Banner Finance Guide

Office of Budgets and Financial Planning (OBFP)

Office of Sponsored Research and Programs (OSRP)

North Carolina Central University
1801 Fayetteville Street
Durham, NC 27707
Banner Navigation
Quick Reference Card

What is Banner and the Banner Main Menu

What is Banner? Banner is an all-inclusive administrative software application that is used to support the daily activities of the college. Through its suite of products, functions such as payroll processing, student course registration, financial aid need analysis, and alumni tracking and can all be performed through the centralized Banner system. At its foundation, the Banner system is utilized as a set of common elements, known as Shared Data that is used across all modules to provide a common set of information, and eliminating the need to reenter the information in each separate module.

The Banner Main Menu provides individuals with an overview of the menus, forms, jobs, and QuickFlows available in Banner. The Main Menu includes the following components that provide you with a variety of ways to access Banner Forms:

1. Title Bar – Displays the application name.
2. Menu Bar – Offers a variety of options for navigating within Banner through its drop down menus.
3. Tool Bar – Provides a set of icons that represent shortcuts for performing common functions.
4. Form Title Bar – Displays the form name and its respective seven-character name and version number.
5. Direct Access (Go To... ) – Provides quick access to a form by its seven-character name.
6. Products – Provides access to the Banner modules through a simplified drop down menu.
7. Menu, Site Map, and Help Center – Provides access to the Main Menu, module (overview) site map, and access to the Banner Help Center.
10. My Links – Displays pre-defined or user customized quick links.
11. My Institution – Opens the NCCU website.
12. Banner Broadcast Messages – Displays notifications or messages to the user.
13. Auto-Hint Status Line – Describes the field where the cursor is located, displays errors and processing messages.

Banner Admin Forms Structure

Banner Admin screens are named using seven alpha characters. Finance forms being with ‘F’. The 2nd character relates to the module; the 3rd character is the form type; and the 4th-7th characters provide the forms function.

1st Character
F- Finance

MODULE: (2nd Character) FORM: (3rd Character)
G- General Ledger I - Inquiry
A - Accounts Payable Q - Query
P - Purchasing A - Application
O - Finance Operations M - Maintenance
B - Budget & Position Control V - Validation
F - Fixed Assets
R - Research Accounting

My Banner

As part of the Banner Menu/Folders hierarchical navigational tree is the My Banner folder. The My Banner section of the hierarchical tree can be customized to include shortcuts or bookmarks/favorites to forms you may access daily or to forms you may access so infrequently you forget their location or form name.

To customize the My Banner folder, type the form name “GUAPMNU” in the Go To... field. From the My Banner Maintenance form, double click the forms you want to add to your My Banner personalized folder. Then click on the move arrow to add the form to your My Banner Personal Menu.
The **Banner Toolbar** is a set of icons that represent shortcuts for performing common functions, such as saving form information, navigating form blocks, executing a query, and inserting or removing records.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Save icon" /></td>
<td>Save</td>
<td>Save All Changes</td>
</tr>
<tr>
<td><img src="image2.png" alt="Rollback icon" /></td>
<td>Rollback</td>
<td>Returns to Previous Form</td>
</tr>
<tr>
<td><img src="image3.png" alt="Select icon" /></td>
<td>Select</td>
<td>Enters the Selected Values into the Form</td>
</tr>
<tr>
<td><img src="image4.png" alt="Insert Record icon" /></td>
<td>Insert Record</td>
<td>Inserts a New Blank Record</td>
</tr>
<tr>
<td><img src="image5.png" alt="Delete Record icon" /></td>
<td>Delete Record</td>
<td>Removes All Information for the Current Record</td>
</tr>
<tr>
<td><img src="image6.png" alt="Previous Record icon" /></td>
<td>Previous Record</td>
<td>Moves Cursor to the Previous Record</td>
</tr>
<tr>
<td><img src="image7.png" alt="Next Record icon" /></td>
<td>Next Record</td>
<td>Moves Cursor to the Next Record</td>
</tr>
<tr>
<td><img src="image8.png" alt="Previous Block icon" /></td>
<td>Previous Block</td>
<td>Moves Cursor to Previous Block</td>
</tr>
<tr>
<td><img src="image9.png" alt="Next Block icon" /></td>
<td>Next Block</td>
<td>Moves Cursor to Next Block</td>
</tr>
<tr>
<td><img src="image10.png" alt="Enter Query icon" /></td>
<td>Enter Query</td>
<td>Places the Form into Query Mode</td>
</tr>
<tr>
<td><img src="image11.png" alt="Execute Query icon" /></td>
<td>Execute Query</td>
<td>Searches the Database</td>
</tr>
<tr>
<td><img src="image12.png" alt="Cancel Query icon" /></td>
<td>Cancel Query</td>
<td>Cancels the Query</td>
</tr>
<tr>
<td><img src="image13.png" alt="Print icon" /></td>
<td>Print</td>
<td>Prints the Current Window</td>
</tr>
<tr>
<td><img src="image14.png" alt="Help icon" /></td>
<td>Help</td>
<td>Displays Online Banner Help</td>
</tr>
</tbody>
</table>

