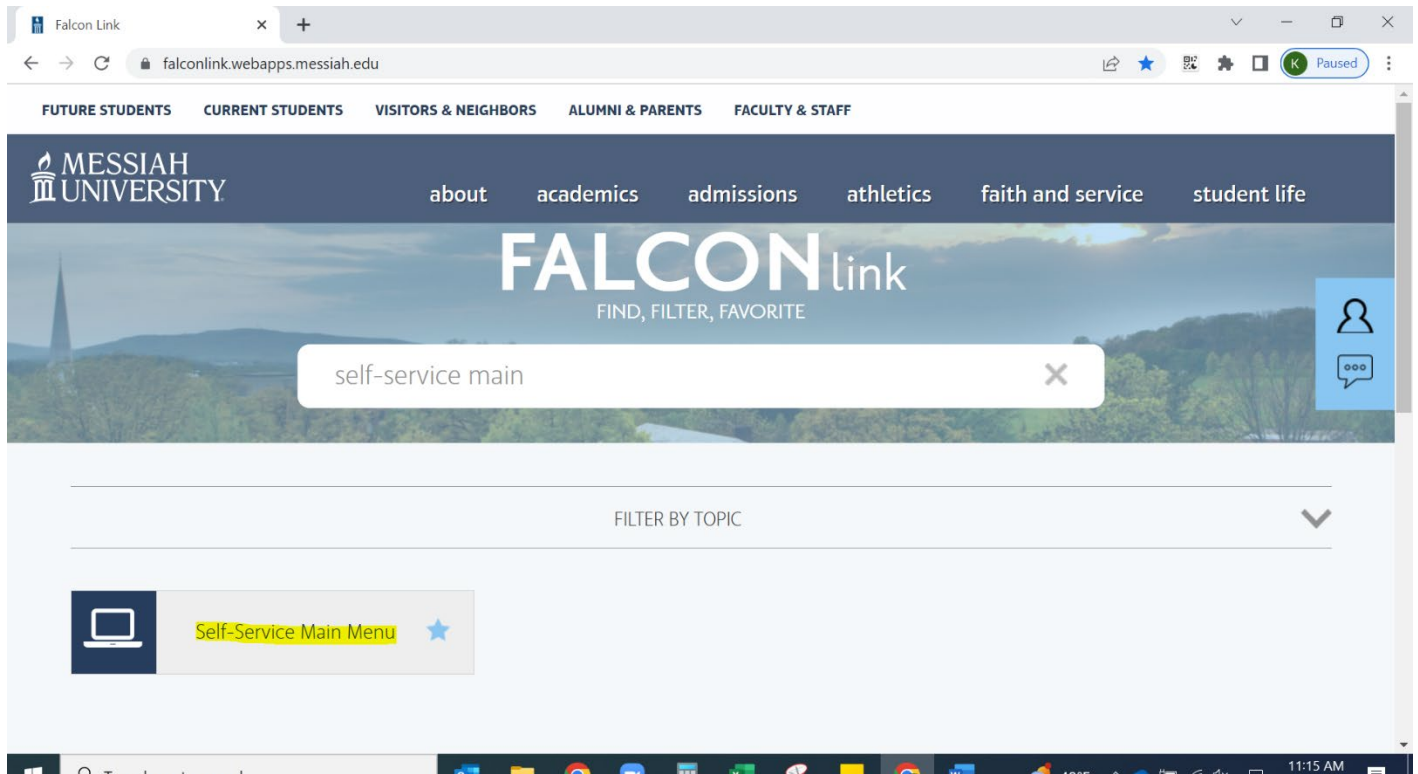
