

Banner Finance Budget Training



*2019-2020
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

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

Dot Carden
Assistant Budget Director
Wingo 307
dotc@uca.edu
852-2447
Fax 450-5168

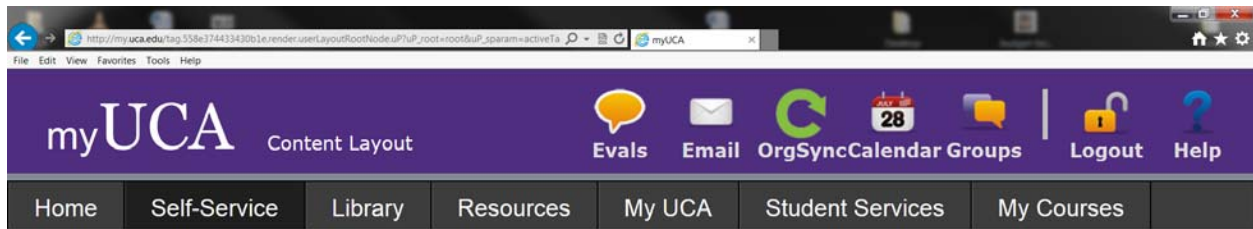
Susie Smith
Budget Coordinator
Wingo 308
esmith@uca.edu
852-0216
Fax 450-5168

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>Banner 9 Admin Pages</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

myUCA Content Layout

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

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

myUCA Content Layout

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

Personal Information Student Employee Finance

Search Go

MENU SITE MAP HELP

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

Create a New Query

Type

Retrieve Existing Query

Saved Query

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

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

RELEASE: 8.3

myUCA Content Layout

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

Personal Information Student Employee Finance

Search Go

MENU SITE MAP HELP

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

Create a New Query

Type

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

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**

myUCA Content Layout

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

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

Create Query

Retrieve Existing Query

Saved Query

Retrieve Query

Click the "Create Query" button

[[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.

myUCA

Content Layout

Evals

Email

OrgSyncCalendar Groups

28

Logout

Help

Home

Self-Service

Library

Resources

My UCA

Student Services

My Courses

My Work

My Tab

Personal Information

Student

Employee

Finance

Search

Go

MENU

SITE MAP

HELP

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

☒ Adopted Budget	☒ Year to Date
☒ Budget Adjustment	☒ Encumbrances
☒ Adjusted Budget	☒ Reservations
☐ Temporary Budget	☒ Commitments
☐ Accounted Budget	☒ Available Balance

Save Query as:

☐ Shared

Continue

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

myUCA

Content Layout

Evals

Email

OrgSyncCalendar Groups

28

Logout

Help

Home

Self-Service

Library

Resources

My UCA

Student Services

My Courses

My Work

My Tab

Personal Information

Student

Employee

Finance

Search

Go

MENU SITE MAP HELP

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

☒ Adopted Budget	☒ Year to Date
☒ Budget Adjustment	☒ Encumbrances
☒ Adjusted Budget	☒ Reservations
☐ Temporary Budget	☒ Commitments
☐ Accounted Budget	☒ 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

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:

Fund:

Organization:

Grant:

Account:

Program:

☒ **Include Revenue Accounts**

Save Query as:

Fiscal Year and Fiscal Period
FY XX – July 1, 20XX - June 30, 20XX
Fiscal Periods:
01-July 07-January
02-August 08-February
03-September 09-March
04-October 10-April
05-November 11-May
06-December 12-June
Specifying period 14 will give you all activity from July 1 through June 30.

https://uca.edu/ucarc/finance/Budget_Queries

ifacarsu

Budget Queries

University of Central Arkansas

Personal Information

Student

Financial Aid

Employee

Finance

SearchGo

MENUSITE MAPHELPEXIT

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:

Comparison Fiscal year:

None

Commitment Type:

All

Chart of Accounts

U

Fund

110001

Organization

701000

Grant

Account

Program

2150

☒ Include Revenue Accounts

Save Query as:

☐ Shared

Fiscal period:

14

Comparison Fiscal period:

None

Index

Activity

Location

Fund Type

Account Type

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.

11

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			
Submit Query			

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

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

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

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

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

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:
Comparison Fiscal year:

Fiscal period: 14
Comparison Fiscal period:

Commitment Type: All

Chart of Accounts: U Index
 Activity
 Location
 Fund Type
 Account Type

☒ Include Revenue Accounts

Save Query as:

