

Report ID	Report Name	Description
<b>Budget&gt;Budget Prep&gt;TTU and TTU System</b>		
EDT_BUDEV_001	Budget Not in Whole Dollars	This edit will display budgets entered into Budget Development that are not in whole dollars. The Operating Budget must be in whole dollars. Run this edit for all FOPs you handle. 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_006	Budgets with Negative Account Codes	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. 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	Budgets should be entered using the three digit Budget Account Code. Corrections should be made in Budget Development for items showing up on this report. Determine what the appropriate Budget Account Code should be and add a new budget for this code. Zero out any budgets on non-budget account codes.
EDT_BUDEV_008	Salary Budget no Longevity Budget	Longevity should be budgeted for all full-time staff employees (if eligible) If a FOP shows on this report, please run the report RPT_SPLAN_004 –Longevity Estimate and budget this amount in Budget Development.
EDT_BUDEV_009	Salary Budgets with no Fringe Budget	Fringes will need to be budgeted on all FOPs paying salaries with the exception of state (E&G) FOPs. If a FOP shows up on this report, please run the RPT_SPLAN_003 – Fringe Benefit Estimate report and budget this amount in Budget Development.
EDT_LOOKUP_001	Look up a User's Name by Oracle ID	User is able to enter the Oracle ID to determine who it belongs to. Useful during Prep to determine who made changes to budget.
EDT_SPLAN_002	Posn Budg > 0.00 but Proposed Budg = 0.00	Displays positions that loaded into Salary Planner with a base budget that has been made 0.00. If a position it will be closed. Please email <a href="mailto:ambut@ttu.edu">ambut@ttu.edu</a> to request that the position is budgeted at less than base salary, it will be closed. To have the position removed from Salary Planner email <a href="mailto:ambud@ttu.edu">ambud@ttu.edu</a> .
EDT_SPLAN_004	Proposed Position Salary is Negative	Position Salaries must be positive amounts. Please make corrections in Salary Planner for items on this report
EDT_SPLAN_005	Proposed Job Salary is Negative	Employee Salaries must be positive amounts. Please make corrections in Salary Planner for items on this report
EDT_SPLAN_006	Position Labor = Zero	The Labor Distribution for all positions must equal 100%. Please make corrections to the Position Labor in Salary Planner for items on this report.
EDT_SPLAN_008	Position Budget <> Employee Salary Single Posn	The employee salary and the position budget must equal for positions that are not pooled. Please correct either the employee salary or the position budget amount in Salary Planner for items on this report. If multiple employees are incumbents of the same position number, ePAFs should be processed to move employees to the correct positions. Only one employee should be in each single position.
EDT_SPLAN_022	PLBD <> 100 %	This edit will display any position labor distribution in Salary Planner that does not equal 100%. All position funding must equal 100%. Please go into Salary Planner to the position distribution screen for any position on this report and correct the funding.
EDT_SPLAN_023	JLBD <> 100 %	This edit will display any employee labor distribution that does not equal 100%. All employee funding must equal 100%. Make corrections to the employee labor distribution screen in Salary Planner.
EDT_SPLAN_024	Terminated Fund/Orgn Report	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. Please correct the Fund or Orgn for any position distribution or employee distribution showing up on this report.
EDT_SPLAN_024	Terminated Fund/Orgn Report	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. Please correct the Fund or Orgn for any position distribution or employee distribution showing up on this report.
EDT_SPLAN_031	Posn Proposed Budget<>Posn Dist Total	Compares the List by Position Proposed Budget for a position vs the Position Dist total. Discrepancies due to rounding.
FI218	TTU/TTUSA Target Calculation	Details the calculation used to determine the FOP target.
FI219	TTU Budget Prep Admin Report	Compares the base budget with the departmental request and displays any increase or decrease over the base budget.
HR 127	TTU/TTUSA Orgn Security for Budget Prep	Lists the users assigned to orgns for Budget Prep Security.
RPT_BUDEV_001	Departmental List of Banner FOP's	Displays a department/organization's FOPs in Budget Development and/or Salary Planner. Should not be used as a list of FOPs which need to be budgeted.
RPT_BUDEV_002	Budget Development Detail Report	Includes all Information provided in Budget Development for the selected parameters. Includes adopted, base and proposed budgets and all budget pools
RPT_BUDEV_002Y	Budget Development Detail Report with YTD Activity	Includes all Information provided in Budget Development for the selected parameters. Includes adopted, base and proposed budgets and all budget pools with YTD activity
RPT_BUDEV_005	Fund Summary Report	High level view of each fund and all the organizations and programs that have budgets associated with that fund.
RPT_BUDEV_006	Variance Report	This report shows a variance between proposed budget and the budget amounts using the last full fiscal year or the estimated annualized amounts of the current year.

