GEORGE MASON UNIVERSITY

Budget Journal Guidelines

Updated 11.17.23

Budget Journal Guidelines

Budget Journal Guidelines

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General Principles:

1) All budget JV allocations/transfers should be balanced (net impact $0) to maintain the BOV approved budget by fund.

2) Budget JVs can be processed as permanent or temporary adjustments by the Unit for the following Fund Types/Sub-Levels: (E&G,IND,AE)/(L5,L6). Other Fund Types (e.g. Rollover, Other Restricted, etc.) should be sent to your Budget/Provost (schools/acad admn) Office contacts for processing. *Note: Units can only process budget JVs within the same fund type.*

3) Budget JV allocations that "Cross" Fund Type L2 (e.g. E&G, AE, IND, Rollover, etc) should be processed as **temporary transfers**. The JV allocation will require the following:

   - To maintain BOV approved budgets by fund, the budget JV should include transfer accounts to reflect a net impact of $0, as mentioned above. Please make sure the appropriate E&G transfer accounts are used (see slide # 15---E&G and Other JV transfer accounts).

Budget Journal Guidelines (continued)

General Principles (continued):

3)   - All Fund Type L2 budget JVs that **cross funds**, should be sent to your Budget/Provost (schools/acad admn) Office contacts for processing.
- To reflect the expense within the unit, an actual JV must be processed using the same transfer accounts reflected on the budget JV.
- Please make sure the Budget/Provost (schools/acad admn) Offices have approved the budget JV before the actual JV is processed.—for discussion

Cross-functional and Multi-Disciplinary:
Cross-functional and multi-disciplinary budget allocations will be managed centrally by the program owner. See slide # for examples… Tammy's examples

Fund Balances
Budget allocations represent anticipated spending. The budget is not the unit's total fund balance availability. The total availability can be found on the Fund Balance report at the following:

Patriot Reporting > Shared Reports > Finance > Finance Summary > Budget vs Actual > **Fund Balance Summary**

Budget Journal Examples

1. **Budget reallocation within the same Fund Type L2 (e.g. E&G, AE, IND, Rollover, etc).**

This type of journal can be processed as a permanent or temporary adjustment. Note: Central office transfers for cross-functional and multi-disciplinary programs will follow this process.

Budget Journal

Fund Type L2	Fund L5	Fund L5 Name	Org	Account	Acct Name	Program	Activity	Rule Code	Description	Amount	Note	Budget JV Sign
E&G	10117	E &G Budget Reserve	M12345	71100	Contractual Svcs Budget Pool	10100	PROJ01	XEGT	Funding for COA Project	($10,000)	Net Impact $0, no change to E&G bdgt	-
E&G	10111	Univ. E&G	M98765	71100	Contractual Svcs Budget Pool	10100	PROJ01	XEGT	Funding for COA Project	$10,000		+
Total E&G										**$0**		

Note: All "Within" Fund L2 Budget JVs (excl/ E&G, AE and IND) should be sent to your Budget Office contact.

Budget Journal Examples (continued)

2. Budget reallocation across a Fund Type (e.g. E&G, AE, IND, Rollover, etc). ●●●●

This type of journal should be processed as a temporary transfer using permanent or one-time funding. However, there are some exceptions for permanent budget reallocations/restructuring (e.g. self-supporting).   Note: Central office transfers for cross-functional and multi-disciplinary programs will follow this process.

Budget Journal

Fund Type L2	Fund L5/L6	Fund L5/L6 Name	Org	Account	Acct Name	Program	Activity	Rule Code	Description	Amount	Note	Budget JV Sign
E&G	10111	Univ. E&G	M12345	70000	Bud Pool	10100	FAC001	XEGT	Fac Start-up: Smith	($25,000)	Net Impact $0, no change to E&G bdgt	-
E&G	10111	Univ. E&G	M12345	82554	Transfer out E&G	10100	FAC001	XEGT	Fac Start-up: Smith	$25,000		+
Total E&G										**$0**		
Rollover	160234	Faculty Pool	M54321	73800	Travel	10502	FAC001	XEGT	Fac Start-up: Smith Budget	$25,000	Net Impact $0, no change to CF bdgt	+
Rollover	160234	Faculty Pool	M54321	81554	Transfer in E&G	10502	FAC001	XEGT	Fac Start-up: Smith Budget	($25,000)		-
Total Rollover										**$0**		

