



BANNER FINANCE USER TRAINING MANUAL

***Revised Edition
January 2023***

Banner Finance User Training

Table of Contents

Orientation Section

Banner FOAP	4
Requesting Access to Funds for Self-Service and E-Print	5
Banner Finance Homepage.....	7
Helpful Banner Finance Tips.....	10
Campus Budget Dashboard	11
Summary of Campus Dashboard Reports	32
E-Print	33
E-Print – The Right Report for the Job	37
Departmental Fund Activity Reconciliation.....	38
Departmental Fund Activity Reconciliation (Sample form with reports listed).....	42

Budget Office Section

Budget Queries.....	45
Departmental Budget Transfers (One transfer between two budget pools)	50
Multiple Line Budget Transfers	53
Quick Reference	57
Budget Administration from ASU Policy Manual	59

Special Funds Accounting Section

Grant Budget Queries/Budget Status by Account	73
Budget Quick Query.....	76

Miscellaneous Section

Fund Authority Form Instructions	80
Frequently Used Rule Codes	85
Finance Transaction Feeds	86
Request for Budget Revision (Blank form).....	87
Point of Contact List.....	88

BANNER FINANCE USER TRAINING MANUAL

Orientation

***Revised Edition
January 2023***

Banner FOAP



109308	415400	731210	170
FUND	ORGANIZATION	ACCOUNT	PROGRAM

UNIVERSITY ACCOUNTS	
1XXXXX	ASSETS
2XXXXX	LIABILITIES
3XXXXX	CONTROL ACCOUNTS
4XXXXX	NET ASSETS
5XXXXX	REVENUES
6XXXXX	LABOR
7XXXXX	EXPENDITURES
8XXXXX	TRANSFERS IN & OUT

Accounts

Code used to identify type and uses of transactions

Department will use accounts to specify how the money is spent or received

Primary accounts used by Depts:

- Revenues
- Labor
- Expenditures

Budget Pools:

- 614650 - Holiday Pay** (Includes 612300 and 614660 thru 614700)
- 719000 - Contracted Services** (Includes all 719XXX accounts except 719700)
- 720000 - Supplies & Materials** (Includes all 72XXXX accounts)
- 731000 - Travel** (Includes all 731XXX accounts)
- 732000 - Communications** (Includes all 732XXX accounts)
- 734000 - Other Current Services** (Includes all 734XXX through 739XXX accounts)
- 740000 - Fixed Charges** (Includes all 74XXXX accounts except 748XXX)
- 750000 - Capital Outlay/Equipment** (Includes all 75XXXX accounts except 756XXX – reserved for Library)
- 756000 - Library Books** (Includes all 756XXX accounts and may only be used in Program 151 with the exception of a small allocation to Program 101 – Distance Education)
- 785000 - Other Expenses** (Includes all 785XXX through 789XXX accounts)

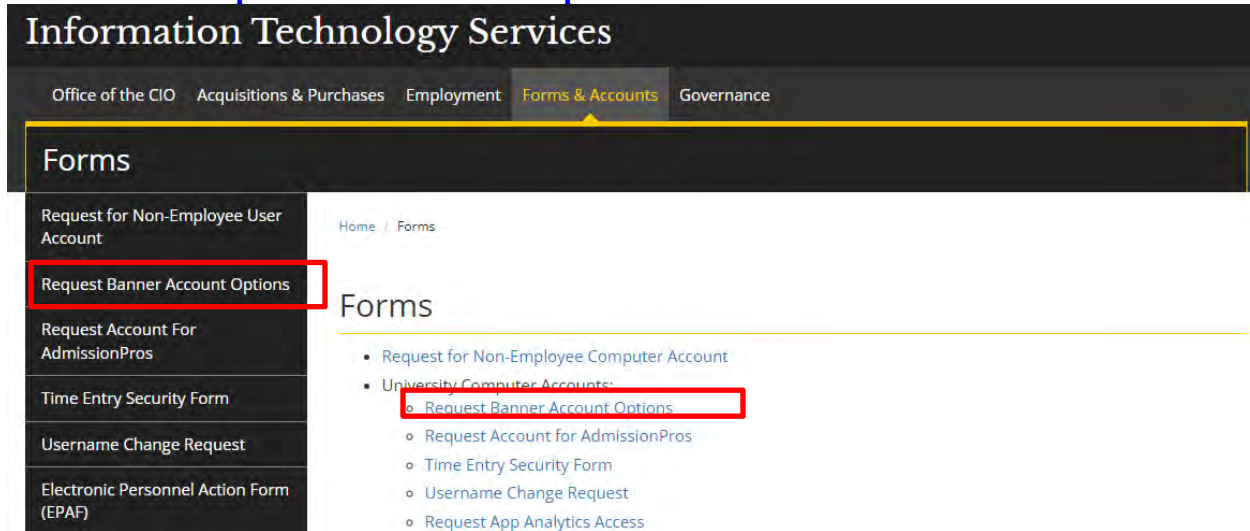
Transfer Lines:

- 808440 - Transfer in - ASU ONLY**
- 884440 - Transfer out - ASU ONLY**

Requesting Access to Funds for Self-Service and E-Print

Requesting employee should have their supervisor complete the online form located here:
its.appstate.edu/it-forms-accounts

1. Select **Request Banner Account Options**.



Information Technology Services

Office of the CIO Acquisitions & Purchases Employment **Forms & Accounts** Governance

Forms

Request for Non-Employee User Account

Request Banner Account Options

Request Account For AdmissionPros

Time Entry Security Form

Username Change Request

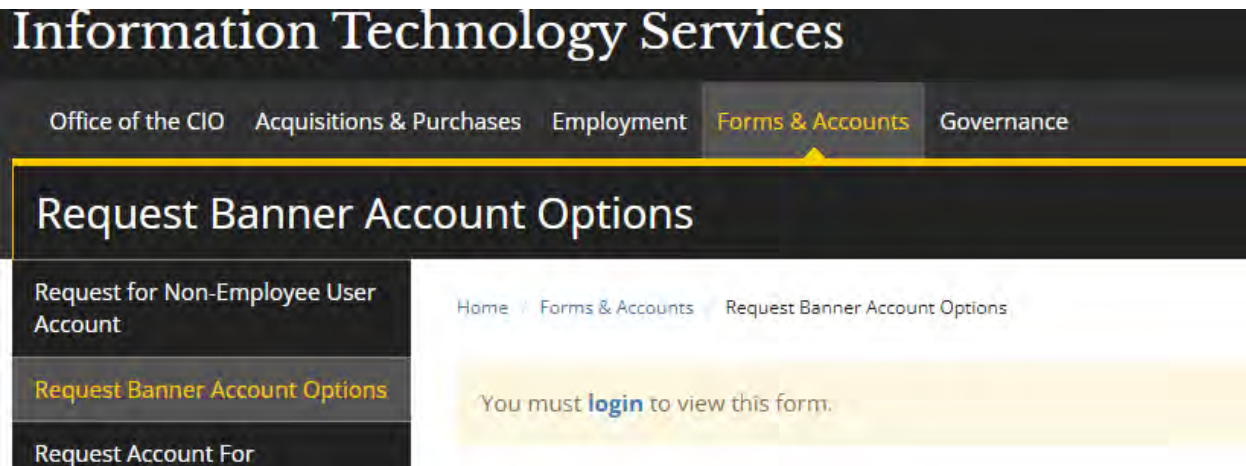
Electronic Personnel Action Form (EPAF)

Home / Forms

Forms

- Request for Non-Employee Computer Account
- University Computer Accounts:
 - Request Banner Account Options**
 - Request Account for AdmissionPros
 - Time Entry Security Form
 - Username Change Request
 - Request App Analytics Access

2. Click **Single Sign On Log In**, enter **Username and Password**, then press the **Log In** button.



Information Technology Services

Office of the CIO Acquisitions & Purchases Employment **Forms & Accounts** Governance

Request Banner Account Options

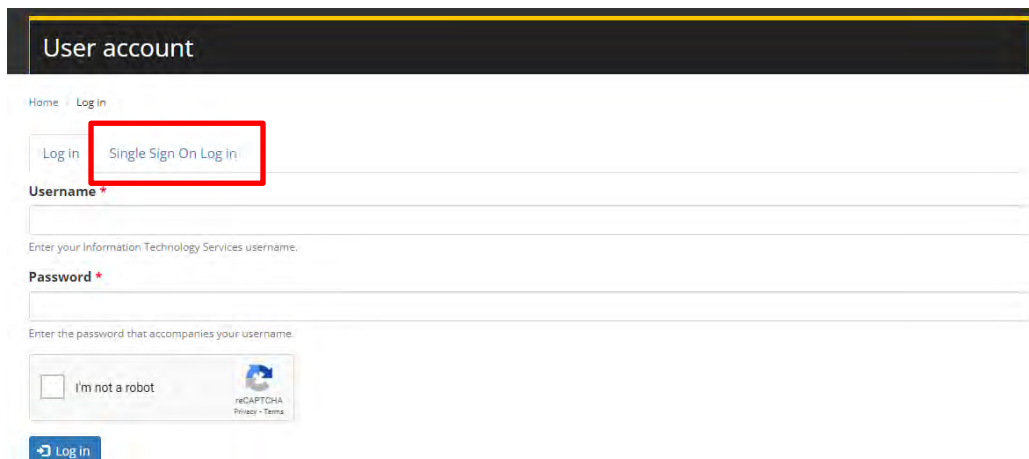
Request for Non-Employee User Account

Request Banner Account Options

Request Account For

Home / Forms & Accounts / Request Banner Account Options

You must **login** to view this form.



User account

Home / Log in

Log in **Single Sign On Log In**

Username *

Enter your Information Technology Services username.

Password *

Enter the password that accompanies your username.

☐ I'm not a robot

reCAPTCHA Privacy - Terms

Log In

3. Select **Add or Delete** option, then complete all required fields (Requester Information, User Information, and Type of Access).

Information Technology Services

Office of the CIO Acquisitions & Purchases Employment **Forms & Accounts** Governance

Request Banner Account Options

Request for Non-Employee User Account

Request Banner Account Options

Request Account For AdmissionPros

Time Entry Security Form

Username Change Request

Electronic Personnel Action Form (EPAF)

Request for Additional Time Sheet Org Code Number

Home / Forms & Accounts / Request Banner Account Options

Please be sure to complete all of these steps before submitting this form:

- **Complete all fields below for Requester Information** (person making the request)
- **Complete all fields below for User Information** (person for which access is being requested)
- **Select the type(s) of access you are requesting** and complete the additional fields

NOTE: Every effort is made to process requests in a timely manner. Requests are usually processed within 2 business days, but some may take longer. Thanks in advance for your patience.

The requestor must be the **supervisor** of this user, or **authorized designee**. Please explain for whom you are a designee. For options in the **Banner Human Resources** section, the requestor must be the **department head only**.

Options *

- ☐ Add Options (for new or current banner users)
- ☐ Delete Options (for current banner users only)

4. Complete Requestor and User Information.
5. Scroll down to **Type of Access** and select **Banner Finance for Department Users**, then select **Banner Finance Self Service, E-Print, and Campus Budgets Dashboard (Chart A)**. (Other Types of Access can be requested at the same time on this form.)
6. Enter **Funds Needed** or description of request.
7. When form is complete, scroll to the bottom of the page and select **Submit**.

Type of Access *

Please select the type of access that you are requesting for the user.

- ☐ Banner Student
- ☐ Banner Accounts Receivable
- ☐ Banner Advancement
- ☒ **Banner Finance for Department Users**
- ☐ Card Funds Needed
- ☐ b-Mart
- ☐ Banner Foundation Finance for Department Users
- ☐ Banner Human Resources
- ☐ Banner Student Financial Aid
- ☐ Scholarship Portal Access

Banner Finance for Department Users

Banner Finance for Department Users

- ☒ **Banner Finance Self Service, Eprint and Campus Budgets Dashboard (Chart A)**
- ☐ HR/Payroll Dashboard

(NOTE: salary and personnel information is included)

Funds Needed

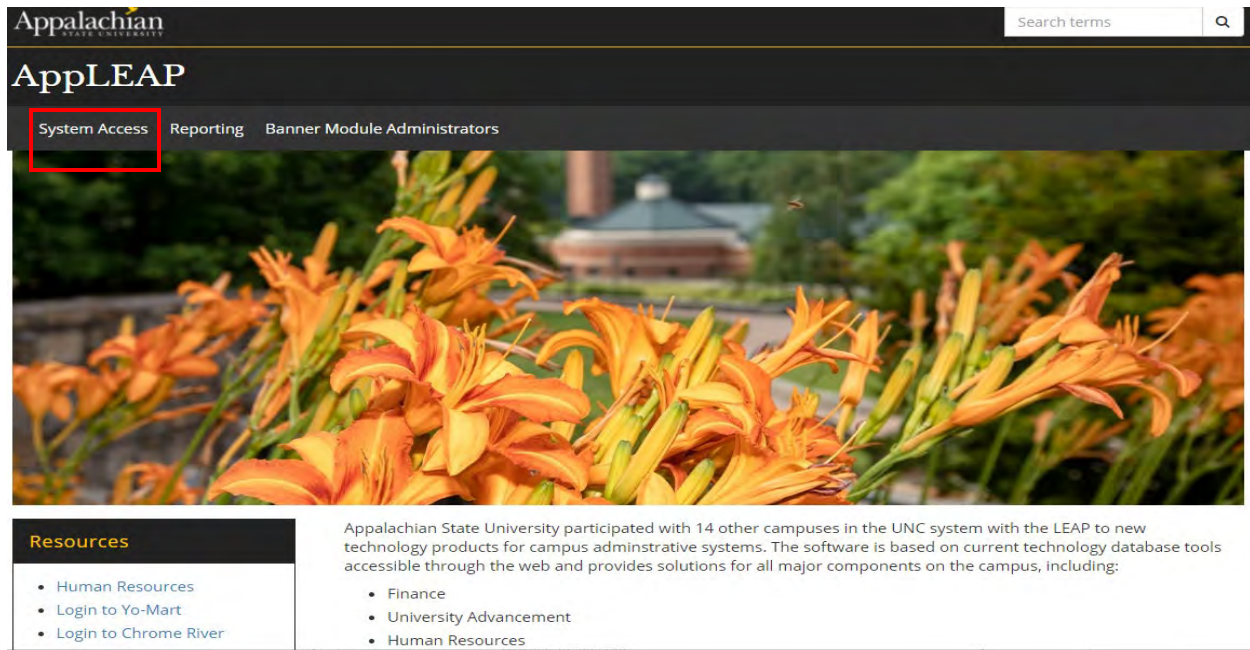
List the funds needed. Please use a semicolon to separate funds (ex. 109308;109310;) or list a user that this person's access should mimic (ex: add all funds that PATTERSONKM has access to).

☐ Finance Auxiliary Billing (FZAAUXB, FZPRAXB)

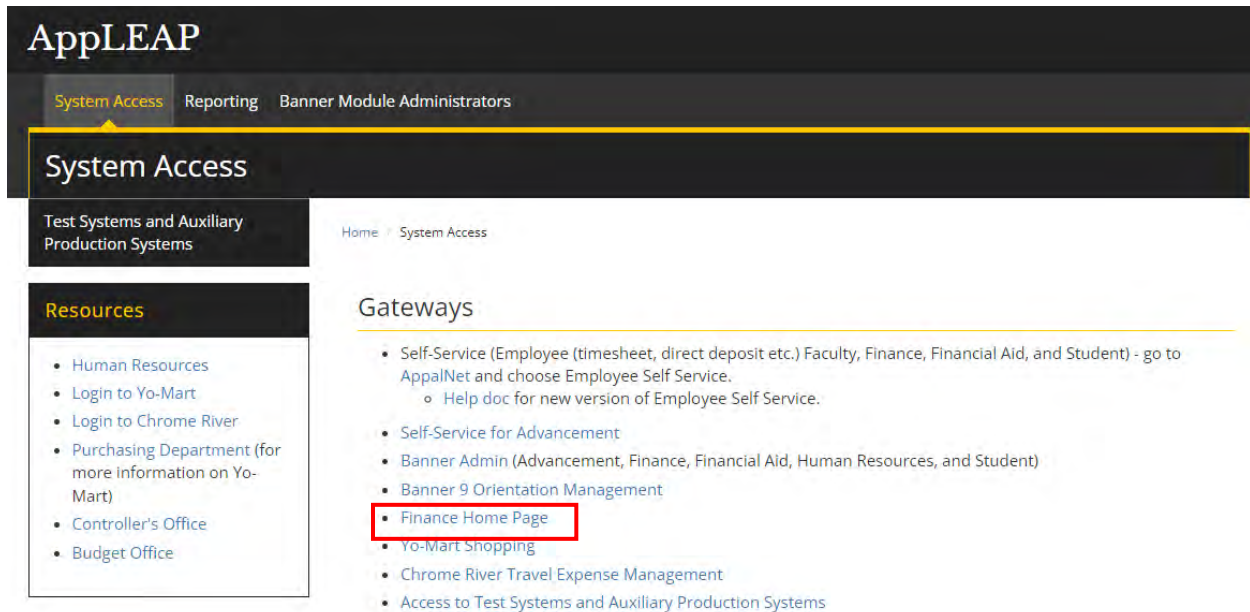
Submit

Banner Finance Homepage

1. Connect to <https://appleap.appstate.edu/> and select **System Access**.



2. Select **Finance Home Page**.



3. Select any topic on the screen.

APPSTATE Search terms

AppLEAP

System Access Reporting **Banner Module Administrators**

Banner Finance

Home / Banner Module Administrators / Banner Finance

If you need assistance and don't find the answer below, submit a ticket to Business Systems. If you have a WebFOCUS report request, submit a ticket to Business Systems. Call Kevin Patterson (x7561) if you need help with the request.

New Users Access to Banner Finance

These are instructions for establishing your initial access to Banner Finance:

- To gain access to funds for Banner Self-Service, E-Print, and Campus Budgets Dashboard the supervisor of the employee needing access should fill out the [Request Banner Account Options form](#).
- New users of Banner Finance should watch the Banner Finance Training videos as soon as possible. These videos are posted on the [Budget Office webpage](#).

Campus Budgets Dashboard

An easy way to view your budgets and expenditures!

- [Description of Reports](#)
- Data is updated weekdays at 5 a.m., 10 a.m., 12 p.m., 2 p.m., and 9 p.m. and weekends at 7 p.m.
- [Log-in to the Campus Budgets Dashboard](#)
- Log-in Issues - All Banner Finance users have been given access to this dashboard. If your password is not working, or access to a report will not work for you, please e-mail Tamara Lamont at lamonttd@appstate.edu or call the help desk at x6266.
- Report Issues - If you find an issue with the data in a report please contact Business Systems x7561, the Budget Office at x8195, Special Funds Accounting at x6890, or the ASU Foundation at x2341 as you see fit from the issue you have encountered.

Resources

- [TSS Info on System Maintenance](#)
- [Reset Password](#) (you must reset your password before initial Banner Finance login)
- [Log in to Banner Finance Self Service](#)
- [E- print](#) (Reports, Org-Fund list, List of Grants, Fund Hierarchy)
 - Please remember to choose repository Prod Banner Finance Chart A (or F) when logging in.
- [The Right Report for the Job](#)
- [Budget Reconciliation Training](#) - Can be found on the Budget Office website
- [Banner Finance Training Manual](#)
- [Helpful Banner Finance Tips](#)
- [Request New University Computer Account or Access to Additional Fund Codes](#)
- [Banner Finance Training Class](#)
- [Banner Chart of Accounts](#)
 - [Revenue Accounts](#)
 - [Salaries and Benefits](#)
 - [Expense Accounts](#)
 - [Fund Matrix](#)
- [Closing Dates - Fiscal Year](#)

See Frequently Asked Questions section at the bottom of the page for additional information.

Resources include:

Instructions for requesting new access to Banner Finance and requesting changes for existing users [Request Banner Account Options](#)

Link to [Campus Budgets Dashboard](#)

Link to [Description of Reports](#)

[Reset Password](#) To reset password before initial Banner Finance login or to reset expired password

Link to log in to [Banner/Employee Self Service](#)

[E-Print](#) Login access to E-Print reports

[The Right Report for the Job](#) List of helpful Dashboard and E-Print reports by fund type

[Helpful Banner Finance Tips](#) Display of Banner Finance Tips

Register for [Banner Finance Training Class](#)

Banner Chart of Accounts - [Revenue Accounts](#) [Salaries and Benefits](#) [Expense Accounts](#)
Access to complete listing of the revenue, salary/benefits, and expense accounts including individual descriptions

[Fund Matrix](#) List of type of fund, description, uses/restrictions

[Closing Dates-Fiscal Year](#) Access to copy of yearly memo showing closing dates for current fiscal year

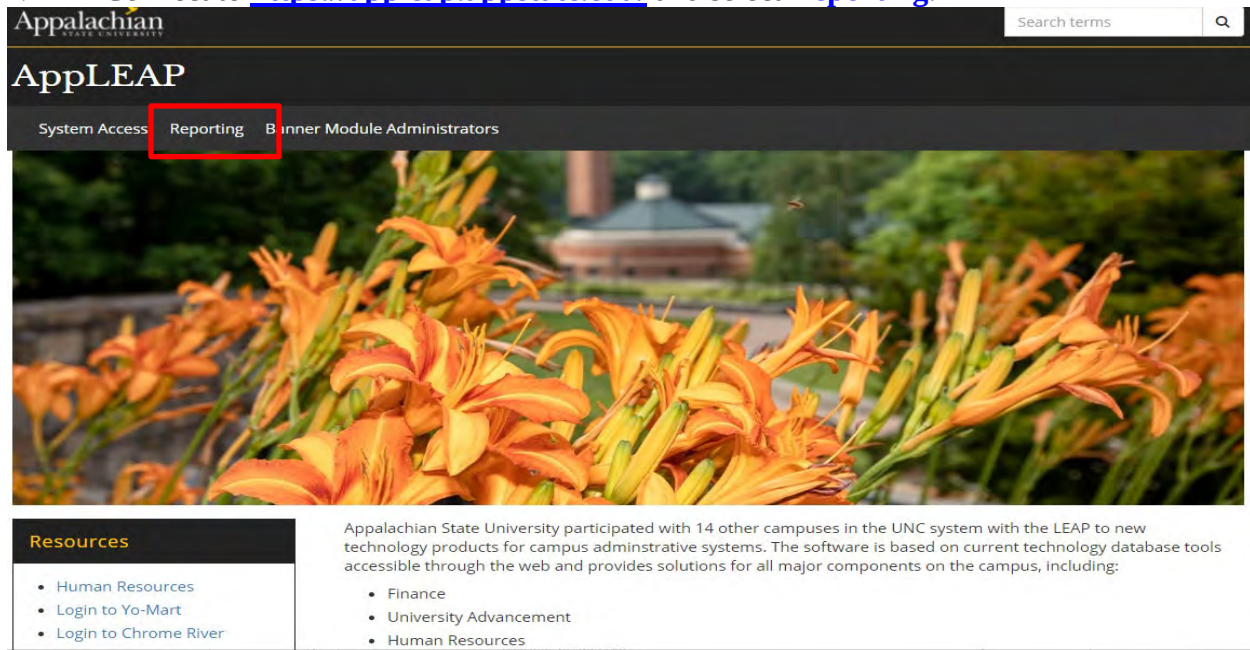
Also, there is a list of Frequently Asked Questions (FAQs) at the bottom of the page with more helpful tips and links.

