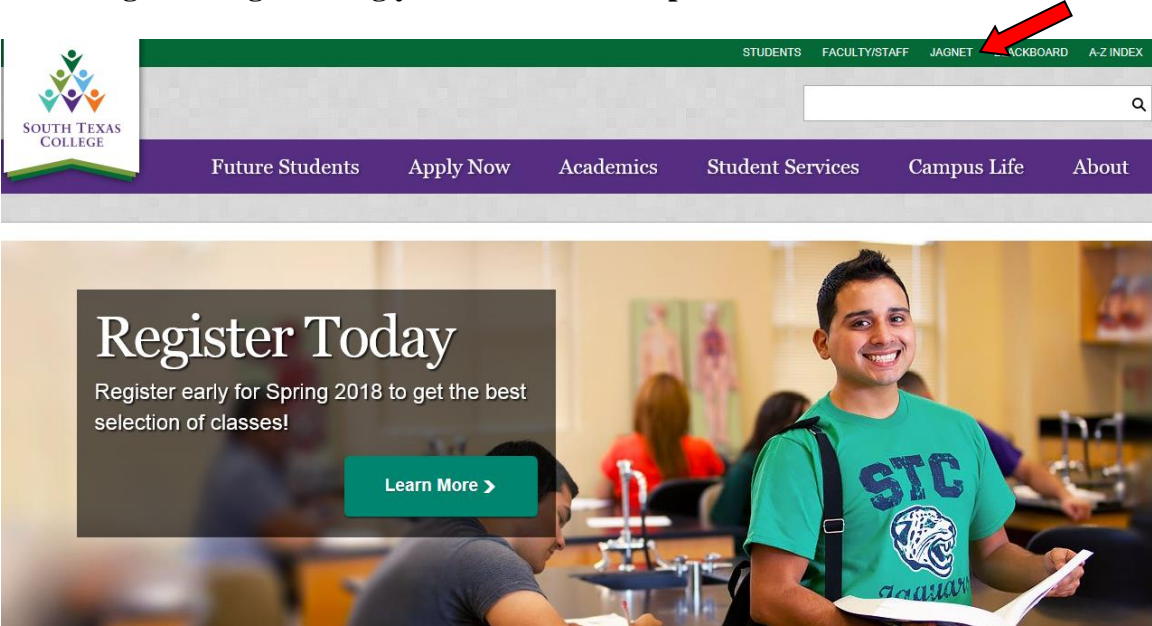


**South Texas College**  
**Budget Development Application Instructions**  
**FY 2019**

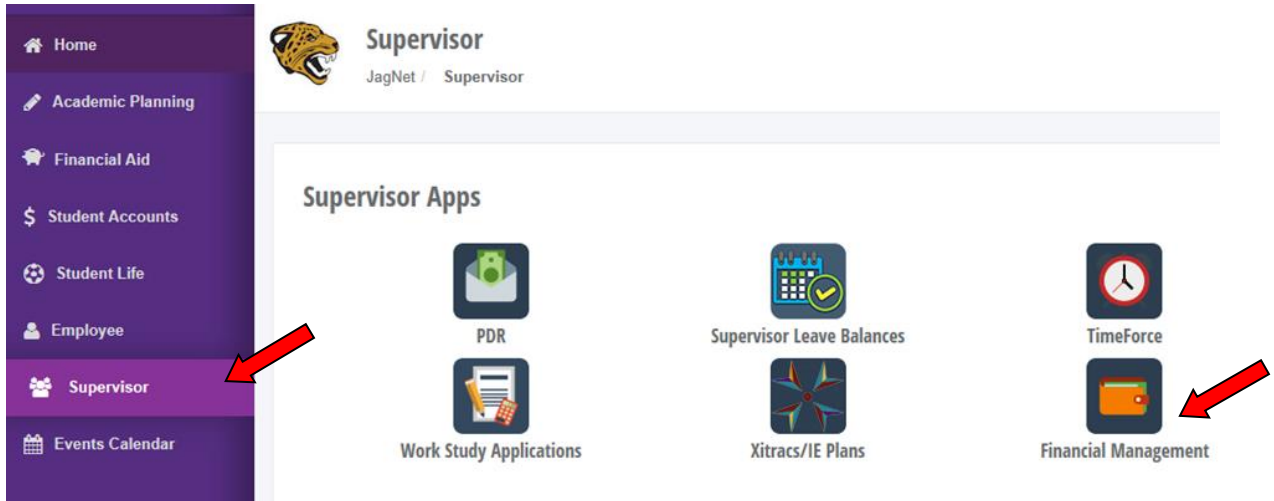
**Step 1: Log in to Jagnet**

**1.1 Log in to Jagnet using your username and password.**

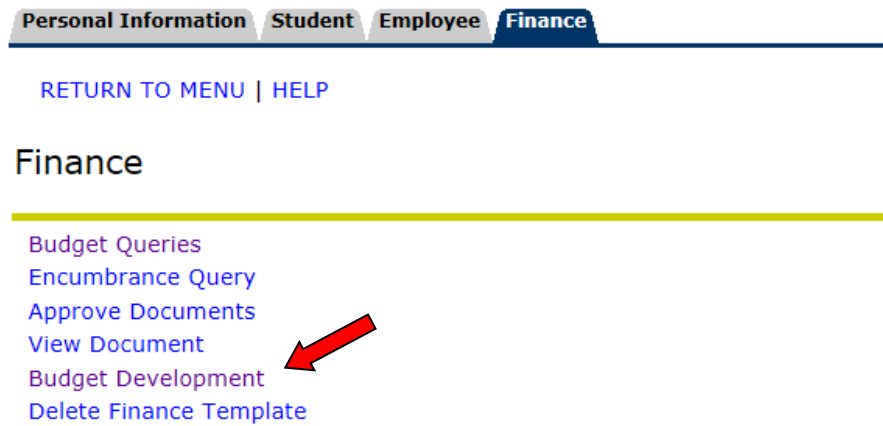


## Step 2: Enter the Budget Development Application

2.1 Click on the “Supervisor” link, and then click on the “Financial Management.”



2.2 Click on the “Budget Development” option.



- 2.3 Click on the “Create Budget Worksheet” option.**  
The “Create Budget Worksheet” option allows you to revise an organization’s operating, travel and capital budget, as well as the notes for each budget.

## Finance Budget Development

---


[My Worksheets](#)  
[Create Budget Development Query](#)  
[Create Budget Worksheet](#)   
[Maintain Organization Lock](#)  
[Salary Planner](#)

---


- 2.4 Click on the “Create Query” button.**

### Budget Development Worksheet

---

 To create a new worksheet, select Create Query. To open a worksheet using an existing tem

Create a New Worksheet Query

Create Query 

Retrieve Existing Worksheet Query

Saved Query

None 


Retrieve Query


---


- 2.5 Check the “Adopted Budget” option and then click “Continue.”**

### Budget Development Worksheet

---

 Select columns to display amounts captured at the time the t

<input checked="" type="checkbox"/>	<b>Adopted Budget</b> 
<input type="checkbox"/>	<b>Permanent Budget Adjustments</b>
<input type="checkbox"/>	<b>Temporary Adopted</b>
<input type="checkbox"/>	<b>Temporary Adjustments</b>

Continue 

---

# Step 3: Update an Organization's Budget

## 3.1 Enter the parameters for the fiscal year and your organization, and then click "Submit."

Please note that the fund and organization codes are required fields.

Enter the fund and organization codes that you would like to update in their appropriate fields. Only one organization code and fiscal year may be updated at a time.

