Self-Service Banner
Budget Development Module

Fiscal Year 2018-2019

Office of Budget and Financial Planning
January 2018
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Overview

Budget Development for each division involves three components each year involving E&G and Auxiliary funds where Division Heads may work with their division to:

1) update their respective Six Year Strategic plans,
2) provide detailed budgeting requirements for the upcoming fiscal year’s new initiatives, and
3) reallocate base discretionary budgets.

The Office of Budget and Financial Planning (OBFP) provides instructions and training during January Our Turn each year on how to complete component three of the Budget Development process using the Budget Development Module (BDM) in Self-Service Banner (SSB). The detailed instructions will also be made available during this time each year on the OBFP’s website under Resources.

The module will allow divisions to review and submit requests to reallocate E&G and Auxiliary base discretionary budgets for upcoming fiscal year in an effort to help reduce the number of budget transfers needed during the fiscal year. As an efficiency measure, divisions are asked to incorporate this component in their internal budget development process. As a result, divisions may have additional instructions and/or alternate deadlines than provided in these instructions that will be required and should be followed.
Term Definitions

FY 2018 means the fiscal year beginning July 1, 2017, and ending June 30, 2018.

FY 2019 means the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Base Budget means the current dollar amount distributed to a division less one-time funding and central fringes (for E&G only).

Personal Services (PS) includes expenditures for employee benefits, salaries, overtime, stipends, special payments, and wages of employees.

Nonpersonal Services (NPS) includes expenditures for contractual services, supplies, materials, travel, transfer payments, continuous charges, and equipment needed to support the mission of the university.

Discretionary Budgets are defined as the following budget categories for which departments are responsible to oversee and manage:

- **611130 – FICA for Wages** includes expenditures of contribution fund for old-age survivors’ benefits for wage earning State employees (Social Security). This is 7.65% of the wages to be earned.
- **611250 – Salaries, Overtime** include expenditures for compensation to persons who are paid at an established yearly rate, for hours worked in excess of their normal workweek.
- **611290 – Salaries, Overtime for Information Technology Employees** include expenditures for compensation to persons in Information Technology who are paid at an established yearly rate, for hours worked in excess of their normal workweek.
- **611310 – Bonuses and Incentives** include expenditures for payment of bonuses and incentives to State employees. This category is discretionary when not authorized by the Appropriations Act.
- **611340 – Specified per Diem Payments** include expenditures for per diem services provided by persons who are members of a legislative committee, representatives of the General Assembly, members of a study commission, members of a governing board of a State agency, or members of a similar organization.
- **611410 – General Wages** includes expenditures for compensation to persons who are paid at an hourly rate.
- **611420 – Wages, Graduate Assistant** include expenditures for compensation made by institutions of higher education to persons, without faculty appointment, for teaching and research activities (teachers of record).
- **611430 – Wages, Overtime** include expenditures for compensation to persons who are paid at an hourly rate for hours worked in excess of 40 hours per week.
- **611440 – Wages, Student** include expenditures for compensation made by institutions of higher education to graduate and undergraduate students for work scholarship positions. This category is discretionary for Auxiliary funds only.
- **611441 – Wages, GAs and GTAs** include expenditures for compensation to Graduate Assistants and Graduate Teaching Assistants who are non-teachers of record.
- **611450 - Part-Time Wages** includes expenditures for compensation to persons for professional services rendered in research and instructional positions in higher education.

- **611451 – Teaching and Research Adjuncts**, includes compensation to persons for part-time and overload services rendered in research and instructional positions in higher education that are identified as adjunct instructors during the academic year.

- **611452 – Stipend, Summer School Teaching and Research**, Include expenditures for compensation to students participating in federal work-study programs.

- **611460 – Wages, Federal Work Study Student**, includes compensation for summer session teaching in higher education. This category is discretionary for Auxiliary funds only.

- **611490 – Information Technology Wages** includes expenditures for compensation to person who are paid at hourly rate and whose actual job duties involve information technology.

- **7120 - Contractual Services** includes expenditures for the following contracts and services: health, management, technical, repairs, and maintenance.

- **7121 – On Campus Postage/Printing Services** includes expenditures for services provided by the RU Post Office, the RU Printing Department, and the RU VBS multi-function devices.

