Using Budget Development in Banner Self-Service

- 1. Access Budget Worksheet:
 - Log-in Banner Self-Service and go to "Finance" Tab.
 - Click on "Budget Development Menu" link.

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• Click on "Create Budget Worksheet" link.

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• Click on "Create Query" button.

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• Click On "Continue" button – do not check checkboxes; otherwise you will get redundant columns in your worksheet.

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- Parameters Page, enter the following:
 - a. Chart of Accounts: "D"
 - b. *Budget ID:* Enter budget ID# as supplied by the Budget Office. Annually you will receive new ID# via documentation or e-mail. Example below: "FY10"
 - c. *Budget Phase:* Enter phase ID# as supplied by the Budget Office. Annually you will receive new Budget Phase# via documentation or e-mail. Example below: "EQU10"
 - d. Fund: Enter fund. Example below: "110100"
 - e. Organization: Enter organization. Example below: "205600"
 - f. Budget Duration Code: defaults to "All"
 - g. Display Fin Mgr from: "None" or choose "Organization"
 - h. Under "Check to Include": Check all boxes
 - i. Click on "Submit" button

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✓ Expenses	
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- 2. General Instructions for Worksheet (Refer to Page 5 for illustrations):
 - *Base Budget* column is the current fiscal year adopted permanent budget.
 - *Proposed Budget* column is the upcoming fiscal year budget. When first opened, it matches the *Base Budget* because you have made no changes.
 - *Cumulative Change* column, initially empty, will display the total changes for each line as you make them (Click "enter" or the "Calculate" button to record changes.)
 - *New Budget* column adds the *Proposed Budget* and the *Cumulative Change* columns (after you click "enter" or the "Calculate" button.) This is the column that you should refer to while you are working in the module. When you are done, the *New Budget* column is going to be your submitted budget for the upcoming fiscal year.
 - "**Requery**" button will return the columns to their default data. This button does not function once the "Post" button has been used. At that time "Requery" will only return to conditions after the last post.
 - **"Post" button** is the save feature. It saves your changes to the Budget Development Module. It also creates an audit trail which shows your changes in each line. In addition, it changes the number in the *Proposed Budget* column to match the *New Budget* column, which will be your submitted budget for the upcoming fiscal year.
 - Totals are shown at the bottom of the worksheet in a *Summary Totals* box. Before you enter any changes into the worksheet, the *Base Budget* total, the *Proposed Budget* total, and the *New Budget* total should all equal each other and equal the current fiscal year total on your Budget Preparation sheet. The *Cumulative Change* total should be zero. (The amounts in Banner Self-Service are in parenthesis.) When you are finished, the *Cumulative Change* total should be zero (if you are maintaining the same budget total), be a number (with no parenthesis) that matches your total cuts (if you are cutting your budget), or be a number (in parenthesis) that matches your total new funds (if new funds were allocated to your budget). The *Proposed Budget* total and the *New Budget* total should equal each other (meaning that you have "posted" or saved your budget) and should equal the total for the upcoming fiscal year on your Budget Preparation Sheet.
 - Do not use comma separators when entering numbers. Enter "1000", not "1,000".

Example of Budget Development Worksheet prior to any budget changes:

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Example of Budget Preparation Sheet:

-	Dickinson College - Budget Prepar	ration								
	205600 - Equestrian Studies									
	Budget Officer: Junkin, Joseph									
							\			
Expenses	Account	FY07 Budget	FY07 Actuals	FY08 Budget	FY08 Actuals	FY09 Budget	2009 FYTD Actua	2009 Variance	FY10 Budget	
Operating Expenses	700 Budget Expenses	9,851	0	0	0		0	0		
	70054 Supplies-Educational	0	950	990	977	1,000	839	161		
	70055 Supplies-Office	0	444	495	460	500	200	300		
	70061 Supplies-General	0	210	198	215	200	156	44		
	70101 Postage-General	0	120	99	135	100	101	-1		
	70205-Travel-Field Trips	0	1,285	1,485	1,315	1,500	1,500	0		
	70301 Printing/Duplicating-In House Prin	0	100	297	225	300	220	80		
	70302 Printing/Duplicating-Copying	0	1,400	1,485	1,506	1,500	651	849		
	70353-Prof Fees-Teach/Speaker/Honor	0	1,975	1,980	2,010	2,000	2,231	-231		
	70407 Purchased Srvcs-Other	0	1,000	990	1,000	1,000	750	250		
	70552 Fees-Professional Dues/Members	0	200	200	200	200	200	0		
	70553 Fees-Subscprit/Books/Publication	0	276	495	300	500	320	180		
	70804 Telecom-Telephone Charges	0	0	246	50	250	12	238		
	70911 Program Expenses	0	750	990	750	1,000	699	301		
Total Operating Exp	enses	9,851	8,710	9,951	9,143	(10,050) 7,879	2,171		
Requests for office e	equipment should be requested here						/			
							To reconcile to:		9,550	
Pequests for furniture	re should be directed to Jerikov Kidd a	t avt 1212								
2/27/09 9:25 AM	* Includes funds 1000, 3000, and 9300	- 1 -								

3. Entering the New Budget:

a. Add or subtract budget in a line.

Example 3a: Decrease budget in line 70061 by \$100. (Always use whole dollar amounts):

- *Change Value* column: Type "-100" in field next to line 70061. (Do not use comma separator if greater than 1000.)
- *Percent* column: **Do not enter check.**
- Click on "Calculate" button or hit "enter" key.
- Review changes in *Cumulative Change* column and *New Budget* column.
- "Post" button will save changes, update *Proposed Budget* column, and create audit trail.
- Review totals in *Summary Totals* box

b. Reallocate budget between lines. Use this feature to reallocate equal amounts of money among lines.

Example 3b: Decrease budget in line 70054 by \$500 and increase budget by \$250 in line 70055 and \$250 in line 70061. (Always use whole dollar amounts):

- *Change Value* column: "-500" in line 70054
- Change Value column: "250" in line 70055 (no need to add a "+")
- Change Value column: "250" in line 70061 (no need to add a "+")
- Click on "Calculate" button or hit "enter" key.
- Review changes in *Cumulative Change* column and *New Budget* column.
- "Post" button will save changes, update *Proposed Budget* column, and create audit trail.
- Review totals in *Summary Totals* box.

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t t Progran	n Account Type/Code	Title	Base Budget	Budget Duration	Proposed Cl n Budget	nange Value	Percent	: Cumulative Change	New Budget	Delete Record	
100		Instructional		Code							
100	GA	Instructional Operating Expenses						_			
	70054	Supplies-Educational	1,000.00	P	1,000.00	-500		(500.00)	500.00		
	70055	Supplies-Office	500.00	P	500.00	250		250.00	750.00		
	70061	Supplies-General	200.0	P	200.00	250		250.00	450.00		
	70101	Postage-General	100.00	A	100.00			0.00	100.00		
	70205	Travel - Field Trips	1,500.00	P	1,500.00			0.00	1,500.00		
	70301	Printing/Duplicating-In House Print	300.00	P	300.00			0.00	300.00		
	70302	Printing/Duplicating-Copying	1,500.00	P	1,500.00			0.00	1,500.00		
	70353	Prof Fees- Teach/Speaker/Honoraria	2,000.00	P	2,000.00		j	0.00	2,000.00		
	70407	Purchased Srvcs-Other	1,000.00	P	1,000.00			0.00	1,000.00		
	70552	Fees-Professional Dues/Membership	200.00	P	200.00			0.00	200.00		
	70553	Fees- Subscript/Books/Publications	500.00	P	500.00] 🗆	0.00	500.00		
	70804	Telecom-Telephone Charges	250.00	P	250.00			0.00	250.00		
	70911	Program Expenses	1,000.00	P	1,000.00			0.00	1,000.00		~
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Illustration of example 3b

c. Add a line not currently in your budget. Use this feature to add new lines to your budget. You must know the account number and the program number. Go to the section of the worksheet located below the account lines titled *Account/Program Code lookup*. Example 3c: Add line 70806 with \$1000 in budget money:

- *Program:* "100"
- Account: "70806"
- Budget Duration Code: Always leave as default "Permanent Budget"
- *Proposed Budget:* "1000" (Do not use a comma separator)
- Click on "Calculate" button or hit "enter" key.
- Review to make sure the line is entered in the budget with the correct amount in *Cumulative Changes* and *New Budget* columns.
- "Post" button will save changes, update *Proposed Budget* column, and create audit trail.
- Review totals in *Summary Totals* box.

