



UNIVERSITY OF NORTH CAROLINA
SCHOOL *of the* ARTS

Banner Finance

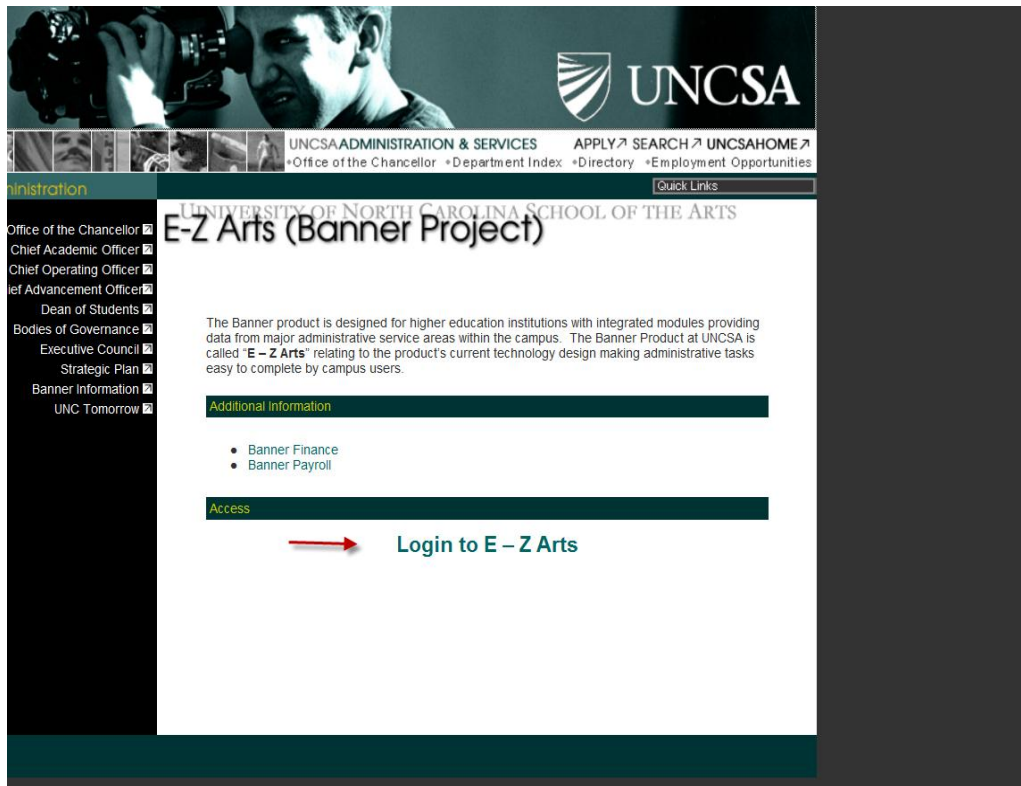
Banner Budget Resource Manual

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Budget Queries

1. Connect to <http://www.uncsa.edu/administration/banner.htm>



2. Select [Login in to E-Z Arts](#)

3. Select “Enter Secure Area”

Welcome to UNCSA's self-service resources. To access the secure area, you must have your E-Z Arts 9-digit User ID and your Personal Identification Number (PIN) to log in.

PLEASE NOTE SCHEDULED SERVICE INTERRUPTIONS!

System maintenance has been scheduled for the following days:

July 2nd and 3rd

E - Z Arts Web Services may be unavailable during those times. Please plan accordingly.



RELEASE: 8.3

Log in using your **User ID and Pin Number.**

The screenshot shows the login page for the University of North Carolina School of the Arts E-Z Arts Web Services. At the top left is the university logo. The page contains several sections of text: a SECURITY AGREEMENT, instructions on how to access the service, a note about security questions, and a maintenance schedule. A prominent red heading reads "PLEASE NOTE SCHEDULED SERVICE INTERRUPTIONS!" followed by a notice about system maintenance on July 2nd and 3rd. At the bottom, there is a login form with fields for "User ID:" and "PIN:", a "Login" button, and a "Forgot PIN?" link. A green arrow points to the "PIN:" field.