- **7122 – Telecommunications** includes expenditures for telecommunications services and wireless communication stipends.

- **7123 - Travel** includes expenditures for educational travel; subsistence and lodging; personal mileage, state vehicle, and/or public carriers; and meal reimbursement.

- **7130 - Supplies** include expenditures for supplies and materials including office, repair and maintenance, residential, and specific use.

- **7140 - Transfer Payments** includes expenditures for awards and educational and training assistance.

- **7150 - Continuous Charges** includes expenditures for insurance, lease payments, installment purchases, and service charges.

- **7210 - Property and Improvements** includes expenditures for acquisitions as well as associated costs of property, rights-of-way, and waterways.

- **7220 - Equipment** includes expenditures for computer processing, educational, electronic, reference materials, photographic, medical, laboratory, motorized, office, microfiche, periodicals, and similar materials used in the library, specific use and stationary equipment.

- **7230 - Plant and Improvements** includes expenditures for acquisitions of plant and improvements and construction of plant and improvements.
General Information

The SSB-BDM will enable authorized Banner Finance users to query and update their respective E&G and Auxiliary base discretionary budgets for the upcoming fiscal year. Banner Finance users will be able to reallocate base discretionary budgets using a user-friendly worksheet in this module. The adjustments made through this module are permanent thereby mitigating the need to continually perform one-time budget transfers throughout the fiscal year.

The FY 2019 base discretionary budgets were calculated using the FY 2018 original base discretionary budget plus/minus any authorized permanent adjustments.

Each year in January, the OBFP will notify each Division Head by email when the module is available to divisions. The notification requests the Division Head to apprise the appropriate personnel in the division when the module is available along with any instructions and deadlines that must be followed specific to the division and to review all division reallocation requests to ensure the total base discretionary budget allocation for the division has not been impacted and all changes submitted are acceptable by the deadline.

Please note that SSB-BDM should be used only to redistribute E&G and Auxiliary base discretionary budget allocations. New funding requests will not be accepted through this process.

Reallocation requests must be submitted electronically via the SSB-BDM to the OBFP by February 28, 2018. After this date, no additional changes can be made within the SSB-BDM.

If you have any questions regarding these procedures, please contact the OBFP at 831-5760.
Budget Submissions

A. Personal Services*

- Departmental full-time position budgets will automatically be loaded by the OBFP at authorized levels.

- Part-time and wage positions are considered discretionary expenditures and must be budgeted as part of the base discretionary budget allocation in the SSB-BDM (i.e. 1,500 hour wage, temporary wage, PT-AP, one-time pays, overtime, etc.). FICA (account 611130) will need to be added for wages entered in categories 611250, 611410, 611430, 611450, 611451, 611452 and 611490.

- The OBFP will adjust FY 2019 base budget allocations associated with the following state mandatory funding issues:

  1. Salary and fringe benefit costs as approved in the Appropriation Act.
  2. Health insurance cost differences due to open enrollment or eligible life changes.
  3. Work study/scholarship wages (E&G only) will be budgeted based on your department’s approved allocation of student workers. *Auxiliary departments are responsible for funding student wages (undergraduate and graduate) within their approved allocation.*
  4. Auxiliary only- auxiliary indirect cost budgets will be added by the OBFP unless otherwise noted within your allocation.

B. Nonpersonal Services (NPS)* – NPS budgets should also be reviewed and reallocated to the appropriate budget category as needed to cover anticipated costs using this module (i.e. telecommunications including wireless communication stipends, VBS copiers, travel, maintenance, etc.)

C. Text - Please provide justifications/explanations for budget reallocations in the TEXT field provided in the module. This will document and provide a reference for division reviewer(s) and the department regarding the need for the reallocation.

D. Review - Division Heads should ensure that the division’s total base discretionary budget allocation for each funding source has not been impacted and all changes submitted are acceptable by the OBFP deadline.

*Refer to the Term Definitions section for expenditure category descriptions including discretionary budget categories.
Instructions

Log-in to SSB FINANCE through the RU Portal using your User ID and password.

Select Finance.

Then select the Budget Development option.
Finance Budget Development Options:

- **My Worksheets** – This option gives Banner Finance users access to the Budget Worksheets quickly without having to select Budget Types and Account Types for display.

- **Create Budget Development Query** – This option gives the Banner Finance users the ability to review discretionary budgets. No adjustments are available with this option.

