Banner Finance Approvals

Originator Guide – Budget JVs

Contents

Introduction

This document provides instruction for *originators* of budget journal vouchers.
An originator is the person who keys a JV and submits it for online approval.

For each budget JV, an originator will perform two activities:
   1) **Create the JV in Banner**   *(see page 7)*
   2) **Complete approval/disapproval messages**   *(see page 20)*

When the originator completes the JV, it automatically enters the JV approvals stream. One or more approvers will then approve it using Web4U.   If necessary, the originator can view the details and/or approval history for their JV, using the "View Document" feature on Web4U Finance. *(see page 16)*

When the document is final-approved (or disapproved), the originator will receive a message in Banner. This message needs to be marked complete, in order to keep the message list up-to-date. *(see page 20)*

If a document is disapproved, the originator should check the message sent by the disapprover to see if the JV is being completely rejected, or just needs correction. If appropriate, they can correct it on the JV form and submit if for re-approval. *(see page 23)*

Rule Classes for Budget JVs

Two rule classes are available for budget JVs that pass through approvals: **BPRM** and **BTMP**.
Here's when to use each one:

Rule class	Cloned from	Use this rule class when…
BPRM	BD02	You are processing a **permanent** transaction line item or JV.
BTMP	BD04	You are processing a **temporary** transaction line item or JV.

These rule classes are clones (exact copies) of the BD02 and BD04 rule classes. They will post exactly the same way that BD02 and BD04 transactions post. Clones are used to ensure routing through departmental approval queues.

One-sided Budget JVs

If you wish to transfer budget dollars between your operating budget and position budget, you can create a one-sided budget JV. An offsetting entry against the appropriate position budget will subsequently be entered by UPB.

Here's how that works:

1) If a department wants to move money *to* the budget for position 999123 *from* their operating budget, they would:
   - Create a one-sided budget JV against their operating budget, using a (-) to decrease that operating budget
   - Enter the line Description as "To 999123"

   Conversely, if they wanted to move money *from* the budget for position 999123 *to* their operating budget, they would:
   - Create a one-sided budget JV against their operating budget, using a (+) to increase that operating budget
   - Enter the line Description as "From 999123"

2) The position number in the description tells an approver that UPB will be keying the offsetting entry, so they approve a one-sided JV.

3) The JV passes to UPB. UPB posts the offsetting entry against the HR position budget.

4) Until the next payroll is processed, the department's budget reports will show only the operating side of this change. When the position budget change is processed with the next payroll, both sides will be visible.

One-sided Self-Sustaining Budget JV's

If you wish to wish to budget or make adjustments to your self-sustaining accounts this can be done by a one-sided or two-sided JV. Self-sustaining budget JVs do not need to balance.

Examples of one-sided self-sustaining JVs:

- If a department budgeted revenue at $10,000 but really only need $5,000, they can process a one-sided JV, using a (-) to decrease that budget line by $5,000.

- When a department is budgeting an account for the first time, each line will be one-sided.

Banner Navigation/Actions

Banner allows you to navigate and perform actions using *keystrokes*, *icons,* or *menu selections*.

The menu and icons are located below the Banner session title:
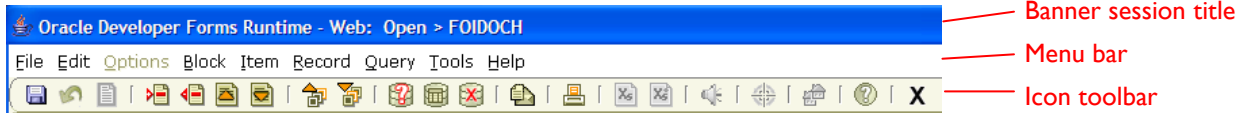
Scattered throughout these instructions, you'll see boxes that look like this:

Next Block	<Ctrl-PgDn>	or		or	Block, Next
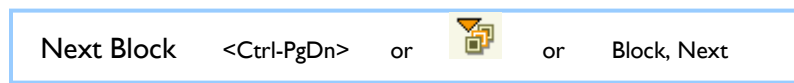
These boxes appear when you need to perform a specific action in a Banner screen. The box shows the different ways the action can be performed.   For example, the box above shows the three different ways that you can perform a "Next Block" action:

- Keystrokes: Hold down the <Ctrl> key, then hit the <PgDn> key
- Icon: Click on the indicated icon
- Menu: Select "Block", then "Next" from the menu

