

# Banner Budget Journal Voucher Entry & Approval

# Banner Budget Journal Voucher Entry & Approval

Table of Contents	Page No.
• Overview of budget JVs	3
• Creating budget JVs (FGAJVCD)	4
• Deleting a budget JV (FGAJVCD)	13
• Modifying budget JVs (FGAJVCD)	14
• Approving budget JVs for your own unit (FOAUAPP, FOAAINP)	15
• Disapproving your own budget JV – approvers only (FOADOCU)	17
• Viewing budget JV approval status & history (FOIAPPH, FOIAPHT)	18
• Displaying suspended JVs (FGIJVCD) & retrieving posted JVs (FGIDOCR)	21
• Reviewing budget JVs in FRS	23
• Acquire Banner access for budget JV entry / approval	24
• Budget JV entry policies and tips	26

# Budget JV Overview

## Purpose

- Budget JVs are used to transfer budget dollars within general funds. Budget JVs are initiated and approved by the department, and reviewed by the Budget Office for approval and posting.
- Interdepartmental JVs (yellow paper) are used for all other transfers - between non-general funds, between a general fund and a non-general fund, and transfers of expenses. Interdepartmental JVs are initiated by the department, and processed by the Accounting Office.

## Types

- Permanent transfers (BD02) are budget adjustments that will transfer budget permanently to a budget fund/account and will be reflected in subsequent fiscal years.
- Temporary/one-time (BD04) transfers are budget adjustments that are effective only for the current fiscal year.

## Timing

- **Budget JVs that need to be posted within the current month must be initiated, approved, and in the Budget office queue by 5:00 p.m. on the last business day of that month.** The deadline is different at fiscal year end which will be specified in the year-end calendar to be distributed in June.


# Budget JV Entry


Go to

<http://www.oakland.edu/uts/banner>

1. Click Banner Admin Pages
2. Log in using your Banner User ID and Password
3. Complete two-factor authentication via duo
4. Go to FGAJVCD to start JV entry

Authentication with Duo is required for the requested service.







What is this?   
[Add a new device](#)  
[My Settings & Devices](#)  
[Need help?](#)

