# Chapter 4

## Interfaces

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4-3</td>
</tr>
<tr>
<td>Interface to the Banner Finance System</td>
<td>4-3</td>
</tr>
<tr>
<td>Banner Human Resources/Finance Interface Flow Summary</td>
<td>4-4</td>
</tr>
<tr>
<td>The HR/Finance Set Up Rule Form (NTRFINI)</td>
<td>4-5</td>
</tr>
<tr>
<td>Distribution Information Window</td>
<td>4-8</td>
</tr>
<tr>
<td>Fringe Chargeback Rules Window</td>
<td>4-9</td>
</tr>
<tr>
<td>Establishing and Feeding Original Budgets</td>
<td>4-10</td>
</tr>
<tr>
<td>Rule Forms</td>
<td>4-10</td>
</tr>
<tr>
<td>Application Forms</td>
<td>4-13</td>
</tr>
<tr>
<td>Batch Processes</td>
<td>4-14</td>
</tr>
<tr>
<td>Process Flow</td>
<td>4-15</td>
</tr>
<tr>
<td>Budget Maintenance Checklist: Establishing &amp; Feeding Original Budgets</td>
<td>4-16</td>
</tr>
<tr>
<td>Establishing and Feeding Original Budgets Flow Diagram</td>
<td>4-18</td>
</tr>
<tr>
<td>Budget Modeling</td>
<td>4-20</td>
</tr>
<tr>
<td>Rule Forms</td>
<td>4-20</td>
</tr>
<tr>
<td>Application Forms</td>
<td>4-22</td>
</tr>
<tr>
<td>Batch Processes</td>
<td>4-25</td>
</tr>
<tr>
<td>Reports</td>
<td>4-28</td>
</tr>
<tr>
<td>Process Flow</td>
<td>4-28</td>
</tr>
<tr>
<td>Budget Maintenance Checklist: Budget Modeling</td>
<td>4-29</td>
</tr>
<tr>
<td>Budget Modeling Flow Diagram</td>
<td>4-31</td>
</tr>
<tr>
<td>Processing Wage/Salary Adjustments</td>
<td>4-33</td>
</tr>
<tr>
<td>Rule Forms</td>
<td>4-33</td>
</tr>
<tr>
<td>Application Forms</td>
<td>4-33</td>
</tr>
<tr>
<td>Batch Processes</td>
<td>4-34</td>
</tr>
<tr>
<td>Process Flow</td>
<td>4-36</td>
</tr>
<tr>
<td>Budget Maintenance Checklist: Processing Wage/Salary Adjustments</td>
<td>4-37</td>
</tr>
<tr>
<td>Processing Wage/Salary Adjustments Flow Diagram</td>
<td>4-39</td>
</tr>
<tr>
<td>Approving Working Budgets</td>
<td>4-41</td>
</tr>
<tr>
<td>Application Forms</td>
<td>4-41</td>
</tr>
<tr>
<td>Batch Processes</td>
<td>4-42</td>
</tr>
<tr>
<td>Process Flow</td>
<td>4-44</td>
</tr>
<tr>
<td>Budget Maintenance Checklist: Approving a Working Budget</td>
<td>4-45</td>
</tr>
<tr>
<td>Approving Working Budgets Flow Diagram</td>
<td>4-47</td>
</tr>
</tbody>
</table>
Chapter 4 Interfaces

Feeding Payroll Transactions ................................................................. 4-49
  Rule Forms ....................................................................................... 4-51
  Application Forms ........................................................................... 4-52
  Batch Processes ............................................................................... 4-53
  Process Flow .................................................................................... 4-55
  Payroll Feed Checklist ...................................................................... 4-55
  Feeding Payroll Transactions Flow Diagram ..................................... 4-56

Processing COBRA Transactions .......................................................... 4-57
  Rule Forms ....................................................................................... 4-58
  Batch Processes ............................................................................... 4-59
  Process Flow .................................................................................... 4-60
  COBRA Feed Checklist ..................................................................... 4-61
  Processing COBRA Transactions Flow Diagram ............................. 4-62
  Budget Development and Maintenance Time Line ......................... 4-65
  Installments/Feed to Finance ............................................................ 4-66
Introduction

This chapter details the interfaces from other Banner systems to the Banner Finance system. Information in this chapter also explains the application forms, rule forms, reports, and processes used in the interface between the Human Resources and Finance Systems. It includes detailed instructions for performing interfaced budget and payroll transactions.

Interface to the Banner Finance System

This section identifies and explains the application forms, rule forms, reports, and processes used in the interface with the Banner Finance System. It includes detailed process flowcharts and step-by-step procedure checklists.

Because this section is presented primarily from the perspective of the Human Resources user, there is limited explanation of the feeds after they hit the Finance System.

Below is a list of this section’s subsections and a brief description of the information contained in each.

- **Banner Human Resources/Finance Interface Flow Summary** provides a visual representation of the data flow between Human Resources and Finance.
- **The HR/Finance Set Up Rule Form (NTRFINI)** provides detailed instructions for completing the form that sets up the Human Resources/Finance interface.
- **Establishing and Feeding Original Budgets** lists the rule forms, application forms, batch processes, and the process flow required to set up and feed original salary and fringe budgets in Banner.
- **Budget Modeling** specifies the rule forms, application forms, batch processes, and process flow that prepare the system for the establishment and feeds of budget models.
- **Processing Wage/Salary Adjustments** specifies the rule/application forms and batch processes necessary to update employee salary and wage information, update encumbrances, and feed encumbrances to Banner Finance.
- **Approving Working Budgets** explains the process for approving a working budget.
- **Feeding Payroll Transactions** provides procedures for feeding payroll transactions.
- **Processing COBRA Transactions** provides information on the Human Resources/Finance COBRA Interface.
- **Budget Development and Maintenance Time Line** charts the fiscal-year cycle of budget preparation and approvals that parallels the corresponding Position Control activities.

**Note:** The Position Control module, which is shared by the Human Resources and Finance systems, appears under a separate heading throughout this section.
Banner Human Resources/Finance Interface Flow Summary

<table>
<thead>
<tr>
<th>PHPFEXP</th>
<th>NHRFINC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Earnings</td>
<td>A</td>
</tr>
<tr>
<td>B Employee Liability</td>
<td>Do not create transaction</td>
</tr>
<tr>
<td>C Net Payroll</td>
<td>Yes</td>
</tr>
<tr>
<td>D Employer Ben. Exp.</td>
<td></td>
</tr>
<tr>
<td>E Employer Liability</td>
<td></td>
</tr>
<tr>
<td>F Defer Pay Hold</td>
<td></td>
</tr>
<tr>
<td>G Defer Pay Payout</td>
<td></td>
</tr>
<tr>
<td>H Frng. C Back Exp.</td>
<td></td>
</tr>
<tr>
<td>I Frng. C B Clearing</td>
<td></td>
</tr>
<tr>
<td>J Frng. Actual Clearing</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NHPFIN1</th>
</tr>
</thead>
<tbody>
<tr>
<td>K Original Budget</td>
</tr>
<tr>
<td>L Budget Adjustments</td>
</tr>
<tr>
<td>M Original Fringe Budget</td>
</tr>
<tr>
<td>N Fringe Budget Adj.</td>
</tr>
<tr>
<td>O Salary Encum. Orig.</td>
</tr>
<tr>
<td>P Encum. Salaries Adj.</td>
</tr>
<tr>
<td>Q Encum. Frng Chgbk Orig</td>
</tr>
<tr>
<td>S COBRA Cash</td>
</tr>
<tr>
<td>T COBRA Premium</td>
</tr>
<tr>
<td>U COBRA Admin. Fee</td>
</tr>
</tbody>
</table>

Does the NTRFINI Update Budget Indicator = NH and the PTOT/FTOT Status = W?

No

Yes

A
The HR/Finance Set Up Rule Form (NTRFINI)

Before you can use the interface with Banner Finance, you must define interface transaction rules on the HR/Finance Set Up Form (NTRFINI). NTRFINI establishes interface rules, defines the accounting distribution for net pay and deferred pay, and validates rule class codes against the Finance System Rule Class Code Form (FTMRUCL).

Note: Because this chapter is about the interface with Banner Finance, it discusses only the version of NTRFINI that appears when Banner Finance is installed.
To establish the rules governing your HR/Finance interface, follow the steps below.

1. Access NTRFINI. All defined records are retrieved. (This requires a brief delay in processing).

2. At Fiscal Year, enter the fiscal year for which you are setting up an interface to Finance. The value you enter must be predefined on the Fiscal Year Form (NBAFISC). The system displays the year’s start and end dates in the From and To fields.
Note: Once this form is completed for the first time, you can use the Copy Year function from this field to copy the data to ensuing fiscal years.

3. The COA field displays the Chart of Accounts code to be applied to the labor distributions found on the Distribution Information Window. This field takes its default value from the Fiscal Year Form (NBAFISC).

4. The fiscal year’s active status is displayed in the Active box. If it is checked, the fiscal year shown is the currently active fiscal year as defined on NBAFISC. If it is not checked, this year is not the currently active fiscal year.

5. At Finance Fiscal Year, enter the Finance System fiscal year for which you are setting up the interface. If Banner Finance is installed, the value you enter must be predefined on the Finance Fiscal Year Form (FTMFSYR). The system displays the year’s start and end dates in the From and To fields. Note that the end date should match the one that appears for the Human Resources fiscal year in Step 2.

6. At Bank, enter the code of the bank you use to issue payroll checks and direct deposits. The value you enter in this field must be predefined on the Bank Code Maintenance Form (FTMBANK).

7. Set the Feed Budget to Finance Budget Development box as follows:
   
   checked  Update the Banner Finance Budget Development module with all original and adjusted budget entries (for both working and active salary and fringe budgets).
   
   unchecked  Do not feed original and adjusted salary and fringe budgets to the Banner Finance Budget Development module. Active budgets (original and adjusted) are fed to the operating ledger with the Payroll system’s ID.

