

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 6 on page 35. Both forms should be sent to the Controller's Office, attention Tara Jones.

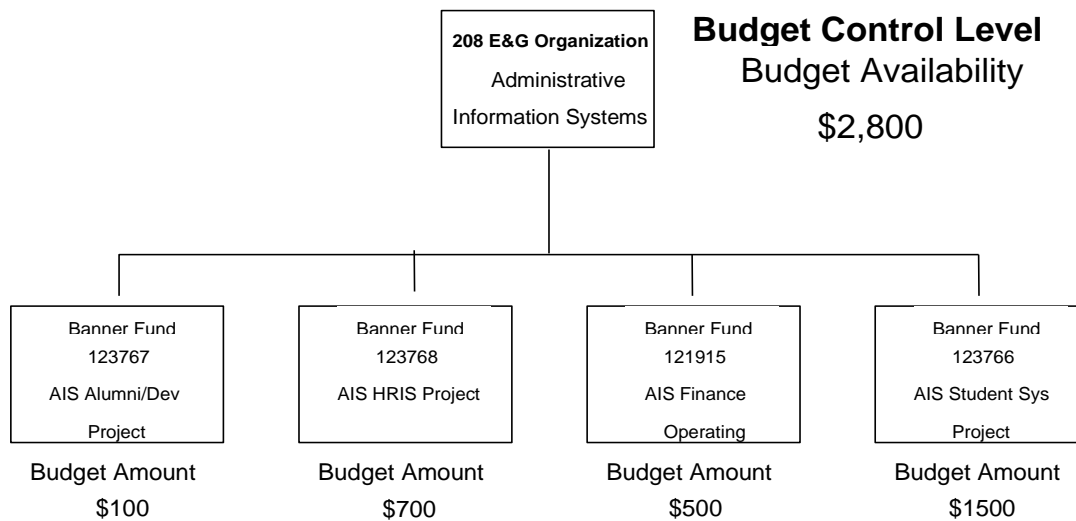
All budget transactions that are made between 8 a.m. and 5 p.m. on weekdays will be posted immediately. Transactions made at any other time will be batch processed overnight and will be effective on the morning of the following business day. If a transaction has been made, but has not yet been posted, 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 on 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.controller.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.

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.

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 (twelve-month) appointments, departments will see 24 expense charges to their salary funds during the fiscal year. For academic-year (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 and university 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 describe 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 FGIBAVL

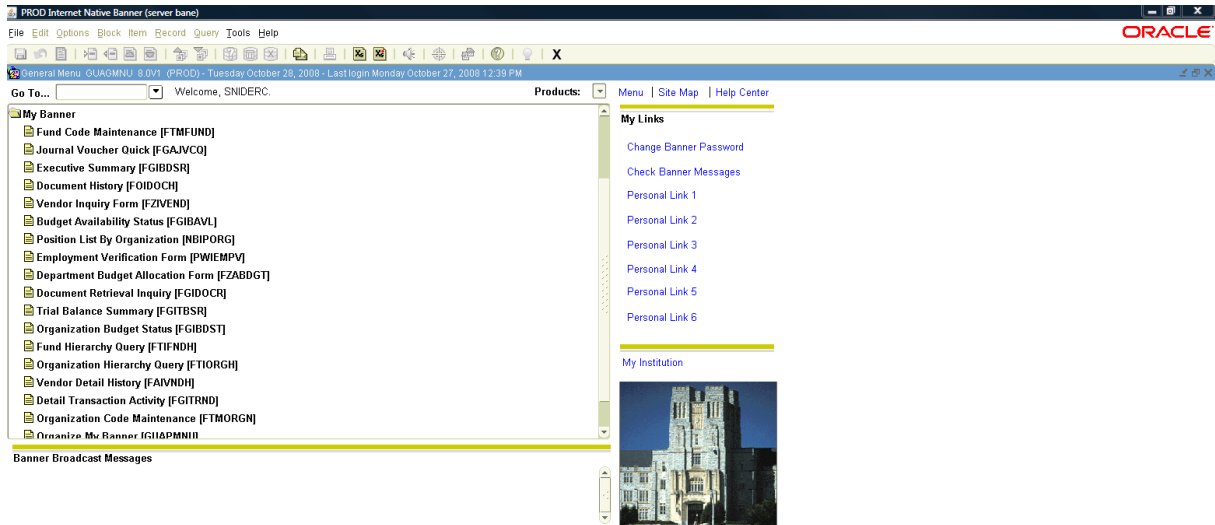



Figure 1: Most of the Banner Forms necessary for doing budget allocations can be found under the Manage Organization Finances menu.

