Finance: Job Submission Update

- Banner info is located on the PDL web site…… which is a work in progress!
- You no longer have to take the Job Submission class and are given access once you pass Finance Query.
- Will have tutorials of the following reports which you can print and/or review as often as you'd like:
  1. FWRBDRV – Budget Revenue Comparison for use with 6, 7 & 8 budgets
  2. FWRDOAR – Detail by Orgn or Activity Report
  3. FWRDSTR – Statement of Changes (changing to Fund Balance Report soon)
  4. FWRJVPR – Print Journal Voucher
  5. FWRPBSR – Budget Status Report
  6. FWRPEDR – Payroll Expense Detail Report
  7. NWRPREX – Personnel Expenditures
- If you have any other reports you would like put out on the web site, please let me know

Claim Voucher NSF Process

When processing claim vouchers through Vandal Web, when a budget is NSF and you click the “Post to NSF approval queue” box,

it will come to the new VandalWeb **NSF** queue, which is monitored by the Budget Office and OSP, after it goes through any other VandalWeb queues.

We will then review the budget, and if there is not adequate funding or we do not have an email from you, we will send it back. When approved it will go to AP for processing in Banner.

This way any changes can be made and the revised CV can be reprinted at your end to accommodate reconciliation and auditing before it is created in Banner.

Finding Pending Documents In FGIBAVL

If you have a check mark under the Pending Documents column in the FGIBAVL screen and are wanting to know what those documents are that are affecting your FGIBAVL balance, you can find them in the Option menu under Pending Documents FGITINP.

Keep in mind that this option works differently for the different fund types unless you ALWAYS put your budget number in the Index field so the fund floods in……. which we have been taught not to do! Also, if your document is NSF it WILL NOT reflect in pending documents because NSF documents do not affect your BAVL balance until they are approved through the NSF queue.

If you are doing a query on a budget in which the fund type has multiple fund numbers (ie: Ag Rsrch D1, Extention D2, Gen Ed U1, Central U2, Auxiliary X1/X2), the form will work by putting your budget number in the Org field where a fund number does not flood in, but you still have to type in the appropriate account code.

But if you have a budget that has a one-to-one fund to budget relationship (ie: Grants D4, Local Service U3, Gifts U4), then you HAVE to put your budget in the Index field.

Moral of the story is……no matter what budget you are looking at, if you want to view your pending documents, put your budget number in the Index field!

If you query in FGIBAVL by the Org, and see you have pending documents and go to FGITINP, and page down, no documents will show up and it will tell you the “Chart and Fund cannot be null”, meaning it wants information in the those blocks.

File Edit Options Block Item Record Query Tools Help

Budget Availability Status FGIBAVL 8.6.1.4UI (* PROD *) JTODISH banneraps2 - Thursday January 17, 2013 09:57 AM

Chart: 9
Fiscal Year: 13
Index:
Commit Type: Both

Organization: XFX009 Budget Office
Fund:
Account: 01 Salaries
Program: 07GAX General Administration

☑ Pending Documents

Control Keys ---> Fund: Organization: XFX009 Account: 01 Program:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
01	Salaries	517,432.60	263,975.61	0.00	253,456.99	☐
02	Fringe Benefits	0.00	86,762.13	0.00	-86,762.13	☐
04	Travel	6,000.00	3,969.98	0.00	2,030.02	☐
05	Other Expense	16,050.00	13,389.54	19.01	2,641.45	☑
07	< $5K Capital Outlay	4,000.00	061.52	0.00	3,130.40	☐
99	Prior Year Carry Forward	210,049.64	0.00	0.00	210,049.64	☐

