Budget Allocation and Transfer Instruction Manual (v9.0)

Table of Contents

Introduction

The purpose of this training manual is to serve as a "how to" guide for managing an organization's budget allocations in the university accounting system.   It includes instructions for checking available budget balances, completing the budget transfer form, and reviewing budget transactions.

Overview of the Budget Distribution Process

At the beginning of each fiscal year, the total Educational and General budget for each division, the auxiliary enterprise budgets, and the Unique Military Activities budget will be entered into Banner Finance by major category of expense (salaries, fringes, operating, and recoveries). Budgets will move through the accounting system starting with the Executive Administration and ending in the departmental working fund indexes. An overview of the process to distribute budgets in Banner Finance follows. Please read all sections of this document before entering budget transfers in Banner Finance.

- Banner Finance uses budget pool funds to facilitate the distribution of budgets to working funds. Contact the Budget Office if you are unsure what the pool funds for your area are. Use these pool funds for budget distributions only; revenues and expenses may not be posted against them. Pool funds should have a budget of zero after budget distribution is completed.

- Banner Finance form FZABDGT can be used to move budgets from pool funds to working funds.

- The Office of Budget and Financial Planning will publish a calendar each spring outlining the completion dates for each step of the budget distribution. Following the approval of the University budget, the calendar for distributing budgets begins with the entry of the University level budget pools for the upcoming fiscal year and ends on June 30th, when the budget has been fully distributed.

After the VP for Finance & CFO authorizes the University's budget,

- The Office of Budget and Financial Planning enters base and one-time budgets in pool funds of academic and administrative areas, offsetting revenue budgets, to maintain the system balance.

- Fiscal Officers for each senior management area, in conjunction with Dean and/or Vice President, will make the final distribution from their pool funds to working funds.

Transferring Budgets between Working Funds as the Fiscal Year Progresses

- Once the base and one-time budgets are distributed and the new fiscal year starts, managers may transfer budgets between working funds within the limits of their system authorization. Banner form FZABDGT can be used to move budgets between funds. Journal type BBO will be used to transfer one-time budgets between funds.

- New appropriations are authorized by the VP for Finance & CFO, entered by the Office of Budget and Financial Planning, and distributed in a manner similar to the initial budget distribution process.

Additional Information

- User authorization for fund and journal type access can be attained by contacting the Controller's Office. However, the required forms are found within Appendix 5 on page 30. Both forms should be sent to the Controller's Office, attention Director of General Accounting.

- All budget transactions that are made between 8 a.m. and 5 p.m. on weekdays will be posted immediately. Transactions made at any other time will be batch processed overnight and will be effective on the morning of the following business day. If a transaction has been made, but has not yet been posted, it will be reflected on the FGIBAVL form in Banner, but will not be reflected on the other summary forms until it has been processed. Transactions left in the system but not processed within three days time will be deleted from the system.

- User and management training sessions and materials are available. For information on this or any aspect of the budget transactions procedure, please contact the Banner Finance team (http://www.banner.vt.edu).

- Additional resources are available by contacting either the Budget Office (http://www.obfp.vt.edu) or the Controller's Office (http://www.co.vt.edu).

Budget Control Levels

Budget control in Banner has been set up to control budgets at the organizational level. Organizational expenditures will not be stopped in Educational & General (E&G) funds or Auxiliary Enterprise funds until all of the E&G budgets or Auxiliary budgets within that organization (department) have been used. Restricted expenditures, such as within Sponsored Programs, continue to be controlled at the individual fund level.

Budget Control Level Example

208 E&G Organization	**Budget Control Level**
Administrative	Budget Availability
Information Systems	$2,800

Banner Fund 123767	Banner Fund 123768	Banner Fund 121915	Banner Fund 123766
AIS Alumni/Dev Project	AIS HRIS Project	AIS Finance Operating	AIS Student Sys Project
Budget Amount $100	Budget Amount $700	Budget Amount $500	Budget Amount $1500
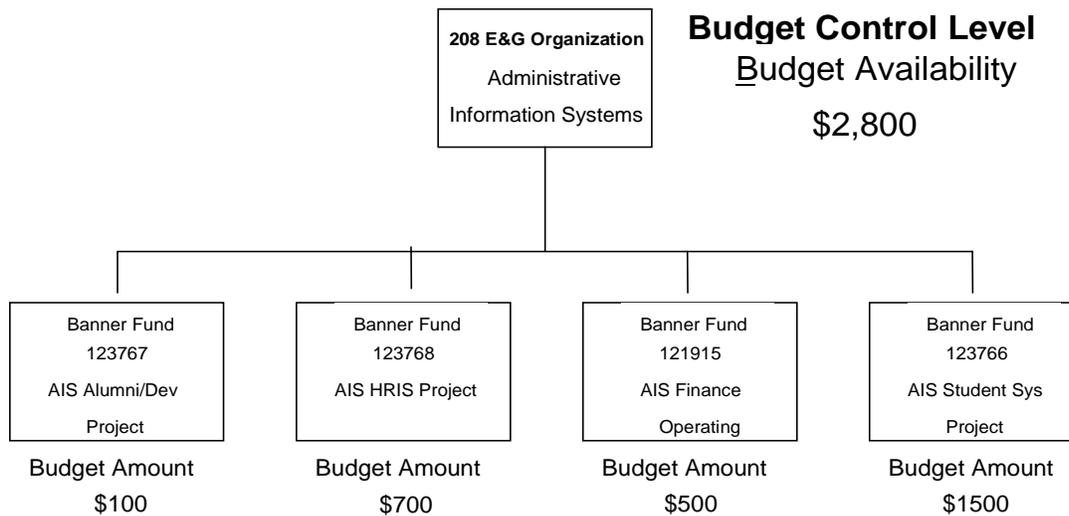
Note: For E&G Programs, the budget control level is the organization. Therefore, Banner will allow expense transactions up to $2,800 on any fund within this organization.

