

Enterprise Performance Management (EPM) Training Guide

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EPM Overview

What is EPM?

Enterprise Performance Management is a budgeting and planning application that allows users to:

- Identify proposed revenues and expenditures for the upcoming fiscal year.
- Compare current and prior year's operating budgets.
- Manage position related data such as salary, distribution allocation, and position status (filled or vacant).

Future fiscal year (FY) budgets will be completed in EPM. A copy of the prior FY operating budgets, listing revenues, expenses, and transfers will be loaded in EPM.

Any changes or updates made in EPM are effective for the new budget year, starting September 1 of the new FY.

Budget Administrators are responsible for:

- Reviewing Position information to ensure all budgeted positions and Employees are included in the new budget year.
- Updating InterDepartmental Transfers on a "Source" basis.
- Reconciling Revenues and Expenses for each Cost Center.

Per Budgets, Planning, and Analysis, all active cost centers must be budgeted in EPM. The only exceptions are Cost Centers that:

- Do not generate revenue or use carry-forward balances to pay expenses
- Begin with a 9 (Agency Cost Centers)

Steps to Complete Budget

1. Salary Roster (Reports)
2. Position updates (Position Budget Forms)
3. Add New Positions (New Position Form)
4. Fringe Calculations (Other Position Types and Department Budget Form)
5. Intrafund Transfers (Transfers Forms)
6. Department Budget updates (Department Budget Form)

Note: Reconciliation of Changes worksheet is no longer required by Budgets, Planning, and Analysis. Academic units will still need to be completed for the Office of the Provost.

FY Budget Process Calendar

Budgets, Planning, and Analysis will post the Budget Process Calendar on their [website](https://www.uta.edu/business-affairs/budgeting) (<https://www.uta.edu/business-affairs/budgeting>). This calendar lists the dates relevant to the Budget Planning Process. Budget Administrators should review the calendar for dates of required actions.

Using EPM Workspace

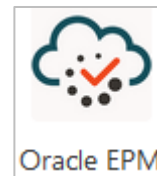
Getting Started

Browser Requirement

- EPM is compatible with Mozilla Firefox and Google Chrome.
- Do not use Internet Explorer or Safari.
- You must enable popups.

Login to EPM

- Navigate to the [UTA Apps](https://myapps.uta.edu) page (myapps.uta.edu).
- Click on the Oracle EPM icon.
- Click the checkbox towards the bottom of the page for “I agree to terms and conditions”. You may need to scroll down.
- Use the “Company Sign In” button to login with your UTA email and NetID password.



SIGN IN TO ORACLE CLOUD

Traditional Cloud Account

Welcome a706259 [change domain](#) ⓘ

Can't access your account?

Sign In

Want to use your company account?

Use to be redirected to the company single sign-on.

OR

Company Sign In

Remember my choice ⓘ

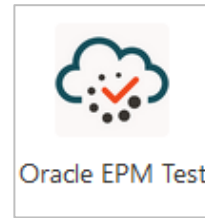
WARNING: YOU ARE ABOUT TO ACCESS AN INFORMATION SYSTEM THAT CONTAINS US GOVERNMENT DATA. THIS SYSTEM IS ONLY FOR AUTHORIZED US GOVERNMENT USE. ALL INFORMATION SYSTEM USAGE (TO INCLUDE ANY PERSONAL INFORMATION PLACED ON OR SENT OVER THE SYSTEM) MAY BE MONITORED, EXAMINED, RECORDED, COPIED AND SUBJECT TO AUDIT BY AUTHORIZED US GOVERNMENT ENTITIES. YOUR USE OF THIS SYSTEM, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING AND RECORDING. UNAUTHORIZED USE IS PROHIBITED AND SUBJECT TO CRIMINAL PROSECUTION AND CIVIL PENALTIES.

ADDITIONALLY, FOR ORACLE EMPLOYEES AND CONTRACTORS: USE OF THE ORACLE NETWORK AND APPLICATIONS IS INTENDED SOLELY FOR ORACLE'S AUTHORIZED USERS. THE USE OF THESE RESOURCES BY ORACLE EMPLOYEES AND CONTRACTORS IS SUBJECT TO COMPANY POLICIES, INCLUDING THE CODE OF CONDUCT, ACCEPTABLE USE POLICY AND INFORMATION PROTECTION POLICY. ACCESS MAY BE MONITORED AND LOGGED, TO THE EXTENT PERMITTED BY LAW, IN ACCORDANCE WITH ORACLE POLICIES. UNAUTHORIZED USE MAY RESULT IN TERMINATION OF YOUR ACCESS, DISCIPLINARY ACTION AND/OR CIVIL AND CRIMINAL PENALTIES.

I agree to terms and conditions

Log in to EPM Test (Training) Site:

- Navigate to the [UTA Apps](https://myapps.uta.edu) page (myapps.uta.edu).
- Click on the Oracle EPM Test icon.
- Click the checkbox towards the bottom of the page for “I agree to terms and conditions”. You may need to scroll down.
- Use the “Company Sign In” button to login with your UTA email and NetID password.



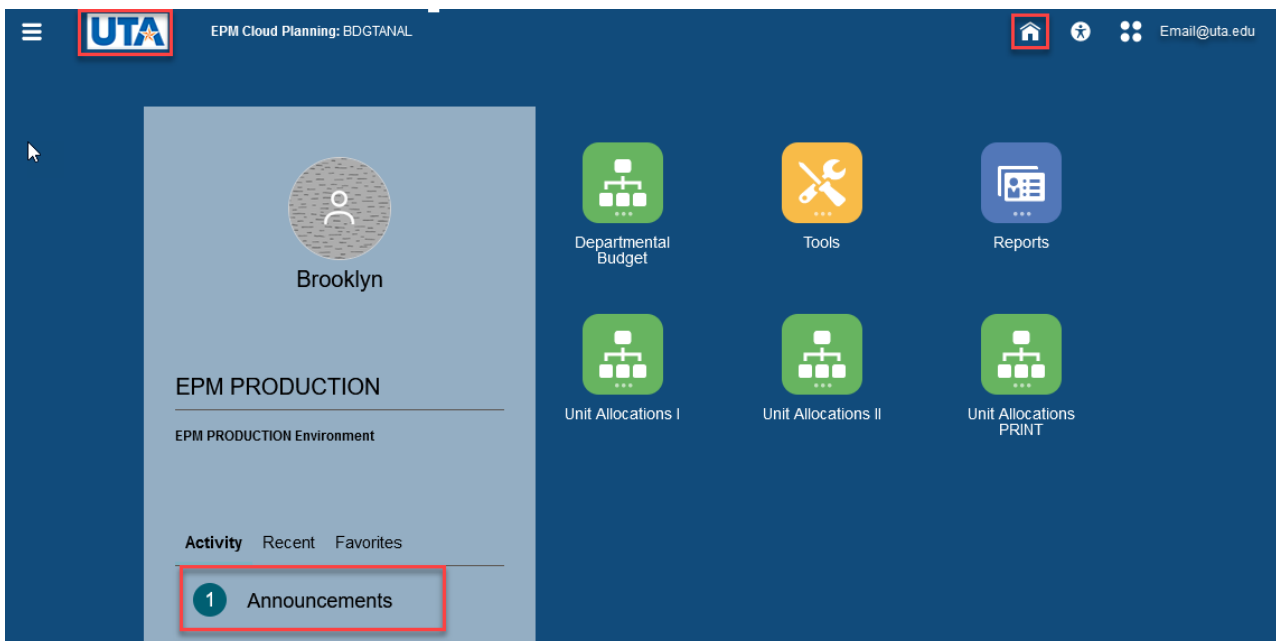
EPM Homepage

To begin, start on the EPM Homepage. The Homepage is where you can access position data, Employee data, set user preferences, and view data forms for budgeting.

