

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?”

Budget Development Training

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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.

Budget Development 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

Accounting
Org: 223000

HR
Org: 350000

Budget
Org: 330000

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

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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.

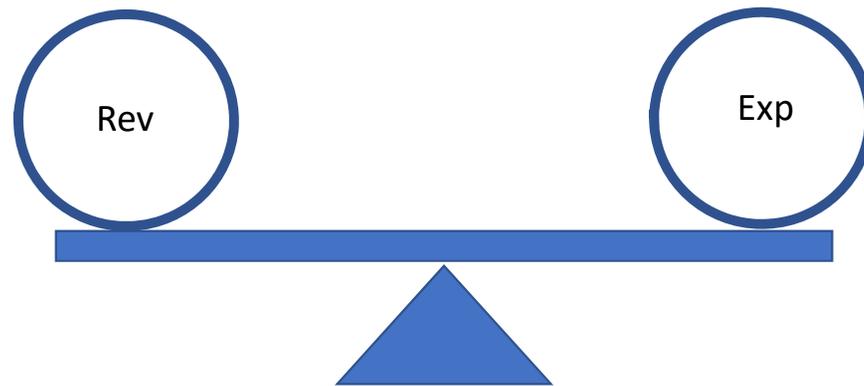
Auxiliary Revenue will be coordinated through the VPAF's office

Revenue = Expense

Expense Changes Should Net to 0
Unless...

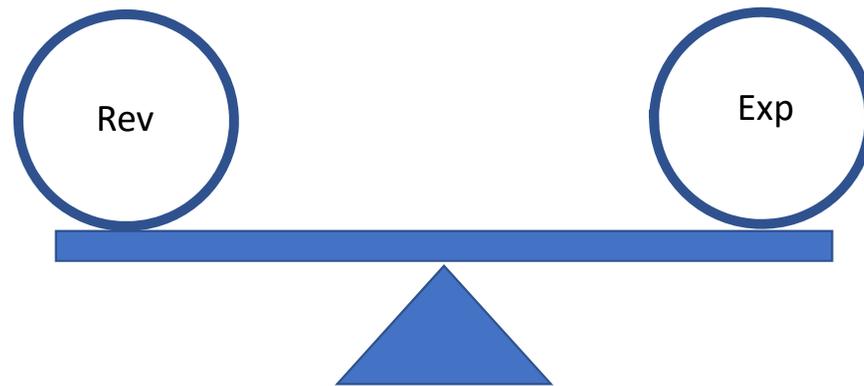
You have been given a net increase/decrease to enter from your VP

Revenue = Expense



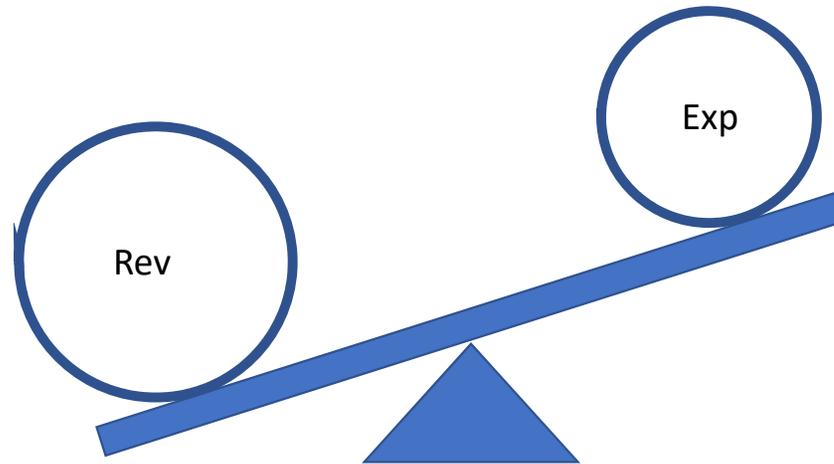
Revenue = Expense

What if we anticipate more revenue?



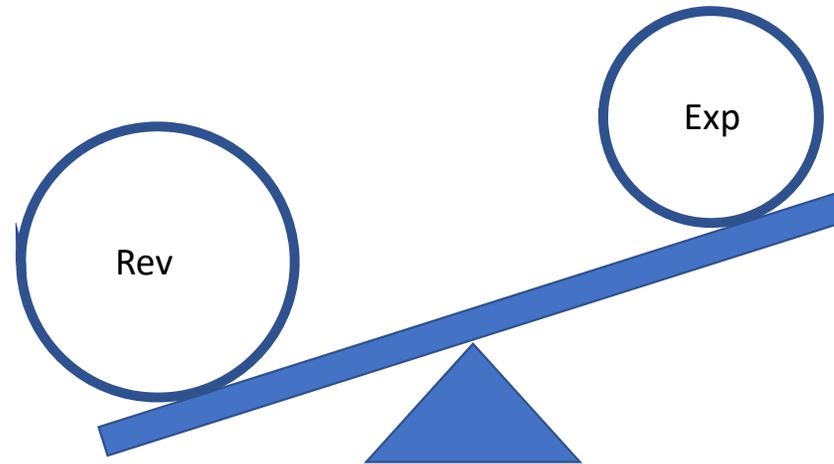
Revenue \neq Expense

What if we anticipate more revenue?



Revenue \neq Expense

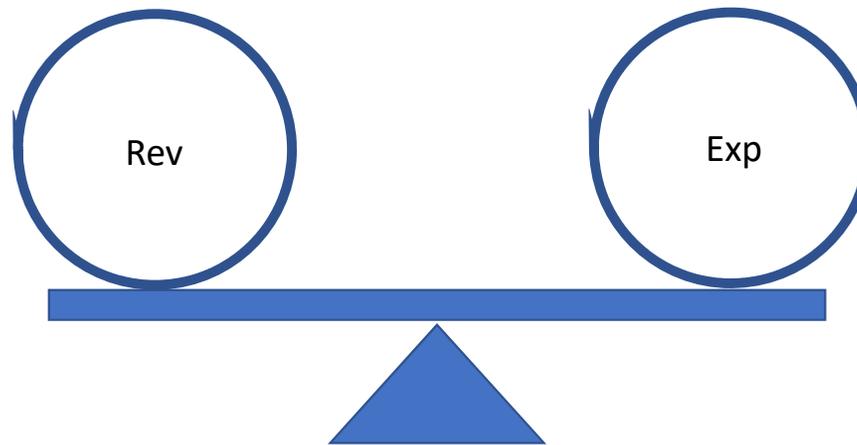
What if we anticipate more revenue?



We can increase expense.

Revenue = Expense

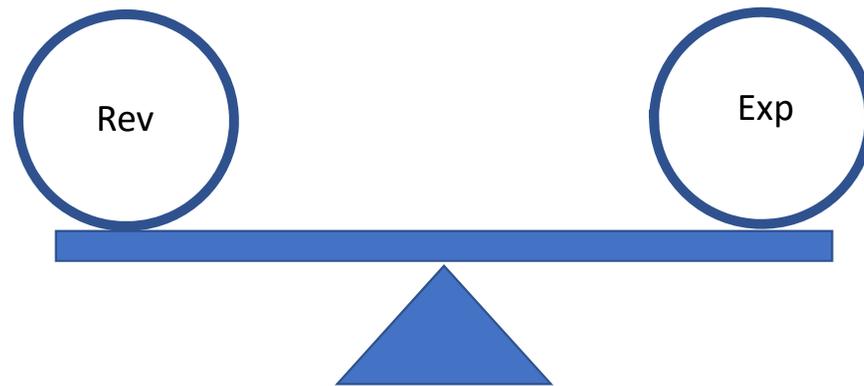
What if we anticipate more revenue?



