

How to Budget a Balance Forward in Banner

Presented by the Office of Planning, Budget & Analysis

~What is a Balance Forward?~

- At the end of the fiscal year, any remaining surplus or deficit in an index will roll into the new fiscal year and post in the 1900 account code. This amount is the *balance forward*.
- If the amount in 1900 is positive, the department may budget the portion they expect to spend during the fiscal year by preparing a journal voucher (JV) and using the 1901 account code.
- If the amount in 1900 is negative, the department must reduce their budget by the amount of the deficit, also by preparing a JV and using the 1901 account code.
- The deficit may also be cleared by using a 1903 entry to move a positive balance forward from another index to the index with the deficit (UBP Policy 7000). The indices must be in the same Fund Level 2 and Program Level 2 in order to use account code 1903.

~STEP 1: Getting Started~

- Print Standard Operating Procedure (SOP) BR-101 Budget Balance Forward at the Planning, Budget and Analysis web site:
http://www.unm.edu/~budget/sop/budgettransactions/1901_BalanceForward.pdf

The SOP has more detailed information on how to budget a balance forward and is a good reference tool.

- Use Banner form FGIBDST or Hyperion form FOH0001&2 Operating Ledger Detail and Summary to see the 1900 amount available for budgeting.

~STEP 2: How much is available to budget?~

Check to be sure the amount you plan to budget is correct (i.e., not greater than the amount available):

- Look at Banner form FGIBDST or Hyperion form FOH0001&2 Operating Ledger Detail and Summary to see the amount posted in the 1900 account code
- See if there is either a 1901 or a 1903 entry already posted to the index
- If there already is a 1901 entry, subtract that amount from the combined total of the 1900 and 1903 account codes to determine how much is available to budget

~General Guidelines~

- Budget only what you actually expect to spend – not the full 1900 account code amount.
- Budget only whole dollars; rounding down is preferred.
- Be sure to add document text (FOATEXT) with all required information (see page 14 & 15).
- The deadline for Main Campus and Branch Campuses Budget Balance Forward entries during the current fiscal year is the middle of June.
- The deadline for HSC Budget Balance Forward entries during the current fiscal year is mid-February. Requests after that date will be considered on a case-by-case basis.

~STEP 3: Preparing the Journal Voucher in FGAJVCQ~

The screenshot displays the Oracle Developer Forms Runtime - Web interface. The title bar reads "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The status bar shows "General Menu Form GUAGMNU 7.4.1.1 (BANP) - Monday October 19, 2009".

The main content area is divided into several sections:

- Go To...:** A dropdown menu with "FGAJVCQ" selected and circled in yellow.
- Welcome, KVICKERS**
- Products:** A dropdown menu.
- My Banner:** A tree view containing:
 - Banner
 - Student System Menu [*STUDENT]
 - Alumni/Development System Menu [*ALUMNI]
 - Financial System Menu [*FINANCE]
 - Human Resources System Menu [*HRS]
 - Financial Aid [*RESOURCE]
 - General System Menu [*GENERAL]
 - Banner XtenderSolutions System Menu [*BXS]
- My Links:** A list of links including "Check Banner Message" (with a green checkmark), "Banner Bookshelf", and "Personal Link 2" through "Personal Link 6".
- My Institution:** A banner for "SUNGARD HIGHER EDUCATION" with an image of a building's archway.
- Banner Broadcast Messages:** A section at the bottom of the main content area.

A green callout box with a black border is positioned over the "Banner" folder in the tree view. It contains the text: "Journal Vouchers may also be prepared in Banner forms FGAJVCD, FGAJVCM or in Self-Service".

The status bar at the bottom contains the text: "Enter the object name; Press LIST for listing." and "Record: 1/1 | ... | <OSC>".

Oracle Developer Forms Runtime - Web: Open > FGAJVCQ

File Edit Options Block Item Record Query Tools Help

Journal Voucher Quick Form FGAJVCQ 7.3.0.1 (BANK)

Document Number:

1) Type "NEXT" for Document Number and 2) click on Next Block

Journal Voucher Document Header

Transaction Date:

Document Total:

NSF Checking Deferred Edit Document Text Exists:

Enter the Document Number; use 'NEXT' or leave field blank to generate number.

