



BUDGET

University of Central Arkansas

Banner Finance

Budget Training

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.

*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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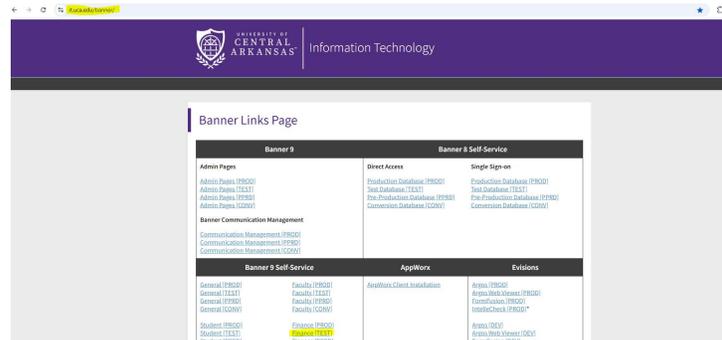
Banner 9
Self - Service
Finance

My Finance Query

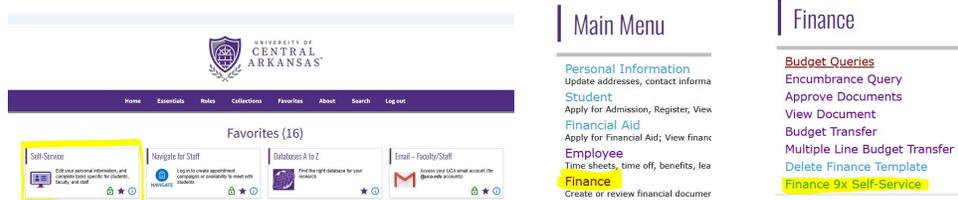
To access Self Service 9, there are multiple ways to get there.

TEST

To access Self-Service TEST, you will need to go to it.uca.edu/banner and click on Finance (TEST) as highlighted in the picture.



PRODUCTION

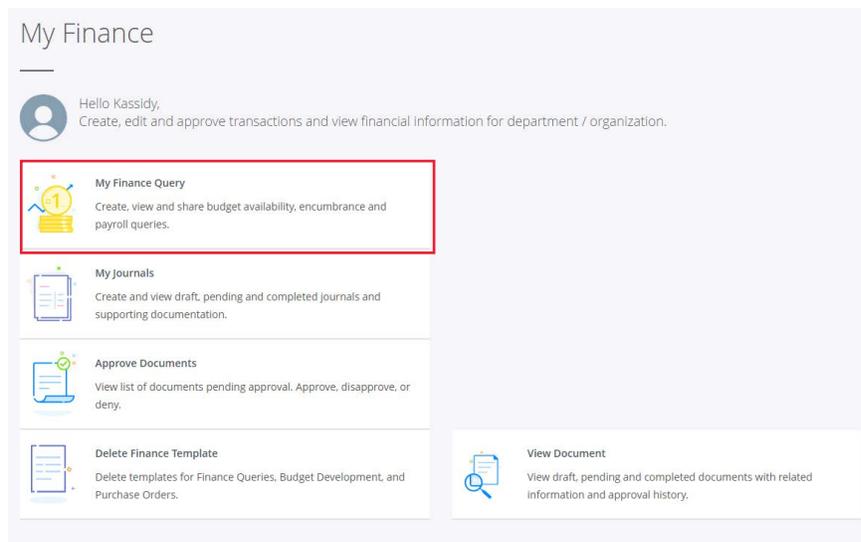


To access Self-Service 9 Production, you can go through myUCA. As shown in the pictures.

Self Service>Finance>Finance 9x Self-Service

FINANCE QUERY

Click My Finance Query to start a query.

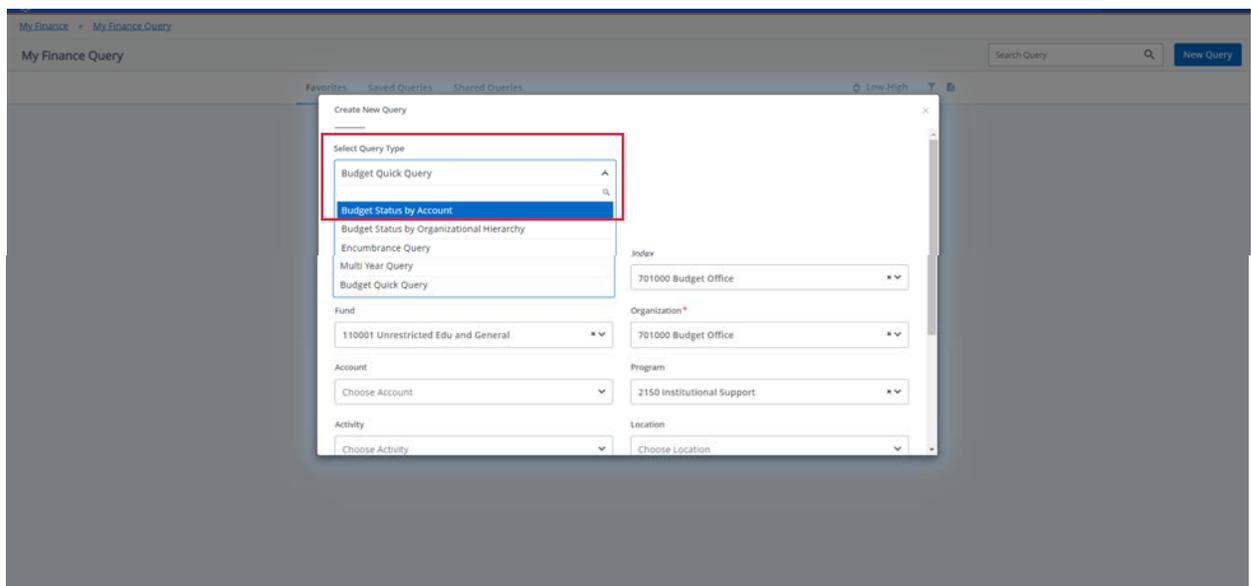


My Finance Query

Click 'New Query' to start the query



Select 'Budget Status by Account' for Query Type



My Finance Query

Choose the **U** chart. If you do not know your index, when you start typing the names it will populate a list for you to choose from. Select your departmental index, it will then populate the FOP (Fund, Organization, and Program). Check the box to include Revenue Accounts.

The screenshot shows a web form for creating a finance query. The fields are arranged in two columns. The left column contains: Chart* (U University of Central Arkansas), Fund (110001 Unrestricted Edu and General), Account (Choose Account), Activity (Choose Activity), Fund Type (Choose Fund Type), and Commitment Type (All). The right column contains: Index (701000 Budget Office), Organization* (701000 Budget Office), Program (2150 Institutional Support), Location (Choose Location), and Account Type (Choose Account Type). At the bottom right, there is a checkbox labeled 'Include Revenue Accounts' which is checked and highlighted with a red box.

Scroll down to continue. Here is where you will make your selection for Fiscal Year, Fiscal Period and Operating Ledger. To see your entire budget, you will input the current Fiscal Year and Fiscal Period 14. For the Operating Ledger, you will check all boxes except the two on the bottom left column.

The screenshot shows a 'Create New Query' dialog box overlaid on the main form. The dialog has several sections: 'Fiscal Year' (2023), 'Fiscal Period' (14), 'Comparison Fiscal Year' (None), and 'Comparison Fiscal Period' (None). Below these is the 'Operating Ledger' section, which contains a grid of checkboxes. The checkboxes are: Adopted Budget (checked), Budget Adjustment (checked), Adjusted Budget (checked), Temporary Budget (unchecked), Accounted Budget (unchecked), Year to Date (checked), Encumbrance (checked), Reservation (checked), Commitments (checked), and Available Balance (checked). The 'Adopted Budget', 'Budget Adjustment', and 'Adjusted Budget' checkboxes are highlighted with a red box. At the bottom of the dialog is a 'SUBMIT' button, also highlighted with a red box.

Fiscal Year and Fiscal Period FYXX-July 1, 20XX-June 30, 20XX

Fiscal Periods: Specifying period 14 will give you all activity from July 1 through June 30.

- | | |
|-------------|------------|
| 1-July | 7-January |
| 2-August | 8-February |
| 3-September | 9-March |
| 4-October | 10-April |
| 5-November | 11-May |
| 6-December | 12-June |

Once you have keyed in all of the information, you will click 'Submit'.

