

# Budget Development Training

Log into: <https://experience-test.elluciancloud.com/atutest/>

## Training Goals:

Provide a basic overview of how the budget is structured.

Explain and explore the processes we will be using.

Don't worry about taking notes.

“How is this important to what I have to do to my budgets?”

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Log into: <https://experience-test.elluciancloud.com/atutest/>

Questions:

Please ask clarifying questions as we go through the material.

Please write down challenge questions on the sticky notes.

Please schedule a time to talk about your individual budget issues after the training.

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Ideas and Concerns:

This meeting is to get everyone on the same page so we can start the annual budgeting process.

It's a new process so there are going to be problems and concerns. As you do this you're going to find things that don't work or could work better or don't need to be done at all. Please collect and communicate these as you use the system. We will circle back around in June to revise and iterate for the next fiscal year.

# Budget Development Training

## Overview

1. ATU and FOAPs
2. The Budget Equation
3. Expenses
  1. Operations
  2. Salaries
4. Budget Development Overview
5. Budget Queries
6. Budget Development
  1. Overview
  2. Practice

ATU

ATU

What different ways can we break down  
the university into categories?

ATU

What different ways can we break down  
the university into categories?

As Entities

ATU

What different ways can we break down  
the university into categories?

As Entities  
As Departments



ATU

What different ways can we break down  
the university into categories?

As Entities  
As Departments  
By Activity

ATU  
Entities

Russellville

Ozark

ATU  
Entities

Auxiliaries

Restricted

Different entities have  
different Fund Numbers

Russellville

Ozark

Fund Numbers  
110XXX through 115XXX

ATU  
Entities

State Funds, Tuition and  
Fees

Auxiliaries

Restricted

Russellville

Ozark

Fund Numbers  
110XXX through 115XXX

ATU  
Entities

Fund Numbers  
116XXX

State Funds, Tuition and  
Fees

State Funds, Tuition and Fees

Auxiliaries

Restricted

Russellville

Ozark

Fund Numbers  
110XXX through 115XXX

ATU  
Entities

Fund Numbers  
116XXX

State Funds, Tuition and  
Fees

State Funds, Tuition and Fees

Auxiliaries

Restricted

Fund Numbers  
15XXXX

Auxiliary Revenue

Russellville

Ozark

Fund Numbers  
110XXX through 115XXX

ATU  
Entities

Fund Numbers  
116XXX

State Funds, Tuition and  
Fees

State Funds, Tuition and Fees

Auxiliaries

Restricted

Fund Numbers  
15XXXX

Fund Numbers  
2XXXXX

Auxiliary Revenue

Grants and Contracts



Russellville

Ozark

Fund Numbers  
110XXX through 115XXX

ATU  
Entities

Fund Numbers  
116XXX

State Funds, Tuition and  
Fees

State Funds, Tuition and Fees

Auxiliaries

Restricted

Fund Numbers  
15XXXX

Fund Numbers  
2XXXXX

Auxiliary Revenue

Grants and Contracts

ATU  
Departments

Budget

HR

Accounting

ATU  
Departments

Dean of  
STEM

Biology

Different Departments  
have different  
Organization numbers

Budget  
Org: 330000

HR  
Org: 350000

Accounting  
Org: 223000

ATU  
Departments

Dean of STEM  
Org: 270100

Biology  
Org: 262000

## ATU Departments

Departments are arranged around VP areas. The following rules are generally true in regards to organization codes.

President starts with “1”

VPAA starts with “2”

VPAF starts with “3”

VPSS starts with “4” or “56”

VPA starts with “5” excluding “56”

Ozark starts with “6”

ATU  
Activities

On Campus Instruction

Student Services

ATU  
Activities

Institutional Support

Auxiliaries

Research



On Campus Instruction  
Prog: 200000

Student Services  
Prog: 240000

ATU  
Activities

Institutional Support  
Prog: 250000

Auxiliaries  
Prog: 350000

Research  
Prog: 210000

Program Codes represent various activities that go on and are based on NACUBO (National Association of College and University Business Officers) reporting criteria

Always use the Program code associated with the Index code you are working on unless specifically told to do something else.

ATU  
Account Codes

ATU  
Account Codes

You will have the option to budget in the following account codes

Maintenance and Operations  
70300 – Supplies and Services  
70400 – Travel  
70500 – Capital Outlay

Scholarships  
7080

ATU  
Index Codes

## ATU Index Codes

- Index codes are:
  - Generally 6 characters long and use numbers, letters, or symbols
  - Commonly used to reference budgets in conversation
  - References to predetermined combinations of a Fund, Org, and Programs
  - Used to facilitate quick and easy references to FOAP strings for requisitions and queries
  - Not used in actual budget transactions in banner

## ATU Index Codes

### Indexes and Budgeting

- Stick with the Fund, Org, and Program associated with your Index. Don't get creative.
- If you run into a budget that doesn't appear to have an Index and you are confused, contact Budget.
- Remember that Index codes reference specific Fund numbers and not just department Orgs.

Index:   AFBDGT   Budget

Fund:    110000   Russellville E&G

Org:     330000   Budget Office

Acct:

Prog:    250000   Inst Support



Index:   AFBDGT   Budget

Fund:    110000   Russellville E&G

Org:     330000   Budget Office

Acct:

Prog:    250000   Inst Support

70300

70400

70500

7080

Questions about FOAPs?

# Budget Development Training

## Overview

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  1. Overview
  2. Practice

## The Budget Equation

Revenue = Expense

Budgeted Revenue is  
what we anticipate  
bringing in through state  
appropriations, tuition,  
fees, and other revenue.

Budgeted Expense is  
what we anticipate  
spending on supplies,  
services, travel, capital,  
debt, scholarships,  
salaries and benefits.

# Revenue = Expense

## Revenue limits Expenses

Expense must fit within a reasonably estimated revenue total.

E&G Revenue will not be a part of individual department changes in budget development.

Auxiliary Revenue will be coordinated through the VPAF's office

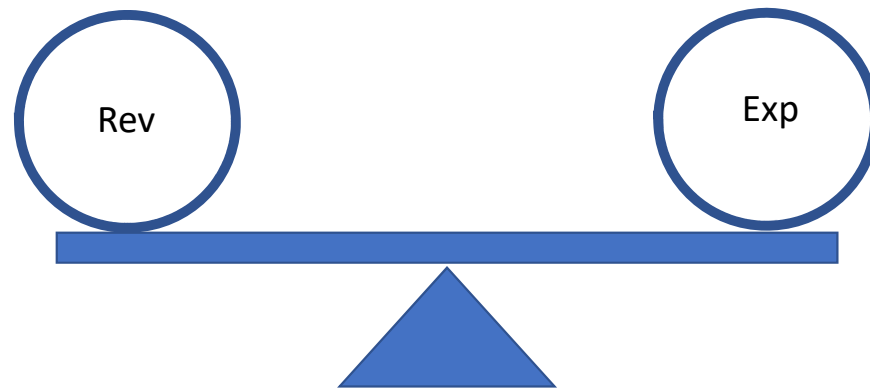


Revenue = Expense

Expense Changes Should Net to 0  
Unless...

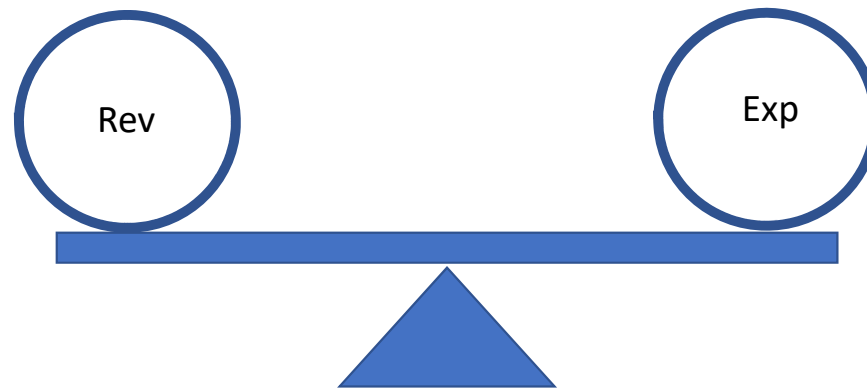
You have been given a net increase/decrease to enter from your VP

Revenue = Expense



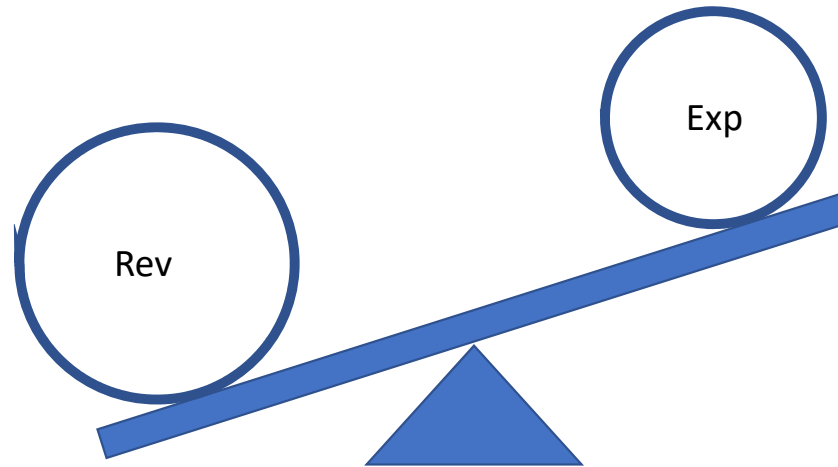
$$\text{Revenue} = \text{Expense}$$

What if we anticipate  
more revenue?



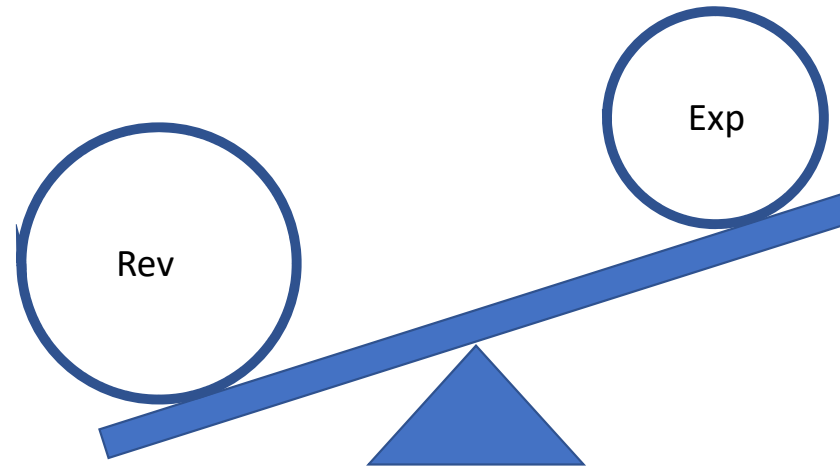
# Revenue $\neq$ Expense

What if we anticipate more revenue?



