Budget Prep: Entry and Submission

Budget Prep Series

TEXAS TECH UNIVERSITY

Administration and Finance
Information Systems Management

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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 5 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 into 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.

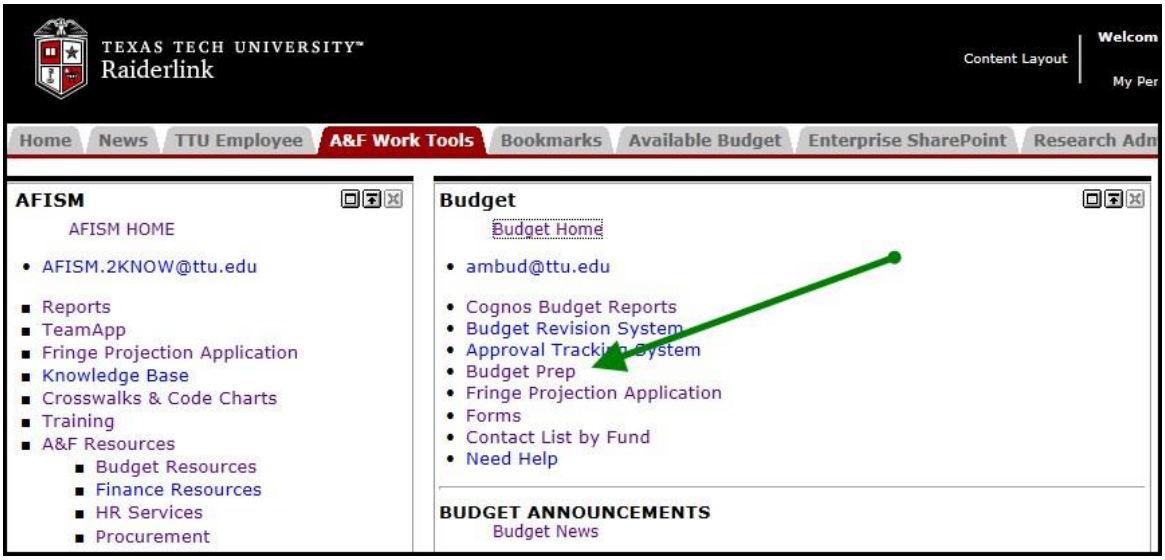
Salary Planner-Salary Planner is used to verify position labor distribution and employee labor distribution for all employees and positions. In addition, merit approved by administration must be allocated in Salary Planner. Salary Planner is updated based on employee/position change documents that post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

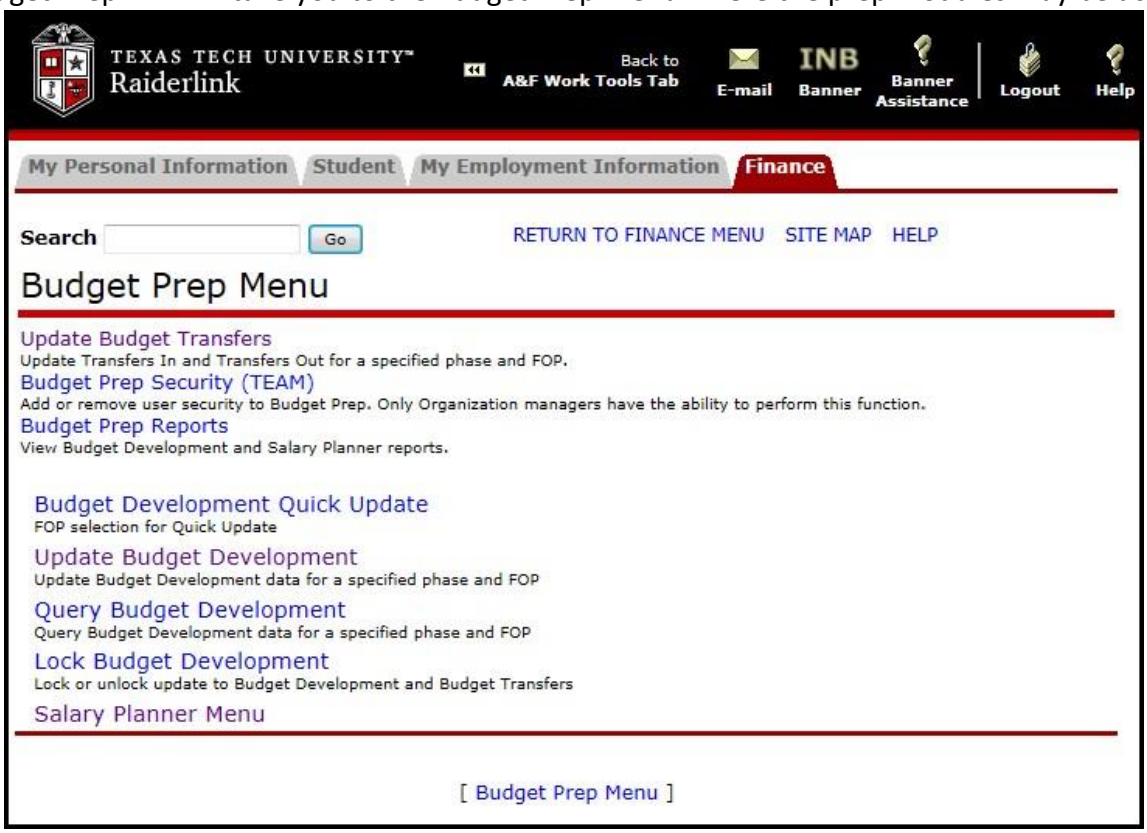
Transfer System –The Transfer System consists of a roster used to maintain permanent transfers between two different funds and a report function to show detail and balancing issues.

How Do I Get to 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)

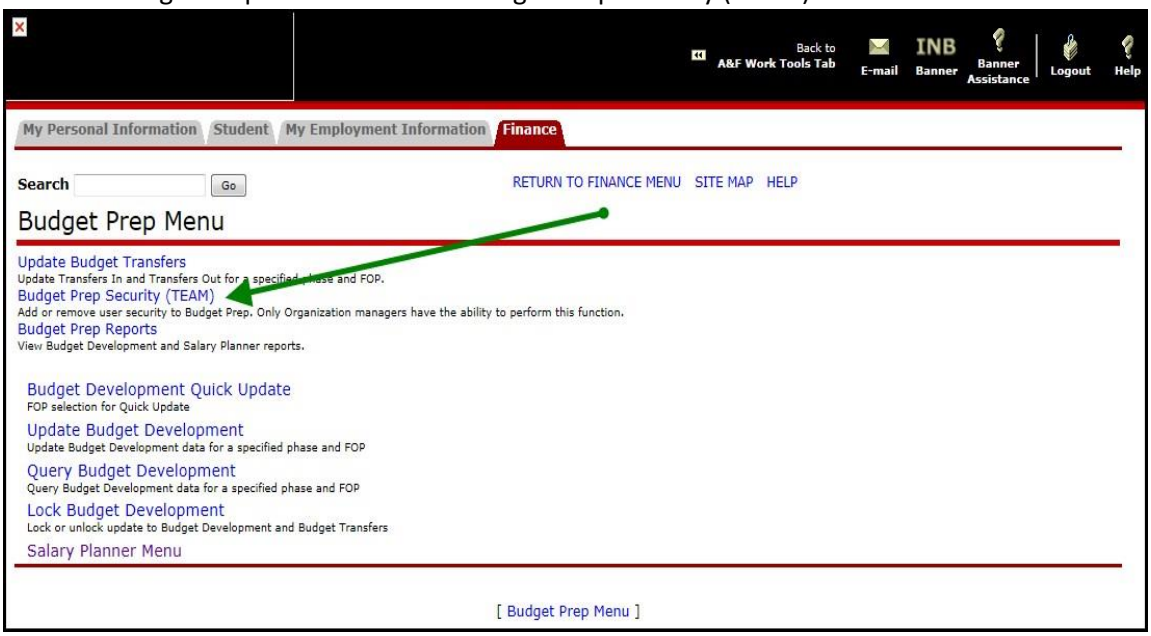
The Organization Financial Manager provides authorization for delegates to view and update the Budget Prep modules through the TEAM application.

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.

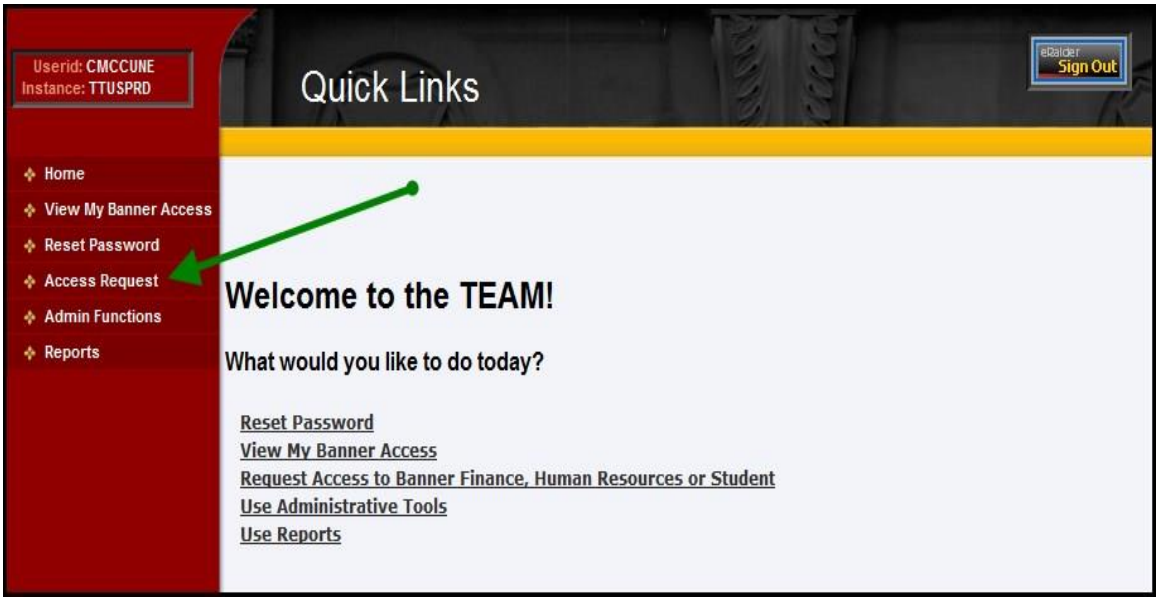
- The organization hierarchy and the assigned financial managers may be viewed in Cognos: Public Folders>TTU Finance>Fund/Org Manager Reports>FI028 Organization Hierarchy Report
- Up to 3 delegates may be assigned to each organization code.
- Assignment to a higher level of the organization hierarchy gives access to the lower level organization codes.

7 Steps to Assign Budget Prep Security Access

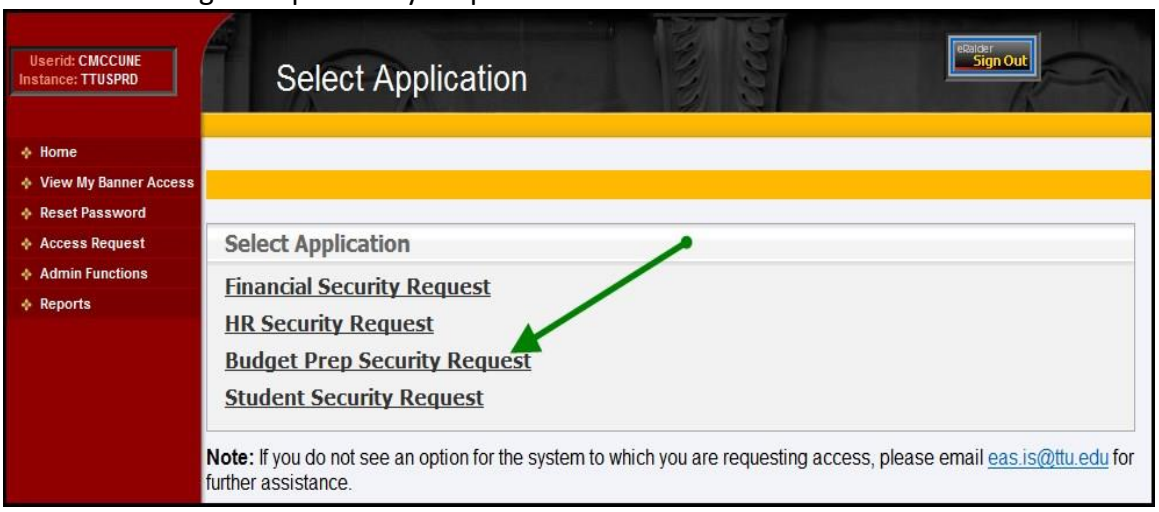
Step 1: From the Budget Prep Menu select the Budget Prep Security (TEAM) link.



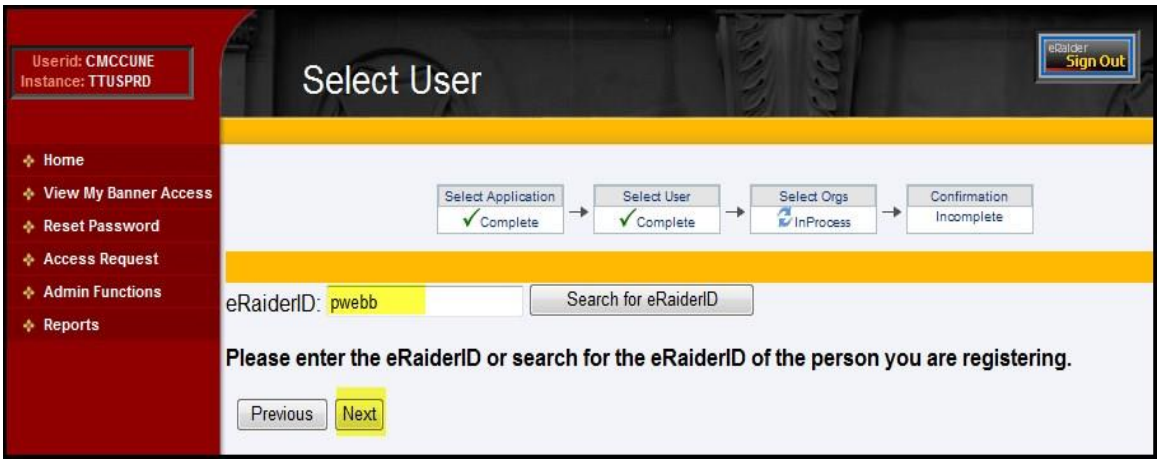
Step 2: Choose Access Request from the menu provided.



