

UCOP Budget Development System

Training for FY17-18 Budget



Office of the President
Chief Operating Officer
UCOP Budget and Finance

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Agenda

Topics	Est. Duration
Module 1: Budget Development System Overview	
<i>Background, Purpose, and Process map</i>	~5 mins
Module 2: Budget Development System Tools	
<i>Part 1: Navigation</i>	~15 mins
<i>Part 2: Demo and Exercises</i>	
● <i>Payroll</i>	~60 mins
Break	~10 mins
● <i>Non-Payroll</i>	~25 mins
● <i>Summary (Read-Only) Tabs</i>	~10 mins
● <i>Budget Distributions and Additional System Features</i>	~15 mins
<i>Part 3: Reports</i>	~25 mins
<i>Part 4: Maintenance</i>	~5 mins
Module 3: Budget Development System Help	
<i>Technical Assistance & Additional Resources</i>	~5 mins
Module 4: Questions & Answers	~5 mins



Module 1: BDS Overview



Module 1: BDS Overview

Background & Purpose

- ❑ What is Budget Development System?
 - Budget Development System is also known as BDS
 - It was implemented in 2012 as a web-based collaborative budgeting interface to facilitate the UCOP annual budget planning and approval process

- ❑ Why do we use BDS?
 - Consistency
 - All budget data are entered on a common system with consistent format
 - The system automatically calculates and rolls up the inputted budget amounts from each financial accounting unit (FAU) to consolidated levels (such as departments, subdivision, division, and organization)
 - Transparency
 - Budget plans are reflected transparently by units, departments, subdivisions, and divisions who commit to how resources will be spent
 - Adjustments made on purposed budgets are clearly shown in the system for units to view
 - Accountability
 - BDS budget data and general ledger actual data are fed into BDS reports to help account managers monitor variances between budget versus expenses



Module 1: BDS Overview

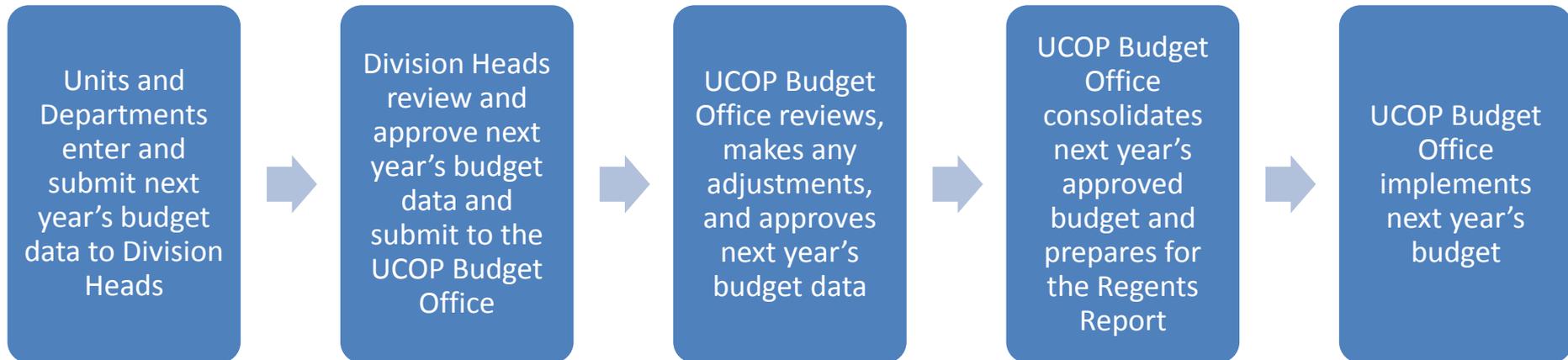
Background & Purpose (cont'd 1)

- ❑ When is BDS used/How often is BDS used?
 - It is most heavily used by units and departments during the UCOP annual budgeting process from roughly March to June each year
 - UCOP Budget Office updates selected material budget changes in BDS throughout the year
 - BDS reports are used all year round to help monitor variances between budget versus expenditures



Module 1: BDS Overview

Process Map



Module 2: BDS Tools



Module 2: BDS Tools

Learning Objectives

Part 1: BDS Navigation

- Log On and Log Off
- Workflow Hierarchy
- Workflow States
- Toolbar Functions

Part 2: BDS Demo & Exercises

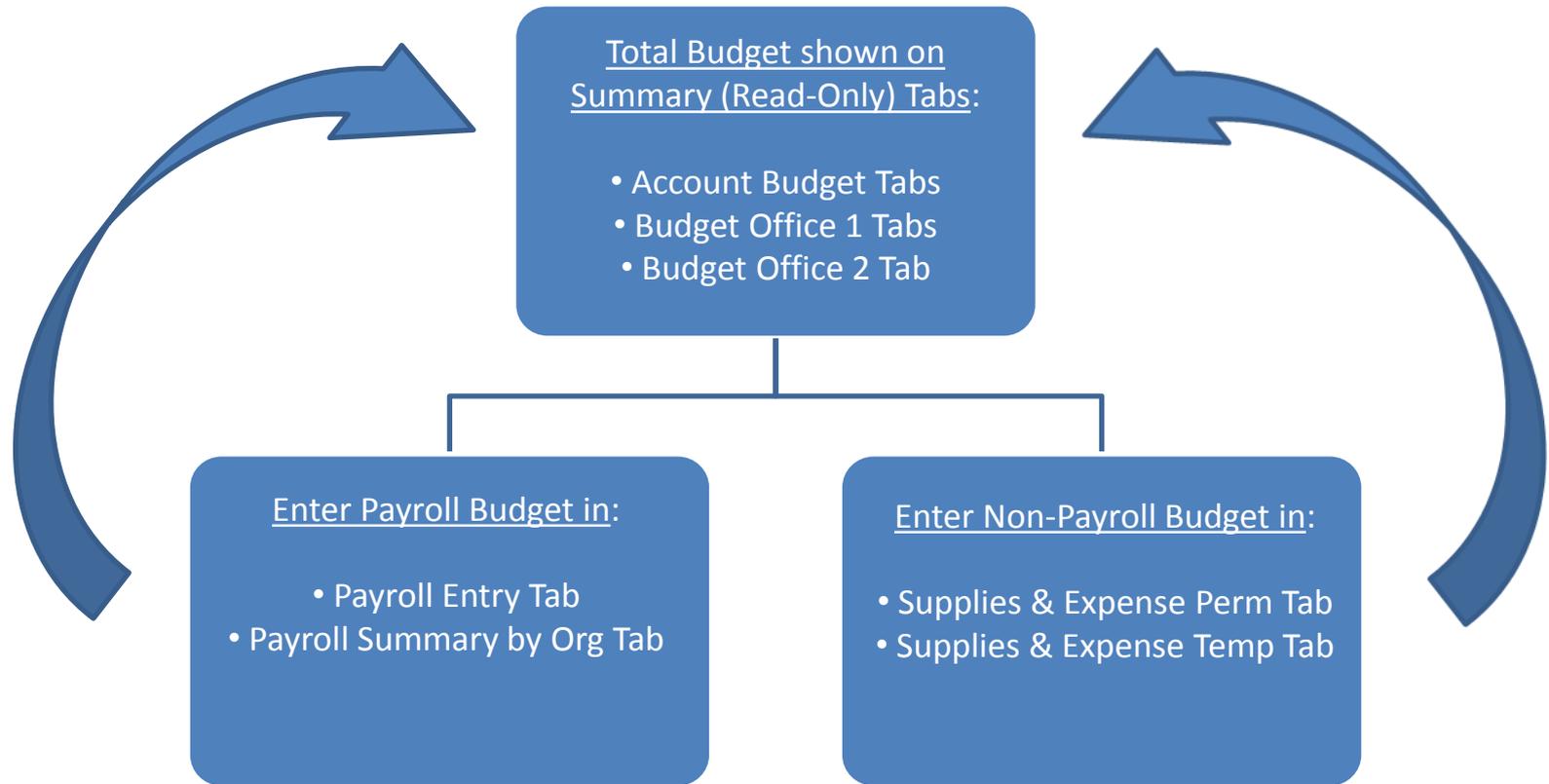
- Payroll
 - Payroll Entry Tabs
 - Payroll Summary Tabs
 - Payroll Report Divisional Tabs
- Non-Payroll
 - Supplies & Expense Permanent & Temporary Tabs
- Summary (Read-Only) Tabs
 - Account Budget Tabs
 - Budget Office 1 & Budget Office 2 Tabs
- Budget Distributions
 - By Project
 - By Quarter
- Additional System Features
 - Forecast & Forecast Report Tabs
 - Reset
 - Annotations/Comments
 - Ownership Management



Module 2: BDS Tools

Learning Objectives (cont'd 1)

❑ BDS Dataflow Process Map



Module 2: BDS Tools

Learning Objectives (cont'd 2)

Part 3: BDS Reports

- Budget Comparison Report
- Summary Report
- Variance Report
- UCOP Budget to Actual Summary Report
- Management Exception Report
- Object-Code List
- Report Export
- Adhoc Package

Part 4: BDS Maintenance

- Data Load & Refresh
- Organizational Changes
- New Account Setups
- New Fund Setups



