



PALOMAR COLLEGE[®]

Learning for Success

2023-2024 BUDGET DEVELOPMENT

INSTRUCTIONS, GUIDELINES AND CALENDAR



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Table of Contents

FISCAL SERVICES - BUDGET CALENDAR - FY2023-2024.....	3
GENERAL NOTES:	4
Budget Development.....	5
Part I – Logging into PeopleSoft Financials	5
Part II – Budget Responsibilities	7
Part III - Scope Definition.....	14
Part IV - Report Request	20
FREQUENTLY ASKED QUESTIONS.....	29

FISCAL SERVICES - BUDGET CALENDAR - FY2023-2024

January 10, 2023	Governor 2023-2024 Proposed Budget.
February 14, 2023	Budget Committee (BC) begins review of 2023-2024 Governor's Proposal.
March 2023	Prioritization of PRP Resource Requests completed at Division Level.
March 2023	One-time requests presented to Budget Committee.
March 24, 2023	Fiscal Services projects salaries with grade/step impacts (including benefits) and fixed non-discretionary costs. Fiscal Services runs budget reports as of February 28, 2023, 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 14, 2023	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 17-25, 2023	Executive Cabinet and Budget Committee finalize review of budget assumptions.
April 28, 2023	College Council begins review of budget assumptions.
May 12, 2023	College Council finalizes review of budget assumptions ¹ .
May 15-19, 2023	Review May revision and adjust assumptions and tentative budget as necessary.
June 2, 2023	Tentative Budget finalized and printed for Governing Board approval.
June 13, 2023	Tentative Budget presented to Governing Board for approval.
June 30, 2023	State adopts the Budget.
July 1, 2023	Departments submit budget adjustments for all funds and can request additional funds for their General Fund 11, Unrestricted Discretionary budgets.
August 2023	Superintendent/President determines one-time request allocation and submits to budget. Restricted (final) budgets submitted to Fiscal Services.
Aug. 14-18, 2023	Executive Cabinet review draft adopted budget.
August 25, 2023	College Council reviews draft adopted budget.
August 31, 2023	Fiscal Services finalizes revisions to Adopted Budget.
Sept. 7-8, 2023	Proposed Adopted Budget available for Public Inspection.
Sept. 12, 2023	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 Enacted Budget.
Updated: January 9, 2023

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, 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 Employees link at the bottom of the Palomar College Homepage, and then find and click the Single Sign-On (SSO) hyperlink.

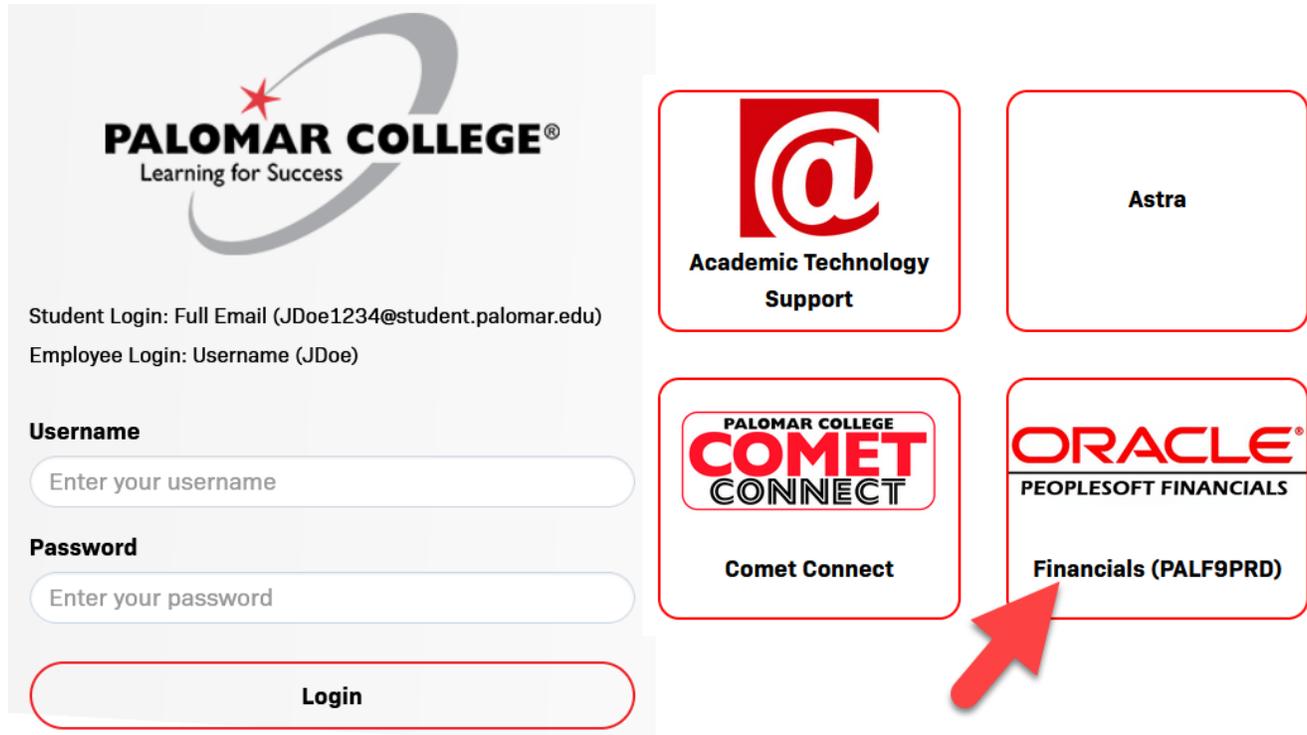
<https://www.palomar.edu/employee-resources/>

