PALOMAR COLLEGE®

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2022-2023 BUDGET DEVELOPMENT

INSTRUCTIONS, GUIDELINES AND CALENDAR

Revised March 2022

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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[1].
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 **Adopted Budget**.
Sept. 1-2, 2022	Proposed **Adopted Budget** available for Public Inspection.
Sept. 6, 2022	Proposed **Adopted Budget** presented to Governing Board. Governing Board holds public hearing on proposed **Adopted Budget**.

[1] Adjustments will be made based on the May Revision and State Adopted Budget.
Created: February 7, 2022
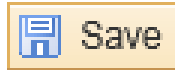Updated: March 16, 2022

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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 💾 Save **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.
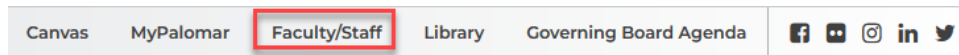
https://www.palomar.edu/employees/

*NOTE: PeopleSoft Financials is <u>only</u> 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 logon 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 and request this tile be added to your SSO Portal.

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
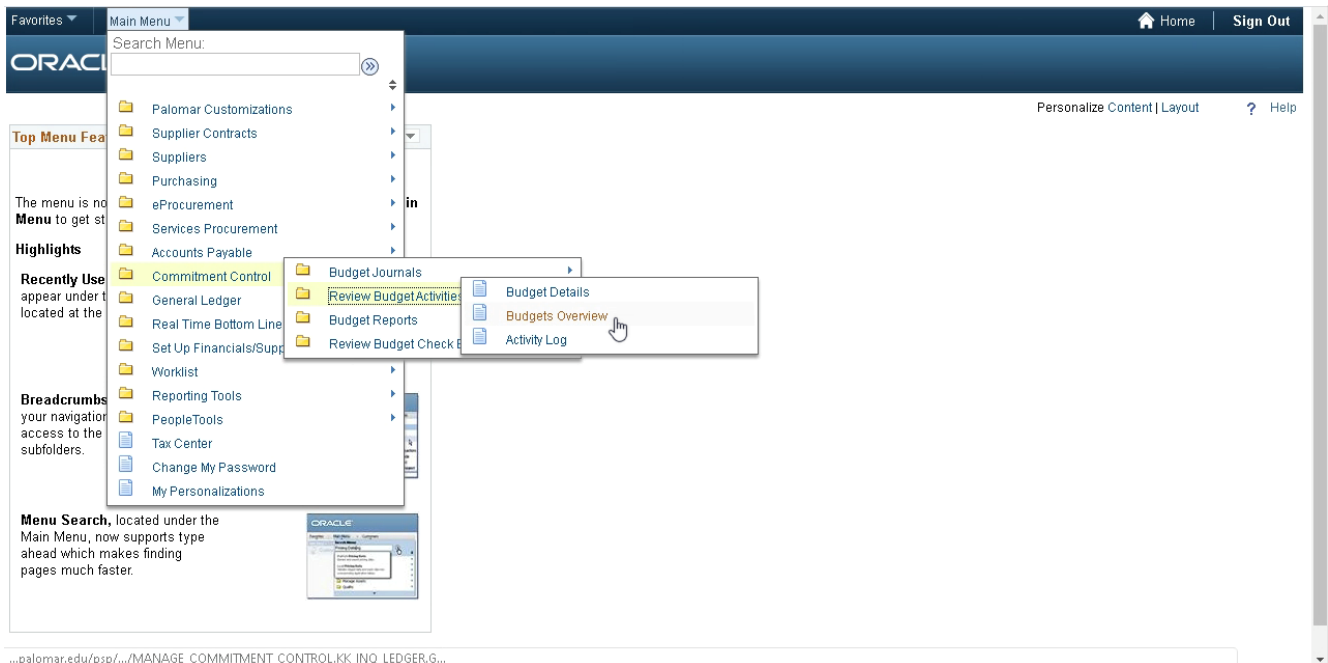
2. Select the "Search" Button

ORACLE
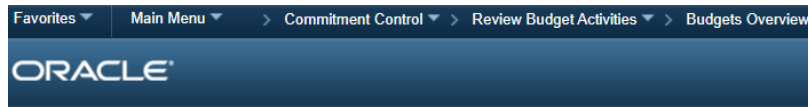
Budgets Overview

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.

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

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.

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

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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).

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

		Ledger Group	Account	Fund	Dept	Program	Class	Project	Budget Period	Budget	Expense	Encumbra
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	

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.

		Ledger Group	Account	Fund	Dept	Program	Class	Project	Budget Period	Budget	Expense	Encumbra
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	272,8
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	

Budget Overview Results   Personalize | Find | View All | 🗗 | 🏢   First ◀ 1-27 of 27 ▶ Last

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.

