

BUDGET INSTRUCTIONS FOR FY 2023 PROPOSED BUDGET PREPARATION - UTK

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 2023, the base budget you will be given to work with will be the budget you entered into Workday Adaptive Planning. As always, you will have the flexibility to move budget within your areas according to the plans of your units.

Units will have from **April 5** until **April 29** to complete the budget process.

DETERMINING BASE BUDGET

Budget from Workday Adaptive Planning will be loaded into two versions in IRIS: X02- a reference version for balancing replacing prior year's B09; X01 – proposed budget where any changes to balance salary budget, etc. will be entered. Use IRIS transaction ZFM_BCS081 Proposed Budget Summary to determine your available base budget. Your base budget will be loaded and available in this report on April 5.






Budget Comparison Report: Selection

  Data Source... 

Selection values

Bgt. Version Col. 1	X02
Bgt. Version Col. 2	X01
Fiscal Year Col. 1	2022
Fiscal Year Col. 2	2022
From Period	1
To Period	16

Selection groups

Fund	<input type="text"/>	to	<input type="text"/>	
Funds Center GROUP	<input type="text"/>			
Or value(s)	<input type="text"/>	to	<input type="text"/>	
Commitment item GROUP	ALL_CI_AND.BENE			
Or value(s)	<input type="text"/>	to	<input type="text"/>	
Budget Type	<input type="text"/>	to	<input type="text"/>	
Functional Area	<input type="text"/>	to	<input type="text"/>	

Bgt. Version Col. 1: X02

Bgt. Version Col. 2: X01

Fiscal Year Col. 1 & Col. 2: 2022

From Period: 1

To Period: 16

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:

ZFM_BCS081 by Fund

Page 1 of 1
Run by KTHOMA82

UNIVERSITY OF TENNESSEE Data as of 03/23/2022
Period 1..16 09:06:49

Fund * Fund
Funds Center U013410 Coll of Arts & Sci
Commitment Item ALL_CI_AND.BENE All Commitment Items (w/ benefits)
Budget Type * Budget Type
Functional Area * *

	2021: X02	2021: X01	Col.2 - Col.1	% Change
.				

You will be presented with a report with a default display by Fund. The amount of Base Budget uploaded from Workday Adaptive Planning as a balancing reference will be displayed under X02. The amount of Base Budget uploaded from Workday Adaptive Planning available for budget changes will be displayed under X01. Cumulative budget changes must balance to zero (budget neutral). 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 changes for 2023, as discussed later, this report will be used to compare the amount of base budget available to your unit to the data entered. The adjusted 2023 base budget will be displayed under the version X01 column and dollar and % differences will be calculated. The total X02 and X01 budget for your area should equal.


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  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	<input type="text"/>	to	<input type="text"/>	
Funds Center	<input type="text"/>	to	<input type="text"/>	
Cost Center	<input type="text"/>	to	<input type="text"/>	
WBS Element	<input type="text"/>	to	<input type="text"/>	
Commitment Item	<input type="text"/>	to	<input type="text"/>	
Business Area	<input type="text"/>	to	<input type="text"/>	
Allotment Code	<input type="text"/>	to	<input type="text"/>	


Limit Report To:

<input type="checkbox"/> Skip Update from Employee Data	<input type="checkbox"/> Flex Year Position
<input type="checkbox"/> Exclude from Budget Calculations	
<input type="checkbox"/> Unfilled Budgeted Positions	<input type="checkbox"/> THEC Override
<input type="checkbox"/> Lump Sum	<input type="checkbox"/> Centrally Funded Fee Waiver

Select report type

Standard Report
 ALV Report.

The effective date for this process will always be 08/01/2022 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 (ZPOSITION000). 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 that will be used in the salary budget reconciliation report. 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 08/01/2022, 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.

Reconcile Salary Budget

Salary Budget must be reconciled by 5 p.m. ET on April 29

Once positions have been finalized, 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 loaded from Workday Adaptive and indicate any differences. You will need to make adjustments to your X01 budget for these differences as discussed later. The report effective date should be 08/01/2022, 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

08/01/2021

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



Commitment Item

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 April 29 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.

UPDATE AND VERIFY BASE BUDGET

You will use IRIS transaction FMBB to make changes to your 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 screenshot displays the IRIS FMBB system interface. The 'Header Data' tab is active, showing the following fields: Process (Enter), Document type (NWF (No Workflow)), Version (X01), Document Date (04/05/2021), Budget Type (BASE), and Period (All). The 'Payment Budget' tab is also visible, showing Expenditures (0) and Revenues (0). Below the tabs is a toolbar with various icons, including a check document icon (a document with a checkmark) which is highlighted with a red box. Below the toolbar is a table with the following columns: Line, Fund, Name of a Fund, Funds center, Commitment item, Commitment Item Name, ItmCat, F.Ar, Amount (USD), and Text.

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 changes. 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.

Since X01 has already been populated, you will only need to enter the value for the change. For example, your total salary budget for commitment item 411000 is \$100,000. The salary budget reconciliation report indicates that you have budgeted \$99,000 with a variance of \$1,000. You would enter \$1,000 for commitment item 411000 with an offsetting entry to one or more commitment items totaling -\$1,000.

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.

General data selections				
Fiscal Year	2021	to	<input type="text"/>	
Version	X01	to	<input type="text"/>	
Funds Center	<input type="text"/>	to	<input type="text"/>	
Fund	<input type="text"/>	to	<input type="text"/>	
Commitment item	<input type="text"/>	to	<input type="text"/>	
Functional area	<input type="text"/>	to	<input type="text"/>	
Budget Type	<input type="text"/>	to	<input type="text"/>	
Report-specific selections				

Fiscal Year: 2022

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_BCS081 Proposed Budget Summary, as previously discussed, to verify that the total X01 budget entered for your area should equals your base allocation (X02).