Using Banner To Process Budget Transfers

Users Manual

Updated November, 2009
# Instructions for Using Banner To Process Budget Transfers

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1. Budget Transfer Rule Codes

- **BD04** - Temporary Budget Adjustment – will be used for Other Funds (GTAIDS, Auxiliary, Athletics, Student Gov. Financial Aid, and Henderson); Requires +=- within fund.

- **BPFD** - Permanent Budget Transfers – will be used for Foundation fund (fund type 25 - see FGRFND in e-print). **Self balancing – all entries can be + or all can be -, or a combination.**

- **BPCG** – Permanent Budget Transfers – will be used for Grants and Research Corp (Fund type 19, 20, and 30); Requires +=- within fund

- **GNEW** – Grants and Research Corp – will be used for C&G New Budgets which are One-sided entries (Fund type 19,20, and 30); **Self balancing – all entries can be + or all can be -, or a combination.**
1. Budget Transfer Rule Codes - Continued

- The following two rule codes will be used only by the Budget Office and Provost Office:
  - **BD01** – Permanent Adopted Budget – will be used by Budget office only for the initial budget upload and the base budget changes during the fiscal year;
  - **BD02** – Permanent Budget Adjustments – will be used only when transferring Base Budgets between V.P. areas and Colleges;

- *Please email the Budget Office to process BD02 transfers for all V.P. areas and email the Provost Office to process BD02 transfers for Academic Affairs, including all colleges;*

- No change on how to increase to decrease the budget for Aux. Student Gov. Athletics, Financial Aid, and Henderson funds:
  - Need to go to Budget office website to fill out the request form
  - Get the approved signatures
  - Send it to Budget office and we will put it through if approved.
2. Budget Transfer Approval Routing

- Rule classes combined with Fund and Org Code hierarchy will control the routing of the documents for Approvals in Banner:
  - **BD04** entries will post to Banner automatically after final approval by the approver in the College or VP area;
  - **BPFD** entries will route to the Foundation Finance Office for approval after approval by the College or V.P area;
  - **BPCG & GNEW** entries will route to the Division of Research office for approval after approval by the College or V.P. area;
3. Instructions for Using Banner- FGAJVCM Form

![Oracle Developer Forms Runtime](image)

**Journal Voucher Document Header**
- **Transaction Date:**
- **Document Total:**
- **NSF Checking:**
- **Deferred Edit:**
- **Text Exists:**

**Default Values**
- **Type:**
- **Description:**
- **Bank:**
- **Deposit:**
- **Budget Periods:**
- **Currency:**

**Journal Voucher Detail**

<table>
<thead>
<tr>
<th>Seq</th>
<th>Type</th>
<th>Status</th>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Proj</th>
<th>Percent</th>
<th>Amount</th>
<th>DC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter the Document Number; use "NEXT" or leave field blank to generate number.

Record: 1/1
3. Instructions of Using FGAVCM – Data Entry Steps

- **Document Number** – NEXT BLOCK-Banner will assign the next document number starting with J for Journal Entry
- **Transaction Date** – Today’s date will default – please do not change
- **Document Total** – Enter the “hash” total for the transactions you will enter (example 100+ and 100- = hash total of 200)
- **Defaults:**
  - Type – Enter the appropriate Rule Class – do not mix rule classes on the same document (see slide 2)
  - Description – Enter up to 35 characters – BT followed by 33 characters
  - Budget Period – Enter 01 to 12: Example July=01, June=12
  - Changes to defaults after details are entered – will not default
- **FOATEXT** – You must use this for Grants – see next slide
- Next Block to Journal Voucher Detail to enter transactions
3. Instructions of Using FGAJVCM – Data Entry Steps

FOATEXT for Grants – Rule Classes BPCG and GNEW

- From the header Block of FGAJVCM, select options and then FOATEXT

- The type will display as JV and the Code will have your Document Number starting with J

- Next Block to the section below text and enter:

- Enter the PI Name on line 10, then down arrow

- Enter the Sponsor name on line 20, then down arrow

- Enter the CAS 502 Approval Date (if applicable) on line 30

- Then Save what you entered and then exit back to FGAJVCM and complete your entry
3. Instructions of Using FGAJVCM – Data Entry Steps

continued

- **Journal Voucher Detail**
  - Seq – tab out of this field – will start with 1
  - Type (Rule Class) will default from the Default values
  - Enter the Index number
  - Enter the Acct (Account) code (Budget Pool only) – see list on slides #23-25
  - Amount – Enter the amount; **Use whole dollars and do not use pennies**;
  - D/C – Enter + to increase or – to decrease
  - Press the down arrow to process the line item – **make sure the Status of the line item is not N (NSF) – if it is, you must fix the line before proceeding**
3. Instructions of Using FGAJVCM – Data Entry Steps

Menu Options

- Header Information – Select this option to make any changes to the JV Header block – NOTE – Default changes will not update the line items

- Print Journal Voucher – do not use

- Access Transaction Summary Information-
  - Print Screen this Information for your records and use to review before completing the document, or use FGIJSUM after Completion

- Access Completion – select this when you are ready to Complete and Submit your document to Approvals. Click on the Complete Icon
3. Instructions of Using FGAVCM – Data Entry Steps

Tips

- The Type code (Rule Class) will control the routing of the document for Approval.

