

# **Training for On-Line Budget Transfers (BTs)**



**Presented by:  
Office of University Budgets**

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## Introduction

**Purpose:** The on-line budget transfer (BT) process in Banner will allow BTs to be routed electronically through the system.

**Getting Started:** For you to begin using on-line BTs, you must have:

- ❖ Completed Banner Navigation Online eLearning Course Training.
- ❖ Completed the Following Courses in SCOOP
  - Budget 100 – “Where does the money go?”
  - Budget 101 – “Budget Basics (Non-RAE)”
  - Budget 102 – “Budget Transfers & Reports”
- ❖ Attended and completed On-Line BT training until you are familiar with the entire process.
- ❖ Applied and been approved for Banner Access for on-line BTs as an Initiator and/or Approver.

### Items to Note:

1. **Budget Transfer Form:** The form validates Indexes. However, note that the form does not validate Activity Codes and Account Codes.
  2. **Cash Moves:** To request a cash move (actual \$) from one department to another department, you must submit a journal entry document to Financial Services.
  3. **Transfer-out Budget:** Before a cash move can be completed by Financial Services, the department giving the cash must provide sufficient transfer-out of budget (account code 8500). (Rule Codes W03, W04, W05, W06, W07, W08, W11, W13, and W19)
  4. **Record Keeping of BT:** Since the Office of University Budgets does not receive an official BT form (hard copy) to give to Financial Services (for the financial records), we recommend that each department complete a BT form (be sure to write in your J number), if not they must have some documentation in their office to be available for audit purposes.
    - I. Sign-in to “my.uwf.edu”.
    - II. Choose “Budget Transfer Form” and complete.
    - III. You can then save the completed BT form to your files or print it for your files.
- b. Reasons copy is needed for your files:
- I. The BT document in Banner limits the document description to 35 characters and, many times, this is not sufficient space to explain the purpose of the BT.
  - II. Allow for departments to have further approvals in their files as needed for their BTs which are beyond the capabilities of the routing allowed in Banner.
  - III. Internal and external auditors have requested that departments need to maintain a complete copy of the BT in their departments. When a document needs to be reviewed by the auditors, the department will be contacted by the auditor. Any department without documentation will be held directly responsible by the Auditors.

5. **Journal Types:** Journal Types (Rules Codes) are included in Banner.
- a. BTs must have a journal type (Rule Code), **one type per BT**, and we currently have identified the following Journal Types (Rule Codes) for BTs that are processed on-line and approved by the Budget Office and/or Research Administration and Engagement (RAE):

**Approved by the Budget Office:**

- I. W01 General Revenue (E&G) Budget Transfers
- II. W02 Carry Forward Budget Transfers
- III. W03 Student Activity Funds Budget Transfers
- IV. W04 Athletic Funds Budget Transfers
- V. W05 Contracts & Grants Budget Transfers
- VI. W06 Financial Aid Loan Budget Transfers
- VII. W07 Scholarship Funds Budget Transfers
- VIII. W08 Auxiliary Funds Budget Transfers
- IX. W11 Concession Funds Budget Transfers
- X. W12 Construction Funds Budget Transfers
- XI. W13 Technology Fund Budget Transfers
- XII. W19 Board Approved Fees Budget Transfers

**Approved by Research Administration and Engagement (RAE):**

- I. BD02 Sponsored Research Seed/Admin Funds
- II. BR24 Sponsored Research Grant Funds
- III. GRTS Sponsored Research Seed/Admin Funds with Cash

6. **Sufficient Budget Available:** Must have sufficient budget available before the BT can be requested.
7. **Unbudgeted Cash:** This is a term used in cash carrying accounts, such as Athletics, Auxiliary, Student Affairs, etc, and defined as the difference between your Cash Interfund account balance and all obligations against this account. Available budget, encumbrances, and payables are all considered obligations against Cash Interfund. The difference is what we term "**Unbudgeted Cash**" and is available for you to increase your budget if appropriate.
8. **Timing:** BTs must be completed and approved in the same month initiated. Therefore, be aware when processing a BT at the end of the month that, if it is not approved by the last working day, it will be returned to the initiator for a date change and rerouted for approvals.
9. **Notifications:** You will be emailed each morning a list of budget transfers (BTs) awaiting your approval. You may check more often in Banner (FOAUAPP) or The Information Navigator Reports (Approvers Document Detail – BUDG000003).

## Reminders:

1. **Cash Moves:** You can move cash with the Sponsored Research **GRTS** Rule Code.
2. **Cross divisional requests:** BT documents that are transferring funds outside your division cannot be done as an on-line BT.
  - I. An example of this would be where a Student Affairs' department wants to give funds to a department within Academic Affairs. Student Affairs can do a BT within their departments, but does not have security (authority) over a department within Academic Affairs.
  - II. The Banner security by fund and organization (orgn) will not allow this transaction to be processed.

Therefore, a manual BT will need to be completed by the transferring department and be sent to the Office of University Budgets (Budget Office) to process this BT. This will be submitted through a Jira ticket.

- I. Start an On-Line BT and complete through the first sequence so that a number can be assigned by Banner.
- II. Sign in to my.UWF.edu
- III. Choose Budget Transfer Form and complete, making sure to put the document number assigned by Banner on it.

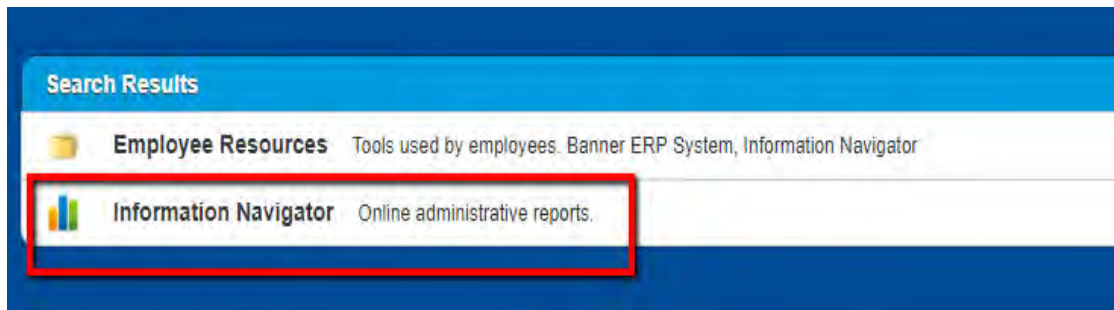
The departments noted on the paper BT will be receiving an e-mailed completed copy of the BT for their files from the Budget Office until such times as the Jira ticket is complete.

## Fund Type

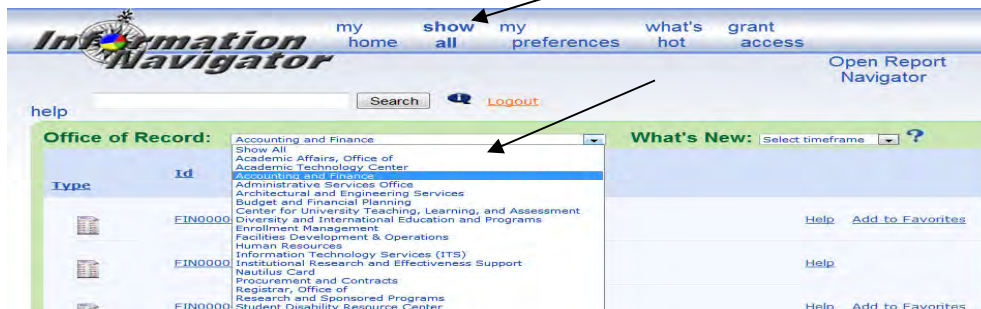
To determine which journal type (rule code) to use you must first determine the fund type, also known as the Level 2 Type.

Below is how you find the Fund Type which is used to determine the journal type (rule code).

1. Go to "Information Navigator" under my.UWF.edu.



2. Select Information Navigator



3. Select Show all if the default opens to my home
4. In Office of Record select Accounting and Finance

Information Navigator my home show all Report Navigator

Office of Record: Accounting and Finance What's New: Select timeframe ?

Type	Id	Title	Help	Add to Favorites
	FIN000019	Account Hierarchy	Help	Add to Favorites
	FIN000020	Activity Code Listing	Help	Add to Favorites
	FIN000027	Balance Sheet Report	Help	Add to Favorites
	FIN000017	Cash Balance Sheet	Help	Add to Favorites
	FIN000021	Cash by Fund Type	Help	Add to Favorites
	FIN000001	Departmental Activity	Help	Add to Favorites
	FIN000029	Departmental Activity - Hurricanes	Help	Add to Favorites
	FIN000028	Departmental Summary - EG/CF	Help	Add to Favorites
	FIN000011	Fixed Assets by Building	Help	Add to Favorites
	FIN000016	Fixed Assets Depreciation Detail	Help	Add to Favorites
	FIN000006	Fully Depreciated Assets	Help	Add to Favorites
	FIN000009	FUND Hierarchy	Help	Add to Favorites

5. Select ID FIN000047 which is titled Fund Hierarchy double click.

Information Navigator Fund Hierarchy (in pred. fund order) (FIN000047)

Report Options

NOTES: 1. This report is based on last night's data.  
 2. Single Fund displays the original date and history that the orgn was established in Banner.  
 3. Single Fund w/ Show Levels displays Roll-up Hierarchy.

Single Fund High Level Fund

Type Financial Manager High-Level Fin. Mgr. Levels

Active Inactive Both Show Levels

Reset Form View Report Help Run History

Problems with this form? Contact [Help Desk](#)

6. Leave As-Of-Date defaulted to current date
7. Leave Financial manager defaulted to All
8. Select Both for Type
9. Select Check
10. Select View Report



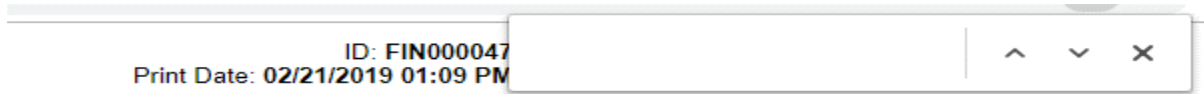
As Of Date: 02-21-2019

ALL Records

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Level	1	2	3	4	5	Pred. Fund	Description	Level 2 Type	Def. Orgn	Def. Prog	Grant	Financial Manager	DE	Active Status
1	<a href="#">10000</a>						Current Unrestricted	11					N	A
2		<a href="#">11000</a>				10000	General Revenue Fund	11					N	A
3			110000			11000	General Revenue Fund	11				Jeffrey Djerlek	Y	A
3			110001			11000	Carry Forward Fund	11				Jeffrey Djerlek	Y	A
2		<a href="#">11001</a>				10000	Student Fees Trust Fund	11					N	A
3			110013			11001	Student Fee Trust Fund	11	2460	46		Jeffrey Djerlek	Y	A
3			110014			11001	PY-Student Fee Trust Fund	11	2460	46		Colleen Asmus	Y	A
3			110015			11001	SFTF - TD Prg 11	11	2570	11		Jeffrey Djerlek	Y	A
3			110016			11001	SFTF - TD Prg 46	11	2570	46		Jeffrey Djerlek	Y	A
3			110017			11001	SFTF - TD Prg 51	11	2570	51		Jeffrey Djerlek	Y	A
3			110018			11001	SFTF - TD Prg 22	11	2570	22		Jeffrey Djerlek	Y	A
3			110019			11001	SFTF - TD Prg 40	11	2570	40		Jeffrey Djerlek	Y	A
3			110020			11001	SFTF - TD Prg 21	11	2570	21		Jeffrey Djerlek	Y	A

11. Hold down CTRL and press “F” to generate the “Find” tool.



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Financial Manager	DE	Active Status
	N	A

12. Enter your index in the Find area and press Enter



<a href="#">13050</a>	13000	Educ Research Ctr For Child Devel	13					N	A
130051	13050	Educ Research Ctr for Child Devel	13	4580	76	Elizabeth Roberts		Y	A
130052	13050	ERCCD Reserve	13	4580	76	Elizabeth Roberts		Y	A
130053	13050	ERCCD - CITF	13	4580	76	Elizabeth Roberts		Y	A
130054	13050	ERCCD - Salary and Fringe	13	4580	76	Elizabeth Roberts		Y	A
130055	13050	ERCCD - Facility and Equip	13	4580	76	Elizabeth Roberts		Y	A
130056	13050	ERCCD - Facilities Projects	13	4580	76	Elizabeth Roberts		Y	A
<a href="#">13075</a>	13000	Div of Enr & Std Afs Aux.	13					N	A
<a href="#">130060</a>	13075	ADA Law Conference	13	4510	91	Lusharon Wiley		Y	I
130080	13075	Alcohol, Drugs & AIDS Awareness	13	4300	71	Rebecca Kennedy		Y	I
130081	13075	Facilities Concessions	13	4660	91	Melinda McKinney		Y	I
130083	13075	HIV/AIDS Educ	13	4300	71	Rebecca Kennedy		Y	I
130085	13075	Rec/Athletic Facil Rental Fee	13	4300	91	Deborah Ford		Y	I
130086	13075	Game Room Concessions	13	4660	88	James Hurd		Y	I
130087	13075	FHO Meeting 2005	13	4480	91	Kay-lyne Taylor		Y	I
130089	13075	NCAA Fall Sports Festival	13	4410	91	Richard Berg		Y	I
130090	13075	Welcome Week	13	4300	91	Tammy McGuckin		Y	I

13. Notice the 2-digit number to the right of the Description, in this case 13, which is your Fund Type, the column label is Level 2 Type and it is not always the same as the first 2 digits of the index.

14. Notice the far-right column, this indicates if your fund is active (A) or inactive (I). If it is inactive you will not be able to request a BT using this fund until it is reactivated if appropriate.

15. The Fund Type is always mentioned in **section a** of the Journal Type information. **Below is a list of all current Fund Types however realize that some may be added or changed in the future so always check Banner Fund Hierarchy to determine the appropriate Fund Type.**

- a. Fund Type **11** E&G funds with **4 or 5 digits** = Journal Type **W01**
- b. Fund Type **11** CF funds **beginning with C** = Journal Type **W02**
- c. Fund Type **12** Student Activities = Journal Type **W03**
- d. Fund Type **13** Auxiliary Funds = Journal Type **W08**
- e. Fund Type **14** Scholarship Funds = Journal Type **W07**
- f. Fund Type **15** Athletic Funds= Journal Type **W04**
- g. Fund Type **16** Concession Funds = Journal Type **W11**
- h. Fund Type **17** SRT-Admin = Journal Type **BD02** or **GRTS**
- i. Fund Type **18** SRT-Seed = Journal Type **BD02** or **GRTS**
- j. Fund Type **19** Technology = Journal Type **W13**
- k. Fund Type **21** Contract and Grant Funds = Journal Type **W05**
- l. Fund Type **22** SRT Grant/Match Funds = Journal Type **BR24**
- m. Fund Type **31** Board Approved Fees Funds = Journal Type **W19**
- n. Fund Type **41** Financial Aid Funds = Journal Type **W06**
- o. Fund Type **81** Agency Funds = **Not set up for On-line BT's**
- p. Fund Type **83** Research Foundation Funds= **Not set up for On-line BT's**
- q. Fund Type **91** Construction Funds = Journal Type **W12**
- r. Fund Type **97** Investment in Plant Funds = **Not set up for On-line BT's**
- s. Fund Type **99** Bank Funds = **Not set up for On-line BT's**

## Journal Types (Rule Codes) Information

### W01

1. General Revenue (E&G) Budget Transfers:
  - a. Only for the **four- or five-digit indexes** within the 110000 fund which is **Fund Type 11** on the Fund Hierarchy Report
  - b. Increases and decreases must balance within the 110000 fund; however, they may be split by many indexes within that fund.
  - c. There must be available budget in the categories requesting the decreases. Check BUDG000008 (Budget Availability-Approver Report in Information Navigator).
  - d. One-sided entries are **not** allowed
  - e. Budget Categories Allowed:
    - I. 6000 Salaries
    - II. 6100 Salary Fringes
    - III. 6200 OPS (Other Personnel Services)
    - IV. 7000 Expense
    - V. 7415 OCO (Other Capital Outlay)
    - VI. 7419 Library Resources
    - VII. 7420 FCO (Fixed Capital Outlay - Only by Facilities)

### W02

2. Carry Forward Budget Transfers:
  - a. Only for the **six-digit indexes that begin "C"** within the 110001 fund which is **Fund Type 11** on the Fund Hierarchy Report
  - b. Increases and decreases must balance within the 110001 fund; however, they may be split by many indexes within that fund.
  - c. There must be available budget in the categories requesting the decreases. Check BUDG000008 (Budget Availability-Approver Report in Information Navigator).
  - d. One-sided entries are **not** allowed
  - e. Budget Categories Allowed:
    - I. 6000 Salaries
    - II. 6100 Salary Fringes
    - III. 6200 OPS (Other Personnel Services)
    - IV. 7000 Expense
    - V. 7415 OCO (Other Capital Outlay)
    - VI. 7419 Library Resources
    - VII. 7420 FCO (Fixed Capital Outlay - Only by Facilities)

### W03

#### 3. Student Activity Funds Budget Transfers:

- a. Only for the six-digit indexes with **Fund Type 12** on the Fund Hierarchy Report.
- b. There must be sufficient cash available or be expecting additional revenue to cover the increase in budget that you are requesting. Check the Information Navigator Reports – Unbudgeted Cash-Approver BUDG000009
  - I. If you are basing your budget request on additional revenue to be received, please indicate this with a comment(s) on the Document Text [FOATEXT] area on the BT so that the Budget Office will know what you are doing.
- c. There must be available budget in the categories requesting the decreases. Check BUDG000009 (Unbudgeted Cash –Approver Report in Information Navigator).
- d. One-sided entries **are** allowed
- e. Budget Categories Allowed:
  - I. 6000 Salaries
  - II. 6100 Salary Fringes
  - III. 6200 OPS (Other Personnel Services)
  - IV. 7000 Expense
  - V. 7415 OCO (Other Capital Outlay)
  - VI. 8500 Transfer-Out

### W04

#### 4. Athletics Budget Transfers:

- a. Only for the six-digit indexes with **Fund Type 15** on the Fund Hierarchy Report
- b. There must be sufficient cash available or be expecting additional revenue to cover the increase in budget that you are requesting. Check the Information Navigator Reports –Unbudgeted Cash-Approver (Athletics) BUDG000043
  - I. If you are basing your budget request on additional revenue to be received, please indicate this with a comment(s) on the Document Text (FOATEXT) area on the BT so that the Budget Office will know what you are doing.
- c. There must be available budget in the categories requesting the decreases. Check BUDG000043 (Unbudgeted Cash – Approver (Athletics) Report in Information Navigator).
- d. One-sided entries **are** allowed
- e. Budget Categories Allowed:
  - I. 6000 Salaries
  - II. 6100 Salary Fringes
  - III. 6200 OPS (Other Personnel Services)
  - IV. 7000 Expense
  - V. 7101 Travel (Individual)
  - VI. 71008 Group Travel
  - VII. 7415 OCO (Other Capital Outlay)
  - VIII. 7420 FCO (Fixed Capital Outlay - Only by Facilities)
  - IX. 8500 Transfer-Out
  - X. 85004 Scholarship Transfer-out

