The University of North Carolina at Pembroke

Budget Training Manual

FY 2021

Financial Planning & Budgeting

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OUR MISSION

Strategic Highlights

The University Financial Planning & Budgeting Office supports the mission of the University by providing operational management, development, and review of the various university budgets. The Budget Office is charged with the oversight of the entire University Budget, and therefore will interact through teamwork at all levels of the administration. It is through this interaction that the Budget Office provides its greatest service, supporting individual units in completion of their mission through effective communication and guidance on the utilization of resources.

Training Highlights

The staff of the Financial Planning & Budgeting Office is here to provide assistance wherever we can. With that in mind, we offer training videos and this training manual as a means to assist you in reaching the objectives of your individual units. Under no circumstances should this training be considered our last available output to assist you in the completion of your task. If there is any assistance we can provide, please let us know.

STAFF



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ACCOUNTING STRUCTURE

Every budget has a Fund, Organization, Account and Program code that is specific to a division, department, and program.

Fund Types

- 1XXXXX State Funds
- 2XXXXX Overhead/Promotional/ Fee Funds
- 3XXXXX Auxiliary Funds
- 4XXXXX Capital Funds
- 5XXXXX Grant Funds
- 6XXXXX Spending/Gift Funds
- 7XXXXX University Endowment
- 8XXXXX Debt Service
- 9XXXXX Foundation/Student Organizations

Account Types

- 21XXX Labor Accounts
- 22XXX Operating Accounts

Operating Pooled Accounts

- 22100P Pool-Purchased Contractual Services
- 22200P Pool-Utilities
- 22300P Pool-Purchased Other Services

23000P – Pool- Supplies

24000P - Pool - Property Plant - Equipment

24600P – Pool – Art Library Learning Resres

25000P – Pool – Other Expense – Adjustments

Program Code

Subordinate codes related to the services provided.

- 101 Instruction
- 102 Summer Term Instruction
- 103 Non-Credit Receipt Supported
- 115 COVID 19 Countermeasures
- 142 Community Services
- 151 Libraries
- 152 General Academic Support
- 155 COVID 19 Recovery Act
- 160 Student Services
- 170 Institutional Support
- 180 Physical Plant Operations
- 230 Student Financial Aid
- 252 Other Reserves
- 990 Multiactivity



Banner 9 is now web-based and runs best using Google Chrome. You will be directed to the single sign-on page where you will login using your username and password:



BANNER 9 FINANCE HOME (LANDING) SCREEN

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			Welcome	
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	Ellucian® © 2014–2019 Ellucian Company L.P. and its a	affiliates.		
	rnis software contains confidential and proprietary information of of one or more written license agreements between Ellucian and	of Enucian and its subsidiaries. Use of this software I the licensee in question.	e is innited to Ellucian licensees, and is subject to the	terms and conditions

There are 9 areas of the Landing Page to use in navigation of Banner 9

1. **Menu Icon**: (CTRL+ M) The Menu icon is located in the upper left corner of the Application Navigation Toolbar. Click on the icon to open the Banner Menu and expand the options by selecting ">". Continue expanding the options to locate individual Pages. Select the Page you are interested in opening and click on the name or hit the Enter key on your keyboard.

2. **Search Icon**: (CTRL+SHIFT+Y) The search Icon (magnifying glass) is located on the Application Navigation Toolbar, just to the right of the Menu icon. Click this icon to open the search window. You may then enter the descriptive name of the Page or the Banner acronym for the Page you are searching for.

3. **Recently Opened Icon**: (CTRL+ Y) The Recently Opened icon is located on the Application Navigation Toolbar, just below the Search icon. It will display with a count of Pages opened after opening a Page. To access a listed (recently opened) Page, click the icon and select the desired Page from the list.

4. **Sign Out button**: (CTRL+ SHIFT+F) Use the Sign Out link when closing the application (instead of closing your browser window) to ensure that you are logged out of Banner 9.

5. **Help Icon**: (CTRL+ SHIFT+L) Select the Help icon (?) to display information about the Page you are currently viewing.

6. **Search Box**: Enter the descriptive name or Banner acronym of the Page you are searching for to display options.

Click on the desired entry or use the Enter key on your keyboard to access the Page

FREQUENTLY USED BANNER PAGES FOR BUDGET MANAGEMENT

The primary forms used for budget management are:

FGIBAVL – Budget Availability Status Form (Used to determine if budget is available to complete purchases/requisitions).

