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OVERVIEW OF BUDGET PREP
OVERVIEW OF BUDGET PREP

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@tuhsc.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.
   o Please notify your approver when you have locked your budget.
   o 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.
   o 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:

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGN</th>
<th>PROG</th>
</tr>
</thead>
<tbody>
<tr>
<td>130166</td>
<td>512301</td>
<td>10 - Instruction</td>
</tr>
<tr>
<td>131126</td>
<td>512301</td>
<td>10 - Instruction</td>
</tr>
<tr>
<td>131140</td>
<td>512301</td>
<td>30 - Public Service</td>
</tr>
<tr>
<td>121729</td>
<td>512301</td>
<td>20 - Research</td>
</tr>
<tr>
<td>130141</td>
<td>512301</td>
<td>10 - Instruction</td>
</tr>
<tr>
<td>512302</td>
<td>10 - Instruction</td>
<td></td>
</tr>
<tr>
<td>512305</td>
<td>10 - Instruction</td>
<td></td>
</tr>
<tr>
<td>512307</td>
<td>10 - Instruction</td>
<td></td>
</tr>
<tr>
<td>512308</td>
<td>10 - Instruction</td>
<td></td>
</tr>
<tr>
<td>512309</td>
<td>10 - Instruction</td>
<td></td>
</tr>
<tr>
<td>512311</td>
<td>10 - Instruction</td>
<td></td>
</tr>
<tr>
<td>512316</td>
<td>10 - Instruction</td>
<td></td>
</tr>
<tr>
<td>512321</td>
<td>10 - Instruction</td>
<td></td>
</tr>
<tr>
<td>512326</td>
<td>10 - Instruction</td>
<td></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGN</th>
<th>ACCOUNT</th>
<th>TYPE</th>
<th>ART</th>
<th>PROG</th>
<th>Original Budget</th>
<th>Adjustments</th>
<th>Current Budget</th>
<th>Proposed Act</th>
</tr>
</thead>
<tbody>
<tr>
<td>101057</td>
<td>201101</td>
<td>Admin Ltd</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$235,576.00</td>
<td>$0.00</td>
<td>$235,576.00</td>
<td>$235,576.00</td>
</tr>
<tr>
<td>Revenue</td>
<td>5006 - Legislative Appropriations</td>
<td>40 - Academic Support</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$235,576.00</td>
<td>$0.00</td>
<td>$235,576.00</td>
<td>$235,576.00</td>
</tr>
<tr>
<td>Revenues Totals</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$335,576.00</td>
<td>$0.00</td>
<td>$335,576.00</td>
<td>$335,576.00</td>
</tr>
<tr>
<td>Expenses</td>
<td>6001 - Faculty Salaries</td>
<td>40 - Academic Support</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$284,375.00</td>
<td>$0.00</td>
<td>$284,375.00</td>
<td>$284,375.00</td>
</tr>
<tr>
<td>Expenses</td>
<td>6002 - Staff Salaries</td>
<td>40 - Academic Support</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$4,135.00</td>
<td>$0.00</td>
<td>$4,135.00</td>
<td>$4,135.00</td>
</tr>
<tr>
<td>Expenses</td>
<td>6003 - Student Salaries</td>
<td>40 - Academic Support</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$5,900.00</td>
<td>$0.00</td>
<td>$5,900.00</td>
<td>$5,900.00</td>
</tr>
<tr>
<td>Expenses</td>
<td>6005 - Longevity</td>
<td>40 - Academic Support</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$0.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Expenses</td>
<td>7019 - Maintenance and Operations</td>
<td>40 - Academic Support</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$16,431.00</td>
<td>$16,867.00</td>
<td>$16,431.00</td>
<td>$16,431.00</td>
</tr>
<tr>
<td>Expenses</td>
<td>7017 - Communications</td>
<td>40 - Academic Support</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$2,400.00</td>
<td>$2,400.00</td>
<td>$2,400.00</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Expenses</td>
<td>7020 - In-State Travel</td>
<td>40 - Academic Support</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Expenses</td>
<td>7021 - Out of State Travel</td>
<td>40 - Academic Support</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Expenses</td>
<td>7099 - Unallocated Expenses</td>
<td>40 - Academic Support</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$9,435.00</td>
<td>$9,435.00</td>
<td>$9,435.00</td>
<td>$9,435.00</td>
</tr>
<tr>
<td>Expenses Totals</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$(335,576.00)</td>
<td>$(332,605.00)</td>
<td>$(332,944.00)</td>
<td>$(332,944.00)</td>
</tr>
</tbody>
</table>

ORGN 201101 - Graduate School Admin Unit Balance | - | - | - | - | - | $0.00 | $0.00 | $0.00 | $5,532.00 |
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:
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:

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGN</th>
<th>ACCT</th>
<th>PROG</th>
<th>Proposed</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>030000 - Anesthesiology Dept Program Elp</td>
<td>534801 - Anesthesiology Dept Genl</td>
<td>5099</td>
<td>10 - Instruction</td>
<td>$476,871.00</td>
<td>No Text</td>
</tr>
<tr>
<td>030222 - Medical Records Elp</td>
<td>533261 - Electronic Medical Records Elp</td>
<td>5099</td>
<td>40 - Academic Support</td>
<td>$295,757.00</td>
<td>No Text</td>
</tr>
<tr>
<td>030013 - Elp 4 Year Medical School Support</td>
<td>533041 - Paul L Foster SOM Admin Elp</td>
<td>5099</td>
<td>40 - Academic Support</td>
<td>$10,000,000.00</td>
<td>No Text</td>
</tr>
<tr>
<td>183001 - EMS Specialty Course Rural Training</td>
<td>532301 - Emergency Medicine Elp Genl</td>
<td>5099</td>
<td>12 - Instruction</td>
<td>$5,102.00</td>
<td>No Text</td>
</tr>
<tr>
<td>183002 - Emergency Med Elp</td>
<td>533531 - Research Emer Med Elp</td>
<td>5099</td>
<td>40 - Academic Support</td>
<td>$2,153.00</td>
<td>No Text</td>
</tr>
<tr>
<td>183005 - General Fund Faculty Development</td>
<td>533131 - Faculty Affairs and Dev Elp</td>
<td>5099</td>
<td>40 - Academic Support</td>
<td>$6,000.00</td>
<td>No Text</td>
</tr>
<tr>
<td>183010 - OH/Om Elp</td>
<td>533801 - Obst Gyn Dept Elp Genl</td>
<td>5099</td>
<td>40 - Academic Support</td>
<td>$50,000.00</td>
<td>No Text</td>
</tr>
<tr>
<td>183013 - Breast Cancer Research Project</td>
<td>535022 - Breast Cancer Research Elp</td>
<td>5099</td>
<td>20 - Research</td>
<td>$52,734.00</td>
<td>No Text</td>
</tr>
<tr>
<td>183026 - Research Development Elp</td>
<td>533041 - Paul L Foster SOM Admin Elp</td>
<td>5099</td>
<td>20 - Research</td>
<td>$86,940.00</td>
<td>No Text</td>
</tr>
<tr>
<td>183021 - Breast Cancer Biology</td>
<td>535022 - Breast Cancer Biology Elp</td>
<td>5099</td>
<td>20 - Research</td>
<td>$39,487.00</td>
<td>No Text</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGN</th>
<th>PROG</th>
<th>50 - REVENUES</th>
<th>60 - SALARIES</th>
<th>70 - EXPENSES</th>
<th>80 - TRANSFERS</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>101113 - Office Of Rural Health</td>
<td>133103 - Rural and Comm Health Ltd</td>
<td>30 - Public Service</td>
<td>$560,764.00</td>
<td>$501,691.00</td>
<td>$20,672.00</td>
<td>$0.00</td>
<td>($25,000.00)</td>
</tr>
</tbody>
</table>
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:
## Variance Report

**Budget - H2011 - H11DPT**  
**Fund - **  
**Budgeted ACCT - **

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 TTUG $11 & 12 and HSC $1A, 1C, 2B and 3A.

