



# **Banner Transactions**

**Processing Budget Entries, Journal  
Vouchers, Cash Receipts and  
Encumbrance Removals**

# Rule Classes

Departmental rule classes identify the type of transaction and are generally classified as journal entry types, cash receipt types or budget entry types.

## Budget Entry Rule Classes

All budget class types restrict budget transactions to transfers within a fund and between revenue or expense accounts. The Budget Office must process budget transactions that increase the overall revenue or expense budget of an organization.

- ❖ **BPE Permanent Budget Adjustment for Expenses:** Transfer of permanent budget between organizations within the same fund. The transaction is limited to expense accounts. Expense accounts begin with 5, 6 or 7. Caution: As a permanent transaction, this budget transaction will change future fiscal year budgets. Budget period equals 01. Bank=GD.
- ❖ **BPR Permanent Budget Adjustment for Revenues:** Transfer of permanent revenue budget between organizations within the same fund. The transaction is limited to revenue accounts. Revenue accounts begin with 4. Caution: As a permanent transaction, this budget transaction will change future fiscal year budgets. Budget Period equals 01. Bank=GD.
- ❖ **BTE Temporary Budget Transfer for Expenses:** Transfer of temporary expenditure budget between organizations within the same fund. The transaction is limited to expense accounts. Expense accounts begin with 5, 6 or 7. This rule class only affects budget in the current fiscal year. Budget period equals 01. Bank=GD.
- ❖ **BTR Temporary Budget Transfer for Revenues:** Transfer of temporary revenue budget between organizations within the same fund. The transaction is limited to revenue accounts. Revenue accounts begin with 4. This rule class only affects budget in the current fiscal year. Budget period equals 01. Bank=GD.

## Guidelines for Budget Reallocation Entries in Banner For Appropriated State Funds (E&G, FACR and Auxiliary)

- ❖ Non-labor budget transfers (accounts beginning with a 6 or greater) should generally remain in the budgetary (budget pool) account codes. These are 5 digit accounts, rather than the more specific 6 digit accounts. Example: budget for general supplies is budgeted in account pool 62000.
- ❖ There is no automated feed of Banner Position Control changes to the Banner Finance system. All labor related budget entries are keyed directly into the Banner Finance system.
- ❖ Depending on how your org is budgeted, labor related budget entries can be made to summary budgetary (budget pools) account codes or to detailed expenditure account codes, i.e, 510110 Administrative Faculty; 511110 Teaching and Research Faculty; 520110 Classified Salaries, etc.
- ❖ When making labor related budget entries, the position number is entered as the first 6 characters of the Description field.
- ❖ For labor related budget entries, corresponding fringe benefits calculations must be budgeted as well. This is not an automatic calculation. Fringe benefit rates are the same in Banner for faculty and classsified staff. Current rates can be found on the Controller's website.

## Guidelines for Budget Reallocation Entries in Banner For Appropriated State Funds (E&G, FACR and Auxiliary)

- ❖ Labor related budget entries on a permanent basis (BPE) should correspond with PAF adjustments, to keep Banner Finance original adjusted budget (i.e. permanent adjusted) in line with Banner Position control by organization. Banner Position control, NBAPBUD is updated by the Budget Office based on departmental and HR adjustments made to NBAJOBS labor distribution (or PAF adjustments).
- ❖ Labor related budget entries on a current basis (BTE) should be done to keep Banner Finance temporary budget (i.e. Banner INB adjusted budget column) in sync with current position budgetary needs by organization. These are reconciled to internal departmental records.
- ❖ Banner Position Control has one amount for budget. The Banner Position control budget should be kept equal to the permanent salary requirement. The current salary requirement is calculated only in internal departmental records.
- ❖ Department initiated budget entries are entered on Banner form FGAJVCM-Journal Mass Entry form . The bank used for these transactions is GD (General Disbursement). The Budget Period field should always be 01. An increase to budget is a plus (+) in the Debit/Credit field. A decrease to budget is a minus (-) in the Debit/Credit field.

