# Table of Contents

<table>
<thead>
<tr>
<th>Item</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Process System Overview</td>
<td>3</td>
</tr>
<tr>
<td>Budget Reports</td>
<td>9</td>
</tr>
<tr>
<td>Salary Planner</td>
<td>23</td>
</tr>
<tr>
<td>Budget Development</td>
<td>34</td>
</tr>
<tr>
<td>Appendix</td>
<td>46</td>
</tr>
</tbody>
</table>
OVERVIEW OF BUDGET PROCESS
OVERVIEW OF BUDGET PROCESS

BUDGET PROCESS MODULES

The Budget Process system in Banner is made up of 3 separate modules.

- 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.
ACCESSING THE SALARY PLANNER OR BUDGET DEVELOPMENT

SALARY PLANNER
Go to the Banner Self-Service Employee. Under the Employee section click on the link titled “Salary Planner”.

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

DESCRIPTION OF BUDGET PROCESS

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.

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.

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, fringe benefit, travel, o & m, utilities, capital, 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.

BUDGET COGNOS REPORTS
Budget Cognos Reports have been developed to assist you in your budget preparation. They can be used to verify what data has been entered into the Budget Development and Salary Planner modules. They will also be helpful in editing your data to ensure that what you have entered is as accurate as possible.

The information in the Budget Cognos Reports is produced using LIVE data. You can make a change in any portion of the Budget Process System, and the change will be reflected immediately on the reports. You do NOT need to wait overnight to see changes. The Budget Reports have been written using the Cognos system. This was a collaborative effort.
between the Budget Office and Information Technology.

**FEATURES OF THE BUDGET PROCESS.**

1. Ability to budget revenue, and expenses by budget account code.
2. Ability to run reports to ensure funds are in balance.
3. Ability to add a new budget account code to a FOP if one does not exist.
4. Ability to zero out a budget account code that you do not wish to use any longer.
5. Ability to change employee funding.
6. Ability to award merit increases.
7. Grant (MY - Multi-Year) budgets are not input in the budget cycle.

**THINGS THAT CANNOT BE DONE VIA THE BUDGET PROCESS.**

1. You cannot vacate or close a position in Salary Planner.
   - To vacate a position an EPAF must be submitted. When the EPAF has been applied, a nightly process will remove the employee from Salary Planner.
   - To close a position an email must be sent to contact Budget Office during Budget Process.

2. You cannot create a new position in Salary Planner.
   - A new position request form must be submitted to Human Resource by the budget deadline.
   - Funds for the new position should be included in your budgeted.
   - The Budget Office will add the position after Human Resource approval is obtained.

3. You cannot reclassify an employee or a vacant position in salary planner.
   - A reclassification form should be submitted to Human Resource HR.
   - Human Resource and the Budget Office will enter the reclassification information into the system.
   - Funds for the reclassification should be budgeted.

4. There is no automated grant overlay process.
   - The new Budget Process system will not automatically change employee grant funding if the grant ends.
   - Departments will need to request a new funding source then budget employees on the new FOAP.

5. There are no automated emails generated when budgets are locked or unlocked.
   - Please notify the Budget Office when finished.

6. The Budget Process System must be locked for the entire Institution so that the Budget Office can begin their analysis.
   - The Budget Office will lock all budgets regardless of status on a pre-published date.
The Budget Office suggests that you follow these steps for inputting your new fiscal year budget information.

**STEP 1: Check your Security**

Check to see if you have security for your area for data entry into the Budget Development and Salary Planner System.

**STEP 2: Run all Reports**

Run the reports in the Budget Cognos folder. This will show you exactly what loaded to the Budget Development System. You can use these reports as the foundation for determining your new fiscal year requests.

**STEP 3: Update Salary Information**

Your next step should be to go into the Salary Planner module.
- Review/Update employee salaries.
- Update labor distribution on employee listings and underlying positions.
- Follow steps in the Salary Planner section of this instruction manual for Salary Planner steps.

