<table>
<thead>
<tr>
<th>Report ID</th>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDT_BUDEV_001</td>
<td>Budget Not in Whole Dollars</td>
<td>This edit will display budgets entered into Budget Development that are not in whole dollars. The</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Operations Budget must be in whole dollars. Run this edit for all FOPs you handle. Go to Budget</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Development and round any FOAP not in whole dollars to the nearest whole dollar. Be sure and re-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>balance your budget if necessary.</td>
</tr>
<tr>
<td>EDT_BUDEV_006</td>
<td>Budgets with Negative Account Codes</td>
<td>Budgets must be entered with positive balance. The exception to this is the Transfer In account</td>
</tr>
<tr>
<td></td>
<td></td>
<td>code (8A1), which is automatically derived from the transfer roster. If you have items show up on</td>
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<tr>
<td></td>
<td></td>
<td>this report, please go into Budget Development and make corrections to remove the negative</td>
</tr>
<tr>
<td></td>
<td></td>
<td>budget.</td>
</tr>
<tr>
<td>EDT_BUDEV_007</td>
<td>Not a Budget Account Code</td>
<td>Budgets should be using the three digit Budget Account Code. Corrections should be made in Budget</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Development for items showing up on this report. Determine what the appropriate Budget Account Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>should be and add a new budget for this code. Zero out any budgets on non-budget account codes.</td>
</tr>
<tr>
<td>EDT_BUDEV_008</td>
<td>Salary Budget no Longevity Budget</td>
<td>Longevity should be budgeted for all full-time staff employees (if eligible) If a FOP shows on this</td>
</tr>
<tr>
<td></td>
<td></td>
<td>report, please run the report RPT_SPLAN_004 –Longevity Estimate and budget this amount in Budget</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Development.</td>
</tr>
<tr>
<td>EDT_BUDEV_009</td>
<td>Salary Budgets with no Fringe Budget</td>
<td>Fringes will need to be budgeted on all FOPs paying salaries with the exception of state (E&amp;G)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOPs. If a FOP shows up on this report, please run the RPT_SPLAN_003 – Fringe Benefit Estimate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>report and budget this amount in Budget Development.</td>
</tr>
<tr>
<td>EDT_LOOKUP_001</td>
<td>Look up a User’s Name by Oracle ID</td>
<td>User is able to enter the Oracle ID to determine who it belongs to. Useful during Prep to determine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>who made changes to budget.</td>
</tr>
<tr>
<td>EDT_SPLAN_002</td>
<td>Posn Budg &gt; 0.00 but Proposed Budg = 0.00</td>
<td>Displays positions that loaded into Salary Planner with a base budget that has been made 0.00. If</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a position it will be closed. Please email <a href="mailto:ambud@ttu.edu">ambud@ttu.edu</a> to request that the position is budgeted</td>
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<td></td>
<td></td>
<td>at less than base salary, it will be closed. To have the position removed from Salary Planner email</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:ambud@ttu.edu">ambud@ttu.edu</a>.</td>
</tr>
<tr>
<td>EDT_SPLAN_004</td>
<td>Proposed Position Salary is Negative</td>
<td>Position Salaries must be positive amounts. Please make corrections in Salary Planner for items on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>this report.</td>
</tr>
<tr>
<td>EDT_SPLAN_005</td>
<td>Proposed Job Salary is Negative</td>
<td>Employee Salaries must be positive amounts. Please make corrections in Salary Planner for items on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>this report.</td>
</tr>
<tr>
<td>EDT_SPLAN_006</td>
<td>Position Labor = Zero</td>
<td>The Labor Distribution for all positions must equal 100%. Please make corrections to the Position</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Labor in Salary Planner for items on this report.</td>
</tr>
<tr>
<td>EDT_SPLAN_008</td>
<td>Position Budget &lt;&gt; Employee Salary Single Posn</td>
<td>The employee salary and the position budget must equal for positions that are not pooled. Please</td>
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<tr>
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<td></td>
