

Banner Budget Journal Voucher Approval Levels

1. Budget journal vouchers within/between organizations and within the same fund

Units can initiate budget actions (Banner journal vouchers) within/between organizations within the same Banner fund type. The journal vouchers must be within revenue or expense accounts; units cannot initiate journal vouchers that adjust both revenues and expenditure accounts.

The Budget Office must process all budget journal vouchers that change the total revenue or expense budget. Grants and Contracts Accounting processes all budget journal vouchers for Banner fund type 28 that increase or decrease the total budget.

Units are authorized to use the following budget types (rule classes) on journal vouchers:

BPE	Permanent Budget Adjustment for Expenses: For recording the transfer of original budget between organizations within the same fund type. The transaction is limited to expense accounts.
BPR	Permanent Budget Adjustment for Revenues: For recording the transfer of original budget between organizations within the same fund type. The transaction is limited to revenue accounts.
BTE	Temporary Budget Transfer for Expenses: For recording the transfer of temporary budget between organizations within the same fund type. The transaction is limited to expense accounts.
BTR	Temporary Budget Transfer for Revenues: For recording the transfer of temporary budget between organizations within the same fund type. The transaction is limited to revenue accounts.

All Budget transactions require approval by a user other than the person who keys the original transaction. The transaction will post to Banner when the approver from each unit included in the entry, who has the sufficient level of approval authority, has approved the journal voucher. Approvers and approval limits are set by departments up to the maximum approval limits as follows:

<u>Transaction dollar threshold</u>	<u>Approval level</u>
✓ up to \$250,000	Dean or Director
✓ \$250,001 to \$500,000	Vice President
✓ over \$500,000	President upon the recommendation of the area Vice President for transactions within an organization and the area Vice Presidents and Senior Vice President for Finance and Administration for those transactions that cross organizational units

The approver may delegate authority to approve budget journal vouchers within the organization. The delegation to individuals is established as part of the Banner approval cues, which are coordinated by the Controller's Office. In addition, the approver may also establish lower dollar thresholds for approval at his/her discretion.

2. All other budget journal vouchers

All other budget adjustments, other than for sponsored programs (fund type 28), are made by the Budget Office. Units wanting to process budget adjustments that change the total revenue or expenditure budget should complete the [Banner Finance Budget Reallocation Form](#), obtain necessary approvals as noted on

the form, and send the form to their senior budget analyst for processing.

Budget journal vouchers processed by the Budget Office are as follows:

BOR / BD01 Original Budget: For recording the permanent budget implementation.

BD02 Original Adjusted: For recording permanent adjustments made by the Budget Office.

BD04 Temporary Budget: For recording temporary adjustments made by the Budget Office.

3. **Questions:** For questions regarding budget journal vouchers, contact your respective senior budget analyst: Melyatta Powers, x.8-2092, for Provost and Academic Affairs; Amy Young, x.8-6014, for Health Sciences and Research; or Matt McNeil, x.8-2093, for President, Finance and Administration, Advancement, Government Relations and External Relations.

Additional information on how to process journal vouchers is also available on the following web sites:

Job aids: <http://www.controller.vcu.edu/banner/financetrans.pdf>

On-line training: http://www.controller.vcu.edu/banner/INB_Transactions.htm

4. **Effective date: December 2006**