UNM

BUDGET PLANNER

BUDGET DEVELOPMENT

BD-101 Adjust Index Budgets

Date Issued/Rev: 3/05/2012

General Description: This procedure explains how to 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

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

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

Worksheet Definitions

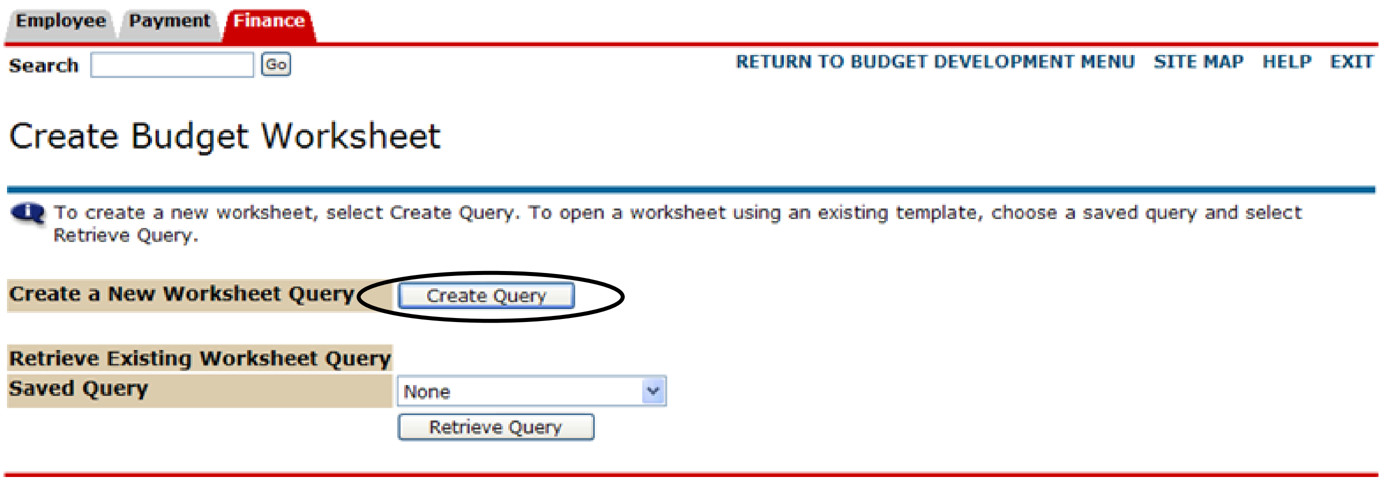
Calculate: Each time the "Calculate" button is used, (top or bottom of the screen) the cumulative change and "New Budget" columns update, but Proposed Budget does NOT. The Calculate button displays a preview in the New Budget Column of what this budget would be **IF** it is posted. Use "Calculate" to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

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

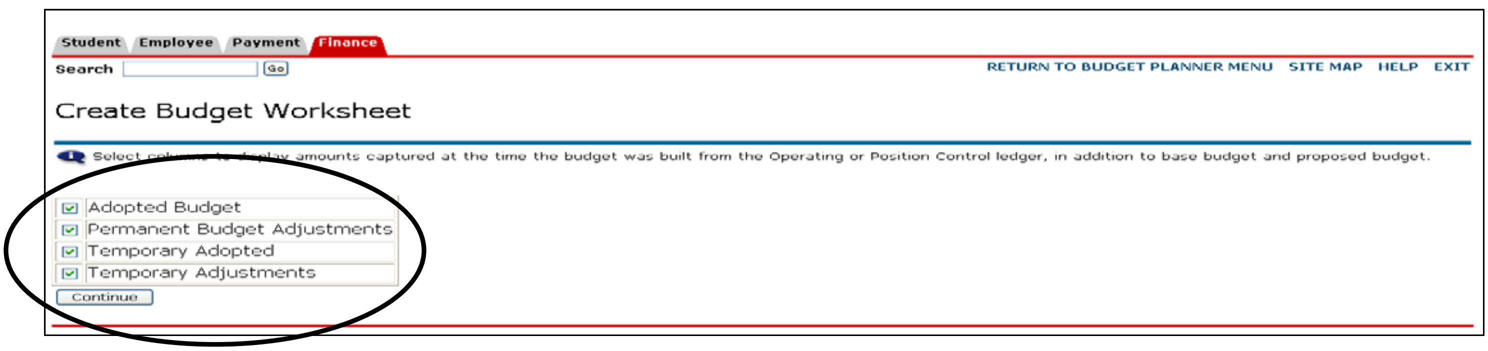
Exit: Click on the "Return to Index page" link or "Return to Budget Development Menu ". Do not use the "Back" Button.