1. Log in to Banner Finance.

Form FGITRND To Check Base and One-time Budgets

Account	Organization	Doc Ref Num	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
11410	044400	018-00	23-SEP-2008	HG1	F0025068	YTD	485.78	+
1200	044400		14-AUG-2008	EB0	J0338052	ABD	65,000.00	+
1200	044400		30-JUL-2008	BBB	J0338369	OB0	2,284.00	+
12140	044400		07-OCT-2008	JE9	FJ025075	YTD	2.35	+
12140	044400		16-SEP-2008	JE9	FJ024881	YTD	1.26	+
12210	044400		15-JUL-2008	INEI	H1174794	ENC	-220.00	-
12210	044400		15-JUL-2008	INEI	H1174794	YTD	220.00	+
12210	044400		11-JUL-2008	PORD	P9004215	ENC	220.00	+
12530	044400		08-OCT-2008	PORD	P9042872	ENC	1,740.00	+
12530	044400		15-AUG-2008	PORD	P9019072	ENC	1,140.00	+
12530	044400		16-JUL-2008	INEI	H1175622	ENC	-285.00	-
12530	044400		16-JUL-2008	INEI	H1175622	YTD	285.00	+
12530	044400		30-JUN-2008	E090	FV081004	ENC	285.00	+
12570	044400	F138397	19-SEP-2008	JE4	FJ024910	YTD	32.00	+
12840	044400	MP67333	22-OCT-2008	JE4	FJ025189	YTD	31.00	+
12850	044400	112091	25-SEP-2008	JE4	J0341995	YTD	193.20	+
13120	044400		08-DEC-2008	INEI	H261662	YTD	16.70	+
Total:							71,431.29	

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

- To see only the base and/or one-time budgets of an individual fund, go to form FGITRND (Menu path = Business Processes: Manage the Enterprise: Manage Organization Finances: Review Financial Balances and Transactions: Detail Transaction Activity Form).
- Enter the number of the fund you are checking.
- 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.
- Perform a NEXT BLOCK, .
- Go to Query and then Enter.
- In the TYPE field, 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.
- Go to Query and then Execute.

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.

PROD Internet Native Banner (server base): Open > FZABDGT

File Edit Options Block Item Record Query Tools Help

ORACLE

Departmental Budget Allocation Form: FZABDGT 8.0V1 (PROD)

Document Number:

Journal Voucher Document Header


Transaction Date:

Document Total:

Document Text Exists:

Enter the Document Number, use "NEXT" or leave field blank to generate number.
Record: 1/1 <OSC>

Figure 5: FZABDGT Header Window.

1. Go to form **FZABDGT**. In **DOCUMENT NUMBER** field type **NEXT**.
2. Click on **NEXT BLOCK**, .
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 **Options** 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.

