Overview

-Budget Prep consists of four 'modules':
  - Salary Planner
    - Employees (Salary, FTE, Labor Distribution)
    - Positions (Budget, FTE, Labor Distribution)
  - Budget Development
    - Budget all fiscal-year "budget-book" FOPs for FY12
  - Transfer Roster
    - Only permanent sources of funding
    - (Most Users will not utilize this module)
  - TEAM App
    - Add/remove access to BD, SP, & Cognos Reports

Do these applications interact?

- Salary Planner
  - Totals for Position Proposed Budgets for each FOAP
- Budget Development
  - Proposed Budget
    - 6A1 – Staff Salaries
    - 6A2 – Staff Salaries
    - 6A4 – Student Salaries
- Transfer Roster
  - Totals for all transfers for each FOAP
  - 8A1 – Transfers In
  - 8A3 – Transfers Out
Salary Planner

Which jobs/positions are included in Salary Planner?

- **Primary & Secondary jobs** are picked up by Salary Planner
  - These are listed in your “Employee Detail” under “Extracted Jobs”
- **Overloads** are not updatable in Salary Planner, but will continue until they are ended via ePAF
  - These are listed in your “Employee Detail” under “Other Jobs”
- Nightly “re-extraction” process refreshes the jobs & positions in Salary Planner based on the ePAFs you are processing for FY13
- Labor distribution in Salary Planner includes all FOAPs for an employee/position – but not all are budgeted in Budget Development
- All sponsored project FOPs which end in FY13 should be removed from all labor distributions in Salary Planner

Listed by Position: "Proposed Budget" vs. Employee "Proposed Salary"

- For filled single positions -> These should always be EQUAL
- For pooled positions -> These can be different
- For vacant positions -> These can be different (above the minimum)

Salary Planner

- The POSITION budget and Position Labor Distribution will drive the salary amounts you are responsible for in your operating budgets.
- No changes can be made to the salary budget pools in Budget Development!
- Balance your budgets using the salary amounts provided, if the salary amounts bring you over-budget -> Make necessary changes to the labor distribution in Salary Planner
Budget Prep Overview 2013

Budget Development

What FOPs are budgeted in Budget Development?

**Education & General (State):**
- Funds 11 & 12

**Designated (Local):**
- Funds 16, 17, & 18

**Auxiliary:**
- Fund 31

("Matching" funds for Sponsored Projects should not be budgeted)

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Budget Development

What do we balance against?

- **E&G (State) FOPs**
  - FY12 Final Budget + FY12 Permanent Budget Adjustments + FY13 Base Budget
  - FY13 Proposed Budget = 'Base Budget' in BD
  - Any other increases above this must have prior written approval from the appropriate VP/Provost - increases without justification will be reduced

- **Designated (Local) / Auxiliary FOPs**
  - FY12 Final Budget + FY12 Permanent Budget Adjustments + FY13 Base Budget
  - **FY13 Budget** = 'Base Budget' in BD + Income Changes for FY13
  - Increases to revenue must include justifications via "comments" feature
  - All funds must balance (Revenue + Transfers-In = Expenses + Transfers-Out)

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Budget Development

Other requirements for Budget Development...

- **Budget Fringes for all Local/Auxiliary FOPs with Salaries**
  - Use RPT_SPLAN-003 – Fringe Benefits Estimate
  - Budget Pool - 6B4

- **Budget Longevity for ALL FOPs (if applicable)**
  - Use RPT_SPLAN-004 – Longevity Estimate
  - Budget Pool - 6A5

- **Budget FY12 annual amounts for all "Overload" Jobs**
  - Use RPT_NBAJOBS_015 in "Budget Human Resource Reports" folder in Cognos for list of overloads
  - Use "Contingency" Budget Pool – 6Zs or Actual Salary Pool (i.e. 6A9 for Cell Phone Allowances)
Budget Prep

What resources are available to me?

- Cognos Reports
  - Budget > Budget Prep folder in Cognos
  - 16 reports for Salary Planner & Budget Development to help reconcile and display information specific to your department

- Cognos Edit Reports
  - Budget > Budget Prep > Budget Prep Edits folder in Cognos
  - 20 edit reports for Salary Planner & Budget Development to help pinpoint errors in your data (Positions ≠ Jobs, Out-Of-Balance Funds, Negative Budget Pools, etc.)

- Budget Prep “Workshops”
  - One hour sessions of one-on-one help with an analyst from BRPM
  - Available the first week Budget Prep is available to departments

Budget Prep

What resources are available to me?

- AFISM - 2-KNOW (5669)
  - www.depts.ttu.edu/afism/
  - AFISM Training > Miscellaneous > Handouts for Budget Prep FY12
  - “Quick Steps” for SP & BD
  - List of Reports Available
  - Training guides for all modules

- Budget & Resource Planning & Management - 2-3228
  - www.depts.ttu.edu/budget/
  - Contact List by Fund
  - Directs you to the analyst who handles your fund(s)
  - Questions regarding policies, procedures, reports, tips, etc.

Questions??