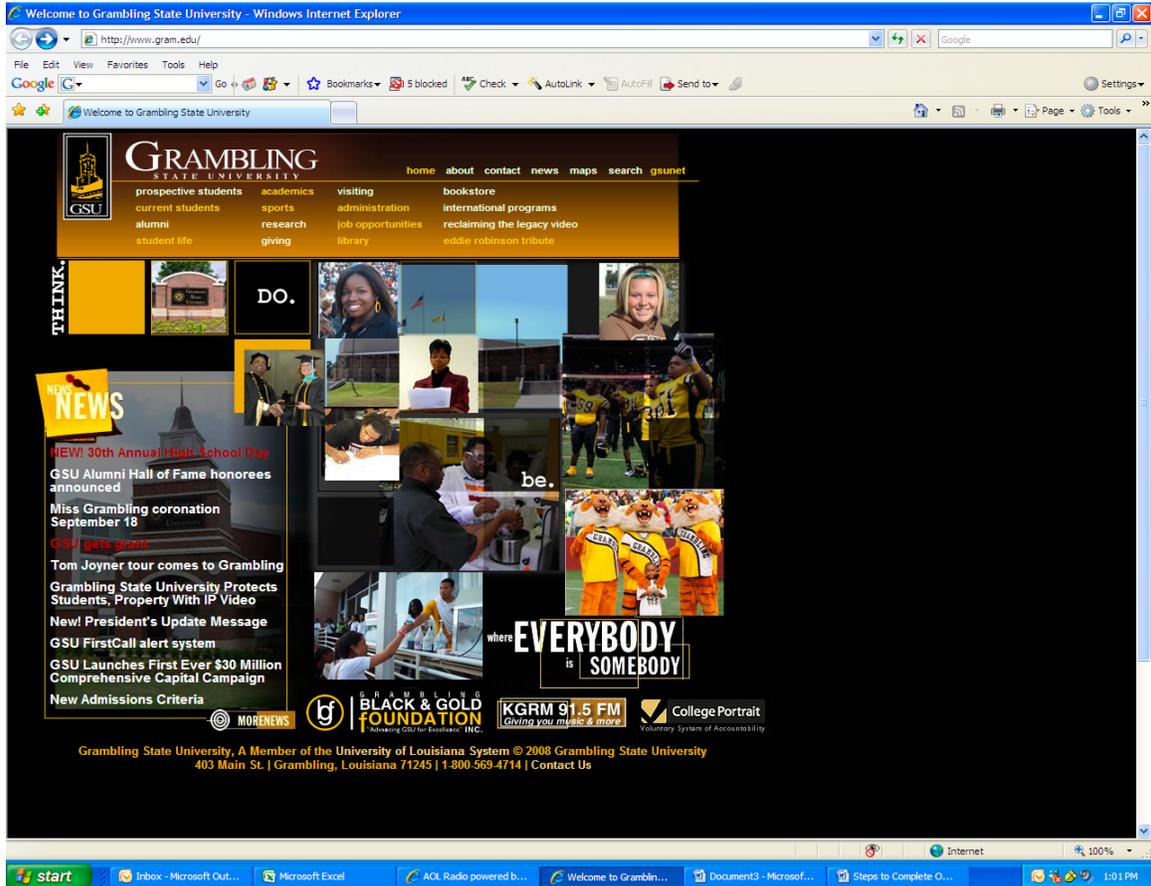


STEPS TO COMPLETING ONLINE BUDGET ADJUSTMENTS

- 1) Go to the GSU Website - <http://www.gram.edu>



- 2) Click the icon "gsunet"

3) Click "Banner Web"

The screenshot shows the Grambling State University website in a Windows Internet Explorer browser window. The address bar shows 'http://gsunet/'. The page has a blue header with the university logo and name, and a navigation bar with links: GSU Website, Banner Web, GSUMail, BlackBoard, Sports, NEW Banner, and iService Desk. Below the navigation bar is a 'POPULAR LINKS' section with a list of links: UNIVERSITY DOCUMENTS & FORMS, MEDIA RELATIONS NEWS, HUMAN RESOURCES, PURCHASING OFFICE, SAFETY & RISK MANAGEMENT, INFORMATION TECHNOLOGY CENTER, GRANT ADMINISTRATION, and SECURITY. A search bar is located below the links. The main content area is divided into three columns: UNIVERSITY SPOTLIGHT, NEWS, and RESOURCES & SUPPORT. The UNIVERSITY SPOTLIGHT column contains links for New Title III Office, New Parking Rules, New Safety Tips, Attention New Employees, Art Department 2007/08 Gallery Schedule, and Defensive driver safety course. The NEWS column contains links for GSU featured in Newsweek Magazine's Periscope, GSU Featured in EdTech Magazine Article, Memo: Inclement Weather for Sept. 2008, 2008-2011 Authorized Drivers List, Dunbar Art Gallery 2008-2009 Schedule, GSU Security Case Study, and WeSave discount program for state employees. The RESOURCES & SUPPORT column contains links for Emergency Disaster Response Manual, Banner (IIR), GSU TrackIT Helpdesk, GSU TrackIT Helpdesk Documentation, iServiceDesk, Long Distance Access Form, Email Account Application Form, Spring 2008 Downloadable Telephone Directory (PDF), and General Safety Manual. The footer contains navigation links for ADMISSION, FINANCIAL AID, BANNER WEB, GSU WEBSITE, SUPPORT, HUMAN RESOURCES, and SAFETY, along with the copyright notice: ©2005 Grambling State University, 100 Main Street, Grambling, LA, 71245 Tel: (800) 569-4714.

