



BANNER BUDGET

16xx BUDGET ALLOCATION

BR-102 Budget Allocation

Date Issued/Rev: 8/27/2015

General Description: An allocation entry moves budgeted and/or actual revenue funding between indices. This procedure explains how to make a BD4 budget allocation entry and defines the business rules the entry is checked against in the approval process.

Responsible Manager: Office of Planning, Budget and Analysis
HSC Budget Office

Related: Rule class codes BD4 and JE2 require the “Department Journaler” access role to enter and complete budget allocation entries. The entry is completed in Banner using the FGAJVCQ, FGAJVCD, or the FGAJVCM form. In Self-Service, the Journal Voucher Entry form is used.

Check to be sure your transaction is an Allocation and not a Transfer. The MyReports FNRMBTA - Main and Branch Transfers Allocation report assists Main and Branch Campus departments in preparing Allocation or Transfer entries. The report is located in the Finance, F All Campus Reports folder. The Health Sciences Center report is the FORITAH HSC Transfer Allocation, located in the Finance, F HSC Reports folder. These reports verify whether the transaction is an Allocation or Transfer and provide the appropriate entries.

Create a BD4 Allocation Entry

1. Logon to my.unm.edu
2. Select the “Employee Life” tab
3. Click on the “Internet Native Banner” link in the Transaction and Real-time Query Systems section and logon
4. In Banner Finance, use the FGAJVCQ, FGAJVCD or FGAJVCM form to process the entry

OR

1. Logon to my.unm.edu
2. Select the “Employee Life” tab **OR** select the “Finance” tab
3. Click on “LoboWeb”
4. If LoboWeb was accessed on the “Finance” tab, skip the next step and go to number 6
5. If LoboWeb was accessed on the “Employee Life” tab, select the “Finance” tab
6. Click on “Journal Voucher Entry” to initiate a Journal Voucher Entry form in Self Service

Complete the transaction information using the following business rules

- Level 2 fund code is the same
- Level 2 program code is the same
 - Exception - if the program code is different but still within Instruction and General (I&G) P10 - P14
- BD4 / JE2 rule class code (include both in the transaction)
 - BD4 adjusts the revenue and the expense **budget**
 - JE2 moves the **actual** revenue - Unrestricted Accounting reviews these transactions

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- 16** must zero by account code (total increase (+) = total decrease (-) for BD4 budget entries and (D) debits = (C) credits for JE2 actuals). If your transaction is out of balance you will receive a Banner Error and Warning Message or a Self-Service Error Message.

Banner Error and Warning Message

Oracle Fusion Middleware Forms Services: Open > FGAJVCQ - GUAERRM

Transaction Detail FGAJVCQ 8.6.4 (BANP)

Document Number: J0496143 Document Total: 25.00

Banner Error and Warning Messages: GUAERRM

Sequence: ORA-20100: -----
 Journal Type: ORA-20100: Document J0496143, Allocation Account: 1660 does not net to zero.
 Chart: ORA-20100: Please correct and re-complete.
 Index: ORA-20100: -----
 Fund: ORA-06512: at "UNM.F.F_GBJVGH_DOCUMENT_EDIT_S_Z", line 57
 Organization: ORA-06510: PL/SQL: unhandled user

Complete: In Process:

Self-Service Error Message

myUNM

Back to Employee Life Tab

Student Employee Payment Finance

RETURN TO FINANCE MENU SITE MAP HELP

Search

Journal Voucher Entry

Document 30496140, Allocation Account: 1660 does not net to zero. Please correct and re-complete.

