BUDGET PREP SYSTEM INSTRUCTION MANUAL

Budget Office

Texas Tech University Health Sciences Center El Paso

Updated March 2015

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OVERVIEW OF BUDGET PREP

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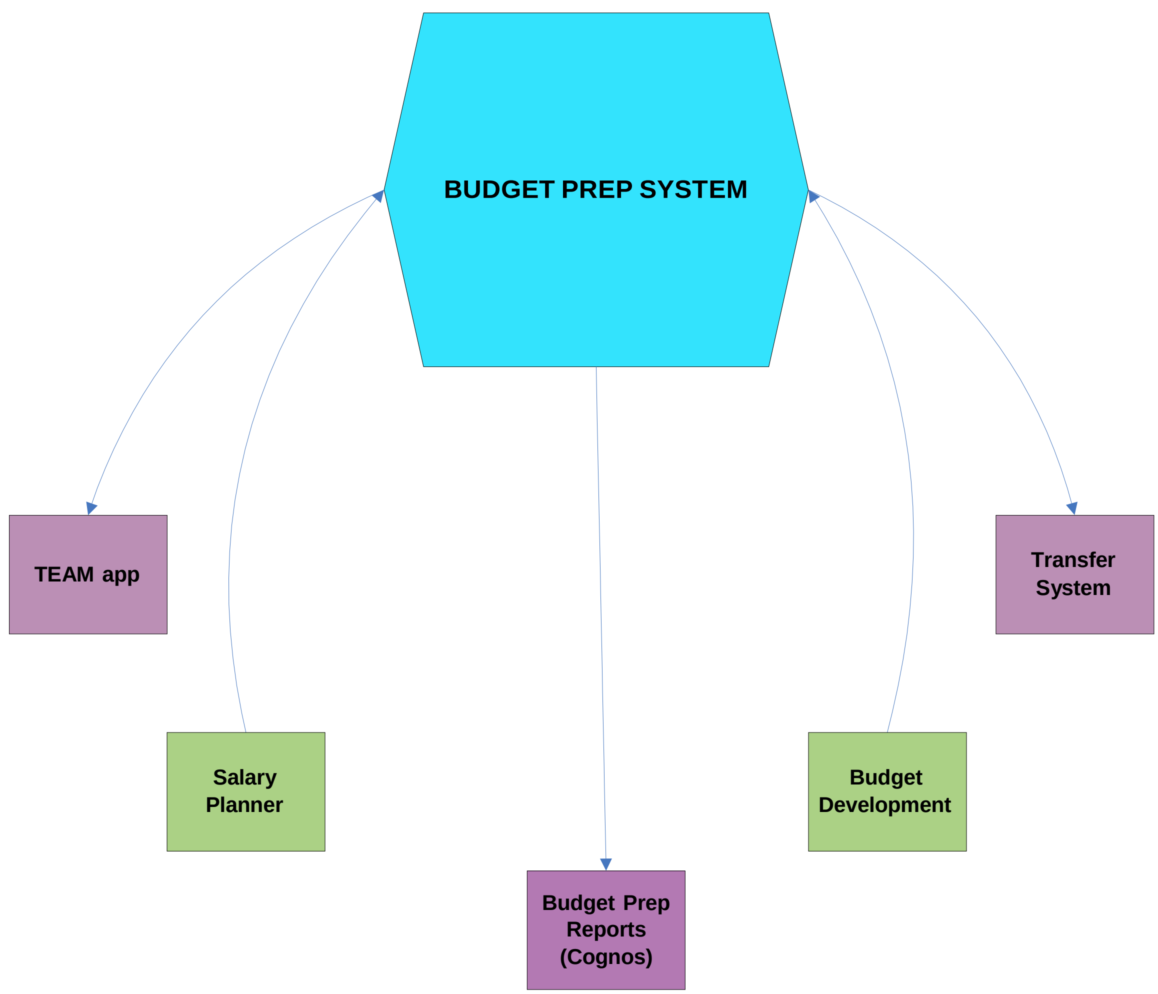
BUDGET PREP MODULES

The new Budget Prep system in Banner is made up of 5 separate modules.

- TEAM application – used for setting security
- Salary Planner – used for entering salary adjustments to employees and setting labor distribution (funding)
- Banner Budget Transfer System – used for entering detailed information about transfers
- Budget Development – used to enter data at the budget account code level
- Cognos Budget Prep reports – used to assist you in editing and data entering various portions of your budget.



ACCESSING THE BUDGET PREP SYSTEM

Go to the F&A work tools tab on your webraider portal. Under the Budget section click on the link titled “Budget Prep System”. This link will take you to the Budget Prep Menu.

DESCRIPTION OF BUDGET PREP MODULES

TEAM APPLICATION

The organization manager has the authority to set security for their organization in the Budget Prep System. This is done by using the TEAM application. The TEAM application sets security and provides access to all other Budget Prep modules.

SALARY PLANNER

Salary Planner is where you will enter merit increases (if approved by the TTUHSC Administration) and where you will change labor distribution (funding). Salary Planner updates both employee and position data.

Data in the Salary Planner system will upload back to Banner HR with salary and funding information for the new fiscal year.

Data in the Salary Planner system will update the budget account codes in Budget Development automatically.

BANNER BUDGET TRANSFER SYSTEM

The Transfer System is used to capture transfers in and out at a detailed level. It is also used to ensure that transfers balance between FOPs.

Data in the Transfer System will update the transfer account codes in Budget Development automatically. This data will be used by Accounting Services to process the cash portion of the transfer at the beginning of the new fiscal year.

BUDGET DEVELOPMENT

Budget Development is where you will enter your budgets at the budget account code level for each FOP. This is where you will budget funds for longevity, fringes, communications, etc.

Information in Budget Development will be uploaded to the new fiscal year operating ledger.

BUDGET PREP REPORTS

Budget Prep Reports have been developed to assist you in your budget preparation. They can be used to verify what data has been entered into the Budget Development and Salary Planner modules. They will also be helpful in editing your data to ensure that what you have entered is as accurate as possible.

The information in the Budget Prep Reports is produced using **LIVE** data. You can make a change in any portion of the Budget Prep System, and the change will be reflected immediately on the reports. You do NOT need to wait overnight to see changes. The Budget Prep Reports have been written using the Cognos system.

FEATURES OF THE BUDGET PREP SYSTEM.

1. Ability to budget revenue, expenses and transfers by budget account code.
2. Ability to run reports to ensure funds are in balance.
3. Ability to add a new budget account code to a FOP if one does not exist.
4. Ability to zero out a budget account code that you do not wish to use any longer.
5. Ability to change employee funding.
6. Ability to award merit increases.
7. Ability to award equity adjustments.
8. Run reports to estimate fringes and longevity.
9. Grant (MY) budgets are not input in the budget cycle – continue to budget via the budget revision system.
10. Continue to use MY funds as a source for employee labor distribution.
11. Budgeting of transfers at a detailed level – both the transfer in and transfer out side.
12. Lock your budgets when you have completed your work.

THINGS THAT CANNOT BE DONE VIA THE BUDGET PREP SYSTEM.

1. You cannot vacate or close a position in Salary Planner.
    - To vacate a position an EPAF must be submitted. When the EPAF has been applied, a nightly process will remove the employee from Salary Planner
    - To close a position an email must be sent to BudgetElp@ttuhsc.edu The Budget Office will close the position and a nightly process will remove the position from Salary Planner.

2. You cannot create a new position in Salary Planner.
    - A new position request form must be submitted to HR by the HR deadline.
    - Funds for the new position should be budgeted in a 6006 budget account code.
    - The Budget Office will add the position after HR approval.

3. You cannot reclassify an employee or a vacant position in salary planner.
    - A reclassification form should be submitted to HR by the HR deadline.
    - HR and the Budget Office will enter the reclassification information into the system.
    - Funds for the reclassification should be budgeted in budget account code 6006.

4. There is no automated grant renewal process.
    - The Budget Prep system will not automatically change employee's grant funding if the grant ends during the Prep Cycle.
    - Departments will need to request new funds from Accounting Services and then budget employees on the new FOAP within Salary Planner.

    - If a new FOAP is not identified during the budget prep cycle, a Current and Future Labor Change EPaf should be processed before the first payroll of the new fiscal year changing the employee's funding.

5. There are no automated emails generated when budgets are locked or unlocked.
    - Please notify your approver when you have locked your budget.
    - Approvers, please notify the appropriate person when a budget has been unlocked.

6. The Budget Prep System must be locked for the entire Institution so that the Budget Office can begin their analysis.
    - The Budget Office will lock all budgets regardless of status on a pre-published date. Please see the Budget Guidelines for the current budget prep cycle for that date.

BUDGET PREP SYSTEM
INPUT STEPS

The Budget Office suggests that you follow these steps for inputting your new fiscal year budget information.

STEP 1: Set Security
Use the TEAM application to set security for any user who will data enter into the Budget Prep system.

STEP 2: Run all Reports
Run the reports in the Budget Prep Cognos folder. This will show you exactly what loaded to the Budget Prep System. You can use these reports as the foundation for determining your new fiscal year request.

STEP 3: Update Salary Information
Your next step should be to go into the Salary Planner module.
- Review/Update employee salaries.
- Update labor distribution on employee listing and underlying position(s).
- Follow steps in Salary Planner section of this instruction manual for Salary Planner steps.

STEP 4: Update Banner Budget Transfer System
Next would be to update the detail transfer information in the Transfer module.
- Budget transfers in and out for your department
- If another department is involved in the transfer, coordinate input and amounts

STEP 5: Update Budget Development
In this step you will be updating budget account codes on your E&G, Designated, Auxiliary, and non-MY Restricted FOPs.
- Update your revenue budget
- Verify your salary totals. These amounts have been automatically updated from the Salary Planner module.
- Run the longevity and fringe benefit estimate reports and update the 6005 and 6007 account codes. Fringe benefits (6007) do not need to be budgeted on E&G funds.
- Budget Other Employee Payments (6008). Estimated the cost for overloads, overtime, and MPIP benefits.
- Update all other Budget Account codes – except transfers (transfers will be updated based on data entered in the Transfer System)

STEP 6: Justification and other Forms

- If you have budgeted fund balance (account code 5099), you will need to enter a justification in the Budget Development text area. See the Budget Development portion of this document for more information
- Submit any requests for salary increases, reclassification, and new positions to HR by the pre-determined deadline (see Budget Guidelines for that date). Budget funds for these requests in code 6006.

STEP 7: Balance your Budget

- Run report *RPT_BUDEV_003 – Funds out of Balance Report* and clean up any out of balance issues
- Run all edit reports and clean up problems those edits identify.
- Re-run other reports and do a final check of your data – save these reports to your computer for a picture of what you submitted.

STEP 8: Lock

- Lock Salary Planner
- Lock Budget Development
- Notify your approver that you have locked your budget.

STEP 9: Multi-Year Funds

- If you pay employees off a multi-year fund that will be ending on 8/31 of the fiscal year, take steps now to fund that employee for the new fiscal year.
- No automated process will run to change funding for those employees.

BUDGET CYCLE TIPS

DON'T GO BACK!

Please do NOT use the BACK button on your browser in any module of the Budget Prep System. The screen may not refresh correctly if you use the BACK button. In all modules you have the ability to go to other screens and a previous screen by using provided links on the web pages.

WHEN STEPS ARE GIVEN – FOLLOW THEM IN ORDER

Your prep entry will go much smoother if you follow the steps in this training manual. If you deviate from a particular step, clean up afterwards will be cumbersome.

REVIEW THIS MANUAL

If you have questions, look for the answers in this manual first. If you fail to find the answer to your question do not hesitate to call or email the Budget Office.

E-mail:
BudgetElp@ttuhsc.edu
Phone: 915-215-4636

BUDGET PREP SECURITY TEAM APPLICATION

BUDGET PREP SECURITY

REVIEW BUDGET PREP SECURITY

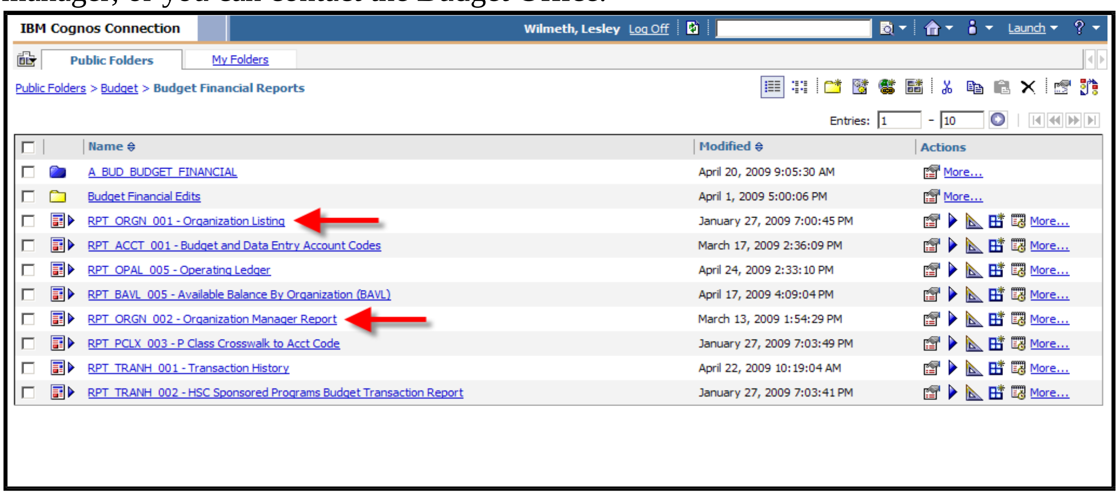
Budget Prep security will need to be reviewed before each budget prep cycle. Please verify that the correct individuals have access to the budget prep system. See below for TEAM application reports to help you do this.

Also, if new organization codes have been added in the current fiscal year, you will need to grant yourself and others in your organization access to these new orgn codes.

WHO CAN SET BUDGET PREP SECURITY?

Only **Organization Managers** have the ability to set Budget Prep security.

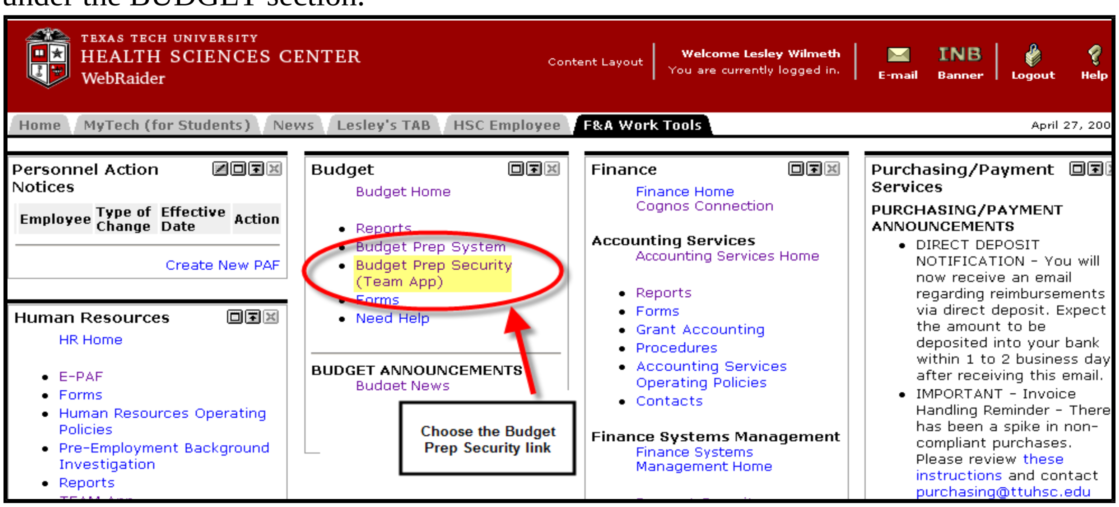
You can run 2 reports from the Budget Financial Reports folder to find the organization manager, or you can contact the Budget Office.



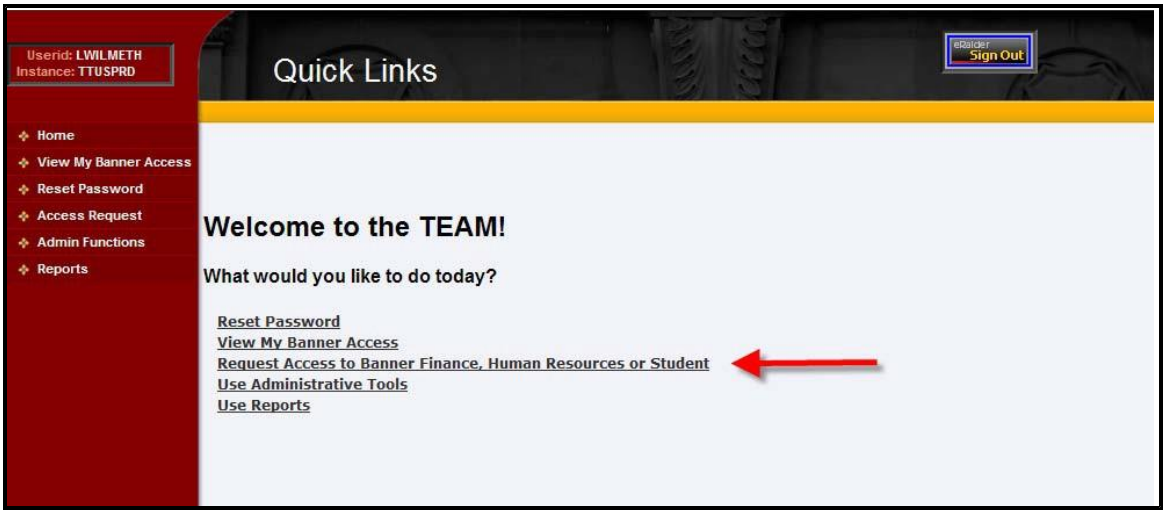
GRANTING BUDGET PREP SECURITY

STEP 1:

Go to your Webraider portal, F&A Work Tools Tab. Choose the Budget Prep Security link under the BUDGET section.

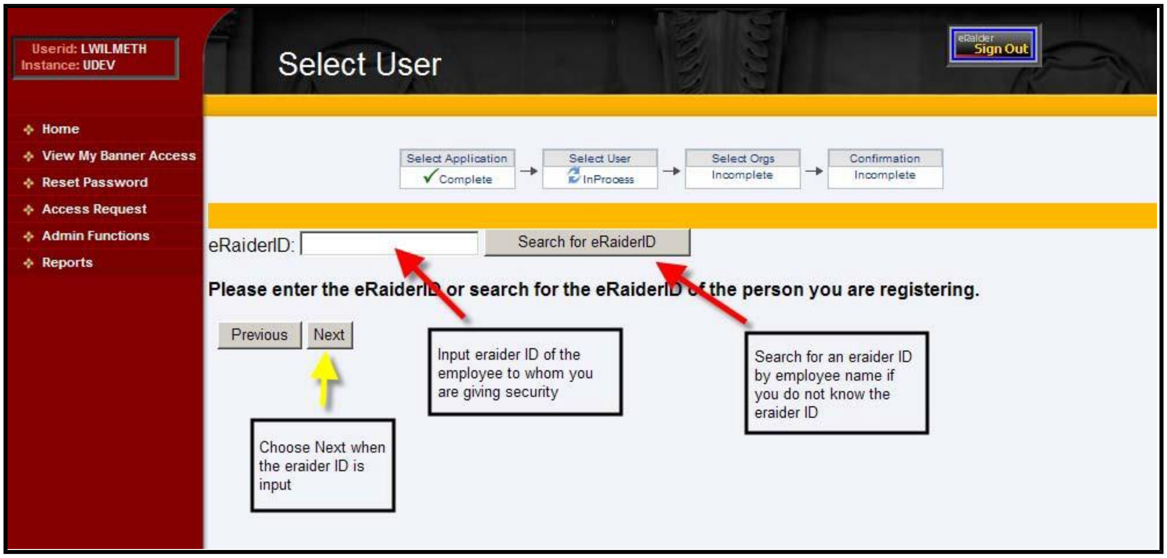


STEP 2:
Select to Request Access to Banner Finance, Human Resources or Student.

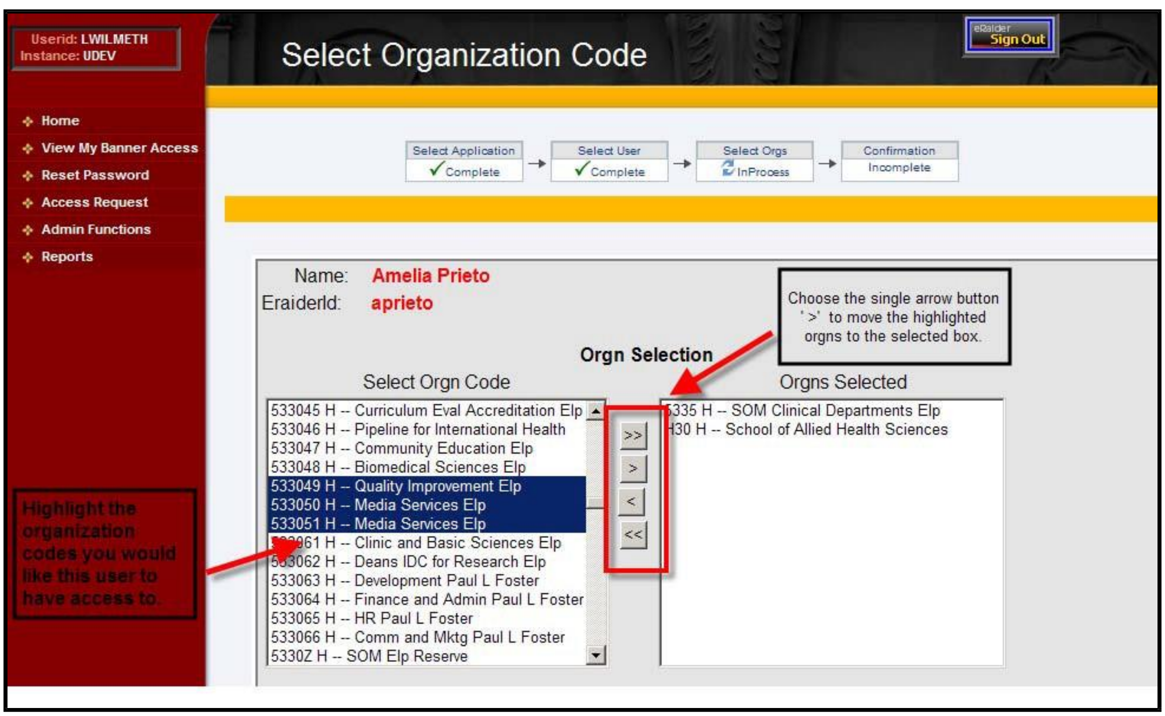


STEP 3:
Select Budget Prep Security Request

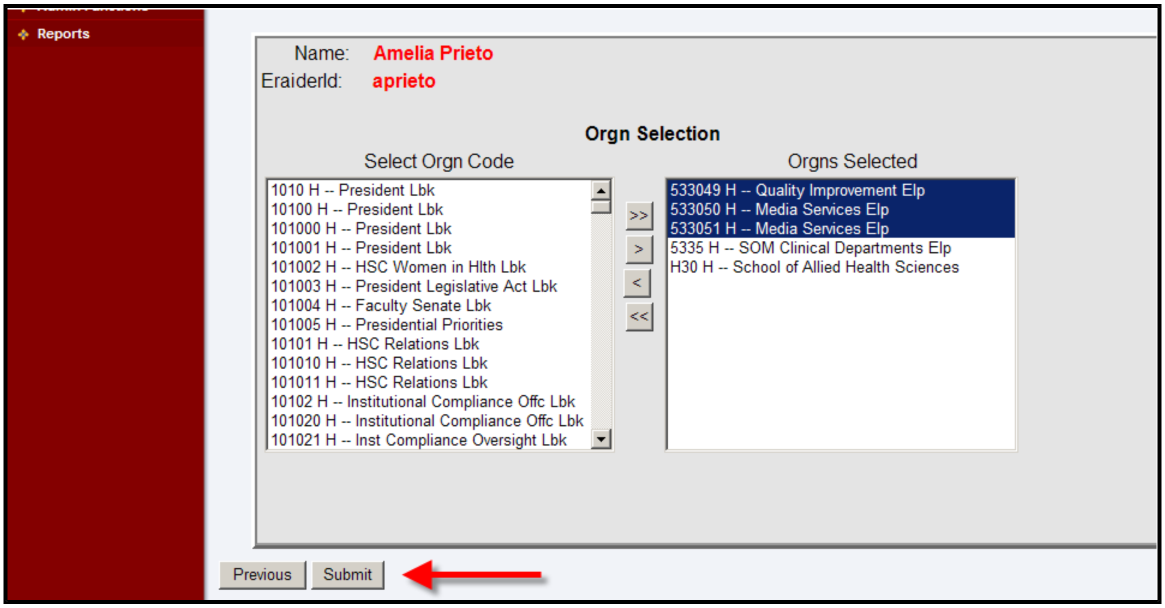
STEP 4:
Input the eraider ID of the employee to whom you are granting security. If you do not know the eraider ID, use the Search for eRaiderID button. Click the Next button to continue.



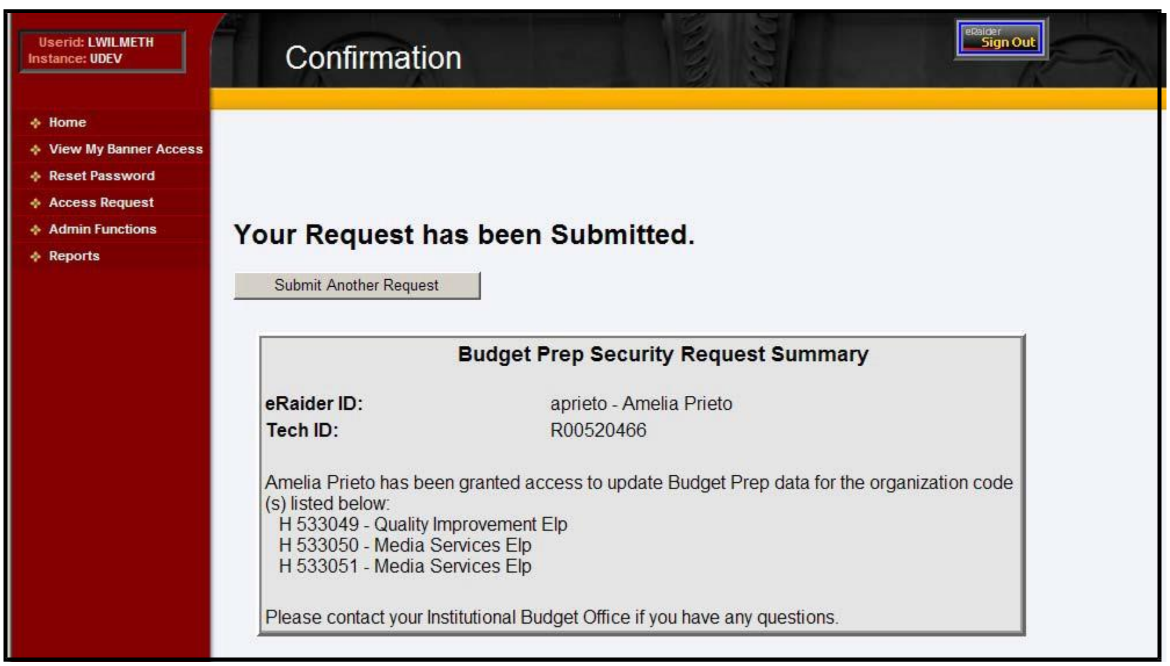
STEP 5:
If you would like the employee to have access to all organization codes in your control, simply click on the double arrow box ‘ >> ‘. Otherwise, highlight a selection of organization codes and choose the single arrow box ‘ > ‘ to give access to only those orgn codes.



STEP 6:
Then choose the Submit button to add the security.



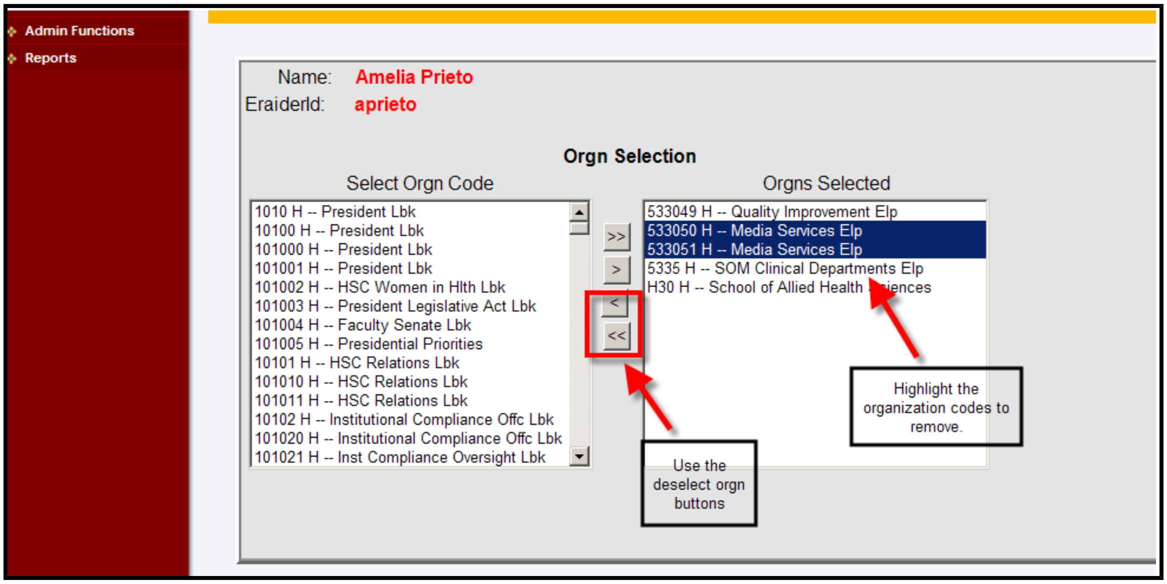
STEP 7:
You will then be shown a confirmation screen listing the security you have just added. An email will also be sent to both the person requesting the security and the employee to whom security has just been granted.



REMOVING BUDGET PREP SECURITY

Repeat Steps 1 – 4 above.

At Step 5, use the deselect arrows ‘ < ‘ and ‘ << ‘ to move organization codes from the orgn selected column.

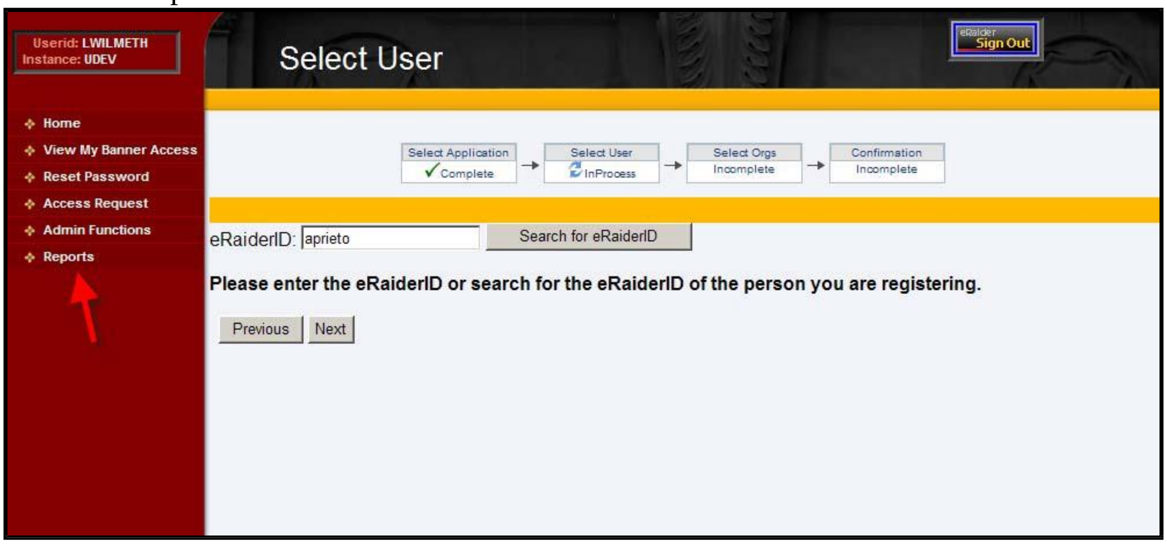


Then follow Steps 6 and 7 above.

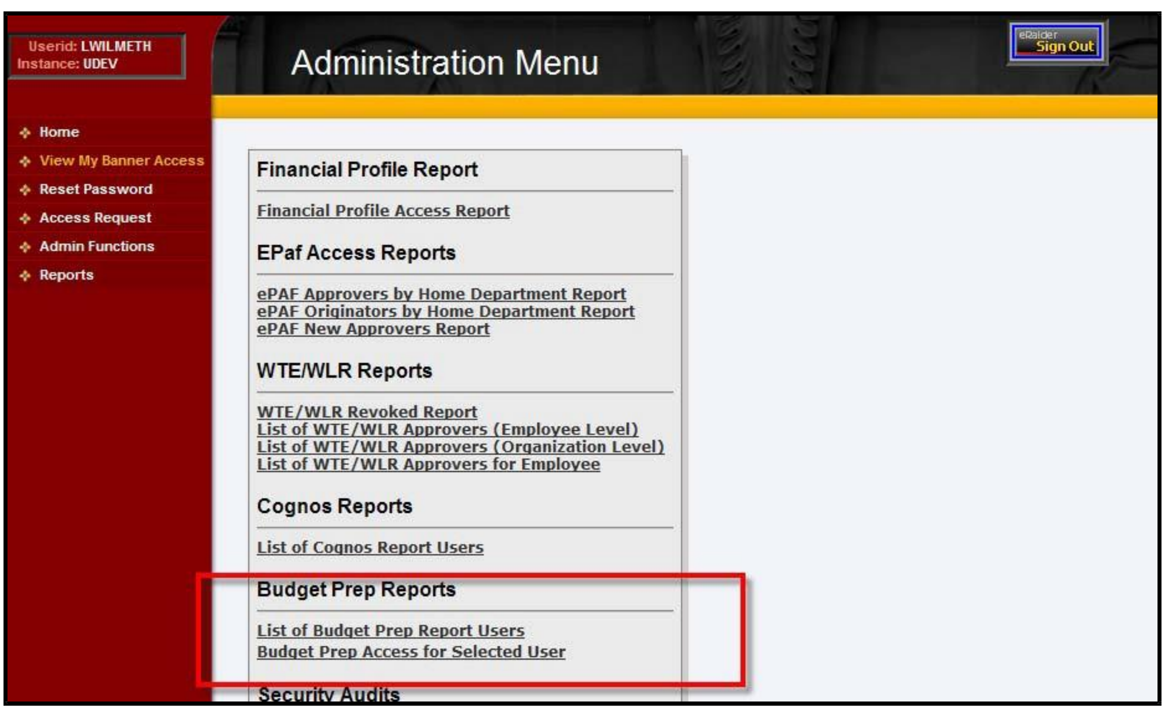
BUDGET PREP SECURITY REPORTS

If you would like to know who has access to your organization codes you can find this information in a report.

STEP 1:
Select the Reports link.

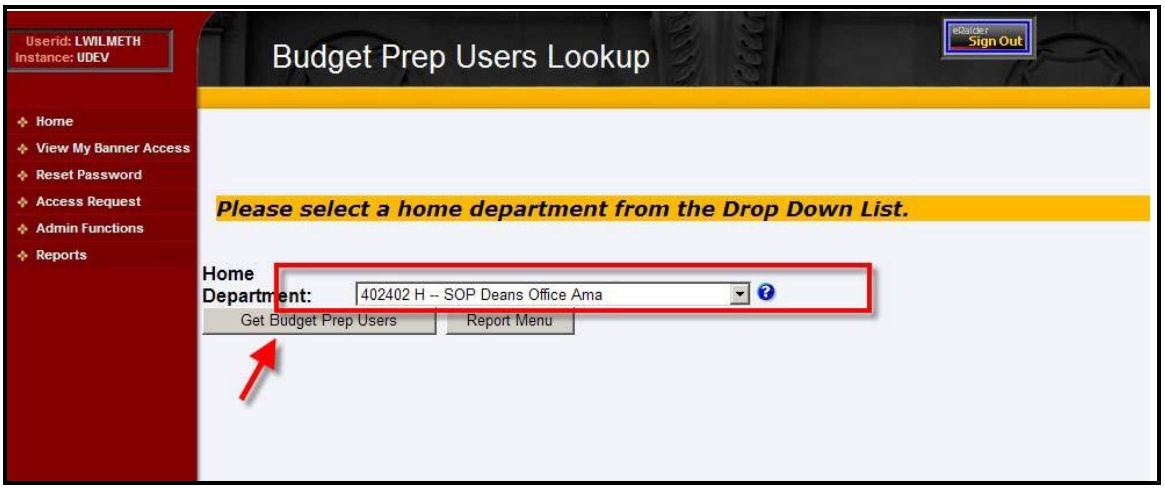


STEP 2:
Select the report you would like to run.
You can choose to see all users with access to your organization code with "List or Budget Prep Report Users".
Or you can choose to see all access for one individual with "Budget Prep Access for Selected User".

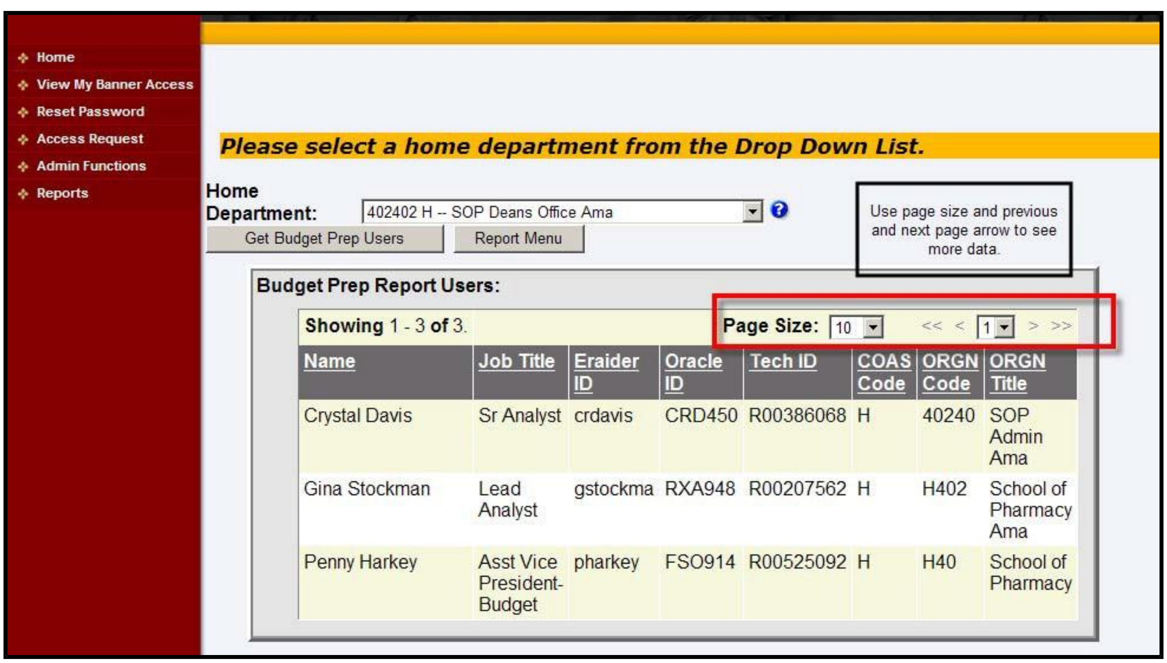


List of Budget Prep Report Users:
From the drop down list of organization codes, choose the orgn code that you would like to see the users on.

