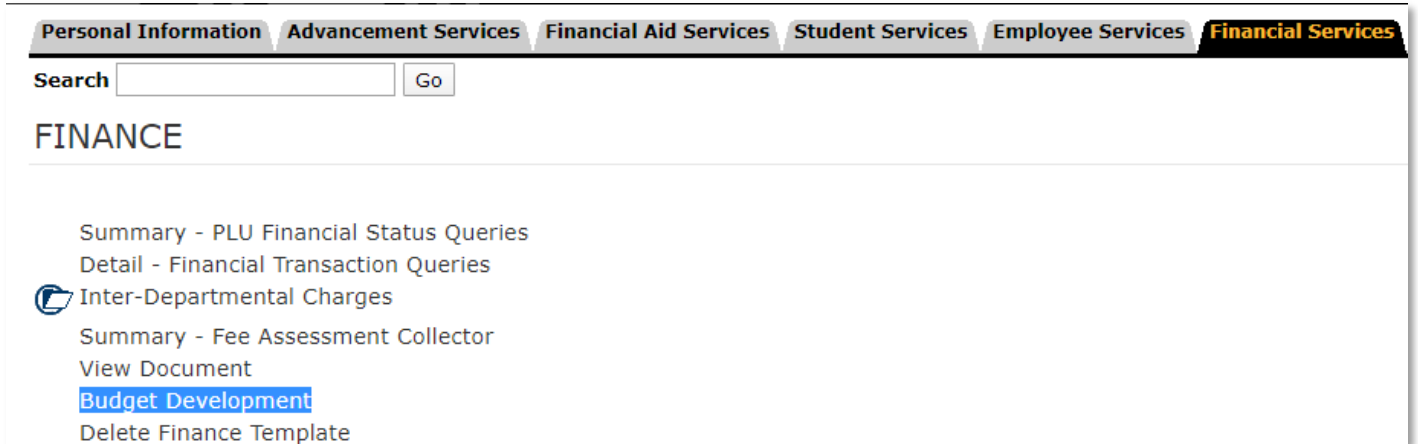


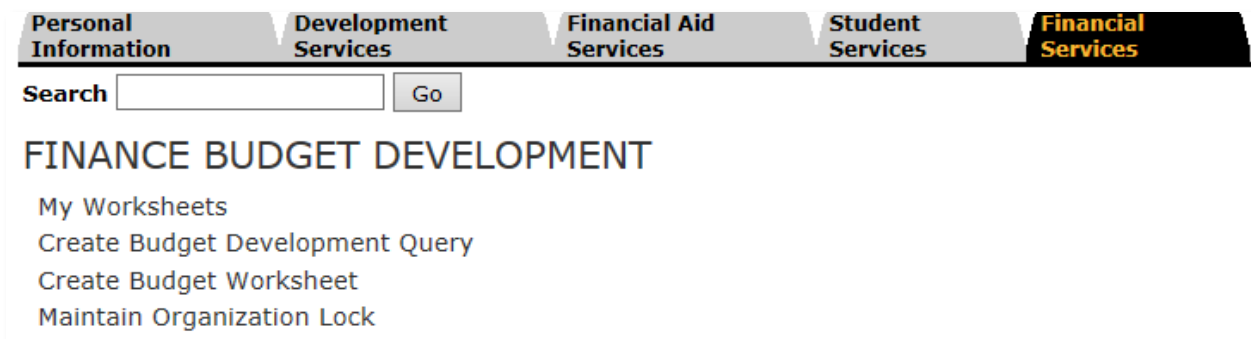
Self-Service Budget Development

How to View and Edit Your Budget

When you first log into Banner Self-Service, click into the Financial Services tab and then choose “Budget Development”. Your screen should look like this (you may have more or fewer tabs at the top):



The screenshot shows the Banner Self-Service interface. At the top, there is a navigation bar with several tabs: Personal Information, Advancement Services, Financial Aid Services, Student Services, Employee Services, and Financial Services (which is highlighted in black with yellow text). Below the navigation bar is a search field with a "Go" button. The main content area is titled "FINANCE" and contains a list of menu items: Summary - PLU Financial Status Queries, Detail - Financial Transaction Queries, Inter-Departmental Charges (with a blue icon), Summary - Fee Assessment Collector, View Document, Budget Development (highlighted in blue), and Delete Finance Template.



