

FINANCE & ADMINISTRATION



Department Head Finance Training

September 26, 2023

Janice Thomas, Assistant Controller

Denise Hunt, Director of Procurement and Fixed Assets



Fiscal Management Roadmap

Strategic Plan Linkage - June 2023

In January 2023, Jacksonville State University’s Board of Trustees adopted the new Strategic Plan. The Fiscal Roadmap is being linked to the Strategic Plan to ensure alignment and collective progress.

Strategic Plan

REACH

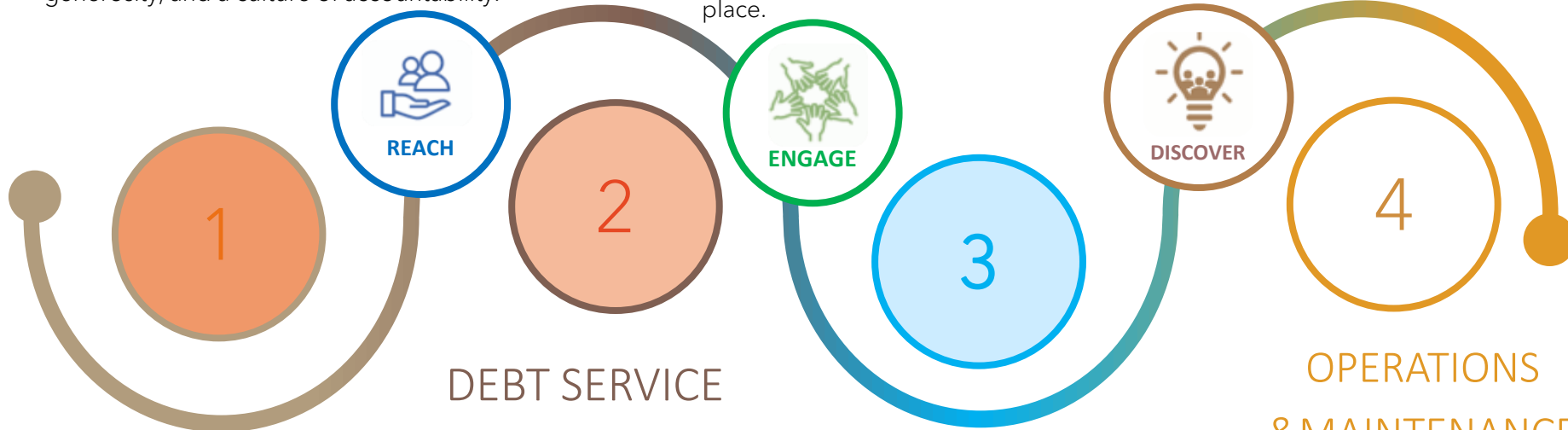
As a thriving learning community, we depend on a strong financial foundation based on diverse student enrollment, a spirit of generosity, and a culture of accountability.

ENGAGE

As a university, we ensure the vibrancy of our campus, community, and region through the benefit of belonging, mutual relationships, and power of place.

DISCOVER

As educators, we do not provide the answers. We provide the experiences, environments, and expectations that allow learners to discover the answers.



Roadmap

CASH

Cash flow is defined as the amount of money entering and leaving an institution over a given period of time.

Cash flow is important because it enables an institution to meet existing financial obligations as well as plan for the future.

DEBT SERVICE

Debt service is the cash that is required to cover the repayment of interest and principal on a debt for a particular period.

BUDGETING

A budget is a tool for planning, implementing, and controlling activities for optimum utilization of scarce resources. It explains the entity’s objectives and the course of action it will choose to achieve its goal. This process involves planning and forecasting, implementing, monitoring and controlling, and finally evaluating the performance of the budget.

OPERATIONS

& MAINTENANCE

Operation and maintenance actual expenses provide the educational and physical environment that enables an institution to effectively pursue teaching, research, public service, and other supporting activities.



Budget Development Plan

- Integrated approach to allocation
- Review of prior year performance
- Communication of fiscal processes
- Controlled spending through detailed requests
- Post HEERF Sustainability of needed expenses

BUDGET DEVELOPMENT PLANNING CALENDAR

June/July

- President reviews and appoints new committee members to two-year term
- Orientation Packet to New Budget Committee Members
- Implement new or revised plans for CY budget for the beginning of Fall Term
- Review NY Budget Worksheet/Program Review Update Forms

August/September

- New staff contracts due to HR (prior to August payroll close date)
- Budget Monitoring training to new Budget Managers
- Budget development process for NY Tentative budget begins in September
- Review Committee Charge

October

- JSU BOT adopts Approved Budget for CY
- Budget Managers to review budget package with appropriate Administrator(s)
- Prepare the ACHE Budget Presentation (if required)
- NY Budget Worksheet sent to Budget Managers after the October BOT Meeting.
- Units submit Operational Plan reports to the Office of Institutional Research and Effectiveness (OIRE)
- Division leaders submit Strategic Plan report to the President and OIRE.