FGIBDST – Organization Budget Status Form

FGITRND – Detail Transaction Activity Form

FGITBSR – Trial Balance Summary Form

FTMFUND – Fund Code Maintenance

FTMACCT – Account Code Maintenance

FGIOENC – Organizational Encumbrance List

FGIBAVL

Budget Availability Status Form at the Pool Level – for State Fund use only

Used to determine budget availability to process purchases.

← -	C	banxp-uncp.uncecs.edu:9632/uncpprodApplicationNavigat	or/seamless			☆	0 :
≡	×	ellucian Budget Availability Status FGIBAVL 9.3.7 (UNCPPROD)			🔒 ADD	A RELATED	🔅 TOOLS
*	ĸ	Chart: P Index:	Always "P"	Fiscal Year: * [21 Commit Type: Both Organization: [17810 Program: [170			Go
Q		Control Fund:		Control Organization:			
2	Pe	Control Account: ding Documents:	ys "21109"	Control Program: press ENTER.			
r G→		Exit					

This screen displays the available balance for a particular FUND-ORG, the budget balance at the pooled account level. This screen should be used when determining if funding is available in a particular account pool before entering a requisition.

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	Chart: P Fiscal Ye	ar: 21 Index: Commit Type: Both Fund: 1	170810 Budget Office Organization: 170810 E	Budget Office Account: 21109 EPA Lapsed Sa	laries Program: 170 Institutional Support	<eys></eys>		Start	Over
*	Control Fund: 1708	10 Control Organization: 170810 Control Acc	count: 21109 Control Program: Pending Docum	ents:					
	BUDGET AVAILABIL	ITY STATUS					🖬 Insert 🗖 De	elete Pa Copy	Y, Filter
	Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents		
~	21110	EPA Regular Salary	107,769.00	0.00	0.00	107,769.00			
ų	21210	SPA Regular Salary	176,445.00	0.00	0.00	176,445.00			
-0	21510	Social Security	21,744.00	0.00	0.00	21,744.00			
	21520	State Retirement	55,992.00	0.00	0.00	55,992.00			
	21560	Medical Insurance	25,555.00	0.00	0.00	25,555.00			
?	21576	Flexible Spending Savings Account	0.00	32.99	0.00	-32.99			
	22300P	Pool-Purchased Other Services	1,500.00	0.00	0.00	1,500.00			
G	23000P	Pool-Supplies	1,500.00	0.00	0.00	1,500.00			
		Total	390,505.00	32.99	0.00	390,472.01			
	K ◀ 1 of 1 ►	▶ 10 Per Page						Rec	cord 1 of 8

Adjusted Budget – YTD Activity – Commitments = Available Balance

The YTD Activity includes anything that has been paid for. The commitments include requisitions that have posted. Requisitions will be held in commitments until items are delivered and invoices paid. Once paid, the amount is moved to YTD Activity. If the total amount committed isn't paid, the remaining balance will be held in commitments until the PO is closed. The available balance will help you prevent NSF transactions during the requisition process. Please submit a budget transfer to <u>Budget@uncp.edu</u> if enough funding isn't available for a particular pooled account.

In order to view the available balance for a different FUND_ORG, click **Start Over**, or **F5** on you keyboard.

FGIBDST

Organization Budget Status Form – for State and Non-State use

• Reflects completed transactions, not the remaining or available budget.

$\leftarrow \ \rightarrow$	C 🏠 🔒 ban	p-uncp.uncecs.edu:9632/uncpprodApplicationNavigator/seamless				☆	0 :
≡	× @ ellucian	Organization Budget Status FGIBDST 9.3.6 (UNCPPROD)			ADD	👗 RELATED	🔅 TOOLS
	Chart:	P UNCP	Fiscal Year	21			Go
*	Index:		Query Specific	•			
			Account				
	Include Revenue:		Commit Type	Both			
	Accounts						
Q	Organization:	170810	Fund	170810			
	Program:	170	Account				
2	Account Type:		Activity				
	Location:						
?	Get Started: Comple	e the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER	R.				
⇔							

Required Information

Chart – Always P

Fund, Org and Fiscal Year.

Click GO.