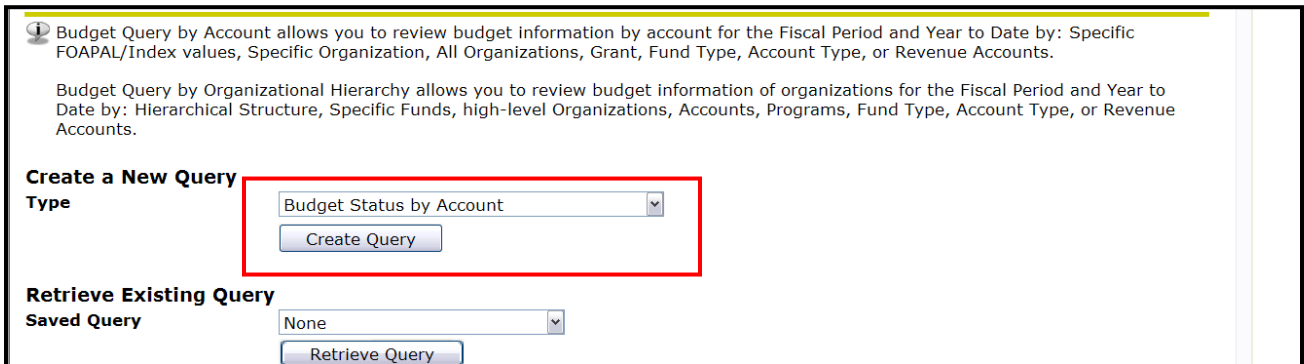
4. Select **Finance**.

The screenshot shows a web browser window displaying the SUNGARD Higher Education Main Menu. The browser's address bar shows a URL starting with "http://ssb.ncarts.edu:9025/pls/NCSAPROD/twbkvwbis.P_GenMenu?name=bmenu.P_Main#nu&msg=WELCOME+Welcome,+Sue+E.+Miller,+to+the+WWW+Information+System!". The page has a navigation bar with "Personal Information" and "Finance" tabs. Below the navigation bar is a search box and links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT". The main content area features a "Main Menu" section with a welcome message: "Welcome, Sue E. Miller, to the WWW Information System! Last web access on Feb 08, 2008 at 11:37 am". Underneath, there are two menu items: "Personal Information" and "Finance". The "Finance" item is highlighted with a red box and includes the subtext "Create or review financial documents, budget information, approvals." At the bottom right, it says "powered by SUNGARD HIGHER EDUCATION". The Windows taskbar at the bottom shows the start button and several open applications.

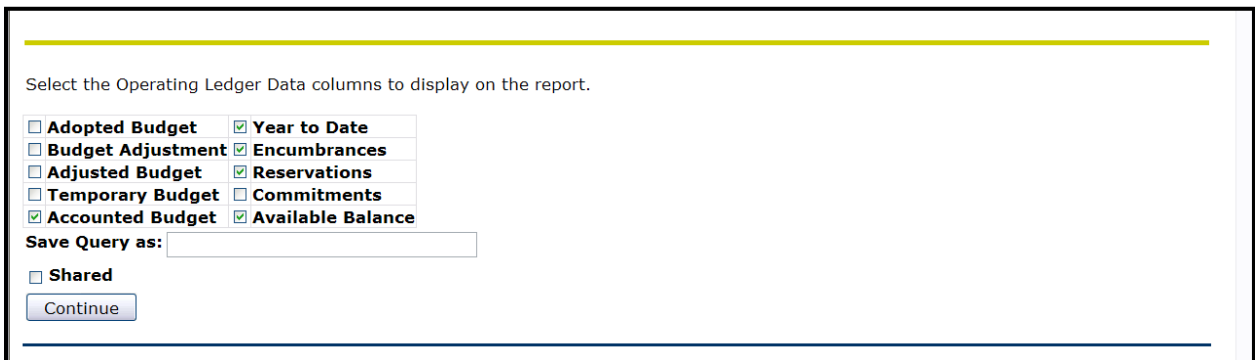
5. Select **Budget Queries** from either the side or bottom menu.



