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**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

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.

<table>
<thead>
<tr>
<th>BUDGET CONTROL LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>E&amp;G Programs</td>
</tr>
<tr>
<td>College of Engineering</td>
</tr>
<tr>
<td>Electrical Engr.</td>
</tr>
<tr>
<td>Mechanical Engr.</td>
</tr>
<tr>
<td>Organization</td>
</tr>
<tr>
<td>Philosophy</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Athletics</td>
</tr>
</tbody>
</table>

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.
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.
**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. \[\text{Available Balance} = \text{Revised Budget} - (\text{Year-to-date Expenses} + \text{Adjusted Encumbrance})\] 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.
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
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.

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.

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.
Form FGIBAVL (department level budget checking)

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.

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.
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.

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.
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.
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.

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.
FZABDGT Header Window Navigation

Access FZABDGT

Enter NEXT in the DOCUMENT NUMBER

Go Button

Transaction Date

Transaction date must be within an open accounting period

Enter the DOCUMENT TOTAL amount

Total Amount Absolute Value Amount

Options
Transaction Detail Information
FZABDGT Transaction Detail Window Navigation

Enter Budget Transfer Rule Code in JOURNAL TYPE
- Tab past sequence → auto populates
- Must be valid Rule Code
- User must be authorized to use Rule Code

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

Enter [-] for “From” or [+] for “To” in +\-
- Sum of +’s must = -’s for the transaction

Tab through CHART
- Details to U

Enter transfer or receiving index code in INDEX
- Must be valid Index Code
- 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 Account Code in ACCOUNT
- Must be valid budget entry level account
- Must be labor or expenditure account
- Tab past Prog/Activity/Location

Enter description in DESCRIPTION

Down Arrow Key to get to Next Record

Duplicate Record Key (F4) to copy previous record

Is Budget Transfer done?
- Yes
- Related Access Transaction Summary Info & Review Data
- No

Tools Choose ACCESS COMPLETION Option

If data is incorrect, review the data and make necessary changes
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

<table>
<thead>
<tr>
<th>Description</th>
<th>Banner Account Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative and Professional Faculty</td>
<td>1135</td>
</tr>
<tr>
<td>Staff Salaries</td>
<td>1120</td>
</tr>
<tr>
<td>Teaching and Research Faculty</td>
<td>1130</td>
</tr>
<tr>
<td>Wages</td>
<td>1140</td>
</tr>
<tr>
<td>Graduate Teaching &amp; Research Assistants</td>
<td>1180</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>114GA</td>
</tr>
<tr>
<td>T &amp; R Adjunct and Summer Faculty</td>
<td>1160</td>
</tr>
<tr>
<td>Operating</td>
<td>1200</td>
</tr>
</tbody>
</table>
Appendix 2

Banner Forms Used in Budget Transfers

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

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>Univ. President &amp; Governing Board</td>
</tr>
<tr>
<td>EX</td>
<td>Administration</td>
</tr>
<tr>
<td>S25</td>
<td>Sr. VP for Ops and Admin</td>
</tr>
<tr>
<td>M250</td>
<td>Sr. VP for Ops and Admin</td>
</tr>
<tr>
<td>S27</td>
<td>President</td>
</tr>
<tr>
<td>M251</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>M253</td>
<td>Office of Audit, Risk, &amp; Compliance</td>
</tr>
<tr>
<td>M270</td>
<td>President - G&amp;A</td>
</tr>
<tr>
<td>M271</td>
<td>Center for Regional Strategies</td>
</tr>
<tr>
<td>M272</td>
<td>University Legal Counsel</td>
</tr>
<tr>
<td>M278</td>
<td>VP Strategic Affairs</td>
</tr>
<tr>
<td>S41</td>
<td>Vice Pres Advancement</td>
</tr>
<tr>
<td>M300</td>
<td>Vice President Alumni Relations</td>
</tr>
<tr>
<td>M410</td>
<td>Vice Pres Advancement</td>
</tr>
<tr>
<td>S42</td>
<td>Vice President-Info Technology</td>
</tr>
<tr>
<td>M419</td>
<td>Advanced Research Computing</td>
</tr>
<tr>
<td>M420</td>
<td>Vice Pres - Info Technology - G&amp;A</td>
</tr>
<tr>
<td>M422</td>
<td>TLOS</td>
</tr>
<tr>
<td>M423</td>
<td>Network Infrastructure and Services</td>
</tr>
<tr>
<td>M424</td>
<td>Enterprise Systems</td>
</tr>
<tr>
<td>M425</td>
<td>Computing Center</td>
</tr>
<tr>
<td>M426</td>
<td>IT Experience and Engagement</td>
</tr>
<tr>
<td>M427</td>
<td>Secure Identity Services</td>
</tr>
<tr>
<td>S44</td>
<td>VP Operations</td>
</tr>
<tr>
<td>M256</td>
<td>Environmental Health &amp; Safety</td>
</tr>
<tr>
<td>M259</td>
<td>Chief of Police</td>
</tr>
<tr>
<td>M441</td>
<td>AVP Shared Services</td>
</tr>
<tr>
<td>M442</td>
<td>Emergency Management</td>
</tr>
<tr>
<td>M443</td>
<td>Assoc. VP/Chief Facilities Officer</td>
</tr>
<tr>
<td>M444</td>
<td>Campus Planning, Space &amp; Real Est</td>
</tr>
<tr>
<td>M447</td>
<td>Business Services</td>
</tr>
<tr>
<td>M449</td>
<td>VP Operations</td>
</tr>
<tr>
<td>S46</td>
<td>VP for Finance and CFO</td>
</tr>
<tr>
<td>M254</td>
<td>VP for Finance</td>
</tr>
<tr>
<td>M265</td>
<td>University Treasurer - Gen &amp; Admin</td>
</tr>
<tr>
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<td>Finance &amp; FDN Support</td>
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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 & Effes  
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
    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/itm.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
Appendix 6
Additional Information & Resources

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:

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