BUDGET PLANNER

BUDGET DEVELOPMENT

Create Budget Worksheet

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),   HSC Budget Office

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 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 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). Do not use the "Back" Button.

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"

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

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

Student   Employee   Payment   **Finance**

Search [   ] [Go]

Create Budget 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.

Chart of Accounts	U

Budget ID [BUDxx]   **Budget Phase** [ADOPTD] [Budget]

[Account Index] [   ]   **Program** [   ]

Fund [   ]   **Activity** [   ]

Organization [   ]   **Location** [   ]

Click on the **Account Index** box to go to the Validation Code Lookup screen

Display Fin Mgr from: [None ▾]

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

Save Query as: [   ]
☐ **Shared**
[Submit]

Validation Code Lookup

Chart of Accounts	[U ▾]
Account Index Criteria	[ ]
Title Criteria	[ ]
Fund Criteria	[ ]
Organization Criteria	[ ]
Maximum rows to return	[100 ▾]

[Execute Query]

[Exit without Value]

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.

3

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"
3. 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.**

Jump To Bottom   Return to Index Page

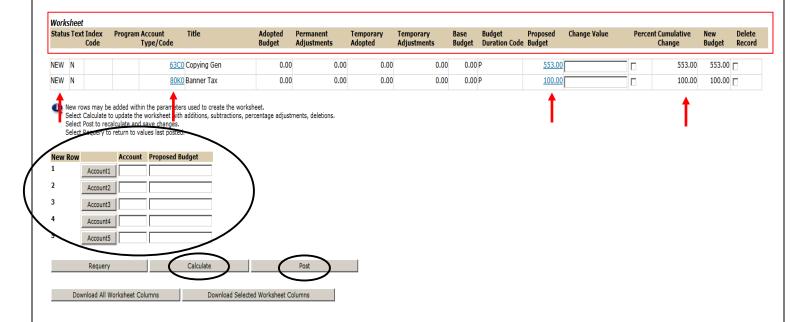Enter Amount +/- 9999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select rounding factor for mass and line changes by percent.
Change value/Percent in Worksheet will override mass change during Calculate. Select Delete Record to set New Budget to .00 and delete budget line. Select the link on account code to view or maintain text.

Mass Change Parameters		

Change Value: [   ] ☐ Percent   [Calculate]

