



TEXAS TECH UNIVERSITY  
**Administration and Finance**  
Information Systems Management

AFISM is committed to providing a valuable knowledge base to the TTU employee infrastructure and our directive is to meet the individual needs of all our customers. You may or may not have heard of the changes that have occurred and new products that have been developed in the past few months. Below, you will find a highlight of the most recent items and the business need for each. Each month, our newsletter ends with a "Quick-Tip" of some useful tools that you may or may not be aware of.

This month's newsletter contains information about Budget Prep. You will find information about when Budget Prep Classes are expected to begin, some helpful information about Budget Prep Reports, and where to find additional Budget Prep Resources. In addition, you will find a schedule of trainings offered by AFISM for May through June, and another reminder about Property Inventory Certification.

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## **AFISM 2 KNOW - May 2015 Edition**

### **Budget Prep Training Classes Starting Soon**

Several class times are now available for those who will be preparing next year's budgets (FY16). The opening date to enter next year's budgets is tentatively for Monday May the 18<sup>th</sup>. Watch for additional announcements or review the 'Budget Announcements' section on Raiderlink's A&F Work Tools tab.

#### **Budget Prep Training Classes Offered**

Budget Prep Training classes are for new administrators who will prepare and submit budgets for the first time, and can be attended by experienced administrators as a refresher. This training session is a presentation of Salary Planner and Budget Development, the two online applications used to prepare and submit budgets.

Salary Planner is the human resources application used to verify employee and position salary information that automatically updates Salary Budget Pools 6A1, 6A2, and 6A4 for FY16.

Budget Development is the finance application used to edit and submit the proposed budgets for next year.

Questions about classes may be directed to the AFISM Resource Center, AFISM\_2KNOW in Outlook, or 742-5669. Questions about Budget Prep may be directed to the Budget Office at [ambud@ttu.edu](mailto:ambud@ttu.edu) or 742-3228.

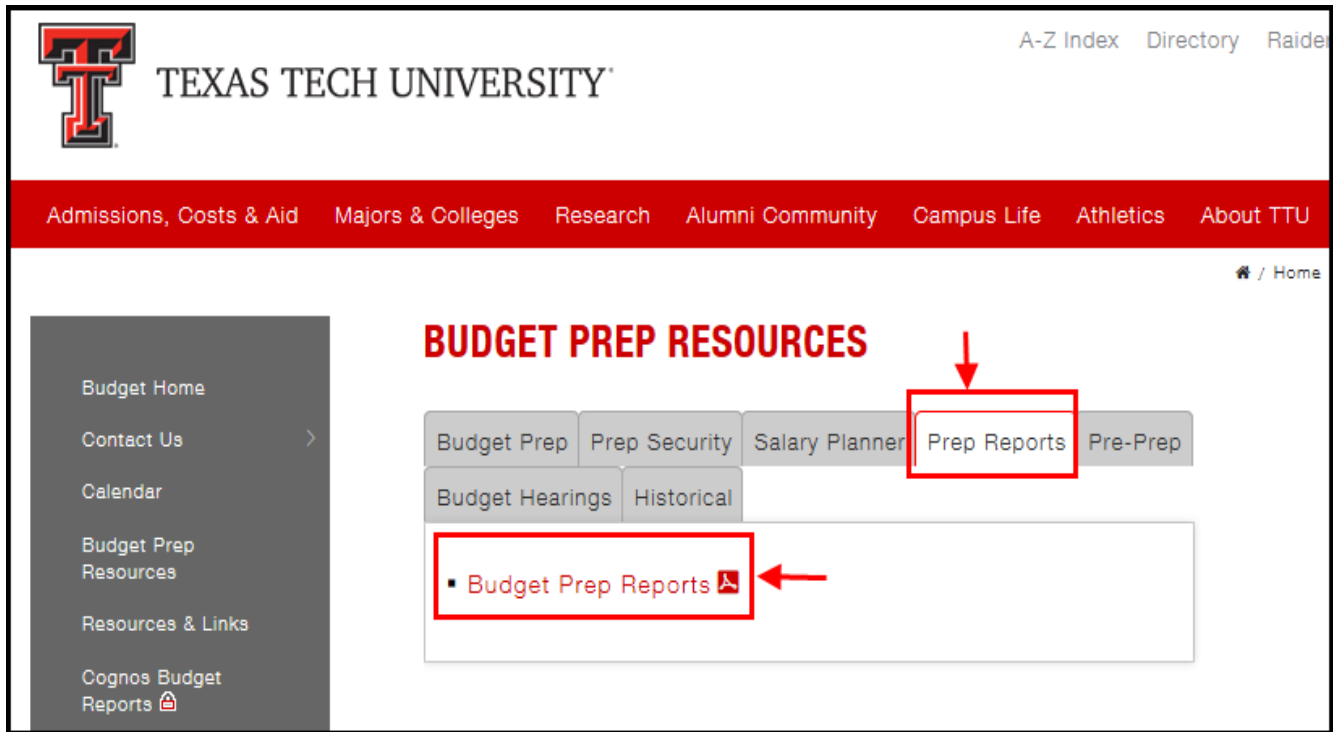
Register for classes on the [SumTotal](#) registration site:

- Wednesday, May 13th, 2-4 pm
- Thursday, May 14th, 2-4 pm
- Friday, May 15th, 9-11 am

*When the Budget Prep opening date is announced, a schedule of Workshops will be available in SumTotal so that budget preparers can meet with a Budget Analyst for assistance in completing and submitting their budgets.*

# BUDGET PREP REPORTING NEWS

In this month's newsletter we have highlighted the most often used reports for Budget Development and Salary Planner. For details about all of the reports available to use during this process, please access <http://www.depts.ttu.edu/budget/budgetPrep/>. This directs you to "Budget Prep Resources". Select the tab titled "Prep Reports". Open the link "Budget Prep Reports".



## Report of the Month

### **F1204 – Permanent and Temporary Budget Detail Report**

This report provides details regarding the budget revisions that have occurred for each FOP during the Fiscal Year selected on the prompt page. Budget Revisions are completed using the Budget Revision System.

Parameters:

#### **Required:**

- Fiscal Year
- Chart of Accounts

#### **Optional:**

- Fund
- Organization
- Program

#### **Display Option**

- Show Negative Permanent Budget Only (default)
- Show All Budget (may have to select this to receive data)

Report: FI204 04/30/15

**Texas Tech University**  
Permanent and Temporary Budget Detail Report

Fiscal Year: \* 2015

Chart of Accounts: \* Texas Tech University ▼

Fund:

Organization:

Program:

Show Negative Permanent Budget Only  
 Show All Budget

[Deselect](#)

*Report displays on following page*

The report is separated into two sections, Additions (Revenues) and Reductions (Expenses). Within each section, the following details are provided:

- Fund Code with Description
- Organization Code with Description
- Program Code with Description
- Account (Budget Pool) with Description
- Permanent Budget
- Temporary Budget
- Total Budget

Show All Budget

FY: 2015 Chart of Accounts: Texas Tech University Fund: ? Organization: ? Program: 300

**Additions**

Fund	Fund Description	Organization Code	Organization Description	Program	Account	Account Description	Permanent Budget	Temporary Budget	Total Budget
16G062		G00007		300	528	Budget Code Fund Balance	\$0.00	\$18,383.00	\$18,383.00
<b>Additions - Total</b>							<b>0.00</b>	<b>18,383.00</b>	<b>18,383.00</b>

