



Budget Prep User Guide

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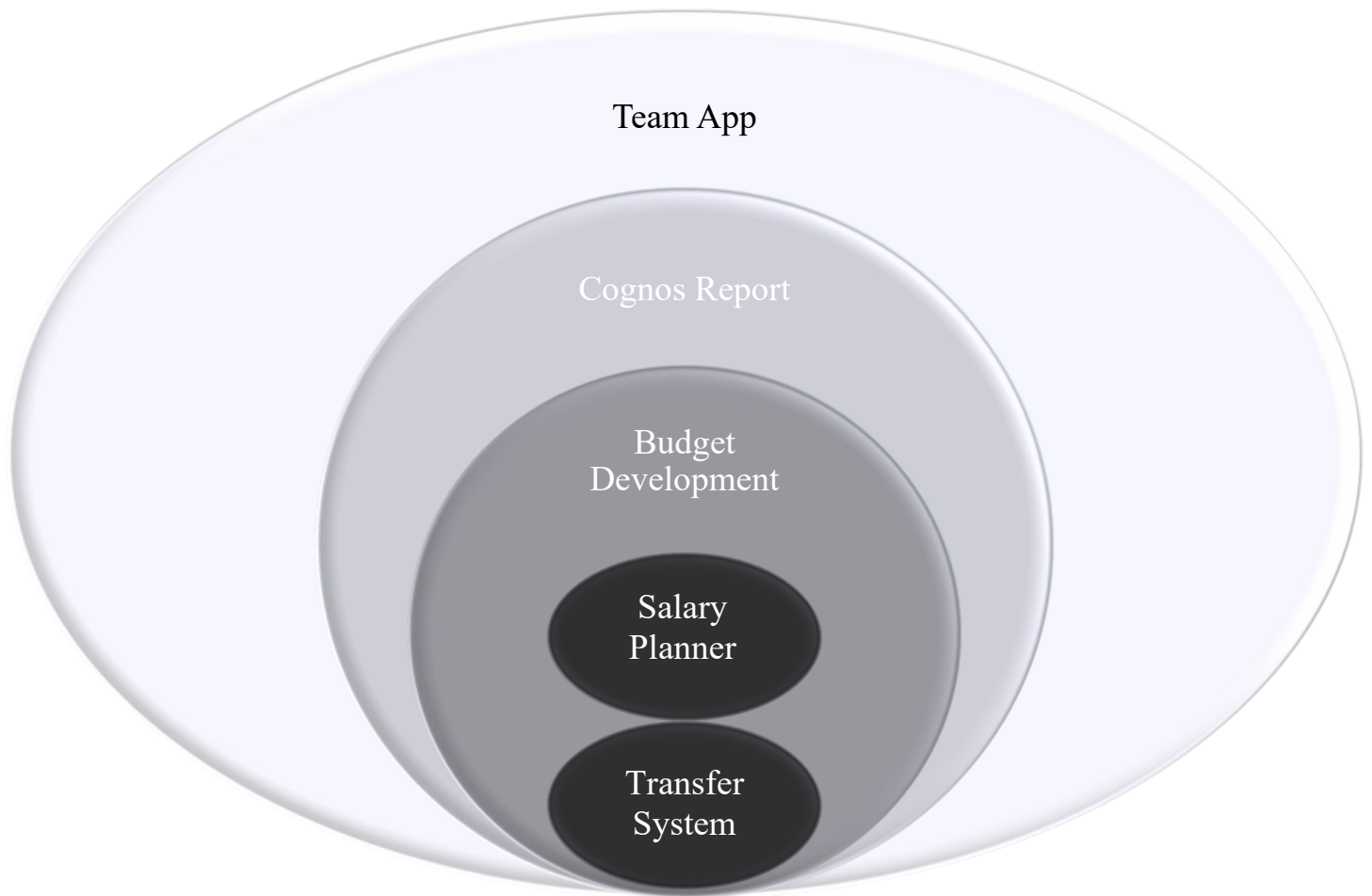
OVERVIEW OF BUDGET PREP

Overview of Budget Prep

Budget Prep Modules

The 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.



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 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. Here 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 are also 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 Multi-Year (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 a Term, End Job, or Losing ePAF must be submitted. When the ePAF has been applied, a nightly process will remove the employee from Salary Planner
 - To close a position a [Close Position Form](#) must be submitted. **The form will route through approvals and upon approval, the position will be closed and the nightly process will remove the position from Salary Planner.**
2. You cannot create a new position in Salary Planner.
 - A new position request must be submitted to Human Resources by the stated deadline through the PASS application.
 - Funds for the new position should be budgeted in a 6006 budget account code.
 - The Budget Office will add the position after Human Resources approval.
3. You cannot reclassify an employee or a vacant position in Salary Planner.
 - A reclassification request should be submitted to Human Resources by the stated deadline through the PASS application.
 - Enter the salary adjustment in the equity column of the employee.
 - Budget will update position information in Salary Planner based off of the PASS transaction.
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 using the New Fund Request System, then budget employees on the new FOAP within Salary Planner.
 - If a new FOAP is not identified during the budget prep cycle, a Current and Future Labor Change ePAF should be processed before the first payroll of the new fiscal year, changing the employee's funding.
5. There are no automated emails generated when budgets are locked or unlocked.
- Please notify your approver when you have locked your budget.
 - Approvers, please notify the appropriate person when a budget has been unlocked.
6. The Budget Prep System must be locked for the entire Institution so that the Budget Office can begin their analysis.
- The Budget Office will lock all budgets regardless of status on a pre-published date. Please see the Budget Guidelines for the current budget prep cycle for that date.
7. You cannot transfer between Entities.
- Transfers between TTUHSC Lubbock and TTUHSC El Paso, or TTU or TTUS will need to be handled outside of the Prep cycle. **Budget the funds in 7099.**

Budget Prep System Access and Input

Budget Prep Access and Input Steps

Accessing the Budget Prep System

Go to the F&A Work Tools page from 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.

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
WebRaider

F&A Work Tools
HSC / F&A Work Tools

Home
Employee
Available Budget
F&A Work Tools
Payroll & Tax
Supervisor
My Content
Cognos
Facilities & Safety
News

Personnel Actio...

Personnel Action Notices is temporarily unavailable.

Human Resourc...

HR Home

- ACEBoard - Acknowledge and Celebrate Excellence! Send a TTUHSC team member an ACE card: [Link and Guide](#)
- BrassRing - Careers at Texas Tech: [Hiring Manager Portal](#)
- BrassRing - Careers at Texas Tech: [Hiring Manager help links:](#)
 - [Hiring Manager Access Request Form](#)
 - [Careers at Texas Tech User Guide- Lubbock/Managed Care/Permian Basin](#)
 - [Careers at Texas Tech](#)

Budget

Budget Home

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 - Budget Revision System User's Guide
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 - Organization Request Instructions
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 - DMFR Fringe Calculator Instructions
- Labor Redistribution
 - Labor Redistribution User's Guide
- Approval Tracking System(ATS)
- Budget Office Contact List
- Budget Office Mailbox
- Budget Prep System
 - Budget Prep User's Guide
- Budget Prep Security (Team App)
 - Setting Budget Prep Security

Business Affairs

Business Affairs

Business Affairs Home

- Finance Reporting (Cognos)
- Business Affairs Calendar
- Business Affairs News

Accounting Services

Accounting Services Home

- Financial Transaction System (FiTS)
 - FiTS Information
- Financial Manager Change Request
 - Financial Manager Change Request Information
- Fund Maintenance System
 - New Fund Request Information
- Approval Tracking System (ATS)
- Forms
- Grant Accounting
- Cash Fund Training
 - Deposit Procedures

Budget Prep System input steps

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

STEP 1: Pre-Prep

Work can begin on the Budget Prep process by running reports in the Budget>Budget Prep>HSC and HSC EL PASO>Step 1: Pre-Prep Reports folder.

Pre-Prep activities that you can begin are:

- Determine who has security to the Budget Prep System. The TEAM application should be used to set security for any user who will data enter into the Budget Prep system.

- Review current revenue and spending patterns to determine how much will need to be budgeted in each budget account code.

STEP 2: Run Reports

Run the reports in the Budget>Budget Prep> HSC and HSC EL PASO>Step 2: Reports to Start the Prep Process folder. These reports will list what has currently loaded to Budget Development and Salary Planner for the budget prep cycle. Reports related to merit eligibility and award pools are also included in this folder.

STEP 3: Update Salary Information

Your next step should be to go into the Salary Planner module.

- Review/Update employee salaries.
 - Award merit increases if a salary policy has been approved.
 - If a salary review is being submitted, include the amount in the equity column.
 - If a reclassification is being submitted, include the salary adjustment in the equity column.
- Update labor distribution on employee(s) and 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.
 - a. This will include all amounts entered in either a merit, pay plan and equity column.
- Run the longevity and fringe benefit estimate reports and update the 6005 and 6007 budget 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

- If you entered revenue for all Practice Plan funds, the Revenue Justification report will also need to be ran and completed with proper justification. Completed forms will need to be e-mailed to HSCBUD@ttuhsc.edu.
 - a. For SOM also cc:
 - i. Lubbock – Bowie McGinnis, Javier Delgado, Lacey Hendricks, and Shalene Vick
 - ii. Amarillo – Cari Neeley
 - iii. Odessa – Kory Smith
- Submit any requests for salary increases, reclassifications, and new positions to HR by the pre-determined deadline (see Budget Guidelines for that date). Budget funds for new positions in budget account code 6006 and include a comment.

STEP 7: Balance your Budget and verify data entry

- Run all reports in the Budget>Budget Prep>HSC and HSC EL PASO>Step 4: Finalizing the Budget – MUST RUN BEFORE LOCKING Budget folder.
- Be sure to clear “out of balance” issues by running the 310_BUDEV-Funds Out of Balance Report.
- Run all edit reports and clean up problems identified by them.
- 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.

BEST PRACTICE – FOLLOW THE STEPS 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: hscbud@ttuhsc.edu

Phone: 806-743-7717

OTHER HELPFUL TOOLS

Located [here](#), Budget Prep Quick Start Guide, current FY Budget Guidelines, Budget Prep User Guide and checklists.

BUDGET PREP SECURITY TEAM APPLICATION

Budget Prep Security

Review Budget Prep Security

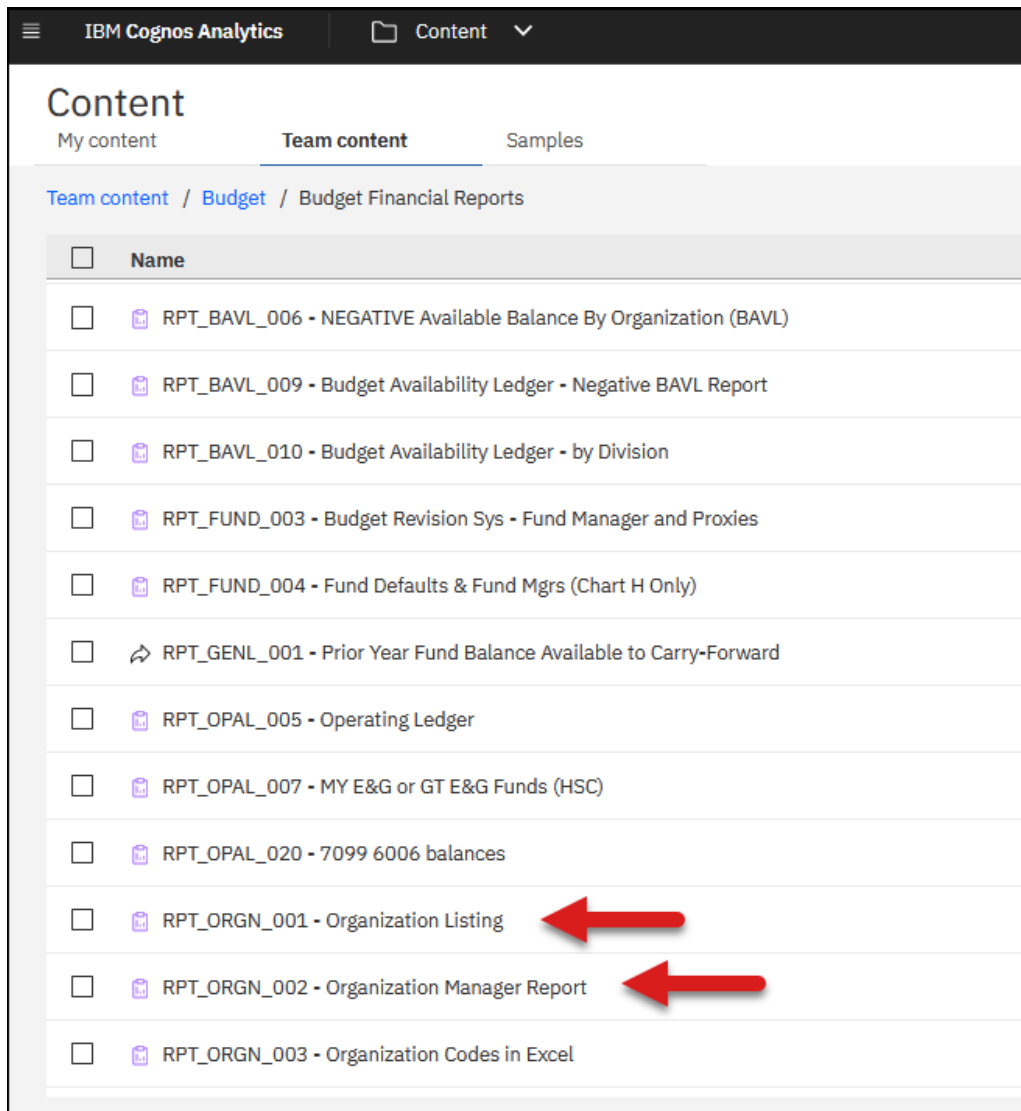
Budget Prep security will need to be reviewed before each budget prep cycle. Please verify that the correct individuals have access to the budget prep system. See below for TEAM application reports to help you do this.

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 Financial 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.



The screenshot shows the IBM Cognos Analytics interface. At the top, there is a navigation bar with 'IBM Cognos Analytics' and a 'Content' dropdown menu. Below this, the 'Content' page is displayed with tabs for 'My content', 'Team content', and 'Samples'. The 'Team content' tab is selected. A breadcrumb trail shows 'Team content / Budget / Budget Financial Reports'. A table lists various reports, each with a checkbox and a document icon. Two red arrows point to the reports 'RPT_ORGN_001 - Organization Listing' and 'RPT_ORGN_002 - Organization Manager Report'.

