TriCounty
TECHNICAL COLLEGE

USING THE BUDGET DEVELOPMENT MODULE
and

ISIS BUDGET REPORTS

in SELF-SERVICE BANNER (SSB)

Overview

In March of each year, Departmental Budget Managers will utilize the Banner Budget Development Module in SSB to develop and submit the College's Proposed Operating Budget with justifications for the upcoming fiscal year. The module provides an electronic tool to automate data entry, eliminate errors, and facilitate reporting, tracking, and research. Budget Managers, Deans, Directors, Controller, Vice Presidents, and the President will review, modify, and approve the Proposed Budgets using the module. Upon approval by the College's Commission in June, the Approved Budgets will be electronically imported to the Banner financial ledger for the departments to spend against beginning July 1st of the next fiscal year.

This Training Guide provides instructions on login, navigation, and processing. Please contact the Fiscal Affairs Office at 646-1801 or 646-1840 for assistance as needed.

Updated: 3/1/2019

STEP 1:   Reviewing Your Current Budget in ISIS:

ISIS Report 602-Budget Variance Report

Your first step in preparing a budget request for <u>next</u> fiscal year is to review your department's <u>current</u> fiscal year Budget Variance Report (ISIS Report 602). This report provides Budget Managers at all levels with comparisons of Original Budget and Revised Budget vs. Actual Year-to-Date Expenses. Commitments (purchase orders, encumbrances) and Available Balances are also displayed. Instructions are listed below:

STEP 2: **To access the Banner Budget Development module, log in to eTC and go to the Employee Tab:**

Under "My Budgets" (middle of page):
Select -> "Budget Development (SSB)"

My budgets

Approve documents (SSB)
  Approve purchase requisitions
Budget Development (SSB)
  Develop your budget for next fiscal year for budget managers & admins
Budget query (SSB)
  Check your budget if you have access to one
Budget transfer on-line (SSB)
  Make operating budget transfers on-line (non-salary line items)
Budget transfer paper request form (.doc)
  Form to transfer budget between RESTRICTED (Grant) accounts
Encumbrance query (SSB)
  Check your budget encumbrances if you have access to a budget
Equipment requisition (.docx)
  Form to purchase new equipment
Purchase card application (.pdf)
  Application for a College purchase card
Requisition for supplies/services (.docx)
  Form to purchase supplies/services
State contract listings
  State term contracts for goods & services
View documents (SSB)
  Review documents such as invoices

All finance forms, manuals, eTC...

STEP 3: Select -> "Create Budget Worksheet" from Budget Development Menu

STEP 4: **Click-> "Create Query" button on the Budget Development Worksheet Menu**

STEP 5: **Do not check any boxes on the Budget Development Worksheet screen.**

Then Click -> "Continue" button.

STEP 6:   **Enter the parameters for your Budget Worksheet:**

- Chart of Accounts = "T"
- Budget ID = Budget Year (e.g., "FY19" or "FY20", etc.)
- Budget Phase = DEPTRQ (abbreviation for "Departmental Request")
- Index = (Leave blank)
- Fund = "10000"
- Organization = Your Org Number (e.g., "12345")
- Account, Program, Activity, & Location = (Leave blank)
- (Do not change these defaults) Budget Duration Code: "All" & Display Fin Mgr: "None"
- Check to Include all boxes <u>EXCEPT</u> Revenue Accounts *(used by CCE and Auxiliary only)*
- Click the "Submit" button

STEP 7 – The Budget Worksheet:

The "Budget Worksheet" page contains many data elements and functions. For simplification, this Training Guide breaks down the webpage into FIVE SECTIONS (A through E) listed below:

<u>**BUDGET WORKSHEET - SECTION A:**</u>

    The first section, "Worksheet Parameters," is header information only.

    Messages will display at the top of this section if you have errors and when you update your budget request.

