



# ***Yavapai College***

## ***Banner Finance***

### ***Budget Development Self Service Training Manual***



# **Budget Development Self-Service Training Manual**

## **April 2010**

### **Introduction**

The Budget Development Self-Service module will enable selected users the ability to query their proposed labor and direct expense budgets for the upcoming fiscal year via Banner Finance Self-Service. Users will be able to review their budgets, print screens and submit changes, if any, to the Vice President of Administrative Services.

This training manual will cover:

- Accessing Budget Development Self-Service (pages 3-5)
- Create Budget Development Query by Line Item Detail Option (pages 6-10)
- Create Budget Development Query by Hierarchy Option (pages 11-13)



Login to the Portal



*Yavapai*  
COLLEGE



70.3°





Browser address bar: <https://www.yc.edu/Default.asp>

Navigation: Home | My Email (4) | My News (0) | My Courses | My Services | Hello, Duane

Yavapai COLLEGE

Students | Employees | Community | Become a Student

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Services | A-Z | Giving | Campuses | Quicklinks

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

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

Click on



# Budget Development

https://arthur.yc.edu/MYSSB/twbkwbis.P\_GenMenu?name=bmenu.P\_FinanceMnu#pageName=bmenu--P\_FinanceBudDevIMnu\_\_UID6&pageReferrerId=&pageDepth=3&oj Search

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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	<b>Budget Development</b>	Delete Finance Template
<ul style="list-style-type: none"><li>My Worksheets</li><li>Maintain Organization Lock</li></ul>	<ul style="list-style-type: none"><li>Create Budget Development Query</li><li>Salary Planner</li></ul>	<ul style="list-style-type: none"><li><b>Create Budget Worksheet</b></li></ul>	

Click on



# Create Budget Development Query

The Finance Budget Development page gives you three choices to choose from. Only the “Create Budget Development Query” link will be used. Please do not click on the other two options.

The screenshot shows the Yavapai College Self-Service portal. The browser address bar displays the URL: [https://arthur.yc.edu/MYSSB/twbkwbis.P\\_GenMenu?name=bmenu.P\\_FinanceMnu#pageName=bmenu--P\\_FinanceBudDevIMnu\\_\\_UID6&pageReferrerId=&pageDepth=3&oj](https://arthur.yc.edu/MYSSB/twbkwbis.P_GenMenu?name=bmenu.P_FinanceMnu#pageName=bmenu--P_FinanceBudDevIMnu__UID6&pageReferrerId=&pageDepth=3&oj). The Yavapai College logo is visible in the top left. A "Browse" button is present. The user is logged in as Duane M. Ransom. The navigation path is Home > Finance > Budget Development. The Finance menu is active, showing options: Personal Information, Student, Financial Aid, Employee, and Finance. The Finance menu is expanded, showing a grid of options: Budget Queries, Encumbrance Query, Approve Documents, View Document, Budget Transfer, Multiple Line Budget Transfer, Budget Development (circled in red), and Delete Finance Template. Below the grid, there are three main options: My Worksheets, Create Budget Development Query (circled in red with an arrow pointing to it), and Create Budget Worksheet. Other options include Maintain Organization Lock and Salary Planner.

Click on



## Create Budget Development Query

You can build a query of your organization by line item detail. The report will produce a listing of individual budget line items in your organization.


To create a new query, select “Create Query”. To retrieve an existing template, choose a Saved Query and select “Retrieve Query”.

Personal Information Student Financial Aid Employee **Finance**

Search   return to budget development menu site map help

### Budget Development Query

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

Create a New Budget Query  ← **Click on**

Retrieve Existing Budget Query  
Saved Query

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[ [Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Budget Development](#) | [Delete Finance Template](#) ]



# Budget Query by Line Item Detail

Personal Information Student Financial Aid Employee **Finance**

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## Budget Development Query

Select the columns to display on the report. Indicate if you wish to start with a summary by Organization Hierarchy or with Line Item detail.

<input type="checkbox"/> Adopted Budget
<input type="checkbox"/> Permanent Budget Adjustments
<input type="checkbox"/> Temporary Adopted
<input type="checkbox"/> Temporary Adjustments
<input type="checkbox"/> Base Budget and Cumulative Change
<input type="checkbox"/> Lock Status
<input type="radio"/> Organization Hierarchy <input checked="" type="radio"/> Line Item Detail

Select "Line Item Detail" and the "Continue" button.

[ [Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Budget Development](#) | [Delete Finance Template](#) ]

release: 8.1





# Budget Query by Line Item Detail

## Budget Development Query

Chart, Budget ID, and Phase are required for Line Item Detail Query. Fund, Organization, Program, and Account may use wildcard (%), or leave null for all. For Activity and Location null matches null, % means All, or wildcard (%) may be used. Choose Budget Duration (or All), source for Financial Manager (or None), and account types to include in the query.

Chart of Accounts	<input type="text" value="Y"/>	Budget Phase	<input type="text" value="ITERA1"/>	<input type="button" value="Budget"/>
Budget ID	<input type="text" value="FY1011"/>	Program	<input type="text"/>	
Index	<input type="text"/>	Activity	<input type="text"/>	
Fund	<input type="text"/>	Location	<input type="text"/>	
Organization	<input type="text" value="013301"/>			
Account	<input type="text"/>			

Enter parameters **Y**, **FY1011**, **ITERA1** and **Organization**.