Creating a JV on FGAJVCM

To begin data-entry, <u>type "FGAJVCM" in the Go box on the Banner main menu</u>. The form will open, with the cursor in the **Document Number** field:

Journal Voucher Mass Entry FGAJVCM 8.5W0 [WWU] (PPRD)

Document Number: J0000170

Journal Voucher Document Header
Transaction Date: 05-JUL-2011 **Document Total:** 800.00
☐ NSF Checking ☐ Deferred Edit ☐ Document Text Exists

Default Values
Type: BPRM **Description:** Fr 011ZAB
Bank: **Deposit:**
Budget Period: 01 **Currency:**

Journal Voucher Detail

Seq	Type	Status	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Percent	Amount	Debit/ Credit
1	BPRM	Postable	1		24066	4910	E100B	051LIO					400.00	+ Plus
2	BPRM		1		24066	4910	E100B	011ZAB					400.00	- Minus

Document Number: Leave this blank to have Banner assign an 8-character document number that starts with a "J", e.g. J0000214. Or, enter your own number. (Banner will prevent you from entering a document number that has already been used.)

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<u>Move to the next block</u> to enter the header.

Next Block	<Ctrl-PgDn>	or		or	Block, Next

Entering the header on FGAJVCM

Transaction Date: Defaults to the current date. *Leave this date alone, unless you're keying during those few days in July where you can post to the previous fiscal year. If you wish to post to the previous fiscal year, use June 30th as the transaction date.*

NSF Checking: Leave this field blank.

Defer Edit: Leave this field blank.

Document Text Exists: Display-only. Grayed-out if no text has been entered. Will display a tickmark if text has been entered (see page 14 for information on entering text).

Document Total: Enter the amount which is the sum of the absolute values of the budget lines you'll enter. For example, if you'll be entering a "+" line for 400.00 and a "-" line for 400.00, the document total will be 800.00.

Entering default values on FGAJVCM

Entering default values is optional. However it can speed data-entry, as these fields will automatically populate the matching fields in the detail block. *Defaults can be overwritten in the detail block.*

Type: Enter the default rule class, either "BPRM" or "BTMP" (see page 4 for more information).

Description: Enter this only if you'd like each line to have the same description.

Bank Code: Leave this field blank. Banner will populate the appropriate bank code on the detail records, based on the Fund code.

Deposit: Leave this field blank.

Budget Period: Enter the CURRENT budget period. For example, if it is September, enter "03".
This table shows which budget period is current in each calendar month:

Jul = 01	Aug= 02	Sep = 03	Oct = 04	Nov = 05	Dec = 06
Jan = 07	Feb = 08	Mar = 09	Apr = 10	May = 11	Jun = 12

Currency: Leave this field blank.

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Move to the next block to enter the detail (budget sequences).

Next Block	<Ctrl-PgDn>	or		or	Block, Next

Entering detail on FGAJVCM

Sequence: Leave this blank. Banner will assign a sequence number as you exit the field.

Journal Type: Default value will populate, but can be overwritten. If default was left blank, enter the appropriate rule class – see page 4.

COA: Enter the chart for this sequence.

Index: (optional) Enter the fast index for this sequence.

Fund: Enter the fund code for this sequence.

Orgn: Enter the organization code for this sequence.

Acct: Enter the account code for this sequence.

Prog: Enter the program code for this sequence.

Actv: (optional) Enter the activity code for this sequence.

Locn: (optional) Enter the location code for this sequence.

Project: Leave this field blank.

Percent: (optional) Enter the percentage of the document total charged to this sequence. As you exit the field, Banner will calculate the amount and display it in the Amount field.

Amount: If you entered a percentage in the previous field, this will display the amount Banner calculated for this sequence. Otherwise, enter an amount here.

Debit/Credit: Select either "+ Plus" or "- Minus" from the list.
- Use "+ Plus" for a budget sequence you wish to transfer funds *to*. The Amount entered will be *added* to this budget sequence.
- Use "- Minus" for a budget sequence you wish to transfer funds *from*. The Amount entered will be *subtracted* from this budget sequence.

Optional: Using the scroll bar at the bottom, scroll to the right to do data-entry in additional columns. This data-entry is only required if (a) you did not populate the default values block, or (b) you did populate it and want to *overwrite* a default.

