BUDGET DEVELOPMENT 2025 QUESTICA PROCESS GUIDE

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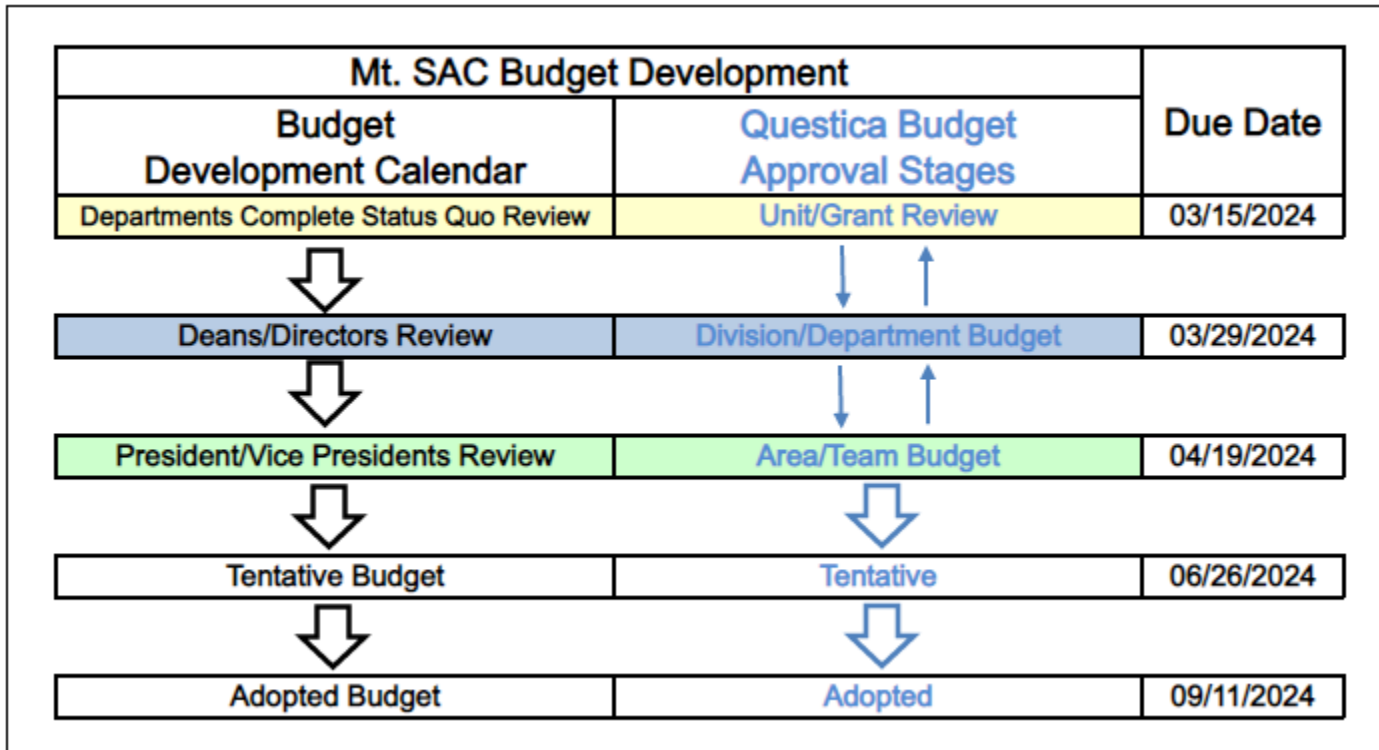Revised: February 2023

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INTRODUCTION

BUDGET DEVELOPMENT USING QUESTICA BUDGET

Questica Budget is a web-based tool that enables many users to work together to prepare an "Operating" budget. An Operating budget includes the budget for the salaries and benefits as well as the operating costs such as supplies, services and other operating expenses, capital outlay, and other outgo. It keeps all the data in one place to avoid duplication and to ensure accuracy.

BUDGET APPROVAL PROCESS

Questica Budget users work with Organizations, each containing a piece of the budget. Users are assigned roles and Organization security for their areas of responsibility. The budget approval process is configured through hierarchal approval stages using the concepts of "Promotion" or "Demotion." Promotion denotes approval to the next stage, and Demotion denotes return to the previous stage for additional changes. Users may be denied permission to make changes to budget data once the budget is promoted to the next stage. Eventually each Organization will reach a Stage where it is considered approved. These stages are Tentative and Adopted. The following illustrates Mt. SAC's approval stages aligned to the Questica Budget:

Mt. SAC Budget Development		
Budget Development Calendar	Questica Budget Approval Stages	Due Date
Departments Complete Status Quo Review	Unit/Grant Review	03/15/2024
Deans/Directors Review	Division/Department Budget	03/29/2024
President/Vice Presidents Review	Area/Team Budget	04/19/2024
Tentative Budget	Tentative	06/26/2024
Adopted Budget	Adopted	09/11/2024

When the budgeting work reaches the Adopted stage, this data will be copied into the next Budget year to be used as the starting point.

PURPOSE OF THIS DOCUMENT

This manual will provide a guide of how to use the Questica budget software, particularly within the Reports and Operating menus.

WHAT IS AN ORGANIZATION IN QUESTICA BUDGET WHEN COMPARED WITH THE BANNER ACCOUNT STRUCTURE?

It combines the Mt. SAC Banner account structure Fund and Org.

For example: "11000-610000" Unrestricted General Fund-Fiscal Services.