Module 2: BDS Tools

Part 1: Navigation



Module 2: BDS Tools

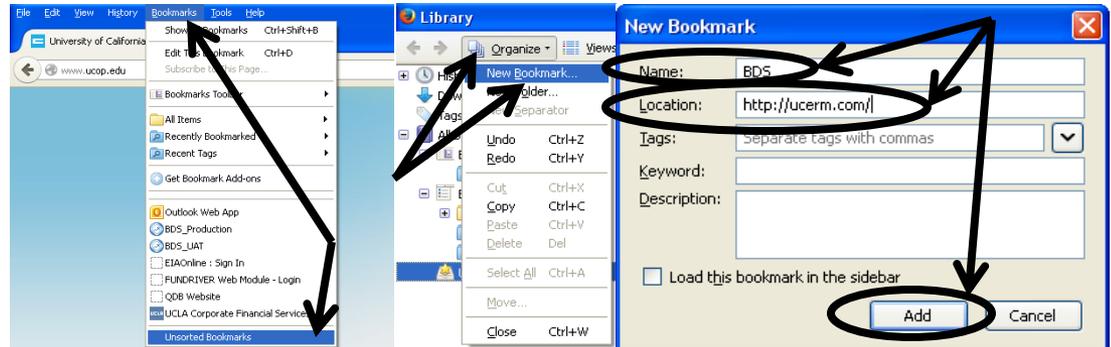
Part 1: Navigation

❑ Log on to BDS

- Open Mozilla Firefox (recommended)
 - BDS Production URL: ucerm.com
- Select “University of California-Office of the President,” “Remember my selection permanently” and “Next”
- Enter your UCOP User Name Login

❑ Bookmark BDS URL

- In Mozilla Firefox, go to “Bookmarks” → “Unsorted Bookmarks” → “Organize” → “New Bookmark” → Enter “Name” field and “Location” field → Click “Add”

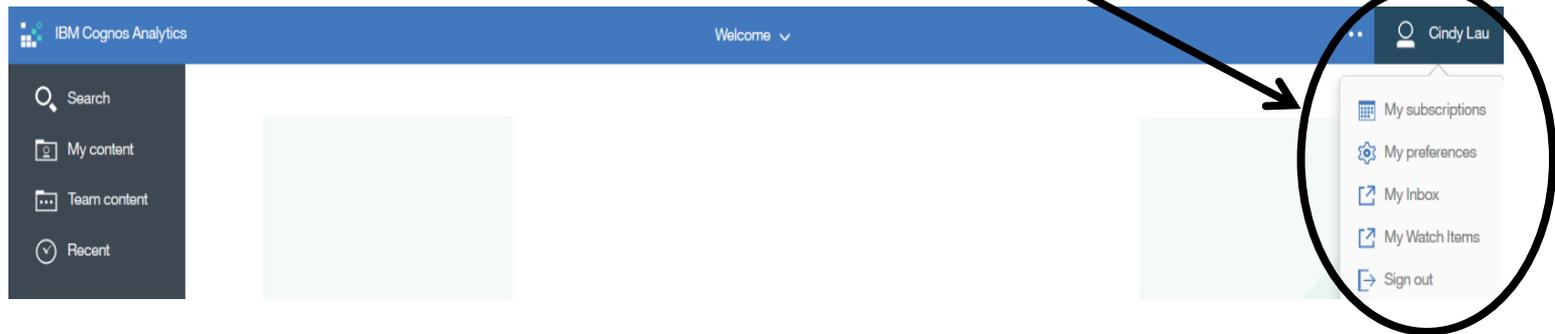


Module 2: BDS Tools

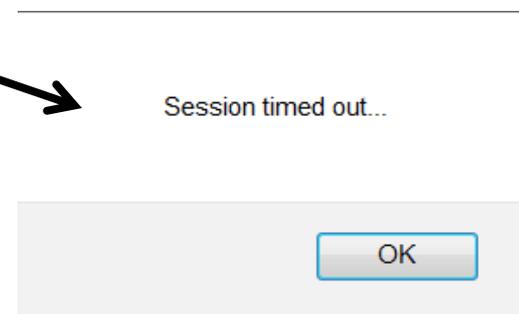
Part 1: Navigation (cont'd 1)

❑ Log off from BDS

- Always log off from BDS when you finish your BDS session
 - Click on your name, then click sign out on the upper right corner



- If your BDS session times out, click “ok” on the error message (which will close the browser) and then reload.



Module 2: BDS Tools

Part 1: Navigation (cont'd 2)

Workflow Hierarchy

- BDS workflow is built on parent-child hierarchy
 - Right click to open an account, department, subdivision, or division
 - Budget is **ONLY** entered at the **ACCOUNT LEVEL**

Workflow States

- BDS workflow states indicate data status at each level
 - Below are some common workflow states

Icons	States	Descriptions
	Available	This item still requires an owner to edit or submit.
	Reserved	Data has been committed for this node, but has not been submitted. The owner can edit or submit a node in this state.
	Locked	The data was submitted and the approval item was locked. Data in this state is read only. If an approval item is rejected, it's state returns to Reserved .
	Incomplete	At least one item belonging to this item is Available , and at least one other item is in a state of Reserved , Locked , or Ready . Data in this state was aggregated. The Incomplete state applies only to review approval items.
	Ready	All approval items belonging to the reviewer approval item are locked. The data is ready to be submitted to the next level in the hierarchy.

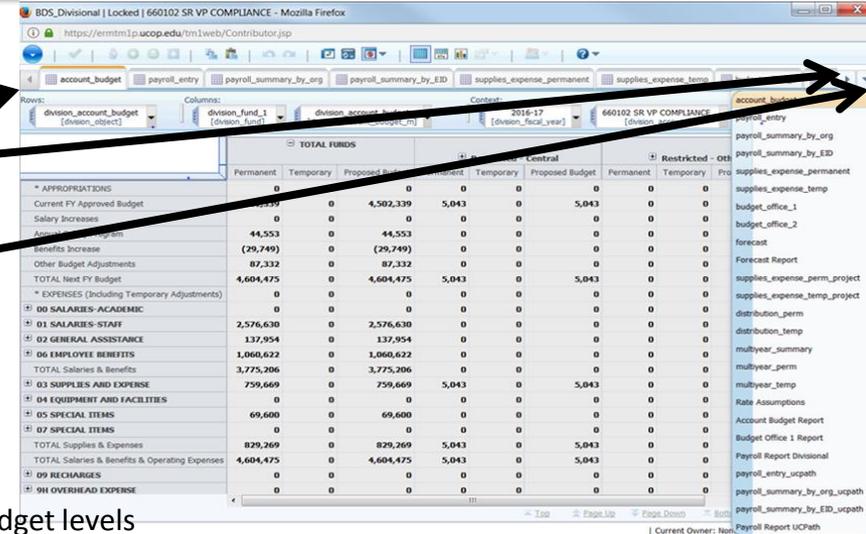


Module 2: BDS Tools

Part 1: Navigation (cont'd 3)

❑ Migrate from Tab to Tab

- Two ways:
 - Click left or right arrows to scroll left or to scroll right for tabs
 - Click dropdown box for a list of all the available tabs

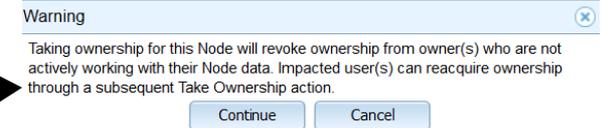


❑ Toolbar Functions

- Take ownership only to:
 - Enter, edit, commit, submit, or reject at account budget levels
 - Submit or reject at department, subdivision or division budget levels
 - Below are some common toolbar functions

Icons	Button Names	Descriptions
	Take Ownership	To edit data, you must first take ownership.
	Commit	Committing data saves it and makes it public but does not lock it from additional changes.
	Submit	Submitting data makes it public, locks the node from further changes, and promotes the contribution to the reviewer.
	Reject	As a reviewer, you can reject a submitted contribution.

- Only one person can have ownership of an account at any given time (BDS prompts a warning message when users take away another person's ownership)



Module 2: BDS Tools

Part 2: Demo & Exercises - Payroll

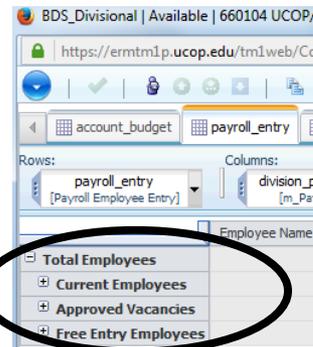


Module 2: BDS Tools

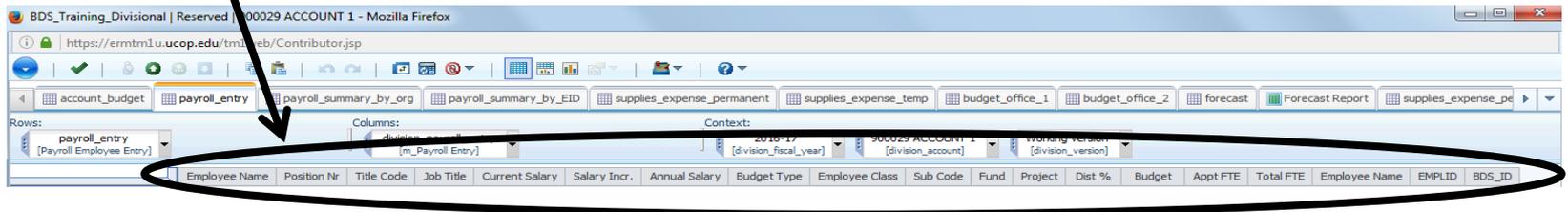
Part 2: Demo & Exercises - Payroll

☐ Payroll Entry Tab

- There are three different sections:
 - Current Employees
 - Approved Vacancies
 - Free Entry Employees



- All fields are identical in the three sections and **REQUIRED** (unless stated otherwise below):



- Employee Name
- Position Nr
 - Please note: Position Nr is assigned in the UC Path System
 - Position Nr is required **ONLY** in the “Current Employees” and “Approved Vacancies” sections
 - Position Nr is **NOT** required **BUT RECOMMENDED** in the “Free Entry Employees” section
 - Title Code and Job Title
- Current Salary, Salary Increase, and Annual Salary



Module 2: BDS Tools

Part 2: Demo & Exercises–Payroll (cont'd 1)

