Self-Service Banner
Budget Development Module

Fiscal Year 2026-27

Office of Budget and Financial Planning
January 2026

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Table of Contents

Budget Development Process Overview

Annual Budget Development for each division consists of multiple components each year involving E&G and Auxiliary funds where Division Heads may work with their division to:

1) provide detailed budgeting requirements for the upcoming fiscal year's
   a. New initiatives,
   b. Carry Forward requests,
   c. Equipment Trust Fund requests, and
2) re-allocate base discretionary budgets.

The Office of Budget and Financial Planning (OBFP) provides instructions and training during the month of January each year on how to complete **Phase II** of the Budget Development process using the Budget Development Module (BDM) in Self Service Banner (SSB). The detailed instructions will also be made available during this time each year on the OBFP's website under Resources.

The module will allow divisions to review and submit requests to reallocate E&G and Auxiliary base discretionary budgets for the upcoming fiscal year in an effort to help reduce the number of budget transfers needed during the fiscal year. As an efficiency measure, divisions are asked to incorporate this component in their internal budget development process. As a result, divisions may have additional instructions and/or deadlines that differ from those provided in these instructions.

Self Service Banner Budget Development Module

General Information

The SSB-BDM will enable authorized Banner Finance users to query and update their respective E&G and Auxiliary base discretionary budgets for the upcoming fiscal year. Banner Finance users will be able to reallocate base discretionary budgets using a user-friendly worksheet in this module. The adjustments made through this module are permanent, thereby mitigating the need to continually perform one-time budget transfers throughout the fiscal year.

The FY 2027 base discretionary budgets were calculated using the FY 2026 original base discretionary budget plus/minus any authorized permanent adjustments.

Each year in January, the OBFP will notify each Division Head by email when the module is available to divisions. The notification advises the Division Head to inform the appropriate personnel in the Division when the module is available, provide any Division-specific instructions and deadlines that must be followed, and review all Division reallocation requests to ensure the total base discretionary budget allocation for the Division has not been impacted and all changes submitted are acceptable by the deadline.

Please note that SSB-BDM should be used only to redistribute E&G and Auxiliary base discretionary budget allocations. New funding requests will not be accepted through this process.

The net impact on re-arraying base budgets allocations MUST have a NET ZERO result.

Reallocation requests must be submitted electronically via the SSB-BDM to the OBFP by **Friday, February 27, 2026.** After this date, no additional changes can be made within the SSB-BDM.

If you have any questions regarding these procedures, please contact the OBFP at 831-6342.

Budget Submissions

A. Personnel Services

- Departmental full-time position budgets will automatically be loaded by the OBFP at authorized levels.

- **Part-time and wage positions are considered discretionary expenditures and must be budgeted as part of the base discretionary budget allocation in the SSB-BDM** (i.e. 1,500 hour wage, temporary wage, PT-AP, one-time pays, overtime, etc.). FICA (account 611130) will need to be added for wages entered in categories 611250, 611410, 611430, 611442, 611450, 611451, and 611452.

- The OBFP will adjust FY 2026 base budget allocations associated with the following state mandatory funding issues:

    1. Full-time salary and fringe benefit costs as approved in the Appropriation Act.
    2. Health insurance cost differences due to open enrollment or eligible life changes.
    3. *Work study/scholarship wages (E&G only) will be budgeted based on your department's approved allocation of student workers. *Auxiliary departments are responsible for funding student wages (undergraduate and graduate) within their approved allocation.*
    4. Auxiliary only - Auxiliary indirect cost budgets will be added by the OBFP unless otherwise noted within your allocation.

B. Non-personnel Services (NPS) –
NPS budgets should also be reviewed and reallocated to the appropriate budget category as needed to cover anticipated costs using this module (i.e. telecommunications including wireless communication stipends, VBS copiers, travel, maintenance, etc.). ****Recovery account budget allocations listed in Appendix A should not be adjusted.**

C. Text -
Please provide justifications/explanations for budget reallocations in the TEXT field provided in the module. This will document and provide a reference for Division reviewer(s) and the department regarding the need for the reallocation.

D. Review -
Division Heads should ensure that the division's total base discretionary budget allocation for each funding source has not been impacted and all changes submitted are acceptable by the OBFP deadline.

