Budget Construction Checklist

1. **Run Employee Summary or Budget Construction Employee Summary Report in the HR system, and review staffing for all your employees.**
   - If labor distribution is correct for new fiscal year – no action necessary.
   - If labor distribution is incorrect for new fiscal year – make changes in HR and/or make notes to enter changes in Budget Construction.

2. **Controls numbers released from the Office of Budgets**
   - If applicable, develop internal control numbers and distribute to your departments.

3. **Run the Account Staffing report in Budget Construction and review staffing to ensure the data that loaded to Budget Construction is what you intended.**
   - If staffing does not appear as you intended, make adjustments in Budget Construction. Keep in mind that the data does not load back into HR from Budget Construction, so if labor distributions are incorrect, they must also be updated in Oracle.

4. **Push-Down responsibility**
   - If the primary budget coordinator has designated responsibility down to a lower-level organization, they will need to push-down the organization(s) to those individuals as soon as possible so the secondary budget coordinator(s) can complete their budget entries.

5. **Generate 2PLG report and print**

6. **Begin reviewing and entering account level budgets by loading each document in BC using both revenue and expenditure tabs.**
   - Review each requested amount by object code and make necessary changes/additions/deletions.
   - For salary object codes drill down using the salary setting button to review/change employee salaries at the person (incumbent) level.
   - If necessary, create TBA records using the salary setting button (both individual and pooled options available, see Labs 18 & 19 from the Training Workbook for instructions on this process).
   - Reminder: Faculty, Administrative Professional, and State Classified are budgeted at the person level (via the salary setting button); others are budgeted as groups (grad assistants, hourly and work-study) by object code on the expenditure tab.
   - As you are making changes to each account delete all 2PLG lines.

7. **Once budgets are finalized generate the following reports:**
    - 2PLG report – verify all 2PLGs have been removed from all accounts.
        - o If 2PLGs still exist go back into the account(s), delete them, and make adjustments to object codes to reconcile to account control totals.
    - Run reports that are applicable to your point of view. Once control numbers are reconciled, notify the primary budget coordinator that you are done so he/she can pull up the organization(s) that you were responsible for budgeting.

8. **Pull-Up responsibility**
    - If the primary budget coordinator has designated responsibility down to a lower-level organization, they will need to pull-up each organization once they have been notified by the secondary budget coordinator that their budget entries are complete.

9. **Once budgets are finalized at the <u>aggregate</u> generate the following reports:**
    - 2PLG report – verify all 2PLGs have been removed from all accounts
        - o If 2PLGs still exist go back into the account(s), delete them, and make adjustments to object codes to reconcile to account control totals.
    - Sub-Fund Summary report
        - o This report can be used for reconciling your budget to the control sheet. See pages F-1 & F-2 from the BC Handouts distributed during training and posted on the Office of Budgets webpage.
    - Object Summary report
        - o This report gives you the aggregate of the object code detail. Review the object codes to ensure that all applicable budget object codes are included.
    - Run reports that are applicable to your point of view, there are a variety of reports available. Reference your training guide for additional information.

10. **Once you have reconciled all of the subfunds that you are required to budget, notify the Office of Budgets at** vpf_bc_budget_office_helpdesk@colostate.edu.

11. **The Budget Office will then pull-up the college/unit and begin to review all input.**
    - This will be done on a first-in first-out basis. You will be notified of the outcome and if any additional changes are required.