Self-Service Banner
Budget Development Module

Fiscal Year 2024-25

Office of Budget and Financial Planning
January 2024

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Budget Development Process Overview

Budget Development for each division involves three components each year involving E&G and Auxiliary funds where Division Heads may work with their division to:

1) provide detailed budgeting requirements for the upcoming fiscal year's
   a. New initiatives,
   b. Savings strategies to be implemented,
   c. Equipment trust fund requests, and
2) **re-allocate base discretionary budgets.**

The Office of Budget and Financial Planning (OBFP) provides instructions and training during January Our Turn each year on how to complete **Phase II** of the Budget Development process using the Budget Development Module (BDM) in Self Service Banner (SSB). The detailed instructions will also be made available during this time each year on the OBFP's website under Resources.

The module will allow divisions to review and submit requests to reallocate E&G and Auxiliary base discretionary budgets for upcoming fiscal year in an effort to help reduce the number of budget transfers needed during the fiscal year. As an efficiency measure, divisions are asked to incorporate this component in their internal budget development process. As a result, divisions may have additional instructions and/or deadlines that differ from those provided in these instructions.

Self Service Banner Budget Development Module

General Information

The SSB-BDM will enable authorized Banner Finance users to query and update their respective E&G and Auxiliary base discretionary budgets for the upcoming fiscal year. Banner Finance users will be able to reallocate base discretionary budgets using a user-friendly worksheet in this module. The adjustments made through this module are permanent, thereby mitigating the need to continually perform one-time budget transfers throughout the fiscal year.

The FY 2025 base discretionary budgets were calculated using the FY 2024 original base discretionary budget plus/minus any authorized permanent adjustments.

Each year in January, the OBFP will notify each Division Head by email when the module is available to divisions. The notification advises the Division Head to apprise the appropriate personnel in the Division when the module is available along with any instructions and deadlines that must be followed specific to the Division, and to review all Division reallocation requests to ensure the total base discretionary budget allocation for the Division has not been impacted and all changes submitted are acceptable by the deadline.

Please note that SSB-BDM should be used only to redistribute E&G and Auxiliary base discretionary budget allocations. New funding requests will not be accepted through this process.

The net impact on re-arraying base budgets allocations MUST have a NET ZERO result.

Reallocation requests must be submitted electronically via the SSB-BDM to the OBFP by **Monday, February 26, 2024.** After this date, no additional changes can be made within the SSB-BDM.

If you have any questions regarding these procedures, please contact the OBFP at 831-6342.

Budget Submissions

A. Personal Services

- Departmental full-time position budgets will automatically be loaded by the OBFP at authorized levels.

- **Part-time and wage positions are considered discretionary expenditures and must be budgeted as part of the base discretionary budget allocation in the SSB-BDM** (i.e. 1,500 hour wage, temporary wage, PT-AP, one-time pays, overtime, etc.). FICA (account 611130) will need to be added for wages entered in categories 611250, 611410, 611430, 611442, 611450, 611451, and 611452.

- The OBFP will adjust FY 2025 base budget allocations associated with the following state mandatory funding issues:

  1. Full-time salary and fringe benefit costs as approved in the Appropriation Act.
  2. Health insurance cost differences due to open enrollment or eligible life changes.
  3. Work study/scholarship wages (E&G only) will be budgeted based on your department's approved allocation of student workers. *Auxiliary departments are responsible for funding student wages (undergraduate and graduate) within their approved allocation.*
  4. Auxiliary only - Auxiliary indirect cost budgets will be added by the OBFP unless otherwise noted within your allocation.

B. Non-personnel Services (NPS) –
NPS budgets should also be reviewed and reallocated to the appropriate budget category as needed to cover anticipated costs using this module (i.e. telecommunications including wireless communication stipends, VBS copiers, travel, maintenance, etc.). ****Recovery account budget allocations listed in Appendix A <u>should not be adjusted.</u>**

C. Text -
Please provide justifications/explanations for budget reallocations in the TEXT field provided in the module. This will document and provide a reference for division reviewer(s) and the department regarding the need for the reallocation.