XI. 85005 Fee Waiver Transfer-out

**W05**

5. Contracts & Grants Budget Transfers:

- a. Only for the six-digit indexes with **Fund Type 21** on the Fund Hierarchy Report
- b. There must be sufficient cash available or be expecting additional revenue to cover the increase in budget that you are requesting. Check the Information Navigator Reports –Unbudgeted Cash-Approver BUDG00009
  - I. If you are basing your budget request on additional revenue to be received, please indicate this with a comment(s) on the Document Text (FOATEXT)] area on the BT so that the Budget Office will know what you are doing.
- c. There must be available budget in the categories requesting the decreases. Check BUDG000009 (Unbudgeted Cash – Approver Report in Information Navigator).
- d. One-sided entries **are** allowed
- e. Budget Categories Allowed:
  - I. 6000 Salaries
  - II. 6100 Salary Fringes
  - III. 6200 OPS (Other Personnel Services)
  - IV. 7000 Expense
  - V. 7415 OCO (Other Capital Outlay)
  - VI. 7420 FCO (Fixed Capital Outlay – Only by RAE & Facilities Staff)
  - VII. 8500 Transfer-Out

**W06**

6. Financial Aid Loan Budget Transfers:

- a. Only for the six-digit indexes with **Fund Type 41** on the Fund Hierarchy Report
- b. There must be sufficient cash available or be expecting additional revenue to cover the increase in budget that you are requesting. Check the Information Navigator Reports –Unbudgeted Cash-Approver BUDG000009
  - I. If you are basing your budget request on additional revenue to be received, please indicate this with a comment(s) on the Document Text (FOATEXT)] area on the BT so that the Budget Office will know what you are doing.
- c. There must be available budget in the categories requesting the decreases. Check BUDG000009 (Unbudgeted Cash – Approver Report in Information Navigator)
- d. One-sided entries **are** allowed
- e. Budget Categories Allowed:
  - I. 7000 Expense
  - II. 8500 Transfer-Out

## W07

### 7. Scholarship Budget Transfers:

- a. Only for the six-digit indexes with **Fund Type 14** on the Fund Hierarchy Report
- b. There must be sufficient cash available or be expecting additional revenue to cover the increase in budget that you are requesting. Check the Information Navigator Reports –Unbudgeted Cash-Approver BUDG000009
  - I. If you are basing your budget request on additional revenue to be received, please indicate this with a comment(s) on the Document Text (FOATEXT) area on the BT so that the Budget Office will know what you are doing.
- c. There must be available budget in the categories requesting the decreases. Check BUDG000009 (Unbudgeted Cash – Approver Report in Information Navigator).
- d. One-sided entries **are** allowed
- e. Budget Categories Allowed:
  - I. 7000 Expense
  - II. 8500 Transfer-Out

## W08

### 8. Auxiliary Funds Budget Transfers:

- a. Only for the six-digit indexes with **Fund Type 13** on Fund Hierarchy Report
- b. There must be sufficient cash available or be expecting additional revenue to cover the increase in budget that you are requesting. Check the Information Navigator Reports –Unbudgeted Cash-Approver BUDG000009
  - I. If you are basing your budget request on additional revenue to be received, please indicate this with a comment(s) on the Document Text (FOATEXT) area on the BT so that the Budget Office will know what you are doing.
- c. There must be available budget in the categories requesting the decreases. Check BUDG000009 (Unbudgeted Cash – Approver Report in Information Navigator).
- d. One-sided entries **are** allowed
- e. Budget Categories Allowed:
  - I. 6000 Salaries
  - II. 6100 Salary Fringes
  - III. 6200 OPS
  - IV. 7000 Expense (Other Personnel Services)
  - V. 7415 OCO (Other Capital Outlay)
  - VI. 7420 FCO (Fixed Capital Outlay – Facilities Only) restricted use
  - VII. 8500 Transfer-Out

## W11

### 9. Concession Fund Budget Transfers:

- a. Only for the six-digit indexes with **Fund Type 16** on the Fund Hierarchy Report
- b. There must be sufficient cash available or be expecting additional revenue to cover the increase in budget that you are requesting. Check the Information Navigator Reports –Unbudgeted Cash Approver BUDG000009
  - I. If you are basing your budget request on additional revenue to be received, please indicate this with a comment(s) on the Document Text (FOATEXT) area on the BT so that the Budget Office will know what you are doing.
- c. There must be available budget in the categories requesting the decreases. Check BUDG000009 (Unbudgeted Cash – Approver Report in Information Navigator).
- d. One-sided entries **are** allowed
- e. Budget Categories Allowed:
  - I. 6000 Salaries
  - II. 6100 Salary Fringes
  - III. 6200 OPS (Other Personnel Services)
  - IV. 7000 Operating Expenditures
  - V. 7415 OCO (Other Capital Outlay)
  - VI. 8500 Transfer-Out

## W12

### 10. Construction Fund Budget Transfers:

- a. Only for the six-digit indexes with **Fund Type 91** on the Fund Hierarchy Report
- b. Activity Codes are required on each line item.
- c. There must be available budget in the categories requesting the decreases. Check use BUDG000010 (Budget Availability by Activity Code Report in Information Navigator) to verify available balance by activity code. **Banner does not check the Activity Code level it only looks on FGIBAVL at the high-level category!**
- d. One-sided entries **are** allowed
- e. Budget Categories Allowed:
  - I. 7420 FCO (Fixed Capital Outlay)

## W13

### 11. Technology Fund Budget Transfers:

- a. Only for the six-digit indexes with **Fund Type 19** on the Fund Hierarchy Report
- b. There must be sufficient cash available or be expecting additional revenue to cover the increase in budget that you are requesting. Check the Information Navigator Reports –Unbudgeted Cash - Approver BUDG000009
  - I. If you are basing your budget request on additional revenue to be received, please indicate this with a comment(s) on the Document Text (FOATEXT) area on the BT so that the Budget Office will know what you are doing.
- c. There must be available budget in the categories requesting the decreases. Check BUDG000009 (Unbudgeted Cash – Approver Report in Information Navigator).
- d. One-sided entries **are** allowed
- e. Available Budget must equal Cash, except for index 190000 (Clearing acct)
- f. Budget Categories Allowed:
  - I. 6000 Salaries
  - II. 6100 Salary Fringes
  - III. 6200 OPS (Other Personnel Services)
  - IV. 7000 Operating Expenditures
  - V. 7415 OCO (Other Capital Outlay)
  - VI. 7420 FCO (Fixed Capital Outlay – Facilities Only) restricted
  - VII. 8500 Transfer-Out

## W19

### 12. Board Approved Fees Budget Transfers):

- a. Only for the six-digit indexes with **Fund Type 31** on the Fund Hierarchy Report
- b. There must be sufficient cash available or be expecting additional revenue to cover the increase in budget that you are requesting. Check the Information Navigator Reports –Unbudgeted Cash - Approver BUDG000009
  - i. If you are basing your budget request on additional revenue to be received, please indicate this with a comment(s) on the Document Text (FOATEXT) area on the BT so that the Budget Office will know what you are doing.
- c. There must be available budget in the categories requesting the decreases. Check BUDG000009 (Unbudgeted Cash – Approver Report in Information Navigator).
- d. One-sided entries **are** allowed
- e. Budget Categories Allowed:
  - I. 6000 Salaries
  - II. 6100 Salary Fringes
  - III. 6200 OPS (Other Personnel Services)
  - IV. 7000 Expense
  - V. 7415 OCO (Other Capital Outlay)
  - VI. 7420 FCO (Fixed Capital Outlay – Facilities Only) restricted
  - VII. 8500 Transfer-Out



## Sponsored Research Journal Types (Rule Codes) Information

### BD02

1. Sponsored Research Seed/Admin Funds
  - a. Can only be used for Fund **Type 17** “16xxxx” and **Fund Type 18** “18xxxx” funds
  - b. You are moving budget within the same index
  - c. There must be available budget in the categories requesting the decreases. Check FGIBAVL (Budget Availability Status), FGIBDST (Organization Budget Status), or Information Navigator-Budget Availability-Approver for budget.
  - d. One-sided entries are **not** allowed
  - e. Budget Categories Allowed:
    - I. 6000 Salaries
    - II. 6100 Salary Fringes
    - III. 6200 OPS (Other Personnel Services)
    - IV. 7000 Operating Expenditures
    - V. 7415 OCO (Other Capital Outlay)

### BR24

2. Sponsored Research Grant funds (Must have PI's written approval prior to initiating the budget transfer)
  - a. Can only be used with **Fund Type 22** which are grant funds (21xxxx – 229999)
  - b. Increases and Decreases must balance within the grant fund
  - c. There must be available budget in the categories requesting the decreases. You will need to use the Information Navigator Report – Research Administration and Engagement report “RSP000008: Grant Inception-to-Date by Grant w/FUND” to determine your budget availability. (Note-this data is only as current as last night)
  - d. One-sided entries are not allowed
  - e. Budgeted **categories** should remain as originally budgeted by the Agency

### GRTS

3. Sponsored Research Seed/Admin Funds (w/cash)
  - a. Can only be used for **Fund Type 17** “16xxxx” and **Fund Type 18** “18xxxx”
  - b. You are moving budget and cash between 2 or more indexes.
  - c. Moves budget in 7000-Operating Expenditures and 10099-Cash Interfund in one journal entry-No need to indicate cash move other than in description.
  - d. Can only be used for “16xxxx” and “18xxxx” funds
  - f. There must be sufficient budget available to request a transfer from one index to another. It is assumed that if you have budget, then you have cash, unless there has been an error in posting, in which case the RAE office will get it corrected. Check FGIBAVL (Budget Availability Status), FGIBDST (Organization Budget Status), or Information Navigator-Budget Availability-Approver for budget.
  - e. One-sided entries are not allowed
  - f. Can only use transfer account codes:
    - I. 80002 Transfer In
    - II. 85001 Transfer Out

# Instructions and Screen Shots

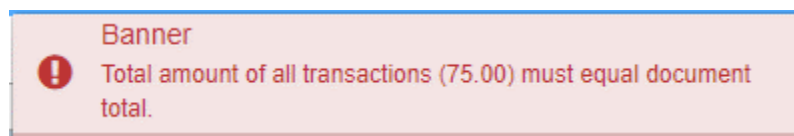
## On-Line Budget Transfer

### Before you start you must do the following:

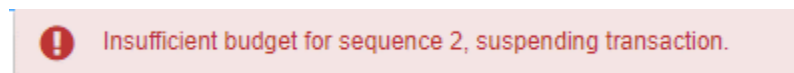
- ✚ Determine which journal type (rule code) is appropriate for this BT request
- ✚ Determine what the rules are for this journal type
- ✚ Verify that you have sufficient budget and/or cash available for your requested transactions.

### Important:

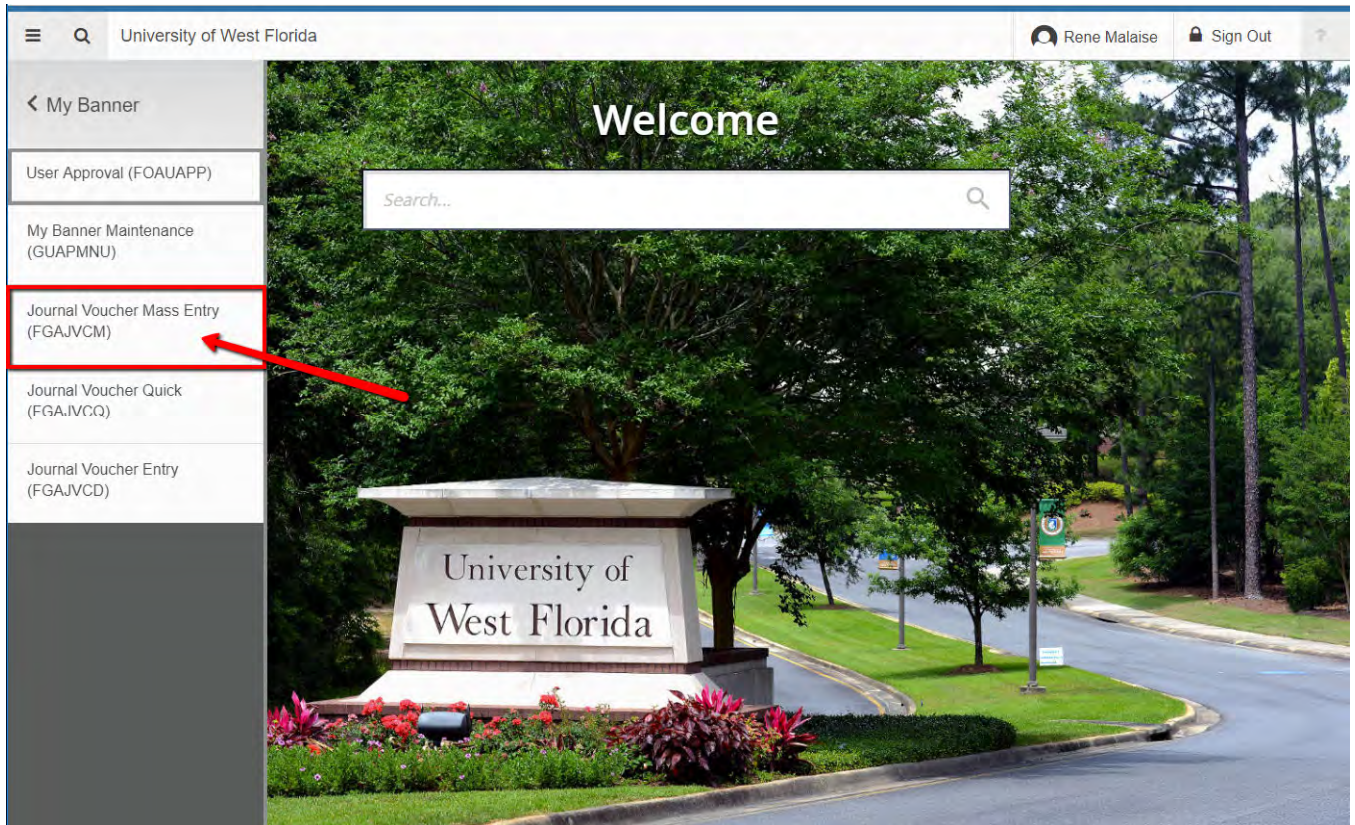
- ✚ For Rule Code BR24 Grants you must use the report Grant Inception to Date by Grant w/Fund and remember that this report is based on last night's data.
- ✚ When moving grant budget (funds 210000– 229999) the departments **must** keep the principle investigator's **prior written approval** with the budget documentation.
- ✚ BT's must be approved by the budget office or RAE in the same month that it was initiated. Therefore, be mindful of this for BT's requested near the end of the month. If the budget office or RAE does not have it approved then it must be returned to the initiator for a date change.
- ✚ Pay attention to your pop-up messages in the top right corner, as this is where Banner displays any messages that pertain to your transaction. Messages such as:
  - Debits do not equal credits
  - Totals do not match
  - Category has insufficient budget
  - Transaction has been suspended
  - Invalid index, fund, or account code
  - Do you want to save the changes you have made?
- Examples include:



and

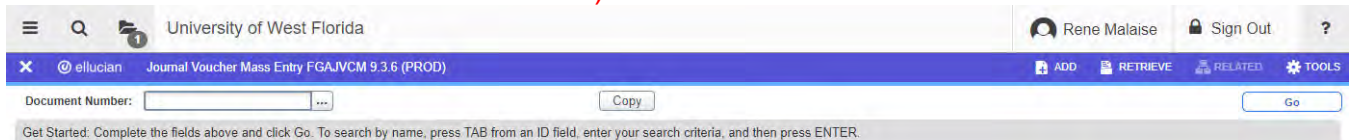


## 1. Banner's Welcome Screen



Although there are 3 screens that can be used for BT entry (FGAJVCQ, FGAJVCD, and FGAJVCM) we will concentrate on FGAJVCM and FGAJVCQ. FGAJVCQ is for “quick” entry, FGAJVCM is for “mass entry”, and FGAJVCD is a longer version of FGAJVCQ.

2. Enter FGAJVCM in the “Go To” field or access it in your “My Banner” menu and press enter / double click the form name -This will open the FGAJVCM form. **(NOTE: This screen will be the same for FGAJVCQ)**

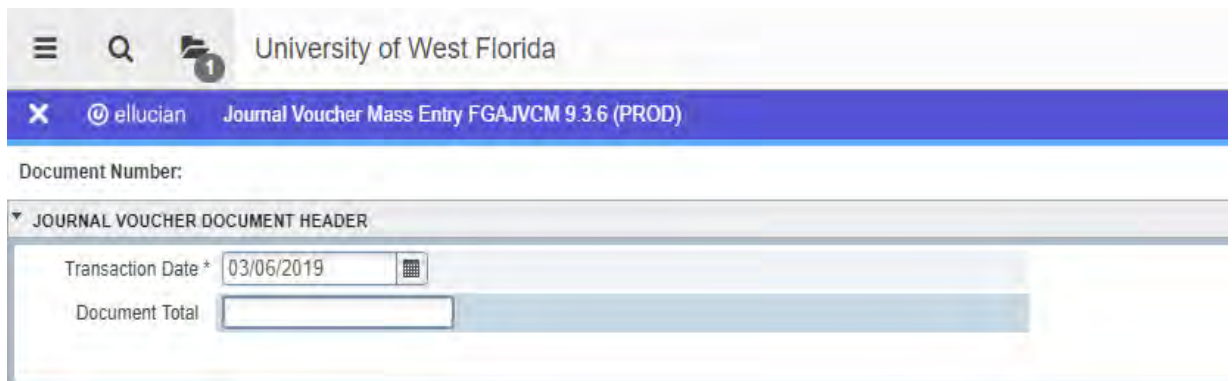


3. Make sure that the Document Number field is blank when you are beginning to enter a new BT. If it is not blank hit your Delete key to clear the number displayed. **Never key anything into the Document Number field. Always start with an empty (blank) document number.**

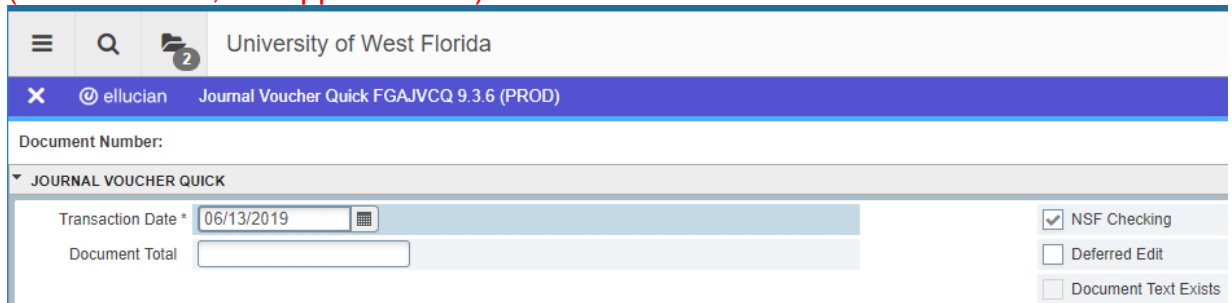
- Click “Go” on this screen.



- Enter the Journal voucher document header information (NOTE: Screen will read “Journal Voucher Quick” under FGAJVCQ)
  - The “Transaction Date” will default to the **current date**. (Note: BTs **must** be completed and approved in the same month initiated. Therefore, be aware when processing a BT at the end of the month that, if it is not approved by the last working day, it will be returned for a date change.)
- Tab to the “Document Total” field and enter the grand total sum of all line item dollar amounts that will be recorded for BT, without regard to the “+” / “-“sign. For example, a journal entry which has an amount of +100 on line 1 and -100 on line 2 will have a Document Total of 200.