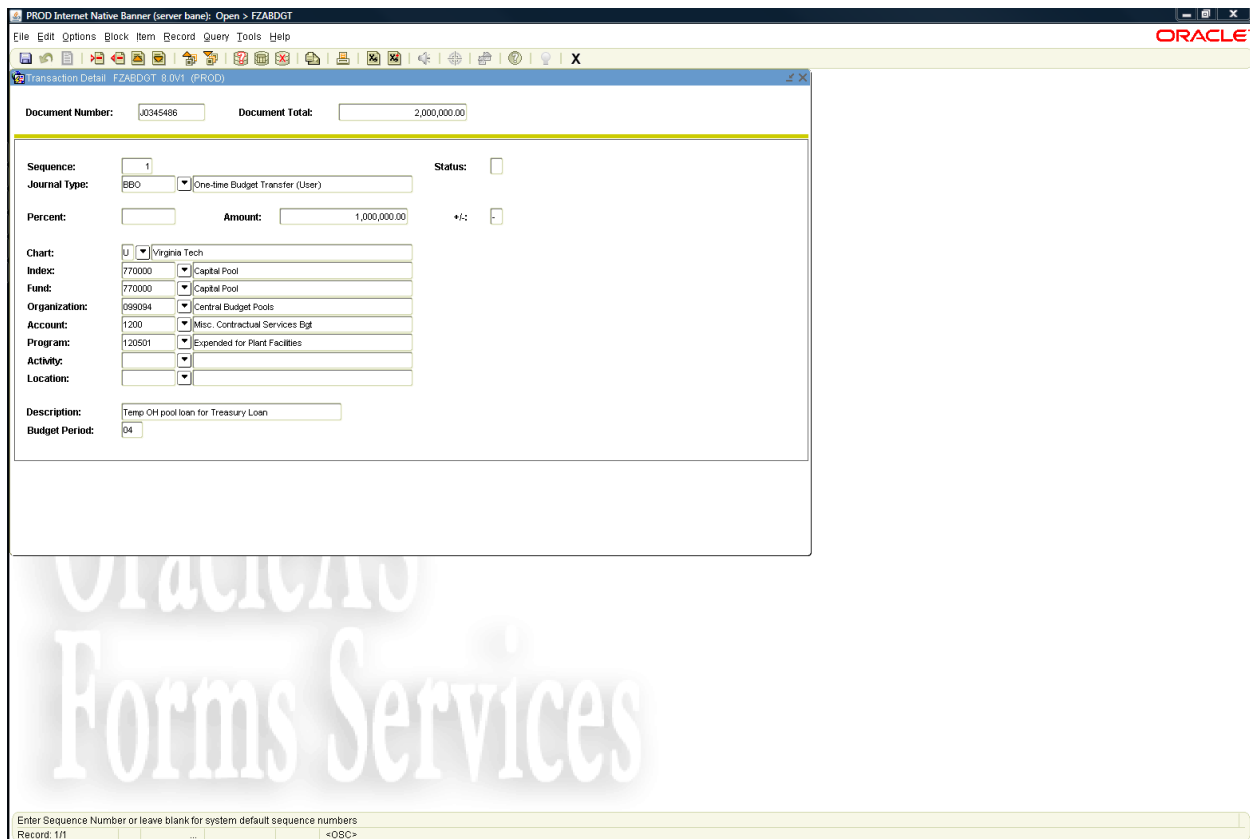


Figure 6: FZABDGT Transaction Detail Window. Sequence one shown here is the fund the budget transfer is FROM.

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 down 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.

Transaction Detail: FZABDGT 8.0V1 (PROD)

Document Number: J0345486 Document Total: 2,000,000.00

Sequence: 2 Status: P

Journal Type: BBO One-time Budget Transfer (Central)

Percent: Amount: 1,000,000.00 +/-

Chart: U Virginia Tech

Index: 770259 Construct New Residence Hall

Fund: 770259 Construct New Residence Hall

Organization: 058595 UPDC-Capital Projects

Account: 1200 Misc. Contractual Services Egt

Program: 120501 Expended for Plant Facilities

Activity:

Location:

Description: Temp OH pool loan for Treasury Loan


Budget Period: 04

Enter Journal Type
Record: 2/2 List of Valu... <08C>

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 Record menu and choose Remove. 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 **Options** tab on top of the menu bar and then choosing the **ACCESS TRANSACTION SUMMARY INFO** (FGIJSUM) selection. All sequences should be posted as "P." If there is an "E" (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.

PROJ Internet Native Banner (server pane): Open > FZABDGT

File Edit Options Block Item Record Query Tools Help

ORACLE

Departmental Budget Allocation Form: FZABDGT 8.0V1 (PROD)

Document Number: J0345488

Journal Voucher Document Header

Transaction Date: 28-OCT-2008 Document Total: 2,000,000.00

Document Text Exists:

Completion: FZABDGT 8.0V1 (PROD)

Complete: In Process:

Select to keep Document Incomplete and "In Process"

Record: 1/1 <OSC>

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



13. 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.
14. When you have **successfully completed** the budget transfer, the following message will appear at the bottom 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