8. Use the Next Item function to move to the Finance Rule Class Code fields. For each field, enter the Banner Finance System rule class code the system should use for validation. The codes you enter must be predefined on the Banner Finance System’s Rule Class Code Maintenance Form (FTMRUCL).

9. Click Save. The system saves your new or revised rules.

10. Access other windows as needed by following the instructions shown below.

<table>
<thead>
<tr>
<th>Mouse</th>
<th>Keyboard</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution</td>
<td>Options+Distribution</td>
<td>Distribution Information Window</td>
</tr>
<tr>
<td>Fringe Rules</td>
<td>Options+Fringe Rules</td>
<td>Fringe Chargeback Rules Window</td>
</tr>
<tr>
<td>Copy Year</td>
<td>Options+Special Online Processes and Functions+Copy Prior Year</td>
<td>Copy Year Confirmation Window</td>
</tr>
</tbody>
</table>
Refer to the following pages for pictures of these windows and instructions for their use.

**Distribution Information Window**

The Distribution Information Window displays the accounting distributions that control the processing of Human Resource accounting transactions.

**Instructions**

1. **At Net Distribution**, indicate the Index and FOAPAL (Fund, Orgn, Acct, Prog, Actv, and Locn) distribution to be used in the interface. If you want to default the FOAPAL components, enter a Banner Finance Index code at the Index field.

   The Net Distribution fields should be blank except for Fund which contains your bank fund, and Acct which contains the general ledger account code of your Payroll Clearing Account. The sample data delivered with your Human Resources application includes a Payroll Clearing Account value of 1060. This value corresponds to the posting modifier set up in your Human Resources System rule classes on FTMRUCL. (If you do not want to use 1060, the Account Maintenance Form (FTMACCT) can be used to establish an equivalent account code for your institution. If you use a value other than 1060, you must also change the posting modifier on your Human Resources rules classes on FTMRUCL to reflect your new Payroll Clearing Account value.)

2. **At Deferred Pay**, indicate the FOAPAL (Index, Fund, Orgn, Acct, Prog, Actv, and Locn) deferred pay distribution to be used in the interface. If you want to default the FOAPAL components, enter a Banner Finance Index code at the Index field.

   The Deferred Pay fields should be blank except for Fund and Acct, which contain the fund and account used for the accrual of deferred pay liability. Use the Fund Code Maintenance Form (FTMFUND) and the Account Code Maintenance Form (FTMACCT) to establish the appropriate fund and account for this purpose.
3. At Fringe Clearing, enter the accounting distribution (fund and account) where the actual fringe expense will be debited and the fringe chargeback amount will be credited.

Fringe Chargeback Rules Window

![Fringe Chargeback Rules Window](image)

The Fringe Chargeback Rules Window collects fringe chargeback data for use in the interface.

1. At Matching FOAPAL Components, specify which components of the FOAPAL are to be considered in the matching of external funding sources. The values you enter in these fields will guide the fringe encumbrance and expense process. For each component (Fund, Orgn, Acct, Prog, Actv, and Locn), check the box for Yes or leave it unchecked for No.

2. When you run your payroll, NBPBUDM and PHPFEXP use the values entered at Calculate/Process Fringe Encumbrances, Fringe Calculation Method, and Override External Rate with Installation Rate? to determine how to encumber, liquidate encumbrances, and expense fringe benefits.

3. Go to the Recalculate All Salary or Fringe Encumbrances? box. When you make changes for this fiscal year to the Fringe Rate Definition and Labor Distribution Override Rule Form (NTRFBLD), this field is updated to checked status (i.e., to Yes). The next time NBPBUDM is run, it looks at this indicator and recalculates all encumbrance values. If NBPBUDM is run in process mode, it resets the indicator to unchecked status (i.e., to No).
Chapter 4  Interfaces

Establishing and Feeding Original Budgets

Budgets establish guidelines to assist in managing fiscal responsibilities and ensuring solvency. One of the largest budget items is labor, which encompasses salaries/wages and fringe benefits. Before you initiate a labor budget, you must complete the forms outlined below. In addition, you must run batch jobs to post original budget transactions to Finance.

Rule Forms

Before you enter position data into the Banner Human Resources System, you must complete several rule forms in the Finance and Human Resources systems. The forms that impact your ability to establish and feed original labor budgets are listed below.

Note: Some of the data defined on the forms below is predefined as Banner Finance sample data.

Finance

You must complete the following Finance forms:

- FTMCOAS Establishes the Chart of Accounts for the installation.
- FTMFUND Establishes valid funds for labor expenditures. A fund is defined, in layperson’s terms, as balance sheet items (assets, liabilities, equity). Funds can be restricted (e.g., grants) or unrestricted (e.g., general).
- FTMORGN Establishes valid organizations for labor expenditures. An organization represents a department within the installation.
- FTMACCT Establishes valid accounts for labor expenditures. Accounts are line items within a site’s financial structure. They include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).
- FTMPROG Establishes valid programs for labor expenditures. Programs enable you to define a method of pulling transactions across organizations and accounts. Examples include instruction, research, and plant operations. Most educational institutions use programs defined by the National Association of College and University Business Offices (NACUBO).
- FTMACTV Establishes valid activities for labor expenditures. An activity is an accounting element for use in tracking non-budget-control financial affairs. An example of an activity is the YMCA’s use of your site’s pool to teach lifesaving.
FTMLOCN Establishes valid locations. Locations represent a building and room number.

FTMSDAT Establishes the system ID as PAYROLL. The PAYROLL system ID feeds payroll, encumbrance, budget, and COBRA transactions to the operating ledgers via the FURFEED process. (Note: The PAYROLL ID is included as part of the Banner Finance seed data.)

FTMFSYR Defines the fiscal year and fiscal periods.

FTMOBUD Establishes valid budget phases within budget IDs for budget development purposes.

FTMRUCL Defines valid Finance System rule class codes that identify the journal type being maintained for transactions from Human Resources. These defined rule classes are used on the HR/Finance Setup Form (NTRFINI).

Note: When editing is performed against general ledger accounts, only a fund and account are required. When editing is performed against operating ledger accounts, you must enter the fund, organization, account, and program. Activity and location are always optional entries in Banner Human Resources and Finance.

Human Resources

When the Human Resources System is first implemented, the following rule forms must be completed prior to the building of the Position Definition Form (NBAPOSN) and the Position Budget Form (NBAPBUD). Data contained in specific fields on these rule forms drives certain batch processes in the budget roll process.
The following rule forms must be completed:

**NTRFBLD**  
Contains three windows for entering fringe rate information. The Fringe Labor Distribution Override block in the main window is used for entering the installation fringe rate by employee class and the labor distribution override data for internal fringe benefits. The next two windows provide information on external fringe benefits. The External Funding Source Fringe Rate Definition Window is used for entering the external funding source fringe rate labor distributions on which the system is to match when performing labor distribution overrides for external fringe benefits. (The system obtains the rules for the match from the NTRFINI rule form.) The External Fringe Labor Distribution Override Window is used for entering an overriding labor distribution by employee class for each matching FOAPAL from the External Funding Source Fringe Rate Definition Window.

**NTRFINI**  
Uses predefined rule class codes from FTMRUCL in the Finance System for Human Resources transactions. It influences accounting distribution for such items as salary expense, employee/employer liabilities, net pay, deferred pay, and COBRA.

It is important to take note of the **Feed Budget to Finance Budget Development** box on NTRFINI and the contents of the **Status** field on the Position Salary Budgets Window of the Position Budget Form (NBAPBUD). If the NTRFINI Feed Budget to Finance Budget Development box is checked and the NBAPBUD Status field is set to Approved, original budgets, budget adjustments, original fringe budgets, and fringe budget adjustments are passed to the Budget Development module in Finance (as POSNBUD transactions) and to the live ledgers in Finance (as PAYROLL transactions). If the NTRFINI Feed Budget to Finance Budget Development box is not checked, these transaction types are posted only to the live ledgers, regardless of the contents of the NBAPBUD Status field. If the NBAPBUD Status field is set to Working, the transactions are passed only to the Budget Development module, regardless of the setting of the NTRFINI Feed Budget to Finance Budget Development box.
Position Control

NTRSGRP Specifies the active salary group code for each salary table (defined on NTRSALA).

NTRSALA Establishes the salary ranges and/or steps for each salary group, salary table, and grade.

NTRBROL Establishes step increases/decreases by employee class for use in budgeting salaries/wages in the budget roll process.

NTRFRNG Collects parameters for use in budgeting fringe benefit costs in the budget roll process.

Application Forms

The following application forms are used to enable Banner's position budgeting features and to create and maintain position budgeting information.

Position Control

NBAFISC Defines the parameters of the fiscal year. Fiscal year begin and end dates default from the FTMFSYR form in Finance.

NBAPROSN Defines and maintains all positions from a Human Resources perspective.

NBAPBUD Defines position totals, fringe totals, and position labor distributions. It provides the ability to monitor position expenditures versus budgeted amounts, allows you to perform budget modeling via budget ID and phase, and displays expended and remaining fringe benefit totals. Organizational budget transfers are also initiated on this form. When creating a new position budget, you must enter a Budget ID and Phase in the Position Totals block for proper feed to the Budget Development module. This form's Budget Roll Indicator determines the amounts used in the Human Resources budget roll process.

NBAJOBS Contains salary, salary encumbrance, and fringe encumbrance information that (depending on the NBAPBUD Budget Roll Indicator value) may be used in the budgeting and encumbering processes.
Batch Processes

By reading position budgeting records, the following batch processes determine if there are original budgets or NBAPBUD position-total adjustments/changes that have not been interfaced to Finance.

NHPFIN1 Extracts data for budgeting (and for budget modeling, encumbrances, and COBRA payments) for the Finance interface. This process generates budget transactions and inserts records into NHRFINC. Original budgets, budget adjustments, original fringe budgets, and fringe budget adjustments are passed to the Budget Development module in Finance (as POSNBUD transactions) and to the live ledgers in Finance (as PAYROLL transactions) if the Feed Budget to Finance Budget Development box on NTRFINI is checked. If the Feed Budget to Finance Budget Development box is unchecked, these transaction types are posted only to the live ledgers (as PAYROLL transactions). In either case, only budgets in approved status are passed to the live ledgers. Salary encumbrances and COBRA transactions are posted only to the live ledgers. All of these transactions are passed to Finance via NHPFIN2.