☐ Shared

Click the "Index" button to search for an Index

myUCA Content Layout

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

Personal Information Student Financial Aid Employee Finance

Search Go MENU SITE MAP HELP

Code Lookup

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

Chart of Accounts

Index Criteria

Title Criteria

Maximum rows to return

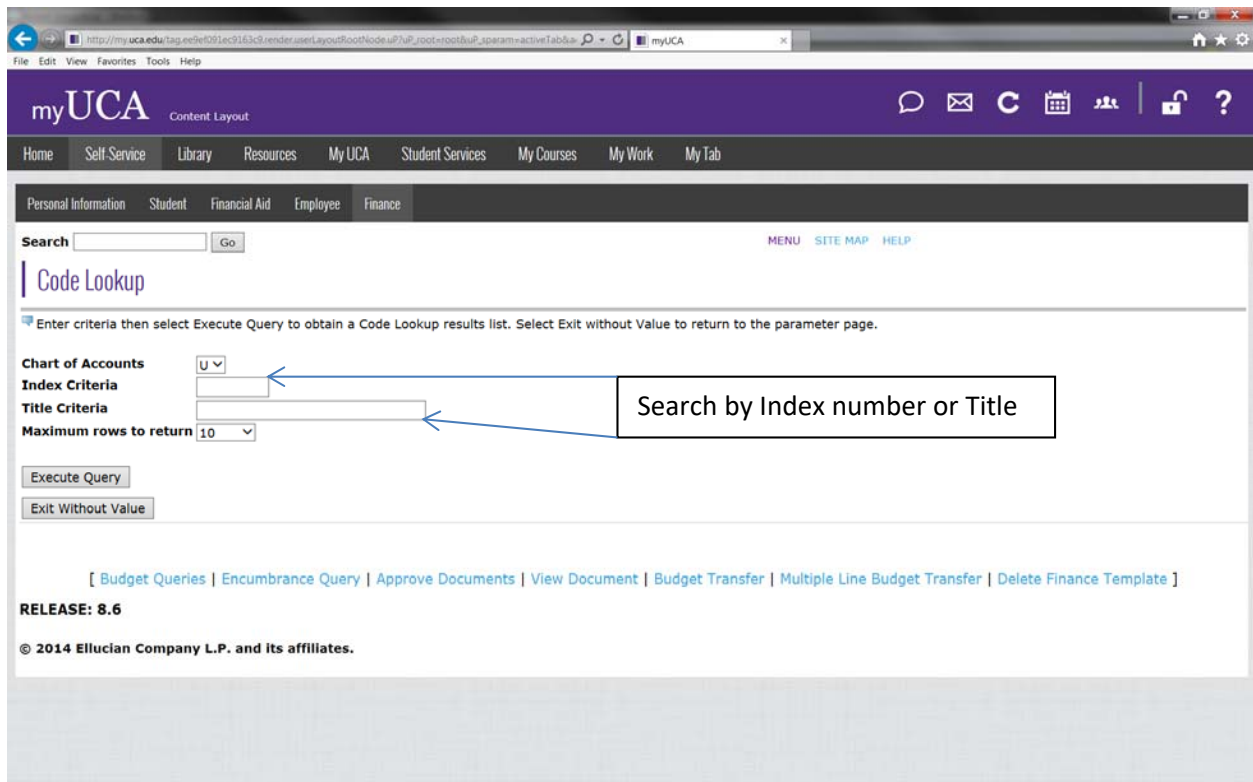
Execute Query

Exit Without Value

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

RELEASE: 8.6

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



The screenshot shows the myUCA web application interface. At the top is a navigation bar with the myUCA logo and a 'Content Layout' link. Below this is a secondary navigation bar with links to Home, Self-Service, Library, Resources, My UCA, Student Services, My Courses, My Work, and My Tab. A third navigation bar contains links to Personal Information, Student, Financial Aid, Employee, and Finance. The main content area is titled 'Code Lookup' and includes a search bar with a 'Go' button. Below the search bar is a text prompt: 'Enter criteria then select Execute Query to obtain a Code Lookup results list. Select Exit without Value to return to the parameter page.' The form contains several fields: 'Chart of Accounts' with a dropdown menu showing 'U', 'Index Criteria' with a text input field, 'Title Criteria' with a text input field, and 'Maximum rows to return' with a dropdown menu showing '10'. There are two buttons: 'Execute Query' and 'Exit Without Value'. A callout box with the text 'Search by Index number or Title' has two blue arrows pointing to the 'Index Criteria' and 'Title Criteria' input fields. At the bottom of the page, there is a link list: '[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]', the text 'RELEASE: 8.6', and the copyright notice '© 2014 Ellucian Company L.P. and its affiliates.'

myUCA Content Layout

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

Personal Information Student Employee Finance

Search Go

MENU SITE MAP HELP

Code Lookup

¹⁰ 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

Execute Query

Exit Without Value

10
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

myUCA Content Layout

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

Personal Information Student Employee Finance

Search Go

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 Bu%

Maximum rows to return 10 25 50 75 100 1000 10000

Execute Query

Exit Without Value

MENU SITE MAP HELP

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

myUCA Content Layout

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

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 My UCA 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 My UCA 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	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)

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

View Pending Documents
 ✓ No pending documents exist

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

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

myUCA Content Layout

Home Self-Service Library Resources My UCA 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 My UCA 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: 00033616 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
00033616		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

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

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)

View Pending Documents

Pending documents exist

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

myUCA Content Layout

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

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

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

Results from clicking on Pending Documents

Banner 9 Admin Pages

Budget Screens in Banner 9 Admin Pages

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.

Banner 9 Admin Pages

FGIBAVL- Budget Availability Status

https://tuca.edu/banne... Application Navigator X https://tuca.edu/banne... Application Navigator X

Secure | https://banprod.uca.edu/applicationNavigator/seamless#Budget%20Availability%20Status%20(FGIBAVL)

Apps Banner New Tab myUCA Application Navigat... Fun Dip Recipes, Tail banner 9 Application Navigat...

PROD - University of Central Arkansas Doris A Carden Sign Out ?

