

# Budget Prep

## Application and Voucher

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# Budget Prep Overview

Budget Prep is the annual process of allocating budget to anticipated labor and operating pools within specified targets for the upcoming fiscal year. The Budget Prep cycle lasts around 3 months and includes several phases: budget office setup, departmental user entry, budget review, reporting, and rolling data into Banner upon Board of Regents approval.

The base budget is developed from permanent budget and salary transactions that have occurred during the current fiscal year. Salary transactions that occur during the Budget Prep cycle update the Budget Prep modules throughout the process until the new fiscal year begins. The current year HR transactions impact to the future year budget must be considered until the new fiscal year begins.

## **Budget Prep Consists of 4 Modules**

**Security Access TEAM Application (Security Access):** User security is added/edited by the organization financial manager via the TEAM Application. This security will enable users to view reports and access the Budget Prep Modules. The security is based on the FOP organization for budgets and the Position Organization for positions and employee data.

**Cognos Reports:** Cognos reports are available to review and verify the data entered the Budget Prep modules. The Budget Prep reports are derived from real-time Budget Prep data as opposed to a prior-day view. These reports allow the user to view the data in various formats and review edits which detail possible data and balancing issues.

**Salary Planner:** Salary Planner is used to verify position labor distribution and employee labor distribution for all employees and positions. In addition, merit approved by administration must be allocated in Salary Planner. Salary Planner is updated based on employee/position change documents that post through fiscal year end.

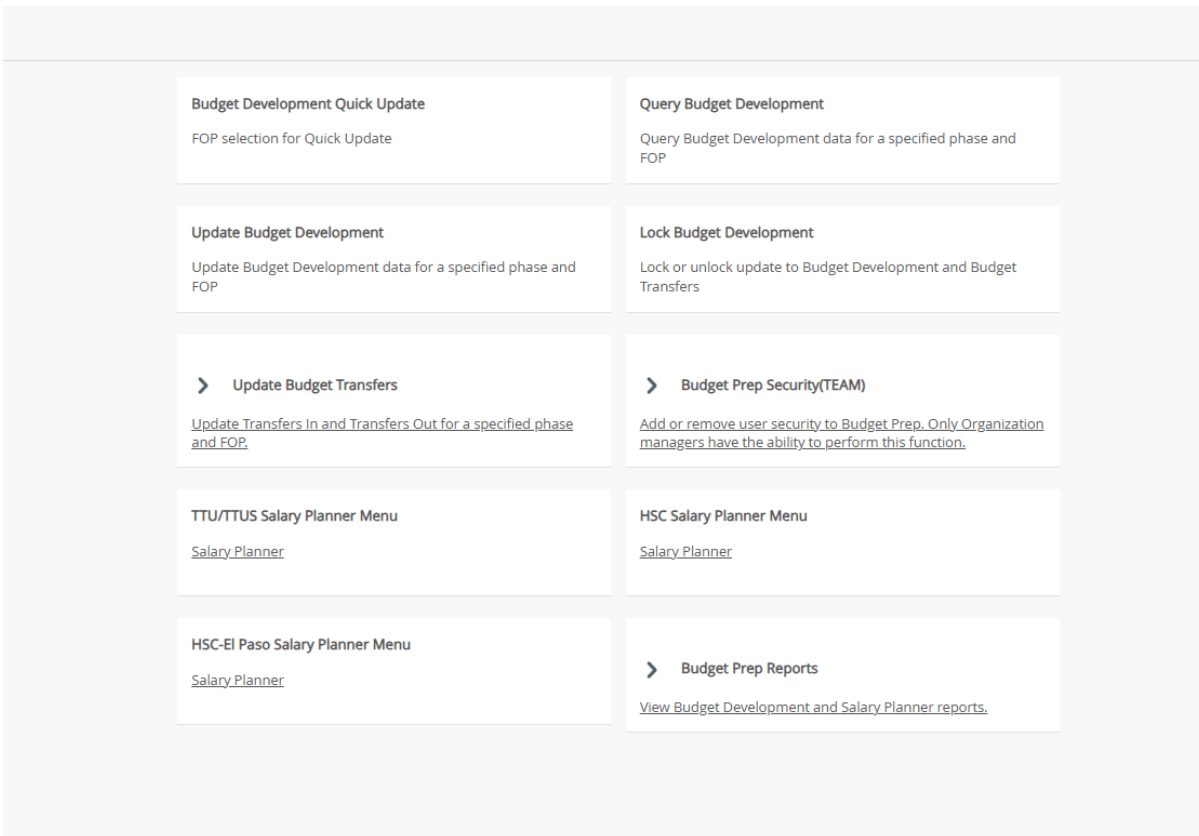
**Budget Development:** Budget Development is used to allocate available budget between the budget pools based on projected expenditures for the upcoming fiscal year. Both the Salary Planner and Transfer Roster modules automatically populate some of the pools for the end user to keep the systems in sync. Like Salary Planner, the Budget Development module is continuously updated based on employee/position change documents that post through fiscal year end.

# Finding Budget Prep

Budget Prep can be accessed on the A&F Work Tools tab of RaiderLink.



The “**Budget Prep**” link will take you to the “**Budget Prep Menu**” where the prep modules may be accessed.



# Security Access (TEAM Application)

The Organization Financial Manager provides authorization for delegates to view and update the Budget Prep modules through the TEAM application.

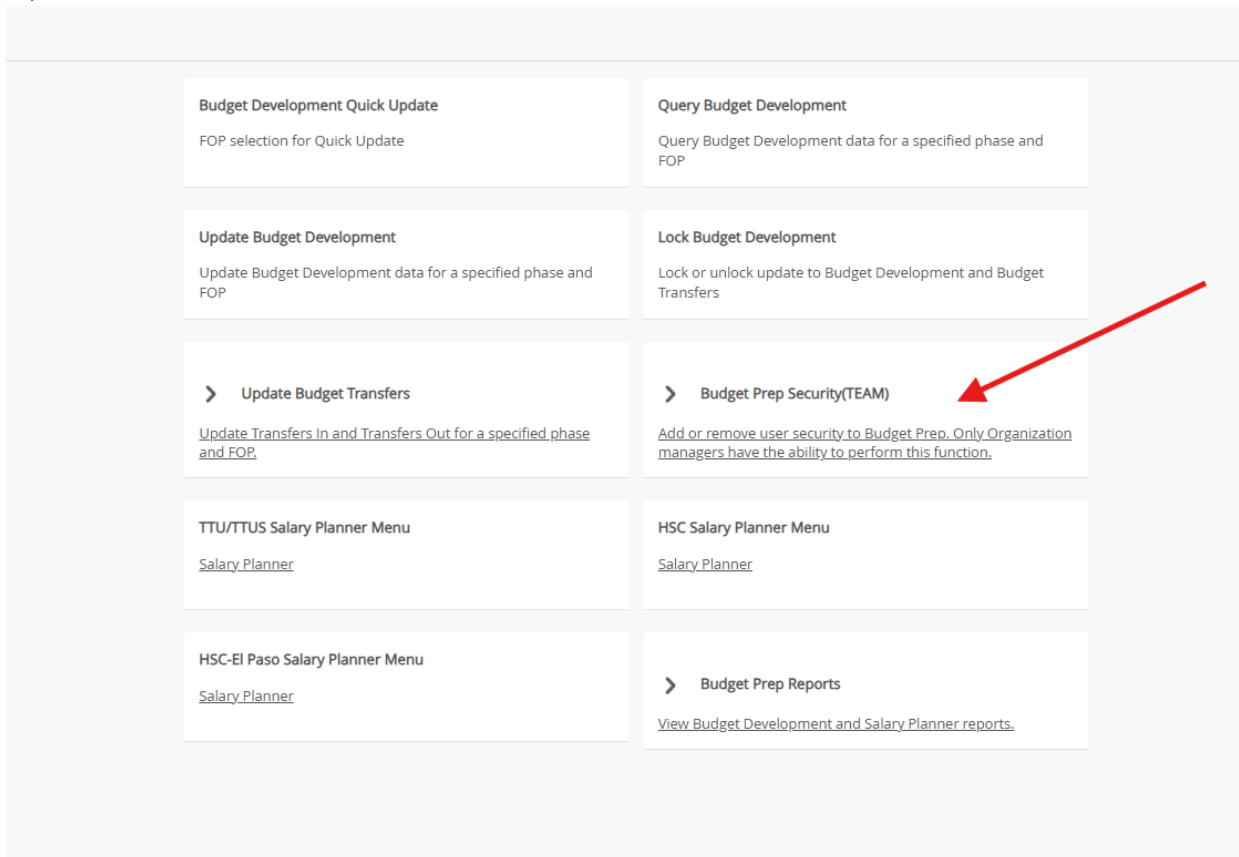
A Financial Manager is assigned to each level of the organization hierarchy. Access may be assigned at the lowest FOP organization level or at a higher level which grants access to the lower FOP levels as well. The Financial Manager for each organization must register delegates (including themselves) via the TEAM Application to access the Budget Prep modules.

- The organization hierarchy and the assigned financial managers may be viewed in Cognos:
  - *Team Content>TTU Budget>Budget Prep > 2. Informational Reports >FI028 Organization Hierarchy Report*
- Up to 3 delegates may be assigned to each organization code.
- Assignment to a higher level of the organization hierarchy gives access to the lower level organization codes.

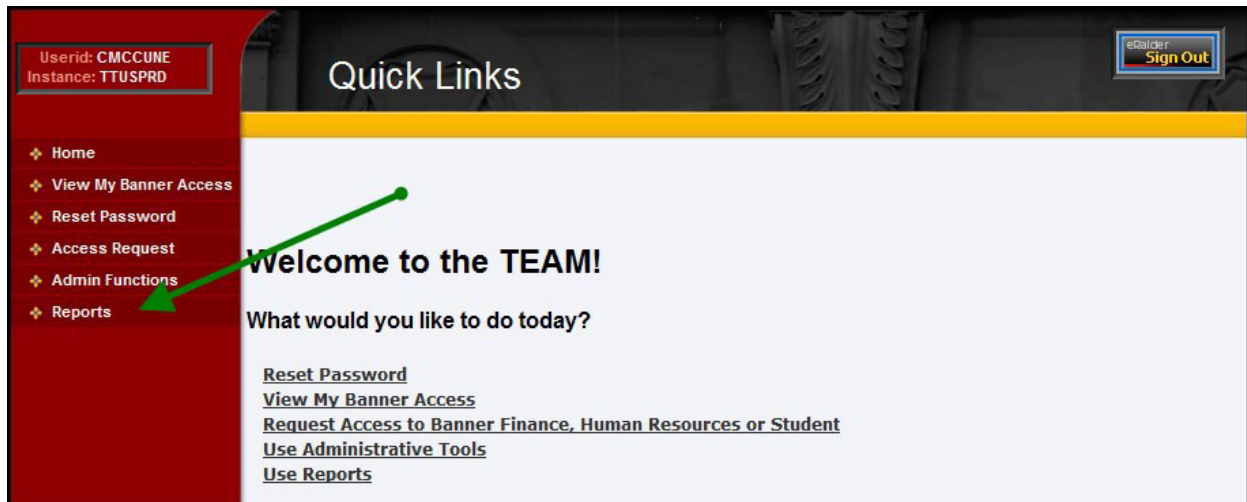
## Instructions for the TEAM Application Budget Prep Security Reports