6. Select **Budget Status by Account** from the pull-down menu and press the **Create Query** button.



7. Select the columns you wish to see on the query (user's choice-multiple options) by clicking in boxes (a check mark appears) then select **Continue**. (Example: similar to FRS screen 019 = Accounted Budget, Year to Date, Encumbrances, Reservations and Available Balance),



8. Complete the following:

Fiscal Year (Example: Fiscal Year 2010-11 = 2010)

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

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

Chart of Accounts (A=UNCSA)

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

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

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

Personal Information | Employee | Finance

Search

MENU | SITE MAP | HELP | EXIT

Budget Queries

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

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2011 Fiscal period: 12
Comparison Fiscal year: None Comparison Fiscal period: None

Commitment Type: All

Chart of Accounts: A

Fund: Index:

Organization: Activity:

Grant: Location:

Account: Public Type:

Program: Account Type:

Include Revenue Accounts

Save Query as:

Shared

No data entry in these spaces

[Budget Queries | Encumbrance Query | Requisition | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]

RELEASE: 8.3

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

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

Press the **Submit Query** button again.

10. Example of report. (Click on **printer icon** to print the report or **download into an Excel spreadsheet** for further use.) To view detailed information for any budget or expenditure account, click on any of the **highlighted numbers**.

Personal Information Employee Finance

Search

MENU SITE MAP HELP EXIT

Select a link from an amount column in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Select a link from the Account column in the Query Results list to retrieve payroll expense detail information for a specific account, or use the Payroll Expense Detail button to retrieve information for all accounts in the query.

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2011

As of Jun 27, 2011

Chart of Accounts A UNC School of the Arts Commitment Type All
Fund 101990 101 Reserves Program 101 Instruction
Organization 33100 Financial Services Activity All
Account All Location All

Account	FY11/PD12 Adjusted	Budget FY11/PD12	Year to Date FY11/PD12	Encumbrances FY11/PD12	Available Balance
612100 SPA Reg Salary	3,791.00	0.00	0.00	0.00	3,791.00
612700 SPA Longevity Pay	0.00	0.00	0.00	0.00	0.00
613100 EPA Academic Salary	(1,077,861.00)	(1,078,011.00)	0.00	0.00	150.00
614100 Non Student Reg Wages	0.00	0.00	0.00	0.00	0.00
614500 Student Regular Wage	0.00	0.00	0.00	0.00	0.00
615000 WORKERS COMP BUDGET POOL	2,000.00	0.00	0.00	0.00	2,000.00
615500 Unemployment Comp	0.00	0.00	0.00	0.00	0.00
615800 Disability Benefits-Short Term	8,000.00	0.00	0.00	0.00	8,000.00
615930 Employee Recognition Awards	0.00	0.00	0.00	0.00	0.00
618100 Social Security	(63,541.00)	(82,457.00)	0.00	0.00	18,916.00
618200 State Retirement	(15,596.00)	(16,596.99)	0.00	0.00	1,000.99
618300 Medical Insurance	(50,412.00)	(84,915.00)	0.00	0.00	34,503.00
618700 Optional Retirement Plan	(46,711.00)	(112,776.00)	0.00	0.00	66,065.00
718190 Other Contract Serv	0.00	(259.58)	0.00	0.00	259.58
720000 Supplies Budget Pool	426.00	0.00	0.00	0.00	426.00
Screen total	(1,239,904.00)	(1,375,015.57)	0.00	0.00	135,111.57
Running total	(1,239,904.00)	(1,375,015.57)	0.00	0.00	135,111.57
Report Total (of all records)	(1,239,904.00)	(1,375,293.43)	0.00	0.00	135,389.43

Next 15>

Download All Ledger Columns Download Selected Ledger Columns Payroll Expense Detail

11. To determine available balance for your operating accounts, go back to step #9, enter **7%** in the **Account** field, then press the Submit Query button. (Entering 7% excludes any labor expenses – those that begin with 6.)

