Prepping for Budget Prep

A guide to keeping your sanity

By: Cole Stratton and Matt Paintin
Goals and Outcomes

• Review UWG’s approach to preparing for and navigating through the Budget Prep/Development Process.
• Demonstrate tools.
• Provide a brief overview of the data available to query out of Budget Prep.
Please Read the Budget Prep Manual!!!
Overview of Budget Prep

• Build and submit budgets each fiscal year.
• Use GAFirst Budget Prep Module (BP).
• Entire Fiscal Year Process/Project.
• BP can be an extremely useful tool.
Overview of Budget Prep

• Automatically creates base budgets for the new year based on data from current year and updates made in the module.
• Calculates salary increase and associated budget by type of increase (Promotion, Merit, Supplemental).
• Calculates the actual cost of fringe by employee.
• Provides extensive data for both position and financial management.
• Reduces the time needed to analyze and create a finished budget.
Position Management/Budget at UWG

• Budget Office enters Position Data and Funding into OneUSG. HR enters Job Data.
• Each position has a permanent budget $\geq$ to the salary of the incumbent.
• Position budgets are tracked throughout the year using an internal tool.
Data Extract → Source Data Validation → Data Entry → Budget Prep Data Validation → Balancing → Submission → Tracking → Data Extract
Budget Prep Project Timeline

• Data Extract – Pulling and combining data from OneUSG and GaFirst.
• Data Validation – Reviewing Specific Data for reasonableness and accuracy.
• Data Entry – Updating Data in the Budget Prep Module.
• Verification – Confirming the Budget Prep Data.
• Balancing – Balancing funds and adjusting funding as needed.
• USG Submission & Upload – Submit first, upload second.
• Tracking – Position Tracking Sheets, Permanent vs Temporary amendments.
Data, Data, and more Data

• The key to a successful Budget Development process is starting with clean data.

• Institutions have access to all of the data that will be imported into BP.... So let’s analyze it!

• Now that original budget amendments can be processed with the position number in the “Ref” column, position budgets from GaFirst can easily be combined with position/job/DBT data from OneUSG.

• READ THE BP MANUAL WHEN RELEASED!!!
Data, Data, and more Data (Pre-Import)

Data Cleanup tasks at UWG:

• >1 Headcount Review

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Group</th>
<th>Max Head Cnt</th>
<th>Employees in Position</th>
<th>Dept ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Assistant</td>
<td>54T</td>
<td>999</td>
<td></td>
<td>2001110</td>
</tr>
<tr>
<td>Limited Term Faculty</td>
<td>54F</td>
<td>999</td>
<td></td>
<td>1001146</td>
</tr>
<tr>
<td>Police Officer</td>
<td>54C</td>
<td>999</td>
<td></td>
<td>1055000</td>
</tr>
<tr>
<td>Pharmacy Technical/Parapro</td>
<td>54C</td>
<td>999</td>
<td></td>
<td>5063000</td>
</tr>
</tbody>
</table>

• Grant/Funding end date review

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Position</th>
<th>Earn Cod</th>
<th>Combo Code</th>
<th>Distrb %</th>
<th>Funding End Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1013203</td>
<td>10045847</td>
<td>541013203WJIV</td>
<td></td>
<td>100.000</td>
<td>8/17/2019</td>
</tr>
<tr>
<td>1013203</td>
<td>10046964</td>
<td>541013203WJIV</td>
<td></td>
<td>100.000</td>
<td>8/17/2019</td>
</tr>
</tbody>
</table>
Data, Data, and more Data (Pre-Import)

Data Cleanup tasks at UWG:

• MCOP Check

<table>
<thead>
<tr>
<th>ID</th>
<th>EmpID</th>
<th>EffDate</th>
<th>DeptID</th>
<th>Position</th>
<th>CompRate</th>
<th>AnnualRt</th>
<th>EarnCode</th>
<th>CompRate</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxxx</td>
<td>1001134</td>
<td>7/1/2015</td>
<td>xxxxxxx</td>
<td>xxxxxxx</td>
<td>7713.00000</td>
<td>92556.000</td>
<td>REG</td>
<td>5255.666667</td>
<td>1516.666667</td>
</tr>
<tr>
<td>xxxx</td>
<td>1001134</td>
<td>7/1/2015</td>
<td>xxxxxxx</td>
<td>xxxxxxx</td>
<td>7713.00000</td>
<td>92556.000</td>
<td>SUF</td>
<td>2417.333333</td>
<td>1516.666667</td>
</tr>
<tr>
<td>xxxx</td>
<td>1001134</td>
<td>7/1/2019</td>
<td>xxxxxxx</td>
<td>xxxxxxx</td>
<td>7555.00000</td>
<td>90660.000</td>
<td>REG</td>
<td>6038.333333</td>
<td>1516.666667</td>
</tr>
<tr>
<td>xxxx</td>
<td>1001134</td>
<td>7/1/2019</td>
<td>xxxxxxx</td>
<td>xxxxxxx</td>
<td>7555.00000</td>
<td>90660.000</td>
<td>SUF</td>
<td>1516.666667</td>
<td>1516.666667</td>
</tr>
</tbody>
</table>

• Remove excess permanent budget from Split Funded Positions
Data, Data, and more Data (Pre-Import)

Data Validation:

• Template to display OneUSG/GeorgiaFirst data for analyst review.
• Review current year Original Budget, Permanent Budget, and Changes to total budget by department.
• Ensure Self Support departments/funds balance.
• Start in late February or early March.
• Make necessary changes in OneUSG/GeorgiaFirst BEFORE importing into Budget Prep.
Loading the Data

• Follow instructions for Import into the Budget Prep Module.
• After import – pull the position and budget data out of Budget Prep.
• Use Comparison tool to compare Budget Prep Data to source data from the data validation step.
• Update Budget Prep with new Revenue Projections and Position Budgets.
• Update any Non Personal Service Budgets that did not pull in as expected or need budget updates.
Managing Changes

• Permanent Budget/Position Changes are minimized after Data Import.
• When changes do occur:
  ▪ Track any budgetary changes.
  ▪ Re-Import position vs manual update in Budget Prep.
• Consistently Compare BP data to system source data.
Balancing

• All funds are balanced to current revenue projections and updated when final state allocation is received.

• Balancing tracking tools are important to keep track of any changes that were made while balancing.

• Budget Aggregate can easily be used for this task.

• Only a few users in the budget office should be updating budget prep during the balancing stage.
Budget Submittal and Export to GaFirst and OneUSG

• Once the budget has been submitted and approved to the Board of Regents, data from budget prep can be exported back into GaFirst and OneUSG.

• Allow budget journals to be created by position number.

• READ THE BP MANUAL TO UNDERSTAND WHAT ERRORS MAY OCCUR.

• Work closely with areas responsible for Position Data, Job Data, and Time and Labor to coordinate timing of export and verification of data.

• Export earlier versus later.
Tracking

• Budget prep does not end after the data export and validation.
• Every change in permanent budget or change in position management should be analyzed in context of the next budget prep cycle.
• A budget prep mindset will make the data cleanup and preparation much easier.
Questions??

• Contact info – Cole Stratton – 678-839-5361