The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The central area is white, providing a clean space for the text.

# Banner Navigation & Budget Revisions

# What We'll Cover

- ▶ A step-by-step guide to:
  - ▶ Budget Queries in E-Z Arts
  - ▶ Accessing Salaries/Benefits
  - ▶ Budget Transfers
    - ▶ When you can and can't move budget
    - ▶ Self-service transfers
    - ▶ Budget Transfer Forms
    - ▶ Budget Request Forms

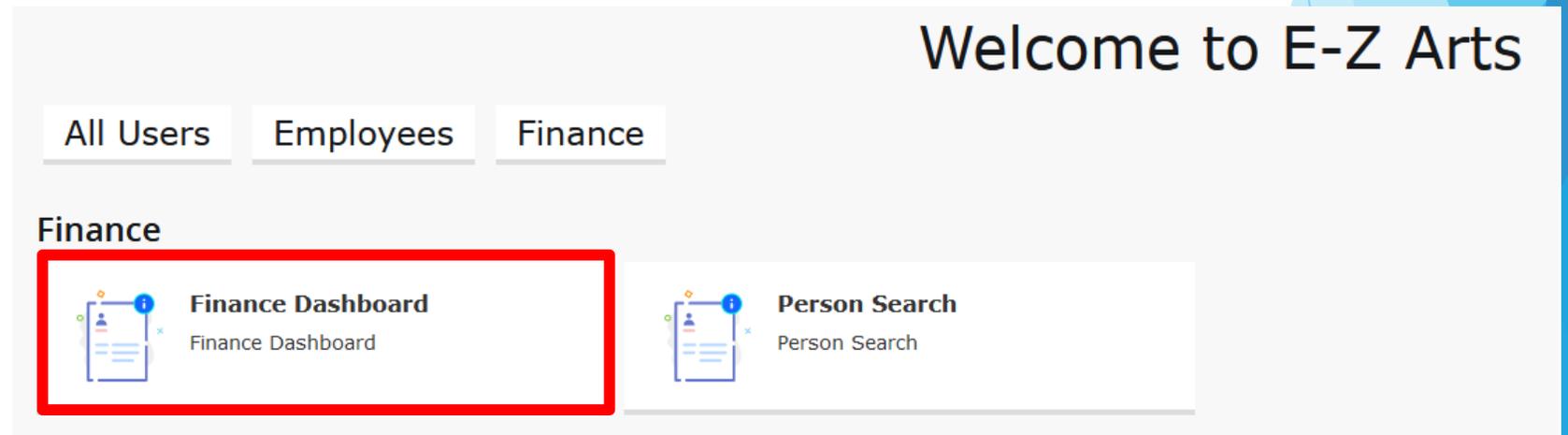
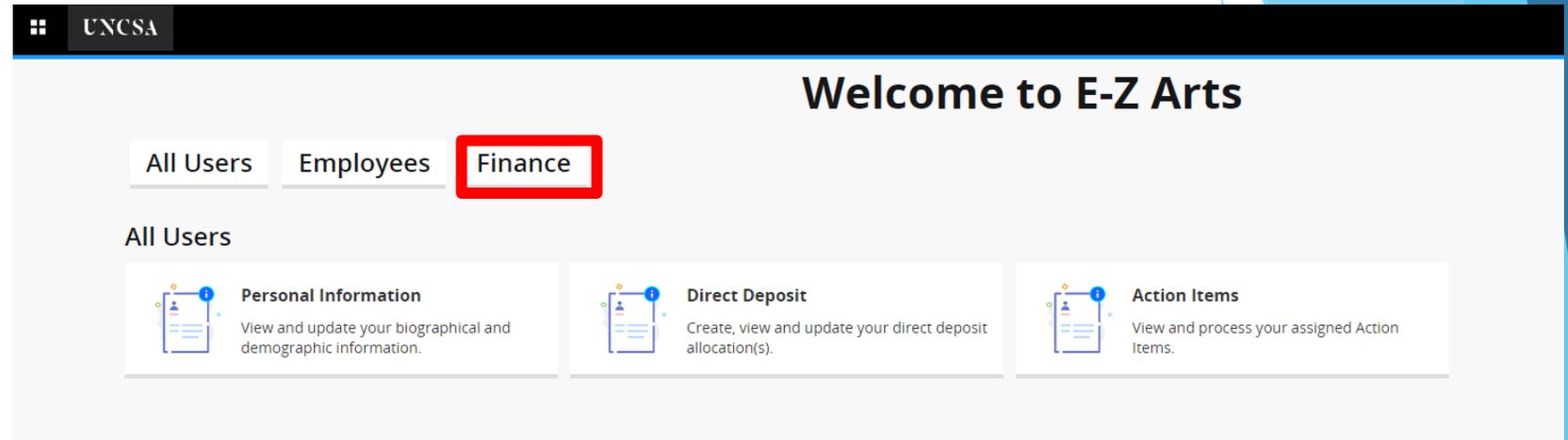
# Budget Queries

