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It is time for Budget Prep

Budget Prep began on 05/11. This newsletter provides up-to-date information that will be very useful as you complete this process. There have been some changes this year. The most noticeable is that of the Budget Prep Reports.

You will be using Budget Prep Reports that are specifically for TTU. The reports are housed in a new location and have new identifying numbers, but the names remain the same. A report crosswalk is available at the end of this newsletter to help you with this transition.

Updates to Budget Prep Reports

Cognos > Team Content > TTU Budget > Budget Prep

Budget Prep Dates to Remember

Resources:

[Description of Pre-Prep Reports](#)

[Budget Prep “Cheat Sheet”](#)

[Position Organization Change Request](#)

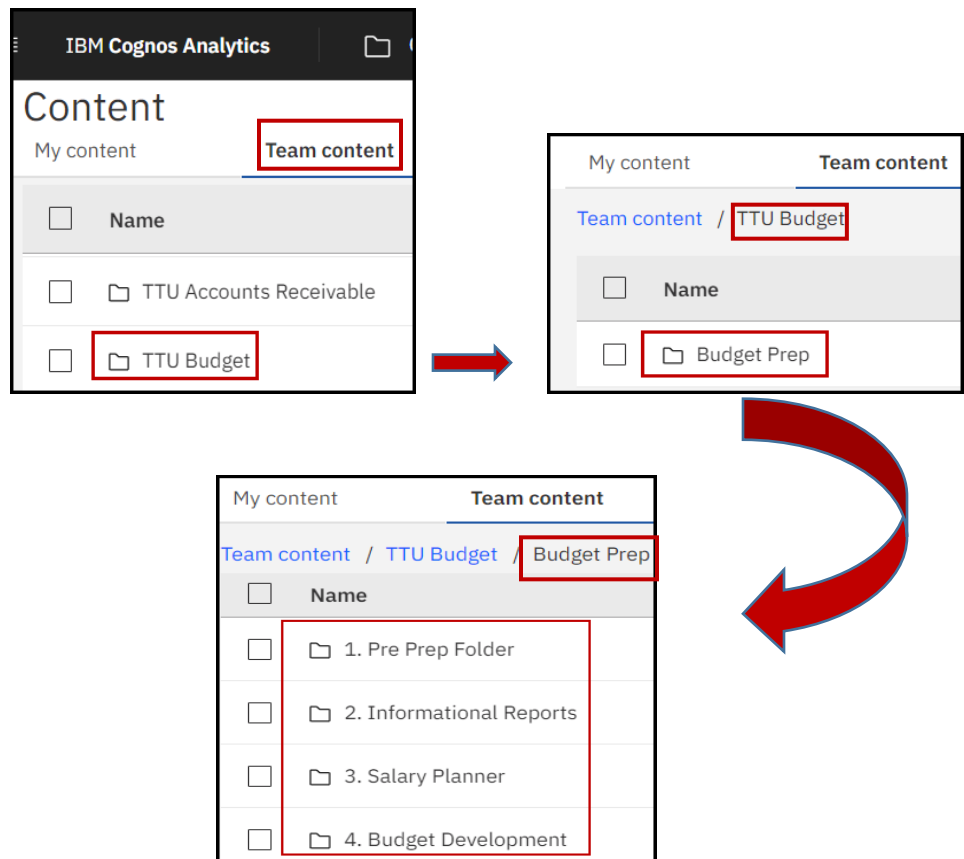
Video Resources

[Budget Prep – Budget Prep Overview](#)

[Budget Prep – Assigning Budget Prep Access](#)

[Budget Prep – Salary Planner](#)

[Budget Prep – Budget Development](#)



Budget Prep

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Budget Prep is the annual process of allocating budget to anticipated labor and operating budget pools within specified targets for the upcoming fiscal year. The Budget Prep cycle lasts around 3 months and has these 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.

In preparation, be sure to review the video resources and contact your Budget analyst to schedule a one-on-one workshop session if needed

4 Modules of Budget Prep

Security Access TEAM Application. User security is added/edited by the organization financial manager using TeamApp. This security allows 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 used to review and verify data entered in the Budget prep modules. Budget prep reports show real-time data. These reports provide the option to view data in various formats and review edits which detail possible data and balancing issues.

