

Banner Self-Service Budget Development

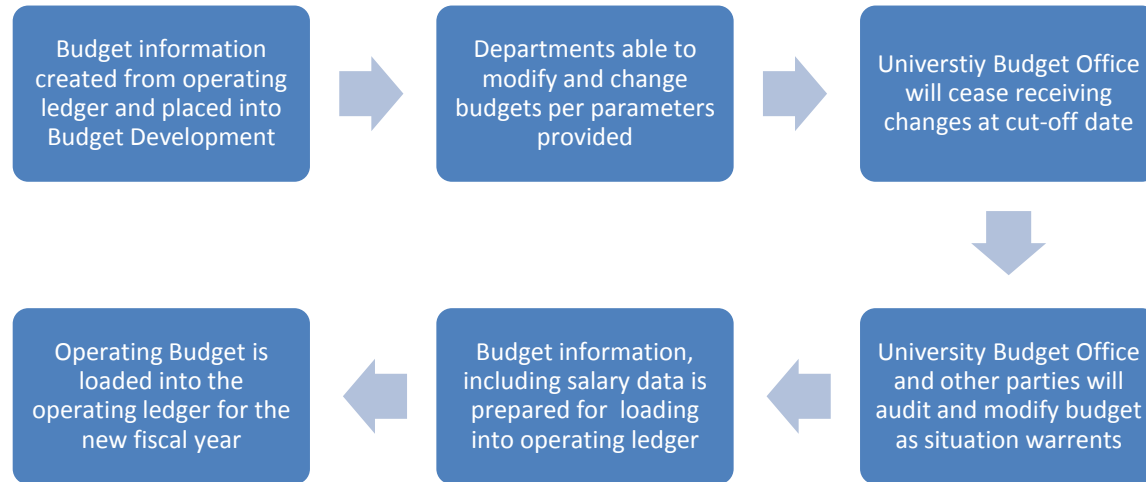
A Quick and Easy User's Guide



Fiscal Year 2010-11

Overview of Banner Self Service Budget Development

The mechanics of this process are fairly straightforward. For those familiar with Gulfline and Self-Service, all data entry and navigation is both familiar and intuitive. The menu choices and entry are nearly identical in some spots.



Parameters of Budget Submission

For Each Fund, Specific Parameter Apply:

General Revenue

- I. Budget submitted must equal current base. Any budget submitted that exceeds base will be adjusted accordingly
- II. Changes to the salary category will be deleted as the figures presented are current year and have not been adjusted for various issues.
- III. In the event that your unit is to receive additional budget, such increments will be input directly by budget personnel or you will be notified on the change to your budget.

Activity and Service Fee:

- I. Budget submission must match to the total and intent of the budget as allocated by SGA
- II. "Cash Accounts" will be managed by accounting personnel.

Athletics

- I. Budget submitted must be in accordance with the budget approved by the University President
- II. Revenue information from non-fee sources should be included
- III. Camp budgets shall balance revenues to expense

Auxiliary Budgets

- I. Revenue and expenditure data is to be provided
- II. Does not have to reconcile to current or base budget
- III. Revenues, expense, and transfers must balance.
- IV. In the event fund balance is to be used to support a given activity, a written explanation via e-mail must be provided to explain the need to use fund balance to maintain operations.

Sponsored Research

- I. NOT INCLUDED IN THIS PROCESS. Any and all sponsored research budgets will be deleted.

FAQ: Budget Development via Self-Service

Q> Can anyone access my budget?

A> No. The security to access and make changes is controlled by the same security currently in place in banner.

Q> Is there a limit to the number of revisions I can make?

A> No, however the number of changes could get to be unwieldy in a review process. Additionally, no changes can be accepted after the deadline.

Q> What happens if I do nothing?

A> For general revenue, you will default to the same budget as currently posted. For all other funds, no budget will be available. This is done to verify that a valid and current budget is developed.

Q> If I have an auxiliary, should I request a salary budget?

A> Yes. The departments are more aware of what may occur in the organization than the budget office (planned vacancies, promotions, etc.). The University Budget Office is ready to assist any unit with an estimate of position costs, if so desired. Please contact us for assistance.

Q> Now that we have centralized benefits in General Revenue, what does that do to my budget?

A> For General Revenue, the posting in the 6100 pool will no longer include benefit costs. The total dollar value here should match your budgeted rate for all filled and vacant lines. Other factors may cause exceptions to this rule.

Q> Okay, so benefits are centralized in General Revenue, but what about all other funds?