### Finding out who has access to Budget Prep Modules

**Accessing TeamApp:** From the Budget Prep Menu select the “**Budget Prep Security (TEAM)**” link.

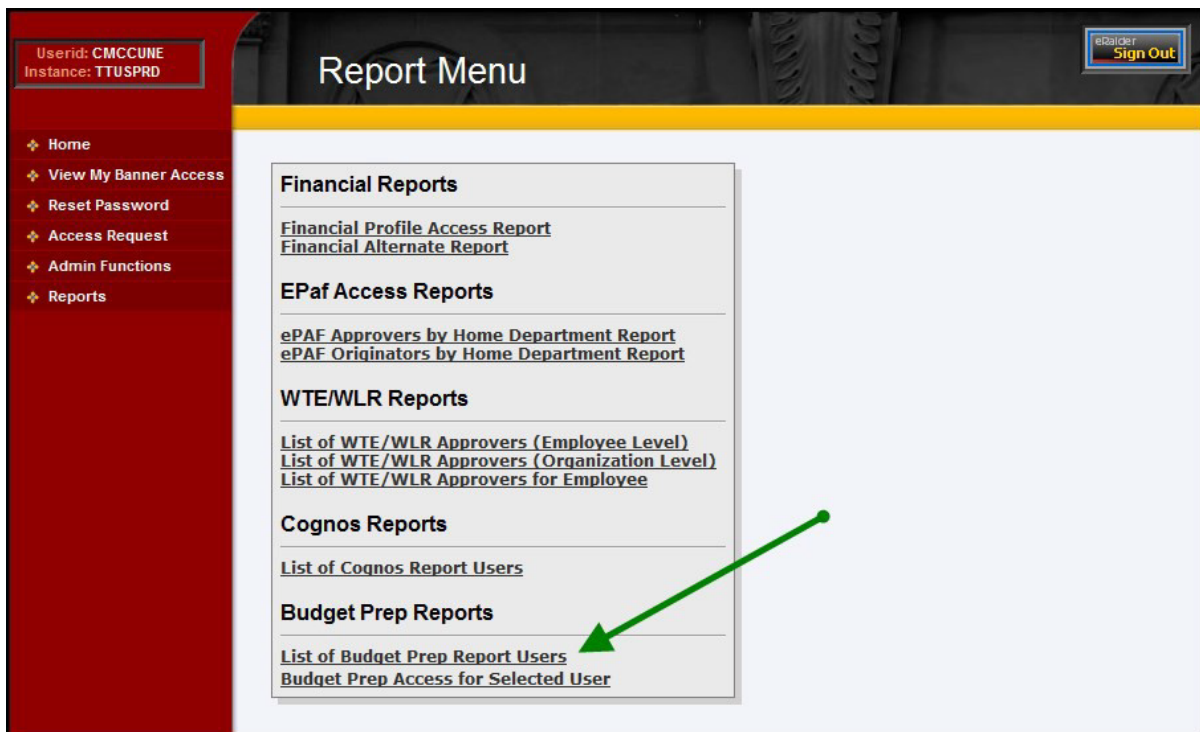


In the TEAM application, select the “Reports” link.

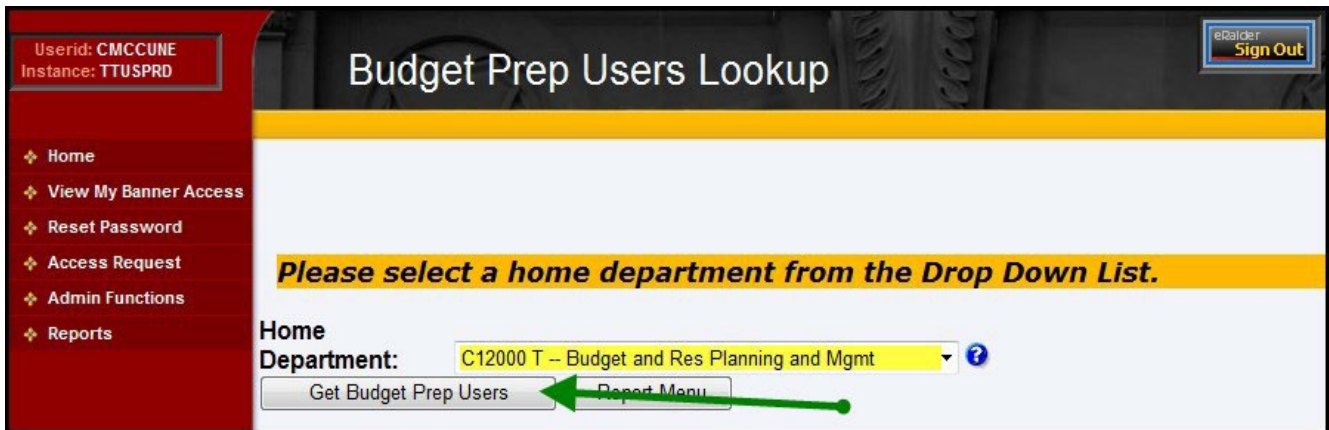


Two reports are available for viewing. Click the desired report.

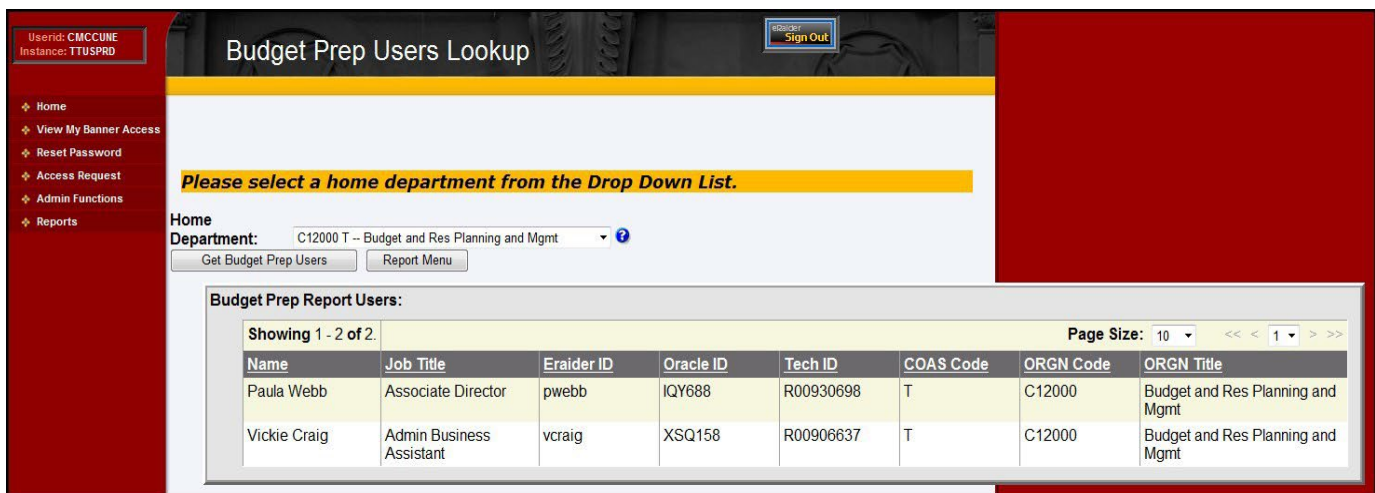
- **List of Budget Prep Report Users:** Lists the users assigned to selected home departments.
- **Budget Prep Access for Selected User:** Lists the organization access assigned to an individual.



For the list of Budget Prep Users, select a “Home Department” from the drop-down list and select “Get Budget Prep Users” and a list of users with security will be displayed.



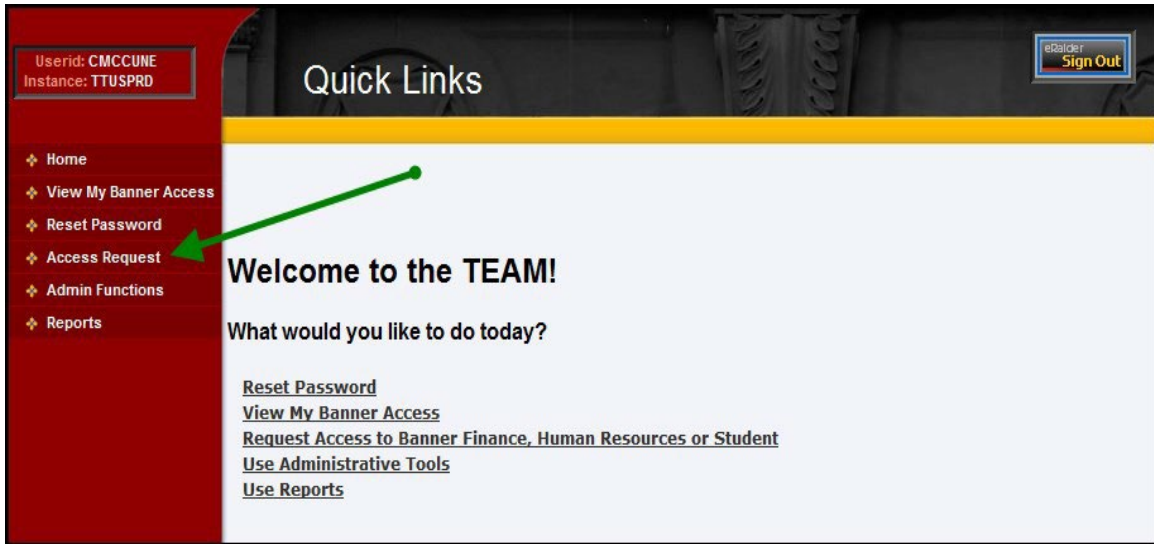
A list of Budget Prep Users for that organization will be displayed. To remove or add security, follow the steps below.



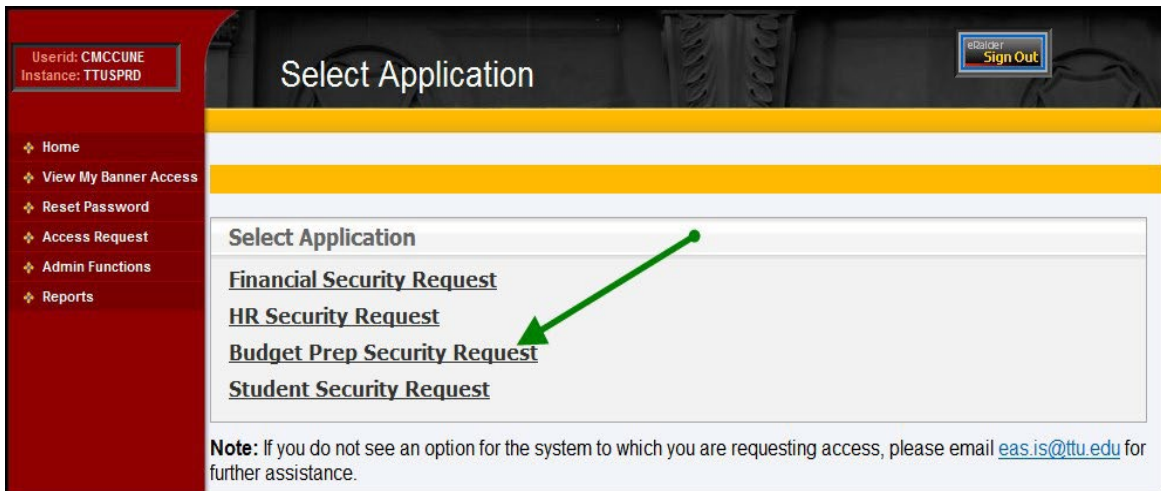
# 7 Steps to Assign Budget Prep Security Access

**Step 1:** Access TeamApp (see above)

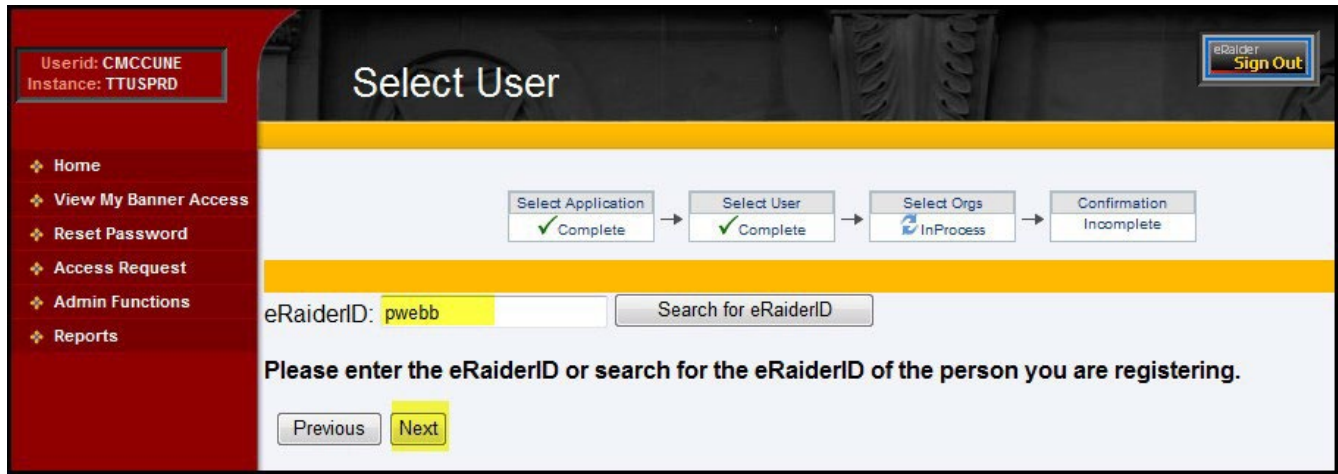
**Step 2:** Choose “Access Request” from the menu provided.



