

# How to do a Budget Allocation in Banner for Main and Branch Campuses

Presented by the Office of Planning, Budget & Analysis

# What is a Budget Allocation?

An allocation moves budgeted and/or actual revenue between indices with the same Level 2 fund code and same Level 2 program code.

Exception: If the program code is different but still within I&G (P10 thru P14.)

# Budget Quick Reference Guide

## FoAPal Elements

FUND	Begins With
<b>Institutional Funds</b>	<b>1</b>
<i>Main Campus</i>	<b>2</b>
Main Endowments	2E
Main Plant Funds	2P
Main Restricted	2(#)
Main Unrestricted	2U
<i>HSC Campus</i>	<b>3</b>
HSC Endowments	3E
HSC Plant Funds	3P
HSC Restricted	3(#)
HSC Unrestricted	3U
<i>Gallup Campus</i>	<b>4</b>
Gallup Endowments	4E
Gallup Plant Funds	4P
Gallup Restricted Funds	4(#)
Gallup Unrestricted	4U
<i>Los Alamos Campus</i>	<b>5</b>
Los Alamos Endowments	5E
Los Alamos Plant Funds	5P
Los Alamos Restricted Funds	5(#)
Los Alamos Unrestricted	5U
<i>Valencia Campus</i>	<b>6</b>
Valencia Endowments	6E
Valencia Plant Funds	6P
Valencia Restricted Funds	6(#)
Valencia Unrestricted	6U
<i>Taos Campus</i>	<b>Z</b>
Taos Endowments	7E
Taos Plant Funds	7P
Taos Restricted Funds	7(#)
Taos Unrestricted	7U
<b>UNM Hospital</b>	<b>8U1</b>

Program Description	Program Level 2
<b>Instruction and General</b>	
Instruction and General Revenue	P09
Instruction Unrestricted Ex 10	P10
Sponsored Instr Restr Ex 10	P10R
Academic Support Unrestr Ex 11	P11
Sponsored Acad Support Restr Ex 11	P11R
Student Services Ex 12	P12
Sponsored Student Svcs Restr Ex 12	P12R
Institutional Support Ex 13	P13
Sponsored Inst Support Restr Ex 13	P13R
Operations and Maintenance Ex 14	P14
Student Social and Cultural Ex 15	P15
Research Unrestr Ex 16	P16
Sponsored Research Restr Ex 16	P16R
Non Sponsored Pub Svc Unrestr Ex 17	P17
Sponsor Public Service Restr Ex 17	P17R
Internal Services Ex 18	P18
Student Aid Unrestr Ex 19	P19
Sponsored Student Aid Restr Ex 19	P19R
Auxiliaries Ex 20	P20
Athletics Ex 21	P21
Independent Operations Ex 22	P22
Other Institutional Programs	P50
Property Plant and Equipment	P501
Agencies	P502
Student Loan Programs	P503
Endowment Programs	P504

**Program Hierarchy Query Form**  
FTIPRGH

ACCOUNT CODES	
<b>OPERATING REVENUE</b>	Begins With
Tuition Revenue	01
Student Fees	02
<i>Mandatory Student Fees</i>	<b>02Z1</b>
Patient Services	03
Grants & Contracts	04
Sales & Services	05
<b>INTERNAL SALES</b>	<b>061</b>
<i>(USED ONLY IN P48 INTERNAL SERVICES)</i>	
<i>Appropriations</i>	<b>07(number)</b>
<i>Sales &amp; Services</i>	<b>07Z</b>
Other Operating Revenue	08
<b>NON-OPERATING REVENUE</b>	
Bond Revenue	09
Gifts, Investment Income & Other	10
<b>Transfers</b>	<b>11 or 12</b>
<b>Allocations</b>	
Earned Revenue	1600
F&A Allocation	1601
<i>(USED ONLY IN P16 Research)</i>	
Allocations SOM Gen	1610
Pooled Allocation	1640
<i>(Only used by depts for original budget)</i>	
UNM Bond Proceeds	1650
General Allocations	1660
Overhead Internal	1661
<i>(USED ONLY IN P16 Research)</i>	
Regent's Reallocation	1665
<b>Balance Forward</b>	
Balance Forward	1900
<i>(NOT USED by Depts EVER)</i>	
Budget Bal Change	1901
<i>(BUDGET PURPOSES ONLY)</i>	
Change in Bal Fwd	1903
<i>(MOVING BAL FWD ACTUALS ONLY)</i>	
<b>EXPENSES</b>	
Salaries	20
Payroll Benefits	21
Other Expenses	31 thru 99
Interdept Support	8045
Budget Contingency	80E0
<b>Green - outside funding source</b>	
<b>Purple - movement of funding source within the University</b>	
<b>Orange - expenses</b>	
Complete list of Account Codes w/ descriptions	
<a href="http://www.unm.edu/%7Efsm/AccountCodeDefinitions.pdf">http://www.unm.edu/%7Efsm/AccountCodeDefinitions.pdf</a>	

# Step 1: Getting Started

1. Print Standard Operating Procedure (SOP) BR-102 at the Planning, Budget and Analysis web site:

[http://www.unm.edu/~budget/sop/budgettransactions/Allocation\\_SOP\\_Enduser.pdf](http://www.unm.edu/~budget/sop/budgettransactions/Allocation_SOP_Enduser.pdf)

The SOP has more detailed information on Allocations and is a good reference tool.