You can return to the homepage by clicking either the **UTA logo** at the top left of the page or the **Home** icon on the top right of the page.

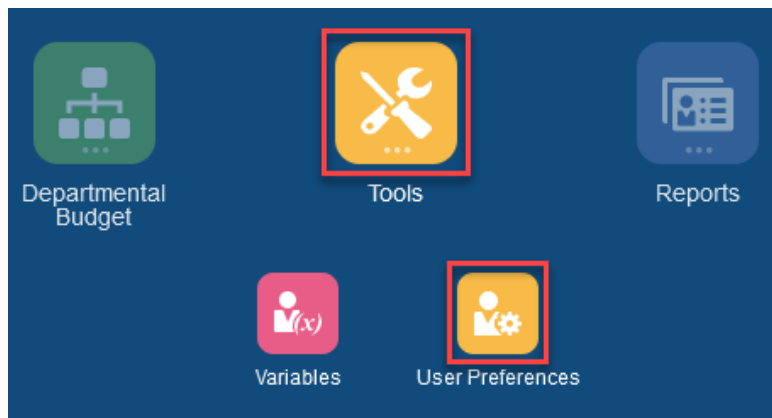
Announcements

Monitor the **Announcements** box for updates regarding EPM.



Setting User Preferences

From the main page select **Tools**, then **User Preferences**.



Display Preferences

This section is used to set the Number Formatting for the data forms.

- Thousands Separator – Select “Comma”
- Decimal Separator – Select “Dot”
- Negative Sign – Select “Prefixed Minus”
- Negative Color – Select “Red”
- Page Options – Indent based on hierarchy
- Click Save

The image shows the 'Preferences' dialog box with the 'Display' tab selected. The 'Number Formatting' section is highlighted with a red box, showing the following settings:

Setting	Value
Thousands Separator	None
Decimal Separator	Dot
Negative Sign	Prefixed Minus
Negative Color	Black

The 'Page Options' section is also highlighted with a red box, showing the following settings:

Setting	Value
Indentation of Members	Indent level 0 members only
Number of Items on the Page Drop-down	100

A 'Save' button is highlighted with a red box in the top right corner.

Form Navigation

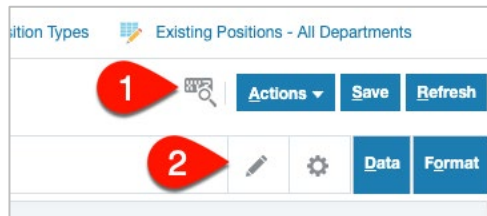
Navigate the form sections using the Menu Icons above the form. Navigate between available forms using the Form Links found below the icons.

The screenshot shows a navigation bar with icons for: Position Budget Forms, View Fringe Rates, Transfer Forms, Departmental Budget Forms, Position Current View, Other Forms, and Merit Forms. Below this is a menu with links: Existing Positions by Department, Existing Positions by Cost Center, Departments by Position, New Positions, Other Position Types, and Existing Positions - All Departments. The 'Existing Positions by Department' link is highlighted with a green arrow labeled 'Current Form'. Below the menu is a table with columns: Years, Scenario, Version, DataType, Department, Combo Code, Employee ID, Employee Name, Employee Class, Owning Department, Position Status, and Head C. The table contains three rows of data, with the second row highlighted in yellow. A yellow arrow labeled 'Rows' points to the table.

Years	Scenario	Version	DataType	Department	Combo Code	Employee ID	Employee Name	Employee Class	Owning Department	Position Status	Head C
FY22	Budget	Working	Department Working Total	320103 : 320103 - Budget, Planning and Analysis							
					100133097			A&P	320103	Filled	
					100133097			CL	320103	Filled	
					100133097			A&P	320103	Filled	

Navigation Icons

1. Search Page
2. Edit Members



Search Page Icon

1. Click on the magnifying glass icon.
2. Enter search parameter.
3. Line will be highlighted.




100146528			CL	320105	Vacant		0	0
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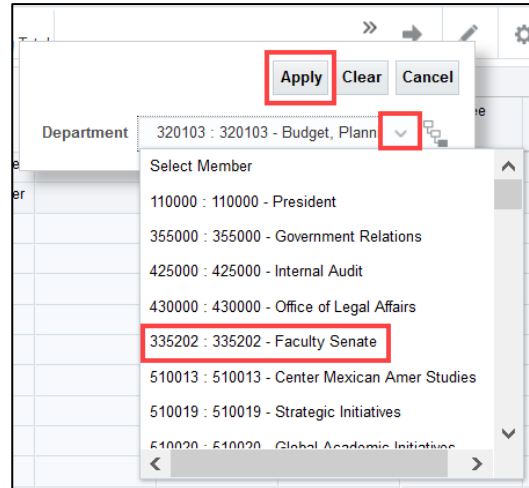
Note: This function allows for text and/or numbers search only on the displayed form.

Edit Members Icon

In EPM, the “Member” is the Department or Cost Center being displayed.

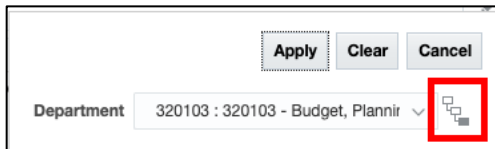
OPTION 1:

1. Click on the pencil icon. 
2. The current Department name is displayed. Click on the down arrow.
3. A drop-down list is displayed.
4. Select the needed member name.
5. Click the Apply button.
6. The Department name will update, and the form will return the information for the newly selected Department.



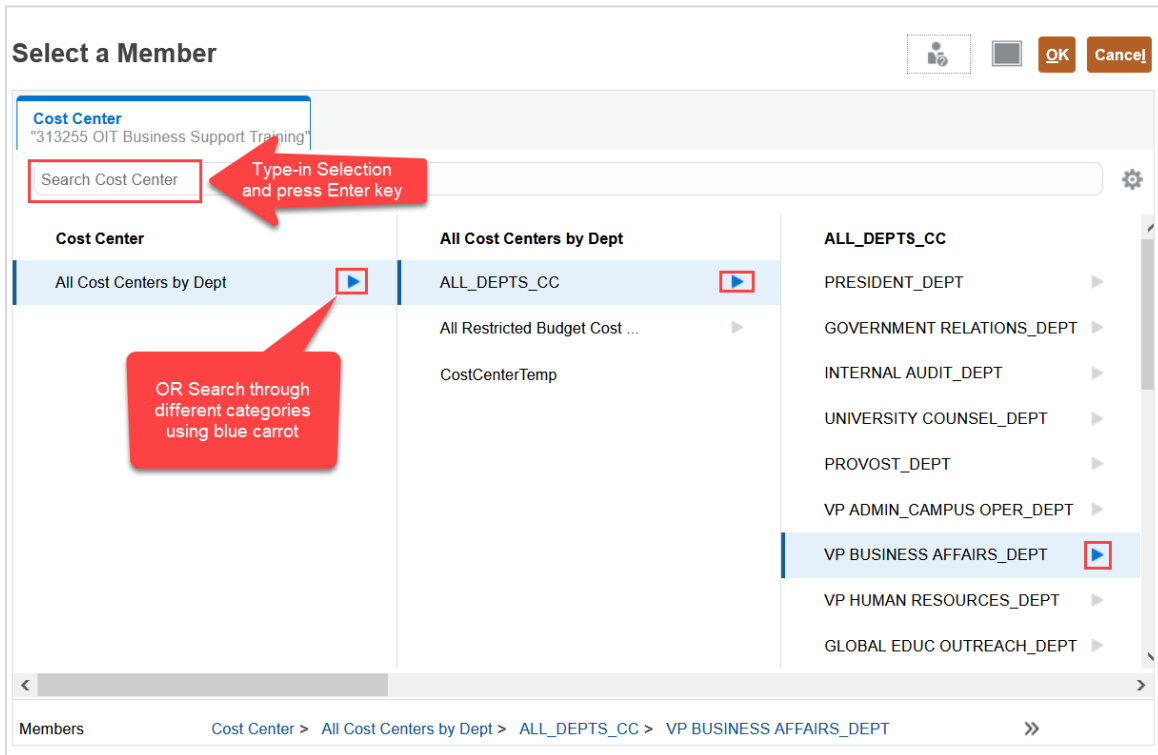
OPTION 2:

