

*Personal Information* *Employee* *Finance*

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# ***Banner Budget Reallocation***

## ***Step-by-Step Training Guide***

# What is this Process all about?

- Only for Fund 110002 Unrestricted Operational accounts 7XXXXXX
- Department budget reallocation
  - Move the furniture around.
- New funds awarded will be loaded by the Budget office (not part of this process).
- All other Funds and Accounts are handled by the Budget Office. (e.g. endowments)


## Sign into CC


Access these Colorado College services with your main CC username and password.

 Email (Office 365)

 Events Management


 Banner (SSS)

 Employment Portal

 Print Shop Orders

 INB 9 (Prod)

 Canvas

 Summit

 Handshake

For internal use only: [Banner TEST SSB and INB](#)

### Other Accounts

These services require distinct usernames and passwords.

 Gold Card Management

 Admission Portal

 Athlete Portal

 Financial Aid

 Billing Portal

To **sign out**, close down the browser session completely (all tabs)

**Sign into the CC Single Sign-In System**

**Click on 'Banner'**

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## Main Menu

### [Personal Information](#)

View addresses and phones; contact information; review name; Change your PIN, update ethnicity and race information.

### [Employee](#)

Benefits, leave or job data, paystubs and W4.

### [Finance](#)

Create or review financial documents, budget information, approvals.

Select 'Finance' from either the tabs at the top or in the list to the left of the screen.

## Finance

You are about to view confidential information. If you continue, you agree not to reproduce, retransmit, disseminate, sell, distribute, publish, broadcast, circulate or commercially exploit the information available on this Site in any manner without express written consent from Colorado College, nor to use the information available on this Site for any unlawful purpose.

[Budget Queries](#)[Encumbrance Query](#)[Purchase Order](#)[Approve Documents](#)Business Office use only.[View Document](#)[Budget Transfer](#)[Budget Development](#)[Capital Equipment Request Menu](#)[Budget Increase Request](#)[Transaction Detail](#)[Fund/Orgn Management](#)Controllers Office use only.

# Select Budget Development

[e~Print Finance Repository](#)CC Financial Reporting -- The ePrint Finance Repository is a new way to see financial reports.

## Finance Budget Development

[Create Budget Development Query](#)[Create Budget Worksheet](#)[Maintain Organization Lock](#)

# Select Create a Budget Worksheet

[ [Budget Queries](#) | [Encumbrance Query](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Budget Development](#) | [Capital Equipment Request Menu](#) | [Budget Increase Request](#) | [Transaction Detail](#) | [Fund/Orgn Management](#) | [e~Print Finance Repository](#) ]

## Budget Development 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



Retrieve Existing Worksheet Query

Saved Query



Select either 'Create Query' or 'Retrieve Query'  
If you do not have an existing query, you must 'Create' one first.

## Budget Development 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.

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

Check the boxes for 'Adopted Budget' and 'Permanent Budget Adjustments' only.

[ [Budget Queries](#) ]

The budget reallocation process is used to redistribute permanent operating budgets only.

*Temporary budget adjustments can be made after the adopted budget has been loaded in Banner. (July timeframe).*



Search

## Budget Development Worksheet

Chart, Budget ID, Phase, Fund, and Organization are required. Program and Account n used. Choose Budget Duration (or All), source for Financial Manager (or None), and ac

Chart of Accounts	<input type="text" value="T"/>		
<b>Budget ID</b>	<input type="text" value="FY21"/>	<b>Budget Phase</b>	<input type="text" value="REALLO"/> <input type="button" value="Budget"/>
Index	<input type="text"/>	Program	<input type="text"/>
Fund	<input type="text" value="110002"/>	Activity	<input type="text"/>
Organization	<input type="text"/>	Location	<input type="text"/>
Account	<input type="text"/>		

**Budget Duration Code:**  ▼

**Display Fin Mgr from:**  ▼

<b>Check to Include:</b>	
<input type="checkbox"/>	Revenue Accounts
<input type="checkbox"/>	Labor Accounts
<input checked="" type="checkbox"/>	Expenses
<input type="checkbox"/>	Transfers
<input type="checkbox"/>	Deleted Items

**Save Query as:**

Shared

To Create a Query Key:

Chart of Accounts = 'T'

Budget ID = 'FY21'

Budget Phase = 'REALLO'

Fund = '110002'

Org = Enter the organization you are making budget changes for

Budget Duration = 'Permanent'  
Check the 'Expense' box ONLY

Save Query as box: Name and use to share your query with others.