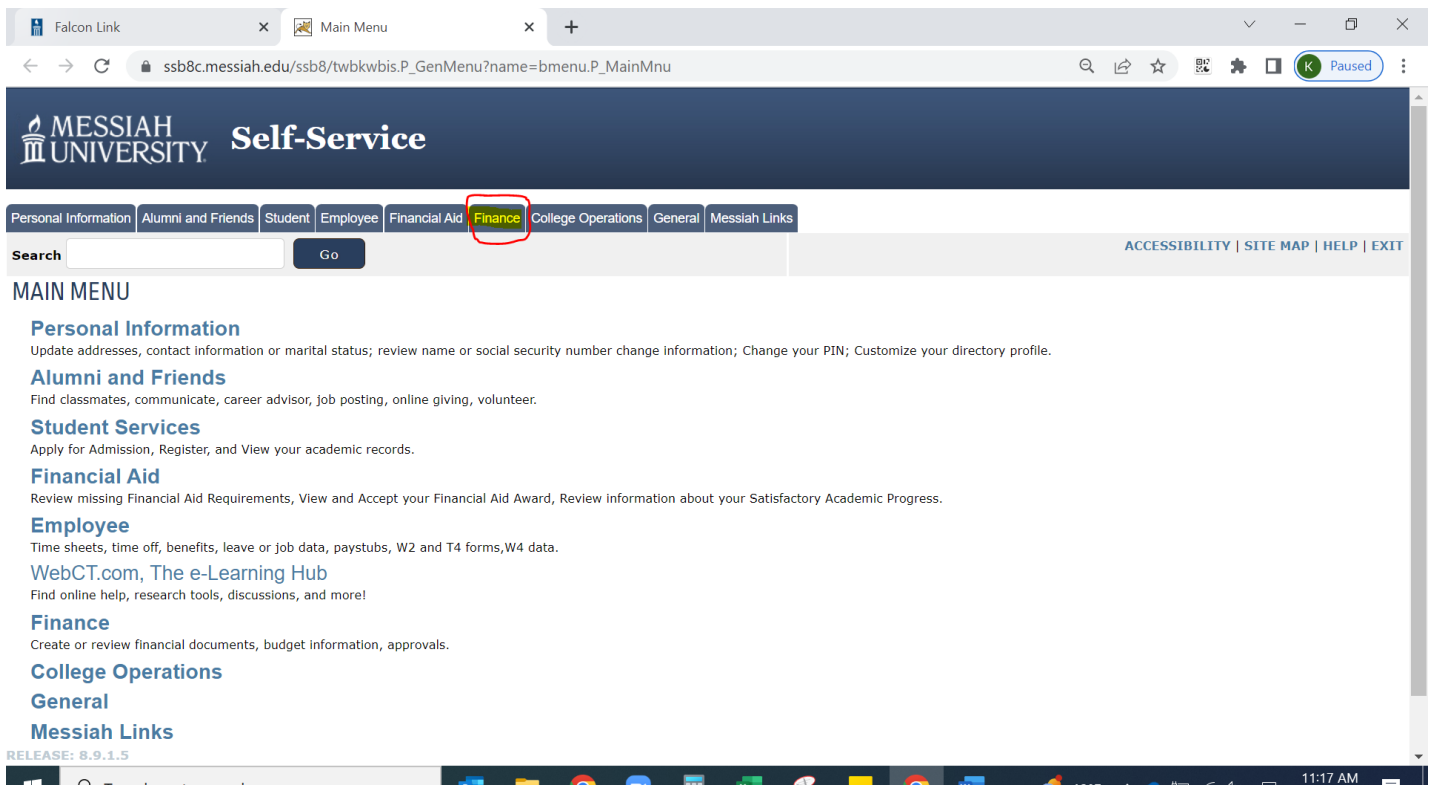


