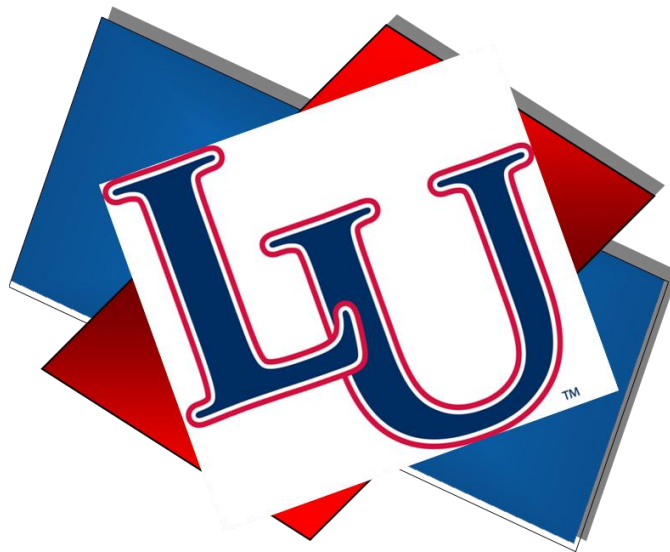


**Banner
Finance
Training
Guide**



Self-Service Budget Management

BANNER FINANCE- Self Service

Banner Finance is a module of the Banner database that records all financial transactions. It provides the University community with up-to-date financial data to facilitate proper budget control. The information contained in Banner Finance can be viewed in Banner INB or Banner Self Service. This training guide will teach users how to utilize the tools in Banner Self Service to effectively manage a budget.

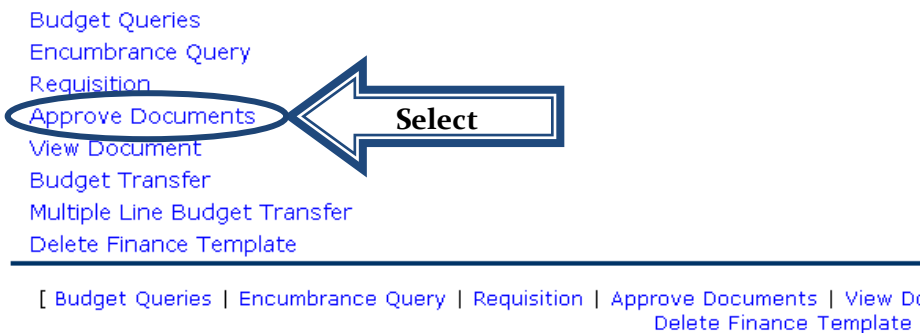
Access to the forms and queries covered in this guide, requires that the end user successfully complete the required training courses. Users will then be granted viewing access to their organization(s) upon completion of this course and approval from their Budget Manager.

Approve Documents

The Approve Documents link on Banner Finance Self Service is where users can approve or disapprove documents in their approval queue. Also listed in the approval queue are requisitions and journal vouchers (budget transfers) you submitted that are still in the approval process.

- Click Approve Documents Link

Finance



Budget Queries
Encumbrance Query
Requisition
Approve Documents
View Document
Budget Transfer
Multiple Line Budget Transfer
Delete Finance Template

Select

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#) | [View Document](#) | [Delete Finance Template](#)]

RELEASE: 7.2

- Submit Query
 - Select option- Documents for which you are next approver

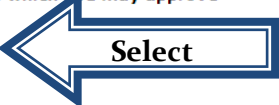
Approve Documents

Enter Approval Parameters

User ID:


Document Number:

Documents for which you are the next approver
 All documents which you may approve

Submit Query 

- View Document- Before approving a requisition, it must first be viewed to ensure that the purchase adheres to University procurement policies & procedures, is a justifiable expense for the requesting organization and is filled out completely and accurately.
 - To View a requisition, select the Document Number you need to review.
 - Select back button on web browser to return to approval queue.
 - Select History to see who has already viewed the document.
- Approve or Disapprove- Once the requisition is reviewed, the appropriate action will need to be taken. If you want to send the requisition back to the originator for corrections, the req will have to be disapproved so it can be corrected.
 - Select Approve or Disapprove next to appropriate requisition number.

Approve Documents

 Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID	ACNOE	Noe, Andrea
Document Number:		
Documents Shown:	Next Approver	

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ				JLWILSON	110.85	DOC	R0523950	History	Approve	Disapprove
Y	REQ				CMBURTON	79.60	DOC	R0523953	History	Approve	Disapprove
Y	REQ				DCMOLINEAUX	21.00	DOC	R0523954	History	Approve	Disapprove



- When approving requisitions, comments typed will not be visible to next approver.
- When denying requisitions, an automated email will be sent to originator.
 - Comments will be visible in the e-mail, however, the space is limited so anything more than 2-3 sentences will need to be sent via e-mail or through a phone call.
 - When journal vouchers (budget transfers) are denied, an automated e-mail will not be sent so please notify the originator by another method.

Approve Document

Document Information

Document Number: R0523954		Type: REQ
Change Seq#		Sub#
Amount:	21.24	

Comment:

This document has been approved.