☐	Name
☐	RPT_BAVL_006 - NEGATIVE Available Balance By Organization (BAVL)
☐	RPT_BAVL_009 - Budget Availability Ledger - Negative BAVL Report
☐	RPT_BAVL_010 - Budget Availability Ledger - by Division
☐	RPT_FUND_003 - Budget Revision Sys - Fund Manager and Proxies
☐	RPT_FUND_004 - Fund Defaults & Fund Mgrs (Chart H Only)
☐	RPT_GENL_001 - Prior Year Fund Balance Available to Carry-Forward
☐	RPT_OPAL_005 - Operating Ledger
☐	RPT_OPAL_007 - MY E&G or GT E&G Funds (HSC)
☐	RPT_OPAL_020 - 7099 6006 balances
☐	RPT_ORGN_001 - Organization Listing
☐	RPT_ORGN_002 - Organization Manager Report
☐	RPT_ORGN_003 - Organization Codes in Excel

Granting Budget Prep Security

STEP 1:

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

TEXAS TECH UNIVERSITY
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WebRaider

F&A Work Tools
HSC / F&A Work Tools

Home
Employee
Available Budget
F&A Work Tools
Payroll & Tax
Supervisor
My Content
Cognos
Facilities & Safety
News

Personnel Action...

Personnel Action Notices is temporarily unavailable.

Human Resourc...

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 - [Hiring Manager Access Request Form](#)
 - [Careers at Texas Tech User Guide- Lubbock/Managed Care/Permian Basin](#)
 - [Careers at Texas Tech](#)

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- Approval Tracking System(ATS)
- Budget Office Contact List
- Budget Office Mailbox
- Budget Prep System
 - [Budget Prep User's Guide](#)
 - **Budget Prep Security (Team App)**
 - [Setting Budget Prep Security](#)

Business Affairs

Business Affairs

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- [Finance Reporting \(Cognos\)](#)
- [Business Affairs Calendar](#)
- [Business Affairs News](#)

Accounting Services

Accounting Services Home

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 - [FITS Information](#)
- [Financial Manager Change Request](#)
 - [Financial Manager Change Request Information](#)
- [Fund Maintenance System](#)
 - [New Fund Request Information](#)
- [Approval Tracking System \(ATS\)](#)
- [Forms](#)
- [Grant Accounting](#)
- [Cash Fund Training](#)
 - [Deposit Procedures](#)

STEP 2:

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

Userid: LWILMETH
Instance: TTUSPRD

Quick Links

Sign Out

Home
View My Banner Access
Reset Password
Access Request
Admin Functions
Reports

Welcome to the TEAM!

What would you like to do today?

- [Reset Password](#)
- [View My Banner Access](#)
- [Request Access to Banner Finance, Human Resources or Student](#)
- [Use Administrative Tools](#)
- [Use Reports](#)

STEP 3:

Select Budget Prep Security Request

Userid: LWILMETH
Instance: UDEV

Home
View My Banner Access
Reset Password
Access Request
Admin Functions
Reports

Select Application

Sign Out

Select Application

HR Security Request
Budget Prep Security Request
Student Security Request

Note: If you do not see an option for the system to which you are requesting access, please email eas.is@ttu.edu for further assistance.

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 eRaider ID button. Click the Next button to continue.

Userid: LWILMETH
Instance: UDEV

Select User

Sign Out

Select Application
✓ Complete

Select User
InProcess

Select Orgs
Incomplete

Confirmation
Incomplete

eRaiderID: Search for eRaiderID

Please enter the eRaiderID or search for the eRaiderID of the person you are registering.

Previous Next

Choose Next when the eraider ID is input

Input eraider ID of the employee to whom you are giving security

Search for an eraider ID by employee name if you do not know the eraider ID

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.

Userid: LWILMETH
Instance: UDEV

Home
View My Banner Access
Reset Password
Access Request
Admin Functions
Reports

Select Organization Code

Select Application Complete → Select User Complete → Select Orgs InProcess → Confirmation Incomplete

Name: **Amelia Prieto**
EraiderId: **aprieto**

Select Orgn Code

Orgn Selection

Orgns Selected

Choose the single arrow button '>' to move the highlighted orgns to the selected box.

Highlight the organization codes you would like this user to have access to.

533045 H -- Curriculum Eval Accreditation Elp
533046 H -- Pipeline for International Health
533047 H -- Community Education Elp
533048 H -- Biomedical Sciences Elp
533049 H -- Quality Improvement Elp
533050 H -- Media Services Elp
533051 H -- Media Services Elp
533061 H -- Clinic and Basic Sciences Elp
533062 H -- Deans IDC for Research Elp
533063 H -- Development Paul L Foster
533064 H -- Finance and Admin Paul L Foster
533065 H -- HR Paul L Foster
533066 H -- Comm and Mktg Paul L Foster
533072 H -- SOM Elp Reserve

5335 H -- SOM Clinical Departments Elp
H30 H -- School of Allied Health Sciences

STEP 6:

Then choose the Submit button to add the security.

Reports

Name: **Amelia Prieto**
EraiderId: **aprieto**

Orgn Selection

Select Orgn Code

Orgns Selected

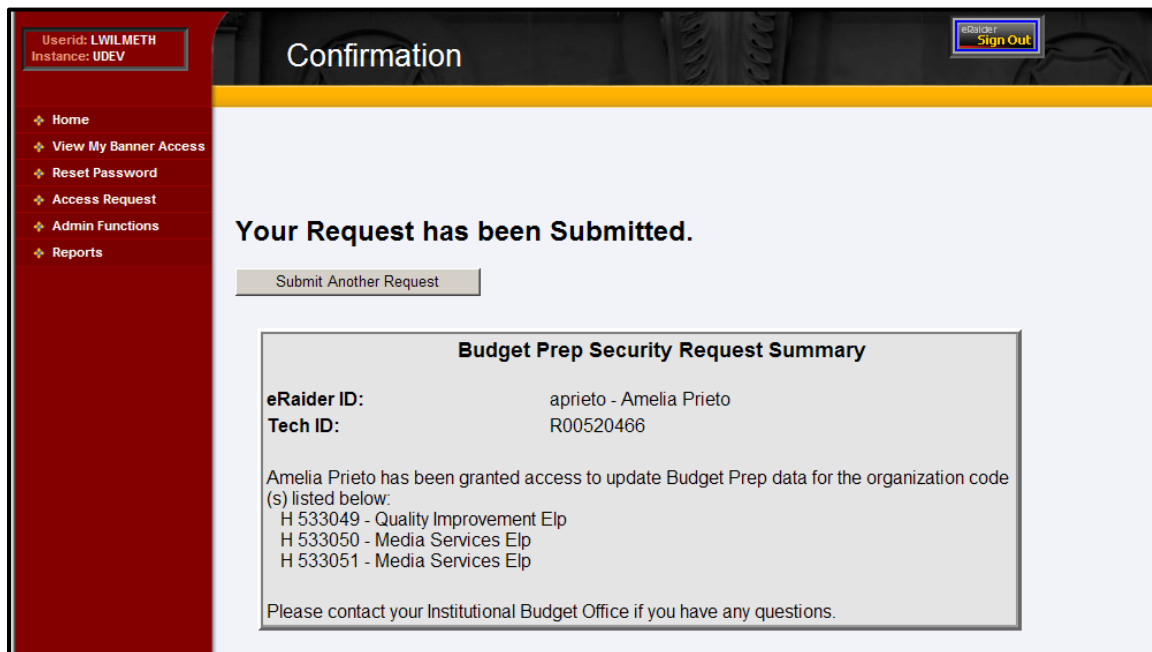
1010 H -- President Lbk
10100 H -- President Lbk
101000 H -- President Lbk
101001 H -- President Lbk
101002 H -- HSC Women in Hlth Lbk
101003 H -- President Legislative Act Lbk
101004 H -- Faculty Senate Lbk
101005 H -- Presidential Priorities
10101 H -- HSC Relations Lbk
101010 H -- HSC Relations Lbk
101011 H -- HSC Relations Lbk
10102 H -- Institutional Compliance Offc Lbk
101020 H -- Institutional Compliance Offc Lbk
101021 H -- Inst Compliance Oversight Lbk

533049 H -- Quality Improvement Elp
533050 H -- Media Services Elp
533051 H -- Media Services Elp
5335 H -- SOM Clinical Departments Elp
H30 H -- School of Allied Health Sciences

Previous Submit

STEP 7:

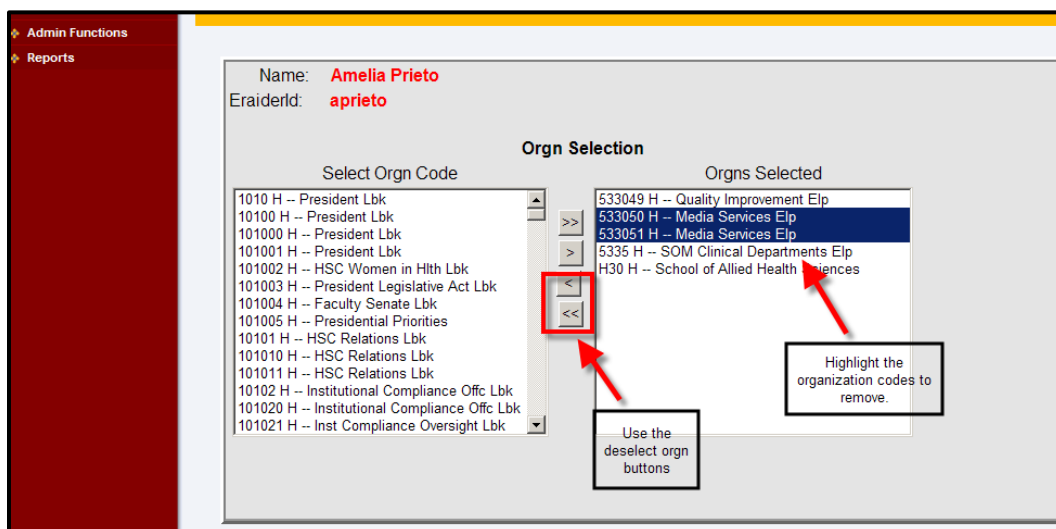
You will then be shown a confirmation screen listing the security you have just added. An email will also be sent to both the person requesting the security and the employee to whom security has just been granted.



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.

Userid: LWILMETH
Instance: UDEV

Select User

Sign Out

Home
View My Banner Access
Reset Password
Access Request
Admin Functions
Reports

Select Application
✓ Complete

Select User
InProcess

Select Orgs
Incomplete

Confirmation
Incomplete

eRaiderID: aprieto Search for eRaiderID

Please enter the eRaiderID or search for the eRaiderID of the person you are registering.

Previous Next

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”.

Userid: LWILMETH
Instance: UDEV

Administration Menu

Sign Out

Home
View My Banner Access
Reset Password
Access Request
Admin Functions
Reports

Financial Profile Report

[Financial Profile Access Report](#)

EPaf Access Reports

[ePAF Approvers by Home Department Report](#)
[ePAF Originators by Home Department Report](#)
[ePAF New Approvers Report](#)

WTE/WLR Reports

[WTE/WLR Revoked Report](#)
[List of WTE/WLR Approvers \(Employee Level\)](#)
[List of WTE/WLR Approvers \(Organization Level\)](#)
[List of WTE/WLR Approvers for Employee](#)

Cognos Reports

[List of Cognos Report Users](#)

Budget Prep Reports

[List of Budget Prep Report Users](#)
[Budget Prep Access for Selected User](#)

Security Audits

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.

Userid: LWILMETH
Instance: UDEV

Budget Prep Users Lookup

Please select a home department from the Drop Down List.

Home Department: 402402 H -- SOP Deans Office Ama

Get Budget Prep Users Report Menu

Sign Out

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.

Please select a home department from the Drop Down List.

Home Department: 402402 H -- SOP Deans Office Ama

Get Budget Prep Users Report Menu

Use page size and previous and next page arrow to see more data.

Budget Prep Report Users:

Showing 1 - 3 of 3. Page Size: 10 << < 1 > >>

Name	Job Title	Eraider ID	Oracle ID	Tech ID	COAS Code	ORGN Code	ORGN Title
Crystal Davis	Sr Analyst	crdavis	CRD450	R00386068	H	40240	SOP Admin Ama
Gina Stockman	Lead Analyst	gstockma	RXA948	R00207562	H	H402	School of Pharmacy Ama
Penny Harkey	Asst Vice President-Budget	pharkey	FSO914	R00525092	H	H40	School of Pharmacy

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

- Home
- View My Banner Access
- Reset Password
- Access Request
- Admin Functions
- Reports

Please select a home department from the Drop Down List.

Home
Department: 402402 H -- SOP Deans Office Ama ?

Get Budget Prep Users Report Menu

Change sort order by clicking on column headings.

Budget Prep Report Users:

Showing 1 - 3 of 3 Page Size: 10

Name	Job Title	Eraider ID	Oracle ID	Tech ID	COAS Code	ORGN Code	ORGN Title
Crystal Davis	Sr Analyst	crdavis	CRD430	R00360008	H	40240	SOP Admin Ama
Penny Harkey	Asst Vice President-Budget	pharkey	FSO914	R00525092	H	H40	School of Pharmacy
Gina Stockman	Lead Analyst	gstockma	RXA948	R00207562	H	H402	School of Pharmacy Ama

Budget Prep Access for Selected User:

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

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

Userid: LWIL METH
Instance: UDEV

- Home
- View My Banner Access
- Reset Password
- Access Request
- Admin Functions
- Reports

Budget Prep Orgs Lookup

Input eraider

Please type in your desired user.

eRaiderID: smathiso ? Lookup eRaider

Get Budget Prep Users Report Menu

Select Get Budget Prep Users to run the report

Report Output:

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

Instance: UDEV

Budget Prep Orgs Lookup

Please type in your desired user.

eRaiderID: smathiso

?

Lookup eRaider

Get Budget Prep Users

Report Menu

Budget Prep Report Orgs:

Showing 1 - 3 of 3.

Page Size: 10

<< < 1 > >>

Name	Job Title	Eraider ID	Oracle ID	Tech ID	COAS Code	ORGN Code	ORGN Title
Sheralyn Mathison	Sr Analyst	smathiso	KPE407	R00521930	H	5115	SOM Basic Sciences Lbk
Sheralyn Mathison	Sr Analyst	smathiso	KPE407	R00521930	H	69100	TDCJ Lbk
Sheralyn Mathison	Sr Analyst	smathiso	KPE407	R00521930	H	H53	Paul L Foster School of Medicine

BUDGET PREP REPORTS

Budget Prep Reports

Where can you run Reports on Your Prep Data?

