

# **INTRODUCTION TO FINANCIAL ACCOUNTING SERVICES**

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**PRESENTED BY:**

**FINANCIAL ACCOUNTING SERVICES**

# Financial Accounting Services: Introduction and Overview

- Financial Accounting Services is responsible for ensuring the integrity of the University's financial data.
- Responsibilities include:
  - Maintaining the University's General Ledger (GL) and financial records
    - Reconciling GL accounts
    - Setting up funds, orgs and accounts
    - Preparing financial statements
    - Managing annual audits
    - Collecting, submitting and reporting all applicable taxes
  - Accounts Payable
  - Managing Restricted, Grant and Agency Funds
  - Managing Fixed Assets
  - Managing Banner Finance Security
  - Processing journal entries

# Accounts Payable (AP)

- Accounts Payable (AP) is a sub-department of Financial Accounting Services and processes all **non-payroll payments** owed by the University to its external customers and the University's community.
  - Purchase Order (PO) Payments
  - Purchasing Card (P-Card) Payments
  - Orders for Check (OFC) / Cash Advances
  - Travel and Expense Vouchers (TEVs)
- Sufficient funds are **required** in order to process any of the above items.
- Checks and payments generally take 2-3 business days to be audited, reviewed and processed, however checks and payments \$10K or more may require an additional 1-2 business days.
- Checks are printed once a week on Fridays.

# Purchase Order (PO) Payments

- Purchase Orders are used for goods and services that are **rendered through** the Purchasing Department process. Accounts Payable handles **the payment of Purchase Orders.**
  - For information on how to **initiate the purchase of goods** and/or information on purchase requisitions, please direct your questions to the **Purchasing/Procurement Office.**
  - If you have any special circumstances or questions related to PO payments, please contact **Accounts Payable.**

# Purchase Order (PO) Payments

- For AP to process PO payments, the POs **must** include the following; otherwise it may delay processing times:
  - Date
  - Printed name of the appropriate signatory
  - Signature of the appropriate signatory
  - Signatory's phone extension
  - The message "OK to pay", or if paying a portion, "OK to pay \$ \_\_\_\_\_"
- An **original copy** of the invoice must also be included with the PO.
  - Note:** Quotes and emails referencing an invoice are **not** sufficient or acceptable forms of documentation.

**UNIVERSITY OF HARTFORD** PURCHASE ORDER Page Number: 1  
PURCHASING DEPARTMENT  
200 Bloomfield Ave  
West Hartford, CT 06117  
Phone: 860.765.4027 Fax: 860.765.5452

Vendor: **W.B. Mason Co., Inc.**  
Aim Thomas Mayfield  
43 North Road  
East Windsor CT 06088

Ship To: 200 BLOOMFIELD AVENUE  
WEST HARTFORD CT 06117

Invoice to: University of Hartford, Accounts Payable  
200 Bloomfield Avenue, West Hartford CT 06117-1599  
Phone: (860) 765-4767 Fax: (860) 765-4867

Con. Sales Tax Exemption No. E2328  
Federal Union Tax Exemption No. A189921

Terms: NET 30 Delivery Date: FOB: University Buyer: Purchasing Department

Item	Item Description	Units	Unit Price	Extended Price
1	Office Furniture order	1.00 EA	2,410.0000	2,410.00
2	Office Furniture order	1.00 EA	1,750.0000	1,750.00

OK to pay  
Jane Doe X 5555  
[Signature]  
1/1/17

Discount: .00  
Add Charges: .00

By: \_\_\_\_\_ Director of Procurement Services TOTAL: 4,196.98

Copies of the terms and conditions that apply to this purchase can be found in the General Information section of the Purchasing website  
<http://www.hartford.edu/purchasing>

# Purchasing Card (P-Card) Payments

- Purchasing cards (P-card) are Bank of America MasterCard credit cards that can be used for minor purchases that are **not rendered through** the Purchasing Department process (PO) or Order for Check (OFC).
- The bank sends to the Cardholder a monthly statement listing any activity associated with the P-Card, including any purchase or credit made during an applicable reporting period. The Cardholder is responsible to verify and reconcile all related account activity while Financial Accounting Services handles **the monthly payment of P-Cards.**
  - For information on **obtaining or using a P-Card**, please direct your questions to the **Purchasing/Procurement Office.**

# Orders for Check (OFC) / Cash Advances

- Orders for Check (OFC) / Cash Advances, which come in the form of a physical paper check, are used for purchasing goods and services that are **not rendered through** the Purchasing Department process (PO) or P-Card charge.
- **Orders for Check (OFC) / Cash Advances may be used for:**
  - Travel advances, meetings, workshops and seminars, professional fees and individuals that are **NOT** University of Hartford employees such as consultants, guest lecturers, entertainers, speakers, etc.
    - **Note:** Individuals who are not University of Hartford employees, live outside Connecticut and earn **over \$1,000** from the University in any given year are charged tax at a rate of 6.99%. Please inform the individual of this tax requirement and have them complete a W-9.
- **Orders for Check (OFC) / Cash Advances may NOT be used for:**
  - Payroll items, reimbursements for travel expenses and major expenses such as furniture, computers and other tangible goods and services.
- **Cash advances** should be reconciled, with a Travel and Expense Voucher (TEV) form, within 30 days of the date of the event for which the advance was requested.

# Orders for Check (OFC) / Cash Advances

- For AP to process check requests, a completed and signed **Order for Check (OFC)** and **Cash Advance Request** form must be completed and include the following; otherwise it may delay processing time:
  - A complete explanation of the expense and/or need for the payment.
  - A copy of the invoice
    - Note:** Quotes and emails referencing an **invoice** are **not** sufficient or acceptable forms of documentation.
    - Note:** Regarding **Honorariums**, any documentation stating the amount to be paid **must** be provided.
- Both forms can be found on our website under “Forms & Resources” or at: <https://ned.hartford.edu/forms/forms.htm>

**UNIVERSITY of HARTFORD**  
**Order for Check Form**

This form is to be used to request payment for items which require a check to be sent with an order (in place of a Purchase Order) to pay for services to independent contractors, or for travel advances to University employees. Please type or print neatly, attach appropriate documentation, take a copy for your records, and send the original to Accounts Payable for processing. See reverse side for further details and instructions.

Please provide 1 copy and 1 original of any documentation which needs to be enclosed with check.

<input type="text"/>	<input type="text"/>
Department Name	Vendor # or Social Security #
Your Name	Vendor Name
<input type="text"/> Phone # <input type="text"/>	Street Address
Date Requested <input type="text"/>	City
Date Needed <input type="text"/>	State <input type="text"/>
	Zip Code <input type="text"/>
	\$0.00
	Total Amount of Check

Explanation for Payment: (Must be completed)

Please Check One of the Following:

Mail Directly to Vendor

Hold for Pick-Up  Phone #

Special Instructions to Accounts Payable:

Departmental Authorization  Date

**UNIVERSITY OF HARTFORD**  
**CASH ADVANCE REQUEST FORM**

This form is to be used to request Cash Advances for University of Hartford employees. Requests should be made no more than ten (10) working days prior to the anticipated event/trip. Please TYPE or PRINT neatly and attach appropriate documentation. All shaded sections must be completed or this form will be returned to the Supervisor. Keep a copy for your records. Send the original to Accounts Payable for processing.

