



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)



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http://www.yc.edu/

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Yavapai COLLEGE
Your community. Your college.

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Future Students Current YC Students Faculty & Staff Lifelong Learners Community & Visitors

Jump Start Your Career!
Click here for details

» College Catalog | Financial Aid
» Spring '10 Academic Calendar
» Search for Credit Classes | Schedule (PDF)
» Register for Community Ed Classes
» Register for Credit Classes

myYC Portal Login

Username Password Need help?

Monday, March 29, 2010

About Yavapai College
Academics
Admissions
Alumni
Athletics
Blackboard Login
Bookstore
Community Events
District Governing Board
Employment
Library Services
Registration
Site Map (A-Z Index)
YC Foundation

Yavapai College News (See more...)

Immortal Space at YC Prescott Art Gallery
March 26 - April 14

YC Agriculture & Equine Students Receive Scholarships
Chuck Sheppard Memorial Scholarship

News For Students (visit RoughWriter...)

Pathways to Teaching

YC Radiology Program

Today's Events

2:00 PM Successful University Transfer Workshop, Prescott ...

Tomorrow's Events

12:00 PM Baseball vs. Paradise Valley
2:00 PM Baseball vs. Paradise Valley
2:00 PM Softball vs. South Mountain
4:00 PM Softball vs. South Mountain

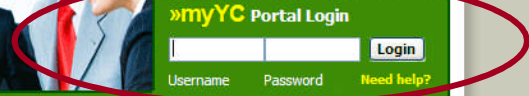
Future Events

01 APR Softball vs. Pima
01 APR Allied Health Workshop, Prescott Campus
01 APR Softball vs. Pima

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Login to the Portal





SunGard Higher Education - Windows Internet Explorer

http://portaltest.yc.edu/render.userLayoutRootNode.uP?uP_root=root

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SunGard Higher Education

myYC
my information. my way.

Yavapai COLLEGE
Your community. Your college.

Welcome Frank Dangelo
You are currently logged in.

Groups Logout Help

Home Life @YC Library Student Business Student Life Employee myTab May 28, 2009

Search

Search

yc website people courses

YC Shared Drives

- Portal Help and Tutorials
- Help Desk
- Channel Index
- Portal Feedback
- The Poll

My Services

- [My Personal Information](#)
- [My Emergency Contact](#)
- [My Financial Aid](#)
- [My Registration \(Add/Drop\) - \[Availability\]](#)
- [Class Schedule Search](#)
- [View College Catalog](#)

Finance

- [Finance Main Menu](#)

Upcoming Events Calendar

- 5/28/2009 [Heritage Middle School 8th Grade Gradua](#)
- 5/29/2009 [Tri-City Prep Graduation](#)
- 5/30/2009 [Hot Rod Fever - Car & Motorcycle Show](#)
- 6/1/2009 [Summer Semester Begins](#)
- 6/1/2009 [Pre-Nursing Workshop at Verde Valley Cam](#)
- 6/4/2009 [Summer's Danceworks Rehearsal](#)
- 6/5/2009 [Summer's Danceworks Recital](#)
- 6/6/2009 [Summer's Danceworks Recital](#)
- 6/6/2009 [GED Graduation](#)
- 6/11/2009 [Pre-Nursing Program Workshop at Prescott](#)

[Click here for entire calendar.](#)

YC Hotlinks

- [Academic Calendar](#)
- [AZ CAS](#)
- [Campus Maps](#)

Campus Announcements

There are no announcements

Click on

Trusted sites 100%

start SunGard Higher Educ... Microsoft Excel Self-Service Budget Q... Wireless Network Co... 9:13 PM



Budget Development

Finance - Windows Internet Explorer

https://taylor.yc.edu/BANPROD/twbkwbis.P_GenMenu?name=bmenu.P_FinanceMnu

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Finance

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

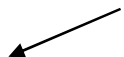
[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Budget Development](#) | [Delete Finance Template](#)]

release: 9.2

Done Trusted sites 100%

start Finance - Windows In... Inbox - Microsoft Out... Oracle Developer For... 4vd44qhwyly9h4Gqq... Microsoft PowerPoint ... 4:03 PM

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 a web interface with a navigation bar containing tabs for Personal Information, Student, Financial Aid, Employee, and Finance. Below the navigation bar is a search box with a 'Go' button and links for 'return to finance menu', 'site map', and 'help'. The main heading is 'Finance Budget Development'. Below this heading are three links: 'Create Budget Development Query' (circled in red), 'Create Budget Worksheet', and 'Maintain Organization Lock'. A red arrow points from the text 'Click on' to the 'Create Budget Development Query' link. At the bottom of the page, there is a footer with a list of links: [Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Budget Development | Delete Finance Template] and the text 'release: 8.2'.



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 Go return to budget development menu site map help

Budget Development Query

i 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

[[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

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

release: 8.1

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



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		

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

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.

Personal Information Student Financial Aid Employee **Finance**

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.

- Adopted Budget
- Permanent Budget Adjustments
- Temporary Adopted
- Temporary Adjustments
- Base Budget and Cumulative Change
- Lock Status
- Organization Hierarchy
- 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	<input type="text" value="Y"/>	Budget Phase	<input type="text" value="ITERA1"/> <input type="button" value="Budget"/>
Budget ID	<input type="text" value="FY1011"/>	Comparison Budget Phase	<input type="text" value=""/> <input type="button" value="Comparison Budget"/>
Comparison Budget ID	<input type="text" value=""/>	Program	<input type="text" value=""/>
Index	<input type="text" value=""/>	Activity	<input type="text" value="%"/>
Fund	<input type="text" value=""/>	Location	<input type="text" value="%"/>
Organization	<input type="text" value="0133"/>		
Account	<input type="text" value=""/>		
Budget Duration Code:	<input type="text" value="All"/>		
Display Fin Mgr from:	<input type="text" value="None"/>		
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:	<input type="text" value=""/>		
<input type="checkbox"/> Shared			
<input type="button" value="Submit"/>			

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

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

Download All Ledger Columns

Download Selected Ledger Columns

Save Query as

Shared

Another Query

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