AggieBudget Implementation and Navigation Checklist

Step 1: Implementation Planning and Training

HELPFUL HINTS

- ☐ The AggieBudget website is the primary reference point for the most comprehensive and recent information. Be sure to also check out the FAQs.
- ☐ Your BIA Analyst can help answer questions and guide you through the system implementation process.

UNIT LEADERSHIP INITIAL STEPS

- ☐ Request Conceptual Planning Meeting – an hour session with an AggieBudget team delegate and/or BIA Analyst to discuss system implementation strategy, factors to consider, and next steps.
- ☐ Consider the need for KFS Org shifts in consultation with BIA.
- ☐ If KFS Org changes are necessary, consult the Finance Org Document Help webpage.
- ☐ Decide who will be Department Admins for your unit (the recommendation is to maintain at a minimum two Department Admins for each School, College or Administrative Unit).
- ☐ Each Department Admin is required to take the online LMS Department Admin Training (12 minutes).
- ☐ The Department Admin completes the New User Form to give/remove access to new users (done on an as-needed basis).

TRAINING PLAN PREREQUISITES

- ☐ KFS Org changes must be completed.
- ☐ Once KFS Org changes are completed, Department Admin or other appropriate unit delegate must request a buildout of the unit's plan files at least two weeks before scheduled Plan File Manager (PFM) training.

USER TRAINING PLAN

- ☐ Review the AggieBudget Training Website for details of required trainings for all plan file users[1]:
    - ☐ Online Annual Labor & Budget Orientation[2] (1 hour presentation)
    - ☐ Plan File Manager Training (1 hour presentation)
    - ☐ Annual Labor Training (2 hours computer lab)
    - ☐ Annual Budget Training (2 hours computer lab)
    - ☐ Reports Training[3] (1 hour presentation)
- ☐ To sign up for training, consult with your BIA Analyst and/or VC/Dean's Office and contact the AggieBudget team.

---

[1] These trainings are not required for users that do not edit plan files and have 'Report Viewer' only access (e.g. Department Chairs, leadership, etc.).

[2] Can be done prior to prerequisites being completed.

[3] Required for all AggieBudget users, including those with 'Report Viewer' only access.

Step 2: Plan File Manager

HELPFUL HINTS

- Org changes input after the request was made to the AggieBudget team to build out the plan files may not be reflected in Plan File Manager (PFM) correctly. The system refreshes nightly so check PFM the next day and make any changes as needed.
- Do not create plan files with more than 50 account blocks; 25 account blocks per plan file is optimal.
- AggieBudget has the ability to budget in detail or at a summarized level. The level of detail used in the budget is a departmental decision based on department needs. BIA will review budgets at a high level.
- Remember that a budget is an estimate. Even if only minimal adjustments are made, you would have a budget. To keep it simple, consider what will materially affect operating accounts for the fiscal year.
- Creating fewer plan files and utilizing the grouping function (explained below) wherever possible will make budgeting easier and less time consuming (especially for the first year).
- Once PFM selections are completed, those selections will be locked for the rest of the budget cycle.

SUGGESTED STEPS

- ☐ Start with the Org Planning tab in PFM.
- ☐ By default, AggieBudget creates Budget Plan Files for all D-level Orgs. All accounts follow the Orgs and then create Account Blocks to budget (i.e. there is a sources and uses view for each account). It is possible to budget at the account level but the recommendation is to 'group' your accounts as much as possible.
- ☐ Grouping accounts is a helpful function that allows for budgeting a group of accounts as if they were one account. Grouping accounts is not mandatory but may save time.
- ☐ When accounts are grouped, select the Spread Method (i.e. split evenly, 9 over 9, based on historical breakdown). The Spread Method will determine how the budgeted amount will be automatically applied to each account in the group.
- ☐ PFM allows for the exclusion[4] of entire KFS orgs, but not individual accounts. When an org is excluded, a budget will not be created. It is recommended to exclude any "expired accounts" orgs, if applicable.
- ☐ Once Org Planning is complete move to Account Planning.
- ☐ When both Org Planning and Account Planning are complete, save and close. The system runs an automatic build nightly.