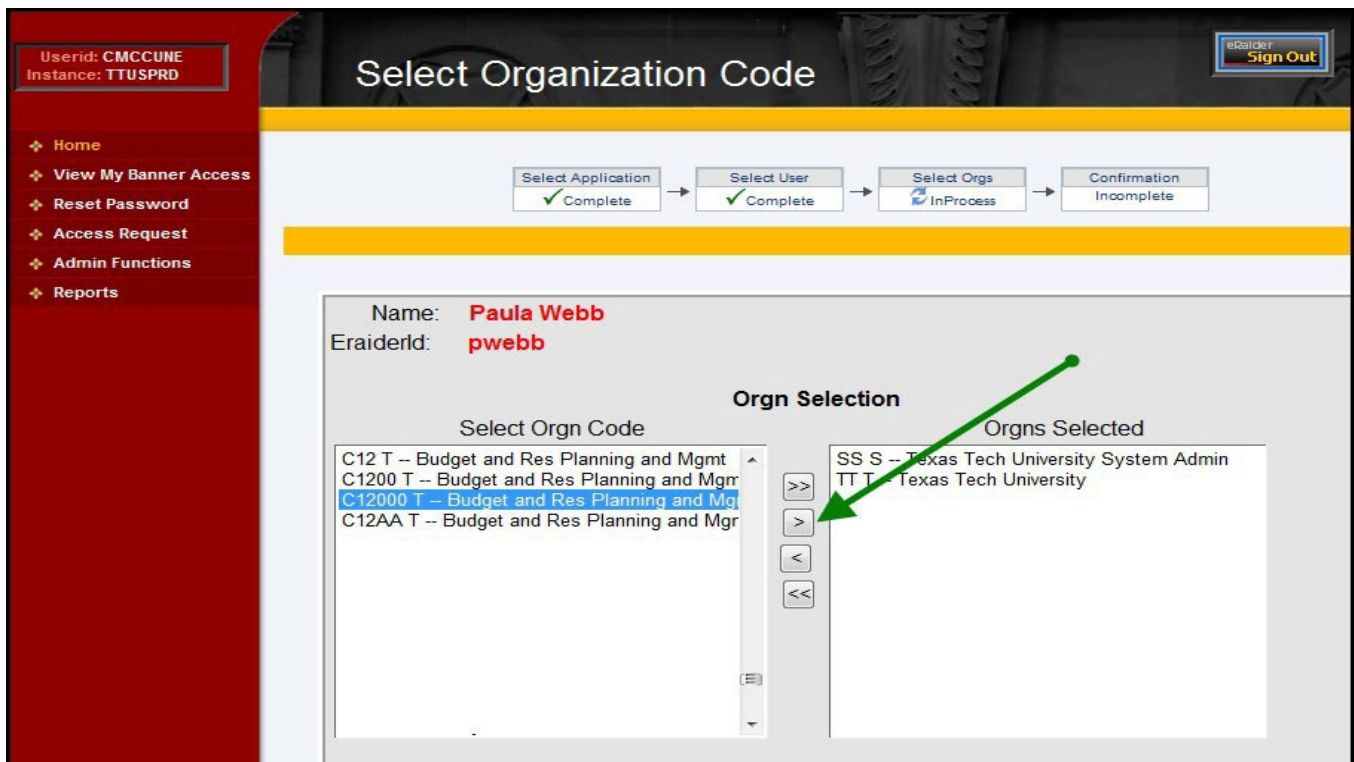
**Step 3:** Select the “Budget Prep Security Request” link.



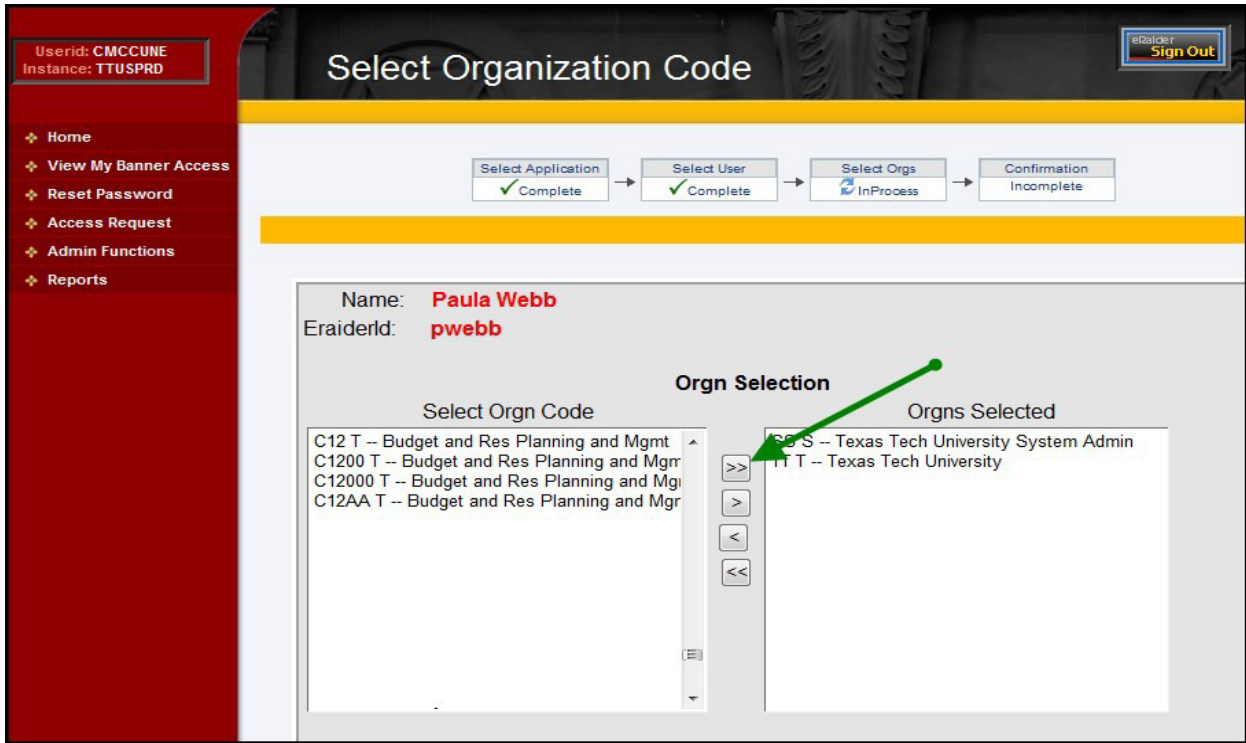
**Step 4:** Enter the **eRaider ID** for the user for whom you are requesting access. If you do not know the eRaider ID, use the “**Search for eRaider ID**” button. Click the “**Next**” button to continue.



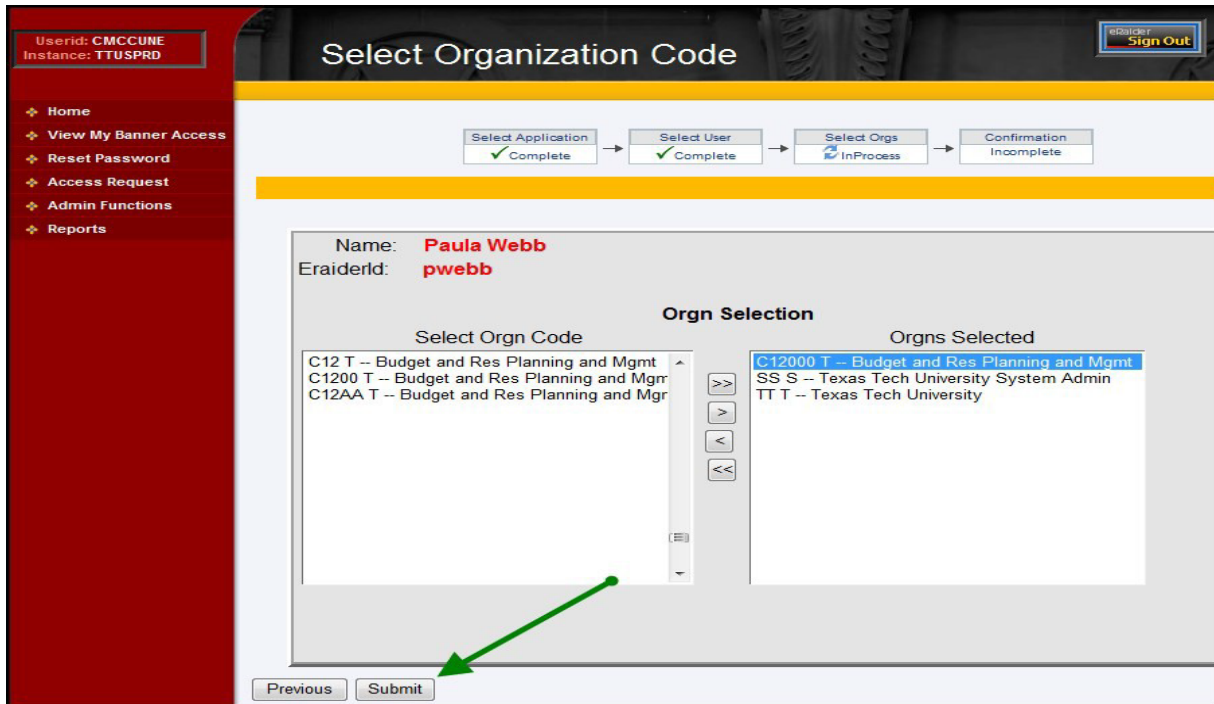
**Step 5:** Move the organization code from the “**Select Orgn Code**” section to the “**Orgns Selected**” section by highlighting the organization code (use the CTRL key on your keyboard to select more than one) and clicking the single arrow, --OR--



