

Banner Finance

Creating Cash Receipts, Journal Vouchers & Budget Entries Using FGAJVCM

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Banner Finance Transactions

Two primary factors control the ability to enter Banner Finance transactions:

1. Update access to the form on which the transaction is recorded or authority to maintain the form is required.
2. Access to a particular transaction type is required. This is controlled by granting access to a Document Type, also called a Rule Class or Rule Code. Having access to a particular document type allows the user to enter a particular type of transaction that may include limitations on the accounts, organizations or funds that may be affected by the transactions. With most forms, you do not have to know the particular journal type or rule class that is utilized. Exceptions are the journal voucher forms that allow the entry of Journal Entries, Budget Entries and Cash Receipts.
 - a. **FGAJVCM** is the main journal voucher form and the one demonstrated in this guide.

Contact Information:

- **Financial Reporting** - index creates (non-grant), security profiles, forms, navigation and document processing. Call **828-0388**. If calling after hours, leave a message or e-mail your question to finsecurity@vcu.edu.
- **Grants and Contracts** - grant index creates, accounting and effort reporting. Call **828-8104**. If calling after hours, leave a message or e-mail your question to gcavcu@vcu.edu.
- **Procurement & Payment** - eVA purchasing, Banner receiving questions. Call **828-1077 ext. 164 or ext. 138**. If calling after hours, leave a message or e-mail your question to evapurch@vcu.edu.
- **Banner general questions** – Deana Villani, HR Training and Development, 828-0973, dmvillani@vcu.edu, or traindev@vcu.edu.

Departmental Rule Classes

Departmental rule classes define the type of transaction and are generally classified as journal entry types, cash receipts or budget entries.

Journal Entry Classes:

- X01** Journal Entry for Revenue Transfer: For the transfer of revenue from one account to another account. Restricted to accounts in the 400000 to 499999 range.
- XEX** Journal Entry for Expense Transfer: For transfer of expenses within orgs and accounts. Not for non-mandatory transfers or internal service charges. Restricted to accounts in the 600000 to 649999 and 700000 to 799999 ranges.
- XIC** Journal Entry for Internal Charge: For transfer of internal service charges from one unit to another (i.e., Animal Resources, Telecommunications, Physical Plant, Mail Services, etc.). All original charges must be supported by detail work papers that document the actual costs and do not include indirect costs when charged to sponsored programs.
- XLF** Journal Entry for Non-Mandatory Transfer: For recording a non-mandatory transfer between local fund accounts.

Cash Receipt Rule Classes:

- CCH** Departmental Cash Only Deposit: For cash deposits which are required to be segregated from checks, MasterCard and Visa deposits, American Express Credit Card deposits, and Discover Card Deposits. The accounts used are restricted to operating accounts that are not in the labor or internal transfer range. Deposit ticket numbers are required to be entered into the entry.
- CCK** Departmental Check Only Deposit: For check only deposits. The accounts used are restricted to operating accounts that are not in the labor or internal transfer range. Deposit ticket numbers are required to be entered into the deposit.
- CDS** Departmental Discover Card Deposit: For Discover Card Deposits. The accounts used are restricted to operating accounts that are not in the labor or internal transfer range.
- CMC** Departmental MasterCard/Visa Deposit: For MasterCard and Visa Deposits. The accounts used are restricted to operating accounts that are not in the labor or internal transfer range.
- CMX** Departmental American Express Credit Card Deposit: For American Express Credit Card Deposits. The accounts used are restricted to operating accounts that are not in the labor or internal transfer range.

