



***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 next fiscal year is to review your department's current 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:

The screenshot shows the ISIS REP602 - Budget Variance report interface. The browser tabs are 'Tri-County Technical College ...' and 'REP602 Report'. The page title is 'REP602 - Budget Variance' and the logo for TriCounty TECHNICAL COLLEGE is visible.

Chart of Accounts: T - Tri County Technical College

Fiscal Year: 14 : 01-Jul-13 to 30-Jun-

Start Period: 01 : 01-Jul to 31-Jul

End Period: 09 : 01-Mar to 31-Mar

Account Class: -- ALL --

Funds(s)

- 10000 : Current Education and General Fund

Orgn(s)

- 11029 : SAMPLE DEPARTMENT

Include Accrual (last period only):

Choose to view the report or save in excel format:

Callout 1: First select the fiscal year/period for historical budget vs. actual:
<- Chart of Accounts = "T" (default)
<- Fiscal Year = defaults to the current FY, but can be changed
<- Start Period = defaults to 01 (July) – do not change
<- End Period = defaults to current month, but can be changed
<- Account Class = defaults to "All", or select "Revenue" or "Expense"

Callout 2: Select fund(s) and org(s) by highlighting;
(your lists of funds/orgs are based on your responsibilities & may include dean/dept roll-ups or grant/restricted funds)

Callout 3: <- Check this box ONLY if you selected End Period=12 (June) above

Callout 4: <- Select "View" to view/print in your browser, or "Save" to Excel

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

The screenshot shows a web browser window with two tabs: 'Tri-County Technical College' and 'Finance Budget Developme...'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The page header features the 'SUNGARD HIGHER EDUCATION' logo. Below the header is a search bar with the text 'Search', an input field, and a 'Go' button. A purple link 'RETURN TO FINAN' is visible on the right. The main heading is 'Finance Budget Development', followed by a yellow horizontal line. A list of menu items is displayed: 'My Worksheets', 'Create Budget Development Query', 'Create Budget Worksheet' (circled in red), 'Maintain Organization Lock', and 'Salary Planner'. A blue horizontal line is below the list. At the bottom right, there are blue links: '[Budget Queries | Encumbrance Query | Approve D'.

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

Tri-County Technical College Budget Development Work... x

File Edit View Favorites Tools Help

SUNGARD HIGHER EDUCATION

Search [RETURN TO BUDGET DEVEL](#)

Budget Development Worksheet

To create a new worksheet, select Create Query. To open a worksheet using an existing template, ch...

Create a New Worksheet Query

Retrieve Existing Worksheet Query

Saved Query

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Dc](#)

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

Then Click -> "Continue" button.

Tri-County Technical College Budget Development Work... x

File Edit View Favorites Tools Help

SUNGARD HIGHER EDUCATION

Search [RETURN TO BUDGET DEVE](#)

Budget Development Worksheet

Select columns to display amounts captured at the time the budget was built from the Operating or Pc

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

Do not check any of these boxes

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve D](#)

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 EXCEPT 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:

BUDGET WORKSHEET - SECTION A:

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. 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 +/- 999999999.99 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:	<input type="text"/>	<input type="checkbox"/> Percent	<input checked="" 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	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	<input type="text"/>	<input type="checkbox"/>	0.00	200,026.00	<input type="checkbox"/>
			71		Services								
OPAL	N			7103	Gen Repairs/Gen Repr Svc Contracts	3,000.00	P	3,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	3,000.00	<input type="checkbox"/>
OPAL	N			7110	Software License & Maintenance Cont	2,000.00	P	2,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	2,000.00	<input type="checkbox"/>
OPAL	N			7120	Printing Svc-Internal-Print Shop	4,800.00	P	4,800.00	<input type="text"/>	<input type="checkbox"/>	0.00	4,800.00	<input type="checkbox"/>
OPAL	N			7126	Managed Printing Service	3,150.00	P	3,150.00	<input type="text"/>	<input type="checkbox"/>	0.00	3,150.00	<input type="checkbox"/>
OPAL	N			7199	Other Services	5,000.00	P	5,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	5,000.00	<input type="checkbox"/>
			72		Supplies								
OPAL	N			7201	Educational Supplies	20,500.00	P	20,500.00	<input type="text"/>	<input type="checkbox"/>	0.00	20,500.00	<input type="checkbox"/>
OPAL	N			7298	Postage	5.00	P	5.00	<input type="text"/>	<input type="checkbox"/>	0.00	5.00	<input type="checkbox"/>
			74		Travel								
OPAL	N			7400	Travel Pool	5,500.00	P	5,500.00	<input type="text"/>	<input type="checkbox"/>	0.00	5,500.00	<input type="checkbox"/>