Actual Journal

Fund Type L2	Fund L5/L6	Fund L5/L6 Name	Org	Account	Acct Name	Program	Activity	Rule Code	Description	Amount	Note	Actual JV D/C
E&G	10111	Univ. E&G	M12345	82554	Transfer out E&G	10100	FAC001	XSR	Fund Fac Start-up: Smith	$25,000	Actuals Incr	**Debit**
Rollover	160234	Faculty Pool	M54321	81554	Transfer in E&G	10502	FAC001	XSR	Fund Fac Start-up: Smith	($25,000)	Actuals Dcrs	**Credit**
Total										**$0**		

Note: All "Cross" Fund L2 Budget JVs should be sent to your Budget Office contact. Please make sure the Budget Office has approved the Budget JV before processing the Actual JV.

Cross-Functional / Fund Balance

Fund Balance Example

Scenario: Fund 170495 (Strategic Vision and Planning) FY23 ending fund balance was $244,935. In FY24 (August 2023), an actual transaction was processed to transfer out $250,000 for a market feasibility study. Fund 170495 did not have a sufficient balance to support the actual transaction (e.g. the actual transaction exceeded the fund balance by $5,065). The unit was approved to receive funding from Central to cover the $5,065 overage.

Example of MicroStrategy (MSTR) Reports before processing $5,065 Journal Voucher:

Forecast Dashboard FY2024

| | | | | | | Fiscal Year | | 2024 | |
| | | | | | | Fiscal Month Name | | Aug | |
Fund L2	Fund L5	Fund L6	Acct L1	Acct L2	Acct L3B	2023 Actual	2024 YTD Revised Budget	2024 YTD Actual
13 Rollover Funds	17020 Unrestricted Carryforward	170495 Strategic Vision and Planning	Expenses	70 Direct Expenditures	711 Contractual Services	$ 149,424	$ -	$ -
					781 All Other Elements	$ -	$ (250,000)	$ -
					Total	**$ 149,424**	**$ (250,000)**	**$ -**
				81 Transfers In	811 Transfers In	$ (394,359)	$ -	$ -
					Total	**$ (394,359)**	**$ -**	**$ -**
				82 Transfers Out	821 Transfers Out	$ -	$ 250,000	$ 250,000
					Total	**$ -**	**$ 250,000**	**$ 250,000**
			Total			**$ (244,935)**	**$ -**	**$ 250,000**

Patriot Reporting > Shared Reports > Finance > Finance Summary > Forecast   **Forecast Dashboard FY2024**

Fund Balance & Actuals

| | | | Fiscal Year | | | | 2024 | |
| | | | Fiscal Month Name | | | | Aug | |
Fund L2	Fund L5	Fund L6	GL Begin Balance YTD	Actual Revenue Amt YTD	Actual Expense Amt YTD	Actual Amt YTD	Fund End Balance
13 Rollover Funds	17020 Unrestricted Carryforward	170495 Strategic Vision and Planning	$ (244,935)		$ 250,000	$ 250,000	$ 5,065
		Total	**$ (244,935)**	**$ -**	**$ 250,000**	**$ 250,000**	**$ 5,065**

Patriot Reporting > Shared Reports > Finance > Finance Summary > Budget vs Actual > **Fund Balance Summary**

Fund Balance Example (continued)

Example of MicroStrategy (MSTR) Reports after processing $5,065 Journal Voucher in October 2023:

Forecast Dashboard FY2024

| | | | | | | Fiscal Year | 2024 | | |
| | | | | | | Fiscal Month Name | Oct | | |
Fund L2	Fund L5	Fund L6	Acct L1	Acct L2	Acct L3B	2023 Actual	2024 YTD Revised Budget	2024 YTD Actual
13 Rollover Funds	17020 Unrestricted Carryforward	170495 Strategic Vision and Planning	Expenses	70 Direct Expenditures	711 Contractual Services	$ 149,424	$ -	$ -
					781 All Other Elements	$ -	$ (244,935)	$ -
					Total	$ 149,424	$ (244,935)	$ -
				81 Transfers In	811 Transfers In	$ (394,359)	$ (5,065)	$ (5,065)
					Total	$ (394,359)	$ (5,065)	$ (5,065)
				82 Transfers Out	821 Transfers Out	$ -	$ 250,000	$ 250,000
					Total	$ -	$ 250,000	$ 250,000
			Total			$ (244,935)	$ -	$ 244,935