Instructions

Log-in to **SSB9 FINANCE** through the **OneCampus** portal using your User ID and password.
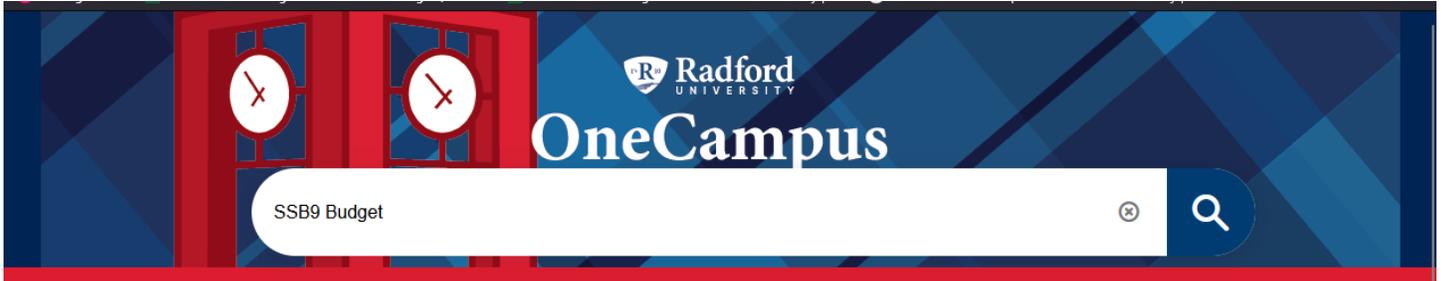
You may also search for **My Finance, My Finance Dashboard, or SSB9** to see the available options and select Budget Development to