

NOCCCD Finance Menu for Budget Managers & End Users

Training for Budget Transfers and Expenditure Transfers

The screenshot shows the Banner Internet Native application interface. The title bar reads "Banner Internet Native". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Help", and "Window". The toolbar contains various icons for navigation and actions. The main window title is "North Orange County CCD GUAGMNU 5.4 (PROD)". A dropdown menu is set to "Departmental Budget Transfers". A "Direct Access:" field is visible. The left pane shows a tree view of system menus, with "Departmental Budget Transfers" highlighted. The right pane displays a table with the following data:

Description	Name
Journal Voucher Quick Form	FGAJVCQ
Organization Budget Status Form	FGIBDST
Budget Availability Status Form	FGIBAVL

At the bottom of the window, a status bar contains the text: "Enter the object name; press CQUERY for messages, LIST for listing."

Journal Voucher Quick Form (FGAJVCQ)

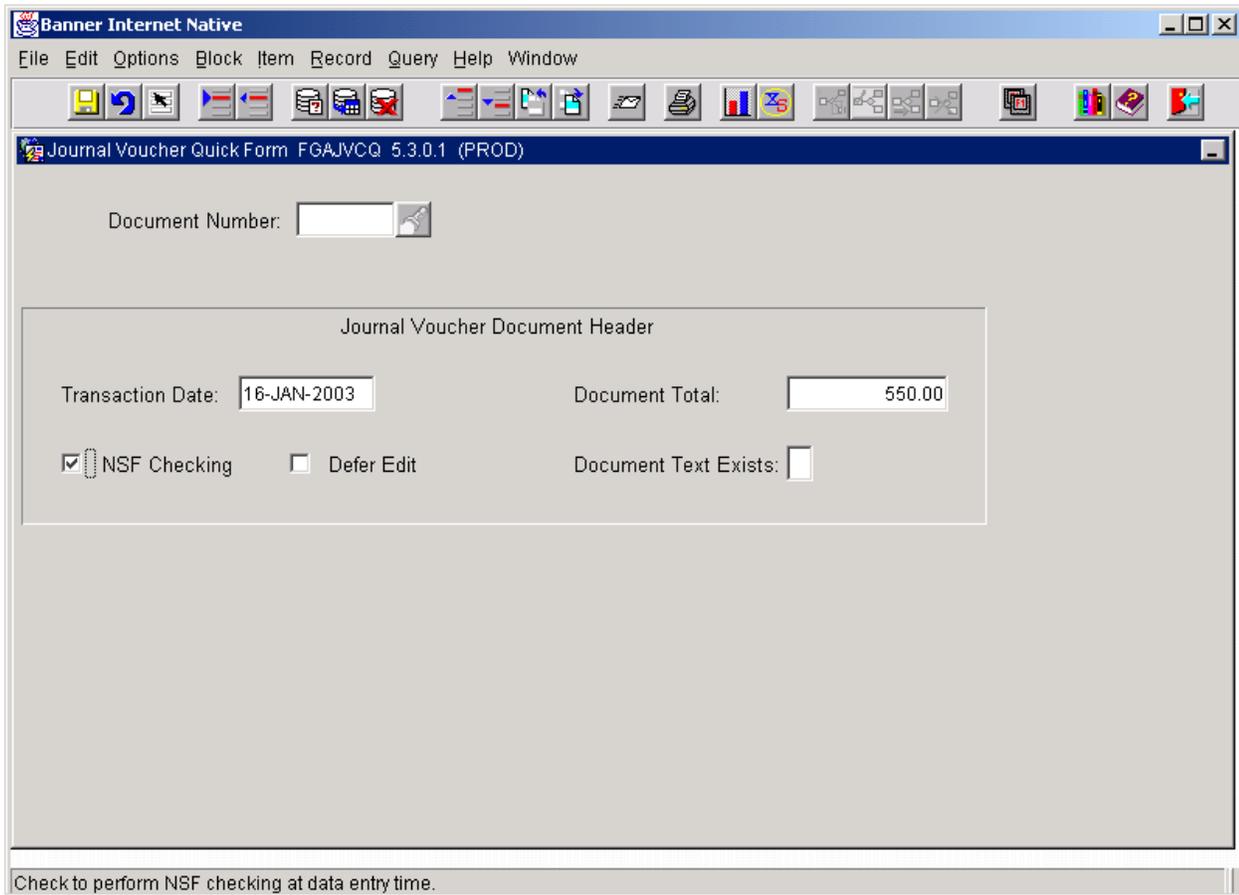
This is the form that we will use to enter both Budget Transfers and Journal Entry transfers. The document number will be supplied by the system.

