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On Line Budget Revisions
User’s Manual

Overview
On-line budget revision access is limited to the budget authority or designee for each Banner Finance fund. 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.

Movement is limited to the contracted services (921000), purchased services (920000), supplies and materials (930000), and property plant and equipment (940000), 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.

Check Available Budget
The first step is to determine the appropriate budget revision by reviewing current balances in Banner Finance.

A. Access Banner Finance
   From the General Menu form in Banner, type FGI BAVL to access the Budget Availability Status form and hit ENTER.

B. Form Key Section.
   1. The cursor will be positioned in the Chart field. Leave the default value “W”.
   2. Tab through the Fiscal Year field to display current fiscal year data.
   3. Tab until the cursor is in the Fund field. Enter the desired fund. The program and organization will default.
   4. Tab until the cursor is in the Account field. Enter “911000”.
   5. Click the Go toolbar button.

The FGI BAVL form will look similar to the following. The Available Balance column shows the available budget for each budget pool. This information will be critical in determining if a budget revision is needed and if so, what budget pools can be adjusted.

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Adjusted Budget</th>
<th>YTD Activity</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERP- Regular Services</td>
<td>28,002.00</td>
<td>11,564.08</td>
<td>0.00</td>
<td>23,438.00</td>
</tr>
<tr>
<td>ERP- Staff Travel Budget</td>
<td>1,794,016.00</td>
<td>416,071.51</td>
<td>0.00</td>
<td>1,377,944.75</td>
</tr>
<tr>
<td>Benefits Budget Pool</td>
<td>145,965.00</td>
<td>145,369.57</td>
<td>0.00</td>
<td>5,590.00</td>
</tr>
<tr>
<td>Purchased Service Budget</td>
<td>22,156.00</td>
<td>13,903.18</td>
<td>9,143.75</td>
<td>-923.95</td>
</tr>
<tr>
<td>Supplies &amp; Materials Budget</td>
<td>18,706.00</td>
<td>2,150.00</td>
<td>0.00</td>
<td>15,556.00</td>
</tr>
<tr>
<td>Capital Expenditure Budget</td>
<td>1,641.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,641.00</td>
</tr>
<tr>
<td>Other Expenses &amp; All Budget</td>
<td>6,369.00</td>
<td>3,105.53</td>
<td>0.00</td>
<td>3,263.47</td>
</tr>
<tr>
<td>Total</td>
<td>1,681,600.00</td>
<td>703,617.00</td>
<td>9,143.75</td>
<td>968,451.55</td>
</tr>
</tbody>
</table>

Budget Pools
Budget is maintained at a summary or pooled level, ex. 921000. Actual YTD expenses are recorded at the detail account code level, ex. 921990. Below is a list of selected budget pools. For a comprehensive list see Attachment 1.r
Enter On Line Budget Revision

A. Access Banner Finance
   From the General Menu form in Banner, type FGAJ VCQ to access the Journal Voucher Quick form and hit ENTER.

B. Document Number Section & Journal Voucher Document Header Section
   1. The cursor will be positioned in the Document Number field. Click the Go toolbar button.
   2. The system will automatically assign the next sequential document number to the budget revision.
   3. Tab through the Transaction Date field. The system automatically enters the current date.
   4. Tab to the Document Total field and enter the hash total. The hash total is the total of the pluses and the minuses or absolute value.

Example: If you are moving $50 from one FOAP to another, you would enter 100 in this field.

NOTE: The amount must be whole dollars only, no cents. Ex. 100.

C. Transaction Detail Form
   1. Click the Next Section toolbar button to move to the Transaction Detail form.

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

   2. The cursor will be positioned in the Sequence field. TAB through the Sequence field and the system will assign the next sequential number to this transaction.