### Budget Development Worksheet

Chart, Budget ID, Phase, Fund, and Organization are required. Program and Account m used. Choose Budget Duration (or All), source for Financial Manager (or None), and acc

<input type="text" value="COAS"/>	<input type="text" value="S"/>		
<b>Budget ID</b>	<input type="text" value="FY2019"/>	<b>Budget Phase</b>	<input type="text" value="FY2019"/> <input type="text" value="Budget"/>
<input type="text" value="Submit Query"/>	<input type="text"/>	<input type="text" value="Program"/>	<input type="text"/>
<input type="text" value="Fund"/>	<input type="text" value="*****"/>	<input type="text" value="Submit Query"/>	<input type="text"/>
<input type="text" value="Organization"/>	<input type="text" value="*****"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Account"/>	<input type="text"/>		

**Budget Duration Code:**

**Display Fin Mgr from:**

Check to Include:	
<input type="checkbox"/>	Revenue Accounts
<input type="checkbox"/>	Labor Accounts
<input checked="" type="checkbox"/>	Expenses
<input type="checkbox"/>	Transfers
<input type="checkbox"/>	Deleted Items

**Save Query as:**

Shared



**3.2 Update the account budgets displayed.**

Scroll down to the “Worksheet” section where the current budget for each account in the organization will be displayed in the “Proposed Budget” column.

The Proposed Budget amounts displayed are the original, Board approved FY 2017-2018 budgets.

**a. Adjust the budgets amounts as necessary.**

Enter the sign (+ or -) and an amount in the “Change Value” field to adjust the Proposed Budget for each account.

**Do not** enter commas (,) or dollar signs (\$).

**Do not** enter cents; enter the amount rounded to the nearest dollar.

**Do not** check the Percent box next to the Change Value field.

**Do not** check the Delete Record box on the right hand side of the screen.

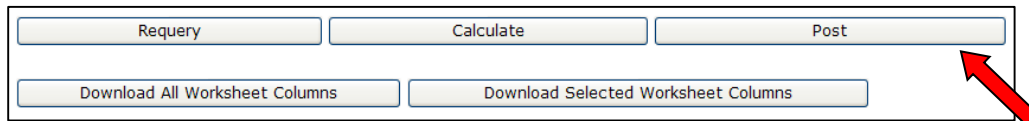
For example:

Action	Enter in “Change Value” field
Increase Proposed Budget by \$1,000	+1000
Decrease Proposed Budget by \$1,000	-1000

Status	Text	Program	Account	Title	Adopted Budget	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
			4200	Instructional Administration									
			71	Operating Expenditures									
OPAL	N		710000	Direct Expenditures	20,195.24	20,195.24	P	20,195.24	-3000		0.00	20,195.24	
			73	Travel Expenditures									
OPAL	N		730000	Travel Expenditures	9,500.00	9,500.00	P	9,500.00	+1000		0.00	9,500.00	
				Deleted Revenues	0.00	0.00		0.00			0.00	0.00	
				Deleted Expenditures	0.00	0.00		0.00			0.00	0.00	

**3.3 Click “Post” to save the changes.**

Scroll to the bottom of the screen and click the “Post” button to post changes to the Proposed Budget.



## Step 4: Add Notes for Each Account Budget

### Add Notes for Each Account Pool (Operating, Travel, and Capital)

Notes are **required**. They must itemize the expenses making up the budget amount requested for each account pool and specify the applicable IE goal or objective.

All travel accounts must have an itemized list of the conference/events staff members will attend and the number of attendees. Registration fees for the conferences/events must be included in the operating budget and notes.

#### 4.1 Open the “Notes” browser window.

Click on the account pool code in the “Worksheet” section under the “Account Type/ Code” column.

Worksheet												
Status	Text	Program	Account Type/Code	Title	Adopted Budget	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent Cumulative Change	New Budget	Delete Record
			4200	Instructional Administration								
			71	Operating Expenditures								
OPAL	N		710000	Direct Expenditures	20,195.24	20,195.24	P	20,195.24	-3000	0.00	20,195.24	
			73	Travel Expenditures								
OPAL	N		730000	Travel Expenditures	9,500.00	9,500.00	P	9,500.00	+1000	0.00	9,500.00	
				Deleted Revenues	0.00	0.00		0.00		0.00	0.00	
				Deleted Expenditures	0.00	0.00		0.00		0.00	0.00	

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.

- A browser window will display allowing you to add text to each account pool budget.

