

# **Online Budget Transfers**

**Florida Gulf Coast University  
Budget Office**

# How to process budget transfers

1. Logging on: <http://banner.fgcu.edu/>

Florida Gulf Coast University Internet Native Banner - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Links FGCU Admin Services - I N T R A N E T FGCU Administrative Services FGCU Home Page FGCU Internet Native Banner FGCU Webmail Home

Back Forward Stop Refresh Home Search Favorites RSS Mail Print Write Address <http://banner.fgcu.edu/> Go

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Banner Web - Gulfline - Phone Directory - Dept. Phone Numbers - Help

Department of Information Systems

Home Documentation Reports Projects **Systems** Mission/Goals

[Access Systems](#) | [System Documentation](#) | [System Logs](#) | [Systems Home](#)

## Internet Native Banner [INB]

[Production \[fgpo\]](#) **Click**

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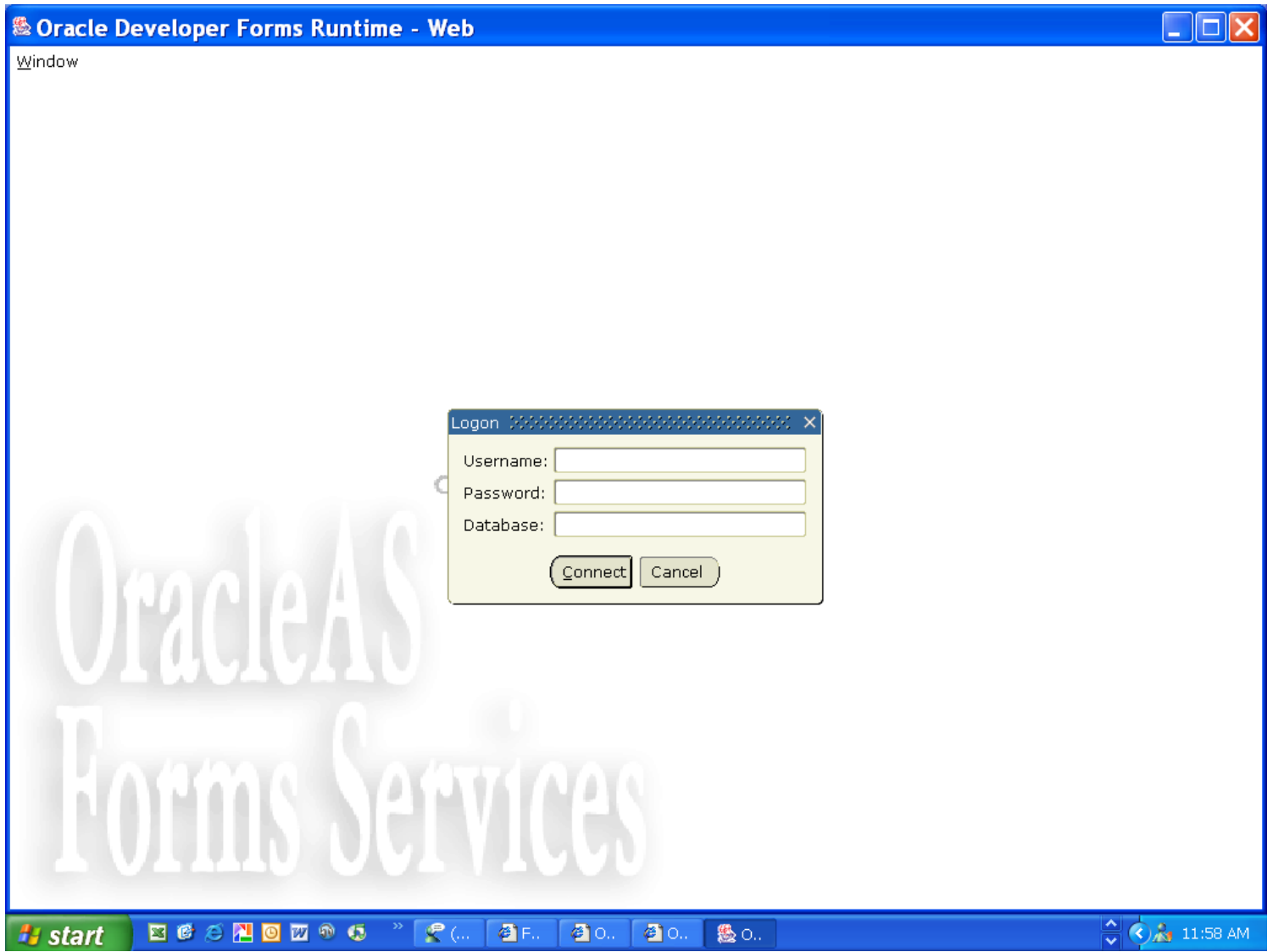
[Intranet Home Page](#)

