

*Banner Finance
Budget Training*



*2017-2018
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
450-5566
Fax 450-5168

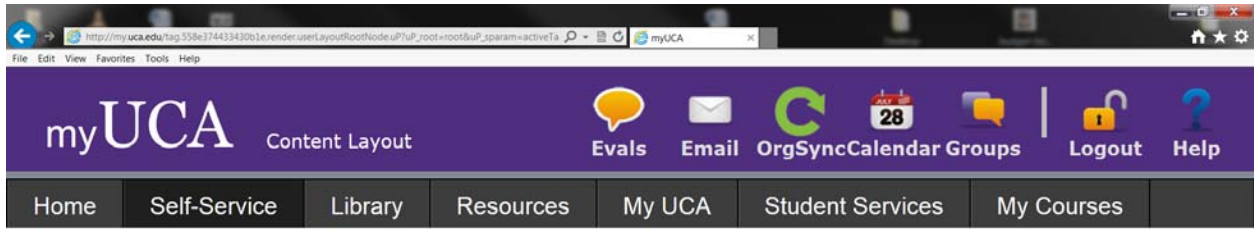
Dot Carden
Project Coordinator
Wingo 307
dotc@uca.edu
852-2447
Fax 450-5168

Jaleesa Thomas
Budget Coordinator
Wingo 308
acrow@uca.edu
852-2663
Fax 450-5168

Table of Contents

<u>Finance Self Service</u>	1
Budget Queries.....	2
Budget Status by Account.....	5
Query Columns.....	7
Query Results.....	14
Code Lookup.....	16
Options for Query Results.....	21
Pending Documents.....	29
<u>Finance Internet Native Banner</u>	31
Budget Availability.....	32
Pending Documents.....	33
Banner Access Information/Forms	35
Budget Transfer Information/Forms.....	38
Electronic Budget Transfer Information/Forms.....	40
Account Codes Quick List.....	52
Rule Class Code.....	57
<u>Argos</u>	58
<u>NSF</u>	59

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

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

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

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

Retrieve Existing Query

Saved Query

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

RELEASE: 8.3

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

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

Three Budget Queries are Available
Select Budget Status by Account

Retrieve Existing Query

Saved Query

None

Retrieve Query

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

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**

Personal Information Student Employee Finance

Search Go

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

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

Create a New Query

Type

Click the "Create Query" button

Retrieve Existing Query

Saved Query

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

RELEASE: 8.3

Query Columns

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

Budget Adjustment-the amount of any change, increase or decrease, that 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.

Personal Information **Student** Employee Finance

Search

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

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

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

Save Query as:

Shared

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

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

RELEASE: 8.3

Personal Information Student Employee Finance

Search Go

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

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

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

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

Save Query as:

Shared

Proceed to the Query by clicking "Continue"

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

RELEASE: 8.3

Search Go

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" value="Index"/>
<input type="text" value="110001"/>	<input type="text" value="Activity"/>
<input type="text" value="701000"/>	<input type="text" value="Location"/>
<input type="text" value=""/>	<input type="text" value="Fund Type"/>
<input type="text" value="2150"/>	<input type="text" value="Account Type"/>

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:

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

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

Commitment Type:

<input type="text" value="U"/> Chart of Accounts	<input type="text"/> Index
<input type="text" value="110001"/> Fund	<input type="text"/> Activity
<input type="text" value="701000"/> Organization	<input type="text"/> Location
<input type="text"/> Grant	<input type="text"/> Fund Type
<input type="text" value="710100"/> Account	<input type="text"/> Account Type
<input type="text" value="2150"/> Program	

Include Revenue Accounts

Save Query as:

Shared

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

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

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

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

Search Go

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

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

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

Include Revenue Accounts

Save Query as:

Shared

Click "Submit Query" to see results

myUCA Content Layout

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

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2015			
As of Aug 18, 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	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.

myUCA Content Layout

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

Personal Information Student Financial Aid Employee Finance

Search Go MENU SITE MAP HELP

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

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

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

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

RELEASE: 8.6

© 2014 Ellucian Company L.P. and its affiliates.

Search by Index number or Title

Personal Information Student Employee Finance

Search Go

MENU SITE MAP HELP

Code Lookup

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

Chart of Accounts

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.