Salary Planner. Here you will verify position labor distribution and employee labor distribution for all employees and positions. Merit approved by administration is allocated in Salary Planner. Salary Planner is updated based on employee/position change documents that post through fiscal year end.

Budget Development. Here you 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. The Budget Development module is continually updated based on employee/position change documents that post through fiscal year end.

Budget Prep Dates to Remember (Tentative)

April 19th – Roll to Prep
April 26th – Turn on re-extract
May 5-6 – Board of Regents Meeting
May 11th – Open Prep to Depts
May 31 – LWOP script
May 25th – Close Prep to Depts
August 11-12 – Board of Regents Meeting
TBD (August 12th) – Roll to Production
August 22 – Liquidate Salary encumbrances, Turn off recasting
Sep 2 – Last day for Redistributions, except SM 17
Sept 8 – Last day for SM 17 Redistributions
Sep 9 – Contract dates added to non-12-month jobs
Sep 12 – Roll positions from Working to Active Status, Post salary encumbrances

Resources:

[Description of Pre-Prep Reports](#)
[Budget Prep “Cheat Sheet”](#)
[Position Organization Change Request](#)

Video Resources

[Budget Prep – Budget Prep Overview](#)
[Budget Prep – Assigning Budget Prep Access](#)
[Budget Prep – Salary Planner](#)
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Video Resources:

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[Budget Prep – Budget Development](#)

Pre-Prep Checklist

Resources:

[Description of Pre-Prep Reports](#)

[Budget Prep “Cheat Sheet”](#)

[Position Organization Change Request](#)

[Summer, Student & Work Study Appointments](#)

[Appointments on Temporary Funding](#)

[Permanent vs Temporary Budget Revision](#)

[TeamApp](#)

[Cornerstone](#)

Video Resources

[Budget Prep – Budget Prep Overview](#)

[Budget Prep – Assigning Budget Prep Access](#)

[Budget Prep – Salary Planner](#)

[Budget Prep – Budget Development](#)

Review Prep Security. The Organization Manger and two others can be given access to Budget Prep. These 3 persons can edit budgets, run reports, and submit the budgets for the upcoming fiscal year. By doing this you will be ready for input when Budget Prep opens for input and submission.

- Use TeamApp to add/delete access for Organization Manager and 2 more employees.
- View FI028 – Organization Hierarchy Report.
- View TeamApp Reports or Budget > HR127 – Org Security for Budget Prep.

Review Positions that belong to your Organizations. Verify that the positions used to pay your employees are assigned to your organization(s). When Budget Prep opens for input and submission you will review the position list for each organization, verify each employee’s pay and create budget pools totals for fall.

- POSN > RPT_PBUD_002 – Current Positions by Position Org
- EMPL- RPT_EMPL_007 – Employee List by Home Org

Review Student Positions and Summer Appointments. Students who are not returning in the fall should be terminated. Appointment for the summer term(s) should have end dates on or before August 31st. Federal Work Study (W-positions) must end by August 31st.

- EMPL > HR103 – Preview Employees for Salary Planner
- All HR > HR011 – Pooled Positions with Incumbents by Organization.

Review Research and Temporary Funding. Employees cannot be paid in the fall from grants ending on or before August 31st. Appointments for Research and Temporary funding can use the Temporary College FOP.

- EMPL > EDT_NBAJOBS_001 – JLBD Funded from Ending Grant

Review Budget Prep Reports. These reports are in Cognos:

- Budget > FI102 – Preview Budget Development
- EMPL > HR103 – Preview Employees for Salary Planner
- POSN > HR104 – Preview Positions for Salary Planner
- Budget > FI234 – Preview Budget Development Target Summary

Budget Prep Security

Resources:

[TeamApp: Assigning Budget Prep Security Access](#)

[TeamApp: Budget Prep Security Reports](#)

Video Resources:

[Budget Prep – Assigning Budget Prep Access](#)

[TeamApp](#)

