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:

![Login Screen](image)

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]

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

![Financial Transaction Request Form]

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.
a. **NOTE:** If you are not an approved Mass Journal Entry (MJE) user, then that transaction type will not be on the list.

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.
   
   a. **NOTE:** Based on the transaction type, the COA will pre-populate a default value, and some COAs will not be on the list.

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:
   
   a. 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).
   
   b. Payment Book Receipt will default to yesterday’s date.

13. Select the **Rule Code**.
a. 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.
   a. 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.

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 Transaction Type Info line by clicking the Remove Line button. See example below:

17. Enter a valid Index/Fund number.
   i. 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.

b. Enter a valid Account number.
   i. 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.

c. 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.

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

e. Enter either a Debit or Credit amount, but not both.
   i. 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.
   a. 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:

![Form Submission Confirmation](image)

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).
   a. 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.
   i. NOTE: Review this email for any errors. You can view this document in WebNow by clicking the link included in the email.
b. 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:

![New Task Created](image1)

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:

![Journal Entry Submission Approved](image2)

A confirmation email will be sent to the preparer, indicating the form submission has been **REJECTED**, as shown below:

![Journal Entry Submission Rejected By Supervisor](image3)

A confirmation 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:

![Journal Entry Submission On Hold](image4)

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:

![Journal Entry Submission Approved](image5)

i. **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>
</tbody>
</table>
Related Articles

- Are Budget Revisions available on Financial Transaction Request (FTR) eForms?
- 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?

**Note**

For more detailed instructions on completing an FTR - Journal Entry, please see the Journal Entry Guidelines.