Similar to E&G programs, the budget control for Auxiliary Enterprises and Overhead is also set at the organizational level. Sponsored Grants, Continuing Education programs, and capital projects will be controlled at the fund level, however, and not by organization. Therefore, for E&G departments and auxiliary enterprises, salary and operating budgets **must be** distributed to the organizational level.

BUDGET CONTROL LEVEL

		E&G Programs	Auxiliary Enterprise	Sponsored Grant 1 (Fund 1)	Sponsored Grant2 (Fund 2)	CEC Program 1 (Fund 1)	CEC Program 2 (Fund 2)	Overhead
College of Engineering	Electrical Engr.	X		X	X	X	X	X
	Mechanical Engr.	X		X	X	X	X	X
Organization								
	Philosophy	X		X	X	X	X	X
	Mathematics	X		X	X	X	X	X
	Athletics		X					

Budget control will be set at the department level for E&G programs and overhead, the department level for the auxiliaries, and the fund level for Sponsored and CE Programs.

Office of Budget and Financial Planning
Banner 9.0 Budget Allocation and Transfer Instruction Manual
Last Revised: 10/17/2018

Page   7

Banner Non-Sufficient Funds Processing

When an expense transaction is posted in Banner, the system immediately performs available balance checking. If the system determines that there is sufficient budget balance at the budget control level to cover the transaction, then the transaction is posted. If there is an insufficient budget balance at the budget control level, the system will either issue a *warning message* or an *error message*. A warning message will allow the transaction to be posted. An error message will cause the transaction to remain in an "in process" state until sufficient budget balance is made available.

Normally, system controls will be set to issue an error message when there is insufficient budget balance to cover an expense transaction. If an organization is in an over-budget status when the system controls are set to issue an error message, budget transfers will only be allowed into the organization to reduce the amount by which it is over budget and all expense transactions will remain in an "in process" state. At the beginning of the year, the system controls will be temporarily set to issue warnings until all budgets can be distributed within the system.

Budget entries are made with the appropriate fund index and budget level account code. The system will sum all budget, expenditure, and encumbrance entries in the control structure to determine whether there are sufficient funds.

Salary Expenses

Virginia Tech operates on a twice-monthly payroll calendar. For employees on calendar-year (CY or twelve-month) appointments, departments will see 24 expense charges to their salary funds during the fiscal year. For academic-year (AY or nine-month) faculty, departments will see 18 charges during the year.

- For calendar-year employees, Banner posts three payrolls in July, two in the months of August through May, and one in June.

- For academic-year faculty, Banner posts one payroll in August, two in the months of September through April, and one in May. June and July have no regular salary charges.

- For GTA, GRA, and GA employees, Banner charges expenses on the calendar-year appointment schedule, but only during the term of employment of each person.

Office of Budget and Financial Planning
Banner 9.0 Budget Allocation and Transfer Instruction Manual
Last Revised: 10/17/2018

Page   8

Salary Encumbrances

Banner Finance posts the encumbrances, generated by Banner HRIS, for the salaries of all active salaried employees at the beginning of the fiscal year. This includes faculty, staff employees, as well as GA, GTA and GRA appointments. Wages, P14s and summer school assignments are not encumbered nor are salaries funded by sponsored grants.

All salary encumbrance amounts in Banner are zeroed out and recalculated after each payroll. For each active employee as described above, the new amount is calculated as a projection of salary expenses to be incurred during the remainder of the fiscal year. The calculation is based on beginning and end dates, salary, job status, current funding, and any future changes in funding, salary or status that have been entered in Banner. This causes all changes in Banner to be reflected properly in the salary encumbrance amount. Encumbrance increases for raises occur when the raises are entered in the system, which is typically done at the time the raises become effective.

The Available Balance in the non-sufficient funds checking is equal to the Revised Budget MINUS Year-to-date Expenses and Adjusted Encumbrances. [Available Balance = Revised Budget – (Year-to-date Expenses + Adjusted Encumbrance)] By including the encumbrance in that formula, dollars are reserved for all the payrolls in the fiscal year, and the Available Balance becomes, more accurately, a projection of the year-end balance.

For a department to pass the non-sufficient funds check (at any time during the fiscal year), it must have adequate budget in place to cover all expenses to the end of the fiscal year.

Automatic Transfer of Fringe Budgets To Cover the Cost of Fringe Benefits

In Banner Finance, fringe benefit budgets will be moved automatically as the fringe expense is incurred within the University's Educational and General programs. Subsequent to each payroll posting, a budget will be transferred automatically into each appropriate fund to equal the amount of fringe benefit expenses incurred to date. These fringe budgets will always be exactly equal to expenses and, thus, have no net effect on a department's available balance. Budgets for fringe benefits are unavailable for use for other types of expenditures or transfer. The automatic transfer of budgets for the cost of fringe benefits will not be made to units responsible for funding this cost (e.g., self-supporting units will continue to be responsible for the cost of fringe benefits, and the feature described above will not apply.)