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGN</th>
<th>PROG</th>
<th>Budgeted ACCT</th>
<th>▶ Budget Development</th>
<th>Previous FY TTD (Annualized)</th>
<th>▶ Current FY TTD ▶ Variance Amount</th>
<th>▶ Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>5076</td>
<td>Local Grants/Grants/Contracts</td>
<td>0.00</td>
<td>$124,666.69</td>
<td>$13,750.01</td>
<td>($13,750.01)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>10</td>
<td>6001</td>
<td>Faculty Salaries</td>
<td>$1,903,600.00</td>
<td>$903,007.98</td>
<td>$299,172.02</td>
<td>21.05%</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>6004</td>
<td>Special Augmentation</td>
<td>0.00</td>
<td>$17,402.69</td>
<td>$180,300.00</td>
<td>($162,900.00)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>10</td>
<td>6007</td>
<td>Payroll Related Costs</td>
<td>$223,500.00</td>
<td>$61,300.00</td>
<td>$162,200.00</td>
<td>26.12%</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>6009</td>
<td>Other Employee Payments</td>
<td>0.00</td>
<td>$61,300.00</td>
<td>$162,200.00</td>
<td>$100.00%</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>6002</td>
<td>Staff Salaries</td>
<td>$75,395.00</td>
<td>$35,983.23</td>
<td>$43,411.77</td>
<td>120.64%</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>6005</td>
<td>Longevity</td>
<td>$11,110.00</td>
<td>$21,000.00</td>
<td>$9,890.00</td>
<td>46.27%</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>6007</td>
<td>Payroll Related Costs</td>
<td>$38,853.00</td>
<td>$10,041.43</td>
<td>$28,811.57</td>
<td>288.40%</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>6009</td>
<td>Other Employee Payments</td>
<td>0.00</td>
<td>$15,790.00</td>
<td>($15,790.00)</td>
<td>-100.00%</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>5003</td>
<td>Sales and Services</td>
<td>$55,502.00</td>
<td>$24,010.00</td>
<td>$31,492.00</td>
<td>132.33%</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>5025</td>
<td>Professional Fees</td>
<td>0.00</td>
<td>$133,839.63</td>
<td>$142,640.69</td>
<td>($142,640.69)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>40</td>
<td>5040</td>
<td>Local Grants/Grants/Contracts</td>
<td>$1,362,402.00</td>
<td>$1,010,499.94</td>
<td>$876,171.74</td>
<td>($84,918.34)</td>
<td>-7.27%</td>
</tr>
<tr>
<td>40</td>
<td>5049</td>
<td>Private Grants/Grants/Contracts</td>
<td>$53,456.00</td>
<td>$38,640.26</td>
<td>$34,524.33</td>
<td>$2,015.77</td>
<td>50.53%</td>
</tr>
<tr>
<td>40</td>
<td>5050</td>
<td>Investment Income</td>
<td>$102,300.00</td>
<td>$0.00</td>
<td>$102,300.00</td>
<td>100.00%</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>6001</td>
<td>Faculty Salaries</td>
<td>$10,040.00</td>
<td>$0.00</td>
<td>$10,040.00</td>
<td>100.00%</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>6002</td>
<td>Staff Salaries</td>
<td>$74,020.00</td>
<td>$413,773.63</td>
<td>$39,494.30</td>
<td>$35,129.30</td>
<td>88.90%</td>
</tr>
<tr>
<td>40</td>
<td>6004</td>
<td>Special Augmentation</td>
<td>$19,200.00</td>
<td>$19,000.00</td>
<td>$0.00</td>
<td>10.00%</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>6005</td>
<td>Longevity</td>
<td>$7,514.00</td>
<td>$3,318.48</td>
<td>$122.65</td>
<td>7.25%</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>6007</td>
<td>Payroll Related Costs</td>
<td>$88,244.00</td>
<td>$39,701.42</td>
<td>$18,242.34</td>
<td>$19,974.44</td>
<td>150.72%</td>
</tr>
<tr>
<td>40</td>
<td>6008</td>
<td>Other Employee Payments</td>
<td>$22,000.00</td>
<td>$92,211.63</td>
<td>$55,799.64</td>
<td>($43,999.64)</td>
<td>-74.89%</td>
</tr>
<tr>
<td>40</td>
<td>7010</td>
<td>Maintenance and Operations</td>
<td>$157,395.00</td>
<td>$92,042.72</td>
<td>$50,404.28</td>
<td>$119,928.72</td>
<td>196.40%</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Division</th>
<th>Campus</th>
<th>FUND</th>
<th>FTE</th>
<th>BUDGET_PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>H20 - Finance and Admin</td>
<td>H201 - Finance and Admin Ltd</td>
<td>101001 - Property Management</td>
<td>2.047</td>
<td></td>
</tr>
<tr>
<td>H20 - Finance and Admin</td>
<td>H201 - Finance and Admin Ltd</td>
<td>101009 - Accounting Skills Support</td>
<td>6.797</td>
<td></td>
</tr>
<tr>
<td>H20 - Finance and Admin</td>
<td>H201 - Finance and Admin Ltd</td>
<td>101010 - Accounting Skills</td>
<td>6.906</td>
<td></td>
</tr>
<tr>
<td>H20 - Finance and Admin</td>
<td>H201 - Finance and Admin Ltd</td>
<td>101012 - Business Affairs</td>
<td>14.000</td>
<td></td>
</tr>
<tr>
<td>H20 - Finance and Admin</td>
<td>H201 - Finance and Admin Ltd</td>
<td>101024 - Budget Office</td>
<td>7.800</td>
<td></td>
</tr>
<tr>
<td>H20 - Finance and Admin</td>
<td>H201 - Finance and Admin Ltd</td>
<td>101026 - Plant Operations</td>
<td>65.500</td>
<td></td>
</tr>
<tr>
<td>H20 - Finance and Admin</td>
<td>H201 - Finance and Admin Ltd</td>
<td>101027 - Payroll Services</td>
<td>6.043</td>
<td></td>
</tr>
<tr>
<td>H20 - Finance and Admin</td>
<td>H201 - Finance and Admin Ltd</td>
<td>101022 - Contracting Office</td>
<td>2.000</td>
<td></td>
</tr>
<tr>
<td>H20 - Finance and Admin</td>
<td>H201 - Finance and Admin Ltd</td>
<td>101035 - EVP Fin/Admin</td>
<td>2.674</td>
<td></td>
</tr>
<tr>
<td>H20 - Finance and Admin</td>
<td>H201 - Finance and Admin Ltd</td>
<td>101049 - Lapsed Salaries</td>
<td>0.000</td>
<td></td>
</tr>
<tr>
<td>H20 - Finance and Admin</td>
<td>H201 - Finance and Admin Ltd</td>
<td>101059 - Payroll HSC</td>
<td>1.000</td>
<td></td>
</tr>
<tr>
<td>H20 - Finance and Admin</td>
<td>H201 - Finance and Admin Ltd</td>
<td>101059 - Mail Svcs Support/Surplus Property</td>
<td>11.237</td>
<td></td>
</tr>
<tr>
<td>H20 - Finance and Admin</td>
<td>H201 - Finance and Admin Ltd</td>
<td>101068 - HUB Operations</td>
<td>1.000</td>
<td></td>
</tr>
<tr>
<td>H20 - Finance and Admin</td>
<td>H201 - Finance and Admin Ltd</td>
<td>101062 - Human Resources</td>
<td>20.659</td>
<td></td>
</tr>
<tr>
<td>H20 - Finance and Admin</td>
<td>H201 - Finance and Admin Ltd</td>
<td>101067 - Physical Plant Office Ltd</td>
<td>8.182</td>
<td></td>
</tr>
</tbody>
</table>
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 - H105AL
ORGN - H - H35 - School of Nursing

