



Yavapai College
Self Service Banner Training
Budget Development
&
Salary Planner



Agenda

Agenda

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



Definition of Key Concepts

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.



Login

Yavapai
COLLEGE



70.3°

Search

Students Employees Community **Become a Student** Search and Register for Classes Academics ▾ A-Z Giving Campuses Quicklinks ▾

The ultimate one-day inside look at life as a college student.

Friday, Oct. 21

Be



Click here to get the Spring 2017 Enrollment Guide

Registration for continuing, degree-seeking students starts Oct. 24. Open registration for all

- Canvas LMS
- Office 365
- COGNOS Main Menu
- Email
- Employees**
- Students
- My Drives
- My Web Applications
- My Personal Information

- My Timesheet
- My Benefits & Deductions
- My Pay Information
- My Tax Forms
- My Leave Balances
- Employee Main Menu
- Finance Main Menu**
- Marketing Request Form



https://arthur.yc.edu/MYSSB/twbkwbis.P_GenMenu?name=bmenu.P_FinanceMnu#pageName=bmenu--P_FinanceBudDevlMnu__UID6&pageReferrerId=&pageDepth=3&o1 Search



Browse

Welcome, Duane M. Ransom, to Yavapai College Self-Service

Home > Finance > Budget Development

- Personal Information
- Student
- Financial Aid
- Employee
- Finance**

Budget Queries	Encumbrance Query	Approve Documents	View Document
Budget Transfer	Multiple Line Budget Transfer	Budget Development	Delete Finance Template
<ul style="list-style-type: none">My WorksheetsMaintain Organization Lock	<ul style="list-style-type: none">Create Budget Development QuerySalary Planner	<ul style="list-style-type: none">Create Budget Worksheet	



Budget Development Overview

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 : budget.

<input checked="" type="checkbox"/>	Adopted Budget
<input checked="" type="checkbox"/>	Permanent Budget Adjustments
<input type="checkbox"/>	Temporary Adopted
<input type="checkbox"/>	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.



Creating a Budget Worksheet

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 of Accounts Y

Budget ID

0000

011003

%

Budget Phase

* **Chart:** Y (required)

* **Budget ID:** FY1314 (required)

* **Budget Phase:** (required)

NLABOR - All Non-Labor Accounts
LABOR1 - Salary & Acct Distribution, FT, PT & Adjunct

Budget Duration Code:

Display Fin Mgr from:

* **Fund:** 4-6 digit, required

* **Orgn Code:** 6 digit numeric, required

Check to Include:

Revenue Accounts

Labor Accounts

Expenses

Transfers

Deleted Items

Check:
Revenue, Labor, & Expenses

Account: (optional)
% wildcard permitted

Save Query as:

Shared

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.



Creating a Budget Worksheet

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 +/- 999999999.99 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

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	<input type="text"/>	<input type="checkbox"/>	0.00	5,200.00	<input type="checkbox"/>
			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	



Creating a Budget Worksheet

Budget Worksheet - Windows Internet Explorer

http://polk.yc.edu:9039/BANTEST/bwfbpar.P_Worksheet_Parm

Change Value: Percent 2 decimals 1.00 10.00 100.00

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	<input type="text"/>	<input type="checkbox"/>	0.00	5,200.00	<input type="checkbox"/>
			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	<input type="text"/>	<input type="text"/>	Permanent Budget <input type="button" value="v"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	Permanent Budget <input type="button" value="v"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	Permanent Budget <input type="button" value="v"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	Permanent Budget <input type="button" value="v"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	Permanent Budget <input type="button" value="v"/>	<input type="text"/>

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.



Creating a Budget Worksheet

1. “Mass Change Parameters” by Percent or Amount.

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.

The screenshot shows a web interface for 'Mass Change Parameters'. It includes a 'Change Value' input field, a 'Percent' checkbox, and radio buttons for '2 decimals', '1.00', '10.00', and '100.00'. A 'Calculate' button is also present. Three red callout boxes with arrows point to the input field, the 'Percent' checkbox, and the 'Calculate' button, respectively.

1. Enter Amount or Percent

2. Check if Percentage change desired

3. Click “Calculate”

This will apply to all accounts on your worksheet.



Creating a Budget Worksheet

- 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	<input type="text"/>	<input type="checkbox"/>	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



Creating a Budget Worksheet

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



Creating a Budget 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	C	R
		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



Creating a Budget Worksheet

- **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

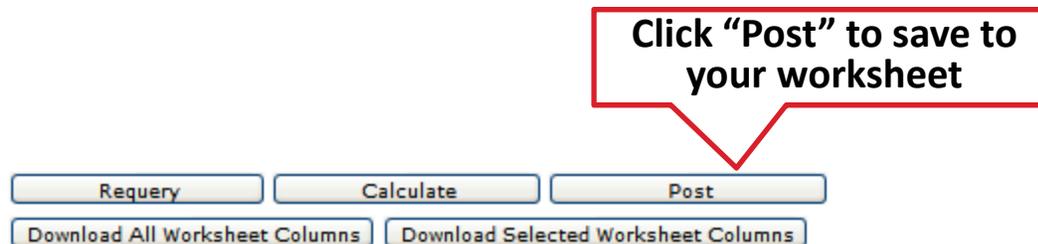
Cumulative Change
should equal zero.