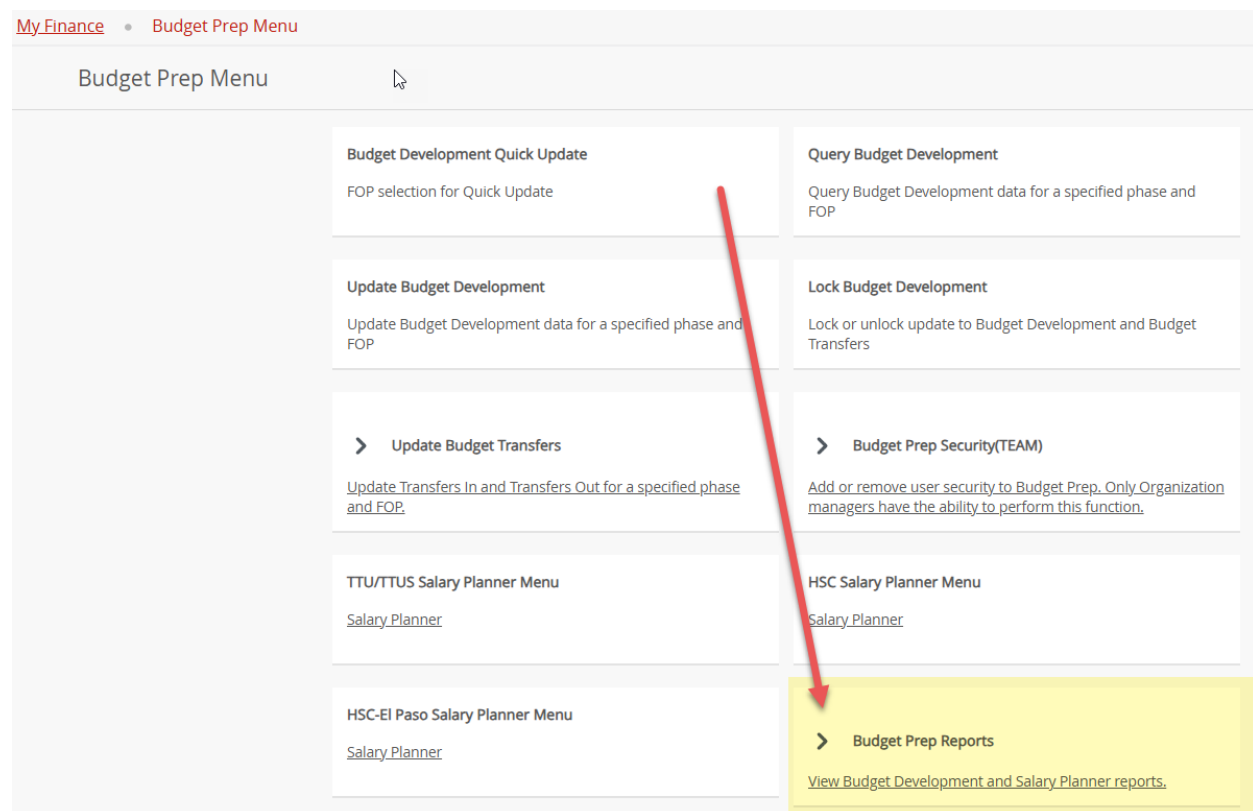
Several Cognos reports have been created to help you balance your budgets, edit your data, and estimate longevity and fringes.

Go to the F&A Work Tools page 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.

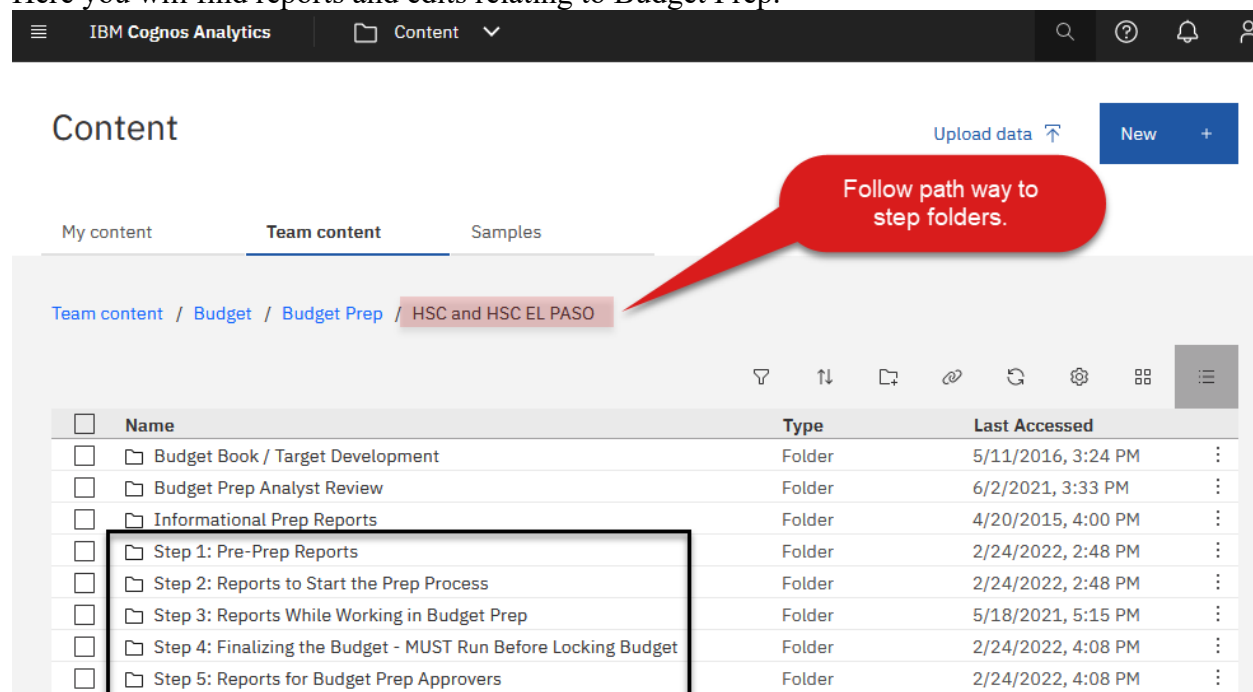
The screenshot displays the F&A Work Tools page on the Webraider portal. The sidebar on the left includes links for Home, Employee, Available Budget, F&A Work Tools (selected), Payroll & Tax, Supervisor, My Content, Cognos, Facilities & Safety, and News. The main content area is titled 'F&A Work Tools' and 'HSC / F&A Work Tools'. It is divided into three columns:

- Personnel Action Notices:** A message states 'Personnel Action Notices is temporarily unavailable.'
- Budget:** A section titled 'Budget Home' contains a list of links: Reports, Budget Forms, Budget Basic Reference Guide, Budget Revision System (with sub-links for Budget Revision and System User's Guide), Organization Code Request (with sub-links for Organization and Request Instructions), Fringe Projector (with sub-links for DMFR Fringe Calculator and Instructions), Labor Redistribution (with sub-links for Labor Redistribution and User's Guide), Approval Tracking System(ATS), Budget Office Contact List, Budget Office Mailbox, **Budget Prep System** (highlighted), Budget Prep User's Guide, Budget Prep Security (Team App) (with sub-link for Setting Budget Prep Security).
- Business Affairs:** A section titled 'Business Affairs' contains links for Business Affairs Home, Finance Reporting (Cognos), Business Affairs Calendar, Business Affairs News, Accounting Services, Accounting Services Home, Financial Transaction System (FITS) (with sub-link for FITS Information), Financial Manager Change Request (with sub-links for Financial Manager Change Request and Information), Fund Maintenance System (with sub-link for New Fund Request Information), Approval Tracking System (ATS), Forms, Grant Accounting, and Cash Fund Training (with sub-links for Deposit and Procedures).

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



The Budget Prep Reports link will take you to the Budget Prep folder in the Cognos system. Here you will find reports and edits relating to Budget Prep.



The Budget Prep reports have been divided into Step folders. Each Step folder contains important reports to run during that step of the budget prep cycle.

- Step 1: Pre-Prep Reports
 - o Contains reports that can be run before the Budget Prep System is open for data entry. These reports can give you a head start on the budget cycle.
- Step 2: Reports to Start the Prep Process
 - o These reports should be run as soon as the prep system is open for data entry. The reports will display the information that has been loaded into the budget prep system. Information on merit eligibility and merit award pools are also included in this folder.
- Step 3: Reports While Working in Budget Prep
 - o Reports in this folder are very helpful to check the changes being made by the department to the Budget Prep System.
- Step 4: Finalizing the Budget – MUST Run Before Locking Budget
 - o The reports in this folder should be run before locking the budget. There are many reports that help validate the data entered into the prep system. These verify that all employees have funding and budgets are in balance.
- Step 5: Reports for Budget Prep Approvers
 - o Contains reports that budget prep approvers at the subdivision and division level should run to verify departmental entry.
- **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. The only exceptions are 063_NBAJOBS – Overloads Report, 120_BUDEV – Variance Report and 030_BUDEV_Y – Budget Development Detail Report with YTD Activity.**

How to run the Reports

All budget prep 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.
 - o For FY 2027, choose H2027 – H27DPT

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.

 - o For FY2027, choose H2027-H27SAL
- 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.

Report Listing

003_SECUR – Budget Prep Orgn Security

Run this report by organization manager or organization code to see a list of employees who have security to update budget prep data.

- Use this report when you begin your budget process to verify security.

010_BUDEV – 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.

020_BUDEV – 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 310_BUDEV – 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.

030_BUDEV – Budget Development Detail Report

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

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

030_BUDEV_Y – Budget Development Detail Report with YTD Activity

This report provides information entered into Budget Development with the current year to date (YTD) activity up through the previous month.

- Use this report to compare your actual spending with the proposed budget in Budget Development.

This information can be used as a pre-prep planning tool to help you determine how much to budget in each budget account code.

120_BUDEV – 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 budget 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 budget enough funds in a particular budget account code.
- A high variance on this report may indicate that you are either over/under budget for a budget account code compared to current expenditures.

190_BUDEV – Budgets with Negative Account Codes

This report will show any budget account codes with a negative balance (excluding transfer-in).

- Budgets must be entered with positive balance. The exception to this is the Transfer-In budget account code.

If you have items show up on this report, please go into Budget Development and make corrections to remove the negative budget.

200_BUDEV – Budget Not in Whole Dollars:

This report will display budgets in Budget Development that are not in whole dollars and that would need to be corrected to whole dollars.

- The Operating Budget must be in whole dollars.
- Run this edit for all organization codes by clicking on the top level of the orgn hierarchy tree.

Go to Budget Development and round any FOAP not in whole dollars to the nearest whole dollar. Be sure and re-balance your budget if necessary.

220_BUDEV – Salary Budget no Longevity Budget

This report will print budgets with staff salaries, but no longevity budget account code.

Typically, any FOP that pays staff salaries should have a longevity budget.

- Longevity should be budgeted for all full-time staff employees
- If a FOP shows on this report, please run the report 110_SPLAN – Longevity Estimate. If there is output from the Longevity Estimate report, please budget this amount in Budget Development.

230_BUDEV – Salary Budget no Fringe Budget

This report will print budgets with staff, faculty, student salaries, but no fringe budget account code. Typically, any FOP that pays salaries should have a fringe budget.

- Fringes will need to be budgeted on all funds paying salaries and/or other employee payments (i.e. SPA, FOC, etc...) with the exception of E&G funds.
- If a FOP shows up on this report, please run the 100_SPLAN – Fringe Benefit Estimate report. If there is output from the Fringe Estimate report, please budget this amount in Budget Development be sure to budget some fringe budget for other employee payments (i.e. SPA, FOC, etc...).

310_BUDEV – 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.

350_BUDEV –Invalid Fund Program Combination

This report will display invalid Fund/Program combinations based on the default program that AFISM has set for the fund.

- This edit will you let you know if you have entered a budget with a program code that is something other than the default.
- Each fund should use only one program code.
 - An exception is program codes 10, 35, and 40 – these can be used on one fund.
- If you have questions about the default program code or items on this report, please contact the Budget Office.

360_BUDEV_003 – Invalid Fund Orgn Combo

This report will display invalid Fund/Orgn combination in Budget Development according to what AFISM has set as default Orgn for a Fund.

- This edit will display a Fund and Orgn combo that should not be used together.
- This edit will help catch any data entry errors when inputting a new Fund/Orgn combination.

400_BUDEV – 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.

410_BUDEV – Revenue Justification Report

This report will show the proposed budget compared to current year original revenue budget and provide a variance. It will also show the current year original budget and request the projected current FY annual revenue with variance.

- Run this report for all Practice Plan funds.
- Complete the document by inputting detailed justification for the variance.
- Email the completed form to hscbud@ttuhsc.edu and for SOM cc:
 - Lubbock – Bowie McGinnis, Javier Delgado, Lacey Hendricks, and Shalene Vick
 - Amarillo – Cari Neeley
 - Odessa – Kory Smith

045_SPLAN – Salary Roster

The salary roster report will list all employees in your organization, with their position number, position title, proposed FTE and proposed salary.

- Use this report for a quick glance of all employees associated with your organization code.

048_SPLAN – Salary Planner Totals by FOAP

The Salary Planner Totals by FOAP report can be used 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.

050_SPLAN – Position Roster by Employee

The position roster by employee report will list all positions in an organization. The list is by employee and provides FOAP information about the position

Report can be used to see all funding sources for an employee's salary

051_SPLAN – Position Roster, Longevity and Fringe Estimate

This report will list all positions in an organization.

- Run this report to see salary, longevity, and fringe estimate data.
- The report can be rendered by Position or FOP. The Position report will not include FOP information.
- The Position report is based on Position Orgn and the FOP report is based on Labor Orgn.
- The report has detailed tabs for fringe and longevity information.
- The fringe detail tab looks at the estimated cost for health, social security taxes, retirement, and institutional pools for the new fiscal year. The amounts on this report should be entered into Budget Development for that FOP in the 6007 budget account code. Do **NOT** budget on E&G funds.
- The longevity detail tab 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 in the 6005 budget account code.

060_SPLAN – 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.

065_SPLAN – Position Roster by FOAP (w/Pooled Job Details)

This report will show you a position roster of who is paid on a particular FOAP. It is different from the 060_SPLAN – 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 060_SPLAN – 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.

068_SPLAN – Merit Report (Chart H Only)

This report will display employees who are eligible or ineligible for a merit based on the salary policy criteria. This report will also show the merit pool amount, amount awarded, and remaining balance in the pool. This report is sorted by direct supervisor.

- Use this report to verify that merit increases are awarded to eligible employees.
- Use this report to display all employees that are ineligible for a merit.
 - This is a list of common reasons for ineligibility.
 - BENCAT – employee is not benefits eligible
 - HIREDATE – employee was hired after March 31st
 - E-Class – FTE is lower than 0.50. This could include supplemental appointments which are not eligible for a merit.

069_SPLAN - Merit OMP Report (Chart H Only)

This report will display employees who are eligible for a One-Time Merit Payment based on the salary policy criteria. Employees who were awarded a merit in Salary Planner are not eligible for One-Time Merit and do not display on this report.

- Use this report to allocate OMP Amount, not to exceed 5% for an individual, and include Fund, Orgn and Program
- Budget in 6008
- Submit to division Budget Prep approver
- Budget Prep approver will submit to Budget Office

100_SPLAN – Fringe Benefits Estimate

This report is an estimate of fringe benefits by FOP.

