

UNC Wilmington

Budget Office

On Line Budget Revisions

User Documentation

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Overview

On-line budget revision access is limited to the budget authority or designee for each Banner Finance fund. Requests for access should be sent to Financial Systems in Business Affairs via email and copied to the Budget Office.

The fund must be a budgeted fund. All general funds (1XXXXX) and budgeted special funds (2XXXXX, 3XXXXX, 5XXXXX, and 9XXXXX) are eligible for on-line budget revisions. All unbudgeted funds are ineligible for on-line budget revisions. Some funds excluded from eligibility include the Library Book fund and the Motor Vehicles fund. Contact the Budget Office to process budget revisions for these funds.

Movement is limited to the purchased services (920000), supplies and materials (930000), and property plant and equipment (940000), motor vehicles (944000), other equipment (945000), and other expenses and adjustments (950000). For trust funds movement is allowed for temporary wages (915000) and contracted services (921000). For contract and grant funds, contracted services (921000), C&G travel (920100) and C&G participant travel (920200) are also available.

The amount of budget moved must be whole dollars, no cents, ex. 10.00.

Check Available Budget

Navigate to the Budget Availability form. From the General Menu, type in *FGIBAVL* and hit "Enter". Determine budget revision needed.

Budget Availability Status FGIBAVL 7.3.0.1 (PPRD)					
Chart:	W	Fund:	125100	Dept Of Accountancy	
Fiscal Year:	09	Organization:	31241	Accountancy	
Index:		Account:	911000	EPA Regular Salaries Budget Pool	
Commit Type:	Both	Program:	101	Instruction	
Control Keys ----> Fund: 125100 Organization: 31241 Account: 911000 Program: 101					
Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
912000	SPA Regular Salaries Budge	37,072.00	3,089.33	34,991.00	-1,008.33
913000	EPA Acad Salaries Budget F	1,634,924.00	123,751.53	1,500,747.28	10,425.19
918000	Benefits Budget Pool	0.00	28,409.79	0.00	-28,409.79
920000	Purchased Svc Budget Pool	24,598.00	4,359.21	6,871.70	13,367.09
930000	Supplies & Materials Budge	6,571.00	821.08	0.00	5,749.92
940000	Capital Outlay Budget Pool	8,000.00	0.00	4,108.00	3,892.00
950000	Other Expenses & Adj Budc	0.00	11.00	0.00	-11.00

Budget Pools

Budget is maintained at a summary or pooled level, ex. 921000. Actual YTD expenses are made at the detail account code level, ex. 921990. Below is a list of selected budget pools. For a comprehensive list see *Attachment 1*.

Budget Pool	Description	Expenditure Code Ranges
920000	Purchased Services	923XXX-925140, 92515X, 925170, 92518X, 9252XX-929400
930000	Supplies & Materials	932XXX
950000	Other Expenses & Adjustments	95XXXX (exclude 954890)

Enter On Line Budget Revision

Navigate to the Journal Voucher Quick form. From the General Menu, type in *FGAJVCQ* and hit "ENTER".

Click the Next Block toolbar button (CTRL Page Down). The system will automatically assign the next sequential document number to the budget revision.

Click the Next Block toolbar button (CTRL Page Down) to move to the Journal Voucher Document Header.

Tab past the Transaction Date field. The system automatically enters the current date.

Tab to the Document Total field and enter the hash total (the total of the pluses and the minuses, absolute value). You can also double-click the Document Total field to bring up a calculator, which will help you to enter your transaction amount.

Example: If you are moving \$50.00 from one FOAP to another, you would enter \$100.00 in this field.

NOTE: The amount must be whole dollars only, no cents. Ex. 100.00

Journal Voucher Quick FGAJVCQ 7.3.0.1 (PPRD)

Document Number:

Journal Voucher Document Header

Transaction Date: 19-AUG-2008

Document Total:

NSF Checking Deferred Edit Document Text Exists:

Click the Next Block toolbar button (CTRL Page Down) to move to the Transaction Detail window.

NOTE: At this point the Document Number field will be populated with the next available number. Please write this number down for future reference.

Tab through the Sequence field. The system will automatically assign the next sequential number for this transaction.

Enter the appropriate Journal Type for the transaction you are performing.

Rule Codes

Code	Fund Limitations	Account Limitations	Fund Type Limitations
R01	General Funds	920000, 930000, 940000, 944000, 945000, 950000	11
R02	Trust, Agency, Auxiliary, Overhead	915000, 920000, 921000, 930000, 940000, 944000, 945000, 950000	12, 13, 31, 81, 82
R04	C & G Participant Travel	920000, 920100, 920200, 921000, 930000, 940000, 944000, 945000, 950000	21
R05	Budget Mgrs, General Funds	920000, 930000, 940000, 944000, 945000, 950000	11
R06	Budget Mgrs, Overhead	915000, 920000, 921000, 930000, 940000, 944000, 945000, 950000	12

Chart will automatically default to "W".

Enter the appropriate fund in the Fund field or click on the Search toolbar button to locate.

The appropriate Organization will default.

Enter the appropriate account in the Account field or click on the Search toolbar button to locate.

