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## BUDGET DEVELOPMENT

Must run budget development ***in order***, or there will not be any output.

### CREATE WORKING BUDGET

#### Step 1 - Create Next Fiscal Year in Finance (FTMFSYR)

Create next fiscal year (FTMFSYR) for budget development.

- a) **<ENTER QUERY>**, type in needed fields as follows:
- b) COA: **X**            FS Yr: **07**    **<EXECUTE QUERY>**
- c) **<INSERT RECORD>**,
- d) Change the FS Yr: **07**
- e) Type in the date: **070106**, the end date will default in, **<NEXT BLOCK>**
- f) The first day of the month will appear for the first month of the new year (e.g. July)
- g) Type in the end date for the month: **073106**
- h) The Qtr End box should only be checked for Sept, Dec, Mar, and Jun,
- i) **<NEXT RECORD>** and repeat Steps g & h through June of next year, which will default in 30-JUN-07
- j) Mark the Qtr End box
- k) **SAVE** record and **EXIT**

#### Step 2 - Create Next Fiscal Year in Human Resources (NBAFISC)

Create next fiscal year on (NBAFISC). Can only have one fiscal year active at a time

- a) **<NEXT RECORD>** to empty line or **<INSERT RECORD>**
- b) Type in the Year: **2007**
- c) **(TAB)** to COA: **X**
- d) **(TAB)** across to bring in dates automatically
- e) **SAVE** record and **EXIT**

#### Step 3 - Create Next Fiscal Year for HR/Finance Interface (NTRFINI)

Create next fiscal year on (NTRFINI) for budget development.

- a) Click on **COPY YEAR** button, a message will appear ***“Enter the values of the old year and chart when prompted for Query, then Execute Query”***  
Click on **OK**
- b) Fiscal YR: **2007**
- c) COA: **X**

- d) **<EXECUTE QUERY>**, message will appear **“Copying record forward to new year”** Click on **OK, EXIT**
- e) Check the “Feed Budget to Finance Budget Development” box, **SAVE, EXIT**.

#### Step 4 - Create Budget IDs & Phases (FTMOBUD)

Create budget IDs and phases, and set up default phases for queries on the Operating Budget Maintenance Form (FTMOBUD). Create new phases as necessary throughout the budget process. ***If you wish to create the final phase for the approved budget, skip to Step 18.***

If Budget ID already exists, **<ENTER QUERY>**, type in ID and , **<EXECUTE QUERY>**. Otherwise type in new ID:

- a) Budget ID: **FY2007** (may be up to 6 digits) Title: **Fiscal Year 2007**
- b) COA: **X** Short Title: **FY 2007** (May default as “Title” above)
- c) Last Activity: this is system generated
- d) Years Budgeted: **1** Period Type: **A** (Annual) Budget Year: **07**
- e) **SAVE** record.
- f) **<NEXT BLOCK>**

This will bring up the Budget Phase Information window, enter following data:

- g) Budget Phase: **LOAD07** Title: **Loading of 2007 Base Budget**
- h) Seq#: this is system generated Short Title: **2007 Base Budget**
- i) Open Status: **Check for open, uncheck for closed**, closed is only necessary for the approved final phase of the budget after it has been rolled completely into the operating ledger. This is how you can freeze a specific budget phase.
- j) Activation Date: **ENTER ONLY FOR THE FINAL APPROVED BUDGET PHASE**, usually the first day of the next fiscal year, **7/1/xx**
- k) Chart of Accounts : **X**
- l) Budget Rule Class: **BD10** (Budget Development Request)
- m) Finance Rule Class: (this is only specified for the final approved phase of the budget which is to be rolled into the operating ledger) **BD01**
- n) Measurement Type: **D** (Dollars) (Can use H Hours for labor-type accounts)
- o) Phase Period Type: **A** (Annual)
- p) Click on the following boxes - Allow Summary Codes; Display Comparative Data; Accumulate Budget; and Accumulated PY Year Budget
- q) **SAVE** record

If you want to enter additional phases at this time, **<NEXT RECORD>** and repeat the above process, Steps g thru q.

**Note: In Banner 7.x the budget id and phase information are all on one screen. You may add phases either using the down arrow while in the phase name or the scroll bar on the side of the screen.**

At this time, you may wish to identify the Default Budget Query Phases on the first window (Page 1). **<PREVIOUS BLOCK>** to return to the first window, If you **DO NOT** wish to do this now, click on **EXIT**.

- r) Click in empty field next to Phase 1:  
Default Budget Query Phases --->  
Phase 1:                      Phase 2:                      Phase 3:

These three fields are used to define the three phases that will default on the Budget Query Form FBIBUDG. They may not be specified until they are created on the Budget Phase Block of this form.

- s) Type in Phase names, or click on Phase # button to bring up a list, **select** the desired Phase and click **OK**.  
t) **SAVE** record and **EXIT**

**EXAMPLE:** A possible naming convention for phases might be the following:  
1) LOADXX; 2) ORIGXX; 3) NOVXX – using the date of the Budget meeting for phase to be adjusted.

**NOTE:** You may want to set up phase defaults on Page 1 of FTMOBUD with the following; 1) ORIGXX; 2) & 3) use the most recent Budget meeting dates so the end-user may view the Original Working Base and the most recent changed phase. If the Original Working Base (ORIGXX) is always shown, it may alleviate some future questions as to where the budget process started.