Helpful Banner Finance Tips

1. When logging into Banner Finance Self-Service to perform a budget query, the desired fiscal year must be selected and the appropriate Chart of Accounts (either A or F-case sensitive) must be entered. Fiscal years run from July 1 through June 30, so if this is 2021-22, please select FY 2022.
2. If you encounter problems accessing your funds, please review the section entitled “Requesting Access to Funds for Self-Service and E-Print.” If you still have problems, please contact the appropriate following person(s) by e-mail:
 - Business Systems – group-Business_Systems@appstate.edu (All funds)
 - Elaine Berry – berryle@appstate.edu (Special Funds/Grants)
 - Clayton Christian – christiancc@appstate.edu (Foundation Funds)
3. The Banner Self-Service Budget Queries requires selection of “Accounted Budget” rather than “Adjusted Budget” to drill down on an item. You may click on any blue number/amount to get more detailed information.
4. Budget Pool information is found in the Quick Reference category of the Budget section under Administrative Policies and Procedures, as well as the departmental and multiple line budget transfer sections of this training manual.
5. Banner Finance Self-Service (online) budget transfers can be made between any of the budget pools listed (with the exception of the 614650 budget pool), but can only be made within an individual fund. (Example: the English Department may transfer between its’ 720000 and 750000, but cannot transfer from its’ 720000 to the Math Department’s 720000.)
6. The Banner Finance Self-Service (online) budget transfer rules require verification of fund availability before processing budget transfers (**movement of funds must be in whole dollar amounts**).
7. Do not attempt Banner Finance Self-Service (online) budget transfers until original budget allocations are posted.
8. Enter the index number (same as fund number) in the index field on all Banner Finance Self-Service entries so that organization and program fields will populate automatically.
9. Remember to press the command buttons using the mouse instead of pressing the enter key on the keyboard. This will insure proper execution of the entry.

Campus Budget Dashboard

1. Connect to <https://appleap.appstate.edu/> and select **Reporting**.



2. At the bottom of the page under links, select **WebFOCUS Dashboards**

Links

- **WebFOCUS Dashboards** *NEW* Upgraded version of webFocus)
- INFO_ASSIST (*NEW* Upgraded version of WebFocus)
- TEST INFO_ASSIST
- E-print (This is where you see production reports)
- Docuware Electronic Document Management System
- ODS Reporting View Meta Data Reports
- ODS Business Concept Diagrams (This is where you see additional Information about the ODS - see below)
- Test WebFocus
- Banner Reporting Teams
- Registrar Information Request

Training Aids

- Beginning Web Focus Report Writing
- Beginning Developer Studio Training Exercises
- Intermediate Developer Studio Training Manual
- Intermediate Developer Studio Exercises
- Help for users getting prompted to login when running a report with Excel output
- Joins in WebFocus
- Using &DATE format display options
- Instructions for setting up a MS Word mail merge with ODS or Banner tables
- Developer Studio Functions

Enter your campus **User name and Password** and press the **Sign In** button.

TIBCO® WebFOCUS®

Sign in

Username*

beachkw

Password*

Tour WebFOCUS
Visit the Knowledge Base

Sign In

TIBCO® WebFOCUS® | Hub

Portals

PORTALS 1

ASU

If this box appears, double click to get to the Campus Budgets Dashboard.

3. **Chart A Tab** - Select the report you wish to view. (Not every report is represented in the training manual, and the list is constantly being updated and revised.)



4. **Report 0010 - Budget Balance Summary** – Lists all funds - can drill down on individual fund.

Fund Summary for GREERAL							
Fiscal Year: 2020 as of 09/23/19							
Click on a fund to see all account balances for that fund. Click on a specific amount to see the transactions that make up that amount. Use the back button to return to the main report.							
	Budget	Fiscal Period 01	Fiscal Period 03	Year-to-Date Activity	Committed	Available Balance	
Expenditures							
101650 English	94,152.00	10,721.21	2,493.74	23,623.80	352.46	70,175.74	
224511 Royalties-Rhetoric & Composition	.00	.00	422.06	997.87	.00	-997.87	
227008 Fdn-Dept Of English	501.00	.00	305.20	305.20	.00	195.80	
227012 FND - Cold Mountain Review Fund	541.00	39.09	.00	259.59	.00	281.41	
227095 Black Banjo Gathering Reunion	7,591.00	.00	.00	.00	.00	7,591.00	
227501 Fnd-End Grad Travel	70.00	.00	.00	.00	.00	70.00	
227541 Fnd-Visiting Writers	2,971.00	9.90	111.50	156.40	.00	2,814.60	
227576 Fdn-Eng Dept Fac Rch	14.00	.00	.00	.00	.00	14.00	
227838 Juanita Brown Tobin Memorial Endow	670.00	.00	.00	.00	.00	670.00	
227904 Grad Travel-English	107.00	.00	.00	.00	.00	107.00	
227969 Zala Creative Writng	5.00	.00	.00	.00	.00	5.00	
227982 Frank App Regional Writers	4,942.00	.00	.00	.00	.00	4,942.00	
333533 A&S English-Ed & Tech	22,513.00	1,336.98	1,075.47	3,125.57	1,075.59	18,311.84	
552147 Black & Global Banjo & Fiddle Roots	.00	.04	.00	.04	.00	-.04	
552164 NEA Our Town	.00	1,748.24	.00	1,748.24	.00	-1,748.24	
660597 Rivers-Coffey End In	.00	.00	69.00	69.00	.00	-69.00	
*TOTAL Expenditures	134,077.00	13,855.46	4,476.97	30,285.71	1,428.05	102,363.24	
	Budget	Fiscal Period 01	Fiscal Period 03	Year-to-Date Activity	Committed	Available Balance	
Labor							
101650 English	5,091,693.00	464,622.60	6,074.75	980,412.86	.00	4,111,280.14	
552164 NEA Our Town	.00	9,201.23	.00	9,201.23	.00	-9,201.23	
559245 Ballad Keepers-Folger	.00	648.48	.00	648.48	.00	-648.48	
*TOTAL Labor	5,091,693.00	474,472.31	6,074.75	990,262.57	.00	4,101,430.43	
	Budget	Fiscal Period 01	Fiscal Period 03	Year-to-Date Activity	Committed	Available Balance	
Revenues							
224511 Royalties-Rhetoric & Composition	.00	.00	.00	2,270.40	.00	-2,270.40	
227008 Fdn-Dept Of English	501.00	.00	.00	.00	.00	501.00	
227012 FND - Cold Mountain Review Fund	541.00	.00	240.93	667.38	.00	-126.38	
227095 Black Banjo Gathering Reunion	7,591.00	.00	.00	.00	.00	7,591.00	
227501 Fnd-End Grad Travel	70.00	.00	.00	.00	.00	70.00	
227541 Fnd-Visiting Writers	2,971.00	9.90	.00	44.90	.00	2,926.10	
227576 Fdn-Eng Dept Fac Rch	14.00	.00	.00	.00	.00	14.00	
227838 Juanita Brown Tobin Memorial Endow	670.00	.00	.00	.00	.00	670.00	
227904 Grad Travel-English	107.00	.00	.00	.00	.00	107.00	
227969 Zala Creative Writng	5.00	.00	.00	.00	.00	5.00	
227982 Frank App Regional Writers	4,942.00	.00	.00	.00	.00	4,942.00	
660586 NEH-Frank Writers	.00	1,061.80	.00	1,735.28	.00	-1,735.28	
660597 Rivers-Coffey End In	.00	16,840.29	.00	27,574.71	.00	-27,574.71	

5. Example after drilling down on Fund 101650.

Fund Summary for GREERAL								
Fiscal Year: 2020 as of 09/23/19								
101650 English								
	Account	Description	Budget	Prior Month	Current Month	Year-to-Date Activity	Committed	Available Balance
Expenditures	720000	Supplies and Materials Budget Pool	94,152.00	.00	.00	.00	.00	94,152.00
	723000	Educational Supplies	.00	179.00	.00	179.00	.00	-179.00
	726000	Office Supplies	.00	-26.88	.00	287.99	.00	-287.99
	729900	Other Material & Sup	.00	340.07	.00	2,076.80	.00	-2,076.80
*Total 720000 Supplies and Materials Budget Pool			94,152.00	492.19	.00	2,543.79	.00	91,608.21
	731120	In State Trans-Ground	.00	297.46	.00	817.84	.00	-817.84
	731130	In State Trans-Other	.00	57.00	.00	99.00	.00	-99.00
	731150	In State Subsis-Meal	.00	30.20	.00	57.50	.00	-57.50
	731210	Out of State Trans-Air	.00	986.19	.00	2,756.62	.00	-2,756.62
	731220	Out of State Trans-Grnd	.00	1,863.76	466.95	2,330.71	.00	-2,330.71
	731230	Out of State Trans-Othr	.00	104.00	.00	104.00	.00	-104.00
	731240	Out of State Lodging	.00	1,899.30	567.26	3,774.27	.00	-3,774.27
	731250	Out of State Meals	.00	858.30	137.60	1,005.83	.00	-1,005.83
	731260	Out of State Oth Travel	.00	141.80	.00	141.80	.00	-141.80
	731290	Out of State Regis Fee	.00	1,180.00	172.00	1,847.00	.00	-1,847.00
	731310	Out Country Tran-Air	.00	1,000.00	.00	2,213.82	.00	-2,213.82
	731340	Out of Country Lodgin	.00	300.00	.00	300.00	.00	-300.00
	731641	Travel Advances	.00	-1,000.00	124.90	1,820.00	.00	-1,820.00
*Total 731000 Travel Budget Pool			.00	7,718.01	1,468.71	17,268.39	.00	-17,268.39
	732500	Postage	.00	103.34	110.00	329.73	.00	-329.73
	735100	Building Repairs	.00	1,500.00	392.04	1,892.04	.00	-1,892.04
	751030	Office Equipment <5k	.00	27.96	.00	27.96	.00	-27.96
	751130	Office Furniture <5k	.00	.00	.00	.00	352.46	-352.46
*Total 750000 Cap Outlay/Equip Budget Pool			.00	27.96	.00	27.96	352.46	-380.42
	786700	Other Current Services	.00	150.00	.00	150.00	.00	-150.00
	882970	Tfrto OSC-DCAP	.00	417.35	522.99	1,411.89	.00	-1,411.89
*Total Expenditures			94,152.00	10,408.85	2,493.74	23,623.80	352.46	70,175.74
Labor	612110	SPAreg Salary- Ap	73,415.00	6,205.08	.00	11,381.52	.00	62,033.48
	612700	SPAlongevity Pay	55.00	.00	.00	.00	.00	55.00
	613130	EPA acad Fac Sal-Fte	4,787,558.00	384,344.48	.00	731,315.35	.00	4,056,242.65
	613150	EPA Grad Teaching Asst Prg 101 ONLY	.00	.00	4,656.25	4,656.25	.00	-4,656.25
	613190	EPA st Gr Res Adm As	.00	253.28	1,230.00	1,483.28	.00	-1,483.28

8. **Report 0020 – Budget Balances** – Listing of all funds at account level – Over-expenditures displayed in red.

Fund Balances for GREERAL								
Fiscal Year: 2020 as of 09/23/19								
101650 English								
	Account		Budget	Fiscal Period 02 August	Fiscal Period 03 September	Year-to- Date Activity	Committed	Available Balance
Expenditures	720000	Supplies and Materials Budget Pool	94,152.00	.00	.00	.00	.00	94,152.00
	723000	Educational Supplies	.00	179.00	.00	179.00	.00	-179.00
	726000	Office Supplies	.00	-26.88	.00	287.99	.00	-287.99
	729900	Other Material & Sup	.00	340.07	.00	2,076.80	.00	-2,076.80
*Total Pool 720000			94,152.00	492.19	.00	2,543.79	.00	91,608.21
	731120	In State Trans-Ground	.00	297.46	.00	817.84	.00	-817.84
	731130	In State Trans-Other	.00	57.00	.00	99.00	.00	-99.00
	731150	In State Subsis-Meal	.00	30.20	.00	57.50	.00	-57.50
	731210	Out of State Trans-Air	.00	986.19	.00	2,756.62	.00	-2,756.62
	731220	Out of State Trans-Grnd	.00	1,863.76	466.95	2,330.71	.00	-2,330.71
	731230	Out of State Trans-Othr	.00	104.00	.00	104.00	.00	-104.00
	731240	Out of State Lodging	.00	1,899.30	567.26	3,774.27	.00	-3,774.27
	731250	Out of State Meals	.00	858.30	137.60	1,005.83	.00	-1,005.83
	731260	Out of State Oth Travel	.00	141.80	.00	141.80	.00	-141.80
	731290	Out of State Regis Fee	.00	1,180.00	172.00	1,847.00	.00	-1,847.00
	731310	Out Country Tran-Air	.00	1,000.00	.00	2,213.82	.00	-2,213.82
	731340	Out of Country Lodgin	.00	300.00	.00	300.00	.00	-300.00
	731641	Travel Advances	.00	-1,000.00	124.90	1,820.00	.00	-1,820.00
*Total Pool 731000			.00	7,718.01	1,468.71	17,268.39	.00	-17,268.39
	732500	Postage	.00	103.34	110.00	329.73	.00	-329.73
	735100	Building Repairs	.00	1,500.00	392.04	1,892.04	.00	-1,892.04
	751030	Office Equipment <5k	.00	27.96	.00	27.96	.00	-27.96
	751130	Office Furniture <5k	.00	.00	.00	.00	352.46	-352.46
*Total Pool 750000			.00	27.96	.00	27.96	352.46	-380.42
	786700	Other Current Services	.00	150.00	.00	150.00	.00	-150.00
	882970	Tfrto OSC-DCAP	.00	417.35	522.99	1,411.89	.00	-1,411.89
*Total Expenditures			94,152.00	10,408.85	2,493.74	23,623.80	352.46	70,175.74
Labor	612110	SPAreg Salary- Ap	73,415.00	6,205.08	.00	11,381.52	.00	62,033.48
	612700	SPAlongevity Pay	55.00	.00	.00	.00	.00	55.00
	613130	EPA acad Fac Sal-Fte	4,787,558.00	384,344.48	.00	731,315.35	.00	4,056,242.65

9. **Report 0030 – Budget Pools** – Operating Budget at a glance – includes accounts 614XXX, 719XXX and other 7XXXXXX accounts. Over-expenditures displayed in red.

Budget Pools for GREERAL Fiscal Year: 2020 as of 09/23/19						
Pool	Organization	Budget	Year-to-Date Activity	Committed	Available Balance	
101650 English						
614510	Student Reg Wage- Ap	250200	.00	188.50	.00	-188.50
720000	Supplies and Materials Budget Pool	250200	94,152.00	2,543.79	.00	91,608.21
731000	Travel Budget Pool	250200	.00	17,268.39	.00	-17,268.39
732000	Communications Budget Pool	250200	.00	329.73	.00	-329.73
734000	Other Current Services Budget Pool	250200	.00	1,892.04	.00	-1,892.04
750000	Cap Outlay/Equip Budget Pool	250200	.00	27.96	352.46	-380.42
785000	Other Exp and Adj Budget Pool	250200	.00	150.00	.00	-150.00
*TOTAL 101650			94,152.00	22,400.41	352.46	71,399.13
224511 Royalties-Rhetoric & Composition						
731000	Travel Budget Pool	250200	.00	997.87	.00	-997.87
*TOTAL 224511			.00	997.87	.00	-997.87
227008 Fdn-Dept Of English						
785000	Other Exp and Adj Budget Pool	250200	501.00	305.20	.00	195.80
*TOTAL 227008			501.00	305.20	.00	195.80
227012 FND - Cold Mountain Review Fund						
720000	Supplies and Materials Budget Pool	250200	100.00	39.09	.00	60.91
734000	Other Current Services Budget Pool	250200	441.00	220.50	.00	220.50
*TOTAL 227012			541.00	259.59	.00	281.41

10. **Report 0040 – Budget Notice-State Funds** – Displays State fund(s)/account(s) that are over-budget (continually updated-not once per month as previous practice).

NOTICE OF OVEREXPENDED ACCOUNTS

GREERAL

Fiscal Year: 20 as of 09/23/19

The following State funded accounts have been overspent as listed below.
Please transfer funds to cover the present overexpenditures and any anticipated expenditures thru June 30.

Please utilize the Banner self-service budget transfer module or budget revision form (whichever is applicable) to process departmental transfers. If questions, please contact the Budget Office at extension 6407.

		Organization	BUDGET	YTD Activity	Committed	Available Balance
<u>101650 English</u>						
614510	Student Reg Wage- Ap	250200	.00	188.50	.00	-188.50
731000	Travel Budget Pool	250200	.00	17,268.39	.00	-17,268.39
732000	Communications Budget Pool	250200	.00	329.73	.00	-329.73
734000	Other Current Services Budget Pool	250200	.00	1,892.04	.00	-1,892.04
750000	Cap Outlay/Equip Budget Pool	250200	.00	27.96	352.46	-380.42
785000	Other Exp and Adj Budget Pool	250200	.00	150.00	.00	-150.00
*TOTAL 101650			.00	19,856.62	352.46	-20,209.08

budget_noticestate_fundsods

Created by: Business Systems - systems.appstate.edu/staff

Parameters: Uses current date to determine Current Month and Prior Month

Selection Criteria: Uses Fund Security to Determine Funds to be Displayed

Source: ASU_Operating_Ledger

11. **Report 0050 – Operating Budgets-State Funds** – Displays only State Funds (those beginning with 1XXXXX) and only the accounts for which departments are accountable.

State Funds Operating Budgets GREERAL Fiscal Year: 2020 as of 09/23/19							
101650 English							
		<u>Budget</u>	<u>Prior Month</u>	<u>Current Month</u>	<u>Year-to-Date Activity</u>	<u>Committed</u>	<u>Available Balance</u>
614510	Student Reg Wage- Ap	.00	.00	188.50	188.50	.00	-188.50
720000	Supplies and Materials Budget Pool	94,152.00	.00	.00	.00	.00	94,152.00
723000	Educational Supplies	.00	179.00	.00	179.00	.00	-179.00
726000	Office Supplies	.00	-26.88	.00	287.99	.00	-287.99
729900	Other Material & Sup	.00	340.07	.00	2,076.80	.00	-2,076.80
*TOTAL Pool 720000		94,152.00	492.19	.00	2,543.79	.00	91,608.21
731120	In State Trans-Ground	.00	297.46	.00	817.84	.00	-817.84
731130	In State Trans-Other	.00	57.00	.00	99.00	.00	-99.00
731150	In State Subsis-Meal	.00	30.20	.00	57.50	.00	-57.50
731210	Out of State Trans-Air	.00	986.19	.00	2,756.62	.00	-2,756.62
731220	Out of State Trans-Grnd	.00	1,863.76	466.95	2,330.71	.00	-2,330.71
731230	Out of State Trans-Othr	.00	104.00	.00	104.00	.00	-104.00
731240	Out of State Lodging	.00	1,899.30	567.26	3,774.27	.00	-3,774.27
731250	Out of State Meals	.00	858.30	137.60	1,005.83	.00	-1,005.83
731260	Out of State Oth Travel	.00	141.80	.00	141.80	.00	-141.80
731290	Out of State Regis Fee	.00	1,180.00	172.00	1,847.00	.00	-1,847.00
731310	Out Country Tran-Air	.00	1,000.00	.00	2,213.82	.00	-2,213.82
731340	Out of Country Lodgin	.00	300.00	.00	300.00	.00	-300.00
731641	Travel Advances	.00	-1,000.00	124.90	1,820.00	.00	-1,820.00
*TOTAL Pool 731000		.00	7,718.01	1,468.71	17,268.39	.00	-17,268.39
732500	Postage	.00	103.34	110.00	329.73	.00	-329.73
735100	Building Repairs	.00	1,500.00	392.04	1,892.04	.00	-1,892.04

12. **Report 0060 – Encumbrances** – Displays outstanding encumbrances by fund.

Encumbrance Items Outstanding as of 09/23/19 for GREERAL 101650 English								
	<u>PO</u>	<u>Invoice</u>	<u>Complete?</u>	<u>Payment Due</u>	<u>Original Amount</u>	<u>Adjustments</u>	<u>Liquidations</u>	<u>Encumbrance Balance</u>
	<u>Date</u>							
751130 Office Furniture <5k								
P0035681	West Jefferson Office Equipme!	09/19/2019			352.46	.00	.00	352.46

13. **Report 0061 – Open Invoices** – Lists any open invoices by fund.

Open Invoices by Fund for . as of 09/23/19								
Fund	PO	ASU Invoice	Invoice Date	Payment Due	Vendor Invoice	Approval	Complete?	Amount

14. **Report 0070 – Fund Activity for Date Range** – Displays detail activity for any date range by fund. Enter the beginning date, the ending date and select the type of format for the report, then press the Run button.

Fund Activity for Date Range

This report will break the transactions out by account type (Revenue, Labor, Expenditure) then by account pools. Budgets are issued by account pools, so this is useful when you're reviewing for budgeting purposes.

If you're looking for just a list of transactions with no breaks or subtotals please try the 0100 - Transaction List by Date Range.

Start date

End date

Fund - Leave blank to pull all of your funds

☒ HTML

☐ PDF

☐ Excel

☐ HTML Active Report

Run

Content will render in new window.

Report 0070 – continued.

