



PALOMAR COMMUNITY COLLEGE DISTRICT

2017-2018 BUDGET PREPARATION GUIDELINES

AND TIMETABLE

Thursday, March 02, 2017

Prepared by:

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FISCAL SERVICES BUDGET DEVELOPMENT TIMETABLE FOR FISCAL YEAR 2017-2018

January 6, 2017	Governor expected to roll out 2017-18 Proposed Budget.
February 14, 2017	Budget Committee (BC) begins budget review.
February 15, 2017	Divisional Planning Councils begin budget development process for Divisions.
March 10, 2017	Budget requirements, in accordance with the Resource Allocation Model (RAM) and Integrated Planning Model (IPM), are due to Fiscal Services for input into PeopleSoft Financials.
March 10, 2017	Designated and Restricted budget development forms due to Fiscal Services for input into PeopleSoft Financials. Proposed budgets are acceptable. Attach grant letter, if applicable.
March 10, 2017	Fiscal Services will project available resources in accordance with the RAM. Fiscal Services will project all salaries with grade/step impacts (including benefits) and fixed non-discretionary costs in accordance with the RAM based upon targeted FTES. All other discretionary budgets will be input from Divisional PRP's, Strategic, and Master planning documents.
April 11, 2017	BC finalizes budget review.
April 18, 2017	SPC begins budget review.
May 2, 2017	SPC finalizes budget review.
June 6, 2017	Tentative Budget finalized and printed for Governing Board approval.
June 13, 2017	Tentative Budget presented to Governing Board for approval.
July 7, 2017	Restricted (final) budgets submitted to Fiscal Services.
August 11, 2017	Fiscal Services finalizes revisions to Adopted Budget .
Sept.4-Sept.8, 2017	Proposed Adopted Budget available for Public Inspection.
Sept. 12, 2017	Proposed Adopted Budget presented to Governing Board. Governing Board holds public hearing on proposed Adopted Budget .

Budget Development Form Directions

NOTES:

If you have never had nVision training, please contact David Rice at ext. 3112. nVision training is mandatory before proceeding with the Budget Development Form Directions, only if you have never had it.

It is **strongly** suggested that you complete your budget development form using Excel, rather than hand-writing your request, in order for the formulas to be calculated properly.

Part I - Scope Definition

1. Logon to PeopleSoft Financials
2. From the Main Menu Bar, select Reporting Tools, PS/nVision, Define Scope
3. Under the Scope Definition, you will need to make sure you are on the Find an Existing Value tab. Since you have already had nVision training, you will have a predefined scope that you can use for budget development. If you do not have a predefined scope, please contact David Rice at ext. 3112, Mary Vorhis at ext. 3992, or Brandi Taveuveu at ext. 2880 to create one.

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > PS/nVision ▾ > Define Scope

ORACLE

Scope Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

SetID: begins with ▾

Report Scope: begins with ▾

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

4. The SetID should be PALMR. You can type PALMR or select it from the magnifying glass.

Favorites ▾ | Main Menu ▾ > Reporting Tools ▾ > PS/nVision ▾ > Define Scope

ORACLE

Scope Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

▼ Search Criteria

SetID: begins with ▾ PALMR x 🔍

Report Scope: begins with ▾

[Search](#) | [Clear](#) | [Basic Search](#) 🔍 | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

5. For Report Scope, type in the name of your scope. The same scope used for the Account Activity report is also used for the Budget Development Form.

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > PS/nVision ▾ > Define Scope

ORACLE

Scope Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

SetID:

Report Scope:

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

6. The following is an example, **do not use scope BYTFNDPRJ as your scope:**

Favorites ▾ | Main Menu ▾ > Reporting Tools ▾ > PS/nVision ▾ > Define Scope

ORACLE

Scope Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

▼ Search Criteria

SetID: 🔍

Report Scope: ✕

[Search](#) | [Clear](#) | [Basic Search](#) 📄 | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- After you have typed in the name of your scope, select Search. This will open the scope for you. In order to see all of the fields within your scope, you will need to select View All. Reviewing your scope gives you the opportunity to verify your scope fields. If you do not need to make any changes to your scope, then you are ready to run your report. If you do have to make changes to your scope, select save so that you can run your report.