Chart: P UNCP Fis	scal Year: 20 Index: Que	ry Specific Account: 📄 Include Revenue Accounts: 🗹 Co	ommit Type: Both Organization: 170810 Budge	t Office Fund: 170810 Budget Office Prog	ram: 170 Institutional Support Account:	Start O
Account type. Ac	T STATUS					🔁 Incert 🗖 Dalala - 🗖 Conv
ORGANIZATION BUDGE	T STATUS		1			Bur insert Bur Delete "B Copy
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
17990	R	Miscellaneous Income	0.00	304.38	0.00	
21110	L	EPA Regular Salary	108,736.00	107,769.00	0.00	
21210	L	SPA Regular Salary	183,537.00	175,708.07	0.00	
21460	L	SPA Longevity Payment	2,907.00	2,906.98	0.00	
21510	L	Social Security	21,388.00	0.00	0.00	
21520	L	State Retirement	55,992.00	0.00	0.00	
21541	L	TSERS Non-Law-Employer	0.00	56,417.65	0.00	-
21549	L	BCBS PPO Standard 80/20 Employer	0.00	25,278.88	0.00	
21550	L	FICA-Social Security Employer	0.00	16,846.74	0.00	
21551	L	FICA-Medicare Employer	0.00	3,963.34	0.00	
21560	L	Medical Insurance	25,555.00	3	0.00	
21576	L	Flexible Spending Savings Account	356.00	355.35	0.00	
21577	L	Unemployment Ins Pmt 1% DES	88.00	87.62	0.00	
22100P	E	Pool-Purchased Contractual Services	500.00	0.00	0.00	
22300P	E	Pool-Purchased Other Services	1,500.00	0.00	0.00	
22447	E	Maint Agreement PCs - Printers	0.00	0.00	0.00	
22850	E	Printing And Binding	0.00	67.00	0.00	
22852	E	Printing Key Copies	0.00	102.96	0.00	
23000P	E	Pool-Supplies	1,000.00	0.00	0.00	
23110	E	General Office Supplies	0.00	274.20	0.00	
		Net Total	-401,559.00	-389,733.41	0.00	
< < 1 of 2 ► >	20 V Per Page					Reco

Financial information is provided in account code order or line item detail. To go back and input another FUND and ORG, click **Start Over**.

FGIBDST (Transaction Detail)

ORGANIZATION BUD	DGET STATUS				a Insert	Delete Fill Copy Y. Filter
Account	Туре	Title	Adjusted Budget	YTD Activity	Commitments Available Balance	
17990	R	Miscellaneous Income	0.00	304.38	0.00	-304.38
21110	L	EPA Regular Salary	108,736.00	107,769.00		
21210	L	SPA Regular Salary	183,537.00	175,708.07		
21460	L	SPA Longevity Payment	2,907.00	2,906.98	2 Use the RELA	TED icon to view
21510			21,388.00	0.00	2. 050 the help	
21520	1 Click in	any field you want	55,992.00	0.00	any further det	ail pago such as
21541	1. CIICK III o	any held you want	0.00	26 278 88	any further det	an page such as
21550			0.00	16 846 74		
to see detail of, a		ail of, and then	0.00	3 953 34	FGIOENC for En	cumprances
			25.555.00	0.00		
21576	select the	"Related" icon.	356.00	355.35	(Commitments	or FGITRND
21577			88.00	87.62		
22100P			500.00	i 0.00	Transaction Det	tail (YTD expens
22300P			1,500.00	0.00	Transaction De	tun (TTB expens
22447	E	Maint Agreement PCs - Printers	0.00	0.00		
22850	E	Printing And Binding	0.00	67.00	0.00	-67.00
22852	E	Printing Key Copies	0.00	102.96	0.00	-102.96
23000P	E	Pool-Supplies	1,000.00	0.00	0.00	1,000.00
23110	E	General Office Supplies	0.00	274.20	0.00	-274.20
14 . 4 . 5 . 4		Net	Total -401,559.00	-389,733.41	0.00	D
1 of 2	Per Page					Record 18 of 22

This page does not subtract The YTD expenses and Commitments from the Adjusted Budget. FGIBDST is used to get more line item detail on what has been paid or encumbered.

To access transaction details (Budget transfers, invoices, etc) for specific accounts, click the transaction you wish to access, and at the top of the screen click **RELATED** and **Transaction Detail Information** (FGITRND).

