



TEXAS TECH UNIVERSITY

# Data Management for Financial Resources™

Quarterly Newsletter

April 2023

## All About Budget Prep

It is time once again for Budget Prep. In this edition of the DMFR Newsletter is information that you will find valuable as you work through the Budget Prep process. In addition to instruction, there are active links to direct you to resources that make Budget Prep easier for you.

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 last 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 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 [Budget Prep Resources](#) and contact your Budget analyst to schedule a one-on-one workshop session if needed.

### Dates to Remember

- ◆ April 19th - Roll to Prep.
- ◆ April 26th - Turn on re-extract.
- ◆ May 4th-5th - Board of Regents meeting.
- ◆ May 8th - Open Prep to departments.
- ◆ May 25th - Close Prep to departments.
- ◆ May 31st - LWOP script.
- ◆ August 10th -11th - Board of Regents Meeting.
- ◆ August 11th - Roll to Production.
- ◆ August 23rd - Liquidate Salary encumbrances, turn off recasting.
- ◆ Sept. 1st - Last day for Redistributions, except SM 17.
- ◆ Sept. 7th –Last day for SM 17 Redistributions.
- ◆ Sept 8th -Contract dates added to non-12-month jobs.
- ◆ Sept. 12th–Roll positions from working to active status. Post salary encumbrances.

### Resources:

[Budget Prep User Guide](#)

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## 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 Security

The Organization Financial Manager provides authorization for delegates to view and update Budget Development and Salary Planner modules through 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 **TeamApp** 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.

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

## TeamApp

Once you have accessed TeamApp, choose “Access Request from the left menu. In the window that displays, select “Budget Prep Security Request”.



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

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## Pre-Prep Checklist

**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 31<sup>st</sup>. Federal Work Study (W-positions) must end by August 31<sup>st</sup>.

- 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 31<sup>st</sup>. 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

### Resources:

[Description of Pre-Prep Reports](#)

[Budget Prep “Cheat Sheet”](#)

[Position Organization Change Request](#)

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

[Appointments on Temporary Funding](#)

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## Salary Planner

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.

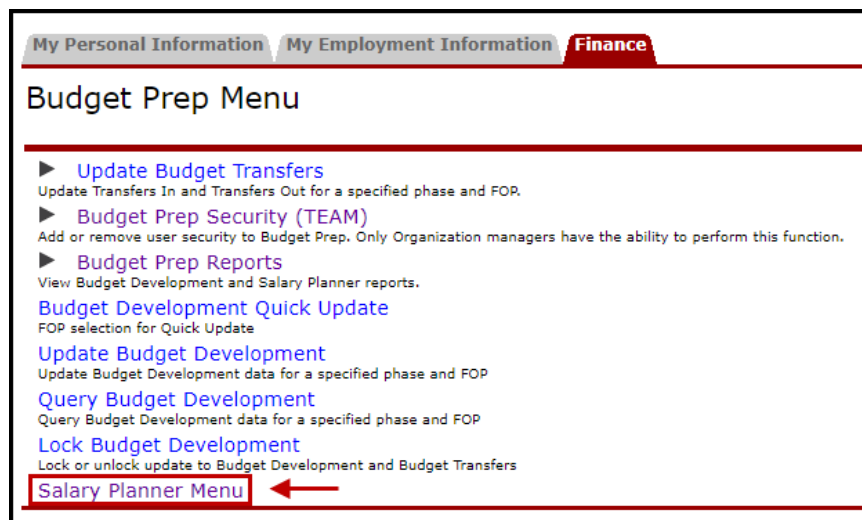
It is important to understand that daily processes such as ePAFs and new position requests are fed nightly into Salary Planner. All other changes will be uploaded into Salary Planner as the documents are processed. These updates occur even after Salary Planner is locked to the departments so to keep 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.
  - Position 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.
  - Budget staff will review justification in conjunction with historical activity when reviewing budgets.
- ◆ For Pooled Positions, the Proposed Budget should be based on an annual estimate reflective of the true estimated cost. The budget does not have to match the incumbent's annualized salary listed in the Estimated FY Budget column.



### Resources:

[Salary Planner Navigation Tools](#)

[Pooled Positions in Salary Planner](#)

[Temporary Sponsored Project FOPs](#)

[Staff Listing by Organization](#)

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## Budget Development Checklist

*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 HR302 or HR269. 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. This estimate should reflect projected fringe costs for the year based on projected salaries. Reports HR336 and HR269 are available for reference when calculating estimates. You may add a comment in budget development to explain variances if needed; 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 from report Overloads Report for Budget Prep. This report is located in TTU Budget—Budget Prep-4. Budget Development-1. Budget Development. 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 Chief Budget Officer, Crista McCune, as the prior year fund balance cannot be determined until fiscal year-end.