OTHER RESOURCES

- Consult with your VC/Dean's Office about who will be responsible for making PFM selections.
- Every user must complete Plan File Manager Training prior to accessing PFM.
- Refer to the Help Documents in the AggieBudget system for detailed instructions on system functionality.

---

[4] Excluding orgs in PFM excludes them from having a budget, but if there are actual budget adjustments, expenditures, etc. recorded in KFS, those amounts will show up for those accounts/orgs when running AggieBudget reports.

Step 3: Labor Planning

HELPFUL HINTS

- For each Plan File created in PFM, there are two distinct components that need to be completed: a Budget Plan File and a Labor Plan File. The Labor Plan File is a roster of all employee distributions for every account included within the Plan File.
- The labor plan files will be prepopulated with PPS data as of a specific date.
- Prepopulated pay distributions that start July 1 may not include the Step Plus Supplement amount. Determine the appropriate Step Plus Supplement amount for the upcoming fiscal year.
- Labor data is extracted from PPS once in early spring for the budget cycle, so likely only spring quarter Teaching Assistants (TA) data will be prepopulated. In order to capture the full year, input Fall and Winter TA and Reader FTE totals by course and edit the prepopulated data for Spring as needed.
- Scratch pad does not save with the Plan File.
- Save frequently.

SUGGESTED STEPS

- ☐ Review the information in each row: verify the planned distribution % and the distribution start and end dates. Make edits as needed.
- ☐ Only blue fields (for example: 0) are editable.
- ☐ Verify the end dates are correct for each distribution. A blank end date will plan for the year.
- ☐ Add rows for new employees and/or new distributions as needed and verify benefit rate is appropriate.
- ☐ The Labor Planning File automatically calculates merit, ranges and benefits for both faculty and staff.
- ☐ The merits column can be edited for A3, IX and FX employees; merits for all other bargaining units are locked. Use the Adjustments Column to make any necessary manual changes.
- ☐ Select the appropriate Spread Method for each employee's pay (i.e. 'Bi-weekly' or 'Even' for employees paid on a monthly basis).
- ☐ After editing existing information or adding new information, review the resulting figure in the 'Planned Wages' column to confirm the figure is appropriate.
- ☐ The 'OtherComp' tab allows for budgeting certain personnel related expenses in a lump-sum fashion. Complete the 'OtherComp' tab as applicable.
- ☐ The 'SalarySavings' tab allows for budgeting a salary savings target percentage that can either be applied to individual title codes or to the entire list of title codes within the plan file. Complete the 'SalarySavings' tab as applicable.

OTHER RESOURCES

Refer to the Help Documents in the AggieBudget system for detailed instructions on system functionality.

Step 4: Enter Known Commitments

HELPFUL HINTS

- Creating a workflow process can be very helpful if the VC/Dean's Office tracks most of the unit's commitments centrally. Entering the commitments prior to department users provides the commitment/source of funds to the appropriate account before they even begin budgeting.
- Commitment documentation (e.g. formal letter, calculation, etc.) can be attached by navigating to the 📄 File Attachments button in the ribbon above.
- In its current state, the commitments screen appears as a list, making it difficult to sort or find specific commitments easily. To create your own ordering, you can input a unique identifier in the 'Description' field if you choose. Use the corresponding unique identifier for any commitment attachment to easily find the associated documentation.
- Base or permanent funding commitments that will occur in the current year must be entered twice—once as base funding and once as a budget transfer in or budget transfer out.
- Check out the Commitments Lookup Report for a way to look at any or all of your unit's commitments.
- Use the Commitments and Planned Use of Carryforward resource listed below as a guide on how to record different kinds of commitments and use of carryforward.

SUGGESTED STEPS

- ☐ Input known commitments of funding (e.g. Central Campus budget allocation, ACCD funding, etc.), including future years if known, in the commitments tab.
- ☐ Input planned use of carryforward (i.e. COBL or KOBL), including future years if known, in the commitments tab.
- ☐ Always input your values as a positive amount. If your commitment is a source, it will be included in the 'Commitment Sources' subtotal at the bottom as a positive number. If your commitment is a planned use of carryforward, it will be included in the 'Commitment Uses' subtotal at the bottom as a negative number. Ensure the intended value is being correctly recorded. If not, check the Budget Group selected as that dictates whether the commitment being recorded is a source or use. Refer to the Commitments and Planned Use of Carryforward for more detailed information about commitment screen entries.
- ☐ Commitments entries are automatically incorporated into the overall budget 'Planning' tab via the 'Commits' column.

