



Instructions for Submitting Your Budget Using the mySwarthmore Portal


Log into mySwarthmore and go to the Finance Main Menu. Select the following:

Swarthmore Budget Development

The following will be displayed for each of your budgets:

Organization	FY18 Proposed Budget	FY17 Current Budget (Net of One-Time)	FY18 Proposed Budget	FY18 % Inc/Dec	FY18 Proposed Budget Status
		\$78,949.95	\$78,949.95	0%	Not Submitted
Totals		\$78,949.95	\$78,949.95		

(Note: Org member hidden in screenshot)

The icon  will take you to the budget entry page where you can reallocate budget dollars within your ORG and submit requests for additional funding for next year's operating budget. *Note: mySwarthmore is not to be used for submitting personnel or facilities/IT requests that meet the criteria for the Capital Plan.*

The next column, Current Budget (Net of One-Time), is your permanent budget or starting point, which excludes your current year, one-time funding. The Proposed Budget is your anticipated amount after submitting your budget requests. In addition, you will notice a column showing the percentage increase or decrease versus the current year budget. If a department's total budget increase is greater than the percentage outlined in the Budget Call letter, then the financial manager needs to explain in the text description or by email to the Budget Director, Ernie Wright and Assistant VP for Finance Alice Turbiville. Finally, the budget status column indicates if the department has completed the form.

Budget Reallocation and Request Form

There is now one form to make your budget reallocations and requests for next year. All proposed budget requests will be submitted to the Budget Office and your President's Staff member for review using this form.

Title	Account	FY17 Current Budget (Net of One-Time)	(A) FY18 Budget Reallocation (Net Zero Change)	(B) FY18 Budget Request (Continuing)	(C) FY18 Budget Request (One-Time)	(D) FY18 Proposed Budget	Budget Adjustment Description
Gift Income	5404	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
FICA	6601	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Student Wages	6999	\$14,364.49	\$0.00	\$0.00	\$0.00	\$14,364.49	
Supplies	7011	\$1,900.00	\$0.00	\$0.00	\$0.00	\$1,900.00	
Printed Supplies	7012	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	
Photographs	7013	\$1,408.25	\$0.00	\$0.00	\$0.00	\$1,408.25	

The header description in the screenshot below are:

- Title is the expense account name and Account is the account number.

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- Current Budget (Net of One-Time) is the amount of a department’s permanent budget in Banner for the current Fiscal Year. One-time requests are excluded from the totals because the funding will not continue next year.
- Budget Reallocation (Net Zero Change) is for repurposing existing budget dollars from one account code to another with an ORG. All reallocations within this column must equal (net to) zero (\$0.00).
- Budget Request (Continuing) is the column to request a permanent budget increase while Budget Request (One-Time) are for temporary budget increases lasting one year.

Step-by-Step Instructions

The diagram below provides an easy way to understanding how the form operates at the account level.


	Current Budget	Current Year Budget + Reallocation (Column A)	Next Year Permanent Requests (Column B)	Next Year One-Time Requests (Column C)	Next Year Proposed Budget (Column D)
Supplies	1,000	250	200	10	1,460
Postage	500	-250	0	0	250
Total	1,500	0	200	10	1,710

Step 1: Use the mySwarthmore’s Financial Reporting tool to analyze your prior year revenue and expenses. Note: Instructions on how to use the Financial Reporting module can be found under Training and Support on the Budget website. You can click on the instructions [here](#).

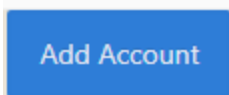
Step 2: Determine any internal reallocations between accounts in Column A.

Tip - Check that all of your changes net to zero (\$0.00) at the bottom.

Software Purchase	7451	\$1,000.00	\$0.00
Carbon Charge	7911	\$116.75	\$0.00
		\$9,564.42	\$0.00



Tip - Click the **Add Account** button at the bottom of the page to include a new account on the entry form.




Note: If you need to move funding between more than one org, then contact Ernie Wright (x6353). Reallocations between multiple orgs will be handled in Banner instead of the mySwarthmore portal.

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Step 3. Enter your ongoing and/or one-time budget requests in Columns B and C, respectively.

Professional Services: General	7304	\$200.00	\$0.00	\$0.00	\$0.00
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Tip - Before making a one-time budget request, consider alternative funding sources such as endowment or gift funding.

Step 4: Provide a description if you requesting additional resources. The description field has been increased from 100 to 300 characters.

Note: Non-capital equipment purchases (including vehicles), leases or licensing agreements will require follow-up justification for funding. Please discuss your equipment requests with your President's Staff member. Additionally, if you have an IT purchase request or licensing service, please contact Joel Cooper. Please use these account codes to budget equipment-related requests:

- a. 7309 – Maintenance Contract (including licensing contracts)
- b. 7401 – Equipment Purchase
- c. 7402 – Equipment Rental
- d. 7413 – Vehicle Purchase
- e. 7414 - Vehicle Lease
- f. 7451 – Software Purchase
- g. 7452 – Hardware Purchase

Step 5: Hit **Calculate** to save your work and view next year's proposed budget in Column D.

Calculate

Step 6: Hit the **Submit** button when finished.

Submit

Tip - You can resubmit prior to the deadline if you need to make changes.

Tip #2 - If you are not making a budget request or reallocating your existing budget, then hit Submit. You are done!

Step 7 (Optional): Click [Export to CSV](#) at the bottom of the page to view the results in Excel.