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## **2022-2023 BUDGET DEVELOPMENT**

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**INSTRUCTIONS, GUIDELINES AND CALENDAR**

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## FISCAL SERVICES - BUDGET CALENDAR - FY 2022-2023

January 10, 2022	Governor 2022-2023 Proposed Budget.
February 8, 2022	Budget Committee (BC) begins review of 2022-2023 Governor's Proposal.
March 16, 2022	Prioritization of PRP Resource Requests completed at Division Level.
March 22, 2022	One-time requests presented to Budget Committee.
March 25, 2022	Fiscal Services projects salaries with grade/step impacts (including benefits) and fixed non-discretionary costs. Fiscal Services runs budget reports as of February 28, 2022, for General Fund 11, Unrestricted Discretionary budget pool accounts (230010, 240010, 400010, 500010, and 600010) and uploads into the PeopleSoft Finance database for the Tentative Budget.
April 15, 2022	Designated and Restricted budget development forms due to Fiscal Services for input into PeopleSoft Financials. Proposed budgets are acceptable. Attach grant letter, if applicable. Departments work with Pai Wang-Smith on budget development for Designated and Restricted.
April 19, 2022	Executive Cabinet and Budget Committee finalize review of budget assumptions.
April 22, 2022	College Council begins review of budget assumptions.
May 6, 2022	College Council finalizes review of budget assumptions <sup>1</sup> .
May 15-20, 2022	Review May revision and adjust assumptions and tentative budget as necessary.
June 1, 2022	Tentative Budget finalized and printed for Governing Board approval.
June 7, 2022	Tentative Budget presented to Governing Board for approval.
June 30, 2022	State adopts the Budget.
July 1, 2022	Departments submit budget adjustments for all funds and can request additional funds for their General Fund 11, Unrestricted Discretionary budgets.
July 15, 2022	College Council recommends prioritized resource allocation distribution.
August 1, 2022	Superintendent/President determines one-time request allocation and submits to budget. Restricted (final) budgets submitted to Fiscal Services.
August 16, 2022	Executive Cabinet and Budget Committee review draft adopted budget.
August 19, 2022	College Council reviews draft adopted budget.
August 31, 2022	Fiscal Services finalizes revisions to <b>Adopted Budget</b> .
Sept. 1-2, 2022	Proposed <b>Adopted Budget</b> available for Public Inspection.
Sept. 6, 2022	Proposed <b>Adopted Budget</b> presented to Governing Board. Governing Board holds public hearing on proposed <b>Adopted Budget</b> .

<sup>1</sup> Adjustments will be made based on the May Revision and State Adopted Budget.

Created: February 7, 2022

Updated: March 16, 2022

## **Budget Development Form Directions**

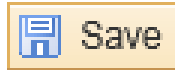
### **GENERAL NOTES:**

If you have never had nVision training, please contact Sergio Almaraz at ext. 3214. nVision training is mandatory before proceeding with the Budget Development Form Directions, only if you have never had it.

The budget development form should be completed using Excel, rather than hand-writing your request, for the formulas to be calculated properly.

Use Google Chrome or Mozilla Firefox for accessing PeopleSoft. *Internet Explorer* is not recommended.

Whenever you are presented with a Save button



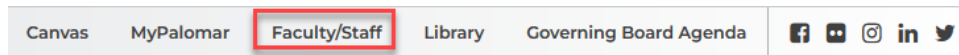
click on this before continuing or navigating away from the screen.

## Budget Development

### Part I – Logging into PeopleSoft Financials

Logon to PeopleSoft Financials by navigating to the Palomar College homepage from a network device or VMware Virtual Machine\*. Find and select the Faculty/Staff shortcut toward the top center of the page and then find and click the Single Sign-On (SSO) hyperlink.

<https://www.palomar.edu/employees/>



## Faculty & Staff Useful Links


- Business Services
- MyPalomar
- Palomar College Photography
- Palomar Email
- Payroll Services
- Purchasing

### • Single Sign-On (SSO)

- Teach Anywhere
- Team Life
- WordPress Central

**\*NOTE:** PeopleSoft Financials is only accessible from the Palomar College network; it cannot be accessed from your home wifi/internet without first connecting to a VMware Virtual Desktop or a Remote Desktop on campus.

Once you have reached the SSO login screen, enter your credentials (Username and Password) and click Login. Next, find and select the Oracle PeopleSoft Financials (PALF9PRD) tile; if this tile is missing, please contact [helpdesk@palomar.edu](mailto:helpdesk@palomar.edu) and request this tile be added to your SSO Portal.




Student Login: Full Email (JDoe1234@student.palomar.edu)  
Employee Login: Username (JDoe)


**Username**


**Password**


**Login**

**Default Group**

  
**3PD Portal**

  
**Academic Technology Support**

  
**Comet Connect**

  
**Financials (PALF9PRD)**

## Part II – Budget Responsibilities

### NOTES:

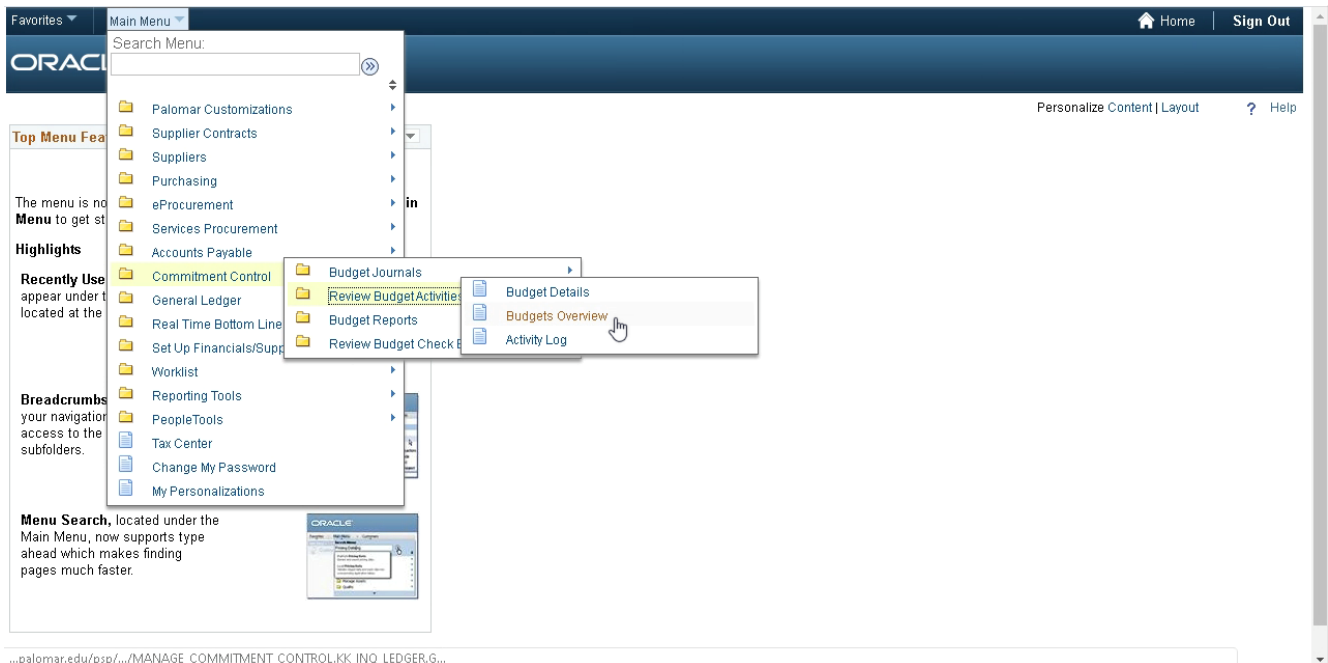
For FY22-23, you will be responsible for constructing Designated and Restricted budgets.

