Pre-Prep Checklist: Planning Next Fiscal Year (NFY) Budgets
Cognos Human Resources > Departmental Users >
- All Human Resources Reports (ALL HR)
- Position Reports folder (POSN)
- Employee Appointment Reports folder (EMPL)
Cognos TTU Finance > Budget folder (BUDGET)

[ ] 1. **Review Prep Security.** The Organization Manager and two others can be given access to Budget Prep. These 3 individuals can edit budgets, run reports, and submit the budgets for the upcoming fiscal year. When Budget Prep opens for input and submission, you will be ready!
   - The Organization Manager uses **TEAM App** to add/delete access for himself and 2 more individuals
   - View All Finance Reports > FI028, Organization Hierarchy
   - View TEAM App Reports or BUDGET > HR127, Organization Security for Budget Prep

[ ] 2. **Review Positions that belong to your Organizations.** All employees are assigned to T#-positions to be paid for their work. Your department should verify that the positions used to pay your employees are assigned to your organization(s). When Budget Prep opens for input and submission, you will review the position list for each organization, verify each employee’s pay and create budget pools totals for fall.
   - POSN > RPT_PBUD_002 Current Positions by Position Org; submit Org changes to AMBUD@ttu.edu
   - EMPL > RPTEMPL_007 Employee List by Home Org; submit Org changes to HR Comp Ops

[ ] 3. **Review Student Positions and Summer Appointments.** Students who are not returning in the fall should be terminated. Appointments for the summer term(s) should have end dates on or before August 31st. **Federal Work Study** W-positions must end by August 15th and **State Work Study** W-positions must end by August 31st.
   - EMPL > HR103, Preview Employees for Salary Planner
   - ALL HR > HR011, Pooled Positions with incumbents by Organization

[ ] 4. **Review Research and Temporary funding.**
   - Employees cannot be paid in the fall from grants ending on or before August 31
     - EMPL > EDT_NBAJOBS_001 JLBD Funded From ending Grant
   - Appointments for Research and Temporary funding can use the Temporary College FOP

[ ] 5. **Review Budget Prep Reports.**
   - BUDGET > FI202, Preview Budget Development – Displays Adopted Budget plus Permanent Adjustments equals Budget Prep’s “Base Budget (NFY Adopted Budget)”, to compare with HR104 for differences that must be resolved.
   - EMPL > HR103, Preview Employees for Salary Planner – Based on employee appointment, if continued to the fall, this report presents the effect on Salary Budget pools; listed by FOP. Employee Salary as edited in Salary Planner is copied to Position Budgets.
   - POSN > HR104, Preview Positions for Salary Planner – Based on Position budget, if continued to the fall, this report presents the effect on Salary Budget pools; listed by FOP. This is how Budget Prep works: Position Budgets update Salaries (6A1, 6A2, etc) for NFY Adopted Budget.
   - BUDGET > FI235, Preview Budget Development Target Summary – Based on Adopted Budget plus Permanent Adjustments, this report displays the Salary Total plus Operating Total and Transfer Out Total to present the Target Budget for NFY Budget.

[ ] 6. **Sign up for Budget Prep Workshop once dates and times become available in SumTotal.**
   - Budget Prep Q&A Refresher for returning users
   - Budget Prep Training for 1st time users
   - Budget Prep Workshop for hands on assistance