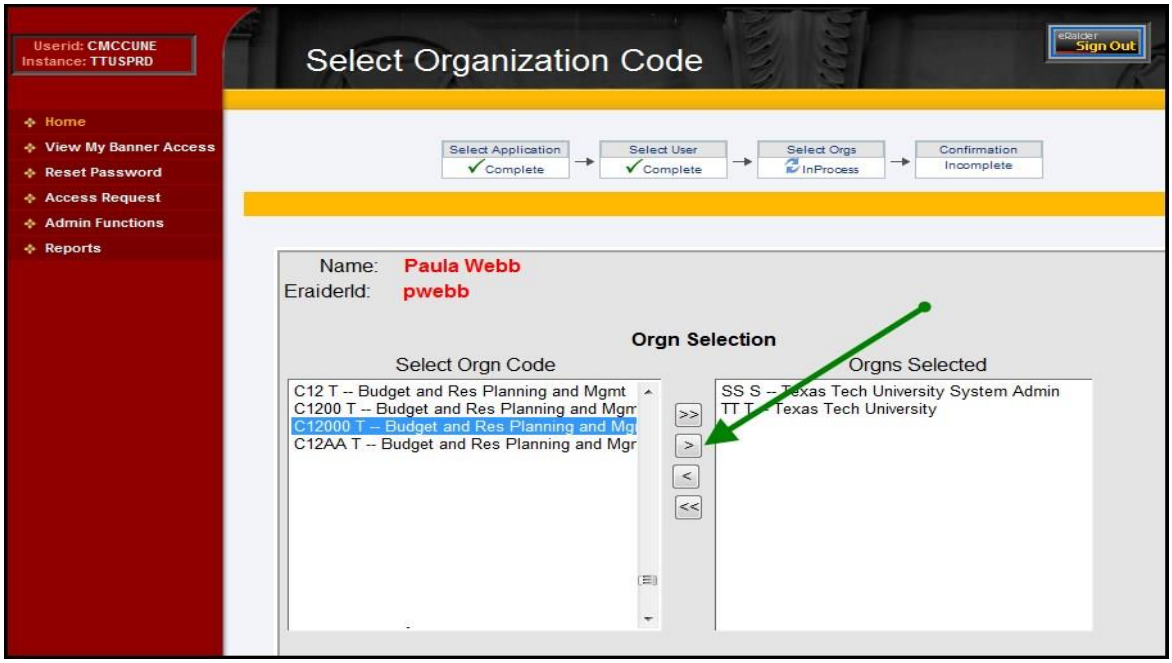
Step 3: Select the Budget Prep Security Request link.



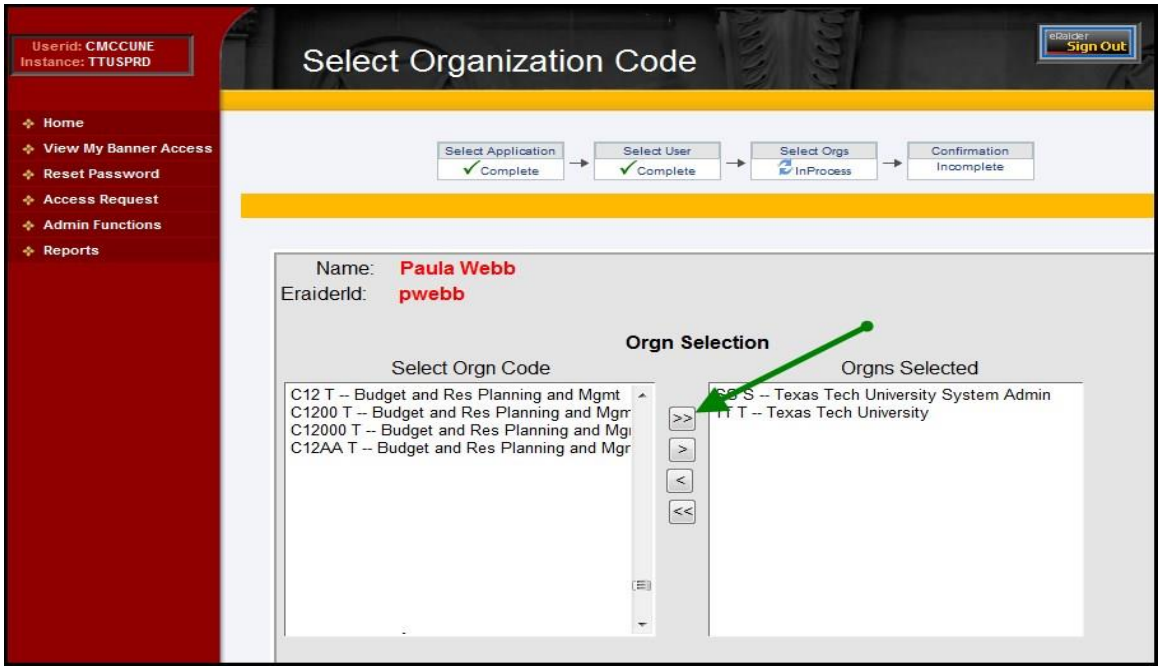
Step 4: Enter the eRaider ID for the user for whom you are requesting access. If you do not know the eRaider ID, use the Search for eRaider ID button. Click the Next button to continue.



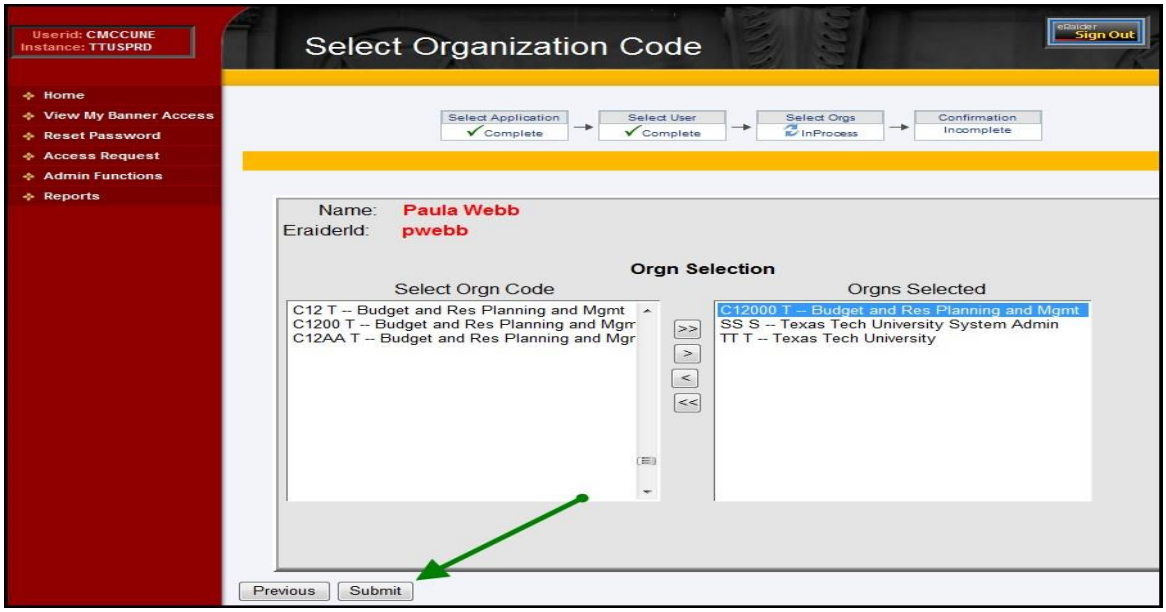
Step 5: Move the organization code from the Select Orgn Code section to the Orgns Select section by highlighting the organization code (use the CTRL key on your keyboard to select more than one) and clicking the single arrow, --OR--



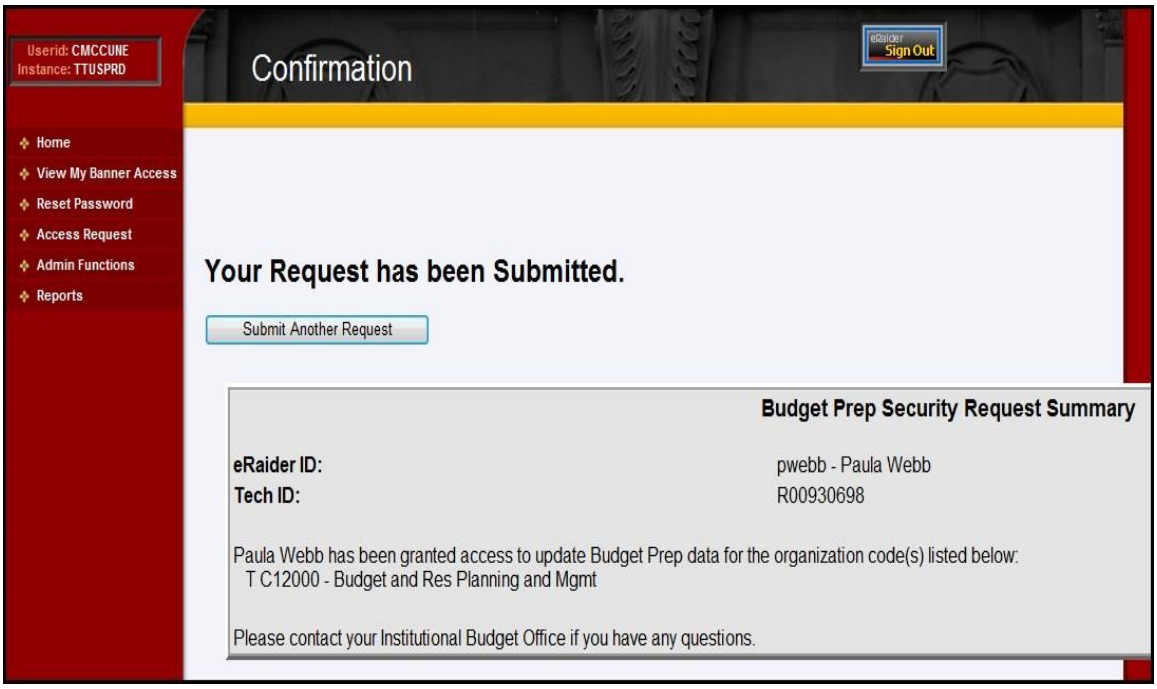
To grant access to all of the listed organization codes, click on the double arrow.



Step 6: Choose the Submit button to add the security.

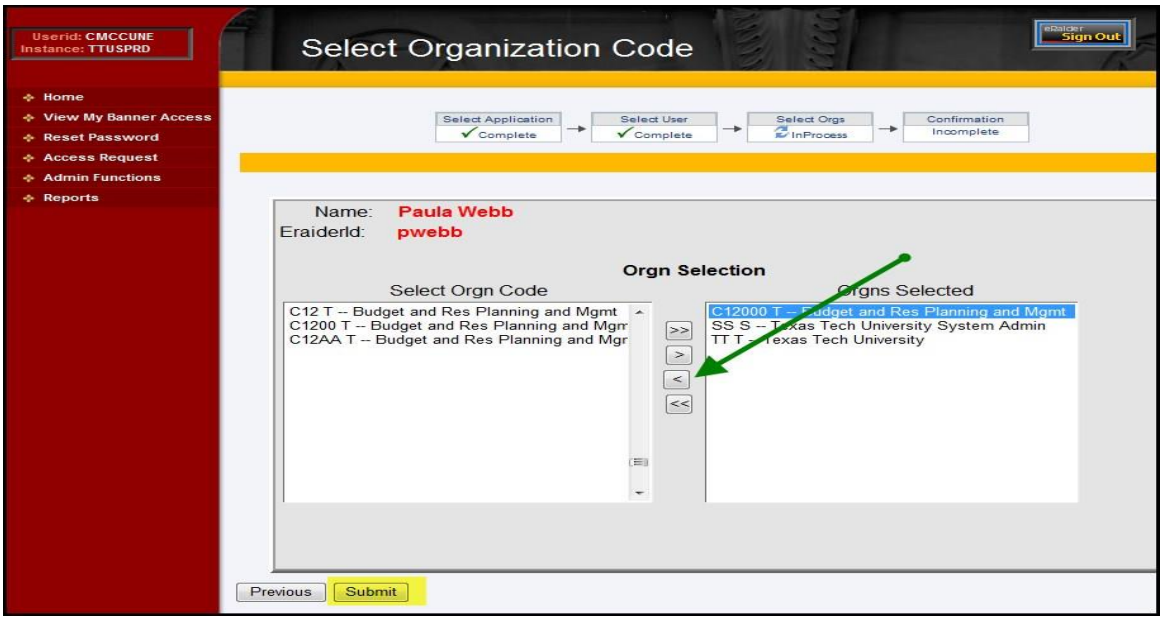


Step 7: A confirmation showing a summary of the request is displayed.