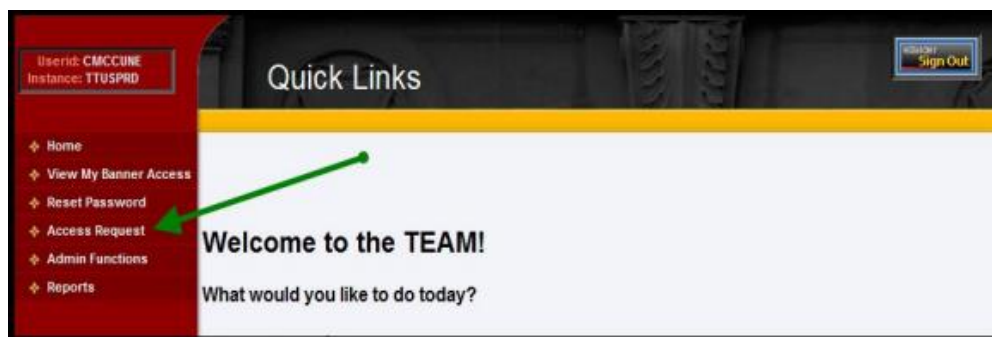
The Organization Financial Manager provides authorization for delegates to view and update the Budget Development and Salary Planner modules through the Team Application. A Financial Manager is assigned to each level of the organization hierarchy. The Financial Manager for each organization must register delegates (including themselves) via the TEAM Application to view/update Budget Prep tables and Cognos Reports.

It is recommended that departments review Budget Prep Security early due to the short budget cycle.

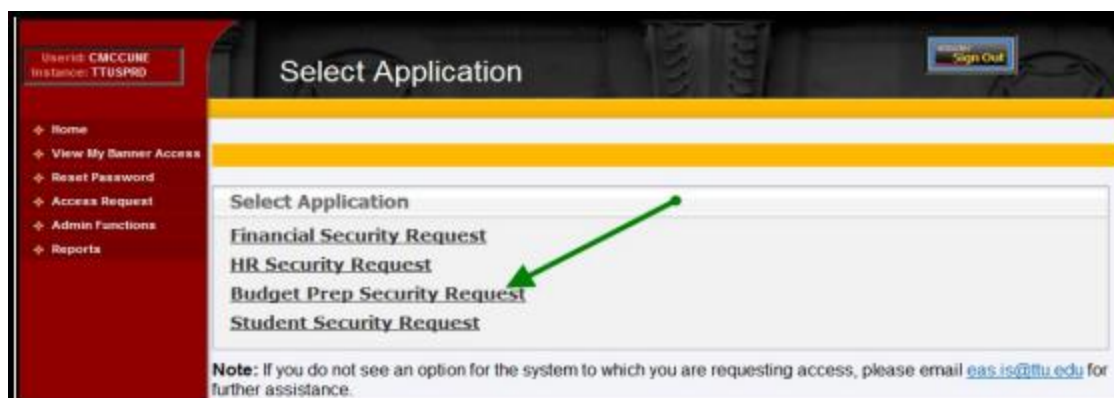
- *Public Folders > TTU Finance > Fund/Org Manager Reports > FI028 Organization Hierarchy Report*
- Up to 3 delegates may be assigned to each organization code
- Assignment to a higher level of organization hierarchy gives access to the lower-level organization codes

Within “resources” in the grey panel to the left, there is a link to instructions for assigning Budget Prep Security Access and for reviewing Budget Prep Security Reports. It will be helpful to you as you work through the process.

Once you have accessed TeamApp, choose “**Access Request**” from the left menu.



In the window that displays, select the “**Budget Prep Security Request**” link.



***Note: if you do not see an option for the system to which you are requesting access, please email eas.is@ttu.edu for assistance.*

Salary Planner

Resources:

[Salary Planner Navigation Tools](#)

[Pooled Positions in Salary Planner](#)

[Temporary Sponsored Project FOPs](#)

[Staff Listing by Organization](#)

[Position Types \(T, S, W\)](#)

Video Resources:

[Budget Prep – Budget Prep Overview](#)

[Budget Prep – Assigning Budget Prep Access](#)

[Budget Prep – Salary Planner](#)

[Budget Prep – Budget Development](#)

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 to keep both the current year and upcoming year budgets in mind when processing documents. Refer to HR-Finance Document Impact on Budget Prep chart when processing transactions.

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.

- For Single Positions the employee budget must match the position budget
- For Vacant Positions with no employee data, 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, the sum of the incumbents' annual salaries is the budget for the position
 - You may budget an amount less than the sum of the incumbents' annual salaries with justification added to comments
 - Budget staff will review justification in conjunction with historical activity when reviewing budgets.