[Favorites](#) > [Main Menu](#) > [Reporting Tools](#) > [PS/nVision](#) > [Define Report Request](#) > [Define Scope](#)

ORACLE

Scope Definition

SetID: PALMR Report Scope: BYTFNDPRJ
 Description: Business Unit:
 Field Combination Table:

Scope Fields Find | View 1 First 1-2 of 2 Last

Delete Scope + -

*Field Name: Fund Code

*How Specified:

Business Unit Keyed Tree

Value Table:

Personalize | Find | View All | First 1 of 1 Last

Select Value

1	<input type="text" value="12"/>	+ -
---	---------------------------------	-----

Delete Scope

*Field Name: Project + -

*How Specified:

Business Unit Keyed Tree

Value Table:

Personalize | Find | View All | First 1 of 1 Last

Select Value

1	<input type="text" value="1812460"/>	+ -
---	--------------------------------------	-----

Save
 Return to Search
 Notify
 Add
 Update/Display

Part II - Report Request

1. From the Main Menu bar select Reporting Tools, PS/nVision, Define Report Request
2. Type PALMR in the Business Unit or you can select PALMR by using the magnifying glass.
3. Type BGT in Report ID
4. Click Search

Favorites ▾ | Main Menu ▾ > Reporting Tools ▾ > PS/nVision ▾ > Define Report Request

ORACLE

Report Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

▼ Search Criteria

Business Unit: begins with ▾ PALMR 🔍

Report ID: begins with ▾ BGT

Description: begins with ▾

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) 📄 [Save Search Criteria](#)

Search Results

View All | First ◀ 1-2 of 2 ▶ Last

Business Unit	Report ID	Description
PALMR	BGTDEV1	Budget Dev UNR FY17-18
PALMR	BGTDEV2	Budget Dev Desig/Rest FY17-18

[Find an Existing Value](#) | [Add a New Value](#)

5. Select the appropriate Report ID in the Search Results – (see above panel):
 - a. **Note:** “BGTDEV1 – Budget Dev UNR FY17-18” is for Unrestricted budgets only. Budgeting for Unrestricted budgets will be input by Fiscal Services using the FY16-17 Adopted discretionary budgets.
 - b. Designated/Restricted projects should use “BGTDEV2 – Budget Dev Desig/Rest FY17-18”.

6. After you have selected the appropriate Report ID, the nVision Report Request tab will appear.

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > PS/nVision ▾ > Define Report Request

ORACLE

nVision Report Request | Advanced Options

Business Unit: PALMR Report ID: BGTDEV2 [Copy to Another Business Unit / Clone](#)

Report Title: Budget Dev Desig/Rest FY17-18 [Transfer to Report Books](#)
[Process Monitor](#)

*Layout: BUDGET DEV DES & REST [Report Manager](#)
[Share This Report Request](#)

Report Date Selection

*As Of Reporting Date: Specify ▾ 06/30/2017

*Tree As Of Date: Use As Of Reporting Date ▾
 Override Tree As of Date if Specified in Layout

Output Options

*Type: Web ▾ [Scope and Delivery Templates](#)

Format: Microsoft Excel Files (.xls) ▾

Run Report

Save Return to Search Notify Add Update/Display

nVision Report Request | Advanced Options

7. Select [Scope and Delivery Templates](#) to enter your scope name.

nVision Web Output ×

Business Unit: PALMR Report ID: BGTDEV2 Help

Report Scope:  Enter your report scope. [Scope Definition](#)

Folder Name:

Retention Days:

Directory Name Template:

Enter a Folder name for your instances. Use variables to create unique Folder names. If the folder doesn't exist PS/nVision will create the folder in Report Manager.
Examples: Reports\%SFV%- %RID%.htm, %FY4% %RTT%

Content Description Template:

%RTT%

Enter a description of the report instances for identification in Report Manager. Use variables to dynamically create the descriptions.
Examples: Stmt. Rev & Exp, Vacation Register - %SFV%

Security Template:

Enter user IDs or variables to give access to report instances in the Content Repository.
Examples: "U:VP1;U:SMITHJ", "U:VP1;R:Manager", "%DES.DEPTID.OPRID.OPRID%"

8. After entering your scope name in the Report Scope field, click OK. You will return to the nVision Report Request tab.

