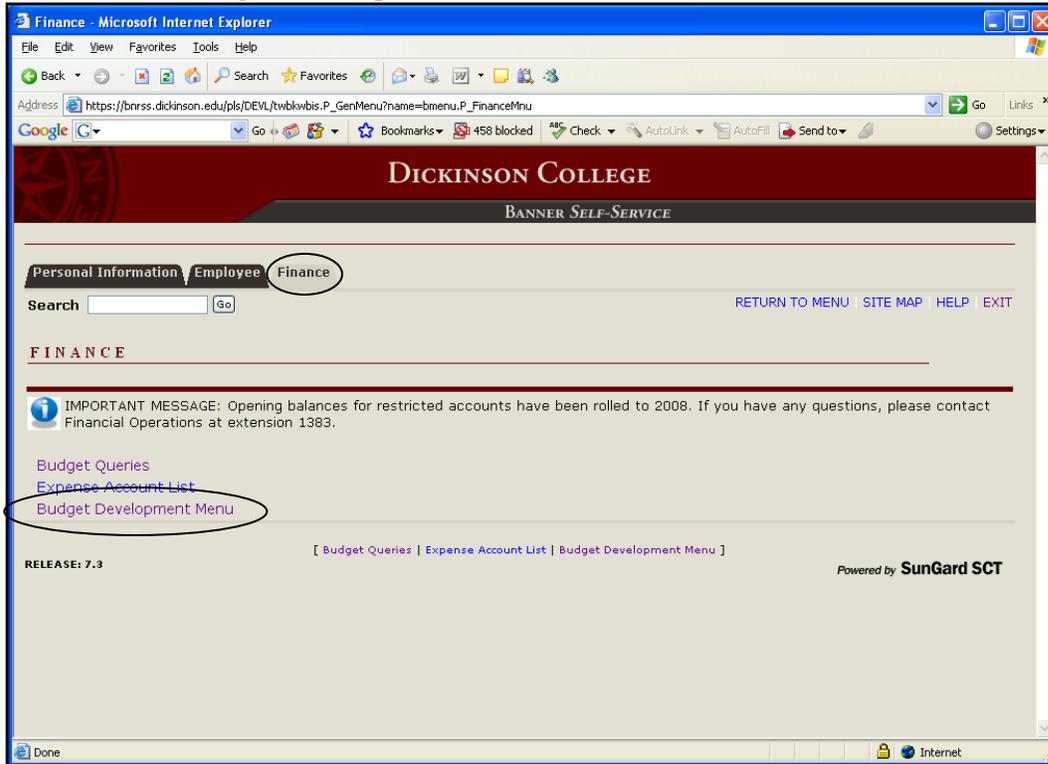


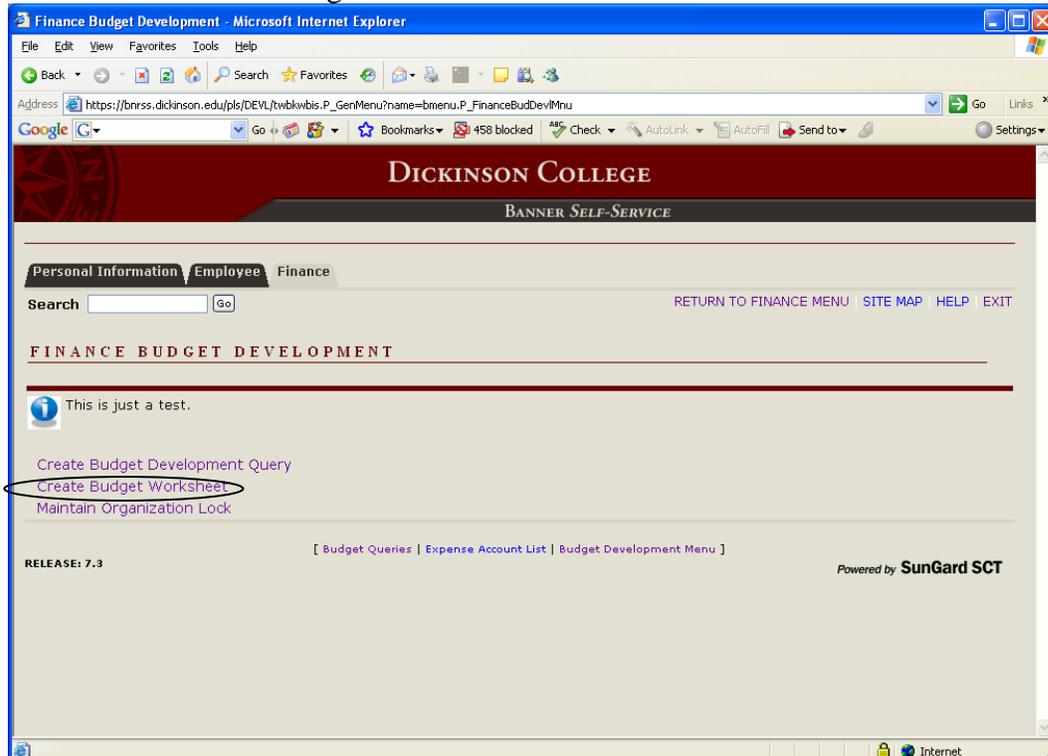
Using Budget Development in Banner Self-Service

1. Access Budget Worksheet:

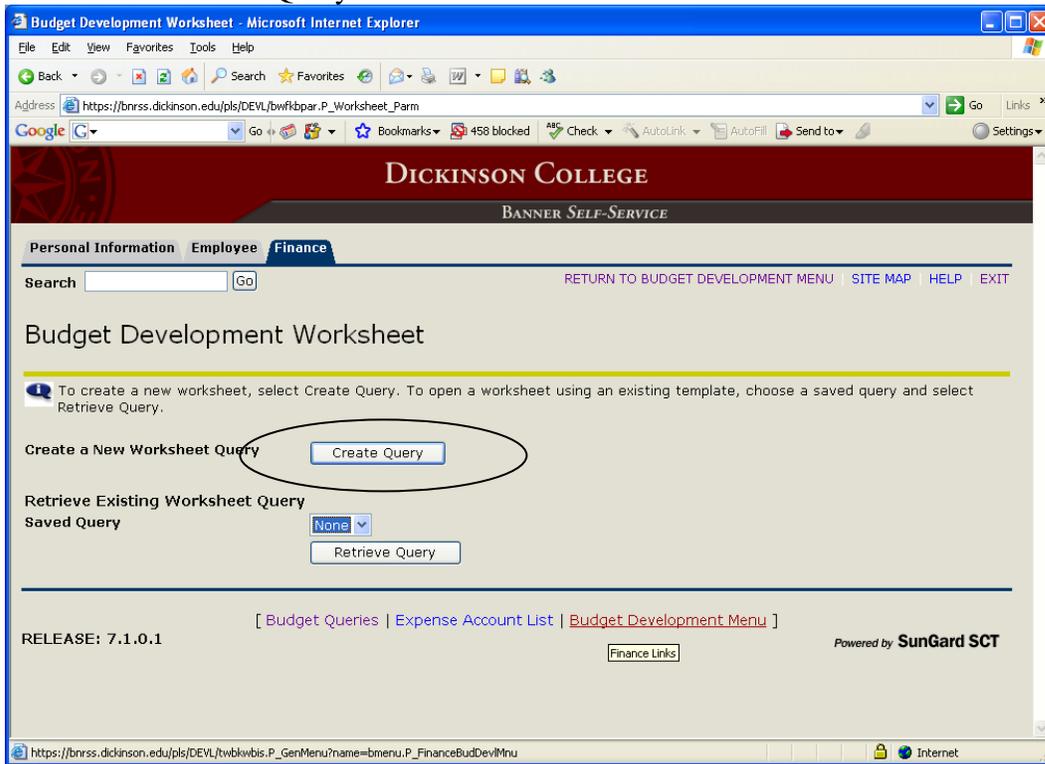
- Log-in Banner Self-Service and go to “Finance” Tab.
- Click on “Budget Development Menu” link.



