Budget Prep consists of five ‘modules’:

1. TEAM Application
2. Salary Planner
3. Budget Development
4. Transfer Roster
5. Cognos
Overview

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
Overview

TTU Parameters
- Budget ID – T2015
- Budget Phase – T15DPT

TTUSA Parameters
- Budget ID – S2015
- Budget Phase – S15DPT
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
TEAM Application

ORGANIZATION HIERARCHY

ORG LVL 1
- TT
- Texas Tech University

ORG LVL 2
- B
- Provost and Academic Affairs

ORG LVL 3
- B1
- Provost and Academic Affairs Lbbk

ORG LVL 4
- B56
- College of Engineering

ORG LVL 5
- B5600
- Engineering

ORG LVL 6
- B56AA
- Engineering

ORG LVL 7
- B56001
- 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)
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.
Employee “Proposed Salary”
(Estimated 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 should fall within the annual pay range

<table>
<thead>
<tr>
<th>Position and Title</th>
<th>Base FTE</th>
<th>Proposed FTE</th>
<th>Base Budget</th>
<th>Change Percent</th>
<th>Change Amount</th>
<th>Proposed Budget</th>
<th>Bargaining Unit</th>
<th>Estimated Fiscal Year Budget</th>
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<td>1652.96</td>
<td>20000.00</td>
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</table>

(List by Position)
-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!
  • If the salary amounts bring you over-budget -> Make the necessary changes to the labor distribution in Salary Planner
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
- FI217 TTU Target Report – Compares the budget target to the budget request in Budget Development
  Balance must be $0.00!!!!

- FI218 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 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 and a half 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 > Contact List by Organization
    -Directs you to the analyst who handles your organization
    -Questions regarding policies, procedures, reports, tips, etc.

-AFISM  -  2-KNOW (5669)
  -www.depts.ttu.edu/afism/
  -“AFISM Training” > “Cognos, Budget” > “Handouts for Budget Prep FY14”
Questions??