Creating a Budget Worksheet

Save

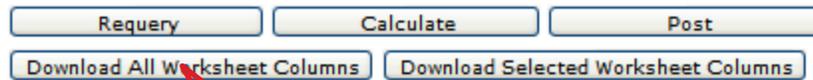
- Remember to click “Post” (to save your changes) before you move to another Organization and create a new worksheet.





Creating a Budget Worksheet

- Download Budget Worksheet to Excel.



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



Salary Planner Overview

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

https://arthur.yc.edu/MYSSB/twbkwbis.P_GenMenu?name=bmenu.P_FinanceMnu#pageName=bmenu--P_FinanceBudDevIMnu__UID6&pageReferrerId=bmenu--P_Finance Search



Browse

Welcome, Duane M. Ransom, to Yavapai College Self-Service

Home > Finance > Budget Development

Personal Information

Student

Financial Aid

Employee

Finance

Budget Queries

Encumbrance Query

Approve Documents

View Document

Budget Transfer

Multiple Line Budget Transfer

Budget Development

Delete Finance Template

My Worksheets

Create Budget Development Query

Create Budget Worksheet

Maintain Organization Lock

Salary Planner



Salary Planner Overview

https://arthur.yc.edu/MYSSB/bwfbkqud.P_DispsalPlanMnu Search



Browse

Welcome, Duane M. Ransom, to Yavapai College Self-Service

Home > Employee > Salary Planner

- Personal Information
- Student
- Financial Aid
- Employee**
- Finance

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	Faculty Load and Compensation
<ul style="list-style-type: none">■ Create Scenario■ Organization Lock	<ul style="list-style-type: none">■ Copy Scenario■ Query Multiple Extracts	<ul style="list-style-type: none">■ Edit Scenario■ Finance Budget Development	



Salary Planner Overview

Personal Information Student Financial Aid **Employee** Finance

Search

Query Multiple Extracts

Select one or more Extract ID, Scenario combinations and one or more Organizations. Select desired button.

Extract - Scenario:

FY13-ALL-FT-AND REG PT

1. Select Scenario

COA - Organization:

Y-011001-President's Office
Y-011011-SBDC
Y-011012-CTS

2. Select Organization

Include Subordinate Organizations:

Number of Records per Page: 25

Multiple Extract Employee

Multiple Extract Position

Multiple Extract Summary Totals

[\[Create Scenario \]](#) [\[Copy Scenario \]](#) [\[Edit Scenario \]](#) [\[Organization Lock \]](#)

3. Select either Employee or Position Extract



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:

Percent:

Amount:

[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		-	-



Salary Planner Overview

Position Budget Distribution



Personal Information Student Financial Aid **Employee** Finance

Search

Position Distribution

Select the Percent link to change the proposed position budget distribution. Select Add a New Record to add distribution records.

Budget Distribution for Position 987123 Assistant III.

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
Y		0000	011003	6003	30					25.00	8,250.00
Y		0000	011001	6003	30					75.00	24,750.00
Total										100.00	33,000.00



Salary Planner Overview

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	

1. Detail Drill down by Name

2. Detail Drill down by Position



Salary Planner Overview

Downloading Salary Data

The screenshot shows a web interface with a navigation bar containing tabs for Personal Information, Student, Financial Aid, Employee, and Finance. The Employee tab is selected. Below the navigation bar is a search field and a 'Go' button. The main content area is titled 'Employee' and lists several options: Time Sheet, Electronic Personnel Action Forms, Pay Information, Tax Forms, Jobs Summary, Leave Balances, and Salary Planner. The Salary Planner option is circled in red. Below this is a section titled 'Salary Planner' with options: Create Scenario, Copy Scenario, Edit Scenario, and Organization Lock. The Edit Scenario option is also circled in red. Three red callout boxes with arrows point to the Employee tab, the Salary Planner link, and the Edit Scenario link, respectively.

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**

Salary Planner

- Create Scenario
- Copy Scenario
- Edit Scenario**
- Organization Lock

1. Click the "Employee" tab
2. Then Click "Salary Planner"
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

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

List By Employee

Summary Totals

List By Position

4. Select Query Criteria

5. Select 'List By Employee'



Downloading Salary Data

Mass Apply

Jump to Bottom

6. Select 'Jump to Bottom'

Save

Reset

Download Job Data

Download Job and Distribution

7. Select 'Download Job and Distribution'

[Return to Top](#)



Salary Planner Overview

End