On-the-Job Resources

- [Academic Technology Resources Centers](#)
- [Accessibility Portal](#)
- [Basic Skills Initiative](#)
- [Curriculum](#)
- [Dashboard: Student Guide to Using Information Ethically & Accurately](#)
- [Employee Email](#)
- [Graphic Standards and Style](#)
- [Information Services](#)
- [MyPalomar for Faculty](#): To add/drop students, view your roster, and more
- [MyPalomar Tutorials for Faculty](#)
- [Online Teaching: General Resources](#)
- [Online Teaching: Certified Instructors List](#)
- [Online Teaching: Continuity of Instruction \(Teach Anywhere\)](#)
- [Online Teaching: Palomar Online Education Training \(POET\)](#)
- [Professional Development](#)
- [Print and Mail Services](#)
- [Service Learning For Your Courses](#)
- [Single Sign-On Portal \(SSO\)](#)
- [Student Learning Outcomes \(SLOs\)](#)
- [Teaching Excellence](#)
- [WordPress Central](#)
- [Work-Based Learning Support](#)

***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 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.



The screenshot shows the Palomar College SSO login interface. On the left is a login form with the college logo at the top. Below the logo, it lists login instructions: "Student Login: Full Email (JDoe1234@student.palomar.edu)" and "Employee Login: Username (JDoe)". There are input fields for "Username" (with placeholder "Enter your username") and "Password" (with placeholder "Enter your password"), followed by a "Login" button. On the right side of the screen, there are four application tiles. The top-left tile is "Academic Technology Support" with an @ symbol icon. The top-right tile is "Astra". The bottom-left tile is "Comet Connect" with the Palomar College Comet Connect logo. The bottom-right tile is "Financials (PALF9PRD)" with the Oracle PeopleSoft Financials logo. A red arrow points to the "Financials (PALF9PRD)" tile.

Part II – Budget Responsibilities

NOTES:

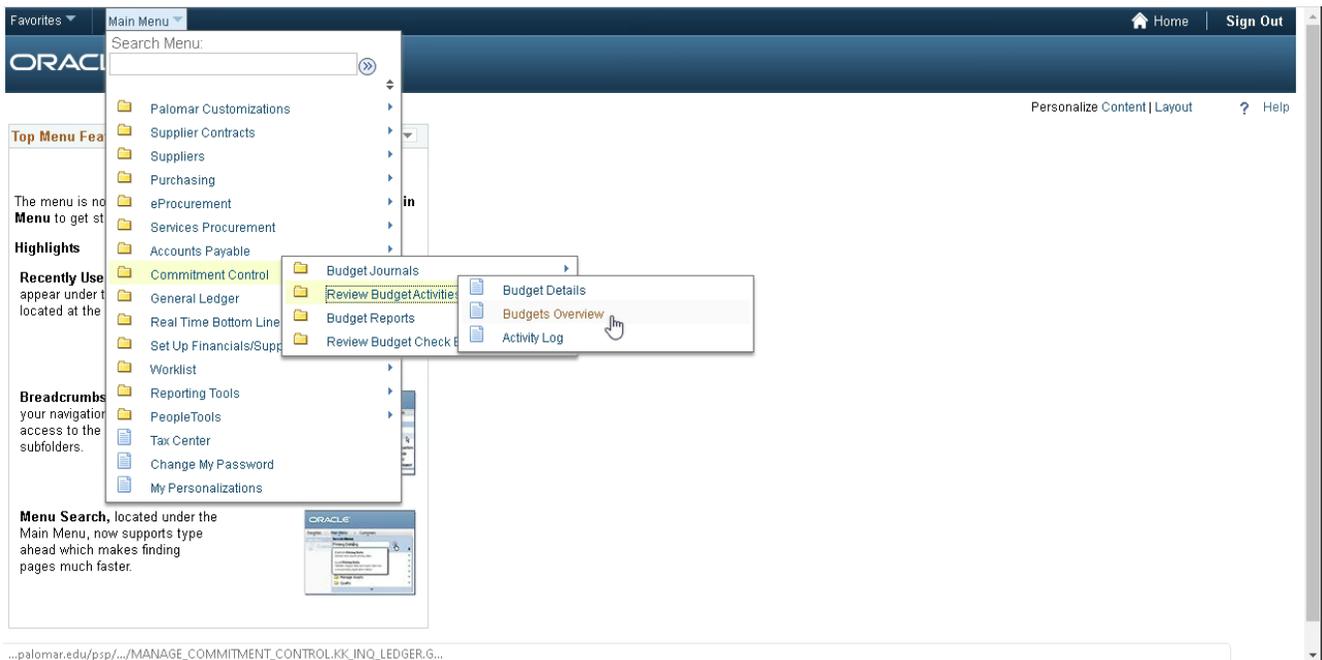
For FY23-24, you will be responsible for constructing Designated and Restricted budgets.

Designated funds include Materials Fees, Catalog Sales, or Ticket/Gate/Program Sales. Restricted funds include Grants (Local/State/Federal), Parking 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](#)

- 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.