FGITRND

COA: P	Fiscal Year: 20	ndex: Fund:	170810	Organization: 170810 Account	t: Program: 170 Activity: L	ocation:	Period: Cor	mit Type: Both						itart Ov
DETAIL T	TRANSACTION ACTIV	ITY										🖬 Insert	Delete 📲 🤇	ору
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Туре	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Loca
17990	170810	170	YTD	304.38	+	CHS1	F0074355	07/24/2019	07/24/2019	Revenue STIF	U	170810		
21110	170810	170	ABD	967.00	+	B4C	J0036341	06/25/2020	06/25/2020	Finance Data Mart	U	170810		
21110	170810	170	YTD	8,980.75	+	HGNL	F0076026	06/30/2020	06/23/2020	HR Payroll 2020 MN 6 0	U	170810		
21110	170810	170	YTD	8,980.75	+	HGNL	F0075798	05/29/2020	05/21/2020	HR Payroll 2020 MN 5 0	U	170810		
21110	170810	170	YTD	8,980.75	•	HGNL	F0075643	04/30/2020	04/23/2020	HR Payroll 2020 MN 4 0	U	170810		
21110	170810	170	YTD	8,980.75	+	HGNL	F0075468	03/31/2020	03/25/2020	HR Payroll 2020 MN 3 0	U	170810		
21110	170810	170	YTD	8,980.75	+	HGNL	F0075335	02/28/2020	02/20/2020	HR Payroll 2020 MN 2 0	U	170810		
21110	170810	170	YTD	8,980.75	+	HGNL	F0075171	01/31/2020	01/27/2020	HR Payroll 2020 MN 1 0	U	170810		
21110	170810	170	YTD	8,980.75	+	HGNL	F0075017	12/23/2019	12/16/2019	HR Payroll 2019 MN 12 0	U	170810		
21110	170810	170	YTD	8,980.75	+	HGNL	F0074951	11/27/2019	11/21/2019	HR Payroll 2019 MN 11 0	U	170810		
21110	170810	170	YTD	8,980.75	+	HGNL	F0074801	10/31/2019	10/24/2019	HR Payroll 2019 MN 10 0	U	170810		
21110	170810	170	YTD	8,980.75	+	HGNL	F0074684	09/30/2019	09/23/2019	HR Payroll 2019 MN 9 0	U	170810		
21110	170810	170	YTD	8,980.75	+	HGNL	F0074495	08/30/2019	08/26/2019	HR Payroll 2019 MN 8 0	U	170810		
21110	170810	170	YTD	8,980.75	+	HGNL	F0074351	07/31/2019	07/24/2019	HR Payroll 2019 MN 7 0	U	170810		
21110	170810	170	ABD	107,769.00	+	BD02	FM002355	07/01/2019	07/01/2019	Initial Budget	U	170810		
21210	170810	170	ABD	7,092.00	+	B4C	J0036341	06/25/2020	06/25/2020	Finance Data Mart	U	170810		
21210	170810	170	YTD	14,703.75	+	HGNL	F0076026	06/30/2020	06/23/2020	HR Payroll 2020 MN 6 0	U	170810		
21210	170810	170	YTD	14,703.75	+	HGNL	F0075798	05/29/2020	05/21/2020	HR Payroll 2020 MN 5 0	U	170810		
21210	170810	170	YTD	14,703.75	+	HGNL	F0075643	04/30/2020	04/23/2020	HR Payroll 2020 MN 4 0	U	170810		
21210	170810	170	YTD	14,703.75	+	HGNL	F0075468	03/31/2020	03/25/2020	HR Payroll 2020 MN 3 0	U	170810		
			Tota	791,901.17	+									
◀ (1 of 9 🕨 射	20 - Per	Page										R	ecord

FGITRND will provide you with a complete list of all budget transfers, YTD expenses and encumbrances for any particular fund by fiscal year.

Required Information

COA: Always P

Fiscal Year, Fund and Org. Program should automatically populate.

How to Get this Information into an Excel Document

- 1. Click on the Tools Icon.
- 2. Click on Export.
- 3. FGITRND document will appear on bottom left screen.