The screenshot shows a web browser window titled "Banner Internet Native" with a menu bar (File, Edit, Options, Block, Item, Record, Query, Help, Window) and a toolbar. The main content area is titled "Journal Voucher Quick Form FGAJVCQ 5.3.0.1 (PROD)". It contains a "Document Number:" label followed by a text input field and a key icon. Below this is a "Journal Voucher Document Header" section with a light gray background, containing four fields: "Transaction Date:" with a text input field, "Document Total:" with a text input field, a checkbox labeled "NSF Checking", a checkbox labeled "Defer Edit", and "Document Text Exists:" with a text input field. At the bottom of the window, a status bar reads: "Enter the Document Number; use 'NEXT' or leave field blank to generate number."

Document Number

Leave blank or type in the word NEXT. Banner will assign the next available number (J.....).

[NEXT BLOCK]



Document Number:

Journal Voucher Document Header

Transaction Date: Document Total:

NSF Checking Defer Edit Document Text Exists:

Check to perform NSF checking at data entry time.

Transaction Date

This will default to today's date. This will determine what accounting period the document is posted to. The accounting period and fiscal year must be open.

Document Total

Enter the absolute value of all entries. (Add all entries together ignoring whether it is a plus or minus; debit or credit). This is a hash total.

Document Text

Click on Document Text in the Options Menu and add the appropriate text.

You will be brought back to the JV header. Notice that the document text exists box is now checked.

The screenshot shows a web browser window titled "Banner Internet Native" with a menu bar (File, Edit, Options, Block, Item, Record, Query, Help, Window) and a toolbar. The main content area is titled "Journal Voucher Quick Form FGAJVCQ 5.3.0.1 (PROD)".

Document Number: J0005474

Journal Voucher Document Header

Transaction Date:	16-JAN-2003	Document Total:	550.00
<input checked="" type="checkbox"/> NSF Checking	<input type="checkbox"/> Defer Edit	Document Text Exists:	Y

Enter transaction date(DD-MON-YYYY)

[NEXT BLOCK]

You will be brought to the Transaction Detail form. Notice that the document number and the transaction total is displayed for reference in the top block of this form.

Sequence **Tab through this field.** This number will be assigned by the system.

Journal Type: For Budget Transfers use – BDTR
For Expenditure Transfers use – TRAN

Chart: Enter 1 for NOCCCD main chart

Index Ignore – not used by NOCCCD

Fund –

Location: Enter the appropriate combination of Fund code, Organization, Account, Program (Activity if needed and Location if transferring to or from Account Codes associated with equipment/asset purchases over \$1,000)

Amount: Put in the appropriate dollar amount for the transfer or the expense transfer. For Budget transfer this must be a whole dollar amount (no cents).

D/C For Budget transfers you enter a + to increase the budget and a – to decrease the budget.
For Expenditure transfers you must enter a D for debit and a C for credit.

Banner Internet Native

File Edit Options Block Item Record Query Help Window

Transaction Detail FGAJVCQ 5.3.0.1 (PROD)

Document Number: J0005474 Document Total: 550.00

Sequence: 1 Currency: Status:

Journal Type: BDTR Budget Transfer

Chart: 1 North Orange County CCD

Index:

Fund: 11200 Current Year

Organization: 1355 Fiscal Affairs

Account: 44110 Noninstructional Supplies, Material

Program: 6720 Fiscal Operations

Activity:

Location:

Project:

Percent: Amount: 275.00 D/C: + NSF Override

Description: Transfer Budget Bank:

Budget Prd: 01 Pool--> COA: Fund:

Gift Date: Number of Units:

Enter Pool Chart of Accounts; LIST is available.

Description This is required.

