Campus Wide Business Manager Meeting February 15, 2023

Please sign the sign-in sheet or put your full name in the Zoom Chat for HR128 Credit



Agenda

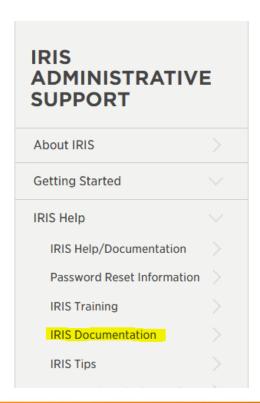
• Business Manager's Training (Betty Lee Pace, Coordinator Accounting and Budgeting)



FY 2023-24 Annual Budget Training

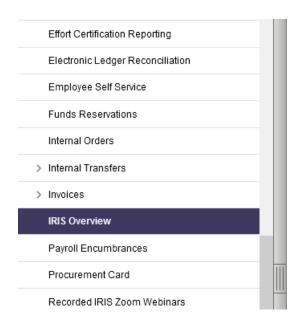
IRIS Training

All IRIS Training is online at https://iris.tennessee.edu/





Online Training Options





IRIS Overview

Videos

Overview - Introduction to IRIS

Overview - Introducing the IRIS Screen

Overview - Favorites

Overview Customizing & Mauricating

IRIS Access

Taking the IRIS Navigation class online does not automatically give you IRIS access.

IRIS Access must be requested.

There is a form to aid in requesting IRIS Access.

Restricted Accounting

- WBS Element Request Forms
- Monitor and Reconcile WBS Elements each month for Budget and Actuals (when this applies)
- Begin checking for any Deficits in your WBS Elements and make necessary adjustments
- Notify our office of any incoming payments on WBS Elements with Darlene Metcalf as the Accountant
- Notify our office if you have any amendments to contracts so we can adjust the budget and/or ending date
- Notify our office of any WBS Element extensions or expirations as quickly as possible

Cost Center Requests & Changes

- Forms for requesting both new cost centers and changes to cost centers are available. Some things to remember.
- All units now use 1107 or 2107 for creation of new cost centers and WBS Elements.
- All units except for the College of Medicine (Memphis, Knoxville and Chattanooga) use allotment Code 30. The College of Medicine uses allotment code 34.
- New Cost centers will either be Self-Funded (1) or Centrally Funded (2).
- Backup is very important and must be sent along with the request.
- All requests must come through the Dean or Vice Chancellor's Office before they will be processed however a designee can be assigned.



Budget Process

- Budget Revisions
- Probable Budget
- Proposed Budget

Budget Revisions

- All Budget Revisions must be approved by the Dean or Vice Chancellor's Office or their designee.
- The Budget revision form is completed by the Department or Dean's Office and then forwarded by the approver or designee to the Accounting & Budget Office. We need the Excel Spreadsheet in order to process the Budget Revision.
- Example of how to complete the Budget Revision Forms.

Salary Budget Process

- Salary budget is prepared for positions, not for people.
- While all people have positions, not all positions have people.
- During the salary budget period, you only need to deal with positions that will be changing during the new year.
- Focus on <u>unrestricted</u> accounts



BASIC SALARY BUDGET PROCESS

- Run the Salary Budget Detail Report
 (ZSBUD_DET) to determine what positions are
 currently being charged to a cost center.
- Correct any errors in existing positions by making payroll changes or changing the position.
- Create lump sum positions for overtime (typically), if needed.



BASIC SALARY BUDGET PROCESS

...CONTINUED

- Create additional positions for the next fiscal year, if needed
 - Process electronically (ZPPosition000)
 - PDQ required for non-faculty positions
 - Use Correct Effective Date for Positions
- Make position obsolete or exclude from budget calculation if not needed in next fiscal year or will never fill
 - Be sure...we will not "un-obsolete" positions



BASIC SALARY BUDGET PROCESS

...CONTINUED

- Change the attributes of existing positions that require changes beginning in the new fiscal year
 - Title changes for vacant positions require a PDQ
- If there will be changes in how the pay for a filled position will be distributed, change the distribution for the <u>person</u> filling the position.
- If there will be changes in how the pay for a <u>vacant</u> position will be distributed, change the distribution with a position change.



