

*Banner Finance
Budget Workshop*



September 2015
UNIVERSITY OF CENTRAL ARKANSAS

INTRODUCTION

The main function of the Budget Office at the University of Central Arkansas is to prepare the University's budget for each fiscal year in accordance with the President, Board of Trustees, and the State of Arkansas. The Budget office also assists the Vice-Presidents, Deans and Department Managers to understand their allocated budget.

The departments are responsible for consistently monitoring and remaining within their budgets for the fiscal year. The departments should review their budgets weekly on self-service and native banner to ensure no overages or inappropriate expenses have occurred. All department heads are responsible for reviewing and verifying the information on the salary reports which are emailed out semimonthly.

Approvers should not approve an NSF, unless checking the department's budget to confirm a budget transfer has been completed and the funds are available for the requisition.

***A user must never allow their login information to be used by another person, nor should a user ever use another's login information.**

Should you have a budget question, please feel free to contact us at any time. The following is our contact information:

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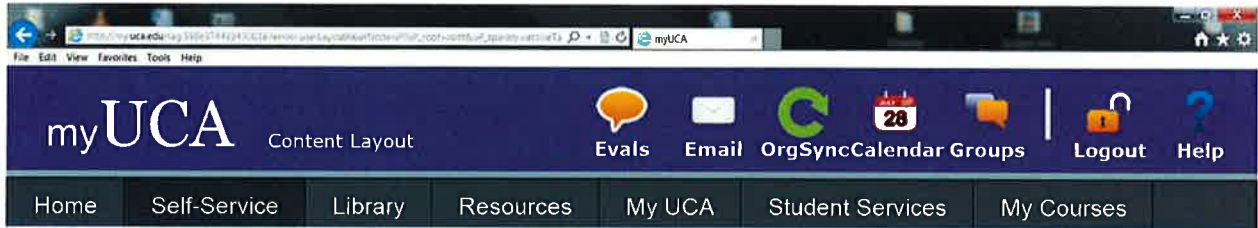
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Finance Self Service Banner
Budget Queries



Click on "Finance"

Personal Information
Addresses, contacts, e-mail, marital status, SSN, PIN.

Employee
Time sheets, time off, benefits, leave or job data, pay stubs, W2 and T4 forms, W4 data.

Finance
Create or review financial documents, budget information, approvals.

Student & Financial Aid
Apply for admission, register, view academic records and financial aid.

Note: The Self-Service area of myUCA is unavailable nightly between the hours of 1AM and 3AM

Click on "Budget Queries" to proceed to the Budget Queries Form

Finance

- Budget Queries
- Encumbrance Query
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Delete Finance Template

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]

RELEASE: 0.6

Personal Information Student Employee Finance

Search Go

MENU SITE MAP HELP

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type

Retrieve Existing Query

Saved Query

Click the Pull-Down Icon to access the list of Budget Query Types

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

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Personal Information Student Employee Finance

Search Go

MENU SITE MAP HELP

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type

- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Budget Quick Query

Three Budget Queries are Available
Select Budget Status by Account

Retrieve Existing Query

Saved Query

None

Retrieve Query

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

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Budget Status by Account

Budget Status by Account

Allows for review of budget information by Index, Organization or Fund.

There are four levels of information available in this query:

- 1. Account Detail**
- 2. Transaction Detail**
- 3. Document Detail**
- 4. Document View**

Personal Information Student Employee Finance

Search Go

MENU SITE MAP HELP

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type

Budget Status by Account

Create Query

Click the "Create Query" button

Retrieve Existing Query

Saved Query

None

Retrieve Query

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

RELEASE: 8.3

Query Columns

Adopted Budget-the original budget, on July 1, of the fiscal year.

Budget Adjustment-the amount of any change, increase or decrease, that have been made to the original budget.

Adjusted Budget- the current budgeted amount, after any adjustments have been applied to the adopted budget.

Temporary Budget-currently unused by UCA.

Accounted Budget-currently unused by UCA.

Year to Date- the total of all financial transactions that have occurred this fiscal year.

Encumbrances-the total of all requisitions that have been approved and turned into purchase orders.

Reservations-the total of all requests for financial commitments that have been made against this account code, but have not been converted to a Purchase Order. Requisition amounts appear here.

Commitments-the total of all financial commitments that have been made against this account code. This is a sum of the encumbrance and reservation columns.

Available Balance-the amount remaining after Year to Date transactions, Encumbrances, Reservations and Commitments have been subtracted from the Adjusted Budget.

[Personal Information](#)
[Student](#)
[Employee](#)
[Finance](#)

Search

[MENU](#) [SITE MAP](#) [HELP](#)

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input checked="" type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

List of Columns available to be shown by the Query. Left-click once on an empty box to add to the query or left-click once on a checked box to remove from the Query.

[\[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template \]](#)

RELEASE: 8.3

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input checked="" type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

The columns selected on this Query will answer a vast majority of questions that you may have about your budget.

Save Query as: []

Shared

Proceed to the Query by clicking "Continue"

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

RELEASE: 8.3

Search Go

MENU SITE MAP HELP

- For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.
- To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: Fiscal period:

Comparison Fiscal year: Comparison Fiscal period:

Commitment Type:

Chart of Accounts: Index:

Fund: Activity:

Organization: Location:

Grant: Fund Type:

Account: Account Type:

Program:

Include Revenue Accounts

Save Query as:

Fiscal Year and Fiscal Period
 FY XX – July 1, 20XX - June 30, 20XX

Fiscal Periods:

01-July	07-January
02-August	08-February
03-September	09-March
04-October	10-April
05-November	11-May
06-December	12-June

Specifying period 14 will give you all activity from July 1 through June 30.

Search

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: **Fiscal period:**
Comparison Fiscal year: **Comparison Fiscal period:**
Commitment Type:
Chart of Accounts:
 Fund: Index:
 Fund: Activity:
 Organization: Location:
 Grant: Fund Type:
 Account: Account Type:
 Program:
 Include Revenue Accounts
Save Query as:
 Shared

Comparison Fiscal Year and Comparison Fiscal Period

The same type of values are allowed here as with Fiscal Year and Fiscal Period on the line above.

This line will allow you to compare between Fiscal Years.

Search Go

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: **Fiscal period:**

Comparison Fiscal year: **Comparison Fiscal period:**

Commitment Type:

Chart of Accounts:

Fund:

Organization:

Grant:

Account:

Program:

 Include Revenue Accounts

Save Query as:

 Shared

FOAPAL information will be displayed from the last Query that you ran in Finance Self-Service.

If this is your first Query, this information will be blank.

Always specify Chart of Accounts "U"-code for UCA.

You can specify an Account code (shortcut), such as 710100, to pull a specific budget line.

Search Go

- For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.
- To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year:	<input type="text"/>	Fiscal period:	<input type="text" value="14"/>
Comparison Fiscal year:	<input type="text" value="None"/>	Comparison Fiscal period:	<input type="text" value="None"/>
Commitment Type:	<input type="text" value="All"/>		
Chart of Accounts	<input type="text" value="U"/>	Index	<input type="text"/>
Fund	<input type="text" value="110001"/>	Activity	<input type="text"/>
Organization	<input type="text" value="701000"/>	Location	<input type="text"/>
Grant	<input type="text"/>	Fund Type	<input type="text"/>
Account	<input type="text" value="710100"/>	Account Type	<input type="text"/>
Program	<input type="text" value="2150"/>		

Include Revenue Accounts

Save Query as:

Shared

Click "Submit Query" to see results

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 20			
As of Aug 18, 20:			
Chart of Accounts	U University of Central Arkansas	Commitment Type	All
Fund	110001 Unrestricted Edu and General	Program	2150 Institutional Support
Organization	701000 Budget Office	Activity	All
Account	710100 Maintenance and Operational Pool	Location	All

View Pending Documents
 ✓ No pending documents exist

Heading Information
 The FOAPAL information that you specified on the Query definition form is shown here.

Query Results

Account	Account Title	FY /PD Adopted Budget	FY: /PD: Budget Adjustment	FY: /PD: Adjusted Budget	FY: /PD: Year to Date	FY: /PD: Encumbrances	FY: /PD: Reservations	FY: /PD: Commitments	FY: /PD: Available Balance
710100	Maintenance and Operational Pool	5,449.00	0.00	5,449.00	0.00	0.00	0.00	0.00	5,449.00
Report Total (of all records)		(5,449.00)	0.00	(5,449.00)	0.00	0.00	0.00	0.00	

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

Query Results
 The account information for the Fund/Organization/Account that was specified in the Query.

Query Example with Code Lookup

If you can't remember any of the FOAP (Fund/Organization/Account/Program) information, you can perform a code lookup. Indexes can also be looked up.