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > PS/nVision ▾ > Define Report Request

ORACLE

nVision Report Request | Advanced Options

Business Unit: PALMR Report ID: BGTDEV2 Copy to Another Business Unit / Clone

Report Title: Budget Dev Desig/Rest FY17-18 x Transfer to Report Books
Process Monitor
Report Manager
Share This Report Request

*Layout: BUDGET DEV DES & REST

Report Date Selection

*As Of Reporting Date: Specify ▾ 06/30/2017 [x]

*Tree As Of Date: Use As Of Reporting Date ▾
 Override Tree As of Date if Specified in Layout

Output Options Scope and Delivery Templates

*Type: Web ▾
Format: Microsoft Excel Files (.xls) ▾

Run Report

Save Return to Search Notify Add Update/Display

nVision Report Request | Advanced Options

9. Make sure that BUDGET DEV DES & REST is in the Layout field.
10. Be sure that the As Of Reporting Date is set to Specify and the date is 06/30/2017.
11. Verify that the Output Options are Web (Type) and Microsoft Excel Files (*.xls) (Format).
12. Click the Run Report button.

Process Scheduler Request

User ID BTAVEUVEU2 Run Control ID

Server Name [dropdown] Run Date 02/24/2017 [calendar icon]

Recurrence [dropdown] Run Time 3:59:31PM [Reset to Current Date/Time button]

Time Zone [dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	nVision Report	NVSRUN	nVision Report	Default [dropdown]	Default [dropdown]

OK Cancel

13. Click OK. This will return you to the nVision Report Request tab.

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > PS/nVision ▾ > Define Report Request

ORACLE

nVision Report Request | Advanced Options

Business Unit: PALMR Report ID: BGTDEV2 [Copy to Another Business Unit / Clone](#)

Report Title: Budget Dev Desig/Rest FY17-18 [Transfer to Report Books](#)

*Layout: BUDGET DEV DES & REST [Process Monitor](#)
[Report Manager](#) [Share This Report Request](#)

Report Date Selection

*As Of Reporting Date: Specify ▾ 06/30/2017 📅

*Tree As Of Date: Use As Of Reporting Date ▾
 Override Tree As of Date if Specified in Layout

Output Options

*Type: Web ▾ [Scope and Delivery Templates](#)

Format: Microsoft Excel Files (.xls) ▾

Process Instance: 1192509

[Run Report!](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

nVision Report Request | Advanced Options

14. Click Report Manager.

15. Select Cancel to continue.

Save Warning

You have unsaved data on this page. Click OK to go back and save, or Cancel to continue.

[OK](#) [Cancel](#)

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > PS/nVision ▾ > Define Report Request > Report Manager