**STEP 4: Update Budget Development**

In this step you will be updating budget account codes on your E&G, Designated, Auxiliary, and non-MY Restricted FOPs.
- Update your revenue budget
- Verify your salary totals. These amounts have been automatically updated from the Salary Planner.
- Update all other Budget Account codes.

**STEP 5: Justification and other Forms**

- If you have budgeted fund balance (account code 740), you will need to enter a justification in the Budget Development text area. See the Budget Development portion of this document for more information.

**STEP 6: Lock**

- Notify your Budget Office so they can lock your budget.
STEP 7: Multi-Year Funds

- If you pay employees off a multi-year fund that will be ending on 8/31 of the fiscal year, take steps now to fund that employee for the new fiscal year.
- No automated process will run to change funding for those employees.

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. In all modules you have the ability to go to other screens and a previous screen by using provided links on the web pages.

WHEN STEPS ARE GIVEN – FOLLOW THEM IN ORDER

Your entry will go much smoother if you follow the steps in this training manual. If you deviate from a particular step, clean up afterwards will be cumbersome.

WHAT’S THAT?

There are features and screens in Budget Development and Salary Planner that we are not using. If you see a link or an updateable field that is not explained in this manual, please do NOT use it.

The Budget Office has extensively tested the system and has provided you with the easiest, most straightforward way of entering your data into the system. Choosing links not mentioned or using an updateable field that we have not explained could cause you to change an item that should not be changed. These changes may have unintended results.

REVIEW THIS MANUAL

If you have questions, please feel free to contact the Budget Office by email or call.

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

Kylek Houck
Budget Analyst
krh050@shsu.edu
936-294-1018
BUDGET REPORTS
BUDGET PROCESS REPORTS

WHERE CAN YOU RUN REPORTS ON YOUR THIS DATA?

Several Cognos reports have been created to help you balance your budgets and edit your data.

Under the Public Folder section click on the link titled “Budget and Salary Planner Reports”. This link will take you to the Budget Reports Menu.

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.
### Budget Development: Department List of FOPs Report

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>110300</td>
<td>F and G Fund 0001</td>
<td>200000</td>
</tr>
<tr>
<td>110300</td>
<td>F and G Fund 0001</td>
<td>200001</td>
</tr>
<tr>
<td>110300</td>
<td>F and G Fund 0001</td>
<td>200002</td>
</tr>
<tr>
<td>110300</td>
<td>F and G Fund 0001</td>
<td>200003</td>
</tr>
<tr>
<td>110300</td>
<td>F and G Fund 0001</td>
<td>200004</td>
</tr>
<tr>
<td>110300</td>
<td>F and G Fund 0001</td>
<td>200005</td>
</tr>
<tr>
<td>110300</td>
<td>F and G Fund 0001</td>
<td>200006</td>
</tr>
</tbody>
</table>

March 4, 2013
FI Budget 002 - Budget Development: FOP Summary Report

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.

Click and Select the budget name will be provided to you.

Click and Select the phrase name will be provided to you.
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.
### Example of the Report