**Keyboard Shortcuts**

<table>
<thead>
<tr>
<th>Banner Toolbar Icons</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td>F10</td>
</tr>
<tr>
<td>Rollback</td>
<td>Shift+F7</td>
</tr>
<tr>
<td>Select</td>
<td>Shift+F3</td>
</tr>
<tr>
<td>Insert Record</td>
<td>F6</td>
</tr>
<tr>
<td>Remove (Delete) Record</td>
<td>Shift+F6</td>
</tr>
<tr>
<td>Previous Record</td>
<td>Arrow Up or PgUp</td>
</tr>
<tr>
<td>Next Record</td>
<td>Arrow Down or PgDn</td>
</tr>
<tr>
<td>Previous Block</td>
<td>Ctrl+PgUp</td>
</tr>
<tr>
<td>Next Block</td>
<td>Ctrl+PgDn</td>
</tr>
<tr>
<td>Enter Query</td>
<td>F7</td>
</tr>
<tr>
<td>Execute Query</td>
<td>F8</td>
</tr>
<tr>
<td>Cancel Query</td>
<td>Ctrl+Q</td>
</tr>
<tr>
<td>Print</td>
<td>Shift+F8</td>
</tr>
<tr>
<td>Exit</td>
<td>Ctrl+Q</td>
</tr>
</tbody>
</table>

**Commonly Used Shortcut Keys**

- Count Query Hits: Shift+F2
- Clear Field: Ctrl+U
- Duplicate Field: F3
- Next Field: Tab
- Previous Field: Shift+Tab
- Go To... Another Form: F5
- Clear Record: Shift+F4
- Duplicate Record: F4
- Show Keys: Ctrl+F1

**Searching (Using Wildcards)**

Using Banner **Wildcards** “.” (underscore) and “%” (percent) can broaden or simplify the searching of data when parts of a search may not be known or missing.

**Percent (“%”):**
Using this wildcard when searching in Banner allows you to enter part of a name or ID number. By using this wildcard, you can replace unknown characters with the “%”.

In Banner the “%” represents any letter, number, symbol, or any group of letters, numbers, or symbols.

**Underscore (“_”):**
The “_” is used to replace one character when searching.

- “%” Represents any number of characters.
- “_” Represents one occurrence of the character.

Use and Examples: We’ll use the last name “Smith” in this example.

<table>
<thead>
<tr>
<th>Enter this</th>
<th>To get these results...</th>
</tr>
</thead>
<tbody>
<tr>
<td>%mit%</td>
<td>All entries that contain “mit”</td>
</tr>
<tr>
<td>Smi%</td>
<td>All entries that begin with “Smi”</td>
</tr>
<tr>
<td>%ith</td>
<td>All entries that end with “ith”</td>
</tr>
<tr>
<td>_m%</td>
<td>All entries that have “m” as the second character</td>
</tr>
</tbody>
</table>
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Logging into Banner INB

Welcome to the Banner Finance Guide for North Carolina Central University. This process will help users to search, review, and reconcile transactions that have been applied in the Banner Finance System.

1. Log into My EOL (Go to www.nccu.edu and then click on My EOL in top right corner).
2. Select the Banner INB link to access Banner Internet Native Banner (INB).
3. Enter your Banner INB Username and Password.