create and review fiscal year operating budgets for the budget development process.
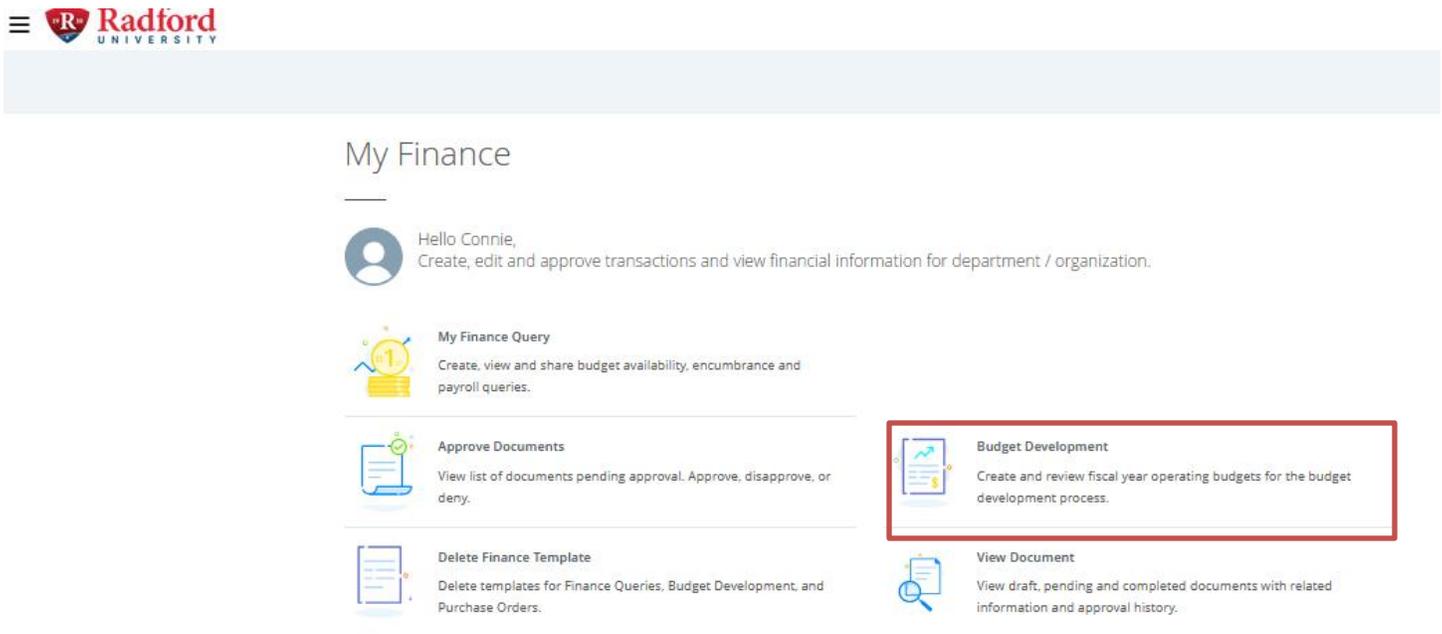
Once you have selected **Budget Development** – there will be four (4) options.
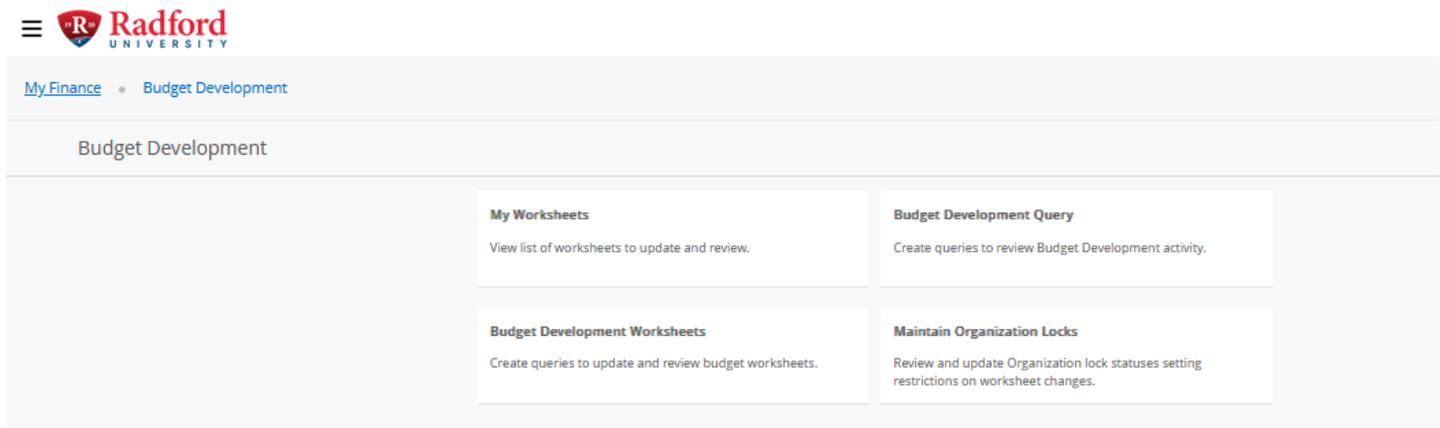
Finance Budget Development Options:

- **My Worksheets** – This option gives Banner Finance users access to the Budget Worksheets quickly without having to select Budget Types and Account Types for display. Chart of Accounts – R, Budget ID and Budget Phase must be selected.

- **Budget Development Query** – This option gives the Banner Finance users the ability to review discretionary budgets. No adjustments are available with this option. *This option can be downloaded into Excel to assist the end-user or reviewer prior to making adjustments.*

- **Budget Worksheets** – This option will give the Banner Finance users the ability to array discretionary budgets and review.

- **Maintain Organization Lock** – This option should only be used by Deans, Departments Heads, Directors, Division Heads and/or the OBFP. This feature is used to prevent changes.

Instructions follow detailing how to use the **Create Budget Development Worksheet** and **Maintain Organization Lock** options. **My Worksheets** is considered self-explanatory.

Select **Budget Development Worksheets** to array discretionary budgets**.**

Click **Create Query**

Select **Adopted Budget** and **Permanent Budget**. Then click **Continue**.

The Budget Development Worksheet requires the following cells/prompts to be entered:

- o **Chart of Accounts**: R
- o **Budget ID**: <mark>FY2027</mark>
- o **Budget Phase**: <mark>27XNPS</mark> (for all discretionary budgets)
  - ▪ ***For training and demonstration purposes*** *– **TRAIN** is used as the Budget Phase*
- o **Fund**: Your department's fund code (i.e. F11020)
- o **Organization**: Your departmental Organization code (i.e. 20101)
- o **Program**: Your department's Program code (i.e. P10600)
- o **Activity:** *(Leave Blank).*
- o **Location:** *(Leave Blank).*
- o Budget Duration: All (default)
- o Display Financial Manager from: None (default)
- o **Check to Include: Labor Accounts** and **Expenses** only.
- o Click the **Submit** button

ⓘ Fund and Organization codes must be specified. Program and Account may use specific codes, parameter entry with wildcard %, or may be left blank or use % parameter for All. Activity and Location codes must be specified when updating budget line with Activity and Location, otherwise use a blank parameter for worksheet updates without Activity and Location. Choose Budget Duration (or All), a source for Financial Manager (or None), and account types to include in the worksheet.

Chart of Accounts *

R

Budget ID *

FY2027

Budget Phase *

TRAIN   [Look up]

See instructions above identifying the **Budget ID** and **Budget Phase** (as indicated).

Index

Select

Fund *

F11020

Organization *

20108

Account

Select

Enter the **Fund** and **Organization** for your area.

Program

Select

Activity

Select

Location

Select

Budget Duration Code

All

Display Financial Manager from

None

Check to Include

☐ Revenue Accounts
☑ Labor Accounts
☑ Expenses
☐ Transfers
☐ Deleted Items

Click Labor Accounts, Expenses and Submit

Save Query as

[   ]   ☐ Shared

You can save your Query by naming it using the field under Save Query as. The query can be shared if you click Shared box.

[Submit]

Caution: Please note after clicking **Submit** if more than one person is working with the budget concurrently a warning message will appear at the bottom of your screen (see example below). If this warning appears, you should contact the Banner Finance user(s) listed to ensure they are out of the budget worksheet before proceeding to make adjustments.

The screenshot shows a Radford University "Account Detail" page with navigation: My Finance • Budget Development • Create Worksheet Query • Account Detail. A warning message reads: "CPHILLIP may be working with this budget. If you choose to Continue there is risk that audit history records may overlap, and the last change posted by any of the concurrent user(s) will be the one reflected in the budget line table." with an OK button. Informational text: "The Budget Development Worksheet allows you to calculate a mass change for all budget lines and/or change individual line items. Mass change updates are not applied to budget lines... value. All change values are incremental adjustments and can be positive or negative. Budget lines can be added or deleted...." Below are "Worksheet Parameters", "Continue", and "Another Worksheet" buttons.

You may click **OK** to proceed; however, if you choose to continue be aware that the last change posted by any concurrent users will be the one reflected in the budget line table.

The Budget Development Worksheet will be under the locked message (if applicable). This is the worksheet you will use to make changes and add text to document adjustments.

To make changes in the Proposed Budget amount, go to the appropriate line under Change Value and enter your change. **Please note that your overall budget must remain the same.** This process provides the option to re-array the budget categories based on projected needs for the new fiscal year.

- For example, if a wage hire is planned and wages are currently not budgeted, enter the dollar amount needed for wages in the 611410 line and FICA in the 611130; then subtract that total dollar amount from another NPS line within your organizational budget.

- For each adjustment (increases and decreases), add a brief explanation in the Text field accessible by clicking the *Account Type/Code* hyperlink. Additional guidance on this feature is provided below.

Worksheet Parameters ⌄

Mass Change Parameters

Change Value

[   ]   ☐ Percent

Round To Nearest

○ 2 decimals   ● 1.00   ○ 10.00   ○ 100.00

Worksheet (7)   The number of editable lines.   [Requery] [Calculate] [**Post**]

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration	Proposed Budget		Change Value	Percent	Cumulative Change	New Budget		Delete Record
		P10600		Institutional Support												
			62	Employee Salaries						Click **Account Code** to access the Budget Development Text box and add justification in the "Budget Text, Print" field.					
NEW	Y		611442	Wages, Student	0.00	0.00	0.00	P		[ ]	☐	1,000.00	1,000.00		☐
			71	Nonpersonal Services											
OPAL	Y		7120	Contractual Services	5,323.00	(4,023.00)	1,300.00	P		[ ]	☐	500.00	1,800.00		☐
OPAL	Y		7121	Telecommunications	2,142.00	0.00	2,142.00	P		[ ]	☐	(500.00)	1,642.00		☐
OPAL	N		7123	Travel	3,900.00	8,000.00	11,900.00	P		[ ]	☐	(1,000.00)	10,900.00		☐
OPAL	N		7130	Supplies and Materials	1,000.00	0.00	1,000.00	P	1,000.00	[ ]	☐	0.00	1,000.00		☐
OPAL	N		7150	Continuous Charges	10,980.00	4,023.00	15,003.00	P	15,003.00	[ ]	☐	0.00	15,003.00		☐
			72	Equipment											
OPAL	Y		7220	Equipment	500.00	0.00	500.00	P	500.00	[ ]	☐	0.00	500.00		☐
			DELETED	Personal Services	0.00	0.00	0.00		0.00			0.00			
			DELETED	Expenditures	0.00	0.00	0.00		0.00			0.00			

