

How to Access Internet Native Banner

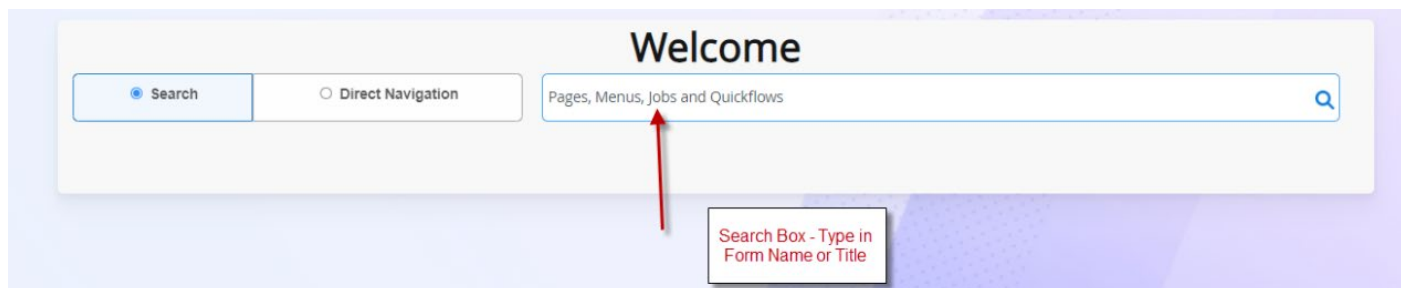
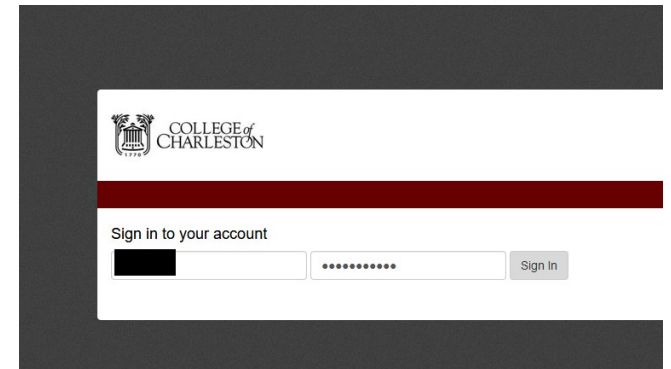
1. User will need to be on-campus OR being using the Pulse VPN service



2. Click "Banner Admin Pages"
3. Chrome is the preferred browser for speed
4. Enter your CofC name and password

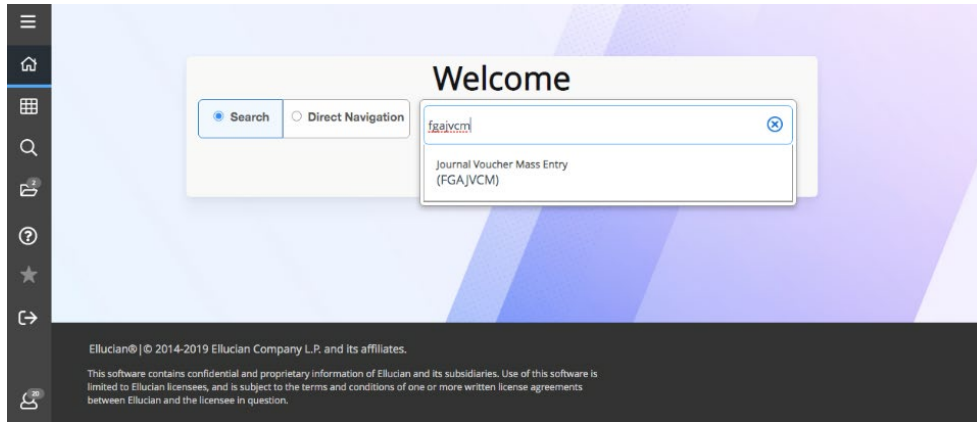
5. Users will have access to:

- a. Journal Voucher Mass Entry (FGAJVCM) – Enter budget transfers
- b. List of Suspended Journal Vouchers (FGIJVCD) – Review entered, but not approved, budget transfer entries
- c. Organization Budget Status (FGIBDST) – Review finance information by Index and account totals
- d. Detail Transaction (FGITRND) – Review specific transaction information for budgets, expenses, and encumbrances; Allows multiple filters
- e. Budget Availability (FGIBAVL) – Displays available balances and pending items for non-sufficient funds processing
- f. Transaction in Process Status (FGITINP) – Displays pending, but not posted, items that affect the available balance for NSF checking