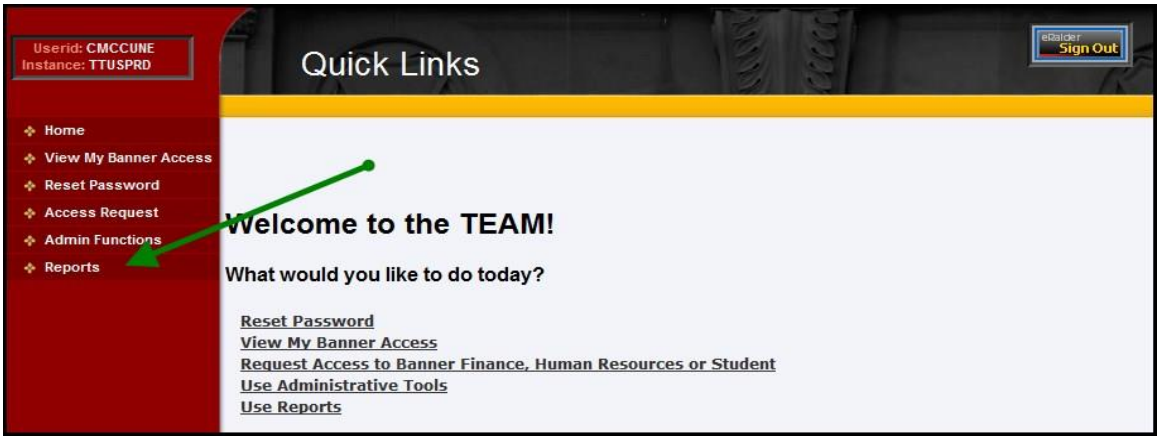
Removing Budget Prep Security Access

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



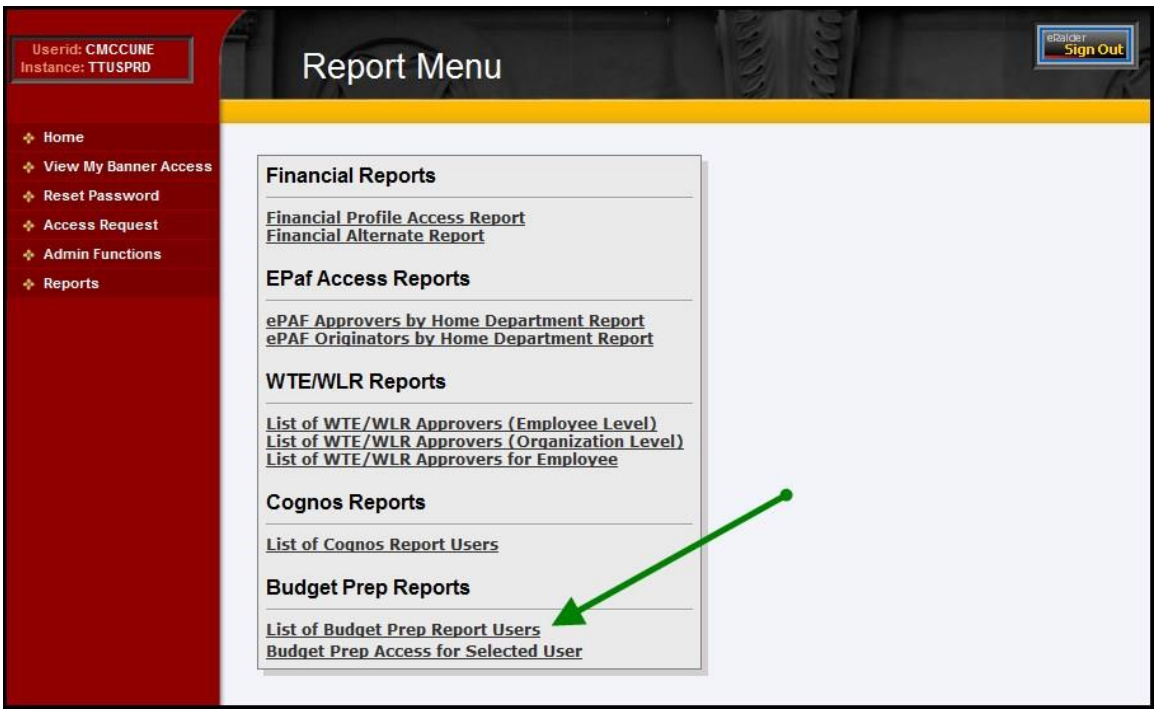
Instructions for the TEAM Application Budget Prep Security Reports

In the TEAM application select the Reports link.

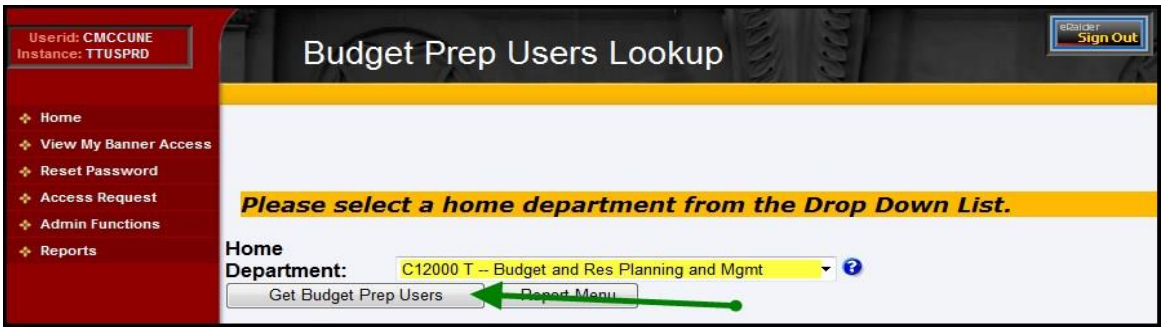


Two reports are available for viewing. Click the desired report.

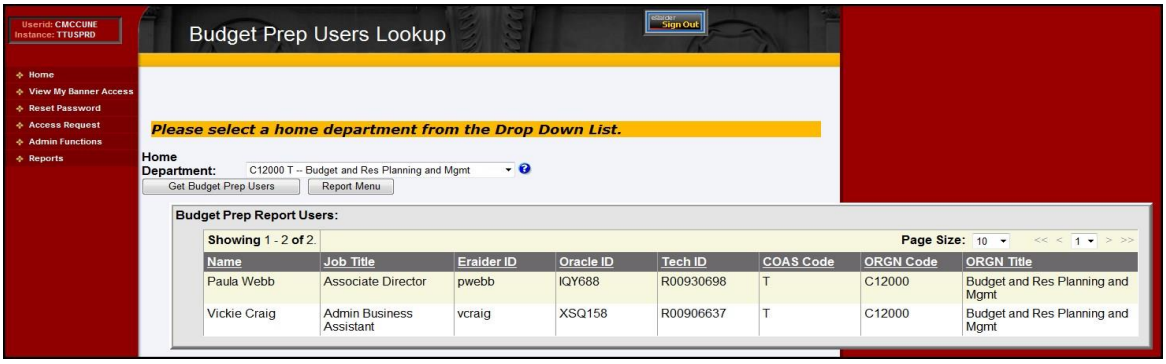
- List of Budget Prep Report Users –Lists the users assigned to selected home departments.
- Budget Prep Access for Selected User-Lists the organization access assigned to an individual.



For the List of Budget Prep Report 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 above.



Other Security Reports

Cognos report FI028 lists the organization hierarchy and the financial manager for each level of the hierarchy: Public Folders>TTU Finance>Fund/Org Manager 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: Public Folders>TTU Finance>Budget Reports>HR127 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 an 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 uploaded 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).

Salary Planner contains two sets of data: Employee Data and Position 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**, there is no employee data so the position budget must be equal to or greater than the minimum pay grade. Positions budgeted at less than the minimum pay grade will be closed.

Salary Planner Cognos Reports

Before getting started, be sure to pull the Position Roster by FOAP or the Position List by (see report numbers below) 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: The Cognos reports used for Early Planning analysis are no longer valid because they access the current fiscal year: HR103/104, FI202/235, etc. Please use the following reports for next fiscal year:

Position Roster

RPT_SPLAN_022 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).

RPT_SPLAN_023 Position Roster by FOAP - Displays all positions, employees, and their position budget amounts for a specified FOP.

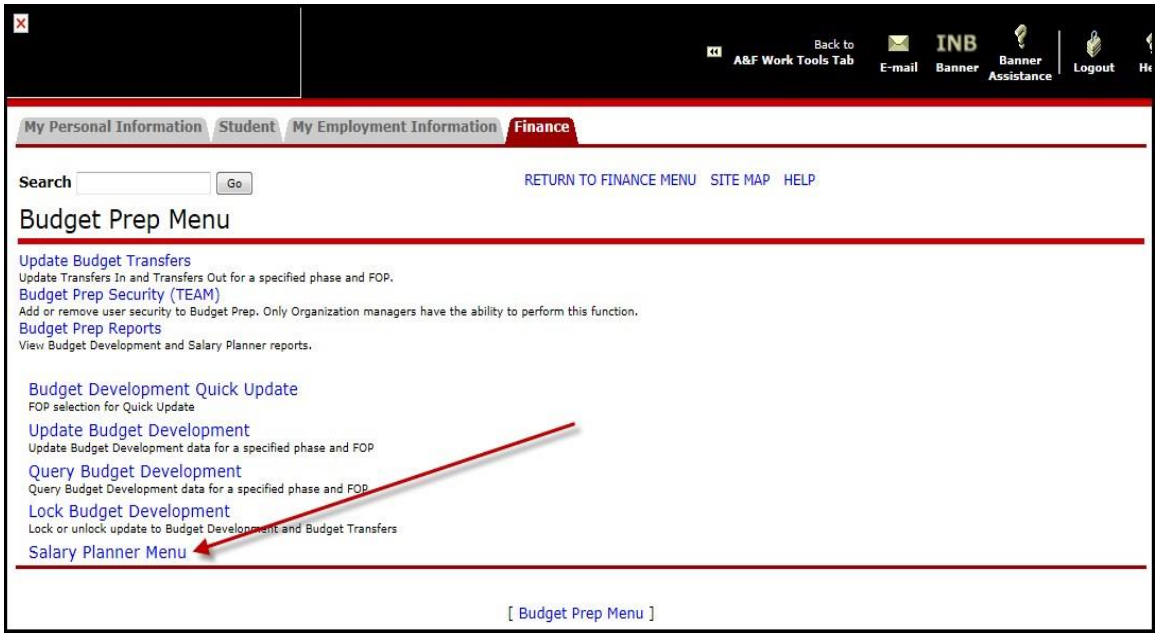
Position Organization

RPT_SPLAN_020 Position List by Orgn - Provides all positions in a specific position organization.

RPT_SPLAN_021 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

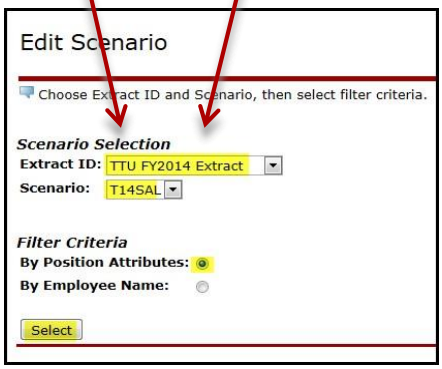
On the Budget Prep Menu, select the Salary Planner Menu.



Choosing:	Choose by FY (*yyyy*, *yy*):	For FY14, choose:
Chart **T** - Extract ID	**TTU** FY*yyyy* Extract	TTU FY2014 Extract

- Scenario	T*yy*SAL	T14SAL
Chart **S** - Extract ID	**TTUSA** FY*yyyy* Extr ct	TTUSA FY2014 Extract
- Scenario	S*yy*SAL	S14SAL

From the Salary Planner screen, click **Edit Scenario** and then select the **Extract** 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.

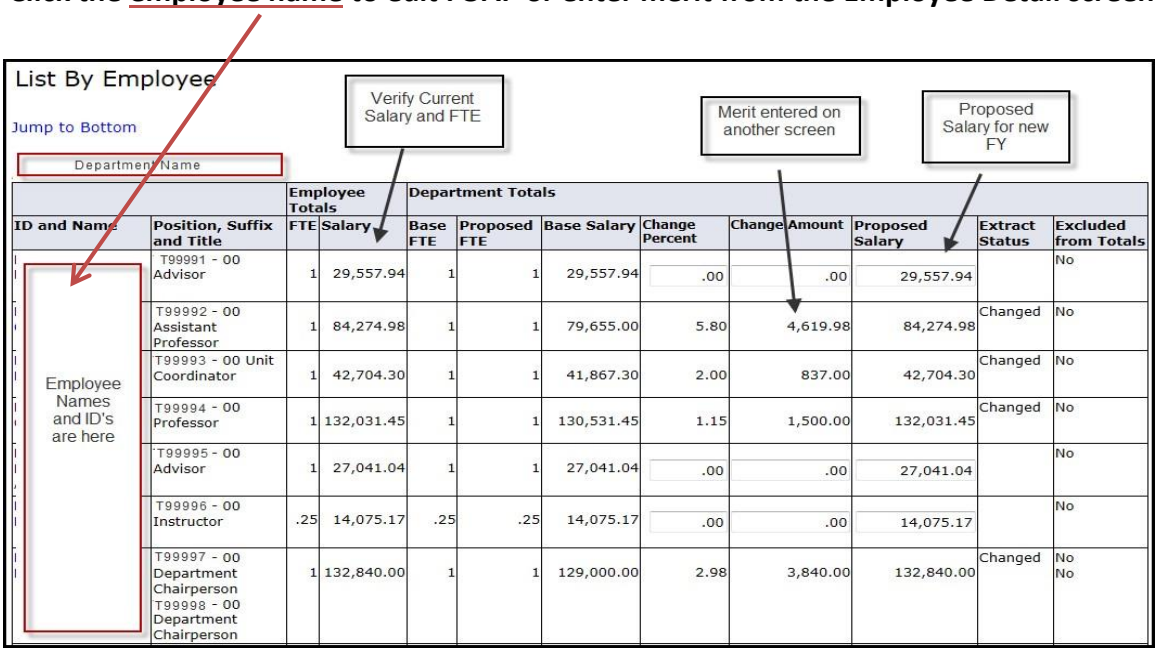
Step 2 A: Review Employee Records, Using the <u>List By Employee</u>