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGN</th>
<th>PROG</th>
</tr>
</thead>
<tbody>
<tr>
<td>101005</td>
<td>351001</td>
<td>40 - Academic Support</td>
</tr>
<tr>
<td></td>
<td>351241</td>
<td></td>
</tr>
<tr>
<td>101013</td>
<td>351421</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budgetted ACCT Code</th>
<th>FTE</th>
<th>BUDGET PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>6001 - Faculty Salaries</td>
<td>26.671</td>
<td>$1,937,545</td>
</tr>
<tr>
<td>6002 - Staff Salaries</td>
<td>3.250</td>
<td>$93,581</td>
</tr>
<tr>
<td>6001 - Faculty Salaries</td>
<td>10.550</td>
<td>$837,706</td>
</tr>
<tr>
<td>6001 - Faculty Salaries</td>
<td>4.250</td>
<td>$476,615</td>
</tr>
</tbody>
</table>
```
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:

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Position</th>
<th>Position Title</th>
<th>Budget Proposed</th>
<th>HCN</th>
<th>LSA</th>
<th>MED+</th>
<th>OSE</th>
<th>CSFO</th>
<th>OIF</th>
<th>TIE</th>
<th>MCT</th>
<th>RIF</th>
<th>Total Fringe Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1023</td>
<td>42,700</td>
<td>100.00%</td>
<td>$15,112.36</td>
<td>$920.00</td>
<td>$34,912.70</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,796.63</td>
<td>$274.13</td>
<td>$211.78</td>
<td>$1,617.02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H9032</td>
<td>32,090</td>
<td>100.00%</td>
<td>$11,102.02</td>
<td>$220.00</td>
<td>$30,890.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,325.00</td>
<td>$320.00</td>
<td>$390.00</td>
<td>$1,679.02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H9647</td>
<td>312.00</td>
<td>100.00%</td>
<td>$5,994.00</td>
<td>$1,102.00</td>
<td>$5,892.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$177.02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H9144</td>
<td>112,000</td>
<td>100.00%</td>
<td>$21,102.00</td>
<td>$1,102.00</td>
<td>$20,090.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$35,970.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H9232</td>
<td>20,048</td>
<td>100.00%</td>
<td>$5,994.00</td>
<td>$1,102.00</td>
<td>$9,994.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$12,092.00</td>
<td>$320.00</td>
<td>$390.00</td>
<td>$2,398.70</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H9029</td>
<td>41,150</td>
<td>100.00%</td>
<td>$9,429.30</td>
<td>$479.50</td>
<td>$9,938.30</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$5,327.47</td>
<td>$322.46</td>
<td>$325.76</td>
<td>$12,338.66</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H914</td>
<td>44,530</td>
<td>100.00%</td>
<td>$5,177.20</td>
<td>$490.30</td>
<td>$5,667.50</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$12,621.70</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H9072</td>
<td>113,000</td>
<td>100.00%</td>
<td>$21,102.00</td>
<td>$1,102.00</td>
<td>$20,090.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$35,970.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals by FOP $79,822.30 $2,730.25 $9,112.36 $2,796.63 $211.78 $1,617.02 $2,325.00 $320.00 $390.00 $1,679.02 $35,970.00

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Position</th>
<th>Position Title</th>
<th>Budget Proposed</th>
<th>HCN</th>
<th>LSA</th>
<th>MED+</th>
<th>OSE</th>
<th>CSFO</th>
<th>OIF</th>
<th>TIE</th>
<th>MCT</th>
<th>RIF</th>
<th>Total Fringe Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1023</td>
<td>22,700</td>
<td>100.00%</td>
<td>$15,112.36</td>
<td>$920.00</td>
<td>$34,912.70</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,796.63</td>
<td>$274.13</td>
<td>$211.78</td>
<td>$1,617.02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H9032</td>
<td>32,090</td>
<td>100.00%</td>
<td>$11,102.02</td>
<td>$220.00</td>
<td>$30,890.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,325.00</td>
<td>$320.00</td>
<td>$390.00</td>
<td>$1,679.02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H9647</td>
<td>312.00</td>
<td>100.00%</td>
<td>$5,994.00</td>
<td>$1,102.00</td>
<td>$5,892.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$177.02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H9144</td>
<td>112,000</td>
<td>100.00%</td>
<td>$21,102.00</td>
<td>$1,102.00</td>
<td>$20,090.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$35,970.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H9232</td>
<td>20,048</td>
<td>100.00%</td>
<td>$5,994.00</td>
<td>$1,102.00</td>
<td>$9,994.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$12,092.00</td>
<td>$320.00</td>
<td>$390.00</td>
<td>$2,398.70</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H9029</td>
<td>41,150</td>
<td>100.00%</td>
<td>$9,429.30</td>
<td>$479.50</td>
<td>$9,938.30</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$5,327.47</td>
<td>$322.46</td>
<td>$325.76</td>
<td>$12,338.66</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H914</td>
<td>44,530</td>
<td>100.00%</td>
<td>$5,177.20</td>
<td>$490.30</td>
<td>$5,667.50</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$12,621.70</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H9072</td>
<td>113,000</td>
<td>100.00%</td>
<td>$21,102.00</td>
<td>$1,102.00</td>
<td>$20,090.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$35,970.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals by FOP $79,822.30 $2,730.25 $9,112.36 $2,796.63 $211.78 $1,617.02 $2,325.00 $320.00 $390.00 $1,679.02 $35,970.00
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:

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Current Long Months</th>
<th>Long Months as of 9/30</th>
<th>Position</th>
<th>Position Title</th>
<th>Budget Proposed</th>
<th>Fct Proposed on FOP</th>
<th>Total Employee Longevity</th>
<th>Longevity on FOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>30</td>
<td>596600</td>
<td>30</td>
<td>Director</td>
<td>Director</td>
<td>$49,327.50</td>
<td>74.20%</td>
<td>$480.00</td>
<td>$299.00</td>
</tr>
<tr>
<td>71</td>
<td>71</td>
<td>595332</td>
<td>71</td>
<td>Unit Mgr</td>
<td>Unit Manager</td>
<td>$44,461.00</td>
<td>100.00%</td>
<td>$720.00</td>
<td>$720.00</td>
</tr>
<tr>
<td>69</td>
<td>73</td>
<td>592856</td>
<td>69</td>
<td>PC Network Supr</td>
<td>PC Network Support 1</td>
<td>$33,620.00</td>
<td>100.00%</td>
<td>$720.00</td>