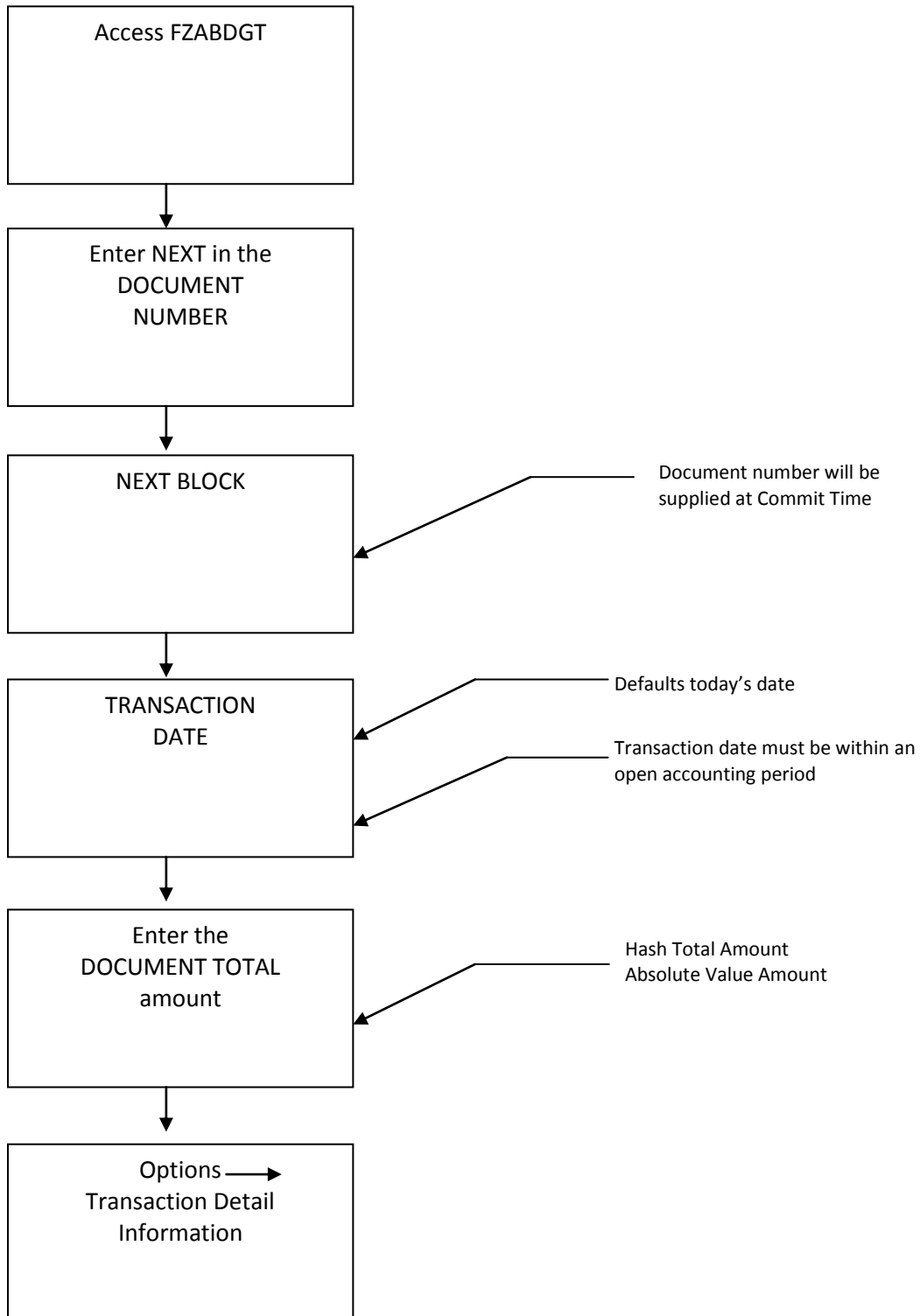
If you realize that you need to correct a transaction after the transaction has already posted, do the following:

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

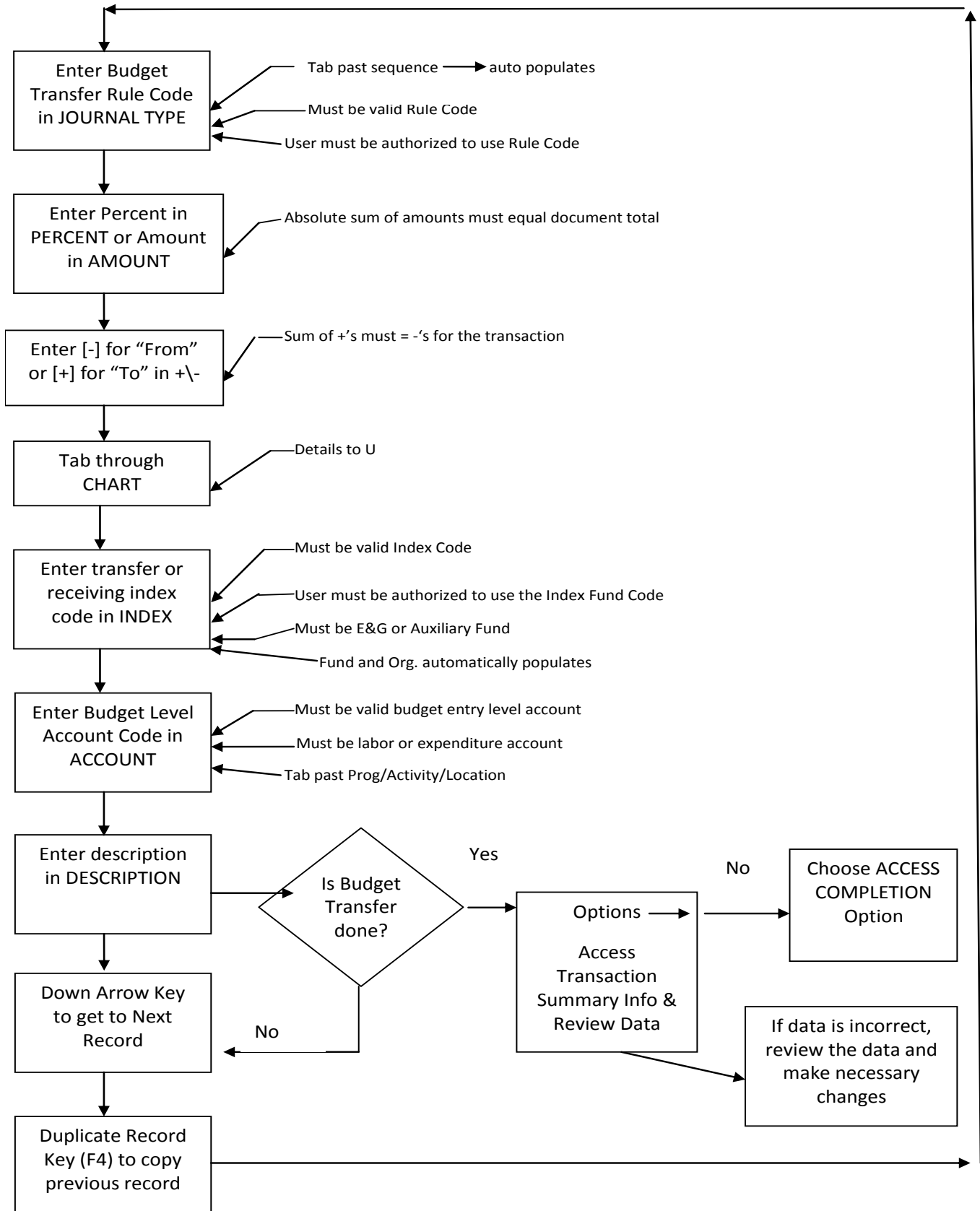
Suggestion: Describe reversal entries as "Reverse Budget Transfer J0xxxxxx."

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

FZABDGT Header Window Navigation



FZABDGT Transaction Detail Window Navigation



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 = Business Processes: Manage the Enterprise: Manage Organization Finances: Review Financial Balances & Transactions: Organization Budget Status Form). To see further details of the transactions on this fund, you can choose the TRANSACTION DETAIL INFO option on the left-hand side of your screen 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 = Business Processes: Manage the Enterprise: Manage Organization Finances: Review Financial Balances and Transactions: Detail Transaction Activity Form) 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 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 to be able to use the QUERY DOCUMENT option.*
3. To see offsetting fund information, you will have to access form FGIDOCR (Menu path = Business Processes: Manage the Enterprise: Finance Main Menu: General Ledger System Menu: General Accounting Query Forms Menu: Document Retrieval Inquiry Form). 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.