NSF Override: Leave this field blank.

Description: Default value will populate, but can be overwritten. If default was left blank, enter the description for this sequence.

Bank Code: Leave this field with the default value. Banner populates the appropriate bank code, based on the Fund code.

Deposit: Leave this field blank.

Budget Period: Enter the CURRENT budget period. For example, if it is September, enter "03". This table shows which budget period is current in each calendar month:

Jul = 01	Aug= 02	Sep = 03	Oct = 04	Nov = 05	Dec = 06
Jan = 07	Feb = 08	Mar = 09	Apr = 10	May = 11	Jun = 12

Currency: Leave this field blank.

Gift Date: Leave this field blank.

Number of Units: Leave this field blank.

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<u>To enter another budget sequence</u>, insert a record.

Insert Record	<F6>	or	〉🗎	or	Record, Insert

<u>Enter the detail for each new budget sequence</u> as described on the preceding pages. Banner will automatically increment the sequence number as you add additional records.

If you need to return to the previous block (for example, to correct the Document Total), use the previous block command:

Previous Block	<Ctrl-PgUp>	or	🗗	or	Block, Previous

<u>When all sequences have been entered, move to the next block</u> to complete the JV.

Next Block	<Ctrl-PgDn>	or	🗗	or	Block, Next

Completing the JV on FGAJVCM

The Completion block appears at the bottom of the screen:

If you wish to return to this document later to add more sequences, click on the "In Process" button. Everything you've entered will be saved, and you'll be able to re-open the document later for additional data-entry.

Otherwise, click on the "Complete" button to send this JV to posting. When you click on Complete, a "forwarded to approvals" message will appear at the bottom of the screen.

Your cursor will be returned to the Document Number field at the top of the screen. You may enter another JV, or click on the "X" icon to exit to the menu.

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Creating Document Text on FOATEXT

Optionally, you can enter document text which describes the JV or explains why it's being created.

Document text can only be entered while you're in the header or default values block of FGAJVCM. The option to enter header text does not appear when you're in the detail block.

To enter text, click on "Options" on the menu, then "Document Text". The FOATEXT form will open, with the cursor in the top row of the text block:

Note that lines of text do not wrap – instead, each is a separate record. Enter each line of text as follows:

Text: Enter up to 50 characters. You can use letters, numbers, or special characters, e.g. asterisks or dashes.

Print: Tick this to have that line of text displayed on the Web4U "View document" page.

Line: Used for sorting the lines. Defaults to increments of 10, though smaller increments can be used to rearrange lines of text. For example, if you've already entered lines 30 and 40, use 35 to insert a line in between – the lines will be resorted when the text records are saved.

To enter additional lines of text, use the down-arrow to go to the next blank record. Enter as many lines of text as are required.

When you're done, click on the "X" icon to exit FOATEXT.

A message will appear, asking you if you wish to save the records. Say "Yes".

You'll be returned to the previous screen. Note that "Document Text Exists" will say "Y".

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Viewing JV Details or Approval History in Web4U

From the Web4U "View Document" page, you can:
- view or print the JV header, text, and accounting sequences
- view or print the JV approval history

Log into Web4U, select "Finance", "View Document". The View Document page will open:

View Document

(Optional) To review attachments for ACCOUNTING JV APPROVALS:
- Open Nolij Web in a separate window by right-clicking here, then selecting "Open in New Window".
- Return to this screen and follow the instructions below to enter document details.
You will have two windows open, allowing you to compare document details to attachments.

To View a Document:
1) Choose the **document type**.
2) Enter the **document number**. *If you don't know it, click on the "Document Number" button to do a lookup.*
3) Click on the "**View document**" or "**Approval history**" button.

Click on "Help" for more information.

Choose type: Journal Voucher ▾   [Document Number]   J0000214

Submission#: [   ]   Change Seq# [   ]   [Reference Number]   [   ]

Display Accounting Information

◉ Yes   ○ No

Display Document/Line Item Text	**Display Commodity Text**
○ All ◉ Printable ○ None	○ All ◉ Printable ○ None

[View document] [Approval history]

Last Updated: 29-Nov-11, 4:04 PM

Viewing JV details on Web4U

1) Select document type "Journal Voucher".
2) Enter the document number.
3) Make sure "Display Accounting Information" says "Yes".
4) Click on the "View document" button.