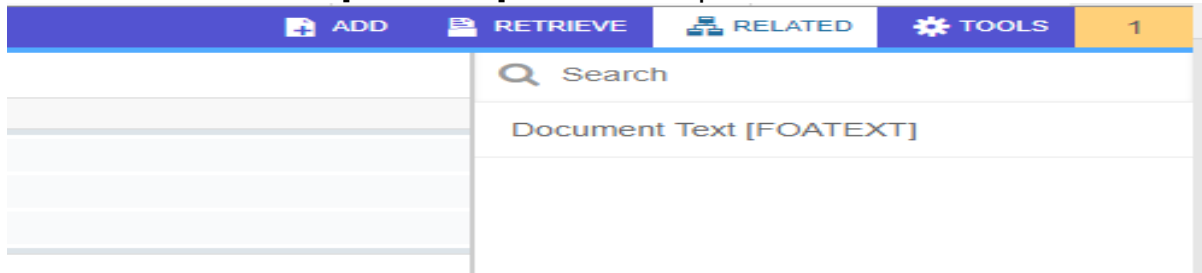
(as FGAJVCQ, will appear below)



- Select “Related” from the tool bar (same for both reports).

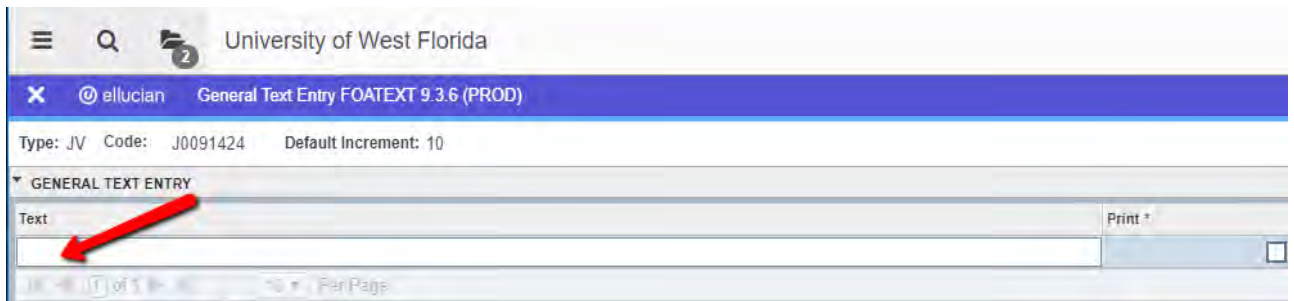


8. Select “Document Text [FOATEXT]” from the drop-down menu.



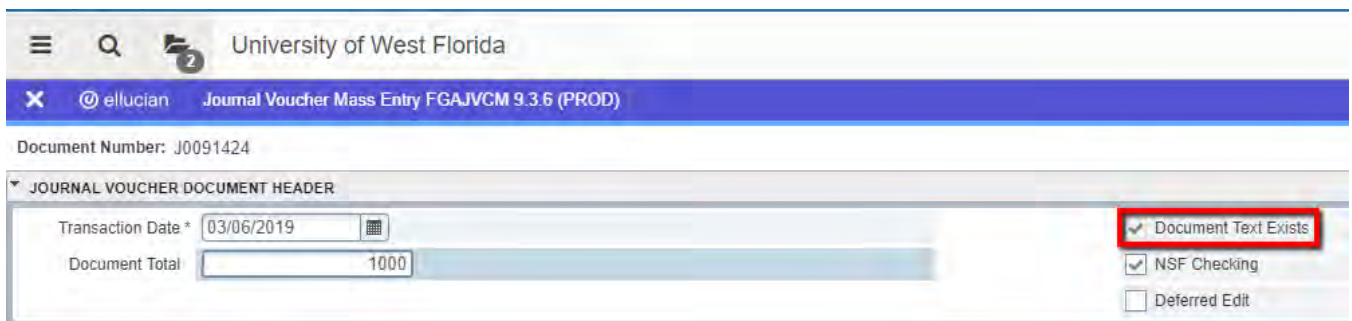
The screenshot shows a software interface with a top navigation bar containing buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS', along with a page indicator '1'. Below the navigation bar is a search area with a magnifying glass icon and the text 'Search'. A dropdown menu is open, showing 'Document Text [FOATEXT]' as the selected option.

9. Enter Text, which is referred to as the “Long Text” for the document to describe in detail the purpose of this BT.



The screenshot shows the 'General Text Entry' form in the University of West Florida system. The form includes a search bar, a navigation bar with 'ellucian' and 'General Text Entry FOATEXT 9.3.6 (PROD)', and a header section with 'Type: JV Code: J0091424 Default Increment: 10'. The main section is titled 'GENERAL TEXT ENTRY' and contains a 'Text' field with a red arrow pointing to it, and a 'Print \*' button.

10. Enter your text starting on the first line. (Note: each line is limited to 50 characters.)  
11. Leave Print blank  
12. Leave Line blank-it will automatically populate  
13. Select down arrow  
14. Repeat this process until you have written enough text that your approver, the budget office, auditors, and other viewers of the document will understand the reason for the transfer request. Refrain from using abbreviations in the long text.  
15. Save-Look at the hint line this will show if the lines have been saved.  
16. Select the **X** button from the icon bar to close. This will take you back to the Journal Voucher Document Header section (“Journal Voucher Quick” for FGAJVCQ). Notice that the Document Text Exists block now has a Y in the box. (If you did not save in the previous step, you will get a pop-up asking if you want to save. Click “Yes”).



The screenshot shows the 'Journal Voucher Mass Entry' form in the University of West Florida system. The form includes a search bar, a navigation bar with 'ellucian' and 'Journal Voucher Mass Entry FGAJVCM 9.3.6 (PROD)', and a header section with 'Document Number: J0091424'. The main section is titled 'JOURNAL VOUCHER DOCUMENT HEADER' and contains fields for 'Transaction Date \*' (03/06/2019) and 'Document Total' (1000). A red box highlights the 'Document Text Exists' checkbox, which is checked.

17. (For FGAJVCM below) Tab to middle section and enter values in fields which you want to default (auto-populate) in the “Journal Voucher Detail” section for each line item.

Typically, you will enter values just in the “Type”, “Budget Period”, and “Description” fields.

Journal Voucher Mass Entry FGA/JVCM 9.3.6 (PROD)

Document Number: J0091424

JOURNAL VOUCHER DOCUMENT HEADER

Transaction Date \* 03/06/2019

Document Total 1,000.00

Document Text Exists

NSF Checking

Deferred Edit

DEFAULT VALUES

Type

Bank

Budget Period

Description

Deposit

Currency

JOURNAL VOUCHER DETAIL

Seq *	Type *	Status	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	F
				7								

COMPLETION

Complete In Process

18. Select Next block

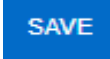


19. You may want to write the document number down now. You are **required** to keep documentation of the BT within your office for audit purposes, but it will be up to each office to determine their office procedure.
- Beside audit reasons, it is very important that you have this document number because many users process journal entries and without this number it would be more difficult to assist you if there are any problems.

(For FGAJVCQ -see screenshot above) Enter the Journal voucher line information:


20. Tab through sequence-the system will automatically generate this number.
21. Enter journal Type as selected above. W01, W02, W03, etc. Only one rule code per document is allowed. So, if you need W01 and W02, you will need to create 2 different documents.
22. Chart should be 7
23. Tab to Index field and enter the **INDEX**
24. Tab through Fund - do not enter anything as it will default dependent on the index you entered
25. Tab through Organization- do not enter anything as it will default dependent on the index you entered
26. Tab to the Account field and enter Account Category from account list for your journal type.
27. Tab through Program- do not enter anything as it will default dependent on the index you entered
28. Tab to the Activity field and enter the Activity Code if needed, else leave blank
29. Location-leave blank
30. Project-leave blank
31. Percent-leave blank
32. Tab to the Amount field and enter the amount for that line(sequence)
33. Tab to the D/C field and enter + for an increase in budget or – for a decrease in budget
34. NSF leave blank



- 35.** Tab to the Description field and enter the short text specific reason for transfer-this field is limited to approx 30-35 characters and is the field that is displayed on reports. **Here it is important to state why you are making the transfer. Do not state the obvious. Type the reason so that if the deans, vice presidents, and/or president view a report they would know exactly why you are making the transfer. It should summarize your long text. Example: Purchase Laptop for dept use. Do not type Move from Exp to OCO.**
- 36.** Tab through Bank –this is a default setting
- 37.** Tab to the Budget Period field and enter the current budget period using 2 digits:
- a. 01=July
  - b. 02=August
  - c. 03=September
  - d. 04=October
  - e. 05=November
  - f. 06=December
  - g. 07=January
  - h. 08=February
  - i. 09=March
  - j. 10=April
  - k. 11=May
  - l. 12=June
- 38.** Gift Date is left blank
- 39.** Number of units is left blank
- 40.** This ends the information needed for line 1 (sequence 1). If there are no more lines (sequences) to enter skip to step 44, else select **down arrow** on your keyboard for the next line.
- 41.** Repeat the process (steps 20-40) until you have entered all lines (sequences). (You can also use the duplicate record option, below to create your next line. However, be very careful if you chose this option as if you do not change the pertinent data for the second record you can cause your BT to be returned to you or to be approved incorrectly).
- a. **Duplicate record option:**
    - ◆ Select F4 key – this is the short cut for duplicate record or
      1. Select Record from the tool bar
      2. Select Duplicate from the drop-down menu
    - ◆ Tab through the sequence field
    - ◆ Tab to and change if applicable the following fields (Note the journal type must stay the same for all lines on the BT):
      1. Index
      2. Account
      3. Activity Code
      4. Amount
      5. D/C sign
    - ◆ Repeat this process until all lines have been entered.
- 42.** Save (select  from the icon bar).
- 43.** Once you save or down arrow the status will have one of the following indicators:
- a. P = Postable
  - b. N= NSF-the category does not have enough available budget

- c. E=Error-an index, fund, acct code, etc. is invalid

**All E's and N's must be corrected before you can forward the BT for approval. The system will not allow further forwarding with an "E". If you accidentally send it with "N" the BT will be returned to you disapproved.**

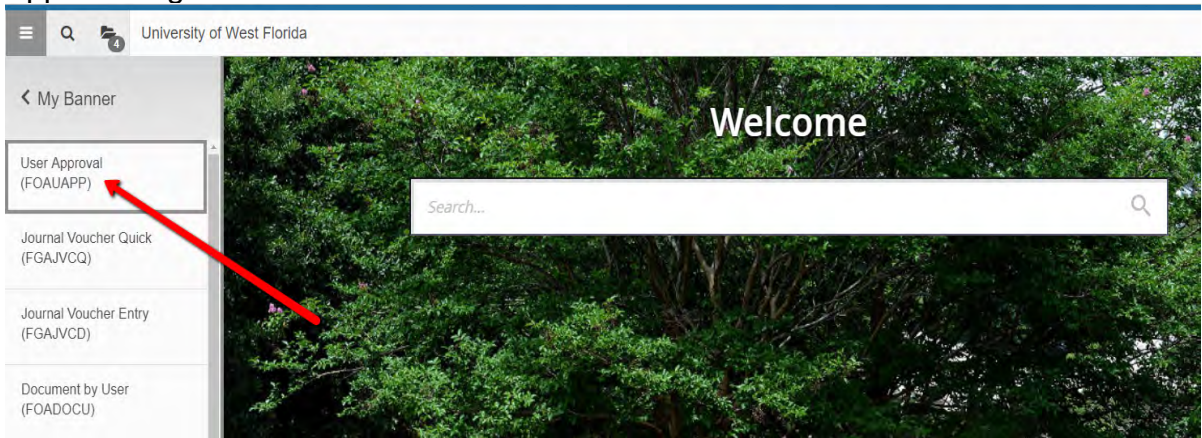
- 44. Select Related from the Tool bar
- 45. Select Access Transaction Summary Info (FGIJSUM) from the drop-down menu.
- 46. Verify all information is as you expected:
  - a. Status is "P" per line
  - b. Type is the correct Journal type for your request and all lines have the same type
  - c. Index is correct per line
  - d. Acct code is correct per line
  - e. Activity Code if any is correct per line
  - f. Amount is correct per line
  - g. +/- Indicator is correct per line
  - h. Document Total at top is equal to Total on bottom
  - i. If all is ok, you may want to **print** this screen for your records. **Skip to step 50.**  
**If you complete the budget transfer without printing and later decide you would like a print out you can go to Information Navigator and select the Document Detail by Status report enter your document number and you will get a summary with text.**
- 47. If corrections are needed, **go to step 20.**
- 48. Close this form by selecting the **X** from the icon bar.
- 49. Make **ALL** necessary corrections to the header and/or line (sequence) sections. (Use Next Block and Previous Block to go between sections. Use tab and Up or Down arrows to move within the section)
- 50. Repeat **steps 43 through 46 until all is correct.**
- 51. Close this form by selecting the **X** from the icon bar.
- 52. Select Next Block  to go to the Complete or In Process section of the BT.
- 53. Select either Complete or In Process
  - a. If you are done select **Complete** and your document will be sent to the next approver. System will display a message in the lower left corner (referred to as the hint line) saying the document number has been completed and forwarded to the approval process. For Sponsored Research BT's the Primary Investigators (PI) will be notified by e-mail of this action and **will only need to reply if there is a problem.**
  - b. If you need to leave prior to completion select **In Process.**
  - c. **Pay attention to your pop-up messages in the top right!**
  - d. **NEVER DELETE a BT- Contact the budget office if you have started a BT and decided it is not needed.**
- 54. You will be taken back to the Document number field in order to begin another BT if needed, else select the **X** from the icon bar to go back to the Welcome Screen.
- 55. **If you selected complete in error and want to get the document back you will use FOADOCU screen and deny the document. This will bring the document back to you. It can be retrieved at any point until the RAE or the budget office approves it. (See pg. 38 for instructions.)**

# Approver

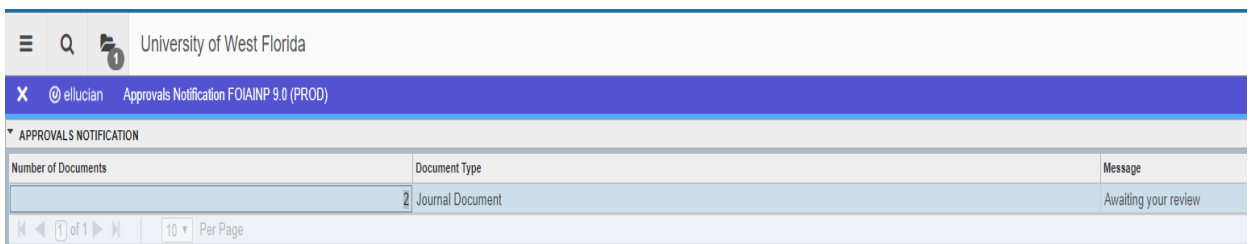
## See Appendix E for Quick Reference Guide for Approvals

The goal is to have all budget transfers posted on the same date it was initiated. In order for this to happen, approvers will need to check periodically throughout the day to see if there are any BTs awaiting their approval. Approvers Document Detail report located in the Information Navigator Reports was designed so that you can check from Argus rather than having to go into Banner. There is also another report that you may find useful named Document Detail by Status. This report shows all documents that are either incomplete or complete. These are documents that have not posted. So, if someone notifies you that you have a document they want you to approve and it does not show up on your FOAUAPP screen you can check this report to see if it is actually still in the incomplete status, which means the initiator must complete it first. Instructions for these reports are found later in this text. Below are the instructions for checking through Banner.

1. Approver signs on to Banner.



2. You will be emailed each morning a list of BTs' awaiting your approval. You may check more often in Banner (FOAUAPP) or The Information Navigator Reports (Approvers Document Detail – BUDG000003).
3. Click on Check Banner Messages to see what is waiting and the form Approval Notification FOIAINP will pop up. This will display the number and type of items that are awaiting approval.



4. Select the **X** button from the icon bar to close. This will take you to the User Approval FOAUAPP form

University of West Florida

ellucian User Approval FOAUAPP 9.3.7 (PROD)

User ID: JOCHOA Ochoa Jeremy A Document:

Next Approver:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

5. Select Go block to get a complete list of documents awaiting approval.

ellucian User Approval FOAUAPP 9.3.7 (PROD)

User ID: JOCHOA Ochoa Jeremy A Document:  Next Approver:

USER APPROVAL

Approve Disapprove Detail Queues

NSF	Document Type	Document Number	Originating User	Document Amount
	JV	J0091176	ASCHILLER	11,204.00
	JV	J0091189	DBURKHAMER	4,990.00

1 of 2 Per Page

6. Highlight the document you wish to review by using your up or down arrow keys on your keyboard.

7. Select Detail for the item you need to review. This will take you to the Journal Voucher Approval FOQJVCD form which displays the details of that document.

ellucian Journal Voucher Approval FOQJVCD 9.0 (PROD)

JOURNAL VOUCHER APPROVAL

Document: J0091176 Transaction Date: 02/20/2019

Submission Number: 0 Document Total: 11,204.00

ACCOUNTING INFORMATION

Sequence Number	1	Locn	
Journal Type	W02	Project	
Budget Period	08	Amount	5,602.00
Accrual		Debit/Credit	-
Bank	AP	Description	Travel - Housing Staff
COA	7	Document Reference	
Index	CF4300	Deposit Number	
Fund	110001	Encumbrance	
Orgn	4300	Number	
Acct	7000	Encumbrance	
Prog	51	Sequence	
Actv		Encumbrance Action	
		NSF	P
		<input type="checkbox"/> NSF Override	

1 of 2 Per Page

8. Pay attention to the Transaction Date. BTs **must be completed** and approved in the same month initiated. Therefore, be aware when processing BT's at the end of the month if it is not approved by the last working day by the Budget Office or RAE, it will be returned for date change.

9. Select Related from the tool bar

10. Select Text Information [FOATEXT] from the drop-down menu to review any text the initiator may have included. **Note: If the initiator did not provide enough information here for you and/or RAE or the budget office to determine why the request is being made you will need to deny the document.**
11. Close this form by selecting the **X** from the icon bar. This will take you back to Journal voucher approval FOQJVCD
12. If you want to see the approval history for this document select close **X**-this will take you back to the FOAUAPP screen.
13. Highlight the document for which you would like to see the approval history.
14. Select Options from the tool bar.
15. Select Approval History (FOIAPPH) – this will display all the approvals/denials thus far.

**Document Approval History FOIAPPH 9.3.9 (PROD)**

DOCUMENT APPROVAL HISTORY

Document Code	Type
J0091176	JV

1 of 1 | 10 Per Page

DETAILS

Queue ID	Level	Approver's Name
BAVP	10	Schiller Angela
BSAO	10	Schiller Angela
BDES	10	Cadem Pam

1 of 1 | 10 Per Page

USER INFORMATION

Originating User	ASCHILLER
------------------	-----------

Submission Number	
0	
Record 1 of 1	
Insert               Delete               Copy               Filter	
	Approved Date
	02/20/2019
	02/20/2019
	02/21/2019
Record 1 of 3	
Insert               Delete               Copy               Filter	

16. Select the button from the icon bar to close. This will take you back to FOAUAPP.

17. If you want to find out everyone listed on the current level approval queue for this transaction select located just below the Originating User field for that document.

