

BANNER BUDGET INSTRUCTIONS

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I. BUDGET ENTRY INSTRUCTIONS on custom form FGAJVCM:

A. **ENTRY FORM:** FGAJVCM is a customized budget entry form that generates a “Z” document and should only be used to enter budgets that flow through the Budget Office. Only rule codes BD02 (permanent budgets) and BD04 (temporary budgets) should be used on this form. **Do not use FGAJVCM or rule codes BD02 or BD04 to enter budgets for the following funds:**

1. Grant Funds (2XXXX) – use FGAJVCD with rule codes BD07 or BD08
2. RGC Funds (14XXX) – use FGAJVCD with rule codes BD07 or BD08
3. Plant Funds (9XXXX) – use FGAJVCD with rule codes BD09 or BDFX
4. Cost Share Funds (7XXXX) – use FGAJVCD with rule codes BD07 or BD08

Exception: Cost Share transfer budgets between funds 7XXXX and 11XXX will use FGAJVCM with rule code BD04.

B. INSTRUCTIONS:

- Log into Banner from “My Bama”
- Access FGAJVCM from the Search Box on the “Welcome” screen or from “My Banner”
- Document Number – leave field blank and click “Go”. This puts you in the “Journal Voucher Document Header” block of FGAJVCM
- Enter the “Document Total” which is the total amount of all sequences on your budget change. This will generate a one up number beginning with a “Z” to track your transaction. Remember to write down your Z number for your reference.
- Transaction Date – The date will default to the system date – tab past this field unless you wish to change the date. *Remember the budget period is generated by this date. If you want to change the date, you can only change it to a date that is associated with an “open” period.*
- **Document Text** - It is important to enter a detailed explanation of your budget change on FOATEXT (Document Text) if you are unable to supply an adequate explanation in the remarks field on FGAJVCM. Failure to enter a complete explanation could delay the processing of your budget. You can access FOATEXT under the “Related” menu only while you are in the “Journal Voucher Document Header” block of FGAJVCM. Once you add your explanation, click the “Save” button in the bottom right hand corner of the screen and then close it. You can then proceed to the “Journal Voucher Detail” block to enter your budget change and complete it. If you wish to enter text after you have finished entering your sequences, you have 2 options: (1) You can click the “Previous Section” arrow (Alt + PageUp) in the bottom left corner of the screen or (2) you can put the document “In Process” and re- enter the “Journal Voucher Document Header” block.

If you wish to add extra back-up documentation, please send copies to the budget office with the document number (ZXXXXXXX) **CLEARLY** identified. It is very important to make note in the document text box that support documentation is being imaged. These documents will be entered into the imaging system.

- Once you have completed the “Journal Voucher Document Header” block and added text (if necessary), click the “Next Section” arrow (Alt + PageDown) to access the “Journal Voucher Detail” block.

Document Number: Z0165195

Transaction Date * 12/12/2019

Document Total 10,000.00

Seq *	Jnl Type *	COA *	Index	Fund	Orgn	Acct	Prog	Act	Locn	Amount *	+/-	Description *	Position No.	Budget Period
1	BD04	A		11000	502101	605111	600			5,000.00	+ Plus	Test budget change		03
2	BD04	A		11000	502101	700001	600			5,000.00	- Minus	Test budget change		03

Record 2 of 2

Complete In Process

- Sequence – Tab past this field to automatically generate a one up number.
- Journal Type – **(All sequences must use the same journal type. Do not use both on the same budget change)**
 - Permanent Budget Changes – **BD02**
 - Temporary Budget Changes – **BD04**
- Chart of Accounts – This field defaults to “A.” Tab through the field if you wish to leave it in chart “A.” To change the chart, you must manually enter a different chart. The chart, along with the transaction date, drive the auto populate for budget period. **Remember: You can only use one chart per budget change.**
- Index – Leave Blank
- Fund – Enter in the Fund Code for the first sequence of the transaction
- Organization – Enter in the Organization Code for the first sequence of the transaction

- Account – Enter in the Account Code for the first sequence of the transaction
- Program – Enter in the Program Code for the first sequence of the transaction
- Activity – Leave Blank
- Location – Leave Blank
- Amount – Enter in the amount to be transferred from/to this FOAP
- +/- – Enter + for increases or – for decreases (not DR or CR)
- Description – Limited to 35 characters.
- Position No –
 - If this sequence contains one of the **high-lighted** salary account codes in the list below (or a sabbatical account code 605530), **a position number must be entered in this field.**
 - If this sequence contains any other type of account code, leave it blank.

SALARY ACCOUNT CODES:

601110	Salaries/Wages (also Std Rec'bles contra)
601210	Exec/Admin/Mgr General
601213	Exec/Admin/Fin Only
601215	Exec/Admin/Mgr Increment
601220	Exec/Admin/Mgr-AL PO
601310	Faculty Administration
601313	Faculty Admin - Finance Only
601315	Faculty Administration Increment
601320	Faculty Admin-AL PO
601325	Faculty End Chair Stipend
601340	Faculty Research
601350	Faculty Research - Summer
601380	Faculty Instruction
601383	Faculty Instruction/Fin Only
601399	Faculty Supplemental Comp
601410	Professional (Exempt)
601413	Professional (Exempt)/Fin Only
601415	Professional Admin Increment
601420	Prof (Exempt)-AL PO
601430	Prof (Exempt)-Sup Cmp
601440	Professional (Not exempt)
601443	Professional (Not exempt)/Fin Only
601450	Prof (Not exempt) SL PO
601460	Prof (Not exempt) AL PO
601510	Secretarial/Clerical - General
601513	Secretarial/Clerical/Fin Only
601520	Secretarial/Clerical - SL PO

601530	Secretarial/Clerical - AL PO
601810	Maintenance – General
601813	Maintenance - General/Fin Only
601820	Maintenance - SL PO
601830	Maintenance - AL PO
602102	Graduate Student Assistant
602103	Graduate Stud Asst/Fin Only
602106	Graduate Teaching Assistant
602110	Graduate Research Assistant
602200	Undergraduate Student Assistant
602203	Undergraduate Stud Asst/Fin Only
603101	Overtime
603103	Overtime/Fin Only
603201	Shift Differential
603301	Cell Phone Allowance
603401	Moving Allowance
603402	Temporary Living Allowance
604102	Awards paid by Payroll