- Run this report for an entire organization to see fringes for each FOP in your organization.
- The report looks at the estimated cost for health, social security taxes, retirement, and institutional pools for the new fiscal year.
- The report is based on the percentage an employee works on a FOP.

The amounts on this report should be entered into Budget Development for that FOP on the 6007 budget account code. Do NOT budget on E&G funds.

110_SPLAN – 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 budget account code.

112_SPLAN – SM Fluctuation Estimate

This report is an estimate of the fluctuation in hours for semi-monthly payrolls by FOP.

- Run this report for an entire organization to see estimated SM fluctuation costs for each FOP in your organization.
- The report looks at the estimated cost for semi-monthly fluctuation in hours for the new fiscal year. Each 1.0 FTE SM employee encumbers at 86.67 hours per pay period. The actual working hours in the pay period varies causing a fluctuation for the FY.
- The amounts on this report should be entered into Budget Development for that FOP and the 6006 budget account code.

130_SPLAN – 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 merit increases 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.

140_SPLAN_005 – Salary Increase

The salary increase report will show all salary increases within your organizations 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 merit increases 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.

170_SPLAN – 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.

180_SPLAN – 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.

185_SPLAN – SM Fluctuation Estimate VS Budget Development

This report will display SM fluctuation estimates that do not match what has been entered into Budget Development.

- The report should be reviewed to ensure that appropriate estimates for fluctuation in semi-monthly payrolls have been made for the new fiscal year.

210_SPLAN – Position Budget <> Employee Salary Single Posn

This edit compares the Position Budget to the Employee Salary and displays discrepancies. This edit does not include overload jobs.

- 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.

235_SPLAN – Job Base Budget = 0.00 and Proposed > 0.00

This edit will display a Job Base Budget that is equal to zero with a Proposed Budget greater than zero. This edit will catch non-salary positions having a salary placed on them.

- Report will display employee salary planner records that have a current salary of 0.00, but are being given a salary in budget prep.
- These may be positions that generally do not carry a salary. The employee may need to be moved to a different position.

240_SPLAN – Posn Budg > 0.00 and Proposed = 0.00

This edit will display a Position Budget greater than zero. This will catch vacant positions that have been zeroed out.

- 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 submit a Close Position Form to close the position. Training material on how to use the form can be [here](#).

250_SPLAN – Proposed Position Salary is Negative

This edit will display Position Proposed Salary that is negative.

- Position Salaries must be positive amounts
- Please make corrections in Salary Planner for items on this report

260_SPLAN – Position Labor = Zero

This report will show position labor that is 0%. A FOAP cannot have 0%. The Labor Distribution for all positions must equal 100%

- Please make corrections to the Position Labor in Salary Planner for items on this report.

270_SPLAN – PLBD<>100%

This edit will display Positions if the Position labor Percentages does not total 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.

280_SPLAN – JLBD <> 100%

This edit will display Employees if the Job Labor Percentages does not total 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.

290_SPLAN – No Position Labor

This report will show any salary planner position record that does not contain any labor distribution.

- Go into salary planner and add labor distribution to the position to correct items on this report.

300_SPLAN – FOAP Used Multiple Times

This edit will display Salary Planner Employee job labor that contains the same FOAP more than once.

- A labor distribution record should only exist one time for a given position.
- Items on this report should be combined to create only one labor distribution record per FOAP and position.

330_SPLAN – 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.

340_SPLAN – Search by Position Number

The Search by Position Number report allows you to search for a particular position number. This report will show what organization code the position belongs to.

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

430_SPLAN – Salary Planner Orgn Lock

Report displays lock status of organizations in Salary Planner.

040_TRNFR – Transfer Roster

This report will list all transfers associated with a fund. The report will display both the transfer-in FOAP and transfer-out FOAP information.

- Use this data to evaluate transfers into or out of your funds.

320_TRNFR – Transfer Out of Balance

This report will show any transfers transactions that are out of balance.

- Transfers in the Budget Prep System must balance.

If the opposing side of the transfer exists in another department, please work with the other department to balance the transfer.

063_NBAJOBS - Overloads 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.

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.

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's name and Tech ID, 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 page 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.

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
WebRaider

F&A Work Tools

HSC / F&A Work Tools

Home

Employee

Available Budget

F&A Work Tools

Payroll & Tax

Supervisor

My Content

Cognos

Facilities & Safety

News

Personnel Actio...

Personnel Action Notices is temporarily unavailable.

Human Resourc...

HR Home

- ACEBoard - Acknowledge and Celebrate Excellence! Send a TTUHSC team member an ACE card: Link and Guide
- BrassRing - Careers at Texas Tech: Hiring Manager Portal
- BrassRing - Careers at Texas Tech: Hiring Manager help links:
 - Hiring Manager Access Request Form
 - Careers at Texas Tech User Guide- Lubbock/Managed Care/Permian Basin
 - Careers at Texas Tech

Budget

Budget Home

- Reports
- Budget Forms
- Budget Basic Reference Guide
- Budget Revision System
 - Budget Revision System User's Guide
- Organization Code Request
 - Organization Request Instructions
- Fringe Projector
 - DMFR Fringe Calculator Instructions
- Labor Redistribution
 - Labor Redistribution User's Guide
- Approval Tracking System(ATS)
- Budget Office Contact List
- Budget Office Mailbox
- Budget Prep System
 - Budget Prep User's Guide
- Budget Prep Security (Team App)
 - Setting Budget Prep Security

Business Affairs

Business Affairs

Business Affairs Home

- Finance Reporting (Cognos)
- Business Affairs Calendar
- Business Affairs News

Accounting Services

Accounting Services Home

- Financial Transaction System (FITS)
 - FITS Information
- Financial Manager Change Request
 - Financial Manager Change Request Information
- Fund Maintenance System
 - New Fund Request Information
- Approval Tracking System (ATS)
- Forms
- Grant Accounting
- Cash Fund Training
 - Deposit Procedures

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

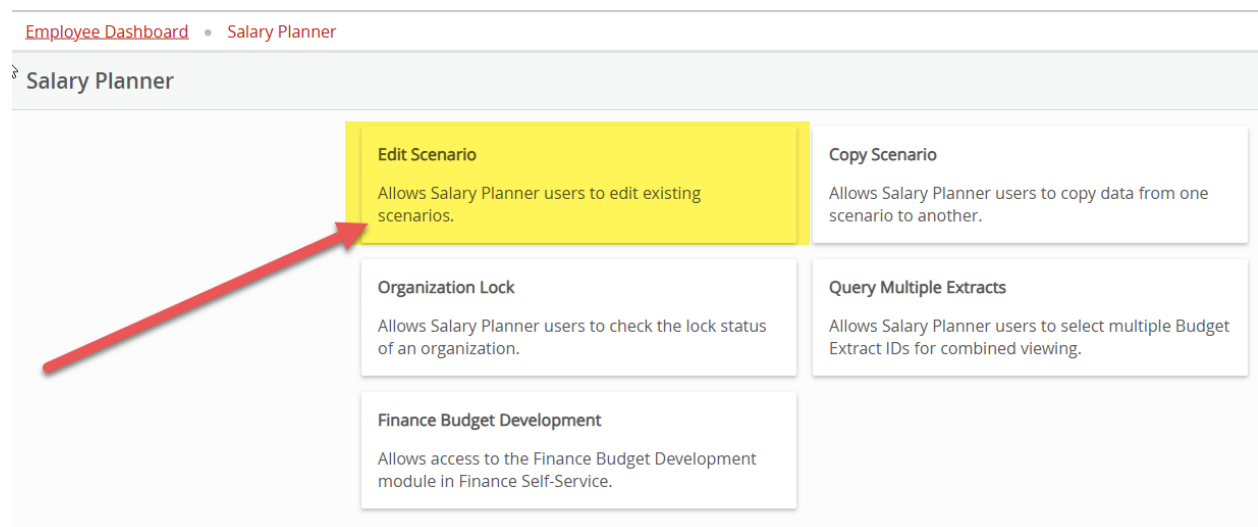
My Finance • Budget Prep Menu

Budget Prep Menu

Budget Development Quick Update FOP selection for Quick Update	Query Budget Development Query Budget Development data for a specified phase and FOP
Update Budget Development Update Budget Development data for a specified phase and FOP	Lock Budget Development Lock or unlock update to Budget Development and Budget Transfers
Update Budget Transfers <u>Update Transfers In and Transfers Out for a specified phase and FOP.</u>	Budget Prep Security(Team) <u>Add or remove user security to Budget Prep. Only Organization managers have the ability to perform this function.</u>
TTU/TTUS Salary Planner Menu <u>Salary Planner</u>	HSC Salary Planner Menu <u>Salary Planner</u>
HSC-El Paso Salary Planner Menu <u>Salary Planner</u>	Budget Prep Reports <u>View Budget Development and Salary Planner reports.</u>

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 FY27 extract is titled “HSC FY 2027 Extract”.
- Scenario - “HxxSAL”, with xx being the last 2 digits of the fiscal year. The FY27 scenario is “H27SAL”.

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

Edit Scenario

Choose Extract ID and Scenario, then select filter criteria.

Scenario Selection

Extract ID:

HSC FY 2027 Extract

Scenario:

H27SAL

Filter Criteria

☒ By Position Attributes ☐ By Employee Name

Select

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 – Enter salary changes

Step 2.b – Update an employee's job labor distribution - For **POOLED** positions ONLY

Step 2.c – Update a labor distribution - For **SINGLE** positions ONLY

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 update salaries in your department, choose the level 7 organization code. This will be the 6-digit organization code. Please only select one level 7 organization code at a time.

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

The screenshot shows the 'Position Filters' screen. At the top, a header bar says 'Position Filters'. Below it, a light blue box contains the instruction: 'Enter filter criteria and select desired button. Use Ctrl or Shift key to select multiple.' The main section is titled 'Update of Budget Development'. It contains several fields: 'Chart of Account:' with value 'H', 'Budget ID:' with value 'H2027', 'Budget Phase:' with value 'H27DPT', and 'Organization:' with a dropdown menu showing '101024 - Billing Compliance Lbk'. A red callout bubble points to the 'Organization:' dropdown with the text 'Select the orgn you'd like to work'. Below the 'Organization:' field is a checkbox 'Include Subordinate Organizations:' which is checked. Below that is a dropdown for 'Employee Class:' with 'All' selected. Another red callout bubble points to the 'List By Employee' button at the bottom with the text 'Click on List by Employee'. At the bottom, there are three buttons: 'List By Employee' (highlighted with a yellow box), 'Summary Totals', and 'List By Position'. To the right of the 'Include Subordinate Organizations' and 'Include Pooled Positions' checkboxes are red checkmarks.

STEP 2: UPDATE EMPLOYEE RECORDS

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

List by Employee

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

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

List By Employee

Jump To Bottom

Department Name

ID and Name	Position, Suffix and Title	Employee FTE Totals	Employee Salary Totals	Base FTE	Proposed FTE	Base Salary	Change Percent	Change Amount	Proposed Salary	Extract Status	Excluded From Totals
Employee Names and ID's are here	H12345-00-Position Title	1	57,658.49	1	1	56,527.94	2.00	1,130.56	57,658.49	Changed	No
	H45678-00-Position Title	1	48,011.41	1	1	47,070.01	2.00	941.40	48,011.41	Changed	No
	Total	2		2	2	103,597.95	2.00	2,071.96	105,669.90		

Current TOTAL Salary and FTE

Changes entered on another screen

Proposed new FY Salary

Step 2.a ENTER SALARY CHANGES

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 editable salary increases in salary planner.

- **Merit** – Can only be used if a salary increase policy has been approved by the administration. This is where merit increases are entered.
- **Equity** –Equity related increases or decrease will be entered here. A salary increase or reclass adjustment request must also be submitted to Human Resources through the PASS application.
- **If an employee is receiving a merit and equity, enter one increase and save and then enter the other and save. If you do not save in between increases, the position budget will not update correctly.**

Employee Detail

Employee
Name and ID
Employee Name R#

Home Organization
123456 - Department

Extracted Jobs

Position Suffix and Title	Organization	Base FTE	Proposed FTE	Base Rate	Proposed Rate	Base Salary	Equity Percent	Equity Amount	Merit Percent	Merit Amount	Proposed Salary	Links	Exclude from Totals
H12345-00- Position Title	123456 - Department	1	1.000	27.175847	27.719364	56,527.94	0.00	0.000000	2.00	1,130.558841	57,658.49	Distribution Comments	☐
Total		1	1	27.175847	27.719364	56,527.94	0.00	0.00	2.00	1,130.56	57,658.49		

Salary adjustments will be entered here

New position requests during the budget prep cycle must be requested through Human Resources by the Human Resources deadline and budgeted in 6006. Please see Budget Prep Guidelines for this budget year for more information.

Step 2.b: UPDATE EMPLOYEE'S JOB LABOR DISTRIBUTION For **POOLED** positions ONLY

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.

Employee Detail

Employee
Name and ID
Employee Name R#

Home Organization
123456 - Department

Extracted Jobs

Position Suffix and Title	Organization	Base FTE	Proposed FTE	Base Rate	Proposed Rate	Base Salary	Equity Percent	Equity Amount	Merit Percent	Merit Amount	Proposed Salary	Links	Exclude from Totals
H12345-00- Position Title	123456 - Department	1	1.000	27.175847	27.719364	56,527.94	0.00	0.000000	2.00	1,130.558841	57,658.49	Distribution Comments	☐
Total		1	1	27.175847	27.719364	56,527.94	0.00	0.00	2.00	1,130.56	57,658.49		

Click here to access labor distribution

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

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

job Labor Distribution

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

Distribution

Name and ID: Employee Name and R# Position Title and Title: W12345-00-Position Title Email Transaction #

Current ← **Current FY Funding**

CD#	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date	
#		10100	10100	41000	40					100.00	\$7,000.00		
										Total	100.00	\$7,000.00	

Proposed ← **Proposed funding for new FY**

CD#	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date	
#		10100	10100	41000	40					100.00	\$7,000.00		
										Total	100.00	\$7,000.00	

Proposed Position Distribution ← **Proposed funding for the position attached to this employee** Add a new record

CD#	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date	
#		10100	10100	41000	40					100.00	\$7,000.00		
										Total	100.00	\$7,000.00	

Copy Position Distribution to job

Employee Detail
 List By Employee List By Position Summary Tot

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

job Labor Distribution

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

Distribution

Name and ID: Employee Name and R# Position Title and Title: W12345-00-Position Title Email Transaction #

Current

CD#	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date	
#		10100	10100	41000	40					100.00	\$7,000.00		
										Total	100.00	\$7,000.00	

Proposed ← **Proposed funding for new FY**

CD#	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date	
#		10100	10100	41000	40					100.00	\$7,000.00		
										Total	100.00	\$7,000.00	

Proposed Position Distribution Add a new record

CD#	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date	
#		10100	10100	41000	40					100.00	\$7,000.00		
										Total	100.00	\$7,000.00	

Copy Position Distribution to job

Employee Detail
 List By Employee List By Position Summary Tot

Click on 100 to change the labor for this FOAP

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. Do not zero out FOPs to remove.