<td>$720.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total by FOP $127,800.50</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>7</td>
<td>598554</td>
<td>3</td>
<td>Op Tech</td>
<td>Op Tech-PMET</td>
<td>$23,816.00</td>
<td>100.00%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>115</td>
<td>110</td>
<td>594994</td>
<td>115</td>
<td>Lead Op Tech</td>
<td>Lead Operations Tech</td>
<td>$30,802.00</td>
<td>100.00%</td>
<td>$1,180.00</td>
<td>$1,180.00</td>
</tr>
<tr>
<td>106</td>
<td>110</td>
<td>595437</td>
<td>106</td>
<td>Sr Comm Engr</td>
<td>Sr Communications Engr</td>
<td>$53,904.00</td>
<td>100.00%</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>29</td>
<td>33</td>
<td>595920</td>
<td>29</td>
<td>Op Tech</td>
<td>Op Tech-PMET</td>
<td>$23,816.00</td>
<td>100.00%</td>
<td>$240.00</td>
<td>$240.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total by FOP $132,228.00</td>
<td></td>
</tr>
</tbody>
</table>

Totals by FOP $360,028.50 $4,220.00
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.
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

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGN</th>
<th>PROG</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Faculty

F5206 - Assistant Professor

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Position</th>
<th>Suffix</th>
<th>Percent</th>
<th>FY11 Salary</th>
<th>Current FY Increase</th>
<th>Equity</th>
<th>Merit</th>
<th>Pay Plan Adj</th>
<th>Total Increase</th>
<th>FY11 Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>H86277</td>
<td>00</td>
<td>100%</td>
<td>$94,072.76</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$94,072.76</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H862041</td>
<td>00</td>
<td>100%</td>
<td>$90,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$90,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H862042</td>
<td>00</td>
<td>100%</td>
<td>$91,455.48</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$91,455.48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H86267</td>
<td>00</td>
<td>100%</td>
<td>$93,455.48</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$93,455.48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H862044</td>
<td>00</td>
<td>100%</td>
<td>$90,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$90,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H862394</td>
<td>00</td>
<td>100%</td>
<td>$92,455.48</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$92,455.48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H862043</td>
<td>00</td>
<td>100%</td>
<td>$95,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$95,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H86267</td>
<td>00</td>
<td>100%</td>
<td>$93,455.48</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$93,455.48</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

F5206 - Assistant Professor $91,030.50 $0.00 $0.00 $0.00 $0.00 $91,030.50
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:

<table>
<thead>
<tr>
<th>Orgn</th>
<th>Orgn Title</th>
<th>POSN</th>
<th>Posn Title</th>
<th>Posn Class</th>
<th>Pooled/Single</th>
<th>TechID</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>131001</td>
<td>Rural and Comm Health Libk</td>
<td>H96415</td>
<td>Specialist IV</td>
<td>S1711</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>131001</td>
<td>Rural and Comm Health Libk</td>
<td>H96454</td>
<td>Associate Director</td>
<td>S0615</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>131001</td>
<td>Rural and Comm Health Libk</td>
<td>H96455</td>
<td>Associate Director</td>
<td>S0615</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>131001</td>
<td>Rural and Comm Health Libk</td>
<td>H96466</td>
<td>Sr Writer</td>
<td>S1707</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>131001</td>
<td>Rural and Comm Health Libk</td>
<td>H96473</td>
<td>Specialist IV</td>
<td>P1711</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>131001</td>
<td>Rural and Comm Health Libk</td>
<td>H96506</td>
<td>Programmer/Analyst I</td>
<td>S1405</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>131001</td>
<td>Rural and Comm Health Libk</td>
<td>H96528</td>
<td>Recurrent Faculty Member</td>
<td>P5251</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>131001</td>
<td>Rural and Comm Health Libk</td>
<td>H96532</td>
<td>Sr Director</td>
<td>S0608</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>131001</td>
<td>Rural and Comm Health Libk</td>
<td>H96620</td>
<td>Senior Technician</td>
<td>S2402</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>131001</td>
<td>Rural and Comm Health Libk</td>
<td>H96697</td>
<td>Temporary Worker</td>
<td>S2617</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>131001</td>
<td>Rural and Comm Health Libk</td>
<td>H96808</td>
<td>Specialist IV</td>
<td>S2711</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>131001</td>
<td>Rural and Comm Health Libk</td>
<td>H96809</td>
<td>Recruiter</td>
<td>P2513</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>131001</td>
<td>Rural and Comm Health Libk</td>
<td>H96854</td>
<td>Evaluator</td>
<td>P2513</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>131001</td>
<td>Rural and Comm Health Libk</td>
<td>H96957</td>
<td>Administrator</td>
<td>S0033</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Orgn Code</th>
<th>Orgn Title</th>
<th>POSN</th>
<th>Posn Title</th>
<th>Posn Class</th>
<th>Single/Pooled</th>
<th>TECHID</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>522501</td>
<td>Clements Unit Genl</td>
<td>H98377</td>
<td>Correctional Business Asst</td>
<td>S4106</td>
<td>S</td>
<td>R00522997</td>
<td>Maths</td>
<td>Jerry</td>
</tr>
</tbody>
</table>
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)

FUND 181015  ORGN 251001  PRDGF 60 - Institutional Support

6002 - Staff Salaries

F3917 - Temporary Worker

6.134 $4,324.63

P3917 - Temporary Worker

6.100 $2,456.96

0.100 $2,456.96

Remaining Position Budget 6.00

ST118 - Executive Admin Assoc

5.024 $1,927.67

Budgeted PCL S_CODE POSN Position Type ID Name Position FTE Position Salary % on FOAP FTE on FOAP FTE Proposed on FOAP

6002 51118 F39129 - Executive Admin Assoc 6002 1.000 $50,135.89 2.44% 0.000 $1,927.67
```
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](image)