2. To be sure there are sufficient funds in the index to be debited, check current index balance on Banner form FGIBDST or Hyperion Report FOH0001&2: Operating Ledger Detail and Summary.

# Finding an index's available balance in FGIBDST

The screenshot shows 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 address bar shows "General Menu Form GUAGMNU 7.4.1.1 (BANP) - Tuesday September 29, 2009".

The main content area is divided into two columns. On the left, there is a "Go To..." dropdown menu with "FGIBDST" selected. Below it is a tree view under "My Banner" containing several system menus: "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]", and "Banner XtenderSolutions System Menu [\*BXS]". A red-bordered callout box with an arrow pointing to the "Go To..." dropdown contains the text: "Type FGIBDST in the Go To box and enter".

On the right side, there is a "Products:" dropdown menu and a "My Links" section with several links: "Check Banner Message" (with a green checkmark), "Banner Bookshelf", "Personal Link 2", "Personal Link 3", "Personal Link 4", "Personal Link 5", and "Personal Link 6". Below the links is a "My Institution" section with a banner for "SUNGARD HIGHER EDUCATION" and a photograph of a building's archway.

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 > FGIBDST

File Edit Options Block Item Record Query

Organization Budget Status Form FGIBDST

Enter "giving" index (Debit index) in Index; click on Next Block

Chart: U  
 Fiscal Year: 10  
 Index: 866056

Organization: 866E5 VP SA Pepsi Funds Student Affa  
 Fund: 2U0203 MU Public Service  
 Program: P171 Non Sponsored Public Service  
 Account:  
 Account Type:  
 Activity: 866E01 VPSA - Administration  
 Location:

Query Specific Account  
 Include Revenue Accounts

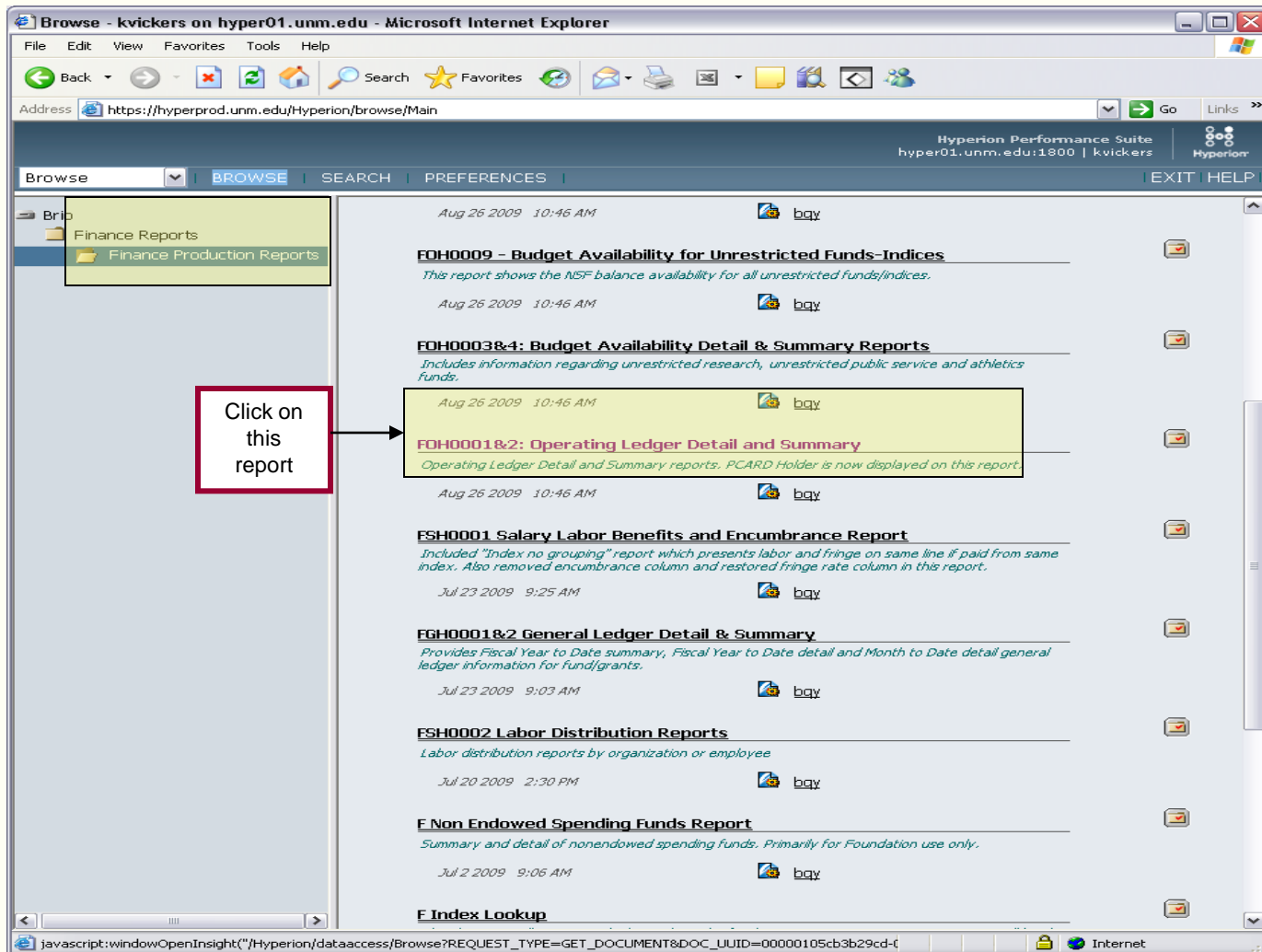
Commit Type: Both


Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
1100	R Trsfr To I G Gen	-4,250.00	-4,250.00	0.00	0.00
1160	R Trsfr To Student Social Cult	-2,500.00	-2,500.00	0.00	0.00
11A0	R Trsfr To Research Gen	-5,410.00			0.00
1660	R Allocations Other Gen	156,000.00			0.00
1900	R Balance Forward Detail Ger	0.00			-11,858.55
3100	E Office Supplies General	-16,160.00	0.00	0.00	-16,160.00
6350	E Promotional Exp F&A Exclud	0.00	0.00	597.02	-597.02
63A1	E Event Fees	0.00	1,000.00	0.00	-1,000.00
8060	E Other Operating Costs Gen	0.00	0.00	0.00	0.00
80A0	E F&A Excludable Gen	0.00	825.00	0.00	-825.00
80E0	E Contingency Budget Gen	160,000.00	0.00	0.00	160,000.00
80K0	E Banner Tax	0.00	18.25	0.00	-18.25
<b>Net Total:</b>		0.00	153,855.30	597.02	

YTD Activity Net Total, minus Commitments Net Total = Available Balance


Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List  
 Record: 1/12 | | ... | | <OSC>

# Finding an index's available balance in Hyperion Operating Ledger Detail and Summary (data is 24 hrs. behind FGIBDST data)




Aug 26 2009 10:46 AM  bqy


**FOH0009 - Budget Availability for Unrestricted Funds-Indices**  
*This report shows the NSF balance availability for all unrestricted funds/indices.*

Aug 26 2009 10:46 AM  bqy


**FOH0003&4: Budget Availability Detail & Summary Reports**  
*Includes information regarding unrestricted research, unrestricted public service and athletics funds.*

Aug 26 2009 10:46 AM  bqy


**FOH0001&2: Operating Ledger Detail and Summary**  
*Operating Ledger Detail and Summary reports. PCARD Holder is now displayed on this report.*

Aug 26 2009 10:46 AM  bqy


**FSH0001 Salary Labor Benefits and Encumbrance Report**  
*Included "Index no grouping" report which presents labor and fringe on same line if paid from same index. Also removed encumbrance column and restored fringe rate column in this report.*

Jul 23 2009 9:25 AM  bqy


**FGH0001&2 General Ledger Detail & Summary**  
*Provides Fiscal Year to Date summary, Fiscal Year to Date detail and Month to Date detail general ledger information for fund/grants.*

Jul 23 2009 9:03 AM  bqy

**FSH0002 Labor Distribution Reports**  
*Labor distribution reports by organization or employee*

Jul 20 2009 2:30 PM  bqy

**F Non Endowed Spending Funds Report**  
*Summary and detail of nonendowed spending funds. Primarily for Foundation use only.*

Jul 2 2009 9:06 AM  bqy


**F Index Lookup**

Click on this report

javascript:windowOpen.Insight('/Hyperion/dataaccess/Browse?REQUEST\_TYPE=GET\_DOCUMENT&DOC\_UIID=00000105cb3b29cd-{'

https://hyperprod.unm.edu/Hyperion/dataaccess/Browse?REQUEST\_TYPE=GET\_DOCUMENT&DOC\_UUID=0000010 - Microsoft Internet Expl...

File View Tools Help

 **University Of New Mexico Finance Reports**

Select Index and type "giving" (Debit) index in Value box. Click on Find and the index will appear in the white box. Click on index in white box and click on Select Values.

**Detail and Summary**

to date activity for grants please use FRH0001&2 reports.

**Query Parameters**

Segment: INDEX Level: Level 1 Value: 866056 Find

866056: 123803-Pepsi Funds - VPSA

Select Values Remove Values

Month/Calendar Yr SEP 2009  Single Month  Fiscal Year To Date

**Grouping Options**


Summary/Detail:  
 Detail  
 Summary

Group by:  
No Grouping  
 Level 1  
 Level 2  
 Level 3  
 Level 4  
 Level 5

Process Report

https://hyperprod.unm.edu/Hyperion/dataaccess/Browse?REQUEST\_TYPE=GET\_DOCUMENT&DOC\_UUID=0000010 - Microsoft Internet Expl...