FRINGE ACCOUNT CODES

605111	Benefits Budget Pool
605113	(contra for fringes billed to Std Rec'bles)
605210	Social Security-State
605220	Social Security-University
605230	Social Security-Contract/Grant
605310	State Teachers Retirement System
605311	State Teachers Retmt Sys - repurchase
605320	TIAA-CREF RA
605330	TIAA-CREF SRA
605340	VALIC employer match
605410	Health Insurance
605411	BCBS Family Medical Leave (AFML)
605412	BCBS Terminating Employees
605420	Health Insurance - Retirees
605430	Health Insurance - Medical OJI
605440	Health Insurance - Grad Students
605505	Life Insurance
605510	AD&D Insurance
605515	Long Term Disability
605516	Long Term Disability - Pd by UA
605517	Long Term Disability-Residents
605520	EAP
605525	Liability Insurance
605530	Sabbatical Leave
605535	Tuition Grant - Employee
605540	Tuition Grant - Dependent
605541	Tuition Grant - Graduate
605545	Workman's Compensation
605550	State Unemployment Insurance
605555	Other
605560	System Office Benefits Other

605620	Sponsored Program Benefit Supplement
605625	Other Benefit Supplement
605633	Taxable Fringe Benefit - Finance Only
605998	Benefit Budget Contra
605999	Benefit Original Budget

- Budget Period will automatically be populated based on the transaction date entered in block 2 and the chart entered in block 3.
- Insert a new record (F6 or arrow down) and repeat the steps for the Journal Voucher Detail Block above until all sequences on your transaction have been entered.
- Once the entire transaction has been entered, click the “Next Section” arrow or Ctrl + Page Down on your keyboard.
- Click the “Complete” button to submit the transaction to the Approval Queue. *You also have the option of putting the document “In Process”. This keeps the document in the “incomplete” status, and you can return to the document to complete at a later time.*
- BE SURE to read the message at the top right corner after clicking “Complete” to ensure that the document has been completed. The document could have errors causing it to go to the incomplete file and this is the only notification you will receive.
- The document will be forwarded through the approval queue to the appropriate approvers as defined by the Finance Approval Process.
- **IF THE BUDGET CHANGE IS ASSOCIATED WITH A PA, BE SURE THE DOCUMENT NUMBER IS ON THE PA. FAILURE TO DO THIS WILL DELAY PROCESSING OF THE PA.**

II. PROGRAM CODES:

Program codes provide another way to categorize UA expenses such as instruction, research, public service, scholarships and fellowships, etc.

Most fund codes or organization codes have a default program code. For funds, these can be found by querying the Banner screen FTMFUND (Fund Maintenance Screen). The defaults are listed at the bottom of FTMFUND. If no default program exists for the fund, your organization code should have a default program code that can be found by querying the Banner screen FTMORGN (Organization Maintenance Screen).

Default program codes should **always** be used if entering a transaction:

- For Contract and Grant funds (2XXXX)
- For Cost Share funds (7XXXX)
- For Auxiliary funds (18XXX)
- For all other funds (11XXX, 12XXX, 13XXX, 3XXXX, 5XXXX) except for the following account codes:
 - **Scholarships (7812XX) - use program 800 regardless of default**
 - **Graduate Tuition Remission (605541) – use program 100 regardless of default unless an Auxiliary which is ALWAYS 900**

Default program codes should be used when completing any form requiring a FOAP. The FUND DEFAULT program code should always take precedent over the ORGN DEFAULT program code. HOWEVER, when using forms FGJVCD or FGJVCM to enter documents, the orgn default program code overrides the fund default program code because of the order they are entered into the form. IN THESE CASES, where the orgn and fund default program codes are different, you will have to manually over-write the program code using the fund default.

If an error does occur, both Financial Accounting and Contract & Grant Accounting have month end programs that correct program code errors on most funds. There should be no need for departments to make corrections for program codes **EXCEPT** on payroll account codes:

- Payroll charges (for non-Contracts and Grants or Cost share funds) must be corrected by PA.
- Fringe benefit charges associated with the payroll charge will follow the salary correction made by the processing of the PA so no correcting entry needed.

It is important to note that if a monthly charge (ex: Copier, Telecommunications, Campus Mail, Fleet, etc.) is continually made to an incorrect program code month after month, the User should notify the department processing the feed to correct the source records.

To view all program codes on FGITRND (transaction screen), leave the program code field blank when entering the fund/org. If the program code is left blank on FGIBDST and FRIGITD, the balances reflected will include all program codes.

III. TRANSFER BUDGETS

A. OVERVIEW:

1. When do transfers between funds need to be budgeted?

All budget transfers within funds 11XXX, 12XXX, and 13XXX need to be budgeted manually. Transfers for gift (3XXXX) and endowment income funds (5XXXX) are budgeted by mechanical entries so should not be budgeted by a budget change entry. Transfers between Plant funds and E&G are budgeted by the Budget Office. Transfers involving Grant Funds, RGC Funds or within Plant funds do not fall under the domain of the Budget Office and should **NOT** be processed on form FGAJVCM and should **NOT** use rule codes BD02 or BD04.

2. The main types of transfers are:

- a. Transfers between funds 11XXX, 12XXX and 13XXX funds
- b. Transfers to Cost Share
- c. Transfers to Plant funds
 - i. R&R
 - ii. Project (Unexpended)
- d. Transfers from or within Auxiliary funds
- e. Gift and Endowment Transfers

3. Unallowable transfers:

- a. Between restricted and unrestricted (exception – residuals)
- b. 11XXX funds to non-state funds (12XXX, 13XXX, 15XXX, or 18XXX funds) or restricted funds (3XXXX, 5XXXX)
- c. 3XXXX funds to 2XXXX funds (exception - fund type 2C)

B. ACCOUNTS CODES USED FOR TRANSFER BUDGETS:

1. Transfers-In

The normal balance for these specific account codes (7901XX) is a credit even though they fall in the expense account code range (7XXXXX) where account codes have a normal debit balance. As such, an increase to the budget would be entered as a 'minus' and a decrease as a 'plus'. This is the opposite of other account codes in the 7XXXXX range. All transfers must be budgeted since they are reported separately. Transfer accounts are not pooled for NSF checking.

790102 transfer from Auxiliaries
790103 transfer from Unrestricted
790104 transfer from Restricted (rare)
790105 transfer from ROI (rare)
790106 transfer from Endowment
790107 transfer from R&R
(plant fund range 93XXX to 94XXX)
790108 transfer from Unexpended
(plant fund range 90XXX to 92XXX)
790109 transfer from Agency
790111 transfer from Aux-Mandatory (rare)

2. **Transfers-Out**

These account codes (7902XX) are considered expenditures with normal debit balances. Therefore, you would use a "+" for an increase in the budget and a "-" for decrease in the budget. Watch out for reversing entries.

