

Banner Documentation:

Patriot Web Self Service

**Journal Voucher
Budget Adjustments
Quick Guide**



I. Introduction

Patriot Web Self Service is a web-based interface for extracting information from Banner Administration Apps in a user- friendly format. Access it at <https://patriotweb.gmu.edu/admin/>

This training manual is for users who already have a basic understanding of Patriot Web Self Service and have Organizational access for budget queries. If you have questions about your security privileges, contact the FAST Team at fast@gmu.edu.

II. Journal Types

Banner defines Journal Vouchers as modifications made to expenditures or budgets. All budget adjustments or transfers use the Journal Voucher form. This training covers **budget** Journal Vouchers only.

There are two types of budget adjustments allowed in Patriot Web Self Service :

Permanent Adjustments

Journal Voucher coding using the following rule codes:

- XEGP (for transfers within Educational and General Funds)
- XAEP (for transfers within Auxiliary Enterprise Funds)
- XIDR (for transfers within Indirect Cost Recovery Funds)

Permanent budget adjustments impact both the current fiscal year and future years.

Temporary Adjustments

Journal Voucher coding using the following rule codes:

- XEGT (for transfers within Educational and General Funds)
- XAET (for transfers within Auxiliary Enterprise Funds)

Temporary adjustments only impact the current fiscal year.

III. Budget Column Headings in Budget Queries

Before delving into the budget development process and journal voucher adjustments, let's briefly review the key budget related column headings in Self Service queries:

Adopted Budget: Original budget at the start of the Fiscal Year.

Budget Adjustment: Additions or reductions made to the original allocation.

Accounted Budget: The total of Original Budget and Budget Adjustment. This column is system-generated and does not provide drill-down details. Mason does not use this column in any budget reports.

Temporary Budget: Adjustments made in the current year that are temporary and won't carry over to the next fiscal year.

Adjusted Budget: The total of Original Budget and Budget Adjustments. You can access detailed information by drilling down on this field.

Here's an example query:

Financial Information

Budget Queries
View Document
Budget Transfer
Multiple Line Budget Transfer
Delete Finance Template

Budget Queries

To create a new query choose a query type and select **Create Query**. To retrieve an existing query select **Retrieve Existing Query**. Banner Finance Self Service should not be used to view financial activity related to grants and contracts.

Create a New Query

Type: Budget Status by Account

Create Query

Retrieve Existing Query

Saved Query: None

Retrieve Query

Budget Queries

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input checked="" type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Reservations
<input checked="" type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

Continue

GEORGE MASON UNIVERSITY

Personal Information | Student Services | Employee Services | **Financial Information**

Search Go

Budget Queries

For a Budget Query to be successful, a user with Fund Organization query access must enter the correct Banner Finance Self Service should not be used to view financial activity related to grants and contracts.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the Fiscal Year and Period.

Fiscal year:	2023	Fiscal period:	06
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts:	P	Index:	
Fund:	10111	Activity:	
Organization:	M15367	Location:	
Grant:		Fund Type:	
Account:	70000	Account Type:	
Program:	70100		

Include Revenue Accounts

Save Query as: Test 1

Shared

Submit Query

Search Go RETURN TO MENU | SITE MAP | HELP | EXIT

Template Test 1 (Personal) saved.

Report Parameters

Organization Budget Status Report

By Account

Period Ending Dec 31, 2022

As of Nov 14, 2023

Chart of Accounts:	George Mason University	Commitment Type:	All
Fund:	10111 University E and G	Program:	70100 Physical Plant Operations
Organization:	M15367 Facilities Spec Projects	Activity:	All
Account:	70000 Direct Expenditures Budget Pool	Location:	All

Account	Account Title	FY23/PD06 Adopted Budget	FY23/PD06 Budget Adjustment	FY23/PD06 Accounted Budget	FY23/PD06 Temporary Budget	FY23/PD06 Adjusted Budget	FY23/PD06 Year to Date	FY23/PD06 Encumbrances	FY23/PD06 Reservations	FY23/PD06 Commitments	FY23/PD06 Available Balance
70000	Direct Expenditures Budget Pool	500,000.00	0.00	500,000.00	0.00	500,000.00	0.00	0.00	0.00	0.00	500,000.00
Report Total (of all records)		500,000.00	0.00	500,000.00	0.00	500,000.00	0.00	0.00	0.00	0.00	500,000.00

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY23/PD06 Adopted Budget	percent of	FY23/PD06 Adopted Budget	FY23/PD06 Adopted Budget	

Perform Computation

Another Query

IV. Banner Budget Development (Quick Overview)

To complete budget adjustments accurately, it is essential to grasp the intricacies of budget development, which heavily relies on data input into Banner.