Account Distribution

Add or change an Account Distribution component and select Save. You may choose an Account Distribution component button to query values.

Distribution

Name and ID: Employee Name and R#

Position-Suffix and Title: H12345-00-Position Title

COA: H

Default from Index

Index:

Fund: 181031

Organization: 101024

Account: 612508

Program: 40

Activity:

Location:

Project:

Cost Type:

Percent: 100.00

Amount: 57,658.49

Encumbrance Override End Date: MM/DD/YYYY

Save Remove

Click the Save button to save changes. Click the Remove button to remove this funding.

Change FOAP elements

Change percent

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

Job Labor Distribution

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

Distribution

Name and ID: Employee Name and R#

Position-Suffix and Title: H12345-00-Position Title

ERAF Transaction #

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date
H		181031	101024	612508	40					100.00		
Total										100.00		

Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date
H		181031	101024	612508	40					50.00	28,829.25	
Total										50.00	28,829.25	

Add a new record

Proposed Position Distribution

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date
H		181031	101024	612508	40					100.00	57,658.49	
Total										100.00	57,658.49	

Proposed Job Budget Distribution percent does not total 100.

Adjust Funding to clear error

Step 2.c: UPDATE LABOR DISTRIBUTION For SINGLE positions ONLY

Change for FY27

The labor distribution for an employee in a **SINGLE** position needs to be updated on the Position and copied to Job.

Go to the List by Position screen by clicking the List by Position button at the bottom of the screen. Then click Distribution for the position you need do update.

The Position Distribution screen is where you will change funding for the **SINGLE position**. This screen shows the following labor distributions:

Current	This is the labor distribution effective on 8/31 for the current year.
Proposed	This is the proposed labor distribution that you are requesting for the new fiscal year.
Proposed Job Distribution	This is the proposed funding for the employee associated with the position.

Position Distribution

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

Update of Budget Development

Chart of Account: H2027 H27/DPT

Budget ID: H2027 H27/DPT

Budget Phase: Position Number and Title

Budget Distribution for Position: Position Number and Title

Current ← **Current Funding**

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	
H		101026	101201	612002	60					100.00	210,000.00	
										Total	100.00	210,000.00

Proposed ← **Proposed funding for new FY**

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	
H		101026	101201	612002	60					100.00	210,000.00	
										Total	100.00	210,000.00

Proposed Job Distribution ← **Proposed funding for the employee attached to this position**

Current Incumbent: Employee Name and R#

Position-Suffix and Title: Position Number and Title

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date
H		101026	101201	612002	60					100.00	210,000.00	
										Total	100.00	210,000.00

Copy Position Distribution to Job | Update Budget

List By Employee | List By Position | Summary Totals

To change the labor distribution for a **SINGLE position**, click on the link in the **Proposed** section under the percent column for the labor line you would like to change.

Position Distribution

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

Update of Budget Development

Chart of Account: H2027 H27/DPT

Budget ID: H2027 H27/DPT

Budget Phase: Position Number and Title

Budget Distribution for Position: Position Number and Title

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	
H		101026	101201	612002	60					100.00	210,000.00	
										Total	100.00	210,000.00

Proposed ← **Proposed funding for new FY**

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	
H		101026	101201	612002	60					100.00	210,000.00	
										Total	100.00	210,000.00

Proposed Job Distribution

Current Incumbent: Employee Name and R#

Position-Suffix and Title: Position Number and Title

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date
H		101026	101201	612002	60					100.00	210,000.00	
										Total	100.00	210,000.00

Copy Position Distribution to Job | Update Budget

List By Employee | List By Position | Summary Totals

Click on 100 to change the FOAP

Account Distribution Screen

The Account Distribution screen is used to make changes to the position'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.

Account Distribution

Add or change an Account Distribution component and select Save. You may choose an Account Distribution component button to query view.

Budget Distribution for Position **Position Number and Title**

COA: H

Default from Index

Index:

Fund: 101026

Organization: 101201

Account: 612002

Program: 60

Activity:

Location:

Project:

Cost Type:

Percent: 100.00

Amount: 210,000.00

Save Remove

Change FOAP Elements

Change percent

Click the Save button to save changes. Click the Remove button to remove this funding.

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.

Position Distribution

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

Update of Budget Development

Chart of Account: H

Budget ID: H2027

Budget Phase: H27OPT

Budget Distribution for Position **Position Number and Title**

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Percent	Amount
H		101026	101201	612002	60				100.00	210,000.00
									100.00	210,000.00

Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
H		101026	101201	612002	60					99.00	198,000.00
										1.00	210,000.00
										100.00	408,000.00

Proposed job Distribution

Add a new record

Current Incumbent

Name and ID: Employee Name and R#

Position Suffix and Title: Position Number and Title

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance	Override End Date
H		101026	101201	612002	60					100.00	210,000.00		
										100.00	210,000.00		

Copy Position Distribution to Jobs Update Budget

List By Employee List By Position Summary Totals

Adjust Funding to clear error

Proposed Position Budget Distribution percent does not total 100.

After changes have been saved on the Position Distribution screen, click on Copy Position Distribution to Jobs button. This will ensure that the employee's proposed funding matches the SINGLE position proposed funding.

Position Distribution

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

Update of Budget Development

Chart of Account:

Budget ID: H2027
H2/DPT

Budget Phase:

Budget Distribution for Position: **Position Number and Title**

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	
H		101626	101201	612002	60							
										Total	100.00	210,000.00

Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	
H		101626	101201	612002	60							
										Total	100.00	210,000.00

Proposed Job Distribution

Add a new record

Current Incumbent:

Name and ID: **Employee Name and Rtr**

Position-Suffix and Title: **Position Number and Title**

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Overwrite End Date
H					60						100.00	210,000.00
										Total	100.00	210,000.00

Copy Position Distribution to job Update Budget

SINGLE positions: Click this button so that the Proposed Job Distribution matches the Proposed Position Distribution

List By Employee List By Position Summary Totals

UPDATE ANOTHER EMPLOYEE

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 List by Employee screen, scroll to the bottom of the page and click on the List by Position button.

HSC FY 2027 Extract - H27SAL

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

Organizations with No Employees

Results found: 2

Save Reset

Return To Top

Click on List By Position to update position salary data

List By Position Summary Totals Employee Filter Position Filter

Edit Scenario

LIST BY POSITION

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

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

Important fields:

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

List By Position

Update of Budget Development

Chart of Account: H2027
Budget ID: H27DPT
Budget Phase: H27DPT
Jump To Bottom

Department	Unlocked	Position and Title	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget	Bargaining Unit	Estimated Fiscal Year Budget	Links	Extract Status	Exclude from Totals
H12345	Position Title	1.00	1.0000	56,527.96	2.00	1,130.55	57,658.51			57,658.51	Distribution Comments Employee		☐
H45678	Position Title	1.00	1.0000	47,070.01	2.00	941.48	48,011.49			48,011.49	Distribution Comments Employee		☐
Total		2.00	2.00	103,597.96	2.00	2,071.99	105,669.99			105,669.99			

Jump To Bottom

Summary

Organization	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget
Department	2.00	2.00	103,597.96	2.00	2,071.99	105,669.99
Total	2.00	2.00	103,597.96	2.00	2,071.99	105,669.99

HSC FY 2027 Extract - H27SAL

Organization: ☐ Include Subordinate Organizations ☐ Employee Classes ☐ Bargaining Units ☐ Faculty Rank ☐ Include Pooled Positions ☐ Include Vacant Positions

Department: Yes All All All Yes Yes

Organizations with No Positions

Results found: 2

Save Reset

Page 1 of 1 Per Page 25

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.

List By Position

Update of Budget Development

Chart of Account: H2027
Budget ID: H27DPT
Budget Phase: H27DPT
Jump To Bottom

Department

Position and Title	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget	Bargaining Unit	Estimated Fiscal Year Budget	Links	Extract Status	Exclude from Totals
H12345	Position Title	1.00	1.0000	120,000.00	4.17	5,000.00	125,000.00		125,000.00	Distribution Comments Employee	☐
H45678	Position Title	1.00	1.0000	60,010.31	0.00	0.00	60,010.31		0.00	Distribution Comments Employee	☐
H98765	Position Title	1.00	1.0000	83,000.00	0.00	0.00	83,000.00		83,000.00	Distribution Comments Employee	☐

Estimated Fiscal Year Budget of \$0.00 denotes a Vacant position

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 submit a Close Position Form to 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.

Position Distribution

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

Update of Budget Development
Chart of Account: H2027
Budget ID: H27DPT
Budget Phase: H27DPT
Budget Distribution for Position H12345 Position Title

Current ← **Current FY position funding**

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
H		181215	201111	612508	60					100.00	60,010.31
Total										100.00	60,010.31

Proposed ← **Next FY position funding**

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
H		181215	201111	612508	60					100.00	60,010.31
Total										100.00	60,010.31

Add a new record

Proposed Job Distribution

Copy Position Distribution to Jobs Update Budget

List By Employee List By Position Summary Totals

This message tells you that the position is currently vacant. Click Ok to close.

This Position has no incumbents

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

Position Distribution

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

Update of Budget Development
Chart of Account: H2027
Budget ID: H27DPT
Budget Phase: H27DPT
Budget Distribution for Position H12345 Position Title

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
H		181215	201111	612508	60					100.00	60,010.31
Total										100.00	60,010.31

Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
H		181215	201111	612508	60					100.00	60,010.31
Total										100.00	60,010.31

Add a new record

Proposed Job Distribution

Copy Position Distribution to Jobs Update Budget

List By Employee List By Position Summary Totals

Click here to add a new FOAP line

Click here to change existing FOAP line

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.

COA: H

Default from Index

Index:

Fund: 181215

Organization: 201111

Account: 612508

Program: 60

Activity:

Location:

Project:

Cost Type:

Percent: 100.00

Amount: 60,010.31

Save Remove

Click the Save button to save changes. Click the Remove button to remove this funding.

Change FOAP elements

Change percent

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.

Position and Title	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget
H12345 Position Title	2.45	1.9600	47,616.95	29.09	13,849.50	61,466.45

Pooled position for 1.96 FTEs

Proposed budget is the total for 1.96 FTEs. This is NOT how much one person makes

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 hscbud@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 hscbud@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:

Position Distribution

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

Update of Budget Development

Chart of Account: H
Budget ID: H2027
Budget Phase: H27DPT
Budget Distribution for Position: H12345 Position Title

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
H		181251	351241	614402	50					20.00	12,292.29
H		181142	351001	614402	50					40.00	24,586.58
H		181250	351401	614402	50					40.00	24,586.58
Total										100.00	61,465.45

Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
H		181251	351241	614402	50					20.00	12,292.29
H		181142	351001	614402	50					40.00	24,586.58
H		181250	351401	614402	50					40.00	24,586.58
Total										100.00	61,465.45

Proposed Job Distribution

Current Incumbent Employee Name and R#
Name and ID: H12345-00-Position Title

Position-Suffix and Title:

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date
H		181251	351241	614402	50					20.00	3,057.84	
H		181142	351001	614402	50					40.00	6,115.68	
H		181250	351401	614402	50					40.00	6,115.68	
Total										100.00	15,289.20	

Current Incumbent Employee Name and R#
Name and ID: H45678-00-Position Title

Position-Suffix and Title:

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date
H		181251	351241	614402	50					20.00	3,057.84	
H		181142	351001	614402	50					40.00	6,115.68	
H		181250	351401	614402	50					40.00	6,115.68	
Total										100.00	35,289.20	

Current incumbents and their Job funding

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

Run Cognos report Team content > Budget > Budget Prep > HSC and HSC EL PASO > Step 5: Reports for Budget Prep Approvers > 430_SPLAN - Salary Planner Orgn Lock to see lock status of orgn.

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

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

- If you wish to lock all organization codes you have security for, choose lock status Unlocked and leave Organization field blank.
- Otherwise, enter an organization code to update. Use the Cognos report to determine the unlocked levels and enter an organization level higher than you intend to lock.
- Click the Submit button to enter the lock screen.

Organization Lock Selection

Select an Extract ID and Scenario. Select the Lock Status All to display Organizations regardless of status or choose a status. Leave Organization blank to start with the highest level Organization you have authority to change or designate a starting Organization.

Extract ID:	HSC FY 2027 Extract
Scenario:	H275AL
Lock Status:	All
Organization	
Submit	

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.

Parameters

Extract ID: HSC FY 2027 Extract
Scenario: H275AL
Lock Status: All
Organization:
Drill From Organization:

Organization Lock Status			
Organization	Title	Lock Status	Change
111111	Orgn A	Unlocked	☒
222222	Orgn B	Unlocked	☐
333333	Orgn C	Unlocked	☒
444444	Orgn D	Unlocked	☐
555555	Orgn E	Unlocked	☒
Review Update			

Click to change status

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 budget account code from Budget Development.

Entering Transfer Budgets

BANNER BUDGET TRANSFER SYSTEM

Go to the F&A Work Tools page 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.

The screenshot displays the F&A Work Tools page on the WebRaider portal. The sidebar on the left includes links for Home, Employee, Available Budget, F&A Work Tools (selected), Payroll & Tax, Supervisor, My Content, Cognos, Facilities & Safety, and News. The main content area is divided into three columns: Personnel Action, Budget, and Business Affairs. The Budget column contains a list of links, with 'Budget Prep System' highlighted. A message box in the Personnel Action column states: 'Personnel Action Notices is temporarily unavailable.'

F&A Work Tools
HSC / F&A Work Tools

Personnel Actio...

Personnel Action Notices is temporarily unavailable.

Budget

Budget Home

- Reports
- Budget Forms
- Budget Basic Reference Guide
- Budget Revision System
 - Budget Revision System User's Guide
- Organization Code Request
 - Organization Request Instructions
- Fringe Projector
 - DMFR Fringe Calculator Instructions
- Labor Redistribution
 - Labor Redistribution User's Guide
- Approval Tracking System(ATS)
- Budget Office Contact List
- Budget Office Mailbox
- **Budget Prep System**
 - Budget Prep User's Guide
- Budget Prep Security (Team App)
 - Setting Budget Prep Security

Business Affairs

Business Affairs Home

- Finance Reporting (Cognos)
- Business Affairs Calendar
- Business Affairs News

Accounting Services

Accounting Services Home

- Financial Transaction System (FITS)
 - FiTS Information
- Financial Manager Change Request
 - Financial Manager Change Request Information
- Fund Maintenance System
 - New Fund Request Information
- Approval Tracking System (ATS)
- Forms
- Grant Accounting
- Cash Fund Training
 - Deposit Procedures

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

Budget Prep Menu

Budget Development Quick Update FOP selection for Quick Update	Query Budget Development Query Budget Development data for a specified phase and FOP
Update Budget Development Update Budget Development data for a specified phase and FOP	Lock Budget Development Lock or unlock update to Budget Development and Budget Transfers
Update Budget Transfers <u>Update Transfers In and Transfers Out for a specified phase and FOP.</u>	Budget Prep Security(Team) <u>Add or remove user security to Budget Prep. Only Organization managers have the ability to perform this function.</u>
TTU/TTUS Salary Planner Menu Salary Planner	HSC Salary Planner Menu Salary Planner
HSC-El Paso Salary Planner Menu Salary Planner	Budget Prep Reports View Budget Development and Salary Planner reports.