# Budget Reallocation Policy

<b>Dollar Threshold</b>	<b>Type of Transaction</b>	<b>Approval</b>
Up to \$500,000	Transactions within a single org unit	Dean or Director
\$500,000 to \$1,000,000	Transactions within a single org unit	Vice President
\$1,000,000 & Up	Transactions within a single org unit	President with recommendation of Vice President
Up to \$1,000,000	Transactions that cross org units or exec levels	Respective Vice President
\$1,000,001 & Up	Transactions that cross org units or exec levels	President with recommendation of Vice President & review by Sr. VP Finance
Up to \$1,000,000	Fixed costs reallocations (rent, insurance, etc.)	Sr. VP Finance with Budget Office analysis
\$1,000,001 & Up	Fixed costs reallocations (rent, insurance, etc.)	President with recommendation of Sr. VP Finance

# Budget Reallocation Policy

- ❖ At the Dean or Director level, document approval in Banner may be delegated to the appropriate fiscal administrator or fiscal staff.
- ❖ An org (organizational) unit refers to a school, such as Dentistry or Pharmacy, or other senior management level administrative unit (Human Resources, Technology Services, etc.).
- ❖ An org unit may include separately budgeted activities. For example, the departments of History and Mathematics are within the college of Humanities and Sciences.
- ❖ The term “executive level” refers to the key organizational levels, such as President, Provost/Academic Affairs, Health Sciences, etc.

# Journal Voucher Rule Classes

- ❖ **X01 Journal Entry for Revenue Transfer:** For the transfer of revenue from one account to another account. Not for expense or non-mandatory transfers. Restricted to accounts in the 400000 to 499999 range. Must use current fiscal year. Use GD (General Disbursement) in the Bank field. An increase in revenue is a credit entry. A decrease to revenue is a debit entry.
  
- ❖ **XEX Journal Entry for Expense Transfer:** For transfer of expenses within orgs and accounts. Not for non-mandatory transfers or internal service charges. Restricted to accounts in the 600000 to 649999 and 700000 to 799999 ranges. Accounts from 650000 to 699999 can not be used. Must use current fiscal year. Use GD (General Disbursement) in the Bank field. An increase to expense is a debit entry. A decrease to expense is a credit entry.
  
- ❖ **XIC Journal Entry for Internal Charge:** For original charge or transfers of internal service charges from one unit to another (i.e, Animal Resources, Telecommunications, Physical Plant, Mail Services, etc.). All original charges must be supported by detail work papers that document the actual costs and do not include indirect costs when charged to sponsored programs. Restricted to accounts in the 650000 to 699999 range. Must use current fiscal year. Use GD (General Disbursement) in the Bank field. A charge to a department is a debit entry. A reimbursement to the service department is a credit entry.
  
- ❖ **XLF Journal Entry for Non-Mandatory Transfer:** For non-mandatory transfers between local funds. Restricted to accounts in 980035 through 980060, with the exception of 980050, which can not be used for non-mandatory transfers. The organization must be a **local** organization (index) from 350000 through 699999. XLF can not be used for organizations in the 500000 to 599999 range, for sponsored programs. Use GD (General Disbursement) in the Bank field. A transfer to increase the cash available in a local org is a credit entry. A transfer to decrease the cash in a local org is a debit entry.

## University Policies for Journal Vouchers

- ❖ University policy prohibits using a journal voucher to debit a sponsored program organization (orgs in the 5xxxxx range) for an expense that posted to Banner more than 60 days from the month end of the original posting.
- ❖ University policy prohibits debiting a state organization and crediting a local organization. For this purpose, local organizations are considered to be orgs in the 400000 to 499999, 600000 to 699999 ranges. All others are considered state organizations. The exception to this policy is the original charges of approved service centers and administrative division units (XIC entry) providing support services to organizations.
- ❖ Charges to sponsored programs (organizations in the 500000 to 599999 range) must be supported by either approved authorized service center rates or documentation to support actual costs. Charges, other than approved authorized service center rates, may only include direct costs that are allowable on the sponsored project if they have been directly charged and may not include any facility, administrative, overhead or processing fee costs or profit.
- ❖ No revenue may be transferred to or from organizations in the 200000 to 299999 range from other organizations (ex: can't move revenue from 1 ledgers to 2 ledgers, or vice versa). Revenue may be transferred between organizations in that range but should also be accompanied by the appropriate budget entries to transfer revenue and expense budget within the 200000-299999. These organizations also may not be utilized for revolving or clearing accounts.
- ❖ Violation of University policies related to journal entries may result in the loss of access to the journal voucher process regardless of job function.

