



BANNER FINANCE USER TRAINING MANUAL

***Revised Edition
February 2025***

**Banner Finance
User Training**

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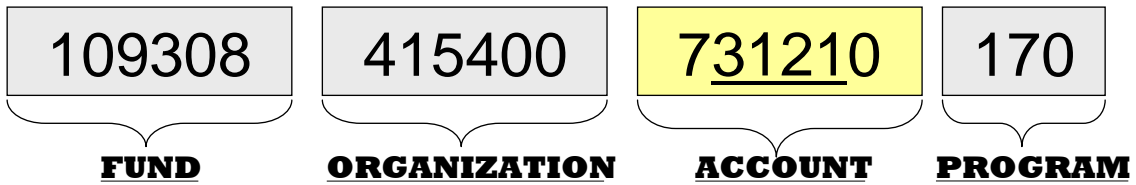
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BANNER FINANCE USER TRAINING MANUAL

Orientation

***Revised Edition
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Banner FOAP



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: appleap.appstate.edu/system-access

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

AppLEAP

System Access Reporting Banner Module Administrators

System Access

Test Systems and Auxiliary Production Systems

Home / System Access

Resources

- Human Resources
- Login to Yo-Mart
- Login to Chrome River
- Purchasing Department (for more information on Yo-Mart)
- Controller's Office
- Budget Office

Gateways

- Self-Service
 - Help doc for new version of Employee Self Service.
- Self-Service for Advancement
- Banner Admin (Advancement, Finance, Financial Aid, Human Resources, and Student)
- Banner 9 Orientation Management
- Finance Home Page
- Yo-Mart Shopping
- Chrome River Travel Expense Management
- Access to Test Systems and Auxiliary Production Systems

System Access Permissions Links

- Request Banner Account Options form** Note: Supervisors use this link to request Banner access for employees)

2. Click **login**, enter **Username and Password**, then press the **Sign In** button.

Appalachian STATE UNIVERSITY

Information Technology Services

Support Forms Security Maintenance IT Governance Data Governance IT Standard Purchases About

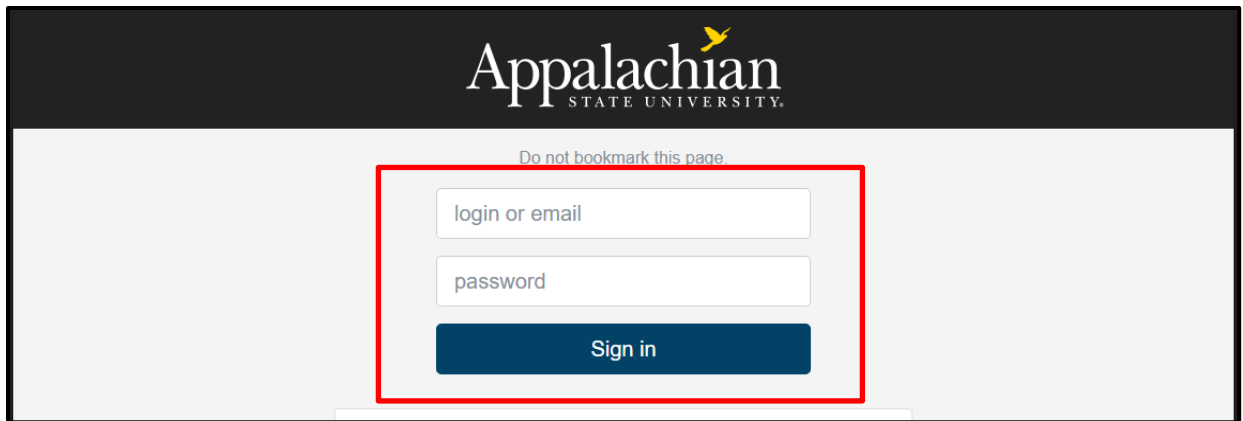
Request Banner Account Options

Home / Forms / Request Banner Account Options

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

- Request for Non-Employee User Account
- ITS Account Request For AdmissionPros
- Time Entry Security Form
- Electronic Personnel Action Form (EPAP)
- Username Change Request
- Request Banner Account Options**
- Web Time Entry Department Title Change Form

Technology Application & Service Catalog



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

9 Help Center / Appalachian Technology Se...
Request Banner Account Options

Options

Add Options (for new or current banner users)

Delete Options (for current banner users only)

Who is the supervisor of the requester?

Search for a user

Username of person needing access modification

Search for a user

Information (optional)

----- Requester Information -----

Reason for request* Effective date* Phone Number of Requester*

None 12/31/2018

----- User Information -----

User Department* User Job Title*

None

Non-Paid Volunteer* Graduate Assistant*

None None

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

Banner Student

Banner Student Accounts Receivable

Banner Advancement

Banner Finance for Department Users

Yo-Mart

Banner Foundation Finance for Department Users

Banner Human Resources

Banner Student Financial Aid

Scholarship Portal Access

FLAC - Faculty Load and Compensation

Other

Create Cancel

Powered by iTSM Service Management

4. 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.)
5. Enter **Funds Needed** or description of request.

6. When form is complete, scroll to the bottom of the page and select **Create**.

Banner Finance for Department Users *(optional)*

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

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). *(optional)*

- *(optional)*

- Finance Auxiliary Billing (FZAAUXB, FZPRAXB)
-

Create [Cancel](#)

Banner Finance Homepage

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

APPSTATE Search terms

AppLEAP

System Access Reporting Banner Module Administrators

Resources

- Human Resources
- Login to Yo-Mart
- Login to Chrome River
- Purchasing Department (for more information on Yo-Mart)
- Controller's Office
- Budget Office

Appalachian State University participated with 14 other campuses in the UNC system with the LEAP to new technology products for campus administrative systems. The software is based on current technology database tools accessible through the web and provides solutions for all major components on the campus, including:

- Finance
- University Advancement
- Human Resources
- Student Services
- Financial Aid

This is the gateway to Banner, Self-Service, Imaging and Reporting Services.

2. Select **Finance Home Page**.

APPSTATE Search

AppLEAP

System Access Reporting Banner Module Administrators

System Access

Test Systems and Auxiliary Production Systems

Home / System Access

Resources

- Human Resources
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Gateways

- Self-Service
 - Help doc for new version of Employee Self Service.
- Self-Service for Advancement
- Banner Admin (Advancement, Finance, Financial Aid, Human Resources, and Student)
- Banner 9 Orientation Management
- **Finance Home Page**
- Yo-Mart Shopping
- Chrome River Travel Expense Management
- Access to Test Systems and Auxiliary Production Systems

- Select any topic on the screen.

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
 - Please see the webfocus.appstate.edu dashboard: Campus Budgets -> COA: "Accounts-Expenditures by Pool" and "Accounts-Revenue".
 - Fund Matrix
- Closing Dates - Fiscal Year

Resources include:

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

Link to log-in 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 Self Service](#)

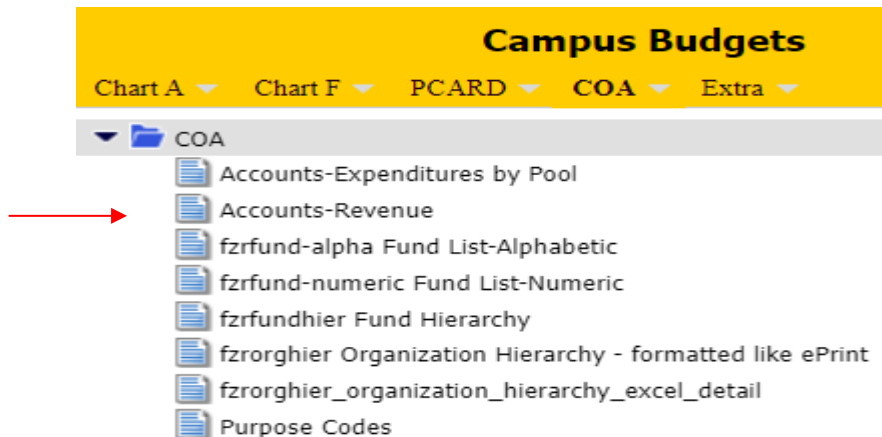
[E-Print](#) Login access to E-Print reports

[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](#) [Accounts – Expenditures by Pool](#) Access to complete listing of the revenue, salary/benefits, and 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

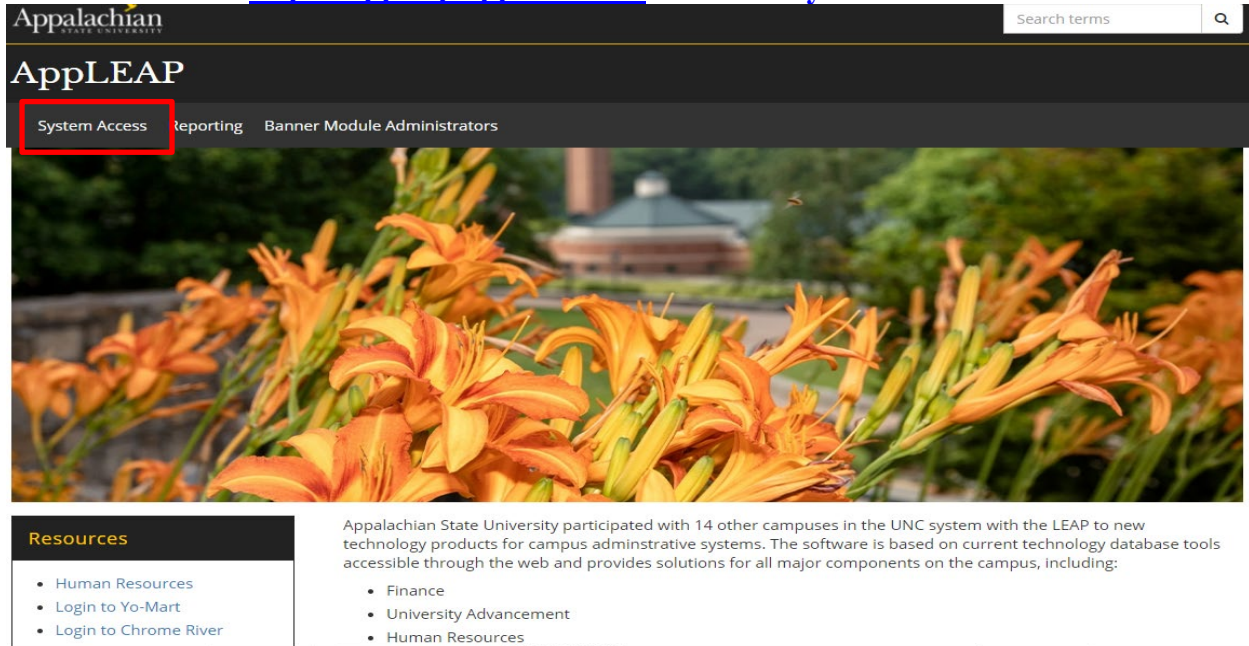
Also, there is a list of Frequently Asked Questions (FAQs) at the bottom of the page with more helpful tips and links.

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) must be entered. Fiscal years run from July 1 through June 30, so if this is 2024-25, please select FY 2025.
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)
 - Panda Powell – powellps@appstate.edu (Contracts and Grants Accounting)
 - 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 and [WebFocus Dashboards](#) under the COA tab.
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.

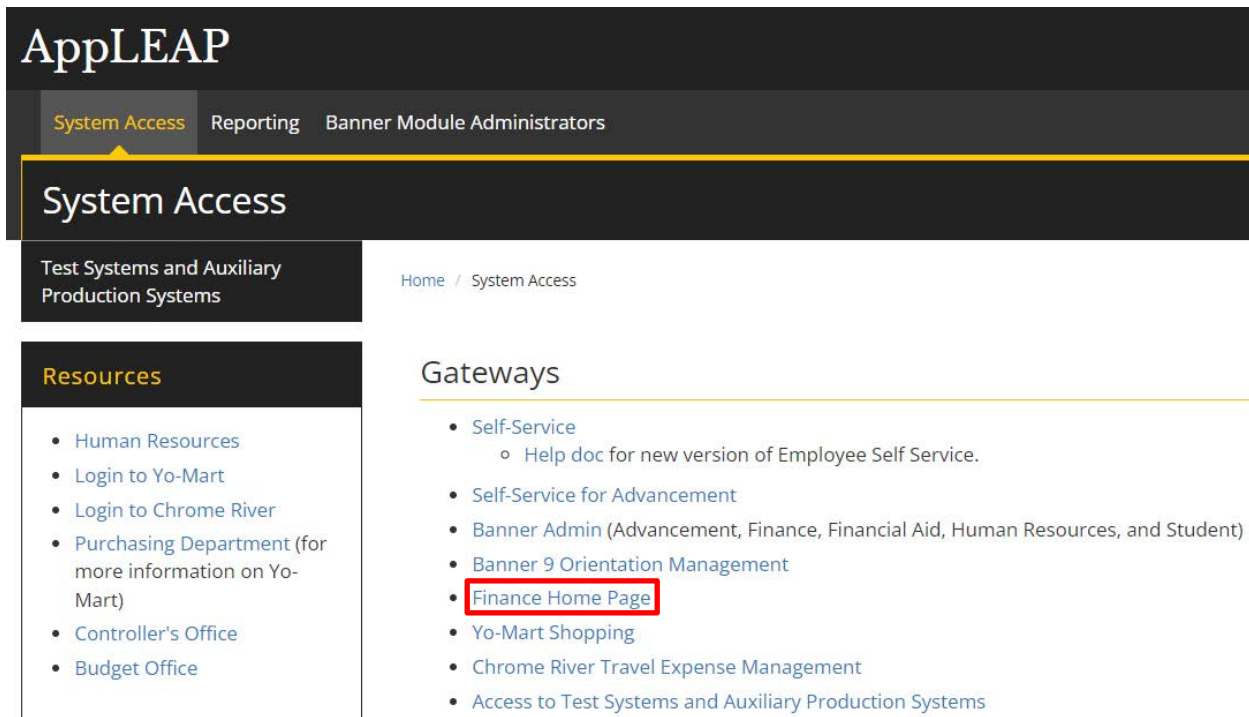
Campus Budgets Dashboard

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



The screenshot shows the AppLEAP website interface. At the top left is the Appalachian State University logo. A search bar is located at the top right. Below the logo is the 'AppLEAP' title. A navigation bar contains three items: 'System Access', 'Reporting', and 'Banner Module Administrators'. The 'System Access' item is highlighted with a red rectangular box. Below the navigation bar is a large image of orange lilies. Underneath the image, there is a 'Resources' section with a list of links: 'Human Resources', 'Login to Yo-Mart', and 'Login to Chrome River'. To the right of this list is a paragraph of text describing the AppLEAP system and its components, with a sub-list including 'Finance', 'University Advancement', and 'Human Resources'.

