BUDGETING AND FINANCE TRAINING

BANNER FINANCE AND SELF SERVICE APPLICATIONS

PRESENTED BY:
THE BUDGET OFFICE
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BANNER
Logging into and Opening Banner

- Double click the icon on your desktop or type the following URL into your internet browser:
  - http://webform.hartford.edu
Logging into and Opening Banner

- Click “Windows” to enter Banner in “Production mode”

**Note:**
If you ever want to practice or try out a function without it saving or affecting anything, “Test” is a great place to do that. It looks and operates just like Banner Production mode, except any changes you make within it will not save. To enter, click “Test or Ptest”
Logging into and Opening Banner

• Enter your username and password.
  • You do not need to enter anything in “Database”

![Logon dialog box]

• Click “Connect” or press “Enter” on your keyboard

Note: Click “Run this time” to any Java prompts asking you to update/upgrade. You do not want to “upgrade”. Click “OK” to the “Application Blocked by Java Security” prompt
Logging into and Opening Banner

**Note:** Make sure your banner screen is completely open so that the icon in the upper right corner looks like this → and not this →.
Understanding the Tool Bar

- Mostly commonly used icons are:
  - Save
  - Rollback
  - Previous and Next record
  - Previous and Next block
  - Exit

- At any point you can take your cursor and hover over an icon to see the description
Setting Up Banner Shortcuts

- Double click the “My Banner” folder

- Select, “Organize My Banner (GUAPMNU)”

- Commonly used Banner screens to consider adding to your shortcut list include:
  - FGIBDST – Organization Budget Status
  - FGIBAVL – Budget Availability Status
  - FGAJVCD – Journal Entry Voucher
  - FGIJVCD – List of Suspended Journal Vouchers
Setting Up Banner Shortcuts

• In the blank boxes within the “Object” column on the right side of the screen, enter the Banner screen acronyms in the order you wish for them to appear on your list.
  • There is no way to sort them once they have been entered, but they can be deleted or changed at any time
  • You do not need to enter in the “Description”; it will auto populate once you enter an acronym

• Once you have entered the screens to your list. Click the Save button. Your shortcuts will appear next time you enter Banner
What is FGIBDST (Organization Budget Status)?

- The FGIBDST form gives you an overview of the budget status for a particular Fund/Organization combination.

- The information it provides for each account within the Fund/Organization combination is the Adjusted Budget, Year-To-Date Activity, Commitments and Available Balance.

<table>
<thead>
<tr>
<th>F</th>
<th>→</th>
<th>Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>→</td>
<td>General</td>
</tr>
<tr>
<td>I</td>
<td>→</td>
<td>Inquiry</td>
</tr>
<tr>
<td>BD</td>
<td>→</td>
<td>Budget</td>
</tr>
<tr>
<td>ST</td>
<td>→</td>
<td>Status</td>
</tr>
</tbody>
</table>

**Note:** FGIBDST does not reflect incomplete, unapproved or unposted transactions.
Overview of the Chart of Accounts: Funds

- **Operating Fund**: Operating fund is a resource allocated through the university’s operating budget process. These funds (101000 or 155500) are identified by a unique six-digit Fund number begin with the numeral “1”. Example: 1XXXXX

- **Restricted Funds**: Restricted funds consist of resources that are “restricted” for a specific purpose. These funds are derived largely from endowment income and private gifts. These funds are identified by a unique six digit number that begins with the numeral “2”. Example: 2XXXXX

- **Grant Funds**: Grant funds are restricted for a specific purpose and are funded by federal, state, local government and private foundations. These funds are identified by a unique six digit number that begins with the numeral “3”. Example: 3XXXXX
Overview of the Chart of Accounts: (Sub)Accounts

- **Sub-Accounts or Accounts:**
  - Line items within each budget that separate the activity by revenues, compensation and expenditures.
  - All accounts have five digits.
    - Revenue accounts begin with “4”
    - Compensation/Benefits accounts begin “5”
    - Expenditures / transfers (non-personnel) accounts begin with “6”
How to retrieve information in FGIBDST

Note: Hit “Tab” to move through the fields

- **Chart** – Always “A”

- **Fiscal Year** – Must be entered as 2 digits; represents the Fiscal Year of the activity you want to view

- **Include Revenue Accounts** – Be sure to have this selected so that you can view all accounts
How to retrieve information in FGIBDST

Note: Hit “Tab” to move through the fields

• **Fund** – To view the operating fund of a particular organization, you can leave this blank. Enter only if you want to view any fund other than the operating fund; such as a Restricted, Grant or Agency funds.
  • Changing the fund to anything other than the operating budget will auto-populate with the respective “Organization” that is attached to that particular fund
How to retrieve information in FGIBDST