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	<input type="text"/>	<input type="text"/>	Permanent Budget ▼	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	Permanent Budget ▼	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	Permanent Budget ▼	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	Permanent Budget ▼	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	Permanent Budget ▼	<input type="text"/>

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” = 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)



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:

The screenshot shows the ISIS REP636 - Proposed Budget Report interface. The browser title bar indicates 'Tri-County Technical College ... REP636 Report'. The page header includes the TriCounty TECHNICAL COLLEGE logo and the report title 'REP636 - Proposed Budget Report'. The interface contains several sections with dropdown menus and checkboxes, accompanied by instructional callouts:

- Chart of Accounts:** T - Tri County Technical College
- Fiscal Year:** 14 : 01-Jul-13 to 30-Jun-
- End Period:** 09 : 01-Mar to 31-Mar
- Account Class:** -- ALL --
- Funds(s):** 10000 : Current Education and General Fund
- Orgn(s):** 11029 : SAMPLE DEPARTMENT
- Include Accrual (last period only):**
- Select Budget:** FYXX- DEPTRQ
- Choose to view the report or save in excel format:** View Save

Callout 1 (Top Right): First select the fiscal year/period for historical budget vs. actual:
-< Chart of Accounts = "T" (default)
-< Fiscal Year = defaults to the current FY, but can be changed
-< End Period = defaults to current month, but can be changed
-< Account Class = defaults to "All", or select "Revenue" or "Expense"

Callout 2 (Middle Right): Select fund(s) and org(s) by highlighting

Callout 3 (Bottom Middle): <- Check this box ONLY if you selected End Period=12 (June) above

Callout 4 (Bottom Right): <- Select Budget = Proposed Budget fiscal year & budget phase – e.g., "FYXX-DEPTRQ" = FYXX Departmental Request

Callout 5 (Bottom Far Right): <- Select "View" to view/print in your browser, or "Save" to Excel

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:

Worksheet

Status	Text	Program	Account	Type/Code	Title	Base Budget	Budget Duration	Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete
OPAL	N		10	61	Instruction Credit									
					Salary & Wage									
					6130 Part-time Instructor Pool	200,026.00	P		200,026.00		7200	0.00	200,026.00	
OPAL	N			71	Services									
					7103 Gen Repairs/Gen Repr Svc 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	-800		0.00	3,150.00	
OPAL	N				7199 Other Services	5,000.00	P		5,000.00			0.00	5,000.00	
OPAL	N			72	Supplies									
					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	
OPAL	N			74	Travel									
					7400 Travel Pool	5,500.00	P		5,500.00	-1500		0.00	5,500.00	

- 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.

Enter Amount +/- 999999999.99 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 Part

Change Value:

Budget Development Text - Windows Internet Explorer

Budget Development Text

Enter Budget Text, Print:
A.Hall 3/1/14: Add 4 sections of 101 course based on enrollment projections.

Enter Budget Text, No Print:

Save

[Exit budget text page]

Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete
200,026.00		7200	0.00	200,026.00	
3,000.00			0.00	3,000.00	
2,000.00			0.00	2,000.00	
4,800.00			0.00	4,800.00	
3,150.00	-800		0.00	3,150.00	
5,000.00			0.00	5,000.00	
20,500.00	720		0.00	20,500.00	
5.00			0.00	5.00	
5,500.00	-1500		0.00	5,500.00	

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

Requery Calculate Post

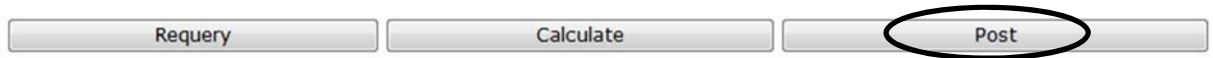
- 4) This message will appear at the top of the Budget Worksheet page and the “New Budget” column will be updated. However, the “Proposed Budget” will not be updated until “Post” is selected:

✓ The changes submitted have been processed.

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:



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:

Program	Account	Budget	Duration	Code	Proposed Budget
10	7175	Permanent Budget	P		1500
		Permanent Budget			
		Permanent Budget			
		Permanent Budget			
		Permanent Budget			

Code lookup callout: If you don't know the account or program code number, use the lookup function or call Fiscal Affairs.