Shared box.: click if you want others to use query.  
**SUBMIT**

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 To Bottom link to navigate to the bottom of the worksheet area for access to additional features and totals.

**Worksheet Parameters**

Budget Worksheet					
Chart of Accounts	T	The Tiger Chart	Duration	Permanent Budget	
Budget Id	FY21	Fiscal Year 2020-21	Budget Phase	REALLO FY 20-21 Reallocation Phase	
Fund Type	11	Current Unrestricted Funds			
Fund	110002	Unrestricted Operating Fund	Program	All	
Organization	140001	Office of the Dean of the College	Activity		
Account	All		Location		
Financial Manager					



The parameters entered are summarized in the top section of the budget worksheet.

[Return To My Worksheets](#)

[Jump To Bottom](#)

Enter Amount +/- 999999999.99 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.

<b>Mass Change Parameters</b>	<b>Round To Nearest</b>
Change Value: <input type="text"/>	<input type="checkbox"/> Percent <input type="radio"/> 2 decimals <input checked="" type="radio"/> 1.00 <input type="radio"/> 10.00 <input type="radio"/> 100.00
<input type="button" value="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
		GA		General and Administration										
			7A	Operating Expenses										
	Y		<a href="#">701051</a>	Office Supplies	0.00	0.00	0.00	P	700.00		<input type="checkbox"/>	700.00	700.00	<input type="checkbox"/>
		IN		Instruction										
			7A	Operating Expenses										
	Y		<a href="#">701051</a>	Office Supplies	0.00	0.00	0.00	P	1,000.00		<input type="checkbox"/>	1,000.00	1,000.00	<input type="checkbox"/>
			Deleted	Operating Expenses	0.00	0.00	0.00		0.00			0.00	0.00	

Adopted Budget: permanent or ongoing Budget loaded at the Beginning of the fiscal year.

Permanent Adjustment: additional permanent budget entry awarded after the budget roll process.

Base Budget: permanent budget after adjustments



**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
		GA		General and Administration										
			7A	Operating Expenses										
OPAL	Y		701051	Office Supplies	600.00	0.00	600.00	P	600.00		<input type="checkbox"/>	0.00	600.00	<input type="checkbox"/>
OPAL	N		701501	Other Supplies	100.00	0.00	100.00	P	100.00		<input type="checkbox"/>	0.00	100.00	<input type="checkbox"/>
OPAL	N		703001	Telephone Charges	100.00	0.00	100.00	P	100.00		<input type="checkbox"/>	0.00	100.00	<input type="checkbox"/>
OPAL	N		704001	General Printing & Binding	300.00	0.00	300.00	P	300.00		<input type="checkbox"/>	0.00	300.00	<input type="checkbox"/>
OPAL	N		707501	Official Functions	600.00	0.00	600.00	P	600.00		<input type="checkbox"/>	0.00	600.00	<input type="checkbox"/>
OPAL	N		708001	Dues & Memberships	400.00	0.00	400.00	P	400.00		<input type="checkbox"/>	0.00	400.00	<input type="checkbox"/>
			7G	Travel										
OPAL	N		730001	Airfare	4,500.00	0.00	4,500.00	P	4,500.00		<input type="checkbox"/>	0.00	4,500.00	<input type="checkbox"/>
OPAL	N		730011	Ground Transportation	500.00	0.00	500.00	P	500.00		<input type="checkbox"/>	0.00	500.00	<input type="checkbox"/>
OPAL	N		730031	Lodging	3,500.00	0.00	3,500.00	P	3,500.00		<input type="checkbox"/>	0.00	3,500.00	<input type="checkbox"/>
OPAL	N		730041	Meals & Incidentals	1,200.00	0.00	1,200.00	P	1,200.00		<input type="checkbox"/>	0.00	1,200.00	<input type="checkbox"/>
OPAL	N		730051	Conference Registration Fees	5,000.00	0.00	5,000.00	P	5,000.00		<input type="checkbox"/>	0.00	5,000.00	<input type="checkbox"/>
			Deleted	Operating Expenses	0.00	0.00	0.00		0.00			0.00	0.00	

At the beginning of the process,  
both the Base Budget and  
Proposed Budget Column will have  
the exact amounts.