The screenshot shows the Banner Self-Service interface. At the top, there is a navigation bar with several tabs: Personal Information, Development Services, Financial Aid Services, Student Services, and Financial Services (which is highlighted in black with yellow text). Below the navigation bar is a search field with a "Go" button. The main content area is titled "FINANCE BUDGET DEVELOPMENT" and contains a list of menu items: My Worksheets, Create Budget Development Query, Create Budget Worksheet, and Maintain Organization Lock.

Self-Service Budget Development

- 1) To view the list of Funds and Orgs you can edit, click “My Worksheets” from the Finance Budget Development menu.

My Worksheets

Select Chart of Accounts, Budget ID and Budget Phase, then click List Worksheets button. Select from button.

* - indicates a required field.

Chart of Accounts * P Budget ID * FY2122 Budget Phase * PHASE2 Budget

List Worksheets

- 2) Fill in the above information in the red star * fields.
 - a. Use “P” for Chart of Accounts, “FY2122” for Budget ID, and “PHASE2” for Budget Phase
 - b. Note this data is only relevant for fiscal year 21-22.
 - c. Please do not experiment on this screen; use only the information provided here.
- 3) Click “List Worksheets” to see all the organization codes you have access to change.
 - a. **If you need to add a new Org, please see instructions on page 6 titled “How to Add a New Org Code to the ‘My Worksheets’ List”**
- 4) Click the radio button for the budget you want to work with. In the below example, 110001-1001.

My Worksheets

Select Chart of Accounts, Budget ID and Budget Phase, then click List Worksheets button. Select from returned list of F button.

* - indicates a required field.

Chart of Accounts * P Budget ID * FY2122 Budget Phase * PHASE2 Budget

List Worksheets

Query Results

My Choice	Fund	Organization	Program
<input checked="" type="radio"/>	110001 Current Funds Unrestricted	1002 Art & Design Department	EX Exempt
<input type="radio"/>	110001 Current Funds Unrestricted	1012 Continuing Nursing Education	00 Institutional Revenue

Self-Service Budget Development

- 5) Click "Submit" on the bottom of the page.
- 6) Now you should see the line item detail for the proposed budget on each account code within the org code you selected.

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
		61		Institutional Support												
			71	Departmental Expenditures												
N			7102	Office/General Supplies	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
N			7113	Trvl/Subs-Professional Development	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
N			7121	Audit Services	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
N			7126	Professional Services	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
N			7131	Conference/Seminar Registration Fee	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
N			7133	On Campus Meeting & Event Expenses	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
N			7134	Professional Development	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
N			7141	Photocopying	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
N			7142	Printing & Publications	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
N			7144	Postage & Mailing	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
N			7145	Telephone & Fax	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
N			7151	Equipment Purchases	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
N			7154	Computer Hardware	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
N			7164	Prizes/Awards/Discounts	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
N			7167	Software Licenses/Contracts	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>

- 7) Now you are able to make changes to the amount in the "New Budget" column by entering positive and negative amounts in the "Change Value" box and clicking the "Post" button

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
	Institutional Support											
71	Departmental Expenditures											
7102	Office/General Supplies	0.00	0.00	0.00	0.00	0.00	P	0.00	500	<input type="checkbox"/>	0.00	0.00
7113	Trvl/Subs-Professional Development	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00
7121	Audit Services	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00
7126	Professional Services	0.00	0.00	0.00	0.00	0.00	P	0.00	-500	<input type="checkbox"/>	0.00	0.00
7131	Conference/Seminar Registration Fee	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00
7133	On Campus Meeting & Event Expenses	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00

Requery

Calculate

Post

Download All Worksheet Columns

Download Selected Worksheet Columns

Self-Service Budget Development

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
	Institutional Support											
71	Departmental Expenditures											
7102	Office/General Supplies	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	500.00	500.00
7113	Trvl/Subs-Professional Development	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00
7121	Audit Services	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00
7126	Professional Services	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	(500.00)	(500.00)
7131	Conference/Seminar Registration Fee	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00
7133	On Campus Meeting & Event Expenses	0.00	0.00	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00

- 8) By clicking “Post” you are making real changes in the budget module. If you would like to see how changes look without posting them, you can use the “Calculate” and “Requery” buttons:
 - a. Clicking “Calculate” will make the changes to the New Budget column. Think of it as a preview button.
 - b. Clicking “Requery” will revert the Worksheet back to how it looked the last time you clicked “Post”.