The background features a complex, abstract design of overlapping, semi-transparent blue polygons. The colors range from light sky blue to deep navy blue. The shapes are primarily triangles and quadrilaterals, creating a dynamic, layered effect that is most prominent on the right side of the slide.

1. Log in to EZ Arts

2. Select Finance

3. Select Finance Dashboard



## 4. Select My Finance Query

### My Finance



Hello Matthew,

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



#### My Finance Query

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



#### My Journals

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



#### Delete Finance Template

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



#### View Document

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

## 5. Select New Query

My Finance • My Finance Query

My Finance Query

Search Query



New Query

Favorites

Saved Queries

Shared Queries

Low-High



## 6. Select Query Type: Budget Status by Account

Select Query Type

Budget Quick Query ^

Search

**Budget Status by Account**

Budget Status by Organizational Hierarchy

Encumbrance Query

Multi Year Query

Budget Quick Query

**(NOT the default "Budget Quick Query"!)**

7. Enter the fund in the **Index** field.

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

▶ Always start with Index, not Fund!

Create New Query

**Chart \***  
A UNC School of the Arts x v

**Fund**  
311740 Dance Summer Intensive - Ballet

**Account**  
Choose Account v

**Activity**  
Choose Activity v

**Fund Type**  
Choose Fund Type v

**Index**  
311740 Dance Summer Intensive - Ballet x v

**Organization \***  
21100 School of Dance

**Program**  
207 Recreational Services

**Account Type**  
Choose Account Type v

Include Revenue Accounts

## 8. Complete the following:

### **Fiscal Year:**

- ▶ Runs 7/1 - 6/30
- ▶ Named after the calendar year it ends in
- ▶ Ex. FY2024 started 7/1/23 and ends 6/30/24

### **Fiscal Period:**

- ▶ Month, starting from July
  - ▶ Fiscal Period 1 = July
  - ▶ 2 = August
  - ▶ 3 = September
  - ▶ and so forth

**Fiscal Year\***

2024



**Fiscal Period\***

04



**Comparison Fiscal Year**

None



**Comparison Fiscal Period**

None



### **Comparison Fiscal Year and Comparison Fiscal Period:**

- ▶ Used to compare data between fiscal years/periods
- ▶ To look at this year's data only, select "None"

9. Scroll down and select the columns you wish to see in your report. Click [Submit](#).

#### Operating Ledger

Adopted Budget ⓘ

Budget Adjustment ⓘ

Adjusted Budget ⓘ

Temporary Budget ⓘ

Accounted Budget ⓘ

Year to Date ⓘ

Encumbrance ⓘ

Reservation ⓘ

Commitments ⓘ

Available Balance ⓘ

The only fields you will usually need:

▶ Adjusted Budget

▶ Year To Date

▶ Commitment

▶ Available Balance

# 10. The report is ready to be reviewed. (Note column headings from step #9.)

10a. Use the arrow to download in Excel.

Budget Status by Account New Query

< School of Dance - 21100 [Icons]

Query Results

Account	Account Title	FY24/PD04 Adjusted Budget	FY24/PD04 Year to Date	FY24/PD04 Commitments	FY24/PD04 Available Balance
614500	Student Regular Wage	\$8,000.00	\$0.00	\$0.00	\$8,000.00
618100	Social Security	\$12,500.00	\$5,890.90	\$0.00	\$6,609.10
618200	State Retirement	\$8,000.00	\$4,338.21	\$0.00	\$3,661.79
618300	Medical Insurance	\$0.00	\$159.88	\$0.00	(\$159.88)
618700	Optional Retirement Plan	\$7,000.00	(\$147.67)	\$0.00	\$7,147.67
618710	TIAA Opt Retirement	\$0.00	\$821.90	\$0.00	(\$821.90)
618740	Fidelity Investments	\$0.00	\$50.41	\$0.00	(\$50.41)
618790	Optional Retirement Disability	\$0.00	\$891.45	\$0.00	(\$891.45)
71800P	Purchased Contractual Services Pool	\$80,000.00	\$0.00	\$0.00	\$80,000.00
718190	Other Contract Serv	\$0.00	\$44,193.00	\$0.00	(\$44,193.00)
718984	Svc Agreement-Janitorial	\$0.00	\$130.00	\$0.00	(\$130.00)
718989	Other Services	\$0.00	\$9,626.61	\$0.00	(\$9,626.61)
71899A	Internal Services-Other	\$0.00	\$1,534.00	\$0.00	(\$1,534.00)
72000P	Supplies Budget Pool	\$3,000.00	\$0.00	\$0.00	\$3,000.00
<b>Report Total (of all records)</b>		<b>\$0.00</b>	<b>(\$149,565.26)</b>	<b>\$0.00</b>	<b>\$149,565.26</b>