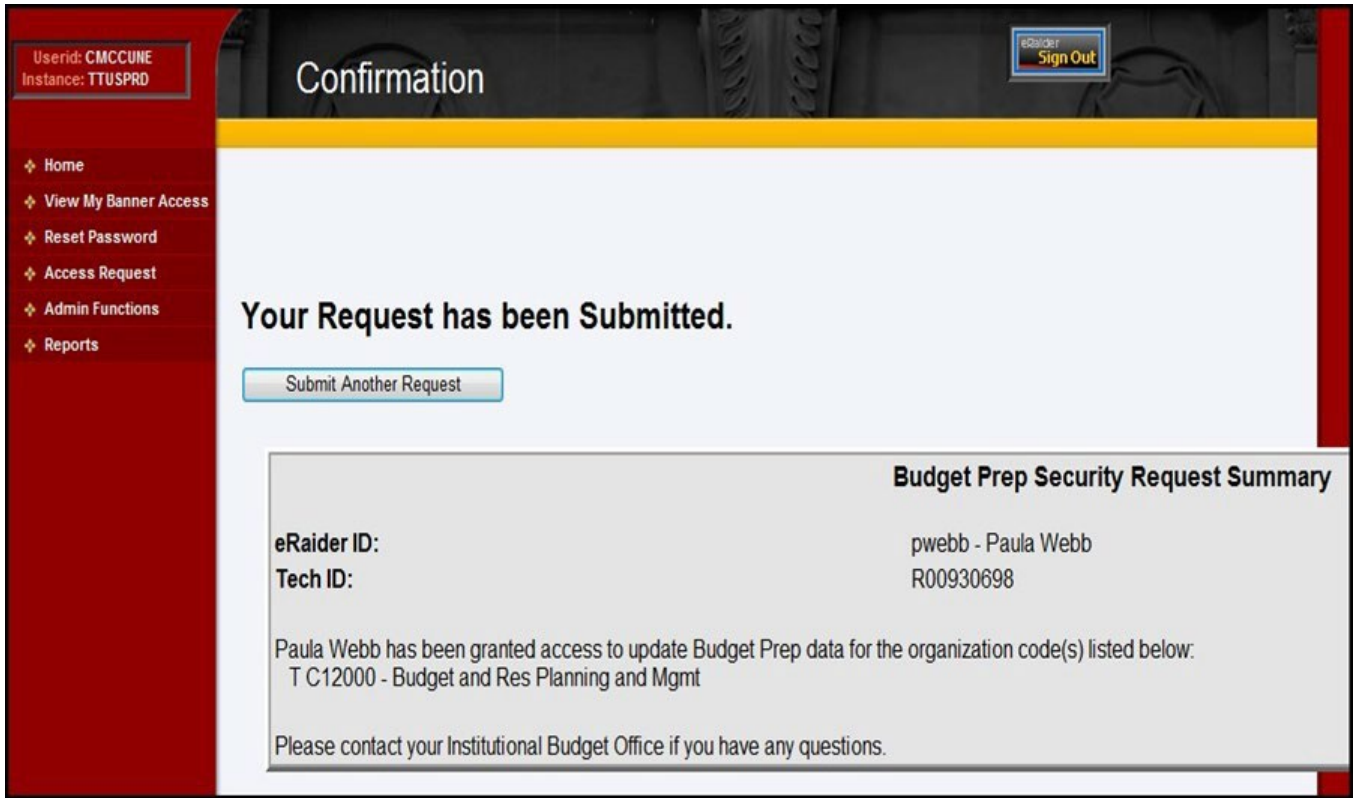
To grant access to all the listed organization codes, click on the double arrow.



**Step 6:** Choose the “Submit” button to add the security.

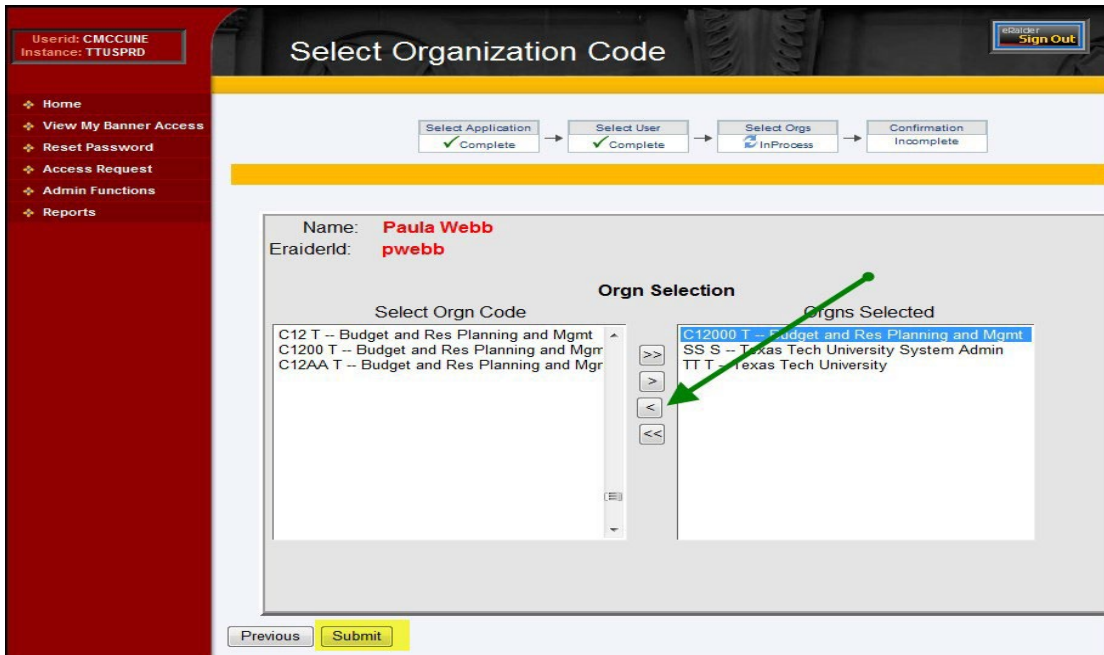


**Step 7:** A confirmation showing a summary of the request is displayed.



## Removing Budget Prep Security Access

To remove security, refer to **Step 5** and choose the deselect arrows to remove organization codes from the “Orgns Selected” section.



## Other Security Reports

- **Cognos report FI028** lists the organization hierarchy and the financial manager for each level of the hierarchy:
  - *Team Content>TTU Budget>Budget Prep > 2. Informational Reports > FI028 – Organization Hierarchy Report*
- **Cognos Report HR127** lists the users assigned to organizations for Budget Prep Security. This report duplicates the TEAM report but provides expanded search options and a drill down to the hierarchy detail:
  - *Team Content>TTU Budget>Budget Prep > 2. Informational Reports> HR127-TTU/TTUS Organization Security for Budget Prep*

# Salary Planner Instructions

## Salary Planner Overview

Salary Planner is used to view appointment data, update employee and position FOAP distribution and add merit if approved by administration. Salary Planner includes Primary & Secondary Jobs. Overloads are not updateable in Salary Planner but will continue until they are ended via ePAF.

It is important to understand that daily processes such as ePAFs and new position requests are fed nightly into Salary Planner. All other changes will be made into Salary Planner as the documents are processed. These updates occur even after Salary Planner is locked to the departments so keep both the current year and upcoming year budgets in mind when processing documents. Refer to the HR-Finance Document Impact on Budget Prep chart when processing transactions (end of this document).

## Data

The Salary Planner contains two sets of data.

- **Employee Data:** Lists each employee, the position they are appointed to, the FTE, the annual salary and the FOAP distribution.
- **Position Data:** Lists the position number and title, the FTE, the position salary, and the position labor distribution. The position budget automatically updates the salary budget pools in Budget Development.

The way these 2 sets of data are managed varies depending on the type of position

- For **Single Positions**, the employee budget (proposed salary) must match the position budget.
- For **Vacant Positions** with no employee data, the position budget must be equal to or greater than the minimum pay grade.
  - Positions budgeted at zero dollars will be closed.
  - Positions budgeted at less than the minimum pay grade will be closed.
- For **Pooled Positions**, budget the position at the cost to the department.
  - Departments will be allowed to budget an amount less than the sum of the incumbents' annual salaries with justification added to the comments for the position in Salary Planner.
  - Budget staff will review justification in conjunction with historical activity when reviewing budgets.

## **Salary Planner Cognos Reports**

Before getting started, be sure to pull the Position Roster by FOAP or the Position List by Orgn report and verify that all employees are listed. This also serves as a reference to determine which positions are single, pooled, or vacant. When working in Salary Planner, the steps are different depending on this classification.

**NOTE:** When Budget Prep opens, the Cognos reports used for planning analysis are no longer valid because they access the live data (not Budget Prep): HR103/104, FI202/235, etc. Please use the following reports for Budget Prep and next fiscal year:

### **Position Roster**

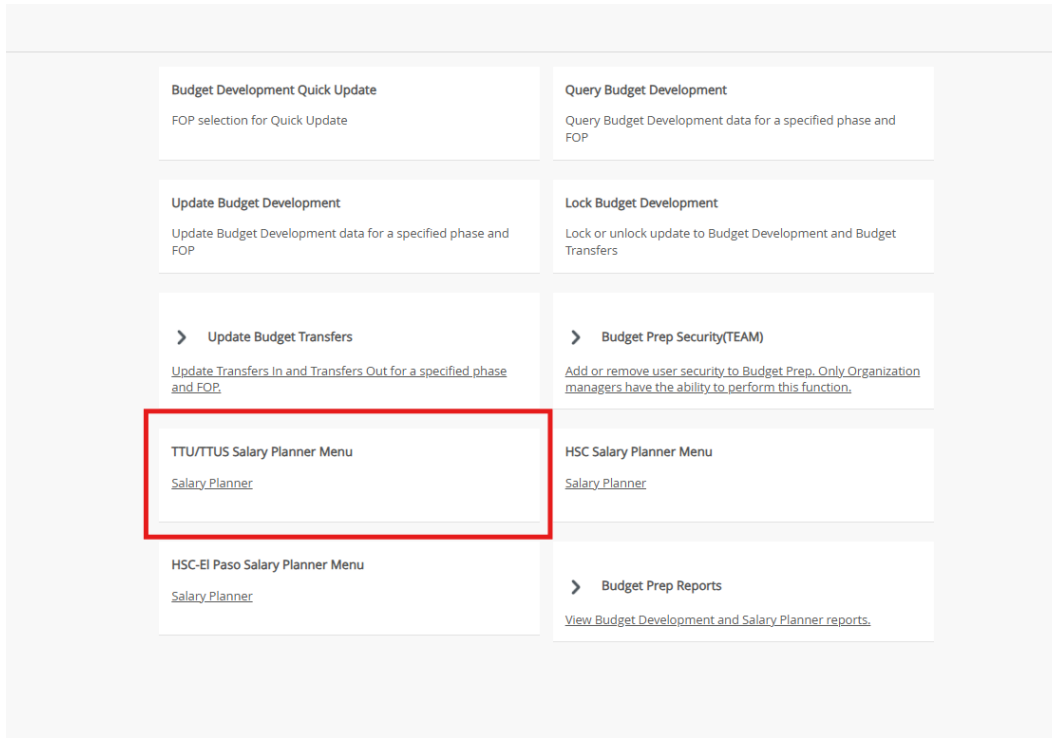
- **HR298 Position Roster by FOAP (w/Pooled Job Details):** Displays all positions, employees, and their position budget amounts for a specified FOP.
  - This version of the report also includes the incumbent employee salaries for employees in pooled positions (along with the proposed position budget).

### **Position Organization**

- **HR299 Position List by Orgn:** Provides all positions in a specific position organization.
- **HR297 Search by Position Number:** Provides the ability to search for a position number, and display the position organization, position title, single/pooled, and any incumbents to the position.

# Step 1: Sign-in to Salary Planner

On the Budget Prep Menu, select the **Salary Planner Menu**.



## Choosing the FY

	Choosing	Choose by FY (yyyy, yy):	for FY21
<b>Chart T</b>	Extract ID	TTU FYyyyy Extract	TTU FY2027 Extract
	Scenario	TyySAL	T27SAL
<b>Chart S</b>	Extract ID	TTUSA FYyyyy Extract	TTUSA FY2027 Extract
	Scenario	SyySAL	S27SAL

From the Salary Planner screen, click **“Edit Scenario”** and then select the **Extract ID** and **Scenario** for the upcoming FY:

The system default is **Position Attributes**.