**Note**: Hit “Tab” to move through the fields

- **Organization** – Enter the value representing the department/school/college whose budget you wish to see.
  - Due to security measures, you cannot view organizations that you do not have access to
How to retrieve information in FGIBDST

**Note:** Hit “Tab” to move through the fields

- **Account (sub-accounts)** – Can be left blank to show all accounts, or to bring a specific account to the top of the list, enter the specific account you are looking for
  - Entering a specific account will bring it to the top of the list and show any other accounts that follow it numerically but will not show accounts that precede it
- Click the “Next Block” button to populate or take your cursor and click anywhere on the currently blank fields
Example: This is what you would see if you just enter the Fund and/or Orgn information, without a specific account specified, and populate it.
Understanding FGIBDST

FGIBDST calculates the “available balance” of an account the following way:

Adjusted Budget – YTD Activity – Commitments = Available Balance

<table>
<thead>
<tr>
<th>Account</th>
<th>Type</th>
<th>Title</th>
<th>Adjusted Budget</th>
<th>YTD Activity</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>40120</td>
<td>R</td>
<td>SUMMER MASTERS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>40302</td>
<td>R</td>
<td>GRAD FLAT RATE FALL TUTION</td>
<td>454,450.00</td>
<td>279,810.00</td>
<td>0.00</td>
<td>174,840.00</td>
</tr>
<tr>
<td>40502</td>
<td>R</td>
<td>GRAD FLAT RATE SPRING TUTION</td>
<td>454,450.00</td>
<td>322,380.00</td>
<td>0.00</td>
<td>132,070.00</td>
</tr>
<tr>
<td>41140</td>
<td>R</td>
<td>LAB FEES</td>
<td>13,150.00</td>
<td>13,150.00</td>
<td>0.00</td>
<td>-10.00</td>
</tr>
<tr>
<td>41240</td>
<td>R</td>
<td>FEES-OTHER</td>
<td>0.00</td>
<td>22,500.00</td>
<td>0.00</td>
<td>-22,500.00</td>
</tr>
<tr>
<td>51000</td>
<td>L</td>
<td>FACULTY SALARIES - F T</td>
<td>184,587.00</td>
<td>0.00</td>
<td>0.00</td>
<td>184,587.00</td>
</tr>
<tr>
<td>51500</td>
<td>L</td>
<td>FACULTY SALARIES ADJUNCT</td>
<td>62,181.50</td>
<td>38,182.53</td>
<td>5,037.52</td>
<td>33,661.25</td>
</tr>
<tr>
<td>52810</td>
<td>L</td>
<td>CHAIRPERSON/COORDINATOR</td>
<td>19,437.42</td>
<td>3,249.64</td>
<td>1,750.05</td>
<td>14,437.73</td>
</tr>
<tr>
<td>55000</td>
<td>L</td>
<td>ADMIN PROF F T</td>
<td>34,333.61</td>
<td>13,959.11</td>
<td>16,220.29</td>
<td>4,154.21</td>
</tr>
<tr>
<td>55100</td>
<td>L</td>
<td>ADMIN. PROFESSIONAL P T.</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>55300</td>
<td>L</td>
<td>SPECIAL PROJECTS</td>
<td>400.00</td>
<td>2,009.00</td>
<td>0.00</td>
<td>-1,609.00</td>
</tr>
<tr>
<td>50000</td>
<td>L</td>
<td>STUDENT P.T.</td>
<td>13,120.00</td>
<td>13,043.75</td>
<td>512.50</td>
<td>-430.25</td>
</tr>
</tbody>
</table>

Net Total: 240,208.39 366,838.27 77,920.36
Understanding FGIBDST

**Adjusted Budget** – The original budget of an account plus or minus any permanent and temporary adjustments that have been made to the original budget since the start of the fiscal year. This is your starting balance.

**YTD Activity** – The total of “actual” paid expense activity of an account, such as p-card expenses, bills, salaries paid, etc.

**Commitments** – Funds that have been set aside, such as encumbered funds for positions and pending P.O.s, that have not yet been paid out, but are scheduled to. As commitment funds are paid out and used, the commitment column will decrease and simultaneously increase the YTD Activity column by the same amount. This is because it is now an “actual” expense (it was actually paid).

**What to take away?** The activity in the YTD Activity and Commitment columns are the same, the difference is their status and these columns distinguish that status difference. Amounts scheduled to be paid are identified in “Commitments” while amounts that have been paid are identified in “YTD Activity”

**Available Balance** – The current balance of an account that is available
You can view the transaction detail of the Adjusted Budget, YTD Activity or Commitment column values for a specific account.