Rule Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Fund Limitations</th>
<th>Account Limitations</th>
<th>Fund Type Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>R01</td>
<td>General Funds – 1xxxxx</td>
<td>920000, 921000, 930000, 940000, 950000</td>
<td>11</td>
</tr>
<tr>
<td>R02</td>
<td>Trust, Agency, Auxiliary, Overhead – 2xxxxx, 3xxxxx, 28xxxxx, 9xxxxx</td>
<td>915000, 920000, 921000, 930000, 940000, 950000</td>
<td>12, 13, 31, 81, 82</td>
</tr>
<tr>
<td>R05</td>
<td>Budget Managers, General Funds – between 2 or more 1xxxxx</td>
<td>921000, 920000, 930000, 940000, 950000</td>
<td>11</td>
</tr>
</tbody>
</table>
4. The cursor will be positioned in the **Chart** field. Leave the default value “W” and hit **TAB**.
5. **TAB** through the **Index** field.
6. **TAB** until the cursor is in the **Fund** field. Enter the desired fund. The program and organization will default.
7. **TAB** until the cursor is in the **Account** field. Enter the desired budget pool.
8. **TAB** until the cursor is in the **Amount** field. Enter the desired amount and hit **TAB**.
9. **TAB** until the cursor is in the **Debit/Credit** field. Enter a negative sign (-) to move the budget from the budget pool or a plus sign (+) to move budget to the budget pool and hit **TAB**.
10. **TAB** until the cursor is in the **Description** field. Enter a brief description for this budget revision.

**D. Additional Line Items**

1. You have completed the first sequence. **DO NOT HIT ENTER.** Press the down arrow key on the keyboard or click the **Insert** 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.

2. Click on the **Insert** toolbar button.
3. Click on the **Copy** toolbar button. This will make a copy of the first record.
4. Tab through the **Sequence** field and it will automatically assign the next sequential number.
5. Change the FOAP, Plus/Minus or Description information necessary for this second record.
6. Click the **Save** toolbar button after entering all entries.

**E. Review Entry**

1. After completing the budget revision review the transaction for accuracy by selecting **Access Transaction Summary Info** under “Related” on the Banner toolbar. This will take you to the **FGIJ SUM** form.
2. The document subtotal and summary total must match.

Postable, record OK
Error, a correction to the record is needed

Insufficient funds

4. If corrections are needed, close the **FGIJ SUM** form to return to the **FGAJ VCQ** form.

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**Error Messages**

*Account must be ...*
The wrong account number was used. Refer to the rule code documentation above for allowable accounts for each code. Only budget pools are appropriate for budget rule codes.

*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. Refer to the rule code documentation above.

*Transaction sign and “I” process are not consistent.*
The wrong process sign was used. On line budget revisions must use a plus (+) or minus (-).

*The pluses (+) do not equal minuses (-) within fund.*
The pluses (+) must equal the minuses (-). On line budget revisions must be balanced or net to zero. Use a print screen of the **Transaction Summary** screen to determine the needed correction.

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**F. Complete Entry**

1. After reviewing the budget revision click the **Next Section** toolbar button.

2. Click the Complete **Complete** button.
3. 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.”

4. Click the [X] toolbar button to close the FG AJVCQ form.

**Tips**

Use a print screen of the *Transaction Summary* screen for internal office record of budget revision.

If you have accidentally moved forward to a blank sequence that you will not use, select the *Delete* toolbar button. This will remove the unused record and return to the last completed sequence. You may then complete the document.

If the total of the pluses (+) and minuses (-) do not match the amount entered in the Document Total field, return to the *Journal Voucher Quick* section and correct the total amount or return to the *Journal Voucher Detail* form and correct the transaction.

If the incorrect Journal Type is used for the fund, return to the sequence in *Journal Voucher Detail* screen and correct.

If you realize that you need to correct a transaction after the transaction has already been completed, completely reverse the transaction in error by entering a budget revision that is the opposite of the incorrect one. Enter a new budget revision to reflect the correct action. Describe any reversal entry as “Reverse Budget Revision”.

If the budget revision has not been completed and is no longer needed, you can delete it. Enter the budget revision document number in the *Journal Voucher Document Header* form and click the *Delete* toolbar button 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 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:
a. The posting process has not yet run. It is set to run every 30 seconds so this scenario should be rare.

b. The entry has not been completed (the user clicked In Process rather than Complete).

c. The entry is in a suspended state and must be investigated in order to complete it.