<p>Appendix 1</p> <p><i>Frequently Used Banner Budget Level Account Codes</i></p>

<u>Description</u>	<u>Banner Account Codes</u>
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

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

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:

- Place the cursor on the transaction to be deleted.
- Access Record Pull-down menu and click on Remove.

Appendix 4

Management Codes in Banner

Banner ORGN Hierarchy Effective 12/31/08

- U Univ. President & Governing Board
 - EX Executive Vice President
 - S25 Executive Administration
 - M250 Executive Administration Operations
 - M251 Athletic Director
 - M252 Virginia Bioinformatics Institute
 - M266 Senior Fellowship for Resource Dev.
 - M272 University Legal Counsel
 - S27 President
 - M270 President - G&A
 - M271 Center for Regional Strategies
 - S30 Vice President Alumni Relations
 - M300 Vice President Alumni Relations
 - M989 Alumni
 - S32 VP - Equity & Inclusion
 - M320 VP - Equity & Inclusion
 - M321 Office for Equity & Inclusion
 - S41 Vice Pres - Development
 - M410 Vice Pres - Development
 - S42 Vice President-Info Technology
 - M419 Advanced Research
 - M420 Vice Pres - Info Technology - G&A
 - M422 VP Info Systems - Learning Tech
 - M423 Network Infrastructure
 - M424 Enterprise Systems
 - M425 Computing Center
 - M426 Strategic Partnerships - VPIT
 - M427 Secure Enterprise Tech Initiatives
 - S44 VP for Administrative Svcs.
 - M256 Environmental Health & Safety
 - M258 Asst VP for Human Resources
 - M259 Chief of Police
 - M442 Emergency Management
 - M443 Asst Vice President for Facilities
 - M445 University Architect
 - M448 Real Estate Management
 - M449 VP for Administrative Svcs.

- S46 VP for Finance
 - M248 World Inst for Disaster Risk Mgt
 - M253 Director, Internal Audit & Mgt Serv
 - M254 VP for Budget and Financial Mgt-G&A
 - M265 University Treasurer - Gen & Admin
 - M273 AVP-Finance
 - M330 Strategic Init and Bus Analysis
 - M440 University
 - M461 Purchasing
- S99 Central - University Funds
 - M898 Central - Graduate
 - M990 Central - VP for Finance & CFO
 - M991 Central- Asst VP for Human Resource
 - M992 Central - Financial Aid
 - M993 Central - Univ. Controller
 - M994 Central - Asst. VP for Facilities
 - M995 Executive Administration
 - M997 VP for Administrative Services
 - M998 Central - Vice Provost for Research
 - M999 Central-Provost

PR Senior VP & Provost

- S01 Agriculture & Life Sciences
 - M010 Agriculture & Life Sciences-College
 - M016 Director of Cooperative Extension
 - M019 Agriculture Experiment Station
- S02 Architecture & Urban Studies
 - M020 Architecture & Urban
- 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

- S24 VP National Capital Region
 - M268 National Capital Region

- S26 Sr. Vice President and Provost
 - M260 Sr. Vice President and Provost

- S28 Vice Provost - Outreach
 - M280 Vice Provost - Outreach
 - M281 Continuing Education
 - M282 International Res Edu & Dev
 - M283 Ctr for Org & Technological Advance
 - M284 Extended Campus
 - M285 Inst for Adv Learning & Rsch - VT
 - M286 Outreach Program Initiatives
 - M287 Institute for Policy and Governance

- S43 Vice President for Student Affairs

- S45 Vice President for Research
 - M450 Vice President for Research

- S47 Graduate School
 - M470 Graduate School
 - M472 Northern Virginia Center

- S49 VP & Dean for Undergraduate Ed
 - M261 Enrollment Management
 - M264 Distance Learning & Summer Sessions
 - M267 Undergraduate Education
 - M269 Academic Support Services
 - M490 VP & Dean for Undergraduate Ed

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 sent to the Controller’s Office, attention Tara Jones.

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:

http://www.computing.vt.edu/administrative_systems/banner/index.html

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

201 Southgate Center
Mail code 0312
Phone: (540) 231-6418
Fax: (540) 231-7221

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:

322 Burruss Hall
mail code 0114
Phone: (540) 231-6419
Fax: (540) 231-6156