The report shows salary data for different positions within the FOAP, including their FTE, position salary, and FTE percentage. The table also indicates if the salary is approved or proposed in FOAP.
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

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

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

<table>
<thead>
<tr>
<th>FOAP</th>
<th>FOAP</th>
<th>Budget</th>
<th>ACCT</th>
<th>Earn Code</th>
<th>Tech ID</th>
<th>Name</th>
<th>P Code</th>
<th>Position</th>
<th>Position Title</th>
<th>Suffix</th>
<th>Pay Code</th>
<th>Special Rate</th>
<th>Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>151003</td>
<td>351701</td>
<td>6008</td>
<td>40</td>
<td>6.1004</td>
<td>CPA</td>
<td></td>
<td>FS208</td>
<td>H88669</td>
<td>Professor</td>
<td>P6</td>
<td>MN</td>
<td>$75.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>351702</td>
<td>6008</td>
<td>40</td>
<td>6.1004</td>
<td>CPA</td>
<td></td>
<td></td>
<td>FS204</td>
<td>H88283</td>
<td>Professor</td>
<td>P6</td>
<td>MN</td>
<td>$75.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>151003</td>
<td>351702</td>
<td>6008</td>
<td>40</td>
<td>6.1004</td>
<td>CPA</td>
<td></td>
<td>FS206</td>
<td>H88617</td>
<td>Assistant</td>
<td>P6</td>
<td>MN</td>
<td>$130.00</td>
<td>$1,560.00</td>
</tr>
<tr>
<td>151007</td>
<td>351845</td>
<td>6008</td>
<td>25</td>
<td>6.1004</td>
<td>CPA</td>
<td></td>
<td>FS207</td>
<td>H87171</td>
<td>Instructor</td>
<td>P6</td>
<td>MN</td>
<td>$130.00</td>
<td>$1,560.00</td>
</tr>
<tr>
<td>151008</td>
<td>351846</td>
<td>6008</td>
<td>30</td>
<td>6.1004</td>
<td>CPA</td>
<td></td>
<td>FS207</td>
<td>H88876</td>
<td>Instructor</td>
<td>P6</td>
<td>MN</td>
<td>$25.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>151011</td>
<td>351842</td>
<td>6008</td>
<td>40</td>
<td>6.1004</td>
<td>CPA</td>
<td></td>
<td>GS613</td>
<td>H88619</td>
<td>Unit Coord</td>
<td>P6</td>
<td>MN</td>
<td>$35.00</td>
<td>$420.00</td>
</tr>
<tr>
<td>6.9004</td>
<td>CPA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>S0068</td>
<td>H8817</td>
<td>St Director</td>
<td>P6</td>
<td>MN</td>
<td>$75.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>6.9004</td>
<td>CPA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E0024</td>
<td>H88588</td>
<td>Academic Dean</td>
<td>P6</td>
<td>MN</td>
<td>$130.00</td>
<td>$1,560.00</td>
</tr>
<tr>
<td>6.9004</td>
<td>CPA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>F0611</td>
<td>H87099</td>
<td>Unit Manager</td>
<td>P6</td>
<td>MN</td>
<td>$25.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>6.9004</td>
<td>CPA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>S0602</td>
<td>H88666</td>
<td>Managing Dir</td>
<td>P6</td>
<td>MN</td>
<td>$75.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>6.9004</td>
<td>CPA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>S0624</td>
<td>H87750</td>
<td>Director</td>
<td>P6</td>
<td>MN</td>
<td>$75.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>6.9004</td>
<td>CPA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FS204</td>
<td>H81565</td>
<td>Professor</td>
<td>P6</td>
<td>MN</td>
<td>$130.00</td>
<td>$1,560.00</td>
</tr>
<tr>
<td>151011</td>
<td>351842</td>
<td>6008</td>
<td>40</td>
<td>6.1004</td>
<td>CPA</td>
<td></td>
<td>FS204</td>
<td>H81565</td>
<td>Professor</td>
<td>P6</td>
<td>MN</td>
<td>$130.00</td>
<td>$1,560.00</td>
</tr>
</tbody>
</table>