Powered by Duo Security

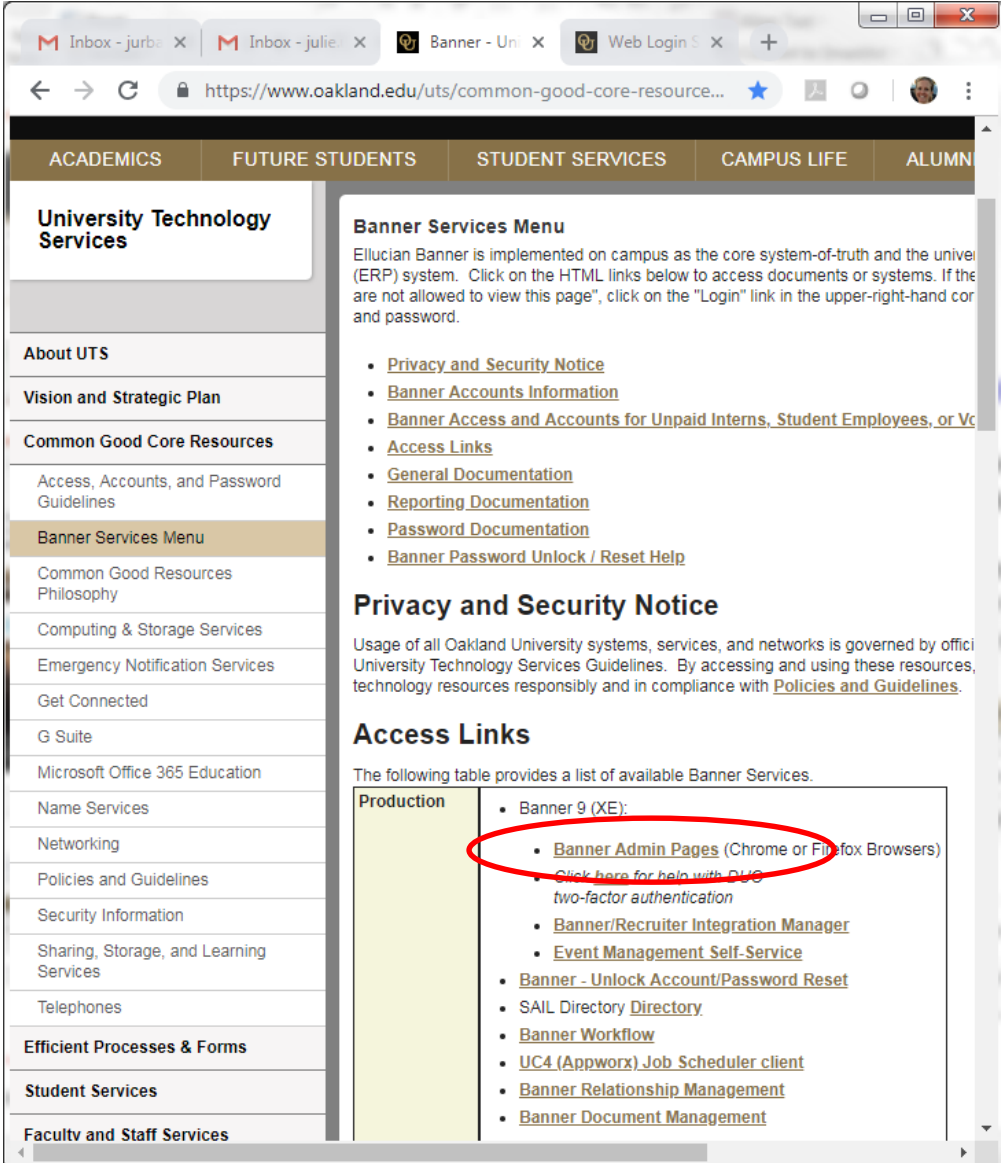
Device: Landline (XXX-XXX-4878) ▼

Choose an authentication method

 Call Me 

 Bypass Code 

☒ Remember me for 12 hours

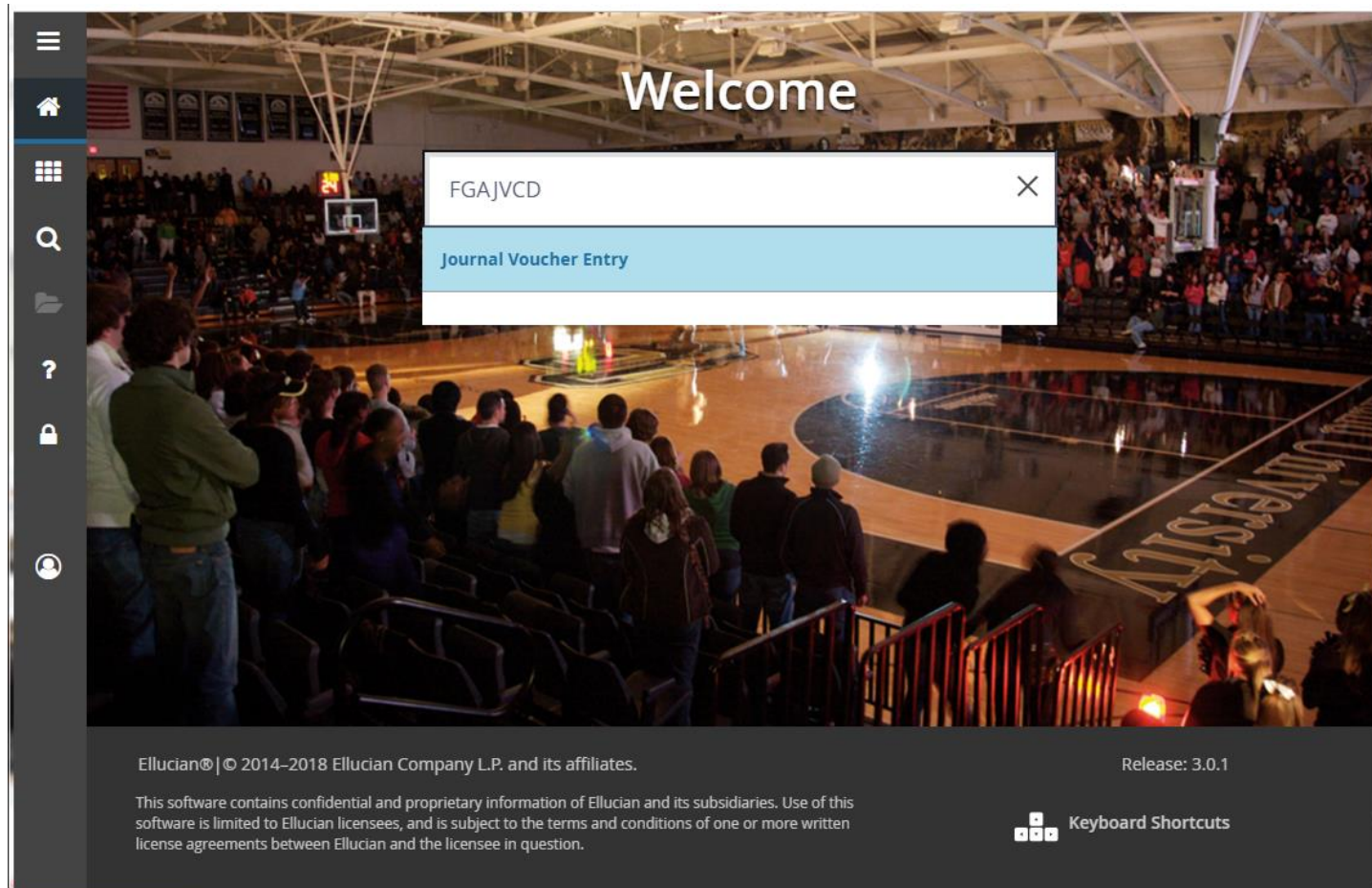


The screenshot shows a web browser window with the URL <https://www.oakland.edu/uts/common-good-core-resource...>. The page features a navigation bar with tabs: ACADEMICS, FUTURE STUDENTS, STUDENT SERVICES, CAMPUS LIFE, and ALUMNI. The main content area is titled "University Technology Services" and includes a sidebar with links to "About UTS", "Vision and Strategic Plan", "Common Good Core Resources", "Banner Services Menu", "Common Good Resources Philosophy", "Computing & Storage Services", "Emergency Notification Services", "Get Connected", "G Suite", "Microsoft Office 365 Education", "Name Services", "Networking", "Policies and Guidelines", "Security Information", "Sharing, Storage, and Learning Services", "Telephones", "Efficient Processes & Forms", "Student Services", and "Faculty and Staff Services". The "Banner Services Menu" section contains a list of links: "Privacy and Security Notice", "Banner Accounts Information", "Banner Access and Accounts for Unpaid Interns, Student Employees, or V...", "Access Links", "General Documentation", "Reporting Documentation", "Password Documentation", and "Banner Password Unlock / Reset Help". Below this is a "Privacy and Security Notice" section and an "Access Links" section. The "Access Links" section includes a table with the following data:

Production	Banner 9 (XE):
	<ul style="list-style-type: none"><li><a href="#">Banner Admin Pages</a> (Chrome or Firefox Browsers)</li><li><a href="#">Click here for help with Duo's two-factor authentication</a></li><li><a href="#">Banner/Recruiter Integration Manager</a></li><li><a href="#">Event Management Self-Service</a></li><li><a href="#">Banner - Unlock Account/Password Reset</a></li><li><a href="#">SAIL Directory Directory</a></li><li><a href="#">Banner Workflow</a></li><li><a href="#">UC4 (Appworx) Job Scheduler client</a></li><li><a href="#">Banner Relationship Management</a></li><li><a href="#">Banner Document Management</a></li></ul>

# Create a Budget JV

1. In the main menu, type **FGAJVCD** in the **Search** bar. The search button is also on the left menu bar if needed later.
2. The form will open with the cursor in the **Document Number** field.
3. Leave the **Document Number** and **Submission Number** at their default values. They will be auto filled later.