QUEUE AND LEVEL LIST		
Queue ID	Queue Description	
BUDG	BUDGET OFFICE BT APPROVAL	
of  Per Page:		
+ Indicates what will be approved		
APPROVER LIST		
Queue	Level	User
BUDG		10 Djerlek Jeffrey
BUDG		10 Ochoa Jeremy A
BUDG		10 Warren Josie
BUDG		10 Malaise E. René
of  Per Page:		
In suspense <input type="text"/>		
<input type="button" value="Detail"/>		

18. Select Next Block . This will display all users on the queue for this approval level.



19. Close this form by selecting the **X** from the icon bar. This will take you back FOAUAPP
20. Close this form by selecting **X** from the icon bar this will take you back to the Welcome Screen.
21. Review each line item to verify there is sufficient budget.
  - a. If there was not sufficient budget at the time the BT was initiated the NSF box will display an “N”. . **Note: Even if the line items show Postable it is possible that there is not enough budget, therefore it is very important that you check:**
    - Budget Availability-Approver BUDG000008
    - Budget Availability by Activity Code BUDG000010
    - Unbudgeted Cash-Approver BUDG000009

**NOTE: You must not assume if budget was available when initiated, that there is currently budget available.**
22. Determine if you will approve or disapprove. **Please disapprove if the you determine there is insufficient budget/cash, unless it is explained thoroughly in FOATEXT why the additional budget without Unbudgeted Cash is needed. If you accidentally approve one, you can call it back using FOADOCU or the BT will be disapproved by the budget office or RAE.**
23. Close the screen or report used to determine budget/cash availability.
24. Go to the Banner Welcome Screen
25. Enter FOAUAPP in the “Go To” field or double click on the form name if you have it stored in you’re my Banner Folder. This will take you to the User Approval FOAUAPP form

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User
	JV	J0091176			0 ASCHILLER
	JV	J0091189			0 DBURKHAMER
	JV	J0091226			0 ASCHILLER
	JV	J0091228			0 DGARDNER1

26. Approve or Disapprove:
  - a. Use the Up or Down arrow on your keyboard to highlight the document you wish to approve/disapprove.
  - b. **If you Approve-** Select the Approve check box and you will get the following pop-up



**Document Approval FOAUAPP 9.3.7 (PROD)**

Type	JV
Number	J0091207
Submission	0
Change Sequence	

DOCUMENT IS APPROVED

OK

Cancel

➤ Select OK and you will get the following pop-up.

✔ Document has your approval.

✔ Saved successfully (1 rows saved)

c. **If you Disapprove-** Select the Disapprove check box and you will get the following pop-up

**Document Disapproval Text Entry FOAUAPP 9.3.7 (PROD)**

Type	JV
Number	J0091207
Submission	0
Change Sequence	

DOCUMENT IS DISAPPROVED

OK

Cancel

You have the option to provide an explanation to the purpose of disapproving a BT document. This explanation will be available for viewing while BT is in BUDG20.

Select OK- This will set the document to incomplete status and send a message to the initiator.

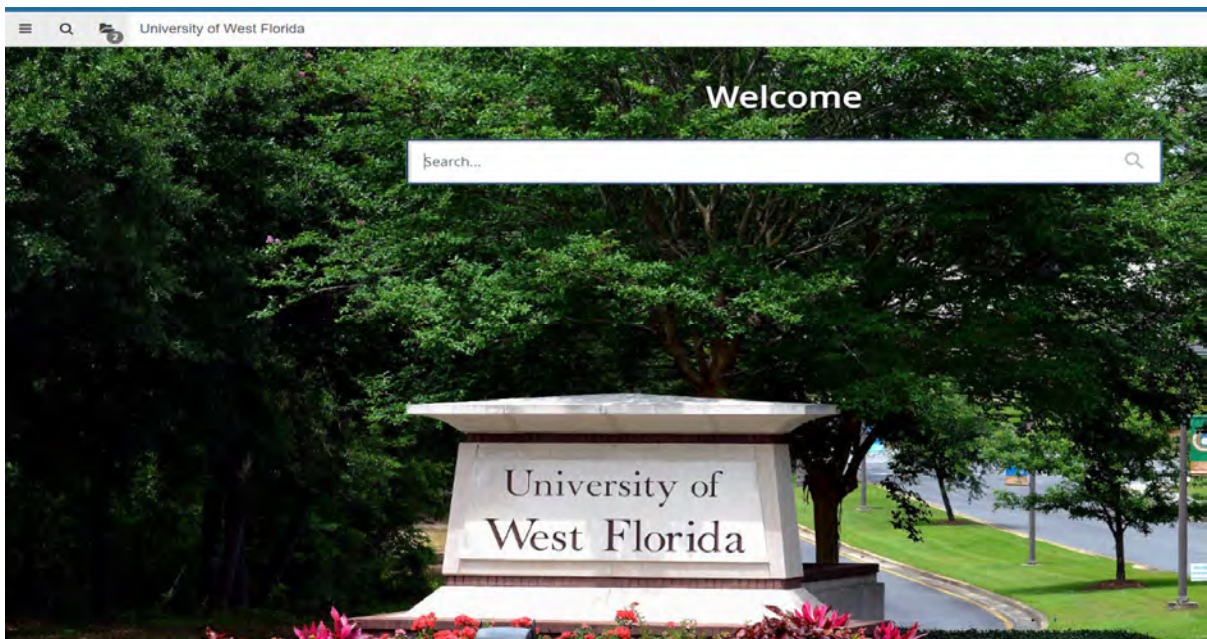
## Initiator's Incomplete BTs

See Appendix E for Quick Reference Guide on Incomplete BT's.

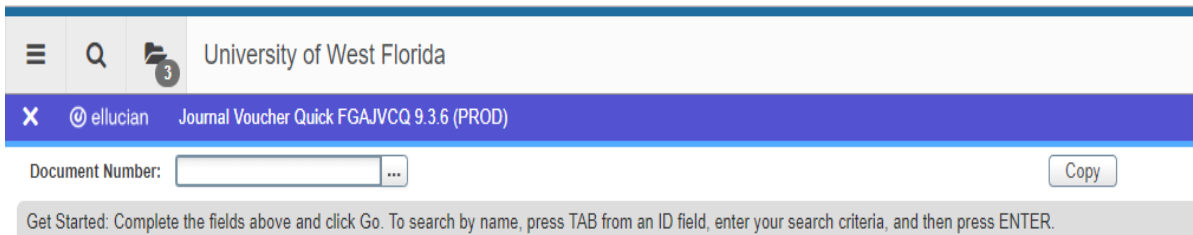
There will be times with an initiator will have to return to an incomplete document.


### Incomplete documents include the following:


- ✚ Documents you began but did not finish –did not select Complete
- ✚ Documents you selected Complete-however there was an error message on the hint line. **If you did not notice the error message you will think you completed the document but it was not forwarded for approval. You can use Information Navigator report Document Detail by Status to verify which status your document has.**
- ✚ Documents you called back to yourself using FOADOCU-Deny Document
- ✚ Documents disapproved by one of the approvers




1. From the welcome screen, enter FGAJVCQ in the “Go To” field and press enter or double click on the FGAJVCQ folder if you have added it to your “My Banner” folder. This will open the FGAJVCQ form.



2. Make sure that the Document Number field is blank. **Do not type in your document number!** Never key anything into the Document Number field. Always start with an empty (blank) document number. If there is a number there and it happens to be the one you need then skip to step 13, otherwise hit your delete key to clear the field.
3. Select the  icon to the right of the Document Number field. This will open the List of Suspended Journal Vouchers (FGIJVCD) screen, which will display a list of all suspended BT's.

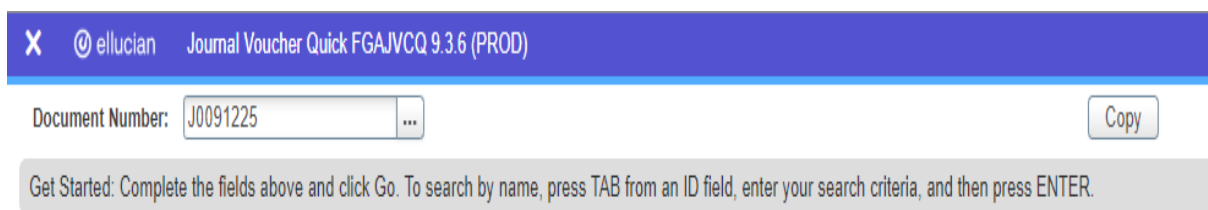



Document	Submission	Description	Amount	Transaction Date	Status
J0091076		0 Res 42564 - BEI Board Fall 2018		1,298.00 02/13/2019	I
J0091146		0 CEPS summer net margin to reserves		308,774.00 02/19/2019	C
J0091154		0 crl expected const: '18-'19 exp.		45,470.00 02/19/2019	C
J0091205		0 Approved per Dr. Brown		888.72 02/21/2019	I
J0091207		0 Transfer for new EC Progs Adv		30,000.00 02/21/2019	C
J0091218		0 Recoup Balance into OPS		2,300.02 02/21/2019	C
J0091220		0 per Agmt with CEPS Dean		11,829.00 02/21/2019	C
J0091223		0 CF to SW per agmt w/CEPS Dean		11,829.00 02/21/2019	C
J0091224		0 move funds to cover 5 months of exp		16,895.74 02/21/2019	C
J0091225		0		0.00 02/21/2019	I
J0091231		0		7,885.00 02/22/2019	I

4. Find your document number using 1 of the methods listed below:
  1. Use the up/down arrows to find the document
  2. Use the Scroll bar to find the document
  3. Filter for the document by clicking the  option, type in the document number and click Go.

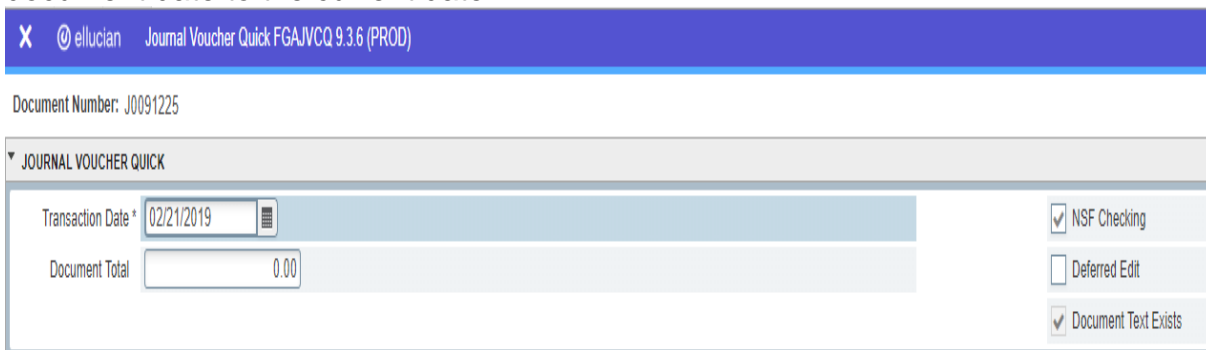


5. Place your cursor in the document number field for your document
6. Double click on that document number to open it. This will take you back to FG AJVCQ. **Note: if you go straight to FGIJVC D from the welcome screen you will not be able to double click on the document to open it.**



7. Select Go block  - this will take you to the Header area.

- Make the necessary changes to the Journal Voucher Document Header. Remember it is strongly recommended that each time you touch a document that you change the document date to the current date.



Document Number: J0091225

**JOURNAL VOUCHER QUICK**

Transaction Date \* 02/21/2019


Document Total 0.00

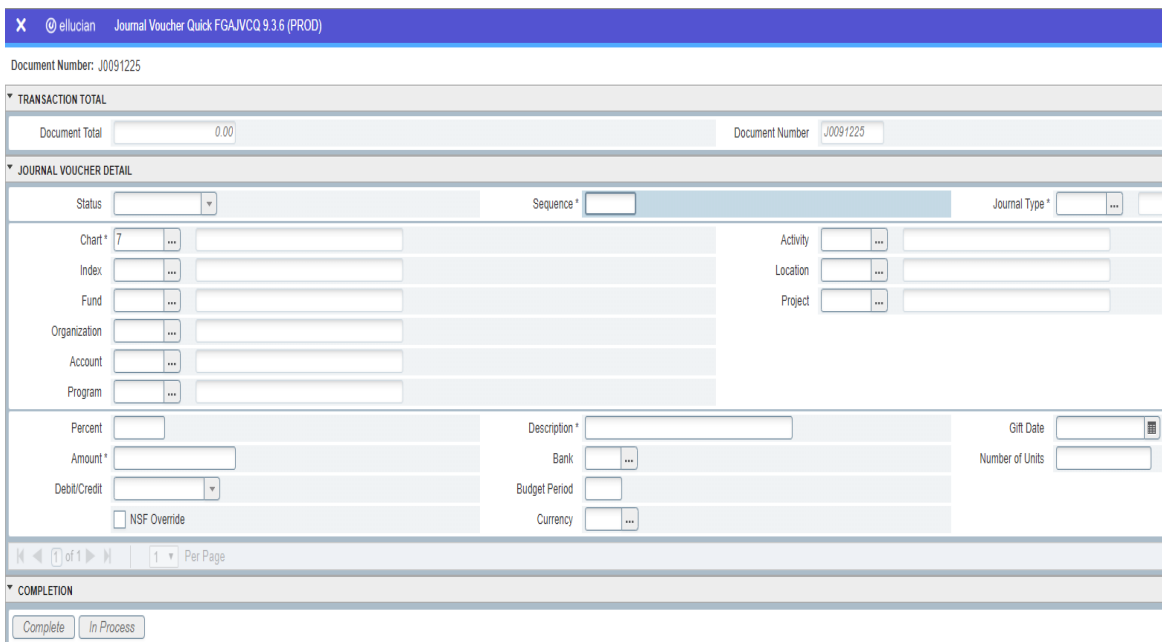
NSF Checking

Deferred Edit

Document Text Exists

- If no other changes are needed in the header section and the date can't be changed because the document date is already set to the current date, then re-enter the dollar amount. This will let the system know to re-process it through the approval queues and check budget availability.

- Select Next block  -this will take you to the line items.



Document Number: J0091225

**TRANSACTION TOTAL**

Document Total 0.00 Document Number J0091225

**JOURNAL VOUCHER DETAIL**

Status Sequence \* Journal Type \*

Chart \* 7 Activity

Index Location

Fund Project

Organization

Account

Program

Percent Description \* Gift Date


Amount \* Bank

Debit/Credit Budget Period Number of Units

NSF Override Currency


Complete In Process

- Make any necessary changes to the line item (sequence) section as appropriate.

- Select the Save .

- Select Options from the tool bar

- Select Access Transaction Summary Info [FGIJSUM] from the drop-down menu.

15. Verify all information is as you expected:
  - a. Status is "P" per line
  - b. Type is the correct Journal type for your request and all lines have the same type
  - c. Index is correct per line
  - d. Acct code is correct per line
  - e. Activity Code if any is correct per line
  - f. Amount is correct per line
  - g. +/- Indicator is correct per line
  - h. Document Total at top is equal to Total on bottom
  
16. If all is ok, you may want to **print** this screen for your records. **Skip to step 22. If you complete the budget transfer without printing and later decide you would like a print out you can go to Information Navigator and select the Document Detail by Status report enter your document number and you will get a summary.**
17. If corrections are needed, **go to step 11.**
18. Close this form by selecting the **X** from the tool bar.
19. Make **ALL** necessary corrections to the header and/or line item sections.
20. Repeat **steps 12 through 16 until all is correct.**
21. Close this form by selecting the **X** from the icon bar.
22. Select Next Block  to go to Complete or In Process section of the BT.

X @ellucian Journal Voucher Quick FGAJVCQ 9.3.6 (PROD)

Document Number: J0091225

TRANSACTION TOTAL

Document Total 0.00 Document Number J0091225

JOURNAL VOUCHER DETAIL

Status [ ] Sequence \* [ ] Journal Type \* [ ]

Chart \* 7 [ ] Activity [ ]

Index [ ] Location [ ]

Fund [ ] Project [ ]

Organization [ ]

Account [ ]

Program [ ]

Percent [ ] Description \* [ ] Gift Date [ ]

Amount \* [ ] Bank [ ] Number of Units [ ]

Debit/Credit [ ] Budget Period [ ]

NSF Override Currency [ ]

1 of 1 Per Page

COMPLETION

Complete In Process

**23. Select either Complete or In Process:**

1. If you are done select **Complete** and your document will be sent to the next approver. System will display a message in the lower left corner (referred to as the hint line) saying the document number has been completed and forwarded to the approval process. For Sponsored Research BT's the Primary Investigators (PI) will be notified by e-mail of this action and **will only need to reply if there is a problem.**
2. If you need to leave prior to completion select **In Process.**
3. **Pay attention to your hint line messages!**
4. **NEVER DELETE a BT- Contact the budget office if you have started a BT and decided it is not needed.**

**24. Close this form by selecting the X from the icon bar. This will take you to the Welcome Screen.**



## Trouble Shooting

### NSF Override

**What if I don't have available "Unbudgeted Cash" but am expecting additional revenues in the near future?**

When you need to get a BT approved when there is not enough cash you can document your reason on FOATEXT. Based on the information you provide the budget office may or may not override the NSF so make sure you provide enough information on this screen for a determination to be made.

1. While you are in the Journal Voucher Document Header area of the FGAJVCQ screen

X @ellucian Journal Voucher Quick FGAJVCQ 9.3.6 (PROD)

Document Number: J0091225

▼ JOURNAL VOUCHER QUICK

Transaction Date *	02/21/2019	<input checked="" type="checkbox"/> NSF Checking
Document Total	0.00	<input type="checkbox"/> Deferred Edit
		<input checked="" type="checkbox"/> Document Text Exists

2. Click Related and select Document Text [FOATEXT] from the drop-down menu

ADD RETRIEVE RELATED TOOLS 1

Search

Document Text [FOATEXT]



X @ellucian General Text Entry FOATEXT 9.3.6 (PROD)

Type: JV Code: J0091225 Default Increment: 10

GENERAL TEXT ENTRY

Text

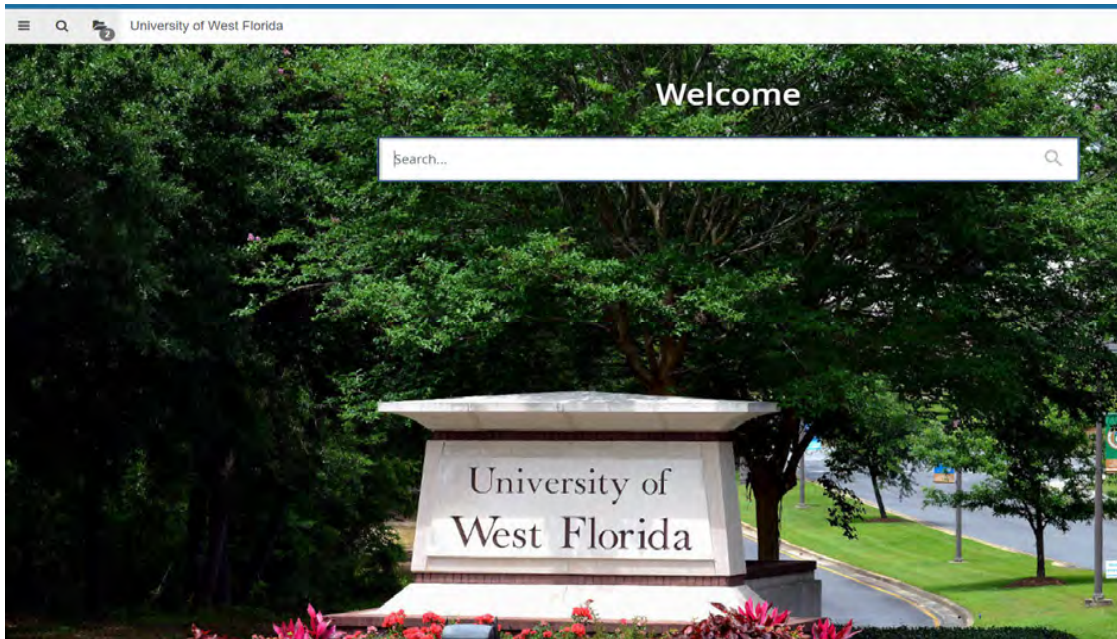
1 of 1 | 10 Per Page

3. Enter Text- give a thorough description on why you are creating this budget transfer. Although each line is limited to approximately 30 characters you may use as many lines as needed.
4. Use the down arrow on your keyboard to go to the next line leaving Print and Line fields blank
5. When you have finished your text select Save
6. Complete your on-line BT as you normally would.