#### FOAP Details Report

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>14030</td>
<td>Designated/Other: Dept. of Curriculum and Instruction</td>
<td>70000 - Faculty Academic Enhancements</td>
<td>40 - Academic Support</td>
<td>2,809</td>
</tr>
<tr>
<td>70000</td>
<td>Teaching</td>
<td>D - Undergraduate</td>
<td>344,818</td>
<td></td>
</tr>
<tr>
<td>70000</td>
<td>Teaching</td>
<td>D - Undergraduate</td>
<td>344,818</td>
<td></td>
</tr>
<tr>
<td>60000</td>
<td>Graduate Assistant Non-Teaching</td>
<td>40 - Academic Support</td>
<td>9,046</td>
<td></td>
</tr>
<tr>
<td>60000</td>
<td>Non-Teaching Salaries/Supplements</td>
<td>40 - Academic Support</td>
<td>3,106</td>
<td></td>
</tr>
<tr>
<td>70000</td>
<td>Teacher Training</td>
<td>40 - Academic Support</td>
<td>3,106</td>
<td></td>
</tr>
<tr>
<td>70000</td>
<td>Teacher Training</td>
<td>40 - Academic Support</td>
<td>3,106</td>
<td></td>
</tr>
<tr>
<td>70000</td>
<td>Teacher Training</td>
<td>40 - Academic Support</td>
<td>3,106</td>
<td></td>
</tr>
<tr>
<td>14030</td>
<td>Designated/Variance &amp; 10000 - Dept. of Curriculum and Instruction</td>
<td>365,143</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report Total: 365,143
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 can be tied back to the amount that your Salary Planner report.
### Example of Report

#### PI_BUDGET_003a - Budget Development: FOAP Details Report

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS20</td>
<td>Designated Fulfill</td>
<td>4,000</td>
<td>Teaching</td>
<td>10,000</td>
</tr>
<tr>
<td>01000</td>
<td>Non-Teaching Salaries</td>
<td>0</td>
<td>Institutional</td>
<td>78,000</td>
</tr>
<tr>
<td>32200</td>
<td>University Pay</td>
<td>0</td>
<td>Institutional</td>
<td>0,000</td>
</tr>
<tr>
<td>32</td>
<td>Non-Grant Pay</td>
<td>0</td>
<td>Institutional</td>
<td>0,000</td>
</tr>
<tr>
<td>321</td>
<td>Grant Pay</td>
<td>0</td>
<td>Institutional</td>
<td>0,000</td>
</tr>
<tr>
<td>220</td>
<td>General Budget Fund</td>
<td>0</td>
<td>Institutional</td>
<td>0,000</td>
</tr>
<tr>
<td>32008</td>
<td>Budget Tructn R</td>
<td>0</td>
<td>Budget Tructn</td>
<td>0,000</td>
</tr>
</tbody>
</table>

*Budget Valid* 4/01/2013
This report lists all positions 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.
FI Budget 005 - Salary Planner: Job Salary Increase Report

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.
- Run this report to see merit, market, across the board (ATB), or all changes
FI Budget 006 - Budget Development and Salary Planner Security: What Organizations do I Have Access Too?

This report shows all Organization you have access to in Budget Development and Salary Planner.

Click on Finish.
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.

The extract name will be provided to you.

The scenario name will be provided to you.

Enter your Fund Number

Enter your Organization Number

Program Code is not required. If you leave it blank, you will see all position on all program codes.
**FI Budget 009 - Salary Planner: Jobs Increase by FOAP**

This report shows all salary increase that has been entered into salary planner by FOAP:

- 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.
- Run this report to see who makes up the salary totals printed in the Salary Planner Totals by FOAP report.
- Run this report to see merit, market, across the board (ATB), or all changes.

![Click and select the budget name provided to you]

![Click and select the phrase name will be provided to you]

![Enter Fund Number]

![Enter Organization Number]
SALARY PLANNER

HOW DO I SEE DETAILED SALARY BUDGET INFORMATION?

The Salary Planner module is used to view and update employee data. The salary planner module contains two kinds of data: Position Data and Employee Data. Salary Planner makes a distinction between the position and the employee for budget purposes.

Position Data – This is data at the position level. It contains the position class title and code, the fte and salary for a position and position labor distribution.

Employee Data – This is data at the employee level. It contains the employee name and positions the employees are appointed into, salary and fte information, and employee labor distribution.

The position data is the driving force for the budgeting process. The position budget data is what the system uses to automatically update the salary codes in Budget Development.

WHERE IS SALARY PLANNER?

Go to the Banner Self-Service Employee. Under the Employee section click on the link titled “Salary Planner”.