- 9) All changes are tracked by the system, you can view the history of your changes by clicking the blue number in the Proposed Budget Column.

How to Add Notes


- 1) You can add notes to your changes by clicking on the blue account code in the Account Type/Code column.
- 2) A new window will pop up for you to type a message or comment.
- 3) Click “Save”.

Self-Service Budget Development

How to Add and Delete Account Codes

Below the worksheet for entering budget changes is where you can add new account codes to budget for.

OPAL	N		7601	Debt Issuance Costs	
------	---	--	------	---------------------	--

 New rows may be added within the parameters used to create the worksheet.
 Select Calculate to update the worksheet with additions, subtractions, percentage adjustments.
 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	61	<input type="text"/>	Permanent Budget ▼	<input type="text"/>
2	61	<input type="text"/>	Permanent Budget ▼	<input type="text"/>
3	61	<input type="text"/>	Permanent Budget ▼	<input type="text"/>
4	61	<input type="text"/>	Permanent Budget ▼	<input type="text"/>
5	61	<input type="text"/>	Permanent Budget ▼	<input type="text"/>

- 1) Fill in the new account code you want to add.
- 2) If this change only needs to be made for one year, change the "Budget Duration Code" drop down to "Temporary Budget" otherwise leave it as Permanent Budget.
- 3) Fill in the budget amount that you want on that line.
- 4) Click "Calculate" to see a preview or "Post" to make the change permanent.
- 5) To delete a line, click the check box on the right hand side of the worksheet in the "Delete Record" column, and then click the "Post" button.

Cumulative Change	New Budget	Delete Record
0.00	4,000.00	<input checked="" type="checkbox"/>

How to Add a New Org Code to the “My Worksheets” List

- 1) Click “Create Budget Worksheet” from the home page, then click “Create Query”

The screenshot shows a navigation menu with five tabs: Personal Information, Development Services, Financial Aid Services, Student Services, and Financial Services. Below the tabs is a search bar with a 'Go' button. Underneath the search bar, the text 'FINANCE BUDGET DEVELOPMENT' is displayed. Below this, there is a list of links: 'My Worksheets', 'Create Budget Development Query', 'Create Budget Worksheet' (circled in red), and 'Maintain Organization Lock'.

Budget Development Worksheet

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

Create a New Worksheet Query

Create Query

Retrieve Existing Worksheet Query

Saved Query

None

Retrieve Query

- 2) On the next screen you do not need to check any of the boxes, click “Continue”

The screenshot shows a list of four checkboxes, all of which are unchecked: 'Adopted Budget', 'Permanent Budget Adjustments', 'Temporary Adopted', and 'Temporary Adjustments'. Below the list is a 'Continue' button.

- 3) You will need to enter a Chart of Accounts, Budget ID and Budget Phase in addition to one Fund and Org you are responsible for creating.

Self-Service Budget Development Budget Development Worksheet

Chart, Budget ID, Phase, Fund, and Organization are required. Program and Account (All), source for Financial Manager (or None), and account types to include in the work

Chart of Accounts	P		
Budget ID	FY2122	Budget Phase	PHASE2 Budget
Index		Program	
Fund	110001	Activity	
Organization	6305	Location	
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

- Enter the information as shown in the image; Chart of Accounts: "P", Budget ID: "FY2122", and Budget Phase: "PHASE2"
 - Enter "110001" in the **Fund** field
 - Enter an **Organization** code you have access to edit
 - Leave Budget Duration Code as "All"
 - Leave Display Fin Mgr from as "None"
 - Click all check boxes in the "Check to Include:" list
 - Click Submit
- Now you should be able to view and edit the budget for the Org code you searched for as explained in the instructions above. It should also now appear in your list for "My Worksheets".
 - If after adding the Org per the instructions above, and you are still not able to see it in "My Worksheets", please contact the Business Office. Your Banner access for that Org may need to be established.