# Revenue $\neq$ Expense

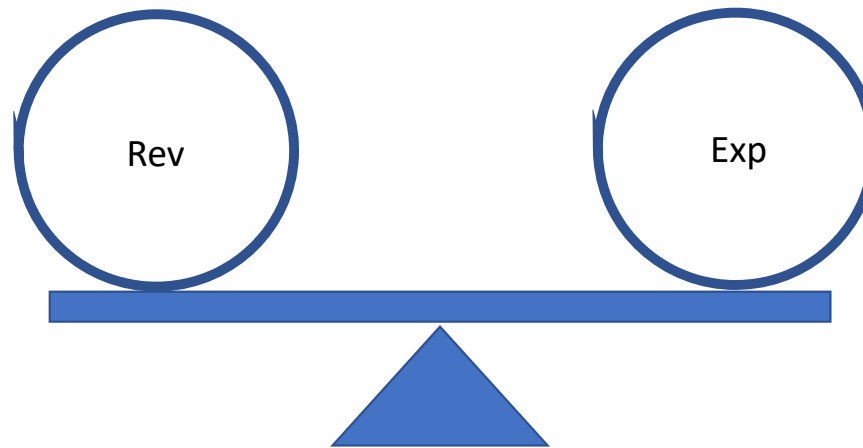
What if we anticipate more revenue?



We can increase expense.

# Revenue = Expense

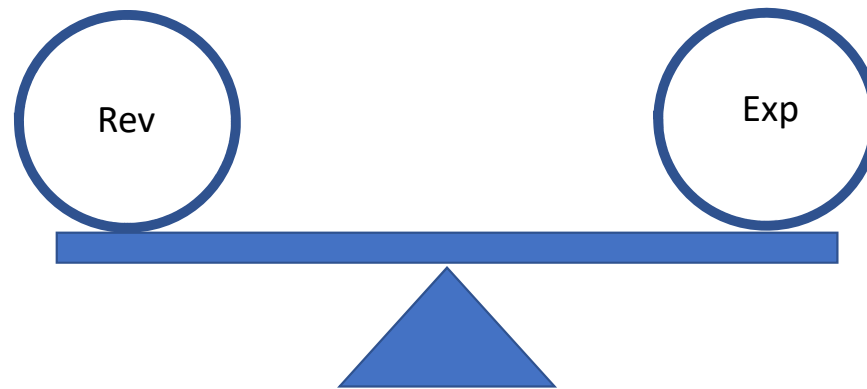
What if we anticipate more revenue?



We can increase expense.

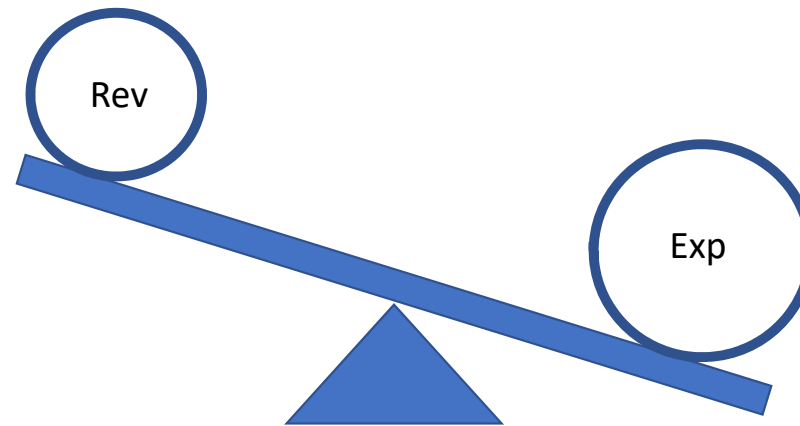
$$\text{Revenue} = \text{Expense}$$

What if we anticipate  
less revenue?



# Revenue $\neq$ Expense

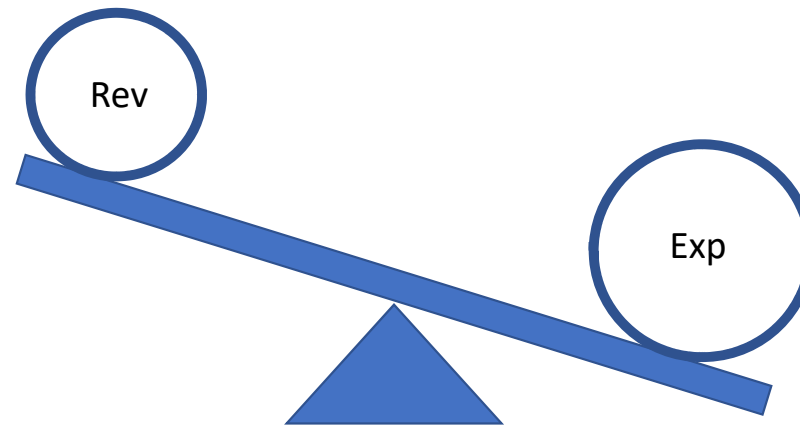
What if we anticipate  
less revenue?





# Revenue $\neq$ Expense

What if we anticipate less revenue?

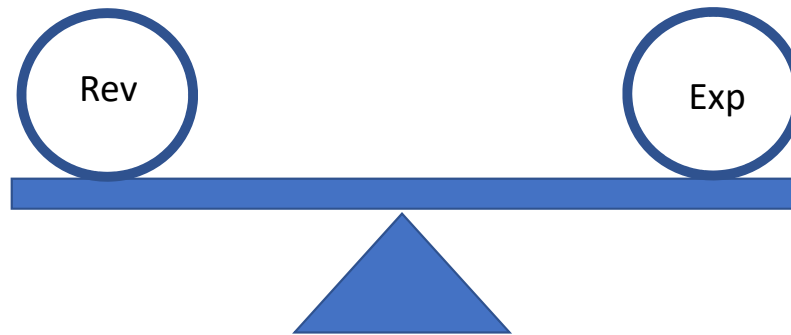


We have to decrease expense.

$$\text{Revenue} = \text{Expense}$$

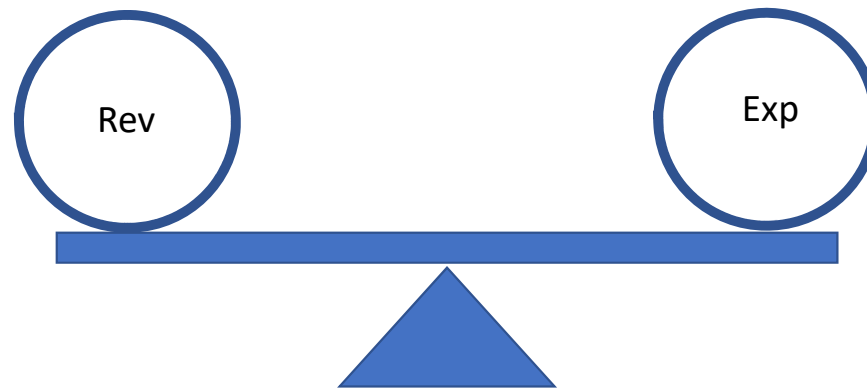
What if we anticipate less revenue?

We have to decrease expense.



$$\text{Revenue} = \text{Expense}$$

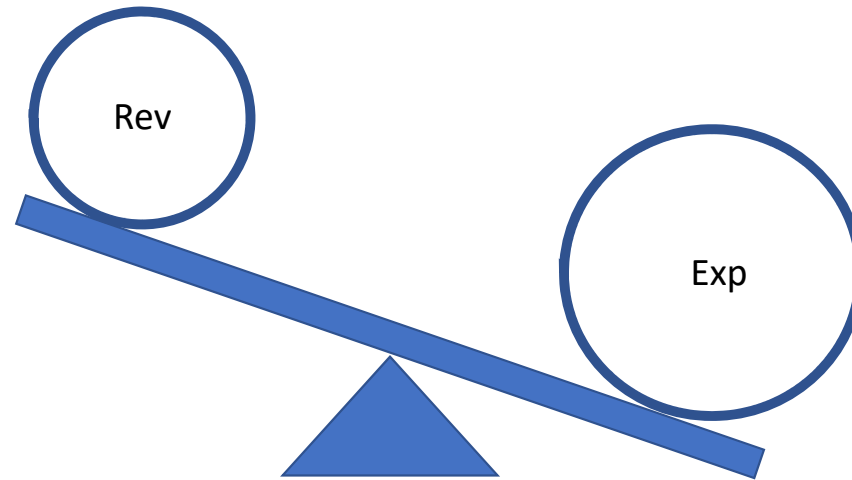
What if I go in and  
decide to increase the  
Budget Dept budget?



# Revenue $\neq$ Expense

What if I go in and  
decide to increase the  
Budget Dept travel  
budget?

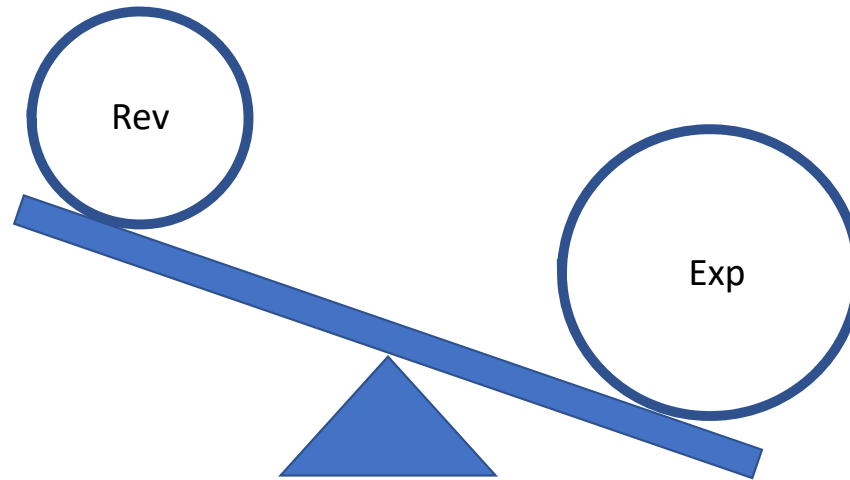
Can I increase revenue?



# Revenue $\neq$ Expense

What if I go in and decide to increase the Budget Dept travel budget?

Can I increase revenue?



