



**COLORADO
COLLEGE**

Banner Budget Reallocation Guide





**COLORADO
COLLEGE**

- General Guidelines
- Reasons for Reallocation
- Approach to Reallocation
- Timeline
- Using Self Service Banner to Reallocate Budgets
- Reallocation Tips and Tricks



**COLORADO
COLLEGE**

General Guidelines

Each year, departments are given the opportunity to reallocate operating budgets.

Operating budgets are those:

- in Fund 110002 (Unrestricted Operating)
- within 7XXXXX accounts

NOT included in this process:

- Budget reallocation for labor (salaries and benefits). No updates to student salaries and temporary on-call budgets can be made as part of this process
- Any additional funds awarded
- Approved roll forward funds

All accounts that do not qualify for this process will be set up by the FP&A (Budget) Office.



**COLORADO
COLLEGE**

Reasons for Reallocation

- Budget resources are allocated where a division and/or department (organization) needs them
- Optimizes reporting from Banner by providing accurate information to enable budget owners to:
 - accurately track budget vs actual results
 - identify potential risks to achieving budgets and/or financial opportunities throughout the financial year
 - easily identify if a transaction may have been recorded incorrectly
 - access more accurate information in Banner to minimize or eliminate the need for ad-hoc and “shadow” budget reporting and analysis
- Reallocation encourages budget owners to gain a greater understanding of their division and/or department(s) prior and current trends and future needs



**COLORADO
COLLEGE**

Approach to Reallocation

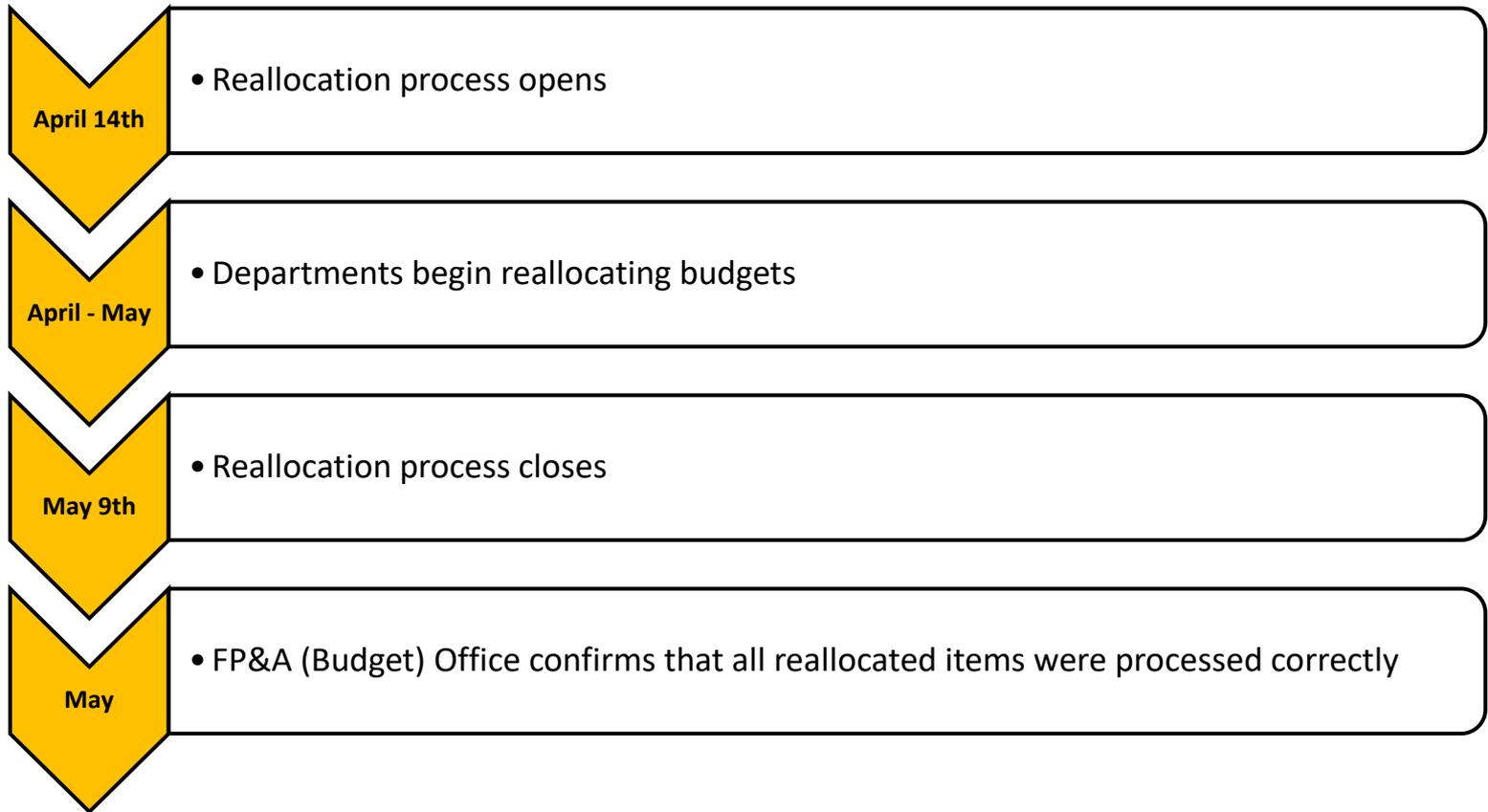
- Budget Owners should perform the following:
 - Review prior financial year and current financial year actuals to understand any trends by account line
 - Meet with your divisional head/departmental chair to determine any future needs which will need to be supported by budget reallocations
 - Use data analysis and department head input to determine approach to reallocation
 - Ensure submitted changes balance and net to zero at the organization or division level

