

*Banner Finance  
Budget Training*



*2016-2017  
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 NSF requisitions without prior approval. Please see the instructions for NSF requisitions on page 59.

**\*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  
[llentz@uca.edu](mailto:llentz@uca.edu)  
450-5566  
Fax 450-5168

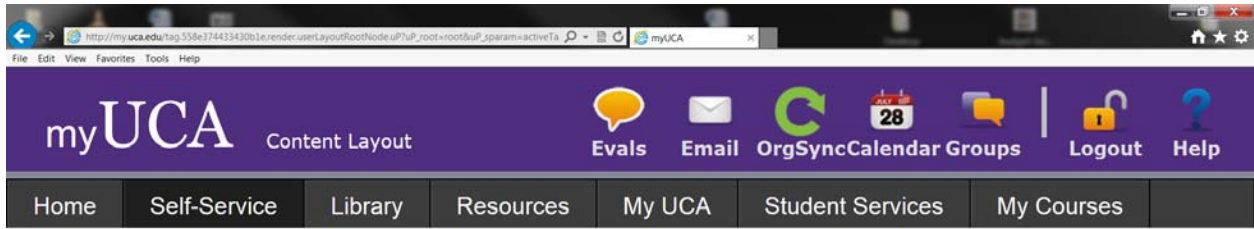
Dot Carden  
Budget Coordinator  
Wingo 307  
[dotc@uca.edu](mailto:dotc@uca.edu)  
852-2447  
Fax 450-5168

Alicia Crow  
Budget Coordinator  
Wingo 308  
[acrow@uca.edu](mailto:acrow@uca.edu)  
852-2663  
Fax 450-5168

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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

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

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



Search  Go

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

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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

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**RELEASE: 8.3**



# **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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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

Click the "Create Query" button

**Retrieve Existing Query**

Saved Query

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## 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 has 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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Search

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

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

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.

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**RELEASE: 8.3**

Search  Go

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

Continue

Proceed to the Query by clicking "Continue"

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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:**

<input type="text" value="U"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="110001"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="701000"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="2150"/>	<input type="text"/>	<input type="text"/>

**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  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:**

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

**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:** 14  
**Comparison Fiscal year:** None **Comparison Fiscal period:** None  
**Commitment Type:** All  
Chart of Accounts: U Index:   
Fund: 110001 Activity:   
Organization: 701000 Location:   
Grant:  Fund Type:   
Account: 710100 Account Type:   
Program: 2150  
 Include Revenue Accounts  
Save Query as:   
 Shared  
Submit Query

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.

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

**Include Revenue Accounts**

Save Query as:

**Shared**

Click "Submit Query" to see results

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**Report Parameters**

<b>Organization Budget Status Report</b>			
<b>By Account</b>			
<b>Period Ending Jun 30, 2015</b>			
<b>As of Aug 18, 2014</b>			
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

**Query Results**

Account	Account Title	FY15/PD14 Adopted Budget	FY15/PD14 Budget Adjustment	FY15/PD14 Adjusted Budget	FY15/PD14 Year to Date	FY15/PD14 Encumbrances	FY15/PD14 Reservations	FY15/PD14 Commitments	FY15/PD14 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:

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

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.

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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.

**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:**

**Shared**

Click the "Index" button to search for an Index

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### 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**  

**Index Criteria**

**Title Criteria**  

**Maximum rows to return**

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Search by Index number or Title

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### 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

Index Criteria

Title Criteria

Maximum rows to return

- 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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Search  Go

Search for all Index Titles that begin with the letter "B". This line is case sensitive.

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### 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

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

Maximum rows to return

- 10
- 25
- 50
- 75
- 100
- 1000
- 10000

Execute Query

Exit Without Value

After specifying search criteria, click "Execute Query"

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**Code lookup results**

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

Exit Without Value

Another Query

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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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Fiscal year: 2015 Fiscal period: 14  
Comparison Fiscal year: None Comparison Fiscal period: None  
Commitment Type: All

Chart of Accounts	U	Index	
Fund	110001	Activity	
Organization	701000	Location	
Grant		Fund Type	
Account		Account Type	
Program	2150		

Include Revenue Accounts  
Save Query as:   
 Shared  
Submit Query

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

Click "Submit Query" to run the query

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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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summary of the available balances used for non-sufficient funds (NSF) checking.

**Report Parameters**

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2015			
As of Aug 19, 2014			
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	FY15/PD14 Adopted Budget	FY15/PD14 Budget Adjustment	FY15/PD14 Adjusted Budget	FY15/PD14 Year to Date	FY15/PD14 Encumbrances	FY15/PD14 Reservations	FY15/PD14 Commitments	FY15/PD14 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)	

Save Query as:

Shared

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

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**Query Results**

Account	Account Title	FY15/PD14 Adopted Budget	FY15/PD14 Budget Adjustment	FY15/PD14 Adjusted Budget	FY15/PD14 Year to Date	FY15/PD14 Encumbrances	FY15/PD14 Reservations	FY15/PD14 Commitments	FY15/PD14 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
FY15/PD14 Adopted Budget	percent of	FY15/PD14 Adopted Budget	FY15/PD14 Adopted Budget	

Perform Computation

Another Query

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Do you want to open or save **brfkadid.csv** (2.15 KB) from **ssprod.uca.edu**?

