



POLICY ON BUDGET PLANNING PROCESS

Dated: January 1, 2020

Supersedes: *Policy on New York Medical Budget Planning Process* dated November 14, 2018

I. PURPOSE

This document is intended to provide guidance on the budget planning process for New York Medical College hereinafter referred to as “NYMC.”

II. POLICY

The intent of the budget process is to produce a financial plan of operations embodying an estimate of projected revenue and associated expenditures (both operating and capital) for the upcoming fiscal year. This financial plan is to be vetted by several parties through the budget planning process to produce a consolidated budget for NYMC. The policy of NYMC is that all Financial Managers (FM) will adhere to the stated Budget Office Process as outlined herein.

III. SCOPE

This policy applies to all Financial Managers in the academic programs and administrative departments of NYMC.

IV. DEFINITIONS

- A. *Projected Enrollment* – the number of students of FTEs (per semester) estimated to enroll in each of the following academic programs: M.D., Speech Language Pathology, Ph.D., Physical Therapy or Accelerated BMS Program as well as the number of credit hours (per semester) projected for students enrolled in the graduate degree programs in the School of Health Sciences and Practice, the Graduate School of Basic Medical Sciences or the School of Medicine.
- B. *Budget Transfers/Modifications* – changes by account to the allocations of funds granted by the Budget Committee
- C. *TouroOne Budget Development Module (BDM)* – a Banner Self-Service (SSB) feature which will enable the Financial Managers to have control over his/her own budget development.
- D. *Financial Manager* – an individual (typically at a Department Head or Director Level or above) who is responsible for the financial management of a particular FOAP and/or Organization to ensure that it stays within the budgetary constraints. In terms of budget development, the Financial Manager is the person designated to have access to and be responsible for the receipt and submission of departmental budget information.

- E. OTPS – Other Than Personnel Service
- F. Banner – an Enterprise Resource Planning System that provides real-time budget, actual and purchasing data
- G. Budget (Margin) Target – the projected net surplus/deficit of a school/program for the ensuing program year
- H. Central Budget Office (CBO) – a division of Finance and Administration
- I. FOAP – the Banner System’s Chart of Account structure which classified Asset, Liabilities, Net Assets, Revenues, Expenses and Transfers using an alphanumeric system called FOAP where
 - “F” = Fund (the source of funding such as hard dollars or unrestricted funds)
 - “O” = Organization (the department within the institution who is responsible for the fund)
 - “A” = Account (identifies the type of transaction, as in revenue or expenditure in a fund or organization such as office supplies)
 - “P” = Program (as a standardized purpose for which the transaction takes place)
- J. Banner Self Service (BSS) – the self-service tool on the Banner Enterprise system which enables users to perform a variety of Personnel and Finance tasks
- K. Fiscal Year – the twelve-month accounting period that runs from July 1st through June 30th, concurrently with NYMC’s academic year

V. BUDGET PLANNING PROCESS TIMETABLE

The approximate sequence of actions/events, which will lead to the production of an annual budget, is as follows:

KEY STEPS	EVENTS
1. Budget Requests for enrollment projections, tuition increases, scholarships and student fees are sent out to the Deans of each School. Additionally, Budget Requests are sent out to those FMs who can provide other key revenue components of the College.	<p>The Budget Planning Process for the upcoming year will generally commence during the second quarter of the fiscal year and will culminate with final approvals prior to the new Fiscal Year with dissemination of approved budgets to Financial Managers as early in the new Fiscal Year as practicable.</p>
2. Executive Budget Meetings with the Chancellor are held.	
3. Planning for Capital Projects.	
4. Budget (Margin) Targets are distributed.	
5. Budget Development Module (BDM) is opened.	
6. Creation of and submission of detailed Budget Proposal by FMs to the CBO.	
7. Proposal review by the Chief Budget Officer and the Vice President and Chief Financial Officer including determination of whether benchmark has been met/achieved.	
8. Chancellor’s update at the Finance and Investment Committee Budget Work Session.	

KEY STEPS	EVENTS
9. Final Budget Proposal is submitted to both the Finance and Investment Committee and Board of Trustees for their review and approval.	
10. Approved budget is loaded and disseminated.	

VI. PROCEDURES

A. Key Steps in the Budget Process (detailed)

1. **Revenue Projections:** The budget planning process for the upcoming year generally begins in the second quarter of the fiscal year when the Chief Budget Officer sends Budget Revenue Requests for enrollment projections, tuition rate increases, scholarships (including tuition remission) and student fees to the Deans of the School of Medicine, the School of Health Sciences and Practice, and the Graduate School of Basic Medical Sciences. Similar requests will also be sent to those FMs who provide projections on Unrestricted Contributions, Cafeteria Income, Investment Income, Grant Overhead, Faculty Academic Support Payments, Student Housing, Comparative Medicine Revenue, Space Rental, BioInc. Income, etc. (Refer to *Exhibit 1 – Sample Budget Request (Revenue Projection) Memo*). In order to streamline this process, they will be provided with a template or at a minimum a copy of last year’s approved detailed budget along with their assumptions. Please note that the actual templates will vary depending on the respective program’s needs.

The expected turnaround time for the initial revenue projection submissions is an average of two weeks, however, extensions are provided if needed when competing projects arise. The Chief Budget Officer asks for assumptions made in the preparation of the Revenue Projections. A check off list is maintained by the Central Budget Office (CBO). (Refer to *Exhibit 2 – Budget Request Check Off List*). Reminders are sent out and Departments are continually reminded if the deadline is nearing/missed. Upon receipt, the Chief Budget Officer reviews the submission with the list of assumptions to ensure the projections are realistic and the numbers tie out. Ultimately, these projections will be entered by the CBO into the BDM.