101650 English Labor					
Transactions 07/01/2019 - 08/31/2019					
FYR	Date	Document	Tran Type	Description	Budget
612110 SPAreg Salary- Ap					
2020	07/24/2019	SY000053	BP1	Base Budget - BP1	72,985.00
2020	07/27/2019	J051917	HGNL	HR Payroll 2019 MN 7 0	2,505.50
2020	07/31/2019	F0044358	HGNL	HR Payroll 2019 MN 7 0	2,670.94
2020	08/20/2019	SY000057	BP2	Remaining Bud BP2	430.00
2020	08/30/2019	F0044643	HGNL	HR Payroll 2019 MN 8 0	6,205.08
*Total Account 612110				11,381.52	73,415.00
612700 SPAlongevity Pay					
2020	07/24/2019	SY000053	BP1	Base Budget - BP1	55.00
613130 EPA acad Fac Sal-Fte					
2020	07/24/2019	SY000053	BP1	Base Budget - BP1	4,705,287.00
2020	07/31/2019	F0044356	HGNL	HR Payroll 2019 ME 7 0	346,970.87
2020	08/20/2019	SY000057	BP2	Remaining Bud BP2	37,507.00
2020	08/29/2019	SY000065	BP2	Remaining Bud BP2 (VCL)	7,119.00
2020	08/30/2019	F0044642	HGNL	HR Payroll 2019 ME 8 0	384,344.48
*Total Account 613130				731,315.35	4,749,913.00
613190 EPA st Gr Res Adm As					
2020	08/23/2019	F0044594	HGNL	HR Payroll 2019 SM 10 1	253.28
615320 Taxable Non-Acct Plan Rei					
2020	07/12/2019	F0044236	HGNL	HR Payroll 2019 ME 5 1	231.65
2020	07/31/2019	F0044356	HGNL	HR Payroll 2019 ME 7 0	494.51
*Total Account 615320				726.16	

15. **Report 0080 – Balance Report (fzrabal)** – Cash balance reconciliation for Non-State funds updated daily (Remember - 227XXX Funds do not have cash-on-hand). Complete query by entering fiscal year and by selecting YTD (or a specific month) from the dropdown menu.

0080-FZABAL - Balance Report - Google Chrome

webfocus.appstate.edu/ibi_apps/run.bip?BIP_REQUEST_TYPE=BIP_RUN&BIP_folder=IBFS%253A%252FWFC%252FR

Filter Values

Select Period or YTD

YTD

Enter fiscal year yyyy

2021

1. Specify values for all parameters.

2. Select the run button to submit the request.

Report 80 – continued.

Fund Balances - Chart A as of Fiscal Year: 2020 Period: 14 for: GREERAL on: Sep 23, 2019					
		<u>Beginning Balance</u>	<u>YTD Debits</u>	<u>YTD Credits</u>	<u>Ending Balance</u>
224511 Royalties-Rhetoric & Composition					
111000	Cash	5,539.80	2,270.40	997.87	6,812.33
221100	AP Vendors Payable	.00	422.06	422.06	.00
330110	Revenue Control	.00	.00	2,270.40	-2,270.40
330210	Expenditure Control	.00	997.87	.00	997.87
431100	Fund Balance	-5,539.80	.00	.00	-5,539.80
*TOTAL 224511		.00	3,690.33	3,690.33	.00
227008 Fdn-Dept Of English					
111000	Cash	.00	.00	305.20	-305.20
330130	Budgeted Revenue Control	.00	596.00	95.00	501.00
330210	Expenditure Control	.00	305.20	.00	305.20
330230	Budgeted Expenditure Control	.00	95.00	596.00	-501.00
330510	Budgeted Change To Net Assets	.00	691.00	691.00	.00
*TOTAL 227008		.00	1,687.20	1,687.20	.00
227012 FND - Cold Mountain Review Fund					
111000	Cash	2,832.20	784.65	376.86	3,239.99
330110	Revenue Control	.00	.00	667.38	-667.38
330130	Budgeted Revenue Control	.00	541.00	.00	541.00
330210	Expenditure Control	.00	376.86	117.27	259.59
330230	Budgeted Expenditure Control	.00	.00	541.00	-541.00
330510	Budgeted Change To Net Assets	.00	541.00	541.00	.00
431100	Fund Balance	-2,832.20	.00	.00	-2,832.20
*TOTAL 227012		.00	2,243.51	2,243.51	.00

16. **Report 0095 – PI Grant Report – Project-to-Date** – Project-to-Date Summary/Budget Balance Available by fund for Grants (those funds beginning with 55XXXX).

Grant Inception to Date Report 556287 Cold Mtn. Review-35th Anniversary 250200 - English All transactions posted through: 08/31/2019					
<u>Acct</u>	<u>Description</u>	<u>Accounted Budget</u>	<u>Project to Date</u>	<u>Remaining</u>	<u>Percent Used</u>
731000	Travel Budget Pool	700.00	.00	700.00	
731140	In State Subsis-Lodg	.00	615.40	-615.40	
*TOTAL Travel		700.00	615.40	84.60	87.91
734000	Other Current Servic	2,800.00	.00	2,800.00	
734100	Printing	.00	4,384.60	-4,384.60	
*TOTAL Current Services		2,800.00	4,384.60	-1,584.60	156.59
786700	Other Current Servic	1,500.00	.00	1,500.00	
*TOTAL Other Expenses		1,500.00	.00	1,500.00	
*TOTAL Expenditures		5,000.00	5,000.00	.00	100.00
*TOTAL: Labor & Other Expenses		5,000.00	5,000.00	.00	100.00
Account 786950 is not available for spending. The column labeled Remaining will show zero for this account. Run date: 09/23/19					

-
- 0100-ActivityByDateRange - Google Chrome
- webfocus.appstate.edu/ibi_apps/run.bip?BIP_REQUEST_TYPE=BIP_RUN&BIP_folder=IB
- Filter Values
- Enter the start date
- 07/01/2019
- Enter the end date
- 08/31/2019

A	B	C	D	E	F	G	H	I	J
Activity 07/01/2019 - 08/31/2019									
For the funds: GREERAL has access to.									
								Actual	Budget
FUND	FUND_DESC	Account	ACCOUNT_DESC	Date	Document	Tran Type	Description		
101650	English	612110	SPAreg Salary- Ap	07/24/2019	SY000053	BP1	Base Budget - BP1		72,985.00
101650	English	612110	SPAreg Salary- Ap	07/27/2019	J051917	HGNL	HR Payroll 2019 MN 7 0	2,505.50	
101650	English	612110	SPAreg Salary- Ap	07/31/2019	F0044358	HGNL	HR Payroll 2019 MN 7 0	2,670.94	
101650	English	612110	SPAreg Salary- Ap	08/20/2019	SY000057	BP2	Remaining Bud BP2		430.00
101650	English	612110	SPAreg Salary- Ap	08/30/2019	F0044643	HGNL	HR Payroll 2019 MN 8 0	6,205.08	
101650	English	612700	SPAlongevity Pay	07/24/2019	SY000053	BP1	Base Budget - BP1		55.00
101650	English	613130	EPA acad Fac Sal-Fte	07/24/2019	SY000053	BP1	Base Budget - BP1		4,705,287.00
101650	English	613130	EPA acad Fac Sal-Fte	07/31/2019	F0044356	HGNL	HR Payroll 2019 ME 7 0	346,970.87	
101650	English	613130	EPA acad Fac Sal-Fte	08/20/2019	SY000057	BP2	Remaining Bud BP2		37,507.00
101650	English	613130	EPA acad Fac Sal-Fte	08/29/2019	SY000065	BP2	Remaining Bud BP2 (VCL)		7,119.00
101650	English	613130	EPA acad Fac Sal-Fte	08/30/2019	F0044642	HGNL	HR Payroll 2019 ME 8 0	384,344.48	
101650	English	613190	EPA st Gr Res Adm As	08/23/2019	F0044594	HGNL	HR Payroll 2019 SM 10 1	253.28	
101650	English	615320	Reimbursements	07/12/2019	F0044236	HGNL	HR Payroll 2019 ME 5 1	231.65	
101650	English	615320	Reimbursements	07/31/2019	F0044356	HGNL	HR Payroll 2019 ME 7 0	494.51	
101650	English	618100	Social Security	07/10/2019	BF000219	BP4	Auto Budget Fringe Benefi		18.00
101650	English	618100	Social Security	07/12/2019	F0044236	HGRB	HR Payroll 2019 ME 5 1	17.72	
101650	English	618100	Social Security	07/24/2019	BF000221	BP4	Auto Budget Fringe Benefi		-6,089.00
101650	English	618100	Social Security	07/24/2019	SY000053	BP1	Base Budget - BP1		6,089.00
101650	English	618100	Social Security	07/26/2019	BF000222	BP4	Auto Budget Fringe Benefi		25,359.00
101650	English	618100	Social Security	07/27/2019	J051917	HGRB	HR Payroll 2019 MN 7 0	155.51	
101650	English	618100	Social Security	07/29/2019	BF000223	BP4	Auto Budget Fringe Benefi		322.00
101650	English	618100	Social Security	07/31/2019	F0044356	HGRB	HR Payroll 2019 ME 7 0	25,358.42	
101650	English	618100	Social Security	07/31/2019	F0044358	HGRB	HR Payroll 2019 MN 7 0	166.73	
101650	English	618100	Social Security	08/20/2019	BF000229	BP4	Auto Budget Fringe Benefi		-33.00
101650	English	618100	Social Security	08/20/2019	SY000057	BP2	Remaining Bud BP2		33.00
101650	English	618100	Social Security	08/27/2019	BF000231	BP4	Auto Budget Fringe Benefi		28,295.00
101650	English	618100	Social Security	08/30/2019	F0044642	HGRB	HR Payroll 2019 ME 8 0	27,894.30	
101650	English	618100	Social Security	08/30/2019	F0044643	HGRB	HR Payroll 2019 MN 8 0	400.93	
101650	English	618200	State Retirement	07/24/2019	BF000221	BP4	Auto Budget Fringe Benefi		-571.00
101650	English	618200	State Retirement	07/24/2019	SY000053	BP1	Base Budget - BP1		571.00
101650	English	618200	State Retirement	07/26/2019	BF000222	BP4	Auto Budget Fringe Benefi		17,072.00

18. **Report 0110 – Checks Issued by Fund (fzraolri) –** Checks issued by Fund.

Run Date: 09/23/19

GREERAL

Accounts Payable Checks Issued by Fund
Since 07/01/2019

Fund: 101650 English

Check Number	Check Date	Purchase Order	Requisition	Total Amount	ASU Invoice	Vendor Invoice	Account	Amount
Atkinson C. 900003977								
10250268	07/01/2019	-		1283.82	10026463	ADDITIONAL FUND	731120	70.00
							731310	1,213.82
10251882	08/13/2019	-		1000.00	10027447	TR070819100000	731310	1,000.00
Blackburn Jessica 900015387								
10251620	08/08/2019	-		674.28	10027367	TR07271967428	731120	66.66
							731130	22.00
							731220	83.90
							731240	384.02
							731250	117.70
Brewer William 900005109								
10252490	08/26/2019	-		1000.00	10027632	TR081119100000	731120	66.00
							731150	11.30
							731210	423.10
							731240	499.60
Cook Leslie 900418831								
10250815	07/16/2019	-		875.10	10026882	TVL ADV# 023	731641	875.10
10253402	09/16/2019	-		1.76	10027932	CLR TVL ADV 023	731240	567.26
							731250	137.60
							731290	172.00
							731641	-875.10
Ehnnnn Jill 900001155								
10250282	07/01/2019	-		454.26	10026462	ADDTNL FUND	731240	454.26
Flores Leonardo 900800612								
10250494	07/08/2019	-		820.00	10026698	TVL ADV 007	731641	820.00

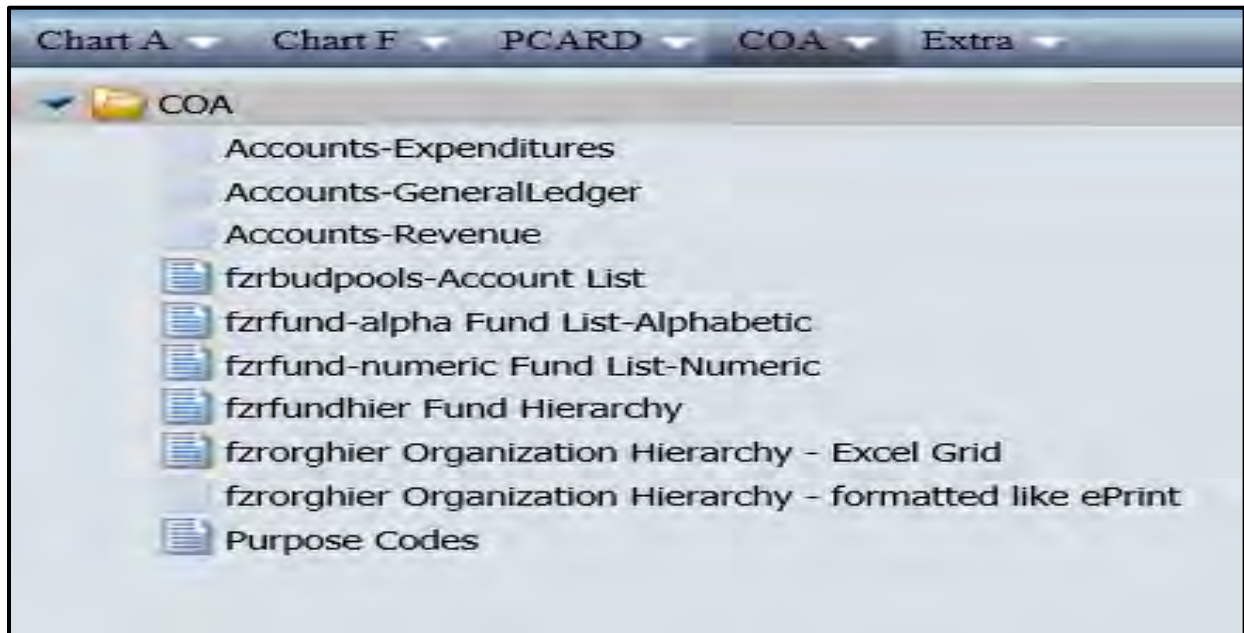
19. **Report 0120 -Fund List-Chart A –** Listing of all fund numbers and titles with default orgs and programs and end dates for certain funds/grants.

Chart A Funds for GREERAL as of 09/23/19 Appalachian State University					
FUND	FUND_DESC	Status	Default Org	Default Prog	EXPEND_END_DATE
101650	English	A	250200	101	
104280	English-Summer Session	A	250200	102	
105556	Extension-English	A	250200	101	
105816	App English	I			
221511	Visit Wrtr Suprt-Eo	I			2017/09/21 23:59:59
221512	Cold Mountain Review	I			2016/04/14 23:59:59
224511	Royalties-Rhetoric & Composition	A	250200	152	
227008	Fdn-Dept Of English	A	250200	152	
227012	FND - Cold Mountain Review Fund	A	250200	152	
227095	Black Banjo Gathering Reunion	A	250200	152	
227501	Fnd-End Grad Travel	A	250200	152	
227541	Fnd-Visiting Writers	A	250200	152	
227576	Fdn-Eng Dept Fac Rch	A	250200	152	
227838	Juanita Brown Tobin Memorial Endow	A	250200	152	
227904	Grad Travel-English	A	250200	152	
227969	Zala Creative Writng	A	250200	152	
227982	Frank App Regional Writers	A	250900	152	
228101	OR Diversity Grant - Zawilski	A	250200	110	
228733	F & A - CeCe Conway	A	250200	152	
228802	URC Grants-German Campos-Munoz-ENG	A	250200	152	
228823	URC Grant- Cece Conway	I			2018/05/23 23:59:59
228831	URC-Elizabeth Carroll	A	202700	152	
228832	URC-Jill Ehnnnn	A	250200	152	
228975	IRSP-English	A	250200	152	
333533	A&S English-Ed & Tech	A	250200	152	
336339	Student Trv-English	I			2017/09/15 23:59:59
336654	Black Sheep Theatre	I			2017/09/18 23:59:59
226098	URC-Elizabeth Carroll	I			2017/09/15 23:59:59

20. **Prior Year Reports:**

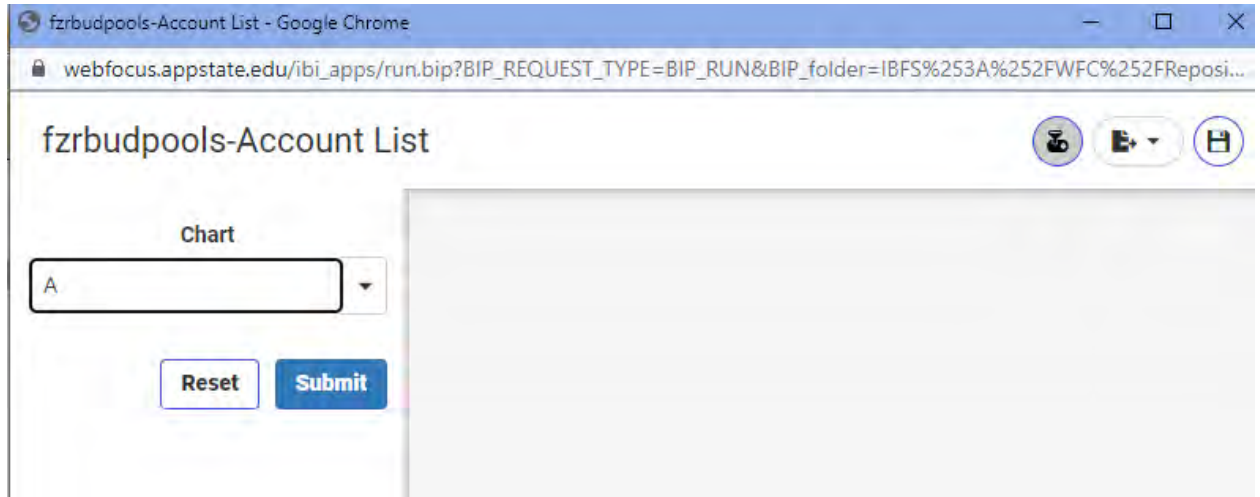
- 0010P Prior Year Budget Balance Summary – Same as 0010 above for prior year (1 year only)
- 0020P Prior Year Budget Balances – Same as 0020 above for prior year (1 year only)
- 0050P Prior Year Operating Budgets-State Funds – Same as 0050 above for prior year
- 0085P Prior Year FZRABAL-Monthly – Budget Balances for prior year (1 year only)
- 00130 FYR Expense Comparison – Displays a three-year comparison by fund

21. **COA Tab (Chart of Accounts)**



22. **Fzrbudpools-Account list** – Listing of Budget Pools and the accounts that fall under each.

Select Chart A and press the Submit button.



Example of 732000 Communications Budget Pool.

732000 Communications Budget Pool	
732100	Telephone
732110	Communications
732130	Telephone Dain Serv
732140	Broadcasting Telephn
732150	Telephone Exp Refund
732200	Telecomm Data Chg
732400	Data Transmission
732450	Comm-Cellular Tel Sr
732500	Postage
732560	Postage Exp Refund
732600	Video Trans Chg
732700	Internet Svs Prov Chg
732800	Cable TV

23. **Fzrfund-alpha Fund List-Alphabetic** – Listing of Fund Titles alphabetically with termination dates.

Select Chart A and press the Submit button.

fzrfund-alpha Fund List-Alphabetic

Chart

A

Reset Submit

Run Date: 09/23/19

APPALACHIAN STATE UNIVERSITY
Alphabetic Fund Listing

	FUND	COA	Def Org	Def Pgm	Termination Date
Singing News Capital Lease	885511	A	400000	170	
(Heltzer) Honors College Fund	227121	A	245000	152	
1-2 Punch for Organic Poultry	552148	A	265450	110	2020/08/31 23:59:59
15 NE End Prof Clr	771013	A	415100	XXX	
1999 Repairs & Ren	881950	A	400000	390	
20 NE Other Clr	991013	A	415100	XXX	
2000 Rep & Renovat	881020	A	400000	301	
2003 Rep & Renovat	881214	A	400000	313	
2004 Repairs & Renov	881337	A	400000	316	
2005 Reparis & Renovation	881229	A	400000	315	
2006 Repairs & Renovation	881069	A	400000	306	
2007 Repairs and Renovations	881075	A	400000	317	
2011 ADA Improvements	881124	A	400000	303	
2011 Exterior Bldg Rpr	881121	A	400000	303	
2011 Imp & Reno Exist Space	881122	A	400000	303	
2011 Roof & Waterproof Rpr	881028	A	400000	303	
2011 Rpr Road Walk Utilities	881123	A	400000	303	
2012 Exterior Bldg Rprs	881117	A	400000	395	
2013 Repair & Renovations	881358	A	400000	396	
2017 Holocaust Symposium	559210	A	250960	142	2018/09/25 23:59:59
2018 BRFSS Travel Award	559256	A	273200	152	2019/07/30 23:59:59
2018 Blue Ridge Parkway Bat Survey	552168	A	250000	110	2019/03/26 23:59:59
2018 Holocaust Symposium	559276	A	250960	142	2019/07/31 23:59:59
2018 Mandela Washington Fellows	559243	A	215000	401	2019/07/01 23:59:59
2018 R & R Imp to Remove Asbestos	881530	A	400000	393	
2018 R & R Roof Repairs & Replace	881531	A	400000	393	
2018 TEA	559255	A	215000	142	2019/05/03 23:59:59
2019 Everest Expedition	559278	A	250300	110	
2019 Mandela Washington Fellowship	559290	A	215000	401	
2019 TEA	559287	A	215000	401	
25 NE Loans Clr	776113	A	415100	XXX	
35 Research Clr	661013	A	415100	XXX	
4 Bros/Beroth Oil	227711	A	255000	152	

24. **Fzrfund-numeric Fund List-Numeric** – Listing of Fund Titles numerically with termination dates.

Select Chart A and press the Submit button.

fzrfund-numeric Fund List-Numeric

Chart

A

Reset Submit

Run Date: 09/23/19

APPALACHIAN STATE UNIVERSITY
Numeric Fund Listing

<u>FUND</u>		<u>COA</u>	<u>Def Org</u>	<u>Def Pgm</u>	<u>Termination Date</u>
027992	Wachovia Fund - College of Business	A			
028604	URC Grant-Kyle Thompson	A			
101001	Original Budget-101	A	200000	101	
101002	Budget Clr Acct-101	A	200000	101	
101003	General Inst-101	A	200000	101	
101101	Prog 101 Epay Clearing	A	700000	101	
101220	Appalachian Journal	A	250910	101	
101320	International Prog	A	215000	101	
101400	VC Acad Aff-101 Resv	A	200000	101	
101402	AA 1x FAP Funds Purpose 101	A	200000	101	
101410	Carry Fwd Fund-COB	A	255000	101	
101430	Faculty Research	A	280000	101	
101470	Instruction-Dept Rs	A	200000	101	
101480	University Documentary Services	A	202000	101	
101600	Dean Col Art/Sci 101	A	250000	101	
101605	Computer Science	A	250600	101	
101612	Mstr Arts/Soc Sci	A	250851	101	
101615	Animal Facility	A	250000	101	
101620	App Studies Degree Program	A	250900	101	
101625	Arts & Sciences Machine Shop	A	250000	101	
101630	Biology	A	250100	101	
101635	Electron Micro Facil	A	250000	101	
101640	Chemistry & Fermentation Sciences	A	250150	101	
101642	Fermentation Sciences	A	250150	101	
101650	English	A	250200	101	
101651	AppELS Program	A	250000	101	
101660	Languages, Literatures & Cultures	A	250250	101	
101670	Geography & Planning	A	250300	101	
101680	Geological & Environmental Sciences	A	250350	101	
101690	History	A	250400	101	
101720	Math Sciences	A	250500	101	
101725	Math Ed - D.P.	A	250550	101	
101730	Philosophy/Religion	A	250650	101	
101740	Physics And Astronom	A	250700	101	
101750	Pol Science/Crim Jst	A	250750	101	
101760	Psychology	A	250800	101	
101770	Sociology	A	250850	101	
101775	Interdisciplnry Stds	A	250450	101	

25. **Fzrfundhier-Fund Hierarchy** – Listing of Fund Titles. Includes default Organization, default Program, and termination dates.