# Cash Receipt Rule Classes

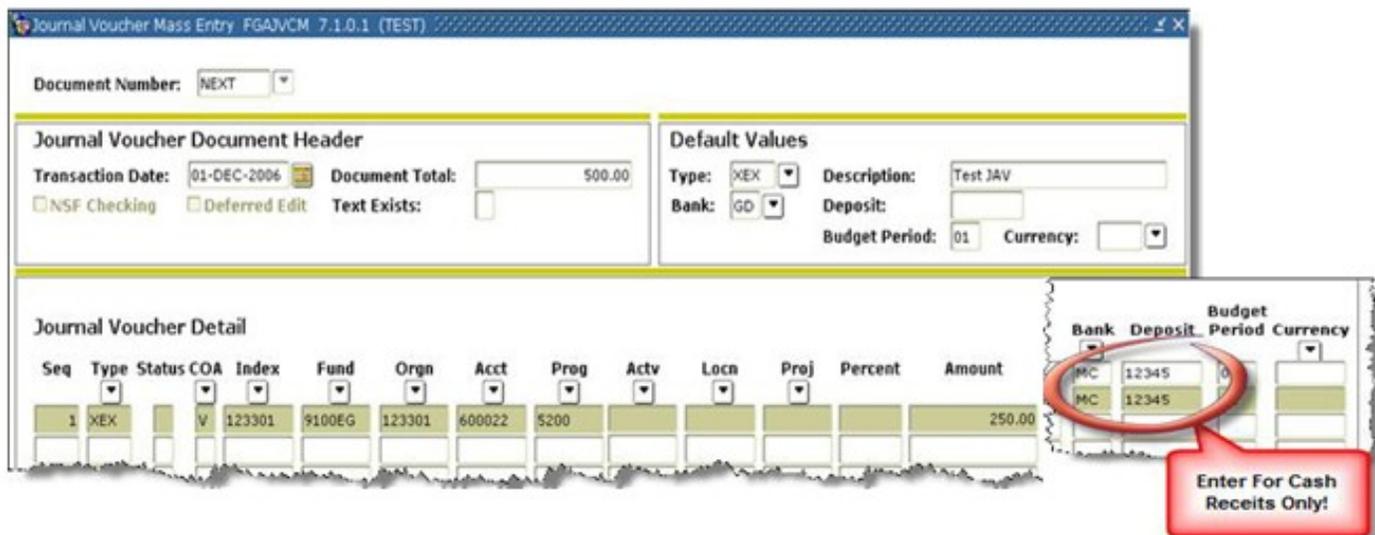
- ❖ **CCH Departmental Cash Only Deposit:** For cash deposits which are required to be segregated from checks, MasterCard, Visa, American Express or Discover Credit Card deposits. The accounts used are restricted to operating accounts that are not in the labor or internal transfer range. Unique deposit ticket numbers are required to be entered into the entry. Use MC (Master Concentration) in the Bank field. For a deposit to an org, use the plus (+) sign in the Debit/Credit field. To reverse a deposit, use a minus (-) sign in the Debit/Credit field.
- ❖ **CCK Departmental Check Only Deposit:** For check only deposits. The accounts used are restricted to operating accounts that are not in the labor or internal transfer range. Unique deposit ticket numbers are required to be entered into the deposit. Use MC (Master Concentration) in the Bank field. For a deposit to an org, use the plus (+) sign in the Debit/Credit field. To reverse a deposit, use a minus (-) sign in the Debit/Credit field.
- ❖ **CDS Departmental Discover Card Deposit:** For Discover Card Deposits. The accounts used are restricted to operating accounts that are not in the labor or internal transfer range. Use ED (Electronic Deposit) in the Bank field. For a deposit to an org, use the plus (+) sign in the Debit/Credit field. To reverse a deposit, use a minus (-) sign in the Debit/Credit field.
- ❖ **CMC Departmental MasterCard/Visa Deposit:** For MasterCard and Visa Deposits. The accounts used are restricted to operating accounts that are not in the labor or internal transfer range. Use ED (Electronic Deposit) in the Bank field. For a deposit to an org, use the plus (+) sign in the Debit/Credit field. To reverse a deposit, use a minus (-) sign in the Debit/Credit field.
- ❖ **CMX Departmental American Express Credit Card Deposit:** For American Express Credit Card Deposits. The accounts used are restricted to operating accounts that are not in the labor or internal transfer range. Use ED (Electronic Deposit) in the Bank field. For a deposit to an org, use the plus (+) sign in the Debit/Credit field. To reverse a deposit, use a minus (-) sign in the Debit/Credit field.

