Yavapai College
Self Service Banner Training
Budget Development
&
Salary Planner

Agenda

- Definition of Key Concepts
- Log Into Finance Self Service
- Budget Development Overview
- Viewing FT Salaries in Salary Planner

Definition of Key Concepts

- Budget ID – A six digit code that identifies the fiscal year of the budget to be developed.

- Budget Phase - Budget phases may be defined as either components of the budget (revenue, labor, capital, etc.) or as steps in the budget process (initial, requested, approved, 10% increase, etc.).

- Fund – A four* digit code that identifies where the money is coming from (general fund , restricted grant, etc.).

    * - Federal grants that have a year-end other than June 30 have 6 numeric characters.

- Organization – A six digit code that identifies a unit of budgetary responsibility and/or departments within the institution. It is used to define "who" spends the money.

- Account – A four digit code that identifies what kind of revenues or expenses are being incurred.

- Program – A two digit code that identifies why you are spending the money, whether it be to instruct students, or to provide student services.

Banner Self Service Application

Login to the myYC portal

Click the "Finance Main Menu" link under the "My Services" channel.

Budget Development Worksheet

- The Create Budget Worksheet link of Finance Self Service enables you to:
  - Allocate budget from 7000B (direct expense pool) to specific 7000 series accounts within same FOAP.
  - Transfer budget from one 7000B FOAP to another 7000B FOAP within your span of budget control.
  - Download the data to a Comma Separated Value (.csv) file for use with Microsoft Excel.

Creating a Budget Worksheet

1. Select the Create Budget Worksheet option.

Finance Budget Development

Create Budget Development Query
Create Budget Worksheet
Maintain Organization Lock

2. Select Create Query or Retrieve Query.

Create a New Budget Query   Create Query ⟶ To Create a new queries

Retrieve Existing Budget Query
Saved Query   None ▾
Retrieve Query ⟶ To retrieve previously saved queries

If you are creating a new worksheet, choose the columns you want to display on the worksheet by selecting the appropriate check box(es).

Creating a Budget Worksheet

- Select Columns to display in your worksheet

Budget Development Worksheet

Select columns to display amounts captured a
budget.

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

[Continue]

Check both:
- Adopted Budget, and
- Permanent Budget Adjustments

Click "Continue"

Budget Worksheet Key Points

- To successfully generate a worksheet, you must specify the following:
  - Chart of Accounts (Y)
  - Budget ID
  - Budget Phase
  - Fund
  - Organization
- A wildcard (%) may be used for certain FOAP element parameters. The corresponding values for the FOAP element will display in the query results.
- You must have Fund/Organization edit access. When a wildcard (%) is used, the system will retrieve data for the funds and organizations for which you have privileges.

Budget Development Worksheet

💬 Chart, Budget ID, Phase, Fund, and Organization are required. Program and Account may use wildcard (%). For Activity and Location null parameter matches null budget lines, or a specific value may be used. Choose Budget Duration (or All), source for Financial Manager (or None), and account types to include in the worksheet.

* Chart: Y (required)

* Budget ID: FY1314 (required)

* Budget Phase: (required)
NLABOR – All Non-Labor Accounts
LABOR1 – Salary & Acct Distribution, FT, PT & Adjunct

Chart of Accounts	Y
Budget ID	FY1112
Index	
Fund	0000
Organization	011003
Account	%

Budget Phase NLABOR [Budget]
Program
Activity
Location

* Fund: 4-6 digit, required

* Orgn Code: 6 digit numeric, required

Account: (optional) % wildcard permitted

Budget Duration Code: All

Display Fin Mgr from: Organization

Check to Include:
- ☑ Revenue Accounts
- ☑ Labor Accounts
- ☑ Expenses
- ☐ Transfers
- ☐ Deleted Items

Check: Revenue, Labor, & Expenses

Save Query as: _____
☐ Shared

[Submit]

Enter a Name to Save this Query for future use

Click "Submit"

Creating a Budget Worksheet

- ## The response will include
  - ### Worksheet Parameters. Your selections from the previous screen.
  - ### Your Worksheet: including Program, Account Type/Code, Title, Adopted Budget, Permanent Adjustments, Base Budget, Budget Duration Code, Proposed Budget, Change Value, Percent, Cumulative Change, New Budget.
    - **A Proposed Budget dialog table**, where you can create and edit what if scenarios.
  - ### Summary Totals, with Base Budget, Proposed Budget, New Budget, and Cumulative Change.