Please see the following crosswalk illustration:

MT. SAC BANNER ACCOUNT STRUCTURE VERSUS QUESTICA ACCOUNT STRUCTURE

BANNER	Fund	Org	Account	Program	Activity
	11000	610000	211000	672000	2100

QUESTICA	Fund-Org	Account	Program	Activity
	11000-610000	211000	672000	2100

REVIEWING AND DEVELOPING A BUDGET IN QUESTICA

Reviewing and developing a budget in Questica involves four core tasks:

1. Go into the "Reports" menu and run your reports.
2. Review your reports and determine your "Budget Changes."
3. Go into "Operating" menu under "Budgeting" and process your "Budget Changes."
4. Once your budget review and changes are completed, "Promote" the Organization to the next stage of review.

HOW TO LOG IN TO QUESTICA

Questica is a web-based application and requires that you use a browser (such as Internet Explorer or Chrome).

You must have a Mt. SAC Portal username and password. Please contact the IT Help Desk (Ext 4357) if you do not have a username or password.

1. Navigate to the Banner Home Page: banner.mtsac.edu and click the Questica icon.
2. Enter your Mt. SAC Portal username and password.
3. Click the continue button.
4. If the login process is successful, the next page that appears will be the Questica homepage.

- The Menu Bar is displayed at the top middle of the screen.
- Announcements are posted under the Dashboard Menu.
- A timeline with deadlines is displayed at the bottom of the screen for your reference.

MENU BAR CONTENT

> Your name is displayed on the top right corner.
>
> User profile settings and Sign Out can be found in this section.

Browse: Google like search bar allows you to search for what you are looking for by entering a keyword. i.e. Org number

Dashboard: Announcements and Messages are displayed in this section.

My Tasks: Lists all Fund-Orgs pending promotion to the next stage.

Budgeting: Access organizations, enter budget changes, and promote the organizations budget to the next level.

Reports: Run and view your Budget Templates by Fund or Organization or MtSAC Budget and Expenditure Comparative Report.

Other: Bookmarks and Notifications are displayed next to your name in the top right corner.

Run and View available reports.
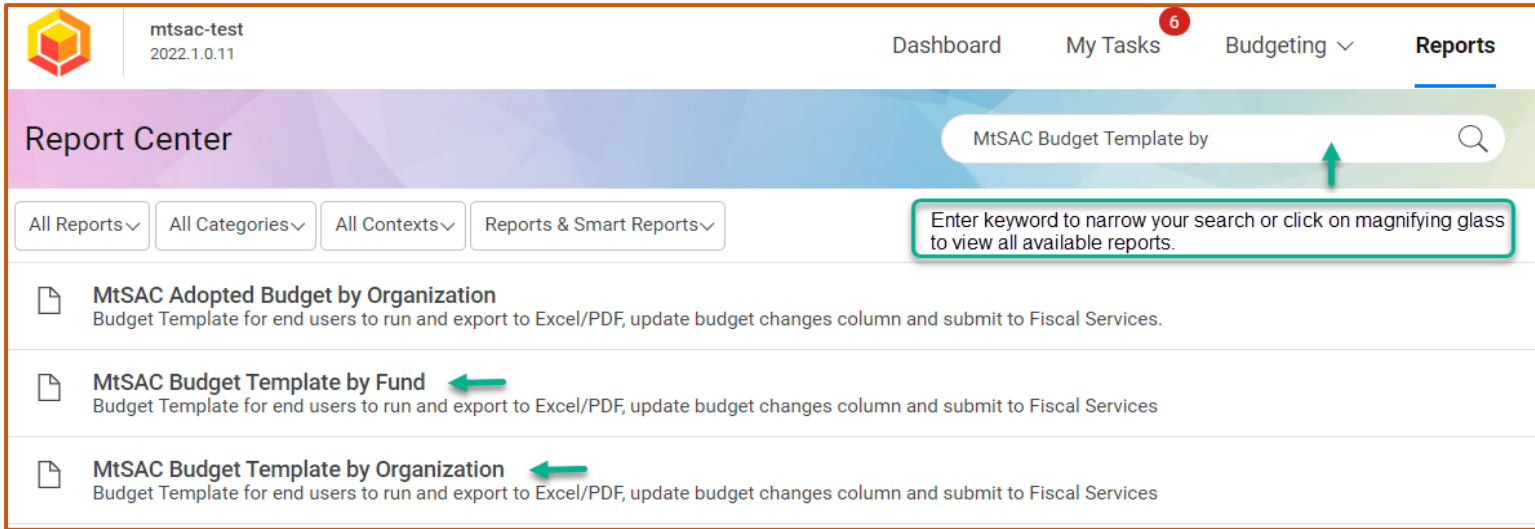
1. MtSAC Budget Template by Organization

Mainly used for the Unrestricted General Fund Type 11 and Restricted Fund Type 75. You will only be able to run reports for Funds and Organizations you have been granted access to under your area of responsibility.

To run the report:

Click on Mt. SAC Budget Template by Organization – a window will appear to the right with a snapshot of the report – Click on **Run Report** button.

Report Selection Criteria will appear.

From the dropdown list, select the following parameters:

- **Budget Year**: Select the Budget Development year
- **Fund Type**: 11 – Unrestricted General Fund
- **Fund:** Check All Items
- **Area/Team:** Select All Items
- **Org Security**: Check All Items
- **Organization:** Check All Items
- Click on the **Run Report** button

REPORTS (continued)

The report will display to the right of the selection criteria menu

You can view, print, or download the report in Word, PDF, Excel, or CSV format.