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.

The screenshot shows the myUCA interface with a table of transactions. A callout box at the top explains that the documents listed in the table comprise the total Year-to-Date activity for the account and that clicking a document code will show transaction details. Another callout at the bottom explains that the (!) symbol in the document code represents a direct pay. A third callout at the bottom right points to the 'Report Total' row, indicating it is the total of all Year-to-Date Expenses.

				1.75	
Jul 18,	Jul 18,	!0221985	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,	!0085498	Cintas Corporation	0.00	DNEI
Jul 05,	Jul 05,	!0084096	Cintas Corporation	0.00	DNEI
Jul 05,	Jul 05,	!0084074	Barnes & Noble College Booksellers,	0.00	DNEI
Jul 22,	Jul 19,	!0052283	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

myUCA Content Layout

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**By Account**  
**Period Ending Jun 30, 2015**  
**As of Aug 27, 2014**

View Pending Documents  
 No pending documents exist

Account	Account Title	FY15/PD14 Adopted Budget	FY15/PD14 Budget Adjustment	FY15/PD14 Adjusted Budget	FY15/PD14 Year to Date	FY15/PD14 Encumbrances	FY15/PD14 Reservations	FY15/PD14 Commitments	FY15/PD14 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	106.00	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, 2015

As of Aug 26, 2014

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, 2014	Aug 26, 2014	<a href="#">J0033616</a>	Terri C- AACUBO Fall Conf.	( 106.00)	BDDP
Jul 29, 2014	Jul 29, 2014	<a href="#">J0033278</a>	Reverse Transfer in training	100.00	BDDP
Jul 16, 2014	Jul 16, 2014	<a href="#">J0033016</a>	Reverse J0032992	( 100.00)	BDDP
Jul 16, 2014	Jul 16, 2014	<a href="#">J0033015</a>	Reverse J0032992	( 100.00)	BDDP
Jul 15, 2014	Jul 15, 2014	<a href="#">J0032992</a>	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 SITE MAP HELP

**Select Document**

**Detail Transaction Report**

Document Type: Journal Document Commitment Type: All  
 Document Code: [10033616](#) Description: Terri C- AACUBO Fall Conf.  
 Transaction Date: 26-Aug-2014

**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

The screenshot shows the myUCA interface. At the top, there is a navigation bar with 'myUCA Content Layout' and various icons. Below that is a menu with 'Home', 'Self-Service', 'Library', 'Resources', 'MyUCA', 'Student Services', 'My Courses', 'My Work', and 'My Tab'. A secondary menu includes 'Personal Information', 'Student', 'Financial Aid', 'Employee', and 'Finance'. A search bar is present with a 'Go' button. The main content area is titled 'View Document' and contains two tables. The first table, 'Journal Voucher Header', has columns for Journal, Sub#, Status, Trans date, Activity date, User ID, and Doc Total. The second table, 'Journal Voucher Accounting', has columns for Seq#, Description, BudPd, Curr, Doc Ref, Accr, Bank, and Deposit. A footer contains several links: [ Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template ]

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
00033616		Posted	Aug 26, 2014	Aug 26, 2014	DOTC	212.00

Document Text:

Seq#	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/CNS	FOvr	NSFStatus
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			

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**

<b>Organization Budget Status Report</b>			
<b>By Account</b>			
<b>Period Ending Jun 30, 2015</b>			
<b>As of Aug 22, 2014</b>			
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	FY15/PD14 Adopted Budget	FY15/PD14 Budget Adjustment	FY15/PD14 Adjusted Budget	FY15/PD14 Year to Date	FY15/PD14 Encumbrances	FY15/PD14 Reservations	FY15/PD14 Commitments	FY15/PD14 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**

<b>Status of Transactions In Process</b>			
<b>Period Ending Jun 30, 2015</b>			
<b>As of Aug 22, 2014</b>			
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, 2014	Aug 22, 2014	<a href="#">R0092935</a>	In Approvals	110001	701000	717115	2150	AACUBO	1	1	RSV	( 75.00)	REQP
Aug 22, 2014	Aug 22, 2014	<a href="#">R0092936</a>	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  110001 Fund  701000 Organization  710 Account  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** are all 71XXXX accounts, which includes all supplies and services, food, professional services **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 insurance beginning with 71016X do **not** pool with other accounts.

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

**716100 Telecommunication and Networking** accounts all 716XXX accounts including telephone installation, base charge, long distance charge, cell phones, and other phone charges.

**717000 Travel Pool** all 717XXX accounts which include official business, group travel, conferences, recruitment travel, charter services, and rental cars do **not** pool with other accounts.