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

RELEASE: 8.6

Personal Information Student Employee Finance

Search Go

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

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

Code Lookup

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

Chart of Accounts

U

Index Criteria

Title Criteria

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"

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

RELEASE: 8.6

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	110001	701000		2150		
Burdick Building Renovation	710013	710013	780000		6100		
Buford Property	710028	710028	780000		6100		
Bus Storage Area	710106	710106	780000		6100		

Exit Without Value

Another Query

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

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

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

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

myUCA Content Layout

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

Personal Information Student Financial Aid Employee Finance

Search Go MENU SITE MAP HELP

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

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

What to do with Query Results

We have four options for what to do next:

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

myUCA Content Layout

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

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)	

[Download All Ledger Columns](#) [Download Selected Ledger Columns](#)

Save Query as:

Shared

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

myUCA Content Layout

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

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

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

RELEASE: 8.6

Do you want to open or save **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.

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

This symbol (!) represents a direct pay.

Total of all Year-to-Date Expenses

myUCA Content Layout

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

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

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

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	J0033616	Terri C- AACUBO Fall Conf.	(106.00)	BDDP
Jul 29, 2014	Jul 29, 2014	J0033278	Reverse Transfer in training	100.00	BDDP
Jul 16, 2014	Jul 16, 2014	J0033016	Reverse J0032992	(100.00)	BDDP
Jul 16, 2014	Jul 16, 2014	J0033015	Reverse J0032992	(100.00)	BDDP
Jul 15, 2014	Jul 15, 2014	J0032992	Travel	100.00	BDDP
Report Total (of all records):				(106.00)	

Available Budget Balance: 2,394.00

Download

Save Query as:

Shared

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

Report total of all budget transfers.

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

myUCA Content Layout

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

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

© 2014 Ellucian Company L.P. and its affiliates.

Click here to see the Document Detail

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

Header information showing date and User ID of person posting transaction

myUCA Content Layout

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

View Document

Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0033616		Posted	Aug 26, 2014	Aug 26, 2014	DOTC	212.00

Document Text:

Journal Voucher Accounting

Seq#	Description							BudPd	Curr	Doc Ref	Accr	Bank	Deposit				
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/CNS	FOvr	NSFStatus	
1	Terri C- AACUBO Fall Conf.							01					01				
	U	15	02	BDDP		110001	701000	717000	2150				106.00	-	N		
2	Terri C- AACUBO Fall Conf.							01					01				
	U	15	02	BDDP		110001	701000	717115	2150				106.00	+	N		
Total of displayed sequences:													212.00				

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

The complete accounting information for the transaction

Select a link from an amount column in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Use the View Pending Documents button to display unposted documents in process that are excluded from the Budget Status Report. Also select the View Pending Documents button to view a summary of the available balances used for non-sufficient funds (NSF) checking.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2015			
As of Aug 22, 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](#)

▲ 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

Status of Transactions In Process			
Period Ending Jun 30, 2015			
As of Aug 22, 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

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	R0092935	In Approvals	110001	701000	717115	2150	AACUBO	1	1	RSV	(75.00)	REQP
Aug 22, 2014	Aug 22, 2014	R0092936	In Approvals	110001	701000	717115	2150	Canino, Terri	0	1	RSV	(106.00)	REQP
Report Total (of all records)												(181.00)	

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

Used In Available Budget Checking 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"/>
Total:		8,503.00	670.65	2,198.81	5,633.54	