- Budget Type versus Employee Class versus Sub Code
 - **Budget Type** is permanent funding or temporary funding
 - **Employee Class** is the different types of employees, such as academic: faculty, academic: non-faculty, staff: career, staff: contract, and staff: limited, etc.
Please note: This is a field in BDS due to the UC Path implementation
 - **Sub Code** is sub 00 for academic personnel or sub 01 for all staff personnel (including career, contract, and all other temporary workers)
Please note: We no longer budget employees in sub 02
 - Academic employees (sub 00) can be paid on permanent funding or temporary funding
 - Career employees (sub 01) can be paid on permanent funding or temporary funding
 - Contract/temp employees (sub 01) can be paid on permanent funding or temporary funding
 - See matrix

Employee Class (Sub Code)	Budget Type	
	Permanent Funding	Temporary Funding
Academic Employee (Sub 00)	✓	✓
Staff Career Employee (Sub 01)	✓	✓
Staff Contract/Temp Employee (Sub 01)	✓	✓



Module 2: BDS Tools

Part 2: Demo & Exercises–Payroll (cont'd 2)

- Fund
 - Project – This is an **optional** field in all three sections
 - Appt FTE versus Dist % versus Total FTE
 - Budget
 - Budget column = Annual Salary column * Dist %
 - EMPLID
 - This is the UC Path Employee ID
 - EMPLID is **ONLY** required for “Current Employees” section; vacancies will **NOT** have EMPLID
 - Please note: This is a field in BDS due to the UC Path implementation
 - BDS ID
- How to enter employees in the “Current Employees” section?
- UC Path payroll data are pre-populated one-time in BDS Payroll Entry tab’s “Current Employees” section
 - Employees with “definite” pay end dates are pre-populated as temporary budget
 - To add a new entry, select Position Nr from dropdown picklist, and this will auto-populate 8 fields (Employee Name, Title Code, Job Title, Current Salary, Employee Class, Appt FTE, EMPLID, and BDS ID); the picklist will contain Position Nr within the subdivision
 - Budget Type, Sub Code, and Fund also have dropdown picklists
 - Enter Dist % for employee
 - Other fields like Annual Salary, Budget, and Total FTE are grayed out and auto-calculated
 - Position Nr picklist updated weekly (during the month of April 2017)
 - New hires or new employees to this account will be included in the dropdown picklist (within your subdivision)



Module 2: BDS Tools

Part 2: Demo & Exercises–Payroll (cont'd 3)

– How to enter vacancies in the “Approved Vacancies” section?

Similar to
“Current
Employees”
Section

- UC Path vacancy data are pre-populated one-time in BDS Payroll Entry tab’s “Approved Vacancies” section
 - Vacancies with “definite” pay end dates are pre-populated as temporary budget
 - To add a new entry, select Position Nr from dropdown picklist, and this will auto-populate 2 fields (Title Code and Job Title); the picklist will contain Position Nr within the department
 - Budget Type, Sub Code, and Fund also have dropdown picklists
 - Enter Dist % for position
 - Other fields like Annual Salary, Budget, and Total FTE are grayed out and auto-calculated
- Position Nr picklist is updated weekly (during the month of April 2017)
 - New vacancies to this account will be included in the dropdown picklist (within the specific department and **NOT** within your subdivision)

Different
from
“Current
Employees”
Section

- Type in employee vacancy
 - Common vacancy name format (to help you track the position):
“Replace [First Name] [Last Name]” (e.g., “Replace John Smith”)
- Enter budgeted salary in the Current Salary field
- Select Employee Class from dropdown picklist
- Enter Appt FTE
- Leave EMPLID blank because vacancies have **NO** EMPLID
- Select BDS ID from dropdown list
 - This is a temporary ID in BDS for tracking purposes
 - Use XXXXXXA01, XXXXXXA02, etc. (where XXXXXX is the account number)



Module 2: BDS Tools

Part 2: Demo & Exercises–Payroll (cont'd 4)

– How to enter employees or vacancies in the “Free Entry Employees” section?

Different from both “Current Employees” and “Approved Vacancies” Sections

- Position Nr is **NOT** required **BUT RECOMMENDED**; enter if available
- Select Job Title from dropdown picklist, and this will auto-populate Title Code
- Select BDS ID from dropdown list
 - This is a temporary ID in BDS for tracking purposes
 - Use XXXXXXV01, XXXXXXV02, etc. (where XXXXXX is the account number)

Employee Class (Sub Code)	BDS ID
Academic Employee (Sub 00)	XXXXXXV01, XXXXXXV02, etc.
Staff Career Employee (Sub 01)	XXXXXXV01, XXXXXXV02, etc.
Staff Contract/Temp Employee (Sub 01)	XXXXXXV01, XXXXXXV02, etc.

Similar to only “Approved Vacancies” Section

- Type in employee name or employee vacancy
 - Common vacancy name format (to help you track the position):
“Replace [First Name] [Last Name]” (e.g., “Replace John Smith”)
- Enter Current Salary
- Select Employee Class from dropdown picklist
- Enter Appt FTE
- Leave EMPLID blank



Module 2: BDS Tools

Part 2: Demo & Exercises–Payroll (cont'd 5)

Similar to
both
sections



- Budget Type, Sub Code, and Fund also have dropdown picklists
- Enter Dist % for position
- Other fields like Annual Salary, Budget, and Total FTE are grayed out and auto-calculated

– How to delete employees or vacancies in the “Current Employees,” “Approved Vacancies” and “Free Entry Employees” sections?

- Three ways:
 - **ONLY** zero out dist % field because this will zero out budget
 - Blank (or zero) out **ALL** the fields in the row
 - Highlight the entire row and press the “delete” key on your keyboard



Module 2: BDS Tools

Part 2: Demo & Exercises–Payroll (cont'd 6)

– Payroll Entry Tab Examples

- Example 1 – Full-time career employee David Scott on permanent funding with an equity increase effective July 1, 2017 for a salary of \$60,000 (use fund number 00001 and job title Project Policy Anl 2)
- Example 2 – Full-time contract employee Bonnie Dunbar on permanent funding with a salary of \$80,000 (use fund number 69085 and job title Project Policy Anl 4)
- Example 3 – Department recruiting a full-time career position to replace John Young on permanent funding with a salary of \$50,000 (use fund number 69085 and job title Admin Ast 3)
 - Hints: Remember to use “Replace John Young” in Employee Name field and XXXXXA01 (or XXXXXA02, etc.) in BDS ID field
- Example 4 – Full-time career employee Catherine Coleman on permanent funding with a salary of \$60,000 is retiring on June 30, 2017 and will create career vacancy starting July 1, 2017 (use 95% on fund number 69085, 5% on fund number 69763, and job title Project Policy Anl 2)
 - Hints: Remember to use “Replace Catherine Coleman” in Employee Name field and XXXXXV01 (or XXXXXV02, etc.) in BDS ID field



Module 2: BDS Tools

Part 2: Demo & Exercises–Payroll (cont'd 7)

– Payroll Entry Tab Examples (Answer)

- Example 1 – Full-time career employee David Scott on permanent funding with an equity increase effective July 1, 2017 for a salary of \$60,000 (use fund number 00001 and job title Project Policy Anl 2)

	Employee Name	Position Nr	Title Code	Job Title	Current Salary	Salary Incr.	Annual Salary	Budget Type	Employee Class	Sub Code	Fund	Project	Dist %	Budget	Appt FTE	Total FTE	Employee Name	EMPLID	BDS_ID
Total Employees					0	0	0						8.0000	520,000	5.00	5.0000			
Current Employees					0	0	0						6.0000	410,000	2.00	2.0000			
Current Employee 1	SCOTT, DAVID A	SCOTT,D-40100108	007397	PROJECT POLICY ANL 2	50,000	10,000	60,000	Permanent	Staff: Career	01 SALARIES-STAFF	00001 NEW FUND 1		1.0000	60,000	1.00	1.0000	SCOTT, DAVID A	10100108	000010108

- Example 2 – Full-time contract employee Bonnie Dunbar on permanent funding with a salary of \$80,000 (use fund number 69085 and job title Project Policy Anl 4)

- Step 1: Keep the entire pre-populated Bonnie Dunbar row in the Payroll Entry Tab’s “Current Employees” section

Reminder: Bonnie Dunbar pre-populated as temporary budget because she has a definite pay end date as a contract employee

- Step 2: Change Bonnie Dunbar’s temporary funding to permanent funding



Module 2: BDS Tools

Part 2: Demo & Exercises–Payroll (cont'd 8)

Employee Name	Position Nr	Title Code	Job Title	Current Salary	Salary Incr.	Annual Salary	Budget Type	Employee Class	Sub Code	Fund	Project	Diet %	Budget	Appt FTE	Total FTE	Employee Name	EMPLID	BDS_ID
Current Employee 7	ALLKIN,BUZZ A	ALLKIN,B-40100104	007999	80,000	0	80,000	Permanent	Staff: Career	01 SALARIES-STAFF	69763 LANG-LLC RESEARCH/ADMIN ALLOC		0.3000	8,000	1.00	1.0000	ALLKIN, BUZZ A	10100104	000010104
Current Employee 8	DUNBAR, BONNIE A	DUNBAR,B-40100105	007399	80,000	0	80,000	Permanent	Staff: Contract	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		1.0000	80,000	1.00	1.0000	DUNBAR, BONNIE A	10100105	000010105
Current Employee 9	BAKER, ELLEN A	BAKER,E-40100106	007373	50,000	0	50,000	Permanent	Staff: Career	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		1.0000	50,000	1.00	1.0000	BAKER, ELLEN A	10100106	000010106
Current Employee 10	BAKER, ELLEN A	BAKER,E-40100106	007373	50,000	0	50,000	Temporary	Staff: Career	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		-1.0000	(50,000)	1.00	1.0000	BAKER, ELLEN A	10100106	000010106