**Designated funds include Materials Fees, Catalog Sales, or Ticket/Gate/Program Sales. Restricted funds include Grants (Local/State/Federal), Parking Sticker Fees, and Wellness Center Fees.**

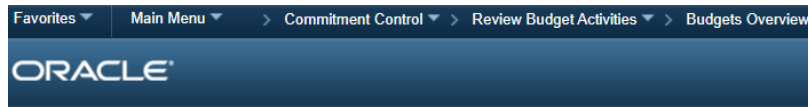
**These are very distinct funds and require different Scopes setup to locate and manage (see Section III for Scope instructions).**

**This section will demonstrate how to locate all funds that you will be responsible for creating budgets.**

1. From the Main Menu Bar, select Commitment Control, Review Budget Activities, Budgets Overview



## 2. Select the "Search" Button



### Budgets Overview


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**

Use Saved Search:

Inquiry Name  begins with

**Search** [Clear](#) [Basic Search](#)  [Save Search Criteria](#) [Delete Saved Search](#)

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

3. This will bring up the "Budget Inquiry Criteria" options. Make sure that (A) Ledger Group/Set shows "Ledger Inquiry Set" as the option chosen and (B) Ledger Inquiry Set shows "Combined" as the option chosen.

[Favorites](#) > [Main Menu](#) > [Commitment Control](#) > [Review Budget Activities](#) > [Budgets Overview](#)

---

**Budget Inquiry Criteria**  
**Budget Overview**

Inquiry BO Description For testing

**Budget Type**

\*Business Unit PALMR

Ledger Group/Set Ledger Inquiry Set

Ledger Inquiry Set COMBINED

☐ View Stat Code Budgets

**Time Span**

\*Type of Calendar Detail Budget Period

**Budget Criteria** Personalize | Find | View All | First 1-2 of 2 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	PROJ_GRT	FY	2022	2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	REVENUES	FY	2022	2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%			Update/Add

**Budget Status**

☒ Open

☒ Closed

**Budget Type**

\*Business Unit PALMR

**A** Ledger Group/Set Ledger Inquiry Set

**B** Ledger Inquiry Set COMBINED

☐ View Stat Code Budgets

By selecting the drop down menu, you can choose "Ledger Inquiry Set" if it has not been selected.

4. Locate the "Dept" field under the "ChartField Criteria" section (you may need to scroll down depending on the size of your screen).


[Favorites](#) ▾ | 
 [Main Menu](#) ▾ | 
 > [Commitment Control](#) ▾ | 
 > [Review Budget Activities](#) ▾ | 
 > [Budgets Overview](#)

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**ORACLE**

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Budget Inquiry Criteria  
Budget Overview

Inquiry BO Description  





**Budget Type**





\*Business Unit   
 Ledger Group/Set  ▾ 
 Ledger Inquiry Set  

☐ View Stat Code Budgets

























**TimeSpan**

\*Type of Calendar  ▾

**Budget Criteria** Personalize | Find | View All |   First  1-2 of 2  Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	PROJ_GRT	FY	<input type="text" value="2022"/> 	<input type="text" value="2022"/> 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	REVENUES	FY	<input type="text" value="2022"/> 	<input type="text" value="2022"/> 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/> 	<input type="text" value="%"/> 		<input type="text" value=""/> 	<a href="#">Update/Add</a>
Dept	<input type="text" value="551100"/> 	<input type="text" value="%"/> 		<input type="text" value=""/> 	<a href="#">Update/Add</a>
Fund	<input type="text" value="%"/> 	<input type="text" value="%"/> 		<input type="text" value=""/> 	<a href="#">Update/Add</a>
Class	<input type="text" value="%"/> 	<input type="text" value="%"/> 		<input type="text" value=""/> 	<a href="#">Update/Add</a>
Program	<input type="text" value="%"/> 	<input type="text" value="%"/> 		<input type="text" value=""/> 	<a href="#">Update/Add</a>
Project	<input type="text" value="%"/> 	<input type="text" value="%"/> 		<input type="text" value=""/> 	<a href="#">Update/Add</a>