- Determine which account and column combination you wish to view and click your cursor in the account / column so that a blinking “|” appears and the account is highlighted

- Hit the “F3” button on the top of your keyboard. This will bring up the FGITRND screen which shows you the detail you requested
FGIBDST Transaction Detail (FGITRND)

- The detail you would see here includes:
  - **Transaction Date** – Date the transaction occurred
  - **Transaction Type** – Code that represents what kind of transaction this is. There are a variety of codes, but the common Budget Office related types when checking your Adjusted Balance column
    - Original Budget – F220
    - Temporary Change – BD04 / BD05
    - Permanent Change – F240 / F241
  - **Document** - Every time a line of activity occurs, a unique reference number is assigned
  - **Description** – Brief description of the transaction
  - **Amount** – The value of the transaction
  - **Increased or Decreased** – What affect this had on an account
How to Exit and Change Banner Screens

• To **exit** a screen, click the “**X**” on the tool bar
  • This will either bring you back to the main screen or to the screen you originated from.

• To **clear the results** of a screen, in order to input different information to run, click the “**rollback**” button on the tool bar
Understanding FGIBAVL and the Limitations of FGIBDST

• Because FGIBDST only shows the available balance of an account excluding any outstanding incomplete, unapproved or unposted transactions, you may not have a true sense of what your current available balance is.

• Checking FGIBAVL will show you the available balance, which will include any outstanding incomplete, unapproved or unposted transactions. This can give you a better sense of what your current available balance is/will be if and when those transactions apply. It is set up and navigated like FGIBDST

  • This screen can be helpful in identifying/resolving any transactions that have been done in error or if any transactions contain errors

  • It is highly recommended that you check this screen before entering a journal voucher or submitting any Budget Change and/or IDT requests. Otherwise you may try to submit a transaction only to find it cannot be completed because you did not consider what other transactions are “scheduled” and are affecting the balance
### Oracle Fusion Middleware Forms Services: Open > FGBDST

<table>
<thead>
<tr>
<th>Account</th>
<th>Type</th>
<th>Title</th>
<th>Adjusted Budget</th>
<th>YTD Activity</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1800</td>
<td>E</td>
<td>ENTERTAINMENT</td>
<td>1,344.59</td>
<td>753.58</td>
<td>0.00</td>
<td>591.01</td>
</tr>
<tr>
<td>2600</td>
<td>E</td>
<td>CONTRACTED SERVICES</td>
<td>26,047.47</td>
<td>19,473.00</td>
<td>1,325.00</td>
<td>5,249.47</td>
</tr>
<tr>
<td>2950</td>
<td>E</td>
<td>O &amp; M SERVICE</td>
<td>3,129.56</td>
<td>153.75</td>
<td>0.00</td>
<td>2,975.81</td>
</tr>
</tbody>
</table>

### Oracle Fusion Middleware Forms Services: Open > FGBAVL

<table>
<thead>
<tr>
<th>Account</th>
<th>Title</th>
<th>Adjusted Budget</th>
<th>YTD Activity</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>61000</td>
<td>ENTERTAINMENT</td>
<td>1,344.59</td>
<td>753.58</td>
<td>0.00</td>
<td>591.01</td>
</tr>
<tr>
<td>52600</td>
<td>CONTRACTED SERVICES</td>
<td>26,047.47</td>
<td>19,473.00</td>
<td>2,364.12</td>
<td>4,210.35</td>
</tr>
<tr>
<td>52950</td>
<td>O &amp; M SERVICE</td>
<td>3,129.56</td>
<td>153.75</td>
<td>0.00</td>
<td>2,975.81</td>
</tr>
</tbody>
</table>

Pending Documents:
- File: 101000
- Organization: 2370
- Account: 56100
- Program: 001

Pending Documents:
- File: 101000
- Organization: 2370
- Account: 56100
- Program: 001
Understanding FGIBAVL and the Limitations of FGIBDST

- Like FGIBDST, you can view detail of the Adjusted Budget, YTD Activity or Commitment column values for a specific account.

- By selecting the account and column combination and hitting the “F3” button on the top of your keyboard, the detail here will show you any pending transactions, within the selected account, as well as the reason the transactions are pending. This can be helpful in resolving any transactions that have been done in error or any transactions that may contain errors and therefore will never process.