45
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:
  o This edit will print budgets entered into Budget Development that are not in whole dollars. The Operating Budget must be in whole dollars.
  o Run this edit for all organization codes by clicking on the top level of the orgn hierarchy tree.
  o 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
  o This edit will let you know if you have entered a budget with a program code that is something other than the default.
  o Each fund should use only one program code.
    ▪ An exception is program codes 10, 35, and 40 – these can be used on one fund.
  o 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
  o This edit will display a Fund and Orgn combo that should not be used together.
  o 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
  o This edit will display budgets that have been input on funds that are not budgeted as part of the annual budget process.
  o MY funds will show up on this report
  o 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
  o 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 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_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@tuhsc.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:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>COAS-H</th>
<th>FUND - 133012</th>
<th>ORGN - 533801</th>
<th>PROG - 40</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Position</th>
<th>Suffix</th>
<th>Salary Proposed</th>
<th>FTE Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>R0091</td>
<td>H94505</td>
<td>00</td>
<td></td>
<td>$20,187.00</td>
<td>1.00</td>
</tr>
<tr>
<td>R0092</td>
<td>H94238</td>
<td>00</td>
<td></td>
<td>$81,125.00</td>
<td>1.00</td>
</tr>
<tr>
<td>R1021</td>
<td>H94720</td>
<td>00</td>
<td></td>
<td>$73,544.00</td>
<td>1.00</td>
</tr>
<tr>
<td>R0054</td>
<td>H94098</td>
<td>00</td>
<td></td>
<td>$77,055.00</td>
<td>1.00</td>
</tr>
<tr>
<td>R0051</td>
<td>H93173</td>
<td>00</td>
<td></td>
<td>$142,500.00</td>
<td>0.499</td>
</tr>
<tr>
<td>R0051</td>
<td>H99486</td>
<td>00</td>
<td></td>
<td>$221,340.00</td>
<td>1.00</td>
</tr>
<tr>
<td>R0091</td>
<td>H93620</td>
<td>00</td>
<td></td>
<td>$133,926.50</td>
<td>1.00</td>
</tr>
<tr>
<td>R0081</td>
<td>H93452</td>
<td>00</td>
<td></td>
<td>$189,000.00</td>
<td>1.00</td>
</tr>
<tr>
<td>R0055</td>
<td>H94434</td>
<td>00</td>
<td></td>
<td>$115,000.00</td>
<td>1.00</td>
</tr>
<tr>
<td>R0091</td>
<td>H93797</td>
<td>00</td>
<td></td>
<td>$75,544.00</td>
<td>1.00</td>
</tr>
<tr>
<td>R0051</td>
<td>H99096</td>
<td>00</td>
<td></td>
<td>$250,060.00</td>
<td>1.00</td>
</tr>
<tr>
<td>R0051</td>
<td>H97517</td>
<td>00</td>
<td></td>
<td>$165,990.70</td>
<td>1.00</td>
</tr>
<tr>
<td>R0051</td>
<td>H99432</td>
<td>00</td>
<td></td>
<td>$51,405.00</td>
<td>1.00</td>
</tr>
<tr>
<td>R0081</td>
<td>H98517</td>
<td>00</td>
<td></td>
<td>$212,000.00</td>
<td>1.00</td>
</tr>
<tr>
<td>R0051</td>
<td>H98574</td>
<td>00</td>
<td></td>
<td>$212,000.00</td>
<td>1.00</td>
</tr>
<tr>
<td>R0051</td>
<td>H99437</td>
<td>00</td>
<td></td>
<td>$103,905.00</td>
<td>0.600</td>
</tr>
<tr>
<td>R0091</td>
<td>H93690</td>
<td>00</td>
<td></td>
<td>$189,000.00</td>
<td>1.00</td>
</tr>
<tr>
<td>R0081</td>
<td>H96423</td>
<td>00</td>
<td></td>
<td>$151,776.00</td>
<td>0.800</td>
</tr>
<tr>
<td>R0052</td>
<td>H97187</td>
<td>00</td>
<td></td>
<td>$219,000.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

- **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

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Position</th>
<th>Salary Proposed</th>
<th>Eligibility Indicator</th>
<th>Ineligibility Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>H9097</td>
<td></td>
<td></td>
<td>$124,500.00</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

**Faculty Totals**: $124,500.00

### Staff

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Position</th>
<th>Salary Proposed</th>
<th>Eligibility Indicator</th>
<th>Ineligibility Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>H9408</td>
<td></td>
<td></td>
<td>$22,153.36</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

**Staff Totals**: $22,153.36

- 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

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGN</th>
<th>PROG</th>
<th>Merit Pool</th>
<th>Salary Proposed</th>
<th>FTE Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td></td>
<td></td>
<td>$87,881.32</td>
<td>$2,929,377.20</td>
<td>18.895</td>
</tr>
</tbody>
</table>

**Faculty Totals**: $87,881.32

### Staff

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGN</th>
<th>PROG</th>
<th>Merit Pool</th>
<th>Salary Proposed</th>
<th>FTE Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>$15,896.22</td>
<td>$529,873.48</td>
<td>22.000</td>
</tr>
<tr>
<td>40</td>
<td></td>
<td></td>
<td>$6,519.39</td>
<td>$217,312.05</td>
<td>10.000</td>
</tr>
<tr>
<td>40</td>
<td></td>
<td></td>
<td>$31,391.75</td>
<td>$1,046,390.47</td>
<td>41.550</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td>$675.00</td>
<td>$22,500.00</td>
<td>1.000</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td>$1,244.03</td>
<td>$41,467.52</td>
<td>1.600</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td>$486.72</td>
<td>$16,224.00</td>
<td>0.600</td>
</tr>
</tbody>
</table>

**Staff Totals**: $56,213.11

**Report Summary**: $144,094.43

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

Report example:
- 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](image)

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

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

<table>
<thead>
<tr>
<th>Labor Distribution</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>This is the labor distribution effective on 8/31 for the current year.</td>
</tr>
<tr>
<td>Proposed</td>
<td>This is the proposed labor distribution that you are requesting for the new fiscal year.</td>
</tr>
<tr>
<td>Proposed Position Distribution</td>
<td>This is the proposed funding for the position associated with the employee.</td>
</tr>
</tbody>
</table>

![Job Labor Distribution Screen](image-url)
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.

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.
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.

![Image of HSC FY 2014 Extract - H14SAL](image-url)
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:

<table>
<thead>
<tr>
<th>Base Budget</th>
<th>Current FY position budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Amount</td>
<td>Amount the position is being increased or decreased.</td>
</tr>
<tr>
<td>Proposed Budget</td>
<td>Proposed position budget for new FY</td>
</tr>
<tr>
<td>Estimated Fiscal Year Budget</td>
<td>Employee Salary Amounts from the Employee Listing</td>
</tr>
</tbody>
</table>

![Image of MyTech List By Position screen]
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.