A> The budget to post in all other funds is to include the total costs with benefits.

Q> Hey, what can the organizational lock menu do for me?

A> It allows you to prevent further updates to you budget data. Be advised, it is not protected such that other users could not make changes. However, all changes are traceable, so toggling of the organizational lock can be reviewed.

Budget Development in Self-Service

A Guided Tour

This document is not intended to replace Budget Development Self-Service training. In order to fully comprehend the system and maximize value, training is required.

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Always Check:
✓ Adopted Budget
✓ Permanente Budget Adjustments
✓ Temporary Adjustments

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Budget Development Worksheet

Select columns to display amounts captured at the time the budget was built from the Operating or Position Control ledger, in addition to base budget and proposed budget.

| |
|---|
| <input checked="" type="checkbox"/> Adopted Budget |
| <input checked="" type="checkbox"/> Permanent Budget Adjustments |
| <input type="checkbox"/> Temporary Adopted |
| <input checked="" type="checkbox"/> Temporary Adjustments |

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Finance

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Budget Development Worksheet

Chart, Budget ID, Phase, Fund, and Organization are required. Budget Duration (or All), source for Financial Manager (or Mgr) is optional.

Chart of Accounts: L

Budget ID: FY07

Budget Phase: FY07TE

Index:

Fund: 10001

Organization: 200100

Account: %

Program: %

Activity:

Location:

Budget Duration Code: Permanent Budget

Display Fin Mgr from: Organization

Check to Include:

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

Save Query as:

Shared

Submit

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The Budget Development Worksheet:

Enter Budget ID (FY11) and Phase (FY11PR or FY11RQ)

Enter INDEX → Click SUBMIT and page will refresh/update
Account and Program (%)

Budget Duration Code is Permanent

Display Mgr is not important

Check to Include:

E&G: Labor, Expense

A&S: Labor, Expense

A&S Cash Accounts: Revenue, Labor, Expense

Aux: All but Deleted Items

Grants are not part of this process

Athletics: All but Deleted Items

May save query under whatever name you create, this way the same parameters are readily available.

The Budget Development Worksheet allows you to calculate changes to all (mass change) or individual line items, and to delete lines from or add lines to your budget. You must select the Post button to save your changes. Select the Jump To Bottom link to navigate to the bottom of the worksheet area for access to additional features and totals.

Worksheet Parameters

| Budget Worksheet | | | | |
|---------------------|---------------|-------------------------------|--------------|-----------------------|
| Chart of Accounts L | FY07 | Florida Gulf Coast University | Duration | Permanent Budget |
| Budget Id | FY07 | Fiscal Year 06-07 Budget | Budget Phase | FY07TE Test OPAL Roll |
| Fund Type | 1 | Current Unrestricted Funds | | |
| Fund | 10001 | General Revenue Approp | Program | % |
| Organization | 200100 | VP Administrative Services | Activity | |
| Account | % | | Location | |
| Financial Manager | Not Specified | | | |

Follow Instructions on this page for making changes. Note that current and base budget information is provided. Click on data in "proposed budget" field to track changes.

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Enter Amount +/- 999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select rounding factor for mass and line changes by percent. Change value/Percent in Worksheet will override mass change during Calculate. Select Delete Record to set New Budget to .00 and delete budget line. Select the link on account code to view or maintain text.

| | |
|---|--|
| Mass Change Parameters | Round To Nearest |
| Change Value: <input type="text"/> <input type="checkbox"/> Percent | <input type="radio"/> 2 decimals <input checked="" type="radio"/> 1.00 <input type="radio"/> 10.00 <input type="radio"/> 100.00 <input type="button" value="Calculate"/> |