### Budget Development Text

---

**Enter Budget Text, Print:**

**Enter Budget Text, No Print:**

**4.2 Itemize the expenses making up budget amount requested.**

Notes must be entered in the “Enter Budget Text, Print” field. Ensure that the itemized expenses total to the entire budget amount requested for that account pool. Itemizations that are related to an IE goal or objective must be identified.

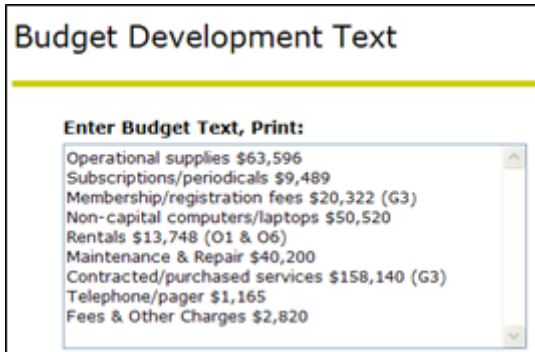
For example, if the line item is “Memberships/registration fees \$20,322” and this budget item is related to your IE Goal 3, then you need to add “G3” beside this item in parenthesis as shown below:

Memberships/registration fees \$20,322 (G3)

The following categories can be used to itemize expenses in the **Operating/Direct Expenditures** (710000) account pool.

- Operational Supplies
- Educational Supplies
- Subscriptions / Periodicals
- Membership / Registration Fees
- Insurance
- Rentals
- Maintenance Equipment & Supplies
- Maintenance & Repair
- Contracted / Purchased Services
- Utilities
- Telephone / Pager
- Postage
- Fees & Other Charges
- Non Capital Furniture / Equipment / Computer / Laptop

Example:



In the above example:

- (G3) stands for IE Goal 3
- (O1) stands for IE Objective 1

All **Travel** accounts must be itemized by the name of the conference/event and the number of attendees. For example:

Conferences-\$10,000 (O1, O2)  
    SACS Annual Conference-1 attendee  
    American Association of Community Colleges-3 attendees  
    Banner Annual Summit-2 attendees  
Local Mileage-\$2,000 (O1, O2)

All **Capital** accounts must identify the items that will be purchased and it's approximate cost. For example:

Scanner-\$5,000 (O3)

Laser Color Printer-\$5,000 (O3)

**4.3 Click the “Save” button.**

The screenshot shows a web form titled "Budget Development Text". It contains two text input areas. The first is labeled "Enter Budget Text, Print:" and contains the following text: "Operational supplies \$63,596", "Subscriptions/periodicals \$9,489", "Membership/registration fees \$20,322 (G3)", "Non-capital computers/laptops \$50,520", "Rentals \$13,748 (O1 & O6)", "Maintenance & Repair \$40,200", "Contracted/purchased services \$158,140 (G3)", "Telephone/pager \$1,165", and "Fees & Other Charges \$2,820". The second text input area is labeled "Enter Budget Text, No Print:" and is currently empty. At the bottom left of the form is a "Save" button, which is pointed to by a red arrow.

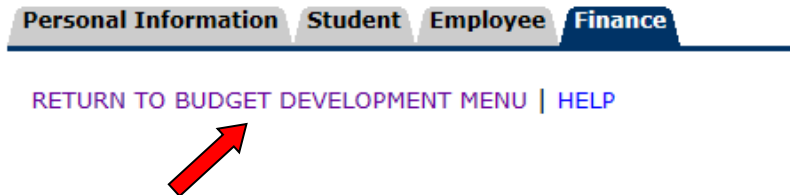
**4.4 Repeat this step for the other budgets in the organization.**



## Step 5: Return to the Main Menu to Update Other Budgets


### 5.1 Return to the main menu and repeat steps 3-4 for other organizations, as needed.

To return to the main menu, click the “Return to Budget Development Menu” link located at the top of screen.



# Troubleshooting: No Budget Line Exists

It may be necessary to add a new account budget if the account code you want to update is not displayed, or if the following screen is displayed.

⚠ No Budget Line exists for this parameter combination. 

[Jump To Bottom](#)

Enter Amount +/- 999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select percent.

Change value/Percent in Worksheet will override mass change during Calculate. Select Delete Record to set New Budget to .00 and code to view or maintain text.