Parameters include the following:

- COBRA Processing (Y/N)
- Budget Processing (Y/N)
- Encumbrance Processing (Y/N)

NHPFIN2 This process extracts the budget transactions from the NHRFINC table and inserts them into the GURFEED table. (Note: GURFEED is a collector table through which all interfacing transactions to the Finance System are passed.)

Parameters include the following:

- Detail Report (Y/N)
- Interface (Y/N)
- Transactions to GURFEED

As noted above, if the NTRFINI Feed Budget to Finance Budget Development box is checked, any changes to the Budgeted Amount field of the NBAPBUD Position Total block are flagged for concurrent interface to the Budget Development module and the Operating Ledgers. You must then submit the following process to feed to the Budget Development module. This step must be performed before you submit processes to feed transactions to the Banner Finance live ledgers.
Chapter 4 Interfaces

February 2001 SCT Banner Release 5.0
Confidential Using SCT Banner Finance 4-15

Process Flow

1. Complete all rule and application forms described above.

2. For original budget processing, only forms up to and including NBAPOSN and NBAPBUD must be completed to place a recently created (but not filled) position in the budget module.

3. Once an employee is hired to fill the position and an actual salary is known, you may choose to adjust the original budget on NBAPBUD to reflect the salary of the new incumbent and to post the encumbrance to Banner Finance and to the NBAPBUD Position Total block. Encumbrances must be posted to Finance prior to feeding payroll transactions to Finance.

4. Run the following batch programs to feed budgets and budget adjustments to Finance.

FBRFEED Selects budget transactions from GURFEED when the System ID is POSNBUD and creates and/or updates records to insert in to the Budget Development area of Finance. The program actually creates/updates FBBBLIN records, which is the Budgeted Line Item Table in Finance. This table contains annualized amounts. This program must be run only if the Feed Budget to Finance Budget Development box on NTRFINI is checked and the System ID is POSNBUD.

To post the transactions to the live ledgers, submit the following processes.

FURFEED Selects records from GURFEED when the System ID is PAYROLL. It then creates and/or updates records to insert into the Finance Interface Table (FGBTRNI) and updates the Finance ledgers.

FGRTRNI Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).

FGRTRNR Produces an error report that displays the system edits of suspended documents from the FGRTRNI process.

FGRACTG Selects approved documents from the FGRTRNI process and posts the transactions to the ledgers in the Finance System.

If the NTRFINI Feed Budget to Finance Budget Development box is unchecked, changes to the Budgeted Amount field in the Position Total block of NBAPBUD will be flagged for interface only to the Operating Ledgers in the Finance System. Thus, you should not run FBRFEED and should run only FURFEED, FGRTRNI, FGRTRNR, and FGRACTG.
### Budget Maintenance Checklist: Establishing & Feeding Original Budgets

<table>
<thead>
<tr>
<th>Step</th>
<th>Form Or Process</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NTRFINI</td>
<td>Verify criteria for Fringe Budgeting.</td>
</tr>
<tr>
<td>2</td>
<td>NTRFRNG or</td>
<td>Establish criteria for the computation of original fringe budgets for filled and vacant positions under the actual method.</td>
</tr>
<tr>
<td></td>
<td>NTRFBLD</td>
<td>Establish criteria for the computation of original fringe budgets based on salary budget under the charge back method.</td>
</tr>
<tr>
<td>3</td>
<td>NBAPOSN</td>
<td>Define position (budgeted entity).</td>
</tr>
<tr>
<td>4</td>
<td>NBAPBUD</td>
<td>Define position salary budget, premium earnings budget, and position labor distribution.</td>
</tr>
<tr>
<td>5</td>
<td>NBPBUDM (Charge Back Method only)</td>
<td>Run process using the Budget Processing option. Specify processing of Active budgets. Calculates fringe budget amounts under the charge back method.</td>
</tr>
<tr>
<td>6</td>
<td>NHPFIN1</td>
<td>Run process using the Budget Processing option. Extracts data for original budgets for the Finance Interface based on COA, Fiscal Year, Budget ID and Budget Phase. Generates Budget transactions for original budgets and inserts records into NHRFINC.</td>
</tr>
<tr>
<td>7</td>
<td>NHPFIN2</td>
<td>Run process to extract original budget transactions from the NHRFINC table. Optionally inserts records into GURFEED (collector table),</td>
</tr>
<tr>
<td>Step</td>
<td>Form Or Process</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>8</td>
<td>Various</td>
<td>Run desired Position Control Reports.</td>
</tr>
<tr>
<td>9</td>
<td>Finance Feed</td>
<td>Run Finance processes to post to Operating Ledgers in Banner Finance (after NHPFIN2 has been used to populate the GURFEED table). (FBRFEED, FURFEED, FGRTRNI, FGRTRNR, FGRACTG)</td>
</tr>
</tbody>
</table>
Establishing and Feeding Original Budgets Flow Diagram

Finance Rule Forms
- FTMCOAS
- FTMSDAT
- FTMACCT
- FTMOBUD
- FTMFUND
- FTMFSYR

Human Resources Rule Forms
- PTRECLS
- PTRBDCA

Position Control
- Rule Forms
  - NTRFRNG
  - NTRFBLD
  - NTRPCLS

Position Control/General/Human Resources
- Application Forms
  - NBAFISC
  - PEAMPL

Application Forms — Budgets/Budget Adjustments
- NBAPBUD
- NBAPOSN

Application Forms — Budgets/Budget Adjustments
- NBAPOSN

Application Forms — Encumbrances
- NBAPBUD
- NBAPOSN

Application Forms — COBRA
- Refer to Processing COBRA Transactions

Application Forms — Payroll Expenditures
- Refer to Feeding Payroll Transactions
Do you wish to feed original budgets, budget adjustments, encumbrances, and/or COBRA transactions to Finance?

Yes

Batch Processes — Finance
FBRFEED

No

Batch Processes — Position Control
NHPFIN1 NHPFIN2

Is NTRFINI Feed Budget to Finance Budget Development box checked?

Yes

Batch Processes — Finance
FURFEED FGRTRNR FGRTRNI FGRACTG

End of Process

No

Batch Processing — Payroll
PHPFEXP NHPFIN2
Budget Modeling

One of the features of Banner Position Control and Budgeting is its ability to provide an avenue for wage/salary and fringe budgeting for specified fiscal years. A variety of options enable you to create what-if scenarios on proposed budget adjustments to salaries and fringe benefits.

Each created model can then be fed to the Budget Development module within the Banner Finance System to be included in overall Budget Development.

To prepare the system for budget modeling, you must complete the forms outlined below. Once budgets have been created, several batch processes must be run to feed the budget transactions to Finance.

Rule Forms

By the time you are ready to do budget modeling, you should already have completed the Finance and Human Resources rule/control forms listed under Establishing and Feeding Original Budgets. They are repeated below for your convenience. Additional required forms are explained below under Position Control.

Finance

You must complete the following Finance forms:

FTMCOAS Establishes the Chart of Accounts for the installation

FTMFUND Establishes valid funds for labor expenditures. A fund is defined, in layperson’s terms, as balance sheet items (assets, liabilities, equity). Funds can be restricted (e.g., grants) or unrestricted (e.g., general).

FTMORGN Establishes valid organizations for labor expenditures. An organization represents a department within the installation.

FTMACCT Establishes valid accounts for labor expenditures. Accounts are line items within a site’s financial structure. They include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).

FTMPROG Establishes valid programs for labor expenditures. Programs enable you to define a method of pulling transactions across organizations and accounts. Most educational institutions use programs defined by NACUBO (e.g., Instruction).

FTMACTV Establishes valid activities for labor expenditures. An example of an activity is a number assigned to the YMCA for using your site’s pool to teach lifesaving.
FTMLOCN  Establishes valid locations. *Locations* represent a building and room number.

FTMSDAT  Establishes the system ID as PAYROLL or POSNBUD. The PAYROLL system ID feeds payroll, encumbrance, budget, and COBRA transactions to the operating ledgers via the FURFEED process. The POSNBUD system ID feeds budget transactions to the Budget Development module via the FURFEED process. **Note:** Both the PAYROLL and POSNBUD IDs are included as part of the Banner Finance seed data.

FTMFSYR  Defines the fiscal year and fiscal periods.

FTMOBUD  Establishes valid budget phases within budget IDs for budget development purposes.

FTMRUCL  Defines valid Finance System rule class codes that identify the journal type being maintained for transactions from Human Resources. These defined rule classes are used on the HR/Finance Setup Form (NTRFINI).

**Note:** When editing is performed against general ledger accounts, only a fund and account are required. When editing is performed against operating ledger accounts, you must enter the fund, organization, account, and program. Activity and location are always optional entries in Banner Human Resources.

**Position Control**

NTRSGRP  Specifies the active salary group code for each salary table (defined on NTRSALA).

NTRSALA  Establishes the salary ranges and/or steps for each salary table and grade.

NTRPCLS  Creates and associates position classes with employee classes, employee skill levels, position groups, and salary/wage ranges.

NTRSTRL  Establishes the parameters used in the mass salary update process (NBPMASS) to roll data from one salary group to another.

NTRBROL  Provides parameters for rolling the current Human Resources budget into the new fiscal year. Users must complete this parameter form, which determines how budgets are computed for the Human Resources budget roll/budget modeling process. You may choose to increase or decrease the base budget amounts (defined for each employee class in NBAPBUD) to be used in the Human Resources budget roll process by a specified percentage on this rule form.
Application Forms

The following application forms enable you to use the budget modeling features of Banner.

NTRFBLD Enables you to define rules for calculating fringe budgets, encumbrances, and fringe expenses. This functionality is used when you choose to "charge back" accounts based on a percent versus the actual amount. It allows for the definition of installation fringe rates and external funding source fringe rates. It also contains the overriding labor distributions used for posting fringe amounts based on earnings defined when the fringe indicator on the Earnings Code Rule Form (PTREARN) is set to Yes.