We can increase expense.

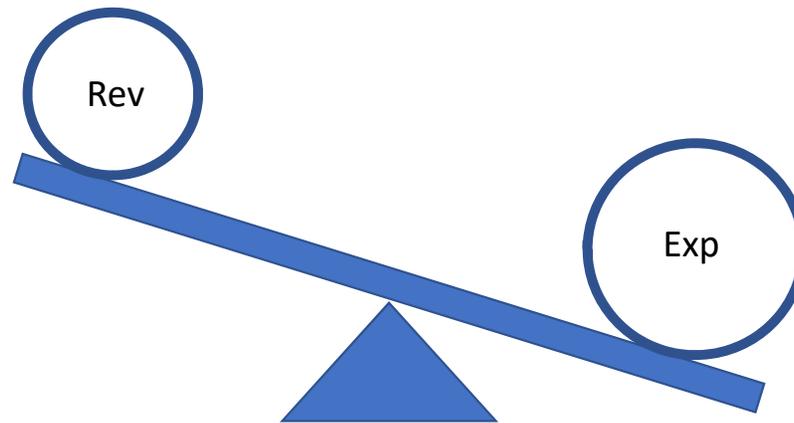
Revenue = Expense

What if we anticipate less revenue?



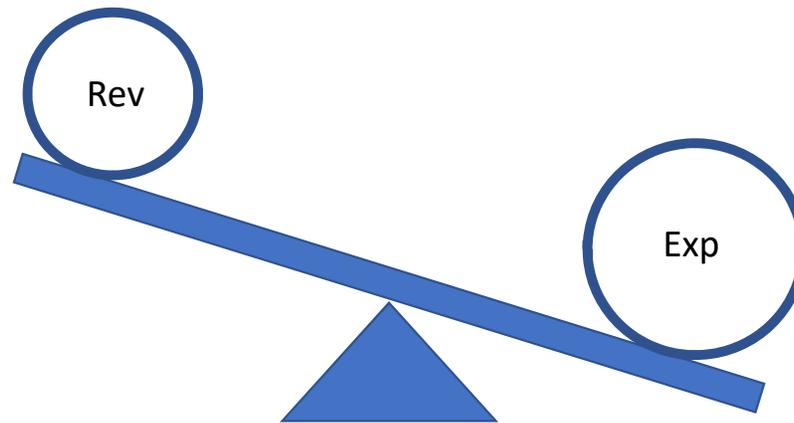
Revenue \neq Expense

What if we anticipate less revenue?



Revenue \neq Expense

What if we anticipate less revenue?

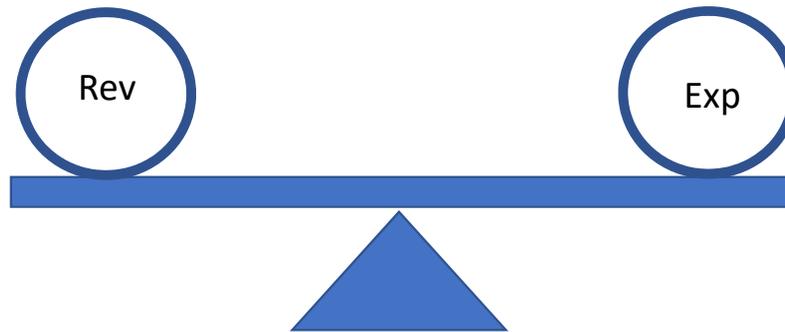


We have to decrease expense.

Revenue = Expense

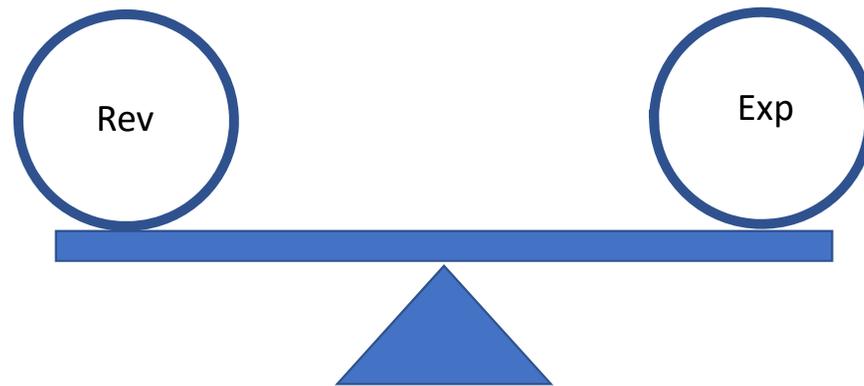
What if we anticipate less revenue?

We have to decrease expense.



Revenue = Expense

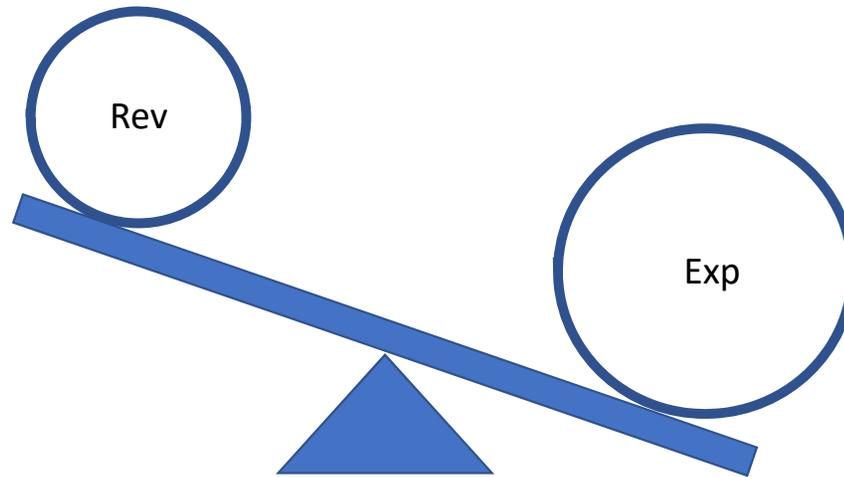
What if I go in and
decide to increase the
Budget Dept budget?



Revenue \neq Expense

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

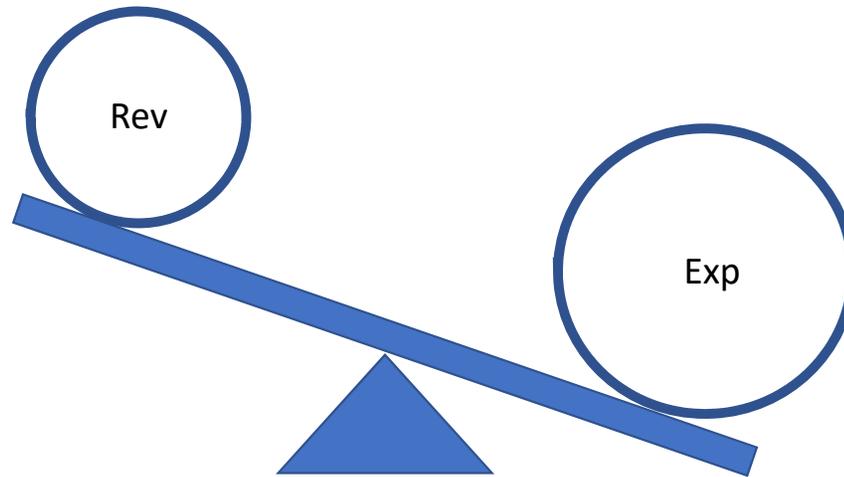
Can I increase revenue?