Operating to Salary Transfers

Requests to transfer an amount from the operating budget line to the salary budget line should be sent to the Office of Budget and Financial Planning. Whenever an operating to salary transfer is approved in Banner Finance, fringe benefits must also be accounted for in a separate budget transfer completed by the Budget Office. Only the Office of Budget and Financial Planning has the authority to make these types of transfers within the University's Educational and General programs. Therefore, please contact the budget office at 231-6419 when proposing operating to salary transfers so that the incremental cost of fringe benefits can be addressed.

Office of Budget and Financial Planning
Banner 9.0 Budget Allocation and Transfer Instruction Manual
Last Revised: 10/17/2018

Page   10

Instructions to Check for Budget Availability Banner Forms FGIBDST, FGITRND, and FGIBAV
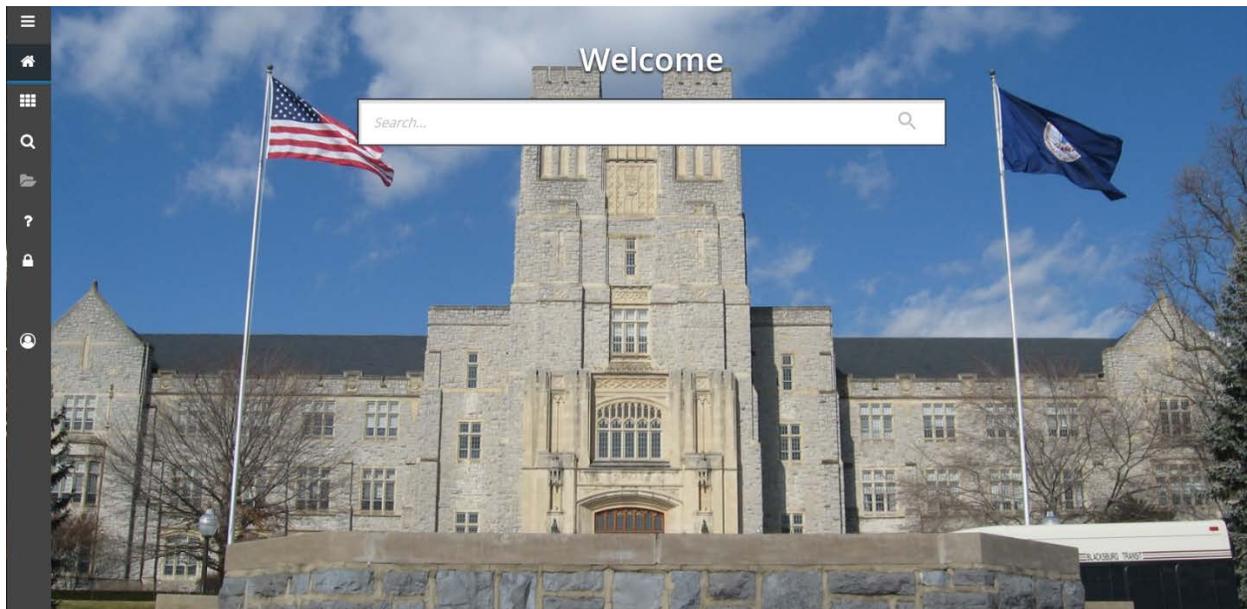
Figure 1: Most of the Banner Forms necessary for doing budget allocations can be found under the Finance System menu.

1. Log in to Banner Finance

Form FGIBDST To Check a Revised Budget

Figure 2: Banner Form FGIBDST

Office of Budget and Financial Planning
Banner 9.0 Budget Allocation and Transfer Instruction Manual
Last Revised: 10/17/2018

Page   11

2. To see the status of the individual fund, go to form FGIBDST (Menu path = Applications → Banner → Finance System Menu → General Ledger (*FINGENLL)_→ General Accounting Query Forms → General Budget Query Forms → Organization Budget Status (FGIBDST)

3. Enter the fund number you are querying in the fund field.

4. Move to the next screen using the Go button in the upper right corner, **Go**

5. This form will show the adjusted budget, year to date expense activity, commitments (encumbrances), and the available budget balance for the individual fund by account. The revised budget is equal to the total of all base budget transfers and all one-time budget transfers.

6. To check another fund, press the Start Over button. **Start Over**
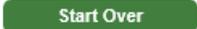
7. To return to the main menu, press EXIT on the toolbar. **X**

Note: To also view activity in revenue account codes, check the box by "Include Revenue Accounts."

Include Revenue Accounts: ☐

Form FGITRND To Check Base and One-time Budgets

Figure 3: FGITRND can be used to check base and one-time budgets.

1. To see only the base and/or one-time budgets of an individual fund, go to form FGITRND (Menu path =Applications → Banner → Finance System Menu → General Ledger (*FINGENLL)_→ General Accounting Query Forms → General Budget Query Forms → Detail Transaction Activity).

2. Enter the fund number in the fund box you are querying

3. You can enter a specific account code if you would like to check the base and/or one-time budgets in that account, or you can leave the field blank to check the base and/or one-time budgets in the entire fund.

4. Click the Go button, Go .

5. In the "Add Another Field, select "Type". Enter **B%B** to check only base budgets, enter **B%O** to check only one-time budgets, or **B%** to check the total budget activity for that fund.