## Document Retrieval (FOADOCU)

I keyed in a budget transfer (JV) document and clicked “complete” and realize I may have keyed something incorrect. How can I retrieve the document to review and make corrections?

1. Type FOADOCU in the “Go To” field on the Welcome screen.



2. Press Enter on your Keyboard
3. This screen comes up

X @ellucian Document by User FOADOCU 9.3.6 (PROD)

Original User ID:  COA:

Fiscal Year:  Document Type:

Document:  Status:

Activity Date From:  Activity Date To:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

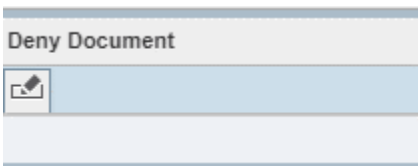
4. User's ID should default in "Original User ID" field
5. Tab to "Document Type" field and type "JV"
6. Tab to Document Field-Type the JV number in the Document field making sure to type the J followed by 2 zeros and all other digits, i.e. J0089494.
7. Select Go Block
8. This screen will come up with document "J0089494"

X @ellucian Document by User FOADOCU 9.3.6 (TEST2)

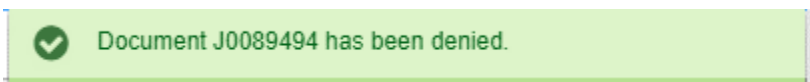
Original User ID: JOCHOA COA: 7 Fiscal Year: 19 Document Type: Document: J0089494 Status: Activity Date From: Activity Date To:


Status	Document Type	Document Code	Description	Activity Date	Document Amount	Deny Document
C	JV	J0089494	New furniture	02/22/2019	100.00	

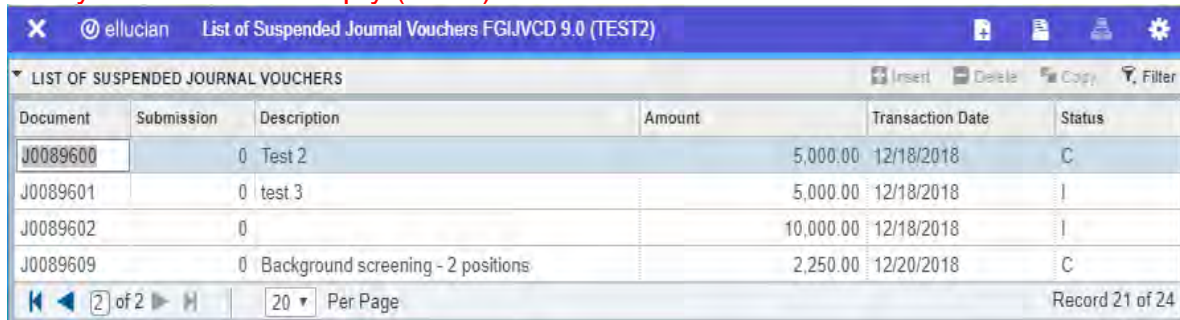
9. Click the "Deny Document Icon" in the far-right column



10. This will return your journal voucher to you in an incomplete status. Notice that the hint line indicates that "Document J0089494 had been denied"

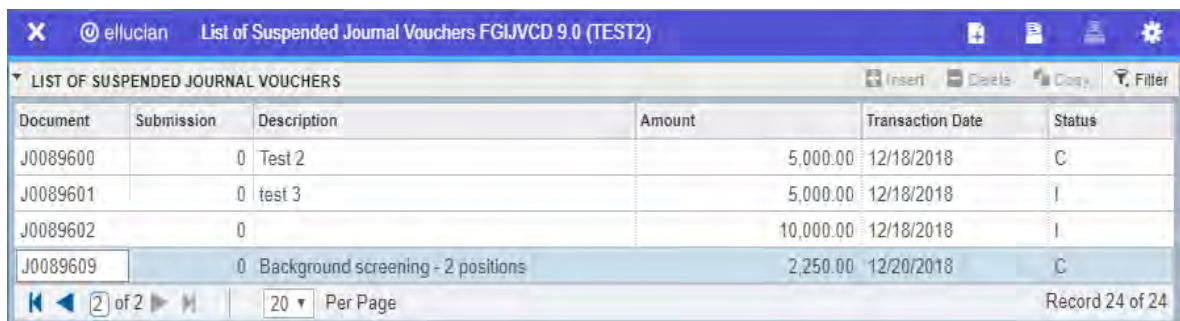


11. Go back to the Welcome page and type in FGAJVCQ in the “Go To” field. Use the  for a list of BTs (next to Document Number on the FGAJVCQ screen) **Do not type in your document number!** Never key anything into the Document Number field. Always start with an empty (blank) document number.



Document	Submission	Description	Amount	Transaction Date	Status
J0089600	0	Test 2	5,000.00	12/18/2018	C
J0089601	0	test 3	5,000.00	12/18/2018	I
J0089602	0		10,000.00	12/18/2018	I
J0089609	0	Background screening - 2 positions	2,250.00	12/20/2018	C

12. Scroll down until you find the document number you need and double click




Document	Submission	Description	Amount	Transaction Date	Status
J0089600	0	Test 2	5,000.00	12/18/2018	C
J0089601	0	test 3	5,000.00	12/18/2018	I
J0089602	0		10,000.00	12/18/2018	I
J0089609	0	Background screening - 2 positions	2,250.00	12/20/2018	C

13. Select Next block

**SELECT**

14. Make the necessary changes to the document-this could include both Header area and the line item details.
15. Select Save
16. Select Related from the tool bar
17. Select Access Transactions Summary Info [FGIJSUM] from the drop-down menu.
18. Verify the data is correct
- Status is “P” per line
  - Type is the correct Journal type for your request and all lines have the same type
  - Index is correct per line
  - Acct code is correct per line
  - Activity Code if any is correct per line
  - Amount is correct per line
  - +/- Indicator is correct per line
  - Document Total at top is equal to Total on bottom

19. Select the  button from the icon bar to close and you will be taken back to the line item area

Journal Voucher Quick FGAJVCQ 9.3.6 (TEST2)

Document Number: J0089602 Start Over

---

**TRANSACTION TOTAL** Insert Delete Copy Filter

Document Total: 10,000.00 Document Number: J0089602

---

**JOURNAL VOUCHER DETAIL** Insert Delete Copy Filter

Status: [ ] Sequence: [ ] Journal Type: [ ]

Chart: 7 Activity: [ ]

Index: [ ] Location: [ ]

Fund: [ ] Project: [ ]

Organization: [ ]

Account: [ ]

Program: [ ]

---

Percent: [ ] Description: [ ] Gift Date: [ ]

Amount: [ ] Bank: [ ] Number of Units: [ ]

Debit/Credit: [ ] Budget Period: [ ]

NSF Override Currency: [ ]


---

1 of 1 Per Page Record 1 of 1

---

**COMPLETION** Insert Delete Copy Filter

Complete In Process

20. Select Next Block  to go to the Complete/In Process area

21. Select complete and it will be forwarded to the next approver

22. Notice your hint line- In this case it indicates the document number and that it has been completed and forwarded to the approval process. It could also give error messages so look at this though-out the BT process.

## Find Document Number

I forgot to write my document number down and I have already selected complete, how can I find it?


1. Type FOADOCU in the Banner “Go To” field on the welcome screen and hit enter, or if you have saved this to your My Banner folder double click. You may also use report BUDG000020 (Document Detail by Status-Prod) in Information Navigator.

Document by User FOADOCU 9.3.6 (TEST2)

Original User ID: JOCHOA COA: 7 Go


Fiscal Year: 19 Document Type: Document Status: Activity Date From: Activity Date To:


Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.


2. User's ID should default in "Original User ID" field.
3. COA defaults to 7.
4. Fiscal Year defaults to the current year.
5. Tab to the Type field and enter JV or it can be left blank
6. Document number is left blank.
7. Tab to the Status field (if you leave this blank you will see all transactions)-use the drop down to select the status of your document- the options are:
  - a. Complete – because you selected complete on your BT select this status.
  - b. Approved
  - c. Incomplete
  - d. Cancelled
8. You can narrow your search by entering an "Activity Date From" and "Activity Date To", however in this case it is not necessary.
9. Select Next Block 



Status	Document Type	Document Code	Description	Activity Date	Document Amount	Deny Document	Change Sequence	Submiss
P	JV	J0088453	Trfr budget fr CF1454-CF6547...	08/22/2018	10,000.00			
P	JV	J0088611	AAffairs EAB-SSC payment	08/30/2018	303,000.00			
P	JV	J0088733	M. Jones xferred to President ...	09/11/2018	148,692.00			
P	JV	J0088775	Advancement Salary Support	09/12/2018	260,000.00			
P	JV	J0088795	CF6892 to CF3774 Monument...	09/13/2018	7,839.90			
P	JV	J0088803	2018-19 QEP PROJECT AWA...	09/13/2018	167,000.00			
I	JV	J0089494	New furniture	02/22/2019	100.00			
P	JV	J0089573	transfer from Wages to expen...	12/03/2018	500,000.00			

10. This will list all your documents based on the criteria you selected. In this case there is only 1 document that was completed so it is very likely this is the document number you are looking for but you will need to confirm by looking at the description and amount. If they are the same then this is the document number you are looking for. If you happen to get the following message when you select Next Block . This means that your BT has already posted and you will not be able to look for the document number this way.

 Query caused no records to be retrieved. Re-enter.

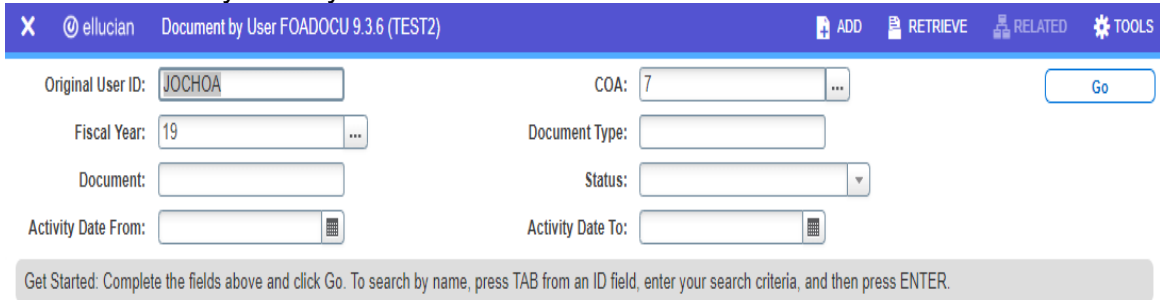
- 11. Select Ok
- 12. Select the  button from the icon bar to close.
- 13. You will also be able to look at BUDG000047 Budget Control Proof List-Detailed report located in Information Navigator if this document has been posted.

## Find Document in Banner

I have the document number and need to look at the details, how can I find this in Banner?

You can get the complete details in Banner from the FGIDOCR screen or if a summary of the details is all you need you can go to BUDG000047 Budget Control Proof List-Detailed report which is based on live data in Information Navigator.

1. Type FGIDOCR in the “Go To” field on the Welcome screen.
2. Press enter on your keyboard



Original User ID:  COA:

Fiscal Year:  Document Type:

Document:  Status:

Activity Date From:  Activity Date To:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

3. Enter the document number in the Document field and select Go



## Approval History (FOIAPPH)

I would like to see the approval history of my document is there a way in Banner to view this?

You can get the approval history in Banner from the FOIAPPH screen or you can go to BUDG000047 Budget Control Proof List-Detailed report which is based on live data in Information Navigator.

1. Type in FOIAPPH in the “Go To” field on the Welcome Screen and press Enter.

The screenshot displays the 'DOCUMENT APPROVAL HISTORY' screen. At the top, there is a navigation bar with 'ellucian' and 'Document Approval History FOIAPPH 9.3.9 (PROD)'. Below this, there are tabs for 'Basic Filter' and 'Advanced Filter'. The main area contains four search fields: 'Document Code', 'Type', 'Change Sequence', and 'Submission Number'. To the right of these fields are 'Clear All' and 'Go' buttons. Below the search fields is a table with the following columns: 'Queue ID', 'Level', 'Approver's Name', and 'Approved Date'. The table shows one record. At the bottom, there is a 'USER INFORMATION' section with fields for 'Originating User' and 'Name'.

2. Enter your document number in the Document Code field and select Go.
3. This will show the approval history including the queue ID, approver's name and date approved/denied.
4. Select the **X** button from the icon bar to close.

# Reports from Banner ERP System

## Banner Access Request

After this training you must request Banner Access in order to initiate and/or approve on-line BTs.

1. From your “MyUWF” homepage, type in the search bar “Banner Finance and HR Security Access Request”. This will take you to JIRA, where you can complete a form requesting Banner Access.

The screenshot shows the JIRA interface for a "Banner Access Request" form. The header includes "Service Desks" and "Requests 1". The breadcrumb trail is "UWF Service Desks / Security Access Request". The form title is "Banner Access Request" with a lock icon. Below the title is a paragraph: "By filling out the form below, you are acknowledging that the person for whom this request is being submitted has or will have fulfilled the required prerequisites in Step 1 of Requesting access into Banner before logging into Banner." A note states: "NOTE: After you place your request, you must refresh your browser to view the information automatically added to this request." The form fields include: "Raise this request on behalf of" (dropdown menu with "Jeremy Ochoa" selected), "User" (dropdown menu with "Search for a user" text), "Supervisor (optional)" (dropdown menu with "Search for a user" text), "Modules or Roles" (text input field), and "Description" (text area). To the right of the "User" and "Supervisor" fields are instructions: "Please select the user that this request is for. If this request is for yourself, please enter your username. If it is for someone else, please enter their username." and "If a specific supervisor needs to approve this request, enter their username here. If no username is entered, the default supervisor for the person will automatically be entered." To the right of the "Modules or Roles" field is the instruction: "Please select all Banner modules involved in this request. You may select more than one. Please refer to Step 3 of 'Requesting Access into Banner' for more information on these roles." To the right of the "Description" field is the instruction: "Please describe the level of access the person needs. Be sure to mention their role (ex: advisor, instructor) or another person who has similar access."

2. Here you input yourself as the user and your supervisor (if applicable).
3. For the box labeled “Modules or Roles” you select the role that you are to have permission. This box will hold more than one role:
  - a. If you are solely designated as Initiator, select only Budget Initiator
  - b. If you are solely designated as Approver, select only Budget Approver.
  - c. If you are designated as both Initiator and Approver, select both Budget Initiator and Budget Approver.



UWF Service Desks / Security Access Request

## Banner Access Request

By filling out the form below, you are acknowledging that the person for whom this request is being submitted has or will have fulfilled the required prerequisites in Step 1 of [Requesting access into Banner](#) before logging into Banner.

**NOTE:** After you place your request, you must **refresh** your browser to view the information automatically added to this request.

Raise this request on behalf of

Jeremy Ochoa

User

Search for a user

Please select the user that this request is for. If this request is for yourself, please enter your username. If it is for someone else, please enter their username.

Supervisor (optional)

Search for a user

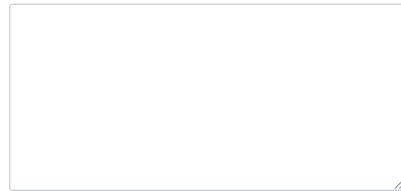
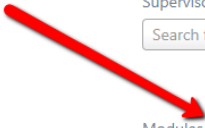
If a specific supervisor needs to approve this request, enter their username here. If no username is entered, the default supervisor for the person will automatically be entered.

Modules or Roles

x Budget Initiator x Budget Approver

Please select all Banner modules involved in this request. You may select more than one. Please refer to Step 3 of ["Requesting Access into Banner"](#) for more information on these roles.

Description



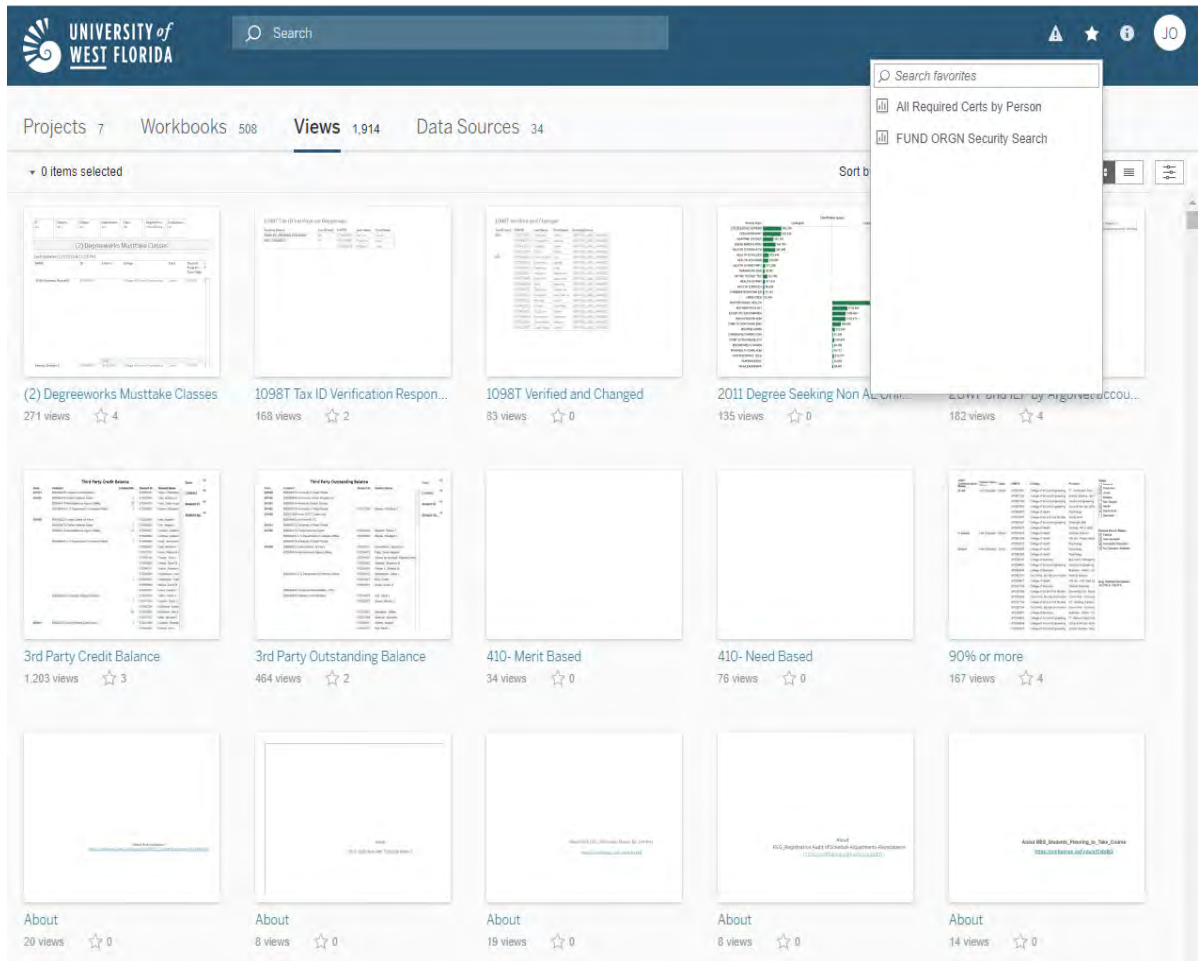
Please describe the level of access the person needs. Be sure to mention their role (ex: advisor, instructor) or another person who has similar access.