RPT_SPLAN_003	Fringe Benefits Estimate	This report displays estimates of the amounts to be budgeted for fringe benefits for all employees in Salary Planner. (Local/Auxiliary FOPs only) Can be ran in "detailed" or "summary" versions, depending on whether individual employee information is needed. Discrepancies between this report and the proposed budget need to be justified via comment on the 6B4 pool in Budget Development.
RPT_SPLAN_004	Longevity Estimate	This report displays estimates of the amounts to be budgeted for longevity for all employees in Salary Planner. Discrepancies between this report and the proposed budget in Budget Development need to be justified via comment on the 6A5 pool in Budget Development.
RPT_SPLAN_005	Salary Increase	Shows where a salary has been increased in Salary Planner based on position organization. Increases are only allowed in the merit column if an approved merit pool is available. All other increases will be removed.
RPT_SPLAN_010	Salary Increase by FOAP	Displays any salary increases by FOP. Increases are only allowed in the merit column if an approved merit pool is available. All other increases will be removed.
RPT_SPLAN_019	Position Salary Less than Minimum of Class	This report will show any position that has a budget under the minimum of the pay grade. Positions need to be budgeted at the minimum of the pay grade or higher or they will be closed.
RPT_SPLAN_020	Position List by Orgn	This report gives you the ability to view all positions in a specific position organization.
RPT_SPLAN_021	Search by Position Number	This report gives you the ability to search for a position number, and display the position Orgn, position title, single/pooled, and any incumbents to the position
RPT_SPLAN_022	Position Roster by FOAP (w/Pooled Job Details)	This report displays all positions, employees, and their position budget amounts for a specified FOP. This version of the report also includes the incumbent employee salaries for employees in pooled positions (along with the proposed position budget).
RPT_SPLAN_023	Position Roster by FOAP	This report displays all positions, employees, and their position budget amounts for a specified FOP.
RPT_SPLAN_025	Position Roster by Employee	This report displays all employees, positions, and their position budget amounts. (Not recommended for viewing pooled positions as the position distribution is based on the position and not the employee.)
RPT_SPLAN_033	Fringe Estimate VS Budget Development	Comparison between RPT_SPLAN_003 Fringe Benefits Estimate and the proposed budget. Differences require a comment be placed on the 6B4 budget pool in Budget Development.
RPT_SPLAN_044	Longevity Estimate VS Budget Development	Comparison between RPT_SPLAN_004 Longevity Estimate and the proposed budget. Differences require a comment be placed on the 6A5 budget pool in Budget Development.
RPT_TRNFR_003	Transfer Roster	Lists transfers input in the Budget Prep Transfer module.

### **Budget>Budget Prep>TTU and TTU System>Merit**

RPT_SPLAN_006	Merit Eligible Report	List of eligible employees based on position type and FTE. (Does not factor evaluation score- departments need to factor evaluation score before applying merit.)
RPT_SPLAN_007	Merit Ineligible Report	List of ineligible employees based on position type, FTE, benefit category and hire date as of May. (Does not factor evaluation score- departments need to factor evaluation score before applying merit.)
RPT_SPLAN_008	Merit Pools	Displays merit pools by FOP and Faculty vs. Staff.
RPT_SPLAN_009	Ineligible Merit Recipient	Lists merits awarded to employees or supplement positions that are ineligible for merit
RPT_SPLAN_011	Merit Awarded by Pool	Compares the merit pool to the total merits awarded to faculty and staff.

### **Budget>Budget Prep>TTU and TTU System>Pre-Prep Reports**

EDT_NBAJOBS_001	JLBD Funded from Ending Grant	Shows employees being paid on a FOAP where the Grant End Date or the Fund Termination date is less than the job end date for that FOAP.
FI028	Organization Hierarchy Report	Lists the organization codes and the associated financial managers within the hierarchy of the organization structure.
FI202	Preview Budget Development	Displays the adopted budget, permanent adjustments and base budget columns that are copied to budget prep as next year's budget to be used as a planning tool for the upcoming budget cycle. (This report should be used prior to Budget Prep and Budget>Budget Prep> RPT_BUDEV_002 should be used once Budget Prep is available.)
HR103	Preview Employees for Salary Planner	Displays the projected next year's salary expenses from current employee annual salaries to be utilized as a planning tool for the upcoming budget cycle. (This report should be used prior to Budget Prep and Budget>Budget Prep>RPT_SPLAN_022 or 023 should be used once Budget Prep is available)
HR104	Preview Positions for Salary Planner	Displays the projected next year's salary annual expenses from current position budget to be utilized as a planning tool for the upcoming budget cycle. (This report should be used prior to Budget Prep and Budget>Budget Prep>RPT_SPLAN_022 or 023 should be used once Budget Prep is available.)
HR127	Organization Security for Budget Prep	Displays the personnel who have been granted Budget Prep access by the Organization Financial Manager via the TEAM Application.
RPT_PBUD_002	Current Positions by Position ORGN	Displays current effective dated positions by a position organization. (This report does not display future effective dated positions.) The data in the Salary Planner Budget Prep module is grouped by the position organization. Prep system users must have access to the position organization (see report HR127) to access the data in Salary Planner.