

**KENTUCKY STATE
UNIVERSITY**

Budget Training

KENTUCKY STATE

Budgeting Agenda

- **What is a FOAP(AL)?**
- **How to Access Budgets (Production and Wired)**
- **How to Complete a Budget Transfer via DocuSign**

KENTUCKY STATE

Fund Accounting

What is a FOAPAL

F – Fund (110001 E&G, 2***** Grant)

O – Organization

A – Account

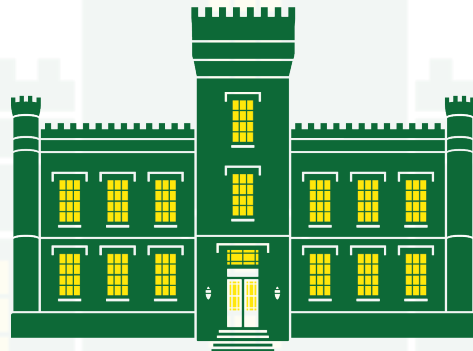
P – Program

A – Activity (Sometimes used)

L – Location (Rarely Used)

Budgeting Basics

- E&G Budgets may be uploaded fully for the fiscal year, quarterly, or at another interval, depending on the fiscal year
- Budgets are assigned to a FOAP



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How to Access Budgets

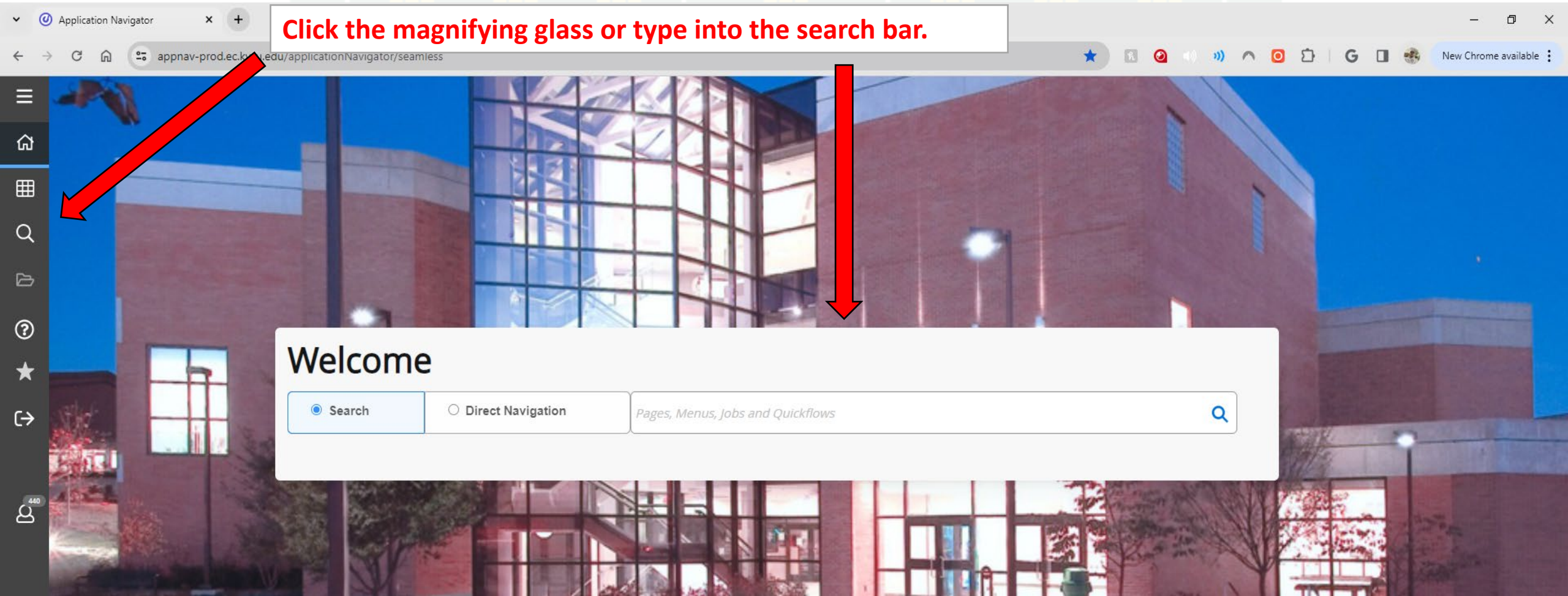
KENTUCKY STATE

How to Access Budgets

- If you need to have access to a budget, you must first complete a Banner Access Form – [See form here.](#)
 - Send completed form to Purchasing (purchasing@kysu.edu).
- Banner (Production) – [Click here to access.](#)
- Banner Wired (Self-Service) – [Click here to access.](#)

Banner (Production)

Click the magnifying glass or type into the search bar.



Banner (Production)

The screenshot shows a web browser window with the URL `appnav-prod.ec.kysu.edu/applicationNavigator/seamless`. The page features a dark sidebar on the left with a search box containing the text `FGIBAVL`. Below the sidebar, a white banner displays the word `Welcome` and a search box with the text `FGIBAVL` and the label `Jobs and Quickflows`. A red arrow points from the sidebar search box to the banner search box, and another red arrow points from the banner search box to the `Welcome` text.

Application Navigator

appnav-prod.ec.kysu.edu/applicationNavigator/seamless

Back to Main Menu

Search Direct Navigation

FGIBAVL

1 results sorted ascending

Budget Availability Status (FGIBAVL)

Welcome

Search Direct Navigation FGIBAVL Jobs and Quickflows

Banner (Production)

Must be 1

Must be current fiscal year (e.g. 26 for fiscal year 2026)

The Fund-Org-Account-Program are all required