Query Results Screen

My Finance » My Finance Query » Budget Status by Account

Budget Status by Account New Query

← Budget Office - 701000 → [Edit] [Share] [Save As] [View Parameters] [View More]

Query Results + -

Account	Account Title	FY25/PD14 Adopted Budget	FY25/PD14 Budget Adjustment	FY25/PD14 Adjusted Budget	FY25/PD14 Year to Date	FY25/PD14 Encumbrances	FY25/PD14 Reservation	FY25/PD14 Commitments	FY25/PD14 Available Balance
620100	Non-Classified Salaries	\$236,538.00	(\$3,869.00)	\$232,669.00	\$134,486.75	\$0.00	\$0.00	\$0.00	\$98,182.25
620120	Career Service Award	\$1,200.00	\$0.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00
620130	Non-Classified Bonus	\$0.00	\$2,400.00	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00
650100	UCA Student Help	\$0.00	\$15,000.00	\$15,000.00	\$6,508.52	\$0.00	\$0.00	\$0.00	\$8,491.48
650200	Work Study Student Help	\$0.00	\$4,200.00	\$4,200.00	\$1,825.63	\$0.00	\$0.00	\$0.00	\$2,374.37
660100	Extra Help Salaries	\$0.00	\$20,000.00	\$20,000.00	\$5,759.00	\$0.00	\$0.00	\$0.00	\$14,241.00
680450	Fringe Benefits	\$76,076.00	(\$470.00)	\$75,606.00	\$42,588.32	\$0.00	\$0.00	\$0.00	\$33,017.68
710100	Maintenance and Operational Pool	\$2,927.00	\$0.00	\$2,927.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,927.00
710101	Supplies and Services	\$0.00	\$0.00	\$0.00	\$314.10	\$461.71	\$0.00	\$461.71	(\$75.81)
716000	Telephone Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

The icons in the red box from left to right are as follows:

Edit Query-You can edit a query to adjust the results

Share Query-You can share a query which allows anyone who has the same Fund and Organization access to see the query.

Save As-Allows you to save the query and set as a favorite.

View Parameters-By clicking this icon you can see more information about the query. This is helpful when looking at 15XXX indexes.

View More-Allows you to view any pending documents.

My Finance Query

Results for the query will look like the picture below.

To view any pending documents, you will select the 'View More' button on the right side of the screen and then select 'View pending documents'

Account	Account Title	FY23/PD14 Adopted Budget	FY23/PD14 Budget Adjustment	FY23/PD14 Adjusted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	
620100	Non-Classified Salaries	\$167,422.00	\$35,460.00	\$202,882.00	\$155,499.44	\$0.00	\$0.00
620120	Career Service Award	\$2,200.00	(\$1,200.00)	\$1,000.00	\$2,200.00	\$0.00	\$0.00
620127	Non-Classified Overtime	\$0.00	\$0.00	\$0.00	\$142.30	\$0.00	\$0.00
620130	Non-Classified Bonus	\$0.00	\$2,800.00	\$2,800.00	\$2,800.00	\$0.00	\$0.00
630100	Classified Salaries	\$32,943.00	(\$32,943.00)	\$0.00	\$0.00	\$0.00	\$0.00
630120	Career Service Award	\$1,000.00	(\$1,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
650100	UCA Student Help	\$0.00	\$12,620.00	\$12,620.00	\$9,101.04	\$0.00	\$0.00
650200	Work Study Student Help	\$0.00	\$3,000.00	\$3,000.00	\$3,000.01	\$0.00	\$0.00
Report Total (of all records)		(\$348,088.00)	(\$30,200.00)	(\$378,288.00)	(\$312,689.18)	(\$112.24)	\$0.00

Self-Service 9 allows you to download your query into an Excel format. To do so, you will click the download arrow on the right side of the screen as shown below.

Account	Account Title	FY23/PD14 Adopted Budget	FY23/PD14 Budget Adjustment	FY23/PD14 Adjusted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	Cor
620100	Non-Classified Salaries	\$167,422.00	\$35,460.00	\$202,882.00	\$155,499.44	\$0.00	\$0.00	
620120	Career Service Award	\$2,200.00	(\$1,200.00)	\$1,000.00	\$2,200.00	\$0.00	\$0.00	
620127	Non-Classified Overtime	\$0.00	\$0.00	\$0.00	\$142.30	\$0.00	\$0.00	
620130	Non-Classified Bonus	\$0.00	\$2,800.00	\$2,800.00	\$2,800.00	\$0.00	\$0.00	
630100	Classified Salaries	\$32,943.00	(\$32,943.00)	\$0.00	\$0.00	\$0.00	\$0.00	
630120	Career Service Award	\$1,000.00	(\$1,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	
650100	UCA Student Help	\$0.00	\$12,620.00	\$12,620.00	\$9,101.04	\$0.00	\$0.00	
650200	Work Study Student Help	\$0.00	\$3,000.00	\$3,000.00	\$3,000.01	\$0.00	\$0.00	

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.

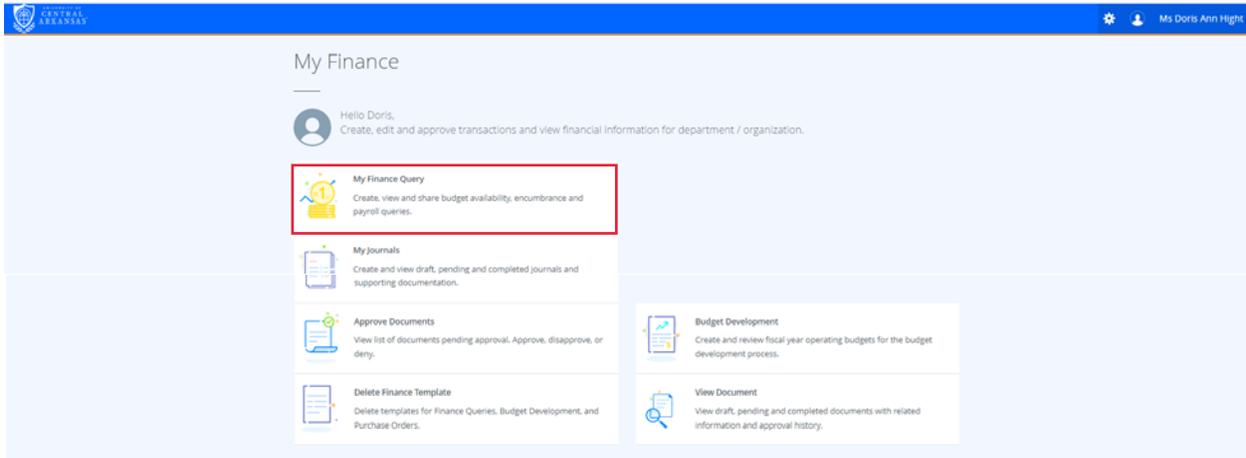
Commitments-the total of all financial commitments that have been made against this account code. This is a sum of the encumbrance and reservation columns.

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

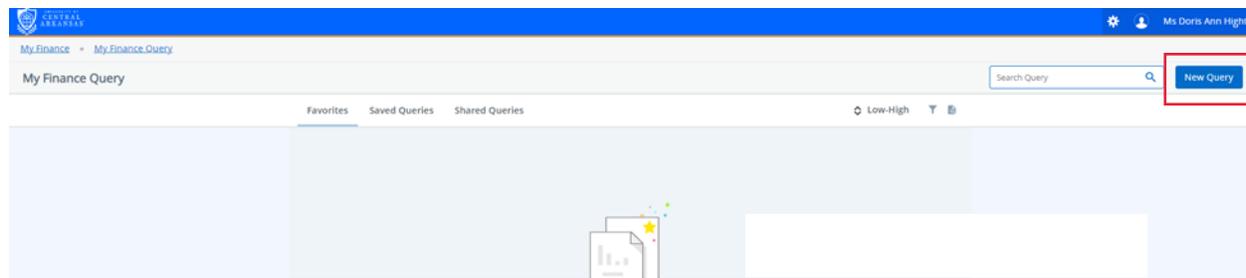
Encumbrance Query

To view Purchase Orders, you can execute an Encumbrance Query

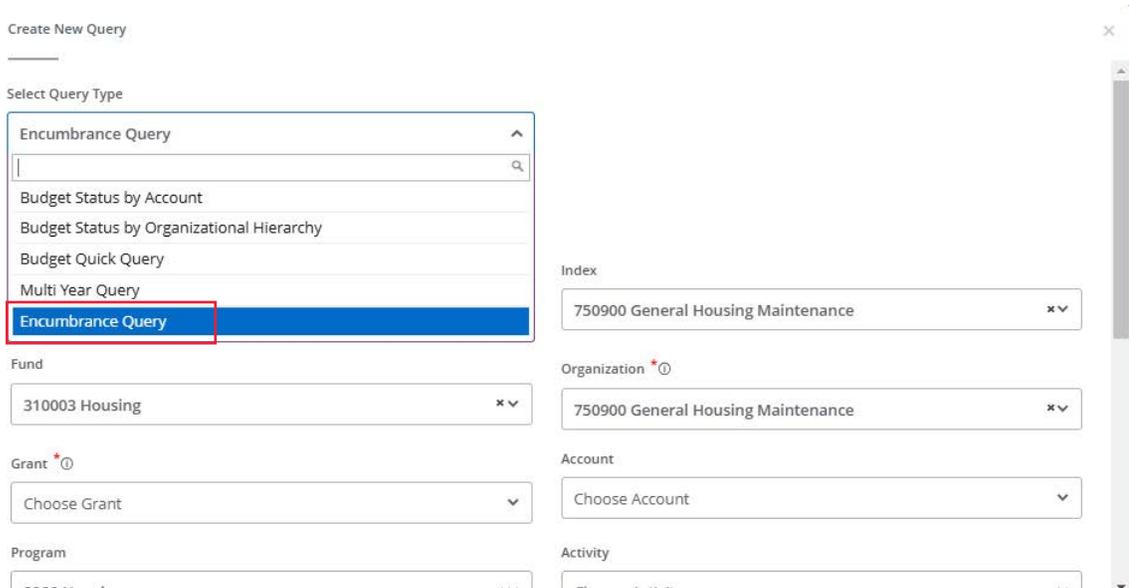
To begin, select My Finance Query.