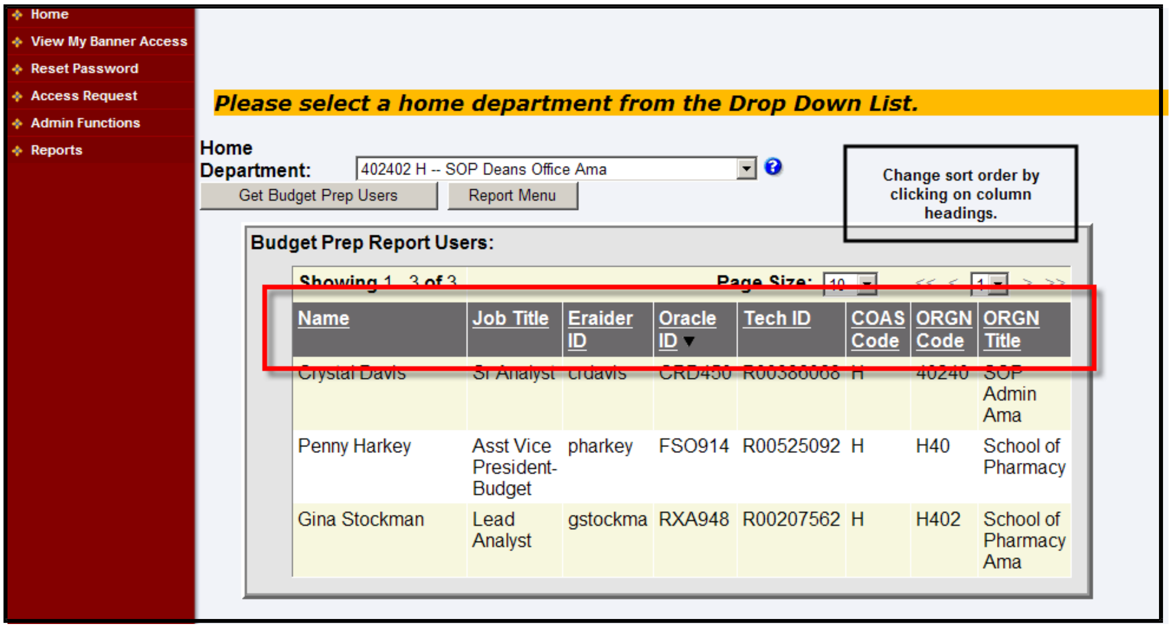
Then click on Get Budget Prep Users.



REPORT OUTPUT:
You can see more data by changing the page size to 25 or 50. You can also page forward and back with the arrows.



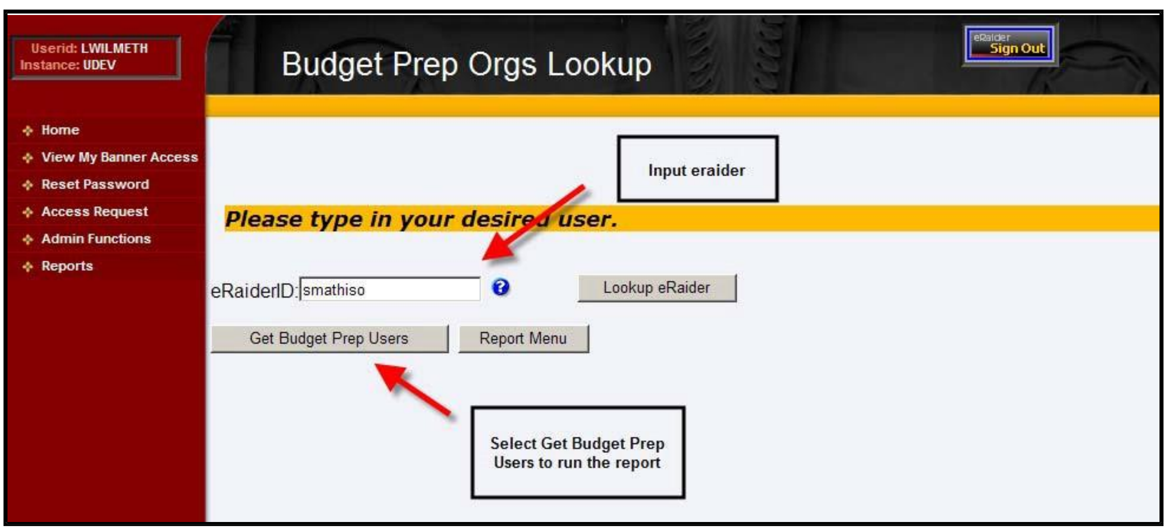
You can change the sort order of the report by clicking on each column heading. This example chose to sort in name – alpha order.



Budget Prep Access for Selected User:

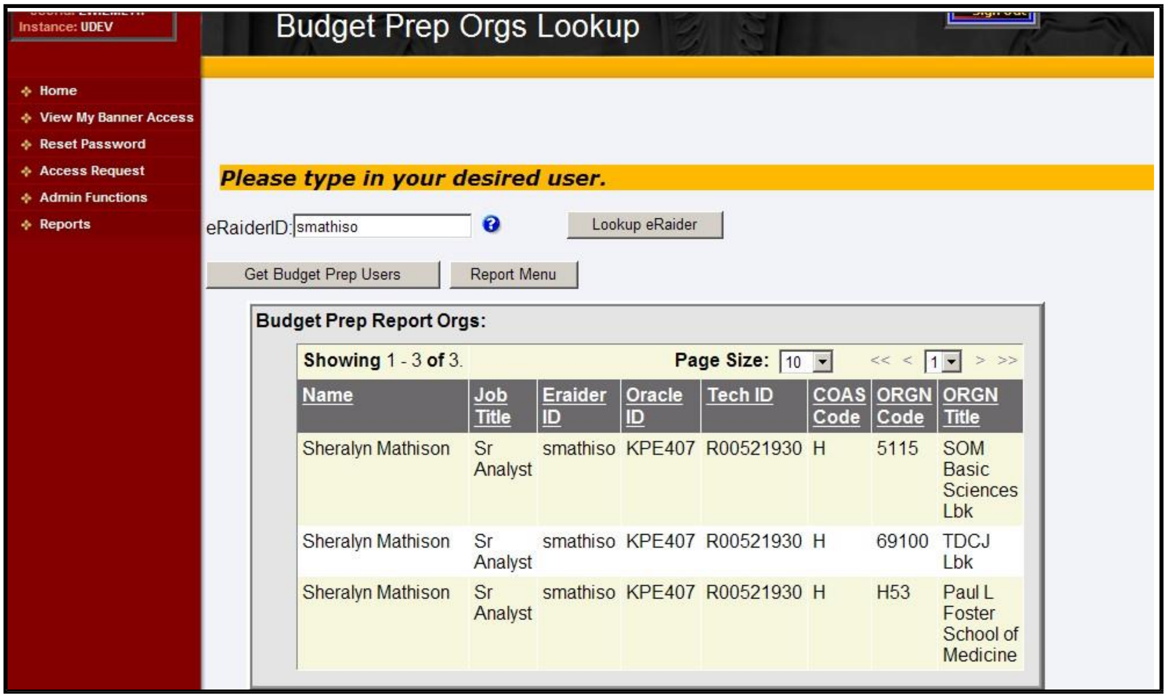
Input the eraiderID of the user you would like to view access for, or use the Lookup feature to search for an eraiderID.

Then select the button Get Budget Prep Users to run the report.



REPORT OUTPUT:

Report will show all organization codes a user has access to.



BUDGET PREP REPORTS

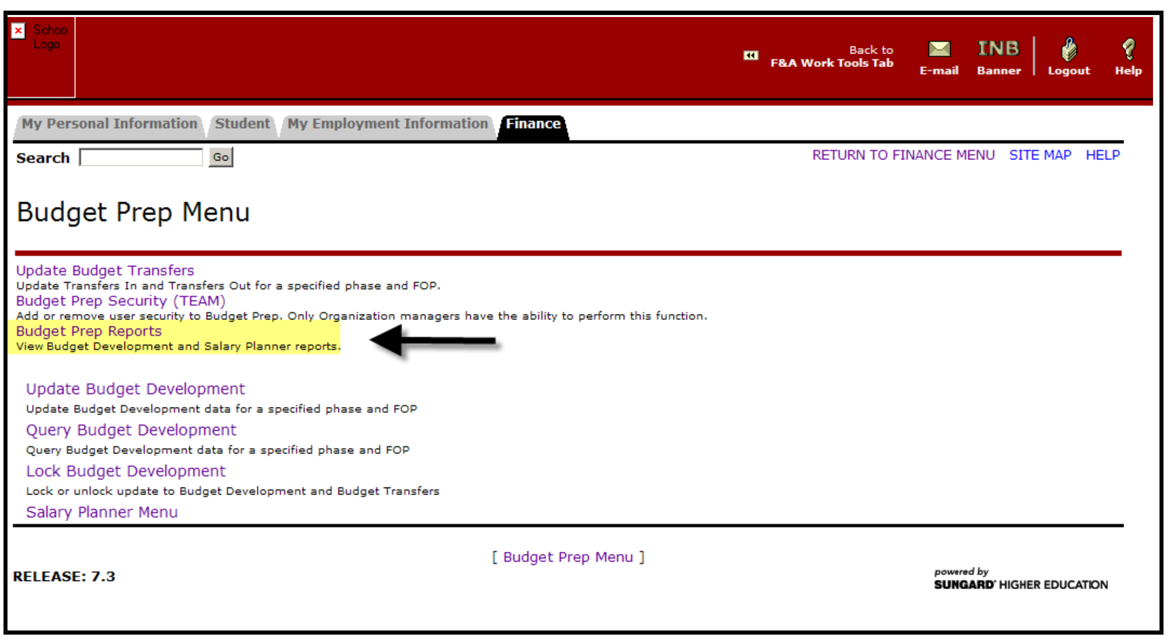
BUDGET PREP REPORTS

WHERE CAN YOU RUN REPORTS ON YOUR PREP DATA?

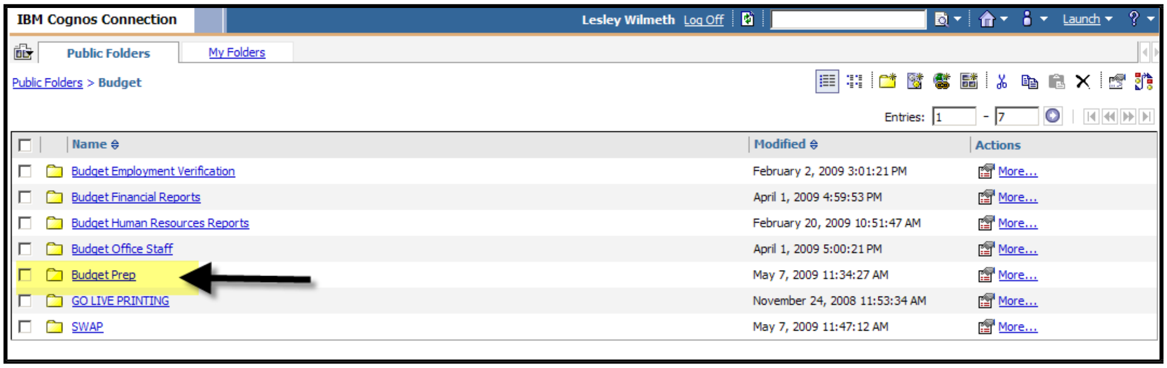
Several Cognos reports have been created to help you balance your budgets, edit your data, and estimate longevity and fringes.

Go to the F&A work tools tab on your webraider portal. Under the Budget section click on the link titled “Budget Prep System”. This link will take you to the Budget Prep Menu.

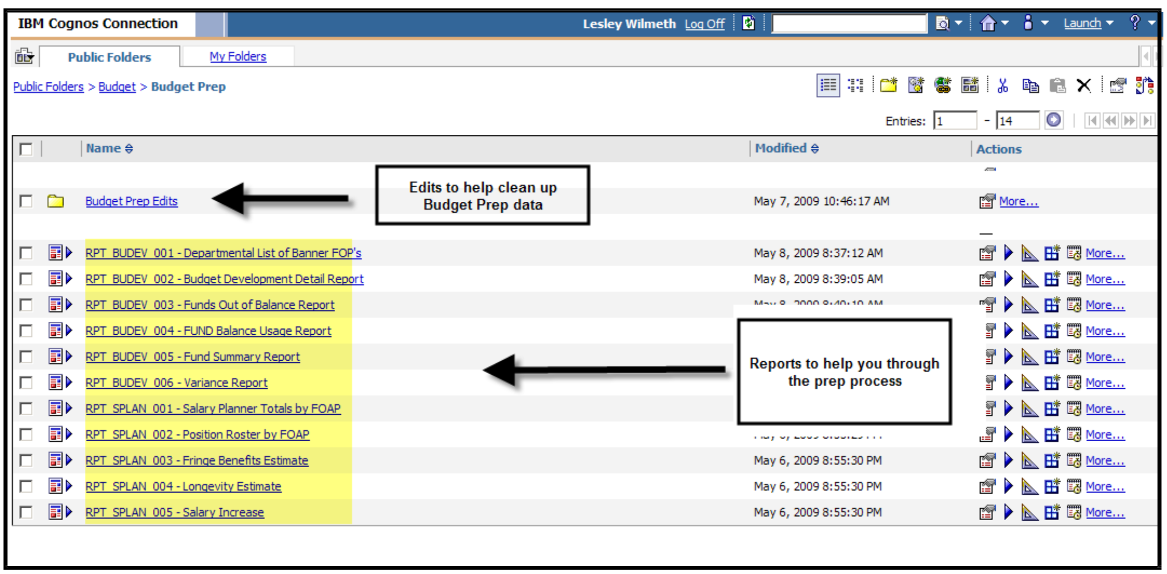
You can quickly access the Budget Prep Reports from the Budget Prep Menu.



The Budget Prep Reports link will take you to the Budget folder in the Cognos system. Click on the Budget Prep link within this folder.



Here you will find reports and edits relating to Budget Prep.



The report/edits are broken up into Budget Development and Salary Planner:

- BUDEV – titles with BUDEV in them denote reports from the Budget Development module.
- SPLAN – titles with SPLAN in them denote reports from the Salary Planner module.
- Reports related to a merit process are located in the Merit folder.
- **All Budget Prep reports/edits are run against LIVE data. You do not need to wait overnight to see changes made in the Budget Prep system on reports.**

HOW TO RUN THE REPORTS

All BUDEV and SPLAN reports contain the following parameter screen:

1) Chart of Accounts: Choose the institution you wish to run a report for.

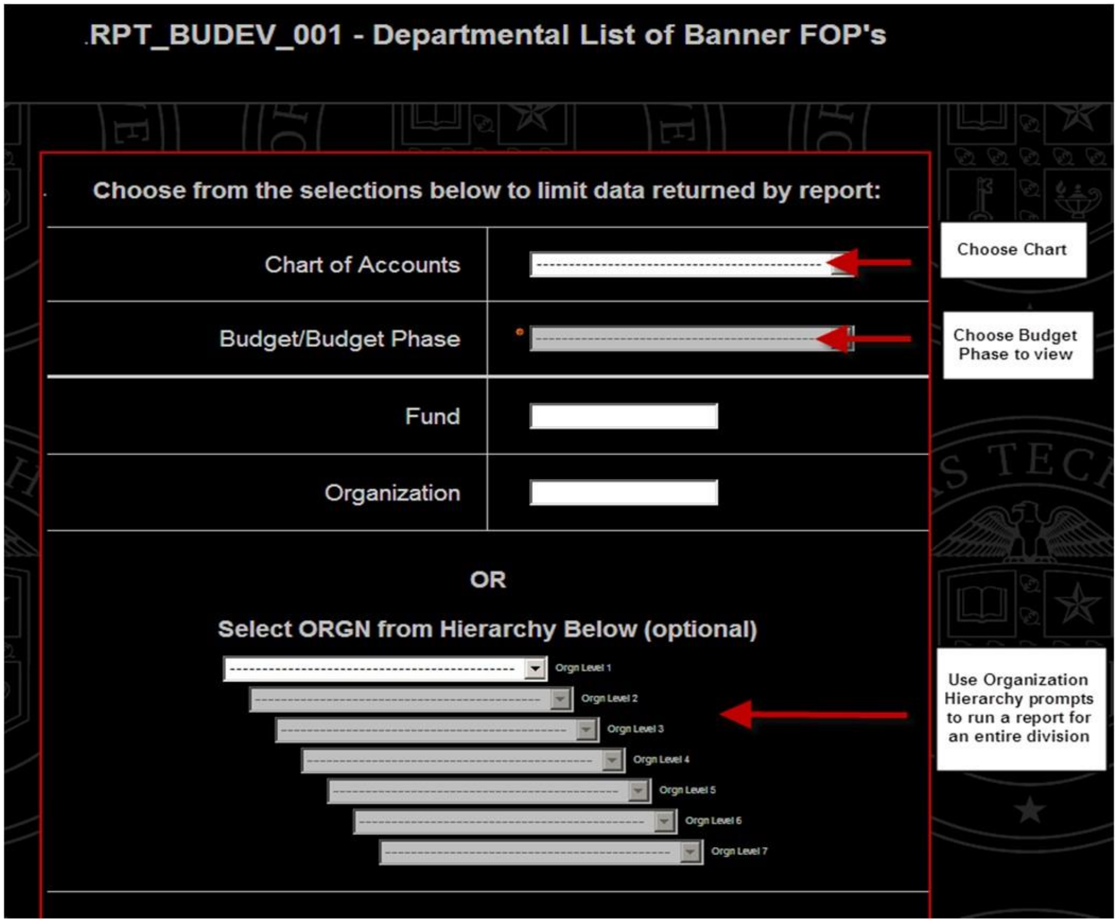
2) Budget/Budget Phase: The Budget ID will be Hxxxx – where xxxx is the future fiscal year. The Budget Phase will be HxxDPT – where xx is the last 2 digits of the future fiscal year.
   - For FY 2014, choose H2014 – H14DPT

   Extract/Scenario: The extract will be Hxxxx- where xxxx is the future fiscal year. The Scenario will be HxxSAL – where xx is the last 2 digits of the future fiscal year.
   - For FY2014, choose H2014-H14SAL

3) If you click FINISH at this point the report will run for all organization codes that you have security for.

4) Optional – you may type in a fund and/or orgn code

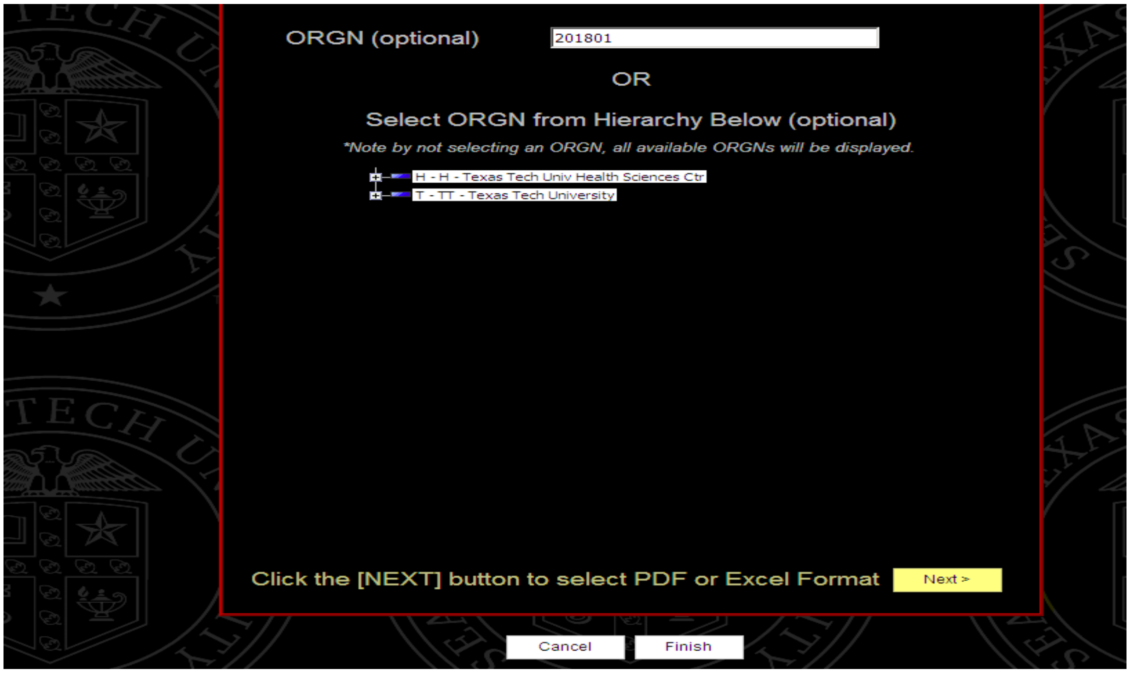
5) Hierarchy Prompts – you can also use the organization code hierarchy prompts to run reports within the orgn hierarchy. If you are a division or subdivision approver, you may want to use these prompts to run reports for an area.



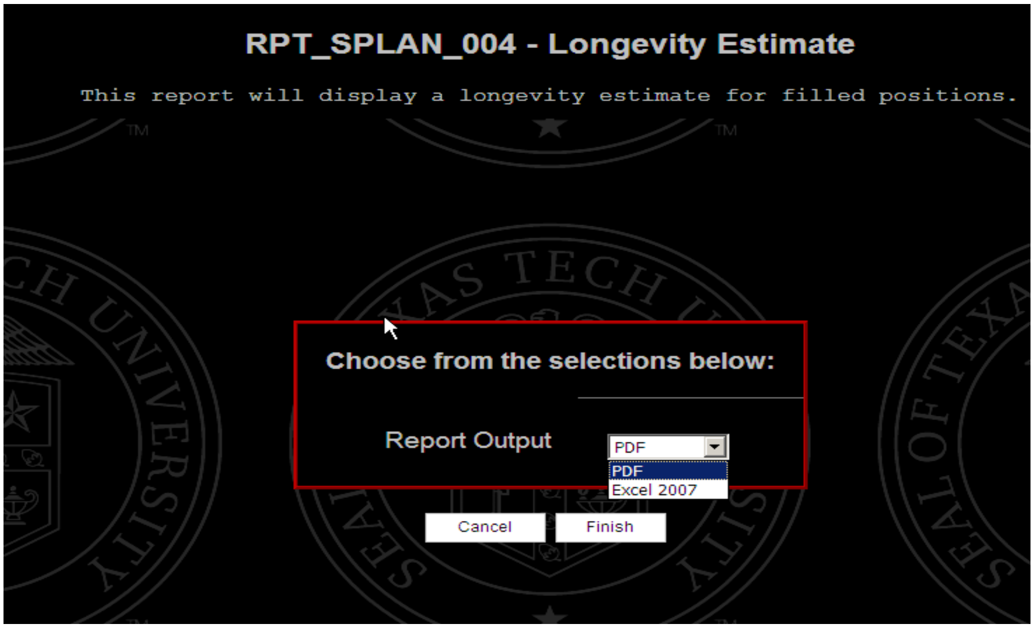
PDF/Excel Feature:

There is a feature on the report parameter page of some reports. This feature gives you the ability to choose if you would like the report rendered in PDF or an Excel format.

At the bottom of the parameter screen is a Next button which will take you to a screen to select the report format.



Select the format from this screen and then click on the Finish button.



REPORT LISTING

RPT_BUDEV_001 – Departmental List of Banner FOP's

This report will list all FOP combinations where a budget exists in Budget Development.

- Use when you begin your budget process to see what FOPs you currently have budgets on. These FOPs will need to be updated in Budget Development.
- The Banner Budget Transfer System requires you to input FOP information – there is no drop down feature. This report would be a handy guide to your FOP numbers.
- If you have a FOP that is not on this list, you may still use it in Budget Development.
  - An exception is multi-year funds. These are not budgeted in Budget Development, but can be used in Salary Planner.

Report example:

Departmental List of Banner FOP's

Budget - H2010 - H10DPT Orgn - H - 51230 - Internal Medicine Lbk

H - TX Tech Univ Hlth Sciences Ctr

FUND	ORGN	PROG
101066 - Int Medicine	512301 - Internal Med Dept Lbk Genl	10 - Instruction
		40 - Academic Support
101126 - Master Clinician Educator Prgm IM	512301 - Internal Med Dept Lbk Genl	10 - Instruction
101140 - Int Medicine/Employee Health	512301 - Internal Med Dept Lbk Genl	30 - Public Service
121729 - CV SD/Pravhakar/Role of AMPK/Vascul	512381 - Internal Med Research Lbk	20 - Research
131014 - Int Medicine Dept Program Lbk	512301 - Internal Med Dept Lbk Genl	10 - Instruction
		40 - Academic Support
	512302 - Internal Med Admin Lbk	10 - Instruction
		40 - Academic Support
	512305 - Internal Med Clinic Op HSC Lbk	10 - Instruction
		40 - Academic Support
	512307 - Internal Med Clinic Op MOP Lbk	10 - Instruction
		40 - Academic Support
	512308 - Internal Medicine MOP Lbk	10 - Instruction
	512309 - Internal Med Clinic Sppt HSC Lbk	10 - Instruction
		40 - Academic Support
	512311 - Allergy / Immunology Lbk	10 - Instruction
		40 - Academic Support
	512316 - Internal Med Cardiology Lbk	10 - Instruction
		40 - Academic Support
	512321 - Endocrinology Lbk	10 - Instruction
		40 - Academic Support
	512326 - Gastroenterology Lbk	10 - Instruction

RPT_BUDEV_002 – Budget Development Detail Report

This report will give you all the FOAP information that exists in Budget Development for the parameters chosen.

- Print for a final copy of the budget you submitted.
- Will be used in place of the printed budget book after the Board of Regents approves the budget.
- Totals all revenues and all expenses for a FOP.

Report example:

Budget Development Detail Report

Budget - H2010 - H10DPT Orgn - H -

FUND	ORGN	ACCOUNT TYPE	ACCT	PROG	Original Budget	Adjustments	Current Budget	Proposed Amt
101057 -	261101 - Admin Lbk	Revenue	5006 - Legislative Appropriations	40 - Academic Support	$335,576.00	$0.00	$335,576.00	$335,576.00
		Revenue Totals			**$335,576.00**	**$0.00**	**$335,576.00**	**$335,576.00**
		Expenses	6001 - Faculty Salaries	40 - Academic Support	$28,870.00	($9,435.00)	$19,435.00	$19,435.00
		Expenses	6002 - Staff Salaries	40 - Academic Support	$284,375.00	$0.00	$284,375.00	$284,375.00
		Expenses	6003 - Student Salaries	40 - Academic Support	$0.00	$4,135.00	$4,135.00	$4,135.00
		Expenses	6005 - Longevity	40 - Academic Support	$5,900.00	$0.00	$5,900.00	$5,900.00
		Expenses	7010 - Maintenance and Operations	40 - Academic Support	$16,431.00	($18,067.00)	($1,636.00)	$0.00
		Expenses	7017 - Communications	40 - Academic Support	$0.00	$2,400.00	$2,400.00	$2,400.00
		Expenses	7020 - In State Travel	40 - Academic Support	$0.00	$5,000.00	$5,000.00	$3,364.00
		Expenses	7021 - Out of State Travel	40 - Academic Support	$0.00	$3,000.00	$3,000.00	$3,000.00
		Expenses	7099 - Unallocated Expenses	40 - Academic Support	$0.00	$0.00	$0.00	$9,435.00
		Expenses Totals			**($335,576.00)**	**$12,967.00**	**($322,609.00)**	**($332,044.00)**
		ORGN 261101 - Graduate School Admin Lbk Balance			**$0.00**	**$12,967.00**	**$12,967.00**	**$3,532.00**

RPT_BUDEV_003 – Funds Out of Balance Report

The Budget Office requires that all funds in the Original Operating Budget balance. Run this report for the HxxDPT phase and do NOT choose an organization code. The report will return all funds that are not in balance.

- Run this report to see which funds are not in balance
- Go back into Budget Development to balance the fund(s) in question.
- If the report returns no records it means that all funds are in balance.

Report Example:

Funds Out of Balance Report

Budget - H2010 - H10DPT Orgn - H - 52300 - Ob Gyn

132009 - Ob/Gyn Dept Program Ama

FUND	ORGN	PROG	50 - REVENUES	60 - SALARIES	70 - EXPENSES	80 - TRANSFERS	BALANCE
132009 - Ob/Gyn Dept Program Ama	523001 - Ob Gyn Ama Genl	10 - Instruction	$0.00	$0.00	$0.00	$0.00	$0.00
132009 - Ob/Gyn Dept Program Ama		40 - Academic Support	$1,584,267.00	$2,562,068.00	$429,454.00	$1,231,396.00	($2,638,651.00)
132009 - Ob/Gyn Dept Program Ama	523003 - Ob Gyn UPL Ama	40 - Academic Support	$1,573,639.00	$0.00	$229,404.00	$15,736.00	$1,328,499.00
132009 - Ob/Gyn Dept Program Ama	523012 - Ob Gyn Ambulatory Care Ama	10 - Instruction	$0.00	$0.00	$0.00	$0.00	$0.00
132009 - Ob/Gyn Dept Program Ama		40 - Academic Support	$3,139,548.00	$1,036,141.00	$245,051.00	$20,000.00	$1,838,356.00
132009 - Ob/Gyn Dept Program Ama	523013 - Ob Gyn Dr Tedjarati Ama	40 - Academic Support	$0.00	$0.00	$0.00	$0.00	$0.00
132009 - Ob/Gyn Dept Program Ama	523041 - Gynecology Ob Gyn Ama	10 - Instruction	$0.00	$0.00	$0.00	$0.00	$0.00
132009 - Ob/Gyn Dept Program Ama		40 - Academic Support	$947,200.00	$491,196.00	$90,728.00	$0.00	$365,276.00
132009 - Ob/Gyn Dept Program Ama	523111 - Women's Health Ob Gyn Ama	40 - Academic Support	$336,710.00	$472,865.00	$20,376.00	$0.00	($156,531.00)
		TOTALS	**$7,581,364.00**	**$4,562,270.00**	**$1,015,013.00**	**$1,267,132.00**	**$736,949.00**

RPT_BUDEV_004 – FUND Balance Usage Report

This report will show any fund balance that has been budgeted. The Budget Office requires that all budgets of fund balance be justified.

- Run this report to see if you have budgeted any fund balance.
- Make sure there is text justifying the budget of fund balance.
- The words "No Text" tells you that you have not entered text into the Budget Development module justifying the budget of fund balance.

Report example:

FUND Balance Usage Report

Budget - H2010 - H10DPT Orgn - H - H53 - Paul L Foster School of Medicine

H - TX Tech Univ Hlth Sciences Ctr

FUND	ORGN	ACCT	PROG	Proposed	Text
133000 - Anesthesiology Dept Program Elp	534801 - Anesthesiology Elp Genl	5099	10 - Instruction	$476,871.00	No Text
133022 - Medical Records Elp	533261 - Electronic Medical Rcds Elp	5099	40 - Academic Support	$295,757.00	No Text
133033 - Elp 4 Year Mecial School Support	533041 - Paul L Foster SOM Admin Elp	5099	40 - Academic Support	$10,000,000.00	No Text
183001 - EMS Specialty Course Rural Training	533501 - Emergency Medicine Elp Genl	5099	10 - Instruction	$5,102.00	No Text
183002 - Emergency Med Elp	533531 - Research Emer Med Elp	5099	40 - Academic Support	$2,153.00	No Text
183005 - General Fund Faculty Development	533131 - Faculty Affairs and Dev Elp	5099	40 - Academic Support	$8,000.00	No Text
183010 - Ob/Gyn Elp	533801 - Ob Gyn Dept Elp Genl	5099	40 - Academic Support	$50,000.00	No Text
183013 - Breast Cancer Research Project	535022 - Breast Cancer Research Elp	5099	20 - Research	$51,734.00	No Text
183026 - Research Development Elp	533041 - Paul L Foster SOM Admin Elp	5099	20 - Research	$86,340.00	No Text
183031 - Breast Cancer Biology	535023 - Breast Cancer Biology Elp	5099	20 - Research	$59,587.00	No Text

RPT_BUDEV_005 – Fund Summary Report

The Fund Summary Report is a high level view of each fund and all the organizations and programs that have budgets associated with a particular fund.

- Run this report if you are having trouble balancing your fund (see RPT_BUDEV_003 – Funds Out of Balance report).
- The report will list revenue, expense, and transfer totals as well as a balance by FOP.
- For departments that have many organization codes using one fund, this is a great report to see total budgets associated with the fund.

Report example:

Fund Summary Report

Budget - H2010 - H10DPT Orgn - H - H13 - Rural and Comm Health

101113 - Office Of Rural Health

FUND	ORGN	PROG	50 - REVENUES	60 - SALARIES	70 - EXPENSES	80 - TRANSFERS	BALANCE
101113 - Office Of Rural Health	131001 - Rural and Comm Health Lbk	30 - Public Service	$569,764.00	$501,691.00	$93,673.00	$0.00	($25,600.00)
101113 - Office Of Rural Health	131021 - Rural Hlth Scholarship SOP Lbk	30 - Public Service	$40,000.00	$0.00	$40,000.00	$0.00	$0.00
101113 - Office Of Rural Health	131022 - Rural Preceptorship SOP Lbk	30 - Public Service	$12,000.00	$0.00	$12,000.00	$0.00	$0.00
101113 - Office Of Rural Health	131023 - Rural Preceptorship SOM Lbk	30 - Public Service	$12,000.00	$0.00	$12,000.00	$0.00	$0.00
101113 - Office Of Rural Health	131024 - Rural Preceptorship SON Lbk	30 - Public Service	$12,000.00	$0.00	$12,000.00	$0.00	$0.00
101113 - Office Of Rural Health	131025 - Rural Preceptorship SOAH Lbk	30 - Public Service	$12,000.00	$0.00	$12,000.00	$0.00	$0.00
101113 - Office Of Rural Health	131026 - Rural Hlth Scholarship SON Lbk	30 - Public Service	$4,500.00	$0.00	$4,500.00	$0.00	$0.00
101113 - Office Of Rural Health	131027 - Rural Hlth Scholarship SOM Lbk	30 - Public Service	$16,000.00	$0.00	$16,000.00	$0.00	$0.00
101113 - Office Of Rural Health	131028 - Rural Hlth Scholarship SOAH Lbk	30 - Public Service	$15,000.00	$0.00	$15,000.00	$0.00	$0.00
101113 - Office Of Rural Health	131029 - AHEC State Match Lbk	30 - Public Service	$292,180.00	$23,322.00	$259,354.00	$0.00	$9,504.00
101113 - Office Of Rural Health	131030 - AHEC Non Allowed Lbk	30 - Public Service	$36,720.00	$0.00	$46,224.00	$0.00	($9,504.00)
101113 - Office Of Rural Health	131033 - Research Group Rural Comm Hlth Lbk	30 - Public Service	$0.00	$0.00	$5,000.00	$0.00	($5,000.00)
101113 - Office Of Rural Health	1310Z1 - Rural and Comm Health Lbk Reserve	30 - Public Service	$0.00	$0.00	$0.00	$0.00	$0.00
		TOTALS	$1,022,164.00	$525,013.00	$527,751.00	$0.00	($30,600.00)

RPT_BUDEV_006 – Variance Report

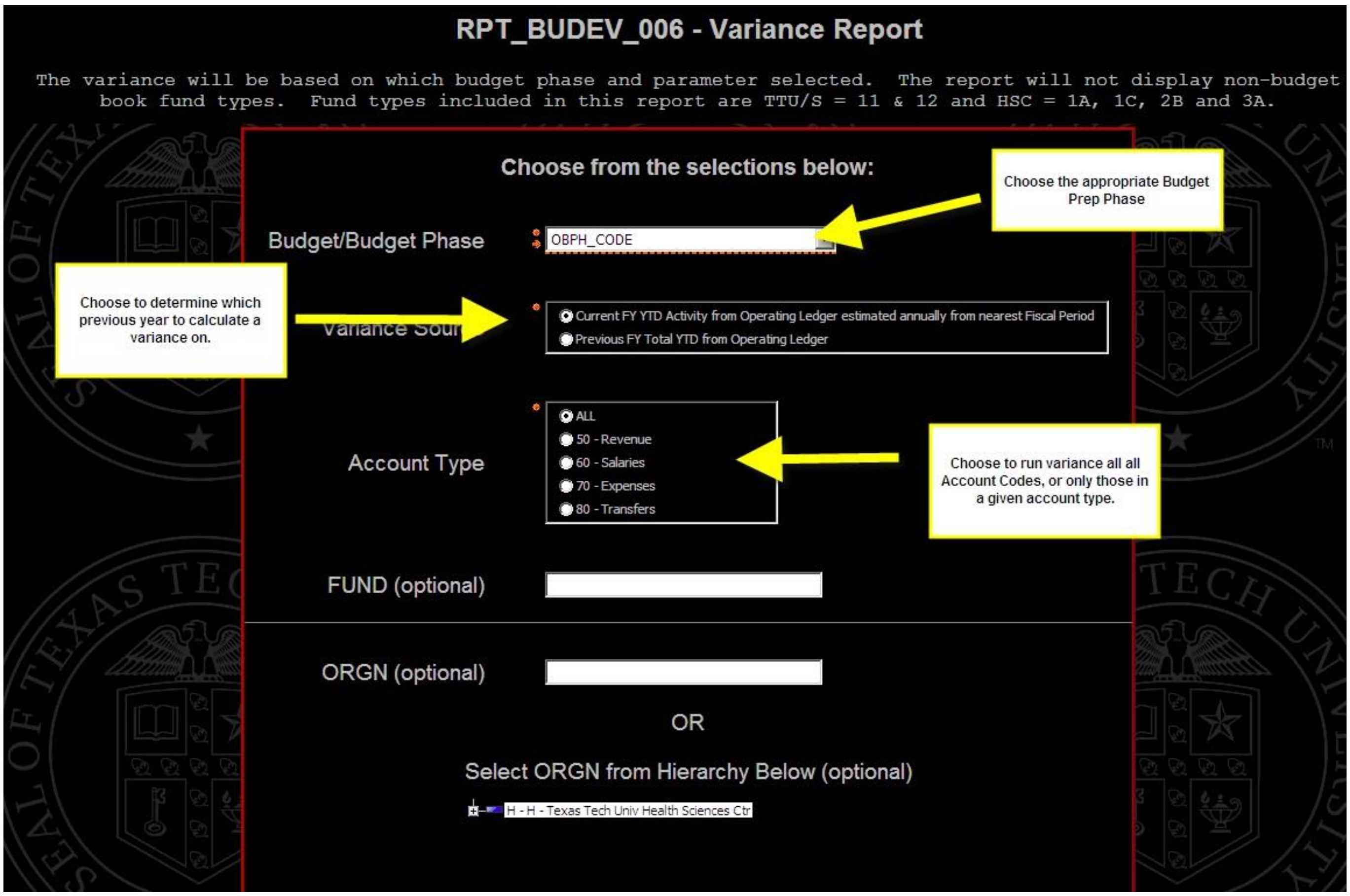
If you would like to compare your proposed budget to the actual expenditures for the last full fiscal year and/or the estimated annualized expenditures for the current year, this is the report to use.

