

Pre-Prep Checklist: Planning Next Fiscal Year Budgets

1. Review Prep Security. The Organization Manager and two others can be given access to Budget Prep. These 3 individuals can edit budgets, run reports, and submit the budgets for the upcoming fiscal year. When Budget Prep opens for input and submission, you will be ready!

- The Organization Manager uses [TeamApp](#) to add/delete access for themselves and 2 more individuals
 - See who is the level 7 Orgn Financial Manager, [Budget](#) > Budget Financial Reports > RPT_Orgn_005 - Orgn Hierarchy
 - View TeamApp Reports Budget> Budget Prep> HSC and HSC EL PASO > Step1: Pre-Prep Reports > 003_Secur - Budget Prep Orgn Security
 - Detailed instructions on how to work in TeamApp are located [here](#).
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2. Run Position Roster, Longevity and Fringe Estimate Cognos Report

- Budget> Budget Prep > HSC and HSC EL PASO > Step1: Pre-Prep Reports > 051_SPLAN – Position Roster, Longevity and Fringe Estimate
 - Run by position to list all positions regardless of vacant or filled, single or pooled
 - Review employee positions for your orgns. Verify the positions used to pay your employees are assigned to your organization(s). When Budget Prep opens for input and submission, you will review the position list for each organization, verify each employee's pay and estimate budget pool totals.
 - Review appointments. Employees and students who are no longer working in your department should have a termination date and should not be on your list. Please submit termination ePAFs as soon as possible.
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3. Review Grant funding.

- Employees can be budgeted on grants ending on or before August 31 for the next FY, but budget will need confirmation of continued grants.
 - Human Resources > Departmental Users > Employee Appointment Reports > EDT_NBAJOBS_001 JLBD Funded From ending Grant
 - All changes including extensions on grants need to be communicated to the Accounting department GrantAccounting@ttuhsc.edu and notated in Salary Planner.
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4. Review Budget Prep Reports. Review current revenue and spending patterns to determine how much will need to be budgeted in each budget account code.

[Budget](#) > Budget Prep > HSC and HSC EL PASO > Step 1: Pre – Prep Reports

- **RPT_BUDEV_001 – Departmental List of Banner FOP's.** This report will list all FOP combinations where a budget exists in Budget Development.
 - **030_BUDEV – Y – Budget Development Detail Report with YTD Activity** – Displays original budget from the current FY, permanent and temporary adjustments, current budget, YTD activity on FOP and a proposed amount. The proposed amount updates when Budget Development changes to create the new FY budget. Use this report to compare your actual spending with the proposed budget in Budget Development.
 - **051_SPLAN- Position Roster, Longevity and Fringe Estimate.** Ran by FOP will give estimates of salaries, fringe and longevity by FOP.
 - **040_TRNFR -Transfer Roster** – list all transfers associated with a fund, use data to evaluate transfers into or out of your funds
 - **120_BUDEV - Variance Report** - compare your proposed budget to the actual expenditures for the last full fiscal year and/or the estimated annualized expenditures for the current year
 - Review your HSC Target sent to appropriate Division personnel to ensure proper balancing.
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5. Save the date (APRIL 29, 2026 at 9:00 AM) for the upcoming Budget Prep Training.

- We will go over important dates and any changes to keep in mind with the upcoming prep cycle. We will do a refresher training of all the Budget Prep systems.
- Click [here](#) for the Zoom Meeting.