- 790202 transfer to Auxiliaries
- 790203 transfer to Unrestricted
- 790204 transfer to Restricted (rare)
- 790205 transfer to ROI (rare)
- 790206 transfer to Endowment
- 790207 transfer to R&R
(plant fund range 93XXX to 94XXX)
- 790208 transfer to Unexpended
(plant fund range 90XXX to 92XXX)
- 790209 transfer to Agency
- 790210 transfer to CTF

C. **TRANSFER BUDGET INSTRUCTIONS BY TYPE:**

1. **Transfers within 11XXX, 12XXX and 13XXX funds:**

Use Form FGAJVCM and rule code BD04. Most of these budget changes will use account codes 790203 and 790103 for unrestricted transfers. The Budget Office will send a copy of the Budget Change to Accounting for a journal entry unless a journal entry is usually prepared by the department for this type of transaction. Note: Never transfer funds from 11XXX to other type funds (12XXX, 13XXX, etc).

FOAP providing the funding:

- | | | |
|-------------|---------------|---|
| Sequence 1: | Source | Decrease (-) Fund – Orgn – 7XXXXX or |
| | | Increase (+) Fund – Orgn – 5XXXXX |
| Sequence 2: | Transfer Out: | Increase (+) Fund – Orgn – 79020X |

FOAP receiving the funding:

- | | | |
|-------------|--------------|-----------------------------------|
| Sequence 1: | Transfer In: | Increase (-) Fund – Orgn – 79010X |
| Sequence 2: | Target: | Increase (+) Fund – Orgn – 7XXXXX |

2. **Cost Share Transfers:**

Use Form FGAJVC M and rule code BD04. Approvals will route them to C&G where the budget entry will be reviewed and a journal entry prepared. Once C&G approves the budget it will come to the Budget Office for final approval before posting.

These transfers require four sequences – two for the “7” fund and two for the offsetting fund. Below are sample sequences where it is assumed that the funding source for the transfer is account code 700001. Other account codes, such as 5XXXX (revenue) or excess salary budgets can also be used as a funding source.

a. Moving from Cost Share to E&G:

Sequence 1: BD04 DECREASE (-) 7XXXX-ORG-700001
Sequence 2: BD04 INCREASE (+) 7XXXX-ORG-**790203**
Sequence 3: BD04 INCREASE (-) 1XXXX-ORG-**790103**
Sequence 4: BD04 INCREASE (+) 1XXXX-ORG-700001

b. Moving from E&G to Cost Share:

Sequence 1: BD04 DECREASE (-) 1XXXX-ORG-700001
Sequence 2: BD04 INCREASE (+) 1XXXX-ORG-**790203**
Sequence 3: BD04 INCREASE (-) 7XXXX-ORG-**790103**
Sequence 4: BD04 INCREASE (+) 7XXXX-ORG-700001

3. **Plant Transfers:**

- a. Transfers within Plant funds are usually prepared by Facilities. These budget changes should not be done on FGAJVC M and should not use rule codes BD02 or BD04.
- b. Plant transfers between Plant and E&G are usually prepared by the Budget Office. The budgets will be processed on FGAJVC M using rule codes BD02 or BD04.
- c. If you wish to transfer funds to or from your R&R fund, please follow the instructions below:
- i. The supporting documentation should include the following information:
 - Amount
 - Reason for transfer
 - FOAP's for the funding source and target
 - ii. Forward requests (via email) to OAA or OFA for appropriate approval.
 - iii. Once approved, the Budget Office will prepare the budget change and send a copy to the Plant Accountant for a journal entry.
 - iv. The Budget Office will image the approval emails.

- d. For transfers to or from Plant funds for unexpended projects, the following applies:
 - i. When Facilities initiates a project, sets up a plant fund, and processes the Project Approval Form, accounting prepares the journal entry to fund the project and sends a copy to the Budget Office.
 - ii. The Budget Office prepares the budget change.
 - iii. The budget change passes through the normal approval levels based on the funding orgn.

4. **Auxiliary Transfers:**

Never transfer funds between 11XXX and 18XXX funds. However, transfers among different auxiliary funds (18XXX) or to plant funds will require transfers. **Remember transfers to/from plant funds are initiated by the Budget Office.** The department will be responsible for initiating transfer budgets between auxiliary funds. (See example below)

18XXX-ORG/SOURCE-700001-PROG (-)
18XXX-ORG/SOURCE-7902XX-PROG (+)
18XXX-ORG/TARGET-7901XX-PROG (-)
18XXX-ORG/TARGET-700001-PROG (+)

5. **Gift and Endowment Transfers:**

Actual and budget transfers are both done mechanically at month-end close.

IV. APPROVALS & DISAPPROVALS:

A. Approvals & Disapprovals

1. Approvals:

Once a budget has been initiated and completed it will flow through approvals as outlined in B.

2. Disapprovals:

Approver disapproves the budget and adds an explanation in Document Disapproval Text Entry. The budget originator will receive an email and a notification of the disapproved document via the Banner Message board (GUAMESG).

The originator should re-open the document in FGJVCM, make corrections or adjustments, and complete the document again. Failure to do so leaves the document in the "incomplete" status. Documents that remain "incomplete" for two months are deleted. Once the document has been corrected and completed again, the approval process starts over.

3. To delete old messages on GUAMESG, click complete while you are viewing the message and save your changes.

B. Approval Queues

1. Function:

- a. Electronic approval is the same as signing the document.
- b. Approval queues have been set up according to the established flow of document approval per department.
- c. The Fiscal Manager for each department should notify the Budget Office if the approval queue and/or approvers need to be revised.

2. Approval Flow:

- a. User initiates budget
- b. The budget flows through the established approval queues where the approvers can either approve or disapprove the document. Therefore, it is essential that Approvers check their queues (FOAUAPP) on a regular basis.

The approver's queue also contains other type documents besides budget changes.

V. TRACKING DOCUMENTS:

A. VERIFY DOCUMENT HAS POSTED (2 options):

1. Go to FGIDOCR, enter document number (ZXXXXXXX), and click on “Go.” If the document has posted the document will populate when you click “Go.”
2. OR Go to FGIBDST and enter a FOAP from the budget change. Click on “Go.” Find the account code on your budget change and click on that row to highlight it. Click the “Related” menu and select “Transaction Detail Information [FGITRND]. If your document is on this list of transactions, it has posted. *You may also access FGITRND directly.*

B. LOCATE INCOMPLETE OR PENDING DOCUMENT:

1. To determine if the document is in process or if it is “incomplete”, go to FGIJVC and do a query for your document. Hit F7, enter your document number and click “Go” or F8. Check the status of the document in the last column.