2. Select **Finance Home Page**.



The screenshot shows the 'System Access' page within the AppLEAP application. The 'AppLEAP' logo is at the top left. Below it is a navigation bar with 'System Access', 'Reporting', and 'Banner Module Administrators'. The 'System Access' item is highlighted with a yellow arrow. Below the navigation bar is a dark header with the text 'System Access'. To the left of the main content area is a sidebar with a 'Resources' section containing links to 'Human Resources', 'Login to Yo-Mart', 'Login to Chrome River', 'Purchasing Department (for more information on Yo-Mart)', 'Controller's Office', and 'Budget Office'. The main content area has a breadcrumb trail 'Home / System Access' and a 'Gateways' section with a list of links: 'Self-Service' (with a sub-link 'Help doc for new version of Employee Self Service'), 'Self-Service for Advancement', 'Banner Admin (Advancement, Finance, Financial Aid, Human Resources, and Student)', 'Banner 9 Orientation Management', 'Finance Home Page' (highlighted with a red box), 'Yo-Mart Shopping', 'Chrome River Travel Expense Management', and 'Access to Test Systems and Auxiliary Production Systems'.

3. Select **Log-in to the Campus Budgets Dashboard**.

Appalachian STATE UNIVERSITY

Search terms

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
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Home / Banner Module Administrators / Banner Finance

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- 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

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

Welcome to WebFOCUS

Business Intelligence and Analytics

For Everyone

Explore the WebFOCUS Editions

Browse Technical Topics and Videos

Sign in to WebFOCUS

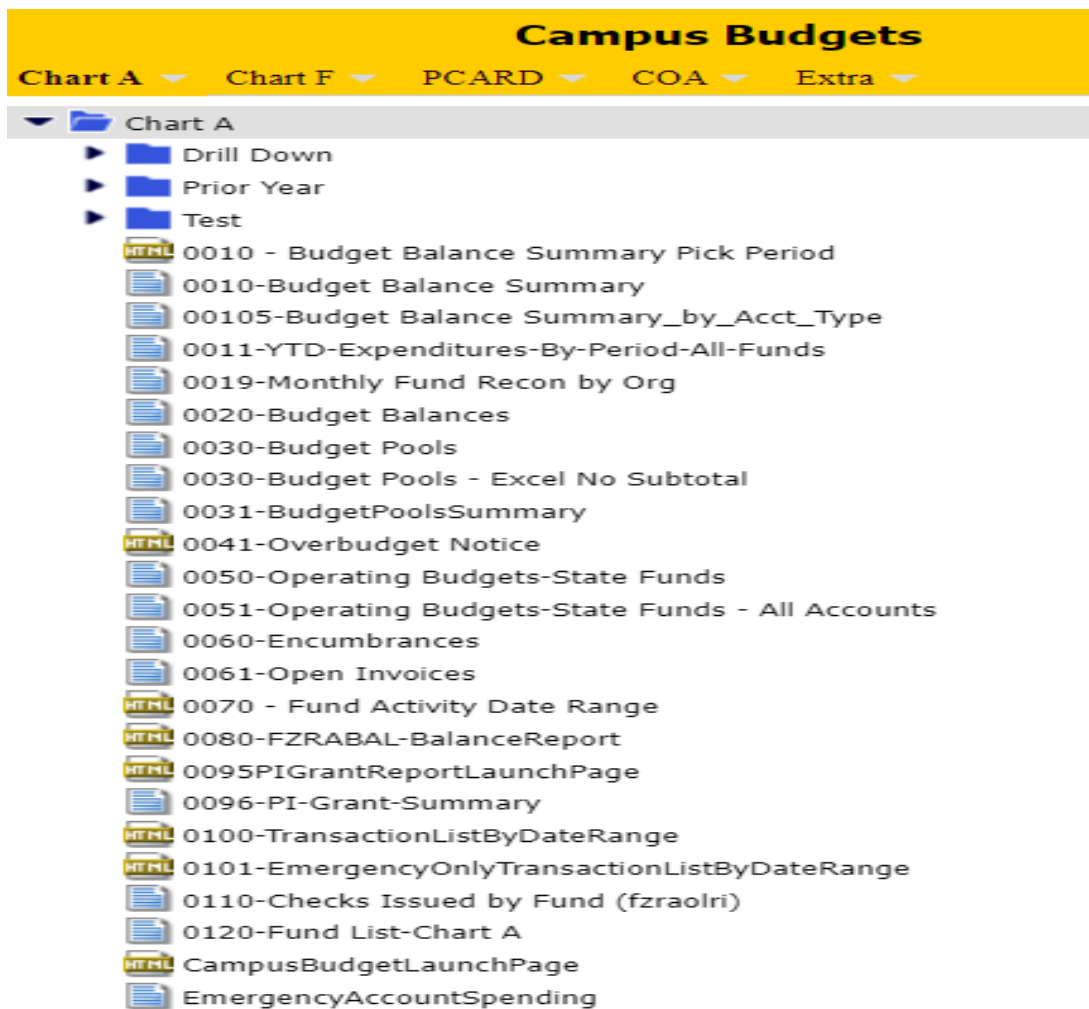
User name:

Password:

Sign in



5. **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.)



6. **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

7. 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	Available Balance
Expenditures	720000	Supplies and Materials Budget Pool	<u>94,152.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	94,152.00
	723000	Educational Supplies	<u>.00</u>	<u>179.00</u>	<u>.00</u>	<u>179.00</u>	-179.00
	726000	Office Supplies	<u>.00</u>	<u>-26.88</u>	<u>.00</u>	<u>287.99</u>	-287.99
	729900	Other Material & Sup	<u>.00</u>	<u>340.07</u>	<u>.00</u>	<u>2,076.80</u>	-2,076.80
	*Total 720000 Supplies and Materials Budget Pool		94,152.00	492.19	.00	2,543.79	91,608.21
	731120	In State Trans-Ground	<u>.00</u>	<u>297.46</u>	<u>.00</u>	<u>817.84</u>	-817.84
	731130	In State Trans-Other	<u>.00</u>	<u>57.00</u>	<u>.00</u>	<u>99.00</u>	-99.00
	731150	In State Subsis-Meal	<u>.00</u>	<u>30.20</u>	<u>.00</u>	<u>57.50</u>	-57.50
	731210	Out of State Trans-Air	<u>.00</u>	<u>986.19</u>	<u>.00</u>	<u>2,756.62</u>	-2,756.62
	731220	Out of State Trans-Grnd	<u>.00</u>	<u>1,863.76</u>	<u>466.95</u>	<u>2,330.71</u>	-2,330.71
	731230	Out of State Trans-Othr	<u>.00</u>	<u>104.00</u>	<u>.00</u>	<u>104.00</u>	-104.00
	731240	Out of State Lodging	<u>.00</u>	<u>1,899.30</u>	<u>567.26</u>	<u>3,774.27</u>	-3,774.27
	731250	Out of State Meals	<u>.00</u>	<u>858.30</u>	<u>137.60</u>	<u>1,005.83</u>	-1,005.83
	731260	Out of State Oth Travel	<u>.00</u>	<u>141.80</u>	<u>.00</u>	<u>141.80</u>	-141.80
	731290	Out of State Regis Fee	<u>.00</u>	<u>1,180.00</u>	<u>172.00</u>	<u>1,847.00</u>	-1,847.00
	731310	Out Country Tran-Air	<u>.00</u>	<u>1,000.00</u>	<u>.00</u>	<u>2,213.82</u>	-2,213.82
	731340	Out of Country Lodgin	<u>.00</u>	<u>300.00</u>	<u>.00</u>	<u>300.00</u>	-300.00
	731641	Travel Advances	<u>.00</u>	<u>-1,000.00</u>	<u>124.90</u>	<u>1,820.00</u>	-1,820.00
	*Total 731000 Travel Budget Pool		.00	7,718.01	1,468.71	17,268.39	-17,268.39
	732500	Postage	<u>.00</u>	<u>103.34</u>	<u>110.00</u>	<u>329.73</u>	-329.73
	735100	Building Repairs	<u>.00</u>	<u>1,500.00</u>	<u>392.04</u>	<u>1,892.04</u>	-1,892.04
	751030	Office Equipment <5k	<u>.00</u>	<u>27.96</u>	<u>.00</u>	<u>27.96</u>	-27.96
	751130	Office Furniture <5k	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>352.46</u>	-352.46
	*Total 750000 Cap Outlay/Equip Budget Pool		.00	27.96	.00	27.96	-380.42
	786700	Other Current Services	<u>.00</u>	<u>150.00</u>	<u>.00</u>	<u>150.00</u>	-150.00
	882970	Tfrto OSC-DCAP	<u>.00</u>	<u>417.35</u>	<u>522.99</u>	<u>1,411.89</u>	-1,411.89
	*Total Expenditures		94,152.00	10,408.85	2,493.74	23,623.80	70,175.74
Labor	612110	SPAreg Salary- Ap	<u>73,415.00</u>	<u>6,205.08</u>	<u>.00</u>	<u>11,381.52</u>	62,033.48
	612700	SPAlongevity Pay	<u>55.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	55.00
	613130	EPA acad Fac Sal-Fte	<u>4,787,558.00</u>	<u>384,344.48</u>	<u>.00</u>	<u>731,315.35</u>	4,056,242.65
	613150	EPA Grad Teaching Asst Prg 101 ONLY	<u>.00</u>	<u>.00</u>	<u>4,656.25</u>	<u>4,656.25</u>	-4,656.25
	613190	EPA st Gr Res Adm As	<u>.00</u>	<u>253.28</u>	<u>1,230.00</u>	<u>1,483.28</u>	-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 0041 – Over Budget Notice-State or Trust Funds** – Displays State or Trust fund(s)/account(s) that are over-budget.

0041-Overbudget Notice - NOTICE OF OVEREXPENDED ACCOUNTS
Fund: 101220 Appalachian Journal Organization: 250910 Appalachian Journal
Fiscal Year: 24 as of 10/20/2023 For User: HUNTLEYSL

The following accounts have been overspent as listed below. Please investigate the reason(s) for the budget deficit. If the deficit is attributable to timing, then no immediate action is likely to be required. All other deficits will need to be resolved by identifying alternative budget or funding source(s) which could be used to cover the overage. Please ensure that sufficient budget is in place to cover the current expenditures, as well as any other anticipated expenditures, through fiscal year-end (June 30).

Please utilize the Banner Self-Service budget transfer module or budget revision form (whichever is applicable) to process departmental transfers. If you have questions:
 For State funds only, please contact Dale Carter (x22731).
 For Trust funds only, please contact Adriana Laws (x24899).
 Or Jennifer Geouque (x28195) for either type of fund.

Fund	Account Pool	BUDGET	YTD Activity	Committed	Available Balance
101220	732000	.00	208.36	.00	-208.36

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							
		Budget	Prior Month	Current Month	Year-to-Date Activity	Committed	Available Balance
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								
	PO Date	Invoice	Complete?	Payment Due	Original Amount	Adjustments	Liquidations	Encumbrance Balance
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
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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

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	Actual	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.

Choose Fiscal Period Enter fiscal year yyyy

Fund Balances - Chart A
as of Fiscal Year: 2020 Period: 14
for: GREERAL on: Sep 23, 2019

	Beginning Balance	YTD Debits	YTD Credits	Ending Balance
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).

0095-PI Grant Inception to Date
552001 - NIST SURF 09
250700 - Physics & Astronomy
All transactions posted through: 07/31/2023

Acct	Description	Accounted Budget	Project to Date	Remaining	Percent Used
731000	Travel Budget Pool	200.00	.00	200.00	
*TOTAL Travel		200.00	.00	200.00	
769950	Stipends-Fellowships	4,000.00	4,200.00	-200.00	105.00
*TOTAL Grants & Aid		4,000.00	4,200.00	-200.00	105.00
786700	Other Current Servic	3,315.00	3,315.00	.00	100.00
*TOTAL Other Expenses		3,315.00	3,315.00	.00	100.00
*TOTAL Expenditures		7,515.00	7,515.00	.00	100.00
*TOTAL: Labor & Other Expenses		7,515.00	7,515.00	.00	100.00

Note: Account 786950 is not available for spending.
Run date: 10/20/23

17. **Report 0100 – Transaction List by Date Range** – Displays all activity for each fund in separate Excel spreadsheet tab within a workbook, per fund. If more than one fund, see tabs at bottom of screen.