Select format from the drop-down menu by clicking on the save icon located at the top middle of the screen.

MT. SAN ANTONIO COLLEGE
2024-25 BUDGET TEMPLATE

Fund Type: 13 - Unrestr Gen Fund Revenue Generated

Organization: 100100 - College Improvements

Fund	Org	Acct	Prog	Actv	Account Description	Organization Description	FTE	Range	Acct %	Salary	Adopted Budget 2023-24	Status Quo Budget 2024-25	Budget Changes 2024-25	Revised Status Quo Budget 2024-25
Expenses / Expenses														
13110	100100	641400	601000		New Equipment-Over $5K	College Improvements					88,027	0	0	0
13110	100100	794001	601000		Assigned Fund Bal-Revenue Generated	College Improvements					351,783	0	0	0
Expenses / Expenses Total											439,810	0	0	0
Revenues / Funding Sources														
13110	100100	885000	601000		Rentals and Leases	College Improvements					100,027	0	0	0
Revenues / Funding Sources Total											100,027	0	0	0
									Net Total		(339,783)	0	0	0

2024-25 BUDGET TEMPLATE   Page 2

2. MtSAC Budget Template by Fund

Mainly used for all other Fund Types, except the Unrestricted General Fund Type 11 and Restricted Fund Type 75.

To run the report:

Click on Mt. SAC Budget Template by Fund – a window will appear to the right with a snapshot of the report – Click on the Run Report button.

Report Selection Criteria will appear. ⟶

From the dropdown list, select the following parameters:

- **Budget Year**: Select the Budget Development year
- **Fund Type**: Select Fund Type
- **Fund:** Select Fund (s)
- **Area/Team:** Select All Items
- **Org Security**: Check All Items
- **Organization:** Check All Items
- Click on the Run Report button

Parameters

Auto-Fill	Custom... ▾
Budget Year:	2024-25 ▾
Fund Type:	**Select** 1 selected
Fund:	**Select** All (182) selected
Area/Team:	**Select** All (11) selected
Org Security:	**Select** 388 selected
Organization:	**Select** All (205) selected

Standard Parameters

Run Report

The report will display to the right of the selection criteria menu, follow instructions from previous page to view, print or download the report.

MT. SAN ANTONIO COLLEGE
2024-25 BUDGET TEMPLATE

Fund: 13 - Unrestr Gen Fund Revenue Generated

Fund: 13300 - Pathways Projects

Fund	Org	Acct	Prog	Actv	Account Description	Organization Description	FTE	Range	Acct %	Salary	Adopted Budget 2023-24	Status Quo Budget 2024-25	Budget Changes 2024-25	Revised Status Quo Budget 2024-25
Expenses / Expenses														
13300	300000	794001	660000		Assigned Fund Bal-Revenue Generated	Vice President Instruction					10,000	0	0	0
Expenses / Expenses Total											10,000	0	0	0
										Net Total	(10,000)	0	0	0

3. MtSAC Budget and Expenditure Comparative Report

The purpose of this report is to facilitate the analysis of budget areas that may need to be realigned with actual expenditures. This report includes only the ongoing budget and expenditure account information for Fund Type 11 – Unrestricted General Fund. The report will display the budget and actuals for fiscal years 2021-22 and 2022-23; and budget, actuals, and commitments (requisitions, purchase orders, and purchase orders change notices) for the fiscal year 2023-24.

The history of each account is presented in chronological order. For updated information on account balances, please access the form FGIBDST (Organization Budget Status) in the Banner System.

To run the report:

Click on MtSAC Budget and Expenditure Comparative Report – a window will appear to the right with a snapshot of the report – Click on the
Run Report button.

Report Selection Criteria will appear.

From the dropdown list, select the following parameters:

- **Budget Year**: Select the **Current** Fiscal Year
- **Report End Date**: Current month

All other selections are preselected for you

- Click on the **Run Report** button

## Use the reports of your choice to determine your budget changes:

You may download the reports in the format of your choice (Excel or PDF) to determine the budget changes needed to realign your budgets with planned expenditures. The procedures for budget changes are explained in the next section.

Budget managers use this process to make changes to their budget line items. It has built in business rules that align with College policies and keep the budget in balance. Budget line-item changes must net to zero. **For a list of standard business rules, refer to Appendix A**.
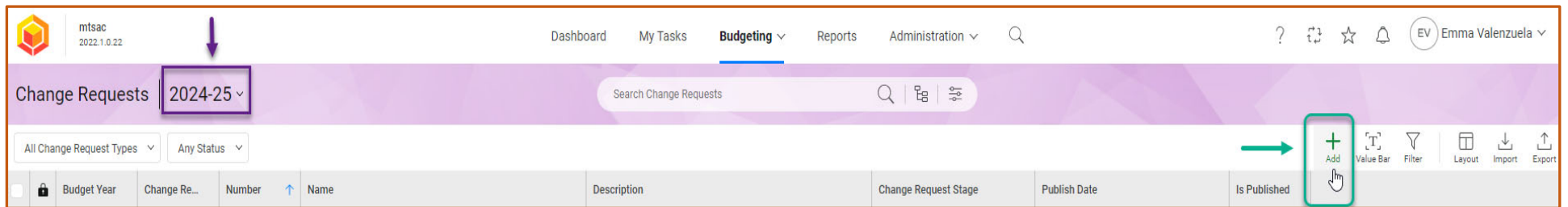
To process a budget change:

- Go to Budgeting
- Select Change Requests
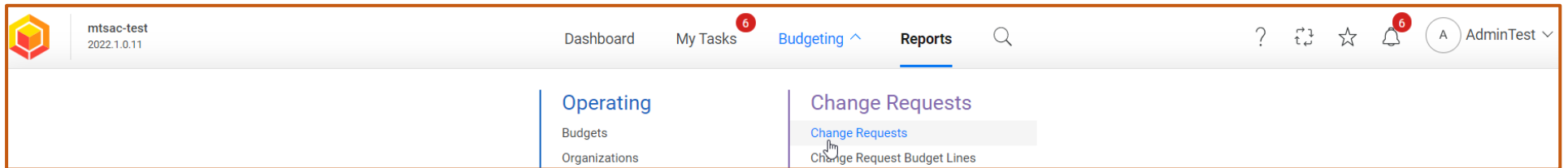
Budget Year: Select Budget Development **Fiscal Year**

Click on **+Add**

CHANGE REQUEST – BUDGET CHANGES (continued)

- **Number:** AUTO (system generated)
- **Org Security:** Enter or select Org Security
- **Change Request Type:** Select **Budget Changes**
- **Name:** Type **Budget Changes**

- Click the [OK] button

This will open another window tab.

Note: If system doesn't automatically default to screen above you can search for the change request by entering the Org Security (Fund-Org) in the search bar.

CHANGE REQUEST – BUDGET CHANGES (continued)

- Go to the **General** menu
- **Description**:   Enter Fund Number and Fund Description (Name)
- **Comments**:   Information about the Grant or Fund
- Example: Contract Year 1 of 3
- **Justification**: Reason for change (Example: 95% or Contract or Grant Closed)
- Click Save button

- Go to **Operating** menu – Select Change Request Budget Lines
- Click on the **+ Add** icon to add a budget line

- Enter the **Organization** (Fund-Org), **Account**, and **Program** by typing them under the headers or selecting them from the drop-down list. *(Note: The Activity Field will default based on the Account Code selected).*
- Leave the **Description** field blank.
- Click on the "**One Time**" button if the change is valid only for the current Budget Development Year.
- Do not click on the "**One Time**" button if this is an ongoing change – permanent change for current and future budgets.
- Enter the amount of the budget line change under the Budget Year field. To decrease the budget line, enter a minus **–** sign.
- Tab to save and click on the **+Add** icon to add a budget line.
- Budget Changes must be in balance. Any differences will be reflected under the budget year field.
- To Edit a field double click on the field you want to edit or right click and select Edit.
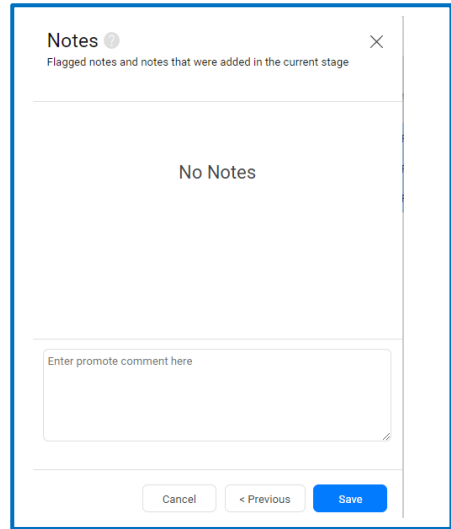- Select all lines by clicking on the radio button next to the lock icon, then click **Promote**.

CHANGE REQUEST – BUDGET CHANGES (continued)

- A pop-up window will pop up – Select Budget Changes Approved, then click **Next >**

Workflow Change Request Stages ... ✕
Select a change request stage to promote to
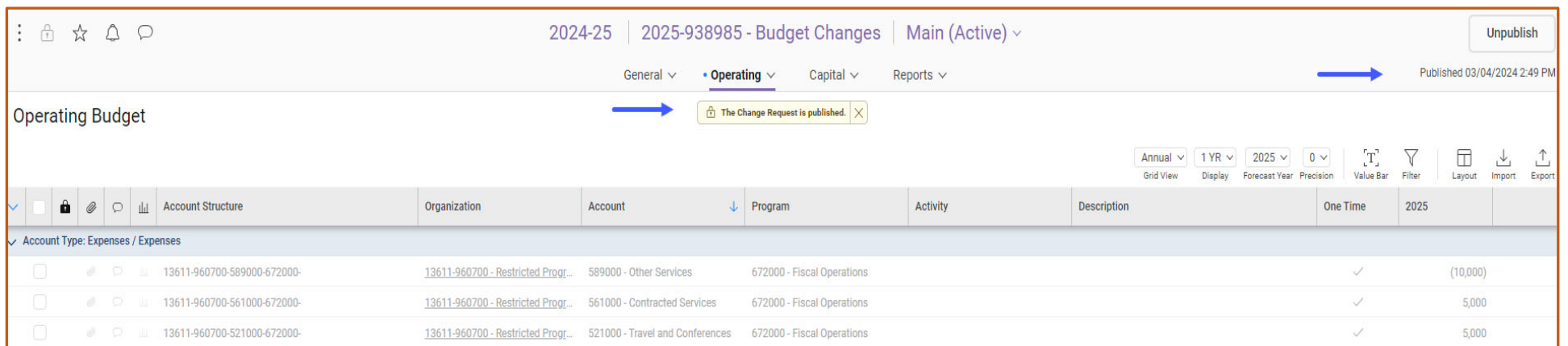
Budget Changes Entry (current stage)
○ Budget Changes Approved