Search Go

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: **Fiscal period:**

Comparison Fiscal year: **Comparison Fiscal period:**

Commitment Type:

Chart of Accounts	<input type="text" value="U"/>	Index	<input type="text"/>
Fund	<input type="text"/>	Activity	<input type="text"/>
Organization	<input type="text"/>	Location	<input type="text"/>
Grant	<input type="text"/>	Fund Type	<input type="text"/>
Account	<input type="text"/>	Account Type	<input type="text"/>
Program	<input type="text"/>		<input type="text"/>

Click the "Index" button to search for an Index

Include Revenue Accounts

Save Query as:

Shared

myUCA Content Layout

Home Self-Service Library Resources My UCA Student Services My Courses My Work My Tab

Personal Information Student Financial Aid Employee Finance

Search Go MENU SITE MAP HELP

Code Lookup

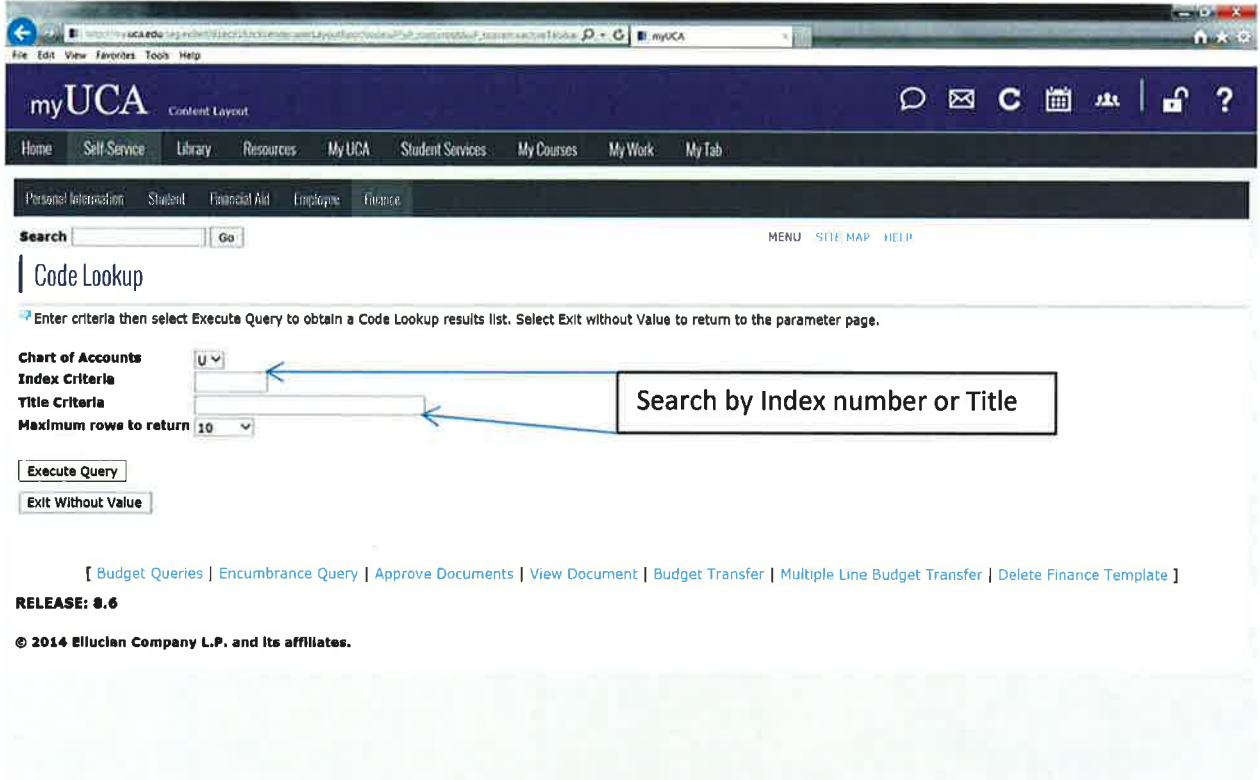
Enter criteria then select Execute Query to obtain a Code Lookup results list. Select Exit without Value to return to the parameter page.

Chart of Accounts U
Index Criteria
Title Criteria
Maximum rows to return 10

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

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Personal Information Student Employee Home
Search Go

MENU SITE MAP HELP

Code Lookup

Enter criteria then select Execute Query to obtain a Code Lookup results list. Select Exit without Value to return to the parameter page.

Chart of Accounts U
Index Criteria
Title Criteria
Maximum rows to return 10
Execute Query
Exit Without Value

U
25
50
75
100
1000
10000

You may search by either the Index or the Title associated with the Index. The percent symbol (%) is a wildcard.

This Pull-Down Menu specifies the number of matching results to display.

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The screenshot shows the myUCA website interface. At the top, there is a navigation bar with the myUCA logo and "Content Layout" text. To the right of the logo are icons for Evals, Email, OrgSync, Calendar, Groups, Logout, and Help. Below this is a secondary navigation bar with links for Home, Self-Service, Library, Resources, My UCA, Student Services, My Courses, My Work, and My Tab.

The main content area has tabs for Personal Information, Student, Employee, and Finance. Below the tabs is a search bar with a "Go" button. To the right of the search bar are links for MENU, SITE MAP, and HELP.

The "Code Lookup" section contains the following elements:

- A search bar with a "Go" button.
- A callout box: "Search for all Index Titles that begin with the letter 'B'. This line is case sensitive."
- A "Chart of Accounts" pull-down menu set to "U".
- An "Index Criteria" field containing "Bu%".
- A callout box: "This Pull-Down Menu specifies the number of matching results to display." (pointing to the "Maximum rows to return" dropdown).
- A "Maximum rows to return" dropdown menu with options: 10, 25, 50, 75, 100, 1000, 10000. The "10" option is selected.
- Buttons for "Execute Query" and "Exit Without Value".
- A callout box: "After specifying search criteria, click 'Execute Query'" (pointing to the "Execute Query" button).
- A footer link: "[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]".

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Code lookup results

Title	Index	Fund	Organization	Account	Program	Activity	Location
Business Admin Research	130001	130001	310000		2120		
Burg Match	140033	140033	365000		2120		
Bureau of Indian Affairs - Fed Odd	215706	215706	706000		2170		
Bureau of Indian Affairs Even	215736	215736	706000		2170		
Burdick Program for Rural Interdisc	220208	220208	345000		2120		
Business Admin Research	310300	110001	310300		2120		
Bunn Match 221452	322M01	110001	322M01		2120		
Burriss Match 220436	336M03	110001	336M03		2120		
Building Maintenance	550500	110001	550500		2160		
Bus Repairs/Maintenance	556510	110001	556510		2160		
Budget Office	701000	110001	701000		2150		
Burdick Building Renovation	710013	710013	780000		6100		
Burford Property	710028	710028	780000		6100		
Bus Storage Area	710106	710106	780000		6100		

Exit Without Value

Another Query

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

Results of Query-all indexes that begin with the Letter "B"

Notice that these indexes represent a shortcut to Funds/Organizations/Programs

To select the Index, Click on the Index (in Blue)

myUCA Content Layout

Home Self-Service Library Resources My UCA Student Services My Courses My Work My Tab

Personal Information Student Financial Aid Employee Finances

Search Go MENU SITE MAP HELP

Fiscal year: **Fiscal period:**

Comparison Fiscal year: **Comparison Fiscal period:**

Commitment Type:

Chart of Accounts	<input type="text" value="U"/>	<input type="text" value="Index"/>	<input type="text"/>
Fund	<input type="text" value="110001"/>	<input type="text" value="Activity"/>	<input type="text"/>
Organization	<input type="text" value="701000"/>	<input type="text" value="Location"/>	<input type="text"/>
Grant	<input type="text"/>	<input type="text" value="Fund Type"/>	<input type="text"/>
Account	<input type="text"/>	<input type="text" value="Account Type"/>	<input type="text"/>
Program	<input type="text" value="2150"/>		

Include Revenue Accounts

Save Query as:

Shared

Clicking the Index actually returns the Fund/Organization/Program information

Click "Submit Query" to run the query

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

What to do with Query Results

We have four options for what to do next:

- 1. Download the results to an Excel Spreadsheet.**
- 2. Save the Query for future use.**
- 3. Add Columns to our Query.**
- 4. Drilldown for more information.**

Report Parameters

Organization Budget Status Report	
By Account	
Period Ending Jun 30, 20	
As of Aug 19, 20	
Chart of Accounts	U University of Central Arkansas
Fund	110001 Unrestricted Edu and General
Organization	701000 Budget Office
Account	7%
Commitment Type	All
Program	2150 Institutional Support
Activity	All
Location	All