- **Create Budget Worksheet** – This option will give the Banner Finance users the ability to array discretionary budgets.

- **Maintain Organization Lock** – This option should only be used by Deans, Departments Heads, Directors, Division Heads and/or the OBFP. This feature is used to prevent changes.

Instructions follow detailing how to use the **Create Budget Development Query** and **Maintain Organization Lock** options. **My Worksheets** is self-explanatory and these instructions are helpful when the **Create Budget Development Query** is selected.
To create a new worksheet, select Create Query. To open a worksheet using an existing template, choose a saved query and select Retrieve Query.

- Create a New Worksheet Query
  - Create Query

- Retrieve Existing Worksheet Query
  - Saved Query: None
    - Retrieve Query

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.

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

Select Adopted Budget and Permanent Budget Adjustments Only. Then click Continue.
The Budget Development Worksheet requires the following cells/prompts to be entered:

- **Chart of Accounts:** R
- **Budget ID:** FY2019
- **Budget Phase:** 19XNPS (for all discretionary budgets)
- **Fund:** Your department’s fund code (i.e. F11020)
- **Organization:** Your departmental Organization code (i.e. 20101)
- **Program:** Your department’s Program code (i.e. P10600)
- **Activity:** *(Leave Blank).*
- **Location:** *(Leave Blank).*
- **Budget Duration:** All (default)
- **Display Fin Mgr Code:** None (default)
- **Check to Include:** Labor Accounts and Expenses only.
- **Click the Submit button**

**Caution:** Please note after clicking Submit if more than one person is working with the budget concurrently a warning message will appear at the bottom of your screen (see example below). If this warning message does occur, you should contact the Banner Finance user(s) listed to ensure they are out of the budget worksheet before you proceed to make adjustments.
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 bottom of the worksheet area for access to additional features and totals.

### Worksheet Parameters

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>Budget Worksheet</th>
<th>Duration</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radford University</td>
<td>FY2015 FY 2015 Budget</td>
<td>Budget Phase 15XNPS FY 2015 Discretionary Budget</td>
<td></td>
</tr>
<tr>
<td>Fund Type</td>
<td>11</td>
<td>State Unrestricted</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>F11020 Higher Educ Operating-E&amp;G - 0300 Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>20108 Budget &amp; Financial Planning</td>
<td>Activity</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>All</td>
<td>Location</td>
<td></td>
</tr>
</tbody>
</table>

⚠️ The Organization 20108 is locked. LQUESENBE4 has authority to update the locked budget.

You may click **Continue** to proceed; however, if you choose to continue be aware that the last change posted by any concurrent users will be the one reflected in the budget line table.
After clicking the **Submit** button or the **Continue** button (if applicable), the Budget Development Worksheet will appear. This is the worksheet you will use to make changes and add text to document adjustments.

To make changes in the Proposed Budget amount, go the appropriate line under Change Value and enter your change. **Please note that your overall budget must remain the same.** This process provides the option to re-array the budget categories based on projected needs for the new fiscal year.

- For example, if a wage hire is planned and wages are currently not budgeted, enter the dollar amount needed for wages in the 611410 line and FICA in the 611130; then subtract that total dollar amount from another NPS line within your organizational budget.

- For each adjustment (increases and decreases), add a brief explanation in the **Text field**.

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*Worksheet*

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Title</th>
<th>Proposed Budget</th>
<th>Change Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>611410</td>
<td>Wages, General</td>
<td>10,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7121</td>
<td>Contractual</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7122</td>
<td>Telecommunications</td>
<td>1,392.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7123</td>
<td>Travel</td>
<td>6,000.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

*Cumulative Change column will show the total amount entered in the Change Value column for each account code. The New Budget column will show the revised base budget after adjustments that will be loaded in the new fiscal year.*

*For each adjustment (increases and decreases), add a brief explanation in the **Text field**.*
Use the **Account/Program Code Lookup** fields to add budget categories that do not exist.

The **Requery** button starts the screen over (刷新es the screen without making changes). Any changes entered prior to clicking the REQUERY button will not be saved.

**Calculate** lets you preview changes without posting to see how the reallocation impacts the budget.

**Post** records the change(s) in Banner. In effect, you are submitting budget reallocations to your respective reviewer to consider. All changes will be documented with the username and time stamp of the transaction. Changes can be made until the organization is locked.