Sync Process

- The Budget Sync starts March 11th
- The Sync date is 08/01/2023
- The only fields that sync from a person to the position are the attributes on the Salary Budget by Position Info type which includes:
 - Allocated FTE% (Ex. 100%, 80%, 40%)
 - Funding Source(s) (Ex. Cost Center/WBS)
 - Annual Salary
 - Cost Percentage
 - Effort Percentage

GENERAL INFORMATION

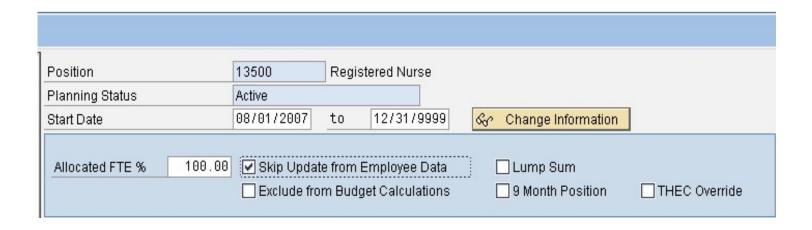
DESIGNATE ON CHANGE POSITION SCREEN

- SKP Do not update this position based on the person
- EXC Exclude this position from the budget
- LMP Indicates this is a lump sum position

Note: A person should never be added to a lump position or a lump position should never be changed to a regular/temp position.

- 9 Month 9 month Academic Position
- LDA Indicates this is a limited duration appointment position
- OTH FND Indicates there is additional funding for the position in another cost center or WBS element.

Skip Update

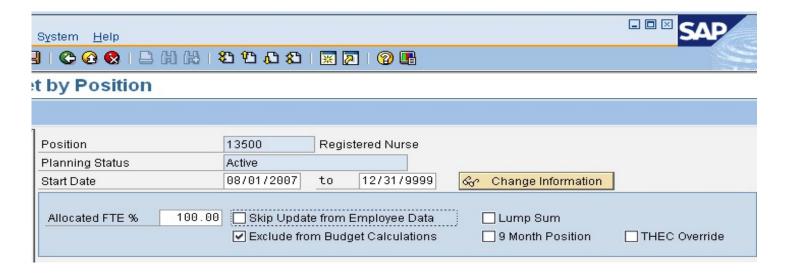


Example: Position Change/Skip Update

- Person retiring/leaving
- Position needs to be budgeted @ different amount than current holder



Exclude from Budget Calculations



Example:

Department wants to keep the position but not budget for the position and/or recruit for the position.



Payroll & Budget Requirement for Faculty Rank Promotions

Planning for faculty rank promotions is often included in the Proposed Budget process. Once the promotion has been approved by the department chair and the college dean, it's time to start making changes to the position and title for the faculty member. **BOTH** a Position Change and a Personnel Change Form must be processed.

All Personnel Change Forms processed for Budget should be dated 7/1/2023. Type or Write "Budget" in the workflow notes of the payroll changes

Payroll & Budget Requirement for Faculty Rank Promotions

Position Change

- The position in which the promoted faculty member is the holder must be changed to reflect the new faculty rank (title) and salary, if appropriate. Positions are changed using IRIS transaction ZPPosition000. The position workflow follows the approval path below after the changes are submitted:
 - Human Resources
 - Departmental approval for the organizational unit and all the salary distribution accounts
 - College Dean
 - Accounting & Budget
- The Accounting & Budget Office will not process the position change until the Personnel Change Form (PCF) is received to verify salary rank and salary approval.

Payroll & Budget Requirement for Faculty Rank Promotions

Personnel Change Form (PCF)

- The Personnel Change Form (paper) requires signatures in the following order:
 - College Dean
 - HR
 - Vice Chancellor for Academic, Faculty, and Student Affairs
 - Chief Business Officer
- The Academic Dean's Office will forward the approved PCF to Finance & Operations. The CBO will forward the approved form to the Payroll Office for processing.
- Note: The Payroll Office will not be able to process the PCF until the position change is approved. Also, pay increases from any other increase must be processed as a <u>separate</u> transaction from the rank promotion.

Schedule 3

- USE ONLY WHOLE NUMBERS
- Do not use decimals
- Do not put formulas in the Schedule 3s
- Only Submit Schedule 3s for Cost Centers with Base Budget Changes
- Direct Cost Share Commitment Item 544400

• Debit or Credit can be used in this Commitment Item only

457000	Stores for Resale	
458000	Stores for Resale	
459000	Stores for Resale	
544400	Direct Cost Share	
100,000	OPER. & MISC.	2
461000	Equipment	
463000	Library Books	
471000	Land Cap. Outlay	
	BU B BU	

How to Find the Base Budget in IRIS

- ZFM BCS029 BASE BUDGET DETAIL
- ZFM_BCS028 BASE BUDGET SUMMARY



- Recoveries that will be identified on Schedule 3's must have a funding sources
- Example Below:

2023 Proposed Budget Request RECOVERY ALLOCATION DETAIL

Fund Name	Fund	Commitment Item #	Amount	Funding Source Defined			
Ofc of Chancellor	E070101	443900/Award Recoveries	\$ 2,200.00	Gift from U 0f M Contract #123456-00 Visting Scholors			
Finance & Operations	E070107	435900/Communications Recoveries	\$ 4 000 00	Postage Recovery from Other Areas			
SIF- Banner	E070107001	449900 / Other Expense Recoveries	\$ •	(WITTB) What It Takes to Balanar Inflated Dollar Amount			