Banner Self-Service

- Banner Self-Service
- Personal Information
- Student
- Employee
  - Benefits and Deductions
  - Pay Information
  - Tax Forms
  - Salary Planner
    - Create Scenario
    - Copy Scenario
    - Edit Scenario
    - Organization Lock
    - Query Multiple Extracts
    - Finance Budget Development
- Finance
Once you are on the salary planner menu page, select the **Edit Scenario** link.

**Banner Self-Service**

- Personal Information
- Student
- Employee
  - Benefits and Deductions
  - Pay Information
  - Tax Forms
  - Salary Planner
    - Create Scenario
    - Copy Scenario
    - **Edit Scenario**
  - Organization Lock
  - Query Multiple Extracts
  - Finance Budget Development
- Finance
EDIT SCENARIO

Next you will need to choose which salary planner extract and scenario you would like to update.

- Extract ID - “FY xxxx Extract”, with xxxx representing the fiscal year. The FY 15 extract is titled “__________________”.

- Scenario - “__________________”, with xx being the last 2 digits of the fiscal year. The FY15 scenario is “__________________”.

The system will default to filter the data by position attributes. Keep this default and click on the button to continue.

![Edit Scenario screenshot](image-url)
UPDATING SALARY PLANNER

It is important that you follow the steps outlined below when updating salary planner. This will ensure that you have accurate data and that both employee and position data have been updated correctly.

STEP 1 – SELECT THE ORGANIZATION CODE

STEP 2 – UPDATE EMPLOYEE RECORDS
   Step 2.a – Update an employee’s job labor distribution
   Step 2.b – Update an employee’s position labor distribution

STEP 3 – UPDATE POSITION RECORDS
   Step 3.a – Update salaries for vacant positions
   Step 3.b – Update labor distribution for vacant positions

STEP 1: SELECT THE ORGANIZATION CODE

Position Filter Screen

From this next screen you will select the organization code to update. This is the only thing you will need to select from this screen. All other items are defaulted for you. To see everyone in your department choose the six digit organization code.

When you have selected your organization code, please click on the List by Employee button.
STEP 2: UPDATE EMPLOYEE RECORDS

Since Salary Planner has both the employee and position records. The employee record should be updated first.

LIST BY EMPLOYEE

The List by Employee screen is a list of all employees who are appointed to positions in the organization chosen. It is a quick way to see all the employees in your department and their current and proposed salary. *Do NOT update any salary data on this screen.*

From this screen you can click on any employee name to drill down to detailed information about that employee.

List By Employee

<table>
<thead>
<tr>
<th>ID and Name</th>
<th>Position, Suffix and Title</th>
<th>FTE</th>
<th>Base Salary</th>
<th>Proposed Salary</th>
<th>Change Percent</th>
<th>Change Amount</th>
<th>Proposed Salary</th>
<th>Extract Status</th>
<th>Excluded from Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>904574</td>
<td>00 Admin Assistant</td>
<td>1</td>
<td>26,978.00</td>
<td>1</td>
<td>26,978.00</td>
<td>.00</td>
<td>.00</td>
<td>26,978.00</td>
<td>No</td>
</tr>
<tr>
<td>909283</td>
<td>00 Section Manager</td>
<td>1</td>
<td>41,820.00</td>
<td>1</td>
<td>41,820.00</td>
<td>.43</td>
<td>180.00</td>
<td>42,000.00</td>
<td>No</td>
</tr>
<tr>
<td>904544</td>
<td>00 Sr Director</td>
<td>1</td>
<td>66,583.00</td>
<td>1</td>
<td>66,583.00</td>
<td>.00</td>
<td>.00</td>
<td>66,582.00</td>
<td>No</td>
</tr>
<tr>
<td>909489</td>
<td>00 Programme/Analyst III</td>
<td>1</td>
<td>48,950.00</td>
<td>1</td>
<td>48,950.00</td>
<td>.00</td>
<td>.00</td>
<td>48,952.00</td>
<td>No</td>
</tr>
</tbody>
</table>

Total: 4 418,340.00 .10 180.00 184,520.00
EMPLOYEE DETAIL

The Employee Detail screen is where you will enter changes on the employee. You will also see more detailed information about an employee. You will see 2 types of salary increases in salary planner.