Once changes are  
made and posted, the  
New Budget column  
will display those totals.

**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
		GA		General and Administration										
			7A	Operating Expenses										
OPAL	Y		701051	Office Supplies	600.00	0.00	600.00	P	600.00	<input type="text"/>	<input type="checkbox"/>	0.00	600.00	<input type="checkbox"/>
OPAL	N		701501	Other Supplies	100.00	0.00	100.00	P	100.00	<input type="text"/>	<input type="checkbox"/>	0.00	100.00	<input type="checkbox"/>
OPAL	N		703001	Telephone Charges	100.00	0.00	100.00	P	100.00	<input type="text"/>	<input type="checkbox"/>	0.00	100.00	<input type="checkbox"/>
OPAL	N		704001	General Printing & Binding	300.00	0.00	300.00	P	300.00	<input type="text"/>	<input type="checkbox"/>	0.00	300.00	<input type="checkbox"/>
OPAL	N		707501	Official Functions	600.00	0.00	600.00	P	600.00	<input type="text"/>	<input type="checkbox"/>	0.00	600.00	<input type="checkbox"/>
OPAL	N		708001	Dues & Memberships	400.00	0.00	400.00	P	400.00	<input type="text"/>	<input type="checkbox"/>	0.00	400.00	<input type="checkbox"/>
			7G	Travel										
OPAL	N		730001	Airfare	4,500.00	0.00	4,500.00	P	4,500.00	<input type="text"/>	<input type="checkbox"/>	0.00	4,500.00	<input type="checkbox"/>
OPAL	N		730011	Ground Transportation	500.00	0.00	500.00	P	500.00	<input type="text"/>	<input type="checkbox"/>	0.00	500.00	<input type="checkbox"/>
OPAL	N		730031	Lodging	3,500.00	0.00	3,500.00	P	3,500.00	<input type="text"/>	<input type="checkbox"/>	0.00	3,500.00	<input type="checkbox"/>
OPAL	N		730041	Meals & Incidentals	1,200.00	0.00	1,200.00	P	1,200.00	<input type="text"/>	<input type="checkbox"/>	0.00	1,200.00	<input type="checkbox"/>
OPAL	N		730051	Conference Registration Fees	5,000.00	0.00	5,000.00	P	5,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	5,000.00	<input type="checkbox"/>
			Deleted	Operating Expenses	0.00	0.00	0.00		0.00	<input type="text"/>	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>

**Worksheet**

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Posted	Cumulative Change	New Budget	Delete Record
		GA		General and Administration										
			7A	Operating Expenses										
OPAL	N		701051	Office Supplies	490.00	0.00	490.00	P	490.00	200	<input type="checkbox"/>	0.00	490.00	<input type="checkbox"/>
OPAL	N		701501	Other Supplies	200.00	0.00	200.00	P	200.00	-200	<input type="checkbox"/>	0.00	200.00	<input type="checkbox"/>
OPAL	N		703001	Telephone Charges	100.00	0.00	100.00	P	100.00		<input type="checkbox"/>	0.00	100.00	<input type="checkbox"/>
OPAL	N		704001	General Printing & Binding	300.00	0.00	300.00	P	300.00		<input type="checkbox"/>	0.00	300.00	<input type="checkbox"/>
OPAL	N		707501	Official Functions	600.00	0.00	600.00	P	600.00		<input type="checkbox"/>	0.00	600.00	<input type="checkbox"/>
OPAL	N		708001	Dues & Memberships	400.00	0.00	400.00	P	400.00		<input type="checkbox"/>	0.00	400.00	<input type="checkbox"/>
			7G	Travel										
OPAL	N		730001	Airfare	4,500.00	0.00	4,500.00	P	4,500.00		<input type="checkbox"/>	0.00	4,500.00	<input type="checkbox"/>
OPAL	N		730011	Ground Transportation	500.00	0.00	500.00	P	500.00		<input type="checkbox"/>	0.00	500.00	<input type="checkbox"/>
OPAL	N		730031	Lodging	3,500.00	0.00	3,500.00	P	3,500.00		<input type="checkbox"/>	0.00	3,500.00	<input type="checkbox"/>
OPAL	N		730041	Meals & Incidentals	1,200.00	0.00	1,200.00	P	1,200.00		<input type="checkbox"/>	0.00	1,200.00	<input type="checkbox"/>
OPAL	N		730051	Conference Registration Fees	5,000.00	0.00	5,000.00	P	5,000.00		<input type="checkbox"/>	0.00	5,000.00	<input type="checkbox"/>
			Deleted	Operating Expenses	0.00	0.00	0.00		0.00			0.00	0.00	

