# Table of Contents

## Introduction
- Overview 3

## Budget
- Annual Budget Process 4
- Budget Cycle / Notable Dates 5
- Bottom Line Approach 6
- Enrichment / Endowed Funds 7
- Capital Projects Process 8
- Capital Equipment Process 9
- Monitoring Labor Expense 10
- Year-End Deadlines 11
- Expenditures of College Funds 12
- Computer Replacement Policy 13

## Banner
- What is a FOAPAL? 14
- Banner Glossary 16
- Commonly Used Account Codes 20
- Whom Do I Contact? 22
- Frequently Asked Questions 23

## “How To” Section
- View Budgets in Banner INB (FGIBDST) 26
- View Budgets in BannerWeb 27
- Pay a Bill 31
- Use Voucher Form 33
- Use Procurement Card 34
- Submit a Journal Entry 35
- Request a Budget Adjustment 36
- Reallocation Your Budget for the Upcoming Year 37
- Correct Posted YTD Expenses 38
- View Commitments 39
- View Purchase Order Paid Status 42
- View Vendor Paid Status 43
- Request Banner Access 44
- Request Hyperion Access for Budget Reports 47

## Reporting
- General Information 48
- Hyperion Budget Report Instructions 49
- Wage Reports 50