**721100 Library Holdings** are all 721XXX accounts do **not** pool with other accounts.

**730100 Capital Pool (\$5,000 or more per item).**

**740100 Utilities Pool** are all 740XXX 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.





Oracle Fusion Middleware Forms Services: Open > FGIBAVL

File Edit Actions Block Item Record Query Tools Help

Format Form Preferences

Budget: Pending Documents (FGITNP) 1.4 (PROD)

Chart: U Fund: 110001 Unrestricted Edu and General  
 Fiscal Year: 701000 Organization: 701000 Budget Office  
 Index: 701000 Account: 710100 Maintenance and Operational Pool  
 Commit Type: Both 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	5,449.00	295.65	1,180.81	3,972.54	<input type="checkbox"/>
716000	Telephone Pool	554.00	0.00	0.00	554.00	<input type="checkbox"/>
717000	Travel Pool	2,500.00	375.00	1,018.00	1,107.00	<input checked="" type="checkbox"/>
<b>Total:</b>		8,503.00	670.65	2,198.81	5,633.54	

The check mark shows Pending Documents exist

Click on: Options- Pending Documents

You must select the Fiscal Year

Account Code. Duplicate Item to view Pending Documents.  
 Record: 3/3 | | | | <OSC>

Oracle Fusion Middleware Form Services: Open> FGBAWL - FGITNP

File Edit Options Block Item Record Query Tools Help

Transaction In Process Status FGITNP 9.6.1.4 (PF00)

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

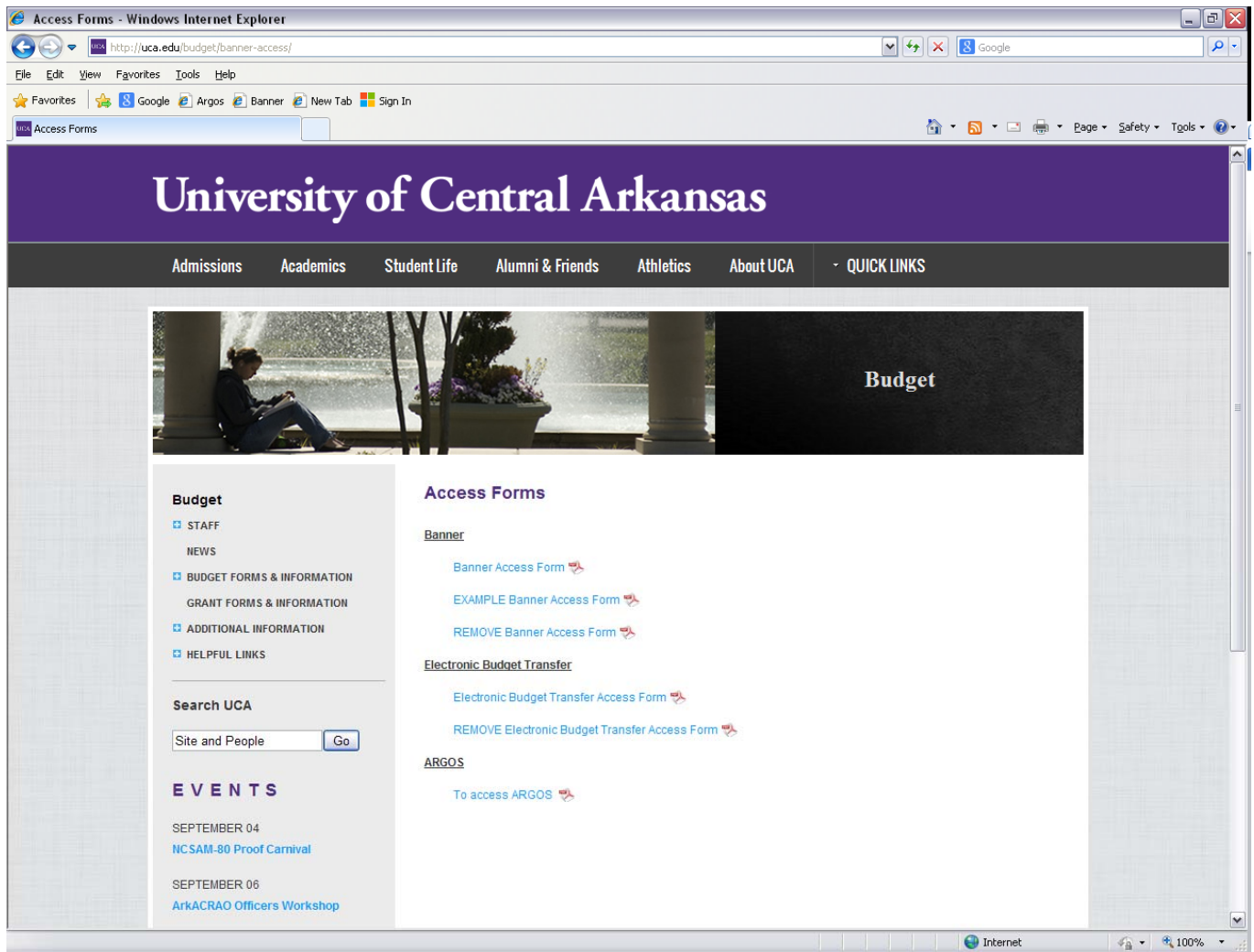
Control Keys ---> Fund: 110001 Organization: 701000 Account: 717000 Program: 2150