If you need assistance logging into Banner INB, please contact IT by submitting helpdesk ticket. https://nccu.teamdynamix.com/TDClient/Home/
BUDGET SCREENS (Funds beginning with 1, 3, 6, or 7)
Querying Organization Budget Status (FGIBDST)

The Organization Budget Status (FGIBDST) should be used to retrieve budget, year-to-date, commitment, and available balances for your fund by fiscal year. This is a query only form.

Type form FGIBDST, in the Go To field on the main screen.
FGIBDST displays all expenditures on the fund for the fiscal year.

- **Field Descriptions:**
  - **Account** is the six digit number that identifies the account.
  - **Type** identifies the three types of accounts based on the first digit of the account number: Revenue (R) = 5, Payroll Expenses (L for Labor) = 6, and All other Expenses (E) = 7
  - **Description** is the description of the account.
  - **Adjusted Budget** is the budget for the account based on what has been processed as of the screen date. It represents the original budget and processed budget adjustments as of this date.
  - **YTD Activity** represents the actual (total) transactions processed from the fiscal year.
  - **Commitments** show the requisitions and purchase orders that have not been paid.
  - **Available Balance** is the Adjusted Budget minus the Year to Date Activity minus Commitments.
  - **The Available Balance** does not include unprocessed transactions (i.e., projected salaries, stipends, travel, and/or tuition and fees submitted for payment). **Please be sure to consider any unprocessed transactions when reconciling your fund.**
Locating Budget Transactional Detail Information (FGITRND)

There are three options to locate detail information from screen FGIBDST.
FGITRND is the transactional detail information. You can query or extract data from this screen by using the rollback feature and entering the specific items you would like to search.
Locating Transactional Detail Information By Type

To see detailed information on a specific charge,

1. Place your cursor in the Type field.
2. Select Query Document [By Type].

![Query Document Screenshot]

This will bring you to form **FAINV**E (Invoice/Credit Memo Query)

3. Select Next Block to get the information.

![Invoice/Credit Memo Query Screenshot]
This screen details the invoice/credit memo for the Invoice #2055816. It has the information that includes information such as the Purchase Order, Vendor Name, and the payment due date. By selecting the icon next to vendor invoice, you can get a detailed list of the items purchased.
FAQVINV displays a query of the vendor invoice with the details by the document number.
Locating Transactional Detail Information by Document (FOIDOCH)

FOIDOCH is the screen used to track the process of a requisition from start to finish. You can track the purchase order entry and the invoices paid.

1. Select the Document Type by clicking on the arrow beside document type.
2. Enter the Document Code to begin the search.
3. Select Next Block.

NOTE: If the check number has an exclamation point in front (i.e. !0129929), then it was a direct deposit. It is begins with a zero (0), then an actual check was produced.

Here are the status indicators for FOIDOCH.
Budget Summary Information (FGIBSUM) will give you a summary of the revenue, labor, and direct expenditures on the project.

![Budget Summary Information](image.png)
Organizational Encumbrance Lists (FGIOENC) will give you a summary of the encumbrances on the fund by fiscal year. To get more detail, use Options and click Query Detail Encumbrance Info (FGIENCD).
Locating Budget Availability Status (FGIBAVL)

Budget Availability Status Form (FGIBAVL) can be used to query the status of an account for transaction processing. This form provides current information on adjusted budget, year to date activity, budget reservations, and available balance for selected fund organization, account and program combinations.

Note: It is suggested to always use 61000P in the Account field; it is the top of the Budget Pool and will pull in ALL Account Codes below it.

This screen will also show you any pending documents that are associated with the fund. To see the pending documents, click on Options, while in FGIBAVL, to take you to screen FGITINP.
Transaction In Process Status (FGITINP) shows you the detail of the pending documents that are in process.
GRANT SCREENS (Funds beginning with 5)  
Querying Grant Budget & Expenditures (FRIGITD)

The Grant Inception to Date Form (FRIGITD) should be used to retrieve grant budget and expenditure information. This is a query only form and is able to perform multiple functions. Grant financial information can either be viewed in total, or by grant year. **ALL grant financial information should be reviewed on FRIGITD.**

Time Period: it must be determined what period of information to retrieve. Both the Month and the Year fields for the Date From and the Date To fields can be modified to customize your search. The default is inception-to-date.