File View Tools Help



### University Of New Mexico Finance Reports

#### FOH0001&2: Operating Ledger Detail and Summary

**Warning: These reports will only show fiscal year activity. For inception to date activity for grants please use FRH0001&2 reports.**

#### Query Parameters

Segment: INDEX Level: Level 1 Value: 866056 Find

866056: 123803-Pepsi Funds - VPSA

Select Values Remove Values

INDEX : 866056

Month/Calendar Yr: SEP 2009  Single Month  Fiscal Year To Date

#### Grouping Options

Summary/Detail:  Detail  Summary


Level 3  
 Level 4  
 Level 5

Process Report

Check Month/Calendar Yr to be sure they are current. Click radio button for Fiscal Year to Date and Summary. Then click on Process Report.

https://hyperprod.unm.edu/Hyperion/dataaccess/Browse?REQUEST\_TYPE=GET\_DOCUMENT&DOC\_UUID=0000010 - Microsoft Internet Expl...

File View Tools Help



## University Of New Mexico Finance Reports

### FOH0001&2: Operating Ledger Detail and Summary

**Warning: These reports will only show fiscal year activity. For inception to date activity for grants please use FRH0001&2 reports.**

#### Query Parameters

Segment: INDEX Level: Level 1 Value: 866056 Find

866056: 123803-Pepsi Funds - VPSA

Select Values Remove Values

INDEX: 866056

Month/Calendar Yr  
SEP 2009  Single Month  Fiscal Year To Date

#### Grouping Options

Summary/Detail:  
 Detail  
 Summary

Group by:  
No Grouping  
 Level 1  
 Level 2  
 Level 3  
 Level 4  
 Level 5

Process Report

Information has finished generating.  
Please select buttons below...

Show Report

Export Results

Sorting Complete

Unknown Zone

FOH0002

**Operating Ledger Summary  
Through The Month of SEP 2009**

Run Date/Time: 09/29/09 02:18 PM

INDEX: 866056: 123803-Pepsi Funds - VPSA

The Net Fiscal YTD under Actuals, less Net Encumbrances/Reservations = index available balance

Account Description	Budget (FYTD)			Current Month	Actuals		Encumbrances/Reservations	Balance		
	Adopted	Adjustments	Accumulated		Fiscal YTD	Percent		Available	Percent	
<b>Report Summary:</b>										
<b>Total Revenue:</b>	\$0.00	\$143,840.00	\$143,840.00	(\$11,750.00)	(8.17%)	\$155,698.55	108.24%	\$0.00	(\$11,858.55)	(8.24%)
<b>Total Expenses:</b>	\$0.00	\$143,840.00	\$143,840.00	\$0.00	0.00%	\$1,843.27	1.28%	\$597.02	\$141,399.73	98.30%
<b>Net:</b>	\$0.00	\$0.00	\$0.00	(\$11,750.00)	0.00%	\$153,855.30	0.00%	(\$597.02)	(\$153,258.28)	0.00%

\$153,855.30 - 597.02 = \$153,258.28  
Available Balance

**Parameters:**

Transactions as of SEP 2009

INDEX: 866056: 123803-Pepsi Funds - VPSA

## Getting Started (continued)

3. Use Hyperion Report FBRHOZ01 Main and Branch Transfers Allocation to find correct allocation account codes and verify whether the transaction is a transfer or an allocation.
4. Use Banner form FGAJVCQ, FGAJVCD, FGAJVCM or the Self-Service Journal Voucher Entry form to submit a Journal Voucher (JV).

# Hyperion form FBRHOZ01

Browse - kvickers on hyper01.unm.edu - Microsoft Internet Explorer

Address: https://hyperprod.unm.edu/Hyperion/browse/Main

Hyperion Performance Suite  
hyper01.unm.edu:1800 | kvickers

Finance Production Reports

**F Approvals Report**  
May 11 2009 10:25 AM

**FBRHOZ01 Main and Branch Transfers Allocation**  
Tool for Main and Branch Departments and Main Campus Core offices to use as process transfer and allocation journal vouchers in accordance to Main Campus  
Nov 20 2009 9:48 AM

**FGH0001&2 General Ledger Detail & Summary**  
Provides Fiscal Year to Date summary, Fiscal Year to Date detail and Month to Date detail general ledger information for fund/grants.  
Oct 28 2009 2:55 PM

**F Index Lookup**  
This document allows you to lookup indexes by fund, organization, program or activity, at all levels of Hierarchy.  
Oct 28 2009 2:57 PM

**F Non Endowed Spending Funds Report**  
Summary and detail of nonendowed spending funds. Primarily for Foundation use only.  
Jul 2 2009 9:06 AM

**FOH00018&2: Operating Ledger Detail and Summary**  
Operating Ledger Detail and Summary reports. PCARD Holder is now displayed on this report.  
Oct 28 2009 3:56 PM


**FOH0003&4: Budget Availability Detail & Summary Reports**  
Includes information regarding unrestricted research, unrestricted public service and athletics funds.  
Oct 28 2009 3:56 PM

Click on this report

https://hyperprod.unm.edu/Hyperion/dataaccess/Browse?REQUEST\_TYPE=GET\_DOCUMENT&DOC\_UUID=0000012 - Microsoft Internet Expl...