Approve Document


Cancel

View Document

Once a requisition has been submitted, the View Document link can be used to track the requisition. This option can also be used to view Journal Vouchers, Purchase Orders, Invoices, etc.

Finance

[Budget Queries](#)
[Encumbrance Query](#)
[Requisition](#)
[Approve Documents](#)
[View Document](#)
[Budget Transfer](#)
[Multiple Line Budget Transfer](#)
[Delete Finance Template](#)




[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#) | [View Document](#) | [Delete Finance Template](#)]

RELEASE: 7.2

Approval History

In order to see where the requisition is at in the approval process, view the approval history.

- Choose type from the drop down menu.
- Document Number
 - Enter Document Number you are searching for.

 To display the details of a document enter parameters then select View document. To display approval history then select Approval history. If you do not know the document number, select the query feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type:

Submission#:

Display Account: Yes No

Display Document/Line Item Text All Printable None

Display Commodity Text All Printable None

- If a requisition number is not known, click Document Number to perform a search.

i To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code L feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type:

Submission#:

Display Account: Yes No

Display Document/Line Item Text: All Printable None

Display Comments: All Printable None

Click to search for Document

- Enter known search criteria. *Only one of the marked fields is needed to perform a search.*

* - at least one of these fields required.

Requisition Code Lookup

Document Number*

User ID*

Activity Date*

Transaction Date*

Vendor ID*

Requestor

Approved

Completed

Reference Number*

Enter criteria for known

- Execute Query
- Select Appropriate Document Number- *When a document is selected Banner will return to the main View Document screen and enter number in the Document Number field.*

Notice that some documents do not list the vendor. If a req is done without a Vendor ID, it will not display here. This is one reason why it is important to use Vendor ID's whenever possible, rather than just using Document Text.

R0524232	ACNOE	Nov 20, 2007	Nov 16, 2007	L20003623	Treasurer of Campbell County
R0523954	ACNOE	Nov 29, 2007	Nov 28, 2007		
R0525624	ACNOE	Jan 08, 2008	Jan 08, 2008	L20002921	Musician's Friend
R0525628	ACNOE	Jan 08, 2008	Jan 08, 2008	L20002361	Newegg Inc
R0525642	ACNOE	Jan 08, 2008	Jan 08, 2008		
R0525788	ACNOE	Dec 19, 2007	Dec 18, 2007	L20001426	Travel Team

199 documents selected.

Select desired document

- Click Approval History

Document Identification

Document Number R0523954 Type Requisition
 Originator: ACNOE Noe, Andrea

Approvals required

Queue	Description	Level	Approvers
6510	Financial Planning & Budgeting	4	Rawlings, Jennifer
6510	Financial Planning & Budgeting	8	Beckles, Anthony
BUDG	BUDGET CHECK	1	Noe, Andrea Crouch, Debra Foit, James Rawlings, Jennifer

Next approver is listed first

No approvals have been recorded for this document

Document Identification

Document Number R0523954 Type Requisition
 Originator: ACNOE Noe, Andrea

There are no approvals required at this time

Approvals recorded

Queue	Level	Date	User
6510	8	Sep 24, 2007	Beckles, Anthony
BUDG	1	Sep 13, 2007	Noe, Andrea
6510	4	Sep 21, 2007	Rawlings, Jennifer

Approvals are recorded in the bottom section.


View Document

In order to view a requisition that has previously been submitted, follow the steps above, but instead of choosing the Approval History tab, choose View Document. Only those with viewing access to the budget will be able to use this function. Users that do not have viewing access can view their requisitions in Banner INB using the form FPIREQN.

Choose type: R0523954
 Submission#: Change Seq# Reference Number

Display Accounting Information
 Yes No

Display Document/Line Item Text **Display Commodity Text**
 All Printable None All Printable None



After opening a requisition, scroll to the bottom of the document and look for the “Related Documents” section. This section is where the following criteria can be seen: Purchase Orders, Invoices, Checks, and Receiving Documents. Users who do not have viewing access can view the related documents using the form FOIDOCH in Banner INB.

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF	Susp
1	L	08	450000	1000	4500	716002	60	0001			N	

Total of displayed sequences:

Related Documents

Transaction Date	Document Type	Document Code	Status	Indicato
Jan 09, 2008	Purchase Order	P0021783	Approved	
Jan 14, 2008	Receiving Documents	Y0003894	Completed	

This section tells you that the items have been ordered and received but not yet paid.

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#) | [View Doc Transfer](#) | [Delete Finance Template](#)]

RELEASE: 7.2

Budget Query

Banner Finance Self Service provides three query options for viewing budgets; Budget Status by Account, Budget Status by Organizational Hierarchy, and Budget Quick Query. Each query contains the same information but is displayed in different manners. In order to build and view a query, users must have viewing access to their Fund/Organization and be familiar with their FOAPAL.