- **Merit** – Can only be used if a salary increase policy has been approved by the administration.
- **Market** – Market related increases will be entered here. A salary increase request form must also be submitted to Human Resources. These increase will be enter by the Budget Office Staff Only.

Reclassifications and new positions to be processed during the budget cycle must be requested through Human Resources by the budget process deadline. Please see Budget Guidelines for this budget year for more information.

**Step 2.a: UPDATE EMPLOYEE’S JOB LABOR DISTRIBUTION**

Job Labor Distribution

After you have updated the salary information for an employee, click on the Distribution link in the Links section of the line.
The Job Labor Distribution screen is where you will change funding for the employee. This screen shows the following labor distributions:

<table>
<thead>
<tr>
<th>Current</th>
<th>This is the labor distribution effective on 8/31 for the current year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed</td>
<td>This is the proposed labor distribution that you are requesting for the new fiscal year.</td>
</tr>
<tr>
<td>Proposed Position Distribution</td>
<td>This is the proposed funding for the position associated with the employee.</td>
</tr>
</tbody>
</table>

To change the labor distribution for this employee click on the link in the Proposed section under the percent column for the labor line you would like to change.
Account Distribution Screen

The Account Distribution screen is used to make changes to the employee’s funding. From this screen you can change the FOAP elements and the percent or amount on this FOAP. When you have made your changes click on the Save button to save your changes. If you would like to completely remove this funding source, click on the Remove button.

Hint: When your budget distribution does not equal 100% you will received an error message. Example: Proposed Job Budget Distribution percent does not total 100. To correct the error, you would need to adjust the other funding source.

Step 2.b: UPDATE EMPLOYEE’S POSITION LABOR DISTRIBUTION

Clear any errors on the screen and verify funding is correct. Then the labor you have entered will need to be copied from the employee’s job to the position. Do this by clicking on the Copy Job Distribution to Position link.

UPDATE ANOTHER EMPLOYEE

After copying the position funding go back to the list by employee by clicking the List By Employee button at the bottom of the screen. Then repeat Step 2.
STEP 3: UPDATE POSITION RECORDS

When you have completed updating all employee labor you will need to update the position salary information. From the Employee Listing screen, scroll to the bottom of the page and click on the List By Position button.

LIST BY POSITION

The List by Position screen contains data about the positions you are budgeting. You will notice that the positions are shown in numerical order. There is no employee name information on this screen.

- The proposed budget amount on the position budget is used to automatically update the salary codes in Budget Development.

Important fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Budget</td>
<td>Current FY position budget</td>
</tr>
<tr>
<td>Change Amount</td>
<td>Amount the position is being increased or decreased.</td>
</tr>
<tr>
<td>Proposed Budget</td>
<td>Proposed position budget for new FY</td>
</tr>
<tr>
<td>Estimated Fiscal Year Budget</td>
<td>Employee Salary Amounts from the Employee Listing</td>
</tr>
</tbody>
</table>

![List By Positions Screen Screenshot](image_url)
**Step 3.a: UPDATE SALARIES FOR VACANT POSITIONS**

You need to review your vacant positions to ensure there are enough funds budgeted to support these positions.

- Vacant positions have $0.00 in the Estimated Fiscal Year Budget column.