The Budget Development Worksheet allows you to calculate changes to all (mass change) or individual line items, and to delete lines 1 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 T		Tri County Technical College	Duration	All	
Budget Id	FYXX	Budget for FYXX	Budget Phase DEPTRQ Dept Request		FYXX
Fund Type	11	Current Unrestricted			
Fund		10000 Current Education and General Fund Program		All	
Organization		SAMPLE DEPARTMENT	Activity		
Account	All		Location		

Financial Manager

Return To My Worksheets

Jump To Bottom

STEP 7 – The Budget Worksheet - Continued:

BUDGET WORKSHEET - SECTION B:

The second section is the "Budget Worksheet" where you will enter your budget requests:

(Key columns are circled. Specific examples are shown in Step 11)

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	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete
		10			Instruction Credit								
			61		Salary & Wage								
OPAL	N			6130	Part-time Instructor Pool	200,026.00	P	200,026.00		☐	0.00	200,026.00	☐
			71		Services								
OPAL	N			7103	Gen Repairs/Gen Repr Srvc Contracts	3,000.00	P	3,000.00		☐	0.00	3,000.00	☐
OPAL	N			7110	Software License & Maintenance Cont	2,000.00	P	2,000.00		☐	0.00	2,000.00	☐
OPAL	N			7120	Printing Svc-Internal-Print Shop	4,800.00	P	4,800.00		☐	0.00	4,800.00	☐
OPAL	N			7126	Managed Printing Service	3,150.00	P	3,150.00		☐	0.00	3,150.00	☐
OPAL	N			7199	Other Services	5,000.00	P	5,000.00		☐	0.00	5,000.00	☐
			72		Supplies								
OPAL	N			7201	Educational Supplies	20,500.00	P	20,500.00		☐	0.00	20,500.00	☐
OPAL	N			7298	Postage	5.00	P	5.00		☐	0.00	5.00	☐
			74		Travel								
OPAL	N			7400	Travel Pool	5,500.00	P	5,500.00		☐	0.00	5,500.00	☐

What does each column represent?:

"Mass Change Parameters" = (Do not use) and "Round to Nearest" = (Do not use)

"Status" = (Reference only) System-generated data for where the line item originated

"Text" = Y or N indicating if text justification has been entered for the line item

"**Account Code**" & "Title" = The account number is a highlighted link. **YOU MUST CLICK ON THE ACCOUNT CODE TO GET A POP-UP WINDOW TO ENTER YOUR JUSTIFICATION ("Budget Development Text").** Justification for increases/decreases MUST BE entered. If you enter an increase and do not enter a justification, your request MAY NOT be approved. Please include your name or initials and date.

"**Base Budget**" = The current fiscal year's budget with line item adjustments made by the Office of Fiscal Affairs (as discussed in Planning/Budgeting Workshops)

"Budget Duration Code" = "P" for permanent budget

"**Proposed Budget**" = Your Proposed Budget for the new fiscal year (updated after you "post").

"**Change Value**" = Enter your increases and decreases by line item in this column. DO NOT ENTER DOLLAR SIGNS ($) nor COMMAS when you enter the amount.

"Percent" = Used to apply percentage increases/decreases by line item (see Step 9 for example)

"**Cumulative Change**" = This column will calculate and display the total cumulative changes for each line item.

"**New Budget**" = Proposed Budget plus Change Value. This amount is updated after you "calculate" but before you "post" changes.

"Delete Record" = (Do not use) Deletes line item from your budget. Reduce the line to zero instead.

STEP 7 – The Budget Worksheet - Continued:

BUDGET WORKSHEET - SECTION C:

The third section of the Budget Worksheet, "New Rows", is for adding new line items/accounts if needed.

Use the "Account/Program Code" lookup link as needed.

You must enter the:
- "Program Code" (represents the function of your department – e.g., 10=Instruction)
- "Account Code"
- "Proposed Budget" amount

See Step 12 for more information on Program Codes and Account Codes, or contact the Fiscal Affairs Office for assistance.

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			Permanent Budget ▾	
2			Permanent Budget ▾	
3			Permanent Budget ▾	
4			Permanent Budget ▾	
5			Permanent Budget ▾	

STEP 7 – The Budget Worksheet - Continued:

BUDGET WORKSHEET - SECTION D:

The fourth section of the Budget Worksheet allows you to "Requery", "Calculate", or "Post" updates:

Requery	Calculate	Post

"Requery" = Does not save changes, returns to values last posted.

"Calculate" = Updates the worksheet with additions, subtractions, and percentage adjustments. However, the changes are not permanently saved to Banner tables until you click "Post".

"Post" = Recalculates and saves changes to Banner tables. If you close your browser window without posting, your updates will not be saved.

STEP 7 – The Budget Worksheet - Continued:

BUDGET WORKSHEET - SECTION E:

The fifth section of the Budget Worksheet allows you to download worksheet data to Excel (optional) and also displays Summary Totals.