- Example 3 – Department recruiting a full-time career position to replace John Young on permanent funding with a salary of \$50,000 (use fund number 69085 and job title Admin Ast 3)
 - Step 1: Keep the entire pre-populated career vacancy row in the Payroll Entry Tab’s “Approved Vacancies” section
 - Step 2: Enter Employee Name as “Replace John Young”
 - Step 3: Enter \$50,000 for Current Salary
 - Step 4: Select “Staff: Career” for Employee Class
 - Step 5: Enter 1 for Appt FTE
 - Step 6: Select “XXXXXXA01” for BDS ID

	Employee Name	Position Nr	Title Code	Job Title	Current Salary	Salary Incr.	Annual Salary	Budget Type	Employee Class	Sub Code	Fund	Project	Diet %	Budget	Appt FTE	Total FTE	Employee Name	EMPLID	BDS_ID			
														9.0000	650,000	5.00	5.0000					
														7.0000	540,000	2.00	2.0000					
														1.0000	50,000	1.00	1.0000					
Approved Vacancy 1	Replace John Young	40100109	007373	ADMIN AST 3	50,000	0	50,000	Permanent	Staff: Career	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		1.0000	50,000	1.00	1.0000	Replace John Young		900001A01			



Module 2: BDS Tools

Part 2: Demo & Exercises–Payroll (cont'd 9)

- Example 4 – Full-time career employee Catherine Coleman on permanent funding with a salary of \$60,000 is retiring on June 30, 2017 and will create a career vacancy starting July 1, 2017 (use 95% on fund number 69085, 5% on fund number 69763, and job title Project Policy Anl 2)
 - Step 1: Delete the two pre-populated Catherine Coleman rows in the Payroll Entry Tab's "Current Employees" section because Catherine Coleman already retired by July 1, 2017 in FY17-18
 - Step 2: Enter the two vacancy rows shown below in the Payroll Entry Tab's "Free Entry Employees" section using XXXXXXV01 for BDS ID

BDS_Training_Divisional | Reserved | 900001 ACCOUNT 1 - Mozilla Firefox
 https://erm1u.ucop.edu/tm1web/Contributor.jsp

account_budget payroll_entry payroll_summary_by_org payroll_summary_by_EID supplies_expense_permanent supplies_expense_temp budget_office_1 budget_office_2 forecast Forecast Report supplies_expense_perm_project supplies_expense_temp_project distribution_perm distribution

Rows: Payroll Employee Entry [Payroll Employee Entry]
 Columns: division_payroll_entry [m_Payroll Entry]
 Context: 2017-18 [division_fiscal_year] 900001 ACCOUNT 1 [division_account] Working Version [division_version]

	Employee Name	Position Nr	Title Code	Job Title	Current Salary	Salary Incr.	Annual Salary	Budget Type	Employee Class	Sub Code	Fund	Project	Dist. %	Budget	Appt FTE	Total FTE	Employee Name	EMPLID	BDS_ID																	
Total Employees																																				
Current Employees																																				
Approved Vacancies																																				
Free Entry Employees																																				
Free Entry Employee 1	Replace Catherine Coleman		007397	PROJECT POLICY ANL 2	60,000	0	60,000	Permanent	Staff: Career	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		0.9500	57,000	1.00	1.0000	Replace Catherine Coleman	900001V01																		
Free Entry Employee 2	Replace Catherine Coleman		007397	PROJECT POLICY ANL 2	60,000	0	60,000	Permanent	Staff: Career	01 SALARIES-STAFF	69763 LANS-LIC RESEARCH/ADMIN ALLOC		0.0500	3,000	1.00	1.0000	Replace Catherine Coleman	900001V01																		



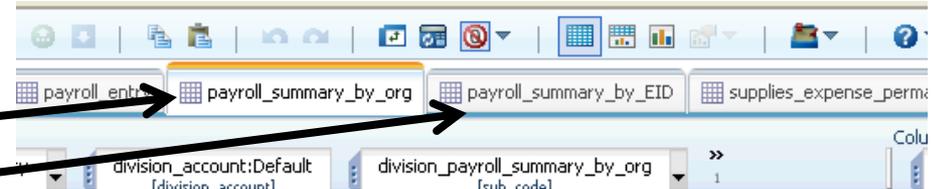
Module 2: BDS Tools

Part 2: Demo & Exercises–Payroll (cont'd 10)

☐ Payroll Summary Tabs

- There are two Payroll Summary tabs

- Payroll Summary by Org
- Payroll Summary by Employee ID



- How are the two Payroll Summary tabs different?

- Payroll Summary by Org
 - Listed by budget types (permanent or temporary) and sub codes (sub 00, sub 01, or sub 02)
 - On higher hierarchy levels (not account budget level), will be able to see by Org (div, subdivision, and departments)
- Payroll Summary by Emp ID
 - Listed by employee ID
 - Intended for reconciling payroll budgets by employee

For example, if an employee is split funded by permanent/temporary funding, both entries will be sorted and listed together by the employee name (from Payroll Entry tab's "Current Employees" section) or by employee ID (from Payroll Entry tab's "Approved Vacancies" and "Free Entry Employees" sections)



Module 2: BDS Tools

Part 2: Demo & Exercises–Payroll (cont'd 11)

- How are the two Payroll Summary tabs similar?
 - All the data entered in the Payroll Entry tab flow into both Payroll Summary by Org and Payroll Summary by Emp ID
 - Total Funds column expands to fund groups (restricted-central, restricted-other, and unrestricted) and to individual fund numbers
 - Annual Salary Program
 - **Restricted-Other funding:** Auto-calculated 3% salary increases for all employee classes: Academic personnel sub 00, staff career personnel sub 01, and staff contract/temp personnel sub 01, etc. on permanent funding
 - **Restricted-Central funding (funds: 68614, 69590, 69593, 69700, 69705, 69740, and 69763) and Unrestricted funding:** BDS allocation in Fall 2017 based on actuals for all employee classes: Academic personnel sub 00, staff career personnel sub 01, and staff contract/temp personnel sub 01, etc. on permanent funding
 - Lump Sum Salary can be entered in these two tabs
 - Lump Sum Salary (such as turnover savings, stipends, etc.), is recorded in sub 02
 - 39.2% benefits auto-calculated on all employee salary budgets (including academic personnel sub 00, staff career personnel sub 01, staff contract/temp personnel sub 01, all Annual Salary Program increases, and sub 02 Lump Sum Salary amounts)
 - Even though the Lump Sum Salary field is available in both Payroll Summary tabs, you only need to enter amounts in ONE of the tabs because the data will flow to the other tab
 - Although both tabs work, we recommend entering Lump Sum Salary in the Payroll Summary by Org tab



Module 2: BDS Tools

Part 2: Demo & Exercises–Payroll (cont'd 12)

– Payroll Summary Tab Example

- Example 5 – \$3,000 stipend budget on permanent funding (use fund number 69085)
 - Hint: Remember to use Lump Sum Salary

– Payroll Summary Tab Example (Answer)

- Example 5 – \$3,000 stipend budget on permanent funding (use fund number 69085)
 - Step 1: Enter \$3,000 in the Payroll Summary by Org tab's permanent funding section and “Lump Sum Salary” row under unrestricted fund 69085

				DATA		TOTAL FUNDS		Restricted - Central		Restricted - Other		Unrestricted		69085 SYSTEMWIDE ASSESSMENT FUND	
				Annual Salary	Salary Sum	FTE	Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE	Budget
Permanent	900001 ACCOUNT 1	01 SALARIES-STAFF	BAKER, ELLEN A	50,000	50000.00	1.0000	50,000	0.0000	0	0.0000	0	1.0000	50,000	1.0000	50,000
			DUNBAR, BONNIE A	80,000	80000.00	1.0000	80,000	0.0000	0	0.0000	0	1.0000	80,000	1.0000	80,000
			ALDRIN, BUZZ A	80,000	80000.00	1.0000	80,000	0.4000	32,000	0.0000	0	0.6000	48,000	0.6000	48,000
			DUKE, CHARLES A	60,000	60000.00	1.0000	60,000	0.0000	0	0.0000	0	1.0000	60,000	1.0000	60,000
			GODWIN, LINDA A	80,000	80000.00	1.0000	80,000	0.0000	0	0.0000	0	1.0000	80,000	1.0000	80,000
			ARMSTRONG, NEIL A	130,000	130000.00	1.0000	130,000	0.0000	0	0.0000	0	1.0000	130,000	1.0000	130,000
			90000 IAO 1	50,000	50000.00	1.0000	50,000	0.0000	0	0.0000	0	1.0000	50,000	1.0000	50,000
			90000 IVO 1	60,000	60000.00	1.0000	60,000	0.4500	3,000	0.0000	0	0.9500	57,000	0.9500	57,000
			All Employees	0	0.00	9.0000	650,000	0.4500	35,000	1.0000	60,000	7.5500	555,000	7.5500	555,000
			Annual Salary Program	0	0.00	0.0000	1,800	0.0000	0	0.0000	1,800	0.0000	0	0.0000	0
			Total Salaries	0	0.00	9.0000	651,800	0.4500	35,000	1.0000	61,800	7.5500	555,000	7.5500	555,000
			Benefits	0	0.00	0.0000	255,506	0.0000	13,720	0.0000	24,226	0.0000	217,560	0.0000	217,560
			Total Employee Costs	0	0.00	0.0000	907,306	0.0000	48,720	0.0000	86,026	0.0000	772,560	0.0000	772,560
			Lump Sum Salary	0	0.00	0.0000	3,000	0.0000	0	0.0000	0	0.0000	3,000	0.0000	3,000
			Total Salaries	0	0.00	0.0000	3,000	0.0000	0	0.0000	0	0.0000	3,000	0.0000	3,000
			Benefits	0	0.00	0.0000	1,176	0.0000	0	0.0000	0	0.0000	1,176	0.0000	1,176
			Additional Benefits	0	0.00	0.0000	0	0.0000	0	0.0000	0	0.0000	0	0.0000	0
			Total Employee Costs	0	0.00	0.0000	4,176	0.0000	0	0.0000	0	0.0000	4,176	0.0000	4,176
			SCOTT, DAVID A	60,000	0.00	1.0000	60,000	0.0000	0	1.0000	60,000	0.0000	0	0.0000	0
			BAKER, ELLEN A	50,000	0.00	1.0000	50,000	0.0000	0	0.0000	0	1.0000	50,000	1.0000	50,000
DUNBAR, BONNIE A	80,000	0.00	1.0000	80,000	0.0000	0	0.0000	0	1.0000	80,000	1.0000	80,000			
ALDRIN, BUZZ A	80,000	0.00	1.0000	80,000	0.4000	32,000	0.0000	0	0.6000	48,000	0.6000	48,000			