The check mark shows Pending Documents exist

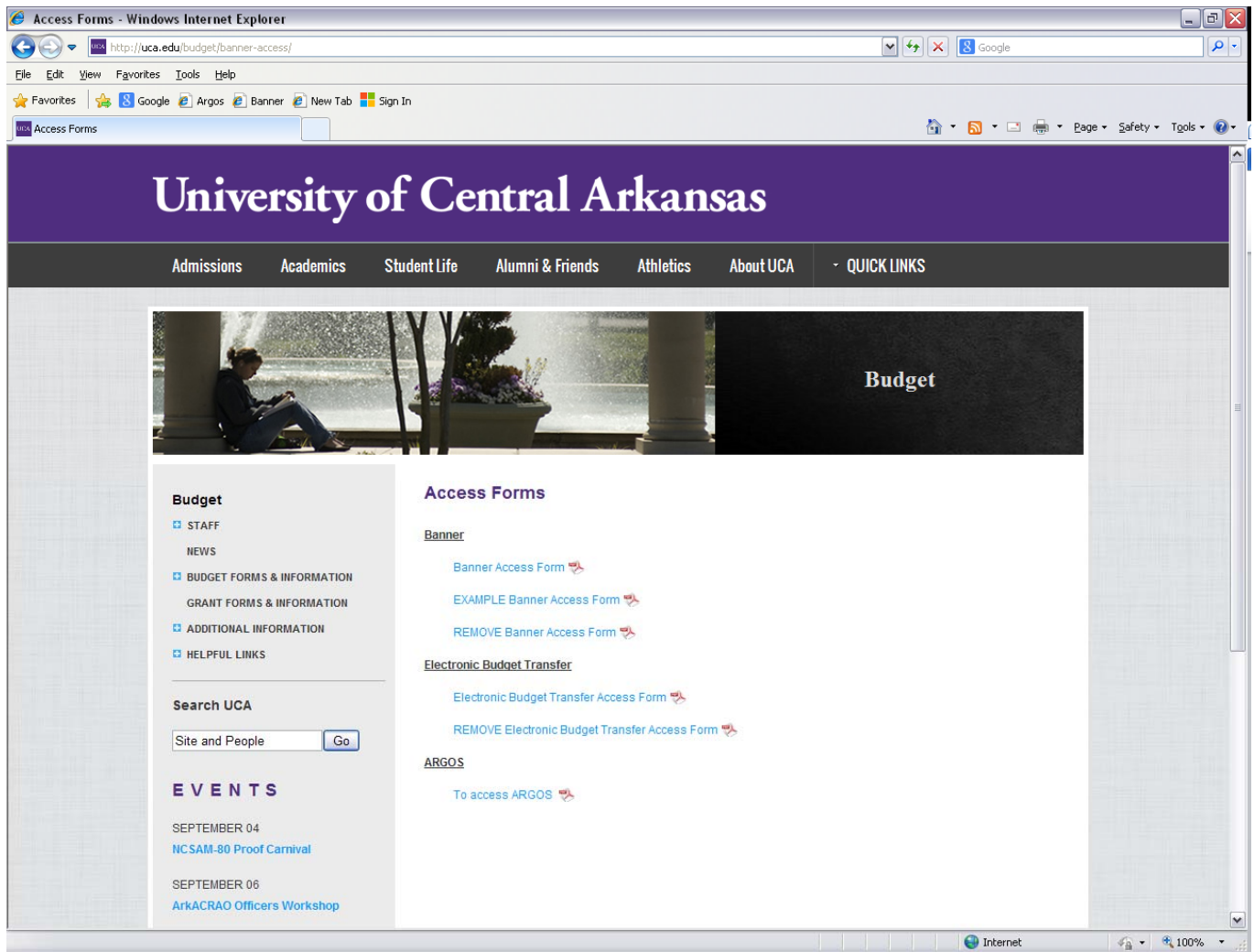
Click on: Options- Pending Documents

You must select the Fiscal Year

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

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

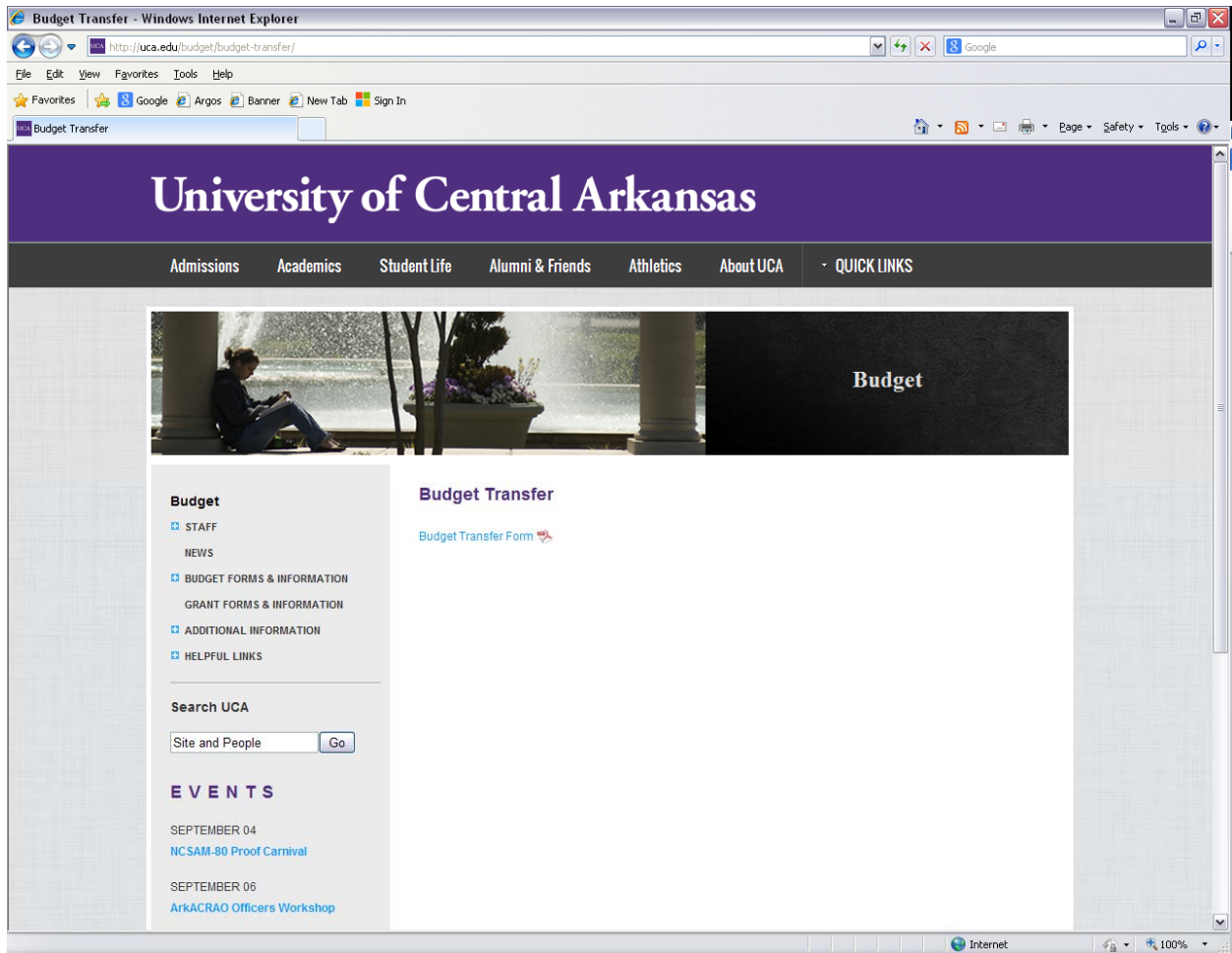
Effective Date to Remove Banner Access: _____

