Banner Finance
Budget Training

2018-2019
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:

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Budget Director	Project Coordinator	Budget Coordinator
Wingo 306	Wingo 307	Wingo 308
llentz@uca.edu	dotc@uca.edu	jaleesat@uca.edu
450-5566	852-2447	852-2663
Fax 450-5168	Fax 450-5168	Fax 450-5168

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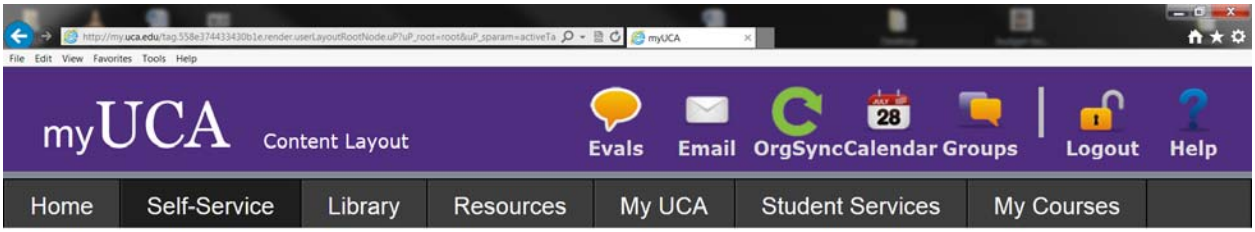
Finance Self Service Banner

Budget Queries



Click on “Finance”

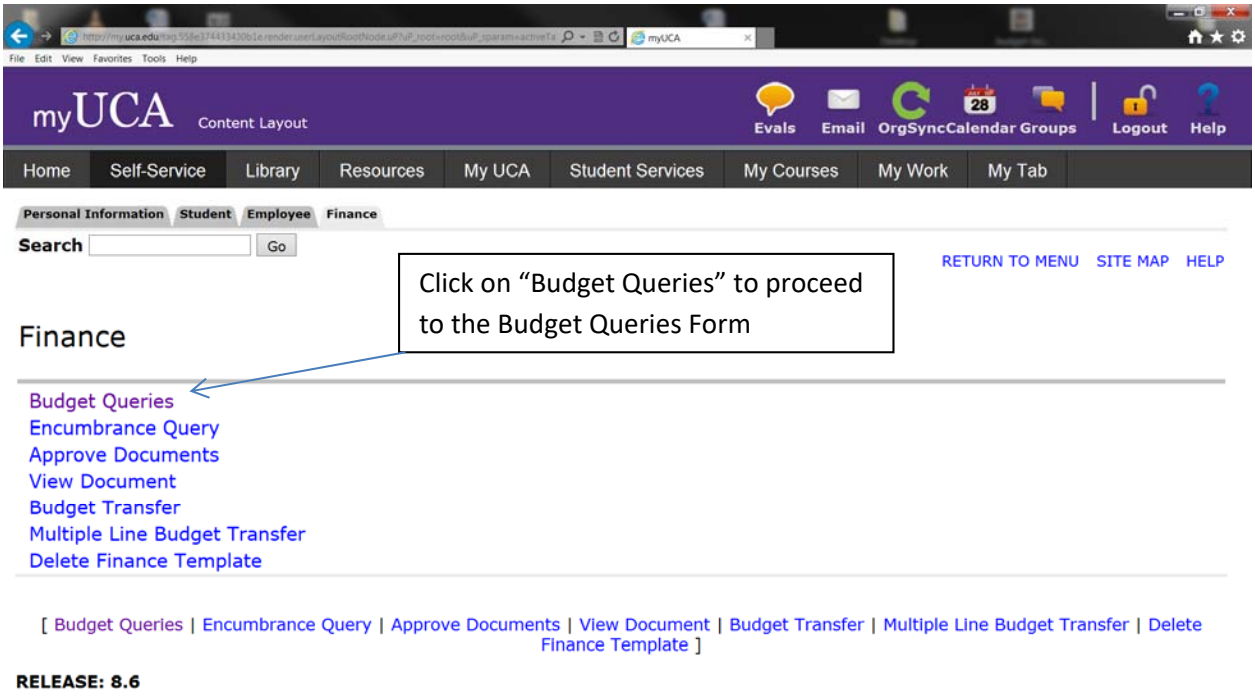
Personal Information
Addresses, contacts, e-mail, marital status, SSN, PIN.

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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Content Layout
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My Courses
My Work
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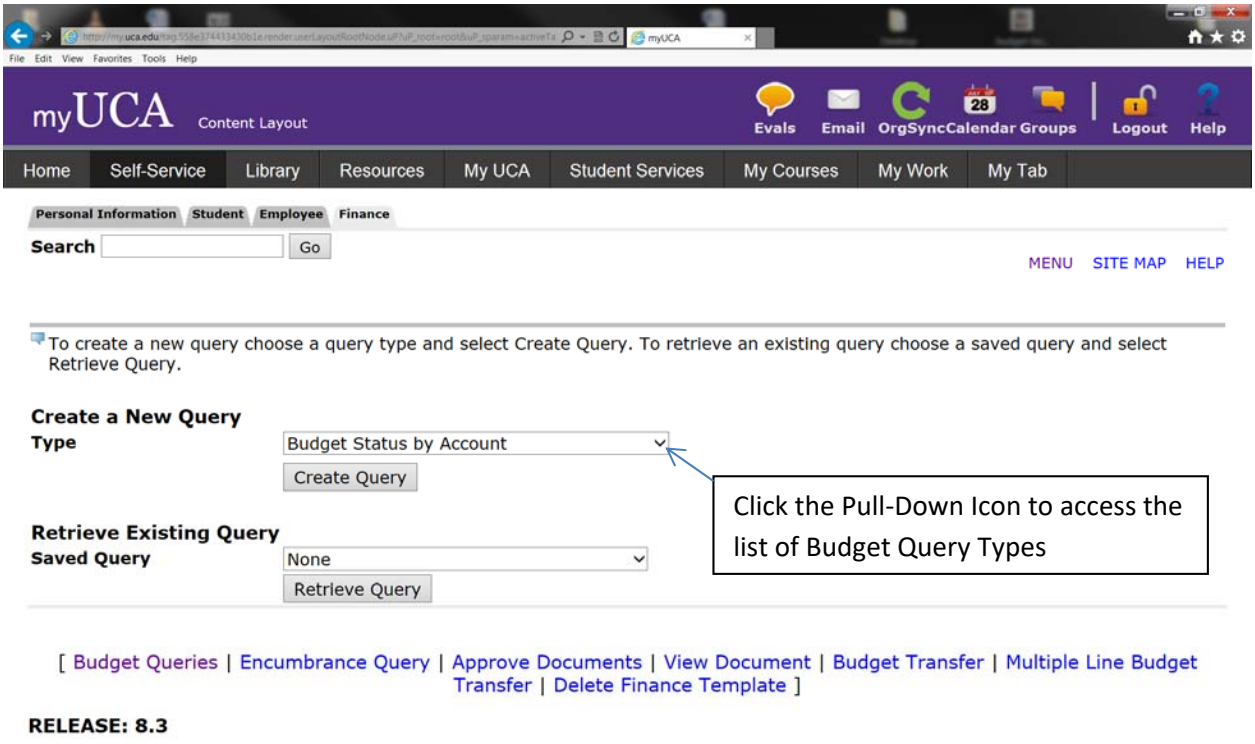
RETURN TO MENU
SITE MAP
HELP
Click on “Budget Queries” to proceed to the Budget Queries Form
Finance
Budget Queries
Encumbrance Query
Approve Documents
View Document
Budget Transfer
Multiple Line Budget Transfer
Delete Finance Template
[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]
RELEASE: 8.6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Search
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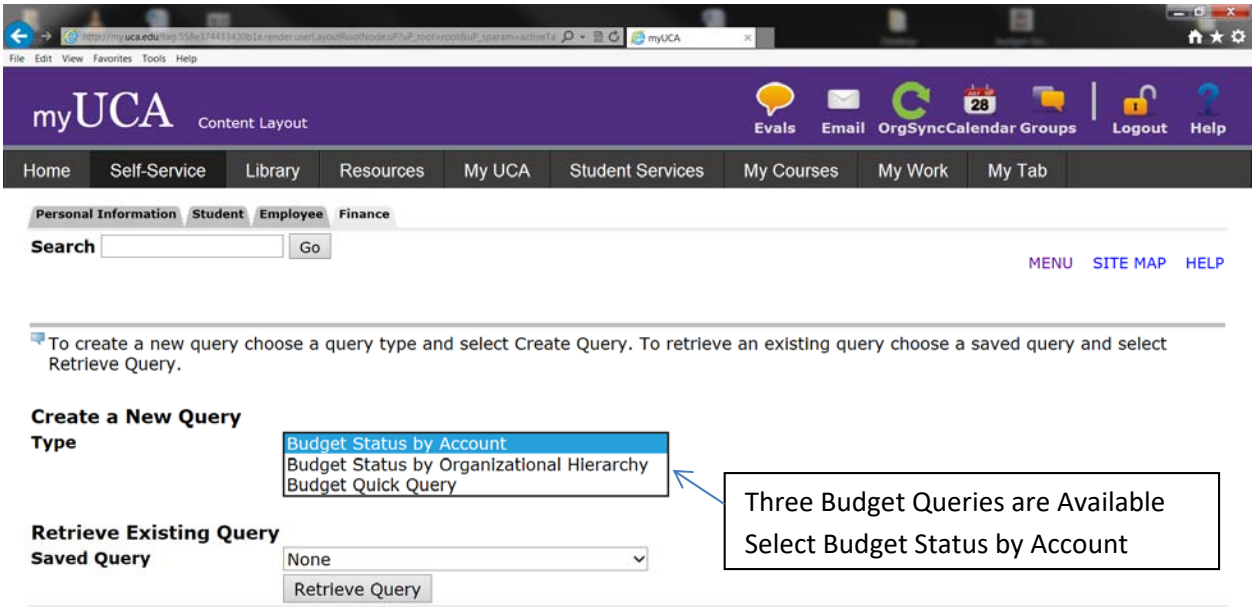
MENU
SITE MAP
HELP
To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.
Create a New Query
Type
Budget Status by Account
Create Query
Retrieve Existing Query
Saved Query
None
Retrieve Query
Click the Pull-Down Icon to access the list of Budget Query Types
[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]
RELEASE: 8.3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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
Retrieve Existing Query
Saved Query
None
Retrieve Query
Three Budget Queries are Available
Select Budget Status by Account
[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]
RELEASE: 8.3

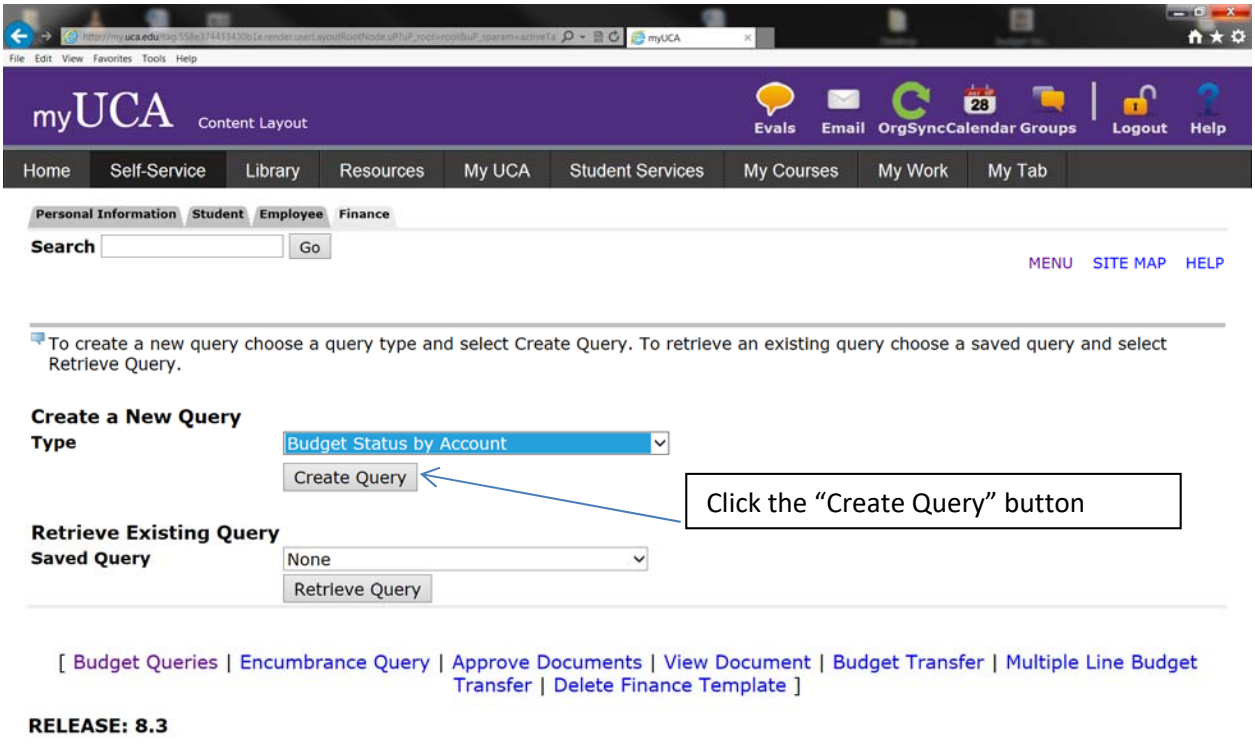
Budget Status by Account

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**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My Work
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Employee
Finance
Search
Go
MENU
SITE MAP
HELP
To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.
Create a New Query
Type
Budget Status by Account
Create Query
Click the "Create Query" button
Retrieve Existing Query
Saved Query
None
Retrieve Query
[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]
RELEASE: 8.3

Query Columns

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

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

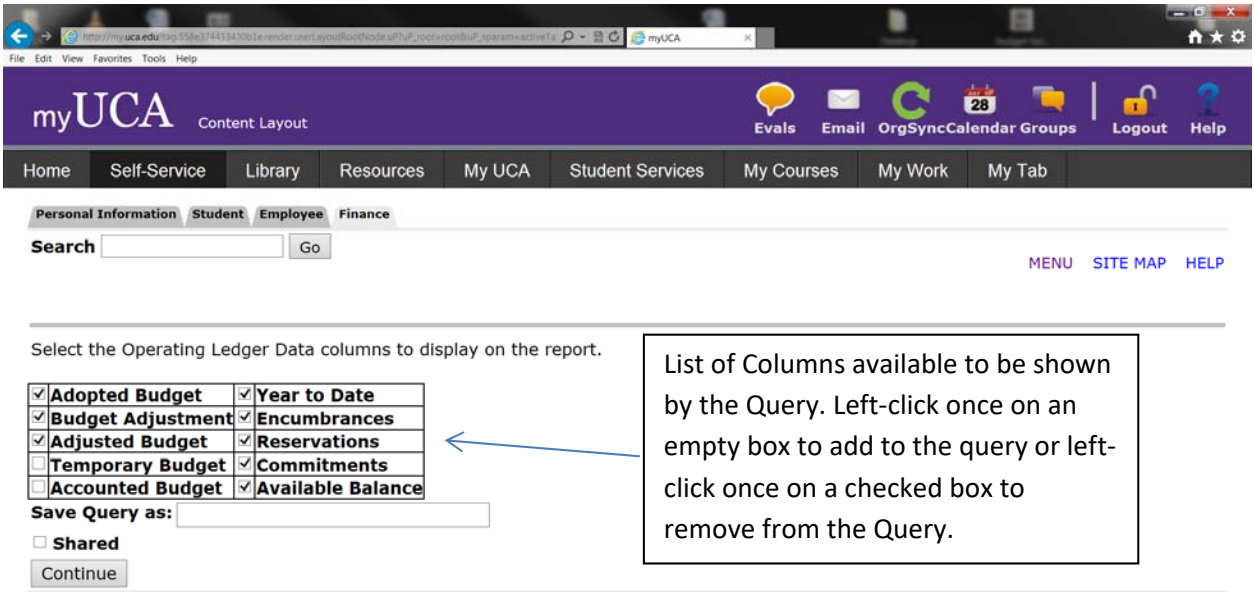
Year to Date- the total of all financial transactions that have occurred this fiscal year.

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.

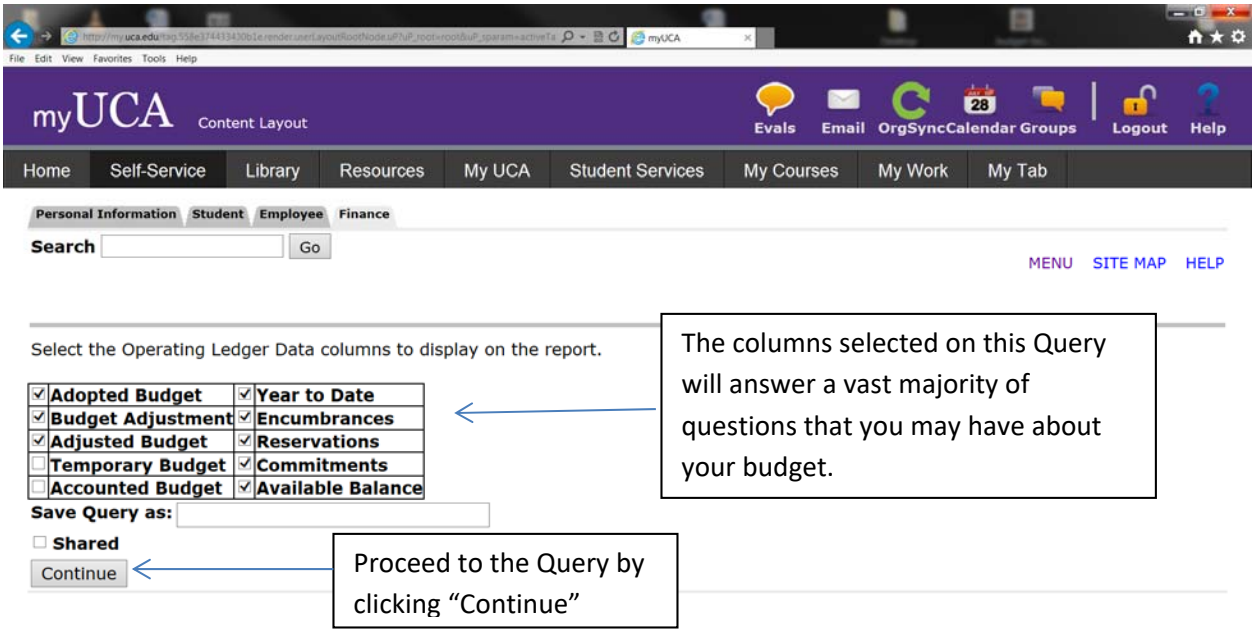
Available Balance-the amount remaining after Year to Date transactions, Encumbrances, Reservations and Commitments have been subtracted from the Adjusted Budget.