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.**

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**



		Employee Totals		Department Totals							
ID and Name	Position, Suffix and Title	FTE	Salary	Base FTE	Proposed FTE	Base Salary	Change Percent	Change Amount	Proposed Salary	Extract Status	Excluded from Totals
	T99991 - 00 Advisor	1	29,557.94	1	1	29,557.94	.00	.00	29,557.94		No
	T99992 - 00 Assistant Professor	1	84,274.98	1	1	79,655.00	5.80	4,619.98	84,274.98	Changed	No
	T99993 - 00 Unit Coordinator	1	42,704.30	1	1	41,867.30	2.00	837.00	42,704.30	Changed	No
	T99994 - 00 Professor	1	132,031.45	1	1	130,531.45	1.15	1,500.00	132,031.45	Changed	No
	T99995 - 00 Advisor	1	27,041.04	1	1	27,041.04	.00	.00	27,041.04		No
	T99996 - 00 Instructor	.25	14,075.17	.25	.25	14,075.17	.00	.00	14,075.17		No
	T99997 - 00 Department Chairperson T99998 - 00 Department Chairperson	1	132,840.00	1	1	129,000.00	2.98	3,840.00	132,840.00	Changed	No No

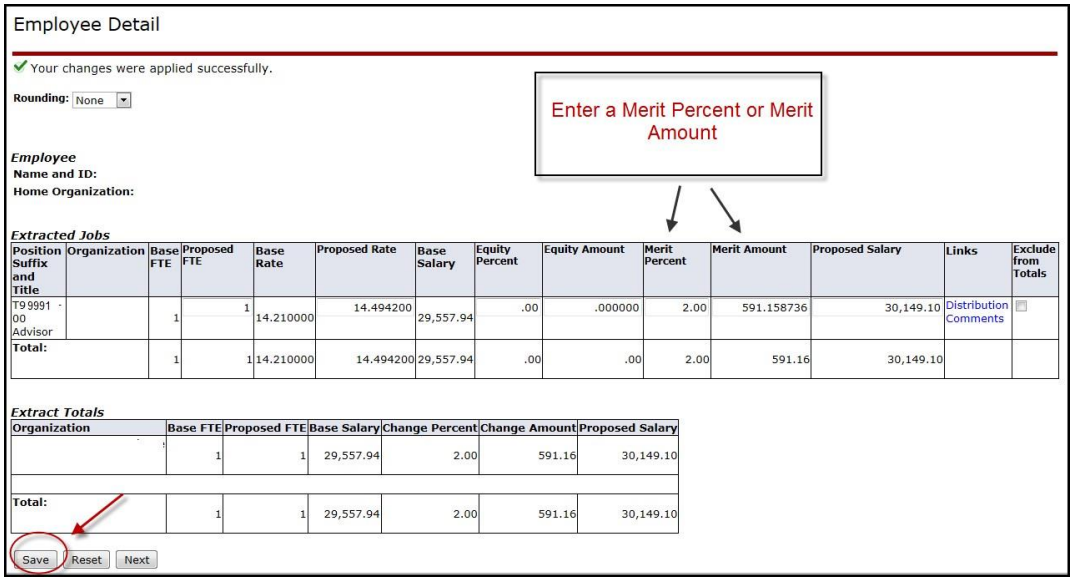
- **Employee will not return next fiscal year-** If an employee is listed and will not be an active employee on 9/1 of the future fiscal year, submit an end job or termination ePAF to remove from Salary Planner. Salary Planner is updated nightly to reflect changes due to ePAFs. If the

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 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. Cognos>Budget>Budget Prep>RPT_SPLAN_022
- **Incorrect Merit amount-** see next section add/update approved Merit to employees.

Step 2 B: 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 Change 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.

Step 2 C: Review/Update Employee FOAP Distribution

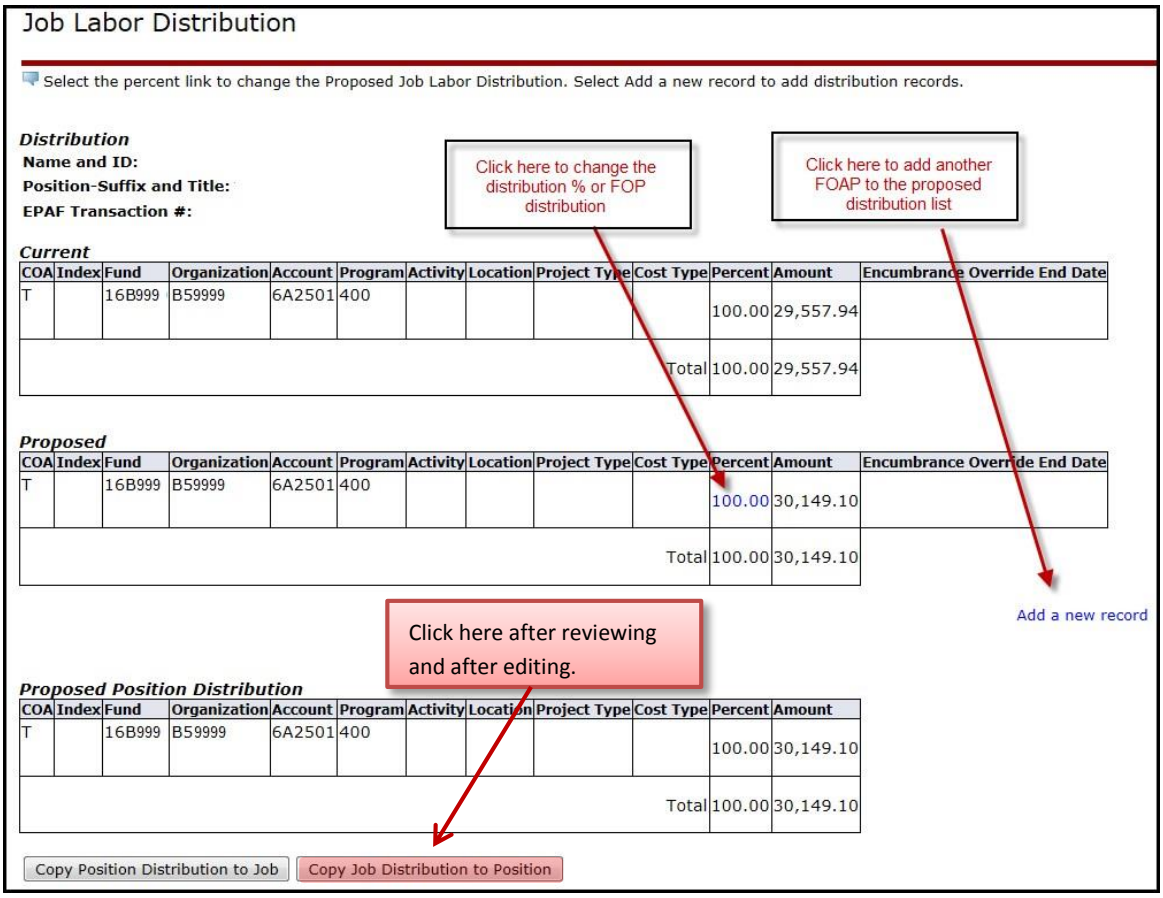
Select the **Distribution** link in the Links section of the Employee Detail Page to verify the FOAP Job Labor Distribution is correct.

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

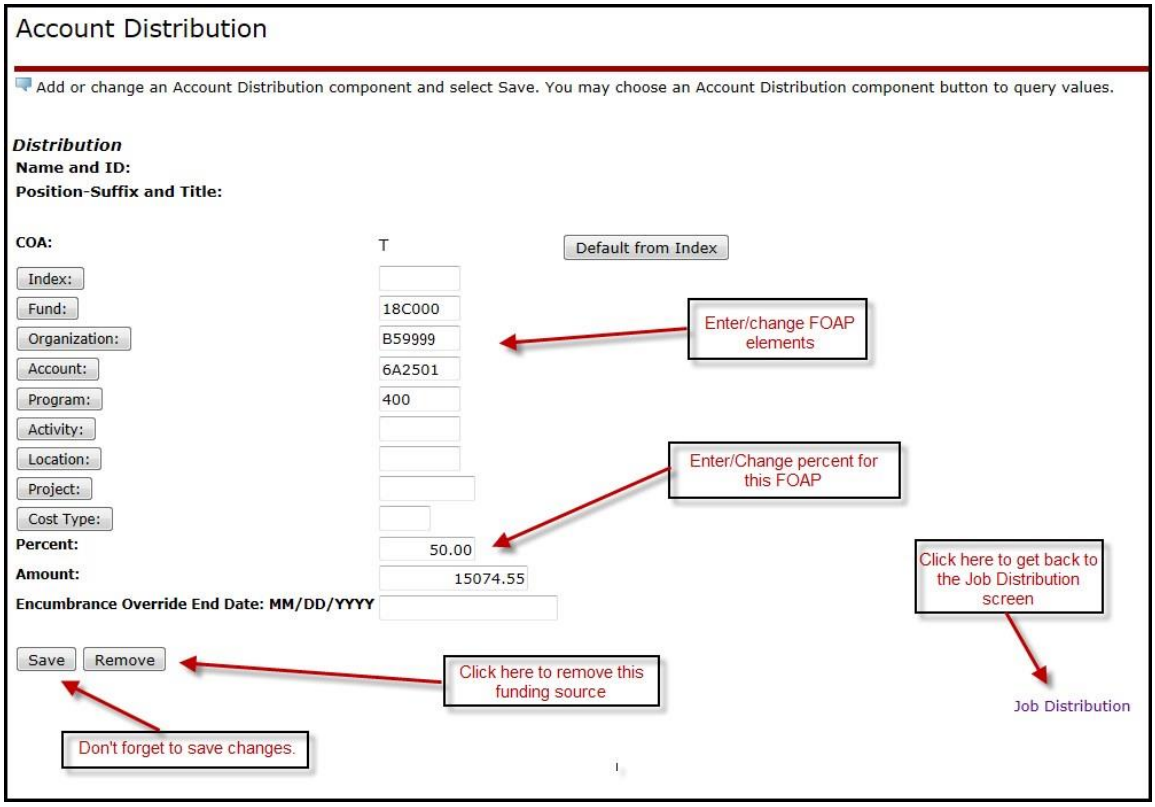
Proposed Position Distribution – The proposed funding for the position associated with the employee.



To add a new FOAP Distribution, select “Add a new record” to find the Account Distribution screen.

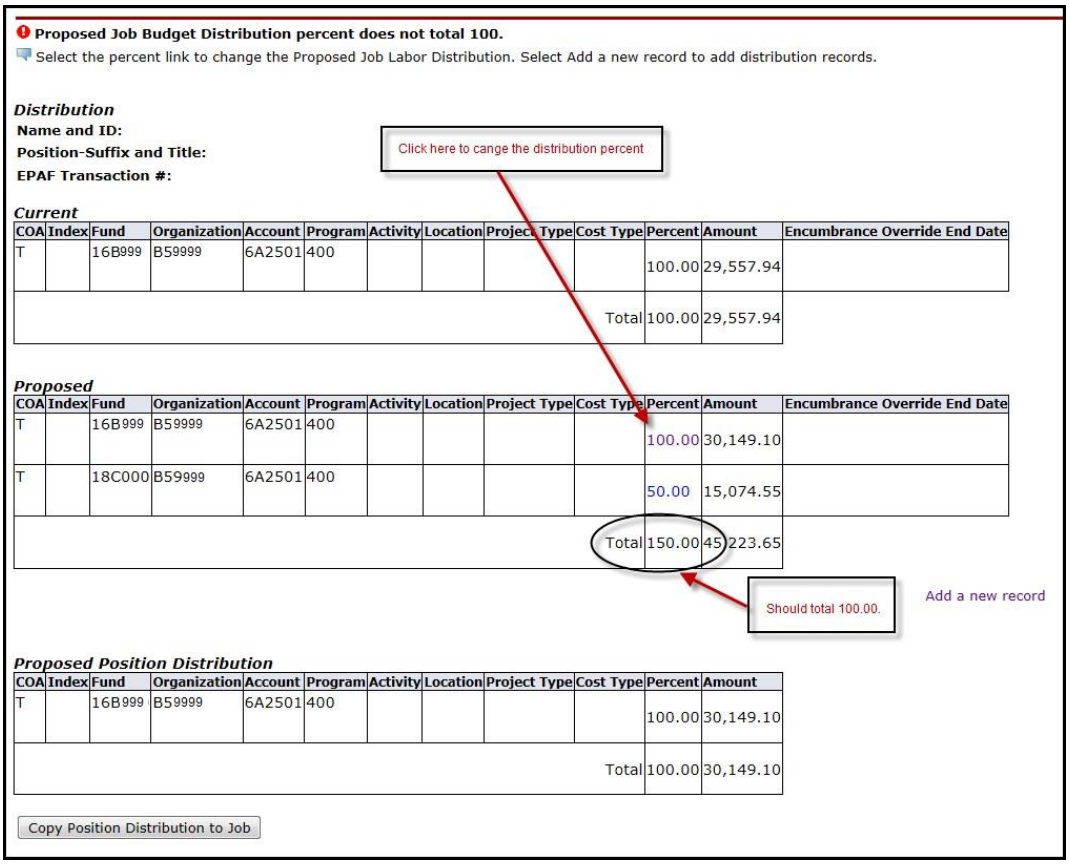
To change the existing FOAP Distribution, select the percent amount for the record that will be modified to get to the Account Distribution screen.

To remove an existing FOAP, select the percent amount for the record that will be removed to get to the Account Distribution Screen.



- Enter the Fund, Organization, Account (use the same account 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 take you back to the previous Job Labor Distribution screen

The total Percent field 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.) Press the Save button.

Step 2 D: The Final "Double Check" and "Copy Down" of Single Positions

Distribution

Name and ID:

Position-Suffix and Title:

EPAF Transaction #:

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	En
T		16B999	B59999	6A2501	400					100.00	29,557.94	
									Total	100.00	29,557.94	

The Proposed values must match for single positions!! Select the Copy Job Distribution to Position button to update the Positioin record with the Employee data.

Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance	Override End Date
T		16B999	B59999	6A2501	400					50.00	15,074.55		
T		18C000	B59999	6A2501	400					50.00	15,074.55		
									Total	100.00	30,149.10		

Add a new record

Proposed Position Distribution

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
T		16B999	B59999	6A2501	400					100.00	30,149.10
									Total	100.00	30,149.10

Copy Position Distribution to Job | Copy Job Distribution to Position

Employee Detail

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

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** when finished to continue with **Step 3 A** below.

List By Position

Update of Budget Development

Chart of Account: T
Budget ID: T2014
Budget Phase: T14DPT

Rounding: None

Jump to Bottom

Contact Budget Office for FTE changes

Current FY Position Budget

Amount Position Budget has changed

Proposed position budget for new FY

Total Salaries of employees in this position

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
T99999 Unit Coordinator	1	1	29,000.00	.00	.00	29,000.00	-	.00	Distribution Comments Employee	-	
T99998 Unit Assistant Dir	1	1	48,000.00	2.00	960.00	48,960.00	-	48,960.00	Distribution Comments Employee	-	
T99997 Student Assistant	4	4	49,137.06	.00	.00	49,137.06	-	49,137.06	Distribution Comments Employee	New	
T99996 Teaching Assistant	15	15	347,658.80	.00	.00	347,658.80	-	546,000.00	Distribution Comments Employee	New	
Total:	21.00	21.00	473,795.86	.20	960.00	474,755.86	-	644,097.06	-	-	-

Summary

Organization	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget
	21.00	21.00	473,795.86	.20	960.00	474,755.86
Total:	21.00	21.00	473,795.86	.20	960.00	474,755.86

TTU FY2014 Extract - T14SAL

Organization	Include Subordinate Organizations	Employee Classes	Bargaining Units	Faculty Rank	Include Pooled Positions	Include Vacant Positions
	Yes	All	All	All	Yes	Yes

Records 1 - 4 of 4

Save Reset

Return to Top

List By Employee | Summary Totals

Employee Filter | Position Filter

Step 3 A: Review/Update Remaining Positions Using the <u>List by Position</u>

Review position guidelines:

- For **filled single positions**, the Proposed Budget column (position budget) must match the Estimated Fiscal Year Budget column (employee budget).
- For **vacant positions**, there is no employee data so the Proposed Budget column (position budget) must be equal to or greater than the minimum pay grade. Note: Positions with zero dollars budgeted will be closed.

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 3 C: Update Vacant and Pooled Positions

List By Position

Update of Budget Development

Chart of Account: T
Budget ID: T2014
Budget Phase: T14DPT

Rounding: None

Jump to Bottom

Contact Budget Office for FTE changes

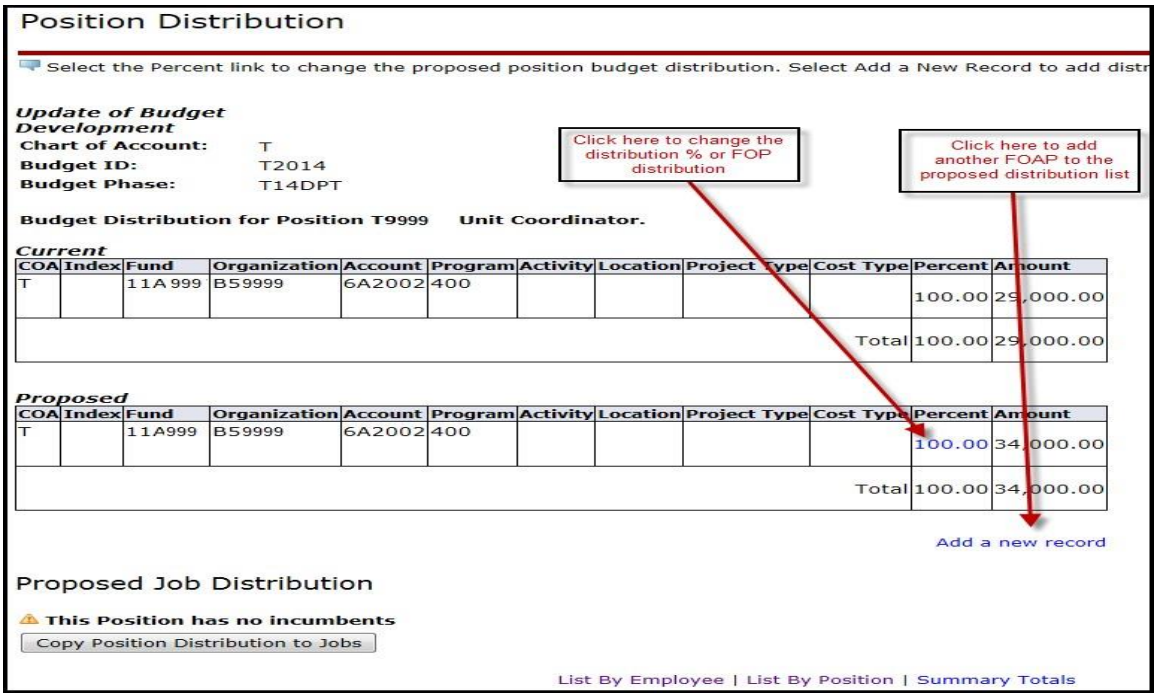
Enter a Change Percent or Change Amount to modify a vacant or pooled position budget.

.00 indicates that no imcumbents are appointed to this position.

Select Distribution to review FOAP detail

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
T99999 Unit Coordinator	1	1	29,000.00	17.24	5000.00	34000.00	Vacant	.00	Distribution Comments Employee		
T99998 Unit Assistant Dir	1	1	48,000.00	2.00	960.00	48,960.00	Single	48,960.00	Distribution Comments Employee		
T99997 Student Assistant	4	4	49,137.06	.00	.00	49,137.06	Pooled	49,137.06	Distribution Comments Employee	New	
T99996 Teaching Assistant	15	15	347,658.80	.00	.00	347,658.80	Pooled	546,000.00	Distribution Comments Employee	New	
Total:	21.00	21.00	473,795.86	.20	960.00	474,755.86		644,097.06			

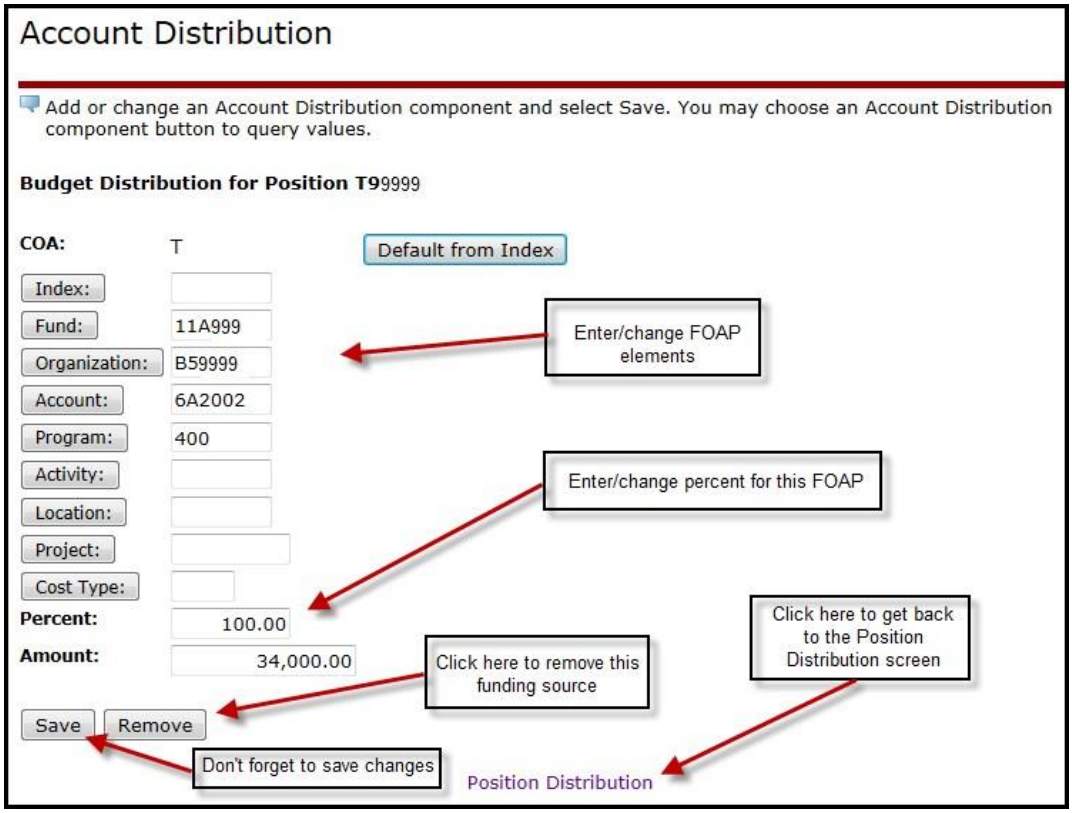
- There is no employee data on **vacant positions** so the Proposed Budget column (position budget) must be equal to or greater than the minimum pay grade. Note: Positions not budgeted at the minimum pay grade will be closed. The minimum pay grade values can be found on the HR Home Page under "TTU Pay 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. Click on the percent in the proposed distribution to edit or remove the FOAP. The Employee link will display a list of incumbents on the pooled position.



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.



- Enter the Fund, Organization, Account (use the same account 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.

Step 4: Review edit reports through Cognos.

EDT_SPLAN_001 – 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.

EDT_SPLAN_002 – 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 to request that the position be deactivated.

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 single 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 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. As long as 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 and 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. They cannot be closed in salary planner.

Vacating positions must be done via termination/end job ePAF and cannot be done in Salary Planner.

Departments will be allowed to budget an amount less that the current incumbents on pooled positions with departmental justification added to the comments 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. All non-Budget Book funds will be removed from the system. 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.

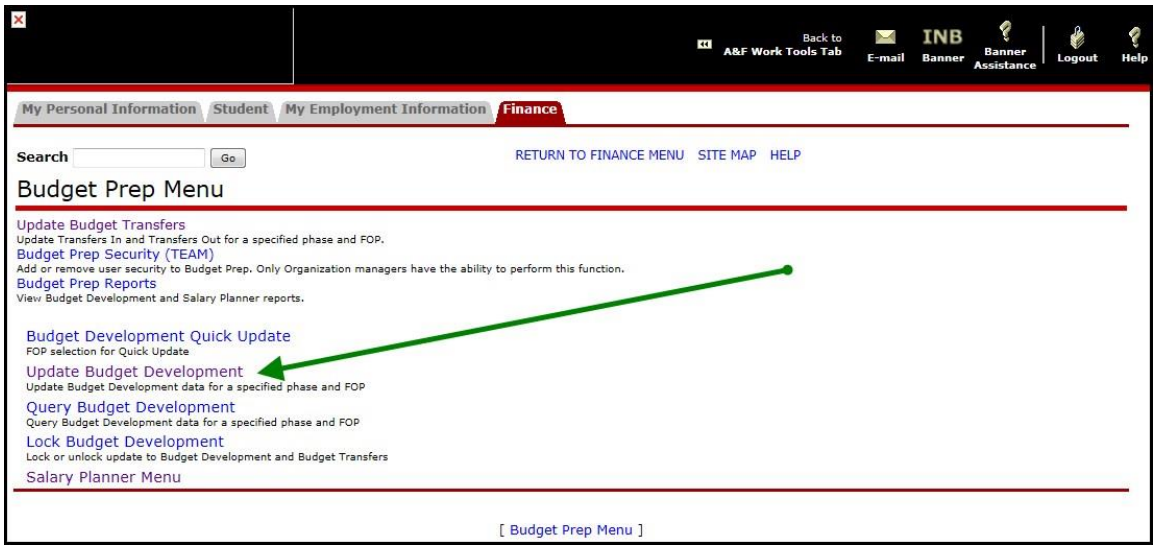
Budget Development Checklist:

	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 total to 6Z0 (Contingency) from report RPT_NBAJOBS_015. 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 yearend.
	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. Refer to the Tuition & Fee Estimate Grid at the following link. http://www.depts.ttu.edu/studentbusinessservices/ttudeptresources/assistantship.php
	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

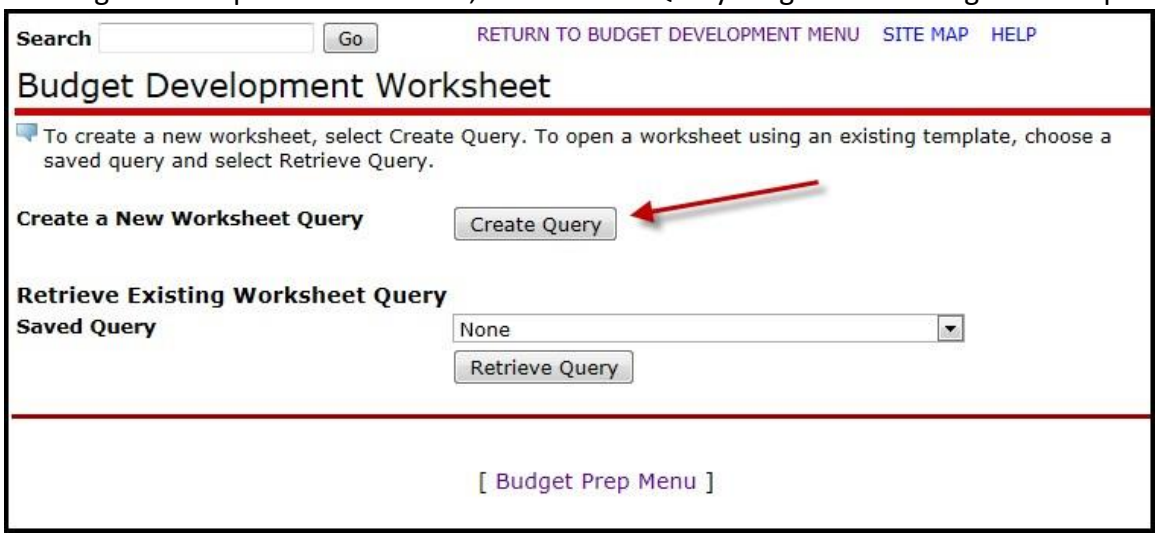
Step 1: Log into Budget Development to review your FOPs

