# Table of Contents

**FY18 BUDGET PROCESS TRAINING** ................................................................. 2  
Overview ........................................................................................................... 2  
Security/access ................................................................................................. 2  
Chart Elements to consider when budgeting: ................................................. 4  
General Tips for using Salary Planner and Budget Development ...................... 4  

**CALENDAR** ....................................................................................................... 5  

**SALARY PLANNER** .......................................................................................... 6  
List By Position Screen ...................................................................................... 6  
  Review Current Salaries and Distributions ....................................................... 7  
  Making Changes to Budgeted Labor Distributions or Salary Amounts ............... 8  
Locking Salary Planner ..................................................................................... 10  

**FINANCE BUDGET DEVELOPMENT** ............................................................. 12  
Viewing and Editing a Worksheet ................................................................. 15  
Changing the Proposed Budget ....................................................................... 16  
  Adding Additional Account Codes ................................................................. 17  
  Action Buttons ............................................................................................... 17  
  Add Text ......................................................................................................... 18  
  Delete Record ............................................................................................... 18  
  View History ................................................................................................. 18  
Balancing Budget at Roll-Up Organization Levels ........................................... 19  
  Allocated Funds ............................................................................................ 19  
  Funds with Revenue ...................................................................................... 22  
  Drill-Through Capabilities with Budget Query .............................................. 25  
Account Level Downloadable Report ............................................................... 26  
Locking Budget Development ......................................................................... 28  
Reports ............................................................................................................... 32  
  Reconciling Salary Dollars in Budget Development ...................................... 32  
  Reconciling Base Budget .............................................................................. 33  
Understanding Access ..................................................................................... 34  
Checking Budget Data for Reasonability ....................................................... 35  
Checking Budget Development Detail ............................................................ 36
FY18 BUDGET PROCESS TRAINING

Overview
This is our third year using Salary Planner and Budget Development – these are Banner products that integrate with the rest of the data in Banner FIS and Banner HR. Data has been pulled from Banner HR and Banner FIS into these tools so that we can edit for budgeting purposes. Once editing is complete, the Budget data is integrated back to Banner FIS and can be seen as Budget data.

Changes made in Salary Planner and Budget Development DO NOT affect Banner FIS until BRP runs the update process after all users are locked out and checks have been completed.

- **Salary Planner** – Used for entering salary adjustments to current positions (including currently filled, currently open, and pooled positions) for Unclassified Faculty, Unclassified Admin, Classified employees, and, Retired Employees.
- **Budget Development** – Used to enter data at the budgeted account code; this data is what will be loaded as the FY18 budget in Banner.

Security/access
Both of these tools can be accessed via Duckweb, using your UO ID (95#) and Personal Access Code. As these are both Banner products, users must first have access to Banner and access to the Budgeting Tools must be requested via your Budget Analyst and Finance Information Systems.

All access is granted via the Organization Hierarchy. If you are assigned access at a certain Orgn Level in the hierarchy, then you have access to anything that rolls up to that level.
Each user should have the Organization code(s) to which they are assigned. View the Organization Hierarchy report in Cognos to confirm access is complete.

This report displays the Roll Up of Orgn codes, as well as Level information and Data Enterable status:

Each person is able to Lock the Orgn to which they are assigned, as well as any Orgns that roll up to their assignment. Once an Orgn is locked, it cannot be edited unless unlocked by someone higher in the Orgn Hierarchy.
**Chart Elements to consider when budgeting:**

**Funds**
- Allocated funds (General Fund, ICC Fund, and any State Match) are a set allocation; **budgeted expenses must match allocation.**
- All other funds must budget both revenue and expense, and **these must net to zero by fund.**

We do not upload budgeted revenue or expenses to FIS for grants during the budget process – however, positions in Salary Planner should be budgeted on grants where appropriate, because the labor distribution for each position must total 100%; this data will move through to Budget Development but will not be moved from there to Banner FIS.

You may use a “Dummy” FOAPAL for grants if you prefer (for those cases where you have multiple grants and want to save time, or when you do not have a fund number yet for an upcoming grant):


**Orgns**
This is the main chart element to determine budgeting responsibility. Please have the Orgn hierarchy with you while completing your budgets.

**Program and Activity**
Any budget from previous years is available by entire FOPA string.

**Index**
Know what indices are active within your Orgn hierarchy.

---

**General Tips for using Salary Planner and Budget Development**

Do **not** use the Enter key – **use the tab key or your mouse to move about the screens.** Do not use the Back button – **use the menus at the top and the bottom of each page.**

This product works best in Internet Explorer. We have had problems with other browsers not registering changes.

