Quick Reference for Entering Online Budget Transfers (BT)

1. Go to Banner Welcome Screen
2. Type FGAJVCQ in the GO TO field
3. Make sure that the Document Number field is blank.
4. Select Next Block icon
5. Tab to Document Total and enter the grand total dollars
6. Select Options from the Tool Bar
7. Select Document Text
8. Enter the “Long Text” description of the reason for transfer and select down arrow on your keyboard for the next line (characters are limited per line)
9. Repeat for as many lines as needed
10. Select Save icon.
11. Select Close icon
12. Select Next Block icon
13. Write your document number down for future reference
14. Tab through to Journal Type and enter your type
15. Tab to Index field and enter the Index number
16. Tab to Account field and enter the account number
17. Tab to Activity field and enter the activity code if applicable
18. Tab to the Amount field and enter the 1st line item amount
19. Tab to D/C field and enter + for increase or – for decrease.
20. Tab to Description and enter “short text” reason for transfer
21. Tab to Budget Period and enter the current fiscal period
   a. If additional lines are needed go to step 23
   b. If no additional lines are needed go to step 27
22. Select Down Arrow on your keyboard for next line entry.
23. Select F4 to duplicate the prior line
24. Tab through and change appropriate fields as needed
25. Repeat steps 22 through 24 as many times as needed to enter all lines.
26. Select Save icon.
27. Select Options from the tool Bar
28. Select Access Transaction Summary Info
29. Verify that all data was entered correctly and that the totals match and Print Screen if desired. If all is not correct, go back and correct.
30. Select Close icon
31. Correct errors to line items if needed
32. Select Save icon.
33. Select Next Block icon
34. Select Complete if you are done or In-Process if you need to leave and return to this later.
35. Read the Hint Line at the bottom for system messages!

**Contact Jackie Pinkard ext 2023 or Pam Cadem ext 2215 with any questions.

Before Entering a Budget Transfer:
- Check Available Balance (FGIBAVL) – account code required – use acct 6000 or BUDG000008
- Check Cash Interfund Balance (FGITBAL) – leave account code blank or BUDG000009
- Check Activity Code Available Balance (FGIBDST) – leave account code blank or enter an account code or BUDG000010
- If you are not going to complete a BT that has been initiated, notify the Budget Office ASAP

Journal Type/Rule Code
- W01-Gen Rev (E&G)
- W02-CF
- W03-Student Activity
- W04-Athletics
- W05-Contracts & Grants
- W06-Financial Aid
- W07-Scholarships
- W08-Auxiliary
- W11-Concessions
- W12-Construction
- W13-Technology
- W19 – Board Approved Fees
- BD02-RSP Seed/Admin
- BR24-RSP-Grants
- GRTS-RSP-Seed/Admin

Account Code
- 6000-Salary
- 6100-Salary Fringe
- 6200-OPS
- 7000-EXP
- 7101-Ind Travel
- 71008-Team Travel
- 7415-OCO
- 7419-Library Resources
- 7420-FCO
- 80002-Trsfr Interfund-In
- 8500-Transfer Out
- 85001-Trsfr Interfund-Out
- 85004-Schlrship Trsfr Out
- 85005-Fee Wvr Trsfr Out

Budget Periods
- 01-Jul
- 02-Aug
- 03-Sept
- 04-Oct
- 05-Nov
- 06-Dec
- 07-Jan
- 08-Feb
- 09-Mar
- 10-Arp
- 11-May
- 12-Jun
Quick Reference for Approving Online Budget Transfers (BT)

1. Go to Banner Welcome Screen
2. Type FOAUAPP in the GO TO field
3. If you are taken to FOIAINP, Click Close icon then you will be taken to FOAUAPP.
4. Select Next Block icon.
5. Select Detail for 1st item to review
6. Select Options from the Tool Bar
7. Select Document Text to read description for reason for budget transfer.
8. Click Close icon twice to go to the welcome Screen
9. Review for budget/cash availability with Information Navigator Reports and/or Banner Screens
10. Go back to FOAUAPP
11. Select Approve or Disapprove.
12. Enter Comments on Pop-Up screen as needed.
13. Click OK. You will receive another pop-up.
14. Click OK again.
15. Repeat steps 4 through 13 as needed for additional documents.

Quick Reference for BTs Incomplete or Disapproved

1. Go to Banner Welcome Screen
2. Click on Check Banner Message
3. Print the screen or write the item numbers that need to be addressed and read the reason for disapproval
4. Select Close icon – this should take you back to the Welcome Screen
5. Type FGAJVCQ in the GO TO field.
6. Make sure that the Document Number field is blank. **Do not type in your document numbers!**
7. Use the icon, located next to the Document number, which will give you a list of suspended documents
8. Find your Document Number and double click
9. Select Next Block icon
10. Make the Necessary Changes to the header section
11. Select Next Block icon
12. Make the Necessary Changes to the line items as needed
13. Select Save icon.
14. Select Options from the Tool Bar
15. Select Access Transaction Summary Info
16. Verify that all data was entered correctly and that the totals match and Print Screen if desired. **If all is not correct, go back and correct.**
17. Select Close icon
18. Select Next Block icon
19. Select Complete if you are done or In-Process if you need to leave and return to this later.
20. Read the Hint Line at the bottom for system messages!

**Contact Jackie Pinkard ext 2023 or Pam Cadem ext 2215 with any questions.**