Document	Submission	Description	Amount	Transaction Date	Status
Z0164374		0 To fund operating	35,004.94	11/02/2019	

2. If the status is "I", the document is incomplete. This occurs for two reasons:
 - a. The original document was not completed.

Either the originator did not select the complete option or there was an error on the document preventing it from completing.

The originator must re-enter the document via FGAVJCM, make corrections if necessary, and complete the document.
 - b. The document was disapproved. There are two ways to verify:
 - i. Check messages on GUAMESG. If you initiated the document or approved it, you should receive a "disapproved" message on GUAMESG with an explanation.
 - ii. To view a document approval history, go to FOIAPP and enter your document number. Click "Go" or F8. This screen will give you a list of who has approved or rejected the document. It will not provide the reason. The name of the originator also appears at the bottom of this form.

The originator must re-open the document via FGAVJCM, make corrections, and complete the document again. This will re- initiate the approval process.
3. If the document has a status of "C", your document is in the approval process. To locate the approval queue where the document currently resides (3 options):
 - a. Go to FOAAINP and enter your document number. Click "Go."

On this screen, you will find a list of all approval queues associated with the document along with the members of that queue. A "+" in the "Approval Level" column indicates this is the next queue the document will enter.
 - b. Use the drill down feature of Banner. Go to FOAUAPP, clear the User ID field, enter the document number, and click "Go." Next, click the "Queues" icon. This puts you into FOAAINP and click "Go" to see the approval queue list associated with the document.
 - c. For additional information, FOIAPP provides a list of approvers who have either approved or denied a completed or posted document. It doesn't list the queues through which a document must flow. To use this screen, enter the document number and click "Go" or hit F8.

VI. DELETING DOCUMENTS AND RECORDS

- To delete a document before it enters the approval queue or if it has been disapproved:
 - Enter the Z# on FGAJVCD and click “Go.”
 - In the Journal Voucher Document Header row, click ‘Delete.’ A yellow box will pop up instructing you to delete the record again. Click on the “1” to dismiss the pop-up box and click ‘Delete’ again.
 - Once deleted, a green pop up box will notify you that the document has been successfully deleted.
 - *If the document can't be accessed and it has been verified via FGIDOCR (page 9) that it has not posted, contact the approver where the document is located and request that they disapprove the document so you can access it.*

Journal Voucher Entry FGAJVCD 9.3.12 [UA 9.0] (PROD)

Document Number: Z0165093 Submission Number: 0

JOURNAL VOUCHER DOCUMENT HEADER

Transaction Date: 12/04/2019

Document Total: 100.00

Distribution Total: []

Document Status: Incomplete

NSF Checking []

Defer Edit []

Create Source: Banner

Document Text Exists []

Buttons: Start Over, Invo, **Delete**, Copy, Filter

Journal Voucher Entry FGAJVCD 9.3.12 [UA 9.0] (PROD)

Document Number: Z0165093 Submission Number: 0

JOURNAL VOUCHER DOCUMENT HEADER

Transaction Date: 12/04/2019

Document Total: 100.00

Distribution Total: []

Document Status: Incomplete

NSF Checking []

Defer Edit []

Create Source: Banner

Document Text Exists []

Buttons: Start Over

Warning: Press DELETE RECORD again to delete this record.

Journal Voucher Entry FGAJVCD 9.3.12 [UA 9.0] (PROD)

Document Number: Z0165093 Submission Number: 0

Buttons: Go, Copy

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Confirmation: All header and detail records will be deleted. Deletion of journal voucher Z0165093 is completed.

- To delete a sequence on the “Journal Voucher Detail Block” on FGAJVCB:
 - All required fields on the record you wish to delete must be populated. This applies whether you have just started an incorrect record or if you have accidentally inserted an extra blank line. In both cases you must add bogus information in all the required fields and before removing it.
 - Highlight the line to be removed.
 - Click on the “delete” button to remove the line.

VII. BUDGET QUERIES:

A. FGIBDST – Budget Summary by account code

Organization Budget Status FGIBDST 9.3.6 [UA 9.0] (PROD)

Chart: A The University of Alabama

Fiscal Year: 20

Index: []

Query Specific: []

Account: []

Commit Type: Both

Include Revenue: [x]

Organization: 502101 Assoc VP for Finance

Program: 600 Institutional Support

Fund: 11000 Operations - E&G

Account: []

Activity: []

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

1. You can access this form directly or through options on FGIBSUM. After you enter the FOAP (some parts are optional), click “Go.” You may query by account type if you wish. Below are some of the more common ones:

61 Salaries
 65 Fringes
Grouped as “Labor” on FGIBSUM

71 General operating
 78 Scholarships
 79 Capital Expenditures
 7C Recovery
 7D Depreciation
 7I Indirect costs
 7O Non-operating expenses
Grouped as “Direct Expenditures” on FGIBSUM

81 Transfers In
 82 Transfers Out
Grouped as “Transfers” on FGIBSUM

2. You can drill down to FGIBSUM, FGIOENC, and FGITRND from this form. See details on these forms below.

B. FGITRND – transactions by account code

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document #	Transaction Date	Activity Date	Description	Commit Type	Fund	Activity	Location
601510	502101	600	ENC	-2,960.00	-	HENA	F0058207	12/04/2019	12/05/2019	Encumbrance Salaries (Adj)	U	11000		
601510	502101	600	YTD	2,960.00	+	HGNL	F0058200	12/06/2019	12/05/2019	HR Payroll 2019 BW 25 0	U	11000		
601510	502101	600	ENC	-2,960.00	-	HENA	F0058106	11/22/2019	11/25/2019	Encumbrance Salaries (Adj)	U	11000		
601510	502101	600	YTD	2,960.00	+	HGNL	F0058064	11/22/2019	11/21/2019	HR Payroll 2019 BW 24 0	U	11000		
601510	502101	600	ENC	-2,960.00	-	HENA	F0057866	11/11/2019	11/12/2019	Encumbrance Salaries (Adj)	U	11000		
601510	502101	600	YTD	2,960.02	+	HGNL	F0057821	11/08/2019	11/06/2019	HR Payroll 2019 BW 23 0	U	11000		
601510	502101	600	ENC	-2,960.00	-	HENA	F0057791	11/01/2019	11/04/2019	Encumbrance Salaries (Adj)	U	11000		

1. You can access this form directly. After you enter your FOAP, click “Go” and then hit F8 to execute the query. A list of all transactions (journal entries, budget changes, encumbrances, etc.) for the current fiscal year is provided. You can drill down further by document type, document #, etc. by clicking on “Related.”