- The FP&A (Budget) Office is ready to assist with these tasks. Please reach out if you would like assistance.



**COLORADO
COLLEGE**

Timeline





**COLORADO
COLLEGE**

Using Self-Service Banner (SSB) to Reallocate Budgets





COLORADO COLLEGE

SIGN IN TO CC

Email (Office 365)



Banner (SSB)



Bridge



Canvas



CARE Team Report



Employment Portal



Events Management



INB 9 (Prod)



Qualtrics



Stellic



Summit



Zoom



Sign in to Colorado College
and select Banner (SSB)



COLORADO COLLEGE



SELF-SERVICE BANNER

[Personal Information](#)

[Employee](#)

[Finance](#)

Search

Main Menu

Personal Information

View addresses and phones, ethnicity and race information, and change your PIN.

Employee

Benefits, leave or job data, paystubs and W4.

Finance

Create or review financial documents, budget information, approvals.

From the top of the page, select the Finance tab or select Finance under the main menu

RELEASE: 8.11

© 2024 Ellucian Company L.P. and its affiliates.



COLORADO COLLEGE



COLORADO COLLEGE

SELF-SERVICE BANNER

[Personal Information](#)

[Employee](#)

[Finance](#)

Search

Go

Finance

You are about to view confidential information. If you continue, you agree not to reproduce, retransmit, disseminate, sell, disclose, or otherwise use the information available on this Site for any unlawful purpose.

[Budget Queries](#)

[Encumbrance Query](#)

[Approve Documents](#)

Business Office use only.

[View Document](#)

[Budget Transfer](#)

[Budget Development](#)

[Capital Equipment Requests](#)

[Budget Increase Request](#)

[Transaction Detail](#)

[Fund/Orgn Management](#)

Controllers Office use only.



