<u>TM1</u>

TM1 Training Documentation

BUDGET PREP (TM1) TRAINING

I.   OVERVIEW:

TM1 is an updated version of Cognos which is the software used by the University to establish the annual budget. It is a spreadsheet based product used for preparing the "new year" budget and establishing salary increases (if raises are awarded) for insertion into Banner.

II.   HOW TO LOG IN:

A. Log-in to mybama.ua.edu using Internet Explorer (versions 8, 9 & 10 are supported).
B. In the employee tab, under "Administrative Systems", click on the *Budget Preparation* link.
   - TM1 will no longer sign you in automatically if you go enter through myBama. You will have to sign into TM1 with your myBama user name and password.
C. Login using your myBama user name and password. Once you have logged in, select "My Home". You should then have the following two folders to select from:
   1. The **"Budget Preparation Applications"** folder contains the following two "real" time worksheets:
      a. "UA Permanent Budget" which is the contributor application
         i. In the left hand panel, select the org you wish to update or view
         ii. Once the right hand panel is populated with your orgs, you may select the specific Org you wish to update (this loads the information into a spreadsheet).
         iii. No updates are allowed until you have ownership of the worksheet. If all fields are gray, you need to take ownership by clicking the ***'person icon'*** underneath the File option on the main menu bar. Once you have ownership, the data enterable fields will no longer be grayed out.
         NOTE: If you are attempting to take ownership from someone who is still in the system, you will receive a message asking if you want to cancel your request or continue. Please cancel your request until you have contacted the current owner and asked them to exit the system. Otherwise you will jeopardize any unsaved updates they are currently working on.
      b. "UA Realtime Recon Report" which is the real time reconciliation report. Instructions for exporting this report are on page 4.

2. The "**Report Folder**" which contains the "static" or over-night reports. (Instructions for these reports are on page 4):
   a. "UA Reconciliation Report"
   b. "UA Annotation Report"

III. DATA ENTRY:

A. Once you enter the contributor application by selecting "UA Permanent Budget" found in the "Budget Preparation Applications" folder and drill down to a particular org, you will find the following tabs available for update:
   1. Hourly Positions: This tab reflects all filled hourly positions by Org. This tab's sort order will be by Last Name, First Name and Fund. Once ownership has been taken, the data enterable cells will change to white while the non-data enterable cells will remain gray.
   2. Monthly Positions: This tab reflects all filled monthly positions by Org. This tab's sort order will be by Last Name, First Name and Fund. Once you have taken ownership, the data enterable cells will change to white while the non-data enterable cells will remain gray.
   3. Vacant Positions: This tab reflects vacant positions with titles and budgets. This tab's sort order will be by Fund, Account and Position. It also includes graduate and undergraduate student lines. If you are moving a budget to/from the vacant tab to/from the hourly tab, monthly tab, or finance tab, entries should be made in the "Transfer" column with the offsetting entries in the same column on the appropriate hourly, monthly or finance tab.
   4. Finance: Adjustments to operating (non-salary) budgets will be made on this tab. This tab's sort order will be by Fund and Account. These adjustments will be made in the "Allocation" or "Transfer" columns only.
   5. Input: New entries for the Hourly, Monthly, Vacant, or Finance tabs will be made in this tab. There are five input rows for each tab, defined by the "SOURCE" column, to begin the new entry. Once you are satisfied with your updates you need to "complete" the data on each row by selecting "complete" in the last column. This insures that the data in this tab will be saved once you "commit" or save your data by clicking the green check mark on any tab within the org.

B. To enter data:
   1. Once you have ownership of an org, the updatable fields should no longer be blocked or grayed out on the individual tabs.
      a. You can enter updates manually in each field by typing in the data or selecting an entry from a drop-down menu.
      b. On the "input" tab you have the following two options:
         i. You can enter data manually into each field. If you do this we suggest you use the "tab" key to navigate instead of the "enter" key in order to save time.
         ii. You can also copy/paste data from other tabs into this tab.
            * From the Hourly & Monthly tabs – first eleven fields
            * From the Vacant tab – first six fields

C. To switch the column/row orientation:

Once you are in a particular tab you can switch the column/row orientation by selecting "Suppress Zeros on Columns" under the "Suppress Zeros" icon, represented by a zero with a red circle and line over it toward the middle of the toolbar. Then select the "Swap Rows and Columns", represented by a small spreadsheet icon with swap arrows to the left of the "Suppress Zeros" icon. After the rows and columns have swapped, unselect "Suppress Zeros on Rows" under the "Suppress Zeros" icon. To swap back, click the blue circle with the white down arrow found in the top left hand corner. Then select "Reset View", then "Reset Current View".