Cancel   Next >

- A second window will pop-up. Click **Save**

Notes ⓘ   ✕
Flagged notes and notes that were added in the current stage

No Notes

Enter promote comment here

Cancel   < Previous   Save

- You should see a message at the top middle of the screen if your Budget Change Entry was published. 🔒 **The Change Request is published.** ✕

		2024-25	2025-938985 - Budget Changes	Main (Active) ⌄		Unpublish

General ⌄   • Operating ⌄   Capital ⌄   Reports ⌄   Published 03/04/2024 2:49 PM

Operating Budget   🔒 The Change Request is published. ✕

Annual ⌄ 1 YR ⌄ 2025 ⌄ 0 ⌄
Grid View Display Forecast Year Precision Value Bar Filter Layout Import Export

	🔒	📎	💬	📊	Account Structure	Organization	Account ↓	Program	Activity	Description	One Time	2025
Account Type: Expenses / Expenses												
☐					13611-960700-589000-672000-	13611-960700 - Restricted Progr...	589000 - Other Services	672000 - Fiscal Operations			✓	(10,000)
☐					13611-960700-561000-672000-	13611-960700 - Restricted Progr...	561000 - Contracted Services	672000 - Fiscal Operations			✓	5,000
☐					13611-960700-521000-672000-	13611-960700 - Restricted Progr...	521000 - Travel and Conferences	672000 - Fiscal Operations			✓	5,000

CHANGE REQUEST – BUDGET CHANGES (continued)

Budget Changes will be reflected on the Budget Template Reports under the Budget Changes Column 2024-25.

Note: To see changes click on the refresh icon.

MT. SAN ANTONIO COLLEGE
2024-25 BUDGET TEMPLATE

Fund: 13 - Unrestr Gen Fund Revenue Generated
Fund: 13611 - Indirect Cost

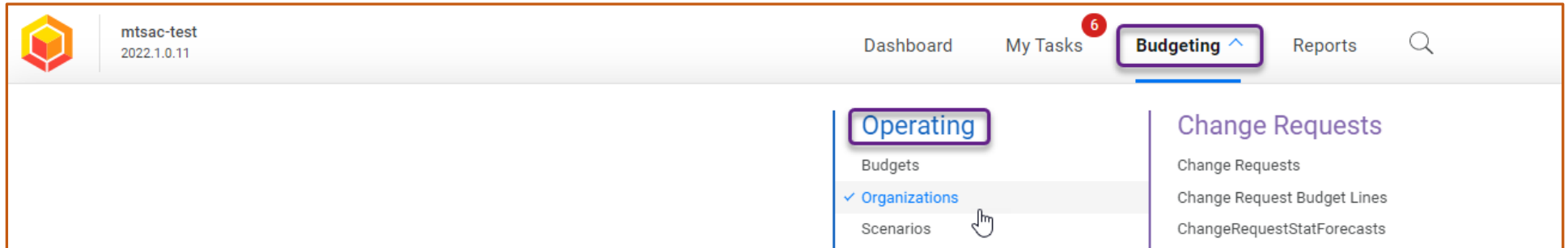| Fund	Org	Acct	Prog	Actv	Account Description	Organization Description	FTE	Range	Acct %	Salary	Adopted Budget 2023-24	Status Quo Budget 2024-25	Budget Changes 2024-25	Revised Status Quo Budget 2024-25
Expenses / Expenses														
13611	960700	211000	672000	2100	Classified Salaries-Unit A	Restricted Programs/Indirect Cost					91,581	95,344	0	95,344
					CA9360 Bland, Kimberly		1.000	CAR095B	100.00	95,344				
13611	960700	215000	672000	2100	Classified Admin Salaries	Restricted Programs/Indirect Cost					37,984	39,092	0	39,092
					MC9930 Royce, Rosa		1.000	AD00023	15.00	39,092				
13611	960700	321000	672000	2100	PERS Budget Holding	Restricted Programs/Indirect Cost					34,567	35,868	0	35,868
13611	960700	331000	672000	2100	OASDI, Budget Holding	Restricted Programs/Indirect Cost					8,033	8,336	0	8,336
13611	960700	335000	672000	2100	Medicare, Budget Holding	Restricted Programs/Indirect Cost					1,879	1,950	0	1,950
13611	960700	341000	672000	2100	Health and Welfare Benefits	Restricted Programs/Indirect Cost					28,921	28,921	0	28,921
13611	960700	351000	672000	2100	State Unemploy Budget Holding	Restricted Programs/Indirect Cost					65	67	0	67
13611	960700	361000	672000	2100	W/C Budget Holding	Restricted Programs/Indirect Cost					1,801	1,869	0	1,869
13611	960700	521000	672000		Travel and Conferences	Restricted Programs/Indirect Cost					10,000	10,000	5,000	15,000
13611	960700	561000	672000		Contracted Services	Restricted Programs/Indirect Cost					0	0	5,000	5,000
13611	960700	589000	672000		Other Services	Restricted Programs/Indirect Cost					185,169	178,553	(10,000)	168,553
13611	960700	794001	672000		Assigned Fund Bal-Revenue Generated	Restricted Programs/Indirect Cost					1,595,227	1,595,227	0	1,595,227
Expenses / Expenses Total											1,995,227	1,995,227	0	1,995,227
Revenues / Funding Sources														
13611	960700	889010	672000		Indirect Cost Recovery	Restricted Programs/Indirect Cost					400,000	400,000	0	400,000
Revenues / Funding Sources Total											400,000	400,000	0	400,000
								Net Total			(1,595,227)	(1,595,227)	0	(1,595,227)

