

HOW to do TRANSFERS

in Banner for
Main & Branch Campuses



Presented by the Office of Planning, Budget and Analysis

Revised 3-15-11

BR-103 Budget & Actual Transfer

**A Transfer moves funds
between program codes
and/or campuses**

Getting Started

1. Print Standard Operating Procedure (SOP) BR-103 at the Planning, Budget and Analysis web site:
http://www.unm.edu/~budget/sop/budgettransactions/Transfer_SOP_Enduser.pdf
The SOP has more detailed information on Transfers 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.

Budget Quick Reference Guide

FoAPal Elements

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

Program Description	Program Level 2
Instruction and General	
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	
OPERATING REVENUE	Begins With
Tuition Revenue	01
Student Fees	02
<i>Mandatory Student Fees</i>	02Z1
Patient Services	03
Grants & Contracts	04
Sales & Services	05
INTERNAL SALES	061
<i>(USED ONLY IN P18 INTERNAL SERVICES)</i>	
<i>Appropriations</i>	07(number)
<i>Sales & Services</i>	07Z
Other Operating Revenue	08
NON-OPERATING REVENUE	
Bond Revenue	09
Gifts, Investment Income & Other	10
Transfers	11 OR 12
Allocations	
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
Balance Forward	
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>	
EXPENSES	
Salaries	20
Payroll Benefits	21
Other Expenses	31 thru 99
Interdept Support	8045
Budget Contingency	80E0
<i>Green - outside funding source</i>	
<i>Purple - movement of funding source within the University</i>	
<i>Orange - expenses</i>	
Complete list of Account Codes w/ descriptions	
http://www.unm.edu/%7Efsm/AccountCodeDefinitions.pdf	

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

The main content area is divided into several sections:

- Go To...:** A dropdown menu with "FGIBDST" selected. A callout box with a light blue background and black border points to this dropdown, containing the text "Type FGIBDST in the Go To box and enter".
- Products:** A dropdown menu.
- My Banner:** A tree view showing the following items:
 - 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 section with a banner image 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
Net Total:			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_UUID=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 - VP&A

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
Report Summary:									
Total Revenue:	\$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%)
Total Expenses:	\$0.00	\$143,840.00	\$143,840.00	\$0.00	0.00%	\$1,843.27	1.28%	\$597.02	\$141,399.73 98.30%
Net:	\$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 transfer 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

Click on A

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

B - Index & FOIPA Detail Look Up

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 a red border containing the text 'FBRHOZ01: MAIN/BRANCH CAMPUS TRANSFER/ALLOCATION ENTRY DETAIL'. Inside this box, there are two smaller grey boxes with red borders. The top one contains 'A - Transfer/Allocation Entry' and the bottom one contains 'B - Index & FOIPA Detail Look Up'. A light blue box with the text 'Click on A' and an arrow points to the 'A' box. Below the 'A' box, there is a red note: '**Use B to look up index for A, if needed.' 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

Process

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

Unknown Zone


The image shows a screenshot of a web browser window displaying a financial reporting interface. 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 navigation and document management, including a 'Process' dropdown menu. The main content area is titled 'Compare EIS' and features the University of New Mexico logo and the text 'University Of New Mexico Finance Reports'. Below this, a red-bordered box contains the text 'FBRHOZ01: MAIN/BRANCH CAMPUS TRANSFER/ALLOCATION ENTRY DETAIL'. A larger gray-bordered box contains the title 'Main/Branch Campus Transfer/Allocation Entry' and a sub-section titled 'INDEX COMPARISION FOR TRANSFER/ALLOCATION ENTRY'. Underneath, it prompts the user to 'PLEASE ENTER INDEXES BELOW' and provides two input fields for 'Index funds are coming from:' and 'Index funds are going to:'. A 'Compare' button is located below these fields. 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

Process

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:

Click on "Compare"

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

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

FBRHOZ01A

Transaction Type: Transfer

Run Date/Time: 03/15/11 01:23 PM

Index Funds Are Coming From

JV Sequence **#1**-ACTUALS (REVENUE) ENTRY:

Rule Class/Journal Type: **JET**
Index: **866056** 123803-Pepsi Funds - VPSA
Account Code: **11A0** Trsfr To Research Gen
Debit/Credit/Plus/Minus: **D (Debit)**
Description: **682013 11F0** (Note: Offsetting index/account code must be the first 11 characters of the description for transfers)

JV Sequence **#2**-BUDGET (REVENUE) ENTRY:

Rule Class/Journal Type: **BDT**
Index: **866056** 123803-Pepsi Funds - VPSA
Account Code: **11A0** Trsfr To Research Gen
Debit/Credit/Plus/Minus: **- (Minus)**
Description: **682013 11F0** (Note: Offsetting index/account code must be the first 11 characters of the description for transfers)

JV Sequence **#3**-Budget (EXPENSE) ENTRY:

Rule Class/Journal Type: **BDT**
Index: **866056** 123803-Pepsi Funds - VPSA
Account Code: **8060** (System default, replace as needed here & in Description)
Debit/Credit/Plus/Minus: **- (Minus)**
Description: **682013 8060** (Note: Offsetting index/account code must be the first 11 characters of the description for transfers)

Index Funds Are Going To

JV Sequence **#4**-ACTUALS (REVENUE) ENTRY:

Rule Class/Journal Type: **JET**
Index: **682013** 119383-INSTIT MEDIEVAL STUD
Account Code: **11F0** Trsfr From Public Service Gen
Debit/Credit/Plus/Minus: **C (Credit)**
Description: **866056 11A0** (Note: Offsetting index/account code must be the first 11 characters of the description for transfers)

JV Sequence **#5**-BUDGET (REVENUE) ENTRY:

Rule Class/Journal Type: **BDT**
Index: **682013** 119383-INSTIT MEDIEVAL STUD
Account Code: **11F0** Trsfr From Public Service Gen
Debit/Credit/Plus/Minus: **+ (Plus)**
Description: **866056 11A0** (Note: Offsetting index/account code must be the first 11 characters of the description for transfers)

JV Sequence **#6**-BUDGET (Expense) ENTRY:

Rule Class/Journal Type: **BDT**
Index: **682013** 119383-INSTIT MEDIEVAL STUD
Account Code: **8060** (System default, replace as needed here & in Description)
Debit/Credit/Plus/Minus: **+ (Plus)**
Description: **866056 8060** (Note: Offsetting index/account code must be the first 11 characters of the description for transfers)

Note: Check Budget Period on BDTs 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)

Index Funds Are Coming From

Index-Title: **866056: 123803-Pepsi Funds - VPSA**
FOPA: **2U0203-866E5-P171-866E01**
Fund Type Level 2: **02: CU Main**
Fund Level 2: **2U3G: MU General Public Service**
Org Level 2: **AC: VP for Student Affairs**
Program Level 2: **P17: Non Sponsored Pub Svc Unrestr Ex 17**

Index Funds Are Going To

682013: 119383-INSTIT MEDIEVAL STUD
2U0006-682C-P161-GNACTV
02: CU Main
2U2G: MU General Research
AB: Provost Academic Affairs
P16: Research Unrestr Ex 16

Create a JET & BDT Transfer Entry

- Use the JET and BDT rule class codes.
- Do one JET and two BDT entries for the debit side and one JET and two BDT 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 BDT entry uses the same transfer code as the JET entry.
- The second BDT 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 browser address bar 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" and "Products: [dropdown]".
- 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 for SUNGARD HIGHER EDUCATION featuring an image of 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 | ... | <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 (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: 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 / 3.0.1 (BANP)

Document Number: J0250259

Journal Voucher Document Header

Transaction Date: 23-SEP-2009

Document Total: 600.00

NSF Checking Deferred Edit

Document Text Exists: N

Enter transaction date(DD-MON-YYYY)

Record: 1/1

<OSC>

Closes FGAJVCQ

Click on Options and Select Document Text (FOATEXT)

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.

