

# APPENDIX **F**

## 2017-148 UW-MADISON BUDGET SUBMISSION CHECKLIST

### A. Phase 1

1. Verify all permanent AS/FA/LI and university staff changes in the Compensation Administration Tool (CAT), changing only the record rows for which you are the funding department/division.

**References:**

- Business Process Rules for the CAT and the Departmental Planning Spreadsheet (DPS) - CAT Technical Instructions 6.3:  
<http://www.mbo.wisc.edu/documents/6.3%20-%20Business%20Process%20Rules%20and%20Best%20Practices.pdf>
- Instructions for CAT Entry -CAT Technical Instructions 6.4:  
[http://www.mbo.wisc.edu/documents/6.4%20-%20Instructions%20for%20Compensation%20Administration%20Tool%20\(CAT\)%20Entry.pdf](http://www.mbo.wisc.edu/documents/6.4%20-%20Instructions%20for%20Compensation%20Administration%20Tool%20(CAT)%20Entry.pdf)

- a) **Correct all record errors.**

**Reference:**

- How to Run CAT Reports – Record Errors Report – CAT Technical Instructions 6.14(a): [http://www.mbo.wisc.edu/documents/6.14\\_\(a\)\\_-\\_How\\_to\\_Run\\_CAT\\_Reports\\_Record\\_Errors.pdf](http://www.mbo.wisc.edu/documents/6.14_(a)_-_How_to_Run_CAT_Reports_Record_Errors.pdf)

- b) **Correct the variances between the CAT and the Human Resources System (HRS).** (Users do not need to correct FTE or Planned Title to HRS Job Title variances.)

**Reference:**

- How to Run CAT Reports – HRS to CAT Compare Report – CAT Technical Instructions 6.14(b): [http://www.mbo.wisc.edu/documents/6.14\\_\(b\)\\_-\\_How\\_to\\_Run\\_CAT\\_Reports\\_HRS\\_to\\_CAT\\_Compare.pdf](http://www.mbo.wisc.edu/documents/6.14_(b)_-_How_to_Run_CAT_Reports_HRS_to_CAT_Compare.pdf)

- c) **Add appropriate records from the Missing from CAT Report.** (Individuals with multiple active jobs in HRS will continue to have the non-budgeted jobs appear on this report. Please make a brief notation next to any records remaining on the report with the reason for exclusion from CAT and provide a copy of that to your MBO analyst at checkout. )

**Reference:**

- How to Run CAT Reports – Missing from CAT Report – CAT Technical Instructions 6.14(c): [http://www.mbo.wisc.edu/documents/6.14\\_\(c\)\\_-\\_How\\_to\\_Run\\_CAT\\_Reports\\_Missing\\_from\\_CAT.pdf](http://www.mbo.wisc.edu/documents/6.14_(c)_-_How_to_Run_CAT_Reports_Missing_from_CAT.pdf)

2. Enter all needed vacant positions, graduate assistant entries, LTE, student help and other lump sum values in the Additional Adjustments Page (AAP) within the CAT. **Note:** *Graduate Assistants are not budgeted by individual and should be budgeted as a vacant entry in the AAP.*

**(Do not enter dollar amounts with decimal places in the AAP. Ensure all amounts round to the nearest dollar.)**

**References:** Instructions for Completing the Additional Adjustments Page -CAT Technical Instructions 6.5: <http://www.mbo.wisc.edu/documents/6.5%20->

3. **Verify that all vacancies and permanent staff positions are budgeted within the minimum and maximum of the salary range.**

**References:** How to Run CAT Reports – Under Min/ Over Max Report -CAT Technical Instructions 6.14(d): [http://www.mbo.wisc.edu/documents/6.14\\_\(d\)\\_How\\_to\\_Run\\_CAT\\_Reports\\_Under\\_Min\\_Over\\_Max\\_Report.pdf](http://www.mbo.wisc.edu/documents/6.14_(d)_How_to_Run_CAT_Reports_Under_Min_Over_Max_Report.pdf)

4. **Verify all placeholder adjustments in CAT have been approved by OHR as of budget lock. Remove adjustment that have not been approved as of budget lock and rebalance as needed. Any increases that are not approved by OHR as of MBO budget lock will be removed by MBO analyst, who will rebalance budget based on instructions from the unit.**

**Reference:** MBO Primary Analyst assigned to your unit will run the “CAT Compensation Placeholder” report from EPM CAT dataviews and provide an Excel output of changes to be reviewed by Central OHR Compensation & Titling Unit Representative. See <http://www.ohr.wisc.edu/udds/> to determine appropriate Comp & Titling Staff member.

5. **Check for Miscellaneous CAT Entry Errors.**

- a) Ensure all “Okay to Load to HRS” checkboxes from the compensation change section are unchecked (box automatically checks when a placeholder rate change amount is entered).
- b) Check that no dollars with decimal amounts were entered in the AAP.
- c) Check that all entries in the AAP vacant positions section contain FTE and that no entries in the AAP Budget Adjustment Section contain FTE.
- d) Check that records do not contain a budget FTE of 0. The planned FTE may equal zero to reflect those on leave.
- e) Ensure no hourly academic staff, LTEs, student help or graduate assistants have been entered into the budget by person.
- f) Ensure appropriate empl class has been entered to match the job code entered.