November

- Provide departments with information to complete the Request for Purchase Form, service, or capital projects (IT, or CP&F)

December

- Review of budget requests

January

- Begin compiling NY expense budget requests & priorities
- Review PY reserves, revenue, & expenses after the audit report is issued (> January 15)
- Begin development of the Budget Development Premise based on the Governor's January Budget (Year 3-4 of Governor Term)

February

- Continue review of NY Tentative budget requests & compiling of data
- New Position Requests due to PAC
- Budget Managers make revisions-based feedback, then re-submit
- Budget Plans Developed – Alternative Scenarios prepared for NY Tentative budget for Cabinet review
- Begin development of the Budget Development Premise based on the Governor's January Budget (Year 2 of Governor Term)

March

- ETF State Budget Report Issued
- Complete NY Interim Budget
- Sustainability Report
- Begin development of the Budget Development Premise based on the Governor's January Budget (Year 1 of Governor's Term)

April

- Submit NY Tuition, Fees, and Interim budget to BOT for approval¹
- Returning Faculty Base Contracts due for position budgeting
- Midyear CY review provided to Cabinet for review
- Open Forum/Budget Bulletin
- Respond to Budget Manager as to what requests will be approved
- Faculty Senate President or Designee Appointment (annual)
- Division leaders submit Strategic Plan status report to the President and OIRE.

May

- Fiscal Health Check List

Jacksonville State University's (JSU) Budget is based on a fairly conservative budget approach. The budget was developed in alignment with the Strategic Master Plan and Annual Operating Plan utilizing the Alabama Educational Trust Fund apportionment data and tuition projections.



Accreditation

- Quality Enhancement Plans (QEPs)
- Personnel to meet program standards
- Campus Classroom & Infrastructure Improvements

Housing

- Modernization & renovation of existing housing
- Investment in new housing & dining options





Capital Project Completion – Total Cost of Ownership

- Tornado Recovery project completion & closeout
- South Complex & College of Education Renovation
- Randy Owens Center for Performing Arts Construction (ROC)/Church

Athletics

- NCAA Plan (Conference USA)
- Stadium Expansion Project





Fiscal Stewardship

- Provides guidance for budget allocation process in alignment with the Strategic Plan, Budget priorities aids in planning assumptions in response to the ending of HEERF funding, inflation pressures, and contextual information. The budget process has been adjusted to support a compressed timeline, facilitate timely decision-making, and minimize rework.
- Expenditure planning assumptions, as well as assumptions by major account categories. These assumptions should be used unless a division has more specific information regarding impacts to their division. If no specific assumption is provided, divisions should plan for known items and trends.
- The goal is to maintain at least a fund balance level (as a percent of expenditures), while continuing to invest in initiatives that help us move forward with our campus priorities and support the student experience.



POLICIES & PROCEDURES

JSU regularly communicates amendments and new policy and procedures to the campus via tailored mail.

Provided are considerations that are intended to assist budget managers in reviewing and implementing the release of policies to the university community.

JSU has [Procedures and Instructions](#) available on the Controller's webpage, and [Purchasing Guidelines and Procedures Policy IV:03:01](#) in Policies & Procedures to assist, but if you have additional questions, please email controller@jsu.edu or purchasing@jsu.edu.

- **What is your department policy communication plan?**
Provide a set of communications and actions intended to facilitate the clear understanding of a policy or policy application to your affected units.

- **What should I consider in developing the communication plan?**

Audience.

How to reach the appropriate individuals?

Who will implement and is impacted by the policy in your unit?

Are new training materials required?

Significance.

Does the policy entail new requirements?

Would failure to comply with the policy subject individuals or the university to significant risk?

Timing.

Is the policy being released simultaneously with another programmatic actions?

What is the best setting to discuss the policy updates?

REMINDER

Effective October 1st, every employee who will be driving a university owned vehicle, or their personal vehicle for university business, will be required to complete the [Driver Registration Form](#) found on the Motor Pool webpage. This may have been done in the past, but an updated form is required for our vehicle insurance compliance. You will be required to upload a copy of a current unexpired driver's license.

Budget Manager Training

Budget: A budget is defined as a systematic plan for meeting expenditures in a given period or the total sum of money allocated for a particular purpose or time period.

Fiscal Year: the University's fiscal year begins October 1 and ends September 30.

Unrestricted General Activities: the academic core of the university, executive management, and all institutional support activities such as the library, business and operations, information technology and plant operations.

Auxiliary Enterprises: activities that exist to provide a service to students, faculty, or staff and for which a fee is charged that is related to the cost of the service.

Student Activities: student clubs and organizations that operate totally based on a fee that is charged to each registered student.