### **Step 5 – Load Budget Roll Parameters (FBABPRC)**

You may create a base for your new budget phases by rolling **budget** information from the Operating Ledger (OPAL), or from any other existing budget phase (e.g. previous years final adopted budget).

To roll into a budget you must enter parameters on the Budget Process Control Parameters Form (FBABPRC). Identify the pre-existing base you wish to use and into which Budget ID and phase you wish to roll data. Budget ID and Phase may default in, however, you may change these fields.

**TO:**

- a) Budget ID: **FY2007**  
b) Phase: **LOAD07** (this is the Phase you want to put data into)

- c) COA: **X**
- d) **(TAB)** to Action, options are:
  - Opal** - used to roll operating ledger budget data into a budget phase
  - Budget Line** - used to roll data from one budget ID/phase to another
  - Activate** - used to activate the approved budget phase
  - Delete** - used to delete one time items and budget adjustments
- e) Click on **Action Pull Down Menu** and **select OPAL** (this will roll the prior years approved budget)
- f) **<NEXT BLOCK>** The Opal Source Data window will open. This deals with where you GET budget information FROM.

**FROM:**

- g) Type in COA: **X** Fiscal Year: **06 <TAB>**
- h) Option Data is CRITICAL: Click on the following boxes:
  - Include Original: **Y** (this will copy original amounts BD01 from phase)
  - Include Adjustments: **N** (to include adjustments to the adopted budget from the current or prior fiscal year from the Operating Ledger - BD02 budget transfers)
  - Include Temporary: **N** (to include temporary budget from the current or prior fiscal year from the Operating Ledger, BD03 budget transfers, not currently used)
  - Build Distrib Budgets: **N** (will distribute the budget roll if you are rolling monthly or quarterly budget data from the Operating Ledger)
  - Overwrite File: **N** (erases and puts in new data, will write over existing line items with the new/rolled data)
  - Insert New Records: **Y** (this will create line items in the destination budget phase that may exist in the data being rolled)
  - Include Labor Accts: **Y -** (this indicator is especially useful if labor budgets are being created from position budgeting, in which case type a “N”)
- i) **SAVE** record, click on **OK** and **EXIT**

**This form did not change in Banner 7.**

***(Note: if future years uses a budget phase to roll from, these parameters will need to be changed)***

**Step 6 - Populate New Phase Budget Build Process (FBRBDBB)**

To populate the new phase with data, or to build or change line items for a budget phase, execute the Budget Build Process (FBRBDBB). No parameters need be

entered, since they were entered in Step 5 above. This can take a long time to process and will print a parameter page. (An hour or more)

Verify the results on the Budget Query Form (FBIBUDG) or by running and checking the Budget Worksheets.

### Step 7 - Budget Worksheets (FBRWKSH)

Generate and print the Budget Worksheets FBRWKSH.

- a) Budget Year: **07** (Two digit budget year to report on)
- b) Chart of Accounts: **X**
- c) Budget ID: **FY2007** (Budget ID set up by you on FTMOBUD at Step 4)
- d) Budget Phase 1: **LOAD07** (Can be any budget phase set up by you on FTMOBUD)
- e) Budget Phase 2: **ORIG07** (The second budget phase you want reported)
- f) Budget Phase 3:
- g) As of Date: **DD-MON-YY** (The third budget phase you want reported)  
(Default = current date, date to select data for reporting)
- h) Print Net Totals: **N** (Default = Y )
- i) Specific Organization: (Enter an Orgn code if you want only one to be run)
- j) Specific Fund: (Enter a Fund code if you want only one to be run)
- k) Specific Program: (Enter a Prog code if you want only one to be run)
- l) Specific Activity: (N/A we don't use)
- m) Specific Location: (N/A)
- n) Specific Account: (Enter an Acct code if you want only one to be run)
- o) Click on **Save Defaults, SAVE** and **EXIT**

This report can display up to three phases of budget information as well as two years of operating budget data. Use the first run of this report to weed out and identify 1-time expenses to eliminate these in the ORIG07 Phase.

**Note: There are not any changes in Banner 7.**

### Step 8 - Phase to Phase Roll Parameter Form (FBABPRC)

Create and roll new budget phases within a budget ID through the budget life cycle as required, or create new phases to generate budget models under different conditions. You can roll more than one phase at a time.

To roll into a new budget phase, you must enter parameters on the Budget Process Control Parameters Form (FBABPRC). Budget ID and Phase may default in, however, you may change these fields.

**NOTE: Repeat step 4 if a new phase needs to be created.**

**TO:**

- a) Budget ID: **FY2007**
- b) Phase: **ORIG07** (this is the Phase you want to put data into, you can click on button to bring up list and select)
- c) COA: **X**
- d) **(TAB)** to Action, options are:
  - Opal** - used to roll operating ledger budget data into a budget phase
  - Budget** - used to roll data from one budget ID/phase to another
  - Activate** - used to activate the approved budget phase
  - Delete** - used to delete one time items and budget adjustments
- e) Click on **Action Pull Down Menu** and **select BUDGET LINE**
- f) **<NEXT BLOCK>** (PAGE DOWN) The Budget Source Data window will open.  
This deals with where you GET budget information FROM.