Bank: For Expenditure transfers this is a required field. Use CT for everything except for Cypress Bursar accounts. For these use the code CB. Not required for Budget Transfers

Budget Prd: Only required for Budget transfers – use 1.

You can ignore the rest of the fields. Use your arrow down key to access the next sequence and complete the transfer or journal entry.

This is an example of the completion of the budget transfer. Notice the sequence number is 2.

The screenshot shows the 'Banner Internet Native' application window. The title bar reads 'Banner Internet Native'. The menu bar includes 'File', 'Edit', 'Options', 'Block Item', 'Record', 'Query', 'Help', and 'Window'. The toolbar contains various icons for file operations and navigation. The main window title is 'Transaction Detail FGAJVCQ 5.3.0.1 (PROD)'. Below the title, there are two input fields: 'Document Number: J0005474' and 'Document Total: 550.00'. The main area is a form with the following fields and values:

Sequence:	2	Currency:		Status:		
Journal Type:	BDTR	Budget Transfer				
Chart:	1	North Orange County CCD				
Index:						
Fund:	11200	Current Year				
Organization:	1355	Fiscal Affairs				
Account:	64120	Equipment between \$200 & \$1000				
Program:	6720	Fiscal Operations				
Activity:						
Location:	401030	District Ed Ctr Office 20-05				
Project:						
Percent:		Amount:	275.00	D/C:	-	<input type="checkbox"/> NSF Override
Description:	Transfer Budget				Bank:	
Budget Prd:	01	Pool--> COA:		Fund:		
Gift Date:		Number of Units:				

At the bottom of the window, there is a status bar that reads: 'Enter Pool Chart of Accounts; LIST is available.'

All your pluses must equal your minuses on budget transfers and all your debits must equal your credits for journal entries. Once you are finished with your entries, SAVE then choose Access Transaction Summary Info to verify that your header totals are correct.

Notice that this accesses the FGIJSUM form. My two entries added together total my document total.

Document: J0005474 Submission: 0 Trans Date: 16-JAN-2003 Document Total: 550.00

Ind	Seq	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn
P	1	BDTR	1		11200	1355	44110	6720		
					Amount:	275.00		Debit/Credit:		+
P	2	BDTR	1		11200	1355	64120	6720		401030
					Amount:	275.00		Debit/Credit:		-
					Amount:			Debit/Credit:		
					Amount:			Debit/Credit:		
					Total:	550.00				

Status Indicator: (P)ostable, (E)rror, (N)SF Error.

Exit this form. You will be returned to the FGAJVCQ form. You can print your journal entry at this point. To print your journal choose Print Journal Voucher from the options menu. This will automatically take you to the Job Submission form.

Journal Voucher Listing Form (FGRJVLR)

Process: FGRJVLR Journal Voucher Listing Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Parameters	Values
01 From Document Number	J0005474
02 To Document Number	J0005474
03 From Transaction Date	
04 To Transaction Date	

LENGTH: 11 TYPE: Date O/R: Optional M/S: Single
Enter ending transaction date.

Submission

Save Parameters As: Hold Submit

[NEXT BLOCK]

Enter your printer or DATABASE

[NEXT BLOCK]

Parameters:

At a minimum enter your JV number in parameters 01 and 02.

You can also enter your user ID – see parameter 06 below.

Make sure that parameter 09 is Y so that your text will print.

See examples below.

[NEXT BLOCK]

SAVE – this will run the job. This job can only be used to print Journal Vouchers that have not been posted to the ledgers.

Banner Internet Native [Window Control Buttons]

File Edit Options Block Item Record Query Help Window

[Toolbar Icons]

Process Submission Control Form GJAPCTL 5.5 (PROD)

Process: Parameter Set:

Printer Control

Printer	Special Print	Lines	Submit Time
<input type="text" value="DATABASE"/>	<input type="text"/>	<input type="text" value="55"/>	<input type="text"/>

Parameter Values

Parameters <input type="button" value="Pencil"/>	Values <input type="button" value="Pencil"/>	
<input type="text" value="05"/> <input type="text" value="Journal Type"/>	<input type="text"/>	▲
<input type="text" value="06"/> <input type="text" value="User ID"/>	<input type="text"/>	■
<input type="text" value="07"/> <input type="text" value="Document Status"/>	<input type="text"/>	■
<input type="text" value="08"/> <input type="text" value="Sequence Status"/>	<input type="text"/>	▼

LENGTH: 4 TYPE: Character O/R: Optional M/S: Multiple
Enter Journal Type.