Patriot Reporting > Shared Reports > Finance > Finance Summary > Forecast > **Forecast Dashboard FY2024**

Fund Balance & Actuals

| | | | | | Fiscal Year | 2024 | | | |
| | | | | | Fiscal Month Name | Oct | | | |
Fund L2	Fund L5	Fund L6		GL Begin Balance YTD	Actual Revenue Amt YTD	Actual Expense Amt YTD	Actual Amt YTD	Fund End Balance
13 Rollover Funds	17020 Unrestricted Carryforward	170495 Strategic Vision and Planning		$ (244,935)		$ 244,935	$ 244,935	$ -
		Total		$ (244,935)	$ -	$ 244,935	$ 244,935	$ -

Patriot Reporting > Shared Reports > Finance > Finance Summary > Budget vs Actual > **Fund Balance Summary**

Fund Balance Example (continued)

Example of $5,065 Journal Voucher (e.g. Transfer $5,065 from Central to Fund 170495 to rectify overage):

Budget Journal

Fund Type L2	Fund L5/L6	Fund L5/L6 Name	Org	Account	Acct Name	Program	Activity	Rule Code	Description	Amount	Note	Budget JV Sign
E&G	10116	Financial Stability Fund Reserve	M17007	70000	Bud Pool	60100		BD04	Fund StrategicVisioPlan exp overage	($5,065)	Net Impact $0, no change to E&G bdgt	-
E&G	10116	Financial Stability Fund Reserve	M17007	82554	Transfer out E&G	60100		BD04	Fund StrategicVisioPlan exp overage	$5,065		+
Total E&G										**$0**		
Rollover Funds	170495	Strategic Vision and Planning	M15205	70000	Bud Pool	60100		BD04	Fund StrategicVisioPlan exp overage	$5,065	Net Impact $0, no change to E&G bdgt	+
Rollover Funds	170495	Strategic Vision and Planning	M15205	81554	Transfer in E&G	60100		BD04	Fund StrategicVisioPlan exp overage	($5,065)		-
Total E&G										**$0**		

Actual Journal

Fund Type L2	Fund L5/L6	Fund L5/L6 Name	Org	Account	Acct Name	Program	Activity	Rule Code	Description	Amount	Note	Actual JV D/C
E&G	10116	Financial Stability Fund Reserve	M17007	82554	Transfer out E&G	60100		XSR	Fund StrategicVisioPlan exp overage	$ 5,065	Actuals Incr	**Debit**
Rollover Funds	170495	Strategic Vision and Planning	M15205	81554	Transfer in E&G	60100		XSR	Fund StrategicVisioPlan exp overage	($5,065)	Actuals Dcrs	**Credit**
Total E&G										**$0**		

Budget Journal Information

Budget and Actual Journal Rule Codes

Unit	Budget JV		Actual JV
	Permanent	**One-time**	
Core Office (Budget & Provost)	**BD01**-Original; **BD02**-Revised/Permanent (all funds)	**BD04**- Temporary (all funds)	**XSR**- Revenue and Expense Adjs
	XIDR-Indirect Adjs		**XCAP** -Budget Capital Adjs
Unit Level	**XEGP**- E&G Permanent Budget Transfer	**XEGT**- E&G Temporary Budget Transfer	**XSR**- Revenue and Expense Adjs
	XAEP- Aux Ent Perm Budget Transfer	**XAET**- Aux Ent Temporary Budget Transfer	
		[1]**All budget JVs for Cross Fund L2 transfers (E&G, AE, IND, CF, etc) and Within Fund L2 transfers (excl/E&G, AE and IND) --Should be sent to your Budget Office contact for processing**	
	XIDR-Indirect Adjs		

[1] The current E&G and AE budget rule codes were created solely for those funds. As such, the E&G and AE budget rule codes can't be used to process "Within Fund L2 transfers" for other funds (e.g. CF, Other restricted, etc). As we continue to review the budget JV process, please send budget JVs for Cross Fund L2 transfers and Within Fund L2 transfers (excl/E&G, AE and IND) to your Budget Office contact.