Select Budget Development



COLORADO COLLEGE



SELF-SERVICE BANNER

[Personal Information](#) [Student Services](#) [Employee](#) **[Finance](#)**

Search

Finance Budget Development

[Create Budget Development Query](#)

[Create Budget Worksheet](#)

[Maintain Organization Lock](#)



Select Create Budget Worksheet

[\[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Budget Development | Capital Equipment Requests |](#)



Search

Budget Development Worksheet

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

Create a New Worksheet Query



Retrieve Existing Worksheet Query

Saved Query



Select either "Create Query" or "Retrieve Query"



COLORADO COLLEGE



SELF-SERVICE BANNER

Personal Information *Employee* **Finance**

Search

Budget Development Worksheet

Select columns to display amounts captured at the time the budget was built from the Operating or Position Control I

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

Check the boxes for "Adopted Budget" and "Permanent Budget Adjustments" only





COLORADO COLLEGE



SELF-SERVICE BANNER

[Personal Information](#) [Student Services](#) [Employee](#) **[Finance](#)**

Search

Budget Development Worksheet

Chart, Budget ID, Phase, Fund, and Organization are required. Program and Account may use wildcard (%). For Activity and Location null parameter matches null (None), and account types to include in the worksheet.

Chart of Accounts	<input type="text" value="T"/>		
Budget ID	<input type="text" value="FY26"/>	Budget Phase	<input type="text" value="REALLO"/> <input type="button" value="Budget"/>
Index	<input type="text"/>	Program	<input type="text"/>
Fund	<input type="text" value="110002"/>	Activity	<input type="text"/>
Organization	<input type="text" value="132007"/>		<input type="text"/>
Account	<input type="text"/>		

**Ensure all boxes are completed as shown
(N.b. Replace the Organization Code with
your relevant Org code)**

Once completed, press Submit

Budget Duration Code:

Display Fin Mgr from:

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

Save Query as:

Shared



COLORADO COLLEGE



SELF-SERVICE BANNER

[Personal Information](#) [Student Services](#) [Employee](#) [Finance](#)

Search

The Budget Development Worksheet allows you to calculate changes to all (mass change) or individual line items, and to delete lines from or add lines to your budget. bottom of the worksheet area for access to additional features and totals.

Worksheet Parameters

Budget Worksheet				
Chart of Accounts	T	The Tiger Chart	Duration	Permanent Budget
Budget Id	FY26		Budget Phase	REALLO
Fund Type	11	Current Unrestricted Funds		
Fund	110002	Unrestricted Operating Fund	Program	All
Organization	132007	Controller's Office	Activity	
Account	All		Location	
Financial Manager				

The parameters entered are summarized at the top of the page – here you can confirm that you have entered the correct information for reallocation



COLORADO COLLEGE



COLORADO COLLEGE

SELF-SERVICE BANNER

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		GA		General and Administration										
			7A	Operating Expenses										
OPAL	Y		701051	Office Supplies	600.00	0.00	600.00	P	600.00					<input type="checkbox"/>
OPAL	N		701501	Other Supplies	100.00	0.00	100.00	P	100.00					<input type="checkbox"/>
OPAL	N		703001	Telephone Charges	100.00	0.00	100.00	P	100.00					<input type="checkbox"/>
OPAL	N		704001	General Printing & Binding	300.00	0.00	300.00	P	300.00					<input type="checkbox"/>
OPAL	N		707501	Official Functions	600.00	0.00	600.00	P	600.00					<input type="checkbox"/>
OPAL	N		708001	Dues & Memberships	400.00	0.00	400.00	P	400.00					<input type="checkbox"/>
			7G	Travel										
OPAL	N		730001	Airfare	4,500.00	0.00	4,500.00	P	4,500.00					<input type="checkbox"/>
OPAL	N		730011	Ground Transportation	500.00	0.00	500.00	P	500.00					<input type="checkbox"/>
OPAL	N		730031	Lodging	3,500.00	0.00	3,500.00	P	3,500.00					<input type="checkbox"/>
OPAL	N		730041	Meals & Incidentals	1,200.00	0.00	1,200.00	P	1,200.00					<input type="checkbox"/>
OPAL	N		730051	Conference Registration Fees	5,000.00	0.00	5,000.00	P	5,000.00					<input type="checkbox"/>
			Deleted	Operating Expenses	0.00	0.00	0.00		0.00					