Keep this default and click on the **“Select”** button to continue to the **“Position Filters”** screen.

## Step 2A: Review Employee Records by using the “List by Employee”

- Verify the **Single Positions** in the “**List by Employee**” screen.
  - From the “**Employee**” screen, a copy feature can be used to update the position record for each employee.
- Once this is done, the **Vacant** and **Pooled Positions** can be verified in the “**List by Position**” screens.

On the “**Position Filters**” screen,

- Click “**ALL**” if that is appropriate or select a specific organization from the list
- Then click” **List by Employee**”.

---

Update of Budget Development

Chart of Account: T

Budget ID: T2027

Budget Phase: T27DPT

T2027, T27SAL

Organization:

Include Subordinate Organizations:

Employee Class:

Bargaining Unit:

Faculty Rank:

Include Pooled Positions

Include Vacant Positions

## Step 2A continued...

Use the “List by Employee” to review current and proposed salaries and FTE for each employee:

- **Do not update any data on this screen.**
- Click the employee name to edit FOAP or enter merit from the Employee Detail screen

ID and Name	Position, Suffix and Title	Employee FTE Totals	Employee Salary Totals	Base FTE	Proposed FTE	Base Salary	Change Percent	Change Amount	Proposed Salary	Extract Status	Excluded From Totals
Employees Names and ID's are here	T99567 - 00 Research Asst - Grad Student	0.5	18,999.96	0.5	0.5	18,999.96	0.00	0.00	18,999.96	No	No
	T99567 - 00 Research Asst - Grad Student	0.5	17,500.00	0.5	0.5	17,500.00	0.00	0.00	17,500.00	No	No
	T99567 - 00 Research Asst - Grad Student	0.5	25,000.00	0.25	0.25	12,500.00	0.00	0.00	12,500.00	No	No
	T99567 - 00 Research Asst - Grad Student	0.5	17,500.00	0.25	0.25	12,500.00	0.00	0.00	12,500.00	Changed	No
	T96503 - 00 Temporary Worker	0.5	20,798.40	0.5	0.5	18,001.02	0.00	0.00	18,001.02	New	No
	T99567 - 00 Research Asst - Grad Student	0.5	25,000.00	0.25	0.25	12,500.00	0.00	0.00	12,500.00	No	No
	T91594 - 00 Director	1	81,305.91	1	1	79,711.67	2.00	1,594.24	81,305.91	Changed	No
	T99567 - 00 Research Asst - Grad Student	0.5	17,500.00	0.5	0.5	17,500.00	0.00	0.00	17,500.00	No	No
	T99567 - 00 Research Asst - Grad Student	0.5	17,500.00	0.5	0.5	17,500.00	0.00	0.00	17,500.00	No	No
	T99567 - 00 Research Asst - Grad Student	0.5	25,000.00	0.25	0.25	12,500.00	0.00	0.00	12,500.00	No	No
	T87402 - 00 Department Chairperson	1	129,664.00	0.5	0.5	76,500.00	2.18	1,664.00	78,164.00	Changed	No
	T99567 - 00 Research Asst - Grad Student				0.5	0.5	17,500.00	0.00	0.00	17,500.00	No

- **Employee will not return next fiscal year**
  - If an employee is listed and will not be an active employee on 9/1 of the future fiscal year, submit an end job or termination ePAF to remove from Salary Planner.
  - Salary Planner is updated nightly to reflect changes due to ePAFs.
  - If the salaries are not as expected, it is likely because the ePAF has not reached the final approval and has not been applied.
- **Incorrect FTE**
  - Email [ambud@ttu.edu](mailto:ambud@ttu.edu) to request FTE changes.
- **Missing Employee**
  - Verify that the appointment ePAF has reached the final approval and has been applied
  - Verify that the correct Position Organization for the employee is being used.
    - *Team content > TTU Budget > Budget Prep > Salary Planner > To Begin Salary Planner Process > HR298*
- **Incorrect Merit amount**
  - see next section add/update approved Merit to employees.

## Step 2B: Add Approved Merit (if available) to Employees

From the “List by Employee” screen, click on the employee R number and name to go to the “Employee Detail” screen:

- If a **Merit Pool** is available
  - a percentage may be entered into the “**Merit Percent**” field to compute the “**Change Amount**”
  - or enter the Merit amount directly into the “**Merit Amount**” field and the “**Change Percent**” is computed.
  - Be sure to **save your entries**.
- The merit will be applied based on the existing labor distribution.
  - Distribution changes are explained in the next section.

Employee  
Name and ID Home Organization

Extracted Jobs

Position Suffix and Title	Organization	Base FTE	Proposed FTE	Base Salary	Equity Percent	Equity Amount	Merit Percent	Merit Amount	Proposed Salary	Links	Exclude from Totals
-00 Lead Writer		1	<input type="text" value="1.000"/>	75,000.00	<input type="text" value="0.00"/>	<input type="text" value="0.000000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.000000"/>	<input type="text" value="75,000.00"/>	<a href="#">Job Detail</a> <a href="#">Distribution</a> <a href="#">Comments</a> <a href="#">Position Detail</a>	<input type="checkbox"/>
Total		1	1	75,000.00	0.00	0.00	0.00	0.00	75,000.00		

Extract Totals

Organization	Base FTE	Proposed FTE	Base Salary	Change Percent	Change Amount	Proposed Salary
Total	1	1	75,000.00	0.00	0.00	75,000.00

Enter a Merit Percent or Merit Amount

## Step 2C: Review/Update Employee FOAP Distribution

Select the “**Distribution**” link in the “**Links**” section of the “**Employee Detail**” page to verify that the FOAP Job Labor Distribution is correct.

- The “**Job Labor Distribution**” screen displays 3 sets of data
  - **Current:** The labor distribution effective on 8/31 for the current year.
  - **Proposed:** The labor distribution being requested for the new fiscal year
  - **Proposed Position Distribution:** The proposed funding budgeted on the position for the employee.
- To **add a new FOAP Distribution**, click “**Add a new record**” for the “**Account Distribution**” screen.
- To **edit or remove a FOAP**, click the “**Percent**” to find the “**Account Distribution**” screen.
- For single positions, changes made on the employee Job Labor distribution must also be made manually on the Position Labor distribution. (Recommendation, adjust labor on position first then copy to Job Labor distribution)

The screenshot shows the 'Job Labor Distribution' interface with three sections: 'Current', 'Proposed', and 'Proposed Position Distribution'. Each section contains a table with columns for COA, Index, Fund, Organization, Account, Program, Activity, Location, Project Type, Cost Type, Percent, Amount, and Encumbrance Override End Date. A 'Total' row is present at the bottom of each table. A red button labeled 'Add a new record' is located below the 'Proposed' table. A red button labeled 'Copy Position Distribution to Job' is at the bottom left. Three red callout boxes with arrows point to specific elements: one to the 'Add a new record' button, one to the 'Percent' column header, and one to the 'Proposed Position Distribution' section.

**Click here to add another FOAP to the proposed distribution list**

**Click here to change the distribution % or FOP distribution**

**For single positions, changes made to JOB LABOR must also be made on the POSITION LABOR manually by going to the position distribution.**

Copy Position Distribution to Job

For **single positions** only, if you make a change on this Job Labor Distribution screen, you must also update the Position Distribution screen to ensure that Salary Planner and Budget Development are in sync. Please click the link below to access the List by Position page and complete the necessary updates.

## Step 2C continued...

- Use the “**Remove**” button to delete the FOAP
- Enter/change the Fund, Organization, Account (use the same account code that is listed on the original FOAP) and Program
- Update the percentage and the amount will populate automatically.
- Click the “**Save**” button to save the edits.
- Click the “**Remove**” button to remove this FOAP from the Labor Distribution
- Click “**Job Distribution**” to go back to the previous “**Job Labor Distribution**” screen

The screenshot shows the 'Account Distribution' web form. At the top, it says 'Account Distribution' and 'Add or change an Account Distribution component and select Save. You may choose an Account Distribution component button to query values.' Below this is the 'Budget Distribution' section. The form contains several input fields for 'COA: T' with the following values: Index (Default: from Index), Fund (11A006), Organization (855029), Account (6A2508), Program (400), Activity, Location, Project, and Cost Type. Below these are 'Percent' (50.00) and 'Amount' (26,001.00). At the bottom are 'Save' and 'Remove' buttons. Red arrows point to the 'Organization' field with the annotation 'Enter/change FOAP elements', to the 'Percent' field with 'Enter/change percent for this FOAP', and to the 'Remove' button with 'Click here to remove the funding source'. A separate box with 'Don't forget to save the changes' has an arrow pointing to the 'Save' button.

COA:	T
Index:	Default: from Index
Fund:	11A006
Organization:	855029
Account:	6A2508
Program:	400
Activity:	
Location:	
Project:	
Cost Type:	
Percent:	50.00
Amount:	26,001.00

Buttons: Save, Remove

Annotations:

- Enter/change FOAP elements (points to Organization)
- Enter/change percent for this FOAP (points to Percent)
- Click here to remove the funding source (points to Remove)
- Don't forget to save the changes (points to Save)

## Step 2C continued...

Upon returning to the “**Labor Distribution**” screen verify the “**Percent**” “**Total**” field is 100.00.

- To change the percent, press the percentage amount to get to the “**Account Distribution**” screen where the percentage can be updated.
  - The original FOAP percent will need to be updated anytime a new FOP is added.
- Press the “**Save**” button.

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	
T		11A006	855029	6A2508	400					100.00	52,002.00	
										Total	100.00	52,002.00

Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	
T		11A006	855029	6A2508	400					50.00	26,001.00	
T		11A006	855029	6A2508	400					150.00	52,002.00	
										Total	150.00	78,003.00

Add a new record

Proposed Job Distribution

Current Incumbent

Name and ID:  
Position-Suffix and Title:

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date	
T		11A006	855029	6A2508	400					100.00	52,002.00		
										Total	100.00	52,002.00	

Copy Position Distribution to Jobs    Update Budget

## Step 2D: The Final “Double Check” and “Copy Down” of Single Positions

For Single Positions...

- the “**Proposed**” employee distribution **must match** the “**Proposed Position Distribution**”.
- If they do not match, select the “**Copy Job Distribution to Position**” button as this will update the position record.

**IMPORTANT!!** Make sure that **Grant Funds** ending this fiscal year are not being used.

- FOPs on ending grants are not allowed in Salary Planner.
- If no other funding is available, Temporary College FOPs may be used for salaries associated with anticipated Sponsored Project funding.

### After updating Current Employees’ Single Positions

When all employees have been reviewed for the correct **Annual Salary, FOAP Distribution, and FTE** jump to the bottom of the screen and select “**List by Position**” with Step 3A (next page).

The proposed values must match for single positions!! Select the copy position distribution to job button to update the employee job record with the position data.

The screenshot displays the Salary Planner interface with three main sections: Current, Proposed, and Proposed Job Distribution. The Proposed and Proposed Job Distribution tables are circled in red. A red text box highlights the instruction: "The proposed values must match for single positions!! Select the copy position distribution to job button to update the employee job record with the position data."