10b. View detailed information and related documents for an amount by clicking a [blue link](#).

10b. Clicking a [blue link](#) shows a list of individual transactions and related documents.

Query Results ↓

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
07/24/2023	07/25/2023	<a href="#">10124867</a> ⓘ	Harold Arnn dba Triad Piano Service	\$840.00	INEI
07/26/2023	07/26/2023	03033110 ⓘ	Harold Arnn dba Triad Piano Service	\$0.00	DNEI
08/08/2023	08/09/2023	<a href="#">10125139</a> ⓘ	Entertainment Payroll Services Inc	\$620.50	INNI
08/08/2023	08/09/2023	<a href="#">10125140</a> ⓘ	Entertainment Payroll Services Inc	\$4,959.31	INNI
08/09/2023	08/09/2023	10010636 ⓘ	Entertainment Payroll Services Inc	\$0.00	DNNI
08/09/2023	08/09/2023	10010636 ⓘ	Entertainment Payroll Services Inc	\$0.00	DNNI
09/20/2023	09/22/2023	<a href="#">10124699</a> ⓘ	Sidra Bell Dance New York, Inc	\$3,206.80	INEI
09/27/2023	09/27/2023	03033276 ⓘ	Sidra Bell Dance New York, Inc	\$0.00	DNEI
<b>Report Total (of all records)</b>				<b>\$9,626.61</b>	

Budget Status by Account

New Query

< School of Dance - 21100



Query Results



Account	Account Title	FY24/PD04 Adjusted Budget	FY24/PD04 Year to Date	FY24/PD04 Commitments	FY24/PD04 Available Balance
614500	Student Regular Wage	\$8,000.00	\$0.00	\$0.00	\$8,000.00
618100	Social Security	\$12,500.00	\$5,890.90	\$0.00	\$6,609.10
618200	State Retirement	\$8,000.00	\$4,338.21	\$0.00	\$3,661.79
618300	Medical Insurance	\$0.00	\$159.88	\$0.00	(\$159.88)
618700	Optional Retirement Plan	\$7,000.00	(\$147.67)	\$0.00	\$7,147.67
618710	TIAA Opt Retirement	\$0.00	\$821.90	\$0.00	(\$821.90)
618740	Fidelity Investments	\$0.00	\$50.41	\$0.00	(\$50.41)
618790	Optional Retirement Disability	\$0.00	\$891.45	\$0.00	(\$891.45)
71800P	Purchased Contractual Services Pool	\$80,000.00	\$0.00	\$0.00	\$80,000.00
718190	Other Contract Serv	\$0.00	\$44,193.00	\$0.00	(\$44,193.00)
718984	Svc Agreement-Janitorial	\$0.00	\$130.00	\$0.00	(\$130.00)
718989	Other Services	\$0.00	\$9,626.61	\$0.00	(\$9,626.61)
71899A	Internal Services-Other	\$0.00	\$1,534.00	\$0.00	(\$1,534.00)
72000P	Supplies Budget Pool	\$3,000.00	\$0.00	\$0.00	\$3,000.00
<b>Report Total (of all records)</b>		<b>\$0.00</b>	<b>(\$149,565.26)</b>	<b>\$0.00</b>	<b>\$149,565.26</b>

10c. Operating pools only have budget; individual account codes only have expenses. To view available budget for a pool, we turn to...

# Available Balance by Pool

11. The available balance can also be viewed in Banner 9 Self-service.

- ▶ Identify the first expense account code on the Budget Status report for that fund (ex. 611100).
- ▶ Create another query and ***choose that code as the account.***
- ▶ Click **Submit** at the bottom.