Submission

Save Parameters As: Hold Submit

Banner Internet Native

File Edit Options Block Item Record Query Help Window

Process Submission Control Form GJAPCTL 5.5 (PROD)

Process: FGRJVLR Journal Voucher Listing Parameter Set:

Printer Control

Printer	Special Print	Lines	Submit Time
DATABASE		55	

Parameter Values

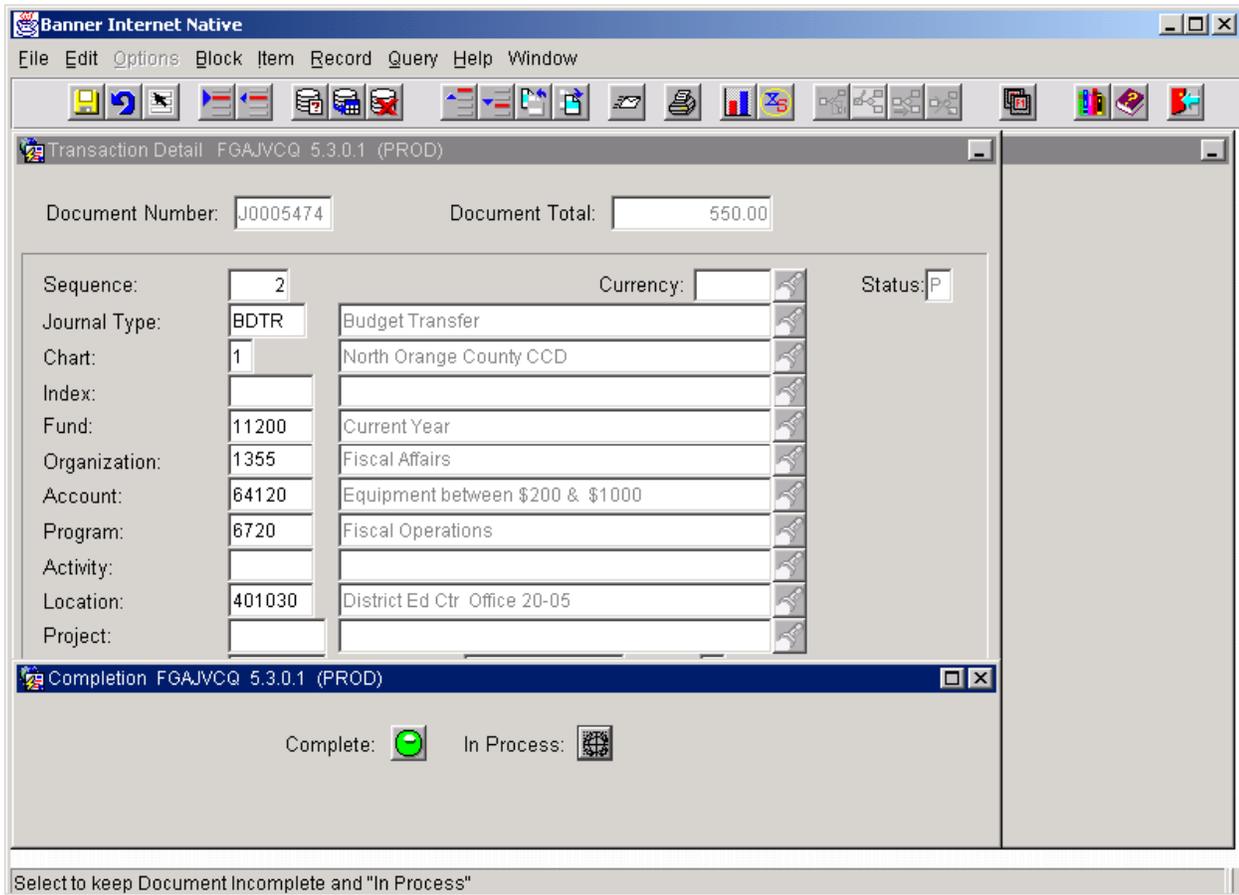
Parameters	Values
07 Document Status	
08 Sequence Status	
09 Include Text	Y
10 Sort By	D

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single
Sort by (D)oc. #, (T)rans. Date/Doc. #, (U)ser ID/Doc.#.