**Reductions**

Fund	Fund Description	Organization Code	Organization Description	Program	Account	Account Description	Permanent Budget	Temporary Budget	Total Budget
16G062		G00007		300	6A2	SW Staff Salaries Budget Pool	\$42,645.00	\$7,048.65	\$49,693.65
16G062		G00007		300	6A4	SW Other Salaries Budget Pool	\$17,484.00	(\$3,620.00)	\$13,864.00
16G062		G00007		300	6A5	SW Longevity Budget Pool	\$1,200.00	(\$3.00)	\$1,197.00
16G062		G00007		300	6A9	SW Non Comp Object OTB Budget Pool	\$1,800.00	(\$1,320.00)	\$480.00
16G062		G00007		300	6B4	FB Payroll Related Cost Budget Pool	\$12,000.00	\$3,557.00	\$15,557.00
16G062		G00007		300	6Z0	Budget Code Unallocated Salary 06	\$0.00	\$12,454.60	\$12,454.60
16G062		G00007		300	7D0	CU Comm and Utilities Budget Pool	\$700.00	\$0.00	\$700.00
16G062		G00007		300	7H0	PR Print/Reproduction Budget Pool	\$284.00	\$0.00	\$284.00
16G062		G00007		300	7N4	OE Food/Entertainment Budget Pool	\$309.00	\$0.00	\$309.00
16G062		G00007		300	7N6	OE Other Exp Local Budget Pool	\$216.00	\$0.00	\$216.00
16G062		G00007		300	8A3	TT Nonmand Transfer Out Budget Pool	\$0.00	\$265.75	\$265.75
<b>Reductions - Total</b>							<b>76,638.00</b>	<b>18,383.00</b>	<b>95,021.00</b>

When reading the report, the focus is on the Permanent Budget column. This is the amount that will be pulled into Budget Prep for the next fiscal year. The Total Budget Column shows what the total budget amount is for the current year. This will be the current budget that shows on budget reports such as the FI002 and FI004.

If the report is executed using only the Organization parameter, all FOPs for the Organization will be displayed. The report is designed to group by FOP.

This report is located in Cognos, Public Folders > TTU Finance > Budget Reports > FI204 and is also located in Public Folders > TTU Finance > All Finance Reports > FI204

## Valuable Budget Prep Reports

### RPT SPLAN 023 – Position Roster by FOAP Report

This report displays Position totals by Budget Pool. The report list all **assigned** positions and includes the proposed budgeted salary assigned to the FOAP for that position. The FTE for that position is displayed as well. Pooled positions do not reflect individual employee salaries, but rather the position’s budget itself.

Parameter options:

- Chart of Accounts
- Extract/Scenario – T16SAL
- Fund
- Organization
- ORGN Hierarchy

It is suggested that the report is executed by a Fund/Orgn combination. The Hierarchical prompt is best used for a high level overview.

## .RPT\_SPLAN\_023 - Position Roster by FOAP

**Choose from the selections below to limit data returned by report:**

<u>Chart of Accounts</u>	T - Texas Tech University <input type="button" value="v"/>
<u>Extract/Scenario</u>	T2016 - T16SAL <input type="button" value="v"/>
Fund	<input type="text"/>
Organization	<input type="text"/>

**OR**

The report output is displayed on the following page.

### *RPT\_SPLAN\_023 – Position Roster by FOAP Report*

The report displays the FOP information within the section header of the report at the top of the page. Below this, the individual Budget pools (accounts) are displayed. The report, shown on the following page, reflects two budget pools. This report was designed to tie to the RPT\_BUDEV\_002 Report. The FTE for the budget pool will be equal on both reports as will the budgeted amount for the budget pool.

The report displays as shown below.

