

BPM Checklist

BPM Tabs	Checklist	✓
FUND TOTAL - CORE	On the Campus Group Totals table, the 'Difference' should equal \$0.	
	Each Fund in Fund Allocation by Campus Group, the 'Difference' should equal \$0.	
	Add any notes that would be helpful for someone reviewing the workbook	
COST CENTER DETAIL	No 'Replaced By' cost centers should be budgeted or have any expenses on them	
Total	Assure no negative Projected FY Ending Balances for non-core cost centers(if beginning balance is needed, contact the budget office)	
Revenue	Budget revenue for non-core cost centers receiving revenue. User Five Year Revenue Trend for projections. (exclude fund 5000/5010)	
Salaries	Budget lump sum salary amounts	
Operations	Budget operating costs	
PAYROLL	Review all salaries, FTEs, job codes, and funding for accuracy	
	Ensure all active employees are in your campus group	
	If a position will no longer be used, inactivate the position. Make sure no postings are tied to the position number.	
	If an employee will be leaving before the end of the year, vacate the position	
	All new positions that have approved ePURs, should be added to the workbook	
	Assure all salary adjustments are correct and add a line comment for the reasoning	
	Remove all non-research employees from the clearing cost centers	
	Clear out any errors in the error log	
TRANSFERS	Insert any Intra Campus Group transfers that are needed	
	Transfers between different campus groups need to be entered by the Budget Office	
BEGINNING BALANCE	Use of beginning balance should only be budgeted when expenses are one-time in nature and the amount is greater than \$250k	
	Beginning balances will be entered by the Budget Office when salaries are funded by fund balance. Budget Office will enter all beginning balances.	
SUPPLEMENTS	Add any new recurring supplements for the upcoming fiscal year	
	If a supplement should be removed, delete the supplement	
FILE ATTACHMENTS	Upload any backup documents in the attachments	