Budget Availability Status FGIBAVL 9.0 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: U Fiscal Year: 18 Index: 701000 Commit Type: Both Fund: 110001 Unrestricted Edu and General Organization: 701000 Budget Office Account: 710100 Maintenance and Operational Pool Program: 2150 Institutional Support Keys --> Start Over

Control Fund: 110001 Control Organization: 701000 Control Account: 710100 Control Program: 2150 Pending Documents: ☒

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
710100	Maintenance and Operational Pool		5,724.00	2,177.56	897.72	2,648.72 ☐
716000	Telephone Pool		1,108.00	543.18	0.00	564.82 ☐
717000	Travel Pool		2,500.00	356.29	1.00	2,142.71 ☒
	Total		9,332.00	3,077.03	898.72	5,366.25

10 * Per Page Record 1 of 3

SAVE

EDIT Record: 13 FTWACFTWACCT_ACCOUNT_CODE [1]

ellucian

The check mark shows
Pending Documents exist

https://tucca.edu/banne... Application Navigator X https://tucca.edu/banne... Application Navigator X

Secure | https://banprod.uca.edu/applicationNavigator/seamless#Transaction%20in%20Process%20Status%20(FGITINP)

Apps Banner New Tab myUCA Application Navigat... Fun Dip Recipes, Tail banner 9 Application Navigat...

PROD - University of Central Arkansas Doris A Carden Sign Out ?

Budget Availability Status FGIBAVL 9.0 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: U Fiscal Year: 18 Index: 701000 Commit Type: Both Fund: 110001 Unrestricted Edu and General Organization: 701000 Budget Office Account: 710100 Maintenance and Operational Pool Program: 2150 Institutional Support Keys --> Start Over

Control Fund: 110001 Control Organization: 701000 Control Account: 710100 Control Program: 2150 Pending Documents: ☒

BUDGET AVAILABILITY STATUS Insert Delete Copy Filter

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
710100	Maintenance and Operational Pool		5,724.00	2,177.56	897.72	2,648.72 ☐
716000	Telephone Pool		1,108.00	543.18	0.00	564.82 ☐
717000	Travel Pool		2,500.00	366.29	1.00	2,142.71 ☒
	Total		9,332.00	3,077.03	898.72	5,366.25

10 Per Page Record 3 of 3

Click on Related,
Pending Documents

View Pending Documents results

https://uca.edu/banne... Application Navigator... https://uca.edu/banne... Application Navigator... Application Navigator...

Secure | https://banprod.uca.edu/applicationNavigator/seamless#Transaction%20In%20Process%20Status%20(FGITINP)

Apps Banner New Tab myUCA Application Navigat... Fun Dip Recipes, Tai... banner 9 Application Navigat...

PROD - University of Central Arkansas Doris A Carden Sign Out ?

Transaction In Process Status FGITINP 9.2.2 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: U Fiscal Year: 18 Index: 701000 Commit Type: Both Fund: 110001 Unrestricted Edu and General Organization: 701000 Budget Office Account: 717000 Program: 2150 Institutional Support Budget Control Keys Fund: 110001 Organization: 701000 Start Over

Account: 717000 Program: 2150

TRANSACTIONS IN PROCESS STATUS Insert Delete Copy Filter

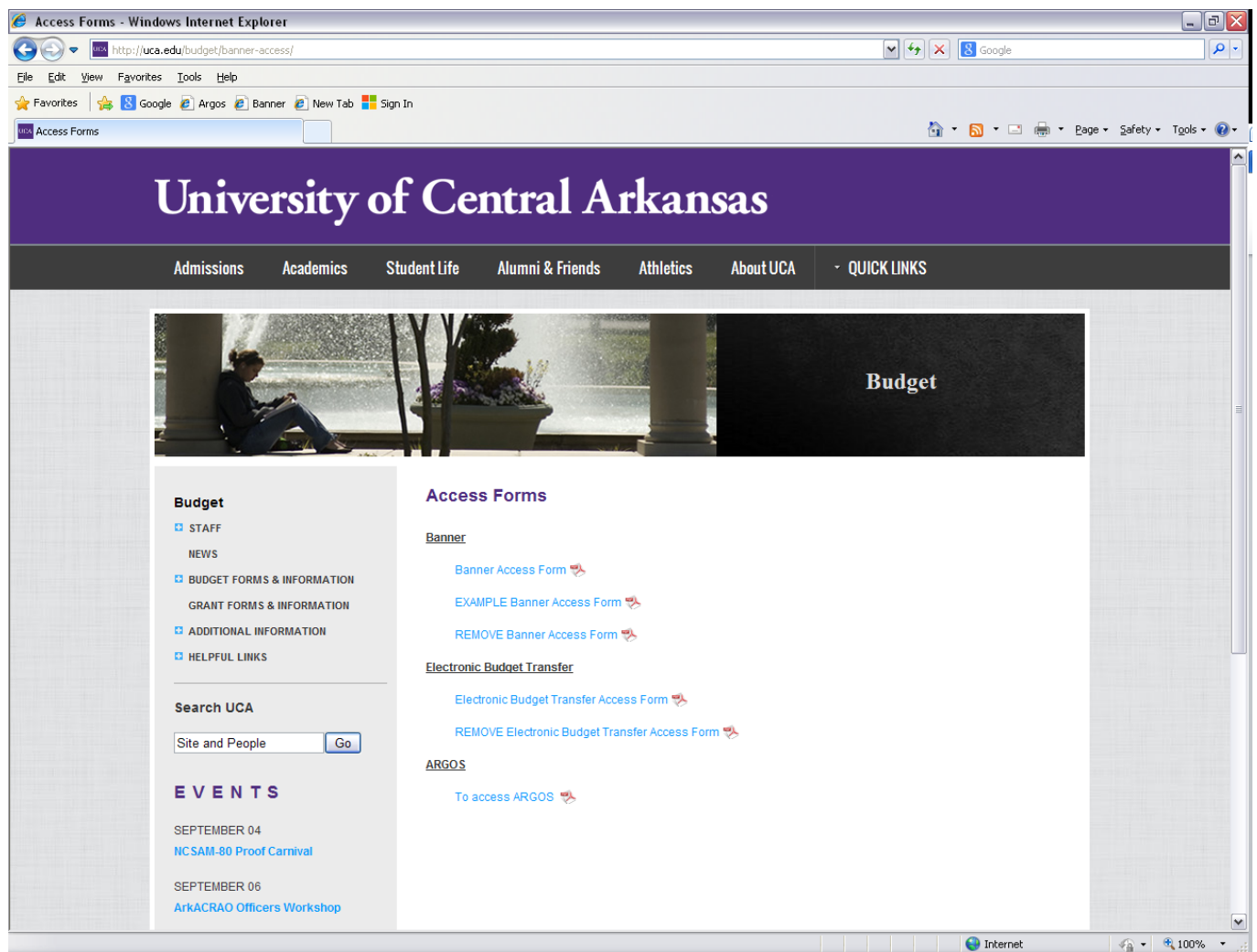
Document	Adjusted Budget	YTD Activity	Commitments	Status	Fund	Organization	Account	Program	Description	Item	Sequence
R0129670	0.00	0.00	1.00	Incomplete	110001	701000	717115	2150	Carden, Doris	0	1
Total	0.00	0.00	1.00								
		Available Balance In Process	-1.00								