**Ready to make changes:**

- Enter all changes in the **Change Value** column, whether negative or positive.
- At this point no changes have been calculated or posted.
- The budget will update once you hit **Calculate** and you will see the net effect in the **Cumulative Change** and **Budget Column**.
- To return to your original budget and remove your changes select the 'Requery' button (this only applies to changes that have not been Posted)



**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
		GA		General and Administration										
			7A	Operating Expenses										
OPAL	N		701051	Office Supplies	490.00	0.00	490.00	P	490.00			200.00	690.00	<input type="checkbox"/>
OPAL	N		701501	Other Supplies	200.00	0.00	200.00	P	200.00			( 200.00)	0.00	<input type="checkbox"/>
OPAL	N		703001	Telephone Charges	100.00	0.00	100.00	P	100.00			0.00	100.00	<input type="checkbox"/>
OPAL	N		704001	General Printing & Binding	300.00	0.00	300.00	P	300.00			0.00	300.00	<input type="checkbox"/>
OPAL	N		707501	Official Functions	600.00	0.00	600.00	P	600.00			0.00	600.00	<input type="checkbox"/>
OPAL	N		708001	Dues & Memberships	400.00	0.00	400.00	P	400.00			0.00	400.00	<input type="checkbox"/>
			7G	Travel										
OPAL	N		730001	Airfare	4,500.00	0.00	4,500.00	P	4,500.00			0.00	4,500.00	<input type="checkbox"/>
OPAL	N		730011	Ground Transportation	500.00	0.00	500.00	P	500.00			0.00	500.00	<input type="checkbox"/>
OPAL	N		730031	Lodging	3,500.00	0.00	3,500.00	P	3,500.00			0.00	3,500.00	<input type="checkbox"/>
OPAL	N		730041	Meals & Incidentals	1,200.00	0.00	1,200.00	P	1,200.00			0.00	1,200.00	<input type="checkbox"/>
OPAL	N		730051	Conference Registration Fees	5,000.00	0.00	5,000.00	P	5,000.00			0.00	5,000.00	<input type="checkbox"/>
			Deleted	Operating Expenses	0.00	0.00	0.00		0.00			0.00	0.00	<input type="checkbox"/>

Click '**CALCULATE**' to verify that the changes add up to net zero increase.

The changes will move from the **Change Value** field to the **Cumulative Change** and **New Budget** column. Notice the **Proposed Budget** column hasn't updated at this time.

# How to Delete or Add a New Line or Account



# Deleting an Account

## 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
		GA		General and Administration										
			7A	Operating Expenses										
OPAL	Y		701501	Other Supplies	200.00	0.00	200.00	P	0.00			( 200.00)	0.00	<input type="checkbox"/>
OPAL	N		703001	Telephone Charges	100.00	0.00	100.00	P	100.00			0.00	100.00	<input type="checkbox"/>
OPAL	N		704001	General Printing & Binding	300.00	0.00	300.00	P	300.00			0.00	300.00	<input type="checkbox"/>
OPAL	N		707501	Official Functions	600.00	0.00	600.00	P	800.00			200.00	800.00	<input type="checkbox"/>
OPAL	N		707503	Meals - Non Travel	0.00	0.00	0.00	P	0.00			0.00	0.00	<input checked="" type="checkbox"/>
OPAL	N		707504	Meeting Refreshments	0.00	0.00	0.00	P	0.00			0.00	0.00	<input checked="" type="checkbox"/>

- The system will show accounts the department has used in the past, even if they have no budget.
- For zero budget accounts, click the box under [Delete Record](#) column.
- For accounts with existing budget, first move the budget, post the change, and then delete the account.

Be sure to **'POST'** the entry!





# Adding an Account

## Account/Program Code lookup

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	<input type="text"/>	<input type="text"/>	Permanent Budget ▼	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	Permanent Budget ▼	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	Permanent Budget ▼	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	Permanent Budget ▼	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	Permanent Budget ▼	<input type="text"/>

- To add a new budget for a new account, you can add it in the “[New Row](#)” section.
- If you don’t know the Account number you can look it up.