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
Enter text as follows:	<input type="checkbox"/>	10
Always include: (1) Business purpose of transfer	<input type="checkbox"/>	20
(2) Your name and phone number	<input type="checkbox"/>	30
Include when applicable:	<input type="checkbox"/>	40
(1) Why the BDT entry is not included in the transaction (i.e., already budgeted)	<input type="checkbox"/>	50
(2) If the 1120 account code is used, include statement that VP approval has been obtained	<input type="checkbox"/>	60
(3) If you are correcting a posted entry, include the original JV number(s) and what is being corrected	<input type="checkbox"/>	70
	<input type="checkbox"/>	80
	<input type="checkbox"/>	90
	<input type="checkbox"/>	100
	<input type="checkbox"/>	110
	<input type="checkbox"/>	120
	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Academic Affairs must obtain Provost's Office approval for use of account code 1120.

Enter Text for the document.

Record: 13/13 <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: 600.00

Sequence: 1
 Journal Type: JET
 Chart: U University of New Mexico
 Index: 866056 123803-Pepsi Funds - VPSA
 Fund: 2U0203 MU Public Service
 Organization: 866E5 VP SA Pepsi Funds Student Affa
 Account: 11A0 Trsfr To Research Gen
 Program: P171 Non Sponsored Public Service
 Activity: 866E01 VPSA - Administration
 Location:
 Project:
 Percent:
 Description: 682013-11F0 Business writing wkshop
 Budget Period:
 Gift Date:

Currency: Status:
 Amount: 100.00 D/C: NSF Override
 Bank: BK

Number of Units:

Enter (D)ebit, (C)redit, (+)
 Record: 1/? <OSC>

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)

Use "D" or "C" for JET entries

NOTES:

- Use transfer account codes 1100 through 12P1
- Main Campus VP approval is required when using account code 1120 (transfer from I&G)
- Budgets are not allowed on account codes 1640, 1900, 1903, 8045 and 89Z0

For transfers, the description field must start with the offsetting index and account code (the index/account code the funds are going to or coming from) with nothing front of it.

Academic Affairs must obtain Provost's Office approval for use of account code 1120.

Oracle Developer Forms Runtime - Web: Open > FGAJVCQ

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

Transaction Detail FGAJVCQ 7.3.0.1 (B)

Document Number: J0250259 600.00

When this page is complete, click Record, Next .

Sequence: 3 Currency: Status:

Journal Type: BDT Dept Budget Transfer Journal Entry

Chart: U University of New Mexico

Index: 866056 123803-Pepsi Funds - VPSA

Fund: 2U0203 MU Public Service

Organization: 866E5 VP SA Pepsi Funds Student Affa

Account: 8060 Other Operating Costs Gen

Program: P171 Non Sponsored Public Service

Activity: 866E01 VPSA - Administration

Location: Project: Percent: Amount: 100.00 D/C: - NSF Override

Description: 682013-8060 Bank: BK

Budget Period: 03 Number of Units:

Record: 3/3 <OSC>

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

Oracle Developer Forms Runtime - Web: Open > FGJVCQ

File Edit Options Block Item Record Query Tools Help

Transaction Detail FGJVCQ 7.3.0.1 (BANP)

Document Number: J0250259

Sequence: 4 Currency: Status: P

Journal Type: JET Dept Transfer Journal Entry

Chart: U University of New Mexico

Index: 682013 119387-INSTIT MEDIEVAL STUD

Fund: 2U0006 MU Idc

Organization: 682C Medieval Studies Gen Admin

Account: 11F0 Trsf From Public Service Gen

Program: P161 Research

Activity: GNACTV General Activity

Location:

Project:

Percent:

Description: 866056-11A0

Budget Period: 03

Gift Date:

Amount: 100.00 D/C: C NSF Override

Bank: BK

Number of Units:

Record: 4/? <OSC>

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

User input, tab to field

Notice that the offsetting index and account number must be changed. For the credit entries, the index and account code the funds are coming from must be input first in the Description field.