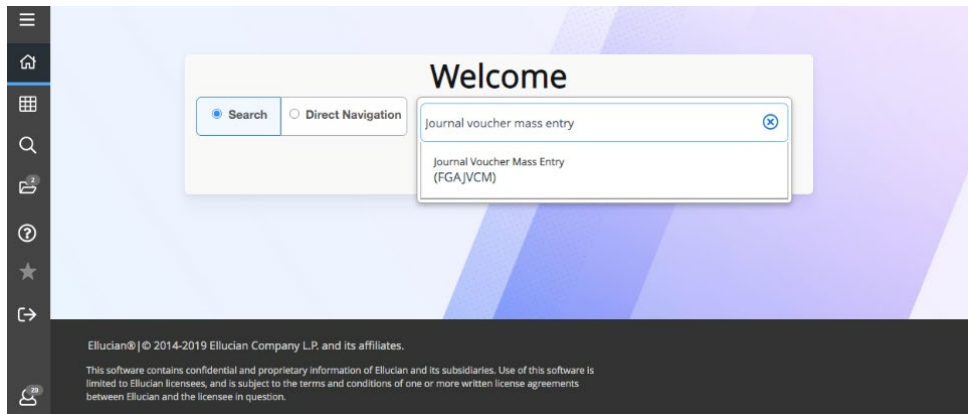


Budget Transfers

1. In Banner INB, go to the FGAJVCM form by either typing “FGAJVCM” or the form description “Journal Voucher Mass Entry” in the search box



OR

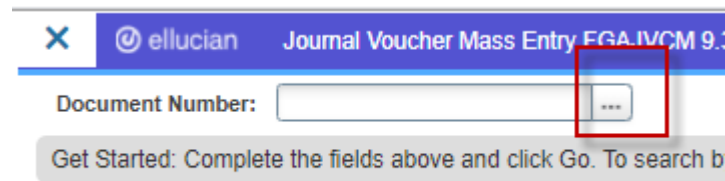


2. For new budget transfer entries, leave the document number blank, and click “Go” **OR** use the shortcut Alt+PageDown to move the next section



3. Returning to an unapproved document

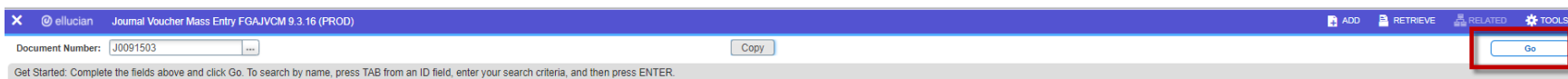
- a. If you are returning to edit an already entered, but not submitted, budget entry, enter the document number **OR** click the “three dots” next to the blank space of the Document number



- b. “I” status means the entry has not been submitted and an end-user can return to the entry. “C” status means that the document has been submitted to the approval queue.

Document	Submission	Description	Amount	Transaction Date	Status
J0090610	0	FY21 Perm	7,000,000.00	09/30/2020	I
J0090629	0	R176340-45316	198.58	10/05/2020	C
J0090632	0	FY21 Perm Budget Adj Food Services	20,204,510.00	10/05/2020	I
J0090634	0	R934570-36842	133.12	10/05/2020	C
J0090635	0	FY21 Perm Budget Adj Res Life Progr	464,481.00	10/05/2020	I

- c. Highlight the document that you want to return to, click “Select” at the bottom right hand corner of the screen, **OR** use the Alt+S shortcut key.
- d. Click “Go” at the top right-hand part of the screen **OR** use short-cut Alt+Page Down to move to the next section



4. Entering a new budget transfer

- a. Journal Voucher Document Header
 - i. Transaction will default to the current date

- ii. Enter absolute total of the document. For example, a \$500 minus entry and a \$500 plus entry, would have a document total of \$1,000.

