

# **BUDGET PLANNER**

# **BUDGET DEVELOPMENT**

## **Create Budget Worksheet**

Date Issued/Revised: 12/01/2022

**General Description:** This procedure explains how to create and make adjustments to index budgets, update existing account codes either individually or in total (mass update), look up indices, look up account codes, view transaction history and enter comments. This document is broken into the following sections:

- Create an Index Budget
- Index Code Lookup
- Modify an Existing Account Code
- Add a New Account Code
- Account Code Lookup
- Delete an Existing Account Code
- Mass Apply Increase or Decrease Amount
- Mass Apply Percentage Change
- View Account Code Transaction History
- Enter Comments to an Index or Account Code
- Verify the Worksheet is in Balance

Responsible Manager: Office of Planning, Budget and Analysis (OPBA)

Related Reports: Budget Development Working Report – Budget Year Operating Budget Summary Report Index Out-of-Balance Exception Report Organization Summary Report Budgeted Account Code Report Budgeted Transfers/Allocations Report Budgeted Account Code Totals Report Budgeted Index/Account Comments Report Budgeted Index Not Modified Report

### **Worksheet Definitions**

**<u>Calculate</u>**: Each time the "Calculate" button is used, (top or bottom of the screen) the "Cumulative Change" and "New Budget" columns update, but the "Proposed Budget" column does NOT. The Calculate button displays a preview in the New Budget column of what this budget would be **IF** it is posted. Use "Calculate" to review the totals OR skip this step and click on the "Post" button.

**Post:** The transaction is not **saved** until "Post" is selected. The amounts in the "Proposed Budget" column are the budgets that will be loaded into the Banner Operating Ledger. The "Cumulative Change" column displays the updated information.

**Exit:** Click on the "Return to Index Page" link or "Return to Budget Development Menu" (at the top of the worksheet) or "Budget Planner Menu" (at the bottom of the worksheet). <u>Do not use the "Back" Button.</u>

#### Create an Index Budget

- 1. Login to myUNM
- 2. Login to LoboWeb using one of the three options listed below:
  - Click on "ENTER LOBOWEB" in the LoboWeb (Employees) section. Then select the "Finance" tab
  - Click on "Finance" in the Quick links
  - Click on "LoboWeb" in the UNM Business Applications section. Then select the "Finance" tab
- 3. Click on the "Budget Planner Menu"
- 4. Click on "Create Budget Worksheet"
- 5. Click on "Create Query"

Student Employee Payment Finance			
Search 60	RETURN TO BUDGET PLANNER MENU	SITE MAP	HELF
Create Budget 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 None			
Retriave Query			
[ Create Budget Planner Query   Maintain Organization Lock   Budget Planner Reports Menu   Salary Planner Mer	u ]		
[ Operating Ledger Queries   Encumbrance Query   Approve Documents   View Document   Journal Voucher Entry   Budget Planner Menu	Categorization of Reserves ]		

6. Check the Adopted Budget, Permanent Budget Adjustments, Temporary Adopted and Temporary Adjustments boxes

Student Employee Payment Finance			
Search Go	RETURN TO BUDGET PLANNER MENU	SITE MAP	HELP
Create Budget 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 prop	oosed budget.		
✓ Adopted Budget			
Permanent Budget Adjustments			
🔽 Temporary Adopted			
🖻 Temporary Adjustments			
Continue			

- 7. Click "Continue"
- 8. Chart of Accounts: will always be "U"
- 9. Budget ID: enter "BUDxx" (the new fiscal year)
- 10. Budget Phase: enter "ADOPTD"
- 11. Account Index: enter the six digit index number and tab out of the field. Note: the "Fund, Organization, Program, and Activity" (FOPA) elements automatically populate. If errors exist, verify the information was entered correctly
- 12. Display Fin Mgr from: default is "None"
- 13. Revenue Accounts: Check the box
- 14. Labor Accounts: Check the box. NOTE: Salary Account Codes "20xx" (except 20SA) are budgeted in Salary Planner and are not editable. Where applicable, Fringe Account Codes "21xx" are budgeted in Budget Development

- 15. **Expenses:** Check the box
- 16. Deleted Items: Check the box
- 17. Click on "Submit"