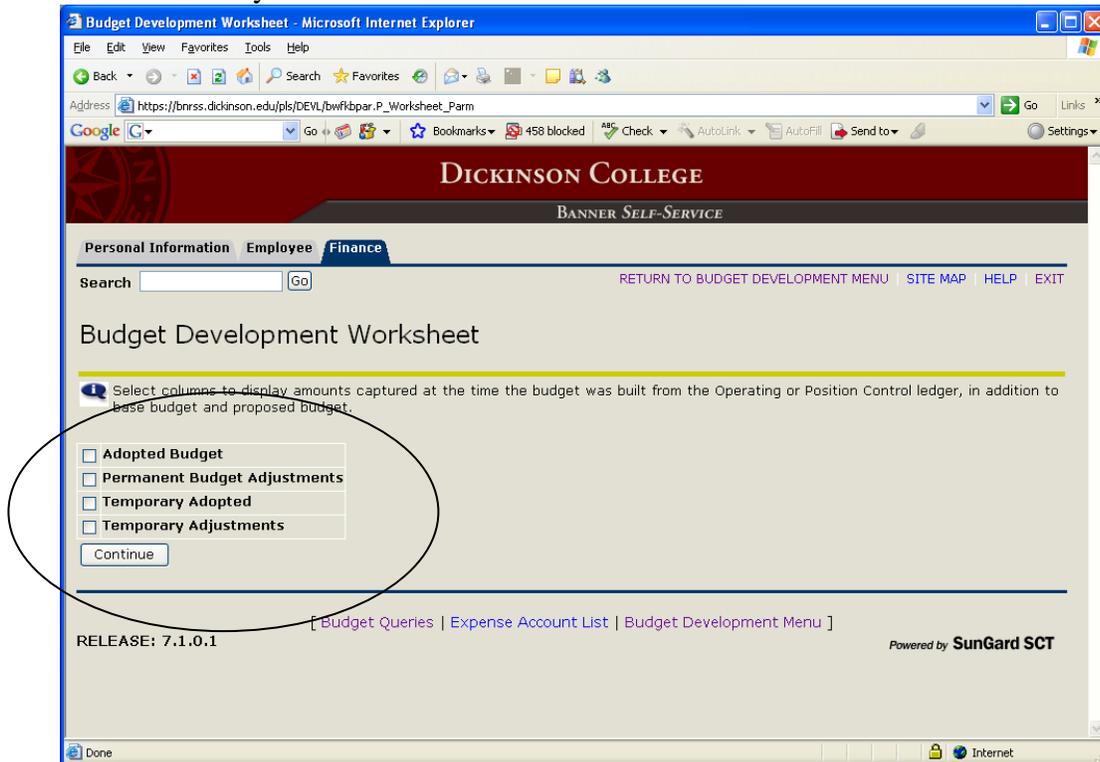
- Click on “Create Budget Worksheet” link.



- Click on “Create Query” button.



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



- 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

Budget Development Worksheet - Microsoft Internet Explorer

Address: https://banner.dickinson.edu/pls/PROD/bwfkbpap.P_Worksheet_Parm

Chart of Accounts: D

Budget ID: FY10

Budget Phase: EQU10

Fund: 110100

Organization: 205600

Budget Duration Code: All

Display Fin Mgr from: Organization

Check to Include:

- Revenue Accounts
- Labor Accounts
- Expenses
- Transfers
- Deleted Items

Save Query as: _____

Shared

Submit

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:

Mass Change Parameters Round To Nearest
 Value: Percent 2 decimals 1.00 10.00 100.00 Calculate

Account	Program	Account Type	Title	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative New Budget	Cumulative Change	Delete Record
100		GA	Instructional 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 Svcs-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	

New rows may be added within the parameters used to create the worksheet. Select Calculate to update the worksheet with additions, subtractions, percentage adjustments, deletions. Select Post to recalculate and save changes. Select Requery to return to values last posted.