110033 71010 500 Plus
110014 72020 500 Minus
1000 Document total



b. Default Values Section

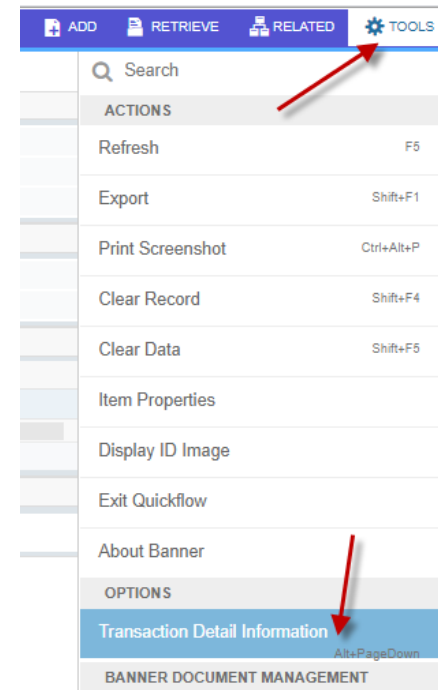
- i. Allows the end-user to enter items that will populate every transfer line
- ii. Always enter "01" for Budget Period
- iii. Enter BD02 for Permanent/Recurring Transfer or BD04 for a Temporary transfer, if the transfers will all be the same type
- iv. If you want the same description for each transfer line, enter the description in the "Description" box
 - 1. Limited to 23 characters, spaces included

5. Journal Voucher Detail

a. Notes

- i. Only whole numbers can be transferred. Please round up or round down on the transfer amounts.
- ii. For the most part, budget transfers occur between the five-digit pool accounts.
- iii. Most common account numbers for end-user budget transfers: 610211 Temporary Positions, 61030 Student Employment, 71010 Contractual Services, 72010 Supplies, 73010 Travel, 74010 Fixed Charges.
- iv. Only the Budget Office processes transfers from 610111 Unclassified Positions and 610210 Classified Positions. If the Index starts with "1", on the Budget Office processes transfers involving 62000 Fringe.
- v. Budget transfers can only occur between Indexes with the same fund. Indexes that start with a "1" all have the same fund, 110001.
- vi. End-users will only be able to enter transfers under their security level. Transfers between security levels (i.e. School of Business to Financial Aid) will need to be requested to the Budget Office.
- vii. Budget entries must net zero. i.e. the "plus" entries and the "minus" entries must equal zero.

- b. To get to the Journal Voucher Detail section from Default Values, press the shortcut **Alt+PageDown** **OR** at the top right of the screen, Tools – Transaction Detail Information



Journal Voucher Mass Entry FGAVCM 9.3.16 (PROD)

Document Number:

JOURNAL VOUCHER DOCUMENT HEADER

Transaction Date * 12/22/2020 Document Text Exists
 Document Total NSF Checking
 Deferred Edit

DEFAULT VALUES

Type Bank Budget Period
 Description Deposit Currency

JOURNAL VOUCHER DETAIL

Seq *	Type *	Status	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Loon	Proj	Percent	Amount *	Debit/Credit	NSF Override *	Descrip
1			1												<input type="checkbox"/>	

1 of 1 Per Page

COMPLETION

- c. Do not enter the Seq (sequence) number. Once you tab to the “type,” the Seq number will be populated by the system
- d. Use the tab or mouse to move to the cells. Items that need to be entered:
 - i. Type: BD04 (Temporary) or BD02 (Permanent)
 - ii. Index
 - iii. Account
 - iv. Amount
 - v. +Plus or -Minus
 - vi. Description (up to 23 characters)
 - vii. Budget Period - 01
- e. Ensure that the status turns to “Postable”
- f. To go to the next row
 - i. Use the “down arrow” on your keyboard **OR**
 - ii. Press “F6” **OR**
 - iii. Click “Insert” in the Journal Voucher Detail
- g. Once all the transfers are entered, click “Save” at the bottom right hand corner **OR** use the shortcut “F10”
- h. If you want to download your work, while you are in the Journal Voucher Details, under Tools, use the Export function **OR** use the shortcut Shift+F1 to export the entry into Excel.

JOURNAL VOUCHER DETAIL

Seq *	Type *	Status	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Loon	Proj	Percent	Amount *	Debit/Credit	NSF Override *	Description *	Bank	Deposit	Budget Pe
1	BD04	Postable	1	110033	110001	302001	71010	110					500.00	+ Plus	<input type="checkbox"/>	TEST 123	OP		01

Record 2 of 2

Do not enter "Seq" number

Ensure status is postable

- i. Press F5 to go back to the first document enter screen.
- j. After your transfers are saved:

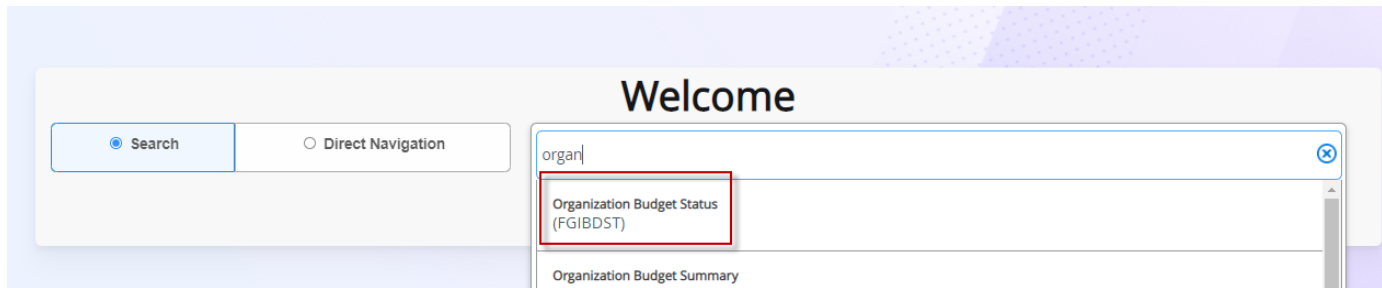
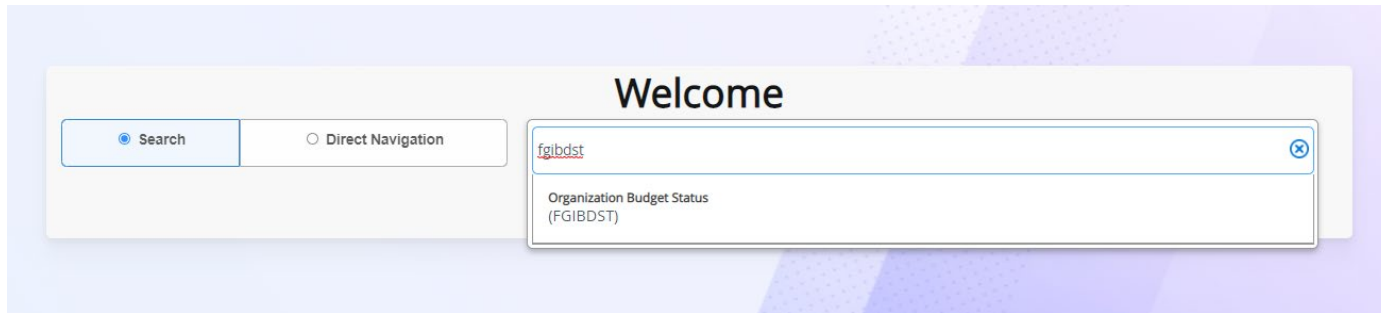
- Send an email to Budget@cofc.edu in the following format –

- The following transfer(s) have been saved and are ready for approval:
 - J00XXXXX for \$50
 - J00XXXXX for \$70
 - J00XXXXX for \$100

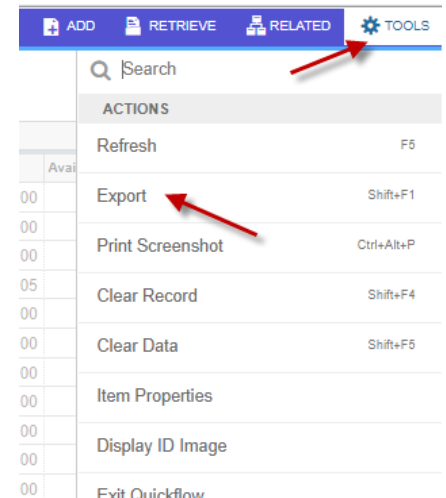
- Dollar amounts for each Budget Entry listed will be the Document Total*

Organizational Budget Status and Detail Transaction Activity

1. Type “FGIBDST” or Organization Budget Status into the search box



2. Items to enter
 - a. Chart should default to “1”
 - b. Fiscal year defaults to current fiscal year, but can be changed to any two-digit fiscal year
 - c. Enter Index
 - d. If you are reviewing an Index with begins with a “1,” uncheck the “include revenue accounts” box
 - e. Organization/Fund/Program will automatically populate
 - f. Click “Go” **OR** use the shortcut Alt+PageDown
3. Data will show the totals of all posted budgets, expenses, and encumbrances by account in real-time
4. Data can be exported into Excel by the shortcut Shift+F1 **OR** by Tools – Export