- d. In the Description box, type in the following request: "I am requesting access for Online Budget Transfers as Initiator (and/or approver, if applicable) for rule group UWF & GBT".
4. You will be notified by Banner Security when your access has been approved.
5. When you get the notice, email [budgets@uwf.edu](mailto:budgets@uwf.edu) as soon as possible. The Office of University Budgets will confirm all is set up properly, then you will receive another email stating that you are all set up to initiate (and/or approve) Online BTs.

## Fund/Orgn/Security

You have the ability in Tableau to view what Fund and Orgn you have been assigned permission to initiate/approve BTs.

1. From the “MyUWF” homepage, search for Tableau on the Search window. Click and it will take you to the Tableau homepage.



2. Search for “FUND ORGN Security Search” in the search window at the top.  
NOTE: It is recommended that you bookmark any pages that you may frequently need to access.
3. Once on the screen, undo the filters for both “Select Fund Code(s)” and for “Select ORGN Code(s)”.



UNIVERSITY of WEST FLORIDA

Home > Operational > ITS\_BannerSecuritySearch > FUND ORGN Security Search

Select Fund Code(s): Master

Select ORGN Code(s): Master

Fund User Account Status: OPEN

Search by Fund User ID: (All)

ORGN User Account Status: OPEN

Search by ORGN User ID: (All)

### User access to Funds

Data refreshed on 2/25/2019 12:15:02 PM

Fund User ID	Fund User Account Status	Fund	Fund Access Level	
			Both Query and Posting	Query
ABENNETT	OPEN	Master	✓	
ACARDEN	OPEN	Master		✓
AJONES1	OPEN	Master	✓	
ALISS	OPEN	Master	✓	
APENTON	OPEN	Master		✓

### User access to ORGNs

Data refreshed on 2/25/2019 12:15:02 PM

ORGN User ID	ORGN User Account Status	ORGN	ORGN Access Level	
			Both Query and Posting	Query
ABENNETT	OPEN	Master	✓	
ACARDEN	OPEN	Master		✓
AJONES1	OPEN	Master	✓	
ALISS	OPEN	Master	✓	
APENTON	OPEN	Master		✓

**NOTE:** This option will not show up unless you hover your mouse cursor at the top right end of the “Select Fund Code(s)” and “Select ORGN Code(s)” dropdown boxes. To undo the filters, you have to click on the filter icon as boxed above. You have to do this before proceeding to search by Fund or ORGN User ID.

- Once you have undone the filters for both Fund and ORGN, click the dropdown box for “Search by Fund User ID” and scroll to search or type to search your User ID. Do this for both “Search by Fund User ID” and “Search by ORGN User ID”.

UNIVERSITY of WEST FLORIDA

Search

Home > Operational > ITS\_BannerSecuritySearch > FUND ORGN Security Search

Undo Revert Refresh Pause

Security Hierarchy Search Security Hierarchy User Drilldo... Access by User User Finance Security Detail User Rule Group Detail FUND ORGN Security Search

Select Fund Code(s) (All)

Fund User Account Status OPEN

Search by Fund User ID NMCDONALD

Select ORGN Code(s) (All)

ORGN User Account Status OPEN

Search by ORGN User ID NMCDONALD

### User access to Funds

Data refreshed on 2/25/2019 12:15:02 PM

Fund User ID	Fund User Account Status	Fund	Fund Acc. Both Query and Posting
NMCDONALD	OPEN	110000	✓
		110001	✓
		130345	✓
		130973	✓
		162032	✓

### User access to ORGNs

Data refreshed on 2/25/2019 12:15:02 PM

ORGN User ID	ORGN User Account Status	ORGN	ORGN Acce.. Both Query and Posting
NMCDONALD	OPEN	3010	✓
		3060	✓
		3062	✓
		3063	✓

- You should now be able to see all the funds and all the ORGNs that you have access to implement budget transfers. This will be indicated by green check marks under the column heading **“Both Query and Posting”**.

# Reports from Information Navigator

## Approver's Document Detail

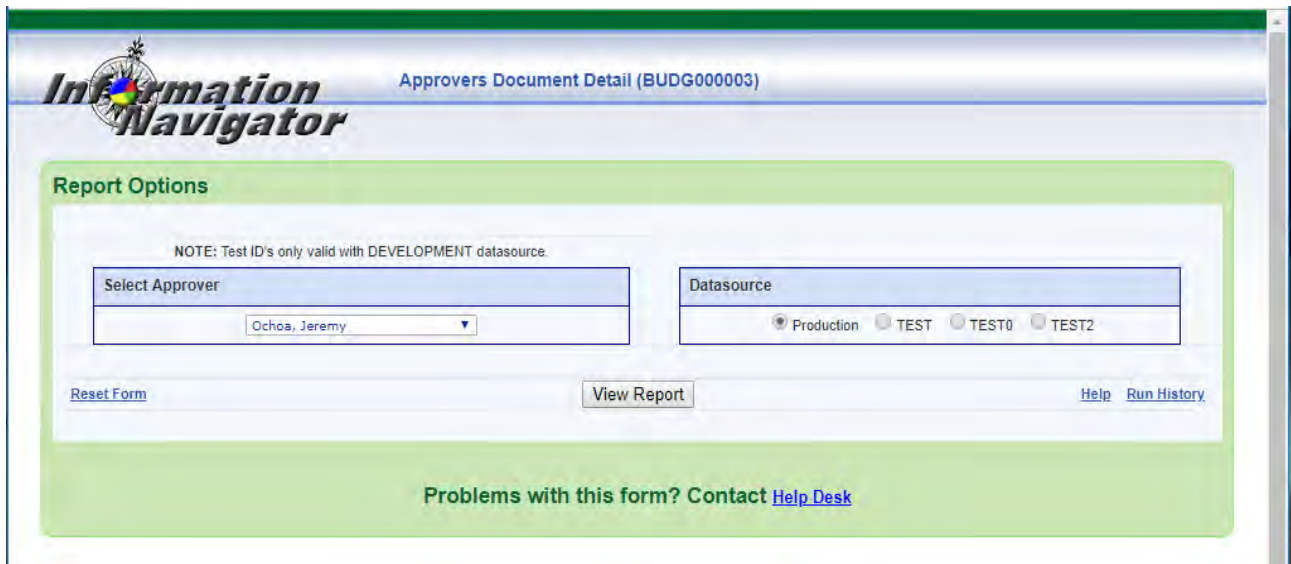
This report was built **using live production data or Pre-Production data (Pre-Prod is used in Training)** to assist Budget Transfer Approvers with viewing the details of documents, awaiting their approval, prior to approval in an effort to reduce the number of documents approved in error.

Search and select Information Navigator on the search window on the “MyUWF” homepage.

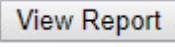
Select “Show All” and from the “Office of Record” dropdown bar select “University Budgets, Office of”.

Type	ID	Title	Help	Remove
▼	<a href="#">BUDG000003</a>	Approvers Document Detail	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000005</a>	BOT Undefined Accounts	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000007</a>	Budget Control Proof	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000008</a>	Budget Availability-Approver	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000009</a>	Unbudgeted Cash - Approver	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000010</a>	Budget Availability By Activity Code	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000015</a>	Activity (Revenue & Expenditure) Index Exceptions	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000018</a>	Online Auxiliary Financial Plan	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000020</a>	Document Detail By Status - Prod	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000040</a>	Budget Position With Fringe	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000043</a>	Unbudgeted Cash - Approver (Athletics)	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000044</a>	Budget Availability Deficits	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000045</a>	Budget Availability Athletics - Approver	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000047</a>	Budget Control Proof List - Detailed	<a href="#">Help</a>	<a href="#">Remove</a>

Select report ID BUDG000003 titled “Approvers Document Detail”. You will be directed to the screen presented below:



“Production” should be already selected (In training you will be instructed to use either TEST, TEST0, or TEST2 depending on the instance for your training session).

Make sure that your name is selected under “Select Approver” and click 

UNIVERSITY of WEST FLORIDA

Approvers Document Detail

ID: BUDG000003  
Print Date: 02/25/2019 01:34 PM

Approver:

Document	Sequence	Initiator	Rule Code	Posting Period	Budget Period	Date	Description	Activity Code	Index	High Level Orgn 2	Fund-Orgn-Prog	Account	Amount	D/C Ind	Status
J0089599	1	SJORDAN	W08	06	06	12/18/2018	test 1	130099	100	130099-1014-91	8500	\$2,000.00	-	P	
J0089599	2	SJORDAN	W08	06	06	12/18/2018	test 1	130099	100	130099-1014-91	7000	\$2,000.00	+	P	
Document Total:													\$4,000.00		

Long Text: Training first budget transfer

Approval History: *None to display.*

Pending Queues:

Queue ID	Queue Description
BUPO	UNIVERSITY PRESIDENT - BTS
BUDG	BUDGET OFFICE BT APPROVAL

Document	Sequence	Initiator	Rule Code	Posting Period	Budget Period	Date	Description	Activity Code	Index	High Level Orgn 2	Fund-Orgn-Prog	Account	Amount	D/C Ind	Status
J0089600	1	SJORDAN	W08	06	06	12/18/2018	Test 2	130099	100	130099-1014-91	6200	\$5,000.00	+	P	
Document Total:													\$5,000.00		

Long Text: budget training transfer #2

Approval History: *None to display.*

Pending Queues:

Queue ID	Queue Description
BUPO	UNIVERSITY PRESIDENT - BTS
BUDG	BUDGET OFFICE BT APPROVAL

You should now be able to view any budget transfers that have been submitted and are eligible for posting. The status of the BTs will indicate eligibility by showing either a “P” for Postable, “E” for Error, or “N” for Non-sufficient Funds.

## Budget Availability-Approver (Used for E&G and Carry Forward Funds Only)

This report was built **using live production data** to assist Budget Transfer Approvers with reviewing the budget availability prior to approval in an effort to reduce the number of documents approved in error. The data is collected from Banner FGIBDST and summed so the approver does not have to manually calculate each category.


Search and select Information Navigator on the search window on the “MyUWF” homepage.

Select “Show All” and from the “Office of Record” dropdown bar select “University Budgets, Office of”.

Type	ID	Title	Help	Remove
▼	<a href="#">BUDG000003</a>	Approvers Document Detail	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000005</a>	BOT Undefined Accounts	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000007</a>	Budget Control Proof	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000008</a>	Budget Availability-Approver	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000009</a>	Unbudgeted Cash - Approver	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000010</a>	Budget Availability By Activity Code	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000015</a>	Activity (Revenue & Expenditure) Index Exceptions	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000018</a>	Online Auxiliary Financial Plan	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000020</a>	Document Detail By Status - Prod	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000040</a>	Budget Position With Fringe	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000043</a>	Unbudgeted Cash - Approver (Athletics)	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000044</a>	Budget Availability Deficits	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000045</a>	Budget Availability Athletics - Approver	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000047</a>	Budget Control Proof List - Detailed	<a href="#">Help</a>	<a href="#">Remove</a>

Find and select report ID BUDG000008 titled Budget Availability-Approver





Budget Availability-Approver (BUDG000008)

### Report Options

INDEX	SOURCE
<input type="text"/>	<input checked="" type="radio"/> Production <input type="radio"/> TEST <input type="radio"/> TEST0 <input type="radio"/> TEST2
Fiscal Year	Period
2019	08

[Reset Form](#)
[View Report](#)
[Help](#)
[Run History](#)

Problems with this form? Contact [Help Desk](#)

Enter the INDEX

Select Production for live data. (In training you will be instructed to use either TEST, TEST0, OR TEST2, depending on the instance for your training session).

Select View Report



Fiscal Year: 19

Index: 6061  
Fund: 110000 General Revenue Fund  
Orgn: 6061 FALSC Operations

Page Setup: Letter / Landscape  
Page Setup: Letter / Landscape  
Margins: 1/2" X 1/2" X 1/2" X 1/2"

Pool Account	Account Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6000	Gross Salary Wages	\$275,444.00	\$147,071.61	\$0.00	\$128,372.39
6100	Salary Fringes	\$102,186.42	\$56,808.93	\$0.00	\$45,377.49
6200	OPS	\$8,822.50	\$3,938.68	\$0.00	\$4,883.82
7000	Expenditures, Current Operating	\$142,128.54	\$43,790.24	\$11,118.00	\$87,220.30
<b>Total Line</b>		\$528,581.46	\$251,609.46	\$11,118.00	\$265,854.00





## Budget Availability by Activity Code


This report was built **using live production data** to assist Budget Transfer Approvers with reviewing the budget availability by activity code prior to approval in an effort to reduce the number of documents approved in error. The data is collected from Banner FGIBDST and is summed by category so the initiator/approver does not have to manually calculate.

Search and select Information Navigator on the search window on the “MyUWF” homepage.

Select “Show All” and from the “Office of Record” dropdown bar select “University Budgets, Office of”.

Type	ID	Title	Help	Remove
▼	<a href="#">BUDG000003</a>	Approvers Document Detail	<a href="#">Help</a>	<a href="#">Remove</a>
▲ ▼	<a href="#">BUDG000005</a>	BOT Undefined Accounts	<a href="#">Help</a>	<a href="#">Remove</a>
▲ ▼	<a href="#">BUDG000007</a>	Budget Control Proof	<a href="#">Help</a>	<a href="#">Remove</a>
▲ ▼	<a href="#">BUDG000008</a>	Budget Availability-Approver	<a href="#">Help</a>	<a href="#">Remove</a>
▲ ▼	<a href="#">BUDG000009</a>	Unbudgeted Cash - Approver	<a href="#">Help</a>	<a href="#">Remove</a>
▲ ▼	<a href="#">BUDG000010</a>	Budget Availability By Activity Code	<a href="#">Help</a>	<a href="#">Remove</a>
▲ ▼	<a href="#">BUDG000015</a>	Activity (Revenue & Expenditure) Index Exceptions	<a href="#">Help</a>	<a href="#">Remove</a>
▲ ▼	<a href="#">BUDG000018</a>	Online Auxiliary Financial Plan	<a href="#">Help</a>	<a href="#">Remove</a>
▲ ▼	<a href="#">BUDG000020</a>	Document Detail By Status - Prod	<a href="#">Help</a>	<a href="#">Remove</a>
▲ ▼	<a href="#">BUDG000040</a>	Budget Position With Fringe	<a href="#">Help</a>	<a href="#">Remove</a>
▲ ▼	<a href="#">BUDG000043</a>	Unbudgeted Cash - Approver (Athletics)	<a href="#">Help</a>	<a href="#">Remove</a>
▲ ▼	<a href="#">BUDG000044</a>	Budget Availability Deficits	<a href="#">Help</a>	<a href="#">Remove</a>
▲ ▼	<a href="#">BUDG000045</a>	Budget Availability Athletics - Approver	<a href="#">Help</a>	<a href="#">Remove</a>
▲ ▼	<a href="#">BUDG000047</a>	Budget Control Proof List - Detailed	<a href="#">Help</a>	<a href="#">Remove</a>

Find and select report ID BUDG000010 titled Budget Availability by Activity Code



Budget Availability By Activity Code (BUDG000010)

**Report Options**

INDEX:

Activity Code:

MY (INDEX) PREFERENCES:

SOURCE:  Production  TEST  TEST0  TEST2

Fiscal Year:

Period:

[Reset Form](#)   [Help](#) [Run History](#)

Problems with this form? Contact [Help Desk](#)

Enter your Index

Enter your Activity Code if you want to just see one, else leave blank and you will see them all.

Your source should already default to “Production”, otherwise, select “Production” under Source.



Budget Availability By Activity Code (Now uses  
Production data)

ID: BUDG000010  
Print Date: 02/25/2019 03:45 PM

Fiscal Year: 19  
Period: 08

**INDEX:** 130082  
**FUND:** 130082 Wellness Services  
**ORGN:** 4801 Student Health & Wellness Education

**FUND:** 130082 Wellness Services  
**ORGN:** 4801 Student Health & Wellness Education

Pool Account	Account Title	Activity Code	Activity Code Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6000	Gross Salary Wages			\$34,504.00	\$21,151.86	\$0.00	\$13,352.14
6100	Salary Fringes			\$27,846.00	\$7,565.03	\$0.00	\$20,280.97
6200	OPS			\$24,300.00	\$8,408.07	\$0.00	\$15,891.93
7000	Expenditures, Current Operating			\$26,640.00	\$15,236.54	\$0.00	\$11,403.46
8000	Transfer-In			\$0.00	(\$76,440.00)	\$0.00	\$76,440.00
8500	Transfer-Out			\$3,000.00	\$2,843.16	\$0.00	\$156.84
<b>Total Line</b>				<b>\$116,290.00</b>	<b>(\$21,235.34)</b>	<b>\$0.00</b>	<b>\$137,525.34</b>



## Budget Control Proof List-Detailed

This report was built **using live production data** to assist Budget Transfer Initiator, Approvers, and others with reviewing a summary of the posted budget transfer document to verify the document posted as expected.

Search and select Information Navigator on the search window on the “MyUWF” homepage.


Select “Show All” and from the “Office of Record” dropdown bar select “University Budgets, Office of”.