10 of 1 Per Page Record 1 of 1

QUERY Record: 1/1 FGIBAND.FGIBAND_OOC_NUM[1] CANCEL SELECT ellucian

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

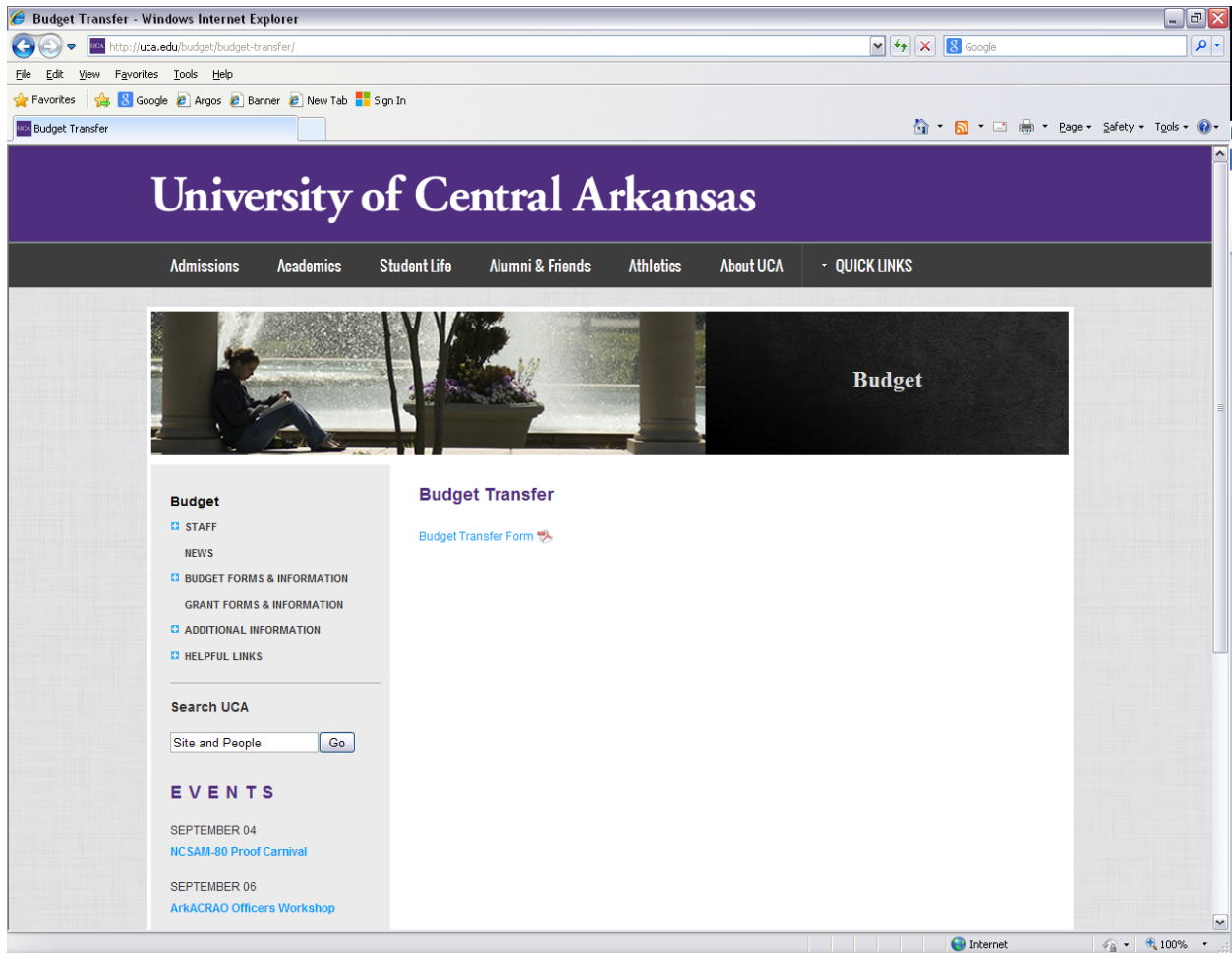
Effective Date to Remove Banner Access: _____