Using the Banner Budget Development System in Self-Service

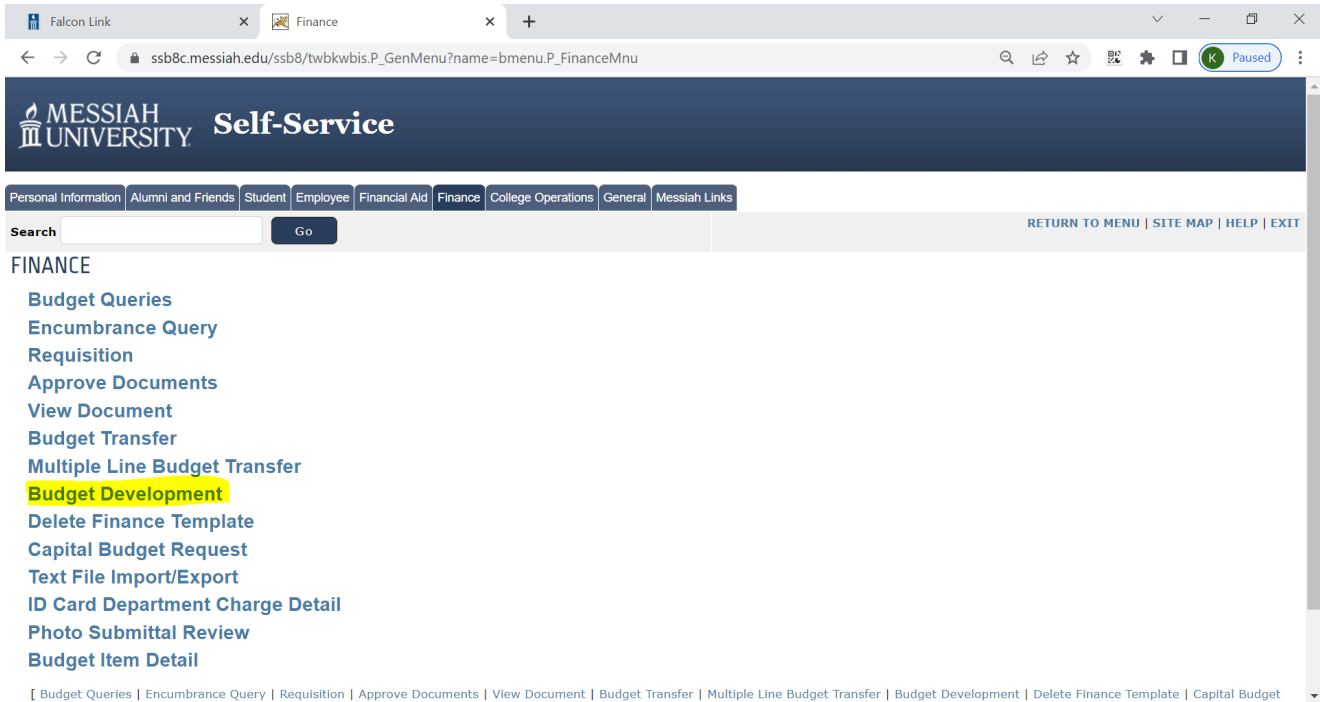
1. Access Budget Development through FALCONlink. Search for “Self-Service Main Menu.”



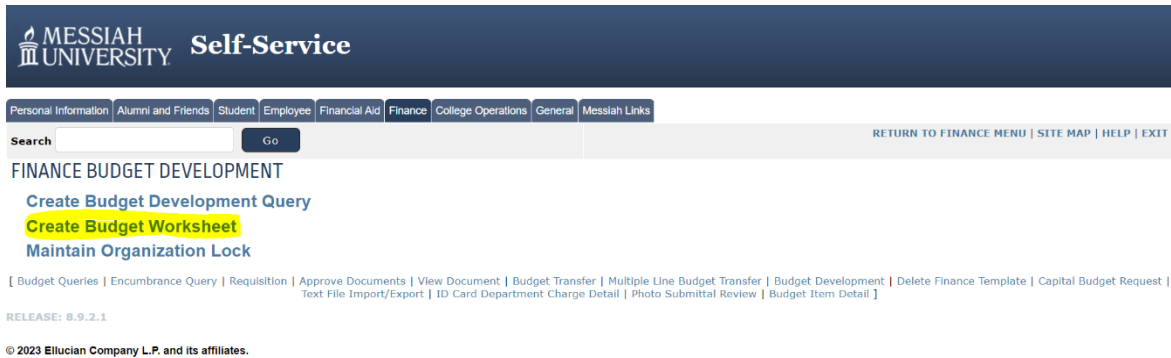
2. At the Banner Main Menu screen, select the “Finance” tab. If you don’t see this tab, please contact the Budget Office at extension 2752.