Click the top right 'New Query' to begin the query.

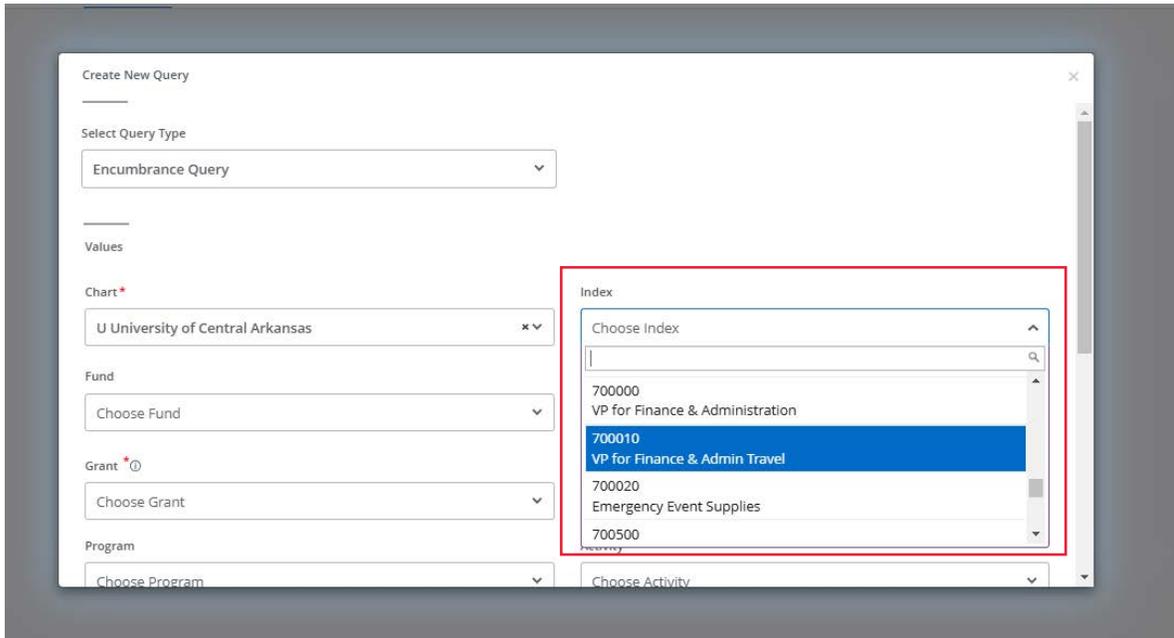


Next, on the drop down selection for Query Type you will select Encumbrance Query.



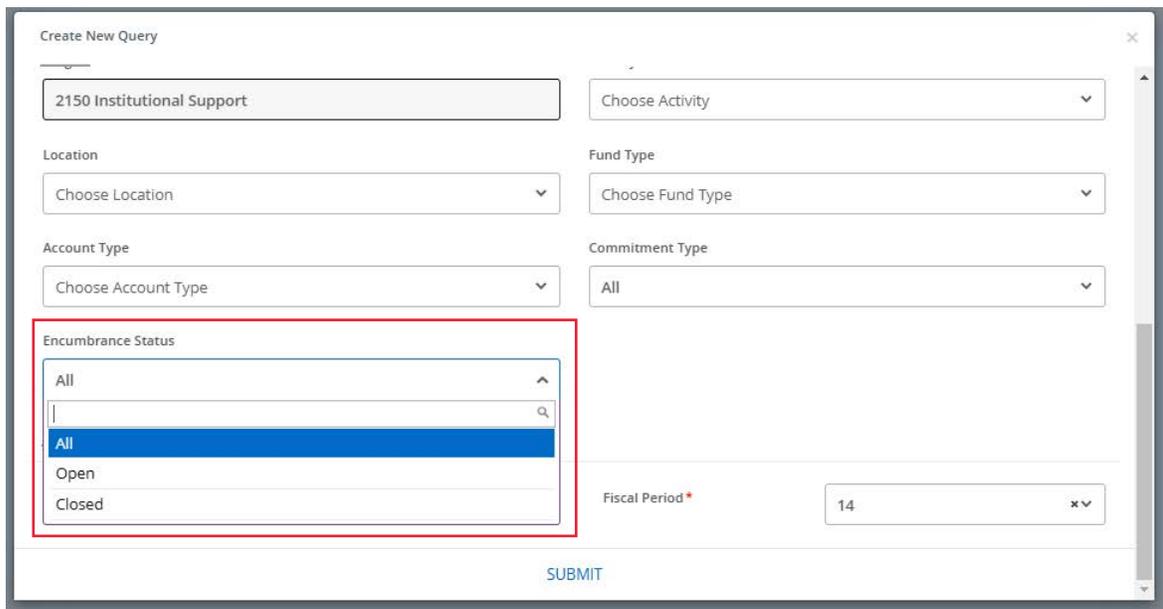
Encumbrance Query

Key in your Index



The screenshot shows a 'Create New Query' dialog box. The 'Select Query Type' dropdown is set to 'Encumbrance Query'. The 'Chart' dropdown is set to 'U University of Central Arkansas'. The 'Fund' dropdown is set to 'Choose Fund'. The 'Grant' dropdown is set to 'Choose Grant'. The 'Program' dropdown is set to 'Choose Program'. The 'Index' dropdown is open, showing a list of options: 'Choose Index', '700000 VP for Finance & Administration', '700010 VP for Finance & Admin Travel', '700020 Emergency Event Supplies', and '700500'. The '700010 VP for Finance & Admin Travel' option is highlighted in blue. A red box highlights the 'Index' dropdown menu.

Next, you will scroll down to select the Encumbrance Status.



The screenshot shows the 'Create New Query' dialog box with various fields filled out. The 'Account' field is set to '2150 Institutional Support'. The 'Location' dropdown is set to 'Choose Location'. The 'Account Type' dropdown is set to 'Choose Account Type'. The 'Fund Type' dropdown is set to 'Choose Fund Type'. The 'Commitment Type' dropdown is set to 'All'. The 'Encumbrance Status' dropdown is open, showing a list of options: 'All', 'Open', and 'Closed'. The 'All' option is highlighted in blue. A red box highlights the 'Encumbrance Status' dropdown menu. The 'Fiscal Period' field is set to '14'. A 'SUBMIT' button is visible at the bottom.

Encumbrance Query

After you select your Encumbrance Status, you will select the Fiscal Year and Fiscal Period. This is helpful to view POs from previous years. The next step will be to click Submit.

Encumbrance Status

All

Fiscal Year* 2025 Fiscal Period* 14

SUBMIT

After hitting Submit, your query results will load. Please note that in Self Service, if the text appears blue you can drill down for further information.

Encumbrance Query New Query

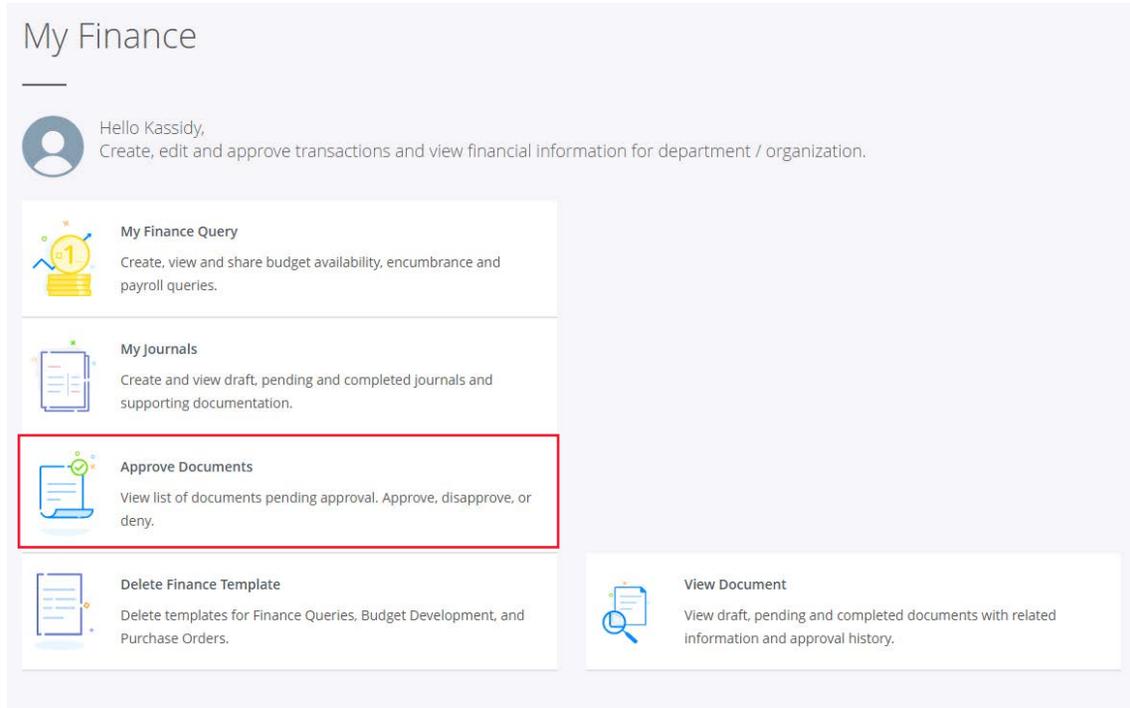
< Budget Office - 701000 [Icons]