Revenue \neq Expense

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

Can I increase revenue?



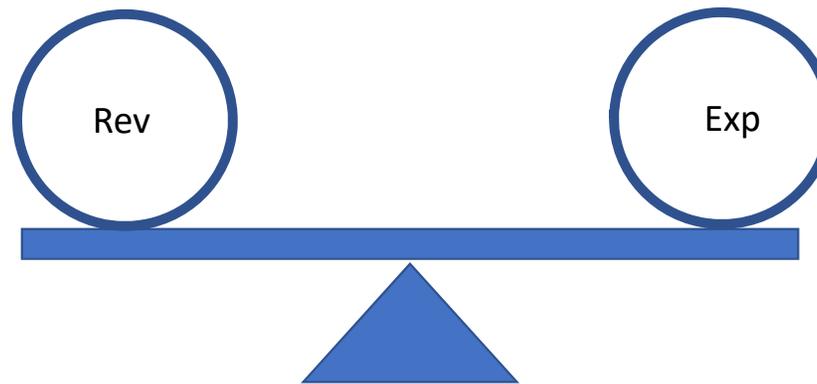
No

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

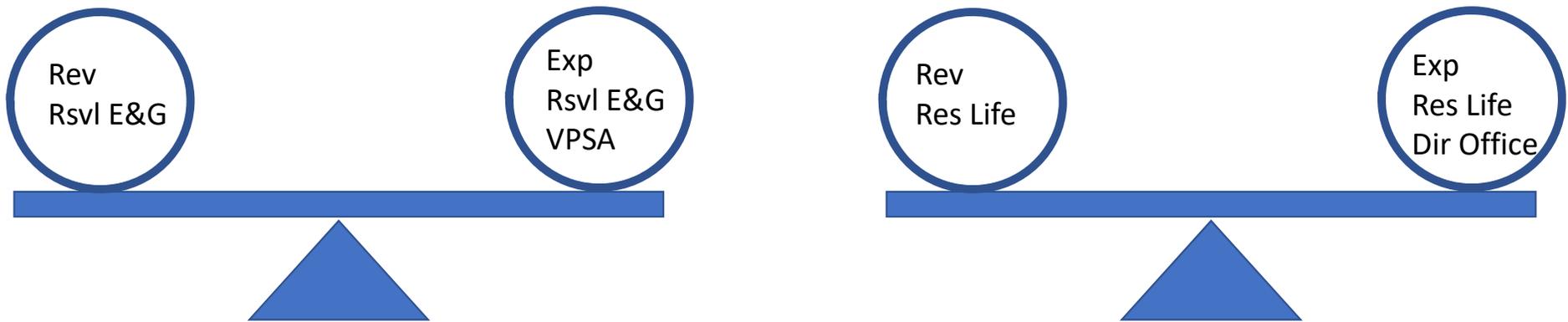
I will have to decrease a budget line someplace else.

Questions about Rev/Exp?

How does the equation
Revenue = Expense
fit into
FOAPs?

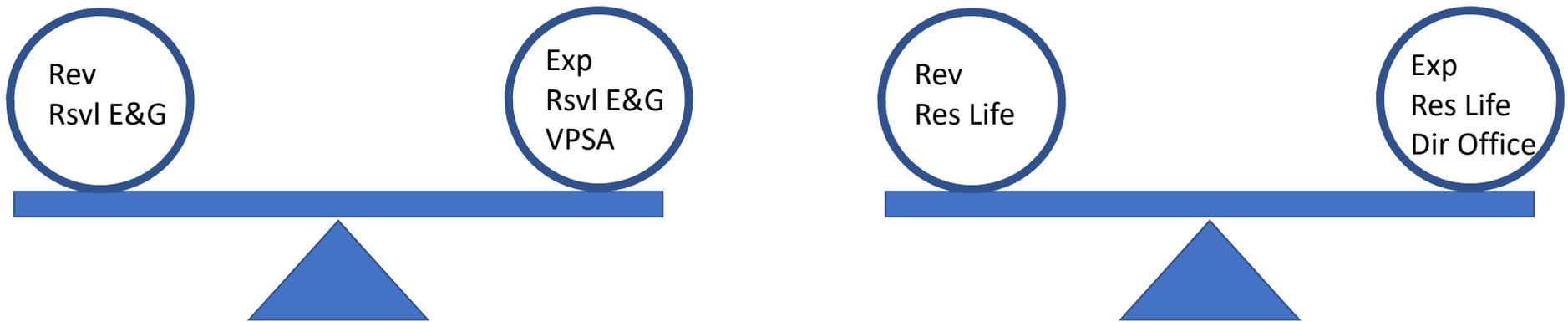
Revenue = Expense
Must balance within
each Fund Number

Revenue = Expense



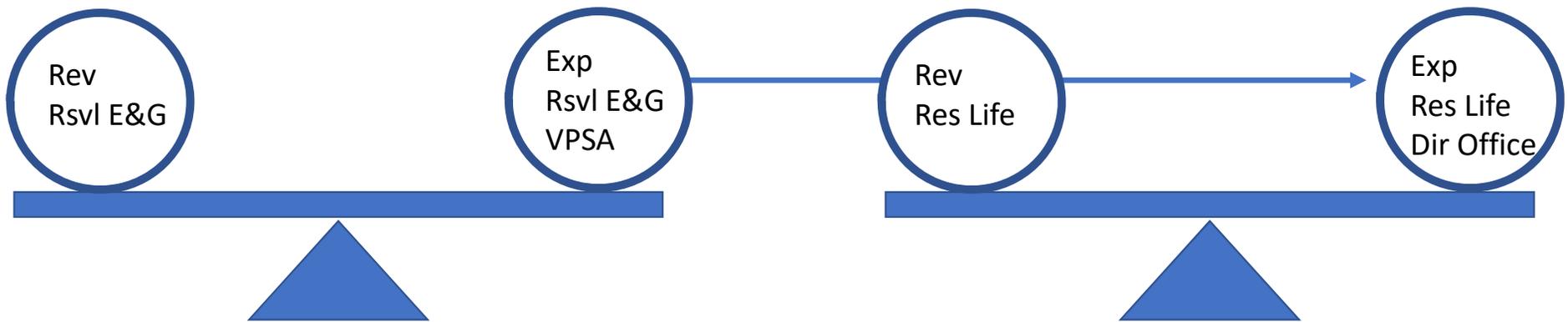
Can the VP of Student Affairs decrease their budget in Russellville E&G and increase the Directors budget in the Res Life Auxiliary?