Year-to-Date Activity 07/01/23 - 10/20/2023								Actual	Budget
SMTHKW									
FUND	FUND_DESC	Account	ACCOUNT_DESC	Date	Document	Tran Type	Description		
101650	English	612110	SPAreg Salary- Ap	07/01/2023	F0055697	HGNL	HR Payroll 2023 MN 7 0	3,164.06	
101650	English	612110	SPAreg Salary- Ap	07/01/2023	JG001677	BP1	BD307 FY23-24 Base Budget		78,712.00
101650	English	612110	SPAreg Salary- Ap	07/31/2023	F0055698	HGNL	HR Payroll 2023 MN 7 0	2,996.60	
101650	English	612110	SPAreg Salary- Ap	08/31/2023	F0056042	HGNL	HR Payroll 2023 MN 8 0	4,247.90	
101650	English	612110	SPAreg Salary- Ap	09/29/2023	F0056235	HGNL	HR Payroll 2023 MN 9 0	3,941.22	
101650	English	612200	SHRA Comp Time Payout	07/01/2023	F0055697	HGNL	HR Payroll 2023 MN 7 0	235.46	
101650	English	612200	SHRA Comp Time Payout	08/31/2023	F0056042	HGNL	HR Payroll 2023 MN 8 0	1,161.62	
101650	English	612700	SPA longevity Pay	07/01/2023	JG001677	BP1	BD307 FY23-24 Base Budget		55.00
101650	English	613130	EPA acad Fac Sal-Fte	07/01/2023	JG001677	BP1	BD307 FY23-24 Base Budget		5,128,065.00
101650	English	613130	EPA acad Fac Sal-Fte	07/01/2023	JG001679	BP2	BP2 FY24 Base Budget		-33,054.00
101650	English	613130	EPA acad Fac Sal-Fte	07/31/2023	F0055687	HGNL	HR Payroll 2023 ME 7 0	330,356.94	
101650	English	613130	EPA acad Fac Sal-Fte	08/21/2023	F0056011	HGNL	HR Payroll 2023 ME 7 2	5,244.92	
101650	English	613130	EPA acad Fac Sal-Fte	08/31/2023	F0056044	HGNL	HR Payroll 2023 ME 8 0	447,026.10	

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

Accounts Payable Checks Issued by Fund								GREERAL
Since 07/01/2019								
Check Number	Check Date	Purchase Order	Requisition	Total Amount	ASU Invoice	Vendor Invoice	Account	Amount
Fund: 101650 English								
Atkinson C. 900003977								
10250268	07/01/2019	-		1283.82	10026463	ADDITIONAL FUND	731120	70.00
10251882	08/13/2019	-		1000.00	10027447	TR070819100000	731310	1,213.82
							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
Ehnenn 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 Ehnenn	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
336998	Black Banjo Gathering Reunion	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)**

Campus Budgets

Chart A ▾ Chart F ▾ PCARD ▾ COA ▾ Extra ▾

▾ COA

- Accounts-Expenditures by Pool
- Accounts-Revenue
- fzrfund-alpha Fund List-Alphabetic
- fzrfund-numeric Fund List-Numeric
- fzrfundhier Fund Hierarchy
- fzrorghier Organization Hierarchy - formatted like ePrint
- fzrorghier_organization_hierarchy_excel_detail
- Purpose Codes

22. **Accounts-Expenditures by Pool** – Listing of Budget Pools and the accounts that fall under each.

Select Chart A and press the Submit button.

Accounts-Expenditures by Pool

Chart

Make a selection... ▼

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

Make a selection... ▼

Reset

Submit

Run Date: 09/23/19

APPALACHIAN STATE UNIVERSITY
Alphabetic Fund Listing

	<u>FUND</u>	<u>COA</u>	<u>Def Org</u>	<u>Def Pgm</u>	<u>Termination Date</u>
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

Make a selection... ▼

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

Make a selection... ▼

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** – Listing of Fund Titles by Organization.

Select Chart A and press the Submit button.

fzrorghier Organization Hierarchy - formatted like ePrint

CHART_OF_ACCOUNTS

Make a selection... ▼

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

Program Codes

Chart of Accounts		Program	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
		157	ARPA Pandemic 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
		209	Collegiate Athletics
		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
		232	Hurricane Helene Emergency Grant
		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

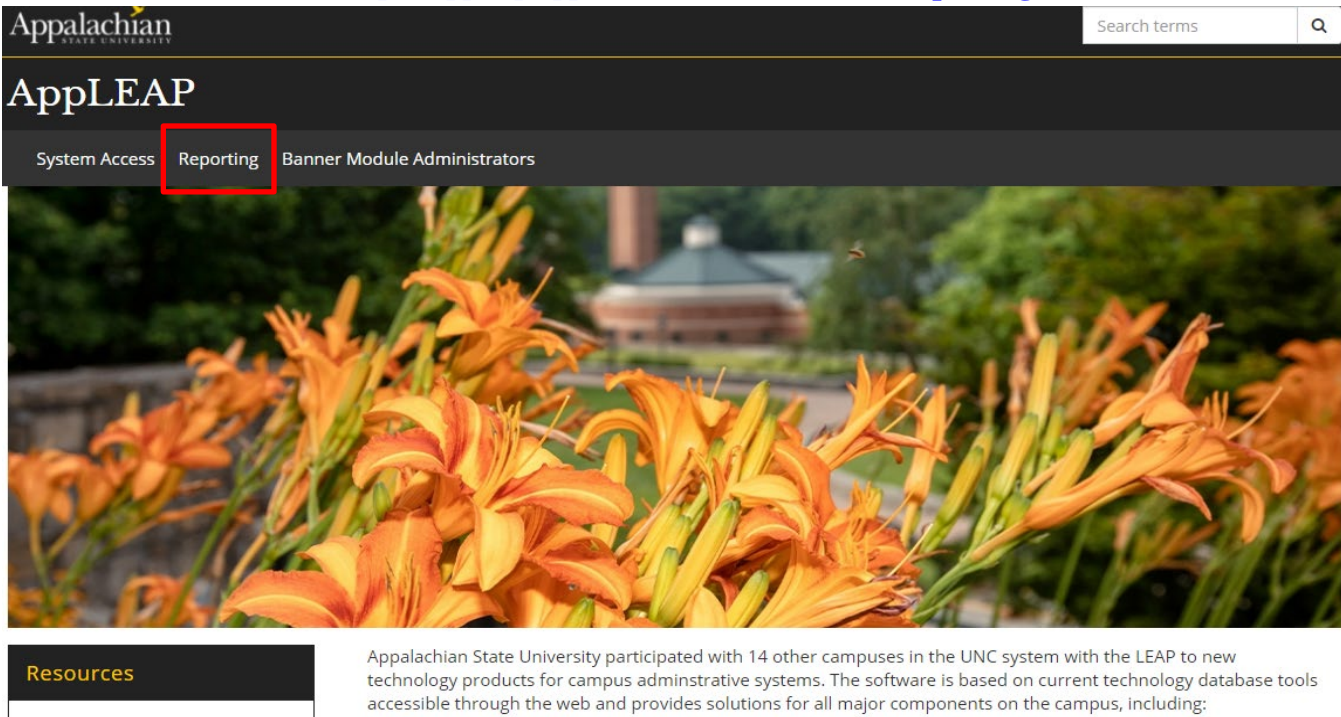
- 0010P Prior Year Budget Balance Summary** – Same as 0010 above for prior year (1 year only)
- 0020P Prior Year Budget Balances** – Same as 0020 above for prior year (1 year only)
- 0050P Prior Year Operating Budgets-State Funds** – Same as 0050 above for prior year
- 0085P Prior Year FZRABAL-Monthly** – 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 **Reporting** tab.



Appalachian STATE UNIVERSITY

Search terms

AppLEAP

System Access **Reporting** Banner Module Administrators

Resources

Appalachian State University participated with 14 other campuses in the UNC system with the LEAP to new technology products for campus administrative systems. The software is based on current technology database tools accessible through the web and provides solutions for all major components on the campus, including:

2. Select **E-Print**.

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](#)

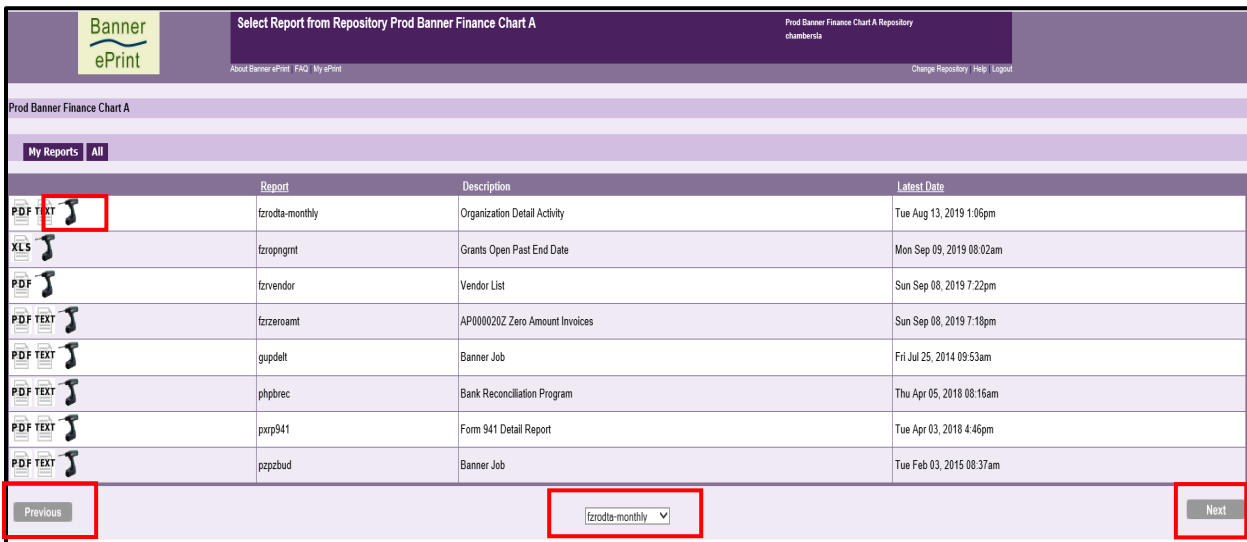
Training Aids

- [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](#)

- 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.



- 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.



- 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.



- 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.

- Click on the **PDF icon**.

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

- 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.
- 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	FZRAGRANTS	Grants assigned to your Department

State Funds – (1XXXXX)

Dashboard E-Print

0010/0020/0050	FZRBDS	Budget Balances Available
0040	FZRAbudget-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	FZRABUDPOOLS	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 Reconciliation Self-Service

1. Connect to <https://appleap.appstate.edu/> and select the **System Access** tab.
2. Select **Self-Service**.

The screenshot shows the AppLEAP System Access page. At the top, the 'System Access' tab is highlighted with a red box. Below the navigation bar, there are sections for 'Test Systems and Auxiliary Production Systems', 'Resources', and 'Gateways'. The 'Resources' section lists links for Human Resources, Login to Yo-Mart, Login to Chrome River, Purchasing Department, Controller's Office, and Budget Office. The 'Gateways' section lists several options, with 'Self-Service' highlighted by a red box. Other gateway options include Self-Service for Advancement, Banner Admin, Banner 9 Orientation Management, Finance Home Page, Yo-Mart Shopping, Chrome River Travel Expense Management, and Access to Test Systems and Auxiliary Production Systems.

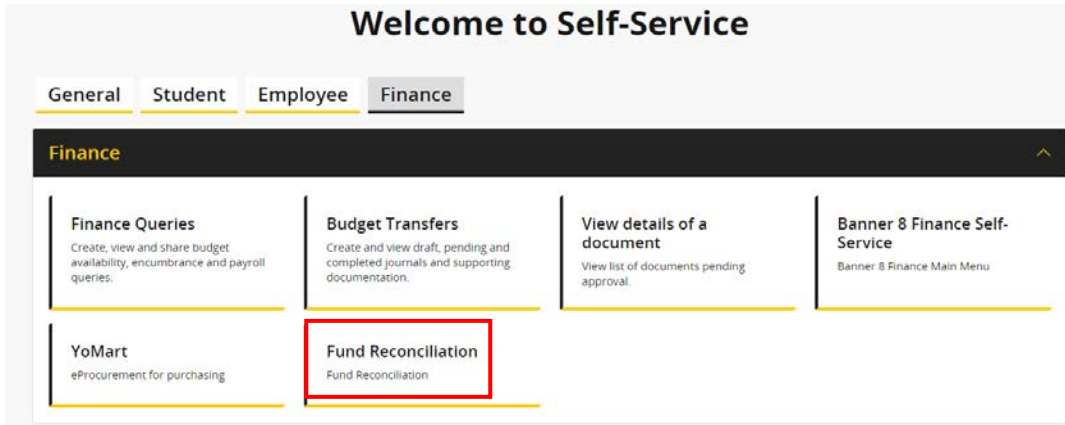
3. Log in using your **Username and Password**.

The screenshot shows the Appalachian State University login page. At the top, the university logo is displayed. Below the logo, there is a warning: 'Do not bookmark this page.' There are two input fields: 'login or email' and 'password'. Below the input fields is a blue 'Sign in' button.

4. Select **Finance**.

The screenshot shows the 'Welcome to Self-Service' page. At the top, the title 'Welcome to Self-Service' is displayed. Below the title, there are four tabs: 'General', 'Student', 'Employee', and 'Finance'. The 'Finance' tab is highlighted with a red box. Below the tabs, there are two main sections: 'General Self-Service (Banner 8)' and 'Personal Information (Banner 9)'. The 'General Self-Service' section is for Student, Faculty, and General Person tabs. The 'Personal Information' section is for viewing and updating biographical and demographic information.