4) Enter your User ID and your PIN, and then click the “Login” Icon.

GSU Banner System Home - Windows Internet Explorer

https://ssb.gram.edu:9000/

File Edit View Favorites Tools Help

GSU Banner System Home

GRAMBLING STATE UNIVERSITY

Next Image ▶

Login

User ID:

PIN:

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

Resources

- Course Catalog
- Class Schedule
- Enter Secure Area
- Apply for Admission
- General Financial Aid
- Campus Directory

Announcements

Students: To obtain a "REGISTERED FEE SHEET" as well as complete the registration process online, you must accept fees. Once you log onto Banner Web, click on the following:

- STUDENT & FINANCIAL AID
- REGISTRATION
- ACCEPT FEES

start | Internet | 100% | 1:16 PM

5) You have two options here:

#1 – Click on “**Finance**” located on the Gold Horizontal Bar

or

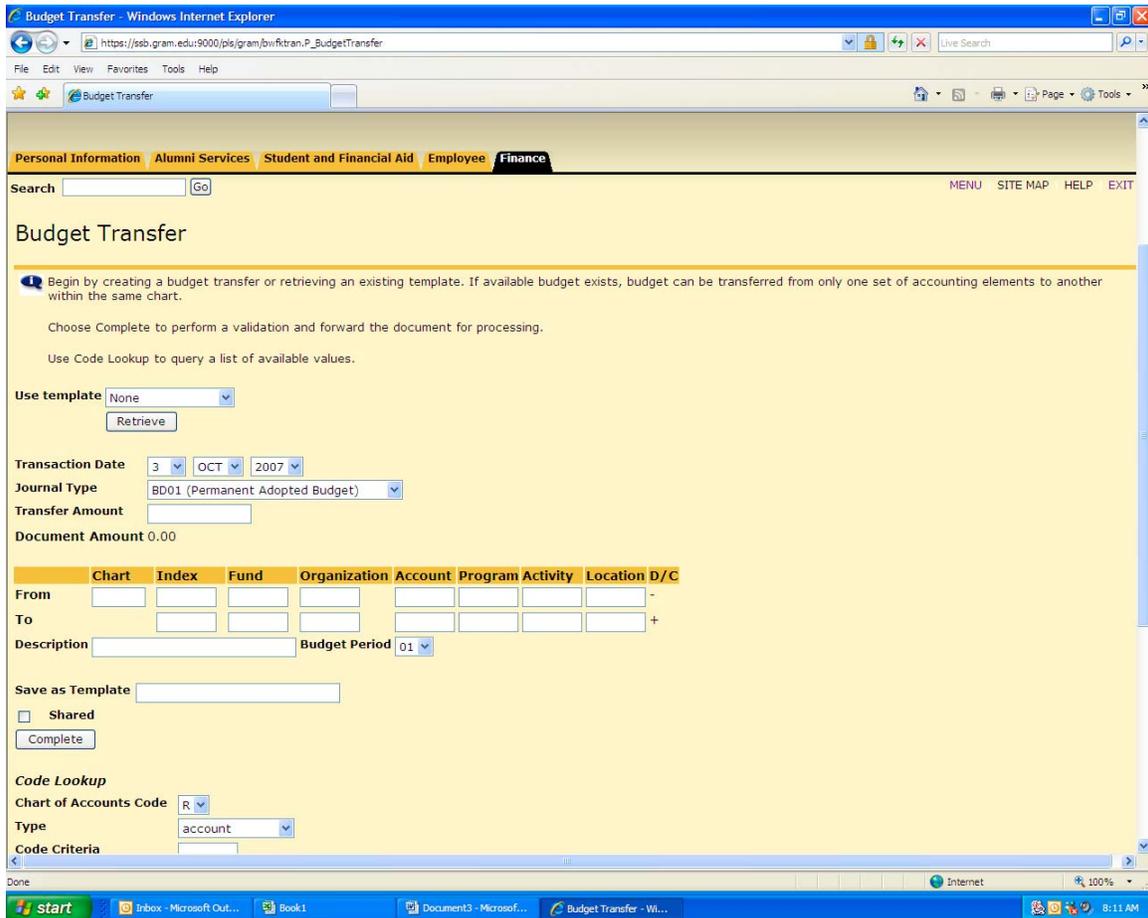
#2 - Click on “**Financial Information Menu**” under the Main Menu