Select Chart A and press the Submit button.

fzrfundhier Fund Hierarchy

CHART_OF_ACCOUNTS

A

Reset Submit

Run Date: 09/23/19

Fund Hierarchy
Chart: A
Appalachian State University

		COA	Def Org	Def Pgm	Termination Date
014000 ASU Academic Fund					
101001	Original Budget-101	A	200000	101	
101002	Budget Clr Acct-101	A	200000	101	
101003	General Inst-101	A	200000	101	
101101	Prog 101 Epay Clearing	A	700000	101	
101220	Appalachian Journal	A	250910	101	
101320	International Prog	A	215000	101	
101400	VC Acad Aff-101 Resv	A	200000	101	
101402	AA 1x FAP Funds Purpose 101	A	200000	101	
101410	Carry Fwd Fund-COB	A	255000	101	
101430	Faculty Research	A	280000	101	
101470	Instruction-Dept Rs	A	200000	101	
101480	University Documentary Services	A	202000	101	
101600	Dean Col Art/Sci 101	A	250000	101	
101605	Computer Science	A	250600	101	
101612	Mstr Arts/Soc Sci	A	250851	101	
101615	Animal Facility	A	250000	101	
101620	App Studies Degree Program	A	250900	101	
101625	Arts & Sciences Machine Shop	A	250000	101	
101630	Biology	A	250100	101	
101635	Electron Micro Facil	A	250000	101	
101640	Chemistry & Fermentation Sciences	A	250150	101	
101642	Fermentation Sciences	A	250150	101	
101650	English	A	250200	101	
101651	AppELS Program	A	250000	101	
101660	Languages, Literatures & Cultures	A	250250	101	
101670	Geography & Planning	A	250300	101	
101680	Geological & Environmental Sciences	A	250350	101	
101690	History	A	250400	101	
101720	Math Sciences	A	250500	101	
101725	Math Ed - D.P.	A	250550	101	
101730	Philosophy/Religion	A	250650	101	
101740	Physics And Astronom	A	250700	101	
101750	Pol Science/Crim Jst	A	250750	101	
101760	Psychology	A	250800	101	
101770	Sociology	A	250850	101	
101775	Interdisciplnry Stds	A	250450	101	

26. **Fzrorghier-Organization Hierarchy – Formatted like E-Print** – Listing of Fund Titles by Organization.

Select Chart A and press the Submit button.

fzrorghier Organization Hierarchy - formatted like ePrint - Google Chrome

webfocus.appstate.edu/ibi_apps/run.bip?BIP_REQUEST_TYPE=BIP_RUN&BIP_folder=IBFS%253A%252FWFC%252FReposi...

fzrorghier Organization Hierarchy - formatted like ePrint

CHART_OF_ACCOUNTS

A

Reset Submit

Organizations and Funds				
Chart: A				
Appalachian State University				
		<u>FUND</u>	<u>FUND_DESC</u>	<u>PGM</u>
1 Chancellor's Office				
100 Chancellor's Office				
<i>10000 Chancellor's Office</i>				
100000	Chancellor's Office	109020	Chancellor's Office	170
		112204	Othr Resrvs-CH	252
		112404	Othr Rsrv-CH-Pur 259	259
		227045	ARDI App Regional Dev Institute	152
		227074	Chancellor's Expense Account	152
		227120	Marching Band Travel Fund	152
		227145	Chancellor's Fund for Excellence	152
		227275	Chancellor Installation Fund	152
10000C	WTE Chancellor's Office			
100COS	Chief of Staff - Chancellors Office			
<i>10005 Exec Asst To The Chancellor</i>				
100050	Exec Asst to the Chancellor			
<i>10010 Board of Trustees</i>				
100100	Board of Trustees	109010	Board Of Trustees	170
120 Athletics Office				
<i>12000 Athletics Office</i>				
120000	Athletics Office	227280	Athletics Facilities Campaign	152
		227291	ASU Athletics Stadium Suites	152
		338000	Athletics (Old GL)	207
		338010	AAA General Operatng	207
		338020	AAA General Receipts	207
		338045	Student Athlete Advisory Board	207
		338210	Marketing & Promotions	207
		338296	AAA-Academics	207
		338500	Athletics Development	207
		338510	Athletics Compliance	207
		990075	Athletics Agency Fund	142
12000B	Athletic Center			

27. **Purpose Codes** – Displays list of Programs and the related chart and title.

PURPOSE CODES

Chart of Accounts		Purpose	Title
A	Appalachian State University	101	Regular Term Instruction
		102	Summer-Term Instruction
		103	Non-Credit Extension Instruction
		109	ARRA Fiscal Stabilization
		110	Organized Research
		112	Lab School
		142	Community Services
		151	Libraries
		152	General Academic Support
		155	CRF Academic Support
		160	Student Services
		170	Institutional Support
		180	Physical Plant Operations
		201	Auxiliary Administration
		202	Campus Center
		203	Food Services
		204	Health Services
		205	Housing Services
		206	Laundry Services
		207	Recreational Services
		208	Bookstore
		211	Central Motor Pool
		212	Warehouse
		214	Printing and Duplicating
		215	Rental Property
		216	Vehicle Registration
		217	Utilities Support
		219	Other Auxiliary Operations
		227	New River Light & Power
		230	Student Financial Aid
		251	Salary Related Reserves
		252	Other Reserves
		255	Governors Edu Emergency Relief GEER

Summary of Campus Budgets Dashboard Reports

(Not every report is represented in the training manual as the list is constantly being updated and revised.)

Chart A Tab

- 0010 Budget Balance Summary** – Lists all funds by org - can drill down on individual fund
- 0020 Budget Balances** – Listing of all funds at account level – Overexpenditures displayed in red
- 0030 Budget Pools** – Operating Budget at a glance – accounts 614XXX, 619XXX & 7XXXXXX
- 0040 Budget Notice-State Funds** – Displays State fund(s)/account(s) that are overbudget (this report is continually updated-not once per month as previous practice)
- 0050 Operating Budgets-State Funds** – Displays only State Funds (those beginning with 1) and only the accounts for which departments are accountable
- 0060 Encumbrances** – Displays outstanding encumbrances by Fund (not drill down friendly)
- 0061 Open Invoices** – List of open invoices by fund
- 0070 Fund Activity for Date Range** – Displays detail activity for any date range by fund
- 0080 FZRABAL-Daily Report** – Cash balance reconciliation for Non-State funds updated daily (Remember 227XXX funds do not have cash-on-hand)
- 0095 PI Grant Report-Project to Date** – Project-to-date Summary/Budget Balance Available by fund for Grants (those funds beginning with 55)
- 0100 Activity by Date Range** – Displays all activity for each fund in separate Excel spreadsheet within a workbook per fund (if more than one fund, see tabs at bottom of screen)
- 0110 Checks Issued by Fund (fzraolri)** – Checks issued by fund
- 0120 Fund List-Chart A** – Listing of all fund numbers and titles with default orgs and programs and end dates for certain funds/grants

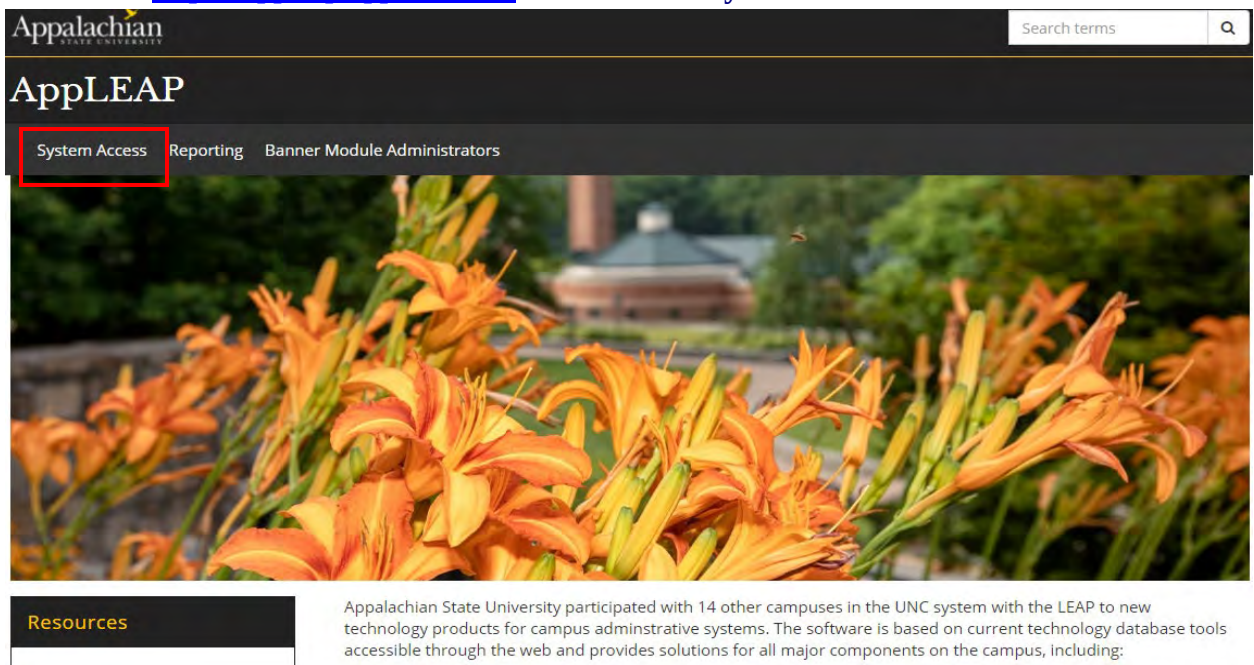
- 0010P Prior Year Budget Balance Summary** – Same as 0010 above for prior year (1 year only)
- 0020P Prior Year Budget Balances** – Same as 0020 above for prior year (1 year only)
- 0050P Prior Year Operating Budgets-State Funds** – Same as 0050 above for prior year
- 0085P Prior Year FZRABAL-Monthly** – Remember 227XXX funds do not have cash-on-hand
- 0110P Prior Year Checks Issued by Fund** – All checks listed for a prior year (1 year only)
- 0130 FYR Expense Comparison** – Displays a three-year comparison by fund

COA Tab

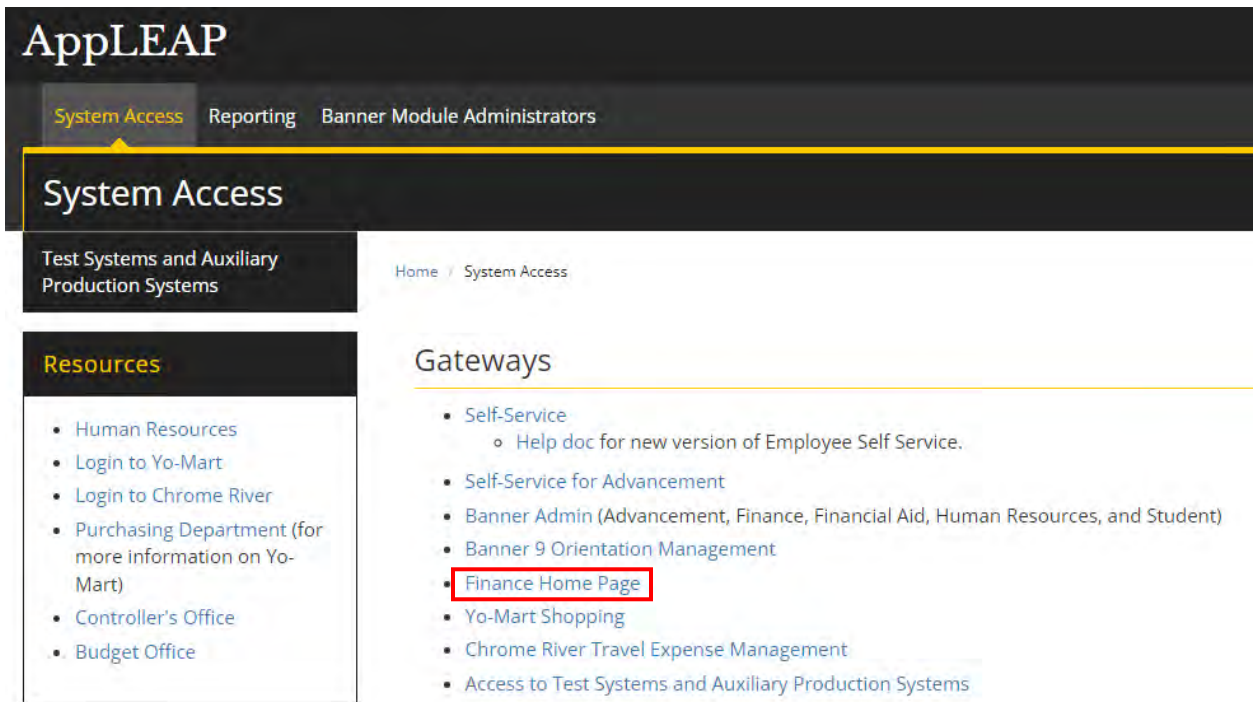
- fzrbudpools-Account List** – Listing of budget pools
- fzrfund-alpha Fund List-Alphabetic** – Listing of Fund Titles alphabetically (with termination dates)
- fzrfund-numeric Fund List-Numeric** – Listing of Fund Titles numerically (with termination dates)
- fzrfundhier-Fund Hierarchy** – Listing of Fund Titles includes default Organization and default Program (with termination dates)
- fzrorghier-Organization Hierarchy** – Listing of Fund Titles by Organization

E-Print

1. Connect to <https://appleap.appstate.edu/> and select the **System Access** tab.



2. Select **Finance Home Page**.



3. Select **E-Print**.

Appalachian STATE UNIVERSITY

AppLEAP

System Access Reporting **Banner Module Administrators**

Banner Finance

Advancement

Business Systems

Finance

Banner Finance Training Classes

Campus Budgets Dashboard Reports

Student, Financial Aid, and Accounts Receivable

Resources

- Human Resources
- Login to Yo-Mart
- Login to Chrome River
- Purchasing Department (for

Home > Banner Module Administrators > Banner Finance

If you need assistance and don't find the answer below, submit a ticket to Business Systems. If you have a WebFOCUS report request, submit a ticket to Business Systems. Call Kevin Patterson (x7561) if you need help with the request.

New Users Access to Banner Finance

These are instructions for establishing your initial access to Banner Finance:

- To gain access to funds for Banner Self-Service, E-Print, and Campus Budgets Dashboard the supervisor of the employee needing access should fill out the Request Banner Account Options form.
- New users of Banner Finance should watch the Banner Finance Training videos as soon as possible. These videos are posted on the Budget

Resources

- TSS Info on System Maintenance
- Reset Password (you must reset your password before initial Banner Finance login)
- Log in to Banner Finance Self Service E-print (Reports, Org-Fund list, List of Funds, Fund Hierarchy)**
 - Please remember to choose repository Prod Banner Finance Chart A (or F) when logging in.

4. Log in using your **User ID and Password**. Confirm that **Prod Banner Finance Chart A** shows up in the Repository field. If not, select it from the dropdown menu then press the **Enter** button.

Banner ePrint

Login

South Banner ePrint FAS

User ID:

Password:

Repository: **Prod Banner Finance Chart A**

Enter

5. Locate the desired report. If not listed on the page, use the **dropdown menu** or click on the **previous** or **next** button. When you have located the desired report, double click the **drill icon** to the left of the report name.

Banner
ePrint

Select Report from Repository Prod Banner Finance Chart A

Prod Banner Finance Chart A Repository
chambersla

About Banner ePrint FAQ My ePrint

Change Repository Help Logout

Prod Banner Finance Chart A

My Reports

All

	Report	Description	Latest Date
PDF TEXT	tzrodt-monthly	Organization Detail Activity	Tue Aug 13, 2019 1:06pm
XLS	tzropngmt	Grants Open Past End Date	Mon Sep 09, 2019 08:02am
PDF	tzrvendor	Vendor List	Sun Sep 08, 2019 7:22pm
PDF TEXT	tzzerpamt	AP0000202 Zero Amount Invoices	Sun Sep 08, 2019 7:18pm
PDF TEXT	gupdelit	Banner Job	Fri Jul 25, 2014 09:53am
PDF TEXT	phpbrec	Bank Reconciliation Program	Thu Apr 05, 2018 08:16am
PDF TEXT	porp941	Form 941 Detail Report	Tue Apr 03, 2018 4:46pm
PDF TEXT	pqpzbud	Banner Job	Tue Feb 03, 2015 08:37am

Previous

tzrodt-monthly

Next

6. Select the monthly report you wish to view. If the report is not visible, use the **dropdown menu** or click the **previous** or **next** button. Once located, click on the **magnifying glass icon** in the first column.

Banner
ePrint

Report Detail: FZRODTA-MONTHLY

Prod Banner Finance Chart A Repository
chambersla

About Banner ePrint FAQ My ePrint

Change Repository Help Logout

Prod Banner Finance Chart A : FZRODTA-MONTHLY

	Title	Date
PDF TEXT 	From 01-JUL-2019 To 31-JUL-2019	Tue Aug 13, 2019 1:06pm
PDF TEXT 	From 01-JUL-2018 To 30-JUN-2019	Tue Jul 30, 2019 11:13am
PDF TEXT 	From 01-JUL-2018 To 31-MAY-2019	Mon Jun 10, 2019 10:27am
PDF TEXT 	From 01-JUL-2018 To 30-APR-2019	Wed May 08, 2019 3:47pm
PDF TEXT 	From 01-JUL-2018 To 31-MAR-2019	Tue Apr 09, 2019 10:21am
PDF TEXT 	From 01-JUL-2018 To 28-FEB-2019	Thu Mar 07, 2019 3:52pm
PDF TEXT 	From 01-JUL-2018 To 31-JAN-2019	Tue Feb 12, 2019 1:31pm
PDF TEXT 	From 01-JUL-2018 To 31-JAN-2019	Fri Feb 08, 2019 12:35pm

From 01-JUL-2019 To 31-JUL-2019 - Tue Aug 13, 2019 1:06pm

Next

5. If you choose the **Pick Values Manually** option, and click the **GO** button, a screen will appear displaying all fund numbers assigned to your area. Click the box in front of the fund(s) you wish to view, and click the **"Get the Report" icon**; or **type** a specific fund number and click the **GO** button. The **Search Option** allows you to type in a specific account number, and click the **GO** button. The **Range Option** allows you to type a range of fund numbers (i.e., 109300 to 109350) then click the **GO** button. After one of the options listed above has been selected, the list of funds you requested will be displayed.



Search FZRODTA-MONTHLY (Tue Aug 13, 2019)
Prod Banner Finance Chart A Repository
chambersta

About Banner ePrint FAQ My ePrint
Change Repository Help Logout

Prod Banner Finance Chart A : FZRODTA-MONTHLY : Pick Pages

Page Key: Fund

Pick Values Manually
Go

Search:
Go

Range:
to
Go

6. Click on the **PDF icon**.



Selected Fund Values
Prod Banner Finance Chart A Repository
chambersta

About Banner ePrint FAQ My ePrint
Change Repository Help Logout

Prod Banner Finance Chart A : FZRODTA-MONTHLY : Pick Pages : Fund : Values

"109300"	"109303"	"109308"	"109310"
"109312"	"109315"	"109326"	"109329"
"109330"	"109331"	"109333"	"109334"
"109338"	"109340"	"109350"	

PDF TEXT

7. Acrobat Reader will open the first page of the first fund you requested, and will display a list of all the funds selected. Click the fund you want to view.
8. Once finished, press **Logout** in the upper right corner.