- Enter only one Rule Class on the same document. If you need to do Budget Transfers for two different fund types (GTAIDS and Grants for example), use two documents to post the entry, since they use different Rule Classes.

- **If the Status field has an N** – fix the entry before completing the document, or it will route to the NSF Queue and be returned by the Budget office and then you will have to fix it.
4. Document by User - FOADOCU

![Image of the FOADOCU interface]

The FOADOCU interface allows users to input and manage documents with fields for original user ID, status, activity date from, document type, and more. The interface also includes columns for document type, document code, change sequence, submission, description, activity date, and document amount, with options to select or leave blank for all.

Select a document status or leave blank for all.

Record: 1/1
4. Document by User – FOADOCU continued

- Displays an online list of all documents for a specific user

- Document Type – use JV – to view only the Budget Entries or Blank for All Documents

- Status – Completed (C), Approved (A), Incomplete (I), Cancelled (X), Posted (P)

- Completed – Document needs to be Approved – will not be on FGIBDSR or reports until the status is Posted

- Incomplete Documents will need to be corrected on FGAJVCM by accessing the journal voucher and fixing errors, then completing it again
5. Budget Transfer Approvals

- Budget Transfer Journal Entries will be subject to approval as mentioned on page #4 and the queue for each college or VP area.

- Documents will be Disapproved if they cross funds, do not have correct account codes, or possibly for other reasons, such as missing FOATEXT information for Grants.

- Documents entered by Approvers will require their approval before they will post to Banner.
5. Budget Transfer Approvals – FOAUAPP – User Approval Form
5. Budget Transfer Approvals – FOAUAPP – User Approval Form

- Provides a list of your Unapproved Documents
- Can be used by Approvers to Approve, Disapprove, or Review Documents
- Uncheck the Next Approver Box to see all documents that you can Approve
- If the NSF box has a Y – the journal entry contains NSF line item(s) and if Approved, will still route to the NSF queue. Approvers should disapprove such items and force the Originator to fix the NSF
- Queue – will display FOAAINP – Document Approval Form – similar to the Approval History in Self Service
5. Budget Transfer Approvals –
FOIAPPH – Document Approval History
5. Budget Transfer Approvals –
FOIAPHT – Approval History Form
Note that no history will display on FOIAPPH or FOIAPHT until a document has been approved by at least one banner user.

Documents that have been Denied Approval will show a queue of DENY and will show on FGIJSUM with a status of I for Incomplete.

Incomplete Documents must be opened again and Completed and then will route through the Approval process once more.
6. Review of Budget Transfers – FGIJSUM – Journal Voucher Summary Form

Use FGIJSUM to review detail line items in a transfer after completion.
7. List of Suspended Journal Vouchers - FGIJVCD

<table>
<thead>
<tr>
<th>Document</th>
<th>Submission</th>
<th>Description</th>
<th>Amount</th>
<th>Transaction Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>70055620</td>
<td>0</td>
<td>Test foundation</td>
<td>1,000.00</td>
<td>03-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055630</td>
<td>0</td>
<td>Test 3</td>
<td>1,000.00</td>
<td>08-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055640</td>
<td>0</td>
<td>Test</td>
<td>100.00</td>
<td>14-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055651</td>
<td>0</td>
<td>Move Salary to Expense</td>
<td>5,000.00</td>
<td>26-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055651</td>
<td>0</td>
<td>Transfer to OPS from expense</td>
<td>20,000.00</td>
<td>26-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055654</td>
<td>0</td>
<td>Move OPS to Salary</td>
<td>5,000.00</td>
<td>26-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055655</td>
<td>0</td>
<td>Move Expense to OPS</td>
<td>1,000.00</td>
<td>26-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055656</td>
<td>0</td>
<td>Move OPS to expenses</td>
<td>800.00</td>
<td>26-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055659</td>
<td>0</td>
<td>from Exp to OPS</td>
<td>500.00</td>
<td>26-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055661</td>
<td>0</td>
<td>Test</td>
<td>2,000.00</td>
<td>26-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055664</td>
<td>0</td>
<td>seed funding to KCR80</td>
<td>10,000.00</td>
<td>26-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055679</td>
<td>0</td>
<td>Move S$ to OPS line</td>
<td>5,000.00</td>
<td>26-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055679</td>
<td>0</td>
<td>Move Exp to OPS</td>
<td>8,000.00</td>
<td>26-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055681</td>
<td>0</td>
<td>move salary to expenses</td>
<td>8,000.00</td>
<td>26-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055692</td>
<td>0</td>
<td>exp to OPS</td>
<td>100.00</td>
<td>26-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055698</td>
<td>0</td>
<td>Test</td>
<td>1,000.00</td>
<td>26-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055699</td>
<td>0</td>
<td>Test</td>
<td>4,000.00</td>
<td>26-AUG-2008</td>
<td></td>
</tr>
<tr>
<td>70055692</td>
<td>0</td>
<td>S$S to EXP</td>
<td>4,000.00</td>
<td>03-SEP-2008</td>
<td></td>
</tr>
<tr>
<td>70055703</td>
<td>0</td>
<td>Set up new funds</td>
<td>5,000.00</td>
<td>10-SEP-2008</td>
<td></td>
</tr>
<tr>
<td>70055704</td>
<td>0</td>
<td>Transfer for salary shortage</td>
<td>2,000.00</td>
<td>10-SEP-2008</td>
<td></td>
</tr>
</tbody>
</table>
List of Documents that are not Posted to Banner

