



Special Edition:

# Budget Prep

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.

# Budget Prep

## Pre-Prep Checklist

### *Review Prep Security*

Up to three users can be given access to Budget Prep. These three people 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 the Organization Manager and two more employees.
- ▶ View FI028 - Organization Hierarchy Report.
- ▶ View TeamApp Reports or Budget > HR217 - 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 the 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. Appointments 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.

# Budget Prep

## 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 > 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.



#### **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*

# Legacy Travel System Chrome River System

*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*

Encumbrances																
Posting Period	Rule Class	Rule Class Description	Activity Date	Transaction Date	Document ID	PO Number	Transaction Description	Transaction Amount	Fund	Organization	Account	Account Desc	Program	Vendor ID	Vendor Name	Bank
1 03	EV1	Travel Original Encumbrance	11/14/14	11/14/14	EV154998	EV154998	T1117 Houston_Smith W	673.71	16A407	B600X0	7B0999	TV Encumbrance In State Travel	400	R22222224	Smith, W	
2 03	EV2	Travel Encumbrance Liquidation	11/25/14	11/25/14	EW153531	EV154998	T1117 Houston_Smith W	(673.71)	16A407	B600X0	7B0999	TV Encumbrance In State Tavel	400			26

**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*

Encumbrances																	
Posting Period	Rule Class	Rule Class Description	Activity Date	Transaction Date	Document ID	PO Number	Commodity Name	Transaction Description	Transaction Amount	Fund	Organization	Account	Account Desc	Program	Vendor ID	Vendor Name	Bank
1 01	E010	Post Original Encumbrance	09/08/23	09/08/23	E0003135	E0003135		T0911_Levelland_Tiongco_B	150.00	16A00X	B5X001	7B0005	TV IS Public Transport Auto Rental	400	R111111111	Tiongco, B	
2 01	INEI	Invoice with Encumbrance	09/28/23	09/28/23	I0410180	E0003135	Encumbered-Car Rental	Tiongco, B	(150.00)	16A00X	B5X001	7B0005	TV IS Public Transport Auto Rental	400	R111111111	Tiongco, B	26
3 02	E032	Encumbrance Liquidation	10/24/23	10/24/23	E0008392	E0005005		T0927_Dallas_Dodd_T	(34.50)	24X0X1	B5TX01	7B0050	TV IS Meals	400	R222222222	Dodd, T	

**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).

**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.

**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.

*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.*

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](#).

**Resources:**

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

# DMFR Training

Check the schedule of our [upcoming classes](#)

**Introduction to Cognos**

**Financial Management 101:  
Introduction to FOAP Codes**

**Account Code Training for  
Expenditures**

**Banner 9 Finance Navigation**

**Budget Management and  
Revision**

**Financial Reporting -  
Budget Reports**

**Financial Reporting -  
Transaction Reports**

**Procurement Reporting  
in Cognos**

**Cognos Grant  
Reporting**

**HR Reporting -  
Employee Appointment  
Reports**

**HR Reporting -  
Payroll Reports**

**EOPS: Employee One-Time  
Payment System Overview**

**Xtender -  
Scanning and Indexing**

*If you are interested in one of the above sessions, please register in [Cornerstone](#)*

# Need our Services?

Training

Data delivery

Data presentation

Report writing

Web development

And more!

The DMFR team is available and ready to support the university's expanding data and technology requirements. If you have any questions about how DMFR can help your department, please feel free to contact us.



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