**Chart\***

A UNC School of the Arts



**Index**

311740 Dance Summer Intensive - Ballet



**Fund**

311740 Dance Summer Intensive - Ballet



**Organization\***

21100 School of Dance



**Account**

611100 EPA Adm Reg Sal, Ap



**Program**

207 Recreational Services



**Activity**

Choose Activity



12. On the following screen, click the **three dots** on the far right, then click **View Available Balance**.

Budget Status by Account New Query

< School of Dance - 21100 ✎ > 📄 ⓘ ⋮

Query Results View Available Balance  
View pending documents

Account	Account Title	FY24/PD04 Adjusted Budget	FY24/PD04 Year to Date	FY24/PD04 Commitments	FY24/PD04 Available Balance
611100	EPA Adm Reg Sal, Ap	\$10,000.00	\$4,325.00	\$0.00	\$5,675.00
<b>Report Total (of all records)</b>		<b>(\$10,000.00)</b>	<b>(\$4,325.00)</b>	<b>\$0.00</b>	<b>(\$5,675.00)</b>

### 13. The Available Balance report appears below:

- ▶ Posted Amount = Budget - (YTD expenses + Encumbrances).
- ▶ Pending Amount = Unfinished budget actions or transactions
- ▶ Available Balance = Posted Amount + Pending Amount

Available Balance					New Query
← School of Dance - 21100					ⓘ
Query Results					↓
Account	Account Title	Posted Amount	Pending Amount	Available Balance	
613101	EPA Academic Supplemental Pay	\$27,653.00	\$0.00	\$27,653.00	↑
614100	Non Student Reg Wages	\$25,187.00	\$0.00	\$25,187.00	
614200	Nonstud Overtime Pay	\$2,000.00	\$0.00	\$2,000.00	
614500	Student Regular Wage	\$8,000.00	\$0.00	\$8,000.00	
618100	Social Security	\$6,609.10	\$0.00	\$6,609.10	
618200	State Retirement	\$3,661.79	\$0.00	\$3,661.79	
618300	Medical Insurance	(\$159.88)	\$0.00	(\$159.88)	
618700	Optional Retirement Plan	\$5,383.91	\$0.00	\$5,383.91	
71800P	Purchased Contractual Services Pool	\$24,516.39	\$0.00	\$24,516.39	
72000P	Supplies Budget Pool	\$1,719.81	\$0.00	\$1,719.81	
73000P	Purchased Services Budget Pool	\$3,000.00	\$0.00	\$3,000.00	
73100P	Travel Budget Pool	\$2,740.12	\$0.00	\$2,740.12	
73500P	Other Operating Expense Budget Pool	\$4,999.67	\$0.00	\$4,999.67	
74000P	Fixed Charges Budget Pool	\$3,000.00	\$0.00	\$3,000.00	↓
<b>Report Total (of all records)</b>		<b>\$128,653.48</b>	<b>\$0.00</b>	<b>\$128,653.48</b>	

# Viewing Payroll

14. Go back to your Budget Status by Account query, click on the **three dots**, and choose **View Payroll**.

Budget Status by Account New Query

< School of Dance - 21100 ✎ ➤ 📄 ℹ ⋮

Query Results

Account	Account Title	FY24/PD14 Adjusted Budget	FY24/PD14 Year to Date	FY24/PD14 Commitments	FY24/PD14
611100	EPA Adm Reg Sal, Ap	\$10,000.00	\$4,325.00	\$0.00	\$5,675.00
<b>Report Total (of all records)</b>		<b>(\$10,000.00)</b>	<b>(\$4,325.00)</b>	<b>\$0.00</b>	<b>(\$5,675.00)</b>

- View Available Balance
- View pending documents
- View payroll**

15. The report below will appear. A **Download** arrow is available at the top right to view the salaries and benefits in Excel.

Payroll Expense Detail New Query

< School of Dance - 21100 ✎ ➤ 📄 ℹ ⋮ ⬇

Query Results

Account	Account Title	Employee	Last Name	Position	Suffix	Transaction Date	Finance Document	Rule Class	Earn Code
---------	---------------	----------	-----------	----------	--------	------------------	------------------	------------	-----------

# Regular Review

This step-by-step process should be used to do your daily/weekly review of funds in Banner. In addition, this should be done to verify available balance BEFORE:

- ▶ Making Budget Transfers/Requests
- ▶ Purchases (P-Cards and P.O.'s)
- ▶ Paying Invoices
- ▶ Hiring actions and/or salary adjustments

But what if you don't have enough budget in the correct pool...?