Budget Inquiry Criteria
Budget Overview

Inquiry BO Description For testing

Search Clear Reset

Budget Type

*Business Unit PALMR

Ledger Group/Set Ledger Inquiry Set **Ledger Inquiry Set** COMBINED

View Stat Code Budgets

TimeSpan

*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	2023	2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	REVENUES	FY	2023	2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

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

Budget Status

Open

Closed

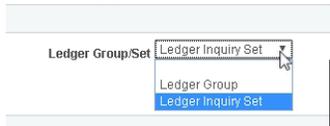
Hold

Budget Type

*Business Unit PALMR

View Stat Code Budgets

Ledger Group/Set Ledger Inquiry Set **Ledger Inquiry Set** COMBINED



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](#)

ORACLE

Budget Inquiry Criteria

Budget Overview

Inquiry BO Description For testing

Budget Type

*Business Unit Ledger Group/Set Ledger Inquiry Set

View Stat Code Budgets

Time Span

*Type of Calendar

Budget Criteria [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) | [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="2023"/>	<input type="text" value="2023"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	REVENUES	FY	<input type="text" value="2023"/>	<input type="text" value="2023"/>	<input checked="" type="checkbox"/>	<input 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"/>	Update/Add
Dept	<input type="text" value="551100"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Fund	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Class	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Program	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Project	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add

Budget Status

- Open
- Closed
- Hold

- 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 ChartField From 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 Financials Budget Inquiry Criteria interface. The 'Dept' field in the ChartField Criteria section is highlighted with a red box and labeled 'A'. A magnifying glass icon next to it is labeled 'B'. A red arrow points from 'B' to a 'Look Up ChartField From Value' dialog box. In this dialog, the 'SetID' is 'PALMR' and the 'Department' dropdown is set to 'begins with'. Below the dialog, a 'Search Results' table is visible, listing various departments. A red box labeled 'C' highlights the 'Save' button at the bottom left of the main screen.

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	2023	2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	REVENUES	FY	2023	2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Department	Description	Ma Na
111100	GOVERNING BOARD	(bl)
111200	STRATEGIC PLANNING INITIATIVES	(bl)
112100	GOVBRD SEARCH COMMITTEES	(bl)
211100	SUPINTDT/PRESIDENT'S OFFICE	(bl)
212100	ADVANCEMENT OFFICE	(bl)
212200	PUBLIC AFFAIRS OFFICE	(bl)
212300	PALOMAR PEERS	(bl)
212400	PUBLIC INFORMATION	(bl)
213100	SUPINTD SEARCH COMMITTEES	(bl)
311100	OFFICE OF THE VP INSTRUCTION	(bl)

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

- 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).



Budget Inquiry Criteria
Budget Overview

Inquiry BO Description

A

Budget Type

*Business Unit Ledger Group/Set Ledger Inquiry Set

View Stat Code Budgets

Ledger Totals (26 Rows)

Budget	3,411,776.00	Revenue Estimate	00
Expense	1,354,191.64	Recognized Revenue	00
Encumbrance	42,690.59	Available Budget	00
Pre-Encumbrance	3,510.00	Uncollected Revenue (Rec-Coll)	0.00
Budget Balance	2,011,383.77		
Associate Revenue	0.00		
Available Budget	2,011,383.77		

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

Budget Overview Results

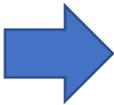
	Ledger Group	Account▲	Fund	Dept	Program	Class	Project▼	Budget Period	Budget	Expense	Encumbr
1	PROJ_GRT	212210	11	551100	67200	10	0000000	2023	1,418,443.000	590,760.370	
2	PROJ_GRT	212610	11	551100	67200	10	0000000	2023	570,499.000	196,933.590	
3	PROJ_GRT	230010	11	551100	67200	10	0000000	2023	109,040.000	89,922.220	
4	PROJ_GRT	320010	11	551100	67200	10	0000000	2023	504,606.000	193,898.300	
5	PROJ_GRT	330010	11	551100	67200	10	0000000	2023	153,755.000	65,139.000	
6	PROJ_GRT	340210	11	551100	67200	10	0000000	2023	317,406.000	105,378.000	
7	PROJ_GRT	340310	11	551100	67200	10	0000000	2023	95,556.000	27,034.730	
8	PROJ_GRT	341210	11	551100	67200	10	0000000	2023	5,412.000	2,068.090	
9	PROJ_GRT	341310	11	551100	67200	10	0000000	2023	1,360.000	412.050	
10	PROJ_GRT	342210	11	551100	67200	10	0000000	2023	2,818.000	1,169.650	

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 1-26 of 26 Last												
		Ledger Group	Account▲	Fund	Dept	Program	Class	Project▼	Budget Period	Budget	Expense	Encumbr
12		PROJ_GRT	343210	11	551100	67200	10	0000000	2023	1,831.000	675.920	
13		PROJ_GRT	343310	11	551100	67200	10	0000000	2023	460.000	138.460	
14		PROJ_GRT	344210	11	551100	67200	10	0000000	2023	2,587.000	898.630	
15		PROJ_GRT	344310	11	551100	67200	10	0000000	2023	1,039.000	288.690	
16		PROJ_GRT	345210	11	551100	67200	10	0000000	2023	928.000	383.650	
17		PROJ_GRT	345310	11	551100	67200	10	0000000	2023	232.000	76.600	
18		PROJ_GRT	348210	11	551100	67200	10	0000000	2023	74,427.000	28,445.910	
19		PROJ_GRT	348310	11	551100	67200	10	0000000	2023	18,704.000	5,667.940	
20		PROJ_GRT	349510	11	551100	67200	10	0000000	2023	365.000	364.630	
21		PROJ_GRT	350010	11	551100	67200	10	0000000	2023	10,500.000	4,251.160	
22		PROJ_GRT	360010	11	551100	67200	10	0000000	2023	33,371.000	13,954.160	
23		PROJ_GRT	370010	11	551100	67200	10	0000000	2023	2,726.000	243.500	
24		PROJ_GRT	400010	11	551100	67200	10	0000000	2023	7,000.000	2,269.620	4,
25		PROJ_GRT	500010	12	551100	67750	10	1112020	2023	979.000	0.000	
26		PROJ_GRT	500010	11	551100	67200	10	0000000	2023	77,024.000	23,582.920	37,

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.

