

Arkansas State University

Internet Native Banner Budget Transfers

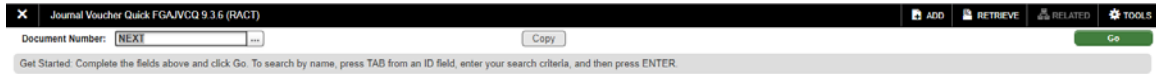
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Creating a Budget Transfer

1. Go to 'FGAJVCQ'.



2. Enter '**NEXT**' in **Document Number Field** or leave blank.
3. Click on the Next Block icon or the Go button.
4. Tab to the **Document Total Field**, and enter the hash total amount (both the debit and credit entries added together).
5. To enter additional information, select Document Text from the Related menu.
 - a. Enter the text in mixed-case (up to 50 characters/line).
 - b. To insert another line, click on the Insert icon.
 - c. Click on the Save button in the lower right corner.
 - d. Click on the 'X' button in the upper left corner.
6. Click on the Next Block icon.

To enter the credit side: (To Decrease Budget)

1. Tab to the **Journal Type Field**.
2. Enter '**BD04**' (temporary transfer) in the **Journal Type Field**.
3. Tab to the **Fund Field** and enter the fund code.
4. Tab to the **Organization Field** and enter the organization code.
5. Tab to the **Account Field** and enter the account code.
6. Tab to the **Amount Field**.
7. Enter the credit amount.
8. Enter '- Minus' in **D/C Field**.
9. Enter a specific description in **Description Field**.
10. Enter the current budget period (fiscal month) in the **Budget Period Field** (July = 01, January = 07).
11. Click Copy from the Journal Voucher Detail Bar.



To enter the debit side: (To Increase Budget)

1. Tab to the **Fund Field** and change the fund code (if necessary).
2. Tab to the **Organization Field** and change the organization code (if necessary).
3. Tab to the **Account Field** and change the account code.
4. Tab to the **Amount Field** (if necessary).
5. Enter the debit amount.
6. Enter '+ Plus' in **D/C Field**.
7. Enter a specific description in **Description Field** (may be a different description).
8. Enter the current budget period (fiscal month) in the **Budget Period Field** (July = 01, January = 07).
9. Click on the Next Section icon in the bottom left corner.

10. Click on the Complete button.
11. If you are sending additional documentation to the budget office, please write the budget transfer number on the documentation.

Creating a Multi-Line Budget Transfer

1. Go to 'FGAJVCM'.



2. Enter '**NEXT**' in **Document Number Field** or leave blank.
3. Click on the Next Block icon or the Go button.
4. Enter the hash total in the **Document Total Field**.
5. Tab to the **Type Field**, and enter '**BD04**'.
6. Enter a **Description** if each transaction fits the same description. If not, leave blank and enter descriptions for each line sequence.
7. Enter the **Budget Period**.
8. Click on the Next Block icon.
9. Enter a 1 in the **Sequence Field**.
10. Enter the **Fund, Organization, Account, and Program**.
11. Enter the **Amount**.
12. In the **D/C Field**, enter a minus (-) for the account you are transferring from, and a plus (+) sign for the account you are transferring to.
13. Tab to the **Description** and enter or update if necessary.
14. To copy the current record, click Copy on the Journal Voucher Detail bar.
15. Override the necessary fields.
16. Continue adding lines until the document is complete.
17. Click on the Next Block icon.
18. Click on Complete.
19. If you are sending additional documentation to the budget office, please write the budget transfer number on the documentation.

Copying a Budget Transfer

An existing budget transfer may be copied to a new transfer by selecting the copy icon on FGAJVCQ or FGAJVCM.

1. Enter the source budget transfer document number in the **Copy From Document Number Field**.
2. Leave the **Copy To Document Number Field** blank to generate a new document number.
3. To reverse the entry, select the Reverse JV check box to create the new journal with the opposite sign from the Copy From journal.

4. Optional: Select the Copy Text check box to copy header text from the source budget transfer.
5. Select OK.
6. Follow steps on pages 2-3 to complete the new transfer.

Deleting a Budget Transfer

To delete an incomplete budget transfer document, you must navigate to the key block on FGAJVCQ:

1. Select 'Delete' from the header bar.
2. The Message Area displays: Press 'Delete Record' Again to delete this record
3. Select 'Delete' from the header bar.
4. The Message Area displays: 'All header and detail records will be deleted' and 'Deletion of journal voucher JXXXXXX is completed'

Frequently Asked Questions

Use FGAJVCQ to search for incomplete (I) journal voucher entries and make corrections to them

1. Enter the document number in the **Document Field**.
 2. Click on the Next Block icon to navigate to complete the document.
- OR**
3. Click on the Search icon (the box with the three dots to the right of the document number field) to search for the document number if you lost your number.
 4. Double-click on the journal document number.
 5. Click on the Next Block icon to navigate to complete the document following the budget transfer entries instructions.

Use FGIJSUM to search for suspended journal voucher entries

1. Enter the document number in the document field.
- OR**
2. Click on the Search icon (the box with the three dots to the right of the document number field) to search for the document number if you lost your number.
 3. Double-click on the journal document number.
 4. Click on the Go button in the upper right corner to view the document.

What if I need to deny my budget transfer or make changes?

Initiators may deny their own journal entries on FOADOCU, prior to when the final approver has approved/denied the budget transfer.

1. Click on the Deny Document icon on FOADOCU.
2. To make changes, enter 'FGAJVCQ' in the Search field from the Application Navigator.
3. Enter the journal document number in the **Document Field**.
4. Make the desired changes and complete the transfer again.

Who needs to review my budget transfer for approval?

1. Go to 'FOAAINP'.
2. Enter the document number in the **Document Field**.
3. Next Block.

What if I want to look at the approval history of my budget transfer?

1. Go to 'FOIAPPH'.
2. Enter the budget transfer number in the **Document Field**.
3. Click on the Go button.