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.
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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.