Revenue = Expense



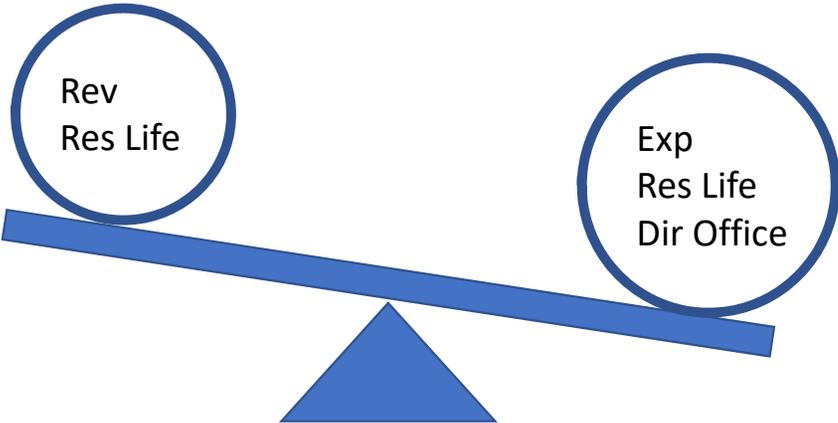
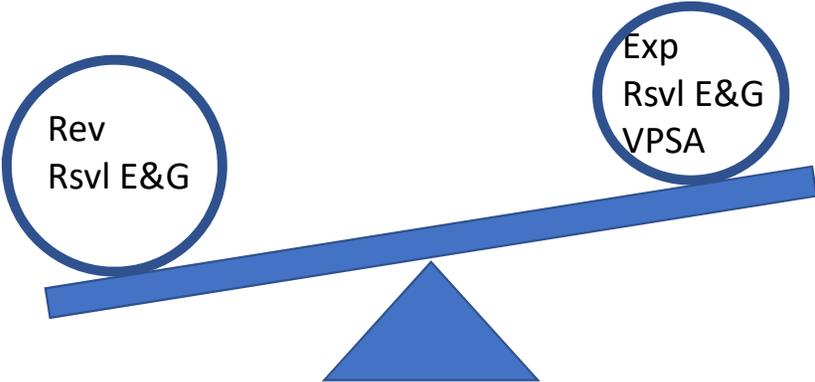
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Revenue = Expense



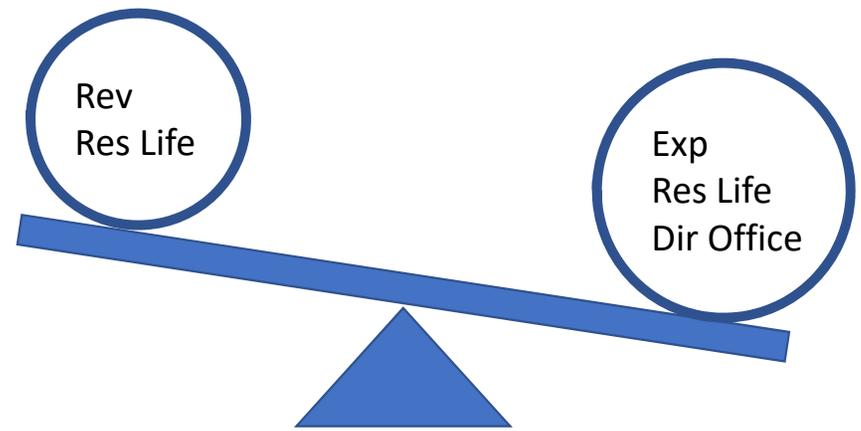
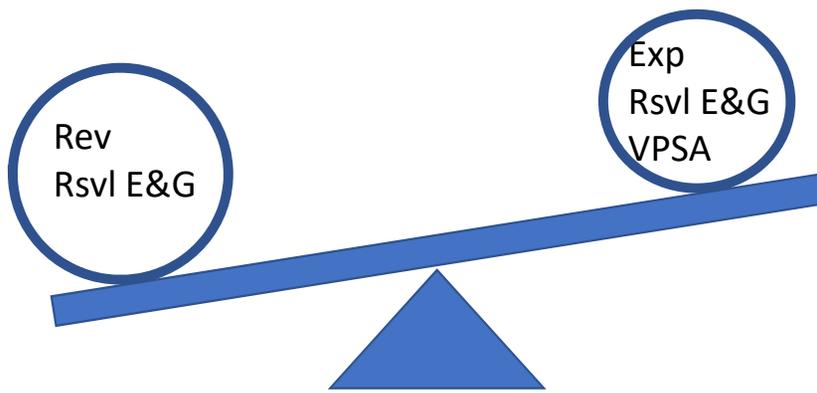
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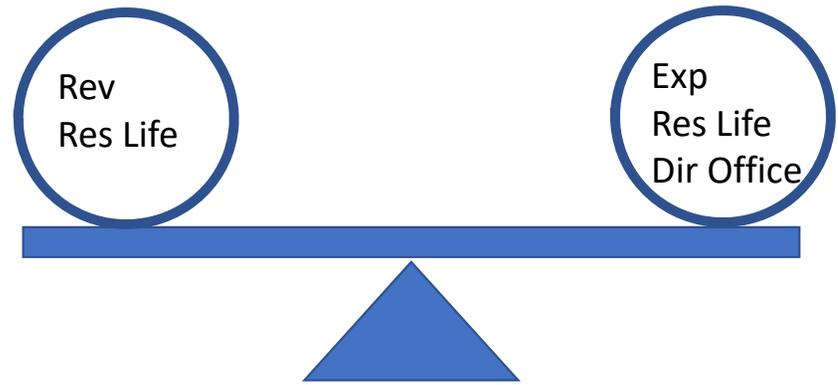
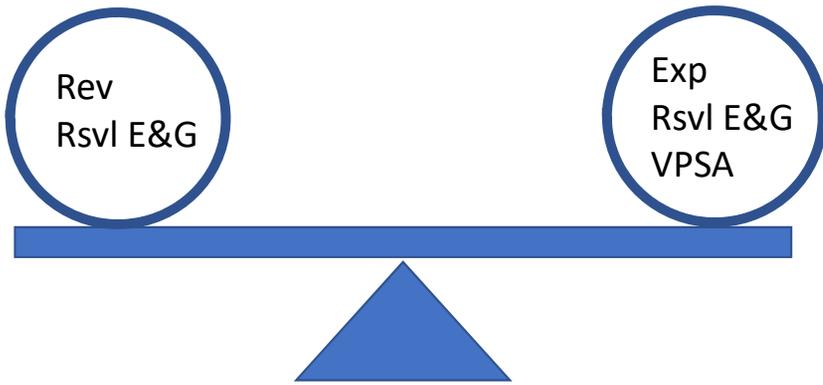
No!

Revenue = Expense



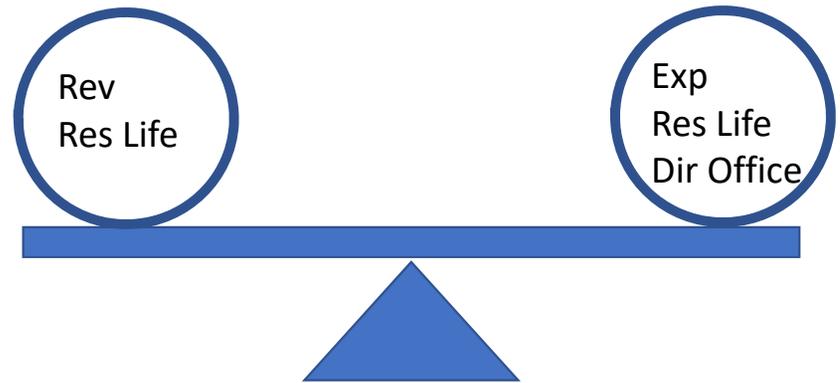
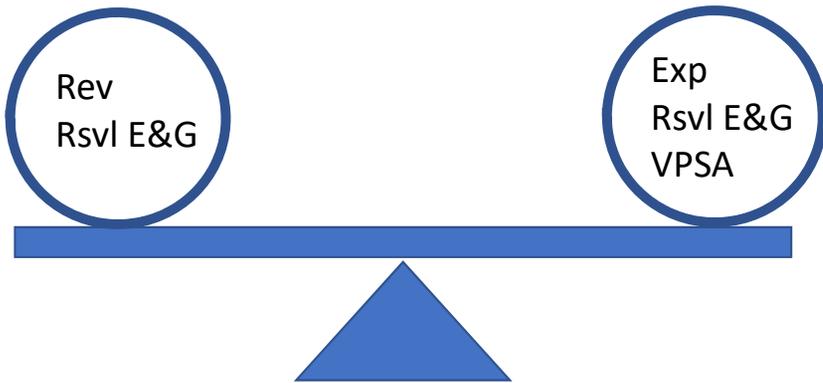
Allowable Transfers

- 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.