6. Click the Go Button.

Office of Budget and Financial Planning
Banner 9.0 Budget Allocation and Transfer Instruction Manual
Last Revised: 10/17/2018

Page   13

Form FGIBAVL (department level budget checking)

Figure 4: FGIBAVL displays budget controls and the total budget amount available for the control organization and control fund.

1. To see the total budget available for the *control organization and control fund* of an individual fund, go to form FGIBAVL (Menu path =Applications → Banner → Finance System Menu → General Ledger (*FINGENLL)_→ General Accounting Query Forms → General Budget Query Forms → Budget Availability Status).

2. Enter the fund number in the FUND field.

3.   Click the Go button, [Go] .

4. This form will show adjusted budget, year to date activity, commitments (encumbrances), budget availability and pending documents for the *control organization and control fund* of the fund you entered.

Office of Budget and Financial Planning
Banner 9.0 Budget Allocation and Transfer Instruction Manual
Last Revised: 10/17/2018

Page   14

Instructions to Distribute One-Time Expense Budgets Banner Form FZABDGT

Please note policy: For auditing and reporting purposes, all budget transfers may only have _one_ fund that budget is being transferred FROM.
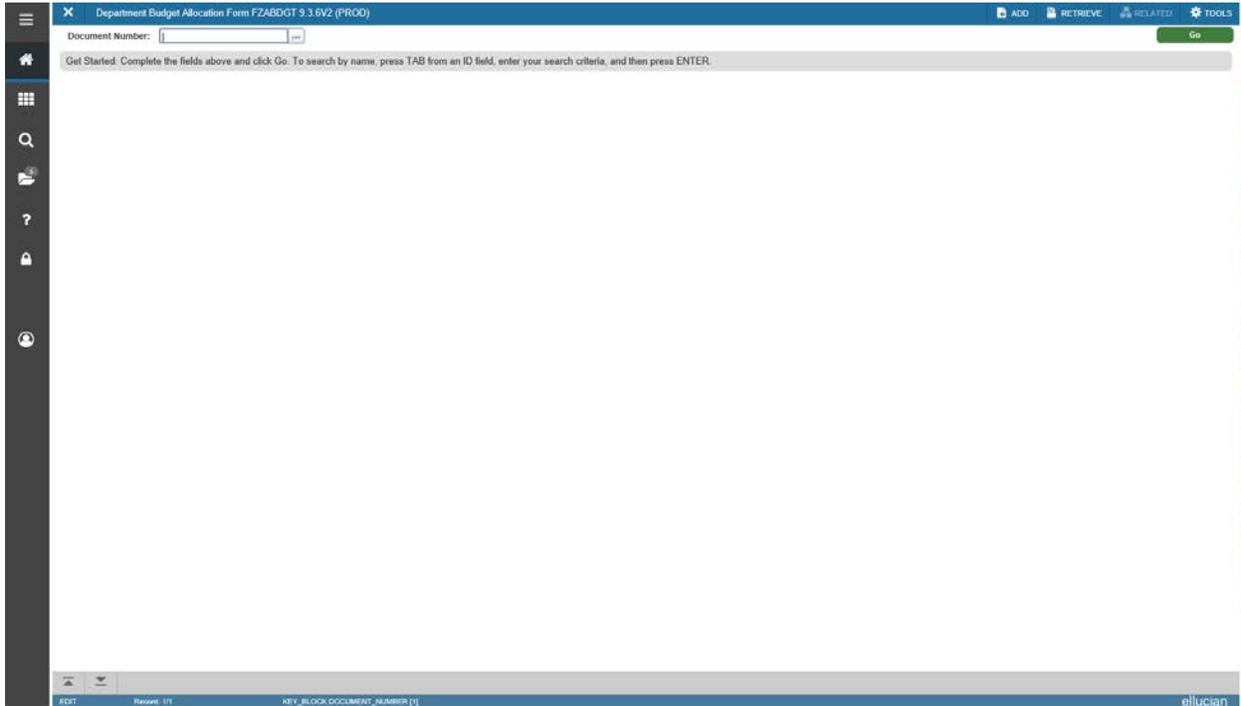
Figure 5: FZABDGT Header Window.

1. Go to form **FZABDGT.** In DOCUMENT NUMBER field type **NEXT**.

2. Click on the Go button. [Go]

3. **Tab past the TRANSACTION DATE field (date will be supplied automatically) to DOCUMENT TOTAL field. Enter the total of the total absolute values of the budget change in each fund.** (For example, if you are going to transfer $10 from fund X to fund Y, enter $20 for Document Total. A $10 change in fund X and a $10 change in fund Y = $20 total change.)   You can also double-click in the DOCUMENT TOTAL field to bring up a calculator, which will help you to enter your transaction amount.

4. Click on the Tools tab on top of the menu bar. Choose **Transaction Detail Information** option on to get to form FZABDGT transaction detail window. The document number and document total will be displayed at the top of the form.

Office of Budget and Financial Planning
Banner 9.0 Budget Allocation and Transfer Instruction Manual
Last Revised: 10/17/2018

Page   15

Figure 6: FZABDGT Transaction Detail Window. Sequence one shown here is the fund the budget transfer is FROM.