NTRFRNG Enables you to establish budgets for fringe benefits that have employer contributions. These parameters are specified by employee class, deduction, and plan code and can be entered in terms of percentages or flat amounts.

The Budget Indicator (the Bud Ind prompt) on this rule form determines how fringe budgets are calculated and what type of fringe calculations are performed in the budget roll process.

NTRFINI Uses predefined rule class codes from the FTMRUCL form in the Finance System for Position Control and Payroll transactions. It determines accounting distributions for such items as salary expense, employee/employer liabilities, net pay, deferred pay, COBRA, etc. It is important to take note of the Feed Budget to Finance Budget Development box. When this box is checked, budget transactions will continue to be interfaced to the Budget Development module of the Finance System (as well as to the operating ledgers) after the position budgets have been approved in the Position Control module. This enables the budget development area to stay in sync with the Position Control module.

Please keep in mind that data transferred to the Finance System from the Position Control module always posts to the operating ledgers. Only when the Feed Budget to Finance Budget Development box is checked will the budget transactions also post to the Budget Development area of Finance.
Position Control

NBAFISC  Defines the parameters of the fiscal year. Fiscal year begin and end dates default from the FTMFSYR form in Finance.

NBAPOSN  Defines and maintains all positions (budgeted entities).

NBAPBUD  Defines position totals, fringe totals, and position labor distributions. It provides the ability to monitor position expenditures versus budgeted amounts, allows you to perform budget modeling via budget ID and phase, and displays expended and remaining fringe benefit totals. Organizational budget transfers are also initiated on this form. *When creating a new position budget, you must enter a Budget ID and Phase in the Position Totals block for proper feed to the Budget Development module.*

To roll budgets to future fiscal periods, choose from the following budget roll options by employee class.

- **Current Budget** Roll current budgeted amounts, plus or minus the employee class increase/decrease parameter.
- **Range** Roll the salary range midpoint times the position appointment percent times the greater of the following:
  - the number of budgeted FTE
  - or the number of incumbent FTE

  The salary range midpoint reflects probable salary/rate and may not be the mathematical midpoint of the range.
- **Remaining Budget** Roll the remaining budget amount.
- **Zero** Roll a zero amount (for zero-based budgeting).
Current Salary Roll:

(a) the sum of annual salaries for NBAJOBS records that have a step equal to zero

(b) the sum of step value in the new/specified salary group for NBAJOBS records that have a step greater than zero and a salary indicator of $ for the table/grade/step combination associated with the job

(c) the sum of the annualized step values in the new/specified salary group for NBAJOBS records with a step greater than zero and an NTRSALA salary indicator of $ for the table/grade/step combination associated with the job

Vacant positions use the Range Midpoint method and job appointment percent is applied to b and c above. Positions selected must have active or frozen status and cannot have end dates prior to the new fiscal year.

Current Encumbrance Roll the sum of all active salary encumbrances, plus or minus the employee class increase/decrease parameter. (For vacant positions, the Range Midpoint method is used.)

Actual Expenditure Payment money that has been allocated for a position. The actual expenditure for the position total for the current year.

If Current Salary or Current Encumbrance is chosen, vacant positions will be rolled using the Range Midpoint of the salary table and grade assigned to each position on NBAPOSN multiplied by the number of vacant FTEs.

NBAJOBS Contains salary and salary encumbrance information that (depending on the budget roll indicator value used in PTRECLS) may be used in the budgeting and encumbering processes.
General Person

**PPAIDEN**  Provides a person's initial point of entry into the system and identifies basic biographic and demographic data on applicants, employees, beneficiaries, and COBRA persons/dependents/beneficiaries.

**Human Resources**

**PEAEMPL**  Establishes basic employee information such as status, leave balances, review dates, termination and leave dates, etc. This form must be completed prior to NBAJOBS.

**PDADEDN**  Establishes deductions and contributions for benefits and taxes, and employee specified withholdings. These records may be used when creating fringe budgets for filled positions.

**Batch Processes**

The following batch processes will be run to prepare the system for the actual budget modeling process.
Finance

FBRBDBB  Rolls budget from the current year’s Operating Ledger to the initial budget phase or from phase to phase.

Position Control

NBPMASS  This program posts changes to NBAJOBS, calculates automatic step increases (and posts changes to NBAJOBS if desired), and updates NTRSALA table entries by a percent or amount.

For budget modeling, NBPMASS must be run prior to the Budget Roll Process to create new salary table entries on NTRSALA for the new salary group being entered as a parameter on NBPBROL.

Parameters for this job are:

- Report or Process P (Process)
- Process Type U (Update table/grade steps)
- Salary Group to roll from
- New Salary Group to roll to

Select the Process Type U and enter remaining parameters as prompted.

The following batch process reads the parameters established on NTRBROL and NTRFRNG and actually creates each requested budget model.

NBPBROL  Allows you to roll current position and fringe budgets (using Actual Method) to proposed position and fringe budgets (in working status) to single or multiple budget phases (explained in this section); to roll the adopted position and fringe budgets to approved status for the new fiscal year (see Approving Working Budgets); and to delete the working budgets no longer needed (see Approving Working Budgets). Results of this process are posted to the Position Totals block of NBAPBUD. (Note: You may overwrite a previously-used Budget ID and Phase.)
Parameters include the following:

- **Report Choice:**
  - Roll Budgets to Working Status
  - Roll Working Budgets to Approved Status
  - Delete Working Budgets No Longer Needed
- **Chart of Accounts Code**
- **New Fiscal Year**
- **Current Fiscal Year**
- **Budget ID**
- **Budget Phase**
- **Salary Group Code (New)**

The batch processes below read position budgeting records to determine if there are original budgets or adjustments/changes to position total records on NBAPBUD that have not been interfaced to Finance.

**NHPFIN1**

Extracts data for budget models (and for position budgeting, encumbrances and COBRA payments) for the Finance Interface. This process generates budget transactions for the new working budgets and inserts records into NHRFINC. They are then passed through to the Budget Development module in Finance.

Parameters include the following:

- **COBRA Processing (Y/N)**
- **Budget Processing (Y/N)**
- **Encumbrance Processing (Y/N)**

**NHPFIN2**

This process extracts the budget transactions from the NHRFINC table and inserts them into the GURFEED table. (Note: GURFEED is a collector table through which all interfacing transactions to the Finance System are passed.)

Parameters include the following:

- **Detail Report (Y/N)**
- **Interface (Y/N)**
- **Pay ID**
Chapter 4  Interfaces

FBRFEED  Selects budget transactions off GURFEED and creates and/or updates records to insert in to the Budget Development area of Finance. The program actually creates/updates FBBLIN records, which is the Budgeted Line Item Table in Finance. This table contains annualized amounts.

Reports

NBRBWRK  Produces a budget worksheet for salary budget modeling.

Parameters include the following:

- COA Code
- Previous Fiscal Year
- Proposed Fiscal Year
- Budget ID
- Budget Phase
- Average Percent Raise

Process Flow

1. Complete the rule and application forms described above. Take special note of the following:
   - If you are rolling salary and fringe budgets based on budgeted amounts, median of salary, range, or zero amount, only NBAPOSN and NBAPBUD must be completed.
   - If you are rolling salary and fringe budgets based on remaining budgets, actual annual salaries, or salary encumbrances, NBAPOSN, NBAPBUD, PPAIDEN, PEAEMPL, and NBAJOBS must be completed.
   - PDADEDN must be completed if you wish to base fringe budgets on actual deduction records.

2. Ensure you have the new fiscal year defined on NBAFISC. The current year should have a checked Active box. The Active box for all other fiscal years should be unchecked.

3. Complete the NTRSGRP rule form. Ensure that all salary tables on NTRSALA are represented on NTRSGRP for the new salary group code.

4. Establish the budget roll parameters for salary (NTRBROL) and fringe (NTRFRNG and NTRFBLD) budgeting.

5. Run the following batch processes as noted.
6. (Optional) Make manual adjustments to the Position Total block of NBAPBUD to handle “exceptions” to the mass roll process.

7. (Optional) To feed the budget model to the Budget Development module, run the following processes:

```
Process Name          Comments/Special Instructions
NBPMASS               Process Type = U. You must have already completed NTRSGRP with a new salary group code. Complete NTRSTRL, specifying how each salary table is to be rolled.
NTRBROL               Enter R in the Report Choice parameter and complete the remaining parameters.
NBRBWRK               Enter N in the Current Budget parameter and complete the remaining parameters.
```

8. (Optional) Produce an additional model or models.

### Budget Maintenance Checklist: Budget Modeling

<table>
<thead>
<tr>
<th>Step</th>
<th>Form Or Process</th>
<th>Description</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NBAFISC</td>
<td>Establish new FiscalYear.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>NTRSGRP</td>
<td>Establish new Salary Groups for all existing salary tables.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>NTRSTRL</td>
<td>Establish criteria for updating pay plans/salary tables on NTRSALA.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>NBPMASS</td>
<td>Run process using the U (update table/grade/step) option.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>NTRBROL</td>
<td>Establishes criteria for rolling salary budgets as well as premium earnings budgets.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>NTRFINI</td>
<td>Verify criteria that determines Fringe Budgeting.</td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>Form Or Process</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>NTRFRNG or NTRFBLD</td>
<td>Establish/verify criteria for rolling fringe budgets for filled and vacant positions under the actual method. Establish/verify criteria for rolling fringe budgets based on salary budget under the charge back method.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>NBPBROL</td>
<td>Run process using the R (roll a budget) option. Rolls new salary, premium earning, and fringe budgets (under the actual method) into working status.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>NBPBUDM (Charge Back Method only)</td>
<td>Run the process using the Budget Processing option. Specify working budgets, COA, Fiscal Year, Budget ID, and Budget Phase for the working budgets being calculated. Calculates fringe budget amounts under the charge back method.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>NHPFIN1</td>
<td>Run the process using the Budget Processing option. Extracts data for working budgets for the Finance Interface based on COA, Fiscal Year, Budget ID, and Budget Phase. Inserts working budget transaction records into NHRFINC.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>NHPFIN2</td>
<td>Run the process to extract working budget transactions from the NHRFINC table. Optionally inserts transactions into GURFEED (collector table).</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Various</td>
<td>Run desired Position Control reports.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Finance Feed</td>
<td>Run Finance Processes to post to Budget Development in Banner Finance (after NHPFIN2 has been used to populate the GURFEED table). (FBRFEED)</td>
<td></td>
</tr>
</tbody>
</table>
Budget Modeling Flow Diagram

Human Resources Rule Forms
PTRECLS  PTRBDCA

Finance Rule Forms
FTMCOAS  FTMLOCN  FTFMUND
FTMSDAT  FTMORGN  FTFSYR
FTMACCT  FTRUCL  FTMFSYR
FTMOBUD  FTMACET  FTPROG

Position Control Rule Forms
NTRBROL  NTRFRNG  NTRFINI
NTRSTL  NTRSALA  NTRCRP

Prerequisite Application Forms
NBAFISC  NBAPOSN  NBAJOBS
PDADEDN  PPAIDEN  PEAEMPL
NBAPBUD

Batch Process — Finance
FBRBDBB

Batch Process — Position Control
NBPMASS  NBPBROL
NBPBUDM
Are manual adjustments to budget model required?