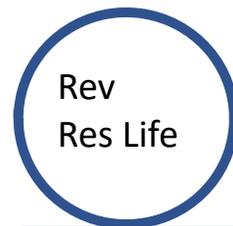
Incorrect Transfers

- 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?

Budget Development Training

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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										

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										

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
G00068		\$6,400.00	ST0004	110000	270700	606350	200000	25	\$1,600.00
2,229 items									

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
 - $(\text{FY24 Salary} - \text{FY23 Salary}) \times \% = \text{Benefit Increase}$.

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)

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

a. Process

- i. Run the Budget Salary Planner Extract report. Save both Block 1 and Block 2 files as CSV files.
- ii. Find the position you want to change in both files.
 1. Position Budget Totals Block1: Update the Budget, Budget_Proposed, Change_Percent, and Change_Amount fields.
 2. Position Budget by Labor Distribution Block2:
 - a. If you're just changing the budget then update the Budget field.
 - b. If you're changing the distribution then update the Percent, Budget, ACCI_Code, Fund_Code, Orgn_Code, Acct_Code, and Prog_Code. Insert new rows as needed.
- 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	<u>250,000.00</u>			Teacher	22.94%	
Change Amount	48,000.00			State	23.26%	
Change Percent	23.76%			Adjuncts	22.94%	
				Grad Assts	0.13% (WC only)	
Budget Lines by Amount	Amount	Percent		NWS	0.13% (WC only)	
1	10,000.00	4.00%		Extra Labor	7.94%	
2	20,000.00	8.00%		Health Insurance		7,600.00
3	75,000.00	30.00%				7,651.20
4	0.00	0.00%				
5	0.00	0.00%				
6	0.00	0.00%				
7	<u>0.00</u>	<u>0.00%</u>				
	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	<u>0.00</u>	<u>0.00%</u>				
	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

Debt Service

Scholarships

Reserves

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

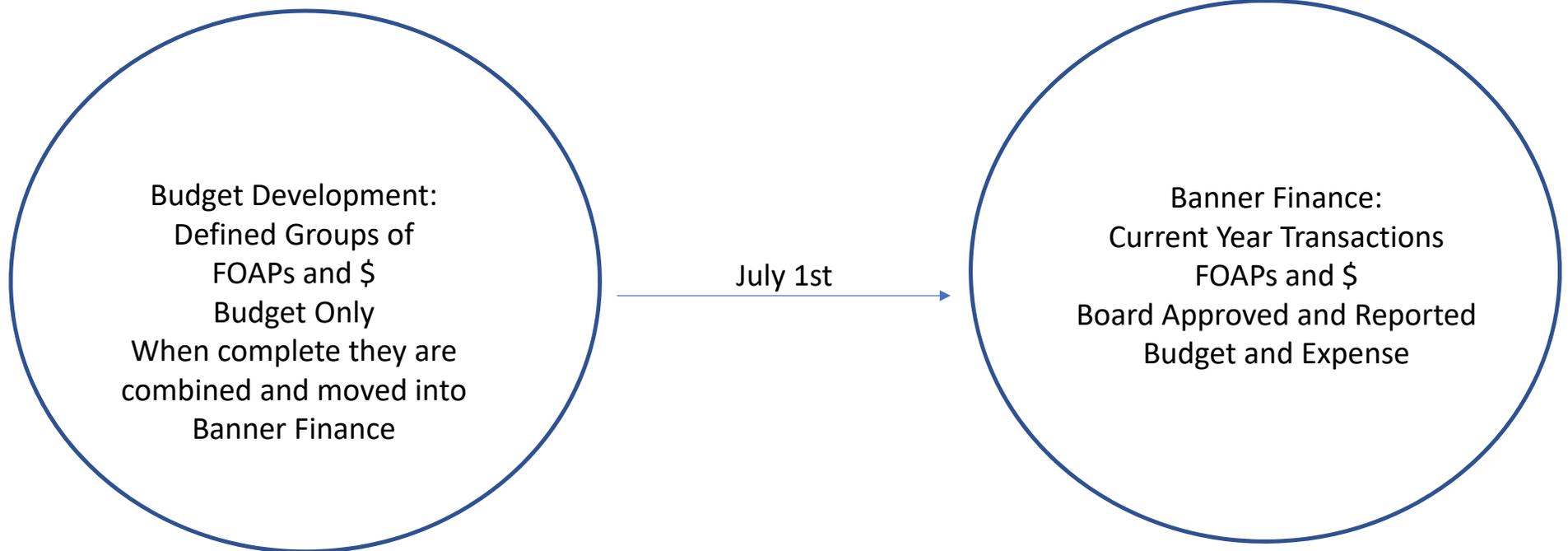
What is it?