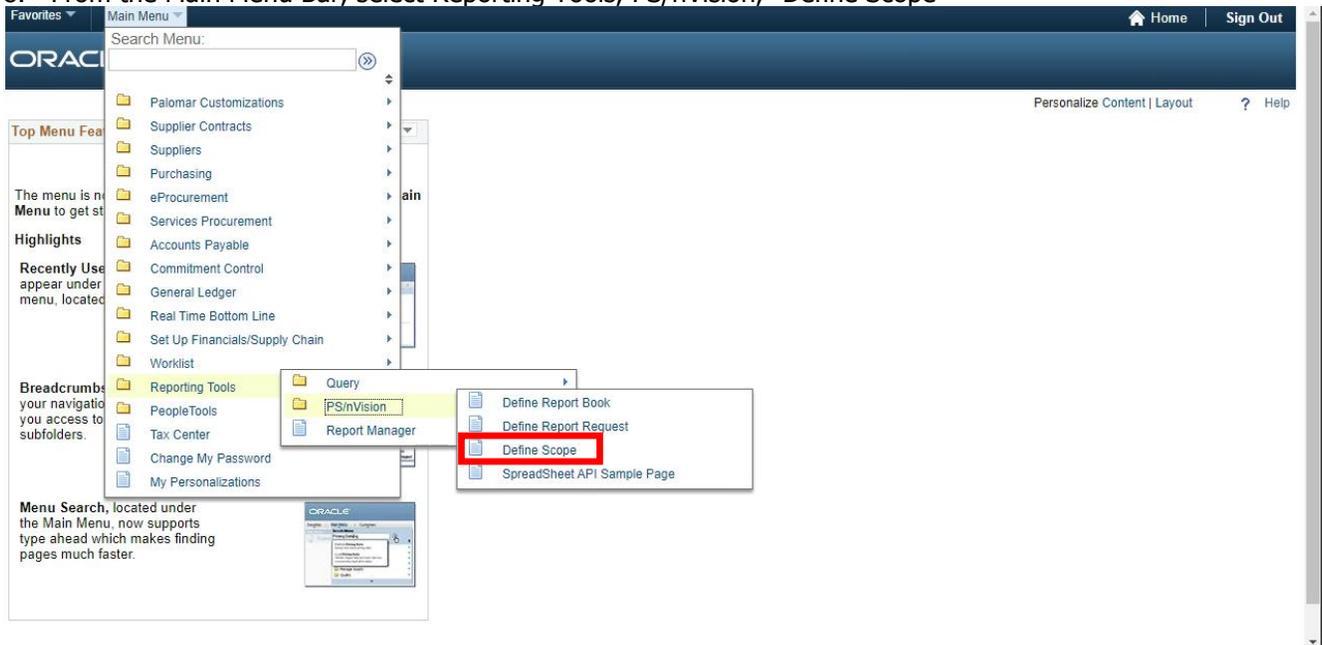
Part III - Scope Definition

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. Scopes can be 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.



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 ▼

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.



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 ▾

Search | Clear | Basic Search  Save Search Criteria

Find an Existing Value | Add a New Value

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.



