Banner Budget Reallocation
Step-by-Step Training Guide

Process Opens March 14 and Closes April 15th @ 5PM
Welcome to the Colorado College Single Sign-In System

You are now logged into Banner (including Self-Service Banner), Canvas, and Office 365 email. ITS plans to add other applications to the Single Sign-In System in the future. Click on the button to the right to access the application.

Note: You will be signed into these applications until you click Sign Out or are inactive for too long.

Click here to access Banner TEST SSB and INB environments.

Sign in to the CC Single Sign-In System

Click on ‘Banner’
Select ‘Finance’ from either the tabs at the top or in the list to the left of the screen.
Select Budget Development
Finance Budget Development

Select Create a Budget Worksheet
Select either ‘Create Query’ or ‘Retrieve Query’
If you do not have an existing query, you must ‘Create’ one first.
The budget reallocation process is used to redistribute permanent operating budgets only; temporary budget adjustments can be made after the adopted budget has been loaded in Banner. (July timeframe).

<table>
<thead>
<tr>
<th>Adopted Budget</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Budget Adjustments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Adopted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Adjustments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Before you Key anything, remember this process is for:
1. Unrestricted Operating Fund (110002) ONLY.
2. Only one Organization (“Org Code” or Dept) can be changed at a time.
3. Does not include: Gift Funds, Grant Funds, Endowments, and Revenue (5) or Labor (6) account lines.

To Create a Query Key:
Chart of Accounts = ‘T’
Budget ID = ‘FY17’
Budget Phase = ‘REALLO’
Fund = ‘110002’
Org = Enter the organization you are making budget changes for
Budget Duration = ‘Permanent’
Check the ‘Expense’ box ONLY
‘Save Query as:’ box: Name and use to share your query with others.
‘Shared’ box: click if you want others to use query.
SUBMIT
The parameters entered are summarized in the top section of the budget worksheet.
Once in the Budget Reallocation Worksheet:

- Enter changes in the **Change Value** column.
- This should be the CHANGE value; not the new budget amount (for example, if you have a budget of $200 dollars and you would like zero budget in this account, enter -200).
- Remember a negative sign (−) will reduce the budget.
- At this point no changes have been calculated.
- To return to your original budget and remove your changes select the ‘Requery’ button (this only applies to changes that have not been Posted).
Click ‘CALCULATE’ to verify that the changes add up to net zero increase.

The changes will move from the ‘Change Value’ field to the ‘Cumulative Change’ column.

At this point, the ‘Proposed Budget’ still the same original amount.
How to Add a New Line or Account
To add a new budget for a new account, you can add it in the “New Row section.
If you don’t know the Account number you can look it up.

Click Account/Program Code look up.
These screens are Read Only. Once you find the account you need, make a note of it for later use.
In the sub screen you can look up by account or program.
Select Account
In Title Criteria or Code Criteria you can enter partial information and use wildcards (%).
Select the Maximum rows to return for results.
Execute Query.
Results as follows.
• Select **Program**
• In **Title Criteria** you can enter partial information and use wildcards (%)
• Since we have a limited number of Program Codes you can leave criteria blank.
• Execute Query.
• Results as follows.
Key the Program, Account, Permanent Budget and Proposed Budget for the new line.
Click **Calculate** for changes to take place.
The new line will be added at the bottom of the worksheet.
Once All changes are Calculated:

- At the Bottom of the screen see **Summary Totals**
- **Net** and **Cumulative Change** must equal 0!

### Summary Totals

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Account Type Title</th>
<th>Base Budget</th>
<th>Proposed Budget</th>
<th>New Budget</th>
<th>Cumulative Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>7A</td>
<td>Operating Expenses</td>
<td>2,090.00</td>
<td>2,090.00</td>
<td>1,890.00</td>
<td>(200.00)</td>
</tr>
<tr>
<td>7G</td>
<td>Travel</td>
<td>14,700.00</td>
<td>14,700.00</td>
<td>14,700.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7S</td>
<td>Interdepartmental Credits</td>
<td>0.00</td>
<td>0.00</td>
<td>200.00</td>
<td>200.00</td>
</tr>
<tr>
<td>70</td>
<td>Operating Expenses</td>
<td>16,790.00</td>
<td>16,790.00</td>
<td>16,790.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Net**

(16,790.00)  (16,790.00)  (16,790.00)  **0.00**
After verifying the changes, Click ‘POST’.

After you click ‘Post’, the amounts in the ‘Proposed Budget Column’ will change to match the ‘New Budget’ amount. You will notice the ones that have changed are now blue. This means the user made a changes to that budget line and you can drill down to see that change.
After verifying the changes, Click ‘POST’

What happens if you discover a mistake after Posting?

Start the process again to correct the problem.

Remember it will start calculations using the “new” Proposed Budget.
To exit your worksheet go to the top or bottom of the page and select the Budget Development menu or Exit.
Banner Budget Reallocation
Tips & Tricks
If you prefer to download your budget to a spreadsheet before you enter your information on-line you can select one of the Download buttons. Just be aware you will get all the columns you see on your screen and additional information from the Banner system that might have no value to you in this process. Once the information is downloaded to an Excel spreadsheet it is not part of the budget process. You can change it as you need to, but you must also make the changes in Banner. You can also download the information to a spreadsheet after you have finished making changes.
1) If you would like to make a comment about why a change was made, click on the account code.

2) A box for adding comments will pop up. Please add comments to the top box. SAVE your comments!

3) You’ll notice that there is a ‘Y’ in the Text Column, which indicates that comments have been saved for this change.
If you want to increase or decrease every line in your budget by the same amount, you can use the ‘Mass Change Parameters’ section located at the top of the Budget Development Worksheet screen.

- By entering a dollar value or a percent (i.e. 12 = 12% and check the Percent box) every line in your budget will change by this value.
- Be sure to have the 1.00 box check to round to the nearest one dollar.
- Click ‘CALCULATE’

Be sure to ‘POST’ the entry!
Deleting an Account

- If there is an account not being used by the Organization, you can delete it by checking the box in the ‘Delete Record’ column.
- If the account has an existing budget, you must first reallocate that budget, post the change and then delete the account.

**NOTE:** *Even if there is no budget in an account, if it shows up on the Budget Worksheet it has been USED by the organization.*

Be sure to ‘POST’ the entry!
You are done!