5. Select **Fund Reconciliation**.



6. A list of fund reconciliations is displayed. Select the **arrow** next to any row to view reconciliation details.

APPSTATE
Fund Reconciliation

Welcome Dale D. Carter!

[+ Create](#)

	Status	Recon Period	Number of Funds	Reconciler	Approver	Submission Date	Approval Date	Last Change Date
>	Approved	August 2023	1	Dale Carter	Chrissie Faupel	9/30/2023	10/1/2023	10/1/2023
>	Approved	August 2023	1	Dale Carter	Chrissie Faupel	9/30/2023	10/1/2023	10/1/2023

Fund(s): 228522

Print out the budget to actual comparison:
OK

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:
None

Agree total revenues reported to deposit registers for the period:
None

Investigate any discrepancies:
None

If errors are determined, need to work with supervisor or appropriate Controllers Office staff to make correction:
None

For contract service items posted as an expense, make sure amount paid agree to approved invoices.
None

If errors are determined, need to work with supervisor or appropriate Controller's Office staff to make correction.
None

For transactions posted to non-payroll accounts, reconcile amounts to supporting documentation. This review should include Pcard and Travel transactions.
None

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.
None

For internal billings such as telecommunications, copy and postage, agree postings to mailed notification.
None

For JVs/JEs, obtain supporting documentation and review. Make sure that the JV/JE was properly approved and was appropriate for this account.
None

7. Select **Create** to begin a new Fund Reconciliation.


The screenshot shows the APPSTATE Fund Reconciliation interface. At the top, there is a header with the APPSTATE logo and the text 'Fund Reconciliation'. Below the header, a welcome message reads 'Welcome Dale D. Carter!'. A navigation bar contains a '+ Create' button, which is highlighted with a red rectangular box. To the right of the navigation bar is a search bar labeled 'Keyword Search'. Below the navigation bar is a table with the following columns: Status, Recon Period, Number of Funds, Reconciler, Approver, Submission Date, Approval Date, and Last Change Date. The table contains two rows of data, both with a status of 'Approved' and a recon period of 'August 2023'.



Status	Recon Period	Number of Funds	Reconciler	Approver	Submission Date	Approval Date	Last Change Date
Approved	August 2023	1	Dale Carter	Christie Faupel	9/30/2023	10/1/2023	10/1/2023
Approved	August 2023	1	Dale Carter	Christie Faupel	9/30/2023	10/1/2023	10/1/2023

8. Select the **month** and **year** and click on **Search**.

The screenshot shows the APPSTATE Fund Reconciliation search form. At the top, there is a header with the text 'Fund Reconciliation'. Below the header, a welcome message reads 'Welcome Dale D. Carter!'. A navigation bar contains a 'Return to Recons' button, which is highlighted with a red rectangular box. Below the navigation bar is a search form with the following fields: 'Reconciliation Month*' (a dropdown menu with 'September' selected), 'Reconciliation Year*' (a text input field with '2023' entered), and a 'Search' button with a magnifying glass icon. The search form fields and the 'Search' button are highlighted with a red rectangular box.

9. A list of the funds you have access to is displayed. Select the fund(s) to be reconciled. Individual or multiple funds may be selected. **Note: The *Already Reconciled?* column shows whether a fund has already been reconciled.**

Search 

<input type="checkbox"/>	Bank 	Title 	Already Reconciled?
<input type="checkbox"/>	Academic Cash 01	109312 - Budget Office	Y
<input type="checkbox"/>	STIF Bank 05	227553 - The Loft	Y
<input type="checkbox"/>	STIF Bank 05	332193 - App State Hickory - Aux Adm Support	Y
<input type="checkbox"/>	STIF Bank 05	333102 - IT Capital Reserve	Y
<input type="checkbox"/>	STIF Bank 05	333103 - Hickory Capital Reserve	Y
<input type="checkbox"/>	STIF Bank 05	336537 - New York Loft	Y
<input type="checkbox"/>	STIF Bank 05	552159 - Similarities of Struggle Collab	N
<input type="checkbox"/>	STIF Bank 05	552185 - Mountain to Mountain Collaboration	N
<input type="checkbox"/>	STIF Bank 05	559456 - FY23-2 Fulbright TEA Program	N
<input type="checkbox"/>	STIF Bank 05	559498 - FY23 Mandella Washington Fellowship	N

10. The selected funds will be displayed.


<input checked="" type="checkbox"/>	STIF Bank 05	552159 - Similarities of Struggle Collab	N
<input checked="" type="checkbox"/>	STIF Bank 05	552185 - Mountain to Mountain Collaboration	N
<input checked="" type="checkbox"/>	STIF Bank 05	559456 - FY23-2 Fulbright TEA Program	N
<input checked="" type="checkbox"/>	STIF Bank 05	559498 - FY23 Mandella Washington Fellowship	N

— Reports & Revenues

Check All (Each statement must be acknowledged to submit reconciliation.)

Obtain Reports*


Run the departmental activity report as of the end of the month for fund ids.

DDC 


11. Select the **information icon** to see reports and report locations that will assist you in completing the fund reconciliation.

Obtain Reports*

Run the departmental activity report as of the end of the month for fund ids.

DDC 

For State funds, this information can be found on the 0010 Dashboard report or on FZRBDS in E-Print.
For Special funds, this information can be found on the 0010 Dashboard report or on FZRAPTD in E-Print. For Grant funds, this information can be found on the 0095 Dashboard report. If no budget is required or budgets are not yet posted make a note as such.



12. Check each box, making optional comments, if necessary, to verify that you have reviewed each item. Every item must be initialed before you can complete and submit the reconciliation.

— Reports & Revenues

Check All (Each statement must be acknowledged to submit reconciliation.)

Obtain Reports*

DDC Run the departmental activity report as of the end of the month for fund ids.

DDC Print out the budget to actual comparison.

DDC Obtain a list of all detail transactions for the month, agree to monthly activity report, and either print out the report or download to Excel. As you review the individual item correctly.

Revenues*

DDC Agree total revenues reported to deposit registers for the period.

DDC Investigate any discrepancies.

DDC If errors are determined, need to work with supervisor or appropriate Controllers Office staff to make correction.

13. Once all sections of the fund reconciliation form have been completed, confirm the accuracy of the form and select **Submit**. Once submitted, the reconciliation will be sent to your approver/supervisor. You will receive a system generated email when the reconciliation has been approved. **Note: The approver can be changed prior to submitting if needed.**

— Confirmation

Summary

If any information below is incorrect, please make corrections before submitting.

Month: 09
Year: 2023
Approver: Jennifer M. Geouque
Funds:

By clicking the 'Submit' button below, I certify that

- The activity recorded on the department monthly activity report was classified properly.
- The activity is supported by appropriate documentation.
- All unusual and unresolved items have been brought to the attention of the supervisor.
- All items needing follow up review have been noted within this form.

14. To search for other reconciliations, select the filter icon next to Keyword Search in the upper right corner of the Fund Reconciliation page.

Fund Reconciliation

Welcome Dale D. Carter!

Keyword Search

15. The **Results Filter** gives you the option to search by status, reconciler, approver, fund, etc.

Results Filter

Status
[Dropdown]

Year
[Text Input]

Month
[Dropdown]

Reconciler
Start typing to select...

Approver
Start typing to select...

Fund
[Text Input]

Submit Clear

- Approved
- Needs Revision
- Pending Approval

Begin typing the name of the reconciler.

Begin typing the name of the approver.

Reconciler

Start typing to select...

- James Bandy
- James Burniston
- James Hayes
- Timothy James

Approver

Start typing to select...

- Jeni Wyatt
- Jennifer Burris
- Jennifer Cecile
- Jennifer Coffey

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 FZRAORGHIER (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 FZRBDSC (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.		

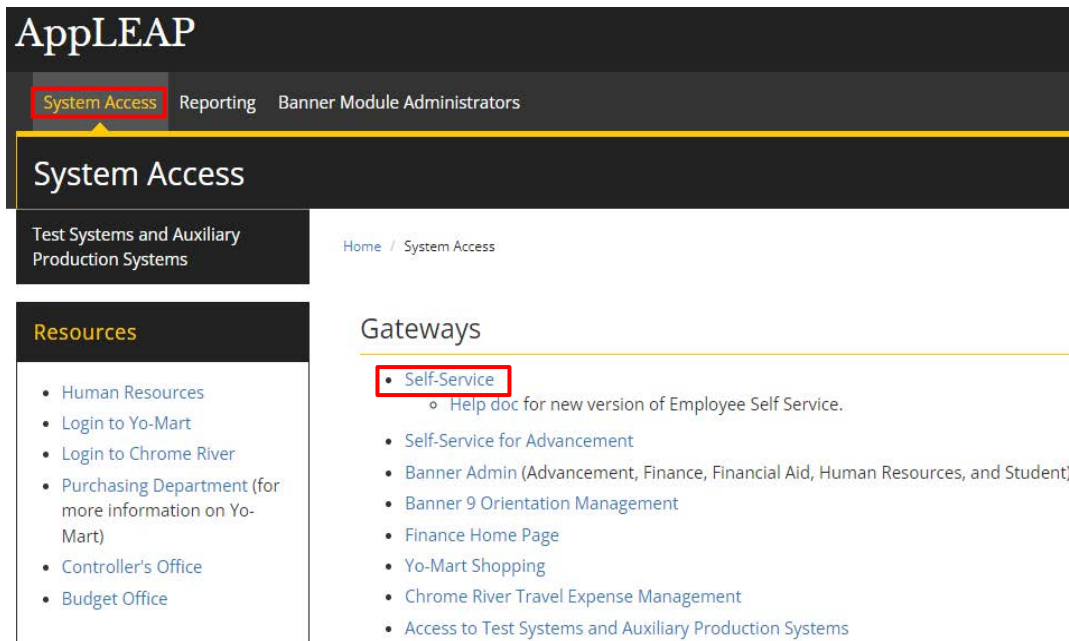
Banner Finance User Training Manual

Budget Office

John Adams, adamsje2@appstate.edu, 262-2856
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Kristie Beach, beachkw@appstate.edu, 262-2118
Stacy Everett, everettsd1@appstate.edu, 262-6407
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Dale Carter carterjd2@appstate.edu, 262-2731
Alan McIntyre mcintyre2@appstate.edu, 262-7796

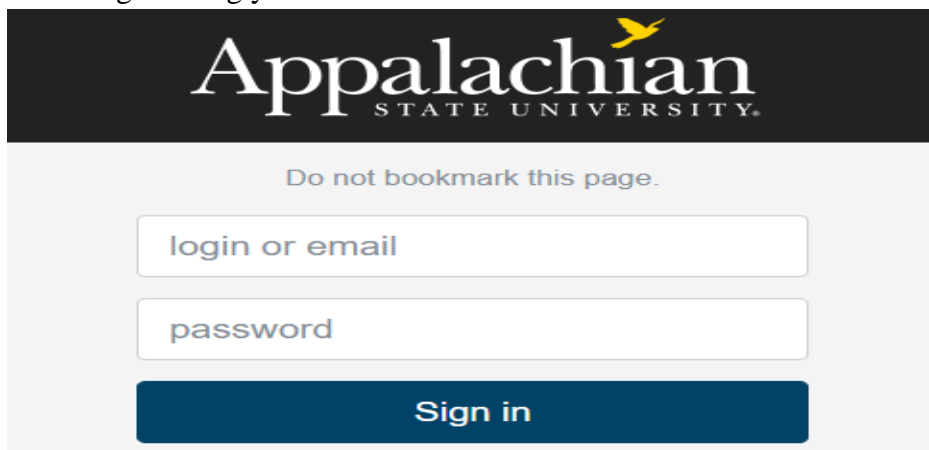
Budget Queries

1. Connect to <https://appleap.appstate.edu/> and select the **System Access** tab.
2. Select **Self-Service**.



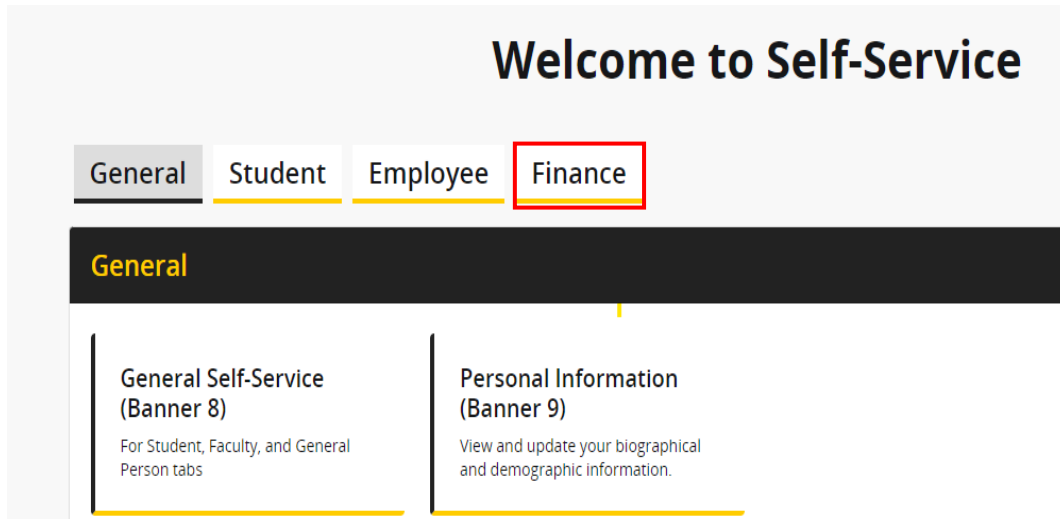
The screenshot shows the AppLEAP interface. At the top, the 'System Access' tab is selected. Below the navigation bar, the 'System Access' section is displayed. On the left, there is a 'Resources' sidebar with links to Human Resources, Login to Yo-Mart, Login to Chrome River, Purchasing Department, Controller's Office, and Budget Office. The main content area is titled 'Gateways' and contains a list of links. The 'Self-Service' link is highlighted with a red box, and it has a sub-link for 'Help doc for new version of Employee Self Service.' Other links include Self-Service for Advancement, Banner Admin, Banner 9 Orientation Management, Finance Home Page, Yo-Mart Shopping, Chrome River Travel Expense Management, and Access to Test Systems and Auxiliary Production Systems.