File Edit View Insert Format Dashboard Tools Help

Main Dashboard



**FBRHOZ01: MAIN/BRANCH CAMPUS TRANSFER/ALLOCATION ENTRY DETAIL**

**A - Transfer/Allocation Entry**

**B - Index & FOIPA Detail Look Up**

Click on A

\*\*Use B to look up index for A, if needed.


Unknown Zone

The image shows a screenshot of a web browser window displaying a dashboard. The browser's address bar shows the URL: https://hyperprod.unm.edu/Hyperion/dataaccess/Browse?REQUEST\_TYPE=GET\_DOCUMENT&DOC\_UUID=0000012. The browser's menu bar includes File, Edit, View, Insert, Format, Dashboard, Tools, and Help. The toolbar contains various icons for file operations and a 'Process' dropdown menu. The main content area is titled 'Main Dashboard' and features a red and white logo on the left. Below the logo is a large grey box with the text 'FBRHOZ01: MAIN/BRANCH CAMPUS TRANSFER/ALLOCATION ENTRY DETAIL'. Underneath this box are two smaller grey boxes. The top one is labeled 'A - Transfer/Allocation Entry' and has a red box around it with an arrow pointing to it from a text box that says 'Click on A'. Below it is a box labeled 'B - Index & FOIPA Detail Look Up'. Between these two boxes is the text '\*\*Use B to look up index for A, if needed.' in red. The browser's status bar at the bottom shows 'Unknown Zone'.

https://hyperprod.unm.edu/Hyperion/dataaccess/Browse?REQUEST\_TYPE=GET\_DOCUMENT&DOC\_UUID=0000012 - Microsoft Internet Expl...

File Edit View Insert Format Dashboard Tools Help

Compare EIS

 University Of New Mexico Finance Reports

FBRHOZ01: MAIN/BRANCH CAMPUS TRANSFER/ALLOCATION ENTRY DETAIL

Main/Branch Campus Transfer/Allocation Entry

INDEX COMPARISION FOR TRANSFER/ALLOCATION ENTRY

PLEASE ENTER INDEXES BELOW

Index funds are coming from:

Index funds are going to:

Compare

Enter "giving" index on top and "receiving" index on bottom

Unknown Zone



Allocation EIS

University Of New Mexico Finance Reports

FBRHOZ01: MAIN/BRANCH CAMPUS TRANSFER/ALLOCATION ENTRY DETAIL

Main/Branch Campus Allocation Entry

PLEASE SELECT ALLOCATION TYPE

- 1600: Allocate revenue from school/college to department
- 1600: Allocate from department to secondary or faculty index
- 1601: Allocate F&A revenue from school/college to department
- 1610: Allocate dean's funding revenue
- 1620: Allocate revenue from subsidy to department
- 1660: General purpose allocation

View Report

Select appropriate allocation type

Note: If your transaction is not an **Allocation**, you will see the **Transfer** form instead of this page. The form will show the correct Transfer codes and description field information to use. (In that case, refer to SOP BR-103 Budget & Actual Transfer)

3 of 24 - Unknown Zone Item collector

Allocation EIS

University Of New Mexico Finance Reports

FBRHOZ01: MAIN/BRANCH CAMPUS TRANSFER/ALLOCATION ENTRY DETAIL

**Main/Branch Campus Allocation Entry**  
**PLEASE SELECT ALLOCATION TYPE**

- 1600: Allocate revenue from school/college to department
- 1600: Allocate from department to secondary or faculty index
- 1601: Allocate FA revenue from school/college to department
- 1610: Allocate dean's funding revenue
- 1620: Allocate revenue from subsidy to department
- 1660: General purpose allocation

[View Report](#)

Click on "View Report"

5 of 24 - Unknown Zone Item collector

The sequences shown here are the order in which information is entered on the Banner JV form (see following pages)