2024-25 BUDGET TEMPLATE   Page 47

ORGANIZATIONS SEARCH (DETERMINE APPROVAL STAGE)

To determine the **approval stage** of your Organizational budget(s):

- Go to **Budgeting** from the top menu bar
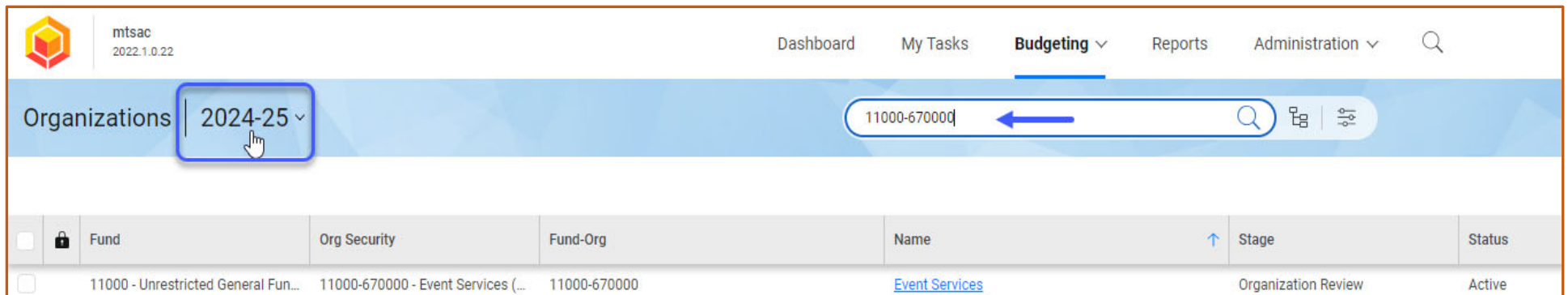- Click on Organizations under the Operating category.

Budget Year: Select the fiscal year for the budget being developed

- To search for a specific Fund, Org, or Fund-Org combination, enter the number or description in the search box next to the Search" button.

  Note: The search window works a lot like a Google search. You can search by Org name, Fund, or Fund-Org number and Questica Budget will search all the information on the Organization to find a match. Add more key terms if you would like to narrow down your search.

  Example: Organization 11000-670000 is in Unit/Grant Review

ORGANIZATIONS SEARCH (DETERMINE APPROVAL STAGE) (continued)

- To view all your organizations, do not enter a value in the search box (leave blank) and click on the "Search" icon.

- All Organizational budgets under your security access will be displayed.

		Fund		Org Security	Fund-Org		Name	Stage		Status
	🔒		↓							
☐		13651 - Risk Management-Safet...		13651-650000 - Safety and Risk ...	13651-650000		Safety and Risk Management	Fiscal Tentative		Active
☐		13632 - Fingerprinting-Parking		13632-631000 - Parking Services...	13632-631000		Parking Services	Fiscal Tentative		Active
☐		13631 - Parking-Facility Rental		13631-631000 - Parking Services...	13631-631000		Parking Services	Fiscal Tentative		Active
☐		13630 - Printing Services		13630-663000 - Printing Service...	13630-663000		Printing Services	Fiscal Tentative		Active
☐		13623 - Vehicle Surplus		13623-623000 - Transportation (...	13623-623000		Transportation	Fiscal Tentative		Active
☐		13621 - Custodial-Recycling		13621-625000 - Custodial (Fund ...	13621-625000		Custodial	Fiscal Tentative		Active
☐		13620 - Facilities Planning and ...		13620-620000 - Design and Con...	13620-620000		Design and Construction	Fiscal Tentative		Active
☐		13611 - Indirect Cost		13611-611000 - Budget/Categori...	13611-611000		Budget/Categorical Programs/Audit	Organization Review		Active
☐		13611 - Indirect Cost		13611-610000 - Fiscal Services (...	13611-610000		Fiscal Services	Organization Review		Active

PROMOTING/DEMOTING ORGANIZATIONS

When you have finished making all changes to your organizational budgets, the next step is to "**Promote**" it to the next stage, to be reviewed by the next level. Once the Organization is promoted to the next stage, you will not be able to edit it unless the next level reviewer "**Demotes**" it back to your level.

Note: Only Approving Managers, Deans, Directors or Vice Presidents and Presidents can Promote or Demote Organizations.

You will receive the following error message if you don't have permission to Promote/Demote Organizations.