Capital Outlay: funds from either internal or external sources used for construction, maintenance, and/or acquisition of Capital Assets for future use.

F	O	A	P	A	L
Fund	Organization	Account	Program	Activity	Location
Indicates the source of money and how it must be used 94130	Departmental entities or budgetary units within the district 65500	Describes the nature of expenditures, revenues, assets, liabilities and fund balances 76007	Functional reporting classification for tracking use of funds for financial reporting purposes 60	A user defined element to be used for independent reporting needs <u>not</u> required for external reporting purposes	Identifies physical location of financial activity and fixed assets
See Below	Dept Org #	See Next Slide	See Below	---	---

Chart of Accounts

Banner 9 integrates the Student, Finance and Human Resource Systems. Banner Finance was specifically designed for higher education fund accounting and is JSU's central repository for all financial data.

Fund Type

- 1 General
- 2 Restricted
- 3 Auxiliary
- 5 Scholarship
- 8 Agency
- 9 Capital Projects

Program Code	Title
10	Instruction
20	Research
30	Public Service
40	Academic Support
50	Student Services
60	Operation and Maintenance
70	Institutional Support
80	Scholarships and Fellowships
85	Associations
90	Auxillary Enterprises
98	Depreciation
99	Revenue



Banner O&M Accounts

Travel		Postage and Freight		Memberships and Subscriptions		Property Plant and Equipment	
71010	Travel Employee	72201	Postage	72401	Memberships	76001	Capitalized Equipment
71020	Travel Employee Recruitment	72202	Freight	72402	Subscriptions and Periodicals	76002	Land
71030	Travel Supervision	72203	Student Mailing Fee	Advertising and Promotions		76003	Buildings
71040	Travel Student Groups	72204	Mailing Labels	72501	Advertising and Promotions	76004	Improvements
71050	Non-employee Travel	72205	Mailing Services	72503	Printing	76005	Books
71200	Travel Athletic Recruiting	Services		Meals and Entertainment		76006	Audiovisual Materials
71210	Travel Team	72701	Legal	72601	Meals	76007	General Contractor
71230	Travel Playoffs	72702	Training	72602	Entertainment	76008	Noncapitalized Equipment
71235	Travel Taxable Per Diem	72703	Contractual Services	72604	Homecoming Expenses	76009	Furniture
Supplies		72704	Faculty Development	Athletic Expenses		76010	Architect Fees
72010	Office Supplies	72705	Stipends	72901	Game Guarantees	76011	NEALEA Equipment
72011	Instructional Supplies	72706	Property Appraisal	72902	Officiating Fees	76012	Vehicles
72012	Expendable Supplies	72707	Cleaning Costs	72903	Ticket Expense	76013	Construction Materials
72013	Purchases for Resale	Fees		72904	Meal Tickets	76050	Fixed Asset Accrual
72014	Film Supplies	72801	Immigration Fees	72905	Gamecock Club Donations		
72015	Ammunition	72802	Prestige License Fees	72906	Concessions and Food		
72016	Athletic Supplies	72803	Bank Card Fees	72907	Playoff Hosting		
72017	Field and Lab Supplies	72804	Paying Agent Fees	Other General Expenses			
72018	Software	72805	Accreditation	75001	Medical Expenses		
72020	Clothing	72806	License Fees	75002	Sales Taxes		
72021	Fixtures and Other Items	72809	Curation Fees	75003	Property Taxes		
Maintenance and Repairs		72810	Background Check Fees	75004	Bonding		
72101	Maintenance and Repairs Buildings	Utilities		75005	Insurance		
72102	Maintenance and Repairs Automotive	73001	Electricity	75006	Board of Adjustment Claims		
72103	Maintenance and Repairs Equipment	73002	Gas	75011	Commencement Expenses		
72104	Maintenance and Repairs Furniture	73003	Water	75021	Refunds to Grantors		
72105	Maintenance Landscaping	73004	Sewage	75040	Subawards		
72106	Maintenance Contracts	73005	Trash Disposal	75050	Other General Expenses		
72107	Pest Control Contracts	73006	Cable	75051	Internal Expense Reimbursement		
72108	Maintenance Carpentry	73007	Telephone	75052	Vending Commissions		
72109	Maintenance Electrical	73008	Cell Phones	75999	Contingency Budget Pool		
72110	Maintenance Painting	Rentals and Operating Leases					
72111	Maintenance Hardware and Locks	72301	Equipment Rental				
72112	Maintenance Athletic Fields	72302	Facilities Rental				
		72303	Capital Leases				

Handouts are available on the [Controller's website](#)