Oracle Developer Forms Runtime - Web: Open

File Edit Options Block Item **Record** Query

Transaction Detail FGJVCQ 7.3.0.1 (BANP)

Document Number: 10250259 Document Total: 600.00

Sequence: 5 Currency: Status: P

Journal Type: **BDT** Dept Budget Transfer Journal Entry

Chart: U University of New Mexico

Index: 682013 119383-INSTIT MEDIEVAL STUD

Fund: 2U0006 MU Idc

Organization: 682C Medieval Studies Gen Admin

Account: 11F0 Trsfr From Public Service Gen

Program: P161 Research

Activity: GNACTV General Activity

Location:

Project:

Percent:

Description: 866056-11A0

Budget Period: 03

Gift Date:

Amount: 100.00 D/C: + NSF Override

Bank: BK

Number of Units:

Record: 5/? <OSC>

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

Tab to Journal Type and make changes as shown

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

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

Oracle Developer, Forms Run-time
 File Edit Options Block Item
 Transaction Detail FGAJVCQ 7.3.0.1 (BANP)

Document Number: J0250259 Document Total: 600.00

Sequence: 6 Currency: Status: P

Journal Type: BDT Dept Budget Transfer Journal Entry

Chart: U University of New Mexico

Index: 682013 119383-INSTIT MEDIEVAL STUD

Fund: 2U0006 MU Idc

Organization: 682C Medieval Studies Gen Admin

Account: 8060 Other Operating Costs Gen

Program: P161 Research

Activity: GNACTV General Activity

Location:

Project:

Percent:

Description: 866056-8060

Budget Period: 03

Gift Date: Number of Units:

Amount: 100.00 D/C: + NSF Override

Bank: BK

Record: 6/6 <OSC>

Oracle Developer Forms Runtime - Web: Open - FGAJVCQ

File Edit Options Block Item Record

Transaction Detail FGAJVCQ 7.3.0.1 (BANP)

Document Number: 10250259 Document Total: 600.00

Sequence: 6 Currency: Status: P

Journal Type: BDT Dept Budget Transfer Journal Entry

Chart: U University of New Mexico

Index: 682013 119383-INSTIT MEDIEVAL STUD

Fund: 2U0006 MU Idc

Organization: 682C Medieval Studies Gen Admin

Account: 8060 Other Operating Costs Gen

Program: P161 Research

Activity: GNACTV General Activity

Location:

Project:

Percent:

Description: 866056-8060



Budget Period: 03

Amount: 100.00 D/C: + NSF Override

Bank: BK

Completion FGAJVCQ 7.3.0.1 (BANP)

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"

Record: 1/1 <OSC>

Follow-up!

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) - Friday October 23, 2009". The main content area is divided into two panes. The left pane, titled "Go To...", shows a tree view of the menu structure under "Banner":

- 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]

The right pane, titled "My Links", contains a list of 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 section titled "My Institution" with a logo for "SUNGARD HIGHER EDUCATION" and a photograph of a building's archway.

A light blue callout box with a black border is positioned over the menu structure. It contains the text: "Check messages to see if JV's or other documents have been disapproved." An arrow points from this box to the "Check Banner Message" link in the "My Links" section.

At the bottom of the interface, 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: [dropdown] **Sender:** [dropdown] **Date:** 22-OCT-2009 [calendar] **Time:** 1419
Message: DOCUMENT IS DISAPPROVED [edit icon]
Reference ID: [dropdown] [text]
System: F [dropdown] Finance
 Complete Pending Hold Confidential

To view complete message, if any, click here

Recipient: [text] **Sender:** [text] **Date:** [text] [calendar] **Time:** [text]
Message: [text] [edit icon]
Reference ID: [text]
System: [text] [dropdown]
 Complete Pending Hold Confidential

If the document has been disapproved, it can be re-accessed for correction in FGJVCQ, FGJVCD, FGJVCM or Self-Service JV Entry Form

Recipient: [text] [dropdown] **Sender:** [text] **Date:** [text] [calendar] **Time:** [text]
Message: [text] [edit icon]
Reference ID: [text]
System: [text] [dropdown]
 Complete Pending Hold Confidential

Recipient: [text] [dropdown] **Sender:** [text] **Date:** [text] [calendar] **Time:** [text]
Message: [text] [edit icon]
Reference ID: [text]
System: [text] [dropdown]
 Complete Pending Hold Confidential

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

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



The End