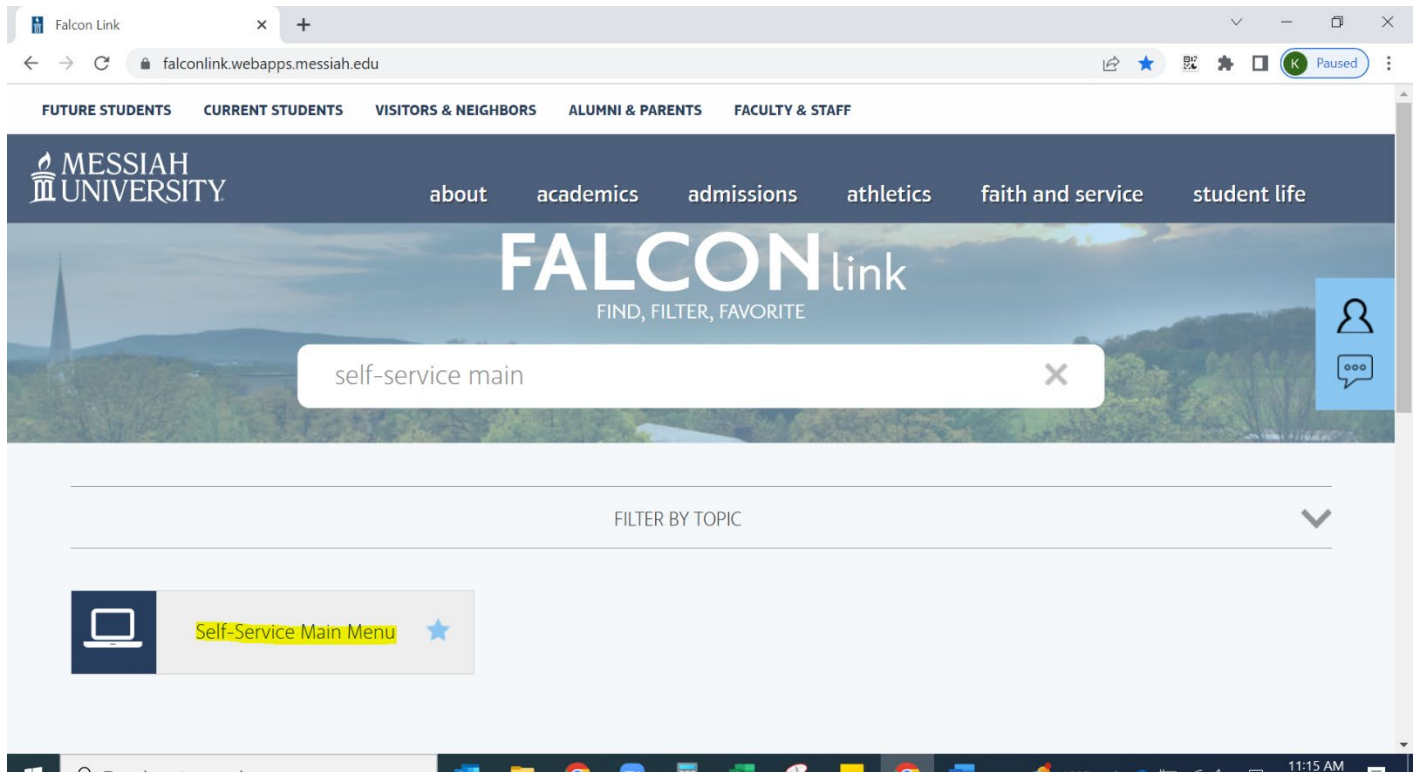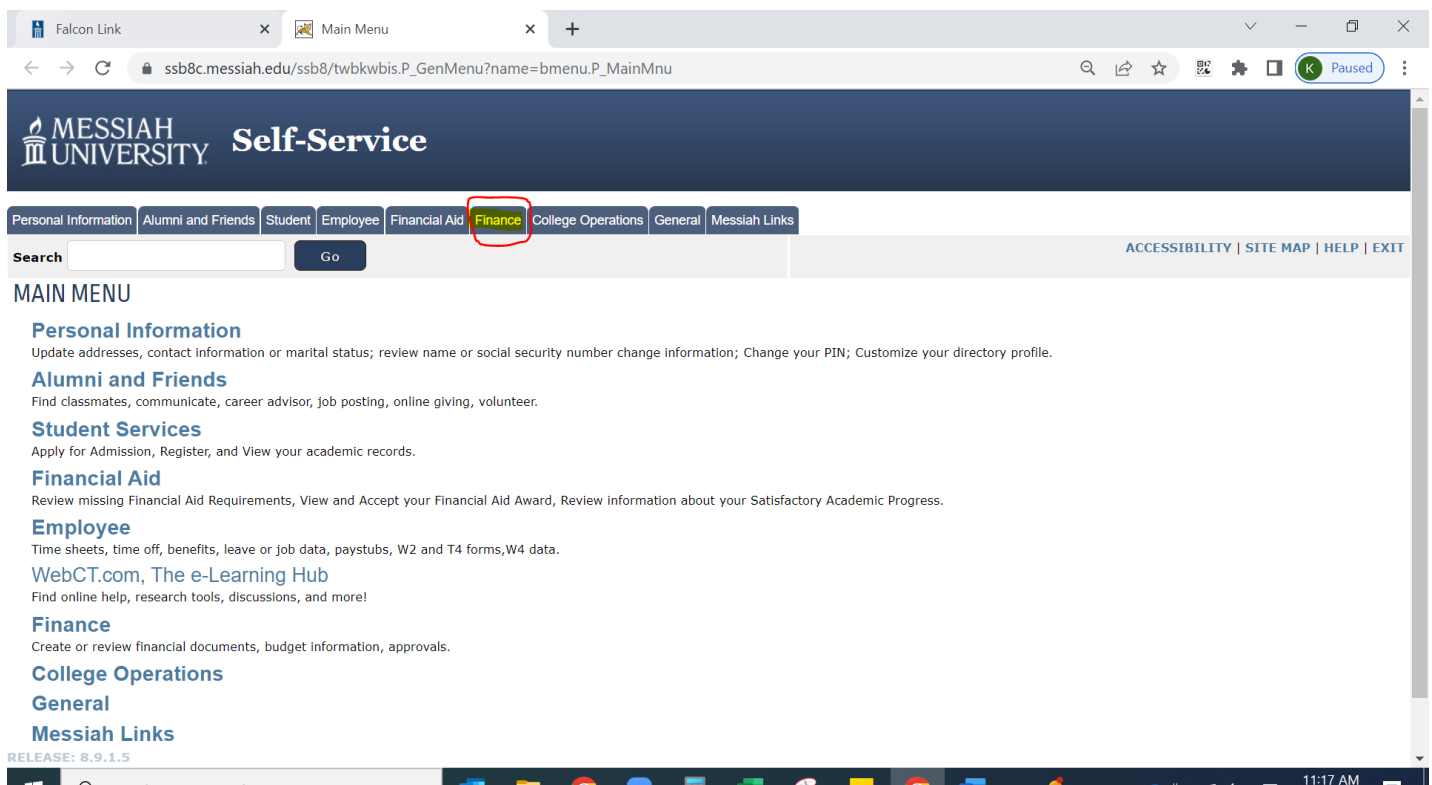# Using the Banner Budget Development System in Self-Service