Budget Classes:

All budget classes restrict budget transactions to within a fund and between revenue or expense accounts. The Budget Office must process budget transactions that increase total revenue or expense budget

- BPE** Permanent Budget Adjustment for Expenses: For recording the transfer of original budget between organizations within the same fund. The transaction is limited to expense accounts.
- BPR** Permanent Budget Adjustment for Revenues: For recording the transfer of revenue budget between organizations within the same fund. The transaction is limited to revenue accounts.
- BTE** Temporary Budget Transfer for Expenses: For recording the transfer of temporary budget between organizations within the same fund. The transaction is limited to expense accounts.
- BTR** Temporary Budget Transfer for Revenues: For recording the transfer of temporary budget between organizations within the same fund. The transaction is limited to revenue accounts.

BUDGET ENTRY GUIDELINES

Process a Budget Entry using Banner Form **FGAJVCM**, Mass Journal Voucher. For **TYPE**, use the Budget Classes below.

Budget Class	Description
BPE	Permanent Budget Adjustment for Expenses: For recording the transfer of original budget between organizations within the same fund. The transaction is limited to expense accounts. Expense accounts begin with 5, 6 or 7.
BPR	Permanent Budget Adjustment for Revenue: For recording the transfer of revenue budget between organizations within the same fund. The transaction is limited to revenue accounts. Revenue accounts begin with 4.
BTE	Temporary Budget Transfer for Expense: For recording the transfer of temporary budget between organizations within the same fund. The transaction is limited to expense accounts. Expense accounts begin with 5, 6 or 7.
BTR	Temporary Budget Transfer for Revenue: For recording the transfer of temporary budget between organizations within the same fund. The transaction is limited to revenue accounts. Revenue accounts begin with 4.

- For transactions related to a position, always start the **Description Field** with the **Position Number**.

Budget Reallocation Policy

	Dollar Threshold	Type of Transaction	Approval (note #1)
1.	Up to \$500,000	Transactions within a single organizational unit	Dean or Director
2.	\$500,001 to \$1,000,000 \$1,000,001 & up	Transactions within a single organizational unit Transactions within a single organizational unit	Vice President President w/ rec. of Vice President
3.	Up to \$1,000,000	Crosses organizational units or exec. Levels	Respective Vice President(s)
4.	\$1,000,001 & up	Crosses organizational units or exec. levels	President w/ rec. of Vice President(s) & review & rec of Sr. VP Finance
5.	Up to \$1,000,000	Fixed costs reallocations (rent, insurance, etc.)	Sr. VP Finance with Budget Office analysis
	\$1,000,001 & up	Fixed costs reallocations (rent, insurance, etc.)	President w/ rec of Sr. VP Finance

Notes

1. The document approval in Banner may be delegated to the appropriate fiscal administrator or other fiscal staff.
2. The term "organizational unit" refers to a school, such as Dentistry or Pharmacy, or other senior management level organizations, such as Human Resources or Technology Services.
 - An organizational unit may include separately budgeted activities within the same organization.
 - For example, the Departments of History and Mathematics within the College of Humanities and Sciences.
 - The term "executive level" refers to the key organizational levels, such as President, Provost/Academic Affairs, Health Sciences, etc.

Banner Budget Reallocation Guidelines For Appropriate State Funds (E&G, Facr, Auxiliary)

- Departments use Banner form [FGAJVCM](#) for all required budget transactions.
- Non-Labor budget should generally remain in the budgetary account codes (5 digits, “B” in the data entry field).
- For Labor budgets, there will be no automated feed of Banner Position Control changes to the Banner Finance system. All Labor reallocations are keyed directly to the Banner Finance System.
- Labor reallocations are made to the detailed expenditure account, i.e. 510110 Administrative Faculty; 511110 Teaching and Research Faculty; 520110 Classified Salaries, etc.
- For Labor reallocations, the [Position Number](#) is to be entered as the first 6 characters of the [Description](#) field.
- For Labor reallocations, fringe benefits calculations must be done and entered as necessary. There is no automatic calculation as with eBudget. Fringe benefit rates are the same in Banner for faculty and classified, somewhat simplifying the process.
- Labor reallocations on a permanent basis (BPE) should be done based on PAF adjustments, to keep Banner Finance original adjusted budget (i.e. permanent adjusted) in line with Banner Position Control by organization. Banner Position Control, NBAPBUD, is to be updated by the Budget Office based on departmental and HR adjustments made to the NBAJOBS labor distribution (PAF adjustments).
- Labor reallocations on a current basis (BTE) should be done to keep Banner Finance temporary budget (i.e. Banner Native budget column) in sync with current position budget needs by organization, as reconciled to internal departmental records.
- Banner Position Control has one amount for budget (not a separate permanent and current amount as in the existing Position Control system). The Banner Position Control budget should be kept equal to the permanent salary requirement. The current salary requirement is calculated only in internal department records.