Type	ID	Title	Help	Remove
	<a href="#">BUDG000003</a>	Approvers Document Detail	<a href="#">Help</a>	<a href="#">Remove</a>
	<a href="#">BUDG000005</a>	BOT Undefined Accounts	<a href="#">Help</a>	<a href="#">Remove</a>
	<a href="#">BUDG000007</a>	Budget Control Proof	<a href="#">Help</a>	<a href="#">Remove</a>
	<a href="#">BUDG000008</a>	Budget Availability-Approver	<a href="#">Help</a>	<a href="#">Remove</a>
	<a href="#">BUDG000009</a>	Unbudgeted Cash - Approver	<a href="#">Help</a>	<a href="#">Remove</a>
	<a href="#">BUDG000010</a>	Budget Availability By Activity Code	<a href="#">Help</a>	<a href="#">Remove</a>
	<a href="#">BUDG000015</a>	Activity (Revenue & Expenditure) Index Exceptions	<a href="#">Help</a>	<a href="#">Remove</a>
	<a href="#">BUDG000018</a>	Online Auxiliary Financial Plan	<a href="#">Help</a>	<a href="#">Remove</a>
	<a href="#">BUDG000020</a>	Document Detail By Status - Prod	<a href="#">Help</a>	<a href="#">Remove</a>
	<a href="#">BUDG000040</a>	Budget Position With Fringe	<a href="#">Help</a>	<a href="#">Remove</a>
	<a href="#">BUDG000043</a>	Unbudgeted Cash - Approver (Athletics)	<a href="#">Help</a>	<a href="#">Remove</a>
	<a href="#">BUDG000044</a>	Budget Availability Deficits	<a href="#">Help</a>	<a href="#">Remove</a>
	<a href="#">BUDG000045</a>	Budget Availability Athletics - Approver	<a href="#">Help</a>	<a href="#">Remove</a>
	<a href="#">BUDG000047</a>	Budget Control Proof List - Detailed	<a href="#">Help</a>	<a href="#">Remove</a>

Find and select report ID BUDG000047 titled Budget Control Proof List-Detailed

Enter data as appropriate for your search. RUCL Code is the Rule Code or Journal Type used on budget transfers such as W01, W02, etc. The Begin and End Dates default to the current date however can be changed as needed. Please note that if you know the document number but entering it, your report will be retrieved very quickly. All other criteria can take up to 5 minutes or longer.

Select Submit-this will give you a list of BTs per your selected criteria entered above.




Budget Control Proof List - Detailed (BUDG000047)

### Report Options

Option 1	Option 2	Option 3	Option 4
Doc No <input type="text"/>	INDEX <input type="text"/>	FUND / ORGN <input type="text"/> / <input type="text"/>	Index Range <input type="text"/> / <input type="text"/>
RUCL Code ALL ▾	Begin Date 02/25/2019 <input type="button" value="BY EYE"/>	End Date 02/25/2019 <input type="button" value="BY EYE"/>	Data Source <input checked="" type="radio"/> Production <input type="radio"/> TEST <input type="radio"/> TEST0 <input type="radio"/> TEST2
<a href="#">Reset Form</a>	<input type="button" value="View Report"/>		<a href="#">Help</a> <a href="#">Run History</a>

Problems with this form? Contact [Help Desk](#)

For this example, I entered Document No J0091238 and left all other criteria as defaulted.



Budget Control Proof List - Detailed

ID: BUDG000047  
Print Date: 02/25/2019 03:47 PM

Data Range: 02-25-2019 through 02-25-2019  
Data Source: Production  
RUCL Code - ALL

Doc No	Initiator	Line	Rule Code	Date	Posting Period	Budget Period	Description	Activity Code	Index	Orgn Level 2	Fund-Orgn- Prog	Account	Amount
J0091238	SJORDAN	1	W02	02/25/19	08	08	Decrease deficit balance CF2150		CF1583	100	110001-1583-61	7000	(\$2,000.00)
J0091238	SJORDAN	2	W02	02/25/19	08	08	Decrease deficit balance CF2150		CF2150	100	110001-2150-61	7000	\$2,000.00
Document Total:												\$0.00	

Long Text: Decrease deficit balance in CF2150 (remaining deficit cleared through releasing encubrances)

Approval History:	Queue ID	Queue Level	Approver's Name	Approved Date
	BUDG	10	Malaise, Rene	02/25/2019
	BMCM	10	Jordan, Sharon	02/25/2019

Review for accuracy. If you notice any errors create another BT to correct.

## Document Detail by Status

This report was built **using live production data** to assist Budget Transfer Initiators and Approvers with tracking the status of and viewing the details of documents in process. You may also use this report to print a summary of your document.


Search and select Information Navigator on the search window on the “MyUWF” homepage.

Select “Show All” and from the “Office of Record” dropdown bar select “University Budgets, Office of”.

Type	ID	Title	Help	Remove
▼	<a href="#">BUDG000003</a>	Approvers Document Detail	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000005</a>	BOT Undefined Accounts	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000007</a>	Budget Control Proof	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000008</a>	Budget Availability-Approver	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000009</a>	Unbudgeted Cash - Approver	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000010</a>	Budget Availability By Activity Code	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000015</a>	Activity (Revenue & Expenditure) Index Exceptions	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000018</a>	Online Auxiliary Financial Plan	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000020</a>	Document Detail By Status - Prod	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000040</a>	Budget Position With Fringe	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000043</a>	Unbudgeted Cash - Approver (Athletics)	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000044</a>	Budget Availability Deficits	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000045</a>	Budget Availability Athletics - Approver	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000047</a>	Budget Control Proof List - Detailed	<a href="#">Help</a>	<a href="#">Remove</a>

Find and select report ID BUDG000020 titled Document Detail by Status





Document Detail By Status - Prod (BUDG000020)

### Report Options

**NOTE:** If the Document Number option is used, both Complete and Incomplete are looked at in the Document Status, regardless of the selection chosen.

**Data Source:**  Production  TEST  TEST0  TEST2

**Document Status:**  Complete  Incomplete  Both

**Document Number:**

**NOTE:** Test ID's only valid with DEVELOPMENT datasource.

**User:**

**Rule Group:**

**Rule Code:**


- ACDC (Cancel Addl Charges on Credit Memo)
- ACDI (Cancel Addl Charges on Invoice)
- ACEC (Cancel Addl Chrg on C/M w/ Encumb)

[Reset Form](#)  [Help](#) [Run History](#)

Problems with this form? Contact [Help Desk](#)

Production should already be selected.

Select Complete, Incomplete, or Both. Example below is only showing “Complete”.

Enter a Document Number-this will display only the document number you enter. If it is left blank it will display all incomplete and complete documents.

Remember a complete document is one that is in the approval process but has not been approved and posted by the budget office,

You can also search by UserID, Rule Group, or Rule Code.

**Document Detail By Status - Prod**

ID: BUDG000020  
Print Date: 02/25/2019 04:13 PM

As Of Date: 02-25-2019 Page Setup: Letter / Portrait

**Status = Complete** Margins: 1/2 X 1/2 X 1/2 X 1/2

Approver: Jeremy Ochoa


Document	Initiator	Rule Code	Posting Period	Budget Period	Trans Date	Description	Activity Code	Index	High Level Orgn 2	Fund-Orgn-Prog	Account	Amount	D/C Ind	Line Status	Document Status
J0091248	ASCHILLER	W08	08	08	02/25/2019	ERCCD Renovations	F18038	130056	430	130056-4580-76	7420	\$25,500.00	-	P	Complete
J0091248	ASCHILLER	W08	08	08	02/25/2019	ERCCD Renovations	F18038	130056	430	130056-4580-76	8500	\$25,500.00	+	P	Complete
<b>Document Total:</b>												<b>\$51,000.00</b>			

Long Text: ERCCD renovation cost to be moved to index 130924 - Facilities Special Projects - FCO.

Approval History: **None to display.**

Pending Queues:

Queue ID	Queue Description
BUDF	BUDGET OFFICE FCO BT APPROVAL
BDES	DIV OF ENROLL & STUD AFRS BTS
BUDG	BUDGET OFFICE BT APPROVAL



As you can see, this report reflects documents that are complete. This budget transfer is ready for review by the next designated approver, as listed in the Pending Queues.



## Unbudgeted Cash-Approver (Use for all Funds but E&G & CF)

This report was built **using live production data** to assist Budget Transfer Approvers with reviewing the budget and/or Unbudgeted Cash availability in an effort to reduce the number of documents approved in error. The report uses Banner screens and displays the calculations so the approvers do not need to manually calculate “Unbudgeted Cash”.

Search and select Information Navigator on the search window on the “MyUWF” homepage.

Select “Show All” and from the “Office of Record” dropdown bar select “University Budgets, Office of”.



Type	ID	Title	Help	Remove
▼	<a href="#">BUDG000003</a>	Approvers Document Detail	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000005</a>	BOT Undefined Accounts	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000007</a>	Budget Control Proof	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000008</a>	Budget Availability-Approver	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000009</a>	Unbudgeted Cash - Approver	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000010</a>	Budget Availability By Activity Code	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000015</a>	Activity (Revenue & Expenditure) Index Exceptions	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000018</a>	Online Auxiliary Financial Plan	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000020</a>	Document Detail By Status - Prod	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000040</a>	Budget Position With Fringe	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000043</a>	Unbudgeted Cash - Approver (Athletics)	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000044</a>	Budget Availability Deficits	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000045</a>	Budget Availability Athletics - Approver	<a href="#">Help</a>	<a href="#">Remove</a>
▲	<a href="#">BUDG000047</a>	Budget Control Proof List - Detailed	<a href="#">Help</a>	<a href="#">Remove</a>

Find and select report ID BUDG000009 titled Unbudgeted Cash-Approver.

Report Options

NOTE: Index must have an ORGN code associated with it.

INDEX <input type="text"/>	SOURCE <input checked="" type="radio"/> Production <input type="radio"/> TEST <input type="radio"/> TEST0 <input type="radio"/> TEST2
Fiscal Year <input type="text" value="2019"/>	Period <input type="text" value="12"/>

[Reset Form](#)

[Help](#) [Run History](#)

Problems with this form? Contact [Help Desk](#)

Enter the Index. "Production" source should already be selected.  
 Fiscal Year and Period default to the current year and period but can be changed if necessary.  
 Select



Fiscal Year: 2019 Period: 12  
 Index: 130082  
 Fund: 130082 Wellness Services  
 Orgn: 4801 Student Health & Wellness Education

Page Setup: Letter / Landscape  
 Margins: 1/2" X 1/2" X 1/2" X 1/2"

<b>Cash On Hand</b>	<b>FGITBAL Cash Balance Interfund =</b>	\$12,617.45
<b>Less: Obligations</b>	<b>FGITBAL Payables =</b>	(\$0.00)
<b>Less: Commitments</b>	<b>FGIBDST Total Commitment =</b>	(\$0.00)
<b>Less: Budget Available Balance (BAB)</b>	<b>FGIBDST Total Available Balance =</b>	(\$94,876.80)
<b>Add: Transfer-In included in Cash On Hand and BAB<sup>1</sup></b>	<b>FGIBDST Balance for acct 8000x =</b>	\$85,699.35
<b>Add: Budget Memo Amounts Included in BAB<sup>2</sup></b>	<b>FGIBDST Balance for acct 85005 &amp; 85007 =</b>	\$0.00
<b>Total Unbudgeted Cash</b>		\$3,440.00
<b>Less: Unbudgeted Cash Reserves required to cover deficits</b>		\$0.00
<b>Available Unbudgeted Cash *</b>		\$3,440.00

Pool Account	Account Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6000	Gross Salary Wages	\$34,609.88	\$31,902.41	\$0.00	\$2,707.47
6100	Salary Fringes	\$13,300.12	\$11,905.13	\$0.00	\$1,394.99
6200	OPS	\$13,824.00	\$12,607.26	\$0.00	\$1,216.74
7000	Expenditures, Current Operating	\$25,643.04	\$21,993.01	\$0.00	\$3,650.03
8000	Transfer-In	\$0.00	(\$85,699.35)	\$0.00	\$85,699.35
8500	Transfer-Out	\$10,472.96	\$10,264.74	\$0.00	\$208.22
<b>Total Line</b>		<b>\$97,850.00</b>	<b>\$2,973.20</b>	<b>\$0.00</b>	<b>\$94,876.80</b>

\* Maximum amount of "Total Unbudgeted Cash" that is available for transfer to budget.

NOTE: To clear a deficit, do one or both of the following:  
 1) Reallocate available budget from another Account within the Fund.  
 2) Allocate unbudgeted cash.

## Grant Inception to Date by Grant w/Fund

The Grant Inception-to-Date Report details the monetary activity for the selected grant. This report gives all inception-to-date details for budgets, expenditures, encumbrances, and available balances (excluding payroll encumbrances) by grant or fund number.

Search and select Information Navigator on the search window on the “MyUWF” homepage.

Select “Show All” and from the “Office of Record” dropdown bar select “Research Administration and Engagement”.

Type	Id	Title	Help	Add to Favorites
	<a href="#">RSP000001</a>	Pending and Current Support by PI	<a href="#">Help</a>	<a href="#">Add to Favorites</a>
	<a href="#">RSP000002</a>	Payroll PARS Exceptions	<a href="#">Help</a>	<a href="#">Add to Favorites</a>
	<a href="#">RSP000003</a>	PARS Payroll Transfer History (ACRES)	<a href="#">Help</a>	<a href="#">Add to Favorites</a>
	<a href="#">RSP000004</a>	PARS Overload Report	<a href="#">Help</a>	<a href="#">Add to Favorites</a>
	<a href="#">RSP000005</a>	ACRES Grant Information	<a href="#">Help</a>	<a href="#">Add to Favorites</a>
	<a href="#">RSP000006</a>	Grant Events Report	<a href="#">Help</a>	<a href="#">Add to Favorites</a>
	<a href="#">RSP000007</a>	Inactive Funds with Cash / Encumbrance Balances	<a href="#">Help</a>	<a href="#">Add to Favorites</a>
	<a href="#">RSP000008</a>	Grant Inception-To-Date w/ FUND	<a href="#">Help</a>	<a href="#">Add to Favorites</a>
	<a href="#">RSP000009</a>	Grant Inception-To-Date Summary	<a href="#">Help</a>	<a href="#">Add to Favorites</a>
	<a href="#">RSP000010</a>	Seed and Administrative Revenue Report	<a href="#">Help</a>	<a href="#">Add to Favorites</a>
	<a href="#">RSP000011</a>	RSP Admin and Seed Cash Balances	<a href="#">Help</a>	<a href="#">Add to Favorites</a>
	<a href="#">RSP000012</a>	PI Email List	<a href="#">Help</a>	<a href="#">Add to Favorites</a>
	<a href="#">RSP000013</a>	Active Funds with Cash / Encumbrance Balances	<a href="#">Help</a>	<a href="#">Add to Favorites</a>
	<a href="#">RSP000014</a>	AR Aging Report	<a href="#">Help</a>	<a href="#">Add to Favorites</a>
	<a href="#">RSP000015</a>	Effective F & A By Month	<a href="#">Help</a>	<a href="#">Add to Favorites</a>

Find and select report ID “RSP000008” titled “Grant Inception-To-Date w/FUND”.



**Report Options**

**NOTE:** Account lines that have payroll encumbrances but do not have budget or expenditures will have the payroll encumbrance amount added to the subtotal for the category.

Option 1	Option 2	Option 3
GRANT and/or FUND	FUND & ACTIVITY	FUND & ORGN
Calculate Encumbrance To:	Encumbrances	
<input type="radio"/> End of Fiscal Year <input checked="" type="radio"/> End of Grant	<input type="checkbox"/> Include Payroll Encumbrances	
BEGIN DATE	END DATE	
02/01/2019	02/25/2019	

[Reset Form](#)
[View Report](#)
[Download Data to Excel](#)
[Help](#)
[Run History](#)

Problems with this form? Contact [Help Desk](#)

The report requires you to select either a grant or fund number. For specific detail information, the dates will need to be selected. Account detail is available for the dates specified. Searches are also available by Fund/ORG and Fund/Activity.

Enter the fund Grant fund (21xxxx thru 229999)

Let the dates default to current month

Select View Report. For the example below, Fund 210052 was entered under Option 1.

Option 1	Option 2
GRANT and/or FUND	FUND & ACTIVITY
210052	
Calculate Encumbrance To:	Encumbrances
<input type="radio"/> End of Fiscal Year <input checked="" type="radio"/> End of Grant	<input type="checkbox"/> Include Payroll Encumbrances
BEGIN DATE	END DATE
02/01/2019	02/25/2019

[Reset Form](#)
[View Report](#)
[Download Data to Excel](#)



Data Range: 09-01-2015 through 02-25-2019  
Encumbrances Calculated to End of Grant.

FUND: 210052 (SSS TRIO Yr 4 FY2018-19)  
Name: UWF SSS Circle of Support  
Short Title: SSS TRIO 2015-2020  
Reporting Dates: 02/01/2019 through 02-25-2019  
Grant Specialist: Carol Rafalski

Lead PI/Mgr: Latonya Wesley  
Sponsor: US Department of Education  
Sub Category: FDIR  
Project Period: 09-01-2015 Through 08-31-2020  
Grant Accountant: BRENDA BROWN

Page Setup: Legal / Landscape  
Margins: 1/2 X 1/2 X 1/2 X 1/2

GROSS SALARY WAGES	Total Budget Balance Forward		Curr. Period	Expenditures	Outstanding	Avail Balance	Percent Avail
			Expenditures	Inception To Date	Encumbrances		
60008 210052-University Work Force	\$170,804.00	\$51,085.44	\$11,951.61	\$63,037.05	\$0.00		
60017 210052-Overtime Pay	\$0.00	\$498.10	\$0.00	\$498.10	\$0.00		
<b>SUBTOTAL GROSS SALARY WAGES</b>	<b>\$170,804.00</b>	<b>\$51,583.54</b>	<b>\$11,951.61</b>	<b>\$63,535.15</b>	<b>\$0.00</b>	<b>\$107,268.85</b>	<b>63%</b>

SALARY FRINGES	Total Budget Balance Forward		Curr. Period	Expenditures	Outstanding	Avail Balance	Percent Avail
			Expenditures	Inception To Date	Encumbrances		
6100 210052-Salary Fringes	\$32,839.00	\$0.00	\$0.00	\$0.00	\$0.00		
61001 210052-Retirement-FRS	\$0.00	\$2,533.31	\$597.17	\$3,130.48	\$0.00		
61002 210052-Retirement-ORP	\$0.00	\$838.19	\$176.47	\$1,014.66	\$0.00		
61003 210052-Retirement-PEORP	\$0.00	\$927.07	\$221.54	\$1,148.61	\$0.00		
61005 210052-Social Security	\$0.00	\$3,936.03	\$890.08	\$4,826.11	\$0.00		
61006 210052-State Health Insurance	\$0.00	\$5,573.26	\$1,216.98	\$6,790.24	\$0.00		
61007 210052-State Life Insurance	\$0.00	\$58.36	\$12.48	\$70.84	\$0.00		
61011 210052-PreTax Admin Assess	\$0.00	\$8.97	\$0.00	\$8.97	\$0.00		
61014 210052-Internal Fringes	\$0.00	\$1,650.70	\$382.44	\$2,033.14	\$0.00		
<b>SUBTOTAL SALARY FRINGES</b>	<b>\$32,839.00</b>	<b>\$15,525.89</b>	<b>\$3,497.16</b>	<b>\$19,023.05</b>	<b>\$0.00</b>	<b>\$13,815.95</b>	<b>42%</b>

OPS	Total Budget Balance Forward		Curr. Period	Expenditures	Outstanding	Avail Balance	Percent Avail
			Expenditures	Inception To Date	Encumbrances		
62008 210052-Student Asst-OPS	\$2,000.00	\$60.75	\$659.06	\$719.81	\$0.00		
62009 210052-OPS Staff	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00		
6250 210052-OPS Fringes	\$2,110.00	\$0.00	\$0.00	\$0.00	\$0.00		
62501 210052-Social Security-OPS	\$0.00	\$0.00	\$9.56	\$9.56	\$0.00		
62504 210052-Internal Fringes - OPS	\$0.00	\$1.94	\$21.09	\$23.03	\$0.00		
<b>SUBTOTAL OPS</b>	<b>\$14,110.00</b>	<b>\$62.69</b>	<b>\$689.71</b>	<b>\$752.40</b>	<b>\$0.00</b>	<b>\$13,357.60</b>	<b>95%</b>