**Budget Status**

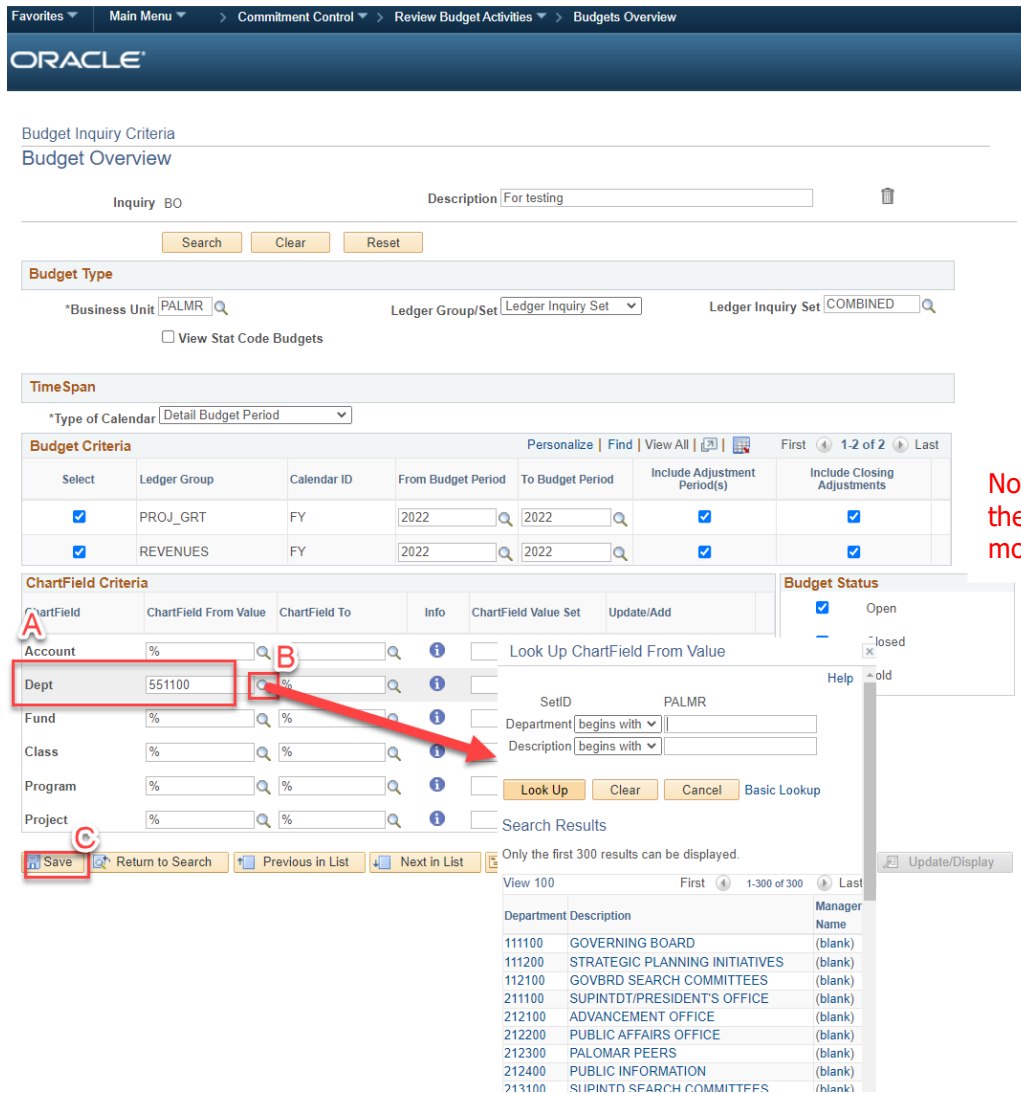
☒ Open

☒ Closed

☒ Hold

5. In the "Dept" field (A) you need to enter your Department ID Code. You should already be in possession of this. If not, please contact Fiscal Services. If you have been given a code and simply forgotten it, you can also conduct a search by clicking on the (B) search tool (small magnifying glass icon to the right). This will bring up the "Look Up Clarification Value" window. You can scroll in this window until you locate your Department, then click on the name of your Department to enter the Department ID Code into the field.

Once you have selected your Department ID code, click (C) on the "Save" button at the bottom of the screen.



The screenshot shows the Oracle Budget Inquiry Criteria screen. The breadcrumb trail is: Favorites > Main Menu > Commitment Control > Review Budget Activities > Budgets Overview. The page title is "ORACLE". Below the title, the "Budget Inquiry Criteria" section is visible, with "Budget Overview" selected. The "Inquiry BO" field is set to "For testing". The "Budget Type" section shows "Business Unit" as "PALMR", "Ledger Group/Set" as "Ledger Inquiry Set", and "Ledger Inquiry Set" as "COMBINED". The "TimeSpan" section shows "Type of Calendar" as "Detail Budget Period". The "Budget Criteria" table has two rows: "PROJ\_GRT" and "REVENUES", both with "FY" as the "Calendar ID" and "2022" as the "From Budget Period" and "To Budget Period". The "ChartField Criteria" table has columns: "ChartField", "ChartField From Value", "ChartField To", "Info", "ChartField Value Set", and "Update/Add". The "Dept" row is highlighted with a red box and labeled "A". The "Look Up ChartField From Value" window is open, showing a search for "551100". The "SetID" is "PALMR", and the "Department" is "GOVERNING BOARD". The "Description" is "GOVERNING BOARD". The "Look Up" button is labeled "B". The "Save" button at the bottom is labeled "C".

**Note:** If there is a save button, then you want to save before moving on to next step

**Note:** If there is a save button, then you want to save before moving on to next step

6. Once you have saved your criteria, scroll back up the top of your screen (if necessary) and select (A) "Search." This will result in displaying budget information for the respective time period that has been requested. The important field to notice in this window is the "Project" field (see next page).

[Favorites](#) ▾ | 
 [Main Menu](#) ▾ | 
 [Commitment Control](#) ▾ | 
 [Review Budget Activities](#) ▾ | 
 [Budgets Overview](#)

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**ORACLE**

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Budget Inquiry Criteria  
Budget Overview

Inquiry BO      Description

**Budget Type**

\*Business Unit       
 Ledger Group/Set       
 Ledger Inquiry Set

☐ View Stat Code Budgets

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**Ledger Totals (27 Rows)**

Budget	3,485,200.00	Revenue Estimate	0.00
Expense	2,155,745.15	Recognized Revenue	0.00
Encumbrance	273,507.86	Available Budget	0.00
Pre-Encumbrance	15,400.00	Uncollected Revenue (Rec-Coll)	0.00
Budget Balance	1,040,546.99		
Associate Revenue	0.00		
Available Budget	1,040,546.99		

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**Budget Overview Results**

































[Personalize](#) | 
 [Find](#) | 
 [View All](#) | 
 [First](#) | 
 1-27 of 27 | 
 [Last](#)

	Ledger Group	Account	Fund	Dept	Program	Class	Project	Budget Period	Budget	Expense	Encumbr
1	PROJ_GRT	212210	11	551100	67200	10	0000000	2022	1,189,959.000	818,676.320	
2	PROJ_GRT	212610	11	551100	67200	10	0000000	2022	373,418.000	197,799.430	
3	PROJ_GRT	230010	11	551100	67200	10	0000000	2022	132,930.000	127,484.620	
4	PROJ_GRT	320010	11	551100	67200	10	0000000	2022	363,855.000	236,554.890	
5	PROJ_GRT	330010	11	551100	67200	10	0000000	2022	125,308.000	86,630.580	
6	PROJ_GRT	340210	11	551100	67200	10	0000000	2022	236,034.000	152,002.730	
7	PROJ_GRT	340310	11	551100	67200	10	0000000	2022	54,333.000	29,489.000	
8	PROJ_GRT	341210	11	551100	67200	10	0000000	2022	4,760.000	3,177.260	
9	PROJ_GRT	341310	11	551100	67200	10	0000000	2022	1,162.000	481.610	

Scroll Down to see additional information and to locate the "Project" field.



7. After you scroll lower on the screen you will see the Budgets Overview Results. You will want to make a note of all the results located in the "Project" column.