5. Press “F7” to query by account number. The percent sign (%) is a wild card. Press “F8” to executive query.

Chart: 1 College of Charleston Fiscal Year: 21 Index: 110033 Budgeting and Payroll Services Query Specific Account: Include Revenue Accounts: Commit Type: Both Organization: 302001 Budgeting and Payroll Services Fund: 110001 Education and General Start Over

Program: 110 Institutional Support Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS Insert Delete Copy Filter

Active filters: Account: 7% Clear All Filter Again

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
71010	E	Contractual Services				0.00
710410	E	Telephone-Land Lines				0.00
710412	E	Cellular and Paging Services				0.00
72010	E	Supplies				0.00
720111	E	Xerox Copies				0.00
720112	E	Printing Supplies and Maintenance				0.00
73010	E	Travel				0.00
74010	E	Fixed Charges and Contributions				0.00
740310	E	Dues and Memberships				0.00
Net Total						0.00

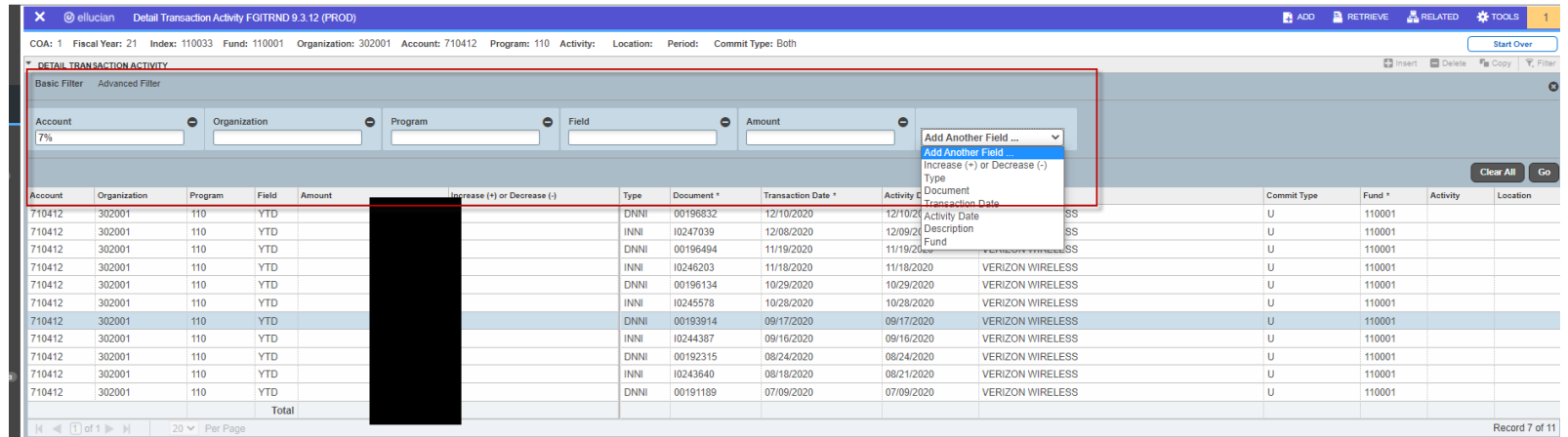
6. To view the transaction details in an account line, use your mouse to highlight the account line, and press “F3.” OR use Related – Transaction Detail Information.

ADD RETRIEVE RELATED TOOLS

Search

	Budget Summary Information [FGIBSUM]	Shift+F2
0.00	Organization Encumbrances [FGIOENC]	F4
0.00	Transaction Detail Information [FGITRND]	F3
0.00		
3.05		
0.00		
0.00		
0.00		
0.00		
0.00		
0.00		
0.00		
0.00		

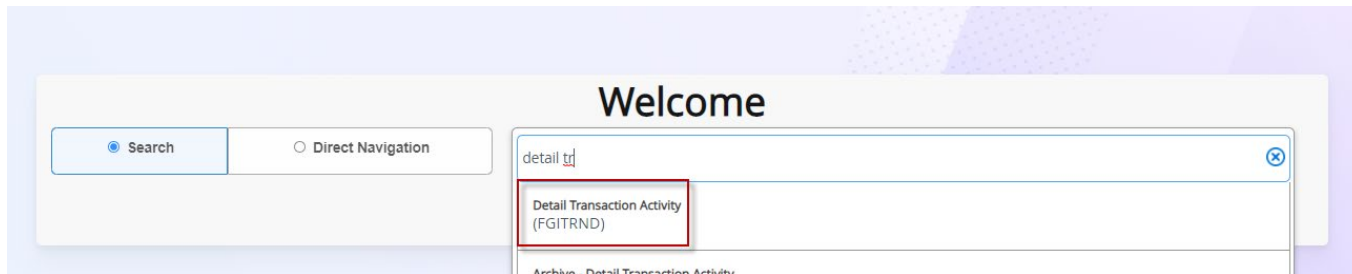
7. Press “F7” to filter data, and “F8” or “Go” to executive filter.



Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity *	Document Transaction Date	Commit Type	Fund *	Activity	Location
710412	302001	110	YTD			DNNI	00196832	12/10/2020	12/10/2020	Activity Date	U	110001		
710412	302001	110	YTD			INNI	10247039	12/08/2020	12/09/2020	Description	U	110001		
710412	302001	110	YTD			DNNI	00196494	11/19/2020	11/19/2020	Fund	U	110001		
710412	302001	110	YTD			INNI	10246203	11/18/2020	11/18/2020	VERIZON WIRELESS	U	110001		
710412	302001	110	YTD			DNNI	00196134	10/29/2020	10/29/2020	VERIZON WIRELESS	U	110001		
710412	302001	110	YTD			INNI	10245578	10/28/2020	10/28/2020	VERIZON WIRELESS	U	110001		
710412	302001	110	YTD			DNNI	00193914	09/17/2020	09/17/2020	VERIZON WIRELESS	U	110001		
710412	302001	110	YTD			INNI	10244387	09/16/2020	09/16/2020	VERIZON WIRELESS	U	110001		
710412	302001	110	YTD			DNNI	00192315	08/24/2020	08/24/2020	VERIZON WIRELESS	U	110001		
710412	302001	110	YTD			INNI	10243640	08/18/2020	08/21/2020	VERIZON WIRELESS	U	110001		
710412	302001	110	YTD			DNNI	00191189	07/09/2020	07/09/2020	VERIZON WIRELESS	U	110001		
			Total											

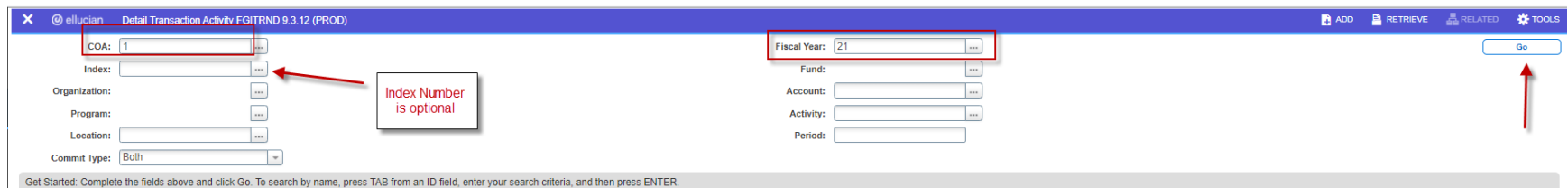
8. Press “Ctrl+Q” or the “X” at the top left to return to the Organization Budget Status screen.

9. Users can also directly access the Detail Transaction Activity Form (FGITRND) by entering the name or title in the search box.



10. The only information that needs to be enter:

- a. COA = “1”
- b. Fiscal year default to the current fiscal year, but can be changed to any two-digit year
- c. The Index number is optional Click “Go” **OR** use the shortcut “Alt+PageDown”