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
			P121		Student Services												
				51	Operating Revenues												
OPAL	N			02Z0	Other Student Fees Gen	10,000.00	0.00	0.00	0.00	10,000.00	P	10,000.00	[ ]	☐	0.00	10,000.00	☐
OPAL	N			08Z0	Miscellaneous Gen	0.00	0.00	0.00	0.00	0.00	P	0.00	[ ]	☐	0.00	0.00	☐
				5T	Intra University Activities												
OPAL	N			1640	Allocations Pooled Allocation Gen	166,795.00	0.00	0.00	0.00	166,795.00	P	166,795.00	[ ]	☐	0.00	166,795.00	☐
				61	Operating Expense Labor												
SALP	N			2020	Administrative Professional Gen	0.00	0.00	0.00	0.00	0.00	P	50,080.00		☐	50,080.00	50,080.00	☐
SALP	N			2060	Support Staff Salary Detail Gen	0.00	0.00	0.00	0.00	0.00	P	66,654.00		☐	66,654.00	66,654.00	☐
SALP	N			20J0	Student Salaries Gen	0.00	0.00	0.00	0.00	0.00	P	14,960.00		☐	14,960.00	14,960.00	☐
SALP	N			20L0	Federal Workstudy Gen	0.00	0.00	0.00	0.00	0.00	P	1,750.00		☐	1,750.00	1,750.00	☐
SALP	N			20N0	State Workstudy Gen	0.00	0.00	0.00	0.00	0.00	P	0.00		☐	0.00	0.00	☐
				63	Operating Expense Labor Contingency												
OPAL	N			20SA	Salary Adjustments	583.00	0.00	0.00	0.00	583.00	P	583.00	[ ]	☐	0.00	583.00	☐
				71	Operating Expense Other												
OPAL	N						0.00	0.00	0.00	5,100.00	P	5,100.00	[ ]	☐	0.00	5,100.00	☐
OPAL	N						0.00	0.00	0.00	500.00	P	500.00	[ ]	☐	0.00	500.00	☐
OPAL	N			31A0	Business Food - Local	2,816.00	0.00	0.00	0.00	2,816.00	P	2,816.00	[ ]	☐	0.00	2,816.00	☐
OPAL	N			31B0	Food F&A Unallowable Gen	0.00	0.00	0.00	0.00	0.00	P	0.00	[ ]	☐	0.00	0.00	☐
OPAL	N			31C0	Dues Memberships Gen	500.00	0.00	0.00	0.00	500.00	P	500.00	[ ]	☐	0.00	500.00	☐
OPAL	N			31J0	Parking Permits Gen	300.00	0.00	0.00	0.00			300.00	[ ]	☐	0.00	300.00	☐
OPAL	N			31K0	Postage Gen	150.00	0.00	0.00	0.00			150.00	[ ]	☐	0.00	150.00	☐
OPAL	N			31K1	Overnight Delivery	0.00	0.00	0.00	0.00			0.00	[ ]	☐	0.00	0.00	☐
OPAL	N			31M0	Recruitment Expense Gen	700.00	0.00					700.00	[ ]	☐	0.00	700.00	☐
OPAL	N			3800	In State Travel Gen	400.00	0.00	0.00	0.00	400.00	P	400.00	[ ]	☐	0.00	400.00	☐
OPAL	N			80K2	Foundation Surcharge	700.00	0.00	0.00	0.00	700.00	P	700.00	[ ]	☐	0.00	700.00	☐

Salary Planner entries

Enter new fiscal year change values here

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.

New Row		Account	Proposed Budget
1	[Account1]	[ ]	[ ]
2	[Account2]	[ ]	[ ]
3	[Account3]	[ ]	[ ]
4	[Account4]	[ ]	[ ]
5	[Account5]	[ ]	[ ]

[Requery]   [Calculate]   [Post]

[Download All Worksheet Columns]   [Download Selected Worksheet Columns]

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 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.

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			63C0 Copying Gen	0.00	0.00	0.00	0.00	0.00	P	553.00		☐	553.00	553.00	☐
NEW	N			80K0 Banner Tax	0.00	0.00	0.00	0.00	0.00	P	100.00		☐	100.00	100.00	☐

ⓘ 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.

New Row		Account	Proposed Budget
1	Account1		
2	Account2		
3	Account3		
4	Account4		
5	Account5		

Requery	Calculate	Post

Download All Worksheet Columns	Download Selected Worksheet Columns

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
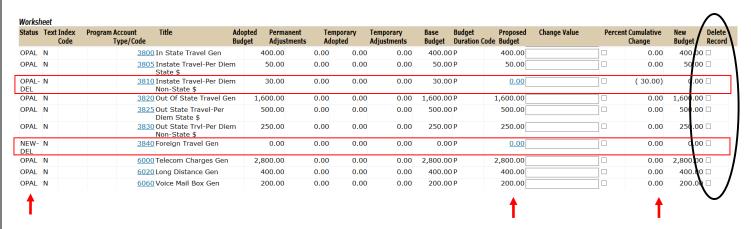
Delete an Existing Account Code

