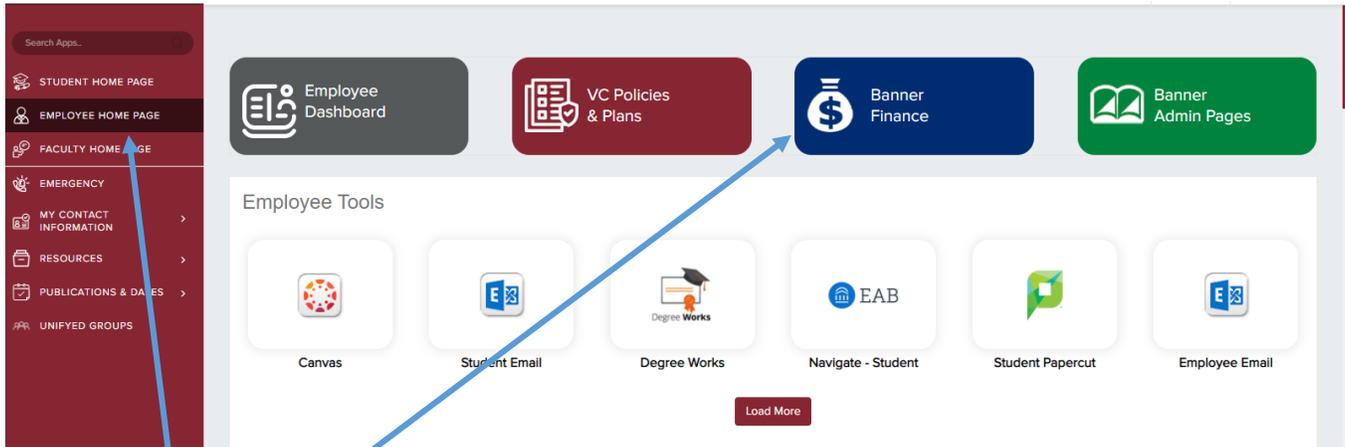
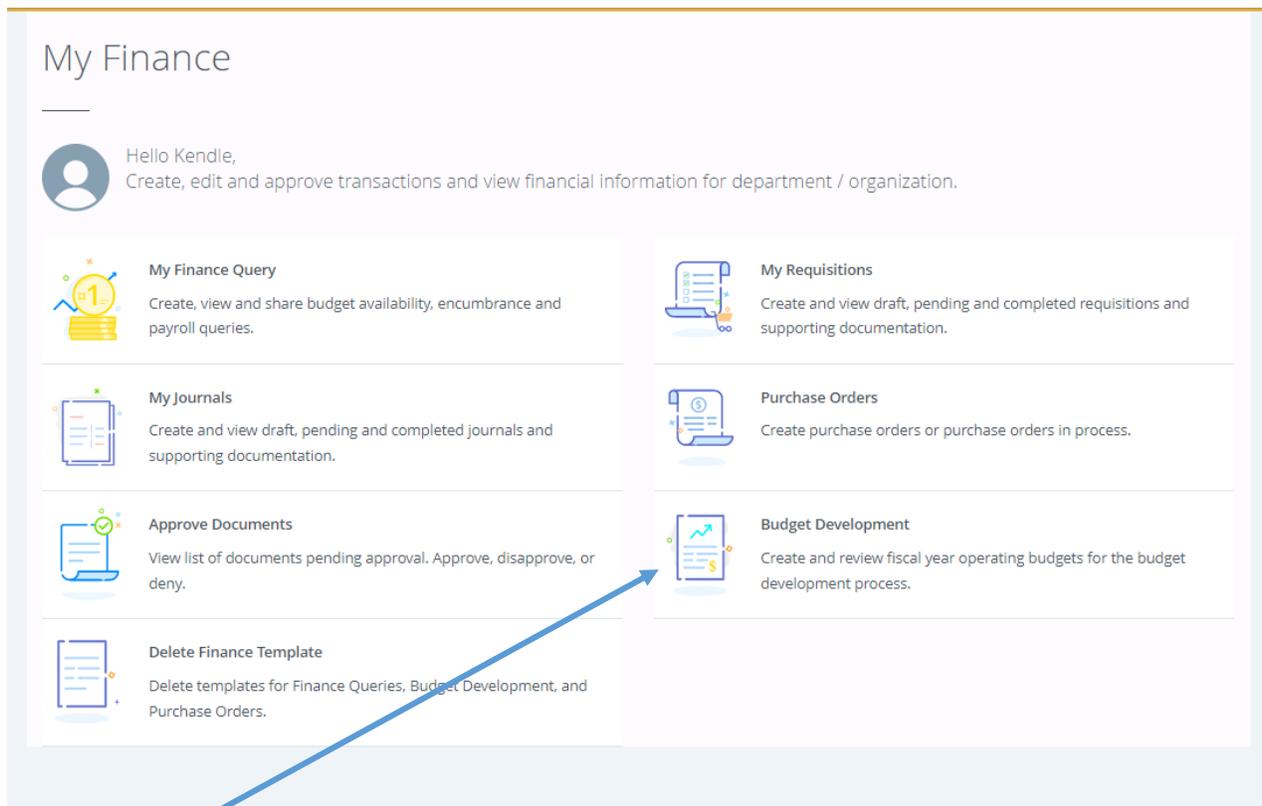


Log into the Pirate Portal



Select **Employee Home Page**

Then Select **Banner Finance**



Select **Budget Development**

My.Finance • Budget Development

Budget Development

<p>My Worksheets</p> <p>View list of worksheets to update and review.</p>	<p>Budget Development Query</p> <p>Create queries to review Budget Development activity.</p>
<p>Budget Development Worksheets</p> <p>Create queries to update and review budget worksheets.</p>	<p>Maintain Organization Locks</p> <p>Review and update Organization lock statuses setting restrictions on worksheet changes.</p>



Select **Budget Development Worksheets**

i Click Create Query to design a worksheet of your choice, or select a saved query and click Retrieve Query to begin with a worksheet template.