The Right Report for the Job

Trust Funds – (Non-Grant: 220XXX-339XXX & 660XXX-990XXX)

Dashboard E-Print

0010/0020	FZRBDS	Budget Balances Available (Summary & By Acct)
0070	FZRODTA	Current Fiscal Year Detail of Activity
0070	FZRADACTV	Current Month Activity – updated daily
0070	FZRAMACTV	One Month's Activity – new one created at month end
0070	FZRAACTV-YTD	Year to Date Activity
0080/0085	FZRABAL	Cash Balance Reconciliation (227XXX funds do not have cash on hand)

Grants – (55XXXX)

Dashboard E-Print

0070/0100	FZRODTA	Current Fiscal Year Detail of Activity
0070/0100	FZRADACTV	Current Month Activity – updated daily
0070/0100	FZRAMACTV	One Month's Activity – new one created at month end
0070/0100	FZRAACTV	YTD Year to Date Activity
0095/0096	FZRAPTD	Project to Date Summary / Budget Balance Available
Not Available	FZGRANTS	Grants assigned to your Department

State Funds – (1XXXXX)

Dashboard E-Print

0010/0020/0050	FZRBDS	Budget Balances Available
0040	FZABudget-notice	Over Budget Notices to Departments
0070/0100	FZRODTA Current Fiscal	Current Fiscal Year Detail of Activity
0070/0100	FZRADACTV	Current Month Activity – updated daily
0070/0100	FZRAMACTV	One Month's Activity – new one created at month end
0070/0100	FZRAACTV-YTD	Year to Date Activity

Miscellaneous

Dashboard E-Print

0019	FZRAORGHIER	Monthly Fund Recon By Org
0030	FZABUDPOOLS	Banner Budget Pools
0060	FZRAENC	Outstanding Encumbrances-List of Open Encumbrances by Fund
0061	FAROINV	Open Invoices
Not Available	FARVALP	Vendor Alpha Listing
0110	FZRAOLRI	Checks Issued by Fund
0120	FZRFUND-ALPHA	Banner Fund Lists
0120	FZRFUND-NUMERIC	Banner Fund Lists
Not Available	PZRDPLS	Departmental Employee List

7/19/17

Departmental Fund Activity Reconciliation

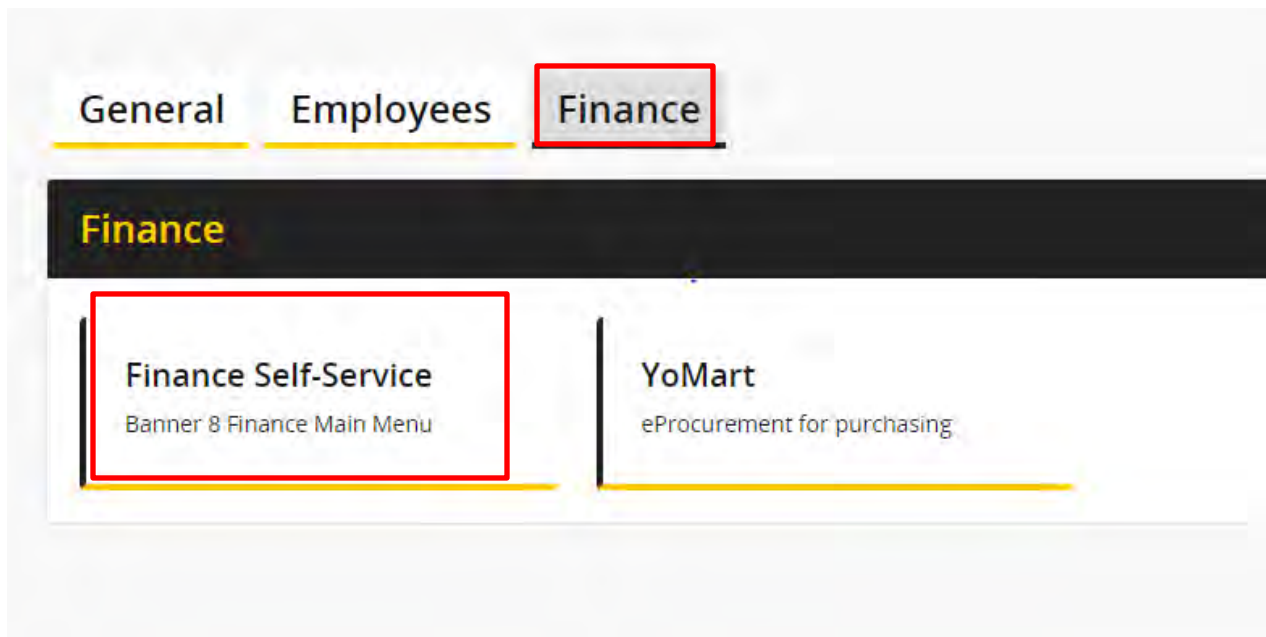
1. Connect to <https://appalnet.appstate.edu> and select Log into Self Service.

The screenshot shows the AppalNet homepage. At the top, there's a dark header with the text "AppalNet". Below this, a pink banner asks "Need to pay your student accounts bill?" and provides links for parents/authorized users to the "Billing and Payment Center" and for students to "Log into Self-Service". The main content area features three large yellow buttons: "Log into Self-Service" (with a person icon), "Log into gmail" (with an envelope icon), and "Resources For:" (with a laptop icon). The "Resources For:" button has a dropdown menu currently showing "Current Students". To the right, a "Quick Links" section lists various services: Mountaineer Mail, Mountaineer Calendar, Mountaineer Drive, Mountaineer Apps Help Page, App State coronavirus information, Former Student Access, Academic Calendar and Exam Schedule, AsULearn, University Housing, Office of Financial Aid, and Student Accounts/Cashier.

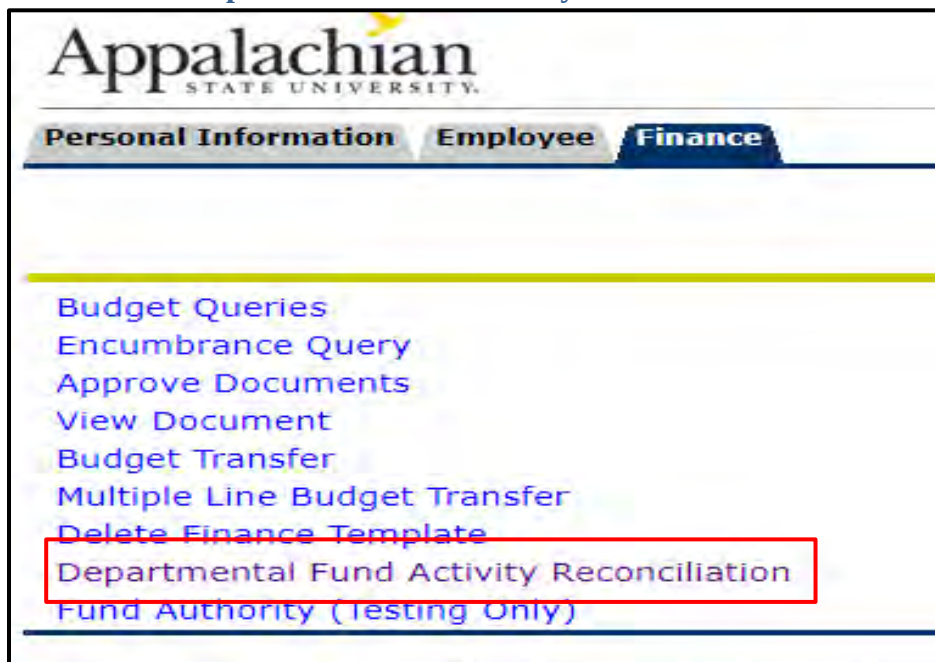
2. Login with your **User Name and Password**.

The screenshot shows the Appalachian State University login page. At the top, the university's logo is displayed. Below the logo, a warning says "Do not bookmark this page." The login form consists of two input fields: "login or email" and "password". Below these fields is a blue "Sign in" button. At the bottom of the form, there are links for "Change or reset your password" and "Enroll in two-factor authentication". A footer section provides contact information: "For help, visit IT Support Services or call 828-262-6266, 8am-5pm Monday-Friday."

3. Click on the **Finance** tab at the top of the screen.



4. Select **Departmental Fund Activity Reconciliation**.



5. Press the **Create** button.

The screenshot shows the Appalachian State University Finance page. The 'Create' button is highlighted with a red arrow. The page displays a welcome message for Layna C. Evans and a table of financial data.

Status	Recon Period	Number of Funds	Reconciler	Approver	Submission Date	Approval Date	Last Change Date
Approved	September 2019	12	Layna Evans	Jennifer Geouque	10/9/19 12:22 PM	10/9/19 2:42 PM	10/9/19 2:42 PM

6. Verify that the **Reconciliation Month** and **Reconciliation Year** are correct, then press the **Next** button.

The screenshot shows the Appalachian State University Finance page. The 'Reconciliation Month' and 'Reconciliation Year' fields are highlighted with a red box. The 'Next' button is highlighted with a red arrow.

Reconciliation Month *
September

Reconciliation Year *
2019

Next

7. If you are responsible for several funds, hold down the Control button on your keyboard while clicking each fund on the list, then press the **Next** button.

The screenshot shows the Appalachian State University Finance page. A list of funds to reconcile is displayed, including Academic Cash 01 and STIF Bank 05. The 'Next' button is highlighted with a red arrow.

Fund(s) to reconcile: *

Academic Cash 01

- 109312 - Budget Office
- 109326 - Risk Mgt Off Reserve
- 109328 - Spec & Spec Fund Reserve
- 109329 - Capital Assets Reserve
- 109330 - Budget Office Reserve
- 109331 - Purchasing Reserve
- 109332 - Post Office Reserve
- 109333 - Safety Office Reserve
- 109334 - Motor Pool Reserve
- 109335 - Law Police Reserve
- 110528 - Physical Plant Reserve

STIF Bank 05

- 110528 - Admin Aux. Supp. Budget Office

Next

8. Check each box, making Optional comments if necessary, to verify that you have completed this part of the reconciliation. Once each part is complete, press the **Next** button to continue. Continue this process until all parts (Part A thru Part G) have been completed.

Welcome Layna C. Evans!

Appalachian State University
Controller's Office
Departmental Fund Activity Reconciliation
Month: September 2019

ALL

Obtain Reports

A1. Run the departmental activity report as of the end of the month for fund ids:
109312, 109326, 109329, 109330, 109331, 109332, 109333, 109334, 109338, 110626, 332150

A2. Print out the budget to actual comparison:

Optional comments

A3. Obtain a list of all detail transactions for the month, agree to monthly activity report, and either print out the report or if available download to Excel. As you review the individual items on this report, check each item when you have determined if they are supported, authorized, and classified correctly.

Optional comments

Next

MONTH FUNDS PART A PART B PART C PART D PART E PART F PART G PART H CONFIRM

9. Part H is the last page of the reconciliation, so click each box, make any notes that are necessary, confirm that this will be forwarded to your approver/supervisor, then press the **Next** button.

Welcome Layna C. Evans!

Appalachian State University
Controller's Office
Departmental Fund Activity Reconciliation
Month: September 2019

Completion of Review

All unusual and unresolved items were brought to the attention of the supervisor and those needing follow up review are noted in the text field below:

Optional comments

Specify location of all supporting documents: *

Approver ASU User Name: * geouquem Approver Name: Jennifer M. Geouque

E-mail address without @appstate.edu. Modify this field if incorrect or empty.

Next

MONTH FUNDS PART A PART B PART C PART D PART E PART F PART G PART H CONFIRM

10. You will be prompted to confirm that you are ready to submit the form. Once confirmed, the reconciliation will be sent to your approver/supervisor. When the reconciliation is approved, you will receive an email from the system.

When Appalachian State was first tasked with the monthly reconciliation process, each department had to complete a paper form/spreadsheet instead of using the online system. The next couple of pages show that form (which was used to set up the current online system) and helpful hints about which report to use to complete of each section.

Appalachian State University		
Departmental Fund Activity Reconciliation Guidelines		
Part	Procedures	Reports & Actions to be Taken
A - Obtain Reports (AppLeap: The Right Report for the Job)		
A	1 Run the departmental activity report as of the end of the month for assigned funds.	Dashboard Report - COA- Org Hierarchy - formatted like E-Print or FZRAORGHER (E-Print). Review the Hierarchy report to see which funds belong to your area in order to determine which funds need to be reconciled.
	2 Review the budget to actual comparison.	State Funds and Special Funds = Dashboard report #0010 or FZRBDS (E-Print) Grant funds only = Dashboard Report #0095 if Budgets have been posted. Note under comments if no budget is required or in State Funds make note budget not posted yet for current fiscal year until budgets are posted.
	3 Obtain a list of all detailed transactions for the month, agree to monthly activity report, and either print out the report or download. As you review the individual items on this report, check each item when you have determined they are supported, authorized, and classified correctly.	All Funds = Dashboard Report #0070 or FZRODTA (E-Print) and verify all activity on fund.
B - Revenues		
B	1 Verify revenues reported to receipts.	Match receipts to Dashboard Report #0070 or FZRODTA (E-Print).
	2 Investigate any discrepancies.	Determine where errors may have occurred.
	3 If errors are determined, work with your supervisor or appropriate Controller's Office staff to make correction.	Work with your Supervisor, Divisional Business Officer (if applicable), Controller's, Special Funds, or Budget Office staff to process correction.
C - Salary Expense (As Access Permits)		
C	1 Verify entries made to salary accounts on the activity report are accurate to the best of your knowledge. Scan for any unusual items.	Reasonableness test. If salary postings appear out-of-line, investigate discrepancies, i.e., you do not have a temporary employee, but items are posted to your student temporary/fund/account.
	2 For temp salaries, verify amounts and that they are paid to the properly authorized and signed time sheets and determine that the amount paid is properly calculated.	When temporary salary documents are prepared, calculate payroll totals and maintain to verify to the monthly posted totals.
	3 For items not on the payroll register investigate and determine support for the entry.	Determine that all payroll items are recorded in Banner Finance.
	4 If errors are determined, please work with your supervisor or appropriate Controller's Office staff to make correction.	Work with your Supervisor, Divisional Business Officer (if applicable), Controller's, Special Funds, or Budget Office staff to process correction.
D - Contract Service Expense		
D	1 For contract service items posted as an expense, make sure amounts paid match approved invoices.	Verify that the 719XXX expense items for contractual services are paid correctly.
	2 If errors are determined, please work with your supervisor or appropriate Controller's Office staff to make correction.	Work with your Supervisor, Divisional Business Officer (if applicable), Controller's, Special Funds, or Budget Office staff to process correction.
E - Non-Personnel Expense		
E	1 For transactions posted to non-payroll accounts, reconcile amounts to supporting documentation. This review should include Pcard and Travel transactions.	Verify postings to supporting documentation including P-Card recon, travel and any other charges. Verify travel is accurately posted to each fund.
	2 Verify that vendor invoices document the date goods/services are received and the initial of the person receiving the merchandise. If Central Receiving is used, use appropriate procedures to reconcile goods received with billing invoices.	Verify packing slips are signed or initialed and dated for materials received by person ordering goods. Reconcile appropriately with Central Receiving (Warehouse).
	3 For internal billings such as telecommunications, copy and postage, verify postings match to e-mailed notifications.	Match expenses on Dashboard Report #0070 or FZRODTA (E-Print) to emailed billing notifications.
	4 For JVs/ JEs, obtain supporting documentation and review. Make sure that the JV/JE was properly approved and was appropriate for this account.	If a JV/JE was posted to your fund/account, verify that it is accurate with supporting documentation. Example: another department is sharing in bringing a speaker to campus. The JV/JE charges part of the expense to your 719XXX account. To view the document and determine who posted, use the Finance tab in Banner Self-Service and select View Document.
	5 Make sure that the account codes recorded for all items are proper especially for IT Expenditure transfers items. Bring attention to the supervisor or Controller's Office staff any items that appear misclassified.	Verify that items are coded properly. Expense and Revenue account codes can be found at controller.appstate.edu or in WebFocus Dashboards - Campus Budgets - COA.

		Review the report on detail transactions and determine that all items have been checked off. If not, determine what the unchecked item(s) are for and bring to the attention of the supervisor or appropriate Controller's Office staff. Request adjustment if necessary.	All funds = Dashboard Report #0070 or FZRODTA (E-Print) . Work with your Supervisor, Divisional Business Officer (if applicable), Controller's, Special Funds, or Budget Office staff to process correction.
F - Budget to Actual Review			
F	1	Review budget to actual expenditure report.	State Funds & Special Funds = Dashboard Report #0020 or FZRBDS (E-Print) if your fund/accounts have budgets posted. Grant funds only - Dashboard Report #0095 . Note under comments if no budget is required or in State Funds make note budget not posted yet for current fiscal year until budgets are posted.
	2	Determine whether any over budget conditions exist. Determine the cause of the over budget condition and whether it will require a budget revision. Process any required online budget transfers.	All funds = Dashboard Report #0020 or FZRODTA (E-Print) . See <i>Budget Query and Online Budget Transfer Instructions</i> at budget.appstate.edu under the resources tab for instructions for processing on-line budget entries for applicable funds or the Banner Finance Training Manual for instructions on posting Budget Revisions.
	3	If necessary prepare budget revision for supervisor's or appropriate Budget or Controller's Office(s) Staff review and approval.	Request for Budget Revision form for State Funds is found at budget.appstate.edu under the Forms section. Special Fund budget adjustments (if allowed) must be requested through Special Funds accounting personnel.
G - Encumbrances			
G	1	Review open encumbrances on all funds.	All funds - Dashboard Report #0060 or FZRAENC (E-Print) . Verify that all outstanding balances of encumbrances are correct. If items have been received and paid, or encumbrance should otherwise be cancelled, contact Purchasing for PO closing assistance.
H - Completion of Review			
H	1	Once reconciliation procedures are completed, please save all back up documentations for each fund's reconciliations. Then, complete the Departmental Fund Activity Reconciliation online.	Use Banner Self-Service to complete the Departmental Fund Activity Reconciliation.
UNUSUAL ITEMS NOTED DURING THE RECONCILIATION PROCEDURES NEEDING FOLLOW UP REVIEW:			
Save all back up documentation in a central location that is noted when online reconciliation is completed.			

Banner Finance User Training Manual

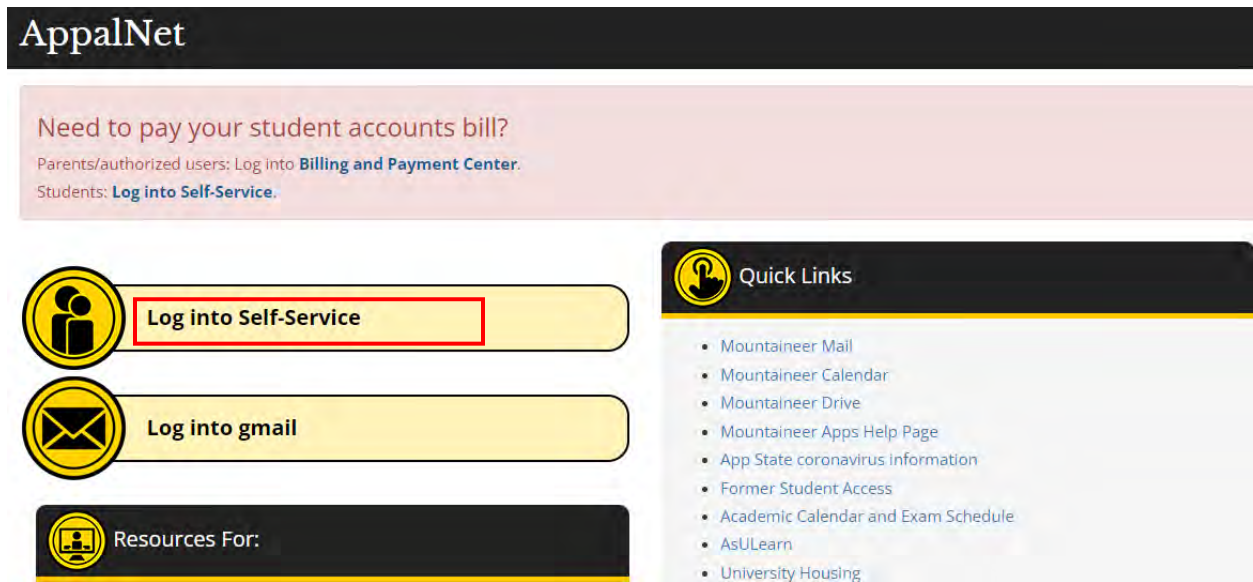
Budget Office

John Adams, adamsje2@appstate.edu, 262-2856
Jennifer Geouque, geouquejm@appstate.edu, 262-8195

Sharon Yates, yatessw@appstate.edu, 262-8666
Kristie Beach, beachkw@appstate.edu, 262-2118
Stacy Everett, everettsd1@appstate.edu, 262-6407

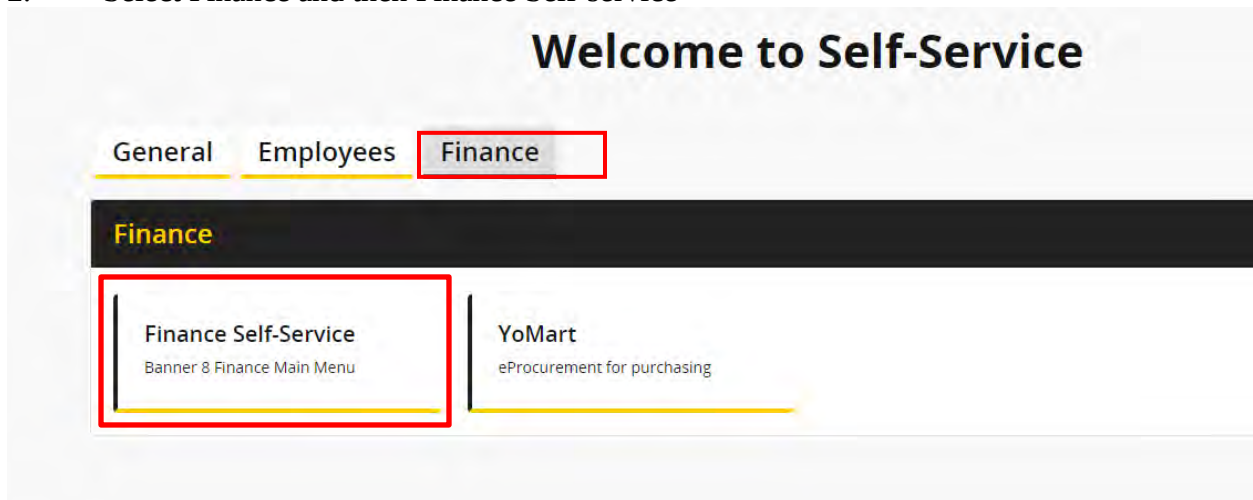
Budget Queries

1. Connect to <https://appalnet.appstate.edu> and select Log into Self Service.



The screenshot shows the AppalNet homepage. At the top is a black header with the text "AppalNet" in white. Below this is a light pink banner with the text "Need to pay your student accounts bill?" and links for "Parents/authorized users: Log into Billing and Payment Center." and "Students: Log into Self-Service." Below the banner are three yellow buttons with icons: "Log into Self-Service" (person icon), "Log into gmail" (envelope icon), and "Resources For:" (laptop icon). To the right is a "Quick Links" section with a list of links: Mountaineer Mail, Mountaineer Calendar, Mountaineer Drive, Mountaineer Apps Help Page, App State coronavirus Information, Former Student Access, Academic Calendar and Exam Schedule, AsULearn, and University Housing.

2. Select Finance and then Finance Self-service



The screenshot shows the "Welcome to Self-Service" page. At the top is a black header with the text "Welcome to Self-Service" in white. Below this is a navigation bar with three tabs: "General", "Employees", and "Finance". The "Finance" tab is selected and highlighted with a red box. Below the navigation bar is a "Finance" section with two options: "Finance Self-Service" (Banner 8 Finance Main Menu) and "YoMart" (eProcurement for purchasing). The "Finance Self-Service" option is highlighted with a red box.

3. Select **Finance** and then **Budget Queries** from either the side or bottom menu.



4. Select **Budget Status by Account** from the dropdown menu and press the **Create Query** button.

The screenshot shows a web form titled "Create a New Query". At the top, there is a description of the "Budget Query by Account" feature. Below this, there is a section titled "Create a New Query". Under this section, there is a dropdown menu labeled "Type" with "Budget Status by Account" selected. Below the dropdown menu is a button labeled "Create Query". Below the "Create a New Query" section, there is a section titled "Retrieve Existing Query". Under this section, there is a dropdown menu labeled "Saved Query" with "None" selected. Below the dropdown menu is a button labeled "Retrieve Query".