- Use this report to verify that you are budgeting funds in the same account codes where expenditures have occurred in the past full fiscal year and the current fiscal year.

- This report should also be run to verify that you are budgeting enough funds in a particular account code.

- A high variance on this report may indicate that you are either over/under budget for an account code compared to current expenditures.

Parameters on the Variance Report:



Report example:

Variance Report

Budget - H2011 - H11DPT Fund - _____ Budgeted ACCT - ALL

The variance will be based on which budget phase and parameter selected. The report will not display non-budget book fund types. Fund types included in this report are TTU/S = 11 & 12 and HSC = 1A, 1C, 2B and 3A.

FUND	ORGN	PROG	Budgeted ACCT	♥ Budget Development	Previous FY YTD	♣ Current FY YTD (Annualized)	♦ Variance Amount	♠ Variance Pct
		10	5046 - Local Gifts/Grants/Contracts	$0.00	$124,666.60	$13,750.01	($13,750.01)	-100.00%
			6001 - Faculty Salaries	$1,093,680.00	$978,548.89	$903,507.98	$190,172.02	21.05%
			6004 - Special Augmentation	$0.00	$173,482.00	$180,300.00	($180,300.00)	-100.00%
			6007 - Payroll Related Costs	$223,558.00	$0.00	$181,583.85	$41,974.15	23.12%
			6008 - Other Employee Payments	$0.00	$0.00	$13,466.16	($13,466.16)	-100.00%
		35	6002 - Staff Salaries	$79,395.00	$0.00	$35,983.23	$43,411.77	120.64%
			6005 - Longevity	$1,110.00	$0.00	$210.00	$900.00	428.57%
			6007 - Payroll Related Costs	$38,851.00	$0.00	$10,001.43	$28,849.57	288.45%
			6008 - Other Employee Payments	$0.00	$0.00	$19.79	($19.79)	-100.00%
		40	5018 - Sales and Services	$53,552.00	$0.00	$240.00	$53,312.00	22,213.33%
			5025 - Professional Fees	$0.00	$133,839.03	$142,640.69	($142,640.69)	-100.00%
			5046 - Local Gifts/Grants/Contracts	$1,082,462.00	$1,010,499.94	$1,167,381.74	($84,919.74)	-7.27%
			5048 - Private Gifts/Grants/Contracts	$55,456.00	$28,840.26	$34,524.33	$20,931.67	60.63%
			5050 - Investment Income	$102,568.00	$0.00	$0.00	$102,568.00	100.00%
			6001 - Faculty Salaries	$16,046.00	$0.00	$0.00	$16,046.00	100.00%
			6002 - Staff Salaries	$74,626.00	$413,775.03	$39,494.30	$35,131.70	88.95%
			6004 - Special Augmentation	$19,200.00	$0.00	$18,900.00	$300.00	1.59%
			6005 - Longevity	$7,514.00	$8,318.48	$322.05	$7,191.95	2,233.18%
			6007 - Payroll Related Costs	$33,264.00	$309,701.42	$13,291.05	$19,972.95	150.27%
			6008 - Other Employee Payments	$12,000.00	$92,211.83	$55,799.64	($43,799.64)	-78.49%
			7010 - Maintenance and Operations	$167,393.00	$92,042.72	$56,464.28	$110,928.72	196.46%

RPT_SPLAN_001 – Salary Planner Totals by Division and Campus

The Salary Planner Totals by Division and Campus report is a report to be used at the division and campus approval levels of the budget prep cycle.

- This report will show FTE and Salary Totals for every Fund in a Division or Campus
- This report should be run using the Organization Tree

Report example:

Salary Planner Totals by Division and Campus

Extract/Scenario - H2011 - H11SAL   ORGN - H - H20 - Finance and Admin

Division	Campus	FUND	FTE	BUDGET_PROPOSED
H20 - Finance and Admin	H201 - Finance and Admin Lbk	101008 - Property Management	2.017	
H20 - Finance and Admin	H201 - Finance and Admin Lbk	101009 - Accounting Srvcs Support	0.797	
H20 - Finance and Admin	H201 - Finance and Admin Lbk	101010 - Accounting Srvcs	6.906	
H20 - Finance and Admin	H201 - Finance and Admin Lbk	101012 - Business Affairs	14.000	
H20 - Finance and Admin	H201 - Finance and Admin Lbk	101014 - Budget Office	7.800	
H20 - Finance and Admin	H201 - Finance and Admin Lbk	101016 - Plant Operations	65.500	
H20 - Finance and Admin	H201 - Finance and Admin Lbk	101017 - Payment Services	9.043	
H20 - Finance and Admin	H201 - Finance and Admin Lbk	101022 - Contracting Office	2.000	
H20 - Finance and Admin	H201 - Finance and Admin Lbk	101035 - EVP Fin/Admin	2.674	
H20 - Finance and Admin	H201 - Finance and Admin Lbk	101049 - Lapsed Salaries	0.000	
H20 - Finance and Admin	H201 - Finance and Admin Lbk	101054 - Payroll HSC	1.000	
H20 - Finance and Admin	H201 - Finance and Admin Lbk	101059 - Mail Srvc Support/Surplus Property	11.237	
H20 - Finance and Admin	H201 - Finance and Admin Lbk	101060 - HUB Operations	1.000	
H20 - Finance and Admin	H201 - Finance and Admin Lbk	101062 - Human Resources	20.859	
H20 - Finance and Admin	H201 - Finance and Admin Lbk	101067 - Physical Plant Office Lbk	8.192	

RPT_SPLAN_002 – Salary Planner Totals by FOAP

The Salary Planner Totals by FOAP report is what you will use to verify the salaries in the Budget Development module with the salary planner totals.

- Run this report when you have completed ALL entry into Salary Planner.
- This report should be run for your entire organization.
- If there is a discrepancy between this report and Budget Development, please contact the Budget Office.

Report example:

Salary Planner Totals by FOAP

Extract/Scenario - H2010 - H10SAL   ORGN - H - H35 - School of Nursing

FUND	ORGN	PROG
101005 - SON Traditional Undergrad Prg	351001 - Trad Undergrad Op Lbk	40 - Academic Support

Budgeted ACCT Code	FTE	BUDGET_PROPOSED
6001 - Faculty Salaries	26.671	$1,937,545
6002 - Staff Salaries	3.250	$93,581

FUND	ORGN	PROG
101006 - SON Nontraditional Undergrad Prg	351241 - Non Trad Undergrad Prgm Lbk	40 - Academic Support

Budgeted ACCT Code	FTE	BUDGET_PROPOSED
6001 - Faculty Salaries	10.550	$837,708

FUND	ORGN	PROG
101013 - SON Leadership Studies	351421 - Leadership Studies Prg Lbk	40 - Academic Support

Budgeted ACCT Code	FTE	BUDGET_PROPOSED
6001 - Faculty Salaries	4.250	$476,615

RPT_SPLAN_003 – Fringe Benefits Estimate

This report is an estimate of fringe benefits by FOP.

- Run this report for an entire organization to see fringes for each FOP in your organization.
- The report looks at the estimated cost for health, social security taxes, retirement, and institutional pools for the new fiscal year.
- The report is based on the percentage an employee works on a FOP.
- The amounts on this report should be entered into Budget Development for that FOP on the 6007 account code. Do NOT budget on E&G funds.

Report Example:

Fringe Benefits Estimate

Extract/Scenario - H2010 - H10SAL

H **FUND** **ORGN** **PROG**

ID	Name	Position	Position Title	Budget Proposed	Pct Proposed	HLTH	LSVP	MEDH	OASI	ORPG	ORP	TRS	WCI	RIP	Total Fringe Benefits
		H95723		42,350	100.00%	$10,112.16	$423.50	$614.08	$2,625.70	$0.00	$0.00	$2,786.63	$254.10	$211.75	$17,027.92
		H94019		32,000	100.00%	$7,153.92	$320.00	$464.00	$1,984.00	$0.00	$0.00	$2,105.60	$192.00	$160.00	$12,379.52
		H99847		4,312.88	100.00%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25.88	$0.00	$25.88
		H97144		131,000	100.00%	$9,046.08	$1,310.00	$1,899.50	$6,621.60	$0.00	$0.00	$8,619.80	$786.00	$655.00	$28,937.98
		H92535		20,800.8	100.00%	$0.00	$208.01	$301.61	$1,289.65	$0.00	$0.00	$1,368.69	$124.80	$104.00	$3,396.76
		H96929		47,150	100.00%	$4,629.36	$471.50	$683.68	$2,923.30	$0.00	$0.00	$3,102.47	$282.90	$235.75	$12,328.96
		H96704		44,820	100.00%	$5,173.20	$448.20	$649.89	$2,778.84	$0.00	$0.00	$2,949.16	$268.92	$224.10	$12,492.31
		H96972		57,800	68.00%	$3,517.78	$578.00	$838.10	$3,583.60	$0.00	$0.00	$3,803.24	$346.80	$289.00	$12,956.52
					Totals by FOP	**$39,632.50**	**$3,759.21**	**$5,450.86**	**$21,806.69**	**$0.00**	**$0.00**	**$24,735.59**	**$2,281.40**	**$1,879.60**	**$99,545.85**

H **FUND** **ORGN** **PROG**

ID	Name	Position	Position Title	Budget Proposed	Pct Proposed	HLTH	LSVP	MEDH	OASI	ORPG	ORP	TRS	WCI	RIP	Total Fringe Benefits
		H97266		22,920	100.00%	$10,112.16	$229.20	$332.34	$1,421.04	$0.00	$0.00	$1,508.14	$137.52	$114.60	$13,855.00
		H97989		35,930	100.00%	$4,629.36	$359.30	$520.99	$2,227.66	$0.00	$0.00	$2,364.19	$215.58	$179.65	$10,496.73
		H96972		27,200	32.00%	$1,655.42	$272.00	$394.40	$1,686.40	$0.00	$0.00	$1,789.76	$163.20	$136.00	$6,097.18
					Totals by FOP	**$16,396.94**	**$860.50**	**$1,247.73**	**$5,335.10**	**$0.00**	**$0.00**	**$5,662.09**	**$516.30**	**$430.25**	**$30,448.91**

RPT_SPLAN_004 – Longevity Estimate

This report is an estimate of longevity by FOP.

- Run this report for an entire organization to see estimated longevity costs for each FOP in your organization.
- The report will calculate actual longevity pay for the new fiscal year – even if the longevity amount changes within the year for an employee.
- The amounts on this report should be entered into Budget Development for that FOP and the 6005 account code.

Report example:

Longevity Estimate

Extract/Scenario - H2010 - H10SAL ORGN - H -

H

ID	Name	Current Long Months	Long Months as of 9/1	Position	Position Title	Budget Proposed	Pct Proposed on FOP	Total Employee Longevity	Longevity on FOP
		46	50	H94836	Director	$48,327.50	74.35%	$480.00	$356.88
		71	75	H95332	Unit Manager	$47,461.00	100.00%	$720.00	$720.00
		69	73	H93806	PC/Netwk Support I	$31,620.00	100.00%	$720.00	$720.00
					Totals by FOP	**$127,408.50**			**$1,796.88**

H

ID	Name	Current Long Months	Long Months as of 9/1	Position	Position Title	Budget Proposed	Pct Proposed on FOP	Total Employee Longevity	Longevity on FOP
		3	7	H98554	Opn Tech-HNET	$23,816.00	100.00%	$0.00	$0.00
		115	119	H94994	Lead Operations Tech	$30,692.00	100.00%	$1,180.00	$1,180.00
		106	110	H98437	Sr Communications Engr	$33,904.00	100.00%	$1,000.00	$1,000.00
		29	33	H96920	Opn Tech-HNET	$23,816.00	100.00%	$240.00	$240.00
					Totals by FOP	**$112,228.00**			**$2,420.00**

RPT_SPLAN_005 – Salary Increase

The Salary Increase report will show all salary increases that have been entered into salary planner for an employee.

- Run this report to see all pay plan adjustments entered for your employees
- Run this report to see the total merits entered for your employees
- Run this report to see any equity adjustments entered for your employees
- This is also a good report to see an employee's current and proposed salary information with every type of increase that has been entered for them in salary planner.

Salary Increase for FY10 by P Class

Extract/Scenario - H2010 - H10SAL   ORGN - H -

ID	Name	FY09 FTE	FY09 Salary	Current FY Increase	Equity	Merit	Play Plan Adj	Total Increase	FY10 FTE	FY10 Salary	Change Pct.
	P Class: S0619 - Coordinator Summary	**1.000**	**$27,540.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**1.000**	**$27,540.00**	**0.00%**

P Class: U3912 - Student Assistant

ID	Name	FY09 FTE	FY09 Salary	Current FY Increase	Equity	Merit	Play Plan Adj	Total Increase	FY10 FTE	FY10 Salary	Change Pct.
		0.015	$204.48	$0.00	$0.00	$0.00	$21.72	$21.72	0.015	$226.08	10.62%
		0.015	$204.36	$0.00	$0.00	$0.00	$21.84	$21.84	0.015	$226.20	10.69%
		0.015	$204.36	$0.00	$0.00	$0.00	$21.84	$21.84	0.015	$226.20	10.69%
		0.015	$204.48	$0.00	$0.00	$0.00	$21.72	$21.72	0.015	$226.08	10.62%
		0.015	$204.36	$0.00	$0.00	$0.00	$21.84	$21.84	0.015	$226.20	10.69%
		0.015	$204.36	$0.00	$0.00	$0.00	$21.84	$21.84	0.015	$226.20	10.69%
		0.015	$204.48	$0.00	$0.00	$0.00	$21.72	$21.72	0.015	$226.07	10.62%
		0.015	$204.36	$0.00	$0.00	$0.00	$21.84	$21.84	0.015	$226.20	10.69%
		0.015	$204.48	$0.00	$0.00	$0.00	$21.72	$21.72	0.015	$226.08	10.62%
		0.015	$204.48	$0.00	$0.00	$0.00	$21.72	$21.72	0.015	$226.08	10.62%
		0.015	$204.48	$0.00	$0.00	$0.00	$21.72	$21.72	0.015	$226.08	10.62%
		0.015	$204.36	$0.00	$0.00	$0.00	$21.84	$21.84	0.015	$226.20	10.69%
		0.100	$1,362.48	$0.00	$0.00	$0.00	$145.46	$145.46	0.100	$1,508.44	10.68%
		0.490	$6,676.28	$0.00	$0.00	$0.00	$712.86	$712.86	0.490	$7,389.20	10.68%

RPT_SPLAN_010 – Salary Increase by FOAP

The Salary Increase by FOAP report will show all salary increases that have been entered into salary planner for a chosen FOAP.

- Run this report to see the cost of pay plan adjustments by FOAP.
- Run this report to see the total cost of merits entered for a FOAP.
- Run this report to see the total cost of equity adjustments for a FOAP.
- This is also a good report to see an employee’s current and proposed salary information with every type of increase that has been entered for them in salary planner by FOAP.

Report example:

Salary Increase by FOAP for FY11

Extract/Scenario - H2011 - H11SAL Separate by P Class ORGN - H -

FUND ORGN PROG 10

Faculty

F5206 - Assistant Professor

ID	Name	Position	Suffix	Percent	FY10 Salary	Current FY Increase	Equity	Merit	Pay Plan Adj	Total Increase	FY11 Salary
		H98577	00	100%	$94,072.76	$0.00	$0.00	$0.00	$0.00	$0.00	$94,072.76
		H92041	00	100%	$90,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$90,000.00
		H99647	00	100%	$92,680.43	$0.00	$0.00	$0.00	$0.00	$0.00	$92,680.43
		H94993	00	100%	$92,455.48	$0.00	$0.00	$0.00	$0.00	$0.00	$92,455.48
		H98267	00	100%	$92,455.48	$0.00	$0.00	$0.00	$0.00	$0.00	$92,455.48
		H92044	00	100%	$90,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$90,000.00
		H98194	00	100%	$92,455.48	$0.00	$0.00	$0.00	$0.00	$0.00	$92,455.48
		H96367	00	100%	$92,455.48	$0.00	$0.00	$0.00	$0.00	$0.00	$92,455.48
		H92043	00	100%	$90,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$90,000.00
		H95679	00	100%	$92,455.48	$0.00	$0.00	$0.00	$0.00	$0.00	$92,455.48
F5206 - Assistant Professor					$919,030.59	$0.00	$0.00	$0.00	$0.00	$0.00	$919,030.59

RPT_SPLAN_020 – Position List by ORGN

The Position List by ORGN report is a list of all positions in a given department. No funding is displayed on this report.

- Run this report to see an overview of all departmental positions and the incumbent in that position.

Report example:

Position List by Orgn

Extract/Scenario - H2011 - H11SAL   ORGN - H - H13 - Rural and Comm Health

This is a quick list of all positions in a given department. No funding is displayed on this report.

Orgn	Orgn Title	POSN	Posn Title	Posn Class	Pooled/Single	TechID	Last Name	First Name
131001	Rural and Comm Health Lbk	H91415	Specialist IV	S1711	S			
131001	Rural and Comm Health Lbk	H91464	Associate Director	S0615	S			
131001	Rural and Comm Health Lbk	H91465	Associate Director	S0615	S			
131001	Rural and Comm Health Lbk	H91466	Sr Writer	S1707	S			
131001	Rural and Comm Health Lbk	H91473	Specialist IV	P1711	S			
131001	Rural and Comm Health Lbk	H91506	Programmer/Analyst I	S1405	S			
131001	Rural and Comm Health Lbk	H91528	Recurrent Faculty Member	P5251	P			
131001	Rural and Comm Health Lbk	H91532	Sr Director	S0608	S			
131001	Rural and Comm Health Lbk	H91628	Senior Technician	S2402	S			
131001	Rural and Comm Health Lbk	H91897	Temporary Worker	S3917	P			
131001	Rural and Comm Health Lbk	H92016	Specialist IV	S1711	S			
131001	Rural and Comm Health Lbk	H92037	Recruiter	P2513	S			
131001	Rural and Comm Health Lbk	H92054	Evaluator	P2513	S			
131001	Rural and Comm Health Lbk	H92457	Administrator	S0633	S			

RPT_SPLAN_021 – Search by Position Number

The Search by Position Number report allows you to search for a particular position number.

- Use this report to look for a position number that you are unable to locate in Salary Planner or in the Position Listing report

- The inability to see a particular position number could be because the position belongs to another organization.

- This report will show what organization code the position belongs to.

Report example:

Search by Position Number

Extract/Scenario - H2011 - H11SAL

Use this report to input a position and find out which organization code it belongs to.

Orgn Code	Orgn Title	POSN	Posn Title	Posn Class	Single/Pooled	TECHID	Last Name	First Name
522501	Clements Unit Genl	H98377	Correctional Business Asst	S4106	S	R00522997	Mathis	Jerry

RPT_SPLAN_022 – Position Roster by FOAP (w/Pooled Job Details)

This report will show you a position roster of who is paid on a particular FOAP. It is different from the RPT_SPLAN_023 – Position Roster by FOAP in that it will show employee detail on pooled positions.

- Run this report to see who makes up the salary totals printed in the Salary Planner Totals by FOAP report.
- This report is slow to run and should be used only if you need to see detailed information about employees funded from pooled positions.
- If you do not have any pooled positions please run the RPT_SPLAN_023 – Position Roster by FOAP report.
- If you choose to run this report, the Budget Office suggests that you select to have it emailed to you upon completion. Please contact the Budget Office if you have questions about the email option in Cognos.

Report example:

Position Roster by FOAP (w/Pooled Job Details)

Extract/Scenario - H2011 - H11SAL ORGN - H -

FUND 181015 - **ORGN** 251001 - **PROG** 60 - Institutional Support

6002 - Staff Salaries **0.134** **$4,324.63**

P3917 - Temporary Worker *0.100* *$2,496.96*

POSN	Position Type	ID	Name	Job FTE	Job Salary	PCT on FOAP	♦ FTE on FOP	♦ Proposed on FOP
H92674 - Temporary Worker	POOL			0.100	$2,496.96	100.00%	0.100	$2,496.96
								$2,496.96

Remaining Position Budget $0.00

S1118 - Executive Admin Assoc *0.034* *$1,827.67*

Budgeted ACCT Code	PCLS_CODE	POSN	Position Type	ID	Name	Position FTE	Position Salary	PCT on FOAP	♦ FTE on FOP	♥ Proposed on FOP
6002	S1118	H97359 - Executive Admin Assoc	SINGLE			1.000	$53,130.00	3.44%	0.034	$1,827.67

RPT_SPLAN_023 – Position Roster by FOAP

This report will show you a position roster of who is paid on a particular FOAP.

- Run this report to see who makes up the salary totals printed in the Salary Planner Totals by FOAP report.
- This will be the only place where you can see employee information in FOAP order.
- This report will replace the Salary Roster data that could be found in the Budget Book.

Report Example:

Position Roster by FOAP

Extract/Scenario - H2010 - H10SAL ORGN - 511101

FUND 101082 - **ORGN** 511101 - **PROG** 40 - Academic Support

6002 - Staff Salaries **2.129 $101,184.33**

E0205 - Assoc Academic Dean ***0.330 $22,689.80***

POSN	Position Type	ID	Name	Position FTE	Position Salary	PCT on FOAP	♠ FTE on FOP	♥ Proposed on FOP
H94393 - Assoc Academic Dean	SINGLE			1	68,652.96	33.05%	0.330	$22,689.80

S0614 - Director ***0.798 $49,997.53***

POSN	Position Type	ID	Name	Position FTE	Position Salary	PCT on FOAP	♠ FTE on FOP	♥ Proposed on FOP
H97972 - Director	SINGLE			1	62,630	79.83%	0.798	$49,997.53

S1122 - Sr Admin Assistant ***1.000 $28,497.00***

POSN	Position Type	ID	Name	Position FTE	Position Salary	PCT on FOAP	♠ FTE on FOP	♥ Proposed on FOP
H94472 - Sr Admin Assistant	SINGLE			1	28,497	100.00%	1.000	$28,497.00

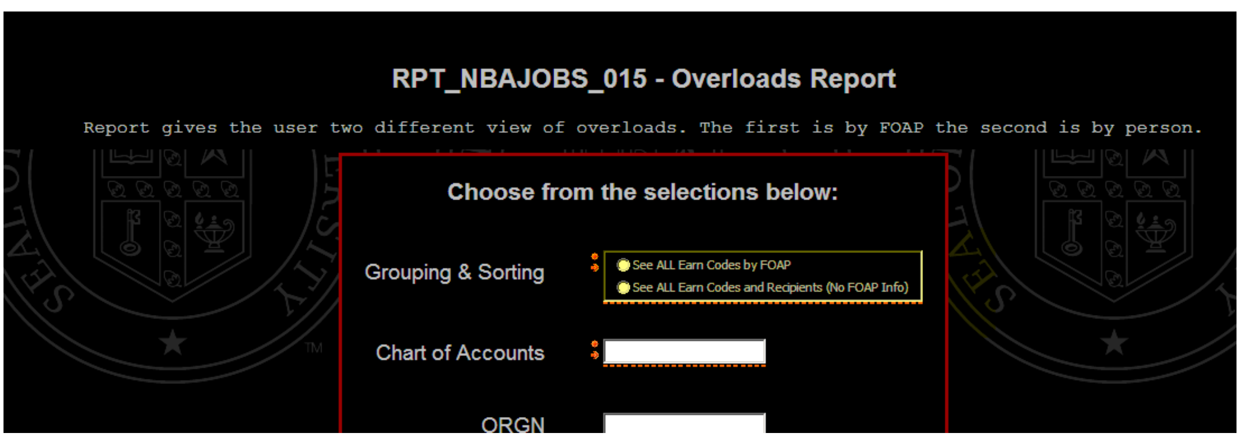
OVERLOAD REPORT:

Overload jobs are NOT part of salary planner. They should be taken into consideration when budgeting in the salary Budget Account Codes in Budget Development. It is *imperative* that departments appropriately budget for all overload jobs.

Please run the report RPT_NBAJOBS_015 – Overloads Report from the Budget >Budget Human Resources Report folder for a listing of overload jobs in your department.

Report Parameters:
You have the choice to run this report 2 ways:

- See all Earn Codes by FOAP – this selection will show all overloads being paid on a particular FOAP with the total for by FOAP.
- See all Earn Codes and Recipients (No FOAP info) – this selection will display overloads by employee. You can see the overload totals by employee on this report.



Report example See all Earn Codes by FOAP:

Report example:

Overloads Report

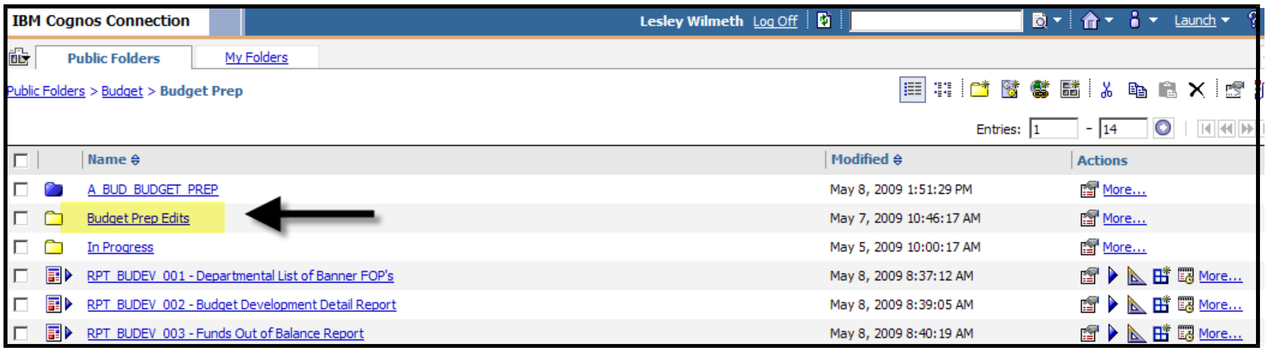
H - ORGN Hierarchy: - Grouping & Sorting: See ALL Earn Codes by FOAP

Report gives the user two different view of overloads. The first is by FOAP the second is by person.

FUND	ORGN	Budget ACCT Code	PROG	ACCT	Earn Code	Tech ID	Name	P Class	Position	Position Title	Suffix	Pay Code	Special Rate	Annual Salary
151003	351701	6008	40	6L9014	CPA			F5208	H98969	Professor	P6	MN	$75.00	$900.00
										151003 - 351701 - 6008 - 40 Summary			**$75.00**	**$900.00**
	351702	6008	40	6L9014	CPA			F5204	H99263	Professor	P6	MN	$75.00	$900.00
										151003 - 351702 - 6008 - 40 Summary			**$75.00**	**$900.00**
151007	351845	6008	35	6L9014	CPA			F5206	H95817	Assistant Professor	P6	MN	$130.00	$1,560.00
										151007 - 351845 - 6008 - 35 Summary			**$130.00**	**$1,560.00**
151008	351846	6008	30	6L9014	CPA			F5207	H97171	Instructor	P6	MN	$130.00	$1,560.00
				6L9014	CPA			F5207	H98876	Instructor	P6	MN	$35.00	$420.00
										151008 - 351846 - 6008 - 30 Summary			**$165.00**	**$1,980.00**
151011	351842	6008	40	6L9014	CPA			S0613	H96819	Unit Coordinator	P6	MN	$35.00	$420.00
				6L9014	CPA			S0608	H96417	Sr Director	P6	MN	$75.00	$900.00
				6L9014	CPA			E0201	H91538	Academic Dean	P6	MN	$130.00	$1,560.00
				6L9014	CPA			P0611	H97659	Unit Manager	P6	MN	$35.00	$420.00
				6L9014	CPA			S0602	H98656	Managing Director	P6	MN	$75.00	$900.00
				6L9014	CPA			S0614	H97750	Director	P6	MN	$75.00	$900.00
				6L9014	CPA			F5204	H91616	Professor	P6	MN	$130.00	$1,560.00
										151011 - 351842 - 6008 - 40 Summary			**$555.00**	**$6,660.00**

EDITS

Edits are available to help you identify potential problems in your Budget Prep data. Click on the Budget Prep edits link to see available edits.



EDIT LISTING AND BRIEF DESCRIPTION

- EDT_BUDEV_001 – Budget Not in Whole Dollars:
  - This edit will print budgets entered into Budget Development that are not in whole dollars. The Operating Budget must be in whole dollars.
  - Run this edit for all organization codes by clicking on the top level of the orgn hierarchy tree.
  - Go to Budget Development and round any FOAP not in whole dollars to the nearest whole dollar. Be sure and re-balance your budget if necessary.
- EDT_BUDEV_002 –Invalid Fund Program Combination
  - This edit will you let you know if you have entered a budget with a program code that is something other than the default.
  - Each fund should use only one program code.
    - An exception is program codes 10, 35, and 40 – these can be used on one fund.
  - If you have questions about the default program code or items on this report, please contact the Budget Office.
- EDT_BUDEV_003 – Invalid Fund Orgn Combo
  - This edit will display a Fund and Orgn combo that should not be used together.
  - This edit will help catch any data entry errors when inputting a new Fund/Orgn combination.
- EDT_BUDEV_004 – Budgets on non-budget book Funds
  - This edit will display budgets that have been input on funds that are not budgeted as part of the annual budget process.
  - MY funds will show up on this report
  - Currently Salary Planner items will automatically load salary budgets on MY funds. Please disregard these items on the report.
- EDT_BUDEV_005 – Budget Duration not P
  - Budget Development contains a budget duration code. P – means permanent budget, and T is a temporary budget.

  - All budgets input during the prep cycle should be permanent.
  - If you have an item show up on this report, please contact the Budget Office for corrections to be made.
- EDT_BUDEV_006 – Budgets with Negative Account Codes
  - Budgets must be entered with positive balance. The exception to this is the Transfer In account code.
  - If you have items show up on this report, please go into Budget Development and make corrections to remove the negative budget.
- EDT_BUDEV_007 – Not a Budget Account Code
  - Budgets should be entered using the 4 digit Budget Account Code.
  - Corrections should be made in Budget Development for items showing up on this report.
  - Determine what the appropriate Budget Account Code should be and add a new budget for this code.
  - Zero out any budgets on non-budget account codes.
- EDT_BUDEV_008 – Salary Budget no Longevity Budget
  - Longevity should be budgeted for all full-time staff employees
  - If a FOP shows on this report, please run the report RPT_SPLAN_004 – Longevity Estimate. If there is output from the Longevity Estimate report, please budget this amount in Budget Development.
- EDT_BUDEV_009 – Salary Budget no Fringe Budget
  - Fringes will need to be budgeted on all funds paying salaries and/or other employee payments (i.e. CPA, SPA, FOC, etc...) with the exception of E&G funds.
  - If a FOP shows up on this report, please run the RPT_SPLAN_003 – Fringe Benefit Estimate report. If there is output from the Fringe Estimate report, please budget this amount in Budget Development be sure to budget some fringe budget for other employee payments (i.e. CPA, SPA, FOC, etc...).
- EDT_BUDDEV_010 – Acct 6006 on Orgn other than Correctional
  - Budget Office Use Only
- EDT_BUDEV_011 – Program 35 Used on State Fund (HSC only)
  - Program code 35 is no longer allowable on E&G funds
  - Budgets displaying on this report should be moved to a different program code, or onto local funds.
- EDT_BUDEV_012 – Acct 7035 on E&G funds (HSC only)
  - Account code 7035 (Food and Entertainment) is not allowed on E&G (state) funds.
  - Budgets displayed on this report will need to be removed.
- EDT_BUDEV_014 – Budget Phase Comparison by FOP
  - Not used at TTUHSC
- EDT_BUDEV_015 – Budget Phase Comparison by FUND
  - Not used at TTUHSC
- EDT_SPLAN_001 – Job Labor = Zero
  - The Labor Distribution for an employee must equal 100%.
  - Please make corrections in Salary Planner to the employee labor for items on this report.
- EDT_SPLAN_002 – Posn Budg > 0.00 and Proposed = 0.00
  - Items displayed on this report, may be positions that have been zeroed out.

- If a position should not be budgeted it should be closed. Please email the Budget Office at BudgetElp@ttuhsc.edu to close a position.

- EDT_SPLAN_003 – Job Base Budget = 0.00 and Proposed > 0.00
  - Budget Office Use Only
- EDT_SPLAN_004 – Proposed Position Salary is Negative
  - Position Salaries must be positive amounts
  - Please make corrections in Salary Planner for items on this report
- EDT_SPLAN_005 – Proposed Job Salary is Negative
  - Employee Salaries must be positive amounts
  - Please make corrections in Salary Planner for items on this report
- EDT_SPLAN_006 – Position Labor = Zero
  - The Labor Distribution for all positions must equal 100%
  - Please make corrections to the Position Labor in Salary Planner for items on this report.
- EDT_SPLAN_007 – Hours per pay calculation vs hrs per pay proposed
  - Budget Office Use Only
- EDT_SPLAN_008 – Position Budget <> Employee Salary Single Posn
  - The employee salary and the position budget must equal for positions that are not pooled.
  - Please correct either the employee salary or the position budget amount in Salary Planner for items on this report.
- EDT_SPLAN_022 – PLBD<>100%
  - This edit will display any position labor distribution in salary planner that does not equal 100%
  - All position funding must equal 100%
  - Please go into Salary Planner to the position distribution screen for any position on this report and correct the funding.
- EDT_SPLAN_023 – JLBD <> 100%
  - This edit will display any employee labor distribution that does not equal 100%.
  - All employee funding must equal 100%.
  - Make corrections to the employee labor distribution screen in Salary Planner.
- EDT_SPLAN_024 – Terminated Fund/Orgn Report
  - This report can be on either the position or employee labor to determine if the labor is funded from a Fund or Organization code that has been terminated.
  - Please correct the fund or orgn for any position distribution or employee distribution showing up on this report.
- EDT_SPLAN_025 – Encumbrance Override End Date on JLBD
  - Budget Office Use Only
- Prep Report of Faculty for Faculty Development
  - Budget Office Use Only
- RPT_SPLAN_012 – Budget Development vs Salary Planner
  - This report will sum up the Salary Planner position budgets by FOAP and compare it to Budget Development.
  - This report should not have any output due to the new enhancement which automatically updates Budget Development anytime Salary Planner changes.
  - Use this report as a double check that all salary totals in Salary Planner are reflected correctly in Budget Development.
- RPT_SPLAN_013 – Budget Development vs Salary Planner FOAP comparison

    - This report will reflect budgets in salaried account code in Budget Development for which there are no salaries budgeted in salary planner.
- RPT_SPLAN_014 – Position Labor VS PClass Crosswalk
    - Budget Office Use Only
- RPT_SPLAN_015 – Job Labor VS PClass Crosswalk
    - Budget Office Use Only
- RPT_SPLAN_016 – Jobs Salary Less than Minimum of Class
    - Budget Office Use Only
- RPT_SPLAN_017 – Pay Grade Listing
    - This report will display all Salary Tables and Pay Grade along with the minimum, midpoint, and maximum for each pay grade.
- RPT_SPLAN_018 – Budget Development VS Salary Planner (does not include HSC-6003, TTU/S-6A4)
    - Budget Office Use Only
- RPT_SPLAN_019 – Position Salary less than Minimum of Class
    - This report will show any position that has a budget under the minimum of the paygrade. Positions need to be budgeted at the minimum of the paygrade or higher.
    - Exceptions are positions that may be hired in at a trainee status. These must be approved by Human Resources.
    - Please verify the budget on the position and adjust to the minimum of the class.
- RPT_SPLAN_024 – Position VS Jobs Comparison by FOAP
    - Budget Office Use Only
- RPT_SPLAN_033 – Fringe Estimate VS Budget Development
    - This report will display fringe estimates that do not match what has been entered into Budget Development.
    - The report should be reviewed to ensure that appropriate changes to fringe benefits have been made for the new fiscal year.
- RPT_SPLAN_044 – Longevity Estimate VS Budget Development
    - This report will display longevity estimates that do not match what has been entered into Budget Development.
    - The report should be reviewed to ensure that appropriate changes to longevity have been made for the new fiscal year.

MERIT REPORTS

In the event a merit policy is approved by the Administration, the following merit reports can be used to help you determine the merit eligible employees and the merit pool amount available.

- RPT_SPLAN_006 – Merit Eligible Report
  - This report will display employees who are merit eligible based on the merit criteria by FOP.

Report example:

Merit Eligible Report

Extract/Scenario - H2010 - H10SAL   ORGN - 533801

Faculty

COAS - H   **FUND - 133012**   **ORGN - 533801**   **PROG - 40**

ID	Name	Position	Suffix	Salary Proposed	FTE Proposed
R0091		H94505	00	$38,187.00	1.000
R0054		H94238	00	$81,135.00	1.000
R1028		H94720	00	$73,544.00	1.000
R0054		H94098	00	$77,055.00	1.000
R0053		H93173	00	$142,500.00	0.495
R0051		H99486	00	$221,340.00	1.000
R0091		H93680	00	$133,926.50	1.000
R0089		H99342	00	$189,000.00	1.000
R0053		H94434	00	$115,000.00	1.000
R1028		H94964	00	$189,000.00	1.000
R1019		H93874	00	$75,544.00	1.000
R0050		H99098	00	$258,060.00	1.000
R0052		H97517	00	$165,998.70	1.000
R0053		H94432	00	$81,406.00	1.000
R0089		H98517	00	$212,000.00	1.000
R0052		H98574	00	$212,000.00	1.000
R0089		H99437	00	$103,905.00	0.600
R0091		H93690	00	$189,000.00	1.000
R0053		H94623	00	$151,776.00	0.800
R0052		H97187	00	$219,000.00	1.000
	FUND - 133012 ORGN - 533801 PROG - 40 Totals			**$2,929,377.20**	**18.895**
Faculty Totals				**$2,929,377.20**	**18.895**

- RPT_SPLAN_007 – Merit Ineligible Report
  - This report will display all employees who are ineligible for the merit.
  - The ineligibility reason will help identify why the employee is not merit eligible.
  - Here is a list of the common reasons for ineligibility:
    - BENCAT – employee is not benefits eligible
    - FTE – position is associated with a supplement
    - HIREDATE – employee was hired after March 1st

- JOB CHNG – employee had a reclassification, promotion or salary increase) after March 1st.