Budget Queries - Windows Internet Explorer

http://ssb.ncarts.edu:9025/pls/NCSSAPROD/bwfrprvu.P_Budget_Start

File Edit View Favorites Tools Help

Budget Queries

SUNGARD HIGHER EDUCATION

Personal Information Finance

Search

MENU SITE MAP HELP EXIT

Budget Queries

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

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2008 Fiscal period: 09
Comparison Fiscal year: None Comparison Fiscal period: None

Commitment Type: All

Chart of Accounts: A Index:
Fund: 170030 Activity:
Organization: 33000 Location:
Grant: Fund Type:
Account: 7% Account Type:
Program: 170

Include Revenue Accounts

Save Query as:

Shared

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

RELEASE: 7.2

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Done

start | Inboxes - Microsoft Out... | NCSAPROD INB - Win... | Oracle Developer For... | Budget Queries - Win... | NCSA budget training... | 2:38 PM

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

By Account
Period Ending Mar 31, 2008
As of Mar 25, 2008

Chart of Accounts A North Carolina School of the Arts Commitment Type All
Fund 170030 Business Affairs Program 170 Institutional Support
Organization 33000 Sr. Director for Business Affairs Activity All
Account 7% Location All

Query Results

Account	Account Title	FY08/PD09 Accounted Budget	FY08/PD09 Year to Date	FY08/PD09 Encumbrances	FY08/PD09 Available Balance
719100	Legal Services Fees	0.00	0.00	0.00	0.00
719900	Other Contract Serv	26,000.00	35,166.50	0.00	(9,166.50)
72000P	Supplies Budget Pool	15,000.00	0.00	0.00	15,000.00
721200	House Supplies-Clothes/Uniforms	0.00	538.25	514.74	(1,052.99)
725100	Motor Vehicle-Gasoline	0.00	33.57	0.00	(33.57)
725200	Motor Vehicle Sup-Other	0.00	708.04	0.00	(708.04)
726000	Office Supplies	0.00	10,782.18	1,639.70	(12,421.88)
729100	Oth Sup-Drugs & Pharmacy	0.00	14.80	0.00	(14.80)
729900	Other Material & Supplies	0.00	350.00	0.00	(350.00)
73000P	Purchased Services Budget Pool	31,000.00	0.00	0.00	31,000.00
73100P	Travel Budget Pool	29,000.00	0.00	0.00	29,000.00
731120	In-State Transportation Ground	0.00	3,433.55	0.00	(3,433.55)
731130	In-State Transportation-Other	0.00	25.00	0.00	(25.00)
731140	In-State-Lodging	0.00	2,900.26	0.00	(2,900.26)
731150	In-State Meals	0.00	234.25	0.00	(234.25)
Screen total		101,000.00	54,186.40	2,154.44	44,659.16
Running total		101,000.00	54,186.40	2,154.44	44,659.16
Report Total (of all records)		222,070.00	197,088.09	23,803.16	1,178.75

Next 15>

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

Shared

Compute Additional Columns for the query

13. 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 #9, you will view only 731XXX data). The % sign is a wildcard. To view all available budget pools: 718% (Contracted Services) 72% (supplies) 730% (Purchased Services) 731% (Travel) 732% (Communication) 74% (Fixed Charges) 75% (Capital Outlay).

Report A - Windows Internet Explorer

http://ssb.ncarts.edu:9025/pls/NCSAPROD/bwifkrpvu.P_Budget_Start

File Edit View Favorites Tools Help

Report A

By Account

Period Ending Mar 31, 2008

As of Mar 25, 2008

Chart of Accounts A North Carolina School of the Arts Commitment Type All

Fund	170030 Business Affairs	Program	170 Institutional Support
Organization	33000 Sr. Director for Business Affairs Activity		All
Account	731%	Location	All

Query Results

Account Account Title	FY08/PD09 Accounted Budget	FY08/PD09 Year to Date	FY08/PD09 Encumbrances	FY08/PD09 Available Balance
73100P Travel Budget Pool	29,000.00	0.00	0.00	29,000.00
731120 In-State Transportation Ground	0.00	3,433.55	0.00	(3,433.55)
731130 In-State Transportation-Other	0.00	25.00	0.00	(25.00)
731140 In-State-Lodging	0.00	2,900.26	0.00	(2,900.26)
731150 In-State Meals	0.00	234.25	0.00	(234.25)
731190 In-State Registration Fee	0.00	1,535.00	0.00	(1,535.00)
731210 Out-of-State Transportation-Air	0.00	3,123.00	0.00	(3,123.00)
731220 Out-of-State Transportation-Ground	0.00	283.24	0.00	(283.24)
731240 Out-of-State Lodging	0.00	2,767.29	0.00	(2,767.29)
731250 Out-of-State Meals	0.00	152.50	0.00	(152.50)
731290 Out-of-State Registration Fee	0.00	3,787.00	0.00	(3,787.00)
731410 Board/Non-Employee Travel-Transporta	0.00	1,455.00	0.00	(1,455.00)
731440 Board/Non-Employee Travel-Subsis	0.00	3,880.00	0.00	(3,880.00)
Report Total (of all records)	29,000.00	23,576.09	0.00	5,423.91

