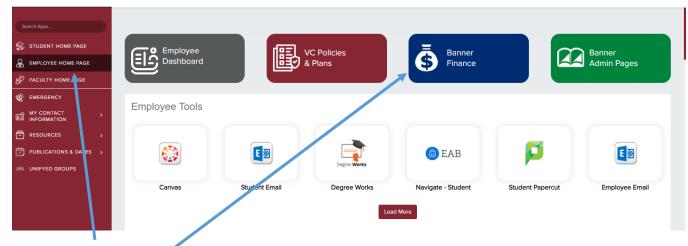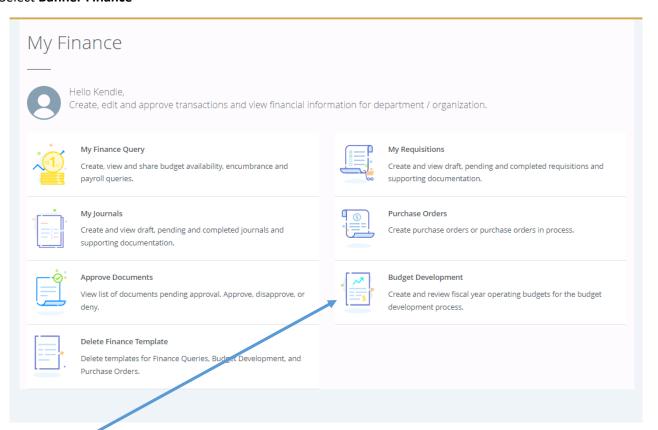Finance Self Service: Budget Development

Log into the Pirate Portal

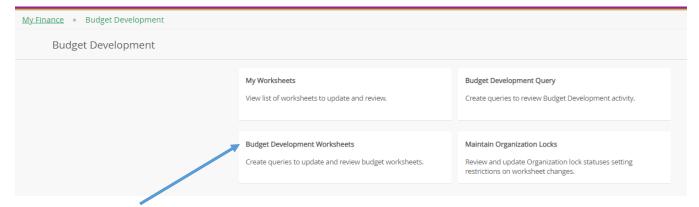Select **Employee Home Page**

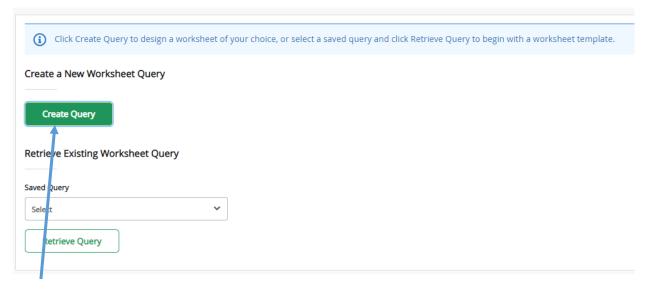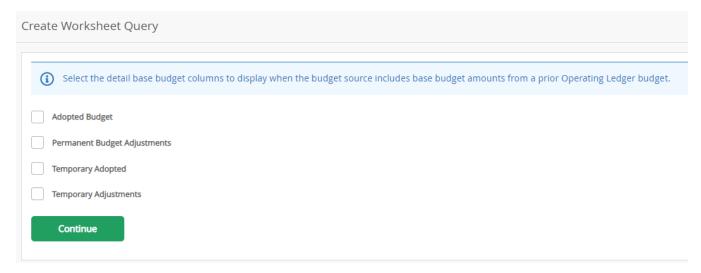Then Select **Banner Finance**

Select **Budget Development**

Select **Budget Development Worksheets**

Select **Create Query**

Uncheck all boxes listed - VC does not utilize these; then, click **Continue**;

Chart of Accounts *

1 × ∨

Budget ID *

22BUDG

Budget Phase *

BASE

Look up

Index

Select ∨

Fund *

1101 × ∨

Organization *

2015 × ∨

Account

Select ∨

Program

1600 × ∨

Activity

Select ∨

Location

Select ∨

Budget Duration Code

All ∨

Display Financial Manager from

None ∨

Required Field:

- Chart of Accounts = **1**

- Budget ID = **22BUDG**

- Budget Phase = **BASE**

- Fund (**1101** = Victoria; **1200** = Gonzales; **1300** = Calhoun; **3001** = Auxiliary)

- Organization = **Your Organization** (4-digit Department)

- Program Code = **Specific 4-digit code** assigned to **your Organization/Department**

NOTE: See **Organization-Program Code Cross-Reference**.