Adopted Budget = Budget loaded at the beginning of the fiscal year

Permanent Budget Adjustments = changes made during the fiscal year that will become part of your permanent budget

Base Budget = Budget after adjustments (Adopted budget +/- adjustments)

Proposed Budget = This represents the budget available to reallocate





COLORADO COLLEGE



SELF-SERVICE BANNER

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		GA		General and Administration										
			7A	Operating Expenses										
OPAL	Y		701051	Office Supplies	600.00	0.00	600.00	P	600.00		<input type="checkbox"/>	0.00	600.00	<input type="checkbox"/>
OPAL	N		701501	Other Supplies	100.00	0.00	100.00	P	100.00		<input type="checkbox"/>	0.00	100.00	<input type="checkbox"/>
OPAL	N		703001	Telephone Charges	100.00	0.00	100.00	P	100.00		<input type="checkbox"/>	0.00	100.00	<input type="checkbox"/>
OPAL	N		704001	General Printing & Binding	300.00	0.00	300.00	P	300.00		<input type="checkbox"/>	0.00	300.00	<input type="checkbox"/>
OPAL	N		707501	Official Functions	600.00	0.00	600.00	P	600.00		<input type="checkbox"/>	0.00	600.00	<input type="checkbox"/>
OPAL	N		708001	Dues & Memberships	400.00	0.00	400.00	P	400.00		<input type="checkbox"/>	0.00	400.00	<input type="checkbox"/>
			7G	Travel										
OPAL	N		730001	Airfare	4,500.00	0.00	4,500.00	P	4,500.00		<input type="checkbox"/>	0.00	4,500.00	<input type="checkbox"/>
OPAL	N		730011	Ground Transportation	500.00	0.00	500.00	P	500.00		<input type="checkbox"/>	0.00	500.00	<input type="checkbox"/>
OPAL	N		730031	Lodging	3,500.00	0.00	3,500.00	P	3,500.00		<input type="checkbox"/>	0.00	3,500.00	<input type="checkbox"/>
OPAL	N		730041	Meals & Incidentals	1,200.00	0.00	1,200.00	P	1,200.00		<input type="checkbox"/>	0.00	1,200.00	<input type="checkbox"/>
OPAL	N		730051	Conference Registration Fees	5,000.00	0.00	5,000.00	P	5,000.00		<input type="checkbox"/>	0.00	5,000.00	<input type="checkbox"/>
			Deleted	Operating Expenses	0.00	0.00	0.00		0.00			0.00	0.00	

Initially, both the Proposed Budget and the New Budget will be equal

The New Budget is updated after changes are posted





COLORADO COLLEGE



SELF-SERVICE BANNER

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		GA		General and Administration										
			7A	Operating Expenses										
OPAL	N		701051	Office Supplies	490.00	0.00	490.00	P	490.00	200	<input type="checkbox"/>	0.00	490.00	<input type="checkbox"/>
OPAL	N		701501	Other Supplies	200.00	0.00	200.00	P	200.00	-200	<input type="checkbox"/>	0.00	200.00	<input type="checkbox"/>
OPAL	N		703001	Telephone Charges	100.00	0.00	100.00	P	100.00		<input type="checkbox"/>	0.00	100.00	<input type="checkbox"/>
OPAL	N		704001	General Printing & Binding	300.00	0.00	300.00	P	300.00		<input type="checkbox"/>	0.00	300.00	<input type="checkbox"/>
OPAL	N		707501	Official Functions	600.00	0.00	600.00	P	600.00		<input type="checkbox"/>	0.00	600.00	<input type="checkbox"/>
OPAL	N		708001	Dues & Memberships	400.00	0.00	400.00	P	400.00		<input type="checkbox"/>	0.00	400.00	<input type="checkbox"/>
			7G	Travel										
OPAL	N		730001	Airfare	4,500.00	0.00	4,500.00	P	4,500.00		<input type="checkbox"/>	0.00	4,500.00	<input type="checkbox"/>
OPAL	N		730011	Ground Transportation	500.00	0.00	500.00	P	500.00		<input type="checkbox"/>	0.00	500.00	<input type="checkbox"/>
OPAL	N		730031	Lodging	3,500.00	0.00	3,500.00	P	3,500.00		<input type="checkbox"/>	0.00	3,500.00	<input type="checkbox"/>
OPAL	N		730041	Meals & Incidentals	1,200.00	0.00	1,200.00	P	1,200.00		<input type="checkbox"/>	0.00	1,200.00	<input type="checkbox"/>
OPAL	N		730051	Conference Registration Fees	5,000.00	0.00	5,000.00	P	5,000.00		<input type="checkbox"/>	0.00	5,000.00	<input type="checkbox"/>
			Deleted	Operating Expenses	0.00	0.00	0.00		0.00			0.00	0.00	