Yes

Application Forms

NBAPOSN
NBAPBUD

No

Batch Processes - Position Control

NHPFIN1  NHPFIN2

Batch Process - Finance

FBRFEED

Yes

Produce another model?

No

Refer to *Processing Wage/Salary Adjustments*
Processing Wage/Salary Adjustments

The mass processing of wage and/or salary adjustments typically occurs after budgets are determined for the new year. Through the use of rule forms and batch processes, the system creates new jobs records reflecting increases/decreases to current job records by salary table and posts resulting changes in encumbrances to the Finance System.

When an employee is assigned to a specific assignment (or job), a salary encumbrance for the fiscal year is calculated (or entered, depending on the rules established on PTRECLS) on NBAJOBS. This salary encumbrance is the value of the encumbrance which is posted to the Finance System and to the Position Total block of the Position Budget Form (NBAPBUD) through batch processes explained in this section. Organizational budget transfers and budget adjustments (on NBAPBUD) and certain changes made to NBAJOBS are reflected in the same manner.

Rule Forms

Position Control

NTRSGRP Specifies the active salary group code for each salary table (defined on NTRSALA).

NTRSALA Establishes the salary ranges and/or steps for each salary group, table, and grade.

NTRJINC Establishes parameters used in the Mass Salary Update Process (NBPMASS) to implement step and salary increases.

NTRHROL Establish parameters used in Mass Salary Update Process (NBPMASS) to update encumbrance hours.

NTRCROL Establish parameters used in Mass Salary Update Process (NBPMASS) to update contract start/end dates.

Application Forms

Position Control

NBAJOBS Contains salary and salary encumbrance information by assigned job(s) per employee. The current step and rates from each job record will be used in the mass salary/wage adjustment process.

Note: Completion of NBAPOSN, NBAPBUD, PPAIDEN, and PEAEMPL is necessary before a job can be assigned to an employee on NBAJOBS.
Batch Processes

The following batch processes apply the rules established in NTRJINC to create new job records reflecting increased/decreased wages/salaries, update encumbrances, and feed the new encumbrances to Finance.

Position Control

NBPMass

This program posts changes to NBAJOBS, calculates automatic step increases (and posts changes to NBAJOBS if desired), and updates NTRSALA table entries by a percent or amount.

Parameters for this job are:

- Report or Process \( P \) (Process)
- Process Type \( J \) (Update job records)
- Salary Group to use
- Job Change Reason Code
- Personnel Change Date
- Use Population Selection (Y/N)
- Selection ID (Y only)
- Creator ID (Y only)
- Application (Y only)

For the purpose of processing mass salary changes, select Process Type \( J \).

NHPFIN1

Extracts data for encumbrances (and for budgeting, budget modeling, and COBRA transactions) for the Finance Interface. This process generates encumbrance transactions and inserts records into NHRFINC. They are then passed through to the Finance System by NHPFIN2.

Parameters include the following:

- COBRA Processing (Y/N)
- Budget Processing (Y/N)
- Encumbrance Processing (Y/N)

NHPFIN2

This process extracts the budget transactions from the NHRFINC table and inserts them into the GURFEED table. **Note:** GURFEED is a collector table through which all interfacing transactions to the Finance System are passed.
Parameters include the following:

- Detail Report (Y/N)
- Interface (Y/N)
- Pay ID

If you have made manual adjustments to the budgeted amounts as a result of the mass salary process, it may be desirable to send the budget adjustments to Finance.

If the NTRFINI Feed Budget to Finance Budget Development box is checked, any changes to the Budgeted Amount field of the Position Total block on NBAPBUD will be flagged for interface to both the Budget Development module and to the Operating Ledgers concurrently. You would then submit the following process to feed to the Budget Development module prior to submitting the processes to feed transactions to the live ledgers in Banner Finance.

FBRFEED Selects budget transactions from GURFEED (with a system ID of POSNBUD) and creates and/or updates records to insert into the Budget Development area of Finance. The program actually creates/updates FBBBLIN records, which is the Budgeted Line Item Table in Finance. This table contains annualized amounts. It will also update only the Finance-distributed budget table FBRDIST. Updates to FBRDIST will be reflected in Period 1 of the distributed budget.

To post the encumbrance transactions (and budget adjustments, if any) to the live ledgers, submit the following processes.

FURFEED Selects records from GURFEED based on the System ID of PAYROLL. It then creates and/or updates records to insert into the Finance Interface Table (FGBTRNI).

FGRTRNI Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).

FGRTRNR Produces an error report that displays the system edits of suspended documents from the FGRTRNI process.

FGRACTG Selects approved documents from the FGRTRNI process and posts the transactions to the ledgers in the Finance System.

If the NTRFINI Feed Budget to Finance Budget Development box is unchecked, changes to the Budgeted Amount field in the Position Total block of NBAPBUD will be flagged for interface only to the Operating Ledgers in the Finance System. Thus, you should not run FBRFEED and run only FURFEED, FGRTRNI, FGRTRNR, and FGRACTG.
**Process Flow**

1. Complete all rule and application forms described above.

2. Be sure that a new Salary Group (NTRSGRP) and new Salary Table (NTRSALA) have been created (see Budget Modeling) for the period in which the mass increases will be effective.

3. Be sure to complete NTRJINC with the desired information for salary and wage increases.

4. Run the following batch process:

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Comments/Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBPMASS</td>
<td>Run NBPMASS using the Process Type Value of J to update the jobs records. It is recommended that you run NBPMASS for the first time using the Report Mode of R, which will calculate and print changes to be made after you audit and approve results. If desired, make changes to NTRJINC and rerun NBPMASS in Report Mode R until desired results are realized. Once the audit is complete, run NBPMASS once again using the Report Mode of P to actually perform the database updates.</td>
</tr>
</tbody>
</table>

5. Since this is a mass update program, it is expected that some manual adjustments to NBAJOBS will be necessary to handle exception employees. Prior to updating and feeding new encumbrances, these adjustments should be made.

6. Should you choose to make the budgeted amounts exactly the same as the new salary amounts, these budget adjustments should be made at this time on the Position Total block of NBAPBUD.

**Note:** Updating job records does not automatically cause a change to budgeted amounts (wages or fringes) on NBAPBUD.

7. If you are updating job records with an effective date that falls within a fiscal year that is not currently active (as noted on NBAFISC), you should not proceed any further. Updating and posting encumbrances should not be done until working budgets (discussed in Budget Modeling) are approved (see Approving Working Budgets). Approving a working budget (through NBPBROL) causes the NBAFISC Active box to change to checked status for the approved fiscal year and to unchecked for all other years. Only after this approval is completed will salary encumbrance calculations and encumbrance transactions be sent to Finance be correct.
If the effective date of the mass salary updates fall within a currently active year, submit the following jobs.

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Comments/Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBPBUDM</td>
<td>Use the Y option for encumbrance processing to calculate the new salary encumbrances for the current fiscal year.</td>
</tr>
<tr>
<td>NHPFIN1</td>
<td>Enter a Y for the Encumbrance Processing parameter option. If you made changes to budgeted amounts since the last feed to Finance, you may opt to enter a Y for the Budget Processing parameter option.</td>
</tr>
<tr>
<td>NHPFIN2</td>
<td>Complete parameter options as desired.</td>
</tr>
<tr>
<td>FBRFEED (Optional)</td>
<td>If you ran NHPFIN1 with the parameter option of Y for Budget Processing, run this program with desired parameter options. Otherwise, do not submit this job.</td>
</tr>
<tr>
<td>FURFEED</td>
<td>Complete parameter options as desired.</td>
</tr>
<tr>
<td>FGRTRNI</td>
<td>Complete parameter options as desired.</td>
</tr>
<tr>
<td>FGRTRNR</td>
<td>Complete parameter options as desired.</td>
</tr>
<tr>
<td>FGRACTG</td>
<td>Complete parameter options as desired.</td>
</tr>
</tbody>
</table>

**Budget Maintenance Checklist: Processing Wage/Salary Adjustments**

**Note:** Complete the following steps only if salary adjustments are to be processed with the first day of the new fiscal year.