Query Results [Download]

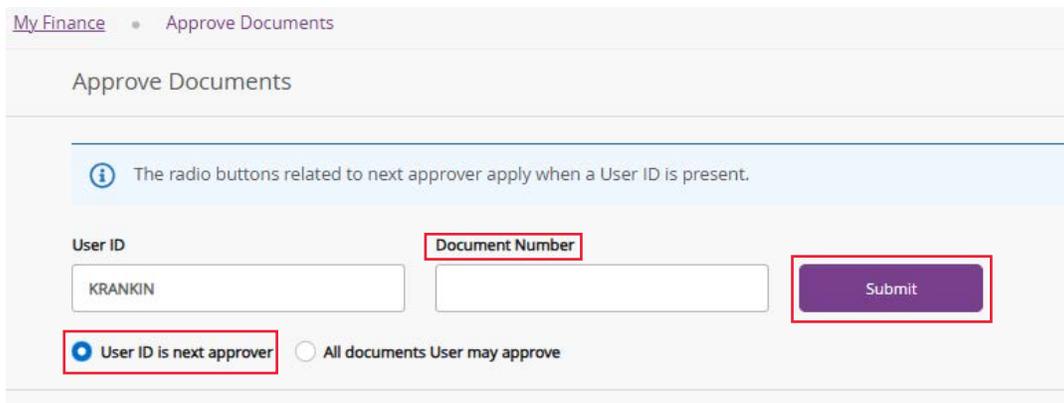
Account	Account Title	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
710101	Supplies and Services	P0164815	Bank of America, N.A.	\$500.00	(\$300.00)	\$0.00	\$0.00	\$200.00	0.00	Uncommitted
710101	Supplies and Services	P0165741	Bank of America, N.A.	\$500.00	\$400.00	(\$238.29)	\$238.29	\$661.71	26.45	Uncommitted
710101	Supplies and Services	P0167604	Lentz, Linda K.	\$143.45	\$0.00	(\$143.45)	\$143.45	\$0.00	100.00	Uncommitted
Report Total (of all records)				\$1,143.45	\$100.00	(\$381.74)	\$381.74	\$861.71	30.7	

Approve Documents

To Approve Documents, you will select 'Approve Documents'.

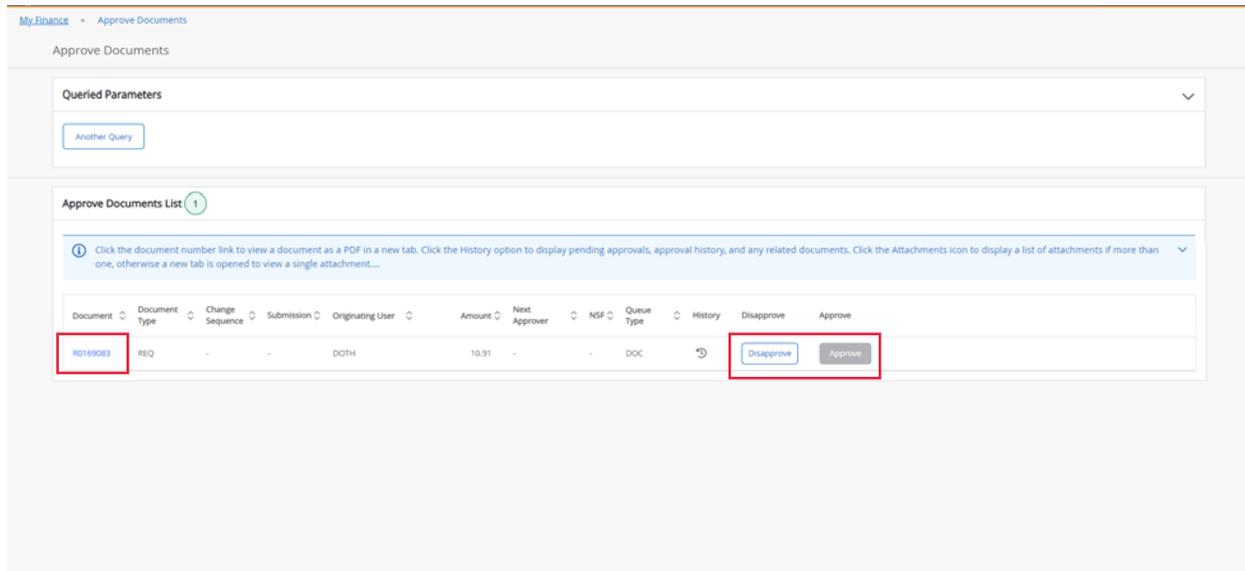


Your UserID will autopopulate into the text box. You may key in a specific document number, or you can leave the text box blank to see all documents that need your approval. Then click Submit

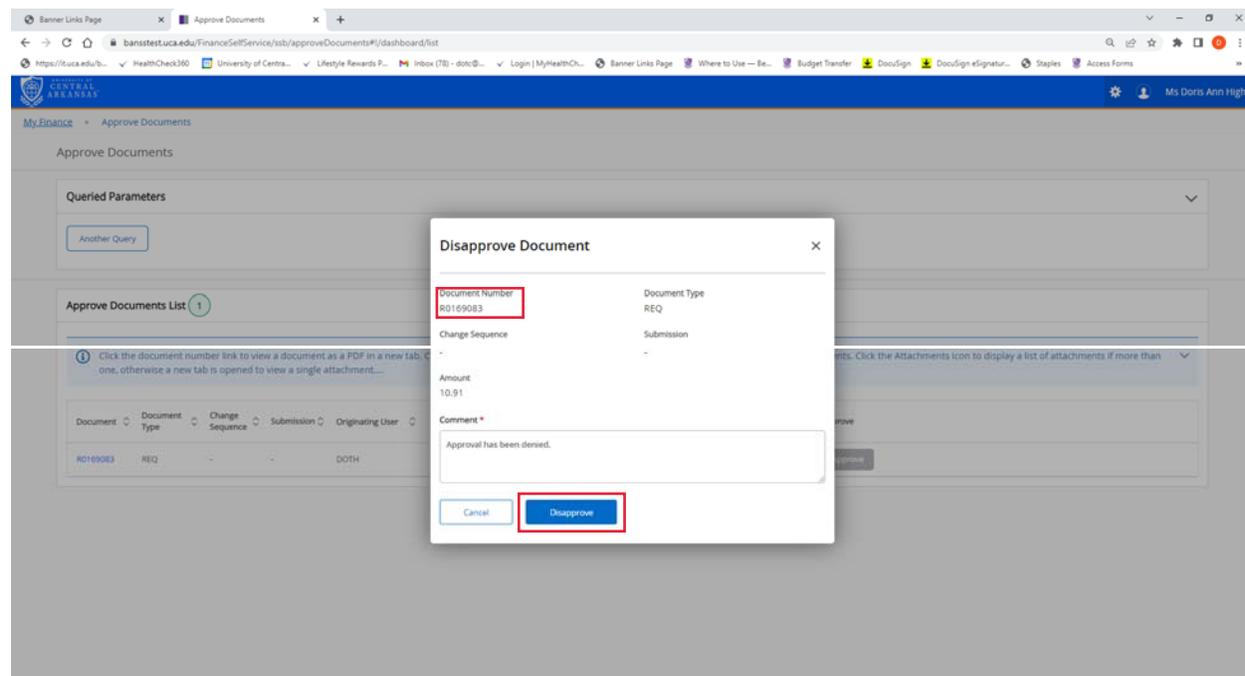


Approve Documents

To view more information on what is being approved, click on the requisition number. To approve the requisition, click approve. If you have created a requisition and need to disapprove, click the disapprove button.