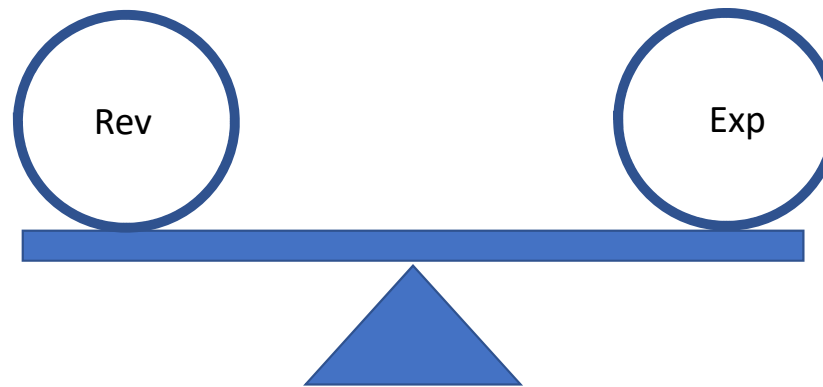
No

I will have to decrease a budget line someplace else.

# Revenue = Expense

What if I go in and  
decide to increase the  
Budget Dept travel  
budget?

Can I increase revenue?



No

I will have to decrease  
a budget line  
someplace else.

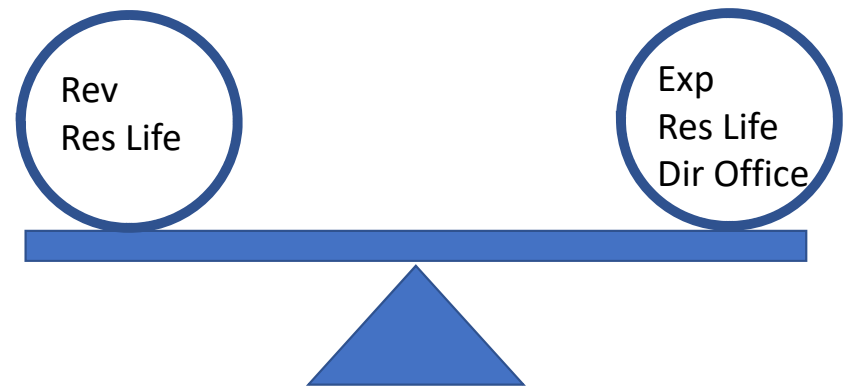
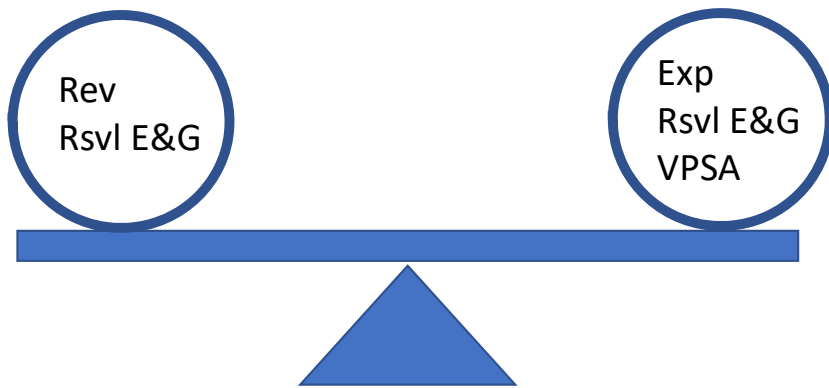
Questions about Rev/Exp?

How does the equation  
Revenue = Expense  
fit into  
FOAPs?



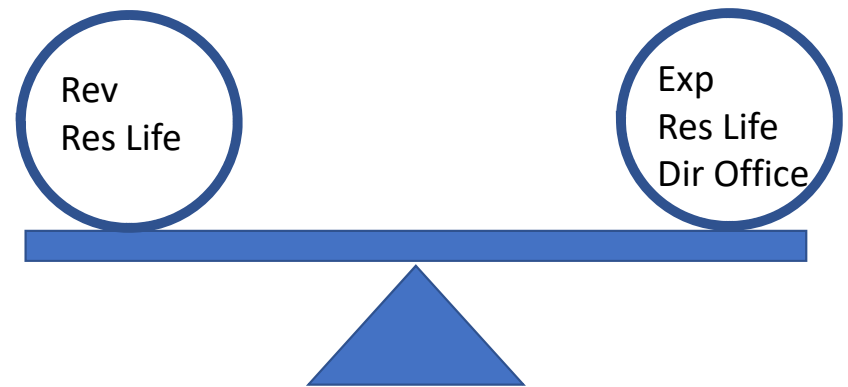
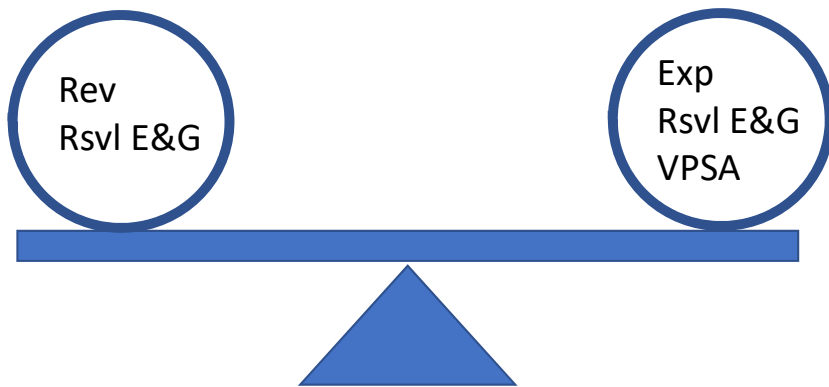
Revenue = Expense  
Must balance within  
each Fund Number

Revenue = Expense



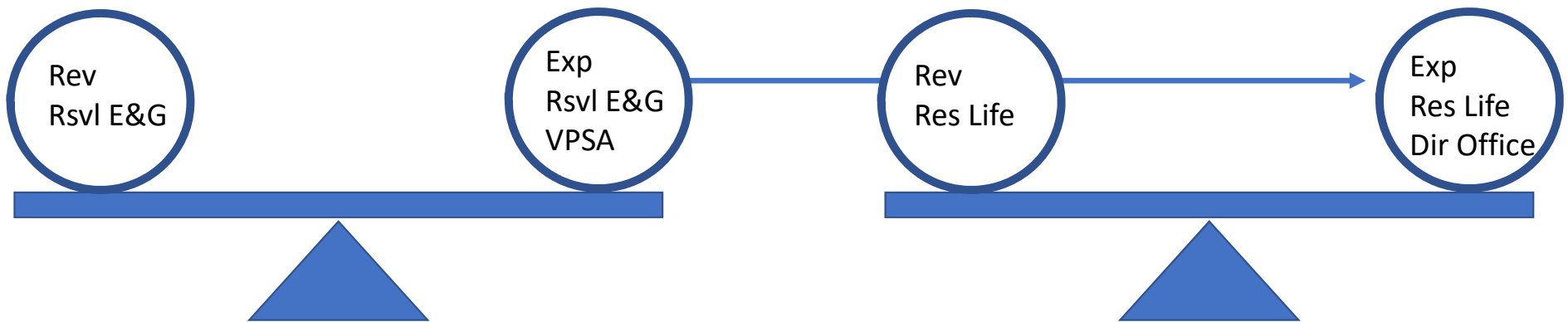
# Revenue = Expense

Can the VP of Student Affairs decrease their budget in Russellville E&G and increase the Directors budget in the Res Life Auxiliary?



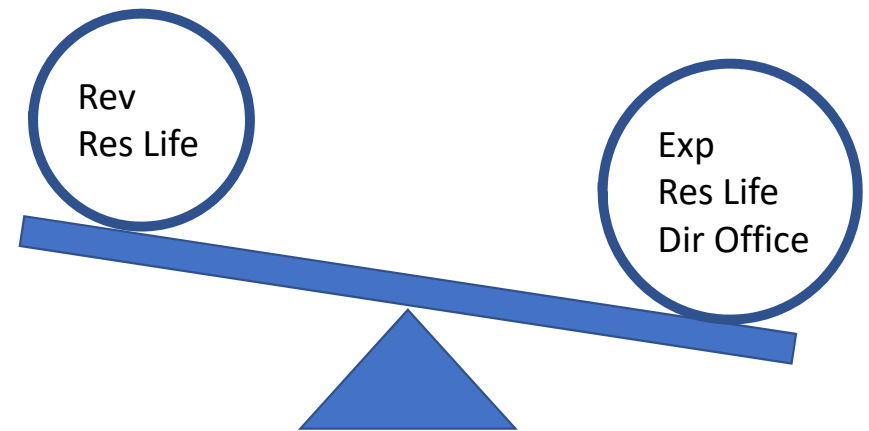
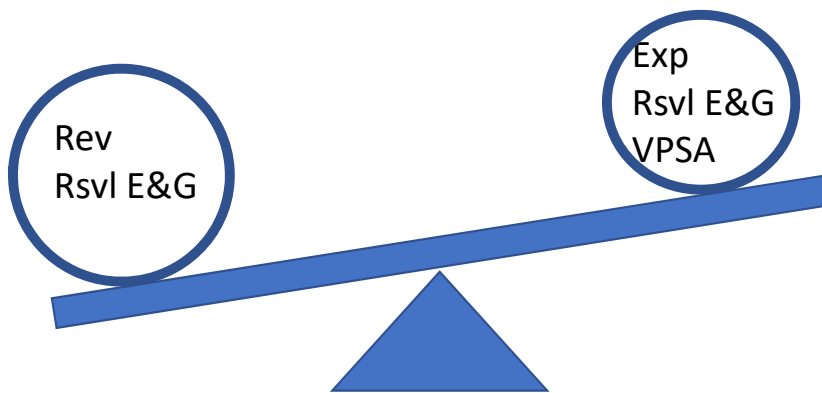
Can the VP of Student Affairs  
decrease their budget in  
Russellville E&G and increase  
the Directors budget in the  
Res Life Auxiliary?

