	P		No	
2	CRUZ WAS HERE	26-07	01	XB4	U - 15A00 - 011001 - 15A00 - 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 Attachments

1. Click the **paperclip icon** next to the journal.

Approve Documents													
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			<button>Disapprove</button>	<button>Approve</button>	
J2600434	JV	-	0	EPURWANT	10.00	Yes	-	DOC	-		<button>Disapprove</button>	<button>Approve</button>	
J2600373	JV	-	0	EPURWANT	10,000.00	-	-	DOC	-		<button>Disapprove</button>	<button>Approve</button>	
J2600379	JV	-	0	EBABRAMS	2,000.00	-	-	DOC			<button>Disapprove</button>	<button>Approve</button>	
J2600438	JV	-	0	WCRUZ	10,000.00	-	-	DOC			<button>Disapprove</button>	<button>Approve</button>	
J2600439	JV	-	0	WCRUZ	10,000.00	-	-	DOC			<button>Disapprove</button>	<button>Approve</button>	
J2600441	JV	-	0	WCRUZ	14,000.00	-	-	DOC			<button>Disapprove</button>	<button>Approve</button>	
J2600443	JV	-	0	WCRUZ	20,000.00	-	-	DOC	-		<button>Disapprove</button>	<button>Approve</button>	
J2600444	JV	-	0	WCRUZ	10,000.00	-	-	DOC	-		<button>Disapprove</button>	<button>Approve</button>	
J2600455	JV	-	0	SDFREEMA	2,000.00	-	-	DOC			<button>Disapprove</button>	<button>Approve</button>	

2. SSB will open a new tab displaying the attached document in **Banner Document Management (BDM)**.

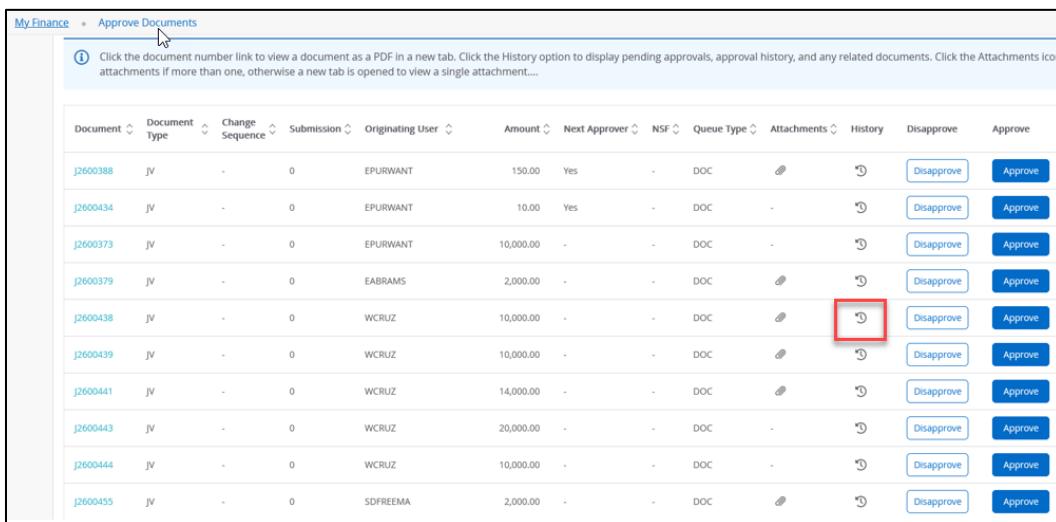
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3. Return to the **Approve Documents** tab when finished.



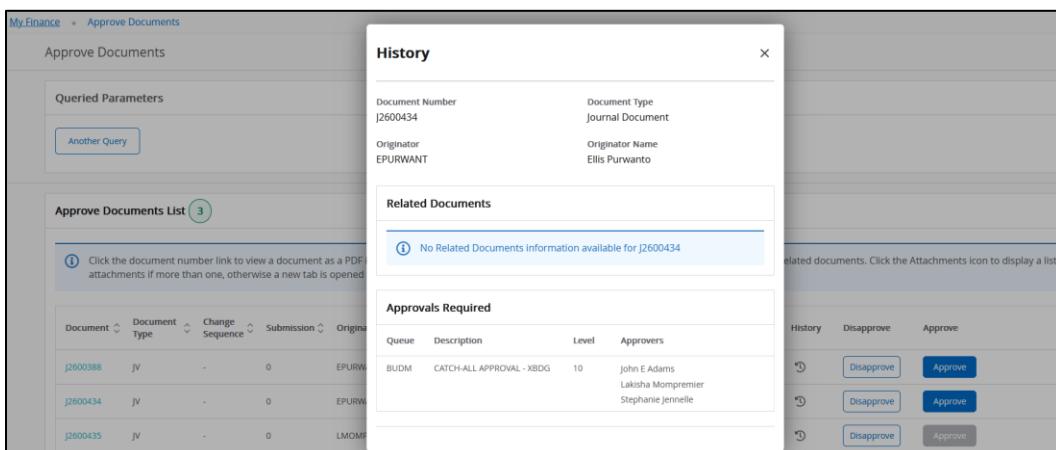
View Journal History

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



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

To Approve a Journal

1. Select Approve.

2. An Approve Document box will appear.
 3. Enter comments if needed (optional).
 4. Click Approve to finalize the approval.

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

To

The screenshot shows a table of documents with columns: Document, Document Type, Change Sequence, Submission, Originating User, Amount, Next Approver, NSF, Queue Type, Attachments, History, Disapprove, and Approve. The 'Approve' button for the first row (J2600388) is highlighted with a yellow arrow. A green confirmation message 'Document J2600438 has your approval.' is displayed in the top right corner of the page.

To Disapprove a Journal

1. Select **Disapprove**.

The screenshot shows the same Approve Documents List page. The 'Disapprove' button for the second row (J2600434) is highlighted with a red box. The rest of the page structure is identical to the previous screenshot.

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

The screenshot shows the 'Disapprove Document' dialog box. It contains fields for Document Number (J2600434), Document Type (JV), Change Sequence (0), Submission (0), and Amount (10.00). The 'Comment' field contains the text 'Approval has been denied.' The 'Disapprove' button is highlighted with a yellow arrow. The background shows the Approve Documents List page with the 'Approve' button for the second row highlighted with a red box.

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

Approve Documents

Queried Parameters

Approve Documents List (2)

Document Number 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			<button>Disapprove</button>	<button>Approve</button>
J2600435	JV	-	0	LMOMPREM	3,306.00	-	-	DOC			<button>Disapprove</button>	<button>Approve</button>

Return to My Finance Dashboard

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

Approve Documents

Queried Parameters

Approve Documents List (2)

Document Number 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			<button>Disapprove</button>	<button>Approve</button>
J2600435	JV	-	0	LMOMPREM	3,306.00	-	-	DOC			<button>Disapprove</button>	<button>Approve</button>



Links and Contacts:

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