5. Select the columns you wish to see on the query (user's choice-multiple options) by clicking in boxes (a check mark appears) then select **Continue**. (NOTE: Selecting **Accounted Budget** in the first column will allow you to drill down for more information in the query.)

6. Complete the following:

Fiscal Year (Example: Fiscal Year 2021-2022 = 2022)

Fiscal Period (Example: April = Fiscal Period 10 since it is the 10th month of the fiscal year. To get ALL data, use Fiscal Period 14)

Comparison Fiscal Year and **Comparison Fiscal Period** can be used to compare data between fiscal years/periods. To look at this year's data only, select None.

Chart of Accounts (A=ASU Funds beginning with 1-8, F=Foundation Funds beginning with 9)

Index (Enter your **Fund Number** here)

****Do not use the Fund, Organization and Program fields.**

Press the **Submit Query** button when complete.

Fiscal year:	2020 ▼	Fiscal period:	14 ▼
Comparison Fiscal year:	None ▼	Comparison Fiscal period:	None ▼
Commitment Type:	All ▼		
Chart of Accounts	A	Index	109312
Fund		Activity	
Organization		Location	
Grant		Fund Type	
Account		Account Type	
Program			
☐ Include Revenue Accounts			
Save Query as:			
☐ Shared			
Submit Query			

7. The Fund, Organization and Program information automatically defaults into the correct fields, thereby eliminating any chance for error.

If you have Revenue Accounts that you want to view, click the check-box beside **Include Revenue Accounts**.

Press the **Submit Query** button again.

Fiscal year:	2020 ▼	Fiscal period:	14 ▼
Comparison Fiscal year:	None ▼	Comparison Fiscal period:	None ▼
Commitment Type:	All ▼		
Chart of Accounts	A	Index	
Fund	109312	Activity	
Organization	415300	Location	
Grant		Fund Type	
Account		Account Type	
Program	170		
☐ Include Revenue Accounts			
Save Query as:			
☐ Shared			
Submit Query			

8. Example of report. To view detailed information for any budget or expenditure account, click on any of the **blue numbers**. Information can be exported to Excel by selecting one of the Download buttons at the bottom of the screen.

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2020

As of Oct 17, 2019

Chart of Accounts: A Appalachian State University Commitment Type: All

Fund: 109312 Budget Office Program: 170 Institutional Support

Organization: 415300 University Budget Activity: All

Account: All Location: All

[View Pending Documents](#)

✓ No pending documents exist

Query Results

Account	Account Title	FY20/PD14 Accounted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
611110	EPA Adm Reg Sal- Ap	195,000.00	48,750.00	0.00	146,250.00
612110	SPAREg Salary- Ap	209,000.00	52,250.01	0.00	156,749.99
612700	SPAlongevity Pay	4,403.00	3,308.00	0.00	1,095.00
618100	Social Security	7,697.00	7,696.19	0.00	0.81
618200	State Retirement	19,984.00	19,983.09	0.00	0.91
618300	Medical Insurance	7,780.00	7,779.60	0.00	0.40
618700	TIAA Opt Retirement	0.00	0.00	0.00	0.00
720000	Supplies and Materials Budget Pool	1,341.00	0.00	0.00	1,341.00
726000	Office Supplies	0.00	1,289.47	128.99	(1,418.46)
731000	Travel Budget Pool	500.00	0.00	0.00	500.00
734000	Other Current Services Budget Pool	1.00	0.00	0.00	1.00
735100	Building Repairs	0.00	0.00	0.00	0.00
740000	Fixed Charges Budget Pool	777.00	0.00	0.00	777.00
743100	Rental-Reprod Equip	0.00	776.38	0.00	(776.38)
751030	Office Equipment <5k	0.00	(30.92)	30.92	0.00
754534	Personal Computers and Printers <5k	0.00	0.00	0.00	0.00
758310	Bldg-Gnrl Contracts	0.00	0.00	0.00	0.00
882970	Tfrto OSC-DCAP	0.00	74.77	0.00	(74.77)
Report Total (of all records)		446,483.00	141,876.59	159.91	304,446.50

[Download All Ledger Columns](#) [Download Selected Ledger Columns](#)

9. To determine available balance for your operating accounts, go back to step #9, enter **7%** in the **Account** field, then press the Submit Query button.

Fiscal year: 2020 **Fiscal period:** 14

Comparison Fiscal year: None **Comparison Fiscal period:** None

Commitment Type: All

Chart of Accounts: A **Index:**

Fund: 109312 **Activity:**

Organization: 415300 **Location:**

Grant: **Fund Type:**

Account: 7% **Account Type:**

Program: 170

☐ **Include Revenue Accounts**

Save Query as:

☐ **Shared**

Submit Query

10. The bottom line (**Report Total of all records**) will show the remaining available balance in the operating budget. If the total is blank, go back to the previous screen and un-check the Include Revenue Accounts box.

Query Results

Account	Account Title	FY20/PD14 Accounted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
720000	Supplies and Materials Budget Pool	1,341.00	0.00	0.00	1,341.00
726000	Office Supplies	0.00	1,289.47	128.99	(1,418.46)
731000	Travel Budget Pool	500.00	0.00	0.00	500.00
734000	Other Current Services Budget Pool	1.00	0.00	0.00	1.00
735100	Building Repairs	0.00	0.00	0.00	0.00
740000	Fixed Charges Budget Pool	777.00	0.00	0.00	777.00
743100	Rental-Reprod Equip	0.00	776.38	0.00	(776.38)
751030	Office Equipment <5k	0.00	(30.92)	30.92	0.00
754534	Personal Computers and Printers <5k	0.00	0.00	0.00	0.00
758310	Bldg-Gnrl Contracts	0.00	0.00	0.00	0.00
Report Total (of all records)		2,619.00	2,034.93	159.91	424.16

11. It is also possible to view a specific budget pool, any related expenditures and get a balance available (Example: by entering 731% into the Account field in step #11, you can view only 731XXX data). The % sign is a wildcard.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2020			
As of Oct 17, 2019			
Chart of Accounts	A Appalachian State University	Commitment Type	All
Fund	109312 Budget Office	Program	170 Institutional Support
Organization	415300 University Budget	Activity	All
Account	731%	Location	All

[View Pending Documents](#)
 No pending documents exist

Query Results

Account	Account Title	FY20/PD14 Accounted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
731000	Travel Budget Pool	500.00	0.00	0.00	500.00
Report Total (of all records)		500.00	0.00	0.00	500.00

[Download All Ledger Columns](#)
[Download Selected Ledger Columns](#)

12. There are several other options available at the bottom of the screen.

[Another Query](#)

[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#) | [Departmental Fund Activity Reconciliation](#)

13. When all budget queries or transfers have been completed, press **Exit** in the upper right corner of the screen to logout of the AppLEAP system.

User Logout

Thank you for using the Banner Self Service Information System.
If you are finished, please close your browser to protect your privacy.

[SITE MAP](#)
[EXIT](#)

Departmental Budget Transfers (One transfer between two budget pools-current year only)

- 1-3. Complete steps #1-3 from the Budget Queries section (to get into Self-Service).
4. Select **Budget Transfer** from either the side or bottom menu.

The screenshot shows a web application interface. On the left, a vertical menu lists several options: Budget Queries, Encumbrance Query, Approve Documents, View Document, Budget Transfer (highlighted with a red box), Multiple Line Budget Transfer, Delete Finance Template, Departmental Fund Activity Reconciliation, and Fund Authority (Testing Only). At the bottom, a horizontal navigation bar contains links: [Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]. The 'Budget Transfer' link is also highlighted with a red box. Below the navigation bar, it says 'RELEASE: 8.9'.

5. **Transaction Date** will default to the current date.
Journal Type (XB4 should be used for all **State Funds** - those funds that begin with 1; XT4 should be used for all **Trust Funds** – those funds that begin with 2 thru 5).
Transfer Amount = the amount of the transfer. **Use whole dollars only (no cents).** Decimals may be used but are not required.

The screenshot shows the 'Budget Transfer' form. The top section, enclosed in a red box, contains the following fields: 'Transaction Date' (17, OCT, 2019), 'Journal Type' (XB4 (State Funds-Temp Trans)), 'Transfer Amount' (empty), and 'Document Amount' (0.00). Below this is a table with columns: Chart, Index, Fund, Organization, Account, Program, Activity, Location, and D/C. The 'From' row has a minus sign in the D/C column, and the 'To' row has a plus sign. Below the table is a 'Description' field and a 'Budget Period' dropdown (01). A note says '(Always post to Budget Period 01.)'. Below the form are two instructions: 'Enter your fund information only in the box labeled "Index."' and 'Please do NOT change the Org Code that appears after you enter the index.' There is a 'Save as Template' field, a 'Shared' checkbox, and a 'Complete' button.

6. **Chart** = A (App)
Index = Fund number (Enter this into both Index fields).
****Do not use the Fund, Organization and Program fields.**
Press the **Complete** button.

This screenshot is identical to the previous one, showing the 'Budget Transfer' form. In this version, the 'From' and 'To' rows of the table are highlighted with a red box. A yellow arrow points to the 'Complete' button at the bottom left of the form.

7. Once the Complete button is pressed, the Fund, Organization and Program fields will be populated automatically.

Transaction Date		17	OCT	2019
Journal Type		XB4 (State Funds-Temp Trans)		
Transfer Amount				
Document Amount		0.00		

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	A		109312	415300		170			-
To			109312	415300		170			+

Description Budget Period 01 (Always post to Budget Period 01.)

☐ Enter your fund information only in the box labeled "Index."
☐ Please do NOT change the Org Code that appears after you enter the index.

Save as Template

☐ Shared

8. Enter the **Account** pools to be adjusted on the “From” and “To” lines.

Available Account pools (for XB4 Transactions**):

719000 Contracted Services (Includes all 719XXX accounts except 719700)

720000 Supplies and Materials (Includes all 72XXXX accounts)

731000 Travel (Includes all 731XXX accounts)

732000 Communications (Includes all 732XXX accounts)

734000 Current Services (Includes 734XXX – 739XXX accounts)

740000 Fixed Charges (Includes all 74XXXX accounts except 748XXX)

750000 Capital Outlay (Includes all 75XXXX accounts except 756XXX)

785000 Other Expenses (Includes all 785XXX through 789XXX accounts)

****Note: Trust (XT4 Transactions) can use all of the account codes listed above, plus any account codes related to salaries and benefits (61XXXX).**

Enter a brief **Description** (ex: Transfer Funds, Budget Transfer, etc.)

Budget Period should always be “01”.

Once finished, press the **Complete** button.

Transaction Date		17	OCT	2019
Journal Type		XB4 (State Funds-Temp Trans)		
Transfer Amount		25.00		
Document Amount		0.00		

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	A		109312	415300	720000	170			-
To			109312	415300	740000	170			+

Description Budget Transfer Budget Period 01 (Always post to Budget Period 01.)

☐ Enter your fund information only in the box labeled "Index."
☐ Please do NOT change the Org Code that appears after you enter the index.

Save as Template

☐ Shared

9. Once the transfer is complete, the following screen will appear. A message will be displayed showing that the document has been completed and is being forwarded to the posting process. A document number will be provided to track the entry. Please make note of this number. There is an option to complete **Another Transfer** if necessary.

Budget Transfer

This form does not allow the completion of documents using rule classes that are not self-balancing.

Two types of templates may be saved. A "Personal" template is retrievable only by the user who created it. A "Shared" template is retrievable by any user.

Use Save Template As to avoid overwriting an existing template.

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

☒ Document 30000072 completed and forwarded to the Posting process

[Another Transfer](#)

10. When all budget queries or transfers have been completed, press **Exit** in the upper right corner of the screen to logout of the AppLEAP system.

Personal Information Employee **Finance**

Budget Transfer

MENU SITE MAP **HELP EXIT**

Multiple Line Budget Transfers (Current year only)

- 1-3. Complete steps #1-3 from the Budget Queries section (to get into Self-Service).
4. To process a budget transfer between multiple pools within the same fund, select the **Multiple Line Budget Transfer** option from either the side or bottom menu.
Note: There only 5 lines available so larger transfers may require more than one batch of entries.

Budget Queries
 Encumbrance Query
 Approve Documents
 View Document
 Budget Transfer
Multiple Line Budget Transfer
 Delete Finance Template
 Departmental Fund Activity Reconciliation
 Fund Authority (Testing Only)

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | **Multiple Line Budget Transfer** | Delete Finance Template | Departmental Fund Activity Reconciliation]

RELEASE: 8.9

5. **Transaction Date** will default to the current date
Journal Type (XB4 should be used for all **State Funds** - those funds that begin with 1; XT4 should be used for all **Trust Funds** – those funds that begin with 2 thru 5.)

Multiple Line Budget Transfer Form

In each document created, the pluses (transfers to) must equal the minuses (transfers from). These amounts must offset one another and add up to the Document Amount.

The provided rule classes for budget transfers are BD01, BD02, and BD04.

Two types of templates may be saved. A "Personal" template is retrievable only by the user who created it. A "Shared" template is retrievable by any user.

Use Save Template As to avoid overwriting an existing template.

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

Use template:

Transaction Date:

Journal Type:

Document Amount:

#	Chart Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1									-
2									+
3									+
4									+
5									+

Description: Budget Period: (Always post to Budget Period 01.)

Enter your fund information only in the box labeled "Index."

Please do NOT change the Org Code that appears after you enter the index.

Save as Template:

☐ Shared

6. **Chart** = A (App)
Index = Fund number (Enter this into all needed Index fields).
****Do not use the Fund, Organization and Program fields.**
Press the **Complete** button.

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	A	109312								- ▼
2	A	109312								+ ▼
3	A	109312								+ ▼
4	A	109312								+ ▼
5	A	109312								+ ▼

Description: Budget Period: 01 ▼ (Always post to Budget Period 01.)

☐ Enter your fund information only in the box labeled "Index."
☐ Please do NOT change the Org Code that appears after you enter the index.

Save as Template:

☐ Shared

7. Once the Complete button is pressed, the Fund, Organization and Programs fields are populated automatically. "Errors" will appear at the top of the screen stating that Amounts must be entered.

Document amount must be entered.
 Amount 1 must be entered.
 Amount 2 must be entered.
 Amount 3 must be entered.
 Amount 4 must be entered.
 Amount 5 must be entered.

Use template: None ▼

Transaction Date: 17 ▼ OCT ▼ 2019 ▼
Journal Type: XB4 (State Funds-Temp Trans) ▼
Document Amount:

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	A		109312	415300		170				- ▼
2	A		109312	415300		170				+ ▼
3	A		109312	415300		170				+ ▼
4	A		109312	415300		170				+ ▼
5	A		109312	415300		170				+ ▼

Description: Budget Period: 01 ▼ (Always post to Budget Period 01.)

☐ Enter your fund information only in the box labeled "Index."
☐ Please do NOT change the Org Code that appears after you enter the index.

Save as Template:

☐ Shared

8. Enter the **Account** pools to be adjusted on each line, as well as the **Amount**. Using the dropdown menu, select either **+** or **-** to indicate whether you want to increase or decrease each line. (Account pool listing available below.)

Document Amount (This is the hash total of all transactions; example: +50 + 10 +10 +20 +10 = 100). **Use whole dollars only** (no cents). Decimals may be used but are not required.

Enter a brief **Description** (ex: Budget Transfer, Transfer Funds, etc.).

Budget Period should always be "01."

Press the **Complete** button.

Transaction Date		17	OCT	2019					
Journal Type		XB4 (State Funds-Temp Trans)							
Document Amount		100.00							
#	Chart Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	A		109312	415300	720000	170		50	-
2	A		109312	415300	731000	170		10	+
3	A		109312	415300	732000	170		10	+
4	A		109312	415300	740000	170		20	+
5	A		109312	415300	750000	170		10	+
Description				Budget Transfer					
Budget Period				01 (Always post to Budget Period 01.)					
Enter your fund information only in the box labeled "Index." Please do NOT change the Org Code that appears after you enter the index. Save as Template Shared Complete									

Available Account pools (for XB4 Transactions**):

719000 Contracted Services (Includes all 719XXX accounts except 719700)

720000 Supplies and Materials (Includes all 72XXXX accounts)

731000 Travel (Includes all 731XXX accounts)

732000 Communications (Includes all 732XXX accounts)

734000 Current Services (Includes 734XXX – 739XXX accounts)

740000 Fixed Charges (Includes all 74XXXX accounts except 748XXX)

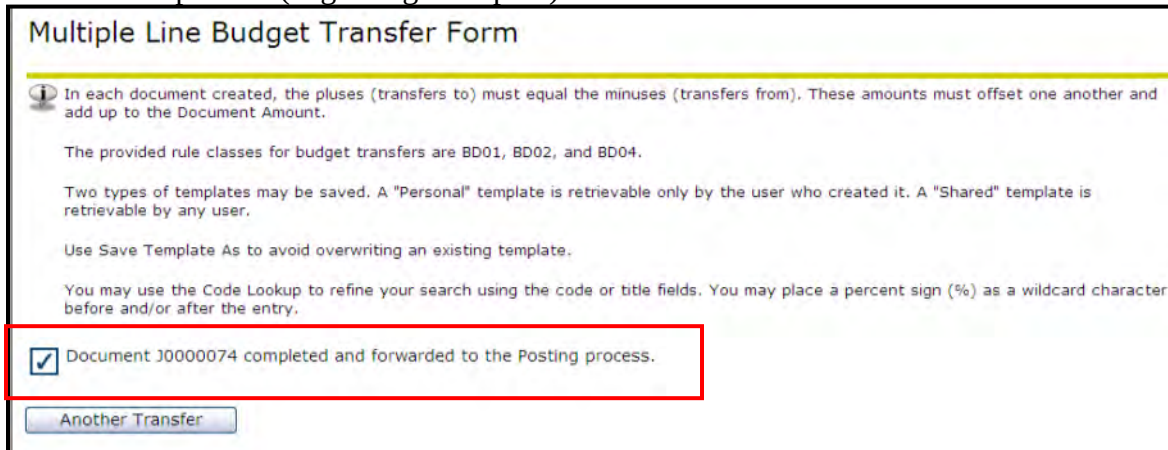
750000 Capital Outlay (Includes all 75XXXX accounts except 756XXX)

785000 Other Expenses (Includes all 785XXX through 789XXX accounts)

****Note: Trust (XT4 Transactions) can use all of the account codes listed above, plus any account codes related to salaries and benefits (61XXXX).**

9. When the transfer has been processed, the following screen will appear, stating that the document has been completed and is being forwarded to the posting process. A document number will be provided. Make a note of this for future reference.

The option to process another transfer is displayed (scroll down the screen to see this option). If other transfers are required press **Another Transfer** and repeat the same process (beginning at step #7).



The screenshot shows the 'Multiple Line Budget Transfer Form' interface. It contains several informational paragraphs and a status message. The status message, 'Document J0000074 completed and forwarded to the Posting process.', is highlighted with a red rectangular box. Below this message is a button labeled 'Another Transfer'.

Multiple Line Budget Transfer Form

 In each document created, the pluses (transfers to) must equal the minuses (transfers from). These amounts must offset one another and add up to the Document Amount.

The provided rule classes for budget transfers are BD01, BD02, and BD04.

Two types of templates may be saved. A "Personal" template is retrievable only by the user who created it. A "Shared" template is retrievable by any user.

Use Save Template As to avoid overwriting an existing template.

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

☒ Document J0000074 completed and forwarded to the Posting process.

Another Transfer

10. When all budget queries or transfers have been completed, press **Exit** in the upper right corner of the screen to logout of the AppLEAP system.



The screenshot shows the top of the 'Multiple Line Budget Transfer Form' interface. In the upper right corner, there is a navigation bar with links for 'MENU', 'SITE MAP', 'HELP', and 'EXIT'. The 'EXIT' link is highlighted with a red rectangular box.

Multiple Line Budget Transfer Form

MENU SITE MAP **HELP EXIT**

Quick Reference

Budget Policy/Procedure Quick Reference for State and Trust Funds

1. There must be sufficient funds within the correct budget pool to process purchases through the Yo-Mart System. **The account code entered in Yo-Mart must be the exact account for the purchase, not the budget pool number** (example: 723000 for educational supplies or 726000 for office supplies, instead of 720000).

Budget Pools

- 614650** - **Holiday Pay** (Includes 612300 and 614660 thru 614700)
- 719000** - **Contracted Services** (Includes all 719XXX accounts except 719700)
- 720000** - **Supplies & Materials** (Includes all 72XXXX accounts)
- 731000** - **Travel** (Includes all 731XXX accounts)
- 732000** - **Communications** (Includes all 732XXX accounts)
- 734000** - **Other Current Services** (Includes all 734XXX through 739XXX accounts)
- 740000** - **Fixed Charges** (Includes all 74XXXX accounts except 748XXX)
- 750000** - **Capital Outlay/Equipment** (Includes all 75XXXX accounts except 756XXX – reserved for Library)
- 756000** - **Library Books** (Includes all 756XXX accounts and may only be used in Program 151 with the exception of a small allocation to Program 101 – Distance Education)
- 785000** - **Other Expenses** (Includes all 785XXX through 789XXX accounts)

2. To process a departmental transfer of funds, (using budget pools 719000, 720000, 731000, 732000, 734000, 740000, 750000, and 785000), the **Banner Finance Self-Service Module** must be used. **Whole dollar amounts (no cents) are required for any type of budget adjustment. Verification of fund availability within a budget pool and its subsidiary accounts must be performed before processing budget transfers.** Departmental transfer of funds may only be processed within that individual fund. One department may **not** transfer budgeted funds to another department. If transferring between programs or accounts, a **Request for Budget Revision Form** must be processed.
3. To transfer funds from any 61XXXX labor account (Personnel Compensation/Benefits) such as: 612110, 614110, 614510, 618100, etc. to any other 61XXXX category or to any budget pool (719000, 720000, 731000, 732000, 734000, 740000, 750000 or 785000), the **Request for Budget Revision Form** must be processed.
4. If a receipt-supported fund within State Funds requires an increase in the receipt budget account and an increase in the expenditure budget pool (so that revenues realized can be utilized for expenditures), the **Request for Budget Revision Form** must be processed.
5. If the fund is receipt-supported within State Funds, the budgeted receipts must be fully collected in order to expend all budgeted funds in any line item or budget pool.
6. A **Journal Entry (JE)** should be processed correct transactions that have been charged incorrectly to a fund. See the Controller's Website for Journal Entry form and routing instructions.
7. Departmental funds will be budgeted for EHRA Administrative salaries (6111XX), SHRA salaries (6121XX), EHRA Academic Faculty salaries (6131XX), and benefits

(618XXX's). The Chancellor or the appropriate affiliated Vice Chancellor's Office personnel will monitor salaries and benefits. The Chancellor or the appropriate affiliated Vice Chancellor will cover certain other special categories such as: SHRA Overtime (612210), Longevity (612710), Employment Compensation (61551X), Worker's Compensation (61561X), transfer to the Office of State Controller for Dependent Care or Flex Payments (882970), etc.

