BUDGET PROCESS TIMELINE

• Feb 13 – March 22: 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 24: Divisions/Departments refresher training in entering budget into Budget Development and Salary Planner. (BANMONTH ENVIRONMENT)

• April 4 – April 25: Divisions/Departments enter budget into Budget Development and Salary Planner. (PRODUCTION)

• May 9 – May 22: Divisions/Departments enter budget into Merit Pool allocations (IF ANY) into Salary Planner. (PRODUCTION)
OPEN LAB

• April 11, 2018  1:00 to 5:00

• April 18, 2018  1:00 to 5:00

Thompson Building 107

• The Budget Office Staff will be in the Lab for assistance on the above days.
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. Salary data in Salary Planner feeds over to Budget Development.

• 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. (Please do not delete)
• 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 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.

• Follow Steps Given
FOLLOW THE STEPS
BUDGET PROCESS INPUT STEPS

• Check your Security
• Run all Reports
• Update Salary Information
• Update Budget Development
• Justification and other Forms
• Lock
• Multi-Year Funds
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 totals 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.
**FI BUDGET 003 – BUDGET DEVELOPMENT FOP DETAILS REPORT**

- 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 is the amount you can tie back to on your Salary Planner report.
FI BUDGET 004 - SALARY PLANNER:
POSITION LIST BY ORGANIZATION

• 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 increases that have 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 Organizations you have access to in Budget Development and Salary Planner.
FI BUDGET 007 - SALARY PLANNER : POSITIONS BY FOAP

• This report will show the position that 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’s name with the position.

• Check your position to make sure you have no position with a Zero Percentage on a FOAP.

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

• Amount on this report should match the amount in Budget Development.
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.

• Amount total for each FOAP may not match the amount in Budget Development.
• 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 should be budgeted for 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
SALARY PLANNER DATA

• **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*
EMPLOYEE VS POSITION

- 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.

- 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.
LIST BY POSITION

- Base Budget – Is the current fiscal year budget for the position.
- Proposed Budget – Is the proposed fiscal year budget for the position.
- Change Amount – Is the amount the salary has been changed.
- Estimate Fiscal Year Budget – Is the amount on the employee record. If this amount is zero, the position is vacant.
# LABOR DISTRIBUTION

- **CURRENT**

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<tr>
<th>COA</th>
<th>FUND</th>
<th>ORG</th>
<th>ACCT</th>
<th>PRO</th>
<th>PERCENT</th>
<th>AMOUNT</th>
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<td>XXXXXX</td>
<td>700801</td>
<td>10</td>
<td>100.00</td>
<td>70,000.00</td>
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<td>100.00</td>
<td>70,000.00</td>
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</tbody>
</table>

- **PROPOSED** (The second line with the 0% and .00 needs to be removed. You remove by clicking on the 0% and then click remove. Next, you would click copy Job Distribution to Position)

<table>
<thead>
<tr>
<th>COA</th>
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<td></td>
<td>100.00</td>
<td>70,000.00</td>
</tr>
</tbody>
</table>
MULTI – YEAR FUNDS

• Labor changes can be entered in Salary Planner if new funds have been set up.

• You must work with the Contract and Grants Office for the new grant fund # for grant renewals and extensions.
POSITION RE-CLASS

When a position gets a re-class and the employee goes into a new position number, the merit raise does not move with the employee.

Example: Employee receives a merit on position 4NVVVV during merit time. Then in July the employee moves from 4NVVVV position to 3NTTTTT position. The merit is tied to the 4NVVVV position. This employee will get the salary that is on the EPAF for 3NTTTTT to start the year.
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, overtime pay, compensatory time, fringe benefits, travel, utilities, O&M and scholarship. 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
SELECT THE FOP TO UPDATE OR VIEW

- My Worksheets – tell you the list of FOP where there is budget in your area.
- Click the radio button by the FOP
- Click submit to work on the budget for that FOP
BUDGET DEVELOPMENT

• Proposed Budget – this is the new fiscal year budget
• Change Value – this is the amount the value has been changed.
• Click Requery to remove any unposted changes
• Click Calculate to allows you to view results of a changes
• Click Post to saves changes you have made to your budget
• The text you enter is very important because it will help the Budget Office follow your changes in your budget. When we are balancing this information is used. It will cut down on the number of emails and phone calls back to the department.
Salary Roster will not be available until Payroll is completed for 9/15.

Budget is not loaded into production until it is approved by the Board.

Any salary changes done after the budget is completed will require a change of budget from the department.

Change of Budget for the Old Year and New Year before EPAF is approved.
BUDGET DEVELOPMENT HINT

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

• Please do not to forget to budget for Fringe Benefits and Longevity on all funds except for E & G (110100) and Designated Tuition Fund (140100).

• 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 is a salary item coming out of Salary Planner, the amount may not be even dollars.

• Please remember - if you made a permanent budget transfer to another area - your budget should be reduced by this amount.
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