• These messages will display at the top of the worksheet:

Program 100 Account 70806 Duration P added to worksheet.

The changes submitted have been processed.

Illustration of example 3c

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Hint: Find link to a list of all expense accounts beneath *Summary Totals* box. (See next page for illustrations.)

ccount Typ	e Account Type Title	Base Budget Pro	oposed Budget	New Budget Cum	ulative Change
A	Operating Expenses	10,050.00	10,050.00	9,950.00	(100.00
7	0 General & Administrative Expenses	10,050.00	10,050.00	9,950.00	(100.00
Ne	t	(10,050.00)	(10,050.00)	(9,950.00)	100.00
		-			
<u>turn To To</u>	op /		\rightarrow		
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Link will take you to this page:



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d. Delete a line from your budget. Use this feature to delete a line from your budget. Example 3d: Delete line 70804:

- Delete Record column: Check checkbox in line 70804
 - Click "Calculate" button or hit "enter" key.
 - Line will stay in budget, but *New Budget* column will read zero and *Cumulative Changes* column will show a negative amount equal to the amount previously in that line.
 - "Post" button will save changes, update *Proposed Budget* column, and create audit trail.
 - Review totals in *Summary Totals* box.

Illustr	ation of ex	kample 3d									
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	GA	Operating Expenses									
	70054	Supplies-Educational	1,000.00	P :	1,000.00			0.00	1,000.00		
	70055	Supplies-Office	500.00) P	500.00			0.00	500.00		
	70061	Supplies-General	200.00	P	200.00			0.00	200.00		
	70101	Postage-General	100.00	P	100.00			0.00	100.00		
	70205	Travel - Field Trips	1,500.00	P	1,500.00			0.00	1,500.00		
	70301	Printing/Duplicating-In House Print	300.00	P	300.00			0.00	300.00		
	70302	Printing/Duplicating-Copying	1,500.00	P	1,500.00			0.00	1,500.00		
	70353	Prof Fees- Teach/Speaker/Honoraria	2,000.00	P :	2,000.00			0.00	2,000.00		
	70407	Purchased Srvcs-Other	1,000.00	P	1,000.00			0.00	1,000.00		
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e. Mass Change: Use this to update all budget lines by a certain percent decrease or a certain dollar decrease. Use *Mass Change Parameter* section of worksheet.

Example 3e-1: decrease each line by 1%:

- Change Value: "-1"
- *Percent* checkbox: Enter check.
- Round to Nearest: <u>Always</u> choose radio button 1.00.
- Click on "Calculate" button or hit "enter" key.
- Review changes in *Cumulative Change* column and *New Budget* column.
- "Post" button will save changes, update *Proposed Budget* column, and create audit trail.
- Review totals in *Summary Totals* box.

Example 3e-2: decrease each line by \$10:

- Change Value: "-10"
- *Percent* checkbox: **Do not enter check.**
- Round to Nearest: <u>Always</u> choose radio button 1.00.
- Click on "Calculate" button or hit "enter" key.
- Review changes in *Cumulative Change* column and *New Budget* column.
- "Post" button will save changes, update *Proposed Budget* column, and create audit trail.
- Review totals in *Summary Totals* box.

Illustration of example 3e-1

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f. Single Line Percentage Change – Use this feature to make percentage changes to one line at a time.

Example 3f: Increase one line by 10%:

- Change Value column: "10" in line 70054
- *Percent* column: **Enter check.**
- Round to Nearest: Always choose radio button 1.00.
- Click on "Calculate" button or hit "enter" key.
- Review changes in Cumulative Change column and New Budget column.
- "Post" button will save changes, update *Proposed Budget* column, and create audit trail.
- Review totals in *Summary Totals* box.