D. Review -
Division Heads should ensure that the division's total base discretionary budget allocation for each funding source has not been impacted and all changes submitted are acceptable by the OBFP deadline.

Instructions

Log-in to SSB FINANCE through the **OneCampus** portal using your User ID and password.

Select **Finance**.

Then select the **Budget Development** option.

Finance Budget Development Options:

- **My Worksheets** – This option gives Banner Finance users access to the Budget Worksheets quickly without having to select Budget Types and Account Types for display. Fund Code, Organization Code, Budget ID and Budget Phase must be specified.

- **Create Budget Development Query** – This option gives the Banner Finance users the ability to review discretionary budgets. No adjustments are available with this option. *This option can be downloaded into Excel to assist the end-user or reviewer prior to making adjustments.*

- **Create Budget Worksheet** – This option will give the Banner Finance users the ability to array discretionary budgets.

- **Maintain Organization Lock** – This option should only be used by Deans, Departments Heads, Directors, Division Heads and/or the OBFP. This feature is used to prevent changes.

Instructions follow detailing how to use the **Create Budget Development Worksheet** and **Maintain Organization Lock** options. **My Worksheets** is considered self-explanatory.

Create Budget Worksheet:

Personal Information | Student | Employee | Finance

Budget Development Worksheet

Home > Finance > Budget Development > Create Budget Worksheet

To create a new worksheet, select Create Query. To open a worksheet using an existing template, choose a saved query and select Retrieve Query.

Create a New Worksheet Query   [Create Query]   ←

Retrieve Existing Worksheet Query
Saved Query   None ▼
[Retrieve Query]

Budget Queries ▪ Encumbrance Query ▪ Purchase Order ▪ Approve Documents ▪ View Document ▪ Budget Transfer ▪ Multiple Line Budget

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Personal Information | Student | Employee | Finance

Budget Development Worksheet

Home > Finance > Budget Development > Create Budget Worksheet

Select columns to display amounts captured at the time the budget was built from the Operating or Position Control ledger, in addition to base budget and proposed budget.

☑ **Adopted Budget**
☑ **Permanent Budget Adjustments**
☐ **Temporary Adopted**
☐ **Temporary Adjustments**

Select Adopted Budget and Permanent Budget Adjustments Only.

Then click Continue.

[Continue]

Budget Queries ▪ Encumbrance Query ▪ Purchase Order ▪ Approve Documents ▪ View Document ▪ Budget Transfer ▪ Multiple Line Budget Transfer ▪ Budget Develop

The Budget Development Worksheet requires the following cells/prompts to be entered:

- **Chart of Accounts**: R
- **Budget ID**: <mark>FY2025</mark>
- **Budget Phase**: <mark>25XNPS</mark> (for all discretionary budgets)
- **Fund**: Your department's fund code (i.e. F11020)
- **Organization**: Your departmental Organization code (i.e. 20101)
- **Program**: Your department's Program code (i.e. P10600)
- **Activity:** *(Leave Blank).*
- **Location:** *(Leave Blank).*
- Budget Duration: All (default)
- Display Fin Mgr Code: None (default)
- **Check to Include: Labor Accounts** and **Expenses** only.
- Click the **Submit** button

Chart, Budget ID, Phase, Fund, and Organization are required. Program and Account may use wildcard (%). For Activity and Location null parameter matches null in Financial Manager (or None), and account types to include in the worksheet.

See instructions above identifying the ID and Budget Phase

Enter the **Fund** and **Organization** for your area.

Click Labor Accounts, Expenses and Submit

Caution: Please note after clicking **Submit** if more than one person is working with the budget concurrently a warning message will appear at the bottom of your screen (see example below). If this warning message does occur, you should contact the Banner Finance user(s) listed to ensure they are out of the budget worksheet before you proceed to make adjustments.