Create an Index Budget

1. Logon to my.unm.edu
2. Select the "Employee Life" tab
3. Click on "LoboWeb"
4. Select the "Finance" tab
5. Click on the "Budget Planner Menu"
6. Click on "Create Budget Worksheet"
7. Click on "Create Query"

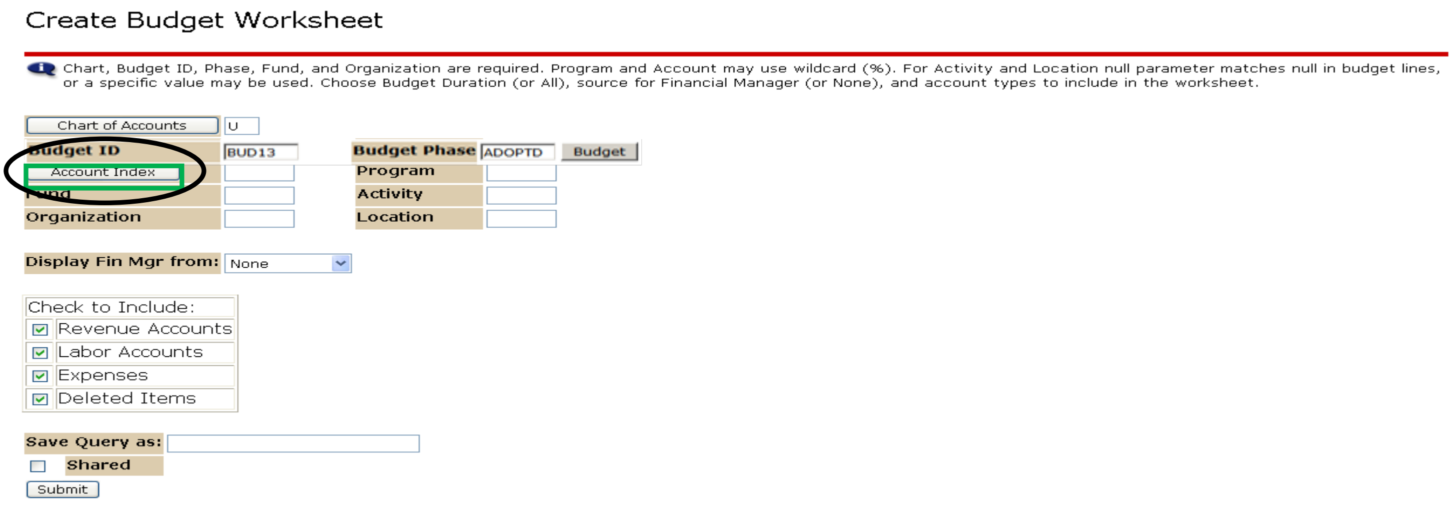


8. Check the **Adopted Budget, Permanent Budget Adjustments, Temporary Adopted and Temporary Adjustments**



9. Click "Continue."
10. **Chart of Accounts**: enter "U"
11. **Budget ID:** enter "BUD13"
12. **Budget Phase:** enter "ADOPTD"
13. **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
14. **Display Fin Mgr From:** default is "None"
15. **Revenue Accounts:** Check the box
16. **Labor Accounts:** Check the box. **NOTE:** Salary Acct Codes "20XX" (except 20SA) are budgeted in Salary Planner and are not editable. Fringe Acct Codes "21XX" are budgeted in Budget Development
17. **Expenses:** Check the box
18. **Deleted Items:** Check the box
19. Click on "Submit"