## FGAJVCM - Journal Voucher Mass Entry Form

**FGAJVCM** is the Banner form used to create Cash Receipts, Journal Vouchers & Budget Entry transactions. Can only view transactions before being marked Complete and Posted.

Log on to Banner.

1. Enter **FGAJVCM** in the **Go To** field.
2. Press , the **FGAJVCM** form is displayed.



Journal Voucher Mass Entry - FGAJVCM 7.1.0.1 (TEST)

Document Number: NEXT

**Journal Voucher Document Header**  
 Transaction Date: 01-DEC-2006 Document Total: 500.00  
 NSF Checking  Deferred Edit Text Exists:

**Default Values**  
 Type: XEX Description: Test JAV  
 Bank: GD Deposit:   
 Budget Period: 01 Currency:

**Journal Voucher Detail**

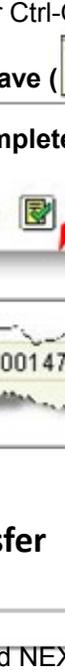
Seq	Type	Status	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Percent	Amount
1	XEX		V	123301	9100EG	123301	600022	5200					250.00

Bank Deposit Budget Period Currency  
 MC 12345 0  
 MC 12345

Enter For Cash Receipts Only!

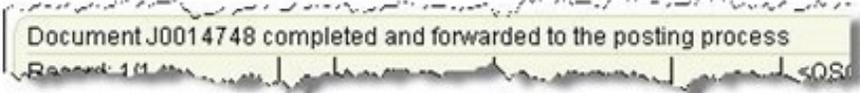
For a JV for Expense Transfer use XEX and follow these instructions:

Criteria/Function:	Values/Results:
1. Document Number	Type the word NEXT, to create a new document transaction, or, enter the desired uncompleted Document number to view
2. <b>Next Block</b> , (  ) or	To move to the Journal Voucher Document Header block.
3. <b>Transaction Date</b>	Current date is default. Modify if desired.
* <b>*Optional**</b>	
4. Click <b>Options &gt; Document Text</b>	Optional field: Opens <b>FOATEXT</b> form. Enter informational text associated with the document.
5. <b>Save</b> (  or F10)	To save the <b>FOATEXT</b> data
6. <b>Exit</b> (  or Ctrl-Q)	To return to <b>FGAJVCM</b>
7. <b>Document Total</b> (	Enter a running total of all transaction amounts, regardless if credit or debit. Ex: -500, +500 = 1,000)
8. <b>Tab to Default Values - Type:</b>	Enter desired Rule code for transaction. See Finance policies and procedures. (example =XEX)
9. <b>Description</b>	Enter description
10. <b>Bank</b>	GD
11. <b>Deposit*</b>	Leave BLANK
12. <b>Budget Period</b>	Leave BLANK
13. <b>Currency</b>	Leave BLANK
14. <b>Next Block</b> , (  ) or	To move to the Journal Voucher Detail block

a. Press <b>TAB</b>	<b>Seq</b> will be "1" for 1 <sup>st</sup> record, COA = "V". Tab to <b>Index</b> field
15. <b>Index</b>	Enter desired Index code or search. FOP will populate. <i>Required field</i>
a. Press <b>TAB</b>	Move to the Account field
16. <b>Account</b>	Enter desired Account code or search. <i>Required field</i>
a. Press <b>TAB</b>	Move to the Amount field.
17. <b>Amount</b>	Enter transaction amount. <i>Required field</i>
18. <b>D/C</b>	Indicate if a debit or credit. <i>Required field</i> <b>D</b> " or " <b>C</b> " for JV entry.
a. Press <b>TAB</b>	Move to the Description field
19. <b>Description</b>	Modify if necessary
20. TAB to <b>BANK</b> No other fields are completed	<b>H56 'h fci [\ 'fc'6 Ub_`ZYX"</b>
21. <b>Next Record</b> (  ) or  <b>down arrow</b> button	To enter the next transaction in the same manner as first transaction until all transactions are entered. If blank line entered in error, click <b>Record &gt; Remove</b>
22. <b>Save</b> (  or F10)	When all entries are complete
23. <b>Options &gt; Access Transaction Summary (FGIJSUM)</b>	To review and verify all transaction lines entered. Display only. <b>Exit</b> ( <b>X</b> or Ctrl-Q) to return to <b>FGAJVCM</b> and correct any information if necessary. <b>Save</b> (  or F10) again if edits were made
24. <b>Options &gt; Access Completion</b>	Click the <b>Complete:</b> icon 
25. <b>Look in Status Line for confirmation message</b>	