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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Content Layout
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My UCA
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My Courses
My Work
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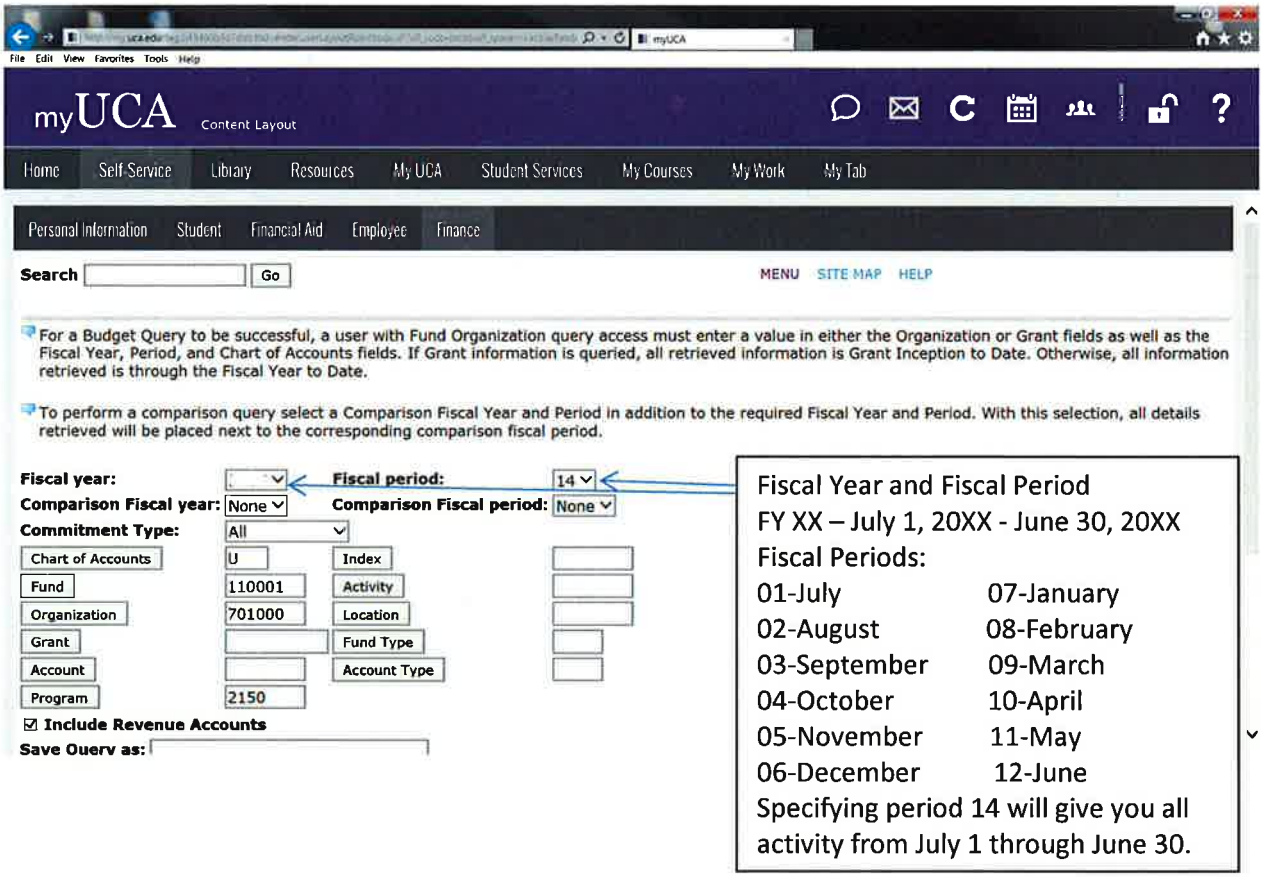
SITE MAP
HELP
Select the Operating Ledger Data columns to display on the report.
Adopted Budget
Budget Adjustment
Adjusted Budget
Temporary Budget
Accounted Budget
Year to Date
Encumbrances
Reservations
Commitments
Available Balance
Save Query as:
Shared
Continue
The columns selected on this Query will answer a vast majority of questions that you may have about your budget.
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


File Edit View Favorites Tools Help
myUCA
Content Layout
Home
Self-Service
Library
Resources
My UCA
Student Services
My Courses
My Work
My Tab
Personal Information
Student
Financial Aid
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Finance
Search
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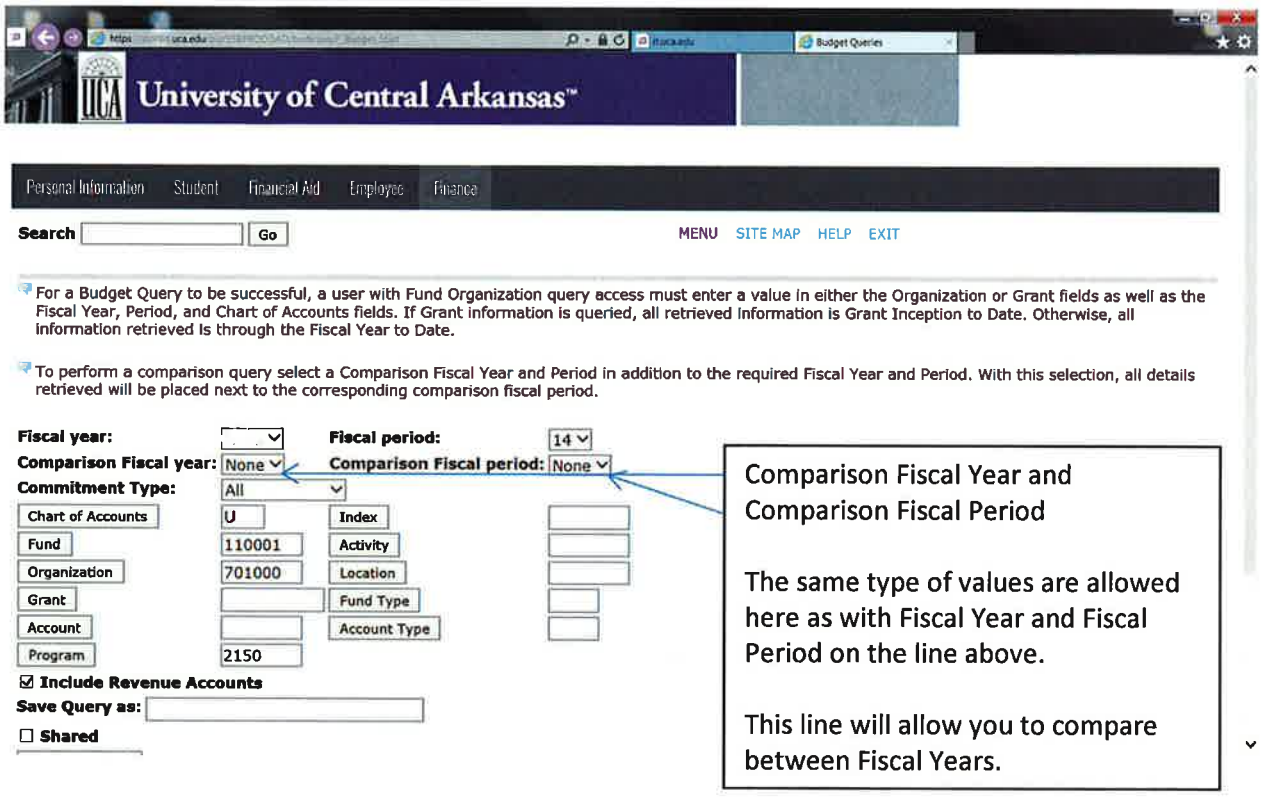
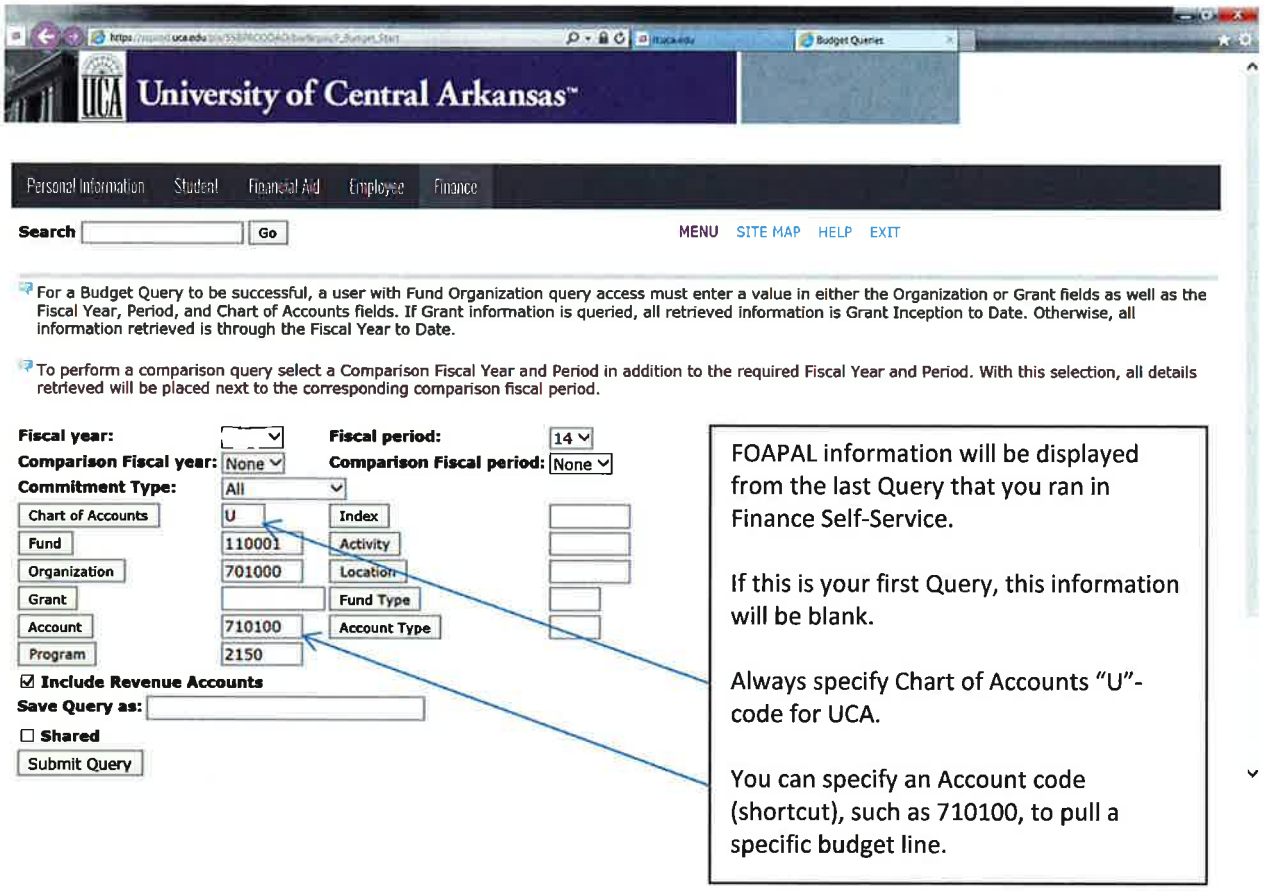
MENU
SITE MAP
HELP
For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception 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:
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:
Fiscal Year and Fiscal Period
FY XX – July 1, 20XX - June 30, 20XX
Fiscal Periods:
01-July
02-August
03-September
04-October
05-November
06-December
07-January
08-February
09-March
10-April
11-May
12-June
Specifying period 14 will give you all activity from July 1 through June 30.


University of Central Arkansas™
Personal Information
Student
Financial Aid
Employee
Finance
Search
Go
MENU
SITE MAP
HELP
EXIT
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
Account Type
Program
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.

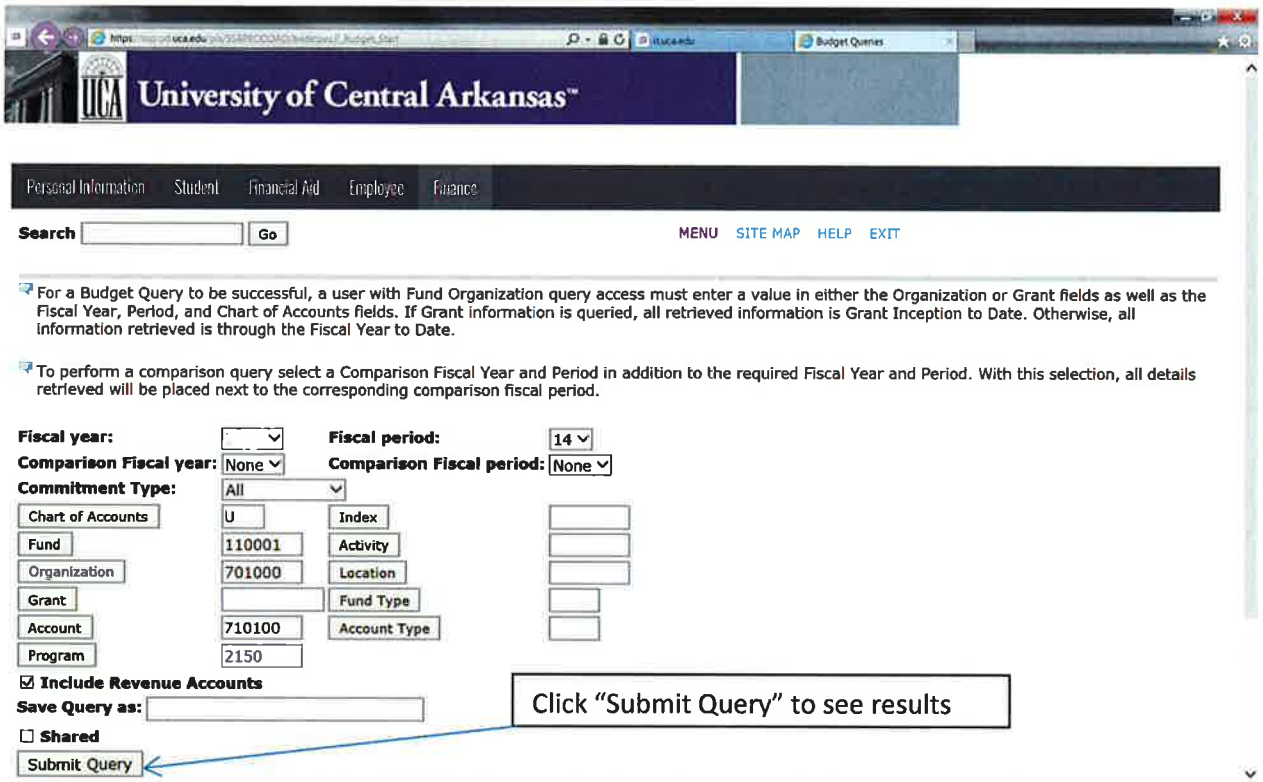


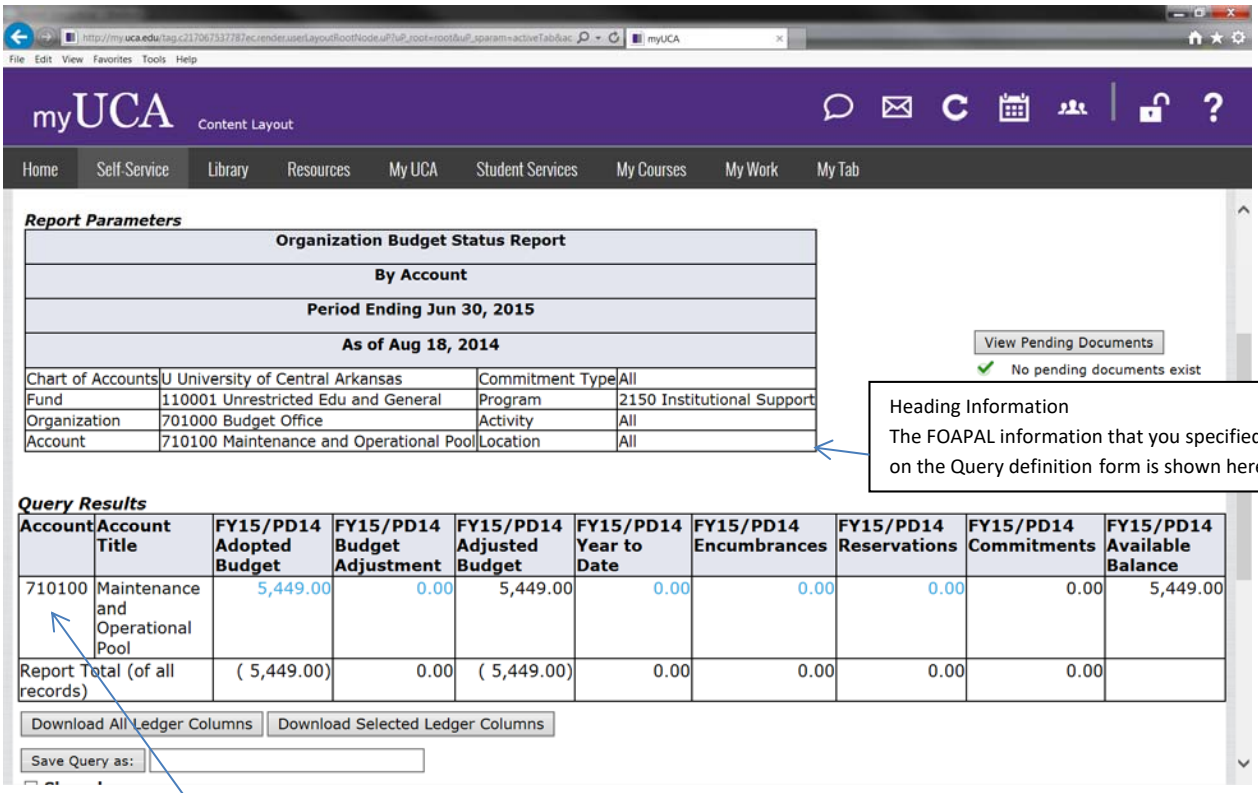
FOAPAL information will be displayed from the last Query that you ran in Finance Self-Service.

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.


University of Central Arkansas™
Personal Information
Student
Financial Aid
Employee
Finance
Search
Go
MENU
SITE MAP
HELP
EXIT
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
Click "Submit Query" to see results

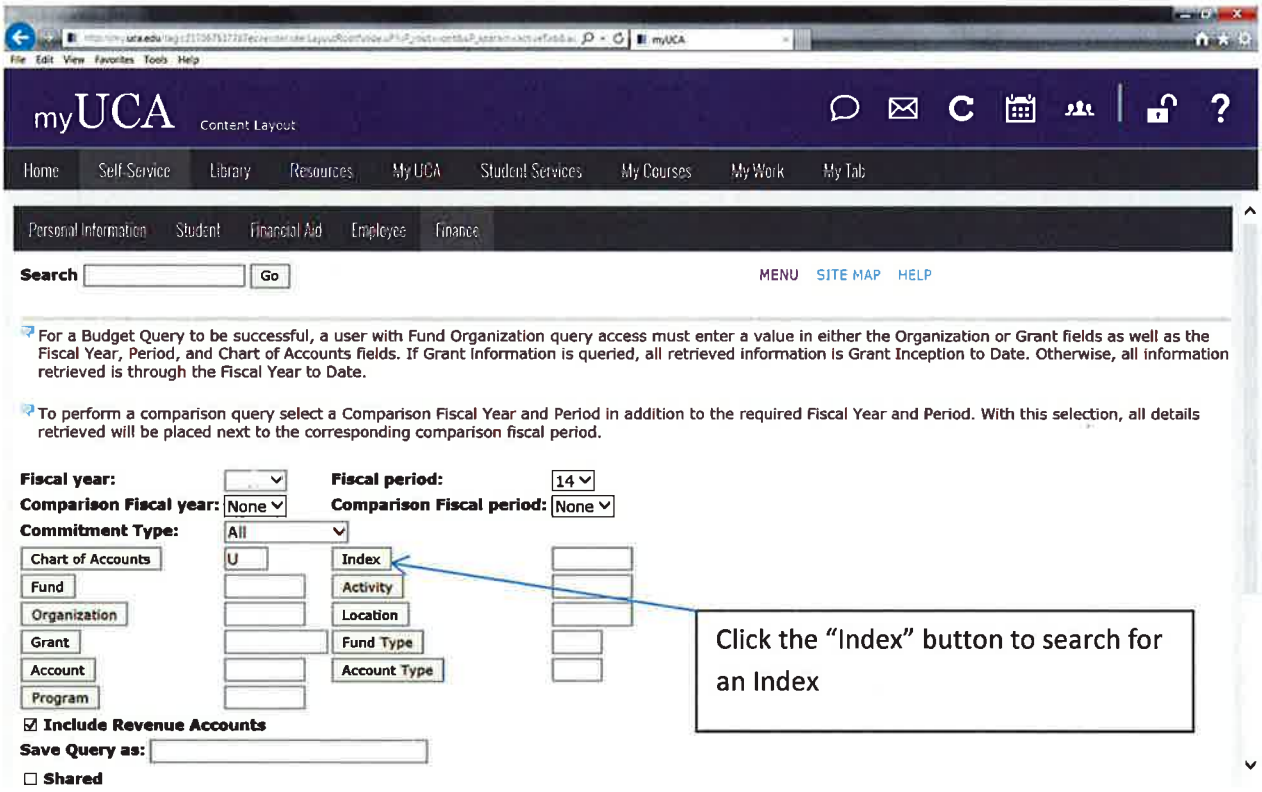


Heading Information
The FOAPAL information that you specified on the Query definition form is shown here.