<table>
<thead>
<tr>
<th>Step</th>
<th>Form Or Process</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NTRCROL</td>
<td>Establish parameters used in Mass Salary Update Process (NBPM ASS) to update Contract Start/End dates.</td>
</tr>
<tr>
<td></td>
<td>(If using System Generated Salary Encumbrance)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>NTRHROL</td>
<td>Establish parameters used in Mass Salary Update Process (NBPM ASS) to update Encumbrance Hours.</td>
</tr>
<tr>
<td></td>
<td>(If using Encumbrance Hours Input)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>NTRJINC</td>
<td>Establish parameters used in Mass Salary Update Process (NBPM ASS) to implement step and salary adjustments.</td>
</tr>
<tr>
<td>4</td>
<td>NBPM ASS</td>
<td>Run process using the J (update &lt;J&gt; records) option.</td>
</tr>
<tr>
<td>Step</td>
<td>Form Or Process</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>5</td>
<td>NBAJOBS</td>
<td>Make necessary adjustments to Job Records of exception employees (e.g., red-circled employees).</td>
</tr>
<tr>
<td>6</td>
<td>NBPBUDM</td>
<td>Run process entering Y at the Encumbrance Processing prompt.</td>
</tr>
<tr>
<td>7</td>
<td>NHPFIN1</td>
<td>Run process using the following parameters:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>COBRA Processing: (Y/N) N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Budget Processing: (Y/N) N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Encumbrance Processing: (Y/N) Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extracts approved encumbrance data and inserts records into NHRFINC.</td>
</tr>
<tr>
<td>8</td>
<td>NHPFIN2</td>
<td>Extracts encumbrance and adjustment transactions from the NHRFINC table. Inserts transactions into GURFEED (collector table).</td>
</tr>
<tr>
<td>9</td>
<td>Various</td>
<td>Run desired Position Control reports.</td>
</tr>
<tr>
<td>10</td>
<td>Finance Feed</td>
<td>Run Finance processes to post adjustments to Operating Ledgers. FBRFEED, FURFEED, FGRTRNI, FGRTRNR, and FGRACTG.</td>
</tr>
</tbody>
</table>
Processing Wage/Salary Adjustments Flow Diagram

Refer to Budget Modeling

Position Control Rule Forms
- NTRSALA
- NTRJINC
- NTRCROL

Prerequisite Application Forms
- NBAJOBS

Batch Processes — Position Control
- NBPMASS

Are manual adjustments required?

Yes
- Application Forms
  - NBAJOBS
  - NBAPBUD (Optional)
  - NBAPOSN (Optional)

No

Is this a change effective with the new fiscal year?

No
- Refer to

Yes
- Refer to Approving Working Budgets
Batch Processes —
Position Control

Is NTRFIN1 Feed Budget to Finance Budget Development box checked?

Yes

Batch Processes —
Finance

No

Batch Processes —
Finance

End of Process
Approving Working Budgets

Once budget modeling is complete, manual adjustments to rolled budgeted amounts have been made on the Position Total block of NBAPBUD, and a selected working budget is ready to be approved, you must complete the processes explained in this section.

Ideally, an approved budget will be determined by the beginning of the new fiscal year. Human Resources and Finance personnel must work together to coordinate the processes and ensure that both systems have the same approved fiscal year. Once a budget model is accepted, it must be approved in the Position Control module and in the Finance System via separate batch processes.

Application Forms

When position data is first entered in the Banner Human Resources System, several preliminary rule forms must be completed in both the Finance and Human Resources Systems. These forms are listed below.

Finance

**FBABPRC** Establishes a record for each phase of the budget process for which a roll from another phase is required. This form defines the Base Budget and/or Phase from which each phase will be created or rolled. This form also provides for the deletion of any phase or the activation of the phase that is to be rolled to the General Ledger. The parameters entered on this form are used to run two RPTs - FBRBDBB and FBRBDR.

**FBABDDS** Distribute all or part of the budget over budget periods. *(Note: If only the annual budget is used for budget reporting and available balance checking, there is no need to use the distribution feature.) Enter the FOAPAL combination to be distributed. RPT FBRBDDS must then be run to actually distribute the budget.

**NTRCROL** Establish parameters used in Mass Salary Update Process (NBPMASS) to update Contract Start/End dates (if using system-generated salary encumbrance).

**NTRHROL** Establish parameters used in Mass Salary Update Process (NBPMASS) to update Encumbrance Hours (if using encumbrance hours input).
Batch Processes

The following batch processes will approve a working budget and close the current active budget on NBAPBUD, update encumbrances on the jobs records (NBAJOBS) for the new fiscal year, post the new encumbrances to Finance, and set the Active box on NBAFISC to unchecked status for the fiscal year just ending and checked status for the fiscal year just beginning.

Position Control

NBPBROL Allows you to roll the adopted position and fringe budgets to approved status for the new fiscal year, to roll current position and fringe budgets to proposed position and fringe budgets (in working status) to single or multiple budget phases (see Budget Modeling), and to delete the working budgets no longer needed. Results of this process are posted to the Position Totals block of NBAPBUD.

Parameters include the following:

- Report Choice:
  - Roll Budgets to Working Status
  - Roll Working Budgets to Approved Status
  - Delete Working Budgets No Longer Needed
- Chart of Accounts Code
- New Fiscal Year
- Current Fiscal Year
- Budget ID
- Budget Phase
- Salary Group Code (New)

NBPMASS This program updates contract start/end dates and/or encumbrance hours for the fiscal year entered in the parameters (for system-generated salary encumbrances only) and posts changes to NBAJOBS. In addition, it calculates automatic step increases (and posts changes to NBAJOBS if desired), updates NTRSALA table entries by a percent or amount, and updates job records with new table/grade combinations (if desired).
Parameters for this job are:

- Report or Process
- Process Type
  - J (Update Jobs)
  - U (Update Table/Grade/Steps)
  - D (Roll Contract Dates)
  - E (Roll Encumbrance Hour)
- Job Change Reason Code
- Personnel Change Date
- Salary Group (FROM)
- Salary Group (TO)

NHPFIN1

Extracts data for encumbrances and budget adjustments (and for budget modeling, budgeting and COBRA transactions) for the Finance interface. This process generates budget transactions and inserts records into NHRFINC. Original budgets, budget adjustments, original fringe budgets, and fringe budget adjustments will be passed to the Budget Development module in Finance (as POSNBUD transactions) and to the live ledgers (as PAYROLL transactions) in Finance if the Feed Budget to Finance Budget Development box on NTRFINI is checked. If the Feed Budget to Finance Budget Development box is not checked, these transaction types will only be posted to the live ledgers (as PAYROLL transactions). Salary encumbrances and COBRA transactions are posted only to the live ledgers. All of these transactions are passed to Finance through NHPFIN2.

Parameters include the following:

- COBRA Processing (Y/N)
- Budget Processing (Y/N)
- Encumbrance Processing (Y/N)

NHPFIN2

This process extracts the encumbrance, budget and COBRA transactions from the NHRFINC table and inserts them into the GURFEED table. (Note: GURFEED is a collector table through which all interfacing transactions to the Finance System are passed.)

Parameters include the following:

- Detail Report (Y/N)
- Interface (Y/N)
- Pay ID
Chapter 4 Interfaces

Finance

1. Complete the FBABPRC and FBABDDS forms to establish parameters for the necessary batch process in finance to approve a budget.

2. Run the following batch processes.

- **NBPBUDM** Run process entering Y at the Process Encumbrance prompt.
  
  **Note:** Make sure that the Fringe Rate Rules Change indicator on the Finance Setup Rule Form (NTRFINI) is set to Y.

- **Finance**
  - **FBRBDDDS** Distributes the budget based on parameters entered on FBABDDS.
  - **FBRBDRL** Rolls the final budget phase into the new fiscal year Operating Ledger.
    
    If you are rolling current year budget into your first phase, define Action as 0 for OPAL and enter the COA code and Fiscal Year. Use B for a phase to phase roll. A and D are used for activation and deletion respectively.
  - **FURFEED** Selects records from GURFEED when the System ID is PAYROLL. It then creates and/or updates records to insert into the Finance Interface Table (FGBTRNI) and updates the Finance ledgers.
  - **FGRTRNI** Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).
  - **FGRTRNR** Produces an error report that displays the system edits of suspended documents from the FGRTRNI process.
  - **FGRACTG** Selects approved documents from the FGRTRNI process and posts the transactions to the ledgers in the Finance System.

**Process Flow**

Ideally, on the first day of the new fiscal year, there will be a budget to be approved for that fiscal year.

When working budgets are rolled to Approved status in the Position Control module, the status of currently active budgets changes from A to C and the status of the chosen working budget changes to A. In addition, you may choose to delete all other working budgets or to leave them indefinitely. The current fiscal year is made inactive and the approved fiscal year active in the NBAFISC Active box.

1. Complete the FBABPRC and FBABDDS forms to establish parameters for the necessary batch process in finance to approve a budget.

2. Run the following batch processes.
### Budget Maintenance Checklist: Approving a Working Budget

<table>
<thead>
<tr>
<th>Step</th>
<th>Form or Process</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NBPBUDM</td>
<td>Run the process using the budgeting and encumbering options for <em>Active Budgets</em>.</td>
</tr>
</tbody>
</table>

**Note:** Complete Steps 1–3 to ensure that there are no outstanding budgets and/or encumbrances to post for the fiscal year coming to a close.
<table>
<thead>
<tr>
<th>Step</th>
<th>Form Or Process</th>
<th>Description</th>
</tr>
</thead>
</table>
| 2    | NHPFIN1        | Run process using the following parameters:  
|      |                | COBRA Processing: (Y/N) N  
|      |                | Budget Processing: (Y/N) N  
|      |                | Encumbrance Processing (Y/N) Y  
|      |                | Extracts unposted encumbrance and budgets amounts and inserts records into NHRFINC for the fiscal year coming to a close. |
| 3    | NBPBROL        | Run process using the A (approve a budget) option.  
|      | (Optional)     | Run process using the D (delete working budgets) option.  
|      |                | **Note:** Complete Steps 4–11 only if salary adjustments are not to be processed effective with the first day of the new fiscal year. |
| 4    | NTRCROL        | If using System Generated Salary Encumbrance  
|      |                | Establish parameters used in Mass Salary Update Process (NBPMASS) to update Contract Start/End dates. |
| 5    | NTRHROL        | If using Encumbrance Hours Input  
|      |                | Establish parameters used in Mass Salary Update Process (NBPMASS) to update Encumbrance Hours. |
| 6    | NBPMASS        | Run process using the update Contract Start/End dates and/or update Encumbrance Hours. |
| 7    | NBPBUDM        | Run process entering Y at the Encumbrances Processing prompt. |
| 8    | NHPFIN1        | Run process using the following parameters:  
|      |                | COBRA Processing: (Y/N) N  
|      |                | Budget Processing: (Y/N) N  
|      |                | Encumbrance Processing (Y/N) Y  
|      |                | Extracts approved budget and encumbrance data and inserts records into NHRFINC. |
| 9    | NHPFIN2        | Extracts encumbrance and budget transactions from the NHRFINC table.  
|      |                | Inserts transactions into GURFEED (collector table). |
| 10   | Various        | Run desired Position Control Reports. |
| 11   | Finance Feed   | Run Finance processes to post approved budgets to Live Ledgers. FBRFEED, FURFEED, FGRTRNI, FGRTRNR, and FGRACTG. Finance must approve the budget so that it moves from budget development to the operating ledger. |
Approving Working Budgets Flow Diagram

Refer to Processing Wage/Salary Adjustments

Finance Control Form
FBABPRC

Batch Processes—Position Control
NBPBROL NHPFIN1 NHPFIN2

Batch Processes—Finance
FBRBDDS FBRBDRL

I

J
Do you wish to encumber labor dollars for the new fiscal year?