<table>
<thead>
<tr>
<th>Document</th>
<th>Status</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Adjusted Budget</th>
<th>YTD Activity</th>
<th>Commitments</th>
</tr>
</thead>
<tbody>
<tr>
<td>JC214953</td>
<td>Incomplete</td>
<td>101000</td>
<td>2370</td>
<td>61500</td>
<td>001</td>
<td>0.00</td>
<td>25.00</td>
<td>0.0</td>
</tr>
<tr>
<td>JC214953</td>
<td>Incomplete</td>
<td>101000</td>
<td>2370</td>
<td>61500</td>
<td>001</td>
<td>0.00</td>
<td>25.00</td>
<td>0.0</td>
</tr>
<tr>
<td>JC214953</td>
<td>Incomplete</td>
<td>101000</td>
<td>2370</td>
<td>61500</td>
<td>001</td>
<td>0.00</td>
<td>25.00</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Making Adjustments to an Account

To make an adjustment to an account you need to know what type of adjustment you want to make. This will dictate the approach you take:

1. Adjustments to your **Adjusted Budget** column
   A. Entering a Journal Voucher yourself
   B. Submitting a Budget Change to the Budget Office
   C. Submitting a Budget Change to Financial Accounting

2. Adjustments to your **YTD Activity** column
   D. Submitting an IDT form to Financial Accounting
Making Adjustments to Adjusted Budget: A. Entering a Journal Voucher Yourself

1. Adjustments to your **Adjusted Budget** column

   A. Entering a Journal Voucher yourself

   • Departments, themselves, can only make adjustments to their Operating Budget (Adjusted Budget column within a 101000/155500 funds) and only if the adjustments affect accounts that begin with 6XXXX. This is done by **creating and processing a Journal Voucher**.

   • Reminder: It is recommended you check FGIBAVL before creating and processing journal vouchers. Otherwise you may end up with transactions that cannot be completed or require additional action
Making Adjustments to Adjusted Budget: B. Submitting a Budget Change to the Budget Office

1. Adjustments to your **Adjusted Budget** column

   B. Submitting a Budget Change to the Budget Office

   • If the department wants to make adjustments to their **Operating Budget** (Adjusted Budget column within a 101000/155500 funds) and to accounts that begin with **4XXXX** and/or **5XXXX**, this is done by submitting a Budget Change/Revision to the **Budget Office**.

   • To ensure requests are processed in a timely manner, be sure to send the requests to the proper office. A Operating Budget request does **NOT** get sent to **Financial Accounting**.

   • Trying to create a Journal Voucher yourself for these types of accounts will result in an error that will not let you complete the transaction and will require additional action to resolve
Making Adjustments to Adjusted Budget:
C. Submitting a Budget Change to Financial Accounting

1. Adjustments to your Adjusted Budget column

B. Submitting a Budget Change to Financial Accounting

• If the department wants to make any adjustments to their Restricted, Grant or Agency Fund Budget (Adjusted Budget column within a fund that begins with a 2XXXXX, 3XXXXX or 8XXXXX), this is done by submitting a Budget Change/Revision to Financial Accounting.

• To ensure requests are processed in a timely manner, be sure to send the requests to the proper office. A Restricted, Grant or Agency Fund Budget request does NOT get sent to the Budget Office.

• Trying to create a Journal Voucher yourself for these types of accounts will result in an error that will not let you complete the transaction and will require additional action to resolve
Making Adjustments to YTD Activity:  
D. Submitting an IDT Form to Financial Accounting

2. Adjustments to your **YTD Activity** column

   D. Submitting an IDT Form to Financial Accounting

   • If the department wants to make **any** adjustments to their **YTD Activity** column (such as a bill was paid out of the wrong account in error and needs to be moved to its proper account), this is done by submitting an IDT Form to **Financial Accounting**.

   • **Exception**: If an IDT form is affecting an account that begins with a **5XXXX**, the form needs to be sent to the **Budget Office first**. The request will be sent over from the Budget Office to Financial Accounting after review. **All other IDTs get sent directly to Financial Accounting**.
Creating and Processing a Journal Voucher - FGAJVCD

Departments can make adjustments to their Operating Budget within accounts that begin with 6XXXX by **processing a Journal Voucher**

- Go to FGAJVCD
Creating and Processing a Journal Voucher - FGAJVCD

- Click “Options” at the top and select “Header Information”
  - This will generate the transaction date and check off “NSF Checking”
Creating and Processing a Journal Voucher - FGAJVCD

• Enter the “Document Total”
  • The total of all the increases and decreases you will be making within the entry.
  • **EX:** If you want to move $500 from account 61800 (decrease) with $300 to 65100 (increase) and the remaining $200 to 66000 (increase), your “Document Total” would be $1,000, because $500+$300+$200 = $1,000
• Click the “Next Block” button on the toolbar or Ctrl+PageDown on your keyboard to proceed
Creating and Processing a Journal Voucher - FGAJVCD

- A “Document Number” will auto-generate at the top.
  - If necessary for your records and/or practices, it is recommended you record this number now before processing. Especially since you can run into unforeseen issues during the creation process.
Creating and Processing a Journal Voucher - FGAJVCD

• Enter the following fields with the appropriate information:
Creating and Processing a Journal Voucher - FGAJVCD

**Note:** Hit “Tab” to move through the fields

1. **Enter the Journal Type**
   - Every transaction you enter that falls under the same Document Number must be the **same Journal Type**. You cannot mix the entries, even though it will let you.