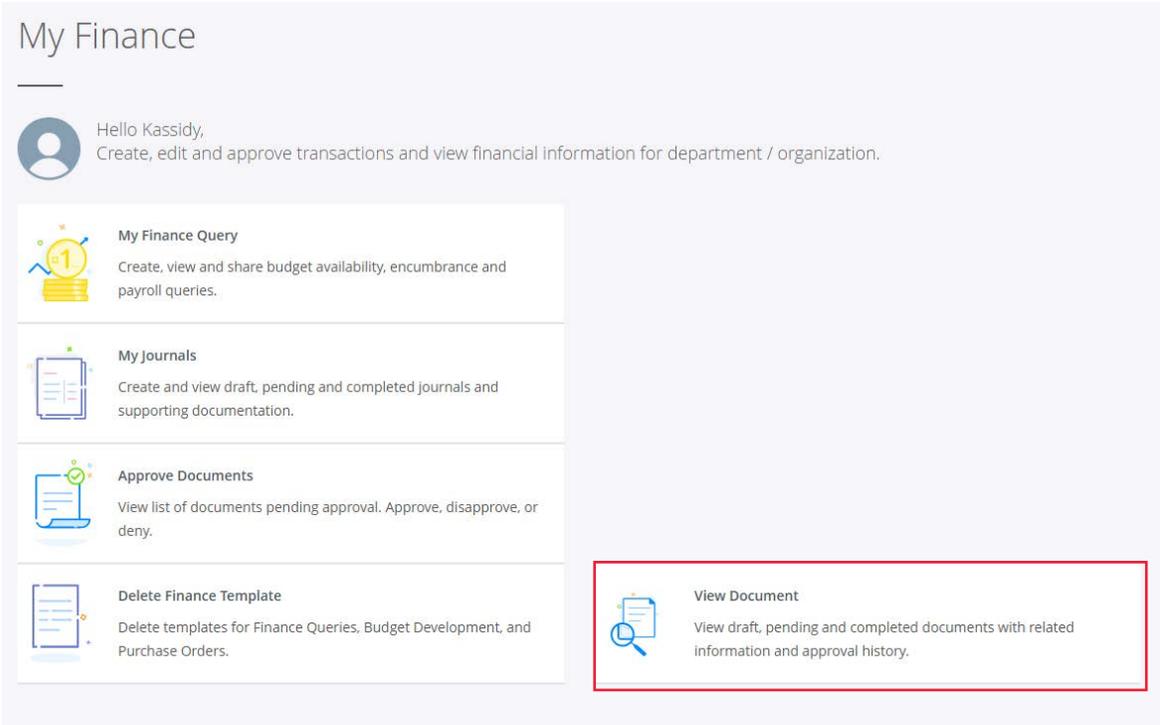


The number that you want to disapprove will appear in the box, you must click Disapprove again for this process. You will then get a message in the top right corner that it has been disapproved.

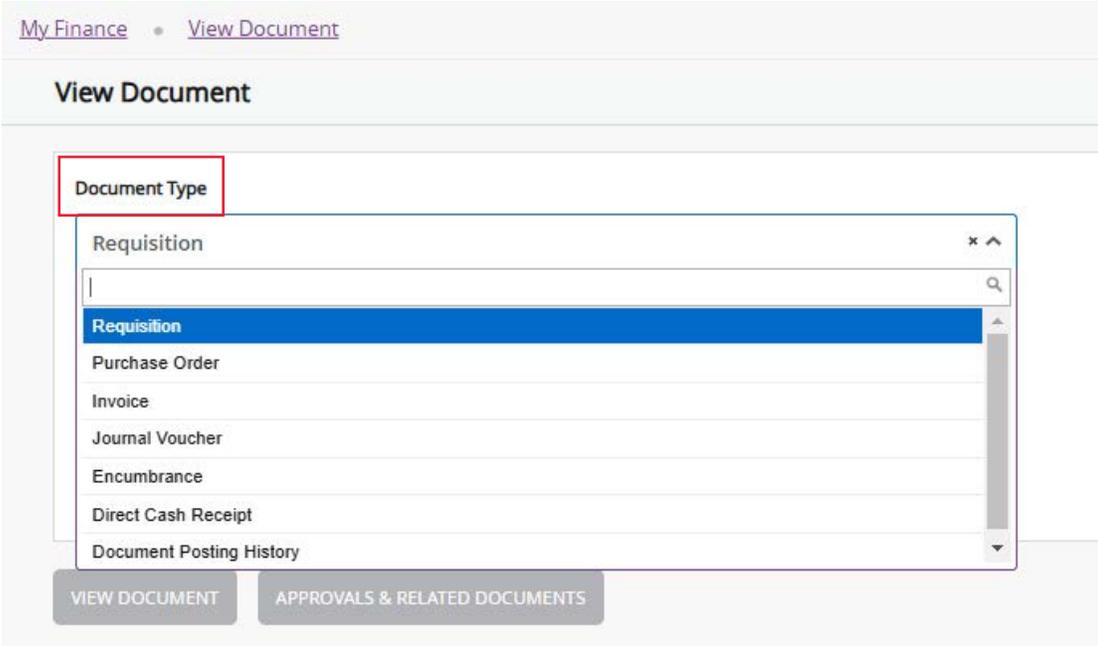


View Document

To begin, click View Document.



Use the dropdown box to select the Document Type you would like to view.



VIEW DOCUMENT

Once you have made your document type selection, you will enter the Document Number. From here you can select to 'View Document' which will show you the document number you entered. You may also select 'Approvals & Related Documents' which will show you Related Documents, Approval History, and Approvals Required.

My Finance • View Document

View Document

Document Type
Requisition x v

Document Search
Choose Document Number x v

Document Number *
R0183039

VIEW DOCUMENT APPROVALS & RELATED DOCUMENTS

If you select View Document, your document will convert into a .pdf file and open in another browser.

If you select Approvals & Related Documents, it will show you the screen shown below.

Approval & Related Documents - Requisition

Related Documents

Purchase Order	Invoice	Check Disbursement
P016858 02/04/2025 Approved	1055781 02/07/2025 Paid	1026285 02/07/2025 Completed

Approval History

- PROVOST (PROV) (35)
Kurt Boniecki | 01/29/2025
- PROVOST (PROV) (35)
Kurt Boniecki | 01/29/2025
- NON-SUFFICIENT FUNDS (NSF) (1)
Linda Lentz | 01/31/2025
- (DENY) (0)
 | 01/28/2025
- TORREYSON LIBRARY (LIBR) (30)
 | 01/28/2025

Approvals Required

No Approval required information available for R0183039

View Document-Approver Info

View Document

Document Type
Requisition x v

Document Search
Choose Document Number x v

Document Number *
Please Enter Document Number 

[VIEW DOCUMENT](#) [APPROVALS & RELATED DOCUMENTS](#)

If you click the Document Number Lookup Icon, this will allow you to search for the Requisition number you are trying to view. This is very helpful when searching for a document that you do not know the number for. Below is the screen that will come up. You type in your User ID and click execute query and all of the requisitions that you have created will show up. You can also put in dates if you are looking for a specific time period.

Look Up - Requisition

Document Number
Please Enter Document Number

User ID
KRANKIN

Activity date - From MM/dd/yyyy  Activity date - To MM/dd/yyyy 

Transaction Date - Year All v Transaction Date - Month All

Vendor ID
Please Enter Vendor ID

Requestor
Please Enter Requestor

Approved All v

Completed All v

Reference Number
Please Enter Reference Number

[BACK TO VIEW DOCUMENT](#) [EXECUTE QUERY](#)

Electronic Budget Transfer Information

The Vice Presidents and Deans will have the capability to transfer funds between areas they are responsible.

The Department Chairs, Directors and designated employees 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 (BDO4)**. 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

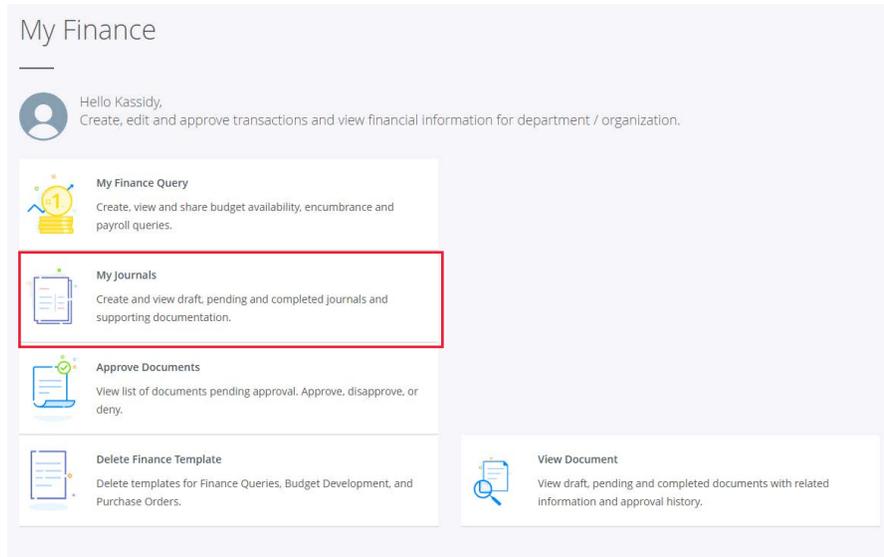
If the transfer involves these lines, a **DocuSign** budget transfer will need to be completed.

This electronic transfer can be a single or multiple line transfer.