Please only open one instance of the tool at a time. More than one instance has been known to corrupt data and save updates incorrectly to your budget.
CALENDAR

Salary Planner and Budget Development Training begins March 9th and continues through March 29th.

Data entry is open in Salary Planner through Friday, May 19th.

Data entry is open in Budget Development through Friday, June 2nd.

BRP Analysts will perform checks and coordinate any corrections needed by Tuesday, June 27th.

FY18 Data is loaded to Banner FIS by Monday, July 3rd.
SALARY PLANNER

Log into DuckWeb, choose the Employee Information menu, then Salary Planner:

Select **Edit Scenario**, and choose the following:

- **Extract ID:** FY18_Salary_Budget
- **Scenario:** WORKINGBUDG2018

Leave Filter Criteria as “By Position Attributes”

Select

This year the process for budgeting in Salary Planner has been greatly simplified! We will only use one screen for budgeting salary amounts for all positions.

**List By Position Screen**

In the **Position Filters** screen:

Choose Organization you wish to view/edit.

REMEMBER, this selects positions IN THAT POSITION BUDGET ORGN.

Leave the “Include Subordinate Organizations” box checked.

Leave all other filters as “All” – Employee Class, Bargaining Unit, Faculty Rank.

Make sure the “Include Pooled Positions” and “Include Vacant Positions” buttons are **checked**. Choose List by Position button:

List By Position

This provides a list of all positions that are assigned to that Budgeted Orgn or an Orgn that rolls up to the Organization you selected.

**List by Position screen**:

<table>
<thead>
<tr>
<th>Dept Name</th>
<th>Position &amp; Emp info</th>
<th>Position and Title</th>
<th>ID and Name</th>
<th>Base Budget</th>
<th>Change Percent</th>
<th>Change Amount</th>
<th>Proposed Budget</th>
<th>Bargaining Unit</th>
<th>Current Job Salary</th>
<th>Links</th>
<th>Extract Status</th>
<th>Exclude from Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>121,046.50</td>
<td>.00</td>
<td>0.00</td>
<td>121,046.50</td>
<td></td>
<td></td>
<td></td>
<td>121,046.50</td>
<td>121,046.50</td>
<td>Comments Employee</td>
<td>New</td>
</tr>
</tbody>
</table>

Distribution

Exclude from Totals
**Position and Title** – this is where the position budget is managed – *not the Employee or job* – this is a list of all the Positions available to budget.

**ID and Name** – This populates with the most recent employee listed for that position at the time of the download for the tool. If there is none listed, the Position was vacant at the time of the download for the tool. For pooled positions, (Exxxxx, Fxxxxx, TRxxxx, or ROxxxx) the the name of one employee (the first alphabetically by last name) is listed.

**Base Budget** – the current Salary Budget on the Position in Banner.

**Change Percent and Change Amount** – if a total Salary Amount needs to be changed for the budget, you may do so here. Choose either % or Amount to adjust the Proposed Budget to the total you need.

**Proposed Budget** – this is the Base Budget +/- any changes entered. This is the *amount that feeds* to Budget Development and to the FY18 Budget.

**Bargaining Unit** – this is for information purposes only

**Current Job Salary** – this is the current salary on the Employee’s Job Record in Banner. In most cases for Single Positions, this will match the Base Budget amount. This is for information purposes only.

**Links** – this is where you can adjust the Labor Distribution for the Position’s Budget (Distribution link), or leave comments about your decisions during the budgeting process (Comments link). The Employee link is for information only – DO NOT make changes here, as they will not be part of the budget data – however this may be useful to see all the employees on Pooled Positions.

**Extract Status and Excluded from Totals** – These provide information on the data extracted from Banner and are not relevant to your budgeting work.

It's important to note that the total shown on this screen is not the total amount that will be budgeted in that Orgn; the budget will show up *in the FOPA elements in the labor distribution.*

**Review Current Salaries and Distributions**

In order to see where these Positions’ budgets are assigned, you will use the report found on the BRP Website which shows the positions and salaries.
Making Changes to Budgeted Labor Distributions or Salary Amounts

Once you have identified positions that need to be budgeted in a different distribution, these changes are made by position.

