FY 24-25 EPM Budgeting – Quick Reference Guide

✓ **Effort Planning Template (EPT)**

✓ **Financial Projection Template (FPT)**

✓ **Review Required Reports**

Effort Planning Template (EPT)

Summary: **Almost all current year forecast and next year budget dollars are calculated here in this template. The exceptions are lump sum and benefit (59000) entries, done in the FPT. This is also where you insert salary justification text when relevant.**

Specifics Steps

1. Launch the Effort Planning Template from the Main Menu.
2. Insert the BUORG (1xxxx – "_Parent" if needed) and click "Expand" to display data.
3. Place a checkmark in the "Budget Comp" checkbox to display the "Target Salary," "Increase %," and "Budget FTE" columns for each employee.
4. Insert either target salary or percent increase and update distributions, including dates, for existing employees (any valid activity/project should work).
5. Click the "submit" button to save your updates. Save regularly.
6. Add planned new employees to this template. You cannot delete active employees, only newly created employees.
7. Insert salary justifications when relevant.
   *When data is saved in this template, the dollar distributions should flow to the FPT template by activity and subsequently to the required reports (i.e., Fund Summary, 5-Yr Comp, etc.).

Other key points to remember in EPT

- **Zero out existing employee** budget dollars (eliminate) by zeroing out the FTE.
- Pay attention to the "**send flag**" as needed. Hover over the "Send Flag" column heading to remember what each category means (Complete, Review, Reset). You can also watch a video by clicking the "I" link.
- Vital, remember you budget both **current fiscal year** and **next fiscal year** distributions in the EPT template.
- Pay close attention to the "**Total Budgeted Exp by Act/Proj**" column. This indicates how much is being allocated to an activity/project by distribution for the next fiscal year. You can also look at the dollar distribution by month. There is a checkbox to reveal this.
- You **don't** budget **benefits (59000)** here in the EPT. That's done in the FPT template.
- You may need to **coordinate** with other departments if you budget another area's distribution and vice versa.
- What if I can't find an employee? You can enter their ID in the **Home Org Lookup** at the top right of the screen (column NM).

- If a salary increase exceeds the threshold (10% last year), don't forget to include a justification.

<mark>Financial Projection Template (FPT)</mark>

Summary: **At the activity level, this template should be the location where an end-user budgets everything but most personnel expenditures. This includes revenues, transfer-in, lump sum personnel dollars (TAs, overtime, etc.), benefits (59000), and non-personnel and transfer-out accounts.**

Specifics Steps

1. Launch the Financial Projection Template from the Main Menu.
2. Insert activity/project, check the "Run Month" to ensure it's on the month you want, and click "Expand" to display data.
3. This template works similarly to the campus Revenue & Expense Planning used in the prior year(s). There are some design differences. For example, transfer-out codes are at the top. Cash balance (10500) is at the bottom. You will budget this template by account code for all accounts except personnel accounts (5xxxx). The only exception for personnel is lump sums and benefits (59000).
4. Add new accounts in this template as needed.

   Other key points to remember in FPT
   - "**Run Month**" is important to understand since it impacts your current year's forecast. As the actual month progresses during the planning cycle (Jan to Apr), end-users have the opportunity to use actuals beyond December in their forecast. Understanding how this works is vital. The template should warn you if you have already saved data under prior assumptions.
   - **You cannot insert personnel expenses in this template,** except for lump sums and benefits (59000).
   - You can view which employees, by name, are budgeted for a given activity. Click the "Show Account Pers View" checkbox to show only the account codes summarized.
   - You can insert "**One-Time**" expenses or revenues (if proper) by clicking on the left side of an account
   - Remember, "**Mark Budget Complete**" only stops or breaks the flow of personnel dollars from Personnel Planning to a given activity/project. A report (Budget Level Status Report) can show you a summary of activities/projects where you have checked this box.

   How can I know if my personnel expenditures look appropriate?
   - Review the **Fund Summary or 5-year Comparison report**, which contains personnel expenditures at an aggregated level (actual vs. forecast vs. budget). You can also still use the analysis reports found in EPM.
   - Review the **Financial Projection Template activity by activity**. You can see how actuals compare to forecast and budget by employee name.