Example: 110001 – 100001 – 610 – 6100
Fund Org Acct Prog

If you put in 610 for the account, it will show every account that has a budget.

Chart: * 1 ...

Index: ...

Fund: ...

Account: ...

Fiscal Year: * 24 ...

Commit Type: Both

Organization: ...

Program: ...

Control Fund:

Control Account:

Pending Documents:

Control Organization:

Control Program:

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Banner (Production)

Application Navigator x +

appnav-prod.ec.kysu.edu/applicationNavigator/seamless

ADD RETRIEVE RELATED TOOLS

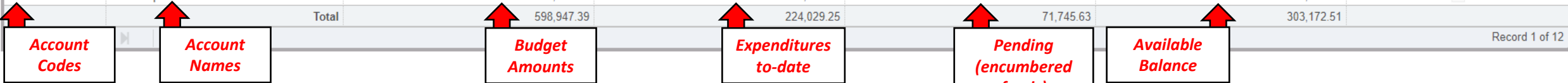
KENTUCKY STATE UNIVERSITY Budget Availability Status FGIBAVL 9.3.13 (PROD)

Chart: 1 Fiscal Year: 24 Index: Commit Type: Both Fund: 110001 Current Unrestricted Organization: 100001 Office Of The President Account: 610 Salaries And Wages Program: 6100 Institutional Support Keys --- >

Control Fund: 110001 Control Organization: 100001 Control Account: 610 Control Program: 6100 Pending Documents:

BUDGET AVAILABILITY STATUS

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
610	Salaries And Wages	210,857.40	0.00	0.00	210,857.40	<input type="checkbox"/>
6100	Full-Time	0.00	93,493.70	0.00	-93,493.70	<input type="checkbox"/>
620	Fringe Benefits	90,697.88	0.00	0.00	90,697.88	<input type="checkbox"/>
6200	Retirement	0.00	23,020.93	0.00	-23,020.93	<input type="checkbox"/>
6201	Payroll Taxes	0.00	6,950.79	0.00	-6,950.79	<input type="checkbox"/>
6202	Insurance	0.00	9,201.54	0.00	-9,201.54	<input type="checkbox"/>
7100	General Operating Supplies	67,939.00	12,056.06	43,016.71	12,866.23	<input type="checkbox"/>
7110	Travel	43,520.00	14,567.56	530.84	28,421.60	<input type="checkbox"/>
7120	Communication	1,200.00	149.84	597.00	453.16	<input type="checkbox"/>
7130	Services	142,583.11	49,512.82	27,601.08	65,469.21	<input type="checkbox"/>
7140	Interdepartmental	3,750.00	233.96	0.00	3,516.04	<input type="checkbox"/>
7160	Other Expenses	38,400.00	14,842.05	0.00	23,557.95	<input type="checkbox"/>
Total		598,947.39	224,029.25	71,745.63	303,172.51	