**Mass Change Parameters**      **Round To Nearest**

Change Value:   Percent     2 decimals     1.00     10.00     100.00   

## 7.1 Create an account and budget.

Scroll down to the “Account/Program Code lookup” section to create a budget for an account pool not listed in the “Worksheet” section.

[Account/Program Code lookup](#)

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	<input type="text"/>	<input type="text"/>	Permanent Budget <input type="button" value="v"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	Permanent Budget <input type="button" value="v"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	Permanent Budget <input type="button" value="v"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	Permanent Budget <input type="button" value="v"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	Permanent Budget <input type="button" value="v"/>	<input type="text"/>

### a. Enter your organization’s program code in the “Program” field.

The program code is displayed in the “Worksheet” section, under the “Program” column.

If the program code is not displayed in the “Worksheet” section, access FGIBDST in Banner, type the organization code in the “Organization” field and press Enter. The program code will display.

**Worksheet**

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget
		6900		Other Institutional Support					
			71	Operating Expenditures					
OPAL	N		710000	Direct Expenditures	190,000.00	0.00	190,000.00	P	200,000.00

### b. Enter the account pool expense code.

Account Expense Code	Account Name	Description
710000	Operating	Item cost is < \$5,000
730000	Travel	Travel costs for the fiscal year
740000	Capital	Item unit cost is equal to/greater than \$5,000

- c. Select “Permanent Budget” on the drop down menu under the Budget Duration Code column.
- d. Enter the budget amount in the “Proposed Budget” column.  
**Do not** enter commas (,) or dollar signs (\$).  
**Do not** enter cents; enter the amount rounded to the nearest dollar.


Example:

Account/Program Code lookup

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	1120	710000	Permanent Budget ▼	5000
2	1120	730000	Permanent Budget ▼	1000
3			Permanent Budget ▼	
4			Permanent Budget ▼	
5			Permanent Budget ▼	

- 7.2 Scroll to the bottom of the screen and click the “Post” button to post the Change Value to the Proposed Budget.

Requery	Calculate	Post
Download All Worksheet Columns	Download Selected Worksheet Columns	



- 7.3 Add “Notes” to the Proposed Budget amount (refer to step 4).

# Viewing History of Budget Changes

When changes have been made to an account pool budget, the application saves certain information regarding those changes such as the User ID of the person who made the change, the date when change was made, and amount that was increased or decreased.

## 8.1 Click on the budget amount in the “Proposed Budget” column in the “Worksheet” section.

Worksheet													
Status	Text	Program	Account Type/Code	Title	Adopted Budget	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent Cumulative Change	New Budget	Delet	
			6300	Bus & Fiscal Management									
			71	Operating Expenditures									
OPAL	N		710000	Direct Expenditures	30,000.00	30,000.00	P	36,300.00	<input type="text"/>	<input type="checkbox"/>	6,300.00	36,300.00	<input type="checkbox"/>
			73	Travel									
NEW	N		730000	Travel Expenditures	0.00	0.00	P	12,100.00	<input type="text"/>	<input type="checkbox"/>	12,100.00	12,100.00	<input type="checkbox"/>
				Deleted Expenditures	0.00	0.00		0.00			0.00	0.00	

- a. A browser window will display the “Budget Development History” for the amount selected.

Budget Development History						
Report Parameters						
Budget Development History						
	S	South Texas College		Duration Code	P	
Budget Id	FY2008	FY 2008 Budget	Budget Phase	FY2008	FY 2008 Update Phase	
	110000	General Funds		6300	Bus & Fiscal Management	
	410005	Armored Car Svcs				
	710000	Direct Expenditures				
Query Results						
User Id	Date	Time	Prior Proposed Budget	Change Amount	New Proposed Budget	Deleted
MYRIAML	Feb 16, 2007	12:44 pm	33,000.00	3,300.00	36,300.00	N
MYRIAML	Feb 16, 2007	12:43 pm	30,000.00	3,000.00	33,000.00	N

- b. Close the window.

[Close Window](#)

RELEASE: 8.5