ⓘ Additional budget lines may be added to the worksheet using the same FOAPAL worksheet parameters. If there is no worksheet parameter for Program or Account, then the code must be entered with a new row. ⌄
Click the Calculate button to update the worksheet for all pending change values and new rows, updating working totals in the columns New Budget and Cumulative Change. Deletions are updated with a new status....

New Row	Program	Account	Budget Duration	Proposed Budget
1	[Select ▾]	[Select]	[Permanent Budget]	[ ]

⊕

⛁ All Worksheet Columns   ⛁ Selected Worksheet Columns

[Requery] [Calculate] [**Post**]

By clicking **under Account Type/Code** (next to the Title), on the **Account Pool Code**, you can access the **Budget Development Text** field to enter a justification for the adjustment.

To adjust the budget amount, enter the dollar amount in the **Change Value** field for the respective Account by the amount you wish to increase or decrease the budget (whole dollar amount).

The **Cumulative Change** column will show the total amount entered in the Change Value column for each account code.

The **New Budget** column will show the revised base budget after the adjustments that will be loaded in the new fiscal year.

Use the **Account/Program Code Lookup** fields to add budget categories that do not exist.*

> (i) Additional budget lines may be added to the worksheet using the same FOAPAL worksheet parameters. If there is no worksheet parameter for Program or Account, then the code must be entered with a new row.
> Click the Calculate button to update the worksheet for all pending change values and new rows, updating working totals in the columns New Budget and Cumulative Change. Deletions are updated with a new status.
> Click the Requery button to clear all pending updates and prior updates calculated but not yet posted.
> Click the Post button to save previous calculations and pending changes, reflecting posted updates in the Proposed Budget column and Budget Development history. Deleted rows are changed to zero with Post.

New Row	Program	Account	Budget Duration	Proposed Budget
1	Select	Select	Permanent Budget	

If this feature does not work for adding either Program or Account code(s), you should contact the Office of Budget and Financial Planning.

The **Requery** button starts the screen over (refreshes the screen without making changes). Any changes entered prior to clicking the REQUERY button will not be saved.

Calculate lets you **preview** changes without posting to see how the reallocation impacts the budget.

Post records the change(s) in Banner. In effect, you are submitting budget reallocations to your respective reviewer to consider. All changes will be documented with the username and time stamp of the transaction. Changes can be made until the organization is locked.

Requery	Calculate	Post

Summary Totals allows the revised budget to be reviewed as compared to the proposed budget. This total also verifies if you have made any net increases or decreases to the budget.

Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
71	Nonpersonal Services	31,345.00	31,345.00	31,345.00	0.00
72	Equipment	500.00	500.00	500.00	0.00
70	Expenditures	31,845.00	31,845.00	31,845.00	0.00
Net Total		(31,845.00)	(31,845.00)	(31,845.00)	0.00

Download Worksheet allows you to download and save your work in MS Excel. There is no limit to the number of changes that can be made. However, **no changes will be accepted after the organization has been locked-out.**

📥 All Worksheet Columns   📥 Selected Worksheet Columns

If no changes are required, no action is needed in the module.

Budget Development Text (Explanation): In order to submit text (notes or explanation) for reallocations, left-click on the account code hyperlink under *Account Type/Code*. Information should

be entered into the "**Budget Text, Print"** box indicating information for reviewer (see diagram below). Click the **Save** button and **Exit** Budget Text page.

Saving the Budget Text Page will take you back to the Worksheet.

To see the History of changes, click on the Proposed Budget amount. A box will display the history as shown in the example below.