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

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.

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

(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.

Screen View prior to "View All"

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

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
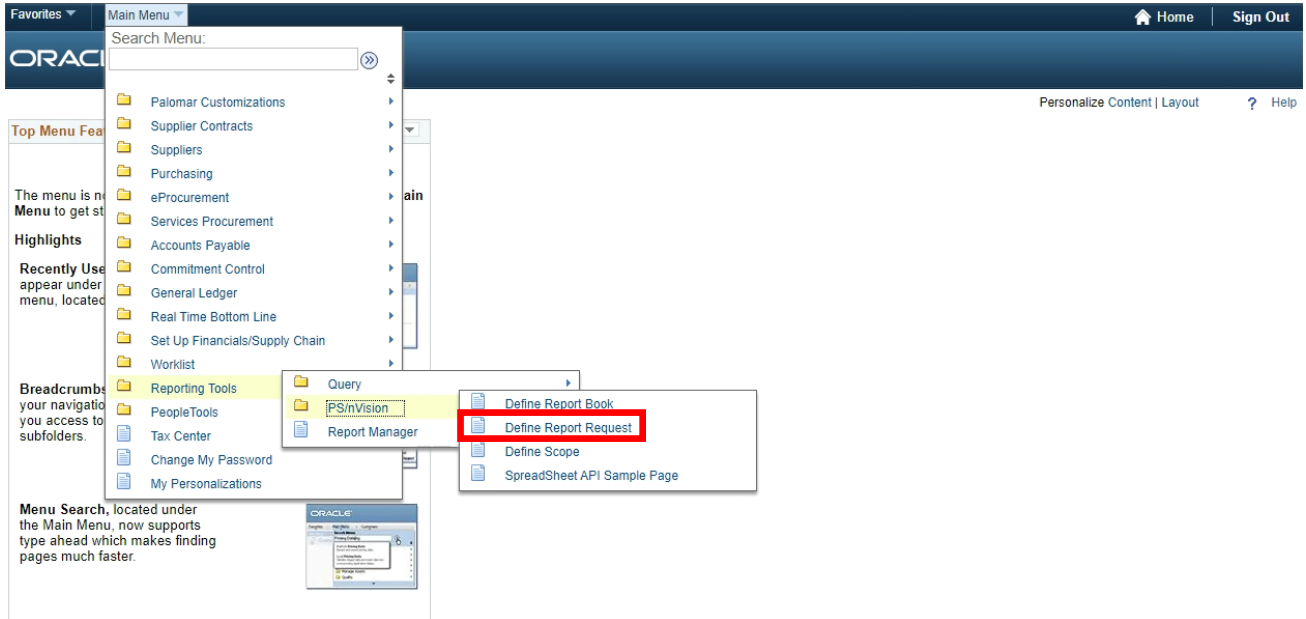
2. Type PALMR in the "Business Unit" or you can select PALMR by using the magnifying glass.
3. Type BGT in "Report ID" – Do not enter anything for "Description"
4. Click Search

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.

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

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.

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.

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.

10. Click Report Manager.

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

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.

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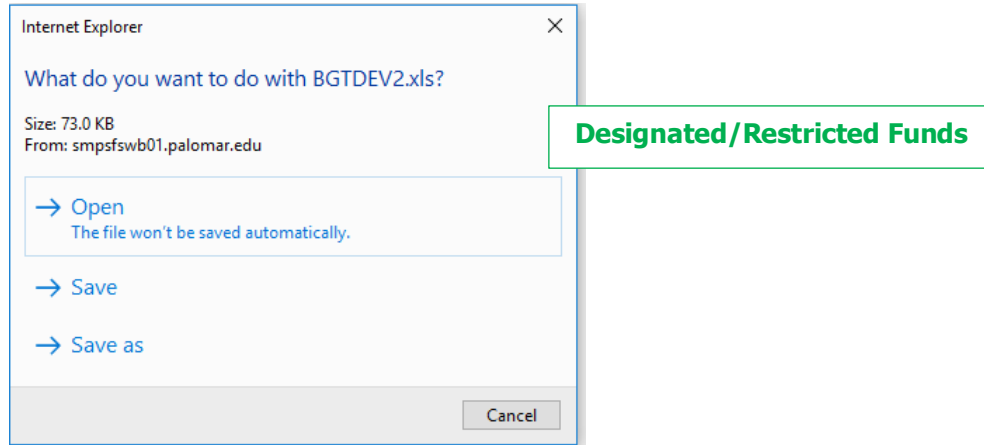
Clicking on "Open" will launch Excel and open the Budget Development nVision Report.