A. Access Banner Finance
   From the General Menu form in Banner, type FGAJ VCQ to access the Journal Voucher Quick form and hit ENTER.

B. Document Number Block
   1. The cursor will be positioned in the Document Number field. Click the search box to access FGIJ VCD – Suspended Journal Vouchers form.
   2. A list of suspended journal vouchers will display.
<table>
<thead>
<tr>
<th>Pool</th>
<th>Description</th>
<th>Banner Expenditure Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td>911000</td>
<td>EPA Regular Salaries Budget Pool</td>
<td>911xxx</td>
</tr>
<tr>
<td>912000</td>
<td>SPA Regular Salaries Budget Pool</td>
<td>912xxx</td>
</tr>
<tr>
<td>913000</td>
<td>EPA Academic Salaries Budget Pool</td>
<td>913xxx</td>
</tr>
<tr>
<td>914000</td>
<td>SPA Premium &amp; Holiday Budget Pool</td>
<td>914xxx</td>
</tr>
<tr>
<td>915000</td>
<td>Temp Employees Wages Budget Pool</td>
<td>915xxx</td>
</tr>
<tr>
<td>917000</td>
<td>Board Member Compensation</td>
<td>917510</td>
</tr>
<tr>
<td>918000</td>
<td>Benefits Budget Pool</td>
<td>916xxx, 918xxx</td>
</tr>
<tr>
<td>919000</td>
<td>Workers Compensation Budget Pool</td>
<td>9196xx</td>
</tr>
<tr>
<td>920000</td>
<td>Purchased Services</td>
<td>923xxx - 925140, 92515x, 925170, 92518x, 9252xx - 929400</td>
</tr>
<tr>
<td>920100</td>
<td>C&amp;G Travel Budget Pool</td>
<td>925141, 925144, 92516x, 925171 - 925177, 92519x</td>
</tr>
<tr>
<td>920200</td>
<td>C&amp;G Participant Travel Budget Pool</td>
<td>925145 - 925149</td>
</tr>
<tr>
<td>921000</td>
<td>Contracted Services Budget Pool</td>
<td>921xxx (excludes 921510)</td>
</tr>
<tr>
<td>921510</td>
<td>Contracted Serv - Acad Ser Bud Pool</td>
<td>921510</td>
</tr>
<tr>
<td>922000</td>
<td>Utilities Budget Pool</td>
<td>922xxx</td>
</tr>
<tr>
<td>930000</td>
<td>Supplies &amp; Materials Budget Pool</td>
<td>932xxx</td>
</tr>
<tr>
<td>940000</td>
<td>Capital Outlay Budget Pool</td>
<td>9451xx - 945353, 945511, 945512, 945551, 945552, 9457xx - 9549xx</td>
</tr>
<tr>
<td>946000</td>
<td>Library Books, Journals Budget Pool</td>
<td>946xxx</td>
</tr>
<tr>
<td>950000</td>
<td>Other Expenses and Adjustments</td>
<td>95xxxx (exclude 954890)</td>
</tr>
<tr>
<td>954800</td>
<td>Indirect Cost Budget Pool</td>
<td>954890</td>
</tr>
<tr>
<td>960000</td>
<td>Grants State Aid &amp; Asst Budget Pool</td>
<td>96xxxx</td>
</tr>
<tr>
<td>970000</td>
<td>Reserves Budget Pool</td>
<td>978xxxx</td>
</tr>
<tr>
<td>980000</td>
<td>Intragovernmental Transfer Budget Pool</td>
<td>98xxxx</td>
</tr>
<tr>
<td>801000</td>
<td>Unbudgeted Pool, Not NCAS</td>
<td>All</td>
</tr>
<tr>
<td>801050</td>
<td>CI Budget Code</td>
<td>All</td>
</tr>
</tbody>
</table>