To exit – click **X** to **Close Window** – and return back to the Budget Development Worksheet or Query.

Budget Development History

×

Worksheet Parameters

Chart of Accounts	R	Radford University
Budget ID	FY2027	FY 2027 Budget
Budget Phase	TRAIN	FY2027 Training Phase
Fund	F11020	Higher Educ Operating-E&G - 0300
Organization	20108	Budget & Financial Planning
Account	7120	Contractual Services
Program	P10600	Institutional Support
Activity	-	-
Location	-	-
Duration Code	P	-

Query Results

User ID	Date	Time	Prior Proposed Budget	Change Amount	New Proposed Budget	Delete	
SCOULSON3	Jan 06, 2026	08:19 am	1,300.00	500.00	1,800.00	N	

Organization Lock: (Deans/Directors/Department Heads and Division Heads Only)

The **Maintain Organization Lock Out** option is used to prevent (lock) or permit (unlock) changes to the Budget Development Worksheet. The locking process has a cascading effect; when you lock or unlock at the division level (higher organization), the others beneath it are locked or unlocked also. If you have questions about division level hierarchy, please contact your respective OBFP budget manager.

Division Heads will be given access to lock-out their respective organizations from making changes based on their needs to review and revise budgets prior to the final deadline. Division Heads will need to notify departments of Division deadlines to submit changes in SSB.

When the Division Head locks down the budget table, the Banner Finance user will not have access to make further changes (only query access will be available). If additional adjustments are needed, the Division Head can temporarily unlock a specific organization.

On the identified deadline date, the OBFP will lock-out all Banner Finance users to reconcile and begin finalizing the budget development process.

Follow these steps to lock/unlock an organization:

From **Budget Development,** select **Maintain Organization Locks**

To lock down an organizational unit, enter the following parameters:

- **Chart of Accounts: R**
- **Budget ID: FY2027**
- **Budget Phase: 27XNPS**
- **Organization:** highest level organization you intend to lock down (Dean, Director, Department or Division Head)

Click **Change Status** to Lock/Unlock and **Update**

Click **Return to Parameters** which will return you to the Maintain Organization Lock menu (screen shot previously shown).

Clicking **Submit** again without changing the parameters on the Maintain Organization Lock menu will allow you to see the updated status.

When an organization is locked, a message will display in the Worksheet that no changes are allowed except by those who have authorization (shown below).

Summary

- Follow this process for **E&G and Auxiliary budgets only**.

- Make sure to use the current fiscal year Budget ID and Budget Phase.

- New initiative funding <u>should not</u> be requested using this module.

- Banner Finance users using the module should follow instructions and deadlines specific to the division.

- Division Heads should ensure the Division's total base budget allocation for each funding source has not been impacted and all changes entered are authorized prior to the lockdown date.

- Budget information can be viewed and downloaded into Excel using the Create Budget Development Query.

- If you have questions regarding these procedures, please contact the OBFP.

Appendix A - Term Definitions

FY 2026 means the fiscal year beginning July 1, 2025 and ending June 30, 2026.

FY 2027 means the fiscal year beginning July 1, 2026, and ending June 30, 2027.

Base Budget means the current dollar amount distributed to a division less one-time funding and central fringes (for E&G only).

Personal Services (PS) includes expenditures for employee benefits, salaries, overtime, stipends, special payments, and wages of employees.

Nonpersonal Services (NPS) includes expenditures for contractual services, supplies, materials, travel, transfer payments, continuous charges, and equipment needed to support the mission of the university.

Discretionary Budgets are defined as the following budget categories for which departments are responsible to oversee and manage:

- **611130 – FICA for Wages** include expenditures of contribution fund for old-age survivors' benefits for wage earning State employees (Social Security). This is 7.65% of the wages to be earned.

- **611250 – Salaries, Overtime** include expenditures for compensation to persons who are paid at an established yearly rate, for hours worked in excess of their normal workweek.

- **611311 – Relocation Assistance Stipends** include expenditures for payment of moving and relocation stipends to employees.

- **611312** – **Employee Recognition/Retention Stipends** include expenditures for payment to employees through the recognition awards policy as well as the payment to employees for the purpose of retention. Budget and expenditures must be department-funded.