# Budget Revisions

# Methods For Moving Budget

## Banner Self-Service Budget Transfer

Moves budget between non-Communications operating pools (7xxxxP) within a single fund

*Example: 101001-72000P to 101001-73100P*

## Budget Transfer Form

- Moves budget in/out of labor accounts within a fund
- Moves budget between state funds

## Budget Request Form

- Establishes a budget
- Increases or decreases the overall budget based on unbudgeted receipts
- Covers fund balance requests

# Where Can You NOT Move Budget?

- ▶ Between a **state fund** and a **trust fund**
  - ▶ *Example: 101001 to 350001*
- ▶ Between any fund and a **Foundation project**
- ▶ Between two **trust funds**
  - ▶ This isn't impossible, but additional steps are required to move cash as well as budget between funds. Contact the Budget Office if you need to move money in this manner.
  - ▶ *Example: 350001 to 311001*

# Banner Self-Service Budget Transfer

1. Log into EZ Arts
2. Go to Finance, then Finance Dashboard

## Welcome to E-Z Arts

All Users

Employees

Finance

### All Users



#### Personal Information

View and update your biographical and demographic information.



#### Emergency Notification (UNCSA Alert)

Create, view and update emergency notification information.



#### Direct Deposit

View your direct deposit allocation(s).

All Users

Employees

Finance

### Finance



#### Finance Dashboard

Finance Dashboard



#### Person Search

Person Search

# Banner Self-Service Budget Transfer

## 3. Go to [My Journals](#)

The screenshot displays the 'My Finance' dashboard for a user named Matthew. The dashboard includes a greeting, a description of the system's purpose, and several functional tiles. The 'My Journals' tile is highlighted with a red rectangular border. Other tiles include 'My Finance Query', 'Delete Finance Template', and 'View Document'.

### My Finance

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

- My Finance Query**  
Create, view and share budget availability, encumbrance and payroll queries.
- My Journals**  
Create and view draft, pending and completed journals and supporting documentation.
- Delete Finance Template**  
Delete templates for Finance Queries, Budget Development, and Purchase Orders.
- View Document**  
View draft, pending and completed documents with related information and approval history.

# Banner Self-Service Budget Transfer

## 4. Click on Create Journal

My Journals

Search Journal   [Create Journal](#)

Document	Date	Description	Total	Status
Draft Journals <span>0</span>				
Pending Journals <span>0</span>				
Completed Journals				
MCP00069	10/16/2023	Lapsed salary to cover dept. needs	42,266.00	Completed
MCP00068	10/16/2023	From supplies for J. Harpe stipend	5,811.00	Completed

[View More](#)

# Banner Self-Service Budget Transfer

5. Enter the following information:

- ▶ **Transaction Date** -> today's date
- ▶ **Journal Type** -> see next slide
- ▶ **Description** -> brief explanation of the transfer
- ▶ **Budget Period** -> Month number, starting from July
- ▶ **Distribution Total** -> Leave Blank

6. Click **Create**

Create Journal

Transaction Date \*

10/16/2023

Redistribution

NSF Checking

My Journal Defaults Section

Journal Type

BA1 Auxiliary Budget Transfers

Budget Period

04

Distribution Total

Deferred Edit

Description

Sample budget transfer

CREATE

# Banner Self-Service Budget Transfer

## Journal Types

- ▶ BS1 (for funds starting with 101)
- ▶ BS2 ( “ “ “ “ 102)
- ▶ BS3 ( “ “ “ “ 103)
- ▶ BS4 ( “ “ “ “ 142)
- ▶ BS5 ( “ “ “ “ 151)
- ▶ BS6 ( “ “ “ “ 160)
- ▶ BS7 ( “ “ “ “ 170)
- ▶ BS8 ( “ “ “ “ 180)
- ▶ BS9 ( “ “ “ “ 152)
- ▶ BA1 (for funds that start with 3-)
- ▶ BE1 (for BOT fund)
- ▶ BH1 (for Center Stage fund)
- ▶ BK1 (for Kenan Institute funds)

# Banner Self-Service Budget Transfer

## 7. Enter *only* the following information:

- ▶ Enter fund in **Index** field -> will automatically populate fund, org and prog code
- ▶ **Account** -> see next slide
- ▶ **Amount** -> whole dollars only
  - ▶ Any transfers made with cents will have to be reversed
- ▶ **Debit/Credit** -> You will need to choose “+/-” depending on if you are increasing or decreasing. Do not choose Debit/Credit

**Any fields not listed above, please leave blank!**

The screenshot shows a web form for budget transfers. It includes the following fields and values:

- Chart \***: A UNC School of the Arts
- Index**: 311740 Dance Summer Intensive - Ballet
- Fund**: 311740 Dance Summer Intensive - Ballet
- Organization**: 21100 School of Dance
- Account**: 72000P Supplies Budget Pool
- Program**: 207 Recreational Services
- Activity**: Choose Activity
- Percent**: (empty field)
- Amount \***: 100.00
- Debit/Credit \***: - Minus

At the bottom of the form are two buttons: **SAVE** and **ADD ACCOUNTING**.