Banner Payroll Accounts

List of Contract Types and FOAPS			Jacksonville State University		
Standard Types of Contracts	FUND	ORG	ACCT	PROGRAM	(HR only) PCN
Faculty Overload	10000	See List – Dept. ORG	61040	10	023009
Adjunct Faculty	10000	See List – Dept. ORG	61025	10	023000
Working Retiree	10000	See List – Dept. ORG	61045	10	023005
Dual Enrollment	10000	50803	61025	10	026000
Summer Contracts	10000	See List – Dept. ORG	61030	10	023007
Summer Contracts - Library	10000	40001	61030	40	023007
Supplemental Contracts	FUND	ORG	ACCT	PROGRAM	(HR only) PCN
Course Development	10000	See list – Dean ORG	61052	40	024100
Faculty Advisor	10000	See List – Dean ORG	61053	40	024200
Program/Project Coordinator	10000	See List – Dean ORG	61054	40	024300
Band Program Coordinator	10000	33207	61054	50	024300

Payroll
Account
Code

Title

61020	Salaries
61025	Adjunct Salaries
61030	Summer Differentials
61040	Overload Salary
61045	Working Retirees
61052	Course Development
61053	Faculty Advisor
61054	Program/Project Coordinator
61055	Administrative Supplements
61080	Clinical Associates PT

Student Account Codes

62010	Graduate Student Wages
62020	University Aid Wages
62030	Work Study Wages

Listings are available on the [Payroll website](#) that include an Account and Org listing.

Controller's Office – Standard Operating Procedures


Procedures and Instructions

- Controller**
- Procedures and Instructions*
- Using Chrome River
- Frequently Used Forms
- Budget
- Travel
- Annual Financial Report
- International Students
- Contact Us

- [Financial Transaction Approvals](#)
- [Using Chrome River](#)
- [Entering A New Encumbrance](#)
- [Entering New Requisitions](#)
- [Entering Budget Transfers SS9](#)

Helpful Documents

- [Expense Account Codes](#)



JSU Finance and Administration - Financial Update

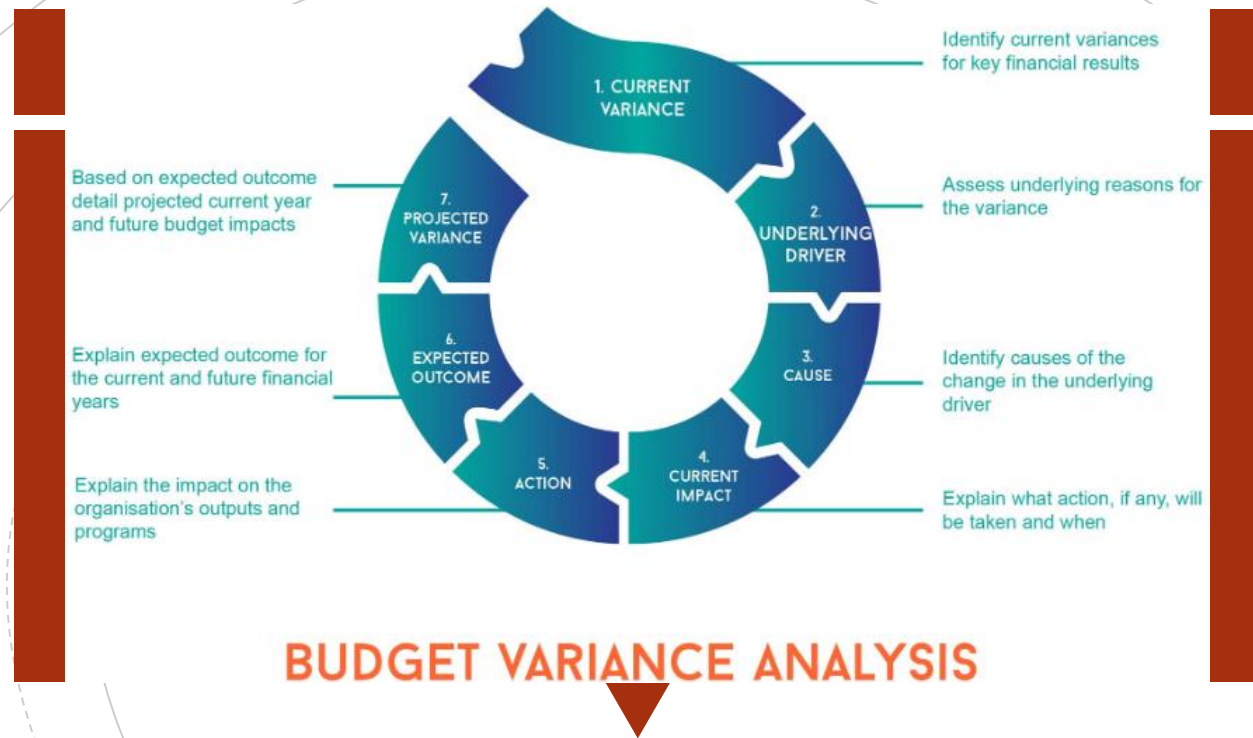
Training

[REGISTER FOR UPCOMING TRAINING SESSIONS](#)

FY 24 Budget development	+
Fiscal Year End Training	+
Finance Training Series	+

<https://www.jsu.edu/controller/procedures-instructions/index.html>

Budget Monitoring



Budget managers conduct a Variance Analysis to identify the gap between the planned outcome (The Budgeted) and the actual outcome (The Actual).