1. Type form **FRIGITD**, in the **Go To** field on the main screen.

2. Press the **Enter** key on your keyboard. The Grant Inception to Date form will open.

3. Type your Fund number then press the Tab key and the Program and Organization fields will fill in automatically.

4. Select Next Block (Ctrl + Page Down) to get the form to populate. Next Block is located in the menu under the text “Block”.

**NOTE:** You do not need to enter information into the Index, Activity, Location, Account Type, or Account.

Enter Date from and Date To if you want to use specific dates. If nothing is entered, the entire grant period will automatically be filled in from when the grant began until the current month.
This screen will show all expenditures on the grant since the inception (beginning) of the grant.

- **Field Descriptions:**
  - **Account** is the six digit number that identifies the account.
  - **Type** identifies the three types of accounts based on the **first digit of the account number**: Revenue (R) = 5, Payroll Expenses (L for Labor) = 6, and All other Expenses (E) = 7
  - **Description** is the description of the account.
  - **Adjusted Budget** is the budget for the account based on what has been processed as of the screen date. It represents the original budget and processed budget adjustments as of this date.
  - **YTD Activity** represents the actual (total) transactions processed from the grant start date to the current date.
  - **Commitments** show the requisitions and purchase orders that have not been paid.
  - **Available Balance** is the Adjusted Budget minus the Year to Date Activity minus Commitments.
  - The **Available Balance** does not include unprocessed transactions (i.e., projected salaries, stipends, travel, and/or tuition and fees submitted for payment). **Please be sure to consider any unprocessed transactions when reconciling your fund.**
There are numerous queries on grant funds that can be utilized to determine your expenditures within FRIGITD.

Account Summary can be used to see summarize data on your fund.

- **Level 1 Acct Types** – displays summary information with Labor and Expenses categories only. You can also check “Include Revenue Accounts” to display the revenue summary as well.

**Display Grant Summary without Revenue**

**Display Grant Summary with Revenue**
- **Level 2 Acct Types**—displays summary information with categories of Salaries, Benefits, Supplies and Materials, Services, and Scholarships and Fellowships. You can also check “Include Revenue Accounts” to display the revenue summary as well.

- **All Levels** displays summary information with every account. You can also check “Include Revenue Accounts” to display the revenue detail as well.

***Remember to scroll down to the bottom of the page to get the correct total of your budget.***
- **Budget Pool** displays summary information with by budget pool. You can also check “Include Revenue Accounts” to display the revenue detail as well. This is helpful when trying to determine how much is available for you to spend.
Locating Grant Transactional Detail Information (FRIGTRD)

To locate transaction detail while in FRIGITD, place your cursor in the account you would like to display (i.e, 72900G)

1. Select Options
2. Select Grant Detail Information (FRIGTRD)
All transactions for that account will be displayed in descending, chronological order by activity date.

- **Account** is the current six digit account code you are viewing.
- **Organization** is the “Org.” or organization number assigned to your department.
- **Program** is the code assigned to a fund to indicate the purpose of that fund.
- **Activity Date** is the date transactions are processed.
- **Type** is the type of transaction (i.e., “BTG” is for Budget Transfers on Grants).
- **Document** is the accounting document number for the transaction (i.e. receipt, journal entry, check).
- “Program needs…” - **Description** of the transaction.
- **Field** represents the YTD (year- to- date activity) for the account.
- **Amount** is the dollar amount of the transaction.
- **Increase (+)/Decrease (-)** indicates whether the transaction increased or decreased the account balance.

To **EXIT** this screen and return back to **FRIGITD**, you can use the black X to close the current screen.
Locating Transactional Detail Information By Type

To see detailed information on a specific charge,

4. Place your curser in the Type field.
5. Select Query Document [By Type].

This will bring you to form **FAINV**E (Invoice/Credit Memo Query)

6. Select Next Block to get the information.
This screen details the invoice/credit memo for the Invoice #2055816. It has the information that includes information such as the Purchase Order, Vendor Name, and the payment due date. By selecting the icon next to vendor invoice, you can get a detailed list of the items purchased.
Locating Transactional Detail Information by Vendor (FAQVINV)

FAQVINV displays a query of the vendor invoice with the details by the document number.
FOIDOCH is the screen used to track the process of a requisition from start to finish. You can track the purchase order entry and the invoices paid.

4. Select the Document Type by clicking on the arrow beside document type.
5. Enter the Document Code to begin the search.
6. Select Next Block.