Budget Overview Results								Personalize   Find   View All    		First 1-27 of 27 Last		
		Ledger Group	Account	Fund	Dept	Program	Class	Project	Budget Period	Budget	Expense	Encumbrance
13	 	PROJ_GRT	343310	11	551100	67200	10	0000000	2022	393.000	152.320	
14	 	PROJ_GRT	344210	11	551100	67200	10	0000000	2022	2,205.000	1,442.750	
15	 	PROJ_GRT	344310	11	551100	67200	10	0000000	2022	822.000	299.660	
16	 	PROJ_GRT	345210	11	551100	67200	10	0000000	2022	882.000	588.800	
17	 	PROJ_GRT	345310	11	551100	67200	10	0000000	2022	216.000	89.300	
18	 	PROJ_GRT	348210	11	551100	67200	10	0000000	2022	65,464.000	43,702.230	
19	 	PROJ_GRT	348310	11	551100	67200	10	0000000	2022	15,977.000	6,624.390	
20	 	PROJ_GRT	350010	11	551100	67200	10	0000000	2022	7,657.000	5,659.000	
21	 	PROJ_GRT	360010	11	551100	67200	10	0000000	2022	26,078.000	17,968.950	
22	 	PROJ_GRT	370010	11	551100	67200	10	0000000	2022	620.000	325.450	
23	 	PROJ_GRT	400010	11	551100	67200	10	0000000	2022	7,000.000	3,838.870	
24	 	PROJ_GRT	400010	12	551100	67750	10	1112020	2022	124,434.000	19,960.900	
25	 	PROJ_GRT	500010	11	551100	67200	10	0000000	2022	324,824.000	36,608.930	272.4
26	 	PROJ_GRT	500010	12	551100	67750	10	1112020	2022	351,694.000	351,693.330	
27	 	PROJ_GRT	600010	12	551100	67750	10	1112020	2022	70,482.000	11,523.740	

Please note the following designations in relation to the Project column, you will use these when defining scope in Part III:

- 0000000 • A Project showing only seven (7) zeros is Unrestricted funds
- 08----- • A Project starting with 08 indicates *Designated* funds
- 1----- • A Project starting with 1 indicates *Restricted* funds
  - 1112--- • Indicates a Federal Grant
  - 1612--- • Indicates a State Grant
  - 1812--- • Indicates a Local Grant



For assistance on setting up budgets for any projects that are Restricted, please contact Pai Wang-Smith, Accountant, Fiscal Services.

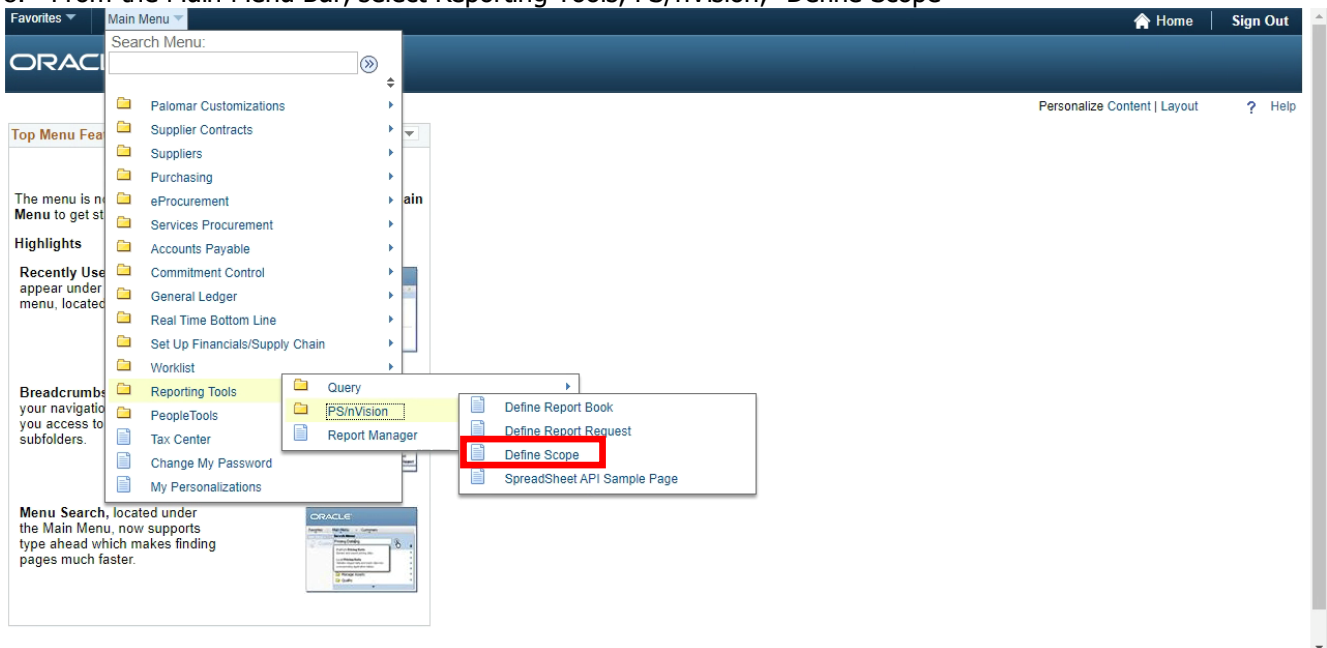
## Part III - Scope Definition

### NOTES:

**Defining the Scope will allow you to filter the information you are presented so that you are only seeing data that is relevant to your particular department. Scope is particular to each Department and should have already been given to you by Fiscal Services during nVision training. This predefined Scope will be used for budget development.**

**If you do not have a predefined scope, please contact Sergio Almaraz at ext. 3214, Susan Garland at ext. 3047, Pai Wang-Smith at ext. 2896, or Brandi Taveuveu at ext. 2880 to create one.**

8. From the Main Menu Bar, select Reporting Tools, PS/nVision, "Define Scope"



9. Under the Scope Definition, you will need to make sure you are on the Find an Existing Value tab.

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

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**ORACLE**

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**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

10. The SetID should be PALMR. You can (A) type PALMR or (B) select it from the magnifying glass.

Navigation: 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 🔍 **B**

Report Scope: begins with ▾ **A**

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

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

Look Up SetID

SetID begins with ▾

Description begins with ▾

Look Up | Clear | Cancel | Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

SetID	Description
ASGPC	Associated Students of PCCD
MODEL	Model Business Rules
PALMR	Palomar Community College

11. For Report Scope, type in the name of your Scope. This is the same Scope used for the Account Activity report for regular review of a Department's finances. We will use this to generate 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: 