2. **Executive Budget Meeting with the Chancellor:** The Chancellor, the Vice President and Chief Financial Officer, and the Chief Budget Officer meet with Schools’ Deans, and Vice Presidents and Directors, when necessary. Each invitee is asked to present top-level academic and strategic budget plans for the upcoming fiscal year including bullet point supporting notes. These plans may include topics such as planned enrollment in existing programs, plans for new programs, key initiatives,

staffing changes, and capital needs. For any new budget requests, a description of how these funds will be utilized to further the mission of the organization and/or achieve the goals set forth in the strategic plan will be required. The purpose of the top-level budget plans is to give the Chancellor a discussion-based step in the process to incorporate and consider each of the individual area's needs to determine if they are within the overall goal or plan for the College.

3. **Planning for Capital Projects:** The Executive Director of Facilities Management & Capital Projects meets on a regular basis with the Schools' Deans, Vice Presidents and, where applicable Directors to discuss the current and future capital plans. In preparation for the Capital Budget, a summary report of the current status of capital projects is prepared, along with a proposed list of projects for the next fiscal year and a request for additional long term proposed projects. The Executive Director of Facilities Management & Capital Projects confers with the Vice President and Chief Financial Officer to determine the availability of capital funds and funding sources for the upcoming year, and all projects are vetted and triaged. The list is discussed with the offices of the Deans, Vice Presidents and Directors, as needed, and then is submitted to the Chancellor. After further refinement, the final list is submitted to the Real Estate and Facilities Committee of the Board of Trustees for final vetting and approval. The Real Estate and Facilities Committee then forwards the total list, with any changes it makes, to the Finance and Investment Committee and the full Board of Trustees for final approval.
4. **Budget (Margin) Targets are Calculated and Distributed:** Once the executive budget meetings have concluded, the Chancellor, the Vice President and Chief Financial Officer and the Chief Budget Officer will meet to formulate a bottom line/target goal for the entire College and for each school and division within the College. These goals are based on the current year's budget, current year's actual activity, and plans for the upcoming year. The final Budget (Margin) Target becomes the benchmark against which their respective budget Proposal will be evaluated. Budget (Margin) Targets are distributed by the Vice President and Chief Financial Officer to the Schools' Deans, and Vice Presidents and Directors as necessary, for them to use when creating their detailed budget proposals.
5. **The Budget Development Module (BDM) is opened:** The CBO opens the TouroOne BDM in the Banner ERP system. This event is announced with the Budget Development Launch Memo. (Refer to *Exhibit 3 – Sample Budget Development Launch Memo*). Included in this notification will be detailed instructions on how to access the BDM along with a listing of who has been granted access to this tool. They are also provided a link and details on how to access the Budget Development Training Manual. (Refer to *Exhibit 4 – Budget Development Training*

Manual). This manual and a training video are also located on the Finance home page in SSB.

6. **Creation and Submission of Detailed Budget Proposal by FMs:** FMs (or their designees) are asked to enter and remit all Hard Dollar OTPS Operating budget data into the BDM. The CBO provides the FMs with last year's approved budget as a starting point for the next fiscal year. They will then increase or decrease the levels as desired/needed by comparing their present budget to actuals in Banner Self Service. To ensure accuracy, the BDM automatically calculates and keeps track of all changes being entered by the FM. In addition, the FM will also need to provide a justification for any new funds being requested. Alternatively, Personnel Budget Requests will be handled outside of the BDM. Excel-based salary worksheets, verified by the CBO, will be distributed to FMs to assist with budgeting. FMs are asked to submit formal requests and justifications for any new personnel needs or base salary adjustments.
7. **Budget Proposal Review:** When all budget proposals have been submitted, the Chief Budget Officer, together with the Vice President and Chief Financial Officer, reviews all detailed budget proposals and supporting documentation for accuracy and to determine if benchmarks were met/achieved. If the target is not achieved, the Dean, Vice President or Director of a particular school or department will be expected to explain why such a target is unattainable and should be adjusted. They will provide the Chancellor with periodic updates throughout this review process identifying any challenges encountered along the way.
8. **Chancellor's Update at the Finance Budget Work Session:** Concurrently, the Chancellor updates the Finance and Investment Committee of the Board of Trustees on new initiatives planned as well as any potential hurdles that need to be overcome for the next year. The Chancellor solicits feedback from the Committee to be used during the budget planning process to ensure that an acceptable margin target has been reached for the institution.
9. **Full Board Approvals:** Near the end of the then-current fiscal year, the final detailed budget proposal (operating and capital) for the upcoming fiscal year is presented to the **Touro College and University System Budget Committee**, the New York Medical College Finance and Investment Committee and, finally, the New York Medical College Board of Trustees for their respective approvals.
10. **Approved Budget is Loaded and Disseminated:** Finally, by the beginning of the new fiscal year, the approved budget is imported by the CBO into the Banner/TouroOne Finance Module for use. The Chief Budget Officer will send out the official departmental budgets to the FMs throughout the College as soon as practicable thereafter.

B. **Budget Development Module (BDM)**

The TouroOne Budget Development Module is a Banner Self-Service (SSB) feature which will enable FMs to have control over their own Budget Development in both a consistent and standardized manner. This is a user friendly tool that is very similar to the Budget Query feature in Banner SSB. As noted, a training guide and video have been developed to help FMs when using the tool. These materials are on the home page of the Finance SSB tab.