Report example:

Merit Ineligible Report

Extract/Scenario - H2010 - H10SAL ORGN - 533801

Faculty

COAS - H FUND - 133012 ORGN - 533801 PROG - 40

ID	Name	Position	Suffix	Salary Proposed	FTE Proposed	Eligibility Indicator	Ineligibility Reason
		H99097	00	$124,500.00	0.000	N	FTE
FUND - 133012 ORGN - 533801 PROG - 40 Totals				$124,500.00	0.000		
Faculty Totals				$124,500.00	0.000		

Staff

COAS - H FUND - 103018 ORGN - 533801 PROG - 10

ID	Name	Position	Suffix	Salary Proposed	FTE Proposed	Eligibility Indicator	Ineligibility Reason
I		H94988	00	$22,153.36	0.913	N	HIREDATE
FUND - 103018 ORGN - 533801 PROG - 10 Totals				$22,153.36	0.913		

COAS - H FUND - 103019 ORGN - 533801 PROG - 40

ID	Name	Position	Suffix	Salary Proposed	FTE Proposed	Eligibility Indicator	Ineligibility Reason
		H96078	00	$20,158.65	0.970	N	HIREDATE
FUND - 103019 ORGN - 533801 PROG - 40 Totals				$20,158.65	0.970		

- RPT_SPLAN_008 – Merit Pools
  - This report will display the faculty and staff merit pools
  - Departments may not award more than the pool amount for faculty or staff.

Report example:

Merit Pools

Extract/Scenario - H2010 - H10SAL ORGN -

Faculty

FUND	ORGN	PROG	Merit Pool	Salary Proposed	FTE Proposed
		40	$87,881.32	$2,929,377.20	18.895
Faculty Totals			**$87,881.32**	**$2,929,377.20**	**18.895**

Staff

FUND	ORGN	PROG	Merit Pool	Salary Proposed	FTE Proposed
		10	$15,896.22	$529,873.48	22.000
		40	$6,519.39	$217,312.05	10.000
		40	$31,391.75	$1,046,390.47	41.550
		30	$675.00	$22,500.00	1.000
		30	$1,244.03	$41,467.52	1.600
		30	$486.72	$16,224.00	0.600
Staff Totals			**$56,213.11**	**$1,873,767.52**	**76.750**
Report Summary			**$144,094.43**	**$4,803,144.72**	**95.645**

- RPT_SPLAN_009 – Ineligible Merit Recipient
    - This report lists merits awarded to employees (or supplement positions) that are ineligible for the merit.
    - Employees on this report need to be reviewed and the merit removed from salary planner.

Report example:

Ineligible Merit Recipient

Extract/Scenario - H2010 - H10SAL

Position ORGN: 401001 - SOP Admin Lbk

Faculty

ID	Name	Position	Title	Suffix	Merit	Reason
		H94698	Professor	00	$3,563.93	FTE
					$3,563.93	
		Faculty Totals			**$3,563.93**	
			ORGN - 401001 Totals		**$3,563.93**	

Position ORGN: 401801 - Pharmacy Practice Lbk

Faculty

ID	Name	Position	Title	Suffix	Merit	Reason
		H94373	Associate Professor	00	$3,904.00	FTE
		H98979	Associate Professor	00	$3,711.02	
		H99694	Associate Professor	00	$3,347.00	HIREDATE
					$10,962.02	
		Faculty Totals			**$10,962.02**	
			ORGN - 401801 Totals		**$10,962.02**	

- RPT_SPLAN_011 – Merit Awarded by Pool
    - This report compares the total merits awarded to the merit pool for faculty and staff.

    - Merits awarded cannot exceed the pool amounts.

Report example:

Merit Awarded by Pool

Extract/Scenario - H2010 - H10SAL   ORGN - 533801

E Class Type	COAS	FUND	ORGN	PROG	Merit Pool	Awarded	Pool Balance
Faculty	H	133012	533801	10	$87,881.32	$764.00	$87,117.32
				ORGN 533801 Totals	**$87,881.32**	**$764.00**	**$87,117.32**
Faculty Totals					**$87,881.32**	**$764.00**	**$87,117.32**
Staff	H	103018	533801	35	$15,896.22	$3,106.38	$12,789.84
	H	103018		40	$15,896.22	$1,449.78	$14,446.44
	H	103019		35	$6,519.39	$1,351.97	$5,167.42
	H	103019		40	$6,519.39	$202.86	$6,316.53
	H	133012		10	$31,391.75	$0.00	$31,391.75
	H	133012		35	$31,391.75	$6,600.00	$24,791.75
	H	133012		40	$31,391.75	$6,416.58	$24,975.18
	H	243110		30	$675.00	$0.00	$675.00
	H	243111		30	$1,244.03	$0.00	$1,244.03
	H	243123		30	$486.72	$0.00	$486.72
				ORGN 533801 Totals	**$141,412.22**	**$19,127.57**	**$122,284.65**
Staff Totals					**$141,412.22**	**$19,127.57**	**$122,284.65**
		Summary for ORGN - 533801			**$229,293.54**	**$19,891.57**	**$209,401.97**

See the Appendix for General Cognos Tips and Tricks to make using Cognos easier.

SALARY PLANNER

SALARY PLANNER

HOW DO I SEE DETAILED SALARY BUDGET INFORMATION?

The Salary Planner module is used to view and update employee data. The salary planner module contains two kinds of data: Position Data and Employee Data. Salary Planner makes a distinction between the position and the employee for budget purposes.

Position Data – This is data at the position level. It contains the position class title and code, the fte and salary for a position and position labor distribution.

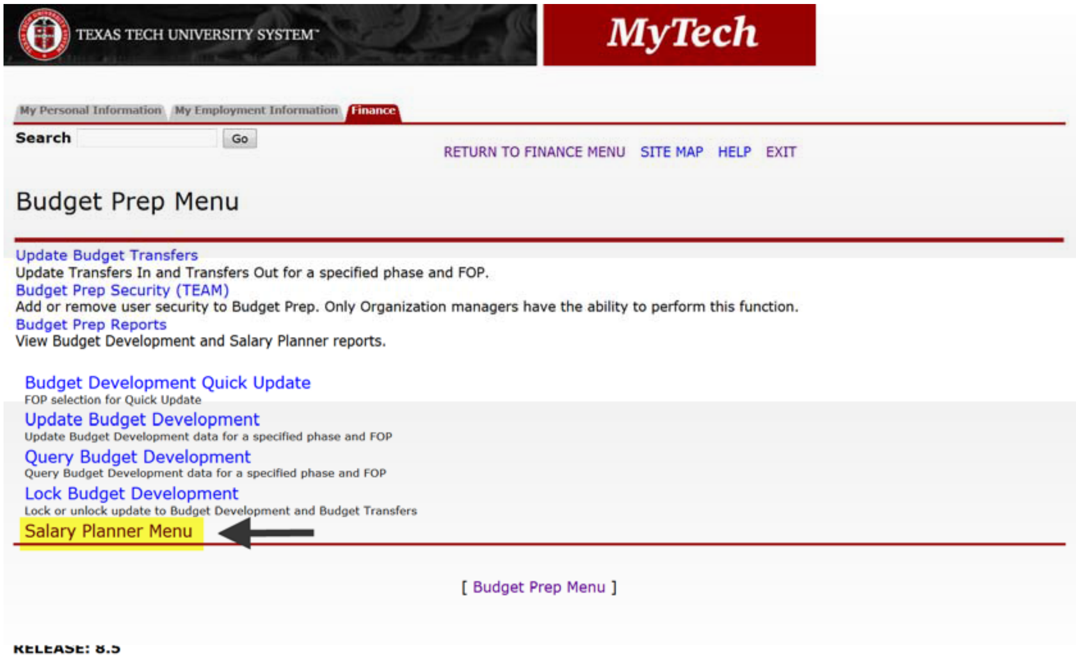
Employee Data – This is data at the employee level. It contains the employee name and techid, positions the employee are appointed into, salary and fte information, and employee labor distribution.

The position data is the driving force for the budgeting process. The position budget data is what the system uses to automatically update the salary codes in Budget Development.

WHERE IS SALARY PLANNER?

Go to the F&A work tools tab on your webraider portal. Under the Budget section click on the link titled "Budget Prep System". This link will take you to the Budget Prep Menu.

From the Budget Prep Menu choose the Salary Planner Menu link to access the Salary Planner module.



SALARY PLANNER MENU

Once you are on the salary planner menu page, select the Edit Scenario link.

EDIT SCENARIO

Next you will need to choose which salary planner extract and scenario you would like to update.

- Extract ID - "HSC FY xxxx Extract", with xxxx representing the fiscal year. The FY14 extract is titled "HSC FY 2014 Extract".

- Scenario - "HxxSAL", with xx being the last 2 digits of the fiscal year. The FY14 scenario is "H14SAL".

The system will default to filter the data by position attributes. Keep this default and click on the Select button to continue.

UPDATING SALARY PLANNER

It is important that you follow the steps outlined below when updating salary planner. This will ensure that you have accurate data and that both employee and position data have been updated correctly.

STEP 1 – SELECT THE ORGANIZATION CODE

STEP 2 – UPDATE EMPLOYEE RECORDS
- Step 2.a – Update an employee's job labor distribution
- Step 2.b – Update an employee's position labor distribution

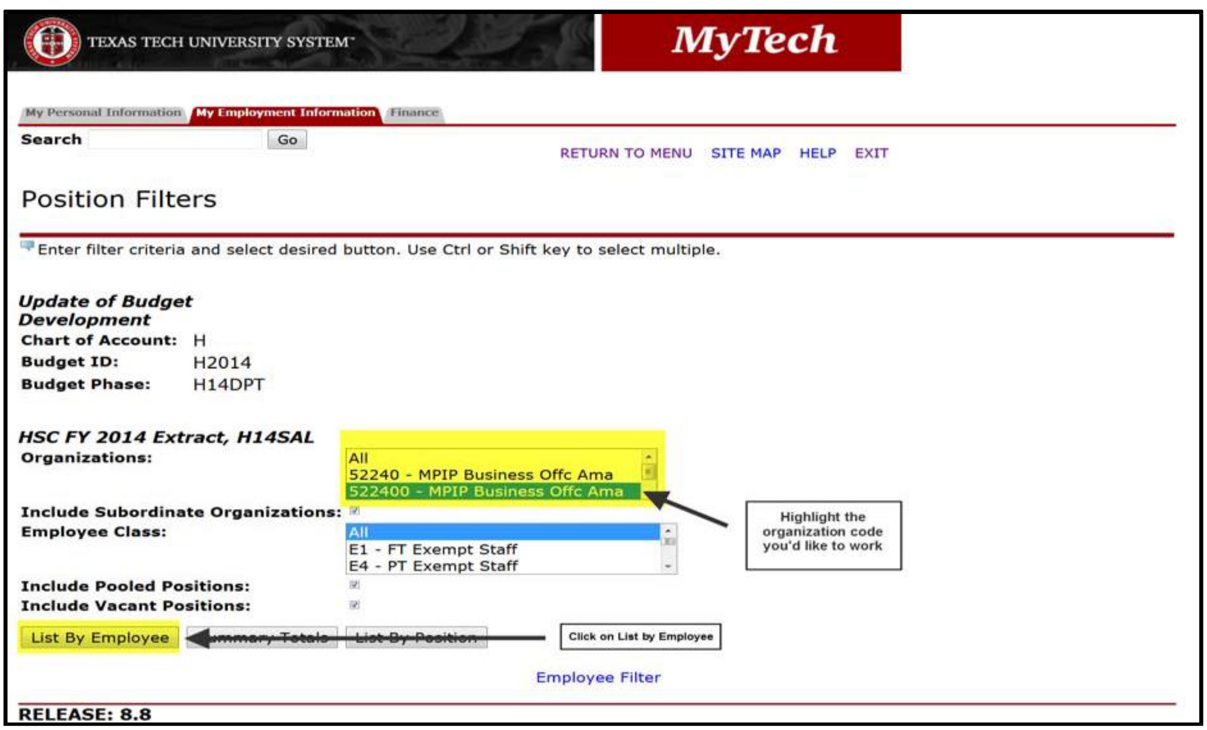
STEP 3 – UPDATE POSITION RECORDS
- Step 3.a – Update salaries for vacant positions
- Step 3.b – Update labor distribution for vacant positions
- Step 3.c – Update pooled positions

STEP 1: SELECT THE ORGANIZATION CODE

Position Filter Screen

From this next screen you will select the organization code to update. This is the only thing you will need to select from this screen. All other items are defaulted for you. To see everyone in your department choose the level 5 organization code. This will be the 5 digit organization code.

When you have selected your organization code click on the List by Employee button.



STEP 2: UPDATE EMPLOYEE RECORDS

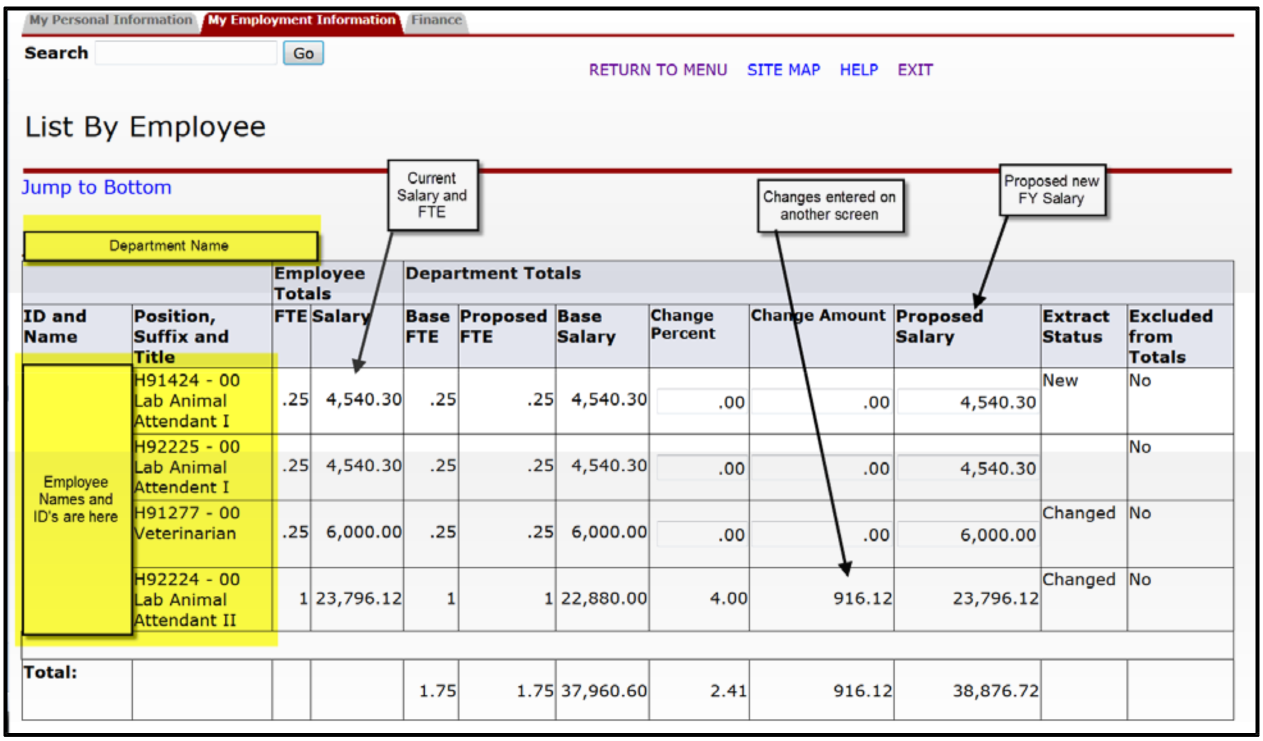
Since Salary Planner has both the employee and position records. The employee record should be updated first.

LIST BY EMPLOYEE

The List by Employee screen is a list of all employees who are appointed to positions in the organization chosen. It is a quick way to see all the employees in your department and their current and proposed salary. ***Do NOT update any salary data on this screen.***

From this screen you can click on any employee name to drill down to detailed information about that employee.

List By Employee

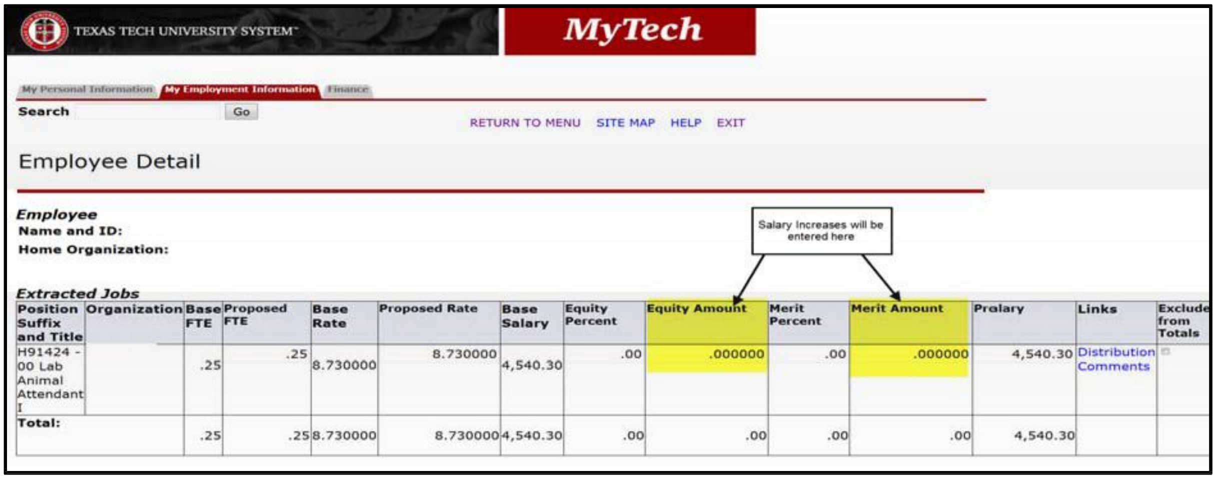


		Employee Totals		Department Totals							
ID and Name	**Position, Suffix and Title**	**FTE**	**Salary**	**Base FTE**	**Proposed FTE**	**Base Salary**	**Change Percent**	**Change Amount**	**Proposed Salary**	**Extract Status**	**Excluded from Totals**
	H91424 - 00 Lab Animal Attendant I	.25	4,540.30	.25	.25	4,540.30	.00	.00	4,540.30	New	No
	H92225 - 00 Lab Animal Attendent I	.25	4,540.30	.25	.25	4,540.30	.00	.00	4,540.30		No
	H91277 - 00 Veterinarian	.25	6,000.00	.25	.25	6,000.00	.00	.00	6,000.00	Changed	No
	H92224 - 00 Lab Animal Attendant II	1	23,796.12	1	1	22,880.00	4.00	916.12	23,796.12	Changed	No
Total:				1.75	1.75	37,960.60	2.41	916.12	38,876.72		

EMPLOYEE DETAIL

The Employee Detail screen is where you will enter changes on the employee. You will also see more detailed information about an employee. You will see 2 types of salary increases in salary planner.

- **Merit** – Can only be used if a salary increase policy has been approved by the administration.
- **Equity** –Equity related increases will be entered here. A salary increase request form must also be submitted to Human Resources.

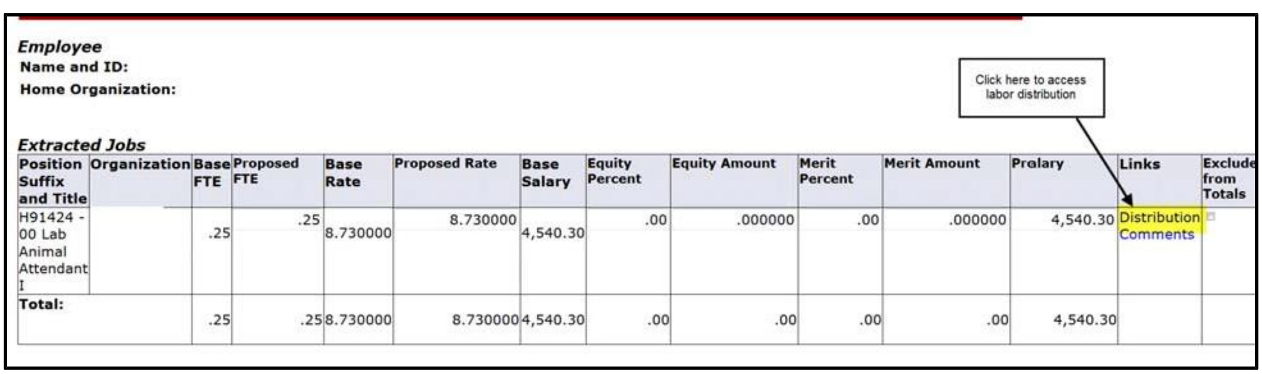


Position Suffix and Title	Organization	Base FTE	Proposed FTE	Base Rate	Proposed Rate	Base Salary	Equity Percent	Equity Amount	Merit Percent	Merit Amount	Pralary	Links	Exclude from Totals
H91424 - 00 Lab Animal Attendant I		.25	.25	8.730000	8.730000	4,540.30	.00	.000000	.00	.000000	4,540.30	Distribution Comments	
Total:		.25	.25	8.730000	8.730000	4,540.30	.00	.00	.00	.00	4,540.30		

Reclassifications, and new positions to be processed during the budget prep cycle must be requested through Human Resources by the Human Resources deadline. Please see Budget Prep Guidelines for this budget year for more information.

Step 2.a: UPDATE EMPLOYEE'S JOB LABOR DISTRIBUTION
Job Labor Distribution

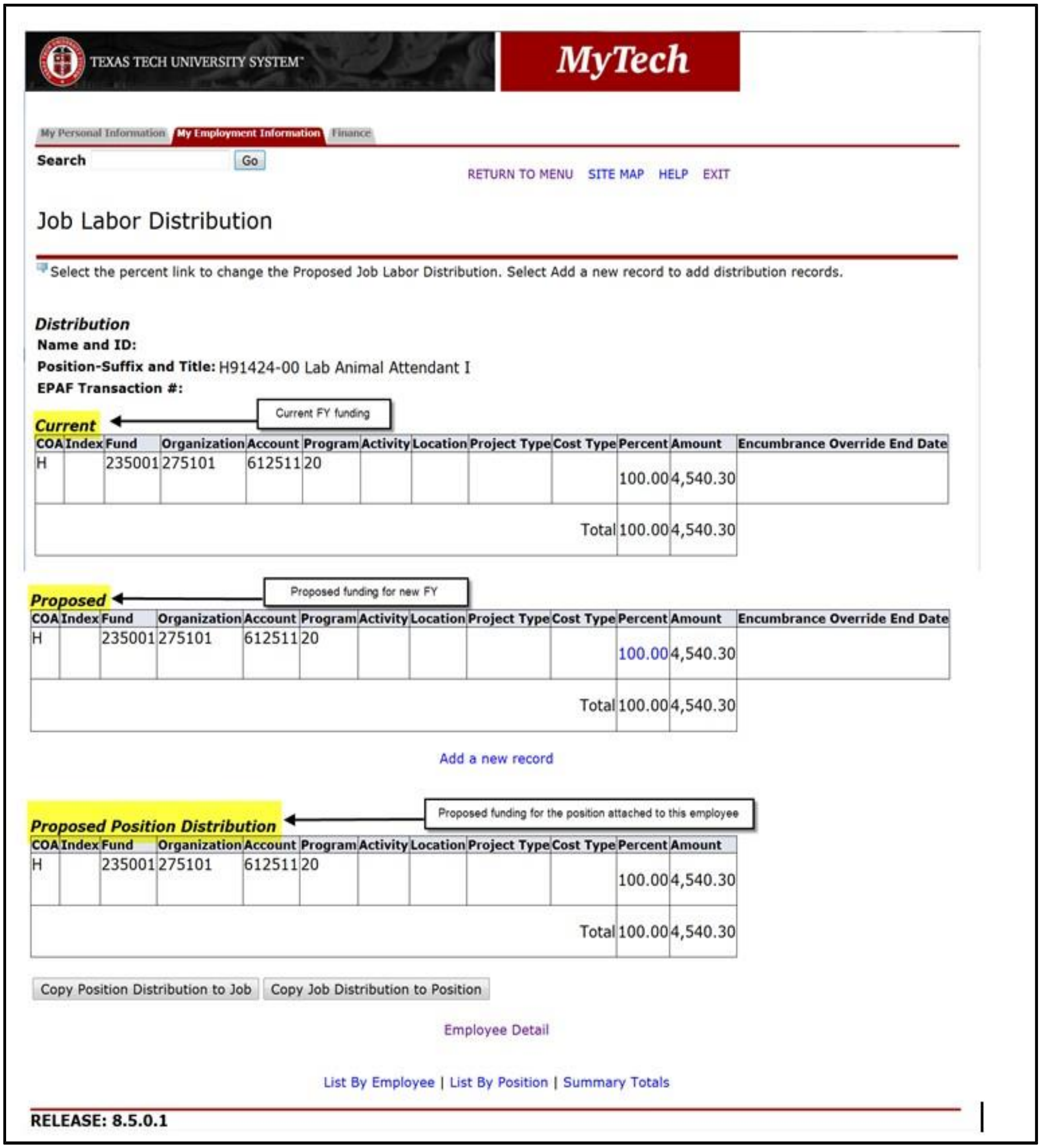
After you have updated the salary information for an employee, click on the Distribution link in the Links section of the line.



Position Suffix and Title	Organization	Base FTE	Proposed FTE	Base Rate	Proposed Rate	Base Salary	Equity Percent	Equity Amount	Merit Percent	Merit Amount	Pralary	Links	Exclude from Totals
H91424 - 00 Lab Animal Attendant I		.25	.25	8.730000	8.730000	4,540.30	.00	.000000	.00	.000000	4,540.30	Distribution Comments	
Total:		.25	.25	8.730000	8.730000	4,540.30	.00	.00	.00	.00	4,540.30		

The Job Labor Distribution screen is where you will change funding for the employee. This screen shows the following labor distributions:

Current	This is the labor distribution effective on 8/31 for the current year.
Proposed	This is the proposed labor distribution that you are requesting for the new fiscal year.
Proposed Position Distribution	This is the proposed funding for the position associated with the employee.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RETURN TO MENU SITE MAP HELP EXIT

Job Labor Distribution

Select the percent link to change the Proposed Job Labor Distribution. Select Add a new record to add distribution records.

Distribution

Name and ID:

Position-Suffix and Title: H91424-00 Lab Animal Attendant I

EPAF Transaction #:

Current ← Current FY funding

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date
H		235001	275101	612511	20					100.00	4,540.30	
									Total	100.00	4,540.30	

Proposed ← Proposed funding for new FY

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date
H		235001	275101	612511	20					100.00	4,540.30	
									Total	100.00	4,540.30	

Add a new record

Proposed Position Distribution ← Proposed funding for the position attached to this employee

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
H		235001	275101	612511	20					100.00	4,540.30
									Total	100.00	4,540.30

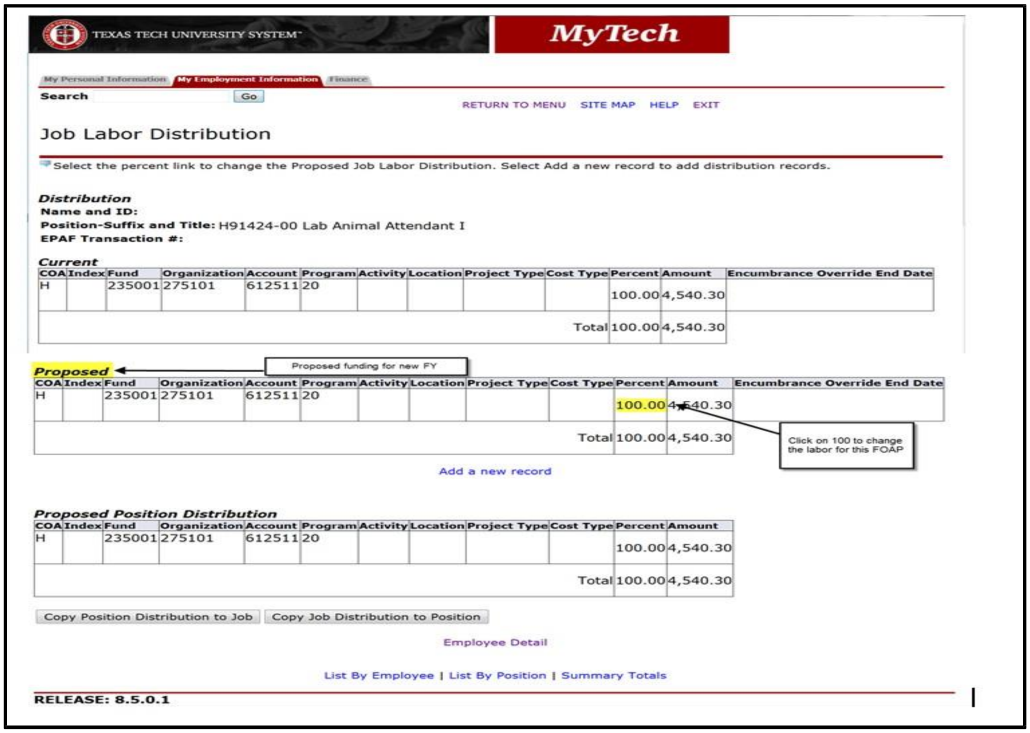
[Copy Position Distribution to Job] [Copy Job Distribution to Position]

Employee Detail

List By Employee | List By Position | Summary Totals

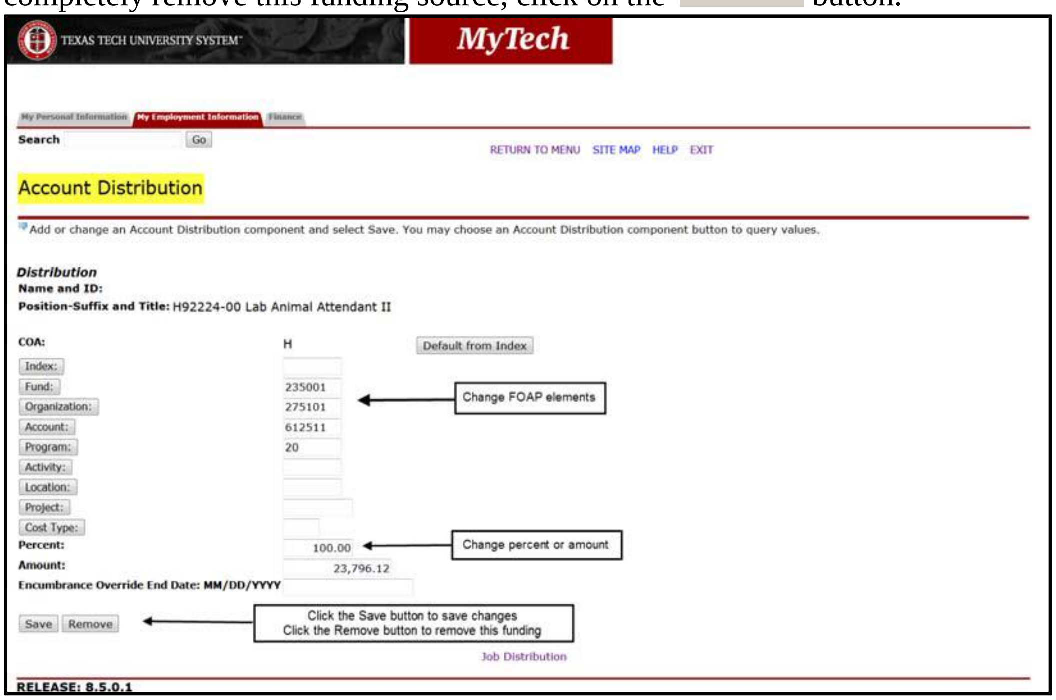
RELEASE: 8.5.0.1

To change the labor distribution for this employee click on the link in the **Proposed** section under the percent column for the labor line you would like to change.

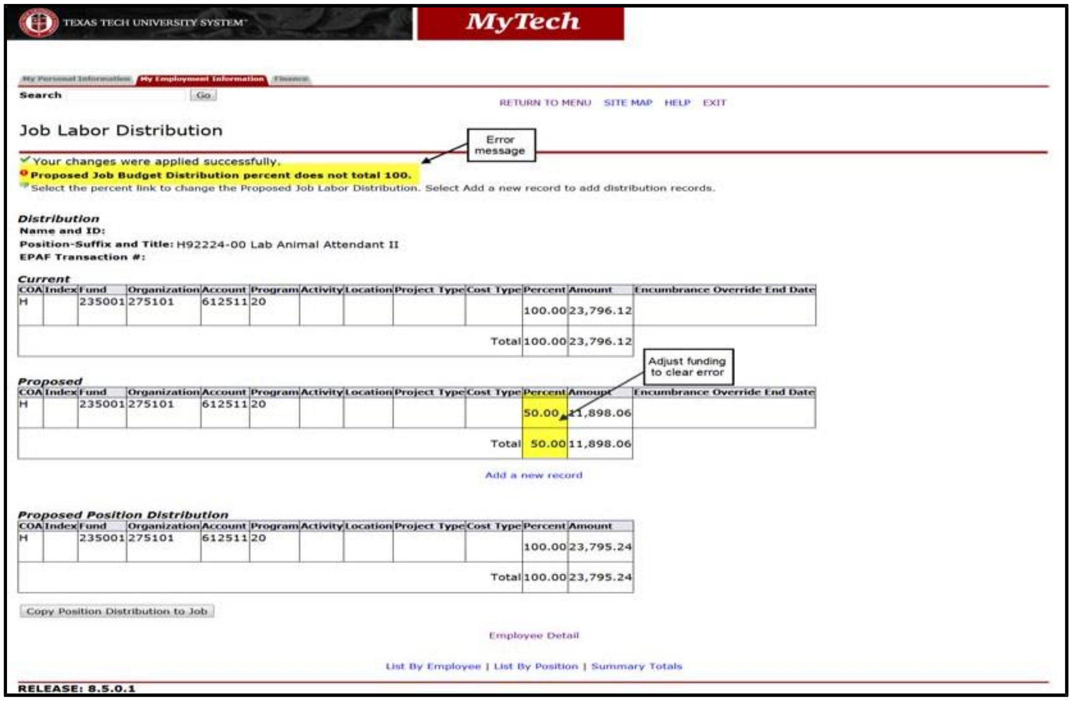


Account Distribution Screen

The Account Distribution screen is used to make changes to the employee's funding. From this screen you can change the FOAP elements, and the percent or amount on this FOAP. When you have made your changes click on the Save button to save your changes. If you would like to completely remove this funding source, click on the Remove button.



Below is a screen shot of a change in percent funding for the selected FOAP. There is an error on the screen if the funding does not total 100 %. To correct the error, you would need to adjust the funding source(s) until the employee is at 100% funding.



Job Labor Distribution

Your changes were applied successfully.

Proposed Job Budget Distribution percent does not total 100.

Select the percent link to change the Proposed Job Labor Distribution. Select Add a new record to add distribution records.

Distribution

Name and ID:

Position-Suffix and Title: H92224-00 Lab Animal Attendant II

EPAF Transaction #:

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date
H		235001	275101	612511	20					100.00	23,796.12	
									Total	100.00	23,796.12	

Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date
H		235001	275101	612511	20					50.00	11,898.06	
									Total	50.00	11,898.06	

Add a new record

Proposed Position Distribution

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
H		235001	275101	612511	20					100.00	23,795.24
									Total	100.00	23,795.24

Copy Position Distribution to Job

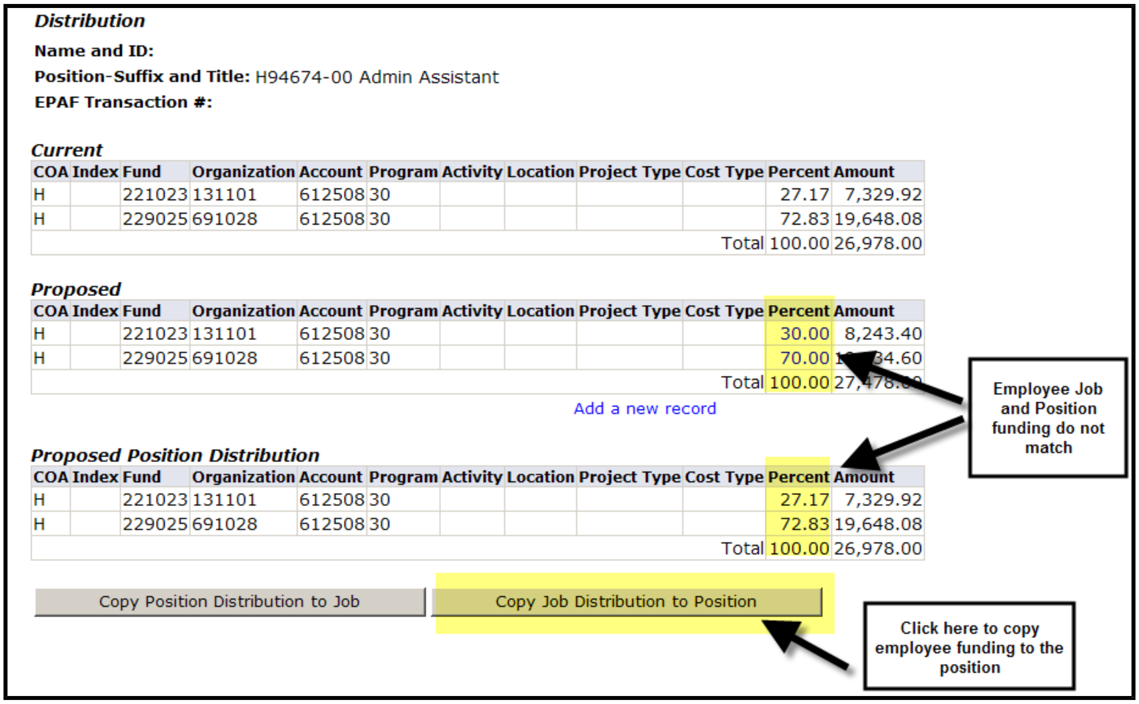
Employee Detail

List By Employee | List By Position | Summary Totals

RELEASE: 8.5.0.1

Step 2.b: UPDATE EMPLOYEE'S POSITION LABOR DISTRIBUTION

Clear any errors on the screen and verify funding is correct. Then the labor you have entered will need to be copied from the employee's job to the position. Do this by clicking on the Copy Job Distribution to Position link.