**Labor Distribution**

You can change the percentages of the distribution and add a new Index/FOPA string if needed. On the **List by Position** screen, click the Distribution link for the Position you’d like to change. The **Position Distribution** screen comes up:

The **Current Distribution** is what was in the extract from Banner (with any changes requested from the unit on budgeted labor distribution worksheet in February). The **Proposed Distribution** is what is currently being proposed in the Budget. **Please do not change or delete the Proposed Distribution line with the activity “LEAVE.”** This must remain in place for our switch to Blended OPE and could negatively affect process’ in the new fiscal year if it is changed. If you have questions on this, please contact your analyst. The **Proposed Job Distribution** is for information only – this does not affect the Budget Process.

To change the **Proposed Distribution** that is not tagged with “LEAVE” activity code, click on the underlined link in the Proposed section under the Percent column for the labor line you would like to change; this takes you to the Account Distribution Screen. Or click on the Add a new record link under
the proposed section to add multiple lines of labor distribution. (Tip: know the account code you wish to use before you click ‘Add a new record’ on the Job Labor Distribution screen.)

**Account Distribution**

You can change the percentages of the distribution and add a new Index/FOPA string if needed. 
*When adding a new index, you must enter capital letters.*

Remember to tab (not enter) through the fields, or use the mouse to place your cursor in the fields you wish to edit.

In the interim when you are changing Percent of FOAPs on the Position Labor Distribution, you will see an error on the Job Distribution page when the Budgeted Distribution does not add to 100%. This error is resolved when the Proposed Distributions add to 100%.

*Though no Grant Funds will be loaded from the Budget Development module to the Beginning Budget in Banner FIS, Salary Planner should and will have Grant funds as an option for Labor Distributions. This will allow ALL Positions to total 100% distribution.*

You may use a “Dummy” FOAPAL for grants if you prefer (for those cases where you have multiple grants and want to save time, or when you do not have a fund number yet for an upcoming grant):

- **Fund:** 299999
- **Org:** 950001
- **Account:** 10100
- **Program:** 10000
- **Activity:** GRANT
**Salary Changes**

Once you have finalized Position Labor Distributions, check for any known changes to salaries. *These will not be common for FY18.* Any augments that may be made for increases to salaries on the General Fund will be made at the time of the salary increase.

If you know of circumstances in the coming year where a current Employee will be leaving a Position for some or all of the year, you could adjust the salary in the List by Position page.

Start from the **List by Position** screen.

Make adjustments to the Change Percent or Change Amount columns.

*Always tab out of fields.* Calculations will occur once you tab out of the field. You can then click the Save button to save or the Reset button to discard changes. These are located at the bottom of the page.

IMPORTANT TIP FROM BRP:
If you make changes to Proposed Salary or to Distribution, once you save these, click on the ID and Name, and go to the Comments link and note helpful information. The system will automatically recored the person that made the change and the time and date.

**Locking Salary Planner**

Return to the Salary Planner menu using the RETURN TO MENU link in the upper right corner of the List by Position Screen, and choose Organization Lock.

Choose the following:

- Extract ID: **FY18_Salary_Budget**
- Scenario: **WORKINGBUDG2018**
- Lock Status: All
- Organization: This can be a data-enterable or a roll-up Orgn.
You can drill into any underlined Orgn to choose specific orgs under it to lock, or you can lock an entire roll up. The display shows you the current status, tick the Change box and click update to Lock or Unlock.

Again – be familiar with your Orgn Hierarchy. Once you have locked an Orgn, anyone assigned to rollup Orgns will be unable to further edit.

**To unlock** an organization at your level or below to edit salary budgets, go back into the Organization Lock screen and click the change box next to the locked organization. Keep in mind that you will not be able to unlock an organization if a level above you has already locked it on their end.
This year we are requiring units to budget any fund transfers that they foresee or that occur on a regular basis which are $25K or over. You will need to budget in the appropriate FOAPAL in Budget Development as well as enter in the Fund Transfer Template with any narrative. Both sides of the transfer need to be budgeted, please communicate with the other unit involved in the transfer to ensure that the numbers on both sides balance. The Fund Transfer Template must be sent to your analyst upon completion (or locking) of your budget in Budget Development.

From the Budget Development menu, you can choose My Worksheets, which is a list of Indices/FOPA strings with budget on them from the previous year.

These are organized by Fund, then by Orgn, then by Program, then by Activity.

You can also choose your own Index/FOPA string, or create a worksheet for a FOPA string that doesn’t currently have budget on it by choosing Create Budget Worksheet.