### Index Code Lookup

1. Click on the "Account Index" box to go to the Validation Code Lookup option

Go	RETUR	RN TO BUDGET PLANNER MENU SITE MAP HELP	
Create Budget Workshee	t		
Chart, Budget ID, Phase, Fund, and Organiz used. Choose Budget Duration (or All), sour chart of Accounts U Account Index BUDxx Bu ard Chart of Accounts C Budget ID Budget ID Bu	ation are required. Program and Accoun re for Financial Manager (or None), and idget Phase ADOPTD Budget ogram	nt may use wildcard (%). For Activity and Location null parame d account types to include in the worksheet. Click on the <b>Account Index</b> box to go to the Validation Code Lookup screen	ter matches null in budget lines, or a specific value may be
Labor Accounts       Expenses       Deleted Items			
Save Query as: Shared Submit			
Validation Code Looku	1p		
Chart of Accounts			
Drganization Criteria			
Execute Query			

#### Enter one or more of the following parameters:

- 2. Account Index Criteria: Query the account index by entering a partial index code string with a wild card % (example: If the "Index" begins with a 2, and the other numbers are unknown, enter 2%)
- 3. **Title Criteria:** Query the account index by title/description (example: If searching for a Biology index that has the word Biology in the title/description, enter %Biology%) **Note:** This field is case sensitive.
- 4. **Fund Criteria:** Query the account index by fund (example: If searching for an index that has a fund starting with 2U, enter 2U%)
- 5. **Organization Criteria:** Query the account index by organization (example: enter the Org Level 5, 923%. In this example, the lookup will only return Org Level 5 and below and will not return orgs above Org Level 5).
- 6. **Maximum rows to return:** Click on the dropdown box and select a number to limit the number of rows to view
- 7. Click on "Execute Query" and a list of Account Indexes for the criteria selected displays.

- 8. To add the index number to the worksheet, select the Account Index by clicking on it. The index number populates in the Account Index field. Tab out of field and follow the Create an Index Budget steps 15 through 20.
- 9. If the query returns no records, click on "Exit without Value" to return to the Create Budget Worksheet page or click on "Another Query" to return to the Validation Code Lookup screen and modify the query.

# Modify an Existing Account Code

- 1. **Change Value** column: Across from the appropriate account code, enter either a positive or negative adjustment amount **in whole dollars**
- 2. Click the "Calculate" button at the top or bottom of the screen OR skip this step and click on "Post"
- Click on the "Post" button (near the bottom of the screen) To exit, click on the "Return to Index Page" link at the top or the bottom of the worksheet to update another index. Do not use the "Back" Button.



- 1. In the New Row section at the bottom of the page, enter the new account code
- 2. Enter the amount in whole dollars in the Proposed Budget column

3. Click on the "Post" button. **NOTE:** The transaction is not saved until Post is selected. The amounts in the Proposed Budget column are the budgets that will be loaded into the Banner Operating Ledger

When posted:

- a. The "Status" Column in the "Worksheet" is updated to "NEW"
- b. The "Account Type/Code" column of "Worksheet" is updated with the new "Account Type/Code" and the corresponding adjustment amount is updated under the "Proposed Budget" column and the "Cumulative Change" column.

Status Tes	t Index Code	Program Accou Type/	nt Tit Code	e	Adopted Budget	Permanent Adjustments	Temporary Adopted	Temporary Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Perce	ent Cumulative Change	New Budget	Delete Record
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IEW N			80K0 Ban	ner Tax	0.00	0.00	0.00	0.00	0.00	)	100.00			100.00	100.00	
New Row 1 2 3 4	Account: Account: Account: Account	Account         Pro	posed Budge													
	Account: Requery	/	Cal	culate		Post										