View Pending Documents

✓ No pending documents exist

Query Results

Account	Account Title	FY / PD Adopted Budget	FY / PD Budget Adjustment	FY / PD Adjusted Budget	FY / PD Year to Date	FY / PD Encumbrances	FY / PD Reservations	FY / PD Commitments	FY / PD Available Balance
710100	Maintenance and Operational Pool	5,449.00	0.00	5,449.00	0.00	0.00	0.00	0.00	5,449.00
710101	Supplies and Services	0.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00	(1,200.00)
716110	Telephone Base Charge	554.00	0.00	554.00	0.00	0.00	0.00	0.00	554.00
717000	Travel Pool	2,500.00	0.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00
717100	Individual Travel-Official Business	0.00	0.00	0.00	0.00	300.00	0.00	300.00	(300.00)
Report Total (of all records)		(8,503.00)	0.00	(8,503.00)	0.00	(1,500.00)	0.00	(1,500.00)	

Download All Ledger Columns Download Selected Ledger Columns

Save Query as:
 @h3r0d

Click either of these to download the Query Results to an Excel Spreadsheet

myUCA

Home | Self Service | Library | Resources | My UCA | Student Services | My Courses | My Work | My Tab

Query Results

Account	Account Title	FY. /PD: Adopted Budget	FY. /PD Budget Adjustment	FY. /PD Adjusted Budget	FY. /PD Year to Date	FY. /PD Encumbrances	FY. /PD Reservations	FY. /PD Commitments	FY. /PD Available Balance
710100	Maintenance and Operational Pool	5,449.00	0.00	5,449.00	0.00	0.00	0.00	0.00	5,449.00
710101	Supplies and Services	0.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00	(1,200.00)
716110	Telephone Base Charge	554.00	0.00	554.00	0.00	0.00	0.00	0.00	554.00
717000	Travel Pool	2,500.00	0.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00
717100	Individual Travel-Official Business	0.00	0.00	0.00	0.00	300.00	0.00	300.00	(300.00)
Report Total (of all records)		(8,503.00)	0.00	(8,503.00)	0.00	(1,500.00)	0.00	(1,500.00)	

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY. /PD. Adopted Budget	percent of	FY. /PD. Adopted Budget	FY. /PD. Adopted Budget	

Perform Computation

Another Query

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]

RELEASE: 8.6

Do you want to open or save this file? (113 KB) from: [myUCA.mta](#)

Open Save Cancel

Click here to download the results to Excel-an Excel Spreadsheet will open inside of Internet Explorer

Chart of Accounts	University of Central Arkansas	Commitment Type	All
Fund	110001 Unrestricted Edu and General	Program	2150 Institutional Support
Organization	701000 Budget Office	Activity	All
Account	7%	Location	All

Click here to see the detail for Year-to-Date Expenses.

Query Results

Account	Account Title	FY /PD Adopted Budget	FY /PD Budget Adjustment	FY /PD Adjusted Budget	FY /PD Year to Date	FY /PD: Encumbrances	FY /PD: Reservations	FY /PD Commitments	FY /PD Available Balance
710100	Maintenance and Operational Pool	5,449.00	0.00	5,449.00	0.00	0.00	0.00	0.00	5,449.00
710101	Supplies and Services	0.00	0.00	0.00	293.02	1,180.81	0.00	1,180.81	(1,473.83)
715100	Postage	0.00	0.00	0.00	2.63	0.00	0.00	0.00	(2.63)
716110	Telephone Base Charge	554.00	0.00	554.00	0.00	0.00	0.00	0.00	554.00
717000	Travel Pool	2,500.00	0.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00
717100	Individual Travel-Official Business	0.00	0.00	0.00	0.00	300.00	0.00	300.00	(300.00)
717115	Individual Travel-	0.00	0.00	0.00	375.00	0.00	0.00	0.00	(375.00)

These are the Documents that comprise the total Year-to-Date activity for the Account.

Click the Document Code to see the transaction detail.

				1.75	
Jul 18,	Jul 18,	10221985	Printing Papers Inc	251.08	DNEI
Jul 30,	Aug 05,	FP000058	OfficeDepot 07/13 INVOICE 664090255	29.00	DCEN
Jul 30,	Aug 05,	FP000058	OfficeDepot 07/13 INVOICE 664090350	0.70	DCEN
Jul 30,	Aug 05,	FP000058	OfficeDepot 07/13 INVOICE 664090350	7.95	DCEN
Jul 30,	Aug 05,	FP000058	OfficeDepot 07/13 INVOICE 664090255	2.54	DCEN
Aug 16,	Aug 16,	10085498	Cintas Corporation	0.00	DNEI
Jul 05,	Jul 05,	10084096	Cintas Corporation	0.00	DNEI
Jul 05,	Jul 05,	10084074	Barnes & Noble College Booksellers,	0.00	DNEI
Jul 22,	Jul 19,	10052283	Printing Papers Inc	0.00	DNEI
Report Total (of all records):				293.02	

This symbol (!) represents a direct pay.

Total of all Year-to-Date Expenses

By Account			
Period Ending Jun 30, 20			
As of Aug 27, 20.			
Chart of Accounts	U University of Central Arkansas	Commitment Type	All
Fund	110001 Unrestricted Edu and General	Program	2150 Institutional Support
Organization	701000 Budget Office	Activity	All
Account	7%	Location	All

View Pending Documents

✓ No pending documents exist

Query Results

Account	Account Title	FY. /PD. Adopted Budget	FY. /PD. Budget Adjustment	FY. /PD. Adjusted Budget	FY. /PD. Year to Date	FY. /PD. Encumbrances	FY. /PD. Reservations	FY. /PD. Commitments	FY. /PD. Available Balance
710100	Maintenance and Operational Pool	5,449.00	0.00	5,449.00	0.00	0.00	0.00	0.00	5,449.00
710101	Supplies and Services	0.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00	(1,200.00)
716110	Telephone Base Charge	554.00	0.00	554.00	0.00	0.00	0.00	0.00	554.00
717000	Travel Pool	2,500.00	(106.00)	2,394.00	0.00	0.00	0.00	0.00	2,394.00
717100	Individual Travel-Official Business	0.00	0.00	0.00	0.00	300.00	0.00	300.00	(300.00)
717115	Individual Travel-Conferences	0.00	106.00	106.00	0.00	105.00	0.00	106.00	0.00
Report Total (of all records)		(8,503.00)	0.00	(8,503.00)	0.00	(1,606.00)	0.00	(1,606.00)	

Download All Ledger Columns Download Selected Ledger Columns

Save Query as:

Shared

Compute Additional Columns for the query

Click here to see the detail for Budget Adjustments

myUCA Content Layout

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Organization Budget Status Detail Report

Summary Budget Adjustments Transaction Report

Period Ending Jun 30, 20

As of Aug 26, 20

Chart of Accounts:	U University of Central Arkansas	Commitment Type:	All
Fund:	110001 Unrestricted Edu and General	Program:	2150 Institutional Support
Organization:	701000 Budget Office	Activity:	All
Account:	717000 Travel Pool	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Aug 26,	Aug 26,	J0033616	Terri C- AACUBO Fall Conf.	(106.00)	BDDP
Jul 29,	Jul 29,	J0033278	Reverse Transfer in training	100.00	BDDP
Jul 16,	Jul 16,	J0033016	Reverse J0032992	(100.00)	BDDP
Jul 16,	Jul 16,	J0033015	Reverse J0032992	(100.00)	BDDP
Jul 15,	Jul 15,	J0032992	Travel	100.00	BDDP
Report Total (of all records):				(106.00)	

Available Budget Balance: 2,394.00

Download

Save Query as:

Shared

Rule class code BDDP signifies an electronic budget transfer. Refer to rule class code section for more information.

Report total of all budget transfers.

These are the Documents that comprise the Budget Adjustments. Click the Document Code to drill down for transaction detail.

myUCA Content Layout

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Personal Information Student Financial Aid Employee Finance

Search Go MENU SIZE MARK HELP

Select Document

Detail Transaction Report

Document Type: Journal Document Commitment Type: All
 Document Code: 00033616 Description: Terri C- AACUBO Fall Conf.
 Transaction Date: 26-Aug-

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
U	110001	701000	717000	2150			(106.00)	BDDP
U	110001	701000	717115	2150			106.00	BDDP

Save Query as:
 Shared
 Another Query

✓ No Related Documents Available

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

RELEASE: 8.5.0.4
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Click here to see the Document Detail

The accounting detail is shown here. The \$106.00 is being moved from the 717000-Travel line to the 717115- Travel Conference line.

