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.
   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.

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
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.
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:
  • J00XXXX for $50
  • J00XXXX for $70
  • J00XXXX 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 execute query.

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

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 wildcard. 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 FGIHAVL 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
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