The Budget Development Worksheet allows you to calculate changes to all (mass change) or individual line items, and to delete lines from or add lines to your budget. You must select the Post button to save your changes. Select the Jump T features and totals.

Worksheet Parameters

Budget Worksheet					
Chart of Accounts	R	Radford University	Duration	All	
Budget Id	FY2022	FY 2022 Budget	Budget Phase	22XNPS	FY 2022 XNPS
Fund Type	11	State Unrestricted			
Fund	F11020	Higher Educ Operating-E&G - 0300	Program	All	
Organization	20108	Budget & Financial Planning	Activity		
Account	All		Location		
Financial Manager					

Return To My Worksheets
Jump To Bottom

⚠ The Organization 20108 is locked. LQUESENBE4 has authority to update the locked budget.
Return To My Worksheets

Jump To Bottom

You may click **Continue** to proceed; however, if you choose to continue be aware that the last change posted by any concurrent users will be the one reflected in the budget line table.

After clicking the **Submit** button or the **Continue** button (if applicable), the Budget Development Worksheet will appear. This is the worksheet you will use to make changes and add text to document adjustments.

To make changes in the Proposed Budget amount, go to the appropriate line under Change Value and enter your change. **Please note that your overall budget must remain the same.** This process provides the option to re-array the budget categories based on projected needs for the new fiscal year.

- For example, if a wage hire is planned and wages are currently not budgeted, enter the dollar amount needed for wages in the 611410 line and FICA in the 611130; then subtract that total dollar amount from another NPS line within your organizational budget.

- For each adjustment (increases and decreases), add a brief explanation in the Text field accessible by clicking the *Account Type/Code* hyperlink. Further below is additional guidance.

Enter Amount +/- 9999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select rounding factor for mass and line changes by percent.

Change value/Percent in Worksheet will override mass change during Calculate. Select Delete Record to set New Budget to .00 and delete budget line. Select the link on account code to view or maintain text.

Mass Change Parameters		Round To Nearest		

Change Value: [_____] ☐ Percent   ○ 2 decimals   ● 1.00   ○ 10.00   ○ 100.00   [Calculate]

> To adjust the budget amount, enter the dollar amount in the Change Value field by which you wish to increase or decrease (whole dollars) the budget.

> The Cummulative Change column will show the total amount entered in the Change Value column for each account code. The New Budget column will show the revised base budget after adjustments that will be loaded in the new fiscal year.

Worksheet

> By clicking the Account Code you can access the text justification field for your entry

Sta	Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budg	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		Institutional Support									
		Employee Salaries									
OP	611410	Wages, General	10,000.00	0.00	10,000.00	P	10,000.00		☐	0.00	10,000.00	☐
		Nonpersonal Services										
OPAL	N	7120	Contractual Services	0.00	0.00	0.00	P	0.00		☐	0.00	0.00	☐
OPAL	N	7122	Telecommunications	1,392.00	0.00	1,392.00	P	1,392.00		☐	0.00	1,392.00	☐
OPAL	N	7123	Travel	6,000.00	0.00	6,000.00	P	6,000.00		☐	0.00	6,000.00	☐
		Deleted	Personal Services	0.00	0.00	0.00		0.00			0.00	0.00	
		Deleted	Expenditures	0.00	0.00	0.00		0.00			0.00	0.00	

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.

Use the **Account/Program Code Lookup** fields to add budget categories that do not exist.

The **Requery** button starts the screen over (refreshes the screen without making changes). Any changes entered prior to clicking the REQUERY button <u>will not be saved</u>.

Calculate lets you preview changes without posting to see how the reallocation impacts the budget.

Post records the change(s) in Banner. In effect, you are submitting budget reallocations to your respective reviewer to consider. All changes will be documented with the username and time stamp of the transaction. Changes can be made until the organization is locked.

Summary Totals allows the revised budget to be reviewed as compared to the proposed budget. This total also verifies if you have made any net increases or decreases to the budget.