E&G and Other JV Transfer Accounts

Action	Budget JV	Actual JV
E&G Cross-fund Transfers	**81554 - Transfers in E&G**	**81554 - Transfers in E&G**
	82554 - Transfers out E&G	**82554 - Transfers out E&G**
Other Cross-fund Transfers	**81535- Transfer in Other**	**81535- Transfer in Other**
	82535- Transfer Out Other	**82535- Transfer Out Other**

Budget Adjustment Methods in Banner
Quick Guide

Introduction

Three distinct methods for making budget adjustments:

- Patriot Web Self Service: A user-friendly web-based interface allows for individual budget adjustments, with a limit of up to five-line entries in a single journal voucher.

- Admin Apps: This traditional Banner interface is suitable for more sophisticated budget adjustments, without any limitations on the number of entries in a single journal voucher.

- JV Upload Form: A specialized method for efficiently managing large volumes of adjustments through bulk uploading with assistance from the FAST team. This capability is exclusively available to central offices (such as Budget Office, Fiscal Services, Human Resources, and Facilities).

Method 1: Patriot Web Self Service

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Overview: Patriot Web Self Service is a user-friendly interface designed for simple and individual budget adjustments. It is accessible through a web browser and offers an intuitive way to make changes to budget.

Steps to perform budget adjustments in Patriot Web Self Service :

1. Access the page of Administrative Systems:
Mason Administrative Systems - George Mason University (gmu.edu)

2. Choose Patriot Web Self Service and log in.

3. Select Financial Information.

4. Select Budget Transfer for two-line entries (or Multiple Line Budget Transfer for up to five lines).
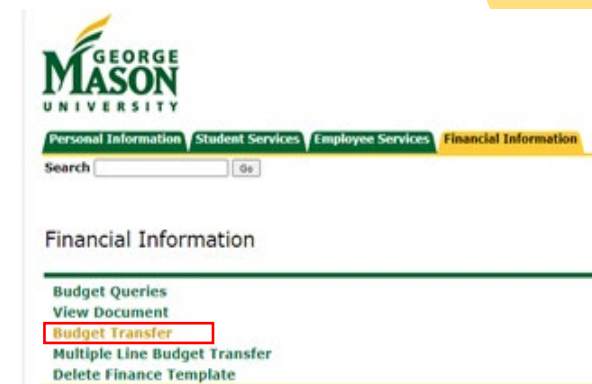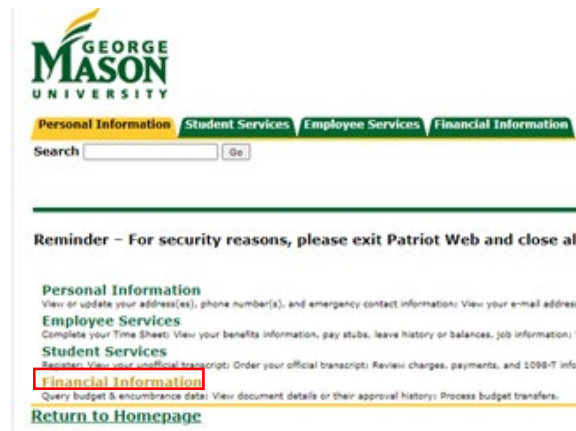
Method 1: Patriot Web Self Service (continued)

5. Select Journal Type from the drop-down menu.

6. Enter Transfer Amount.

7. Enter Chart/Fund/Org/Account/Program
Note: a) no Index is needed; b) Activity & Location are optional; c) plus sign (+) to increase a budget, minus sign (-) to reduce a budget.

8. Type a brief description of the journal voucher transaction.

9. Review the adjustments and select Complete.

10. Review in Banner and resolve discrepancies.

Link for detailed guidance:
FINAL_Budget Adjustments using Self Serve

Method 2: Admin Apps

Overview: The Admin Apps interface provides a more comprehensive approach to budget adjustments, providing greater control and detail, making it suitable for robust and sophisticated budget adjustments. This option is exclusively available to central offices and select units with heightened financial responsibilities.

Steps to perform budget adjustments in Admin Apps: FGAJVCQ or FGAJVCD:

1. Launch Admin Apps .

2. Type FGAJVCD (Journal Voucher Entry) or FGAJVCQ (Journal Voucher Quick) in the Search field and press ENTER to open.

3. Click the Go button. The Transaction Date field defaults to the system date.

4. Tab to Document Total field. Type the absolute total value of the journal voucher.

5. Click Save.

Method 2: Admin Apps (continued)

6. Click Next Section ⟱ to access the Journal Voucher Detail section.
   NOTE: For steps 9-12, the Search button is available for each field.