# Banner Self-Service Budget Transfer

- ▶ Available Account pools in Banner self-service:
  - ▶ 71800P Purchased Contractual Services (Includes all 718XXX accounts)
  - ▶ 72000P Supplies (Includes all 72XXXX accounts)
  - ▶ 73000P Purchased Services (Accts vary, refer to Budget Pool list)
  - ▶ 73100P Travel (Includes all 731XXX accounts)
  - ▶ 73200P Communication (Includes all 732XXX accounts)- **Not available in Self-Service**
  - ▶ 73500P Other Operating Expenses (Includes all 735XXX accounts)
  - ▶ 74000P Fixed Charges (Includes all 74XXXX accounts except 748XXX)
  - ▶ 75000P Capital Outlay/Equipment (Includes all 75XXXX accounts except 756XXX)
  - ▶ 75610P Library Books (Includes all 756XXX accounts)

# Banner Self-Service Budget Transfer

8. If you have more line items, click [Add Accounting](#). If you are done, click [Save](#).

The screenshot displays the Banner Self-Service Budget Transfer interface. On the left, a modal window titled "Add accounting" is open, showing various dropdown menus for configuration: Sequence Number (2), Journal Type (BA1 Auxiliary Budget Transfers), Chart (A UNC School of the Arts), Index (Choose Index), Fund (Choose Fund), Organization (Choose Organization), Account (Choose Account), Program (Choose Program), Activity (Choose Activity), and Percent. At the bottom of this modal, the "SAVE" and "ADD ACCOUNTING" buttons are highlighted with a red border. On the right, the main interface shows a table with columns for Organization, Account, Program, and Activity. A green success message at the top right reads "Accounting sequence number 1 saved successfully". A yellow callout box points to this message with the text "This message will appear each time a line item is saved." Below the table, there are buttons for "Back", "Save as draft", and "Submit Journal".

Accounting sequence number 1 saved successfully

This message will appear each time a line item is saved.

Organization Account Program Activity

1100 72000P 207 --

+ Add accounting

Back Save as draft Submit Journal

SAVE ADD ACCOUNTING

# Banner Self-Service Budget Transfer

9. Repeat steps 7 and 8 for additional transactions. There is no limit on the number of transactions you can do.

10. When ready, click **Submit Journal**

The screenshot shows the Banner Self-Service Budget Transfer interface. At the top, the document ID is J0017705. Below it, the transaction date is 10/16/2023, the total is 200.00, and the status is Draft. The Accounting Distribution table is the main focus, with a circled '2' next to the title. The table has columns for Sequence, Status, Type, Chart, Percent, Amount, Debit/Credit, Index, Fund, Organization, Account, Program, and Activity. Two rows are visible, both with a status of 'checked' (green checkmark) and a type of 'BA1'. The first row has an amount of 100.00 (Minus) and the second row has an amount of 100.00 (Plus). At the bottom of the table, the Accounting total is 200.00. Below the table are three buttons: Back, Save as draft, and Submit Journal.

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity
1	✓	BA1	A	--	100.00	- Minus	311740	311740	21100	72000P	207	--
2	✓	BA1	A	--	100.00	+ Plus	311740	311740	21100	75000P	207	--

11. A pop-up will appear, asking if you want to submit. Choose **Yes**, and the message below will appear indicating the transfer is complete.

✓ Document J0015273 completed and forwarded to the approval process.

# Budget Transfer Form

Use this form to move budget:

- ▶ between labor accounts within a **state fund** or **trust fund**
- ▶ between different **state funds**.
- ▶ between different positions on the same **state fund** or **trust fund**

**Recurring transfers last indefinitely.**

**Non-recurring transfers only affect this fiscal year.**



**Budget Transfer Form**  
University of North Carolina School of the Arts  
Once completed **Submit by Email to**  
**BudgetOfficeForms@unca.edu**

Budget Office Use Only	
Journal Entry:	
Transaction Date:	
Budget Period:	Rule Code:

**SELECT ONE:**

- Recurring Transfer: permanent transfer that remains in effect **beyond** the current fiscal year (state funds only)
- Non-Recurring Transfer: one time transfer that **only** affects the current fiscal year