1. Run *Budget Status by Account Query* for the respective FOAP.
2. Review the report for all line-items variances of +/- \$1,000. These are the line-items requiring further explanations.
3. Examples of invalid explanations:
 - Contract Services: Other decreases are spread among all departments and are a result of lower costs.
 - I'll look into it but it won't be before mid-August when I return from vacation.
 - My budget did not have enough money.
4. Examples of valid explanations:
 - **Materials & supplies** increased by \$4k due to purchasing supplies w/[JAX State logo](#) partially offset by consulting savings.
 - **Equipment** purchases increased due to replacement computer purchased for broken laptop.
 - **Consulting contract renegotiated** to remove unused prior year services thus resulting in a \$2K decrease.
 - **Membership** expenses decreased due to [non-renewal](#) and using existing institutional membership

Budget Monitoring



Search Query

Create New Query

Open Banner Self-Service > **Click My Finance Query** > **Click New Query** > *Budget Status by Account Query*

Select Query Type

Budget Quick Query

Enter the respective Fund, Organization, and Account - 7% (Operating Expenses)

Values

Chart*

J Jacksonville State University

Index

Choose Index

Fund

10000 Current Unrestricted

Organization*

60001 VP Finance and Administration

Account

7%

Program

Choose Program

Create New Query

Scroll down and enter the fiscal year and fiscal period of 14 > Click SUBMIT

Fiscal Year*

2021

Fiscal Period*

14

Comparison Fiscal Year

2022

Comparison Fiscal Period

14

Budget Monitoring



My Finance • My Finance Query • Budget Status by Account

Budget Status by Account New Query

VP Finance and Administration - 60001

Query Results

Account	Account Title	Health	FY22/PD14 Adjusted Budget	FY22/PD14 Year to Date	FY22/PD14 Commitments	FY22/PD14 Available Balance
70000	Operating Expenditure Budget Pool	●	\$452,837.13	\$0.00	\$0.00	\$452,837.13
71010	Travel Employee	▲	\$0.00	\$1,040.83	\$0.00	(\$1,040.83)
71020	Travel Employee Recruitment	▲	\$0.00	\$926.84	\$0.00	(\$926.84)
71050	Non-employee Travel	▲	\$0.00	\$219.78	\$0.00	(\$219.78)
72010	Office Supplies	▲	\$0.00	\$1,605.27	\$0.00	(\$1,605.27)
72018	Software	▲	\$0.00	\$1,900.00	\$0.00	(\$1,900.00)
72022	Departmental Supplies	▲	\$0.00	(\$1,425.00)	\$0.00	\$1,425.00
72101	Maintenance and Repairs Buildings	▲	\$0.00	\$10,255.00	\$0.00	(\$10,255.00)
72102	Maintenance and Repairs Automotive	▲	\$0.00	\$260.00	\$0.00	(\$260.00)
72106	Maintenance Contracts	▲	\$0.00	\$1,130.14	\$0.00	(\$1,130.14)
72201	Postage	▲	\$0.00	\$63.90	\$0.00	(\$63.90)
72501	Advertising and Promotions	▲	\$0.00	\$519.13	\$0.00	(\$519.13)
Report Total (of all records)			\$460,306.18	\$432,452.55	\$13,913.82	\$13,939.81

Users can drill down to see the document and activity.

- !0239789 – Invoice Number
- !0028370 – ACH Transaction
- 01244817 – Check Payment



Budget Transfers

Open Banner 9 Finance SSB > [Click My Journals](#)> [Click Create](#)>

Create Journal

Transaction Date *

05/09/2023

Redistribution

NSF Checking

Distribution Total

Deferred Edit

Enter the respective Fund, Organization, and Account - 7% (Operating Expenses)

Accounting Defaults

Journal Type

Choose Journal Type

Description

Bank Code

Choose Bank Code

Deposit

Budget Period

Choose Budget Period

Currency

Choose Currency Code

Journal Comments

Public Comment ^

Enter public comments for the journal

Private Comment ^

Enter private comments for the journal

CREATE

Pooled accounts are **NOT** to be used – Account 70000

- Except for Restricted Funds, you may make transfers from ~~70000~~ to or from any '7' account code, 75999 – Contingency Pool or 62000 - Student Salary Pool.
- Transfers to or from the 74000 – Scholarship Pool must be written up on BA Form 4 [Request for Budget Change](#) and sent to the Controller's Office for completion. Once money is committed to the Scholarship Pool it cannot be returned to Operating.
- All Restricted Fund (fund 2xxxx) transfers must be written up on BA Form 4 and sent to Grants Accounting for completion.
- You can only make transfers within the same fund. Cross-fund transfers must be written up on BA Form 4 and sent to the Controller's Office.

