We are getting closer to the Budget Prep start date (tentatively Mid-May). This current edition will give you important up-to-date information to help you prepare to complete this process. Additionally, this edition contains links to useful tools and resources to help you better understand the Budget Prep cycle.

What is Budget Prep?

It’s the annual process of allocating budget to anticipated labor and operating budget pools within specified targets for the upcoming fiscal year.

- Begins tentatively in Mid-May
- Lasts around 3 months
- Has 4 modules

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 impact of current HR transactions on the future year’s budget must be considered until the new fiscal year begins.

To prepare for the Budget Prep cycle, make sure to review the Budget Prep Resources and contact your Budget Analyst for additional help as needed.

4 Modules of Budget Prep

1. **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.

2. **Cognos Reports**
   They 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 that detail possible data and balancing issues.

3. **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.

4. **Budget Development**
   Here, you allocate the available budget between the budget pools based on projected expenditures for the upcoming fiscal year. 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.
预算准备

预前准备

检查表

- **审查预备安全**
  - 最多三名用户可以获得访问预算准备的权限。这三个人可以编辑预算、运行报告，并在来年预算提交截止日期前提交预算。这样做，您将为预算准备打开输入和提交做准备。
    - 使用TeamApp添加/删除访问权限给组织经理和另外两名员工。
    - 查看FI028 - 组织层次结构报告。
    - 查看TeamApp报告或预算 > HR217 - 组织安全用于预算准备。

- **审查属于您的组织的职位**
  - 验证用于支付您的员工的职位是否已分配到您的组织。当预算准备打开输入和提交时，您将审查每个组织的职位列表，验证每个员工的工资，并为秋季创建预算池总数。
    - POSN > RPT_PBUD_002 - 当前职位按职位组织。
    - EMPL_RPT_EMPL_007 - 由主机构的员工列表。

- **审查学生职位和夏季职位**
  - 学生在秋季不返回的职位应终止。夏季学期的职位应在或不晚于8月31日之前结束。联邦工作研究（W职位）必须在8月31日前结束。
    - EMPL > HR103 - 预览薪资规划中的员工。
    - All HR > HR011 - 由组织的职位池中职位。
**Pre-Prep Checklist**

- **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 > F1102 - Preview Budget Development.
  - EMPL > HR103 - Preview Employees for Salary Planner.
  - POSN > HR104 - Preview Positions for Salary Planner.
  - Budget > F1234 - Preview Budget Development Target Summary.

**Video Resources:**
- Budget Prep - Budget Prep Overview
- Budget Prep - Assigning Budget Prep Access
- Budget Prep - Salary Planner
- Budget Prep - Budget Development

**Resources:**
- Budget Prep Resources
- Description of Pre-Prep Reports
- Budget Prep "Cheat Sheet"
- Position Organization Change Request

Watch the A&F Budget Channel for Budget Announcements
Since the starting of FY24 travel encumbrances and expenses are made through the Chrome River System.

Learn the differences of a transaction reported for a travel encumbrance or payment using the Legacy Travel System and Chrome River System. Starting FY24 the Legacy Travel System is no longer used to make travel encumbrances and expenses. Hence, the Chrome River System is utilized to process travel.

Below are the transactions reported from the Legacy Travel System and the Chrome River System. The report used to make the comparison is the FI026A report located within the Transaction Reports folder in Cognos.

**View of FI026A report - Legacy Travel System**

<table>
<thead>
<tr>
<th>Posting Period</th>
<th>Rule Class</th>
<th>Rule Class Description</th>
<th>Activity Date</th>
<th>Transaction Date</th>
<th>Document ID</th>
<th>PO Number</th>
<th>Transaction Description</th>
<th>Transaction Amount</th>
<th>Fund</th>
<th>Organization Account</th>
<th>Account Desc</th>
<th>Program</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>EV1</td>
<td>Travel Original Encumbrance</td>
<td>11/14/14</td>
<td>11/14/14</td>
<td>EV154998</td>
<td>EV154998</td>
<td>T1117 Houston_Smith W</td>
<td>673.71</td>
<td>164407</td>
<td>8600X0</td>
<td>TV Encumbrance</td>
<td>400</td>
<td>R22222224</td>
<td>Smith, W</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>EV2</td>
<td>Travel Encumbrance Liquidation</td>
<td>11/25/14</td>
<td>11/25/14</td>
<td>EW1535031</td>
<td>EV154998</td>
<td>T1117 Houston_Smith W</td>
<td>673.71</td>
<td>164407</td>
<td>8600X0</td>
<td>TV Encumbrance</td>
<td>400</td>
<td>R22222224</td>
<td>Smith, W</td>
<td></td>
</tr>
</tbody>
</table>

**Line 1** shows the creation of the Travel Encumbrance once the Travel Application got approved. The PO number column is populated, but the code shown has nothing to do with TechBuy; the code shown is the encumbrance number and starts with EV. The Transaction Description provides more details about the trip (Chart of Account, travel start date, travel location, and traveler's name).

**Line 2** shows the Encumbrance Liquidation once the travel was completed. The money gets released to be spend on travel expenses. To release the money, a journal voucher must be submitted to release the entire amount encumbered for that trip.

When you run the FI026A report you can put the Trip Number in the Document Reference Number parameter, this will show you all the transactions made under a specific travel.
### View of FI026A report - Chrome River System

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Line 1 shows the creation of the Travel Encumbrance once a Pre-Approval was approved. The PO number column is populated, but the code shown has nothing to do with TechBuy; the code shown is the encumbrance number and starts with E0. The Transaction Description provides more details about the trip (Chart of Account, travel start date, travel location, and traveler's name).</td>
</tr>
<tr>
<td>2</td>
<td>Line 2 shows the release of money to make payments, which will be paid with an Invoice with Encumbrance. Document ID starts with I0. The commodity name will provide more details about the item we will pay for (car rental). Transaction Description will show the traveler's name.</td>
</tr>
<tr>
<td>3</td>
<td>Line 3 shows the Travel Liquidation. Once all payments for the travel have been made, a travel liquidation will release all the remaining encumbrances and return them to the operating budget.</td>
</tr>
</tbody>
</table>

The Chrome River System does not have a unique trip number that can be used to track all the transactions under a Travel Encumbrance like the Trip Number. However, you can use the PA report ID number in the Document Reference Number parameter to see the Original Encumbrance and Encumbrance Liquidation activities.

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**Resources:**
- [Introduction to Cognos Handout](#)
- [Financial Reporting Transaction Reports Handout](#)
- [Procurement Reports in Cognos Handout](#)

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To learn more about the Chrome River System, you can sign up for the Chrome River for Travel training offered by Procurement Services. You can register for that training through [Cornerstone](#).
If you are interested in one of the above sessions, please register in Cornerstone.
Need our Services?

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