As previously referenced, when the FMs receive the Budget Launch Memo, they are provided with specific information (including the Chart, Budget ID and Budget Phase) and detailed steps they need to access the tool for the upcoming budget cycle.

Should there be a problem that requires Banner assistance, TouroOne Help Desk support should be contacted at help.touroone@touro.edu or 646-565-6552. User account may need to be created and service request logged. A technical expert will guide you through the functional concern.

C. **Budget Modifications**

During the year, a department or program may need to incur an expense for which there is inadequate provision in the expense line in its budget. In this case, the FM is permitted to transfer budget funds from another account in which there are excess budget funds, subject to certain limitations noted below. This is done by the preparation and processing of an online Budget Modification Form in the TouroOne Finance System. There is the option to make a single line or a multiple line transfer. **Only whole dollar budget modifications are allowed.**

VII. POLICY MANAGEMENT:

Responsible Officer: Chief Budget Officer
Responsible Executive: Vice President and Chief Financial Officer
Responsible Office: Central Budget Office

VIII. EFFECTIVE DATE:

This policy is effective as of January 1, 2020.

APPENDIX

Exhibit 1	Sample Budget Request (Revenue Projection) Memo
Exhibit 2	Budget Request Check-Off List
Exhibit 3	Sample Budget Development Launch Memo
Exhibit 4	Budget Development Training Manual



NEW YORK MEDICAL COLLEGE

A MEMBER OF THE Touro College and University System

WWW.NYMC.EDU

ADMINISTRATION BUILDING, 40 SUNSHINE COTTAGE ROAD VALHALLA, NY TEL 914-594-3888 FAX 914-594-4328 BONNIE_HEINDL@NYMC.EDU

BONNIE GURRAN-HEINDL
UNIVERSITY BUDGET OFFICER

TO:

New York Medical College
School of Health Sciences and Practice
Valhalla, NY 10595

FROM:

Bonnie Gurrán-Heindl *Bonnie*
University Budget Officer

DATE:

January 28, 2016

RE:

FY 2016-2017 Budget Request (Revenue Projections)

.....

Enclosed you will find your FY 15/16 Budget for *Tuition Revenue for the Public Health Program, Physical Therapy, and Speech Language Pathology*. Please provide me with a detailed budget projection for the upcoming fiscal year along with a list of assumptions you used in making your projection(s).

Please forward your budget projection to my attention by February 11, 2016. As you may know, NYMC's Budget Planning Process is time sensitive. If you need any help in preparing the needed materials, please do not hesitate to contact me. Thank you for your assistance. It is deeply appreciated.

cc:

bgh
enc.

Exhibit 2

FY 16/17 Budget Request Check Off List

Budget Item	Responsible Party	Due Date	Information Received	Comments
Student Housing Paterson		3/1/2016	✓	
Tuition Revenue for GSBMS and Accelerated BMS Program		2/11/2016	✓	
Investment Income taken Endowment Management Fees into consideration		2/11/2016	✓	
Other Affiliations Fees or Overhead		2/11/2016	✓	
WMC Overhead		2/11/2016	✓	
Comparative Medicine Recovery		2/18/2016	✓	
Faculty Practice Dues		2/18/2016	✓	
Grant Overhead Budget		2/18/2016	✓	
Scholarships Budget (hard dollars and non-hard dollars)		2/18/2016	✓	
Space Rental		2/18/2016	✓	
Space Rental (Touro related)		2/11/2016	✓	
Tuition Revenue for the Medical School including Application and Student Fees		2/18/2016	✓	
Overhead Budget for Designated Purpose Funds		2/11/2016	✓	
Overhead Budget for Faculty Practice Accounts (Westchester)		3/4/2016	✓	
Interest Income on Faculty Practice Accounts		2/11/2016	✓	
Interest Income on Designated Purpose Accounts		2/11/2016	✓	
Student Housing Revenue and Residential Life		2/11/2016	✓	
Unrestricted Contributions Budget		2/11/2016	✓	
Westchester Space: Cafeteria Rent		2/11/2016	✓	
Tuition Revenue for Physical Therapy		2/11/2016	✓	
Tuition Revenue for Speech Pathology		2/11/2016	✓	
Tuition Revenue for SHSP-Evening Program		2/11/2016	✓	



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ADMINISTRATION BUILDING, 40 SUNSHINE COTTAGE ROAD VALHALLA, NY TEL 914-594-3888 FAX 914-594-4328 BONNIE_HEINDL@NYMC.EDU

BONNIE GURRAN-HEINDL
UNIVERSITY BUDGET OFFICER

TO:

FROM: Bonnie Gurrán-Heindl 
University Budget Officer

DATE: February 12, 2016

RE: FY 2016- 2017 Budget Development Module is Open



I am pleased to announce that the TouroOne Budget Development Module is officially open to assist you in creating your FY 16/17 annual Budget Proposal. Although you do not yet have your Budget (Margin) Targets it is good idea to start getting acquainted with the new module. As you know you will be expected to put together a detailed Budget Proposal within these targets. In addition to referring to the training guide and video developed to assist in this process, please follow the *specific steps* outlined below when accessing the Budget Development Module for the very first time:

1. Access the Finance Tab on the TouroOne Portal
2. Click "Budget Development". It will bring you to page called "My Worksheets".
3. Enter the Key exactly as follows using CAPS where indicated:

Chart	2
Budget ID	BGH17
Budget Phase	DEPTRQ
4. Click "Add Worksheet" (by scrolling down towards bottom of screen).
5. When the next page opens, click "Create Query".
6. Select "Adopted Budget" and "Permanent Budget", then click "Continue".
7. When the next page opens, if the Key is not auto-populated for you, please reenter the Chart, Budget ID and Budget Phase (listed above) again.
8. You must input your Fund (110000) and Organization Code (6 digits) for the Budget Worksheet you would like to start to work on.