Document Total: 50.00

Transaction Date: AUG 26 2015

Seq	Chart	Rule Class	Index	Fund	Org	Account	Program	Activity	Location	Amount	D/C	Desc
1	U	BD4	123123	2U0001	942B	1660	P151	GNACTV		25		Alloc
2	U	BD4	123123	2U0001	942B	3100	P151	GNACTV		25		Alloc
Transaction Total:										50.00		

Add New Record

Complete

JE does not include the receiving index BD4 transactions and the JE2 actuals.
 16** must zero by account code (total increases (+) = total decreases (-) for BD4 budget entries and (D) debits = (C) credits for JE2 actuals)

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- The index must balance (total budgeted revenue = total budgeted expenses). If your transaction is out of balance you will receive a Banner Error and Warning Message or a Self-Service Error Message.

Banner Error and Warning Message

Oracle Fusion Middleware Forms Services: Open > FGAJVCQ - GUAERRM

Transaction Detail FGAJVCQ 8.6.4 (BANP)

Document Number: J0496145 Document Total: 50.00

Sequence: 2
Journal Type:
Chart:
Index:
Fund:
Organization:
Account:
Program:
Activity:
Location:
Project:
Percent:
Description:
Budget Period:

Completion FGAJVCQ

Banner Error and Warning Messages GUAERRM

ORA-20100: -----
ORA-20100: Document J0496145, Index: 223344 is not in balance.
ORA-20100: Please correct and re-complete.
ORA-20100: -----
ORA-06512: at "UNM_FT_FGBJVCH_DOCUMENT_EDITS_Z", line 41
ORA-06510: PL/SQL: unhandled user

Close

Self-Service Error Message

UNM

Back to Employee Life Tab

LabMail UNM Learn Calendar Groups Logout Help

Student Employee Payment **Finance**

Search [] Go RETURN TO FINANCE MENU SITE MAP HELP

Journal Voucher Entry

Document J0496140, Index: 223344 is not in balance. Please correct and re-complete.

Document Total: 50.00

Transaction Date: AUG 26 2015

Document Text

Seq	Chart	Rule Class	Index	Fund	Org	Account	Program	Activity	Location	Amount	D/C	Des
1	U	BD4	123123	2U0001	942B	1660	P151	GNACTV		25	-	Alloc
2	U	BD4	223344	2U0001	670C3	1660	P151	670CAX		25	+	Alloc

Transaction Total: 50.00

Add New Record

Complete

JE does not include the expense BD4 transactions and the JE2 actuals.
The index must balance (total budgeted revenue = total budgeted expenses).

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- Sufficient funds - the index allocating the money must have the funds to distribute. Check Banner form FGIBDST (actual YTD Activity balance).

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
0041	R	Mandatory Student Fees	190,272.00	0,225.00	0.00	187,827.00
1120	R	Trans From ICS Gen	24,300.00	24,300.00	0.00	0.00
1900	R	Reserves	0.00	7,470.48	0.00	-7,470.48
2020	L	Student Salaries Gen	30,000.00	0.00	0.00	30,000.00
2140	L	Workers Compensation Gen	380.00	0.00	0.00	380.00
3100	E	Office Supplies General	3,000.00	0.00	0.00	3,000.00
3140	E	Computer Software Gen	250.00	0.00	0.00	250.00
3150	E	Computer Supplies - \$5,001	250.00	0.00	0.00	250.00
3180	E	Non Capital Equipment - \$5,001	1,500.00	0.00	0.00	1,500.00
3188	E	Computers & Servers - \$5,001	3,000.00	0.00	0.00	3,000.00
31AD	E	Business Field - Local	8,000.00	0.00	432.40	7,567.60
31BD	E	Fund F&A Unallowable Gen	0.00	0.00	300.00	-300.00
Net Total:			0.00	40,376.12	732.40	

- Submit the transaction as a simple entry and not as a compound entry.