Sequence 1

1. **Tab through the SEQUENCE field.** The correct sequence number will appear automatically. The change in each fund is recorded in a separate sequence. The information for the fund you are transferring budget FROM will always be entered in sequence 1. **Please note policy: For auditing and reporting reasons all budget transfers may only have _one_ fund that budget is being transferred FROM.** The information for the fund or funds you are transferring budget TO will be entered in sequences 2 and up.

2. **Tab over to the JOURNAL TYPE field** and enter BBO to do a one-time budget transfer.

3. **Tab to the AMOUNT field** and enter the amount of the budget transfer.

4. **Tab to the +/- field and enter a minus sign [-]** since this is the FROM fund.

5. **Tab down to the INDEX field. Enter the fund number** of the appropriate fund. In sequence 1, this will be the fund that you are transferring money FROM.

6. **Tab down to the ACCOUNT field.** (The FUND and ORGANIZATION fields will automatically default to the correct values for the fund index.) Enter the appropriate account code for this transaction.

7. **Tab to the DESCRIPTION field** and enter a description of the transfer (up to 35 characters).

You have completed the first sequence. **DO NOT HIT ENTER.** To move between sequences, press the up [↑] and down [↓] arrow keys on the keyboard. To get to the next sequence, press the down arrow key, to see a previous sequence, press the up arrow key.

Office of Budget and Financial Planning
Banner 9.0 Budget Allocation and Transfer Instruction Manual
Last Revised: 10/17/2018

Page   16

Figure 7 : Sequence 2, the fund the transfer is TO.

Sequence 2

1. After you have entered the information for the fund you are transferring budget FROM, **press the down arrow to get to the next sequence to enter the TO side of the transaction.**

2. **Tab through the SEQUENCE field**. The correct sequence number will appear automatically.

3. **Tab to the JOURNAL TYPE field** and enter BBO for one-time budget transfers.

4. **Tab to the AMOUNT field** and enter the amount of the budget transfer.

5. **Tab to the +/- field and enter a plus sign [+]** since this is the TO fund.

6. **Tab down to the INDEX field. Enter the fund number** of the appropriate fund. In sequences 2 and up, it will be the fund or funds you are transferring money TO.

7. **Tab to the ACCOUNT field** and enter the account code.

8. **Tab to DESCRIPTION.** You may enter the same description as for the other sequence or enter a different one.

9. After you have finished all of the sequences for a transaction, **Click SAVE,** [SAVE] .

10. If you have finished a budget transfer and have accidentally moved forward to a blank sequence that you will not use, do the following: Go to the tools menu and choose clear record. This will put you back on the last completed sequence that you entered. You may then select Click Save and proceed.

11. You can then check your work by clicking on the Related tab on top of the menu bar and then choosing the **ACCESS TRANSACTION SUMMARY INFO** (FGIJSUM) selection. All sequences should be posted as "Postable." If there is an "Error" you will need to look at your transaction and make the necessary changes. To make corrections to your work or to process the transaction, click on the X above the document total to return to the FZABDGT form.

12. Once review is complete use the X above the document number to return back to the transaction detail.

13. When you are ready to process the transaction, click on the tools tab on top of the menu bar and then choose ACCESS COMPLETION.

14. Then, click COMPLETE. There may be a slight delay for the transaction to be processed in Banner Finance. Banner will not allow a budget transfer to complete if there is an error in the entry. If this occurs, an error message will be displayed and the bottom of the screen and FZABDGT will be available to correct the entry.

15. When you have **successfully completed** the budget transfer, the following message will appear at the top of the screen: **"Document J0xxxxxx completed and forwarded to the posting process".**

POSSIBLE TRANSACTION ERRORS:

Errors During Transaction Entry

Banner forms are created to help avoid many of the errors that can occur during transaction entry. Banner will give you an error screen and allow you to return to FZABDGT to correct your work if any of the following conditions occur:

- If you have accidentally entered an invalid account code. The FZABDGT form will not accept Sponsored Programs, Revenue, or Fringe Benefit account codes.

- If the total of the transfers of all of the sequences does not equal the amount entered in the DOCUMENT TOTAL field.

- If the FROM entry (- in the +/- field) does not equal the sum of all of the TO entries (+ in the +/- field).

- If the journal type entered in the JOURNAL TYPE field is not the same for all sequences of a transaction. All sequences must have the journal type BBO.

- If the user attempts a transaction with an index outside of the user's organizational authorization.

- If the user attempts a transaction with a journal type for which they do not have authorization.

- If the user enters a sequence with a $0 budget transfer amount.

Please see Appendix 3 for additional information on how to deal with entry errors.

Errors After Transaction Completion

If you realize that you need to correct a transaction after the transaction has already posted,
do the following:

- Completely reverse the first transaction by entering a transaction that is the opposite of the incorrect one.

  Suggestion: Describe reversal entries as "Reverse Budget Transfer J0xxxxxx."

- Do a new transaction to enter the intended information and values.