Module 2: BDS Tools

Part 2: Demo & Exercises–Payroll (cont'd 13)

☐ Payroll Report Divisional Tab

– The Payroll Report Divisional Tab contains two reports

- Payroll Report Divisional – Summary
- Payroll Report Divisional – Detail

Position	Department	Account	Fund	Sub Code	Fund Group	Budget Type	Employee	Budget	FTE	Amount
	9201 DEPT	900001 ACCOUNT 1	00001 NEW FUND 1	02 GENERAL ASSISTANCE	Restricted - Other	Permanent	Lump Sum Salary	0	-	
	9201 DEPT	900001 ACCOUNT 1	00001 NEW FUND 1	02 GENERAL ASSISTANCE	Restricted - Other	Temporary	Lump Sum Salary	0	-	
	9201 DEPT	900001 ACCOUNT 1	00001 NEW FUND 1	02 GENERAL ASSISTANCE	Restricted - Other	Permanent	Benefits	0	-	

| Current Owner: IBMLDAP/Cindy Lau | Current Ownership Node: 900001 ACCOUNT 1

– How are the two Payroll Report Divisional different?

- Payroll Report Divisional – Summary
 - This has all the same information as the Payroll Summary by Org tab with a more user friendly format
- Payroll Report Divisional – Detail
 - This has all the same information as the Payroll Summary by Org tab plus these additional fields:
Employee Class, Position Nr, Current Salary, Salary Increase, Job Title, Job Code, Project, Appt FTE, Total FTE, EMPLID, and Employee Entry

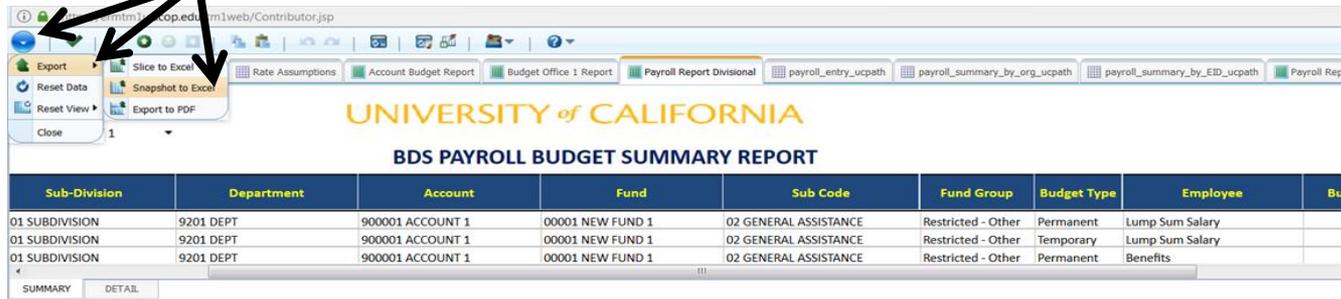


Module 2: BDS Tools

Part 2: Demo & Exercises–Payroll (cont'd 14)

- How are the two Payroll Reports Divisional similar?
 - Both have dropdown boxes to view different fiscal years
 - Both are available at all hierarchy levels (accounts, departments, subdivisions, divisions, and org)
 - **Both can export to Excel**
 - Exports come with all division, subdivision, department, account fields as shown in the BDS system
 - When you export, both summary and detail reports are available at once, so you only need to export once.
 - There are hidden columns on the exports that can be unhidden in Excel
 - If there are technical difficulties with exporting, please make sure:
 1. that your **pop-up blocker is turned off**
 2. that you added the BDS URL (<http://ucerm.com>) to your browser's trusted sites
 3. that you **ONLY use the "Snapshot to Excel"** option when exporting to Excel; please do not use "Slice to Excel"

Blue circle on upper left corner → "Export" → "Snapshot to Excel"



Sub-Division	Department	Account	Fund	Sub Code	Fund Group	Budget Type	Employee	Bud
01 SUBDIVISION	9201 DEPT	900001 ACCOUNT 1	00001 NEW FUND 1	02 GENERAL ASSISTANCE	Restricted - Other	Permanent	Lump Sum Salary	
01 SUBDIVISION	9201 DEPT	900001 ACCOUNT 1	00001 NEW FUND 1	02 GENERAL ASSISTANCE	Restricted - Other	Temporary	Lump Sum Salary	
01 SUBDIVISION	9201 DEPT	900001 ACCOUNT 1	00001 NEW FUND 1	02 GENERAL ASSISTANCE	Restricted - Other	Permanent	Benefits	

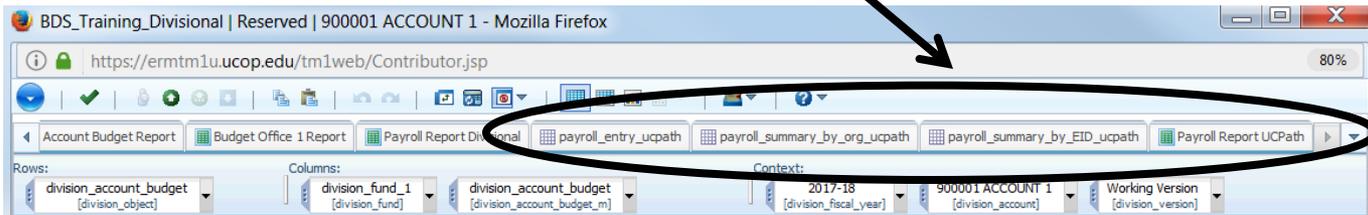


Module 2: BDS Tools

Part 2: Demo & Exercises–Payroll (cont'd 15)

❑ UCPATH Payroll Tabs

- Replicated 4 BDS payroll tabs and named them:
 - Payroll Entry UCPATH tab
 - Payroll Summary by Org UCPATH tab
 - Payroll Summary by Employee ID UCPATH tab
 - Payroll Report UCPATH tab



- UCPATH payroll data will be loaded monthly (e.g., Mar 2017) using these tabs
- This is intended to be the interim solution to allow units to view UCPATH payroll data
 - List of current employees (FTE, salary, and fund distribution)
 - List of vacant positions (budgeted FTE and fund distribution)
- These payroll data do not flow to the annual BDS budget
- All functionalities are identical to the regular payroll tabs
 - Units can utilize the tabs to reconcile/create up-to date staff/salary data
 - Units can export the data to Excel using the Payroll Report UCPATH tab



Break



Module 2: BDS Tools

Part 2: Demo & Exercises–Non-Payroll



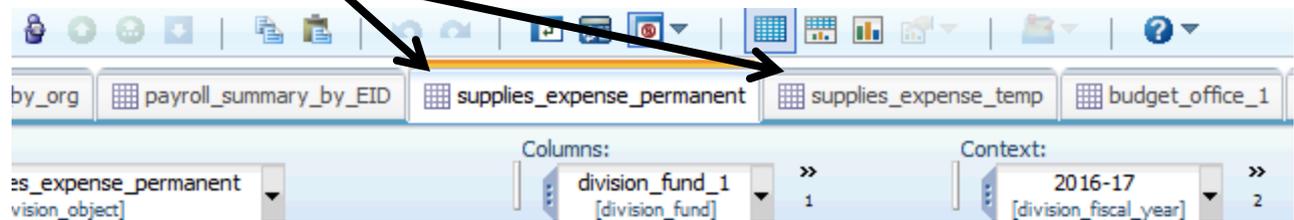
Module 2: BDS Tools

Part 2: Demo & Exercises–Non-Payroll

❑ Supplies & Expense Permanent & Temporary Tabs

- There are two Supplies & Expense tabs

- Supplies & Expense Permanent tab
- Supplies & Expense Temporary tab



- How are the two Supplies & Expense tabs different?

- Supplies & Expense Permanent tab
 - For non-payroll expenses on **permanent funding** only
- Supplies & Expense Temporary tab
 - For non-payroll expenses on **temporary funding** only

This includes:

1. any one-time funding
2. estimated “next FY” portion of multi-year project funding

This **NO** longer includes:

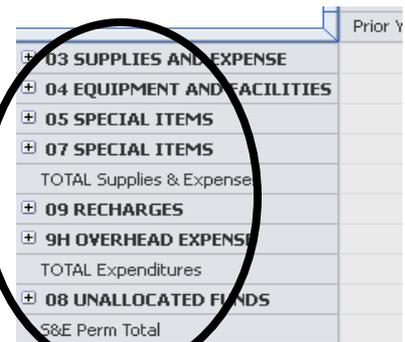
1. estimated restricted-other fund balance of the current year (AKA: carryforwards) that will be used in the next FY; instead, actual CF will be collected around July/August 2017 and uploaded onto BDS’s Budget Office 1 tab temporary adjustment column.