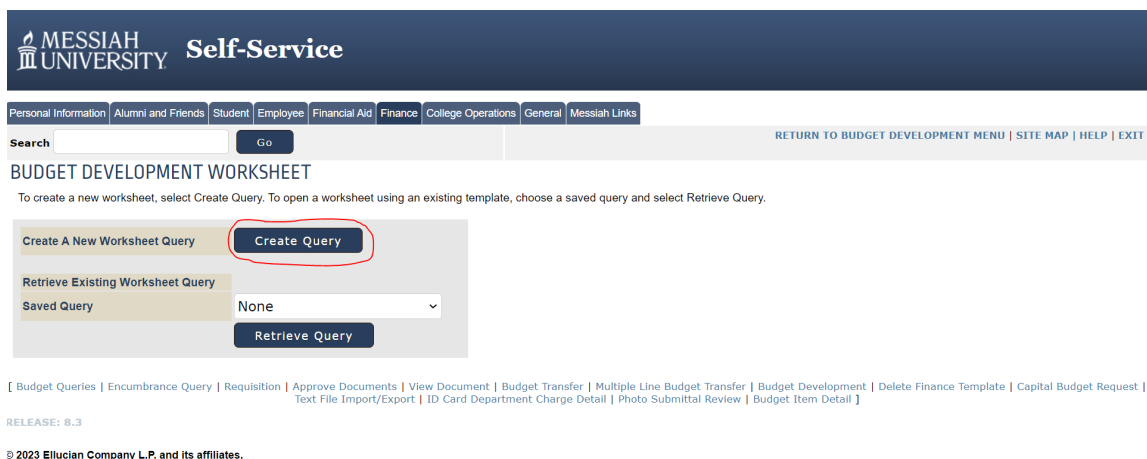
3. On the Finance tab, select “Budget Development.”



4. Select “Create Budget Worksheet”.



5. Select “Create Query”.



6. Check all of the boxes and select “Continue”.

MESSIAH UNIVERSITY Self-Service

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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 checked="" type="checkbox"/>	Temporary Adopted
<input checked="" type="checkbox"/>	Temporary Adjustments

Continue []

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Budget Development | Delete Finance Template | Capital Budget Request | Text File Import/Export | ID Card Department Charge Detail | Photo Submittal Review | Budget Item Detail]

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7. Enter the following data parameters in the appropriate fields:
- Chart of Accounts = 1
 - Budget ID = FY20XX
 - Enter the fiscal year the user wants to view (e.g., for year 2022-2023 enter FY2023).
 - Budget Phase = PHASE1
 - Index = Enter the ORG # the user wants to view (this is the four-digit department #). In the example below, sample org “1234” is used.
 - Check the “Check to Include” boxes for the information the user wants to view.
 - Click on “Submit” **See note on next page.

BUDGET DEVELOPMENT WORKSHEET

Chart, Budget ID, Phase, Fund, and Organization are required. Program and Account may use wildcard (%). For Activity and Location null parameter matches null in budget lines, or a specific value may be used. Choose Budget Duration (or All), source for Financial Manager (or None), and account types to include in the worksheet.

Chart of Accounts	1	Budget Phase	PHASE1	Budget
Budget ID	FY2023	Program	INSSUP	
Index	1234	Activity		
Fund		Location	GRAN	
Organization				
Account				
Budget Duration Code:	All			
Display Fin Mgr From:	None			

Check To Include:	
<input checked="" type="checkbox"/>	Revenue Accounts
<input checked="" type="checkbox"/>	Labor Accounts
<input checked="" type="checkbox"/>	Expenses
<input checked="" type="checkbox"/>	Transfers
<input checked="" type="checkbox"/>	Deleted Items

Save Query As: []

Shared

Submit []

This is a sample data screen only. You want to use the actual organization, budget year, and budget phase for which you are updating the budget!

****NOTE:** Banner will submit this data but will bring the user back to the same screen as above. Users may notice that the fields populate with information: Fund, Organization, Program and Location and that the Index Field will have cleared. The Fund has been pre-set to populate to Fund 1000IN. Remember that Fund 1000IN does NOT include Salary & Wage Information.

BUDGET DEVELOPMENT WORKSHEET

Chart, Budget ID, Phase, Fund, and Organization are required. Program and Account may use wildcard (%). For Activity and Location null parameter matches null in budget lines, or a specific value may be used. Choose Budget Duration (or All), source for Financial Manager (or None), and account types to include in the worksheet.