<input type="text"/>	<input type="text"/>	<input type="text"/>
1099 Ver	University ID # (Cash Advance Recipient)	Date Requested
Banner Invt	Employee Name	Date Needed
Approved By	<b>Detailed explanation for advance stating the business purpose:</b>	
	Department Name	
	Phone # or Ext. (will be called for pick-up)	
	Campus Address	
	Total Amount of Cash Advance (\$50 minimum; \$750 maximum)	Event/Trip Date(s)
	Requester's Name (typed) <input type="text"/>	Date <input type="text"/>
	Requester's Signature <input type="text"/>	Reconciliation Date <small>(must exceed 30 days from event/trip)</small>
	Supervisor's Name (typed) <input type="text"/>	Date <input type="text"/>
	Supervisor's Signature <input type="text"/>	Phone Ext. <input type="text"/>

<b>Accounting Distribution</b>		
Fund / Org	Account	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

For Accounts Payable Use Only:  -15440  E

Banner Invoice #  Approved By  Date

Rev. 12-18-11



# Travel and Expense Voucher (TEV)

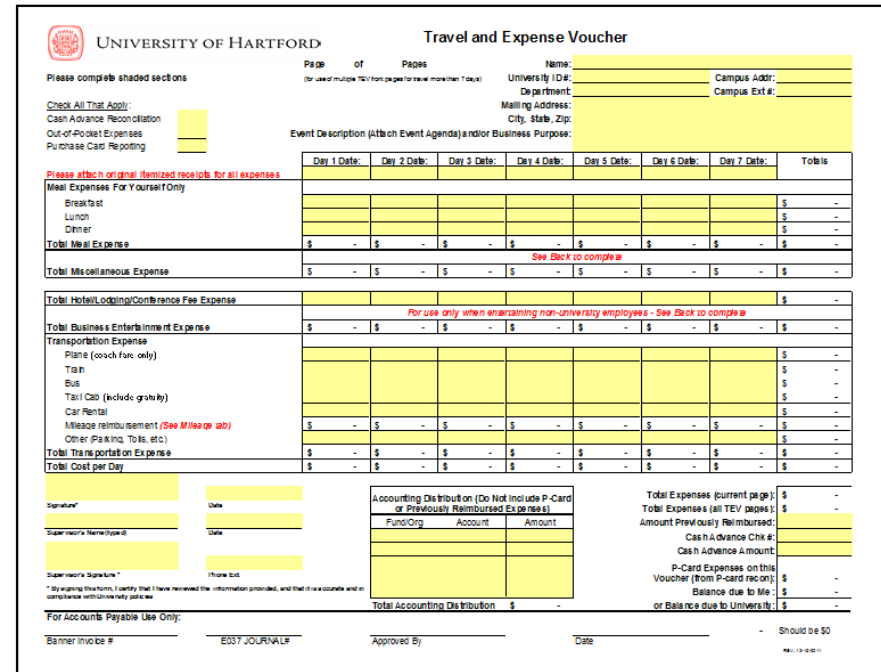
- Travel and Expense Vouchers (TEVs) are used to reimburse work related expenses that an individual personally paid out of pocket and are used to reconcile any cash advances that had been requested.
  - **Travel and Expense Vouchers (TEVs) may be used** for:
    - Expenses related to travel, meals, lodging, tolls, minor purchases and association dues.
  - **Travel and Expense Vouchers (TEVs) May NOT be used for:**
    - Expenses related to purchases from unauthorized vendors, major expenses, taxable items.
      - The University is tax-exempt and will not reimburse for any tax incurred.
- Once processed, reimbursement will be disbursed either via direct deposit, for faculty or staff whose payroll is set up as direct deposit, or a physical paper check.
  - If money is **owed** to the University, deposits are to be made at the **Bursar's Office**. Accounts Payable does **NOT** collect cash. Receipt of deposit from the Bursar's Office **must** be forwarded to Accounts Payable along with your reconciliation.

# Travel and Expense Voucher (TEV)

- For AP to process TEV requests, a signed and completed **Travel and Expense Voucher form** must be completed and include the following; otherwise it may delay processing time:

- All amounts reported must have supporting **itemized receipts**.
- Receipts must be **taped (not stapled)** to a separate sheet of paper and put in **date order**.
- Mileage logs **must** have screen prints from Mapquest or GoogleMaps to support mileage driven.

**Note:** Form can be found at <https://ned.hartford.edu/forms/forms.htm>



The form is titled "UNIVERSITY OF HARTFORD Travel and Expense Voucher". It includes fields for Name, University ID#, Department, Campus Address, and Mailing Address. A section for "Event Description (Attach Event Agenda) and/or Business Purpose" is provided. A table tracks expenses by date from Day 1 to Day 7, with columns for various categories and a "Totals" column. Categories include Meal Expenses (Breakfast, Lunch, Dinner), Hotel/Lodging/Conference Fee, Business/Entertainment, Transportation (Plane, Train, Bus, Taxi/Cab, Car Rental, Mileage, Other), and Miscellaneous. The form also has sections for "Accounting Distribution" with columns for Fund/Org, Account, and Amount, and "Total Accounting Distribution". Signature lines for the traveler and supervisor are included, along with fields for Banner ID, Journal#, and Date. A note at the bottom states "Should be \$0".

- Note:** If traveling from home directly to the travel venue, you will need to deduct your regular commuter miles (the mileage it takes for you to travel from home to the University); unless traveling will be taking place on the weekends.

# Restricted, Grant, Plant, and Agency Funds

- Financial Accounting Services monitors all transactions that occur within a(n):
  - Restricted fund - Funds that begin with “2”
  - Grant fund - Funds that begin with “3”
  - Plant fund - Funds that begin with “7”
  - Agency fund - Funds that begin with “8”
- These types of funds differ from operating/unrestricted funds because the resources within these funds are utilized for specific uses and fund balances carry forward.
- Making an adjustment to the activity in these types of funds must be submitted to **Financial Accounting Services** with the appropriate form based on the request:
  - **YTD Activity** adjustments = **Interdepartmental Transfer (IDT) form**
  - **Adjusted Budget** adjustments = **Budget Change form**
- A **Restricted, Grant, Plant or Agency** Budget change request does **NOT** get sent to the **Budget Office.**

# Fixed Assets and Capital Expenditures

- Fixed Assets are tangible pieces of property that are purchased for long-term use and are not easily converted into cash. They include:
  - Land
  - Buildings
  - Equipment
- When any of the above are purchased, Financial Accounting Services needs to determine if any of these purchases are considered “capital expenditures” because they are reported and recorded differently than items not considered capital expenditures.
- While reviewing expenses, if a charge is found in an account that is considered a capital expenditure, the Financial Accounting Services office will reclassify the charge to the correct account and notify the appropriate person in that org.
- Determining what is considered a capital expenditure can be subjective based on the circumstance, but there are general guidelines that our office follows.

# Fixed Assets and Capital Expenditures

- Capital Expenditure guidelines include:
  - If purchasing an **individual** piece of equipment that costs \$2,500 or more, the charge needs to be coded as a Capital Expenditure (68100).
    - EX: Sports/Athletic Equipment, Instruments, Printers
  - If purchasing **several pieces** of equipment that **total** to \$2,500 or more, these pieces are **not** considered Capital Expenditures and should **not** be coded to 68100.
    - EX: Purchasing a chair for \$500 and a desk for \$2,000. While these pieces may have been purchased together and can be used together, their function is not dependent on these pieces being used exclusively together.
  - If purchasing **several pieces** of equipment that cost \$2,500 or more and are **necessary** for the operation and function of an **individual piece of equipment**, these pieces are considered Capital Expenditures and should be coded to 68100.
    - EX: Pieces of a robot can be purchased separately, but these pieces are dependent on being used together for one function. Those pieces combined are considered an individual piece of equipment which is considered a Capital Expenditure (68100).

# Banner Finance Access

- Financial Accounting Services monitors access to the **Finance component** of Banner. This includes providing existing and new Banner users:
  - Access to specific funds
  - Access to specific orgs
  - Access to enter requisitions
  - Access to approve requisitions based on org
  - Access to process Budget Journal Vouchers (FGAJVCD)
  - Access to the finance component of Self-Service
- Please contact **OTS** if you:
  - You would like to setup and install Banner for the first time
  - You have technical questions or run into errors when using Banner
  - You have questions about your username and resetting your Banner password
  - You would like to request access to other Banner components

# Banner Finance Access

- To acquire finance access, complete a “Banner Finance Security Access/Change Authorization Form”:
- This form can be found on our website under “Forms & Resources” or at: <https://ned.hartford.edu/forms/forms.htm>
- Submit the completed form to Financial Accounting Services.
  - A confirmation e-mail will be sent once access has been setup or any change requests have been completed.
  - If you are a brand new Banner user, this process may take several days as OTS will need to setup Banner for the user first.