Position control in Banner, equivalent to position management, involves initiating positions and their associated funding. Base budgets are formulated based on budgeted positions in position control, and these position budgets feed into Banner Finance to generate labor budgets. Most position control activities occur within the central offices of Budget and Human Resources.

Throughout the budget development cycle, we integrate the position control budgets, including fringe benefits, with pooled position and direct expenditure budgets to establish a comprehensive unit budget. Banner allows continuous refinement of the upcoming budget throughout the fiscal year, emphasizing the need for accuracy in both position control and budget adjustments.

Considering our position control framework, permanent changes to position budgets cannot be accomplished through budget adjustment journal voucher transfers. Such modifications necessitate documentation and a standardized process. The Budget Office will complete the permanent position budget adjustments based on your request.

Should you have any questions regarding the policies or procedures of budget adjustments, or if you encounter issues while completing budget adjustments, please contact your budget analyst liaison at the Budget Office.

V. Complete Adjustments

Upon logging in to Banner Self Service, you will see this page:

Reminder – For security reasons, please exit Patriot Web and close all browser windows when done.

Personal Information

View or update your address(es), phone number(s), and emergency contact information; View your e-mail address; View name change & social security number change information.

Employee Services

Complete your Time Sheet; View your benefits information, pay stubs, leave history or balances, job information; View W-2 Form; View or update your Federal Tax Information (W-4), Direct Deposit Allocation.

Faculty and Advisor Services

Enter Grades and Registration Overrides, View Class Lists and Student Information

Student Services

Register; View your unofficial transcript; Order your official transcript; Review charges, payments, and 1098-T information.

Financial Aid

Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

Financial Information

Query budget & encumbrance data; View document details or their approval history; Process budget transfers.

[Return to Homepage](#)

Select Financial Information. Your screen may appear slightly different. Then select either Budget Transfer for two-line entries or Multiple Line Budget Transfer for up to five-line entries. Ensure that all adjustments result in a balanced (net to zero) total.

Financial Information

Budget Queries

[View Document](#)

[Budget Transfer](#)

[Multiple Line Budget Transfer](#)

[Delete Finance Template](#)

[[Budget Queries](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

RELEASE: 8.11

Select Budget Transfer, and the following fields will be displayed:

Transaction Date: Automatically defaults

Journal Type: Choose from the drop-down menu and select the appropriate rule code.

Permanent:

XEGP (Educational and General Permanent)

XAEP (Auxiliary Enterprise Permanent)

XIDR (Indirect Cost Recovery Permanent)

Temporary:

XEGT (Educational and General Temporary)

XAET (Auxiliary Enterprise Temporary)

Transfer Amount: Enter the amount to transfer (do not include \$ or comma signs).

Document Amount: This is a system-calculated value and cannot be edited.

Chart: Always use Chart P.

Fund: Use the appropriate code.

Org: Use the appropriate code.

Account: Use the appropriate code.

Program: Use the appropriate code.

Description: Enter a description for this action, starting with your initials.

Budget Period: Should default.

Save as Template/Shared: Leave these fields unmodified.

Code Look Up: You can perform code lookups here.

Make sure to include the complete FOAPAL information for budget adjustments, which consists of Fund, Orgn, Account, and Program. Activity and Program codes are optional and can be included as appropriate.