Budget Query Types

- Budget Status by Account
 - Organized by Account Code Detail
 - Four Levels of Reporting: *Items in blue can be drilled down to further detail*

Query Results

Account	Account Title	FY08/PD02 Accounted Budget	FY08/PD02 Year to Date	FY08/PD02 Commitments	FY08/PD02 Available Balance
710001	Catering Services	5,000.00	0.00	0.00	5,000.00
710006	Individual Professional Fees	0.00	0.00	0.00	0.00
710008	Printing	9,600.00	0.00	0.00	9,500.00
710009	Purchased Services	10,000.00	816.00	4,184.00	4,548.86

- Budget Status by Organizational Hierarchy
 - Organized by Organizational Hierarchy
 - Six Levels of Reporting: *Items in blue can be drilled down to further detail*

Query Results

Account Type	Account Title	FY08/PD12 Adjusted Budget	FY08/PD12 Year to Date	FY08/PD12 Commitments	FY08/PD12 Available Balance
50	Revenue	0.00	0.00	0.00	0.00
60	Labor	7,557.03	3,588.34	0.00	3,968.69
70	Direct Expenditures	41,213.50	10.00	3,658.00	37,545.50
80	Transfers				
1053	Rollup	48,770.53	3,598.34	3,658.00	41,514.19

- Budget Quick Query
 - Organized by Account Code Detail
 - One Level of Reporting: *Unable to drill down on this query*

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
722004	Satellite/TV	500.00	271.81	194.15	34.04
730000	Freight/Shipping	800.00	332.03	0.00	467.97
730001	Postage	200.00	24.44	0.00	175.56

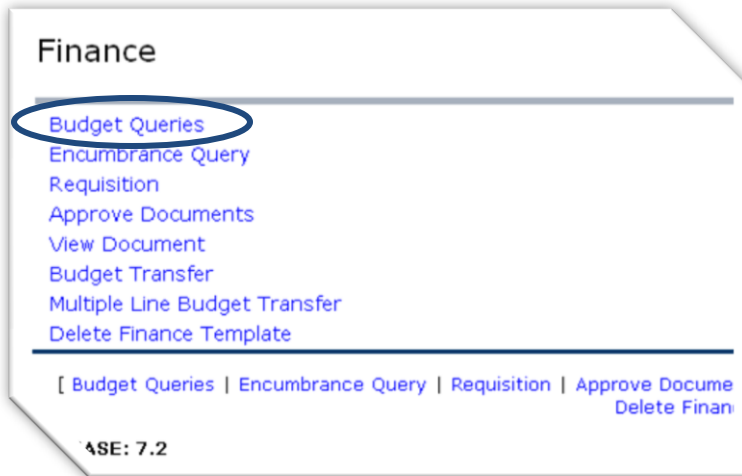
Budget Query Terminology

The data in each budget query is organized by columns. Each column contains a set of transactions that provides Budget Managers with the details of the budget. In the Budget Status by Account and Budget Status by Organizational Hierarchy, the columns displayed are user-defined. There are ten data columns which detail budget information and activity:

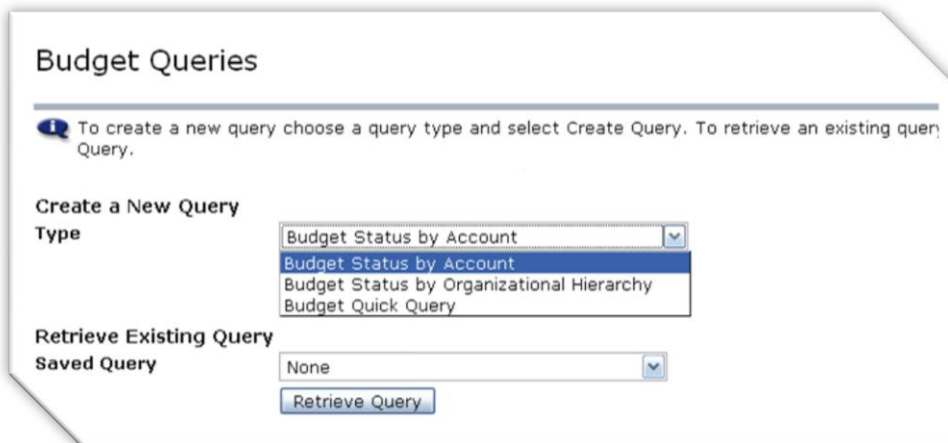
Data Column	Description
Adopted Budget	This column includes the budget implemented at the beginning of the fiscal year.
Budget Adjustment	Any budget adjustments or transfers, whether temporary or permanent, are reflected here.
Adjusted Budget	The current budget is reflected here; users cannot drill down on this column.
Temporary Budget	This column includes temporary budget adjustments that have been made in the current fiscal year.
Accounted Budget	The current budget, Adopted Budget +/- Budget Adjustments; users are able to drill down to view actual transactions
Year to Date	Actual transactions are recorded here; payments and credits.
Encumbrances	Funds that have been encumbered by a Purchase Order are generated in this column.
Reservations	Funds reserved for future use by Requisition are reflected here. <i>Requisitions still in the approval process will not be reflected in the Budget Query.</i>
Commitments	This column reflects the total amount of future obligations by adding Encumbrances and Reservations; users cannot drill down on this column.
Available Balance	The amount of the budget available to spend is reflected here. <i>Items still in the approval process are not included in this amount.</i>