Simple Entry

JE2 123123 - 1660 \$1,500 D
 JE2 222333 - 1660 \$1,500 C
 BD4 123123 - 1660 \$1,500 -
 BD4 123123 - 3100 \$1,500 -
 BD4 222333 - 1660 \$1,500 +
 BD4 222333 - 3100 \$1,500 +

Compound Entry

JE2 123123 - 1660 \$2,500 D
 JE2 222333 - 1660 \$1,500 C
 JE2 444555 - 1660 \$1,000 C
 BD4 123123 - 1660 \$2,500 -
 BD4 123123 - 3100 \$2,500 -
 BD4 222333 - 1660 \$1,500 +
 BD4 222333 - 3100 \$1,500 +
 BD4 444555 - 1660 \$1,000 +
 BD4 444555 - 3100 \$1,000 +

- Description field
 - Main and Branch Campuses include a brief description of the transaction.
 - HSC departments are required to populate the description field with the offset allocation index and account code.
- Populate FOATEXT/Document Commodity Text
 - Main Campus departments are required to give a detailed explanation of the allocation plus contact information for the JV initiator.

FOATEXT

Type: JV Code: J0219751 Default Increment: 10

Text

Department (name), index 123123 is sharing the cost of the Business Writing Workshop with dept. (name) held on December 8. The total cost of the workshop is \$5000, billed on invoice 40235. vendor Business Writing Inc. Index 123123 is allocating \$2500 to index 223344 for one half of the total invoice amount.
 (*Your name and phone number*)

Print Line

10
20
30
40
50
60
70
80

Self-Service Document Text

myUNM
Back to Employee Life Tab

Student Employee Payment Finance

Search [] Go

RETURN TO FINANCE MENU SITE MAP HELP

Journal Voucher Entry

Total amount of all transactions (2,500.00) must equal document total.

Document Total 5,000.00

Transaction Date AUG 26 2015

Document Text

Seq	Chart	Rule Class	Index	Fund	Org	Account	Program	Activity	Location	Amount	D/C	Description	Budget Period	Del
1	U	RD4	123456	2U0224	712A	1600	P131	GNACTV		2500	-	Allocation from 123456 to 65432	02	X
Transaction Total:										2,500.00				

Add New Record

Complete

Document/Commodity Text - Windows Internet Explorer

Document/Commodity Text

Enter Document Text, Print:

Enter Document Text, No Print:

Save

[Exit document/item text page]

Enter the document text in the Enter Document Text, Print box

- Use the proper revenue or expense account code - 8060 is the common default, always replace with the appropriate revenue or expense account code.
 - Restrictions
 - Departments cannot use 1640 - Original Budget I&G pooled allocation. This account code is used by the Main Campus and HSC Budget Offices only.
 - 1601/1661/1666 - check with your Fiscal Agent, some departments use these account codes for Research P16, HSC I&G balance harvesting and Intradepartmental Allocations restricting the general use in allocation entries.
 - Departments cannot budget Restricted Indices. The Contract & Grant Accounting Departments at Main and HSC Campuses update these budgets.
 - Enter all of the related distribution in the transaction
 - JE2 debit, JE2 credit
 - BD4 decrease revenue, BD4 decrease expense
 - BD4 increase revenue, BD4 increase expense
- Note:** Refer to the below Processing Example. As a general rule, enter the 6-part transaction together; two JE2 and four BD4 entries.
- The deadline for BD4 entries for the current fiscal year is in March. Refer to the Finance Month End Close Schedule for exact deadline dates.

JE Allocation Example

Department One, index 123123, has agreed to share the cost of a workshop with Department Two, index 223344. Department Two is organizing and paying for all of the costs from their overhead index. Department One will be giving \$2,500 to Department Two.

Note: The fund and program must be the same in order to be an allocation. The entry will include both the budget (BD4) and the Actual (JE2) entry. The entry will look like this:

JE2 123123 - 1660 \$2,500.00 D
JE2 223344 - 1660 \$2,500.00 C
BD4 123123 - 1660 \$2,500.00 -
BD4 123123 - 31P0 \$2,500.00 -
BD4 223344 - 1660 \$2,500.00 +
BD4 223344 - 31P0 \$2,500.00 +

*** END ***