BUDGET INSTRUCTIONS FOR FY 2020 PROPOSED BUDGET PREPARATION

These instructions are meant as a basic guideline for the budgeting process and assume a basic understanding of IRIS and position and personnel changes. More detailed instructions on the reports mentioned can be found on the IRIS website (http://iris.tennessee.edu/). Once at the site, choose IRIS Help > IRIS Documentation > Budget >Salary Budget.

If you have questions, need help, or would like training, call Matt Ward, Keith Thomas or James Price.

For FY 2020, the base budget you will be given to work from is the FY 2019 July 1 base plus any additional base funding that has been allocated during FY 2019. As always, you will have the flexibility to budget within your areas according to the plans of your units.

Units will have from **April 3** until **May 2** to complete the budget process.

<u>**DETERMINING BASE BUDGET**</u>

Use IRIS transaction ZFM_BCS041 Proposed Budget Summary to determine your available base budget. Your base budget will be loaded and available in this report on April 3.


Bgt Vers to compare to base: X01

Fiscal Year: 2019

Fund: Can be ran for an individual fund, list of funds, or range of funds

Funds Center GROUP: Can be used instead of Fund. Example U013410 for the College of Arts and Sciences. This method will pull expense and income funds coded to this group. Alternatively, the Or value(s) line under this line can be used for an individual funds center, list of funds centers, or range of funds centers

Other report variables: Either the fund or funds center selections can be used in conjunction with Commitment Items or Functional Area to limit the report data displayed.

Once the report has been run:
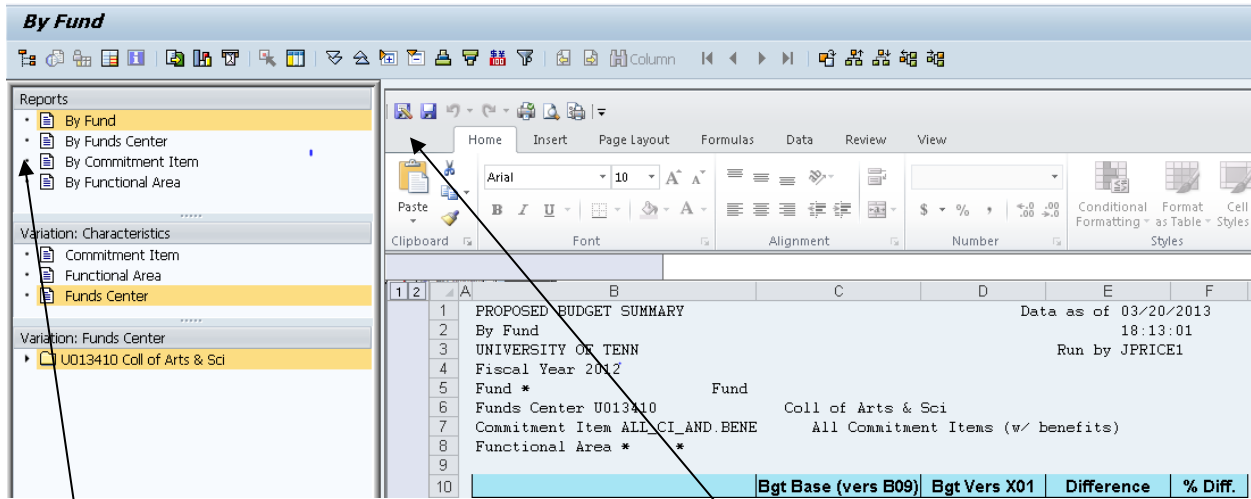
You will be presented with a report with a default display by Fund. The amount of Base Budget that you have to allocate based on your selection criteria will be displayed under the version B09 column. You can also choose to display the report by funds center, commitment item, or functional area.

This report can also be saved to Excel for further manipulation by clicking the Save As icon.

After you have entered budget for 2019, as discussed later, this report will be used to compare the amount of base budget available to your unit to the data entered. The 2019 base budget will be displayed under the version X01 column and dollar and % differences will be calculated. The total B09 and X01 budget for your area should equal.

If you want to view your 2019 base budget before it is loaded into version B09, you may use:

ZFM_BCS028 - Base Budget Summary: The report has input selections similar to the proposed budget report and displays original base, non-recurring and base budget changes, and next year's base budget by natural classification at the time the report was run.

ZFM_BCS029 - Base Budget Detail: The report has input selections similar to the proposed budget report and displays original base, base budget changes, and next year's base budget at the time the report was run.

Review and Update Positions for Salary Budget

You can use IRIS transaction ZSBUD_DET - Salary Budget Detail Report to determine what positions are currently budgeted to your area.

Salary Budget Position Detail

Selection Dates

Effective Date	08/01/2018	For Proposed Salary Budget data, use August 1. After August 1, use current date.

Select Budget

◉ Proposed Salary Budget
○ Original Salary Budget

Budget Selections

Position		to	
Funds Center		to	
Cost Center		to	
WBS Element		to	
Business Area		to	
Allotment Code		to	

Limit Report To:

☐ Skip Update from Employee Data   ☐ Flex Year Position
☐ Exclude from Budget Calculations
☐ Unfilled Budgeted Positions   ☐ THEC Override
☐ Lump Sum   ☐ Centrally Funded Fee Waiver

Select report type

◉ Standard Report
○ ALV Report.