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
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My UCA
Student Services
My Courses
My Work
My Tab
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Student
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Employee
Finance
Search
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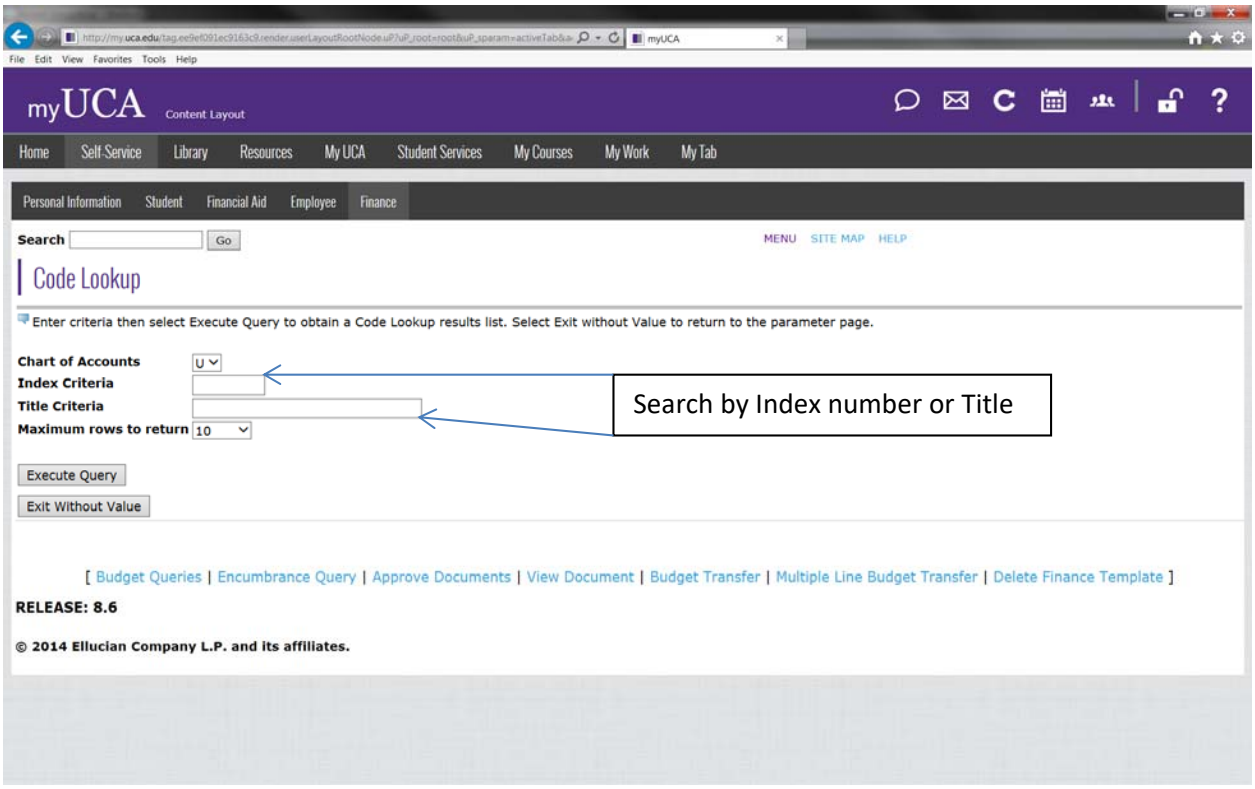
SITE MAP
HELP
For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant Information is queried, all retrieved information is Grant Inception to 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:
14
Comparison Fiscal year:
None
Comparison Fiscal period:
None
Commitment Type:
All
Chart of Accounts
U
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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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
Search by Index number or Title
Execute Query
Exit Without Value
[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]
RELEASE: 8.6
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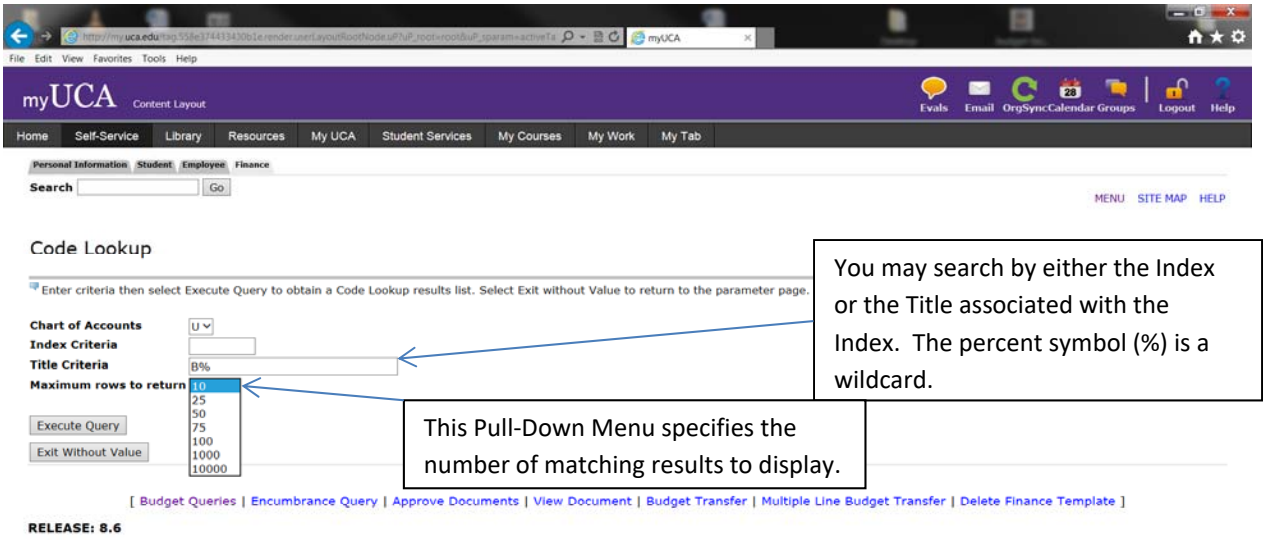
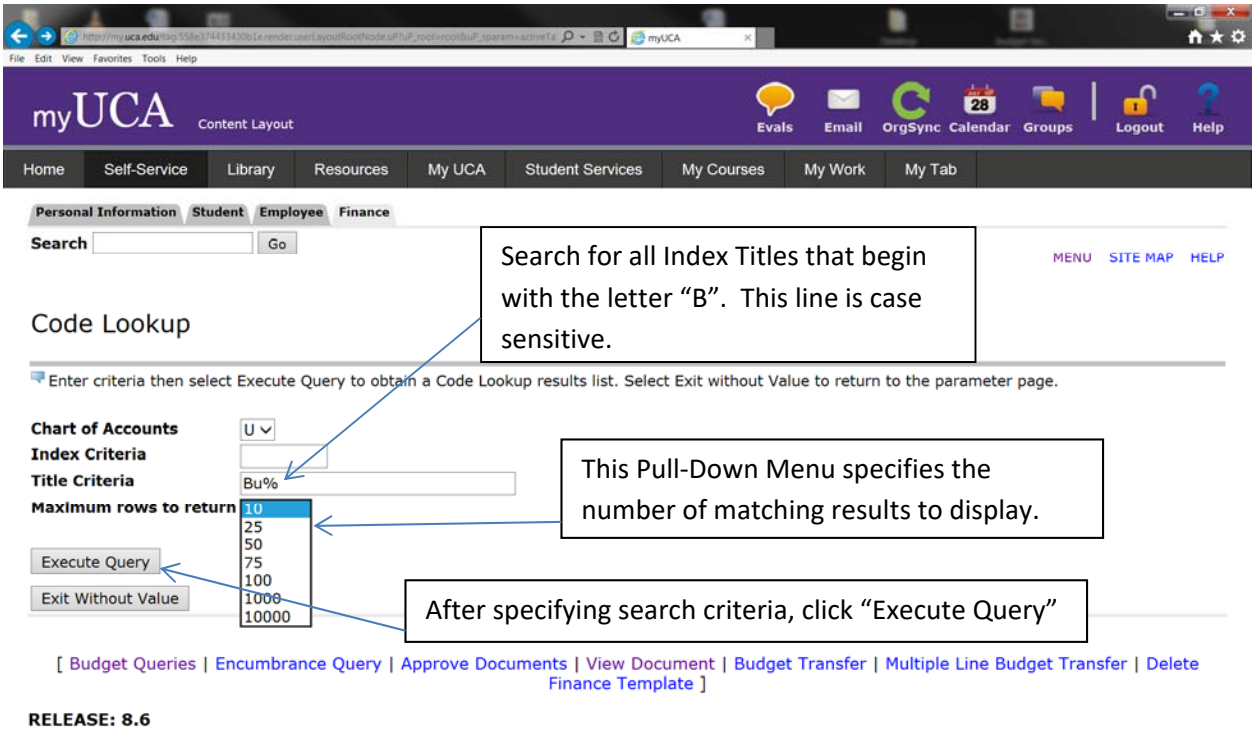


You may search by either the Index or the Title associated with the Index. The percent symbol (%) is a wildcard.

This Pull-Down Menu specifies the number of matching results to display.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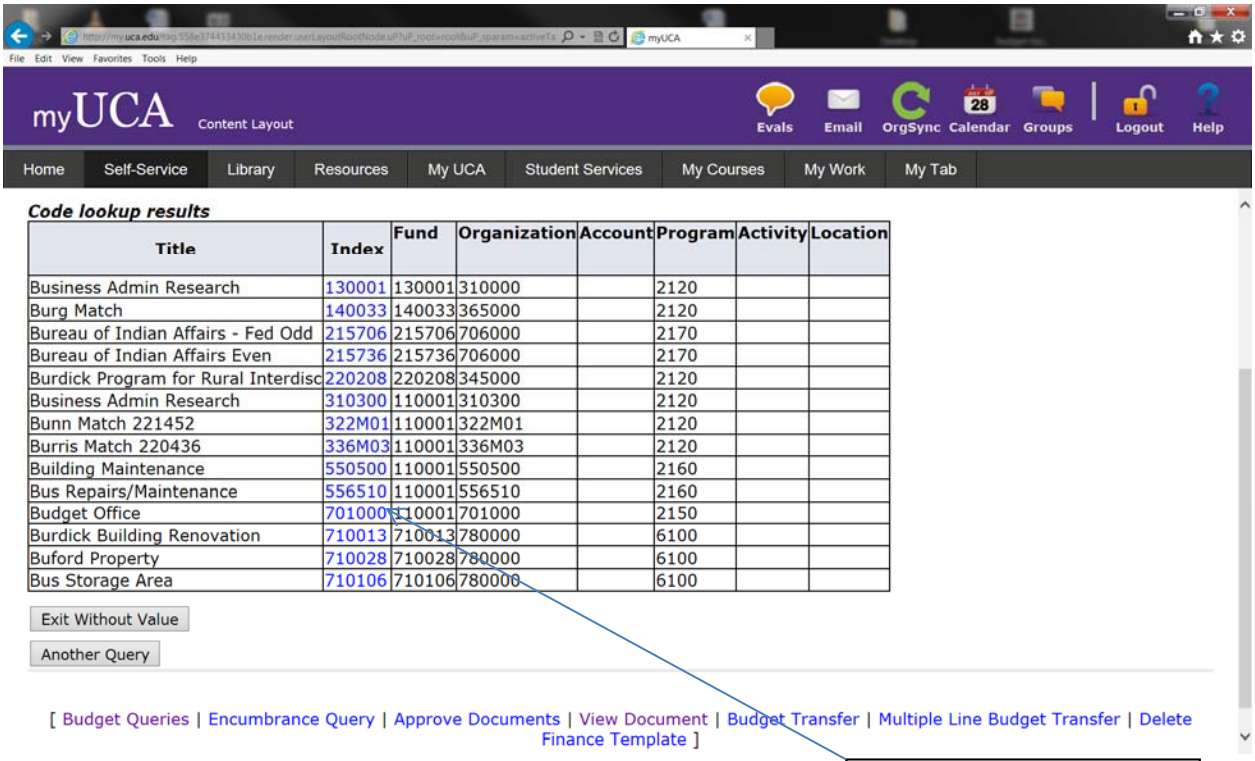
Search
Go
MENU
SITE MAP
HELP
Code Lookup
Enter criteria then select Execute Query to obtain a Code Lookup results list. Select Exit without Value to return to the parameter page.
Chart of Accounts
Index Criteria
Title Criteria
Bu%
Maximum rows to return
10
25
50
75
100
1000
10000
Execute Query
Exit Without Value
Search for all Index Titles that begin with the letter “B”. This line is case sensitive.
This Pull-Down Menu specifies the number of matching results to display.
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

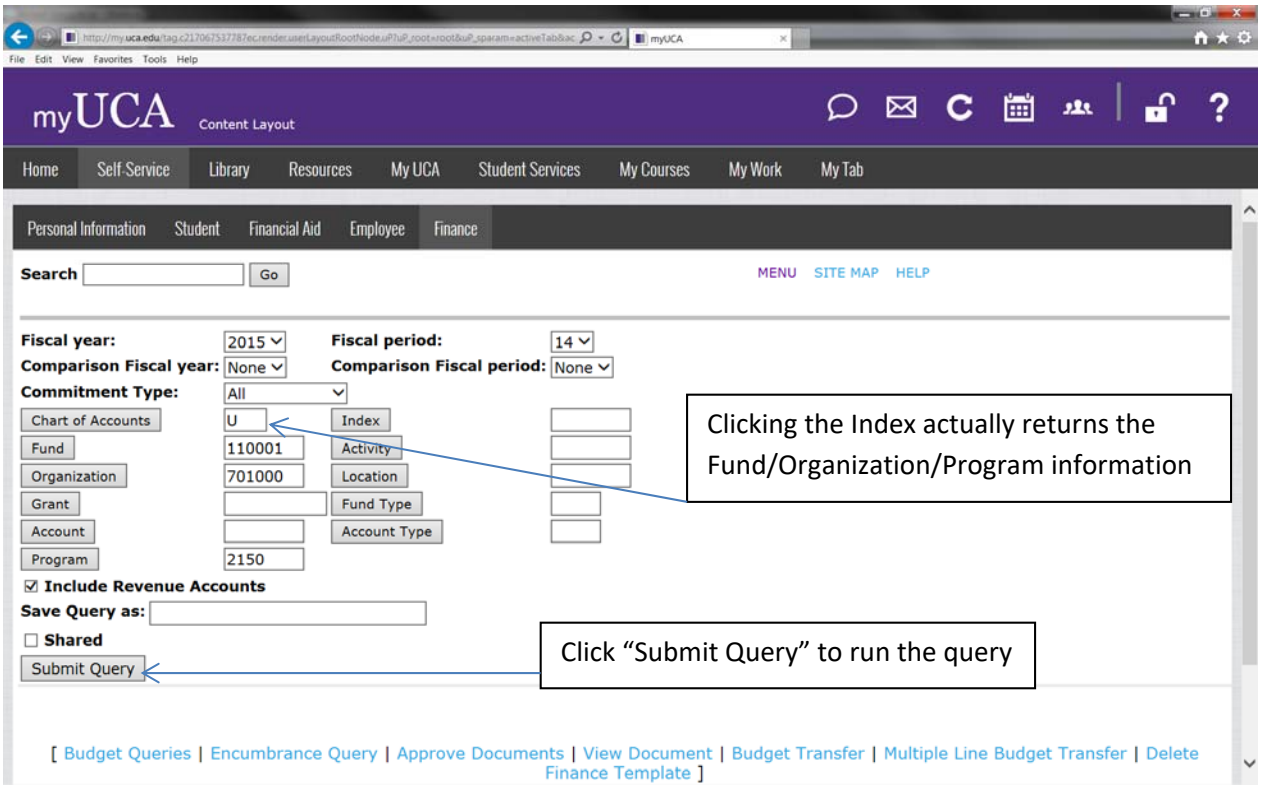
Another Query

[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
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My UCA
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My Tab
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Student
Financial Aid
Employee
Finance
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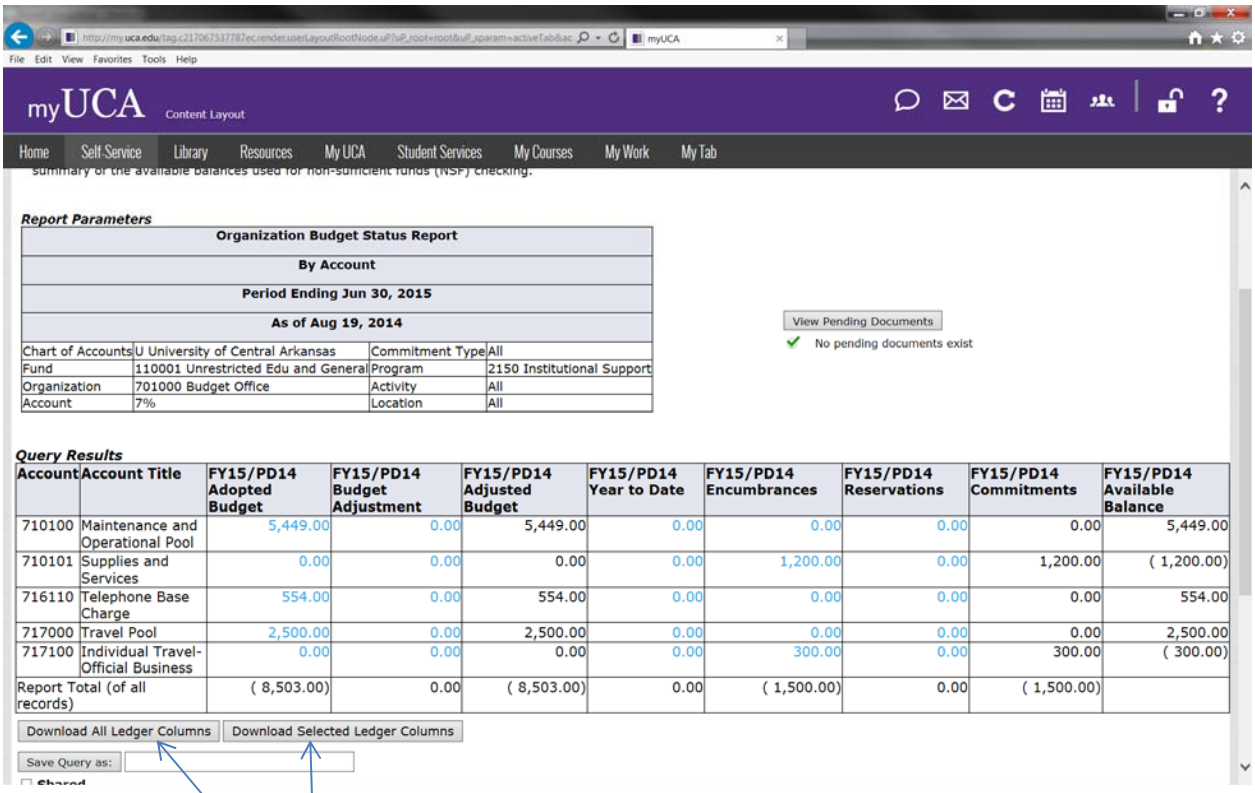
MENU
SITE MAP
HELP
Fiscal year:
2015
Fiscal period:
14
Comparison Fiscal year:
None
Comparison Fiscal period:
None
Commitment Type:
All
Chart of Accounts
U
Index
Fund
110001
Activity
Organization
701000
Location
Grant
Fund Type
Account
Account Type
Program
2150
Include Revenue Accounts
Save Query as:
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]

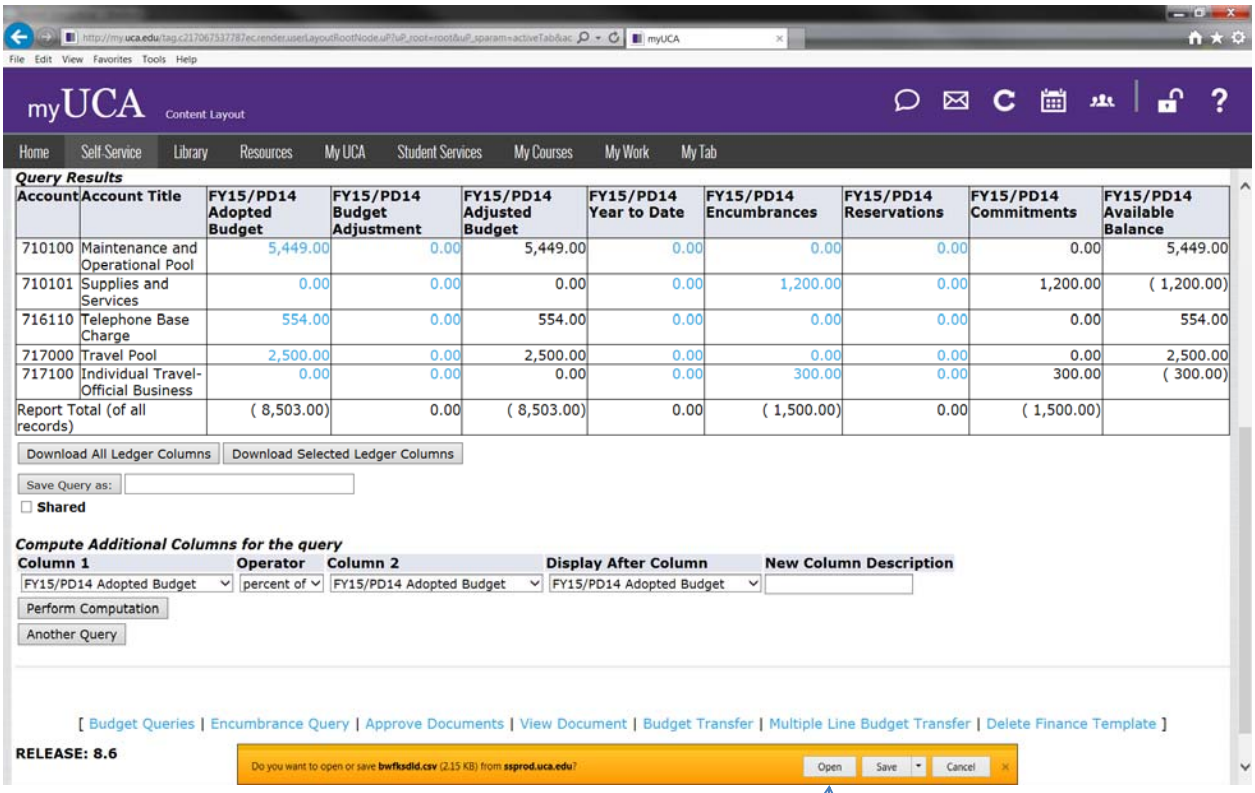
What to do with Query Results

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.**



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



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)	

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

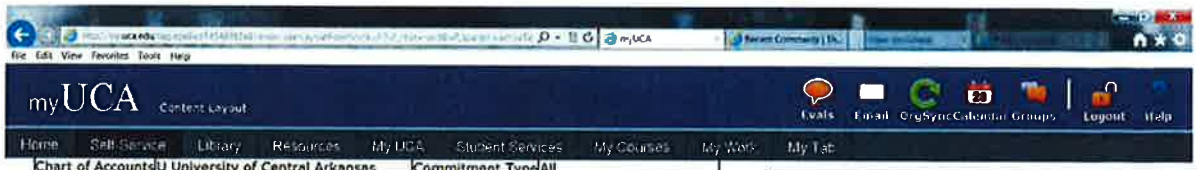


Chart of Accounts	U University of Central Arkansas	Commitment Type	All
Fund	110001 Unrestricted Edu and General	Program	2150 Institutional Support
Organization	701000 Budget Office	Activity	All
Account	7%	Location	All

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)

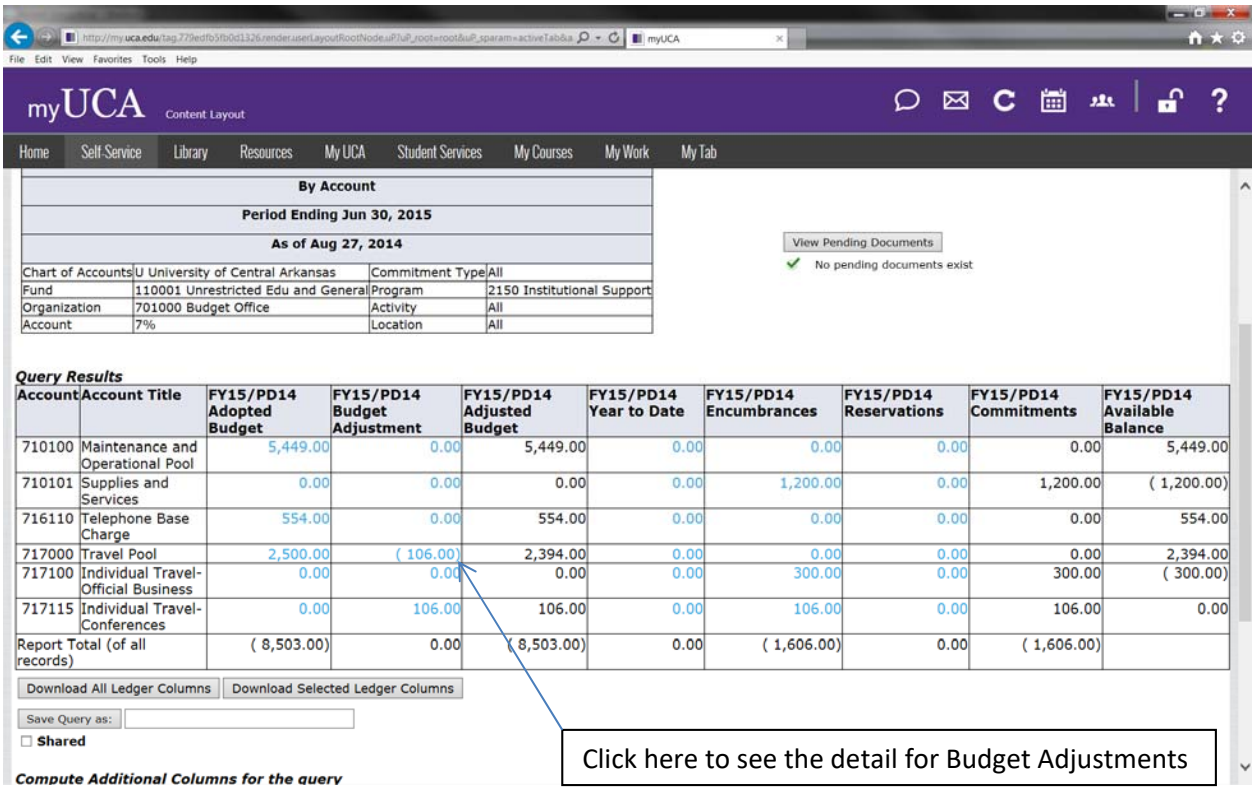
These are the Documents that comprise the total Year-to-Date activity for the Account.

