INB Finance Training



Welcome to Budget 201 Training!

Topics: Internet Native Banner, Budget Transfers, NSF, & Transaction Details

Open the Budget 201 PowerPoint & Directions for Internet Native Banner at budgetingandpayroll.cofc.edu/finance-training

INB Finance Training

Learn How To:

- Enter Budget Transfers
- Identify NSF Available Balances
- Review Finances by Account
- Execute Detailed Data Searches

Troubleshooting



- Confirm with Budget Office regarding access request
- Contact IT
 Service Desk
 3-3375

INB Training

INB Forms:

- Budget Transfers
 - Journal Voucher Mass Entry (FGAJVCM) Enter budget transfers
 - List of Suspended -Journal Vouchers (FGIJVCD) Review entered,
 but not approved, budget transfer entries
- NSF Balances Budget Availability (FGIBAVL) Displays available balances and pending items for non-sufficient funds processing
- Finances by Account Organization Budget Status (FGIBDST) Review finance information by Index and Account totals
- Detailed Finance Information Detail Transaction Activity (FGITRND) Review specific transaction information for budgets, expenses, and
 encumbrances; Allows multiple filters

INB Training

Most Used Shortcuts

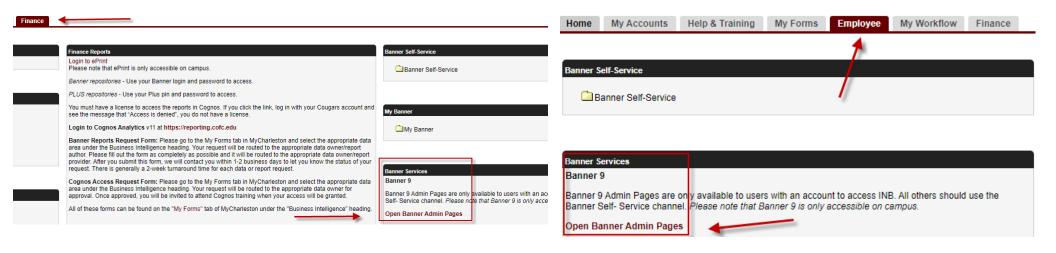
- Filter Data = F7
 - % is a wildcard function
- Execute Filter = F8
- Export Data to Excel = Shift+F1
- Go/Next Page = Alt+PgDown
- Clear Query Data = Shift+F5
- Return to Prior Page = F5
- Close Form = Ctrl+Q

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INB Training

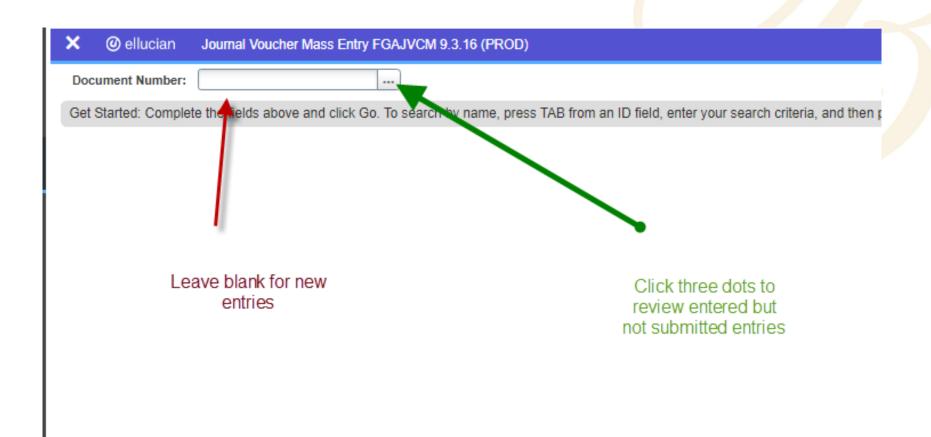
Banner 9 Access

- 1. MyCharleston
- 2. Employee Tab or Finance Tab



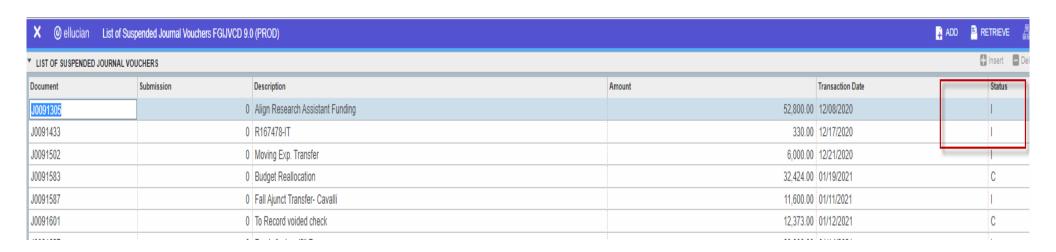
Journal Voucher Mass Entry (FGAJVCM)