9. Budget Duration Code: Although your Budget Duration Code may already appear to be set as "All", you need to go into that specific drop-down menu and actually re-select "All" again. THIS IS A CRITICAL STEP!

10. Display Fin Manager: Choose from Organization.
11. Place checkmarks next to every item listed under "Check to include" and then click "Submit". If successful you should see a Budget Worksheet for the Org and Fund you queried.
12. Click the link on the page "Return to My Worksheets" (which is right below Worksheet Parameters).
13. You will now be able to begin your budgeting. You will be able to see your worksheet data. **From this point forward you can simply go to "My Worksheets" and choose the Organization you would like to work on. Click the correct Org and choose "submit"** and you are ready to work on your proposal. For your convenience please see that attached the "Financial Manager Worksheet Key" that lists those orgs that are under your purview along with a Budget Report that will provide historical spending information.

Finally, in addition to building your OTPS Budget Proposal in the TouroOne Budget Development Module, please remember you will be expected to provide a formal budget request including your justification for any new needs along with any plans to offset the cost for the upcoming year. As mentioned previously, Personnel budget requests should follow previous practice (see attached New Position Request). Please note that the Budget Development Module will remain open until the close of business on Monday, March 7, 2016.

If you experience problems accessing "my worksheets" or cannot find worksheets you should have access to please contact Ms. Jamie Costello (ext. 3027), Ms. Wendy Faison (ext. 4472), Ms. Kristen Drozdal (ext. 4466) or myself (ext. 3888). We are always here to assist you!

BGH



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BANNER BUDGET DEVELOPMENT "MY WORKSHEETS" KEY

Chart of Accounts 2 *Budget ID* BGH17 *Budget Phase* DEPTRQ

	Banner (New System)		Banner (New System)		
	O=ORG (Replaces Department Number)		P= PROGRAM (Default Value)		
Fund	Organization (Dept) Number	Organization (Dept) Name	Program Number	Program Code	Financial Manager



TOURO *One*

Budget Development Training Manual

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Introduction

The TouroOne Budget Development module is a Finance Self Service feature that enables Financial Managers to have control over their budget. It is replacing the functionality of Budget Pack and/or Excel based budget presentations, allowing Financial Managers to propose budget adjustments for the upcoming fiscal year.

Although Personnel Budgets are part of the Budget Development Module and are created by using "Salary Planner" it will not be ready in time for us to utilize during this year's Budget Planning Process. As a result Personnel Budget Requests will be handled outside the Budget Development Module.

This user guide provides instructions that will help Financial Managers to build an annual budget request using the TouroOne Budget Development tools. [Click here to view the video presentation.](#)

There are some prerequisites to using Budget Development. A Financial Manager should know or have familiarity with the following topics:

- Understanding of the TouroOne Finance Self Service system
- How to query an organization's budget
- Knowledge of pertinent departmental FOAP codes

This information is available from the Finance Self Service user guide. [Click here to download it.](#)

Getting Started

Before you set out to use the budget development tool you must have your Chart of Accounts code, Budget ID and Budget Phase codes. This information will be provided to you by the Budget Office and is needed to access the budget worksheet(s) available to you.

How to Access TouroOne Budget Development

Log into the TouroOne Portal at <https://touroone.touro.edu>.

1. Click the **Finance** tab.
2. Click the **Budget Development** link to open the *My Worksheets* page in a new browser tab.

The screenshot shows the TouroOne Finance Self Service portal. At the top, there is a navigation bar with 'Home' and 'Finance' tabs. The 'Finance' tab is selected and highlighted with a red circle containing the number '1'. Below the navigation bar, the page displays 'Welcome to TouroOne' and 'Finance'. The main content area is divided into two columns. The left column contains 'Approval Alerts' (with a message: 'You have no documents pending approval') and 'Budget Summary' (with a bar chart showing '\$130,000' and '\$97,500'). The right column contains 'Requisitions & Budgets' with links: 'Submit a Requisition', 'View Budget', 'View Document', 'Request Budget Transfer', 'Request Multi Line Budget Transfer', and 'Budget Development'. The 'Budget Development' link is highlighted with a red circle containing the number '2'. A 'Preferences' link is also visible at the bottom right of the 'Budget Summary' section.

Using My Worksheets

As a Financial Manager you can use the My Worksheets page to view your Budget Worksheets and access your information quickly. Once you put in the three required pieces of information, Chart of Accounts, Budget ID and Budget Phase you will be ready to start working on your request.

On the My Worksheets page

1. Enter your **Chart of Accounts**, **Budget ID**, and **Budget Phase** codes.
2. Click the **List Worksheets** button.
- 2a. The Query Results then list the Budget Worksheets that are available to you.
 - Select the Worksheet you would like to work on.
3. Click the **Submit** button.

My Worksheets

Home > Finance > Budget Development > My Worksheets

Select Chart of Accounts, Budget ID and Budget Phase, then click List Worksheets button. Select from returned list of Fund, Organization and Program, or click Add Worksheet button to go to Budget Development Worksheet. Click Submit button.

* - indicates a required field.

1 * * *

2

2a **Query Results**

My Choice	Fund	Organization	Program
<input checked="" type="radio"/>	110000 New York Medical College	171004 Coupa	60 Institutional Support

3

If you do not see your Budget Worksheets you may click the **Add Worksheet** button to manually query the system. [Instructions are provided in the section titled, How to Query for a Budget Development Worksheet.](#)

However, before adding any additional budget worksheets please first contact your Budget Office for assistance.