Single Line Transfer Procedures – Banner 9

1. Select 'Budget Transfers' from the Self Service Finance menu.
2. For Fund 10000 transfers, enter journal type '**JBUD**'. For Fund 80000 or 50000 transfers, enter journal type '**OBUD**'.
3. Enter the amount to transfer.
4. Enter Chart 'J' and the FOAP you are moving money **FROM**.
5. Enter the FOAP you are moving money **TO**.
6. Enter a description – this is a required field and will show in the transaction detail. Use Budget Period '01'.
7. Click on Complete. If you have sufficient budget in the 70000 pool, you will get a 'Completed' message and a J document number.

Chrome River



Chrome River

Chrome River is the travel and purchasing card management system in use by JSU.

Things to look out for:

Preapproval:

- Travel dates
- FOAP – Allocation(Chrome River)

Expense report:

- Receipts attached
- Itinerary attached(when applicable)

Employee



Employee Dashboard

- ▶ My Paystubs
- ▶ Leave Balances
- ▶ Leave Request Form
- ▶ Time Entry/Leave Reporting



Chrome River

- ▶ Parking Decals
- ▶ Pending/Submitted Electronic Forms
- ▶ Staff Holiday Schedule

MORE

Purchasing Guidelines

- [Purchasing Guidelines and Procedure Policy IV 03 01](#)
- Budget availability required prior to creating a requisition or processing a PO amendment
- Purchase Requisitions are required for PO processing - No purchase should be made without prior authorization
 - See Procedures and Instructions webpage for "[Entering New Requisitions](#)"
- Purchases requiring additional documentation (not all inclusive):
 - Initiate a requisition and save as a draft to obtain a number. Leave in draft form until all applicable documents are received.
 - [Request to Purchase Computer Hardware/Software](#) – form required for computer devices, printers, copiers, mobile device purchases (regardless of price) and peripherals or software purchases with an individual item cost of \$500 or more require a **The approved form (along with quote from IT) must be attached to the requisition before submitting it for approval.**
 - [Request for Meal/Entertainment Purchase \(Form 22\)](#) - Required for any food or beverage purchase. **The approved form must be attached to the requisition before submitting it for approval.**
 - A State of Alabama Vendor Disclosure Statement must be completed for all proposals, bids, contracts (includes POs), or grant proposals exceeding \$5,000. The [notarized form](#) **must be attached to the requisition before submitting it for approval.**
 - A Chrome River Travel Pre-Approval Form is required for any employee travel pre-payments.

Purchasing Guidelines

Purchasing & State of Alabama Competitive Bid Law (Title 41)

- **Effective 10/1/2022** – Changes to the competitive bid law allowed JSU to increase the bid threshold from \$15,000 to \$25,000.
- **What does this mean for you?**
 - Campus-wide purchases from vendors without a competitively awarded state contract or purchasing cooperative contract cannot exceed \$24,999 during a fiscal year (10/1 – 9/30).
 - Goods and services are procured by competitive sealed bid when the above amount may be exceeded. For example, Staples Business Advantage must be used for office supplies and promotional vendors must be selected from [the approved list](#) on Procurement's web page.
 - Dividing purchases between multiple POs to avoid the bid threshold is not allowed. JSU's total spend must be considered.
- **If a bid must be issued:**
 - Department must provide product or service specifications in Word format to Procurement. Be specific with your requirements/specifications. Procurement will review specifications and provide feedback.
 - A minimum of three (3) resources must be provided to Procurement (contact name, email address & company mailing address).
 - Procurement creates a bid packet, sets the bid opening date/time and emails the bid packet to potential vendors.
 - Bids remain open for a minimum of ten (10) business days.
 - Sealed bid responses are submitted to Procurement. Electronic bid responses are not accepted.
 - After bid opening, results are provided to the requestor.
 - Bid is awarded to the “lowest responsive and responsible bidder whose bid meets the requirements”. Multiple awards permitted (when applicable).

Which payment method is allowable?

Expenditure examples and allowable payment methods (*not intended to be all inclusive*).