<table>
<thead>
<tr>
<th>Position and Title</th>
<th>Base FTE</th>
<th>Proposed FTE</th>
<th>Base Budget</th>
<th>Change Percent</th>
<th>Change Amount</th>
<th>Proposed Budget</th>
<th>Bargaining Unit</th>
<th>Estimated Fiscal Year Budget</th>
<th>Links</th>
<th>Account Status</th>
<th>Exclude from Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technician III</td>
<td>1</td>
<td>1</td>
<td>26,000.00</td>
<td>.00</td>
<td>.00</td>
<td>26,000.00</td>
<td>Distribution</td>
<td>Comments Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Supervisor</td>
<td>1</td>
<td>1</td>
<td>36,000.00</td>
<td>.00</td>
<td>.00</td>
<td>36,000.00</td>
<td>Distribution</td>
<td>Comments Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>0</td>
<td>0</td>
<td>12,000.00</td>
<td>.00</td>
<td>.00</td>
<td>12,000.00</td>
<td>Distribution</td>
<td>Comments Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assoc Academic Dean</td>
<td>1</td>
<td>1</td>
<td>60,000.00</td>
<td>.00</td>
<td>.00</td>
<td>60,000.00</td>
<td>Distribution</td>
<td>Comments Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>0</td>
<td>0</td>
<td>10,000.00</td>
<td>.00</td>
<td>.00</td>
<td>10,000.00</td>
<td>Distribution</td>
<td>Comments Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Things to check and correct on vacant positions:

- You will need to verify that you have budgeted for the new position with no less than the minimum of the position class.

- If you wish to not budget this position, you will need to send an email requesting that the Budget Office permanently close the position.

**STEP 3.B: UPDATE LABOR DISTRIBUTION FOR VACANT POSITIONS:**

To see what funding sources are attached to the vacant position, click on the **Distribution** link to the far right of the position. This link will take you to the Position Distribution screen.

**Account Distribution:**

The Account Distribution screen is where you can change any FOAP element, the percent on the FOAP, or the amount on the FOAP for a position. You also have the ability to completely remove this funding source. Be sure and save any changes.
BUDGET DEVELOPMENT
BUDGET DEVELOPMENT

WHAT IS BUDGET DEVELOPMENT?

Budget Development is the portion of the Banner Budget Prep System that allows you to enter your proposed budget for a FOP at the Budget Account Code level. This is where you budget for things such as travel, O&M, longevity, and capital.

From the Budget Menu you have an option within Budget Development:

- Query Budget Development – this is where you would view what currently exists in budget development. You will not need to use this feature. Cognos reports will provide you with information in an easier to read format.

BUDGET DEVELOPMENT

The Budget Development link will take you to a screen populated with Fund/Orgn/Programs that are already loaded into Budget Development and for which you have security.

Choosing a FOP from this link will take you to the portion of the budget system where you can enter your proposed budget for the new fiscal year. This is at the Budget Account Code level (ex. 701400-Student Assistant, 702200-Longevity, 701-Fringe Benefit, 710-Travel, 720-O&M, 750-Utilities, 760-Scholarship, 770-capital). This does NOT include any detailed information on salaries. Detail information about salaries is housed in the Salary Planner module.

STEP 1:

Click the Budget Development link.
STEP 2:
Click on Create Budget Worksheet

STEP 3:
Click on Create Query
STEP 4:
Check Adopted Budget and Permanent Budget Adjustment.

STEP 5:
The next screen is where you tell the system exactly which chart of accounts, budget ID and phase, and which FOP you would like to update. **Then you click submit.**

- Chart of Accounts – input S
- The Budget ID is the Chart and fiscal year that you wish to see. For an example chart S, fiscal 2015 will have a Budget ID of FY 15.
- The Budget Phase represents the different stages of the Budgeting process.
SECTION 1: - Worksheet Parameters

The first section will show you the parameter you chose on the previous screen. You will know which FOP you are working on by looking here. You also have the ability to select a different FOP by clicking on the Return To My Worksheets link.

SECTION 2: - Error/Warning Messages

The second section will show any errors you may receive on the page. The error/warning messages will be located either above or below the Worksheet Parameters.

Here are some error/warning message examples:

- Transfers must be added via the Budget Transfer System.
- The applied changes were not posted due to the errors reported above.
- The Organization 533107 is locked.