- Document total is the absolute value of all entries
- BD04 = Temporary and BD02 = Permanent
- Transfer whole numbers only
- Budget entries must net zero. i.e. the "plus" entries and the "minus" entries must equal zero
- End-users will only be able to enter transfers under their security level
- Most common account numbers 610211 Temporary Positions, 61030
 Student Employment, 71010 Contractual Services, 72010 Supplies,
 73010 Travel, 74010 Fixed Charges
 - Non-Ledger 1s can transfer to/from 62000 Fringe



college of charleston 8 Banner: Finance

- List of Suspended Journal Vouchers (FGIJVCD) Review entered but not submitted/posted entries
- 2. Status = I (Incomplete) Users can press Alt+S to edit entry
- 3. Status = C (Complete) Usually not able to edit



- After Budget Transfers are Entered
 - Save! Shortcut F10 or click "Save" at the bottom right
 - Email Budget@cofc.edu
 - The following transfer(s) have been saved and are ready for approval:
 - J00XXXXX for \$50
 - J00XXXXXX for \$70
 - J00XXXXX for \$100
 - Dollar amounts for each Budget Entry listed will be the Document Total*

NSF Balances



X @ ellucian	Budget Availability Status FGIBAV	.9.3.13 (PROD)	
Chart: *	1	Fiscal Year: *	21
Index:	110033	Commit Type:	Both
Fund:	110001	Education and General Organization:	302001 Budgeting and Payroll Services
Account:	6101	Program:	110
Keys >			
Control Fund:		Control Organization:	
Control Account:		Control Program:	
Pending Documents:			

NSF Balances

- Budget Availability Status (FGIBAVL)
 - Displays the available balances for NSF
 - Chart = 1
 - Fiscal Year = XX
 - Enter Index
 - Account = 6101 (will show all account pools)
- Use F3 or "Pending Documents" to review submitted but not posted expense items

Finances by Account

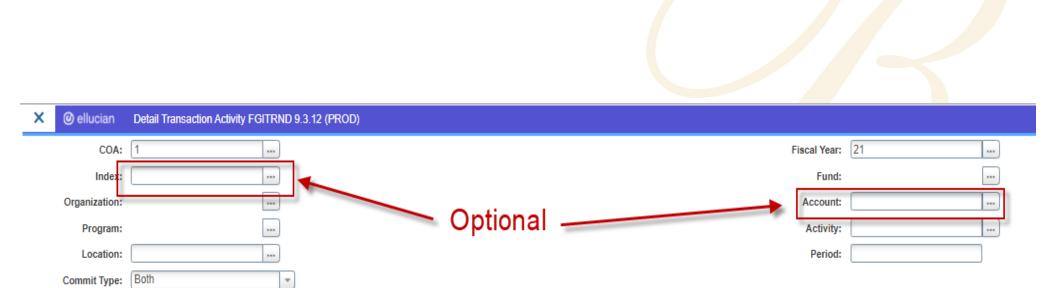


× @ ellucian	Organization Budget Status FGIBE	OST 9.3.6 (PROD)					
Chart: *	1	College of Charleston	Fiscal Year: *	21			
Index:	110033	Budgeting and Payroll Services	Query Specific: *				
			Account				
Include Revenue:	✓		Commit Type:	Both	¥		
Accounts							
Organization:	302001	Budgeting and Payroll Services	Fund:	110001	Education and General		
Program:	110	Institutional Support	Account:				
Account Type:			Activity:				
Location:							
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.							

Finances by Account

- Organization Budget Status (FGIBDST)
 - Displays finance totals by account
 - Chart = 1
 - Fiscal Year = XX
 - Decide to include revenue accounts or uncheck
 - Enter Index
- Review Details F3 or "Transaction Detail Information"

Detail Transactions



Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Detail Transactions

- Detail Transaction Activity (FGITRND)
 - Allows review and filters for transactional details
 - Chart = 1
 - Fiscal Year = XX
 - Optional
 - Index
 - Account

Detail Transactions

Common filters

- E&G/Ledger 1 Fund = 110001
- All personnel Account = 6%
- All operating Account = 7%
- Salary Account = 61%
- Contractual Services Account = 71%
- Supplies Account = 72%
- Travel Account = 73%
- Budget Transfer Type = BD%
- AP Invoices Field = YTD, Type = I%
- XEROX Description = %XEROX%
- Verizon Description = %VERIZON%



Questions?

Budget@cofc.edu

TEAMS Chat/Call

Thank you!