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

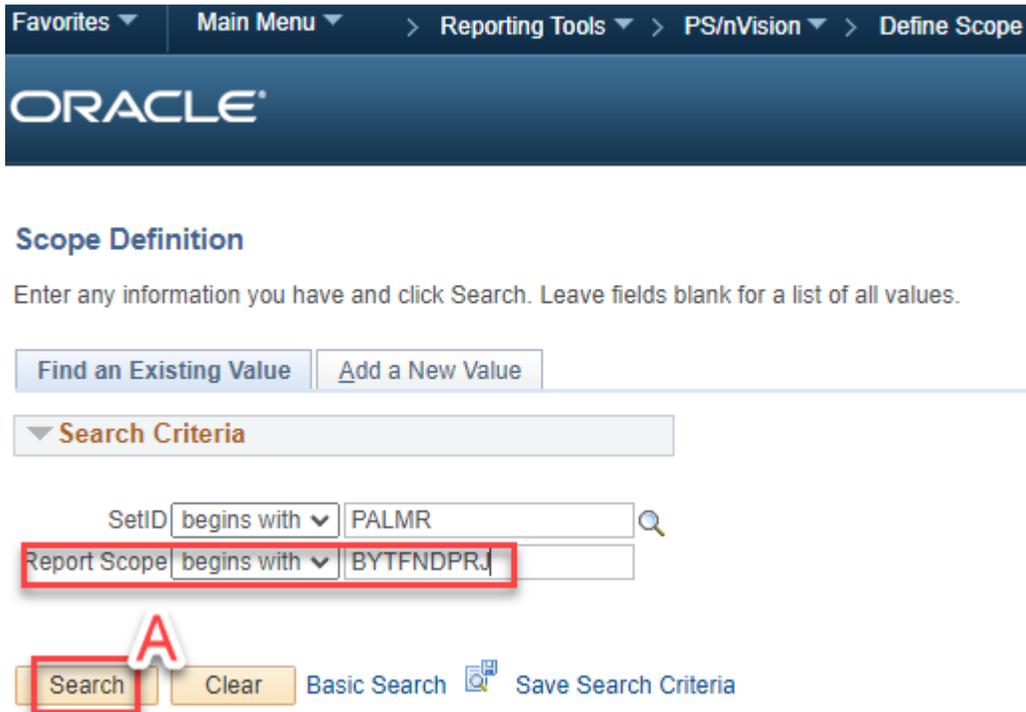
SetID begins with PALMR

Report Scope begins with

Search | Clear | Basic Search | Save Search Criteria

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

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

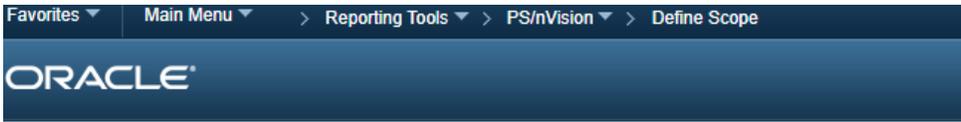


- ii. This will open the Scope Definition for you. In order to see all of the fields within your scope, you will need to (A) select View All. Reviewing your Scope gives you the opportunity to verify your Scope fields.

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: BRANDI'S BUDGET Business Unit: PALMR

Field Combination Table:

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

*Field Name: FUND_CODE Fund Code

*How Specified: Selected Detail Values

Business Unit Keyed Tree

Value Table: FUND_TBL

Personalize | Find | View All | [Print] [Grid] First of 1 Last

Select Value
1 12



Screen View prior to "View All"

Save Return to Search Notify Add Update/Display



Scope Definition

SetID: PALMR Report Scope: BYTFNDPRJ

Description: BRANDI'S BUDGET Business Unit: PALMR

Field Combination Table:

Scope Fields Find | View 1 First of 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 | [Print] [Grid] First of 1-2 of 2 Last

Select Value
1 12

*Field Name: PROJECT_ID Project

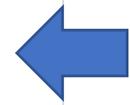
*How Specified: Selected Detail Values

Business Unit Keyed Tree

Value Table: PAL_PROJECT_VW

Personalize | Find | View All | [Print] [Grid] First of 1 of 1 Last

Select Value
1 1812440



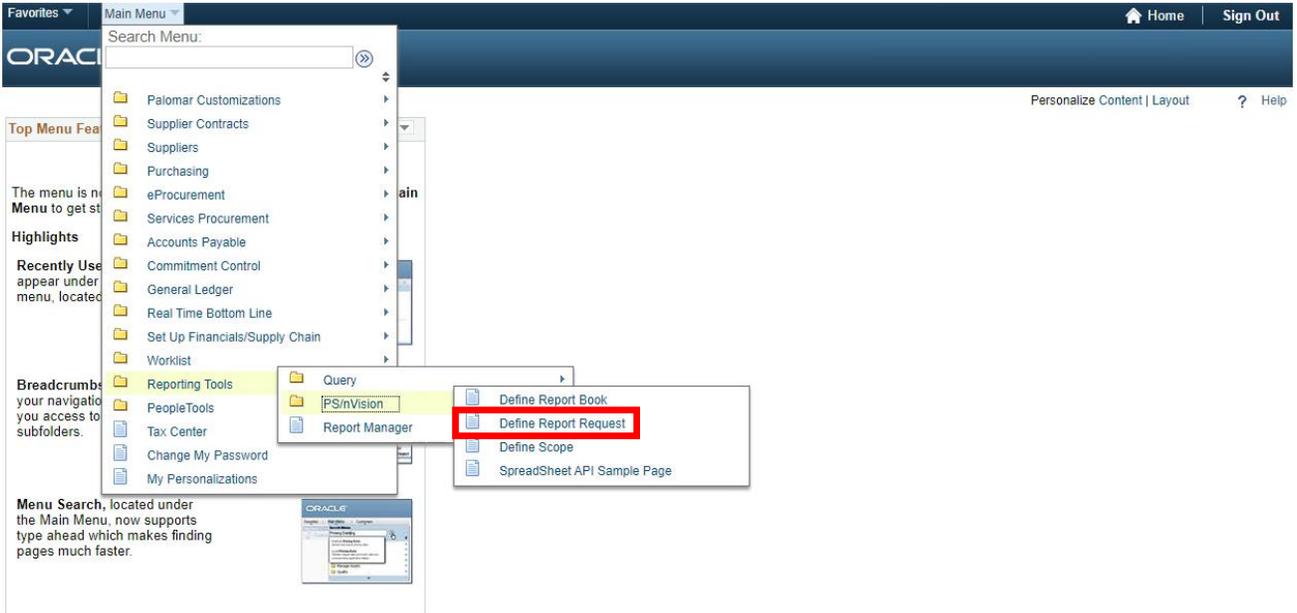
Screen View after selecting "View All" • You can see that all Scope Fields for this example Scope are shown; there are two.