Click Create Query.

Select “My Worksheets” for list of FOPA’s with permanent budget from the previous year. *Any new worksheets created will not appear here, you must view in “Create Budget Worksheet.”

Select “Create Budget Worksheet” to enter in Index/FOPA string that did not have permanent budget the previous year.

If chose “Create Budget Worksheet”, then select “Create Query”

Retain default selections of Adopted Budget and Permanent Budget Adjustments (do not select Temporary options, as all Beginning Budget is considered permanent/recurring). Click Continue.
This next screen is where you can enter the FOPA elements you wish to include.

Chart of Accounts: B

Budget ID: FY18   Budget Phase: WB2018

Index – enter a valid index and click Submit button (at bottom of page) to fill in FOPA elements, OR

Enter Fund, Organization, Program and Activity code (if used).

Verify that all Account types are selected: Revenue, Labor, Expenses, Transfers, and Deleted Items.

Click Submit button (again, if starting from Index)
# 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 in 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.

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>B</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Budget ID</th>
<th>FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Index</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>001100</td>
</tr>
<tr>
<td>Organization</td>
<td>421000</td>
</tr>
<tr>
<td>Account</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Phase</th>
<th>WB2018</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>81001</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Budget Duration Code: Permanent Budget
Display Fin Mgr from: None

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

Save Query as: [ ]
- Shared

Submit
Viewing and Editing a Worksheet

The worksheet section is where you will be making changes to existing Budget Account Codes.

At the top of the worksheet you will see the parameters (FOAPA elements) you selected. Note that index does not populate on this page, so you will need to be mindful of the FOPA of the index you selected.

The next data block in the worksheet will be the main data entry point for the Budget Development tool. Here you will be able to adjust all account codes that are not imported from Salary Planner.
Here is a glossary of the data in this section of the page.

| Status | Tells you where the data in Budget Development came from.  
| OPAL – data came from the current fiscal year operating ledger in Banner FIS  
| SALP – data coming from Salary Planner |
| Text | N – no text has been entered  
| Y – text for this line has been entered  
| You may enter comments (text) to explain or justify an entry into budget development. |
| Program | Program code on which the budget is located. |
| Activity | Activity code on which the budget is located. |
| Account Type/Code | The account type will be to the left of this box.  
| The budget account code is in blue on the right side of the box. |
| Title | Titles for Account Types and Account Codes |
| Adopted Budget | Beginning Budget for current fiscal year. |
| Permanent Adjustments | Permanent Budget changes entered throughout the year and including FY18 augments, adjustments, and cuts. |
| Base Budget | Adopted Budget +/- Permanent Adjustments (including cuts) |
| Budget Duration | Code P – Permanent Budget  
| T – Temporary Budget |
| Proposed Budget | The new FY budget that you are proposing. When approved this is the budget that will be loaded to the new fiscal year operating ledger. The Post button will update the proposed budget. |
| Change Value | Where you input any changes to the existing proposed budget.  
| If you would like to increase a budget by $100, enter 100 in this field. If you need to decrease your budget by $25 input -25 in the field. |
| Percent | When this box is checked the system will treat the figure in the change amount column as a percent instead of a dollar amount. |
| Cumulative Change | Will show the sum of all changes made to the budget account code. |
| New Budget | When a change value has been entered and calculated, the result will show here. |
| Delete Record | If selected, you will completely remove the budget account code. Please do NOT use the delete feature. |

**Changing the Proposed Budget**

To update your proposed budget, type in the dollar amount or percent (check % box) of the change in the “Change Value” column needed to bring the proposed budget to the desired amount. If you are increasing the amount, add a positive figure, if you are decreasing the amount, insert a negative figure.

As noted in the glossary of terms, the account codes that are imported from Salary Planner are denoted with the letters SALP in the “Status” column in the worksheet. You will not be able to adjust these account codes.

You will be able to adjust all other account codes. If you need to add budget to any account codes not already in the worksheet, the section immediately below it allows this.
Adding Additional Account Codes

Simply enter the Budget Account code that you need in the Account field. The budget duration code will be Permanent Budget – all budgets entered in this process are permanent. Then, enter the amount needed in the Proposed Budget column.

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.

To add a new account code to your budget, enter in the account code you want to add in the “Account” column, select “Permanent Budget” in the “Budget Duration Code” column and enter in the budgeted amount in the “Proposed Budget” column.