Document	States	Fund	Organization	Account	Program	Adjusted Budget	YTD Activity	Commitments
R0002557	In Approvals	110001	701000	717115	2150	0.00	0.00	126.00
R0002559	In Approvals	110001	701000	717115	2150	0.00	0.00	214.00
R0002560	In Approvals	110001	701000	717115	2150	0.00	0.00	126.00
R0002572	In Approvals	110001	701000	717115	2150	0.00	0.00	126.00
<b>Total:</b>						0.00	0.00	716.00
<b>Available Balance In Process:</b>								-716.00

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. Click, A to Z
3. Click the letter “B”
4. Click Budget Office
5. Click Budget Forms & Information
6. 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

**Effective Date (Not before the hire date):** \_\_\_\_\_

**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

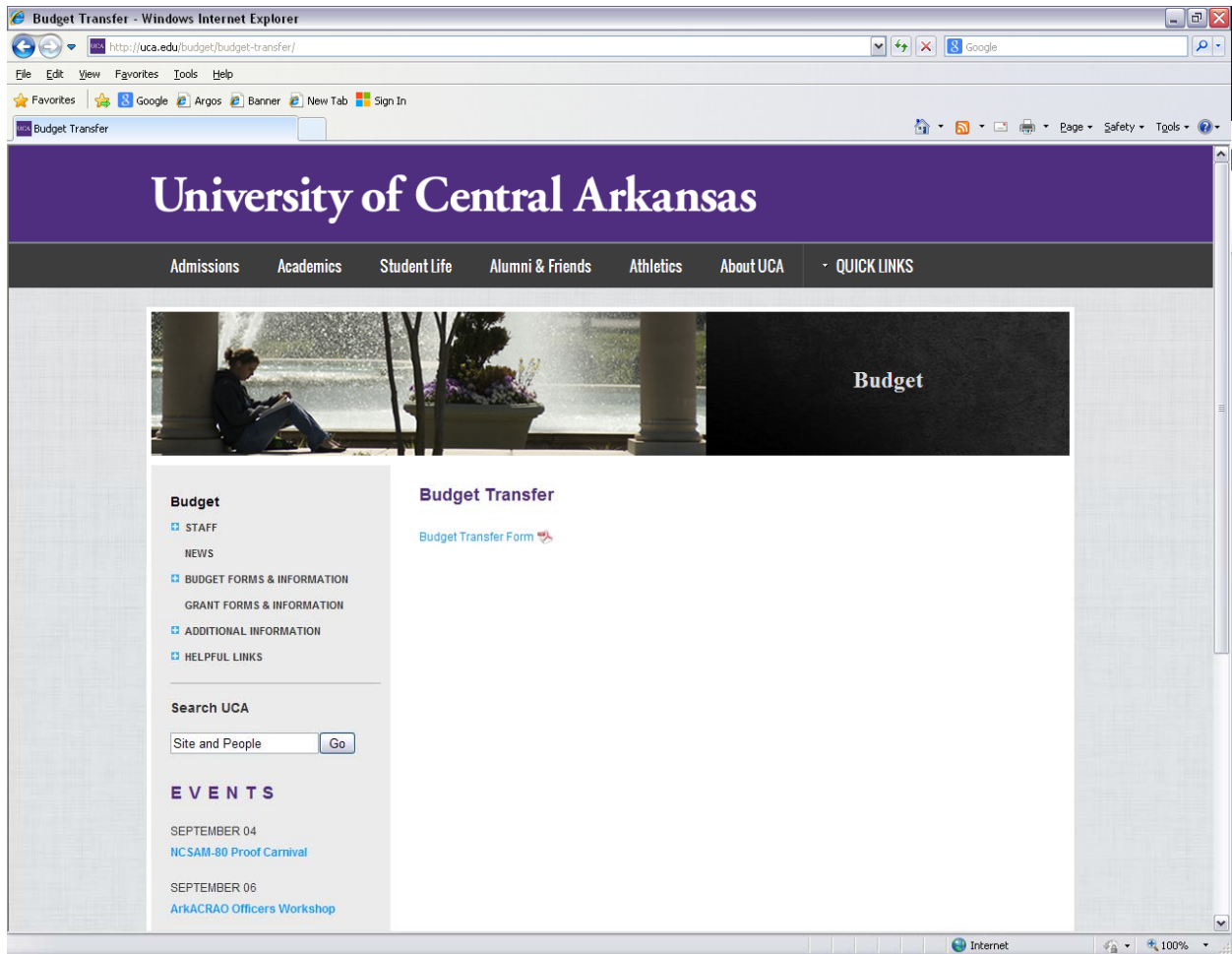
**Effective Date to Remove Banner Access:** \_\_\_\_\_

**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. UCA, A to Z
3. Click the letter “B”
4. Click Budget Office
5. Click Budget Forms & Information
6. 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)

<b>Type of Change:</b>  Base <input type="checkbox"/>  Temporary <input type="checkbox"/>	<b>Approvals:</b> Dean/Director _____ Vice President/Provost _____ Budget Director _____	<b>Budget Use Only:</b> 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), Software, Travel, Telephone and Capital lines. The electronic budget transfer will only allow **temporary transfers (BD04)**. The transfer should be **whole dollars only, no CENTS** please. It will **NOT** process budget transfers for the following:

**From one Fund type to another – example- 110001 to 310003**

**Grants**

**Matching/Research – xxMxxx or xxRxxx**

**Plant Funds – 7xxxxx**

**Agency – 8xxxxx**

**Revenue Account Codes – 5xxxxx**

**Salary Account Codes – 6xxxxx**

**Expense Transfer Account Code – 710195**

**Transfer Account Codes – 8xxxxx**

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.