Account/Program Code lookup

New Row	Program	Account	Budget Duration Code	Proposed Budget
1			Permanent Budget	
2			Permanent Budget	
3			Permanent Budget	
4			Permanent Budget	
5			Permanent Budget	

Requery Calculate Post

Download All Worksheet Columns Download Selected Worksheet Columns

Summary Totals								
Account	Type	Account	Type	Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
GA				Operating Expenses	10,050.00	10,050.00	10,050.00	0.00
				70 General & Administrative Expenses	10,050.00	10,050.00	10,050.00	0.00
				Net	(10,050.00)	(10,050.00)	(10,050.00)	0.00

Example of Budget Preparation Sheet:

Dickinson College - Budget Preparation									
205600 - Equestrian Studies									
Budget Officer: Junkin, Joseph									
Expenses	Account	FY07 Budget	FY07 Actuals	FY08 Budget	FY08 Actuals	FY09 Budget	2009 FYTD Actual	2009 Variance	FY10 Budget
Operating Expenses	700 Budget Expenses	9,851	0	0	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 Print	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 Svcs-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-Subscript/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 Expenses		9,851	8,710	9,951	9,143	10,050	7,879	2,171	

Requests for office equipment should be requested here _____ To reconcile to: 9,550

Requests for furniture should be directed to Jerilyn Kidd at ext 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.

Illustration of example 3b

Program	Account Type/Code	Title	Base Budget	Budget Duration	Proposed Change Value	Percent	Cumulative Change	New Budget	Delete Record
100		Instructional							
	GA	Operating Expenses							
		70054 Supplies-Educational	1,000.00	P	1,000.00	-500	(500.00)	500.00	<input type="checkbox"/>
		70055 Supplies-Office	500.00	P	500.00	250	250.00	750.00	<input type="checkbox"/>
		70061 Supplies-General	200.00	P	200.00	250	250.00	450.00	<input type="checkbox"/>
		70101 Postage-General	100.00	P	100.00		0.00	100.00	<input type="checkbox"/>
		70205 Travel - Field Trips	1,500.00	P	1,500.00		0.00	1,500.00	<input type="checkbox"/>
		70301 Printing/Duplicating-In House Print	300.00	P	300.00		0.00	300.00	<input type="checkbox"/>
		70302 Printing/Duplicating-Copying	1,500.00	P	1,500.00		0.00	1,500.00	<input type="checkbox"/>
		70353 Prof Fees- Teach/Speaker/Honoraria	2,000.00	P	2,000.00		0.00	2,000.00	<input type="checkbox"/>
		70407 Purchased Svcs-Other	1,000.00	P	1,000.00		0.00	1,000.00	<input type="checkbox"/>
		70552 Fees-Professional Dues/Membership	200.00	P	200.00		0.00	200.00	<input type="checkbox"/>
		70553 Fees- Subscript/Books/Publications	500.00	P	500.00		0.00	500.00	<input type="checkbox"/>
		70804 Telecom-Telephone Charges	250.00	P	250.00		0.00	250.00	<input type="checkbox"/>
		70911 Program Expenses	1,000.00	P	1,000.00		0.00	1,000.00	<input type="checkbox"/>

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:



Illustration of example 3c

Account/Program Code lookup

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	100	70806	Permanent Budget	1000
2			Permanent Budget	
3			Permanent Budget	
4			Permanent Budget	
5			Permanent Budget	

Buttons: Requery, Calculate, Post

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

Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
GA	Operating Expenses	10,050.00	10,050.00	9,950.00	(100.00)
	70 General & Administrative Expenses	10,050.00	10,050.00	9,950.00	(100.00)
	Net	(10,050.00)	(10,050.00)	(9,950.00)	100.00

[Return To Top](#)

[[Budget Queries](#) | [Expense Account List](#) | [Budget Development Menu](#)]

RELEASE: 7.0

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Link will take you to this page:



Financial Operations Banner Expense Account List

Materials/Supplies

- 70051 Supplies-Audio/Visual
- 70052 Supplies-Computer
- 70053 Supplies-Copy Machine/Fax
- 70054 Supplies-Educational
- 70055 Supplies-Office
- 70056 Supplies-Repair/Maintenance
- 70057 Supplies-Laboratory
- 70058 Supplies-Tools
- 70059 Supplies-Uniforms
- 70060 Supplies-Use Taxable
- 70061 Supplies-General
- 70062 Supplies-Janitorial
- 70063 Supplies-Grounds
- 70064 Supplies-Garage
- 70065 Supplies-Electrical
- 70066 Supplies-Mechanical
- 70067 Supplies-Structural

Postage

- 70101 Postage-General
- 70102 Postage-Courier
- 70103 Postage-Other

Food/Entertainment

- 70151 Catering-Dining Services
- 70152 Catering-Other
- 70153 Entertainment/Receptions/Banquets
- 70154 Other Food/Entertainment Costs
- 70155 Meals-Dining Service

Travel

- 70201 Travel - Transportation
- 70202 Travel - Lodging
- 70203 Travel - Meals & Entertainment
- 70204 Travel - Other
- 70205 Travel - Field Trips

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.

Illustration of example 3d

Program Account Type/Code	Title	Base Budget	Budget Duration	Proposed Change	Value	Percent Change	Cumulative Change	New Budget	Delete Record
100	Instructional								
GA	Operating Expenses								
70054	Supplies-Educational	1,000.00	P	1,000.00			0.00	1,000.00	<input type="checkbox"/>
70055	Supplies-Office	500.00	P	500.00			0.00	500.00	<input type="checkbox"/>
70061	Supplies-General	200.00	P	200.00			0.00	200.00	<input type="checkbox"/>
70101	Postage-General	100.00	P	100.00			0.00	100.00	<input type="checkbox"/>
70205	Travel - Field Trips	1,500.00	P	1,500.00			0.00	1,500.00	<input type="checkbox"/>
70301	Printing/Duplicating-In House Print	300.00	P	300.00			0.00	300.00	<input type="checkbox"/>
70302	Printing/Duplicating-Copying	1,500.00	P	1,500.00			0.00	1,500.00	<input type="checkbox"/>
70353	Prof Fees- Teach/Speaker/Honoraria	2,000.00	P	2,000.00			0.00	2,000.00	<input type="checkbox"/>
70407	Purchased Svcs-Other	1,000.00	P	1,000.00			0.00	1,000.00	<input type="checkbox"/>
70552	Fees-Professional Dues/Membership	200.00	P	200.00			0.00	200.00	<input type="checkbox"/>
70553	Fees-Subscript/Books/Publications	500.00	P	500.00			0.00	500.00	<input type="checkbox"/>
70804	Telecom-Telephone Charges	250.00	P	250.00			(250.00)	0.00	<input checked="" type="checkbox"/>
70911	Program Expenses	1,000.00	P	1,000.00			0.00	1,000.00	<input type="checkbox"/>

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:* **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.

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

- *Change Value:* “-10”
- *Percent* checkbox: **Do not 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 3e-1

Change value/Percent in worksheet will override mass change during calculate. Select delete record to set new budget to 0.00 and delete budget line. Select the link on account code to view or maintain text.