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 ☐ Temporary ☐	Approvals: Dean/Director _____ Vice President/Provost _____ Budget Director _____	Budget Use Only: Initial: _____ Date: _____ # _____
---	--	--

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

Justification/Reason: (Additional comments if needed):

Electronic Budget Transfer Information

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

The electronic budget transfer will only allow transfers between Maintenance and Operation (M&O), 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:

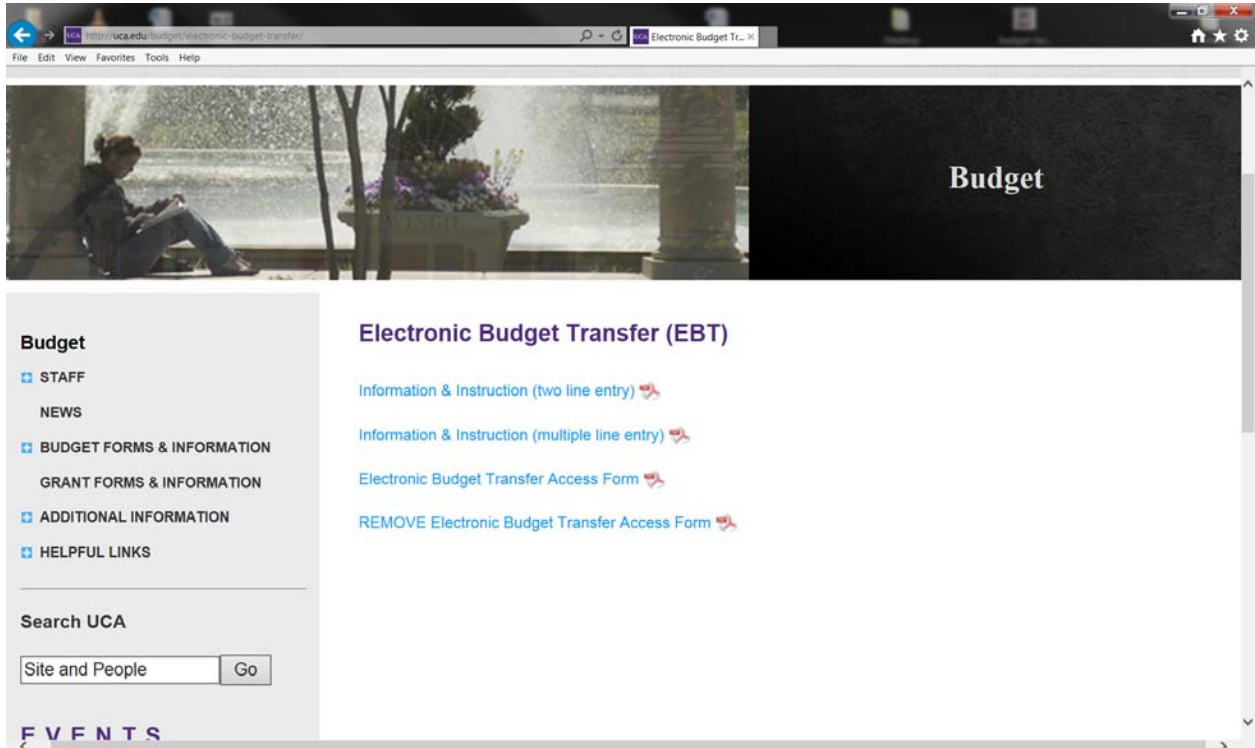
Budget transfer (max of two lines)

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	
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

The screenshot shows the myUCA Self Service Finance page. The browser address bar displays a URL starting with 'http://myuca.edu'. The page header includes the myUCA logo, 'Content Layout', and navigation links for Evals, Email, OrgSync, Calendar, Groups, Logout, and Help. Below the header is a menu bar with links for Home, Self-Service, Library, Resources, My UCA, Student Services, My Courses, My Work, and My Tab. The main content area has tabs for Personal Information, Student, Employee, and Finance. A search bar is located below the tabs. The Finance section lists several 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 text contains the instruction: 'Click on Budget Transfer (max of two lines) or Multiple Line Budget Transfer (max of five lines)'. Two blue arrows point from this box to the 'Budget Transfer' and 'Multiple Line Budget Transfer' links. At the bottom of the page, there is a breadcrumb trail: [Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template].

myUCA Content Layout

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

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

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

RELEASE: 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 - Windows Internet Explorer

https://ssprod.uca.edu/pls/SSBPRODAD/bwftrn.P_BudgetTransfer

File Edit View Favorites Tools Help

Budget Transfer

Personal Information Student Employee Finance

Search Go MENU SITE MAP HELP EXIT

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 Retrieve

Transaction Date

Journal Type

Transfer Amount

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

Complete

Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

- 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.