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY08/PD09 Adopted Budget	percent of	FY08/PD09 Adopted Budget	FY08/PD09 Adopted Budget	

Perform Computation

Another Query

14. Once finished, the option to process **Another Query** is displayed (scroll down the screen to see this option). If other queries are required, press **Another Query** and repeat the same process (beginning at step #10). Other options are also available at the bottom of the screen.

Another Query

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

RELEASE: 7.0.0.1

15. When all budget queries or transfers have been completed, press **Exit** in the upper right corner of the screen to logout of the E-Z Arts system.

User Logout

SITE MAP EXIT

Thank you for using the Banner Self Service Information System.

If you are finished, please close your browser to protect your privacy.

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

1-10. Complete steps #1-8 from the Budget Queries section.

11. Select **Budget Transfer** from either the side or bottom menu.



12. **Transaction Date** will default to the current date.

Journal Type (See Appendix A for correct Journal type)

Transfer Amount = the amount of the transfer. Use whole dollars only (no cents). Decimals may be used but are not required.

A screenshot of the 'Budget Transfer' form. The form title is 'Budget Transfer'. Below the title is a warning message: 'This form does not allow the completion of documents using rule classes that are not self-balancing.' There are instructions about templates and a 'Use template' dropdown set to 'None'. The 'Transaction Date' is set to 10 MAY 2007. The 'Journal Type' is 'XB4 (State Funds-Temp Trans)'. The 'Transfer Amount' field is empty. The 'Document Amount' is 0.00. The fields for 'Transaction Date', 'Journal Type', and 'Transfer Amount' are highlighted with a red rectangular box.

13. **Chart** = A (UNCSA).

Index = Fund number (Enter this into both Index fields).

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

Press the **Complete** button.

A screenshot of the 'Budget Transfer' form, showing the 'From' and 'To' rows. The 'Transaction Date' is 10 MAY 2007, 'Journal Type' is 'XB4 (State Funds-Temp Trans)', and 'Transfer Amount' is 25.00. The 'From' row has 'Chart' A and 'Index' 109312. The 'To' row has 'Index' 109312. The 'Budget Period' is 01. The 'Complete' button is highlighted with a red rectangular box.

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

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

Transaction Date: 10 MAY 2007
 Journal Type: XB4 (State Funds-Temp Trans)
 Transfer Amount: 25.00
 Document Amount: 50.00

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

Description: _____ Budget Period: 01

Save as Template: _____
 Shared

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

Available Account pools:

- 71800P** Purchased Contractual Services (Includes all 718XXX accounts)
- 72000P** Supplies and Materials (Includes all 72XXXX accounts)
- 73000P** Purchased Services (Accts vary, refer to Budget Pool list)
- 73100P** Travel (Includes all 731XXX accounts)
- 73200P** Communications (Includes all 732XXX accounts)*
- 73300P** Utilities Pool (Accts vary, refer to Budget Pool list (most departments will not have this)** Budget office only)
- 73500P** Current Services (Includes all 735XXX accounts)
- 74000P** Fixed Charges (Includes all 74XXXX accounts except 748XXX)
- 75000P** Capital Outlay (Includes all 75XXXX accounts except 756XXX)
- 75610P** Library Books (Includes all 756XXX accounts)

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

Budget Period should equal the period of the monthly transaction; i.e., July = period 01; May = period 11, etc.