   - **BD05 – One Time Transfer**
     - This is a change that will affect the Adjusted budget of an orgn and account in the **current fiscal year only**

   - **F241 – Permanent Transfer**
     - This change will affect the Adjusted budget of an orgn and account in the **current fiscal year and all years going forward**
Creating and Processing a Journal Voucher - FGAJVCED

**Note**: Hit “Tab” to move through the fields

2. **Organization (Orgn)**
   - Enter the Orgn/School/Department where the increase/decrease is occurring

3. **Account (Acct)**
   - Enter the Account where the increase/decrease is occurring

4. **Amount**
   - Enter the amount you want to increase/decrease from the orgn and account entered

5. **Debit/Credit**
   - Select plus(+) to increase or minus(-) to decrease the amount from the orgn and account entered
Creating and Processing a Journal Voucher - FG AJVCD

**Note**: Hit “Tab” to move through the fields

6. **Description**
   - Enter a brief description describing the transaction
   - You are limited to 35 characters (that includes spaces)

7. **Document Reference**
   - Enter your initials
9. Click the Save button from the toolbar when you are finished entering the information
   - If the transaction can be processed without errors, “Status” will state “Postable”

10. To enter another transaction, click “Next Record” on the toolbar or the down arrow on your keyboard. This will open another (blank) Transaction Detail page.

11. Repeat steps 1-10 until all transactions have been entered
   - **Note:** To avoid having to enter all the information into a new blank Transaction Detail page, you can hit F4 on your keyboard and it will populate this new page with all the information you just entered on the prior page. From here you can “tab” through each field and change the data where appropriate.
Creating and Processing a Journal Voucher - FGAJVCD

- After you have completed all your transactions, select Options from the top and select “Access Transaction Summary Info (FGIJSUM) to review this entry.

  - This screen will show you all the transactions within this single entry. It is a helpful tool in order to double check that you have entered the orgn/account information correctly, that you do not have any errors that would prevent the entry from processing.

  - To exit this screen and return to the Transaction Detail screen in order to post the transaction or fix any errors, click the “X” on the toolbar.

  Notice the error message. You will not be able to process this entry until this error has been resolved.

  Notice the “Document Total” and the “Total” do not match. You will not be able to process this entry until this discrepancy has been resolved.

  Notice the error message. You will not be able to process this entry until this error has been resolved.
Creating and Processing a Journal Voucher - FGAJVCD

- Common occurrences that result in Status Errors or entries that will not process include:
  - NSF Error (Non-Sufficient Funds) – The amount of funds you are trying to move out (decrease) from an account is more than the amount that is currently available in that account
  - Trying to increase or decrease amounts within a 4XXXX or 5XXXX account
    - This is a transaction that needs to be completed by the Budget Office
  - Trying to increase or decrease amounts with a Restricted, Grant or Agency Fund
    - This is a transaction that needs to be completed by Financial Accounting
  - The “Document Total” does not match the entry total
    - Usually due to a keying or mathematical error
Creating and Processing a Journal Voucher - FGAJVCD

• If the transaction does not contain any errors, you can post the entry by clicking “Next Block” or Ctrl+PageDown on your keyboard.

• A message to “Complete” the transaction will appear at the bottom of your Transaction Detail page. Click the icon next to “Complete” and this will process the entry.

![Image of journal voucher entry form]
Reversing a Posted Journal Voucher

- If you posted a journal voucher that you need to reverse (perhaps the original entry was done in error), you’ll need to know the Document Number of the entry you wish to reverse first
  - Once you have the Document Number, Go to FGAJVCD
  - Click the little icon next to “Submission Number”
Reversing a Posted Journal Voucher

- A box will appear
- In the “Copy From” section of this box, Enter the Document Number of the entry you wish to reverse
- Click to check off the “Reverse JV” box
- Click OK
Reversing a Posted Journal Voucher

- The information from that original entry will be populated on the Transaction Detail page, the only difference will be that the Debit/Credit sequences will be reversed.
  - Click “Next Record” on the toolbar or the down arrow on your keyboard to go through each transaction to ensure that all the Debit/Credit sequences are the reverse in comparison to the original entry.
  - Click “previous Record” on the toolbar or the up arrow on your keyboard to return to the first Transaction Detail page.
  - It is recommended that you change the description on each Transaction Detail page of your reversing entry to “Reverse JV#___” (original Document # from which you are reversing). This way it is easier to identify what and why this transaction occurred if you were to go back and look into the detail on FGIBDST weeks/months/years later. Especially if the reversing entry has occurred much later than the original.
Reversing a Posted Journal Voucher

- If the Debit/Credit sequences of the reverse entry looks correct and/or you had made any description changes, you can post the entry by clicking “Next Block” on the toolbar or Ctrl+PageDown on your keyboard.

