

PRODUCTION FY 06

BANNER TRAINING RESOURCES for ELECTRONIC BUDGET DEVELOPMENT MODULE

Step by Step Instructions (each step corresponds to a page with that number):

Step 1. Click on Internet Explorer Icon and type in the web address which is case sensitive:

http://banweb1.hartford.edu/pls/prod/twbkwbis.P_WWWLogin
(there is an “underscore” between P and WWW)

Step 2. Secure Login Page – Please enter your User ID and your Pin and click “Login”

Step 3. On this screen - Please click “Finance Menu”

Step 4. Finance Menu Screen – Please click “Finance Budget Development”

Step 5. Finance Budget Development Screen – Please click “Create Budget Worksheet”

Step 6. Budget Development Worksheet Screen – To create a new worksheet click “Create Query”, to retrieve existing worksheet choose save query and click “Retrieve Query”

Step 7. Budget Development Worksheet Screen – Please click “Continue”

Step 8. Budget Development Worksheet Screen – Please enter the following information (you may tab from one field to the next):

Budget ID	FY-06
Budget Phase	REQ-06
Organization	Enter your org you want to work on
Get ORGN Defaults	Click this to get your org’s defaults

When this information has been entered click “Submit” at the bottom left hand corner of the screen.

Step 9. At the top of this screen you will see the Budget Parameters that you entered in the previous step. Scroll down to the Worksheet section which is where you will “work” on your budget. **Please refer to the next page for “Helpful Hints for Easy Navigation”**

Step 10. Please make sure you “Post” when satisfied with your changes.

Helpful Hints for Easy Navigation

- To view the full width of the screen click “View” on the Tool Bar, under that “Text Sizing”, then select “Smallest”, since you are working through the Internet you will need to adjust your text size back to “**Medium**” when you are done with your Budget Development Session or your email text will print in the smallest print.
- You may use Percent Change either for mass changes or for specific sub account changes
 - You **DO NOT** have to select “2 decimals” or “Round to the Nearest” in the “Parameters” as your “Change Value” column will always default to 2 decimal places
 - For mass changes, enter the percentage you want to use in the “Mass Change Parameters” box
ex: + 2 or -2 and click on “Percent” box, then click “Calculate”
 - The “Calculate” box can be found to the far right of the Mass Change Parameters or just above the “Summary Totals” at the bottom of the worksheet
 - For specific sub account changes, enter + or – the percentage you want to use on the specific sub account (in the body of the worksheet), check the “Percent” box on the sub account line, then click “Calculate”
 - Which ever way you choose to make changes, they will be reflected in the “Cumulative Change” column of the worksheet
- You may use a specific dollar for mass changes or for specific sub account changes
 - You **DO NOT** have to select “2 decimals” or “Round to the Nearest” in the “Parameters” as your “Change Value” column will always default to 2 decimal places
 - For mass changes, enter the dollar amount you want to use in the “Mass Change Parameters” box
ex: + or – 100, then click “Calculate”
 - For specific sub account changes, enter + or – the dollar amount you want to use on the specific sub account (in the body of the worksheet), then click “Calculate”
 - Which ever way you choose to make changes, they will be reflected in the “Cumulative Change” column of the worksheet
- **If you want to recalculate before posting, click “Requery”**
 - “Cumulative Change” column will reflect “0”
- Once you are satisfied with your adjustments, click “Post”
- Once you have posted and decide to make another change, the “Cumulative Change” column will now reflect **ALL** changes unless you “Requery”. If you “Requery”, only those changes posted will remain
- Once you have posted your changes, they will be reflected in the “Proposed Budget” column of the worksheet

- If you **calculated and posted** a percent or a specific sub account change you may change it
 - Ex: you calculated and posted a +5% mass change or a + 5% specific sub account change but now you want to see what impact a +7% change would have
 - Minus out the exact dollar value in each line that you changed, click “Calculate” and “Post”
 - Now you can make your new adjustments, click “Calculate” and “Post”
- To add text comments, click on the sub account code number which is underlined and you will be taken to the “Budget Development Text” box
 - Once you have typed the comment, click “Save”
 - The box will show that the comment is saved, then click “Exit Budget Text Page”
 - The second column from the left on the worksheet “Text” will change from “N” to “Y” once you have posted
- To add a new sub account and you do not know the number, click on “Account/Program Code Lookup” and you will be taken to the “Account/Program Code Lookup” box
 - This screen will help you find the correct account number and title for the new sub account you want to add
 - If you use the % sign for your query you do not need to know the exact account number or title
 - Ex: In the “Code Criteria” box, if you put 66% and click “Execute Query” your query would show all those sub accounts that start with 66
 - Ex: In the “Title Criteria” box, if you are looking for “Office Supplies” you would put %OFFICE% (**Must use all CAPS**) click “Execute Query” your query would show all those sub accounts that have OFFICE somewhere in the title.
 - To narrow your query down we recommend that you use a combination of the “Code Criteria” and the “Title Criteria” then click “Execute Query”
 - Once you have found the correct sub account number write it down and click “Close Window” at the bottom of the box, you will be taken back to the Budget Development Worksheet
 - Just below the “Account/Program Code Lookup” you will find “5” different lines that will allow you to add a sub account
 - Line one, click in the box under “Account” and type your sub account number
 - Click in the box under “Proposed Budget” and type in the dollar amount and then click “Calculate”
 - **NOTE: Once you have clicked “Calculate” you will see the new line in your budget but you will not see the dollar amount until you have clicked “Post”**
- If you need to work on more than one org, please click on “Budget Development” at the bottom of the worksheet screen. This will bring back to the “Finance Budget Development” screen where you will click “Create Budget Worksheet”