SECTION 3: Mass Change Parameters
If you input an amount in the Mass Change Parameters the system will increase or decrease every account code in the FOP by this amount. The Budget Office recommends that you **do not** use the Mass Change feature in Budget Development.

**SECTION 4: Worksheet**

The worksheet section is where you will be making changes to existing Budget Account Codes. Here is a glossary of the data in this section of the page.

<table>
<thead>
<tr>
<th>Status</th>
<th>Tells you where the data in Budget Development came from. OPAL – data came from the current fiscal year operating ledger. SALP – Data came from Salary Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>N – no text has been entered</td>
</tr>
<tr>
<td></td>
<td>Y – text for this line has been entered</td>
</tr>
<tr>
<td></td>
<td>You may enter comments (text) to explain or justify an entry into budget development. <strong>ALL</strong> use of fund balance must have justification.</td>
</tr>
<tr>
<td>Program</td>
<td>Program code the budget is located on.</td>
</tr>
<tr>
<td>Account Type/Code</td>
<td>The account type will be to the left of this box.</td>
</tr>
<tr>
<td></td>
<td>The budget account code is in blue on the right side of the box.</td>
</tr>
<tr>
<td>Title</td>
<td>Titles for Account Types and Account Codes</td>
</tr>
<tr>
<td>Adopted Budget</td>
<td>Original Budget for current fiscal year</td>
</tr>
<tr>
<td>Permanent Adjustments</td>
<td>Budget Revisions entered throughout the year that have been classified as permanent changes to the budget.</td>
</tr>
<tr>
<td>Base Budget</td>
<td>Adopted Budget +/- Permanent Adjustments</td>
</tr>
<tr>
<td>Budget Duration Code</td>
<td>P – Permanent Budget</td>
</tr>
<tr>
<td></td>
<td>T – Temporary Budget</td>
</tr>
<tr>
<td>Proposed Budget</td>
<td>The new FY budget that you are proposing. When approved this is the budget that will be loaded to the new fiscal year operating ledger. The Post button will update the proposed budget.</td>
</tr>
<tr>
<td>Change Value</td>
<td>Where you input any changes to the existing proposed budget. If you would like to increase a budget by $100, you will enter 100 in this field. If you need to decrease your budget by $25 you will input -25 in the field.</td>
</tr>
<tr>
<td>Percent</td>
<td>When this box is checked the system will treat the figure in the change amount column as a percent instead of a dollar amount.</td>
</tr>
</tbody>
</table>
Cumulative Change | Will show the sum of all changes made to the budget account code.
---|---
New Budget | When a change value has been entered and calculated, the result will show here.
Delete Record | If selected, you will completely remove the budget account code. Please do NOT use the delete feature.

**SECTION 5: Adding Account Codes**

The next section can be used to add account codes to your budget that do not currently exist. For example you may need to add a travel code (710) to pay employee travel on your FOP.
SECTION 6: Action buttons

This section of the sheet is where you will choose what to do with the data you have just input. You can:

- **Requery** – this will remove anything you have input in the “Change Value” column. If items have already been posted, they will not be removed. This will only remove values that have not been posted.
- **Calculate** – this will calculate the changes you have put in the “Change Value” column in the “New Budget” column. It is a way to see the results of a change without saving them.
- **Post** – this will save any changes you have made to your budget. Be sure and save any changes you would like to keep before leaving this screen.
- **Download All Worksheet Columns** – will download the budget items for this FOP into an excel document. Worksheets cannot be uploaded back into Budget Development.
- **Download Selected Worksheet Columns** – allows you to select which columns to download to excel. Worksheets cannot be uploaded back into Budget Development.

SECTION 7: Summary Totals

The final section is the Summary Totals section. You will see totals of each account type in this section.
The worksheet section is where the majority of your budget development work will occur. Here are some of the things you can do in this section:

STEP 5 cont.: UPDATING BUDGET DEVELOPMENT

ADD TEXT:

Click on the account codes in blue. This will open up a text box and allow you to enter text to explain or justify the amount budgeted in this account code.