The appropriate Program will default.

In the Amount field, type in the budget amount for this FOAP combination.

In the D/C field, enter a "+" to increase the budget or a "-" to decrease the budget.

Enter a brief description for this budget revision in the Description field.

Transaction Detail FGJVCQ 7.3.0.1 (PPRD)

Document Number: 00030195 Document Total: 2,000.00

Sequence: 1 Currency: Status: P

Journal Type: R01 Rev Online General Budget (Campus)

Chart: W UNCW Chart of Accounts

Index:

Fund: 125100 Dept Of Accountancy

Organization: 31241 Accountancy

Account: 920000 Purchased Svc Budget Pool

Program: 101 Instruction

Activity:

Location:

Project:

Percent:

Amount: 1,000.00 D/C: -

Bank: 10

Description: cover 953990 contract svc-csh

You have completed the first sequence. **DO NOT HIT ENTER.** Press the down arrow key on the keyboard or click the Next Record toolbar button to begin entering the next record.

Shortcut: If the basic information for the next record is the same as the first, then you can make a copy of the first record and simply change the necessary information on the second record.

- Click on the Record/Insert option from the Menu Bar or use the F6 keyboard shortcut.
- Click on the Record/Duplicate option from the Menu Bar or use the F4 keyboard shortcut. This will make a copy of the first record.
- Tab through the Sequence field and it will automatically assign the next sequential number.
- Change the FOAP, D/C or Description information necessary for this second record.

Click the Save toolbar button after entering all entries.

After completing the budget revision review the transaction for accuracy by selecting Access Transaction Summary Info under "Options" on the Banner toolbar. This will take you to the *FGJISUM* form.

The document subtotal and summary total must match.

Review document status indicators.

- P** Postable, record OK
- E** Error, a correction to the record is needed
- N** Insufficient funds

If corrections are needed, close the *FGIJSUM* form to return to the *FGAJVCQ* form.

Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
P	1	R01	W		125100	31241	920000	101			1,000.00	-
P	2	R01	W		125100	31241	950000	101			1,000.00	+
											Total:	2,000.00

Status Indicator: (P)ostable, (E)rror, (N)SF Error
Record: 1/2

Error Messages

Account must be

The wrong account number was used. Refer to the rule code documentation for allowable accounts for each code.

Must be ... fund type.

The wrong fund type was used. R01 and R05 are for general funds, funds that begin with a 1. R02 is for all budgeted trust funds, funds begin with a 2, 3, or 9. R06 is for overhead, funds that begin with 28. R04 is for contract and grants, funds that begin with 5.

Transaction sign and "I" process are not consistent.

The wrong process sign was used. On line budget revisions must use a + or -.

The pluses (+) do not equal minuses (-) within fund.

The + must equal the -. On line budget revisions must be balanced or net to zero.

Use a print screen of the Transaction Summary screen for internal office record of budget revision. Click the Printer toolbar button to print this screen. If the budget revision is longer than 4 lines you can also download the budget revision to Excel. Choose Help, Extract Data with Key or Extract Data without Key from the Banner toolbar.

After you have completed the information on the Transaction Detail screen, click the Next Block toolbar button to access the Completion screen.

The screenshot displays two windows from the FGAJVCQ 7.3.0.1 (PPRD) system. The top window, titled "Transaction Detail", contains the following fields:

- Document Number: 00030195
- Document Total: 2,000.00
- Sequence: 2
- Currency: [Dropdown]
- Status: P
- Journal Type: R01 (Rev Online General Budget (Campus))
- Chart: W (UNCW Chart of Accounts)
- Index: [Dropdown]
- Fund: 125100 (Dept Of Accountancy)
- Organization: 31241 (Accountancy)
- Account: 950000 (Other Expenses & Adj Budget Pool)
- Program: 101 (Instruction)
- Location: [Dropdown]
- Project: [Dropdown]
- Percent: [Dropdown]
- Description: cover 953990 contract svc-csh
- Budget Period: 01
- Amount: 1,000.00
- Bank: 10
- D/C: +

The bottom window, titled "Completion", shows a toolbar with two buttons: "Complete" (with a green checkmark icon) and "In Process" (with a red X icon).

When you have successfully completed the budget revision, a message will appear at the bottom of the screen: "Document completed and forwarded to the posting process."

Click on the Exit toolbar button to close the FGAJVCQ form.

Tips

1. Use a print screen of the Transaction Pool Summary screen for internal office record of budget revision.
2. If you have finished a budget revision and have accidentally moved forward to a blank sequence that you will not use:

Select Remove under "Record" on the Banner toolbar. This will remove the unused record and you will be on the last completed sequence. You may then complete the document.

3. If the total of the "+" and "-" do not match the amount entered in the Document Total field:

Return to the Document Header, previous block or options – Document Header, and correct the total amount or correct the sequence in the Transaction Detail screen.

4. If the total of all the "-" does not equal the total of the "+":

Return to the sequence in Transaction Detail screen and correct.

5. If the incorrect Journal Type is used for the fund:

Return to the sequence in Transaction Detail screen and correct.