**FROM:**

- g) Budget I. D.: **FY2007 (TAB)**
- h) Base Budget Phase : **LOAD07**
- i) Type in COA: **X (TAB)**
- j) Option Data is CRITICAL, click on the following boxes:
  - Include Original: **Y** (this will copy original amounts from phase)
  - Include Adjustments: **N** (to include adjustments to the adopted budget from the current or prior fiscal year from the Operating Ledger (BD02 budget transfers)
  - Include Temporary: **N** (to include temporary budget from the current or prior fiscal year from the Operating Ledger (BD03 budget transfers, not currently used)
  - Build Distrib Budgets: **N** (will distribute the budget roll if you are rolling budget data from the Operating Ledger)
  - Overwrite File: **N** (**erases and puts in new data**, will write over existing line items with the new/rolled data. If you want to insert new or additional records, leave the box unchecked. If you want to replace existing phase data with new phase data and line items, check the box.)  
(usually **N**)
  - Insert New Records: **Y** (this will create line items in the destination budget phase that may exist in the data being rolled)
  - Include Labor Accts: **Y** (this indicator is especially useful if labor budgets are being created from position budgeting)
- k) **SAVE** record, click on **OK** and **EXIT**



### Step 9 - Populate New Phase (FBRBDBB)

To populate the new phase with data, or to build or change line items for a budget phase execute the Budget Build Process (FBRBDBB). No parameters will appear or need to be entered, since they were entered in Step 8 above. This will print a parameter page when completed.

Verify the results on the Budget Query Form (FBIBUDG).

### Step 10 - Budget Query Form (FBIBUDG)

Budgets are reviewed on-line using the Budget Query Form (FBIBUDG). This will display any combination of fund, organization, program, activity, and location; and three phases of budget information side-by-side, sorted on any two of the above FOAPAL codes. Line items and totals are also shown.

Type in the following fields: (You **MUST** **(TAB)** thru each field even if not entering data)

- a) Budget ID: **FY2007**
- b) Chart of Accounts: **X**
- c) Organization: (Enter your Organization code)
- d) Fund: Account: (Enter your Fund code - may default from Organ code entry)
- e) Program: (Enter your Prog code - may default from Fund code entry)
- f) Location: (Enter your Locn code - may default from Fund code entry)

A blank in any of these fields will query upon all valuations of that field. Phase 1, Phase 2, and Phase 3 will default from the Operating Budget Maintenance Form (FTMOBUD). Values may be overridden or directly entered also.

- g) Click on the **Key 1 Pull Down Menu** and **select Account**  
(field upon which primary sorting is to occur.)
- h) **<NEXT BLOCK>**, to see budget phases
- i) **<NEXT BLOCK>**, to see comparative totals
- j) Click on **EXIT**

**Note: This form did not change in Banner 7.**

**To create the Position Control Budget, go to Step 18.**

## **BUDGET CHANGES**

### **Step 11 - Phase Deletions (FBABPRC)**

To delete a budget you must enter parameters on the Budget Process Control Parameters Form (FBABPRC). Budget ID and Phase may default in, however, you may change these fields.

- a) Budget ID: **FY2007**
- b) Phase: **ORIG07** (Phase to make deletions to)
- c) COA: **X**
- d) Tab to Action: Options are:
  - Opal** - used to roll operating ledger actual data into a budget phase
  - Budget Line** - used to roll data from one budget ID and phase to another
  - Activate** - used to activate the approved budget phase
  - Delete** - used to delete one time items and budget adjustments
- e) Click on pull down menu and highlight **DELETE**
- f) **NEXT BLOCK** The Delete Options window will open.
- g) Type Indicator: Account type or Fund type.
- h) Type Code: Type the LEVEL 2 account type code or fund type code.  
(Examples: level 2 fund type = 11, 12, 21; level 2 acct type = 11, 12, 13  
The 2<sup>nd</sup> hierarchy level on Chart of Accounts printout)
- i) **<Down Arrow>** and repeat steps g and h for as many types as you would like to delete.
- j) **SAVE** record, click on **OK** and **EXIT**.

### **Step 12 - Budget Build Process (FBRBDBB)**

To process deletions, execute the Budget Build Process (FBRBDBB) to build or change line items for a budget phase.

No parameters will appear or need to be entered, since they were entered in Step 11 above.

Verify the results on the Budget Query Form (FBIBUDG).

### **Step 13 - Mass Budget Change Form (FBAMCHG)**

Global changes may be made over all or part of a budget phase. You may change budget amounts by a percentage or a fixed amount. Populate these parameters using the Mass Budget Change Form (FBAMCHG). You may also delete specific account

and fund types from a budget phase. For specific line item budget request changes, skip to Step 15 and use form (FBABDRA). Enter the following parameters in the form:

**NOTE: The Banner Finance Systems does not delete the parameter records entered on the FBAMCHG Form. You must review, update, or delete these parameter records before you execute the Budget Mass Change Process (FBRMCHG) again.**

- a) To view existing FBAMCHG records:
  - <ENTER QUERY>
  - <EXECUTE QUERY>
  - <NEXT RECORD> To scroll through the existing parameter records.
  - <DELETE RECORD> unneeded records as necessary.
- b) Budget ID: **FY2007**
- c) Budget Phase: **ORIG07**
- d) COAS: **X**
- e) Organization: (Define the organization to be changed, to change all leave blank)
- f) Account: : (Define the account to be changed, to change all leave blank)
- g) Fund: : (Define the fund to be changed, to change all leave blank)
- h) Program: (Define the program to be changed, to change all leave blank)
- i) Location: (Define the location to be changed, to change all leave blank)
- j) Duration: **P** (Permanent Budget)
- k) Measurement Type: **D** (Dollars)
- l) Period Type: **A** (Annual)
- m) Change % -**OR**- (use either m or n but not both)
- n) Change Amount (use either m or n but not both)
- o) Change all Budgets within. Check **yes** or **no**.
- p) **SAVE** record, click on **OK** and **EXIT**

Execute the Mass Change Process FBRMCHG at Step 14 below.