1. Click on the pencil icon then on the Member Selector icon

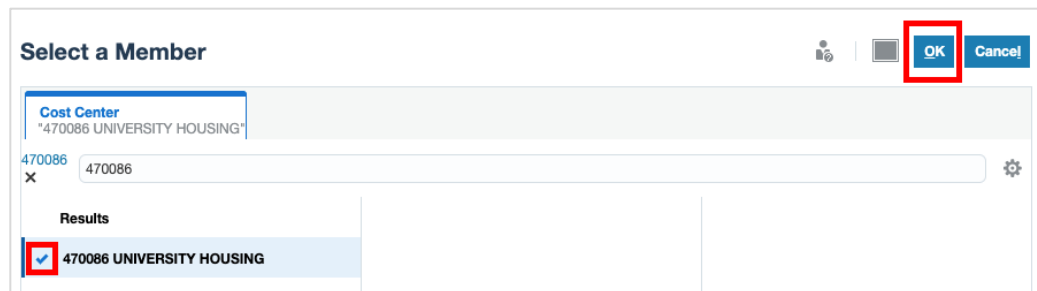


Note: On some forms and reports, click on the Cost Center or Department number to open the Select a Member page.

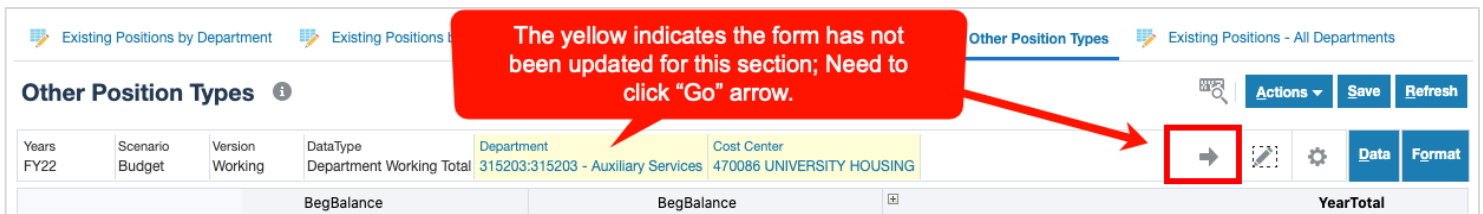
2. The Select a Member page will display.
On this page, you can select a particular Cost Center or Department, based on the permission granted to you. You can either type in the Cost Center or Department number or drill down to it using the blue arrows to navigate through the categories.



- Once the desired Cost Center or Department is found, select it. The blue check mark indicates that it has been selected.
- Click **OK**.

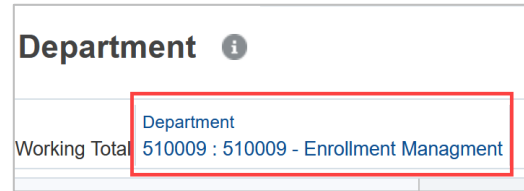


- Now the Cost Center or Department will show in a yellow cell, indicating that the change has not been saved, thus the form is not yet updated with the new selection.
- Click the **Go** arrow to update the form with the new Cost Center or Department selection.

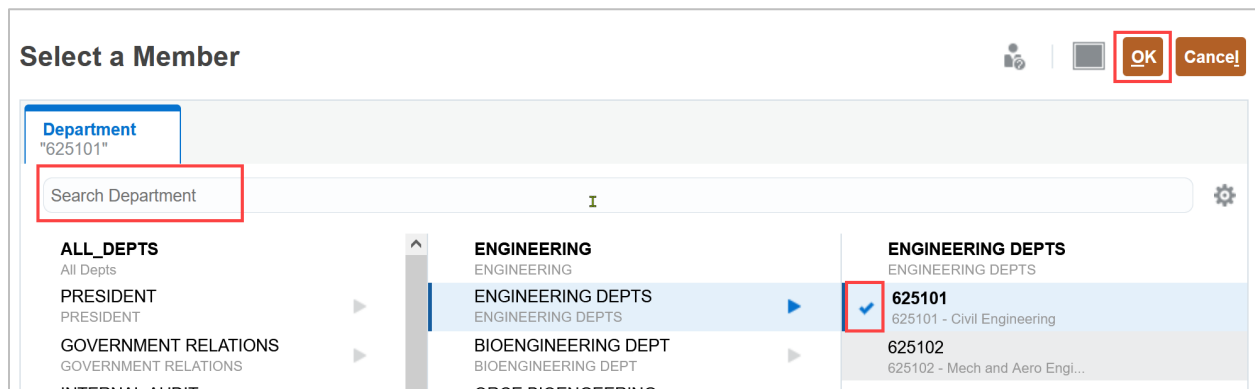


OPTION 3:

1. Click on the blue Department or cost center number.



2. The Select a Member page will display. On this page, you can select the Cost Center or Department. You can either type in the Cost Center or Department number or drill down to it using the blue arrows to navigate through the categories. Click on it to select it (blue check mark)
3. Once the desired Cost Center or Department is found, click on it. The blue check mark indicates that it has been selected.



4. Click **OK**
5. Click the **Go arrow** to update the form with the new Cost Center or Department selection.



EPM Forms

The forms inside EPM are cloud service pages modeled after an Excel worksheet that are used to view, enter, and update budget data.

Other Position Types															
Years	Scenario	Version	Data Type	Department	Cost Center										
FY21	Budget	Working	Department Working Total	340301 : 340301 - OIT Knowledge Services	313255 OIT Business Support Training										
		BegBalance			BegBalance			Year Total							
		Combo Code	Comp Rate	Part-Time and Other Positions - Fringe Input	Salary Subtotal	Part-Time and Other Positions - Fringe Subtotal	Fringe Subtotal	50205 - SW Non Tenure Track	50210 - SW Summer Faculty	50403 - SW Teaching Assistant	51210 - SW Classified Temp	53201 - SW Student	53301 - Workstudy	54204 - SW Research Assistant	57919 - Accrue Fringes
Additional Fringe Adj		100174243													
GRA Positions		100174243													
GTA Positions		100174243													
Part-Time Faculty Positions		100174243													
Part-Time Staff Positions		100174243													
Student Positions		100174243	23,000	690	23,000							23,000			
Summer Faculty Positions		100174243													
Work-Study Positions		100174243	5,000	150											
Other Position Types															

Different cell colors in a data form indicate the following:

- White: Data was entered or changed in a cell and saved.
- Yellow: Data was entered or changed in a cell, but not saved.
- Gray: Data cannot be edited or changed, read-only cells.
- Comments: A triangle in the upper-right corner of a cell indicates that a comment is in the cell.