Header information showing date and User ID of person posting transaction

myUCA Content Layout

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Personal Information Student Financial Aid Employee Finance

Search Go MENU SITE MAP HELP

View Document

Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0033616		Posted	Aug 26,	Aug 26,	DOTC	212.00

Document Text:

Journal Voucher Accounting

Seq#	Description							BudPd Curr			Doc Ref		Accr	Bank		Deposit	
	COA	FY	Pd	Ruel	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSF	Ovr	Status
1									01				01				
	U	15	02	BDDP		110001	701000	717000	2150				106.00	-		N	
2									01				01				
	U	15	02	BDDP		110001	701000	717115	2150				106.00	+		N	
Total of displayed sequences:													212.00				

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]

The complete accounting information for the transaction

- Select a link from an amount column in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.
- Use the View Pending Documents button to display unposted documents in process that are excluded from the Budget Status Report. Also select the View Pending Documents button to view a summary of the available balances used for non-sufficient funds (NSF) checking.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 20.			
As of Aug 22, 20			
Chart of Accounts	U University of Central Arkansas	Commitment Type	All
Fund	110001 Unrestricted Edu and General	Program	2150 Institutional Support
Organization	701000 Budget Office	Activity	All
Account	7%	Location	All

View Pending Documents
 Pending documents exist

Shows pending documents exist. Click the View Pending Documents button to view the pending documents.

Query Results

Account	Account Title	FY / PD Adopted Budget	FY / PD Budget Adjustment	FY / PD Adjusted Budget	FY / PD Year to Date	FY / PD Encumbrances	FY / PD Reservations	FY / PD Commitments	FY / PD Available Balance
710100	Maintenance and Operational Pool	5,449.00	0.00	5,449.00	0.00	0.00	0.00	0.00	5,449.00
710101	Supplies and Services	0.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00	(1,200.00)
716110	Telephone Base Charge	554.00	0.00	554.00	0.00	0.00	0.00	0.00	554.00
717000	Travel Pool	2,500.00	0.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00
717100	Individual Travel	0.00	0.00	0.00	0.00	300.00	0.00	300.00	(300.00)

Report Parameters

Status of Transactions In Process			
Period Ending Jun 30, 20.			
As of Aug 22, 20			
Chart of Accounts	U University of Central Arkansas	Commitment Type	All
Fund	110001 Unrestricted Edu and General	Program	2150 Institutional Support
Organization	701000 Budget Office	Activity	All
Account	7%	Location	All

Results from clicking on Pending Documents

Pending Document List

Transaction Date	Activity Date	Document Code	Status	Fund	Organization	Account	Program	Vendor/Transaction Description	Item	Seq#	Field Code	Amount	Rule Class Code
Aug 22, ..	Aug 22,	R0092935	In Approvals	110001	701000	717115	2150	AACUBO	1	1	RSV	(75.00)	REQP
Aug 22, ..	Aug 22,	R0092936	In Approvals	110001	701000	717115	2150	Canino, Terri	0	1	RSV	(106.00)	REQP
Report Total (of all records)												(181.00)	

Budget Control Keys for Non-sufficient Funds (NSF) Checking

Used in Available Budget Checking:	<input checked="" type="checkbox"/> 110001 Fund	<input checked="" type="checkbox"/> 701000 Organization	<input checked="" type="checkbox"/> 710 Account	<input checked="" type="checkbox"/> 2150 Program
------------------------------------	---	---	---	--

Available Balance Summary

Finance Internet Native Banner (INB)

Budget Screens in Internet Native Banner (INB)

1. FGIBAVL is Budget Availability Status

- Enter your Index.
- If you want to see your entire budget, enter Account Code 610200.
- If you want to see only your M&O portion enter Account Code 710100.
- Click on Next Block by using the Menu or the Icon.
- This screen will allow you to see the total pool amounts; it will not break it down with all of the account codes.
- You can not drill down on this screen; you must use Self-Service to query documents.

2. FGIBDST is Organization Budget Status

- Enter your Index.
- If you want to see your entire budget, enter Account Code 610200.
- If you want to see only your M&O portion enter Account Code 710100.
- Click on Next Block by using the Menu or the Icon.
- This screen will allow you to see all the account codes that have been used in your Index.
- This screen is similar to Self-Service, but to drill down you need to click on the desired account code, options, transaction detail to view the history. The center section has a scroll bar at the bottom to see all detail.

Pool Accounts

710100 M&O Pool accounts, which include supplies and services, food, professional services, etc. **and All Non-Capitalized accounts (Less than \$5,000 per item).**

710118 Software & License will no longer pool with M&O effective **7-1-2015**.

710150 Game Guarantees do **not** pool with other accounts.

710155 Injury Claims do **not** pool with other accounts.

710161 Vehicle Insurance and other types of insurance do **not** pool with other accounts.

710195 Expense Transfer do **not** pool with other accounts.

716100 Telecommunication and Networking do **not** pool with other accounts.

717000 Travel Pool accounts do **not** pool with other accounts.

721100 Library Holdings accounts do **not** pool with other accounts.

730100 Capital Pool (\$5,000 or more per item) do **not** pool with other accounts.

740100 Utilities Pool accounts do **not** pool with other accounts.

798100 Contingency Reserve does **not** pool with any other accounts.

720XXX Fee Waivers do **not** pool with any other accounts.

75XXXX Scholarships do **not** pool with any other accounts.

Internet Native Banner
FGIBAVL-Budget Availability Status

Oracle Fusion Middleware Forms Services: Open > FGIBAVL

File Edit Options Block Item Record Query Tools Help

Budget Availability Status: FGIBAVL 6.6.1.4 (PROD)

Chart: U Fund: 110001 Unrestricted Edu and General
 Fiscal Year: Fiscal Year Organization: 701000 Budget Office
 Index: 701000 Account: 710100 Maintenance and Operational Pool Pending Documents
 Commit Type: Cash Program: 2150 Institutional Support

Control Keys ---> Fund: 110001 Organization: 701000 Account: 710100 Program: 2150

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
710100	Maintenance and Operation	3,243.00	0.00	1,269.32	2,473.68	
710118	Software and Licenses	1,500.00	0.00	0.00	1,500.00	
716000	Telephone Pool	554.00	0.00	0.00	554.00	
717000	Travel Pool	2,500.00	0.00	0.00	2,500.00	
Total:		8,503.00	0.00	1,269.32	7,233.68	

Account Code Duplicate Item to view Pending Documents
 Record: 114 | <050>

Oracle Fusion Middleware Forms Services: Open > FGIBAVI

File Edit Options Block Item Record Query Tools Help

Form: Form Preferences

Form: Pending Documents: FGIBAVI

Chart: U Fund: 110001 Unrestricted Edu and General
 Fiscal Year: 10 Index: 701000 Organization: 701000 Budget Office
 Commit Type: Account: 701000 Maintenance and Operational Pool
 Program: 2150 Institutional Support

Control Keys ---> Fund: 110001 Organizations: 701000 Account: 701000 Program: 2150

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
701000	Maintenance and Operation	3,449.00	295.65	1,180.81	3,972.54	
701000	Telephone Pool	554.00	0.00	0.00	554.00	
701000	Travel Pool	2,500.00	375.00	1,018.00	2,487.00	<input checked="" type="checkbox"/>
Total:		6,503.00	670.65	2,198.81	5,633.54	

You must select the Fiscal Year

The check mark shows Pending Documents exist

Click on: Options- Pending Documents

Oracle Fusion Middleware Forms Services: Oper> FGBAW - FGI120

File Edit Options Block Item Record Query Tools Help

Transaction In Process Status: FGI120P 9.6.1.1 14:00

Chart: 51 Fund: 110001 Unrestricted Edu and General
 Fiscal Year: Organization: 701000 Budget Office
 Index: 701000 Account: 717000 Travel Pool
 Control Type: Program: 2150 Institutional Support