DETAIL TRANS				organization: 170810 Account	. Program. (10 Mcurrig.			une rype: 0001						can over
	SACTION ACTIVIT	TY										D Inset	Deleto Ma C	opy T
iccount 0	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Туре	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Locatio
17990 1	170810	170	YTD	304.38	+	CHS1	F0074355	07/24/2019	07/24/2019	Revenue STIF	U	170810		
1110 1	170810	170	ABD	967.00	+	B4C	J0036341	06/25/2020	06/25/2020	Finance Data Mart	U	170810		
1110 1	170810	170	YTD	8,980.75		HGNL	F0076026	06/30/2020	06/23/2020	HR Payroll 2020 MN 6 0	U	170810		
1110 1	170810	170	YTD	8,980.75	•	HGNL	F0075798	05/29/2020	05/21/2020	HR Payroll 2020 MN 5 0	U	170810		
1110 1	170810	170	YTD	8,980.75	•	HGNL	F0075643	04/30/2020	04/23/2020	HR Payroll 2020 MN 4.0	U	170810		
1110 1	170810	170	YTD	8,980.75	+	HGNL	F0075468	03/31/2020	03/25/2020	HR Payroll 2020 MN 3 0	U	170810		
1110 1	170810	170	YTD	8.980.75	•	HGNL	F0075335	02/28/2020	02/20/2020	HR Payroll 2020 MN 2 0	U	170810		
1110 1	170810	170	YTD	8,980.75	•	HGNL	F0075171	01/31/2020	01/27/2020	HR Payroll 2020 MN 1 0	U	170810		
1110 1	170810	170	YTD	8,980.75	+	HGNL	F0075017	12/23/2019	12/16/2019	HR Payroll 2019 MN 12 0	U	170810		
1110 1	170810	170	YTD	8,980.75	•	HGNL	F0074951	11/27/2019	11/21/2019	HR Payroll 2019 MN 11 0	U	170810		
1110 1	170810	170	YTD	8,980.75	+	HGNL.	F0074801	10/31/2019	10/24/2019	HR Payroll 2019 MN 10 0	U	170810		
1110 1	170810	170	YTD	8,980.75	*	HGNL	F0074584	09/30/2019	09/23/2019	HR Payroll 2019 MN 9 0	U	170810		
1110 1	170810	170	YTD	8,980.75	*	HGNL	F0074495	08/30/2019	08/26/2019	HR Payroll 2019 MN 8 0	U	170810		
1110 1	170810	170	YTD	8,980.75	+	HGNL	F0074351	07/31/2019	07/24/2019	HR Payroll 2019 MN 7 0	U	170810		
1110 1	170810	170	ABD	107,769.00	*	BD02	FM002355	07/01/2019	07/01/2019	Initial Budget	U	170810		
1210 1	170810	170	ABD	7,092.00	•	B4C	J0036341	06/25/2020	06/25/2020	Finance Data Mart	U	170810		
1210 1	170810	170	YTD	14,703.75	*	HGNL	F0076026	06/30/2020	06/23/2020	HR Payroll 2020 MN 6 0	U	170810		
1210 1	170810	170	YTD	14,703.75	+	HGNL	F0075798	05/29/2020	05/21/2020	HR Payroll 2020 MN 5 0	U	170810		
1210 1	170810	170	YTD	14,703.75	+	HGNL	F0075643	04/30/2020	04/23/2020	HR Payroll 2020 MN 4 0	U	170810		
1210 1	170810	170	YTD	14,703.75	*	HGNL	F0075468	03/31/2020	03/25/2020	HR Payroll 2020 MN 3 0	U	170810		
			Tota	I 791,901.17	+									
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FGITBSR

Trial Balance Summary Form – Non-State Funds

Auxiliary Cash Position – Cash collected, Spent and Encumbered

Beginning Balance + Revenue – Expenses = Current Fund Balance

Please note that encumbrances are not included in the current fund balance. This will need to be subtracted manually