The screenshot shows the 'Budget Transfer' web application running in a Windows Internet Explorer browser. The address bar shows the URL: https://ssprod.uca.edu/pls/SSBPRODAD/bwf/tran.P_BudgetTransfer. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The application's navigation bar has tabs for Personal Information, Student, Employee, and Finance, with 'Finance' being the active tab. A search bar is located at the top left, and links for MENU, SITE MAP, HELP, and EXIT are at the top right.

The main content area is titled 'Budget Transfer'. Below the title, there is instructional text: '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.'

The 'Use template' section includes a dropdown menu set to 'None' and a 'Retrieve' button.

The 'Transaction Date' is set to 21 AUG 2013. The 'Journal Type' is 'BDDP (Departmental Budget Entry)'. The 'Transfer Amount' is 1000.00, and the 'Document Amount' is 2,000.00.

The 'From' and 'To' sections show a table of accounting elements:

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

The 'Description' is 'Trsf Indiv Travel Conference' and the 'Budget Period' is '01'.

The 'Save as Template' section has a text input field, a 'Shared' checkbox, and a 'Complete' button.

The 'Code Lookup' section includes a 'Chart of Accounts Code' dropdown set to 'U', a 'Type' dropdown set to 'account', and input fields for 'Code Criteria', 'Title Criteria', and 'Maximum rows to return' (set to 10).

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

Budget Transfer - Windows Internet Explorer

https://www.uca.edu/.../BudgetTransfer.asp

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites Free Hotmail Web Site Gates

Budget Transfer

Search Go MENU SITE MAP HELP EXIT

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

Journal Type

Transfer Amount

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

Code Lookup

Chart of Accounts Code

Type

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.

The screenshot shows the myUCA web interface for the Multiple Line Budget Transfer form. The browser address bar shows a URL from myUCA.edu. The page has a purple header with the myUCA logo and navigation links: Home, Self-Service, Library, Resources, My UCA, Student Services, My Courses, My Work, and My Tab. Below the header, there's a 'Use template' dropdown set to 'None' and a 'Retrieve' button. The form fields include: Transaction Date (28, AUG, 2014), Journal Type (BDDP (Departmental Budget Entry)), and Document Amount (800). A table with 5 rows for budget lines is shown, with columns for #, Chart, Index, Fund, Organization, Account, Program, Activity, Location, Amount, and D/C. The first row is pre-filled with Chart 'U', Index '701000', and Amount '800'. The other four rows have Amounts of '200'. Below the table, there's a 'Description' field with 'Adjust Budget' and a 'Budget Period' dropdown set to '01'. At the bottom, there's a 'Save as Template' section with a 'Shared' checkbox and a 'Complete' button. A 'Code Lookup' section is also present, with fields for Chart of Accounts Code (U), Type (account), Code Criteria, Title Criteria, and Maximum rows to return (10), followed by an 'Execute Query' button.

#	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	+

- 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 My UCA 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

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
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

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

<u>Account Codes</u>	<u>Description</u>
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

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

<u>Account Codes</u>	<u>Description</u>
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

NSF Requisition

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

https://it.uca.edu/banner X Application Navigator X https://it.uca.edu/banner X Application Navigator X

Secure https://banprod.uca.edu/applicationNavigator/seamless#Budget%20Availability%20Status%20(FGIBAVL)

Apps Banner New Tab myUCA Application Navigat... Fun Dip Recipes, Tai... banner 9 Application Navigat...

PROD - University of Central Arkansas Doris A Carden Sign Out ?

X Budget Availability Status FGIBAVL 9.0 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: U Fiscal Year: 18 Index: 701000 Commit Type: Both Fund: 110001 Unrestricted Edu and General Organization: 701000 Budget Office Account: 710100 Maintenance and Operational Pool Program: 2150 Institutional Support Keys --> Start Over

Control Fund: 110001 Control Organization: 701000 Control Account: 710100 Control Program: 2150 Pending Documents:

BUDGET AVAILABILITY STATUS Insert Delete Copy Filter

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
710100	Maintenance and Operational Pool	5,724.00	2,177.56	897.72	2,646.72	☐
716000	Telephone Pool	1,108.00	543.18	0.00	564.82	☐
717000	Travel Pool	2,500.00	366.29	0.00	2,143.71	☐
Total		9,332.00	3,077.03	897.72	5,357.25	

Record 1 of 3

EDIT Record: 13 FTWACCTFWACCT_ACCT_CODE [1] SAVE ellucian

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.

The screenshot displays the 'Requisition FPAREQN 9.3.5 (PROD)' interface. A yellow warning banner at the top right states: 'Insufficient budget for sequence 1, suspending transaction.' Below this, the 'REQUISITION ENTRY: REQUESTOR/DELIVERY' section shows fields for Requisition (R0129670), Order Date (03/20/2018), Transaction Date (03/20/2018), and Delivery Date (03/20/2018). The 'COMMODITY' section lists item 1, 96289, 'Individual Travel Conference/Convention' with a quantity of 1,000 and a unit price of 3,000.00. The 'ACCOUNTING' section shows sequence 1 with COA 18, Index 701000, Fund 110001, and Acct 717115. A summary table at the bottom shows amounts for Extended Amount, Discount, Additional, Tax, FOAPAL Total, Document Total, Remaining, and Commodity Amount, all in USD. A red text box with a black border is overlaid on the bottom right, containing the text: 'Pay close attention to these boxes before you hit the complete button.' Blue arrows point from this text box to the 'In Suspense' checkbox, the 'NSF Override' checkbox, and the 'NSF Suspense' checkbox in the accounting table.