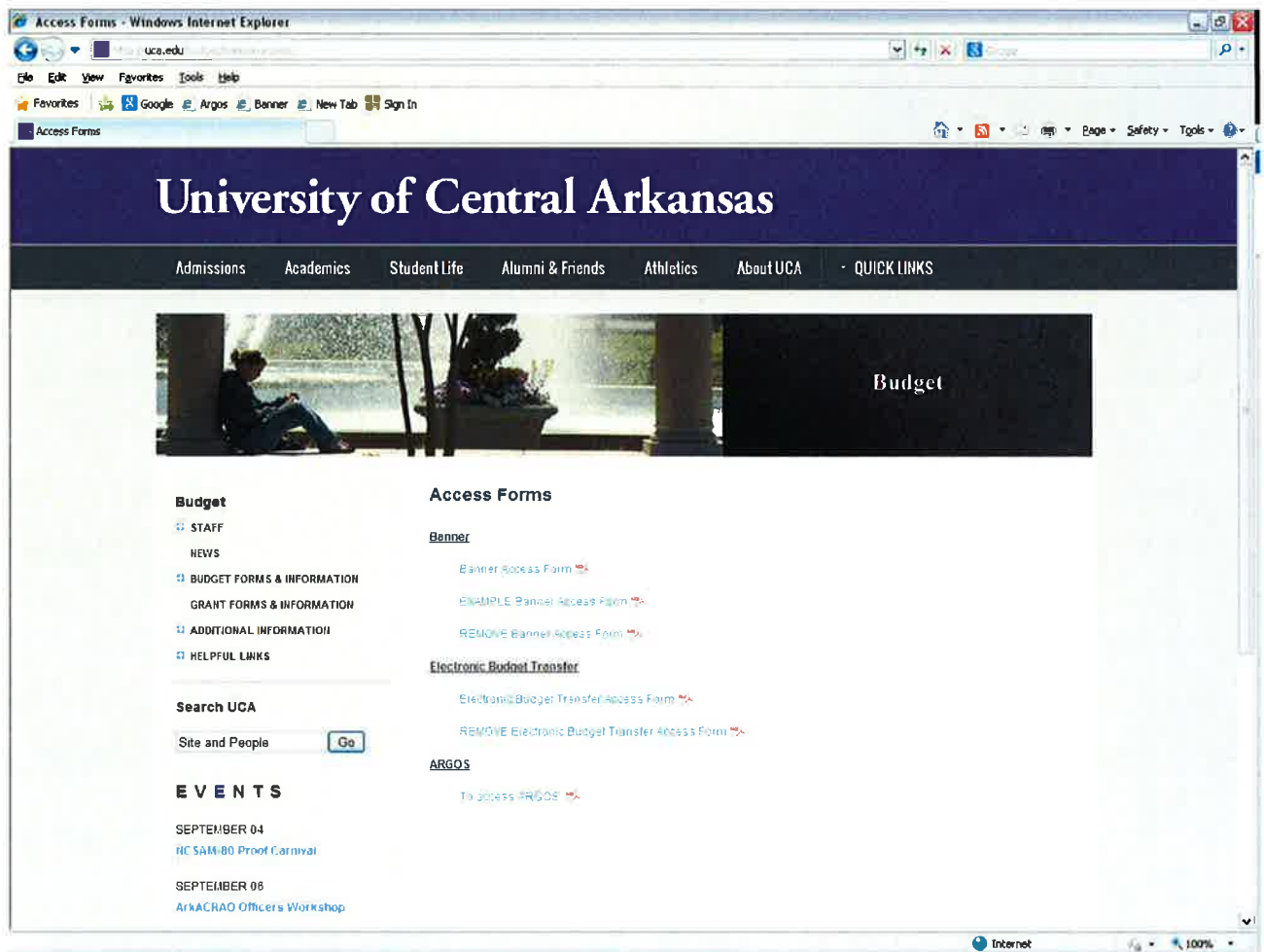
Control Keys -> Fund: 110001 Organization: 701000 Account: 717000 Program: 2150

Document	Status	Fund	Organization	Account	Program	Adjusted Budget	YTD Activity	Commitments
10002557	In Approvals	110001	701000	717115	2150	0.00	0.00	126.00
10002558	In Approvals	110001	701000	717115	2150	0.00	0.00	214.00
10002559	In Approvals	110001	701000	717115	2150	0.00	0.00	126.00
10002560	In Approvals	110001	701000	717115	2150	0.00	0.00	126.00
10002572	In Approvals	110001	701000	717115	2150	0.00	0.00	126.00
Total:						0.00	0.00	718.00
Available Balance In Process:								-718.00

View Pending Documents results

To Retrieve Banner Finance Access and Removal Forms follow these steps:

1. Go to UCA Homepage at <http://www.uca.edu>
2. Log onto My UCA
3. UCA, A to Z (bottom right corner)
4. Click the letter "B"
5. Click Budget Office
6. Click Budget Forms & Information
7. The three forms available: Banner Access Form
Remove Banner Access Form
Example- Banner Access Form



Banner Access Form

To sign up for Banner Finance access, please complete the access sign-up form and return by fax to Dot Carden at 450-5168.

****If a person moves to another department, the remove banner access form (for the old department) MUST be attached to the banner access form submitted for the new department. Both forms must be received BEFORE access can be given to the new department.**

Please select the type of Access requested for each employee. See below descriptions:

1. **Inquiry (Query Only)** - You will have the ability to query financial activity, track transactions, check your budget availability and reconcile your budget to Banner.
2. **Initiator** – You will have the ability to enter, copy, remove, and track requisitions. You will have the ability to view approval history and view vendor history.
3. **Approver** - You will have the ability to view requisitions, purchase orders, invoices, journal vouchers, encumbrances and cash receipts. You will also have the ability to approve or disapprove requisitions. You can query financial activity, track transactions, check your budget availability and reconcile your budget to Banner.

Please provide the following contact information:

Full Name	
UCA ID	
Department/Organization	
Phone Number	
E-mail Address	

Please provide your Index Numbers:

What type of access are you requesting for this employee?

Inquiry
 Initiator
 Approver

Department Head (Name printed): _____

Department Head Signature: _____

Remove Banner Access Form

This form removes Banner access for an employee who has terminated, retired, or moved to another department. Please complete the following form and return by fax to Dot Carden at 450-5168.

****If a person moves to another department, the remove banner access form (for the old department) MUST be attached to the banner access form submitted for the new department. Both forms must be received BEFORE access can be given to the new department.**

Please select the type of Access requested for each employee. See below descriptions:

1. **Inquiry (Query Only)** - You will have the ability to query financial activity, track transactions, check your budget availability and reconcile your budget to Banner.
2. **Initiator** – You will have the ability to enter, copy, remove, and track requisitions. You will have the ability to view approval history and view vendor history.
3. **Approver** - You will have the ability to view requisitions, purchase orders, invoices, journal vouchers, encumbrances and cash receipts. You will also have the ability to approve or disapprove requisitions. You can query financial activity, track transactions, check your budget availability and reconcile your budget to Banner.

Please provide the following contact information:

Full Name	
UCA ID	
Department/Organization	
Phone Number	
E-mail Address	

Please provide your Index Numbers:

What type of access are you removing for this employee?

Inquiry
 Initiator
 Approver

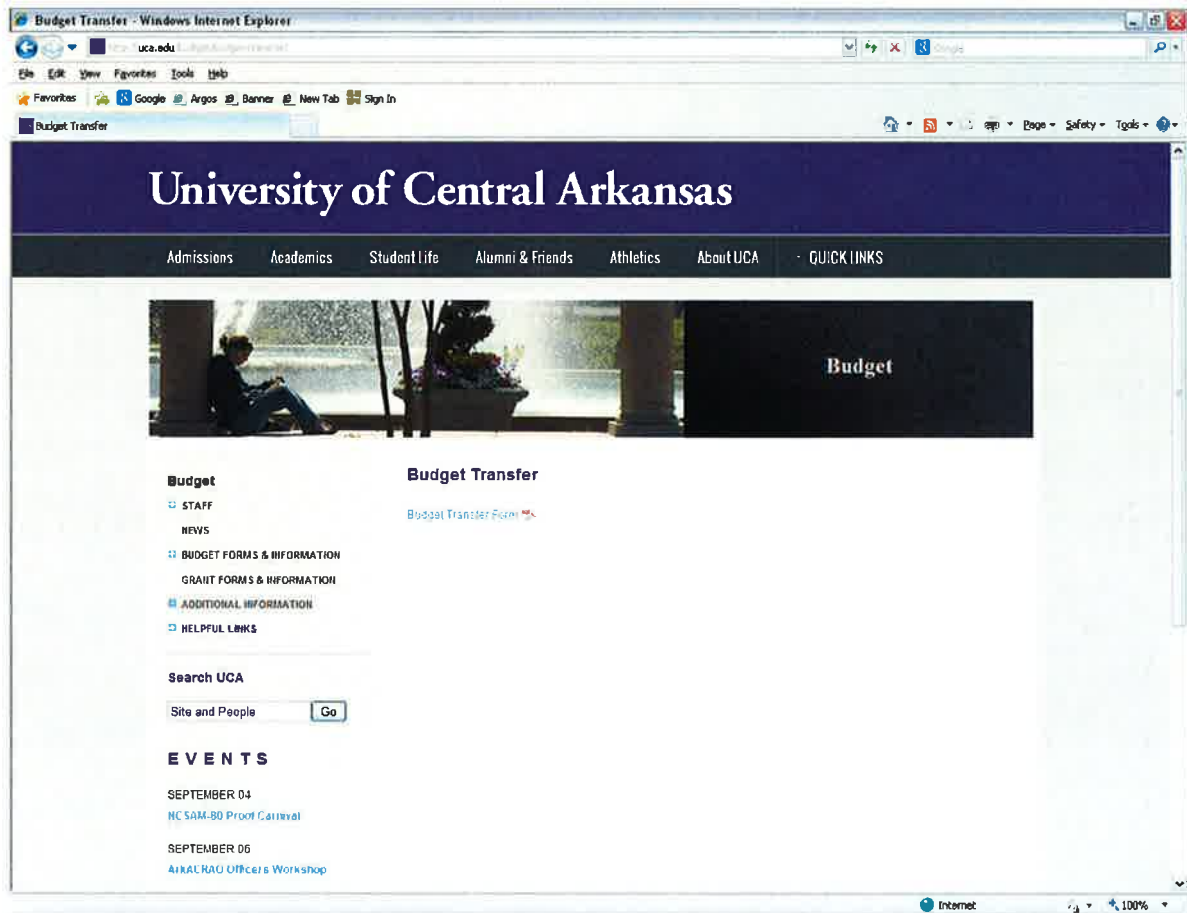
Effective Date to Remove Banner Access: _____