How to Use My Worksheets

The Budget Development Worksheet enables Financial Managers to view the proposed budget, and customize it to suit their budgeting needs. The worksheet is used to run calculations to view what the adjustments would look like, and when you are satisfied with the adjustments, or wish to save your changes, you can post them to Banner. You may still edit the Worksheet even after posting.

- The *Mass Change* feature is used to adjust all accounts by the same value at the same time with the option to exclude one or more.
- You may also use the Worksheet form to:
 - ◇ Change the proposed value of specific accounts.
 - ◇ Add non-personnel account lines if they do not appear.
- The **Calculate** button is used to simply calculate value changes, where the **Post** button saves those changes and posts them to the permanent budget record in Banner.

The values that are registered after using the *Calculate* function are really just temporary. Refreshing the Worksheet page, navigating away from it, or clicking the *Requery* button will delete any adjustments that have not been posted to banner with the *Post* button. So please remember to *post* any changes you want to keep in your worksheet.

- Positive numbers increase the budget while negative numbers will decrease it.
- If you happen to open a worksheet that an associate is actively working on, the system will prompt you to let you know. Its recommended that one Financial Manager use a worksheet at a time to preserve the integrity of its audit trail.

⚠ FI_TRAIN2 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.

Continue

Another Worksheet

The Budget Worksheet

The screen shot below displays the entire Budget Worksheet page.

The Budget Development Worksheet allows you to calculate changes to all (mass change) or individual line items, and to delete lines from or add lines to your budget. You must select the Post button to save your changes. Select the Jump To Bottom link to navigate to the bottom of the worksheet area for access to additional features and totals.

Worksheet Parameters

Budget Worksheet					
Chart of Accounts	2	New York Medical College	Duration	Permanent Budget	
Budget Id	BH17	Fiscal Year 2017	Budget Phase	DEPTRQ	Dept Request
Fund Type	11	Current Unrestricted			
Fund	110000	New York Medical College	Program	All	
Organization	171004	Coupa	Activity		
Account	All		Location		
Financial Manager	Ge		Financial Manager		

[Return To My Worksheets](#)
[Jump To Bottom](#)

Enter Amount +/- 999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select rounding factor for mass and line changes by percent. Change value/Percent in Worksheet will override mass change during Calculate. Select Delete Record to set New Budget to .00 and delete budget line. Select the link on account code to view or maintain text.

Mass Change Parameters **Round To Nearest**

Change Value: Percent 2 decimals 1.00 10.00 100.00

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		60		Institutional Support										
			71	Other Than Personal Services										
OPAL	N		71120	Consultant and Other Prof Fees	20,000.00	0.00	20,000.00	P	20,000.00		<input type="checkbox"/>	0.00	20,000.00	<input type="checkbox"/>
OPAL	N		71300	Office Supplies	10,000.00	0.00	10,000.00	P	10,000.00		<input type="checkbox"/>	0.00	10,000.00	<input type="checkbox"/>
NEW	N		71600	Postage and Mailing	0.00	0.00	0.00	P	0.00		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
OPAL	N		73001	Conferences and Seminars	10,000.00	0.00	10,000.00	P	10,000.00		<input type="checkbox"/>	0.00	10,000.00	<input type="checkbox"/>
OPAL	N		73002	Dues Subscriptions and Memberships	10,000.00	0.00	10,000.00	P	10,000.00		<input type="checkbox"/>	0.00	10,000.00	<input type="checkbox"/>
OPAL	N		75000	Service Contract	50,000.00	0.00	50,000.00	P	50,000.00		<input type="checkbox"/>	0.00	50,000.00	<input type="checkbox"/>

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.

Account/Program Code lookup

New Row	Program	Account	Budget Duration Code	Proposed Budget
1			Permanent Budget	
2			Permanent Budget	
3			Permanent Budget	
4			Permanent Budget	
5			Permanent Budget	

Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
71	Other Than Personal Services	100,000.00	100,000.00	100,000.00	0.00
70	Other Than Personal Services	100,000.00	100,000.00	100,000.00	0.00
Net		(100,000.00)	(100,000.00)	(100,000.00)	0.00

[Return To Top](#)

Budget Queries ■ Requisition ■ Approve Documents ■ View Document ■ Budget Transfer ■ Multiple Line Budget Transfer ■ Budget Development ■ Delete Finance Template

Worksheet Parameters

Be sure to review the **Worksheet Parameters** to verify you are working in the correct Fund/Organization location.

- Clicking the **Return To My Worksheets** link will return you to the *My Worksheets* page where you can select or query for a different Worksheet.

Worksheet Parameters

Budget Worksheet					
Chart of Accounts	2	New York Medical College	Duration	Permanent Budget	
Budget Id	BH17	Fiscal Year 2017	Budget Phase	DEPTRQ	Dept Request
Fund Type	11	Current Unrestricted			
Fund	110000	New York Medical College	Program	All	
Organization	171004	Coupa	Activity		
Account	All		Location		
Financial Manager			G		
Financial Manager					

[Return To My Worksheets](#)
[Jump To Bottom](#)

The Worksheet

The Worksheet lists the Accounts by Program and Account Type. This is where you can view the proposed budget and make additions and/or reductions in mass or by individual account.

Enter Amount +/- 999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select rounding factor for mass and line changes by percent.
 Change value/Percent in Worksheet will override mass change during Calculate. Select Delete Record to set New Budget to .00 and delete budget line. Select the link on account code to view or maintain text.