Office of Budget and Financial Planning
Banner 9.0 Budget Allocation and Transfer Instruction Manual
Last Revised: 10/17/2018

Page   19

FZABDGT Header Window Navigation

```
┌─────────────────────────┐
│   Access FZABDGT        │
│                         │
│                         │
│                         │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│   Enter NEXT in the     │
│   DOCUMENT              │
│   NUMBER                │
│                         │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│   Go Button             │         Document number will be
│                         │ ◀────── supplied at Commit Time
│                         │
│                         │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐         Defaults today's date
│   TRANSACTION          │ ◀──────
│   DATE                 │
│                         │         Transaction date must be within an
│                         │ ◀────── open accounting period
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│   Enter the            │         Total Amount
│   DOCUMENT TOTAL       │ ◀────── Absolute Value Amount
│   amount               │
│                         │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│   Options ──▶           │
│   Transaction Detail    │
│   Information           │
│                         │
└─────────────────────────┘
```
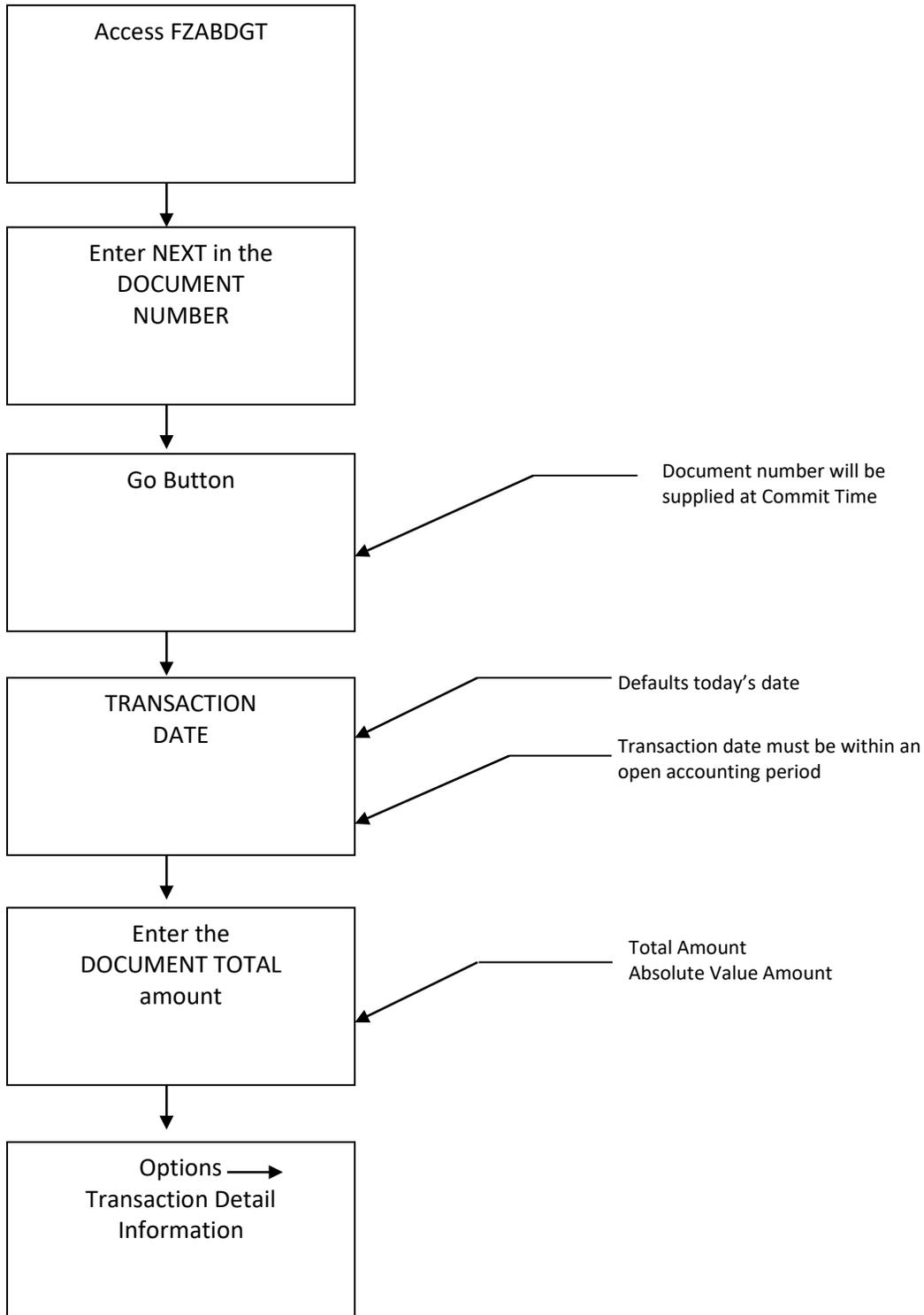
FZABDGT Transaction Detail Window Navigation

```
Enter Budget
Transfer Rule Code        Tab past sequence ──→ auto populates
in JOURNAL TYPE
                          Must be valid Rule Code

                          User must be authorized to use Rule Code

        ↓

Enter Percent in
PERCENT or Amount         Absolute sum of amounts must equal document total
in AMOUNT

        ↓

Enter [-] for "From"
or [+] for "To" in +\-    Sum of +'s must = -'s for the transaction

        ↓

Tab through               Details to U
CHART

        ↓

Enter transfer or         Must be valid Index Code
receiving index
code in INDEX             User must be authorized to use the Index Fund Code

                          Must be E&G or Auxiliary Fund

                          Fund and Org. automatically populates

        ↓

Enter Budget Level        Must be valid budget entry level account
Account Code in
ACCOUNT                   Must be labor or expenditure account

                          Tab past Prog/Activity/Location

        ↓
```

```
Enter description          Is Budget      Yes     Related ──→      No    Tools
in DESCRIPTION             Transfer              Access                 Choose ACCESS
                           done?                 Transaction            COMPLETION
        ↓                                         Summary Info &         Option
                              No                 Review Data
Down Arrow Key                                                    If data is incorrect,
to get to Next                                                    review the data and
Record                                                           make necessary
                                                                  changes
        ↓

Duplicate Record
Key (F4) to copy
previous record
```