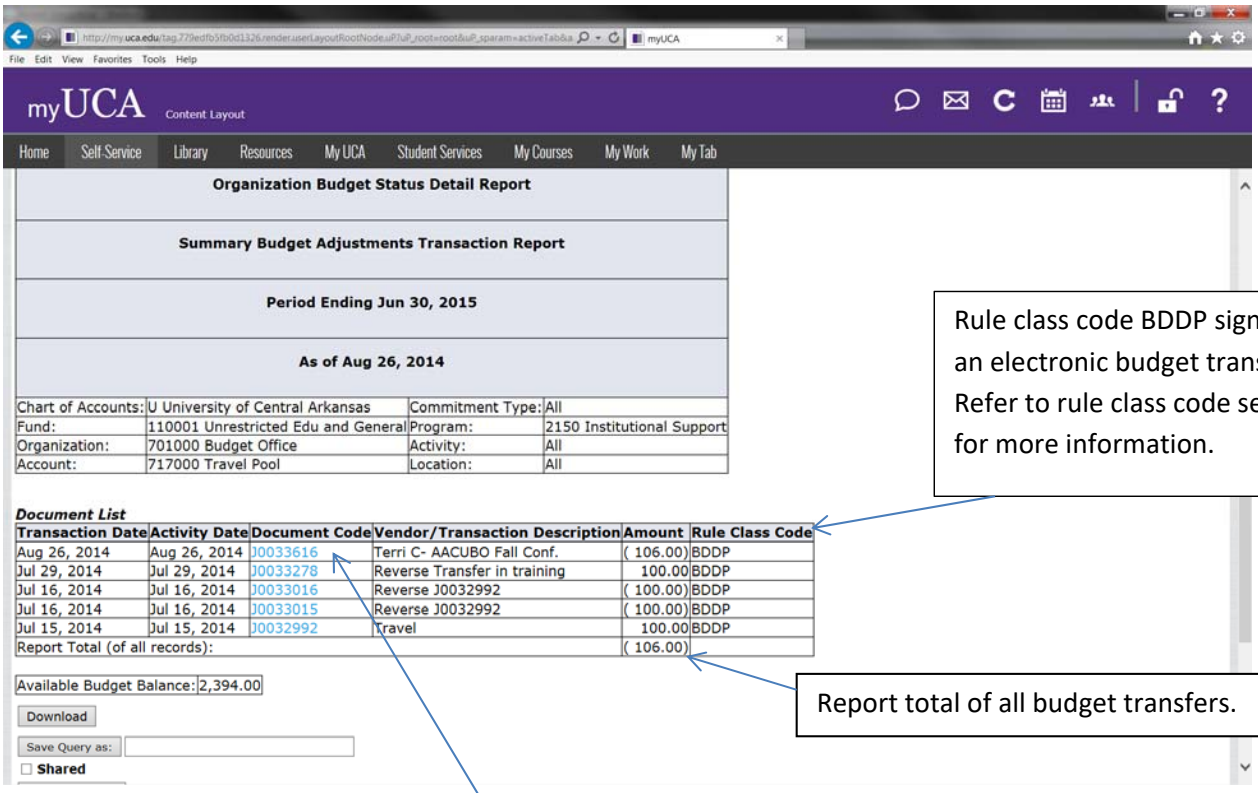
Click the Document Code to see the transaction detail.

				1.75	
Jul 18,	Jul 18,	I0221985	Printing Papers Inc	251.08	INEI
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,	!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
Home
Self-Service
Library
Resources
My UCA
Student Services
My Courses
My Work
My Tab
By Account
Period Ending Jun 30, 2015
As of Aug 27, 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 | (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

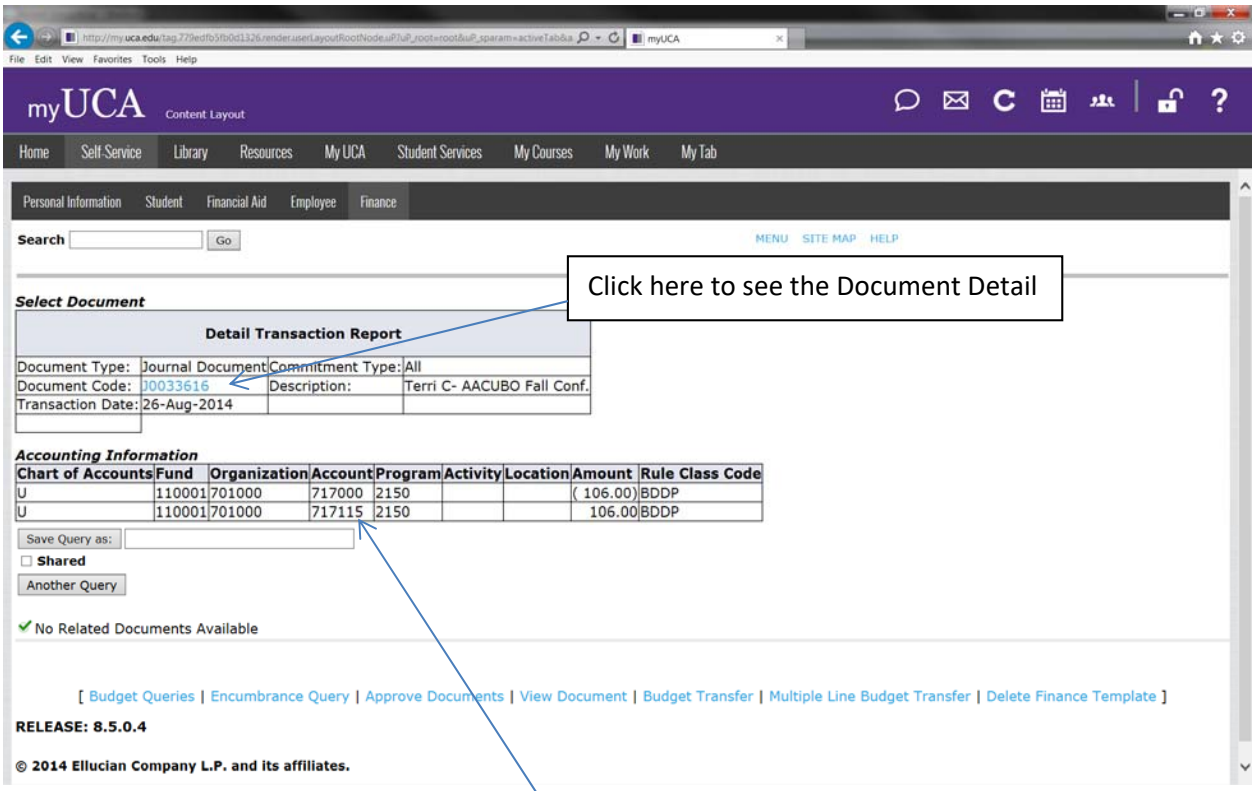


Rule class code BDDP signifies an electronic budget transfer. Refer to rule class code section for more information.

Report total of all budget transfers.

These are the Documents that comprise the Budget Adjustments.

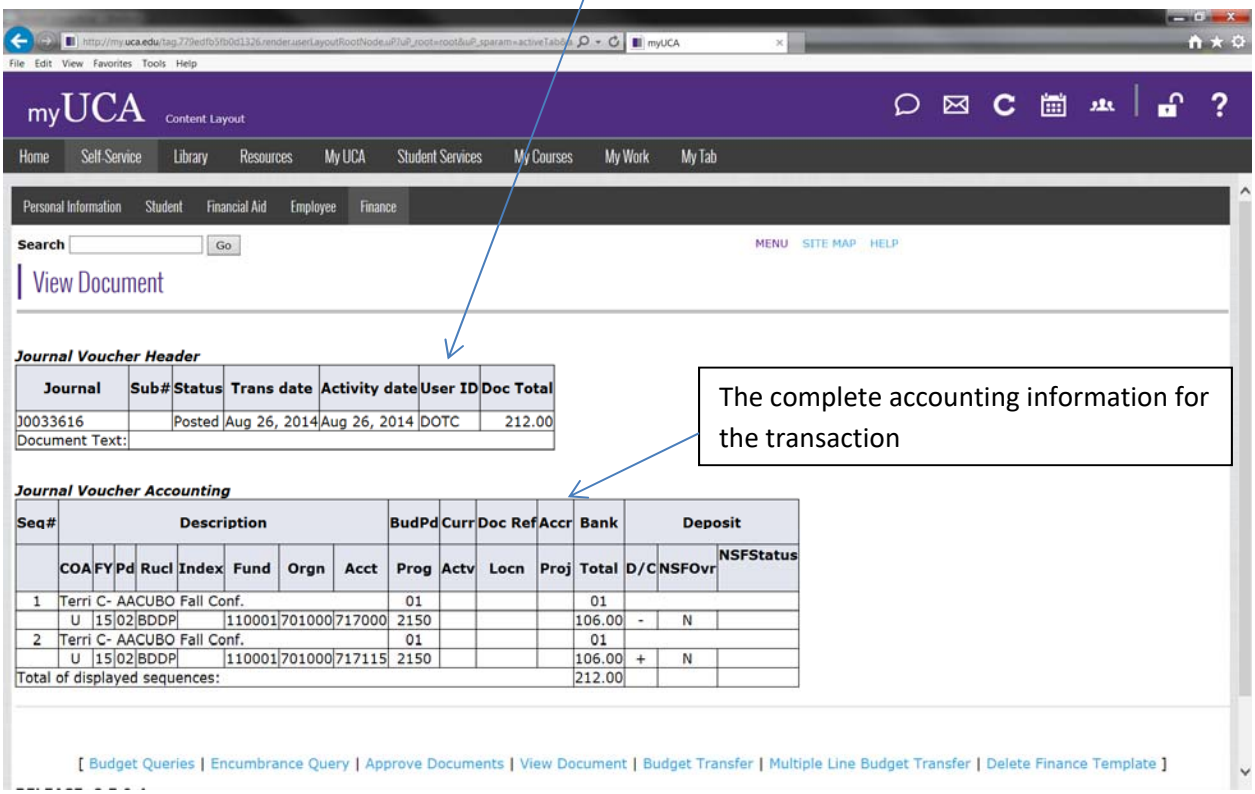
Click the Document Code to drill down for transaction detail.



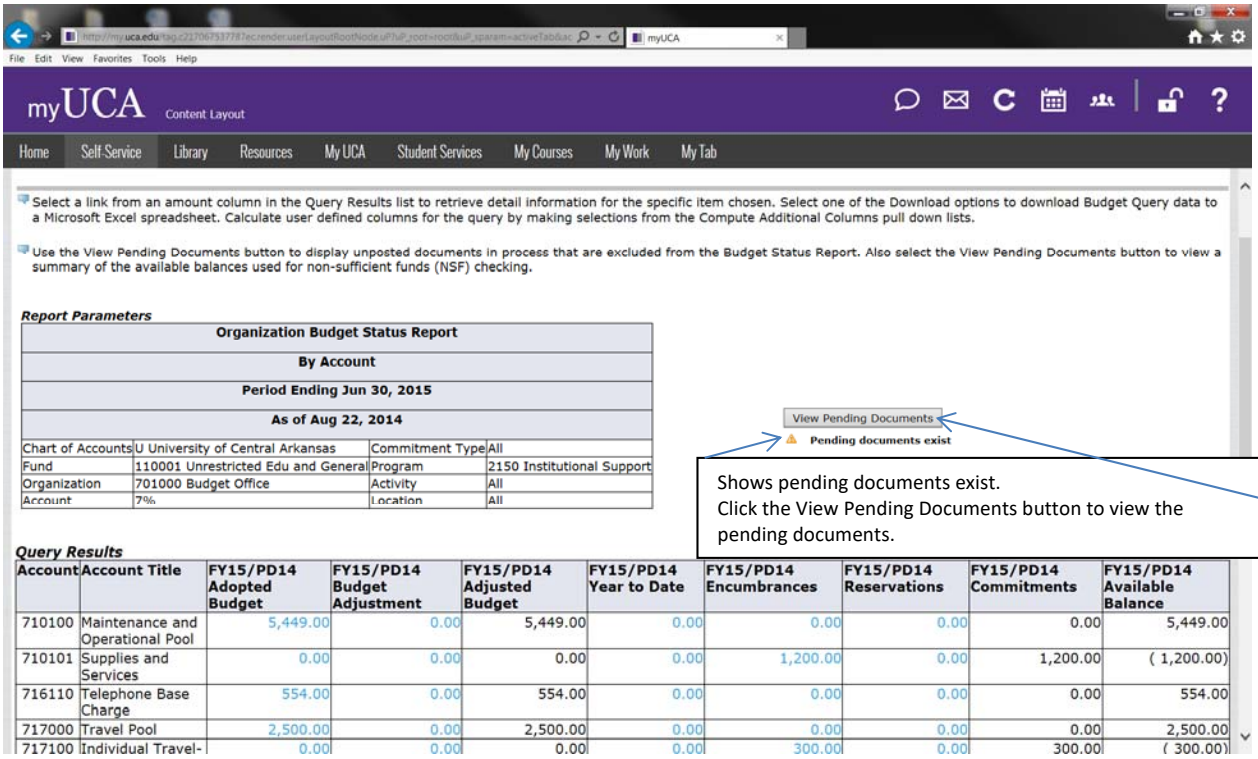
Click here to see the Document Detail

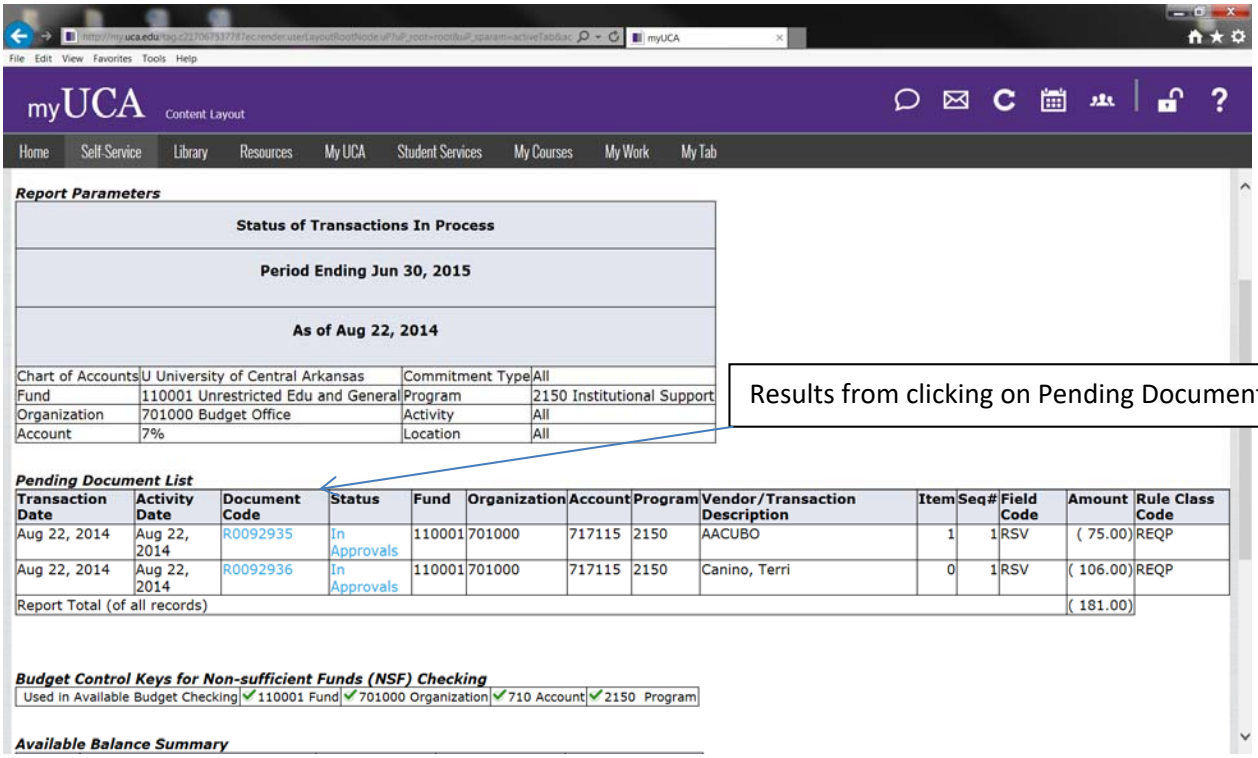
The accounting detail is shown here. The $106.00 is being moved from the 717000-Travel line to the 717115- Travel Conference line.

Header information showing date and User ID of person posting transaction



The complete accounting information for the transaction


myUCA
Content Layout
Home
Self-Service
Library
Resources
My UCA
Student Services
My Courses
My Work
My Tab
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 Section**.
    - 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 Section**.
    - 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, **Related**, **Transaction Detail** to view the history. Use the arrow up and down keys to scroll through the data for 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**.

710149 IT Maintenance & Support does not pool with other accounts.

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.

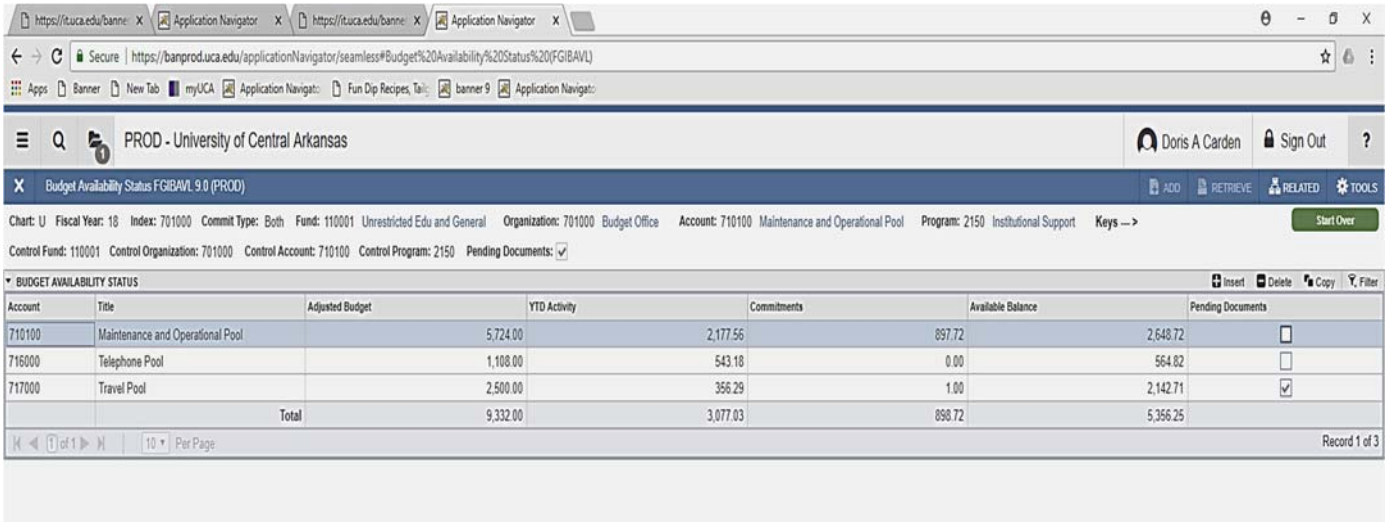
798100 Contingency Reserve does **not** pool with any other accounts.

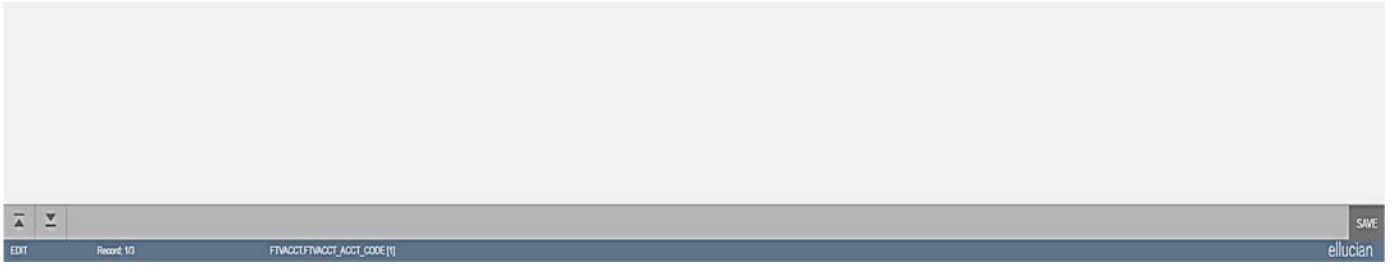
720XXX Fee Waivers do **not** pool with any other accounts.