8. Departments will be responsible for any 6141XX, 6145XX, and 719XXX accounts.

Additional Information:

- ❑ If there is a charge to your fund/account that is unidentifiable, or if you have a question concerning the charge, contact Amy Moody in the Controller's Office (moodyat@appstate.edu). She may also be contacted with questions concerning check voucher postings to your fund.
- ❑ If there are questions concerning Chrome River or Yo-Mart contact [Business Systems](#).
- ❑ If there are questions concerning P-Card, Purchase Orders or Purchasing Procedures, contact [Materials Management](#).
- ❑ Any Budget related questions or those regarding Banner Finance Self-Service online budget transfers may be directed to the [Budget Office](#).
- ❑ When using Banner Finance Self-Service budget queries, "Accounted Budget" should be selected to allow drill downs to further define entries.
- ❑ Consult the [Appalachian State University Accounting Manual & Spending Guidelines](#) for comprehensive guidance related to accounting operations and fiscal responsibility. The Accounting Manual can be found on the Controller's website.
- ❑ Refer to the [Business Affairs website](#) or the [Budget Central](#) website for memorandums and other important updates.

Budget Administration

Policy 512

Contents

[\[show\]](#)

1 Introduction

1.1 The primary responsibility of the Budget Office is to allocate and monitor all budgeted funds appropriated by the North Carolina General Assembly as directed by the Board of Governors of the University of North Carolina System.

2 Scope

2.1 This applies to all departments at Appalachian State University that receive funds allocated by the University of North Carolina General Administration.

3 Definitions

3.1 Base Budget

The Base Budget allocated to the University at the beginning of each fiscal year is generally the same as the previous fiscal year's final allocation, except for non-recurring funds specified by the Board of Governors, or increases/reductions made by the Office of State Budget and Management under mandates by the NC General Assembly. A Base Budget is established for each division (headed by Chancellor and Vice Chancellors) within the University and is deemed effective as soon as the Certified Budget is adopted by the NC General Assembly and signed by the Governor. The ideal date is July 1 of each fiscal year, with North Carolina fiscal year being July 1 through June 30 of the following year. The Base Budget contains only continuing allocations and all non-recurring (one time) allocations are dropped at the beginning of the fiscal year.

4 Policy and Procedure Statements

4.1 Budget Administration

4.1.1 State Appropriations

4.1.1.1 The University receives State appropriations for operations and support on a year to year basis. The primary factor in determining the appropriated support received is the enrollment level approved by the Board of Governors of The University of North Carolina and the North Carolina General Assembly. Allocations to the University are received in the form of a "Certified Budget" (also called the Continuation Budget) and an "Expansion Budget".

Both budgets are originally prepared by the University Budget Office. The Continuation Budget is submitted to the General Administration of The University of North Carolina and to the Office of State Budget and Management for their verification, approval and submittal to the North Carolina General Assembly. Upon approval of the General Assembly, Appalachian State University receives the approved Continuation Budget, known at this point as the "Certified Budget". Expansion Budget monies are approved by the Board of Governors upon the General Administration's recommendations based on the total student credit hours to be administered as dictated by the UNC Funding Model and certified by the NC General Assembly for The University of North Carolina.

4.2 Flexibility Budgeting

4.2.1 In the 1991 session of the General Assembly, legislation was enacted to allow the Board of Governors of The University of North Carolina to designate specific constituent institutions in which additional management authority and discretion would be delegated. These institutions are referred to as Special Responsibility Constituent Institutions (SRCI). Appalachian State University was designated an SRCI on April 9, 1992.

4.2.2 The SRCI designation is not permanent, and can be lost if management staffing standards, internal controls and safeguards are not met; if there are significant audit exceptions or findings; or if the mandated reversion is not met. Flexibility legislation was set to end June 30, 1994, because of a sunset clause. The 1993 General Assembly in the regular and reconvened sessions voted to continue Flexibility Budgeting.

4.2.3 Beyond the University's control, deterioration in the general economic condition of the state could cause the Office of State Budget and Management to intercede and impose its authority to negate the flexibility until the situation has improved.

4.3 Major Provisions of the Flexibility Legislation (N.C.General Statute 116-30.1, et seq.)

1. The Board of Governors, acting on recommendations made by the President after consultation with the State Auditor, may designate one or more special responsibility constituent institutions (N.C.G.S. 116-30.1).
2. All General Fund appropriations made by the General Assembly for the continuation budget of a special responsibility constituent institution shall be made in a single sum for each budget code (Appalachian State University has only one budget code, 16080, for these purposes) (N.C.G.S. 116-30.2).

3. Funds appropriated may be expended in the manner deemed appropriate by the Chancellor to maintain and advance programs and services of the institution; consistent with the directives and policies of the Board of Governors (N.C.G.S. 116-30.2).
4. The University may carry forward into the next fiscal year unexpended balances of general fund appropriations. Such amounts cannot exceed 2.5% of the general fund appropriations and may be expended for one-time costs that do not impose additional financial obligations on the State (i.e. equipment, travel, capital projects such as roofing projects) (N.C.G.S. 116-30-30.3).
5. Positions may be established or abolished, acting in accordance with State Personnel policies and procedures with respect to SHRA employees and in accordance with Board of Governors policies and procedures with respect to EHRA employees (N.C.G.S 116-30.4).
6. The Board of Governors shall require each special responsibility constituent institution to include in its institutional assessment plan those assessment measures that are determined to be standard measures of student learning and development in general undergraduate education (N.C.G.S 116-30.5).
7. The current benchmark established by the Board of Governors for Appalachian State University purchases that are required to be bid through the State Purchasing Office is \$150,000 (N.C.G.S. 116-31.10). The special responsibility constituent institution may enter into contracts for items currently under contract at the State level, should the price be less locally.

4.3.1 For a more in depth analysis of Flexibility Budgeting, please see the white paper on Budget Flexibility filed in the Budget Office.

4.4 Current Year vs. Permanent Budget Adjustment/Budget Revision

4.4.1 Budget adjustments or budget revisions are identified as one of the following types:

1. Current Year Transfer: Affects the budget for the current year only; is not reflected as a component of the Base Budget in the following year.
2. Permanent Transfer: Changes the budget for the current year and is reflected as a component of the Base Budget in the following year; becomes a permanent component in the next biennial Continuation Budget

4.5 Allocations

4.5.1 Departmental Budgets - The "Certified Budget" is the Base Budget. The Chancellor and Vice Chancellors may adjust the Base Budgets as they deem necessary for their respective areas of responsibility. The Certified Budget is submitted to, and approved biennially by the General Administration of the University of North Carolina System, the Office of State Budget and Management (which reports directly to the Governor), and the North Carolina General Assembly. Additional increases/reductions to the Certified Budget (mandated by the NC General Assembly) are passed along to each division by the University Budget Office at the direction of the Chancellor and Vice Chancellors. The Chancellor and Vice Chancellors then allocate the increases/reductions to the Base Budgets of their respective areas of responsibility. When the increases and reductions have been determined, the individual responsible for each division's budget must submit the budget allocation form to the Budget Office. The form is an Excel spreadsheet disbursed by the University Budget Office to the Chancellor and Vice Chancellor's designated financial person which contains the budgets by both individual accounts and by budget pool. A copy of the Budget Allocation Form can be obtained by contacting the University Budget Office.

4.5.2 The budgeted amounts are verified and entered (WFUPLOADED) into Banner Finance System by the University Budget Office. Budget pools are listed as follows:

1. 719000 Contracted Services
2. 720000 Supplies and Materials
3. 731000 Travel
4. 732000 Communications
5. 733000 Utilities
6. 734000 Current Services
7. 740000 Fixed Charges
8. 750000 Capital Outlay
9. 756000 Library Books
10. 785000 Other Expenses

6.5.3 The Banner Self-Service module, various E-Print reports and the Campus Budgets Dashboard can be accessed to view the budget pool(s) and the individual line-items applicable to that budget pool.

4.6 Budget Establishment

4.6.1 Procedure Description - All programs and departments receiving any type of financial support at University must have a budget established at July 1 to begin the fiscal year (or as soon after July 1 as possible). If a base budget has not been established, contact the Vice Chancellor for your area or the Chancellor.

4.6.2 Procedure - Even though departments/programs will differ from area to area, the following general steps are required for State Fund budget establishment or for adjustment to a base budget:

1. Base budgets are automatically allocated on or after July 1 with the effective date of July 1 to begin the fiscal year. The procedure occurs when the NC General Assembly approves the new annual budgets. Approved increases/ reductions are allocated to the Chancellor and each Vice Chancellor from the University Budget Office under the direction of the Chancellor and Vice Chancellors. Budget Allocation Forms accompany allocations. Revisions must be reflected on the Budget Allocation Form.
2. The Chancellor and each Vice Chancellor may distribute increases/reductions to program areas or deans who further allocate funds within their areas of responsibility.
3. Budgeted funds must remain in the specific 61XXXX account from which it is allocated. This statement is true of every account except 720000 through 785000 budget pools (excluding pools 733000 and 756000). Amounts may be budgeted as necessary for 720000, 731000, 732000, 734000, 740000, 750000 and 785000 as long as they do not exceed the total 720000 through 785000 amount allocated by the appropriate Vice Chancellor or the Chancellor.

4.6.3 If additional funds are required in any of the 61XXXX accounts or a transfer is required from a 61XXXX into a 720000 through 785000 accounts (including 733000 and 756000), a Request for Budget Revision Form must be completed. A hard copy of the Request for Budget Revision Form can be obtained by contacting the university Budget Office or accessing it through [ASU Electronic Forms](#) - Vice Chancellor for Business Affairs.

4.6.4 Additional Funding - If the Chancellor, any vice chancellor or dean decides to transfer budgeted funding from their area to any of their reporting areas (as long as funds remain in the exact, same program (i.e. 101 to 101 or 152 to 152) they make the change by one of the following methods: (1) email to the university Budget Office (Betsy Payne paynebp@appstate.edu) in memorandum format, (2) use the Budget Adjustment Form or (3)

a form of their own design. A copy of the Budget Adjustment Form can be obtained by contacting the university Budget Office or on-line at ASU Electronic Forms - Vice Chancellor for Business Affairs.

4.6.5 For Institutional Trust Funds - Institutional Trust Fund areas will be notified by email memorandum in the spring of each fiscal year of a due date to complete a Budget Allocation Excel spreadsheet. Explicit written instructions will accompany the budget memorandum. The spreadsheet (with expenditure/revenue totals listed in a separate email memorandum) will be returned to the university Budget Office when completed. The budgets will be processed (WFUPLOADED) and posted into the accounting records on the Banner Finance System when the new fiscal year begins (shortly after July 1) of the new fiscal year.

4.7 Budget Adjustments/Revisions

4.7.1 Budget Adjustments (Transfers within 720000 through 785000 pools)

4.7.1.1 Adjustments to Departmental Budgets - Any changes to an individual department's budget in the 720000 through 785000 pools (with the exception of the 733000 and 756000 pools), after the base budget is recorded in the Banner Finance accounting records must be processed through the Banner Self-Service Budget Transfer module. Submission must be made by the responsible individual who has been granted fund-based security clearance through the University Controller's Office. All requests must be submitted in even dollar amounts. Budget adjustments required between departments (in the 720000 through 785000 budget pools, with the exception of the 733000 and 756000 pools) within the same program (i.e., 101, 102, 103, 110, 142, 151, 152, 160 or 170) can only be made by representatives of the Chancellor, Vice Chancellors, Deans, or University Budget Office.

4.7.1.2 When requesting budget adjustments, the following regulations are mandatory:

1. Budget adjustments are restricted to budget pools: 720000, 731000, 732000, 734000, 740000, 750000, and 785000 for an individual department. Vice Chancellors and Deans may transfer between departments in the 720000 through 785000 pools but must remain within the same program. Vice Chancellors and Deans may submit transfers between departments via e-mail, a paper form of their choosing or the budget allocation Excel spreadsheet that is used for the original base budget distribution. If the Excel spreadsheet method is used, the spreadsheet must be e-mailed to the University Budget Office.
2. Budget adjustments of this type are current year only and are considered temporary.

3. In January of each year, departments are notified of the date(s) for final budget transfers to be submitted for the current fiscal year. Banner Self-Service budget transfers (budget pools 720000 through 785000 entries with exception of 733000 and 756000) are accepted until June 30.
4. When an expenditure is authorized, it must be spent from an account that most closely describes its nature. Funds must be available within the proper budget pool before the entry can be processed through the Banner Finance Purchasing module. Banner Self-Service budget transfers are processed on-line and appear within approximately one and one-half minutes. Budget entries requested between departments are processed daily, except at the normal month-end close-out for reporting when there are no transactions processed in the current month. Posting in the subsequent month can occur on the first day of the month.

4.7.1.3 Departments are notified of over-expended or over-encumbered budget items by accessing the Campus Budgets Dashboard and referring to the Chart A tab, Report Budget Notice – State Funds. The Dashboard is refreshed daily. The report is effective after all University budgets are allocated for the year. The University Budget Office sends an e-mail memorandum and hard copy alerting departments to process their monthly reconciliation and requests that budget adjustment be processed to rectify the overages. The report may be viewed by any individual within a department that has secure Banner Finance System access. Department's memoranda are disbursed to assist the department in maintaining positive budget balance available amounts, to warn of unexpected charges, to expose errors that should be brought to the attention of appropriate personnel for correction and to properly align budgets for reporting purposes.

4.7.2 Budget Revisions-Flexibility

4.7.2.1 All requests for flexibility budget revision, as defined below, must be submitted in even dollar amounts on the Request for Budget Revision Form developed and available through the University Budget Office or access [ASU Electronic Forms](#) located under Vice Chancellor for Business Affairs. The electronic form can be completed, printed, and then sent to the Chancellor or appropriate Vice Chancellor for approval. The revision may be submitted for the current fiscal year only or for both current year and permanent revision. The form is self-explanatory and requires all appropriate blanks to be completed. The justification of request must include: 1) a complete explanation of the desired revision as it relates to the enhancement of the mission of the University; 2) specific assessment measures to be employed; 3) impact of action on future budgets; 4) position number, title, [Career Banding Salary Administration](#), full-time equivalency (FTE), dollar amount of position originally

budgeted (if revision applicable to a position); and 5) the required approved signatures for applicable area. When approved by the appropriate Vice Chancellor of the requesting area, the form will be forwarded to the Budget Office for approval and entry into the Banner Finance System. The Budget Office will enter this flexibility revision into the State Budget Revision System via telnet through the State Information Processing System (SIPS) in Raleigh.

4.7.2.2 The following regulations are mandatory when requesting flexibility budget revisions:

1. Funds budgeted to any 61XXXX account class (labor/personnel compensation) can be transferred between any 61XXXX minor account class or to/from any of the aforementioned budget pools via Flexibility Budget Revision. For example: (a) Funds budgeted to 614110 (Non-Student Temporary Wage) can be transferred to budget pool 719000 (Contracted Services) or account 614510 (Student Temporary Wage) funds can be transferred to 720000 budget pool (Supplies and Materials); (b) Funds budgeted to 750000 pool (Capital Outlay) may be transferred to budget pool 719000.
2. Funds may be transferred between programs, with the exception of the following programs: 102 (Summer Term Instruction) and 103 (Non-Credit Extension Instruction). An example of an allowable transfer would be program 101 funds for instructional departments may be transferred to the Dean's office(s) funds found in program 152.
3. Revisions involving accounts 6111X0, 6121X0 or 6131X0 must include position number, title, [Career Banding Salary Administration](#), FTE, and annual salary of the position.
4. Revisions must be submitted on the Request for Budget Revision Form with the appropriate approval signatures displayed.
5. Departments are notified of the final date for budget revisions to be submitted for the current fiscal year.

4.7.2.3 These changes may be either for current fiscal year only (temporary revision) or a permanent revision (becomes a component of the Continuation Budget; these revisions are processed upon request.

4.7.3 Receipt-Support within State Appropriated Funds-Budget Revisions

4.7.3.1 Departments which are supported by State Appropriation that gain any portion of receipt-support must submit a Request for Budget Revision to utilize the excess receipts. The

revision must be submitted in even dollar amounts on the request for Budget Revision Form developed by the Budget Office. The request should be completed to show whether the revision is for the current year (temporary) or permanent (receipts will be collected indefinitely). The form must include: the required approval signatures, a complete justification of the desired revision, how the receipts were acquired, and exactly how the funds are to be expended if the revision is approved. If establishment of a receipt-supported position is requested, the following information is required: position number, title, career banded classification, full time equivalency (FTE), and annual salary of the position. When approved by the Chancellor/Vice Chancellor of requesting area, the form will be forwarded to the University Budget Office. The University Budget Office will submit the budget revision to the Office of State Budget and Management in Raleigh for approval. The revision will be entered into the State Budget Revision System via telnet through the State Information Processing System (SIPS) in Raleigh. If approval is granted by The Office of State Budget and Management, the University Budget Office will process the entry into the Banner Finance System.

4.7.3.2 Example: (a) A seminar that will be attended by paying participants with monies deposited to a revenue account (revenue accounts begin with either five-zero (50xxxx) or eight-zero (80xxxx)).

4.7.3.3 Prepare a Request for Budget Revision Form to increase the appropriate revenue account (50xxxx) budget and increase the appropriate expenditure account/budget pool (example: 734000 to cover the expense of printing materials for seminar).

4.7.3.4 Example: (b) Collections for copier charges

4.7.3.5 Prepare a Request for Budget Revision Form to increase the revenue account (50XXXX) budget and increase the appropriate expenditure account/budget pool (example: 720000 to cover expense of supplies for copier).

4.7.3.6 The following regulations are mandatory when requesting budget revisions involving receipts for approval by the Office of State Budget and Management in Raleigh:

1. Sufficient receipts to cover the amount of the requested increase must be deposited to the proper revenue account within the requesting department's fund.
2. Budget revisions must be submitted on the Request for Budget Revision Form with the appropriate approval signature(s). The Budget Revision form can be accessed on the web under Electronic forms.

3. In January of each year, all departments are notified of the date for final budget revisions to be submitted for the current fiscal year.

4.7.3.7 The revision may be either for current fiscal year only (temporary) or permanent (becomes a component of the Continuation Budget); these revisions are processed upon request.

4.8 Budget Revisions - Approval

4.8.1 Procedure Description - All programs and departments supported by appropriated State funds requiring budget adjustments as described in Policy Statements area: Budget Adjustment/Revisions; specifically, Budget Revisions-Flexibility, and Receipt-Support within State Appropriated Funds-Budget Revisions, must complete and submit the Request for Budget Revision Form.

4.8.2 Procedure - When budget revisions of any type are required, these general steps are to be followed: Obtain Request for Budget Revision Form from the University Budget Office or access ASU Electronic Forms on the Web. Complete a Request for Budget Revision Form.

4.8.3 Department Name and Phone Number: Department issuing request and telephone number of requestor.

4.8.4 Prepared By and Date: Person preparing request and the current date.

4.8.5 Building Name and Room Number: Requesting program area/department's building name and room number.

4.8.6 Department Index and Account Numbers: 1XXXXX-XXXXXX Complete Index number(s) (which is the same as the Fund number) and account/budget pool number(s).

4.8.7 Or: + or -: Plus (+) is equal to an increase in an expenditure and revenue budget and minus (-) is equal to a decrease in an expenditure and revenue budget.

4.8.8 Current Fiscal Year Amount: Even-dollar budget amount for entry to be recorded in current fiscal year only.

4.8.9 Permanent Revision Amount: Even-dollar budget amount for entry to be recorded in all succeeding fiscal years.

4.8.10 Revision can be submitted for both current year and permanently with dollar amount exactly the same for both or can be different amounts. (i.e., a new position established at January 1 of current fiscal year would require a six month's salary amount and permanent would require the full 12 month's salary amount required.)

4.8.11 Justification for Request: A complete explanation including a description of how the mission of the University will be enhanced by the requested budget action, specific assessment measures to be employed, and the impact of this action on future budgets. Transfers involving accounts 6111XX, 6121XX and 6131XX must include the position number, title, career banded classification, FTE, and dollar amount.

4.8.12 Approval Section**: Signatures with the date of signature of the following: Department Head, Dean, and the Vice Chancellor. The Vice Chancellor's Office will submit to the University Budget Office if approved, and the Budget Director will verify completeness, sign the form and process it for entry into the Banner Finance System.

4.9 Online Budget Transfers

4.9.1 Online Budget Transfers

4.9.1.1 The Banner Self-Service module allows authorized personnel to enter even-dollar budget transfers within a specific fund from the 720000 thru the 785000 budget pools (with the exception of budget pools 733000 and 756000). The transfers are posted online within approximately one and one-half minutes. This process now occurs without prior approval of the University Budget Office. However, a positive available fund balance must be present within the budget pool that the transfer is coming from, and previously stated rules must be followed.

4.9.1.2 You must have access to Banner Finance-Self Service, E-Print, and Campus Budgets Dashboard to view the reports and process on-line budget transfers. Instructions to access or delete a user on Campus Budgets Dashboard, E-Print reports and Banner Finance-Self Service are found in the Banner Finance Training Manual. If you do not have access to these modules, then the requesting employee's supervisor should complete the online form found in ASU Electronic Forms at the following website: <http://forms.appstate.edu>. When you reach this website, you will select the following: (1) Information Technology Services; (2) Request Banner Account Options; (3) login using your ASU Novell ID and password; (4) continue to next screen; (5) complete the required fields marked with an asterisk (*); (6) scroll down to "Banner Financial For Dept. Users"; (7) check Financial Banner Self Service and E-Print; (8) list the funds you will require access to or a description of your request; and (9) scroll to the bottom of the form and select "Submit".

4.9.1.3 If the person authorized to process budget entries for a department changes, the administratively responsible department head must follow the aforementioned process to delete a user on Campus Budgets Dashboard, E-Print reports and Banner Finance-Self Service. This action should occur as soon as possible.

4.9.2 To Begin the Banner Self-Service Online Budget Transfer procedure

4.9.2.1 You must access the internet (the Explorer browser is preferred, but Mozilla may also be used). Access the ASU Homepage as follows: <http://www.appstate.edu>, next click on My ASU (located at the bottom of the screen), click Administrative Resources, click APPLEAP Administrative Systems Project, click System Access, click Finance Homepage and Log into Banner Finance-Self Service. After signing on to Banner Finance-Self Service click Finance option, you may then continue with the online budget transfer process.