JOURNAL VOUCHER GUIDELINES

Journal Entry Class	Description
X01	Journal Entry for Revenue Transfer: For the transfer of revenue from one account to another account. Not for expense or non-mandatory transfers. Restricted to accounts in the 400000 to 499999 range. Must use current fiscal year.
XEX	Journal Entry for Expense Transfer: For transfer of expenses within orgs and accounts. Not for non-mandatory transfers or internal service charges. Restricted to accounts in the 600000 to 649999 and 700000 to 799999 ranges. Accounts from 650000 to 699999 can not be used. Must use current fiscal year.
XIC	Journal Entry for Internal Charge: For transfers of internal service charges from one unit to another (i.e, Animal Resources, Telecommunications, Physical Plant, Mail Services, etc.). All original charges must be supported by detail work papers that document the actual costs and do not include indirect costs when charged to sponsored programs. Restricted to accounts in the 650000 to 699999 range. Must use current fiscal year.
XLF	Journal Entry for Non-Mandatory Transfer: For recording a non-mandatory transfer between local funds. Restricted to accounts in 980035 through 980060, with the exception of 980050, which can not be used for non-mandatory transfers. The organization must be a local organization from 350000 through 699999. XLF can not be used for organizations in the 500000 to 599999 range, sponsored programs.

HINT: Account number should be six characters long and have “Y” in the Data Entry field on the account list.

University Journal Voucher Policies & Procedures

<http://www.controller.vcu.edu/finpolicies/policy.htm> is the VCU Web Site for VCU Financial Policies.

http://www.controller.vcu.edu/grants/gc-admin/G&C_index.htm is the VCU Web Site for Grants & Contracts Policies and Procedures.

University policies prohibit the debiting of a sponsored organization (orgs in the 5xxxxx range) for a charge that was posted to Banner more than 60 days from the month end of the original posting.

University policies prohibit the charging of a state organization and crediting a local organization. For this purpose local organizations are considered to be orgs in the 400000 to 499999, 600000 to 699999 ranges. All others are considered state organizations. The exception to this policy is the original charges of approved service centers and administrative division units providing support services to organizations.

Charges to sponsored programs (organizations in the 500000 to 599999 range) must be supported by either approved authorized service center rates or documentation to support actual costs. Charges, other than approved authorized service center rates, may only include direct costs that are allowable on the sponsored project if they have been directly charged and may not include any facility, administrative, overhead or processing fee costs or profit.

No revenue may be transferred to or from organizations in the 200000 to 299999 range from other organizations (ex: can't move revenue from L1 to L2, or vice versa). Revenue may be transferred between organizations in that range but should also be accompanied by the appropriate budget entries to transfer revenue and expense budget within the 200000-299999. These organizations also may not be utilized for revolving or clearing accounts.




Violation of University policies related to journal entries may result in the loss of access to the journal voucher process regardless of job function.








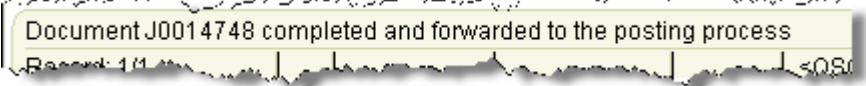
FGAJVCM – Journal Voucher Mass Entry Form

FGAJVCM is the Banner form used to create Cash Receipts, Journal Vouchers & Budget Entry transactions. Can only view transactions before being marked Complete and Posted.