Illustration of example 3f Budget Worksheet - Microsoft Internet Explorer File Edit View Favorites Tools Help 😮 Back 🔻 🐑 👻 😰 🏠 🔎 Search 👷 Favorites 🔗 😥 🗟 🖓 👘 🕤 🖵 🎎 🚳 Address 🗃 https://bnrapp2.dickinson.edu/pls/TEST/bwfkbwsh.P_Budget_Worksheet 🔁 Go Links 🏾 💌 Go 🇄 💋 🦉 👻 🚼 Bookmarks 🛛 😓 Popups okay 🛛 🦃 Check 👻 🐴 AutoLink 👻 🔚 AutoFill 🍙 Send to 🕶 🏄 Settings -Google C-Bottom Amount +/- 99999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select rounding for mass and line changes by percent. e value/Percent in Worksheet will override mass change during Calculate. Select Delete Record to set New Budget to .00 and delete line. Select the link on account code to view or maintain text Mass Change Parameters Round To Nearest Percent O 2 decimals 1.00 ○ 10.00 ○ 100.00 lue: Calculate Budget Proposed Change Value Duration Budget Program Account Title Base Percent Cumulative New Delete Type/Code Change Budget Budget Record Code 100 Instructional GΑ Operating Expenses 70054 Supplies-Educational 1,000.00 P 1,000.00 10 🗹 100.00 1,100.00 🔲 70055 Supplies-Office 500.00 P 500.00 0.00 500.00 70061 Supplies-General 200.00 P 200.00 0.00 200.00 🔲 70101 Postage-General 0.00 100.00 🔲 100.00 P 100.00 70205 Travel - Field Trips 1,500.00 P 1,500.00 0.00 1,500.00 🔲 70301 Printing/Duplicating-In 0.00 300.00 🔲 300.00 P 300.00 House Print 0.00 1,500.00 70302 Printing/Duplicating-Copying 1,500.00 P 1.500.00 70353 Prof Fees-2.000.00 P 2.000.00 0.00 2,000.00 Teach/Speaker/Honoraria 🔒 🥑 Internet 🞒 Done 🛃 start 🖉 😂 😽 🐣 😡 Inbox - Microsoft Out. 🛯 🚈 Budget Worksh EN 🔇 💽 4:12

4. Additional Features in Worksheet:

- **a.** Audit feature Use this feature to review all posted changes made to a line.
 - The audit trail is updated each time changes are saved using the "Post" button.
 - The posting process updates the *Proposed Budget* column so it equals the *New Budget* column. Any budget dollar amount that has been updated will change to a blue link. Click on this link to see the audit trail of all changes for that amount.

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- b. **Text feature** Use this feature to attach text to a budget line. Once recorded, it can be viewed by you or by others who have access to your budget (VP or Budget Director).
 - Click on account number in *Account Type/Code* column.
 - Write text in *Enter Budget Text, Print:* box.
 - Click on "Save" button.
 - Click "Exit budget text page" link to return to worksheet.
 - Re-click on account number to review or change previously entered text.

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- c. Download columns feature Use this feature to download columns to excel spreadsheet.
 - Click on "Download Selected Worksheet Columns" button.
 - Click on "Open" button in File Download box.

- 5. Completing the Budget Process:
 - a. Make sure all your changes have been saved by clicking on the "Post" button before leaving the worksheet.
 - b. Review the Summary Totals box to reconcile with the Budget Preparation sheet:
 - *Base Budget total* still should equal the current fiscal year total on your Budget Preparation Sheet. The *Proposed Budget and New Budget* totals should equal each other and equal the budget total for the upcoming fiscal year on your Budget Preparation sheet. (Numbers in Banner Self-Service are in parenthesis.)
 - *Cumulative Change* total should be zero (if you are maintaining the same budget total), be a number (without parenthesis) that matches your total cuts (if you are cutting your budget), or be a number (with parenthesis) that matches your total new funds (if new funds were allocated to your budget).

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- c. Inform your VP that you have completed the budget process.
- d. VP reviews and makes any additional changes.
- e. VP locks the organizational budget to prevent any future changes. If you need to make changes after the lock process, you must contact the VP so he/she can make the change or he/she can unlock your organizational budget so you can complete the changes yourself.
- f. VP informs Budget Director that the budget process is complete. Budget Director reviews and performs the final lock on all organizational budgets in the division. Any changes after this point must go through the Budget Director.