B Save Return to Search Notify Add Update/Display

Note: If there is a save button (B), 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

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 🔍

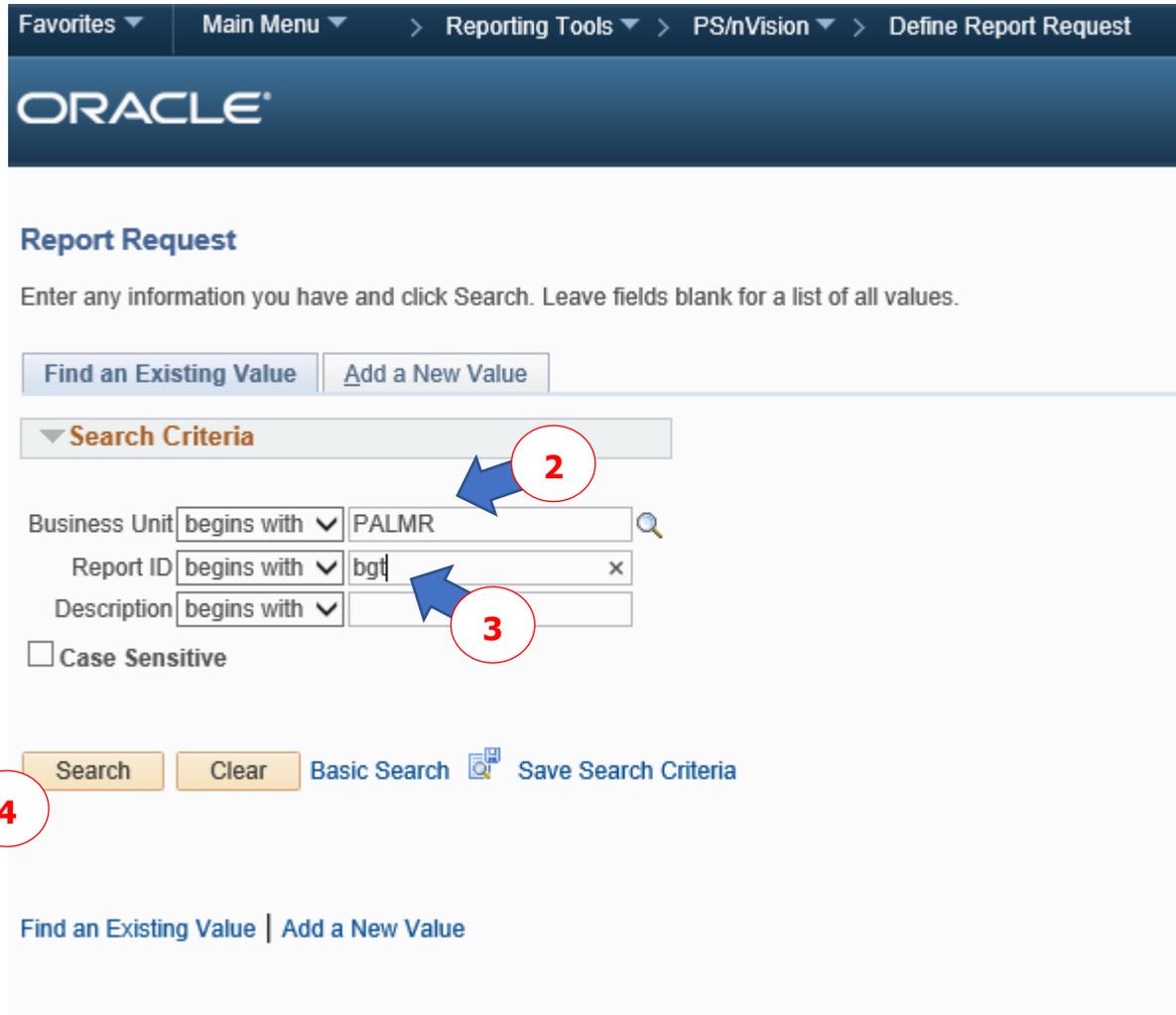
Report ID begins with ▾ bgt ✕

Description begins with ▾

Case Sensitive

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

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



The screenshot shows the Oracle Report Request search interface. At the top, there is a breadcrumb trail: Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > PS/nVision ▾ > Define Report Request. Below this is the Oracle logo. The main heading is "Report Request" with a sub-instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" and "Add a New Value". A section titled "Search Criteria" contains three search fields: "Business Unit" (set to "begins with" and containing "PALMR" with a magnifying glass icon), "Report ID" (set to "begins with" and containing "bgt" with a clear 'x' icon), and "Description" (set to "begins with" and empty). A "Case Sensitive" checkbox is present and unchecked. Below the search fields are buttons for "Search", "Clear", "Basic Search" (with a document icon), and "Save Search Criteria". At the bottom, there are links for "Find an Existing Value" and "Add a New Value". Three red circles with blue arrows and numbers 2, 3, and 4 point to the "Business Unit" field, the "Report ID" field, and the "Search" button, respectively.

5. Select the appropriate Report ID in the Search Results:
 - a. Designated/Restricted projects should use "BGTDEV2 – Budget Dev Desig/Rest FY23-24." Instructions for these settings are covered in the following sections.