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	
T		11A006	855029	6A2508	400					100.00	52,002.00	
										Total	100.00	52,002.00

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	
T		11A004	855029	6A2508	400					50.00	26,001.00	
T		11A006	855029	6A2508	400					50.00	26,001.00	
										Total	100.00	52,002.00

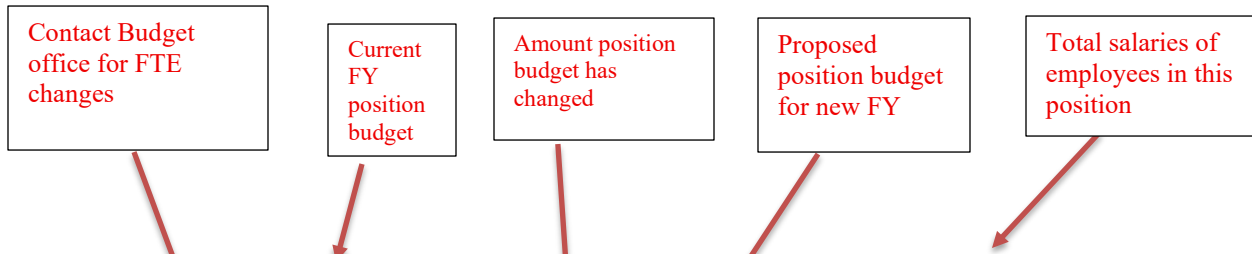
Add a new record

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date	
T		11A006	855029	6A2508	400					100.00	52,002.00		
										Total	100.00	52,002.00	

## Step 3A: Review/Update Remaining Positions Using the “List by Position”

### Review position guidelines

- For **Single Positions**, the employee budget (proposed salary) must match the position budget.
- For **Vacant Positions** with no employee data, the position budget must be equal to or greater than the minimum pay grade.
  - Positions budgeted at zero dollars will be closed.
  - Positions budgeted at less than the minimum pay grade will be closed.
- For **Pooled Positions**, budget the estimated cost to the department, not the amount of annual salary.
  - Departments will be allowed to budget an amount less than the sum of the incumbents’ annual salaries with justification added to the comments for the position in Salary Planner.
  - Budget staff will review justification in conjunction with historical activity when reviewing budgets.



Position and Title	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget	Bargaining Unit:	Estimated Fiscal Year Budget	Links	Extract Status	Exclude from Totals
Program Coordinator	1.00	1.0000	43,001.49	0.00	0.00	43,001.49		43,001.49	Distribution Comments Employee		<input type="checkbox"/>
Business Manager	1.00	1.0000	52,000.00	0.00	0.00	52,000.00		52,000.00	Distribution Comments Employee		<input type="checkbox"/>
Student Assistant	5.38	5.3800	48,507.84	0.00	0.00	48,507.84		9,984.00	Distribution Comments Employee		<input type="checkbox"/>
Student Officer not employee	2.68	2.6800	55,730.72	0.00	0.00	55,730.72		37,200.00	Distribution Comments Employee		<input type="checkbox"/>
Director	1.00	1.0000	80,335.02	0.00	0.00	80,335.02		80,335.02	Distribution Comments Employee		<input type="checkbox"/>
<b>Total</b>	<b>11.06</b>	<b>11.06</b>	<b>279,575.07</b>	<b>0.00</b>	<b>0.00</b>	<b>279,575.07</b>		<b>222,520.51</b>			

Jump To Bottom

## Step 3 B: Single Positions

For **Single Positions**, the “**Proposed Budget**” column (position budget) **must match** the “**Estimated Fiscal Year Budget**” column (employee budget).

- Balancing of the position and the employee data for single position was completed in step 2C.

## Step 3C: Update Vacant and Pooled Positions

For **Vacant Positions** with no employee data, the position budget must be equal to or greater than the minimum pay grade.

- Positions budgeted at zero dollars will be closed.
- Positions budgeted at less than the minimum pay grade will be closed.
- The minimum pay grade values can be found on the HR Home Page under “**TTU Pay Plan**”.

To modify the **Vacant** or **Pooled Position** “**Proposed Budget**”, enter a value in the “**Change Percent**” or “**Change Amount**” field on the “**List by Position**” screen to adjust.

- Be sure to click **SAVE!**
- Click on the “**Distribution**” link to view the FOAP distribution on the “**Position Distribution**” screen.
  - In the “**Proposed Distribution**”, click on the percent to edit or remove the FOAP.
  - The “**Employee**” link will display a list of incumbents on the pooled position.

For **Pooled Positions**, the sum of the incumbents’ annual salaries is the budget for the position.

- Departments will be allowed to budget an amount less than the sum of the incumbents’ annual salaries with justification added to the comments for the position in Salary Planner.
- Budget staff will review justification in conjunction with historical activity when reviewing budgets.
- 

Position and Title	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget	Bargaining Unit	Estimated Fiscal Year Budget	Links	Extract Status	Exclude from Totals
Lecturer	1.00	1.0000	53,040.00	0.00	0.00	53,040.00		53,040.00	Distribution Comments Employee		<input type="checkbox"/>
Lecturer	1.00	1.0000	50,000.00	0.00	0.00	50,000.00		50,000.00	Distribution Comments Employee		<input type="checkbox"/>
Coordinator	0.30	0.3000	13,728.00	0.00	0.00	13,728.00		13,728.00	Distribution Comments Employee		<input type="checkbox"/>
Business Coordinator	1.00	1.0000	50,474.81	0.00	0.00	50,474.81		50,474.81	Distribution Comments Employee		<input type="checkbox"/>
Associate Vice Provost	0.50	0.5000	0.00	0.00	0.00	0.00		0.00	Distribution Comments Employee		<input type="checkbox"/>
Associate Vice Provost	0.50	0.5000	26,265.00	0.00	0.00	26,265.00		26,265.00	Distribution Comments Employee		<input type="checkbox"/>

## Step 3C continued...

- To add a new FOAP Distribution, select “**Add a new record**” to find the “**Account Distribution**” screen.
- To change the existing FOAP Distribution, select the percent amount for the record that will be modified to get to the “**Account Distribution**” screen.
- To remove an existing FOAP, select the percent amount for the record that will be removed to get to the “**Account Distribution**” screen.

Position Distribution

Select the Percent link to change the proposed position budget distribution. Select Add a New Record to add distribution records.

### Update of Budget Development

Chart of Account: T  
Budget ID: T2027  
Budget Phase: T27DPT  
Budget Distribution for Position T50115 Lecturer

Current													
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount		
T		11A004	B52000	6A1801	100					100.00	53,040.00		
										Total	100.00	53,040.00	

Proposed													
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount		
T		11A004	B52000	6A1801	100					100.00	53,040.00		
										Total	100.00	53,040.00	

[Add a new record](#)

Click here to add another FOAP to the proposed distribution list

Click here to change the distribution % or FOP distribution

## Step 3C continued...

- Enter the Fund, Organization, Account (use the same account code that is listed on the original FOAP) and Program
- Update the percentage and the amount will populate automatically.
- Don't forget to press the "Save" button which will get you back to the "Position Distribution" screen.
- The total "Percent" field on the "Position Distribution" screen should total 100.00.
- To change the percent, press the percentage amount to get to the "Account Distribution" screen where the percentage can be updated.
  - The original FOAP percent will need to be updated anytime a new FOP is added.
- Don't forget to press "Save" which will take you back to the "Position Distribution" screen.

Budget Distribution for Position T50115 [Lecturer]

COA: T

Default from Index	
Index:	
Fund:	11A004
Organization:	B52000
Account:	6A1801
Program:	100
Activity:	
Location:	
Project:	
Cost Type:	
Percent:	50.00
Amount:	26,520.00

Save Remove

Position Distribution

Enter/change FOAP elements

Enter/change percent for this FOAP

Click here to get back to the position distribution screen

Click here to remove this funding source

Don't forget to save changes!!!

## **Step 4: Review edit reports through Cognos**

*Team Content > TTU Budget > Budget Prep > 3. Salary Planner > 3. Edits to check for Salary Planner errors*

**HR312 – Job Labor = Zero:** The Labor Distribution for an employee must equal 100%. Please make corrections in Salary Planner to the employee labor for items on this report. Job labor should only be removed via ePAF.

**HR313 – Posn Budg > 0.00 and Proposed = 0.00:** Displays positions that loaded into Salary Planner with a base budget that has been made 0.00. If a position is not budgeted, it should be closed. Please email [ambud@ttu.edu](mailto:ambud@ttu.edu) to request that the position be deactivated.

**HR315 – Proposed Position Salary is Negative:** Position Salaries must be positive amounts. Please make corrections in Salary Planner for items on this report.

**HR316 – Proposed Job Salary is negative:** Employee Salaries must be positive amounts. Please make corrections in Salary Planner for items on this report.

**HR317 – 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.

**HR319 – 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 single position number, ePAFs should be processed to move employees to the correct positions. Only one employee should be in each single position.

**HR324 – 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.

**HR325 – 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.

**HR326 – 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 organization for any position distribution or employee distribution showing up on this report.

## **Important Procedures to Remember**

### **Do not enter FOPs that end this fiscal year for Position Labor Distribution.**

- If the FOPs are valid on 9/1 of the future FY, they can remain on the Job Labor Distribution.
- However, Labor Redistribution forms will need to be submitted to the Budget Office to remove these types of FOPs that will be ending in next FY prior to the close date.

**Temporary College FOPs** may only be used for salaries associated with anticipated Sponsored Project funding if no other funding is available.

Submit **End Job** or **Termination ePAFs** for appointments showing up in Salary Planner that are ending in the current FY.

Per Financial Aid...

- All **Federal Work Study Appointments** will need to end by **8/15** of the current FY
- All **State and Local Work Study Appointments** will need to end by **8/31** of the current FY.
- There should be no incumbents on ‘W’ positions in salary planner.

**Nightly re-extraction process** refreshes the jobs & positions in “Salary Planner” based on processed ePAF’s.

- Positions must be closed by contacting [ambud@ttu.edu](mailto:ambud@ttu.edu). They cannot be closed in salary planner.
- Vacating positions must be done via termination/end job ePAF and cannot be done in “Salary Planner”.
- For vacant positions with no employee data, the position budget must be equal to or greater than the minimum pay grade.
- Positions budgeted at zero dollars will be closed.
- Positions budgeted at less than the minimum pay grade will be closed.
  - The minimum pay grade values can be found on the HR Home Page under “TTU Pay Plan”.

For **Pooled Positions**, departments will be allowed to budget an amount less than the sum of the incumbents’ annual salaries with justification added to the comments for the position in “Salary Planner”.

- Budget staff will review justification in conjunction with historical activity when reviewing budgets.

**Labor Distribution** in Salary Planner includes all FOAPs for an employee/position, but not all are budgeted in “Budget Development”.

**Please remember to enter comments for changes in Salary Planner (excluding merit entries).**

# Budget Development Instructions

These steps are only necessary for **Budget Book funds**. Budget Book funds are funds not used as a match to a sponsored program that begin with: **11A, 11B, 12A, 14C, 16A, 16B, 16D, 16E, 16F, 16G, 16H, 16K, 17A, 17C, 18A 18B (excluding 18B002), 18C, 18D, 18V, 31A.**

- **All non-Budget Book funds will be removed from the system.**

## **Budget Development Checklist**

Add longevity estimates to the 6A5 code from Cognos report HR302 or HR269. Please keep in mind this estimate will change if any modifications are made to Salary Planner. Discrepancies between this report and the proposed budget in Budget Development will require justification via the “comments” feature. To add a comment, select the 6A5 account code and a comment box will appear. Enter a brief explanation of the difference and select save.

Add fringe estimates to the 6B4 code from Cognos report HR336 or HR269. This estimate will change if any modifications are made to Salary Planner. Discrepancies between this report and the proposed budget in Budget Development will require justification via the “comments” feature. To add a comment, select the 6B4 account code and a comment box will appear.

Enter a brief explanation of the difference and select save.

Add position overload estimates total to 6Z0 (Contingency) from “Overloads Report for Budget Report”. Budget Office will allocate these to the appropriate salary pool before the budgets are loaded into the next FY. Discrepancies between this report and the proposed budget in Budget Development will require justification via the “comments” feature. To add a comment, select the 6Z0 account code and a comment box will appear. Enter a brief explanation of the difference and select save.