Download Worksheet allows you to download and save your work in MS Excel. There is no limit to the number of changes that can be made. However, no changes will be accepted after the organization has been locked-out.

If no changes are required, no action is needed in the module.

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

Account/Program Code Lookup allows you to add new budget category lines to your budget if

New Row	Program	Account	Budget Duration Code	Proposed Budget
1			Permanent Budget ▾	
2			Permanent Budget ▾	
3			Permanent Budget ▾	
4			Permanent Budget ▾	
5			Permanent Budget ▾	

[Requery]   [Calculate]   [Post]

Download/Save your worksheets to Excel.

[Download All Worksheet Columns]   [Download Selected Worksheet Columns]

Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
61	Employee Benefits	5,854.00	5,854.00	5,854.00	0.00
62	Employee Salaries	76,524.00	76,524.00	76,524.00	0.00
	60 Personal Services	**82,378.00**	**82,378.00**	**82,378.00**	**0.00**
71	Nonpersonal Services	45,264.00	45,264.00	45,264.00	0.00
72	Equipment	1,600.00	1,600.00	1,600.00	0.00
	70 Expenditures	**46,864.00**	**46,864.00**	**46,864.00**	**0.00**
	Net	**(129,242.00)**	**(129,242.00)**	**(129,242.00)**	**0.00**

Summary Totals identify any net increases or decreases to the budget based on the adjustments entered.

Budget Development Text (Explanation): In order to submit text (notes or explanation) for reallocations, left-click on the account code hyperlink under *Account Type/Code*. A box will display for information to be entered (see diagram below). Click the **Save** button and **Exit** Budget Text page.

Budget Development Text

Enter Budget Text, Print:

Example of how to increase or decrease your budget allocation. Include note or justification for reallocation.
Transferring $1000 from communication stipend to contractual services - Justification: To cover maintenance agreement. Allocation of stipend to be reduced.

Enter Budget Text, No Print:

Save

[Exit budget text page]

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Exiting the Budget Text Page will take you back to the Worksheet.

To see the History of changes, left click on the Account Code under Proposed Budget amount. A box will display the history as shown in the example below.

To exit – click **Close Window** – and return back to the Budget Development Worksheet or Query.

Budget Development History

Report Parameters

Budget Development History				
Chart of Accounts	R	Radford University	Duration Code	P
Budget Id	FY2022	FY 2022 Budget	Budget Phase	22XNPS FY 2022 XNPS
Fund	F11020	Higher Educ Operating-E&G - 0300	Program	P10600 Institutional Support
Organization	20108	Budget & Financial Planning	Activity	
Account	611341	Wireless Stipend	Location	

Query Results

User Id	Date	Time	Prior Proposed Budget	Change Amount	New Proposed Budget	Deleted
CPHILLIP	Jan 07, 2021	01:54 pm	0.00	440.00	440.00	N

Close Window

Organization Lock: (Deans/Directors/Department Heads and Division Heads Only)

The **Maintain Organization Lock Out** option is used to prevent (lock) or permit (unlock) changes to the Budget Development Worksheet. The locking process has a cascading effect; when you lock or unlock at the division level (higher organization), the others beneath it are locked or unlocked also. If you have questions about division level hierarchy, please contact your respective OBFP budget manager.

Division Heads will be given access to lock-out their respective organizations from making changes based on their needs to review and revise budgets prior to the final deadline. Division Heads will need to notify departments of Division deadlines to submit changes in SSB.

When the Division Head locks down the budget table, the Banner Finance user will not have access to make further changes (only query access will be available). If additional adjustments are needed, the Division Head can temporarily unlock a specific organization.

On the identified deadline date, the OBFP will lock-out all Banner Finance users to reconcile and begin finalizing the budget development process.