Department Head (Name printed): _____

Department Head Signature: _____

To Retrieve a Budget Transfer Form follow these steps:

1. Go to UCA Homepage at <http://www.uca.edu>
2. Log onto My UCA
3. UCA, A to Z (bottom right corner)
4. Click the letter "B"
5. Click Budget Office
6. Click Budget Forms & Information
7. Click Budget Transfer Form



Budget Transfer

Date: _____, 20____

It is requested that this budget transfer be approved for the organization(s) and the amount(s) indicated below.

(Name of Department)

(Signature of Department Head)

Type of Change: Base <input type="checkbox"/> Temporary <input type="checkbox"/>	Approvals: Dean/Director _____ Vice President/Provost _____ Budget Director _____	Budget Use Only: Initial: _____ Date: _____ # _____
---	---	---

INDEX	ORGANIZATIONAL NAME	ACCOUNT CODE	JUSTIFICATION/REASON	BUDGET INCREASE	BUDGET DECREASE

Justification/Reason: (Additional comments if needed):

Electronic Budget Transfer Information

The Vice Presidents and Deans will have the capability to transfer funds between areas they are responsible. The Department Chairs and Directors can only process transfers within their department.

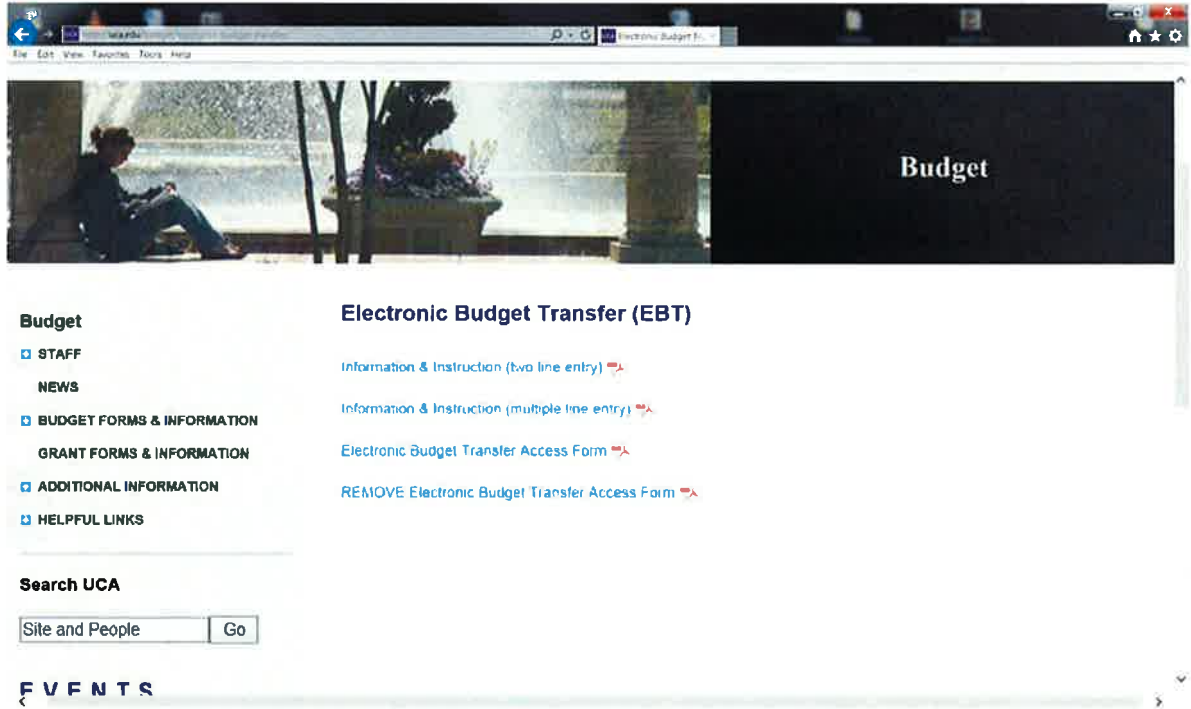
The electronic budget transfer will **only allow transfers between Maintenance and Operation (M&O) lines**. The electronic budget transfer will **only allow temporary transfers (BD04)**. It will not process **budget transfers for any salary lines, expense transfers, research or matching indexes ("R" or "M" as part of the index number), grants/restricted funds (different fund types), and between account codes that begin with the number "5" for revenue or "8" for transfer**. If the transfer involves these lines, a paper budget transfer will need to be completed and forwarded for signatures. The transfer will be entered once the budget office receives this information.

There are two types of electronic budget transfers that can be performed in self service: **budget transfer (max of two lines) or multiple line budget transfer (max of five lines)**.

Instructions to complete the electronic budget transfers is on the following pages.

To Retrieve Banner Finance Electronic Budget Transfer Access and Removal Forms:

1. Go to UCA Homepage at <http://www.uca.edu>
2. UCA, A to Z, (top right corner)
3. Click the letter "B"
4. Click the Budget Office
5. Click Budget Forms and Information



ELECTRONIC BUDGET TRANSFER ACCESS FORM

This form allows access to complete Electronic Budget Transfers. This access will only allow Temporary Budget Transfers (BD04) in the Maintenance and Operations (M&O) budget. **Electronic budget transfers will only be allowed if you have received prior banner finance access to the index(es) obtained with the banner access form. You can only complete electronic budget transfers for the indexes you have access.**

Please complete this form to authorize the person to complete Electronic Budget Transfers for your area. Please return this form to Dot Carden, dotc@uca.edu or fax to 450-5168

****If a person moves to another department, the remove electronic budget transfer form access MUST be submitted BEFORE access can be given in a new department.**

Please provide the following contact information:

Full Name	<input type="text"/>
UCA ID	<input type="text"/>
Department/Organization	<input type="text"/>
Phone Number	<input type="text"/>
E-mail Address	<input type="text"/>

Please select the type of Access Requested:

- Departmental Budget Entry (BDDP) *
Or
 Budget Entry Dept Auxiliary (BDAX)**

*The Departmental Budget Entry includes any Education and General (E&G) indexes.

**The Budget Entry Dept Auxiliary units include: Athletics, Housing, Food Service, Student Center, Radio Station, Farris Fields, HPER Recreation, Bookstore, Student Health Services, Post Office, and Parking Facilities.

Vice President, Dean, Department Chair (Name printed): _____

Vice President, Dean, Department Chair (Signature): _____

REMOVE ELECTRONIC BUDGET TRANSFER ACCESS FORM

This form removes access to complete Electronic Budget Transfers.

Please complete this form and return to Dot Carden, dotc@uca.edu or fax to 450-5168

****If a person moves to another department, the remove electronic budget transfer access form MUST be submitted BEFORE access can be given in a new department.**

Please provide the following contact information:

Full Name _____
UCA ID _____
Department/Organization _____
Phone Number _____
E-mail Address _____

Effective Date To Remove Electronic Budget Transfer Access: _____

Please select the type of Access Removed:

- Departmental Budget Entry (BDDP) *
Or
 Budget Entry Dept Auxiliary (BDAX)**

*The Departmental Budget Entry includes any Education and General (E&G) indexes.

**The Budget Entry Dept Auxiliary units include: Athletics, Housing, Food Service, Student Center, Radio Station, Farris Fields, HPER Recreation, Bookstore, Student Health Services, Post Office, and Parking Facilities.