Status	Text	Program	Account Type/Code	Title	Base Budget	Budget Duration	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget
		100		Instructional Operating Expenses							
OPAL	N		GA	70054 Supplies-Educational	1,000.00	P	1,000.00		<input type="checkbox"/>	(10.00)	990.00
OPAL	N			70055 Supplies-Office	500.00	P	500.00		<input type="checkbox"/>	(5.00)	495.00
OPAL	N			70061 Supplies-General	200.00	P	200.00		<input type="checkbox"/>	(2.00)	198.00
OPAL	N			70101 Postage-General	100.00	P	100.00		<input type="checkbox"/>	(1.00)	99.00
OPAL	N			70205 Travel - Field Trips	1,500.00	P	1,500.00		<input type="checkbox"/>	(15.00)	1,485.00
OPAL	N			70301 Printing/Duplicating-In House Print	300.00	P	300.00		<input type="checkbox"/>	(3.00)	297.00
OPAL	N			70302 Printing/Duplicating-Copying	1,500.00	P	1,500.00		<input type="checkbox"/>	(15.00)	1,485.00
OPAL	N			70353 Prof Fees- Teach/Speaker/Honoraria	2,000.00	P	2,000.00		<input type="checkbox"/>	(20.00)	1,980.00
OPAL	N			70407 Purchased Svcs-Other	1,000.00	P	1,000.00		<input type="checkbox"/>	(10.00)	990.00
OPAL	N			70552 Fees-Professional Dues/Membership	200.00	P	200.00		<input type="checkbox"/>	(2.00)	198.00
OPAL	N			70553 Fees- Subscrip/Books/Publications	500.00	P	500.00		<input type="checkbox"/>	(5.00)	495.00

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

Amount +/- 999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select rounding for mass and line changes by percent.
 A 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

Value: Percent 2 decimals 1.00 10.00 100.00

Program Account Type/Code	Title	Base Budget	Budget Duration Code	Proposed Change Value	Percent	Cumulative Change	New Budget	Delete Record
100	Instructional Operating Expenses							
GA	70054 Supplies-Educational	1,000.00 P		1,000.00	10 <input checked="" type="checkbox"/>	100.00	1,100.00	<input type="checkbox"/>
	70055 Supplies-Office	500.00 P		500.00	<input type="checkbox"/>	0.00	500.00	<input type="checkbox"/>
	70061 Supplies-General	200.00 P		200.00	<input type="checkbox"/>	0.00	200.00	<input type="checkbox"/>
	70101 Postage-General	100.00 P		100.00	<input type="checkbox"/>	0.00	100.00	<input type="checkbox"/>
	70205 Travel - Field Trips	1,500.00 P		1,500.00	<input type="checkbox"/>	0.00	1,500.00	<input type="checkbox"/>
	70301 Printing/Duplicating-In House Print	300.00 P		300.00	<input type="checkbox"/>	0.00	300.00	<input type="checkbox"/>
	70302 Printing/Duplicating-Copying	1,500.00 P		1,500.00	<input type="checkbox"/>	0.00	1,500.00	<input type="checkbox"/>
	70353 Prof Fees-Teach/Speaker/Honoraria	2,000.00 P		2,000.00	<input type="checkbox"/>	0.00	2,000.00	<input type="checkbox"/>

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.

The screenshot shows a web browser window titled "Budget Development History" with the URL "https://bnrapp2.dickinson.edu". The page contains a search bar, a "Go" button, and a "Budget Development History" section. Below this, there are "Report Parameters" and "Query Results" sections.