2. You can also reach this form by drilling down via the Related menu on FGIBDST. On FGIBDST, click the account code you wish to view, go to Related, and select “Transaction Detail Information [FGITRND]”.
3. You may export this data to excel for sorting and notation. Once you are in the form, click on the “Tools” menu in the upper right-hand corner, and select Export or hit Shift + F1. The file will open in Excel.
4. You can query this form by any of the headings or any combination of headings to retrieve detailed information. Click the drop down under Add Another Field to select which information you would like to query by.

To query by a specific day enter DAY-MONTH% under the activity date or select the day from the calendar icon next to the activity date search field, to query by a particular month enter %-MONTH% under the activity date and to query for YTD leave the activity date field blank.

Detail Transaction Activity FGITRND 9.3.12 [UA 9.0] (PROD)

COA: A Fiscal Year: 20 Index: Fund: 11000 Organization: 502101 Account: Program: 600 Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

Basic Filter Advanced Filter

Account Organization Program Field Amount

Activity Date

1 of 1 Per Page

Detail Transaction Activity FGITRND 9.3.12 [UA 9.0] (PROD)

COA: A Fiscal Year: 20 Index: Fund: 11000 Organization: 502101 Account: Program: 600 Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

Basic Filter Advanced Filter

Account Organization Program Field Amount Activity Date

1 of 1 Per Page

C. FGIBSUM – Budget available by general categories

Organization Budget Summary FGIBSUM 9.2.2 [UA 9.0] (PROD)				
Chart of Accounts: A Fiscal Year: 20 Organization: 504105 Healing Maintenance Fund: 11000 Operations - E&G Commit Indicator: Both				
ORGANIZATION BUDGET SUMMARY				
Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue				
Salaries and Wages		271,802.80	45,129.69	85,149.91
Benefits		20,848.97	24,618.33	-3,769.36
General Operating Expenditures		18,331.06	2,185.64	16,145.42
Scholarships and Fellowships				
Capital Expenditures				
Cost Recovery		-270,861.38	-62,515.00	-208,346.38
Depreciation				
Interest Expense				
Athletic Guarantee Expense				
Indirect Cost/Cost Share				
Non-operating Expense				
Transfers In				
Transfers Out				
Net: Revenue minus(Labor + Expense + Transfer)		-40,121.45	-9,418.66	-110,820.41
			Total Commitments	141,523.20

1. This form can be accessed directly or via the Related menu on FGIBDST.
2. After the fund and organization are entered, click “Go.” The budget available in the last column will be categorized as revenue, labor, direct expenditures and transfers.

A credit in the Available Balance column for revenue indicates an unbudgeted surplus. *(The revenue balance available will be skewed if beginning fund balance has been budgeted in 509010 or 509020).*

A credit in the Available Balance column for labor, direct expenditures, or transfers indicates a deficit budget balance. *Note that Cost Recovery and Transfers In have a normal credit balance and will be netted against Direct Expenditures and Transfers, respectively.*

D. FZISBVW – Salary budget available (must have Master Budget Security to view)

Salary Budget View FZISBVW (PROD)											
Chart: A Fund: 11000 Operations - E&G Fiscal Year (YYYY): 2020 Orgn: ██████████ Account: 601510 Secretarial/Clerical - General Program: 600 Institutional Support											
Position	Fund	Orgn	Acct	Prog	Perm Budg	Temp Budg	Curr Budg	Encumb	Expend	Remain	
978817	11000	██████	601510	600	36,545.60	0.00	36,545.60	30,360.96	6,184.65	-0.01	
999331	11000	██████	601510	600	40,414.40	0.00	40,414.40	33,575.04	6,839.38	-0.02	

Position	978817	Last Name	██████	FTE	1	End Date		ECLS	A1
Banner ID	██████	First Name	██████	Begin Date	21-May-2018	Salary	36,545.60		

Dist %	Fund	Orgn	Acct	Prog	Perm Budg	Temp Budg	Curr Budg	Encumb	Expend	Remain
100	11000	██████	601510	600	36,545.60	0.00	36,545.60	30,360.96	6,184.65	-0.01

No end date represents employee on until further notice. The permanent budget should equal their total salary.

To use:

- Type FZISBVW on the Welcome screen search box and click “Go.”
- Enter the Chart of Accounts Code if different from the default “A.”
- Enter the Current Fiscal Year as 20XX.
- *Athletics will NOT enter a fiscal year but will check the box “Athletics Only.”*
- Enter the Fund, Organization, Account and Program (this field is optional) you wish to query and click “Go.”
- The information for all positions associated with the Fund, Organization and Account that you queried will be displayed
- Use Arrow Keys next to the page numbers to move through the list of positions. Click the drop down by “Per Page” to display up to 50 records.
- If you want more details for a particular position, double click on the position number. If the position is filled, the person currently associated with that position will appear along with their current salary and labor distribution.
- To view the detail of another position within this FOAP, simply double click on the position number (do NOT click the Start Over button).

VIII. POSITION GUIDELINES

Supplemental Pay Position Numbers (ZM's and ZH's)

An employee's regular position number should never be used for any assignment other than that employee's regular job assignment.

Supplemental pay has a separate set of position numbers based on ORG codes. Please contact the Budget Office if you aren't sure which position number to use.

Helpful tips:

- *ZM – the 'M' stands for Monthly. If an employee is an exempt monthly employee, use the ZM position. If an employee is an exempt employee but is getting a onetime supplemental pay for an hourly rate, still use the ZM position.*
- *ZH – the 'H' stands for Hourly. If an employee is a non-exempt hourly employee, use the ZH position. If an employee is hourly but is getting paid a flat rate or monthly rate, still use the ZH position.*

Guidelines for Undergraduate Student Positions (602200):

Undergraduate student positions should begin with an "S". When appointing or reappointing undergraduate students, verify that the correct position number is used by reviewing the salary budget view screen (FZISBWW).

