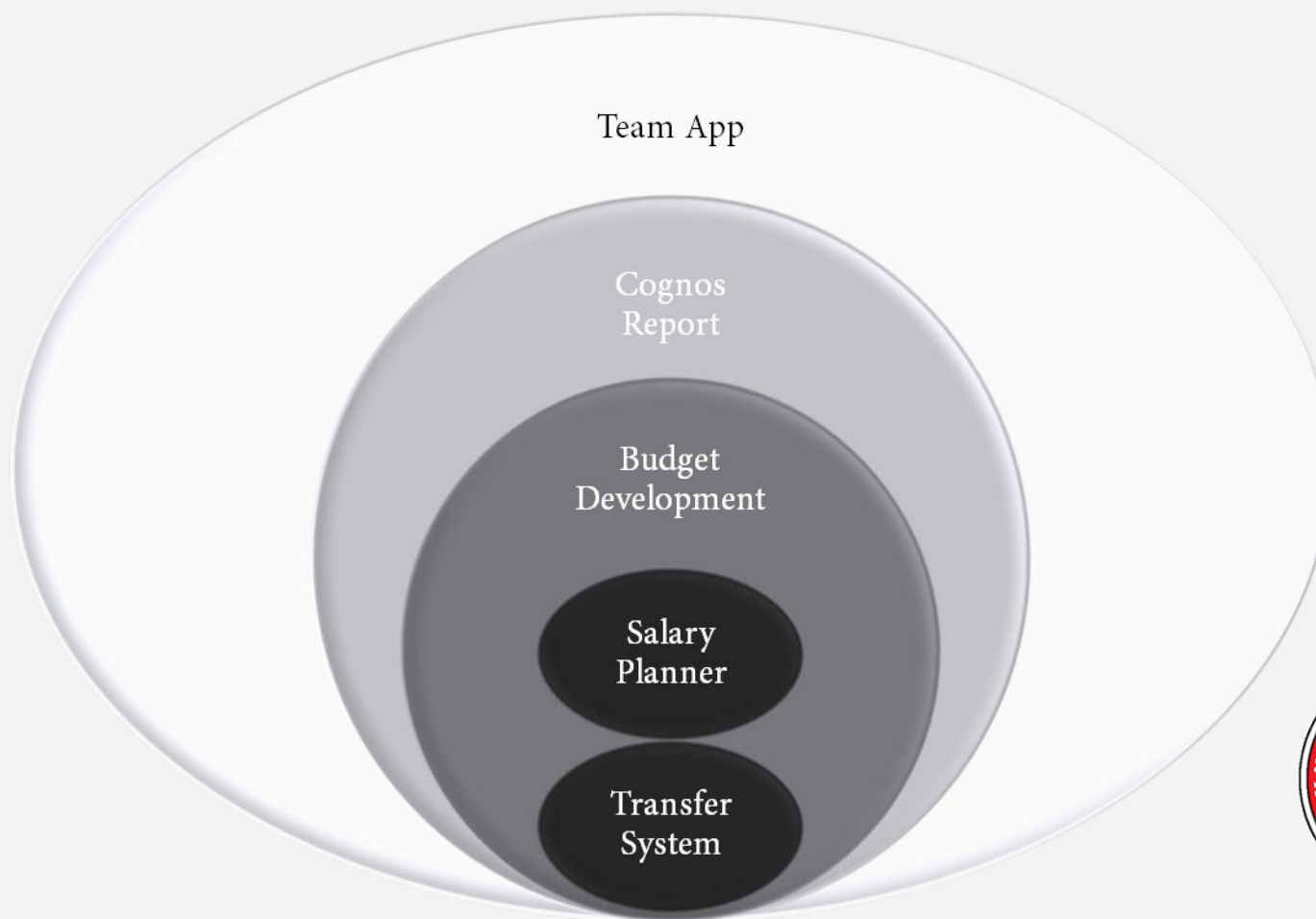


BUDGET PREP

QUICK START GUIDE



Budget Office
Updated 04/2026

BUDGET PREP CYCLE

Pre-Prep Checklist



Plan



Enter



Final Checklist



PRE-PREP CHECKLIST

A step by step checklist has been created to guide users on pre-prep actions. This checklist, as a PDF, has clickable links to be able to guide you through the following:

Orgn Security

- Verify who has security to your Orgns

The TeamApp System

- Ensure appropriate staff members have security to the Budget Prep system

Pre Prep Cognos Reports

- See what loaded: Budget>Budget Prep>HSC and HSC El Paso>Step1: Pre-Prep Reports
- Review staffing needs and prepare HR actions
- Estimate future revenue budgets on revenue generating funds
- Review current spending to estimate expense budget needs



PLAN

DETERMINE POSITION CHANGES NEEDED

- Plan for staffing needs and submit required PASS transactions to HR.
- Faculty promotions, new positions, reclassifications, and equity adjustments

CONSIDER SALARY POLICY

- Proposed salary policy will come from Human Resources.

ANTICIPATE OTHER EMPLOYEE COSTS

- MPIP Insurance costs and overtime that hits BAC 6008.
- Verify overload jobs that will continue in the next fiscal year.

BUDGET FOR EACH FOAP

- Use the information from reports pulled from the Pre-Prep Checklist to review budget
 - Budget Development Detail Report with YTD activity, Variance Report, Transfer Roster

PLAN FOR NEW FUNDS/ORGNs

- Click **here** to request a New Fund
- Click **here** to request a New Orgn

REMINDER!

ENTER

Run Step 2 Cognos Reports

Run all reports in
Step 2

CLICK FOR
COGNOS

Update Salaries

Enter in equity
column for salary
increase and
reclasses

Update labor
redistribution

Copy the position
labor to job labor

New!

CLICK FOR
SALARY
PLANNER

Update Transfer System

Add or delete
transfers

Update amounts of
the transfer for your
FOPs.

CLICK FOR
TRANSFER
SYSTEM

Update Budget Development

Update longevity
and fringe benefits
BACs

Update other
employee payments
• Overload reports
• MPIP insurance report

Add Funds to 6006
for New Positions
and add comments

Update other BACS
based on
projections

CLICK FOR
BUDGET
DEVELOP.

Run Step 3 Cognos Reports

Run reports to verify
data entered in valid



Remember to SAVE!

FINAL CHECKLIST



The final review checklist is another tool to ensure that all major budget items have been addressed. Final division approvers should submit the checklist when notifying Budget of their locking or request to lock.

Check
off items
verifying:

- Previous steps have been completed
- Fund balance use has been justified
- Comments for changes in revenue have been entered and MPIP justifications have been submitted.
- Reports have been ran and cleared of data.
 - Run Cognos Step 4 reports
- Budgets and transfers are **balanced**
- Targets are met
- Lock Salary Planner and Budget Development
- Notify next level budget prep approver





**IF YOU HAVE ANY QUESTIONS
PLEASE CONTACT US:**

MAIN BUDGET OFFICE PHONE NUMBER:

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**ADDITIONAL
BUDGET PREP
MATERIALS**



**OFFICIAL DATES
WHEN
PUBLISHED**