

## Banner 9 Budget JVs

The most important part of doing budget JVs, is understanding when they are appropriate. Budget JVs move the funding, actual JVs move the actual expense. Some examples of this:

The Dean has agreed to contribute \$2,000 of funding for a faculty member to go to a conference. A budget JV should be done to move the \$2,000 of funds.

Conference travel was incorrectly booked to the Dean's index, when the expense actually belonged to a department. An actual JV should be done to move where the expense sits.

It is easy to see the impact of the two different types of JVs in FGIBDST; budget JVs affect the 'Adjusted Budget' column numbers. Actual JVs impact the 'YTD Activity' column numbers.

## FGAJVCM

Entering in FGAJVCM will bring you to a form in Banner with 'Document Number' up at the top. Leave this box blank as it will autopopulate for you with a JV number.

Either click the 'Go' button in the top right hand corner, or the down arrow in the bottom left.

Transaction date will default to today, you can change this to another date in the fiscal period that we currently are in if desired; typically I leave as is.

In the 'Document Total' box you will need to enter the absolute value amount of the Journal Voucher (i.e. you are moving \$2,000 of funds from one index to another, the document total is \$4,000).

In the 'Type' box, enter:

1BGN - if you are doing an entry for E&G and designated operations indices (FT11 & 12)

1BAU - if you are doing an entry for auxiliaries and service departments indices (FT 13 & 21-29)

In the 'Description' box, enter a short description (up to 32 characters) for your JV.

**Include your initials and 'Bud adj' in the beginning of the description (i.e. CEC - bud adj)**

After that, you may include whatever will be helpful in recognizing what the JV is for.

In the 'Budget Period' box, enter the current fiscal period that correlates to the month of the transaction date (i.e. July = 01, August = 02, etc.)

Note: This is different from regular JVs, but is required of all Budget JVs.

It is required to add text to the Journal Voucher (FOATEXT). To do so:

Click 'Related' in the top right corner and choose 'Document Text [FOATEXT]'.

Enter your name and phone number extension on the first line. On the following lines, provide the purpose of the journal voucher (e.g. to transfer budget funds from salary savings to S&S).

Note: Text does not wrap. Arrow down or click on the next line to enter more text.

Click 'Save' in the bottom right hand corner and then the 'X' in the top left to return to the Journal Voucher form.

Click the down arrow in the bottom left hand corner to get to the next block of information.

Seq	Leave blank as it will autopopulate for you.
Type', 'Description', & 'Budget Period'	Autopopulates from the information entered above. You can change these on the individual lines if desired.
Status	Leave blank.
COA	Defaults to 'E', leave as is.
Index	Enter index code; autopopulates fund, orgn, & prog.
Acct	Enter the account code.
Amount	Enter the dollar amount to increase/decrease budget for the respective index and account code. Note: Use whole dollars, not cents.
Debit/Credit	Use '+' to increase budget or '-' to decrease budget. Note: Debit/Credit does not work for budget entries.

To add another record, press the down arrow on your keyboard. Enter fields as listed above.

Note the JV number for future reference.

Once you have entered all records necessary (the '+'s must equal the '-'s), click the down arrow on the bottom left hand corner, and press 'Complete'.

The JV will then route through your typical JV approval queue (department head, etc.) to the Budget Manager for final approval.

**Note:**

We appropriate budget for Service and Supplies on a higher account level than we do the actual expenses (20000 instead of 20101, etc.). You can move budget to specific S&S account codes if desired, but it's recommended you use 20000.

JV's awaiting approval can be seen by going to FGIJVCD.

These rule codes do not work for revenue account codes. So if you want to increase your S&S budget along with your revenue budget to recognize over-realized revenues, contact the Budget Manager.

If you want to do a budget JV across funds, contact the Budget Manager for assistance.

You may also use FGAJVCD if you prefer that form over FGAJVCM, the data that must be entered is the same, it's just a different mechanism to do so.

**Budget Manager Contact Information**

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