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)

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

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

<u>Justification/Reason:</u> (Additional comments if needed): <div style="height: 100px;"></div>
--

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:

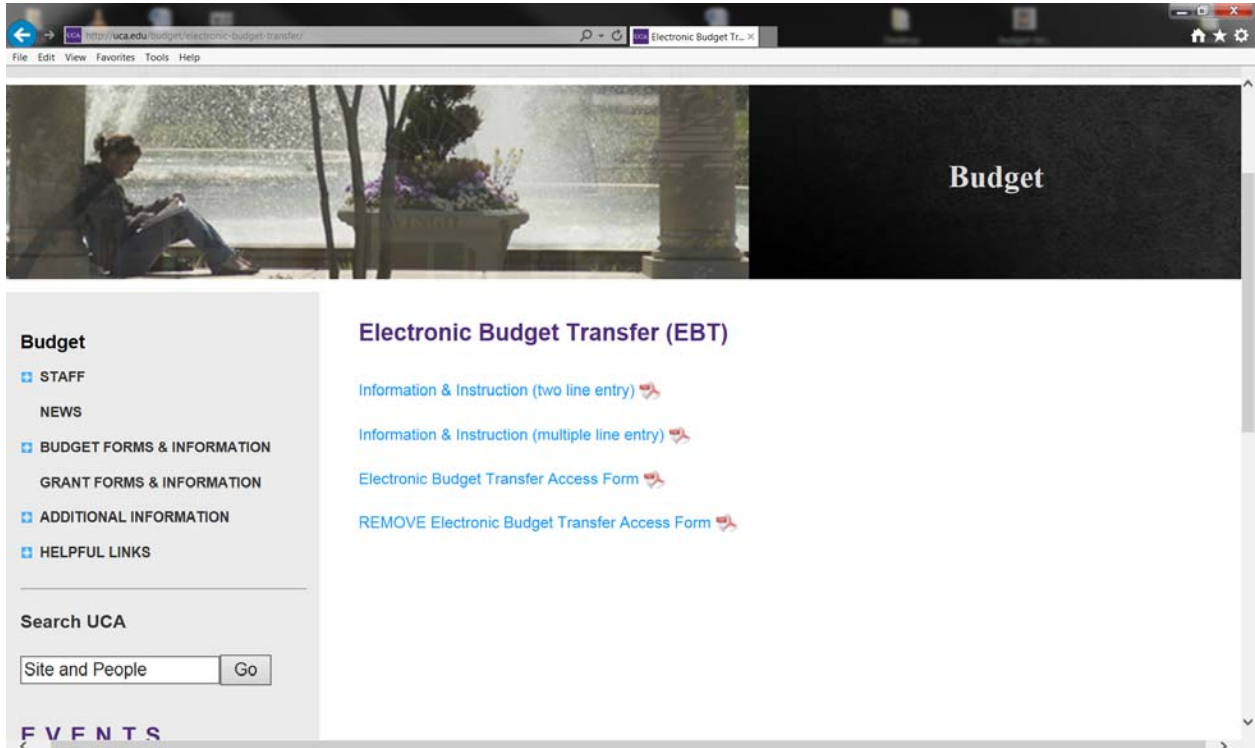
Budget transfer (max of two lines)