**UNIVERSITY OF HARTFORD**  
Banner Finance Security Access Authorization / Change Form

Applicant's Information			
Name:		ID #	
Job Title:		UHart E-mail Address:	
Department:		Supervisor's Name:	
Type of Request			
<input type="checkbox"/>	NEW	Applicant is not a current Banner Finance user	
<input type="checkbox"/>	ADD	Adding to the applicant's current Banner Finance access	
<input type="checkbox"/>	REMOVE	Removing from the applicant's current Banner Finance access	
<input type="checkbox"/>	TRANSFER	Removes all Banner Finance access the applicant may currently have and is replaced as indicated below	
Organization Information			
Please list out all the Orgs that this request is affecting. All prepaid orgs and funds that report to the Orgs listed will follow the same action and do not need to be listed unless the request is affecting only a specific fund and/or org. Please be as detailed as possible:			
Type of Access Information			
Will the applicant be processing Budget Revisions (FGA/VCD) for the above orgs / funds listed:			
<input type="checkbox"/>	Yes		
<input type="checkbox"/>	No. Please remove this access from the above orgs / funds listed if applicable		
Will the applicant be a signatory on (DTs, Travel and Expense Vouchers (TEVs), Orders for Check (OFC) and Purchase Orders (PO) payments for the above orgs / funds listed:			
<input type="checkbox"/>	Yes. (if any) please see additional instructions: _____		
<input type="checkbox"/>	No. Please remove this access from the above orgs / funds listed if applicable		
Will the applicant be submitting Purchasing Requisitions (FPARE/GR) for the above orgs / funds listed:			
<input type="checkbox"/>	Yes		
<input type="checkbox"/>	No. Please remove this access from the above orgs / funds listed if applicable		
The applicant will be approving Purchasing Requisitions (FOALPP / FOAINP) for the above orgs / funds listed:			
<input type="checkbox"/>	Yes - Please select one (1) approval level for the applicant		
<input type="checkbox"/>	Level 1 - \$500	<input type="checkbox"/>	Level 2 - \$2,500
<input type="checkbox"/>	Level 3 - \$5,000.00	<input type="checkbox"/>	Level 4 - \$25,000.00
<input type="checkbox"/>	Level 5 - \$50,000.00	<input type="checkbox"/>	Level 6 - Unlimited
<input type="checkbox"/>	No. Please remove this access from the above orgs / funds listed if applicable		
User Confidentiality Statement and Approval			
I am aware of the responsibilities and nature of the information I will be obtaining as well as the high level of confidentiality required when handling the information I will be exposed to. I will honor this confidentiality and certify the said information I am privy to will remain strictly confidential. I understand that any breach of this confidentiality may result in appropriate progressive discipline, up to and including termination of employment.			
User / Applicant's Signature		Supervisor's Signature	
Date		Date	
<b>Please forward to Financial Accounting Services (FASB) for processing. Please call x4651 if you have questions</b>			
For Financial Accounting Services Use Only			
<input type="checkbox"/> E-mailed OTS to assign BAN_FINANCE_COMMON. Re-mailed on this date: _____			
<input type="checkbox"/>	BAN_FINANCE_ACCOUNTING_M	<input type="checkbox"/>	BAN_FINANCE_ACCOUNTS_PAYABLE_M
<input type="checkbox"/>	BAN_FINANCE_BUDGET_M	<input type="checkbox"/>	BAN_FINANCE_COMMON
<input type="checkbox"/>	BAN_FINANCE_DATA_ENTRY_M	<input type="checkbox"/>	BAN_FINANCE_GRANTS_M
<input type="checkbox"/>	BAN_FINANCE_PURCHASING_M	<input type="checkbox"/>	BAN_FINANCE_UH_C
<input type="checkbox"/>	BAN_GENERAL_FOP/SEL_1/TRIGEN	<input type="checkbox"/>	BAN_GENERAL_COMMON_M
Finance User Signature		Date	

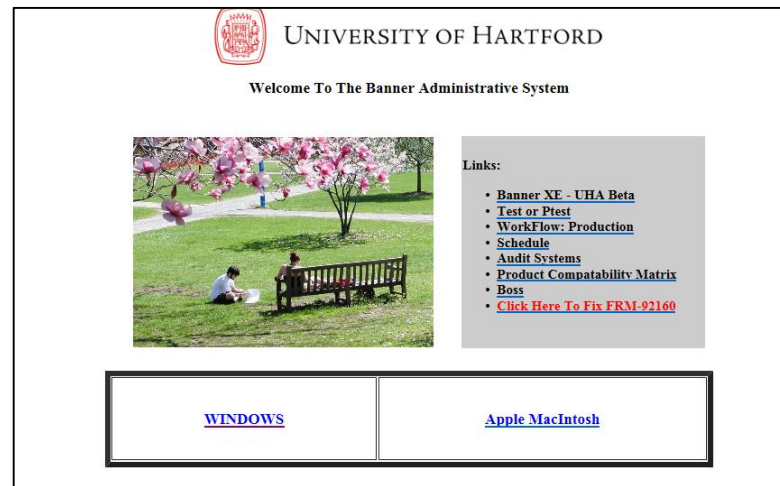
# Logging into and Opening Banner



- Double click the Banner icon on your desktop **OR** open Internet Explorer and type the following URL into your browser:

**<http://webform.hartford.edu>**

- If you are successful, you should be brought to this screen:



- **Note:** When opening Banner, do **NOT** use Mozilla Firefox or Google Chrome. They do not seem to work well or at all. Internet Explorer works best.



# Logging into and Opening Banner

- For PC users, click “Windows” to enter Banner in “Production mode”

UNIVERSITY OF HARTFORD

Welcome To The Banner Administrative System

Links:

- [Banner XE - UH's Beta](#)
- [Test or Ptest](#)
- [WorkFlow: Production](#)
- [Schedule](#)
- [Audit Systems](#)
- [Product Compatability Matrix](#)
- [Boss](#)
- [Click Here To Fix FRM-92160](#)

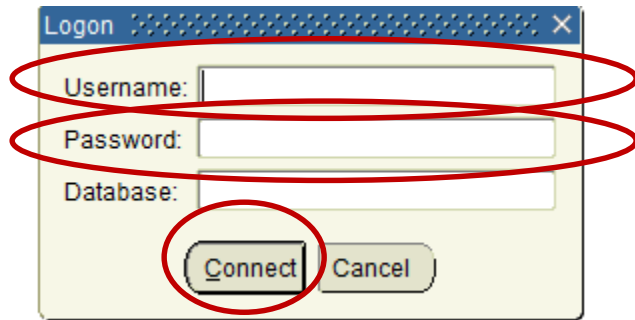
[WINDOWS](#)      [Apple MacIntosh](#)

## **Note:**

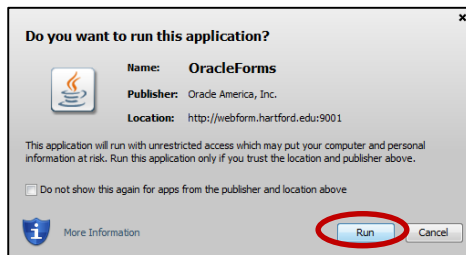
If you ever want to practice or try out a function without it saving or affecting anything, select “Test”. It looks and operates just like Banner Production mode, except any changes you make within it will not save. To enter, click “Test or Ptest”.

# Logging into and Opening Banner

- Enter your username, password and then click “Connect” or press “Enter” on your keyboard. You do not need to enter anything in “Database”.