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.



Texas Tech University System

Test CRD450 Crystal Furgerson

[Sign Out](#)

Banner Budget Transfer System

Welcome

Welcome to the Budget Transfer System!

The Budget Transfer System allows departments to submit transfer transactions into the Budget Prep System.

Transfer Roster:
Submit or review transfers in the Budget Transfer System. Please click on the [Transfer Roster](#) link on the left.

Transfer Reports:
Request reports of transfers in the Budget Transfer System. Please click on the [Transfer Reports](#) link on the left.

Home
Transfer Roster
Transfer Reports

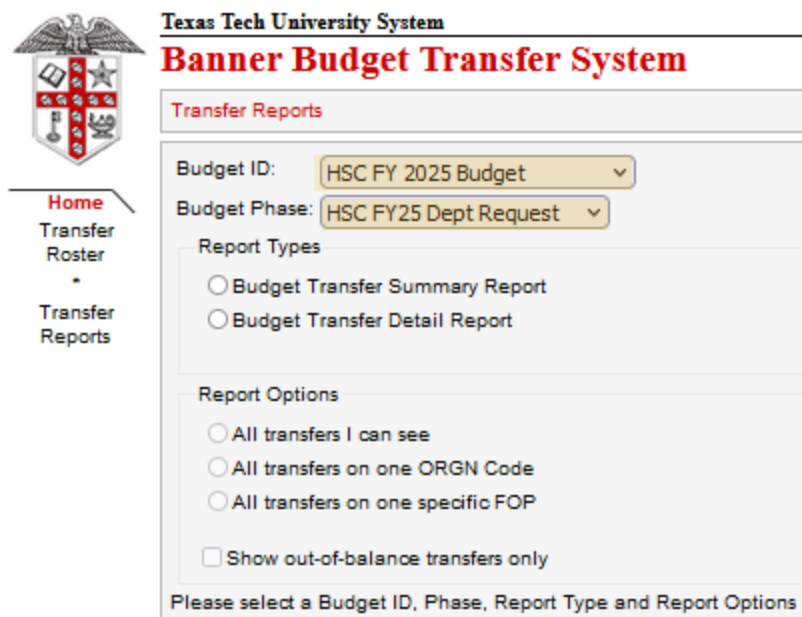
Texas Tech University System
Copyright 2013 © Texas Tech University System

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

BUDGET PHASES:

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

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



Texas Tech University System

Banner Budget Transfer System

Transfer Reports

Budget ID: HSC FY 2025 Budget

Budget Phase: HSC FY25 Dept Request

Report Types

☒ Budget Transfer Summary Report

☐ Budget Transfer Detail Report

Report Options

☒ All transfers I can see

☐ All transfers on one ORGN Code

☐ All transfers on one specific FOP

☐ Show out-of-balance transfers only

Please select a Budget ID, Phase, Report Type and Report Options

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.

The screenshot shows the 'Banner Budget Transfer System' interface. On the left is a navigation menu with 'Home', 'Transfer Roster', and 'Transfer Reports'. The main area is titled 'Transfer Reports' and contains the following fields and options:

- Budget ID:** A dropdown menu set to 'HSC FY 2025 Budget'. A callout box points to it with the text 'Choose Budget ID and Phase'.
- Budget Phase:** A dropdown menu set to 'HSC FY25 Dept Request'.
- Report Types:** Two radio buttons: 'Budget Transfer Summary Report' and 'Budget Transfer Detail Report'. A callout box points to the 'Summary Report' option with the text 'Choose Summary or Detail report'.
- Report Options:** Three radio buttons: 'All transfers I can see', 'All transfers on one ORGN Code', and 'All transfers on one specific FOP'. A callout box points to the 'All transfers I can see' option with the text 'Choose the type of data you want to view'.
- Show out-of-balance transfers only:** An unchecked checkbox. A callout box points to it with the text 'This allows you to view out of balance transfers only. Use the Detail Report type.'

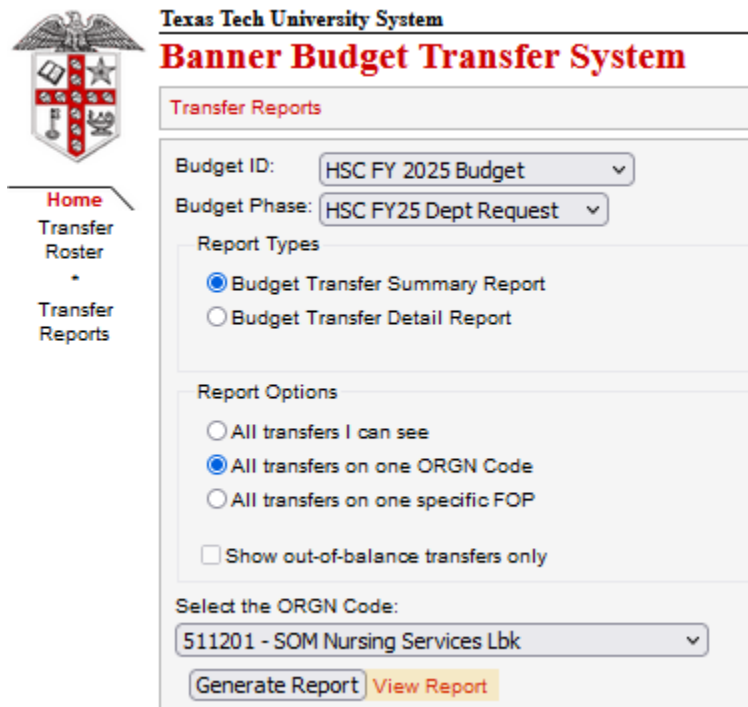
At the bottom, there is a prompt: 'Please select a Budget ID, Phase, Report Type and Report Options'.

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

This screenshot shows the same 'Banner Budget Transfer System' interface, but with different selections and an additional field:

- Report Types:** The 'Budget Transfer Summary Report' radio button is now selected.
- Report Options:** The 'All transfers on one ORGN Code' radio button is now selected.
- Select the ORGN Code:** A new dropdown menu below the report options, set to '511201 - SOM Nursing Services Lbk'.
- Generate Report:** A button at the bottom of the form.

After the report has generated you will click the [View Report](#) link. This will open the report up in a new browser.



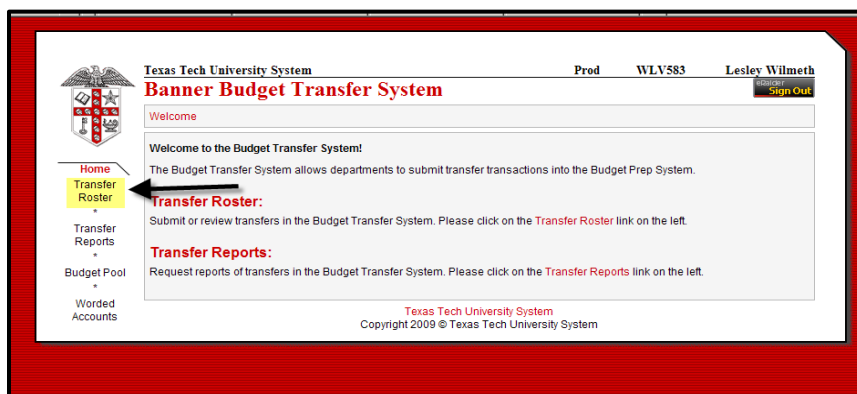
The image shows the Banner Budget Transfer System interface. On the left is a navigation menu with links: Home, Transfer Roster, and Transfer Reports. The main content area is titled "Banner Budget Transfer System" and "Transfer Reports". It contains several form fields: "Budget ID:" with a dropdown menu showing "HSC FY 2025 Budget", "Budget Phase:" with a dropdown menu showing "HSC FY25 Dept Request", "Report Types" with radio buttons for "Budget Transfer Summary Report" (selected) and "Budget Transfer Detail Report", "Report Options" with radio buttons for "All transfers I can see", "All transfers on one ORGN Code" (selected), and "All transfers on one specific FOP", and a checkbox for "Show out-of-balance transfers only". Below these is a "Select the ORGN Code:" dropdown menu showing "511201 - SOM Nursing Services Lbk". At the bottom are two buttons: "Generate Report" and "View Report".

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.



The image shows the Banner Budget Transfer System Welcome screen. The top navigation bar includes "Texas Tech University System", "Prod", "WLV583", "Lesley Wilmeth", and a "Sign Out" button. The main content area is titled "Banner Budget Transfer System" and "Welcome". It contains a "Welcome to the Budget Transfer System!" message and instructions: "The Budget Transfer System allows departments to submit transfer transactions into the Budget Prep System." Below this are two sections: "Transfer Roster:" with the instruction "Submit or review transfers in the Budget Transfer System. Please click on the Transfer Roster link on the left." and "Transfer Reports:" with the instruction "Request reports of transfers in the Budget Transfer System. Please click on the Transfer Reports link on the left." The left navigation menu is visible, with "Transfer Roster" highlighted. The footer includes "Texas Tech University System" and "Copyright 2009 © Texas Tech University System".

STEP 1:

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

STEP 2:

- Input the fund
- The default program code will be provided.
 - It is suggested that you keep the default program.
- Click on the “Display Roster” button to display the transfer roster for this FOP.

STEP 3:

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

TFR Nbr	This Pool	This Acct	This Amount	Part Pool	Part Fund	Part Orgn	Part Acct	Part Prog	Part Amount	
74112	8002	BUSOFF	88,666	8001	None	None	BUSOFF	None	-88,666	Edit
74113	8002	CLSPPT	36,320	8001	None	None	CLSPPT	None	-36,320	Edit
74114	8002	DEAN	44,884	8001	None	None	DEAN	None	-44,884	Edit
74115	8002	EMR	84,068	8001	None	None	EMR	None	-84,068	Edit
74116	8002	FUF	11,801	8001	None	None	FUF	None	-11,801	Edit
74117	8002	IDF	29,465	8001	None	None	IDF	None	-29,465	Edit
74118	8002	IDX	33,516	8001	None	None	IDX	None	-33,516	Edit
74119	8002	PRESID	55,554	8001	None	None	PRESID	None	-55,554	Edit
74120	8002	PRBLDG	8,740	8001	None	None	PRBLDG	None	-8,740	Edit
74121	8002	PRLIAB	8,474	8001	None	None	PRLIAB	None	-8,474	Edit
74468	8002	CLRSCH	13,813	8001	None	None	CLRSCH	None	-13,813	Edit
74958	8002	CDINTG	7,648	8001	None	None	CDINTG	None	-7,648	Edit
75251	8001	PRBLDG	-11,190	8002	None	None	PRBLDG	None	11,190	Edit
			Total In:					Total In:	-422,949	
			Total Out:					Total Out:	11,190	

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 are 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.

Texas Tech University System Test

Banner Budget Transfer System

Transfer Roster

COAS ID: Texas Tech Univ Health Sciences Ctr

Budget ID: HSC FY 2020 Budget ORGN Codes: 522001 - Regional Dean Offc Ama

Chart Code: H TX Tech Univ Hlth Sciences Ctr

Fund Code: 182036 IC SOM Ama

Prog Code: 20 Research

Display Roster

Budget Phase

☐ HSC FY19 Original Budget ☒ HSC FY19 Dept Request ☐ HSC FY19 Final Budget

Phase Open									
TFR Nbr	This Pool	This Acct	This Amount	Part Pool	Part Fund	Part Orgn	Part Acct	Part Prog	Part Amount
229634/8001	811BG0		-50,000	8002	181227	511001	821BG0	20	50,000 Edit
			Total In:	-50,000				Total In:	0
			Total Out:	0				Total Out:	50,000

Add New Transfer

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Texas Tech University System Test

Banner Budget Transfer System

Transfer Roster

COAS ID: Texas Tech Univ Health Sciences Ctr

Budget ID: HSC FY 2020 Budget ORGN Codes: 522001 - Regional Dean Offc Ama

Chart Code: H TX Tech Univ Hlth Sciences Ctr

Fund Code: 182036 IC SOM Ama

Prog Code: 20 Research

Display Roster

Budget Phase

☐ HSC FY19 Original Budget ☒ HSC FY19 Dept Request ☐ HSC FY19 Final Budget

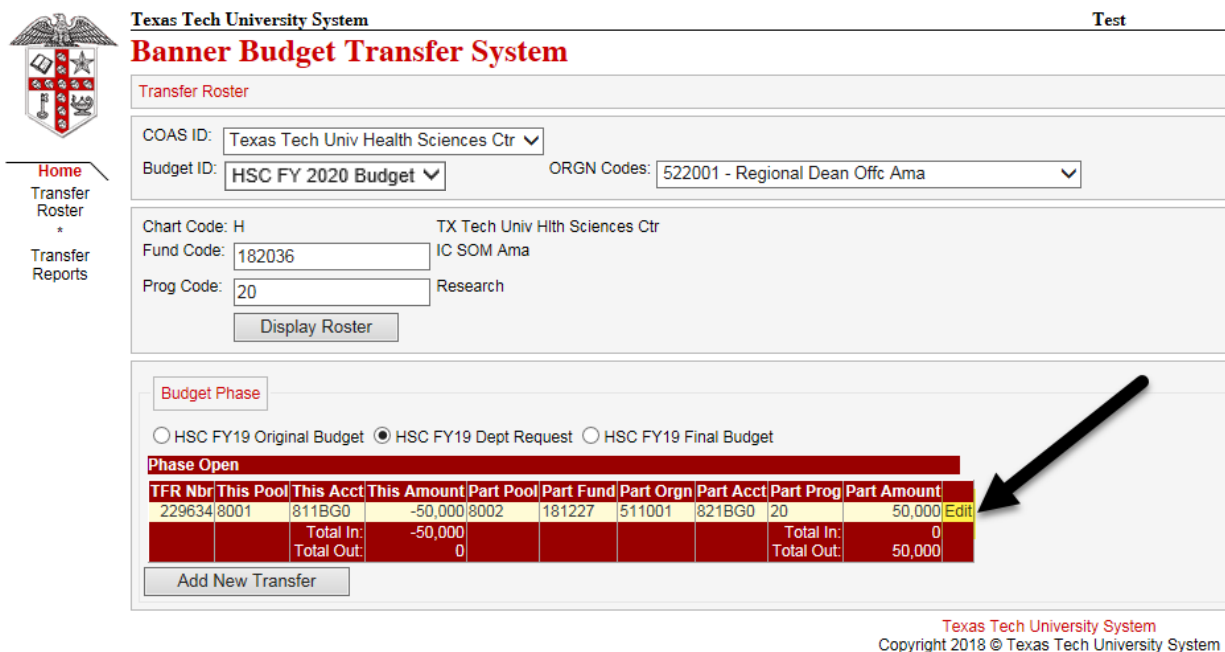
Phase Open									
TFR Nbr	This Pool	This Acct	This Amount	Part Pool	Part Fund	Part Orgn	Part Acct	Part Prog	Part Amount
229634/8001	811BG0		-50,000	8002	181227	511001	821BG0	20	50,000 Edit
			Total In:	-50,000				Total In:	0
			Total Out:	0				Total Out:	50,000

Add New Transfer

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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.