The screenshot shows a Windows Internet Explorer browser window displaying the GSU Main Menu. The browser's address bar shows the URL: https://jsb.gram.edu:9000/pls/gram/Bzpkemgont_p_collect_data_display. The page features a header with a large image of a brick building and the text "GRAMBLING STATE UNIVERSITY" in gold. Below the image is a navigation bar with tabs for "Personal Information", "Alumni Services", "Student", "Employee", and "Finance". A search bar is located below the navigation bar. The main content area is titled "Main Menu" and lists several options: "Emergency Contact Information", "Accept/Pay Fees", "Student", "Employee Information", "Personal Information", "Financial Information Menu", "Email Account Information", "Advisor Evaluations", and "Training Center (Faculty/Staff Only)". The page is powered by GSU ITC and has a release version of 7.4. The Windows taskbar at the bottom shows several open applications, including Microsoft Outlook, Microsoft Excel, AOL Radio, and the Main Menu browser window.

6) Click on **“Budget Transfer”**

The screenshot shows a Windows Internet Explorer browser window displaying the Finance page of Grambling State University. The browser's address bar shows the URL: https://ssb.gram.edu:9000/pls/gram/fv/bkvbis.P_GenMenu?name=menu.P_FinanceMenu. The page features a header with the university's name and logo, and a navigation menu with the following items: Personal Information, Alumni Services, Student, Employee, and Finance (which is highlighted). Below the navigation menu is a search bar and a "Go" button. The main content area is titled "Finance" and contains a list of links: Budget Queries, Encumbrance Query, Requisition, Approve Documents, View Document, Budget Transfer, Multiple Line Budget Transfer, and Delete Finance Template. At the bottom of the page, there is a "RELEASE: 7.3" notice and a "Powered By: GSU ITC" logo. The Windows taskbar at the bottom shows several open applications, including Microsoft Outlook, Microsoft Excel, and the Finance browser window.

This is the “Budget Transfer” page used for budget adjustments.



- 7) Select the **Journal Type**: BD02 (Permanent Budget Adjustment)
- 8) Enter the **Transfer Amount**: 1000 (This amount should always be in whole dollars, no cents, no decimal places, no dollar signs, and no commas).
- 9) Enter “From **Chart**: R, **Fund**: ###, **Orgn**: #####, **Account**: #####, **Program**: ##”
- 10) Enter “To: **Fund**: ###, **Orgn**: #####, **Account**: #####, **Program**: ##”
(Please keep in mind, the “From” on this form represents where you are subtracting or reducing funds and “To” represents where you are adding or increasing funds).
Note: No entry should be made under Index, Activity, or Location.
- 11) Enter “**Description**: Please give brief reason for the budget adjustment”
- 12) Select “**Budget Period**”: Determined by the month of the current fiscal year

Fund Codes

- 100 – Operating Fund
- 2XX – Auxiliary Fund
- 360XXX – University Restricted
- 370XXX – Tiger Fund

Account Codes

- 404000 – Travel
- 405000 – Operating Services
- 406000 – Supplies
- 406500 – Professional Services
- 407000 – Other Charges
- 408000 – Capital Outlay

Program Codes

10 = Instruction
20 = Research
40 = Academic Support
50 = Student Services
60 = Institutional Support
70 = Operations and Maintenance
90 = Auxiliary

Budget Periods

Jul = 01
Aug = 02
Sep = 03
Oct = 04
Nov = 05
Dec = 06
Jan = 07
Feb = 08
Mar = 09
Apr = 10
May = 11
Jun = 12

Once you have completely filled in all the necessary fields, click “**Complete**”

This is the page that shows your document number. You have now completed your budget adjustment. This document is now forwarded to the Approval process. **PLEASE PRINT A COPY FOR YOUR FILES.**

Budget Transfer - Windows Internet Explorer

https://ssb.gram.edu:9000/pls/gram/bwifktran_P_BudgetTransfer

File Edit View Favorites Tools Help

Google

Budget Transfer

Budget Transfer

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from only one set of accounting elements to another within the same chart.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Document 30017126 completed and forwarded to the approval process.

Another Transfer

Use template: None

Retrieve

Transaction Date: 22 OCT 2008

Journal Type: BD02 (Permanent Budget Adjustments)

Transfer Amount: 1

Document Amount 2.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	R		100	1140	404000	60			-
To			100	1140	406000	60			+

Description: To purchase supplies Budget Period: 04

Complete

Code Lookup

Chart of Accounts Code: R

Type: account

Code Criteria:

Title Criteria:

Done

Internet 100%

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