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start Internet 3:07 PM

**Click on Production FGPO**

2. Input your username and password



3. In the **DIRECT ACCESS BOX**, please put in **FGAJVCQ**

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The window title is "Oracle Developer Forms Runtime - Web". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, Window, and Help. The status bar at the top indicates "General Menu GUAGMNU 7.1 (FGPO) - Thursday January 26, 2006".

The main content area is divided into several sections:

- Go To...**: A dropdown menu with a "Welcome, JDORADO" message. A yellow callout box labeled "Direct Access Box" points to this dropdown.
- Products:** A dropdown menu.
- My Banner**: A tree view containing folders for "SCT Banner", "Student", "Financial Systems", "Main Human Resources", "Financial Aid", and "General".
- My Links**: A list of links including "Change Banner Password", "Check Banner Message", "Personal Link 1" through "Personal Link 6", and "My Institution".
- Banner Broadcast Messages**: A section for displaying messages, currently empty.

The bottom of the interface features a status bar with the text "Enter the object name; Press CQUERY for messages, LIST for listing." and "Record: 1/1". The Windows taskbar at the bottom shows the start button and several open applications, with the system clock displaying "1:47 PM".

#### 4. Click **next block**

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", "Window", and "Help". The toolbar contains various icons for navigation and editing. The main form area is titled "Journal Voucher Quick: FGAJVCQ 7.1 (FGPO)". It features a "Document Number:" field with a dropdown arrow. A yellow callout box labeled "Next Block" points to this field. Below this is a section titled "Journal Voucher Document Header" containing "Transaction Date:" with a calendar icon, "Document Total:" with an input field, "NSF Checking" and "Deferred Edit" checkboxes, and "Document Text Exists:" with an input field. The status bar at the bottom displays "Enter the Document Number; use 'NEXT' or leave field blank to generate number." and "Record: 1/1". The Windows taskbar at the very bottom shows the start button, several application icons, and the time "12:05 PM".

#### 5. Hit **Tab** to **Document total** and type the amount you wish to transfer. This amount is the result of adding the decreasing total to the increasing total.

Example: If you want to move \$200 from one account to another one, your document total should be \$400. You will be taking \$200 from one account and increasing \$200 in another account.

Then hit **Next Block**.

6. Hit tab to go down to Journal Type
  - a. Type **BD2** if you are doing a **permanent** adjustment
  - b. Type **BD4** if you are doing a **temporary** adjustment
  
7. Continue completing the form as indicated. After inputting the corresponding Budget period; hit the down arrow on your key board.

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", "Window", and "Help". The toolbar contains various icons for navigation and editing. The main window displays a transaction detail form for "FGAJVCQ 7.1 (FGPO)".

At the top of the form, there are two input fields: "Document Number:" with the value "00015650" and "Document Total:" with the value "400.00".

The form contains several sections of fields:

- Sequence:** A yellow input field.
- Currency:** A dropdown menu.
- Status:** A checkbox.
- Journal Type:** A dropdown menu with the text "Type BD4 or BD2".
- Chart:** A dropdown menu with the value "L" and the text "should ALWAYS be L".
- Index:** A dropdown menu with the text "Input your index".
- Fund:** A dropdown menu with the text "Tab down or type your fund if different".
- Organization:** A dropdown menu with the text "Tab down or type if different".
- Account:** A dropdown menu with the text "Input your four digit account number".
- Program:** A dropdown menu with the text "Tab".
- Activity:** A dropdown menu with the text "Tab".
- Location:** A dropdown menu with the text "Tab".
- Project:** A dropdown menu with the text "Tab".
- Percent:** A dropdown menu with the text "Tab".
- Description:** A yellow input field with the text "ALWAYS TYPE A DESCRIPTION" and a "Tab" button.
- Budget Period:** A yellow input field with the text "Type budget period".
- Gift Date:** A date picker icon.
- Pool--> COA:** A dropdown menu.
- Number of Units:** An input field.
- Amount:** A yellow input field with the text "amount to increase".
- D/C:** A dropdown menu with the value "+".
- NSF Override:** A checkbox.
- Bank:** A dropdown menu with the text "Should always be AP. Now Tab".
- Fund:** A dropdown menu.