> mtsac-test.questica.com says
>
> User does not have permission to promote this Organization
>
> OK
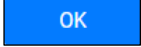
Promoting a Single Organization

- Go to the **Budgeting** menu
- Select Organizations under Operating
- Search for the Organization (either by Fund-Org number or description) or select the Organization from the list if you are viewing all Organizations under your security access.
- Click on the button to the left of the Fund number.
- Hover over the line you selected with your mouse then right-click and select Promote/Demote Organization.
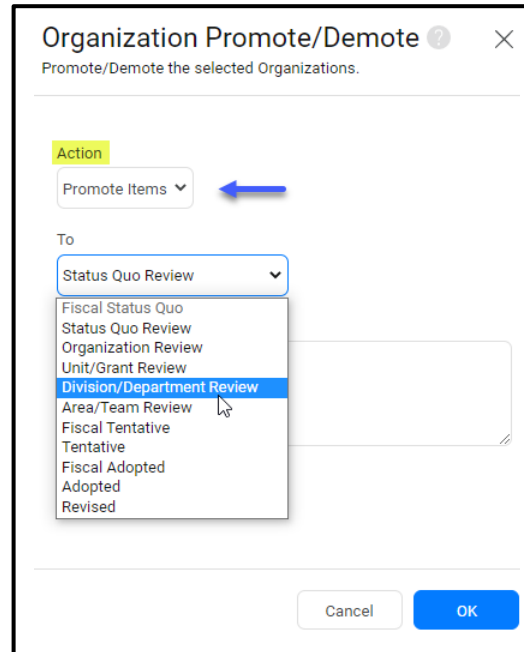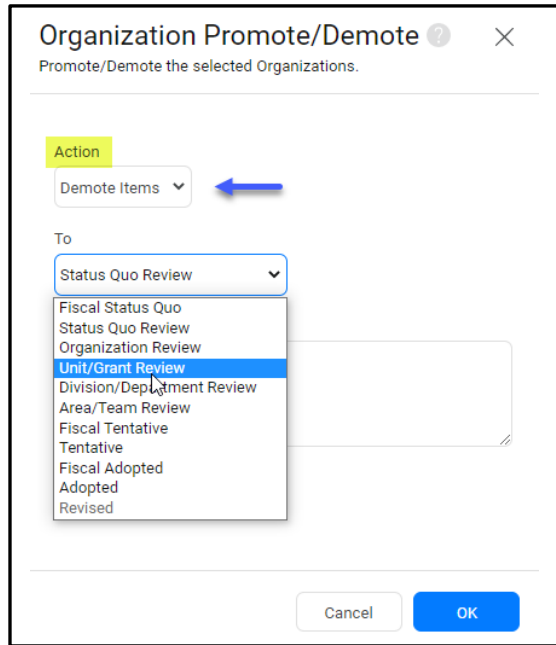
- A pop-up window will appear.
- Under Action, select **Promote Items**
- Select the Level you want to Promote to
- Click OK

Note: To **Demote** a Single Organization, follow the same Process and choose **Demote Items** under Action.
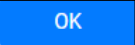
Batch Process Promotion or Demotion

The batch process automates promoting and demoting multiple Organization at once. It is recommended for Funds with multiple Organizations.

- Go to the **Budgeting** menu
- Select Organizations under Operating
- Search for the Fund you want to promote or select Funds from the list if you are viewing all Funds under your security access.
- Select the Fund-Org numbers you want to promote or click on the button [✓] [🔒] next to the lock icon to select all Organizations.
- Hover over any of the lines you selected with your mouse, then right-click and select Promote/Demote Organization

A pop-up window will appear.

- Under Action select Promote Items
- Select Level you want to Promote to
- Click **OK**

Note: To **Demote** Organizations with a batch process, follow the same process and select **Demote Items** under Action.

ALLOW POP-UPS IN CHROME FOR QUESTICA

There are functions in Questica that, when used, will need to open in a new window. One example is creating a change order. Questica needs to have Chrome set to allow pop-ups for this application. It is also wise to have Windows trust Questica.
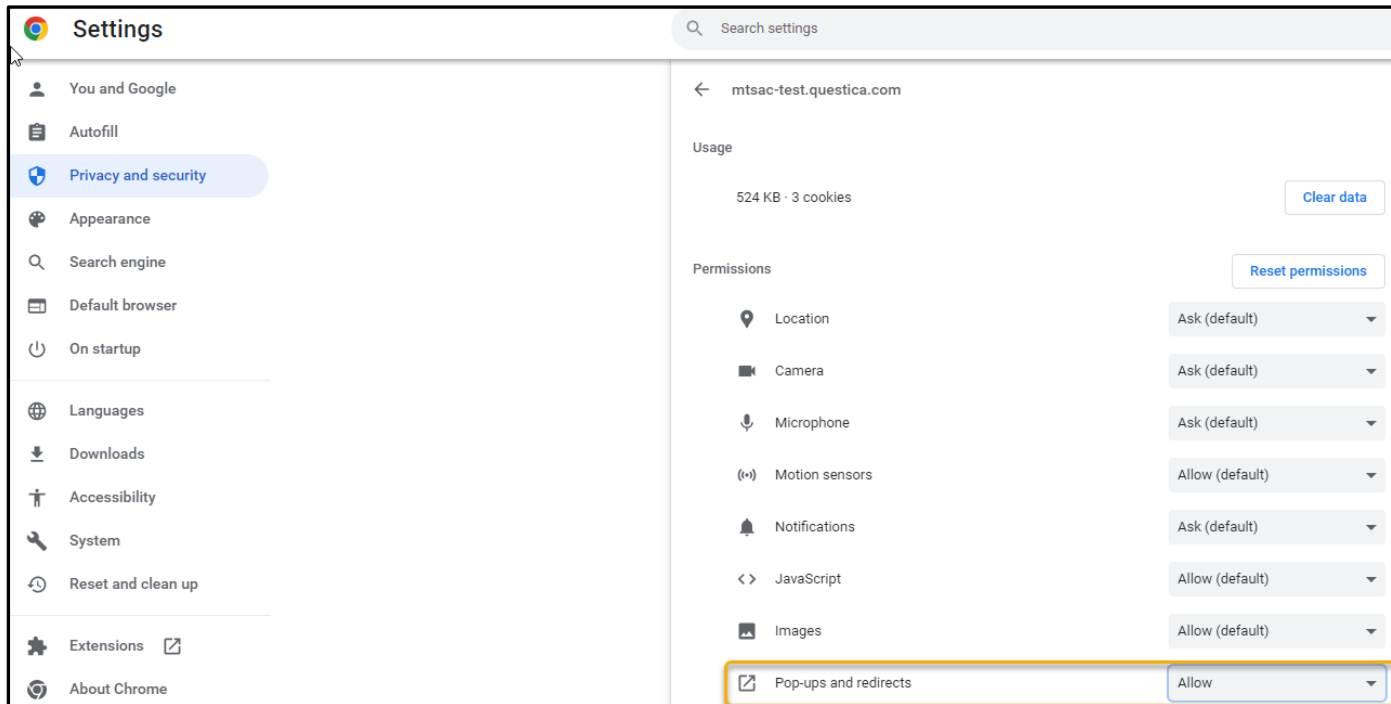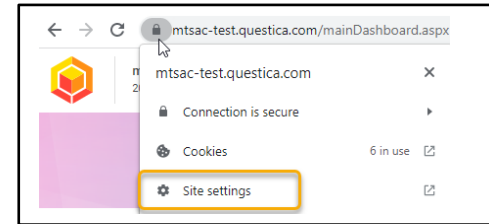
Follow these instructions in Chrome to allow pop-ups from Questica:

- Open Chrome and log into Questica.
- Click the [🔒] icon, located to the left of Questica's URL in the address bar.
- Select **Site Settings** in the drop-down menu.
- In the site settings list, find **Pop-ups and redirects**.
- Select **Allow** in the drop-down across from Pop-ups and redirects.

Another option to allow pop-ups from Questica: If you see **"Pop up blocked"** appear in the address bar when you navigate to the site, click it.

Then click on the link for the pop-up you want to see and select "**Always allow pop-ups and redirects from [site]"** and click Done to save the change.

Allowing pop-ups specifically for Questica will enable the site to open new windows as needed.

You can continue to protect your Chrome browser from unwanted pop-ups by keeping the general pop-up setting set to **Blocked.**
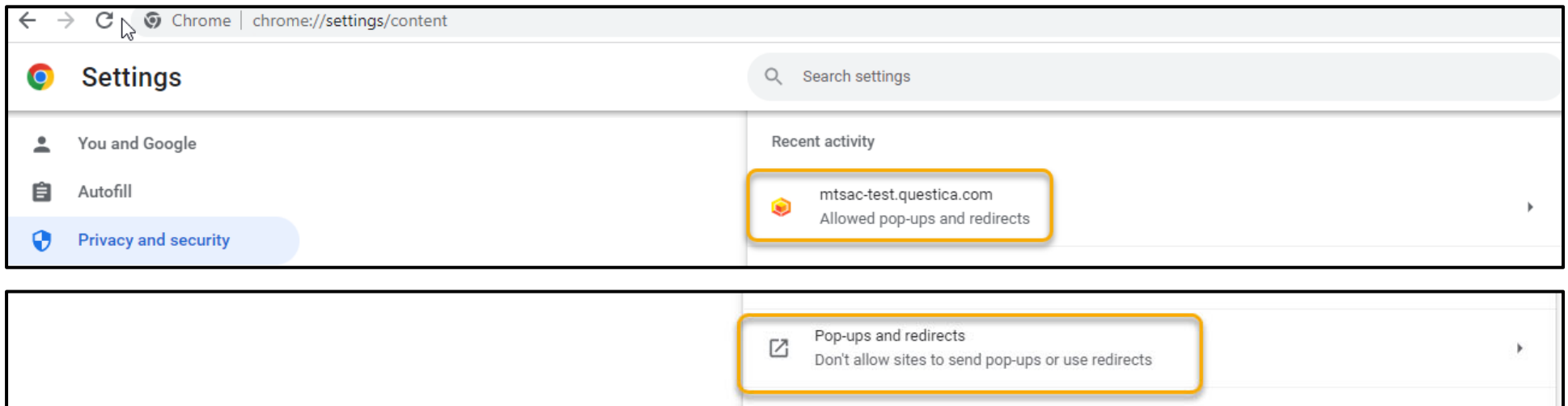
APPENDIX A

BUSINESS RULES FOR "BUDGET CHANGES"

1. Accounts must be within the following ranges:

   140000-149999 Hourly Non-Instructional Salaries

   230000-249999 Short-Term, Nonacademic Salaries, Overtime

   260000-269999 Hourly Instructional Aide Sal-Other

   400000-769999 Supplies and Operating

2. Budget Change should be within the same Fund

3. Process Budget Changes in whole dollars

4. Net balance must equal zero

5. Travel and conference for Faculty Fund 11120 is contractual. Changes from one Org to another Org are allowed as long as the Fund remains under 11120 and has an instructional program code (000000 to 499999).

6. Book rentals for Instructional Programs account 563200 is contractual. Changes from one Organization to another Organization are allowed as long as the account remains under 5632000 and has an instructional program code (000000 to 499999).

7. Instructional service agreements for Instructional programs account 561800 is contractual. Changes from one Organization to another Organization are allowed as long as the account remains under 561800 and has an instructional program code (000000 to 499999).