

# University of Houston Clear Lake

## Planning and Budget

SUBJECT: BUDGET DEVELOPMENT PROCESS CHECKLIST

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### GET READY!


To get ready for the Budget Development Process, the following activities need to take place:

- Pay attention to the Planning Calendar for important dates.
- Attend the Initiatives Presentation and get a copy of the Initiatives so you know if you are receiving funds for a Priority.
- Know what your base budget is by each type of funds. (State, 2064, 2063, 3049, etc.)
- Know what all your positions are and if the jobs are fully funded? Is the FTE correct on each position?
- Is your revenue and expenditure budget correct or do adjustments need to be made once you have access to Hyperion? Do you have any new fees or increase to fees? How will you budget those?
- Process paperwork to create any new cost centers or departments needed for the new budget year.
- Estimate your DDT budget (fund 2164) for the upcoming budget year based on your actuals. If you plan to use a number other than what was provided to you by the Budget Office, e-mail a short explanation and send it to the Budget Office.



### GETTING STARTED IN Hyperion

Run the reports in Hyperion prior to any updates that you make to your budgets in Hyperion. These reports will also be useful for meetings with Unit Leaders. Planning and Budget will notify you when you may run these reports. This will provide you with a starting point in case you have difficulty balancing the budget after you have entered changes.

- Run the following reports before you start making any changes in Hyperion:
  - Budget Summary Report by Cost Center Pivot Report (Explore/BudRpt/Budget Summary by Ledger Series)
  - Position Funding Pivot Report (Explore/Coogplan/Position Budget Report)
  - Position Budget Report (Explore/Coogplan/Position Budget Report)
  - Budget Report by Employee (Explore/Coogplan/Budget Report by Employee)
  - Megabud Uncomp Multi CC (Explore/BudRpt/Megabud Series/Megabud Uncomp Multi CC) 
  - Job vs Pool Report - All Budget Nodes (Explore/BudRpt/ Pool vs Job)
  - COOPLAN Budget Pivot Report (COOPLAN/COOPLAN Tableau Reports)

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- PBO will provide the following table for all DBA/CBA's- CoogPlan HR Funding Sources Table – which will provide all positions including base amounts, funding allocations and FTEs. Utilize this table to check the following and to request changes.
  - Are all your base funded employees listed?
  - Are there positions showing cost center funding that need to be removed from the budget?
  - Check to see if your proposed year job allocation is correct for every employee. That includes FTE for both the position and the job.
  - Make sure Current new employees are synced to Proposed row in Hyperion.
  - Notate necessary changes that are needed on the table. If additional base budget is needed for a position, provide the additional amount needed along with a reason code [equity, reclass, promotion, new hire], epfr number associated with the hire, and approval comment provided from PBO.
  - Turn in the workbook at the end of data entry for PBO to enter.

**\*\*Make sure all positions are correct and allocated properly before moving on\*\***



### DOING YOUR BUDGET **(Hyperion is opened 04/03/23 – 05/01/23 for CBA/DBAs)**

- Run the Budget Summary Report by Fund Code and Cost Center for Fund 1/2064 for your Units.
- Use “Budget Balance Check” to check your Unit’s is in Balance
- Revenue generating cost centers should be analyzed based on a 5-year projection. Make changes as necessary to include proposed year revenue changes. Remember to also adjust the expenditure budget.
- Budget office will enter any Initiatives approved in the Initiatives process and will request a BRF if funding is not supplied from a centrally allocated source.
- Ensure revenue budget equals the expense budget. If your expense budget is higher than your revenue budget, you must either lower the expense budget or increase revenue. If your expenses are supported by revenue outside your area, make sure you’ve only allocated the amount you were told to allocate.
- Work with OSP to determine the Proposed Year grant budget numbers. OSP will give the Budget Office the numbers to be entered in the Proposed budget. You do not enter these budgets.
- Budget office will enter endowment. Review all endowments for accuracy. The income budget is budgeted in B4026; the expense budget is in B5009.

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### WHEN YOU THINK YOU'RE FINISHED



- Revenue should equal Expense for all cost centers other than State and Fund 2064 unless your expenses are supported by revenue outside your area. To see this, run your Budget Summary report and check the totals.
- Make sure all salary allocations have been made correctly (i.e. merit, faculty promotions, equity, etc.). Look at the change in the salary total between the Base and Proposed Year on the Budget Summary Report.
- Make sure additional Benefits have been budgeted for salary increases for all funds other than state. Look at the change in the Benefits total between Base and Proposed Year on the Budget Summary Report.
- Make sure new positions are updated on Proposed line
- Run the following Final reports to keep for your files:**
  - Budget Summary Report by Cost Center Pivot Report
  - Position Funding Pivot Report
  - Position Budget Report
  - Budget Report by Employee
  - Megabud Uncomp Multi Cost Center
  - Job vs Pool Report – All Budget Nodes
  - COOGPLAN Budget Pivot Report
  - COOGPLAN Comment Extractor (COOGPLAN/COOGPLAN Tableau Reports)



### I'M DONE!

**Provide the following to the Planning & Budget Office on the last day you have update access to Hyperion:**

- The Budget Development Process Checklist with applicable checkmarks showing all tasks have been completed.
- Mandatory and Optional Fee worksheets indicating revenue estimate changes and new budget for proposed
- Schools only – 2164 (DDT) worksheets indicating revenue estimate changes and new budget for proposed
- Any supporting documentation that would assist the Budget Office in reconciling the budget. Helpful documents include information on Faculty Promotions, changes in revenue estimates, etc.
- Megabuds that signed by Managers (Due Tuesday, August 1<sup>st</sup>)**

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CBA/DBA Signature & Date