Action Buttons

Just below the New Row section are several action buttons. Once you have entered budget data into your worksheet, you can:

- **Requery** – will remove anything you have input in the “Change Value” column. If items have already been posted, they will not be removed. This will only remove values that have not been posted.
- **Calculate** – will calculate the changes you have put in the “Change Value” column in the “New Budget” column. It is a way to see the results of a change without saving them.
- **Post** – will save changes you have made to your budget. Be sure and save any changes you would like to keep before leaving this screen.

<table>
<thead>
<tr>
<th>New Row</th>
<th>Program</th>
<th>Account</th>
<th>Budget Duration Code</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>61001</td>
<td></td>
<td>Permanent Budget</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>61001</td>
<td></td>
<td>Permanent Budget</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>61001</td>
<td></td>
<td>Permanent Budget</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>61001</td>
<td></td>
<td>Permanent Budget</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>61001</td>
<td></td>
<td>Permanent Budget</td>
<td></td>
</tr>
</tbody>
</table>
Add Text
Click on the underlined account codes. This will open up a text box and allow you to enter text to explain or justify the amount budgeted in this account code.

Delete Record
There is a delete record function on the worksheet. The Budget Office recommends that you do not use the delete record function. If you do, you will lose the ability to view history. Please simply zero out the budget for an account code that you no longer wish to have a budget in.

View History
You can also view history of what changes have already been made to a particular proposed budget amount. Click on the underlined Proposed Budget amounts. Those indicate amounts that have history associated with them.

<table>
<thead>
<tr>
<th>Adopted Budget</th>
<th>Permanent Adjustments</th>
<th>Base Budget</th>
<th>Budget Duration Code</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.00</td>
<td>P</td>
<td>0.00</td>
</tr>
<tr>
<td>0.00</td>
<td>512,915.00</td>
<td>512,915.00</td>
<td>P</td>
<td>621,249.00</td>
</tr>
</tbody>
</table>

The Budget Development History screen will then come up. It will show you the FOP you are working with, who made the change, when the change was made, and what the proposed budget looked like before and after the change. Click the Close Window link to exist the page when you are finished viewing the data.
Balancing Budget at Roll-Up Organization Levels

Budgets must balance at the Fund and Level 3 organization levels. If you plan to balance at a level other than the Level 3 Organization Level (for example, at the Level 2 Organization Level) call your BRP Analyst to let them know.

Allocated Funds

For allocated Funds (General Fund, ICC Credit, State Endowment Match) the budget is in balance when you have set your expenses to match the budget allocation provided.

To be able to determine if a budget is in balance at a roll-up organization level, a user must have the total expenses in WB2018 Base Budget (the total amount of the allocation) match the total expenses in WB2018 Proposed Budget (the total amount of proposed FY18 expenses).

To determine if an allocated Fund is in balance, use the Query function in Budget Development. The Budget Query form is found at the initial Budget Development Menu.

Select “Create Budget Development Query”.

Finance Budget Development

To check for a balanced budget at the roll-up organization level, select “Create Budget Development Query”

Then select “Create Query”.

Budget Development Query

To create a new query, select Create Query. To retrieve an existing query, select Retrieve Existing Budget Query.
Select “Base Budget and Cumulative Change”. Leave “Organizational Hierarchy” selected.

Click the “Continue” button.

The Query parameters screen will appear. Enter in the following parameters:

- Chart of Accounts: B
- Budget ID: FY18
- Comparison Budget: leave blank
- Budget Phase: Phase: WB2018 (Working Budget Phase)
- Comparison Budget Phase: leave blank

Enter in the Fund and roll-up Organization code you wish to balance. Enter in the Wild Card (%) character for Account, Program, Activity, and Location.

- Budget Duration Code: Permanent Budget
- Display Fin Mgr from: None

Include: Revenue, Labor, Expenses, Transfers and Deleted Items in your query.

Click “Submit”
The output of the report will provide the “Base Budget”, “Proposed Budget”, and “Cumulative Changes” for Phase WB2018.

The budget is balanced at the roll-up organization level when the “WB2018 Base Budget” matches the “WB2018 Proposed Budget” and the “Cumulative Change” is 0.
**Funds with Revenue**

To determine if a Fund with Revenue is in balance, you will verify that the Revenue Budget matches the Expense Budget in Phase WB2018.

To determine if a fund that accepts revenue is in balance, use the Query function in Budget Development. The Budget Query form is found at the initial Budget Development Menu.

Select “Create Budget Development Query”.