Finance Self Service: Budget Development

Check to Include

☐ Revenue Accounts

☑ Labor Accounts

☑ Expenses

☐ Transfers

☐ Deleted Items

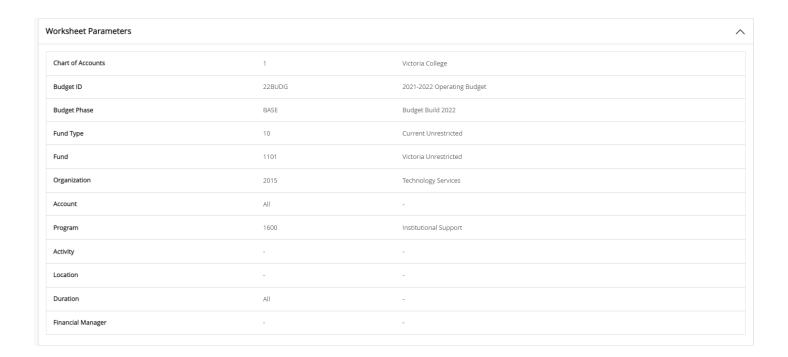Save Query as

[   ]   ☐ Shared

Submit

NOTE: Most departments will need to check only **Labor Accounts** and **Expenses**. The Labor Accounts is only needed if you plan to budget overtime, faculty overloads, or student workers/assistants.

AUXILIARY SERVICES Budgets: Those budgeting Auxiliary Services will need to also check the **Revenue Accounts**.

Select **Submit**.

Worksheet Parameters

Chart of Accounts	1	Victoria College
Budget ID	22BUDG	2021-2022 Operating Budget
Budget Phase	BASE	Budget Build 2022
Fund Type	10	Current Unrestricted
Fund	1101	Victoria Unrestricted
Organization	2015	Technology Services
Account	All	-
Program	1600	Institutional Support
Activity	-	-
Location	-	-
Duration	All	-
Financial Manager	-	-

Use the **scroll bar** to view the entire worksheet.

Parameters:

- **Round to the Nearest** = 1.00
- **Calculate** = Make proposed changes to the worksheet
- **Mass Change Parameters =** To make mass changes to a worksheet (no known users of this feature)

Accounts that have been previously budgeted, will have been placed in your budget at zero in order to have good comparison numbers in budget reports. To adjust to your proposed budget, enter amounts in the **Change Value** field and hit **Calculate** to update the worksheet, then select **Post** to recalculate and save changes to the budget. Do **NOT** use the **Delete Record** feature.

Should you need to add additional accounts to your budget worksheet, utilize this portion of the Budget Development Worksheet.

NOTE: Life will be MUCH easier if you know your account numbers in advance of data entry. However, you can search for an account number in the drop down box.

To look up an **Account**, use the parameters above; to query for an Equipment account, change 7% to 8%.

HELPFUL HINT: If there are 2 Accounts with the same Description, **ALWAYS** choose the second Account. The 1st Account will be the category of expense hierarchy.

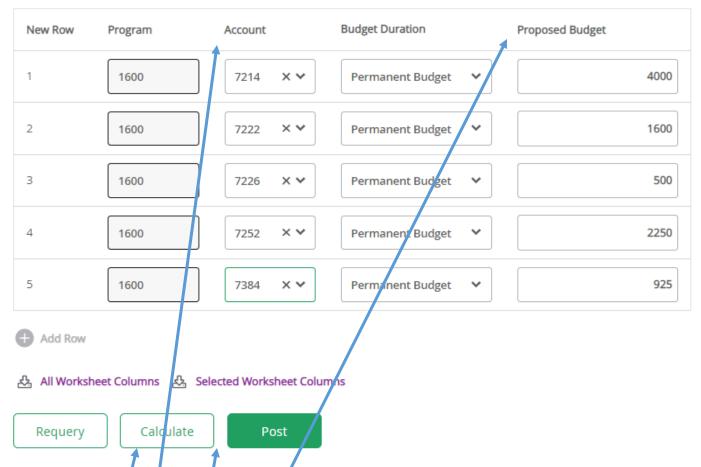| New Row	Program	Account	Budget Duration	Proposed Budget
1	1600	7214 ✕ ⌄	Permanent Budget ⌄	4000
2	1600	7222 ✕ ⌄	Permanent Budget ⌄	1600
3	1600	7226 ✕ ⌄	Permanent Budget ⌄	500
4	1600	7252 ✕ ⌄	Permanent Budget ⌄	2250
5	1600	7384 ✕ ⌄	Permanent Budget ⌄	925

➕ Add Row

⎙ All Worksheet Columns   ⎙ Selected Worksheet Columns

[Requery]   [Calculate]   [**Post**]

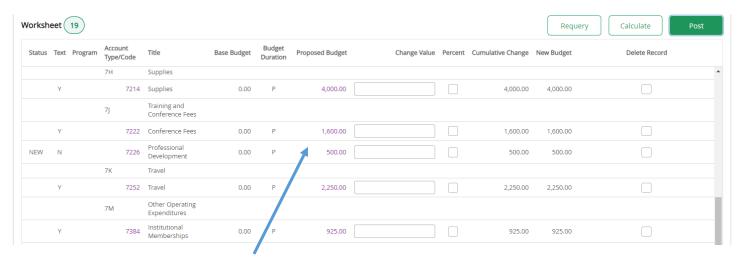Begin entering your **Accounts** and **Proposed Budget**

NOTE: You can only enter 5 lines at a time when adding new accounts. Click **Calculate** and then **Post** to update those 5 lines.