# Create a Budget JV – Cont.

4. Click the **Go** button or **[Alt]+[Page Down]**.  
*Ignore Green informational message.*
5. **Transaction Date** will appear. Today's date is the default date. Please do not change it **except at fiscal year end, when the date must be no later than June 30.**
6. Tab to enter **Document Total**; whole numbers only (round up).
7. Click the **Save** icon or **[F10]**.  
*Note: Your Document Number will now be displayed. Please note the Document Number generated by the system which can be used to access the JV later to make changes or review the detail.*

The screenshot displays the 'Journal Voucher Entry FGAJVC 9.3.6 (PROD)' web application. The browser's address bar shows the URL <https://bnav.oakland.edu:8443/applicationNavigator/seamless>. The application interface features a sidebar on the left with various navigation icons, including a home icon, a grid icon, a search icon, a document icon with a '2' badge, a question mark icon, a lock icon, and a user profile icon. The main content area is titled 'JOURNAL VOUCHER DOCUMENT HEADER' and contains several input fields and checkboxes. The 'Transaction Date' field is set to '10/02/2018'. The 'Document Total' field is empty. The 'Distribution Total' field is empty. The 'Document Status' field is empty. There are checkboxes for 'NSF Checking', 'Defer Edit', 'Redistribute', and 'Document Text Exists'. A 'Start Over' button is located in the top right corner. A red arrow points from the 'Save' icon in the sidebar to the 'SAVE' button at the bottom right of the form.

# Create a Budget JV – Cont.

8. Move the cursor to the **Related** drop-down menu on the right and select Document Text (FOATEXT). Document Text is required; budget JVs submitted without it will be disapproved.

*Note: Document text can only be entered while you're in the header block of FGAIJCD.*

9. In FOATEXT:

- Type your name in the first line (required). Press the **Down Arrow** to advance to the next line.
- **Enter a description (required)**, as many lines as needed. You can enter up to 50 characters per line. Lines of text do not wrap. Be as descriptive as you feel is necessary.

10. Click the **Save** icon or **[F10]**

11. Click the **Exit** icon or **[Ctrl Q]**. Banner returns to the header block.

12. Press **[Alt]+[Page Down]** to enter the Transaction Detail block. You may also select this from the **Tools** drop-down menu on the right.

General Text Entry FOATEXT 9.3.6 (TEST)

Type: JV Code: J0202747 Default Increment: 10

Start Over

GENERAL TEXT ENTRY

Insert Delete Copy Filter

Text	Print *	Line
Julie Urbano	<input type="checkbox"/>	10
Budget JV document text is entered on these lines.	<input type="checkbox"/>	20
Make sure to include both name and a description	<input type="checkbox"/>	30
for every budget JV you enter. Note that you use	<input type="checkbox"/>	40
the down arrow to move to next line. Enter and Tab	<input type="checkbox"/>	50
won't advance to the next line. Click F10 or Save	<input type="checkbox"/>	60
button when complete.	<input type="checkbox"/>	

10 Per Page Record 7 of 7

CANCEL SELECT SAVE

# Create a Budget JV – Cont.

13. In the **Transaction Detail** block, tab through the fields to **Journal Type**. Enter the appropriate rule class code:
  - BD02 for a permanent budget adjustment **OR** BD04 for a temporary one; you cannot mix types within a JV
- Input the following required fields:
  - **Fund:** Must be a general fund
  - **Acct:** Must be a budget account
  - **Amount:** Must be a whole dollar amount
  - **Debit/Credit:** Enter - **Minus** to debit (decrease) and + **Plus** to credit (increase)
  - **Description:** Enter up to 35 characters
  - **Budget Period:** Current period from 01 to 12 where July=01 and June=12

Note: The Transaction Date in the header block (see Step 5) should fall within the Budget Period entered here. At year end, if entering JVs in July for the fiscal year ending, enter a Transaction Date of June 30 and Budget Period 12. **Do not start JVs during the close process. The close process is meant to be that, a close process, not an entering process.**

**Journal Voucher Entry FGA.JVCD 9.3.6 (TEST)**

Document Number: J0202747 Submission Number: 0 Start Over

**TRANSACTION TOTAL** Insert Delete Copy Filter

Document Total 100.00

**JOURNAL VOUCHER DETAIL** Insert Delete Copy Filter

Status Error Sequence 1 Journal Type \* BD04 ... Temporary Budget Adjustment

COA \* U ... Actv ...

Index ... Locn ...

Fund 17720 ... Project ...

Orgn 7720 ...

Acct 7101 ...

Prog 2520 ...

Percent ...

Amount \* 50.00

Debit/Credit - Minus

NSF Override

Description \* Transfer S&S to equipment

Bank Code 19 ...

Deposit ...

Encumbrance ...

Item Number ...

Sequence ...

Action (None)

Commit Type ...

Document Reference ...

Budget Period 04

Accrual Indicator

Currency ...

Gift Date ...

Number of Units ...



# Create a Budget JV – Cont.

- The **Document Reference** field is reserved for position numbers (Budget office use) or when transferring wages (6301, 6401) with corresponding fringe benefits. Transfers for corresponding fringe (6701) requires a Document Reference of X6301 or X6401 ("X" is upper case). This associates the fringes being transferred with the wage account. Transfer amounts for different wage accounts (6301, 6401) separately by including a 6701 sequence for each (ie. do not combine 6301 fringes and 6401 fringes). Do not include X6401 or X6301 for the wage accounts sequence (6301, 6401).
  - Leave other fields blank or at default values (fields **COA**, **Sequence**, **Orgn**, **Prog** and **Bank Code** auto fill).
- Use the **Down Arrow** to go to the next sequence. Repeat the same process in step 13. You can press **F4** to auto fill with the previous sequence's information, changing all necessary fields (fund, account, amount, debit/credit, description).
  - After all sequences are entered, click **Related** or **[Alt-Shift-R]** in Right-hand corner and select **Access Transaction Summary Info**. If you pressed the **Down Arrow** after entering the last sequence and a message says, "Field must be entered," click **Record** and select **Clear**; you can then proceed.