General Expenditure Questions (not all inclusive)	Payment Methods					Notes (Taxes are not reimbursable)
	Purchase Order	P-Card	Reimbursement	Foundation Payment (minus taxes)	NOT ALLOWED	
Memberships & Dues when applicable to duties and mission of University	X	*				
Any donation, political contribution or charitable contribution					N	
Tables for fund raising events (civic and community events) in which there is a clear benefit to the University (i.e., when such sponsorship would not be considered a true charitable contribution)	X					
Flowers or gifts for University employees or their immediate family; or for Donors / Supporters for any occasion				F	N	
Flowers purchased for official University functions/events	X	*				
Holiday Parties				F	N	
University employee retirement reception				F	N	
Recognition/Appreciation gifts to employees (including student workers) by departments					N	
Recognition/Service Plaques, Pin, etc <i>ordered by Human Resources or the Appropriate Dean or Cabinet Member</i>	X	*				
Promotional give away Items purchased in bulk (Items reflecting JSU logo and colors & low in value such as: cups, tshirts, pens, etc.) Requires business purpose.	X	*				See Approved Vendors & Bid/Contract Info: https://www.jsu.edu/purchasing/promotional-product-vendors.html
Tokens of appreciation to employees for assisting the University with the evaluation of a program or other activity					N	
Tokens of appreciation (low cost; not cash or cash equivalent items) to non-employees for assisting the University with the evaluation of a program or other activity	X					
Gift Cards, cash equivalent awards to employees	Processed through Foundation and reported to/paid via Payroll					Per IRS Regulations, gift cards are taxable to the recipient and must be reported as income to the IRS. All cash and cash equivalents must be reported on a tax return.
Refrigerators, Microwave, Coffee Pot, Heaters, Fans, coffee, water, snacks, anything for personal use or consumption					N	Expense may be reimbursed by Foundation. Confirm with prior to purchase.

Field Key Definition:

- X - Preferred method of payment
- * - Acceptable method of payment
- F - Foundation ONLY
- N - Not allowed from University Funds



JSU Transaction Matrix

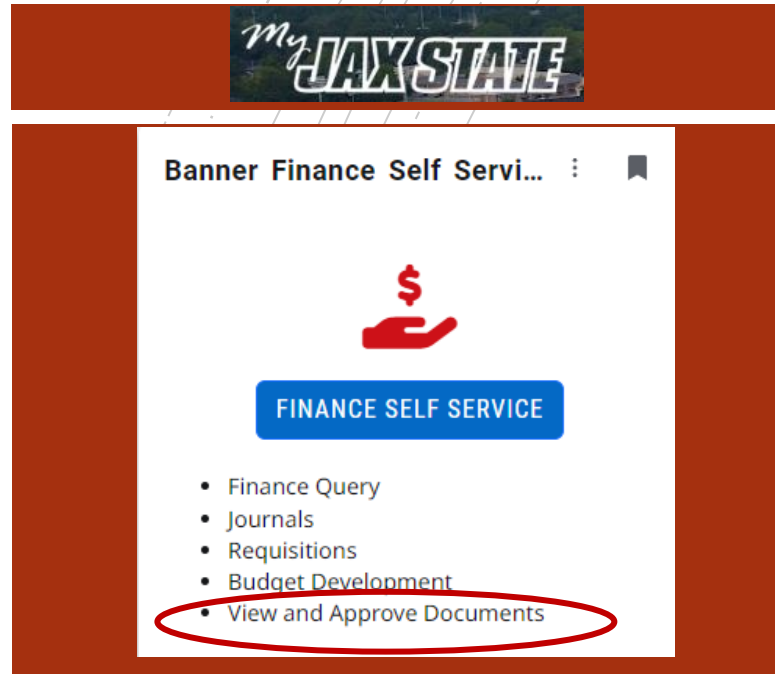
JSU Transaction Authorization Matrix – Policy I 05 03

- What is it?
 - Defines authority to approve transactions
- What does it do?
 - Provides framework for oversight of transactions
 - Guides users to those who can approve transactions

Expense Authorization Matrix – Policy I 05 03 01

- What is it?
 - This matrix operates as a subset of the Transaction Authorization Matrix (Policy I.05.03)
 - Defines authority to approve transactions
- What does it do?
 - Defines the workflow of transactions approvals (requisitions, purchase order amendments, direct vouchers)
 - Guides users to those who can approve transactions