### Account/Program Code Lookup

---

**Code Lookup**

Chart of Accounts Code

Type  ▼  

Account  
Program

Code Criteria

Title Criteria

Maximum rows to return  ▼

[Close Window](#)

---

RELEASE: 8.5

- Click [Account/Program Code look up](#).
- These screens are Read Only. Once you find the account you need, make a note of it for later use.
- In the sub screen you can look up by account or program.

# Adding an Account

## Account/Program Code Lookup

---

**Code Lookup**

Chart of Accounts Code

Type

Code Criteria


Title Criteria

Maximum rows to return

[Close Window](#)

---

RELEASE: 8.5

- Select **Account**
- In **Title Criteria** or **Code Criteria** you can enter partial information and use wildcards (%).
- Select the **Maximum rows to return** for results.
- Execute Query.
- Results as follows. 

## Account/Program Code Lookup

---

Locate the desired value from the code lookup results list and type that value into the applicable field.

**Code lookup results**

Chart T	
Account Code	Title
521161	Support Received from Agency Funds
575051	Supplies Revenue
61300	Support Staff Salaries
613002	Hourly/PT Support >= 1,000 per yr
613003	Hourly/PT Support < 1,000 per yr
613010	Support Staff Salary Recharges
613020	Hourly/PT Support >= 1,000 per yr
613100	Support Staff Salary Recharges
613120	Support Staff Salary Chargebacks
613199	Support Staff Salary Chargebacks
701000	Supplies & Materials
701001	Instructional Supplies
701002	Instructional Supplies Chargebacks
701005	Theatrical Supplies
701011	Laboratory Supplies
701021	Technical Shop Supplies
701041	Medical Supplies
701051	Office Supplies
701052	Office Supplies Chargebacks
701058	Music Supplies
701061	Copier/Printer Supplies
701081	Custodial and Laundry Supplies
701501	Other Supplies
701800	Landscaping Supplies
708056	Support for Agency Funds
710521	Software Support and Maintenance
750300	Landscaping Supplies
751051	COGS Student Supplies
752051	COGS FREIGHT Student Supplies
772111	Capital Projects - Support Services

[Enter New Criteria](#)

[Close Window](#)

---

RELEASE: 8.5

# Adding an Account

## Account/Program Code Lookup

---

**Code Lookup**

Chart of Accounts Code

Type

Code Criteria


Title Criteria

Maximum rows to return

[Close Window](#)


---

**RELEASE: 8.5**

- Select **Program**
- In **Title Criteria** you can enter partial information and use wildcards (%)
- Since we have a limited number of Program Codes you can leave criteria blank.
- Execute Query.
- Results as follows. 

## Account/Program Code Lookup

---

 Locate the desired value from the code lookup results list and type that value into the applicable field.

**Code lookup results**

Chart T	
Program Code	Title
999999	Holding Account Program
AG	Agency Funds
AS	Academic Support
AX	Auxiliary
CS	Community Service
CWS	Colorado Workstudy Program
EP	Community Educational Programs
FCS	Federal Community Service Workstudy
FMD	Fundraising&Membership Development
FR	Fund Raising

[Enter New Criteria](#)

[Close Window](#)

---

**RELEASE: 8.5**

**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
		GA		General and Administration										
			7A	Operating Expenses										
OPAL	N		701051	Office Supplies	490.00	0.00	490.00	P	490.00			0.00	490.00	
OPAL	N		701501	Other Supplies	200.00	0.00	200.00	P	200.00			0.00	200.00	
OPAL	N		703001	Telephone Charges	100.00	0.00	100.00	P	100.00			0.00	100.00	
OPAL	N		704001	General Printing & Binding	300.00	0.00	300.00	P	300.00			0.00	300.00	
OPAL	N		707501	Official Functions	600.00	0.00	600.00	P	600.00			0.00	600.00	
OPAL	N		708001	Dues & Memberships	400.00	0.00	400.00	P	400.00			0.00	400.00	
			7G	Travel										
OPAL	N		730001	Airfare	4,500.00	0.00	4,500.00	P	4,500.00			0.00	4,500.00	
OPAL	N		730011	Ground Transportation	500.00	0.00	500.00	P	500.00			0.00	500.00	
OPAL	N		730031	Lodging	3,500.00	0.00	3,500.00	P	3,500.00			0.00	3,500.00	
OPAL	N		730041	Meals & Incidentals	1,200.00	0.00	1,200.00	P	1,200.00			0.00	1,200.00	
OPAL	N		730051	Conference Registration Fees	5,000.00	0.00	5,000.00	P	5,000.00			0.00	5,000.00	
			7S	Interdepartmental Credits										
NEW	N		701052	Office Supplies Chargebacks					0.00			100.00	100.00	
			Deleted	Operating 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	GA	701052	Permanent Budget	100
2			Permanent Budget	
3			Permanent Budget	
4			Permanent Budget	
5			Permanent Budget	