My Personal Information | My Employment Information | **Finance**

Budget Prep Menu

- ▶ [Update Budget Transfers](#)
Update Transfers In and Transfers Out for a specified phase and FOP.
- ▶ [Budget Prep Security \(TEAM\)](#)
Add or remove user security to Budget Prep. Only Organization managers have the ability to perform this function.
- ▶ [Budget Prep Reports](#)
View Budget Development and Salary Planner reports.
- [Budget Development Quick Update](#)
FOP selection for Quick Update
- [Update Budget Development](#)
Update Budget Development data for a specified phase and FOP
- [Query Budget Development](#)
Query Budget Development data for a specified phase and FOP
- [Lock Budget Development](#)
Lock or unlock update to Budget Development and Budget Transfers
- [Salary Planner Menu](#) ←

Budget Prep Checklist

Resources:

[FY 2023 Operating Budget Policy & Guidelines](#)

[Accessing the Budget Prep Modules](#)

[Budget Prep User Guide](#)

[Contact List by Organization](#)

[HR-Finance Document Impact on Budget Prep](#)

[Lock Procedures](#)

Video Resources:

[Budget Prep – Budget Prep Overview](#)

[Budget Prep – Assigning Budget Prep Access](#)

[Budget Prep – Salary Planner](#)

[Budget Prep – Budget Development](#)

Salary and merit items must be completed for all funds. The remaining steps are only necessary for Budget Book funds. These 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 and appropriately based on effort percentages between instruction (100) and research (200) program codes.

Remove salaries from terminating sponsored FOPs. Cognos Report HR236 will provide a list of the employees and positions affected.

Add longevity estimates to the 6A5 code from Cognos Report HR269. Changes to Salary Planner will affect this estimate. Discrepancies between this report and proposed budget require justification.

Add fringe estimates to the 6B4 code from Cognos report HR269. Changes to Salary Planner will affect this estimate. Discrepancies between the report and proposed budget require justification.

Add position overload estimates total to 6Z0 Contingency from RPT_NBAJOBS_015. Budget Office will allocate these to the appropriate salary pool before budgets are loaded into the next FY. A comment is required when using 6Z0.

Use of 5Z8 requires comment (Budgets from Prior Year fund balance). This pool may only be used in special circumstances and require the Managing Director of Budget.

Add comments for revenue adjustments. Any revenue adjustment resulting in an increase in the Proposed Budget will require justification using the comments feature.

Add exemption estimates to pool 7P2 in the local FOPs where TA, RA and GPTI are paid.

Budget for annual fees like Mail Stop fee 7C0 and Communications fee 7D0.

Review Cognos Edit reports. Refer to [Quick Steps for Budget Prep](#) for a list of edits.

Budget

Visit Budget Website

- ambud@ttu.edu
- [Cognos Budget Reports](#)
- [Budget Revision System](#)
- [Approval Tracking System](#)
- [Budget Prep](#) ←
- [Fringe Projection Application](#)
- [Forms](#)
- [Staff Listing by Organization](#)
- [Need Help](#)

BUDGET ANNOUNCEMENTS
[Fund Balance & Carry Forward Budgeting](#)