3. Log in using your **Username and Password**.

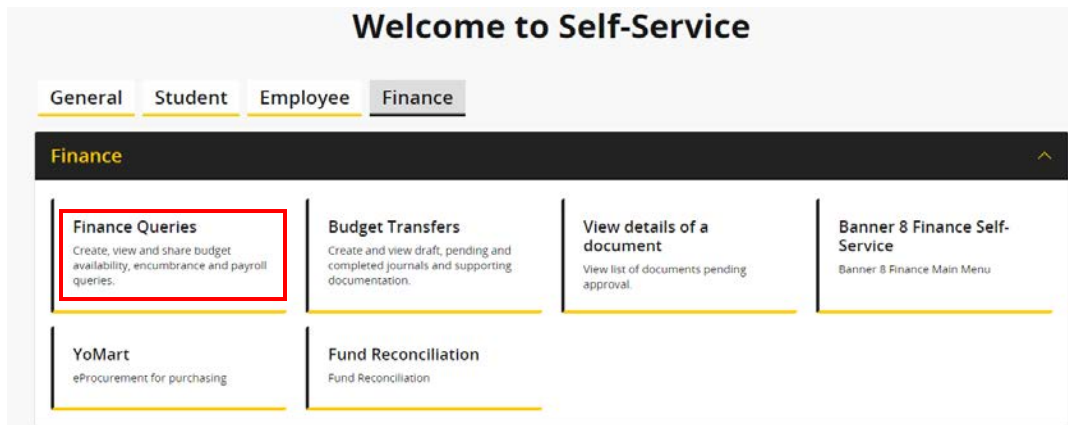


The screenshot shows the login page for Appalachian State University. At the top, the university's logo is displayed. Below the logo, there is a warning: 'Do not bookmark this page.' The login form consists of two input fields: 'login or email' and 'password'. Below the input fields is a dark blue button labeled 'Sign in'.

4. Select **Finance**.



5. Select **Finance Queries**.



6. Select **New Query**.



7. Select **Budget Status by Account** from the dropdown menu.

Create New Query

Select Query Type

- Budget Quick Query
- Budget Status by Account**
- Budget Status by Organizational Hierarchy
- Encumbrance Query
- Multi Year Query
- Budget Quick Query

8. Enter the following.

Chart of Accounts – A

Fund - enter in the Index field. This will ensure that the default org and program autofill.

Note: Chart of Accounts (A=ASU Funds beginning with 1-5, F=Foundation Funds beginning with 9)

Create New Query

Select Query Type

Budget Status by Account

Values

Chart*
A Appalachian State University

Index
109308 Business Systems

Fund
109308 Business Systems

Organization*
415400 Business Systems

Account
Choose Account

Program
170 Institutional Support

9. Select the following.

Fiscal Year (Example: Fiscal Year 2023-2024 = 2024)

Fiscal Period (Example: October = Fiscal Period 04 since it is the 4th 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.

Fiscal Year *	<input type="text" value="2024"/> x v	Fiscal Period *	<input type="text" value="14"/> x v
Comparison Fiscal Year	<input type="text" value="None"/> v	Comparison Fiscal Period	<input type="text" value="None"/> v

10. 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 **Submit**. (NOTE: **Selecting Accounted Budget in the first column will allow you to drill down for more information in the query.**)

Operating Ledger

- | | |
|--|---|
| <input type="checkbox"/> Adopted Budget ⓘ | <input checked="" type="checkbox"/> Year to Date ⓘ |
| <input type="checkbox"/> Budget Adjustment ⓘ | <input checked="" type="checkbox"/> Encumbrance ⓘ |
| <input type="checkbox"/> Adjusted Budget ⓘ | <input checked="" type="checkbox"/> Reservation ⓘ |
| <input type="checkbox"/> Temporary Budget ⓘ | <input type="checkbox"/> Commitments ⓘ |
| <input checked="" type="checkbox"/> Accounted Budget ⓘ | <input checked="" type="checkbox"/> Available Balance ⓘ |

SUBMIT

11. Example of report. To view detailed information for any budget or expenditure account, click on any of the **blue numbers**. The icons in the upper right corner allow you to edit, share, save and download the query to Excel. You can also view parameters and add computed columns.

Budget Status by Account New Query

< Provost & Exec VC-Academic Affairs - 200000 ✎ ➦ 📄 ⓘ ⋮

Query Results + 📄

Account	Account Title	Health	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	FY23/PD14 Available Balance
611140	EPA Adm Reg Sal-Nfte	✔	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
611400	EHRA Dual Employment	✔	\$14,050.00	\$14,050.00	\$0.00	\$0.00	\$0.00
613400	EHRA Teaching Dual Employment	⚠	\$72,282.00	\$72,281.53	\$0.00	\$0.00	\$0.47
618100	Social Security	⚠	\$6,543.00	\$6,542.43	\$0.00	\$0.00	\$0.57
882970	Tfiro OSC-DCAP	✔	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Report Total (of all records)			\$92,875.00	\$92,873.96	\$0.00	\$0.00	\$1.04

12. To determine available balance for your operating accounts, select the pencil to edit and enter **7%** in the **Account** field, then select Submit.

Edit Query ✕

Select Query Type
Budget Status by Account

Values

Chart *
A Appalachian State University x v

Fund
109308 Business Systems x v

Account
7% x v

Index
Choose Index v

Organization *
415400 Business Systems x v

Program
170 Institutional Support x v

✎

FY24/PD14 Reservation

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

13. The bottom line (**Report Total of all records**) will show the remaining available balance in the operating budget. If the total is blank or the Accounted Budget/Year to Date totals are negative, select the pencil to edit the query and un-check the Include Revenue Accounts box.

Budget Status by Account New Query

< Business Systems - 415400 ✎ ➤ 📄 ⓘ ⋮

Query Results + ⬇

Account	Account Title	Health	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservation	FY23/PD14 Available Balance
719000	Contracted Services Budget Pool	⚠	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
720000	Supplies and Materials Budget Pool	⚠	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
729900	Other Material & Sup	⚠	\$0.00	\$49.99	\$0.00	\$0.00	(\$49.99)
731000	Travel Budget Pool	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
732000	Communications Budget Pool	✅	\$1,137.00	\$0.00	\$0.00	\$0.00	\$1,137.00
732100	Telephone	⚠	\$0.00	\$1,296.00	\$0.00	\$0.00	(\$1,296.00)
734000	Other Current Services Budget Pool	✅	\$274.00	\$0.00	\$0.00	\$0.00	\$274.00
Report Total (of all records)			\$5,000.00	\$5,158.46	\$0.00	\$0.00	(\$158.46)

Commitment Type

All ⌵ Include Revenue Accounts

Fiscal Year* 2024 ⌵ Fiscal Period* 14 ⌵

14. 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. This will not work with the 734000-budget pool.

Budget Status by Account New Query

< Business Systems - 415400 ✎ ➤ 📄 ⓘ ⋮

Query Results + ⬇

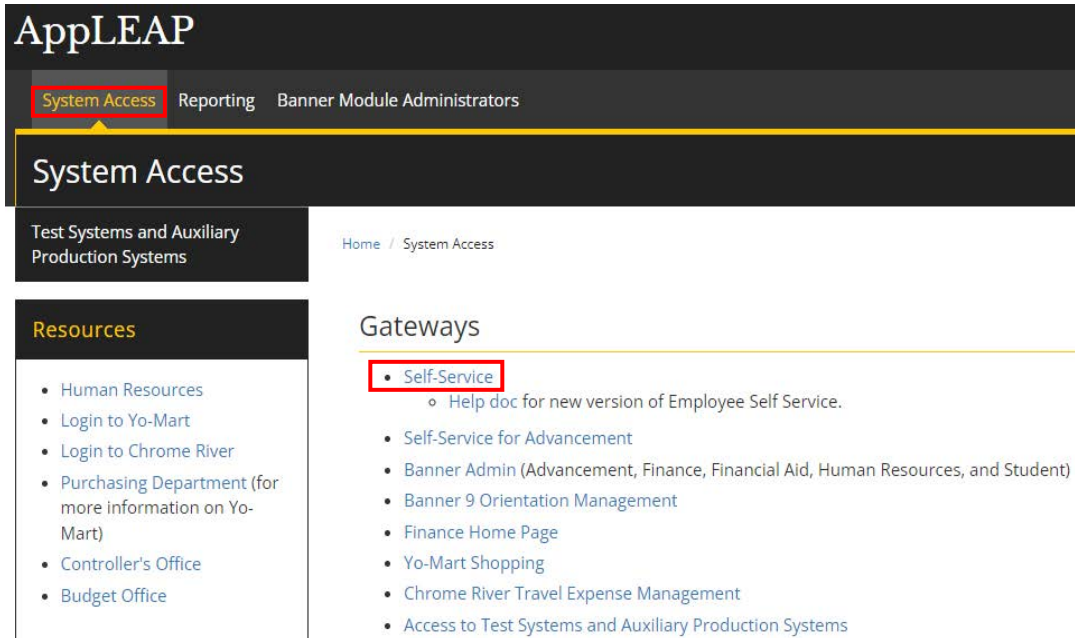
Account	Account Title	Health	FY24/PD14 Accounted Budget	FY24/PD14 Year to Date	FY24/PD14 Encumbrances	FY24/PD14 Reservation	FY24/PD14 Available Balance
731000	Travel Budget Pool	✅	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00
731120	In State Trans-Ground	⚠	\$0.00	\$123.20	\$0.00	\$0.00	(\$123.20)
Report Total (of all records)			\$900.00	\$123.20	\$0.00	\$0.00	\$776.80

15. When all budget queries have been completed, click on the profile icon in the upper right corner of the screen to logout of the Banner Self-Service.



Departmental Budget Transfers Self-Service Journals

1. Connect to <https://appleap.appstate.edu/> and select the **System Access** tab.
2. Select **Self-Service**.



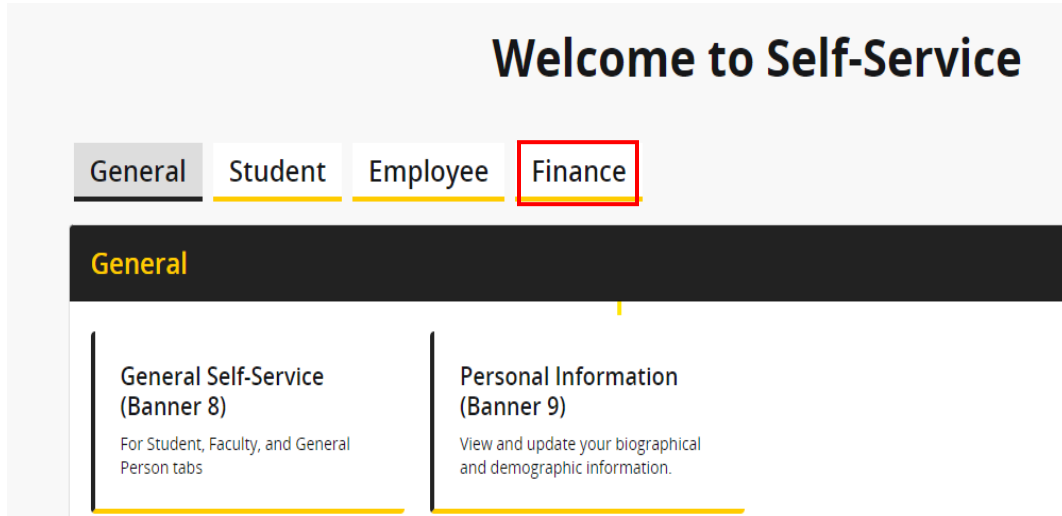
The screenshot shows the AppLEAP web interface. At the top, the 'System Access' tab is highlighted with a red box. Below the navigation bar, the 'System Access' section is visible. On the left, there is a 'Resources' sidebar with a list of links including Human Resources, Login to Yo-Mart, Login to Chrome River, Purchasing Department, Controller's Office, and Budget Office. On the right, the 'Gateways' section contains a list of links, with 'Self-Service' highlighted in red. Below 'Self-Service' is a sub-link: 'Help doc for new version of Employee Self Service.' Other gateway links include Self-Service for Advancement, Banner Admin, Banner 9 Orientation Management, Finance Home Page, Yo-Mart Shopping, Chrome River Travel Expense Management, and Access to Test Systems and Auxiliary Production Systems.