Electronic Budget Transfer

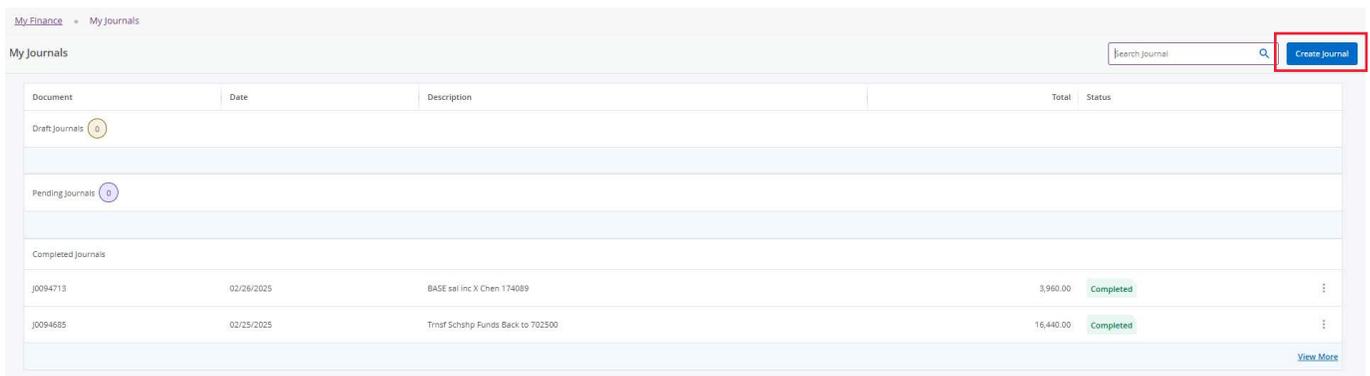
Electronic Budget Transfers are a way to move money temporarily through Self-Service. To have access to do this, an Access form must be completed.

To begin, click My Journals



The initial screen is your My Journals dashboard. This will show you journals you have drafted, journals that are pending, and journals that are completed.

To create a new journal, you will click 'Create Journal' in the top right corner.



Electronic Budget Transfer

After you click Create Journal, this is the initial screen that will come up. The current date populates for the transaction date, but can be changed.

Next, you will enter your Distribution Total, Journal Type, Description and Budget Period.

Note:

Journal Types:

BDDP - Departmental Budgets (E&G)

BDAX - Auxiliary Budgets

Budget Period will always be 01.

Once you have input this information, you will click 'Create'.

The screenshot shows a 'Create Journal' form with the following fields and options:

- Transaction Date ***: A date input field containing '02/27/2025' with a calendar icon.
- Redistribution**: An unchecked checkbox.
- NSF Checking**: A checked checkbox.
- Deferred Edit**: An unchecked checkbox.
- My Journal Defaults Section**:
 - Journal Type**: A dropdown menu with 'Choose Journal Type' selected.
 - Description**: A text input field.
 - Budget Period**: A dropdown menu with 'Choose Budget Period' selected.
- My JV Comment**:
 - My JV Public Comment**: A text area with the placeholder 'Enter public comments for the journal'.
 - My JV Private Comment**: A text area with the placeholder 'Enter private comments for the journal'.
- CREATE**: A blue button at the bottom center.

Electronic Budget Transfer

This is the initial screen after you click create. On this screen is where you will input your accounting information, or how the money is being moved.

Once you key in your Index number, press enter. This will auto populate your FOP but you will need to key in the account code.

The screenshot shows the 'Add accounting' form with the following fields and values:

- Sequence Number : 1
- Status :
- Journal Type * : BDDP Departmental Budget Entry
- Chart * : U University of Central Arkansas
- Index : Choose Index (highlighted with a red box)
- Fund : Choose Fund
- Organization : Choose Organization
- Account : Choose Account (highlighted with a red box)
- Program : Choose Program
- Location : Choose Location
- Activity : Choose Activity
- Project : Choose Project
- Percent :

Buttons at the bottom: SAVE, ADD ACCOUNTING

Next, you will scroll down and enter the amount, select Plus (+) or Minus (-), and then you will Add Accounting. This will complete Sequence 1 of your transfer. Clicking Save will save your progress.

The screenshot shows the 'Add accounting' form with the following fields and values:

- Sequence Number : 1
- Status :
- Activity : Choose Activity
- Project : Choose Project
- Percent :
- Amount * : (highlighted with a red box)
- Debit/Credit * : None (highlighted with a red box)
- Document Reference :
- Description * : Test
- Budget Period : 01
- Bank : 01 Cash in Bank-Gen Op-First Security
- Accrual Indicator :
- Deposit :
- Currency : Choose Currency Code

Buttons at the bottom: SAVE, ADD ACCOUNTING (highlighted with a red box)

Electronic Budget Transfer

You will repeat the steps above for any additional sequences. Once you have entered all of the sequences you will need, click Save.

The 'Add accounting' dialog box contains the following fields:

- Sequence Number : 2
- Status :
- Journal Type * : BDDP Departmental Budget Entry
- Chart * : U University of Central Arkansas
- Index : 701000 Budget Office
- Fund : 110001 Unrestricted Edu and General
- Organization : 701000 Budget Office
- Account : 717000 Travel Pool
- Program : 2150 Institutional Support
- Location : Choose Location
- Activity : Choose Activity
- Project : Choose Project
- Percent :

Buttons: SAVE (highlighted), ADD ACCOUNTING

After you click Save, the next screen will allow you to view your transfer. This screen will provide you the Journal number. You can add accounting if necessary. After reviewing your journal, you can either Save as draft or Submit.

Transaction date :02/27/2025 Total :100.00 Status : Draft

Accounting Distribution 2

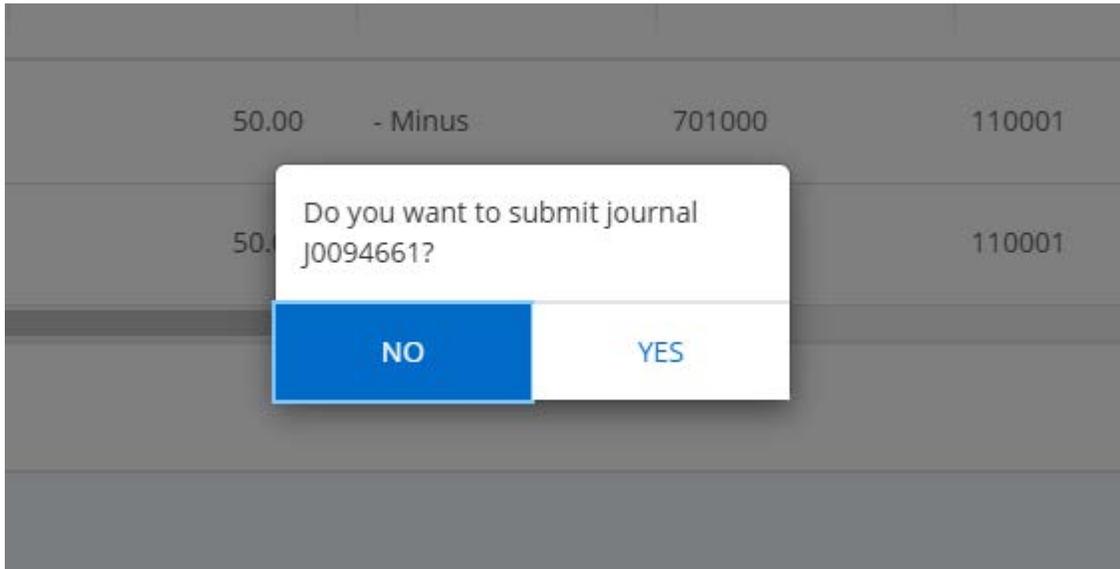
Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity
1	✓	BDDP	U	--	50.00	- Minus	701000	110001	701000	710100	2150	--
2	✓	BDDP	U	--	50.00	+ Plus	701000	110001	701000	717000	2150	--

Accounting total : 100.00

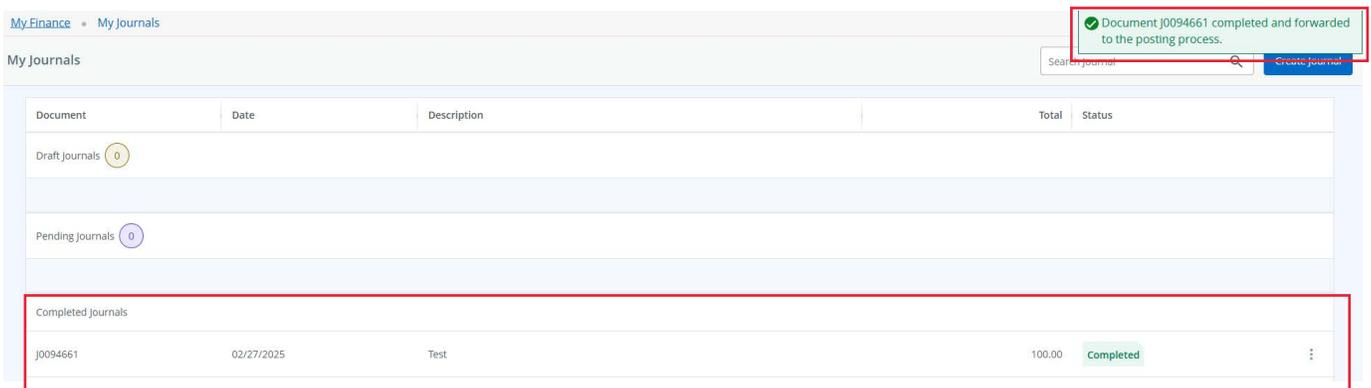
Buttons: Back, Save as draft, Add accounting (highlighted), Submit Journal (highlighted)

Electronic Budget Transfer

If you clicked Submit, a textbox will popup to make sure you want to Submit the journal. If you did not mean to click Submit, you can click No and it will take you back to the previous screen. If you want to move forward submitting the journal, click yes.