1. 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

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
OPAL	N			3800 In State Travel Gen	400.00	0.00	0.00	0.00	400.00	P	400.00		☐	0.00	400.00	☐
OPAL	N			3805 Instate Travel-Per Diem State $	50.00	0.00	0.00	0.00	50.00	P	50.00		☐	0.00	50.00	☐
OPAL-DEL	N			3810 Instate Travel-Per Diem Non-State $	30.00	0.00	0.00	0.00	30.00	P	0.00		☐	(30.00)	0.00	☐
OPAL	N			3820 Out Of State Travel Gen	1,600.00	0.00	0.00	0.00	1,600.00	P	1,600.00		☐	0.00	1,600.00	☐
OPAL	N			3825 Out State Travel-Per Diem State $	500.00	0.00	0.00	0.00	500.00	P	500.00		☐	0.00	500.00	☐
OPAL	N			3830 Out State Trvl-Per Diem Non-State $	250.00	0.00	0.00	0.00	250.00	P	250.00		☐	0.00	250.00	☐
NEW-DEL	N			3840 Foreign Travel Gen	0.00	0.00	0.00	0.00	0.00	P	0.00		☐	0.00	0.00	☐
OPAL	N			6000 Telecom Charges Gen	2,800.00	0.00	0.00	0.00	2,800.00	P	2,800.00		☐	0.00	2,800.00	☐
OPAL	N			6020 Long Distance Gen	400.00	0.00	0.00	0.00	400.00	P	400.00		☐	0.00	400.00	☐
OPAL	N			6060 Voice Mail Box Gen	200.00	0.00	0.00	0.00	200.00	P	200.00		☐	0.00	200.00	☐

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 +/- 9999999999.99 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.

Mass Change Parameters

Change Value: _____ ☐ Percent [Calculate]

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

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"

Jump To Bottom   Return to Index Page

ℹ️ Enter Amount +/- 9999999999.99 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.

Mass Change Parameters

Change Value: [_____] ☐ Percent [Calculate]

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
OPAL	N			8060	Other Operating Costs Gen	198.00	0.00	0.00	0.00	198.00	P	198.00	[_____]		☐	0.00	198.00	☐
OPAL	N			8061	License and Permits	0.00	0.00	0.00	0.00	0.00	P	0.00	[_____]		☐	0.00	0.00	☐
OPAL	N			80K0	Banner Tax	300.00	170.00	0.00	0.00	300.00	P	300.00	[_____]		☐	0.00	300.00	☐
OPAL	N			9000	Equipment/Furniture >$5,000	0.00	12,000.00	0.00	0.00	0.00	P	0.00	[_____]		☐	0.00	0.00	☐

ℹ️ 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.

New Row		Account	Proposed Budget
1	[Account1]	[_____]	[_____]
2	[Account2]	[_____]	[_____]
3	[Account3]	[_____]	[_____]
4	[Account4]	[_____]	[_____]
5	[Account5]	[_____]	[_____]

[Requery]   [Calculate]   [Post]

[Download All Worksheet Columns]   [Download Selected Worksheet Columns]

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.

Mass Change Parameters

Change Value: [_____] ☑ Percent [Calculate]

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

3. Click the "Calculate" button at the top or bottom of the screen OR skip this step and click on "Post"
4. 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"

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 the "Proposed Budget" amount for any "Account Type/Code". The "Budget Development History" form displays a detailed history of changes
2. To return to the "Budget Worksheet", click on "Close Window" at the bottom of the screen

7

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

Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
51	Operating Revenues	50,000.00	50,000.00	50,000.00	0.00
5T	Intra University Activities	517,096.00	517,096.00	517,096.00	0.00
50	Revenues and Intra Univ Activities	567,096.00	567,096.00	567,096.00	0.00
61	Operating Expense Labor	0.00	423,370.00	423,370.00	423,370.00
63	Operating Expense Labor Contingency	3,267.00	3,267.00	3,267.00	0.00
60	Operating Expenses-Labor	3,267.00	426,637.00	426,637.00	423,370.00
71	Operating Expense Other	140,459.00	140,459.00	140,459.00	0.00
70	Other Expense	140,459.00	140,459.00	140,459.00	0.00
	Net	423,370.00	0.00	0.00	(423,370.00)

Return To Top   Return to Index Page

Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
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

Return To Top   Return to Index Page

END