7. Tab to Journal Type. It will automatically populate the sequence number.

8. Type the rule code in Journal Type field.

9. Tab to the Fund field and type the Fund code.

10. Tab to the Orgn field and type the Org code.

11. Tab to the Acct field and type the Account code.

Method 2: Admin Apps (continued)

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12. Tab to the Prog field and type the Program code.
Note: Activity and Location codes are optional.

13. Tab to the Amount field. Type the amount of the transaction.

14. Tab to the Debit/Credit field. Use the drop-down menu to select + Plus or – Minus.
Note: use plus sign (+) to increase a budget, minus sign (-) to reduce a budget.

15. Tab to the Description field. Type a brief description of the journal voucher transaction. Character maximum is 35 characters.

16. Click Save.

Method 2: Admin Apps (continued)

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17. Create and complete a new record when necessary, or if you are finished, go to step 19.

18. To create a new record, select Insert and follow steps 7-17 or duplicate the previous record by clicking Copy and following steps 8-17, changing the fields as needed.

19. Review JV and save before completing: Click on Related, Access Transaction Summary info (FGIJSUM).

20. Close window once completing review.

21. Click Next Section.

22. Click Complete to save and submit for posting or click In Process to save and complete later.

23. Click the Close button to return to the main menu.

Method 3: JV Upload Form

Overview: The JV Upload Form is a specialized method for bulk uploading budget journals. It is accessible for central offices only when handling more than 25 journal entries and necessitates collaboration with the FAST team.

Steps to perform budget adjustments via JV Upload Form:

1. Download the standardized Excel-based mass JV upload form from OSBP's team site:

    JV UPLOAD BANNER TEMPLATE.xlsm

2. Enter budget adjustments into the downloaded form, ensuring it adheres to the required format as detailed below:

a) Only work on tab Data Sheet and do not touch the remaining tabs.

System ID #:	XJVLOAD		Must be entered - must be defined for the user by Production Control
System Date:	11/9/23 8:32		Set at outset as =Now() function - formated for date and time - user can change
Trans Date:	11/05/19		Set at outset as =Now() function - formated for date only - user can change
Doc #:			Must be 8 character unique document number
Doc Comment:	FY 2019 Bonus Funding		Descrption for Header record - required - limit 35 characters
User ID:	lzhoul	21	User name - must be an active user - required

Data here is a test template - remove before use.
When complete - run macro from tools menu
Macro is called CreateEntry

4,219.00   4,219.00   0

Doc Number	Fund	Org	Acct	Prog	Actv	Locn	Rule Cd	Line Description (35 Char)	Debit Amount	Credit Amount	D/C - +/-
10111	M12291	61110	10100			FFX	XEGT	FY 2019 Bonus Funding	500.00		+
10111	M12291	61940	10100				XEGT	FY 2019 Bonus Funding	36.50		+
10111	M12530	61110	10100	000116		FFX	XEGT	FY 2019 Bonus Funding	1,000.00		+
10111	M12530	61940	10100			FFX	XEGT	FY 2019 Bonus Funding	73.00		+
10111	M12764	61110	10100				XEGT	FY 2019 Bonus Funding	1,000.00		+
10111	M12764	61940	10100			FFX	XEGT	FY 2019 Bonus Funding	1,500.00		+
10111	M13462	61110	10100			FFX	XEGT	FY 2019 Bonus Funding	109.50		+
10111	M17007	70000	10100			FFX	XEGT	Central Offset FY19 Bonus Funding		4,219.00	–

Data Sheet | Journal Entry | Sheet1 | Sheet2 | +

b) For tab Data Sheet, update only the <u>yellow-highlighted fields</u> related to your budget adjustments as follows:

- Enter Transaction Date (Trans Date)
- Provide a brief Doc Comment (budget adjustment description)
- Input your User ID
- Enter FOAPAL information for each entry
- Key in the Rule Cd (Rule Keys like XEGP, XEGT, XAEP, XAET)
- Provide a concise description for the adjustments in the Line Description column
- To increase the budget, enter the <u>absolute</u> value in the Debit Amount column and use the "+" sign in the D/C - +/- column
- To reduce the budget, enter the <u>absolute</u> value in the Credit Amount column and use the "-" sign in the D/C - +/- column

3. Review and validate the data and save the file.

4. Email the data file to FAST@GMU.EDU for processing by FAST.

5. Verify the results in Banner and reconcile any discrepancies.

* The data provided in the example above is fictitious and intended solely for training purpose.