Budget Prep Checklist

The salary and merit items must be completed for all funds. The remaining 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, 16A, 16B, 16D, 16E, 16F, 16G, 16H, 16K, 17A, 17C, 18A, 18B (excluding 18B002), 18C, 18D, 31A.

	Review faculty salaries to ensure the salary is allocated appropriately based on effort percentages between instruction (100) and research (200) program codes.
	Remove salaries from terminating sponsored FOPs. Report EDT_SPLAN_024 will provide a list of employees and positions where the fund or organization has been terminated.
	Ensure merit has been entered properly. Merit should be added to the employee on the Employee Detail screen and not on the List by Employee.
	Add longevity estimates to the 6A5 code from Cognos report RPT_SPLAN_004. 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 RPT_SPLAN_003. 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 budgets to 6A9 (cell phone allowances) and 6Z0 (for all other overloads) from report RPT_NBAJOBS_015. Budget Office will allocate these to the appropriate salary pool before the budgets are loaded into the next FY. A comment is required when using 6Z0. Add a comment by selecting the 6Z0 account code and a comment box will appear.
	Use of 5Z8 requires comment (Budgets from Prior year fund balance). This pool may only be used in special circumstances and requires 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.
	Budget for annual fees such as Mail Stop Fee 7C0 and Communications Fee 7D0.
	Review Cognos Edit Reports (refer to Quick Steps for a list of edits) http://www.depts.ttu.edu/AdminFinance/FormRepository/Budget/Quick%20Steps%20for%20Budget%20Prep.pdf
	Ensure Targets are met!! Review Cognos report FI217