NOTE: If the check number has an exclamation point in front (i.e. !0129929), then it was a direct deposit. If it begins with a zero (0), then an actual check was produced.

Here are the status indicators for FOIDOCH.
Extracting Information out of Banner

Extracting information can be very helpful when you need to analyze multiple lines of information. To extract data out of banner, begin by accessing the screen that you would like to extract the data.

1. Once on the screen (FRIGITD, FGIBAVL, etc.), Click on Help.
2. Select Extract Data No Key

3. Click on Open once the pop-up window appears to open the excel spreadsheet.
4. You are free to manipulate the data for your use.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Description</th>
<th>Adjusted B Activity</th>
<th>Committed Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>L 01000000</td>
<td>Premium</td>
<td>0</td>
<td>1929.55</td>
</tr>
<tr>
<td>L 01010000</td>
<td>EPA Admin</td>
<td>80000</td>
<td>56124.37</td>
</tr>
<tr>
<td>L 01020000</td>
<td>SPA Regular</td>
<td>1000</td>
<td>0</td>
</tr>
<tr>
<td>L 01030000</td>
<td>SPA Longer</td>
<td>614</td>
<td>0</td>
</tr>
<tr>
<td>L 01040000</td>
<td>Work Aid</td>
<td>5200</td>
<td>2322.5</td>
</tr>
<tr>
<td>L 01050000</td>
<td>US Student</td>
<td>10502</td>
<td>0</td>
</tr>
<tr>
<td>L 01060000</td>
<td>Social Sec</td>
<td>9132</td>
<td>4330.76</td>
</tr>
<tr>
<td>L 01070000</td>
<td>State Reti</td>
<td>15408</td>
<td>9018.73</td>
</tr>
<tr>
<td>L 01080000</td>
<td>Medical In</td>
<td>10570</td>
<td>6499.19</td>
</tr>
<tr>
<td>E 01090000</td>
<td>Education</td>
<td>2300</td>
<td>0</td>
</tr>
<tr>
<td>E 01100000</td>
<td>Office Sup</td>
<td>3600</td>
<td>386.34</td>
</tr>
<tr>
<td>E 01110000</td>
<td>Other Sup</td>
<td>2900</td>
<td>83.57</td>
</tr>
<tr>
<td>E 01120000</td>
<td>C&amp;G Punch</td>
<td>10828</td>
<td>6831.71</td>
</tr>
<tr>
<td>E 01130000</td>
<td>C&amp;G Punch</td>
<td>300</td>
<td>0</td>
</tr>
<tr>
<td>E 01140000</td>
<td>C&amp;G Punch</td>
<td>800</td>
<td>0</td>
</tr>
<tr>
<td>E 01150000</td>
<td>C&amp;G Punch</td>
<td>9500</td>
<td>1122.35</td>
</tr>
<tr>
<td>E 01160000</td>
<td>C&amp;G Ind</td>
<td>16296</td>
<td>9949.8</td>
</tr>
<tr>
<td>E 01170000</td>
<td>C&amp;G Proj</td>
<td>3830</td>
<td>0</td>
</tr>
<tr>
<td>E 01180000</td>
<td>Property P</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>E 01190000</td>
<td>C&amp;G Other</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>E 01200000</td>
<td>Benefits B</td>
<td>37400</td>
<td>37400</td>
</tr>
</tbody>
</table>
Welcome to the Banner SSB Guide for North Carolina Central University. This process will allow users to query budget information and make online budget transfers.

1. Log into My EOL (Go to www.nccu.edu and then click on My EOL in top right corner).
2. Select the Banner SSB link to access Self Service Banner (SSB).
3. Enter your Banner User ID Number 82XXXXXXX
4. Enter your PIN – it should be a six digit number.

If you need assistance logging into Banner INB, please contact IT by submitting helpdesk ticket. https://nccu.teamdynamix.com/TDClient/Home/
5. Select the Finance Tab or Select the Finance Hyperlink

NOTE: If Finance does not appear, you do not have access to Self Service Finance. Please contact the Budget Office to gain access.

The above screen should appear with server options:

- Approve Documents – Provides direct access to approve/disapprove documents under your User ID
- View Document – Allow viewing of document based upon document type and criteria entered by the User
- Budget Queries – Allow user to run queries on various transactions
- Budget Transfer – Provides template to enter budget transfer
- Multiple Line Budget Transfer – Provides template for multiple lines budget transfer
Budget Query by Account, Organization Hierarchy, or Quick Query

There are three options to run a query:

- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Budget Quick Query

NOTE: You will need your organization number to run any of these queries.

