How do I submit an FTR eForm?

Tell Me

1. To get started, go to the Financial Services form web page or go the ITS Imaging & Workflow General Accounting FTR Forms web page and select the desired FTR link. The University Web Authentication Login screen will display as shown below:

   ![Web Authentication Login Screen](image)

   - **NinerNET ID:** Enter your NinerNET credentials and select the **Log In** button.
   - **Password:**

   *Notice:* You MUST close and exit your browser program after log-out to ensure security.

2. Enter your NinerNET credentials and select the **Log In** button.

   *Note:* Please make sure the fund and account number(s) you are using are an accurate representation of the transaction.
3. The entry form below will be displayed:

![Financial Transaction Request Form](image)

4. Click on **Show Instructions** to display the form instructions.
5. Click on **Hide Instructions** to hide the form instructions, as shown.

![Hide Instructions](image)

**Finance Transaction Request Form**

Journal Entry

This FTR can be used to generate Journal Entry transactions. Please make sure the fund and account number(s) you are using are an accurate representation of the transaction. Financial Services reserves the right to correct any inaccurate account numbers.

**Finance Transaction Request Info:**
The Transaction Type you selected is:

- **Journal Entry**: Two sided entry. To be used in specific revenue or expense transactions from one Fund/Org/Account/Program (FOAP) Code to another. Debits equal Credits. For creditors, include Document if found on FONCDTA or on file at FGTRN.

**NOTE**: Journal Entries generated for the sole purpose of paying another University department for goods or services are not permitted on this form. The Interdepartmental Invoice FTR form must be used.

Select **Recall Document** to see a list of previously processed documents, and select **Recall** next to a document if you would like to use it to pre-populate the Transaction Type Info (e.g., Position, if applicable), IndexFund, Account, Description (if applicable), Amounts) for the new FTR.

**NOTE**: The physical appearance of the FTR form will automatically change based on the Transaction Type selected. Therefore, it is important that this section be completed first.

Select the **Chart of Accounts** that will be used for this transaction.

**Chart 1**: University Cash System
**Chart F**: University Foundation Cash System (Financial Services Use Only)
**Chart A**: Athletic Foundation Cash System (Financial Services Use Only)

Confirm the **Dept. Approver Verify** that the field is auto-populated with the 800x of the Preparer’s direct supervisor. It may be changed if a more appropriate “Approver” exists. If you don’t know the 800x you can begin entering the name in the field and a list will appear to choose from.

**Add/Update Approval (Optional)**. If desired click and fill in an additional 800x to receive the transaction for approval. If you don’t know the 800x you can begin entering the name in the field and a list will appear to choose from.

**Effective Date** will default to today’s date.

**Rule Code** - For revenue/expense reclassification, reclassification, or mixture, the rule code should be JN6. For interdepartmental transfer account code 80001, the rule code should be JN6. If default to JN6, however you may select another available option (e.g., JN6 - use accounts 8% Financial Services Use Only - JTV (Travel), JNC (Capital), JFC, JFD, JFQ, JFP, JFT, JFZ (CDX)).

**CMCS Transfer** will default to ‘No’, however if this transaction represents a transfer between state agencies or between university budget codes, please select ‘Yes’ and provide the corresponding four digit Budget Code for both the Transfer In and Transfer Out.

**Transaction Type Info:**

**IndexFund & Account**: Each line must be coded with a six digit INDEXFUND code and a six digit ACCOUNT code. To determine the Banner Fund Code use Banner form FTIVFUND.

**NOTE**: AN INVALID INDEXFUND WILL INVALIDATE THE ENTIRE SUBMISSION.

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6. If applicable, click the **Recall Document** button to recall a previous submission to pre-populate the form; at which time edits can be made before submitting. See **Appendix B** or this **FAQ** for more details on this feature.

7. If not selected, select a **Transaction Type** by clicking the drop-down list.
   1. **NOTE**: If you are not an approved Mass Journal Entry (MJE) user, then that transaction type will not be on the list.

![Transaction Type Drop-Down List](image)

8. If applicable, the FTR System allows users to create templates for recurring or similar entries. If a template exists, enter in a **Template Number** and click the **RECALL** button to display a previous FTR. After the template is displayed, you can make any required changes.

9. If applicable, select a **Chart of Accounts** for the FTR by clicking the drop-down list, as shown below.

![Chart of Accounts](image)
1. NOTE: Based on the transaction type, the COA will pre-populate a default value, and some COAs will not be on the list.

![Chart of Accounts]

10. If applicable, enter an Approver UNC Charlotte ID# for the FTR, the default approver value will be your direct Supervisor listed in Banner.

If you do not know the person's 800#, begin to type the person's name (format: LastName, FirstName) in the ID field and a list will display. Select the person, the 800# and Name will display automatically.

11. If applicable, select the Add Add'l Dept. Approver button and a new field called Add'l Dept. Approver will display. To remove the additional department approver, click the Remove Dept. Approver button.

If you do not know the person's 800#, begin to type the person's name (format: LastName, FirstName) in the ID field and a list will display. Select the person, the 800# and Name will display automatically.