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

Report ID begins with

Description begins with

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

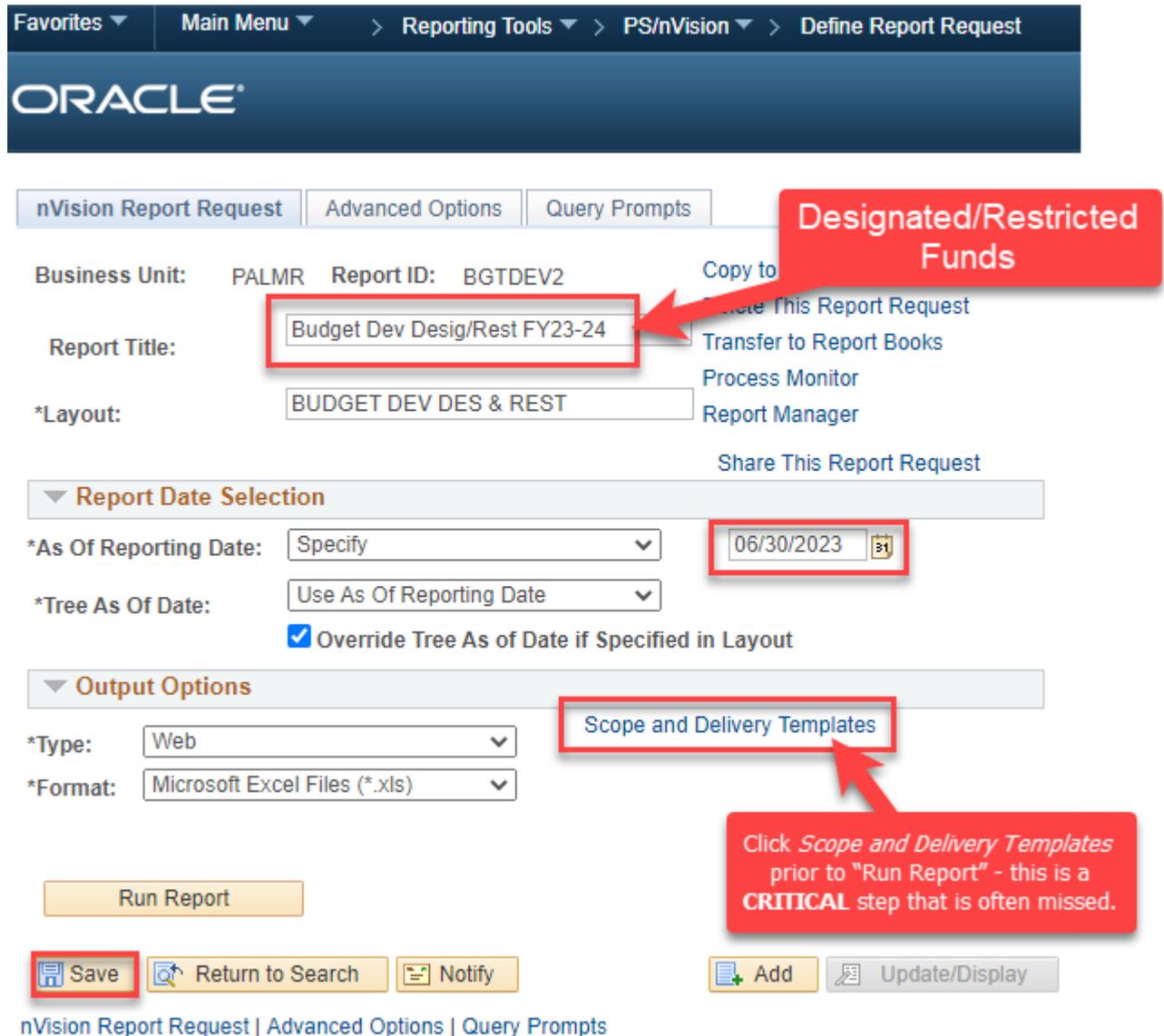
Search Results

View All First ◀ 1-3 of 3 ▶ Last

Business Unit	Report ID	Description
PALMR	BGTDEV1	Budget Dev Unrest FY23-24
PALMR	BGTDEV2	Budget Dev Desig/Rest FY23-24
PALMR	BGTDEV3	DO NOT USE

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

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



The screenshot shows the Oracle nVision Report Request interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Reporting Tools > PS/nVision > Define Report Request. The Oracle logo is visible in the top left. The main content area has tabs for 'nVision Report Request', 'Advanced Options', and 'Query Prompts'. The 'nVision Report Request' tab is active, showing the following fields:

- Business Unit: PALMR
- Report ID: BGTDEV2
- Report Title: Budget Dev Desig/Rest FY23-24 (highlighted with a red box and an arrow pointing to a red callout box that says "Designated/Restricted Funds")
- *Layout: BUDGET DEV DES & REST

On the right side, there are several action buttons: Copy to, Delete This Report Request, Transfer to Report Books, Process Monitor, Report Manager, and Share This Report Request.

Below these fields is the 'Report Date Selection' section with the following options:

- *As Of Reporting Date: Specify (dropdown) and 06/30/2023 (calendar icon, highlighted with a red box)
- *Tree As Of Date: Use As Of Reporting Date (dropdown)
- Override Tree As of Date if Specified in Layout

The 'Output Options' section includes:

- *Type: Web (dropdown)
- *Format: Microsoft Excel Files (*.xls) (dropdown)
- Scope and Delivery Templates (link, highlighted with a red box and an arrow pointing to a red callout box that says "Click Scope and Delivery Templates prior to 'Run Report' - this is a CRITICAL step that is often missed.")

At the bottom, there is a 'Run Report' button and a row of utility buttons: Save (highlighted with a red box), Return to Search, Notify, Add, and Update/Display.

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 06/30/2023.
- (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

Run Date

Recurrence

Run Time

Time Zone

Process List

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

10. Click Report Manager.

Designated/Restricted Funds

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 FY23-24](#) description is on the screen.