---

**Finance Budget Development**

To check for a balanced budget at the roll-up organization level, select “Create Budget Development Query”.

Then select “Create Query”.

**Budget Development Query**

To create a new query, select Create Query. To retrieve an existing query, select “Base Budget and Cumulative Change”. Leave “Organizational Hierarchy” selected.

After these criteria are selected, click the “Continue” button.
The Query parameters screen will appear.

The query parameters are the same as those for a Budgeted Operation fund.

Chart of Accounts: **B**

Budget ID: **FY18**

Budget Phase: Phase: **WB2018 (Working Budget Phase)**

Comparison Budget: **leave blank**

Comparison Budget Phase: **leave blank**

Enter in the **Fund** and roll-up **Organization** code you wish to balance. Enter in the Wild Card (%) character for Account, Program, Activity, and Location.

Budget Duration Code: **Permanent Budget**

Display Fin Mgr from: **None**

Include: **Revenue, Labor, Expenses, Transfers** and **Deleted Items** in your query.

Click “Submit”
A fund that receives revenue is in balance at the roll-up organization level when the revenue, expenses, and transfers net to zero for the “Proposed Budget”. The “Cumulative Change” will net to zero.
The above vending fund for BRP shows a net zero for Base Budget, Proposed Budget, and Cumulative Budget Change.

**Drill-Through Capabilities with Budget Query**

If the budget does not match at the roll-up organization level, the Budget Query allows for drill-down capabilities. Anywhere there is an underlined item in the report, further detail is provided.

The drill-down capability will take you through the Organizational Hierarchy until you drill down to a data enterable organization code. At that point, you will be able to drill through the account code hierarchy and finally down to the data enterable program code.

For funds that receive revenue, the budget is balanced when the “Proposed Budget” nets to zero. The “Cumulative Change” will also net to zero.
Account Level Downloadable Report

Through the Query function in Budget Development, budget managers can download account code level data on all FOAPA elements into Excel for organizations that they were given access to.

To download this account code detail report, use the Query function in Budget Development. The Budget Query form is found at the initial Budget Development Menu. Select “Create Budget Development Query”.

---

**Finance Budget Development**

To download an account code level detail report into Excel, select “Create Budget Development Query”.

Then select “Create Query”.
Budget Development Query

To create a new query, select Create Query. To retrieve an existing query, select Retrieve Existing Budget Query.

Create a New Budget Query

Retrieve Existing Budget Query
Saved Query: None

Select “Create Query”

Select “Base Budget and Cumulative Change”. Select “Line Item Detail”.

After these criteria are selected, click the “Continue” button.

Select “Base Budget and Cumulative Change”. Select “Line Item Detail”.

Click “Continue”

Enter in the following parameters:

Chart of Accounts: B
Budget ID: FY18, Budget Phase: WB2018

Enter in the Wild Card (%) character for Fund, Organization, Account, Program, Activity, and Location.

Budget Duration Code: Permanent Budget
Display Fin Mgr from: None

Include: Revenue, Labor, Expenses, Transfers and Deleted Items in your query.

Click “Submit”
A report with data enterable FOAPA items will appear. Select “Download All Ledger Columns” at the bottom of the report.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Program</th>
<th>Account</th>
<th>Activity</th>
<th>Location</th>
<th>Duration</th>
<th>FY17/WB2017 Base Budget</th>
<th>FY17/WB2017 Proposed Budget</th>
<th>FY17/WB2017 Cumulative Change</th>
<th>Text</th>
<th>Origin</th>
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<td>(488.00)</td>
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<td>0.00</td>
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<td>0.00</td>
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<td>P</td>
<td></td>
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<td>0.00</td>
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<tr>
<td>001100</td>
<td>61001</td>
<td>22001</td>
<td>P</td>
<td></td>
<td></td>
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<td>0.00</td>
<td>OPAL</td>
<td></td>
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<tr>
<td>001100</td>
<td>61001</td>
<td>24000</td>
<td>P</td>
<td></td>
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<td>(2,156.00)</td>
<td>0.00</td>
<td>OPAL</td>
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<tr>
<td>001100</td>
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<td></td>
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<td>(4,900.00)</td>
<td>0.00</td>
<td>OPAL</td>
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<tr>
<td>001100</td>
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<td>P</td>
<td></td>
<td></td>
<td>(11,760.00)</td>
<td>(11,760.00)</td>
<td>0.00</td>
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<tr>
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<td>61001</td>
<td>9B000</td>
<td>P</td>
<td></td>
<td></td>
<td>(10,531.00)</td>
<td>3,767.96</td>
<td>14,298.96</td>
<td>OPAL</td>
<td></td>
</tr>
</tbody>
</table>

To download the account code level report into Excel, select “Download All Ledger Columns” button.