Note: The downloaded Excel data will not have formulas, but you can edit the downloaded sheet to add formulas.

The "Summary Totals" section summarizes your budget by revenue/expense category (first 2 digits of the account code) – e.g., Salaries and Wages, Services, Supplies, Fixed Charges, Travel, etc.

For expense-only budgets, the "Net" line at the bottom displays the total expenses as a negative amount because revenue is not budgeted at the department level.   (Exception: CCE and Auxiliary departments)

| | Download All Worksheet Columns | | Download Selected Worksheet Columns | |

Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
61	Salary & Wage	200,026.00	200,026.00	200,026.00	0.00
	60 Salaries and Wages	**200,026.00**	**200,026.00**	**200,026.00**	**0.00**
71	Services	17,950.00	17,950.00	17,950.00	0.00
72	Supplies	20,505.00	20,505.00	20,505.00	0.00
74	Travel	5,500.00	5,500.00	5,500.00	0.00
	70 Expenditures	**43,955.00**	**43,955.00**	**43,955.00**	**0.00**
	Net	**(243,981.00)**	**(243,981.00)**	**(243,981.00)**	**0.00**

Return To Top

STEP 8 – Reviewing Your Proposed Budget in ISIS:

ISIS Report 636-Proposed Budget Report

This report provides Budget Managers at all levels with comparisons of historical Budget vs. Actual Year-to-Date Expenses to Proposed Budgets for next year that have been requested in the Banner Budget Development Module. Justifications by line item also are displayed on the report for review and approval by all levels of management. Instructions are listed below:

STEP 9 - Examples:

A. How to add or subtract budget from an existing account/line item:

1) Enter your increases and decreases in the "Change Value" column:

2) Click on the account numbers to open the "Budget Development Text" window. Enter your justification including your name/initials and date, click "Save", then "Exit budget text page". Repeat for all line items that you have changed.

3) Scroll down below the Budget Worksheet and click "CALCULATE" to view your updates.

4) This message will appear at the top of the Budget Worksheet page and the "New Budget" column will be updated. However, the "Proposed Budget" will not be updated until "Post" is selected:

✔ The changes submitted have been processed.

STEP 9 - Examples:

A. How to add or subtract budget – continued:

5) Scroll down below the Budget Worksheet and click "POST" to SAVE your updates:
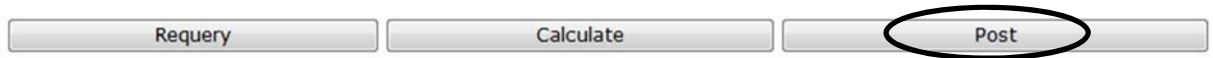
Requery	Calculate	Post

6) This message will appear at the top of the Budget Worksheet page and the "Proposed Budget" column will be updated:

✔ The changes submitted have been processed and posted.

7) When your updates are complete, exit the browser window.

STEP 9 – Examples:

B. How to add an account/line item not currently in your budget:

1) Enter the "Program Code", new "Account Code", and "Proposed Budget" amount in the "New Row" section:

2) Scroll down below the Budget Worksheet and click "CALCULATE" to view your updates.

3) This message will appear at the top of the Budget Worksheet page, the new account will be inserted in the worksheet, and the "New Budget" column will be updated. However, the "Proposed Budget" will not be updated until "Post" is selected:

✔ Program 10 Account 7175 Duration P added to worksheet.
✔ The changes submitted have been processed.

4) Click on the newly added account number to open the "Budget Development Text" window. Enter your justification, including name/initials and date, click "Save", then "Exit budget text page". Repeat for all new line items that you have added.

5) Scroll down below the Budget Worksheet and click "POST" to SAVE your updates:

6)   This message will appear at the top of the Budget Worksheet page and the "Proposed Budget" column will be updated:

✔ The changes submitted have been processed and posted.

7)   When your updates are complete, exit the browser window.