Worksheet Parameters

Budget Worksheet				
Chart of Accounts	Y	Yavapai College	Duration	All
Budget Id	FY1112	Budget FY11/12	Budget Phase	NLABOR Non-Labor
Fund Type	11	Unrestricted Fund		
Fund	0000	Unrestricted Funds - General	Program	All
Organization	011003	Government Relations	Activity	
Account	%		Location	
Financial Manager	Not Specified			

Parameters

Return To My Worksheets
Jump To Bottom

Enter Amount +/- 9999999999.99 to add/subtract. 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]

Worksheet

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		30		Institutional Support										
			70	Contractual/Professional Services										
OPAL	N		7000B	Direct Expense (less Capital) Pool	5,200.00	0.00	5,200.00	P	5,200.00	[____]	☐	0.00	5,200.00	☐
			Deleted	Revenues	0.00	0.00	0.00		0.00			0.00	0.00	
			Deleted	Labor	0.00	0.00	0.00		0.00			0.00	0.00	
			Deleted	Direct Expenses	0.00	0.00	0.00		0.00			0.00	0.00	

Budget Worksheet - Windows Internet Explorer

http://polk.yc.edu:9039/BANTEST/bwfkbpar.P_Worksheet_Parm · Google

Favorites · http://polk.yc.edu:9090/ · http://polk.yc.edu:9090/bd... · http://polk.yc.edu:9090/ · Budget Worksheet · Oracle Application Server F...

Mass Change Parameters	**Round To Nearest**

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

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		30		Institutional Support										
			70	Contractual/Professional Services										
OPAL	N		7000B	Direct Expense (less Capital) Pool	5,200.00	0.00	5,200.00	P	5,200.00		☐	0.00	5,200.00	☐
			Deleted	Revenues	0.00	0.00	0.00		0.00			0.00	0.00	
			Deleted	Labor	0.00	0.00	0.00		0.00			0.00	0.00	
			Deleted	Direct Expenses	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.

Account/Program Code lookup

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 All Worksheet Columns] [Download Selected Worksheet Columns]

Done · ✓ Trusted sites · 🔍 75%

Proposed Budget dialog table, where you can create and edit what if scenarios.

Editing A Budget Worksheet

Three methods to change an account(s) on Budget Worksheet

1. "Mass Change Parameters" by Percent or Amount (for 7000 series only, not likely to be used).

2. Account by Account via "Change Value" column on the worksheet.

3. "Proposed Budget" dialog table, specifically to add accounts.

1. "Mass Change Parameters" by Percent or Amount.

This will apply to all accounts on your worksheet.

2. Account by Account via "Change Value" column on the worksheet

- For individual accounts

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget
		30		Institutional Support									
			70	Contractual/Professional Services									
OPAL	N		7000B	Direct Expense (less Capital) Pool	5,200.00	0.00	5,200.00	P	5,200.00		☐	0.00	5,200.00

1. Enter Amount or Percent

2. Check if Percentage change desired

2. Click "Calculate" to preview changes

3. Click "Post" to save to your worksheet

Requery   Calculate   Post

Download All Worksheet Columns   Download Selected Worksheet Columns

3. Proposed Budget dialog table

1. Enter __Program__ and __Account__ to be added

2. Enter the budget amount

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	30	7014	Permanent Budget	1000
2	30	7015	Permanent Budget	1000
3	30	7101	Permanent Budget	1000
4	30	7408	Permanent Budget	1000
5			Permanent Budget	

Requery	Calculate	Post

Download All Worksheet Columns	Download Selected Worksheet Columns

2. Click "Calculate" to preview changes

3. Click "Post" to save to your worksheet

When adding accounts, be certain to reduce the 7000B by the appropriate amount. *Creating net new budget is not allowed.*

1. Enter the reduced budget amount using a (-) sign

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value		Percent	Cumulative Change	New Budget	
		30		Institutional Support											
			70	Contractual/Professional Services											
OPAL	N		7000B	Direct Expense (less Capital) Pool	5,200.00	0.00	5,200.00	P	5,200.00	-4000	☐		0.00	5,200.00	

2. Click "Calculate" to preview changes

3. Click "Post" to save to your worksheet

Requery	Calculate	Post

Download All Worksheet Columns	Download Selected Worksheet Columns

• Summary Totals must balance

– All changes and added accounts *must not increase* the total budget for the FOAP's under your span of budget control.

– For movement of budget between FOAPs, corresponding reductions are needed from the same FOAP or another FOAP under your span of budget control.

Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
70	Contractual/Professional Services	5,200.00	5,200.00	3,200.00	(2,000.00)
71	Supplies & Materials	0.00	0.00	1,000.00	1,000.00
74	Travel & Development	0.00	0.00	1,000.00	1,000.00
07	Direct Expenses	5,200.00	5,200.00	5,200.00	0.00

Base, Proposed and New Budgets should match

Cumulative Change should equal zero.