Distribution

Name and ID:

Position-Suffix and Title: H94674-00 Admin Assistant

EPAF Transaction #:

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
H		221023	131101	612508	30					27.17	7,329.92
H		229025	691028	612508	30					72.83	19,648.08
									Total	100.00	26,978.00

Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
H		221023	131101	612508	30					30.00	8,243.40
H		229025	691028	612508	30					70.00	1[illegible]34.60
									Total	100.00	27,478.00

Add a new record

Proposed Position Distribution

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
H		221023	131101	612508	30					27.17	7,329.92
H		229025	691028	612508	30					72.83	19,648.08
									Total	100.00	26,978.00

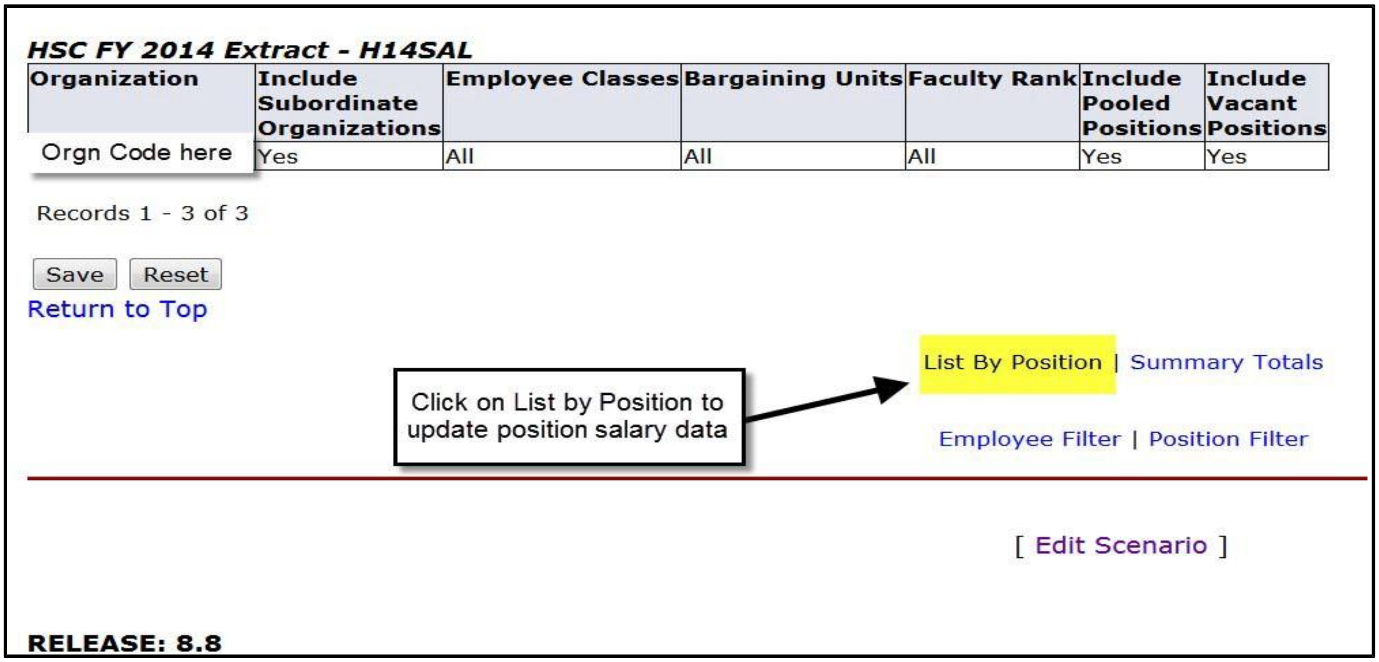
Copy Position Distribution to Job | Copy Job Distribution to Position

UPDATE ANOTHER EMPLOYEE

After copying the position funding go back to the list by employee by clicking the List By Employee button at the bottom of the screen. Then repeat Step 2 for all employees within the selected orgn.

STEP 3: UPDATE POSITION RECORDS

When you have completed updating all employee's labor you will need to update the position salary information. From the Employee Listing screen, scroll to the bottom of the page and click on the List By Position button.



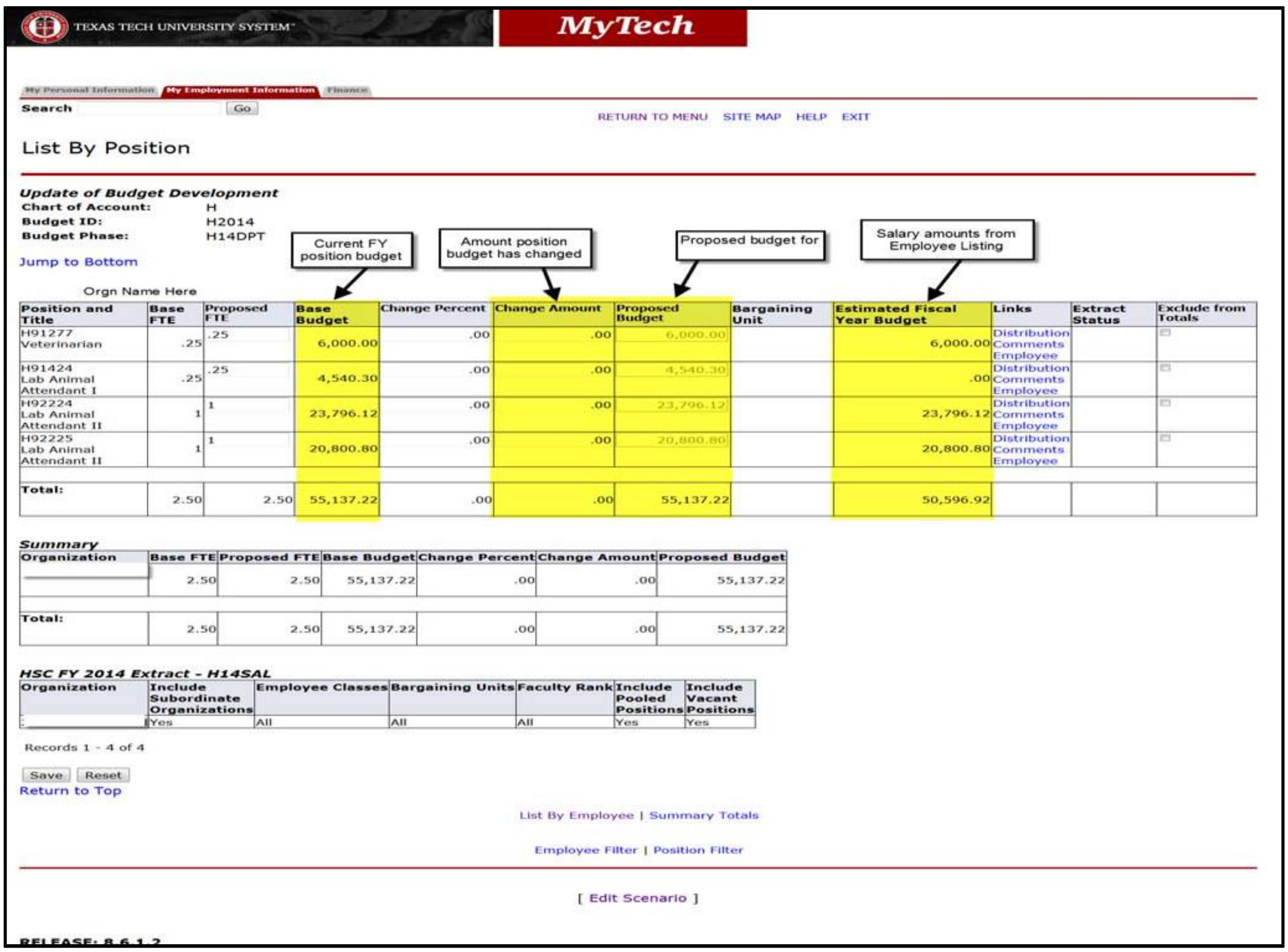
LIST BY POSITION

The List by Position screen contains data about the positions you are budgeting. You will notice that the positions are shown in numerical order. There is no employee name information on this screen.

- The proposed budget amount on the position budget is used to automatically update the salary codes in Budget Development

Important fields:

Base Budget	Current FY position budget
Change Amount	Amount the position is being increased or decreased.
Proposed Budget	Proposed position budget for new FY
Estimated Fiscal Year Budget	Employee Salary Amounts from the Employee Listing



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List By Position

Update of Budget Development

Chart of Account: H
Budget ID: H2014
Budget Phase: H14DPT

Jump to Bottom

Current FY position budget

Amount position budget has changed

Proposed budget for

Salary amounts from Employee Listing

Orgn Name Here

Position and Title	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget	Bargaining Unit	Estimated Fiscal Year Budget	Links	Extract Status	Exclude from Totals
H91277 Veterinarian	.25	.25	6,000.00	.00	.00	6,000.00		6,000.00	Distribution Comments Employee		
H91424 Lab Animal Attendant I	.25	.25	4,540.30	.00	.00	4,540.30		.00	Distribution Comments Employee		
H92224 Lab Animal Attendant II	1	1	23,796.12	.00	.00	23,796.12		23,796.12	Distribution Comments Employee		
H92225 Lab Animal Attendant II	1	1	20,800.80	.00	.00	20,800.80		20,800.80	Distribution Comments Employee		
Total:	2.50	2.50	55,137.22	.00	.00	55,137.22		50,596.92			

Summary

Organization	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget
	2.50	2.50	55,137.22	.00	.00	55,137.22
Total:	2.50	2.50	55,137.22	.00	.00	55,137.22

HSC FY 2014 Extract - H14SAL

Organization	Include Subordinate Organizations	Employee Classes	Bargaining Units	Faculty Rank	Include Pooled Positions	Include Vacant Positions
	Yes	All	All	All	Yes	Yes

Records 1 - 4 of 4

Save Reset

Return to Top

List By Employee | Summary Totals

Employee Filter | Position Filter

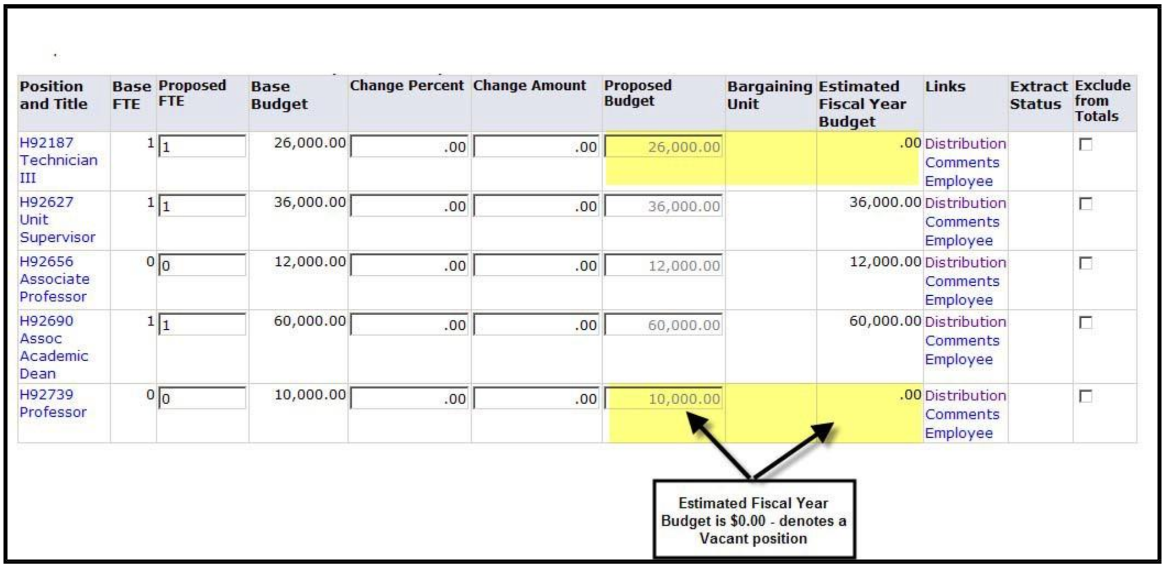
[Edit Scenario]

RELEASE: 8.6.1.2

Step 3.a: UPDATE SALARIES FOR VACANT POSITIONS

You need to review your vacant positions to ensure there are enough funds budgeted to support these positions.

- Vacant positions have $0.00 in the Estimated Fiscal Year Budget column.



Position and Title	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget	Bargaining Unit	Estimated Fiscal Year Budget	Links	Extract Status	Exclude from Totals
H92187 Technician III	1	1	26,000.00	.00	.00	26,000.00		.00	Distribution Comments Employee		
H92627 Unit Supervisor	1	1	36,000.00	.00	.00	36,000.00		36,000.00	Distribution Comments Employee		
H92656 Associate Professor	0	0	12,000.00	.00	.00	12,000.00		12,000.00	Distribution Comments Employee		
H92690 Assoc Academic Dean	1	1	60,000.00	.00	.00	60,000.00		60,000.00	Distribution Comments Employee		
H92739 Professor	0	0	10,000.00	.00	.00	10,000.00		.00	Distribution Comments Employee		

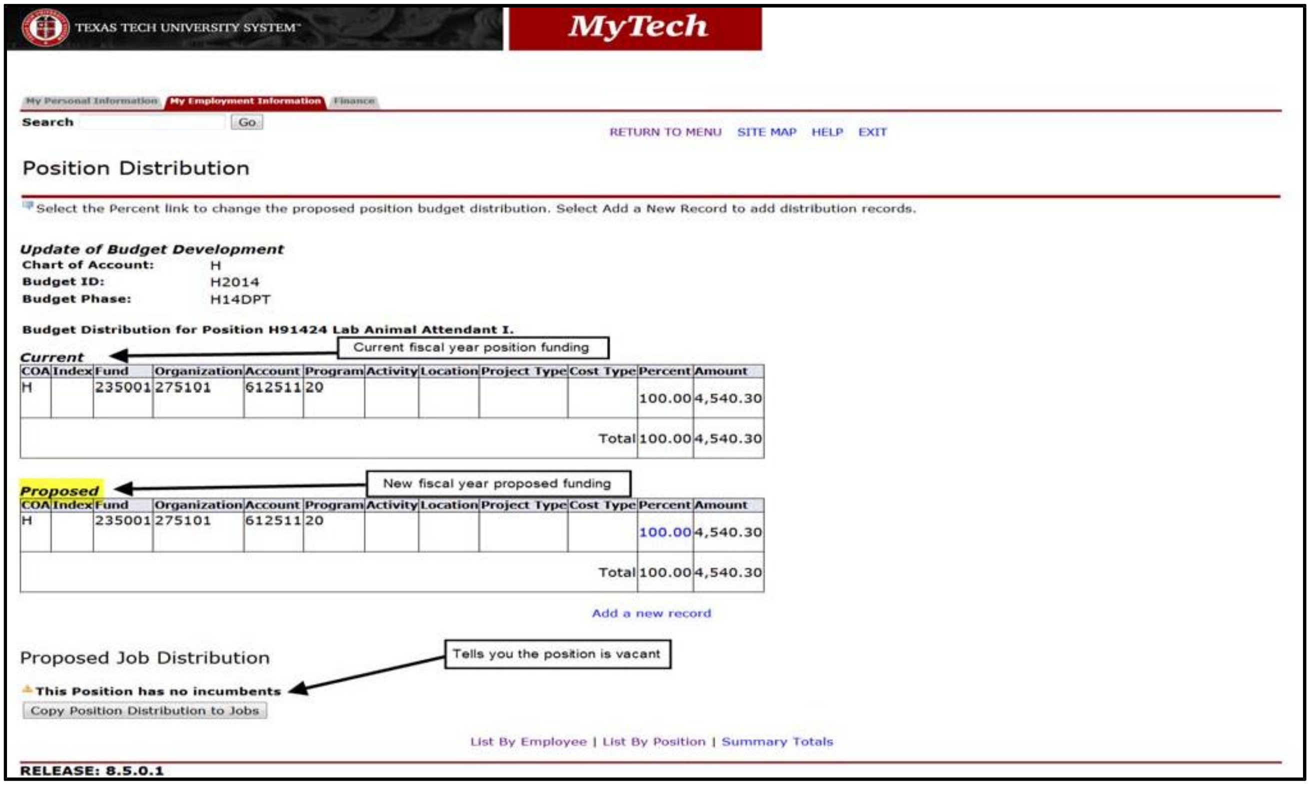
Things to check and correct on vacant positions:

- You will need to verify that you have budgeted the new position with no less than the minimum of the position class.

- If you wish to not budget this position, you will need to send an email to BudgetElp@ttuhsc.edu requesting that the Budget Office permanently close the position.

STEP 3.B: UPDATE LABOR DISTRIBUTION FOR VACANT POSITIONS:

To see what funding sources are attached to the vacant position, click on the Distribution link to the far right of the position. This link will take you to the Position Distribution screen.



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Position Distribution

Select the Percent link to change the proposed position budget distribution. Select Add a New Record to add distribution records.

Update of Budget Development

Chart of Account: H

Budget ID: H2014

Budget Phase: H14DPT

Budget Distribution for Position H91424 Lab Animal Attendant I.

Current fiscal year position funding

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
H		235001	275101	612511	20					100.00	4,540.30
									Total	100.00	4,540.30

New fiscal year proposed funding

Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
H		235001	275101	612511	20					100.00	4,540.30
									Total	100.00	4,540.30

Add a new record

Proposed Job Distribution

Tells you the position is vacant

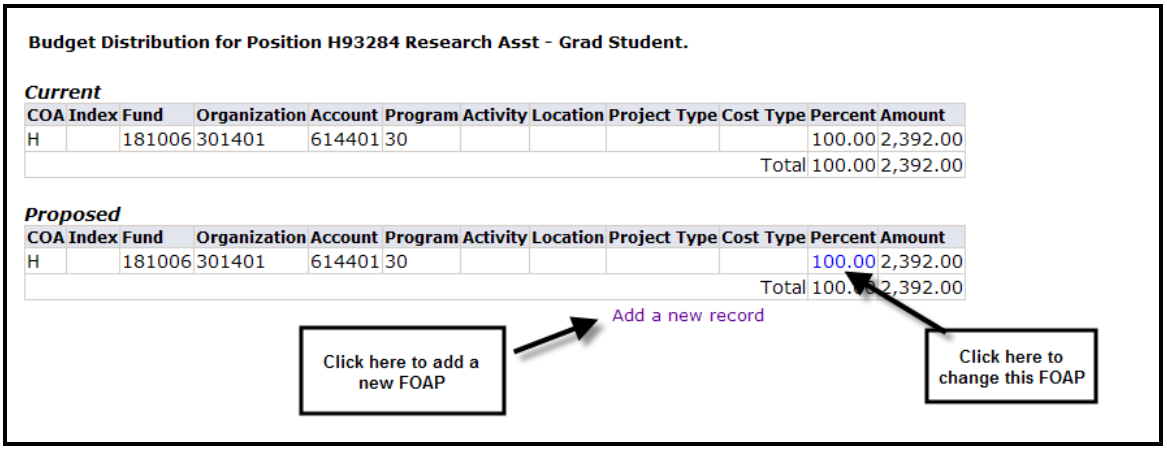
This Position has no incumbents

Copy Position Distribution to Jobs

List By Employee | List By Position | Summary Totals

RELEASE: 8.5.0.1

To change the position labor distribution, click on the link under the percent column for the Proposed budget.



Budget Distribution for Position H93284 Research Asst - Grad Student.

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
H		181006	301401	614401	30					100.00	2,392.00
									Total	100.00	2,392.00

Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
H		181006	301401	614401	30					100.00	2,392.00
									Total	100.00	2,392.00

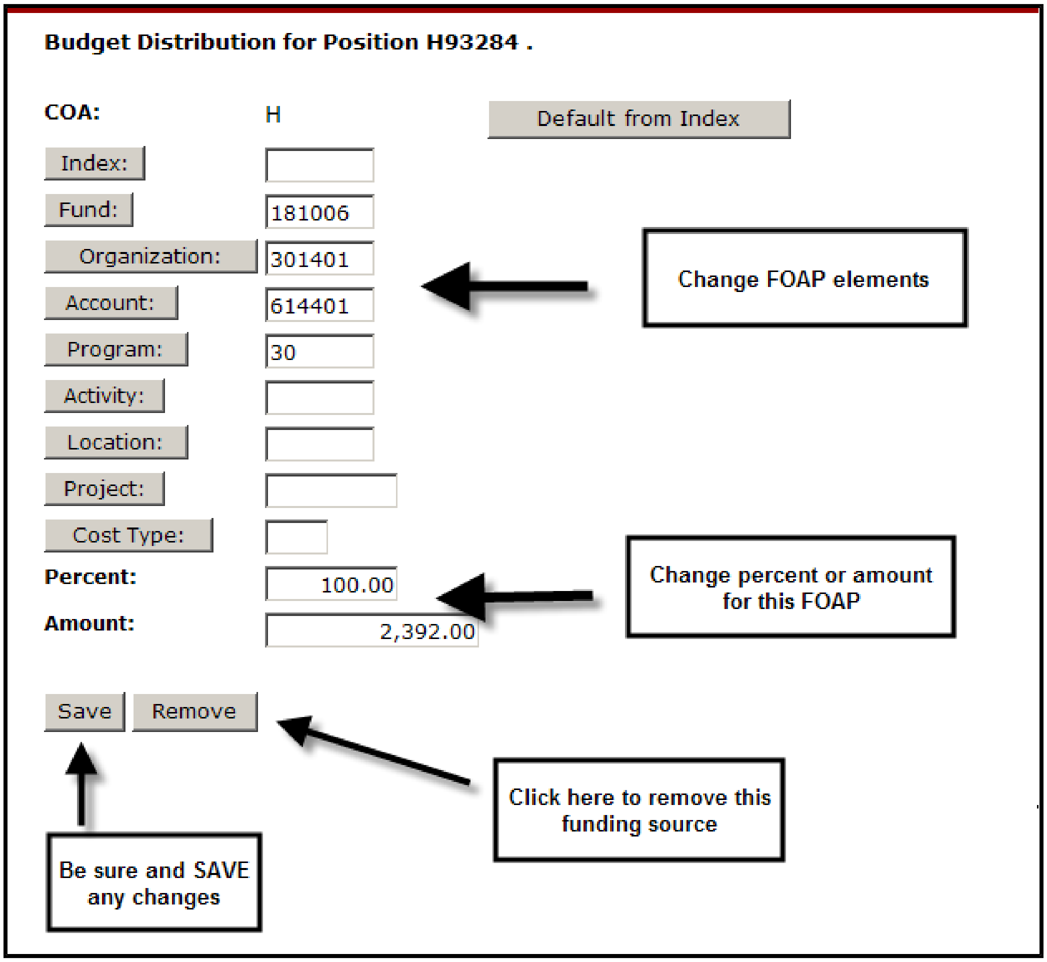
Add a new record

Click here to add a new FOAP

Click here to change this FOAP

Account Distribution:

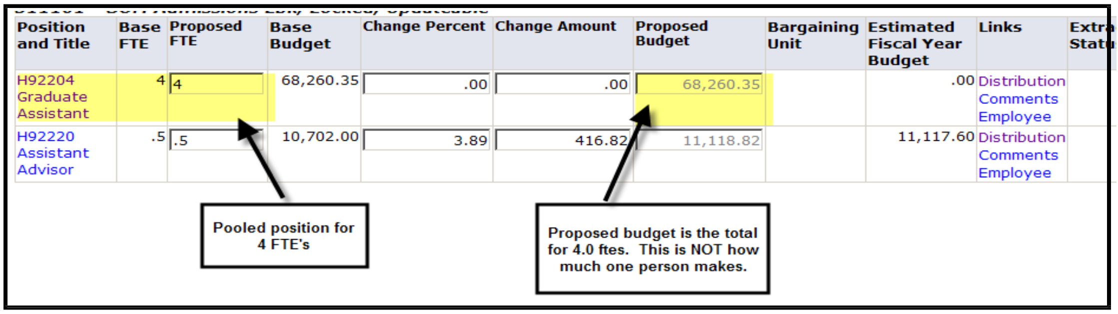
The Account Distribution screen is where you can change any FOAP element, the percent on the FOAP, or the amount on the FOAP for a position. You also have the ability to completely remove this funding source. Be sure and save any changes.



Step 3.c: UPDATE POOLED POSITIONS

Pooled positions also need to be verified for accuracy.

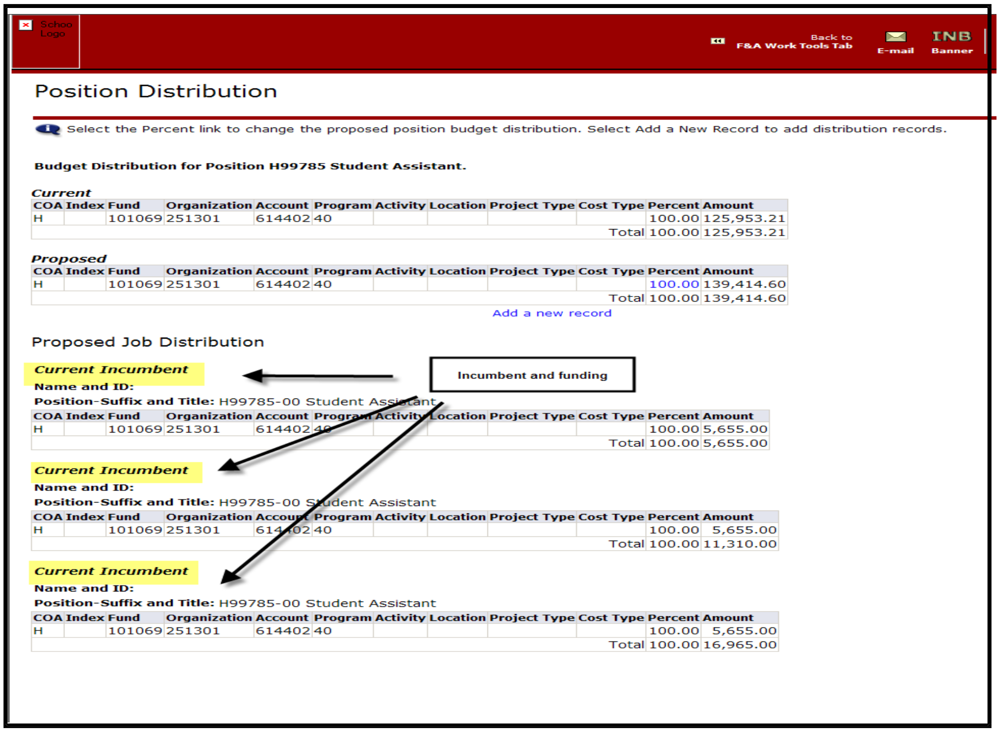
- All student positions are pooled positions.
- You can typically tell that a position is pooled because the FTE is greater than 1.0.



Things to verify and correct on pooled positions:

- Verify that the FTE and proposed budget amount for the pooled position are correct.
- If you need to change the FTE for this position, please email BudgetElp@ttuhsc.edu to change the FTE for this pooled position. Do NOT change it in salary planner.
- If you need to change the salary for this position, please email BudgetElp@ttuhsc.edu to change the salary for this pooled position. Do NOT change it in salary planner.
- Click on the Distribution link to verify and change the funding for the pooled position.
- Pooled positions will show each incumbent and the incumbent's funding under the Distribution link.

Pooled Position example:



UPDATE SALARIES ON ANOTHER ORGANIZATION

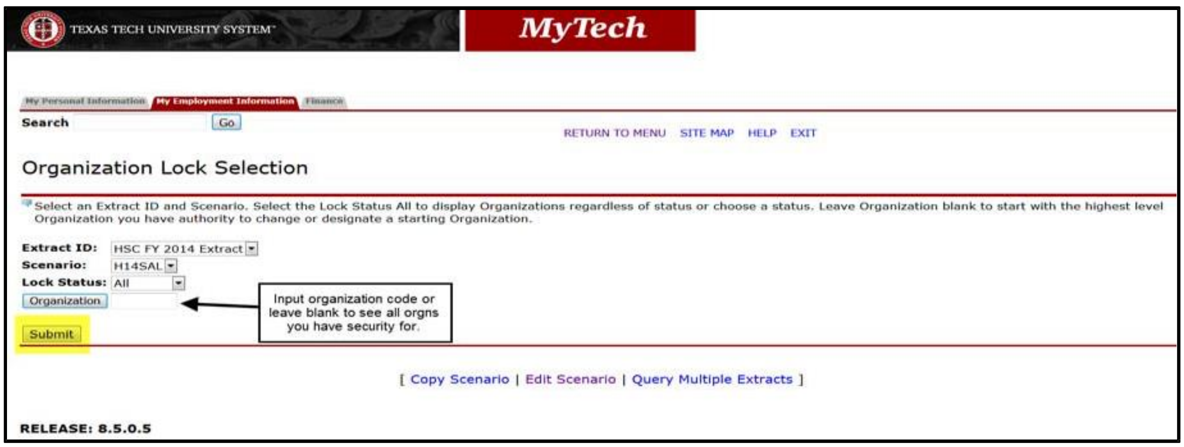
If you need to update salaries on another organization, click on the Position Filter link at the bottom of the screen and repeat Steps 1 - 3 above.

STEP 4: LOCK SALARY PLANNER

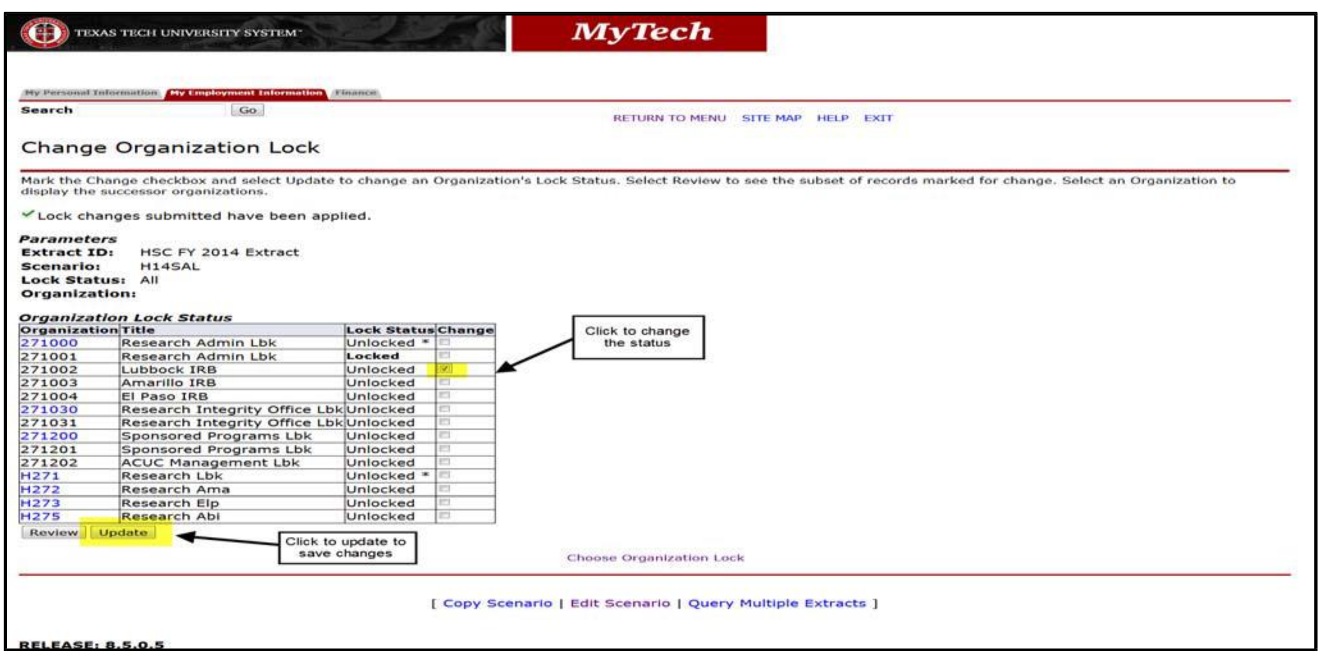
When you have completed your work in Salary Planner, you will need to lock the system. From the Salary Planner Menu choose the Lock Salary Planner link.

Choose the extract and scenario for the fiscal year and campus you would like to lock.

- If you wish to lock all organization codes you have security for, leave the organization field blank.
- Otherwise enter an organization code to update.
- Click the Submit button to enter the lock screen.



On the Change Organization lock screen check the “Change” box to change the status from unlocked to locked. Then click the Update button to save the changes.



BANNER BUDGET TRANSFER SYSTEM

BUDGETING TRANSFERS

WHERE DO I ENTER TRANSFERS?

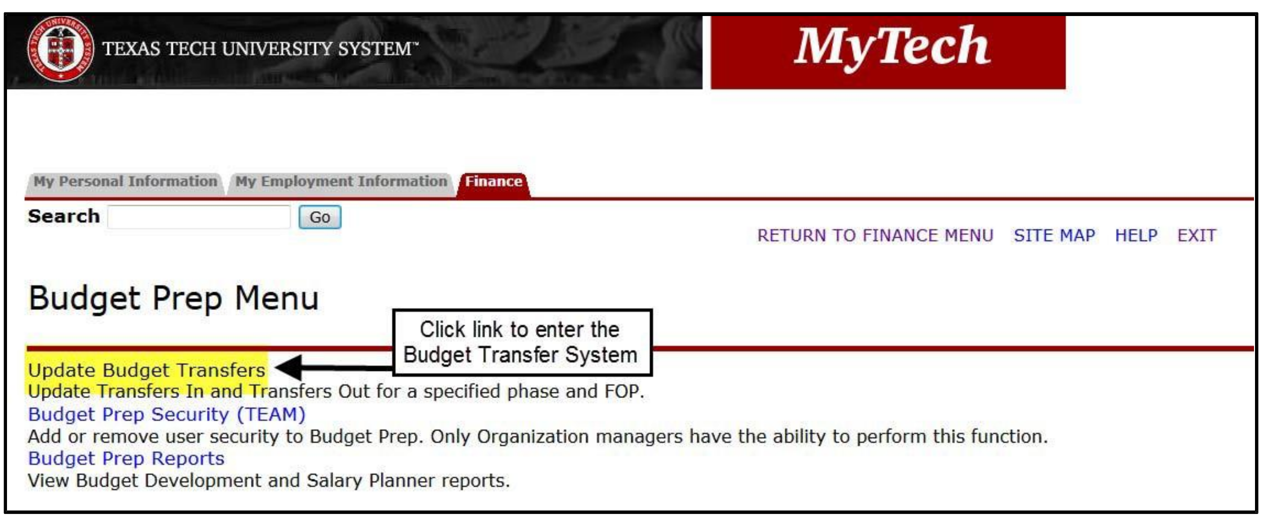
- All transfers are entered into the Banner Budget Transfer System.
- This is a Budget Prep module written by Texas Tech programmers to hold detail information about transfers in and transfers out.
- You will not be able to update, add, or delete a transfer account code from Budget Development.

ENTERING TRANSFER BUDGETS

BANNER BUDGET TRANSFER SYSTEM

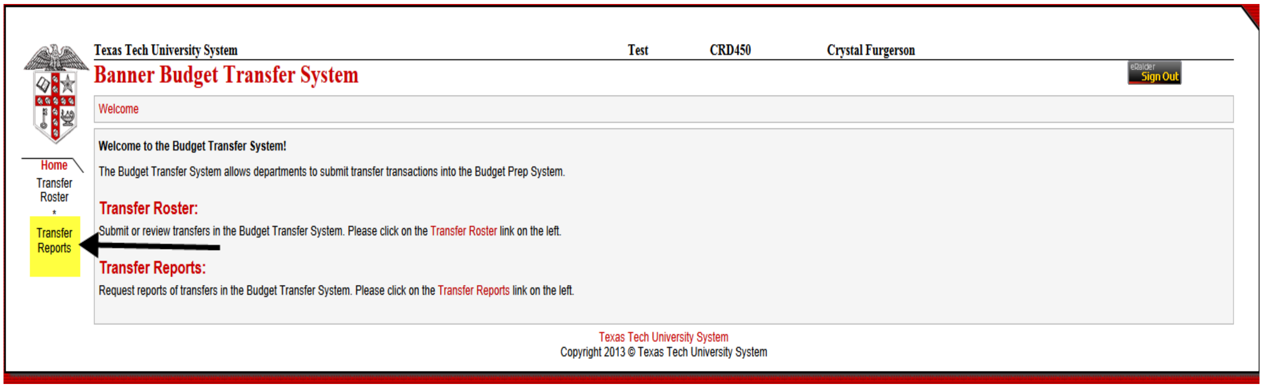
Go to the F&A work tools tab on your webraider portal. Under the Budget section click on the link titled "Budget Prep System". This link will take you to the Budget Prep Menu.

From the Budget Prep menu select the Update Budget Transfers link. This link will take you into the Banner Budget Transfer System.



REPORTS:

It is suggested that you review any transfers that have already been entered for your FOPs by running the Transfer Reports. Choose the Transfer Reports link to run a report.

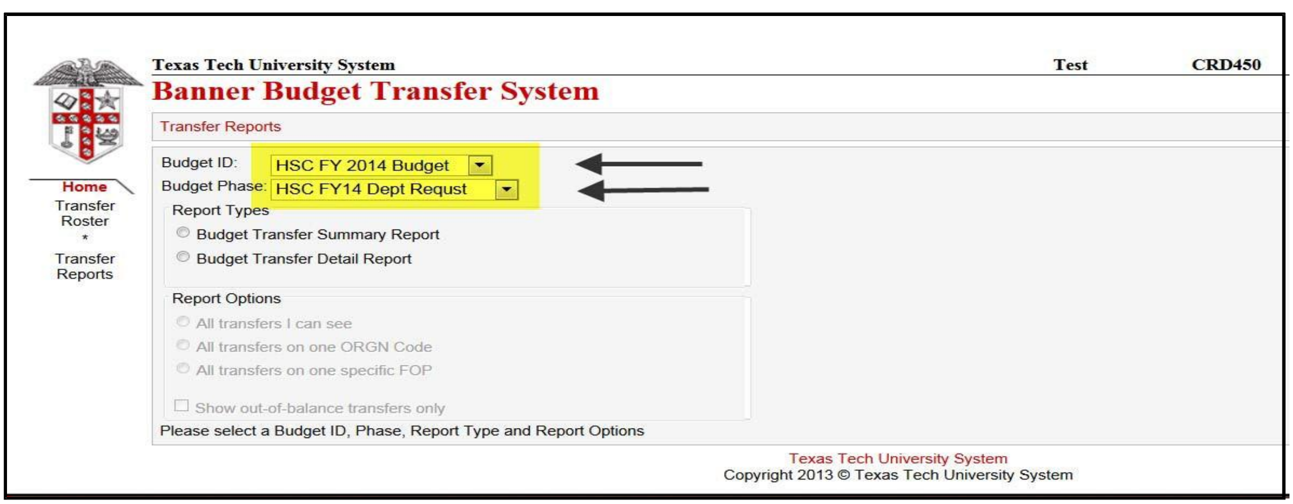


Input the Budget ID and Phase you wish to review. The Budget Phase represents the different stages of the Budgeting process.