Texas Tech University System Test

Banner Budget Transfer System

Transfer Roster

COAS ID: Texas Tech Univ Health Sciences Ctr
 Budget ID: HSC FY 2020 Budget ORGN Codes: 522001 - Regional Dean Offc Ama

Chart Code: H TX Tech Univ Hlth Sciences Ctr
 Fund Code: 182036 IC SOM Ama
 Prog Code: 20 Research

Display Roster

Budget Phase

☐ HSC FY19 Original Budget ☒ HSC FY19 Dept Request ☐ HSC FY19 Final Budget

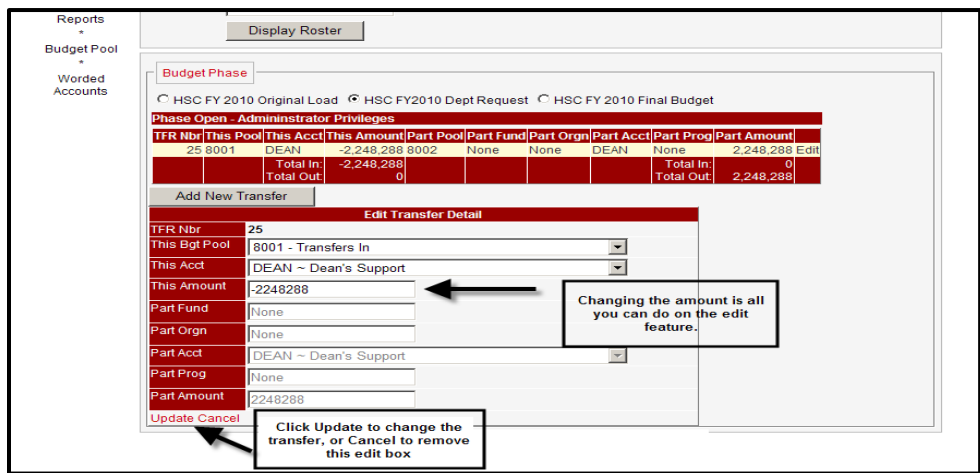
Phase Open

TFR Nbr	This Pool	This Acct	This Amount	Part Pool	Part Fund	Part Orgn	Part Acct	Part Prog	Part Amount	
229634	8001	811BG0	-50,000	8002	181227	511001	821BG0	20	50,000	Edit
			Total In:							0
			Total Out:							50,000

Add New Transfer

Texas Tech University System
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- 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.



Reports
Budget Pool
Worded Accounts

Display Roster

Budget Phase

☐ HSC FY 2010 Original Load ☒ HSC FY2010 Dept Request ☐ HSC FY 2010 Final Budget

Phase Open - Administrator Privileges

TFR Nbr	This Pool	This Acct	This Amount	Part Pool	Part Fund	Part Orgn	Part Acct	Part Prog	Part Amount	
25	8001	DEAN	-2,248,288	8002	None	None	DEAN	None	2,248,288	Edit
			Total In:							0
			Total Out:							2,248,288

Add New Transfer

Edit Transfer Detail

TFR Nbr: 25
 This Bgt Pool: 8001 - Transfers In
 This Acct: DEAN ~ Dean's Support
 This Amount: -2248288
 Part Fund: None
 Part Orgn: None
 Part Acct: DEAN ~ Dean's Support
 Part Prog: None
 Part Amount: 2248288

Update Cancel

Click Update to change the transfer, or Cancel to remove this edit box

Changing the amount is all you can do on the edit feature.

STEP 5: ADDING A NEW TRANSFER

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



Home
Transfer Roster
*
Transfer Reports

Texas Tech University System

Test

Banner Budget Transfer System

Transfer Roster

COAS ID: Texas Tech Univ Health Sciences Ctr

Budget ID: HSC FY 2020 Budget

ORGN Codes: 522001 - Regional Dean Offc Ama

Chart Code: H TX Tech Univ Hlth Sciences Ctr

Fund Code: 182036 IC SOM Ama

Prog Code: 20 Research

Display Roster

Budget Phase

☐ HSC FY19 Original Budget ☒ HSC FY19 Dept Request ☐ HSC FY19 Final Budget

Phase Open

TFR Nbr	This Pool	This Acct	This Amount	Part Pool	Part Fund	Part Orgn	Part Acct	Part Prog	Part Amount	
229634	8001	811BG0	-50,000	8002	181227	511001	821BG0	20	50,000	Edit
Total In:			-50,000				Total In:			0
Total Out:			0				Total Out:			50,000

Add New Transfer

Texas Tech University System
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- 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.

Budget Phase

☐ HSC FY19 Original Budget ☒ HSC FY19 Dept Request ☐ HSC FY19 Final Budget

Phase Open

TFR Nbr	This Pool	This Acct	This Amount	Part Pool	Part Fund	Part Orgn	Part Acct	Part Prog	Part Amount	
229634	8001	811BG0	-50,000	8002	181227	511001	821BG0	20	50,000	Edit
Total In:			-50,000				Total In:			0
Total Out:			0				Total Out:			50,000

Add New Transfer

Add Transfer Detail

This Bgt Pool: 8001 - Transfers In

This Acct: 811BC0 - TI frm Medical Practice Income Plan

This Amount: -7500

Part Fund: 132006 Dept Program Ama Int Medicine

Part Orgn: 522801 Internal Med Dept Ama Genl

Part Acct: 821BC0 - TO to Medical Practice Income Plan

Part Prog: 40 Academic Support

Part Amount: 7500

Insert Cancel

Transfers IN are always negative amounts

Cannot enter an amount here unless you have security to PART organization.

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TROUBLESHOOTING:

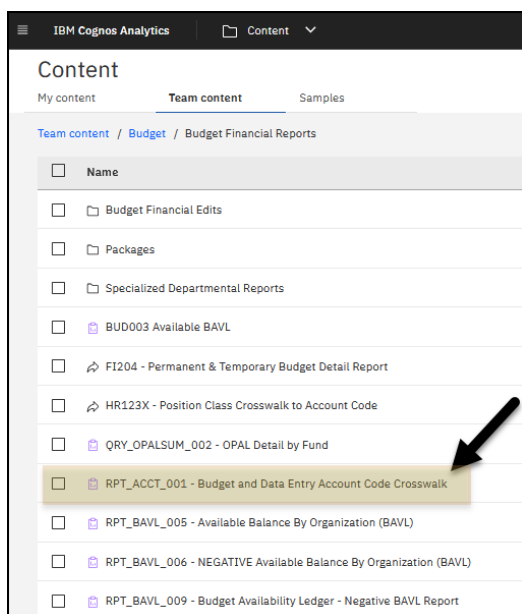
The Banner Budget Transfer System will produce errors if it finds invalid data. If you have problems entering a transfer please look here for more information.

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:

The image is a screenshot of the 'Edit Transfer Detail' form in the Banner Budget Transfer System. The form has a red header bar with the title 'Edit Transfer Detail'. Below the header, there are several fields with labels and values: 'TFR Nbr' (846), 'This Bgt Pool' (8002 - Transfers Out), 'This Acct' (821DM0 - TO to Restricted - State), 'This Amount' (49639), 'Part Fund' (221049), 'Part Orgn' (201531), 'Part Acct' (811DM0 - TI from Restricted State), 'Part Prog' (60), and 'Part Amount' (49369). The 'Part Amount' field is highlighted in yellow, and a red error message 'Invalid sign on amount for this budget pool' is displayed next to it. A black arrow points from the error message to the 'Part Amount' field. To the right of the form, there is a box with the text 'Transfer In must have a negative balance.' Below the form, there are 'Update' and 'Cancel' buttons.

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 Prep Menu

Budget Development Quick Update FOP selection for Quick Update	Query Budget Development Query Budget Development data for a specified phase and FOP
Update Budget Development Update Budget Development data for a specified phase and FOP	Lock Budget Development Lock or unlock update to Budget Development and Budget Transfers
> Update Budget Transfers Update Transfers In and Transfers Out for a specified phase and FOP.	> Budget Prep Security(Team) Add or remove user security to Budget Prep. Only Organization managers have the ability to perform this function.
TTU/TTUS Salary Planner Menu Salary Planner	HSC Salary Planner Menu Salary Planner
HSC-El Paso Salary Planner Menu Salary Planner	> Budget Prep Reports View Budget Development and Salary Planner reports.

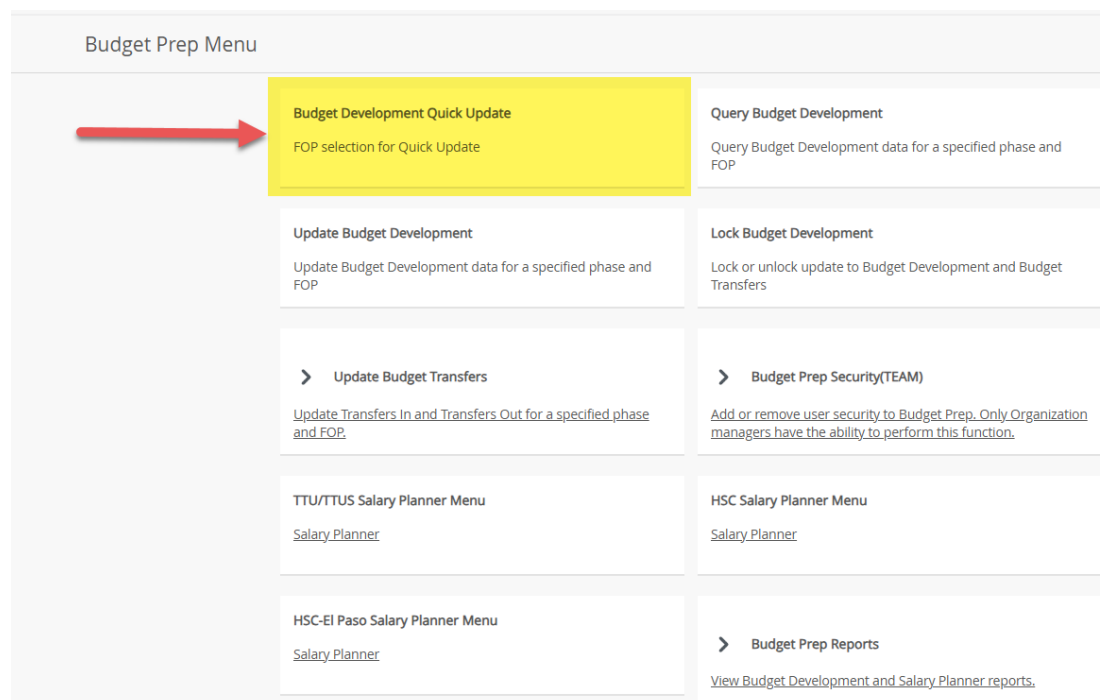
Budget Development Quick Update

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 year 2027 will have a Budget ID of H2027.
- The Budget Phase represents the different stages of the Budgeting process.

BUDGET PHASES:

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

- Input H27DPT in the Budget Phase field depending on your entity
- Click the List Worksheets button to see a list of the FOP's you have security for that already exist in Budget Development.

Chart of Accounts * Budget ID * Budget Phase *

H H2027 H27DPT Look up List Worksheets

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.

Chart of Accounts * Budget ID * Budget Phase *

H H2027 H27DPT Look up List Worksheets

Query Results 52

My Choice	Fund	Organization	Program
☐	123456 - Fund Name	000000 - Orgn Name	60 Institutional Support
☒	234567 - Fund Name	111111 - Orgn Name	60 Institutional Support
☐	456789 - Fund Name	222222 - Orgn Name	60 Institutional Support

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.

My Worksheets

Add Worksheet

Click the List Worksheets button if necessary to display your available worksheet choices for the selected Budget Phase. Select a Worksheet and click the Submit button to open the Worksheet. Choose the Add Worksheet button to revise your Worksheet display parameters or to create a Worksheet for specific FOAPAL not included in the list of Fund, Organization, and Program budget combinations.

Chart of Accounts * Budget ID * Budget Phase *

H H2027 H27DPT Look up List Worksheets

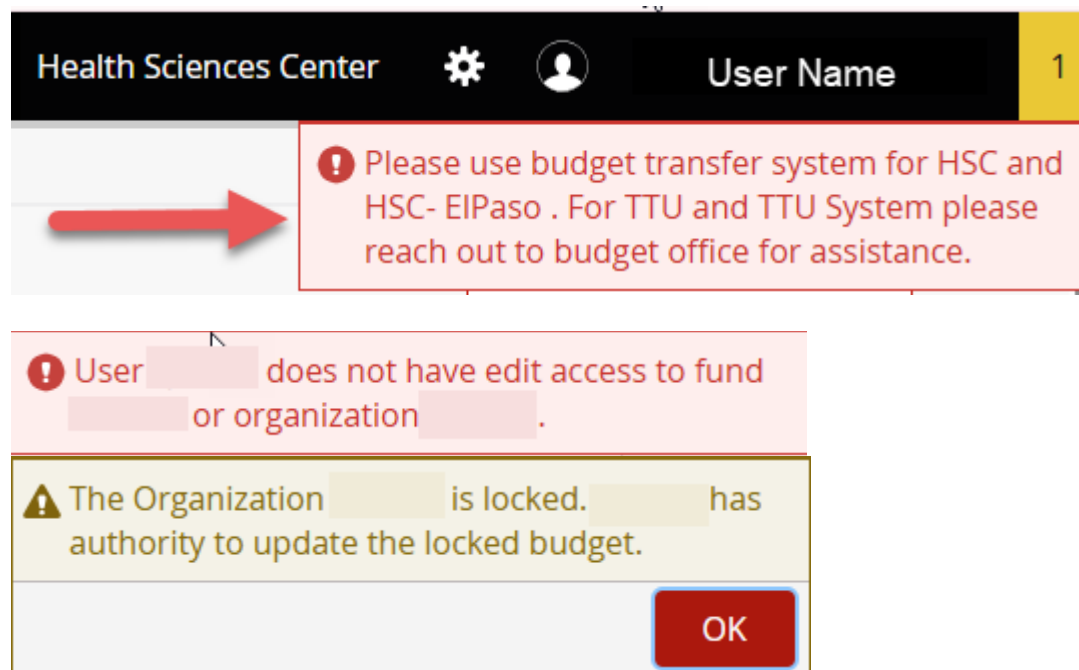
STEP 4: BUDGET DEVELOPMENT WORKSHEET

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.