12. If applicable, select the Effective Date by clicking the Calendar icon. The default is usually current date unless the transaction type:

   1. Journal Entry Accrual will default to June 30, current year; however, if using Rule Code J4AR (Accrual Reversal), then change the effective date to the last day of Period 01 of the fiscal year (i.e. 7/31/15 for the fiscal year).
   2. Payment Book Receipt will default to yesterday’s date.

![Calendar]


   1. NOTE: Based on the transaction type, the rule code will pre-populate a default value; additional rule codes may be selected in the drop-down menu.

14. Select CMCS Transfer.

   1. NOTE: This field will default to No; however depending on the transaction type and this transaction represents a transfer between state agencies or between university budget codes, then select Yes and provide the corresponding four-digit Budget Code for both the Transfer In and Transfer Out.

![CMCS Transfer]

15. If applicable, enter Transfer In and Transfer Out Budget Codes.

16. Enter at least one Index/Fund/Account/Description/Debit or Credit combination. To add another line, click the Add Another Line button. You can enter up to 80 lines of FTR entries (Index/Fund/Account/Description/Debit or Credit). You can also remove ANY Transa
1. Enter a valid Index/Fund number.

   1. NOTE: If a valid Index/Fund number has been entered, a ✓ will be displayed. If the Index/Fund number is invalid, a ❌ will be displayed. The Index/Fund description will be displayed below the field. The user can hover over the description to view the full description when scrolling.

2. Enter a valid Account number.

   1. NOTE: If a valid Account number has been entered, a ✓ will be displayed. If the Account number is invalid, a ❌ will be displayed. The Account number description will be displayed below the field. The user can hover over the description to view the full description when scrolling.

3. Enter a Description; this description can be up to thirty-five (35) characters and will be used in Banner when the journal voucher (JV) is posted.

4. Enter a valid Correcting Entry Document #. The document number must exist in Banner.

5. Enter either a Debit or Credit amount, but not both.

   1. NOTE: If there are entries in the Debit and Credit fields, a ❌ will be displayed.

17. Enter any additional information in the Explanation section. Entry is required. This information will be displayed in the Recall Document feature for easy recognition for recall.

18. You can attach any supporting documentation such as reports or emails to the form by clicking the Attachments button.
1. NOTE: You can attach PDF, Word, Excel, Text, CSV, and image files.

19. Click the Submit button to submit the FTR Form; a confirmation screen will be displayed as shown below:

20. Or click the Save As Drafts button to save the current form entry for later edits using the Recall Document feature. There will be no form field validations until the Submit button is selected. Saved drafts will expire after 90 days.

21. Click the Reset and Submit Another button to create another FTR form.

22. To exit the form, close the browser or tab.

23. The following email notifications will be sent to the preparer (the person who submitted the form).

1. A confirmation email will be sent to the preparer, indicating the form submission has been received. This email will summarize the FTR and department contact information, as shown below.
1. NOTE: Review this email for any errors. You can view this document in WebNow by clicking the link included in the email.

If applicable and depending on the transaction type, a **New Task Created** email will be sent to the Supervisor or Designated Approver, indicating the form submission needs **REVIEW** and **APPROVAL**, as shown below:

A confirmation email will be sent to the preparer, indicating the form submission has been **APPROVED** by the Supervisor or Designated Approver, as shown below:

A confirmation email will be sent to the preparer, indicating the form submission has been **REJECTED**, as shown below:
5. An email will be sent to the preparer, indicating the form submission has been put **ON HOLD** because the Supervisor or Designated Approver does not have an Imaging Account, as shown below:

![Email On Hold](image)

6. A confirmation email will be sent to the preparer, indicating the form submission has been **APPROVED** and processed in Banner including the document number, as shown below:

![Email Approved](image)

1. **NOTE:** The following are document-numbering prefixes:

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Document Numbering Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Entry</td>
<td>XFY99999</td>
</tr>
<tr>
<td>Journal Entry Accrual</td>
<td>Chart T: JAFY9999 Chart U: JAFYA999</td>
</tr>
<tr>
<td>Book Receipt</td>
<td>RFY99999</td>
</tr>
<tr>
<td>Book Disbursement</td>
<td>DFY99999</td>
</tr>
<tr>
<td>Interdepartmental Invoice</td>
<td>NFY99999</td>
</tr>
<tr>
<td>Interdepartmental Invoice - Encumbrance</td>
<td>VFY99999</td>
</tr>
<tr>
<td>Payment Book Receipt</td>
<td>CFY99999</td>
</tr>
<tr>
<td>Mass Journal Entry</td>
<td>MFY99999</td>
</tr>
</tbody>
</table>

**Note**

For more detailed instructions on completing an FTR - Journal Entry, please see the [Journal Entry Guidelines](#).

**Related Articles**

- [How do I submit a credit card payment deposit made from a University merchant account?](#)
- [How do I submit an FTR eForm?](#)
- [Can I designate more than one “Approver” on my Financial Transaction Request (FTR)?](#)
- [How do I save my Financial Transaction Request (FTR) for recurring entries?](#)
- [Who are Central Office Approvers for Financial Transaction Requests (FTR)?](#)