Module 2: BDS Tools

Part 2: Demo & Exercises–Non-Payroll (cont'd 1)

- How are the two Supplies & Expense tabs similar?
 - Both tabs have the same four main columns:
 - “Next Year Budget”– this column is where you enter next year’s S&E budget (FY17-18)
 - 3 reference columns to help you plan your budget for next year:
 1. “Current Year” – this column shows the budget for this current year (FY16-17)
 2. “Current Year Actual Q1+Q2” – this column shows the actual expenditures for quarter 1 and quarter 2 of this year (FY16-17)
 3. “Prior Year Expenditures” – this column shows the actual expenditures for the entire year of last year (FY15-16)
 - Both Supplies and Expense tabs are for non-payroll expenditures
 - **Non-payroll expense subs are: 03, 04, 05, 07, 08, 09, and overhead 9H**
(Payroll expenses subs are: 00, 01, 02, and benefits 06)
 - **IMPORTANT NOTES:**
 1. **sub 08 is for pass-through ONLY**, so please **DO NOT** park unused budget here if it is not a pass-through
 2. **when using sub 09 for recharge operations**, please remember to account for all non-payroll expenses and all personnel expenses (such as sub 00, sub 01, sub 02, and benefits sub 06)



A screenshot of a budget spreadsheet. A black circle highlights a section of the spreadsheet containing the following rows: 03 SUPPLIES AND EXPENSE, 04 EQUIPMENT AND FACILITIES, 05 SPECIAL ITEMS, 07 SPECIAL ITEMS, TOTAL Supplies & Expense, 09 RECHARGES, 9H OVERHEAD EXPENSE, TOTAL Expenditures, 08 UNALLOCATED FUNDS, and S&E Perm Total. An arrow points from the text 'Non-payroll expense subs are: 03, 04, 05, 07, 08, 09, and overhead 9H' to this circled area.

	Prior Y
+ 03 SUPPLIES AND EXPENSE	
+ 04 EQUIPMENT AND FACILITIES	
+ 05 SPECIAL ITEMS	
+ 07 SPECIAL ITEMS	
TOTAL Supplies & Expense	
+ 09 RECHARGES	
+ 9H OVERHEAD EXPENSE	
TOTAL Expenditures	
+ 08 UNALLOCATED FUNDS	
S&E Perm Total	



Module 2: BDS Tools

Part 2: Demo & Exercises–Non-Payroll (cont'd 2)

- For both tabs, budget is entered at the expense category level by fund (where Total Funds column expands to fund groups and to individual fund numbers)
 - For more detailed budgeting (such as allocation of budget by project), object codes are also available
- General Auto Employment Liability (GAEL) is calculated based on total salary budget (including academic personnel sub 00, staff career personnel sub 01, staff contract/temp personnel sub 01, and Lump Sum Salary amounts sub 02, etc.) and auto-populated in sub 03 Insurance expense category
 - GAEL rate is budgeted at .64% in BDS for FY17-18

03 Insurance	2,390	2,708	1,590	3,451
03-3380 INSURANCE	0	0	0	0
03-3385 INSURANCE/GENERAL AND AUTO	1,195	1,354	795	1,725
03-3390 INSURANCE/EMPLOYMENT PRACTICES	1,195	1,354	795	1,725
03-3395 MEDICAL MALPRACTICE INSURANCE	0	0	0	0
03-7256 INSURANCE	0	0	0	0

– Non-Payroll Examples

- Example 6 – \$1,000 consultant budget on permanent funding (use fund number 69085)
- Example 7 – Full-time career employee Ellen Baker currently on permanent funding with fund 69085 but will be on a 1 year project in FY17-18 with 1X temporary funding on fund 00001 (use \$50,000 salary and job title Admin Ast 3). The department will use the available \$50,000 plus benefits and GAEL on fund 69085 for supplies and expenses – temp labor budget
 - Hints: Benefits rate at 39.2%, GAEL rate at .64%, and this is a temporary change in budget type



Module 2: BDS Tools

Part 2: Demo & Exercises–Non-Payroll (cont'd 3)

– Non-Payroll Examples (Answer)

- Example 6 – \$1,000 consultant budget on permanent funding (use fund number 69085)

	Unrestricted		07427 UNIVERSITY OPPORTUNITY FUND		19900 GENERAL FUNDS		69085 SYSTEMWIDE ASSESSMENT FUND			
	Current Year Actual Q1+Q2	Next Year Budget Perm	Current Year Perm	Next Year Budget Perm	Current Year Perm	Next Year Budget Perm	Prior Year Expenditures	Current Year Perm	Current Year Actual Q1+Q2	Next Year Budget Perm
03 SUPPLIES AND EXPENSE	165,589	2,920	0	0	0	0	308,518	303,408	165,589	2,920
03 Meetings/Travel + Related Exp	116,783	0	0	0	0	0	215,072	260,850	116,783	0
03 Other Office/ Misc	1,102	0	0	0	0	0	836	10,000	1,102	0
03 Computer/ Office Eqp + Svc Maint.	316	0	0	0	0	0	685	350	316	0
03 Utilities + Facilities/Space Leases	2,045	0	0	0	0	0	10,989	9,000	2,045	0
03 Consultants + Prof. Services	37,878	1,000	0	0	0	0	23,950	7,500	37,878	1,000
03 External Svcs: Computer + Other	809	0	0	0	0	0	8,483	8,384	809	0

- Example 7 – Full-time career employee Ellen Baker currently on permanent funding with fund 69085 but will be on a 1 year project in FY17-18 with 1X temporary funding on fund 00001 (use \$50,000 salary and job title Admin Ast 3). The department will use the available \$50,000 plus benefits and GAEL on fund 69085 for supplies and expenses – temp labor budget
 - Step 1: Keep the entire pre-populated Ellen Baker row in the Payroll Entry Tab’s “Current Employees” section



Module 2: BDS Tools

Part 2: Demo & Exercises–Non-Payroll (cont'd 4)

- Step 2: Enter another Ellen Baker row in the Payroll Entry Tab's "Current Employees" section with temporary funding and -1.0000 dist % for fund 69085 (see highlighted row below)

BDS_Training_Divisional | Reserved | 900001 ACCOUNT 1 - Mozilla Firefox

https://ermtm1u.ucop.edu/tm1web/Contributor.jsp

account_budget payroll_entry payroll_summary_by_org payroll_summary_by_EID supplies_expense_permanent supplies_expense_temp budget_office_1 budget_office_2 forecast Forecast Report supplies_expense_perm_project supplies_expense_temp_project distribution_perm distribution

Rows: Payroll Employee Entry [Payroll Employee Entry]

Columns: division_payroll_entry [m_Payroll Entry]

Contexts: 2017-18 [division_fiscal_year] 900001 ACCOUNT 1 [division_account] Working Version [division_version]

	Employee Name	Position Nr	Title Code	Job Title	Current Salary	Salary Incr.	Annual Salary	Budget Type	Employee Class	Sub Code	Fund	Project	Dist %	Budget	Appt FTE	Total FTE	Employee Name	EMPLID	BDS_ID
Total Employees					0	0	0							8.0000	600,000	5.00	4.0000		
Current Employees					0	0	0							6.0000	490,000	2.00	1.0000		
Current Employee 1	ARMSTRONG, NEIL A	ARMSTRONG,N-40100101	000556	EXEC ADVISOR MGR 2	130,000	0	130,000	Permanent	Staff: Career	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		1.0000	130,000	1.00	1.0000	ARMSTRONG, NEIL A	10100101	000010101
Current Employee 2	GODWIN, LINDA A	GODWIN,L-40100102	007399	PROJECT POLICY ANL 4	80,000	0	80,000	Permanent	Staff: Career	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		1.0000	80,000	1.00	1.0000	GODWIN, LINDA A	10100102	000010102
Current Employee 3	DUKE, CHARLES A	DUKE,C-40100103	007397	PROJECT POLICY ANL 2	60,000	0	60,000	Permanent	Staff: Limited	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		1.0000	60,000	1.00	1.0000	DUKE, CHARLES A	10100103	000010103
Current Employee 4	ALDRIN, BUZZ A	ALDRIN,B-40100104	007399	PROJECT POLICY ANL 4	80,000	0	80,000	Permanent	Staff: Career	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		0.6000	48,000	1.00	1.0000	ALDRIN, BUZZ A	10100104	000010104
Current Employee 5	ALDRIN, BUZZ A	ALDRIN,B-40100104	007399	PROJECT POLICY ANL 4	80,000	0	80,000	Permanent	Staff: Career	01 SALARIES-STAFF	69700 UCRS FUNDS APPROPRIATED		0.2500	20,000	1.00	1.0000	ALDRIN, BUZZ A	10100104	000010104
Current Employee 6	ALDRIN, BUZZ A	ALDRIN,B-40100104	007399	PROJECT POLICY ANL 4	80,000	0	80,000	Permanent	Staff: Career	01 SALARIES-STAFF	69740 EMPLOYEE BENEFIT ADM FD		0.0500	4,000	1.00	1.0000	ALDRIN, BUZZ A	10100104	000010104
Current Employee 7	ALDRIN, BUZZ A	ALDRIN,B-40100104	007399	PROJECT POLICY ANL 4	80,000	0	80,000	Permanent	Staff: Career	01 SALARIES-STAFF	69763 LANS-LLC RESEARCH/ADMIN ALLOC		0.1000	8,000	1.00	1.0000	ALDRIN, BUZZ A	10100104	000010104
Current Employee 8	DUNBAR, BONNIE A	DUNBAR,B-40100105	007399	PROJECT POLICY ANL 4	80,000	0	80,000	Permanent	Staff: Contract	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		1.0000	80,000	1.00	1.0000	DUNBAR, BONNIE A	10100105	000010105
Current Employee 9	BAKER, ELLEN A	BAKER,E-40100106	007373	ADMIN AST 3	50,000	0	50,000	Permanent	Staff: Career	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		1.0000	50,000	1.00	0.0000	BAKER, ELLEN A	10100106	000010106
Current Employee 10	BAKER, ELLEN A	BAKER,E-40100106	007373	ADMIN AST 3	50,000	0	50,000	Temporary	Staff: Career	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		-1.0000	(50,000)	1.00	0.0000	BAKER, ELLEN A	10100106	000010106