Instructions to Check Distributed Budgets
Banner Forms FGIBDST, FGITRND and FGIDOCR

There are three fund activity summary forms that you can access to see the details of budget transactions on a fund, FGIBDST, FGITRND and FGIDOCR:

1. To see the status of the individual index/fund, go to form FGIBDST (Menu path = Applications → Banner → Finance System Menu → General Ledger → General Accounting Query Forms → Executive Summary. To see further details of the transactions on this fund, you can choose the related tab and click TRANSACTION DETAIL INFO to take you to form FGITRND. *Be sure that your cursor is either in the "Acct" or "Adj. Budget" field for the account code on which you wish to retrieve further budget information.*

2. Form FGITRND (Menu path = Applications → Banner → Finance System Menu → General Ledger → General Accounting Query Forms → Detail Transaction Activity)is the form in Banner that shows transactions in an individual fund by account (object code). This form does not show the offsetting fund and account. To see the offsetting fund and account information, highlight the transaction you are interested in and choose the QUERY DOCUMENT in the related drop down menu to take you to form FGIDOCR. *Note: you will need to have your cursor in either the "Acct" or "Orgn" fields to be able to use the QUERY DOCUMENT option.*

3. To see offsetting fund information, you will have to access form FGIDOCR (Menu path = Applications → Banner → Finance System Menu → General Ledger → General Accounting Query Forms → Document Retrieval Inquiry). In this form you can see the offsetting entries of the transaction, the user ID of the person who made the transaction and the date that it was made.

Appendix 1

Frequently Used Banner Budget Level Account Codes

Description	Banner Account Codes
Administrative and Professional Faculty	1135
Staff Salaries	1120
Teaching and Research Faculty	1130
Wages	1140
Graduate Teaching & Research Assistants	1180
Graduate Assistants	114GA
T & R Adjunct and Summer Faculty	1160
Operating	1200

Office of Budget and Financial Planning
Banner 9.0 Budget Allocation and Transfer Instruction Manual
Last Revised: 10/17/2018

Page   23

<div style="border: 1px solid black; padding: 10px;">

Appendix 2

Banner Forms Used in Budget Transfers

</div>

FGIBAVL Form that displays budget controls and the total budget amount available for the department and fund.

FGIBDST Executive summary form that displays the year-to-date status of a fund by account. Can be used to check the budget availability of an individual index/fund.

FZABDGT Banner form used to make budget transfers.

FGIJSUM Form used to see the details of a budget transfer before the transaction has been completed.

FGITRND Detail transaction activity form that shows the year to date transactions made to a fund.

FGIDOCR Form that provides the transaction activity details of a fund that will allow you to see offsetting funds, the user ID of the person who made each transaction, and the date that the transaction was processed. To use this form most effectively, find the document you would like further information on using form FGITRND, highlight the transaction you are interested in and choose the QUERY DOCUMENT option in the option drop down menu to take you to form FGIDOCR. *Note: you will need to have your cursor in either the "Acct" or "Orgn" fields on FGITRND to be able to use the QUERY DOCUMENT option.*

Appendix 3

Correcting Entry Errors

Type of Error	How to Correct	Fields Affected
Document Total must be entered	Enter a transaction amount before accessing transaction detail	Document Total
Invalid Budget, Index or Account Codes	Enter a valid code	Journal Type, Index, Account
Document total must equal amount of all transactions	Review document total on FZABDGT. Enter or correct transactions to match total or change total on Header Window	Document Total on Header, Amount
Budget is exceeded	Occurs when decreasing a budget. May be either a warning or error. If a warning, the document can be completed.	

To make the actual corrections, access the Transaction Detail window on FZABDGT

- Use the up and down arrow keys on the keyboard to page through the sequences and make corrections and save as needed.
- Once corrections are made, go back to the Transaction Summary (FGIJSUM) form to make sure the total of all your entries equals the document total in the key block. If the totals are in balance, exit this form and choose the Completion option.
- You can also do an Enter Query/Execute Query on the Transaction Detail window to locate transactions that need to be corrected.

To delete a transaction:

- Use the "Delete" icon at the top of the Journal Voucher Detail on the FZABDGT Detail Window.