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1	18		701000	110001	701000	717115	2150				☐	☒

	%	USD
Extended Amount	☐	3,000.00
Discount	☐	0.00
Additional	☐	0.00
Tax	☐	0.00
FOAPAL Total		3,000.00
Document Total		3,000.00
Remaining		0.00
Commodity Amount		

- 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.

The screenshot shows the Banner system interface for a Requisition Entry. The top navigation bar includes the University of Central Arkansas logo and user information for Doris A. Carden. The main screen is titled 'Requisition Entry: REQUESTOR/DELIVERY' and contains several sections:

- Requisition Entry: REQUESTOR/DELIVERY**: This section includes fields for Requisition (R0129670), Order Date (03/20/2018), Transaction Date (03/20/2018), and Delivery Date (03/20/2018). It also has a 'Comments' field and a 'Document Level Accounting' checkbox which is checked.
- BALANCING/COMPLETION**: This section includes fields for Vendor (B00201568), Vendor Hold, COA (U), Requestor (Dor Carden), and Organization (701000). It also has fields for Currency, Exchange Rate, Commodity Record (1), Count, Input Amount (1.00), and Converted Amount.
- AMOUNTS**: This section is a table with columns for Input, Commodity, Accounting, and Status. It contains rows for Approved Amount, Discount Amount, Additional Amount, and Tax Amount, all with values of 1.00 or 0.00. The Status column shows 'BALANCED' for all rows.

A red callout box with the text 'Make sure this is unchecked before you click complete.' points to the 'In Suspense' checkbox, which is currently checked.

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.

Pay attention to these boxes

Requisition: R0129670

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

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1	56289	Individual Travel Conference/Convention	TRP	NT		3,000.00	1,000		

Extended Amount 3,000.00 Tax 0.00

Discount 0.00 Commodity Total 3,000.00

Additional 0.00 Document Total 3,000.00

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1		18	701000	110001	701000	717115	2150					