An excel file will populate with all the budget data at the account code for organizations that you are set up with access to.

**Locking Budget Development**

Once you have completed entering in your proposed budget changes, you will want to “lock” Budget Development at the highest Organizational access that you have.

Start at the main Budget Development menu. Select “Maintain Organizational Lock”.
### Finance Budget Development

<table>
<thead>
<tr>
<th>My Worksheets</th>
<th>Create Budget Development Query</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Budget Worksheet</td>
<td>Maintain Organization Lock</td>
</tr>
<tr>
<td>Salary Planner</td>
<td></td>
</tr>
</tbody>
</table>

Select “Maintain Organizational Lock”

Enter in the following parameters:

- **Chart of Accounts:** B
- **Budget:** FY18
- **Phase 1:** WB2018 (Phase 2 and Phase 3 are left blank)
- **Current Status:** All
- **Organization:** *Enter in the highest organizational that you want to lock*

ClickSubmit

Once you hit submit, you can lock at the level you requested. The output of this page provides the Organization you requested, the “Current Status” of the Organization (locked or unlocked) and a “Change Status” field.

In the example below, if you want to change the status from unlocked to locked, you would select the “Change Status” box and select “Update”.

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>Budget</th>
<th>Default Phases</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>FY18</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>WB2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Status</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>226000</td>
</tr>
</tbody>
</table>
Once an Organization is locked, the budget will not be able to be adjusted. If an Organization gets locked at a higher roll-up level then you have access to, you will not be able to unlock the budget.

The Organizational Lock Status screen also allows for drill-down capabilities. In the example above, the roll-up organization for the College of Education is chosen as the parameter. If you click on the organization number (underlined objects allow for drill-through), then you would get a screen with a list of organizations the next level down in the organizational hierarchy.

You can then lock an organization at a lower level in the hierarchy if you wish to do so.
To unlock an organization at your level or below to edit salary budgets, go back into the Organization Lock screen and click the change box next to the locked organization. Keep in mind that you will not be able to unlock an organization if a level above you has already locked it on their end.

**Budget Development Organization Lock**

**Parameters**

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>UO Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget ID</td>
<td>FY18</td>
</tr>
<tr>
<td>Phase 1</td>
<td>WB2018</td>
</tr>
<tr>
<td>Phase 2</td>
<td></td>
</tr>
<tr>
<td>Phase 3</td>
<td></td>
</tr>
<tr>
<td>Lock Status</td>
<td>All</td>
</tr>
<tr>
<td>Organization</td>
<td>421000</td>
</tr>
<tr>
<td></td>
<td>BRP Operations</td>
</tr>
</tbody>
</table>

**Organization Lock Status**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Title</th>
<th>Working Budget 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>421000</td>
<td>BRP Operations</td>
<td>Locked</td>
</tr>
</tbody>
</table>

**Review**

**Update**
Reports
We have several sets of reports to assist you at various steps in the Budget Process. Some are on the BRP Website (brp.uoregon.edu) and some are in IDR/Cognos. While the Blended OPE Calculator Tool has not been published yet, it will be available in IDR/Cognos as a published report in time for Salary Planner & Budget Development when the tools are opened.

Reconciling Salary Dollars in Budget Development
See the Positions, and Employees where applicable, that make up the totals by account code in Budget Development. This report is on the BRP website behind the Authenticated Access.

In the Report, choose the Orgn level you would like to see. You can see what makes up the Account Totals in Budget Development by the Positions in Salary Planner.
Reconciling Base Budget

Reconcile the adjustments you see in Budget Development in the report on the **BRP website**, called FY18 Base Budget Report. In the report, choose the Orgn level (2, 3 or 5) you want to view:

Then expand the plus sign next to the fund. This will expand the data so you can see totals by FOPAL/Index:

Which should match to the Worksheet view in Budget Development to Adopted Budget, Permanent Adjustments and Base Budget:
Understanding Access

All of the Banner tools provide access according to the Orgn Hierarchy structure. Look in Cognos/IDR’s Enterprise Reports > Finance Reports > Chart of Accounts folder.