Revenue = Expense



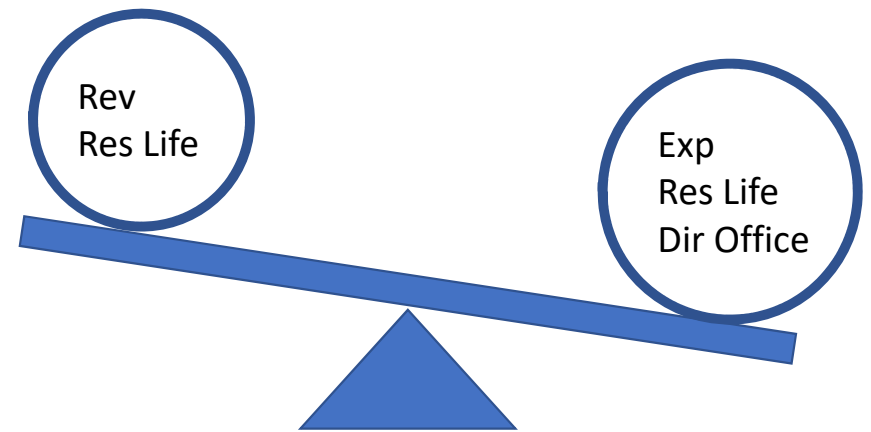
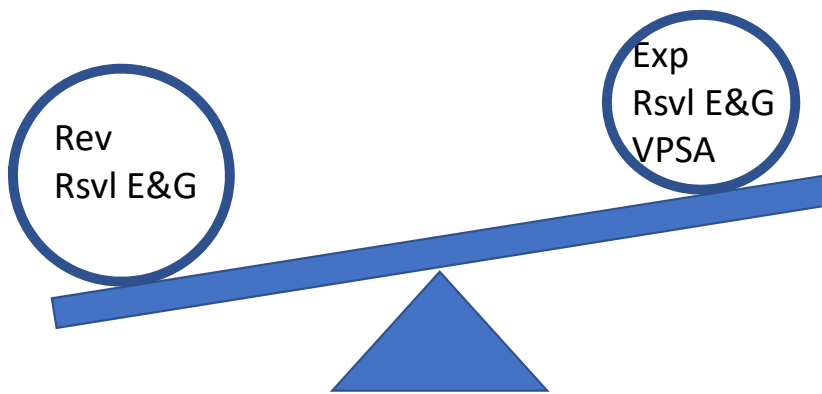
# Revenue = Expense

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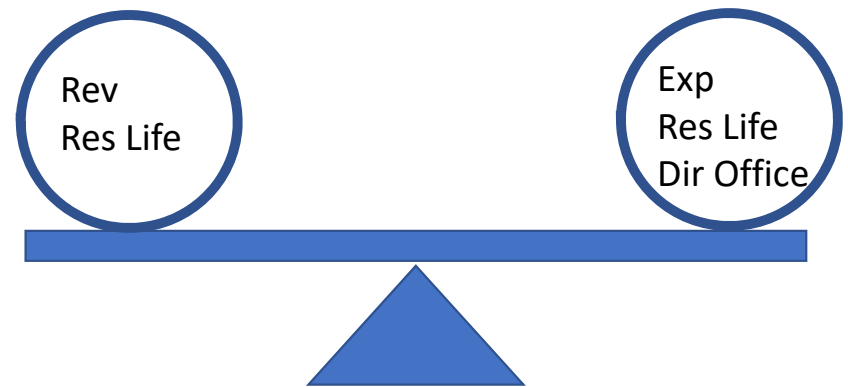
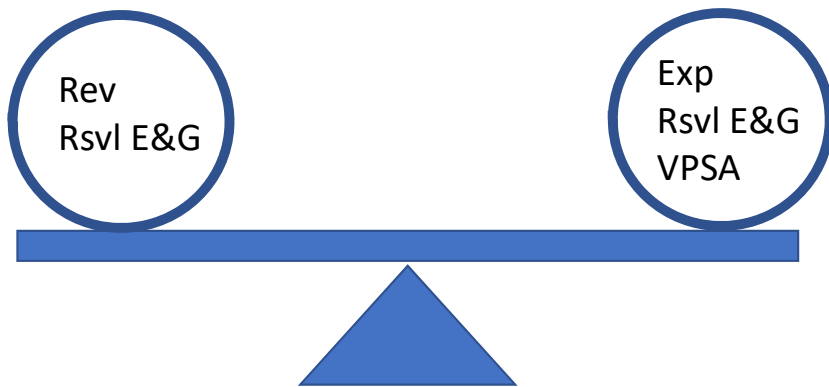
No!

Revenue = Expense



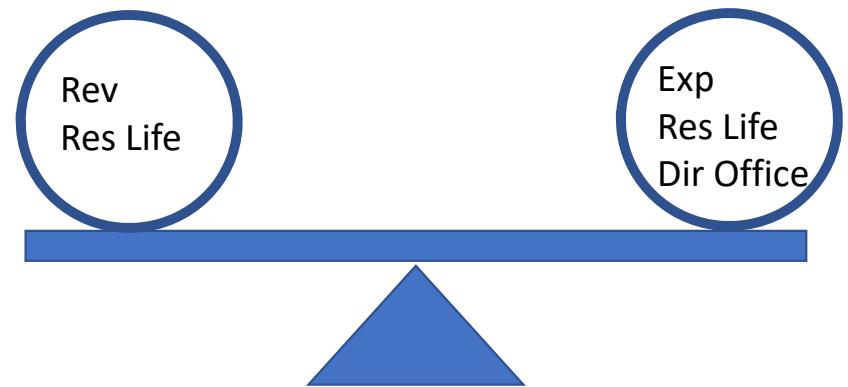
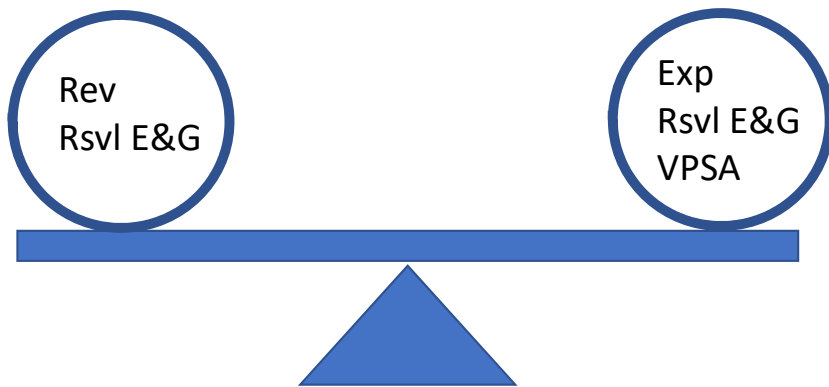
### Allowable Transfers

- You can move budget between Orgs within the same Fund
- You can move budget between different Accounts within the same Fund
- You can move budget between different Programs within the same Fund.



### Incorrect Transfers

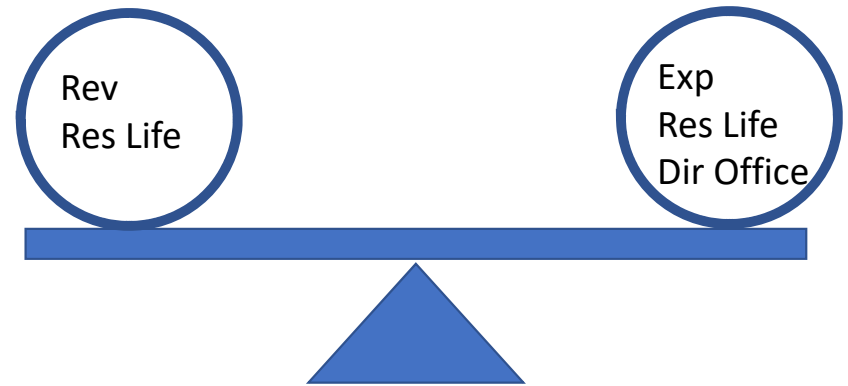
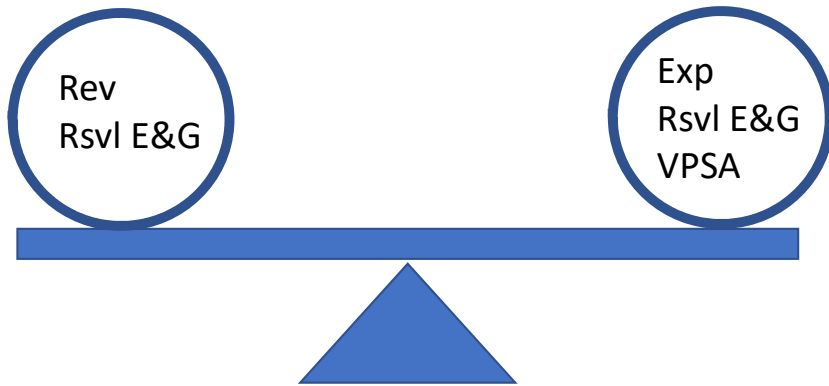
- Do not move budget between Funds.





\*\*\*Important Point\*\*\*

Be aware of the Fund associate with whatever Index Code you're working with because Index Codes with different Funds can look similar.



How do you balance a list of transactions?

How do you balance a list of transactions?

Index	Fund	Organization	Account	Program	Amount
AFBKAD			703000		(1,000.00)
AFBDGT			704000		<u>1,000.00</u>
					0.00

How do you balance a list of transactions?

Index	Fund	Organization	Account	Program	Amount
AFBKAD			703000		(1,000.00)
AFBDGT			704000		<u>1,000.00</u>
					0.00

Index	Fund	Organization	Account	Program	Amount
AFBKAD	151000	321000	703000	350000	(1,000.00)
AFBDGT	110000	330000	704000	250000	<u>1,000.00</u>
					0.00

How do you balance a list of transactions?

Index	Fund	Organization	Account	Program	Amount
AFBKAD			703000		(1,000.00)
AFBDGT			704000		<u>1,000.00</u>
					0.00

Index	Fund	Organization	Account	Program	Amount
AFBKAD	151000	321000	703000	350000	(1,000.00)
AFBDGT	110000	330000	704000	250000	<u>1,000.00</u>
					0.00

Group your transactions by Fund to balance.

How do you balance a list of transactions?

Index	Fund	Organization	Account	Program	Amount	Position#
ASSESS	110000	211185	70300	240000	5,000.00	
AADIST	110000	211533	70300	240000	(2,000.00)	
SVADCL	110000	420020	602010	240000	(16,459.00)	134013
AFBDGT	110000	330000	704000	250000	<u>1,000.00</u>	
					(12,459.00)	

How do you balance a list of transactions?

Index	Fund	Organization	Account	Program	Amount	Position#
ASSESS	110000	211185	70300	240000	5,000.00	
AADIST	110000	211533	70300	240000	(2,000.00)	
SVADCL	110000	420020	602010	240000	(16,459.00)	134013
AFBDGT	110000	330000	704000	250000	<u>1,000.00</u>	
					(12,459.00)	

Index	Fund	Organization	Account	Program	Amount	Position#
ASSESS	110000	211185	70300	240000	5,000.00	
AADIST	110000	211533	70300	240000	(2,000.00)	
SVADCL	110000	420020	602010	240000	(16,459.00)	134013
AFBDGT	110000	330000	704000	250000	<u>13,459.00</u>	
					0.00	

Once you group the changes by Fund, the change amounts should add up to 0.00

Questions about Rev/Exp and  
FOAPs?