Vice President, Dean, Department Chair (Name printed): _____

Vice President, Dean, Department Chair (Signature): _____

Log into My UCA, Self Service, Finance



Finance

- [Budget Queries](#)
- [Encumbrance Query](#)
- [Approve Documents](#)
- [View Document](#)
- [Budget Transfer](#)
- [Multiple Line Budget Transfer](#)
- [Delete Finance Template](#)

Click on Budget Transfer (max of two lines) or Multiple Line Budget Transfer (max of five lines)

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

RELEASE: 9.6

Instructions for Budget Transfer (Max of 2 Lines)

- Choose **Budget Transfer** (max of 2 lines).
- The **transaction date** will default in as today's date.
- The **journal type** has two choices: 1)BDDP-Departmental Budget Entry. The BDDP is for all Educational & General (E&G) indexes. 2)BDAX-Budget Entry Dept Auxiliary. The Budget Entry Dept Auxiliary is for all Auxiliary areas which include: Athletics, Housing, Food Service, Student Center, Radio Station, Farris Fields, HPER Recreation, Bookstore, Student Health Services, Post Office, and Parking Facilities.
- The **transfer amount** for the **Departmental Budget Entry** is the amount that will be transferred from one line to another line. For example, if you transfer 1,000(-) from M&O into your travel of 1,000 (+), then you would enter 1,000. The system will calculate the document amount, which would be 2,000. **Do not use symbols (\$), (,) and cents in Electronic Budget Transfers.**
- The **"From"** line, enter the chart of **"U,"** enter the **index** to move out funds D/C (-). The system will not fill in the fund, organization, or program code at this point.
- The **"To"** line, enter the **index** to move in funds D/C (+). The system will not fill in the fund, organization, or program code at this point.

Budget Transfer

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from only one set of accounting elements to another within the same chart.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Use template:

Transaction Date: 21 AUG

Journal Type: BDDP (Departmental Budget Entry)

Transfer Amount: 1000.00

Document Amount 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	u	701000							-
To		701000							+

Description: Budget Period: 01

Save as Template:

Shared

Code Lookup

Chart of Accounts Code: U

Type: account

Code Criteria:

Title Criteria:

Maximum rows to return: 10

- Click **“Complete”** once. The system will now fill in the Fund, Organization, and Program.
- Enter the **account code** to move out funds on the D/C (-) line and enter the account code to move in funds on the D/C (+) line.
- Enter the **Description**, example, transfer funds to travel. The **Budget Period** should always be **“01”**.
- If a specific budget transfer is used frequently, the **Save as Template** title option must be entered before you click, complete, the second time. The template name cannot contain special characters such as: ; & / @ ?) (
- Click **“Complete”** again.

Budget Transfer

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from only one set of accounting elements to another within the same chart.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Use **template**

Transaction Date: 21 AUG
 Journal Type: BDDP (Departmental Budget Entry)
 Transfer Amount: 1000.00
 Document Amount: 2,000.00

	Chart	Index	Fund	Organization	Account	Program Activity	Location	D/C
From	U		110001	701000	717000	2150		
To			110001	701000	717115	2150		

Description: Trsf Indiv Travel Conference Budget Period: 01

Save as Template:
 Shared

Code Lookup
 Chart of Accounts Code: U
 Type: account
 Code Criteria:
 Title Criteria:
 Maximum rows to return: 10

- When the document is processed, a message, such as **“Document J0018283 Completed and Forwarded to the Posting Process”** will display. If there is an error, a message will be displayed as to why this transaction is not completed. After the error(s) is corrected, click complete again. It is possible the electronic transfer may not be allowed if it involves lines mentioned in the information section of this document. If the transfer involves these lines, a paper budget transfer will need to be completed and forwarded for signatures. The transfer will be entered once the budget office receives this information.

Budget Transfer

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from only one set of accounting elements to another within the same chart.

Choose Complete to perform a validation and forward the document for processing

Use Code Lookup to query a list of available values.

✓ Document J0028574 completed and forwarded to the posting process.

Another Transfer

Use template: None
Retrieve

Transaction Date: 21 AUG
Journal Type: 8DDP (Departmental Budget Entry)
Transfer Amount: 1000.00
Document Amount: 2,000.00

	Chart	Index	Fund	Organization	Account	Program Activity	Location D/C
From	U		110001	701000	717000	2150	-
To			110001	701000	717115	2150	+

Description: Trsl Indiv Travel Conference Budget Period: 01

Complete

Code Lookup

Chart of Accounts Code: U
Type: account
Code Criteria:
Title Criteria:

Instructions for Multiple Line Budget Transfer (Max of 5 lines)

- **Log into My UCA**, Self Service, Finance, choose Multiple Line Budget Transfer (max of 5 lines).
- The **transaction date** will default in as today's date.
- The **journal type** has two choices: 1)BDDP-Departmental Budget Entry. The BDDP is for all Educational & General (E&G) indexes. 2)BDAX-Budget Entry Dept Auxiliary. The Budget Entry Dept Auxiliary is for all Auxiliary areas which include: Athletics, Housing, Food Service, Student Center, Radio Station, Farris Fields, HPER Recreation, Bookstore, Student Health Services, Post Office, and Parking Facilities.
- The **document amount** for the **multiple line budget transfer** is the total of all lines in the entry. For example, if you transfer \$1,000(-) from M&O into travel \$250(+), and into capital equipment \$750(+), the total document amount is \$2,000.
- The **transfer section** consists of five lines. The system will only allow you to process five lines per transaction.
- The Chart is **"U"**, enter the **index**, the amount, and in the D/C section stipulate if funds are being moved into a line with a (+) or out of a line with a (-). The system will not fill in the fund, organization, or program at this point.

Transaction Date: 28 AUG

Journal Type: BDDP (Departmental Budget Entry)

Document Amount: 800

#	Chart	Index	Fund	Organization Account	Program Activity	Location	Amount	D/C
1	u	701000					800	-
2	u	701000					200	+
3	u	701000					200	+
4	u	701000					200	+
5	u	701000					200	+

Description: Adjust Budget Budget Period: 01

Save as Template:

Shared

Code Lookup

Chart of Accounts Code: U

Type: account

Code Criteria:

Title Criteria:

Maximum rows to return: 10

- Click **Complete once**, the system will now fill in the fund, organization, and program.
- Enter the **Account Code** to the corresponding (+) or (-).
- Enter the **Description**, example such as transfer funds to travel and capital lines. The budget period is **always "01"**.
- If a specific budget transfer is used frequently, the **Save as Template** title option must be entered before you click, complete, the second time. The template name cannot contain special characters such as: ; & / @ ? (

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Multiple Line Budget Transfer Form

Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements for different charts.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Use template **None**

Transaction Date **28** **AUG**

Journal Type **BDDP (Departmental Budget Entry)**

Document Amount **800**

#	Chart	Index	Fund	Organization Account	Program Activity	Location	Amount	D/C
1	U		110001	701000	2150		800	-
2	U		110001	701000	2150		200	+
3	U		110001	701000	2150		200	+
4	U		110001	701000	2150		200	+
5	U		110001	701000	2150		200	+

Description **Adjust Budget** **Budget Period** **01**

Save as Template

Processed Information Student Financial Aid Employee Finance

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Multiple Line Budget Transfer Form

Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements for different charts.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Detail amounts, 1600 not equal document amount of 800

Use template: None

Transaction Date: 28 AUG

Journal Type: BDDP (Departmental Budget Entry)

Document Amount: 800

#	Chart	Index	Fund	Organization	Account	Program Activity	Location	Amount	D/C
1	U		110001	701000	710100	2150		800	-
2	U		110001	701000	717100	2150		200	+
3	U		110001	701000	717115	2150		200	+
4	U		110001	701000	716110	2150		200	+
5	U		110001	701000	715100	2150		200	+

Description: Adjust Budget Budget Period: 01

Save as Template:

Shared

Error message – The document amount will be the sum of all amounts listed on the five lines.

- Click **Complete** again.
- When the document is processed, a message, such as **“Document J0033597 Completed and Forwarded to the Posting Process”** will display. If there is an error, a message will be displayed as to why this transaction is not completed. After the error(s) is corrected, click complete again. It is possible the electronic transfer may not be allowed if it involves lines mentioned in the information section of this document. If the transfer involves these lines, a paper budget transfer will need to be completed and forwarded for signatures. The transfer will be entered once the budget office receives this information.

Personal Information Student Financial Aid Employee Finance

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Multiple Line Budget Transfer Form

Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements for different charts.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

✓ Document J0033597 completed and forwarded to the posting process.