- UO Indexes will allow you to view all active indexes that are on Orgns to which you have access
- UO Organization Hierarchy will allow you to view the hierarchy at the Level 2, 3, 4, or 5.
Checking Budget Data for Reasonability
There are several reports in Enterprise Reports > Finance Reports > Budget, Revenue and Expense reports that will be useful to you in verifying that your plan for FY18 is reasonable and plausible.

These reports will allow you to filter to start on the current year, and an Orgn Level 2, 3, 4, or 5 – in the Budget vs Actual reports, you can also filter on one or more funds or pull all of them.
Check recent history of your Index to see trends in Revenue and Expense:

- 5 Year Activity Trend by Index

Two Reports that show the history of both Budget and Actuals are

- Budget vs Actual 4 Year Expense Comparison
- Budget vs Actual 4 Year Revenue Comparison

It’s important to remember that the Budget numbers here are “Adjusted Budget” which includes Permanent as well as Carryforward and other Temporary Budget.

**Checking Budget Development Detail**

We now have a report for the data in Budget Development in IDR – it’s important to remember that the data in IDR is refreshed each night. This report is good to use in conjunction with the “Create Budget Development Query” option.

In Budget Development, choose the fund you’d like to balance, and the highest level Orgn you’re working on (Level 5 or Level 3 – BRP will check that all funds balance at the Level 3 for each unit).

**Budget Development Query**
The results will be displayed at the Rollup Orgn for the Base Budget and Proposed Budget totals.

**Budget Development Query**

![Report Parameters](image)

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>FY18 Fiscal Year 2018 Budget</th>
<th>Duration</th>
<th>Permanent Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Id</td>
<td>430000 Business Affairs Office</td>
<td>All</td>
<td>WB2018 Working Budget 2018</td>
</tr>
<tr>
<td>Fund</td>
<td>431000 Business Affairs Office</td>
<td>All</td>
<td>WB2018 Working Budget 2018</td>
</tr>
<tr>
<td>Organization</td>
<td>430000 Business Affairs Office</td>
<td>All</td>
<td>WB2018 Working Budget 2018</td>
</tr>
<tr>
<td>Account</td>
<td>430000 Business Affairs Office</td>
<td>All</td>
<td>WB2018 Working Budget 2018</td>
</tr>
</tbody>
</table>

**Query Results**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Organization Title</th>
<th>FY17/WB2017 Base Budget</th>
<th>FY17/WB2017 Proposed Budget</th>
<th>FY17/WB2017 Cumulative Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>430000</td>
<td>Business Affairs Office</td>
<td>(5,755,468.36)</td>
<td>(5,704,490.56)</td>
<td>50,977.80</td>
</tr>
<tr>
<td>431000</td>
<td>BAO Business Office</td>
<td>(5,755,468.36)</td>
<td>(5,704,490.56)</td>
<td>50,977.80</td>
</tr>
</tbody>
</table>

This Orgn is not yet in balance for the Level 3 for the General Fund. To see where you might make changes in order to bring it into balance, open reports in the IDR under Enterprise Folders > Finance Reports > Budget Development & Salary Planner Reports.

**IBM Cognos Connection**

![Enterprise Folders](image)

Enterprise Folders > Finance Reports > Budget Development & Salary Planner Reports

This report will give you the following filter options – choose the Orgn Level 2, 3, 4 or 5 and the Fund that you looked at in the above Budget Development Query.
This report displays the Fund, data-enterable Orgn, Program, Activity, Index, and Account Code where there is Base Budget and/or Proposed Budget in Budget Development.

<table>
<thead>
<tr>
<th>Org</th>
<th>Program</th>
<th>Activity</th>
<th>Index</th>
<th>Account</th>
<th>Base Budget Sign Adjusted</th>
<th>Proposed Budget Sign Adjusted</th>
<th>Cumulative Change</th>
</tr>
</thead>
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<tr>
<td>Operations</td>
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<td>61014</td>
<td>22BUD (ERP Operations)</td>
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<td>$0.00</td>
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<td>($450,298.46)</td>
<td>($421,524.03)</td>
<td>$28,774.46</td>
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</table>

At the bottom is the same amount you saw in the Budget Development Query:

Looking through this report, you can make decisions about the changes you’d like to make in Budget Development in order to balance your Orgn and Fund. Use the FOPAL elements to go back into Budget Worksheets and make changes.

Remember that the example above is an allocated fund – the Base Budget and the Proposed Budget must match in Total. For funds with Revenue the Total must be Zero.