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Expenses

## Expenses

Pull out your Guidelines  
For Budget Changes sheet

Salaries

Benefits

Maintenance & Operations

Debt Service

Scholarships

Reserves

## Salaries

### Accounts

- Non-Classified: 601
- Classified: 602
- Extra Labor: 603
- College Work Study: 604
- Non-Work Study: 605
- Graduate Assistants: 606

Salary budgets originate on the Position Record and have a different pathway for budget changes than other budget lines.

## Budget Salary Planning Report

Fiscal Year  Position Orgn

### Block 1: Position Budget Filtered By Primary Organization

POSN	EMPLOYEE	PTOT ORGN	PTOT BUDGET	PLBD ACCT	PLBD FUND	PLBD ORGN	PLBD ACCT	PLBD PROG	PLBD PERCENT	PLBD BUDGET
G00187		420020	\$89,674.30	SVADCL	110000	420020	606310	240000	100	\$89,674.30
300186		251100	\$77,625.60	AH0005	110000	251100	601350	200000	80	\$62,100.48
300186		251100	\$77,625.60	AH0005	110000	251100	601353	210000	10	\$7,762.56
300186		251100	\$77,625.60	AH0005	110000	251100	601353	200600	10	\$7,762.56
300123		270700	\$79,969.28	ST0004	110000	270700	601350	200000	60	\$47,981.57
300123		270700	\$79,969.28	ST0004	110000	270700	601353	210000	30	\$23,990.78
300123		270700	\$79,969.28	ST0004	110000	270700	601353	200600	10	\$7,996.93
G00067		270500	\$0.00	ST0003	110000	270500	606350	200000	95	\$0.00
G00067		270500	\$0.00	ST0003	110000	270500	606353	210000	5	\$0.00
G00068		270700	\$0.00	ST0004	110000	270700	606353	210000	75	\$0.00
G00068		270700	\$0.00	ST0004	110000	270700	606350	200000	25	\$0.00
3,661 items		420020	\$14,400.10	SVADCL	110000	420020	6060	240000	100	\$14,400.10

### Block 2: Position Budget Filtered By Labor Distribution Organization

POSN	EMPLOYEE	PTOT ORGN	PTOT BUDGET	PLBD ACCT	PLBD FUND	PLBD ORGN	PLBD ACCT	PLBD PROG	PLBD PERCENT	PLBD BUDGET
G00187		420020	\$89,674.30	SVADCL	110000	420020	606310	240000	100	\$89,674.30
300186		251100	\$77,625.60	AH0005	110000	251100	601350	200000	80	\$62,100.48
300186		251100	\$77,625.60	AH0005	110000	251100	601353	200600	10	\$7,762.56
300186		251100	\$77,625.60	AH0005	110000	251100	601353	210000	10	\$7,762.56
300123		270700	\$79,969.28	ST0004	110000	270700	601350	200000	60	\$47,981.57
300123		270700	\$79,969.28	ST0004	110000	270700	601353	210000	30	\$23,990.78
300123		270700	\$79,969.28	ST0004	110000	270700	601353	200600	10	\$7,996.93
G00067		270500	\$0.00	ST0003	110000	270500	606350	200000	95	\$0.00
G00067		270500	\$0.00	ST0003	110000	270500	606353	210000	5	\$0.00
G00068		270700	\$0.00	ST0004	110000	270700	606353	210000	75	\$0.00
G00068		270700	\$0.00	ST0004	110000	270700	606350	200000	25	\$0.00
3,661 items		420020	\$14,400.10	SVADCL	110000	420020	6060	240000	100	\$14,400.10

Fiscal Year  Account Index

### Block 3: EPS Employee Contracts Filtered By Account Index

POSN	EMPLOYEE	CONTRACT PAY	ACCT Code	Fund Code	ORGN Code	ACCT Code	PROG Code	ACCT %	ACCT Amount
G00187		\$13,944.00	SVADCL	110000	420020	6060	240000	100	\$13,944.00
A00052		\$4,200.00	AH0005	110000	251100	601350	200000	100	\$4,200.00
300186		\$74,258.00	AH0005	110000	251100	601350	200000	80	\$59,406.00
300186		\$74,258.00	AH0005	110000	251100	601353	210000	10	\$7,426.00
300186		\$74,258.00	AH0005	110000	251100	601353	200600	10	\$7,426.00
300123		\$76,500.00	ST0004	110000	270700	601350	200000	60	\$45,900.00
300123		\$76,500.00	ST0004	110000	270700	601353	210000	30	\$22,950.00
300123		\$76,500.00	ST0004	110000	270700	601353	200600	10	\$7,650.00
A00046		\$4,200.00	AH0002	110000	250200	601350	200000	100	\$4,200.00
G00067		\$6,400.00	ST0003	110000	270500	606350	200000	100	\$6,400.00
G00068		\$6,400.00	ST0004	110000	270700	606353	210000	75	\$4,800.00
2,229 items		\$6,400.00	ST0004	110000	270700	606350	200000	25	\$1,600.00

Salaries

Benefits

Maintenance & Operations

Debt Service

Scholarships

Reserves

## Benefits

### Accounts

- Benefits: 6080

Benefit changes will be done by the Budget Office for FY24.

### General Benefit Rules

- Adding a new position requires funding an estimate of full benefits. Estimate requests can be directed to the Budget Office or you can use the Excel Salary Change Tool.
- Removing a position nets only the salary amount. Exceptions must be approved through the VPAF.
- Annual Salary increases require a percentage calculation. Refer to the budget transfers guidelines
  - $(FY24 \text{ Salary} - FY23 \text{ Salary}) \times \% = \text{Benefit Increase.}$



## Moving funds between M&O 7 accounts and Salary/Benefit 6 accounts

- a. When is it appropriate
  - i. You have full approval from the position review committee to add a new position. If you have a request in the works and the position won't be filled until the new fiscal year don't panic, that position can be funded in July and added to the FY25 base budget.
  - ii. You increased someone's pay during the current fiscal year and need to cover the increase.
  - iii. You hired someone at a lower annual rate and have an excess.
  - iv. You want to increase/decrease NWS or Extra Labor lines.

## Moving funds between M&O 7 accounts and Salary/Benefit 6 accounts

- a. If you increase a salary line you must also increase benefits.
  - i. Overloads/adjuncts/Current Employees
    - 1. TIAA 16%
    - 2. Teacher 23%
    - 3. State 23%
    - 4. Adjuncts 23%
    - 5. Unknown 20%
  - ii. Grad Assts .13% (WC only)
  - iii. NWS .13% (WC only)
  - iv. Extra Labor 8%
  - v. New Full Time Position amount =  $(\text{Annual Salary} \times 20\%) + 7,600$   
(Insurance est)

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- iii. Delete all other positions you aren't changing.
- iv. Email the Excel File to the Budget office with a quick description of what you're doing.

# Budget Salary Planner Extract

Fiscal Year : Salary Planner Extract Code - Scenario 2024 : FY24BASE - FY24BASE1

Position Orgn ALL

## Block 1: Position Budget Totals

POSN	EMPLOYEE	ORGN_CODE	PTOT_EFF_DATE	BUDGET	BUDGET_PROPOSED	CHANGE_PERCENT	CHANGE_AMOUNT
G00187		420020	07/01/2023	0.00	85784.00		85784.00
300186		251100	07/01/2023	0.00	74258.00		74258.00
300123		270700	07/01/2023	0.00	76500.00		76500.00
G00067		270500	07/01/2023	0.00	0.00	0	0.00
G00068		270700	07/01/2023	0.00	0.00	0	0.00
G00202		420035	07/01/2023	0.00	13784.00		13784.00
300192		270800	07/01/2023	0.00	75480.00		75480.00
300249		264000	07/01/2023	0.00	53912.00		53912.00
400601		180100	07/01/2023	0.00	53550.00		53550.00
G00076		282000	07/01/2023	0.00	0.00	0	0.00
027404		400000	07/01/2023	0.00	40160.00		40160.00
136412		361500	07/01/2023	0.00	73631.00		73631.00
2,663 items							

## Block 2: Position Budget By Labor Distribution

POSN	EMPLOYEE	ORGN_POSN	PERCENT	BUDGET	ACCI_CODE	FUND_CODE	ORGN_CODE	ACCT_CODE	PROG_CODE
G00187		420020	100	85784.00	SVADCL	110000	420020	606310	240000
300186		251100	80	59406.40	AH0005	110000	251100	601350	200000
300186		251100	10	7425.80	AH0005	110000	251100	601353	200600
300186		251100	10	7425.80	AH0005	110000	251100	601353	210000
300123		270700	60	45900.00	ST0004	110000	270700	601350	200000
300123		270700	30	22950.00	ST0004	110000	270700	601353	210000
300123		270700	10	7650.00	ST0004	110000	270700	601353	200600
G00067		270500	95	0.00	ST0003	110000	270500	606350	200000
G00067		270500	5	0.00	ST0003	110000	270500	606353	210000
G00068		270700	75	0.00	ST0004	110000	270700	606353	210000
G00068		270700	25	0.00	ST0004	110000	270700	606350	200000
3,533 items									

## Salary Change Tool

Current Salary	202,000.00		x	TIAA	15.94%		7,651.20
Proposed Salary	250,000.00			Teacher	22.94%		
Change Amount	48,000.00			State	23.26%		
Change Percent	23.76%			Adjuncts	22.94%		
				Grad Assts	0.13% (WC only)		
				NWS	0.13% (WC only)		
				Extra Labor	7.94%		
				Health Insurance		7,600.00	
							7,651.20
Budget Lines by Amount	Amount	Percent					
1	10,000.00	4.00%					
2	20,000.00	8.00%					
3	75,000.00	30.00%					
4	0.00	0.00%					
5	0.00	0.00%					
6	0.00	0.00%					
7	0.00	0.00%					
	105,000.00	42.00%					
Budget Lines by Percent							
1	25,000.00	10.00%					
2	25,000.00	10.00%					
3	100,000.00	40.00%					
4	0.00	0.00%					
5	0.00	0.00%					
6	0.00	0.00%					
7	0.00	0.00%					
	150,000.00	60.00%					

1. Enter Starting and Proposed Salary. If the position wasn't budgeted at the beginning of FY23 the Current Salary will be 0.
2. You can calculate by either amount or percent given the situation however you must update both in the salary planner spreadsheets.
3. Calculate benefits by putting an x in the cell next to the appropriate benefit type. If it is a new position, include Health Insurance.

