Submitting Budgets in Banner

The Budget Development menu within the Finance section of Self-Service Banner allows a user to modify his/her departmental budget on the web.

Open an internet browser. From the Lafayette Home page, select the Offices & Resources link at the top right, and locate the Banner Self-Service link in the left hand column.

At the login screen, enter your User ID and password. This should be the same User ID and password you use to access the Lafayette College network. If you have trouble logging in, select the “frequently asked questions” link on the login page.

Self Service will be personalized depending on individual permissions. Most employees see three sections: Personal Information, Employee, and Finance. If you don't see the Finance section, please fill out a Banner Finance Access Request Form located on the Finance and Administration’s website.
Once you open the Finance link, you will see various functions. If you are responsible for submitting a budget for one or more Banner “Orgs,” one of the options will be the “Budget Development Menu.”

Click on “My Worksheets”

- In the Chart of Accounts field, fill in “L” (a capital letter L);
- In the budget ID field, fill in “14 15” (14 space 15) for the FY2014-15 budget;
- In the Budget Phase field, fill in “15EXP”;
- Click on the “List Worksheets” button.

You should now see a list of the Fund-Org combinations for which you have budget responsibilities. Select one from the list and click the “Submit” button on the bottom of the page. Banner will then open the Budget Development Worksheet for that Fund-Org.

*Note*: The very first time you go through this process, you may get an error message that says: “No Budget Line exists for this parameter combination.” If that happens, go back to the Budget
Development Menu, and select “Create Budget Worksheet” rather than “My Worksheets.” Then follow the “Create Query” button. On the next page, leave all of the 4 options unclicked and hit “Continue.” On the following page, the system likely will have already populated the Chart of Accounts, Budget ID, Budget Phase and potentially the applicable Fund, Org and Program codes. Under the Check to Include section, select “Labor Accounts,” “Expenses,” “Transfers,” and “Deleted Items.” Then click the “Submit” button.

The Base Budget column is the sum of the original adopted budget for the immediately previous fiscal year (in our case FY13-14).

The Proposed Budget shows the total allocation for the upcoming fiscal year for that Fund-Org. **MAKE A NOTE OF THE PROPOSED BUDGET TOTAL PRIOR TO BEGINNING.** After your changes, the Proposed Budget Total should remain the same. Although the total of all of the line items is a number that was determined earlier in the annual budgeting cycle, you have the flexibility to move dollars between Account Codes. You simply:

- Indicate the dollar amount by which you want the number to change in the “Change Value” column.
- If you want to decrease the allocation to a particular line item, be sure to use a negative sign in front of the number.
- Use the “Calculate” button to update the New Budget column to see the effect of your proposed changes.
- Use the “Post” button to save your changes and update the “Proposed Budget” column.
If you want to add an account code to your budget, fill in the account code and dollar amount here. When you hit the "Calculate" button, you will see all of your changes reflected in the "New Budget" column. When you hit the "Post" button, your changes will be saved and the data in the "New Budget" Column moves to the "Proposed Budget" column. Make sure the "Proposed Budget" total always remains the same.
Other Information and Helpful Tips:

- If you allocate any dollars to the following account codes, you MUST allocate an additional 8% of the total to 690292 (Fringe Benefits-Non-Staff Level Charge):
  - 690117 Casual and Other Labor
  - 690150 Part Time Support
  - 690160 Overtime
  - 690170 Cellphone/PDA Allowance

If you do not, Finance and Administration will have to make that adjustment prior to the budget being finalized and reduce another line item to accommodate the change.

- If you don’t press the “Post” button, your changes will not be saved. Once you do hit “Post,” the system will update the Proposed Budget column. It will also record when those changes were posted and who made them.

- The “Requery” button will revert the screen to the last version you “Posted.”

- If you want to document the rationale for some of your changes, you can add text if you click on the account number (which will appear as blue text). This hyperlink will open a dialog box available for text. This text will be visible to you and to others who are authorized to view your budget submission.

- When adding a new line item/account code, use one of the available account codes. The most commonly used account codes are available on the Finance and Administration webpage (“Information for Faculty and Staff” → “Banner Access & Training” → “Additional Resources”)

- When adding a new line item/account code, you have the option of selecting a Budget Duration Code of “Permanent” or “Temporary.” Use “Permanent.”

- If you prefer to model potential scenarios in Excel, you can use the “Download Selected Worksheet Columns” button and an Excel spreadsheet will launch. Please note that the numbers are saved as values in the spreadsheet (not formulas) so, for example, the Cumulative Change column will not automatically re-calculate when you make changes. If you want the spreadsheet to update when you make changes, you must insert appropriate formulas.

- Please do not use the Delete Record column. If there is an account code which you no longer want to utilize, simply change the value of that line item/account code such that the “New Budget” amount is zero.

- You should not see any dollar amount allocated in the Proposed Budget to “Insurance” which is account code 710443. If applicable, the Finance and Administration team will add it to your budget allocation later.

- Once the deadline for budget submission arrives, the budget will be “locked” which will prevent further editing.

- Don’t forget to log out of Self Service and close your web browser.