X Operation Taid Balance Summary FGTESR 9.9 (LNCPPROD) Charlow Char Charlow Char <th>☆ 🕒 :</th>	☆ 🕒 :
CAX: P. UNCP Fixed Year: 20 Funds: 201000 Audiatory Administration OR Fund Type: Account OR Acct Type: CAX: P. UNCP Fixed Year: 20 Funds: 201000 Audiatory Administration OR Acct Type: OR Acct Type: Or Accessing Or Accessing	RETRIEVE 🛔 RELATED 🔅 TOOLS
C URREXT FUND BALANCE Act Type Account Description Beginning Balance Debit/Credit * Current Balance AA 31220 Claim On Cash 82,005.91 Debit 44 AJ 33214 Student AR Redunds 0.00 Debit 44 FA 51100 Due To Vand - Change in Payables 0.00 Debit KA 7200 Encombrano Control 0.30,718.47 Debit	Start Over
Act Type Account Description Beginning Bilance DebiD/Credit Current Bilance A 31220 Claim On Cash Beginning Bilance BebiD/Credit Control Add A 31220 Claim On Cash Beginning Bilance BebiD/Credit Add Add AU 33214 Student AR Refunds 0.00 0 Debit BebiD/Credit Add FA 5100 Due To Yand - Changa in Payables 0.00 0 Credit Edition Add FA 5100 Due To Yand - Changa in Payables 0.00 0 Credit Edition Edition FA 5100 Due To Yand - Changa in Payables 0.00 0 Credit Edition Edition FA 5100 Due To Yand - Changa in Payables 0.00 0 Credit Edition Edition FA 5100 Due To Yand - Changa in Payables 0.00 0 Credit Edition Edition FA 5100 Due To Yand - Changa in Payables 0.00 0 Credit Edition Edition Edition FA 5100 Due To Yand - Changa in Payabl	🖬 Insert 🔲 Delete 🧖 Copy 🔍 Filter
AA 31220 Claim On Ceah 82,005 94 Debit 44 Q AU 33214 Student A Relands 0.00 Debit 44 AU 33214 Student A Relands 0.00 Debit 44 FA 6100 Due To Vand - Changia n Physiolis 0.00 Credit KA 7200 Encurbrance Control 307.18.47 Debit 37.18.47	Debit/Credit *
AU 33214 Student AR Refunds 0.00 Debit FA 51100 Due To Vand - Change in Payables 0.00 Credit KA 75200 Encumbrance Control 30,718.47 Debit V A 70200 Encumbrance Control 30,718.47 Debit	4.73 Debit
Q FA 5110 Due To Vand - Change In Psyzöles 0.00 Credit KA 75200 Encumbrance Control 33,718.47 Debt 32,718.47 Debt 32,	0.00 Debit
KA 7920 Ensummanne Control 30.718.47 Dealt VA 7020 Ensummanne Control 0.00 Dealt	0.00 Credit
KA 70200 Evpenditure Central 0.00 Debit	6.05 Debit
TA 1200 Expenditure Control 0.00 Debit 38	1.21 Debit
KA 79600 Reserve For Encumbrances 30,718.47 Credit	6.05 Credit
2 LA L3100 Net Assets-Cur Unr-Gen. Fund 82,805.94 Credit 82	5.94 Credit
LA L3300 Net Assets-Cur Unrest-Proprietary 0.00 Credit	0.00 Credit
C Total ALLACCOUNTS 0.00	0.00
Current Fund Balance 44	4.73 Credit
_[(⊲ () of ▶)) 10 ∨ PerPage	Record 1 of 8
* - denotes amount is opposite of Normal Balance	

This page will be beneficial to you if you have a non-state fund. This page cannot be used for state funds.

FTMFUND

FTMFUND is used to identify the fund manager for a particular fund.

\leftrightarrow \rightarrow	C ☆ 🔒 ba	hxp-uncp.uncecs.ed	u:9632/uncpp	rodApplicationNavigator/seamless										\$	Θ:
≡	🗙 🎯 ellucian	Fund Code Main	enance FTMFI	JND 9.3.10 (UNCPPROD)								ado 🖺 Retriev	re 🛔 Relat	ED 🌞 TOOL	S 1
	* FUND CODE MAINTE	NANCE										==	🖬 Insert 🛛 🖬 D	elete 🦷 Copy	👻 Filter
*	Chart of Accounts *	Active Status	Grant	Grant Title	Proposal	Fund *	Fund Title *	Effective Date *	Termination Date	Next Change Date	Expenditure End Date	Data Entry Fun	d Type * Fi	und Requires Eff	fort Certificat
		🔽						07/13/2020							
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- 1. Go to FTMFUND
- 2. Click on Single Record (Shown Above)
- 3. Click Filter
- 4. Type in the fund (ex. 170810)
- 5. Click Go.