Budget Query Tutorial

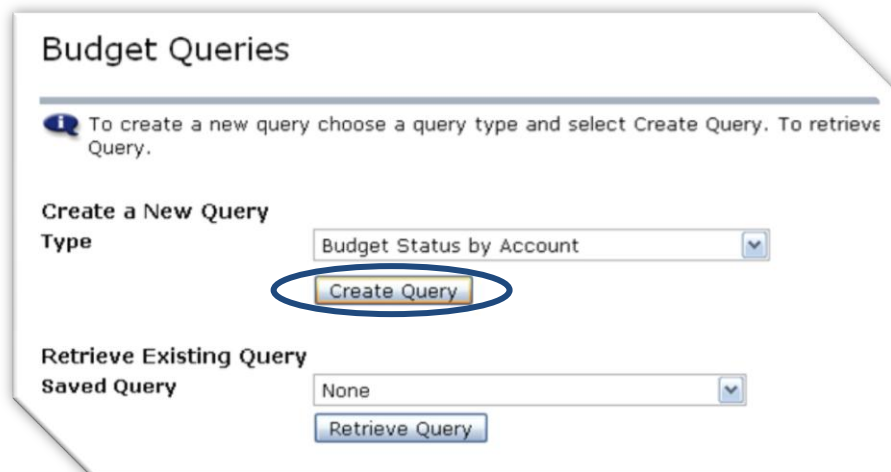
- Click the Budget Query Link



- Select the type of query from the drop down menu



- Click Create Query



- Select Data Columns: *Skip this step for Budget Quick Query*
 - Recommended columns are: Accounted Budget, Year to Date, Encumbrances, Reservations, Commitments, and Available Balance.

Budget Queries

Select the Operating Ledger Data columns to display on the report.

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

Save Query as:

Shared

Continue

- Click Continue
- Enter Query Parameters
 - Fiscal Year/Period:
 - Select desired year/period for budget you are reviewing
 - Recommend leaving fiscal period at 12 to receive most up-to-date information
 - Comparison Fiscal Year/Period:
 - Select desired year/period if you would like to compare data between fiscal years
 - Chart: L
 - FOAPAL elements: *at a minimum must have Organization code*

Fiscal year: 2008 Fiscal period: 12

Comparison Fiscal year: None Comparison Fiscal period: None

Commitment Type: All

Chart of Accounts: L Index:

Fund: 1000 Activity:

Organization: 6510 Location:

Grant: Fund Type:

Account: Account Type:

Program:

Include Revenue Accounts

Save Query as:

Shared

Submit Query

- If you are unsure of the correct code, you can click on any of the Title buttons to perform a code look up.
- Enter the query parameters; remember to use wildcards.
 - % Percent Sign can be used in place of missing letters. Surround a word with percent signs when searching for vendors to return all the appropriate possibilities.
 - _ Under Score Character acts as a placeholder for a missing character. This is best utilized when looking up information by Code Criteria rather than Title.

Code Lookup

Enter criteria then select Execute Query to obtain a Code Lookup results list. Sele

Chart of Accounts

Organization Criteria

Title Criteria

Maximum rows to return

- Click Execute Query
- Click link of desired code

Select a code to return the value to the parameter page or Exit wit, the Code Lookup page.

Code lookup results

Title	Organization
Financial Planning & Budgeting	6510
Financial Aid	6015

- Results will be returned on Search Criteria page

The screenshot shows a search criteria form with the following fields and values:

- Fiscal year: 2008
- Fiscal period: 12
- Comparison Fiscal year: None
- Comparison Fiscal period: None
- Commitment Type: All
- Chart of Accounts: L
- Fund: 1000
- Organization: 6510
- Grant: (empty)
- Account: (empty)
- Program: (empty)
- Index: (empty)
- Activity: (empty)
- Location: (empty)
- Fund Type: (empty)
- Account Type: (empty)

Additional options include:

- Include Revenue Accounts
- Save Query as: (text input)
- Shared
- Submit Query (button)

- Submit Query
 - Results will appear on a Budget Report

Report Parameters

Organization Budget Status Report By Account Period Ending Jun 30, 2008 As of Feb 12, 2008			
Chart of Accounts	L Liberty University	Commitment Type	All
Fund	1000 General Fund	Program	All
Organization	6510 Financial Planning & Budgeting	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY08/PD12 Accounting Budget	FY08/PD12 Year to Date	FY08/PD12 Encumbrances	FY08/PD12 Reservations	FY08/PD12 Commitments	FY08/PD12 Available Balance
710008	Printing	1,000.00	443.36	0.00	0.00	0.00	556.64
710009	Purchased Services	452.50	0.00	0.00	0.00	0.00	452.50
730000	Freight/Shipping	0.00	8.93	0.00	0.00	0.00	(8.93)
730001	Postage	500.00	61.85	0.00	0.00	0.00	438.15
740000	General Advertising	950.00	0.00	0.00	0.00	0.00	950.00
750000	Computers	1,200.00	0.00	0.00	0.00	0.00	1,200.00
760001	Award Supplies	500.00	0.00	0.00	0.00	0.00	500.00
760004	General Supplies	1,800.00	1,085.45	0.00	0.00	0.00	714.55
760007	Office Supplies	900.00	354.05	0.00	0.00	0.00	545.95

- Drill down on desired columns to see detail.