Use of 5Z8 requires comment (Budgets from Prior year fund balance). This pool may only be used in special circumstances and require approval of the Managing Director of Budget as the prior year fund balance cannot be determined until fiscal year end.

Add comments for revenue adjustments any revenue adjustment resulting in an increase in the Proposed Budget will require justification via the “comments” feature. To add a comment, select the appropriate revenue account code that reflects the budget increase and a comment box will appear. Enter a brief explanation of the increase and select save.

Add exemption estimates to pool 7P2 in the local FOPs where TA, RA and GPTI are paid.  
The average cost is 2,405 for Master’s students and 2,654 for PHD students per term.

Budget for annual fees such as Mail Stop Fee 7C0 and Communications Fee 7D0.

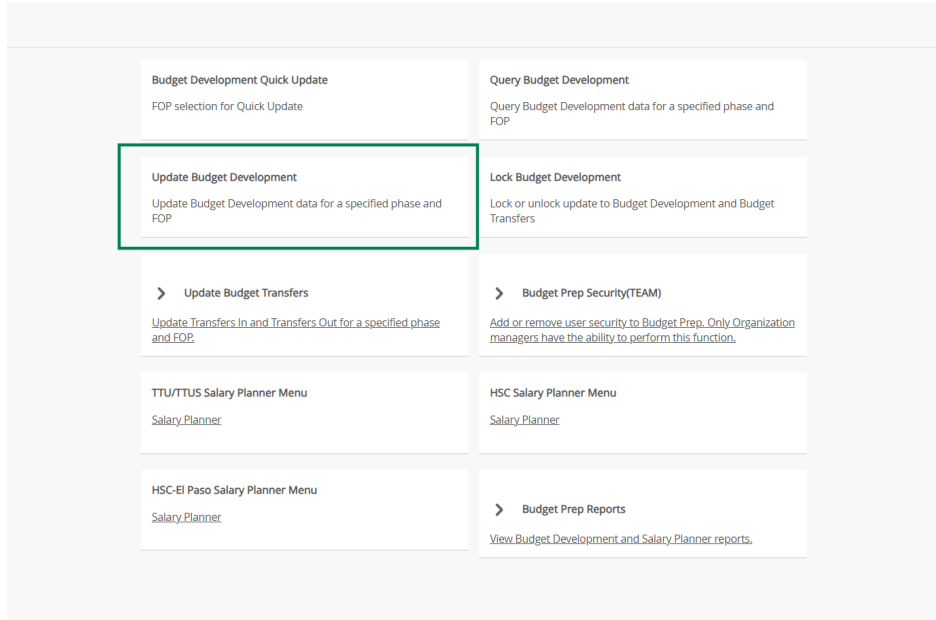
Review Cognos Edit Reports

**Ensure Targets are met!! Review Cognos Report FI217**

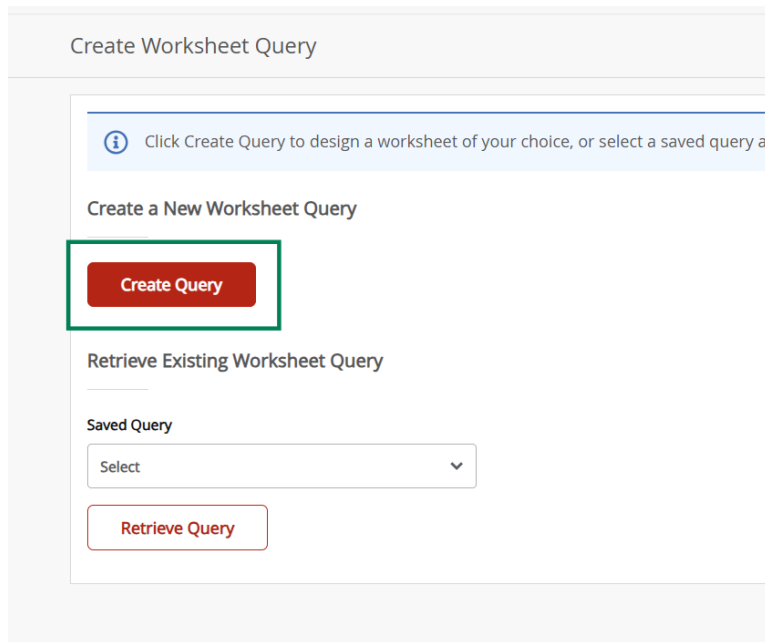
# Step 1: Update Budget Development

## Update Budget Development to Create Query

Click “Update Budget Development” on the Budget Prep Menu.

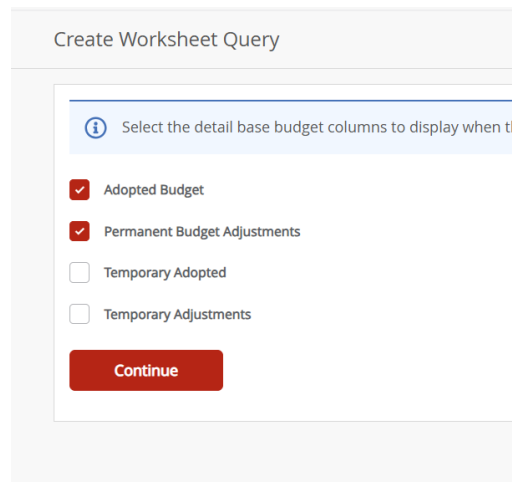


From the “Budget Development Worksheet”, click “Create Query” to get to the “Budget Development Worksheet” screen.



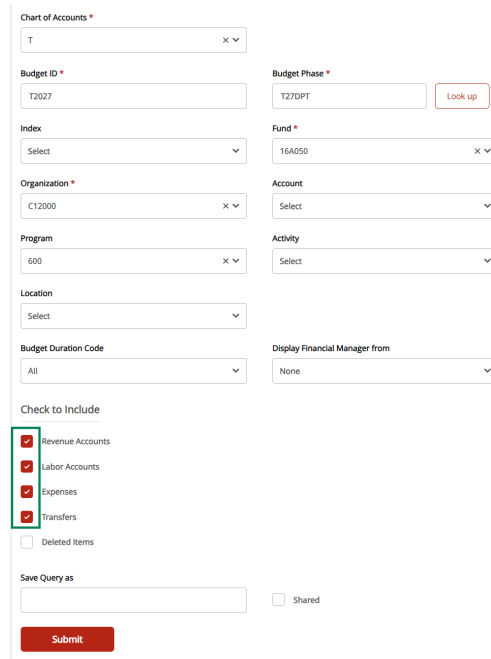
## Step 1 continued...

On the next screen, ensure both the “**Adopted Budget**” and “**Permanent Budget Adjustments**” are selected and click “**Continue**”.



Enter Chart of Accounts, Budget ID, Budget Phase, Fund, Org Code and Program (optional). In the “**Check to Include**” section, select all items except for ‘**Deleted Items**’ Then click “**Submit**” to view the budgets.

Chart of Accounts: T for TTU or S for TTUSA  
Type in Budget ID: T20xx/S20xx (xx is FY, i.e. 27 for FY27)  
Budget Phase: TxxDPT/SxxDPT for the appropriate FY

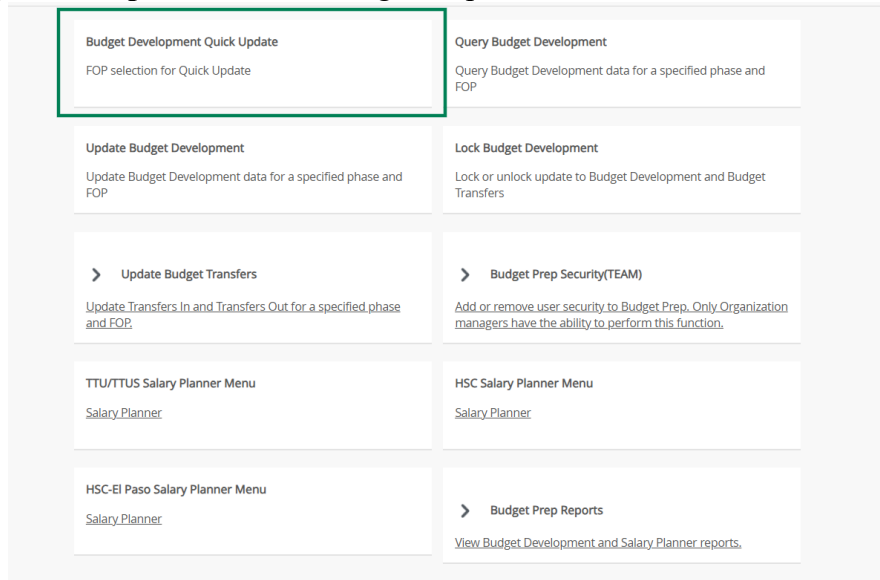


The parameter options will be saved by the system for subsequent entries. The FOP will need to be changed for the FOP you need to look at, or the “**Quick Update**” screen, which provides a list of FOPs available, can be used from this point forward.

## Step 1 continued...

Access Budget Development via Quick Update

Click “Update Budget Development” on the Budget Prep Menu.



On the “Budget Development Quick Update” screen, type the following:

Chart of Accounts: T for TTU or S for TTUSA

Type in Budget ID: T20xx/S20xx (xx is FY, ie 27 for FY27)

Budget Phase: TxxDPT/SxxDPT for the appropriate FY

Click “List Worksheets” to show your list of FOPs.

My Worksheets

*i* Click the List Worksheets button if necessary to display your available worksheet choices for the selected Budget Phase. Select a Worksheet and click the Submit button to open the Worksheet. Choose the Add Worksheet button to revise your Worksheet display parameters or to create a Worksheet for specific FOAPAL not included in the list of Fund, Organization, and Program budget combinations.

Chart of Accounts \*  x v Budget ID \*  Budget Phase \*

## Step 1 continued...

A list of FOPs that the user has security to review will be listed. Select the FOP you would like to review and press the “**Submit**” button at the bottom of the screen to get to the “**Budget Worksheet**”.

**Note:** If any 6-digit account codes are listed on the worksheet, walk through the steps via the “**Update Budget Development Option**”. This typically means the worksheet parameters need to be reset.

My Worksheets Add Worksheet

Click the List Worksheets button if necessary to display your available worksheet choices for the selected Budget Phase. Select a Worksheet and click the Submit button to open the Worksheet.  
Choose the Add Worksheet button to revise your Worksheet display parameters or to create a Worksheet for specific FOAPAL not included in the list of Fund, Organization, and Program budget combinations.

Chart of Accounts \*

Budget ID \*

Budget Phase \*

**Query Results** 3

My Choice	Fund	Organization	Program
<input type="radio"/>	11A002 General Admin and Student Services	C12000 Budget and Res Planning and Mgmt	600 Institutional Support Expense
<input type="radio"/>	16A050 Dept Oper and Instructional Admin	C12000 Budget and Res Planning and Mgmt	600 Institutional Support Expense
<input type="radio"/>	18C000 Administration Overhead	C12000 Budget and Res Planning and Mgmt	600 Institutional Support Expense

## Step 2: Budget Adjustments

Column Definitions for the Budget Development Worksheet on the next page, 32.

<b>Status</b>	Data Source: SALP=Salary Planner, NEW=added in Budget Development, OPAL=original data load.
<b>Text</b>	Shows if comments have been entered. N=no text has been entered, Y=text has been entered
<b>Program</b>	Program Code the budget is located on.
<b>Account Type/Code</b>	The account type is to the left of this box; the account code (budget pool) is in blue to the right of the box.
<b>Title</b>	Account type and account code title.
<b>Adopted Budget</b>	Original budget for the current fiscal year.
<b>Permanent Adjustment</b>	Sum of the permanent budget revisions that occurred through the current fiscal year.
<b>Base Budget</b>	Adopted budget + Permanent Adjustments
<b>Budget Duration Code</b>	P=Permanent Budget, T= Temporary Budget (Only permanent should be used)
<b>Proposed Budget</b>	The proposed budget for the upcoming fiscal year.
<b>Change Value</b>	Where changes to the proposed budget are input.
<b>Percent</b>	The change amount column is treated as a percent instead of a dollar amount when this field is checked.
<b>Cumulative Change</b>	Sum of all changes made to the budget account code.
<b>New Budget</b>	Displays the change value to be verified prior to posting.
<b>Delete Record</b>	Select to remove a budget account code; it is preferable to edit to 0.00 rather than delete the code.