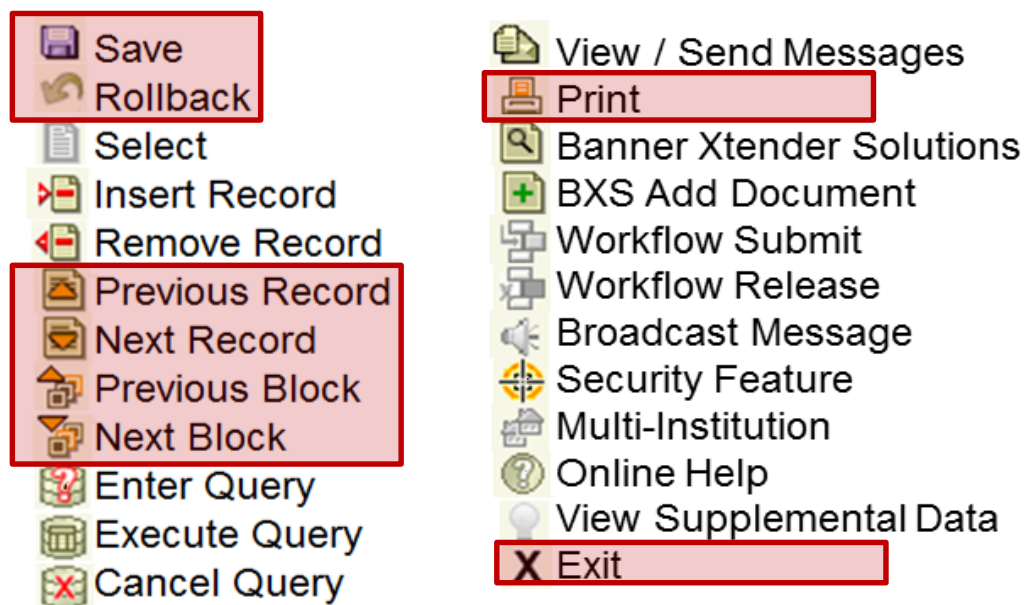
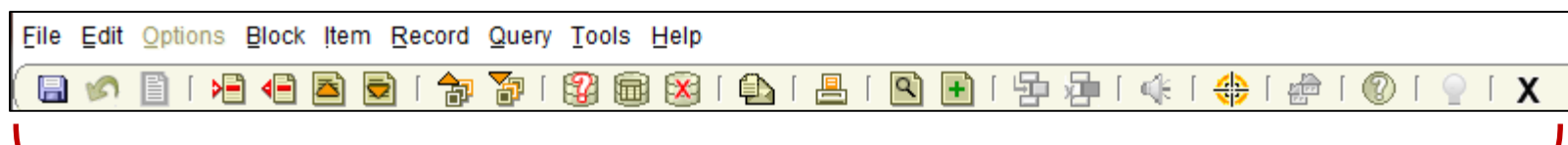
- **Note:** If you receive any Java notifications, select the “Run” or “Run this time” options. You do **not** want to select any “Update” or “Upgrade” options.



# Welcome to Banner!

The screenshot displays the Oracle Banner web application interface. At the top right, the Oracle logo is visible. The browser window title is "General Menu GUAGMNU 8.6.4 (Sun Prod)". The main navigation area includes a "Go To..." dropdown menu and a "Products:" dropdown menu. A "My Banner" section contains a tree view of system components: Student [\*STUDENT], Advancement [\*ALUMNI], Finance System Menu [\*FINANCE], Human Resources [\*HRS], Financial Aid [\*RESOURCE], General [\*GENERAL], Banner Security [\*SECURITY], and Document Management Suite [\*BDMS]. To the right, a "My Links" section provides quick access to "Change Banner Password", "Check Banner Messages", "Audit Systems", and "Banner Documentation". Below this is a "My Institution" section featuring the ellucian logo. A "Banner Broadcast Messages" section is located at the bottom left. The status bar at the bottom indicates "Record: 1/1" and includes a "<OSC>" button.

# Navigating Banner: Banner Tool Bar Icons and Functions



- **Note:** You can view the description of a particular icon on Banner anytime by placing your cursor over the icon. The most commonly used icons are highlighted in red.

# Navigating Banner: Banner Function Keyboard Shortcuts

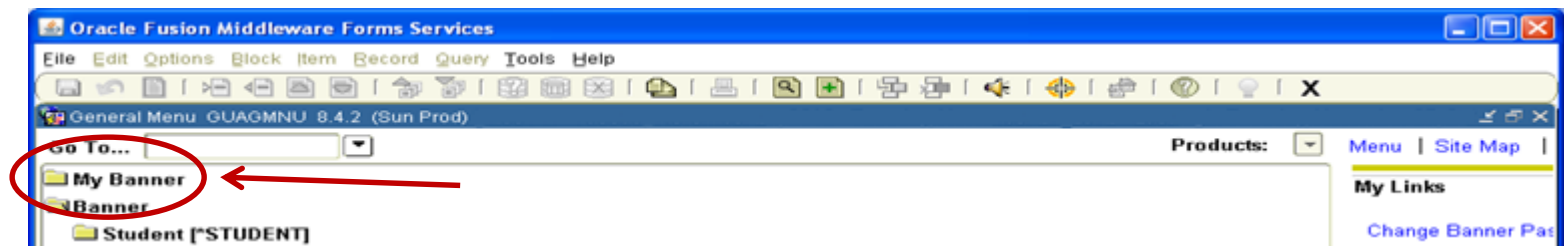
- The most commonly used keyboard shortcuts for Banner functions are highlighted in red:

Banner Toolbar Icons	Keyboard Shortcut
Save	F10
Rollback	Shift+F7
Select	Shift+F3
Insert Record	F6
Remove (Delete) Record	Shift+F6
Previous Record	Arrow Up or PgUp
Next Record	Arrow Down or PgDn
Previous Block	Ctrl+PgUp
Next Block	Ctrl+PgDn
Enter Query	F7
Execute Query	F8
Cancel Query	Ctrl+Q
Print	Shift+F8
Exit	Ctrl+Q

Banner Functions	Keyboard Shortcut
Count Query Hits	Shift+F2
Clear Field	Ctrl+U
Duplicate Field	F3
Next Field	Tab
Previous Field	Shift+Tab
Go To.... Another Form	F5
Clear Record	Shift+F4
Duplicate Record	F4
Show Keys	Ctrl+F1

# GUAPMNU: Setting Up Banner Screen Shortcuts

- Double click the “My Banner” folder.



- Select, “Organize My Banner (GUAPMNU)”.

# GUAPMNU: Setting Up Banner Screen Shortcuts



- On the right side of the screen, in the blank boxes under the “object” column, enter the acronyms of the Banner screens you would like to add. You can also scroll through the list on the left side of the screen, select the object you would like to add, and click the top arrow to add to the list of the right.
  - You do not need to enter in the “Description”; it will auto populate.
  - There is no way to sort them once they have been entered, but they can be deleted or changed at any time.
- Once you have entered the screens to your list. Click the Save button or Ctrl + S.
- Your shortcuts will not appear in your My Banner folder right away; they will appear in there when you log out and into Banner next time.

# GUAPMNU: Commonly Used Banner Screens

- Commonly used Banner screens to consider adding to your shortcut list include:
  - **FGIBDST** – Organization Budget Status
  - **FGIBAVL** – Budget Availability Status
  - **FGAJVCD** – Journal Entry Voucher



# Overview of the Chart of Accounts: FOAPAL

- The University's financial activity is organized and displayed in Banner through the use of 6 elements:
  1. **Funds**
  2. **Organizations**
  3. **Accounts**

*Utilized for Accounting and Financial reporting purposes. These will not be included in this presentation:*

4. **Programs**
5. **Activities**
6. **Locations**

# Overview of the Chart of Accounts: Funds

- Funds are identified in Banner as a 6-digit code and dictate whether the resources are utilized for restricted or unrestricted/operational use.
- **Unrestricted / Operational Use Funds**
  - Unrestricted /Operating Funds: These funds (101000 or 155500) are used for operations of the department / school. These funds begin with the numeral “1”.
- **Restricted Use Funds**
  - Restricted Funds: These funds are restricted for a specific purpose and are derived from endowment income and private gifts. These funds begin with the numeral “2”.
  - Grant Funds: These funds are restricted for a specific purpose and are funded by federal, state, local government and private foundations. These funds begin with the numeral “3”.
  - Plant Funds: These funds are restricted for specific campus projects, such as the library renovation. These funds begin with the numeral “7”.
  - Agency Funds: These funds are restricted and connected to fiscally separate entities that share a relationship with the University. These funds begin with the numeral “8”.

# Overview of the Chart of Accounts: Organizations (Orgs)

- Organizations (or “Orgs”) are identified in Banner as a 4-digit code and display all the financial activity (Budgets, revenues, expenditures and commitments) for a specific department or school.
  - Each org is tied to at least one fund, most commonly an operating fund.
    - Orgs can be assigned to multiple funds, such as restricted and/or grant funds, in addition to an operating fund.
  - Departments and Schools can have multiple orgs assigned to them to provide more organization for their financial activity.
    - EX: A&S is one school on campus. Instead of housing all its financial activity in one org, which would be hard to manage, it is broken down and comprised of many orgs, such as Biology, Chemistry, Mathematics, etc.

# Overview of the Chart of Accounts: Accounts

- Accounts are identified in Banner as a 5-digit code and represent a transaction's financial type.
- The type of activity is identified by the first digit of the account:
  - Revenue accounts begin with "4"
  - Compensation/Benefits accounts begin "5"
  - Expenditures accounts begin with "6".