Repeat Steps 4 thru 9 to create next working budget phase. You may repeat Steps 4 thru 9 as many times as necessary.

**Note: This form did not change in Banner 7.**

#### **Step 14 - Budget Mass Change Process (FBRMCHG)**

Execute the Budget Mass Change Process FBRMCHG which will provide you with hard copy results based on the parameters defined on the FBAMCHG form.

Verify changes on (FBIBUDG) as explained in Step 16.

Repeat Steps 13 & 14 if additional mass changes are needed.

### Step 15 - Budget Request by Account Form (FBABDRA)

Budget requests are entered on-line (ideally) by department heads or by persons so designated. Requests are entered by combination of fund, organization, account, program and location on the Budget Request by Account Form (FBABDRA). This screen will show information similar to the way it is shown on FGIBAVL. Existing requests or amounts will display and may be changed either by dollars or by percentages. Text needs to be appended to each line item request. Comparative data may be displayed if desired for prior year budget and actual, and current year budget and actual. Type in the following fields:

- a) Budget ID: **FY2007**                      Phase: **xxxxxx**
- b) Tab to COA: **X**
- c) Tab to Orgn: **xxxxx**
- d) Fund, Program and location should default in. You may need to enter these fields if the Organization code relates to more than one (1) location.
- e) **<NEXT BLOCK >**
- f) To change a budget line item, scroll or **<DOWN ARROW>** to the desired line, cursor will move to “Change Amount” column.
- g) Click on the Line Item Text Button. **<NEXT BLOCK >**
- h) Type in text for the change description.
- i) **SAVE** record, and **EXIT**

**Note: This form did not change in Banner 7.**

### Step 16 - Budget Query Form (FBIBUDG)

Budgets are reviewed on-line using the Budget Query form FBIBUDG. This will display any combination of fund, organization, account, program, activity, and location (blanks will specify all) three phases of budget information side-by-side, sorted on any two of the above FOAPAL codes. Line items and totals are also shown.

Type in the following fields: (You **MUST TAB** thru each field even if not entering data)

- a) Budget ID:
- b) Chart of Accounts: **X**
- c) Organization: (Enter your organization code)
- d) Fund: Account: (Enter your fund code - may default from organ code entry)
- e) Program:
- f) Location:
- g) A blank in any of these fields will query upon all valuations of that field.

- h) Phase 1, Phase 2, and Phase 3 will default from the Operating Budget Maintenance Form (FTMOBUD). Values may be overridden or directly entered also.
- i) Key 1: Organization (field upon which primary sorting is to occur.)
- j) Key 2: Account (field upon which secondary sorting is to occur.)
- k) <NEXT BLOCK> twice to see comparative totals
- l) **EXIT**

## Step 17 - Continuation of Budget Building Process

New phases may be created as needed on the Operating Budget Maintenance form FTMOBUD and steps 4 - 10 repeated as often as necessary. Budget phases may be added together using the roll options on the Budget Process Control Parameter form FBABPRC and setting the Overwrite File, Insert New Records, and Include Labor Accounts parameters to Yes or No as desired.

If combining positions and general operating budgets, perform the following tasks:

If the general operating phase includes salaries and benefits, you must first delete the salaries (and benefits if using fringe budgeting) by using the account type in Step 11. (example: 60 for salaries/fringe = 61)

Verify the deletions to the phase on FBIBUDG.

Create a new phase on FTMOBUD, if necessary. (Ex. FINAL07)

Combine phases using FBABPRC:

- a) Load general operating phase into NEW phase with the following parameters set to **Y**.
  - Include Original: **Y**
  - Insert New Records: **Y**
  - Include Labor: **Y**
  - All other parameters should be **N**
- b) Run update **FBRBDBB**
- c) Load the Position Phase into NEW phase with the same parameters as above.
- d) Run update **FBRBDBB**
- e) Review on **FBIBUDG**.

## **CREATE POSITION WORKING BUDGETS**

### **Step 18 – Setup Fiscal Year Salary Group (NTRSGRP)**

Create a salary group for the new fiscal year. Each table will need to be associated with that group.

- a. Highlight current year, **<INSERT RECORD>**, **<DUPLICATE RECORD>**
- b. Change information, and **SAVE**.
- c. Repeat for all records.

**Note: This form has not changed in Banner 7.**

### **Step 19 – Create New Grades (NTRSALA) (if applicable)**

Add any new salary grades for tables set up in Step 18.

- a. Select Salary Group
- b. Select Salary Table
- c. Enter new Salary Grade and **<NEXT BLOCK>**
- d. Select Salary or Hourly
- e. Enter Low, Midpoint and High. You may enter either annual or monthly amounts and the others will calculate. **<NEXT BLOCK>**
- f. Enter Step information if applicable.
- g. **SAVE** record and **EXIT**

**Note: This form did not change in Banner 7.**

### **Step 20 - Setup Mass Salary Roll Table (NTRSTRL)**

This table needs to be set up prior to running the **NBPMASS** process listed below. Each and every salary table needs to be associated with the **from** salary group and the **to** salary group.