## BTE - Temporary Budget Expense Transfer

Criteria/Function:	Values/Results:
1. Document Number	Type the word NEXT, to create a new document transaction, or, enter the desired uncompleted Document number to view
2. <b>Next Block</b> , (  or Ctrl/PgDn),	To move to the Journal Voucher Document Header block.
3. <b>Transaction Date</b>	Current date is default. Modify if desired.
<b>**Optional**</b> 4. Click <b>Options &gt; Document Text</b>	Optional field: Opens <b>FOATEXT</b> form. Enter informational text associated with the document.
5. <b>Save</b> (  or F10)	To save the <b>FOATEXT</b> data
6. <b>Exit</b> ( <b>X</b> or Ctrl-Q)	To return to <b>FGAJVCM</b>
7. <b>Document Total</b>	Enter a running total of all transaction amounts, regardless if plus or minus. (Ex: -500, +500 = 1,000)
8. <b>Tab to Default Values - Type:</b>	Enter desired Rule code for transaction. See Finance policies and procedures: <b>BTE - Temporary Budget Expense Transfer</b>
9. <b>Description</b>	Enter text and your name
10. <b>Bank</b>	" <b>GD</b> " for General Disbursement

11. <b>Deposit*</b>	For Journal Vouchers and Budget Entries; leave BLANK.
12. <b>Budget Period</b>	Enter "01" for budget entries only.
13. <b>Currency</b>	Leave BLANK
14. <b>Next Block,</b> (  or Ctrl/PgDn),	To move to the Journal Voucher Detail block
a. Press <b>TAB</b>	<b>Seq</b> will be "1" for 1 <sup>st</sup> record, COA = "V". Tab to <b>Index</b> field
15. <b>Index</b>	Enter desired Index code or search. FOP will populate. <i>Required field</i>
b. Press <b>TAB</b>	Move to the Account field
16. <b>Account</b>	Enter desired Account code or search. <i>Required field</i>
c. Press <b>TAB</b>	Move to the Amount field.
17. <b>Amount</b>	Enter transaction amount. <i>Required field</i>
18. <b>+/-</b>	Indicate if a plus or minus. <i>Required field</i> <b>+ Plus</b> " or " <b>- Minus</b> " for Budget entry
d. Press <b>TAB</b>	Move to the Description field
19. <b>Description</b>	Modify if necessary
20. TAB to Bank	
No other fields are completed	To enter the next transaction in the same manner as 1 <sup>st</sup> transaction until all transactions are entered.
21. <b>Next Record</b> (  ) or  <b>down arrow</b> button	If blank line entered in error, click <b>Record &gt; Remove</b> When all entries are complete
22. <b>Save</b> (  or F10)	To review and verify all transaction lines entered. Display only.
23. <b>Options &gt; Access Transaction Summary (FGIJSUM)</b>	<b>Exit</b> (  or Ctrl-Q) to return to <b>FGAJVCM</b> and correct any information if necessary. <b>Save</b> (  or F10) again if edits were made Click the <b>Complete</b> icon
24. <b>Options &gt; Access Completion</b>	 Complete:  In Process: 
25. <b>Look in Status Line for confirmation message</b>	 Document J0014748 completed and forwarded to the posting process Record: 1 of 1

