



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

Troubleshooting



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

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



This screenshot shows the 'Finance' tab selected in the top navigation bar. The main content area is divided into several sections:

- Finance Reports:** Includes instructions for ePrint, Banner repositories, and Cognos Analytics v11.
- Banner Self-Service:** Contains a 'Banner Self-Service' link.
- My Banner:** Contains a 'My Banner' link.
- Banner Services:** Contains a 'Banner 9' section with a link to 'Open Banner Admin Pages' highlighted by a red box and arrow.

This screenshot shows the 'Employee' tab selected in the top navigation bar. The main content area includes:

- Banner Self-Service:** Contains a 'Banner Self-Service' link.
- Banner Services:** Contains a 'Banner 9' section with text stating: 'Banner 9 Admin Pages are only available to users with an account to access INB. All others should use the Banner Self-Service channel. Please note that Banner 9 is only accessible on campus.' Below this is a link to 'Open Banner Admin Pages' highlighted by a red box and arrow.

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

The screenshot shows a web application window titled "Journal Voucher Mass Entry FGAJVCM 9.3.16 (PROD)". The window has a blue header bar with a close button (X) and a user icon labeled "ellucian". Below the header, there is a "Document Number:" label followed by a text input field and a button with three dots "...". A grey instruction box below the input field reads: "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 p".

Annotations on the screenshot include:

- A red arrow pointing to the empty text input field with the text: "Leave blank for new entries".
- A green arrow pointing to the three-dot button with the text: "Click three dots to review entered but not submitted entries".

Budget Transfers

- 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

Document	Submission	Description	Amount	Transaction Date	Status
J0091305		0 Align Research Assistant Funding	52,800.00	12/08/2020	I
J0091433		0 R167478-IT	330.00	12/17/2020	I
J0091502		0 Moving Exp. Transfer	6,000.00	12/21/2020	I
J0091583		0 Budget Reallocation	32,424.00	01/19/2021	C
J0091587		0 Fall Ajunct Transfer- Cavalli	11,600.00	01/11/2021	I
J0091601		0 To Record voided check	12,373.00	01/12/2021	C

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



Chart: * 1 ...

Index: 110033 ...

Fund: 110001 ... Education and General

Account: 6101 ...

Fiscal Year: * 21 ...

Commit Type: Both ...

Organization: 302001 ... Budgeting and Payroll Services

Program: 110 ...

Keys --->

Control Fund:

Control Account:

Pending Documents:

Control Organization:

Control Program:

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



Chart: * 1 College of Charleston
Index: 110033 Budgeting and Payroll Services

Include Revenue:

Accounts

Organization: 302001 Budgeting and Payroll Services
Program: 110 Institutional Support

Account Type:
Location:

Fiscal Year: * 21
Query Specific: *

Account

Commit Type: Both

Fund: 110001 Education and General
Account:
Activity:

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



ellucian Detail Transaction Activity FGITRND 9.3.12 (PROD)

COA: 1	Fiscal Year: 21
Index: 	Fund:
Organization: 	Account:
Program: 	Activity:
Location: 	Period:
Commit Type: Both	

Optional

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%



Close



COLLEGE of
CHARLESTON
BUSINESS AFFAIRS



Questions?

Budget@cofc.edu

TEAMS Chat/Call

Thank you!