- Step 3: Enter one more Ellen Baker row in the Payroll Entry Tab's "Current Employees" section with temporary funding and 1.0000 dist % for fund 00001 (see highlighted row below)

BDS_Training_Divisional | Reserved | 900001 ACCOUNT 1 - Mozilla Firefox

https://ermtm1u.ucop.edu/tm1web/Contributor.jsp

account_budget payroll_entry payroll_summary_by_org payroll_summary_by_EID supplies_expense_permanent supplies_expense_temp budget_office_1 budget_office_2 forecast Forecast Report supplies_expense_perm_project supplies_expense_temp_project distribution_perm distribution

Rows: Payroll Employee Entry [Payroll Employee Entry]

Columns: division_payroll_entry [m_Payroll Entry]

Contexts: 2017-18 [division_fiscal_year] 900001 ACCOUNT 1 [division_account] Working Version [division_version]

	Employee Name	Position Nr	Title Code	Job Title	Current Salary	Salary Incr.	Annual Salary	Budget Type	Employee Class	Sub Code	Fund	Project	Dist %	Budget	Appt FTE	Total FTE	Employee Name	EMPLID	BDS_ID
Total Employees					0	0	0							9.0000	650,000	5.00	6.0000		
Current Employees					0	0	0							7.0000	540,000	2.00	3.0000		
Current Employee 1	ARMSTRONG, NEIL A	ARMSTRONG,N-40100101	000556	EXEC ADVISOR MGR 2	130,000	0	130,000	Permanent	Staff: Career	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		1.0000	130,000	1.00	1.0000	ARMSTRONG, NEIL A	10100101	000010101
Current Employee 2	GODWIN, LINDA A	GODWIN,L-40100102	007399	PROJECT POLICY ANL 4	80,000	0	80,000	Permanent	Staff: Career	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		1.0000	80,000	1.00	1.0000	GODWIN, LINDA A	10100102	000010102
Current Employee 3	DUKE, CHARLES A	DUKE,C-40100103	007397	PROJECT POLICY ANL 2	60,000	0	60,000	Permanent	Staff: Limited	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		1.0000	60,000	1.00	1.0000	DUKE, CHARLES A	10100103	000010103
Current Employee 4	ALDRIN, BUZZ A	ALDRIN,B-40100104	007399	PROJECT POLICY ANL 4	80,000	0	80,000	Permanent	Staff: Career	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		0.6000	48,000	1.00	1.0000	ALDRIN, BUZZ A	10100104	000010104
Current Employee 5	ALDRIN, BUZZ A	ALDRIN,B-40100104	007399	PROJECT POLICY ANL 4	80,000	0	80,000	Permanent	Staff: Career	01 SALARIES-STAFF	69700 UCRS FUNDS APPROPRIATED		0.2500	20,000	1.00	1.0000	ALDRIN, BUZZ A	10100104	000010104
Current Employee 6	ALDRIN, BUZZ A	ALDRIN,B-40100104	007399	PROJECT POLICY ANL 4	80,000	0	80,000	Permanent	Staff: Career	01 SALARIES-STAFF	69740 EMPLOYEE BENEFIT ADM FD		0.0500	4,000	1.00	1.0000	ALDRIN, BUZZ A	10100104	000010104
Current Employee 7	ALDRIN, BUZZ A	ALDRIN,B-40100104	007399	PROJECT POLICY ANL 4	80,000	0	80,000	Permanent	Staff: Career	01 SALARIES-STAFF	69763 LANS-LLC RESEARCH/ADMIN ALLOC		0.1000	8,000	1.00	1.0000	ALDRIN, BUZZ A	10100104	000010104
Current Employee 8	DUNBAR, BONNIE A	DUNBAR,B-40100105	007399	PROJECT POLICY ANL 4	80,000	0	80,000	Permanent	Staff: Contract	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		1.0000	80,000	1.00	1.0000	DUNBAR, BONNIE A	10100105	000010105
Current Employee 9	BAKER, ELLEN A	BAKER,E-40100106	007373	ADMIN AST 3	50,000	0	50,000	Permanent	Staff: Career	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		1.0000	50,000	1.00	0.0000	BAKER, ELLEN A	10100106	000010106
Current Employee 10	BAKER, ELLEN A	BAKER,E-40100106	007373	ADMIN AST 3	50,000	0	50,000	Temporary	Staff: Career	01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND		-1.0000	(50,000)	1.00	1.0000	BAKER, ELLEN A	10100106	000010106
Current Employee 11	BAKER, ELLEN A	BAKER,E-40100106	007373	ADMIN AST 3	50,000	0	50,000	Temporary	Staff: Career	01 SALARIES-STAFF	00001 NEW FUND 1		1.0000	50,000	1.00	1.0000	BAKER, ELLEN A	10100106	000010106



Module 2: BDS Tools

Part 2: Demo & Exercises–Non-Payroll (cont'd 5)

- Step 4: Enter unused temporary budget of \$69,920 for fund 69085 and temp labor expense category

Calculation of \$69,920:

\$50,000 salary * 39.2% benefits rate = \$19,600 benefits

\$50,000 salary * 0.64% GAEL rate = \$320 GAEL

\$50,000 salary + \$19,600 benefits + \$320 GAEL = **\$69,920 total**

	Unrestricted			07427 UNIVERSITY OPPORTUNITY FUND		19900 GENERAL FUNDS		69085 SYSTEMWIDE ASSESSMENT FUND			
	Current Year Temp	Current Year Actual Q1+Q2	Next Year Budget Temp	Current Year Temp	Next Year Budget Temp	Current Year Temp	Next Year Budget Temp	Prior Year Expenditures	Current Year Temp	Current Year Actual Q1+Q2	Next Year Budget Temp
03 SUPPLIES AND EXPENSE	0	165,589	70,432	0	0	0	0	308,518	0	165,589	70,432
03 Meetings/Travel + Related Exp	0	116,783	0	0	0	0	0	215,072	0	116,783	0
03 Other Office/Misc	0	1,102	0	0	0	0	0	836	0	1,102	0
03 Computer/Office Eqp + Svc Maint.	0	316	0	0	0	0	0	685	0	316	0
03 Utilities + Facilities/Space Leases	0	2,045	0	0	0	0	0	10,989	0	2,045	0
03 Consultants + Prof. Services	0	37,878	0	0	0	0	0	23,950	0	37,878	0
03 External Svcs: Computer + Other	0	809	0	0	0	0	0	8,483	0	809	0
03 Insurance	0	2,294	512	0	0	0	0	4,057	0	2,294	512
03 Legal Costs	0	0	0	0	0	0	0	0	0	0	0
03 Royalties	0	0	0	0	0	0	0	0	0	0	0
03 Temp Labor	0	4,362	69,920	0	0	0	0	44,448	0	4,362	69,920
03 Library	0	0	0	0	0	0	0	0	0	0	0
03 Subawards/Pass Throughs	0	0	0	0	0	0	0	0	0	0	0
04 EQUIPMENT AND FACILITIES	0	0	0	0	0	0	0	0	0	0	0
05 SPECIAL ITEMS	0	0	0	0	0	0	0	0	0	0	0
07 SPECIAL ITEMS	0	0	0	0	0	0	0	0	0	0	0
TOTAL Supplies & Expenses	0	165,589	70,432	0	0	0	0	308,518	0	165,589	70,432
09 RECHARGES	0	0	0	0	0	0	0	0	0	0	0
9H OVERHEAD EXPENSE	0	0	0	0	0	0	0	0	0	0	0
TOTAL Expenditures	0	165,589	70,432	0	0	0	0	308,518	0	165,589	70,432
08 UNALLOCATED FUNDS	0	0	0	0	0	0	0	0	0	0	0
S&E Temp Total	0	165,589	70,432	0	0	0	0	308,518	0	165,589	70,432



Module 2: BDS Tools

Part 2: Demo & Exercises–Summary (Read-Only) Tabs



Module 2: BDS Tools

Part 2: Demo & Exercises–Summary (Read-Only)

Tabs

☐ Account Budget Tabs

- There are two Account Budget Tabs

- Account Budget Tab
- Account Budget Report Tab

– Account Budget Tab

- All payroll budget and supplies & expense budget entries flow here
 - No data entry is required
- This tab is for you to review your proposed budget
- This tab also shows the budget change between total current fiscal year (FY16-17) and next fiscal year (FY17-18) by the following four categories:
 - Salary Increases row– does not include increases from the Annual Salary Program; this number is from the Payroll Entry tab
 - Annual Salary Program – 3% auto-calculated for restricted-other funding and allocation based on actuals in Fall 2017 for restricted-central and unrestricted funding
This number is from the Payroll Summary by Org tab
 - Benefits Increase – this number = benefits rate change * total next FY salary
 - Other Budget Adjustments – all other adjustments other than Salary Increases, Annual Salary Program, and Benefits Increase
- Once you have reviewed everything and all numbers look good, press the “submit” button on the toolbar for next hierarchy level’s review and approval

The screenshot shows a software interface for budget management. At the top, there are tabs for 'account_budget', 'payroll_entry', and 'payroll_summary_by_c'. Below the tabs, there are dropdown menus for 'division_account_budget' and 'division_fund_1'. The main area displays a budget table with columns for 'APPROPRIATIONS', 'Current FY Approved Budget', 'Salary Increases', 'Annual Salary Program', 'Benefits Increase', 'Other Budget Adjustments', and 'TOTAL Next FY Budget'. The table lists various budget categories such as '00 SALARIES-ACADEMIC', '01 SALARIES-STAFF', '02 GENERAL ASSISTANCE', '06 EMPLOYEE BENEFITS', '03 SUPPLIES AND EXPENSE', '04 EQUIPMENT AND FACILITIES', '05 SPECIAL ITEMS', '07 SPECIAL ITEMS', '09 RECHARGES', '09H OVERHEAD EXPENSE', and '08 UNALLOCATED FUNDS'. The 'TOTAL Next FY Budget' row shows a value of 718. The 'GRAND TOTAL' row also shows a value of 718. A red circle highlights the 'TOTAL Next FY Budget' row, and a red oval highlights the 'GRAND TOTAL' row.