begins with ▾

 PALMR 

x




**Report Scope:**

begins with ▾

Search

Clear

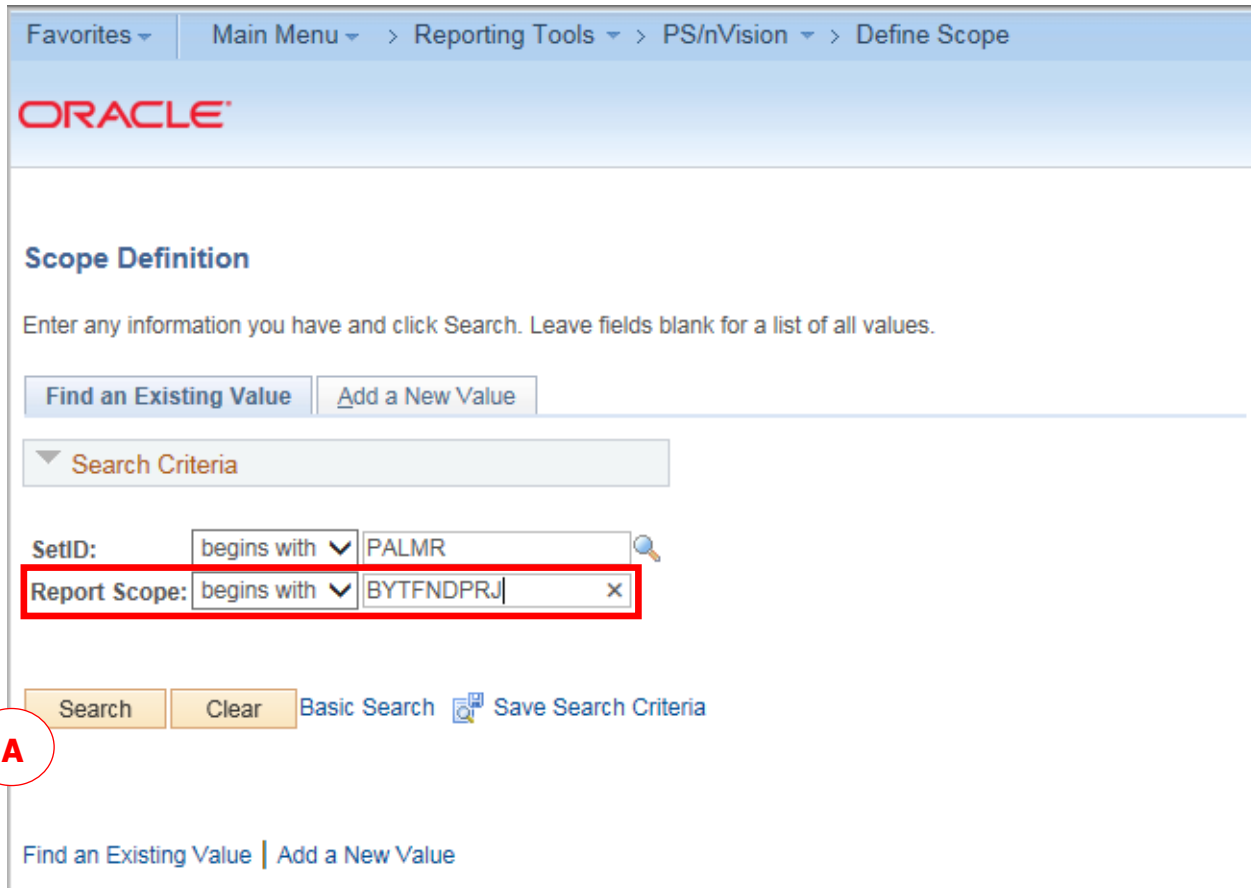
Basic Search 

Save Search Criteria

Find an Existing Value

Add a New Value

12. The following is only an example, **do not use Scope BYTFNDPRJ as your Scope** (remember, your Scope is particular to your Department):



Navigation: 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 🔍

**Report Scope: begins with ▾ BYTFNDPRJ ✕**

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

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

- (A) Once you have completed your Report Scope (typed in the name of your Scope), select "Search"

(B) This will open the Scope Definition for you. In order to see all of the fields within your scope, you will need to (A) select View All. Reviewing your Scope gives you the opportunity to verify your Scope fields.

Your Scope fields are filters that help PeopleSoft Financials deliver the information that is specific to your Department.

If you do not need to make any changes to your Scope, then you are ready to run your report (you will simply verify Department codes or Project codes and select (B) "Save". If you do have to make changes to your scope, change Department codes or Project codes to the inquiry criteria and then (B) select "Save" so that you can run your report.

Do not attempt to add more than one value (C) under each field. Doing so at this time will cause an error.



### Scope Definition

SetID: PALMR Report Scope: BYTFNDPRJ

Description: BRAND'S BUDGET Business Unit: PALMR

Field Combination Table:

**Scope Fields** Find | View All First 1 of 2 Last

\*Field Name: FUND\_CODE Fund Code

\*How Specified: Selected Detail Values

☐ Business Unit Keyed Tree

Value Table: FUND\_TBL

Personalize | Find | View All | 1 of 1 Last

Select Value

1 11

Save Return to Search Notify Add Update/Display



Screen View prior to "View All"

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

**ORACLE**

### Scope Definition

SetID: PALMR Report Scope: BYTFNDPRJ

Description: BRAND'S BUDGET Business Unit: PALMR

Field Combination Table:

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

\*Field Name: FUND\_CODE Fund Code

\*How Specified: Selected Detail Values

☐ Business Unit Keyed Tree

Value Table: FUND\_TBL

Personalize | Find | View All | 1 of 1 Last

Select Value

1 12

\*Field Name: PROJECT\_ID Project

\*How Specified: Selected Detail Values

☐ Business Unit Keyed Tree

Value Table: PAL\_PROJECT\_VW

Personalize | Find | View All | 1 of 1 Last

Select Value

1 1812460

Save Return to Search Notify Add Update/Display



Screen View after selecting "View All" • You can see that all Scope Fields for this example Scope are shown (There are 2)

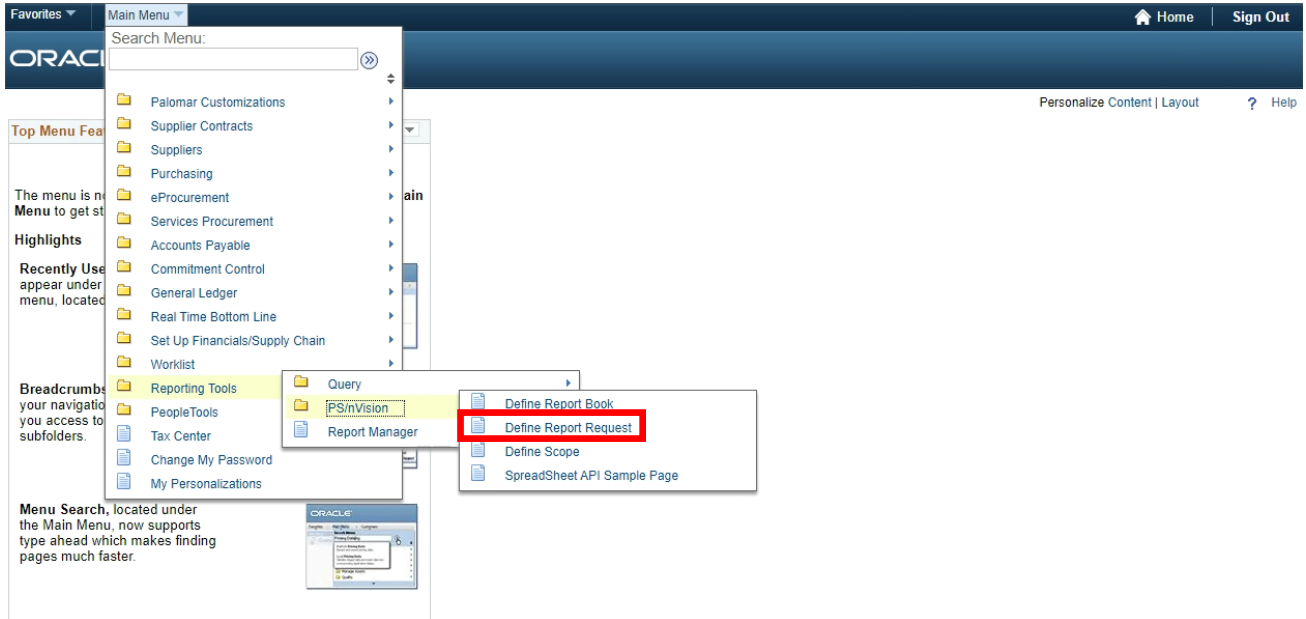
**B**

**C**

Note: If there is a save button, then you want to save before moving on to next step