Index Code Lookup



1. Click on the “Account Index” button

2. **Chart of Accounts:** Click the dropdown arrow and select “U” or enter “U”

Enter one or more of the following parameters

3. **Account Index Criteria:** Enter the index code or enter a partial index code string with a wild card % (example: If the “Index Code” begins with a 2, and the other numbers are unknown, enter 2%)

4. **Title Criteria:** Query the title/description (example: If searching for a Biology index code that has the word biology in the title/description, enter %Biology%) **Note:** This field is case sensitive.

5. **Fund Criteria:** Query index codes by fund (example: If searching for a index code that has a fund starting with 2U, enter 2U%)

6. **Organization Criteria:** Query index codes by organization. (EX: If searching for all index codes under ADD org, enter ADD)

7. **Maximum Rows to Return:** Click on the dropdown indicator and select a number to limit the number of rows to view

8. Click on “Execute Query” and a list of Index Codes for the criteria selected displays.

9. To add the index number to the worksheet, select the Account Index code 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 14 through 19.

10. If no code is selected or query returned 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.

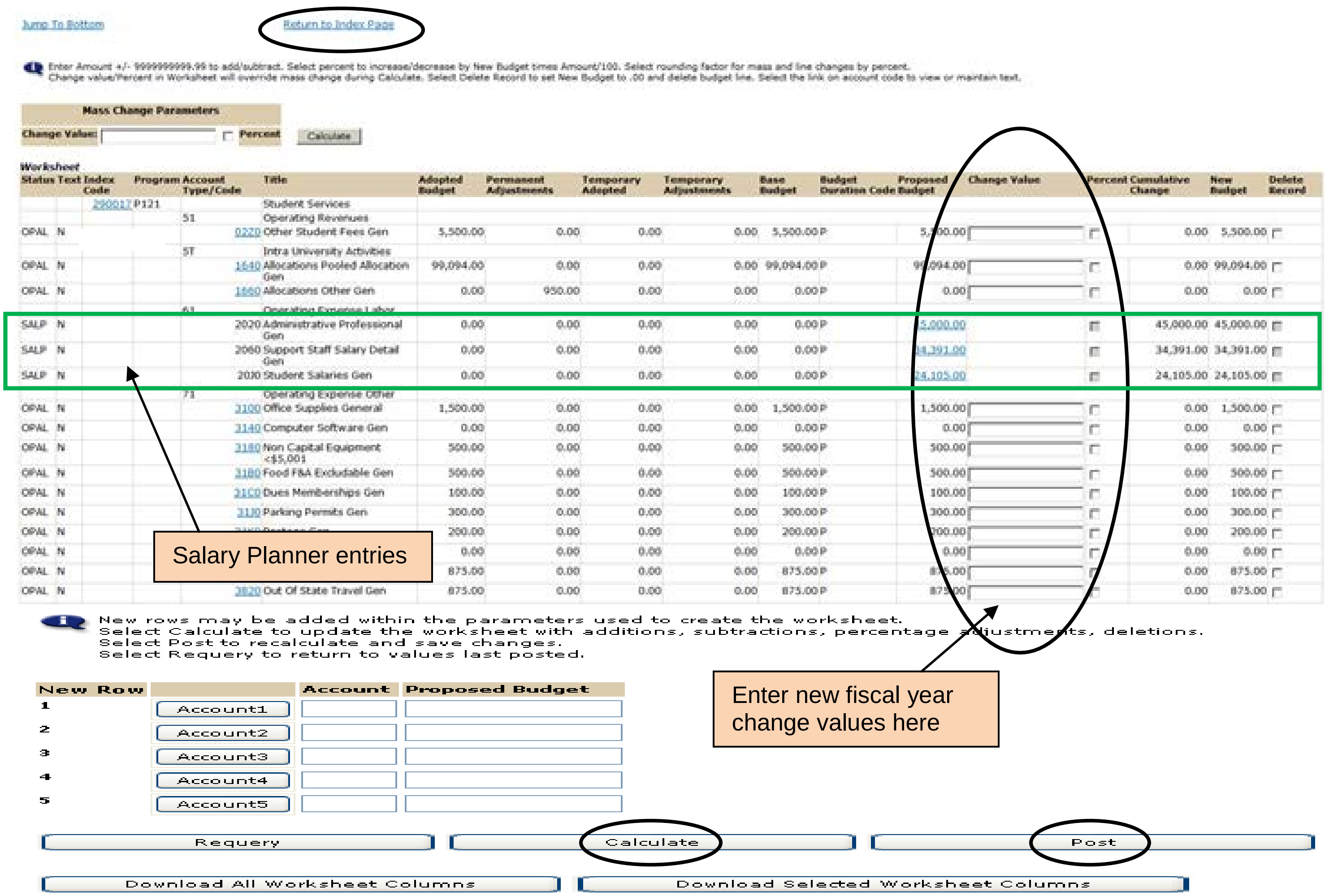
Modify an Existing Account Code

1. **Change Value Column:** Across from the appropriate account code, enter either a positive or negative adjustment amount **<u>in whole dollars</u>**

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 (near bottom of screen)