Department Working Total	BaselineIncDec Increase (Decrease) from Baseline	Budget Office Adjustments	O
200,000			
4,048,723	(294,573)		
4,048,723	(294,573)		
330,945	(55,294)		
13,310			
344,314	(55,294)		
344,314	(55,294)		
20,800		20,800	

Steps for Budget Process Input

This represents the order of operations for reviewing, changing, or updating budget items to prepare the future FY budget.

1. Salary Roster Reports
2. Position Budget Forms
3. New Positions
4. Other Positions/Fringe Budget
5. Transfer Forms for IntraFund Transfers
6. Departmental Budget Forms

Forms for Input

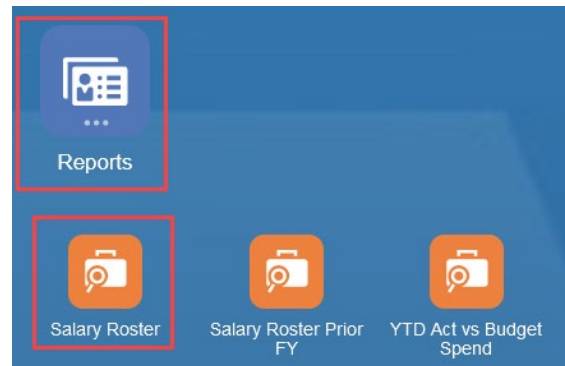
These are the forms where data will be input, changed, or updated.

- POSITION BUDGET FORMS – Position, Salary, and Fringe expense planning by Position, Cost Center, and Department.
- TRANSFER FORMS – Intrafund transfer activity between Cost Centers.
- DEPARTMENTAL BUDGET FORMS – Budget preparation by Cost Center and General Ledger (GL) Accounts.

Salary Roster

Departments can run the Salary Roster report for their Departments in EPM and have access to view, print, and download a report in HTML, PDF, or XLS format.

1. From the main page, select Reports.
2. Select the Salary Roster icon.



3. The report page populates. Select the desired format:
 - HTML – displays report on screen with options for other formatting
 - PDF – generates downloadable, printable PDF of the report
 - Excel – generates Microsoft Excel file of the report
4. The Department number displayed can be changed by clicking on the blue Department number. This will open the Select a Member box; select the Department as [outlined above](#).
5. Depending on the format chosen, the Salary Roster report will be displayed or opened and saved in Excel.

UNIVERSITY OF TEXAS AT ARLINGTON Planning and Budgeting Cloud: BDGTANAL

Salary Roster Salary Roster Prior FY YTD Act vs Budget Spend

Salary Roster for Selected Dept - Dept Users Salary Roster for Selected Dept - Dept Users CURR VER Salary Roster for Selected Dept - Dept Users FINAL Salary Roster for Selected Dept - Dept Users CY vs Prior FY Positions by Version ft

File Format PDF

Department 615000

Select Output: PDF Preview

1 / 1 | 100%

The University of Texas at Arlington
FY23 Salary Roster for Department(s) - Working Version
615000 - Business

If needing to run the report for a different Department, update the Department number as [outlined above](#).

There are five reports in the Salary Roster Section.

Salary Roster Salary Roster Prior FY YTD Act vs Budget Spend

Salary Roster for Selected Dept - Dept Users Salary Roster for Selected Dept - Dept Users CURR VER Salary Roster for Selected Dept - Dept Users FINAL Salary Roster for Selected Dept - Dept Users CY vs Prior FY Positions by Version ft

Salary Roster for Selected Dept - Dept Users

The University of Texas at Arlington
FY23 Salary Roster for Department(s) - Working Version
615000 - Business

Salary Roster for Selected Dept – Dept Users report

This report lists all positions in a Department, including incumbent and pay rate information.

Note: *This report shows the working version, the version that department users can update.*

Salary Roster for Selected Dept – Dept Users CURR VER

This version is the current view as the Budget Office makes updates in EPM and is read-only.

Salary Roster for Selected Dept – Dept Users FINAL

This report displays the final FY operating budget that is loaded into UTShare and the data shows the total salary for each position/employee. If the report is a Post Final version, it includes merit adjustments. This report is available in the Production environment after the annual budget process closes and can be used to create a “planning budget” for the next FY.

Salary Roster for Selected Dept – Dept Users CY vs FY

This report compares the prior FY’s final budget (Final or Post Final version) to the current budget year for a selected version and unit/departments; includes salary, fringe, and FTE account groups with variance columns. Note, report selection for version is new to department users. The positions listed in the report are based on the current budget year version selected.

Located in: Reports > Salary Roster > Salary Roster for Selected Dept – Dept Users CY vs Prior FY

Position by Version for Selected Dept

This report lists all changes for each position by version in EPM. It is useful if you want a historical view of what and when changes were made to a position in EPM.

Position Data Comparison

Export Position Data

Before any changes are made, it is recommended that the Position data be exported to Excel. The export is used to review position data for the entire Department. This data includes funding data, allocation percentage, compensation rate, and FTE information. The Excel export spreadsheet is for viewing only.

Export Position Steps

1. From the Existing Positions by Department or Existing Positions by Cost Center forms, click on the ACTIONS button to expand the menu.
2. Scroll down and click on Spreadsheet Export.
3. Click on the EXPORT button to continue.
4. NAME and SAVE.
5. Click CLOSE.

Export Position Data After Changes

After changes are made in EPM and saved, it is recommended to EXPORT and compare the before and after revision spreadsheets.

NOTE: *This process can also be used on the Departmental Budget Form ZS and ZS with GL.*

Position Budget Forms

The Position Budget forms are used to view and edit position data in a Department or Cost Center. Position data can be displayed by Department, Cost Center, or Position. Positions are pulled into EPM by Funding Department and Cost Center (which may not be the owner of the position).

Split-funded positions will show all funding distributions if the Department is the same or by using the Departments by Position form if the Departments are different. If other funding

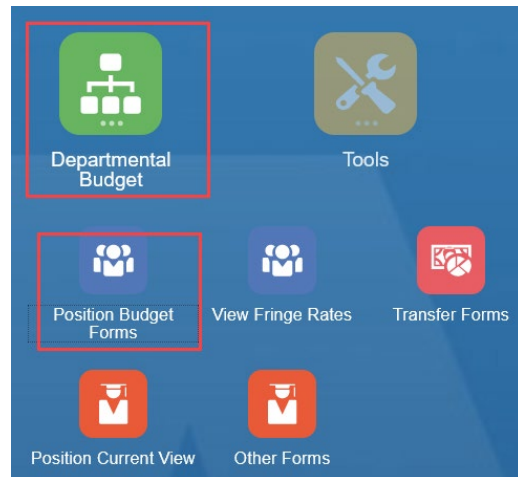
Department(s) are not within your security, you will only see those distribution's attributes not associated with the Comp Data.

Budget Administrators must review and make the necessary changes to the position data forms, such as:

- Add new hires or transfers
- Change funding allocation
- Make salary changes
- Fill or Vacate a Position
- Budget Other Position Types (Part-time, Faculty, Wages, etc.).