Document details will be displayed:

Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0000214	0	Pending	Jun 02, 2011	Jun 16, 2011	COLMANS	700.00
Document Text:	Enter text which describes the reason for creating this journal voucher					

Journal Voucher Accounting

Seq#	Description								BudPd	Curr	Doc Ref	Accr	Bank	Deposit		
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSFOvr	Status
1	35GB San Storage												30			
	1	11	12	J096	FOLIS	10200	4910	E216	051LIS				350.00	D	N	
2	35GB San Storage												30			
	1	11	12	J096	FIACSR	30071	2130	H152	850LOS				350.00	C	N	
Total of displayed sequences:													700.00			

Detail record #1, wrapped to 2 lines

Detail record #2, wrapped to 2 lines

Header: The document header will show "Pending" while the JV is going through approvals. Once the JV has been final-approved and posted, this will change to "Posted".

Text: If document text was entered, it appears under the header.

Detail: Each detail record wraps to two lines. This includes the description, rule class, FOAPAL, credit/debit indicator, and amount.

Viewing JV approval history on Web4U

1) In the Web4U "View Document" window, select the document type.
2) Enter the document number.
3) Click on the "Approval history" button.

The document's approval history will be displayed.

All of the approvals that still have to occur for this document will be listed under "Approvals required". This shows each queue that the document must pass through, and the names of the potential approvers in each queue.

If no approvals have yet occurred, the message "No approvals have been recorded for this document" will display at the bottom of the screen . For example, the JV shown below requires five approvals, and none of them have occurred yet:

Document Identification

Document Number	J0000219	Type		Journal Document
Originator:	AUDIT3	Finance Tester Three		

Approvals required

Queue	Description	Level	Approvers
J002	TEST QUEUE #2	1	
			Finance Tester Two
J003	TEST QUEUE #3	1	
			Finance Tester One
J004	TEST QUEUE #4	1	
			Finance Virtual User
J008	TEST QUEUE #8	1	
			Sharon Colman
JB02	APPRVL - NOT ACAD AFFRS	1	
			Lynda Baker
			Sharon Colman
			Diane Gail Fuller
			Sheryl Sparling

✔ No approvals have been recorded for this document

Note: For each queue, only *one* of the potential approvers has to approve the document in order for it to move along to the next queue. In the example shown above, queue "JB02" shows four potential approvers. Only one of these people has to approve the document. Once they have approved it on behalf of that queue, the queue name will be dropped from "Approvals required".

If some approvals have already occurred, the display will list those that have already occurred under "Approvals recorded". In this example, two approvals have already occurred, and three more are still required:

Document Identification

Document Number	J0000219	Type	Journal Document
Originator:	AUDIT3	Finance Tester Three	

Approvals required

Queue	Description	Level	Approvers
J003	TEST QUEUE #3	1	
			Finance Tester One
J008	TEST QUEUE #8	1	
			Sharon Colman
JB02	APPRVL - NOT ACAD AFFRS	1	
			Lynda Baker
			Sharon Colman
			Diane Gail Fuller
			Sheryl Sparling

Three approvals remain

Approvals recorded

Queue	Level	Date	User
J002	1	Jun 22, 2011	Finance Tester Two
J004	1	Jun 22, 2011	Finance Virtual User

Two approvals completed

When all approvals have been completed, the message "There are no approvals required at this time" will be displayed. All approvals will be listed under the "Approvals recorded" listing.

Note that if the last approval action was actually to *disapprove* the JV, that approval will show with the queue name "DENY".

## Printing JV details or approval history on Web4U

Follow the previous instructions to display either the JV details or approval history page. To print that page, select "File", then "Print" from your browser menu. If you wish to preview this page first, select "File", then "Print Preview".

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Approval/Disapproval Messages on GUAMESG

When the final approver approves a document, a message is sent to the originator. A message is also sent if a document is disapproved. These messages appear on a Banner form called GUAMESG.