IV. SAVING DATA

A. When entering or editing info on any tab, the lettering will be green. Once you hit enter, the data will turn blue and be saved in <u>your</u> sandbox only.

B. Data can be saved to the system by clicking the "commit" icon which is the green check mark at the top of each tab. Clicking this icon turns the lettering black and, once the posting process runs, saves the data so everyone can view it.

- The <u>exception</u> is the data on the "input" tab. An additional step is needed to commit data for this tab. You must select "complete" in the last column for each row. Otherwise, your updates on this tab will not be saved during the posting process once you "commit" your data. If your data is complete once you select "commit", the data is cleared from the input tab and posted to the correct tab.

REMEMBER clicking the "commit" icon on any tab saves ALL your updated data within the org with the exception of "uncompleted" data on the input tab.

C. Data Reset:

1. If you decide you do not want to save your updates, you can reset your worksheet by clicking the data reset button (click the blue drop down arrow in the top left hand corner, then "reset data"). This will reset ALL unsaved changes to the original data.

2. To undo one change at a time, click on the "Undo data entry" button, which is the blue arrow in the middle of the toolbar.

V. REPORTS:

A. The "real" time recon report is found in the "Budget Preparation Applications" folder listed as the "UA Recon Report".

1. Once you enter the report the first screen looks like the contributor application. When you drill down to a specific orgn (you can also select the all feature) you will see that the data from all the tabs has been consolidated into one worksheet. To export the report to excel:

a. Select the blue circle with white arrow at top of tab

b. Select "Export"

c. Select "Snapshot to Excel"

d. Select "Export all rows in the view"

2. This report contains current "committed" data. It appears in the report instantaneously.

B. Static or Over-night reports are found in the "Report Folder":

1. Annotations Report:

    a. Commentary is made by right clicking any cell on the row for which the commentary is related.

    b. Select the "Add Comment" option from the drop down menu. A new window will pop up to allow commentary entry. Enter your comments in the pop up and click "Ok".

    c. A red mark will show up in any boxes that have comments. To view comments, right click on any box with one of these red marks, select "Browse Comments".

2. UA Reconciliation Report:

    a. This is already an excel worksheet.

    b. When you click on the file, a box will pop up giving you the option to either "Open", "Save", or "Save As".

VI. LOGGING OFF

A. The link to log off of the Budget Prep tool can be found at the very top, middle of the webpage.

B. Please log off when exiting Budget Prep.

VII. FINAL SUBMISSION OF DATA

A. Once all your updates have been made and reconciled, please submit your data by clicking the white arrow within a green circle on the tool bar.

B. Then notify either OAA or the budget office that your group/school is complete. You will then be locked out of the system unless we grant you access again.

VIII. CLEAN-UP:

Users start this process once the annual training has been completed and the current Banner data has been re-loaded into TM1. We will notify the departments when they can begin the clean-up process. Clean-up should be done before raises are entered. Clean-up involves:

- Correcting pre-raise rates, salaries or budgets so that the permanent budget equals the "Revised Distr Sal"
- Updating the DNUCPAO column
- Deleting employees who have terminated since the download to Budget Prep (TM1)
- Adding employees who were hired after the download
- Entering FTE's on the Vacant tab

Other corrections involving employee classes, title changes, Job FTE and reclassifications should be done by PA in addition to correcting in TM1. These fields will not be updated

DIRECTIONS FOR CLEAN-UP:

A. Correct Salaries/Budgets:
1. The <u>first</u> step for each department is to verify that the downloaded salaries are correct. If the salaries are not correct, the user needs to make corrections within TM1.
   a. To correct the salary:
      i. Hourly positions:
         * Correct the rate in the "Adj DL-Rate" column
         * Or correct the total salary in the "Adj DL-Dist Sal" column
      ii. Monthly positions:
         * Correct total salary in the "Adj DL-Dist Sal" column
   b. To correct the budget:
      i. Once the salary corrections have been made, verify that the "New Budget" column is correct. If any corrections need to be made, use the "Budget Transfers" column, and then make the appropriate offsetting entry.
   Remember, once the salaries and budgets are corrected, the "New Salary" MUST equal the "New Budget"
2. Smoothing errors:
   If smoothing errors occur once the salaries are verified, (this does not apply to split distributions) corrections should be made in the "Adj DL–Dist Sal" columns. ***You <u>NEVER</u> correct these errors using the "Smoothing Adj" column during <u>clean-up</u>.***
   <u>IF</u> you have entered amounts in the smoothing column during clean-up, please zero those amounts out of the smoothing column and enter in the "Adj DL-Dist Sal" column <u>before you begin entering raises</u>.
3. The "Revise Distr Sal" column should reflect the salary base to be used for calculating the raise. If, for some reason, an employee's line crossed over as a vacant position, you will need to move the budget from the Vacant Salary Positions tab to either the Hourly Salary Positions tab or the Monthly Salary Positions tab via the "input" tab and enter their salary information as indicated above.

B. Update the DNUCPAO column:
1. If the employee was employed by the University as of February 28 and will still be employed on October 1, select "Continuing" from the drop down menu (this will be the default at download)
2. If the employee is new and not eligible for a raise, select "New".
      * Employees new to the University (after 2/28) have been marked as "New" at download.
3. If the employee is being deleted, select "Remove" (previously "Unfilled") (also, as explained below, remove the employee, zero out the budget and FTE and enter the budget on the vacant tab)

4. If the employee is a faculty member and is entitled to a promotion, select "Promotion" (this will automatically calculate a 10% salary increase and populate the "Faculty Promotion" column)
Remember that "Promotion" is for FACULTY ONLY

5. If the faculty employee is a dean, select "Dean"

6. If the line is for an administrative increment, select "Admin Incr"
   * Administrative Increments (accounts beginning with 6 and ending in 5 have been marked as "Admin Incr" at download.)

7. OAA will clarify the Faculty designations.

8. ***I2and J2 employees should be classified as "FAC-RENEW" (unless they are NEW or on an ADMIN INCREMENT)***

9. Select "Vacant" for all positions on the vacant tab with budget.

C. Delete employees who have terminated since the download to Budget Prep TM1 and/or employees who are not permanently funded. *Remember- If you are deleting an employee, you must zero out the salary and transfer the budget to the vacant tab, finance tab, or new salary line following the instructions below.*

1. Hourly employees:
   Enter a negative rate in the "Adj DL - Rate" column and a negative budget in the transfer column. Zero out the FTE.

2. Monthly employees:
   Enter a negative salary amount in the "Adj DL-Distr Sal" column and a negative budget in the transfer column. Zero out the FTE.

3. Moving the Budget:
   a. Moving to the vacant tab:
      Fill in the information in the un-grayed cells of the "Input" tab on a row labeled "Vacant" in the "SOURCE" column and, once posted, enter a positive budget amount in the transfer column on the vacant tab. The *"COMPLETION"* column must be marked "Complete" and the commit (green check mark) button must be clicked for the information to transfer to the "Vacant" tab.
   b. Moving to the finance tab:
      Fill in the information in the un-grayed cells of the "Input" tab on a row labeled "Finance" in the "SOURCE" column and, once posted, enter a positive budget amount in the transfer column on the Finance tab. The *"COMPLETION"* column must be marked "Complete" and the commit (green check mark) button must be clicked for the information to transfer to the "Finance" tab.

D. Add Regular employees who were employed by the University but did not download into appropriate organization for Budget Prep (TM1):

1. Fill in the un-grayed cells of the "Input" tab for a row labeled "Monthly" or "Hourly" in the "SOURCE" column. Select "Complete" in the "COMPLETION" column. Once commit (green check mark) is clicked, and the new entry has posted to the correct tab, fill in the information for the Job FTE and Dist % on the new row.
   a. For hourly employees you will also need to add the rate in the "Adj DL-Rate" column.

      b.   For monthly employees you will need to add their annual salary in the "Adj DL–Distr Sal" column.