- a. **<NEXT BLOCK>**, enter or select Table,
- b. Enter either percent or amount
- c. If rounding is to be used, select appropriate method and amount
- d. If you want all grades processed, check the Change All Grades? box, or
- e. Enter individual grades to be processed
- f. **SAVE** record,
- g. Down arrow to add next table and grades.
- h. Repeat for all existing Tables.

*Note: Salary increases by employee class will be established on the position budget development forms.*

If no increases are needed, enter the % as **.00** and check the “Change all Grades” box.

**Note: This form did not change in Banner 7.**

### **Step 21 – Make Changes to Salary Ranges (NTRSALA)**

Make any individual changes to the salary/wage structure ranges.

### **Step 22 – Run the Mass Roll Process (NBPMASS)**

1<sup>st</sup> Run will produce a report for review, without updating the database.

Parameters:	01	<b>R</b> (Report only NO updates)
	02	<b>U</b> (Updates table/grade/steps)
	03	N/A (Job Change Reason used with J mode)
	04	<b>Xxxx</b> (roll from Salary Group)
	05	<b>Xxxx</b> (roll to Salary Group)
	06	Rule set (used with job updates)
	07	N/A (Personnel Change Date used with J mode)
	08	N/A (Population Selection)
	09	N/A (Population Selection)
	10	N/A (Population Selection)
	11	N/A (Population Selection)

2<sup>nd</sup> Run will update the Salary Tables.

Parameters:	01	<b>P</b> (process mode)
	02	<b>U</b> (update table/grade/steps)
	03	N/A (Job Change Reason used with J mode)
	04	<b>Xxxx</b> (roll from Salary Group)
	05	<b>Xxxx</b> (roll to Salary Group)N/A
	06	Rule set (used with job updates)
	07	N/A (Personnel Change Date used with J mode)
	07	N/A (Population Selection)
	08	N/A (Population Selection)
	09	N/A (Population Selection)
	10	N/A (Population Selection)

**Note: No changes to this process in Banner 7.**

New tables may be verified on **NTRSALA**. Type in new Salary Group; Salary Table and click on Salary Grade to see table.

### Step 23 – Budget Salary Increase/Decrease form (NTRBROL)

Establish any salary increases or decreases to be reflected in the working position budgets by E-class and percentage for the new fiscal year.

- a. Enter fiscal year as defined on NBAFISC, <NEXT BLOCK>
- b. Enter or select ECLS
- c. Select Increase or Decrease
- d. Enter percentage of change
- e. **SAVE** record
- f. Repeat for additional employee classes

**Note: This form did not change in Banner 7.**

Examples of NTRBROL affects on budget amounts:

<u><b>Budget Roll</b></u>	<u><b>Action</b></u>
Actual Expenditure	Current Expenditure (NBAPBUD) * % on NTRBROL
Current Budget	Current Budget amount (NBAPBUD) * % on NTRBROL
**Current Encumbrance	Salary Encumbrance (NBAJOBS) for incumbents * % on NTRBROL (Midpoint used for vacant FTE)
**Current Salary	Current Salary (NBAJOBS), applies new salary table grade and step, then * % on NTRBROL
**Range Midpoint	Midpoint from (NTRSALA) * % on NTRBROL
Remaining Budget	Remaining budget from (NBAPBUD)
Zero	Zero

\*\*Calculations are very involved and may not be as straight forward as indicated above.

### Step 24 – Run the Roll Process (NBPBROL)

This process will roll active positions to working status for the new fiscal year including any adjustments made on **NTRBROL**. (See chart above in Step 23)

**Note: No changes to this process in Banner 7.**

Parameters: 01	<b>2007</b> (New fiscal year)
02	<b>FY2007</b> (Budget ID)
03	Budget Phase (ex: POSNxx where xx = year end. Must be Created on FTMOBUD)
04	<b>2006</b> (Current fiscal year, must be active on NBAFISC)
05	<b>X</b> (COA)
06	<b>2007</b> (Salary Group)
07	<b>R</b> to roll positions to working



### Step 25 – Verify New Working Position Budgets (NBAPBUD)

The new salary group and working budget status should default on the Salary Budget window of NBABUDM. Make any needed changes to the position budgets.

**Note:** This form now has tabs to access different screens in Banner 7 or you can continue to use control page down.

### Step 26 – Utilize Spreadsheet Budgeting (if desired)

The Spreadsheet Budgeting application enables users to create and modify salary and position budget information using Microsoft Excel. See SCT Banner® documentation "Using Spreadsheet Budgeting with SCT Banner Human Resources".

### Step 27 – Print Worksheets (NBRBWRK) (if desired)

Print the Budget Worksheets for the Working Position Phase (proposed budget) and the previous years Approved Budget.

Parameters:	01	<b>2006</b> (previous fiscal year)
	02	<b>2007</b> (proposed fiscal year)
	03	<b>FY2007</b> (budget ID)
	04	<b>POSNxx</b> (budget phase)
	05	Average % Raise
	06	<b>X</b> (chart of accounts)

**Note:** There were not any changes to this report in Banner 7.

### Step 28 – Feed Positions to Budget Development

Perform the following processes to feed the working position budgets to budget development.