Record: 1/1 ... <OSC>

Oracle Developer Forms Runtime - Web: Open > FGAJVCQ

File Edit Options Block Item Record Query Tools Help

Journal Voucher Quick Form FGAJVCQ 7.3.0.1 (BANP)

Document Number: NEXT

Journal Voucher Document Header

Transaction Date: 23-SEP-2009

Document Total: 600.00

NSF Checking Deferred Edit

Document Text Exists:

Hash Total is total of all entries, positive and negative

Enter Document Hash Total for balancing.

Record: 1/1 <OSC>

Oracle Developer Forms Runtime - Web: Open > FGAJVCQ

File Edit **Options** Block Item Record Query Tools Help

Journal Voucher Quick Form FGAJVCQ 7.3.0.1 (BANP)

Document Number: 00250259

Journal Voucher Document Header

Transaction Date: 22-OCT-2009

Document Total: 600.00

NSF Checking Deferred Edit

Document Text Exists: N

Enter Document Hash Total for balancing.

Record: 1/1 | | ... | | | <OSC>

Click on Options and Select Document Text (FOATEXT)

Important – Write down the Document Number in case of accidental closure of the JV (i.e., closing a screen with the red X at top right) or loss of the Banner connection.

To return to the document after closing or losing connection, go to FGAJVCQ, type the document number in the Document Number field and click on Next Block.

~Document Text (FOATEXT) Rules for 1901 Entries~

- Main Campus Departments must provide an explanation of how the money being budgeted will be spent
 - a general description of the expenses
 - whether the expenses are recurring (i.e., salaries, contracts) or non-recurring (office supplies, travel, equipment purchase, etc.)
 - if for recurring expenses, indicate if permanent funding has been identified and the expected date that funding will occur
 - if permanent funding has not been identified, obtain EVP approval and state in FOATEXT that EVP approval has been received for use of the balance
- HSC departments must provide an explanation of why the balance forward is being budgeted and a general description of the expenses it will cover.
- School of Medicine divisions must have prior approval from the SOM Dean's Office.
- Always include your name and contact phone number
- Journal Vouchers without document text (FOATEXT) will be disapproved

Oracle Developer Forms Runtime - Web: Open > FGJVCQ - FOATEXT

File Edit Options Block Item Record Query Tools Help

General Text Entry Form FOATEXT 7.3 (BANP)

Type: JV Code: Default Increment: 10

Save/print text when complete and close FOATEXT using one of the "X's" shown above

Text	Print	Line
EXAMPLES OF CORRECT FOATEXT	<input checked="" type="checkbox"/>	10
NON-RECURRING EXPENSES:	<input type="checkbox"/>	20
\$25,000 start-up costs for new faculty member. The amount will cover travel, equipment and supplies.	<input type="checkbox"/>	30
These expenses are non-recurring. Carol 71234	<input type="checkbox"/>	40
RECURRING EXPENSES:	<input type="checkbox"/>	50
\$60,000 salaries 1 FTE. This expense is recurring.	<input type="checkbox"/>	60
Permanent funding has been identified and will take effect on 7/1/10. Barbara 71234	<input type="checkbox"/>	70
	<input type="checkbox"/>	80
\$75,000 salaries 1.5 FTE. This expense is recurring. Permanent funding has not been identified at this time. EVP of Administration has approved this temporary funding solution. Mary 71234	<input type="checkbox"/>	90
	<input type="checkbox"/>	100
	<input type="checkbox"/>	110
	<input type="checkbox"/>	120
	<input type="checkbox"/>	130
	<input type="checkbox"/>	140
	<input type="checkbox"/>	150
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Enter Text for the document.
Record: 1/15 | | | | <OSC>

