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
Learn How To:

- Enter Budget Transfers
- Identify NSF Available Balances
- Review Finances by Account
- Execute Detailed Data Searches
1. Confirm with Budget Office regarding access request
2. 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
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
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
Budget Transfers

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 click Go.

Leave blank for new entries

Click three dots to review entered but not submitted entries
1. 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
Budget Transfers

• 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
  • J00XXXXX for $70
  • J00XXXXX for $100

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

<table>
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<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Chart</td>
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<td>Index</td>
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<tr>
<td>Account</td>
<td></td>
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<tr>
<td>Activity</td>
<td></td>
</tr>
</tbody>
</table>

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.

Optional
Detail Transactions

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