Follow these steps to lock/unlock an organization:

To lock down an organizational unit, enter the following parameters:

- **Chart of Accounts:** R
- **Budget ID:** FY2025
- **Budget Phase:** 25XNPS
- **Organization:** highest level organization you intend to lock down (Dean, Director, Department or Division Head)

Click **Change Status** to Lock/Unlock and **Update**

Click **Return to Parameters** which will return you to the Maintain Organization Lock menu (screen shot previously shown).

Clicking **Submit** again without changing the parameters on the Maintain Organization Lock menu will allow you to see the updated status.

Budget Development Organization Lock

Home > Budget Development Organization Lock

Parameters

Chart of Accounts	R	Radford University
Budget ID	FY2022	FY 2022 Budget
Phase 1	22XNPS	FY 2022 XNPS
Phase 2		
Phase 3		
Lock Status	All	
Organization	2000	Finance & Administration-E&G

The Organization is now locked.

Organization Lock Status

Organization	Title	FY 2022 XNPS	
		Current Status	Change Status
2000	Finance & Administration-E&G	Locked	☐

Review

Update

When an organization is locked, a message will display in the Worksheet that no changes are allowed except by those who have authorization (shown below).

💬 The Budget Development Worksheet allows you to calculate changes to all (mass change) or individual line items, and to delete lines from or a features and totals.

Worksheet Parameters

Budget Worksheet					
Chart of Accounts	R	Radford University	Duration	All	
Budget Id	FY2022	FY 2022 Budget	Budget Phase	22XNPS	FY 2022 XNPS
Fund Type	11	State Unrestricted			
Fund	F11020	Higher Educ Operating-E&G - 0300	Program	All	
Organization	20108	Budget & Financial Planning	Activity		
Account	All		Location		
Financial Manager					

⚠ **The Organization 20108 is locked. CPHILLIP has authority to update the locked budget.**
Return To My Worksheets

Summary

- Follow this process for E&G and Auxiliary budgets only.

- Make sure to use the current fiscal year Budget ID and Budget Phase.

- New initiative funding <u>should not</u> be requested using this module.

- Banner Finance users using the module should follow instructions and deadlines specific to the division.

- Division Heads should ensure the Division's total base budget allocation for each funding source has not been impacted and all changes entered are authorized prior to the lock down date.

- Budget information can be viewed and downloaded into Excel using the Create Budget Development Query.

- If you have questions regarding these procedures, please contact the OBFP.

Appendix A - Term Definitions

FY 2024 means the fiscal year beginning July 1, 2023 and ending June 30, 2024.

FY 2025 means the fiscal year beginning July 1, 2024, and ending June 30, 2025.

Base Budget means the current dollar amount distributed to a division less one-time funding and central fringes (for E&G only).

Personal Services (PS) includes expenditures for employee benefits, salaries, overtime, stipends, special payments, and wages of employees.

Nonpersonal Services (NPS) includes expenditures for contractual services, supplies, materials, travel, transfer payments, continuous charges, and equipment needed to support the mission of the university.

Discretionary Budgets are defined as the following budget categories for which departments are responsible to oversee and manage:

- **611130 – FICA for Wages** include expenditures of contribution fund for old-age survivors' benefits for wage earning State employees (Social Security). This is 7.65% of the wages to be earned.

- **611250 – Salaries, Overtime** include expenditures for compensation to persons who are paid at an established yearly rate, for hours worked in excess of their normal workweek.

- **611311 – Relocation Assistance Stipends** include expenditures for payment of moving and relocation stipends to employees.

- **611312 – Employee Recognition/Retention Stipends** include expenditures for payment to employees through the recognition awards policy as well as the payment to employees for the purpose of retention. Budget and expenditures must be <u>department-funded</u>.

- **611314 – Employee Recruitment Incentives** includes expenditures for payment to for new hires and must be <u>funded by the department</u>.

- **611340 – Specified per Diem Payments** include expenditures for per diem services provided by persons who are members of a legislative committee, representatives of the General Assembly, members of a study commission, members of a governing board of a State agency, or members of a similar organization.