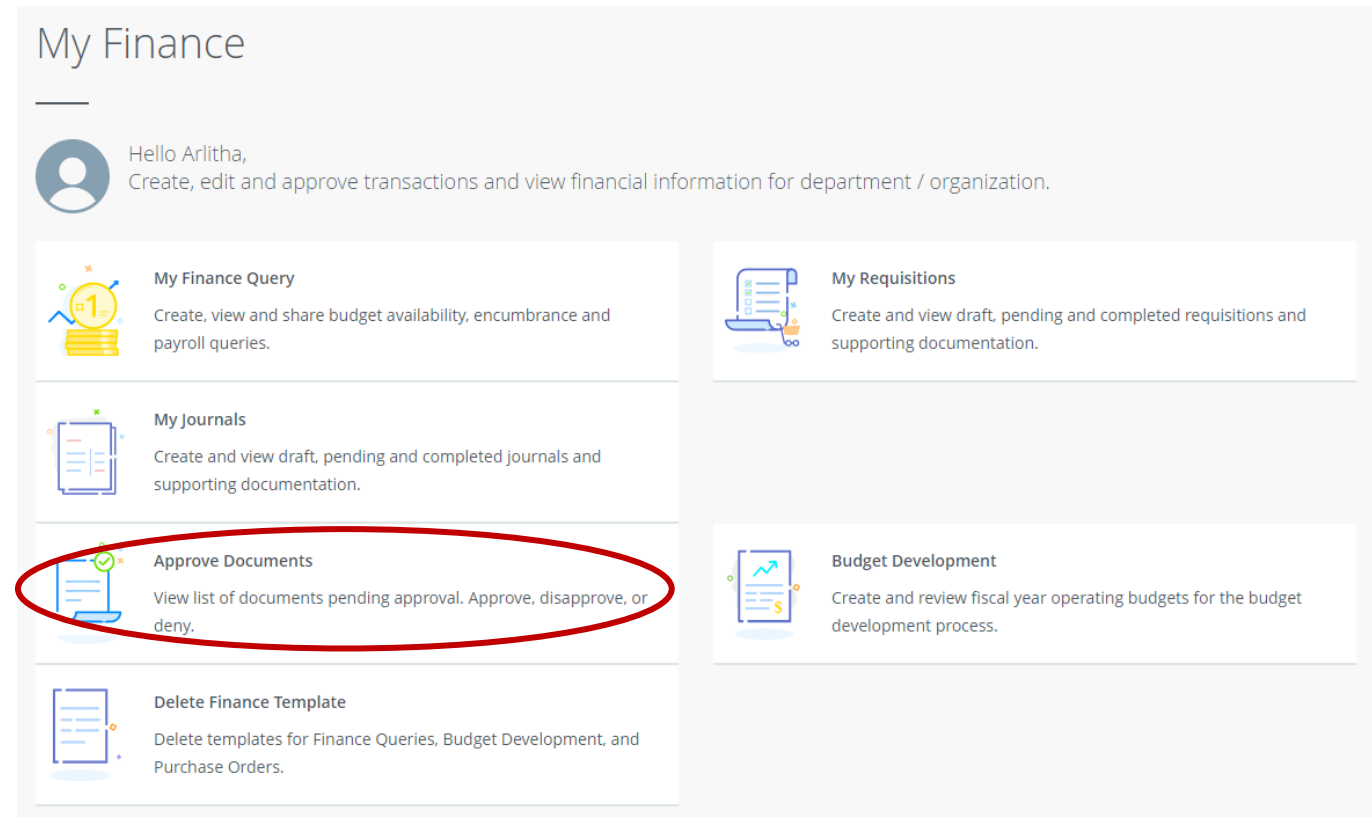
Document Approvals



All documents awaiting budget manager approval must be approved or disapproved prior to Banner Self-Service Finance being disabled at the end of the day of September 26.

PLEASE CHECK FOR DOCUMENTS REQUIRING APPROVAL

- To view a document prior to approval, click on the document number. See SOP on Controller's website
- Document attachments can also be viewed.
- Select a document for approval or disapproval



Vendor Payment & Commitment Information

Search Query

- Select Encumbrance Query

Create New Query

Select Query Type

- Budget Quick Query
- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Payroll Expense Detail
- Encumbrance Query**
- Multi Year Query
- Budget Quick Query

Open Banner Self-Service > [Click My Finance Query](#) > [Click New Query](#) > [Encumbrance Query](#)

Create New Query

Select Query Type

Encumbrance Query

Values

Enter the respective Fund and Organization

Chart *

J Jacksonville State University

Index

Choose Index

Fund

10000 Current Unrestricted

Organization *

% VP Finance and Administration

Grant *

Choose Grant

Account

72010 Office Supplies

Program

Activity

View Encumbrance Detail by Rule Class Code

< VP Finance and Administration - 60001

Query Results

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date Item Number
01245345	DNEI	\$0.00	\$0.00	\$0.00	\$0.00 0
10241321	INEI	\$0.00	\$0.00	(\$1,232.50)	\$0.00 0
10241321	INEI	\$0.00	\$0.00	\$0.00	\$1,232.50 0
P0091086	PORD	\$1,232.50	\$0.00	\$0.00	\$0.00 0



Have A Question?

- Accounts Payable – accountspayable@jsu.edu
- Controller – controller@jsu.edu
- Student Accounts – studentaccounts@jsu.edu
- Payroll – payroll@jsu.edu
- Procurement – purchasing@jsu.edu

Additional Training

[Fiscal Year End Training](#)

[Entering A New Encumbrance](#)

[Entering New Requisitions](#)