Extended Amount 3,000.00

Discount 0.00

Additional 0.00

Tax 0.00

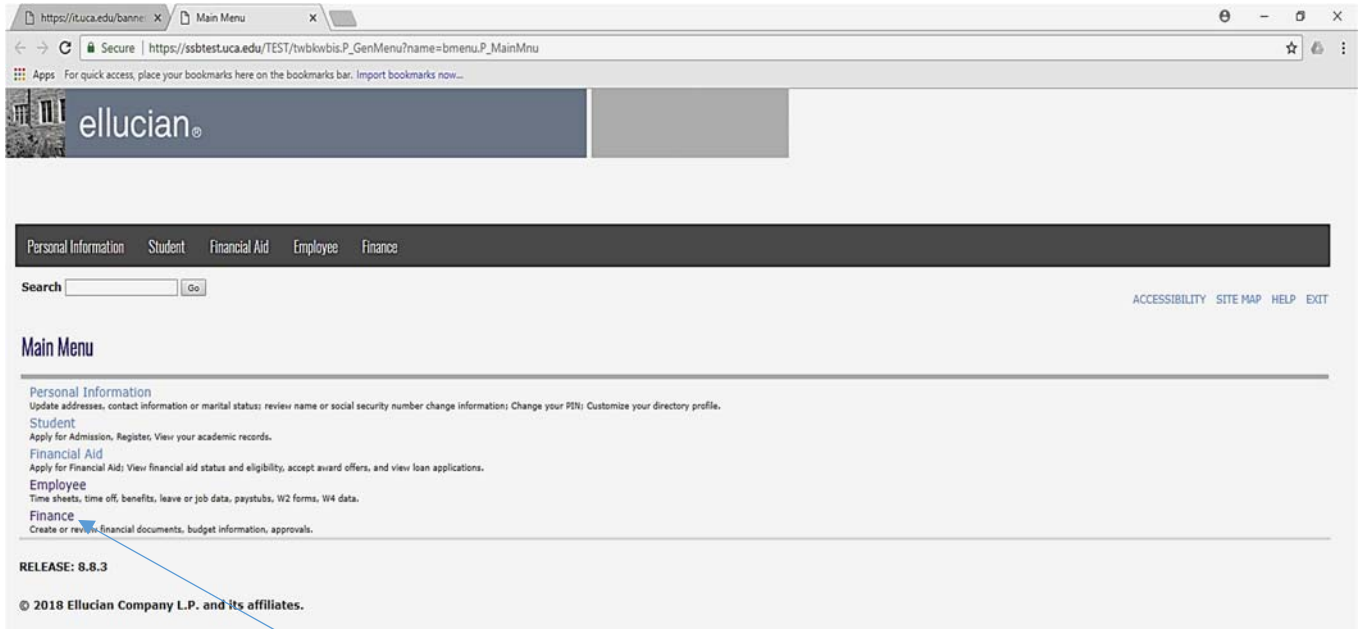
FOAPAL Total 3,000.00

Document Total 3,000.00

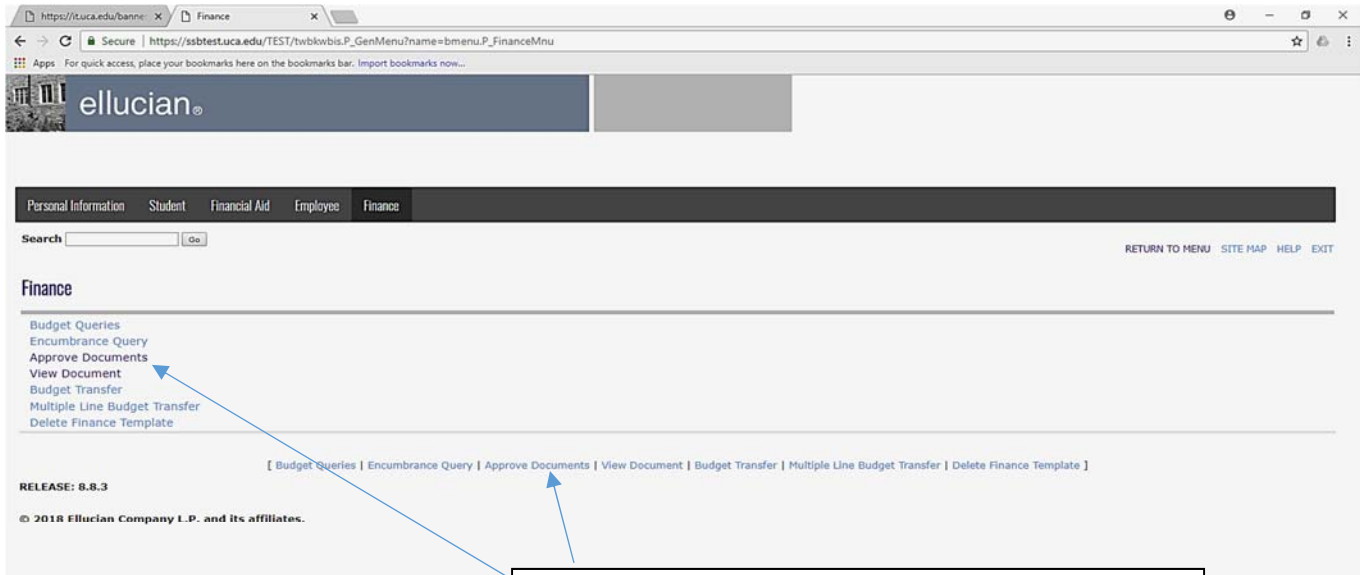
Remaining 0.00

Commodity Amount

Self Service



Click on the Finance Tab



Click one of the Approve Documents

https://tuca.edu/banne... x Approve Documents x

Secure | https://ssbtest.tuca.edu/TEST/bwfkuaapp.P_UserApproval

Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

ellucian®

Personal Information Student Financial Aid Employee Finance

Search Go

MENU SITE MAP HELP EXIT

Approve Documents

Enter Approval Parameters

User ID:

Document Number:

☒ Documents for which you are the next approver
☐ All documents which you may approve

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

RELEASE: 8.7.0.2

© 2018 Ellucian Company L.P. and its affiliates.

Click Submit Query

https://tuca.edu/banne... x Approve Documents x

Secure | https://ssbtest.tuca.edu/TEST/bwfkuaapp.P_UserApproval

Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

ellucian®

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

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

RELEASE: 8.7.0.2

© 2018 Ellucian Company L.P. and its affiliates.

Click Disapprove

https://luca.edu/banne... Disapprove Document

Secure https://ssbtest.luca.edu/TEST/bwfkuaadi.P_DisapproveDoc?action=Disapprove&userid=DOTC&qDocNum=&qNextApprover=N&nextApprover=&docType=REQ&docNum=R0129778&seqNum=1&chngnum=&subnum=&amou...

ellucian®

Search Go

MENU SITE MAP HELP EXIT

Disapprove Document

Document Information

Document Number:	R0129778	Type:	REQ
Change Seq#		Sub#	
Amount:	100.00		

Comment: Approval has been denied.

Disapprove Document Cancel

RELEASE: 8.7.0.2

© 2018 Ellucian Company L.P. and its affiliates.

Click Disapprove Document

https://luca.edu/banne... Document Pending Approval

Secure https://ssbtest.luca.edu/TEST/bwfkuaadi.P_AppDisappDoc

ellucian®

Personal Information Student Financial Aid Employee Finance

Search Go

MENU SITE MAP HELP EXIT

Document Pending Approval

✓ Document R0129778 has been disapproved by you.

Continue

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

RELEASE: 8.7.0.2

© 2018 Ellucian Company L.P. and its affiliates.

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.

Requisition: R0129670

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

COMMODITY

Item	Commodity	Description	UIM	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1	56289	Individual Travel Conference/Convention	TRP	NT	1.00	1.0000			

Extended Amount 1.00 Tax 0.00
Discount 0.00 Commodity Total 1.00
Additional 0.00 Document Total 1.00

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1	U	18	701000	110001	701000	717115	2150				☐	☐

Extended Amount 1.00
Discount 0.00
Additional 0.00
Tax 0.00
FOAPAL Total 1.00
Document Total 1.00
Remaining Commodity Amount

Pay attention to these boxes before completing again. The In Suspense and NSF Suspense should no longer be checked.