Report Parameters

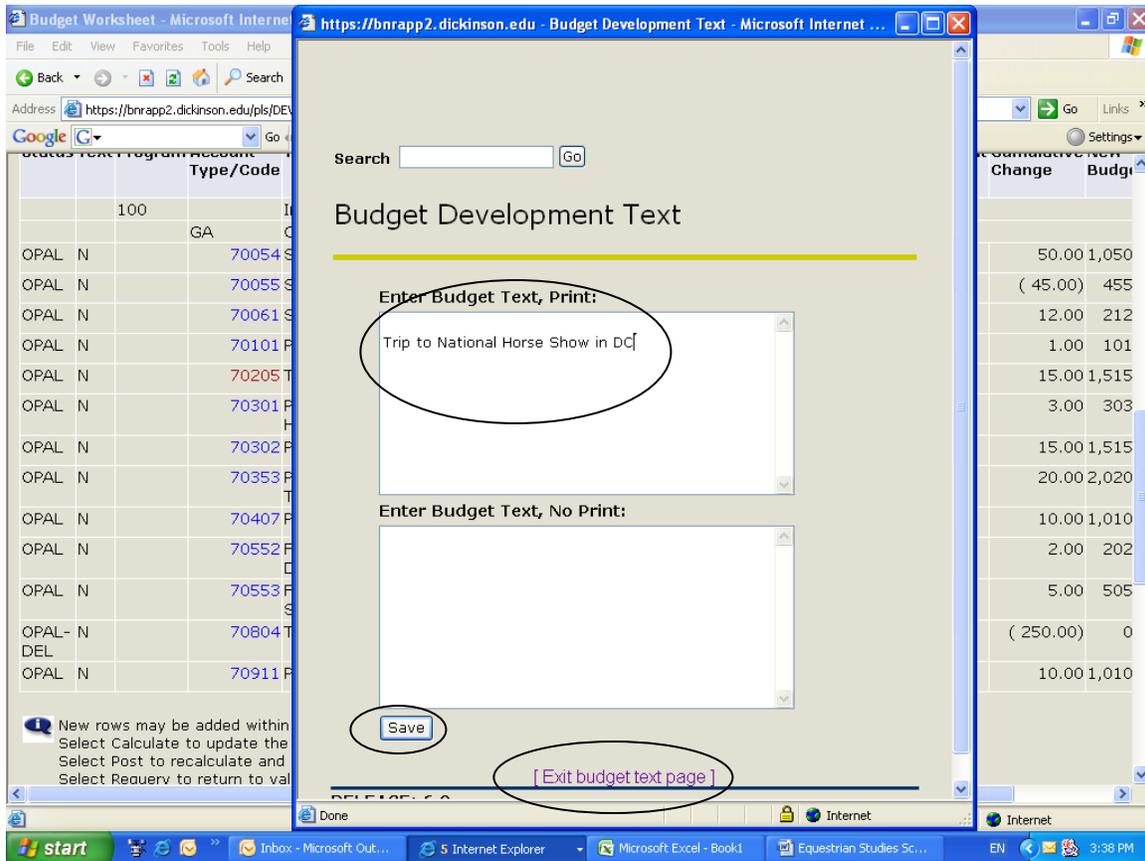
Budget Development History					
Chart of Accounts D	Dickinson College	Duration Code P			
Budget Id	FY09	Fiscal Year 2009	Budget Phase	EQU09 Equestrian 09	
Fund	110100 General Operations	Program	100	Instructional	
Organization	205600 Equestrian Studies	Activity			
Account	70054	Supplies-Educational Location			

Query Results

User Id	Date	Time	Prior Proposed Budget	Change Amount	New Proposed Budget	Deleted
STAFFORD	Mar 28, 2008	03:35 pm	1,060.00	(10.00)	1,050.00	N
STAFFORD	Mar 28, 2008	03:34 pm	1,010.00	50.00	1,060.00	N
STAFFORD	Mar 28, 2008	03:32 pm	1,000.00	10.00	1,010.00	N

[Close Window](#)
RELEASE: 7.1.0.1

- 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.



- 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).

The screenshot displays a web browser window titled "Budget Worksheet - Microsoft Internet Explorer". The address bar shows the URL: https://bnrapp2.dickinson.edu/pls/TEST/bwfkbpwr.P_Worksheet_Parm. The page content includes a "New Row Program Account Budget Duration Code Proposed Budget" table with 5 rows. Below this table are buttons for "Requery", "Calculate", and "Post" (circled in red). There are also buttons for "Download All Worksheet Columns" and "Download Selected Worksheet Columns".

The "Summary Totals" section contains the following table:

Account Type	Account Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
GA	Operating Expenses	10,050.00	9,550.00	9,550.00	(500.00)
	70 General & Administrative Expenses	10,050.00	9,550.00	9,550.00	(500.00)
	Net	(10,050.00)	(9,550.00)	(9,550.00)	500.00

The "Net" row in the Summary Totals table is circled in red. Below the table are links for "Return To Top", "[Budget Queries | Expense Account List | Budget Development Menu]", and "RELEASE: 7.0". The page is powered by SunGard SCT.

- 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.