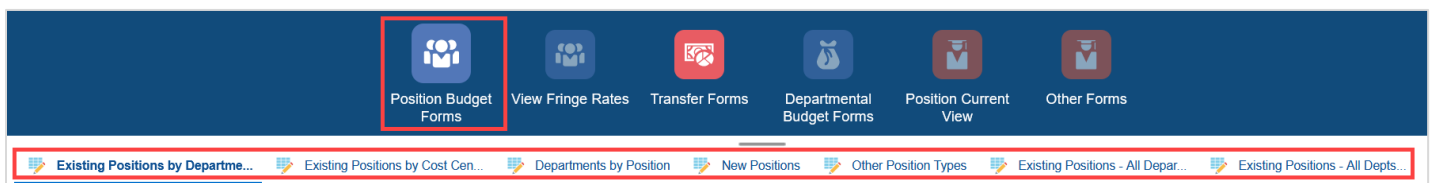
Position Data Forms

1. From the homepage, select Departmental Budget.
2. Select Position Budget Forms.



These forms are used to manage position data such as:

- Employee Name and Employee ID
- Position Name and Number
- Position Status (Filled, Vacant)
- Employee Class (Faculty, Classified, A&P), and FTE
- Owning Department



Form Name and Description

Form Name	Purpose
Existing Positions by Department	Display all Budgeted Positions for all associated Cost Centers with data at the chosen Department.
Existing Positions by Cost Center	Display all Budgeted Positions for a chosen Cost Center.
Departments by Position	Displays all data records for a given Position.
New Positions	Planning form for new positions or adding a known new position to a Department/Cost Center.
Other Position Types	Planning form for new student positions, part-time staff/faculty, and GTA/GRA. Budgeted at a total dollar for salary and fringe.

Employee Classes

- A&P – Administrative & Professional
- CL – Classified
- CLN – Classified Paid Hourly
- FA1 – Faculty (Regular/Tenure/Tenure Track)
- FA2 – Faculty Non-Tenure Track

FTE_Load - Full-Time Equivalency

- Full-time or 1 FTE – 40 hours-per-week position
- Part-time or 0.5 FTE – 20 hours-per-week position

Headcount - The physical number of Employees in a position

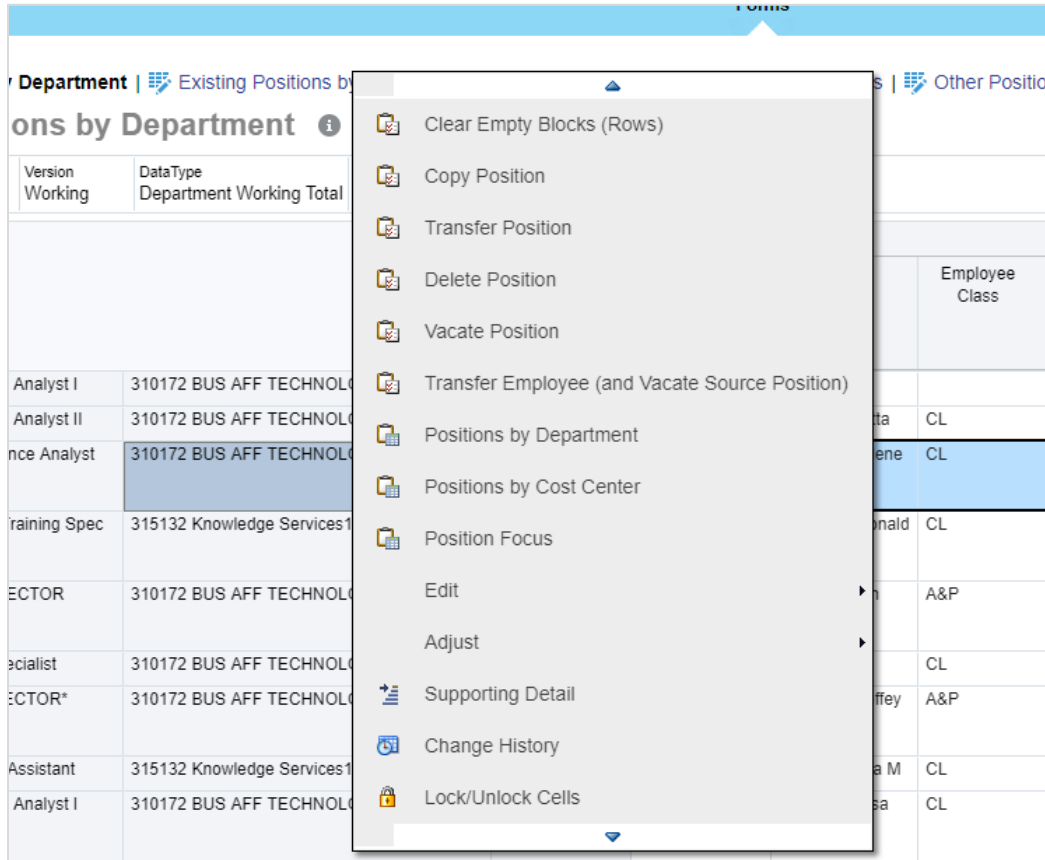
- 1 Headcount, 1 FTE – one person in a 40 hours-per-week position
- 1 Headcount, 0.5 FTE – one person in one 20-hours-per-week position
- 0 Headcount, 1 FTE – vacant position

Existing Positions

Existing positions can be edited by typing new information in the form cell. To edit existing position information, click in a cell in the first column to select the row. This method can be used when filling a vacant position that is already listed, updating salary, or updating the distribution percentage with no change to the combo code.

Action Menu

Use the action menu navigation options available on right-click on the position number cell and the Actions menu to navigate between Position forms and to perform other actions.



Action Menu	On Form	Purpose
Copy Position	All	Copies all data records for a selected Position/Department/Cost Center within your allowed security access. This action is used to split funding on a position.
Transfer Position	Existing Positions Forms	Copies all data records for a selected Position/Department/Cost Center within your allowed security access. The rule does not adjust the Distrib %. You must update that after the fact. Clears all information but keeps position number, Cost Center combo code and changes the status to None.
Delete Position	All	DELETES all data for selected row except the position number and combo code. There is no undo for this action. To add back, edit information by typing directly into cells.
Vacate Position	Existing Positions Forms	Clears out Employee Name, Employee ID, Benefit Plan, and Coverage Code to vacate a Position row. Makes Headcount for position "0". Recalculates the salary and fringe for the vacant position. Salary (Comp Rate) and Distrib % remain unless changed.
Navigate to Form	Existing Positions Forms	Navigation shortcuts to get to Existing Position forms. (Would be better to use the links instead of the actions.)
Transfer Employee (and vacate source position)	Existing Positions Forms	Use to move an Employee from one position to another, retaining both positions for Budget. Fringe attributes follow Employee.
Position Focus	Existing Positions Forms	Isolates one position to review or update.

Position Funding

Position Funding Change

NOTICE: Ensure the correct Department and Cost Center combo has been selected before entering any Position and Transfer amounts.

If the position changes funding from one Cost Center or Department to another Cost Center or Department, and the Department user has security access to make changes in both areas, the position can be transferred using the Transfer Position action.

If the Department user does **NOT** have security access to make changes in both Departments, the Transfer process **CANNOT** be used. The Source Department will need to **CONTACT** their Budget Resource to have the position transferred to the destination department.

Note: *If the transferred position is filled, the fringe attributes will follow the Employee to the destination Department/Cost Center.*

Split Funded Positions

Each Department that partially funds a position will take responsibility for budgeting their portion of the split position.

Each Department manages only their portion and can see only their portion of the position. However, using the Departments by Position form will show the other funding Departments, so that a Department will know all the funding sources. (Does not show other Departments monetary portion of the funding).

No audit is in place to know whether a position is budgeted in full (100%) or has matching compensation rates. Communication with the other Department is required.

Employee Transfers

If the Employee transfers from one position to a vacant position within the same Department or within a Department that the user has security access to make changes in, use Transfer Employee (and vacate source position) action. (Employee attributes follow.)

Note: *May need to adjust salary and distributions if required.*

If the Employee transfers from one position in one department to a position in a different Department that the user does **NOT** have security access to make changes in, the Transfer process **CANNOT** be used. The Source Department needs to **CONTACT** their Budget Resource to have the employee transferred to the destination department. Fringe attributes will follow the Employee to the destination Department/Cost Center.