STEP 9 – Examples:

C. How to add a percentage increase/decrease to a budget line:

1) Enter the percentage change in the "Change Value" column and check the "Percent" box – e.g., if you are expecting a 2% price increase in General Repairs contracts:

Worksheet

Status	Text	Program	Account Type/Code	Title	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete
		10		Instruction Credit								
			61	Salary & Wage								
OPAL	N		6130	Part-time Instructor Pool	200,026.00	P	200,026.00	7200 ☐			0.00	200,026.00 ☐
			71	Services								
OPAL	N		7103	Gen Repairs/Gen Repr Srvc Contracts	3,000.00	P	3,000.00	2 ☑			0.00	3,000.00 ☐
OPAL	N		71	Software License & Maintenance Cont	2,000.00	P	2,000.00	☐			0.00	2,000.00 ☐
OPAL	N		7120	Printing Svc-Internal-Print Shop	4,800.00	P	4,800.00	☐			0.00	4,800.00 ☐
OPAL	N		7126	Managed Printing Service	3,150.00	P	3,150.00	-800 ☐			0.00	3,150.00 ☐
OPAL	N		7199	Other Services	5,000.00	P	5,000.00	☐			0.00	5,000.00 ☐
			72	Supplies								
OPAL	N		7201	Educational Supplies	20,500.00	P	20,500.00	720 ☐			0.00	20,500.00 ☐
OPAL	N		7298	Postage	5.00	P	5.00	☐			0.00	5.00 ☐
			74	Travel								
OPAL	N		7400	Travel Pool	5,500.00	P	5,500.00	-1500 ☐			0.00	5,500.00 ☐

2) Click on the account number to open the "Budget Development Text". Enter your justification including name/initials and date, click "Save", then "Exit budget text page". Repeat for all new line items that you have added.

3) Scroll down below the Budget Worksheet and click "Calculate" to view your updates:

Requery	Calculate	Post

4) This message will appear at the top of the Budget Worksheet page and the "New Budget" column will be updated. However, the "Proposed Budget" will not be updated until "Post" is selected:

✔ The changes submitted have been processed.

5) Scroll down below the Budget Worksheet and Click "POST" to save your updates:
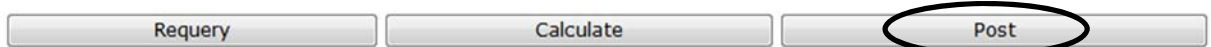
Requery	Calculate	Post

6) This message will appear at the top of the Budget Worksheet page and the "Proposed Budget" column will be updated:

✔ The changes submitted have been processed and posted.

7) When your updates are complete, exit the browser window.

STEP 10:   Other Features & Reference Information:

A. Budget Development History Window (audit feature):

After you POST changes, each "Proposed Budget" amount will become a highlighted link. Click on the link to view a new window showing the history of increases and decreases made to the budget line item:

Then click "Close Window" to return to the Budget Worksheet.

STEP 10 – Other Features & Reference Information - continued:

B. **Adding a New Account/Line Item to your budget requires entry of a "Program Code" (function code).**

Program Code Quick Reference:

10 = Instruction (Academic Departments, Comprehensive Studies, Connect to College, IT-Instructional)

15 = Corporate & Community Education Departments

20 = Academic Support (Academic Deans Offices, CCE Deans Office, Library, Instructional Support, Graphics)

30 = Student Support (Student Development, Student Records, College Transitions Departments, Financial Aid Office, Marketing)

40 = Institutional Support (Administrative Departments, IT-Administrative)

50 = Physical Plant

70 = Auxiliary (Bookstore, Cafe)

Contact the Fiscal Affairs Office for assistance if needed.

STEP 10 – Other Features & Reference Information - continued:

C. Frequently Used Budget Account Codes:

Salaries & Wages:

Temporary Classified	**6112**

~Used to supplement the FTE in a division, department, or program.

Part-Time Instructor Pool	**6130**

~Includes adjuncts, faculty overload, and dual employment.

Contractual Services:

Motor Vehicle Repair/Service	**7102**

~Used by Physical Plant.

General Repairs/Repair Contracts	**7103**

~Fixing equipment such as microscopes, machinery, educational equipment.

Software License/Maintenance Contracts	**7110**

~In IT budget for all software purchases and any maintenance agreements. Must get prior IT approval.

Independent Contractors	**7117**

~Speakers, consultants, or specialists that come on campus to provide their service.

Printing Services-Internal	**7120**

~Billed to budget based on copies sent to print shop for internal copies and printing.

Advertising	**7121**

~Typically marketing items such as billboards, newspaper ads, sponsors, or other paid ad services.

Printing Services-External	**7124**

~Printing provided by external vendor. College brochures, handouts, catalogs.