After you click Yes, the document number will appear in the top right corner of your screen. It will also show up in the Completed Journals list.

A screenshot of the "My Journals" page in a web application. The page has a header with "My Finance" and "My Journals". Below the header is a search bar and a "Create Journal" button. The main content area is a table with columns for Document, Date, Description, Total, and Status. The table is divided into sections: "Draft Journals" (0), "Pending Journals" (0), and "Completed Journals". The "Completed Journals" section contains one entry: Document J0094661, Date 02/27/2025, Description Test, Total 100.00, and Status Completed. A notification box in the top right corner contains a green checkmark and the text "Document J0094661 completed and forwarded to the posting process.".

Electronic Budget Transfer

If you double click the Journal number in the list of completed journals it will pull this screen. This screen gives you the details of the journal. Including the transaction date, Distribution Amount, Status, and number of Accounting Distributions.

My.Finance » My Journals » J0094661

J0094661

Transaction date :02/27/2025 Total :100.00 Status : Completed

Accounting Distribution (2)

Sequence	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity	Location
1	BDDP	U	--	50.00	- Minus	701000	110001	701000	710100	2150	--	--
2	BDDP	U	--	50.00	+ Plus	701000	110001	701000	717000	2150	--	--

Accounting total : 100.00

When looking at the list of Completed Journals, if you click on the three dots on the far right you will be given the option to Copy Journal or Reverse Journal. Copy Journal can be very helpful if you are creating a journal that your department uses frequently. Reverse Journal will be beneficial to use if you created a transfer that needs to be undone.

My.Finance » My Journals

My Journals

Search Journal

Create Journal

Document	Date	Description	Total	Status
Draft Journals (0)				
Pending Journals (0)				
Completed Journals				
J0094661	02/27/2025	Test	100.00	Completed
J0094569	02/13/2025	Elim. Pos. 209004 D.Ryan to 718127	149,690.00	Completed

View More

Banner 9

Admin

Pages

Budget Screens in Banner 9 Admin Pages

I. **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 cannot drill down on this screen; you must use Self-Service to query documents.

II. **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.
- 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 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.

718100 Professional Services over \$20,000 and 718125 Professional Services less than or equal to \$20,000 do not pool with any other accounts.

718127 General Services over \$20,000 and 71812 General Services less than or equal to \$20,000 pool with any other accounts

Banner 9 Admin Pages

FGIBAVL- Budget Availability Status

The screenshot shows the Banner 9 Admin Pages interface for the FGIBAVL- Budget Availability Status. The page title is "Budget Availability Status FGIBAVL 9 3 30 (PROD)". The interface includes a search bar with a "Go" button and several input fields for search criteria. The fields are: Chart (U), Index, Fund, Account, Fiscal Year (25), Commit Type (Both), Organization, and Program. There are also fields for Control Fund, Control Account, Control Organization, and Control Program. A "Pending Documents" checkbox is present. A "Keys" section is visible, and a "Get Started" message at the bottom reads: "Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." The interface has a dark purple header and a dark sidebar on the left with navigation icons.

On this screen, you will enter your index, press the TAB button to auto populate the Fund, Organization, and Program. Then you must key in an account code. To see all of the budget lines, key in 610200. To see only your M&O portion, key in 710100.

FGIBAVL Budget Availability Status

This screen will provide you the Available Budget in real time. You will *always* check this screen when creating a requisition to ensure you have the funds to create the requisition. Accounts pool together on this screen. For example, if you look in Self-Service and have money in 710101 (Supplies & Services, you will need to double check in FGIBAVL to ensure you have money in 710100 (M&O Pool). When creating a requisition, Banner will flag an NSF if FGIBAVL shows that you do not have money available.

This screen also allows you to view Pending Documents are shown below. If a Pending Documents box is checked, you click on Related in the top right corner. Next, you will select Pending Documents.

Chart: U Fiscal Year: 25 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	2,927.00	314.10	461.71	2,151.19	<input type="checkbox"/>
717000	Travel Pool	750.00	0.00	0.00	750.00	<input type="checkbox"/>
Total		3,677.00	314.10	461.71	2,901.19	

Record 1 of 2

Chart: U Fiscal Year: 25 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 -->

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

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
710100	Maintenance and Operational Pool	2,927.00	314.10	861.71	1,751.19
717000	Travel Pool	750.00	0.00	0.00	750.00
Total		3,677.00	314.10	861.71	2,501.19

Pending Documents [FGITINP]

FGIBAVL

Pending Documents results

Transaction In Process Status FGITINP 9.3.13 (PROD)

Chart: U Fiscal Year: 25 Index: 701000 Commit Type: Both Fund: 110001 Unrestricted Edu and General Organization: 701000 Budget Office Account: 710100 Program: 2150 Institutional Support Budget Control Keys Fund: 11

Account: 710100 Program: 2150

Query caused no records to be retrieved. Re-enter.

TRANSACTIONS IN PROCESS STATUS

Document	Adjusted Budget	YTD Activity	Commitments	Status	Fund	Organization	Account	Program	Description	Item	Sequence
Total											
		Available Balance In Process	0.00								

10 Per Page Record 1 of 1

NSF Requisition

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

Chart: U Fiscal Year: 25 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

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
710100	Maintenance and Operational Pool	2,927.00	314.10	314.10	461.71	2,151.19
717000	Travel Pool	750.00	0.00	0.00	750.00	750.00
	Total	3,677.00	314.10	314.10	1,211.71	2,901.19

1 of 1 10 Per Page Record 1 of 2

SAVE

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.

Requestion: R0129670

Requestion Entry: REQUESTOR/DELIVERY

Requisition: R0129670
Order Date: 03/20/2018
Transaction Date: 03/20/2018
Delivery Date: 03/20/2018

Comments:
Commodity Total: 3,000.00
Accounting Total: 3,000.00
 Document Level Accounting

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

COMMODITY

Item	Commodity	Description	UM	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1	96289	Individual Travel Conference/Convention	TRP	NT		3,000.00	1,000		<input type="checkbox"/>

Extended Amount: 3,000.00
Discount: 0.00
Additional: 0.00
Tax: 0.00
Commodity Total: 3,000.00
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				<input type="checkbox"/>	<input checked="" type="checkbox"/>

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: 0.00

Pay close attention to these boxes before you hit the complete button.

- 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.

Requisition: R0129670

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

BALANCING/COMPLETION

Vendor: B00201568 Carden, Doris A
 Vendor Hold:
 COA: U University of Central Arkansas
 Requestor: Dor Carden
 Organization: 701000 Budget Office

Currency:
 Exchange Rate:
 Commodity Record: 1
 Count:
 Input Amount: 1.00
 Converted Amount:

	Input	Commodity	Accounting	Status
Approved Amount	1.00	1.00	1.00	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	0.00	0.00	0.00	BALANCED

Complete In Process

Make sure this is unchecked before you click 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.

Pay attention to these boxes

Requisition: R0129670

REQUISITION ENTRY: REQUESTOR DELIVERY

Requisition: R0129670
Order Date: 03/20/2018
Transaction Date: 03/20/2018
Delivery Date: 03/20/2018

Comments:
Commodity Total: 3,000.00
Accounting Total: 3,000.00

In Suspense
 Document Text
 Document Level Accounting

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

COMMODITY

Item	Commodity	Description	UM	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1	56289	Individual Travel Conference/Convention	TRP	NT	1	3,000.00	1,000	<input type="checkbox"/>	<input type="checkbox"/>

Extended Amount: 3,000.00
Discount: 0.00
Additional: 0.00
Tax: 0.00
Commodity Total: 3,000.00
Document Total: 3,000.00

Distribute

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgs	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
1		18	701000	110001	701000	717115	2150				<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

- 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

REQUISITION ENTRY: REQUSTORDELIVERY

Requisition: R0129670
 Order Date: 03/20/2018
 Transaction Date: 03/20/2018
 Delivery Date: 03/20/2018

Comments:
 Commodity Total: 1.00
 Accounting Total: 1.00
 In Suspense
 Document Text
 Document Level Accounting

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

COMMODITY

Item	Commodity	Description	UM	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1	96289	Individual Travel Conference/Convention	TRP	NT	1.00	1.0000			

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

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspend
1	U	18	701000	110001	701000	717115	2150				<input type="checkbox"/>	<input type="checkbox"/>