New Position Form

The New Position form is used to enter a new position(s) for a Department.

- CONFIRM YOU HAVE SELECTED THE CORRECT DEPARTMENT AND COST CENTER COMBO FIRST.
- Enter the first new position in the New Position 1 line.
- Provide all needed information to push position to the existing Position forms:

- Employee ID, without leading or ending spaces.
- Employee Name (ex. LastName,FirstName)
- Employee Class (Faculty, Classified, A&P)
- Owing Department
- Head Count and FTE
- Comp Rate and Distribution
- Coverage code and benefit plan if known.
- **Add the UTShare Position ID to Employee Name for tracking purposes.**
 - Enter "LastName,FirstName - P12345678" if position number is known
 - Enter "LastName,FirstName - P#TBD" if position number is currently unknown
- Ensure that you SAVE the updates.

The new position will appear in the Existing Position by Department and Existing Positions by Cost Center.

For New Position records, review and update for all known Employee Name, Employee ID and Position #'s before the budget is closed. Ensure that the Employee Name hasn't changed since the initial entry.

Note: *If the Combo Code does not automatically load, there is a mismatch between the Department and Cost Center.*

Fringe Calculations and Rates

Filled Budgeted Positions - Fringe rates for filled budgeted positions are automatically updated with the Employee's current elections at the time the position data is pulled from UTShare and loaded into EPM. Users do not have access to modify the fringe rates for filled budgeted positions.

Employee Transfers - Fringe rates for filled budgeted positions will follow an Employee who is transferred during the budget process.

Vacant Budgeted Positions - Fringe rates for vacant budgeted positions are calculated using TRS as the retirement option and a weighted average for health insurance. Users do not have access to modify the fringe rates for vacant budgeted positions.

Other Position Types - Other position types include part-time faculty, wages, graduate students, etc. Fringe rates can be manually calculated or adjusted by using the MARS Payroll Fringe Cost Analysis report or viewing the current fringe rates on the UTA Payroll web page.

Find the report in MARS > Dashboard dropdown list > Payroll > Fringe Cost Analysis. Find Payroll documents at <https://www.uta.edu/business-affairs/faculty-staff/payroll>.

Additional fringe budget - Additional fringe budget can be added on the **Other Position Types** form in the Additional Fringe Adj cell if necessary.

Other Position Types

The Other Position Types data form allows for salary budgeting not specifically associated with position IDs but as a whole number along with the proposed associated fringe amounts for part-time faculty, wages, GRA/GTA's, etc. Once entered, the amounts will be visible on the Departmental Budget Forms.

On the **Other Position Types** form, confirm you have selected the correct Department and Cost Center combo.

Enter the amount for the specific position type along with the fringe expense.

The new amounts will be visible on the departmental budget forms.

Additional Fringe Adj is for those Departments wishing to budget additional fringe dollars not associated to any salary specification.

Other Position Types ⓘ					
Years	Scenario	Version	DataType		Department
FY21	Budget	Working	Department	Working Total	315203 - 315203 - Auxiliary Services
		BegBalance			Beg
		Combo Code	Comp Rate	Part-Time and Other Positions - Fringe Input	Salary Subtotal
Additional Fringe Adj		100146774			
GRA Positions		100146774			
GTA Positions		100146774			
Part-Time Faculty Positions		100146774			
Part-Time Staff Positions		100146774			
Student Positions		100146774	5,000.00	150.00	
Summer Faculty Positions		100146774			
Work-Study Positions		100146774			
Other Position Types					

Other Forms

Cost Centers by Department

- Shows all cost centers for department even if there are no budgeted revenue/expenses
- Summary that includes prior year actuals for cost centers within assigned department(s)
- Review listing of cost centers in department
- Located in Departmental Budget > Other Forms

Salary Reserve Accounts by CC – Dept with Unit

- This read-only form shows the salary reserve data and departments can select at department/unit/All Depts levels. They can also select the fiscal year and version.
- Located in: Departmental Budget > Other Forms.

Prior FY Budget vs Dept Working Totals for CC by Dept

- Comparison of Prior Year Final budget to Current Year Department Working Total budget by cost center for all departments (budgeted cost centers only)
- Displays grand total for each department and suppresses cost centers with no data
- Available funding and total budgeted expense should balance to zero for each cost center
- Located in: Departmental Budget > Other Forms

Budget Transfers

Transfer Forms

Transfers are entered in EPM by the Source Cost Center, meaning the Cost Center that is giving the money will enter the Transfer. Receiving Cost Centers should not enter expected transfers.

Transfer updates are input into the **Intrafund Transfer Out – Add Transfer** form ONLY. The Cost Center Transfer Summary tab, Intrafund Transfer Out ZS tab, and the Intrafund Transfer In–View Transfer tab are for summary and view ONLY.

Transfer on Departmental Budget Form

- Transfers Out reflect on 71400 GL
- Transfers In reflect on 70400 GL

Transfer Out/In Definitions

- Transfers Out refers to the source Cost Center
- Transfers In refers to the destination Cost Center

[Cost Center Transfer Summary](#) |
 [Intrafund Transfer Out ZS](#) |
 [Intrafund Transfer Out - Add Transfer](#) |
 [Intrafund Transfer In - View Transfers](#)

Intrafund Transfer Out - Add Transfer

Source
Destination

Period	Years	Scenario	Version	DataType	Cost Center	TransCostCenter
Sep	FY20	Budget	Working	Department Working Total	C315131 : 315131 Business Analysis1	F_310172 BUS AFF TECHNOLOGY SERVICES
		71400 - Tran IntraFund Out	Transfer Comment			
Transfer Out 1		Dollar Amount	Comments			
Transfer Out 2						
Transfer Out 3						
Transfer Out 4						
Transfer Out 5						
Transfer Out 6						
Transfer Out 7						
Transfer Out 8						
Transfer Out 9						
Transfer Out 10						
Total Transfer Out						

Note: Review all changes on transfer forms and on Departmental Budget Forms. ****If a Department is transferring funds outside of their Department, it is recommended to communicate to the Destination Department. ****

Do **not** set up budget transfers on **E&G, Service,** and **Restricted** cost centers in EPM. Other fund groups should follow UTA budget transfer rules in EPM.

Transfer Forms

Form Name	Purpose
Cost Center Transfer Summary	Displays all transfer activity for a given Cost Center.
Intrafund Transfer Out ZS	Displays all transfer out activity for all Cost Centers.
Intrafund Transfer Out – Add Transfer	Data form used to budget a transfer to a Cost Center. You must select your Source Cost Center and the Destination Cost Center.
Intrafund Transfers In- View Transfers	Read-only form that displays all Transfers In for a Cost Center.

Departmental Budget Forms

Overview

The Departmental Budget Form is used to reconcile revenues and expenses for a specific Cost Center. The Departmental Budget Form provides revenues and expenditures for the current and prior year budgets. You can project the budget for the new year based on this information.

FY21	FY22	FY21	FY22	FY23	FY23				
Actuals	Actuals	Budget	Budget	Budget	Budget				
YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal				
Final	Final	Final	Post Final	Working	Working				
Load	Load	Budget Office Adjustments	Budget Office Adjustments	Baseline Budget	Department Working Total	Dept Working vs BL Budget Incr (Decr)	Bud Office vs Dept Working Incr (Decr)	Final vs Bud Office Incr (Decr)	Post Final vs Final Incr (Decr)

Previous FY Budget Info

Note: On all Department Budget forms, entries should, and can only, be made in the Department Working Total column.