Position	Fund	Orgn	Acct	Prog	Perm Budg	Temp Budg	Curr Budg	Encumb	Expend	Remain	
S60BMC	11000	820641	602200	500		0.00	0.00	0.00	0.00	480.27	-480.27
S61TRP	11000	820641	602200	500		0.00	0.00	0.00	0.00	420.00	-420.00
S62BMC	11000	820641	602200	500		0.00	0.00	0.00	0.00	645.19	-645.19
S90911	11000	820641	602200	500		33,000.00	0.00	33,000.00	0.00	0.00	33,000.00

Guidelines for Graduate Student Position Numbers

- Unique position numbers (9XXXXX) are assigned for each graduate student position that is funded by State, other non-grant funds or funded partially from grants. Once a position number is established neither the assigned position title, position class (pcl) nor employee class (ecls) can be changed to accommodate a change in the position from semester to semester.

Example:

Position number 9XXXXX is established as a Graduate **Research** Assistant with a pcl of 42030, and an ecls of K4 (graduate student paid monthly). The title, pcl and ecls associated with a position number cannot be changed or used with a different title, such as Graduate **Administrative** Assistant, with a pcl of 60030, and an ecls of K5 (graduate student paid bi-weekly). 9XXXXX will always be a Graduate Research Assistant with a pcl of 42030 and an ecls of K4.

If the work a graduate student is performing from one semester to the next changes (example: GTA to a GRA) a new position number will need to be assigned, unless the department already has a vacant position number for that particular position title and ecls.

- Only one individual (incumbent) can be assigned to a graduate student position number at a time, regardless of the FTE, except as defined below.

Example: John Doe and Jane Doe cannot both be assigned to position number 9XXXXX at the same time.

- When a graduate student position is charged to multiple distributions and a portion of that funding is from non-grant funds, the non-grant funded position number (9XXXXX) will be used on the Personnel Action (PA) form and the department's appropriate FOAPs listed.
- "P" position numbers - Position numbers beginning with "P" will no longer be assigned or used for graduate student positions and all existing "P" numbers used for graduate positions will be eliminated. If a PA is received that has a "P" number, a new position number will be assigned by HR and the department notified. There is one exception, a "P" number can be used when a graduate position is pooled – but those are **ONLY** for graduate students being paid **bi-weekly** (i.e. GSA, GAA, etc.). Contact Human Resources at 348-8213 for more information on pooled graduate student position numbers.
- CGM999 and CGH999 position numbers - Graduate student positions funded 100% by Grants (for purposes of this document, Grant is used to refer to any sponsored contract, grant or cooperative agreement) will use a common position number. For graduate students paid monthly from Grants, position number CGM999 should be used with position class 60050 and employee class K4. For graduate students paid hourly from Grants, position number CGH999 should be used with position class 60060 and employee class K5. Position numbers CGM999 or CGH999 are **ONLY** used when the graduate student's funding is for a new student funded in total from Grants or changing from a non-grant funded position to a grant funded position.
- "Graduate Student – Monthly", 60050 and "Graduate Student – Biweekly", 60060 titles - These titles are **ONLY** to be used for graduate student positions funded 100% by Grants and used with position numbers CGM999 and CGH999 respectively.
- When the Graduate School or Human Resources receives a graduate student PA, the following items on the form should match the information located in Banner.
 - Position Number (located on NBAPOSN or NBIPORG)
 - Organizational Number (located on NBAPBUD or NBIPORG)
 - Position Title (located on NBAPOSN or NBIPORG)
 - Position Class (pcl) (located on NBAPOSN)
 - Employee Class (ecl) (located on NBAPOSN)

If there is a discrepancy between Banner and the PA, the department will be notified and/or the PA returned for correction.

- A department can review a list of position numbers assigned to their organization by going to NBIPORG in Banner. To use this screen, enter the COA and the appropriate organization number and press enter to populate the organizational title. To populate the information on the form, click “Go.” If several position numbers are reflected, use Page Up/Page Down or arrow keys to move up and down the page. You may also sort positions by “Title” to view all graduate positions together.

If you do not have access to NBIPORG, please click on the link below to complete the Banner HR Security Access Form under the “New Hire” section:

<https://hr.ua.edu/payroll/payroll-forms-guides>

Example of NBIPORG:

Position *	Title	Status	Begin Date	End Date	Type	Budget FTE	Job FTE	Annualized FTE
979951	Graduate Fellow	A	05/22/2006		S		1.0000	0.000
998380	Graduate Fellow	A	07/01/2005		S		1.0000	0.000
998782	Graduate Fellow	A	07/01/2005		S		1.0000	0.000
P91197	Graduate Fellow	A	05/22/2006		S		1.0000	0.000
P97918	Graduate Fellow	A	07/01/2005		P		1.0000	0.000
P98912	Graduate Fellow	A	07/01/2005		P		1.0000	0.000
P99344	Graduate Fellow	A	07/01/2005		P		1.0000	0.000
968646	Graduate Research Assistant	A	07/18/2019		S		1.0000	0.000
968647	Graduate Research Assistant	A	07/18/2019		S		1.0000	0.250
968648	Graduate Research Assistant	A	07/18/2019		S		1.0000	0.500
968649	Graduate Research Assistant	A	07/18/2019		S		1.0000	0.133
977834	Graduate Research Assistant	A	04/09/2008		S		1.0000	0.000
978436	Graduate Research Assistant	A	08/09/2007		S		1.0000	0.000
978437	Graduate Research Assistant	A	08/09/2007		S		1.0000	0.000
979472	Graduate Research Assistant	A	08/01/2006		S		1.0000	0.000
979473	Graduate Research Assistant	A	08/01/2006		S		1.0000	0.000
979474	Graduate Research Assistant	A	08/01/2006		S		1.0000	0.000
979475	Graduate Research Assistant	A	08/01/2006		S		1.0000	0.000
979476	Graduate Research Assistant	A	08/01/2006		S		1.0000	0.000
979939	Graduate Research Assistant	A	05/16/2006		S		1.0000	0.500
980125	Graduate Research Assistant	A	04/21/2006		S		1.0000	1.000
991053	Graduate Research Assistant	A	07/01/2005		S		1.0000	0.000
991156	Graduate Research Assistant	A	07/01/2005		S		1.0000	0.500
991601	Graduate Research Assistant	A	07/01/2005		S		1.0000	0.500
994645	Graduate Research Assistant	A	07/01/2005		S		1.0000	0.000
995005	Graduate Research Assistant	A	07/01/2005		S		1.0000	0.500
997919	Graduate Research Assistant	A	07/01/2005		S		1.0000	0.500
999205	Graduate Research Assistant	A	07/01/2005		S		1.0000	0.000
999245	Graduate Research Assistant	A	07/01/2005		S		1.0000	0.000
999870	Graduate Research Assistant	A	07/01/2005		S		1.0000	0.000
P98137	Graduate Research Assistant	A	07/01/2005		P		1.0000	0.000
974745	Graduate Student Assistant	A	05/16/2012		S		1.0000	0.000
974746	Graduate Student Assistant	A	05/16/2012		S		1.0000	0.000
977380	Graduate Student Assistant	A	08/16/2008		S		1.0000	0.000
978733	Graduate Student Assistant	A	05/01/2007		S		1.0000	0.000
977418	Graduate Teaching Assistant	A	08/16/2008		S		1.0000	0.000

- A department can view details about a particular position number by going to NBAPOSN in Banner. To use this screen, type in the position number and click “Go” or press “Alt + Page Down”. You can then review the details and verify the position class, position title, and employee class prior to submitting a PA for processing.