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

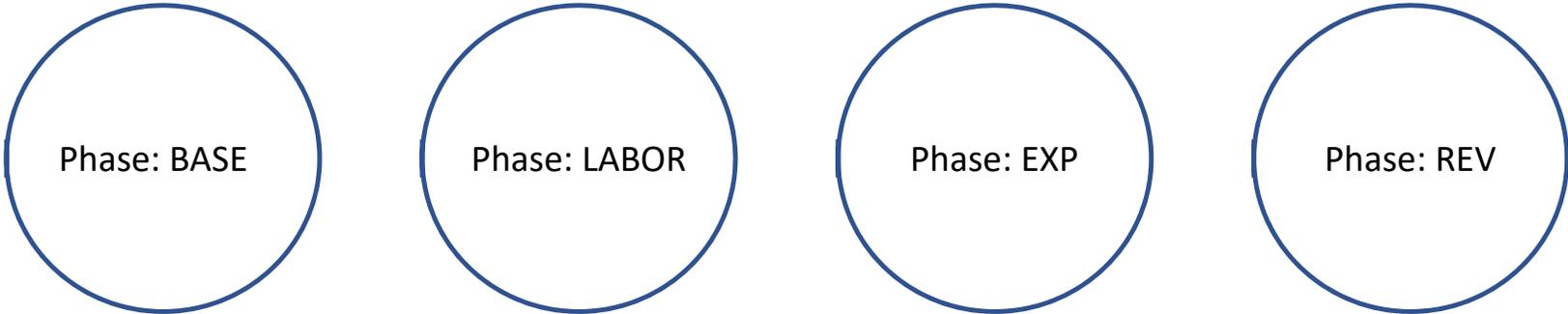
Phase: LABOR

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

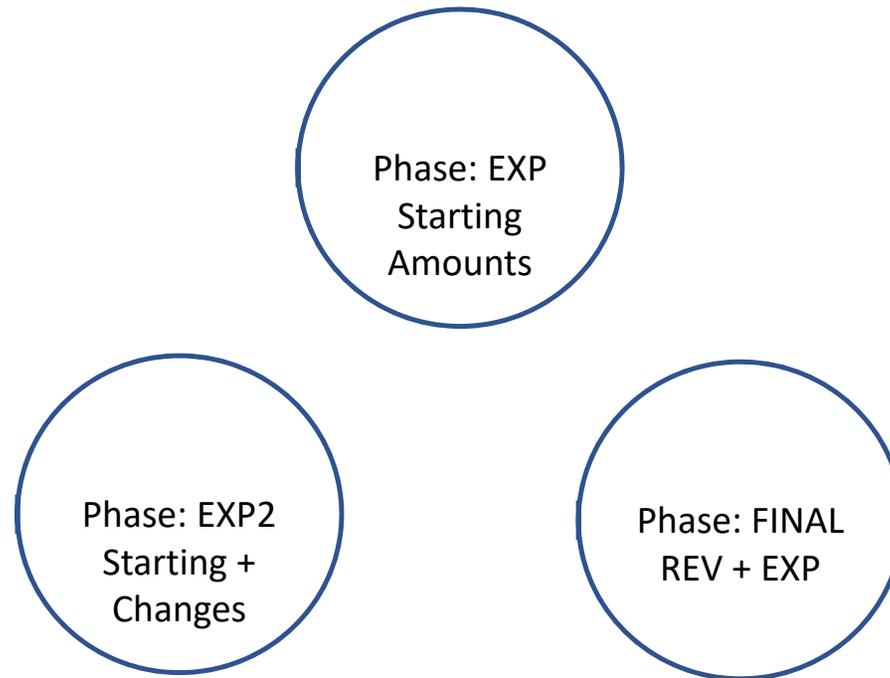
Phase: LABOR

Phase: EXP

Phase: REV

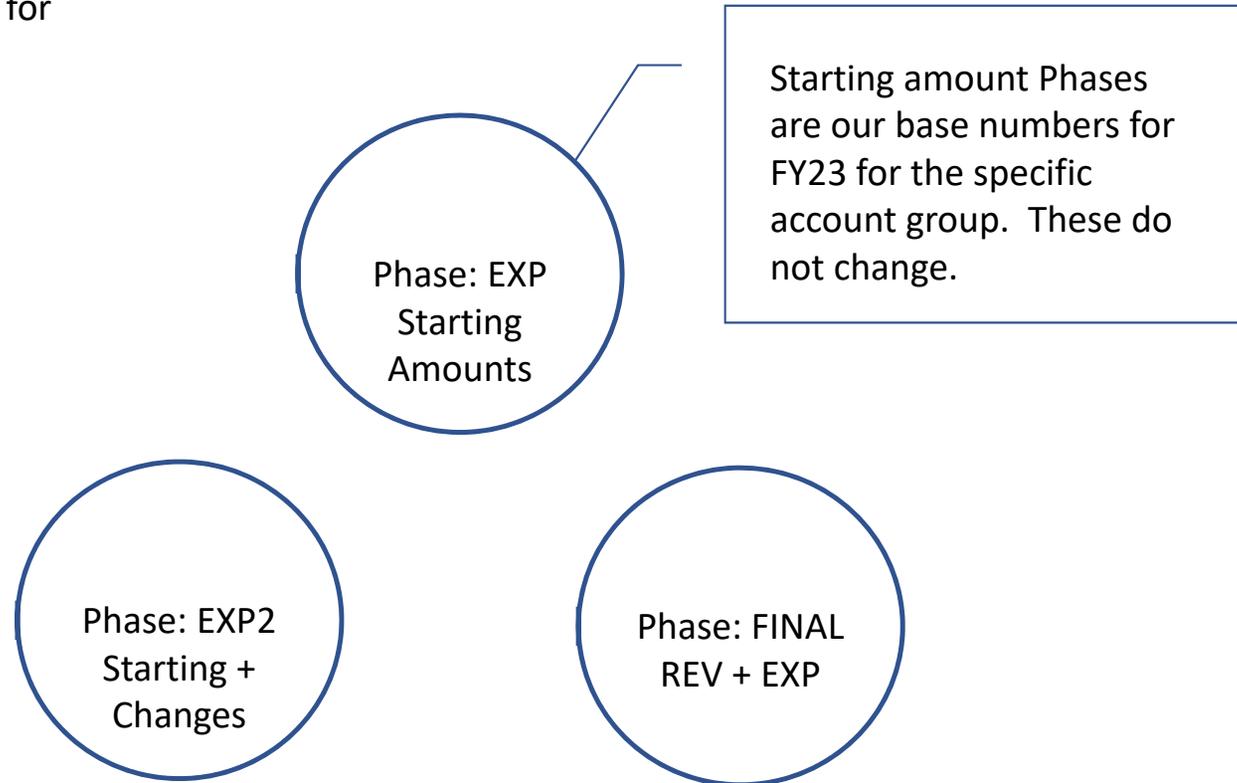
Budget ID: FY24

Why are there multiple Phases for the same thing?



Budget ID: FY24

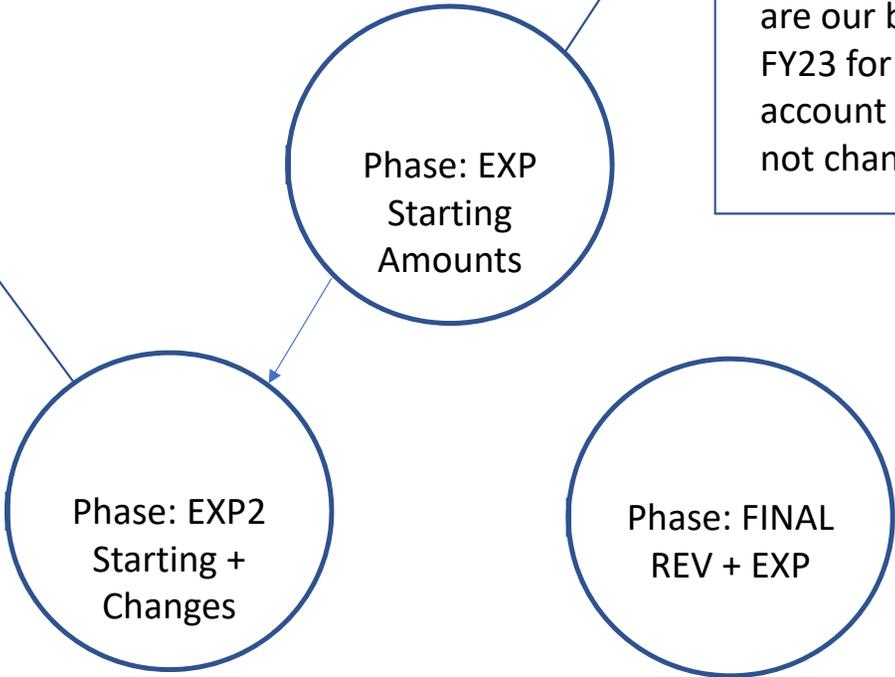
Why are there multiple Phases for the same thing?



Budget ID: FY24

Why are there multiple Phases for the same thing?

Working Phases are our starting amounts +/- changes submitted by users. These will change.