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

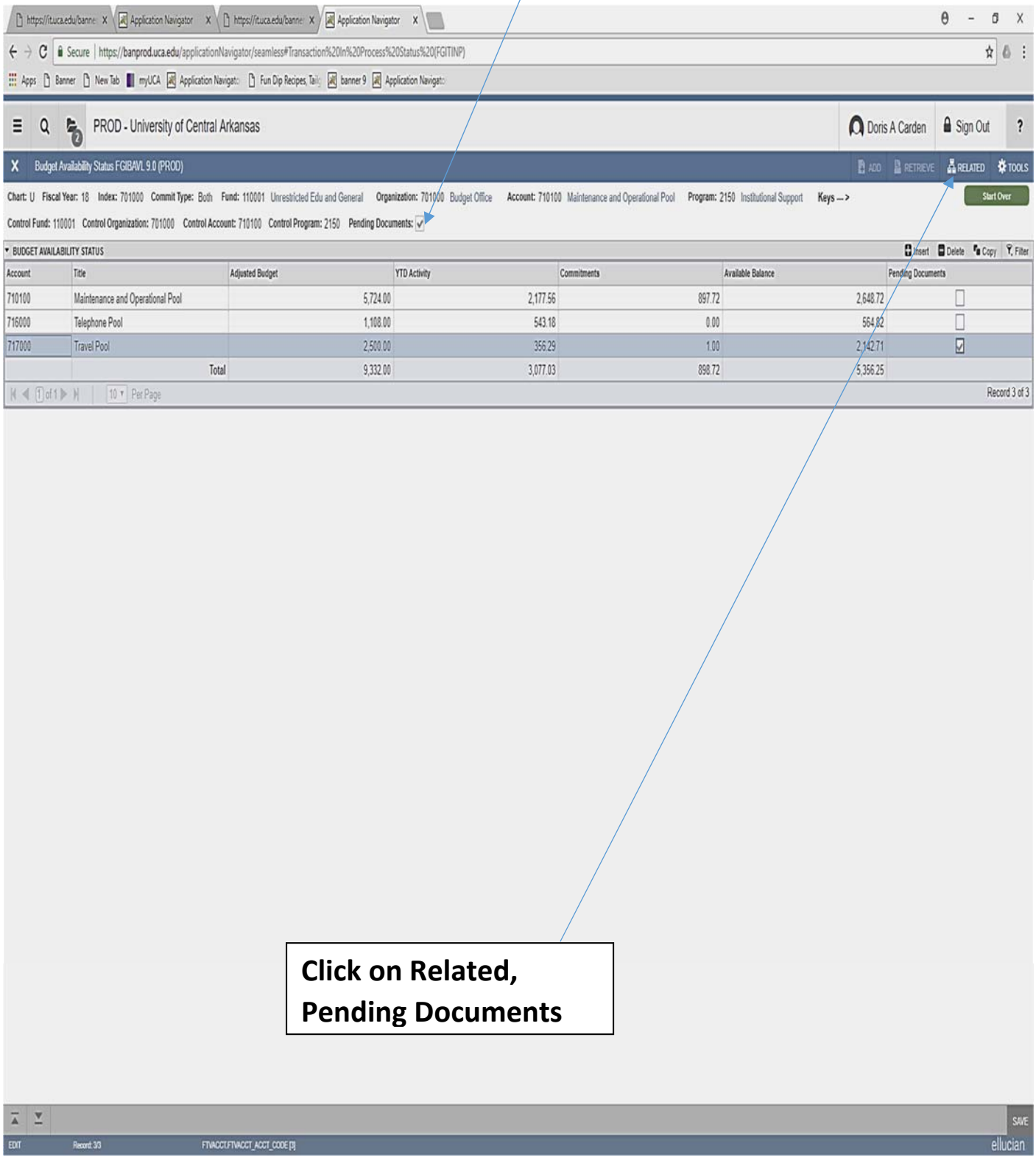
Internet Native Banner

FGIBAVL- Budget Availability Status



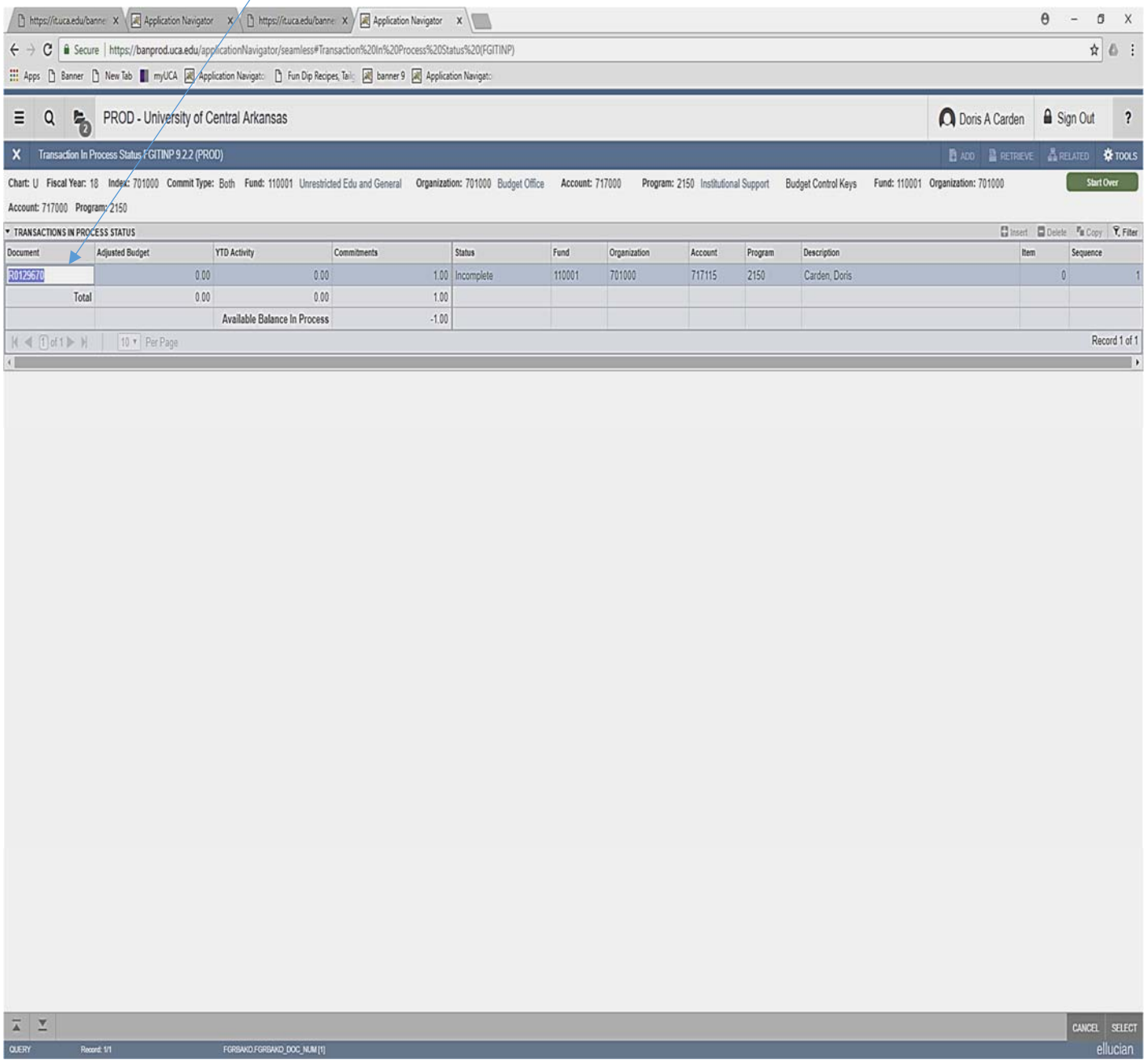


The check mark shows Pending Documents exist



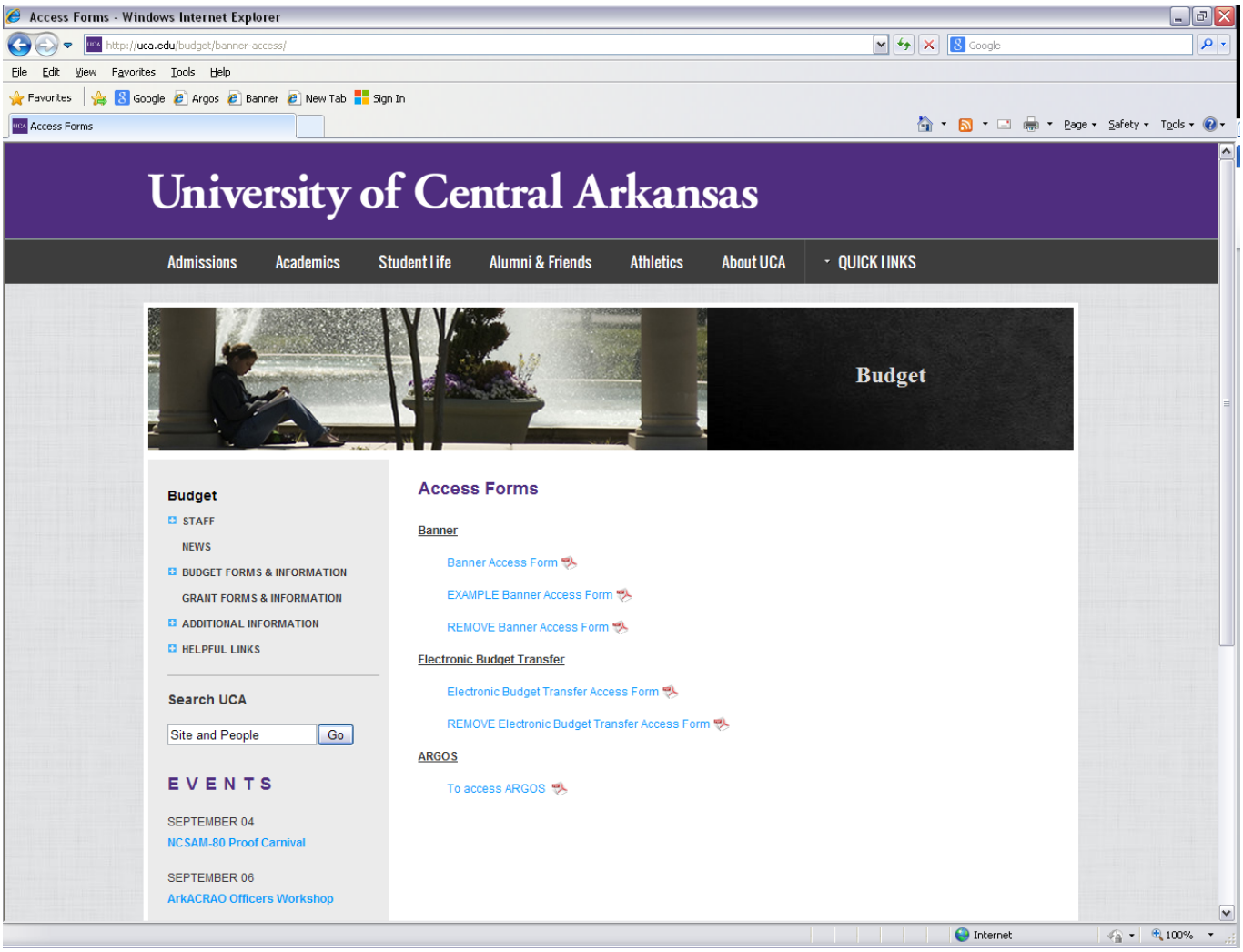
Click on Related, Pending Documents

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

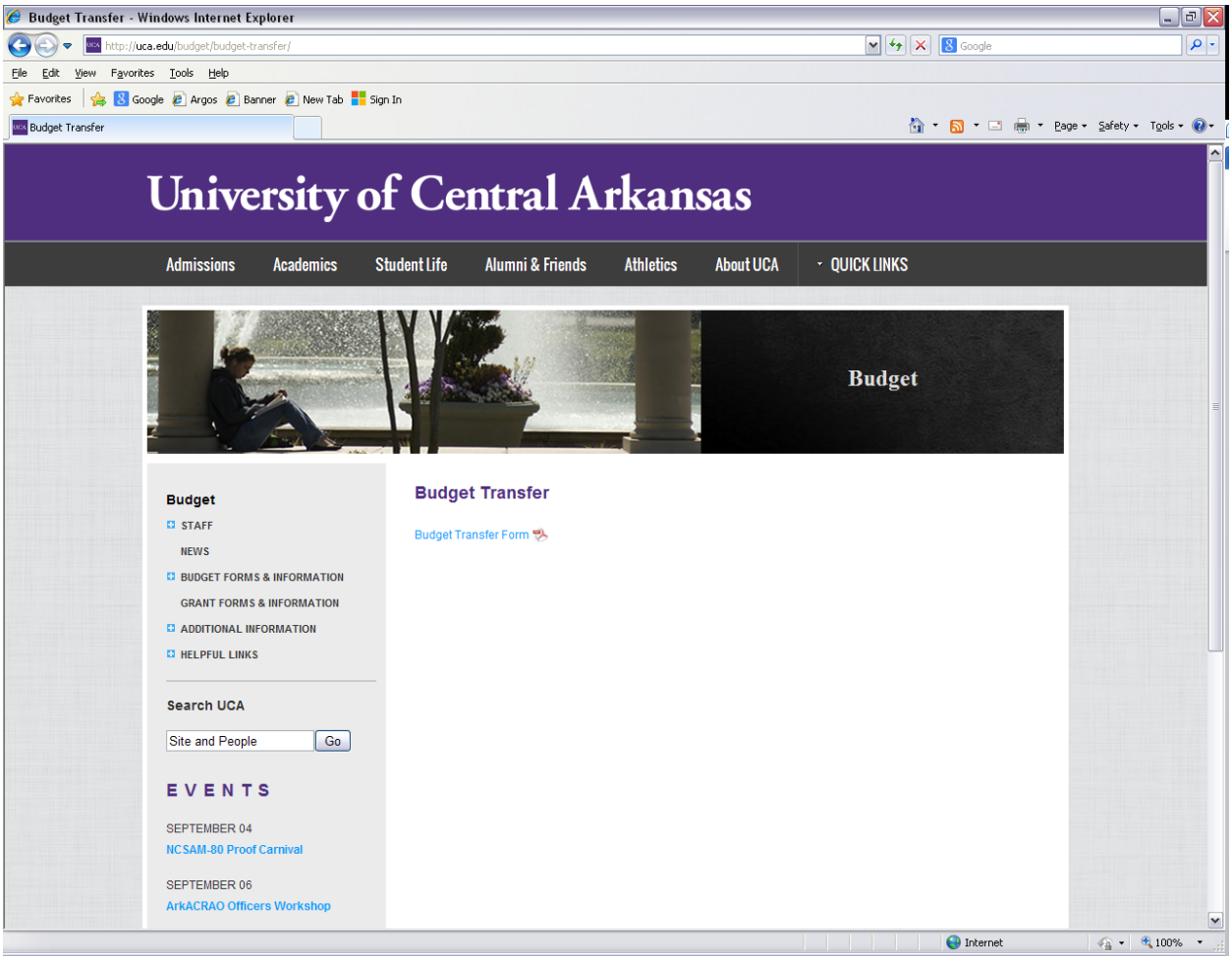
Effective Date to Remove Banner Access: _____

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)

Type of Change:	**Approvals:**	**Budget Use Only:**
Base ☐	**Dean/Director**_____	**Initial:**_____
	Vice President/Provost _____	**Date:**_____
Temporary ☐	**Budget Director**_____	**#**_____

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:

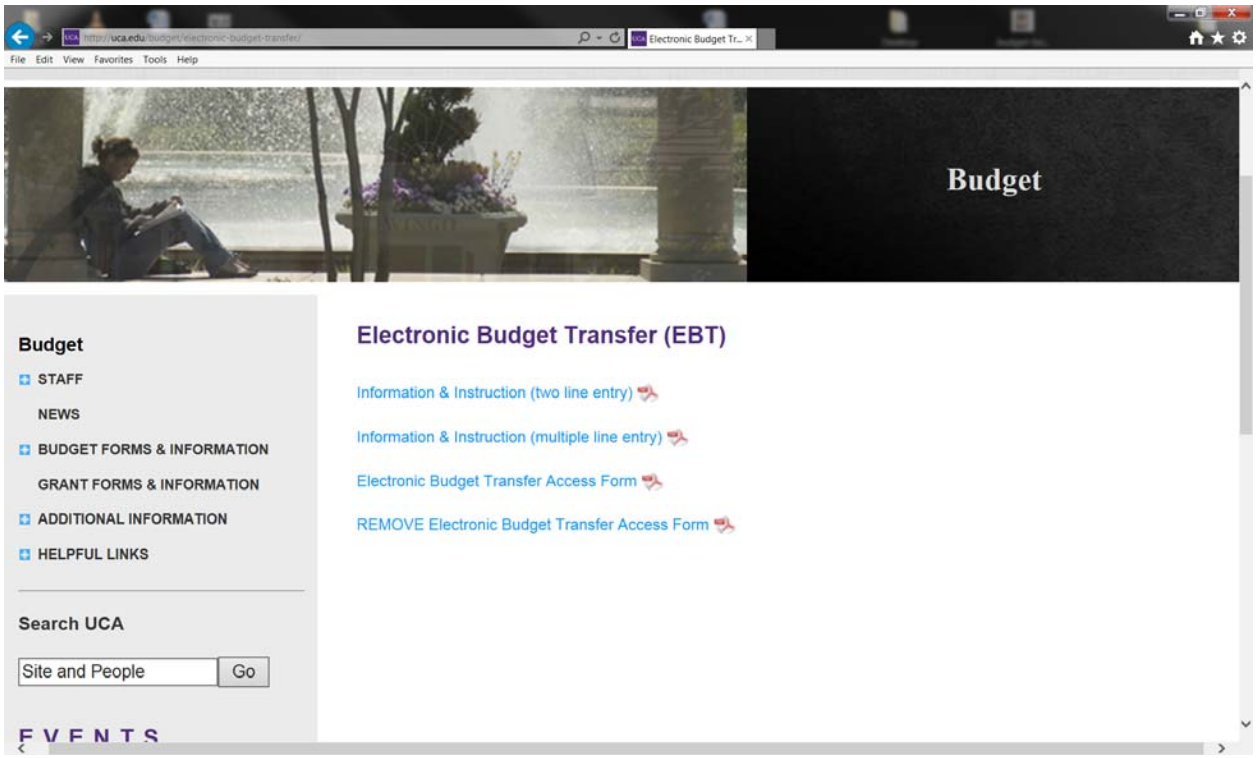
Budget transfer (max of two lines)

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&0) budget. **Electronic budget transfers will only be allowed if you have received prior banner finance access to the index(es) obtained with the banner access form. You can only complete electronic budget transfers for the indexes you have access.**

Please complete this form to authorize the person to complete Electronic Budget Transfers for your area. Please return this form to Dot Carden, 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	
UCA ID	
Department/Organization	
Phone Number	
E-mail Address	

Please select the type of Access Requested:

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

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

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

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	
UCA ID	
Department/Organization	
Phone Number	
E-mail Address	

Effective Date To Remove Electronic Budget Transfer Access: _____

Please select the type of Access Removed:

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

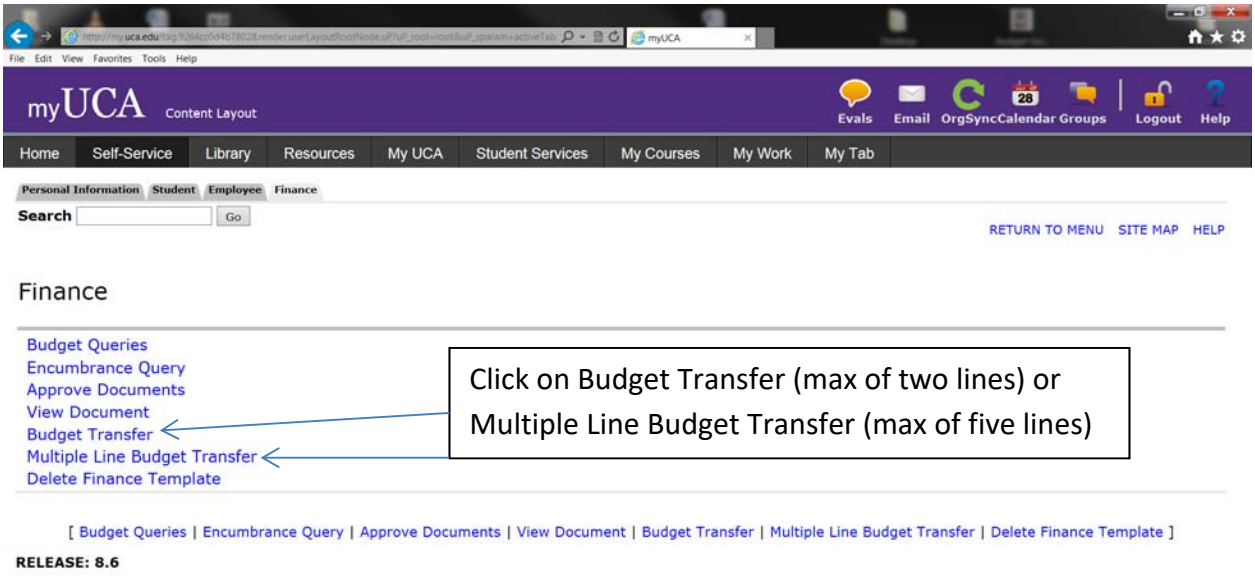
*The Departmental Budget Entry includes any Education and General (E&G) indexes.