If you do not have access to NBAPOSN, please click on the link below to complete the Banner HR Security Access Form under the “New Hire” section:

<https://hr.ua.edu/payroll/payroll-forms-guides>

Example of NBAPOSN:

Position Definition NBAPOSN 9.3.8 (PROD) ADD RETRIEVE RELATED TOOLS

Position Number: 977834 Start Over

Position Comments Regulatory

POSITION DEFINITION

Position Status	Active	Type	Single	COA	A
Position Begin Date	04/09/2008	Position End Date			

COMPENSATION AND CLASSIFICATION

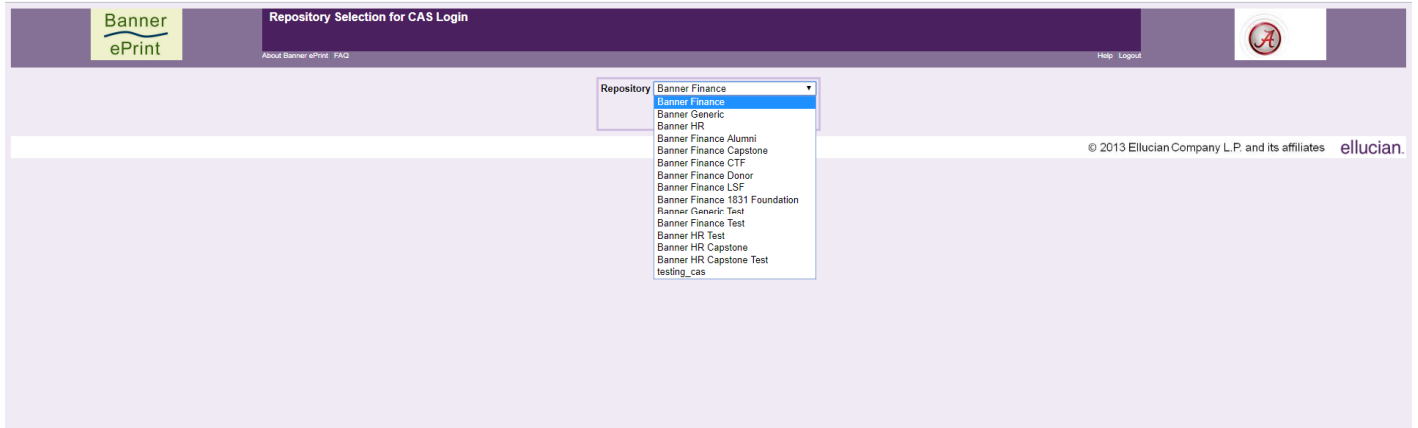
Position Class *	12030	Graduate Research Assistant	Bargaining Unit		
Position Title	Graduate Research Assistant			Job Location	
Employee Class *	K4	EX MO Graduate Student	Appointment Percent *	100.00	
Job Progression			Budget Type *	Permanent	
Salary Group *	1920	Exempt - Non Classified	<input checked="" type="checkbox"/> Exempt Indicator		
Salary Table *	EN		<input type="checkbox"/> Accrue Seniority		
Salary Grade *	NA		Range Low	17,871.36	
Salary Step	0		Range Midpoint	358,935.68	
Reports To			Range High	700,000.00	
Work Schedule			Step Value		
Probationary Period					

- A department is responsible for making the determination on what the most appropriate title is for a graduate student position based on the definitions provided by the Graduate School. This information can be located at <https://graduate.ua.edu/Faculty-staff/graduate-student-employee-administration/>.
- “S” position numbers – “S” position numbers are **ONLY** used for undergraduate positions and should not be used in any case for graduate positions.
- Information on how to complete a personnel action form (PA) can be located at <http://payroll.ua.edu/documents/Instructions%20for%20Completing%20the%20Personnel%20Action%20Form.pdf>

IX. EPRINT – BUDGET REPORTS

A. Banner Delivered Budget Statements

Eprint reports are generated for each chart of accounts. Each chart is stored in its own repository. Please note, when logging into eprint, repository you desire to search must be selected. (See screen shot below)



The default repository will be Banner Finance which corresponds to chart A. If your area has funds that are housed in charts other than A, the proper repository will need to be chosen in order to view eprint statements for that chart. Please see the reference table provided below.

Repository	Applicable Chart
Banner Finance	A
Banner Finance Alumni	N
Banner Finance Capstone	C
Banner Finance LSF	L
Banner Finance CTF	T

There are three primary reports available in eprint with budget views. **Summary reports and transaction detail reports are no longer combined into one report.** Each report is now separate.

<u>Report</u>	<u>Description</u>	<u>Purpose</u>
FGRBDSC	Budget Status	Summary information for fiscal- year-to-date funds and orgns
FRRGITD	Grant Inception to Date	Summary information for project-to- date funds
FGRODTA	Organization Detail Activity	Transaction detail information
F_CR_BUD_SUM	Budget Summary	Monthly budget summary that matches FGIBSUM by fund or orgn

Use the detail in FGRODTA for both fiscal-year and project-to-date activity. The transactions in this report will correspond with either FGRBDSC or FRRGITD above.

Please note, when searching on a specific organization, all related funds are returned in the eprint report. For example, on the FGRODTA report, you may enter your organization number of XXXXXX and the report returns with 212 pages, which may seem unusually high. Each fund name and number are listed under the column heading of each page. In this instance, your operating fund of 11000 will be the first fund returned and detail of this report may range from pages 1-15. Page 16 may begin with the transaction detail for your next fund 12XXX and so forth.

B. CURRENT SALARY STATUS REPORTS:

Current Salary Status reports provide a list of all positions budgeted or charged within your orgn range and security. Only users with Master Budget Access can view the reports.

These reports provide the name and title of the person currently in a particular position. The reports also provide position titles, distribution % per FOAP, annual salaries, budgets, current expenditures, encumbrances and remaining budget available.