- 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	<input type="checkbox"/>
			71		Services									
OPAL	N			7103	Gen Repairs/Gen Repr Srvc Contracts	3,000.00	P		3,000.00		2	0.00	3,000.00	<input checked="" type="checkbox"/>
OPAL	N			711	Software License & Maintenance Cont	2,000.00	P		2,000.00			0.00	2,000.00	<input type="checkbox"/>
OPAL	N			7120	Printing Svc-Internal-Print Shop	4,800.00	P		4,800.00			0.00	4,800.00	<input type="checkbox"/>
OPAL	N			7126	Managed Printing Service	3,150.00	P		3,150.00	-800		0.00	3,150.00	<input type="checkbox"/>
OPAL	N			7199	Other Services	5,000.00	P		5,000.00			0.00	5,000.00	<input type="checkbox"/>
			72		Supplies									
OPAL	N			7201	Educational Supplies	20,500.00	P		20,500.00		720	0.00	20,500.00	<input type="checkbox"/>
OPAL	N			7298	Postage	5.00	P		5.00			0.00	5.00	<input type="checkbox"/>
			74		Travel									
OPAL	N			7400	Travel Pool	5,500.00	P		5,500.00	-1500		0.00	5,500.00	<input type="checkbox"/>

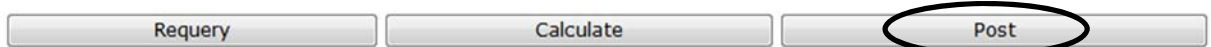
- 2) Click on the account number to open the “Budget Development Text”. Enter your justification including name/initials and date, click “Save”, then “Exit budget text page”. Repeat for all new line items that you have added.
- 3) Scroll down below the Budget Worksheet and click “Calculate” to view your updates:



- 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:



- 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:

Status	Text	Program	Account Type/Code	Title	Base Budget	Budget Duration	Code	Proposed Budget Change	Value	Percent	Cumulative Change	New Budget Del
OPAL	Y	10	61	Instruction Credit Salary & Wage	200,026.00	P		207,226.00			7,200.00	207,226.00
OPAL	Y										60.00	3,060.00
OPAL	N										0.00	2,000.00
OPAL	N										0.00	4,800.00
OPAL	Y										(800.00)	2,350.00
NEW	N										1,500.00	1,500.00
OPAL	N										0.00	5,000.00
OPAL	Y										720.00	21,220.00
OPAL	N										0.00	5.00
OPAL	Y										(1,500.00)	4,000.00

Report Parameters			
Budget Development History			
Chart of Accounts T	Tri County Technical College	Duration Code P	
Budget Id	Budget for	Budget Phase	DEPTRQ Dept Request
Fund	10000 Current Education and General Fund Program	10	Instruction Credit
Organization	11020 SAMPLE DEPARTMENT	Activity	
Account	6130 Part-time Instructor Pool	Location	

Query Results			
User Id	Date	Time	Prior Proposed Budget Change Amount New Proposed Budget Deleted
AHALL6	Mar 01, 2014	03:33 pm	200,026.00 7,200.00 207,226.00 N

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 information authorized to change, or designate a starting point.

Chart of Accounts	T			
Budget		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

Organization Lock Status

Organization Title	Dept Request	FYXX	Current Status	Change Status
1131 Business Technology Dept	Unlocked			<input type="checkbox"/>
1132 Computer/Information Technology Dpt	Unlocked			<input type="checkbox"/>
1133 Public/Human Services Department	Unlocked			<input type="checkbox"/>
113A B & PS Division	Unlocked			<input type="checkbox"/>

Review
Update

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

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.

Budget Development Organization Lock

Select Organization link to drill to next set of successor organizations. Select the (toggle) the status of marked records.
An asterisk on a **Locked *** record indicates at least one successor organization is

Parameters

Chart of Accounts	T	Tri County Technical College
Budget ID	FYXX	Budget for FYXX
Phase 1	DEPTRQ	Dept Request FYXX
Phase 2		
Phase 3		
Lock Status	All	
Organization		
Drill From Organization	1131	Business Technology Dept

Organization Lock Status

Organization Title	Dept Request	FYXX	Current Status	Change Status
11310 Administrative Office Technology	Unlocked			<input type="checkbox"/>
11312 Accounting Program	Unlocked			<input type="checkbox"/>
11315 Management Program	Unlocked			<input type="checkbox"/>

Review Update

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