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".

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

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.

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."

MESSIAH UNIVERSITY — **Self-Service**

Personal Information | Alumni and Friends | Student | Employee | Financial Aid | Finance | College Operations | General | Messiah Links

Search [_____] Go

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					

Return To My Worksheets
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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				
Change Value: [_____] ☐ Percent	○ 2 Decimals	⦿ 1.00	○ 10.00	○ 100.00	[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	-200	☐	0.00	110.25	☐
			7C	Postage & Shipping												
OPAL	N		6315	Postage & Shipping	417.70	0.00	0.00	0.00	417.70	P	417.70		☐	0.00	417.70	☐
			7D	Printing and Periodicals												
OPAL	N		6313	Copying/Duplicat/Printing Internal	951.53	0.00	0.00	0.00	951.53	P	951.53		☐	0.00	951.53	☐
OPAL	N		6332	Copying/Duplicat/Printing External	(838.00)	0.00	0.00	0.00	(838.00)	P	(838.00)		☐	0.00	(838.00)	☐
			7E	Advertising and Promotion												
OPAL	N		6390	Advertising-General	0.25	0.00	0.00	0.00	0.25	P	0.25		☐	0.00	0.25	☐
			7F	Travel												
OPAL	N		6200	Travel-General	461.00	0.00	0.00	0.00	461.00	P	461.00	200	☐	0.00	461.00	☐
			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		☐	0.00	1,902.87	☐
			7S	Professional Development												
OPAL	N		6204	Conference Registration	1,739.05	0.00	0.00	0.00	1,739.05	P	1,739.05		☐	0.00	1,739.05	☐
OPAL	N		6455	Professional Development	850.00	0.00	0.00	0.00	850.00	P	850.00		☐	0.00	850.00	☐
OPAL	N		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		Permanent Budget ˅	
2	INSSUP		Permanent Budget ˅	
3	INSSUP		Permanent Budget ˅	
4	INSSUP		Permanent Budget ˅	
5	INSSUP		Permanent Budget ˅	

Requery	Calculate	Post

[Download All Worksheet Columns] [Download Selected Worksheet Columns]

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.

Personal Information	Alumni and Friends	Student	Employee	Financial Aid	Finance	College Operations	General	Messiah Links

Search [   ] Go   RETURN TO BUDGET DEVELOPMENT MENU | SITE MAP | HELP | EXIT

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					

Return To My Worksheets
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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**	
Change Value: [ ] ☐ Percent	○ 2 Decimals ● 1.00 ○ 10.00 ○ 100.00	[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		☐	(200.00)	(89.75)	☐
			7C	Postage & Shipping												
OPAL	N		6315	Postage & Shipping	417.70	0.00	0.00	0.00	417.70	P	417.70		☐	0.00	417.70	☐
			7D	Printing and Periodicals												
OPAL	N		6313	Copying/Duplicat/Printing Internal	951.53	0.00	0.00	0.00	951.53	P	951.53		☐	0.00	951.53	☐
OPAL	N		6332	Copying/Duplicat/Printing External	(838.00)	0.00	0.00	0.00	(838.00)	P	(838.00)		☐	0.00	(838.00)	☐
			7E	Advertising and Promotion												
OPAL	N		6390	Advertising-General	0.25	0.00	0.00	0.00	0.25	P	0.25		☐	0.00	0.25	☐
			7F	Travel												
OPAL	N		6200	Travel-General	461.00	0.00	0.00	0.00	461.00	P	461.00		☐	200.00	661.00	☐
			7B	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	[ ]	Permanent Budget ⌄	[ ]
2	INSSUP	[ ]	Permanent Budget ⌄	[ ]
3	INSSUP	[ ]	Permanent Budget ⌄	[ ]
4	INSSUP	[ ]	Permanent Budget ⌄	[ ]
5	INSSUP	[ ]	Permanent Budget ⌄	[ ]

[Requery] [Calculate] [Post]
[Download All Worksheet Columns] [Download Selected Worksheet Columns]

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

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. **<u>The user must then "POST" in order to save the new item.</u>**

| | | 6455 | | 850.00 | 0.00 | 0.00 | 0.00 | 850.00 | | 850.00 | | | | 0.00 | 850.00 | |
| OPAL | N | | 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 ⌄	

Requery	Calculate	Post

Download All Worksheet Columns	Download Selected Worksheet Columns

2. Result:

6200	Travel	8,000.00	0.00	0.00	0.00	8,000.00	P	8,200.00		☐	
6205	Conference Travel	0.00	0.00	0.00	0.00	0.00	T	500.00		☐	
	Hospitality										
6216	Hospitality	551.00	0.00	0.00	0.00	551.00	P	551.00		☐	
	Contracted Services										
6424	Contracted Services	30,000.00	0.00	0.00	0.00	30,000.00	P	30,000.00		☐	

3. "Summary Totals" appear at the very bottom of the screen.

Requery	Calculate	Post

Download All Worksheet Columns	Download Selected Worksheet Columns

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).