**Add comments for revenue adjustments.** Any revenue adjustment resulting in an increase in the Proposed Budget will require justification using 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 (exception 16A262 and 16A569). Refer to the budget instructions memo for estimates or refer to the Tuition & Fee Estimate Grid at the following link: <http://www.depts.ttu.edu/studentbusinessservices/ttudeptresources/assistantship.php>

**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.

**Ensure Targets are met!** Review Cognos Report FI217.

### Resources:

[DMFR Training Website](#)

[Cornerstone Class Registration System](#)

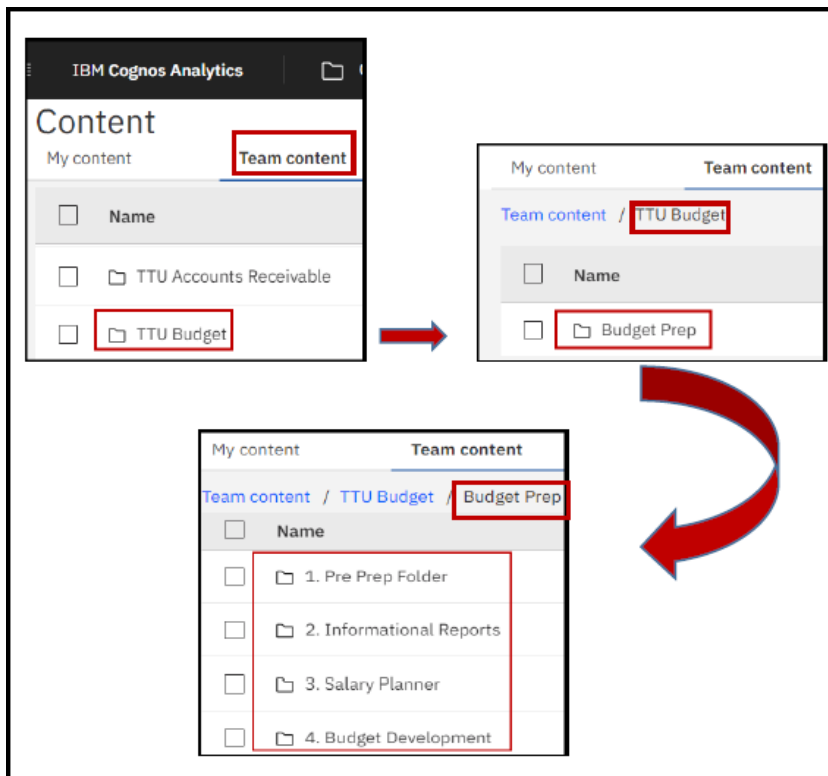
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# Budget Prep Reports

## Cognos

Cognos > Team Content > TTU Budget > Budget Prep

Cognos is the Reporting Tool used to extract data used to support the Budget Prep Processes. For an overview of how to use Cognos, review the [Cognos User Guide](#). Budget & Resource Planning & Management website provides a guide to [Budget Prep Reports](#). It lists each report used by number and name, with a description of the report.. Access to Budget Prep reports is given by Financial Manager of the Organization via [TeamApp](#).



## Resources:

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

[TeamApp: Budget Prep Security Reports](#)

Video Resources:

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

[TeamApp](#)

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## Changes to Account Coding

Procurement Services and Accounting Services have announced to campus that changes are coming to some of the account codes that you may use frequently. The 7C09% account codes will be terminating. 7C09% Codes will be transitioned to non-lab account code values. A chart is available detailing the account codes that will be terminating and the account code that should be used to in place of it. These codes were inactivated on April 1 to prevent the use of these codes on new transactions, but will not be inactivated in Banner until 08/31 to allow payments on existing encumbrances. Departments do not have to do anything to existing encumbrances. On future encumbrances you will need to use the crosswalk to determine the right account code for Lab related purchases. Although the 7C09% account codes will remain in Chrome River for the remainder of the fiscal year, however, please use the alternate account code. To view the chart, select this link: [New Account Code Values](#).

## Account Code Training for Expenditures

Learn how to find the appropriate account codes to use for expenditures by attending DMFR's session "Account Code Training for Expenditures". During this session we provide an understanding the importance of account coding, how to code expenditure transactions appropriately and demonstrate how you access the tools and resources that are available to assist with making coding decisions. Hands-on learning is provided as you utilize the tools introduced to determine the best code for certain items. You will also be given tips to prevent common account coding mistakes.

### Resources:

[DMFR Training Website](#)

[Cornerstone Class Registration System](#)

[Account Code Training for Expenditures](#)

[DMFR Training Checklist](#)

Raiderlink > DMFR > Resources > Finance > [Account Code Descriptions](#)

Raiderlink > DMFR > Resources > Finance > [Account Crosswalk](#)