## **Types of Electronic Budget Transfers**

There are two types of electronic budget transfers that can be performed in Self-Service:

**Budget transfer (max of two lines)**

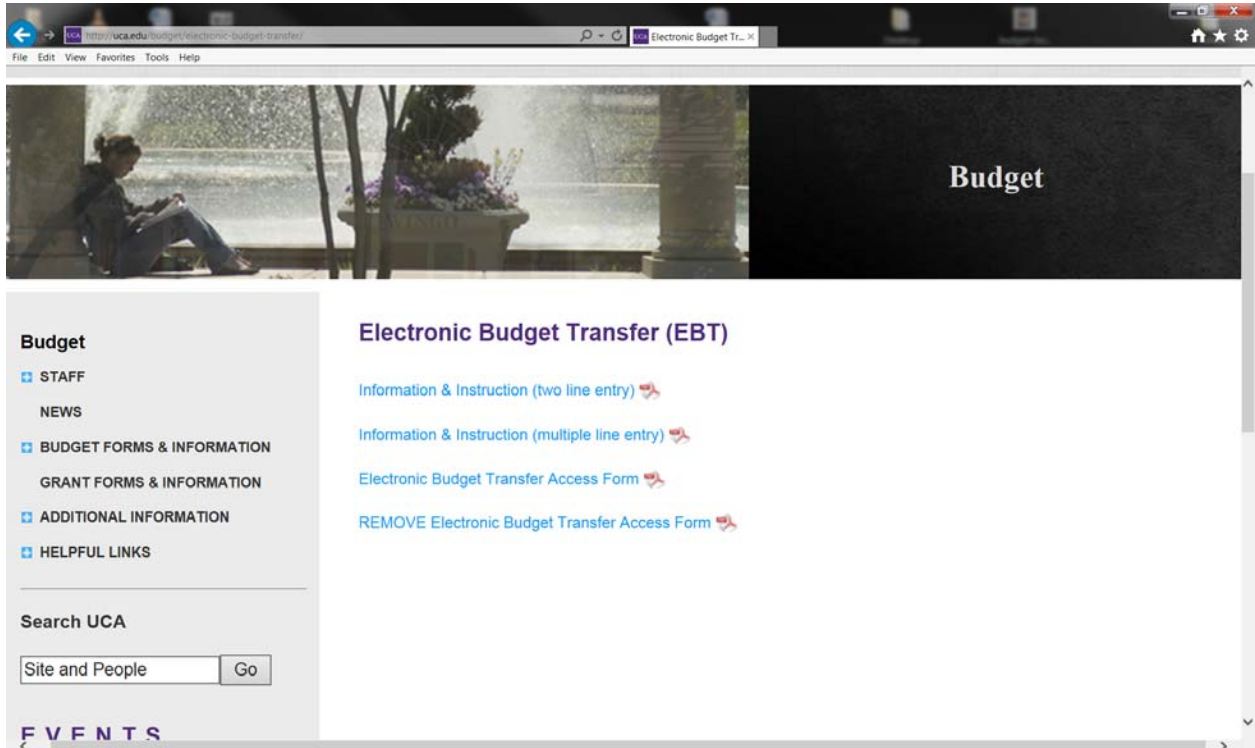
**Multiple line budget transfer (max of five lines).**

Instructions to complete the different types of 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
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](mailto: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.

**Effective Date (Not before the hire date):** \_\_\_\_\_

**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](mailto: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	<input type="text"/>
UCA ID	<input type="text"/>
Department/Organization	<input type="text"/>
Phone Number	<input type="text"/>
E-mail Address	<input type="text"/>

**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)\*\*

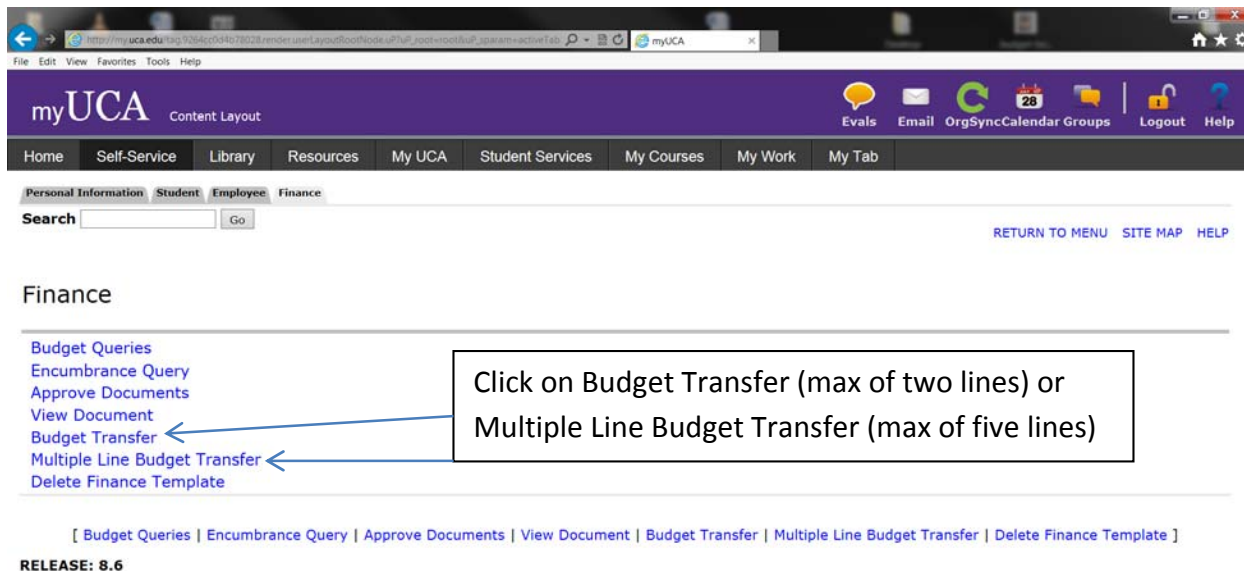
\*The Departmental Budget Entry includes any Education and General (E&G) indexes.