### CCK - Departmental Check Only Deposit

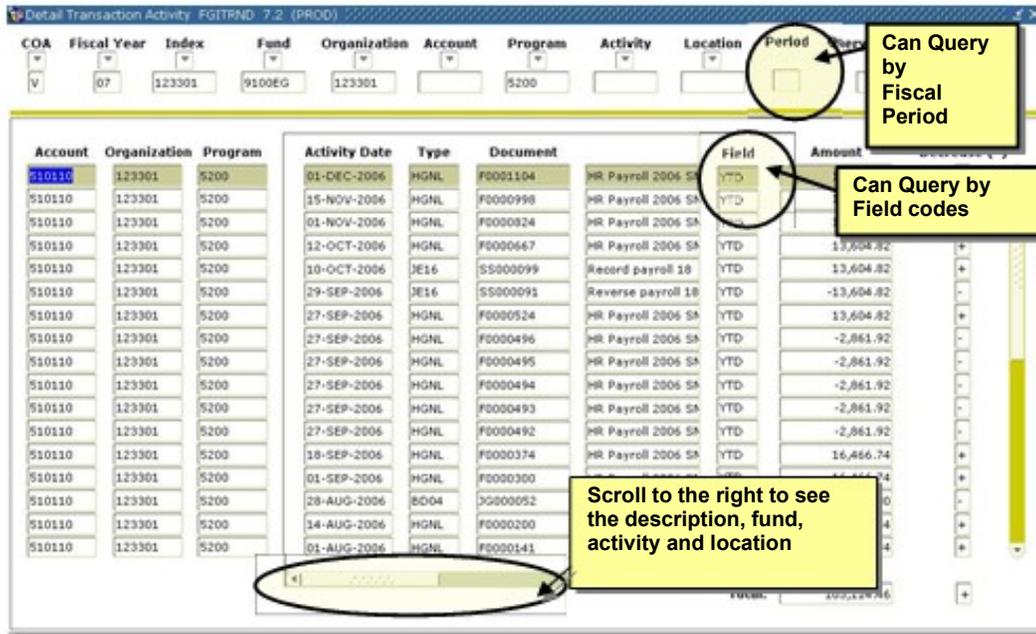
<b>Criteria/Function:</b>	<b>Values/Results:</b>
1. Document Number	Type the word NEXT, to create a new document transaction, or, enter the desired uncompleted Document number to view
2. <b>Next Block,</b> (  or Ctrl/PgDn),	To move to the Journal Voucher Document Header block.
3. <b>Transaction Date</b>	Current date is default. Modify if desired.
<b>**Optional**</b> 4. Click <b>Options &gt; Document Text</b>	Optional field: Opens <b>FOATEXT</b> form. Enter informational text associated with the document.

5. <b>Save</b> (  or F10)	To save the <b>FOATEXT</b> data
6. <b>Exit</b> (  or Ctrl-Q)	To return to <b>FGAJVCM</b>
7. <b>Document Total</b>	Enter a running total of all transaction amounts, regardless if credit or debit. (Ex: -500, +500 = 1,000)
8. <b>Tab to Default Values - Type:</b>	Enter desired Rule code for transaction. <b>example=CCK</b>
9. <b>Description</b>	Enter text
10. <b>Bank</b>	<b>MC</b> for cash, checks, <b>ED</b> for credit cards
11. <b>Deposit*</b>	*For Cash Receipts/Deposit; <b>must enter</b> the Deposit Ticket number
12. <b>Budget Period</b>	Leave BLANK
13. <b>Currency</b>	Leave BLANK
14. <b>Next Block</b> , (  or Ctrl/PgDn), f. Press <b>TAB</b>	To move to the Journal Voucher Detail block <b>Seq</b> will be "1" for 1 <sup>st</sup> record, COA = "V". Tab to <b>Index</b> field
15. <b>Index</b> g. Press <b>TAB</b>	Enter desired Index code or search. FOP will populate. <i>Required field</i> Move to the Account field
16. <b>Account</b> h. Press <b>TAB</b>	Enter desired Account code or search. <i>Required field</i> Move to the Amount field.
17. <b>Amount</b>	Enter transaction amount. <i>Required field</i>
18. <b>+/-</b> i. Press <b>TAB</b>	Indicate if a plus or minus. <i>Required field</i> " <b>+ Plus</b> " for Check Deposit Move to the Description field
19. <b>Description</b>	Modify if necessary
20. <b>TAB to BANK</b> No other fields are completed	<b>TAB to BANK</b> and enter " <b>MC</b> " for cash, checks, <b>ED</b> for credit cards
21. <b>Save</b> (  or F10)	When all entries are complete
22. <b>Options &gt; Access Transaction Summary (FGIJSUM)</b>	To review and verify all transaction lines entered. Display only. <b>Exit</b> (  or Ctrl-Q) to return to <b>FGAJVCM</b> and correct any information if necessary. <b>Save</b> (  or F10) again if edits were made
23. <b>Options &gt; Access Completion</b>	Click the <b>Complete:</b> icon 
24. <b>Look in Status Line for confirmation message</b>	

# Banner Transaction Query Forms

## FGITRND - Detail Transaction Activity Query Form

Displays detailed posted transaction activity for operating accounts. This is a **powerful** form and can provide very detailed information. Can display month-to-date transactions by fiscal period.