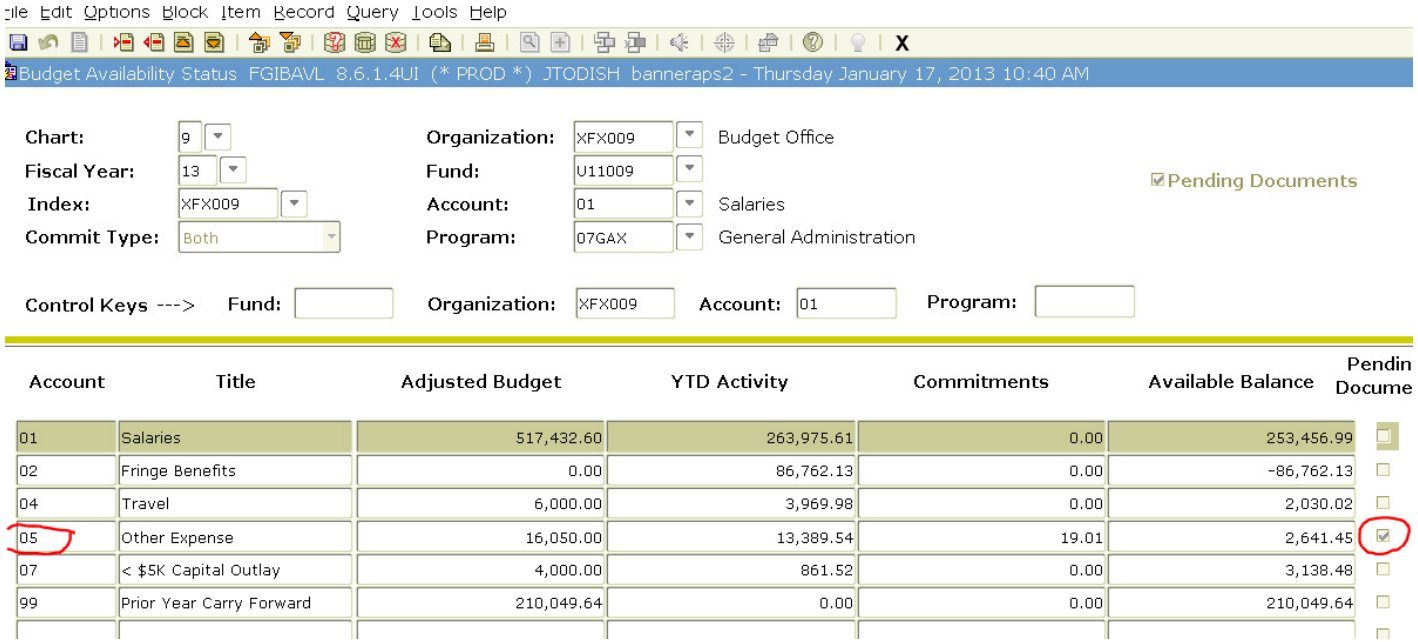
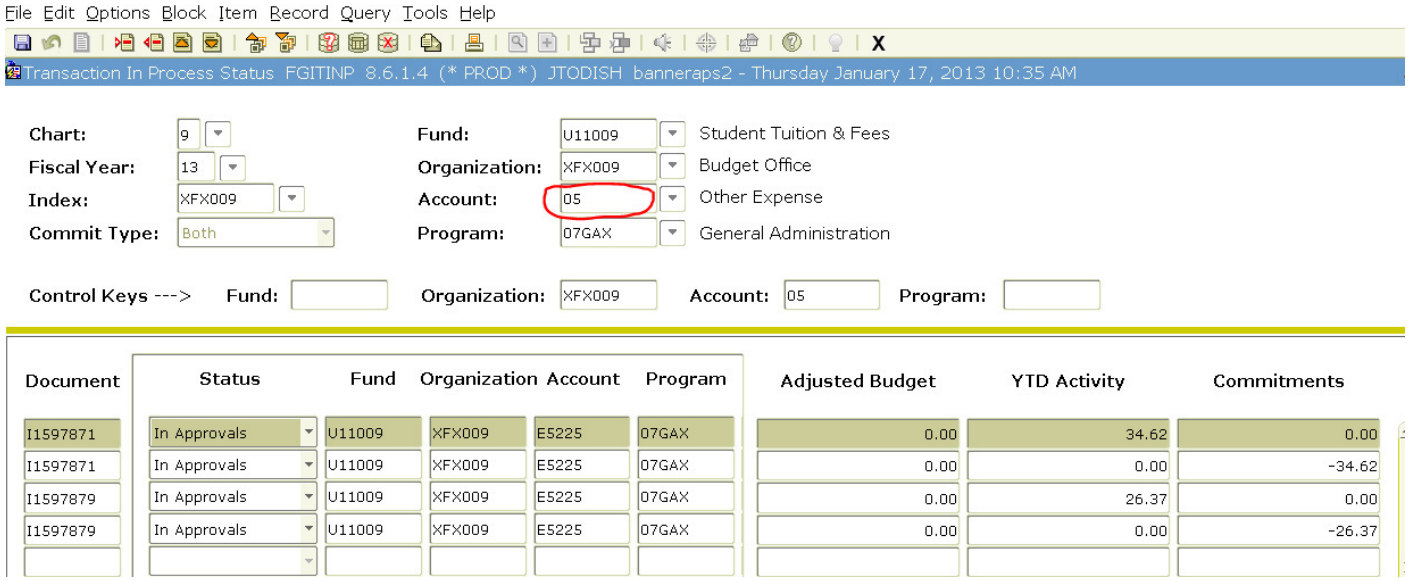
Transaction In Process Status FGITINP 8.6.1.4 (* PROD *) JTODISH banneraps2 - Thursday January 17, 2013 10:43 AM

Chart: 9
Fiscal Year: 13
Index:
Commit Type: Both

Fund:
Organization: XFX009 Budget Office
Account: 01 Salaries
Program: 07GAX General Administration

Control Keys ---> Fund: Organization: Account: Program:

Document	Status	Fund	Organization	Account	Program	Adjusted Budget	YTD Activity	Commitments

Chart and Fund cannot be null.

But if you put your budget number in the Index field and page down, then the only thing You have to remember to do is change the Account field to where the Pending Docs are.