**SELECT ONE:**

- Flex Transfer: any transfer between two or more **state funds** with **different purpose codes** (101, 152, etc.); **OR** any transfer in or between **state funds** that moves budget to, from, or between **labor accounts** (611100, 612100, etc.) – **REQUIRES Vice Chancellor or Provost approval (below)**
- Non Flex Transfer: any transfer in **non-state funds** (institutional trust, endowment\* etc.); **OR** any transfer in or between **state funds** with the **same purpose code** (101, 152, etc.) that **only** moves budget between **operating pools** (71800P, 72000P, etc.) **OR** within a **single labor account** (ex: 613100)
- Position to Position Transfer: any **recurring** transfer within a **single state fund AND labor account** (ex: 613100) between two or more **position numbers** (no longer needed for non-recurring transfers or for non-state funds)

**TRANSFER**

Amounts in **WHOLE DOLLARS** Only

Fund	Labor Account or Operating Pool	Purpose Code (first 3 digits of state fund)	Position Number (if applicable)	Labor Account or Operating Pool Description	Increase (+)	Decrease (-)
101001	612100	101		SPA Reg Salary		12,000
101001	614100	101		Non-student Reg	12,000	
101001	614500	101		Student Reg Wage	6,000	
101001	73000P	101		Purchased Services Pool		6,000
101001	72000P	101		Supplies Budget Pool	3,000	
152001	73100P	152		Travel Budget Pool		3,000
<b>TOTAL</b>					\$21,000	\$21,000

Increases must **EQUAL** Decreases

**DETAILED JUSTIFICATION**

Transferring lapsed salary from vacant position XXXXXX to cover student temps

Transfer from Supplies pool to cover travel to upcoming conference

Originator  Date

Vice Chancellor / Provost Approval

**NOTE: Vice Chancellor or Provost Approval MUST be obtained for all Flex Transfers before submitting them to the Budget Office. (This is not required for Non Flex Transfers or Position to Position Transfers.)**

\*Endowment transfers may require a Revised Endowment Plan For Use.  
Form Revised: 12/9/21

# Budget Transfer Form: Flex Transfers

**Flex** transfers move budget:

- ▶ between state funds with different purpose codes (first three numbers, e.g. 101, 152)

AND/OR

- ▶ between/into/out of any labor account(s) in a state fund

These are all examples of flex transfers >

Flex transfers require sign-off by the Vice Chancellor for your department

Trust funds (3-funds) will never need to be Flex transfers!



**Budget Transfer Form**  
University of North Carolina School of the Arts  
Once completed **Submit by Email** to  
[BudgetOfficeForms@unca.edu](mailto:BudgetOfficeForms@unca.edu)

Budget Office Use Only	
Journal Entry:	
Transaction Date:	
Budget Period:	Rule Code:

**SELECT ONE:**

- Recurring Transfer: permanent transfer that remains in effect **beyond** the current fiscal year (state funds only)
- Non-Recurring Transfer: one time transfer that **only** affects the current fiscal year

**SELECT ONE:**

- Flex Transfer: any transfer between two or more **state funds** with **different purpose codes** (101, 152, etc.); **OR** any transfer in or between **state funds** that moves budget to, from, or between **labor accounts** (611100, 612100, etc.) -- **REQUIRES Vice Chancellor or Provost approval (below)**
- Non Flex Transfer: any transfer in **non-state funds** (institutional trust, endowment\* etc.); **OR** any transfer in or between **state funds** with the **same purpose code** (101, 152, etc.) that **only** moves budget between **operating pools** (71800P, 72000P, etc.) **OR** within a **single labor account** (ex: 613100)
- Position to Position Transfer: any **recurring** transfer within a **single state fund AND labor account** (ex: 613100) between two or more **position numbers** (no longer needed for non-recurring transfers or for non-state funds)

**TRANSFER**

Amounts in **WHOLE DOLLARS** Only

Fund	Labor Account or Operating Pool	Purpose Code (first 3 digits of state fund)	Position Number (if applicable)	Labor Account or Operating Pool Description	Increase (+)	Decrease (-)
101001	612100	101		SPA Reg Salary		12,000
101001	614100	101		Non-student Reg	12,000	
101001	614500	101		Student Reg Wage	6,000	
101001	73000P	101		Purchased Services Pool		6,000
101001	72000P	101		Supplies Budget Pool	3,000	
152001	73100P	152		Travel Budget Pool		3,000
<b>TOTAL</b>					\$21,000	\$21,000

Increases must **EQUAL** Decreases

**DETAILED JUSTIFICATION**

Originator  Date

Vice Chancellor / Provost Approval

**NOTE:** Vice Chancellor or Provost Approval **MUST** be obtained for all **Flex Transfers** before submitting them to the Budget Office. (This is **not** required for Non Flex Transfers or Position to Position Transfers.)