Text will need to be added to ALL budgets of fund balance (740) to justify the use of fund balance. Types in the text you wish to have attached to the code you selected and click the **Save** button. Then click [Exit budget text page](#) to return to the Budget Development worksheet.
VIEW HISTORY OF CHANGES:

You can also view history of what changes have already been made to a particular proposed budget amount. Click on the proposed budget amounts that are in blue or purple. Those indicate amounts that have history associated with them.

The Budget Development History screen will then come up. It will show you the FOP you are working with, who made the change, when the change was made, and what the proposed budget looked like before and after the change. When you are finished with this page click, please click the Close Window link.
CHANGING THE PROPOSED BUDGET:

The main reason you are on this screen is to update the proposed budget to what you need for the new fiscal year. To update your proposed budget, type in the amount of the change in the “Change Value” column. If you are increasing the amount, add a positive figure, if you are decreasing the amount, you will insert a negative figure.

After your changes have been entered you can click on the **Calculate** button in SECTION 6 (on page 28) to see how the change will impact your budget. This will show the effect of the change in the “New Budget” column. To actually save your changes you must click on the **Post** button in SECTION 6 of the screen.

Here is a screen shot of above budget when **Post** button has been clicked.
DELETE RECORD:

There is a delete record function on the worksheet. The Budget Office recommends that you do not use the delete record function. If you do, you will lose the ability to view history. We prefer that you zero out the budget for an account code that you no longer wish to have a budget in.

ADDING MISSING ACCOUNT CODES:

Simply enter the Budget Account code that you need in the Account field. The budget duration code will be Permanent Budget. All budgets entered in the budget prep cycle are permanent. Then enter the amount needed in the Proposed Budget column. The change will not be saved until you click on the button in SECTION 6 (see page 28) of the page.

![Account/Program Code lookup](image)

The Account/Program Code lookup function brings up a screen to allow you to look up an account or program code. You should always use the default program code that is already on the budget you have pulled up. If you use the lookup to view an account code, please use the 3 digit account code. That will be the Budget Account Code.

To use the account code lookup, enter the following:
- Chart of Accounts Code – S
- Type – Account
- Code Criteria
  - ‘5%’ to view revenue codes
  - ‘6%’ to view salaries and wages codes
  - ‘7%’ to view direct expenditure codes
- Maximum rows to return – 25

Then click the button.

STEP 6: Update another FOP

Typically you will have multiple FOPs to budget. To update another FOP after posting all changes to the one you have been working with, click on the link in the top portion of the page. Then repeat Steps 3-5.
APPENDIX
### Appropriate Budget Account Codes

- Departments should budget funds in the correct Budget Account Code based on anticipated expenditures for FY 2015.

### Revenue Budget is Accurate

- The revenue budget for each fund should be based on the annual anticipated revenue for FY 2016.
- Departments should be prepared to justify any significant revenue changes between FY 2015 anticipated revenue and FY 2016 budgeted revenue.

### Fringe Benefits

- Fringe benefits must be budgeted for all funds except for E & G funds (110100) and Designated funds (140100).

### Budget is Balanced

- All E & G fund (110100) and Designated Fund (140100) is limited to the amount distributed on spreadsheet.

### TROUBLESHOOTING:

- The Banner Budget System will produce errors if it finds invalid data. If you have problems entering a transfer please look here for more information.

- **Invalid Orgn Code:** If you do think you are missing an organization code in the drop down list, please check with the Budget Office. It likely means that you were not given security to this organization code.

- **Invalid Fund Code:** This means the fund code you have entered is not a valid, active fund. Please verify the fund and re-enter.

- **Invalid Prog Code:** The program code entered is not a valid, active program. Please check the program and re-enter. Usually the program code will default with the fund.