Prepping for Budget Prep

A guide to keeping your sanity

By: Cole Stratton and Matt Paintin

UNIVERSITY *of* West Georgia

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.
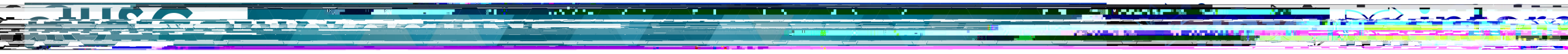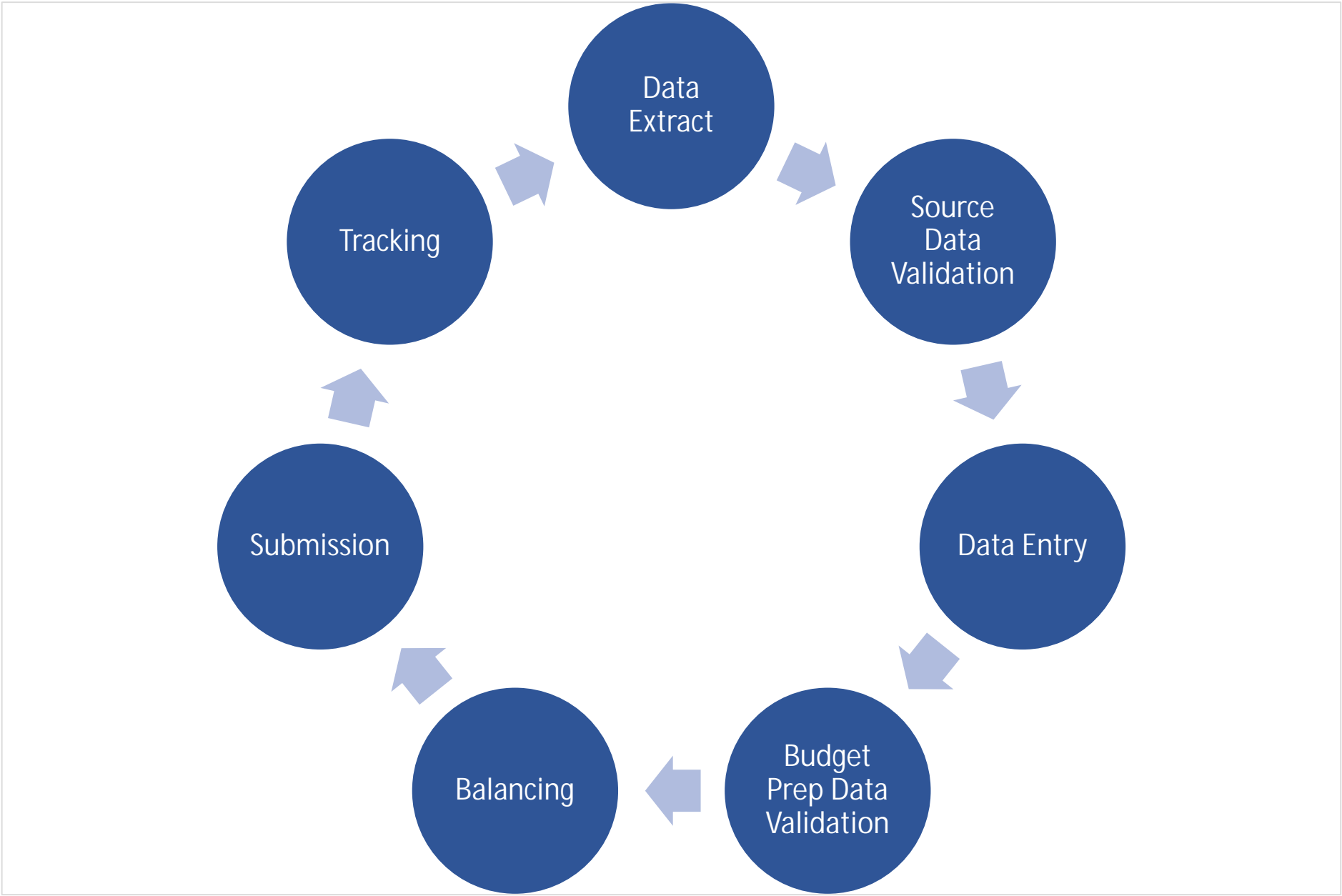
Budget Prep Project Timeline

- 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

540_CS_BP_HC_NOT_1	4				
Position	Descr	Pay Group	Max Head Cnt	Employees in Position	Dept ID
	Student Assistant	54T	999		2 1001110

- Grant/Funding end date review

arn Cod	Combo Code	Distrb %	Funding End Dt	Dept ID	Position	Ea
		100.000	8/17/2019	1013203	10046964	541013203WJV

Data, Data, and more Data (Pre-Import)

Data Cleanup tasks at UWG:

- MCOP Check

| Business Unit = 54000	100								
ID	Empl Record	Eff Date	Dept ID	Position	Comp Rate	Annual Rt	Earn Code	Comp Rate	Reason
xxxxxxx	1	7/1/2019	1001134	xxxxxxxxx	7713.000000	92556.000	REG	5295.666667	BSP
xxxxxxx	1	7/1/2019	1001134	xxxxxxxxx	7713.000000	92556.000	SUF	2417.333333	BSP
xxxxxxx	0	7/1/2019	1001134	xxxxxxxxx	7555.000000	90660.000	REG	6038.333333	BSP
xxxxxxx	0	7/1/2019	1001134	xxxxxxxxx	7555.000000	90660.000	SUF	1516.666667	BSP

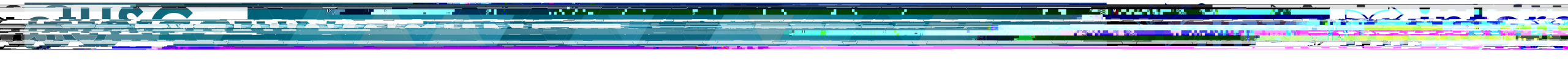- Remove excess permanent budget from Split Funded Positions

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.
-
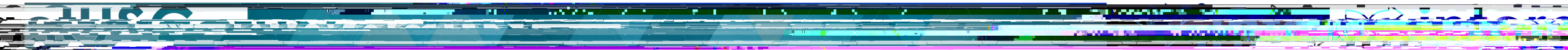
Managing Changes

- 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.

-

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