Oracle Developer Forms Runtime - Web: Open > FGAJVCQ

File Edit Options Block Item Record Query Tools Help

Transaction Detail FGAJVCQ 7.3.0.1 (BANP)

Document Number: J0250259 Document Total: 600.00

Sequence: [] Currency: [] Status: P

Journal Type: BD4 Budget Adjustment

Chart: U University of New Mexico

Index: 712000 113080-DIRECTOR OF BU-General Activ

Fund: 2U0224 MU I & G

Organization: 712A Budget Office

Account: 1901 Budgeted Balance Change

Program: P131 Institutional Support

Activity: GNACTV General Activity

Location: []

Project: []

Percent: []

Description: Budget balance forward

Budget Period: 04

Gift Date: []

Amount: 300.00 D/C: + NSF Override

Bank: BK

Enter Sequence numbers
Record: 1/2 | <OSC>

When current screen is complete, go to Record, Next for new screen, and then Record, Duplicate (or Record Insert/Record Duplicate)

User input, Tab to field

Use "+" or "-" for BD4 entries

Enter short transaction description here

This field self-populates. The BD4 entries' Budget Period must match fiscal year month number (i.e., 4 = October). If a JV is started near the end of a budget period and completed after the new budget period begins, this field will need to be manually updated. Also change the document date on Header Page.

Oracle Developer Forms Runtime - Web: Open > FGAJVCQ

File Edit Options Block Item Record Query Tools Help

Transaction Detail FGAJVCQ 7.3.0.1 (BANP)

Document Number: J0250259

Sequence: Currency: Status: P

Journal Type: BD4 BD04-Temporary Budget Adjustment

Chart: U University of New Mexico

Index: 112000 113080-DIRECTOR OF BU-General Activ

Fund: 2U0224 MU I & G

Organization: 712A Budget Office

Account: 3100 Office Supplies General

Program: P131 Institutional Support

Activity: GNACTV General Activity

Location:

Project:

Percent:

Description: Budget balance forward

Budget Period: 04

Gift Date:

Amount: D/C: + NSF Override

Bank: BK

Number of Units:

Enter Sequence Number or leave blank for system default sequence numbers

Record: 2/2 | | ... | | <OSC>

Tab through fields to Account and enter a labor or other allowable expense account code.

When finished, save and go to Options, Access Transaction Summary Info

Oracle Developer Forms Runtime - Web: Open - FGAJVCQ

File Edit Options Block Item Record

Transaction Detail FGAJVCQ 7.3.0.1 (BANP)

Document Number: J0250259 Document Total: 600.00

Sequence: 2 Currency: Status: P

Journal Type: BD4 BD04-Temporary Budget Adjustment

Chart: U University of New Mexico

Index: 712000 113080-DIRECTOR OF BU-General Activ

Fund: 2U0224 MU I & G

Organization: 712A Budget Office

Account: 3100 Office Supplies General

Program: P131 Institutional Support

Activity: GNACTV General Activity

Location:

Project:

Percent:

Description: Budget balance forward

Budget Period: 04

Amount: 300.00 D/C: + NSF Override

Bank: BK

Completion FGAJVCQ

If ready to submit for approval, click on **Complete**. If not, click **In Process** and you will be able to retrieve the JV for revisions by entering the JV number in the FGAJVCQ form.

Complete: In Process:

Select to keep Document Incomplete and "In Process"

Record: 1/1 <OSC>

Click on Options, Access Completion

If ready to submit for approval, click on **Complete**. If not, click **In Process** and you will be able to retrieve the JV for revisions by entering the JV number in the FGAJVCQ form.

