

Initiate Transfers (Budget and Expense) in SSB9

Step 1: Access SSB9 and select “**Finance Self Service**”. Select “**My Journals**” from the menu.

The screenshot shows the 'My Finance' dashboard for a user named Ngoc. The dashboard includes a header with the user's name and a brief description of the system's purpose. Below the header are several tiles representing different financial functions:

- My Finance Query**: Create, view and share budget availability, encumbrance and payroll queries.
- My Requisitions**: Create and view draft, pending and completed requisitions and supporting documentation.
- My Journals**: Create and view draft, pending and completed journals and supporting documentation. This tile is circled in blue.
- 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.
- View Document**: View draft, pending and completed documents with related information and approval history.

Step 2a: Click on “**Create Journal**” to initiate a new journal. Options to view draft journals, pending journals, and completed journals are available on this screen. Options to copy journal, reverse journal, and recall journal are available by clicking on the three dots to the right of each journal. Recall options are only available for draft and pending journals.

My Journals

Search Journal

Create Journal

Document	Date	Description	Total	Status
Draft Journals 0				
Pending Journals 0				
Completed Journals				
J0038890	09/12/2023	test	40,000.00	Completed
J0038887	09/12/2023	test	400.00	Completed
View More				

Step 2b: Complete fields highlighted in yellow. They will copy over to the fields on the journal in the next screen.

- **Transaction Date** is the posting date.
- **Journal Type:** It is important to select the proper journal type as it can lead to different approval routing. Select one of the following codes:

<u>College</u>	<u>District</u>		
JC5	JD5	+ or -	Expense Transfer (same fund)
JC6	JD6	+ or -	Expense Transfer (between different funds)
BC4	BD4	+ or -	Budget Transfer

Budget Transfers are intended to realign budget within the same fund. It is important to note that transfers are not allowed if budget is not available. Budget transfers are in whole numbers and should not include cents.

Expense Transfers are intended to move actual expenditures from one account to another to correct the original posting. Expenses can be moved between funds.

- **Description:** Provide a brief description of expense/budget transfer.

Examples of descriptions:

- Realign budget (backup is optional)
- J Smith CC 06/22/2020 (clearing credit card)
- Corr PR 5/30 JSmith (correct salary account only)
- 10012345 Office Depot (change FOAP for an invoice)
- Trans fr Fund 110000 to 120000 (Interfund transfer)
- Check #/Reference # (Revenue)

- **Bank Code:** It is used for JC6 and JD6 for expense transfer between two different funds. Select bank code '00' Cash in county treasury general fund.
- **Budget Period.** Change the default budget period of 01 based on the corresponding month of the transaction date e.g., transaction date June 26 should have the budget period of 12.

01	July	07	January
02	August	08	February
03	September	09	March
04	October	10	April
05	November	11	May
06	December	12	June

- Click on '**CREATE**' to create the journal.

The screenshot shows a 'Create Journal' form with the following elements:

- Transaction Date ***: A date input field containing '09/21/2023' with a calendar icon.
- NSF Checking**: A checked checkbox.
- My Journal Defaults Section**:
 - Journal Type**: A dropdown menu with 'Choose Journal Type' and a downward arrow.
 - Bank Code**: A dropdown menu with 'Choose Bank Code' and a downward arrow.
 - Budget Period**: A dropdown menu with 'Choose Budget Period' and a downward arrow.
 - Description**: An empty text input field.
- My JV Comment**: A section header.
- My JV Public Comment**: A section header with an upward arrow.
- Public Comment Field**: A large text area with the placeholder text 'Enter public comments for the journal'.
- CREATE**: A blue button at the bottom center, circled in blue.

Step 2C: Fill in the FOAP, Amount, and +/- and select 'ADD ACCOUNTING' to add the account string to the journal.

- Enter the **FOAP**.
- Enter the **amount**.
- **Debit/Credit** Field: (+) represents an increase and (-) represents decrease.
- After all the information have been entered, click on 'ADD ACCOUNTING' to add the account string and amount to the journal. System will assign

journal number after clicking on 'ADD ACCOUNTING'. Repeat process to add additional accounts.

