How do I submit an FTR eForm?

Show Me

Tell Me

Note
Please make sure the fund and account number(s) you are using are an accurate representation of the transaction.

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:

2. Enter your NinerNET credentials and select the Log In button.
3. The entry form below will be displayed:

4. Click on Show Instructions to display the form instructions.
5. Click on Hide Instructions to hide the form instructions, as shown.
6. 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.

7. 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.

8. 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.

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

10. 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.
11. 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.
12. 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**.

![CMCS Transfer](image)

13. If applicable, enter **Transfer In** and **Transfer Out** Budget Codes.
14. 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 the last Transaction line by clicking the Remove Line button. See example below:

![Financial Transaction Request Form](image)

   a. Enter a valid **Index/Fund** number.
      i. NOTE: If a valid Index/Fund number has been entered, a
14. a. i.
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.

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.

15. Enter any additional information in the Explanation section. Entry is required.

16. 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. IMPORTANT: For an MJE entry, only one (1) CSV file is permitted.

17. If you want to reuse the FTR for future submissions, click the Save Template button.
   a. NOTE: If the submission is invalid, your template will not be saved. A green check mark will denote the template is eligible to be saved as shown below:

   ![Save Template Button]

   b. NOTE: For MJE entries, saving templates is not permitted.

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

   ![Submit FTR Form]

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

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

21. 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 Email](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 Email](image2)

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

![Journal Entry Submission Rejected Email](image3)

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

![Journal Entry Submission On Hold Email](image4)
i. A confirmation email will be sent to the preparer, indicating the form submission has **ERRORS**, as shown below:

   i. **NOTE:** Only the transaction type info with errors will be listed in the email.

   ![Journal Entry Submission Error]

   errors.png

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iii. 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: X1600001]

   approved.png

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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>
<tr>
<td>Journal Entry Accrual</td>
<td>Chart T: JAFY9999 Chart U: JAFYF999 Chart V: JAFYA999</td>
</tr>
<tr>
<td>Book Receipt</td>
<td>RFY99999</td>
</tr>
<tr>
<td>Book Disbursement</td>
<td>DFY99999</td>
</tr>
<tr>
<td>Interdepartmental Invoice</td>
<td>IFY99999</td>
</tr>
<tr>
<td>Interdepartmental Invoice - Encumbrance</td>
<td>VFY99999</td>
</tr>
<tr>
<td>Payment Book Receipt</td>
<td>CFY99999</td>
</tr>
<tr>
<td>Mass Journal Entry</td>
<td>MFY99999</td>
</tr>
</tbody>
</table>
Related Articles

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- Will Budget Revisions be available on Financial Transaction Request (FTR) eForms?
- Why are paper forms being replaced by Financial Transaction Request (FTR) eForms?
- What type of Financial Transaction Request (FTR) eForms are available?
- How will I know if my Financial Transaction Request (FTR) is “Approved”?