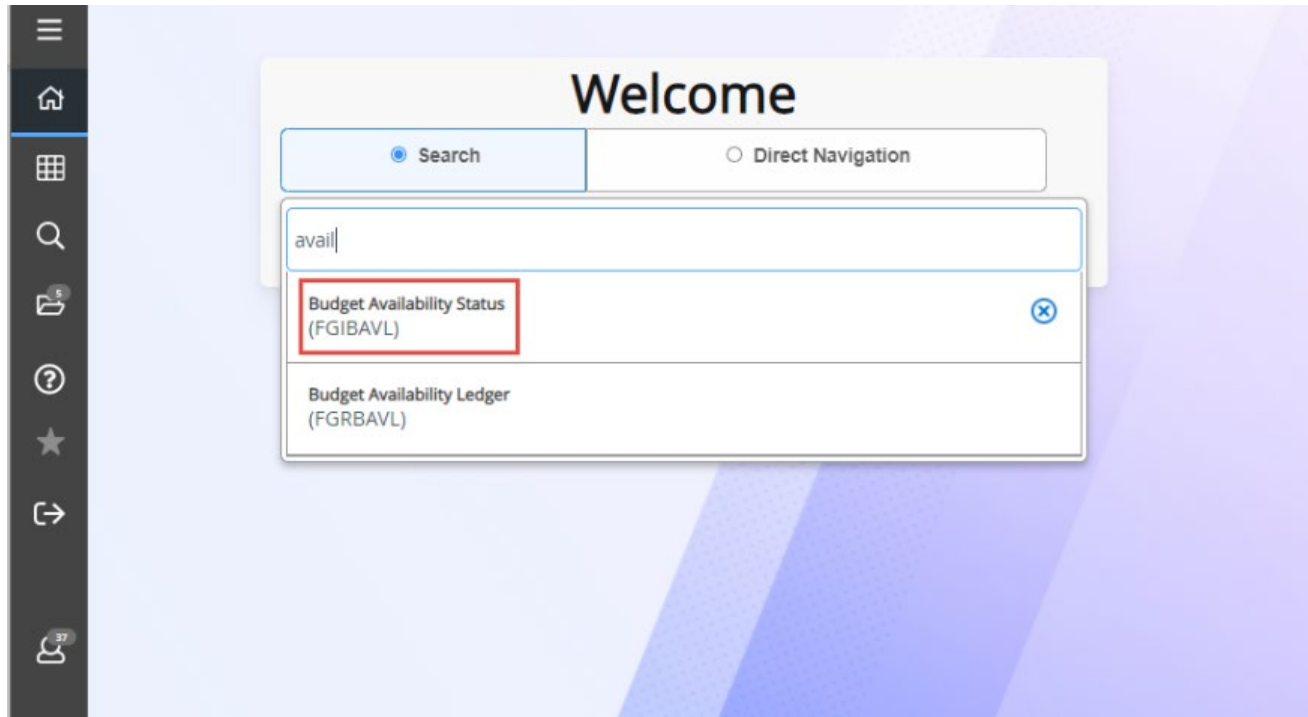


11. Detail Transaction Activity is an important tool because you can filter by almost any item. Remember, the percent sign (%) is a wild card. Enter the desired query items. Click “Go” or “F8” to execute query. Most common query items:

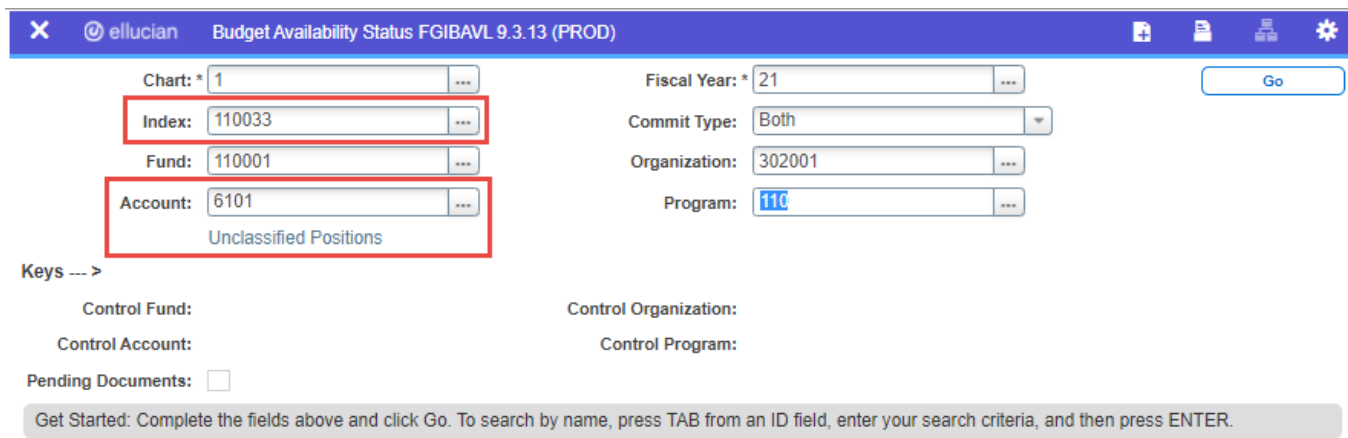
- a. Invoices: Field = “YTD” Type = “INNI” Document = I% or Document = H%
- b. Budget Transfers: Type = BD%
- c. Account: Example, all contractual services would be Account = 71%
- d. Description: Example, to review all Xerox bills under my security, Description = Xerox
- e. **The filter combinations are endless!**
- f. To export the filtered data, use the shortcut “Shift+F1” or use Tools - Export

Budget Availability Status Form

1. Enter FGIBAVL or start typing Budget Availability Status into the search box in Banner 9



2. Items to enter
 - a. Chart should default to "1"
 - b. Fiscal year default to the current fiscal year (can be changed to whatever fiscal year you choose)
 - c. Enter Index
 - d. Enter "6101" into the Account box



ellucian Budget Availability Status FGIBAVL 9.3.13 (PROD)

Chart: * 1 ...