**Journal Voucher Entry FGAJVCD 9.3.6 (TEST)**

Document Number: J0202747 Submission Number: 0

**TRANSACTION TOTAL**

Document Total 100.00

**JOURNAL VOUCHER DETAIL**

Status	Postable	Sequence	2	Journal
COA *	U	...		Actv
Index		...		Locn
Fund	17720	...		Project
Orgn	7720	...		
Acct	7501	...		
Prog	2520	...		

Search

Print Journal Voucher [GJAPCTL]

Access Transaction Summary Info [FGIJSUM]

View Budget Availability [FGIBAVL]

## Create a Budget JV – Cont.

18. Double check your entry in FGIJSUM. Note that the **Total** listed at the bottom of the window should match the **Document Total** listed at the top of the window when you first created the budget JV (Step 6); the total at the bottom of the window is a system-calculated total on the sequences you entered. **These totals must match before you submit the budget JV.**
19. Click the **Exit** icon to return to the transaction detail block (FGAJVCD).
  - If you need to make any corrections, use the **Down** and **Up Arrow** buttons to move to the sequence you need to revise. You can also double check your document reference entries by scrolling through each sequence.
  - If all of the lines are correct, you are now done editing the transaction details.
  - If necessary, navigate back to the transaction summary info screen by clicking **Related** and selecting **Access Transaction Summary Info (Step 18)**.

Document: J0202747 Submission: 0

Transaction Date: 10/03/2018 Document Total: 100.00

Start Over

▼ JOURNAL VOUCHER SUMMARY

Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
Postable	1	BD04	U		17720	7720	7101	2520			50.00	- Minus
Postable	2	BD04	U		17720	7720	7501	2520			50.00	- Minus
Total:											100.00	

1 of 1 Per Page Record 1 of 2

## Tip: Removing a Sequence

If you need to remove a sequence (for example, in case of duplication), go to the **Transaction Detail** block in FGAIJCD and:

- Click **Delete** while in record or
- Click **[Shift + F6]**
- The sequence is removed and the cursor moves to the previous (or next) sequence.

✕ ellucian Journal Voucher Entry FGAIJCD 9.3.6 (TEST) ADD RETRIEVE RELATED TOOL

Document Number: J0202747 Submission Number: 0 Start Over

TRANSACTION TOTAL Insert Delete Copy Filter

Document Total

JOURNAL VOUCHER DETAIL Insert Delete Copy Filter

Status  Sequence  Journal Type \*  ... Temporary

COA \*  ...

Index

Fund  ...

Orgn  ...

Acct  ...

Prog  ...

Actv

Locn

Project

Percent

Amount \*

Debit/Credit

☐ NSF Override

Description \*

Bank Code  ...

Deposit

Encumbrance

Number

Item Number

Sequence

Action

Commit Type

Document Reference

Budget Period

☐ Accrual Indicator

Currency

Gift Date

Number of Units

10/16/2018

11

## Create a Budget JV – Cont.

20. Once JV is complete, click **Tools** or **[Alt-Shift-T]** then select **Access Completion**. The **Completion** block appears at the bottom left of the FGAIJCD screen.
21. Completing the JV
  - Click on the **Complete** button to submit the JV, if you are ready to send the JV for approval.  
Note: When you click on Complete, a green message stating, “Document J##### completed and forwarded to the approval process” appears.
  - Click on the **In Process** button if you’d like to save this JV, but are not ready to send it to approvals. The document will be saved and remain in an incomplete status, allowing you to re-open it later.

Document Number: J0202747 Submission Number: 0 Start Over

---

**JOURNAL VOUCHER DETAIL** Insert Delete Copy Filter

Status	Postable	Sequence	2	Journal Type *	BD04 ...	Temporary Budget Adjustment
COA *	U ...	Actv	...			
Index	...	Locn	...			
Fund	17720 ...	Project	...			
Orgn	7720 ...					
Acct	7501 ...					
Prog	2520 ...					
Percent	...	Deposit	...	Document Reference	...	
Amount *	50.00	Encumbrance	...	Budget Period	04	
Debit/Credit	- Minus ▾	Number				
	<input type="checkbox"/> NSF Override	Item Number				
Description *	Transfer S&S to equipment	Sequence				
Bank Code	19 ...	Action	(None)			
		Commit Type				
		Currency	...			
		Gift Date	...			
		Number of Units	...			

1 of 2 Per Page Record 1 of 2

---

**COMPLETION** Insert Delete Copy Filter

Complete In Process

## Delete a Budget JV

An incomplete JV can be removed from the system:

1. In the main menu, type **FGAJVCD** in the **Search bar**
2. Enter the **JV number** in the **Document Number** field
3. Click the green **Go** button or press **[Alt+Page Down]** to enter the header block
4. Click the **Delete** button or **Shift F6**. A yellow message: "Press 'DELETE RECORD' again to delete this record" will appear above the delete button.
5. Click **Delete** button, or **Shit F6** again. A yellow message saying, "All header and detail records will be deleted" pops up along with a green message: "Deletion of journal voucher J##### is completed" appears on the bottom of the window.

The screenshot shows the 'Journal Voucher Entry FGAJVCD 9.3.6 (TEST)' window. At the top, there's a title bar with a close button, a user icon labeled 'ellucian', and menu options: ADD, RETRIEVE, RELATED, and TOOLS. Below the title bar, the 'Document Number' is J0202749 and 'Submission Number' is 0. A 'Start Over' button is on the right. The main section is titled 'JOURNAL VOUCHER DOCUMENT HEADER'. It contains several fields: 'Transaction Date \*' with a date picker showing 10/08/2018, 'Document Total' with a value of 150.00, 'Redistribute' checkbox, 'Distribution Total' field, and 'Document Status' set to 'Incomplete'. On the right side of this section, there are checkboxes for 'NSF Checking', 'Defer Edit', and 'Document Text Exists' (which is checked). A 'Delete (Shift+F6)' button is also present. Above the 'Delete' button, there are buttons for 'Insert', 'Delete', 'Copy', and 'Filter'. The 'Delete' button is circled in red.