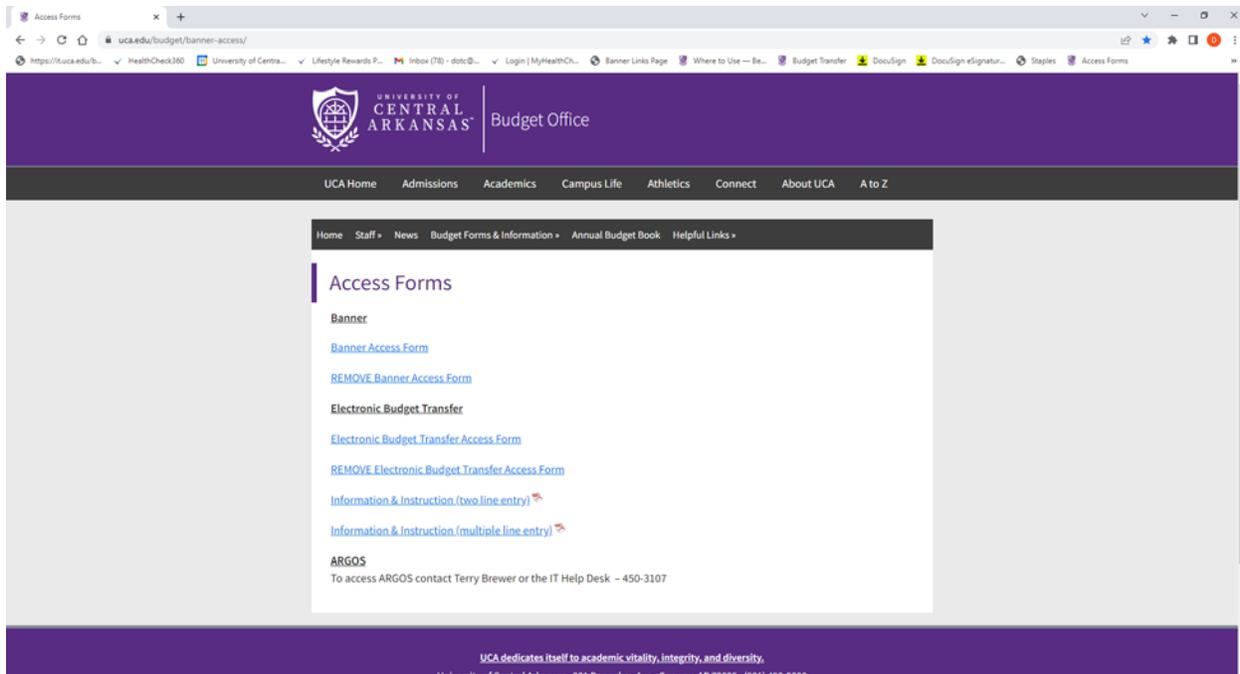
Extended Amount: USD 1.00
 Discount: 0.00
 Additional: 0.00
 Tax: 0.00
 FOAPAL Total: 1.00
 Document Total: 1.00
 Remaining Commodity Amount:

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

Budget Forms

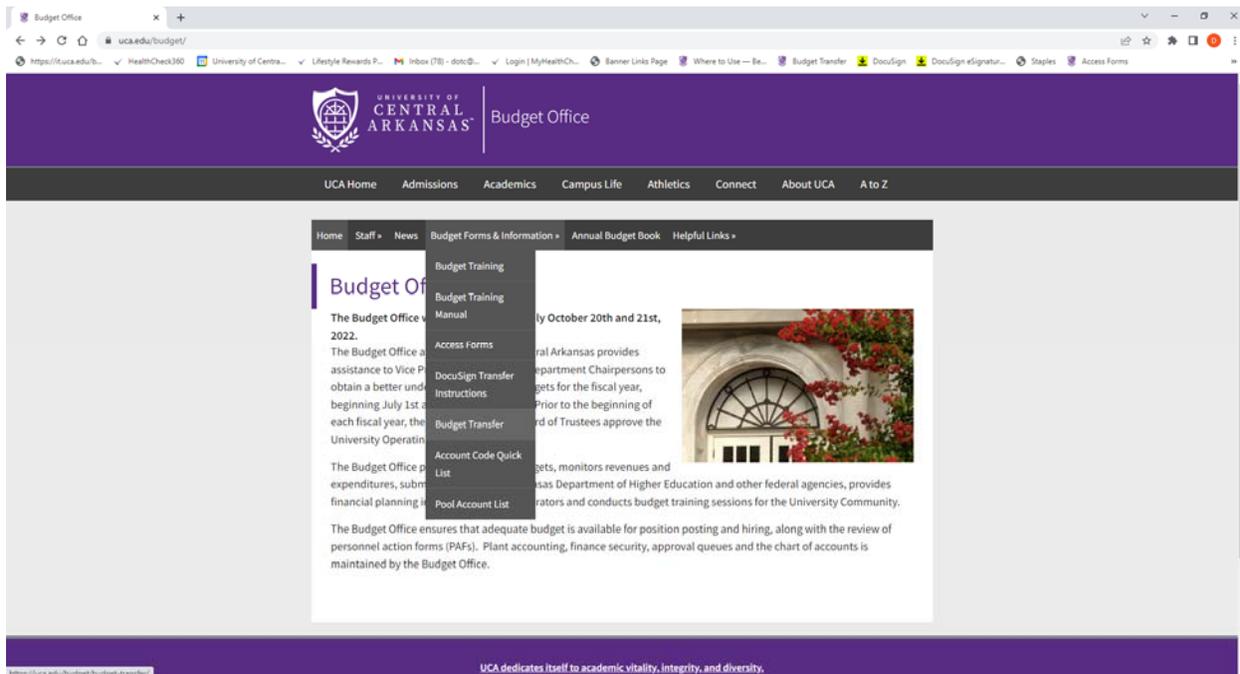
To Retrieve Banner Finance Access/Removal, Electronic Budget Transfer Access/Removal Forms:

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. Click on the link for the access form you are needing. All forms are now DocuSign forms.



To Retrieve a Budget Transfer 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 to take you to the DocuSign form



**QUICK LISTS:
Rule Codes & Account Codes**

<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 Permanent
BDB1	Adopted Budget Manual Load Manually
BDBL	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 Year
E090	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

<u>Account Codes</u>	<u>Description</u>
<u>Salaries and Benefits</u>	
610200	12 Month Teaching Salaries
610205	Vacation 12 Month Teaching
610300	Salaries 9 Month Teaching
610305	Salaries Vacation 9 Month
610330	Teaching Salaries Faculty Bonus
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 Non-
620115	Classified Part time
620120	Career Service Award
620122	Non-Classified Shift Differential Salary
620125	Reassignment
620126	Non-Classified Certificate Pay
620127	Non-Classified Overtime
620130	Non-Classified Bonus
620135	Publishing Bonus
620140	Incentive Pay
620141	Stipend Pay
620900	Replacement Salary from grant/cont
620910	Reassigned-time from grant/contract
620920	Summer salary from grant/contract Agency
620930	approved Incidental Pay
620940	FT employment on grant/contract Summer
620950	Salary from match
620990	Salary Expense Transfer

640100 Graduate Assistant
640110 Teaching Graduate Assistant
640115 Summer Teaching Graduate Assistant
640120 Research Graduate Assistant
640130 Graduate Assistant Overload- No Fringe
640900 Graduate Assistant on grant/contract
650100 UCA Student Help
650200 Work Study Student Help
650205 Work Study-Community Service
650500 Undergraduate Assistant
650900 Student Help on Grant/Contract
660100 Extra Help Salaries
660900 Extra Help on Grant/Contracts
660990 Extra Help Expense Transfer
680450 Fringe Benefits
680452 Fringe Benefits Reserve

Professional Services

718100 Professional Services > \$20,000
718125 Professional Services < or = \$20,000

General Services

718127 General Services > \$20,000
718128 General Services < or = \$20,000

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
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 Real
712462	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
718135	Legal Services
718145	Medical Services
718200	Stipends
718210	Honorarium
718220	Student Contract Services
718222	Int'l Student Contract Services
719050	Contract Meal Plan
719100	Contract Food Services
719200	Food Purchases
719300	Decorations
719400	Special Events
730205	Non-Capitalized Equip-Furniture
730207	Non-Capitalized Computers
730208	Non-Cap Printers & Projectors

716000**Telephone Pool**

716100 Telephone Installation Charge
 716105 Residential Phone Charges
 716110 Telephone Base Charge
 716120 Telephone Long Distance
 716125 Charge Cell Phones
 716130 Other Phone Charges

717000**Travel Pool**

717100 Individual Travel-Official
 717110 Business Student Group Travel
 717111 UCA Student Individual Travel
 717115 Individual Travel-Conferences
 717116 Webinar
 717120 Recruitment Travel
 717121 Staff Development Travel
 717200 Charter Services
 717201 Rental Cars
 717202 Moving Expenses
 717205 Emergency Event Travel
 717300 Int'l Indiv Travel-Official Bus
 717310 Int'l Student Group Travel
 717311 Int'l UCA Student Indiv Trav
 717315 Int'l Indiv Travel Conf/Conv
 717320 Int'l Recruitment Travel

Library Holdings

721100 Library Holdings
 721110 L.H. Books/Materials
 721120 L.H. Subscriptions/Databases
 721130 L.H. Period ILL/Document Delivery
 721140 L.H. Bindery/Preservation
 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
 730145 Land Purchases
 730150 Structures

730160 Construction Reserve
730200 Equipment-Furniture
730203 Computers-Capitalized
730204 Printers and Projectors-
730206 Capitalized Capitalized Software

740100 **Utilities Pool**

740200 Electricity
740300 Gas
740400 Water and Sewer
740500 Cable T.V.
740550 Trash Pickup
740600 Utility System Repair
740900 Utilities Reserve

Other

710118 Software, License & Technical Contracts
710195 Expense Transfer

***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