## Part IV - 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" – Do not enter anything for "Description"
4. Click Search

Navigation: 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

**4** Search | Clear | Basic Search 🔍 | Save Search Criteria

---

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

5. Select the appropriate Report ID in the Search Results:
  - a. Designated/Restricted projects should use "BGTDEV2 – Budget Dev Desig/Rest FY22-23." Instructions for these settings are covered in the following sections.

[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  PALMR



Report ID  BGT

Description

☐ Case Sensitive

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

### Search Results

[View All](#) | 
 First  | 
 1-3 of 3 | 
 Last 

Business Unit	Report ID	Description
PALMR	BGTDEV1	Budget Dev Unrest FY22-23
PALMR	BGTDEV2	Budget Dev Desig/Rest FY22-23
PALMR	BGTDEV3	Budget Forecast FY 21

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

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

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ORACLE

nVision Report Request | Advanced Options | Query Prompts


**Designated/Restricted Funds**

Business Unit: PALMR Report ID: BGTDEV2
 [Copy to Another Business Unit / Clone](#)  
[Delete This Report Request](#)  
[Transfer to Report Books](#)  
[Process Monitor](#)  
[Report Manager](#)  
[Share This Report Request](#)

Report Title: Budget Dev Desig/Rest FY22-23

\*Layout: BUDGET DEV DES & REST

**Report Date Selection**

\*As Of Reporting Date: Specify 06/30/2022 

\*Tree As Of Date: Use As Of Reporting Date

☒ Override Tree As of Date if Specified in Layout


**Output Options**

\*Type: Web

\*Format: Microsoft Excel Files (\*.xls)

[Scope and Delivery Templates](#)

[Run Report](#)

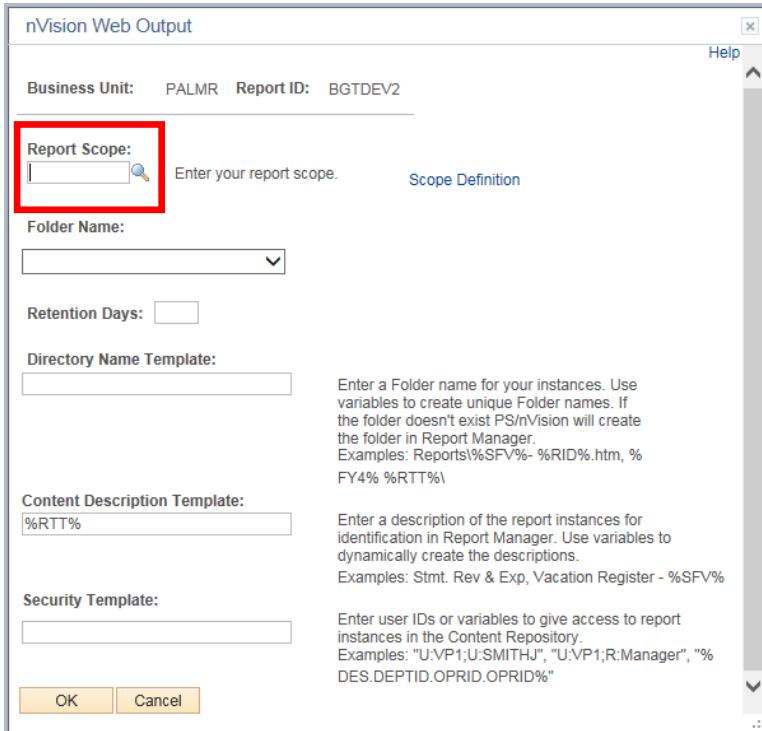
 Save
[Return to Search](#)
[Notify](#)
[Add](#)
[Update/Display](#)

[nVision Report Request](#) | [Advanced Options](#) | [Query Prompts](#)

You will need to click on *Scope and Delivery Templates*, prior to "Run Report" – this is a critical step that is often missed.

Note: If there is a save button, then you want to save before moving on to next step

7. After clicking on [Scope and Delivery Templates](#), enter your scope name and then click OK.

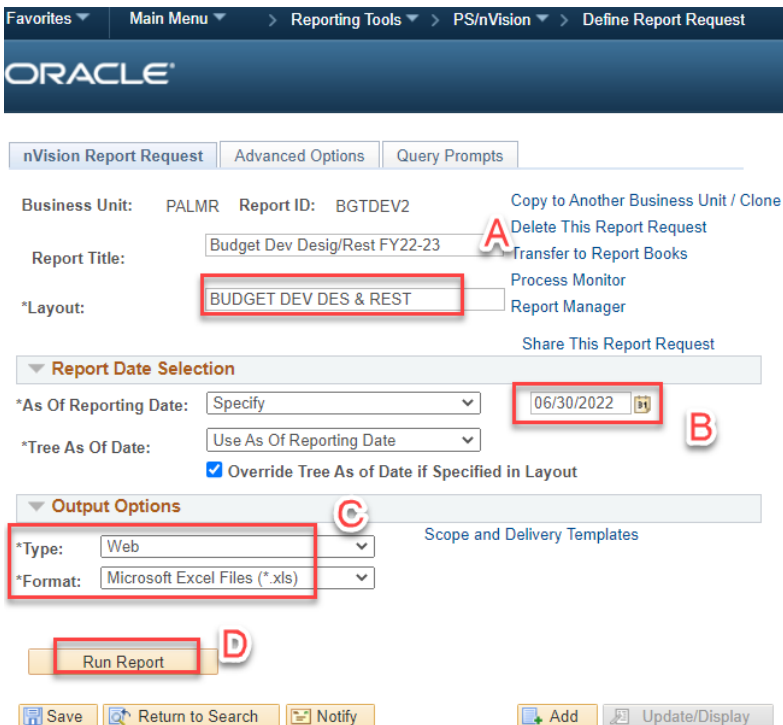


The dialog box is titled "nVision Web Output". It contains the following fields and options:

- Business Unit:** PALMR
- Report ID:** BGTDEV2
- Report Scope:** A text input field with a magnifying glass icon, highlighted with a red box. To its right is the text "Enter your report scope." and a link "Scope Definition".
- Folder Name:** A dropdown menu.
- Retention Days:** A text input field.
- Directory Name Template:** A text input field. To its right is a detailed instruction: "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:** A text input field containing "%RTT%". To its right is an instruction: "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:** A text input field. To its right is an instruction: "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%'".
- Buttons:** OK and Cancel.