- A message to “Complete” the transaction will appear at the bottom of your Transaction Detail page. Click the icon next to “Complete” and this will process the entry.
Copying a Posted Journal Voucher

• If you posted a journal voucher in the past that you want to copy (perhaps it is a common and bigger transaction that affects the same fund/orgs and accounts), you’ll need to know the Document Number of the entry you wish to copy first
  • Once you have the Document Number, Go to **FGAJVCD**
  • Click the little icon next to “Submission Number”
Copying a Posted Journal Voucher

- A box will appear
- In the “Copy From” section of this box, Enter the Document Number of the entry you wish to reverse
- Click to check off the “Copy Text” box
- Click OK

- The information from that original entry will be populated on the Transaction Detail page exactly as it was originally entered
Copying a Posted Journal Voucher

- Click “Next Record” on the toolbar or the down arrow on your keyboard to go through each transaction and make any adjustments to the new entry (if necessary). Once all the adjustments have been made and you are ready to post the entry, click “Next Block” on your toolbar or Ctrl+PageDown on your keyboard.

- A message to “Complete” the transaction will appear at the bottom of your Transaction Detail page. Click the icon next to “Complete” and this will process the entry.
Creating and Submitting a Budget Change

• Budget revisions are used to move funds within the **Adjusted Budget** column that you are unable to move within the system on your own.
  • *If you are looking to move funds/activity in the YTD Activity column, this needs to be done on an IDT Form (which is a separate process)*

• Instances where you would need to submit a Budget Change include:
  • Moving funds to or from a revenue (4XXXX) and/or compensation (5XXXX) account within the Operating Fund (101000/155500)
  • Moving funds to or from a *any* account in a Restricted (2XXXXX), Grant (3XXXXX) or Agency (8XXXXX) fund.

• In order to process a transaction through a Budget Change, you must have enough funds in the Available Balance column of the account you wish to move the funds from. Otherwise the request cannot be completed. Checking FGIBDST and FGIBAVL can assist with this
Creating and Submitting a Budget Change: Are the Available Funds for the Request?

- When are funds considered “available” to use in an account?

- **Revenue Accounts (4XXXX)** – The Available Balance in these accounts must show a **negative** value in order to use any funds from these accounts. In regards to revenue accounts, a negative balance is a good thing.

  - Revenue accounts are set up a little differently. The Adjusted Budget column is a Revenue account’s target balance. Any activity that is collected through that account appears in the YTD Activity column. If the amount collected in the YTD Activity column is greater than the target, the Available Balance will show as a negative value. This negative balance represents how much extra was brought in. There are stipulations, but in general, extra funds are available to use.

    - If the Available Balance reads 0.00 or shows as a positive value, there aren’t any extra funds available for you to use.
Creating and Submitting a Budget Change: Are the Available Funds for the Request?

• When are funds considered “available” to use in an account?

• **Compensation Accounts (5XXXX)** – The Available Balance in these accounts must show a **positive** value in order to use any funds from these accounts.

• **Expense Accounts (6XXXX)** – The Available Balance in these accounts must show a **positive** value in order to use any funds from these accounts.
Creating and Submitting a Budget Change: How Do You Fill Out the Request?

- Using the Budget Change Form, fill in the appropriate information in the following fields:
  - **Department** – Department Requesting the Budget Change
  - **Date** – The date the Budget Change was completed
  - **Fiscal Year** – The Fiscal Year the Budget Change affects
  - **One-Time or Full-Time Transfer** – Consider and select how you want the Budget Change to affect the current and future fiscal years

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>DATE</th>
<th>FISCAL YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PLEASE SELECT THE TYPE OF TRANSFER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[□□□□□□□□□□] ONE-TIME TRANSFER - This change will affect the budget in the current fiscal year only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[□□□□□□□□□□] PERMANENT TRANSFER - This change will affect the budget in the current fiscal year and all years going forward</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FUND / ORG</th>
<th>ACCOUNT</th>
<th>TITLE</th>
<th>EXPENSE</th>
<th>INCREASE</th>
<th>DECREASE</th>
<th>REVENUE</th>
<th>INCREASE</th>
<th>DECREASE</th>
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<td></td>
</tr>
</tbody>
</table>
Creating and Submitting a Budget Change: How Do You Fill Out the Request?