### Transaction Type: Allocation

<u>Index Funds Are Coming From</u>	<u>Index Funds Are Going To</u>
<p>JV Sequence <b>#1</b>-ACTUALS (REVENUE) ENTRY:                      Rule Class/Journal Type: <b>JE2</b>                      Index: <b>031001</b> 113015-President's Office Operating                      Account Code: <b>1660</b> General purpose allocation                      Debit/Credit/Plus/Minus: <b>D (Debit)</b>                      Description: <b>Note: Key a brief transaction description</b></p> <p>JV Sequence <b>#2</b>-BUDGET (REVENUE) ENTRY:                      Rule Class/Journal Type: <b>BD4</b>                      Index: <b>031001</b> 113015-President's Office Operating                      Account Code: <b>1660</b> General purpose allocation                      Debit/Credit/Plus/Minus: <b>- (Minus)</b>                      Description: <b>Note: Key a brief transaction description</b></p> <p>JV Sequence <b>#3</b>-Budget (EXPENSE) ENTRY:                      Rule Class/Journal Type: <b>BD4</b>                      Index: <b>031001</b> 113015-President's Office Operating                      Account Code: <b>8060</b> (System default, replace as needed)                      Debit/Credit/Plus/Minus: <b>- (Minus)</b>                      Description: <b>Note: Key a brief transaction description</b></p>	<p>JV Sequence <b>#4</b>-ACTUALS (REVENUE) ENTRY:                      Rule Class/Journal Type: <b>JE2</b>                      Index: <b>712000</b> 113080-DIRECTOR OF BU-General Activ                      Account Code: <b>1660</b> General purpose allocation                      Debit/Credit/Plus/Minus: <b>C (Credit)</b>                      Description: <b>Note: Key a brief transaction description</b></p> <p>JV Sequence <b>#5</b>-BUDGET (REVENUE) ENTRY:                      Rule Class/Journal Type: <b>BD4</b>                      Index: <b>712000</b> 113015-President's Office Operating                      Account Code: <b>1660</b> General purpose allocation                      Debit/Credit/Plus/Minus: <b>+ (Plus)</b>                      Description: <b>Note: Key a brief transaction description</b></p> <p>JV Sequence <b>#6</b>-BUDGET (Expense) ENTRY:                      Rule Class/Journal Type: <b>BD4</b>                      Index: <b>712000</b> 113015-President's Office Operating                      Account Code: <b>8060</b> (System default, replace as needed)                      Debit/Credit/Plus/Minus: <b>+ (Plus)</b>                      Description: <b>Note: Key a brief transaction description</b></p>

**Note: Check Budget Period on BD4s to be sure it corresponds with the number of the current month in the fiscal year (i.e., July=01, August=02, September=03, etc.)**

Index FOPA Detail (Info Only)	
<u>Index Funds Are Coming From</u>	<u>Index Funds Are Going To</u>
<p><b>Index-Title:</b> 031001: 113015-President's Office Operating  <b>FOPA:</b> 2U0224-031B-P131-031B02  <b>Fund Type Level 2:</b> 02: CU Main  <b>Fund Level 2:</b> 2U1G: MU General I &amp; G  <b>Org Level 2:</b> AA: President Executive  <b>Program Level 2:</b> P13: Institutional Support Ex 13</p>	<p><b>712000: 113080-DIRECTOR OF BU-General Activ</b>                      2U0224-712A-P131-GNACTV                      02: CU Main                      2U1G: MU General I &amp; G                      AD: Executive VP for Administration                      P13: Institutional Support Ex 13</p>

## Step 2: Create a BD4 & JE2 Allocation Entry

- Use the BD4 and JE2 rule class codes.
- Do one JE2 and two BD4 entries for the debit side and one JE2 and two BD4 entries for the credit side, *unless*
  - the giving and/or receiving index has already been budgeted for this transaction. If so, be sure to note this in FOATEXT document text.
- The first BD4 entry uses the same allocation code as the JE2 entry.
- The second BD4 entry's default expense account code on the Hyperion form is 8060, but another expense account code or labor expense code may be used.

# Using the FGAJVCQ Form

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 at the top shows "General Menu Form GUAGMNU 7.4.1.1 (BANP) - Wednesday September 23, 2009".

The main content area is divided into several sections:

- Go To..**: A dropdown menu with "FGAJVCQ" selected. To its right, it says "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:
  - [Check Banner Message](#) ✓
  - [Banner Bookshelf](#)
  - [Personal Link 2](#)
  - [Personal Link 3](#)
  - [Personal Link 4](#)
  - [Personal Link 5](#)
  - [Personal Link 6](#)
- My Institution**: A banner image for SUNGARD HIGHER EDUCATION featuring a building with a clock tower.
- Banner Broadcast Messages**: A section with a vertical scrollbar, currently empty.

At the bottom, there is a status bar with the text "Enter the object name; Press LIST for listing." and "Record: 1/1".

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 (D&NP)

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: 1,800.00

NSF Checking     Deferred Edit

Document Text Exists:

Enter Document Hash Total for balancing.

Record: 1/1    <OSC>

Hash Total is total of all entries, positive and negative

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: J0250259

Click on Options and Select Document Text (FOATEXT)

Journal Voucher Document Header

Transaction Date: 22-OCT-2009

Document Total: 1,800.00

NSF Checking  Deferred Edit

Document Text Exists: Y

Field defaults to current date

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.