3. Log in using your **Username and Password**.

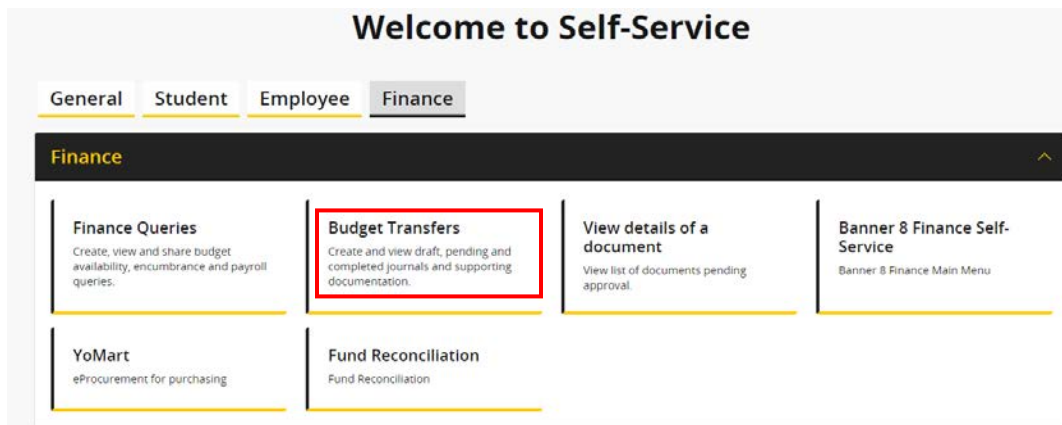


The screenshot shows the login page for Appalachian State University. At the top, the university logo is displayed. Below the logo, there is a warning: 'Do not bookmark this page.' The login form consists of two input fields: 'login or email' and 'password'. Below the input fields is a dark blue button labeled 'Sign in'.

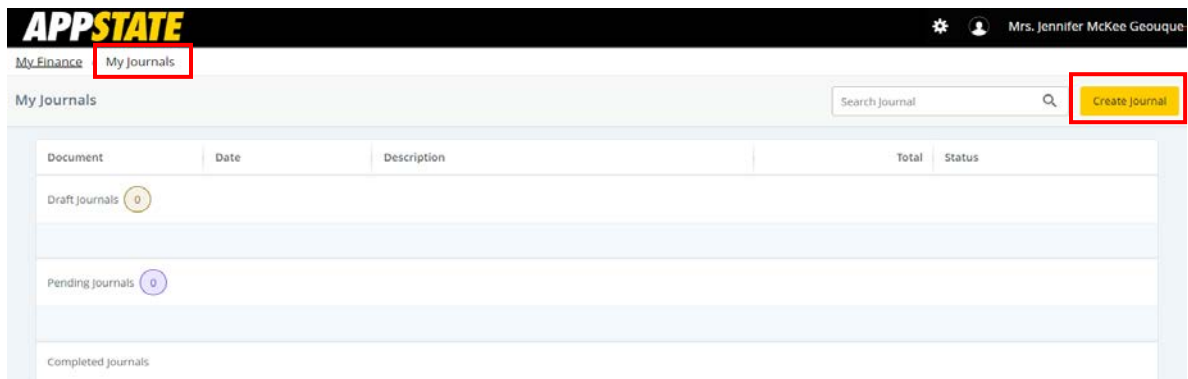
4. Select **Finance**.



5. Select **Budget Transfers**.



6. From **My Journals** select **Create Journal**.



7. Complete the **Create Journal** form (Header). Required fields have an *. Any information entered here will default into the next forms to be completed. **The only required field on this form is the transaction date.**

Transaction Date - defaults to the current date.

Distribution Total – this is the hash total of all transactions to be entered. **Use whole dollars only (no cents).** Decimals may be used but are not required.


Journal Type – select **XB4** for **State Funds** - funds that begin with 1; select **XT4** for **Trust Funds** – funds that begin with 2 thru 5).

Description

Journal Comments

Select **Create** when finished.

CREATE JOURNAL ✕

Transaction Date *
 

Distribution Total

ACCOUNTING DEFAULTS

Journal Type ✕ ▼ Description

JOURNAL COMMENTS

Public Comment ▲

Private Comment ▲

8. Complete the **Add Accounting** form. Required fields have an *.
- Journal Type** - confirm correct Journal type is selected. (**XB4** for **State funds**; **XT4** for **Trust funds**).
- Chart of Accounts** – **A Note:** (A=App Funds beginning with 1-8, F=Foundation Funds beginning with 9)
- Fund** – start typing fund and select from dropdown menu.
- Account** – start typing account or select from dropdown menu.

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 the account codes listed above, plus any account codes related to salaries and benefits and flex benefits (61xxxx and 882970).**

Enter Amount - Use whole dollars only (no cents). Decimals may be used but are not required.

Enter Debit/Credit – this will be a “+” or “-”.

Description – defaults in if a description was entered on the Create Journal form, if not it will need to be entered here.

Select **Add Accounting** to add additional transfers. Continue until all transfers have been entered.

Select **Save** when finished.

ADD ACCOUNTING



Sequence Number : 1

Status :

Journal Type *

XT4 Trust Funds-Temp Trans



Chart *

A Appalachian State University



Fund

336537 New York Loft



Account

720000 Supplies and Materials Budget Pool



Percent

Amount *

250.00

Debit/Credit *

- Minus



Description *

Align Budget Accounts

Document Reference

SAVE

ADD ACCOUNTING

- Review the journal (i.e., budget transfer). Use the scrollbar at the bottom to see additional information. If everything looks correct, select **Submit Journal** in the lower right corner of the screen. If corrections are needed, select the row that needs editing or select **Add Accounting** in the lower right corner. The pencil in the upper right corner allows you to edit the Header information. The icon, with the bar over three vertical lines, allows you to show or hide columns. When all corrections have been made select **Submit Journal**. You will be asked to confirm the submission.

My Finance - My Journals - J0034085

J0034085

Transaction date: 10/21/2023 Total: 500.00 Status: Draft

Accounting Distribution 4

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity
1	✔	XT4	A	--	250.00	- Minus	--	336537	400300	720000	219	--
2	✔	XT4	A	--	150.00	+ Plus	--	336537	400300	785000	219	--
3	✔	XT4	A	--	75.00	+ Plus	--	336537	400300	740000	219	--
4	✔	XT4	A	--	25.00	+ Plus	--	336537	400300	731000	219	--

Accounting total: 500.00

Buttons: Back, Save as draft, **Submit Journal**, **Add accounting**

Do you want to submit journal J0034085?

NO

YES

- Once the journal has been submitted, 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.

My Finance - My Journals

My Journals

Search journal Create journal

Document J0034085 completed and forwarded to the posting process.

Document	Date	Description	Total	Status
Draft journals 0				
Pending journals 0				
Completed journals				
J0034085	10/21/2023	Align Budget Accounts	500.00	Completed

11. **My Journals** shows Draft, Pending and Completed Journals (i.e., budget transfers). Select a journal to view it. The active selection turns orange.

My.Finance » My Journals

My Journals Search Journal Create Journal

Document	Date	Description	Total	Status
Draft Journals (0)				
Pending Journals (0)				
Completed Journals				
J0034085	10/21/2023	Align Budget Accounts	500.00	Completed
J0034084	10/21/2023	Align Accounts	4.00	Completed

[View More](#)

12. The icons in the upper right corner allow you to view journals in PDF format, export them to Excel, reverse or copy them and select columns you want to show or hide.

My.Finance » My Journals » J0034085

J0034085 Search Accounting

Transaction date: 10/21/2023 Total: 500.00 Status: **Completed**

Accounting Distribution (4)

Sequence	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity	Location
1	XT4	A	--	250.00	- Minus	--	336537	400300	720000	219	--	--
2	XT4	A	--	150.00	+ Plus	--	336537	400300	785000	219	--	--
3	XT4	A	--	75.00	+ Plus	--	336537	400300	740000	219	--	--
4	XT4	A	--	25.00	+ Plus	--	336537	400300	731000	219	--	--

Accounting total : 500.00

[Back](#)

13. When all budget transfers have been completed, select the profile icon in the upper right corner of the screen to logout of the Banner Self-Service.



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 are 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 [Accounting Services](#). If you have questions concerning check voucher postings to your fund, contact [Disbursements](#).
- ❑ 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.
- ❑ Comprehensive guidance related to accounting operations, spending requirements and fiscal responsibility can be found on the Controller's [Confluence](#) website.
- ❑ Refer to the [Finance and Operations 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

9.5.3 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, Contracts and

Grants 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: Review monthly financial reports in detail;

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;

Sign the copy;

1. Obtain the supervisor's approving signature; and
2. 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.

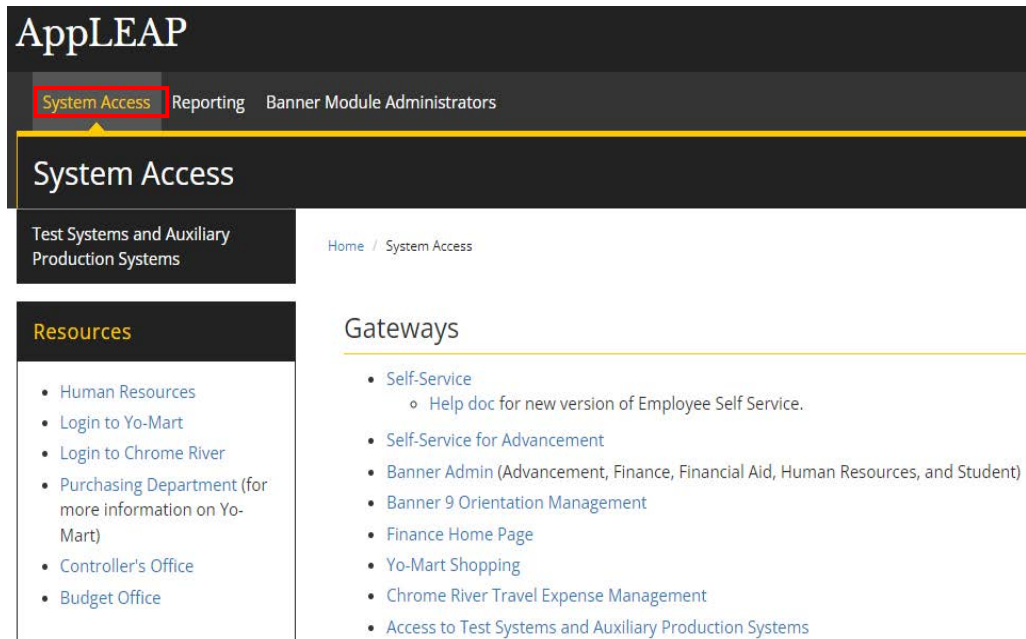
4.9.3.2 A listing of e-print reports to aid in reconciliation entitled, "E-print-The Right Report for the Job," and Campus Budgets Dashboard Reports, entitled, "List of the New Reports," can also be found at http://www.appleap.appstate.edu/finance_over.html. Access to Campus Budgets Dashboard is found at http://appleap.appstate.edu/finance_over.html.

***Banner Finance
User Training Manual***

Contracts and Grants Accounting

Grant Budget Queries

1. Connect to <https://appleap.appstate.edu/> and select the **System Access** tab.
2. Select **Self-Service**.



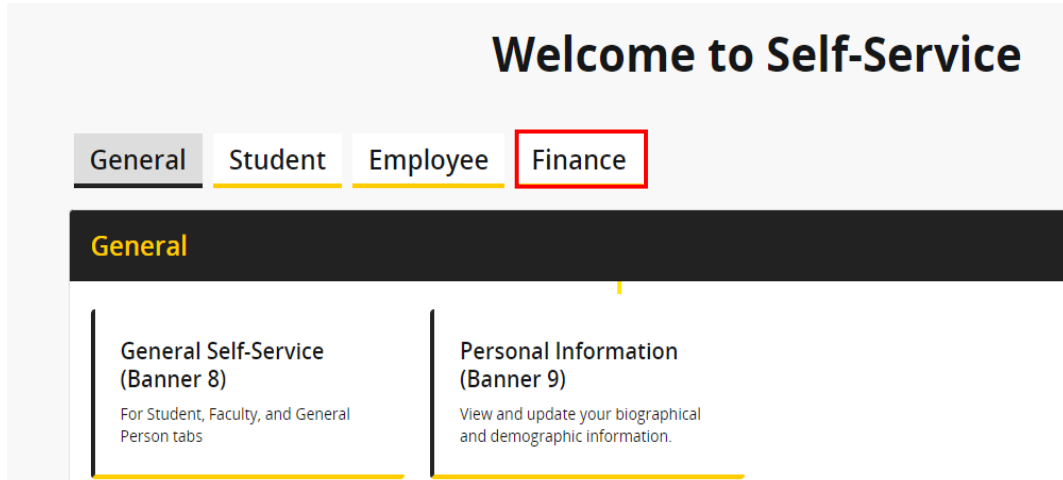
The screenshot shows the AppLEAP web interface. At the top, the 'System Access' tab is highlighted with a red box. Below the navigation bar, the 'System Access' section is visible. On the left, there is a sidebar with 'Resources' including links to Human Resources, Yo-Mart, Chrome River, Purchasing Department, Controller's Office, and Budget Office. On the right, the 'Gateways' section lists various services, with 'Self-Service' being the first item, which has a sub-link for a help document. Other gateways include Self-Service for Advancement, Banner Admin, Banner 9 Orientation Management, Finance Home Page, Yo-Mart Shopping, Chrome River Travel Expense Management, and Access to Test Systems and Auxiliary Production Systems.