Mass Change Parameters

Change Value: Percent 2 decimals 1.00 10.00 100.00

Round To Nearest

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		60		Institutional Support										
			71	Other Than Personal Services										
OPAL	N		71120	Consultant and Other Prof Fees	20,000.00	0.00	20,000.00	P	20,000.00	<input style="width: 80px;" type="text"/>	<input type="checkbox"/>	0.00	20,000.00	<input type="checkbox"/>
OPAL	N		71300	Office Supplies	10,000.00	0.00	10,000.00	P	10,000.00	<input style="width: 80px;" type="text"/>	<input type="checkbox"/>	0.00	10,000.00	<input type="checkbox"/>
NEW	N		71600	Postage and Mailing	0.00	0.00	0.00	P	0.00	<input style="width: 80px;" type="text"/>	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
OPAL	N		73001	Conferences and Seminars	10,000.00	0.00	10,000.00	P	10,000.00	<input style="width: 80px;" type="text"/>	<input type="checkbox"/>	0.00	10,000.00	<input type="checkbox"/>
OPAL	N		73002	Dues Subscriptions and Memberships	10,000.00	0.00	10,000.00	P	10,000.00	<input style="width: 80px;" type="text"/>	<input type="checkbox"/>	0.00	10,000.00	<input type="checkbox"/>
OPAL	N		75000	Service Contract	50,000.00	0.00	50,000.00	P	50,000.00	<input style="width: 80px;" type="text"/>	<input type="checkbox"/>	0.00	50,000.00	<input type="checkbox"/>

New Rows

The accounts that appear initially are those that contain some value. If you would like to add an account (up to five at a time) you can do so using the New Row table.

Account/Program Code lookup

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

Worksheet Buttons

Requery

Restores the Worksheet values to their original amounts.

Calculate

Temporarily displays account adjustments.
This button appears twice on the form. Both buttons perform the same function.

Post

Saves all current adjustments and they become permanent in the budget record. You can keep working even after posting.

Download All Worksheet Columns

Downloads a copy of the Worksheet that will open in Excel.

Download Selected Worksheet Columns

Worksheet Column Description

- The column names that appear on the worksheet are generic.
- The table below defines the columns in detail.

Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget
A	B	C		D	E			F
20,000.00	0.00	20,000.00	P	20,000.00	1000	<input type="checkbox"/>	1,000.00	21,000.00
10,000.00	0.00	10,000.00	P	10,000.00	-1000	<input type="checkbox"/>	1,000.00	11,000.00

Worksheet Columns

A Adopted Budget: The College's Operating and Capital Budget which was approved by the Board of Trustees and covers the period July 15¹ 20XX through June 30th 20XX (FY 15/16).

B Permanent Adjustments: Budget Modifications which were approved and posted by the Budget Office during the current fiscal year (FY 15/16).

C Base Budget: Reflects your current (FY 15/16) Operating Budget and equals "Adopted Budget+/-any approved permanent adjustments" posted to date by the Budget Office.

D Proposed Budget: Is the Department's starting point for the next fiscal year (FY 16/17). The Proposed Budget will change if the Financial Manager enters and posts any adjustments for the next fiscal year.

E Change Value: Enter any changes (additions, reductions, reallocations) you are proposing for the next fiscal year.

F New Budget: The column reflects the "Proposed Budget" plus any changes that the Department is requesting for the next fiscal year (FY 16/17). This dollar amount will only be reflected in this column until a Department "Posts" its request. However, once the request is posted, the "New Budget" information is automatically reflected in the "Proposed Budget" column as well.

Adjusting Many Accounts by the Same Value

You may use the Mass Change Parameters function to calculate an amount or percent change for all of the account lines at the same time.

1. Enter a positive or negative value in the **Change Value** field under *Mass Change Parameters*.
 - Check the **Percent** box if you would like the value to be a percentage.
- 1a. Be sure to select the *Round to Nearest 1.00* radio button.
- 1b. If there are account lines you wish to keep unchanged, then enter a **0** in the **Change Value** field of those particular account rows in the *Worksheet*.
2. Click the **Calculate** button.

Mass Change Parameters

Change Value: **Percent**

Round To Nearest

2 decimals
 1.00
 10.00
 100.00

Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	De Re
20,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	20,000.00	<input type="checkbox"/>
10,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	10,000.00	<input type="checkbox"/>
0.00	<input type="text"/>	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
10,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	10,000.00	<input type="checkbox"/>
10,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	10,000.00	<input type="checkbox"/>
50,000.00	<input type="text" value="0"/>	<input type="checkbox"/>	0.00	50,000.00	<input type="checkbox"/>

- 2a. The *Cumulative Change* column reflects the adjustments from the previous step. The *New Budget* column displays the *Proposed Budget* + the *Cumulative Change*.

Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	De Re
20,000.00	<input type="text"/>	<input type="checkbox"/>	1,000.00	21,000.00	<input type="checkbox"/>
10,000.00	<input type="text"/>	<input type="checkbox"/>	1,000.00	11,000.00	<input type="checkbox"/>
0.00	<input type="text"/>	<input type="checkbox"/>	1,000.00	1,000.00	<input type="checkbox"/>
10,000.00	<input type="text"/>	<input type="checkbox"/>	1,000.00	11,000.00	<input type="checkbox"/>
10,000.00	<input type="text"/>	<input type="checkbox"/>	1,000.00	11,000.00	<input type="checkbox"/>
50,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	50,000.00	<input type="checkbox"/>

Entering Adjustments for Individual Accounts

You may also adjust account lines individually.

1. Enter the desired +/- value for each account in the appropriate **Change Value** fields.
 - The values entered must be rounded to the nearest dollar.
 - Check the **Percent** box if you would like the value to be a percentage.

Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	De Re
20,000.00	1000	<input type="checkbox"/>	1,000.00	21,000.00	<input type="checkbox"/>
10,000.00	-1000	<input type="checkbox"/>	1,000.00	11,000.00	<input type="checkbox"/>
0.00		<input type="checkbox"/>	1,000.00	1,000.00	<input type="checkbox"/>
10,000.00	50	<input checked="" type="checkbox"/>	1,000.00	11,000.00	<input type="checkbox"/>
10,000.00	-50	<input checked="" type="checkbox"/>	1,000.00	11,000.00	<input type="checkbox"/>
50,000.00		<input type="checkbox"/>	0.00	50,000.00	<input type="checkbox"/>

2. Click the **Calculate** button.

2 decimals
 1.00
 10.00
 100.00

	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	De Re
Port										
nal										
ther	20,000.00	0.00	20,000.00	P	20,000.00	1000	<input type="checkbox"/>	1,000.00	21,000.00	<input type="checkbox"/>

- 2a. The **Cumulative Change** and **New Budget** columns update accordingly.

Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	De Re
20,000.00		<input type="checkbox"/>	2,000.00	22,000.00	<input type="checkbox"/>
10,000.00		<input type="checkbox"/>	0.00	10,000.00	<input type="checkbox"/>
0.00		<input type="checkbox"/>	1,000.00	1,000.00	<input type="checkbox"/>
10,000.00		<input type="checkbox"/>	6,500.00	16,500.00	<input type="checkbox"/>
10,000.00		<input type="checkbox"/>	(4,500.00)	5,500.00	<input type="checkbox"/>
50,000.00		<input type="checkbox"/>	0.00	50,000.00	<input type="checkbox"/>

How To Add New Account Lines

You may add up to five new account lines to the Worksheet at a time.

1. In the **New Row** table enter the appropriate
 - **Program**
 - **Account**
 - **Proposed Budget** value.
2. Click the **Calculate** button.

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	60	71200	Permanent Budget	100
2			Permanent Budget	
3			Permanent Budget	
4			Permanent Budget	
5			Permanent Budget	

Buttons: Requery, Calculate, Post, Download All Worksheet Columns, Download Selected Worksheet Columns

- 2a. The specified account row now appears in the Worksheet. Its Status is set to NEW.

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget
		60		Institutional Support					
			71	Other Than Personal Services					
OPAL	N		71120	Consultant and Other Prof Fees	20,000.00	0.00	20,000.00	P	20,000.00
NEW	N		71200	Travel-Domestic	0.00	0.00	0.00	P	
OPAL	N		71300	Office Supplies	10,000.00	0.00	10,000.00	P	10,000.00
NEW	N		71600	Postage and Mailing	0.00	0.00	0.00	P	
OPAL	N		73001	Conferences and Seminars	10,000.00	0.00	10,000.00	P	10,000.00
OPAL	N		73002	Dues Subscriptions and	10,000.00	0.00	10,000.00	P	10,000.00

If you cannot find an account that you need, then you may click the [Account/Program Code lookup](#) link to search for an account code. However, if you still can't find the account you need, contact your Budget Office.

[Account/Program Code lookup](#)

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	60	71200	Permanent Budget	100

Adding or Editing Worksheet Notes

Clicking the Account Type/Code link opens the **Budget Development Text** window. Here you can add notes that pertain to that particular account. The notes are viewable by those who have Fund/Org security to view your departments worksheet as well as the Budget Office.

1. Click on the Account Code number link,

Worksheet				
Status	Text	Program	Account Type/Code	Title
		60		Institutional Support
			71	Other Than Personal Services
OPAL	N		71120	Consultant and Other Prof Fees
NEW	N		71200	Travel-Domestic
OPAL	N		71300	Office Supplies

2. The **Budget Development Text** page opens in a new window.
 - You may type a note in the **Enter Budget Text, Print** text box and click **Save**.
 - Click the **Exit budget text page** link to return to the Worksheet.

How to Post Your Adjustments to Banner

Clicking the **Post** button saves all current adjustments and they become permanent in the budget record. You can keep working even after posting. The values in the **Proposed Budget** column will update to reflect any changes made since the last Post.

1. Click the **Post** button to save your changes and post the adjustments to Banner.
- 1a. The Proposed Budget is updated to reflect the Post changes.

The screenshot shows a control panel with buttons for 'Requery', 'Calculate', and 'Post'. The 'Post' button is circled in red with a '1' in a red circle. Below the buttons are two download options: 'Download All Worksheet Columns' and 'Download Selected Worksheet Columns'. Below the buttons is a table with the following columns: 'Proposed Budget', 'Change Value', 'Percent', 'Cumulative Change', 'New Budget', and 'Delete Record'. The 'Proposed Budget' column is circled in red with a '1a' in a red circle. The table contains the following data:

Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
22,000.00		<input type="checkbox"/>	2,000.00	22,000.00	<input type="checkbox"/>
100.00		<input type="checkbox"/>	100.00	100.00	<input type="checkbox"/>
10,000.00		<input type="checkbox"/>	0.00	10,000.00	<input type="checkbox"/>
1,000.00		<input type="checkbox"/>	1,000.00	1,000.00	<input type="checkbox"/>
16,500.00		<input type="checkbox"/>	6,500.00	16,500.00	<input type="checkbox"/>
5,500.00		<input type="checkbox"/>	(4,500.00)	5,500.00	<input type="checkbox"/>
50,000.00		<input type="checkbox"/>	0.00	50,000.00	<input type="checkbox"/>

- 1b. The Summary Totals table displays the posted results. This table also updates itself after budget calculations take place.