BUDGET PHASES:

HxxORG - Original	Original load into Budget Development – is not changed.
HxxDPT – Dept Request	Copy of Original with clean up by the Budget Office – where departments input proposed budgets.
HxxFIN - Final	Copy of Dept Request – data is loaded to next FY operating ledger after Board of Regents approval.

To review the transfers that are in the Banner Budget Transfer System, you will run reports with the Budget Phase 'Dept Request'.



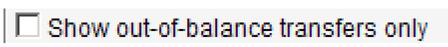
REPORT TYPES:

- Summary Report
  - Provides the transfer amount for the FOP you choose.
  - Only provides the side of the transfer that affects the FOP you choose.
- Detail Report
  - Provides the entire transfer – both sides for the FOP you choose.

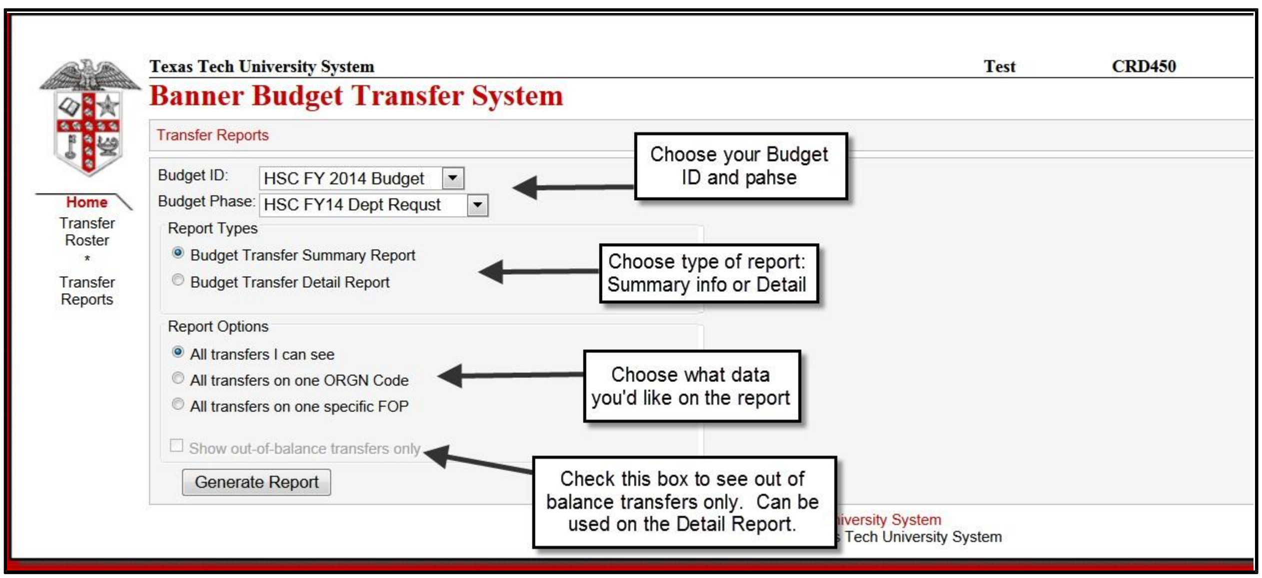
REPORT OPTIONS:

You also have several report options. The report options control which FOPs you will see on the report.

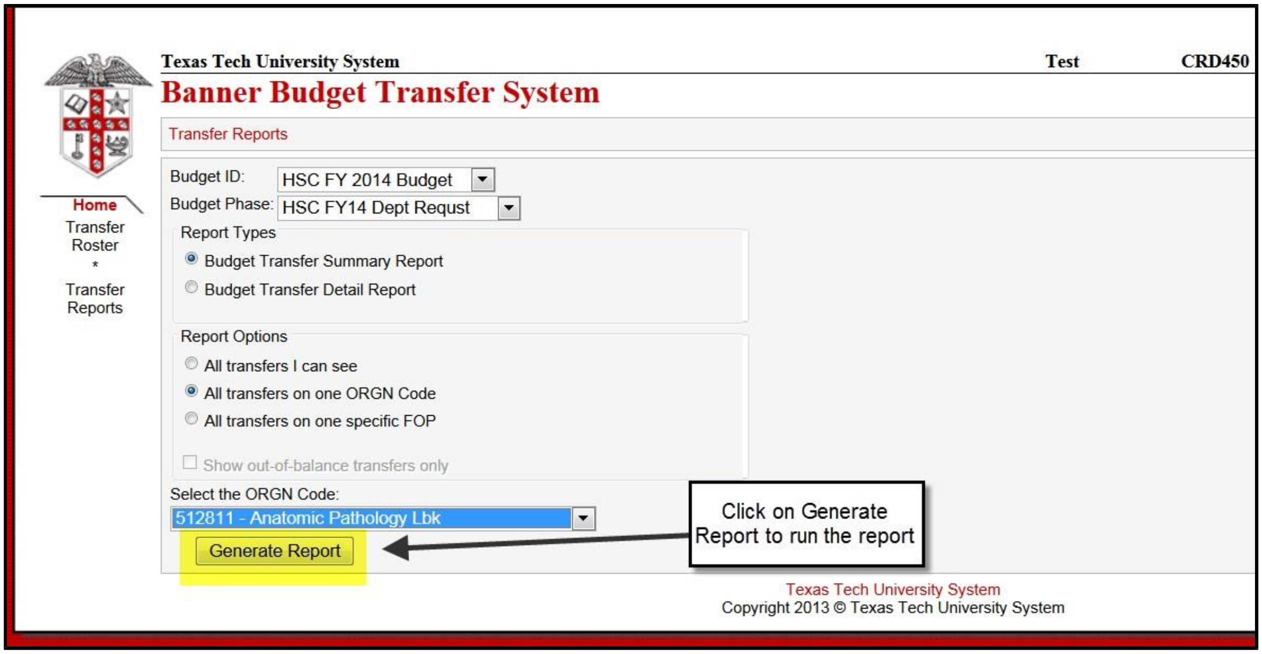
Option 1: **- All transfers I can see.** This option will list the transfers on all organization codes that you have security for.
Option 2: **- All transfers on one ORGN code.** This option will list transfers for the organization code you specify.
Option 3: **- All transfers on one specific FOP.** This option will list transfers for the FOP you specify.



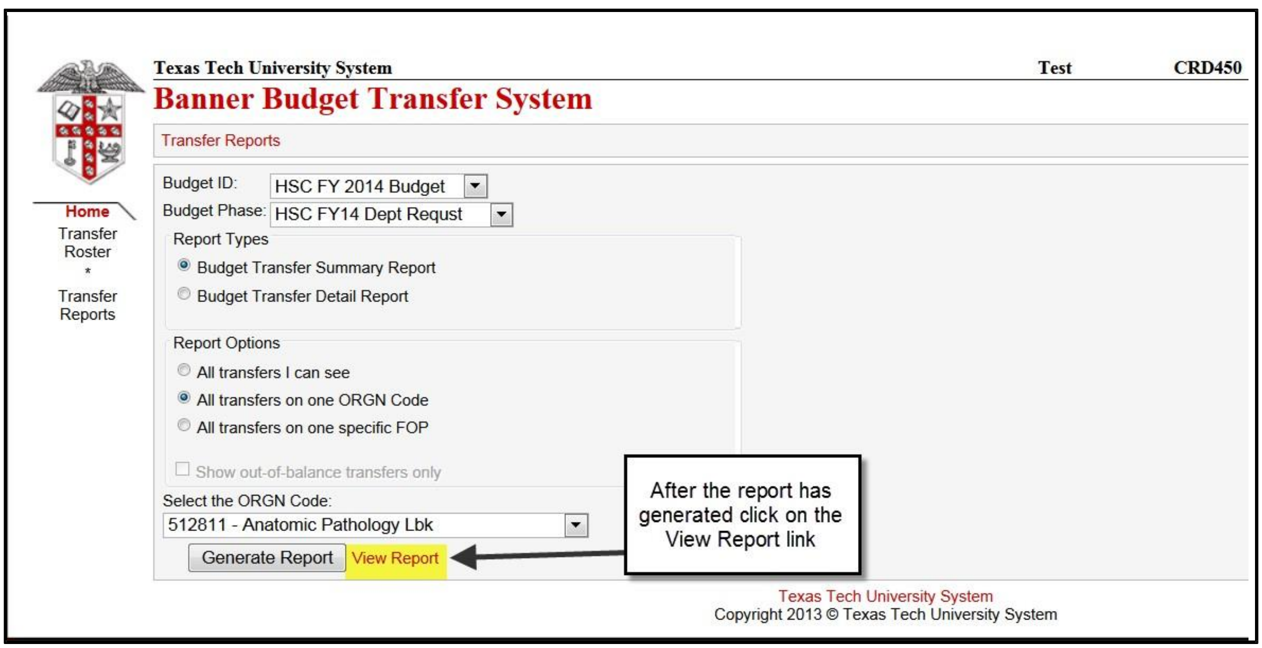
– This is an additional option that can be used with the Budget Transfer Detail Report. If you check this box you will only see the transfers that are out of balance.



To run the report after choosing all options, click the Generate Report button.



After the report has generated you will click the View Report link. This will open the report up in a new browser.



Summary Report example:

Texas Tech Budget Transfer System
Transfer Summary Report
Date: 5/5/2009 - Time: 10:37 AM
TX Tech Univ Hlth Sciences Ctr
Budget ID: HSC FY 2010 Budget - Phase: HSC FY2010 Dept Request

Fund	Fund Title	Orgn	Orgn Title	Prog	Acct	Acct Title	Pool	Amount
131042	Pathology Dept Program Lbk	512811	Anatomic Pathology Lbk	40	PROFEE	Professional Fees	8095	-61,760
							FOP Total Transfers	-61,760
							Grand Total Transfers	-61,760

Report Parameters
Budget ID: HSC FY 2010 Budget
Budget Phase: HSC FY2010 Dept Request
Report Type: Budget Transfer Summary Report
Report Option: All transfers on one ORGN Code
ORGN Code: 512811

Report Parms chosen

Detail Report example:

Texas Tech Budget Transfer System
Transfer Detail Report
Date: 5/5/2009 - Time: 10:52 AM
TX Tech Univ Hlth Sciences Ctr
Budget ID: HSC FY 2010 Budget - Phase: HSC FY2010 Dept Request

Tfer Nbr		Fund	Fund Title	Orgn	Orgn Title	Prog	Pool	Acct	Acct Title	Amount	Difference
1	In	131001	MPIP Business Off Lbk	511233	MPIP Collection Op Lbk	40	8001	BUSOFF	Business Office	- 2,768,070	
	Out	None		None		None	8002	BUSOFF	Business Office	2,768,070	0
									Total Transfers In	- 2,768,070	
									Total Transfers Out	2,768,070	0

You are able to see both sides of the transfer

Report Parameters
Budget ID: HSC FY 2010 Budget
Budget Phase: HSC FY2010 Dept Request
Report Type: Budget Transfer Detail Report
Report Option: All transfers on one specific FOP
FUND Code: 131001
ORGN Code: 511233
PROG Code: 40

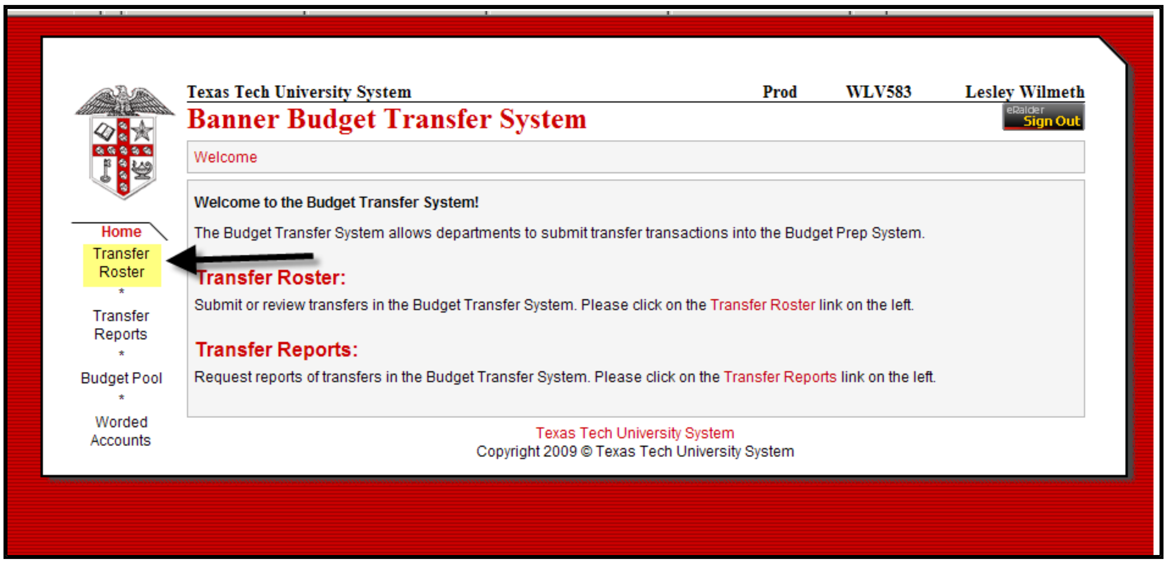
Report options chosen

REVISING AND ADDING A TRANSFER:

After reviewing the transfers that are already in the Banner Budget Transfer System, you will be ready to make changes to those transfers or input missing transfers.

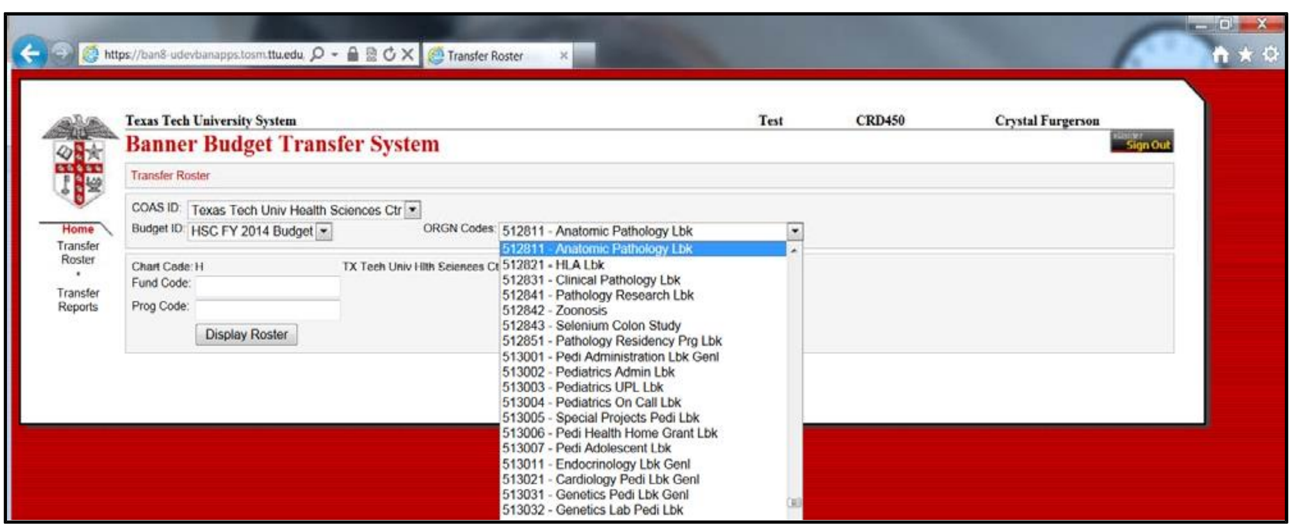
TRANSFER ROSTER:

The transfer roster is used to adjust existing transfers or add new ones. Click on the Transfer Roster link to enter that portion of the system.



STEP 1:

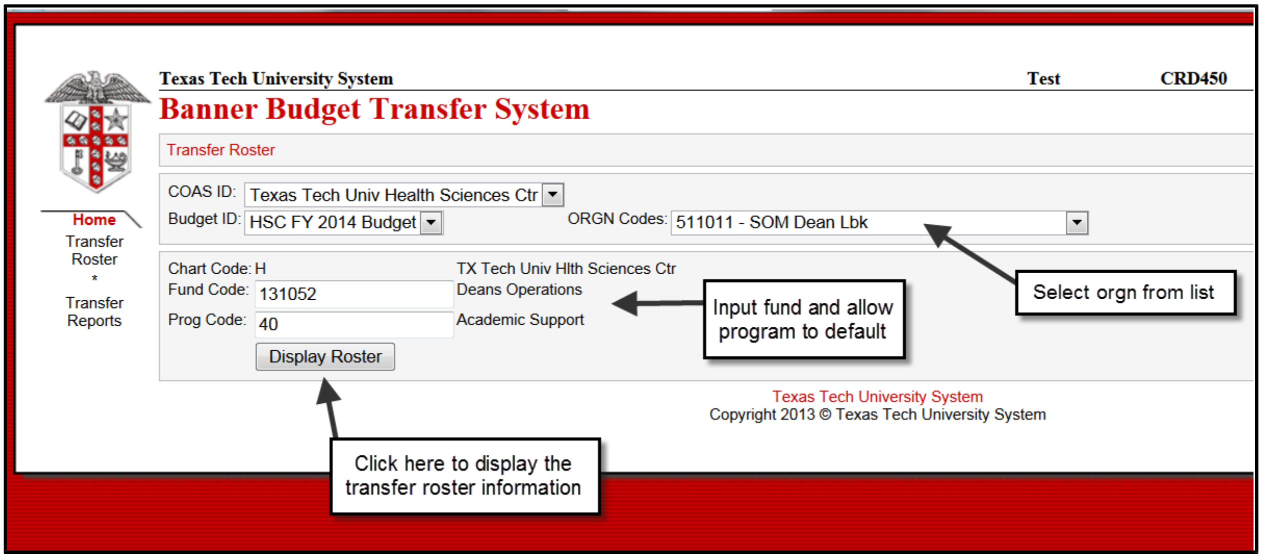
- Enter the Budget ID (explained in the report selection section above)
- Select organization codes from the list you have security to update.



STEP 2:

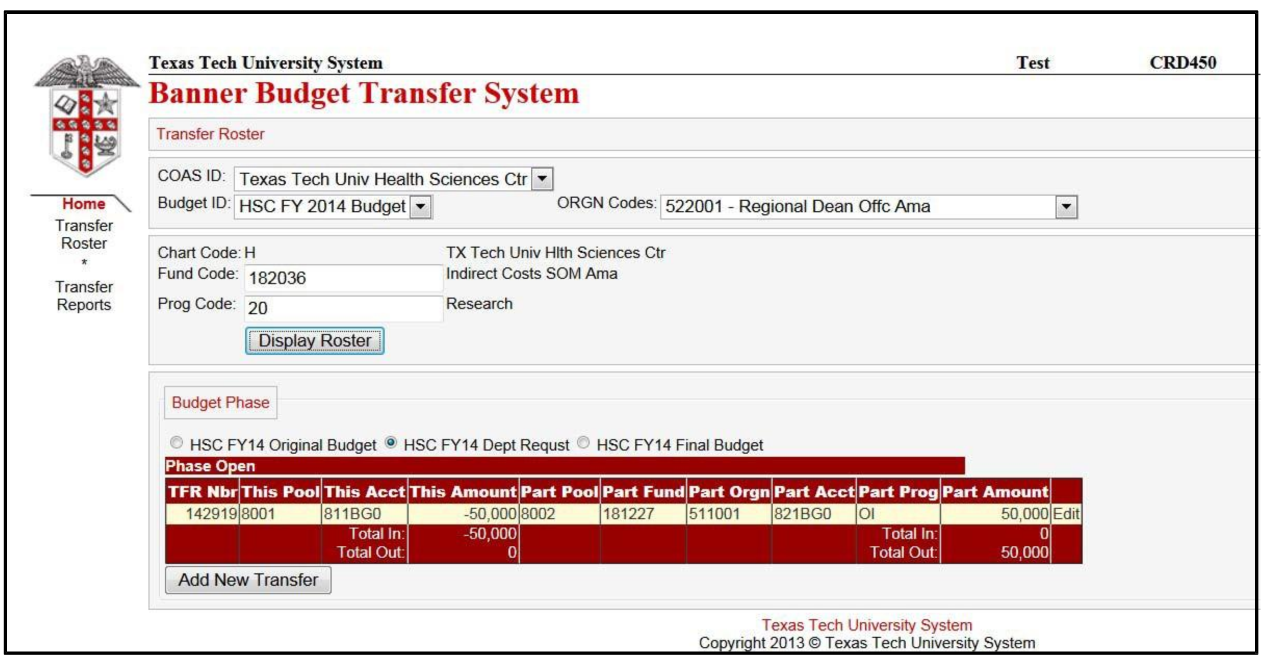
- Input the fund
- The default program code will be provided.
    - It is suggested that you keep the default program.

- Click on the “Display Roster” button to display the transfer roster for this FOP.



STEP 3:

- Select the budget phase
- If transfers exist for the FOP selected your screen should be similar to this:

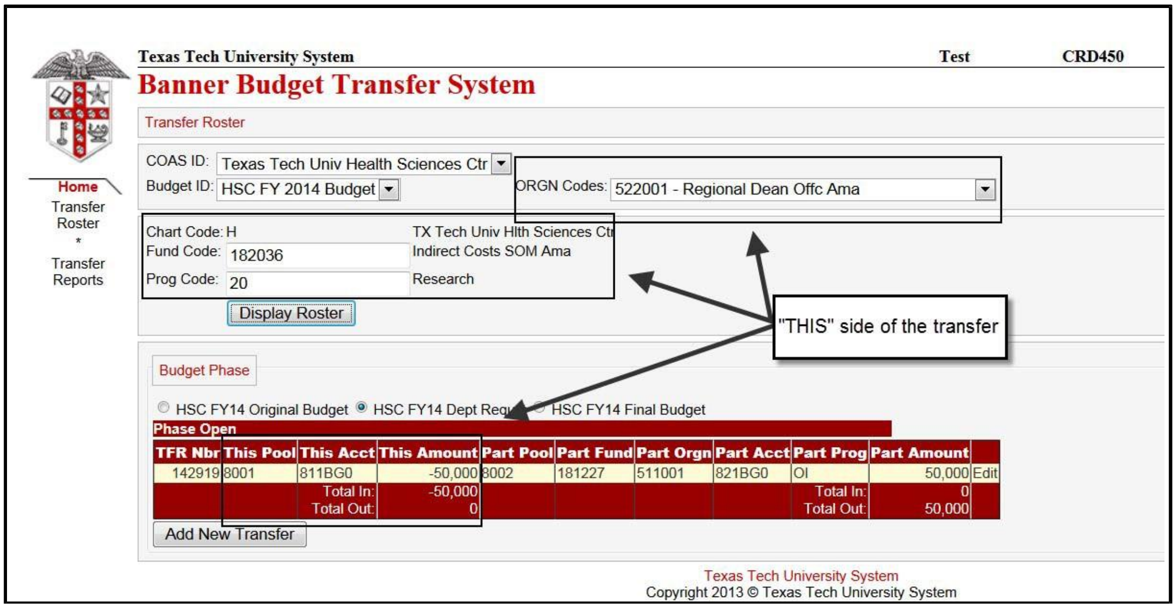


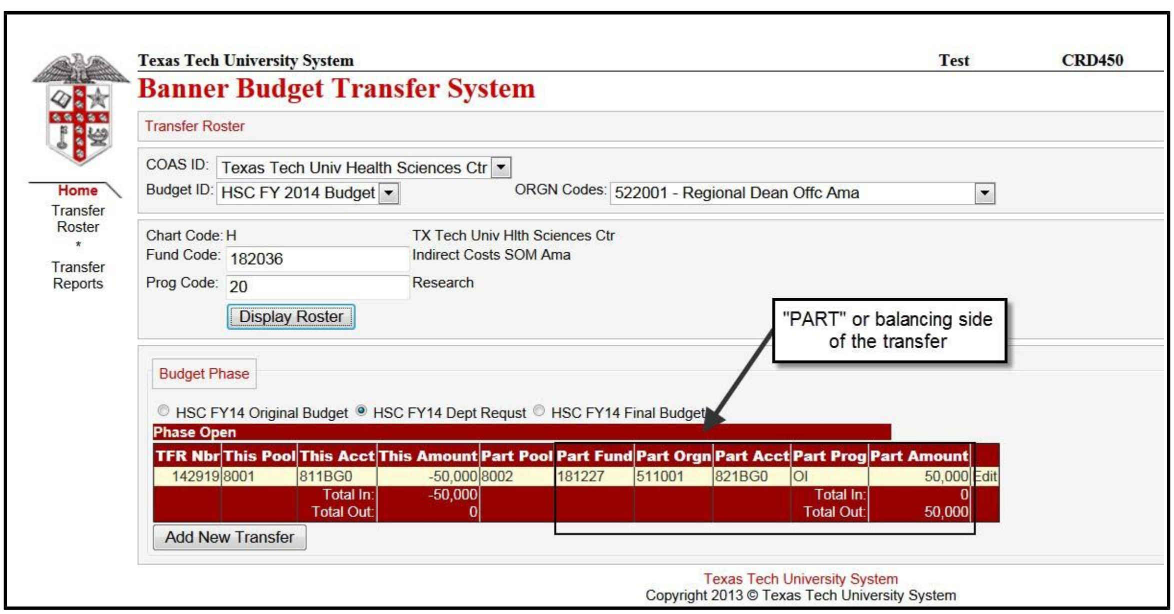
Balanced Transfers

- Each transfer must have 2 sides – a transfer IN and a transfer OUT.
- Transfers are displayed on the screen as either This or Part

- **THIS**
  - The FOP that you have entered at the top of the screen is the "THIS" side FOP.
  - The account code and amount information is in the detail transfer section.

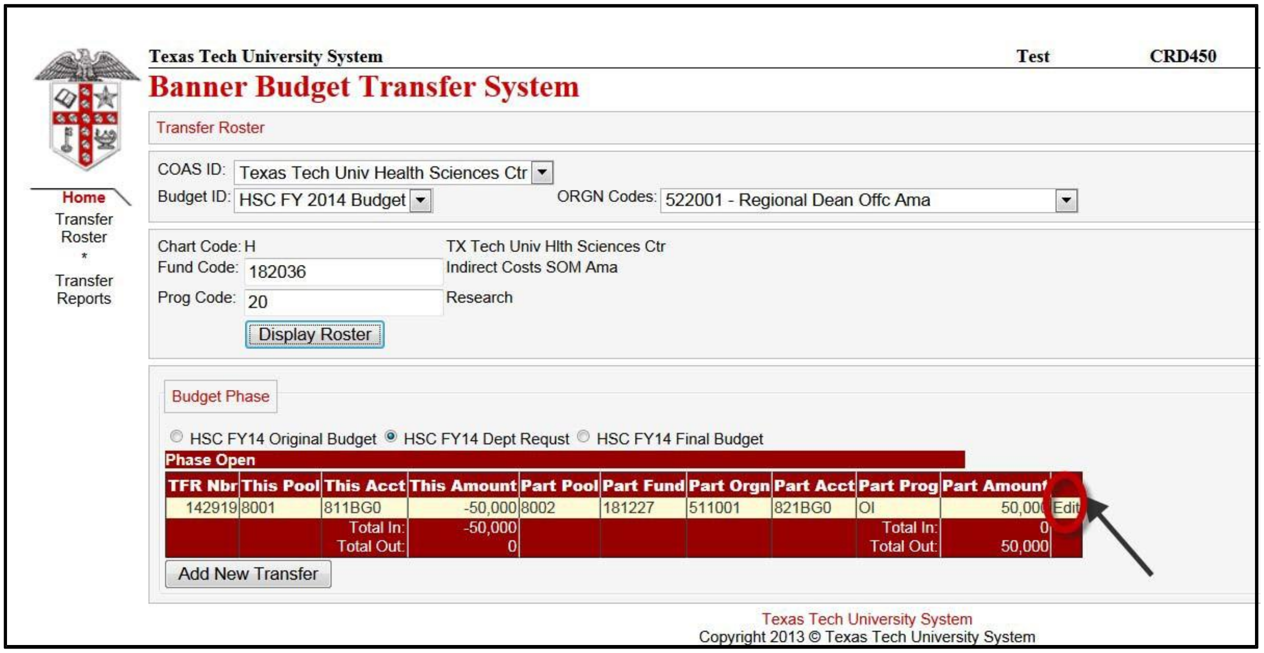
- **PART**
  - The term Part (participating) is the opposite side of the transfer.
  - The FOAP and amounts for the participating side of the transfer are also in the detail transfer section.



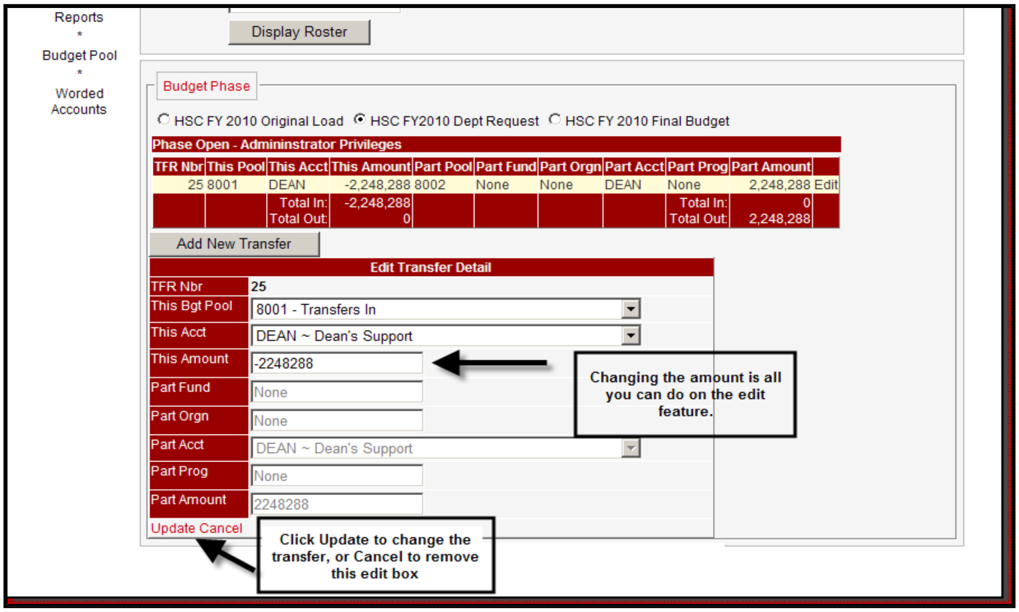


STEP 4: EDIT AN EXISTING TRANSFER

To edit an existing transfer click on the Edit link next to the transfer you would like to change.

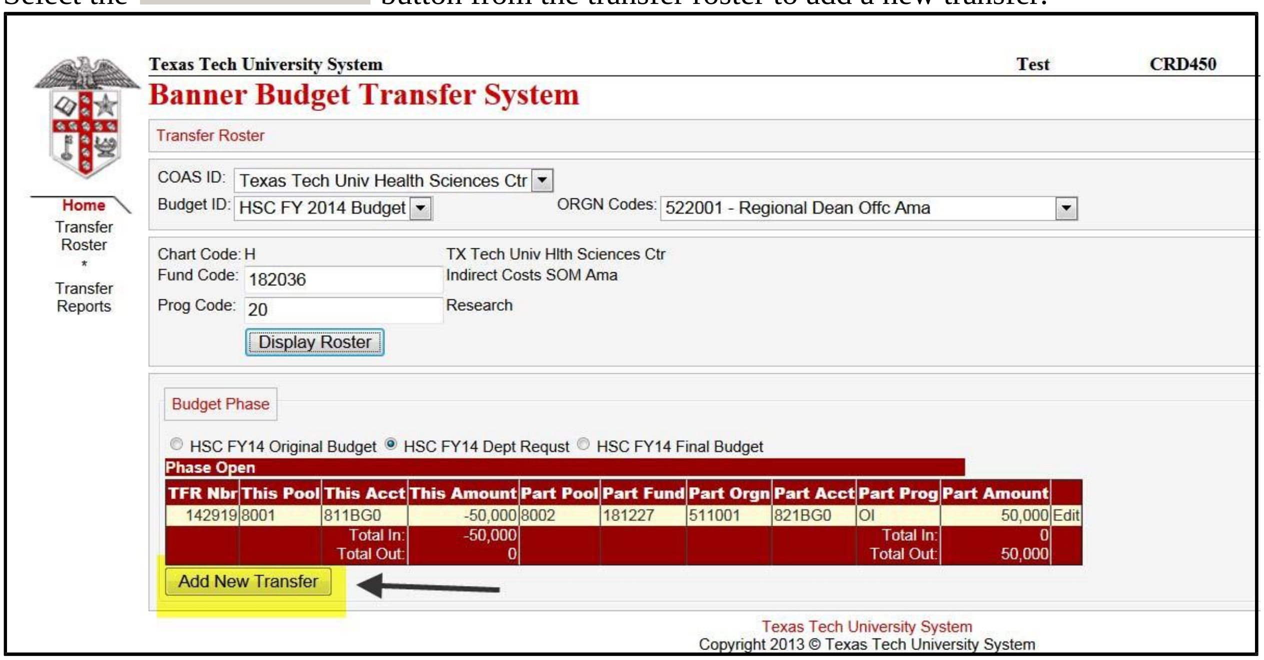


- Fields in gray are not available for update
- "PART" information is automatically populated for "Worded" account codes.
- The amount is not updatable unless you have security to the organization code in the "PART" FOP.
- Edit only allows the amount field to be changed
- Transfers cannot be deleted, instead a 0 (zero) should be placed in the amount field.
- Transfers IN must be entered as a negative amount.
- Click the Update link to update the transfer with the changes.
- Choose the Cancel link to leave this edit box and return to the transfer roster without saving any changes.



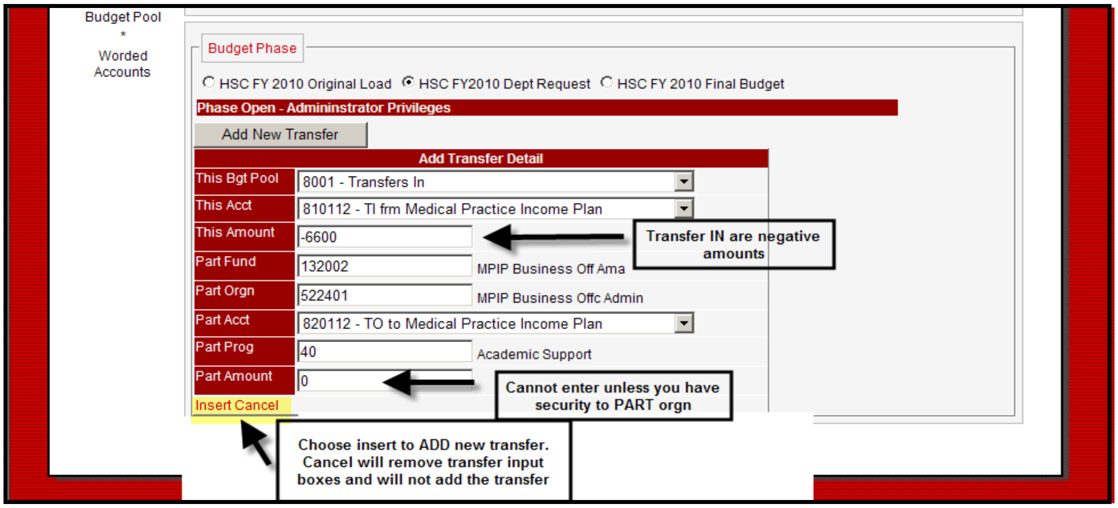
STEP 5: ADDING A NEW TRANSFER

Select the Add New Transfer button from the transfer roster to add a new transfer.



- Select the Budget Account Code on THIS Bgt Pool
- Select the expenditure/revenue account code on the THIS account.
  - You may choose a "worded" account code for the practice plan allocated transfers.
- Input the transfer amount for THIS side of the transfer
- Input the FOAP for the participating side of the transfer.
  - If you have chosen a "worded" account code on the THIS account, the participating side will be pre-filled for you.

- You will only be able to input a PART amount if you have security to the PART organization code. Data entry boxes will come up allowing you to enter the necessary transfer information.
- Choose the Insert link to add the new transfer.
- Choose the Cancel link to leave this input box and return to the transfer roster without saving any changes.



TROUBLESHOOTING:

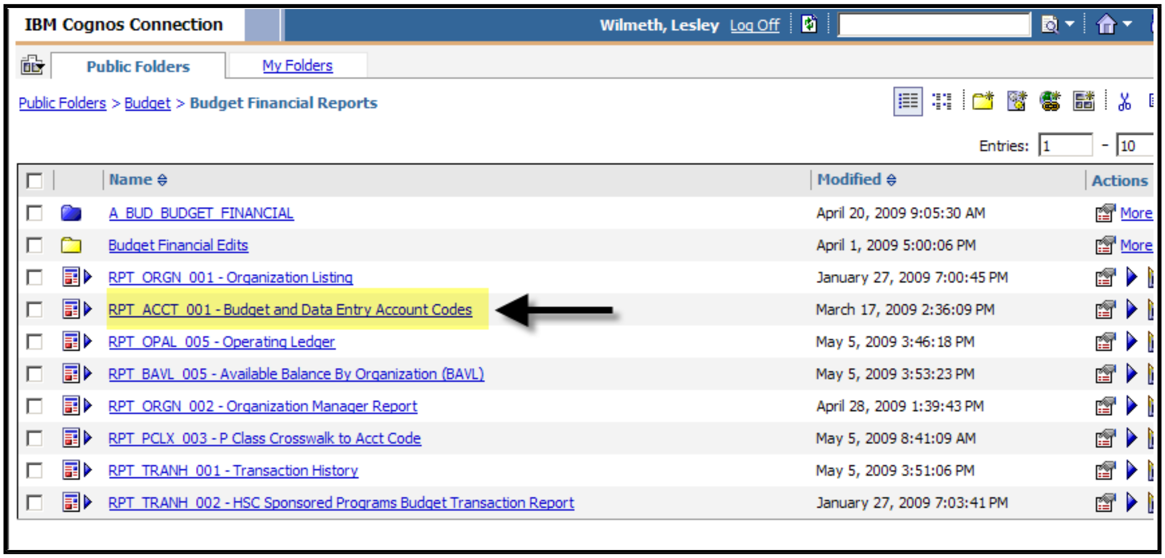
The Banner Budget Transfer System will produce errors if it finds invalid data. If you have problems entering a transfer please look here for more information.

Invalid Orgn Code: If you do think you are missing an organization code in the drop down list, please check with your organization manager. It likely means that you were not given security to this organization code.

Invalid Fund Code: This means the fund code you have entered is not a valid, active fund. Please verify the fund and re-enter.