The document will look like this:

Transaction Date	14 ▾	NOV ▾	2023 ▾
Journal Type	XEGT (E&G Temporary Budget Transfer) ▾		
Transfer Amount	100		
Document Amount	0.00		

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	p		10111	M11798	71100	60100			-
To			10111	M11953	71100	60100			+
Description	OK TEST			Budget Period	01 ▾				

Save as Template	<input type="text"/>
<input type="checkbox"/> Shared	
<input type="button" value="Complete"/>	

Click Complete and if the adjustment is valid, the following message should appear:

Document J0270699 completed and forwarded to the approval process.

Another Transfer

Use template None ▾

Retrieve

Transaction Date	14 ▾	NOV ▾	2023 ▾
Journal Type	XEGT (E&G Temporary Budget Transfer) ▾		
Transfer Amount	100		
Document Amount	200.00		

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	P		10111	M11798	71100	60100			-
To			10111	M11953	71100	60100			+
Description	OK TEST			Budget Period	03 ▾				

“Document Jxxxxxx completed and forwarded to the approval process”. Posting occurs every 60 seconds, so your journal voucher will be reflected within a few minutes.

Please record the Journal Voucher number. Consider taking a screenshot for your records. Retain all budget entry documentation for a minimum of three years.

You can proceed by either initiating another budget adjustment by clicking Another Transfer, or returning to the Financial Information menu and select other queries as needed.

To initiate a multi-line budget adjustment, return to the Financial Information menu and choose Multi-Line Budget Transfer.

Once again, select a Journal Type from XEGP, XAEP, XIDR, XEGT or XAET (note that permanent and temporary adjustments cannot be combined on the same journal voucher). In this case, you will need to input the full document amount, along with Chart (P) and FOAPAL information and their respective amounts. Additionally, select the D/C (+/-) indicators. Keep in mind that the overall journal must be balanced.

Click Complete and obtain your Journal Voucher number.

Here’s an example of a multi-line budget transfer:

Use template

Transaction Date
 Journal Type
 Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	P		10111	M11798	70000	60100			100	-
2	P		10111	M11798	71100	60100			100	+
3	P		10111	M11798	71100	60100			100	-
4	P		10111	M11953	71100	60100			100	+
5										+

Description Budget Period

You can confirm the posting of your journal voucher in various ways. Return to the Financial Information menu and choose View Document. Then, pick your Document Type (Remember, Budget Adjustments are categorized as Journal Voucher in Banner.) and enter the Document Number. Let the other field items remain as default and click "View Document."

Choose type: Document Number
 Submission#: Change Seq# Reference Number
 Display Account:
 Yes No
 All Printable None
 All Printable None

The detailed info of the queried journal voucher will be displayed as follows:

View Document

Journal Voucher Header						
Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0270699		Posted	Nov 14, 2023	Nov 14, 2023	LZHOU1	200.00
Document Text:						

Journal Voucher Accounting																
Seq#	Description								BudPd	Curr	Doc Ref	Accr	Bank	Deposit		
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSFOvr	NSFStatus
1	OK TEST								03				12			
	P	24	05	XEGT		10111	M11798	71100	60100				100.00	-	N	
2	OK TEST								03				12			
	P	24	05	XEGT		10111	M11953	71100	60100				100.00	+	N	
Total of displayed sequences:													200.00			

This provides all the journal voucher information, including the “posted” status indicating it has been processed, as well as any other details entered or defaulted on the voucher. You can disregard the NSF Ovr column.

Another way to verify a journal voucher is by performing a Budget Query through the Financial Information menu. Conduct a query using Budget Status by Account and select all relevant budget columns (Adopted Budget, Budget Adjustment, etc.). Input the Chart components (FOAPAL).

VI. Review

Journal Voucher Budget Adjustments can be done on both Permanent and Temporary bases. Permanent entries include XEGP, XAEP or XIDR, while temporary entries consist of XEGT or XAET. For permanent adjustments (XEGP and XAEP), they are limited to changes within an Organization’s direct expenditure budgets or pooled position budgets (wages, college work study, adjunct faculty, and graduate assistants). To reflect permanent base budget changes to labor (including fringe), please contact your budget analyst liaison for further guidance. Most of these transactions will require completing a position maintenance form, available here [1A- FY24-Position-Control-Form-Blank-1.xlsx \(live.com\)](#).