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Designated/Restricted Funds

(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.

The spreadsheet header shows:

Palomar College
Budget Dev Desig/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 — GENERAL RESTRICTED SUBFUND
Deptid: 336100 — PUBLIC SAFETY PROGRAM
Program: 60100 — ACADEMIC ADMINISTRATION
Class: 10 — PALOMAR MAIN CAMPUS
Project/Grant: 1812440 — PUBLIC SAFETY TEST

Account	Description	2018-2019 Actuals A	2019-2020 Actuals B	2020-2021 Actuals C	2021-2022 Budget D	2021-2022 Actuals (excludes Encumb's) E	2022-2023 Budget Request H
330010	FICA & MEDICARE (OASDI)	-	-	-	1,349.00	-	
330011	OASDI/ER	-	-	-	-	659.81	
330012	MED/ER	-	-	-	-	239.61	
336102	MEDCA CLASSIFIED	206.79	220.34	232.18	-	-	
	Old Age/Survivors/Disability	**206.79**	**220.34**	**232.18**	**1,349.00**	**899.42**	
340210	MEDIC CLS	-	-	-	6,259.00	-	
340252	MEDIC CLASSIFIED	-	-	-	-	3,296.50	
341210	DENT CLS	-	-	-	85.00	-	
341252	DENT CLASSIFIED	-	-	-	-	56.66	
342210	VISION CLS	-	-	-	45.00	-	
342252	VISION CLASSIFIED	-	-	-	-	25.76	
343210	LIFE CLS	-	-	-	29.00	-	
343252	LIFE CLASSIFIED	-	-	-	-	11.90	
344210	LTD CLS	-	-	-	19.00	-	
344252	LTD CLASSIFIED	-	-	-	-	8.02	
345210	LTC CLS	-	-	-	16.00	-	
345252	LTC CLASSIFIED	-	-	-	-	9.18	
348020	FUTURE RETIREE HEALTH CLS	-	-	-	-	779.34	
348210	FUTURE RETIREE HEALTH CLS	-	-	-	1,169.00	-	
	Health & Welfare	**-**	**-**	**-**	**7,622.00**	**4,187.36**	
350010	STATE UNEMP INSURANCE	-	-	-	89.00	-	
350011	UNEMP/ER	-	-	-	-	58.84	
352102	UNEMPLOYMENT CLASSIFIED	7.15	7.61	8.03	-	-	
	State Unemployment Ins	**7.15**	**7.61**	**8.03**	**89.00**	**58.84**	
360010	WORKER'S COMP	-	-	-	277.00	-	
362102	WC CLASSIFIED	212.38	225.01	250.61	-	184.54	
	Workers' Comp	**212.38**	**225.01**	**250.61**	**277.00**	**184.54**	
370010	APPLE	-	-	-	398.00	-	
372102	APPLE CLASSIFIED	356.52	362.13	400.28	-	146.92	
	Local Retirement Systems	**356.52**	**362.13**	**400.28**	**398.00**	**146.92**	
	Other Benefits	-	-	-	-	-	
	Employee Benefits Subtotal	**782.84**	**815.09**	**891.10**	**13,775.00**	**8,169.87**	-
400010	SUPPLIES & MATERIALS	-	-	-	803.00	-	
431000	SUPPLIES&MATERIAL,INSTRUCT	10,576.49	4,259.42	3,080.00	-	550.00	
	Supplies & Materials Subtotal	**10,576.49**	**4,259.42**	**3,080.00**	**803.00**	**550.00**	
555100	POSTAGE	13.10	-	-	-	-	
565100	MAINTENANCE AGREEMT,EQUIP	603.76	845.00	-	-	-	
565200	MAINTENCE AGREE,SOFTWARE	-	107.75	-	-	-	
565400	REPAIRS&MAINT INSTR EQUIPMT	676.48	571.94	-	-	-	
585750	PRINTING	11.07	13.46	-	-	-	
	Other Oper Exp Subtotal	**1,304.41**	**1,538.15**	**-**	**-**	**-**	
580010	INDIRECT COSTS BUDGET POOL				6,000.00		

Tabs: **Bgt Dev Data** | General Instructions | FAQ's

	Account	Description
73	565100	MAINTENANCE AGREEMT,EQUIP
74	565200	MAINTENCE AGREE,SOFTWARE
75	565400	REPAIRS&MAINT INSTR EQUIPMT
76	585750	PRINTING
77		**Other Oper Exp Subtotal**
78		
79	580010	INDIRECT COSTS BUDGET POOL

Tab: **Bgt Dev Data** | Genera

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

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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.