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:

Linda Lentz Budget Director Wingo 306 <u>llentz@uca.edu</u> 450-5566 Fax 450-5168 Dot Carden Project Coordinator Wingo 307 <u>dotc@uca.edu</u> 852-2447 Fax 450-5168 Alicia Crow Budget Coordinator Wingo 308 <u>acrow@uca.edu</u> 852-2663 Fax 450-5168

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# Finance Self Service Banner Budget Queries



Create or review financial documents, budget information, approvals.

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

> Finance

Student & Financial Aid



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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

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Saved Query

None

Retrieve Query

# **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.

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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.

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Organization	701000	Fund Type		02-August	08-February
Account		Account Type		03-September	09-March
Program	2150		1	04-October	10-April
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# **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.

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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		
Burris Match 220436	336M03	110001	336M03		2120		
Building Maintenance	550500	110001	550500		2160		
Bus Repairs/Maintenance	556510	110001	556510		2160		
Budget Office	701000	10001	701000		2150		
Burdick Building Renovation	710013	710013	780000		6100		
Buford Property	710028	710028	780000		6100		
Bus Storage Area	710106	710106	780008		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) ~

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### 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.

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10101	Supplies and Services	0.00	0.00	0.00	0.00	1,200,00	0_00	1,200.00	(1,200.00
16110	Telephone Base Charge	554.00	0 00	554.00	0,00	0.00	0.00	0.00	554.0
17000	Travel Pool	2,500.00	0.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00
17100	Individual Travel- Official Business	0.00	0.00	0.00	0.00	300.00	0.00	300.00	( 300.00
	otal (of all	( 8,503.00)	0.00	( 8,503.00)	0.00	( 1,500.00)	0.00	( 1,500.00)	
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	Supplies and Services	0.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00	( 1,200.00
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717100	Travel Pool Individual Travel- Official Business	2,500.00		2,500.00		0 00 300 00	0.00	0.00	
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	Account Title		FY /PD Budget Adjustment	FY' /PD Adjusted Budget		FY /PD; Encumbrances	FY /PD: Reservations		FY /PD Available Balance
710100	Maintenance and Operational Pool	5,449.00			0.00	0.00	0.00		
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)
	Individual	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.

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Total of all Year-to-Date Expenses

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	Account Title	FY.L. /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	Account Title Maintenance and Operational Pool	Adopted Budget 5,449.00	Budget Adjustment	Adjusted	Year to Date	Encumbrances			Available Balance
710100	Account Title	Adopted Budget	Budget Adjustment	Adjusted Budget	Year to Date	Encumbrances	Reservations	Commitments	Available Balance 5,449.00
710100 710101	Account Title Maintenance and Operational Pool Supplies and	Adopted Budget 5,449.00	Budget Adjustment 0.00	Adjusted Budget 5,449.00	Year to Date 0 00 0.00	Encumbrances 0 0 00 1,200.00	Reservations	Commitments 0.00	Available Balance 5,449.00 ( 1,200.00)
710100 710101 716110 717000	Account Title Maintenance and Operational Pool Supplies and Services Telephone Base Charge Travel Pool	Adopted Budget 5,449.00 554.00 2,500.00	Budget Adjustment 0.00 0.00 0.00	Adjusted Budget 5,449.00 0.00	Yeer to Date 0.00 0.00	Encumbrances 0 0 00 0 1,200.00 0 0,00	Reservations 0.00 0.00	Commitments 0.00 1,200.00	Available Balance 5,449.00 ( 1,200.00) 554.00
710100 710101 716110 717000 717100	Account Title Maintenance and Operational Pool Surplies and Services Telephone Base Charge Travel Pool Individual Travel Official Business	Adopted Budget 5,449,00 0,00 554,00 2,500,00 0,00	Budget Adjustment 0.00 0.00 0.00	Adjusted Budget 5,449.00 0.00 554.00 2,394.00	Yeer to Date 0.00 0.00 0.00	Encumbrances 0 0 00 1,200.00 0 0,00 0	Reservations 0.00 0.00	Commitments 0.00 1,200.00 0.00	Available Balance 5,449.00 ( 1,200.00 ) 554.00 2,394.00
710100 710101 716110 717000 717100	Account Title Maintenance and Operational Pool Supplies and Services Telephone Base Charge Travel Pool Individual Travel-	Adopted Budget 5,449,00 0,00 554,00 2,500,00 0,00	Budget Adjustment 0.00 0.00 (106.00) 0.00	Adjusted Budget 5,449.00 0.00 554.00 2,394.00	Year to Date 0.00 0.00 0.00 0.00	Encumbrances 0 0.00 0 1,200.00 0 0.00 0 0.00 300.00	Reservations 0.00 0.00 0.00 0.00	Commitments 0.00 1,200.00 0.00 300.00 300.00	Available Balance 5,449.00 (1,200.00 554.00 2,394.00 (300.00)
710100 710101 716110 717000 717100 717115	Account Title Maintenance and Operational Pool Services Telephone Base Charge Travel Pool Individual Travel- Official Business Individual Travel-	Adopted Budget 5,449,00 0,00 554,00 2,500,00 0,00	Budget Adjustment 0.00 0.00 (106.00 0.00 106.00	Adjusted Budget 5,449.00 0.00 554.00 2,394.00 0.00 106.00	Year to Date 0.00 0.00 0.00 0.00 0.00	Encumbrances	Reservations 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Commitments 0.00 1,200.00 0.00 0.00 300.00 106.00	Avsilable Balance           Data           0           5,449.00           0           (1,200.00)           0           554.00           2,394.00           0           0           0           0           0           0           0           0           0           0           0           0           0           0           0
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nd: ganization:	s: U University of Central Arkansa 110001 Unrestricted Edu and G 701000 Budget Office	eneral Program: 2150 In Activity: All	istitutional Support		Refer to rule class code section for more information.
cument List	717000 Travel Pool	Location: All			
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© 2014 Ellucian Company L.P. and its affiliates.	
	The accounting detail is shown here. The \$106.00
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	717115- Travel Conference line.