E. Enter FTE's on ALL vacant positions:
1.   This is necessary since that field downloads into Budget Prep (TM1) as zero.
2.   The FTE on a vacant position should equate to the portion of a full time salary that the budget reflects. In other words, divide the budget by the full time salary for that type position. Make sure that FTE's for graduate students on the vacant tab are appropriate as per Academic Affairs guidelines. Use $10,000 as the full time salary base for calculating **undergraduate** student FTEs.

IX.   <u>RAISES:</u>

A. Sal – Hourly:
1.   In the Hourly tab, go to the "Raise Driver" column and select "Annual Adj". Enter the annual increase amount in the next column "Raise Input". ***These entries will automatically adjust the salaries AND budgets.***
2.   If there is a smoothing error, a flag will be reflected in the last column under "Ck Sal/Rate". The amount of the smoothing error is automatically calculated in the next-to-last column – "Sal Var". If you are in the raise process – **not the clean-up process** - the smoothing error should be corrected by entering the calculated variance in the "Smoothing Adj" column with the opposite sign. Remember, smoothing corrections made during the clean-up process need to be made in the "Adj DL - Rate" column.
3.   The "Budget Allocations" and "Budget Transfers" columns can be used to make adjustments to the permanent budget during the clean-up process but <u>should not</u> be used during the raise process. When raises are entered, the permanent budget will automatically be adjusted.

B. Sal – Monthly:
1.   In the Hourly tab, go to the "Raise Driver" column and select "Annual Adj". Enter the annual increase amount in the next column "Raise Input". ***These entries will automatically adjust the salaries AND budgets***.
2.   If there is a smoothing error (last column will tell you and the next to last column will tell you how much) make the adjustment in the "Smoothing Adj" column.
3.   The "Budget Allocations" and "Budget Transfers" columns will be used to make adjustments to the permanent budget during the clean-up process but this should not be necessary during the raise process. When raises are entered, the permanent budget will automatically be adjusted.

C. Again, once updates have been made and reconciled, please submit your worksheets by clicking the white arrow in the green circle on the tool bar and notifying either OAA or the budget office that your group/school is complete. You will then be locked out of the system unless we grant you access again.

TM1 CHECKLIST

*(This list of "checks" can be performed on your reconciliation reports **before** submission to check for various errors. We suggest you create separate tabs to perform the various "sorts".)*

I. **IN GENERAL (on reconciliation report)**:

    A.   Totals: Make sure cross totals are correct:
        1.   Perm Budget + Salary Adj - Bud + Allocations + Transfers = New Budget
        2.   New Current Salary + Salary Adj – Sal = New Adjust Salary
    B.   Check for blank fields on all columns
    C.   Make sure IA & Auxiliaries don't permanently budget account codes 508XXX. Make sure the rest of UA doesn't permanently budget account codes 507XXX.
    D.   If salaries are permanently budgeted for self-funded areas (auxiliaries, endowments, chairs, designated fund balances), fringes MUST also be permanently budgeted.
    E.   Never budget "5XXXXX" revenue <u>account</u> codes as a source of funding in endowment and gift funds because this interferes with monthly mechanicals.

II. **SALARIES:**

    A.   <u>Sort by account code column to pull salary lines, and then sort by name or CWID to separate filled from unfilled positions.</u>
        1.   For reconciliation purposes only, insert a column in your recon report that subtracts the "New Adjust Salary" from the "New Budget". The difference for individual salary lines should be zero which indicates that the new budget equals the new salary. The difference **should never be** a negative amount. Differences for vacant or pooled positions should have a positive amount.
        2.   Sort by Position Title to make sure each position has title
        3.   Sort by "New Salary" to make sure there are <u>NO</u> negatives in "New Salary" field
        4.   Sort by FTE to make sure all positions have FTE (All filled positions and positions marked as *Vacant* should have up to 1.0 FTE. Positions marked as "Remove" should have 0 FTE.) (FTE should not be entered with more than 3 digits to the right of decimal)
        5.   Sort by E-class and check E-class against FTE. All 1.0 FTEs should have an E-class that designates a full-time position (A1, H1, etc.). Any FTE's less than 1.0 should have E-classes that designate a part-time position (B3, H3, etc.)
        5.   Sort by Dist % to make sure all filled positions have dist %
        6.   Sort by "Ck Salary Rate" (smoothing error) to verify all salaries all smooth
        7.   Make sure "position title" in TM1 matches exactly to the "job title" in HR