The effective date for this process will always be 08/01/2019 due to nine-month appointments, and budget will always be proposed salary budget. A variety of selection criteria are available for input including funds center and cost center. The report can also be limited to a specific category of positions, such as those excluded from budget or to unfilled budgeted positions.   Once executed, the report will display position information including indicators like lump sum and skip update. If the position is filled, holder information will also be reported. Use this report to evaluate the position information and make any changes as appropriate. This report can also be exported to excel by running the ALV version under the select report type section and clicking on the excel icon once the report is executed

There are 2 primary ways to make changes to positions. One is to submit a position change e-form request (ZPPOSITION000). This will be necessary if the position is marked skip update, is vacant, a lump sum position, or one of the indicators needs to be updated. The second method is to use IRIS transaction PA30 to change distribution lines to employees. You may also make salary changes for undergraduate and graduate students.   PA30 is only available to you during the budget entry period. This transaction should only be used for positions that are not marked "skip update". Any changes entered in PA30 for an employee will update the corresponding position attributes during a nightly update run. If you have any questions or need assistance with position or distribution changes, please contact either Matt Ward, Keith Thomas or James Price in the Budget and Finance Office.

Once the positions have been updated, use IRIS transaction ZSBUD_SUM - Budget Summary Report to determine totals to be entered into proposed budget for salaries. This report sums salary cost by primary commitment item and cost center. The report can be run for the standard input criteria found on the other budget reports. As with the Salary Budget Detail Report, the effective date will be 08/01/2019, and budget will always be proposed salary budget. If there are self-funded cost center(s) in your area that have employees eligible for longevity, a longevity amount will also be listed and included in the total. You will have to enter the total budget including longevity for these cost centers, as your unit is responsible for the benefits on these cost centers.

ENTER AND VERIFY BASE BUDGET

 You will use IRIS transaction FMBB to enter base budget. (Please note that during the time we are entering budget for next fiscal year, you will not be able to use transaction ZFMBB to put budget transfer documents into workflow for the current fiscal year. You will be allowed to enter again after the budget process is complete.) As in previous years you will choose the following:

Process: ENTER

Document Type: NWF (No Workflow)

Version: X01

Document Date: the current date

Budget Type. BASE (Base, recurring). Do not use any other budget types.

The only required fields for entry on this screen are Fund, Commitment Item, and Amount. Funds

Center will be populated when you hit the check document icon at the top of the screen or press F7 or Enter. In addition, you do **not** enter a commitment item for income funds. This too will be populated automatically based on current fund attributes. If you use the generic 800000 code, it will have to be corrected. It is recommended that you add text as appropriate to document your budget process. The additional data tab has a header text field that will post to each line of the document if you need additional space for documentation.

You can copy and paste from Excel into this transaction. Complete your header data and position your cursor in the Fund field on the first line of document. Highlight the data fields in your Excel spreadsheet and select copy (ctrl c). While still in the Fund field in FMBB, paste (ctrl v). There is not a limit to the number of lines you can copy. However, the format of the Excel spreadsheet must match the FMBB format, so you would need a blank column for commitment item, functional area, etc. The column width in Excel does not matter.

Once you have the budget data entered or copied as you need it, Click the Post icon at the top of the page. You will be given a document number for reference purposes. Do NOT select Prepost. Prepost will not post the document to X01.

Remember that once you enter a budget, you may change that budget. However, you will enter only changes. For example, if you entered $500 on E010145 in Commitment item code 439000, but you meant to enter $600, you would only go back and enter $100 to that commitment item.

You cannot print in FMBB. You can only do screen prints. However, you can use a line item detail report to view and verify data entered. Use transaction ZFM_BCS_BGTCHANGE - Budget Change Line Items to verify, review, or download your budget detail.

Budget Change Line Item Report

General data selections				
Fiscal Year	2018	to		
Version	X01	to		
Funds Center		to		
Fund		to		
Commitment item		to		
Functional area		to		
Budget Type		to		

Report-specific selections

Fiscal Year: 2019

Version: X01

The report can be run by funds center, fund, or by entry doc #. Document number is not displayed in the above screen shot, but is an input available under the report-specific selections.

Once all base budget has been entered, use transaction ZFM_BCS041 Proposed Budget Summary, as previously discussed, to verify that the total X01 budget entered for your area should equals your base allocation (B09).

Reconcile Salary Budget

Salary Budget must be reconciled by 6 p.m. ET on **May 2**

Once budget has been entered, run IRIS transaction ZSBUD_RECON - Salary Budget Reconciliation. This report will compare the salary budget for your area (determined by position data) with the proposed budget that you have entered and indicate any differences. As shown below, the effective date should be 08/01/2019, the Proposed Salary Budget and the X01 Proposed Budget indicators should be selected. Cost Center and funds center fields are also available as selection criterion.

Compare Salary Budget to Proposed Budget

Selection Dates

Effective Date	08/01/2018	Enter August 1 To Include Entire Fiscal Year
		Enter Current Date for Version 0 Comparison

Select Budget

☒ Proposed Salary Budget

Select Version

◉ X01 Proposed Budget

○ 0 Current Budget - Recurring Pay

Budget Comparison

Funds Center	to	
Cost Center	to	
Business Area	to	
Allotment Code	to	

Any differences can be investigated using the detail and summary reports discussed previously. Keep in mind that the salary budget synchronization process will be running nightly during the proposed budget process. Even though you may have reconciled the salary budget for your unit before the May 2 deadline, you should still periodically run the reconciliation report to verify that your unit is still in balance. Any personnel or position changes that are processed after the date you balanced your budget can impact your salary budget reconciliation.