After entering all key criteria, perform the function **Next Block**, ( or Ctrl/PgDn), to move to the information block. To return to the Key Block in any form, use the function **Rollback** ( or Shift/F7)

Criteria:	Values:
1. Chart	All must be entered.
2. Fiscal Year	
3. Index or FOAPAL elements	When using an Index, the FOP will populate.
4. Account	Blank for all, or enter specific account code. (Q must = S)
5. Prd (Fiscal Period)	Blank for all, or enter specific period ("01"=July, "12" = June).
6. Q (Query Type)	Enter R (relative starting point) or S (specific account)
7. Cmt	Blank is default. Commitments not used.

In the information block, you must **Execute Query** ( or F8) or, query in a specific field.

- Leave all fields blank, **or**, enter search criteria in a specific field as described below:
  - Ex: To query for a specific date, enter **DD-MMM% (10-APR%)** in Date field.
  - Ex: To query specific accounts, enter **"6%"** in the **Account** field.
  - Ex: To query one rule class, enter all or part (ex: "X%") in **Type** field
  - Ex: To query by **Field Codes**, enter: (defines transactions, this form only)  ABD (budget adjustments),  OBD (original budget entries)  YTD (actual activity),  ENC (encumbrance activity)
- Use the function **Execute Query** ( or F8) to display results.
- To start a **new** query, use the function **Enter Query** ( or F7)

To display further transaction detail: Click on the desired line's account number and select **Options, Query Document by Type**,

**Total is running total of records displayed on the form; it is NOT the available balance!**

## FGIDOCR - Query Document Form

Provides online query capability for all posted transactions. You can query all document types including purchase orders, journal vouchers, checks, and invoices. It will NOT allow viewing of an incomplete document or one in suspense.

The query will display transaction date, description, amount and the accounting distribution. Once in the form, you may initiate another query by identifying specific elements you wish to query.

After entering all key criteria, perform the function **Next Block**, ( or Ctrl/PgDn), to move to the information block.

Criteria:	Values:
1. Document	Enter the document number or search.

The Header information shows the transaction date, fiscal year and period and how many items are in the document.

Initiate a more detailed query in the Information block:

- Use the function **Enter Query** ( or F7) and enter the field criteria you wish to query.
- Use the function **Execute Query** ( or F8) to display the results.

To return to the Key Block in any form, use the function **Rollback** ( or Shift/F7)

## FGIJVCD - List of Suspended Journal Vouchers

- Not posted yet (pending status)
- Must know document number to query on

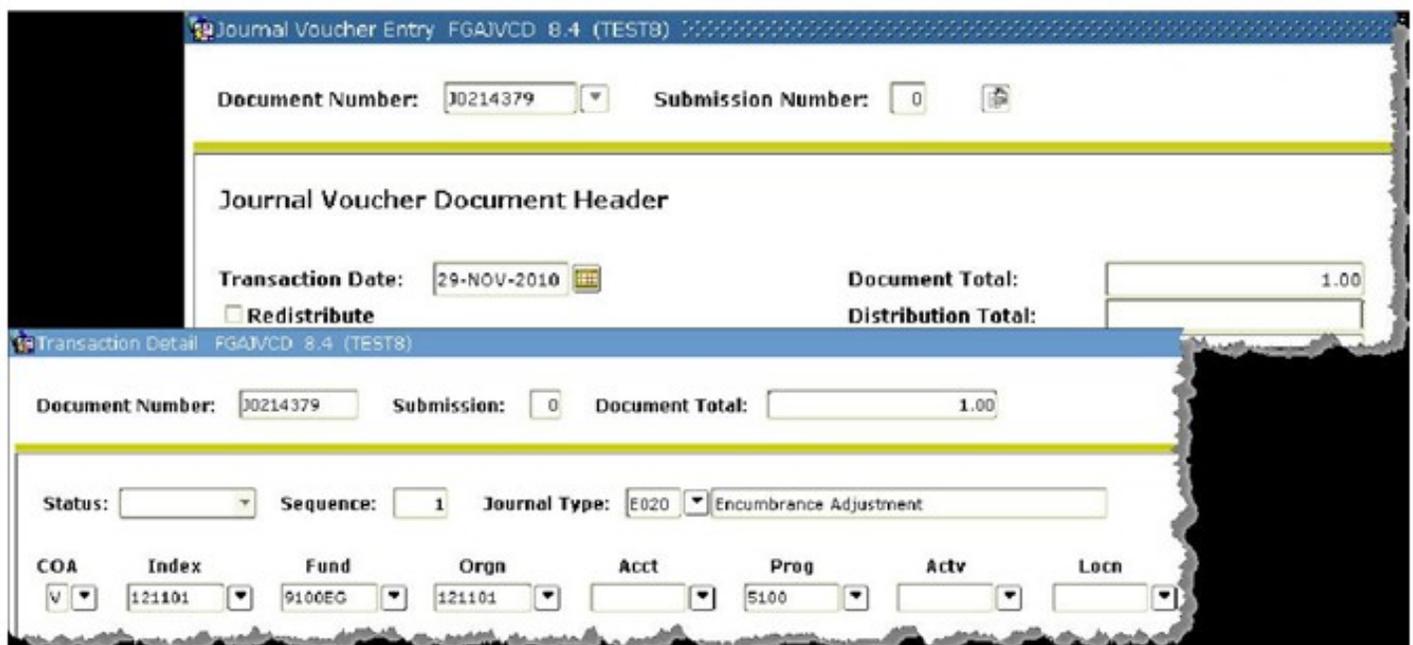
- Use the function **Enter Query** ( or F7) and enter the document number to display.
- Use the function **Execute Query** ( or F8) to display the results.