Report Parameters

Organization Budget Status Detail Report Summary Year to Date Transaction Report Period Ending Jun 30, 2008 As of Feb 12, 2008			
Chart of Accounts:	L Liberty University	Commitment Type:	All
Fund:	1000 General Fund	Program:	All
Organization:	6510 Financial Planning & Budgeting	Activity:	All
Account:	760007 Office Supplies	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Sep 28, 2007	Oct 18, 2007	I0009348	R0519051 SELAH YEARBOOK	25.00	INT
Jan 25, 2008	Feb 01, 2008	I0065933	Staples Business Advantage	71.98	INNI
Oct 11, 2007	Oct 11, 2007	I0052716	Lynchburg Specialty Engraving and A	13.57	INEI
Sep 27, 2007	Sep 27, 2007	I0050604	Barnes & Noble #330, Liberty Univer	117.15	INEI
Sep 10, 2007	Sep 10, 2007	I0048057	Staples Business Advantage	80.97	INNI
Aug 25, 2007	Aug 25, 2007	I0046076	CDW-Government, Inc.	12.76	INEI
Aug 22, 2007	Aug 22, 2007	I0045493	Staples Business Advantage	32.62	INNI
Report Total (of all records):				354.05	

Available Budget Balance: 545.95

- Perform a Computation to find results not listed on Budget Report.
 - Use the drop down boxes to enter the desired formula/computation.

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY08/PD12 Year to Date	percent of	FY08/PD12 Accounted Budget	FY08/PD12 Available Balance	% of Budget Spent
<input type="button" value="Perform Computation"/>				
<input type="button" value="Another Query"/>				

- The new column will appear where you designated it to be displayed.

Query Results

Account	Account Title	FY08/PD12 Accounted Budget	FY08/PD12 Year to Date	FY08/PD12 Encumbrances	FY08/PD12 Reservations	FY08/PD12 Commitments	FY08/PD12 Available Balance	% of Budget Spent
710008	Printing	1,000.00	443.36	0.00	0.00	0.00	556.64	44.34
710009	Purchased Services	452.50	0.00	0.00	0.00	0.00	452.50	0.00
730000	Freight/Shipping	0.00	8.93	0.00	0.00	0.00	(8.93)	0.00
730001	Postage	500.00	61.85	0.00	0.00	0.00	438.15	12.37
740000	General Advertising	950.00	0.00	0.00	0.00	0.00	950.00	0.00

- Download to a spreadsheet to create an Excel report

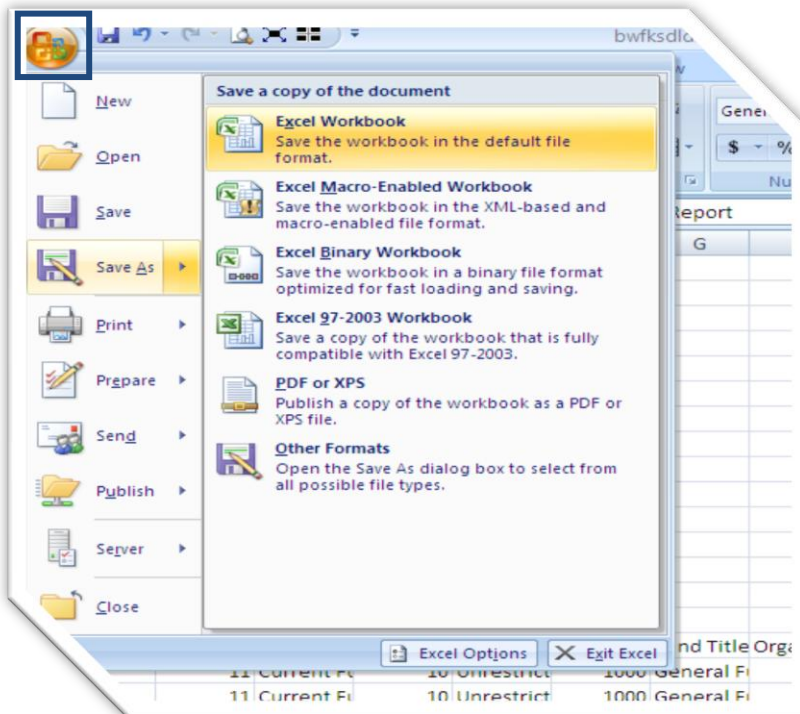
Screen total	8,612.50	2,281.90	0.00	0.00	0.00	6,330.60
Running total	8,612.50	2,281.90	0.00	0.00	0.00	6,330.60
Report Total (of all records)	15,452.50	4,399.17	313.80	145.00	458.80	10,594.53