Viewing GUAMESG messages

On the right-hand side of the Banner main menu, there is a link called "Check Banner Messages". If a tickmark appears next to this link, that means at least one message is waiting for your attention:
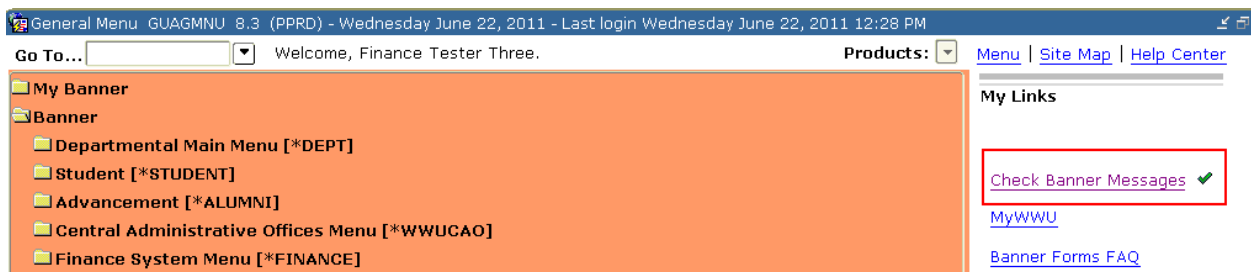
Click on the link, and the GUAMESG form will open. The messages listed can be for both approved and disapproved documents:
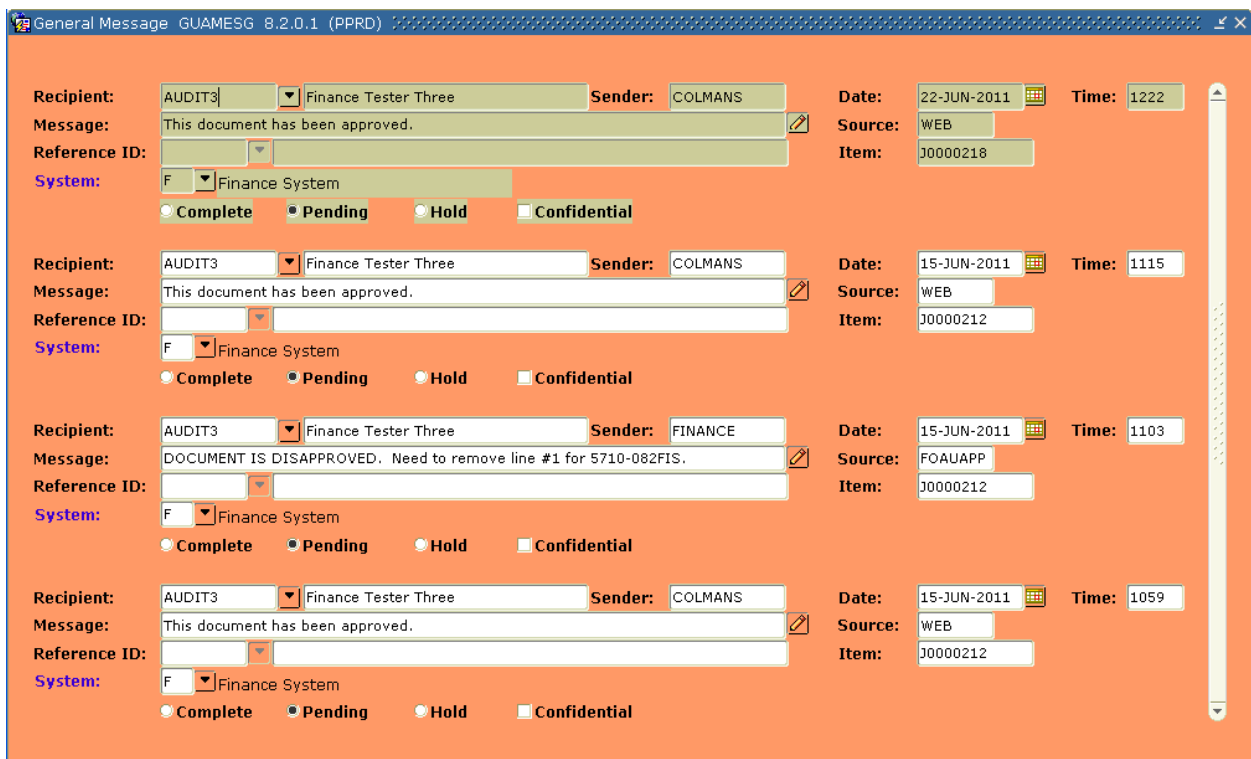
Note that each message has a radio button, indicating the message status. Messages start out with a status of "Pending". Messages will stay on GUAMESG until they are marked "Complete":

If a message is long and scrolls off to the right, use the arrow key to move the cursor to that message, then click on the icon at the end of the Message field that looks like a pencil.