## FGAJVCD - Journal Voucher Entry Form

FGAJVCD is the form used to remove Encumbrances in Banner.

### Instructions for Encumbrance Removal in Banner:

1. Enter **FGAJVCD** in the **Go To** field.
2. Press  , the **FGAJVCD** form is displayed.
3. Click **Next Block** (  ): this will allow the Document Number to self populate
4. Enter the Document Total
5. Click **Next Block** (  ): Transaction Detail form will pop-up



Journal Voucher Entry FGAJVCD 8.4 (TEST8)

Document Number: 00214379 Submission Number: 0

Journal Voucher Document Header

Transaction Date: 29-NOV-2010 Document Total: 1.00

Redistribute Distribution Total:

Transaction Detail FGAJVCD 8.4 (TEST8)

Document Number: 00214379 Submission: 0 Document Total: 1.00

Status: Sequence: 1 Journal Type: E020 Encumbrance Adjustment

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn
V	121101	9100EG	121101		5100		

### Transaction Detail:

6. **Tab** to allow form to self-populate Sequence
7. **Journal Voucher Type**: use "E020"
8. **COA** (Chart of Accounts): "V"
9. Enter the **Index** (Fund, Orgn, & Prog will self populate); remember to go back and **Remove** the Index **IF** there is no Index on the Purchase Order. *The accounting must match the Purchase Order. Currently, most POs do not have the Index field populated. You can check FGIENCD to see how you need to set up the data on FGAJVCD.*
10. **Acct**: Enter the **Account** number
11. **Percent**: Leave this field **BLANK**
12. **Amount**: Enter the **Amount** of the PO
13. **Debit/Credit**: Enter "-" (**minus**) to remove the encumbrance amount
14. **Description**: Enter a description of the PO/encumbrance
15. **Bank Code**: Enter "GD"
16. **Encumbrance Number**: Enter the **Document Number** (numbers ONLY)

17. **Item Number**: Enter the **Item Number** from the Encumbrance (found on FGIENCD, sequential by Encumbrance)
18. **Sequence**: Enter the **Sequence Number** from the Encumbrance
19. Click **Next Block** (  )
20. Select “**Complete**” to forward to the posting queue for update
21. Check your **Index** for posting

### Removing Multiple Lines:

Follow the above instructions through Step 18. After Step 18, continue with the following:

19. Click **Next Record** (  ): a blank form will appear
20. Follow the above **Steps 7-16**
21. **Item Number**: Enter the **NEW Item Number** (if from the same document, it will be sequential 2, 3, 4, ...)
22. **Sequence**: Enter the **Sequence Number** from the Encumbrance (found on FGIENCD, usually “1”)
23. Repeat steps until all items to be removed are entered.
24. Click **Next Block** (  )
25. Select “**Complete**” to forward to the posting queue for update
26. Check your **Index** for posting

# Banner Transaction Query Forms

- ❖ **FGIJVCD** - List of Suspended Journal Vouchers
  - Not posted yet (Pending Status)
  - Can query by document number or get a complete list
  
- ❖ **FGITRND** - Detail Transaction Activity
  - Shows the transactions posted to the Org
  - Query by rule class
  
- ❖ **FGIDOCR** - Document Retrieval Inquiry
  - Shows Posted transaction detail
  - Must know document number