Shared

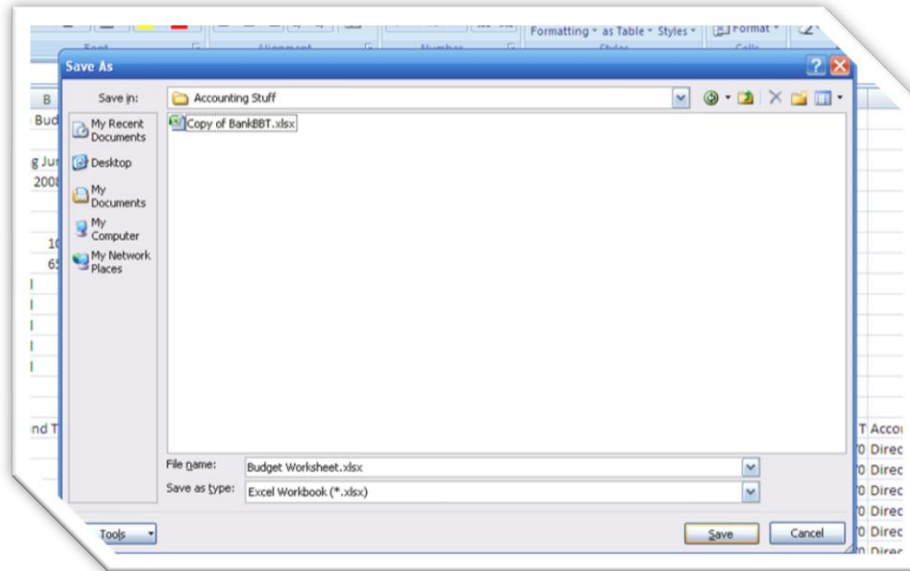
- Data will be populated in Excel as a CSV file.

chart	Fund Type	Fund Type	Fund Type	Fund Type	Fund	Fund Title	Organizat	Organizat	Account	Account T	Account T	Account T	Account T	Account T	Pro
L	11	Current Fu	10	Unrestrict	1000	General Fi	2020	Honors Pr	710008	Printing	71	Professor	70	Direct Expenc	
L	11	Current Fu	10	Unrestrict	1000	General Fi	2020	Honors Pr	710009	Purchasec	71	Professor	70	Direct Expenc	
L	11	Current Fu	10	Unrestrict	1000	General Fi	2020	Honors Pr	730000	Freight/St	73	Postage &	70	Direct Expenc	
L	11	Current Fu	10	Unrestrict	1000	General Fi	2020	Honors Pr	730001	Postage	73	Postage &	70	Direct Expenc	
L	11	Current Fu	10	Unrestrict	1000	General Fi	2020	Honors Pr	740000	General A	74	Advertisir	70	Direct Expenc	
L	11	Current Fu	10	Unrestrict	1000	General Fi	2020	Honors Pr	750000	Computer	75	Non-Capit	70	Direct Expenc	
L	11	Current Fu	10	Unrestrict	1000	General Fi	2020	Honors Pr	760001	Award Sup	76	Supplies	70	Direct Expenc	
L	11	Current Fu	10	Unrestrict	1000	General Fi	2020	Honors Pr	760004	General Si	76	Supplies	70	Direct Expenc	
L	11	Current Fu	10	Unrestrict	1000	General Fi	2020	Honors Pr	760007	Office Sup	76	Supplies	70	Direct Expenc	

- Save as an Excel document.
 - Click Office Button
 - Go to File Save As: Excel Workbook



- Rename file and save in desired location



- Organize data in desired format.

	A	B	C	D
1	Organization Budget Status Report			
2	Fund	1000	General Fund	
3	Organization	6510	Financial Planning & Budgeting	
4				
5	Account	Account Title	Available Balance	
6	710008	Printing	556.64	
7	710009	Purchased Services	452.50	
8	730000	Freight/Shipping	(8.93)	
9	730001	Postage	438.15	
10	740000	General Advertizing	950.00	
11	750000	Computers	1,200.00	
12	760001	Award Supplies	500.00	
13	760004	General Supplies	714.55	
14	760007	Office Supplies	545.95	
15	761000	Clothing/Uniform Supplies	300.00	
16	770001	Prof. Dev. Travel Ground	30.00	
17	770002	Prof. Dev. Travel Incidentals	210.00	
18	770003	Prof. Dev. Travel Lodging	240.00	
19	770004	Prof. Dev. Travel Per Diem	120.00	
20	774001	Team Travel Ground	81.74	
21	774002	Team Travel Incidentals	215.00	
22	774003	Team Travel Lodging	1,448.68	
23	774004	Team Travel Per Diem	2,300.25	
24	784000	Awards	100.00	
	784006	Hospitality & Entertainment	150.00	
	784007	Institutional Memberships	50.00	
		Total	10,594.53	

Encumbrance Query

The encumbrance query reporting tool, gives Budget Managers the ability to manage encumbrances as it shows how much funds are remaining on an encumbrance. This query lists encumbrance information by organization and then gives details for each individual encumbrance.

- Click the Encumbrance Query Link
- Enter Query Parameters
 - Fiscal Year/Period:
 - Select desired year/period for budget you are reviewing
 - Recommend leaving fiscal period at 12 to receive most up-to-date information
 - Comparison Fiscal Year/Period:
 - Select desired year/period if you would like to compare data between fiscal years.
 - Chart: L
 - FOAPAL elements: *at a minimum must have Organization code*

Fiscal year	2008	Fiscal period	12
Encumbrance Status	All		
Commitment Type	All		
Chart of Accounts	L	Index	
Fund		Activity	
Organization	6510	Location	
Grant		Fund Type	
Account		Account Type	
Program			
Save Query as:			
<input type="checkbox"/>	Shared		
Submit Query			