1. Enter all changes in the Change Value column
2. Scroll down and select Calculate to see the cumulative changes
3. To remove changes and return to the original budget, select Requery



COLORADO COLLEGE



SELF-SERVICE BANNER

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		GA		General and Administration										
			7A	Operating Expenses										
OPAL	N		701051	Office Supplies	490.00	0.00	490.00	P	490.00			200.00	690.00	
OPAL	N		701501	Other Supplies	200.00	0.00	200.00	P	200.00			(200.00)	0.00	
OPAL	N		703001	Telephone Charges	100.00	0.00	100.00	P	100.00			0.00	100.00	
OPAL	N		704001	General Printing & Binding	300.00	0.00	300.00	P	300.00			0.00	300.00	
OPAL	N		707501	Official Functions	600.00	0.00	600.00	P	600.00			0.00	600.00	
OPAL	N		708001	Dues & Memberships	400.00	0.00	400.00	P	400.00			0.00	400.00	
			7G	Travel										
OPAL	N		730001	Airfare	4,500.00	0.00	4,500.00	P	4,500.00			0.00	4,500.00	
OPAL	N		730011	Ground Transportation	500.00	0.00	500.00	P	500.00			0.00	500.00	
OPAL	N		730031	Lodging	3,500.00	0.00	3,500.00	P	3,500.00			0.00	3,500.00	
OPAL	N		730041	Meals & Incidentals	1,200.00	0.00	1,200.00	P	1,200.00			0.00	1,200.00	
OPAL	N		730051	Conference Registration Fees	5,000.00	0.00	5,000.00	P	5,000.00			0.00	5,000.00	
			Deleted	Operating Expenses	0.00	0.00	0.00		0.00			0.00	0.00	

Requery

Calculate

Post

Download All Worksheet Columns

Download Selected Worksheet Columns

1. After Calculating, change values will move to the Cumulative Change column and update the New Budget
2. Make sure the sum of all Cumulative Changes equal zero across your division and/or organization
3. Verify the New Budget Amount is as expected and if so, select Post



**COLORADO
COLLEGE**

Adding or Deleting Accounts





COLORADO COLLEGE



SELF-SERVICE BANNER

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		GA		General and Administration										
			7A	Operating Expenses										
OPAL	Y		701501	Other Supplies	200.00	0.00	200.00	P	0.00			(200.00)	0.00	<input type="checkbox"/>
OPAL	N		703001	Telephone Charges	100.00	0.00	100.00	P	100.00			0.00	100.00	<input type="checkbox"/>
OPAL	N		704001	General Printing & Binding	300.00	0.00	300.00	P	300.00			0.00	300.00	<input type="checkbox"/>
OPAL	N		707501	Official Functions	600.00	0.00	600.00	P	800.00			200.00	800.00	<input type="checkbox"/>
OPAL	N		707503	Meals - Non Travel	0.00	0.00	0.00	P	0.00			0.00	0.00	<input checked="" type="checkbox"/>
OPAL	N		707504	Meeting Refreshments	0.00	0.00	0.00	P	0.00			0.00	0.00	<input checked="" type="checkbox"/>