<td>correct either the employee salary or the position budget amount in Salary Planner for items on this</td>
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<td>report. If multiple employees are incumbents of the same position number, ePAFs should be</td>
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<td>processed to move employees to the correct positions. Only one employee should be in each</td>
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<tr>
<td></td>
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<td>single position.</td>
</tr>
<tr>
<td>EDT_SPLAN_022</td>
<td>PLBD &lt;&gt; 100 %</td>
<td>This edit will display any position labor distribution in Salary Planner that does not equal 100%.</td>
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<tr>
<td></td>
<td></td>
<td>All position funding must equal 100%. Please go into Salary Planner to the position distribution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>screen for any position on this report and correct the funding.</td>
</tr>
<tr>
<td>EDT_SPLAN_023</td>
<td>ABD &lt;&gt; 100 %</td>
<td>This edit will display any employee labor distribution that does not equal 100%. All employee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>funding must equal 100%. Make corrections to the employee labor distribution screen in Salary</td>
</tr>
<tr>
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<td>Planner.</td>
</tr>
<tr>
<td>EDT_SPLAN_024</td>
<td>Terminated Fund/Orgn Report</td>
<td>This report can be on either the position or employee labor to determine if the labor is funded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>from a Fund or Organization code that has been terminated. Please correct the Fund or Orgn for</td>
</tr>
<tr>
<td></td>
<td></td>
<td>any position distribution or employee distribution showing up on this report.</td>
</tr>
<tr>
<td>EDT_SPLAN_024</td>
<td>Terminated Fund/Orgn Report</td>
<td>This report can be on either the position or employee labor to determine if the labor is funded</td>
</tr>
<tr>
<td></td>
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<td>from a Fund or Organization code that has been terminated. Please correct the Fund or Orgn for</td>
</tr>
<tr>
<td></td>
<td></td>
<td>any position distribution or employee distribution showing up on this report.</td>
</tr>
<tr>
<td>EDT_SPLAN_031</td>
<td>Posn Proposed Budget&lt;&gt;Posn Dist Total</td>
<td>Compares the List by Position Proposed Budget for a position vs the Position Dist total. Discrepancies</td>
</tr>
<tr>
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<td>due to rounding.</td>
</tr>
<tr>
<td>F1218</td>
<td>TTU/TTUSA Target Calculation</td>
<td>Details the calculation used to determine the FOP target.</td>
</tr>
<tr>
<td>F1219</td>
<td>TTU Budget Prep Admin Report</td>
<td>Compares the base budget with the departmental request and displays any increase or decrease over</td>
</tr>
<tr>
<td>HR 127</td>
<td>TTU/TTUSA Orgn Security for Budget Prep</td>
<td>Lists the users assigned to orgns for Budget Prep Security.</td>
</tr>
<tr>
<td>RPT_BUDEV_001</td>
<td>Departmental List of Banner FOP’s</td>
<td>Displays a department/organization's FOPs in Budget Development and/or Salary Planner. Should not</td>
</tr>
<tr>
<td></td>
<td></td>
<td>be used as a list of FOPs which need to be budgeted.</td>
</tr>
<tr>
<td>RPT_BUDEV_002</td>
<td>Budget Development Detail Report</td>
<td>Includes all Information provided in Budget Development for the selected parameters. Includes adopted,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>base and proposed budgets and all budget pools</td>
</tr>
<tr>
<td>RPT_BUDEV_002Y</td>
<td>Budget Development Detail Report with YTD Activity</td>
<td>Includes all Information provided in Budget Development for the selected parameters. Includes adopted,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>base and proposed budgets and all budget pools with YTD activity</td>
</tr>
<tr>
<td>RPT_BUDEV_005</td>
<td>Fund Summary Report</td>
<td>High level view of each fund and all the organizations and programs that have budgets associated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>with that fund.</td>
</tr>
<tr>
<td>RPT_BUDEV_006</td>
<td>Variance Report</td>
<td>This report shows a variance between proposed budget and the budget amounts using the last full</td>
</tr>
<tr>
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<td>fiscal year or the estimated annualized amounts of the current year.</td>