### Account Code Lookup

- 1. In the New Row section at the bottom of the page, click on "Account1"
- 2. Chart of Accounts: Click the dropdown arrow and select "U"
- 3. Account Criteria: Enter the account code or enter partial string with a wild card % (example: If the "Account Code" begins with a 2, and the other numbers are unknown, enter 2%)
- 4. **Title Criteria:** If unknown, query the title/description (example: If searching for a travel account code that has the word Travel in the title/description, enter %Travel%) **Note:** This field is case sensitive.
- 5. **Maximum rows to return:** Click on the dropdown box and select a number to limit the number of rows to view
- 6. Click on "Execute Query" and see a list of Account Codes for the criteria selected:
  - a. To add the account code to your worksheet, select the account code and follow the "Add a New Account Code" instructions above. **NOTE:** Clicking on the code returns to the budget worksheet and populates it in the **Account** section
  - b. To exit without selecting a code, click on "Exit without Value"
  - c. If the account code is not found, click on "Another Query" button and modify the criteria

### **Delete an Existing Account Code**

- To delete a budget line, click in the "Delete Record" box in the last column to the right of the "Worksheet" Note: The Create Budget Worksheet allows deleting budget lines that have amounts in the worksheet columns.
- 2. Click the "Calculate" button at the top or bottom of the screen OR skip this step and click on "Post"

3. Click on the "Post" button towards the bottom of the screen

After Post is selected:

- a. If "Include Deleted Items" on the Create Budget Worksheet criteria form was selected, the "Status" Column of "Worksheet" is updated to either OPAL-DEL or NEW-DEL
- b. The "Account Type/Code" column of the "Worksheet" shows the deleted "Account Code" and the corresponding adjustment amount is updated under the "Proposed Budget" column as zero
- c. The "Cumulative Change" column is updated by the amount needed to reduce the proposed budget to zero

Status	Text Index Code	Program Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Tempo Adopte	orary ed	Temporary Adjustments	Base Budget	Budget Proposed Duration Code Budget	Change Value	Percent	Cumulative Change	New Budget	Delete
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OPAL	N	<u>38</u>	05 Instate Travel-Per Dier State \$	n	50.00	0.00	0.00	0.00	50.00	P 50.00			0.00	50	00 🗆
OPAL- DEL	N	<u>38</u>	10 Instate Travel-Per Dier Non-State \$	n	30.00	0.00	0.00	0.00	30.00	P <u>0.00</u>			( 30.00)	d.	00 🗆
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OPAL	N	38	25 Out State Travel-Per Diem State \$	5	00.00	0.00	0.00	0.00	500.00	P 500.00			0.00	500.	00 🗆
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NEW- DEL	N	<u>38</u>	<u>40</u> Foreign Travel Gen		0.00	0.00	0.00	0.00	0.00	P <u>0.00</u>			0.00	d	00 🗆
OPAL	N	<u>60</u>	00 Telecom Charges Gen	2,8	00.00	0.00	0.00	0.00	2,800.00	P 2,800.00			0.00	2,800.	po 🗆
OPAL	N	<u>60</u>	20 Long Distance Gen	4	00.00	0.00	0.00	0.00	400.00	P 400.00			0.00	400.	0
OPAL	N	<u>60</u>	60 Voice Mail Box Gen	2	00.00	0.00	0.00	0.00	200.00	P 200.00			0.00	200.	00
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### Mass Apply Increase or Decrease Amount

1. Enter either a positive or negative adjustment amount in the "Change Value" box, under "Mass Change Parameters" (Example: enter a positive amount in whole dollars 100 or a negative amount in whole dollars -100)

Jump To Bottom	Return to Index Page
Enter Amount +/- 9999999999999 to add/subtration of the second	ct. Select percent to increase/decrease by New Budget times Amount/100. Select rounding factor for mass and line changes by percent. 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.
Mass Change Parameters	
Change Value:	Calculate
Worksheet	
Status Text Index Program Account Title Code Type/Code	Adopted Permanent Temporary Temporary Base Budget Proposed Change Value Percent Cumulative New Delete Budget Adjustments Adopted Adjustments Budget Code Code

- 2. Click the "Calculate" button at the top or bottom of the screen OR skip this step and click on"Post"
- 3. Click on the "Post" button towards the bottom of the screen

After Post is selected:

- a. Every active "Account Type/Code" is updated by the "Change Value" amount
- b. The "Proposed Budget" and the "Cumulative Change" columns are updated for every active "Account Type/Code" by the amount of the "Change Value"