Appendix 4
Management Codes in Banner

Banner ORGN Hierarchy Effective 7/31/18

U   Univ. President & Governing Board
     EX   Administration
         S25   Sr. VP for Ops and Admin
             M250   Sr. VP for Ops and Admin

         S27   President
             M251   Athletic Director
             M253   Office of Audit, Risk, & Compliance
             M270   President - G&A
             M271   Center for Regional Strategies
             M272   University Legal Counsel
             M278   VP Strategic Affairs

         S41   Vice Pres Advancement
             M300   Vice President Alumni Relations
             M410   Vice Pres Advancement

         S42   Vice President-Info Technology
             M419   Advanced Research Computing
             M420   Vice Pres - Info Technology - G&A
             M422   TLOS
             M423   Network Infrastructure and Services
             M424   Enterprise Systems
             M425   Computing Center
             M426   IT Experience and Engagement
             M427   Secure Identity Services

         S44   VP Operations
             M256   Environmental Health & Safety
             M259   Chief of Police
             M441   AVP Shared Services
             M442   Emergency Management
             M443   Assoc. VP/Chief Facilities Officer
             M444   Campus Planning, Space & Real Est
             M447   Business Services
             M449   VP Operations

         S46   VP for Finance and CFO
             M254   VP for Finance
             M265   University Treasurer - Gen & Admin
             M273   Finance & FDN Support
             M440   University Controller
             M461   Procurement

S50　VP of Human Resources
　　　M258　VP for Human Resources

S51　VP for Policy & Governance
　　　M462　VP for Policy & Governance

S52　University Initiatives
　　　M279　University Initiatives

S99　Central - University Funds
　　　M896　Central - Executive Briefing Center
　　　M897　Central - National Capital Region
　　　M898　Central - Graduate School
　　　M985　Central - Advancement
　　　M986　Central - President
　　　M987　Central - VP Policy and Governance
　　　M988　Central - Budget Office - Ut Prosim
　　　M990　Central - VP for Finance & CFO
　　　M991　Central - VP for Human Resources
　　　M992　Central - Financial Aid
　　　M993　Central - Univ. Controller
　　　M994　Central-Assoc VP/Chief Faci. Off
　　　M995　Central - Sr. VP for Ops and Admin
　　　M997　Central - VP Operations
　　　M998　Central - Vice Provost for Research
　　　M999　Central-Provost Administration

PR　Executive VP & Provost
　　S01　Agriculture & Life Sciences
　　　　M010　Agriculture & Life Sciences-College
　　　　M013　Dairy Farm
　　　　M016　Director of Cooperative Extension
　　　　M019　Agriculture Experiment Station

　　S02　Architecture & Urban Studies
　　　　M020　Architecture & Urban Studies
　　　　M021　School of Visual Arts SOVA
　　　　M022　School of Architecture + Design
　　　　M023　Myers-Lawson School of Construction
　　　　M024　School of Public & Intern'l Affairs

　　S03　College of Business
　　　　M030　College of Business

　　S05　College of Engineering
　　　　M050　College of Engineering

　　S07　Liberal Arts and Human Sciences
　　　　M070　Liberal Arts and Human Sciences

S08   College of Science
       M080   College of Science

S09   College of Veterinary Medicine
       M090   College of Veterinary Medicine

S10   Natural Resources
       M100   Natural Resources

S11   Dean of Libraries
       M110   Dean of Libraries

S12   VT Carilion School of Medicine
       M500   VT Carilion School of Medicine

S23   Honors College
       M277   Honors College

S24   VP National Capital Region
       M268   National Capital Region

S26   Executive VP & Provost
       M260   Executive VP & Provost
       M261   Enrollment Management
       M267   Undergraduate Academic Affairs
       M276   Associate Provost for the Arts
       M288   Academic Resource Management
       M289   VP - Faculty Affairs
       M290   Learning Systems Innovations & Effe
       M320   Office of Inclusion & Diversity
       M491   S26 Destination Area Pools

S28   Vice Pres-Outreach & Intrntl Affrs
       M280   Vice President - Outreach
       M281   Continuing Education
       M282   International Affairs
       M283   Ctr for Org & Technological Advance
       M284   Extended Campus
       M285   Inst for Adv Learning & Rsch - VT
       M286   Engagement Initiatives

S33   VP Health Sciences and Technology
      M274   Faculty of Health Sciences

S43   Vice President for Student Affairs
       M430   VP Student Affairs - Gen. & Admin.
       M431   Recreational Sports
       M432   Student Engagement & Campus Life
       M434   Student Health & Wellness
       M438   Student Affairs - Assoc. VP
       M439   Dining Service

S45   Vice President for Research
      M252   Biocomplexity Institute
      M450   Vice President for Research
      M452   Fralin Life Sciences
      M453   Inst. for Society, Culture & Env.
      M454   VT Carilion Research Institute
      M455   VT Transportation Institute
      M456   Inst. for Critical Tech & App. Sci.
      M457   Hume Center

S47   Graduate School
      M470   Graduate School
      M472   Northern Virginia Center

Appendix 5
Required Forms for Gaining Access to Banner

The two forms required to gain Banner access are the "Banner System Access Request" and the "Oracle Systems Access Request." The forms should be completed online.

Both of these forms are available on-line through the Virginia Tech Intranet at the following address:

Banner Access Forms:
Https://banweb.banner.vt.edu/pls/bprod/vtirm.irm_forms_main.entry

Banner Finance Site:
https://login.vt.edu/profile/cas/login?execution=e2s1

Or, you can contact the Controller's Office via mail, phone, or fax as outlined below:

North End Center, Suite 3300
300 Turner Street, NW
Blacksburg, VA 24061

Phone: (540) 231-6418
Fax: (540) 231-7221
VT Mail Code: 0312

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Appendix 6
Additional Information & Resources

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You can obtain additional information and view an on-line version of the training manual at the homepage of the Office of Budget and Financial Planning:

http://www.obfp.vt.edu/

Or, you can contact the Budget Office via mail, phone, or fax as outlined below:

<div align="center">

324 Burruss Hall
Mail Code 0114
Phone: (540) 231-6419

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