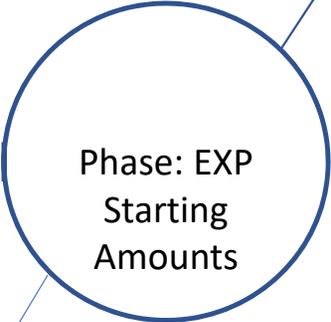
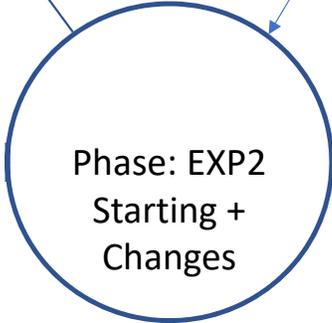


Starting amount Phases are our base numbers for FY23 for the specific account group. These do not change.

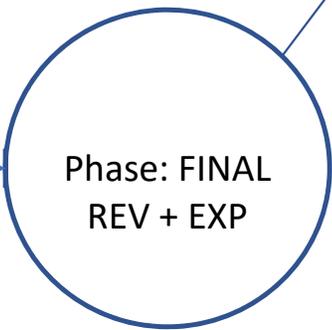
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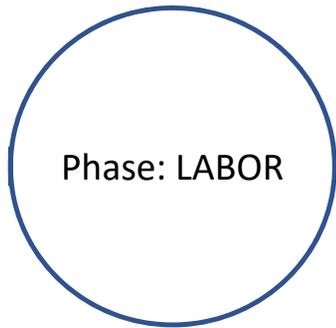
Starting amount Phases are our base numbers for FY23 for the specific account group. These do not change.



The final Phase will combine all the Phases and then they will be uploaded into Banner Finance where July1 you can start spending.

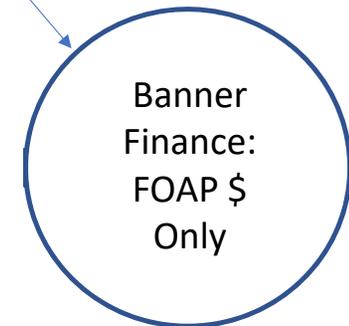
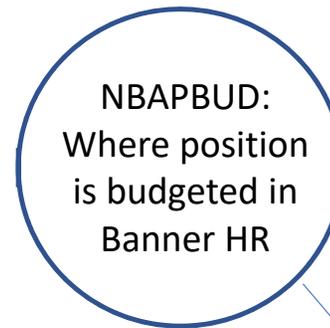
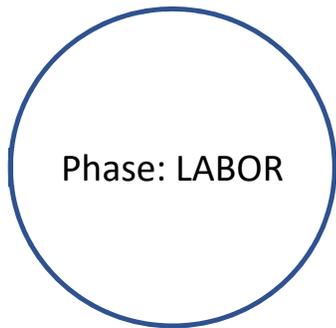
Budget ID: FY24

- Labor is a little different than revenue and expense.



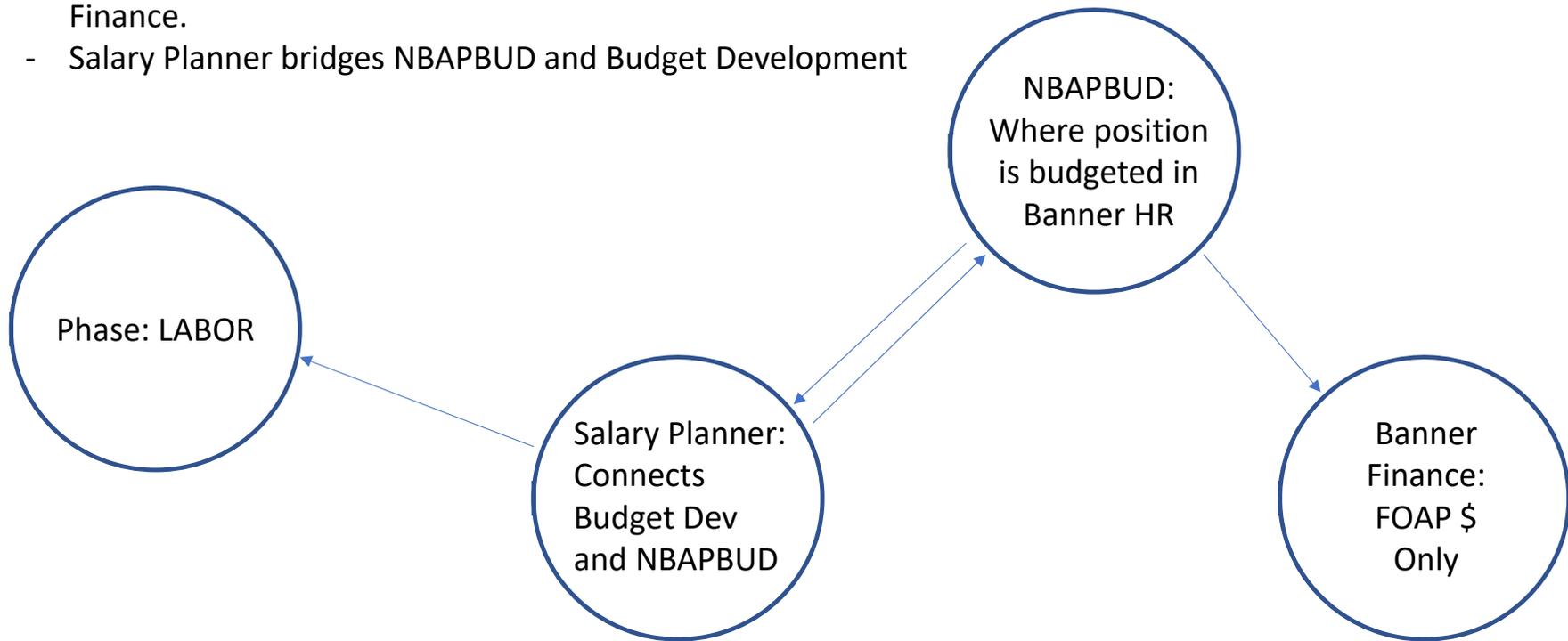
Budget ID: FY24

- 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.



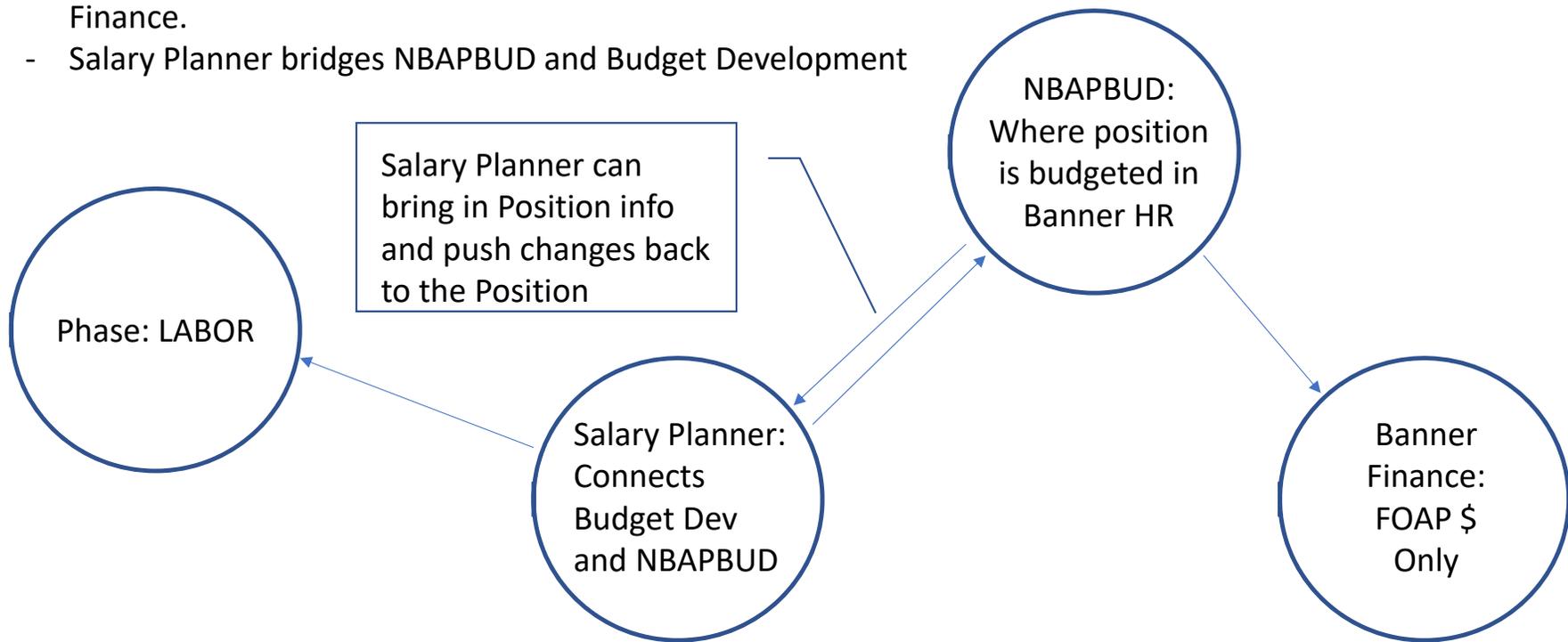
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- Salary Planner bridges NBAPBUD and Budget Development