**NOTE:** If you have created Working Positions in prior years without using the Budget Development process, you may have old year position data in the GURFEED Table that has never been fed. Review the contents of the GURFEED Table for unwanted data prior to this Step. The old year documents would carry a system id of POSNBUD

- a. NBPBUDM - Calculates budget amounts to position fringe labor distributions

Note: This step is only used when using fringe chargeback.

Parameters:	01	<b>R</b> (eport) or <b>P</b> (rocess) mode
	02	<b>Y</b> (perform budget processing)

- 03 **N** (perform encumbrance processing)
- 04 **W** (calculate working budgets)
- 05 **X** (chart of accounts)
- 06 **2007** (fiscal year)
- 07 **FY2007** (budget ID)
- 08 **POSNxx** (budget phase)
- 09 **Recast COAS code**
- 10 **Recast Date**
- 11 **Process all Pay Ids**

Note: If you do not use fringe chargeback skip step a and continue with b and c.

**Note: Recasting for encumbrances came out in version 6.1 in Banner 7 the 11<sup>th</sup> parameter was added for encumbrance recasting.**

b. NHPFIN1 – create entries.

- Parameters: 01 **N** (no to cobra processing)
- 02 **Y** (to perform budget processing)
- 03 **N** (do not create encumbrances)

c. NHPFIN2 – populate the GURFEED table.

- Parameters: 01 **Y** (to create a detail finance interface report)
- 02 **Y** (to perform interface to GURFEED table)
- 03 Blank for Pay ID Code (payroll related)

d. FBRFEED – feed GURFEED transactions to Budget Development.

- Parameters: 01 **S** (to update records)
- 02 **Y** (process all, or N to process selected records)
- 03 Time Stamp (used for selected processing)

**Note: The three processes above were not changed in Banner 7.**

## ***CREATE APPROVED BUDGET***

### **Step 29 - Approve Budget Phase (FTMOBUD)**

Create an approved budget phase, or define an existing phase as approved, and specify an activation date (usually the first day of the fiscal year) and a Finance Rule Class (usually BD01).

### **Step 30 – Approved Budget Report (FBRAPPR)**

Generate the Approved Budget Report and verify to the Adopted Budget. Make any corrections before distributing the approved budget.

**Note: No changes were made to this report in Banner 7.**

### **Step 31 - Distribute Approved Budget (FBABDDS)**

Distribute the approved budget as desired using the Budget Distribution Parameter Form for percentage distributions by designated period. Enter the Budget ID, COA, Budget Phase, Duration (may be Temporary or Permanent), and Period Type.

**Note: No changes were made to this form in Banner 7.**

### **Step 32 – Budget Distribution Process (FBRBDDS)**

Execute the Budget Distribution Process (no parameters). You may then use the Budget Distribution by Amount Form FBABDDA for distributions to individual periods by specified amounts.

**Note: No changes were made to this process in Banner 7.**

### **Step 33 - Approved Distributed Budget Report (FBRAPPD) - OPTIONAL**

When you are finished, execute the Approved Distributed Budget report FBRAPPD to display distributed budgets compared to current and prior fiscal year amounts. Repeat step 29 if necessary, until the distributed budget is finalized and ready to be rolled into the Operating Ledger.

**Note: No changes were made to this report in Banner 7.**

### **Step 34 – Open New Fiscal Period (FTMFSYR)**

Make sure the new fiscal year periods are open that you want to roll budget into.

### **Step 35 - Approved Budget Process Control Parameter Form (FBABPRC)**

Using the Budget Process Control Parameter Form,

- a. Select **A**(ctivate) for your approved budget ID and phase,
- b. Specify a Permanent Rule Code (usually **BD01**) if one does not default, Temporary Rule Code (usually **BD03**),
- c. Specify a percentage rolled amount (usually **100** percent, but a lesser percent may be rolled if desired)
- d. Enter a transaction description to appear in the operating ledger.

### **Step 36 - Budget Roll to OPAL Process**

Run the following processes:

- a. Budget Roll process **FBRBDRL**, (no parameters)
- b. Deferred Edit process **FGTRNI**, (no parameters)
- c. Transaction Error report **FGTRNR**, (no parameters) and
- d. Posting process **FGRCTG**, to create and post budget entries to the operating ledger.

If errors occur in the roll process, correct the line items involved and rerun all of the above roll processes starting with Step 31, specifying **R** in the Rerun Budget Roll parameter on **FBABPRC** (Step 35). Rerun may be selected as often as necessary.

### **Step 37 - Close Activated Phase (FTMOBUD)**

When you are finished with the budget roll process, go to form **FTMOBUD** and **C**(lose) the activated phase by removing the checkmark in Open Status. Any further changes to the operating budget will be classified as either budget adjustments or temporary budget.

### **Step 38 – Remove Feed to Budget Indicator (NTRFINI) - OPTIONAL**

This is dependent on your institution's budget development policies.

### **Step 39 - Budget Availability Rebuild Process (FGRBAVL)**

Run the Budget Availability Rebuild process **FGRBAVL** to update NSF checking for the new budget. This should be run during off business hours, as it can take a very long time.

## **CREATE APPROVED POSITIONS**

After the last payroll of the current year, and before assigning jobs in the new fiscal year, you must approve the working budgets in Position Control.

### **Step 40 – Approve New Fiscal Year Positions (NBPBROL)**

Run the **NBPBROL** process with parameter 07 set to **A** (Activate).