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		Active Status	Unbilled AR Account			
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€	Fund	170810	Cash Receipt Bank Code			
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0	Effective Date	01/05/2016	Capitalization Equity Account			
	Termination Date		Capitalization Fund			
	Next Change Date		Multiple Fund Balance Indicator	(None)		
	Expenditure End Date		Restriction Indicator	(None)		
		Data Entry	Default Organization	170810		
	Fund Type	11 General Fund	Default Program	170		
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		ZU V Per Page			Record	1010
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FTMACCT

FTMACCT will help you identify what pool an account rolls up to. This is helpful when completing a budget transfer form.

- 1. Go to FTMACCT
- 2. Click on Filter
- 3. Type in the Account
- 4. Click Go



Example:

Account	Pool Account
22199	22100P
22850	22300P
23110	23000P
24534	24000P
25832	25000P

FGIOENC

FGIOENC is helpful if you want to view a list of all encumbrances associated with your budget. Encumbrances include PO's and all transactions which have not yet been finalized.

1. From the Banner Main Menu, type FGIOENC, then press Enter.



- 2. Type in your Fund and Organization Code.
- 3. Click the Go button.
- 4. Scroll though the records using the scroll bar to the right, or the down arrow on your keyboard.

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	Chart: P Fiscal Year: 21 Index: Organization: 170725 Controllers Office Fund: 170725 Controllers Office								Start Over		
*	* ORGANIZATIONAL ENCUMBRANCE LIST								🖬 Insert 🗖	Delete 📲 Copy	Y, Filter
	Encumbrance Vendor		Item	Acct	Prog	Actv	Loon	Amount		Commit Type	
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~	(◀ 1 of 1 ►) 10 ∨	Per Page								Re	cord 1 of 1
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To view details about a specific transaction:

- Place your cursor on the line associated with the transaction.
- Click on the "Related" menu at the top of your screen and choose "Query Detail; Encumbrance Info."
- You will be taken to FGIENCD, where you can view details about the transaction.
- Click Exit "X" to return to the FGIOENC screen.

If the encumbrance needs to be closed, please email <u>accounts.payable@uncp.edu</u>.

BUDGET TRANSFERS

The Budget Transfer form can be found on the Financial Planning & Budgeting website under forms.

https://www.uncp.edu/resources/financial-planning-and-budgeting/financial-planning-and-budgeting-forms

To submit a Budget Transfer Request, please fill out this form and submit via email to Budget@uncp.edu.

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Budget Transfer Reminders

- Budget transfers are not allowed between State funds and Non-State funds
- Budget transfers are not allowed between different Non-state funds. This is considered a cash transfer and would be processed in Financial Reporting.
- +'s and -'s should equal
- Only use whole dollars

FUND MANAGER RESPONSIBILITIES

The Fund Manager:

- Serves as the official contact for the department concerning financial matters
- Ensures that the department's financial affairs operate in accordance with the University's Policies and Procedures
- Maintains departmental balances. Department's Available Balance (State Funds) and Available Cash Balance (Non-State Funds) should remain positive. Negative balances require immediate attention.
- Approves budget transfers
- Responsible for navigating and interpreting the University's online financial systems. Fund managers are responsible for attending Budget Office training sessions to garner the necessary skills used to operate and understand Banner.

BANNER 9 GLOSSARY

Funds / Fund Balance – A Fund is a self-balancing set of accounts, segregated for specific purposes in accordance with laws and regulations or special restrictions and limitations. The Fund Balance is the residual balance of Revenues less Expenses of the accounts maintained within the fund.

Adjusted Budget – Amount of budget posted for this fund for the fiscal period.

Expenditures - Refers to the actual funds expended. When a vendor bill is paid, it becomes an expenditure.

Available Balance – Represents the budget available for use for each specific account type.

Budget Transfer – The process of transferring budget between funds or between accounts within the same fund.

Encumbrance/Commitments - When a purchase order is issued, the funds for the purchase must be reserved. The process of reserving the funds is referred to as encumbrance. Once funds are encumbered, they are removed from the balance available. This prevents over expenditures from occurring and allows departments to monitor available budget balances.

Insufficient Funds - Prior to a purchase order being issued to a vendor, the funds must be encumbered. If funds in the budget are not adequate to cover the expected expenditure, this lack is referred to as insufficient funds.