Budgeting Hierarchy (Pool) Accounting

610

6100

61000

610001

Banner Wired (Self-Service)

Click "KSU Connect"

FUTURE STUDENTS ▾

PARENTS ▾

CURRENT STUDENTS ▾

FACULTY & STAFF ▾

ALUMNI ▾

COMMUNITY ▾



KENTUCKY STATE
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KSU Connect

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Search...



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Banner Wired (Self-Service)

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[Home](#) > [KSU Connect](#)


KSU Connect

 Anthology Suite

 Email / Office 365

 Canvas

 Training

 WIRED

MORE OPTIONS

- [Anthology Suite](#)
- [Campus Email / Office 365](#)
- [Canvas](#)
- [Employee Self-Service](#) (KSU Faculty and Staff)
- [Finance Self-Service](#) (Requisition Creators, Approvers and Budget Managers)
- [IDEA](#) (Faculty Portal)
- [IDEA](#) (Student Portal)
- [Training Tutorials](#)
- [WIRED](#)

Click Finance Self-Service



Banner Wired (Self-Service)

My Finance



Hello Justin,
Create, edit and approve transactions and view financial information for department / organization.

Click "My Finance Query"



My Finance Query

Create, view and share budget availability, encumbrance and payroll queries.



My Requisitions

Create and view draft, pending and completed requisitions and supporting documentation.



My Journals

Create and view draft, pending and completed journals and supporting documentation.



Purchase Orders

Create purchase orders or purchase orders in process.



Approve Documents

View list of documents pending approval. Approve, disapprove, or deny.



Budget Development

Create and review fiscal year operating budgets for the budget development process.



Delete Finance Template

Delete templates for Finance Queries, Budget Development, and Purchase Orders.



View Document

View draft, pending and completed documents with related information and approval history.

Banner Wired (Self-Service)

Click "New Query"

Kentucky State University | KSU x My Finance Query x +

financesb-prod.ec.kysu.edu/FinanceSelfService/ssb/myFinanceQuery#!/budgetDashboard/favoriteQueries

KENTUCKY STATE UNIVER

Justin Lee Peach

My Finance Query

Search Query

New Query

Favorites Saved Queries Shared Queries

Low-High

No Favorite Query exists

Banner Wired (Self-Service)

KENTUCKY STATE UNIVER

My Finance Query

Search Query [] New Query

Justin Lee Peach

My Finance Query

Chart *

Index

1 Kentucky State University * v Choose Index v

Fund

Organization *

110001 Current Unrestricted * v 600008 Contingency - Budget * v

Account

Program

Choose Account v 6600 Physical Plant Operations * v

Activity

Location

Choose Activity v Choose Location v

Commitment Type

All v Include Revenue Accounts

Chart must be 1

Org required... Fund is typically used.

If you leave Account blank, it will show every account budgeted.

Banner Wired (Self-Service)