- **611314 – Employee Recruitment Incentives** includes expenditures for payment to for new hires and must be funded by the department.

- **611340 – Specified per Diem Payments** include expenditures for per diem services provided by persons who are members of a legislative committee, representatives of the General Assembly, members of a study commission, members of a governing board of a State agency, or members of a similar organization.

- **611370 – Employee Suggestion Awards** include expenditures for payments of Employee Suggestion Program cash awards to employees or former employees.

- **611390 – Special Payments for Academic Services** include expenditures for payments made by institutions of higher education to persons other than students for non-instructional or non-research academic services (excludes payments otherwise described in any other personal service account code).

- **611410 – General Wages** include expenditures for compensation to persons who are paid at an hourly rate (excludes student wage, see 611420, 611440, 611441, 611442 and 611460).

- **611420 – Wages, Graduate Assistant** include expenditures for compensation made by institutions of higher education to graduate students, without faculty appointment, for teaching and research activities (teachers of record).

- **611430 – Wages, Overtime** include expenditures for compensation to persons who are paid at an hourly rate for hours worked in excess of 40 hours per week.

- **611440 – Wages, Student** include expenditures for compensation made by institutions of higher education to students for work scholarship positions. This category is discretionary for Auxiliary funds only.

- **611441 – Wages, GAs and GTAs** include expenditures for compensation to Graduate Assistants and Graduate Teaching Assistants who are non-teachers of record.

- **611442 – Wages, Students** include expenditures for compensation to students (excludes students whose pay more closely aligns to 611420, 611440, 611441 & 611460.

- **611450 – Non-Instructional Pay** include expenditures for compensation to faculty for professional services rendered in research and instructional positions in higher education other than those described in 611210, 611260, 611451, 611452, and 611390.

- **611451 – Instructional Pay, Regular Session** include expenditures for compensation to persons identified as adjunct instructors for part-time teaching and to exempt employees for overload instructional services in higher education during the academic year other than those described in 611210, 611260, 611230, 611280, 611450, 611452, and 611390.

- **611452 – Instructional Pay, Intersession** include expenditures for compensation to persons identified as adjunct instructors for part-time teaching and to exempt employees for overload instructional services in higher education outside of the academic year other than those described in 611210, 611260, 611230, 611280, 611450, 611451, and 611390.

- **611460 – Wages, Federal Work Study Student** include compensation for summer session teaching in higher education. This category is discretionary for Auxiliary funds only.

- **7120 – Contractual Services** include expenditures for the following contracts and services: health, management, technical, repairs, and maintenance.

- **7121 – On Campus Postage/Printing Services** include expenditures for services provided by the RU Post Office, the RU Printing Department, and the RU VBS multi-function devices.

- **7122 – Telecommunications** include expenditures for telecommunications services and wireless communication stipends.

- **7123 – Travel** include expenditures for educational travel; subsistence and lodging; personal mileage, state vehicle, and/or public carriers; and meal reimbursement.

- **7130 – Supplies** include expenditures for supplies and materials including office, repair and maintenance, residential, and specific use.

- **7140 – Transfer Payments** include expenditures for awards and educational and training assistance.

- **7150 – Continuous Charges** include expenditures for insurance, lease payments, installment purchases, and service charges.

- **7210 – Property and Improvements** include expenditures for acquisitions as well as associated costs of property, rights-of-way, and waterways.

- **7220 – Equipment** include expenditures for computer processing, educational, electronic, reference materials, photographic, medical, laboratory, motorized, office, microfiche, periodicals, and similar materials used in the library, specific use and stationary equipment.

- **7230 – Plant and Improvements** include expenditures for acquisitions of plant and improvements and construction of plant and improvements.

**The following Recoveries Accounts <u>should not</u> be adjusted in this exercise.

Account Code	Account Title
7128	Recoveries-Travel
7129	Other Services (Recoveries)
7139	Other Supplies (Recoveries)
7159	Other Continous Charges (Recoveries)
7219	Other Property & Improvements
7229	Other Equipment (Recoveries)
7239	Other Plant & Improvements (Recoveries)
611960	Aux Recoveries - Pers services
611990	Recoveries - Personal Services

If end-users have questions about any Discretionary budgets populated in the phase, they should contact the OBFP for assistance.