This screenshot shows the same window after the deletion process. The 'Document Number' is still J0202749. A yellow message box at the top right says: "All header and detail records will be deleted." Below it, a green message box says: "Deletion of journal voucher J0202749 is completed." At the bottom, there's a grey bar with the text: "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."

# Modify a Budget JV

1. Navigate to FGAJVCD and enter the JV number in the Document Number field. Leave Submission Number at its default value.

Journal Voucher Entry FGAJVCD 9.3.6 (TEST)

Document Number: J0202750 Submission Number: 0

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.

2. Click the **Go** button or press **[Alt+Page Down]**. The existing Document Header information will populate and can be modified as necessary. To modify the sequence lines or document text, press **[Alt+Page Down]** or click **Related** on toolbar then select **FOATEXT** on dropdown menu, respectively, and proceed as you did when creating the budget JV.

Journal Voucher Entry FGAJVCD 9.3.6 (TEST)

Document Number: J0202750 Submission Number: 0

Start Over

JOURNAL VOUCHER DOCUMENT HEADER

Transaction Date \* 10/10/2018

Document Total 200.00

Distribution Total

Document Status Incomplete

NSF Checking

Defer Edit

Banner

Document Text Exists

Insert Delete Copy Filter

SAVE

EDIT Record: 1/1 FGBJVCH.FGBJVCH\_TRANS\_DATE [1]

©2000 - 2018 Ellucian. All rights reserved. ellucian.

# Approve Budget JVs for Your Own Unit

If there are unapproved JVs waiting for your approval, screen FOIAINP will display when you first log onto Banner.

1. Click on **Related** to access the User Approval Form (**FOAUAPP**), or **Exit (X)** screen and type **FOAUAPP** in the main menu if you are already in Banner.
2. Click the green **Go** button or press **[Alt + Page Down]**. You will see all of the documents that are waiting for approval in your queue.
3. To access the JVs for your department only:
  - Press **F7** to start a new query then type the JV initiator's Banner User ID in the **Originating User** field
  - Press **F8** or the **Go** button to see all JVs from that specific user that are waiting for your approval.

✕ ellucian User Approval FOAUAPP 9.3.7 (TEST) ADD RETRIEVE RELATED TOOLS

User ID: JURBANO Julie Urbano Document: Next Approver: ☒ Start Over

USER APPROVAL Insert Delete Copy Filter

Active filters: Originating User: PROFFETT Clear All Filter Again

Approve Disapprove Detail Queues

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next
	JV	J0202666		0	PROFFETT	201,786.00	DOC	Y
	JV	J0202669		0	PROFFETT	270,336.00	DOC	Y
	JV	J0202672		0	PROFFETT	5,304.00	DOC	Y
	JV	J0202679		0	PROFFETT	220,426.00	DOC	Y
	JV	J0202744		0	PROFFETT	132.00	DOC	Y

1 of 1 10 Per Page Record 1 of 5

## Approve Budget JVs for Your Own Unit – Cont.

5. Choose a document that needs to be approved.
6. Click the **Details** icon to see the detail information of that JV. Click **Exit** (X) to return to FOAUAPP.
7. While on selected JV, click the **Approve** button to approve or the **Disapprove** button to reject.  
A pop up window will state that the document is approved or disapproved. For disapproval, you can state the reason for disapproval. The initiator will receive an email that their JV has been disapproved or they can check Banner messages (GUAMESG).
8. Click **OK**. A message states “Document has been approved/disapproved by you.” Click **OK**.
9. You will be returned to the **FOAUAPP** screen. Click the **Exit** button when you are done.

The screenshot displays the 'User Approval FOAUAPP 9.3.7 (TEST)' application. At the top, the user is identified as 'JURBANO Julie Urbano'. The main interface shows a 'USER APPROVAL' section with a table of document types. A pop-up window titled 'Document Disapproval Text Entry FOAUAPP 9.3.7 (TEST)' is open, allowing the user to enter a reason for disapproval. The pop-up contains fields for 'Type', 'Number', 'Submission', and 'Change Sequence', followed by a text area for the disapproval reason. The background table lists document types and their associated values.

NSF	Document Type
	JV
	JV
	JV
	JV
	JV

Amount	Queue Type	Ne:
201,786.00	DOC	Y
270,336.00	DOC	Y
5,304.00	DOC	Y
220,426.00	DOC	Y
132.00	DOC	Y

Record 1 of 5



# Disapprove Your Own Budget JV (FOADOCU) – Approvers Only

Use **FOADOCU** to disapprove your own JV when the document is still in an approval queue. Please note that only approvers have access to this functionality.

1. Access **FOADOCU**

Note: ID, COA, Fiscal Year value populated automatically.

2. Key in the criteria you want to use to filter the documents from:

- Document Type: JV
- Document Code: JV#
- Status: Completed (Drop Down)
- Activity Date From
- Activity Date To

3. Click the **Next Block** button

4. Find the document that you want to disapprove.

5. Check **Deny Document** icon.

6. Click **Exit** icon.

Note: The JV's status will change to Incomplete in **FGIJVCD** and you can now edit it in **FGAJVCD** and resubmit.

Document by User FOADOCU 9.3.6 (TEST)

Original User ID: JURBANO COA: U

Fiscal Year: 19 Document Type: Status: Activity Date From: Activity Date To:

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.

EDIT Record: 1/1 KEY\_BLOCK.DISPLAY\_USER\_ID [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian.