\*\*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



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. Underneath is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", and "HELP". The main content area is titled "Finance" and contains a list of links: Budget Queries, Encumbrance Query, Approve Documents, View Document, Budget Transfer, Multiple Line Budget Transfer, and Delete Finance Template. A callout box with a black border and white background contains the text "Click on Budget Transfer (max of two lines) or Multiple Line Budget Transfer (max of five lines)". Two blue arrows point from this callout box to the "Budget Transfer" and "Multiple Line Budget Transfer" links. At the bottom of the Finance section, there is a breadcrumb trail: [ Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template ]. Below the breadcrumb trail, the text "RELEASE: 8.6" is displayed.

myUCA Content Layout

Evals Email OrgSync Calendar Groups Logout Help

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

Personal Information Student Employee Finance

Search  Go

RETURN TO MENU SITE MAP HELP

### 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: 8.6

## 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: None

Transaction Date: 21 AUG 2013

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 2013  
 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:  Budget Period:

Save as Template:   
 Shared

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

- 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.

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

**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 2014  
 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: ; & / @ ? ) (

myUCA Content Layout

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

Personal Information Student Financial Aid Employee Finance

Search  Go MENU SITE MAP HELP

### 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  Retrieve

Transaction Date

Journal Type

Document Amount

#	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  Budget Period

Save as Template

Personal Information Student Financial Aid Employee Finance

Search  Go

MENU SITE MAP HELP EXIT

## 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  Retrieve

Transaction Date

Journal Type

Document Amount

#	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  Budget Period

Save as Template

Shared

Complete

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

Search  Go

MENU SITE MAP HELP EXIT

## 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  Retrieve

Transaction Date

Journal Type

Document Amount

#	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  Budget Period

Complete

## ACCOUNT CODES QUICK LIST

<u>Account Codes</u>	<u>Description</u>
<b><u>Salaries and Benefits</u></b>	
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
610750	Online Teaching
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

<b><u>Account Codes</u></b>	<b><u>Description</u></b>
630128	Classified Special Project
630130	CLIP Bonus
630140	Part-Time Classified
630900	Classified on grant/contract
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
660100	Extra Help Salaries
660900	Grant Extra Help Salaries
	<b><u>Salaries and Benefits</u></b>
680310	80 Fee Waiver Undergraduate
680320	50 Fee Waiver Graduate
680330	Other Tuition Reimbursement
680410	Retiree Benefits
680415	Car Allowance
680417	Moving Allowance
680420	Cobra Admin/Consultant
680425	Compensated Absences
680430	Section 125 Admin
680440	Wellness Supplies
680445	Wellness Incentive
680450	Fringe Benefits
<b><u>710100</u></b>	<b><u>Maintenance and Operational Pool</u></b>
710101	Supplies and Services
710102	Uniforms
710105	Maintenance and Repair
710106	Housing Damages
710107	Fuel
710108	Data Communication
710109	Construction Projects Over \$20,000

<u>Account Codes</u>	<u>Description</u>
710110	Printing & Stationery
710112	Job Advertisement
710114	Gift Cards
710115	Advertising
710116	Retention
710117	Promotional Materials
710119	Technology Purchases Under \$500
710120	Arbitrage
710125	Annuity Adjustment
710128	F M V Adjustment
710129	Realized Loss on Sale of Investment
710130	Building Rental
710135	Cleaning Expenses
710140	Drug Testing
710142	Drugs and Medicine
710145	Equipment Rental
710148	Fitness Center
710170	Tuition Expense
710175	Disposal of Net Value
710180	Loan Matching
710185	Refund to Grantor
710199	Bad Debt Expense
712200	Credit Card Service Charge
712250	Student Accounts ACH Charge
712300	Facilities & Administrative Charge
712400	Brokerage Fee
712450	M and R Service Fees
712460	Vehicle License and Title Fees
712462	Real Property Taxes
712463	Legal Fees
712464	Collection Costs
712465	Penalties
713100	Instructional Supplies
713200	Health and Behav Sci Lab Supp
713300	Sci and Math Lab Supplies
713350	Honors College Participation
713400	KPED-Trainee Program
713500	Testing Packages
713600	TOEFL Tests
714100	Transfer-Performance Art Fee
714105	Activity Program