4.9.2.2 Instructions for use of the Banner Finance-Self Service Online Budget Transfer module are provided online (option listed on the Banner Homepage) or may be obtained in a Banner Finance User Training Manual (hard copy) from the University Budget Office. From the Banner Finance Homepage, access is gained to the following options: Reset Password, Log in to Banner Finance Self-Service, Campus Budgets Dashboard, E-Print, Banner Finance Training Manual, Request New University Computer Account (or Access additional Computer Accounts), Registration for Banner Finance Training Classes, Banner Chart of Accounts, Closing Dates for the fiscal year, and University Controller's Office Departmental Fund Activity Reconciliation Form. Banner Finance Training is conducted once per month by the University Budget Office, Special Funds Accounting Office, Purchasing Office, and the Business Systems Office.

4.9.3 Monthly Reconciliation

4.9.3.1 Those responsible for managing all fund types of University resources (department heads or their designees, principle investigators, etc.) must complete the following activities each month:

1. Review monthly financial reports in detail;
2. Complete the University Controller's Office Reconciliation Form – Departmental Monthly Activity and print a copy (this form found at http://www.appleap.appstate.edu/finance_over.html);
3. Sign the copy;
4. Obtain the supervisor's approving signature; and
5. Retain a file with the approved monthly reconciliation(s) for the current year and previous year in the event the University or State Auditor(s) need to review the fund's financial transactions.

4.9.3.2 A listing of e-print reports to aid in reconciliation entitled, "E-print-The Right Report for the Job," and Campus Budgets Dashboard Reports, entitled, "List of the New Reports," can

also be found at http://www.appleap.appstate.edu/finance_over.html. Access to Campus Budgets Dashboard is found at http://appleap.appstate.edu/finance_over.html.

Banner Finance User Training Manual

Special Funds Accounting

Banner Finance – Self Service

Grant Budget Queries

Budget Status by Account

Follow steps 1-10 as listed under Budget Queries.

11. If only fiscal year-to-date information is needed, enter the chart code “A” and fund code in the **Index** field, and select **Submit Query**.

Budget Queries - Microsoft Internet Explorer

If Grant information is queried, all retrieved data is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date. For a Budget Query to be successful, a user with Fund/Organization Query access must enter a value in either the Organization or Grant fields as well as the Fiscal Period, Year and Chart of Accounts fields.

You may select a Fiscal Period and Year to compare to the required Fiscal Period and Year. With this selection, all the details that are retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2006
Comparison Fiscal year: None
Fiscal period: 14
Comparison Fiscal period: None
Commitment Type: All
Chart of Accounts: A
Index: 551085
Fund:
Organization:
Grant:
Account:
Program:
Include Revenue Accounts:
Save Query as:
Shared:
Submit Query

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

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12. The Fund, Organization, and Program codes will default from the Index. Submit Query.

Budget Queries - Microsoft Internet Explorer

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Search [] Go

MENU SITE MAP HELP EXIT

Fiscal year: 2006
Comparison Fiscal year: None
Fiscal period: 14
Comparison Fiscal period: None
Commitment Type: All
Chart of Accounts: A
Index: 551085
Fund: 551085
Organization: 260200
Grant:
Account:
Program: 152
Include Revenue Accounts:
Save Query as:
Shared:
Submit Query

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

13. Results of the step 12 query (previous page).

Report A - Microsoft Internet Explorer

Address: http://webs15.apstate.edu/19125/bpl/ASUTRNG/bw/repnu/P_Budget_Start?ampidm=15515&typhier=&rpts=&viewby=detail&selectedbudget=&ac=...

You may add "user calculated columns" to a query. You may add, subtract, multiply, divide, or get a percent of (variance) any two Operating Ledger Columns, name the columns, and choose where they should be displayed. These columns may be removed, saved, or added from a query or template at any time.

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2006

As of Mar 13, 2006

Chart of Accounts A Appalachian State University Commitment Type All
Fund 551085 Improv Studnt Perform Program 152 General Academic Support
Organization 260200 Language, Reading & Excep Activity All
Account All Location All

Query Results

Account	Account Title	FY06/PD14 Adjusted Budget	FY06/PD14 Year to Date	FY06/PD14 Encumbrances	FY06/PD14 Available Balance
611120	EPA Adm Reg Sal Rs	0.00	11,349.24	0.00	(11,349.24)
611180	EPA Adm- Cash Clmg	0.00	15,668.74	0.00	(15,668.74)
614540	Student Wage Pay	0.00	203.25	0.00	(203.25)
618100	Social Security	0.00	2,082.87	0.00	(2,082.87)
618200	State Retirement	0.00	1,236.00	0.00	(1,236.00)
618300	Medical Insurance	0.00	981.69	0.00	(981.69)
618710	TIAA Ret Match- Ap	0.00	794.06	0.00	(794.06)
719535	Other Contractual Services	0.00	800.00	0.00	(800.00)
723000	Educational Supplies	0.00	7,377.45	0.00	(7,377.45)

Internet

14. If project-to-date information is needed, include the **Grant** code (same as fund code) in the selection criteria and select **Submit Query**. (Note: Fund, Org, and Program are no longer required, as the Grant coded is now the driver of the query.)

Budget Queries - Microsoft Internet Explorer

Address: http://webs15.apstate.edu/19125/bpl/ASUTRNG/bw/repnu/P_Budget_Start?ampidm=15515&typhier=&rpts=&viewby=detail&selectedbudget=&ac=...

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Search Go

MENU SITE MAP HELP EXIT

Fiscal year: 2006 Fiscal period: 14
Comparison Fiscal year: None Comparison Fiscal period: None
Commitment Type: All

Chart of Accounts A Index

Fund 551085 Activity

Organization 260200 Location

Grant 551085 Fund Type

Account Account Type

Program 152

☐ Include Revenue Accounts

Save Query as:

☐ Shared

Submit Query

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer]

Internet

15. Results of the step 14 query (previous page).

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail Address

Address http://webbits15.appstate.edu:9125/pls/ASUTRNG/bwfrpvu.P_Budget_Start?pampidm=15515&atyphier=&pamproto=&viewby=detail&adoptedbudget=&ac Go Links

You may add "user calculated columns" to a query. You may add, subtract, multiply, divide, or get a percent of (variance) any two Operating Ledger Columns, name the columns, and choose where they should be displayed. These columns may be removed, saved, or added from a query or template at any time.

Report Parameters

Grant Inception to Date Report

By Account

Period Ending Jun 30, 2006

As of Mar 13, 2006

Chart of Accounts A Appalachian State University Commitment Type All

Fund 551085 Imprv Studnt Perform Program 152 General Academic Support

Organization 260200 Language, Reading & Excep Activity All

Account All Location All

Grant 551085 Improving Student Performance

Query Results

Account	Account Title	GY06/PD06 Adjusted Budget	GY06/PD06 Year to Date	GY06/PD06 Encumbrances	GY06/PD06 Available Balance
611120	EPA Adm Reg Sal Rs	123,652.54	135,001.78	0.00	(11,349.24)
611140	EPA Adm Reg Sal-Nfte	11,778.00	11,778.00	0.00	0.00
611150	EPA Adm Reg-Ug Std	3,000.00	3,000.00	0.00	0.00
611180	EPA Adm- Cash Clrng	52,154.27	67,823.01	0.00	(15,668.74)
612210	SPA Overtime Payment-Reimbursement	1,800.00	1,800.00	0.00	0.00
614520	Student Reg Wage- Rs	11,721.00	11,721.00	0.00	0.00
614540	Student Wage Pay	6,461.03	6,664.28	0.00	(203.25)
615520	Unemployment Comp- Rs	654.00	654.00	0.00	0.00
618100	Social Security	13,265.75	15,348.62	0.00	(2,082.87)
618200	State Retirement	6,736.36	7,972.36	0.00	(1,236.00)

Done Internet

Budget Quick Query
(Quick Query does not allow you to access specific document information as Budget Status by Account does.)

Follow steps 1- 7 as listed under Budget Queries.

8. Select Budget Quick Query from the pull-down menu and select Create Query.

Budget Queries - Microsoft Internet Explorer

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Search [] Go

MENU SITE MAP HELP EXIT

Budget Query by Account allows you to review budget information by account for the Fiscal Period and Year to Date by: Specific FOAPAL/Index values, Specific Organization, All Organizations, Grant, Fund Type, Account Type, or Revenue Accounts.

Budget Query by Organizational Hierarchy allows you to review budget information of organizations for the Fiscal Period and Year to Date by: Hierarchical Structure, Specific Funds, High-level Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Accounts.

Create a New Query

Type Budget Quick Query

Create Query

Retrieve Existing Query

Saved Query None

Retrieve Query

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

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9. Enter the Chart and Index and select Submit Query.

Budget Queries - Microsoft Internet Explorer

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Search [] Go

MENU SITE MAP HELP EXIT

Enter a value in either the Organization or Grant fields as well as the Fiscal Year and Chart of Accounts fields. If Grant is populated then resulting information is inception through the end of the fiscal year, from Grant Ledger. Otherwise, all information retrieved is through the fiscal year to date.

Fiscal year: 2005

Chart of accounts 551085

Index 551085

Fund

Grant

Organization

Account

Program

Activity

Location

Commitment Type: All

Include Revenue Accounts

Save Query as:

Shared

Submit Query

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

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10. Fund, Organization, and Program codes will default in. Select Submit Query again.

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Search

MENU SITE MAP HELP EXIT

Fiscal year: 2006

Chart of Accounts: A Index:

Fund: 551085 Grant:

Organization: 260200 Account:

Program: 152 Activity:

Location: Commitment Type: All

☐ Include Revenue Accounts

Save Query as:

☐ Shared

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

RELEASE: 7.0.0.1

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11. Results of the step 8 Quick Query (previous page).

Report A - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: http://webits15.appstate.edu:9125/pls/ASUTRNG/bwfrpvu.P_Budget_Start?pampidm=15515&atyphier=&pamproto=&viewby=quick&adoptedbudget=&ac=

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2006

As of Mar 13, 2006

Chart of Accounts: A Appalachian State University Commitment Type: All

Fund: 551085 Imprv Studnt Perform Program: 152 General Academic Support

Organization: 260200 Language, Reading & Excep Activity: All

Account: All Location: All

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments Available	Balance
611120	EPA Adm Reg Sal Rs	0.00	11,349.24	0.00	(11,349.24)
611180	EPA Adm- Cash Clrng	0.00	15,668.74	0.00	(15,668.74)
614540	Student Wage Pay	0.00	203.25	0.00	(203.25)
618100	Social Security	0.00	2,082.87	0.00	(2,082.87)
618200	State Retirement	0.00	1,236.00	0.00	(1,236.00)
618300	Medical Insurance	0.00	981.69	0.00	(981.69)
618710	TIAA Ret Match- Ap	0.00	794.06	0.00	(794.06)
719535	Other Contractual Services	0.00	800.00	0.00	(800.00)
723000	Educational Supplies	0.00	(32.34)	0.00	32.34
726000	Office Supplies	0.00	320.05	0.00	(320.05)
729100	Data Processing Supp	0.00	(905.94)	0.00	905.94
731120	In State Trans-Ground	0.00	100.00	0.00	(100.00)
731130	In State Trans-Other	0.00	35.00	0.00	(35.00)
731210	Out of State Trans-Air	0.00	347.80	0.00	(347.80)
731220	Out of State Trans-Grnd	0.00	266.90	0.00	(266.90)
Screen total		0.00	33,247.32	0.00	(33,247.32)
Running total		0.00	33,247.32	0.00	(33,247.32)
Report Total (of all records)		0.00	41,062.52	0.00	(41,062.52)

12. For project-to-date information, the Grant code must be entered.

The screenshot shows the SunGard SCT Higher Education Unified Digital Campus interface. The 'Budget Queries' form is displayed with the following fields and values:

- Fiscal year:** 2006
- Chart of Accounts:** A
- Fund:** 551085
- Organization:** 260200
- Program:** 152
- Location:**
- Commitment Type:** All
- Include Revenue Accounts:** ☐
- Save Query as:**
- Shared:** ☐
- Submit Query:**

An arrow points to the 'Grant' field, which contains the value '551085'.

13. Results of the project-to-date Grant Query (above).

The screenshot shows the 'Report A - Microsoft Internet Explorer' window displaying the 'Grant Inception to Date Report'. The report is titled 'By Account' and 'Period Ending Jun 30, 2006'. The report parameters are as follows:

- Chart of Accounts:** A
- Fund:** 551085
- Organization:** 260200
- Account:** All
- Grant:** 551085
- Commitment Type:** All
- Program:** 152
- Activity:** All
- Location:** All

The 'Query Results' table is as follows:

Account	Account Title	Adjusted Budget	Budget Year to Date	Commitments	Available Balance
611120	EPA Adm Reg Sal Rs	123,652.54	135,001.78	0.00	(11,349.24)
611140	EPA Adm Reg Sal-Nfte	11,778.00	11,778.00	0.00	0.00
611150	EPA Adm Reg-Ug Std	3,000.00	3,000.00	0.00	0.00
611180	EPA Adm- Cash Cnmg	52,154.27	67,823.01	0.00	(15,668.74)
612210	SPA Overtime Payment-Reimbursement	1,800.00	1,800.00	0.00	0.00
614520	Student Reg Wage- Rs	11,721.00	11,721.00	0.00	0.00
614540	Student Wage Pay	6,461.03	6,664.28	0.00	(203.25)
615520	Unemployment Comp- Rs	654.00	654.00	0.00	0.00
618100	Social Security	13,265.75	15,348.62	0.00	(2,082.87)
618200	State Retirement	6,736.36	7,972.36	0.00	(1,236.00)
618300	Medical Insurance	8,219.09	9,200.78	0.00	(981.69)
618710	TIAA Ret Match- Ap	1,491.12	2,285.18	0.00	(794.06)
719400	Employee On Loan Pay	6,853.00	6,853.00	0.00	0.00
719535	Other Contractual Services	36,455.00	37,255.00	0.00	(800.00)
722000	Food Supplies	36.32	36.32	0.00	0.00
Screen total		284,277.48	317,393.33	0.00	(33,115.85)
Supplier total		284,277.48	317,393.33	0.00	(33,115.85)

Banner Finance User Training Manual

Miscellaneous

APPALACHIAN STATE UNIVERSITY

University Budget Office & Special Funds Accounting

Fund Authority Form Instructions

Connect to <https://businessaffairs.appstate.edu/budget-office-home> and select **Forms**.

Finance and Operations

Home Staff & Administration Memorandums

University Budget Office



About Us
Budget Central
Forms

Home / University Budget Office

About Our Office

Click on **Fund Authority Form**. The form will be downloaded in an Excel format. – The Fund Authority Form is used to request new funds and orgs and to request changes to existing funds and orgs. The Budget Office is responsible for **all** org changes.

Budget Office Forms



About Us
Budget Central
Forms
Resources

Home / Budget Office Home / Budget Office Forms

Budget Revisions

- Request for Budget Revision Form

Position Control

- FY 2022-23 Salary & Fringe Calculator
- Position Budget Transfer Form

Other Forms

- Fund Authority Form (revised May 2022)**
 - Electronic Approval Workflow instructions

The Fund Authority Form is used to request new funds and orgs and to request changes to existing funds and orgs. The Budget Office is responsible for **all** org changes.

Complete page 1 of the Fund Authority Form and obtain the proper approval signatures in the **Funds Authorized By** section. Completed approved forms for State appropriated funds or any Trust funds overseen by the Budget Office should be emailed to budgetoffice@appstate.edu. Completed approved forms for Special Funds should be sent to Special Funds Accounting.

Appalachian State University FUND AUTHORITY FORM		Page 1
New Fund: New Fund ☐ YES ☐ No	Change Fund: Change Fund ☐ YES ☐ NO	
Please complete and return to the Special Funds Accounting or the Budget Office, whichever is applicable.		
Desired Title of Fund:		
Date Fund Established and/or Duration of Fund:		
What is the Purpose of the Fund (including Organization #, restrictions, conditions, etc.)?		
*If this is a change to an existing fund, will it involve changes to University positions? If so, please complete Page Two of this form.		
Source of Revenue		
*If any revenue is from the sale of goods or services, please complete Page Three of this form.		
What should be done with monies remaining in the fund at the end of the program?		
Amount of Grant/Contract Award (if applicable)		
Name(s) and User ID(s) Authorized to access the fund or process deposits and expenditures:		
Designated Financial Manager:		
For VC - Finance & Operations Use Only	Funds Authorized By: Names may be typed if approvals are by email	

[illegible]

Complete page 3 of the Fund Authority Form if a fund will be used to generate sales revenue.

Appalachian State University			
Sales Activity Questionnaire			
College/Department/Unit:		Organization #	
Suggested Title of Requested Trust Fund Account:			
Sales Activity Is Allowed by The State's General Statute (Umstead Act):			
Sales activity by the University may only be engaged as provided by the State's General Statute. Please select from the box below the provision that allows the University to engage in this activity.			
Revenue Produced By Sales Activity:			
Estimated Annual Receipts: \$ - Year 1 \$ - Year 2 \$ - Year 3 \$ - After 3 Yrs	On-Campus Sources: (check if applicable) ☐ Charges to Students ☐ Charges to Faculty or Staff ☐ Charges to Other Funds If revenue source is "Charges to Other Funds," please list fund number(s) below:	Off-Campus Sources: (check if applicable) ☐ Charges to Governmental Entities ☐ Charges to Not-For-Profit Entities ☐ Charges to Other Universities ☐ Charges to Alumni ☐ Charges to Affiliate Organizations ☐ Charges to For Profit Organizations ☐ Charges to General Public	
Source of Receipts (Percentage) % From On-Campus Receipt Sources: % % From Off-Campus Receipt Sources: %			
Use of University Resources To Support The Sales Activity:			
List all University employees (professional and support staff) whose efforts directly benefit this activity that are paid from other funds, the estimated time that the employee will spend toward the activity, and the fund number paying for the employee's time and effort:			
Employee Name:	Title	% of Time	Fund Number Employee Paid From:

When the completed approved Fund Authority Form is received by the Budget Office, the budget director will verify the information on the form and assign fund and program numbers. The Chancellor/Vice Chancellor's Office will be notified by e-mail of the new fund number(s), and that the fund is ready for use. The Budget Office personnel will establish the fund and await the proper budget documents from the Chancellor/Vice Chancellor Office(s) to allocate funding for the new fund(s).

Example of a Fund Authority Form:

Appalachian State University		Page 1
FUND AUTHORITY FORM		
New Fund:	New Fund ☒ YES ☐ No	Change Fund ☐ YES ☐ NO
Please complete and return to the Special Funds Accounting or the Budget Office, whichever is applicable.		
Desired Title of Fund: Military Affairs Committee State Fund		
Date Fund Established and/or Duration of Fund: _____		
What is the Purpose of the Fund (including Organization #, restrictions, conditions, etc.)? Effective 12.1.22. This is a request for a state fund to support Military Affairs Committee. This fund will be used for supplies, materials, travel, and other needs of the Military Affairs Committee. The fund will be in org 265400		
*If this is a change to an existing fund, will it involve changes to University positions? If so, please complete Page Two of this form.		
Source of Revenue: Funding to come from AA		
*If any revenue is from the sale of goods or services, please complete Page Three of this form.		
What should be done with monies remaining in the fund at the end of the program? 		
Amount of Grant/Contract Award (if applicable) 		
Name(s) and User ID(s) Authorized to access the fund or process deposits and expenditures: Sharon Cox coxse1 Elizabeth Schiavone schiavonee Sandi Jones jones Talana Bell belltj Lynn Gibbard gibbardlg		
Designated Financial Manager: Chris Kleman klemancp		
For VC - Finance & Operations Use Only Fund # Organization # 		Funds Authorized By: Names may be typed if approvals are by email.

Frequently Used Rule Codes

RULE CODE	DESCRIPTION
1CH	Banner Student Charges/Non-Cash Pay
2FD	Auxillary Feeds Academic
BD01	Permanent Adopted Budget
BD02	Permanent Budget Adjustments
BD03	Temporary Adopted Budget
BD04	Temporary Budget Adjustment
BP1	Permanent Adopted Budget
BP2	Internal Perm Budget Adjustments
BP3	Temporary Adopted Budget
BP4	Internal Temp Budget Adjustment
BP5	External Perm Budget Adjustments
BP6	External Temp Budget Adjustment
HGNL	Payroll - Gross Exp. No Liquidation
HGRB	Payroll - Gross Benefit Expense
ICEC	Cancel Credit Memo w/ Encumbrance
ICEI	Cancel Invoice with Encumbrance
ICEP	Cancel Invoice with Encumbrance
ICER	Cancel Credit Memo w/ Enc - PY
ICII	Cancel Inv w/G/L Account no Enc
ICNC	Cancel Credit Memo w/o Encumbrance
ICNI	Cancel Invoice without Encumbrance
IIIC	Invoice Cancel - Valuation Adjust
IIII	Invoice - Valuation Adjustment
INEC	Credit Memo with Encumbrance
INEI	Invoice with Encumbrance
INNI	Invoice without Encumbrance
ISR	Internal Service Revenue (like JE16)
JE16	General Journal Entry (Inter-Fund)
PCC	P-Card feed (like FUP)
PORD	Establish Purchase Order
XB4	State Funds-Temp Trans
XT4	Trust Funds-Temp Trans

Finance Transaction Feeds**

<u>Document starts with</u>	<u>Department Name</u>
AC	Academic Computing Services
BF	Budget Transfer Fringe Benefit
BR	BRS Feed - Cashiers
BS	Bookstore
CS	Creative Services
CX	Centrex
DS	Duplication Services
FA	Food Services 1
FB	Food Services 2
FC	Food Services 3
FD	Food Services 4
FE	Food Services 5
FF	Food Services 6
FN	BRSC FND - Cashiers
FR	BRSC FRS - Cashiers
FX	Flex Charges-Controller's Office
IT	ITS
LM	LMS (From Cashiers Office)
MP	Motor Pool
NR	New River Light & Power Co.
NS	Network Services
PC	P-Card - Purchasing
PE	PC-Controller's Office
PH	PC-Cashiers Office
PO	Post Office
PP	Physical Plant
PS	Print Shop
RF	Housing & Residence Life
TC	ITC Media Services
TS	TSS Copier Services
UT	Utilities – Physical Plant
WH	Warehouse

**Document numbers beginning with the above letters correspond to charges made by listed department

The Request for Budget Revision Form can be found on the [Budget Office website](#).

APPALACHIAN STATE UNIVERSITY

REQUEST FOR BUDGET REVISION

[illegible]

Finance Point of Contact List

Click on the links below to be directed to the department's website.

[Budget Office](#)

[Business Systems](#)

[Office of the Controller](#)

[Materials Management](#)

[Foundation Office](#)