Update Budget Development to Create Query

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

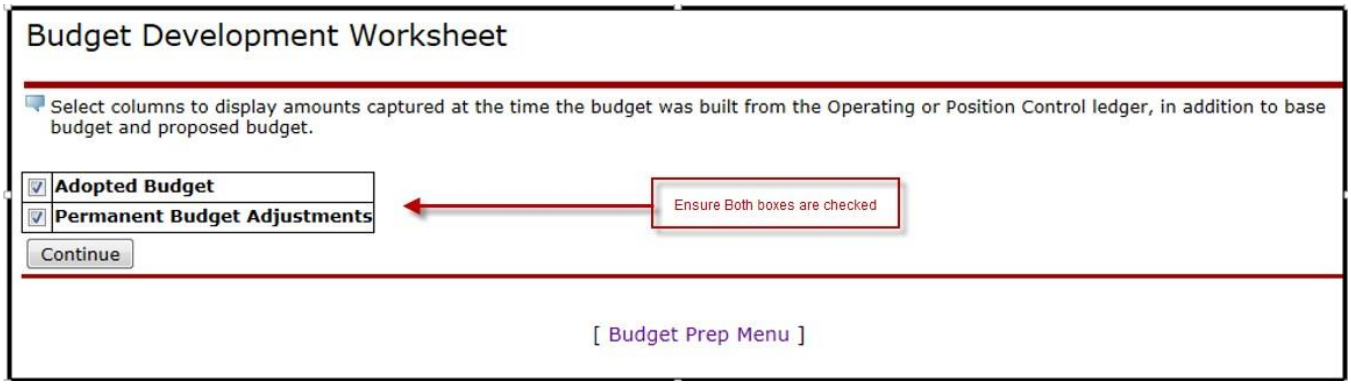


From the Budget Development Worksheet, click ‘Create Query’ to get to the Budget Development



Worksheet screen.

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



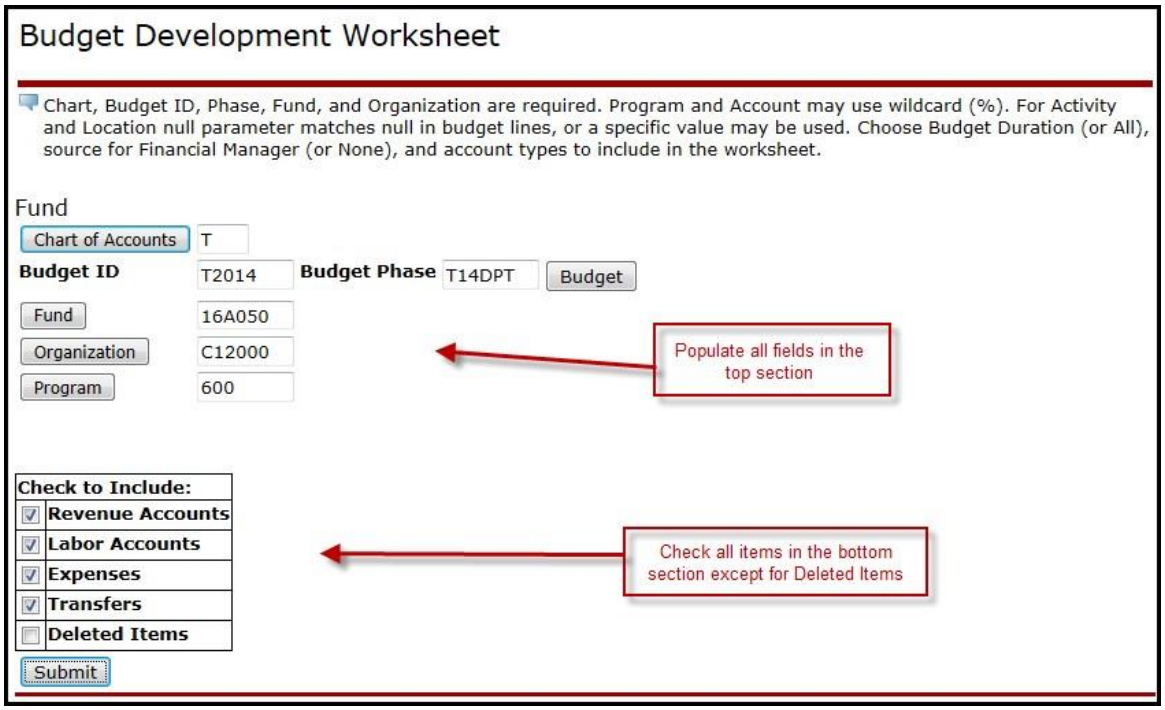
Enter Chart of Accounts, Budget ID, Budget Phase, Fund, Org Code and Program (optional).

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, ie 14 for FY14)

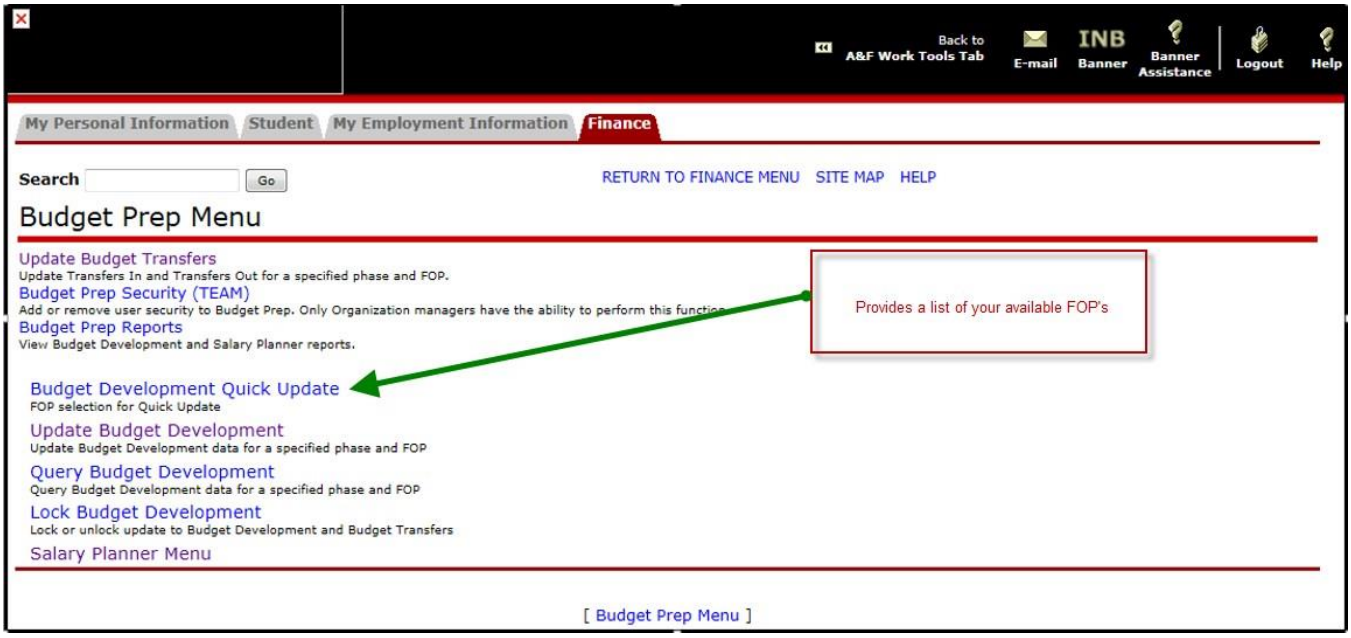
Budget Phase: TxxDPT/SxxDPT) for the appropriate FY



The parameter options will be saved by the system for subsequent entries. The FOP will need to be changed for 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.

Access Budget Development via Quick Update

Click "Update Budget Development" on the Budget Prep Menu.

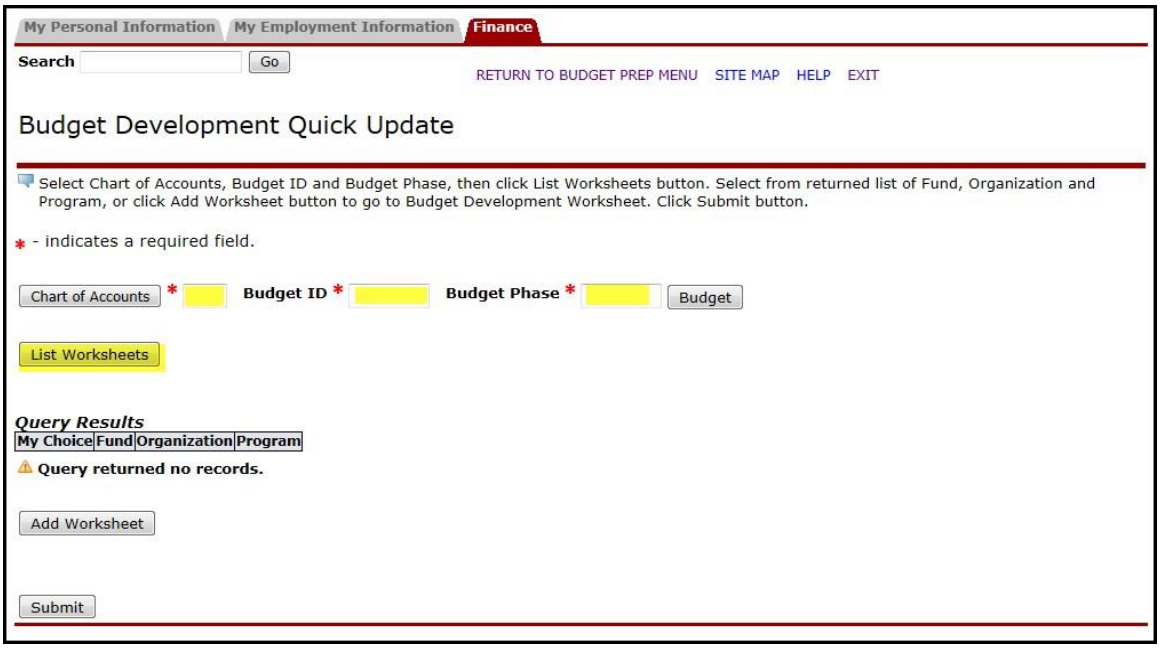


On the Budget Development Quick Update screen, type the following: **Chart of Accounts:** T for TTU or S for TTUSA

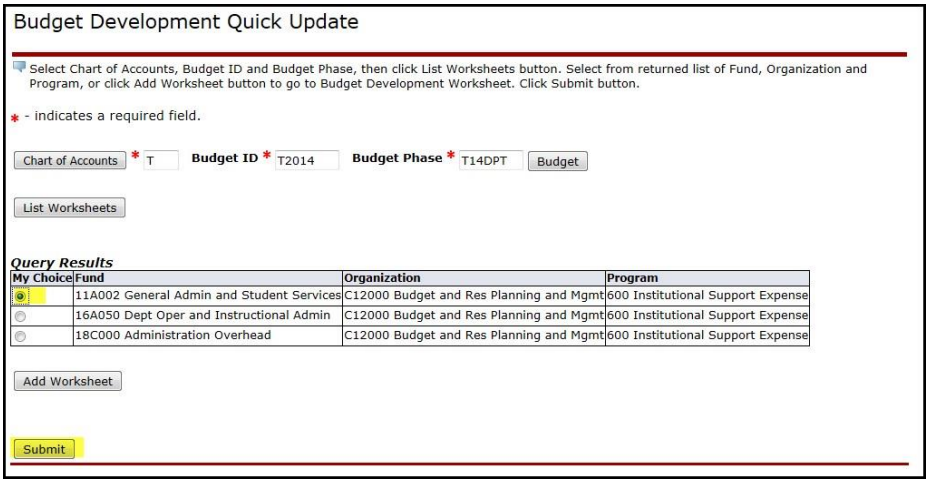
Type in Budget ID: T20xx/S20xx (xx is FY, ie 14 for FY14)

Budget Phase: TxxDPT/SxxDPT) for the appropriate FY

Click **List Worksheets** to show your list of FOPs.



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.