At the bottom of the form, there is a status bar with the text "Enter Sequence Number or leave blank for system default sequence numbers" and "Record: 1/1". The Windows taskbar at the bottom shows the "start" button, several application icons, and the system clock displaying "12:30 PM".

**Only the yellow cells should have values.**

8. Tab down to Journal Type and complete the form as indicated. OR go to **RECOD** on the top of the screen and click on **DUPLICATE**.

**Oracle Developer Forms Runtime - Web**

File Edit Options Block Item Record Query Tools Window Help

Transaction Detail FGAJVCQ 7.1 (FGPO)

Document Number: 00015650 Document Total: 400.00

Sequence:  Currency:  Status:

Journal Type:  Type BD4 or BD2

Chart: L  should ALWAYS be L

Index:  Input your index if different

Fund:  Tab down or type your fund if different

Organization:  Tab down or type if different

Account:  Input your four digit account number

Program:  Tab

Activity:  Tab

Location:  Tab

Project:  Tab

Percent:  Tab

Description: Description from previous sequence should appear  Tab

Budget Period:  Same as previous sequence

Gift Date:

Pool--> COA:

Number of Units:

Amount: Amount to decrease D/C:   NSF Override

Bank:  Should always be AP. Now Tab

Fund:

Enter Sequence Number or leave blank for system default sequence numbers

Record: 1/1 <OSC>

start 12:30 PM

9. If this is your last transaction, go to OPTIONS on the top of the screen, and click on ACCESS COMPLETION.

The screenshot displays the Oracle Developer Forms Runtime - Web interface. The window title is "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", "Window", and "Help". The toolbar contains various icons for navigation and editing. The main content area is titled "Transaction Detail FGAJVCQ 7.1 (FGPO)".

Document Number: 30015650      Document Total: 400.00

Sequence: 2      Currency:      Status: P

Journal Type: BD02 Permanent Budget Adjustments

Chart: L Florida Gulf Coast University

Index: 15067 National Writing Project

Fund: 15067 National Writing Project

Organization: 500100 College of Education

Account: 7300 Other Operating Expense - Pool Acct

Program: 78 Continuing Education

Activity:      Location:      Project:      Percent:      Description: test

Amount: 200.00      D/C: +       NSF Override

Bank: AP

Completion FGAJVCQ 7.1 (FGPO)

Complete:      In Process:

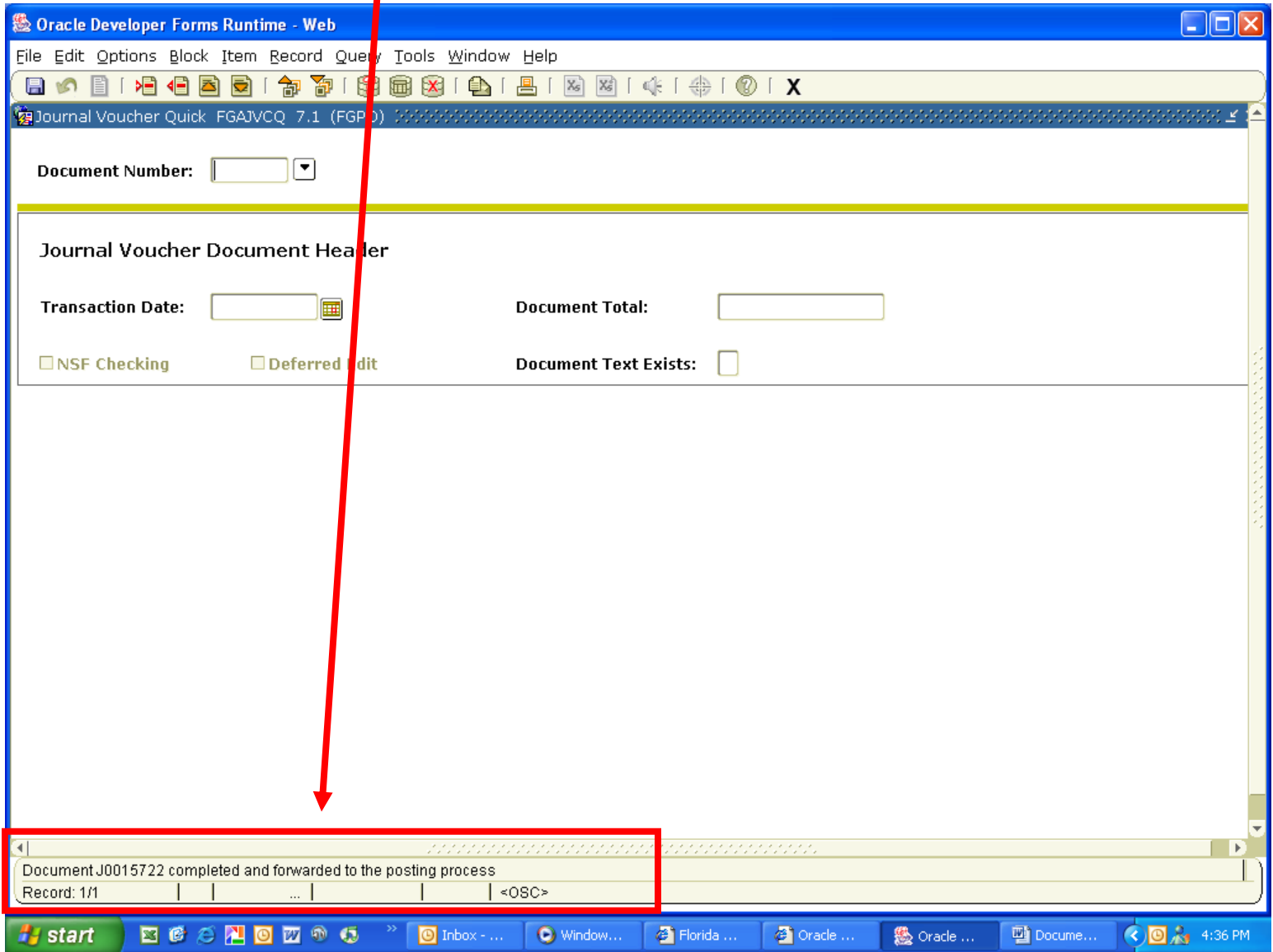
Click

Select to keep Document Incomplete and "In Process"

Record: 1/1      <OSC>

The Windows taskbar at the bottom shows the start button, several application icons, and the system tray with the time 10:46 AM.

10. After hitting complete, the transfer will go through. If you get something like this in the bottom of the screen your transaction was successfully completed:



## Rules

- You cannot transfer fund in or out of the following pools:
  - 7300C Charge back pool
  - 6100 Salaries and benefits
  - Revenue
  
- You cannot transfer funds from one fund to another.  
You can only transfer funds within you own fund/org.
  
- You cannot transfer budget in or out of grant funds (funds starting With 20 or 21)
  
- Use BD2 for permanent transfers and BD4 for temporary transfers
  
- All incomplete JVs will be deleted at the end of the day.

## **Instructions for the Delegation of Authority Form**

The delegation of authority form is utilized to document what permissions a department chooses to allocate to its designated budget manager(s). This authority resides within the already established fund and organization security in Banner. Thusly, any limits set reside within and only within those system defined securities

The establishment and placement of limitations on budget managers is wholly a departmental choice. It is not advised nor discouraged that any limitations are in place. The use of limits is at the discretion of the each department for organizational needs.

The University Budget Office will not monitor, track, or report on transfer activity as it relates to the adherence of the limitations set forth by departments. The maintenance, monitoring and verification is the responsibility of each department. It is important that budget transfers, expenditures, and overall fiscal activity is reviewed at least monthly to verify the propriety and composition of all transactions.

This document, along with documented approvals of the processing of budget transfers within a given department must be maintained for potential audit and analysis.

**Delegation of Budget Transfer Authority**

Department: \_\_\_\_\_

Effective Date: \_\_\_\_\_

The staff listed below is/are authorized to input budget transfers within specified limits (if any) to that authority. Both specific authority and related limits to that authority are identified below. Finance and Accounting establishes, in coordination with departments, the fund and organizational security profile (FOMPROF) for each person. The limits referenced below are to be applied and followed by the department with the constraints of the security established.

<u>Name</u>	<u>Funds Allowed</u>	<u>Organization Codes Allowed</u>	<u>Accounts Allowed</u>	<u>Amount Threshold</u>	<u>Signature of Budget Manager</u>

This delegation of authority is to be kept on file. It defines for both budget managers who input transfers and their supervisor’s direction for what is and is not allowable. Transfers processed outside of these authorities and limits should only be done with documented approval of the department head (signed memos or direct e-mails). Documentation should be maintained within the department indicating transactions are occurring with proper approval.

Department managers and their staff are responsible for following applicable University procedures and for verifying that those procedures are followed by their direct reports

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Date