**Designated/Restricted Funds**

8. After entering your scope name in the Report Scope field and having clicked OK, you will return to the nVision Report Request tab.



The screenshot shows the "nVision Report Request" window with the "Advanced Options" tab selected. The breadcrumb trail is: Favorites > Main Menu > Reporting Tools > PS/nVision > Define Report Request. The Oracle logo is at the top left.

Business Unit: PALMR Report ID: BGTDEV2

Report Title: Budget Dev Desig/Rest FY22-23

\*Layout: BUDGET DEV DES & REST

**Report Date Selection**

\*As Of Reporting Date: Specify 06/30/2022

\*Tree As Of Date: Use As Of Reporting Date

☒ Override Tree As of Date if Specified in Layout

**Output Options**

\*Type: Web

\*Format: Microsoft Excel Files (\*.xls)

Buttons: Run Report, Save, Return to Search, Notify, Add, Update/Display.

**Designated/Restricted Funds**

- (A) For Designated or Restricted, make sure that BUDGET DEV DES & REST is in the Layout field.
- (B) Be sure that the As Of Reporting Date is set to Specify and the date is 06/30/2022.
- (C) Verify that the Output Options are Web (Type) and Microsoft Excel Files (\*.xls) (Format).
- (D) Click the Run Report button.

9. Confirm or select nVision Report, then click OK. This will return you to the nVision Report Request tab.

## Process Scheduler Request

[Help](#)

User ID SALMARAZ

Run Control ID

Server Name PSNT

Run Date 03/25/2022



Recurrence

Run Time 10:26:43AM

Reset to Current Date/Time

Time Zone



## Process List

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

OK

Cancel



## 10. Click Report Manager.

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

**ORACLE**

[nVision Report Request](#) | [Advanced Options](#) | [Query Prompts](#)

Business Unit: PALMR Report ID: BGTDEV2 [Copy to Another Business Unit / Clone](#)  
[Delete This Report Request](#)  
[Transfer to Report Books](#)  
[Process Monitor](#)  
[Report Manager](#) (highlighted)  
[Share This Report Request](#)

Report Title: Budget Dev Desig/Rest FY22-23

\*Layout: BUDGET DEV DES & REST

**Report Date Selection**  
 \*As Of Reporting Date: Specify 06/30/2022  
 \*Tree As Of Date: Use As Of Reporting Date  
☒ Override Tree As of Date if Specified in Layout

**Output Options**  
 \*Type: Web  
 \*Format: Microsoft Excel Files (\*.xls)

[Run Report](#)

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

nVision Report Request | Advanced Options | Query Prompts

**Designated/Restricted Funds**

## 11. Select Cancel or No to continue (this depends on the browser you are using – check this).

Save Warning

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

OK Cancel (highlighted)

Save Warning

Do you want to save your changes? Click Yes to go back and save, or No to discard your changes.

Yes No (highlighted)

12. Make sure you are on the Administration tab. Click the (A) Refresh button, if necessary, so that the [Budget Dev Desig/Rest FY22-23](#) description is on the screen.13. Click the [Budget Dev Desig/Rest FY22-23](#) link.

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

**ORACLE**

[List](#) | [Explorer](#) | [Administration](#) (highlighted) | [Archives](#)

View Reports For

User ID: SALMARAZ Type: Last 1 Days  
 Status: Folder: Instance: to:

Refresh (highlighted)

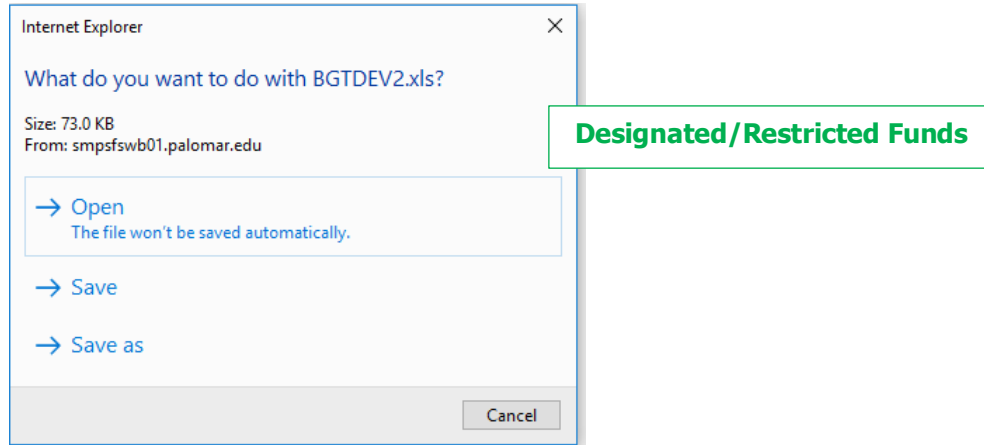
Report List

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1374267	1525938	Budget Dev Desig/Rest FY22-23 (highlighted)	03/25/2022 11:31:52AM	Microsoft Excel Files (*.xls)	Posted	Details

**Designated/Restricted Funds**

When using Internet Explorer these dialog boxes will appear (again, using IE is not recommended) when downloading the Budget Development File. You will choose "Open" to engage Excel and allow you to view your Report.

When using Chrome, the file download will automatically begin (usually noted in the lower left hand corner of the browser). You can open the file by clicking on the icon that appears after the download has been completed.



Clicking on "Open" will launch Excel and open the Budget Development nVision Report.