Another Transfer

Use template: None

Transaction Date: 28 AUG

Journal Type: BDDP (Departmental Budget Entry)

Document Amount: 1600

#	Chart	Index	Fund	Organization Account	Program Activity	Location	Amount	D/C
1	U		110001	701000	710100 2150		800	-
2	U		110001	701000	717100 2150		200	+
3	U		110001	701000	717115 2150		200	+
4	U		110001	701000	716110 2150		200	+
5	U		110001	701000	715100 2150		200	+

Description: Adjust Budget Budget Period: 01

ACCOUNT CODES QUICK LIST

<u>Account Codes</u>	<u>Description</u>
	<u>Salaries and Benefits</u>
610200	12 Month Teaching Salaries
610205	Vacation 12 Month Teaching Salaries
610300	9 Month Teaching Salaries
610305	Vacation 9 Month Teaching Salaries
610340	Emergency Hire Teaching
610402	Summer I Teaching Salary
610502	Summer II Teaching Salary
610600	Part-Time Teaching Salaries
610700	Teaching Overload
610800	Sabbatical
610960	Teaching on grant/contract
620100	Non-Classified Salaries
620105	Vacation Non-Classified
620110	Emergency Hire Non-Classified
620115	Non-Classified Part time
620120	Career Service Award
620125	Salary Reassignment
620130	Exceptional Merit
620135	Publishing Bonus
620140	Incentive Pay
620900	Replacement Salary from grant/cont
620910	Reassigned-time from grant/contract
620920	Summer salary from grant/contract
620930	Agency approved Incidental Pay
620940	FT employment on grant/contract
620950	Summer Salary from match
620990	Summer Expense Transfer
630100	Classified Salaries
630105	Vacation Classified Salaries
630107	Emergency Hire Classified
630110	Sick Pay Classified Salaries
630120	Career Service Award
630125	Shift Differential
630127	Overtime
630128	Classified Special Project
630130	CLIP Bonus
630140	Part-Time Classified
630900	Classified on grant/contract
630990	Classified Salary Expense Transfer
640100	Graduate Assistant
640110	Teaching Graduate Assistant
640115	Summer Teaching Graduate Assistant
640120	Research Graduate Assistant
640900	Graduate Assistant on grant/contract
650100	UCA Student Help
650200	Work Study Student Help
650205	Work Study-Community Service
650900	Student Help on grant/contract
650990	Student Help Salary Expense Transfer

<u>Account Codes</u>	<u>Description</u>
660100	Extra Help Salaries

Salaries and Benefits

680410	Retiree Benefits
680415	Car Allowance
680417	Moving Allowance
680450	Fringe Benefits

Supplies Services and Other Expenses

710100	Maintenance and Operational Pool
710101	Supplies and Services
710102	Uniforms
710105	Maintenance and Repair
710107	Fuel
710108	Data communication
710110	Printing & Stationery
710111	Officials
710112	Job Advertisement
710115	Advertising
710117	Promotional Materials
710118	Software and Licenses
710119	Technology Purchases Under \$500
710120	Arbitrage
710125	Annuity Adjustment
710128	FMV Adjustment
710130	Building Rental
710135	Cleaning Expenses
710140	Drug Testing
710142	Drugs and Medicine
710145	Equipment Rental
710148	Fitness Center
710150	Game Guarantees
710155	Injury Claims
710157	Injury Claims Reimbursement
710160	Surety Insurance Bonds
710161	Vehicle Insurance
710162	Building-Content Insurance
710163	Student Accident Insurance
710164	General Liability Insurance
710165	Other Insurance
710170	Tuition Expense
710175	Disposal of Net Value
710180	Loan Matching
710195	Expense Transfer
710199	Bad Debt Expense

Charges and Fees

712100	Administrative Charge
712200	Credit Card Service Charge

<u>Account Codes</u>	<u>Description</u>
712250	Student Accounts ACH Charge
712300	Facilities & Administrative Charge
712400	Brokerage Fee
712450	M and R Service Fees
712460	Vehicle License and Title Fees
712463	Legal Fees
712464	Collection Costs
712465	Penalties
	 <u>Instructional Supplies</u>
713100	Instructional Supplies
713200	Health and Behav Sci Lab Supply
713300	Sci and Math Lab Supplies
713350	Honors College Participation
713400	KPED-Trainee Program
713500	Testing Packages
713600	TOEFL Tests
	 <u>Fine Arts Supplies and Services</u>
714100	Transfer-Performance Art Fees
714105	Activity Program
714110	Art Education
714115	Art History
714120	Ceramics
714125	Graphic Design
714130	Illustration-Prints
714135	Painting 2-D
714140	Photography
714145	School Arts
714150	Sculpture 3-D
714155	Watercolor 2-D
	 <u>Postage and Parcel Service</u>
715100	Postage
715105	Postage Meter Sales
715200	Freight
715210	Courier Services
	 <u>Telecommunication and Networking</u>
716000	Telephone Pool
716100	Telephone Installation Charge
716110	Telephone Base Charge
716120	Telephone Long Distance Charge
716125	Cell Phones
716130	Other Phone Charges
	 <u>Travel</u>
717000	Travel Pool
717100	Individual Travel-Official Business
717110	Group Travel
717115	Individual Travel-Conferences
717120	Recruitment Travel
717200	Charter Services
717201	Rental Cars
717202	Moving Expenses
717116	Webinar
717117	Direct Billing (space) and Food

<u>Account Codes</u>	<u>Description</u>
	<u>Consultants</u>
718100	Professional Services > or = \$5,000
718125	Professional Services < \$5,000
718135	Legal Services
	<u>Stipends</u>
718200	Stipends
750300	Stipend-Other
	<u>Food Services-Special Events</u>
719100	Contract Food Services
719200	Food Purchases
719300	Decorations
719400	Special Events
	<u>Fee Waivers</u>
720100	Fee Waivers
720110	Perquisites
720120	Teacher Ed Mentors
720125	Concurrent Instructors Fee Waiver
720130	GA Fee Waiver
720140	Out of State Fee Waiver
720150	Intl Exchange Student Waiver
	<u>Library Holdings</u>
721100	Library Holdings
721110	L.H. Books-Job Orders
721120	L.H. Binding
721130	L.H. Period-Renewals
721140	L.H. Microforms
721150	L.H. Preserve Bindry
721160	Library Book Payments
	<u>Capital Outlay</u>
730100	Capital Pool
730125	Architect's Fee
730130	Advertising & Survey
730200	Equipment-Furniture
730202	Purchase of Vehicle
730203	Computers-Capitalized
730204	Printers and Projectors-Capitalized
730205	Non-Capitalized Equip-Furniture
730207	Non-Capitalized Computers
730208	Non-Capitalized Printers & Projectors
	<u>Utilities</u>
740100	Utilities Pool
740200	Electricity
740300	Gas
740400	Water and Sewer
740500	Cable T.V.
740550	Trash Pickup
740600	Utility System Repair
740700	District Heating
740750	District Cooling

<u>Code</u>	<u>Rule Class Title</u>
BD02	Permanent Budget Adjustment
BD04	Temporary Budget Adjustment
BDDP	Departmental Budget Entry
BDAX	Budget Entry Dept Auxiliary
BDB1	Permanent Adopted Budget Manual Load
BDBL	Manually Roll Over Budget
CARD	Pcard Transaction
CNEI	Cancel Check - Invoice w/ encumbrance
CNNC	Cancel Check - C/m w/o encumbrance
CNNI	Cancel Check- Invoice w/o encumbrance
CORD	Establish Change Order
DCEN	Department charge with encumbrance
DNEI	Check - Invoice w encumbrance
DNII	Check - Inventory Invoice
DNNC	Check - C/M w/o encumbrance
DNNI	Check - Invoice w/o encumbrance
E090	Year End Encumbrance Roll
ICEI	Cancel Invoice with Encumbrance
ICEP	Cancel Invoice with Encumbrance
INEC	Credit Memo with Encumbrance
INEI	Invoice with Encumbrance
INNC	Credit Memo without Encumbrance
INNI	Invoice without Encumbrance
MREC	Miscellaneous Receipt
PCAR	Pcard Transaction
PCLQ	Cancel PO - Reinstate Request
PCRD	Cancel Purchase Order
POCL	Purchase Order Close
POLQ	Purchase Order Request Liquidation
PORD	Establish Purchase Order
REQP	Requisition -Reservation
RGJV	Regular Journal Voucher

***For access to ARGOS contact Terry Brewer or the IT Help Desk – 450-3107**

To Access ARGOS follow these steps:

1. Go to UCA Homepage at <http://www.uca.edu>
2. Log onto My UCA
3. Click on My Work Tab
4. Employee Quick Links, Jump to, then Argos*
5. +UCA, +Finance, +Campus, +Revised Base, +Revised Base Report
6. Select Fiscal Year, Choose Org Code, click “Reports” at top of screen, click “Revised Base Report”
7. Click Run
8. It will prompt you to open, save or cancel, OPEN