Budget Duration Code:	<input type="text" value="All"/>
Display Fin Mgr from:	<input type="text" value="None"/>

Select parameters as outlined here and then "Submit".

Check to Include:

<input type="checkbox"/>	Revenue Accounts
<input checked="" type="checkbox"/>	Labor Accounts
<input checked="" type="checkbox"/>	Expenses
<input type="checkbox"/>	Transfers
<input type="checkbox"/>	Deleted Items

Save Query as:

Shared



# Budget Development Report by Line Item Detail

## Report Parameters

Budget Development Report				
Line Item Detail				
Chart of Accounts Y	Yavapai College	Duration	All	
Budget Id	FY1011	Budget FY10/11	Budget Phase	TEST Combined Test
Fund	All		Program	All
Organization	013301 Business Office	Activity		
Account	All	Location		

## Query Results

Fund	Program	Account	Activity	Location	Duration	FY1011/TEST Proposed Budget	Text	Origin
0000	30	6002			P	187,970.00		POSN
0000	30	6003			P	201,546.00		POSN
0000	30	6006			P	1,750.00		POSN
0000	30	6008			P	500.00		POSN
0000	30	6101			P	57,672.00		POSN
0000	30	6102			P	4,728.00		POSN
0000	30	6104			P	503.28		POSN
0000	30	6105			P	1,198.53		POSN
0000	30	6106			P	1,567.06		POSN
0000	30	6107			P	26,606.79		POSN
0000	30	6108			P	7,865.34		POSN
0000	30	6110			P	29,970.11		POSN
0000	30	7000B			P	24,839.80		LOAD
3100	30	7000B			P	77,200.00		LOAD
Report Total (of all records)						623,916.91		

Shared

Download options available

This report displays the proposed budget for next fiscal year.

### General Notes:

- Accounts 6001 through 6005 and 6009 are for full-time salaries. You should have received a Position Salary Report for FY10/11 listing the employees being paid from these accounts.
- All other 6000 and 6100 series accounts cover non full-time salaries and fringe.
- Account 7000B is the Direct Expense Pool.



## Budget Query by Organization Hierarchy

A Budget Manager may also query by organizational hierarchy. The report will begin with a summary by organization and you can drill down to the successor organizations.

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Search  Go [return to budget development menu](#) [site map](#) [help](#)

### Budget Development Query

! Select the columns to display on the report. Indicate if you wish to start with a summary by Organization Hierarchy or with Line Item detail.

<input type="checkbox"/>	Adopted Budget
<input type="checkbox"/>	Permanent Budget Adjustments
<input type="checkbox"/>	Temporary Adopted
<input type="checkbox"/>	Temporary Adjustments
<input type="checkbox"/>	Base Budget and Cumulative Change
<input type="checkbox"/>	Lock Status
<input checked="" type="radio"/>	Organization Hierarchy
<input type="radio"/>	Line Item Detail

Select "Organization Hierarchy" and the "Continue" button.



# Budget Query by Organization Hierarchy

## Budget Development Query

Chart, Budget ID, Phase, and Organization are required for Query by Organization Hierarchy. Fund, Program, and Account may use wildcard (%), or leave null for all. For Activity and Location null matches null, % means All, or wildcard (%) may be used. A second Budget Id and Phase may be entered for comparison purposes for the same Chart and FOAPAL. Choose Budget Duration (or All), source for Financial Manager (or None), and account types to include in the query.

Chart of Accounts: Y

Budget ID: FY1011

Comparison Budget ID:

Index:

Fund:

Organization: 0133

Account:

Budget Phase: ITERA1

Comparison Budget Phase:

Program:

Activity: %

Location: %

Enter parameters **Y**, **FY1011**, **ITERA1** and **Organization**. Click the Organization box to look up a higher level organization code.

Budget Duration Code: All

Display Fin Mgr from: None

Check to Include:

Revenue Accounts

Labor Accounts

Expenses

Transfers

Deleted Items

Save Query as:

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Submit

Select parameters as outlined here and then Submit.



# Budget Query by Organization Hierarchy

## Budget Development Query

Select an Organization link to drill to next level of detail. Select one of the Download options to download Budget Development data to a spreadsheet.

### Report Parameters

Budget Development Report				
By Organization				
Chart of Accounts Y	Yavapai College	Duration	All	
Budget Id	FY1011	Budget FY10/11	Budget Phase	TEST Combined Test
Fund	All	Program	All	
Organization	0133	Business Services	Activity	All
Account	All	Location	All	

### Query Results

Organization	Organization Title	FY1011/TEST	Proposed Budget
0133	Business Services		
01330	Business Office		623,916.91
01331	Purchasing		868,323.28
01332	Business Services - Verde		125,658.07
0133	Rollup		1,617,898.26

The report will begin with a summary by organization and you can drill down to the successor organizations.

[Download All Ledger Columns](#) [Download Selected Ledger Columns](#)

Save Query as

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[Another Query](#)