Enter transaction date(DD-MON-YYYY)

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

Closes FGAJVCQ

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

File Edit Options Block Item Record Query Tools Help

General Text Entry Form FOATEXT 7.3 (BANP)

Type: JV Code: J0250259 Default Increment: 10

Text	Print	Line
MAIN CAMPUS DEPARTMENTS ARE REQUIRED TO GIVE A	<input type="checkbox"/>	10
DETAILED EXPLANATION OF THE ALLOCATION.	<input type="checkbox"/>	20
Example of correct text:	<input type="checkbox"/>	30
Department (name) index 123123 is sharing the	<input type="checkbox"/>	40
cost of the Business Writing Workshop with dept.	<input type="checkbox"/>	50
(name) held on October 18, 2009. The total cost	<input type="checkbox"/>	60
of the workshop was \$5000, billed on invoice	<input type="checkbox"/>	70
123876. Vendor Business Writing Inc. Index 123123	<input type="checkbox"/>	80
is allocating \$2500 to index 22334 for one half of	<input type="checkbox"/>	90
the total invoice amount. Questions, please call	<input type="checkbox"/>	100
(your name), (your phone number).	<input type="checkbox"/>	110
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Record: 12/12 | ... | <OSC>

Close to return to JV entry form

The JV will be disapproved if the required information is not included or if there is no text at all.

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: 1,800.00

Sequence: JE2 Currency: Status:

Journal Type: General Journal Entry

Chart: U University

Index: 475003

Fund: 2U0224

Organization: 475B

Account: 1660

Program: P131

Activity: GNACTV

Location:

Project:

Percent:

Description: Increase OPBA printing budget

Budget Period: 04

Gift Date:

Number of Units:

Amount: 300.00

Bank: BK

D/C: D  NSF Override

Enter Sequence Number or leave blank for system default sequence numbers

Record: 1/?

User input, Tab to field

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

Note: Actuals entries (JE2s) may include cents; budget entries (BD4s) must be whole numbers—no cents

Use "D" or "C" for JE2 entries

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: 0025025 1,800.00

Sequence: 2 Currency: Status:

Journal Type: **BD4** BD04-Temporary Budget Adjustment

Chart: U University of New Mexico

Index: 475003 113075-VP FOR BUSIN &-General Activ

Fund: 2U0224 MU I & G

Organization: 475B VP Bus Fin Admin Ofc Gen Admin

Account: 1660 Allocations Other Gen

Program: P131 Institutional Support

Activity: GNACTV General Activity

Location: Project: Percent: Amount: 300.00 D/C: **-**  NSF Override

Bank: BK

Description: Increase OPBA printing budget

Budget Period: **04** Number of Units:

Gift Date:

Describe the do  
Record: 2/2 <OSC>

Tab to Journal Type and make changes as shown

Use "+" or "-" entries for BD4s

System default is number of month in current fiscal year (i.e., 04 = October). If JV is initiated near the end of the month and not completed until next month, change field to match new budget period/month. 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

Document Number: J0250259 1,800.00

Sequence: 3 Currency: Status: P

Journal Type: BD4 BD04-Temporary Budget Adjustment

Chart: U University of New Mexico

Index: 475003 113075-VP FOR BUSIN &-General Activ

Fund: 2U0224 MU I & G

Organization: 475B VP Bus Fin Admin Ofc Gen Admin

Account: 6370 Printing/Copying/Binding Gen

Program: P131 Institutional Support

Activity: GNACTV General Activity

Location:

Project:

Percent:

Description: Increase OPBA printing budget

Budget Period: 04

Gift Date: Number of Units:

Amount: 300.00 D/C: -  NSF Override

Bank: BK

Check to override Available Balance Editing

Record: 3/3 <OSC>

When this page is complete, click Record, Next .

For 2<sup>nd</sup> minus BD4 entry, use an expense account code (equal \$'s must be moved from revenue budget and expense budget).

Oracle Developer Forms Runtime - Web: Open > FOAUAPP - FGAJVCQ

File Edit Options Block Item Record Query Tools Help

Transaction Detail FGAJVCQ 7.3.0.1 (BANP)

Document Number: J0250259

Sequence: 4 Currency: Status: P

Journal Type: JE2 JE16 - Dept General Journal Entry

Chart: U University of New Mexico

Index: 712000 113080-DIRECTOR OF BU-General Activ

Fund: 2U0224 MU I & G

Organization: 712A Budget Office

Account: 1660 Allocations Other Gen

Program: P131 Institutional Support

Activity: GNACTV General Activity

Location:

Project:

Percent:

Description: Increase OPBA printing budget

Budget Period: 04

Gift Date:

Amount: 300.00 D/C: C  NSF Override

Bank: BK

Number of Units:

Check to override Available Balance Editing

Record: 4/4 <OSC>

User input, tab to field

When finished with page, click Record Next, Record Duplicate (or Record Insert, Record Duplicate)

Oracle Developer Forms Runtime - Web: Open

File Edit Options Block Item **Record** Query

Transaction Detail FGJVCQ 7.3.0.1 (BANP)

