

Entering a Budget Estimate

The following steps show how to enter a budget estimate for a self-supporting Fund using the **Journal Voucher Quick Form (FGAJVCQ)** in **Banner**. There are several forms available for processing journal vouchers; **FGAJVCQ** is helpful because it displays FOAPAL segment names, but you can use whichever journal voucher form you prefer. You can learn more about **Banner** journal voucher forms in the [GL 101: Journal Voucher Processing](#) training course.

When entering a budget estimate in **Banner**, you must use a + or - indicator in the **Debit/Credit** field. If you are familiar with journal vouchers, you know that most JVs are two-sided transactions; you must enter both a credit and a debit. However, budget entries are one-sided transactions; you enter either a debit (+) or a credit (-), but not both, for one JV. You must complete separate journal vouchers for revenue budgets and for expense budgets. This table shows which indicator you should use for a budget entry.

Budget Entry	Indicator	Action
Increase a revenue budget	-	Credit
Increase an expense budget	+	Debit
Decrease a revenue budget	+	Debit
Decrease an expense budget	-	Credit

You must use one of the following rule codes in the **Journal Type** field:

- **261** – for permanent budget revisions (recurring). Changes using rule code 261 update the self-supporting Fund budgets in the current fiscal year operating ledgers and also update the self-supporting Fund budget amounts that will appear in the Budget Development module for the annual budget planning cycle.
- **260** – for temporary budget revisions (non-recurring). Changes using rule code 260 only update the self-supporting Fund budgets in the current fiscal year operating ledgers. This rule code does not update the self-supporting Fund budget amounts that will appear in the Budget Development module for the annual budget planning cycle.

NOTE: These steps are for entering budget estimates on the **Chicago** and **Urbana-Champaign** campuses only. Submit budget estimates on the [Budget Adjustment Request Form](#) if you are on the Springfield campus.

Step	Task	Results/Decisions
1.	In the Go To... field, type FGAJVCQ and press the ENTER key to open the Journal Voucher Quick Form .	FGAJVCQ opens.
2.	Leave the Document Number field blank.	
3.	Click the Next Block button.	Document number is created.
4.	Observe the Transaction Date field. Change the date as necessary.	Transaction date defaults to today's date.
5.	Press TAB to move to the Document Total field.	Cursor moves to the Document Total field.
6.	Type the amount of the budget revision in the Document Total field.	
7.	Select Document Text from the Options menu.	General Text Entry Form (FOATEXT) opens.

Step	Task	Results/Decisions
8.	Type a complete description of the budget estimate, using the DOWN ARROW key to move to the next available text lines if needed.	Text is stored on the line(s).
9.	Type your name, unit, and 10-digit phone number.	Your name, unit, and phone number display for future reference.
10.	Click the Save button.	Stores the document text.
11.	Click the Exit button.	Returns to the Document Header block of FGAJVCQ .
12.	Review the Document Text Exists field.	System maintained field indicates that document text exists.
13.	Click the Next Block button.	Transaction Detail block displays with the document number and the document total shown at the top.
14.	Press TAB to move to the Journal Type field.	Cursor moves to Journal Type field.
15.	Type the appropriate rule code (260 or 261) in the Journal Type field.	The Fund rule code title will display after you TAB to the next field.
16.	Press TAB to move to the Chart field.	Cursor moves to the Chart field.
17.	Type the appropriate Chart code in the Chart field.	The Chart of Accounts code and title will display.
18.	Press TAB to move to the Fund field.	Cursor moves to the Fund field.
19.	Type the appropriate Fund code in the Fund field.	The Fund code title will display after you TAB to the next field.
20.	Press TAB to move to the Organization field.	Cursor moves to the Organization field.
21.	Type the appropriate Organization code in the Organization field.	Value displays in the Organization field. The Organization code title will display.
22.	Press TAB to move to the Account field.	Cursor moves to the Account field.
23.	Type the appropriate Account code.	The Account code title displays.
24.	Type the appropriate Program code in the Program field.	The Program code title will display after you TAB to the next field.
25.	Press TAB to move to the Amount field.	Cursor moves to the Amount field.
26.	Type the budget revision amount in the Amount field.	The line item amount displays.
27.	Press TAB to move to the Debit/Credit field.	Cursor moves to the Debit/Credit field.
28.	Select + or - in the Debit/Credit field.	The Debit/Credit field is filled as a + (debit) or - (credit).
29.	Press TAB to move to the Description field.	Cursor moves to the Description field.
30.	Type a description of the transaction in the Description field.	The description is required.
31.	Type a budget period in the Budget Period field.	The budget period is required.
32.	Click the Next Block button.	The Completion block displays.
33.	Click the Complete button.	The journal voucher is submitted for posting.
34.	Click the Exit button to return to the main menu.	