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
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**

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

*(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!**
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

**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**.

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.)

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY24/PDO4 Adjusted Budget</th>
<th>FY24/PDO4 Year to Date</th>
<th>FY24/PDO4 Commitments</th>
<th>FY24/PDO4 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>614500</td>
<td>Student Regular Wage</td>
<td>$8,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>618100</td>
<td>Social Security</td>
<td>$12,500.00</td>
<td>$5,890.90</td>
<td>$0.00</td>
<td>$6,609.10</td>
</tr>
<tr>
<td>618200</td>
<td>State Retirement</td>
<td>$8,000.00</td>
<td>$4,338.21</td>
<td>$0.00</td>
<td>$3,661.79</td>
</tr>
<tr>
<td>618300</td>
<td>Medical insurance</td>
<td>$0.00</td>
<td>$159.88</td>
<td>$0.00</td>
<td>($159.88)</td>
</tr>
<tr>
<td>618700</td>
<td>Optional Retirement Plan</td>
<td>$7,000.00</td>
<td>($147.67)</td>
<td>$0.00</td>
<td>$7,147.67</td>
</tr>
<tr>
<td>618710</td>
<td>TIAA CIFI Retirement</td>
<td>$0.00</td>
<td>$821.90</td>
<td>$0.00</td>
<td>($821.90)</td>
</tr>
<tr>
<td>618740</td>
<td>Fidelity Investments</td>
<td>$0.00</td>
<td>$50.41</td>
<td>$0.00</td>
<td>($50.41)</td>
</tr>
<tr>
<td>618790</td>
<td>Optional Retirement Disability</td>
<td>$0.00</td>
<td>$891.45</td>
<td>$0.00</td>
<td>($891.45)</td>
</tr>
<tr>
<td>718000</td>
<td>Purchased Contractual Services Pool</td>
<td>$80,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>718100</td>
<td>Other Contract Serve</td>
<td>$0.00</td>
<td>$44,193.00</td>
<td>$0.00</td>
<td>($44,193.00)</td>
</tr>
<tr>
<td>718984</td>
<td>Svc Agreement-Janitorial</td>
<td>$0.00</td>
<td>$130.00</td>
<td>$0.00</td>
<td>($130.00)</td>
</tr>
<tr>
<td>718989</td>
<td>Other Services</td>
<td>$0.00</td>
<td>$9,626.61</td>
<td>$0.00</td>
<td>($9,626.61)</td>
</tr>
<tr>
<td>71899A</td>
<td>Internal Services-Other</td>
<td>$0.00</td>
<td>$1,534.00</td>
<td>$0.00</td>
<td>($1,534.00)</td>
</tr>
<tr>
<td>720000</td>
<td>Supplies Budget Pool</td>
<td>$3,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

10a. Use the arrow to download in Excel.

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.
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.

<table>
<thead>
<tr>
<th>Chart*</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>A UNC School of the Arts</td>
<td>311740 Dance Summer Intensive - Ballet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization*</th>
</tr>
</thead>
<tbody>
<tr>
<td>311740 Dance Summer Intensive - Ballet</td>
<td>21100 School of Dance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>611100 EPA Adm Reg Sal, Ap</td>
<td>207 Recreational Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose Activity</td>
<td></td>
</tr>
</tbody>
</table>
12. On the following screen, click the **three dots** on the far right, then click **View Available Balance**.
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