# Check Budget JV Approval Status

There are two forms you can use to display the approval history for an approved JV:

- Document Approval History Form (FOIAPPH)
- Approval History Form (FOIAPHT)

## Using the Document Approval History Form (FOIAPPH)

1. Access the FOIAPPH form by typing **FOIAPPH** in the Search bar in the main menu.

-> At this time, the query function is not working and the only option is to scroll/search for the JV #. Steps 2-4 should work in the future. For query capability, see form on next page: FOIAPHT

2. Enter the JV number in the **Document Code** field.

3. Press **F8** or the **Go** button to perform the query and display the approval history.

4. If you need to check another JV, press **F7** to start a new query.

5. Note: If the JV was disapproved, the Queue ID will display “DENY”.

6. Click the **Exit** icon when you are done.

DOCUMENT APPROVAL HISTORY			
Document Code	Type	Change Sequence	Submission Number
J0210855	JV		0
J0210856	JV		0
J0210857	JV		0
J0210858	JV		0
J0210859	JV		0
J0210861	JV		0
J0210862	JV		0
J0210863	JV		0
J0210864	JV		0
J0210865	JV		0
16507 of 16653 10 Per Page Record 165061 of 166526			
DETAILS			
Queue ID	Level	Approver's Name	Approved Date
Q999	10	Gerriann Reimann	08/30/2018

# Check Budget JV Approval Status – Cont.

## Using the Approval History Form (FOIAPHT)

1. Access the FOIAPHT form by typing **FOIAPHT** in the Search bar in the main menu.
2. Press **F7** to enter query mode.
3. Tab to the field in which you want to enter query criteria and **enter your criteria**.
4. Press **F8** to execute the query.
5. Click the **Exit** icon when you are done.

Approval History FOIAPHT 9.0 (PROD)

Basic Filter Advanced Filter

Document Code: J0212007 Document Type: Queue ID: Add Another Field ...

Clear All Go

Document Code	Document Type	Change Sequence	Queue ID	Queue Level	Approver's ID	Approver's Name	Approved Date	Submission Number	Originating User
J0212007	JV		Q005	10	JURBANO	Julie Urbano	10/05/2018	0	BSSMITH
J0212007	JV		Q007	10	BSSMITH	Barbara Smith	10/05/2018	0	BSSMITH

Record 1 of 2

Queried on  
criteria:  
Document  
Code =  
**J0212007**

Approval History FOIAPHT 9.0 (PROD)

Active filters: Queue ID: DENY Approver's ID: JURBANO Clear All Filter Again

Document Code	Document Type	Change Sequence	Queue ID	Queue Level	Approver's ID	Approver's Name	Approved Date	Submission Number	Originating User
J0211397	JV		DENY	0	JURBANO	Julie Urbano	09/18/2018	0	JURBANO
J0211400	JV		DENY	0	JURBANO	Julie Urbano	09/19/2018	0	JURBANO
J0211977	JV		DENY	0	JURBANO	Julie Urbano	10/04/2018	0	JULIEVUE
J0211975	JV		DENY	0	JURBANO	Julie Urbano	10/05/2018	0	JULIEVUE
J0212015	JV		DENY	0	JURBANO	Julie Urbano	10/05/2018	0	BSSMITH
J0212085	JV		DENY	0	JURBANO	Julie Urbano	10/10/2018	0	AHCHENG2

Queried on  
criteria:  
Queue ID =  
**DENY** &  
Approver's  
ID:  
**JURBANO**

## Check Budget JV Approval Status – Cont.

- To check your disapproval messages, type **GUAMESG** in the Search bar in the main menu
- Filter on your name (Recipient) and click **Go**. Scroll through history to find disapproved JV.
- Click the **Pencil/Comments** icon. Click **Ok** when done viewing and **Exit** to return to Main menu.

The screenshot shows the 'General Message' window in the 'ellucian' system. The window title is 'General Message GUAMESG 9.3.3 (PROD)'. The 'Active filters' section shows 'Recipient: PROFFETT' and 'Sender: JURBANO'. The 'Message' details section shows 'Recipient: PROFFETT', 'Sender: JURBANO', 'Date: 06/26/2018', 'Time: 09:14', 'Message: DOCUMENT IS DISAPPROVED. I typed posn # wrong - sorry! It should be 988347. Julie', and 'Source: FOAUAPP'. A red arrow points to a 'Pencil/Comments' icon in the message details section. A 'Message' dialog box is open, displaying the text: 'DOCUMENT IS DISAPPROVED. I typed posn # wrong - sorry! It should be 988347. Julie'. The dialog has 'Cancel' and 'OK' buttons. The main window also has a 'Filter Again' button and a 'SAVE' button at the bottom right.

# List of Suspended Budget JVs (FGIJVCD)

In **FGIJVCD**, you can see the suspended JVs that are in the approval queue (Status **C**), rejected (Status **I**), or incomplete (Status **I**) by querying on any of the fields described below:

1. In FGIJVCD, click **F7** to start a query
2. Key in query criteria in any of the fields: **Document**, **Submission**, **Description**, **Amount**, **Transaction Date**, or **Status**.
3. Click **F8** to execute the query.

The following screen shot shows the result of querying on Document Number J0212172:

ellucian List of Suspended Journal Vouchers FGIJVCD 9.0 (PROD)

ADD RETRIEVE RELATED TOOLS

LIST OF SUSPENDED JOURNAL VOUCHERS

Active filters: Document: J0212172 Clear All Filter Again

Document	Submission	Description	Amount	Transaction Date	Status
J0212172	0	990063 Jones ON 10/2	197,204.00	10/11/2018	C

1 of 1 10 Per Page Record 1 of 1

# Retrieve Budget JVs Posted (FGIDOCR)

If a JV has been through all of the approval queues and is complete (posted), you can view it via **FGIDOCR**: Enter the **Document Number**, then click the **Go** button or **[Alt]+[Page Down]**.

✕ ellucian Document Retrieval Inquiry FGIDOCR 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

Document: J0200122 Submission Number:  Document Type: JV Start Over

▼ HEADER INFORMATION Insert Delete Copy Filter

Transaction Date10/23/2017

Fiscal Year18

Fiscal Period04

Items4

Commit TypeUncommitted

☒ Document Text

▼ DETAIL INFORMATION Insert Delete Copy Filter

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference	COA	Index
	0	1	BD04	I0508603,505270,507709 ...	45,336.00	- Minus			U	
	0	0	2	BD04	I0508603 Fox Sports D	11,334.00	+ Plus		U	
	0	0	3	BD04	I0505270 Fox Sports D	22,668.00	+ Plus		U	
	0	0	4	BD04	I0507709 Fox Sports D	11,334.00	+ Plus		U	

1 of 1 10 Per Page Record 1 of 4

## Tip: Reviewing JVs in FRS

Another option to review JVs is to use the suspended and posted JV detail reports in FRS. These reports lay out the budget JV detail in a format that includes all of the applicable fields at once.