Status Codes:
- C – Completed – still needs to be approved
- I - Incomplete – requires Correction

Documents on this list will not show on Banner Reports until Approved, but the entries will impact FGIBAVL as soon as the document is initially Completed

*An email reminder will be sent to the approvers automatically on daily basis until the transfer is approved.
## 8. Banner Budget Account Codes – All Funds

<table>
<thead>
<tr>
<th>Fund</th>
<th>Account Codes and Title</th>
</tr>
</thead>
</table>
| 1. GTAIDS | 110000 Salaries And Benefits  
                      120000 Other Personal Services  
                      130000 Expenses  
                      899100 Carry forward |
| 2. Auxiliary, Student Gov. Athletics, And Financial Aid | 000010 Revenue  
                      000020 Transfer in  
                      110000 Salaries And Benefits  
                      120000 Other Personal Services  
                      130000 Expenses  
                      800000 Transfer out |
| 3. Construction Funds | 130050 Fixed Capital Outlay |
### 8. Banner Budget Account Codes – All Funds (continued)

<table>
<thead>
<tr>
<th>Fund</th>
<th>Account Codes and Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Foundation – Fund Type 25</td>
<td>000010 Revenue</td>
</tr>
<tr>
<td></td>
<td>000020 Transfer in</td>
</tr>
<tr>
<td></td>
<td>110000 Salaries And Benefits</td>
</tr>
<tr>
<td></td>
<td>120000 Other Personal Services</td>
</tr>
<tr>
<td></td>
<td>130000 Expenses</td>
</tr>
<tr>
<td>5. Henderson School – Fund Type 22</td>
<td>000010 Revenue</td>
</tr>
<tr>
<td></td>
<td>110000 Salaries And Benefits</td>
</tr>
<tr>
<td></td>
<td>120000 Other Personal Services</td>
</tr>
<tr>
<td></td>
<td>130000 Expenses</td>
</tr>
</tbody>
</table>
6. C&G Funds

<table>
<thead>
<tr>
<th>Account</th>
<th>Title</th>
<th>Account</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>000010</td>
<td>Revenue</td>
<td>130011</td>
<td>Federal Grants - Local Phone</td>
</tr>
<tr>
<td>000020</td>
<td>Transfers In</td>
<td>130012</td>
<td>Federal Grant-Postage</td>
</tr>
<tr>
<td>110000</td>
<td>Salaries And Benefits</td>
<td>130013</td>
<td>Federal Grants-Office Supplies/ Rental/Repairs</td>
</tr>
<tr>
<td>120000</td>
<td>Other Personal Services</td>
<td>130014</td>
<td>Federal Grants – Memberships</td>
</tr>
<tr>
<td>130000</td>
<td>Expenses</td>
<td>130015</td>
<td>Federal Grants-General Purpose - Equipment</td>
</tr>
<tr>
<td>130002</td>
<td>Federal Grant-Expense</td>
<td>130016</td>
<td>Federal Grant-General Purpose Software</td>
</tr>
<tr>
<td>130003</td>
<td>Non-Fed Grants-Expense</td>
<td>130017</td>
<td>All Grants-Transfers &amp; Indirect Cost</td>
</tr>
<tr>
<td>130004</td>
<td>All Grants-Subcontract 1st $25K</td>
<td>800000</td>
<td>Transfers Out</td>
</tr>
<tr>
<td>130005</td>
<td>All Grants-Subcontracts &gt; $25k</td>
<td>810000</td>
<td>Transfers-Grants</td>
</tr>
<tr>
<td>130006</td>
<td>All Grants-Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>130007</td>
<td>All Grants – Tuition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>130008</td>
<td>All Grants - Patient Care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>130009</td>
<td>All Grants-Participant Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>130010</td>
<td>All Grants-Off-Site Facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>800000</td>
<td>Transfers Out</td>
<td></td>
<td></td>
</tr>
<tr>
<td>810000</td>
<td>Transfers-Grants</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>