Requery

Calculate

Post

Download All Worksheet Columns

Download Selected Worksheet Columns

Delete an Account:

1. Select the Delete Record box next to the account you want to delete
2. If the account has an existing budget amount, you must reallocate that amount before selecting Delete Record
3. Post the entry



COLORADO COLLEGE



SELF-SERVICE BANNER

Personal Information Employee **Finance**

Search Go

[Account/Program Code lookup](#)

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



SELF-SERVICE BANNER

Code Lookup

Chart of Accounts Code

T

Type

Account

Code Criteria

Title Criteria

Maximum rows to return

10

[Close Window](#)

Add an Account:

1. Complete the Program, Account, and Proposed Budget fields
2. If you do not know the account, click on Account/Program Code lookup
3. This will bring up a new window
4. Here you can search by Account or Program Type
5. Make a note of the program/account (screen is read only)



COLORADO COLLEGE



SELF-SERVICE BANNER



SELF-SERVICE BANNER

Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

[Close Window](#)

Code lookup results

Chart T

Account Code	Title
243016	Superior Vision Plan
243027	Wage Child Support
521161	Support Received from Agency Funds
575051	Supplies Revenue
61300	Support Staff Salaries
613002	Hourly/PT Support >= 1,000 per yr
613003	Hourly/PT Support < 1,000 per yr
613010	Support Staff Salary Recharges
613020	Hourly/PT Support >= 1,000 per yr
613100	Support Staff Salary Recharges
613120	Support Staff Salary Chargebacks
613199	Support Staff Salary Chargebacks
701000	Supplies & Materials
701001	Instructional Supplies
701002	Instructional Supplies Chargebacks
701005	Theatrical Supplies
701007	Theater Tools & Supplies
701011	Laboratory Supplies
701021	Technical Shop Supplies
701041	Medical Supplies
701051	Office Supplies
701052	Office Supplies Chargebacks
701058	Music Supplies
701061	Copier/Printer Supplies
701081	Custodial and Laundry Supplies

[Enter New Criteria](#)

[Close Window](#)

Add an Account:

1. Select Account
2. Use Wildcard (%) to find either the Account or Program
3. Select the Maximum Rows to Return for results
4. Execute Query to view results



COLORADO COLLEGE



SELF-SERVICE BANNER

Account/Program Code lookup

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	GA	701052	Permanent Budget	100
2			Permanent Budget	
3			Permanent Budget	
4			Permanent Budget	
5			Permanent Budget	

Add an Account:

1. Enter the Program, Account, and Proposed Budget
2. Calculate
3. The new line will be added to the worksheet

Requery Calculate Post

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		GA		General and Administration										
			7A	Operating Expenses										
OPAL	N		701051	Office Supplies	490.00	0.00	490.00	P	490.00			0.00	490.00	
OPAL	N		701501	Other Supplies	200.00	0.00	200.00	P	200.00			0.00	200.00	
OPAL	N		703001	Telephone Charges	100.00	0.00	100.00	P	100.00			0.00	100.00	
OPAL	N		704001	General Printing & Binding	300.00	0.00	300.00	P	300.00			0.00	300.00	
OPAL	N		707501	Official Functions	600.00	0.00	600.00	P	600.00			0.00	600.00	
OPAL	N		708001	Dues & Memberships	400.00	0.00	400.00	P	400.00			0.00	400.00	
			7G	Travel										
OPAL	N		730001	Airfare	4,500.00	0.00	4,500.00	P	4,500.00			0.00	4,500.00	
OPAL	N		730011	Ground Transportation	500.00	0.00	500.00	P	500.00			0.00	500.00	
OPAL	N		730031	Lodging	3,500.00	0.00	3,500.00	P	3,500.00			0.00	3,500.00	
OPAL	N		730041	Meals & Incidentals	1,200.00	0.00	1,200.00	P	1,200.00			0.00	1,200.00	
OPAL	N		730051	Conference Registration Fees	5,000.00	0.00	5,000.00	P	5,000.00			0.00	5,000.00	
			7S	Interdepartmental Credits										
NEW	N		701052	Office Supplies Chargebacks	0.00	0.00	0.00	P	0.00			100.00	100.00	
			Deleted	Operating Expenses	0.00	0.00	0.00		0.00			0.00	0.00	





