



Budget Prep: Lock Submission Checklist

Name:

Area:

Date:

Run each of the reports below for your division. Verify that the “Data” reports are accurate. Work the “Edit” reports to remove action items. Leave comments below for any known issues. Send the completed checklist to your budget analyst to certify that you are ready to lock.

Report	Action Needed	Comments	Check if Completed
Balancing Report Edit			
FI217 – TTU/TTUSA Target Report	Correct any FOPs where the target variance is not 0.		<input type="checkbox"/>
Salary Planner Edits			
HR312 – Job Labor = Zero	Remove 0% FOP or make a change to the FOP(s) percentage in the Employee Detail-Distribution screen		<input type="checkbox"/>
HR313 – Posn Budg > 0.00 and Proposed = 0.00	If no comment on the zero position, the position will be closed		<input type="checkbox"/>
HR315 – Proposed Position Salary is Negative	Correct negative position salary in the List by Position screen		<input type="checkbox"/>
HR316 – Proposed Job Salary is negative	Correct negative job salary in the List by Employee screen		<input type="checkbox"/>
HR317 – Position Labor = Zero	Remove 0% FOP or make a change to the FOP(s) percentage in the List by Position- Distribution screen		<input type="checkbox"/>
HR324 – PLBD <> 100%	Correct position distribution funding to 100%		<input type="checkbox"/>
HR325 – JLBD <> 100%	Correct employee job labor distribution funding to 100%		<input type="checkbox"/>
HR326– Terminated Fund/Orgn Report	Any job or position labor appointed to terminated fund needs to be moved to alternate funding source, if in between grants please use your 18T fund.		<input type="checkbox"/>
HR271 - Ineligible Merit and Equity Recipient	Remove ineligible merit from the Employee Detail screen		<input type="checkbox"/>
HR319 – Position Budget <> Employee Salary Single Posn	Correct either the Job Salary or the Position Budget to the valid amount		<input type="checkbox"/>
HR300C - Position VS Jobs Comparision by FOAP (single positions only). Run with prompt defaults.	Position budget must match employee job. If there is a variance in FOP allocation, copy position distribution to jobs to stay in balance.		<input type="checkbox"/>

Report	Action Needed	Comments	Check if Completed
Salary Planner Data Reports			
HR284 - Salary Increase	Ensure merit increases, if applicable, are reflected in the merit column and that the amount is as expected. All other increases need to be removed.		<input type="checkbox"/>
HR289 - Salary Increase by FOP (excel data format)	Review to ensure all Faculty and Administrator salary is allocated correctly according to effort on the appropriate program codes.		<input type="checkbox"/>
Budget Development Edits			
HR305 – Budget Not in Whole Dollars	Correct any budgets with cents to the nearest whole dollar		<input type="checkbox"/>
HR306 – Budgets with Negative Account Codes	Correct budgets with negative account codes		<input type="checkbox"/>
HR307 – Not a Budget Account Code	Remove budgets from invalid account codes		<input type="checkbox"/>
Budget Book Funds: 11A, 11B, 12A, 14C, 16A, 16B, 16D, 16E, 16F, 16G, 16H, 16K, 17A, 17C, 18A, 18B (excluding 18B002), 18C, 18D, 31A.			

I certify that I have reviewed the revenue and expenditure budgets are reasonable and reflect future year anticipated activity including employee appointments and associated merit and labor distribution.

Reference Links:

[Salary Planner Video](#) [Prep Quick Steps](#)
[Budget Development Video](#) [Prep User Guide](#)

Name _____ Date _____