**Reference:** MBO Primary Analyst assigned to your unit will run the “Misc CAT Entry Errors” report from EPM CAT dataviews and provide an Excel output of changes to be made.

6. **Verify non-salary budget amounts**

- a. **Verify non-salary amounts and the associated UDDS for accuracy** since these amounts are brought forward automatically from the previous year.

**References:**

- Non-Salary Budget Data Entry using BDNS in the 3270 System – Chapter 7 MBO Budget Instructions: [http://www.mbo.wisc.edu/documents/Terminal-Entry-of-Non-Salary-Budgets\\_Revised.pdf](http://www.mbo.wisc.edu/documents/Terminal-Entry-of-Non-Salary-Budgets_Revised.pdf)

**Reports:**

- Web Budget Development Report - "Budget Summary (with FTE)" <https://apps.mbo.wisc.edu/cgi-bin/budget/BudgetSummary.pl>
- Web Budget Development Report - "Budget Summary (with LTE/Student)" <https://apps.mbo.wisc.edu/cgi-bin/budget/BudgetSummaryMCC.pl>

- b. **Advanced Opportunity Program (Fund 403):** Verify that Fund 403 is budgeted as Aids to Individuals (AI) on Activity 9 and that fringe benefits are not budgeted for this by the school/college.

**References:**

- Non-Salary Budget Data Entry using BDNS in the 3270 System – Chapter 7

MBO Budget Instructions: [http://www.mbo.wisc.edu/documents/Terminal-Entry-of-Non-Salary-Budgets\\_Revised.pdf](http://www.mbo.wisc.edu/documents/Terminal-Entry-of-Non-Salary-Budgets_Revised.pdf)

**Reports:**

- Mainframe program BSUM pages 3, 26 & 27
- Web Budget Development Report -" Budget Summary (with LTE/Student)"  
- Set "For Fund" option to 403  
<https://apps.mbo.wisc.edu/cgi-bin/budget/BudgetSummaryMCC.pl>

- c. **Gift, Federal and Segregated Funds:** Non-salary amounts do not need to be budgeted for gift, federal, and segregated funds.

**7. Provide Fund 136 revenue projections for GPO budgets (Does not apply to all divisions.) Complete Form 22 - Fund 136 Revenue Budgeted as Fund 101**

**References:**

- January 25, 2017 memo from Jennifer Klippel to selected budget officers  
<http://www.mbo.wisc.edu/documents/Memo%20Form%2022%20FY18.pdf>
- Form 22 - Fund 136 Revenue Budgeted as Fund 101 (Sent to selected budget officers.)

**8. Reconcile the Budget Submission with the Planning Allocations and document program changes**

**References:**

- Chapter 8 – Understanding the Allocated vs Budgeted Planning Allocation Report  
<http://www.mbo.wisc.edu/documents/Chap%208%20-%20Understanding%20the%20Allocated%20vs%20Budget%20Allocation%20Report.pdf>
- Chapter 9 – Balancing the Budget – 3270 BSUM and Planning Allocation Reports  
[http://www.mbo.wisc.edu/documents/Balancing\\_the\\_Budget\\_-\\_3270\\_BSUM\\_and\\_the\\_Planning\\_Allocation\\_Reports.pdf](http://www.mbo.wisc.edu/documents/Balancing_the_Budget_-_3270_BSUM_and_the_Planning_Allocation_Reports.pdf)
  - Reduce totals with deduction entries or negative positions. Use of negative dollar entries should be limited to a few special cases. NOTE: Use of negative positions does not allow the division to exceed position control levels. Eliminate vacant positions before entering negative positions.

**Reports:**

- Mainframe program BSUM page 26 & 27
- Web Budget Development Report – Planning Allocation System --"Allocated vs. Budgeted" <http://apps.mbo.wisc.edu/budgetreports.html> Click on Planning Allocation Report, Signon, click reports, click Allocated vs. Budget

**References:**

Instructions for Completing the Additional Adjustments Page -CAT Technical Instructions 6.5: [http://www.mbo.wisc.edu/documents/6.5%20-%20Instructions%20for%20Completing%20the%20Additional%20Adjustments%20Page%20\(CAT\).pdf](http://www.mbo.wisc.edu/documents/6.5%20-%20Instructions%20for%20Completing%20the%20Additional%20Adjustments%20Page%20(CAT).pdf)

**9. Prepare Form 20 - Reconciliation of Program Changes on all GPR Funds**

- Budget Instructions Chapter 5 "Reconciling the Planning Allocation and Budget Submission" <http://www.mbo.wisc.edu/documents/Chap5%20FY18.pdf>

**B. Phase 2**

**TO BE DETERMINED AT A LATER DATE**