# FOAPAL EXAMPLE

- Financial Accounting Services is buying \$50 worth of post-its. How is that charge represented in Banner's numerical format?
  - The \$50 would be coded to 101000-4110-66000
    - The Post-its are being used for the operations of the Financial Accounting Services office, therefore the charge is coded to their unrestricted fund (101000).
    - The Post-its are being purchased and used by the Financial Accounting Services office, therefore the charge is coded to Financial Accounting Service's org (4110).
    - Post-its are an office supply, therefore the charge is best to be coded to Office Supplies account (66000).

# FGIBDST: Finance General Inquiry Budget Status

- FGIBDST stands for “Finance General Inquiry Budget Status”

F	→	Finance
G	→	General
I	→	Inquiry
BD	→	Budget
ST	→	Status

- This screen provides an account’s Adjusted Budget, Year-To-Date Activity, Commitments and Available Balance of a particular Fund/ Organization combination.

**Note:** FGIBDST does not reflect incomplete, unapproved or unposted transactions.

# How to Retrieve Information on FGIBDST

Chart:	A	▼	Fund:		▼
Fiscal Year:		▼	Organization:		▼
Index:		▼	Program:		▼
<input type="checkbox"/> Query Specific Account			Account:		▼
<input checked="" type="checkbox"/> Include Revenue Accounts			Account Type:		▼
Commit Type:	Both	▼	Activity:		▼
			Location:		▼

## Note:

- Hit “Tab” to move through the fields

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- **Chart** – Always “A”
- **Fiscal Year** – Must be entered as 2 digits; represents the Fiscal Year of the activity you want to view.
- **Include Revenue Accounts** – Select this box in order to view revenue accounts, if applicable, in addition to your expense accounts.

# How to Retrieve Information on FGIBDST



The screenshot displays a search interface with the following fields and options:

- Chart: A dropdown menu with 'A' selected.
- Fiscal Year: A dropdown menu.
- Index: A dropdown menu.
- Query Specific Account
- Include Revenue Accounts
- Commit Type: A dropdown menu with 'Both' selected.
- Fund: A dropdown menu, highlighted with a red border.
- Organization: A dropdown menu.
- Program: A dropdown menu.
- Account: A dropdown menu.
- Account Type: A dropdown menu.
- Activity: A dropdown menu.
- Location: A dropdown menu.

## Note:

- Hit “Tab” to move through the fields
  - Enter first digits or characters of a fund % (ex: 2% or FIN%) then “Tab” for a list
- 
- **Fund** – To view a specific fund of a particular organization.
    - This field can be left blank unless you want to view any other fund that is attached to a particular org.
    - Changing the fund to anything other than the operating budget will auto-populate with the respective “Organization” that is attached to that particular fund.



# How to Retrieve Information on FGIBDST



The screenshot shows a search interface with the following fields:

- Chart: A dropdown menu with 'A' selected.
- Fiscal Year: A dropdown menu.
- Index: A dropdown menu.
- Query Specific Account
- Include Revenue Accounts
- Commit Type: A dropdown menu with 'Both' selected.
- Fund: A dropdown menu.
- Organization: A dropdown menu, highlighted with a red box.
- Program: A dropdown menu.
- Account: A dropdown menu.
- Account Type: A dropdown menu.
- Activity: A dropdown menu.
- Location: A dropdown menu.

## **Note:**

- Hit “Tab” to move through the fields
  - Enter first digits or characters of an org then % (ex: 2% or FIN%) then “Tab” for a list
- 
- **Organization** – Enter the value representing the department/school/college whose budget you wish to see.
    - Due to security measures, you cannot view organizations that you do not have access to.
    - Inputting an org will auto-populate the “Fund” with the unrestricted fund that is attached to that particular org. If it auto-populates with a different fund it means that org does not have an unrestricted fund attached to it.

# How to Retrieve Information on FGIBDST



The screenshot shows a search interface with the following fields:

- Chart: A dropdown menu with 'A' selected.
- Fiscal Year: A dropdown menu.
- Index: A dropdown menu.
- Query Specific Account: An unchecked checkbox.
- Include Revenue Accounts: A checked checkbox.
- Commit Type: A dropdown menu with 'Both' selected.
- Fund: A dropdown menu.
- Organization: A dropdown menu.
- Program: A dropdown menu.
- Account: A dropdown menu, highlighted with a red box.
- Account Type: A dropdown menu.
- Activity: A dropdown menu.
- Location: A dropdown menu.

## Note:

- Hit “Tab” to move through the fields
  - Enter first digits or characters of an account then % (ex: 2% or FIN%) then “Tab” for a list
- 
- **Account** – Can be left blank to show all accounts, or a specific account can be entered in this field to bring that one to the top of the list.
    - There are hundreds of accounts that exist in Banner, but only the accounts with activity in them will populate.
  - Click “Next Block”, Ctrl + PgDn, or click anywhere on the currently blank fields to populate.

# How to Retrieve Information on FGIBDST

- This is what would populate in FGIBDST for a particular Org:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
40220	R	SUMMER MASTERS	0.00	0.00	0.00	0.00
40302	R	GRAD FLAT RATE FALL TUITION	454,450.00	279,610.00	0.00	174,840.00
40502	R	GRAD FLAT RATE SPRING TUITR	454,450.00	322,380.00	0.00	132,070.00
41140	R	LAB FEES	13,150.00	13,160.00	0.00	-10.00
41240	R	FEES-OTHER	0.00	22,500.00	0.00	-22,500.00
51000	L	FACULTY SALARIES - F T	184,567.00	0.00	0.00	184,567.00
51500	L	FACULTY SALARIES ADJUNCT	82,161.58	39,162.53	9,337.52	33,661.53
52910	L	CHAIRPERSON/COORDINATOR	19,437.42	3,249.64	1,750.05	14,437.73
55000	L	ADMIN PROF F.T.	34,333.61	13,959.11	16,220.29	4,154.21
55100	L	ADMIN. PROFESSIONAL P.T.	0.00	0.00	0.00	0.00
55300	L	SPECIAL PROJECTS	400.00	2,008.00	0.00	-1,608.00
58000	L	STUDENT P.T.	13,120.00	13,043.75	512.50	-436.25
<b>Net Total:</b>			240,208.39	366,838.27	77,920.36	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List  
 Record: 1/37 | ... | <OSC>

# How to Read FGIBDST: Unrestricted & Grant Funds

- FGIBDST calculates the “available balance” of an account the following way:

$$\text{Adjusted Budget} - \text{YTD Activity} - \text{Commitments} = \text{Available Balance}$$

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
40220	R	SUMMER MASTERS	0.00	0.00	0.00	0.00
40302	R	GRAD FLAT RATE FALL TUITION	454,450.00	279,610.00	0.00	174,840.00
40502	R	GRAD FLAT RATE SPRING TUITION	454,450.00	322,380.00	0.00	132,070.00
41140	R	LAB FEES	13,150.00	13,160.00	0.00	-10.00
41240	R	FEES-OTHER	0.00	22,500.00	0.00	-22,500.00
51000	L	FACULTY SALARIES - F T	184,567.00	0.00	0.00	184,567.00
51500	L	FACULTY SALARIES ADJUNCT	82,161.58	39,162.53	9,337.52	33,661.53
52910	L	CHAIRPERSON/COORDINATOR	19,437.42	3,249.64	1,750.05	14,437.73
55000	L	ADMIN PROF F.T.	34,333.61	13,959.11	16,220.29	4,154.21
55100	L	ADMIN. PROFESSIONAL P.T.	0.00	0.00	0.00	0.00
55300	L	SPECIAL PROJECTS	400.00	2,008.00	0.00	-1,608.00
58000	L	STUDENT P.T.	13,120.00	13,043.75	512.50	-436.25
<b>Net Total:</b>			240,208.39	366,838.27	77,920.36	

# How to Read FGIBDST: Unrestricted & Grant Funds

- **Adjusted Budget** – Represents the maximum **amount you are allotted and plan to use** in a specific account. The amount in this column can consist of the “original budget” you were allotted at the beginning of the year plus and/or minus any permanent and temporary adjustments that have been made to the original budget.
- **YTD Activity** – Represents the **amount that you have actually used or received** in a specific account. Revenue and Expenses should be recorded to the most appropriate account based on that revenue or expense’s purpose.
- **Commitments** – Represents an **amount that you have scheduled to be used**, such as encumbered funds for positions and pending POs. The activity in this column is similar to the activity in the YTD Activity column except this column distinguishes that an expense is scheduled to be paid, but has not actually been paid yet. Once a commitment is no longer a scheduled expense and it becomes an actual expense that has been paid out, the expense will move columns; the commitment column will decrease and simultaneously increase the YTD Activity column by the same amount.
- **Available Balance** – Represents **the amount you have currently available.**

# How to Read FGIBDST: Restricted and Agency Funds

- Restricted funds (2XXXXX) and Agency Funds (8XXXXX) operate on a pool budget. This means that expense accounts (6XXXX) do not get a specific budget per account line like unrestricted (1XXXXX), grant (3XXXXX), and plant (7XXXXX) funds. Instead the budget for these accounts are pooled together in account 69990P.
- When an expense is recorded to a restricted or agency fund, a “P” must be included at the end of the account that is being used. This will record the expense in the YTD Activity column (even though there is no budget listed in the “Adjusted Budget column”) and reduce the pooled budget by that expense.
  - A “P” at the end of an account is not needed for accounts that begin with 4 or 5, ONLY accounts beginning with 6
- To determine how much is available in a restricted or agency fund, you would take the balance in the “Prior Year Fund Balance” account (48650) and then **add** the “Net Total” of the YTD column if the value is **positive** or **subtract** the “Net Total” of the YTD column if the value is **negative**. This will give you the available balance of the fund.