B. <u>Sort by DNUCPAO</u>
   1. Make sure all "Continuing", "New", "Dean", "Promotion", "Admin Incr" and "Other" have a position #, person, CWID, New Salary and New Budget
   2. Make sure al I2 and J2's have a DNUCPAO code of "Fac-Renew"
   3. Verify all "Remove" have <u>no</u> salary, <u>no</u> budget, and <u>no</u> FTE. (*Lines marked "Remove" are the lines you are wanting to delete.)*
   4. Verify all "Vacant" positions have budget and FTE up to 1.0 (*these should be on the vacant tab only*).

C. <u>Sort all salary account codes by Position #</u>
   1. Make sure all Salary <u>account</u> codes have position #s with the exception of overtime (603101) and those that end in 3 (6XXXX3).
   2. Make sure all positions have FTE and Dist %.
      a. Vacant positions are loaded into TM1 with a zero FTE and this must be corrected in TM1.
      b. FTEs for grad students on the vacant tab should be verified.
      c. Use $10,000 as base amount when calculating FTEs for under-grad students.
   3. Make sure NO commas in the "Last Name" or "First Name" field
   4. Make sure only one active employee per position number

D. <u>Split distributions</u> (remember Dist % is only updated over-night)
   1. Sort by Distribution % to obtain lines with % less than 100%. Then sort those lines by Position # to verify that:
      a. The sum of the distribution % equals 100%
      b. Total salary is smooth (can have smoothing errors on individual lines of a split distribution)

E. Chairs
   1. Budgeted amount must not exceed the amounts listed on projection sheets (provided to various areas) and expenditures must equal revenues.

- **Continued for FY20:**
  - ➢ **Raise Eligible if Hire Date is 2/28 or prior.**
  - ➢ **Raises Effective 10/1 not 8/16**
  - ➢ **Since Raise Effective 10/1, Faculty Promotions will require EPA to be effective 8/16**

- **EPA's MUST be prepared for any employee with an end date or if 9/9 FACULTY.**

- **EPA's MUST be processed to update the following (TM1 will not update these fields to Banner. To avoid load issues do not send EPA's before notification, Reject List, by Budget Office.):**
  - ➢ **Employee Class**
  - ➢ **Job FTE**
  - ➢ **Job Title**
  - ➢ **End Date Fields**

General Tips and Notes:

- Clean out cookies, temp files, etc (IE: Tools, Delete History – make sure cookies and temp files are checked)

- Set Preferences: (relates to org selection list) Home Screen, Person icon, 'My Preferences': Set Number of entries in list view to 120 and save.

- All Level vs. Single Org Level: Once you pick a preference for working in the system, need to ALWAYS use that method: If you take ownership and work at the ALL level, you need to ALWAYS go in through the ALL feature and vice versa.

- Swap Rows/Columns: Click 'Suppress zeros on COLUMNS' then SWAP icon, then click 'Suppress zeros on ROWS'.

- If you swap rows and columns to work, you can use the blue drop down (top left corner) to RESET VIEW. Click Reset view, Reset CURRENT VIEW. All other items on that list will give you an error.

- More than 3 or 4 Org's open at a time, and/or not waiting for input process to finish = asking for trouble

- Log off each time you exit the system (end of day, going to lunch, etc.) You close an org if you are in one, and click "Log Off ", then close the tab or window.

- Real Time recon – primarily for reconciling budget totals. Use the Overnight Recon for checking errors, final recons, etc.

- Troubleshooting: Call us, but 1. Reset the view, 2. Restart TM1 (log off, close browsers), 3. Clear Browser Cookies, 4. Restart Computer