HELPFUL HINT: Calculate and **Post** <u>OFTEN</u> so you don't lose data!

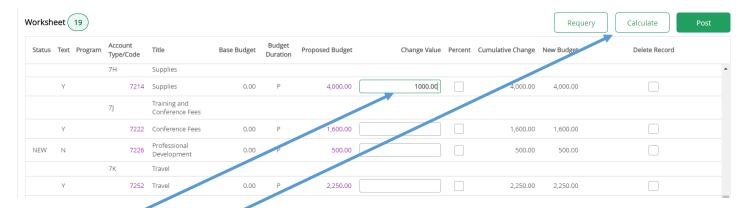|	Status	Text	Program	Account Type/Code	Title	Base Budget	Budget Duration	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
				7H	Supplies								
		Y		7214	Supplies	0.00	P	4,000.00		☐	4,000.00	4,000.00	☐
				7J	Training and Conference Fees								
		Y		7222	Conference Fees	0.00	P	1,600.00		☐	1,600.00	1,600.00	☐
	NEW	N		7226	Professional Development	0.00	P	500.00		☐	500.00	500.00	☐
				7K	Travel								
		Y		7252	Travel	0.00	P	2,250.00		☐	2,250.00	2,250.00	☐
				7M	Other Operating Expenditures								
		Y		7384	Institutional Memberships	0.00	P	925.00		☐	925.00	925.00	☐

Worksheet 19 — Requery | Calculate | Post

You will then see your entered **FY 2022 Budget**.

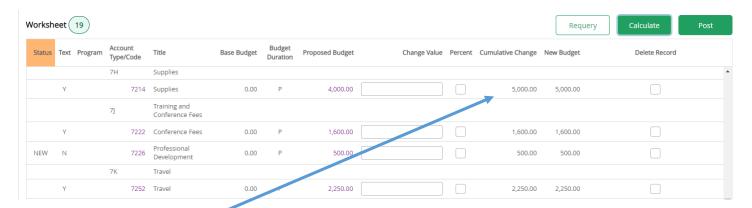Then, continue entering additional line items, as necessary, and using the **Calculate** and **Post** features to continue building your FY 2022 Budget.

Change Value:

- Enter a positive $ amount to increase a line item;
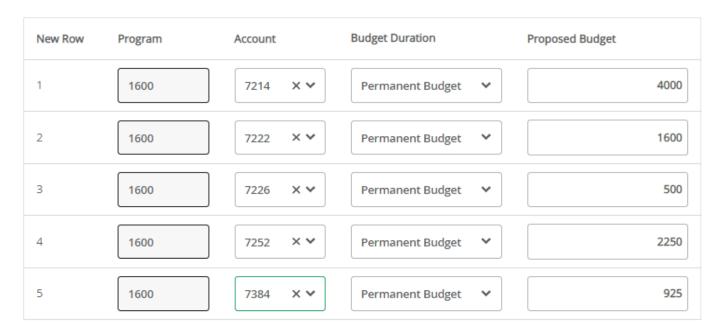- Enter a negative $ amount to decrease a line item;
- **Calculate** = Adjust line item

Updated $ Value for **Supplies**

When you think you have everything entered, you can **Download** the Budget Development Worksheet in Excel.

New Row	Program	Account	Budget Duration	Proposed Budget
1	1600	7214 ✕ ✔	Permanent Budget ✔	4000
2	1600	7222 ✕ ✔	Permanent Budget ✔	1600
3	1600	7226 ✕ ✔	Permanent Budget ✔	500
4	1600	7252 ✕ ✔	Permanent Budget ✔	2250
5	1600	7384 ✕ ✔	Permanent Budget ✔	925

➕ Add Row

🖫 All Worksheet Columns   🖫 Selected Worksheet Columns

[Requery]   [Calculate]   [Post]

DOWNLOAD OPTIONS:
- Download All Worksheet Columns
- Download Selected Worksheet Columns
  - **HELPFUL HINT**: *This option means less data to scrub*!

MAIN TAKEAWAYS:
- Verify;
  - Fund Code
  - Organization-Program Codes
- Only 5 line items at a time if adding new accounts;
- **Calculate** and **Post** *OFTEN*;
- Don't be afraid of the system…I can fix any mistakes you make!