Save

- Remember to click "Post" (to save your changes) before you move to another Organization and create a new worksheet.
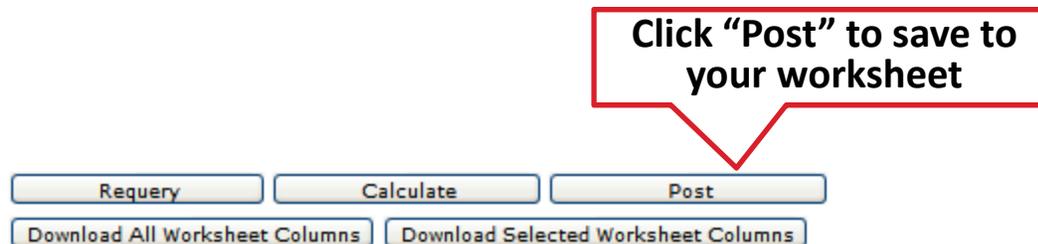
Click "Post" to save to your worksheet

- # Download Budget Worksheet to Excel.
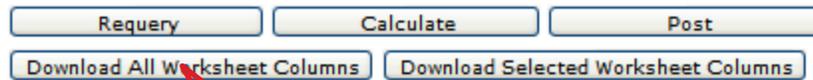
Click "Download All Worksheet Columns" to export your worksheet to Excel.

Self Service
Salary Planner

Salary Planner

- Budget Development shows total salary budget but no person detail.

- To see who is in your budget, use Salary Planner.

Salary Planner Overview

List By Position

Enter a Mass Change and select Mass Apply, or modify an individual position and select Save. Rounding applies to Mass Changes and individual position changes.

Mass Change

Rounding: None

Percent: ___

Amount: ___

[Mass Apply]

Jump to Bottom

1. Select Distribution, to view split funded positions
2. Select "Employee" for employee detail

011001 - President's Office , Unlocked

Position and Title	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget	Bargaining Unit	Estimated Fiscal Year Budget	Links	Extract Status	Exclude f Totals
987123 Assistant III	1	1	33,000.00	.00	.00	33,000.00		33,000.00	Distribution Comments Employee		No
987124 Coordinator	1	1	40,000.00	.00	.00	40,000.00		40,000.00	Distribution Comments Employee		No
Total:	2.00	2.00	73,000.00	.00	.00	73,000.00		73,000.00			

Position Budget Distribution

List by Employee Name

011003 Government Relations, Unlocked

ID and Name	Position, Suffix and Title	Employee Totals		Department Totals							
		Appointment Percent	Salary	Base Appointment Percent	Proposed Appointment Percent	Base Salary	Change Percent	Change Amount	Proposed Salary	Extract Status
Y00099877 Example, Jane	987123 Assistant III	100.00	33,000.00	100.00	100.00	33,000.00	.00	.00	33,000.00	
Y00125689 Example, John	987124 Coordinator	100.00	40,000.00	100.00	100.00	40,000.00	.00	.00	40,000.00	

2. Detail Drill down by Position

1. Detail Drill down by Name

Downloading Salary Data

| Personal Information | Student | Financial Aid | Employee | Finance |

Search [   ] [Go]   return to menu   site map   help   exit

Employee

Time Sheet
Electronic Personnel Action Forms
» Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
» Tax Forms
W4 information, W2 Form or T4 Form.
Jobs Summary
Leave Balances
Salary Planner

1. Click the "Employee" tab

2. Then Click "Salary Planner"

Salary Planner

Create Scenario
Copy Scenario
Edit Scenario
Organization Lock

3. Then Click "Edit Scenario"

Downloading Salary Data

Position Filters

💬 Enter filter criteria and select desired button. Use Ctrl or Shift key to select multiple.

FY12_TEST, FY_TEST_1

Organizations:
- All
- 012301 - TELS
- 012302 - PTSS

4. Select Query Criteria

Include Subordinate Organizations: ☑

Employee Class:
- All
- DD - Faculty Division Dean
- E1 - Staff Exempt 37 hours

Bargaining Unit:
- All
- None

Faculty Rank:
- All
- None

Include Pooled Positions: ☑

Include Vacant Positions: ☑

Number of Records per Page: 25 ▾

5. Select 'List By Employee'

[List By Employee]   [Summary Totals]   [List By Position]

Downloading Salary Data

Mass Apply

Jump to Bottom

6. Select 'Jump to Bottom'

Save   Reset

Download Job Data   Download Job and Distribution

Return to Top

7. Select 'Download Job and Distribution'

End