Budget Prep Report Crosswalk

Old Report Name (Budget > Budget Prep)	New Report Name (TTU Budget> Budget Prep)
RPT_BUDEV_002 - Budget Development Detail Report	HR275 - Budget Development Detail Report
RPT_BUDEV_002C - Budget Development Detail Report w/Comments	HR275C - Budget Development Detail Report w/Comments
RPT_BUDEV_002Y - Budget Development Detail Report with YTD Activity	HR275Y - Budget Development Detail Report with YTD Activity
RPT_BUDEV_002YC - Budget Development Detail Report with YTD Activity w/ Comments	HR275YC - Budget Development Detail Report with YTD Activity w/Comments
RPT_BUDEV_003 - Funds Out of Balance Report	HR276 - Funds Out of Balance Report
RPT_BUDEV_004 - FUND Balance Usage Report	HR277 - FUND Balance Usage Report
RPT_BUDEV_005 - Fund Summary Report	HR278 - Fund Summary Report
RPT_BUDEV_006 - Variance Report	HR279 - Variance Report
RPT_BUDEV_006C - Variance Report	HR279C - Variance Report
RPT_BUDEV_009 - TTU Budget Book	HR280 - TTU Budget Book
RPT_BUDEV_010 - TTUS Budget Book	HR281 - TTUS Budget Book
RPT_BUDEV_001 - Departmental List of Banner FOP's	HR282 - Departmental List of Banner FOP's
EDT_LOOKUP_001 - Lookup a User's Name by Oracle ID	HR283 - Lookup a User's Name by Oracle ID
RPT_SPLAN_003 - Fringe Benefits Estimate	HR269 - Salary with Longevity & Fringes
RPT_SPLAN_004 - Longevity Estimate	HR269 - Salary with Longevity & Fringes
RPT_SPLAN_005 - Salary Increase	HR284 - Salary Increase
RPT_SPLAN_006 - Merit Eligible Report	HR285 - Merit Eligible Report
RPT_SPLAN_007 - Merit Ineligible Report	HR286 - Merit Ineligible Report
RPT_SPLAN_008 - Merit Pools	HR287 - Merit Pools
RPT_SPLAN_009 - Ineligible Merit Recipient	HR271 - Ineligible Merit and Equity Recipient
RPT_SPLAN_010 - Salary Increase by FOAP	HR289 - Salary Increase by FOAP
RPT_SPLAN_011 - Merit Awarded by Pool	HR290 - Merit Awarded by Pool
RPT_SPLAN_012 - Budget Development VS Salary Planner	HR291 - Budget Development VS Salary Planner
RPT_SPLAN_013 - Budget Development VS Salary Planner FOAP Comparison	HR292 - Budget Development VS Salary Planner FOAP Comparison
RPT_SPLAN_016 - Jobs Salary Less than Minimum of Class	HR293 - Jobs Salary Less than Minimum of Class
RPT_SPLAN_017 - Pay Grade Listing	HR294 - Pay Grade Listing
RPT_SPLAN_019 - Position Salary Less than Minimum of Class	HR295 - Position Salary Less than Minimum of Class
RPT_SPLAN_020 - Position List by Orgn	HR296 - Position List by Orgn
RPT_SPLAN_021 - Search by Position Number	HR297 - Search by Position Number

Budget Prep Report Crosswalk

Old Report Name (Budget > Budget Prep)	New Report Name (TTU Budget> Budget Prep)
RPT_SPLAN_022 - Position Roster by FOAP (w/Pooled Job Details)	HR298 - Position Roster by FOAP (w/Pooled Job Details)
RPT_SPLAN_023 - Position Roster by FOAP	HR299 - Position Roster by FOAP
RPT_SPLAN_023C - Position Roster by FOAP w/Comments	HR299C - Position Roster by FOAP w/Comments
RPT_SPLAN_024C - Position VS Jobs Comparison By FOAP w/Comments	HR300 - Position VS Jobs Comparison By FOAP w/Comments
RPT_SPLAN_025 - Position Roster by Employee	HR301 - Position Roster by Employee
RPT_SPLAN_025C - Position Roster by Employee w/Comments	HR301C - Position Roster by Employee w/Comments
RPT_SPLAN_044 - Longevity Estimate VS Budget Development	HR302 - Longevity Estimate VS Budget Development
RPT_TRNFR_003 - Transfer Roster	HR303 - Transfer Roster
RPT_SPLAN_037 - Salary Roster	HR304 - Salary Roster
EDT_BUDEV_001 - Budget Not in Whole Dollars	HR305 - Budget Not in Whole Dollars
EDT_BUDEV_006 - Budgets with Negative Account Codes	HR306 - Budgets with Negative Account Codes
EDT_BUDEV_007 - Not a Budget Account Code	HR307 - Not a Budget Account Code
EDT_BUDEV_008 - Salary Budget no Longevity Budget	HR308 - Salary Budget no Longevity Budget
EDT_BUDEV_008C - Salary Budget no Longevity Budget w/Comments	HR308C - Salary Budget no Longevity Budget w/Comments
EDT_BUDEV_009 - Salary Budgets with no Fringe Budget	HR309 - Salary Budgets with no Fringe Budget
EDT_BUDEV_009C- Salary Budgets with no Fringe Budget w/Comments	HR309C- Salary Budgets with no Fringe Budget w/Comments
EDT_BUDEV_016 - Budget on Term Fund	HR310 - Budget on Term Fund
EDT_BUDEV_019 - Budget on Term Orgn	HR311 - Budget on Term Orgn
EDT_SPLAN_001 - Job Labor = Zero	HR312 - Job Labor = Zero
EDT_SPLAN_002 - Posn Budg > 0.00 but Proposed Budg = 0.00	HR313 - Posn Budg > 0.00 but Proposed Budg = 0.00
EDT_SPLAN_003 - Job Base Budget = 0.00 and Proposed > 0.00	HR314 - Job Base Budget = 0.00 and Proposed > 0.00
EDT_SPLAN_004 - Proposed Position Salary is Negative	HR315 - Proposed Position Salary is Negative
EDT_SPLAN_005 - Proposed Job Salary is Negative	HR316 - Proposed Job Salary is Negative
EDT_SPLAN_006 - Position Labor = Zero	HR317 - Position Labor = Zero
EDT_SPLAN_007 - Hrs per Pay Calculation vs. Hrs per Pay Proposed	HR318 - Hrs per Pay Calculation vs. Hrs per Pay Proposed
EDT_SPLAN_008 - Position Budget <> Employee Salary Single Posn	HR319 - Position Budget <> Employee Salary Single Posn
EDT_SPLAN_009 - Posn Base FTE<> Posn Proposed FTE	HR320 - Posn Base FTE<> Posn Proposed FTE
EDT_SPLAN_010 - Job Base FTE<> Job Proposed FTE	HR321 - Job Base FTE<> Job Proposed FTE