Recovery Allocation Detail



HELPFUL HINTS

- Personnel Change Forms that supersede budget
 Personnel Change Forms <u>must</u> have a notation on that
 form that reads, "This Personnel Change Form overrides
 the budget Personnel Change Form previously submitted".
 Electronic Personnel Change Form should include this in
 workflow comments.
- Payroll <u>will not</u> process termination more than 30 days into the future.
- If you have a Personnel Change Form that is effective in FY 2024 pending in Payroll, let Payroll know it is needed for the budget.

HELPFUL HINTS CONTINUED

- Obsolete positions must end with or after the person/holder.
 Otherwise, the person may not get paid after the obsolete date.
- Creating New positions
 - Identify Funding for Position
 - Proper Approval for New Positions
 - Workflow Notes
- Effective Date of Change
 - Must match the effective date on the PCF



HELPFUL HINTS CONTINUED

- Run Budget Reports on Monday, April 14th if expecting payroll changes.
- Schedule 3s commitment items must equal the commitment items on the ZSBUD_SUM Report.
- If you have any payroll changes that have not shown up by April 14th please let me know.



HELPFUL HINTS CONTINUED

- Only faculty promotions can be included in the Proposed Budget
- Do not include any salary increases in Proposed Budget

MOBILE PHONE ALLOWANCE

- OPTION I: Create Lump Sum Position for the annual amount. A separate Lump Sum Position is needed for each commitment item that has allowances.
 - Mobile Phone Allow Exec/Admin
 - Mobile Phone Allow Faculty
 - Mobile Phone Allow Professional

• OPTION II: RECOMMENDED

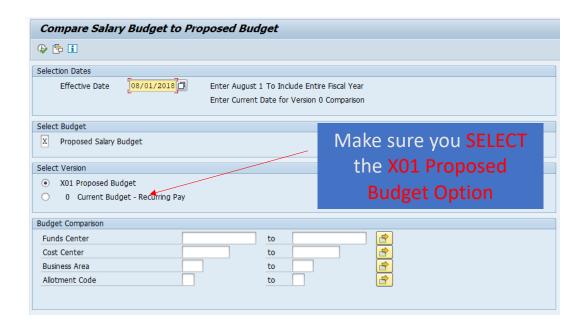
 Budget the Mobile Phone Allowance in a operating commitment item and move the budget to salaries during Probable Budget



Proposed Budget Salary Reconciliation

- USE IRIS Transaction ZSBUD_RECON
- Unrestricted Accounts (E-Accounts)
- The report compares salary budget to Proposed Budget.
- Use the date 08/01/2023 and choose version X01
- IRIS Transaction to view Base Budget ZFM_BCS029 Budget Base Detail (look at the first column that reads. "Next Year's Bgt. Base"
- The Report compares salary budget to recurring/base funding.

Salary Budget Reconciliation



Salary Budget Reconciliation

		GET_COMPARSION		THE UTILIVE	ersity of Tenness	Page: 1	
User: KMOORE25					dget Comparisor	Date: 03/06/2014	
Sys/Clnt:	PRD/30			Report fo	r: 03/06/2014 12	Time: 17:01:16	
	-			11/1/11	171111111111		
Budget V	ersion: 0	00					
	1					Х.	
Bus							
Area	Cost Ctr	Cost Center Name	Comm Item		Salary Budget	Budget	Difference
1107	E07****	ABC Board	412000		72,872	0	72,872
1107	E07****	ABC Board	414000		43,362	378,000	-334,638
1107	E07****	DEF Affairs	416000		2,210,552	2,326,968	-116,416
1107	E07****	DEF Affairs	412000		48,587	48,000	587
1107	E07****	GHI Center	413000		12,000	11	11,989
1107	E07****	GHI Center	418000		41,801	50,000	-8,199
1107	E07****	JKL Unit	412000		3,353	4,500	-1,147

Salary Budget and the Budget must be the same \$ amount.

The **Salary Budget** is derived from position salaries.

The <u>Budget</u> is the base line budget submitted doing proposed budget plus or minus any budget revisions.

The **Difference** is the amount that is needed to balance your Salary Budget.