</tr>
<tr>
<td>Report Code</td>
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<td>Description</td>
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</tr>
<tr>
<td>RPT_SPLAN_003</td>
<td>Fringe Benefits Estimate</td>
<td>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 run in &quot;detailed&quot; or &quot;summary&quot; 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.</td>
</tr>
<tr>
<td>RPT_SPLAN_004</td>
<td>Longevity Estimate</td>
<td>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.</td>
</tr>
<tr>
<td>RPT_SPLAN_005</td>
<td>Salary Increase</td>
<td>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.</td>
</tr>
<tr>
<td>RPT_SPLAN_010</td>
<td>Salary Increase by FOAP</td>
<td>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.</td>
</tr>
<tr>
<td>RPT_SPLAN_019</td>
<td>Position Salary Less than Minimum of Class</td>
<td>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.</td>
</tr>
<tr>
<td>RPT_SPLAN_020</td>
<td>Position List by Orgn</td>
<td>This report gives you the ability to view all positions in a specific position organization.</td>
</tr>
<tr>
<td>RPT_SPLAN_021</td>
<td>Search by Position Number</td>
<td>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.</td>
</tr>
<tr>
<td>RPT_SPLAN_022</td>
<td>Position Roster by FOAP (w/Pooled Job Details)</td>
<td>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).</td>
</tr>
<tr>
<td>RPT_SPLAN_023</td>
<td>Position Roster by FOAP</td>
<td>This report displays all positions, employees, and their position budget amounts for a specified FOP.</td>
</tr>
<tr>
<td>RPT_SPLAN_025</td>
<td>Position Roster by Employee</td>
<td>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 postion and not the employee.)</td>
</tr>
<tr>
<td>RPT_SPLAN_033</td>
<td>Fringe Estimate VS Budget Development</td>
<td>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.</td>
</tr>
<tr>
<td>RPT_SPLAN_044</td>
<td>Longevity Estimate VS Budget Development</td>
<td>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.</td>
</tr>
<tr>
<td>RPT_TRNFR_003</td>
<td>Transfer Roster</td>
<td>Lists transfers input in the Budget Prep Transfer module.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Report Code</th>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPT_SPLAN_006</td>
<td>Merit Eligible Report</td>
<td>List of eligible employees based on position type and FTE. (Does not factor evaluation score- departments need to factor evaluation score before applying merit.)</td>
</tr>
<tr>
<td>RPT_SPLAN_007</td>
<td>Merit Ineligible Report</td>
<td>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.)</td>
</tr>
<tr>
<td>RPT_SPLAN_008</td>
<td>Merit Pools</td>
<td>Displays merit pools by FOP and Faculty vs. Staff.</td>
</tr>
<tr>
<td>RPT_SPLAN_009</td>
<td>Ineligible Merit Recipient</td>
<td>Lists merits awarded to employees or supplement positions that are ineligible for merit</td>
</tr>
<tr>
<td>RPT_SPLAN_011</td>
<td>Merit Awarded by Pool</td>
<td>Compares the merit pool to the total merits awarded to faculty and staff.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Report Code</th>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDT_NBAJOBS_001</td>
<td>LBD Funded from Ending Grant</td>
<td>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.</td>
</tr>
<tr>
<td>F1028</td>
<td>Organization Hierarchy Report</td>
<td>Lists the organization codes and the associated financial managers within the hierarchy of the organization structure.</td>
</tr>
<tr>
<td>F1202</td>
<td>Preview Budget Development</td>
<td>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 Prep&gt; RPT_BUDEV_002 should be used once Budget Prep is available.)</td>
</tr>
<tr>
<td>HR103</td>
<td>Preview Employees for Salary Planner</td>
<td>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 Prep&gt; RPT_SPLAN_022 or 023 should be used once Budget Prep is available)</td>
</tr>
<tr>
<td>HR104</td>
<td>Preview Positions for Salary Planner</td>
<td>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 Prep&gt; RPT_SPLAN_022 or 023 should be used once Budget Prep is available.)</td>
</tr>
<tr>
<td>HR127</td>
<td>Organization Security for Budget Prep</td>
<td>Displays the personnel who have been granted Budget Prep access by the Organization Financial Manager via the TEAM Application.</td>
</tr>
<tr>
<td>RPT_PBUD_002</td>
<td>Current Positions by Position ORGN</td>
<td>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.</td>
</tr>
</tbody>
</table>