## Designated/Restricted Funds

Palomar College											
Budget Dev Design/Rest FY22-23											
Period Ending 2022-06-30											
2022-2023 Budget Development Form											
Designated or Restricted											
Run Mar 25, 2022											
BUDGET DEV DES & REST											
Scope Name: PS 100T											
Fund: 12											
Deptid: 336100											
Program: 60100											
Class: 10											
Project/Grant: 1812440											
GENERAL RESTRICTED SUBFUND											
PUBLIC SAFETY PROGRAM											
ACADEMIC ADMINISTRATION											
PALOMAR MAIN CAMPUS											
PUBLIC SAFETY TEST											
2018-2019											
Actuals											
2019-2020											
Actuals											
2020-2021											
Actuals											
2021-2022											
Budget											
2021-2022											
Actuals (excludes Encumb's)											
2022-2023											
Budget Request											
Account Description											
A B C D E H											
35	730010	FICA & MEDICARE (OASDI)	-	-	-	1,349.00	-	-	-	-	-
36	730011	CASIDIER	-	-	-	-	-	659.81	-	-	-
37	730012	MEDICER	-	-	-	-	-	239.81	-	-	-
38	730102	MEDICA CLASSIFIED	206.79	220.34	232.18	-	-	-	-	-	-
39		<b>Old Age/Survivors/Disability</b>	<b>206.79</b>	<b>220.34</b>	<b>232.18</b>	<b>1,349.00</b>	<b>899.42</b>	-	-	-	-
40	740210	MEDIC CLS	-	-	-	6,253.00	-	-	-	-	-
41	740252	MEDIC CLASSIFIED	-	-	-	-	-	3,236.50	-	-	-
42	740210	DENT CLS	-	-	-	-	-	85.00	-	-	-
43	740252	DENT CLASSIFIED	-	-	-	-	-	56.66	-	-	-
44	740210	VISION CLS	-	-	-	-	-	45.00	-	-	-
45	740252	VISION CLASSIFIED	-	-	-	-	-	25.76	-	-	-
46	740210	LIFE CLS	-	-	-	-	-	23.00	-	-	-
47	740252	LIFE CLASSIFIED	-	-	-	-	-	11.90	-	-	-
48	740210	LTD CLS	-	-	-	-	-	19.00	-	-	-
49	740252	LTD CLASSIFIED	-	-	-	-	-	8.02	-	-	-
50	740210	LTC CLS	-	-	-	-	-	16.00	-	-	-
51	740252	LTC CLASSIFIED	-	-	-	-	-	9.18	-	-	-
52	740210	FUTURE RETIREE HEALTH CLS	-	-	-	-	-	779.34	-	-	-
53	740210	FUTURE RETIREE HEALTH CLS	-	-	-	-	-	1,169.00	-	-	-
54		<b>Health &amp; Welfare</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,622.00</b>	<b>4,187.36</b>	-	-	-	-
55	750010	STATE UNEMP INSURANCE	-	-	-	-	-	89.00	-	-	-
56	750011	UNEMPHER	-	-	-	-	-	58.84	-	-	-
57	750102	UNEMPLOYMENT CLASSIFIED	7.15	7.61	8.03	-	-	-	-	-	-
58		<b>State Unemployment Ins</b>	<b>7.15</b>	<b>7.61</b>	<b>8.03</b>	<b>89.00</b>	<b>58.84</b>	-	-	-	-
59	760010	WORKERS COMP	-	-	-	-	-	277.00	-	-	-
60	760102	WC CLASSIFIED	212.38	225.01	250.61	-	-	184.54	-	-	-
61		<b>Workers' Comp</b>	<b>212.38</b>	<b>225.01</b>	<b>250.61</b>	<b>277.00</b>	<b>184.54</b>	-	-	-	-
62	770010	APPLE	-	-	-	-	-	398.00	-	-	-
63	770102	APPLE CLASSIFIED	356.52	362.13	400.28	-	-	146.92	-	-	-
64		<b>Local Retirement Systems</b>	<b>356.52</b>	<b>362.13</b>	<b>400.28</b>	<b>398.00</b>	<b>146.92</b>	-	-	-	-
65		<b>Other Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	-	-	-	-
66		<b>Employee Benefits Subtotal</b>	<b>782.84</b>	<b>815.09</b>	<b>891.10</b>	<b>13,775.00</b>	<b>8,163.87</b>	-	-	-	-
67		<b>Supplies &amp; Materials</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>803.00</b>	<b>-</b>	-	-	-	-
68	740010	SUPPLIES & MATERIALS	-	-	-	-	-	-	-	-	-
69	743000	SUPPLIES/MATERIAL INSTRUCT	10,576.49	4,259.42	3,080.00	-	-	550.00	-	-	-
70		<b>Supplies &amp; Materials Subtotal</b>	<b>10,576.49</b>	<b>4,259.42</b>	<b>3,080.00</b>	<b>803.00</b>	<b>550.00</b>	-	-	-	-
71		<b>Postage</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	-	-	-	-
72	755100	POSTAGE	13.10	-	-	-	-	-	-	-	-
73	755100	MAINTENANCE AGREEMENT EQUIP	603.76	845.00	-	-	-	-	-	-	-
74	755200	MAINTENANCE AGREE SOFTWARE	-	107.75	-	-	-	-	-	-	-
75	755400	REPAIRS&MAINT INSTR EQUIPMT	676.48	571.94	-	-	-	-	-	-	-
76	755750	PRINTING	11.07	13.46	-	-	-	-	-	-	-
77		<b>Other Oper Exp Subtotal</b>	<b>1,304.41</b>	<b>1,538.16</b>	<b>-</b>	<b>-</b>	<b>-</b>	-	-	-	-
78		<b>Other Oper Exp Subtotal</b>	<b>1,304.41</b>	<b>1,538.16</b>	<b>-</b>	<b>-</b>	<b>-</b>	-	-	-	-
79	7580010	UNRESTRICTED BUDGET POOL	-	-	-	6,000.00	-	-	-	-	-

- (A) There are three tabs at the bottom of the spreadsheet. Please read the General Instructions and FAQ's tabs. 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, class, and budget pool account) for each Budget Development Form submitted.**

74	7565200	MAINTENANCE AGREE, SOFTWARE
75	7565400	REPAIRS&MAINT INSTR EQUIPMT
76	7585750	PRINTING
77		<b>Other Oper Exp Subtotal</b>
78		
79	7580010	UNRESTRICTED BUDGET POOL

Bgt Dev Data

14. Submit grant document or award letters, if available at this time, with your Budget Development Report to [BudgetDevelopment@palomar.edu](mailto:BudgetDevelopment@palomar.edu). The deadline to submit is April 15, 2022.

## FREQUENTLY ASKED QUESTIONS

### **UNRESTRICTED 0000000**

#### **Q. How do I develop my budget?**

Fiscal Services projects salaries with grade/step impacts (including benefits) and fixed non-discretionary costs.

Fiscal Services will run budget reports as of February 28, 2022, for General Fund 11, Unrestricted Discretionary budget pool accounts (230010, 240010, 400010, 500010, and 600010) and upload into the PeopleSoft Finance database for the Tentative Budget. You do not have to submit an FY22-23 budget development form for Fund 11, Unrestricted 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 FY21-22 Benefits Worksheet under the Budget section on the Fiscal Services webpage. [Budget Office – Palomar College Fiscal Services](#)  
Please note that Fiscal Services is in the process of gathering the FY22-23 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** FY22-23 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 90% to 95% 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 FY22-23 blank, and note on the form in red ink **"Discontinued."**

#### **Q. Who do I call for help?**

- A. For general nVision questions and nVision training, call Sergio Almaraz at ext. 3214.  
For general budget questions, call Susan Garland at ext. 3047 or Brandi Taveuveu at ext. 2880.  
For restricted/categorical questions, call Pai Wang-Smith at ext. 2896.  
For any other questions, call Nancy Lane at ext. 2215.