Budget

## Step 2 continued...

### Revising the FOP's Operational Budget Pools

Adjust operational budget pools by typing the amount you would like to add or subtract in the “**Change Value**” field and select “**Calculate**”.

- Please, do not reduce a pool more than is available, leaving a negative budget pool in the “**New Budget**” column.

Review the amount in the new budget field and select “**Post**” if the amount is reflected properly.

- Selecting “**Post**” will update the “**Proposed Budget**” column.

Salary Budget pools 6A1, 6A2 or 6A4 are automatically populated from **Salary Planner**.

- Any adjustments to these salary pools must be done through **Salary Planner**.

Transfer Budget pools starting with 8 are automatically populated from the **Transfer Roster**.

**Mass Change Parameters**

Change Value:

Round To Nearest:  2 decimals  1.00  10.00  100.00

Worksheet: 20

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget
		600		Institutional Support Expense									
			6A	SALARIES AND WAGES									
SALP	N		6A2	SW Staff Salaries Budget Pool	54,170.00	108,340.00	162,510.00	P	215,870.00	<input type="text"/>	<input type="checkbox"/>	53,360.00	215,870.00
			6B	PAYROLL RELATED COSTS									
OPAL	N		6B4	FB Payroll Related Cost Budget Pool	20,934.00	32,502.00	53,436.00	P	53,437.00	<input type="text" value="2000"/>	<input type="checkbox"/>	1.00	53,437.00
			6Z	BUDGET CODES SALARIES/PAYROLL COSTS									
OPAL	N		6Z0	Budget Code Unallocated Salary 06	12,338.00	0.00	12,338.00	P	12,339.00	<input type="text" value="-6000"/>	<input type="checkbox"/>	1.00	12,339.00
			7A	PROFESSIONAL FEES AND SERVICES									
OPAL	N		7A0	PF Prof Fees and Sys Budget Pool	2,500.00	0.00	2,500.00	P	5,000.00	<input type="text"/>	<input type="checkbox"/>	2,500.00	5,000.00

Additional budget lines may be added to the worksheet using the same FOAPAL worksheet parameters. If there is no worksheet parameter for Program or Account, then the code must be entered with a new row. Click the Calculate button to update the worksheet for all pending change values and new rows, updating working totals in the columns New Budget and Cumulative Change. Deletions are updated with a new status...

New Row	Program	Account	Budget Duration	Proposed Budget
1	<input type="text" value="600"/>	<input type="text"/>	6A5 Permanent Budget	<input type="text" value="1000"/>
2	<input type="text" value="600"/>	<input type="text"/>	6B4 Permanent Budget	<input type="text" value="5000"/>

Buttons:

Select the blue account codes to view and enter comments. Required for revenue changes.

Pools 6A1, 6A2, 6A4 are only adjusted in Salary Planner. Transfer pools starting with \* can only be updated in the Transfer Roster

Select the blue amounts to view changes and associated users.

Enter change values here

Requery will remove any unposted budget  
Calculate allows you to view the change prior to posting  
Post saves changes

Enter new budget codes here

### **Step 3: Review edit reports through Cognos**

*Located in Team Content>TTU Budget>Budget Prep >4. Budget Development > 2. Edits to check Budget Development for Errors*

**HR305 – 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. To correct, round any FOAP not in whole dollars to the nearest whole dollar in Budget Development. Be sure and re-balance your budget if necessary.

**HR306 – Budgets with Negative Account Codes:** Budgets must be entered with positive balances. The exception to this is the Transfer In account code (8A1), which is automatically derived from the transfer roster. To correct, remove the negative budget from Budget Development and rebalance the budget if necessary.

**HR307 – 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.

**HR336 – All Fringe Estimate VS Budget Development:** Comparison between Fringe Benefits Estimate and the proposed budget. Differences require a comment be placed on the 6B4 budget pool in Budget Development.

**HR308C – 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 budget this amount in Budget Development.

**HR302- Longevity Estimate VS Budget Development:** Comparison between Longevity Estimate and the proposed budget. Differences require a comment to be placed on the 6A5 budget pool in Budget Development.

**HR309 – Salary Budget no Fringe Budget:** Fringes will need to be budgeted on all FOPs paying salaries except for state (E&G) FOPs. If a FOP shows up on this report, please run the HR336 – Fringe Benefit Estimate report and budget this amount in Budget Development.

**FI217 - TTU Target Report:** Compares the budget target and the current budget being requested in Budget Development and displays where targets have not been met. Budget in excess of the target amount must be removed.

**FI218 – TTU Target Report Detail:** Details the calculation used to determine the FOP target.

# HR-Finance Document Impact on Budget Prep

Please use this chart to show how Budget Prep is impacted for the next FY in **Salary Planner** and/or **Budget Development**, based on HR and Finance documents submitted in the current FY.

	Salary Planner	Budget Development
<b>ePAFs</b>		
New Hire	Jobs added to Salary Planner nightly.	Salary budget pools will update automatically from the Position Budget in Salary Planner.
Transfer Gaining/Losing	Jobs removed from old dept and added to new dept nightly.	Salary budget pools will update automatically from the Position Budget in Salary Planner.
Job Begin	Jobs added to Salary Planner nightly.	Salary budget pools will update automatically from the Position Budget in Salary Planner.
Job End/Termination	Jobs removed from Salary Planner nightly.	Salary budget pools will update automatically from the Position Budget in Salary Planner.
Add Secondary Job	Jobs added to Salary Planner nightly.	Salary budget pools will update automatically from the Position Budget in Salary Planner.
Add Secondary Job, 0 FTE (Overloads)	Overloads not loaded to Salary Planner. They will be listed as an 'FYI' under "Other Jobs" in Salary Planner.	Run RPT_NBAJOBS_015 – Overloads Report and adjust 6Z0 in Budget Development for the FOP(s) listed on report.
Primary Job Recurring Pay (Overloads)	Overloads not loaded to Salary Planner. They will be listed as an 'FYI' under "Other Jobs" in Salary Planner.	Run RPT_NBAJOBS_015 – Overloads Report and adjust 6Z0 in Budget Development for the FOP(s) listed on report.
<b>**Current and Future Labor Change - Permanent or Temporary – As noted on the ePAF.</b>	<b>Does not update Salary Planner.</b> If submitting current and future labor change ePAFs (temporary or permanent) while Salary Planner is open to departments, the departments will need to verify the labor distribution for the employees and make any necessary adjustments.	Verify annualized amounts are available in FOP provided for Salary Planner changes. Salary budget pools will update automatically from the Position Budget changes in Salary Planner.
<b>*Pay Change</b>	<b>Does not update.</b> Budget analysts will update in Salary Planner.	Salary budget pools will update automatically from the Position Budget in Salary Planner.
<b>*FTE Change</b>	<b>Does not update.</b> Budget analysts will update in Salary Planner.	Salary budget pools will update automatically from the Position Budget in Salary Planner.
<b>New Positions/Reclassifications</b>		
<b>*Reclassifications</b>	<b>Does not update.</b> Budget analysts will update position/employee info and title in Salary Planner.	Verify annualized amounts are available in FOP provided for Salary Planner changes. Salary budget pools will update automatically from the Position Budget changes in Salary Planner.
New Position Requests/Position Org Code Changes	Positions and Org changes are added to Salary Planner nightly.	Verify annualized amounts are available in FOP provided for Salary Planner changes. Salary budget pools will update automatically from the Position Budget changes in Salary Planner.
<b>Labor Distribution Changes</b>		
Redistributions	No action necessary.	No action necessary.
<b>Budget Revisions</b>		
Permanent Revisions	N/A	Make budget pool adjustments as needed.
Temporary Revisions	N/A	No action necessary.
Permanent Revisions with transfer(s)	N/A	Adjust transfer roster, then make budget pool adjustments as needed.

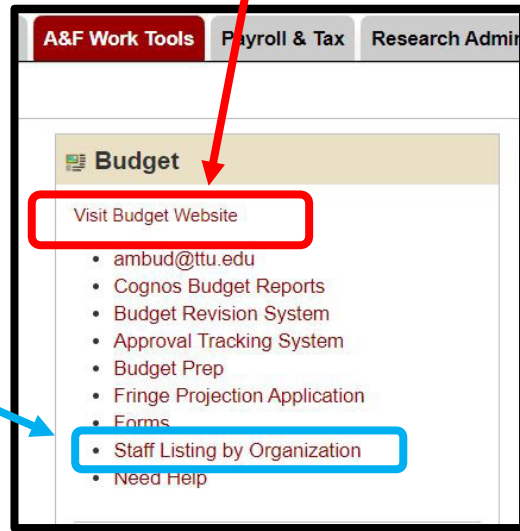
\* Manual adjustments in SP processed by the Budget Office analysts.

\*\* Manual adjustments in SP processed by the departments while Budget Prep is open to departments

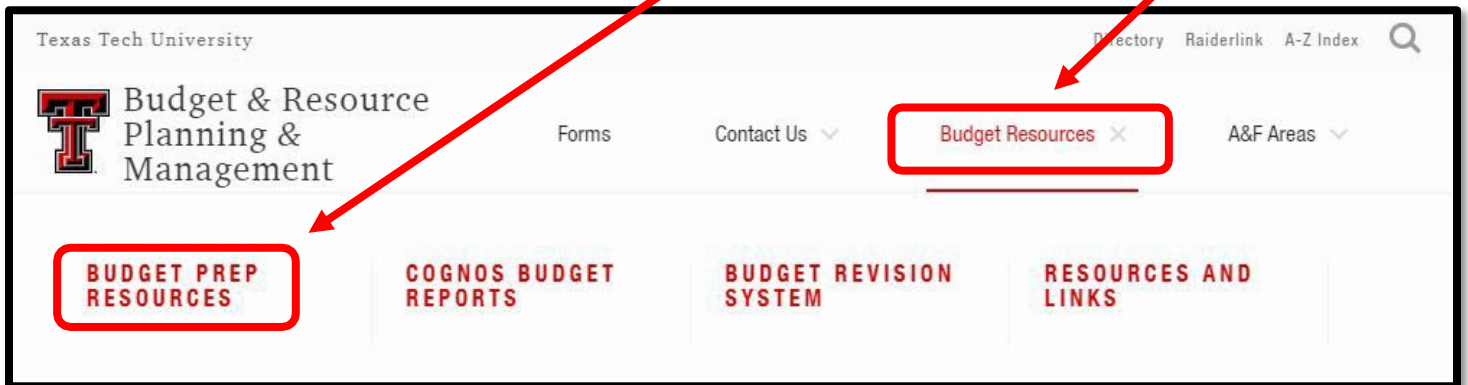
# Budget Website: Budget Prep Resources

Starting from the A&F Work Tools Tab, visit the **Budget Website** to find Budget Resources.

To find your Budget Analyst, click on **Staff Listing by Organization**.



Once on the Budget & Resource Planning & Management Website, click on **Budget Resources**. From there, you can view the **Budget Prep Resources**.



If you have any questions or need assistance, please contact the Budget Office directly.

## Budget & Resource Planning & Management

**ADDRESS**  
TTU Plaza, Rm 221; Box 41096, TTU Lubbock, TX 79409

**PHONE**  
806.742.3228

**EMAIL**  
ambud@ttu.edu