ORACLE

List Administration Archives

View Reports For

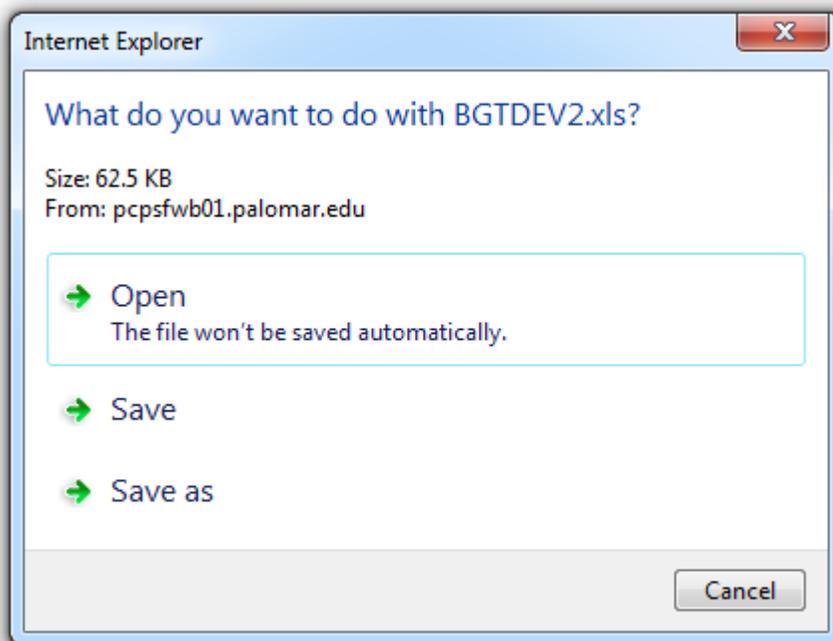
User ID Type Last Days Refresh

Status Folder Instance to

Report List Personalize | Find | View All | | First 1-10 of 10 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	973479	1192510	Budget Dev Desig/Rest FY17-18	03/24/2017 4:01:27PM	Microsoft Excel Files (*.xls)	Posted	Details

16. Make sure you are on the Administration tab. Click the Refresh button, if necessary, so that the [Budget Dev Desig/Rest FY17-18](#) description is on the screen.
17. Click the [Budget Dev Desig/Rest FY17-18](#) link.



18. Click the Open in order to open up the Budget Development nVision report.

Palomar College							
Budget Dev Desig/Rest FY17-18							
Period Ending 2017-06-30							
2017-2018 Budget Development Form							
Designated or Restricted							
Run Feb 24, 2017							
BUDGET DEV DES & REST							
Scope Name:							
BY:TFNDPRJ							
EMERGENCY MEDICAL EDUCATION							
2013-2014							
2014-2015							
2015-2016							
2016-2017							
2016-2017							
2017-2018							
Actuals							
Actuals							
Actuals							
Budget							
Actuals							
(excludes Encumb's)							
Budget Request							
Account Description	A	B	C	D	E	H	
Instr Salaries - Contract	-	-	-	-	-	-	
Non-Instr Salaries - Contract	-	-	-	-	-	-	
130010 INSTR SALARIES - OTHER	-	-	-	7,000.00	-	-	
133100 INSTRUCTIONAL ACADEMIC_HRLY	11,547.58	6,736.06	4,374.28	-	1,643.83		
133300 INSTR ACADEMIC_HRLY SUMMR	458.59	-	3.91	-	743.08		
135300 OVERLOAD_CONTRACT INSTRUC	7,036.44	7,448.61	2,617.75	-	1,458.07		
135700 OVERLOAD_SUMMER ACA_HRLY	-	1,125.57	16.07	-	-		
Instr Salaries - Other	19,042.61	15,310.24	7,012.01	7,000.00	3,844.98		
140010 NON-INSTR SALARIES - OTHER	-	-	-	4,680.00	-		
144100 NON-INSTRUCT ACADEMIC_HRLY	-	-	-	-	1,982.22		
Non-Instr Salaries - Other	-	-	-	4,680.00	1,982.22		
Academic Salaries Subtotal	19,042.61	15,310.24	7,012.01	11,680.00	5,827.20	-	
Non-Instr Salaries - Reg	-	-	-	-	-		
Instr Aides - Reg	-	-	-	-	-		
Non-Instr Salaries - Other	-	-	-	-	-		
240010 INSTR AIDES - OTHER	-	-	-	27,622.00	-		
241100 HRLY INSTR AIDE_DIRECT INSTR	9,773.77	27,925.15	34,972.85	-	16,126.06		
Instr Aides - Other	9,773.77	27,925.15	34,972.85	27,622.00	16,126.06		
Non Acad Salaries Subtotal	9,773.77	27,925.15	34,972.85	27,622.00	16,126.06	-	
310010 STRS	-	-	-	1,069.00	-		
311101 STRS ACADEMIC INSTRUCTORS	1,557.63	1,336.90	668.83	-	483.70		
311301 STRS OTHERACA NONINSTRUCT	-	-	-	-	249.36		
STRS	1,557.63	1,336.90	668.83	1,069.00	733.06		
320010 PERS	-	-	-	56.00	-		
322302 PERS INSTR AIDE DIRECT INSTR	65.45	330.50	194.33	-	55.97		
PERS	65.45	330.50	194.33	56.00	55.97		
330010 FICA & MEDICARE (OASDI)	-	-	-	824.00	-		
332302 FICA INSTR AIDE DIRECT INSTR	411.24	992.73	1,385.99	-	502.42		
335101 MEDCA ACADEM INSTRUCTORS	276.17	222.02	101.71	-	55.77		
335301 MEDCA OTH ACA NONINSTRUCT	-	-	-	-	28.75		
336302 MEDCA INSTR AIDE DIRECT INSTR	132.53	404.92	507.13	-	235.86		
Old Age/Survivors/Disability	819.94	1,619.67	1,994.83	824.00	822.80		
Health & Welfare	-	-	-	-	-		
350010 STATE UNEMP INSURANCE	-	-	-	44.00	-		
351101 UNEMP ACADEMIC INSTRUCTOR	39.33	28.28	13.17	-	5.18		
351301 UNEMP OTH ACA NONINSTRUCT	-	-	-	-	2.67		
352302 UNEMP INSTR AIDE DIRECT INST	18.94	51.66	55.08	-	21.97		
State Unemployment Ins	58.27	79.94	68.25	44.00	29.82		
360010 WORKER'S COMP	-	-	-	432.00	-		
361101 WC ACADEMIC INSTRUCTORS	325.84	266.89	131.37	-	72.06		