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

Transaction Date: 10 MAY 2007
 Journal Type: XB4 (State Funds-Temp Trans)
 Transfer Amount: 25.00
 Document Amount: 50.00

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

Description: Budget Transfer Budget Period: 01

Save as Template: _____
 Shared

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

Budget Transfer

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

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

Use Save Template As to avoid overwriting an existing template.

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

Document J0000072 completed and forwarded to the Posting process

[Another Transfer](#)

17. When all budget queries or transfers have been completed, press **Exit** in the upper right corner of the screen to logout of the E-Z Arts system.

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

Thank you for using the Banner Self Service Information System.

If you are finished, please close your browser to protect your privacy.

Multiple Line Budget Transfers (Current year only)

- 1-10. Complete steps #1-8 from the Budget Queries section.
11. To process a budget transfer between multiple pools within the same fund, select the **Multiple Line Budget Transfer** option from either the side or bottom menu.
Note: There only 5 lines available so larger transfers may require more than one batch of entries.

MENU SITE MAP EXIT

Budget Queries
Encumbrance Query
Requisition
Approve Documents
View Document
Budget Transfer
Multiple Line Budget Transfer

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

RELEASE: 7.1

12. **Transaction Date** will default to the current date
Journal Type (See Appendix A for correct Journal type)
Document Amount (This is the hash total of all transactions; example: +10 +10 +20 +10 -50 = 100). **Use whole dollars only** (no cents). Decimals may be used but are not required.
Chart = A (UNCSA)
Index = Fund number (Enter this into **all** Index fields).
****Do not use the Fund, Organization and Program fields.**

Press the **Complete** button.

Multiple Line Budget Transfer Form

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

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

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

Use Save Template As to avoid overwriting an existing template.

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

Use template:

Transaction Date:

Journal Type:

Document Amount:

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

Description: Budget Period:

Save as Template:

Shared

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

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

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

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

Use Save Template As to avoid overwriting an existing template.

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

✖ Amount 1 must be entered.

✖ Amount 2 must be entered.

✖ Amount 3 must be entered.

✖ Amount 4 must be entered.

✖ Amount 5 must be entered.

Use template:

Transaction Date:

Journal Type:

Document Amount:

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

Description: Budget Period:

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

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

Budget Period should equal the monthly period transaction is being made; i.e., July = period 01; May = period 11, etc.

Press the **Complete** button.

The screenshot shows a web-based form for creating a budget transfer. At the top, there are dropdown menus for 'Transaction Date' (set to 10 MAY 2007), 'Journal Type' (XB4 (State Funds-Temp Trans)), and a text field for 'Document Amount' (100.00). Below this is a table with columns: #, Chart, Index, Fund, Organization, Account, Program Activity, Location, Amount, and D/C. The table contains five rows of data. A red box highlights the 'Description' field (Budget Transfer) and the 'Budget Period' dropdown (01). Another red box highlights the 'Account' column for all rows. A third red box highlights the 'Amount' column for all rows. A fourth red box highlights the 'D/C' column for all rows. At the bottom, there is a 'Save as Template' field, a 'Shared' checkbox, and a 'Complete' button.

#	Chart	Index	Fund	Organization	Account	Program Activity	Location	Amount	D/C
1	A		109312	415300	720000	170		50	-
2	A		109312	415300	731000	170		10	+
3	A		109312	415300	732000	170		10	+
4	A		109312	415300	740000	170		20	+
5	A		109312	415300	750000	170		10	+


Available Account pools:

- 71800P** **Purchased Contractual Services** (Includes all 718XXX accounts)
- 72000P** **Supplies and Materials** (Includes all 72XXXX accounts)
- 73000P** **Purchased Services** (Accts vary, refer to Budget Pool list)
- 73100P** **Travel** (Includes all 731XXX accounts)
- 73200P** **Communications** (Includes all 732XXX accounts)
- 73300P** **Utilities Pool** (Accts vary, refer to Budget Pool list (most departments will not have this) Restricted to budget office use only)
- 73500P** **Current Services** (Includes all 735XXX)
- 740000** **Fixed Charges** (Includes all 74XXXX accounts except 748XXX)
- 750000** **Capital Outlay** (Includes all 75XXXX accounts except 756XXX)
- 75610P** **Library Books** (Includes all 756XXX accounts)

15. When the batch has been processed, the following screen will appear, stating that the document has been completed and is being forwarded to the posting process. A document number will be provided, and you may want to keep track of this for further reference.