Step2: Budget Adjustments

Budget Development Worksheet Field Definitions

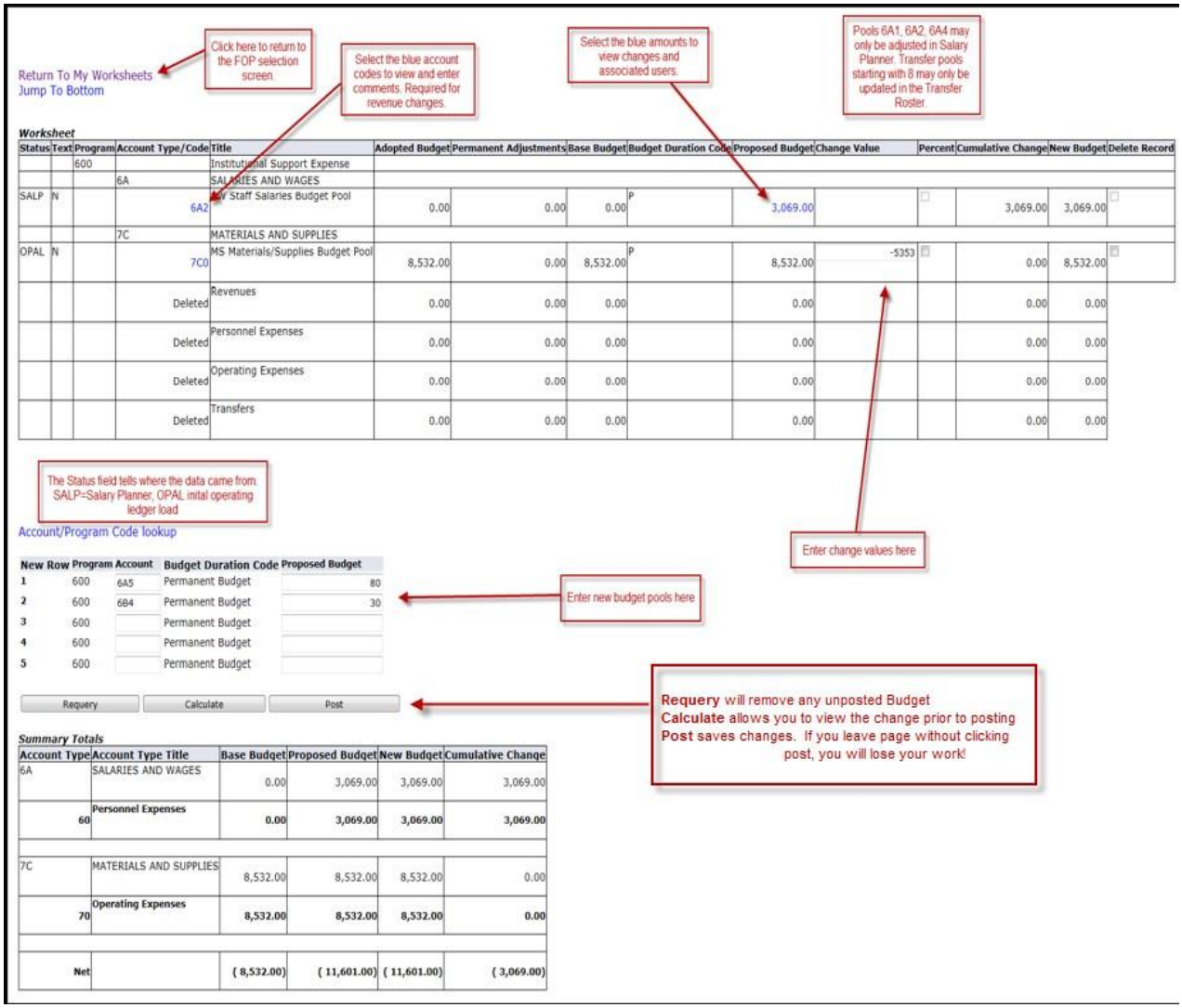
Status	Data Source: SALP=Salary Planner, NEW=added in Budget Development, OPAL=original data load.
Text	Shows if comments have been entered. N=no text has been entered, Y=text has been entered
Program	Program Code the budget is located on.
Account Type/Code	The account type is to the left of this box;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

New Budget	Displays the change value to be verified prior to posting.
Delete Record	Select to remove a budget account code; it is preferable to edit to 0.00 rather than delete the code.

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 Buddget" 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.
- RE**Transfer Budget pools starting with 8** are automatically populated from the Transfer Roster.



Step 3: Review edit reports through Cognos

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. 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.

EDT_BUDEV_006 – 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.

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.

RPE_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.

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.

RPT_SPLAN_044- Longevity Estimate VS Budget Development - Comparison between RPT_SPLAB_004 Longevity Estimate and the proposed budget. Differences require a comment be placed on the 6A5 budget pool in Budget Development.

EDT_BUDEV_009 – Salary Budget 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.

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.

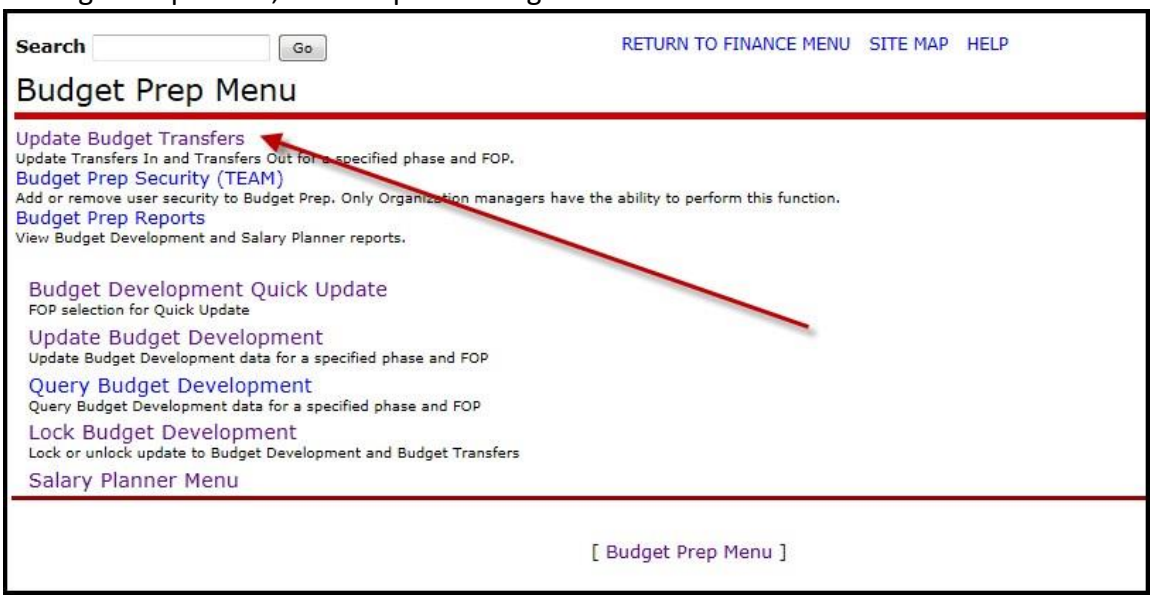
Transfer System

The Transfer System consists of a roster used to maintain permanent transfers between **two different funds** and a report function to show detail and balancing issues. The only way to update a budget pool starting with 8 is via the Transfer System

- The system is only for budgeting transfers between 2 different funds.
- The budget will automatically update the 8## budget pools in Budget Development.
- Only an authorized user may update a FOP in the transfer system. Coordination between other users may be necessary to complete both sides of the transfer.
- Transfers that comingle funding or cross fund classes are restricted.

- Transfers must be approved by the Director of Budget and Resource Planning and Management.

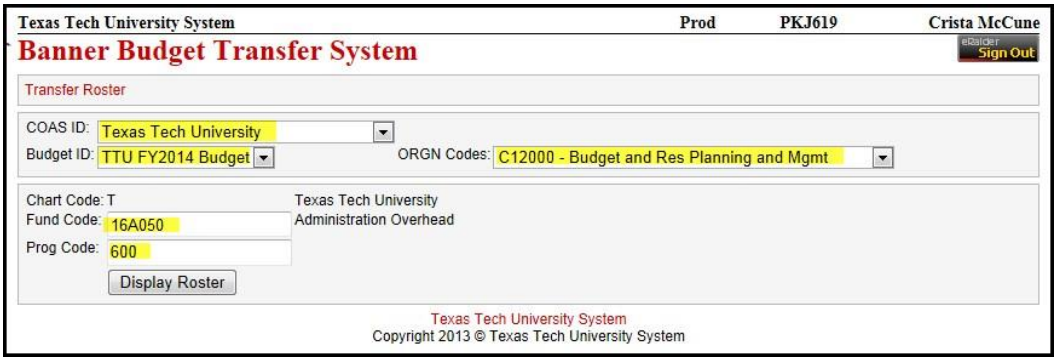
From the Budget Prep Menu, Select Update Budget Transfers.



On the Banner Budget Transfer System screen, select **Transfer Roster**.

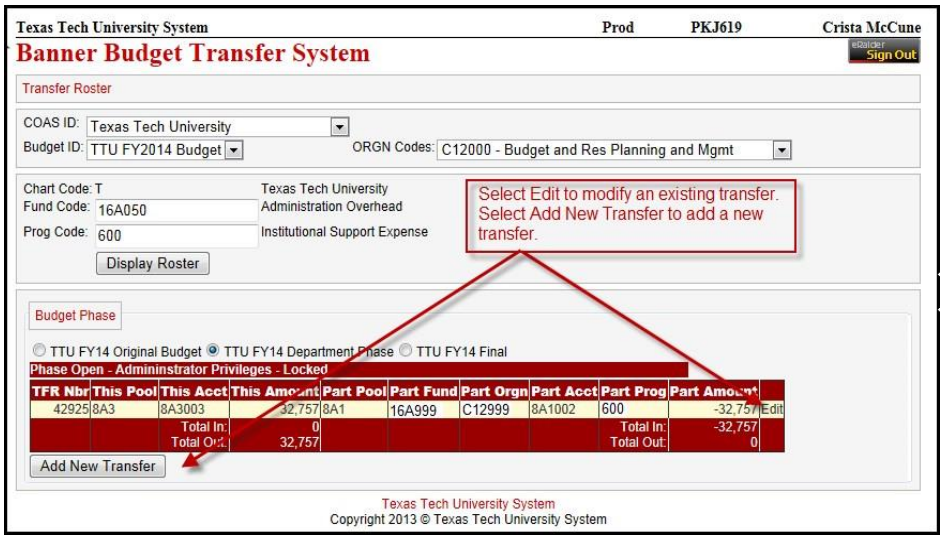
Select the COAS ID, Budget ID and ORGN Code.

Enter the Fund Code and Program Code; click **Display Roster** to view transfers on the FOP.



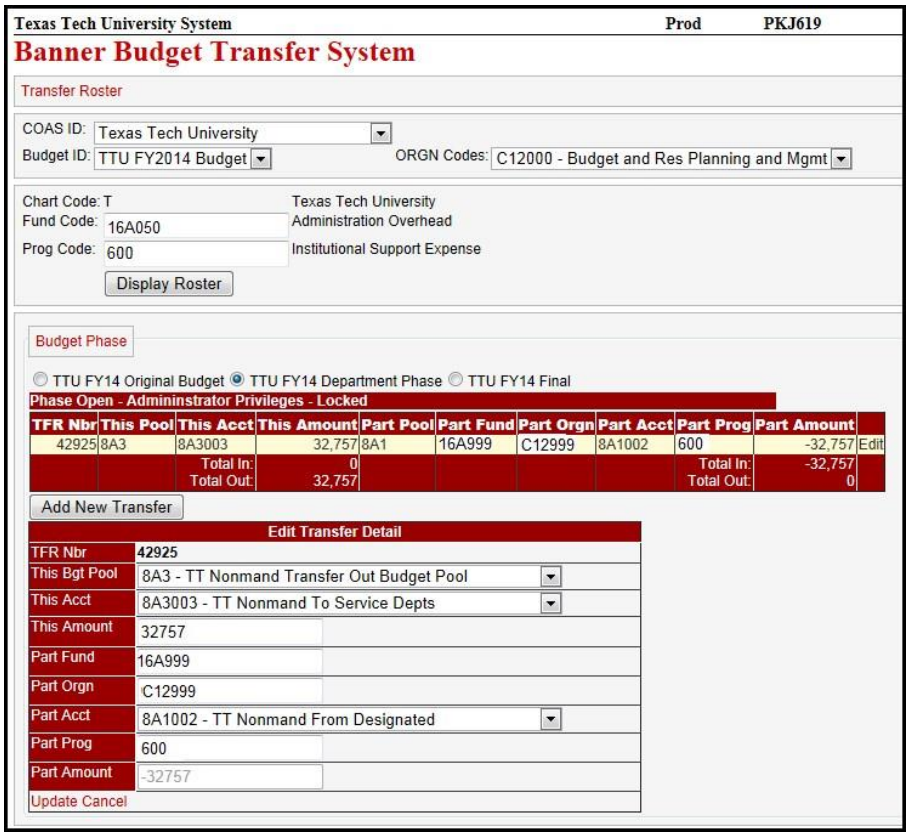
When viewing the roster you may either select Edit to edit an existing entry or Add New Transfer to add a new entry.

- The **TFR Nbr** is a system generated number assigned to each transfer.
- "**This**" columns are associated with the FOP listed at the top of the screen.
- "**Part**" columns refer to the other side of the transfer (participating FOP).



Populate the data fields when adding a new entry or adjust the existing fields to modify an existing entry then click Update.

- The corresponding department will have to update the amount field on organization codes where the initiator does not have security access to both organization codes.
- Selecting Update will update both the transfer roster and the budget pools in Budget Development.