# How to Read FGIBDST: Restricted and Agency Funds

Example A:

Prior Year Fund Balance (48650) states \$36,630.80, the “Net Total” of the YTD Activity so far is -\$6,607.88. This means the current balance in this fund is \$30,022.92

$$\$36,630.80 - \$6,607.88 = \$30,022.92$$

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
44110	R	GIFTS - ADDS	2,013.05	2,021.75	0.00	-8.70
48650	R	PRIOR YR FUND BALANCE	36,630.80	0.00	0.00	36,630.80
60200P	E	TELEPHONE	0.00	137.56	0.00	-137.56
60500P	E	SUBSCRIPT/BOOKS/PERIODCL	0.00	717.08	0.00	-717.08
61200P	E	PRINTING - CONTRACTUAL	0.00	300.00	0.00	-300.00
61500P	E	TRAVEL	0.00	3,477.95	1,000.00	-4,477.95
62100P	E	FACULTY DEVELOPMENT	0.00	1,148.45	0.00	-1,148.45
62600P	E	CONTRACTED SERVICES	0.00	1,825.00	0.00	-1,825.00
68110P	E	MINOR EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00
68500P	E	FOOD	0.00	1,023.39	0.00	-1,023.39
69990P	E	POOL BUDGET	38,643.85	0.00	0.00	38,643.85
		<b>Net Total:</b>	0.00	-6,607.68	1,000.00	





# How to Read FGIBDST: Restricted and Agency Funds

Example C:

Prior Year Fund Balance (48650) is not listed. This because this is a fund that was created this year and there is no balance from prior years to roll forward. In this case, you would think of the Prior Year Fund balance as being \$0.00. The “Net Total” of the YTD Activity so far is \$3,827.07. This means the current balance in this fund is \$3,827.07

$$\$0.00 + \$ \$3,827.07 = \$ \$3,827.07$$

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
48300	R	MISCELLANEOUS INCOME	660.00	660.00	0.00	0.00
55300	L	SPECIAL PROJECTS	2,000.00	500.00	0.00	1,500.00
59630	E	BENEFIT POOL BUDGET	43.30	43.30	0.00	0.00
61500	E	TRAVEL	0.00	0.00	0.00	0.00
61500P	E	TRAVEL	0.00	516.00	0.00	-516.00
62800	E	HONORARIUM	0.00	0.00	0.00	0.00
62800P	E	HONORARIUM	0.00	6,625.00	0.00	-6,625.00
66000	E	OFFICE SUPPLIES	0.00	0.00	0.00	0.00
66000P	E	OFFICE SUPPLIES	0.00	26.69	0.00	-26.69
68300	E	INTERDEPARTMENTAL CREDIT	-11,726.28	-11,726.28	0.00	0.00
68500	E	FOOD	0.00	0.00	0.00	0.00
68500P	E	FOOD	0.00	848.22	0.00	-848.22
<b>Net Total:</b>			0.00	3,827.07	0.00	

# FGIBDST Transaction Detail (FGITRND)

- You can view the transaction detail of the Adjusted Budget, YTD Activity or Commitment column values for a particular account by clicking your cursor in the **column** of an account that you wish to view.
- When the blinking “|” appears and the account is highlighted, hit the “F3” button on the top of your keyboard. This will bring up the FGITRND screen. Depending on what column you had selected, the detail for that account within that column will appear.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
60200	E	TELEPHONE	335.42	0.00	0.00	335.42
60500	E	SUBSCRIPT/BOOKS/PERIODCL	1,597.77	537.50	0.00	1,060.27



- Note:** Clicking your cursor so that that the blinking “|” appears and then hitting “F3” in the **account column** will bring up FGITRND screen, but it will display **all transactions** that occur in the Adjusted Budget, YTD Activity or Commitment columns.

# FGIBDST Transaction Detail (FGITRND)

Account	Organization	Program	Transaction Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
30000	2850	001	08-OCT-2012	BD04	J0210817	COVER BLAKE HANSI	500.00	+
58000	2850	001	27-AUG-2012	BD04	J0209805	COVER RATE INCREA	-2,000.00	-

- The detail you would see here includes:
  - **Transaction Date** – Date the transaction occurred
  - **Transaction Type** – Code that represents what kind of transaction this is.
    - Notable Codes in the **Adjusted Budget** column:
      - Original Budget – F220
      - Temporary Budget Change – BD04 / BD05
      - Permanent Budget Change – F240 / F241
  - Financial Accounting Services uses many different codes in the **YTD column**, however, these codes are more meaningful for the Financial Accounting Services office than they are for the community and therefore are not worth noting.

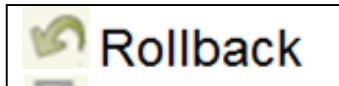
# FGIBDST Transaction Detail (FGITRND)

Account	Organization	Program	Transaction Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
30000	2850	001	08-OCT-2012	BD04	J0210817	COVER BLAKE HANSI	500.00	+
58000	2850	001	27-AUG-2012	BD04	J0209805	COVER RATE INCREA	-2,000.00	-

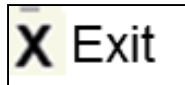
- The detail you would see here includes:
  - **Document** – Reference number; automatically assigned with each transaction
  - **Description** – Brief description of the transaction
  - **Amount** – The value of the transaction
  - **Increased (+) or Decreased (-)** – The effect the transaction had on an account

# How to Change and Exit Banner Screens

- To **clear the results** of a screen, in order to input different information to run, click the “**rollback**” button on the tool bar or **Shift +F7**.



- To **exit** a screen completely, click the “**X**” on the tool bar or **Ctrl + Q**. This will either bring you back to the main screen or to the screen you originated from.



# Understanding FGIBAVL and FGIBDST

- **FGIBDST** shows the **recorded available balance** of an account, ***excluding*** any outstanding incomplete, unapproved or unposted transactions. The exclusion of these transactions may prevent you from having a true sense of what your current available balance may be.
- **FGIBAVL** shows the **pending available balance** of an account, ***including*** any outstanding incomplete, unapproved or unposted transactions. The inclusion of these transactions may assist in providing a better sense of what your current available balance will be if and when these pending transactions apply.
  - It is **highly recommended** that you check FGIBAVL before submitting a Budget Change, Accounts Payable paperwork and/or IDT requests. Otherwise you may try to submit a transaction only to find it cannot be completed because other transactions are “scheduled” and are affecting the balance.

# Understanding FGIBAVL and FGIBDST

- FGIBAVL is navigated similarly to FGIBDST, but it will not show the detail of an account like FGIBDST will. Instead, FGIBAVL will show if an account has any pending transactions that can affect the available balance. This information can also be helpful in identifying/resolving any transactions that may have been done in error.
- If an account has any pending transactions, it will be noted with a check-mark in the Pending Documents column.

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
60500	SUBSCRIPT/BOOKS/PERIODCL	1,597.77	537.50	0.00	1,060.27	<input type="checkbox"/>
60600	MEMBERSHIPS	2,814.75	2,311.50	0.00	503.25	<input checked="" type="checkbox"/>
60910	CONTINGENCY RESERVE FUNDS	46,657.94	0.00	0.00	46,657.94	<input type="checkbox"/>

- You can view the detail of the pending transactions by clicking your cursor in the account column of the account that you wish to view and hitting the “F3” button on the top of your keyboard. This will bring up the FGITINP screen.