3. Log in using your **Username and Password**.

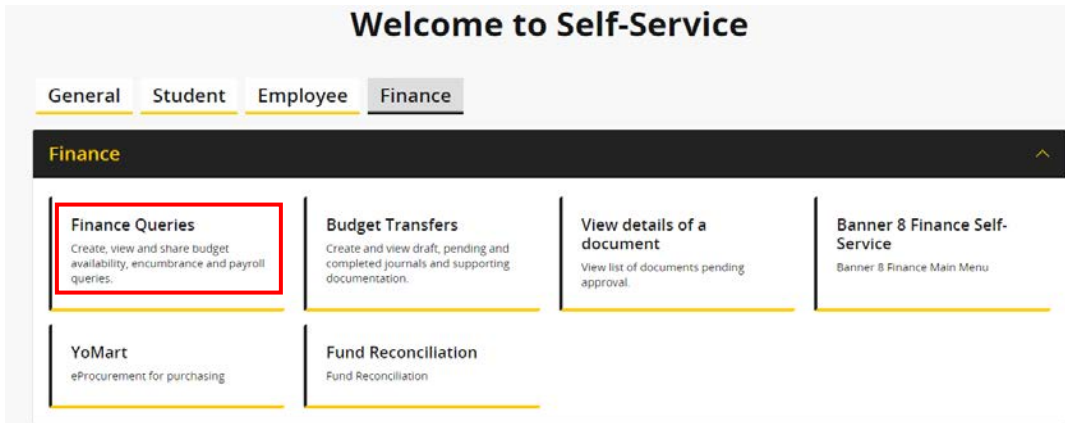


The screenshot shows the login page for Appalachian State University. At the top, the university's logo is displayed. Below the logo, there is a warning: 'Do not bookmark this page.' The login form consists of two input fields: 'login or email' and 'password'. Below these fields is a dark blue 'Sign in' button.

4. Select **Finance**.



5. Select **Finance Queries**.



6. Select **New Query**.



7. Select **Multi Year Query** for project-to-date information.

Create New Query

Select Query Type

Multi Year Query ^

Budget Status by Account

Budget Status by Organizational Hierarchy

Encumbrance Query

Multi Year Query

8. Select **A** for Chart, enter the Grant number in the **Grant** field, enter the **Date From** (auto fills), and select **Submit**.

Create New Query

Select Query Type

Multi Year Query v

Values

Chart *

A Appalachian State University x v

Fund

Choose Fund v

Organization

Choose Organization v

Program

Choose Program v

Index

Choose Index v

Grant *

557092 Mountain to Sea NC LSAMP x v

Account

Choose Account v

Activity

Choose Activity v

Date From *

08 x v

2022 x v

Date To

None v

None v

Grant Ledger

<input type="checkbox"/> Adopted Budget ⓘ	<input checked="" type="checkbox"/> Year to Date ⓘ
<input type="checkbox"/> Budget Adjustment ⓘ	<input checked="" type="checkbox"/> Encumbrance ⓘ
<input type="checkbox"/> Adjusted Budget ⓘ	<input checked="" type="checkbox"/> Reservation ⓘ
<input type="checkbox"/> Temporary Budget ⓘ	<input type="checkbox"/> Commitments ⓘ
<input checked="" type="checkbox"/> Accounted Budget ⓘ	<input checked="" type="checkbox"/> Available Balance ⓘ

SUBMIT

9. Example of report.

Multi Year Query New Query

< Mountain to Sea NC LSAMP - 557092 🔍 🏠 📄 ⌂

Query Results + 📄

Account	Account Title	Health	Accounted Budget	Year to Date	Encumbrances	Reservation	Available Balance
611180	EPA Adm- One Time Pay	✔️	\$3,500.00	\$6,500.00	\$0.00	\$0.00	\$3,000.00
618100	Social Security	✔️	\$2,980.00	\$466.45	\$0.00	\$0.00	\$2,513.55
618200	State Retirement	⚠️	\$0.00	\$857.50	\$0.00	\$0.00	(\$857.50)
618700	TIAA Opt Retirement	⚠️	\$0.00	\$207.00	\$0.00	\$0.00	(\$207.00)
618710	TIAA Ret Match- Ap	⚠️	\$0.00	\$68.40	\$0.00	\$0.00	(\$68.40)
618770	Fidelity Ret Mtch	⚠️	\$0.00	\$136.80	\$0.00	\$0.00	(\$136.80)
719540	Rsrch Subcontract Expense	⚠️	\$0.00	\$9,000.00	\$0.00	\$0.00	(\$9,000.00)
Report Total (of all records)			\$53,499.00	\$69,299.10	\$1,842.80	\$0.00	(\$17,342.90)

10. For fiscal year-to-date information, select **Budget Status by Account** from the dropdown menu.

Create New Query

Select Query Type

Budget Status by Account ^

Budget Status by Account 🔍

Budget Status by Organizational Hierarchy

Encumbrance Query

Multi Year Query

Budget Quick Query

11. Enter the following.

Chart of Accounts – A

Fund - enter in the Index field. This will ensure that the default org and program auto fill. **Note: Chart of Accounts** (A=ASU Funds beginning with 1-5, F=Foundation Funds beginning with 9)

Create New Query

Select Query Type

Budget Status by Account

Values

Chart *

A Appalachian State University * v

Index

559438 WECARE: Workforce Engagem... * v

Fund

559438 WECARE: Workforce Engagement

Organization *

273600 Institute for Health & Human Srvcs

Account

Choose Account

Program

110 Organized Research

12. Select the following.

Fiscal Year (Example: Fiscal Year 2023-2024 = 2024)

Fiscal Period (Example: October = Fiscal Period 04 since it is the 4th 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.

Fiscal Year *	2024 x v	Fiscal Period *	14 x v
Comparison Fiscal Year	None v	Comparison Fiscal Period	None v

13. 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 **Submit**. (NOTE: Selecting Accounted Budget in the first column will allow you to drill down for more information in the query.)

Operating Ledger






- | | |
|--|---|
| <input type="checkbox"/> Adopted Budget ⓘ | <input checked="" type="checkbox"/> Year to Date ⓘ |
| <input type="checkbox"/> Budget Adjustment ⓘ | <input checked="" type="checkbox"/> Encumbrance ⓘ |
| <input type="checkbox"/> Adjusted Budget ⓘ | <input checked="" type="checkbox"/> Reservation ⓘ |
| <input type="checkbox"/> Temporary Budget ⓘ | <input type="checkbox"/> Commitments ⓘ |
| <input checked="" type="checkbox"/> Accounted Budget ⓘ | <input checked="" type="checkbox"/> Available Balance ⓘ |

SUBMIT

14. Example of report. To view detailed information for any budget or expenditure account, click on any of the **blue numbers**. The icons in the upper right corner allow you to edit, share, save and download the query to Excel. You can also view parameters and add computed columns.

Budget Status by Account New Query

< International Edu & Development - 215000

Account	Account Title	Health	FY24/PD14 Accounted Budget	FY24/PD14 Year to Date	FY24/PD14 Encumbrances	FY24/PD14 Reservation	FY24/PD14 Available Balance
611180	EPA Adm. One Time Pay	ⓘ	\$0.00	\$8,850.23	\$0.00	\$0.00	(\$8,850.23)
612120	SPReg Salary- Rs	ⓘ	\$0.00	\$10,572.60	\$0.00	\$0.00	(\$10,572.60)
614120	Nonstud Reg- Wage-Rs	ⓘ	\$0.00	\$7,476.20	\$0.00	\$0.00	(\$7,476.20)
614200	Nonstud Overtime Pay	ⓘ	\$0.00	\$25.50	\$0.00	\$0.00	(\$25.50)
614520	Student Reg Wage- Rs	ⓘ	\$0.00	\$3,266.55	\$0.00	\$0.00	(\$3,266.55)
614600	Student Overtime Pay	ⓘ	\$0.00	\$627.30	\$0.00	\$0.00	(\$627.30)
614660	SPAOT Payment- Rs	ⓘ	\$0.00	\$212.40	\$0.00	\$0.00	(\$212.40)
614680	Nonstud Prem Pav-Ad	ⓘ	\$0.00	\$250.75	\$0.00	\$0.00	(\$250.75)
Report Total (of all records)			\$0.00	(\$175,187.02)	\$0.00	\$0.00	\$175,187.02

15. **Budget Quick Query** Select **A** for Chart, enter the Grant number in the **Index** field (org will default), select the **Fiscal Year** and select **Submit**. **Note: Fiscal year information only, does not allow you to access specific document information as Status by Account does.**

Select Query Type

Budget Quick Query

Values

Chart *

A Appalachian State University * v

Index

557092 Mountain to Sea NC LSAMP * v

Fund

557092 Mountain to Sea NC LSAMP * v

Organization *

200000 Provost & Exec VC-Academic ... * v

Account

Choose Account v

Program

110 Organized Research * v

Activity

Choose Activity v

Location

Choose Location v

Commitment Type

All v

Include Revenue Accounts

Fiscal Year *

2024 * v

SUBMIT

16. Example of report.

Budget Quick Query New Query

Provost & Exec VC-Academic Affairs - 200000

Query Results

Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
502410	Res Federal C & G- Nonexchange	ⓘ	\$0.00	\$42,180.12	\$0.00	(\$42,180.12)
611180	EPA Adm- One Time Pay	ⓘ	\$0.00	\$4,000.00	\$0.00	(\$4,000.00)
618100	Social Security	ⓘ	\$0.00	\$285.80	\$0.00	(\$285.80)
618200	State Retirement	ⓘ	\$0.00	\$245.00	\$0.00	(\$245.00)
618700	TIAA Opt Retirement	ⓘ	\$0.00	\$207.00	\$0.00	(\$207.00)
618710	TIAA Ret Match- Ap	ⓘ	\$0.00	\$68.40	\$0.00	(\$68.40)
618770	Fidelity Ret Mtch	ⓘ	\$0.00	\$136.80	\$0.00	(\$136.80)
719540	Rsrch Subcontract Expense	ⓘ	\$0.00	\$9,000.00	\$0.00	(\$9,000.00)
Report Total (of all records)			\$0.00	(\$987.88)	(\$1,542.80)	\$2,530.65

17. When all budget queries have been completed, click on the profile icon in the upper right corner of the screen to logout of the Banner Self-Service.

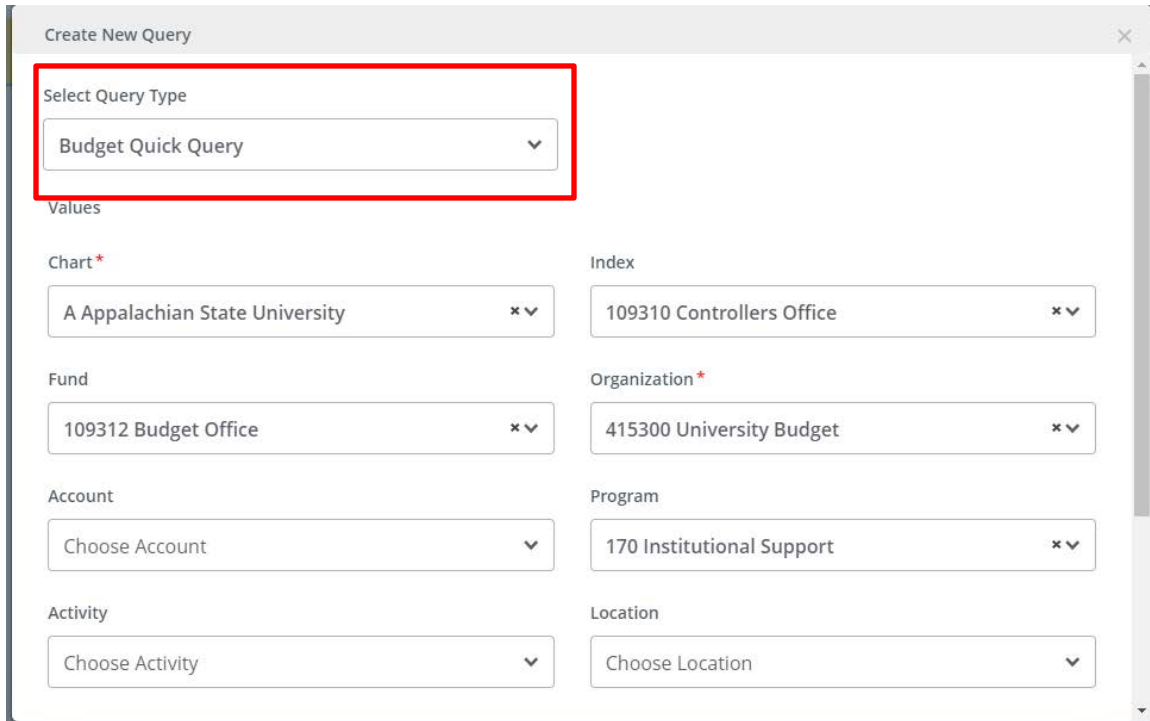


Budget Quick Query

(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 drop-down menu.



Create New Query

Select Query Type

Budget Quick Query

Values

Chart *

A Appalachian State University

Index

109310 Controllers Office

Fund

109312 Budget Office

Organization *

415300 University Budget

Account

Choose Account

Program

170 Institutional Support

Activity

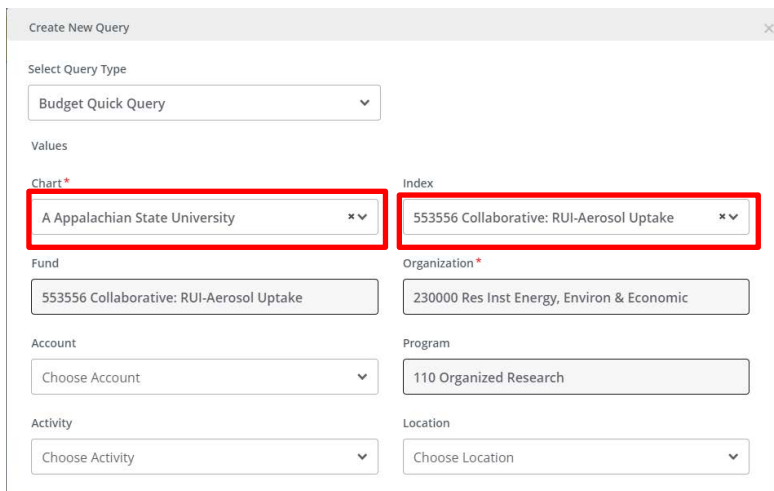
Choose Activity

Location

Choose Location

10. Enter the Chart and Index.

- Chart A
- Index is the Grant fund number



Create New Query

Select Query Type

Budget Quick Query

Values

Chart *

A Appalachian State University

Index

553556 Collaborative: RUI-Aerosol Uptake

Fund

553556 Collaborative: RUI-Aerosol Uptake

Organization *

230000 Res Inst Energy, Environ & Economic

Account

Choose Account

Program

110 Organized Research

Activity

Choose Activity

Location

Choose Location

10. Fund, Organization, and Program codes will default and populate in the correct places. Please be sure to review these fields for accuracy.