Managed Printing Service	**7126**

~Billed from convenience copier usage

Temporary Employment Services	**7135**

~Budgeted funds for expected temp workers

Telephone-Cell Phones Usage	**7146**

~Monthly cell plan billed to departments.
Usage only! Cases, chargers, etc. should go to supply budget (7285).

Other Services	**7199**

~Catch all for anything that doesn't fit elsewhere. Can be rentals, services, webinars, cleaning services, or surveys for example.

Supplies:

Educational Supplies 7201
~Items needed for classroom, instruction, or office supplies for Academic budgets.

Advisory Meeting Supplies 7203
~Examples could be plates, cups, paper, posters, etc.

Office Supplies 7215
~Staples, pens, tape, etc. needed for office operations in non-academic areas.

Promotional Supplies 7235
~Logo items, t-shirts, giveaway type products.

Maintenance Supplies 7250
~Typically Physical Plant items such as filters, tools, belts, etc.

Clothing-Uniforms 7254
~Typically Café, Security office, and Physical Plant work clothes/uniforms.

Other Supplies 7285
~Catch all for anything that doesn't fit elsewhere. Cell chargers, cases, cords, etc.

Postage 7298
~$ billed from postage cards, purchased stamps, or mailings charged by Post Office.

Fixed Charges: **Memberships & Certification Fees** 7320

Travel: **Travel Budget Pool** 7400

STEP 10 – Other Features & Reference Information - continued:

D. Instructions for Budget Lock Process (Deans, VPs, Fiscal Affairs Only):

The Deans' Offices, Vice Presidents Offices, and the Fiscal Affairs Office have the capability to "lock" or "unlock" the organizational budgets to prevent further changes during the Budget Review Process.

1) On the "Finance Budget Development" Menu:

   Deans or VPs select -> "Maintain Organization Lock"

Finance Budget Development

My Worksheets
Create Budget Development Query
Create Budget Worksheet
Maintain Organization Lock
Salary Planner

[Budget Queries | Encumbrance Query | Approve D(

2) Enter the parameters for "Budget Development Organization Lock":
   - Chart of Accounts = "T"
   - Budget ID = Budget Year (e.g., "FY19" or "FY20", etc.)
   - Phase 1 = DEPTRQ (Departmental Request)
   - Phase 2 & Phase 3 = (Leave blank)
   - Organization = Your Division Number = first 3 digits of the division's organization numbers (e.g., "113" below)
   - Click the "Submit" button

Budget Development Organization Lock

Chart, Budget ID and at least one Phase required. Select Default Phases to default phase informatic authorized to change, or designate a starting point.

Chart of Accounts	T
Budget	I FYXX	Default Phases
Phase 1	DEPTRQ	Phase 2		Phase 3	
Current Status	All
Organization	113

Submit

STEP 10 – Other Features & Reference Information - continued:

    D. Instructions for Budget Lock Process – continued:

3) Dean/VP performs Locks/Unlocks by checking the appropriate boxes at the Department (4-digit code) level in the "Change Status" column.

    Then Dean/VP clicks the "Update" button to save the status change.

Budget Development Organization Lock

Parameters

Chart of Accounts	T	Tri County Technical College
Budget ID	FYXX	Budget for FYXX
Phase 1	DEPTRQ	Dept Request FY15
Phase 2		
Phase 3		
Lock Status	All	
Organization	113	Business & Public Service Division

Click on the 4-digit code to go to another screen to lock/unlock individual org budgets

Organization Lock Status

Organization Title		Dept Request FYXX	
		Current Status	Change Status
1131	Business Technology Dept	Unlocked	☐
1132	Computer/Information Technology Dpt	Unlocked	☐
1133	Public/Human Services Department	Unlocked	☐
113A	B & PS Division	Unlocked	☐

[Review]

[Update]

Alternatively, clicking on the 4-digit code will allow the Dean or VP to drill-down to another screen to lock/unlock individual org budgets (5-digit level) (see next page).

STEP 10 – Other Features & Information - continued:

D. Instructions for Budget Lock Process – continued:

4) Dean/VP performs the Locks/Unlocks at the 5-digit Organization Code level by checking the appropriate boxes in the "Change Status" column.

Then Dean/VP clicks the "Update" button to save the status change.

Contact the Fiscal Affairs Office for lock/unlock assistance as needed.