Chart of Accounts	1	Budget ID	FY2023	Budget Phase	PHASE1	Budget
Index		Program	INSSUP	Activity		
Fund	1000IN	Location	GRAN			
Organization	1234					
Account						
Budget Duration Code:	All					
Display Fin Mgr From:	None					

Check To Include:	
<input checked="" type="checkbox"/>	Revenue Accounts
<input checked="" type="checkbox"/>	Labor Accounts
<input checked="" type="checkbox"/>	Expenses
<input checked="" type="checkbox"/>	Transfers
<input checked="" type="checkbox"/>	Deleted Items

Save Query As:	
<input type="checkbox"/>	Shared

Submit

This is a sample data screen only. You want to use the actual organization, budget year, and budget phase for which you are updating the budget!

8. The top section of the report shows the full FOAPAL of the org. Scroll down on this page to view the Worksheet. Follow these steps to change the data in Budget Development:

- a. Changes by Account: Enter the changes in the “Change Value” column. ****NOTE:** When subtracting an amount, a minus “-“ sign must be used. When adding to the budget, **no sign is needed.** This is a numeric field; please DO NOT ADD brackets, commas, \$ signs. Using these features will return an error message and the data will not post.
- b. When you have finished making changes, scroll down to “Calculate” the data.
 - i. **Requery:** Takes the user back to the original data.
 - ii. **Calculate:** Applies the changes the user made to the values and displays the new numbers in the “Cumulative Change” and “New Budget,” but will not save these changes.
 - iii. **Post:** Saves the changes the user made, and updates “Proposed Budget,” “Cumulative Change,” and “New Budget.”

Using the Banner Budget Development System in Self-Service

Search

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	1	Messiah University	Duration	All	
Budget Id	FY2023	FY2023 Budget	Budget Phase	PHASE2	Phase2 Operating Only
Fund Type	11	Op Bud Unrestricted			
Fund	1000IN	Op Budget-Institutional Funding	Program	INSSUP	Institutional Support
Organization	2730	Financial Services	Activity		
Account	All		Location	GRAN	Grantham Campus - General
Financial Manager					

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Enter Amount +/- 9999999999 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				Calculate
Change Value:	<input type="text"/>	<input type="radio"/> Percent	<input type="radio"/> 2 Decimals	<input checked="" type="radio"/> 1.00	<input type="radio"/> 10.00	<input type="radio"/> 100.00

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Temporary Adopted	Temporary Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
			INSSUP	Institutional Support												
			7B	Supplies												
OPAL	N		6320	Supplies-General Supplies	110.25	0.00	0.00	0.00	110.25	P	110.25	-200	<input type="checkbox"/>	0.00	110.25	<input type="checkbox"/>
			7C	Postage & Shipping												
OPAL	N		6315	Postage & Shipping	417.70	0.00	0.00	0.00	417.70	P	417.70		<input type="checkbox"/>	0.00	417.70	<input type="checkbox"/>
			7D	Printing and Periodicals												
OPAL	N		6313	Copying/Duplicat/Printing Internal	951.53	0.00	0.00	0.00	951.53	P	951.53		<input type="checkbox"/>	0.00	951.53	<input type="checkbox"/>
OPAL	N		6332	Copying/Duplicat/Printing External	(838.00)	0.00	0.00	0.00	(838.00)	P	(838.00)		<input type="checkbox"/>	0.00	(838.00)	<input type="checkbox"/>
			7E	Advertising and Promotion												
OPAL	N		6390	Advertising-General	0.25	0.00	0.00	0.00	0.25	P	0.25		<input type="checkbox"/>	0.00	0.25	<input type="checkbox"/>
			7F	Travel												
OPAL	N		6200	Travel-General	461.00	0.00	0.00	0.00	461.00	P	461.00	200	<input type="checkbox"/>	0.00	461.00	<input type="checkbox"/>
			7R	Contracted Services												
OPAL	N		6424	Contracted Services-General	1,902.87	0.00	0.00	0.00	1,902.87	P	1,902.87		<input type="checkbox"/>	0.00	1,902.87	<input type="checkbox"/>
			7S	Professional Development												
OPAL	N		6204	Conference Registration	1,739.05	0.00	0.00	0.00	1,739.05	P	1,739.05		<input type="checkbox"/>	0.00	1,739.05	<input type="checkbox"/>
OPAL	N		6455	Professional Development	850.00	0.00	0.00	0.00	850.00	P	850.00		<input type="checkbox"/>	0.00	850.00	<input type="checkbox"/>
OPAL	N		6456	Memberships,Dues,Subscriptions	499.61	0.00	0.00	0.00	499.61	P	499.61		<input type="checkbox"/>	0.00	499.61	<input type="checkbox"/>

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.