4. 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.**



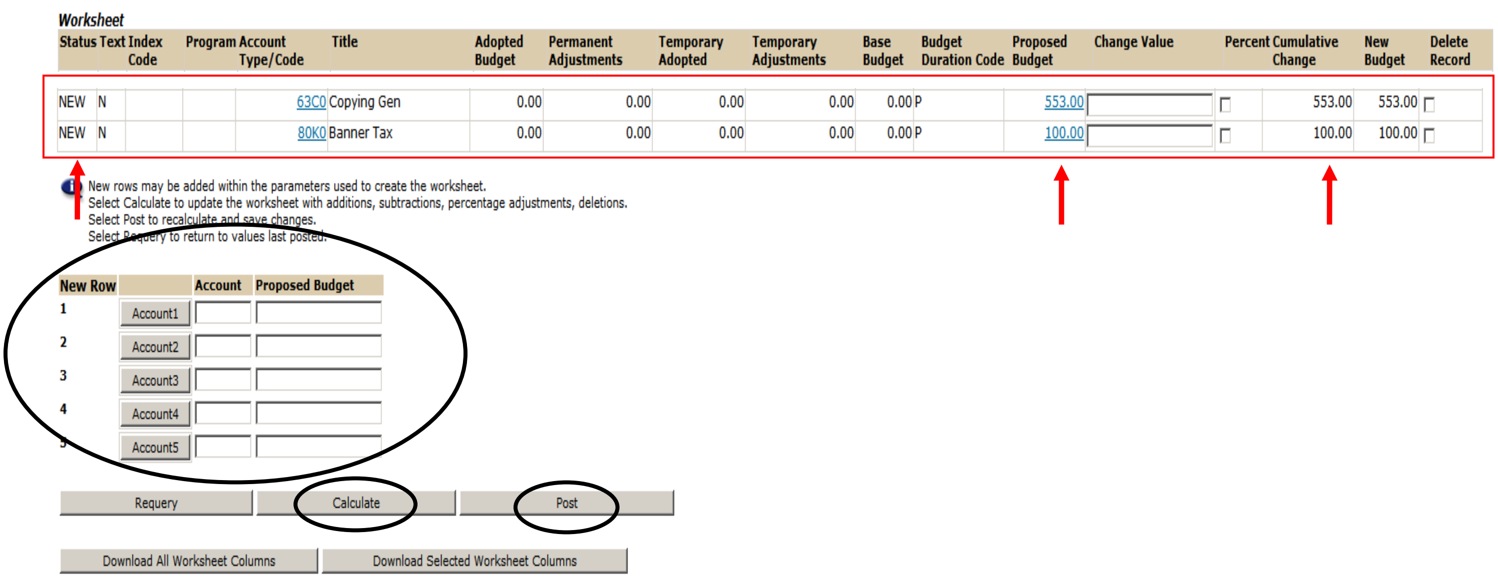
Add a New Account Code

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 the Calculate button at the bottom of the screen OR skip this step and select "Post"
4. Click on the "Post" button. **NOTE:** Transaction is not saved until Post is selected. The amounts in Proposed Budget are the budgets that will be loaded into the Banner Operating Ledger

When posted:

a. The "Status" Column in "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.



Account Code Lookup

1. In the New Rows 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 indicator and select a number to limit the 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 account code is not found, click on “Another Query” button and modify the criteria

Delete an Existing Account Code

1. To delete a budget line, click in “Delete Record” box in 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” at the top or bottom of the screen OR skip this step.
3. Click on “Post”

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 “Worksheet” shows the deleted “Account Code” and the corresponding adjustment amount is updated under the “Proposed Budget” column as zero.

c. The “Cumulative Change” amount is updated by the amount needed to reduce the budget to zero

Worksheet

Status	Text	Index Code	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Temporary Adopted	Temporary Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
NEW	N			63A1	Event Fees	0.00	0.00	0.00	0.00	0.00	P	600.00		☐	600.00	600.00	☐
NEW-DEL	N			63C0	Copying Gen	0.00	0.00	0.00	0.00	0.00	P	0.00		☐	0.00	0.00	☐
NEW	N			80K0	Banner Tax	0.00	0.00	0.00	0.00	0.00	P	100.00		☐	100.00	100.00	☐