6. If you realize that you need to correct a transaction after the transaction has already been completed do the following:

Completely reverse the transaction in error by entering a budget revision that is the opposite of the incorrect one. Do a new budget revision to reflect the correct action.

Suggestion: Describe any reversal entry as "Reverse Budget Revision".

7. If the budget revision is not completed and is no longer needed. You can delete it. Enter the budget revision document number and click Next Block. In the Journal Voucher Document Header section, click Delete Record two times. On the first click, the lower left corner will display the following message, "Press Delete Record again to delete this record." On the second click the following decision box appears. Click Ok to permanently delete the journal voucher. This document will be deleted and the document number can never be re-used.

Suspended Journal Vouchers

This section will review the process for querying on suspended Journal Vouchers. Budget Revisions may become suspended for three reasons:

1. The posting process has not yet run. It is set to run every 30 seconds so this scenario should be rare.
2. The entry has not been completed (the user clicked In Process rather than Complete).
3. The entry is in a suspended state and must be investigated in order to complete it.

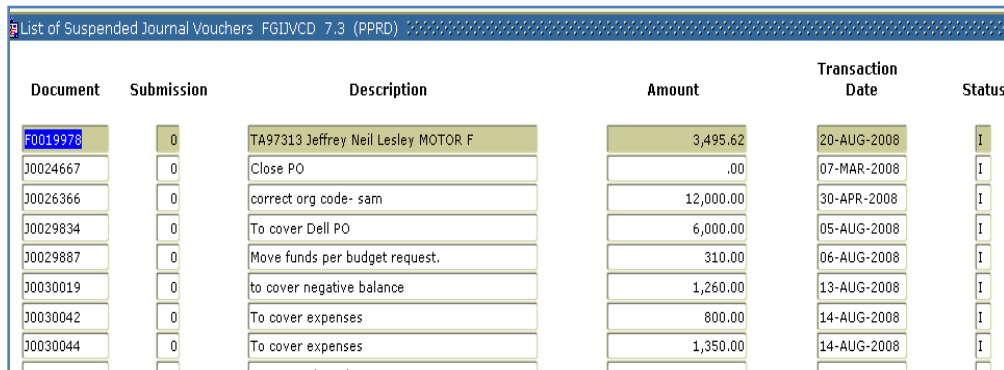
Use the List of Suspended Journal Vouchers Form to view an online query of pending journal vouchers in the system.

List of Suspended Journal Vouchers– FGJIVCD:

To view all suspended Journal Vouchers:

From the General Menu, type FGJIVCQ and click the magnifying glass button.

A list of Suspended Journal Vouchers will display.



Document	Submission	Description	Amount	Transaction Date	Status
F0019978	0	TA97313 Jeffrey Neil Lesley MOTOR F	3,495.62	20-AUG-2008	I
J0024667	0	Close PO	.00	07-MAR-2008	I
J0026366	0	correct org code- sam	12,000.00	30-APR-2008	I
J0029834	0	To cover Dell PO	6,000.00	05-AUG-2008	I
J0029887	0	Move funds per budget request.	310.00	06-AUG-2008	I
J0030019	0	to cover negative balance	1,260.00	13-AUG-2008	I
J0030042	0	To cover expenses	800.00	14-AUG-2008	I
J0030044	0	To cover expenses	1,350.00	14-AUG-2008	I

Attachment 1

Budget Pools

Pool	Description	Banner Expenditure Ranges
911000	EPA Regular Salaries Budget Pool	911xxx
912000	SPA Regular Salaries Budget Pool	912xxx
913000	EPA Academic Salaries Budget Pool	913xxx
914000	SPA Premium & Holiday Budget Pool	914xxx
915000	Temp Employees Wages Budget Pool	915xxx
917000	Board Member Compensation	917510
918000	Benefits Budget Pool	916xxx, 918xxx
919000	Workers Compensation Budget Pool	9196xx
920000	Purchased Services	923xxx - 925140, 92515x, 925170, 92518x, 9252xx - 929400
920100	C&G Travel Budget Pool	925141, 925144, 92516x, 925171 - 925177, 92519x
920200	C&G Participant Travel Budget Pool	925145 - 925149
921000	Contracted Services Budget Pool	921xxx (excludes 921510)
921510	Contracted Serv - Acad Ser Bud Pool	921510
922000	Utilities Budget Pool	922xxx
930000	Supplies & Materials Budget Pool	932xxx 9451xx - 945353, 945511, 945512, 945551, 945552, 9457xx - 9549xx
940000	Capital Outlay Budget Pool	
944000	Motor Vehicles Budget Pool	9454xx
945000	Other Equipment Budget Pool	945510, 945520, 945550
946000	Library Books, Journals Budget Pool	946xxx
950000	Other Expenses and Adjustments	95xxxx (exclude 954890)
954800	Indirect Cost Budget Pool	954890
960000	Grants State Aid & Assit Budget Pool	96xxxx
970000	Reserves Budget Pool	978xxx
980000	Intragovernmental Transfer Budget Pool	98xxxx
801000	Unbudgeted Pool, Not NCAS	All
801050	CI Budget Code	All