Log on to Banner.

- Enter **FGAJVCM** in the **Go To** field.
- Press , the **FGAJVCM** form is displayed.

Criteria/Function:	Values/Results:
1. Document Number	Type the word NEXT, to create a new document transaction, or, enter the desired uncompleted Document number to view
2. Next Block , () or Ctrl/PgDn),	To move to the Journal Voucher Document Header block.
3. Transaction Date	Current date is default. Modify if desired.
Optional 4. Click Options > Document Text	Optional field: Opens FOATEXT form. Enter informational text associated with the document.
5. Save () or F10)	To save the FOATEXT data
6. Exit () or Ctrl-Q)	To return to FGAJVCM
7. Document Total	Enter a running total of all transaction amounts, regardless if credit or debit. (Ex: -500, +500 = 1,000)
8. Tab to Default Values – Type:	Enter desired Rule code for transaction. See Finance policies and procedures.
9. Description	Enter text and your name
10. Bank	“ GD ” for General Disbursement *For Cash Receipts; Must change to MC in Detail Block, Bank Field.
11. Deposit*	For Journal Vouchers and Budget Entries; leave BLANK. *For Cash Receipts; must enter the Deposit Ticket number
12. Budget Period	Enter “01” always
13. Currency	Leave BLANK

14. Next Block , ( or Ctrl/PgDn),	To move to the Journal Voucher Detail block
a. Press TAB	Seq will be "1" for 1 st record, COA = "V". Tab to Index field
15. Index	Enter desired Index code or search. FOP will populate. <i>Required field</i>
a. Press TAB	Move to the Account field
16. Account	Enter desired Account code or search. <i>Required field</i>
a. Press TAB	Move to the Amount field.
17. Amount	Enter transaction amount. <i>Required field</i>
18. D/C	Indicate if a debit or credit. <i>Required field</i> "D" or "C" for JV entry; "+" or "-" for Budget entry or cash receipt
a. Press TAB	Move to the Description field
19. Description	Modify if necessary
20. If Cash Receipt* a. TAB to BANK	* TAB to BANK and enter "MC", for Cash Receipts only.
No other fields are completed	
21. Next Record ()or  down arrow button	To enter the next transaction in the same manner as 1 st transaction until all transactions are entered. If blank line entered in error, click Record > Remove
22. Save ( or F10)	When all entries are complete
23. Options > Access Transaction Summary (FGIJSUM)	To review and verify all transaction lines entered. Display only. Exit ( or Ctrl-Q) to return to FGAJVCM and correct any information if necessary. Save ( or F10) again if edits were made
24. Options > Access Completion	Click the Complete: icon 
25. Look in Status Line for confirmation message	

Banner Transaction Query Forms

FGITRND – Detail Transaction Activity Query Form

Displays detailed posted transaction activity for operating accounts. This is a **powerful** form and can provide very detailed information. Can display month-to-date transactions by fiscal period.

Can Query by Fiscal Period

Can Query by Field codes

Scroll to the right to see the description, fund, activity and location

After entering all key criteria, perform the function **Next Block**, (or Ctrl/PgDn), to move to the information block. To return to the Key Block on any form, use the function **Rollback** (or Shift/F7)