- Using the Budget Change Form, fill in the appropriate information in the following fields:
  - **Fund / Org** – Input the Fund (if for Restricted, Grant or Agency fund) or the Org (if for the operating budget) that the change is affecting
  - **Account** – Input the account that the change is affecting
  - **Title** – Input the title of the account that the change is affecting

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
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</tr>
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<tbody>
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**PLEASE SELECT THE TYPE OF TRANSFER**

- **ONE-TIME TRANSFER** - This change will affect the budget in the current fiscal year only
- **PERMANENT TRANSFER** - This change will affect the budget in the current fiscal year and all years going forward

<table>
<thead>
<tr>
<th>FUND / ORG</th>
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<th>TITLE</th>
<th>EXPENSE</th>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Creating and Submitting a Budget Change: How Do You Fill Out the Request?

- Using the Budget Change Form, fill in the appropriate information in the following fields:

- Depending on what you are trying to accomplish with the funds will dictate which columns you input the amounts on the Budget Change form.

**CHEAT SHEET**

<table>
<thead>
<tr>
<th>Scenario 1</th>
<th>↑ Expense</th>
<th>= ↑ Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario 2</td>
<td>↓ Expense</td>
<td>= ↓ Income</td>
</tr>
<tr>
<td>Scenario 3</td>
<td>↑ Expense + ↓ Expenses</td>
<td>= No change in Income</td>
</tr>
<tr>
<td>Scenario 4</td>
<td>No Change in Expenses</td>
<td>= ↑ Income + ↓ Income</td>
</tr>
</tbody>
</table>
Creating and Submitting a Budget Change: How Do You Fill Out the Request?

- **Scenario 1:** “I have extra income in my revenue account and I want to use that extra income to increase the budget of an expense account.”

<table>
<thead>
<tr>
<th>FUND / ORG</th>
<th>ACCOUNT</th>
<th>TITLE</th>
<th>EXPENSE</th>
<th>REVENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>48300</td>
<td>MISC. INCOME</td>
<td>INCREASE</td>
<td>DECREASE</td>
</tr>
<tr>
<td>0000</td>
<td>55000</td>
<td>ADMIN PROF F.T.</td>
<td><strong>500.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FUND / ORG</th>
<th>ACCOUNT</th>
<th>TITLE</th>
<th>EXPENSE</th>
<th>REVENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>48300</td>
<td>MISC. INCOME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000</td>
<td>62600</td>
<td>CONTRACTED SERVICES</td>
<td><strong>500.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

- **Scenario 2:** “I have too much budgeted in an expense account. I do not want to use the money to increase another expense account, I would like to add it into a revenue account.”
Creating and Submitting a Budget Change: How Do You Fill Out the Request?

- **Scenario 3:** “I want to move funds from an Expense account to another Expense account”

<table>
<thead>
<tr>
<th>FUND / ORG</th>
<th>ACCOUNT</th>
<th>TITLE</th>
<th>EXPENSE</th>
<th>REVENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>62600</td>
<td>CONTRACTED SERVICES</td>
<td>INCREASE</td>
<td>DECREASE</td>
</tr>
<tr>
<td>0000</td>
<td>55000</td>
<td>ADMIN PROF F.T.</td>
<td>500.00</td>
<td></td>
</tr>
</tbody>
</table>

- **Scenario 4:** “I want to move funds from an Revenue account to another Revenue account”

<table>
<thead>
<tr>
<th>FUND / ORG</th>
<th>ACCOUNT</th>
<th>TITLE</th>
<th>EXPENSE</th>
<th>REVENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>48300</td>
<td>MISC. INCOME</td>
<td>INCREASE</td>
<td>DECREASE</td>
</tr>
<tr>
<td>0000</td>
<td>41240</td>
<td>FEES – OTHER</td>
<td>500.00</td>
<td></td>
</tr>
</tbody>
</table>
Creating and Submitting a Budget Change: How Do You Fill Out the Request?

- At the bottom of the budget revision, sum up each column or check that sum formula is summing up correctly.
- **Document total** is the total of all sums of columns together.
- **Justification for Request** – Input the Reason for the Budget Change request.
Creating and Submitting a Budget Change: How Do You Fill Out the Request?

- Print and sign your name as well as provide your extension on the appropriate signature lines.

- Submit the Budget Change to your appropriate approver on each line.