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

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

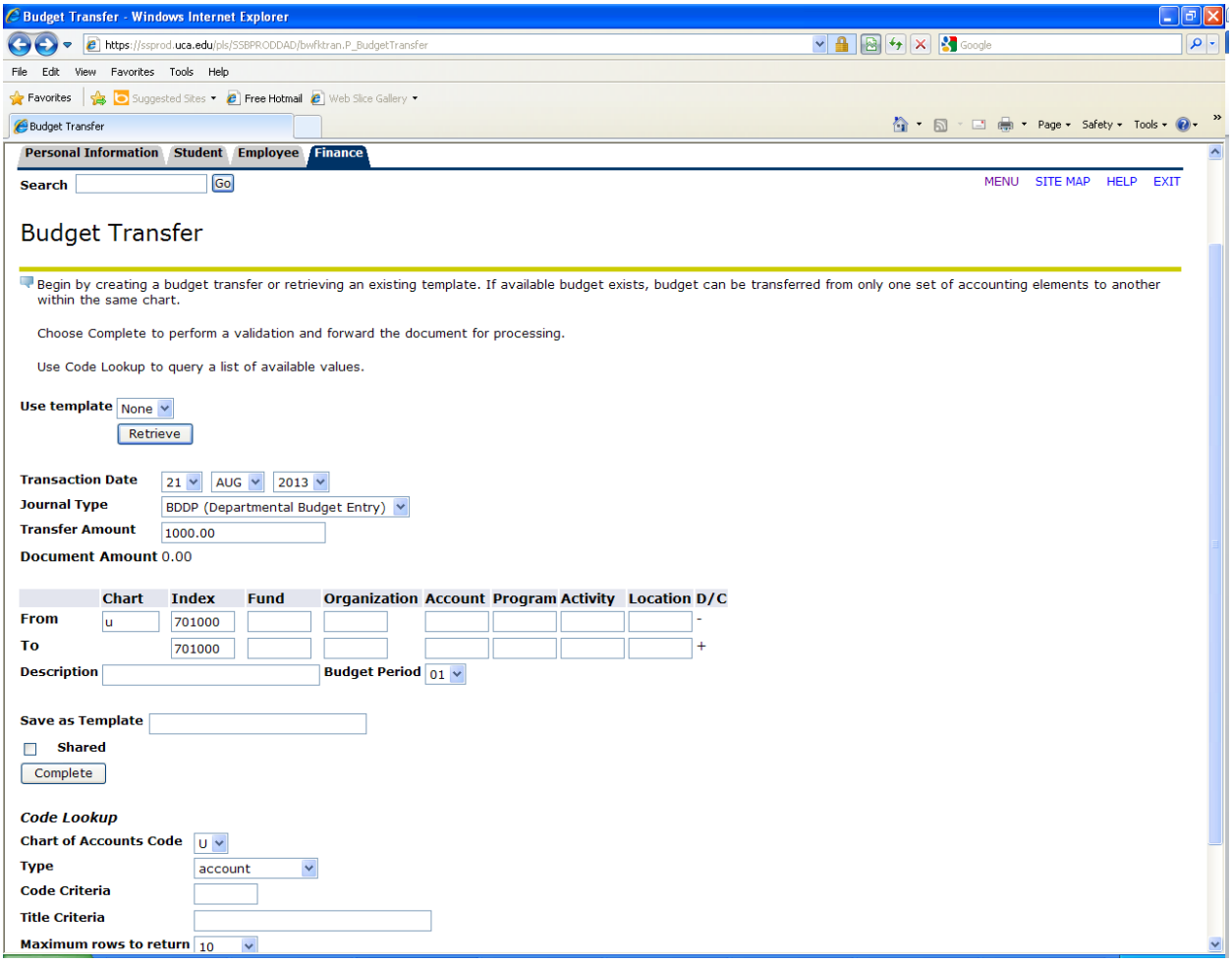
Vice President, Dean, Department Chair (Signature): _____

Log into My UCA, Self Service, Finance

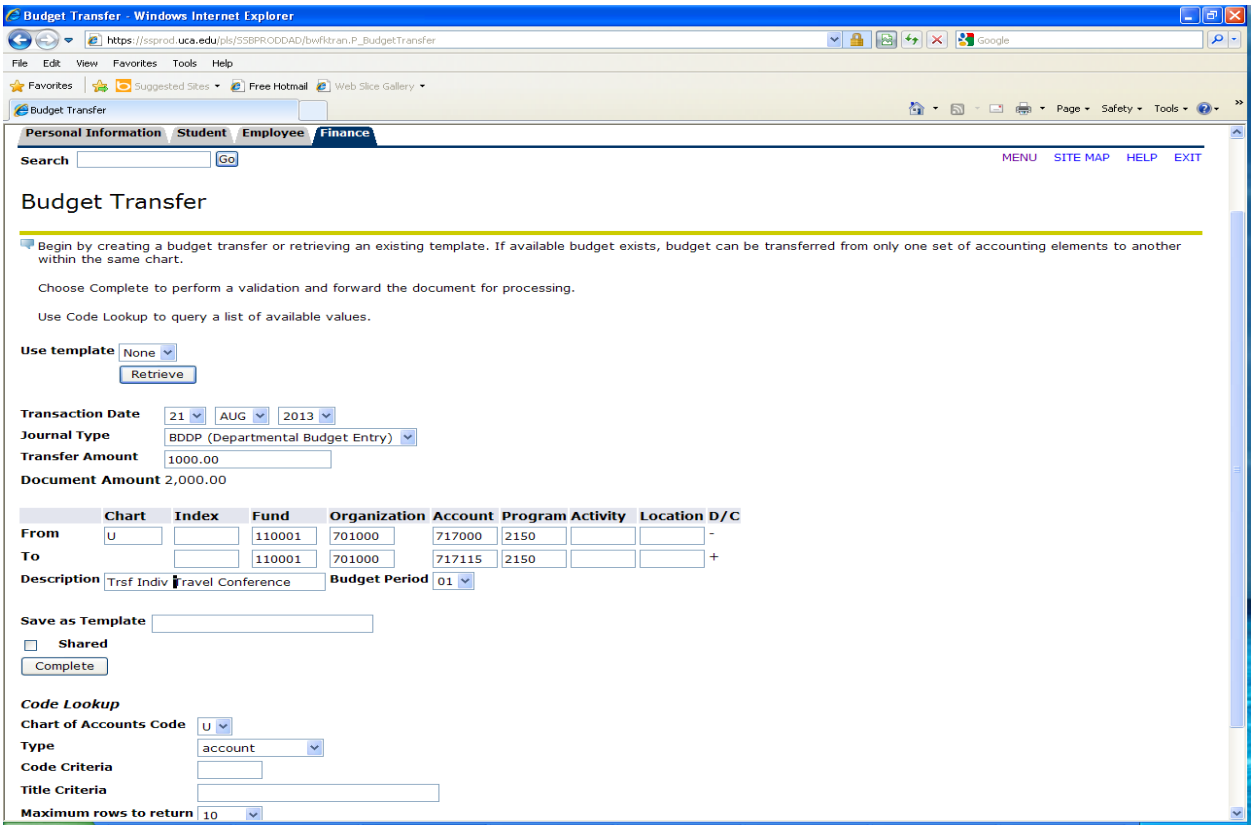


Instructions for Budget Transfer (Max of 2 Lines)

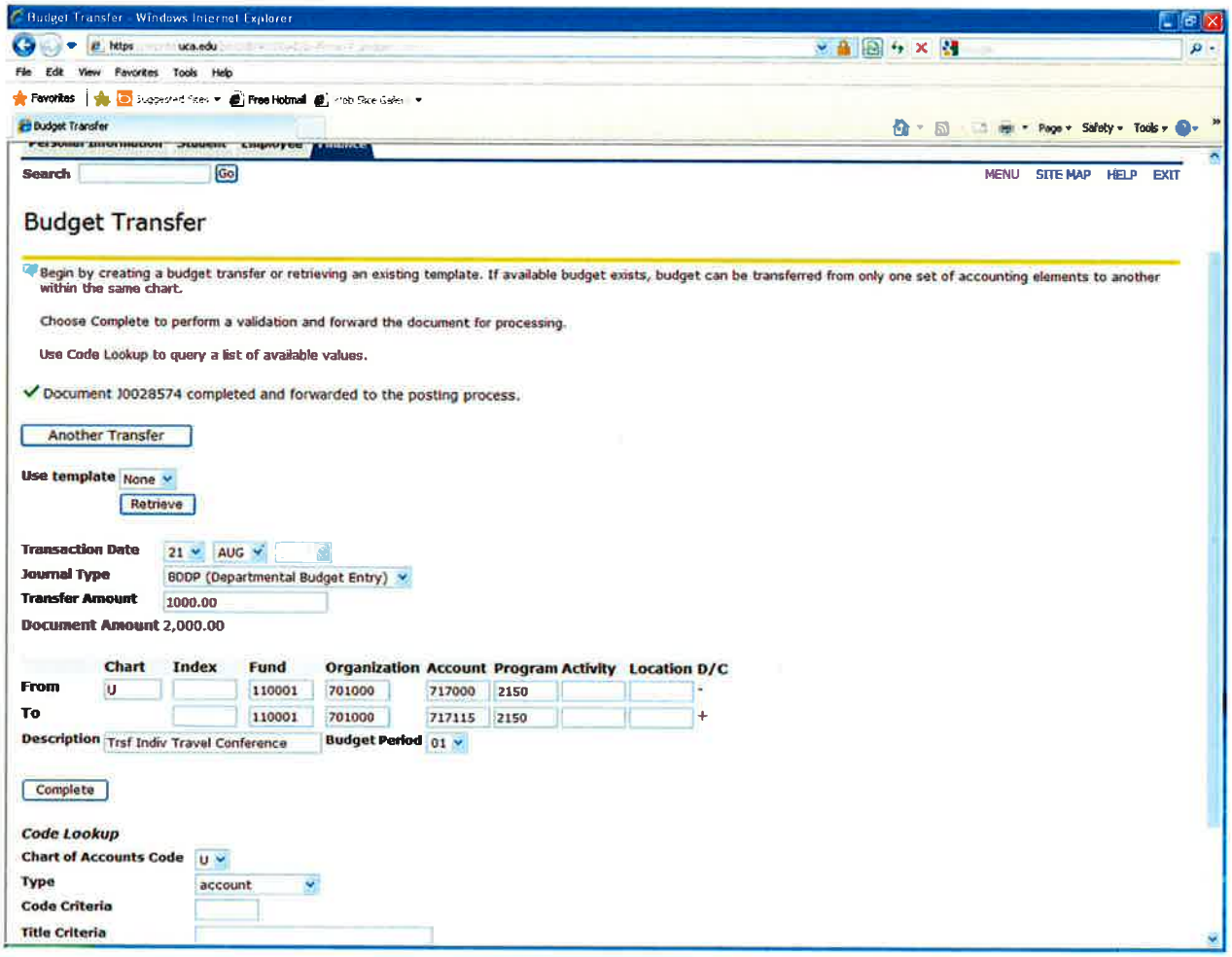
- Choose **Budget Transfer** (max of 2 lines).
- The **transaction date** will default in as today's date.
- The **journal type** has two choices: 1)BDDP-Departmental Budget Entry. The BDDP is for all Educational & General (E&G) indexes. 2)BDAX-Budget Entry Dept Auxiliary. The Budget Entry Dept Auxiliary 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.



- 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.

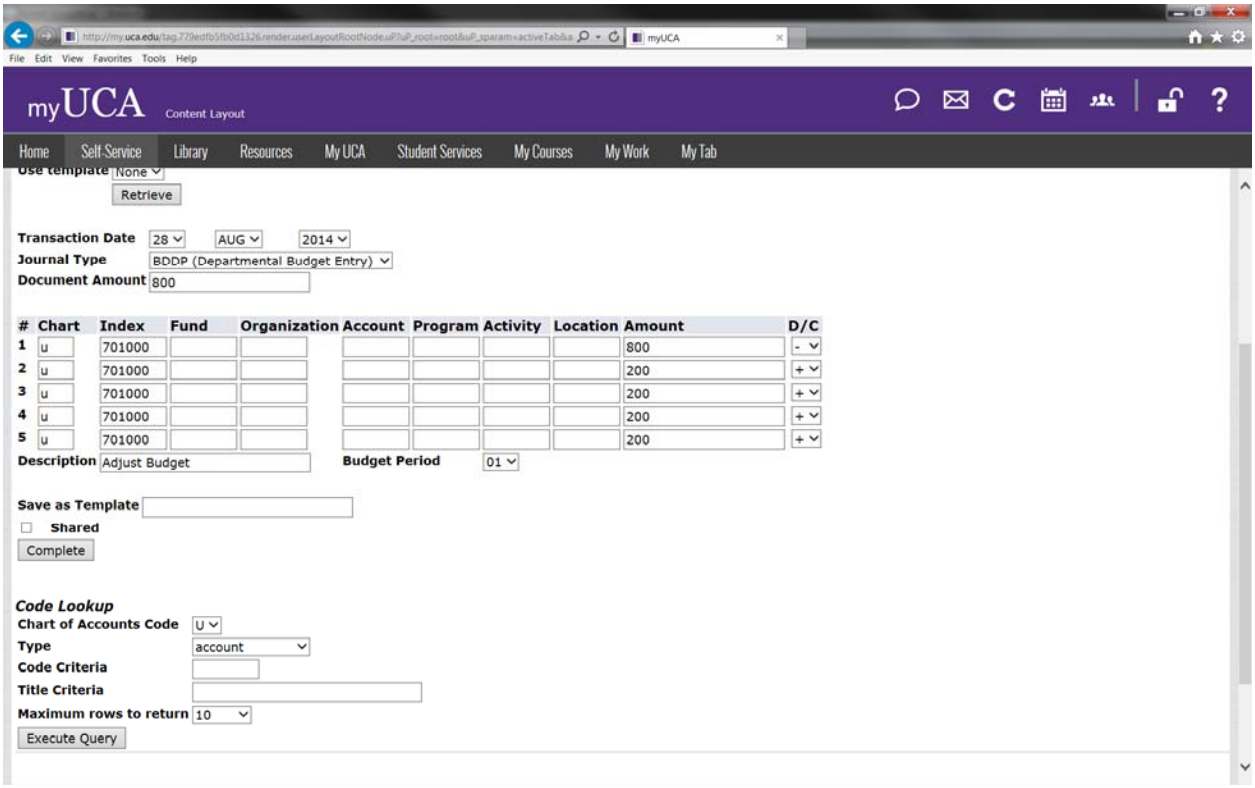


- When the document is processed, a message, such as **"Document J0018283 Completed and Forwarded to the Posting Process"** will display. If there is an error, a message will be displayed as to why this transaction is not completed. After the error(s) is corrected, click complete again. It is possible 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.



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.

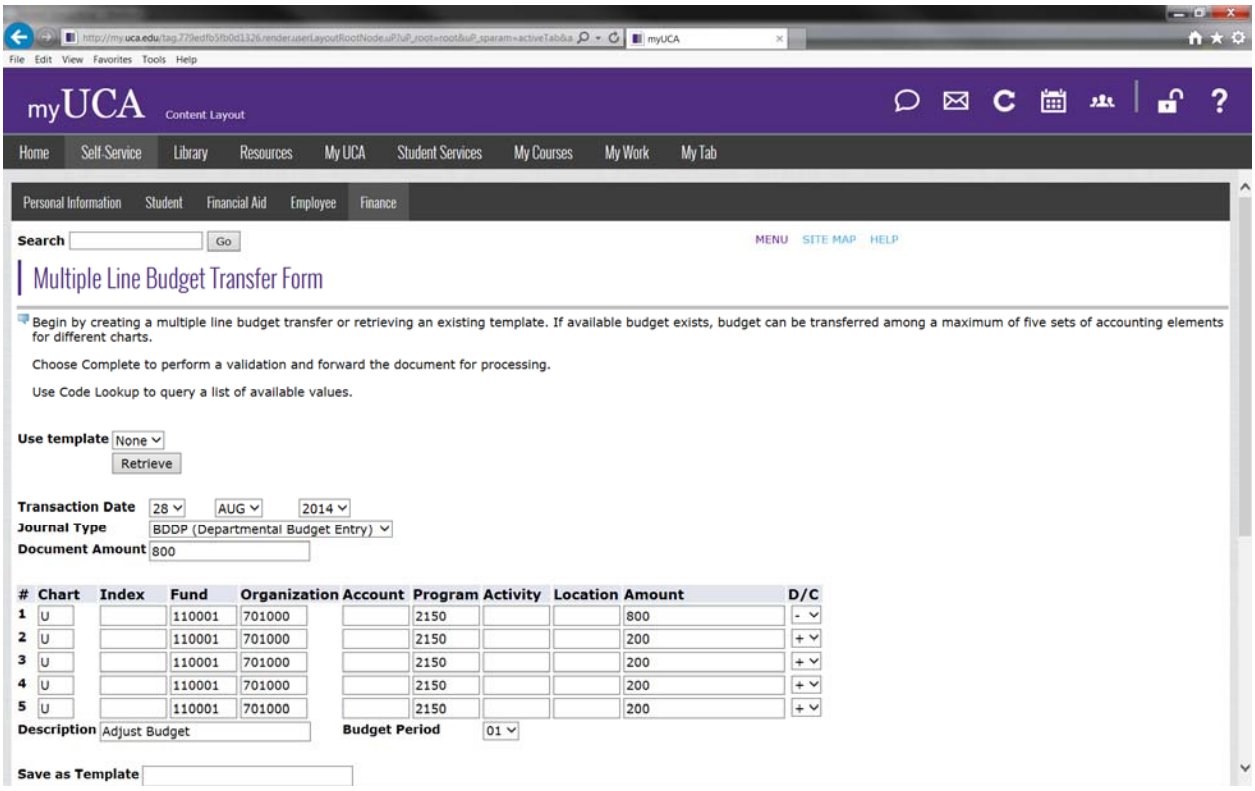


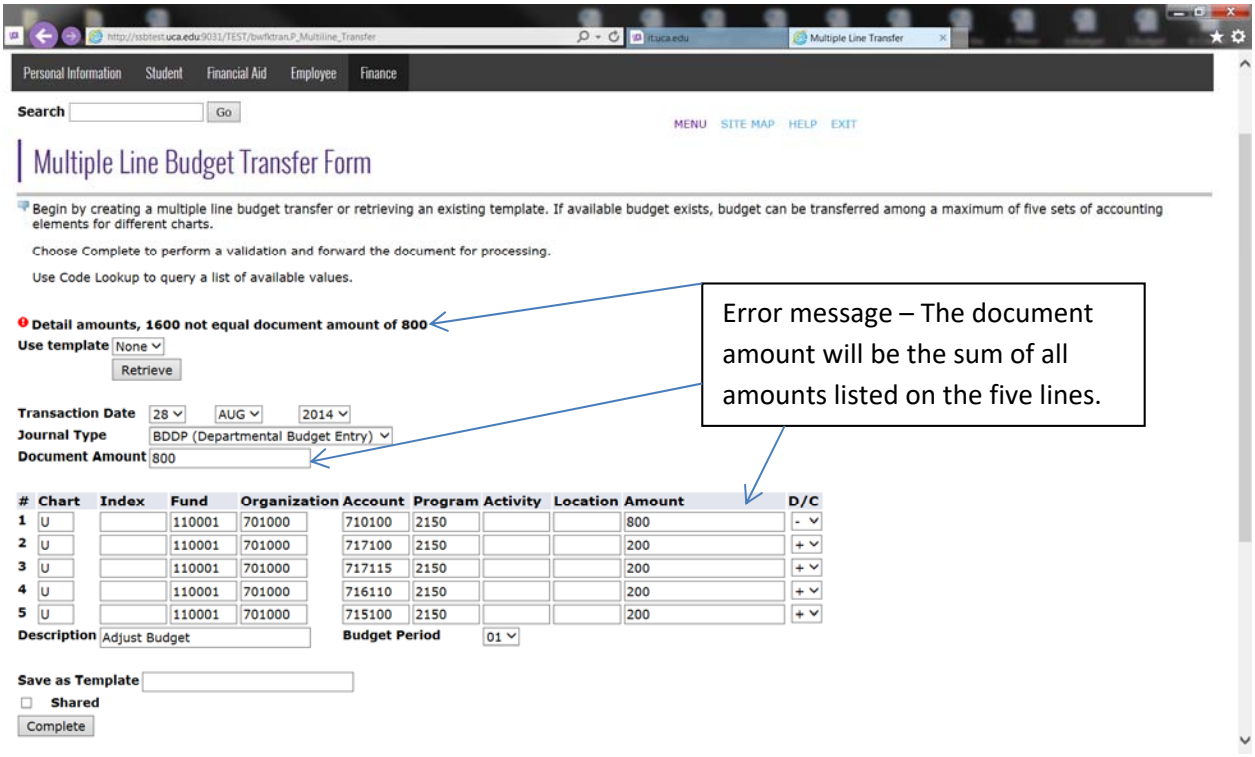
- Click **Complete once**, the system will now fill in the fund, organization, and program.

- 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"**.