**\*\*\*Fund numbers and Salary Changes\*\*\***

It's easy to accidentally transfer budgets between fund numbers if there are multiple distribution lines associated with a position.

Salaries

Benefits

Maintenance & Operations

Debt Service

Scholarships

Reserves

## Maintenance & Operations

70300 – Supplies and Services

70400 – Travel

70500 – Capital Outlay

Starting in FY24 these accounts will be actual budget lines in banner that will limit your ability to enter requisitions. This means you will have to transfer between these account numbers throughout the fiscal year as you spend funds.

We are working to have the My Journals tool in OneTech working so that basic budget transfers will be quicker and easier to process by the beginning of the year.



Salaries

Benefits

Maintenance & Operations

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## Debt Service

7060 – Only use this if you already have debt service lines in your budget and you've confirmed any changes with the Suzanne McCall in accounting.

## Scholarships

7080 – Only use this if you already have scholarship lines in your budget or have confirmed that you are supposed to add them.

## Reserves

700R – This account is used to budget funds where later use is contingent on some type of revenue or condition. If you see this and feel the need to change it please contact the Budget Office first.

Questions about Expenses?

# Budget Development Training

## Overview

1. ATU and FOAPs ✓
2. The Budget Equation ✓
3. Expenses ✓
  1. Operations
  2. Salaries
4. Budget Development Overview
5. Budget Queries
6. Budget Development
  1. Overview
  2. Practice

## Budget Development

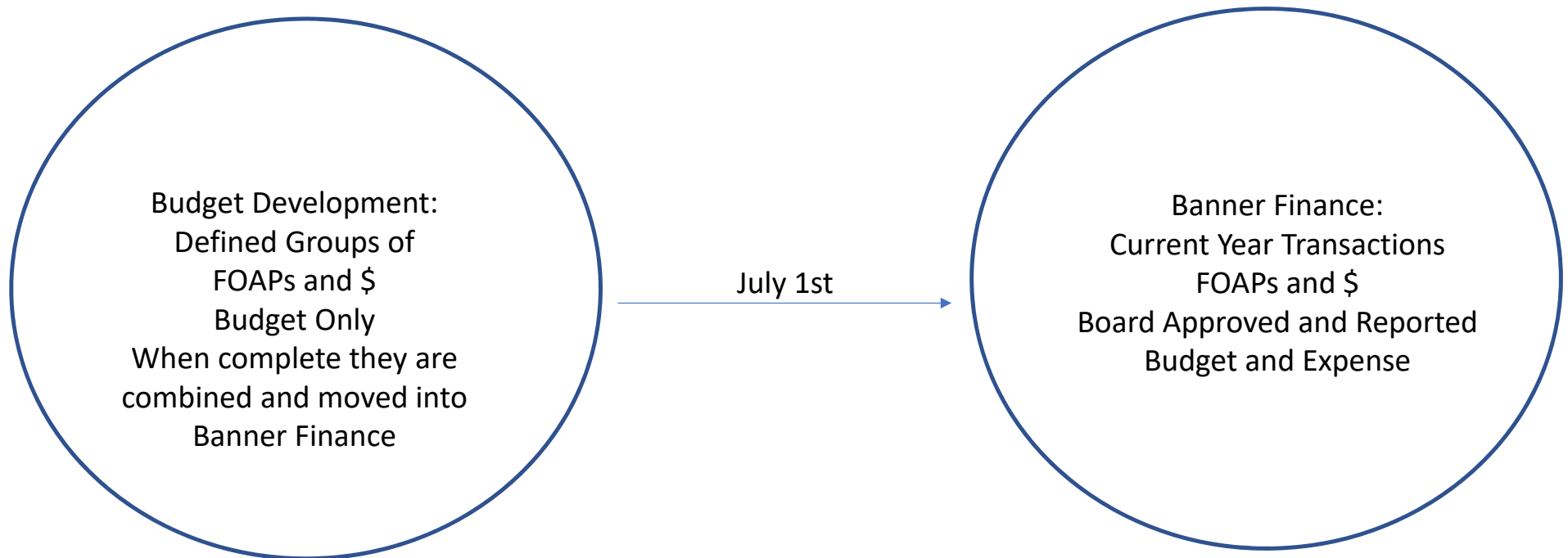
What is it?

## Budget Development

Budget Development:  
Defined Groups of  
FOAPs and \$  
Budget Only  
When complete they are  
combined and moved into  
Banner Finance

Banner Finance:  
Current Year Transactions  
FOAPs and \$  
Board Approved and Reported  
Budget and Expense

## Budget Development



## Budget Development

Budget ID: FY24

The Budget ID defines the  
group of budgets we're  
working with.



## Budget Development

Budget ID: FY24

Budget Phases: Multiple  
This is where changes to  
budget amounts are made

## Budget Development

Budget ID: FY24

Phase: BASE

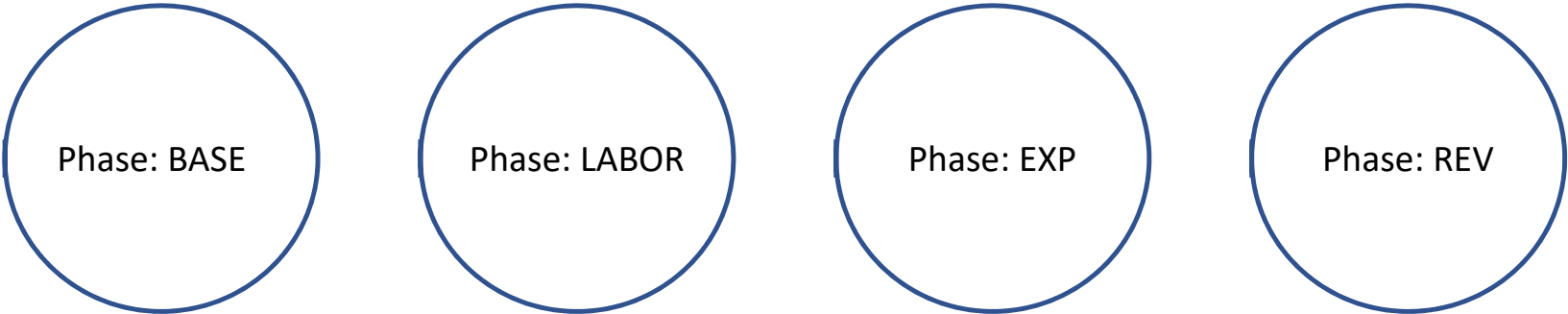
Phase: LABOR

Phase: EXP

Phase: REV

## Budget ID: FY24

- We have different Phases to capture changes to different account sets.
- The term “Phase” specifically refers to a group of Budget Development Transactions.
- Just because a Phase exists, doesn’t mean it’s meant for you to change. You will be notified of which Phase to use at what time.