Add accounting



Sequence Number : 1

Status :

Journal Type *

JD6 District JE (bet... x v

Chart *

D District Chart x v

Fund

Choose Fund v

Organization

Choose Organization v

Account

Choose Account v

Program

Choose Program v

Activity

Choose Activity v

Amount *

Debit/Credit *

None v

Budget Period

SAVE

ADD ACCOUNTING

Step 2d: After entering accounts, you can load the back-up by clicking the paper clip icon.

Accounting sequence number 2 updated successfully

Transaction date :08/01/2023 Total :5,610.00 Status : Draft

Accounting Distribution (2)

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Fund	Organization	Account	Progr
1	✓	JE16	D	--	2,805.00	Debit	124564	252001	862700	00000
2	✓	JE16	D	--	2,805.00	Credit	124560	252001	862700	00000

Accounting total : 5,610.00

Buttons: Back, Save as draft, Submit Journal

Click the “Attach file” link.

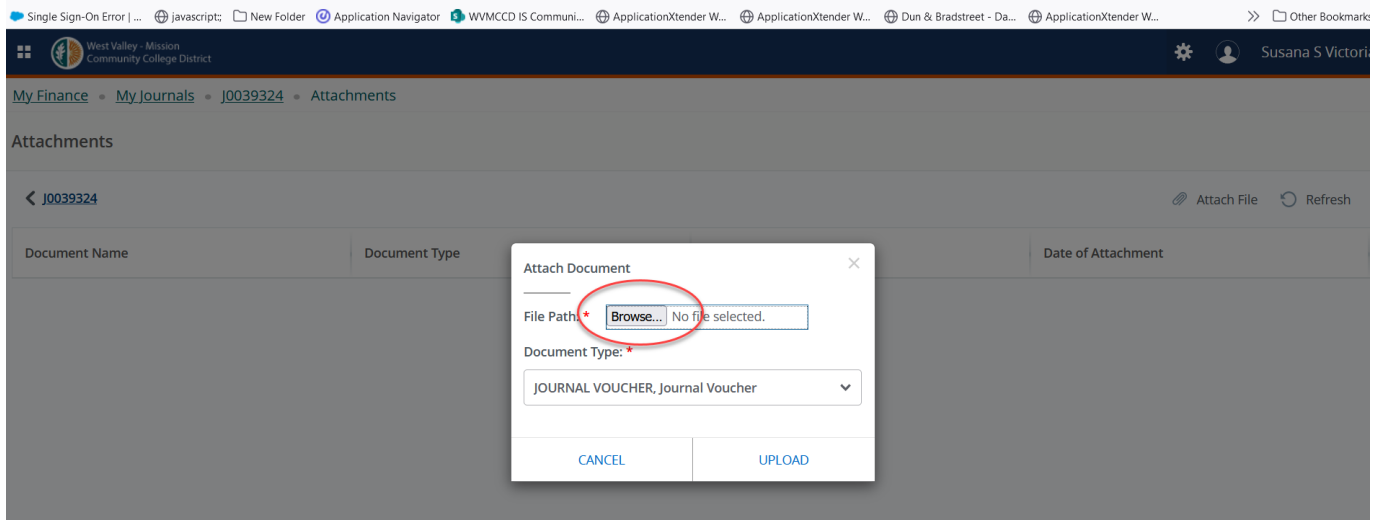
Attachments

< J0039324

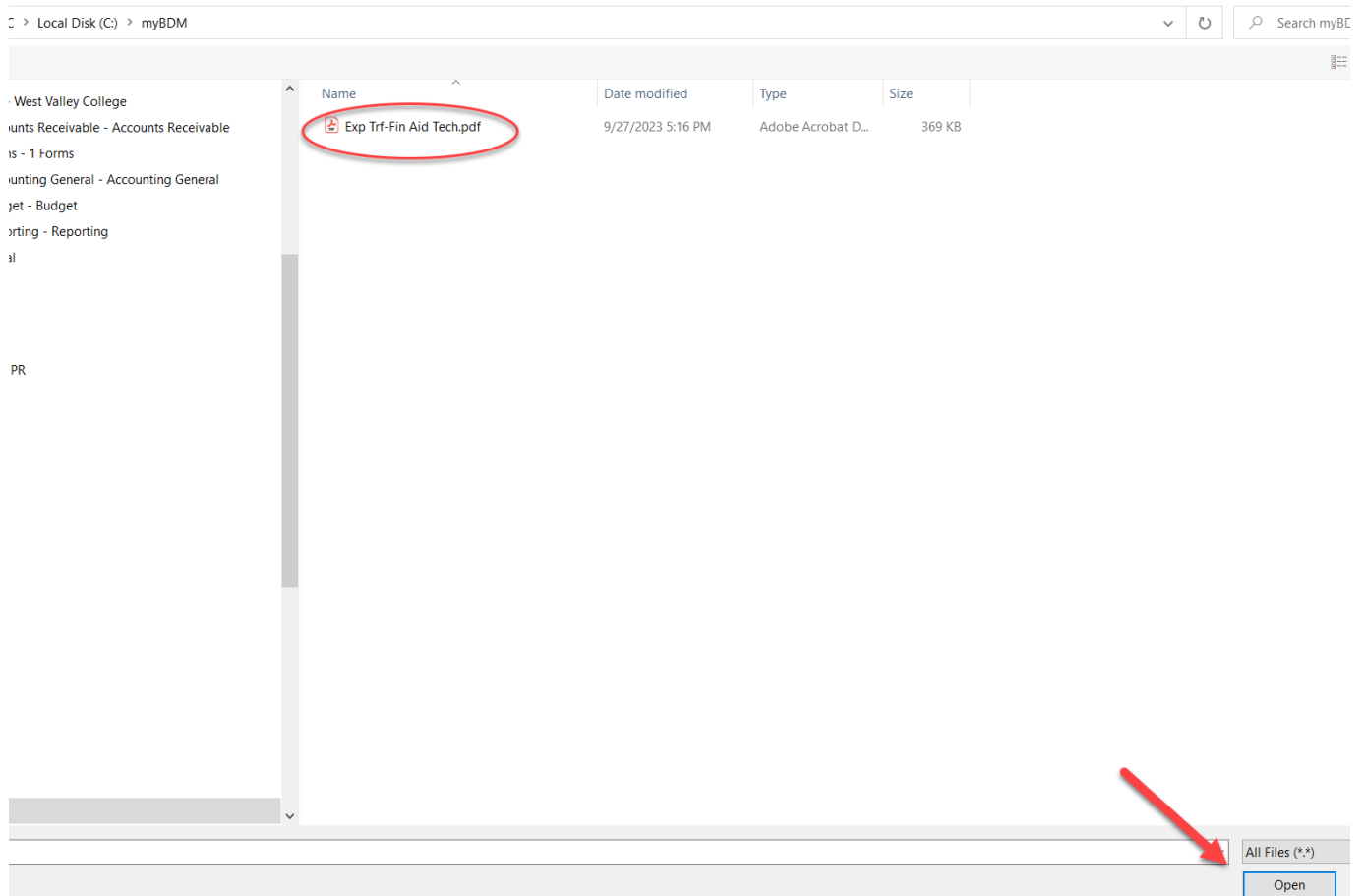
Buttons: Attach File, Refresh

Document Name	Document Type	Owner Name	Date of Attachment
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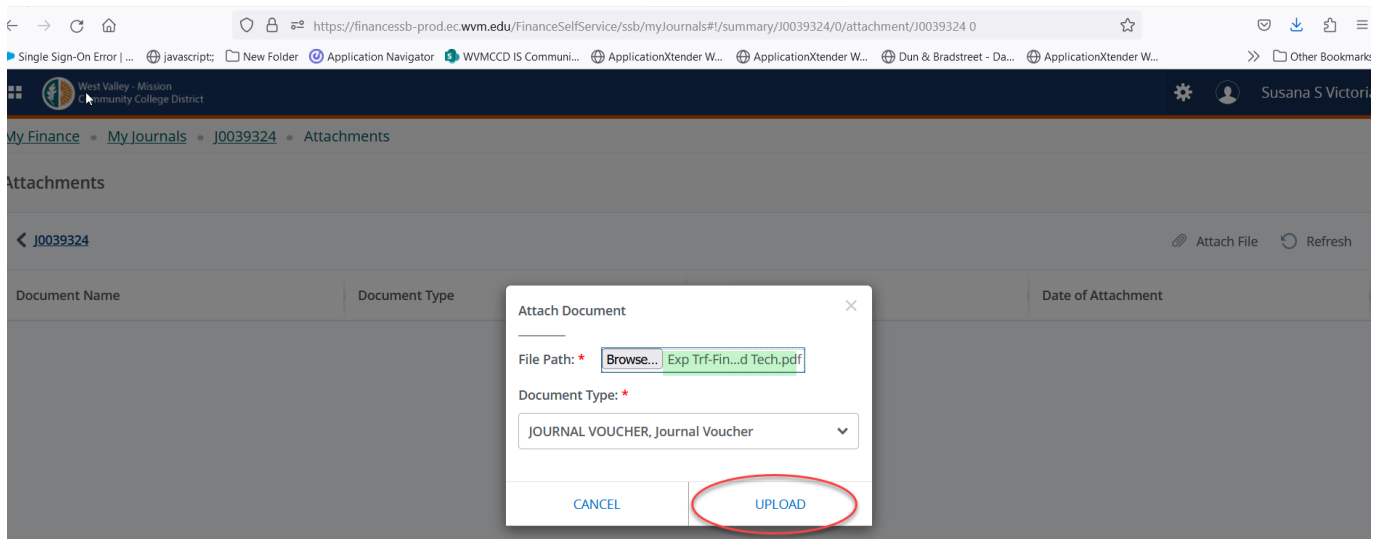
Locate the file to be uploaded by clicking “Browse”.



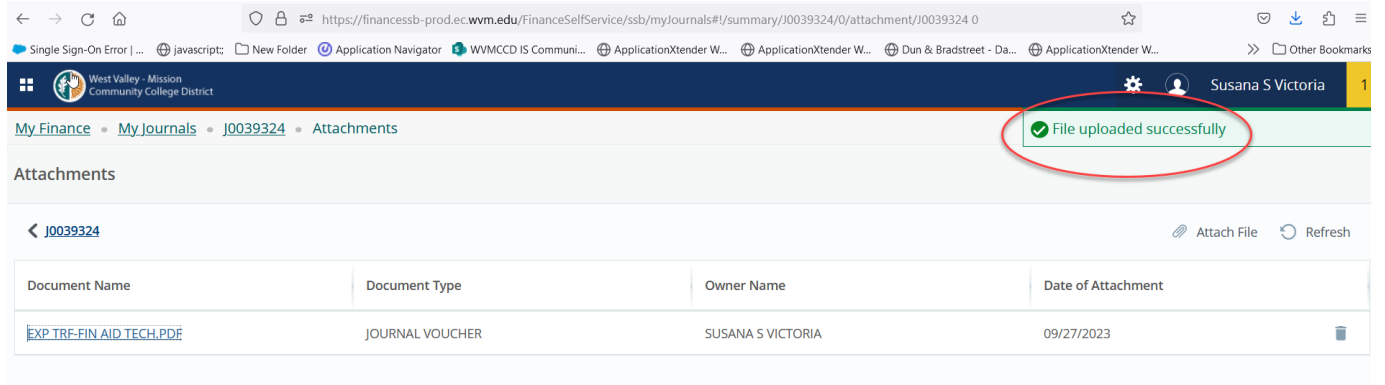
Click the document and click the “Open” at the the bottom of the screen.