The screenshot shows the same control panel as above. Below the buttons is a table titled 'Summary Totals'. The table has the following columns: 'Account Type', 'Account Type Title', 'Base Budget', 'Proposed Budget', 'New Budget', and 'Cumulative Change'. The 'Summary Totals' table is circled in red with a '1b' in a red circle. The table contains the following data:

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
71	Other Than Personal Services	100,000.00	105,100.00	105,100.00	5,100.00
70	Other Than Personal Services	100,000.00	105,100.00	105,100.00	5,100.00
	Net	(100,000.00)	(105,100.00)	(105,100.00)	(5,100.00)

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Viewing Budget Development History

A history of all **Post** transactions are saved in Banner.

To view what adjustments have been posted:

1. Click the *value* link in the *Proposed Budget* row for the account record you would like to view.

Budget Duration Code	Proposed Budget	Change Value
P	22,000.00	
P	100.00	
P	10,000.00	
P	1,000.00	

- 1a. The Budget Development History window will open.
 - 1b. Use the Report Parameters to verify you are viewing the desired account.
 - 1c. The Query Results table lists the Post transactions made to the account so far.
2. Click the Close window when you are done viewing the history.

1a Budget Development History

1b Report Parameters

Budget Development History					
Chart of Accounts	2	New York Medical College	Duration Code	P	
Budget Id	BH17	Fiscal Year 2017	Budget Phase	DEPTRQ	Dept Request
Fund	110000	New York Medical College	Program	60	Institutional Support
Organization	171004	Coupa	Activity		
Account	71200	Travel-Domestic	Location		

1c Query Results

User Id	Date	Time	Prior Proposed Budget	Change Amount	New Proposed Budget	Deleted
FI_TRAIN1	Dec 30, 2015	06:29 pm	0.00	100.00	100.00	N
FI_TRAIN1	Dec 30, 2015	06:25 pm	100.00	(100.00)	0.00	N
FI_TRAIN1	Dec 30, 2015	06:23 pm	0.00	100.00	100.00	N

2 Close Window

How to Query for a Budget Development Worksheet

Budget Development enables you to search Worksheets by Organization.

You will need your Chart of Accounts, Fund and Organization, Budget ID and Budget Phase codes to begin. They will be used to query the system to look up your Organization's Worksheet.

1. On the Budget Development Worksheet page, Click the **Create Query** button.
 - If you have already created a Worksheet Query, you may select its name from the **Saved Query** dropdown menu and click **Retrieve Query**.

Budget Development Worksheet

Home > Finance > Budget Development > **Create Budget Worksheet**

To create a new worksheet, select Create Query. To open a worksheet using an existing template, choose a saved query and select Retrieve Query.

Create a New Worksheet Query **Create Query** **1**

Retrieve Existing Worksheet Query

Saved Query None **Retrieve Query**

2. Check off **Adopted Budget** & **Permanent Budget Adjustments**
- 2a. Click the **Continue** button.

Select columns to display amounts captured at the time the budget was built from the Operating or Position Control ledger, in addition to base budget and proposed budget.

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

2 **Continue** **2a**

3. Enter the Following Codes:

- **Chart of Accounts.**
- The **Budget ID** and **Budget Phase** codes that were provided by your Budget Office.
- **Fund**
- **Organization**

Select The Following:

- *Budget Duration Code:* **Permanent Budget**
- *Display Fin Mgr from:* **Organization**

4. Finally, check the following account categories to include:

- **Revenue**
- **Expenses**
- **Transfers**
- **Deleted Items**

To save the query as a template that you may reuse at a later time, type a name in the **Save Query as:** text box.

(DO NOT bother checking **Shared** unless you would like every budget development user to have the ability to view your query parameters.)

5. Click the **Submit** button to proceed.

The screenshot shows a web-based form for budget development. A red circle with the number '3' highlights the top section containing input fields for 'Chart of Accounts' (value: 2), 'Budget ID' (value: BH17), 'Budget Phase' (value: DEPTRQ), 'Index', 'Fund' (value: 110000), 'Organization' (value: 171004), 'Account', 'Program', 'Activity', and 'Location'. Below these are dropdown menus for 'Budget Duration Code' (value: Permanent Budget) and 'Display Fin Mgr from' (value: Organization). A red circle with the number '4' highlights a 'Check to Include:' section with a table:

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

To the right of this table is a text box containing the instruction: 'Leave the Labor Accounts box unchecked. Budget Development is not intended for setting up labor budgets at this time.' A blue circle with the number '5' highlights the bottom section, which includes a 'Save Query as:' text box, a 'Shared' checkbox (unchecked), and a 'Submit' button.

Important Contacts

The TouroOne Help Desk

Web: <http://help.touro.edu>

E-mail: help.touroone@touro.edu

Phone: 646-565-6000 ext. 55552

NYMC Budget Office

Bonnie Gurrán-Heindl	914-594-2844	Bonnie_Heindl@nymc.edu
Kristen Scelsa	914-594-2846	Kristen_Drozdal@nymc.edu
Jessica Smith	914-594-2842	J_Smith@nymc.edu
Elizabeth Doyle	914-594-2845	edoyle@nymc.edu

Touro Budget Office

David Bell	646-565-6497 x55497	david.bell2@touro.edu
Avi Cohen	646-565-6119 x55019	avi.cohen24@touro.edu
Ahuva Katz	646-565-6310 x55310	ahuva.Katz@touro.edu
Larisa Budinskaya	646-565-6309 x55309	larisa.Budinskaya@touro.edu