Overview

Budget Prep consists of five ‘modules’:
1. TEAM Application
2. Salary Planner
3. Budget Development
4. Transfer Roster
5. Cognos
Overview

TTU Parameters
  Budget ID – T2014
  Budget Phase – T14DPT

TTUSA Parameters
  Budget ID – S2014
  Budget Phase – S14DPT

TEAM Application

Add/remove security access
- http://team.texastech.edu
- Utilized by all modules
- Security is added to the organization
- Only Financial Manager can grant security
- Follows the organization hierarchy

ORGANIZATION HIERARCHY

- Texas Tech University
- Provost and Academic Affairs
- Provost and Academic Affairs Lbbk
- College of Engineering
- Engineering
- Water Resources Center
Salary Planner

- Data is grouped by position organization
- All Primary and Secondary Jobs are in Salary Planner
- Overloads can be viewed in Salary Planner, but are not updateable and will continue until they are ended via ePAF
- Labor distribution in Salary Planner includes all FOAPs for an employee and position – (not all are in Budget Development)

Salary Planner

Use Salary Planner to modify/balance employee and position distribution and add merit if pool is available
- Don’t make changes to List By Employee.
- Merit should be added in Employee Detail

Daily processes such as ePAFs and New Position Requests trigger nightly updates in Salary Planner
- Process end job ePAF to remove employees (Do not change the salary to $0.00)
- Refer to HR-Finance Document Impact on Budget Prep

Salary Planner

Employee “Proposed Salary”

(Listed Fiscal Year Budget)

vs.

Position “Proposed Budget”

• 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

- All sponsored project FOPs which end in FY13 should be removed from all labor distributions in Salary Planner
  - Report EDT_SPLAN_024 displays labor funded from a terminating FOP
  - College level temporary FOPs may be used to budget for salaries on anticipated sponsored project funding if other sources are not available

Salary Planner

- TA/RA/GPTI should not be ended if they are returning. They must be active to receive the credit on the student bill
  - Verify program codes on faculty are split between instruction and research based on effort

Salary Planner

- The POSITION budget and Position Labor Distribution will drive the salary amounts you are responsible for in your operating budgets.
- No changes are needed 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 Development

What FOPs are we responsible for budgeting in Budget Development?

Education & General (State):
- Funds 11A, 11B, 12A, 12B

Designated (Local):
- Funds 16A, 16B, 16C, 16D, 16E, 16F
- 16G, 17A, 18A, 18C, 18D

Auxiliary:
- Fund 31A

(*“Matching” funds for Sponsored Projects should not be budgeted)

Budget Development

Target Reports
- Fl217 TTU Target Report – Compares the budget target to the budget request in Budget Development. **Balance must be $0.00!!!!**

- Fl218 TTU Target Calculation – Lists detail of the calculation used to determine the FOP target

Budget Development

- Review Budget Development Checklist

- Enter comments!!!
  - Use of 5Z8
  - Increases to revenue
  - When fringe, longevity or overload budgets differ from estimate reports
    - RPT_SPLAN_003-Fringe Benefits Estimate
    - RPT_SPLAN_004-Longevity Estimate
    - RPT_NBAJOBS_015-Overloads Report
Transfer Roster

Transfer Roster is used to manage permanent transfers
- Transfers are a means to move funding between 2 different funds
- Most users will not utilize this module
- Coordinate with corresponding department when necessary
- Debt Service and Administrative Service Charge transfers have already been entered

Cognos

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

Locking in Budget Prep

Locking closes access to all organizations below the level being locked.
- Lock in both Salary Planner and Budget Development
- There is no need to lock at org level 7

****The college/VP level is responsible for ensuring targets are met*****
Budget Prep Workshops

- Budget Prep “Workshops”
  - One hour sessions of one-on-one help with an analyst from BRPM
  - Watch for registration announcements
  - Come prepared!!!

Budget Prep Resources

- Budget & Resource Planning & Management - 2-3228
  - www.depts.ttu.edu/budget/
  - Contact Us > Staff Listing by Fund
  - Directs you to the analyst who handles your fund(s)
  - Questions regarding policies, procedures, reports, tips, etc.
- AFISM - 2-KNOW (566g)
  - www.depts.ttu.edu/afism/
  - "AFISM Training" > "Cognos, Budget" > "Handouts for Budget Prep FY14"

Questions??