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74 Pending documents exist

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

Query R	esults					pending documents.											
	Account Title	Adopted	FY /PD: Budget Adjustment		FY. /PD Year to Date		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	\$\$4.00	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								
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Aug 22, .	Aug 22,	R0092936	In Approvals	110001	701000	717115	2150	Canino, Terri	0	1	RSV	( 106.00)	REQP
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Budget Control Keys for Non-sufficient Funds (NSF) Checking Used in Available Budget Checking 110001 Fund 201000 Organization 210 Account 2150 Program

Available Balance Summary

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# **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

Chart: Fiscal V Index: Commit	701000	Fund:         110001           Organization:         701000           Account:         710100           Program:         2150           Organization:         701000	Unrestricted Edu     Budget Office     Maintenance and     Institutional Supp  Account: /10100	Operational Pool	9 Pending Document	•	
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710118	Software and Licenses	1,500.00	0.00	0.00	1,500.00	2	Ĩ
716000	Telephone Pool	554.00	0.00	0.00	554.00	10	
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### To Retrieve Banner Finance Access and Removal Forms follow these steps:

- 1. Go to UCA Homepage at <u>http://www.uca.edu</u>
- 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 <u>access sign-up form</u> 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?

	]	nquiry
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Initiator

or

Approver

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?

	luiry	Initiator	Approver
Effective Date to Remove	Banner Acces	ss:	
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 o	of Department)	(Signature of Department Head)		
Type of Change:	Approvals:	Budget Use Only:		
Bass	Dean/Director	Initial:		
Base	Vice President/Provost	Date:		
Temporary	Budget Director	#		

INDEX	ORGANIZATIONAL NAME	ACCOUNT CODE	JUSTIFICATION/REASON	BUDGET INCREASE	BUDGET DECREASE
-				-	
		1			

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

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### **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&0) 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, <u>dotc@uca.edu</u> 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	[
UCA ID	
Department/Organization	
Phone Number	
E-mail Address	

### 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:

$\square$	Departmental Budget Entry (BDDP) *
	Ur
	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.

### Log into My UCA, Self Service, Finance

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### 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.

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- > 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.

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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.

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### 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.

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- > 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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- 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.

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### ACCOUNT CODES QUICK LIST

Account Codes	<u>Description</u>
	Salaries and Benefits
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
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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
640100	Teaching Graduate Assistant
640110	Summer Teaching Graduate Assistant
640115	Research Graduate Assistant
640120	Graduate Assistant on grant/contract
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

Account Codes	Description
660100	Extra Help Salaries
	Salaries and Benefits
680410	Retiree Benefits
680415	Car Allowance
680413	Moving Allowance
680450	Fringe Benefits
000430	
	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

Account Codes	Description
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
	Instructional Supplies
713100	Instructional Supplies
713200	Health and Behav Sci Lab Supply
713300	Sci and Math Lab Supplies
713350	Honors College Participation
	KPED-Trainee Program
713400	Testing Packages
713500	TOEFL Tests
713600	IDEFL Tests
	Fine Arts Supplies and Services
	Fine Arts Supplies and Services
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
	Postage and Parcel Service
715100	Postage
715105	Postage Meter Sales
715200	Freight
715210	Courier Services
/15210	
	<b>Telecommunication and Networking</b>
716000	Telephone Pool
716100	Telephone Installation Charge
716110	Telephone Base Charge
716120	Telephone Long Distance Charge
716125	Cell Phones
716130	Other Phone Charges
/10150	other mone endiges
	Travel
717000	Travel Pool
717100	Individual Travel-Official Business
717110	Group Travel
717115	Individual Travel-Conferences
717120	Recruitment Travel
	Charter Services
717200	Rental Cars
717201	
717202	Moving Expenses
717116	Webinar Direct Billing (concer) and Food
717117	Direct Billing (space) and Food

Account Codes	Description
	<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
	Food Services-Special Events
719100	Contract Food Services
719200	Food Purchases
719300	Decorations
719400	Special Events
	Fee Waivers
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
	Library Holdings
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
	Capital Outlay
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
	Utilities
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

Code	Rule Class Title
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