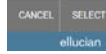


Quick Reference for Entering Online Budget Transfers (BT)

1. Go to **Banner Welcome Screen**
2. Type **FGAJVCQ** in the Search field
3. **NOTE:** If you are an approver and there are Budget Transfer Documents awaiting your approval, a message will populate informing you of the number of documents waiting for approval.



IF SO: Click the **Cancel Button** - **lower right corner**

You are now ready to proceed to enter the Budget Transfer.

REMEMBER: **FOAUAPP** is the Banner Screen to process an approval

4. Make sure that the **Document Number field is blank.**

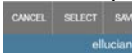


5. Select **green Go button** - **top right corner**
6. **Transaction Date** should populate with today's date
7. Click in **Document Total** and enter the grand total dollars
8. **NSF Checking** box should be checked
9. **Deferred Edit** box should not be checked
10. **Document Text Exists** box should not be checked

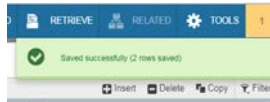


11. Click **Save Button** - **lower right corner**

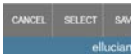
12. **Document Number** should now populate
13. **Select Related command from Menu** to type long text description
14. **Select FOATEXT**
15. **Type** long text description, press down arrow on keyboard for additional lines



16. Click **Save** - **lower right corner**



17. Message in upper right corner in green
 - a. **Saved successfully**



18. Click **Cancel** - **lower right corner**

19. **Back on Document Number Screen**

20. Click **Next Session** button at bottom of screen - **lower left corner**

21. Click or Tab to **Sequence** field and enter sequence number
22. Click or Tab to **Journal Type** field and enter the Journal Type
23. Click or Tab to **Chart** field and **7 will populate**
24. Click or Tab to **Index** field and enter Index Number
25. Click or Tab to **Fund** field and **Fund, Organization and Program Codes** should populate

26. Click or Tab to **Account** field and enter **Account Code**
27. Click or Tab to **Activity** field and enter the activity code if applicable
28. Click or Tab to **Percent** field and leave blank
29. Click or Tab to **Project** field and leave blank
30. Click or Tab to the **Amount** field and enter the 1st line item amount
31. Click or Tab to the **Debit/Credit** field and select +Plus for increase or -Minus for decrease
32. Click or Tab to the **NSF Override** field and leave blank or check if applicable
33. Click or Tab to the **Description** field and enter the "short text" reason for transfer
34. Click or Tab to the **Bank** field and **AP will populate**

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

35. Click or Tab to the **Budget Period** field and enter current fiscal period

36. Leave **Currency Field** blank

37. Leave **Gift Date Field** blank

38. Leave **Number of Units** field blank

39. Click **Save Button**  - lower right corner


40. Click **Insert or Copy for Sequence 2** – right side of **Banner Screen**

a. **Insert** – user type all data

b. **Copy** – system will copy all data

41. Click or Tab to and Type **Sequence Number = 2**

42. Click or Tab to and make changes to respective fields

43. Click **Save**  - lower right bottom of screen

44. Select **Related** command from **Menu**

45. Select **FGIJSUM** (see transaction keyed)

a. **Status = Postable**

46. Click **Cancel**  - lower right bottom of screen

47. Screen is back to **Sequence 2**

48. Click **Save**  - lower right corner

49. Click **Next Section**  - lower left corner

a. **In Process**  should be highlighted

50. Select **Complete** 

51. Screen will clear

52. Message in upper right corner in green

a. **Completed and forwarded to the approval process.**

53. Click **Add** option from **Menu** to key next **Budget Transfer**

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. Approvals Notification
 - a. Number of Documents awaiting review

4. Select **Select** button  - lower right corner

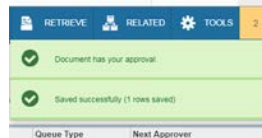
5. Select green **Go** button  - top right corner

6. Documents awaiting approval will populate
 - a. Approve
 - b. Disapprove
 - c. Detail
 - d. Queues
7. Highlight line of Document Number to be reviewed
 - a. Select Approve, Disapprove or Detail
 - b. Dialouge box will populate



- c. Enter **Comments** on Pop-Up screen, if applicable
 - d. Select OK

- e. **Message in upper right corner in green**
 - i. Document has your approval
 - ii. Saved successfully



8. Click yellow box  - top right corner

9. User Approval screen will populate

10. Click Start Over  for next approval

11. Select green Go Button  to review next document for approval

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

Screen Reference

FGAJVCQ
 FGIBAVL
 FGIBDST
 FGIDOCR
 FGIJSUM
 FGIJVCD
 FGITBAL
 FGITRND
 FOADOCU
 FOATEXT
 FOAUAPP
 FOIAINP
 FOIAPPH
 FOQJVCD
 GUAMESG

Quick Reference for BTs Incomplete or Disapproved

Important Note: You will be required to change at least one field on the document in order for Banner to look at it again for processing. ****Always change the date to the current date if appropriate; else retype an amount and any other fields that need changing.**

1. Go to the **Banner Welcome Screen**
2. Type **FGAJVCM** in the “**GO TO**” field and press [Enter].
3. Select the ellipsis  icon, located next to the Document Number search field.
4. From the list of suspended documents that display, find your Document Number and double-click on it.
5. Select “Go” button – top, right corner
6. Make the necessary changes to the header record, “Transaction Date” and “Document Total.”
7. Select the Next Block  icon – bottom, left corner – to display body of journal entry.
8. Make the necessary changes to the line items.
9. Select the Save  icon – bottom, right corner.
10. Select “**Related**” from the Tool Bar.
11. Select “Access Transaction Summary Info” [FGIJSUM].
12. Record the “Transaction Amount Total” and select the Close  icon – top left corner.
13. Verify that “Transaction Amount Total” and “Document Total” match.
14. Make any corrections and print screen if desired.
15. Select the Next Block  icon
16. Select “Complete” if you are done, or select “In-Process” if you need to leave and return later.

17. Read system (success/error) messages displayed in top, right corner!

