



ORACLE EPM BUDGETING END USER TRAINING: OPERATING BUDGET SHELBY COUNTY





OPERATING BUDGET: WHAT'S NEW

- All operating budget updates and adjustments are made in the **Working** version.

	Actuals		Budget	Budget	Budget	Budget	Variance	Budget
	Final		Baseline	Working	Working	Working		Working
	FY2024	FY2025	FY2026	FY2026	FY2026	FY2026		FY2026
	Total	Total	Total	Recurring	One-Time	Total		Comments
A6462 - PUBLICATIONS & SUBSCRIPTIONS		330	1,000	1,000		1,000	0	
A6468 - TRAVEL NON-TRAINING RELATED	4,083.32		1,000	1,000		1,000	0	
A6469 - TRAINING & EDUCATION-LOCAL	690	1,200	1,637	1,637		1,637	0	
▼ A64XX - SERVICES & OTHER EXPENSES	4,773.32	2,440.4	19,672	19,672		19,672	0	
A6665 - OUTSIDE CONSULTANT SERVICES	5,496.43		6,000	6,000		6,000	0	
▼ A66XX - PROFESSIONAL & CONTRACTED SERVIC	5,496.43		6,000	6,000		6,000	0	
A6850 - COPY MACHINES-INSIDE	1,450.62	753.79	6,700	6,700		6,700	0	
A6854 - MAIL SERVICES-INSIDE			1,179	1,179		1,179	0	
A6874 - TELECOMMUNICATIONS-INSIDE	5,931.29	2,039.76	10,526	10,526		10,526	0	

- The **Baseline** serves as a static point of comparison, based on a snapshot of the FY25 Amended Budget.



OPERATING BUDGET: WHAT'S NEW

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- All amounts are to be entered as **POSITIVES** – no need to submit reductions as negative numbers. Just enter a lower amount!
- Targets exist to assist you in balancing to be sure all increases to your Working budget are countered with associated decreases.
- Each Section-Fund combination has three targets:
 - O&M Target (all O&M accounts except for those beginning with 68*)
 - Other Comp Target (made up of Other Comp 52* accounts other than Longevity, which is now automatically calculated)
 - Temp Target (To keep your amounts for Temp positions, budgeted at an aggregate level, balanced)
- **Any amounts greater than these targets should be submitted as Budget Requests**



BUDGET REQUESTS

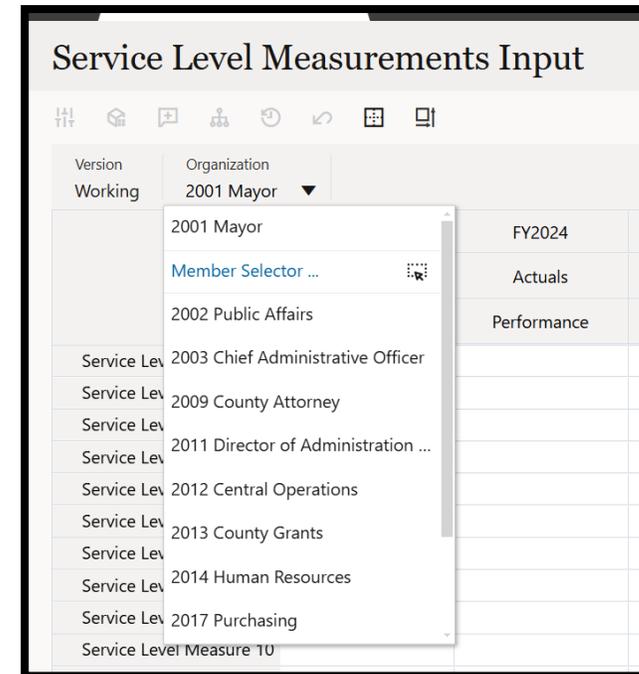
- Budget Requests are now embedded directly in EPM; **no more Excel templates**
- Follow the Oracle Guided Learning guides to submit a new budget request, including:
 - Associated text and drop-down information
 - Revenue and Expense O&M Lines
 - New positions
 - Salary increases to existing positions
 - Other Comp amounts
 - Temp position amounts
- **These route through an approvals process within EPM**



REPORT INPUTS

- Rather than manage Word and Excel documents offline for inclusion in the Budget Book, **all report inputs are now available directly in EPM**. This includes:
 - Service Level Measurements
 - Department Narratives and text Entry

- All Report inputs are to be made at the level of your 4-digit department. Please contact your budget analyst if you do not have the correct access.





WHAT SHOULD I DO IF I NEED HELP?

- Oracle Guided Learning (OGL) Guides
- Support: epmhelp@shelbycountyttn.gov

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THANK YOU