Error/Warning Messages

Error/warning messages will show any errors you may receive on the page. The error/warning messages will be located in the top right.

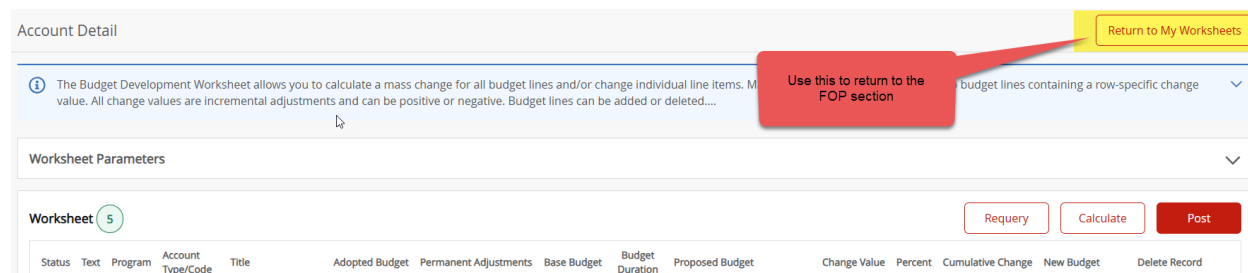
Here are some error/warning message examples:



SECTION 1: - Worksheet Parameters

The first section will show you the parameters you chose on the previous screen. Expand the Worksheet Parameters section to see the details. You will know which FOP you are working on by looking here.

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



SECTION 2: Worksheet

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

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

Worksheet 20

Requery Calculate Post

Status	Text	Program	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		60										
		Budget Acct - Revenue										
OPAL	N	5099	Fund Balance	206,328.00	0.00	206,328.00	P	206,328.00			0.00	206,328.00
		62	Budget Acct - Salaries and Wages									
SALP	N	6002	Staff Salaries	795,140.00				983,331.00			188,191.00	983,331.00
NEW	N	6003	Student Salaries	0.00				500.00			500.00	500.00
OPAL	N	6005	Longevity	3,500.00	0.00	3,500.00	P	4,000.00			500.00	4,000.00
OPAL	N	6006	Unallocated Salaries	3,423.00	0.00	3,423.00	P	3,423.00			0.00	3,423.00
OPAL	N	6007	Payroll Related Costs	224,054.00	0.00	224,054.00	P	224,054.00			0.00	224,054.00
OPAL	N	6008	Other Employee Payments	25,000.00	0.00	25,000.00	P	25,000.00			0.00	25,000.00

SECTION 3: 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.

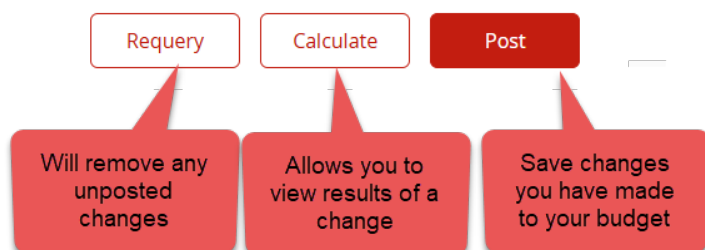
New Row	Program	Account	Budget Duration	Proposed Budget
1	60		Permanent Budget	
2	60		Permanent Budget	
3	60		Permanent Budget	

+ Add Row

SECTION 4: 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 5: Summary Totals

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

Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
5Z	Budget Acct - Revenue	1,051,195.00	983,129.00	983,129.00	(68,066.00)
50	Revenue	1,051,195.00	983,129.00	983,129.00	(68,066.00)
6Z	Budget Acct - Salaries and Wages	1,051,195.00	861,659.00	861,659.00	(189,536.00)
60	Salaries and Wages	1,051,195.00	861,659.00	861,659.00	(189,536.00)
Net Total		0.00	121,470.00	121,470.00	121,470.00

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:

UPDATING BUDGET DEVELOPMENT TIDBITS

ADD TEXT:

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

Text	Program	Account Type/Code	Title
	60		Institutional Support
		5Z	Budget Acct - Revenue
N		5099	Fund Balance
			Budget Acct - Salaries and Wages
		6002	Staff Salaries
		6003	Student Salaries
		6005	Longevity
N		6006	Unallocated Salaries

Click on account code to view or add text

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. Clicking Save will return to the Budget Development worksheet. Clicking the X will also return to the Budget Development worksheet without saving changes.

Budget Development Text X

Budget Text, Print:

Close without changes

Today's Date, User Initials - Budgeting \$5,000 in Fund Balance for one-time cost of 3 new computers.

Budget Text, No Print:

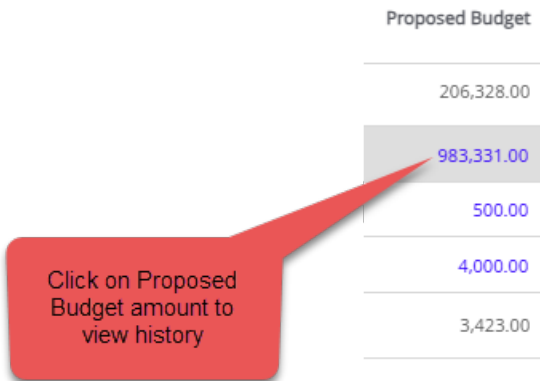
Add text here

Save

Save text entered

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 amount.



Proposed Budget
206,328.00
983,331.00
500.00
4,000.00
3,423.00

Click on Proposed Budget amount to view history

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 X to exit the page when you are finished viewing the data.

Budget Development History

Worksheet Parameters

Chart of Accounts	H	Texas Tech Univ Health Sciences Ctr
Budget ID	H2027	HSC FY2027 Budget
Budget Phase	H27DPT	HSC FY27 Dept Request
Fund	123456	Fund Name
Organization	000000	Orgn Name
Account	6005	Longevity
Program	60	Institutional Support
Activity	-	-
Location	-	-
Duration Code	P	-

Query Results

User ID	Date	Time	Prior Proposed Budget	Change Amount	New Proposed Budget	Delete
SJN302	May 21, 2025	16:55 pm	10,799.00	(62.00)	10,737.00	N
SJN302	May 21, 2025	14:55 pm	1,690.00	9,109.00	10,799.00	N
SJN302	May 21, 2025	14:42 pm	11,724.00	(10,034.00)	1,690.00	N
SJN302	May 20, 2025	21:27 pm	13,013.00	(1,289.00)	11,724.00	N

Shows who made the change and when the change occurred

This was the budget before the corresponding change

Actual change amount

Proposed budget

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.

Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget
5Z	Budget Acct - Revenue									
5006	Legislative Appropriations	1,051,195.00	0.00	1,051,195.00	P	983,129.00		☐	(68,066.00)	983,129.00
6Z	Budget Acct - Salaries and Wages									
6002	Staff Salaries	973,797.00	0.00	973,797.00	P	850,098.00		☐	(123,699.00)	850,098.00
6005	Longevity	13,737.00				10,737.00	500	☐	(2,276.00)	10,737.00
6006	Unallocated Salaries	64,000.00			P	229.00	-20	☐	(63,771.00)	229.00
6008	Other Employee Payments	385.00	0.00	385.00	P	595.00	800	☐	210.00	595.00

After your changes have been entered you can click on the Calculate button as described in SECTION 4 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.

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

Base Budget	Budget Duration	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget
13,013.00	P	11,237.00		☐	(1,776.00)	11,237.00
64,000.00	P	209.00		☐	(63,791.00)	209.00
385.00	P	1,395.00		☐	1,010.00	1,395.00

Proposed Budget is updated

Change Value is gone

Cumulative Change is updated

DELETE RECORD:

There is a delete record function on the worksheet. DO NOT use the delete record function. If you do, you will lose the ability to view history and reporting is skewed. 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.

New Row	Program	Account	Budget Duration	Proposed Budget
1	60	6005	Permanent Budget	500
2	60		Permanent Budget	
3	60		Permanent Budget	

+ Add Row

Click to add more lines

Enter new budget account code you wish to add

Must choose permanent

Amount needed on this account code

STEP 5: Update another FOP

Typically, you will have multiple FOPs to budget. To update another FOP after posting all changes to the one you have been working with, click on the Return to My Worksheets link in the top portion of the page. Then repeat Steps 2-4.

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 “Lock Budget Development”.

Budget Prep Menu

Budget Development Quick Update FOP selection for Quick Update	Query Budget Development Query Budget Development data for a specified phase and FOP
Update Budget Development Update Budget Development data for a specified phase and FOP	Lock Budget Development Lock or unlock update to Budget Development and Budget Transfers
> Update Budget Transfers Update Transfers in and Transfers Out for a specified phase and FOP	> Budget Prep Security(Team) Add or remove user security to Budget Prep. Only Organization managers have the ability to perform this function.
TTU/TTUS Salary Planner Menu Salary Planner	HSC Salary Planner Menu Salary Planner
HSC-EI Paso Salary Planner Menu Salary Planner	> Budget Prep Reports View Budget Development and Salary Planner reports.

STEP 2: Organization Lock Parameters

Input the following information:

- Chart of Accounts – H
- Budget– HXXXX (XXXX denotes fiscal year, for FY27 this will be H2027)
- Phase 1 – HXXDPT (XX denotes FY, for FY27 this will be H27DPT)
- Current Status – All
- Organization – do not enter an orgn to retrieve all orgns you have access to.

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

Organization Lock

Chart of Accounts * H	Budget ID * H2027	Default Phases
Phase 1 H27DPT	Phase 2 Select	
Phase 3 Select	Current Status * All	
Organization Select		
Submit		

STEP 3: Lock the Budget

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

Organization	Title	HSCFY27 Dept Request Current Status	Change
000000	Orgn Name	Unlocked	☒
111111	Orgn Name	Unlocked	☐
222222	Orgn Name	Locked	☐
333333	Orgn Name	Unlocked	☒
444444	Orgn Name	Unlocked	☐
555555	Orgn Name	Unlocked	☐

Review

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.

Organization	Title	HSCFY27 Dept Request Current Status	Change
000000	Orgn Name	Unlocked	☐
111111	Orgn Name	Unlocked	☐
222222	Orgn Name	Locked	☒
333333	Orgn Name	Unlocked	☐
444444	Orgn Name	Unlocked	☐
555555	Orgn Name	Unlocked	☐

Review

Update

HR/Finance Impacts During Budget Prep

The chart will show how Budget Prep is impacted for the next Fiscal Year in Salary Planner and/or Budget Development, based on HR and Finance documents submitted in the current Fiscal Year.

	Salary Planner	Budget Development
ePAFs		
New Hire	Employee's jobs are added to Salary Planner nightly with salary and FOP on ePAF. Budget will change the funding to match the position labor after ePAF is applied and based on labor on the ePAF.	Salary budget pools will update automatically from the Position Budget in Salary Planner.
Transfer Gaining/Losing	Employee's jobs are removed from old dept and added to new dept nightly with salary and FOP on ePAF. Budget will change the funding to match the position labor after ePAF is applied and based on labor on the ePAF.	Salary budget pools will update automatically from the Position Budget in Salary Planner.
Job Begin	Employee's job is added to Salary Planner nightly with salary and FOP on ePAF. Budget will change the funding to match the position labor after ePAF is applied and based on labor on the ePAF.	Salary budget pools will update automatically from the Position Budget in Salary Planner.
Job End/Termination	Employees are removed from Salary Planner nightly.	Any merit or equity awarded to employee will be removed and the 6006 pool will be increased by the amount released.
Add Secondary Job	Employee's jobs are added to Salary Planner nightly with salary and FOP on ePAF. Budget will change the funding to match the position labor after ePAF is applied and based on labor on the ePAF.	Salary budget pools will update automatically from the Position Budget in Salary Planner.
Add Secondary Job, 0 FTE	Employee's jobs are added to Salary Planner nightly with salary and FOP on ePAF. Budget will change the funding to match the position labor after ePAF is applied and based on labor on the ePAF.	Salary budget pools will update automatically from the Position Budget in Salary Planner.
Primary Job Recurring Pay (Overloads)	Overloads are not loaded to Salary Planner. They are listed under "Other Jobs" in Salary Planner. HR will end all overloads 8/31 and dept will need to submit ePAF for the new FY, if needed.	Run 063_NBAJOBS – Overloads Report and adjust 6008 in Budget Development for the FOP(s) listed on report.
**Current and Future Labor Change - Permanent or Temporary – as notated on the ePAF.	Does not automatically update Salary Planner. Indicate on ePAF if temporary or permanent. When submitting current and future labor change ePAFs, while Salary Planner is open to departments, the departments will need to verify the labor distribution for the employees and make any necessary adjustments in Salary Planner.	Verify annualized amounts are available in FOP provided for Salary Planner changes. Salary budget pools will update automatically from the Position Budget changes in Salary Planner.
*Pay Change	Does not automatically update Salary Planner. Budget analysts will update Salary Planner with approval of the ePAF.	Salary budget pools will update automatically from the Position Budget in Salary Planner.
*FTE Change	Does not automatically update Salary Planner. Budget analysts will update Salary Planner with approval of the ePAF.	Salary budget pools will update automatically from the Position Budget in Salary Planner.
New Positions/Reclassifications/Closing a Position		

Closing a position	After final approval of the closed position form, the nightly process will remove the position from salary planner.	Salary budget pools will release funding and Budget will coordinate with department to budget released funding.
*Reclassifications Requests	Does not automatically update Salary Planner. Department should enter salary adjustment in Salary Planner (equity column). Budget analysts will make all other necessary employee updates to Salary Planner once the PASS transaction is approved.	Salary budget pools will update automatically from the Position Budget changes in Salary Planner.
New Position Requests	Positions are added to Salary Planner nightly when the PASS transaction has been approved by Budget.	Verify annualized amounts are available in FOP provided for Salary Planner changes. Budget will look for fund in 6006. Salary budget pools will update automatically from the Position Budget changes in Salary Planner overnight.
Labor Redistribution Changes		
Redistributions	No action necessary.	No action necessary.
Budget Revisions		
Permanent Revisions	N/A	Make budget pool adjustments as needed.
Temporary Revisions	N/A	No action necessary.
Permanent Revisions with transfer(s)	N/A	Adjust transfer roster, then make budget pool adjustments as needed.

* Manual adjustments in SP processed by the Budget Office analysts.

** Manual adjustments in SP processed by the departments while Budget Prep is open to departments.