The option to process another transfer is displayed (scroll down the screen to see this option). If other transfers are required press **Another Transfer** and repeat the same process (beginning at step #9).

Multiple Line Budget Transfer Form

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

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

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

Use Save Template As to avoid overwriting an existing template.

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

Document J0000074 completed and forwarded to the Posting process.

[Another Transfer](#)

16. When all budget queries or transfers have been completed, press **Exit** in the upper right corner of the screen to logout of the E-Z Arts system.

User Logout

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

Thank you for using the Banner Self Service Information System.

If you are finished, please close your browser to protect your privacy.

Budget Transfer Rule Codes

BS1 (101)

BS2 (102)

BS3 (103)

BS4 (142)

BS5 (151)

BS6 (160)

BS7 (170)

BS8 (180)

BS9 (152)

BA1 (AUX)

BE1 (BOT)

BH1 (Center Stage)

FOAP number (21 digit account number)

Fund = 6 digit budget code number,

Organization Code # =6 digit organization number the fund is associated with.

Account = 6 digit object code the employee is paid from (ex. 1211 = 612110)

Program = 3 digit code that identifies which program the fund is associated with.

SAMPLE BUDGET for State Appropriation

Account	Account Title	Budget
611100	EPA Adm Reg Sal; Ap	\$ 324,920
612100	SPA Reg Salary	\$ 522,690
612700	SPA Longevity Pay	\$ -
614100	Non Student Reg Wages	\$ 37,000
614500	Student Regular Wage	\$ -
618100	Social Security	\$ 67,843
618200	State Retirement	\$ 47,796
618300	Medical Insurance	\$ 70,669
618700	Optional Retirement Plan	\$ 12,079
618710	TIAA Opt Retirement	\$ -
72000P	Supplies Budget Pool	\$ 6,200
73000P	Purchased Services Budget Pool	\$ 52,566
73100P	Travel Budget Pool	\$ 14,765
73200P	Communication Budget Pool	\$ 28,100
73500P	Other Operating Expense Budget Pool	\$ 1,316
74000P	Fixed Charges Budget Pool	\$ 35,205
75000P	Cap Outlay/Equip Budget Pool	\$ 2,918
		\$ 1,224,067

SAMPLE BUDGET for Auxillaries

Account	Account Title	Accounted Budget
504000	Sales and Service Revenue	\$ 2,005,906
504520	Damage Receipts	\$ 10,000
611100	EPA Adm Reg Sal; Ap	\$ 283,120
612100	SPA Reg Salary	\$ 355,433
612200	SPA Overtime Payment	\$ 1,000
612310	SPA Holiday Premium Pay	\$ 500
612330	SPA Other Prem Pay	\$ 1,000
612700	SPA Longevity Pay	\$ 1,400
614100	Non Student Reg Wages	\$ 92,000
614500	Student Regular Wage	\$ 83,000
615500	Unemployment Comp	\$ 5,000
615610	Work Comp-Med Benefits	\$ 500
618100	Social Security	\$ 54,000
618200	State Retirement	\$ 40,000
618300	Medical Insurance	\$ 75,000
618700	Optional Retirement Plan	\$ 15,000
618710	TIAA Opt Retirement	\$ -
72000P	Supplies Budget Pool	\$ 135,500
73000P	Purchased Services Budget Pool	\$ 410,100
73100P	Travel Budget Pool	\$ 10,000
73200P	Communication Budget Pool	\$ 71,100
73300P	Utilities Budget Pool	\$ 100,000
73500P	Other Operating Expense Budget Pool	\$ 300
75000P	Cap Outlay/Equip Budget Pool	\$ 135,000
881400	Debt Service Transfer	\$ 146,453
881500	Work Study Transfer	\$ 500
	Total Expense Budget	\$ 2,015,906
	Total Revenue Budget	\$ 2,015,906

**Auxillary budgets determined by
projected revenue**

Budget forms can be found at: <http://www.uncsa.edu/formsprocedures/#Budget>