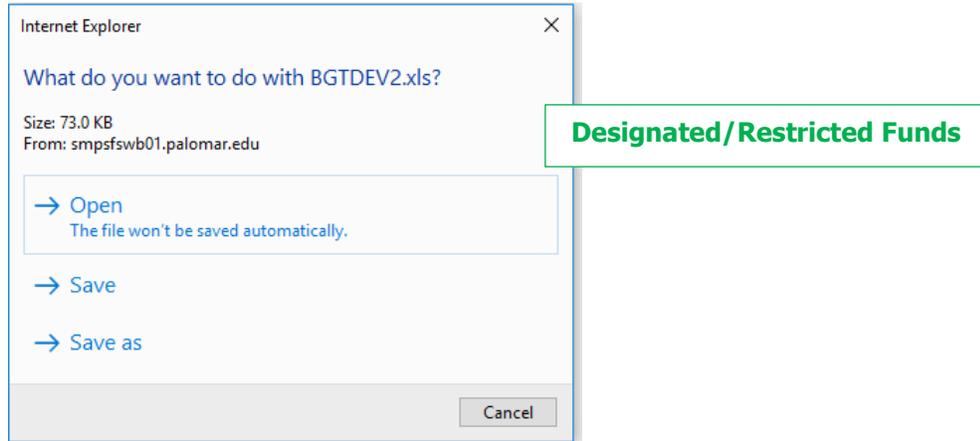
13. Click the [Budget Dev Desig/Rest FY23-24](#) link.

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1427229	1572804	Budget Dev Desig/Rest FY23-24	02/09/2023 10:17:13AM	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 Desig/Rest FY23-24 Period Ending 2023-06-30 2023-2024 Budget Development Form Designated or Restricted							
							Run Feb 09, 2023
							BUDGET DEV DES & REST Scope Name: LM1812500
		GENERAL RESTRICTED SUBFUND					
		WELLNESS CENTER					
		COMMUNITY RECREATION					
		PALOMAR MAIN CAMPUS					
		WELLNESS FITNESS CENTER					
		2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024
		Actuals	Actuals	Actuals	Budget	Actuals	Budget Request
							(excludes Encumb's)
		A	B	C	D	E	H
Account	Description						
17	Instr Salaries - Contract	-	-	-	-	-	-
18	Non-Instr Salaries - Contract	-	-	-	-	-	-
19	Instr Salaries - Other	-	-	-	-	-	-
20	Non-Instr Salaries - Other	-	-	-	-	-	-
21	Academic Salaries Subtotal	-	-	-	-	-	-
22							
23	212100 SUPERVISOR, CAST	82,495.53	88,524.36	94,809.36	-	59,522.62	-
24	212110 SUPERVISOR, CAST	-	-	-	101,973.00	-	-
25	212200 CLASSIFIED REGULAR SALARY	56,966.85	58,301.88	60,899.52	-	38,131.73	-
26	212210 CLASSIFIED REGULAR SALARY	-	-	-	65,428.00	-	-
27	Non-Instr Salaries - Reg	139,462.38	146,826.24	155,708.88	167,401.00	97,654.35	-
28	Instr Aides - Reg	-	-	-	-	-	-
29	230010 NON ACADEMIC SALARIES - OTHER	-	-	-	33,410.00	-	-
30	231100 HOURLY CLASSIFIED, TEMP	23,528.50	-	1,100.75	-	8,213.75	-
31	235100 STUDENT EMPLOYEE	1,216.18	-	2,588.00	-	8,563.25	-
32	Non-Instr Salaries - Other	24,744.68	-	3,608.75	33,410.00	16,777.00	-
33	Instr Aides - Other	-	-	-	-	-	-
34	Non Acad Salaries Subtotal	164,207.06	146,826.24	159,317.63	200,811.00	114,431.35	-
35							
36	STRS	-	-	-	-	-	-
37	320010 PERS	-	-	-	42,472.00	-	-
38	322102 PERS CLASSIFIED	14,522.28	12,068.40	13,952.04	-	9,674.00	-
39	322202 PERS NON-INSTR ADMIN/SUPR	17,281.81	16,324.60	21,720.83	-	15,100.90	-
40	PERS	31,804.09	30,393.00	35,672.87	42,472.00	24,774.90	-
41	330010 FICA & MEDICARE (OASDI)	-	-	-	13,296.00	-	-
42	330011 OASDI/WR	-	-	9,660.50	-	6,058.74	-
43	330012 MED/ER	-	-	2,275.27	-	1,536.08	-
44	332102 FICA CLASSIFIED	4,564.44	3,616.69	-	-	-	-
45	332202 FICA NON-INSTR ADMIN/SUPR	5,121.83	5,492.67	-	-	-	-
46	336102 MEDCA CLASSIFIED	1,166.89	845.83	-	-	-	-
47	336202 MEDCA NON-INSTR ADMIN/SUP	1,197.69	1,284.59	-	-	-	-
48	Old Age/Survivors/Disability	12,050.05	11,239.78	11,935.77	13,296.00	7,694.82	-
49	340210 MEDIC CLS	-	-	-	24,897.00	-	-
50	340252 MEDIC CLASSIFIED	22,369.29	23,299.36	23,761.90	-	14,382.00	-
51	340302 MEDIC NON-INSTR ADMIN/SUPR	15,703.71	16,334.64	16,923.00	-	10,250.00	-
52	340310 MEDIC ADMIN/AST	-	-	-	-	-	-
53	341210 DENT CLS	-	-	-	17,745.00	-	-
54	341210 DENT CLS	-	-	-	340.00	-	-
55	341210 DENT CLS	596.03	470.00	330.00	-	408.24	-

(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.**



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 14, 2023.

FREQUENTLY ASKED QUESTIONS

UNRESTRICTED 000000

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, 2023, 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 FY23-24 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 FY22-23 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 FY23-24 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** FY23-24 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 FY23-24 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.

If you have any questions which could not be addressed by the above individuals or the instruction guide, please contact Nancy Lane at nlane@palomar.edu.