- Key the Program, Account, Permanent Budget and Proposed Budget for the new line.
- Click **Calculate** for changes to take place.
- The new line will be added at the bottom of the worksheet.

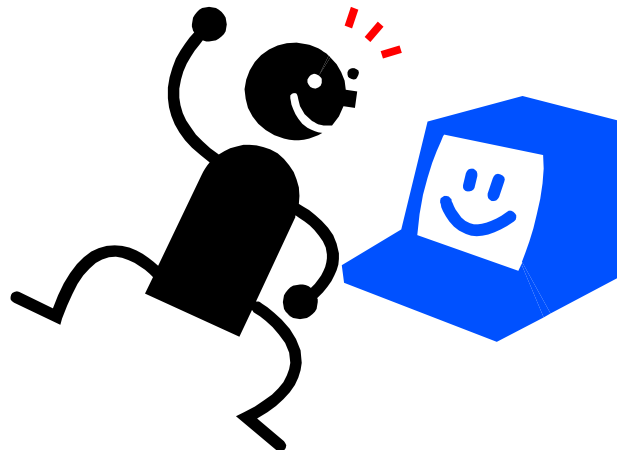
Once All changes are Calculated:

- At the Bottom of the screen see [Summary Totals](#)
- [Net](#) and [Cumulative Change](#) must equal 0!

**Summary Totals**

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
7A	Operating Expenses	2,090.00	2,090.00	1,890.00	( 200.00)
7G	Travel	14,700.00	14,700.00	14,700.00	0.00
7S	Interdepartmental Credits	0.00	0.00	200.00	200.00
<b>70</b>	<b>Operating Expenses</b>	<b>16,790.00</b>	<b>16,790.00</b>	<b>16,790.00</b>	<b>0.00</b>
<b>Net</b>		<b>( 16,790.00)</b>	<b>( 16,790.00)</b>	<b>( 16,790.00)</b>	<b>0.00</b>

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# After verifying the changes, Click 'POST'

## Budget Development History

### Report Parameters

Budget Development History					
Chart of Accounts	T	The Tiger Chart	Duration Code	P	
Budget Id	FY16	Fiscal Year 2015-16	Budget Phase	REALLO	FY15-16 Reallocation by Users
Fund	110002	Unrestricted Operating Fund	Program	GA	General and Administration
Organization	133001	Budget Office	Activity		
Account	730001	Airfare	Location		

Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
590.00		<input type="checkbox"/>	0.00	590.00	<input type="checkbox"/>
0.00		<input type="checkbox"/>	( 100.00)	0.00	<input type="checkbox"/>
0.00		<input type="checkbox"/>	( 100.00)	0.00	<input type="checkbox"/>
300.00		<input type="checkbox"/>	0.00	300.00	<input type="checkbox"/>
600.00		<input type="checkbox"/>	0.00	600.00	<input type="checkbox"/>
400.00		<input type="checkbox"/>	0.00	400.00	<input type="checkbox"/>

### Query Results

User Id	Date	Time	Prior Proposed Budget	Change Amount	New Proposed Budget	Deleted
ERUIZMATTEI	Apr 06, 2015	03:26 pm	4,500.00	210.00	4,710.00	N

[Close Window](#)