<b><u>Account Codes</u></b>	<b><u>Description</u></b>
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
714160	Royalties
715100	Postage
715200	Freight
715210	Courier Services
718100	Professional Services > \$10,000
718125	Professional Serv < or = \$10,000
718135	Legal Services
718145	Medical Services
718200	Stipends
718210	Honorarium
719050	Contract Meal Plan
719100	Contract Food Services
719200	Food Purchases
719300	Decorations
719400	Special Events
730205	Non-Capitalized Equip-Furniture
730207	Non-Capitalized Computers
730208	Non-Cap Printers & Projectors
<b><u>710118</u></b>	<b><u>Software and License</u></b>
<b><u>717000</u></b>	<b><u>Travel Pool</u></b>
717100	Individual Travel-Official Business
717110	Student Group Travel
717115	Individual Travel-Conferences
717116	Webinar
717117	Dir Bill/Booth-Space Rent/Food
717120	Recruitment Travel
717121	Staff Development Travel
717200	Charter Services
717201	Rental Cars
717202	Moving Expenses
	<b><u>Fee Waivers</u></b>
720110	Perquisites
720120	Teacher Ed Mentors
720125	Concurrent Instructors Fee Waiver

<b><u>Account Codes</u></b>	<b><u>Description</u></b>
720130	GA Fee Waiver
720140	Out of State Fee Waiver
720150	Intl Exchange Student Waiver
	<b><u>Library Holdings</u></b>
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
<b><u>730100</u></b>	<b><u>Capital Pool</u></b>
730110	Building Improvements
730115	Other Improvements
730125	Architect's Fee
730130	Advertising & Survey
730135	Other Construction Costs
730145	Land Purchases
730150	Structures
730160	Construction Reserve
730200	Equipment-Furniture
730203	Computers-Capitalized
730204	Printers and Projectors-Capitalized
730206	Capitalized Software
<b><u>740100</u></b>	<b><u>Utilities Pool</u></b>
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
740900	Utilities Reserve
<b><u>750100</u></b>	<b><u>Scholarships Pool</u></b>
750101	Scholarships
750102	Book Buy Back
750110	Spring Scholarships
750120	Scholarships Recovery
750300	Stipends-Other
750310	Stipend on Campus
750320	Stipend Off Campus
750500	Scholarships Reserve



<b><u>Code</u></b>	<b><u>Rule Class Title</u></b>
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 Roles
4. Click Staff
5. Click Argos Web Viewer, sign in
6. +UCA, +Finance, +Campus, +Revised Base, +Revised Base Report
7. Select Fiscal Year, Choose Org Code, click “Reports” at top of screen, click “Revised Base Report”
8. Click Run
9. It will prompt you to open, save or cancel, OPEN

## NSF Requisition

**Always** check the available balance for **sufficient** line funding before you start your requisition. Go to **FGIBAVL**

Oracle Fusion Middleware Forms Services: Open > FGIBAVL

File Edit Options Block Item Record Query Tools Help

Budget Availability Status FGIBAVL 8.6.1.4 (PROD)

**Chart:** U **Fund:** 110001 Unrestricted Edu and General  
**Fiscal Year:** 16 **Organization:** 701000 Budget Office  Pending Documents  
**Index:** 701000 **Account:** 710100 Maintenance and Operational Pool  
**Commit Type:** Both **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	5,349.00	2,298.05	463.47	2,587.48	<input type="checkbox"/>
716000	Telephone Pool	754.00	623.48	0.00	130.52	<input type="checkbox"/>
717000	Travel Pool	310.00	209.18	100.00	0.82	<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
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						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
<b>Total:</b>		6,413.00	3,130.71	563.47	2,718.82	<input type="checkbox"/>

Account Code. Duplicate Item to view Pending Documents.

Record: 3/3 | | | | <OSC>

**Pay close attention to this box before you hit the complete button.**

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion FPAREQN 8.6.0.3 (PROD)

**Requisition:** R0110517  
**Order Date:** 25-MAY-2016  
**Transaction Date:** 25-MAY-2016  
**Delivery Date:** 14-JUN-2016  
**Comments:**  
**Commodity Total:** 100.00  
**Accounting Total:** 100.00

In Suspense  
 Document Text  
 Document Level Accounting

Requisition/Delivery Information    Vendor Information    Commodity/Accounting    **Balancing/Completion**

**Vendor:** \_\_\_\_\_  Vendor Hold  
**COA:** U University of Central Arkansas    **Requestor:** Dot Carden  
**Organization:** 701000 Budget Office  
**Currency:** \_\_\_\_\_  
**Exchange Rate:** \_\_\_\_\_    **Commodity Record Count:** 1  
**Input Amount:** 100.00    **Converted Amount:** \_\_\_\_\_

	Input	Commodity	Accounting	Status
<b>Approved Amount:</b>	100.00	100.00	100.00	BALANCED
<b>Discount Amount:</b>	0.00	0.00	0.00	BALANCED
<b>Additional Amount:</b>	0.00	0.00	0.00	BALANCED
<b>Tax Amount:</b>	0.00	0.00	0.00	BALANCED

**Complete:**     **In Process:**

Select to mark this document "Complete"

Record: 1/1

<OSC>

If you did not check the budget for **sufficient** line funding and the boxes on the requisition are checked showing **In Suspense** or **NSF Override**, do not continue.