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<ul> <li>4. Click on the "Post" button towards the bottom of the screen</li> <li>After Post is selected: <ul> <li>a. Every active "Account Type/Code" is updated by the "Change Value" amount</li> <li>b. The "Proposed Budget" and the "Cumulative Change" columns are updated for every active "Account Type/Code" by the amount of the "Change Value"</li> </ul> </li> <li>View Account Code Transaction History</li> </ul>	Ci W St	/orksheet tatus Text	Index Prog Code	gram Accour Type/	nt Title Code		Budget	Adjustments	Adopted	Adjustments	Budget	Duration Co	ue buuyei		-		-	ord
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To return to the "Budget Worksheet", click on "Close Window" at the bottom of the screen

### Enter Comments to an Index or Account Code

- 1. Click on the Index Code or Account Type/Code highlighted in blue
- 2. The "Budget Development Text" form displays. Enter comments to print to reports in the "Print" section or enter comments in the "No Print" section to not print on reports. **Note:** Comments are not private and anyone who has access to the organization can view the comments
- 3. Click on the "Save" button
- 4. To exit, click on "Exit budget text page"

#### Verify the Worksheet is in Balance

1. The Proposed Budget column Revenues and Expenses should net to zero

e Account Type Title Operating Revenues	Base Budget	Proposed Budget	Now Dudget	
Operating Revenues			New Budget	Cumulative Change
	50,000.00	50,000.00	50,000.00	0.00
Intra University Activities	517,096.00	517,096.00	517,096.00	0.00
Revenues and Intra Univ Activities	567,096.00	567,096.00	567,096.00	0.00
Operating Expense Labor	0.00	423,370.00	423,370.00	423,370.00
Operating Expense Labor Contingency	3,267.00	3,267.00	3,267.00	0.00
Operating Expenses-Labor	3,267.00	426,637.00	426,637.00	423,370.00
Operating Expense Other	140,459.00	140,459.00	140,459.00	0.00
Other Expense	140,459.00	140,459.00	140,459.00	0.00
t	423,370.00	0.00	0.00	( 423,370.00)
(	Intra University Activities <b>0 Revenues and Intra Univ Activities</b> Operating Expense Labor Operating Expense Labor Contingency <b>0 Operating Expenses-Labor</b> Operating Expense Other <b>0 Other Expense</b> et	Intra University Activities     517,096.00 <b>0 Revenues and Intra Univ Activities</b> 567,096.00       Operating Expense Labor     0.00       Operating Expense Labor Contingency     3,267.00 <b>0 Operating Expense Labor 3,267.00 0 Operating Expense Other</b> 140,459.00 <b>0 Other Expense 140,459.00</b> et <b>423,370.00</b>	Intra University Activities       517,096.00       517,096.00         Operating Expense Labor       0.00       423,370.00         Operating Expense Labor Contingency       3,267.00       3,267.00         Operating Expense Contingency       3,267.00       426,637.00         Operating Expense Other       140,459.00       140,459.00         Other Expense       140,459.00       0.00	Intra University Activities       517,096.00       517,096.00         Operating Expense Labor       0.00       423,370.00         Operating Expense Labor Contingency       3,267.00       3,267.00         Operating Expense Labor       3,267.00       426,637.00         Operating Expense Other       140,459.00       140,459.00         Intra University Activities       423,370.00       140,459.00         Operating Expense Other       140,459.00       140,459.00         Intra University Activities       423,370.00       140,459.00         Operating Expense Other       140,459.00       140,459.00         Intra University Expense       140,459.00       140,459.00         Intra University Activities       140,459.00       140,459.00

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Summary Totals

Accour	nt Type Account Type Title	<b>Base Budget</b>	<b>Proposed Budget</b>	New Budget	<b>Cumulative Change</b>
5T	Intra University Activities	287,400.00	351,200.00	351,200.00	63,800.00
	50 Revenues and Intra Univ Activities	287,400.00	351,200.00	351,200.00	63,800.00
61	Operating Expense Labor	279,815.00	337,188.00	337,188.00	57,373.00
	60 Operating Expenses-Labor	279,815.00	337,188.00	337,188.00	57,373.00
71	Operating Expense Other	7,585.00	14,012.00	14,012.00	6,427.00
	70 Other Expense	7,585.00	14,012.00	14,012.00	6,427.00
	Net	0.00	0.00	0.00	0.00

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