- Click Submit Query

- Encumbrance information will be displayed by account and document code

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
760014	P0019812	Sterling Oil Company	540.59	.00	(540.59)	934.08	.00	100.00	Uncommitted
761000	P0014935	High Peak Sportswear	2,220.00	.00	(2,220.00)	2,220.00	.00	100.00	Uncommitted
761000	P0014936	High Peak Sportswear	915.00	.00	(912.00)	912.00	3.00	99.67	Uncommitted
762000	P0023709	Medco Supply Company	234.85	.00	.00	.00	234.85	.00	Uncommitted
762000	P0023710	Medco Supply Company	101.60	.00	.00	.00	101.60	.00	Uncommitted
Report Total (of all records)			4,012.04	.00	(3,672.59)	4,066.08	339.45	91.54	

[Another Query](#)

- Click any PO to see the details
 - Invoices and any adjustments made to the PO will be displayed
 - Anything with a blue link can be drilled into for further clarification

Selected Document

Encumbrance Detail Status Report By Document, Account Distribution Period Ending Jun 30, 2008 As of Aug 12, 2008			
Chart of Accounts	L Liberty University	Commitment Type	Uncommitted
Document Number	P0019812	Document Date	Nov 14, 2007
Transaction Description	Sterling Oil Company		
Fund Type	All	Account Type	76 Supplies

Document Detail

Document Code	Rule Class	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund
I0057979	INEI	.00	.00	(335.27)	.00	0		1 1000
P0019812	PORD	540.59	.00	.00	.00	0		1 1000
I0059424	INEI	.00	.00	(122.34)	.00	0		1 1000
I0059423	INEI	.00	.00	(82.98)	.00	0		1 1000
*0002624	POBC	.00	.00	.00	.00	0		1 1000
I0057979	INEI	.00	.00	.00	335.27	0		1 1000
I0059424	INEI	.00	.00	.00	515.83	0		1 1000
I0059423	INEI	.00	.00	.00	82.98	0		1 1000

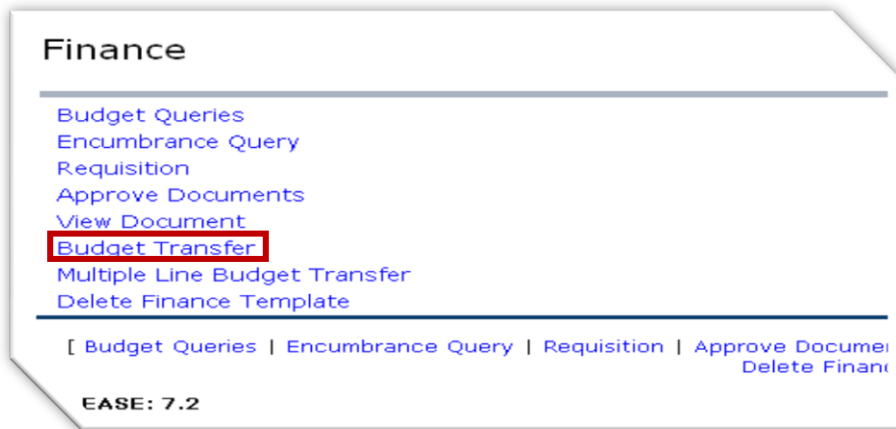
[Another Query](#)

Budget Transfer

Occasionally funds will need to be moved within the budget due to changes in spending patterns. Funds can be moved from one account to another with a budget transfer. Restrictions are that funds cannot be moved out of capital/non-capital assets or personnel accounts without VP of Finance approval.

Single Line Transfer

- Click Budget Transfer Link



- Select type of transfer from Drop Down List
 - Temporary
 - Select for transfers that do not need to be reflected in future budget years
 - Example: Moving of funds to printing for advertisement of a onetime event
 - Permanent
 - Select for transfers that need to be reflected in future budget years
 - Example: Moving of funds to printing for advertisements of an annual event

Budget Transfer

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be set of accounting elements to another within the same chart.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Use template

Transaction Date

Journal Type

Transfer Amount

Document Amount

	Chart	Index	Fund	Organization	Account	Program Activity	Location	D/C
From	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
To	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
Description	<input type="text"/>			Budget Period	<input type="text" value="01"/>			

- Enter amount of transfer in Transfer Amount field

Transaction Date: 8 AUG 2008
 Journal Type: BD4 (Temporary Budget Adjustment - SS)
 Transfer Amount: 50
 Document Amount: 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From									-
To									+
Description				Budget Period	01				

- Enter Chart and Index on both lines

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	L	651000							-
To		651000							+
Description				Budget Period	01				

Save as Template:
 Shared


- Hit Complete

	Chart	Index	Fund	Organization	Account	Program
From	L	651000				
To		651000				
Description				Budget Period	01	

Save as Template:
 Shared

Code Lookup

Chart Accounts Co:
 Type: account
 Code Criteria:
 Title Criteria:
 Maximum rows to return:



- Add account codes to FOAPAL

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	L		1000	6510	730001	60	0001		-
To			1000	6510	730000	60	0001		+
Description									Budget Period 01

Save as Template

Shared

- Type a brief description (35 character limit)

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	L		1000	6510	730001	60	0001		-
To			1000	6510	730000	60	0001		+
Description	\$ to freight for equip purchase								Budget Period 01

Save as Template

Shared

- Change budget period to current month of fiscal year

Transaction Date: 8 AUG 2008

Journal Type: BD4 (Temporary Budget Adjustment - SS)