This will open up a separate window where you can view the entire message:
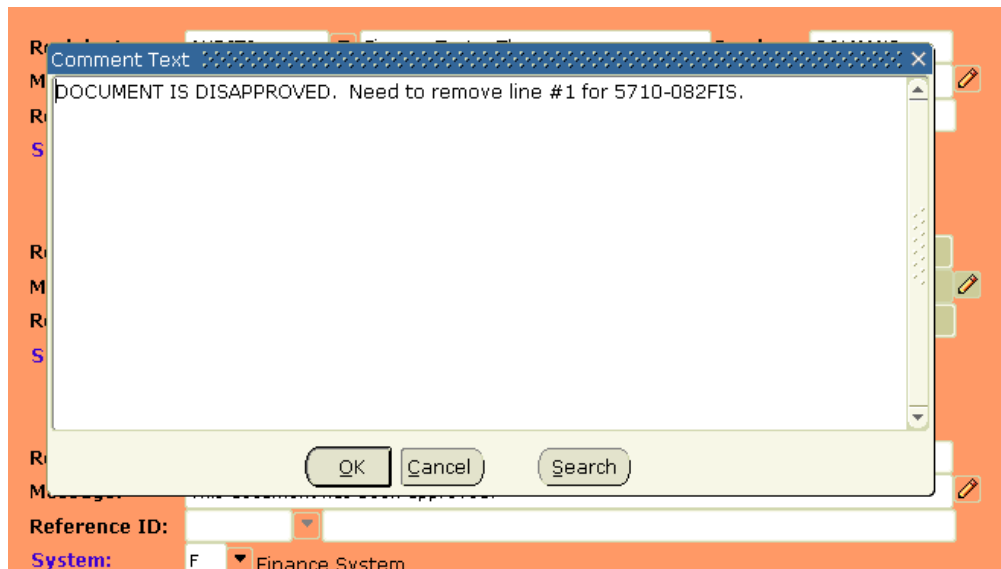
Click "OK" to close that window.

Completing GUAMESG messages

Originators need to keep their list of messages up-to-date, so that new messages will be apparent. Marking a message as "Complete" causes it to drop off the GUAMESG list.

IMPORTANT! Once messages are marked Complete, they disappear. There is no way to retrieve that message later. <u>If a disapproval message contains instructions on how to correct the document, you must make note of those instructions before marking it Complete</u>.

Completing messages for <u>approved</u> JVs…

If a JV is marked with the message "This document has been approved", you should:
- Finalize/file any paperwork you may use to track your submitted JVs
- Click on the "Complete" radio button
- Save the change.

Save	<F10>	or	💾	or	File, Save

Completing messages for <u>disapproved</u> JVs…

If a JV is marked with the message "DOCUMENT IS DISAPPROVED" or something similar, you should:
- Look at the instructions from the disapprover. Is the JV being completely rejected, or does it need to be corrected? If correction is required, their disapproval message should tell you what correction is required.
- **If correction is being requested, write down the message from the approver, or take a snapshot of the screen, to record their instructions.** If you don't have to time to do this, leave the message in "Pending" status until you do.
- When you've saved any correction instructions, click on the "Complete" radio button.
- Save the change.

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Disapproved Documents

When a document is disapproved, a message is sent to the originator and all of the earlier approvers to that document. The message from the disapprover should describe whether the document is being completely rejected, or whether it simply needs correction.   If it needs correction, the disapprover should describe what correction is required. *(see page 20 for more information on messages)*

If you've been sent a message that a JV is disapproved, and the approver has sent instructions on how to correct it, you will need to re-open the document in FGAJVCM, correct it, and complete it. It will once again go through the entire approvals cycle.

Correcting the JV

When you correct an existing JV, all of the fields/values that you previously entered will be pulled into the form. Make corrections as stipulated in the message from the disapprover.

To correct the JV using the FGAJVCM form:
- Type "FGAJVCM" in the Go box on the Banner main menu
- Enter the JV document number into the **Document Number** field.
- Next-block to the header.
- Change the **Document Total** if necessary (this will only be necessary if you are adding or deleting detail lines, or changing amounts on the existing lines)
- Make your corrections, following the FGAJVCM data-entry instructions which begin on page 7.

When your corrections have been made, complete the document. It will be submitted to the approvals stream once again.