Bus				conciliation		
Area	Cost Ctr	Cost Center Name	Comm Item	Salary Budget	Budget	Difference
1107	E07****	ABC Board	412000	72,872	0	72,872
1107	E07****	ABC Board	414000	43,362	378,000	-334,638
1107	E07****	DEF Affairs	416000	2,210,552	2,326,968	-116,416
1107	E07****	DEF Affairs	412000	48,587	48,000	587
1107	E07****	GHI Center	413000	12,000	11	11,989
1107	E07****	GHI Center	418000	41,801	50,000	-8,199
1107	E07****	JKL Unit	412000	3,353	4,500	-1,147

Example of how to Reconcile your Salary Budget

All monetary values should be in whole dollars with no dollar signs (\$) Budget Revision Form

BASE ADJUSTMENTS	· · · · · · · · · · · · · · · · · · ·						
FUND NAME	FUND#	IRIS FUNDS FUND CENTE NAME	COMMITMENT R ITEM	ITM Added CAT Column	FUNCTIONAL AREA	AMOUNT	TEXT
ABC Board ABC Board	E07**** E07****		412000 414000			-334,638	Salary Budget Reconciliation for Month,Year Salary Budget Reconciliation for Month,Year
ABC Board DEF Affairs DEF Affairs DEF Affairs	E07**** E07**** E07****		439000 416000 412000 439000			-116,416 587	Salary Budget Reconciliation for Month,Year Salary Budget Reconciliation for Month,Year Salary Budget Reconciliation for Month,Year Salary Budget Reconciliation for Month,Year
GHI Center GHI Center GHI Center	E07*** E07*** E07***		413000 418000 439000			11,989 -8,199	Salary Budget Reconciliation for Month,Year Salary Budget Reconciliation for Month,Year Salary Budget Reconciliation for Month,Year
JKL Unit JKL Unit	E07*** E07***		412000 439000				Salary Budget Reconciliation for Month, Year Salary Budget Reconciliation for Month, Year
				TOTAL	7		

BUDGET VERSION

CENTER.

RECURRING (BASE) AND NON-RECURRING (ONE-TIME) BUDGETS UNRESTRICTED FUNDS

- In general, there are two types of unrestricted budgets recurring and non-recurring.
- The term "recurring budget" is used interchangeably with the term "base budget". The recurring/base budget represents a more permanent allocation of funding that will be available each fiscal year.
 - Proposed Budget is a base budget process.
 - Salary budget reconciliation compares the base budget to the annual salaries.
 - Salaries, even for temp positions, are considered recurring.



RECURRING (BASE) AND NON-RECURRING (ONE-TIME) BUDGETS UNRESTRICTED FUNDS

- The term "non-recurring budget" is used interchangeable with "one-time budget". Non-recurring/one-time budget represents a one-time allocation to specific project or initiative
 - Probable Budget is a non-recurring budget process.
 - Common allocations of one-time funds
 - Bridge Support
 - Strategic Investment
 - Research Services
 - Purchase Order Carryover

RECURRING (BASE) AND NON-RECURRING (ONE-TIME) BUDGETS UNRESTRICTED FUNDS

- Note: Accounts can have both base and non-recurring budget. The only types of funds included in the Proposed Budget process is base budget
- When a budget is revised, the type of budget has to be specified. Attached is the Request for Budget Revision form our campus uses for budget adjustments. The form can be used to reallocate budgets among commitment items within the same account or among several accounts but the net affect must be zero. It's also used during the salary budget reconciliation process. The salary budget reconciliation can be a time when the department needs to reallocate base budget to salaries but keep budget in a certain account to cover the cost that have been or will be incurred. Attached are examples of revising budgets on both a recurring and non-recurring basis.

EXAMPL	F		HE UNIVERSI				
EXAMILEE							Request No.
All monetary values should be in whole dollars with no dollar signs (\$)					DC	10/25/10 2011 0	
BASE ADJUSTMENTS							
FUND NAME	FUND#	FUNDS CENTER		ITM CAT	FUNCTIONAL AREA	AMOUNT	TEXT
Administration-College of Medicine Anatomy & Neurobiology	E073201 E073005		439000 412000				Anat & Neuro Asst Prf 50020007 Fr Dean's Ofc for Asst Prf 50020007
NONRECURRING ADJUSTMENTS							
FUND NAME	FUND#	FUNDS CENTER	COMMITMENT ITEM	ITM CAT		L AMOUNT	TEXT
Administration-College of Medicine Anatomy & Neurobiology	E073201 E073005		439000 412000				00 Adj Anat & Neuro Asst Prf 50020007 for 3 mo. 00 Adj Fr Dean's Ofc for Asst Prf 50020007 for 3 mo.

CONTACTS

Kimberly Moore, Interim Director

email: kmoore25@uthsc.edu

phone: 448-8788

Betty Lee Pace, Coordinator

email: bpace4@uthsc.edu

phone: 448-1977

Chilion Stapleton, Financial Analyst

email: cstaple7@uthsc.edu

phone: 448-1755

Darlene Riley-Metcalf, Financial Analyst

email: dmetcalf@uthsc.edu

phone: 448-1015