1. Select A New Query Type
2. Select Create Query

3. Select the Adopted Budget, Summary of Budget Transfers, Budget Adjustment, Adjusted Budget, Year-to-Date Activity, Commitments, and Available Balance.

4. Select continue to run your query.
5. From here you will enter your information and submit query.

6. The above screen will appear. This information is same information from Banner INB.

7. You have the option to download this information into an excel spreadsheet. Click on the Download All Ledger Columns and then you are able to format the information.
Budget Transfers for State, Trust, and Endowments Funds

Welcome to Online Budgeting for State, Trust, and Endowment Fund Numbers. This process will help users to move money between account codes. The rule groups for budget transfers are BDT or BDP. Please note that these rule groups does not apply to Grants. Click on the Finance Tab and then click Budget Transfer. When keying a single line budget transfer, the amount should only be the amount you wish to transfer.

1. Go to the Journal Type dropdown Menu and Select BDT or BDP.
   i. BDT – Temporary Budget Transfers
   ii. BDP – Permanent Budget Transfers

2. Enter the Transfer Amount (This should equal the amount being transferred from one line).

3. Tab to each of the following fields and enter the information into the corresponding box:
   4. Enter the Fund Number.
   5. Enter the Organization Code.
   6. Enter the Account Code.
   7. Enter the Program Code.
   8. Enter the Description –Limited to 35 characters. Please do not say in your description, someone told me to do this or travel. Aligning your budget to cover expenditures is acceptable.
   9. Budget Period - Select the appropriate period based upon the respective month i.e.

   | July - 01 | October – 04 | January – 07 | April - 10 |
   | August -02 | November – 05 | February – 08 | May - 11 |
   | September – 03 | December – 06 | March – 09 | June - 12 |

NOTE: The Debit and Credit indicator will be displayed with a minus (-) sign to reduce the budget line and then a plus (+) sign to increase the budget.
Multiple Line Budget Transfer

This option is used for entering more than one line transfer. The Debits and Credits will need to equal and the document total is the absolute value. This means, it is the total of all of your debits and credits.
Approve Documents in SSB

This section describes how to approve budget transfers or journals in SSB.

1. The department’s next approver will log into the system and click the Approve Documents link.

2. The approver should be checking to make sure the correct budget period, the account number is correct and valid explanation.

3. Select the Submit Query Tab
4. Note: This will display a list of documents for which either you are the Originator or the Next Approver.

The actions for which you have access will be enabled denoted in blue otherwise the action will be in black indicating it is not available for this User.
Disapprove Documents in SSB

Departments can disapprove a journal as well, but you will need to notify the Budget Office that you have disapproved a journal and provide the document number (i.e. J0055068). The Budget Office does know if you have disapproved a journal. Therefore, it is very important that you notify our office so that the entry can be removed from system.

*Please note that when the document is in the Budget Office approval queue, we will double check to make sure all information is correct before approving. If the entry is incorrect, we will disapprove and remove it from system. You will need to re-enter the journal.*

Documents that have been disapproved will be returned to the Originator with a Message in Internet Native Banner or via the View Document process in Banner Self Service.

If you have questions, or need additional information, please feel free to contact the Office of Budgets and Financial Planning.
Welcome to Online Budgeting for Grant Fund Numbers. This process will help users to move money between account codes in their fund number. The Office of Sponsored Research and Programs continues to foster an environment which encourages research, scholarly inquiry and creative activities by the faculty through technically assisting in the acquisition of extramural funding. If you have any questions, please contact our office at osrp@nccu.edu or 919-530-7333.

1. Log into My EOL (Go to www.nccu.edu and then click on My EOL in top right corner)
2. Select the Banner SSB link to access Banner Self Service
3. Enter your Banner User ID Number 82XXXXXXX
4. Enter your PIN – it should be a six digit number.

5. Select the Finance Tab or Select the Finance Hyperlink
6. Select Budget Transfer

NOTE: Documents may be Viewed or Approved from this location, once it has been successfully completed.