Department Budget Form ZS

This form can be used to budget Maintenance and Operations, Travel, Scholarships, and Reserve at the summary “B” account level. The “B” level cells are open on this form. (Users have options for M&O budgeting.)

Departmental Budget Form ZS
Departmental Budget Form ZS with GL
Departmental Budget Form - All KK
Departmental Budget Form PRINT VERSION

Departmental Budget Form ZS

Actions Save Refresh

Cost Center

	FY21	FY22	FY21	FY22	FY23	FY23				
	Actuals	Actuals	Budget	Budget	Budget	Budget				
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal				
	Final	Final	Final	Post Final	Working	Working				
	Load	Load	Budget Office Adjustments	Budget Office Adjustments	Baseline Budget	Department Working Total	Dept Working vs BL Budget Incr (Decr)	Bud Office vs Dept Working Incr (Decr)	Final vs Bud Office Incr (Decr)	Post Fin (I
<input checked="" type="checkbox"/> Wages			8,461	8,461	8,461	8,461	0	(8,461)		
<input checked="" type="checkbox"/> B4000 - Maintenance & Operations - Budget Input										
<input checked="" type="checkbox"/> Maintenance & Operations										
B4100 - Travel - Budget Input										
<input checked="" type="checkbox"/> Travel Expense										
B4300 - Scholarships & Fellowships - Budget Input										
<input checked="" type="checkbox"/> Scholarships & Fellowships										
B4400 - Capital - Budget Input										
<input checked="" type="checkbox"/> Capital										
<input checked="" type="checkbox"/> Operating Expenses										
Total Expenses	869,449	181,660	898,058	917,439	917,439	917,439	0	(917,439)		

Departmental Budget Form ZS with GL

This form can be used to budget specific expenses for Maintenance and Operations, Travel, Scholarships, and Reserve at the GL account level. The GL account level cells are open on the budget form.

[Departmental Budget Form ZS](#)
[Departmental Budget Form ZS with GL](#)
[Departmental Budget Form - All KK](#)
[Departmental Budget Form PRINT VERSION](#)

Departmental Budget Form - All KK

Cost Center
C470035 : 470035 INTERCOLLEGIATE ATHLETIC-BASKE

	FY21	FY22	FY21	FY22	FY23	FY23				
	Actuals	Actuals	Budget	Budget	Budget	Budget				
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal				
	Final	Final	Final	Post Final	Working	Working				
	Load	Load	Budget Office Adjustments	Budget Office Adjustments	Baseline Budget	Department Working Total	Dept Working vs BL Budget Incr (Decr)	Bud Office vs Dept Working Incr (Decr)	Final vs Bud Office Incr (Decr)	Post Final vs Final Incr (Decr)
67102 - Dues Social Club										
67103 - Dues Social Club Taxab										
67106 - Official Occasion		800								
67107 - Official Occasion Student		86	91							
67108 - Flowers						100				
67109 - Official Occasion Catering										

Department Budget Form – All KK

This form is used to add a GL account so users have access to budget in that account. Once the account is located, enter the budget dollar amount on this form. The GL account and budget amount will then appear on the other two forms.

[Departmental Budget Form ZS](#)
[Departmental Budget Form ZS with GL](#)
[Departmental Budget Form - All KK](#)
[Departmental Budget Form PRINT VERSION](#)

Departmental Budget Form - All KK

Cost Center
C470035 : 470035 INTERCOLLEGIATE ATHLETIC-BASKE

	FY21	FY22	FY21	FY22	FY23	FY23				
	Actuals	Actuals	Budget	Budget	Budget	Budget				
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal				
	Final	Final	Final	Post Final	Working	Working				
	Load	Load	Budget Office Adjustments	Budget Office Adjustments	Baseline Budget	Department Working Total	Dept Working vs BL Budget Incr (Decr)	Bud Office vs Dept Working Incr (Decr)	Final vs Bud Office Incr (Decr)	Post Final vs Final Incr (Decr)
67102 - Dues Social Club										
67103 - Dues Social Club Taxab										
67106 - Official Occasion		800								
67107 - Official Occasion Student		86	91							
67108 - Flowers						100				
67109 - Official Occasion Catering										

Departmental Budget Forms

Form Name	Purpose
Departmental Budget Form ZS	Displays all budget information for a given Cost Center. Amounts are summarized. Use this form to make adjustments in the Department Working Total column.
Departmental Budget Form ZS with GL	Displays all budget information displayed at the General Ledger (GL) level. Amounts are broken down to corresponding GL account line.
Departmental Budget Form – All KK	Displays all KK/GL accounts available. Use this form to add a new GL Account for FY.

Longevity

Longevity is not included in the fringe benefits calculations and must be entered as an annual total.

- Longevity can be budgeted on either the Departmental Budget Form ZS or Departmental Budget Form ZS with GL.

Departmental Budget Form ZS Departmental Budget Form ZS with GL Departmental Budget Form - All KK Departmental Budget Form PRINT VERSION									
Departmental Budget Form ZS ⓘ									
Cost Center									
	FY21	FY22	FY21	FY22	FY23	FY23			
	Actuals	Actuals	Budget	Budget	Budget	Budget			
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal			
	Final	Final	Final	Post Final	Working	Working			
	Load	Load	Budget Office Adjustments	Budget Office Adjustments	Baseline Budget	Department Working Total	Dept Working vs BL Budget Incr (Decr)	Bud Office vs Dept Working Incr (Decr)	Final vs Bud Office Incr (Decr)
B4400 - Capital - Budget Input									
Capital									
Operating Expenses	939,502	457,341	978,585	998,400	998,400	998,400	0	(998,400)	
Total Expenses	1,758,472	645,841	1,828,585	1,752,400	1,752,400	1,752,400	0	(1,752,400)	
54402 - Longevity Pay	3,160	600	3,840	2,640	2,640	2,640	0	(2,640)	
54404 - Hazardous Duty Pay									
57101 - Prem Share Active Suppl	63,485	15,188							
57103 - Prem Share Active - HEGI			67,255	62,400	62,400	62,400	0	(62,400)	

- Users need to estimate the longevity expense and enter for all cost centers.
- Departments can use MARS report titled “Employee State Service Time” to obtain months of State Service. This report is in the HR module under the Workforce Deployment Subject Area.

Form Navigation

Click on the cost center number to change the cost center. (See [previous instructions](#) for how to edit member selection). Budget Administrators should review and make the necessary changes or adjustments to the Departmental Budget Form by Cost Center, such as:

- Review Baseline Budget column. This section displays the prior FY budget amounts.
- Verify the salary totals. If changes are required in salaries, return to appropriate form to make changes.
- Enter estimated income.
 - Use Current fiscal year actuals in EPM
 - The MARS Recognized Revenue Running Sum Report allows you to view income over a selected number of years. MARS > Finance > Revenue > Recognized Revenue – Running Sum Report
- Verify transfer totals. If changes are required, return to the transfer form to make changes.
- Enter estimated expenses not tied to a specific input form, e.g. travel, M & O, etc.
- Make sure that your budget balances (revenues/transfers in = expenses/transfers out), meaning the Total Income and Expenses row totals at “0”. This row can be seen at the top and the bottom of the form.

	Budget	
	YearTotal	
	Working	
	Department Working Total	Dept Working vs Dept BL Incr (Decr) <input type="text" value="f"/>
All Revenue	2,783,655	81,614
All Expenses	2,783,655	81,614
Total Income and Expense	0	0

NOTE: Questions regarding adjustments to E&G allocations and Designated Tuition allocations should be directed to the Unit managers for support units or ARP directors for academic units. The mandatory fee revenue estimates will be provided by Budgets, Planning, and Analysis.