Create a New Worksheet Query

Create Query

Retrieve Existing Worksheet Query

Saved Query

Select ▼

Retrieve Query



Select **Create Query**

Create Worksheet Query

i Select the detail base budget columns to display when the budget source includes base budget amounts from a prior Operating Ledger budget.

- Adopted Budget
- Permanent Budget Adjustments
- Temporary Adopted
- Temporary Adjustments

Continue

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

Finance Self Service: Budget Development

Chart of Accounts *

Budget ID *

Budget Phase *

Index

Fund *

Organization *

Account

Program

Activity

Location

Budget Duration Code

Display Financial Manager from

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	-	-

Finance Self Service: Budget Development

Mass Change Parameters

Change Value Percent

Round To Nearest

2 decimals 1.00 10.00 100.00

Worksheet **18**

Status	Text	Program	Account Type/Code	Title	Base Budget	Budget Duration	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		1600		Institutional Support								
			6A	Salaries & Wages								
Y			6102	Professional-Full Time	0.00	P	218,437.00	<input type="text"/>	<input type="checkbox"/>	218,437.00	218,437.00	<input type="checkbox"/>
Y			6202	Non-Exempt Staff-Full Time	0.00	P	368,469.00	<input type="text"/>	<input type="checkbox"/>	368,469.00	368,469.00	<input type="checkbox"/>

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.

Mass Change Parameters

Change Value Percent

Round To Nearest

2 decimals 1.00 10.00 100.00

Worksheet **18**

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	0.00	<input type="text"/>	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>

Finance Self Service: Budget Development

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

New Row	Program	Account	Budget Duration	Proposed Budget
1	1600	Select ^	Permanent Budget v	
2	1600	7% Q	Permanent Budget v	
3	1600	7004 Data Programmi ng Allocation	Permanent Budget v	
4	1600	7008 Select v	Permanent Budget v	
5	1600		Permanent Budget v	

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.

Finance Self Service: Budget Development

New Row	Program	Account	Budget Duration	Proposed Budget
1	1600	7214 x v	Permanent Budget v	4000
2	1600	7222 x v	Permanent Budget v	1600
3	1600	7226 x v	Permanent Budget v	500
4	1600	7252 x v	Permanent Budget v	2250
5	1600	7384 x v	Permanent Budget v	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** OFTEN so you don't lose data!

Finance Self Service: Budget Development

Worksheet **19**

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	<input type="text"/>	<input type="checkbox"/>	4,000.00	4,000.00	<input type="checkbox"/>
			7J	Training and Conference Fees								
Y			7222	Conference Fees	0.00	P	1,600.00	<input type="text"/>	<input type="checkbox"/>	1,600.00	1,600.00	<input type="checkbox"/>
NEW	N		7226	Professional Development	0.00	P	500.00	<input type="text"/>	<input type="checkbox"/>	500.00	500.00	<input type="checkbox"/>
			7K	Travel								
Y			7252	Travel	0.00	P	2,250.00	<input type="text"/>	<input type="checkbox"/>	2,250.00	2,250.00	<input type="checkbox"/>
			7M	Other Operating Expenditures								
Y			7384	Institutional Memberships	0.00	P	925.00	<input type="text"/>	<input type="checkbox"/>	925.00	925.00	<input type="checkbox"/>

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.

Finance Self Service: Budget Development

Worksheet **19** Requery Calculate Post

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	1000.00	<input type="checkbox"/>	4,000.00	4,000.00	<input type="checkbox"/>
			7J	Training and Conference Fees								
Y			7222	Conference Fees	0.00	P	1,600.00	<input type="text"/>	<input type="checkbox"/>	1,600.00	1,600.00	<input type="checkbox"/>
NEW	N		7226	Professional Development	0.00	P	500.00	<input type="text"/>	<input type="checkbox"/>	500.00	500.00	<input type="checkbox"/>
			7K	Travel								
Y			7252	Travel	0.00	P	2,250.00	<input type="text"/>	<input type="checkbox"/>	2,250.00	2,250.00	<input type="checkbox"/>

Change Value:

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

Worksheet **19** Requery Calculate Post

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	<input type="text"/>	<input type="checkbox"/>	5,000.00	5,000.00	<input type="checkbox"/>
			7J	Training and Conference Fees								
Y			7222	Conference Fees	0.00	P	1,600.00	<input type="text"/>	<input type="checkbox"/>	1,600.00	1,600.00	<input type="checkbox"/>
NEW	N		7226	Professional Development	0.00	P	500.00	<input type="text"/>	<input type="checkbox"/>	500.00	500.00	<input type="checkbox"/>
			7K	Travel								
Y			7252	Travel	0.00	P	2,250.00	<input type="text"/>	<input type="checkbox"/>	2,250.00	2,250.00	<input type="checkbox"/>

Updated \$ Value for Supplies

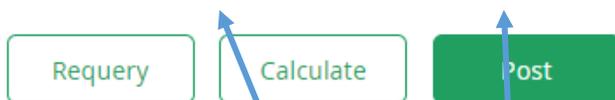
Finance Self Service: Budget Development

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 x v	Permanent Budget v	4000
2	1600	7222 x v	Permanent Budget v	1600
3	1600	7226 x v	Permanent Budget v	500
4	1600	7252 x v	Permanent Budget v	2250
5	1600	7384 x v	Permanent Budget v	925

+ Add Row

 All Worksheet Columns
  Selected Worksheet Columns



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!