- **611370 – Employee Suggestion Awards** include expenditures for payments of Employee Suggestion Program cash awards to employees or former employees.

- **611390 – Special Payments for Academic Services** include expenditures for payments made by institutions of higher education to persons other than students for non-instructional or non-research academic services (excludes payments otherwise described in any other personal service account code).

- **611410 – General Wages** include expenditures for compensation to persons who are paid at an hourly rate (excludes student wage, see 611420, 611440, 611441, 611442 and 611460).

- **611420 – Wages, Graduate Assistant** include expenditures for compensation made by institutions of higher education to graduate students, without faculty appointment, for teaching and research activities (teachers of record).

- **611430 – Wages, Overtime** include expenditures for compensation to persons who are paid at an hourly rate for hours worked in excess of 40 hours per week.

- **611440 – Wages, Student** include expenditures for compensation made by institutions of higher education to students for work scholarship positions. This category is discretionary for Auxiliary funds only.

- **611441 – Wages, GAs and GTAs** include expenditures for compensation to Graduate Assistants and Graduate Teaching Assistants who are non-teachers of record.

- **611442 – Wages, Students** include expenditures for compensation to students (excludes students whose pay more closely aligns to 611420, 611440, 611441 & 611460.

- **611450 – Non-Instructional Pay** include expenditures for compensation to faculty for professional services rendered in research and instructional positions in higher education other than those described in 611210, 611260, 611451, 611452, and 611390.

- **611451 – Instructional Pay, Regular Session** include expenditures for compensation to persons identified as adjunct instructors for part-time teaching and to exempt employees for overload instructional services in higher education during the academic year other than those described in 611210, 611260, 611230, 611280, 611450, 611452, and 611390.

- **611452 – Instructional Pay, Intersession** include expenditures for compensation to persons identified as adjunct instructors for part-time teaching and to exempt employees for overload instructional services in higher education outside of the academic year other than those described in 611210, 611260, 611230, 611280, 611450, 611451, and 611390.

- **611460 – Wages, Federal Work Study Student** include compensation for summer session teaching in higher education. This category is discretionary for Auxiliary funds only.

- **7120 – Contractual Services** include expenditures for the following contracts and services: health, management, technical, repairs, and maintenance.

- **7121 – On Campus Postage/Printing Services** include expenditures for services provided by the RU Post Office, the RU Printing Department, and the RU VBS multi-function devices.

- **7122 – Telecommunications** include expenditures for telecommunications services and wireless communication stipends.

- **7123 – Travel** include expenditures for educational travel; subsistence and lodging; personal mileage, state vehicle, and/or public carriers; and meal reimbursement.

- **7130 – Supplies** include expenditures for supplies and materials including office, repair and maintenance, residential, and specific use.

- **7140 – Transfer Payments** include expenditures for awards and educational and training assistance.

- **7150 – Continuous Charges** include expenditures for insurance, lease payments, installment purchases, and service charges.

- **7210 – Property and Improvements** include expenditures for acquisitions as well as associated costs of property, rights-of-way, and waterways.

- **7220 – Equipment** include expenditures for computer processing, educational, electronic, reference materials, photographic, medical, laboratory, motorized, office, microfiche, periodicals, and similar materials used in the library, specific use and stationary equipment.

- **7230 – Plant and Improvements** include expenditures for acquisitions of plant and improvements and construction of plant and improvements.

**The following Recoveries Accounts <u>should not</u> be adjusted in this exercise.

Account Code	Account Title
7128	Recoveries-Travel
7129	Other Services (Recoveries)
7139	Other Supplies (Recoveries)
7159	Other Continous Charges (Recoveries)
7219	Other Property & Improvements
7229	Other Equipment (Recoveries)
7239	Other Plant & Improvements (Recoveries)
611960	Aux Recoveries - Pers services
611990	Recoveries - Personal Services

If end-users have questions about any Discretionary budgets populated in the phase, they should contact the OBFP for assistance.