Create New Query

Select Query Type
Budget Quick Query

Values

Chart*
A Appalachian State University

Index
553556 Collaborative: RUI-Aerosol Uptake

Fund
553556 Collaborative: RUI-Aerosol Uptake

Organization*
230000 Res Inst Energy, Environ & Economic

Account
Choose Account

Program
110 Organized Research

Activity
Choose Activity

Location
Choose Location

11. Check or uncheck the box to include the revenue accounts and click “Submit”

Activity
Choose Activity

Location
Choose Location

Commitment Type
All

Include Revenue Accounts

Fiscal Year*
2024

SUBMIT

12. Example of the report with Revenue Accounts.

Budget Quick Query New Query

Res Inst Energy, Environ & Economic - 230000

Query Results

Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
102410	Res Federal C & G- Nonexchange	⚠	\$0.00	\$190,216.26	\$0.00	(\$190,216.26)
611180	EPA Adm- One Time Pay	⚠	\$0.00	\$21,536.00	\$0.00	(\$21,536.00)
614520	Student Reg Wage- Rs	⚠	\$0.00	\$18,976.00	\$0.00	(\$18,976.00)
614600	Student Overtime Pay	⚠	\$0.00	\$90.00	\$0.00	(\$90.00)
618100	Social Security	⚠	\$0.00	\$2,037.56	\$0.00	(\$2,037.56)
618700	TIAA Opt Retirement	⚠	\$0.00	\$1,561.36	\$0.00	(\$1,561.36)
618710	TIAA Ret Match- Ap	⚠	\$0.00	\$1,473.07	\$0.00	(\$1,473.07)
729905	Rorch Other Material & Sup	⚠	\$0.00	\$450.60	\$71.95	(\$522.55)
731210	Out of State Trans-Air	⚠	\$0.00	\$873.42	\$0.00	(\$873.42)
731220	Out of State Trans-Grnd	⚠	\$0.00	\$151.09	\$0.00	(\$151.09)
731230	Out of State Trans-Othr	⚠	\$0.00	\$208.00	\$0.00	(\$208.00)
731250	Out of State Meals	⚠	\$0.00	\$526.20	\$0.00	(\$526.20)
Report Total (of all records)			\$0.00	(\$26,083.46)	(\$71.95)	\$26,126.41

13. Example of the report without Revenue Accounts.

Budget Quick Query New Query

Res Inst Energy, Environ & Economic - 230000

Query Results

Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
611180	EPA Adm- One Time Pay	⚠	\$0.00	\$21,536.00	\$0.00	(\$21,536.00)
614520	Student Reg Wage- Rs	⚠	\$0.00	\$18,976.00	\$0.00	(\$18,976.00)
614600	Student Overtime Pay	⚠	\$0.00	\$90.00	\$0.00	(\$90.00)
618100	Social Security	⚠	\$0.00	\$2,037.56	\$0.00	(\$2,037.56)
618700	TIAA Opt Retirement	⚠	\$0.00	\$1,561.36	\$0.00	(\$1,561.36)
618710	TIAA Ret Match- Ap	⚠	\$0.00	\$1,473.07	\$0.00	(\$1,473.07)
729905	Rorch Other Material & Sup	⚠	\$0.00	\$450.60	\$71.95	(\$522.55)
731210	Out of State Trans-Air	⚠	\$0.00	\$873.42	\$0.00	(\$873.42)
731220	Out of State Trans-Grnd	⚠	\$0.00	\$151.09	\$0.00	(\$151.09)
731230	Out of State Trans-Othr	⚠	\$0.00	\$208.00	\$0.00	(\$208.00)
731250	Out of State Meals	⚠	\$0.00	\$526.20	\$0.00	(\$526.20)
753250	Fixed Asset Edu Equip Sci & Med -Sk	⚠	\$0.00	\$149,178.72	\$0.00	(\$149,178.72)
Report Total (of all records)			\$0.00	\$215,269.72	\$71.95	(\$215,341.67)

Banner Finance
User Training Manual

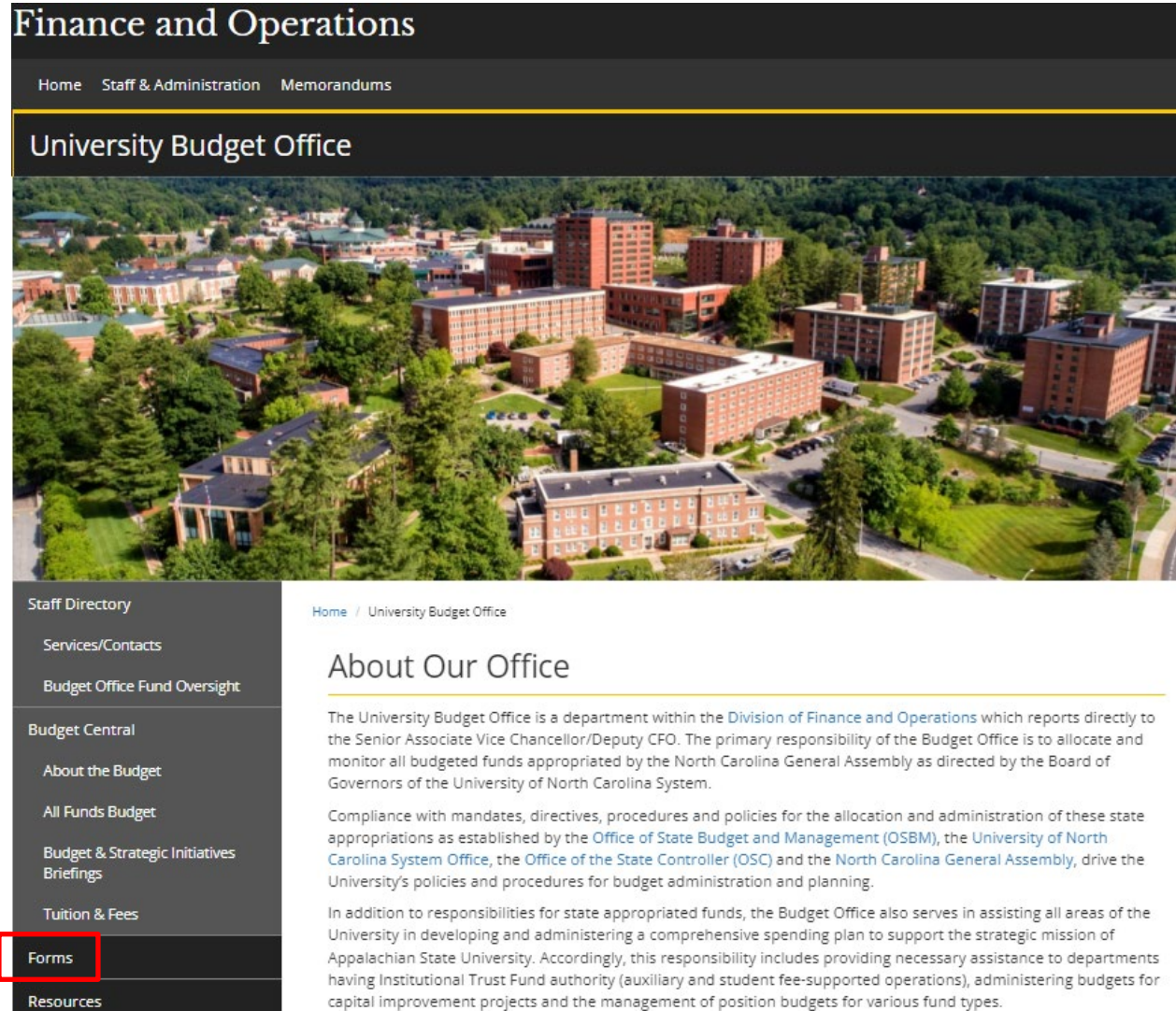
Miscellaneous

APPALACHIAN STATE UNIVERSITY

University Budget Office and Contracts and Grants Accounting

Fund Authority Form Instructions


Connect to <https://finops.appstate.edu/budgetoffice> and select **Forms**.



Finance and Operations

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University Budget Office



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Home / University Budget Office

About Our Office

The University Budget Office is a department within the [Division of Finance and Operations](#) which reports directly to the Senior Associate Vice Chancellor/Deputy CFO. 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.

Compliance with mandates, directives, procedures and policies for the allocation and administration of these state appropriations as established by the [Office of State Budget and Management \(OSBM\)](#), the [University of North Carolina System Office](#), the [Office of the State Controller \(OSC\)](#) and the [North Carolina General Assembly](#), drive the University's policies and procedures for budget administration and planning.

In addition to responsibilities for state appropriated funds, the Budget Office also serves in assisting all areas of the University in developing and administering a comprehensive spending plan to support the strategic mission of Appalachian State University. Accordingly, this responsibility includes providing necessary assistance to departments having Institutional Trust Fund authority (auxiliary and student fee-supported operations), administering budgets for capital improvement projects and the management of position budgets for various fund types.

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.

Finance and Operations

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Budget Office Forms

Staff Directory

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- Budget Office Fund Oversight

Budget Central

- About the Budget
- All Funds Budget
- Budget & Strategic Initiatives Briefings
- Tuition & Fees

Forms

- Resources
- New York Loft

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**
 - 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 contract and grant funds should be sent to Contracts and Grants Accounting.

Appalachian State University
FUND AUTHORITY FORM

Page 1

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: Elkin St Sup & Acad Enr Grant PRC108

Date Fund Established and/or Duration of Fund: _____

What is the Purpose of the Fund (including Organization #, restrictions, conditions, etc.)?
 This is a request for a new fund for the Academy at Elkin Lab School, PRC 108 St Sup & Acad Enr Grant. The Fund number should be 115515 to align with the same PRC fund at the Academy at Middle Fork. The initial FY23 allotment is attached.

The use of funds is determined by the PRC chart of accounts located at <https://www.dpi.nc.gov/districts-schools/districtoperations/financial-and-business-services/school-district-finance-operations/chart-accounts>. The list can change frequently, so it is best to check the website when making budget related decisions in the current year. The list as of 2.24.23 is attached.

***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:
Talana Bell belltj
Casey Darnell darnellcl Sandi Jones jonessa

Designated Financial Manager: Tim Walker Walkerto

For VC - Finance & Operations Use Only	Funds Authorized By:
Fund # <u>115515</u> Organization # <u>260855</u>	Names may be typed if approvals are by email.
Program <u>112</u> Revenue Acct. <u>502415</u>	<u>Sandi Jones</u> 9.7.23 Program Director/ Principal
Budget Director: John Adams	_____ Chairperson
Controller: David Jamison	_____ Dean/ Director or designee
Special Funds Acct.: Elaine Berry	<u>Talana J. Bell 9/7/2023</u> Vice Chancellor or designee
Fund Authority: Select Authority	_____ Chancellor or designee
Payroll Redistribution: <input type="radio"/> YES <input type="radio"/> NO	

Revised 4.27.21

Important Note for Contract and Grant Funds As a reminder, when you applied for this award as PI you certified that you (1) would provide the required progress reports, (2) would comply with all relevant state and federal regulations, University policies and contractual obligations, (3) had reviewed all applicable U.S. Export Control requirements and University policy on Export Controls and comply with the export control requirements, (4) would comply with the NIH Policy on Public Access for any NIH award and (5) would work to ensure that your relationship with the sponsor of this project is either free of conflict of interest or consistent with a previously disclosed conflict of interest management plan.

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:	On-Campus Sources: (check if applicable)		Off-Campus Sources: (check if applicable)
\$ - Year 1	<input type="checkbox"/> Charges to Students	<input type="checkbox"/> Charges to Governmental Entities	
\$ - Year 2	<input type="checkbox"/> Charges to Faculty or Staff	<input type="checkbox"/> Charges to Not-For-Profit Entities	
\$ - Year 3	<input type="checkbox"/> Charges to Other Funds	<input type="checkbox"/> Charges to Other Universities	
\$ - After 3 Yrs	If revenue source is "Charges to Other Funds," please list fund number(s) below:		<input type="checkbox"/> Charges to Alumni
Source of Receipts (Percentage)		<input type="checkbox"/> Charges to Affiliate Organizations	
% From On-Campus Receipt Sources:	▼	<input type="checkbox"/> Charges to For Profit Organizations	
% From Off-Campus Receipt Sources:	▼	<input type="checkbox"/> Charges to General Public	
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, it is forwarded to the GF Budget Analyst or the Trust Fund Budget Analyst for review. If there are errors, Budget Analysts will work with Business Officers to resolve errors. Approved Fund Authority Forms are forwarded to the Associate Budget Director, then to the Budget Director for approval. Approved forms are typically posted in Banner within 1 - 2 days of receipt. Budget Analysts will notify the Business Officer that submitted the Fund Authority Form after the request has been processed. If the request is for a new fund, the Budget Analysts 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).

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

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](#)