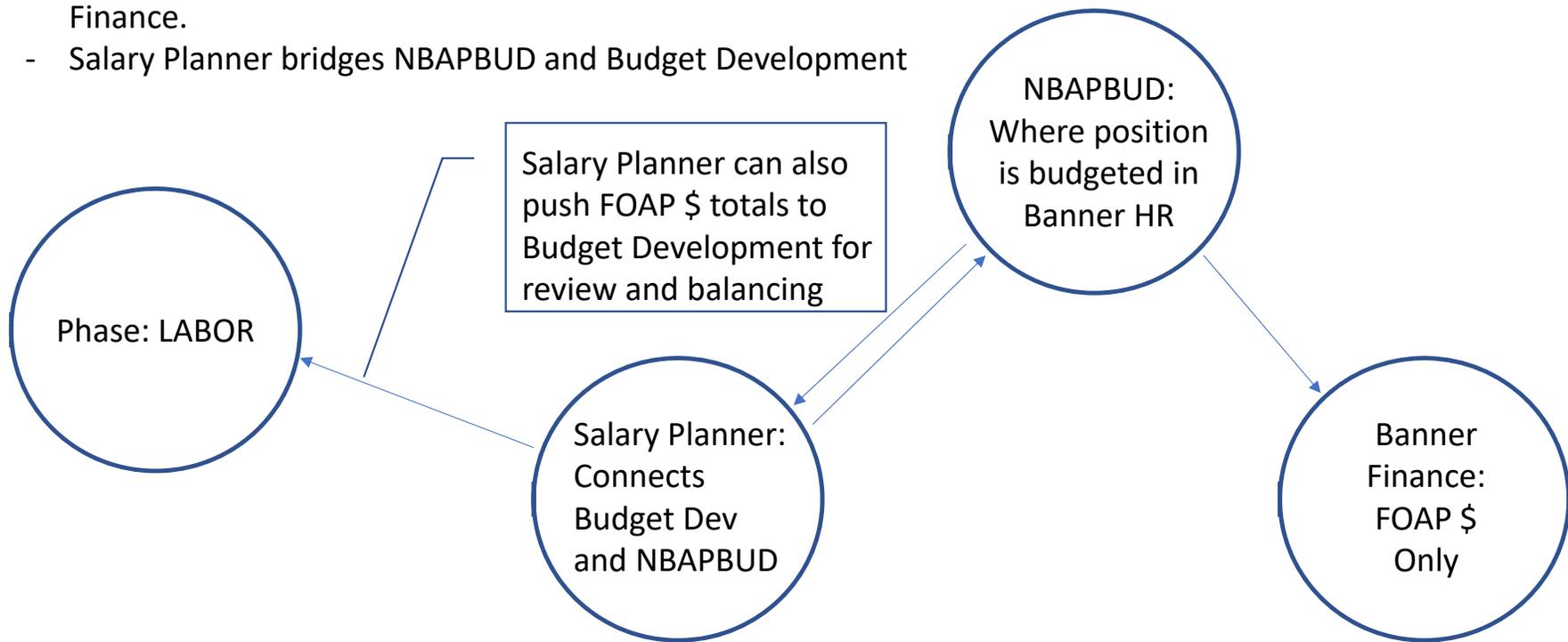
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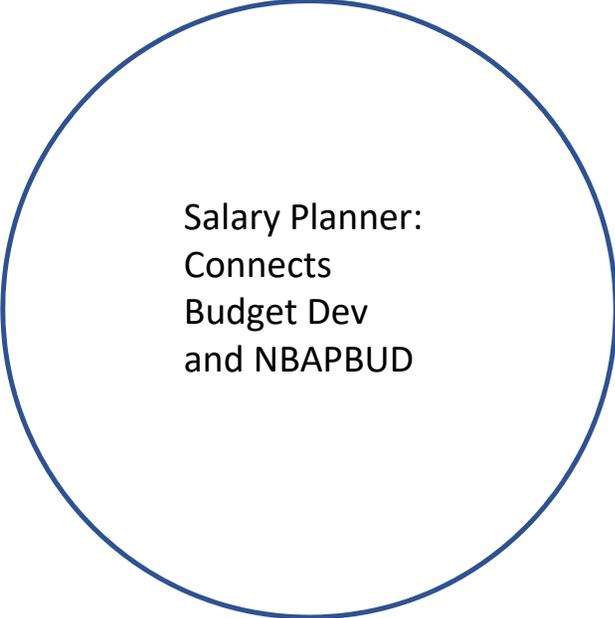


Budget ID: FY24

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

a. Process

- i. Run the Budget Salary Planner Extract report. Save both Block 1 and Block 2 files as CSV files.
- ii. Find the position you want to change in both files.
 1. Position Budget Totals Block1: Update the Budget, Budget_Proposed, Change_Percent, and Change_Amount fields.
 2. Position Budget by Labor Distribution Block2:
 - a. If you're just changing the budget then update the Budget field.
 - b. If you're changing the distribution then update the Percent, Budget, ACCI_Code, Fund_Code, Orgn_Code, Acct_Code, and Prog_Code. Insert new rows as needed.
- 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.



Salary Planner:
Connects
Budget Dev
and NBAPBUD

Budget ID: FY24

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 2. Position Budget by Labor D
 - a. If you're just changing field.
 - b. If you're changing the Budget, ACCI_Code, F Prog_Code. Insert ne
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The Budget Salary Planner Extract report pulls the data that Salary Planner took from the positions.

Salary Planner:
Connects
Budget Dev
and NBAPBUD

Budget ID: FY24

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

a. Process

- i. Run the Budget Salary Planner Extract report. Save both Block 1 and

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, Percent, and Change_Amount fields. Distribution Block2: Budget then update the Budget

- ii. If you're changing the distribution then update the Percent, Budget, ACCI_Code, Fund_Code, Orgn_Code, Acct_Code, and Prog_Code. Insert new rows as needed.

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 2. Practice

Banner Finance

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