Yes

Batch Processes—Position Control
NBPMASS NHPFIN1
NBPBLDM NHPFIN2

No

Batch Processes—Finance
FURFEED FGRTRNR
FGRTRNI FGRACTG

Do you wish to delete working budgets?

Yes

Batch Process—Position Control
NBPBROL

No

End of Process
Feeding Payroll Transactions

A position labor distribution hierarchy allows the desired position labor distributions to default to application forms through various levels of the personnel and payroll processes. The default hierarchy flows as follows:

**NBAPBUD**
Defines the labor distribution that will be used to post to the Finance System. Labor distributions may be split, but the total percentage must be equal to 100.

**NBAJOBS**
The values in the Position Labor Distribution block default from NBAPBUD but can be overridden at this level.

**PHAHOURL**
The values shown on this form default from the Job Labor Distribution block on NBAJOBS. The accounting distributions that default can be overridden at payroll entry time. After payroll is processed, Payroll could choose to do a payroll adjustment (termed *Redistribute* in Banner HR) to redistribute labor distribution transactions to alternate accounts from pay events that have or have not been interfaced to Finance. This is accomplished by accessing PHAHOURL from the PHAADJT form.

During the actual feed to Banner Finance, the following Banner Human Resources rule forms allow you to post transactions to labor distributions for specific earn codes and/or deductions other than the labor distribution on PHAHOURL.

**PTRBDCA**
The Benefit/Deduction Labor Distribution block enables users to post fringe liabilities (employer and/or employee) and expenses to different labor distribution(s) other than those defaulting from PHAHOURL during the feed to Finance. The override is by employee class and COA code for each deduction code.

**PTREARN**
The Employee Class Labor Distribution block allows you to define labor distributions for specific earn codes by employee class. For example, if the client wishes to charge all overtime to a different Fund, Organization, Account, Program, Activity, and/or Location, that information would be entered on this form and would be considered in the Finance feed.

An employee’s *pay events* (e.g., adjustments and manual checks) are assigned dispositions ranging from 05 to 70 to indicate where they are in the multiple step payroll process. The following dispositions are associated with the interfacing of payroll expenses through to the Finance System:

- Awaiting Finance Extract
- 60
- Awaiting Finance Interface
- 62
- Complete
- 70
All pay events related to a particular payroll (as identified by Year, Pay ID, and Pay Number) must reach disposition 60 in order to be extracted and subsequently passed to the Finance System. This includes various adjustments (e.g., voids, reissues, and redistributions) that are often processed some time after the main payroll run. In these cases, a payroll run may contain more than one pay event (and therefore more than one disposition) for an employee. For example, an employee may have an original pay event at disposition 70 and, because of the adjustment, have another pay event at a lower disposition. The objective is to get all dispositions for original pay events and adjustments to 70, which ensures that all payroll transactions have been posted to Finance.

The **Expend Budget with Earning Value?** checkbox on PTREARN controls whether or not a particular earning is added to the earnings expended amount on NBAPBUD.

The **Gross Salaries Rule Class** (HGRS or HGNL) controls encumbrance liquidation. This can be overridden on PTREARN.

Through the payroll process, year-to-date totals are updated for each employee by job(s), by earning code, and/or by deduction code. Each payroll (designated by year, pay ID, and pay number) is then fed to the Finance System. The manner in which financial transactions post to the Banner Finance System from the Human Resources module depends on the rule classes developed in Finance and indicated on NTRFINI.

There are two options for selective encumbrance liquidation processing:

- to bypass encumbrance liquidation on selected types of earnings
- to bypass encumbrance liquidation entirely

To bypass *encumbrance liquidation on selected types of earnings*, follow these steps:

1. Go to the Earnings Code Rule Form (PTREARN) and enter the earnings code in the **Earnings Code** field.

2. Go to the **Earnings Code Rule Class** field at the bottom of the form. Enter the rule class *HGNL* and then Save. This rule class directs the HR Finance Expenditures Extract Program (PHPFEXP) and the Finance Posting Program (FGRACTG) to do everything that the existing HGRS rule class does, but to skip the encumbrance liquidation step.

Because the HGNL rule class overrides the NTRFINI default rule class governing salary expenditures, you do not have to enter a value in this field for every earnings code. Only enter a value for an earnings codes that should use a rule class different from the NTRFINI default. For example, you may choose to leave regular pay (REG) as it is and install the HGNL override on PTREARN only for overtime pay (OT). When subsequent payrolls are run and fed from Human Resources to Finance, the encumbered amount for the position (specified in the Position Total block of NBAPBUD) is not reduced; the payroll
encumbrance on the Finance side is not reduced when the transaction is posted.

To *bypass encumbrance liquidation entirely*, access NTRFINI and substitute HGNL for HGRS. In this case, you do not have to specify any overrides on PTREARN. Encumbrances are not reduced on either the Human Resources or the Finance sides.

**Rule Forms**

**Finance**

You must complete the following Finance forms:

- **FTMCOAS**: Establishes the Chart of Accounts for the installation.
- **FTMFUND**: Establishes valid funds for labor expenditures. A fund is defined, in layperson's terms, as balance sheet items (assets, liabilities, equity). Funds can be restricted (e.g., grants) or unrestricted (e.g., general).
- **FTMORGN**: Establishes valid organizations for labor expenditures. An organization represents a department within the installation.
- **FTMACCT**: Establishes valid accounts for labor expenditures. Accounts are line items within an installation's financial structure. They include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).
- **FTMPROG**: Establishes valid programs for labor expenditures. Programs enable an installation to define a way of pulling transactions across organizations and accounts.
- **FTMACTV**: Establishes valid activities for labor expenditures. Example: A number assigned to the YMCA for using the site's pool to teach lifesaving.
- **FTMLOCN**: Establishes valid locations. Locations represent a building and room number.
- **FTMSDAT**: Establishes the system ID as PAYROLL. The PAYROLL system ID feeds payroll, encumbrance, budget, and COBRA transactions to the operating ledgers via the FURFEED process.
- **FTMFSYR**: Defines the fiscal year and fiscal periods.
- **FTMOBUD**: Establishes valid budget phases within budget IDs for budget development purposes.
Interfaces

FTMRUCL

Defines valid Finance System rule class codes that are being maintained for transactions from Human Resources. Banner Human Resources uses these rule class codes on NTRFINI in the Position Control module. Banner Finance uses them with transaction processing codes from other sources in the Budget Development module.

Note: When editing is performed against general ledger accounts, only a fund and account are required. When editing is performed against operating ledger accounts, you must enter fund, organization, account, and program. Activity and location are always optional entries in Banner Human Resources.

Human Resources

Several rule forms must be completed to run payrolls in Banner Human Resources. For detailed information, refer to Chapter 4, Rule Forms, and Chapter 17, Time Entry and Payroll Processing in the Using Human Resources User Manual.

Position Control

NTRSGRP

Defines the salary group for each salary table (defined on NTRSALA).

NTRSALA

Establishes the salary ranges and/or steps for each salary group, table, and grade.

NTRPCLS

Creates and associates position classes with employee classes, employee skill levels, position groups, and salary/wage ranges. This rule form must be completed prior to completing NBAPOSN.

Application Forms

There are several application forms which must be completed to run a payroll cycle. It is important to note that the Banner Human Resources System allows you to override specific labor distributions by earn code (PTREARN) and by benefit/deduction code (PTRBDCA). This ensures that specified earnings and benefits/deductions can be charged to accounts which are different from the accounts where individual position labor expenses are charged. For example, if you charge all overtime to a central organization or account, the appropriate entry must be made on PTREARN for the overtime earn code.
In the Position Control module, NTRFINI determines accounting distributions for salary expenses, employee/employer liabilities, net pay, deferred pay, etc., through the use of rule classes established on FTMRUCL.

**Batch Processes**

The following batch processes feed payroll expenses (including adjustments) to the Finance System.
Human Resources

**PHPFEXP** Generates labor distributions based on the rules set up in Banner Human Resources. Updates the position totals encumbrance and expended amounts on NBAPBUD. This is a COBOL process that must be run from the host command or at the system level. It is run when the pay event disposition is at disposition 60 (Awaiting Finance Extract) and takes the pay event to disposition 62 (Awaiting Finance Interface).

Parameters include the following:

- Payroll Year
- Payroll ID
- Payroll Number

Position Control

**NHPFIN2** Extracts the labor, fringe benefits, and net pay distributions and inserts them into a table called GURFEED. This process is run when the pay event is at disposition 62 (Awaiting Finance Interface) and takes the pay event to disposition 70 (Complete).

Parameters include the following:

- Detail Report (Y/N)
- Interface (Y/N)
- Pay ID

Finance

**FURFEED** Selects records from GURFEED where the System ID is PAYROLL and inserts the records into the Finance Interface Table (FGBTRNI).