There are two reports: "Current Salary Status" and "Current Salary Status IA". These reports are scheduled to be run and placed on eprint the first Friday of each month. The data will be "as of" the last day of the prior month.

C. OPERATING DEFICITS BY CATEGORY

1. Report features:

- a. This report is scheduled to run after month end closing for the prior month. The "as of" date will reflect the period of the report.
- b. This report provides deficits by FOAP and categories (ex: revenue, operating, transfers etc...).
- c. This report will replace the monthly notice from the Budget Office.
- d. Security for this report follows current Banner orgn security.

2. Each deficit should be analyzed to determine:

- a. If the deficit exists because of the timing of the report.
- b. If the deficit is due to an incorrect budget, incorrect charge or incorrect program code
- c. Revenue deficits may be allowed if the Budget Office has approved for the revenue to be estimated and budgeted before it is received. These are reviewed closely by the Budget Office. Prior approval must be given. Generally, revenue cannot be budgeted until it is received. Departments should monitor their revenue budgets closely and adjust accordingly.

3. Fiscal managers are responsible for:

- a. Reviewing and analyzing this report each month.
- b. Funding true deficits.
- c. Correcting budget, charge or program errors.

X. COMMONLY USED RULE CODES

Budgets Codes that go through the Budget Office
(use form FGAJVCM with these codes)

BD01	Original (Adopted) Budget
BD02	Permanent Budget
BD04	Temporary Budget
BD12	Permanent Budget (Budget Office use only)
BD14	Temporary Budget (Budget Office use only)

Budgets Codes that **DO NOT** go through the Budget
Office (do NOT use form FGAJVCM with these codes.
Use FGAJVCD.)

BDF5	Original Budget Facilities
BDF9	Revised Budget Facilities
BD05	Original Budget Accounting
BD09	Revised Budget Accounting
BD08	Revised Budget Research

XI. MONTH END MECHANICAL SUMMARY

Mechanical entries provide a more efficient way to record transactions that are required each month. Two types of mechanical entries are run just prior to the closing of each month. The first type consists of journal entries for actual transactions and the second type are budget entries which follow actual transactions.

1. JOURNAL ENTRY MECHANICALS:

- a. **MECHQ1: Correct Program Code to Fund Default**
Corrects revenues and expenses charged to the wrong program codes to the default program codes on funds (excludes salaries and fringes that must be corrected manually and excludes scholarships).
- b. **MECHQ2: Correct Program Code to Orgn Default**
Corrects revenues and expenses charged to the wrong program codes to the default program codes on orgns (excludes salaries and fringes that must be corrected manually, and other exclusions apply).
- c. **MECHQ4: Correct Program Code for current IA Fund to 900**
Corrects IA revenues and expenses charged to the wrong program codes to program "900" (excludes salaries and fringes that must be corrected manually).
- d. **MECHQ6: Correct Program code for Graduate Tuition Remission Account Coded (605541) to 100**
Corrects graduate tuition remission expenses charged to the wrong program code.
- e. **MECHQ7: Correct Program Code for Auxiliary Funds to 900**
Corrects auxiliary fund revenues and expenses charged to the wrong program code.
- f. **MECHQ8: Correct Program code for Scholarship Account Codes to 800** Corrects scholarship expenses charged to the wrong program code.
- g. **MECHQ9: Correct Program Code to Fund default where 800 was used but for account codes that are not scholarship accounts and fund default prog code is not 800**
- h. **MECHA1: Fund Deficits – Chairs, Gift Funds, Bond Payment Funds**
- i. **MECHA2: Reinvestment of Endowment Income to Corpus and Reallocation of Endowment Income**
- j. **MECHA3: Transfer to fund Fringe Benefits**
Records transfer to fund fringes for cost share funds (budgeted by BUDMECHBC)
- k. **MECHA4: Transfer to move Indirect Cost Recovery from ROH Arch to Arch S&S**
Records a transfer to move indirect cost recovery from ROH Arch to Arch Sales and Services (budgeted by BUDMECHBF)
- l. **MECHA6: Correct Payroll Awards**
Moves payroll awards from the 604XXX range of accounts to the 7812XX and 7813XX range of accounts
- m. **MECHA7: Funds Current Restricted Funds 11001 and 11002 for the month** Funds 11001 and 11002 were established to have a separate operating budget for the departments without creating summer school and scholarship orgns for each department. The revenue that covers the expenditures is in fund 11000. This entry will prepare a fund deduction from 11000 and a fund addition to 11001 and 11002 so that these funds will always have a zero-fund balance.

- n. **MECHA8: Record Capitalization of Moveable Equip to correct account code** Records a credit to capitalization expense for the Investment in Plant fund 97001 for write-ups/initial recording of assets.
- o. **MECHB1: Auxiliary Administrative Overhead**
Charges certain Auxiliary Funds for administrative overhead
- p. **MECHB2: Capstone Administrative Overhead**
Charges certain Capstone funds administrative overhead
- q. **MECHB3: Charge out Contras**
Charge out contra expenses to Athletics, Endowment Funds and Federal Loan Funds
- r. **MECHC1: Transfers Endowment Gains from Corpus Fund to Income Fund**
- s. **MECHC2: Distributes Restricted Investment Income**
Distributes investment income to restricted funds
- t. **MECHC3: Funds E&G 11XXX, IA fund, Culverhouse, Debt Service**
Funds deficit fund balances for E&G 11XXX, IA, Culverhouse and Debt Service funds

2. BUDGET MECHANICALS:

- a. **BUDMECHBA: Budgets Gift and Endowment Income and Gains**
Budgets income and gains to operating for funds types 16, 25, 27, & 29
- b. **BUDMECHBB: Budgets centrally funded fringes for various E&G funds**
- c. **BUDMECHBC: Budgets centrally funded fringes for Cost Share**
Budgets fringes to departmental accounts from central funding account
(Follows accounting's mechanical MECHA3)
- d. **BUDMECHBG: Budgets Grant Income**
Budgets investment income for Grants (not monitored by Budget Office)
- e. **BUDMECHBH: Budgets Plant Fund Income**
Budgets income for fiscal year and Renewal and Replacement (R&R)
plant funds (not monitored by Budget Office)
- f. **BUDMECHBI: Budgets transfers for gifts and endowments**
Budgets all transfers for gift and endowment funds to or from operating
- g. **BUDMECHBK: Budget scholarships for most E&G funds**
- h. **BUDMECHBO: Budgets scholarships (7812XX) in funds 11000 and 11010.**