Budget data on Departmental Budget Forms are displayed by General Ledger Account. The GL Account is used to identify the nature of a financial transaction such as A&P Salaries (51101), Office/Computer Supplies (63003), etc. The budget will be loaded at the B level. (e.g. B1000, B1100, B4000, etc.).

The following image displays expense Budget Accounts and the associated general ledger accounts.

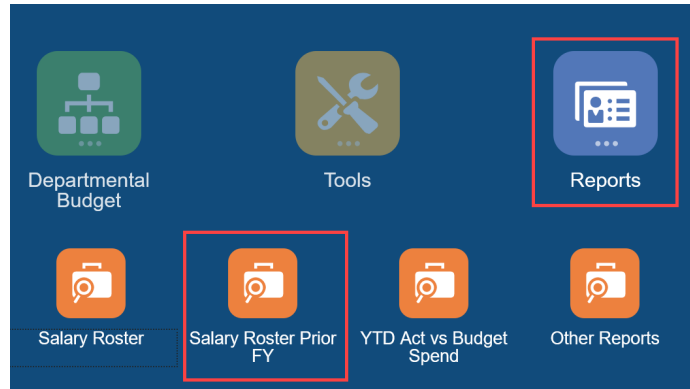


Additional EPM Reports

Salary Roster Prior Fiscal Year Report

This report displays the final salary roster for the previous fiscal year, i.e. the fiscal year we are currently in when budgeting for a new fiscal year.

1. From the main page, select Reports.
2. Select the Salary Roster Prior FY icon.

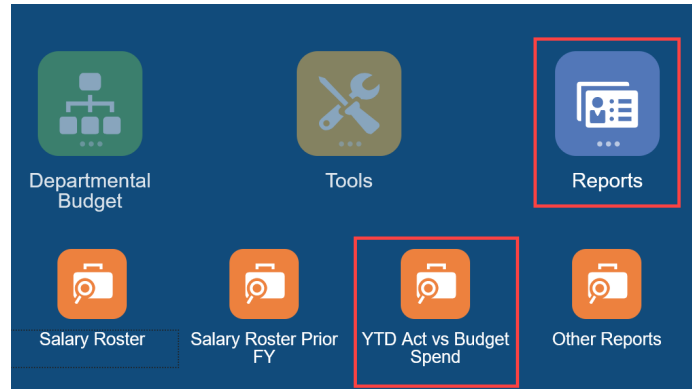


3. The report page populates. Select the desired format:
 - HTML – displays report on screen with options for other formatting
 - PDF – generates downloadable, printable PDF of report
 - Excel – generates Microsoft Excel file of report
4. The Department number displayed can be changed by clicking on the blue Department number. This will open the Select a Member box; select the Department as [outlined above](#).
5. Depending on the format chosen, the Operating Budget report will be displayed or opened and saved in Excel.

Year-to-Date Actuals vs Budget Spending Rates Report

This report displays the previous fiscal years (i.e. the fiscal year we are currently in) actual dollars spent to the budgeted amounts.

1. From the main page, select Reports.
2. Select the Salary Roster Prior FY icon.



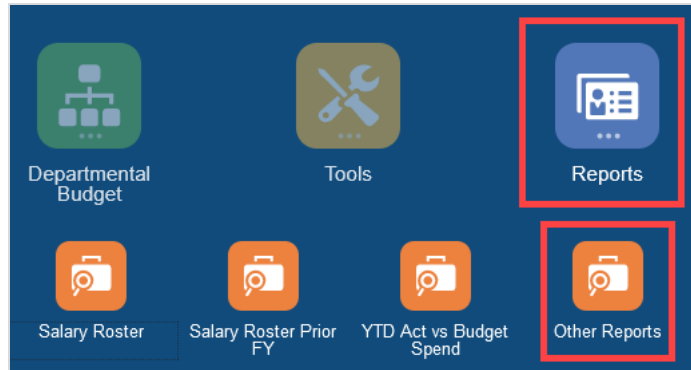
3. The report page populates. Select the desired format:
 - HTML – displays report on screen with options for other formatting
 - PDF – generates downloadable, printable PDF of report
 - Excel – generates Microsoft Excel file of report
4. The Department number displayed can be changed by clicking on the blue Department number. This will open the Select a Member box; select the Department as [outlined above](#).
5. Depending on the format chosen, the Operating Budget report will be displayed or opened and saved in Excel.

Other Reports

The reports found in the Other Reports section include department operating expense and revenue data by cost center. The first two reports compare the prior fiscal year expenses/revenue to the current year working budget. The third report shows expense groups and revenue funding for the selected department. You can view, print, and download a report in HTML, PDF, or XLS format.

From the main page, select Reports.

1. Select the Other Reports icon.



2. The report page populates.

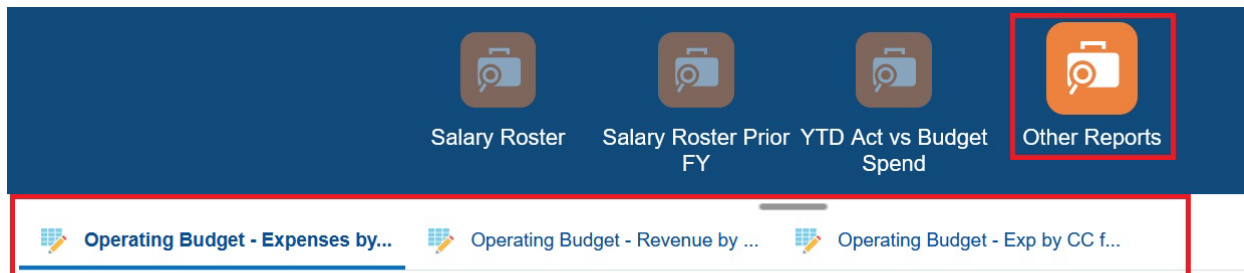
Select the desired format:

- HTML – displays report on screen with options for other formatting
- PDF – generates downloadable, printable PDF of report
- Excel – generates Microsoft Excel file of report

3. The Department number displayed can be changed by clicking on the blue Department number. This will open the Select a Member box; select the Department as outlined above.

4. Depending on the format chosen, the Operating Budget report will be displayed or opened and saved in Excel.

There are three reports in the Other Reports Section.



Operating Budget - Expenses by CC in Dept CY vs Prior FY - Dept Users

Operating Budget – Expenses by CC in Dept CY vs Prior FY – Dept Users

Compares current year operating budget expenses (e.g. FTE, Salary, and M&O totals) against the prior fiscal year by cost center.

Operating Budget – Revenue by CC in Dept CY vs Prior FY – Dept Users

Compares current year operating budget Revenue against the prior fiscal year by cost center.

Operating Budget - Exp by CC for Selected Dept with Funding

Displays expense groups by cost center for selected department with operating budget total and revenue funding groups.

Contacts and Resources

Budgets, Planning, and Analysis Resources

For budget questions or help with EPM, please contact the Budget Resource representative that has been assigned to your departmental Unit. The Budget Resource list, detailing the Budget Resource assigned to the different UTA Units, is posted on the Budgets, Planning and Analysis website (<https://www.uta.edu/administration/budgets-planning-and-analysis>).

Budgets, Planning and Analysis

Web page: <https://resources.uta.edu/budgets-planning-and-analysis/resources.php>

- View Budget Process [Calendar](#)
- View [Budget Resource](#) Information
- Access other budget planning process information and aids

Knowledge Services Training

Web page: <https://www.uta.edu/business-affairs/training/>

- Register for Classes
- Join Business Affairs Listserv
- View and/or Print Training Materials
- Training Guides
- Job Aid
- Quick Reference