

## BPM Checklist

BPM Tabs	Checklist	✓
<b>FUND TOTAL - CORE</b>	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 notes for positions that were vacated/inactivated but are currently filled and any significant changes to the workbook.	
<b>COST CENTER DETAIL</b>	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, the budget office will update)	
Budget FY - Rev	Update revenue estimates for non-core cost centers (excluding fund 5000 and 5010)	
Budget FY - Sal	Update lump sum salary amounts	
Budget FY - Op	Update operating costs such as M&O and Travel	
<b>PAYROLL</b>	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	
	Vacant positions cannot be budgeted at \$0	
	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	
<b>TRANSFERS</b>	Insert any Intra Campus Group transfers that are needed	
	Transfers between different campus groups need to be entered by the Budget Office	
<b>BEGINNING BALANCE</b>	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.	
<b>SUPPLEMENTS</b>	Add any new recurring supplements for the upcoming fiscal year	
	If a supplement should be removed, delete the supplement	
<b>FILE ATTACHMENTS</b>	Upload any backup documents in the attachments	