Budgeting Hierarchy (Pool) Accounting
 610
 6100
 61000
 610001

Query Results

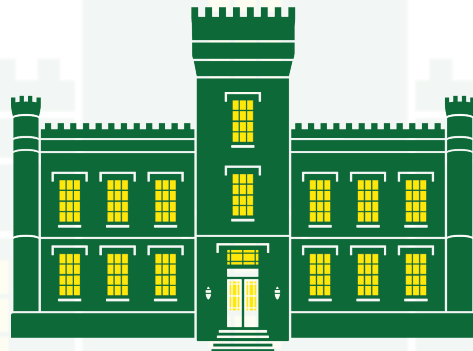
Account	Account Title		Adjusted Budget	Year to Date	Commitments	Available Balance
610	Salaries And Wages	✓	\$210,857.40	\$0.00	\$0.00	\$210,857.40
610001	Ft - Staff Exempt	⚠	\$0.00	\$69,227.79	\$0.00	(\$69,227.79)
610002	Ft - Staff Non Exempt	⚠	\$0.00	\$24,265.91	\$0.00	(\$24,265.91)
620	Fringe Benefits	✓	\$90,697.88	\$0.00	\$0.00	\$90,697.88
620001	Ky Employee Retirement	⚠	\$0.00	\$14,101.67	\$0.00	(\$14,101.67)
620002	Ky Teachers Retirement	⚠	\$0.00	\$8,919.26	\$0.00	(\$8,919.26)
620100	Employer Paid Social Security Tax	⚠	\$0.00	\$5,633.34	\$0.00	(\$5,633.34)
620102	Employer Paid Medicare Tax	⚠	\$0.00	\$1,317.45	\$0.00	(\$1,317.45)
620202	Health Ins - B.C./B. .	⚠	\$0.00	\$8,962.60	\$0.00	(\$8,962.60)
620208	Life Insurance	⚠	\$0.00	\$55.44	\$0.00	(\$55.44)
620212	ST/ LT Disability	⚠	\$0.00	\$183.50	\$0.00	(\$183.50)
7100	General Operating Supplies	✓	\$1,625.00	\$0.00	\$0.00	\$1,625.00
Report Total (of all records)			\$598,947.39	\$224,029.25	\$71,745.63	\$303,172.51

Budgeted Accounts

Budget Amount

Expenses Year to Date

Available



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How to Complete a Budget Transfer

KENTUCKY STATE

How to Access Budget Transfer Form

- **KSU Budget Office Page:** [Click here.](#)
 - Bookmark this page for easy access.

The screenshot shows the top navigation bar of the Kentucky State University website. The main navigation menu includes: FUTURE STUDENTS, PARENTS, CURRENT STUDENTS, FACULTY & STAFF, ALUMNI, and COMMUNITY. Below this is a dark grey bar with the university logo, a search bar, and links for Donate, Apply, A-Z Index, KYSU Online, KSU Connect, and Directory. A secondary navigation bar contains: ABOUT KSU, ADMISSIONS, ACADEMIC AFFAIRS, ATHLETICS, CAMPUS LIFE, and VISIT KSU. The breadcrumb trail reads: Home > Finance and Administration > Budget Policy And Planning.

Finance and Administration

- Accounting
- Accounts Payable
- Auxiliary Services
- Budget Policy and Planning**
- Bursar
- Capital Planning and Facility Management
- Financial Aid
- HEERF Reports
- Information Technology
- Payroll
- Purchasing

Budget Policy And Planning

Budget Policy and Planning's mission is to improve the planning and budgeting process while guiding the process of translating academic and administrative plans into a budget and developing a common basis for assessing performance in terms of that plan. The office's goals and objectives is to enhance and stabilize the budget process in order to improve and streamline the University's budget development process.

1. To serve the University community by providing excellent, consistent, and professional service to constituents regarding all budget matters.
2. To develop a formula/method for establishing tuition and fees for students.
3. To ensure accurate budget information is provided for timely decision making by monitoring and controlling operational spending.
4. To develop and communicate budget guidelines and controls for campus community in order to help enhance the knowledge of budget spending procedures at all levels.

FY2022 BUDGET DEVELOPMENT

- [FY2022 Budget Cycle Calendar](#)

BUDGET DOCUMENTS

- [Budget Training](#)
(Updated January 2024)
- [Budget Basics Guide](#)
- [Instructions: Budget Transfers in Wired](#)
(Updated July 2023)

BUDGET FORMS

- [Budget Transfer Request Form](#)

Click link.



How to Access Budget Transfer Form

- **Complete required sections.**
 - **Preparer** is the person completing the form.
 - **Authorizer** is the person who has authority over that FOAP.
 - Preparer & Authorizer **cannot** be the same person.

PowerForm Signer Information

Budget Transfer Request Form

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.
Please enter your name and email to begin the signing process.

Preparer

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Authorizer

Name: *

Email: *

BEGIN SIGNING