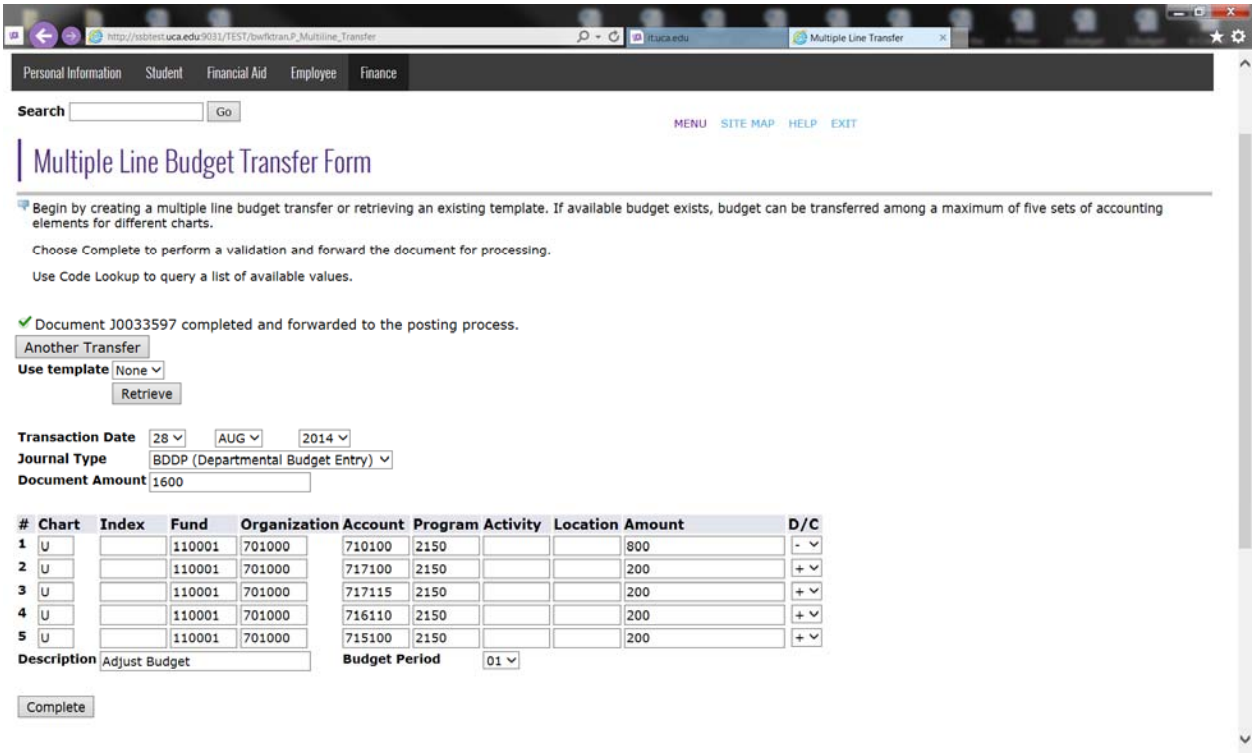
- If a specific budget transfer is used frequently, the **Save as Template** title option must be entered before you click, complete, the second time. The template name cannot contain special characters such as: ; & / @ ?) (




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
None
Retrieve
Transaction Date
28
AUG
2014
Journal Type
BDDP (Departmental Budget Entry)
Document Amount
800
Error message – The document amount will be the sum of all amounts listed on the five lines.
Chart Index Fund Organization Account Program Activity Location Amount D/C
1 U 110001 701000 710100 2150 800 -
2 U 110001 701000 717100 2150 200 +
3 U 110001 701000 717115 2150 200 +
4 U 110001 701000 716110 2150 200 +
5 U 110001 701000 715100 2150 200 +
Description
Adjust Budget
Budget Period
01
Save as Template
Shared
Complete

- 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.



ACCOUNT CODES QUICK LIST

Account Codes	Description
	Salaries and Benefits
610200	12 Month Teaching Salaries
610205	Vacation 12 Month Teaching Salaries
610300	9 Month Teaching Salaries
610305	Vacation 9 Month Teaching Salaries
610340	Emergency Hire Teaching
610402	Summer I Teaching Salary
610502	Summer II Teaching Salary
610600	Part-Time Teaching Salaries
610700	Teaching Overload
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
620127	Non-Classified Overtime
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

Account Codes	Description
630127	Overtime
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
660990	Extra Help Expense Transfer
680450	Fringe Benefits
680452	Fringe Benefits Reserve
710100	**Maintenance and Operational Pool**
710101	Supplies and Services
710102	Uniforms
710103	Gift Card - UCA Student
710105	Maintenance and Repair
710106	Housing Damages
710107	Fuel
710108	Data Communication
710109	Construction Projects Over $20,000
710110	Printing & Stationery
710112	Job Advertisement
710114	Gift Cards
710115	Advertising
710116	Retention
710117	Promotional Materials
710119	Technology Purchases Under $500
710130	Building Rental
710135	Cleaning Expenses

Account Codes	Description
710140	Drug Testing
710142	Drugs and Medicine
710145	Equipment Rental
710148	Fitness Center
710170	Tuition Expense
712300	Facilities & Administrative Charge
712460	Vehicle License and Title Fees
712462	Real Property Taxes
712463	Legal Fees
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
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
718220	Student Contract Services
719050	Contract Meal Plan

Account Codes	Description
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
710118	**Software and License**
710195	**Expense Transfer**
717000	**Travel Pool**
717100	Individual Travel-Official Business
717110	Student Group Travel
717111	UCA Student Individual 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
	Fee Waivers
720110	Perquisites
720120	Teacher Ed Mentors
720125	Concurrent Instructors Fee Waiver
720130	GA Fee Waiver
720140	Out of State Fee Waiver
720150	Intl Exchange Student Waiver
	Library Holdings
721100	Library Holdings
721110	L.H. Books-Job Orders
721120	L.H. Binding
721130	L.H. Period-Renewals
721140	L.H. Microforms
721150	L.H. Preserve Bindry
721160	Library Book Payments
730100	**Capital Pool**
730110	Building Improvements
730115	Other Improvements
730125	Architect's Fee
730130	Advertising & Survey
730135	Other Construction Costs

Account Codes	Description
730145	Land Purchases
730150	Structures
730160	Construction Reserve
730200	Equipment-Furniture
730203	Computers-Capitalized
730204	Printers and Projectors-Capitalized
730206	Capitalized Software
740100	**Utilities Pool**
740200	Electricity
740300	Gas
740400	Water and Sewer
740500	Cable T.V.
740550	Trash Pickup
740600	Utility System Repair
740700	District Heating
740750	District Cooling
740900	Utilities Reserve
750100	**Scholarships Pool**
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

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

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

To Access ARGOS follow these steps:

1. Go to UCA Homepage at http://www.uca.edu
2. Log onto My UCA
3. Click on Roles
4. Click Staff
5. Click Argos Web Viewer, sign in

6. +UCA, +Finance, +Campus, +Revised Base, +Revised Base Report

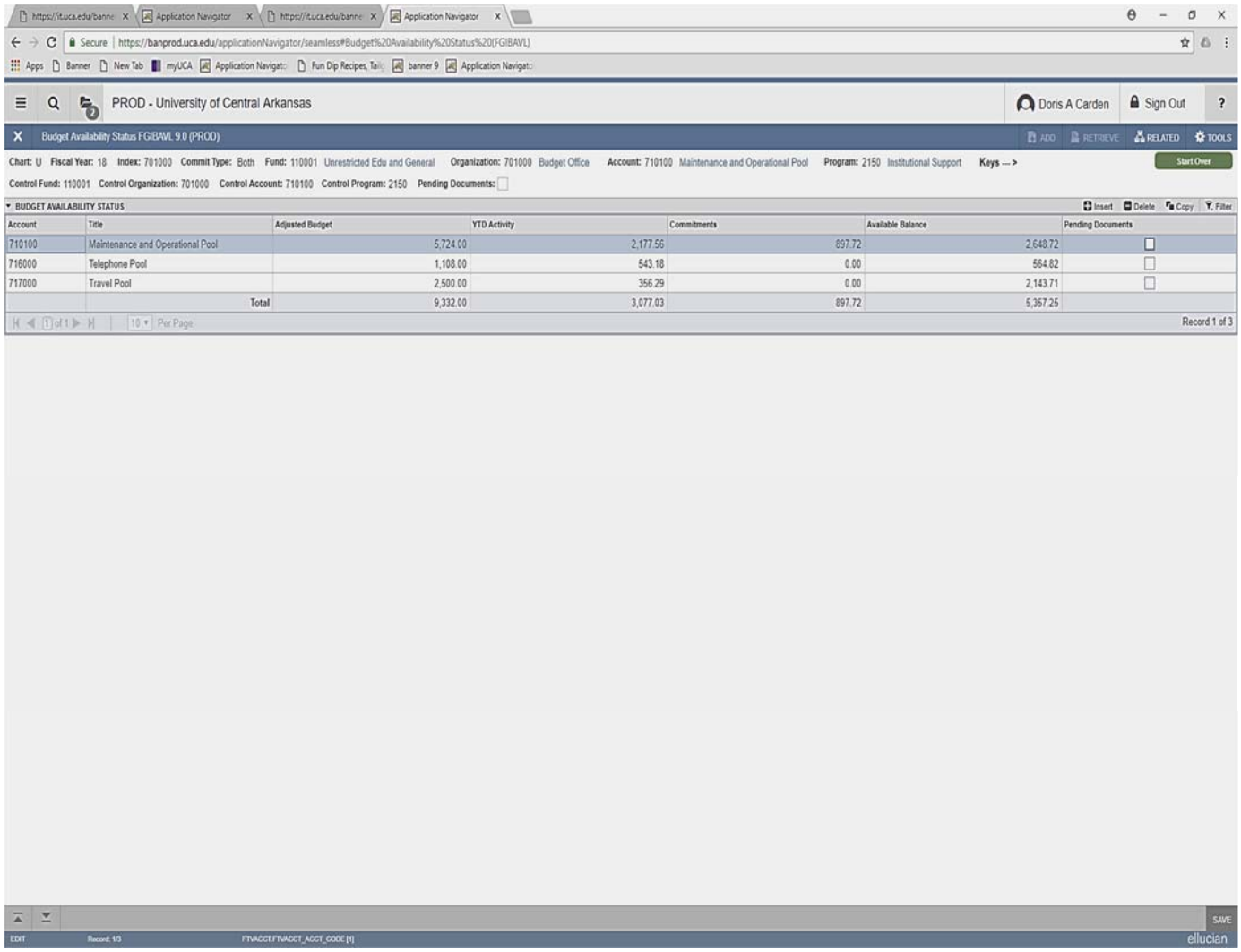
7. Select Fiscal Year, Choose Org Code, click “Reports” at top of screen, click “Revised Base Report”

8. Click Run

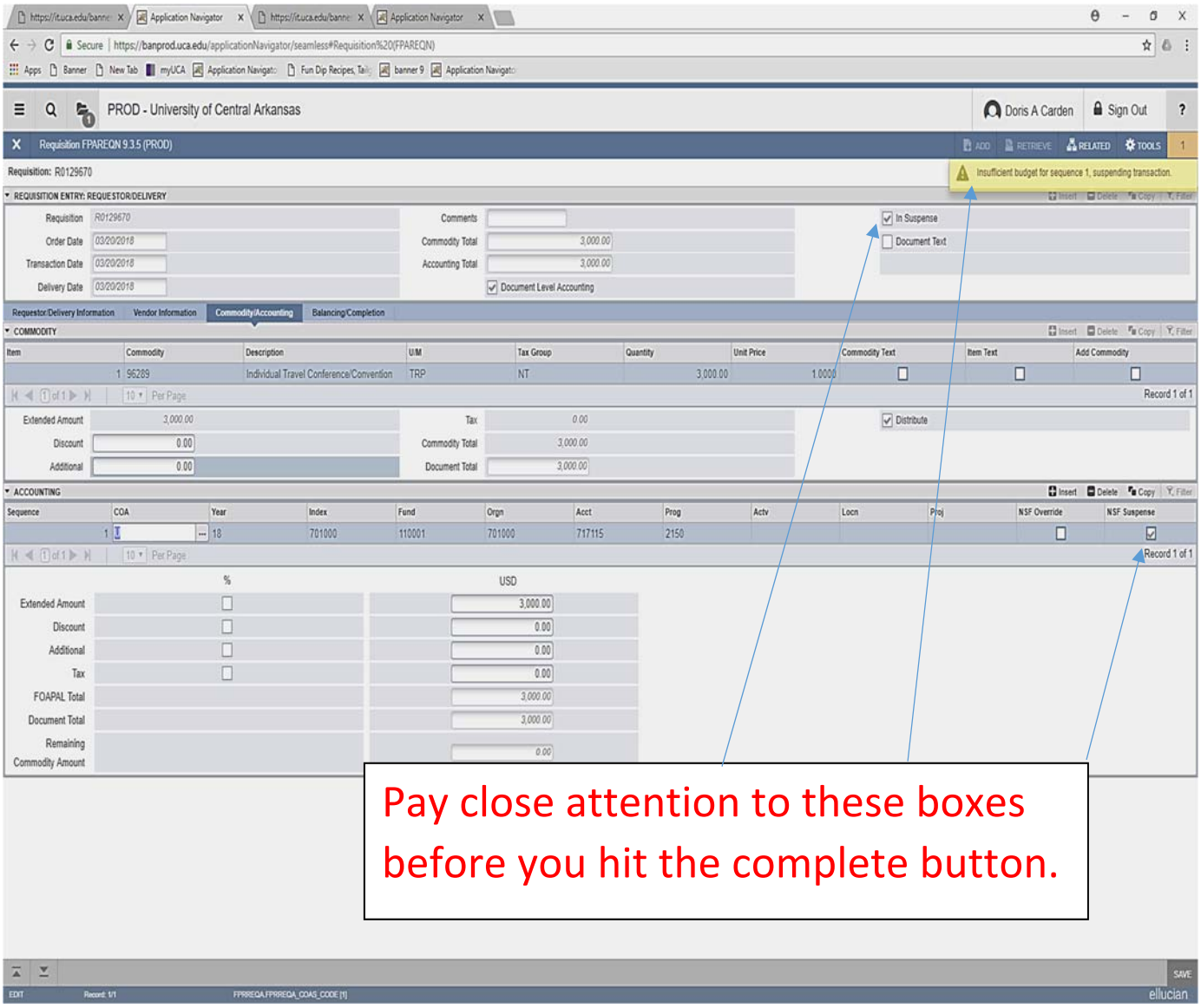
9. It will prompt you to open, save or cancel, OPEN

NSF Requisition

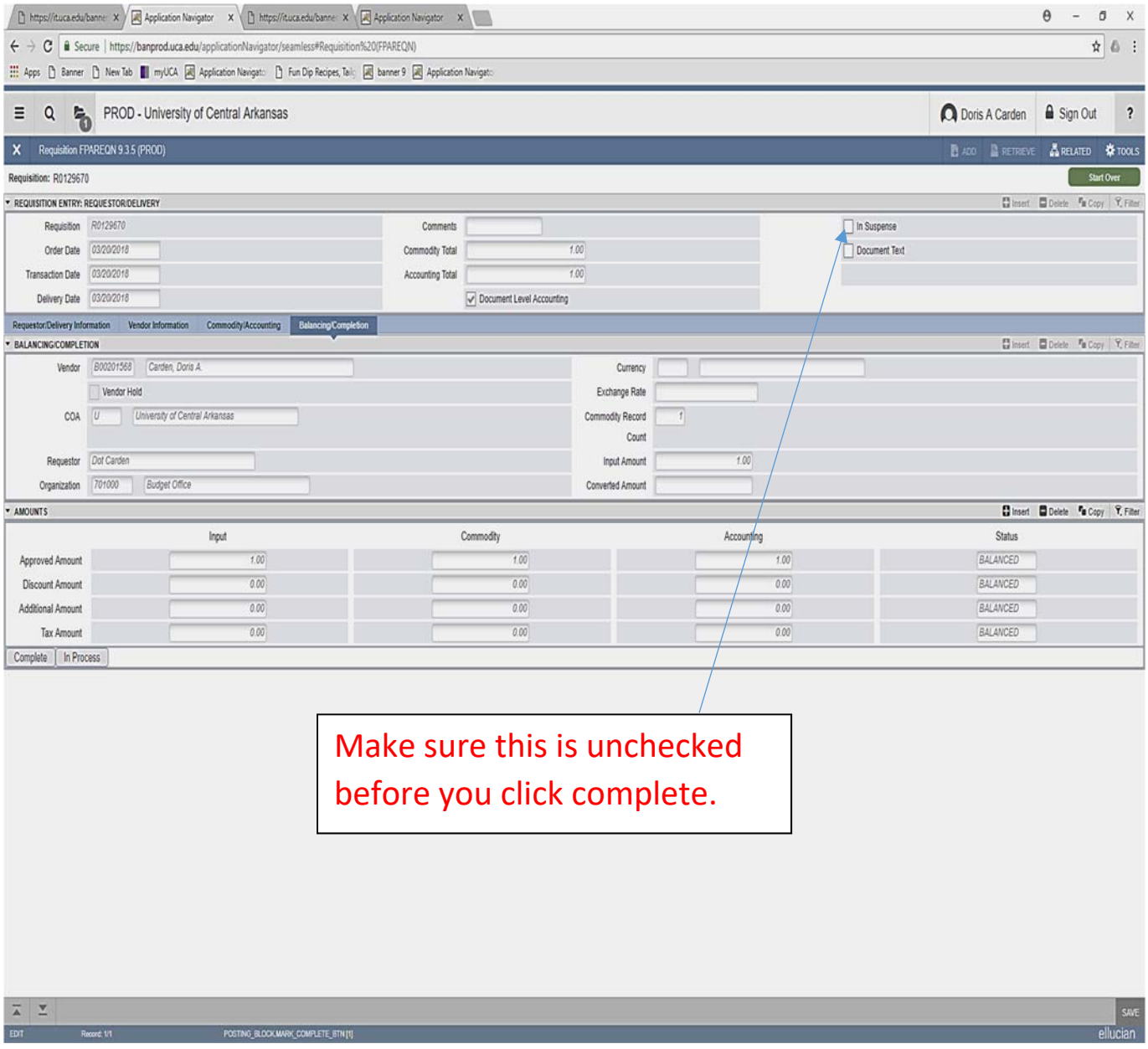
Always check the available balance for **sufficient** line funding **before** you start your requisition. Go to **FGIBAVL**



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.

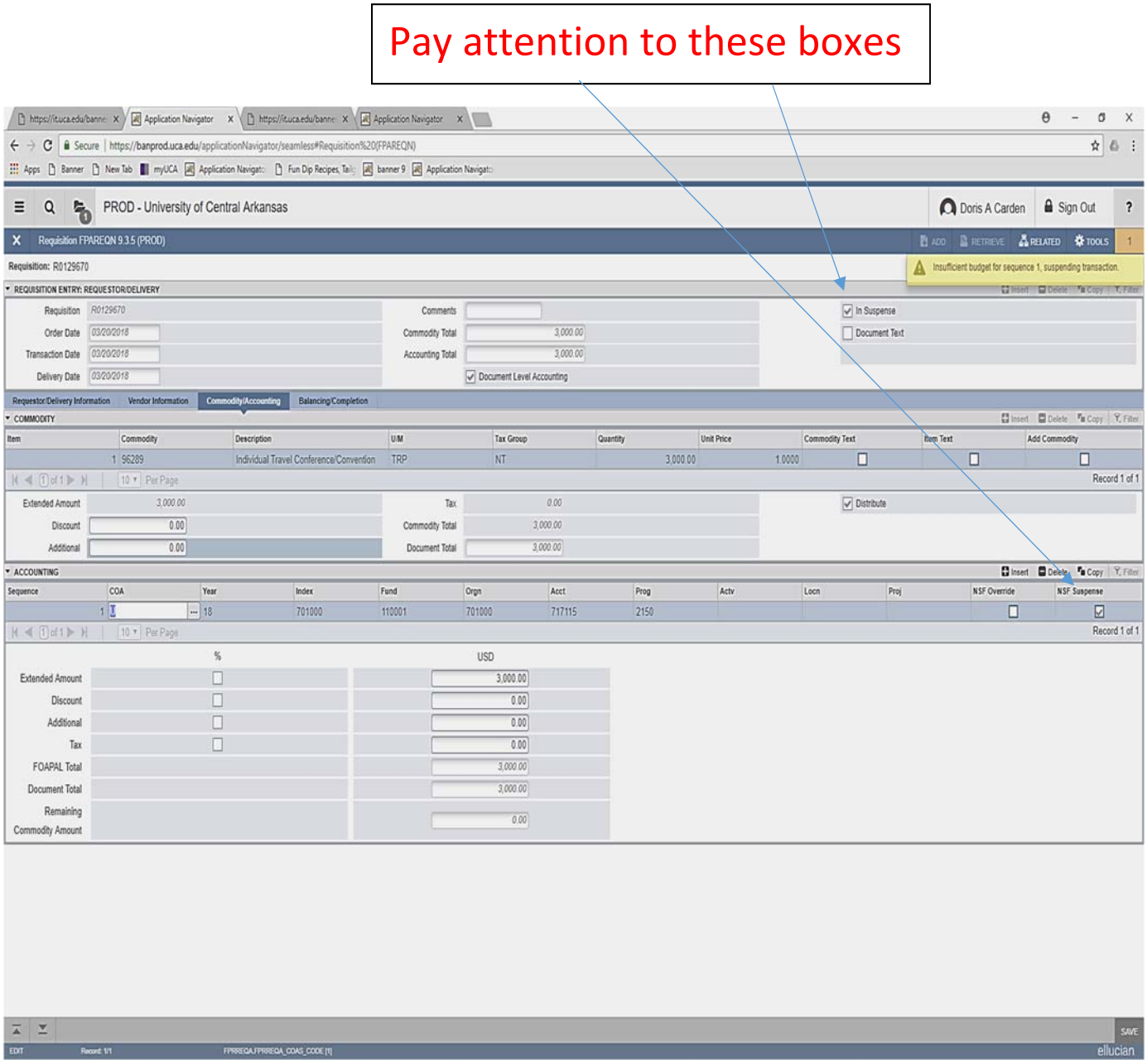


- Stop where you are and process a budget transfer.
- After the transfer has been completed, click **Previous** section to Commodity/Accounting, **Next** section to Balance/Completion. The **In Suspense** should have unchecked. Complete.