Fiscal Year: * 21 ...

Index: 110033 ...

Commit Type: Both

Fund: 110001 ...

Organization: 302001 ...

Account: 6101 ...

Program: 110 ...

Keys --->

Control Fund: Control Organization:

Control Account: Control Program:

Pending Documents:

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.

3. Click “Go” **OR** use the shortcut “Alt+PageDown” to review the finance data
4. Budget Availability Status
 - a. The most important column on this page to notice is your Available Balance. As stated before, these numbers display the Available Balance INCLUDING any pending documents, and these are the numbers that the NSF checker looks at to determine if there is adequate funding or not
 - b. The pending document account is highlighted and will have a check mark under the Pending Documents Column.
 - c. Select the account line and use F3 or “Related” – Pending Documents in the top right corner to drill down into what the pending documents are

ellucian Budget Availability Status FGIBAVL 9.3.13 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: 1 Fiscal Year: 21 Index: Commit Type: Both Start Over

Fund: 110001 Education and General Organization: Keys --->

Account: 6101 Unclassified Positions Program: Control Fund: 110001 Control Organization: Control Account: 6101 Control Program: Pending Documents:

BUDGET AVAILABILITY STATUS Insert Delete Copy Filter

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
610111	Unclassified Positions	147,115.00	67,427.91	79,687.53	-0.44	<input type="checkbox"/>
61021	Classified Pool	31,029.00	16,842.90	15,840.00	-1,653.90	<input type="checkbox"/>
610210	Classified Positions	2,351,127.00	1,008,180.48	1,197,684.64	145,261.88	<input type="checkbox"/>
61030	Student Employment	28.00	0.00	0.00	28.00	<input type="checkbox"/>
61041	Termination Overtime-Other	30,988.00	13,541.63	0.00	17,446.37	<input type="checkbox"/>
62000	Fringe and Health Benefits	458,596.78	458,417.09	0.00	179.69	<input type="checkbox"/>
71010	Contractual Services	897,624.00	561,268.97	276,103.02	60,252.01	<input checked="" type="checkbox"/>
72010	Supplies	196,561.00	85,037.80	39,663.62	71,859.58	<input checked="" type="checkbox"/>
74010	Fixed Charges and Contri...	77,546.00	28,587.99	43,307.60	5,650.41	<input checked="" type="checkbox"/>
75010	Contingencies-Other Appr...	0.00	0.00	0.00	0.00	<input type="checkbox"/>
77010	Equipment-Capitalizable	11,850.00	11,850.00	0.00	0.00	<input type="checkbox"/>
Total		4,202,464.78	2,251,154.77	1,652,286.41	299,023.60	

Record 7 of 11

ellucian Transaction In Process Status FGITINP 9.3.13 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: 1 Fiscal Year: 21 Index: Commit Type: Both Fund: 110001 Education and General Organization: Start Over

Account: 71010 Program: Budget Control Keys Fund: 110001 Organization: Account: 71010 Program:

TRANSACTIONS IN PROCESS STATUS Insert Delete Copy Filter

Document	Adjusted Budget	YTD Activity	Commitments	Status	Fund	Organization	Account	Program	Description	Item	Sequence
I0245544	0.00	2,150.00	0.00	Receipt Pending	110001		710213	170		1	1
I0245544	0.00	0.00	-2,150.00	Receipt Pending	110001		710213	170		1	1
I0245546	0.00	0.00	-1,500.00	Receipt Pending	110001		710810	170		1	1
I0245546	0.00	1,500.00	0.00	Receipt Pending	110001		710810	170		1	1
I0247012	0.00	49.19	0.00	Incomplete	110001		710410	170		1	4
I0247012	0.00	292.14	0.00	Incomplete	110001		710410	170		1	11
Total		0.00	3,991.33	-3,650.00							
			Available Balance I...	-341.33							

Record 1 of 6