- |                |   |
|----------------|---|
| Parameters: 01 | <b>2007</b> (New fiscal year)   |
| 02             | <b>FY2007</b> (Budget ID)   |
| 03             | Budget Phase (ex: POSNxx where xx = year end. Must be Created on FTMOBUD) |
| 04             | <b>2006</b> (Current fiscal year, must be active on NBAFISC)              |
| 05             | <b>X</b> (COA)  |

06    **2007** (Salary Group)  
07    **A**     (to approve budgets)

## **BUDGET ADJUSTMENTS IN OPERATING LEDGER**

Budget adjustments may be made on the Budget Maintenance Form **FBABDMN** to keep the budget tables synchronized with the operating ledger. The “Feed to Budget Development” box must be checked on **NTRFINI** to utilize this feature for Position Control changes.

If budget adjustments are not desired to be part of next years budget building process, adjustments may be made through the Journal Voucher process using a BD02, or BD03 rule code. (Normally this would be BD02)

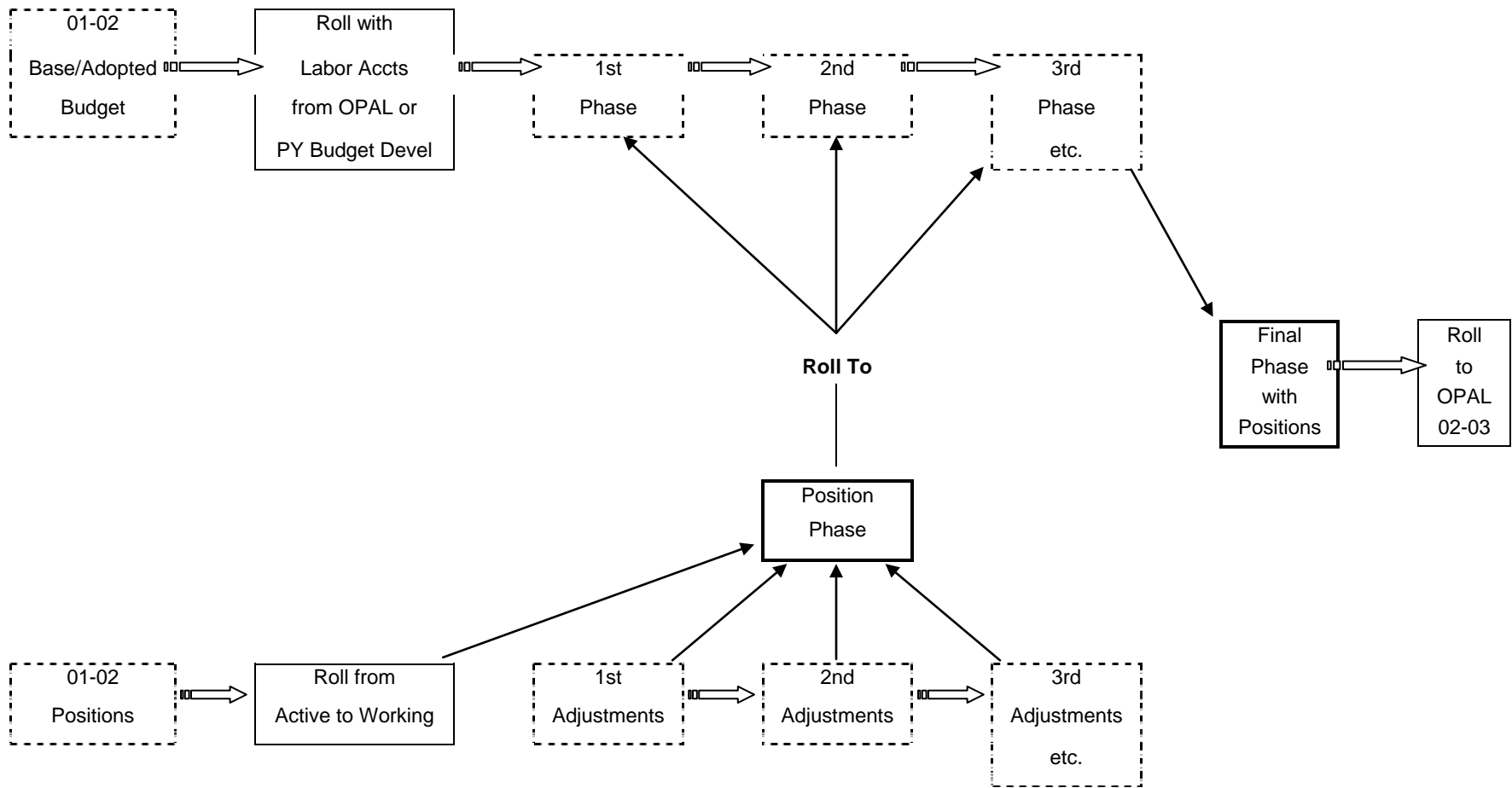
## **DELETING WORKING BUDGETS**

Working Budgets may be deleted in:

- Banner Finance by selecting the **Delete** option as the **Action** on **FBABPRC**. Refer to **Steps 11** and **12**, or
- Banner HR by selecting the **Delete** option as the **Report Choice** in the **NBPBROL** process. Refer to **Step 40**.