OTHER RESOURCES

- User Group presentation materials on Commitments and Planned Use of Carryforward.
- Refer to the Help Documents in the AggieBudget system for detailed instructions on system functionality.

Step 5: Operating Budget Planning

HELPFUL HINTS

- For the 2019-20 budget process cycle, updating carryforward balances is optional. During the final budget process (see Step 7), July 1 carryforward balances will override the Preliminary Budget estimates.
- Each column has a source:
    - 'Actuals' Columns – KFS data
    - 'Starting Point' Column:
        - Carryforward: Reflects the carryforward balance at the beginning of the current budget year
        - July 1 Base Budget (BB): Total of all BBs from current year to-date
        - Income & Recharge: Total from 12 month rolling period
        - Budget Transfers: No starting point $0.00 (can enter as an adjustment)
        - Personnel Expense: From Labor Planning sheet
        - Operating Expenses: Prior full year amounts
    - 'Commits' Column – manual input in the 'Commitments' tab
    - 'Fixed Cost Incr' Column – automatically populated from assumptions/labor plan file
    - 'Adjustments' Column – manual input
    - 'Proposed Budget' Column – calculated field
    - 'Spread Method' Column – manual input
- To document supporting calculations and/or information for budgeted numbers in AggieBudget see 'Backup Documentation in AggieBudget' resource below for details and instructions. Documentation is useful in the event of an audit or to answer questions about the budget, projections, or variance to actuals.
- Scratch pad does not save with the Plan File.
- Save frequently.

SUGGESTED STEPS

- ☐ Review each line to ensure the budgeted amount is as expected and focus on budgeting for any big changes. Change inputs as needed.
- ☐ Only blue fields (for example: 0) are editable.
- ☐ Personnel expense rows feed automatically from labor plan files.
- ☐ Make sure to budget for recharge accounts and activities as well.
- ☐ If desired, out years can also be planned either by manual input for each line or a blanket percentage.

OTHER RESOURCES

- Reference Guide: Sources
- Backup Documentation in AggieBudget

Refer to the Help Documents in the AggieBudget system for detailed instructions on system functionality.

Step 6: VC/Dean's Office Review and Feedback

SUGGESTED STEPS

☐ Build in time to your budget schedule for the VC/Dean's Office to review budget submissions, make edits, provide feedback to department managers to update budgets, and perform a final review before submission to BIA. Utilize the attached schedule template:

AggieBudget User
Schedule.xlsx

☐ A good place to start is reviewing the Annual Budget Report and/or the Sources & Uses Report, with a comparison to the previous year's actuals. Investigate large fluctuations and unexpected results using the drill-down features.

☐ Review commitments to ensure that 'Within Unit Transfers' net to zero.

☐ Review 'Use of Prior Year Carryforward' entries to ensure they are reasonable and align with the unit/department objectives.

Step 7: Finalize Budget

HELPFUL HINTS

At fiscal close, July 1 carryforward balances will override the Preliminary Budget estimates. Therefore there is no need to edit the carryforward fields while completing the Preliminary Budget.

PROCESS STEPS

☐ BIA will provide a Preliminary Budget submission deadline. It is critical to plan and complete Steps 1-6 above within the timeline given.

☐ BIA will automatically update assumptions as they become known (e.g. GAEL rates, CBR, etc.).

☐ BIA will request from the VC/Dean's Office account numbers for each approved budget decision.

☐ BIA will input approved finalized budget decisions in the appropriate plan files. If you input placeholders for budget requests in the preliminary budget, remove the placeholders to ensure the budget allocations are not duplicated.

☐ Final budgets will then be opened to campus users to review and adjust budgets as needed. It is highly recommended to make note of any changes made from the preliminary budget to the final budget.

☐ Once finished, BIA will review final budgets and inquire about significant variances from the preliminary budget.

OTHER RESOURCES

- [2018-19 Budget Process: Transition from Preliminary Budget to Final Budget](link)