Document	Status	Fund	Organization	Account	Program	Adjusted Budget	YTD Activity
J0214953	Incomplete	101000	2370	61500	001	0.00	25.00
J0214953	Incomplete	101000	2370	61500	001	0.00	25.00

# Understanding FGIBAVL and FGIBDST

## FGIBDST

Query Specific Account  
 Include Revenue Accounts  
 Commit Type: Both

Account: 56100 OFFICE/CLERICAL P.T.  
 Account Type:  
 Activity:  
 Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
1800	E	ENTERTAINMENT	1,344.59	753.58	0.00	591.01
2600	E	CONTRACTED SERVICES	26,047.47	19,473.00	1,325.00	5,249.47
2950	E	O & M SERVICE	3,129.56	153.75	0.00	2,975.81

## FGIBAVL

Index:  
 Commit Type: Both

Control Keys ---> Fund: 101000 Organization: Account: 56100 Program: 001

Account: 56100 OFFICE/CLERICAL P.T.  
 Program: 001 INSTRUCTIONAL EXPENSES

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
61800	ENTERTAINMENT	1,344.59	753.58	0.00	591.01	<input type="checkbox"/>
62600	CONTRACTED SERVICES	26,047.47	19,473.00	2,364.12	4,210.35	<input checked="" type="checkbox"/>
62950	O & M SERVICE	3,129.56	153.75	0.00	2,975.81	<input type="checkbox"/>



# Adjusted Budget Activity

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
40220	R	SUMMER MASTERS	0.00	0.00	0.00	0.00
40302	R	GRAD FLAT RATE FALL TUITIO	454,450.00	279,610.00	0.00	174,840.00
40502	R	GRAD FLAT RATE SPRING TUIT	454,450.00	322,380.00	0.00	132,070.00
41140	R	LAB FEES	13,150.00	13,160.00	0.00	-10.00
41240	R	FEES-OTHER	0.00	22,500.00	0.00	-22,500.00

- **Adjusted Budget** – Represents the maximum ***amount you are allotted and plan to use*** in a specific account.
  - You can make adjustments to the funds within this column by submitting a Budget Change form to the appropriate office.
- The **Budget Office** monitors transactions and processes budget adjustment requests within the **Adjusted Budget** column for **unrestricted (101000 / 155500) and plant funds (7XXXXX)**.
- **Financial Accounting Services** monitors transactions and processes budget adjustment requests within the **Adjusted Budget** column for **Restricted (2XXXXX), Grant (3XXXXX), Plant (7XXXXX), and Agency (8XXXXX) funds only**.

# Creating and Submitting a Budget Change

- The Budget Change form is used to move funds within the Adjusted Budget column.
- Using the Budget Change Form, which can be found on the Budget Office's website, fill in the appropriate information within the following fields:
  - Department – Department that is requesting the Budget Change
  - Date – The date the Budget Change was completed
  - Fiscal Year – The Fiscal Year the Budget Change affects
  - One-Time or Full-Time Transfer – Consider and select how you want the Budget Change to affect the current and future fiscal years

DEPARTMENT		DATE		FISCAL YEAR		
PLEASE SELECT THE TYPE OF TRANSFER						
<input type="checkbox"/>		ONE-TIME TRANSFER - This change will affect the budget in the current fiscal year only				
<input type="checkbox"/>		PERMANENT TRANSFER - This change will affect the budget in the current fiscal year <u>and</u> all years going forward				
FUND / ORG	ACCOUNT	TITLE	EXPENSE		REVENUE	
			INCREASE	DECREASE	INCREASE	DECREASE

# Creating and Submitting a Budget Change

- **Fund / Org** – Input the fund and org that the change is affecting
- **Account** – Input the account that the change is affecting
- **Title** – Input the title of the account that the change is affecting

DEPARTMENT		DATE	FISCAL YEAR			
PLEASE SELECT THE TYPE OF TRANSFER						
<input type="checkbox"/>	ONE-TIME TRANSFER - This change will affect the budget in the current fiscal year only					
<input type="checkbox"/>	PERMANENT TRANSFER - This change will affect the budget in the current fiscal year <u>and</u> all years going forward					
FUND / ORG	ACCOUNT	TITLE	EXPENSE		REVENUE	
			INCREASE	DECREASE	INCREASE	DECREASE
2XXXXX-0000	55000	ADMIN PROF F.T				

# Creating and Submitting a Budget Change

- Depending on what you are trying to accomplish with the funds will dictate which columns you input the amounts on the Budget Change form.

FUND / ORG	ACCOUNT	TITLE	EXPENSE		REVENUE	
			INCREASE	DECREASE	INCREASE	DECREASE

## CHEAT SHEET

Scenario 1	↑ Expense	=	↑ Income
Scenario 2	↓ Expense	=	↓ Income
Scenario 3	↑ Expense + ↓ Expenses	=	No change in Income
Scenario 4	No Change in Expenses	=	↑ Income + ↓ Income

# Creating and Submitting a Budget Change

- **Scenario 1:** “I have extra income in my revenue account and I want to use that extra income to increase the budget of an expense account so I can spend more.”

FUND / ORG	ACCOUNT	TITLE	EXPENSE		REVENUE	
			INCREASE	DECREASE	INCREASE	DECREASE
0000	48300	MISC. INCOME			500.00	
0000	55000	ADMIN PROF F.T.	500.00			

- **Scenario 2:** “I have too much budgeted in an expense account. I do not want to use the money to increase another expense account, I would like to decrease the expected revenue account.”

FUND / ORG	ACCOUNT	TITLE	EXPENSE		REVENUE	
			INCREASE	DECREASE	INCREASE	DECREASE
0000	62600	CONTRACTED SERVICES		500.00		
0000	48300	MISC. INCOME				500.00

# Creating and Submitting a Budget Change

- **Scenario 3:** “I want to move funds from an Expense account to another Expense account.”

FUND / ORG	ACCOUNT	TITLE	EXPENSE		REVENUE	
			INCREASE	DECREASE	INCREASE	DECREASE
0000	62600	CONTRACTED SERVICES		500.00		
0000	66000	OFFICE SUPPLIES	500.00			

- **Scenario 4:** “I want to move funds from an Revenue account to another Revenue account.”

FUND / ORG	ACCOUNT	TITLE	EXPENSE		REVENUE	
			INCREASE	DECREASE	INCREASE	DECREASE
0000	48300	MISC. INCOME				500.00
0000	41240	FEES – OTHER			500.00	



# Creating and Submitting a Budget Change

- Print and sign your name as well as provide your extension on the appropriate signature lines.

Requested By (Print Name)			Date	Extension
▼				
Requested By (Signature)			Date	
▼				
Department Approver			Date	
▼				
School/College/Admin Office Approver			Date	
▼				
Provost/Vice President Office Approver			Date	
▼				

BUDGET OFFICE USE ONLY	
Josh Duhaime, Budget Director	Date
Journal Voucher	
Date	
Initials	

- Submit the Budget Change to your appropriate approver on each line.

- Once all signatures have been provided, submit the Budget Change to the appropriate office based on the fund and nature.
  - The **Budget Office** processes budget adjustment requests for **unrestricted** funds.
  - **Financial Accounting Services** processes budget adjustment requests for **Restricted (2XXXXX), Grant (3XXXXX), Plant (7XXXXX), and Agency (8XXXXX)** funds.



# Year To Date (YTD) Activity

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
40220	R	SUMMER MASTERS	0.00	0.00	0.00	0.00
40302	R	GRAD FLAT RATE FALL TUITION	454,450.00	279,610.00	0.00	174,840.00
40502	R	GRAD FLAT RATE SPRING TUITK	454,450.00	322,380.00	0.00	132,070.00
41140	R	LAB FEES	13,150.00	13,160.00	0.00	-10.00
41240	R	FEES-OTHER	0.00	22,500.00	0.00	-22,500.00

- **YTD Activity** – Represents the ***amount that you have actually used or received*** in a specific account. Revenue and Expenses are recorded to the most appropriate account based on that revenue or expense's purpose.
- Financial Accounting Services monitors **all transactions** and processes **all adjustment requests** that occur within this column for **all** funds, orgs and accounts.
  - Making an adjustment, such as moving a transaction to a different, fund, org and/or account, can be requested by submitting an Interdepartmental Transfer (IDT) form to the Financial Accounting Services office.