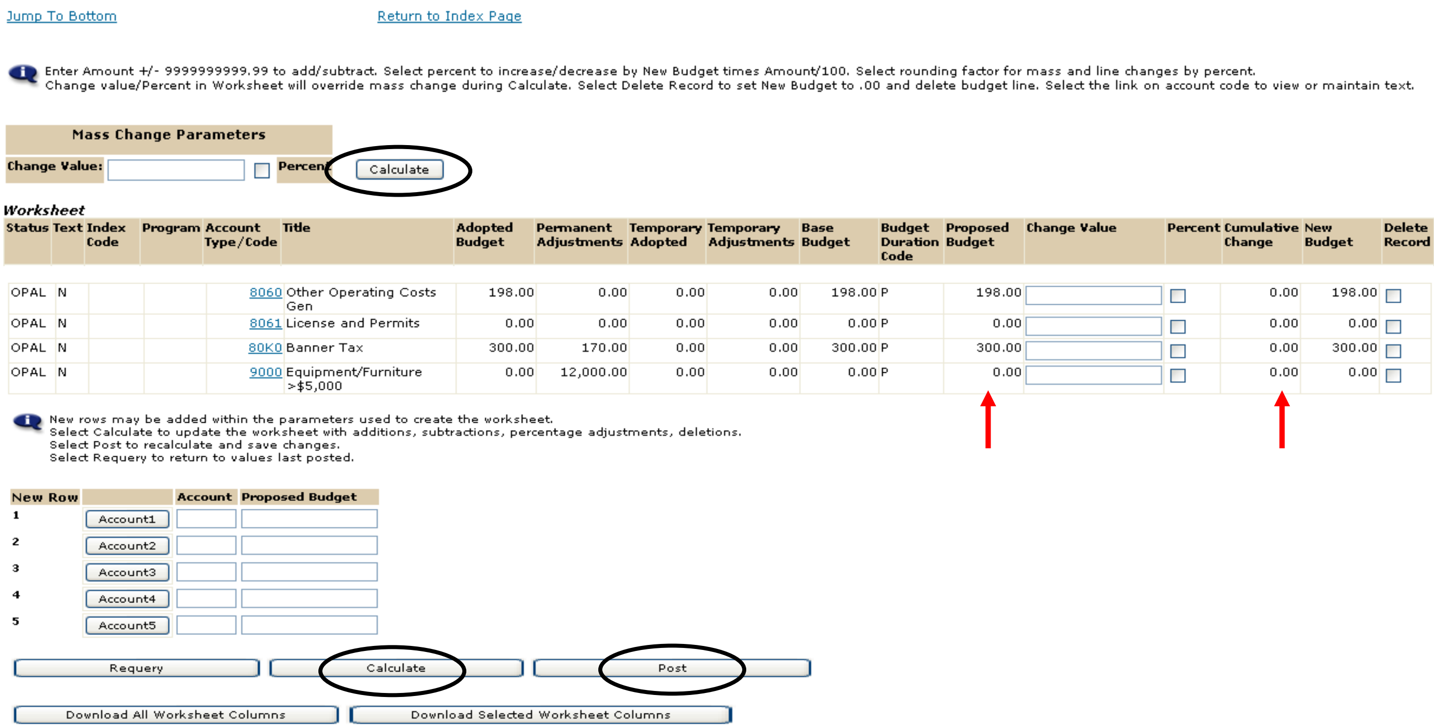
Mass Apply Increase or Decrease Amount

1. Enter either positive or minus 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)
2. Click “Calculate” at the top or bottom of the screen OR skip this step
3. Click “Post” towards the bottom of the screen.

After post is selected:

a. Every active Account Code is updated by the “Change Value” amount.

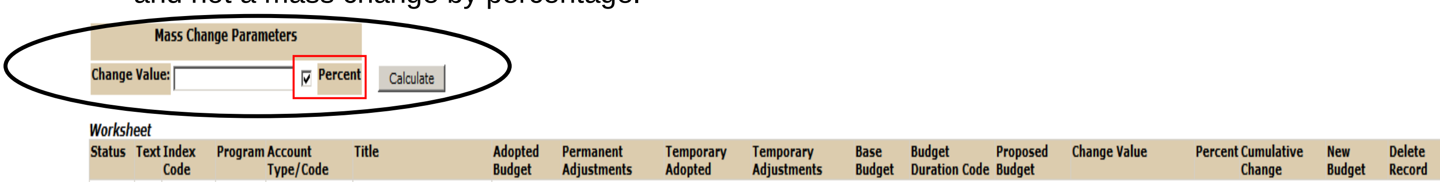
b. The “Proposed Budget” column and the “Cumulative Change” column is updated for every active “Account Type/Code” by the amount of the “Mass Change Value”



Mass Apply Percentage Change

1. Enter either a positive or negative whole number amount into the “Change Value” box, under “Mass Change Parameters ” (Example: Increase by 3%, enter “3” or decrease by 3%, enter “-3)

2. Click in the “Percent” Box (check mark). Otherwise, the system performs a mass change by amount and not a mass change by percentage.



3. Click the Calculate button at the top or bottom of the screen OR skip this step

4. Click on the “Post” button towards the bottom of the screen

After post is selected:

a. Every active Account Code is updated by the “Change Value” amount

b. The “Proposed Budget” column and the “Cumulative Change” column are updated for every active “Account Type/Code” by the amount of the “Mass Change Value”

View Account Code Transaction History

1. Proposed Budgets dollar amounts that have been updated by end users will be highlighted in blue. To view the transaction history, click on “Proposed Budget” amount for any “Account Type/Code”

2. The “Budget Development History” form displays a detailed history of changes

3. 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 number or account 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 do not print on reports. **Note:** Comments are not private. Anyone who has access to the organization can view comments

3. Click on “Save”

4. To exit, click on “Exit budget text page”

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