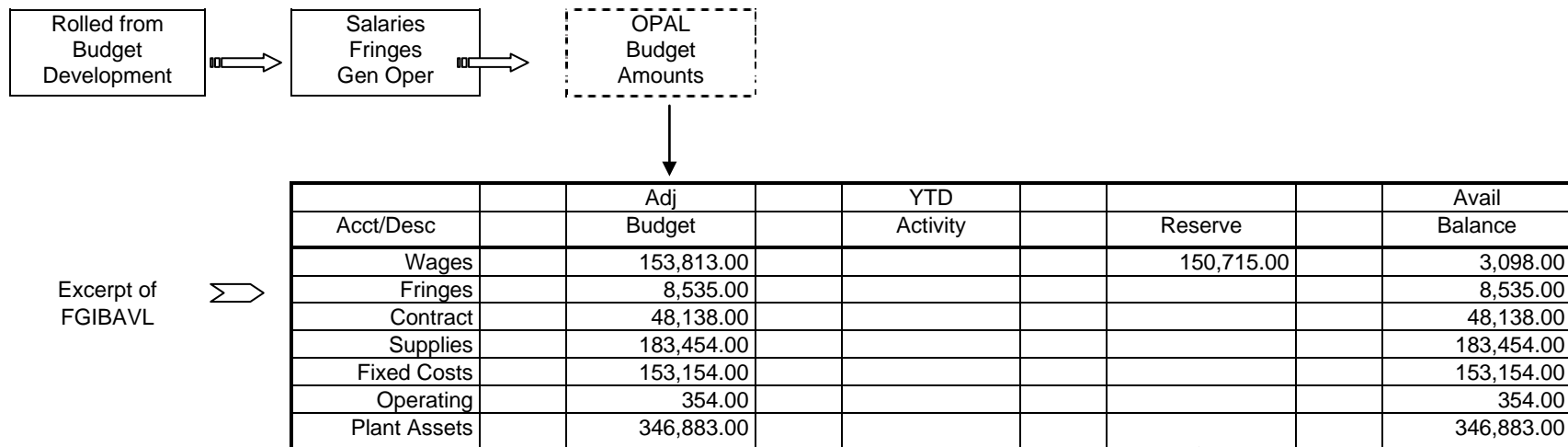
**APPENDIX**

**RELATIONSHIP OF POSITION CONTROL AND BUDGET DEVELOPMENT  
TO FINAL ROLL INTO OPAL LEDGER**

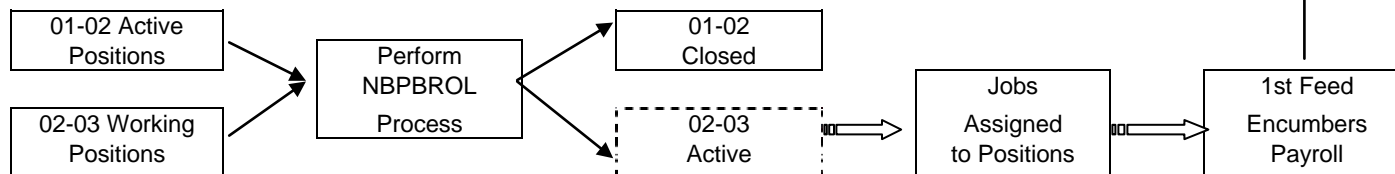


**BUDGET DEVELOPMENT ROLL TO OPAL**  
VERSUS  
ACTIVATION OF POSITION WORKING BUDGETS

BUDGET IN FINANCE LEDGER



POSITION CONTROL IN HUMAN RESOURCES/BUDGET



**HOW CERTAIN SETTINGS AFFECT FEEDS AND UPDATES (see key on next page)**

<-----Your Settings----->				<-----What Gets Updated----->		
<u>NTRFINI</u> Update Budget Development?	<u>NTRFINI</u> Budget Rule <u>Codes</u>	<u>Process NHPFIN1</u> <u>Update Budget?</u>	<u>NBAPBUD</u> Budget <u>Status</u>	<u>Updates Position</u> Budget <u>NBRPLBD</u>	<u>Updates Finance</u> <u>Operating</u>	<u>Updates Finance</u> Budget <u>Development</u>
Y	BDxx	Y	A	Y	Y	Y
Y	BDxx	Y	W	Y	N	Y
Y	BDxx	N	A	N	N	N
Y	BDxx	N	W	N	N	N
Y	NOOP	Y	A	Y	N	Y
Y	NOOP	Y	W	Y	N	Y
Y	NOOP	N	A	N	N	N
Y	NOOP	N	W	N	N	N
N	BDxx	Y	A	Y	Y	N
N	BDxx	Y	W	Y	N	N
N	BDxx	N	A	N	N	N
N	BDxx	N	W	N	N	N
N	NOOP	Y	A	Y	N	N
N	NOOP	Y	W	Y	N	N
N	NOOP	N	A	N	N	N
N	NOOP	N	W	N	N	N



**Key to differences:**

<-----Your Settings----->				<-----What Gets Updated----->		
NTRFINI Update Budget <u>Development?</u>	NTRFINI Budget Rule <u>Codes</u>	Process NHPFIN1 <u>Update Budget?</u>	NBAPBUD Budget <u>Status</u>	Updates Position Budget <u>NBRPLBD</u>	Updates Finance <u>Operating</u>	Updates Finance Budget <u>Development</u>

**N** = never updates Finance Budget Development

**NOOP** = never updates Operating Ledger

**N** = no budget entries entered anywhere

**W** = never updates Operating Ledger