Phase: BASE

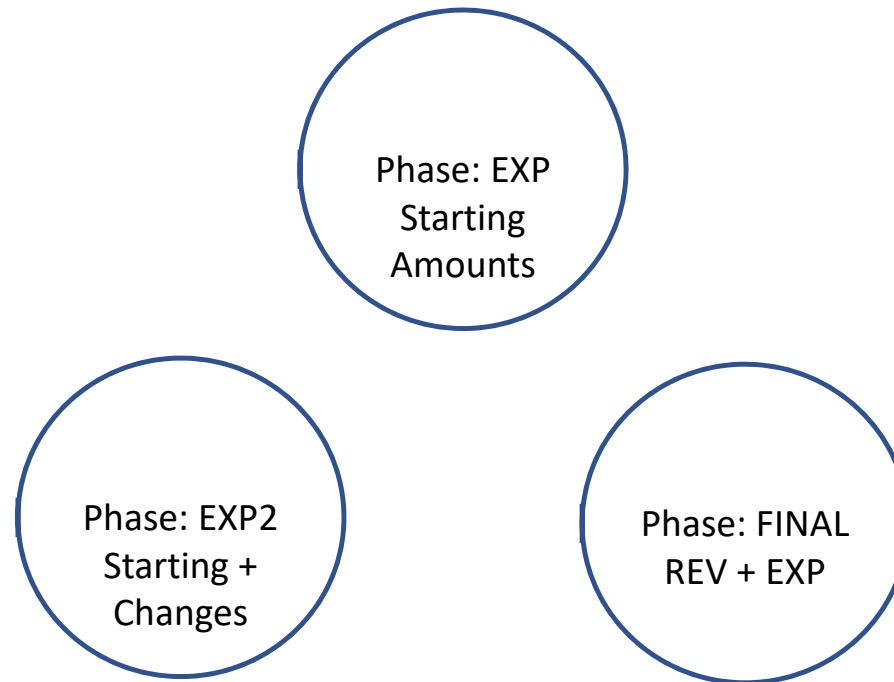
Phase: LABOR

Phase: EXP

Phase: REV

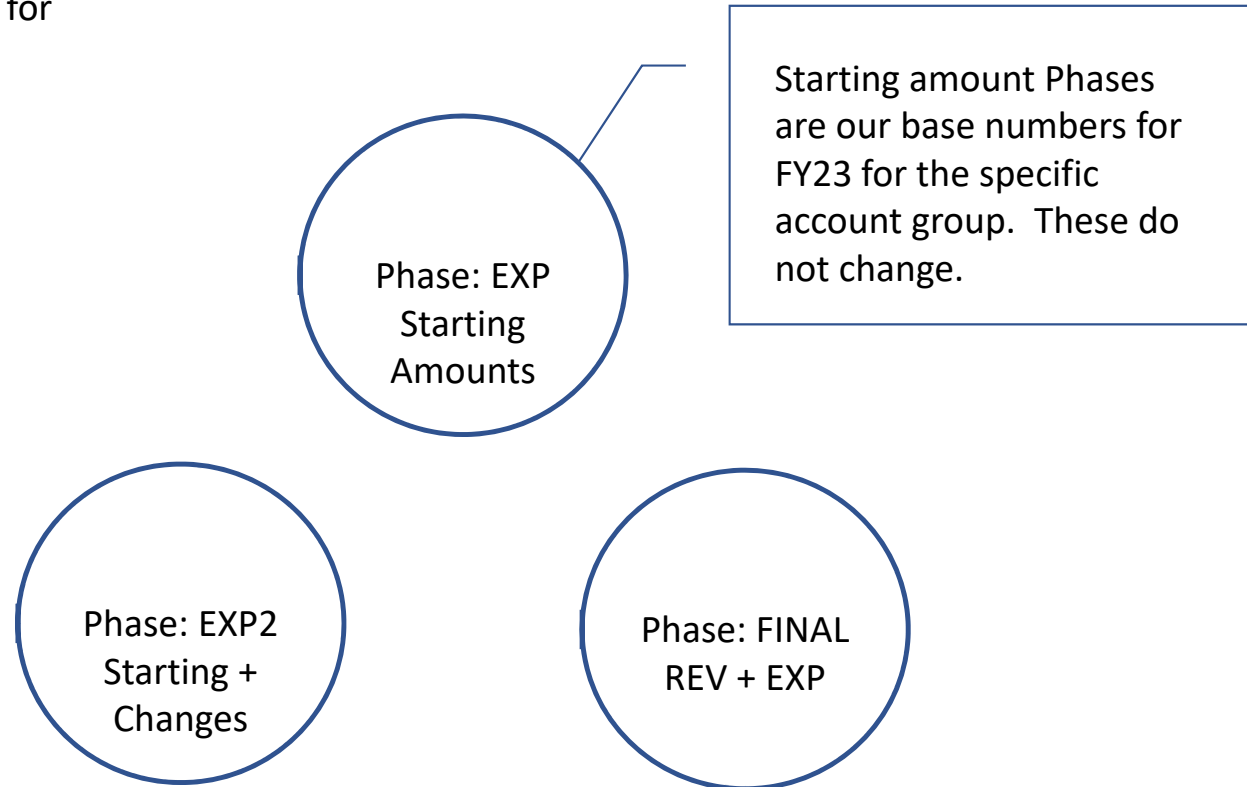
Budget ID: FY24

Why are there multiple Phases for the same thing?



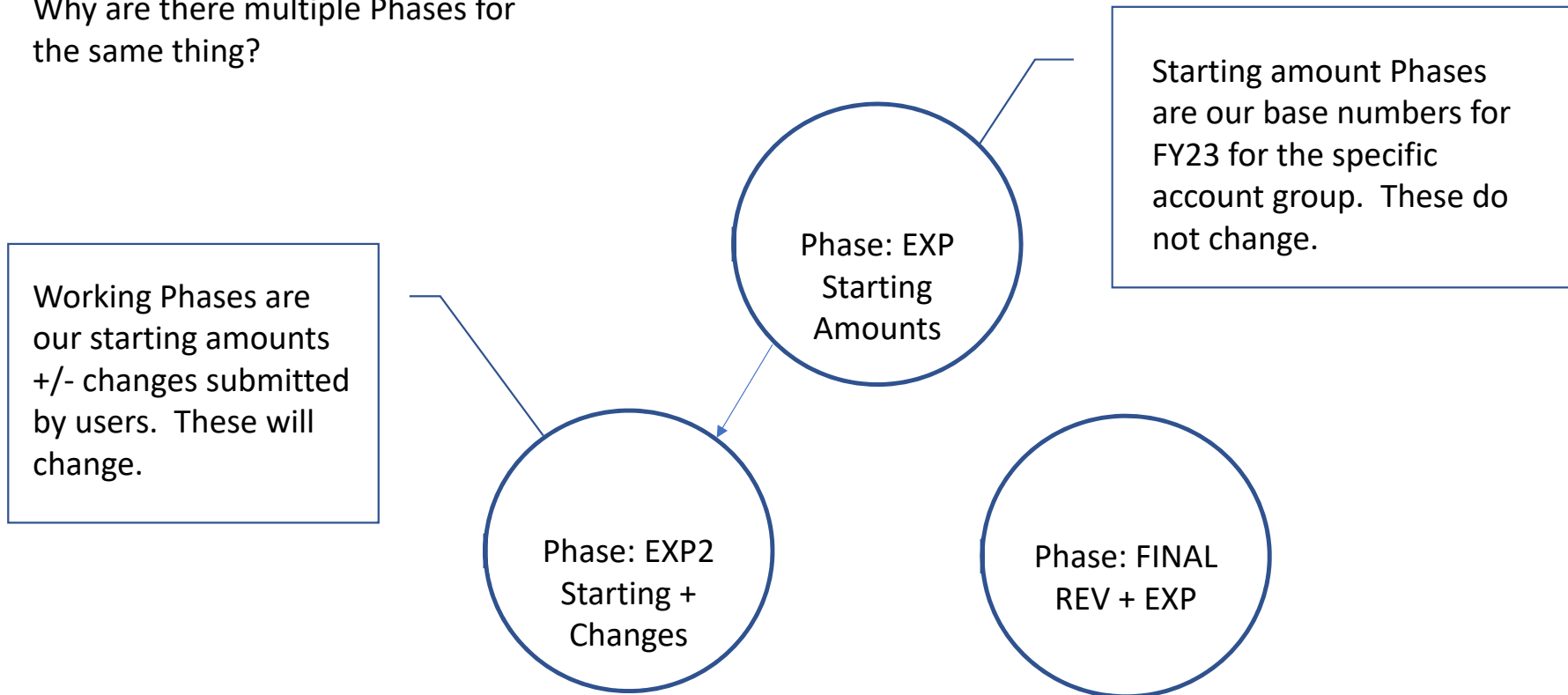
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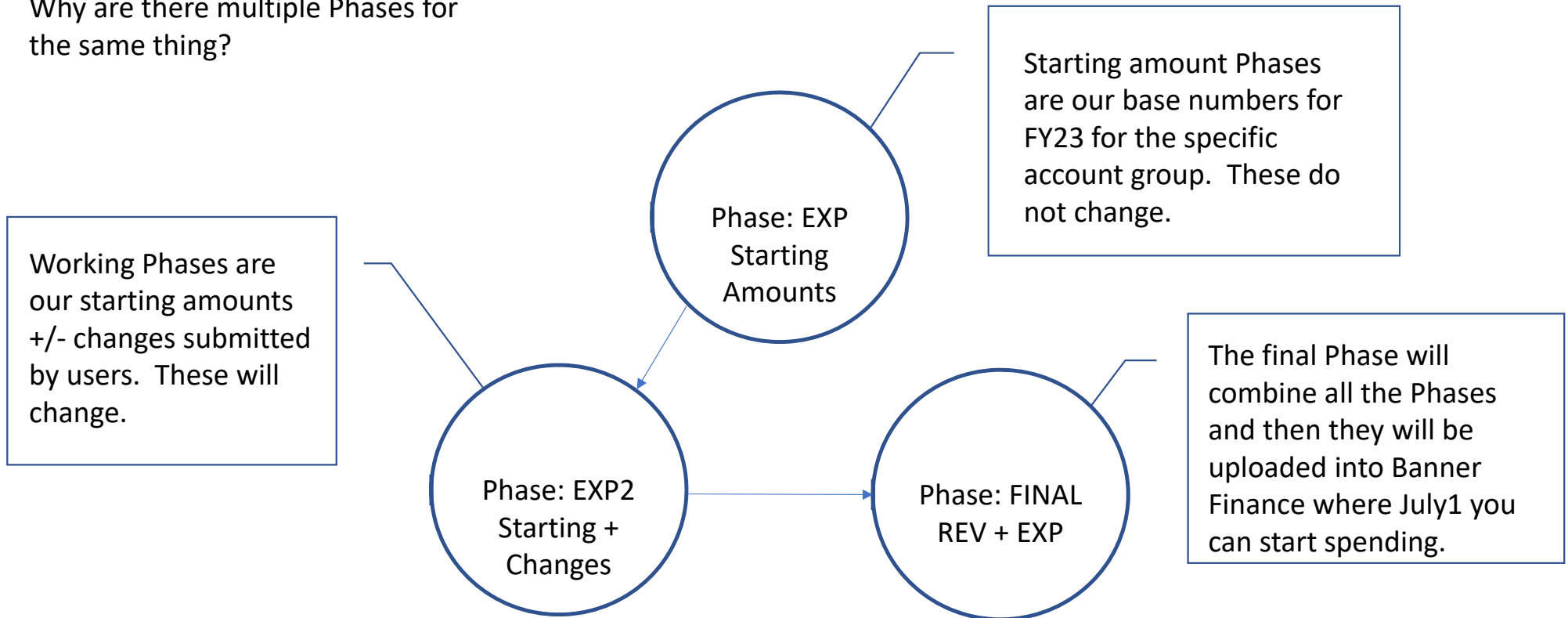
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Budget ID: FY24

- Labor is a little different than revenue and expense.

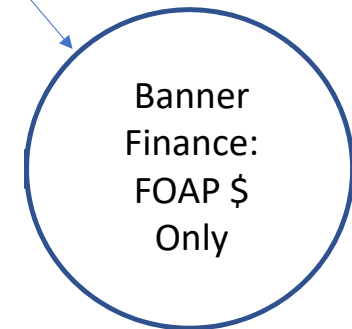
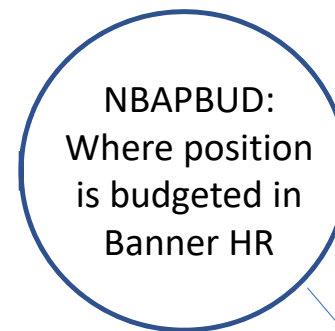
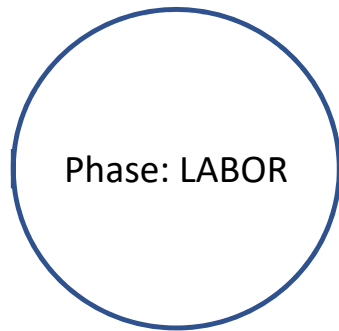