Budget Prep Report Crosswalk

Old Report Name (Budget > Budget Prep)	New Report Name (TTU Budget> Budget Prep)
EDT_SPLAN_014 - Position Labor VS Pclass Crosswalk	HR322 - Position Labor VS Pclass Crosswalk
EDT_SPLAN_015 - Job Labor VS Pclass Crosswalk	HR323 - Position Labor VS Pclass Crosswalk
EDT_SPLAN_022 - PLBD <> 100 %	HR324 - PLBD <> 100 %
EDT_SPLAN_023 - JLBD <> 100 %	HR325 - JLBD <> 100 %
EDT_SPLAN_024 - Terminated Fund/Orgn Report	HR326 - Terminated Fund/Orgn Report
EDT_SPLAN_025 - Encumbrance Override End Date on JLBD	HR327 - Encumbrance Override End Date on JLBD
EDT_SPLAN_026 - Job Pclass to Program Code xwalk	HR328 - Job Pclass to Program Code xwalk
EDT_SPLAN_027 - No Position Labor	HR329 - No Position Labor
EDT_SPLAN_028 - Supplement Comparison	HR330 - Supplement Comparison
EDT_SPLAN_029 - FOAP used multiple times-Employee Job	HR331 - FOAP used multiple times-Employee Job
EDT_SPLAN_030 - No Job Labor	HR332 - No Job Labor
EDT_SPLAN_031 - Posn Proposed Budget <> Posn Distribution Total	HR333 - Posn Proposed Budget <> Posn Distribution Total
EDT_TRNFR_001 - Transfers on Restricted	HR334 - Transfers on Restricted
EDT_TRNFR_002 - Transfers Within The Same Fund	HR335 - Transfers Within The Same Fund
181_SPLAN - All Fringe Estimate Vs. Budget Development	HR336 - All Fringe Estimate vs Budget Development

DMFR Welcomes Hillary Austin

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Hillary joins DMFR as a Programmer Analyst III. In her position, she will be involved with development of Cognos reports and data analysis.

Hillary graduated from Texas Tech with a bachelor's degree in Economics. She said she didn't land a job in that field but was introduced to Data Analytics by a friend and has never looked back.

Prior to joining DMFR, Hillary was with McCoy's Building Supply in New Braunfels, Texas. With them she had a position much like she has with DMFR, that of building and maintaining reports.

Hillary returned to Lubbock in January of 2021 along with her two dogs, Elsa, an 8-year-old Basset Hound/ Dachshund mix and Kona, who is a 3-year-old Belgian Malinois. They are a handful and keep her on her toes.

She is glad to be back in Lubbock where there is a church, gym, grocery store and restaurant on every corner. In her spare time, she enjoys working out, playing racquetball and spending time with her dogs.



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