Transfer Amount: 50

Document Amount: 100.00


	Chart	Index	Fund	Organization	Account	Program	Activity	Loc	
From	L		1000	6510	730001	60	0001		
To			1000	6510	730000	60	0001		
Description	\$ to freight for equip purchase								Budget Period 01

Save as Template

Shared

- Hit complete
 - Document number will appear at top of page
 - Do **NOT** hit complete again as this will process another budget transfer

Budget Transfer

 Begin by creating a budget transfer or retrieving an existing template. If available budget exists set of accounting elements to another within the same chart.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Document J0021545 completed and forwarded to the Approval process

Another Transfer

Use template

Retrieve

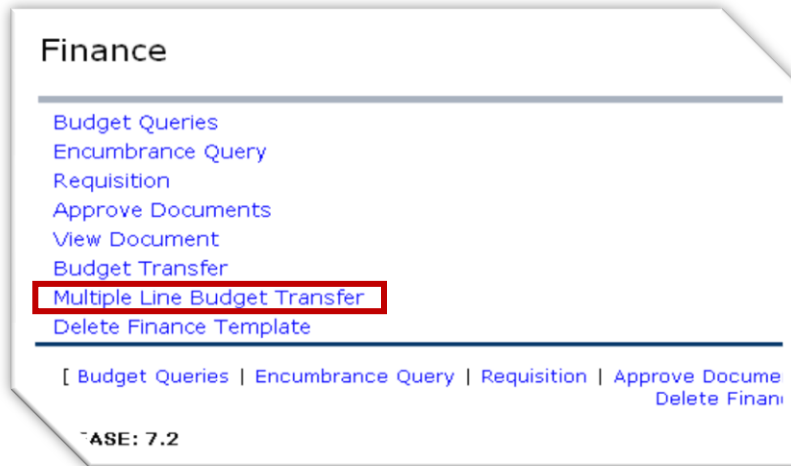
Transaction Date

Journal Type

Transfer Amount

Multiple Line Transfer

- Click Multiple Line Budget Transfer Link



- Select type of transfer from Drop Down menu

Transaction Date: 8 | AUG | 2008

Journal Type: BD4 (Temporary Budget Adjustment - SS)

Document Amount: BD4 (Temporary Budget Adjustment - SS)
BD2 (Permanent Budget Adjustments - SS)

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+

Description: Budget Period: 01

- Enter Document Amount (Sum of all the amounts regardless of +/-)

Transaction Date: 8 | AUG | 2008

Journal Type: BD4 (Temporary Budget Adjustment - SS)

Document Amount: 125

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+

Description: Budget Period: 01

- Enter Chart and Index on all lines that will be used

Transaction Date: 8 AUG 2008
 Journal Type: BD4 (Temporary Budget Adjustment - SS)
 Document Amount: 125

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	L	651000								-
2	L	651000								+
3	L	651000								+
4	L	651000								+
5	L	651000								+

Description: Budget Period: 01

Save as Template:

Shared

- Select Complete

- ❌ Amount 1 must be entered.
- ❌ Amount 2 must be entered.
- ❌ Amount 3 must be entered.
- ❌ Amount 4 must be entered.
- ❌ Amount 5 must be entered.

Use template: None

Transaction Date: 8 AUG 2008
 Journal Type: BD4 (Temporary Budget Adjustment - SS)
 Document Amount: 125

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	L		1000	6510		60	0001			-
2	L		1000	6510		60	0001			+
3	L		1000	6510		60	0001			+
4	L		1000	6510		60	0001			+
5	L		1000	6510		60	0001			+

Description: Budget Period: 01

- Add account codes to FOAPAL
- Put amount and +/- on each line

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	L		1000	6510	710009	60	0001		30	-
2	L		1000	6510	730000	60	0001		32.50	-
3	L		1000	6510	760007	60	0001		15	+
4	L		1000	6510	784006	60	0001		15	+
5	L		1000	6510	770000	60	0001		32.50	+

Description: Budget Period: 01

Save as Template:

Shared

- Type a brief description
- Change Period to current month of fiscal year

Transaction Date: 8 | AUG | 2008

Journal Type: BD4 (Temporary Budget Adjustment - SS)

Document Amount: 125

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	L		1000	6510	710009	60	0001		30	-
2	L		1000	6510	730000	60	0001		32.50	-
3	L		1000	6510	760007	60	0001		15	+
4	L		1000	6510	784006	60	0001		15	+
5	L		1000	6510	770000	60	0001		32.50	+

Description: tsfr \$ for NSF errors

Budget Period: 01, 01, 02, 03, 04, 05, 06, 07, 08

Save as Template: []

Shared

- Select Complete
- Document number will appear at top of page

Multiple Line Budget Transfer Form

Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, but among a maximum of five sets of accounting elements for different charts.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Document J0021564 completed and forwarded to the Approval process.

Use template: None

Transaction Date: 8 | AUG | 2008

Journal Type: BD4 (Temporary Budget Adjustment - SS)

Document Amount: 125

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	L		1000	6510	710009	60	0001		30	-
2	L		1000	6510	730000	60	0001		32.50	-

- Do **NOT** hit complete again as this will process another budget transfer