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 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 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, there are tabs for Personal Information, Student, Employee, and Finance. A search bar is located below the tabs, with a "Go" button. To the right of the search bar are 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>
<u>Salaries and Benefits</u>	
610200	12 Month Teaching Salaries
610205	Vacation 12 Month Teaching Salaries
610300	9 Month Teaching Salaries
610305	Vacation 9 Month Teaching Salaries
610340	Emergency Hire Teaching
610402	Summer I Teaching Salary
610502	Summer II Teaching Salary
610600	Part-Time Teaching Salaries
610700	Teaching Overload
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

<u>Account Codes</u>	<u>Description</u>
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
	<u>Salaries and Benefits</u>
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
<u>710100</u>	<u>Maintenance and Operational Pool</u>
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

<u>Account Codes</u>	<u>Description</u>
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
<u>710118</u>	<u>Software and License</u>
<u>717000</u>	<u>Travel Pool</u>
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
	<u>Fee Waivers</u>
720110	Perquisites
720120	Teacher Ed Mentors
720125	Concurrent Instructors Fee Waiver

<u>Account Codes</u>	<u>Description</u>
720130	GA Fee Waiver
720140	Out of State Fee Waiver
720150	Intl Exchange Student Waiver
	<u>Library Holdings</u>
721100	Library Holdings
721110	L.H. Books-Job Orders
721120	L.H. Binding
721130	L.H. Period-Renewals
721140	L.H. Microforms
721150	L.H. Preserve Bindry
721160	Library Book Payments
<u>730100</u>	<u>Capital Pool</u>
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
<u>740100</u>	<u>Utilities Pool</u>
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
<u>750100</u>	<u>Scholarships Pool</u>
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

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

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

To Access ARGOS follow these steps:

1. Go to UCA Homepage at <http://www.uca.edu>
2. Log onto My UCA
3. Click on 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

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
Delivery Date: 14-JUN-2016
Commodity Total: 100.00

Transaction Date: 25-MAY-2016
Comments:
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
Approved Amount:	100.00	100.00	100.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	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 1 of 1 U/M: EA Tax Group: NT Quantity: 1.00 X Unit Price: 100.0000 = Extended: 100.00
 Discount: 0.00
 Additional: 0.00
 Tax: 0.00
 Commodity Line Total: 100.00
 Document Commodity Total: 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 Extended: 100.00
 Discount: 0.00
 Additional: 0.00
 Tax: 0.00
 FOAPAL Line Total: 100.00
 Document Accounting Total: 100.00

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
U	16	701000	110001	701000	717100	2150		

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
Delivery Date: 14-JUN-2016
Commodity Total: 0.80
Transaction Date: 25-MAY-2016
Comments:
Accounting Total: 0.80

In Suspende
 Document Text
 Document Level Accounting

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

Item 1 of 1 **U/M** EA **Tax Group** NT **Quantity** 1.00 X **Unit Price** 0.8000 = **Extended:** 0.80
Commodity 96287 **Description** Individual Travel Official Business
 Commodity Text Item Text Add Commodity Distribute
Discount: 0.00
Additional: 0.00
Tax: 0.00
Commodity Line Total: 0.80
Document Commodity Total: 0.80

FOAPAL 1 of 1 **Remaining Commodity Amount:** 0.00 NSF Override % USD
 NSF Suspense **Extended:** 0.80
Discount: 0.00
Additional: 0.00
Tax: 0.00
FOAPAL Line Total: 0.80
Document Accounting Total: 0.80

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

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