Document Number: J0250259 Document Total: 600.00

When finished with page, click Record Next, Record Duplicate (or Record Insert, Record Duplicate)

Tab to Journal Type and make changes as shown

Sequence: 5 Currency: Status:

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: 1660 Allocations Other Gen

Program: P131 Institutional Support

Activity: GNACTV General Activity

Location: Project: Percent: Amount: 300.00 D/C: **+**  NSF Override

Bank: BK

Description: Increase OPBA printing budget

Budget Period: 04

Gift Date: Number of Units:

Describe the document

Record: 5/5 <OSC>

Oracle Developer Forms R... FGAJVCQ

File Edit Options Block It

Transaction Detail FGAJV

Document Number: J0250259 Document Total: 1,800.00

Sequence: 6 Currency: Status:

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: 6370 Printing/Copying/Binding Gen

Program: P131 Institutional Support

Activity: GNACTV General Activity

Location:

Project:

Percent:

Description: Increase OPBA printing budget

Budget Period: 04

Gift Date:

Number of Units:

Amount: 300.00 D/C: + NSF Override

Bank: BK

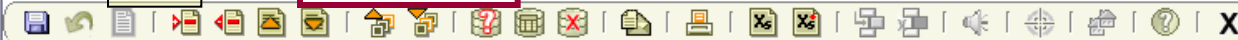
Check to override Available Balance Editing

Record: 6/6 <OSC>

When current screen is complete, click on File and Save. Then click on Options and select Access Transaction Summary Info (FGISUM).

For 2<sup>nd</sup> plus BD4 entry, use an expense account code (equal \$'s must be moved from revenue and expense budget)





Document Number: J0250259 Document Total: 1,800.00

Sequence: 6 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: 6370 [ ] Printing/Copying/Binding Gen

Program: P131 [ ] Institutional Support

Activity: GNACTV [ ] General Activity

Location: [ ]

Project: [ ]

Percent: [ ]

Description: Increase OPBA printing budget

Budget Period: 04

Amount: 300.00 D/C: +  NSF Override

Bank: BK [ ]

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 in FGAJVCQ or other JV input forms for revisions.

Complete: In Process:

Select to keep Document Incomplete and "In Process"

# Step 3: Follow-up!

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The main content area displays a tree view of the menu structure under 'Banner'. A red box highlights the text 'Check messages to see if JV's or other documents have been disapproved.' with an arrow pointing to the 'Check Banner Message' link in the 'My Links' section. The 'Banner Broadcast Messages' section is currently empty.

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help

General Menu Form GUAGMNU 7.4.1.1 (BANP) - Friday October 23, 2009

Go To... Welcome, KVICKERS Products: Menu | Site Map | Help Center

- My Banner
  - 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]

Check messages to see if JV's or other documents have been disapproved.

My Links

- [Check Banner Message](#) ✓
- [Banner Bookshelf](#)
- [Personal Link 2](#)
- [Personal Link 3](#)
- [Personal Link 4](#)
- [Personal Link 5](#)
- [Personal Link 6](#)

My Institution

SUNGARD HIGHER EDUCATION

Banner Broadcast Messages

Enter the object name; Press LIST for listing.

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:** [Dropdown] **Sender:** [Dropdown] **Date:** 22-OCT-2009 [Calendar] **Time:** 1419  
**Message:** DOCUMENT IS DISAPPROVED [Edit Icon] **Source:** FOAUAPP  
**Reference ID:** [Dropdown] [Text] **Item:** J0247532  
**System:** F [Dropdown] Finance  
 Complete  Pending  Hold  Confidential

**Recipient:** [Dropdown] **Sender:** [Dropdown] **Date:** [Calendar] **Time:** [Text]  
**Message:** [Text] [Edit Icon] **Source:** [Text]  
**Reference ID:** [Dropdown] [Text] **Item:** [Text]  
**System:** [Dropdown]  
 Complete  Pending  Hold  Confidential

**Recipient:** [Dropdown] **Sender:** [Dropdown] **Date:** [Calendar] **Time:** [Text]  
**Message:** [Text] [Edit Icon] **Source:** [Text]  
**Reference ID:** [Dropdown] [Text] **Item:** [Text]  
**System:** [Dropdown]  
 Complete  Pending  Hold  Confidential

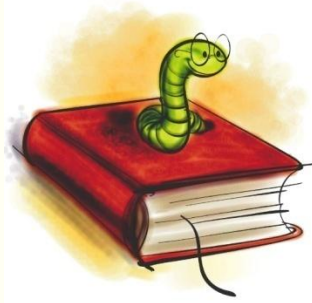
**Recipient:** [Dropdown] **Sender:** [Dropdown] **Date:** [Calendar] **Time:** [Text]  
**Message:** [Text] [Edit Icon] **Source:** [Text]  
**Reference ID:** [Dropdown] [Text] **Item:** [Text]  
**System:** [Dropdown]  
 Complete  Pending  Hold  Confidential

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

To view complete message, if any, click here

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

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



The End