FACILITIES AND ADMINISTRATIVE	Total Budget Balance Forward		Curr. Period	Expenditures	Outstanding	Avail Balance	Percent Avail
			Expenditures	Inception To Date	Encumbrances		
75001 210052-Indirect Cost Expense	\$21,728.34	\$5,484.16	\$1,430.60	\$6,914.76	\$0.00		
<b>SUBTOTAL FACILITIES AND ADMINISTRATIVE</b>	<b>\$21,728.34</b>	<b>\$5,484.16</b>	<b>\$1,430.60</b>	<b>\$6,914.76</b>	<b>\$0.00</b>	<b>\$14,813.58</b>	<b>68%</b>

GRANT TRAVEL - GENERAL	Total Budget	Balance Forward	Curr. Period	Expenditures	Outstanding	Avail Balance	Percent Avail
			Expenditures	Inception To Date	Encumbrances		
G71002 210052-Mileage In-State	\$0.00	\$161.09	\$0.00	<u>\$161.09</u>	\$0.00		
G71010 210052-Meals (A&B) In State	\$0.00	\$49.00	\$0.00	<u>\$49.00</u>	<u>\$0.00</u>		
G71011 210052-Hotel - In State	\$0.00	\$185.32	\$0.00	<u>\$185.32</u>	\$0.00		
G71013 210052-RSP Participant-Travel-In State	<u>\$6,474.00</u>	\$0.00	\$0.00	\$0.00	\$0.00		
G71055 210052-Rental Car Out-of-State	\$0.00	\$138.10	\$0.00	<u>\$138.10</u>	\$0.00		
G71057 210052-Registration Fees Out-of-State	\$0.00	(\$4,250.00)	\$0.00	<u>(\$4,250.00)</u>	\$0.00		
G71061 210052-Meals (A&B) Out of State	\$0.00	\$79.00	<u>\$183.00</u>	<u>\$262.00</u>	<u>\$0.00</u>		
G71062 210052-Hotel - Out of State	\$0.00	(\$321.43)	<u>\$678.36</u>	<u>\$356.93</u>	\$0.00		
G71063 210052-Incidentals - Out of State	\$0.00	\$135.00	<u>\$46.01</u>	<u>\$181.01</u>	\$0.00		
G71064 210052-RSP Participant-Travel-Out of State	<u>\$5,000.00</u>	\$0.00	\$0.00	\$0.00	\$0.00		
G71199 210052-Grant Travel - General	<u>\$6,832.00</u>	\$0.00	\$0.00	\$0.00	\$0.00		
<b>SUBTOTAL GRANT TRAVEL - GENERAL</b>	<b>\$18,306.00</b>	<b>(\$3,823.92)</b>	<b>\$907.37</b>	<b>(\$2,916.55)</b>	<b>\$0.00</b>	<b>\$21,222.55</b>	<b>116%</b>

GRANT EXPENSE EXPENDITURES	Total Budget	Balance Forward	Curr. Period	Expenditures	Outstanding	Avail Balance	Percent Avail
			Expenditures	Inception To Date	Encumbrances		
G70104 210052-Consulting Services	<u>\$5,000.00</u>	\$0.00	\$0.00	\$0.00	\$0.00		
G70154 210052-Information Technology Servs	\$0.00	\$24.10	\$0.00	<u>\$24.10</u>	\$0.00		
G70203 210052-State Suncom	\$0.00	\$50.20	<u>\$16.00</u>	<u>\$66.20</u>	\$0.00		
G70204 210052-Telephone Equip Installation	\$0.00	\$0.00	<u>\$24.10</u>	<u>\$24.10</u>	\$0.00		
G70205 210052-Dept Telephone Equip & Line Charge	\$0.00	\$454.40	<u>\$113.60</u>	<u>\$568.00</u>	\$0.00		
G70251 210052-External Printing	\$0.00	\$445.00	<u>\$90.00</u>	<u>\$535.00</u>	\$0.00		
G70255 210052-Central Copy Charges	\$0.00	\$14.67	<u>\$32.43</u>	<u>\$47.10</u>	\$0.00		
G70301 210052-Office Supplies	<u>\$9,410.00</u>	\$1,934.25	<u>\$560.62</u>	<u>\$2,494.87</u>	\$0.00		
G70351 210052-Information Technology Supplies	<u>\$12,600.85</u>	\$993.23	\$0.00	<u>\$993.23</u>	\$0.00		
G70353 210052-General Operating Supplies	<u>\$3,500.00</u>	\$611.05	\$0.00	<u>\$611.05</u>	\$0.00		
G70356 210052-Expense Equipment	<u>\$1,200.00</u>	\$541.21	\$0.00	<u>\$541.21</u>	\$0.00		
G70501 210052-Gasoline	\$0.00	\$51.23	\$0.00	<u>\$51.23</u>	\$0.00		
G70752 210052-Dues & Memberships	<u>\$3,250.00</u>	\$85.00	\$0.00	<u>\$85.00</u>	\$0.00		
G72006 210052-Student Tuition Payments	<u>\$50,000.00</u>	\$32,350.00	\$0.00	<u>\$32,350.00</u>	\$0.00		
<b>SUBTOTAL GRANT EXPENSE EXPENDITURES</b>	<b>\$84,960.85</b>	<b>\$37,554.34</b>	<b>\$836.75</b>	<b>\$38,391.09</b>	<b>\$0.00</b>	<b>\$46,569.76</b>	<b>55%</b>

<b>GRAND TOTALS (Before Transfers)</b>	<b>\$342,748.19</b>	<b>\$106,386.70</b>	<b>\$19,313.20</b>	<b>\$125,699.90</b>	<b>\$0.00</b>	<b>\$217,048.29</b>	<b>63%</b>
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<b>GRAND TOTALS (After Transfers)</b>	<b>\$342,748.19</b>	<b>\$106,386.70</b>	<b>\$19,313.20</b>	<b>\$125,699.90</b>	<b>\$0.00</b>	<b>\$217,048.29</b>	<b>63%</b>
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[Account Details](#)

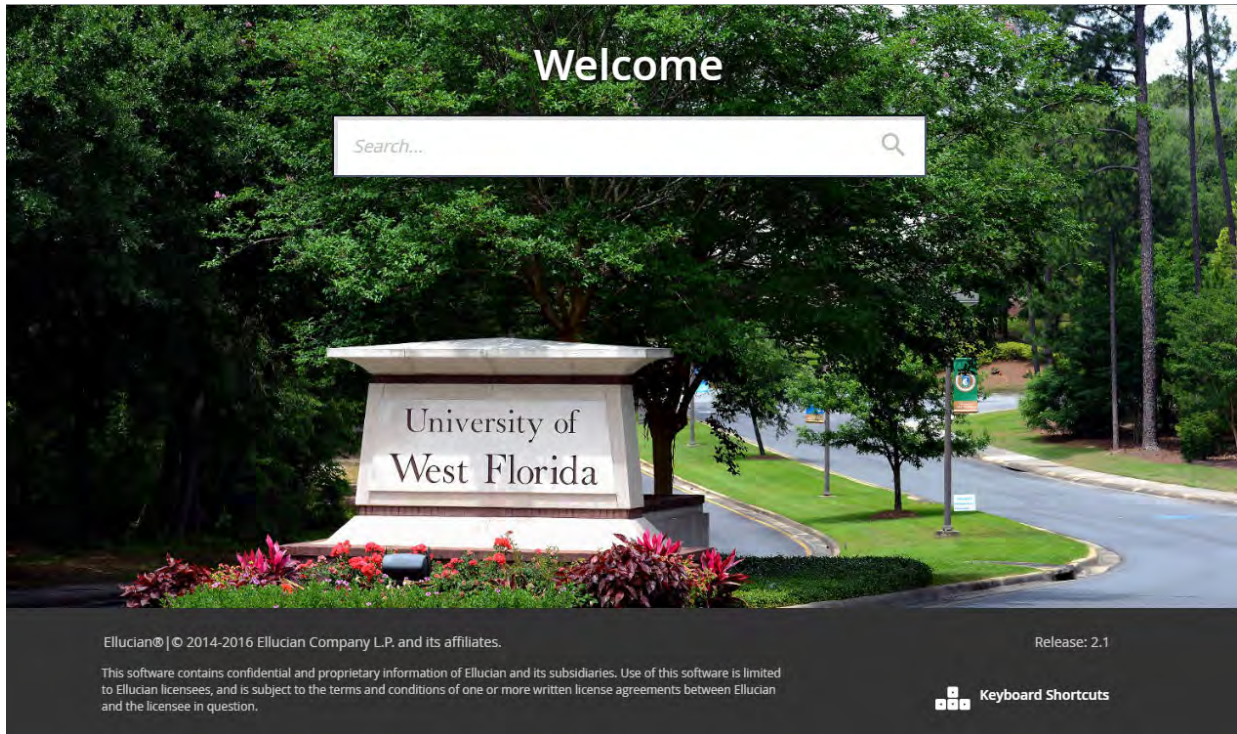




## Create a Budget Transfer by using the Copy Feature

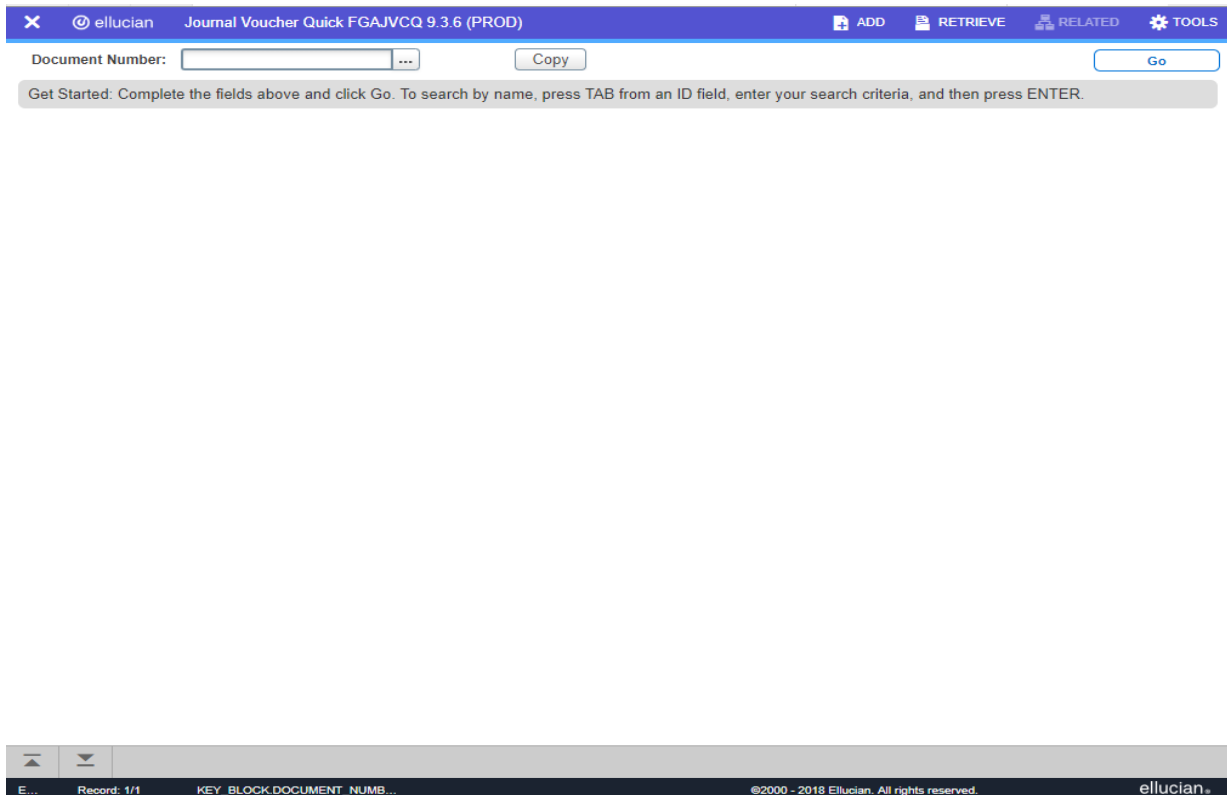
There may be times when you need to create a BT just like one you previously prepared or that needs to reverse one that was previously posted. There is a copy feature that will allow you to copy or reverse a previous document.


### 1. Banner's Welcome Screen

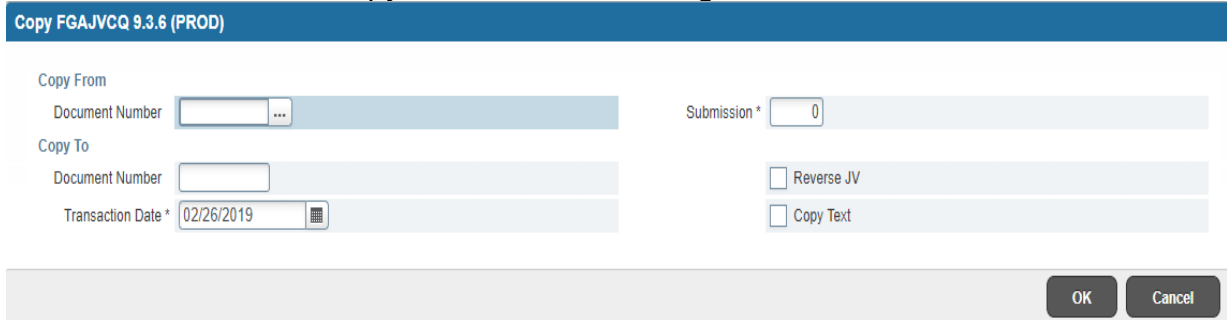


Although there are 3 screens that can be used for BT entry (FGAJVCQ, FGAJVCD, and FGAJVCM) we will concentrate on FGAJVCQ. FGAJVCM is for mass entry and FGAJVCD is a longer version of FGAJCVQ. We believe that FGAJVCQ will be the most beneficial form to use for the on-line BT process.

2. Enter FGAJVCQ in the "Go To" field and press enter or double click the form name if listed in My Banner Folder-This will open the FGAJVCQ form



3. Make sure that the Document Number field is blank when you are beginning to enter a new BT. If it is not blank hit your delete key to clear the number displayed. **Never key anything into the Document Number field. Always start with an empty (blank) document number.**
4. Select the  copy icon located to the right of the document number field



5. Enter the Document number that you want to copy or reverse in the “Copy From” Document Number field.
6. Leave the “Copy To” Document Number Field blank so Banner will assign the next document number. If you are reversing the previous document then check the Reverse JV box, otherwise leave it unchecked. (You may also put a check mark in the Copy Text box and the text from the previous document will be entered in the new document.)
7. Select OK. This will take you to the Header section of the new document.

University of West Florida | Jeremy Ochoa | Sign Out

ellucian | Journal Voucher Quick FGAJVCQ 9.3.6 (TEST2) | ADD | RETRIEVE | RELATED | TOOLS

Document Number: J0089622 | Start Over

JOURNAL VOUCHER QUICK | Insert | Delete | Copy | Filter

Transaction Date \* 02/26/2019 | Document Total 2,250.00

NSF Checking  
 Deferred Edit  
 Document Text Exists

8. Edit text to Update the Long Text description.
  - a. Click on Related in the Top Right and select Document Text (FOATEXT)

ADD | RETRIEVE | RELATED | TOOLS

Search

Document Text [FOATEXT]

NSF Check  
 Deferred E  
 Document

9. Enter your text starting on the first line (each line is limited in characters)
10. Leave Print blank
11. Leave Line blank-it will automatically populate
12. Select down arrow
13. Repeat this process until you have written enough text that your approver, the budget office and other viewers of the document will understand the reason for the transfer request. Refrain from abbreviations in the long text.

ellucian | General Text Entry FOATEXT 9.3.6 (TEST2) | ADD | RETRIEVE | RELATED | TOOLS

Type: JV Code: J0089622 Default Increment: 10 | Start Over

GENERAL TEXT ENTRY | Insert | Delete | Copy | Filter

Text	Print *	Line
Journal Type W08, test 1 of 2	<input type="checkbox"/>	10
BT from Index 130099 to Index 130041 for	<input type="checkbox"/>	20
background screening for 2 new positions	<input type="checkbox"/>	30

Record 1 of 3

14. Click **SAVE** and click **X** in the top left to close.

15. This will take you back to the Journal Voucher Document Header section. Notice that the Document Text Exists block now has a check mark in the box.

16. Select Next block



17. You may want to write the document number down now. You are required to keep documentation of the BT within your office for audit purposes, but it will be up to each office to determine their office procedure.

- a. Beside audit reasons, it is very important that you have this document number because many users process journal entries and without this number it would be more difficult to assist you if there are any problems.

Notice the information has been copied or reversed from the original budget transfer document

18. Select Related from the Tool bar

19. Select Access Transaction Summary Info (FGIJSUM) from the drop-down menu.

Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
Postable	1	W08	7	130041	130041	1450	7000	91			1,125.00	+ Plus
Postable	2	W08	7	130099	130099	1014	8500	91			1,125.00	- Minus
Total:											2,250.00	

20. Verify all information is as you expected:

(a) Status is "P" per line

(b) Type is the correct Journal type for your request and all lines have the same type

(c) Index is correct per line

(d) Acct code is correct per line

(e) Activity Code if any is correct per line

(f) Amount is correct per line

(g) +/- Indicator is correct per line

(h) Document Total at top is equal to Total on bottom

21. If all is ok, you may want to **print** this screen for your records. Close this form by selecting the **X** from the icon bar, and **skip to Step 25**.

If you complete the budget transfer without printing and later decide you would like a print out you can go to Information Navigator and select the Document Detail by Status – Prod (BUDG000020) and enter your Document Number.

22. If corrections are needed, close this form by selecting the **X** from the icon bar and **go to step 23**.

23. Make **ALL** necessary corrections to the header and/or line (sequence) sections. (Use Next Block and Previous Block to go between sections. Use tab and Up of Down arrows to move within the section)

24. Repeat **steps 18 through 21 until all is correct**.

25. Select Next Block  to go to the Complete or In Process section of the BT.



**26. Select either Complete or In Process**

- a. If you are done select **Complete** and your document will be sent to the next approver. System will display a message in the lower left corner (referred to as the hint line) saying the document number has been completed and forwarded to the approval process. For Sponsored Research BT's the Primary Investigators (PI) will be notified by e-mail of this action and **will only need to reply if there is a problem.**
- b. If you need to leave prior to completion select **In Process.**
- c. **Pay attention to your hint line messages!**
- d. **NEVER DELETE a BT- Contact the budget office if you have started a BT and decided it is not needed.**

**27.** You will be taken back to the Document number field in order to begin another BT if needed, else select the **X** from the icon bar to go back to the Welcome Screen.

**28.** If you selected complete in error and want to get the document back you will use FOADOCU screen and deny the document. This will bring the document back to you. It can be retrieved at any point until the RAE or the budget office approves it. (See pg 79 for instructions.)

**Note:** The budget office personnel are available to assist you with questions, concerns, and/or problems. For any questions or concerns, please contact Jeffrey Djerlek at Ext 2759, Jeremy Ochoa at Ext 2023, or Rene Malaise at Ext 2215 for assistance.