# Making Adjustments to YTD Activity

- Departments that want to make any adjustments to their YTD Activity column may do so by submitting an Interdepartmental Transfers (IDT) form to Financial Accounting Services for processing. Instances where submitting an IDT would be appropriate include:
  - If an expense got charged to the wrong account and you want to move the charge to the correct org/account.
  - When a department/org incurs an expense or collects revenue on behalf of another department/org and you want to move the funds to the other department/org.
- To ensure requests are processed in a timely manner, be sure to send the requests to the proper office. An Interdepartmental Transfer (IDT) request does NOT get sent to the Budget Office.
  - **Note:** Outdated versions of the IDT form state to send the IDT form to the Budget Office first, however this is no longer necessary and it will result in a delay in processing.

# Creating and Submitting an Interdepartmental Transfer (IDT) Form

- An IDT form is used to move transaction activity to and from accounts within the **YTD Activity column**. If you need to make any movements, you will need to complete the IDT form and submit to **Financial Accounting Services** for processing.

IDT#

**UNIVERSITY of HARTFORD  
INTERDEPARTMENTAL TRANSFER (IDT)**

---

1) **Type of Transaction**

Transfer of Funds	<input type="checkbox"/>	Date: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
To Correct a Charge	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

2) **Department to be Charged**       **Department to be Credited**

Fund OR Orgn	Sub-Account	Account Title	Fund OR Orgn	Sub-Account	Account Title	\$ Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3) **EXPLANATION: Please explain each transfer in detail. IDT's without sufficient explanation or funds will be returned.**  
 Note: Salary transfers (50000 - 59999) must be approved by the Budget Office (CC323) prior to submitting to FAS.

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4) **REQUESTED BY:**       **DATE:**

**PRINT NAME:**       **EXT:**

**DEPT AUTHORIZATION:**       **DATE:**

**ACCOUNTING DEPT:**       **DATE:**

THIS FORM IS NOT TO BE USED AS A BUDGET REVISION  
 FORWARD TO FINANCIAL ACCOUNTING, FAS BUILDING (FASB), UPON COMPLETION OF THIS FORM CDS 1/08

- Note:** An IDT is **not** used to make adjustments to your **Adjusted Budget** column on FGIBDST. A Budget Change form would be used instead.

# Creating and Submitting an Interdepartmental Transfer (IDT) Form

The screenshot shows a form titled "UNIVERSITY of HARTFORD INTERDEPARTMENTAL TRANSFER (IDT)". At the top right, there is a field for "IDT#" with a yellow highlight. Below the title, there is a horizontal line. Underneath the line, on the left, is a label "1) Type of Transaction". To the right of this label are three radio button options: "Transfer of Funds", "To Correct a Charge", and "Other". Each option has a corresponding yellow highlight box. To the right of these options is a "Date:" label followed by a yellow highlight box.

- Select the type of transaction
  - **Transfer of Funds** – If your department is sharing the cost or has incurred an expense or collected revenue on behalf of another department/org and you are transferring it over to them.
  - **To Correct a Charge** – If an expense was incurred in the wrong account within your org, was incurred in the wrong fund/org within your department or was incurred in your fund/org/department but it belongs to an entirely different org/department.
  - **Other**– Uncommon situations not covered by the above options.
- Input the date that the IDT was drafted

# Creating and Submitting an Interdepartmental Transfer (IDT) Form

- When deciphering whose the **Department Charged** and **Department Credited**, it is helpful to know how the value originally hit Banner and what accounts are being affected.

2) Department to be Charged		Department to be Credited	
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- Moving Transactions to/from **Revenue** Accounts
  - Accounts that begin with a “4”
  - If the transaction you are looking to move is in the YTD column of a **revenue account** and is displayed as a **positive (+)** value, the **department charged** would be the org and account that you want this transaction to **be moved from** and the **department credited** would be the org and account that you want this transaction **to go to.**
  - If the transaction you are looking to move is in the YTD column of a **revenue account** and is displayed as a **negative (-)** value, the **department charged** would be the org and account that you want this transaction **to go to** and the **department credited** would be the org and account that you want this transaction **be moved from.**

# Creating and Submitting an Interdepartmental Transfer (IDT) Form

- When deciphering whose the **Department Charged** and **Department Credited**, it is helpful to know how the value originally hit Banner and what accounts are being affected.

2) Department to be Charged		Department to be Credited	
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- Moving Transactions to/from **Compensation** and/or **Expense** Accounts:
  - Accounts that begin with a “5” or “6”
  - If the transaction you are looking to move is in the YTD column of a **compensation or expense** account and is displayed as a **positive (+)** value, the **department charged** would be the org and account that you want this transaction **to go to** and the **department credited** would be the org and account that you want this transaction to **be moved from**.
  - If the transaction you are looking to move is in the YTD column of a **compensation or expense** account and is displayed as a **negative (-)** value, the **department charged** would be the fund/org and account that this transaction to **be moved from** and the **department credited** would be the org and account that you want this transaction **to go to**.

# Creating and Submitting an Interdepartmental Transfer (IDT) Form

2) Department to be Charged <input type="text"/>		
<u>Fund OR Orgn</u>	<u>Sub-Account</u>	<u>Account Title</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Fund or Orgn** – Fund (if affecting a restricted, grant, plant or agency fund) or org (if affecting an unrestricted/operating fund) of the Department Charged.
- **Sub-Account** – Account of the Department Charged.
  - Unless the IDT is moving transactions within the same fund/org, the account charged must be **reasonably related or the same** as the account being credited. However, if you will be charging **account 69720**, the account credited **must** also be 69720.
  - Accounts **69990, 69990P or 69720P** can **not** be used on an IDT. A Budget Change moving money from these accounts and into accounts related to the charge must be processed first. The IDT can then charge the account where the money was moved.
  - The **account being charged must** have enough in the “Available Balance”, otherwise a Budget Change **must** be processed first. You can **not** list a random account to be charged just because it has money in it.
- **Account Title** – The name of the Account per Banner.

# Creating and Submitting an Interdepartmental Transfer (IDT) Form

Department to be Credited			
Fund OR Orgn	Sub-Account	Account Title	\$ Amount

- **Fund or Orgn** – Fund (if affecting a restricted, grant, plant or agency fund) or org (if affecting a unrestricted/operating fund) of the Department Credited.
- **Sub-Account** – Account of the Department Credited.
  - Unless the IDT is moving transactions within the same fund/org, the account credited must be **reasonably related or the same** as the account being charged. However, if you will be crediting **account 69720**, the account charged **must** also be 69720.
  - Accounts **69990, 69990P or 69720P** can **not** be used on an IDT. A Budget Change moving money from these accounts and into accounts related to the credit must be processed first. The IDT can then credit the account where the money was moved.
- **Account Title** – The name of the Sub-Account per Banner.
- **Amount** – Amount being moved.



# Creating and Submitting an Interdepartmental Transfer (IDT) Form

3) **EXPLANATION:** Please explain each transfer in detail. IDT's without sufficient explanation or funds will be returned.  
Note: Salary transfers (50000 - 59999) must be approved by the Budget Office (CC323) prior to submitting to FAS.

[Redacted area]

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4)

REQUESTED BY:	[Redacted]	DATE:	[Redacted]
PRINT NAME:	[Redacted]	EXT:	[Redacted]
DEPT AUTHORIZATION:	_____	DATE:	_____
ACCOUNTING DEPT	_____	DATE:	_____

- **Explanation** – Provide a explanation about the movement.
  - **Note:** Your IDT **no longer** needs to go to the Budget Office first. You can disregard this notation
- **Requested By** – Signature of person requesting the move.
- **Print Name** – Printed name of person requesting the move.
- **Department Authorization** – Signature of appropriate department signatory.
- Once completed, please submit to **Financial Accounting Services** for processing.

# Need Help? Contact Information

## Financial Accounting Services

CC Building - Second Floor  
finacctng@hartford.edu • Office Extension: 4651

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**Elaine Daly**, Asst. Vice President for Finance &  
Controller  
edaly@hartford.edu • Extension: 4652

**Chris Mayette**, Financial Accounting Services  
Manager Mayette@hartford.edu • Extension: 5587

**Taylor Molyneaux**, Senior Staff Accountant  
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acctspay@hartford.edu • Extension: 4897