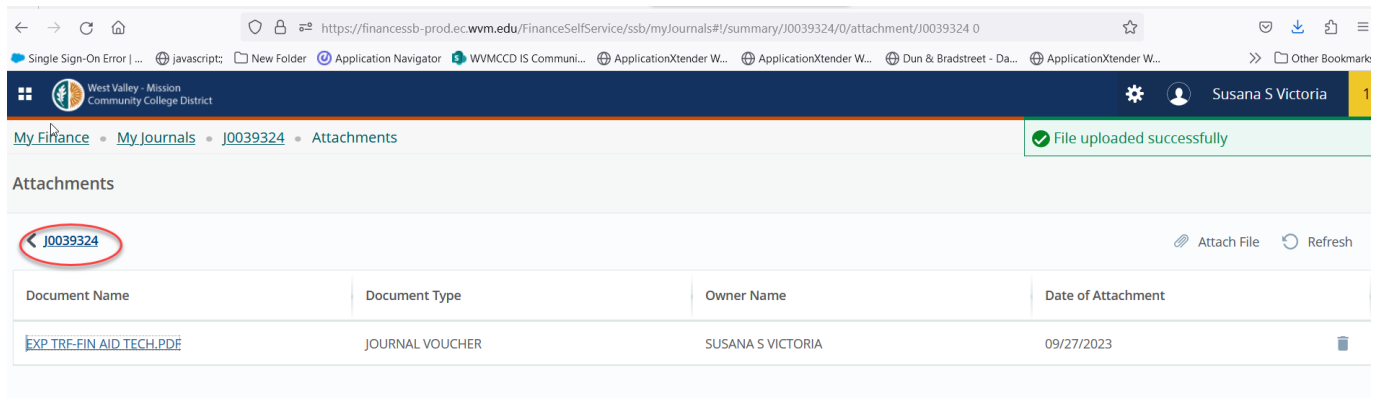
Verify the the file as showing under File Path. Click "Upload".



The message will show on the upper right-hand corner.



Go back to the journal screen to continue.



Step 2d: After the journal is complete, click on the green 'Submit Journal' option on the bottom right of the screen. Select 'YES' to submit journal.

West Valley - Mission Community College District

My Finance > My Journals > J0039324

J0039324

Transaction date :08/01/2023 Total :5,610.00 Status : **Draft**

Accounting Distribution (2)

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Fund	Organization	Account	Program
1	OK	JE16	D	--	2,805.00	Debit	124564	252001	862700	00000
2	OK	JE16	D	--	2,805.00	Credit	124560	252001	862700	00000

Accounting total : 5,610.00

Buttons: Back, Save as draft, **Submit Journal**

West Valley - Mission Community College District

My Finance > My Journals > J0039324

J0039324

Transaction date :08/01/2023 Total :5,610.00 Status : **Draft**

Accounting Distribution (2)

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Fund	Organization	Account	Program	Activity	NSF Override
1	OK	JE16	D	--	2,805.00	Debit	124564	252001	862700	000000	--	<input type="checkbox"/>
2	OK	JE16	D	--	2,805.00	Credit	124560	252001	862700	000000	--	<input type="checkbox"/>

Accounting total : 5,610.00

Confirmation Dialog: Do you want to submit journal J0039324? Buttons: NO, **YES**

Buttons: Back, Save as draft, **Submit Journal**

My Finance • My Journals • J0038894

J0038894 Search Accounting

Transaction date :09/21/2023 Total :4,000.00 Status : Draft

Accounting Distribution 2

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Fund	Organization	Account	Program
<input type="checkbox"/> 1	✔	JD6	D	--	2,000.00	- Minus	110000	304170	210010	672000
<input type="checkbox"/> 2	✔	JD6	D	--	2,000.00	+ Plus	110819	305000	210010	672000

Accounting total : 4,000.00 + Add accounting

Do you want to submit journal J0038894?

NO	YES
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Step 3: Follow the steps for loading supporting documents in the next section to load supporting document for **expense transfers**.
 Examples of supporting documents include: invoices, GL report, spreadsheet, e-mail