1. Access the FRS – Financial Reporting System - main menu
2. Click the **JV Detail Reports** button
3. Enter the JV number in the **Enter JV number:** field to the left of the **Suspended JV detail report** or **Posted JV detail report button**. The JV number (referred to as Document Number in Banner) was created automatically and can be viewed on the document header and transaction detail screens.
4. Click the **Suspended JV detail report** or **Posted JV detail report button**; you will see a report listing the JV detail. You can use this report to verify the JV information, including any document reference numbers, column totals (which should be equal), and document total (which should equal the amount you entered on the document header screen) prior to submitting a suspended JV for approval, or to see the details of a posted JV after the fact.
5. Please email Budget ([budget@oakland.edu](mailto:budget@oakland.edu)) if you need access to FRS.

**Journal Voucher Reports**

Enter JV number:  → **Suspended JV detail report**

Enter JV number:  → **Posted JV detail report**

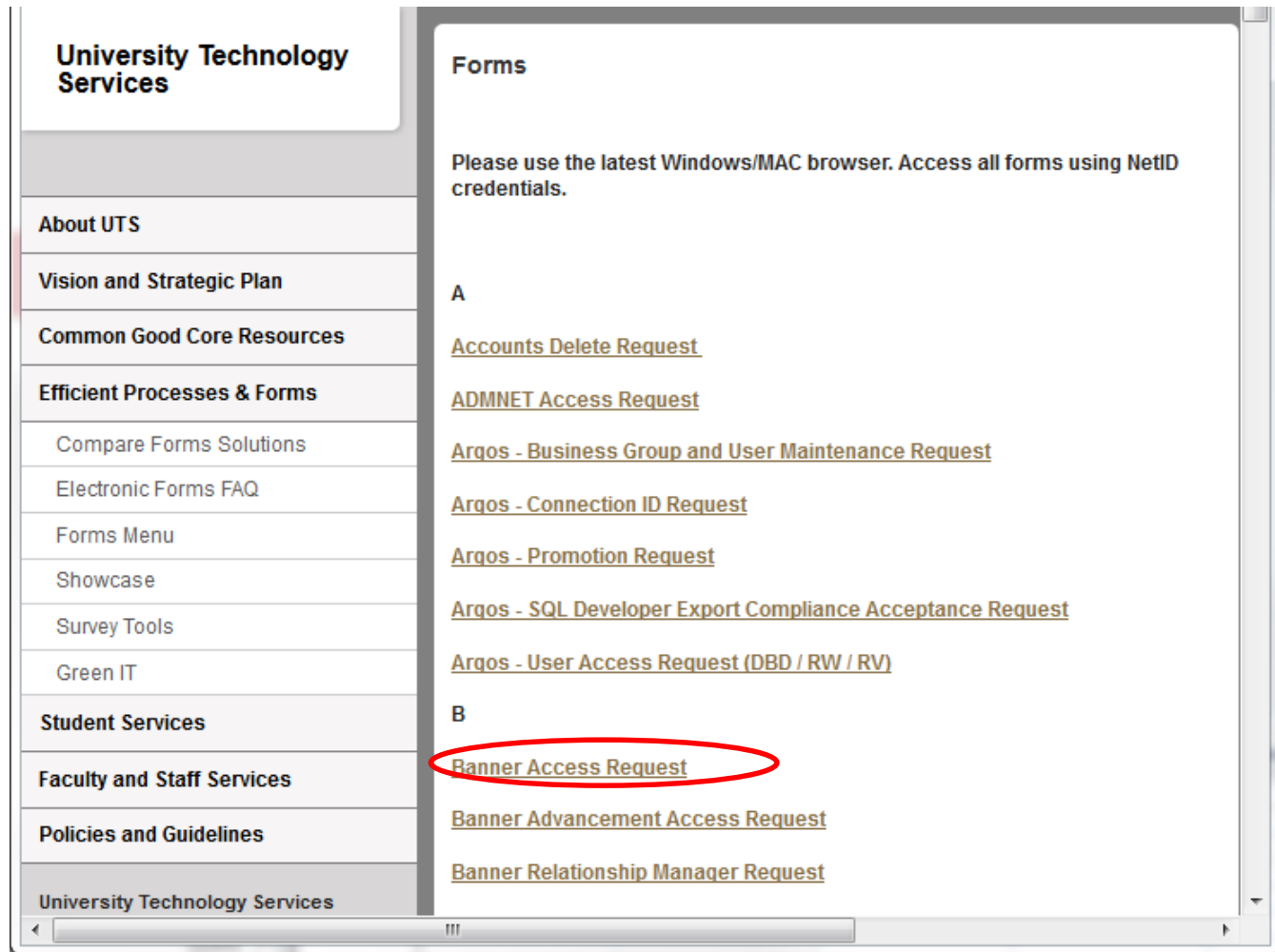
**Return to FRS Main Menu**

**Exit Reporting System**

10/16/2018

# Acquire Banner Access for Budget JV Entry & Approval

- In addition to the Banner Account Setup Request you should have submitted to the budget office as an initiator or approver, you will need to submit an OU Web Form to obtain the Banner access needed for your initiator or approver role. The following two slides describe the process you will need to follow to obtain this access.
- Go to the OU Web Forms main menu webpage, <https://forms.oakland.edu>, and click on Banner Access Request





# Acquire Banner Access for Budget JV Entry & Approval – Cont.

First, click PROD to add access for production. Then fill in following fields as shown below. You will need to select the **Finance Access** from the drop down menu, click button labeled **Modify Existing Account**, fill out email and Position No. and then click button labeled **N/A** for Workflow Access. Initiators and approvers should both request access for **Journal Vouchers**. However, only approvers should request access for **Approvals**. The form will need to be routed to your supervisor, who will need to forward to the Finance Steward listed on the form.

