

HOW TO process a temporary budget for non 1A/1B type funds (FGAJVCQ)

The form FGAJVCQ allows authorized users* to prepare a Temporary budget adjustment on non 1A and 1B type funds.

*Authorized User = An individual with Banner access to the Finance module.

Before You Begin:

See our **Banner TIPS article for FAQs on Processing Documents in Banner**. It covers the following topics – how to re-submit a disapproved document, common error messages when trying to complete a document, how to copy or delete a sequence or a document, and more.

Creating or adjusting a temporary budget:

Steps:

1. Type **FGAJVCQ** in the **Go** field and hit Enter.
2. Type **Next** in the **Document Number** field.
3. Click on the **Next Block** icon or use **Ctrl-Page Down** if using the keyboard.
4. The **Transaction Date** will automatically default in.
5. Tab to the **Document Total** field and enter the absolute value of the budget adjustment (e.g. \$ 100 DR and \$100 CR = \$200).
6. Select **Document Text** from the **Options** menu.
7. Click on the **Next Block** icon or use **Ctrl-Page Down** if using the keyboard.
Line 1 must have: Name, Department, and telephone number of the individual who is preparing the document (Ex: Jane Smith, Financial Services, Local 3333).
Line 2 (3, 4, etc) is used to: Record any additionally explanation of the budget adjustment.
8. Click on the **Exit** icon. A message box will pop up asking you to save your changes. Click **Yes**.
9. A number now appears in the **Document Number** field. Take note of this number.
10. Click on the **Next Block** icon, or use **Ctrl-Page Down** if using the keyboard.
11. The cursor is in the **Sequence** field. Press the Tab key. The sequence number will automatically default in.
12. Enter the **BD03** (Temporary Adopted Budget) or **BD04** (Temporary Budget adjustment) in the **Journal Type** field.
13. Tab to the **Fund** field and enter the fund number. The **Orgn, Prog, Actv, and Locn** codes will default.
14. Tab to the **Acct** field and enter the account code that best fits the nature of the budget entry or to search for the account code click on the Search icon and perform a search.
15. Tab to the **Amount** field and enter the transaction amount.

HOW TO process a temporary budget for non 1A/1B type funds (FGAJVCQ)

16. Tab to the **Debit/Credit** field and enter the appropriate debit/credit indicator (D,C)
17. Tab to the **Description** field and enter a description that will appear in the operating ledger description field.
18. Tab to the **Budget Period** field and enter the current budget period (01 to 12 – no budget period 14).
19. If other FOAPALs are to be charged, the **Down Arrow** key will start another record and then repeated steps 11 to 18.
20. Once all sequences (FOAPALs) are entered, click on the **Next Block** icon or, or use **Ctrl-Page Down** if using the keyboard.
21. Click on **Complete** icon.

Additional Notes:

Refer to the Auto hint line for additional feedback, in real time, on the progress of your transaction.