COLORADO COLLEGE



SELF-SERVICE BANNER

Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
7A	Operating Expenses	2,090.00	2,090.00	1,890.00	(200.00)
7G	Travel	14,700.00	14,700.00	14,700.00	0.00
7S	Interdepartmental Credits	0.00	0.00	200.00	200.00
70	Operating Expenses	16,790.00	16,790.00	16,790.00	0.00
Net		(16,790.00)	(16,790.00)	(16,790.00)	0.00

[Return To Top](#)

1. Double check changes and make certain that cumulative change equals zero
2. Post the changes
3. If more changes are needed after posting, simply start the process again (calculations will begin using the new proposed budget)



COLORADO COLLEGE



SELF-SERVICE BANNER

[Personal Information](#) [Employee](#) [Finance](#)

Search

[RETURN TO BUDGET DEVELOPMENT MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

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

Worksheet Parameters

Budget Worksheet					
Chart of Accounts	T	The Tiger Chart	Duration	Permanent Budget	
Budget Id	FY23	Fiscal Year 2022-23	Budget Phase	REALLO	FY2022-23 Reallocation Phase
Fund Type	11	Current Unrestricted Funds			
Fund	110002	Unrestricted Operating Fund	Program	All	
Organization	132007	Controller's Office	Activity		
Account	All		Location		
Financial Manager					

Exit the worksheet by either selecting EXIT at the top right of the page or by selecting Budget Development at the bottom of the page

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

[Return To Top](#)

[\[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Budget Development | Capital Equipment Requests | Budget Increase Request |](#)

RELEASE: 8.5

© 2022 Ellucian Company L.P. and its affiliates.



**COLORADO
COLLEGE**

Reallocation Tips and Tricks





COLORADO COLLEGE



SELF-SERVICE BANNER

Download Option:

1. If you prefer to use a spreadsheet before entering changes, select **Download Selected Worksheet Columns**
2. Note that the spreadsheet is only a guide and is not part of the Reallocation Process. You will still need to manually enter your changes

Requery

Calculate

Post

Download All Worksheet Columns

Download Selected Worksheet Columns



COLORADO COLLEGE



SELF-SERVICE BANNER

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		GA		General and Administration										
		7A		Operating Expenses										
OPAL	Y		701501	Other Supplies	200.00	0.00	200.00	P	0.00			(200.00)	0.00	<input type="checkbox"/>
OPAL	N		703001	Telephone Charges	100.00	0.00	100.00	P	100.00			0.00	100.00	<input type="checkbox"/>
OPAL	N		704001	General Printing & Binding	300.00	0.00	300.00	P	300.00			0.00	300.00	<input type="checkbox"/>
OPAL	N		707501	Official Functions	600.00	0.00	600.00	P	800.00			200.00	800.00	<input type="checkbox"/>
OPAL	N		707503	Meals - Non Travel	0.00	0.00	0.00	P	0.00			0.00	0.00	<input type="checkbox"/>
OPAL	N		707504	Meeting Refreshments	0.00	0.00	0.00	P	0.00			0.00	0.00	<input type="checkbox"/>

Budget Development Text

Enter Budget Text, Print:
 Comment Comment Comment

Enter Budget Text, No Print:

[Exit budget text page]

RELEASE: 8.3

- Comments Option:**
1. To comment on changes, click on the account code
 2. In the popup window, add comments as needed
 3. Save
 4. A "Y" in the Text field indicates that comments have been added to the account line



**COLORADO
COLLEGE**

Thank you!





**COLORADO
COLLEGE**

Need Help?

Call or email

Will Tarmon x7170

wtarmon2024@coloradocollege.edu

or

Jen Smithwick x6694

jsmithwick@coloradocollege.edu