**OAKLAND UNIVERSITY** **University Technology Services**  
**Banner Access Forms - Prod**

☐ ALL areas within a red border are required fields that populate from Banner. Review Banner if results not  
☐ ALL areas contained within a blue background are filled by the form.

Select a Module: **Finance Access**

Request Type: ☐ Create new Account ☒ **Modify existing Account** ☐ Delete Account

Data Standards Training Banner Shared Data training course and test completed (minimum 80% score) Data Steward Initial Date

**Application Information**

Email: JURBANO@OAKLAND.EDU First: Julie MI: Last Name: Urbano (Password)Office t  
Position No: 989XXX Suffix: 00 Unit Name: Budget & Financial Planning Banner UserID: JURBANO  
☒ OUEmployee ☐ Student Employee ☐ Temporary Employee If no Email, provide  
Supervisor (A correct Position No above will populate fields. If not, provide it in the boxes below)  
Name: Brelanda Pirani Email: pirani@oakland.edu Unit Name: Budget & Financial Planning Phone: 248 3702083

Does the applicant need Workflow Access? ☐ Create Account ☐ Delete Account ☒ **N/A**  
\* Workflow roles will be administered by the Workflow Business Analyst for your area.

'It Exists' in the Action column by default means, You already have access to  
'It Exists' is not an item to choose from the Listbox. Click on Back button to s

Please indicate your choice by selection 'ADD' or 'DEL' (Delete) in

Action	BANNER CLASS NAME	CLAS
<b>Add</b>	BAN_FIN_FMAP_C	* Accounts Payable *
<b>Add</b>	BAN_FIN_FMAPPROVALS_C	<b>Approvals</b>
	BAN_FIN_FMATTRIBUTE_C	Executive Reporting
	BAN_FIN_FMBANK_RECON_C	Bank Reconciliation
It Exists	BAN_FIN_FMBUD_C	Budget
	BAN_FIN_FMCH_C	Check Print, Post, and Void
	BAN_FIN_FMDEPT	Departmental Reports
It Exists	BAN_FIN_FQPR_C	Department Purchase Requisition
	BAN_FIN_FMENC	Encumbrance

Only select "ADD" for Approvals if you will be a budget JV approver.

	BAN_FIN_FMGRT_C	Grants & Contracts
	BAN_FIN_FMGRT_BILL_C	Grants & Contracts Billings
	BAN_FIN_FMGRT_INDC_CSHR_C	Grants & Contracts Validation Tables
<b>Add</b>	BAN_FIN_FMJV_C	<b>Journal Vouchers</b>
	BAN_FIN_FMJV_UPLOAD_C	Journal Voucher Upload
	BAN_FIN_FMPERS_C	Vendor and Agency Table Maintenance
It Exists	BAN_FIN_FMPR_C	Requisitions
	BAN_FIN_FMPUR_C	Purchasing *
	BAN_FIN_FMSI_C	Inventory
	BAN_FIN_FMVEND	Vendor Maintenance *
	BAN_FIN_FQBANK_ACH_C	Query Bank Codes
	BAN_FIN_FQVEND_C	Query Vendors

Both approvers and initiators should select "ADD" for Journal Vouchers.

# Budget JV Entry Policies and Tips

- Include on all JVs:
  - Document text, including your name and a description of the budget JV. The first line should contain your name, and subsequent lines should include a concise but complete description. Be as detailed as needed for the budget JV to make sense to approvers and auditors.
  - A description for each sequence (up to 35 characters; see Step 14).
  - A Document Reference number on the fringe benefit sequence line (X6301, X6401 with the “X” in upper case).
  - A leading zero for Budget Periods 01-09 (for example, July is period 01, not period 1).
  - **+ Plus** or **- Minus** to signify an increase or decrease, respectively. Do not use Debit or Credit.
  - Budget JVs missing any of the information above will be disapproved.
- Please send backup documentation for transactions using budget in account **8201**, preferably in PDF format, to: [budget@oakland.edu](mailto:budget@oakland.edu) and **include the JV number in the subject line**.
- If an approver will be out of the office, please have the Approver’s designee email approval to [budget@oakland.edu](mailto:budget@oakland.edu) for each budget JV submitted during the approver’s absence. The budget office will then review and approve or disapprove budget JVs in the approver’s absence. Each budget JV must be either a BD02 or a BD04; you cannot mix types within a budget JV.
- Budget JVs that need to be posted within the current month must be initiated, approved, and in the Budget office queue by 5:00 p.m. on the last business day of that month. The deadline is different at fiscal year end which will be specified in the year-end calendar sent in June.

# Budget JV Entry Policies and Tips – Cont.

- Please check for suspended (disapproved) JVs on a regular basis, especially near the end of the month. Make sure to allow enough time for any suspended JVs to be corrected and submitted for approval in time to be received by the budget office prior to 5:00 p.m. on the last business day of the month. Any outstanding suspended JVs (deleted or not approved) will be deleted for Accounting's month-end Close.
- If an interdepartmental (accounting) or I-JV must be processed before a budget JV is processed (for example, if you are transferring funds from a non-general fund to a general fund via an I-JV, then transferring those funds within general funds via a budget JV). Please allow two business days for the I-JV to be processed, and **do not submit the budget JV until the I-JV has been processed**. The budget office will disapprove budget JVs that are submitted with insufficient funds.
- If a budget JV involves new funds, orgs, and/or programs, please make sure they have been established before initiating the budget JV. Invalid funds, orgs, and/or programs can cause errors at the point of entry.

Please contact the budget office with any questions ☺

[Budget@Oakland.edu](mailto:Budget@Oakland.edu) or x2370

For any corrections to this manual, please contact: Julie Urbano: [jurbano@Oakland.edu](mailto:jurbano@Oakland.edu) x4878