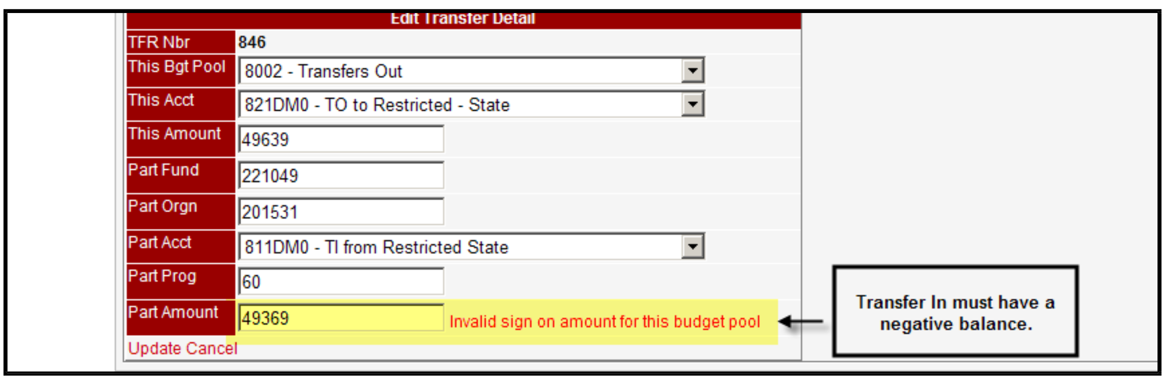
Invalid Prog Code: The program code entered is not a valid, active program. Please check the program and re-enter. Usually the program code will default with the fund.

"This" Acct or "Part" Acct: If you do not find the expenditure/revenue transfer account code that you are looking for, please verify that you have entered the correct Budget Pool code. The "This" and "Part" Acct codes are being populated depending on which Bgt Pool code you choose. Refer to the Cognos Report titled "RPT_ACCT_001 – Budget and Data Entry Account Codes" for a list of account codes that can be used with a particular Budget code. This report can be found under the Budget/Budget Financial Report folder in Cognos.



Invalid sign on amount for this budget pool: Transfers IN carry a negative balance (credits), Transfers OUT carry a positive balance (debits). The Banner Budget Transfer System will tell you if you have entered an invalid sign for a transfer. To correct the error you will need to change the sign on the amount and hit tab.

Example of error:



BUDGET DEVELOPMENT

BUDGET DEVELOPMENT

WHAT IS BUDGET DEVELOPMENT?

Budget Development is the portion of the Banner Budget Prep System that allows you to enter your proposed budget for a FOP at the Budget Account Code level. This is where you budget for things such as travel, M&O, longevity, and capital.

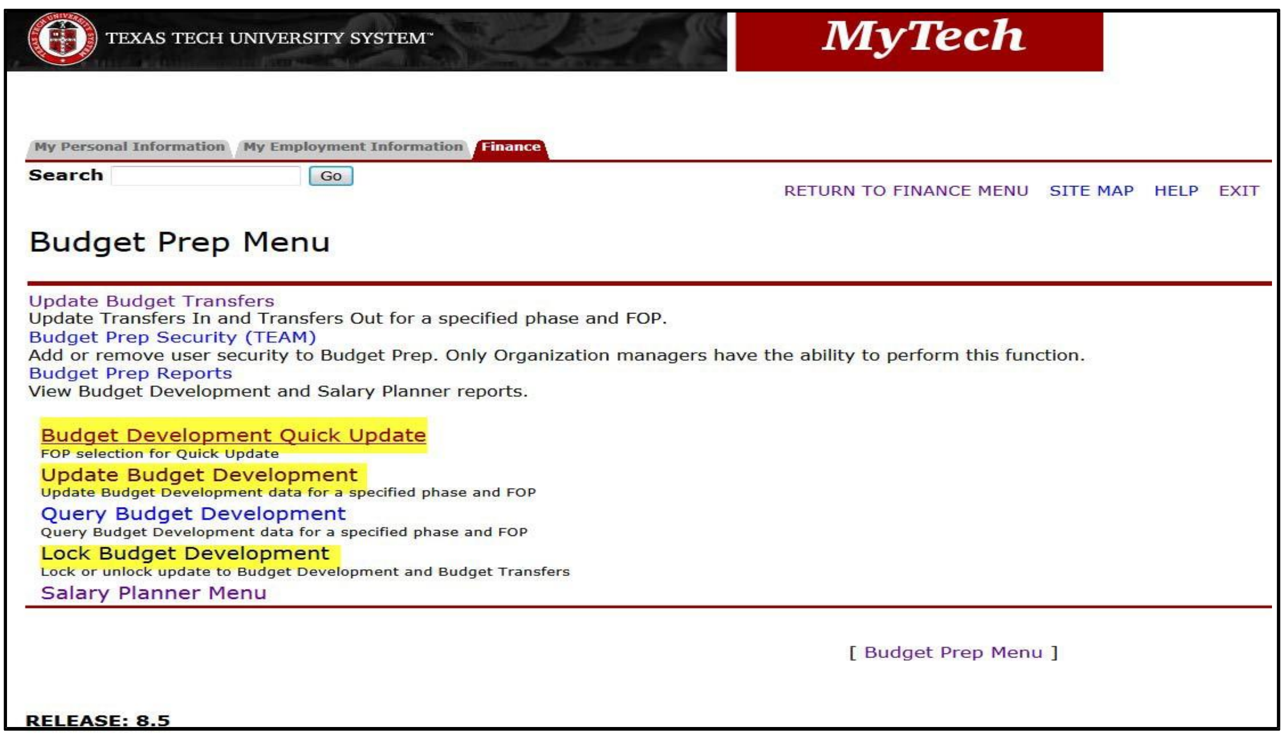
From the Budget Prep Menu you have 4 options within Budget Development:

- Budget Development Quick Update – This option will take you to a screen where you can select the FOP you wish to update. The FOP's populated on the screen are based on your security. Use this option to make changes into Budget Development.

- Update Budget Development – You should no longer need to use this option. Use the Budget Development Quick Update Screen.

- Query Budget Development – this is where you would view what currently exists in budget development. You will not need to use this feature. Cognos reports will provide you with information in an easier to read format.

- Lock Budget Development – when you have completed your budgets you will use this link to lock your budget.



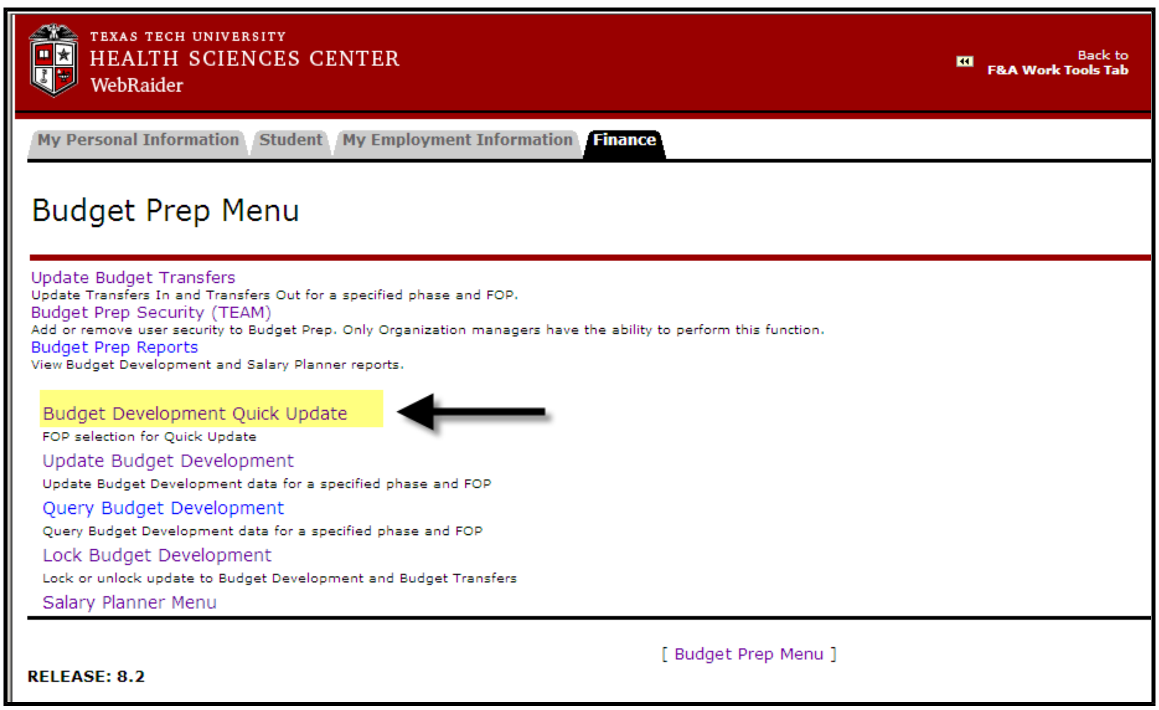
BUDGET DEVELOPMENT QUICK UPDATE

The Budget Development Quick Update link will take you to a screen populated with Fund/Orgn/Programs that are already loaded into Budget Development and for which you have security.

Choosing a FOP from this link will take you to the portion of the budget prep system where you can enter your proposed budget for the new fiscal year. This is at the Budget Account Code level (ex. 5020,6007,7010,7018). This does NOT include any detailed information on salaries or transfers. Detail information about salaries is housed in the Salary Planner module. Detail information about transfers is housed in the Banner Budget Transfer System module.

STEP 1:

Click the Budget Development Quick Update link.



STEP 2:

The next screen is where you tell the system exactly which chart of accounts, budget ID and phase, and which FOP you would like to update.

- Chart of Accounts – input H (for HSC)

- The Budget ID is the Chart and fiscal year that you wish to see. For example chart H, fiscal 2014 will have a Budget ID of H2014. Input H2014

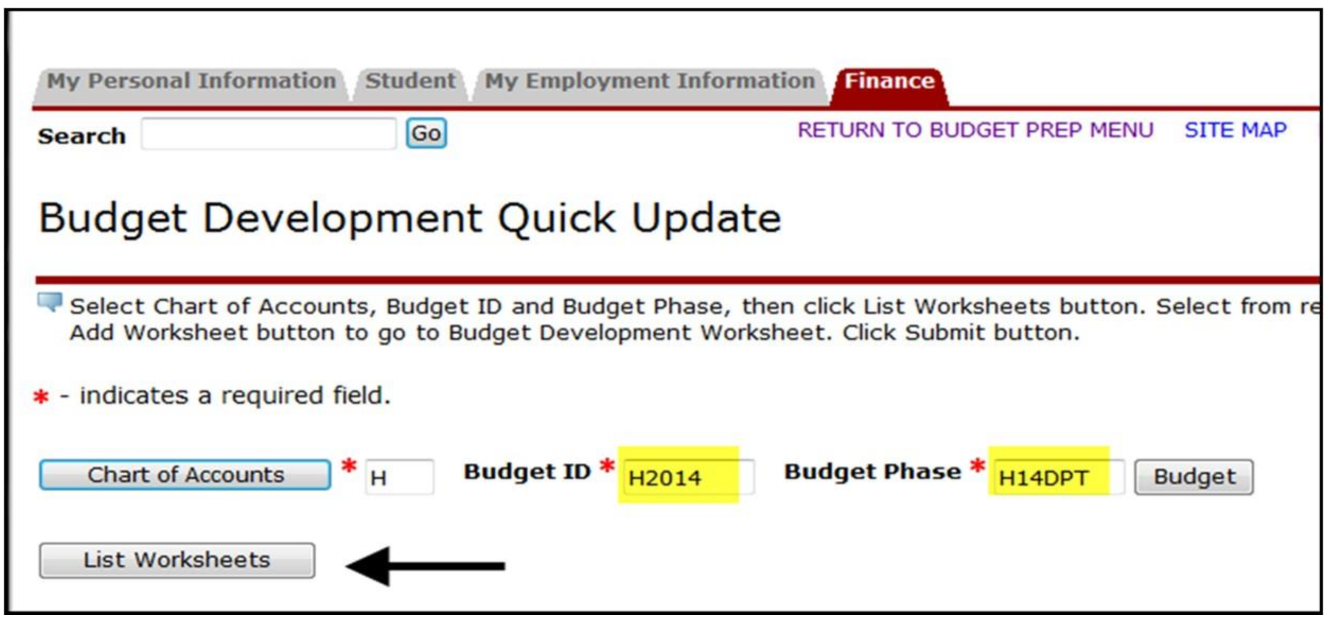
- The Budget Phase represents the different stages of the Budgeting process.

BUDGET PHASES:

HxxORG - Original	Original load into Budget Development – is not changed.
HxxDPT – Dept Request	Copy of Original with clean up by the Budget Office – where departments input proposed budgets.
HxxFIN - Final	Copy of Dept Request – data is loaded to next FY operating ledger after Board of Regents approval.

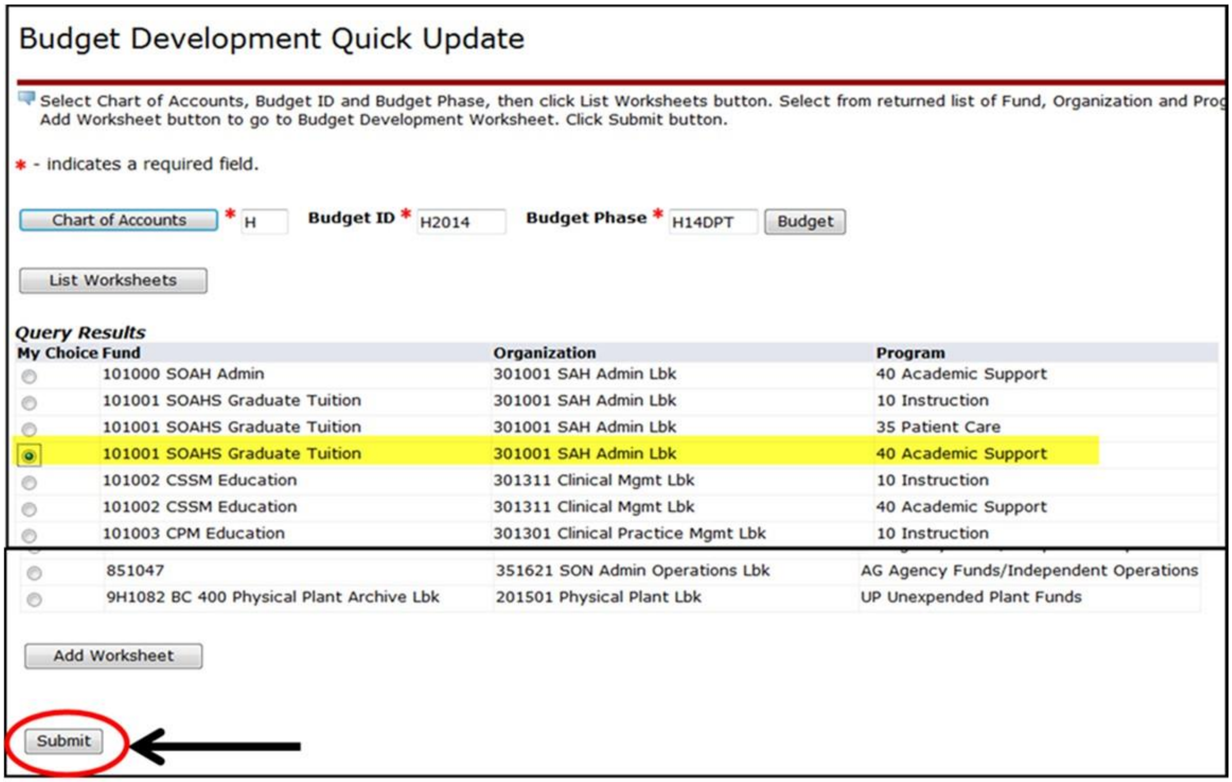
- Input H14DPT in the Budget Phase field

- Click the List Worksheets button to see a list of the FOP's you have security for that already exist in Budget Development.

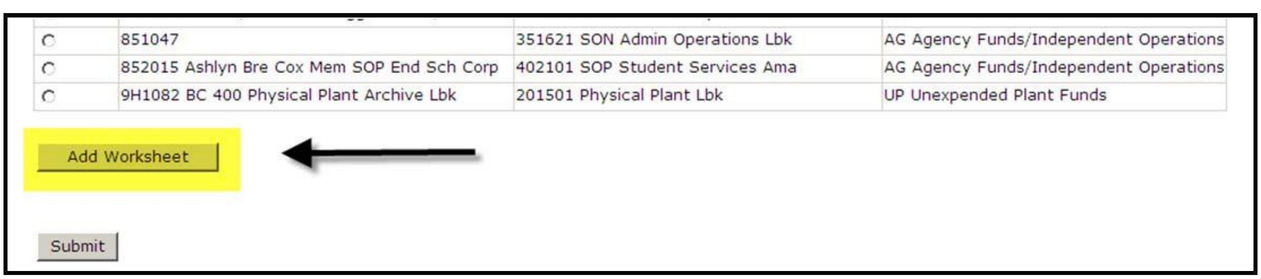


STEP 3:

Click on the radial button next to the FOP you would like to update or view, scroll to the bottom of the page and click the Submit button.



If you do not see the Fund/Orgn/Program on this listing that you would like to update, you can click the Add Worksheet button to add a new budget to Budget Development.



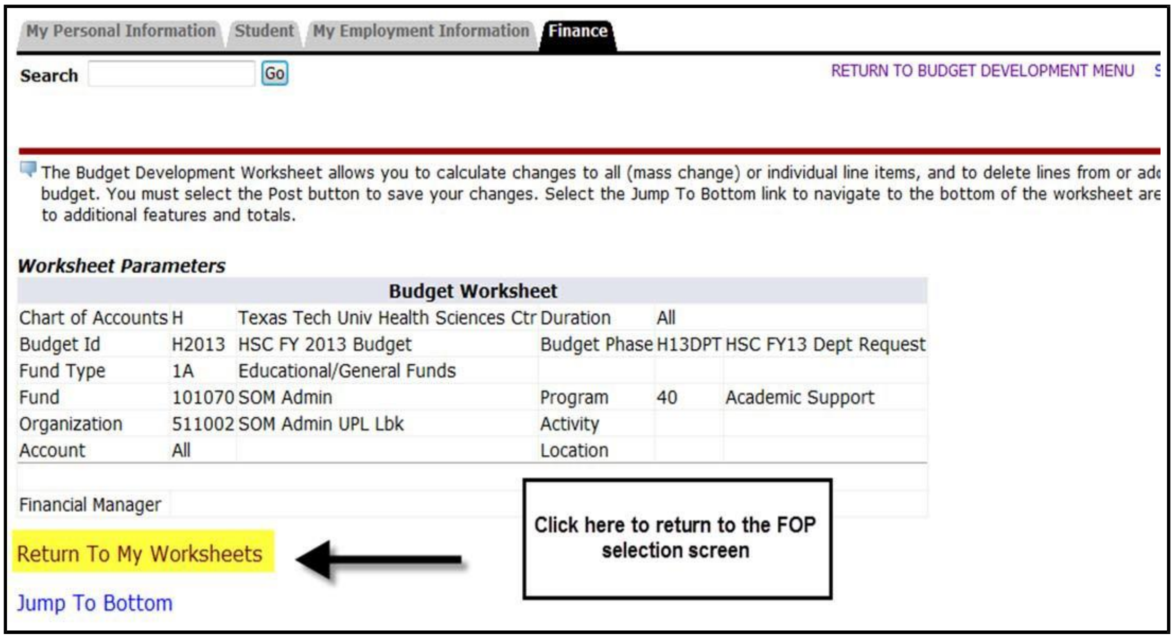
STEP 4: BUDGET DEVELOPMENT WORKSHEET

After choosing the Fund/Orgn/Program you would like to update the system will bring back a page where you can edit the revenue and expenditure budget account codes as well as add new account codes. There are distinct sections to this page.

SECTION 1: - Worksheet Parameters

The first section will show you the parameter you chose on the previous screen. You will know which FOP you are working on by looking here.

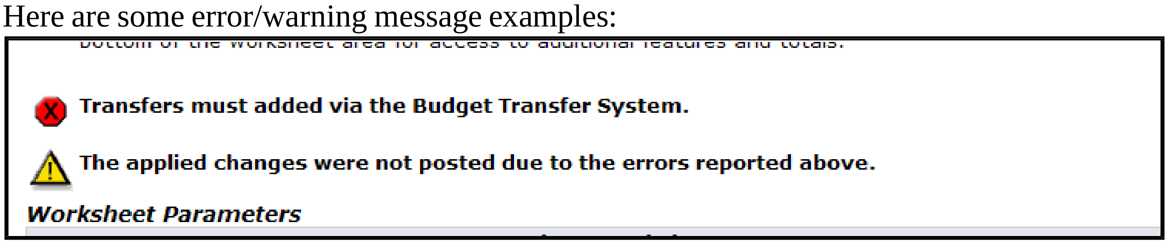
You also have the ability to select a different FOP by clicking on the Return To My Worksheets link.

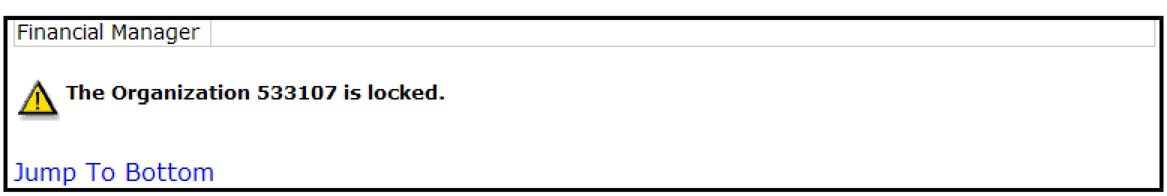


SECTION 2: - Error/Warning Messages

The second section will show any errors you may receive on the page. The error/warning messages will be located either above or below the Worksheet Parameters.

Here are some error/warning message examples:





SECTION 3: Worksheet

The worksheet section is where you will be making changes to existing Budget Account Codes. Here is a glossary of the data in this section of the page.

Status	Tells you where the data in Budget Development came from. OPAL – data came from the current fiscal year operating ledger.
Text	N – no text has been entered Y – text for this line has been entered You may enter comments (text) to explain or justify an entry into budget development. **ALL** use of fund balance must have justification.
Program	Program code the budget is located on.
Account Type/Code	The account type will be to the left of this box. The budget account code is in blue on the right side of the box.
Title	Titles for Account Types and Account Codes
Adopted Budget	Original Budget for current fiscal year
Permanent Adjustments	Budget Revisions entered throughout the year; that have been classified as permanent changes to the budget.
Base Budget	Adopted Budget +/- Permanent Adjustments
Budget Duration Code	P – Permanent Budget T – Temporary Budget
Proposed Budget	The new FY budget that you are proposing. When approved this is the budget that will be loaded to the new fiscal year operating ledger. The Post button will update the proposed budget.
Change Value	Where you input any changes to the existing proposed budget. If you would like to increase a budget by $100, you will enter 100 in this field. If you need to decrease your budget by $25 you will input -25 in the field.
Percent	When this box is checked the system will treat the figure in the change amount column as a percent instead of a dollar amount.
Cumulative Change	Will show the sum of all changes made to the budget account code.
New Budget	When a change value has been entered and calculated, the result will show here.
Delete Record	If selected, you will completely remove the budget account code. Please do NOT use the delete feature.

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		20		Research										
			5Z	Budget Acct - Revenue										
OPAL	N		5006	Legislative Appropriations	257,345.00	0.00	257,345.00	P	257,345.00			0.00	257,345.00	
			6Z	Budget Acct - Salaries and Wages										
SALP	N		6002	Staff Salaries	244,675.00	2,935.20	247,610.20	P	248,805.00			1,194.80	248,805.00	
OPAL	N		6005	Longevity	6,729.00	720.00	7,449.00	P	7,449.00			0.00	7,449.00	
OPAL	Y		6006	Unallocated Salaries	0.00	0.00	0.00	P	0.00			0.00	0.00	
			7Z	Budget Acct - Expenditures										
OPAL	N		7010	Maintenance and Operations	0.00	0.00	0.00	P	0.00			0.00	0.00	
OPAL	N		7017	Communications	2,800.00	(2,800.00)	0.00	P	0.00			0.00	0.00	
OPAL	N		7019	Subscriptions / Books / Videos	240.00	0.00	240.00	P	240.00			0.00	240.00	
OPAL	N		7020	In State Travel	300.00	(300.00)	0.00	P	0.00			0.00	0.00	
OPAL	N		7021	Out of State Travel	1,407.00	(555.20)	851.80	P	851.80			0.00	851.80	
OPAL	N		7099	Unallocated Expenses	1,194.00	0.00	1,194.00	P	1,194.00			0.00	1,194.00	

New FY Propsed Budget

Sum of changes made

Change amount will be used as a percent if this box is checked.

Text exists

SECTION 4: Adding Account Codes

The next section can be used to add account codes to your budget that do not currently exist. For example you may need to add a longevity code (6005) to pay employee longevity on your FOP.

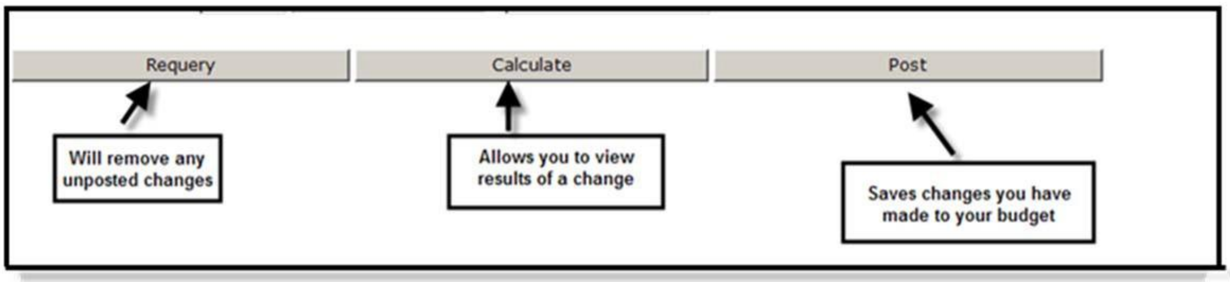
Account/Program Code lookup

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	60		Permanent Budget	
2	60		Permanent Budget	
3	60		Permanent Budget	
4	60		Permanent Budget	
5	60		Permanent Budget	

SECTION 5: Action buttons

This section of the sheet is where you will choose what to do with the data you have just input. You can:

- Requery – will remove anything you have input in the "Change Value" column. If items have already been posted, they will not be removed. This will only remove values that have not been posted.
- Calculate – will calculate the changes you have put in the "Change Value" column in the "New Budget" column. It is a way to see the results of a change without saving them.
- Post – will save any changes you have made to your budget. Be sure and save any changes you would like to keep before leaving this screen.



SECTION 6: Summary Totals

The final section is the Summary Totals section. You will see totals of each account type in this section.

Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
5Z	Budget Acct - Revenue	373,518.00	373,518.00	373,518.00	0.00
50	**Revenue**	**373,518.00**	**373,518.00**	**373,518.00**	**0.00**
6Z	Budget Acct - Salaries and Wages	370,312.00	369,312.00	369,312.00	(1,000.00)
60	**Salaries and Wages**	**370,312.00**	**369,312.00**	**369,312.00**	**(1,000.00)**
7Z	Budget Acct - Expenditures	3,206.00	3,206.00	3,206.00	0.00
70	**Expenses**	**3,206.00**	**3,206.00**	**3,206.00**	**0.00**
Net		**0.00**	**1,000.00**	**1,000.00**	**1,000.00**

Return To Top

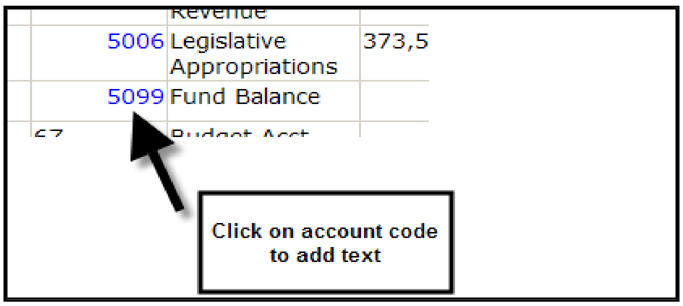
[Budget Prep Menu]

The worksheet section is where the majority of your budget development work will occur. Here are some of the things you can do in this section:

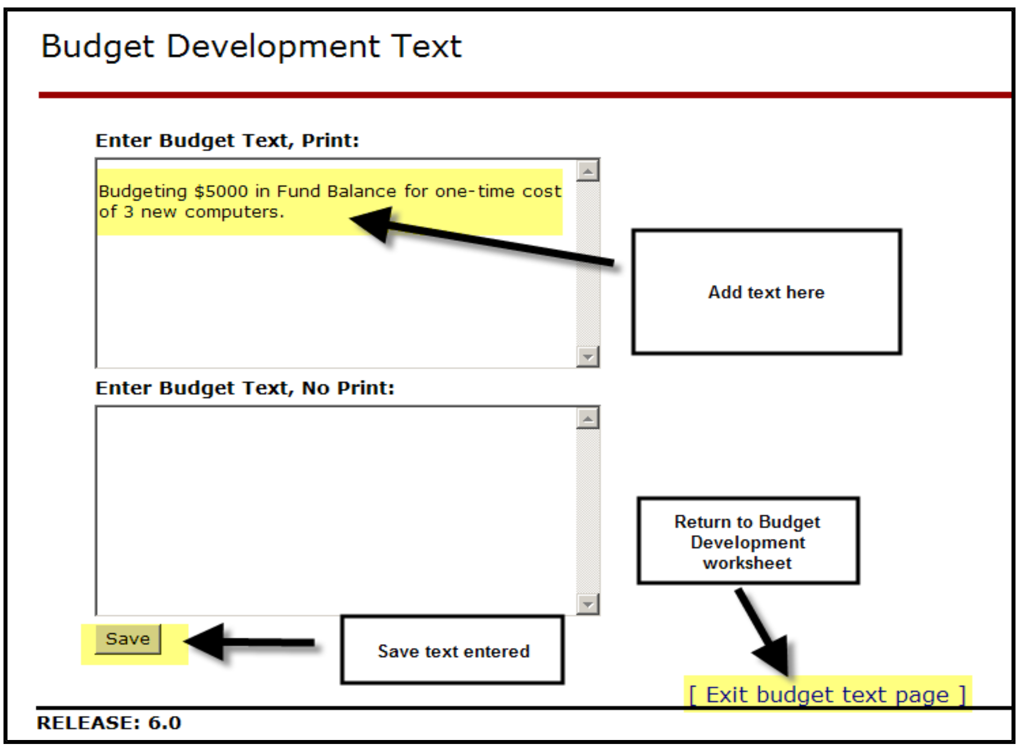
STEP 5 cont.: UPDATING BUDGET DEVELOPMENT

ADD TEXT:

Click on the account codes in blue. This will open up a text box and allow you to enter text to explain or justify the amount budgeted in this account code.

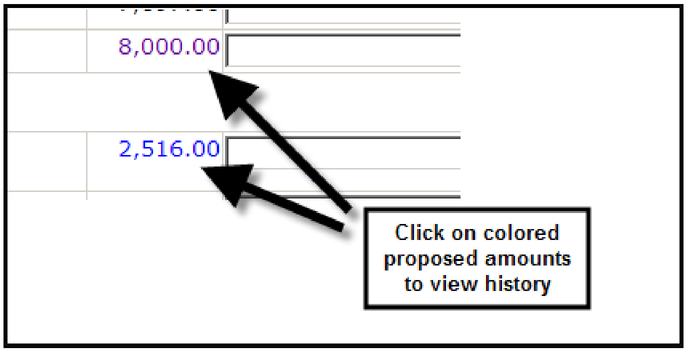


Text will need to be added to ALL budgets of fund balance (5099 code) to justify the use of fund balance. Enter in the text you wish to have attached to the code you selected and click the Save button. Then click Exit budget text page to return to the Budget Development worksheet.

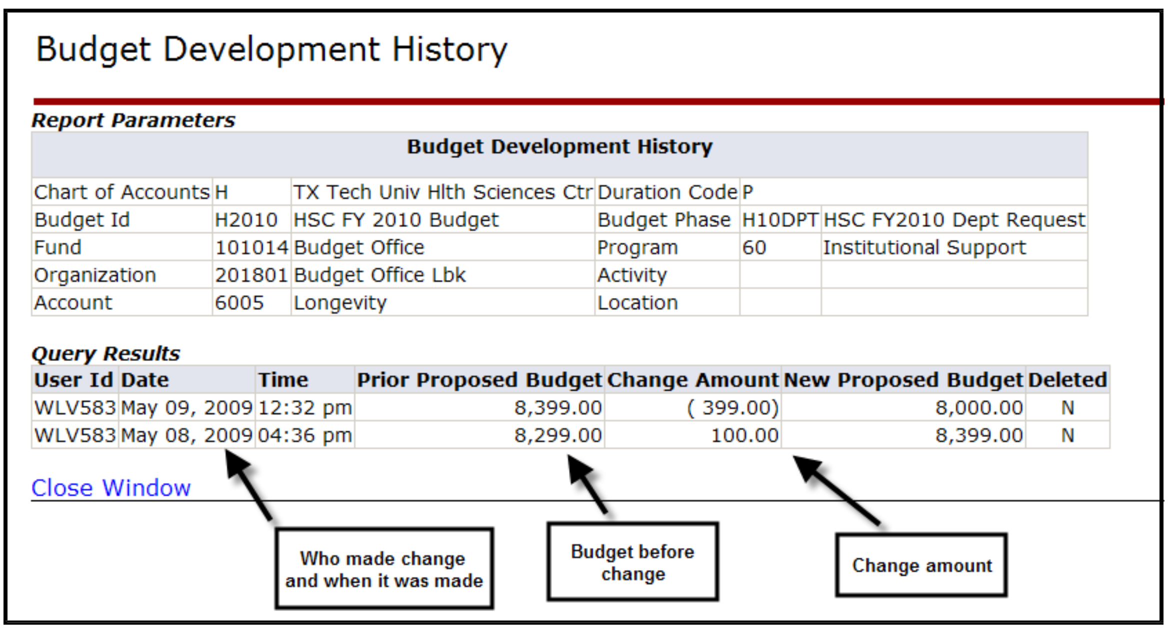


VIEW HISTORY OF CHANGES:

You can also view history of what changes have already been made to a particular proposed budget amount. Click on the proposed budget amounts that are in blue or purple. Those indicate amounts that have history associated with them.



The Budget Development History screen will then come up. It will show you the FOP you are working with, who made the change, when the change was made, and what the proposed budget looked like before and after the change. Click the Close Window link to exist the page when you are finished viewing the data.



Budget Development History

Report Parameters

Budget Development History					
Chart of Accounts	H	TX Tech Univ Hlth Sciences Ctr	Duration Code	P	
Budget Id	H2010	HSC FY 2010 Budget	Budget Phase	H10DPT	HSC FY2010 Dept Request
Fund	101014	Budget Office	Program	60	Institutional Support
Organization	201801	Budget Office Lbk	Activity		
Account	6005	Longevity	Location		

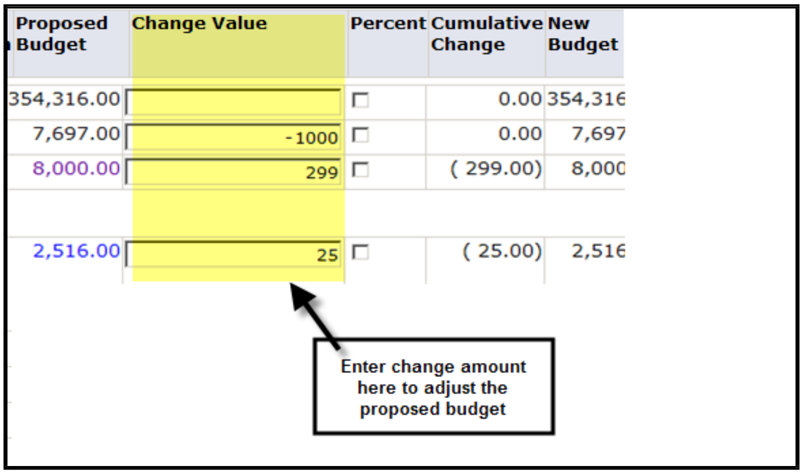
Query Results

User Id	Date	Time	Prior Proposed Budget	Change Amount	New Proposed Budget	Deleted
WLV583	May 09, 2009	12:32 pm	8,399.00	(399.00)	8,000.00	N
WLV583	May 08, 2009	04:36 pm	8,299.00	100.00	8,399.00	N

Close Window

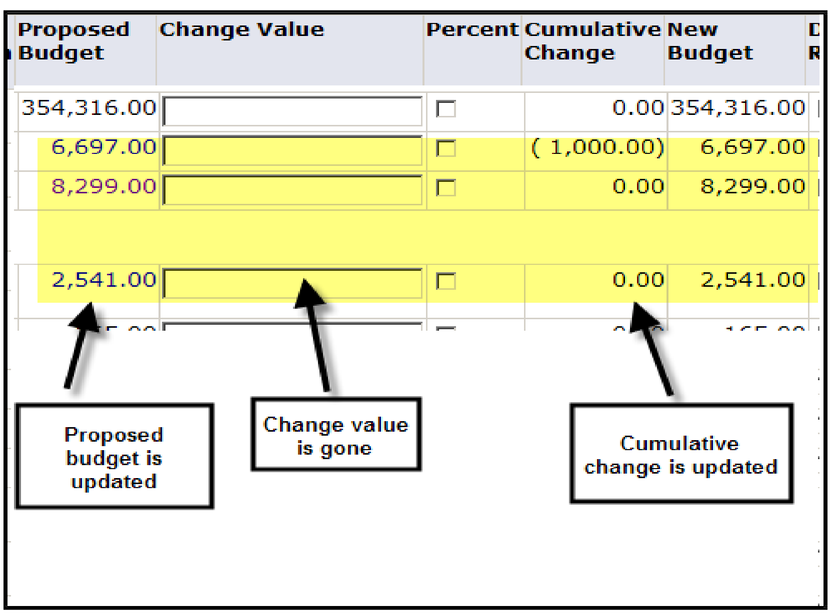
CHANGING THE PROPOSED BUDGET:

To update your proposed budget type in the amount of the change in the “Change Value” column needed to bring the proposed budget to the amount needed. If you are increasing the amount, add a positive figure, if you are decreasing the amount, you will insert a negative figure.



After your changes have been entered you can click on the Calculate button as described in SECTION 5 of this document to see how the change will impact your budget. This will show the effect of the change in the “New Budget” column. To actually save your changes you must click on the Post button in SECTION 5 of the screen.

Here is a screen shot of above budget when Post button has been clicked.