Submission

Save Parameters As: Hold Submit

You will be returned to the Transaction Detail form. Choose Access Completion from the Options menu. You should see something similar to the following screen.



Click on Complete to send the JV through the approval process or In Process if you wish to continue to work on the JV. If you click In Process you will need to remember the document number and enter that in the header part of the FGAJVCQ when you are ready to complete/finish the document.

Once you have completed your document it will be forwarded to the approval process.

Until the journal voucher is posted (while it is in the approval process) you can access the details using the (FGIJSUM) Journal Voucher Summary form. After it is posted you will not be able to access it on this form but will need to access it via the FGIDOCR form.

Banner Internet Native

File Edit Options Block Item Record Query Help Window

Journal Voucher Summary Form FGIJSUM 5.0 (PROD)

Document: J0005474 Submission: 0 Trans Date: 16-JAN-2003 Document Total: 550.00

Ind	Seq	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn
P	1	BDTR	1		11200	1355	44110	6720		
					Amount:		275.00	Debit/Credit:		+
P	2	BDTR	1		11200	1355	64120	6720		401030
					Amount:		275.00	Debit/Credit:		-
					Amount:			Debit/Credit:		
					Amount:			Debit/Credit:		
					Total:		550.00			

Status Indicator: (P)ostable, (E)rror, (N)SF Error.

After the document has been approved and posted to the ledgers you can see it by accessing the FGIDOCR form. Access this form, enter your JV document number and

[NEXT BLOCK]

Document: J0005215 Sub Num: Type: JV

Header Information

Trans Date: 12-DEC-2002 FY: 03 Period: 06 Items: 2 Commit Type: U
Text Exists: Y

Detail Information

Item	Seq	JType	Description	Amount	Sign	Currency	DocRef			
0	1	TRAN	Transfer charges to corre	894.74	C					
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Ovr	Bank	Acr
1		18300	7155	52540	6150			N	CT	
Item	Seq	JType	Description	Amount	Sign	Currency	DocRef			
0	2	TRAN	Transfer charges to corre	894.74	D					
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Ovr	Bank	Acr
1		13401	7155	52540	6150	5290		Y	CT	

Press Duplicate Item to access FGQDOCP.

You will see all transactions related to this journal voucher (Budget Transfer or Expenditure Transfer).

General Information and Requirements

Both NOCCCD Budget Transfers and Expenditure Transfers will be entered using the same form as displayed previously **FGAJVCQ**. The differences are:

Rule Class/Journal Type

For Budget Transfers you will use the Rule Class of BDTR
For Expenditure Transfers you will use the Rule Class of TRAN.

FOAPAL Elements

All entries will require at a minimum the chart, fund, organization, program and account codes. Be sure to enter an activity for the funds that require it or a location for all accounts associated with equipment purchases over \$1,000.

D/C Field

For budget transfers all your (+) pluses must equal your (-) minuses.

A (+) will increase your budget and a (-) minus will decrease your budget.

For journal entries all your debits must equal your credits.

To increase a revenue account code you must credit the account.

To decrease a revenue account code you must debit the account.

To increase or add to an expense account code you must debit the account.

To decrease or reduce the expenses in an expense account code you must credit the account.

Description/Documentation:

All entries require a description and TEXT added to the document.

Bank:

All journal entries (expense/revenue transfers) require that you enter a Bank code. Use CT for everything except Cypress Bursar accounts. For Cypress Bursar use code CB.

Budget Period:

Only required for budget transfers. Use 1.

Navigation hints:

Use your arrow down key to access each line of the journal voucher. You can copy the previous record and then just change the appropriate fields to save typing.

Both of the steps above can be accomplished by using the record insert and duplicate record menu options or the function keys F6, F4. **IMPORTANT:** Be sure to make the appropriate changes required for the new record (e.g. change debit to credit or + -)...