Position Roster by FOAP									
FUND			ORGN			PROG			
11A006 - Departmental Operating Expense			B90999 - TTU ORGN			100 - Instruction Expense			
<b>6A1 - SW Faculty Salaries Budget Pool</b>		<b>Equals FTE for Budget Pool 6A1 in RPT_BUDEV_002</b>					1.500	<b>\$73,000.00</b>	
<i>F5207 - Instructor</i>		<b>Equals Amount in Budget Proposed column for Budget Pool 6A1 in RPT_BUDEV_002</b>					0.500	<b>\$30,000.00</b>	
POSN	Position Type	ID	Name	Position FTE	Position Salary	PCT on FOAP	♣ FTE on FOP	♥ Proposed on FOP	
- Instructor	SINGLE		VACANT	0.500	\$30,000.00	100.00%	0.500	\$30,000.00	
<i>F5907 - Instructor</i>							1.000	<b>\$43,000.00</b>	
POSN	Position Type	ID	Name	Position FTE	Position Salary	PCT on FOAP	♣ FTE on FOP	♥ Proposed on FOP	
- Instructor	SINGLE		VACANT	1.000	\$43,000.00	100.00%	1.000	\$43,000.00	
<b>6A2 - SW Staff Salaries Budget Pool</b>		<b>Equals FTE for Budget Pool 6A2 in RPT_BUDEV_002</b>					1.228	<b>\$52,754.43</b>	
<i>S0611 - Unit Manager</i>		<b>Equals Amount in Budget Proposed column for Budget Pool 6A2 in RPT_BUDEV_002</b>					0.394	<b>\$18,002.33</b>	
POSN	Position Type	ID	Name	Position FTE	Position Salary	PCT on FOAP	♣ FTE on FOP	♥ Proposed on FOP	
- Unit Manager	SINGLE			1.000	\$45,726.02	39.37%	0.394	\$18,002.33	
<i>S1124 - Administrative Business Asst</i>							0.834	<b>\$34,752.10</b>	
POSN	Position Type	ID	Name	Position FTE	Position Salary	PCT on FOAP	♣ FTE on FOP	♥ Proposed on FOP	
- Admin Business Assistant	SINGLE			1.000	\$41,659.20	83.42%	0.834	\$34,752.10	

The columns show these details:

- **POSN** – this is the position number and description
- **Position Type** – Shows if position is single or pooled
- **ID** – University ID (R-number) of the employee
- **Name** – Employee Name
- **Position FTE** – Total FTE for this position
- **Position Salary** – Total Salary for the Position
- **PCT on FOAP** – Percentage of salary budgeted to the identified FOAP
- **FTE on FOP** – Percentage of FTE this position is budgeted to identified FOAP – Position x% by FOAP
- **Proposed on FOP** – Salary for Position x % by FOAP – This is what you will work off of salary planner

## RPT BUDEV 002 – Budget Development Detail Report

This report is designed to provide a view of what is in Budget Development. All budget pools entered into Budget Development will be displayed. This report is found in Public Folders > Budget > Budget Prep> TTU and TTU SYSTEM within Cognos.

Parameter Options:

- Chart of Accounts
- Budget / Budget Phase
- Fund
- Organization
- ORGN Hierarchy

It is necessary to select the Chart of Accounts and Budget Phase. Most users will then enter a Fund and an Organization combination. The Hierarchical option works best for a higher level review.

### RPT\_BUDEV\_002 - Budget Development Detail Report

Choose from the selections below to limit data returned by report:

Chart of Accounts

T - Texas Tech University

Budget/Budget Phase

T2015 - T15DPT

Fund

Organization

OR

Select ORGN from Hierarchy Below (optional)

ORGANIZATION\_LEVEL\_1

Orgn Level 1

ORGANIZATION\_LEVEL\_2

Orgn Level 2

The Report output is displayed on the following page.

*RPT\_BUDEV\_002 – Budget Development Detail Report*

The report displays as shown below. The columns show these details:

- **Fund** – displays Fund Code with description
- **Orgn** – displays Organization Code with description
- **Account Type** – describes Account Type
- **Acct** – displays Budget Pool code with description
- **Prog** - displays Program code with description
- **Original Budget** – Final approved budget for FY15
- **Adjustments** – any permanent budget adjustments and permanent budget revisions that occurred during FY15.  
*This does not include temporary adjustments for ePAFs, etc.*
- **Current Budget** – Summation of Original Budget and Budget Adjustments
- **Proposed Amt** – Proposed Budget for FY2016 (includes changes made in Budget Development).

You will focus on the **Proposed Amt** column as it details your submissions that have been entered during the process and shows the final totals that will be submitted for your budgets. This shows all budget pools that have been entered during the Budget Development phase.