Account/Program Code lookup

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	INSSUP		Permanent Budget ▾	
2	INSSUP		Permanent Budget ▾	
3	INSSUP		Permanent Budget ▾	
4	INSSUP		Permanent Budget ▾	
5	INSSUP		Permanent Budget ▾	

9. Banner will “calculate” the entries, without posting them so that the user can verify the totals before posting. Check the data in the “New Budget” column to verify the entries.
 - a. If there is an error, select “recalculate” to return to the previous set of data.
 - b. If all entries are correct, select “Post” so that entries are finalized.

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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.

✔ The changes submitted have been processed.

Worksheet Parameters

Budget Worksheet					
Chart of Accounts	1	Messiah University	Duration	All	
Budget Id	FY2023	FY2023 Budget	Budget Phase	PHASE2	Phase2 Operating Only
Fund Type	11	Op Bud Unrestricted			
Fund	1000IN	Op Budget-Institutional Funding	Program	INSSUP	Institutional Support
Organization	2730	Financial Services	Activity		
Account	All		Location	GRAN	Grantham Campus - General
Financial Manager					

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Enter Amount +/- .999999999999 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 Adopted	Temporary Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
			INSSUP	Institutional Support												
			7B	Supplies												
OPAL	N		6320	Supplies-General Supplies	110.25	0.00	0.00	0.00	110.25	P	110.25	<input type="text"/>	<input type="checkbox"/>	(200.00)	(89.75)	<input type="checkbox"/>
			7C	Postage & Shipping												
OPAL	N		6315	Postage & Shipping	417.70	0.00	0.00	0.00	417.70	P	417.70	<input type="text"/>	<input type="checkbox"/>	0.00	417.70	<input type="checkbox"/>
			7D	Printing and Periodicals												
OPAL	N		6313	Copying/Duplicat/Printing Internal	951.53	0.00	0.00	0.00	951.53	P	951.53	<input type="text"/>	<input type="checkbox"/>	0.00	951.53	<input type="checkbox"/>
OPAL	N		6332	Copying/Duplicat/Printing External	(838.00)	0.00	0.00	0.00	(838.00)	P	(838.00)	<input type="text"/>	<input type="checkbox"/>	0.00	(838.00)	<input type="checkbox"/>
			7E	Advertising and Promotion												
OPAL	N		6390	Advertising-General	0.25	0.00	0.00	0.00	0.25	P	0.25	<input type="text"/>	<input type="checkbox"/>	0.00	0.25	<input type="checkbox"/>
			7F	Travel												
OPAL	N		6200	Travel-General	461.00	0.00	0.00	0.00	461.00	P	461.00	<input type="text"/>	<input type="checkbox"/>	200.00	661.00	<input type="checkbox"/>
			7D	Contracted Services												

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.

Account/Program Code lookup

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	INSSUP	<input type="text"/>	Permanent Budget ▾	<input type="text"/>
2	INSSUP	<input type="text"/>	Permanent Budget ▾	<input type="text"/>
3	INSSUP	<input type="text"/>	Permanent Budget ▾	<input type="text"/>
4	INSSUP	<input type="text"/>	Permanent Budget ▾	<input type="text"/>
5	INSSUP	<input type="text"/>	Permanent Budget ▾	<input type="text"/>

10. To enter text/comments or notes, click on the applicable account number in the “Account Code/Type” column.

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Temporary Adopted	Temporary Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		INSSUP		Institutional Support												
			7B	Supplies												
OPAL	N		6320	Supplies-General Supplies	110.25	0.00	0.00	0.00	110.25	P	110.25		<input type="checkbox"/>	0.00	110.25	<input type="checkbox"/>
			7C	Postage & Shipping												
OPAL	N		6315	Postage & Shipping	417.70	0.00	0.00	0.00	417.70	P	417.70		<input type="checkbox"/>	0.00	417.70	<input type="checkbox"/>
			7D	Printing and Periodicals												
OPAL	N		6313	Copying/Duplicat/Printing Internal	951.53	0.00	0.00	0.00	951.53	P	951.53		<input type="checkbox"/>	0.00	951.53	<input type="checkbox"/>

11. When the “Budget Development Text” screen appears, enter the text/notes that should be saved.
- Enter Budget Text, Print – text entered in this window will appear on all printouts.
 - Enter Budget Text, No Print – text entered in this window will not appear on printouts; however, it will still be visible on the screen to anyone accessing the data in the system.
- a. Click on the “Save” button.
 - b. To save it in the system, the user must then “Post”.