<table>
<thead>
<tr>
<th>Position and Title</th>
<th>FTE</th>
<th>Proposed FTE</th>
<th>Base Budget</th>
<th>Change Percent</th>
<th>Change Amount</th>
<th>Proposed Budget</th>
<th>Bargaining Unit</th>
<th>Estimated Fiscal Year Budget</th>
<th>Links</th>
<th>Exempt Status</th>
<th>Exclude from Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>M02187 Technician III</td>
<td>1</td>
<td>1</td>
<td>26,000.00</td>
<td>.00</td>
<td>.00</td>
<td>26,000.00</td>
<td>Distribution Employee</td>
<td>Distribution Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M02607 Unit Supervisor</td>
<td>1</td>
<td>1</td>
<td>30,000.00</td>
<td>.00</td>
<td>.00</td>
<td>30,000.00</td>
<td>Distribution Employee</td>
<td>Distribution Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M02656 Associate Professor</td>
<td>0</td>
<td>0</td>
<td>12,000.00</td>
<td>.00</td>
<td>.00</td>
<td>12,000.00</td>
<td>Distribution Employee</td>
<td>Distribution Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M02690 Assoc Academic Dean</td>
<td>1</td>
<td>1</td>
<td>60,000.00</td>
<td>.00</td>
<td>.00</td>
<td>60,000.00</td>
<td>Distribution Employee</td>
<td>Distribution Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M02739 Professor</td>
<td>0</td>
<td>0</td>
<td>10,000.00</td>
<td>.00</td>
<td>.00</td>
<td>10,000.00</td>
<td>Distribution Employee</td>
<td>Distribution Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>Budget Phase</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HxxORG - Original</td>
<td>Original load into Budget Development – is not changed.</td>
</tr>
<tr>
<td>HxxDPT – Dept Request</td>
<td>Copy of Original with clean up by the Budget Office – where departments input proposed budgets.</td>
</tr>
<tr>
<td>HxxFIN - Final</td>
<td>Copy of Dept Request – data is loaded to next FY operating ledger after Board of Regents approval.</td>
</tr>
</tbody>
</table>

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.

☐ Show out-of-balance transfers only – 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:

Detail Report example:
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.

![Banner Budget Transfer System](image1)

STEP 3:
- Select the budget phase
- If transfers exist for the FOP selected your screen should be similar to this:

![Banner Budget Transfer System](image2)
**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.

![Image of Banner Budget Transfer System interface](image)

**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:**

<table>
<thead>
<tr>
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<td>Copy of Dept Request – data is loaded to next FY operating ledger after Board of Regents approval.</td>
</tr>
</tbody>
</table>

• 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 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.

<table>
<thead>
<tr>
<th>Status</th>
<th>Tells you where the data in Budget Development came from. OPAL – data came from the current fiscal year operating ledger.</th>
</tr>
</thead>
</table>
| 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. |
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.
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.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Account Type Title</th>
<th>Base Budget</th>
<th>Proposed Budget</th>
<th>New Budget</th>
<th>Cumulative Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>5Z</td>
<td>Budget Acct - Revenue</td>
<td>375,518.00</td>
<td>375,518.00</td>
<td>375,518.00</td>
<td>0.00</td>
</tr>
<tr>
<td>50</td>
<td>Revenue</td>
<td>375,518.00</td>
<td>375,518.00</td>
<td>375,518.00</td>
<td>0.00</td>
</tr>
<tr>
<td>62</td>
<td>Budget Acct - Salaries and Wages</td>
<td>370,312.00</td>
<td>369,312.00</td>
<td>369,312.00</td>
<td>(1,000.00)</td>
</tr>
<tr>
<td>60</td>
<td>Salaries and Wages</td>
<td>370,312.00</td>
<td>369,312.00</td>
<td>369,312.00</td>
<td>(1,000.00)</td>
</tr>
<tr>
<td>7Z</td>
<td>Budget Acct - Expenditures</td>
<td>3,206.00</td>
<td>3,206.00</td>
<td>3,206.00</td>
<td>0.00</td>
</tr>
<tr>
<td>70</td>
<td>Expenses</td>
<td>3,206.00</td>
<td>3,206.00</td>
<td>3,206.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Net</td>
<td></td>
<td>0.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

[ Return To Top ]
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.
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.

<table>
<thead>
<tr>
<th>Proposed Budget</th>
<th>Change Value</th>
<th>Percent Change</th>
<th>New Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>354,316.00</td>
<td>-1000</td>
<td>0.00</td>
<td>354,316.00</td>
</tr>
<tr>
<td>7,697.00</td>
<td>299</td>
<td>(299.00)</td>
<td>8,000.00</td>
</tr>
<tr>
<td>2,516.00</td>
<td>25</td>
<td>(25.00)</td>
<td>2,516.00</td>
</tr>
</tbody>
</table>

Enter change amount here to adjust the proposed budget

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.

<table>
<thead>
<tr>
<th>Proposed Budget</th>
<th>Change Value</th>
<th>Percent Change</th>
<th>New Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>354,316.00</td>
<td></td>
<td></td>
<td>354,316.00</td>
</tr>
<tr>
<td>6,697.00</td>
<td>(1,000.00)</td>
<td></td>
<td>6,697.00</td>
</tr>
<tr>
<td>8,299.00</td>
<td>0.00</td>
<td></td>
<td>8,299.00</td>
</tr>
<tr>
<td>2,541.00</td>
<td>0.00</td>
<td></td>
<td>2,541.00</td>
</tr>
</tbody>
</table>
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:

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

These are Budget Account codes

Enter New Criteria

Close Window

Takes you back to budget development worksheet
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 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 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 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.
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.