Worksheet

| Status | Text | Program | Account Type/Code | Title | Adopted Budget | Permanent Adjustments | Temporary Adjustments | Base Budget | Budget Duration Code | Proposed Budget | Change Value | Percent Cumulative Change | New Budget | Delete Record |
|--------|------|---------|-------------------|-------------------------------------|----------------|-----------------------|-----------------------|-------------|----------------------|-----------------|----------------------|---------------------------|------------|-------------------------------------|
| | | | 61 | General Administration | | | | | | | | | | |
| | | | 6A | Salaries & Wages | | | | | | | | | | |
| OPAL | N | | 6100 | Salaries & Benefits - Pool Account | 498,709.06 | 9,088.00 | 58,138.00 | 507,797.06 | P | 507,797.06 | <input type="text"/> | <input type="checkbox"/> | 0.00 | 507,797.06 <input type="checkbox"/> |
| | | | 6B | Temporary Employment | | | | | | | | | | |
| OPAL | N | | 6200 | Temporary Employment - Pool Acct | 18,250.00 | 0.00 | 0.00 | 18,250.00 | P | 18,250.00 | <input type="text"/> | <input type="checkbox"/> | 0.00 | 18,250.00 <input type="checkbox"/> |
| | | | 7C | Other Expenses | | | | | | | | | | |
| OPAL | N | | 7300 | Other Operating Expense - Pool Acct | 10,438.00 | (1.00) | 22,257.00 | 10,437.00 | P | 10,437.00 | <input type="text"/> | <input type="checkbox"/> | 0.00 | 10,437.00 <input type="checkbox"/> |
| OPAL | N | | 7300C | Charge Back Pool Acct | 11,785.00 | 0.00 | 4,000.00 | 11,785.00 | P | 11,785.00 | <input type="text"/> | <input type="checkbox"/> | 0.00 | 11,785.00 <input type="checkbox"/> |
| OPAL | N | | 7300T | Travel Pool Account | 14,895.00 | 1.00 | 1,501.00 | 14,896.00 | P | 14,896.00 | <input type="text"/> | <input type="checkbox"/> | 0.00 | 14,896.00 <input type="checkbox"/> |
| OPAL | N | | 7333 | In State Travel | 0.00 | 0.00 | 84.00 | 0.00 | P | 0.00 | <input type="text"/> | <input type="checkbox"/> | 0.00 | 0.00 <input type="checkbox"/> |
| | | | 7E | Capital Expenditures | | | | | | | | | | |
| OPAL | N | | 7500 | Capital Expenditures | 0.00 | 0.00 | 10,511.00 | 0.00 | P | 0.00 | <input type="text"/> | <input type="checkbox"/> | 0.00 | 0.00 <input type="checkbox"/> |

| | | | | | | | | | | | | |
|------|---|----|---------------------------------------|-----------|------|-----------|-------------|-----------|--|--|------|-----------|
| OPAL | N | | 7300T Travel Pool Account | 14,895.00 | 1.00 | 1,501.00 | 14,896.00 P | 14,896.00 | | | 0.00 | 14,896.00 |
| OPAL | N | | 7333 In State Travel | 0.00 | 0.00 | 84.00 | 0.00 P | 0.00 | | | 0.00 | 0.00 |
| | | 7E | Capital Expenditures | | | | | | | | | |
| OPAL | N | | 7500 Capital Expenditures - Pool Acct | 0.00 | 0.00 | 10,511.00 | 0.00 P | 0.00 | | | 0.00 | 0.00 |
| OPAL | N | | 7526 Golf Cart/Utility Vehicle | 0.00 | 0.00 | 5,567.00 | 0.00 P | 0.00 | | | 0.00 | 0.00 |
| | | | Deleted Salaries & Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | 0.00 | 0.00 |
| | | | Deleted Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | 0.00 | 0.00 |
| | | | Deleted Transfers | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | 0.00 | 0.00 |

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.

To create new rows for budget that did not previously exist, use Account Code Lookup. and then add in the spaces

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 | | | |

Start Over

Preview your changes w/o posting to Banner

Submits any changes to Banner & Budget Office. If needed, edits can be made.

Requery Calculate Post

Download All Worksheet Columns Download Selected Worksheet Columns

Both download buttons allow you to save your work in Excel.

Summary Totals

| Account Type | Account Type Title | Base Budget | Proposed Budget | New Budget | Cumulative Change |
|--------------|-----------------------------|----------------------|----------------------|----------------------|-------------------|
| 6A | Salaries & Wages | 507,797.06 | 507,797.06 | 507,797.06 | 0.00 |
| 6B | Temporary Employment | 18,250.00 | 18,250.00 | 18,250.00 | 0.00 |
| 60 | Salaries & Wages | 526,047.06 | 526,047.06 | 526,047.06 | 0.00 |
| 7C | Other Expenses | 37,118.00 | 37,118.00 | 37,118.00 | 0.00 |
| 7E | Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 |
| 70 | Expenditures | 37,118.00 | 37,118.00 | 37,118.00 | 0.00 |
| Net | | (563,165.06) | (563,165.06) | (563,165.06) | 0.00 |

Summary Totals compares the new budget to the proposed and verifies any net increases/decreases (ignore parentheses).

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