**Summary Totals** allows the revised budget to be reviewed as compared to the proposed budget. This total also verifies if you have made any net increases or decreases to the budget.

**Download Worksheet** allows you to download and save your work in MS Excel. There is no limit to the number of changes that can be made. However, no changes will be accepted after the organization has been locked-out.

If no changes are required, no action is needed in the module.
Budget Development Text (Explanation): In order to submit text (notes or explanation) for reallocations, left-click on the account code under Account Type/Code. A box will be displayed for information to be entered (see diagram below). Click the Save button and Exit Budget Text page.

Exiting the Budget Text Page will take you back to the Worksheet.
To see the History of changes, left click on the Account Code under Proposed Budget amount. A box will display the history as shown in the example below.

To exit – click Close Window – and return back to the Budget Development Worksheet or Query.

Budget Development History

<table>
<thead>
<tr>
<th>Report Parameters</th>
<th>Budget Development History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts</td>
<td>Radford University</td>
</tr>
<tr>
<td>Budget Id</td>
<td>FY2012 FY2012 BUDGET</td>
</tr>
<tr>
<td>Fund</td>
<td>F11020 Higher Educ Operating-E&amp;G - 0300 Program</td>
</tr>
<tr>
<td>Organization</td>
<td>20101 Financial Services</td>
</tr>
<tr>
<td>Account</td>
<td>611341 Wireless Communications Stipend</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Query Results</th>
<th>User Id</th>
<th>Date</th>
<th>Time</th>
<th>Prior Proposed Budget</th>
<th>Change Amount</th>
<th>New Proposed Budget</th>
<th>Deleted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CPHILLIP</td>
<td>Jan 03, 2011</td>
<td>11:49 am</td>
<td>440.00</td>
<td>1,000.00</td>
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<tr>
<td></td>
<td>CPHILLIP</td>
<td>Jan 03, 2011</td>
<td>11:48 am</td>
<td>1,440.00</td>
<td>( 1,000.00)</td>
<td>440.00</td>
<td>N</td>
</tr>
</tbody>
</table>

Close Window

RELEASE: 8.3
Organization Lock: (Deans/Directors/Department Heads and Division Heads Only)

The Maintain Organization Lock Out option is used to prevent (lock) or permit (unlock) changes to the Budget Development Worksheet. The locking process has a cascading effect; when you lock or unlock a higher organization, the others beneath it are locked or unlocked also.

Division Heads will be given access to lock-out their respective organizations from making changes based on their needs to review and revise budgets prior to the final deadline. Division Heads will need to notify departments of division deadlines to submit changes in SSB.

When the Division Head locks down the budget table, the Banner Finance user will not have access to make further changes (only query access will be available). If additional adjustments are needed, the Division Head can temporarily unlock a specific organization.

On the identified deadline date, the OBFP will lock-out all Banner Finance users to reconcile and begin finalizing the budget development process.

Follow these steps to lock/unlock an organization:

From the main Finance Budget Development menu, click Maintain Organization Lock.
To lock down an organizational unit, enter the following parameters:

- **Chart of Accounts**: R
- **Budget ID**: FY2019
- **Budget Phase**: 19XNPS
- **Organization**: highest level organization you intend to lock down (Dean, Director, Department or Division Head)

Click **Change Status** to Lock/Unlock and **Update**
Click **Return to Parameters** which will return you to the Maintain Organization Lock menu (screenshot previously shown).

Clicking **Submit** again without changing the parameters on the Maintain Organization Lock menu will allow you to see the updated status.
When an organization is locked, a message will display in the Worksheet that no changes are allowed except by those who have authorization (shown below).

![Worksheet Parameters](image)

**Summary:**

- Follow this process for E&G and Auxiliary budgets only.
- Make sure to use the current fiscal year Budget ID and Budget Phase.
- New initiative funding **should not** be requested using this module.
- Banner Finance users using the module should follow instructions and deadlines specific to the division.
- Division Heads should ensure the division’s total base budget allocation for each funding source has not been impacted and all changes entered are authorized prior to the lock down date.
- Budget information can be viewed and downloaded into Excel using the Create Budget Development Query.
- If you have questions regarding these procedures, please contact the OBFP.