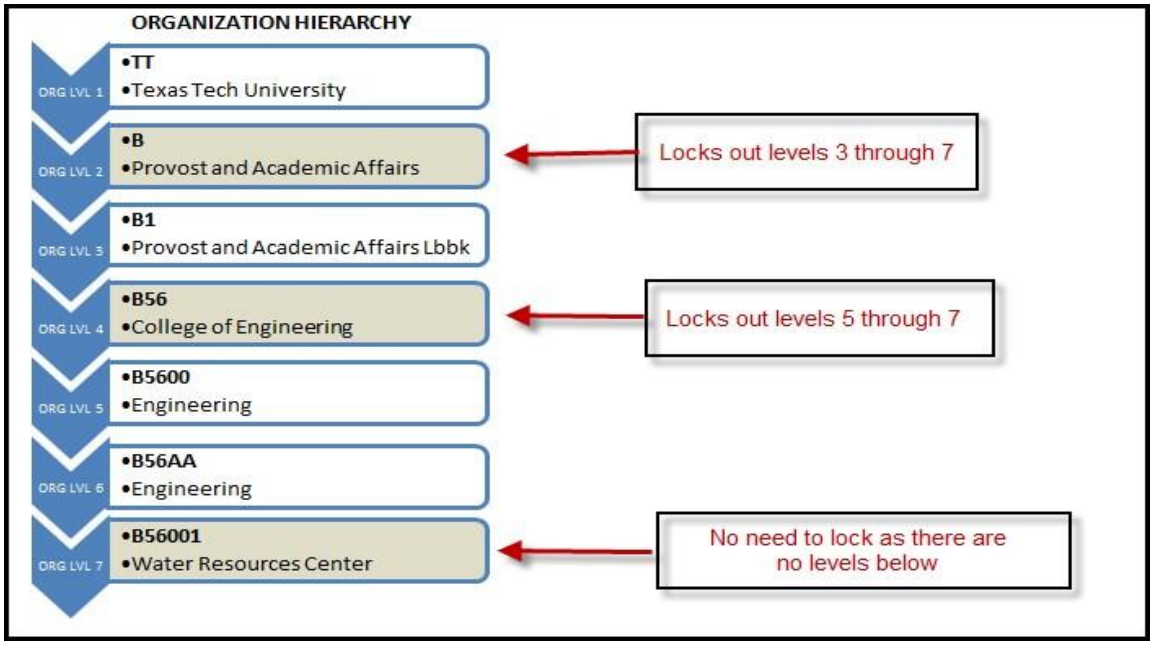


Lock Procedures

The Lock feature closes prep access to all organizations below the level being locked. The lock process should be performed in both the Salary Planner and Budget Development modules. There is no email notification when your organization locks so it is important to communicate with the chain of command. (Note: There is no need to lock at the "FOP Level" (Level 7 Org), as there are no levels below this in the hierarchy)

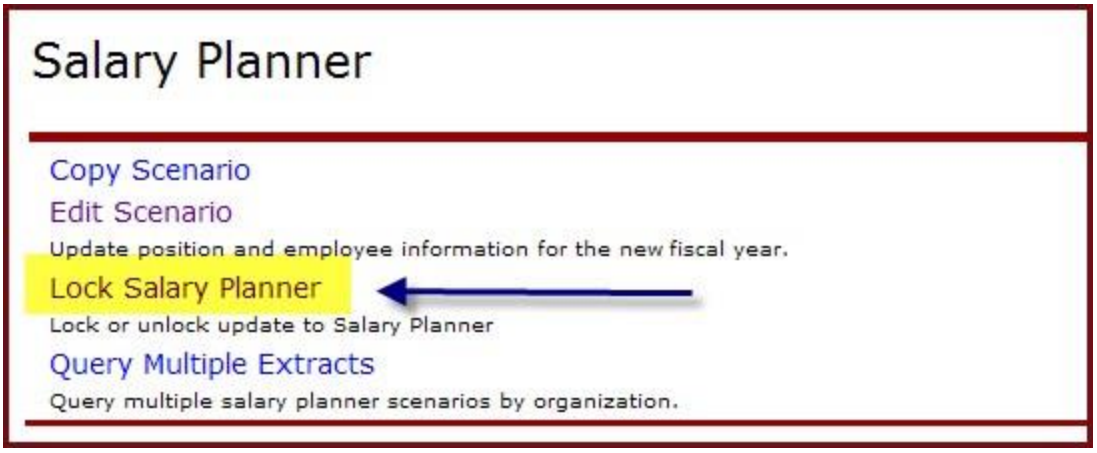
Budget Prep is typically worked in 4 phases with intermediate phases and deadlines determined by each college/division. Below is an example of the flow for a typical division.

- Phase 1---Departments (Level 7 Organizations). Once the department level has completed working in Budget Development the next level of review should be notified so they can lock the budget.
- Phase 2---College/Division Level (Level 4 Organization). This level will lock at the Level 4 organization code so the security levels below will no longer have access to update the data. This will allow for review of the data and to ensure targets are being met.
- Phase 3---Provost/VP Level (Level 1 organization). This level will lock at the (level 1 organization so the security levels below will no longer have access to update the data. This will allow for a final review of the data and to ensure targets are being met.
- Phase 4---Budget Department. This level will lock the entire Budget Prep module so that update access is limited to Budget staff.



Lock Salary Planner

Level 5 (and higher) approvers will need to "Lock Salary Planner" when beginning this phase of Budget Prep. From the Salary Planner Menu, select ***Lock Salary Planner***.



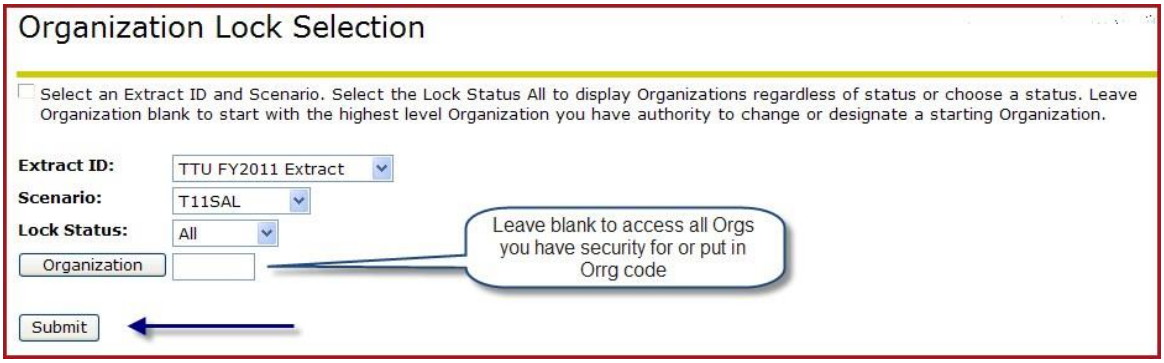
Select Extract ID: TTU FY20## Extract (TTU)

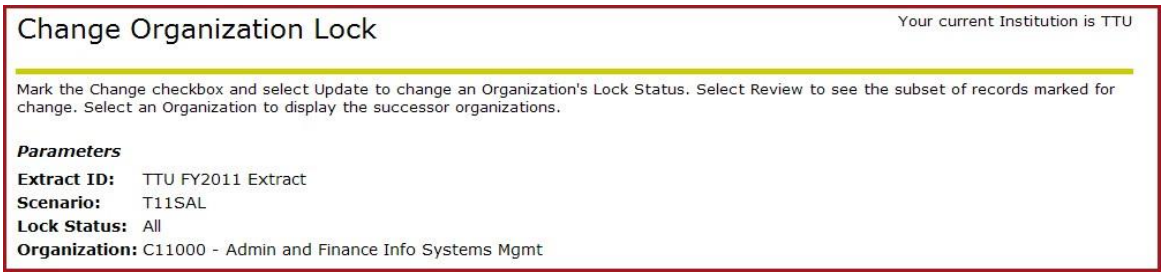
TTUSA FY20## Extract (TTUSA)

Scenario: The Scenario will default based on the Extract ID selected **Lock Status:** Choose from the drop down:

- All – will display locked and unlocked status
- Locked – will display locked status only
- Unlocked – will display unlocked status only **Organization:** Organization Options:
- Leave blank to lock all Organizations you have security for
- Enter specific Organization code

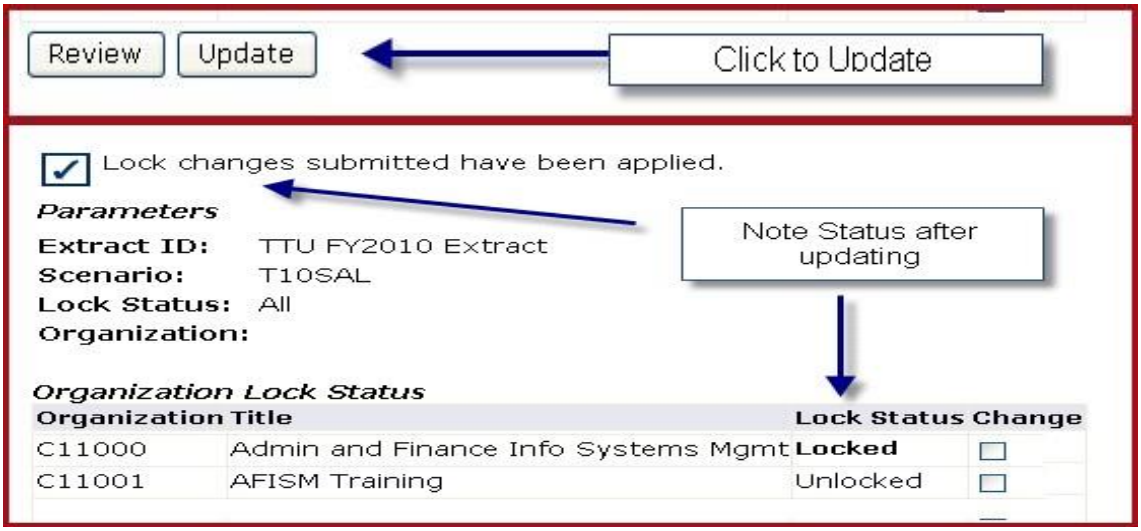
Click the ***Submit*** button to access the "Change Organization Lock" page





Check box in ***Change*** column to change lock status

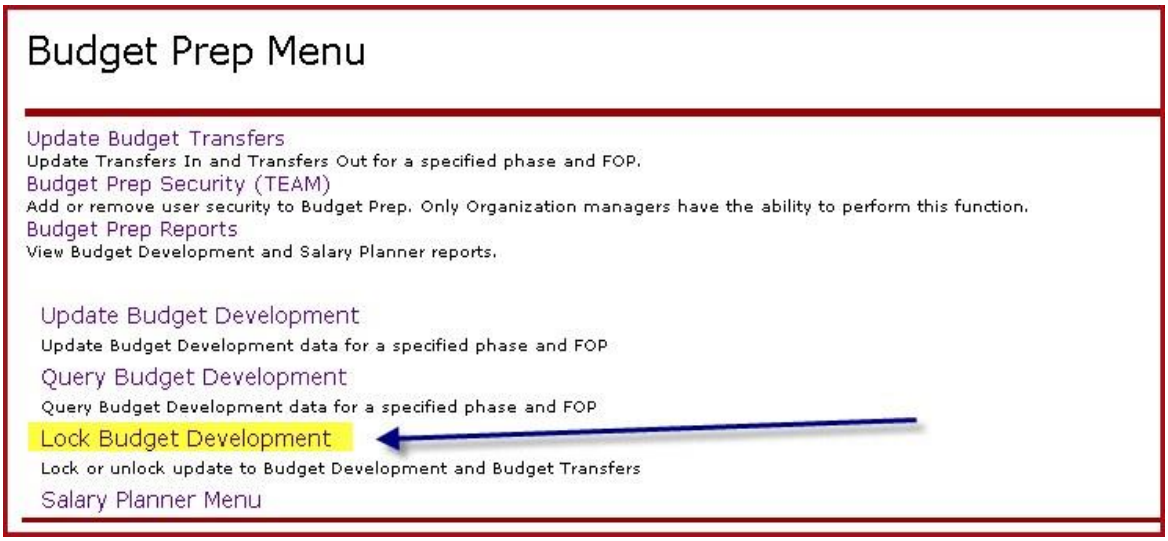
Click ***Update*** to Save Changes



Lock Budget Development

Level 5 (and higher) approvers will need to "Lock Budget Development" when beginning this portion of Budget Prep.

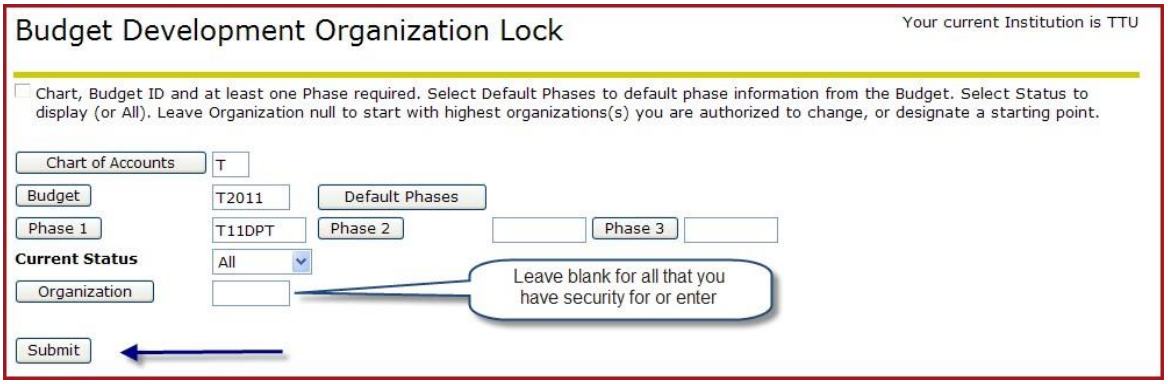
From the Budget Prep Menu, select: ***Lock Budget Development***



Verify the following entries:

Chart of Accounts:	T (TTU) or S (TTUSA)
Budget:	T20## (TTU) or S20## (TTUSA) ## is FY, ie 14 for FY14
Phase I:	T##DPT (TTU) or S##DPT (TTUSA)
Current Status:	Select ***All***
Organization:	Leave blank for all that you have security for or enter specific Organization code

Click the ***Submit*** button to access the "Budget Development Organization Lock" page



Check box in ***Change*** column to change lock status.

Click ***Update*** to Save Changes

Unlocking Budgets in Salary Planner or Budget Development

Complete the processes stated above to change a “locked” status to an “unlocked” status.

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**
ePAFs		
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.
Current and Future Labor Change *Permanent – as noted in comments on ePAF **Temporary – as noted in comments on ePAF	*While Salary Planner is open to depts, if submitting permanent future labor ePAF for the current FY, depts can update the **job labor and position labor** distribution in Salary Planner. **If submitting temporary future labor change ePAF for the current FY, no change required 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.
*Pay Change	Does not update. Budget analysts will update in Salary Planner.	Salary budget pools will update automatically from the Position Budget in Salary Planner.
*FTE Change	Does not update. Budget analysts will update in Salary Planner.	Salary budget pools will update automatically from the Position Budget in Salary Planner.
New Positions/Reclassifications		

*Reclassifications	Does not update. Budget analysts will update in Salary Planner. Title will be changed by HR after last payroll.	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.
Labor Distribution Changes		
Redistributions	No action necessary.	No action necessary.
Budget Revisions		
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.**