BUDGET PREP EDITS

Edits are available to help you identify potential problems in your Budget Prep data. Edits are located in following location in Cognos: Budget > Budget Prep > Budget Prep Edits

• EDT_BUDEV_001 – Budget Not in Whole Dollars:
  o This edit will display budgets entered into Budget Development that are not in whole dollars. The Operating Budget must be in whole dollars.
  o Run this edit for all FOPs you handle.
  o Go to Budget Development and round any FOAP not in whole dollars to the nearest whole dollar. Be sure and re-balance your budget if necessary.

• EDT_BUDEV_004 – Budgets on non-budget book Funds
  o This edit will display budgets that have been input on funds that are not budgeted as part of the annual budget process.
  o Multi-year funds will show up on this report

• EDT_BUDEV_006 – Budgets with Negative Account Codes
  o Budgets must be entered with positive balance. The exception to this is the Transfer In account code (8A1), which is automatically derived from the transfer roster.
  o If you have items show up on this report, please go into Budget Development and make corrections to remove the negative budget.

• EDT_BUDEV_007 – Not a Budget Account Code
  o Budgets should be entered using the three digit Budget Account Code.
  o Corrections should be made in Budget Development for items showing up on this report.
  o Determine what the appropriate Budget Account Code should be and add a new budget for this code.
  o Zero out any budgets on non-budget account codes.

• EDT_BUDEV_008 – Salary Budget no Longevity Budget
  o Longevity should be budgeted for all full-time staff employees (if eligible)
  o If a FOP shows on this report, please run the report RPT_SPLAN_004 – Longevity Estimate. If there is output from the Longevity Estimate report, please budget this amount in Budget Development.

• EDT_BUDEV_009 – Salary Budget no Fringe Budget
  o Fringes will need to be budgeted on all FOPs paying salaries with the exception of state (E&G) FOPs.
  o If a FOP shows up on this report, please run the RPT_SPLAN_003 – Fringe Benefit Estimate report. If there is output from the Fringe Estimate report, please budget this amount in Budget Development.

• EDT_SPLAN_001 – Job Labor = Zero
  o The Labor Distribution for an employee must equal 100%.
  o Please make corrections in Salary Planner to the employee labor for items on this report.

• EDT_SPLAN_002 – Posn Budg > 0.00 and Proposed = 0.00
  o Items displayed on this report, there may be positions that have been zeroed out.
o If a position should not be budgeted, it should be closed. Please contact HR Compensation to request that the position be deactivated.

• EDT_SPLAN_004 – Proposed Position Salary is Negative
  o Position Salaries must be positive amounts
  o Please make corrections in Salary Planner for items on this report

• EDT_SPLAN_005 – Proposed Job Salary is Negative
  o Employee Salaries must be positive amounts
  o Please make corrections in Salary Planner for items on this report

• EDT_SPLAN_006 – Position Labor = Zero
  o The Labor Distribution for all positions must equal 100%
  o Please make corrections to the Position Labor in Salary Planner for items on this report.

• EDT_SPLAN_008 – Position Budget <> Employee Salary Single Posn
  o The employee salary and the position budget must equal for positions that are not pooled.
  o Please correct either the employee salary or the position budget amount in Salary Planner for items on this report.
  o If multiple employees are incumbents of the same position number, ePAFs should be processed to move employees the correct positions. Only one employee should be in each single position.

• EDT_SPLAN_022 – PLBD<>100%
  o This edit will display any position labor distribution in Salary Planner that does not equal 100%
  o All position funding must equal 100%
  o Please go into Salary Planner to the position distribution screen for any positions on this report and correct the funding.

• EDT_SPLAN_023 – JLBD <> 100%
  o This edit will display any employee labor distribution that does not equal 100%. 
  o All employee funding must equal 100%
  o Make corrections to the employee labor distribution screen in Salary Planner.

• EDT_SPLAN_024 – Terminated Fund/Orgn Report
  o This report can be on either the position or employee labor to determine if the labor is funded from a Fund or Organization code that has been terminated.
  o Please correct the fund or Orgn for any position distribution or employee distribution showing up on this report.

• RPT_SPLAN_012 – Budget Development vs Salary Planner
  o This report will sum up the Salary Planner position budgets by FOAP and compare it to Budget Development.
  o This report should not have any output due to the new enhancement which automatically updates Budget Development based on SP position totals.
  o Use this report as a double check that all salary totals in Salary Planner are reflected correctly in Budget Development.

• RPT_SPLAN_019 – Position Salary less than Minimum of Class
  o This report will show any position that has a budget under the minimum of the
paygrade. Positions need to be budgeted at the minimum of the paygrade or higher.