19. There are three tabs at the bottom of the spreadsheet. Please read the Instructions and FAQ's tabs. Keep in mind that budgeting is done at the budget pool level, not the individual expenditure account level. If it is easier for you to fill in individual budget values for each expense account, be sure to total the amounts for the pool. Remember that Fiscal Services must have all of the chartfield values (fund, department, program, project/grant, class, and account) for each Budget Development Form submitted.

20. Save the spreadsheet and submit it according to the timetable calendar.

21. Submit grant document or award letters, if available at this time.

PALOMAR COMMUNITY COLLEGE DISTRICT
2017-18 BUDGET DEVELOPMENT
FREQUENTLY ASKED QUESTIONS

UNRESTRICTED 000000

Q. How do I develop my budget?

- A. Unrestricted budgets are being input by Fiscal Services using the FY16-17 Adopted discretionary budgets.

DESIGNATED & RESTRICTED

Q. What do I have to budget?

- A. Fiscal Services will budget all salaried positions. We will also budget all benefits. Your responsibility is to budget hourly and overtime in 130010, 140010, 230010 and 240010 salaries, 400010 supplies, 500010 other operating expenses, 600010 capital outlay, and 700010 other outgo. Fiscal will work with departments with unique needs, as required.

Q. I still need to know projected fringe benefit rates to do my own forecasting. Where can I get those rates?

- A. You can use the FY16-17 Benefits Worksheet under the Budget section on the Fiscal Services webpage. Please note that Fiscal Services is in the process of gathering the FY17-18 benefit rates and will update its webpage as soon as it has all of the information.

Q. Do I add in my expected carryover?

- A. No, please budget **only** FY17-18 anticipated income and expense. If you have an award letter, please submit it along with the budget development form. If you have a material fees project, you need to review the actual costs and the amount of fees collected in conjunction with your budget preparation.

Q. What if I do not know what the award will be for next year?

- A. A general rule of thumb is to budget 80% to 90% of the prior year's award. You should be as conservative as possible to avoid overspending, if the final award is less than expected.

Q. What if a project is not continuing next year?

- A. Print out the budget development form, leave the request for FY17-18 blank, and note on the form in red ink **"Discontinued."**

Q. Who do I call for help?

- A. For general nVision questions, call the Helpdesk at ext. 2140.
For nVision training, call David Rice at ext. 3112.
For general budget questions, call Mary Vorhis at ext. 3992 or Brandi Taveuveu at ext. 2880.
For restricted/categorical questions, call Pai Wang-Smith at ext. 2896.
For any other questions, call Carmen Coniglio at ext. 2215.