Account	Organization	Program	Activity Date	Type	Document	Field	Amount
510110	123301	5200	01-DEC-2006	HGNL	F0001104	HR Payroll 2006 SM	YTD
510110	123301	5200	15-NOV-2006	HGNL	F0000998	HR Payroll 2006 SM	YTD
510110	123301	5200	01-NOV-2006	HGNL	F0000824	HR Payroll 2006 SM	YTD
510110	123301	5200	12-OCT-2006	HGNL	F0000667	HR Payroll 2006 SM	YTD
510110	123301	5200	10-OCT-2006	JE16	SS000099	Record payroll 18	YTD
510110	123301	5200	29-SEP-2006	JE16	SS000091	Reverse payroll 18	YTD
510110	123301	5200	27-SEP-2006	HGNL	F0000524	HR Payroll 2006 SM	YTD
510110	123301	5200	27-SEP-2006	HGNL	F0000496	HR Payroll 2006 SM	YTD
510110	123301	5200	27-SEP-2006	HGNL	F0000495	HR Payroll 2006 SM	YTD
510110	123301	5200	27-SEP-2006	HGNL	F0000494	HR Payroll 2006 SM	YTD
510110	123301	5200	27-SEP-2006	HGNL	F0000493	HR Payroll 2006 SM	YTD
510110	123301	5200	27-SEP-2006	HGNL	F0000492	HR Payroll 2006 SM	YTD
510110	123301	5200	18-SEP-2006	HGNL	F0000374	HR Payroll 2006 SM	YTD
510110	123301	5200	01-SEP-2006	HGNL	F0000300	HR Payroll 2006 SM	YTD
510110	123301	5200	28-AUG-2006	BD04	JG000052	HR Payroll 2006 SM	YTD
510110	123301	5200	14-AUG-2006	HGNL	F0000200	HR Payroll 2006 SM	YTD
510110	123301	5200	01-AUG-2006	HGNL	F0000141	HR Payroll 2006 SM	YTD

Criteria:	Values:
1. Chart	All must be entered.
2. Fiscal Year	
3. Index or FOAPAL elements	When using an Index, the FOP will populate.
4. Account	Blank for all, or enter specific account code. (Q must = S)
5. Prd (Fiscal Period)	Blank for all, or enter specific period ("01"=July, "12" = June).
6. Q (Query Type)	Enter R (relative starting point) or S (specific account)
7. Cmt	Blank is default. Commitments not used.

In the information block, you must **Execute Query** (or F8) or, query in a specific field.

- Leave all fields blank, **or**, enter search criteria in a specific field as described below:
 - Ex: To query for a specific date, enter **DD-MMM% (10-APR%)** in Date field.
 - Ex. To query specific accounts, enter "**6%**" in the **Account** field.
 - Ex: To query one rule class, enter all or part (ex: "**X%**") in **Type** field
 - Ex: To query by **Field Codes**, enter: (defines transactions, this form only)
 - ABD (budget adjustments), OBD (original budget entries)
 - YTD (actual activity), ENC (encumbrance activity)
- Use the function **Execute Query** (or F8) to display results.
- To start a **new** query, use the function **Enter Query** (or F7)


To display further transaction detail: Click on the desired line's account number and select **Options, Query Document by Type**,

Total is running total of records displayed on the form; it is NOT the available balance!

FGIDOCR – Query Document Form

Provides online query capability for all posted transactions. You can query all document types including purchase orders, journal vouchers, checks, and invoices. It will NOT allow viewing of an incomplete document or one in suspense.



The query will display transaction date, description, amount and the accounting distribution. Once on the form, you may initiate another query by identifying specific elements you wish to query.


After entering all key criteria, perform the function **Next Block**, ( or Ctrl/PgDn), to move to the information block.

Criteria:	Values:
1. Document	Enter the document number or search.



The Header information shows the transaction date, fiscal year and period and how many items are in the document.

Initiate a more detailed query in the Information block:

- Use the function **Enter Query** ( or **F7**) and enter the field criteria you wish to query.
- Use the function **Execute Query** ( or **F8**) to display the results.

To return to the Key Block on any form, use the function **Rollback** ( or **Shift/F7**)

FGIJVCD - List of Suspended Journal Vouchers

- Not posted yet (pending status)
- Must know document number to query on
- Use the function **Enter Query** ( or **F7**) and enter the document number to display.
- Use the function **Execute Query** ( or **F8**) to display the results.