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>Posted Amount</th>
<th>Pending Amount</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>613101</td>
<td>EPA Academic Supplemental Pay</td>
<td>$27,653.00</td>
<td>$0.00</td>
<td>$27,653.00</td>
</tr>
<tr>
<td>614100</td>
<td>Non Student Reg Wages</td>
<td>$25,187.00</td>
<td>$0.00</td>
<td>$25,187.00</td>
</tr>
<tr>
<td>614200</td>
<td>Norstud Overtime Pay</td>
<td>$2,000.00</td>
<td>$0.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>614500</td>
<td>Student Regular Wage</td>
<td>$8,000.00</td>
<td>$0.00</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>618100</td>
<td>Social Security</td>
<td>$6,609.10</td>
<td>$0.00</td>
<td>$6,609.10</td>
</tr>
<tr>
<td>618200</td>
<td>State Retirement</td>
<td>$3,661.79</td>
<td>$0.00</td>
<td>$3,661.79</td>
</tr>
<tr>
<td>618300</td>
<td>Medical Insurance</td>
<td>($159.88)</td>
<td>$0.00</td>
<td>($159.88)</td>
</tr>
<tr>
<td>618700</td>
<td>Optional Retirement Plan</td>
<td>$5,383.91</td>
<td>$0.00</td>
<td>$5,383.91</td>
</tr>
<tr>
<td>71800P</td>
<td>Purchased Contractual Services Pool</td>
<td>$24,516.39</td>
<td>$0.00</td>
<td>$24,516.39</td>
</tr>
<tr>
<td>72000P</td>
<td>Supplies Budget Pool</td>
<td>$1,719.81</td>
<td>$0.00</td>
<td>$1,719.81</td>
</tr>
<tr>
<td>73000P</td>
<td>Purchased Services Budget Pool</td>
<td>$3,000.00</td>
<td>$0.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>73100P</td>
<td>Travel Budget Pool</td>
<td>$2,740.12</td>
<td>$0.00</td>
<td>$2,740.12</td>
</tr>
<tr>
<td>73500P</td>
<td>Other Operating Expense Budget Pool</td>
<td>$4,999.67</td>
<td>$0.00</td>
<td>$4,999.67</td>
</tr>
<tr>
<td>74000P</td>
<td>Fixed Charges Budget Pool</td>
<td>$3,000.00</td>
<td>$0.00</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

Report Total (of all records): $128,653.48

$0.00

$128,653.48
14. Go back to your Budget Status by Account query, click on the **three dots**, and choose **View Payroll**.

Viewing Payroll

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY24/PD14 Adjusted Budget</th>
<th>FY24/PD14 Year to Date</th>
<th>FY24/PD14 Commitments</th>
<th>FY24/PD1</th>
</tr>
</thead>
<tbody>
<tr>
<td>611100</td>
<td>EPA Adm Reg Svl Ap</td>
<td>$10,000.00</td>
<td>$4,325.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Report Total (of all records)**: 
- **Account**: 611100
- **Account Title**: EPA Adm Reg Svl Ap
- **FY24/PD14 Adjusted Budget**: $10,000.00
- **FY24/PD14 Year to Date**: $4,325.00
- **FY24/PD14 Commitments**: $0.00
- **FY24/PD**: $0.00

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

3. Go to **My Journals**

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.
Banner Self-Service Budget Transfer

4. Click on **Create Journal**
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**
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)
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!*
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)
8. If you have more line items, click **Add Accounting**. If you are done, click **Save**.

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

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.
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.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Labor Account or Operating Pool</th>
<th>Purpose Code (first 3 digits of state fund)</th>
<th>Position Number (if applicable)</th>
<th>Labor Account or Operating Pool Description</th>
<th>Increase (+)</th>
<th>Decrease (-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>101001</td>
<td>612100</td>
<td>101</td>
<td>SPA Reg Operating Pool</td>
<td>12,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>101001</td>
<td>614100</td>
<td>101</td>
<td>Non-student Reg Pool</td>
<td>12,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>101001</td>
<td>614500</td>
<td>101</td>
<td>Student Reg Wage</td>
<td>6,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>101001</td>
<td>73000P</td>
<td>101</td>
<td>Purchased Services Pool</td>
<td>6,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>101001</td>
<td>72000P</td>
<td>101</td>
<td>Supplies Budget Pool</td>
<td>2,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>152001</td>
<td>73100P</td>
<td>152</td>
<td>Travel Budget Pool</td>
<td>3,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** $21,000

Increases must EQUAL Decreases

**DETAILED JUSTIFICATION**

Transferring lapsed salary from vacant position XXXXXXX to cover student temps

Transfer from Supplies pool to cover travel to upcoming conference
**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!
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 Request Form

Use this form to:

- Create new budgets when new funding comes in

  OR

- Modify the budget of existing stand-alone funds (trust funds, receipt-based funds) due to increased or decreased receipts

  OR

- Budget for the use of fund balance

The list of accounts & pools on the form is NOT exclusive. Blank lines can be used to add an account/pool that does not already appear.
Budget Request Form - Fund Balance Request

- Fund balance = unbudgeted cash reserves
- A budget provides authority to spend; a fund balance request asks for the authority to spend a specific amount from reserves beyond what is currently budgeted
- Remember: To increase or decrease a budget’s expenses, you also have to increase or decrease the budget’s revenue (AKA receipts)

Specific instructions for fund balance requests are included on the Budget Request Form.
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” 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


- 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 Cochrane ([Cochranes@uncsa.edu](mailto:Cochranes@uncsa.edu))