- Stop where you are and process a budget transfer.
- After the transfer has been completed, click **Previous** block to Commodity/Accounting, **Next** block to Balance/Completion. The **In Suspense** should have unchecked. Complete again.

If you didn't see the checked boxes showing the **In Suspense** or **NSF Override** and you completed the requisition, go to Self-Service and disapprove the requisition.

- Process a budget transfer to cover the insufficient funding.
- Go back to the requisition processing screen (FPAREQN). You will not have to do anything or make any changes to the requisition.
- Put in the **NSF** requisition number and next block all the way to the completion box, making sure the **In Suspense** and **NSF Override** boxes are unchecked and complete the requisition again.

If you completed the **NSF** requisition and did not process the budget transfer until the next day, you will have to change both the **Order** and **Transaction** dates on the requisition to the date of the budget transfer for the system to recognize the **sufficient** line funding.

**Pay attention to these boxes**

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (PROD)

**Requisition:** R0110517  
**Order Date:** 25-MAY-2016    
**Transaction Date:** 25-MAY-2016    
**Delivery Date:** 14-JUN-2016    
**Comments:**   
**Commodity Total:** 100.00 **Accounting Total:** 100.00

In Suspense  
 Document Text  
 Document Level Accounting

Requestor/Delivery Information    Vendor Information    **Commodity/Accounting**    Balancing/Completion

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total	Document Commodity Total
1 of 1	EA	NT	1.00 X	100.0000	100.00	0.00	0.00	0.00	100.00	100.00

**Commodity**    **Description**  
 96287    Individual Travel Official Business  
 Commodity Text  
 Item Text  
 Add Commodity  
 Distribute

---

**FOAPAL** 1 of 1    Remaining Commodity Amount: 0.00  
 NSF Override    %    USD  
 NSF Suspense

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended	Discount	Additional	Tax	FOAPAL Line Total	Document Accounting Total
U	16	701000	110001	701000	717100	2150			100.00	0.00	0.00	0.00	100.00	100.00

Insufficient budget for sequence 1, suspending transaction.  
 Record: 1/1    ...    List of Valu...    <OSC>

**Pay attention to these boxes**

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (PROD)

**Requisition:** R0110517  
**Order Date:** 25-MAY-2016 **Transaction Date:** 25-MAY-2016  
**Delivery Date:** 14-JUN-2016 **Comments:**   
**Commodity Total:** 0.80 **Accounting Total:** 0.80

In Suspende  
 Document Text  
 Document Level Accounting

Requestor/Delivery Information    Vendor Information    **Commodity/Accounting**    Balancing/Completion

Item	U/M	Tax Group	Quantity	Unit Price	Extended
1 of 1	EA	NT	1.00 X	0.8000	0.80

**Commodity**    **Description**  
 96287    Individual Travel Official Business  
 Commodity Text  
 Item Text  
 Add Commodity  
 Distribute

<b>Extended:</b>	0.80
<b>Discount:</b>	0.00
<b>Additional:</b>	0.00
<b>Tax:</b>	0.00
<b>Commodity Line Total:</b>	0.80
<b>Document Commodity Total:</b>	0.80

---

**FOAPAL** 1 of 1    **Remaining Commodity Amount:** 0.00     NSF Override    %    USD  
 NSF Suspense

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended
16	701000	110001	701000	717100	2150				0.80
									0.00
									0.00
									0.00
									0.80

**FOAPAL Line Total:** 0.80  
**Document Accounting Total:** 0.80

Enter Chart of Account code  
 Record: 1/1    ...    List of Valu...    <OSC>

**Make sure this is unchecked before you click complete.**

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion FPAREQN 8.6.0.3 (PROD)

**Requisition:** R0110517  
**Order Date:** 25-MAY-2016 **Transaction Date:** 25-MAY-2016  
**Delivery Date:** 14-JUN-2016 **Comments:**  
**Commodity Total:** 100.00 **Accounting Total:** 100.00

In Suspense  
 Document Text  
 Document Level Accounting

Requestor/Delivery Information    Vendor Information    Commodity/Accounting    **Balancing/Completion**

**Vendor:**  Vendor Hold  
**COA:** U University of Central Arkansas **Requestor:** Dot Carden  
**Organization:** 701000 Budget Office  
**Currency:**  
**Exchange Rate:** **Commodity Record Count:** 1  
**Input Amount:** 100.00 **Converted Amount:**

	Input	Commodity	Accounting	Status
<b>Approved Amount:</b>	100.00	100.00	100.00	BALANCED
<b>Discount Amount:</b>	0.00	0.00	0.00	BALANCED
<b>Additional Amount:</b>	0.00	0.00	0.00	BALANCED
<b>Tax Amount:</b>	0.00	0.00	0.00	BALANCED

**Complete:**  **In Process:**