Budget Process Timeline

Feb 15 – March 20: Dean/VP/division heads and individual unit heads meet with VPFO staff - to consolidate budget requests and to refine priority of the requests

March 1 – March 31: Divisions/Departments refresher training in entering budget into Budget Development and Salary Planner. (BANMONTH ENVIRONMENT)

April 20 – May 8: Divisions/Departments enter budget into Budget Development and Salary Planner (PRODUCTION)

May 27 – June 6: Divisions/Departments enter budget into Merit Pool allocations (IF ANY) into Salary Planner. (PRODUCTION)
Overview of Budget Process

Salary Planner – used for entering salary adjustments to employees and setting labor distribution (funding).

Budget Development – used to enter data at the budget account code level.

Cognos Budget Reports – used to assist you in editing and data entering various portions of your budget.
FEATURES OF THE BUDGET PROCESS

Ability to budget revenue, and expenses by budget account code.

Ability to run reports to ensure funds are in balance.

Ability to add a new budget account code to a FOP if one does not exist.

Ability to zero out a budget account code that you do not wish to use any longer.

Ability to change employee funding.

Ability to award merit increases.

Grant (MY) budgets are not input in the budget cycle.
THINGS THAT CANNOT BE DONE VIA THE BUDGET PROCESS.

You cannot vacate or close a position in Salary Planner
You cannot create a new position in Salary Planner
You cannot reclassify an employee in Salary Planner
There is no automated grant overlay process
There are no automated emails generated when budgets are locked or unlocked
The Budget Process System must be locked for the entire Institution so that the Budget Office can begin their analysis
Budget Process Input Steps

- Check your Security
- Run all Reports
- Update Salary Information
- Update Budget Development
- Justification and other Forms
  - Lock
- Multi-Year Funds
BUDGET CYCLE TIPS

DON’T GO BACK!

Please do NOT use the BACK button on your browser in any module of the Budget Development System. The screen may not refresh correctly if you use the BACK button.
BUDGET PROCESS REPORTS

FI Budget 001 - Budget Development: Department List of FOPs Report

This report will list all FOP Combinations where a budget exists in Budget Development.

Use when you begin your budget process to see what FOPs you currently have budgets on. These FOPs will need to be updated in Budget Development.

If you have a FOP that is not on this list, you may still use it in Budget Development. An exception is multi-year funds. These are not budgeted in Budget Development, but can be used in Salary Planner.
This report is a high level view of each fund and all the organizations and programs that have budget associated with a particular fund.

Run this report if you are having trouble balancing your fund.

- Run this report to see which funds are not in balance. Go back into Budget Development to balance the fund(s) in question.

The report will list revenue and expense total as well as a balance by FOP.

For departments that have many organization codes using one fund, this is a great report to see total budget associated with the fund.
If you would like to compare your proposed budget to the actual expenditures for the last full year and/or the estimated annualized expenditures for the current year, this is the report to use.

Use this report to verify that you are budgeting funds in the same account codes where expenditures have occurred in the past full fiscal year and current fiscal year.

This report should also be run to verify that you are budgeting enough funds in a particular account code.

A high variance on this report may indicate that you are either over/under budget for an account code compared to current Expenditures.
This report gives you the details of what has been entered into Budget Development. It shows you the details by Fund, Organization, Account, and Program. The amount on the salary line you can tie back to the amount that your Salary Planner report.
This report list all position by Organization in a given department. No funding is displayed on this report.

Run this report to see an overview of all departmental positions and the incumbent in that position.
This report shows all salary increase that has been entered into salary planner for a chosen Organization.

Run this report to see the cost of pay plan adjustment.

Fund this report to see the total cost of merits entered for an organization.

Run this report to see the total cost of equity adjustment for an organization.
This report shows all Organization you have access to in Budget Development and Salary Planner
FI Budget 007 - Salary Planner: Positions by FOAP

This report will show the position who is paid on a particular FOAP. It is different from the FI Budget 008 - Salary Planner: Jobs by FOAP in that it does not show the employee name with the position.

Run this report to see what position makes up the salary totals printed in the Salary Planner Totals by FOAP report.
FI Budget 008 - Salary Planner : 
Jobs by FOAP

This report will show you a position roster of who is paid on a particular FOAP.

Run this report to see who makes up the salary totals printed in the Salary Planner Totals by FOAP report.

This will be the only place where you can see employee information in FOAP order.
This report will show you the amount of the increase that is being paid on each FOAP.

This report shows you the amount of salary being paid on each FOAP after the increase.
Go to the Banner Self-Service Employee. Under the Employee section click on the link titled “Salary Planner”.

Salary Planner is where you will enter merit increases (if approved by the SHSU Administration) and where you will change labor distribution (funding). Salary Planner updates both employee and position data. The Salary Planner module is a Banner system delivered product.

Vacant Position budgeted the amount you are planning to start position.

Department will not enter anything in the market column in Salary Planner. It is only to be used by the Budget Office.

Data in the Salary Planner system will upload back to Banner HR with salary and funding information for the new fiscal year.

Data in the Salary Planner system will update the budget account codes in Budget Development automatically.

Page 23 in manual
Updating Salary Planner

SELECT THE ORGANIZATION CODE

UPDATE EMPLOYEE RECORDS
  ◦ Update an employee’s job labor distribution
  ◦ Update an employee’s position labor distribution

UPDATE POSITION RECORDS
  ◦ Update salaries for vacant positions
  ◦ Update labor distribution for vacant positions
Budget Development

Go to the Banner Self-Service Finance. Under the Finance section click on the link titled “Budget Development”.

Budget Development is where you will enter your budgets at the budget account code level for each FOP. This is where you will budget funds for longevity, fringes, travel, o & m, etc. The Budget Development module is a Banner system delivered product.

Information in Budget Development will be uploaded to the new fiscal year operating ledger.

Page 34 in Manual
Updating Budget Development

Worksheet Parameters
Error/Warning Messages
Mass Change Parameters
Worksheet
Adding Account Codes
Action Buttons
Summary Totals
Add Texts
View History of Changes
Budget Development Hint

Please do not forget to look at current year to determine the budget amount for your Utilities Budget Pool.

Please do not forget to budget for Fringe Benefits. Go to the Banner Self-Service Finance. Under the Finance section click on the link titled “Budget Development”.

Please do not delete a line out if you have an amount in the prior year.

Please make your budget even dollars when possible. If it an salary item coming out of Salary Planner it is ok.

Please remember if you made a permanent budget transfer to another area your budget should be reduce by this amount.
Budget Office Staff

Edgar Smith
Director of Budget
(936) 294-2765
acc_ebs@shsu.edu

Kyley Houck
Administrative Coordinator
(936) 294-1018
kyleyhouck@shsu.edu