TO ADD a budget to an Account that is not listed

1. To add a line item, go to the “Account/Program Code look up” area of the “Worksheet Parameters” screen.
 - a. Enter the Account number. (i.e.: 6200 = Travel)
 - b. From the drop-down list, identify the duration of the budget item as “Permanent”.
 - c. Enter the Amount in the Proposed Budget field.
 - d. Select “Calculate”.
 - e. **The user must then “POST” in order to save the new item.**

OPAL	N			0450		850.00	0.00	0.00	0.00	850.00		850.00		0.00	850.00
		6456		Memberships,Dues,Subscriptions		499.61	0.00	0.00	0.00	499.61	P	499.61		0.00	499.61

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.

Account/Program Code lookup

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	INSSUP	6205	Permanent Budget	500
2	INSSUP		Permanent Budget	
3	INSSUP		Permanent Budget	
4	INSSUP		Permanent Budget	
5	INSSUP		Permanent Budget	

2. Result:

6200	Travel	8,000.00	0.00	0.00	0.00	8,000.00	P	8,200.00		<input type="checkbox"/>
6205	Conference Travel	0.00	0.00	0.00	0.00	0.00	T	500.00		<input type="checkbox"/>
	Hospitality									
6216	Hospitality	551.00	0.00	0.00	0.00	551.00	P	551.00		<input type="checkbox"/>
	Contracted Services									
6424	Contracted Services	30,000.00	0.00	0.00	0.00	30,000.00	P	30,000.00		<input type="checkbox"/>

3. “Summary Totals” appear at the very bottom of the screen.

Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
7B	Supplies	110.25	110.25	(89.75)	(200.00)
7C	Postage & Shipping	417.70	417.70	417.70	0.00
7D	Printing and Periodicals	113.53	113.53	113.53	0.00
7E	Advertising and Promotion	0.25	0.25	0.25	0.00
7F	Travel	461.00	461.00	1,161.00	700.00
7R	Contracted Services	1,902.87	1,902.87	1,902.87	0.00
7S	Professional Development	3,088.66	3,088.66	3,088.66	0.00
70	Direct Expenditures	6,094.26	6,094.26	6,594.26	500.00
	Net	(6,094.26)	(6,094.26)	(6,594.26)	(500.00)

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NOTE: When you first enter budget development for an organization, you may notice that the “Cumulative Change” column will not necessarily be zero. If inflationary parameter increases have been made to the base budget in the initial creation of the phase, those changes will be showing in the “Cumulative Change” column. It is appropriate to preserve that initial level of “Cumulative Change.” The example noted here shows a “Cumulative Change” of (\$500.00) which means \$500 has been added to the bottom line. The phases may already include the inflationary increases in the budget; therefore, additions to the budget are not permitted UNLESS:

- 1.) Previously approved by the VP of the org.
- 2.) The increase is the result of a transfer of budget dollars between orgs. For example: Above, it should be noted in the text that the \$500 was TEMPORARILY transferred in FY23 to the Business Office from an IT budget because a Business Office Employee will be attending the seminar this year. The budget will be transferred back to IT in FY24. Since the transfer is only temporary, BUT will be needed in the budget for FY24, it should NOT be posted as a Temporary adjustment. It should be posted as a Permanent adjustment.
- 3.) Activity Codes: Budgets with activity codes are required to be set up separately. Please contact the Budget Director for assistance with budgets that contain activity codes.

General Information:

PHASE1: The first live budget phase in the process in which changes are to be made to adjust the budget.

Phases will be closed as noted in communications. No changes can be made after the phase is closed.

If you have any questions or comments, please do not hesitate to contact me via email at khawkins@messiah.edu or phone (ext.2752).