- Approve Documents – Provides direct access to approve/disapprove documents under your User ID
- View Document – Allow viewing of document based upon document type and criteria entered by the User
- Budget Transfer – Provides template to enter budget transfer
- Multiple Line Budget Transfer – Provides template for multiple lines budget transfer within one Fund
7. Go to the Journal Type dropdown Menu and Select BTT – Budget Transfer- Title 3
8. Enter the Transfer Amount (This should equal the amount being transferred from one line).
9. Tab to each of the following fields and enter the information into the corresponding box:
10. Enter the Fund Number.
11. Enter the Organization Code.
12. Enter the Account Code.
13. Enter the Program Code.
14. Enter the Description – Limited to 35 positions.
15. Budget Period - Select the appropriate period based upon the respective month i.e.
   
   - July - 01  October – 04  January – 07  April - 10
   - August -02  November – 05  February – 08  May - 11
   - September – 03  December – 06  March – 09  June - 12
   
   NOTE: The Debit and Credit indicator will be displayed with a minus (-) sign to reduce the budget line and then a plus (+) sign to increase the budget.

   You MUST have the correct Fund, Organization, Account, Program code related to the specific fund, otherwise the entry will not process
16. Select - Complete
17. A document number will be presented upon successful entry.

18. Write down the Document number for future references.

19. Complete the Budget Transfer Form for Grants or Title III. This form can be accessed at the following link: [http://www.nccu.edu/budget-transfers/index.cfm](http://www.nccu.edu/budget-transfers/index.cfm). It can also be accessed on the OSRP website under Pre-Award Procedures on the Budget Transfer Page.

20. The document should be completed, signed by the PI, and forwarded to OSRP. For Title III Projects, the form should be signed by the Activity Coordinator, and forwarded to OSRP.

21. Please send the required documentation by email to osrp@nccu.edu. Please send a carbon copy (cc) to Dr. Brenda Shaw bshaw@nccu.edu if it is a Title III program.

Documentation for the Budget Transfers is **REQUIRED** for the following:

- Prior Approvals from the Sponsor
- Ordering items or equipment not disclosed in the current budget or notice of award
- Major changes resulting in 25% or more budget change (i.e. moving salaries to supplies resulting in the salary line changing more than 25% of the original budget)

22. Once the budget transfer is reviewed, OSRP will send an email confirmation that the it was approved or returned for further justification.
**Possible Errors for Grant Budget Transfers (5XXXXX)**

*Insufficient Funds* - If there is not enough funds in the budget the message will be received “Insufficient budget, sequence 1, suspending transaction”

SEQUENCE NUMBER - Sequence 1 is the **From** line / Sequence 2 is the **To** line
**Possible Errors - Continued**

*Invalid Fund Number*

If a fund number is invalid, a message will appear and the budget transfer will not process.
Possible Errors - Continued

Fund numbers must be a valid Ledger 5 Fund code, i.e. must begin with Number 5

There are other possible errors and the error message will display precisely what is incorrect with the entry, make appropriate corrections and select the “Complete” button.
Multiple Line Budget Transfers for Grant Funds (5XXXXX)

The multiple line budget transfer will allow you to transfer to multiple account codes within the same fund number. Proceed with the same steps as noted above with the exception of select “Multiple Line Budget Transfer”, this functionality allows for transferring up to 4 Account codes within the same Fund.
Approve Documents in SSB

This section describes how to approve budget transfers or journals in SSB.

2. The department’s next approver will log into the system and click the Approve Documents link.

![Approve Documents in SSB screenshot]

2. The approver should be checking to make sure the correct budget period, the account number is correct and valid explanation.

![Approve Documents screenshot]

5. Select the Submit Query Tab
Note: This will display a list of documents for which either you are the Originator or the Next Approver.

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The actions for which you have access will be enabled denoted in blue otherwise the action will be in black indicating it is not available for this User.

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Once the Approver has reviewed the entry and satisfied, they may select the Approve Document feature and approve or disapprove the document.
Disapprove Documents in SSB

Departments can disapprove a journal as well, but you will need to notify OSRP (Office of Sponsored Research and Programs) that you have disapproved a journal and provide the document number (i.e. J0055068). OSRP does know if you have disapproved a journal. Therefore, it is very important that you notify our office so that the entry can be removed from system.

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Thank you for all that you do at NCCU!!