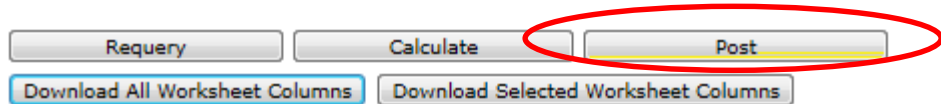
Account	Organization	Activity	Prior Proposed Budget	Change Amount	New Proposed Budget	Deleted	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
730001		Airfare	7,500.00	0.00	7,500.00		4,710.00		<input type="checkbox"/>	210.00	4,710.00	<input type="checkbox"/>
OPAL	N	Ground Transportation	500.00	0.00	500.00	P	500.00		<input type="checkbox"/>	0.00	500.00	<input type="checkbox"/>
OPAL	N	Lodging	3,500.00	0.00	3,500.00	P	3,500.00		<input type="checkbox"/>	0.00	3,500.00	<input type="checkbox"/>
OPAL	N	Meals & Incidentals	1,200.00	0.00	1,200.00	P	1,200.00		<input type="checkbox"/>	0.00	1,200.00	<input type="checkbox"/>
OPAL	N	Conference Registration Fees	5,000.00	0.00	5,000.00	P	5,000.00		<input type="checkbox"/>	0.00	5,000.00	<input type="checkbox"/>
OPAL	N	Travel	10.00	0.00	10.00	P	0.00		<input type="checkbox"/>	( 10.00)	0.00	<input type="checkbox"/>
		Deleted	Operating Expenses	0.00	0.00		0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>

After you click 'Post', the amounts in the 'Proposed Budget Column' will change to match the 'New Budget' amount. You will notice the ones that have changed are now blue. This means the user made a changes to that budget line and you can drill down to see that change.

After verifying the changes, Click 'POST'

**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
		GA		General and Administration										
			7A	Operating Expenses										
OPAL	N		701051	Office Supplies	490.00	0.00	490.00	P	490.00		<input type="checkbox"/>	0.00	490.00	<input type="checkbox"/>
OPAL	N		701501	Other Supplies	200.00	0.00	200.00	P	200.00		<input type="checkbox"/>	( 200.00)	0.00	<input type="checkbox"/>
OPAL	N		703001	Telephone Charges	100.00	0.00	100.00	P	100.00		<input type="checkbox"/>	0.00	100.00	<input type="checkbox"/>
OPAL	N		704001	General Printing & Binding	300.00	0.00	300.00	P	300.00		<input type="checkbox"/>	0.00	300.00	<input type="checkbox"/>
OPAL	N		707501	Official Functions	600.00	0.00	600.00	P	600.00		<input type="checkbox"/>	0.00	600.00	<input type="checkbox"/>
OPAL	N		708001	Dues & Memberships	400.00	0.00	400.00	P	400.00		<input type="checkbox"/>	0.00	400.00	<input type="checkbox"/>
			7G	Travel										
OPAL	N		730001	Airfare	4,500.00	0.00	4,500.00	P	4,500.00		<input type="checkbox"/>	0.00	4,500.00	<input type="checkbox"/>
OPAL	N		730011	Ground Transportation	500.00	0.00	500.00	P	500.00		<input type="checkbox"/>	0.00	500.00	<input type="checkbox"/>
OPAL	N		730031	Lodging	3,500.00	0.00	3,500.00	P	3,500.00		<input type="checkbox"/>	0.00	3,500.00	<input type="checkbox"/>
OPAL	N		730041	Meals & Incidentals	1,200.00	0.00	1,200.00	P	1,200.00		<input type="checkbox"/>	0.00	1,200.00	<input type="checkbox"/>
OPAL	N		730051	Conference Registration Fees	5,000.00	0.00	5,000.00	P	5,000.00		<input type="checkbox"/>	0.00	5,000.00	<input type="checkbox"/>
			7S	Interdepartmental Credits										
NEW	N		701052	Office Supplies Chargebacks	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	200.00	200.00	<input type="checkbox"/>
			Deleted	Operating Expenses	0.00	0.00	0.00		0.00			0.00	0.00	



What happens if you discover a mistake after Posting?

Start the process again to correct the problem.



Remember it will start calculations using the "new" Proposed Budget.

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[ [Budget Queries](#) | [Encumbrance Query](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Budget Development](#) | [Capital Equipment Request Menu](#) | [Budget Increase Request](#) | [Transaction Detail](#) | [Fund/Orgn Management](#) | [e~Print Finance Repository](#) ]

**RELEASE: 8.2**

To exit your worksheet go to the top or bottom of the page and select the Budget Development menu or Exit.