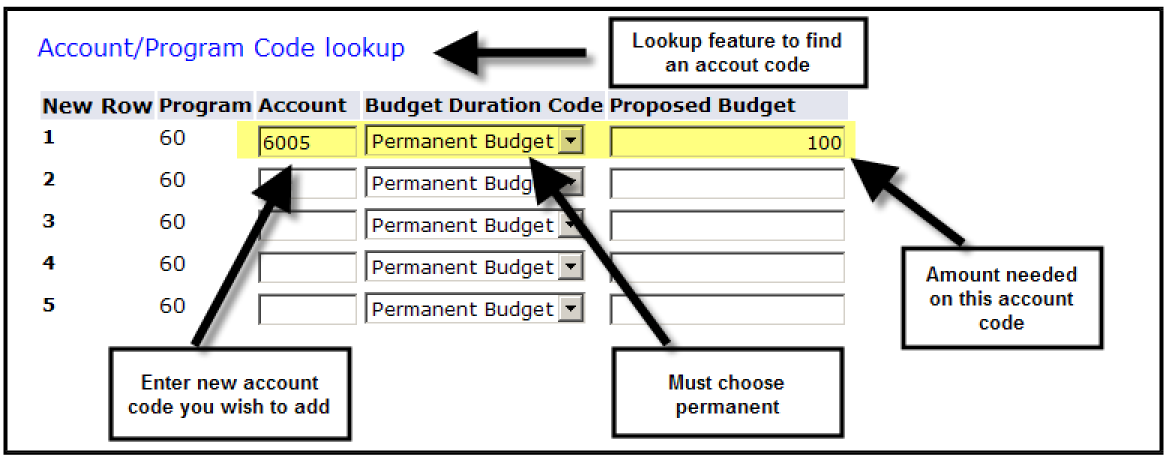


DELETE RECORD:

There is a delete record function on the worksheet. The Budget Office recommends that you do not use the delete record function. If you do, you will lose the ability to view history. We prefer that you zero out the budget for an account code that you no longer wish to have a budget in.

ADDING MISSING ACCOUNT CODES:

Simply enter the Budget Account code that you need in the Account field. The budget duration code will be Permanent Budget. All budgets entered in the budget prep cycle are permanent. Then enter the amount needed in the Proposed Budget column. The change will not be saved until you click on the Post button as described in SECTION 5 of this document.

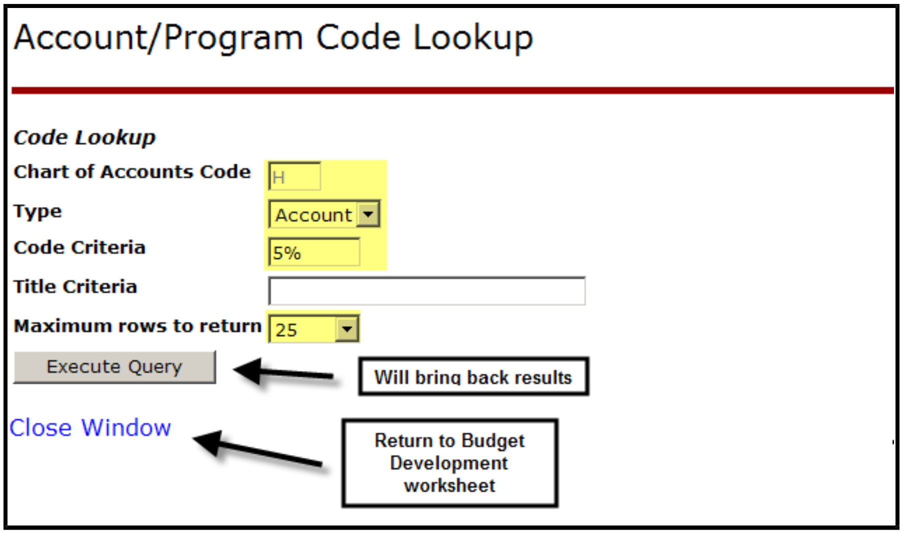


The Account/Program Code lookup function brings up a screen to allow you to look up an account or program code. You should always use the default program code that is already on the budget you have pulled up. If you use the lookup to view an account code, please use the 4 digit account code. That will be the Budget Account Code.

To use the account code lookup, enter the following:

- Chart of Accounts Code – H
- Type – Account
- Code Criteria
  - ‘5%’ to view revenue codes
  - ‘6%’ to view salaries and wages codes
  - ‘7%’ to view direct expenditure codes
- Maximum rows to return – 25

Then click the Execute Query button.



Results of the lookup:

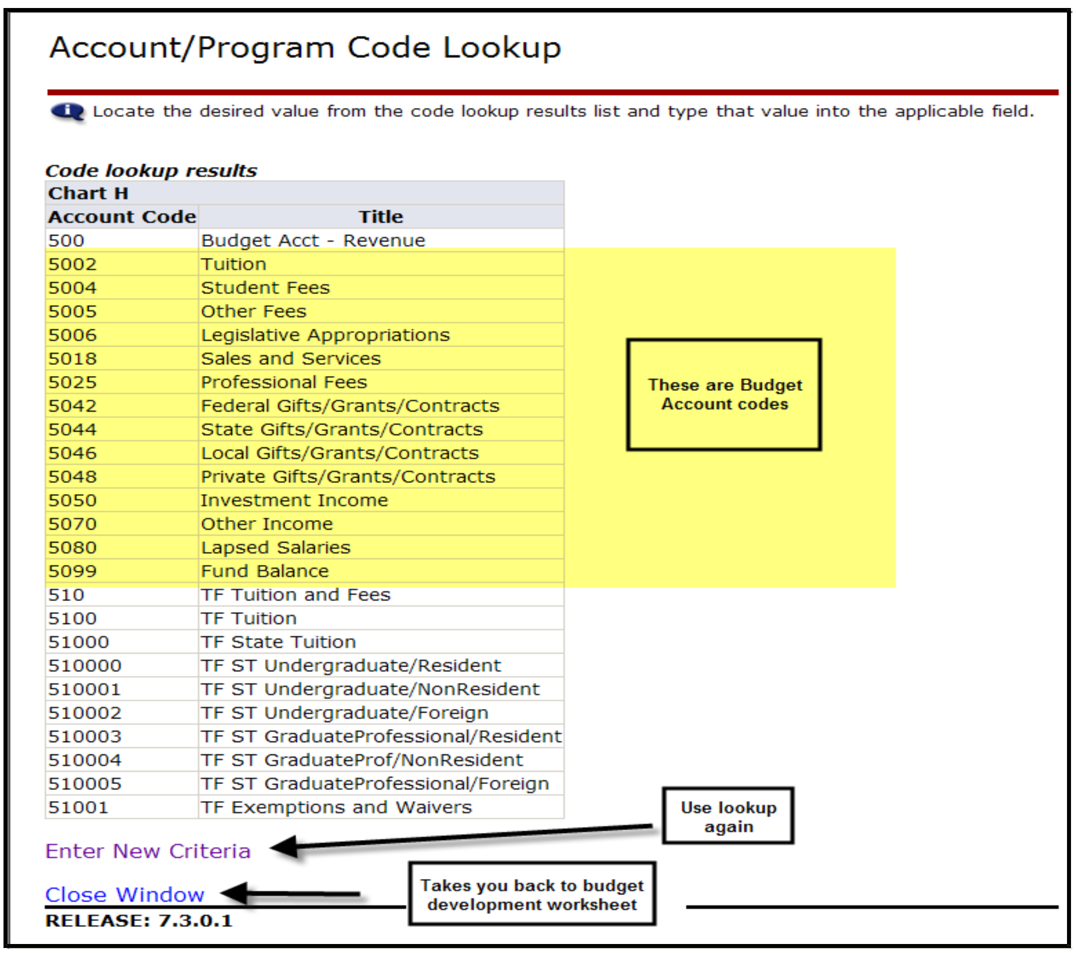


Chart H	
Account Code	Title
500	Budget Acct - Revenue
5002	Tuition
5004	Student Fees
5005	Other Fees
5006	Legislative Appropriations
5018	Sales and Services
5025	Professional Fees
5042	Federal Gifts/Grants/Contracts
5044	State Gifts/Grants/Contracts
5046	Local Gifts/Grants/Contracts
5048	Private Gifts/Grants/Contracts
5050	Investment Income
5070	Other Income
5080	Lapsed Salaries
5099	Fund Balance
510	TF Tuition and Fees
5100	TF Tuition
51000	TF State Tuition
510000	TF ST Undergraduate/Resident
510001	TF ST Undergraduate/NonResident
510002	TF ST Undergraduate/Foreign
510003	TF ST GraduateProfessional/Resident
510004	TF ST GraduateProf/NonResident
510005	TF ST GraduateProfessional/Foreign
51001	TF Exemptions and Waivers

STEP 6: Update another FOP

Typically you will have multiple FOPs to budget. To update another FOP after posting all changes to the one you have been working with, click on the Return To My Worksheets link in the top portion of the page. Then repeat Steps 3-5.

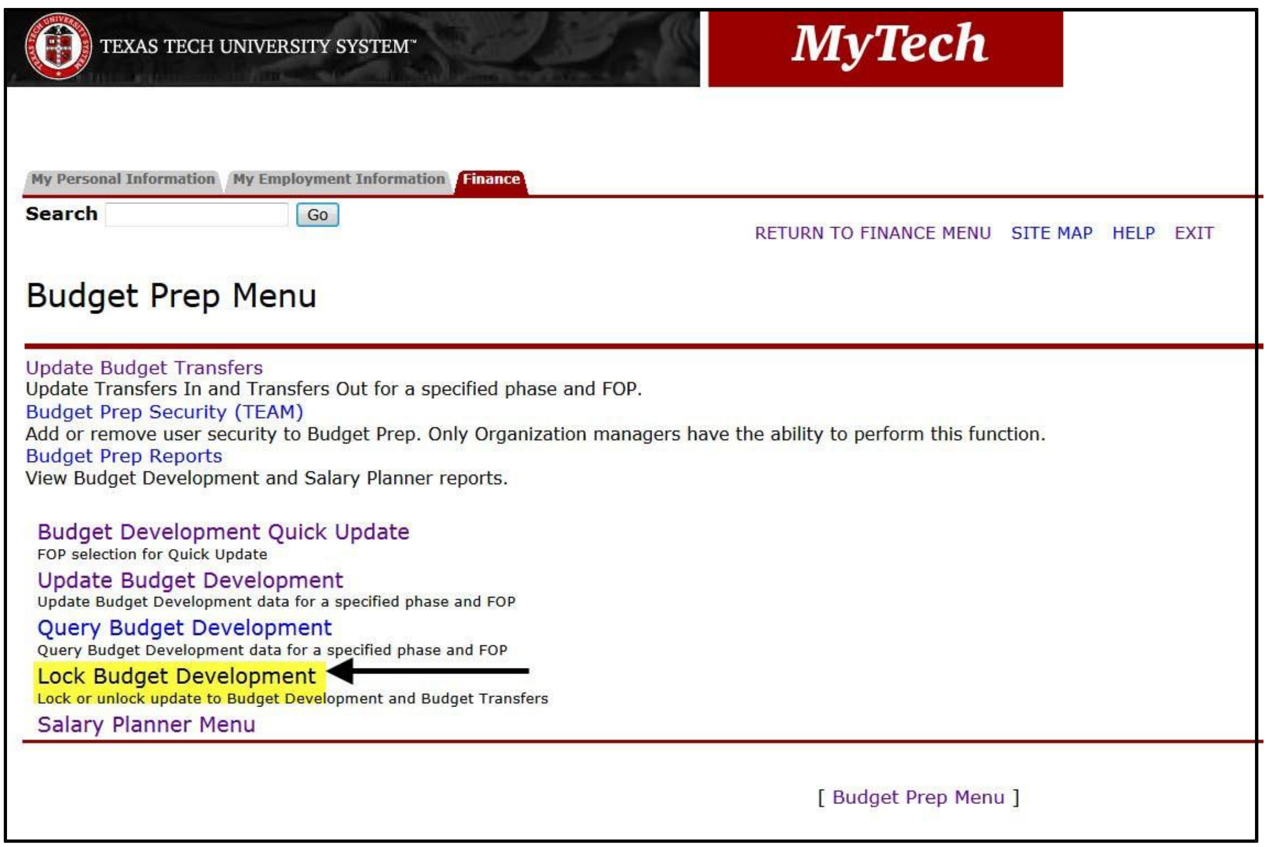
LOCKING THE BUDGET

LOCKING YOUR BUDGET

When you have completed all data entry into the Budget Development and Banner Budget Transfer System modules you are ready to lock your Budget.

STEP 1:

Go to the Budget Prep Menu and click on the "Lock Budget Development" link.



STEP 2: Organization Lock Parameters

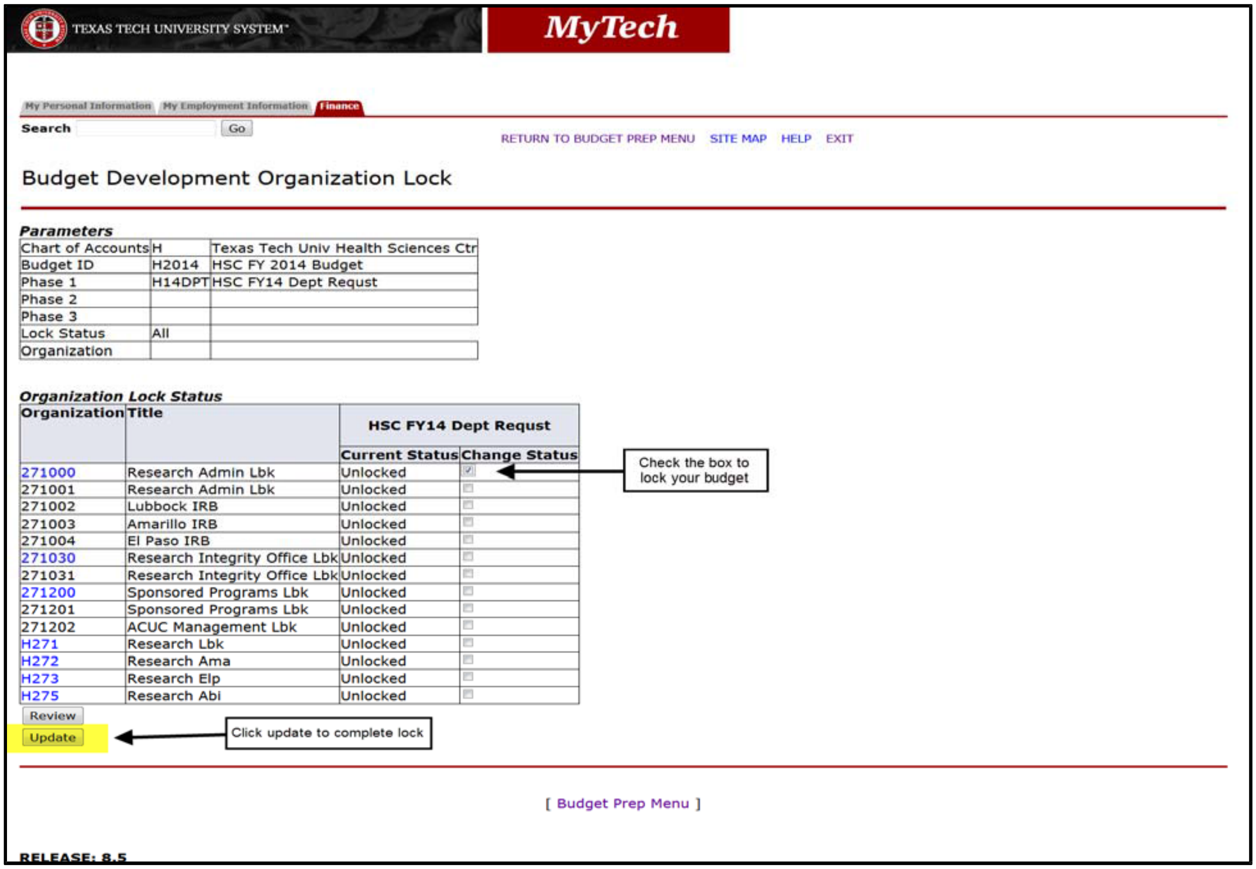
Input the following information:

- Chart of Accounts – H
- Budget – Hxxxx (xxxx denotes fiscal year, for FY14 this will be H2014)
- Click the Default Phases button and the correct phase will load into the Phase field.
- Current Status – All
- Organization – input the organization code you wish to lock.

Click on the Submit button when all parameters have been entered.

STEP 3: Lock the Budget

The organization code you have selected will be displayed. Click the check box beside the organization code you wish to lock and then click Update.



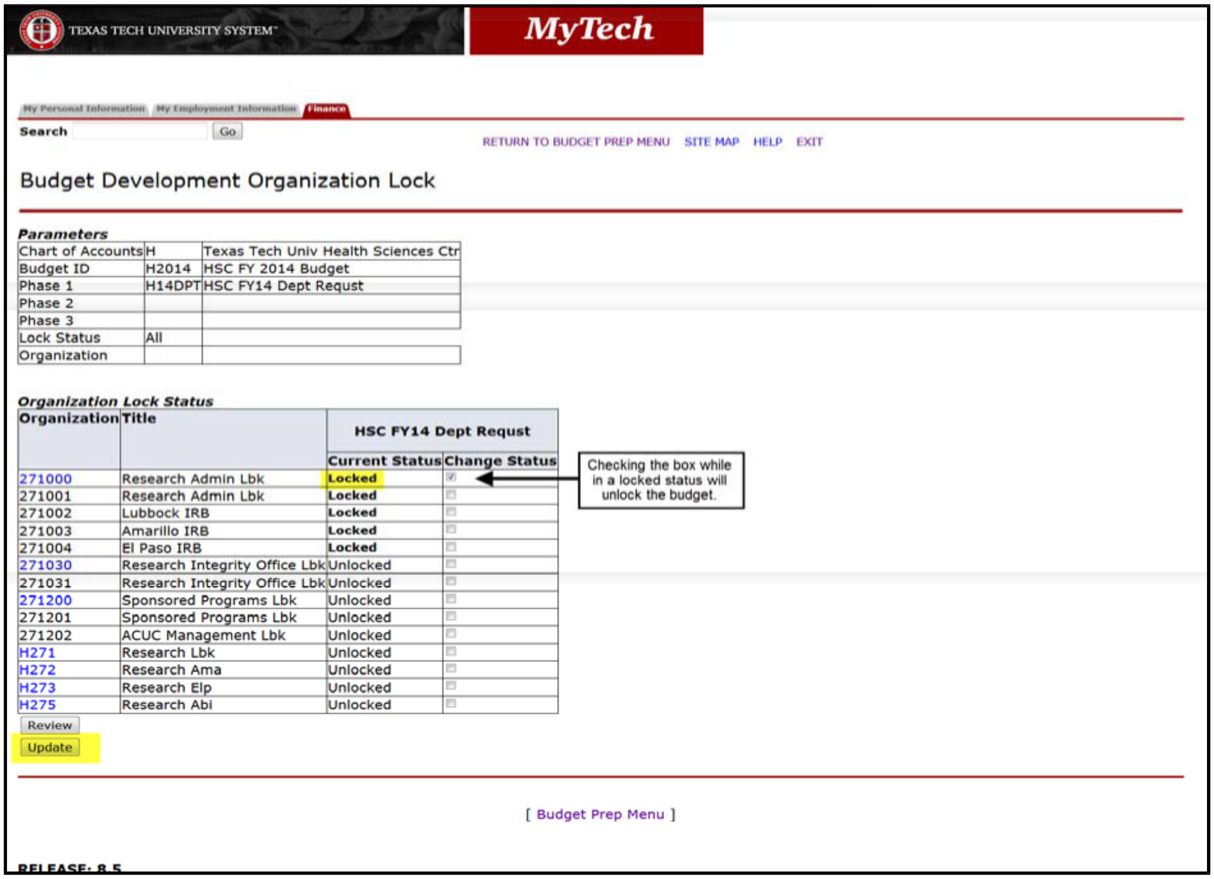
You will then receive a confirmation screen. To lock another budget choose the Return To Parameters button.

STEP 4: Email

There is currently not an automated email function within the Budget Prep system to let the approver know you have locked. You will need to email your approver to let them know you have completed the budget and it is locked.

UNLOCKING A BUDGET:

To unlock a budget follow the same steps as locking a budget. When you reach the last step, check the box next to the "Locked" status, you will be changing the status to unlocked.



TEXAS TECH UNIVERSITY SYSTEM

MyTech

My Personal Information | My Employment Information | Finance

Search [Go]

RETURN TO BUDGET PREP MENU SITE MAP HELP EXIT

Budget Development Organization Lock

Parameters

Chart of Accounts	H	Texas Tech Univ Health Sciences Ctr
Budget ID	H2014	HSC FY 2014 Budget
Phase 1	H14DPT	HSC FY14 Dept Requst
Phase 2		
Phase 3		
Lock Status	All	
Organization		

Organization Lock Status

Organization	Title	HSC FY14 Dept Request	
		Current Status	Change Status
271000	Research Admin Lbk	Locked	☑
271001	Research Admin Lbk	Locked	☐
271002	Lubbock IRB	Locked	☐
271003	Amarillo IRB	Locked	☐
271004	El Paso IRB	Locked	☐
271030	Research Integrity Office Lbk	Unlocked	☐
271031	Research Integrity Office Lbk	Unlocked	☐
271200	Sponsored Programs Lbk	Unlocked	☐
271201	Sponsored Programs Lbk	Unlocked	☐
271202	ACUC Management Lbk	Unlocked	☐
H271	Research Lbk	Unlocked	☐
H272	Research Ama	Unlocked	☐
H273	Research Elp	Unlocked	☐
H275	Research Abi	Unlocked	☐

Checking the box while in a locked status will unlock the budget.

[Review]
[Update]

[Budget Prep Menu]

RELEASE: 8.5

APPENDIX

GENERAL COGNOS TIPS AND TRICKS

This section will give you some general Cognos tips to make running Cognos reports easier.

SET YOUR PREFERENCES

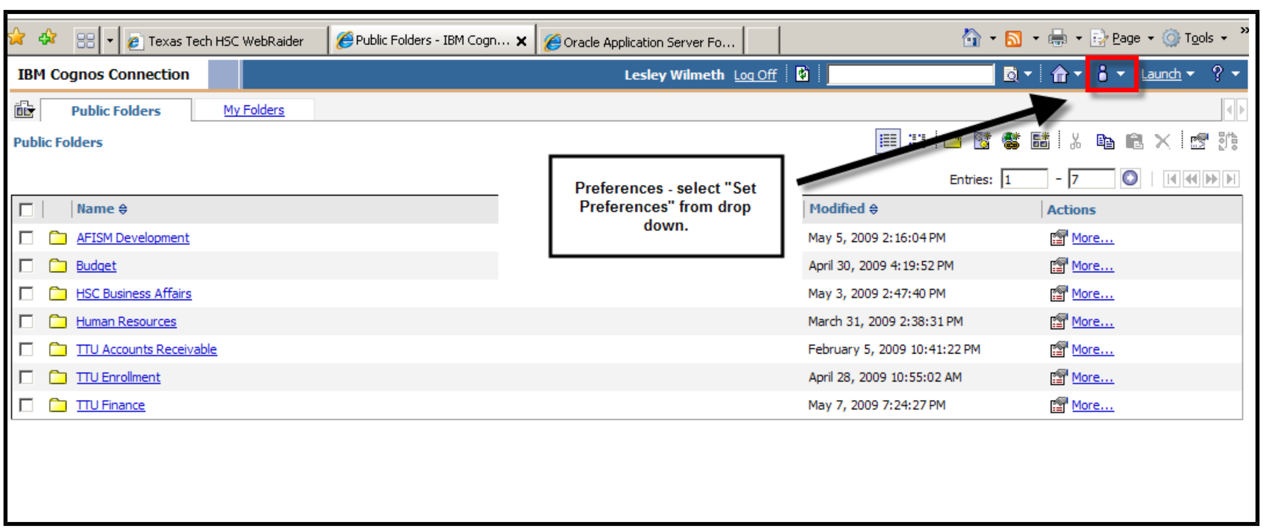
You have the ability to personalize some settings in the Cognos system. Here are some suggestions and instructions on personalizing Cognos.

1) Set your preferences to allow 99 entries in a folder list. This will keep you from having to use the arrow keys to page to more reports within a folder.

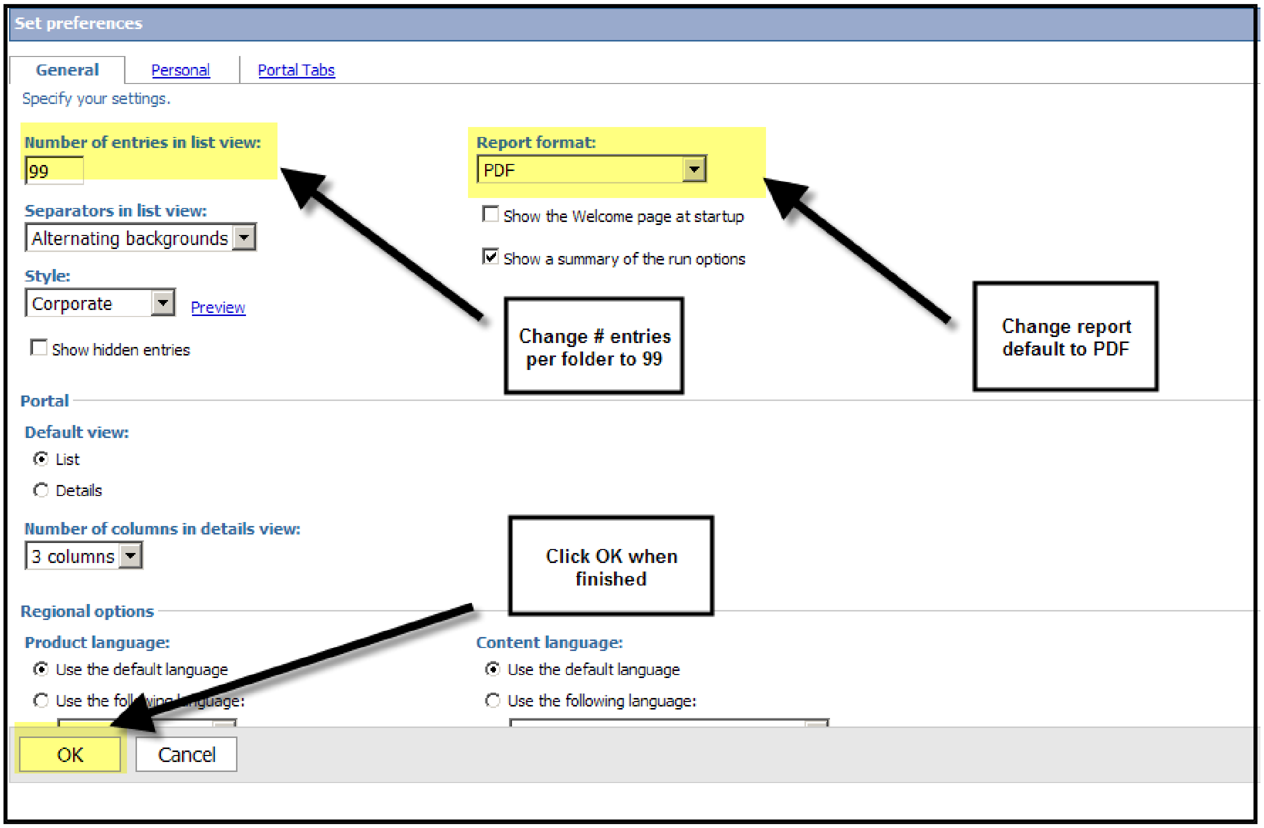
2) Set your report format to PDF. PDF reports are much easier to page through. You can also use the PDF search in a PDF report to quickly find what you need.

3) If you are constantly using the same report several times a day – save the PDF version to your desktop to refer back to. There is no reason to run the report over and over in a day, since data is not refreshed until each night. Budget Prep reports are an exception. These reports run against live data and are not part of an overnight load.

To set your preferences click on the preferences link.



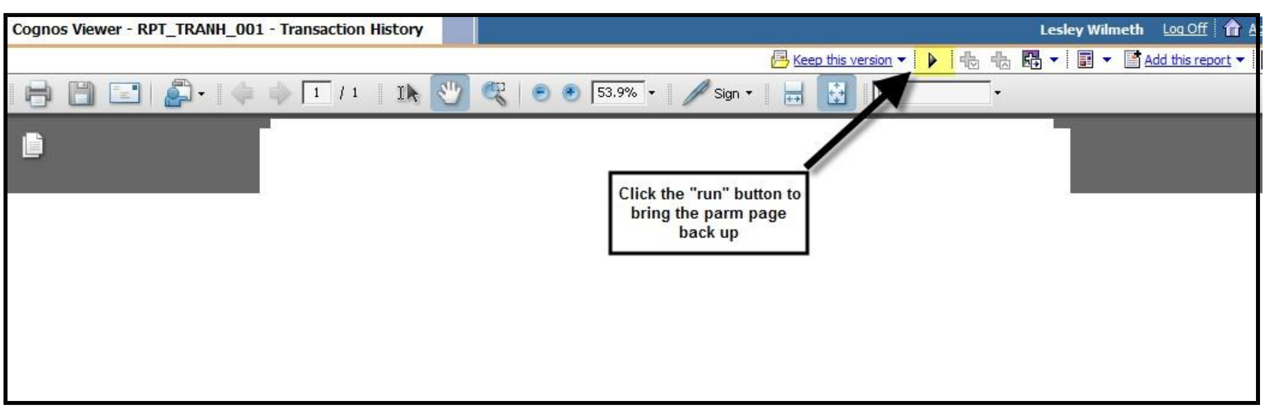
Make the following changes to your preferences:



REPORT SHORTCUTS:

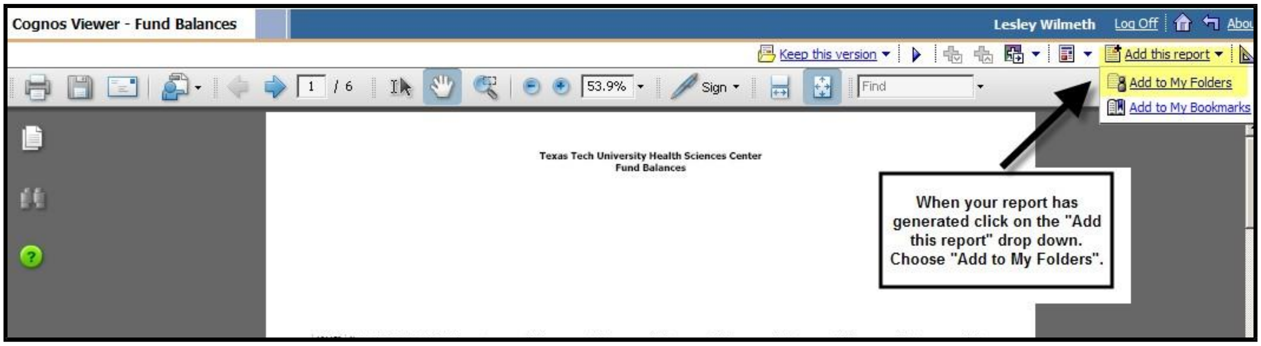
1) When you have selected your parms and a report has generated, sometimes you wish you could re-run the report for a different fund or orgn. Instead of going back to the folder menu, you can use a "run" feature and return directly to the parm page.

   - This will not work on a report that you have drilled down to.

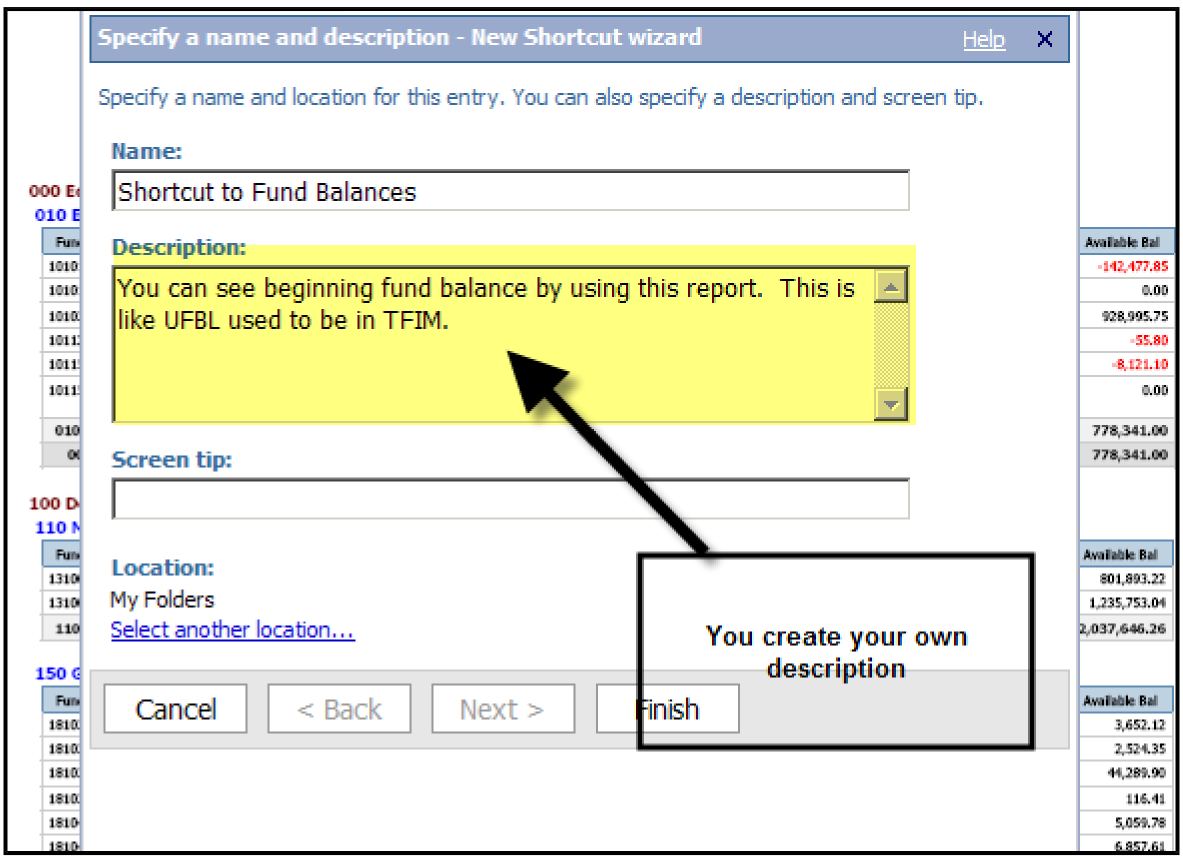


2) If you find a report you really like you can save it easily to your "My Folders".

- When you run the report there is an "Add this report link" – choose to add the report to "My Folders".

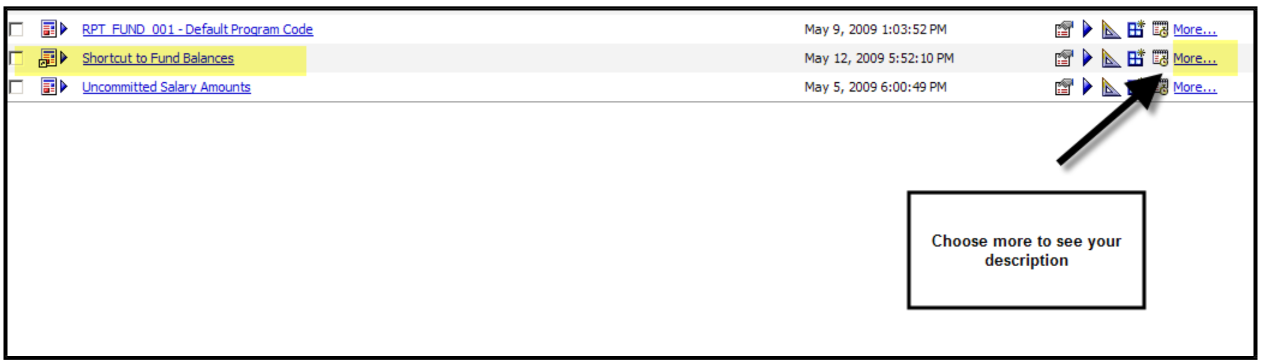


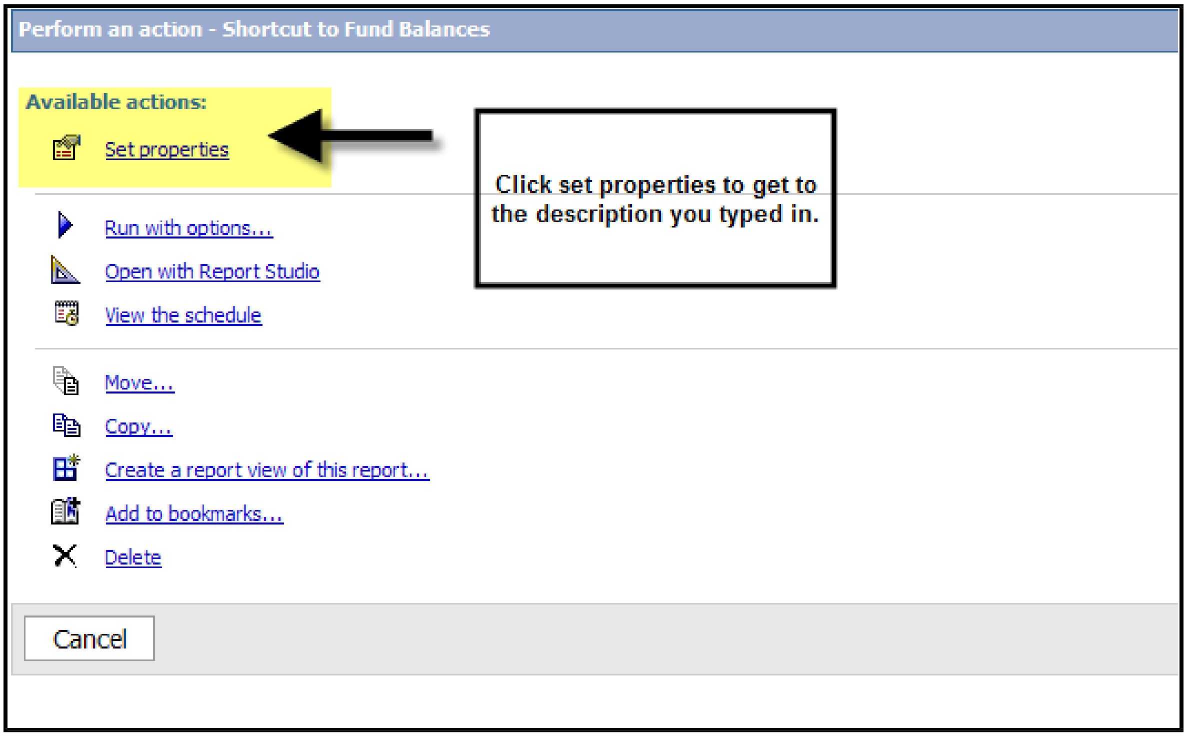
A pop up box will appear and you can type in your own description as to why you might want to run this report again.



Now from your Cognos Connection screen you can click on “My Folders” and see all your favorite reports. This will keep you from having to go through multiple folders to find the report.

To see the description you typed in for a report click on the “More” link.





Now you can see your description.