- Once all signatures have been provided, submit the Budget Change to the appropriate office:
  - **Budget Office** - Changes affecting 4XXXX and/or 5XXXX accounts within the Operating Budget (101000/155500)
  - **Financial Accounting** - Changes affecting any account within Restricted, Grant or Agency Funds
SELF-SERVICE
Logging into Self-Service

• From the www.hartford.edu website, click “Self-Service” at the top or type the following URL into your internet browser:
  • http://www.hartford.edu/selfserve/

• Click “Secure Logon for Students, Faculty, Staff and Alumni” under “Sign On”
Logging into Self-Service

- Enter your ID# and your pin

Remember: NEVER SHARE YOUR SELF-SERVICE INFORMATION
Self-Service Disclaimer

*Remember: NEVER SHARE YOUR SELF-SERVICE INFORMATION*

Self-Service is a valuable tool that allows you to access various University programs and functions. It is also a place where you can access and view all your personal and employee related information that is considered sensitive in nature. Information such as your pay stub, tax information, social security number, etc. Signing into Self-Service is associated with your name and can act as an electronic signature function for some programs (if applicable) which is the equivalent to your actual signature.

Take precaution for yourself and *never* give your Self-Service login information to anyone and/or *never* sign into Self-Service for someone other than yourself else to use. Failure to do so can result in disciplinary action.
Creating a Self-Service Budget Report

• Click on “Finance Menu" or the “Finance” tab at the top
Creating a Self-Service Budget Report

- Click “Budget Queries”
Creating a Self-Service Budget Report

• Check that “Budget Status by Account” is selected and click “Create Query”
Creating a Self-Service Budget Report

• Check off by clicking the boxes next to the data fields you wish to display on your report. (*The most common data fields are listed and displayed below*)

• Click “Continue”

  **Adopted Budget** – Original budget at the start of the fiscal year
  **Budget Adjustment** – Total of all temporary and permanent adjustments made since the start of the fiscal year
  **Adjusted Budget** – The Adopted Budget + Budget Adjustment (This is the same as the Adjusted Budget column on FGIBDST)
  **Temporary Budget** – Total of all temporary adjustments made since the start of the fiscal year
  **Year to Date** – Total of all activity since the start of the fiscal year
  **Commitments** – Total of all encumbered and committed funds
  **Available Balance** – Current available balance

  \[
  \text{Available Balance} = \text{Adjusted Budget} - \text{YTD Activity} - \text{Commitments}
  \]
Creating a Self-Service Budget Report

- Select from the drop down, the **Fiscal Year** you wish to display on the report.

- If you want to display two years of information on the same report, often used for comparison purposes, you can select another Fiscal Year from the **Comparison Fiscal Year** drop down. If you do not want a secondary year, select “None”
Creating a Self-Service Budget Report

- Select from the drop down, the **Fiscal period** you wish to display on the report.
- It is suggested that you select 12 if you do not wish to display a specific month. This allows you to display information from July (01) to current.

  - 01 - July
  - 02 - August
  - 03 - September
  - 04 - October
  - 05 - November
  - 06 - December
  - 07 – January
  - 08 - February
  - 09 - March
  - 10 - April
  - 11 - May
  - 12 - June
  - 13 and 14 - Used for accounting purposes
Creating a Self-Service Budget Report

- If you selected another Fiscal Year from the Comparison Fiscal Year drop down earlier, select the **Comparison Fiscal period** you wish to display on the report. If you did not select a secondary year, select “None”

- 01 - July
- 02 - August
- 03 - September
- 04 - October
- 05 - November
- 06 - December
- 07 - January
- 08 - February
- 09 - March
- 10 - April
- 11 - May
- 12 - June
- 13 and 14 - Used for accounting purposes
Creating a Self-Service Budget Report

- If not already defaulted, select “All” from the drop down under Commitment Type
- If not already defaulted, input “A” in the Chart of Accounts field
Creating a Self-Service Budget Report

• In the **Fund** field, input the specific Restricted, Grant or Agency fund you want information for. If you want to look at just the operating budget (101000 and/or 155500), input “1%” into this field.
  • By using the % after the 1, you are saying you want to display all funds that begin with a 1.
  • If you want to display all grant, restricted, agency and operating funds, input “%”
Creating a Self-Service Budget Report

- In the **Organization** field, input the specific org you want information for or if you want to look at all orgs that are assigned to you, input “%” into this field.

- In the **Account** field, input the specific account you want information for or if you want to look at all accounts within a specific fund/grant and/or org, input “%” into this field.
  - If you want revenue accounts displayed, check off by clicking the box next to **Include Revenue Accounts**
Creating a Self-Service Budget Report

• Click the “Submit Query” button once you have built the report as specific or as general as you need, based on the parameters you have provided.

• This will populate the information on a different screen
Creating a Self-Service Budget Report

• To export the displayed information into Excel, scroll to the bottom of the page and click the “Download Selected Ledger Columns” button
Creating a Self-Service Budget Report

- When prompted, click “Open” to view the data in Excel

![File Download Dialogue Box]

- Click “Save” to save this document to a desired folder
CONTACT INFORMATION

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