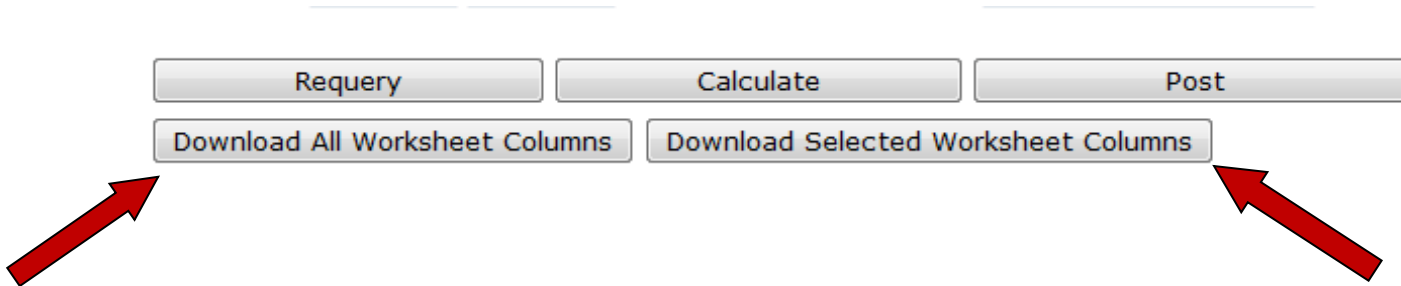




# ***Banner Budget Reallocation***

## *Tips & Tricks*

## Downloading your Budget to an Excel Spreadsheet



**If you prefer to download your budget to a spreadsheet before you enter your information on-line you can select one of the Download buttons.**

*Just be aware you will get all the columns you see on your screen and additional information from the Banner system that might have no value to you in this process. Once the information is downloaded to an Excel spreadsheet it is not part of the budget process. You can change it as you need to, but you must also make the changes in Banner. You can also download the information to a spreadsheet after you have finished making changes.*

# Adding Comments

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
		GA		General and Administration										
			7A	Operating Expenses										
OPAL	Y		701501	Other Supplies	200.00	0.00	200.00	P	0.00			( 200.00)	0.00	
OPAL	N		703001	Telephone Charges								0.00	100.00	
OPAL	N		704001	General Printing & Binding								0.00	300.00	
OPAL	N		707501	Official Functions								200.00	800.00	
OPAL	N		707503	Meals - Non Travel	0.00	0.00	0.00	P	0.00			0.00	0.00	
OPAL	N			Meeting Refreshments				P	0.00			0.00	0.00	

1) If you would like to make a comment about why a change was made, click on the account code.

Budget Development Text

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Enter Budget Text, Print:

Comment Comment Comment

Enter Budget Text, No Print:

**Save**

[Exit budget text page]

RELEASE: 8.3

2) A box for adding comments will pop up. Please add comments to the top box. **SAVE your comments!**

3) You'll notice that there is a 'Y' in the Text Column, which indicates that comments have been saved for this change.

Worksheet				
Status	Text	Program	Account Type/Code	Title
		GA		General a
			7A	Administi
OPAL	Y		701501	Operating
				Other Su
OPAL	N		703001	Telephon
OPAL	N		704001	General F
				Binding
OPAL	N		707501	Official Fu
OPAL	N		707503	Meals - N
OPAL	N		707504	Meeting F

# Mass Changes

Mass Change Parameters	Round To Nearest
Change Value: <input type="text"/>	<input type="checkbox"/> Percent
	<input type="radio"/> 2 decimals
	<input checked="" type="radio"/> 1.00
	<input type="radio"/> 10.00
	<input type="radio"/> 100.00
	<input type="button" value="Calculate"/>

If you want to increase or decrease every line in your budget by the same amount, you can use the **‘Mass Change Parameters’** section located at the top of the Budget Development Worksheet screen.

- By entering a dollar value or a percent (i.e. 12 = 12% and check the Percent box) every line in your budget will change by this value.
- *Be sure to have the 1.00 box check to round to the nearest one dollar.*
- Click **‘CALCULATE’**

Be sure to **‘POST’** the entry!



<input type="button" value="Requery"/>	<input type="button" value="Calculate"/>	<input type="button" value="Post"/>
<input type="button" value="Download All Worksheet Columns"/>	<input type="button" value="Download Selected Worksheet Columns"/>	

# You are done!