~More Examples of 1901 Budgeting Entries~

- A department has a balance forward of \$500. They would like to spend part of the \$500. The department is budgeting what they expect to spend for office supplies, \$150.00. The JV would be:

BD4 223344-1901 \$150.00 +
BD4 223344-3100 \$150.00 +

- A department processed an estimated 1901 budget balance forward in Budget Planner in the amount of \$500. The 1900 balance forward entry that posted after the fiscal year-end close was only \$100. The JV to correct the over-budgeted balance forward would be:

BD4 Index 223344-1901 \$400.00 –
BD4 Index 223344-3100 \$400.00 –

- A department has a deficit balance forward of \$6,000 and received Actual Revenue (unbudgeted) of \$10,000 in 08Z0. They want to cover their deficit using \$6,000 of the Actual Revenue. The other \$4,000 will be spent on office supplies. The JV would be:

BD4 Index 223344-08Z0 \$10,000 +
BD4 Index 223344-1901 \$6,000 –
BD4 Index 223344-3100 \$4,000 +

More Examples of 1901 Budgeting Entries (cont'd)

- A department has a balance forward deficit of \$500. They are required to budget the deficit. *Keep in mind that actual revenue must be available to budget the deficit.* If your department or unit does not have the funds to cover the deficit in the new fiscal year, contact your VP unit to arrange a deficit reduction plan. If funds are available, the JV entries would be:

BD4 Index 223344-1901 \$500.00 –

BD4 Index 223344-3160 \$500.00 –

- A department processed an estimated 1901 budget balance forward in Budget Planner in the amount of \$5,000. The balance forward entry posted after the fiscal year closed was \$7,000. The department is going to spend the full amount on office copies, in-state travel and training information, so an additional 1901 entry needs to be processed to budget the rest of the funds. The JV would be:

BD4 223344-1901 \$2,000.00 +

BD4 223344-31P0 \$800.00 +

BD4 223344-3800 \$900.00 +

BD4 223344-63C0 \$300.00 +

Follow-up!

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The window title is "Oracle Developer Forms Runtime - Web". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and actions. The main content area is divided into several sections:

- Go To...**: A dropdown menu showing "Welcome, KVICKERS".
- Products:** A dropdown menu.
- My Banner**: A folder containing a **Banner** folder, which includes:
 - Student System Menu [*STUDENT]
 - Alumni/Development System Menu [*ALUMNI]
 - Financial System Menu [*FINANCE]
 - Human Resources System Menu [*HRS]
 - Financial Aid [*RESOURCE]
 - General System Menu [*GENERAL]
 - Banner XtenderSolutions System Menu [*BXS]
- My Links**: A list of links including "Check Banner Message" (with a green checkmark), "Banner Bookshelf", and "Personal Link 2" through "Personal Link 6".
- My Institution**: A section with a logo for "SUNGARD HIGHER EDUCATION" and a photograph of a building's archway.
- Banner Broadcast Messages**: A section with a scrollbar.

A green callout box with a black border and an arrow pointing to the "Check Banner Message" link contains the text: "Check messages to see if JV's or other documents have been disapproved." At the bottom of the window, there is a status bar with the text "Enter the object name; Press LIST for listing." and "Record: 1/1 | ... | <OSC>".

Oracle Developer Forms Runtime - Web: Open > GUAMESG

File Edit Options Block Item Record Query Tools Help

General Message Form GUAMESG 7.4.1.1 (BANP)

Recipient: **Sender:** **Date:** 22-OCT-2009 **Time:** 1419
Message: DOCUMENT IS DISAPPROVED **Source:** FOAUAPP
Reference ID: **Item:** 00247532
System: F Finance
 Complete Pending Hold Confidential

To view complete message, if any, click here

Recipient: **Sender:** **Date:** **Time:**
Message: **Source:**
Reference ID: **Item:**
System:
 Complete Pending Hold Confidential

If the document has been disapproved, it can be re-accessed for correction in FGAJVCQ, FGAJVCD, FGAJVCM or the Self-Service JV Entry Form

Recipient: **Sender:** **Date:** **Time:**
Message: **Source:**
Reference ID: **Item:**
System:
 Complete Pending Hold Confidential

Recipient: **Sender:** **Date:** **Time:**
Message: **Source:**
Reference ID: **Item:**
System:
 Complete Pending Hold Confidential

User ID that will receive the message; press LIST for users.

Record: 1/1 | | ... | | <OSC>

The End