\*Endowment transfers may require a Revised Endowment Plan For Use.

Form Revised: 12/9/21

# Budget Transfer Form: Non-Flex Transfers

**Non-flex** transfers either:

▶ Do not involve state funds at all

OR

▶ Involve state funds, but only with the same purpose code (101, 152) and only on the operating side *or* only within a single labor account

These are all examples of non-flex transfers >

Non-flex transfers can be sent directly to the Budget Office Forms inbox!



## Budget Transfer Form

University of North Carolina School of the Arts  
Once completed **Submit by Email** to  
[BudgetOfficeForms@unca.edu](mailto:BudgetOfficeForms@unca.edu)

Budget Office Use Only	
Journal Entry:	
Transaction Date:	
Budget Period:	Rule Code:

### SELECT ONE:

- Recurring Transfer: permanent transfer that remains in effect **beyond** the current fiscal year (**state funds only**)
- Non-Recurring Transfer: one time transfer that **only** affects the current fiscal year

### SELECT ONE:

- Flex Transfer: any transfer between two or more **state funds** with **different purpose codes** (101, 152, etc.); **OR** any transfer in or between **state funds** that moves budget to, from, or between **labor accounts** (611100, 612100, etc.) – **REQUIRES Vice Chancellor or Provost approval (below)**
- Non Flex Transfer: any transfer in **non-state funds** (institutional trust, endowment\* etc.); **OR** any transfer in or between **state funds** with the **same purpose code** (101, 152, etc.) that **only** moves budget between **operating pools** (71800P, 72000P, etc.) **OR** within a **single labor account** (ex: 613100)
- Position to Position Transfer: any **recurring** transfer within a **single state fund AND labor account** (ex: 613100) between two or more **position numbers** (no longer needed for non-recurring transfers or for non-state funds)

### TRANSFER

Amounts in **WHOLE DOLLARS** Only

Fund	Labor Account or Operating Pool	Purpose Code (first 3 digits of state fund)	Position Number (if applicable)	Labor Account or Operating Pool Description	Increase (+)	Decrease (-)
101001	73200P	101		Communication Budget Pool	5,000	
101001	72000P	101		Supplies Budget Pool		5,000
311001	614500	201		Student Reg Wage	6,000	
311001	73000P	201		Purchased Services Pool		6,000
101001	72000P	101		Supplies Budget Pool	5,000	
101006	73100P	101		Travel Budget Pool		5,000
101001	613100	101		EPA Academic Salary	2,000	
101008	613100	101		EPA Academic Salary		2,000
<b>TOTAL</b>					\$18,000	\$18,000

Increases must **EQUAL** Decreases

### DETAILED JUSTIFICATION

Originator

Date

Vice Chancellor / Provost Approval

**NOTE: Vice Chancellor or Provost Approval **MUST** be obtained for all Flex Transfers before submitting them to the Budget Office. (This is **not** required for Non Flex Transfers or Position to Position Transfers.)**

\*Endowment transfers may require a Revised Endowment Plan For Use.

Email to Budget Office

Print Form

Form Revised: 12/9/21





# Pro Tips

1. Provide detailed descriptions on transfer/request forms. The more info we have, the fewer follow-up questions we need to ask, making the whole process quicker!
  - ▶ An easy formula: one sentence identifying both the source, and how it will be spent
  - ▶ A simple “covering NSF’s” isn’t adequate for budgeting purposes
2. Think long-term:
  - ▶ Should the transfer be recurring?
  - ▶ Should the request be a part of annual budget development?
3. To save from having to redo any work, check your available budget before attempting budget revisions.

Questions?

# Links

- ▶ Expenditure Accounts: (<https://www.uncsa.edu/mysa/faculty-staff/working-at-uncsa/financial-services/docs/banner-account-descriptions.pdf>)
- ▶ Revenue Accounts: ([https://www.uncsa.edu/mysa/faculty-staff/faculty-resources/faculty\\_docs/Revenue%20Account%20Numbers.pdf](https://www.uncsa.edu/mysa/faculty-staff/faculty-resources/faculty_docs/Revenue%20Account%20Numbers.pdf))
- ▶ View Payroll expense tab access: email *Steve Cochran* ([Cochranes@uncsa.edu](mailto:Cochranes@uncsa.edu))