**FGRTRNI** Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).

**FGRTRNR** Produces an error report which displays the system edits of suspended documents from the FGRTRNI process.

**FGRACTG** Selects approved documents from the FGRTRNI process and posts the transactions to the ledgers in the Finance System.
Process Flow

1. Ensure that all rule forms in Finance, Human Resources, and Position Control have been completed.

2. Run the payroll process and/or payroll adjustments completely through PHPUPDT. (The disposition will equal 60).

3. Submit NHPFIN1, NHPFIN2, FURFEED, FGRTRNI, FGRTRNR, and FGRACTG to extract new or changed budget and encumbrance transactions and post them to Finance.

4. Submit PHPFEXP, NHPFIN2, FURFEED, FGRTRNI, FGRTRNR, and FGRACTG to process payroll expenditures.

5. Use the Organization Budget Status Form (FGIBDST), the Detail Encumbrance Activity Form (FGIENCD), and the Detail Transaction Activity Form (FGITRND) to reconcile the payroll to the Finance feed.

Payroll Feed Checklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Form Or Process</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NTRFINI</td>
<td>Establish/verify Finance Rule Classes used in the Interface process. Defines net, fringe and deferred pay distributions.</td>
</tr>
<tr>
<td>2</td>
<td>PHPFEXP</td>
<td>Run process using the Year, Pay ID, Pay Number. The process uses amounts calculated by Payroll Calculation Process (PHPCALC) and assigns the appropriate rule classes as established on NTRFINI (above). Populates the Finance Interface Collector table (NHRFINC) in detail broken down by earn code and deduction code within each rule class.</td>
</tr>
<tr>
<td>3</td>
<td>NHPFIN2</td>
<td>Run process to extract labor, fringe benefit, and net pay distribution from NHRFINC. Formats journal entry for submission to Finance with system ID and time stamp. Journal entry inserted into GURFEED. Produces a detailed audit report of the submitted transactions. Primary source document for reconciliation of Payroll to Finance.</td>
</tr>
<tr>
<td>4</td>
<td>Various</td>
<td>Run desired reports.</td>
</tr>
<tr>
<td>5</td>
<td>Finance Feed</td>
<td>Run Finance processes to post transactions to the Operating Ledgers. (FURFEED, FGRTRNI, FGRTRNR, FGRACTG)</td>
</tr>
</tbody>
</table>
Feeding Payroll Transactions Flow Diagram

**Batch Processes—Human Resources**
- PDPLIFE
- PHPDOC
- PHPDOCM
- PHPLEAV
- PHPUPDT
- PHPCHEK
- PHPPROF
- PHTIME
- PHR****

*(Optional)*

**Flow Diagram**

- **Are Payroll adjustments needed?** (See Note*)
  - **Yes**
    - *Note: Adjustments can be processed at any time after PHPUPDT has been run.*
  - **No**
    - Adjustment Forms And Processes—Human Resources

- **K**
Processing COBRA Transactions

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is the federal act requiring employers to extend medical coverage to individuals who lose their eligibility to participate in the employer’s group health plan through certain qualifying events. Continuation of health coverage is administered separately by the employer and includes an administrative fee.

Please note that posting of COBRA transactions to the Finance System does not create receivable transactions.
Rule Forms

Below is a list of rule forms that apply to the actual feeding of COBRA transactions. It does not include all rule forms pertaining to this module.

Finance

You must complete the following Finance forms:

FTMCOAS    Establishes the Chart of Accounts for the installation.
FTMFUND    Establishes valid funds for labor expenditures. A fund is defined, in layperson's terms, as balance sheet items (assets, liabilities, equity). Funds can be restricted (e.g., grants) or unrestricted (e.g., general).
FTMORGN    Establishes valid organizations for labor expenditures. An organization represents a department within the installation.
FTMACCT    Establishes valid accounts for labor expenditures. Accounts are line items within a site's financial structure. They include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).
FTMPROG    Establishes valid programs for labor expenditures. Programs enable you to define a method of pulling transactions across organizations and accounts. Most educational institutions use programs defined by NACUBO (e.g., Instruction).
FTMACTV    Establishes valid activities for labor expenditures. An example of an activity is a number assigned to the YMCA for using your site's pool to teach lifesaving.
FTMLCNC    Establishes valid locations. Locations represent a building and room number.
FTMSDAT    Establishes the system ID as PAYROLL or POSNBUD. The PAYROLL system ID feeds payroll, encumbrance, budget, and COBRA transactions to the operating ledgers via the FURFEED process. The POSNBUD system ID feeds budget transactions to the Budget Development module via the FURFEED process. (Note: Both the PAYROLL and POSNBUD IDs are included as part of the Banner Finance seed data.)
FTMFMSYR   Defines the fiscal year and fiscal periods.
FTMOBUD    Establishes valid budget phases within budget IDs for budget development purposes.
FTMRUCL  Defines valid Finance System rule class codes that identify the journal type being maintained for transactions from Human Resources. These defined rule classes are used on the HR/Finance Setup Form (NTRFINI).

Note: When editing is performed against general ledger accounts, only a fund and account are required. When editing is performed against operating ledger accounts, you must enter fund, org, account, and program. Activity and location are always optional entries in Banner Human Resources.

Position Control

NTRFINI  Uses predefined rule class codes from FTMRUCL in the Finance System for Human Resources transactions. It determines accounting distributions for such items as salary expense, employee/employer liabilities, net pay, deferred pay, COBRA, etc.

Batch Processes

Warning: The manner in which the financial transactions for COBRA post in Banner Finance from Human Resources depends on the Finance System rule class codes specified on NTRFINI. Do not post COBRA payments to Finance without first discussing system setup with an SCT financial consultant.
Position Control

NHPFIN1 Extracts data for COBRA payments (and for budgeting, budget modeling, and encumbrances) for the Finance Interface. This process generates COBRA transactions and inserts records into NHRFINC. They are then passed through to the Finance System by NHPFIN2.

Parameters include the following:

- COBRA Processing (Y/N)
- Budget Processing (Y/N)
- Encumbrance Processing (Y/N)

NHPFIN2 This process extracts the transactions from the NHRFINC table and inserts them into the GURFEED table. (Note: GURFEED is a collector table through which all interfacing transactions to the Finance System are passed.)

Parameters include the following:

- Detail Report (Y/N)
- Interface (Y/N)
- Pay ID

Finance

FURFEED Selects records from GURFEED based on the System ID you specify and inserts the records into the Finance Interface Table (FGBTRNI) to update the Finance ledgers.

FGRTRNI Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).

FGRTRNR Produces an error report which displays the system edits of suspended documents from the FGRTRNI process.

FGRACTG Selects approved documents from the FGRTRNI process and posts the transactions to the ledgers in the Finance System.

Process Flow

1. Complete all rule and application forms as noted above.

2. Once the system has been set up to have the payments interfaced to Finance, submit the following batch processes.
Warning: The manner in which the financial transactions for COBRA post in Banner Finance from Human Resources depends on the Finance System rule class codes specified on NTRFINI. Do not post COBRA payments to Finance without first discussing system setup with an SCT financial consultant.

**COBRA Feed Checklist**

<table>
<thead>
<tr>
<th>Step</th>
<th>Form Or Process</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NHPFIN1</td>
<td>Extracts data for COBRA payments (and for budgeting, budget modeling, and encumbrances) for the Finance Interface. This process generates COBRA transactions and inserts records into NHRFINC.</td>
</tr>
<tr>
<td>2</td>
<td>NHPFIN2</td>
<td>Extracts the transactions from the NHRFINC table and inserts them into the GURFEED table.</td>
</tr>
<tr>
<td>3</td>
<td>Finance Feed</td>
<td>Selects records from GURFEED based on the System ID you specify and insert the records into the Finance Interface Table (FGBTRNI) to update the Finance ledgers. Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD). Produces an error report which displays the system edits of suspended documents. Selects approved documents and posts the transactions to the ledgers in the Finance System. (FURFEED, FGRTRNI, FGRTRNR, and FGRACTG)</td>
</tr>
</tbody>
</table>
Chapter 4 Interfaces

Processed COBRA Transactions Flow Diagram

**Application Forms—Position Control**

NTRFINI

**Rule Forms—Finance**

FTMCOAS FTMLOVN FTMFUND
FTMSDAT FTMORGN FRMFYSR
FTMACCT FTMRUCL FTMPROG
FTMFSYR FTMACTV

**Human Resources COBRA Module**

- Set up rule and application forms in the COBRA module
- Run batch processes to create COBRA letters and online COBRA billing records
- Enter COBRA payment on PCACPAY

Refer to the Benefits Administration Procedures section of Chapter 6, Processing, in the Human Resources User Manual for specific guidelines on setting up COBRA people.
Consult your Finance representative regarding BANNER Finance implications.

Do you wish to feed COBRA payments from BANNER Human Resources?

No

Batch Processes—Position Control
NHPFIN1  NHPFIN2

Batch Processes—Finance
FURFEED  FGTRNR  FGRTRNI  FGRACTG

End of Process
Budget Development and Maintenance Time Line

(Fiscal Year July 1 through June 30)
Installments/Feed to Finance

As shown in the flowchart at the beginning of this section, both Banner Human Resources and Alumni/Development feed to Finance the transactions relating to the deductions. These transactions cannot be posted twice. This process is similar to the way FICA deductions are handled between Banner Human Resources and Finance. Finance personnel must enter a transaction to offset a liability account and produce an accounts payable check. This ensures that the money gets to the correct “bank” and fund.

Payroll deduction gifts are fed to Finance via the following procedure:

1. Human Resources captures the deduction amount used to create a gift/installment payment in Alumni/Development. The deduction creates a credit to a liability account when Human Resources feeds the same deduction to Finance.

2. Finance creates a transaction to offset the liability. This may result in a check being produced.

3. Finance creates a second transaction to credit Accounts Receivable and debit Cash Receipt.

4. Alumni/Development feeds the same gift/installment payment with a gift/payment type (such as rule class) that will debit Accounts Receivable and credit the actual designation of the gift/installment payment.

Note: A sample rule class, ASDE, is delivered to be used with the gift/payment type for payroll deduction gifts.