Phase: LABOR



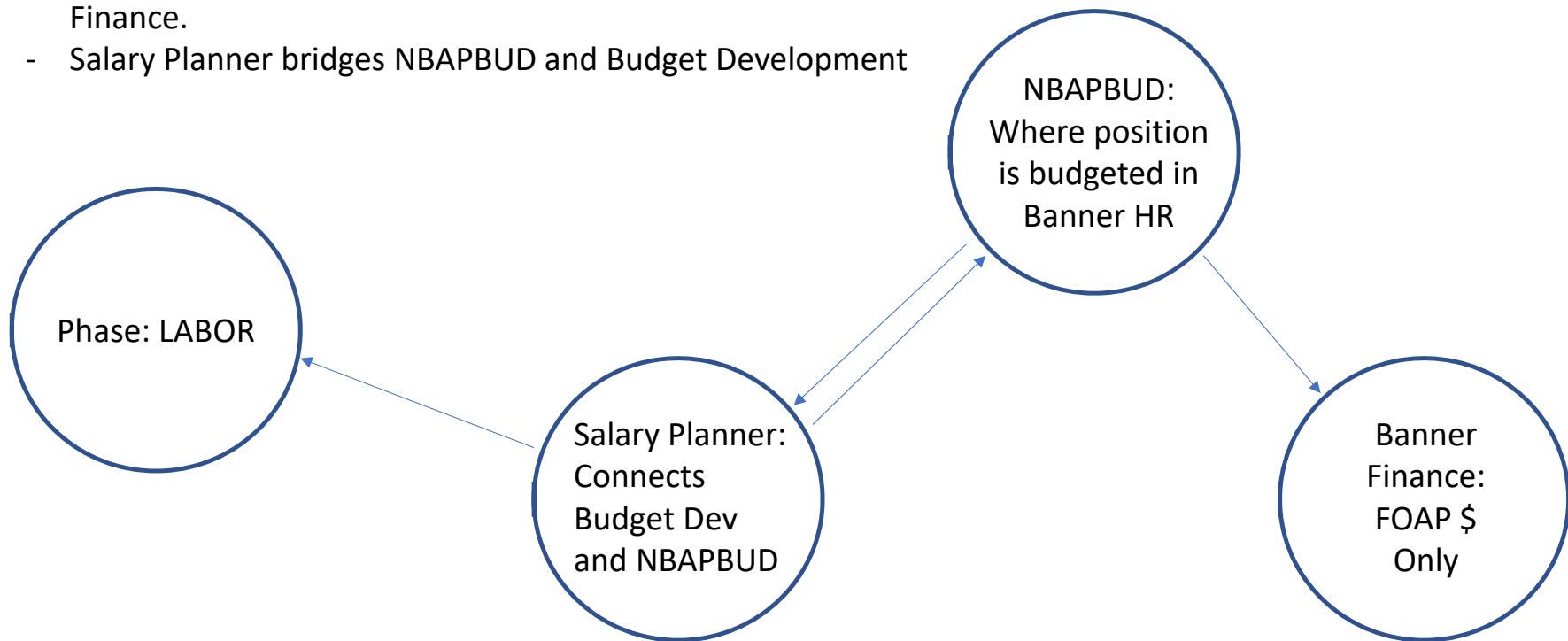
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- Labor is a little different than revenue and expense.
- Budgets are applied to the position number in Banner HR and then the FOAP and \$ get posted in Banner Finance.



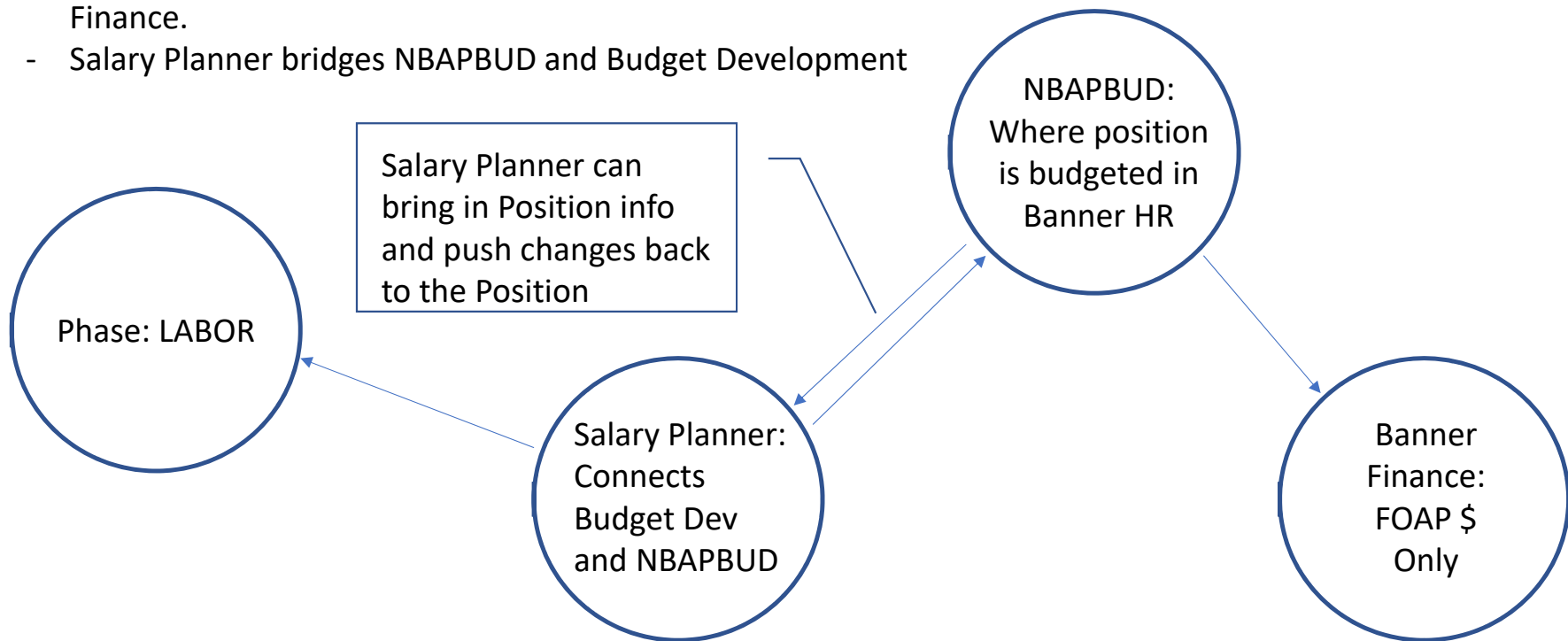
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- Salary Planner bridges NBAPBUD and Budget Development



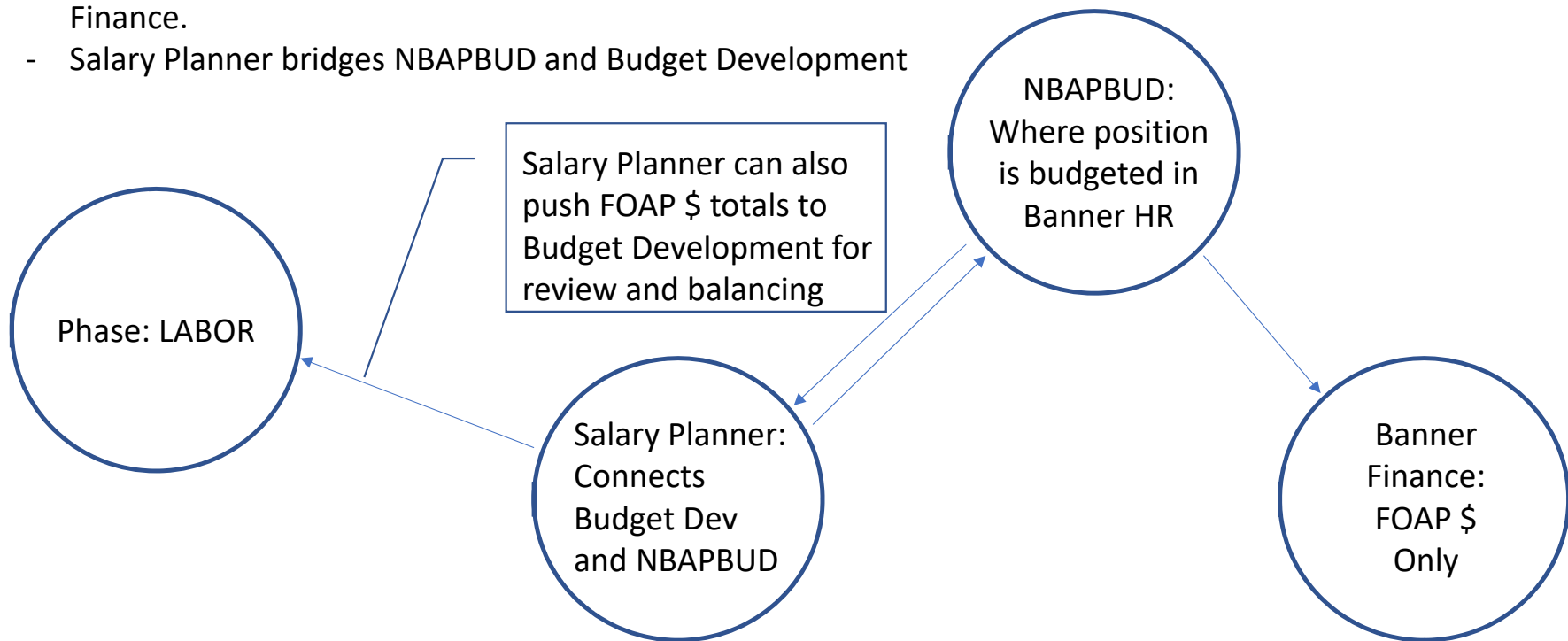
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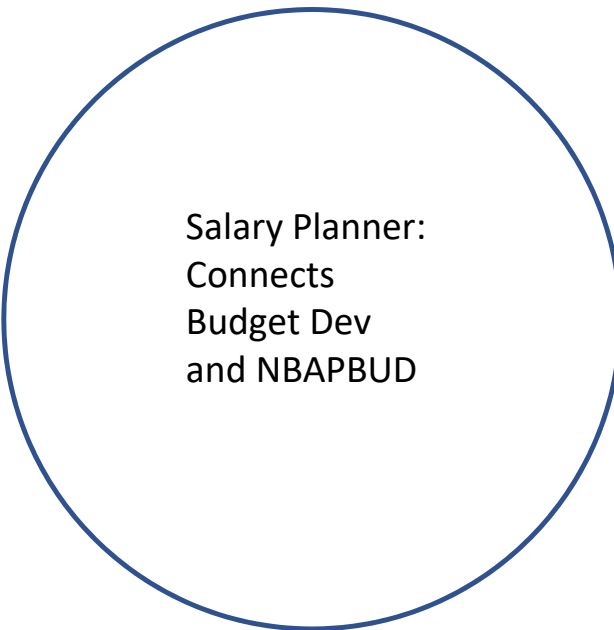


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Salary Planner:  
Connects  
Budget Dev  
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The Budget Salary Planner Extract report pulls the data that Salary Planner took from the positions.

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Budget ID: FY24

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OIS will upload your changes back into Salary Planner. That way we can reference the totals in Budget Development and push the final numbers back into the Positions in Banner HR.

in both files.  
update the Budget,  
ent, and Change\_Amount fields.  
ution Block2:  
budget then update the Budget

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# Banner Finance

Log into: <https://experience-test.elluciancloud.com/atutest/>