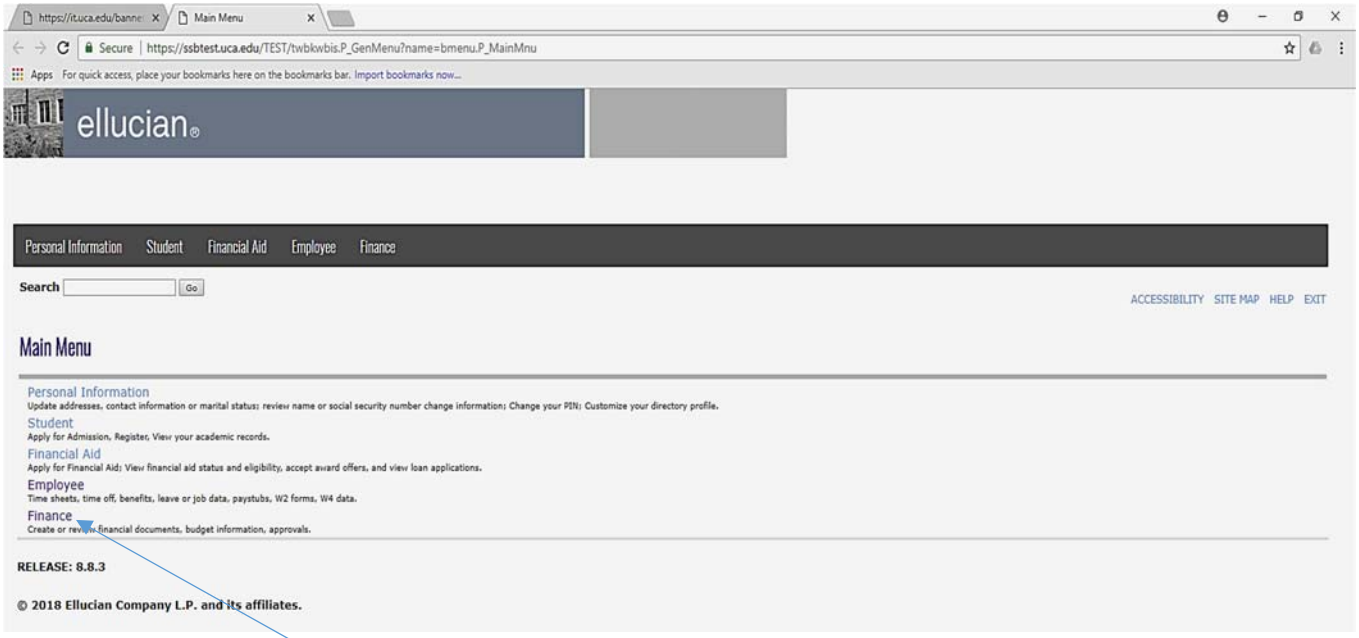


Disapproving a Requisition

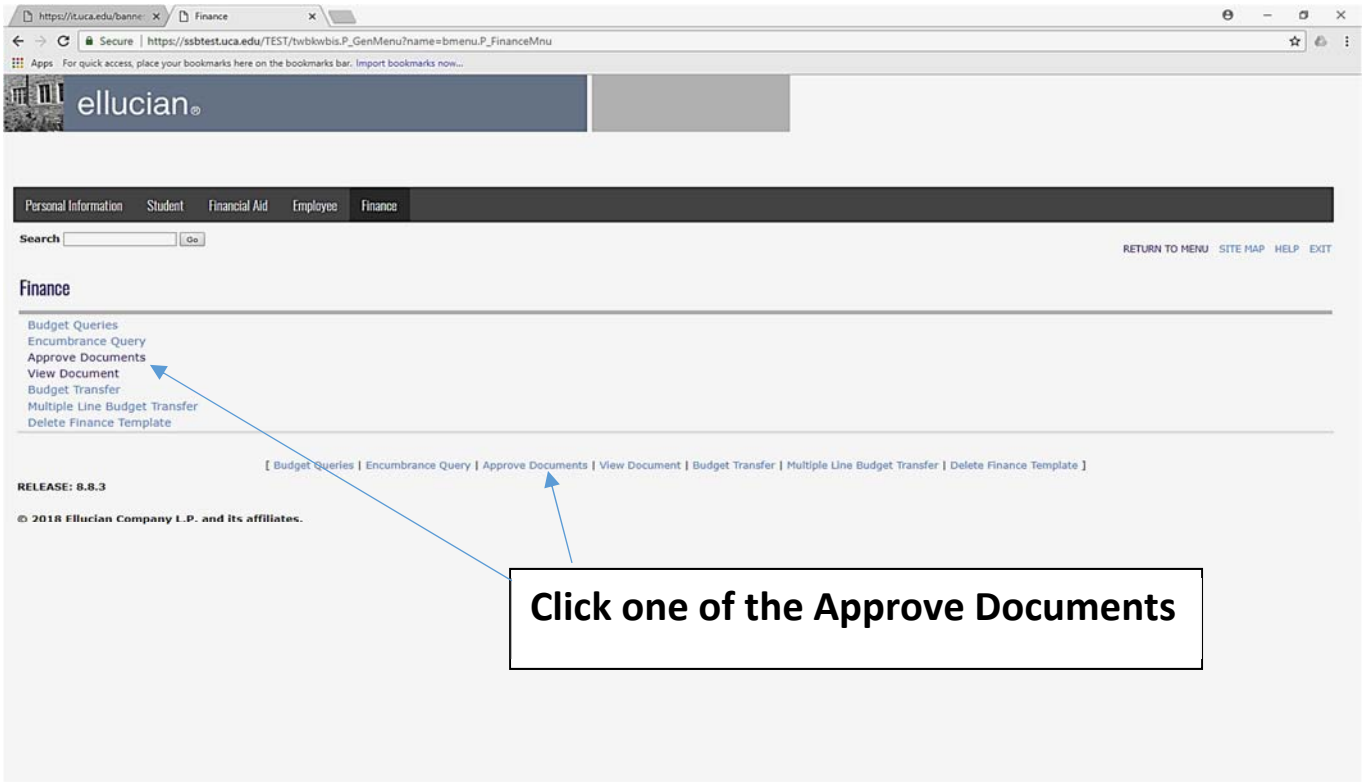
If you didn't see the checked boxes showing the **In Suspense** **or** **NSF Override** and you completed the requisition, go to **Self-Service** and disapprove the requisition.



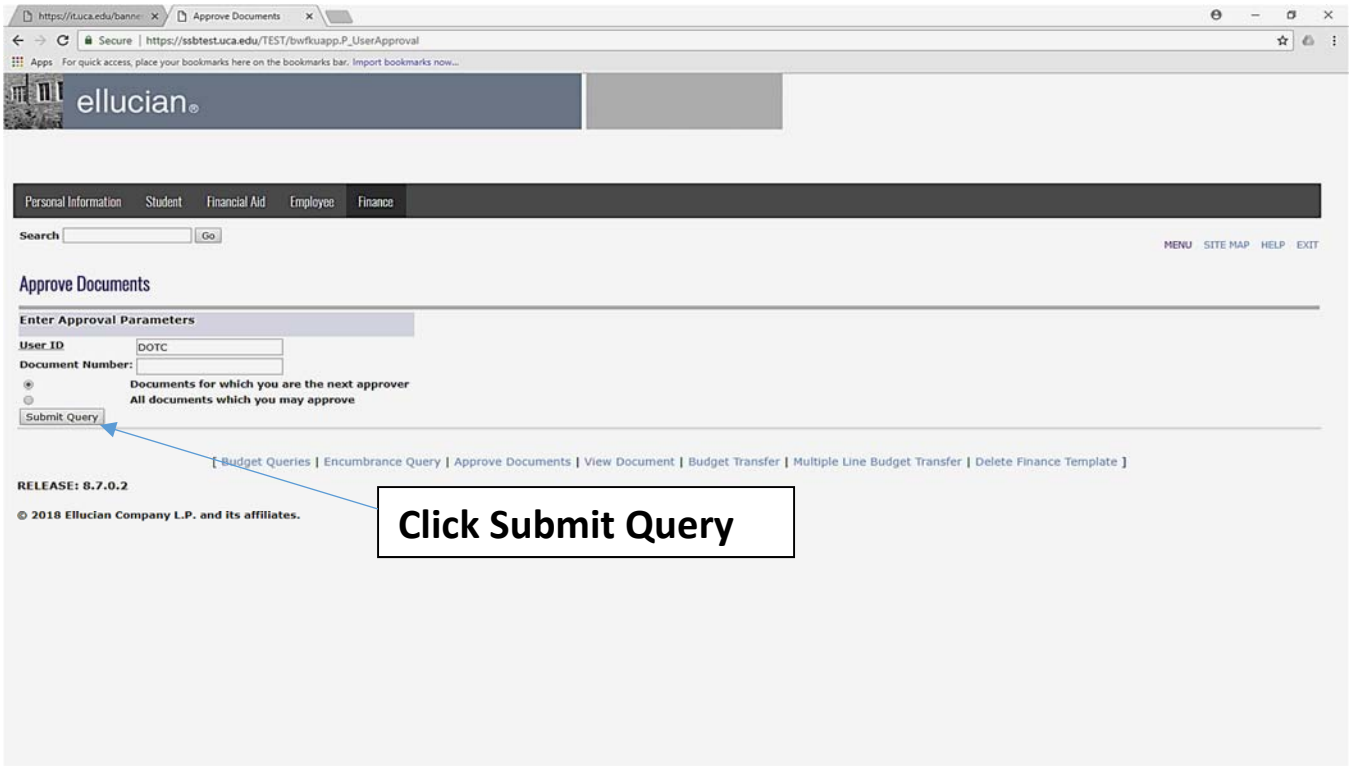
Self Service



Click on the Finance Tab



Click one of the Approve Documents


Approve Documents
Personal Information
Student
Financial Aid
Employee
Finance
Search
Go
MENU
SITE MAP
HELP
EXIT
Approve Documents
Enter Approval Parameters
User ID
DOTC
Document Number:
Documents for which you are the next approver
All documents which you may approve
Submit Query
[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]
RELEASE: 8.7.0.2
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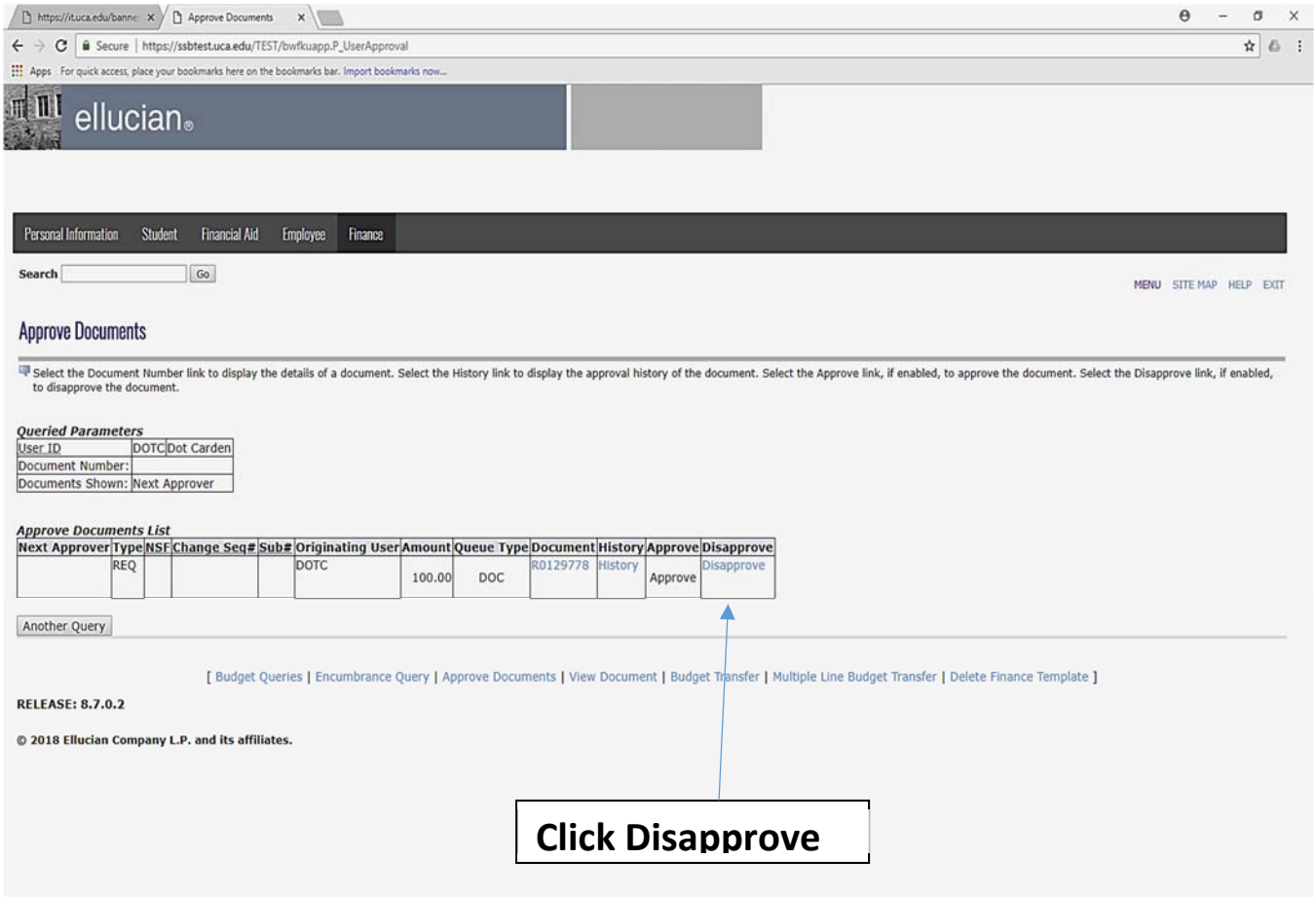
Click Submit Query


Approve Documents
Personal Information
Student
Financial Aid
Employee
Finance
Search
Go
MENU
SITE MAP
HELP
EXIT
Approve Documents
Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.
Queried Parameters
User ID
DOTC
Dot Carden
Document Number:
Documents Shown:
Next Approver
Approve Documents List
Next Approver
Type
NSF
Change Seq#
Sub#
Originating User
Amount
Queue Type
Document
History
Approve
Disapprove
REQ
DOTC
100.00
DOC
R0129778
History
Approve
Disapprove
Another Query
[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]
RELEASE: 8.7.0.2
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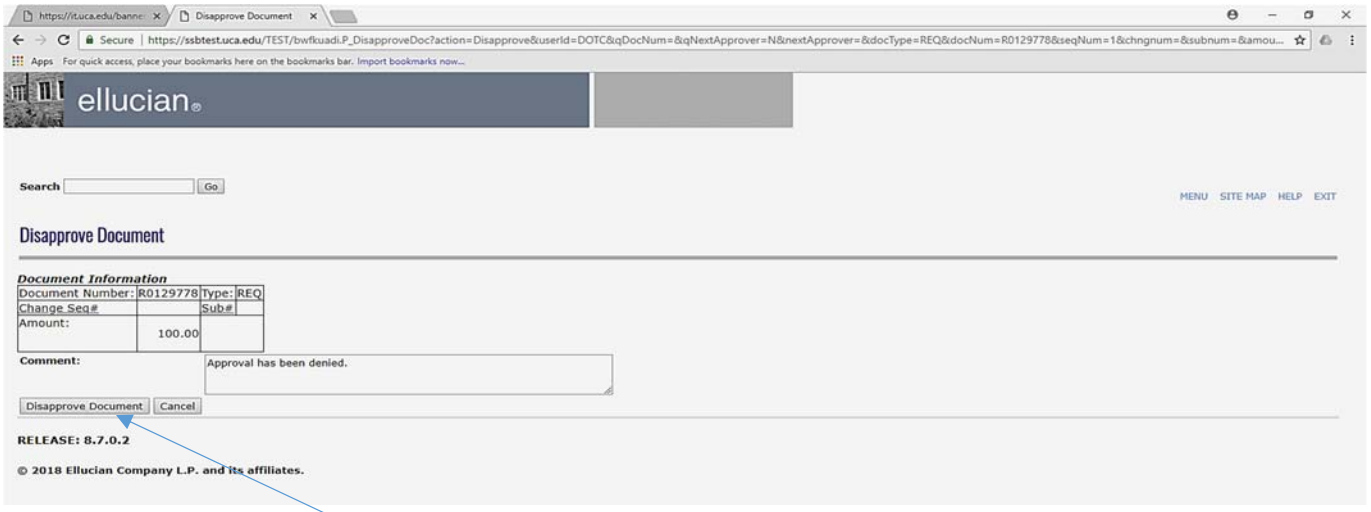
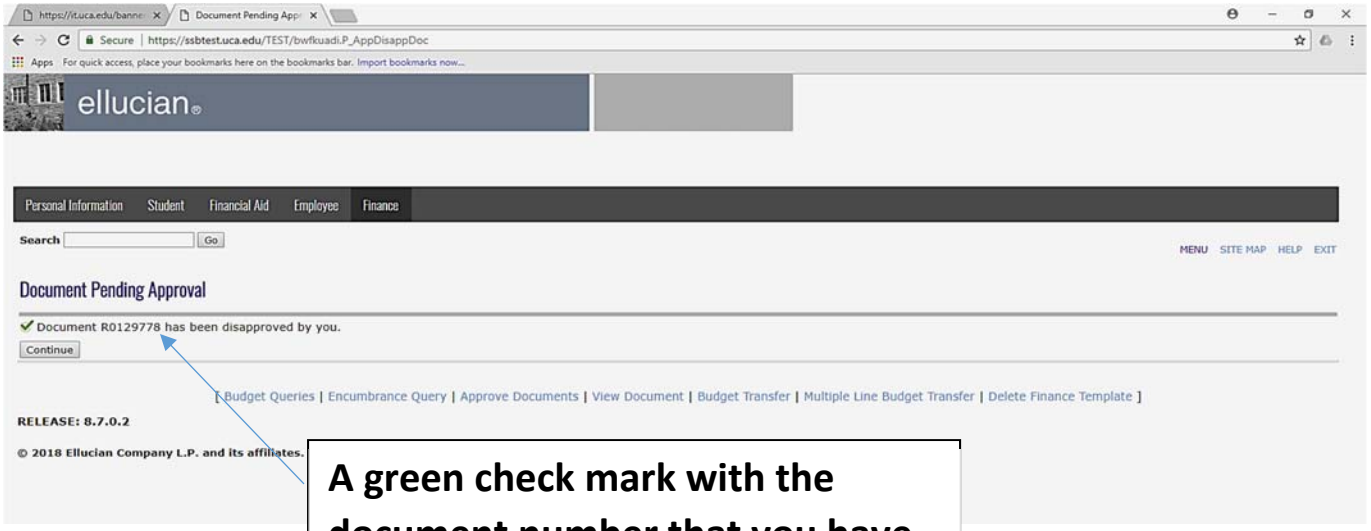
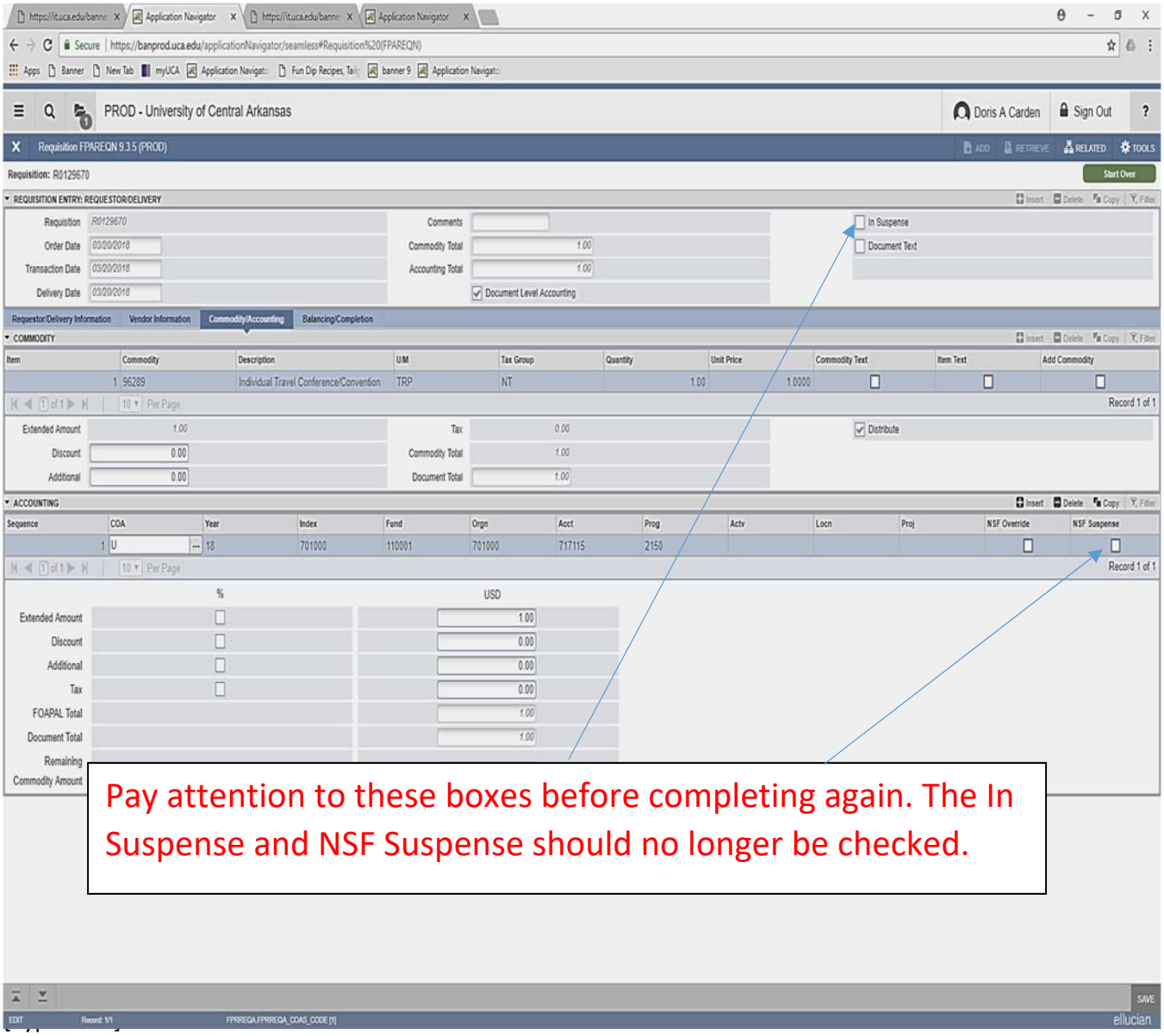
Click Disapprove



Click Disapprove Document



A green check mark with the document number that you have disapproved will appear here.

- 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 section 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.