## Budget Development Detail Report

FUND	ORGN	ACCOUNT TYPE	ACCT	PROG	Original Budget	Adjustments	Current Budget	Proposed Amt
11A006 - Departmental Operating Expense	B90999 - TTU ORGN	Expenses	6A1 - SW Faculty Salaries Budget Pool	100 - Instruction Expense	\$47,244.00	\$0.00	\$47,244.00	\$45,000.00
11A006 - Departmental Operating Expense	B90999 - TTU ORGN	Expenses	6A2 - SW Staff Salaries Budget Pool	100 - Instruction Expense	\$72,599.00	\$0.00	\$72,599.00	\$126,447.00
11A006 - Departmental Operating Expense	B90999 - TTU ORGN	Expenses	6A5 - SW Longevity Budget Pool	100 - Instruction Expense	\$3,228.00	\$0.00	\$3,228.00	\$3,227.00
11A006 - Departmental Operating Expense	B90999 - TTU ORGN	Expenses	6Z0 - Budget Code Unallocated Salary 06	100 - Instruction Expense	\$264.00	\$50,113.00	\$50,377.00	\$2,244.00
11A006 - Departmental Operating Expense	B90999 - TTU ORGN	Expenses	8A1 - TT Nonmand Transfer In Budget Pool	100 - Instruction Expense	\$0.00	(\$50,113.00)	(\$50,113.00)	\$0.00



## Upcoming Trainings Offered By AFISM

### - For May through June -

The list on the following page includes all trainings offered by AFISM from May through June. If you are interested in attending one of the trainings offered please follow this link to SumTotal to register for a class as well as to find up-to-date information about trainings offered by AFISM.

<http://webapps.tosm.ttu.edu/itts/sumtotalsystems>

Class Name	Date
Banner Student - Banner Basics	5/11/2015
Banner Student - Intermediate Training	5/12/2015
Finance INB Navigation and Exercises	5/12/2015
Financial Reporting - Budget Reports	5/12/2015
Budget Prep Training	5/13/2015
Budget Management and Revision	5/14/2015
Budget Prep Training	5/14/2015
Budget Prep Training	5/15/2015
Property Inventory System Training	5/18/2015
Financial Reporting - Transaction Reports	5/19/2015
Travel Training for Travel Preparer	5/19/2015
Financial Management 101: Introduction to the FOAP Codes	5/20/2015
Banner Student - Banner Basics	5/21/2015
Intro to Financial Transactions System (FiTS)	5/21/2015
New Fund Request System Training	5/21/2015
Banner Student - Banner Basics	5/26/2015
Introduction to Cognos	5/26/2015
Procurement Reporting in Cognos	5/26/2015
All About HR and ePAF	5/27/2015
Banner Student - Intermediate Training	5/27/2015
Banner Student - SFASRPO (Permit) Training	5/28/2015
Banner Student - Time Ticketing Workshop	5/28/2015
Summer ePAF Appointments	5/28/2015
TechBuy Shopper Training	5/28/2015
Xtender Basics	5/28/2015
Property Inventory System Training	6/1/2015
Financial Reporting - Budget Reports	6/2/2015
Financial Reporting - Transaction Reports	6/2/2015
Financial Management 101: Introduction to the FOAP Codes	6/3/2015
EOPS: Employee One-time Payment System Overview	6/4/2015
Finance INB Navigation and Exercises	6/9/2015
Budget Management and Revision	6/11/2015
Introduction to Cognos	6/15/2015
Property Inventory System Training	6/15/2015
HR Reporting - Employee Appointment Reports	6/16/2015
Travel Training for Travel Preparer	6/16/2015
Financial Management 101: Introduction to the FOAP Codes	6/17/2015
HR Reporting - Payroll Reports	6/18/2015
Procurement Reporting in Cognos	6/23/2015
TechBuy Shopper Training	6/23/2015
All About HR and ePAF	6/24/2015
Summer ePAF Appointments	6/25/2015
Property Inventory System Training	6/29/2015

**\*\* Class offerings vary from month to month and the date and time is subject to change. Please visit SumTotal for up-to-date information.**

## **Property Inventory Certifications are due by June 30, 2015**

You may attend one of our Online Property Inventory Training classes offered through AFISM this month. You can schedule your class using SumTotal through AFISM. You will learn how to navigate the online system, make inventory transfers, update locations, submit and certify your inventory.

If you have any questions, please contact [property.management@ttu.edu](mailto:property.management@ttu.edu).