APPROPRIATIONS	Current FY Approved Budget	Salary Increases	Annual Salary Program	Benefits Increase	Other Budget Adjustments	TOTAL Next FY Budget
* APPROPRIATIONS						
Current FY Approved Budget						
Salary Increases						
Annual Salary Program						
Benefits Increase						
Other Budget Adjustments						718
TOTAL Next FY Budget						718
EXPENSES (Including Temporary Adjustments)						
00 SALARIES-ACADEMIC						130
00 Salaries						130
00-0000 SALARIES-ACADEMIC-UNDESIGNATED BALANCES						130
00-0001 SALARIES-ACADEMIC-BUDGET THRU 6/30/81						
01 SALARIES-STAFF						380
02 GENERAL ASSISTANCE						
06 EMPLOYEE BENEFITS						205
TOTAL Salaries & Benefits						715
03 SUPPLIES AND EXPENSE						2
04 EQUIPMENT AND FACILITIES						
05 SPECIAL ITEMS						
07 SPECIAL ITEMS						
TOTAL Supplies & Expenses						2
TOTAL Salaries, Benefits & Operating Expenses						718
09 RECHARGES						
09H OVERHEAD EXPENSE						
TOTAL Expenditures						718
08 UNALLOCATED FUNDS						
GRAND TOTAL						718



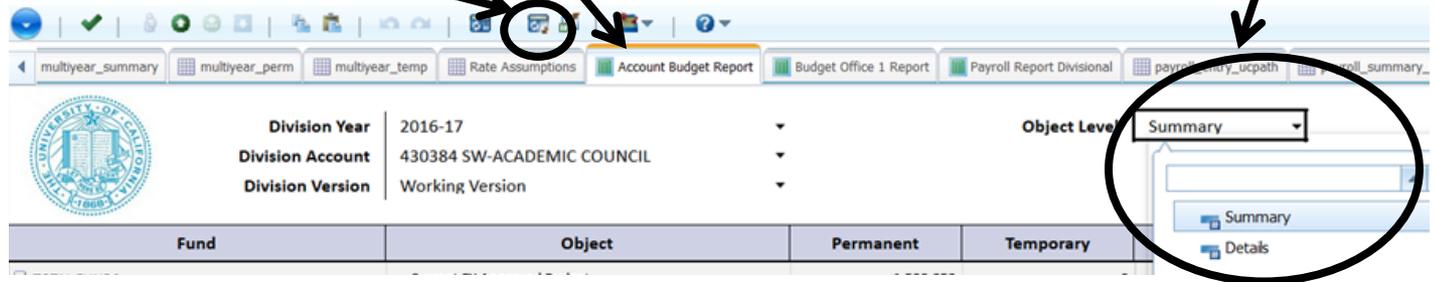
Module 2: BDS Tools

Part 2: Demo & Exercises–Summary (Read-Only)

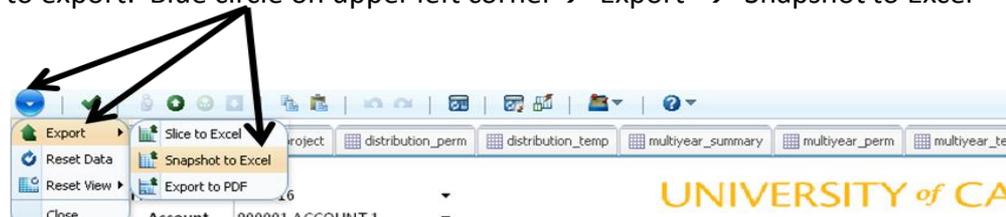
Tabs (cont'd 1)

– Account Budget Report Tab

- This tab has the same information as the Account Budget Tab with a more user friendly format
- This tab is able to be viewed in 2 ways:
 - Summary
 - Detail (automatically expands to expense category level)
 - To switch between summary form and detail form, select “Summary” or “Detail” from dropdown box, then click on the “Rebuild Active Forms” button on the toolbar to **refresh** the data.



- This tab can export to Excel
 - Exports can be done on the summary format and on the detail format
 - Same way to export: Blue circle on upper left corner → “Export” → “Snapshot to Excel”



Module 2: BDS Tools

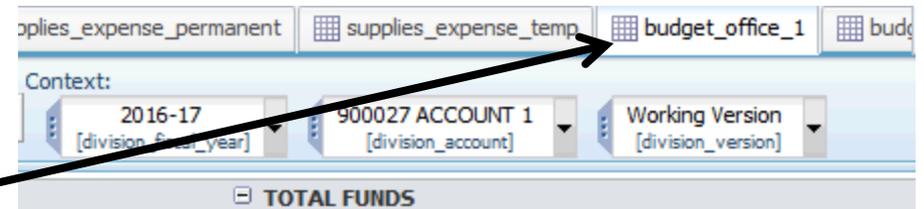
Part 2: Demo & Exercises–Summary (Read-Only)

Tabs (cont'd 2)

□ Budget Office 1 Tabs

- There are two Budget Office 1 Tabs

- Budget Office 1 Tab
- Budget Office 1 Report Tab



- Budget Office 1 Tab

- All payroll budget and supplies & expense budget entries flow here
 - No data entry is required
- Budget Office 1 tabs are different than the Account Budget tabs because the Budget Office 1 tabs include permanent and temporary adjustments made by the UCOP Budget Office
 - Account Budget tabs only have proposed budget and do not include any UCOP Budget Office adjustments
 - This tab is for you to review all of the permanent and temporary adjustments made to your proposed budget by the UCOP Budget Office

- Budget Office 1 Report Tab

- This tab has the same information as the Budget Office 1 Tab with a more user friendly format

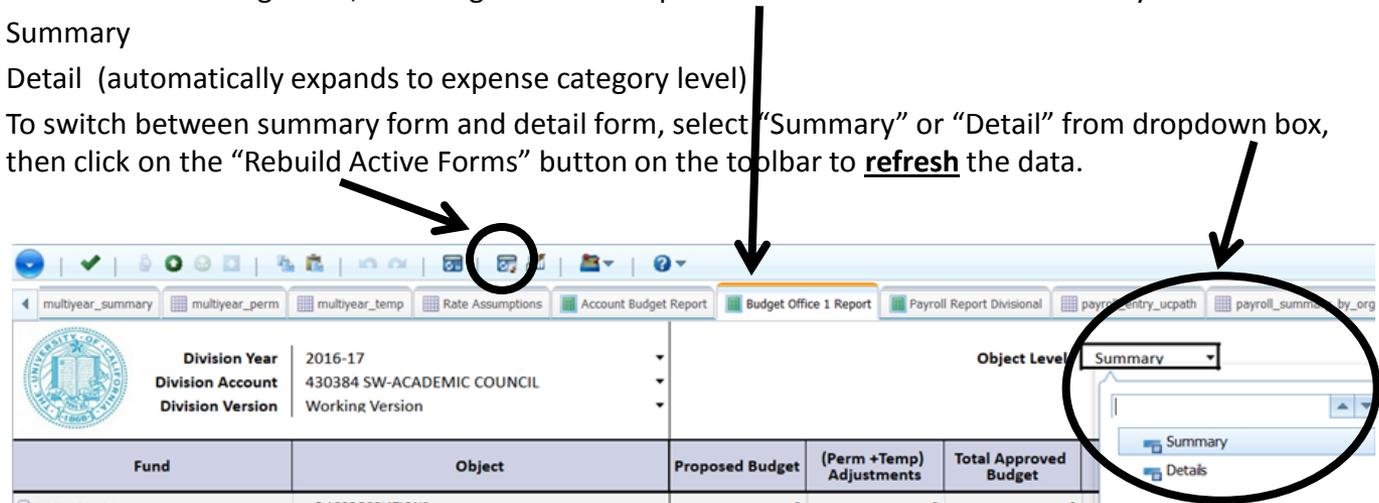


Module 2: BDS Tools

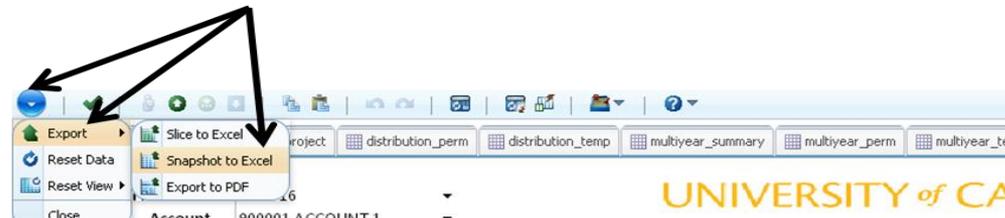
Part 2: Demo & Exercises–Summary (Read-Only)

Tabs (cont'd 3)

- Similar to the Account Budget Tab, the Budget Office 1 Report Tab is able to be viewed in 2 ways:
 - Summary
 - Detail (automatically expands to expense category level)
 - To switch between summary form and detail form, select “Summary” or “Detail” from dropdown box, then click on the “Rebuild Active Forms” button on the toolbar to **refresh** the data.



- This tab can export to Excel
 - Exports can be done on the summary format and on the detail format
 - Same way to export: Blue circle on upper left corner → “Export” → “Snapshot to Excel”



Module 2: BDS Tools

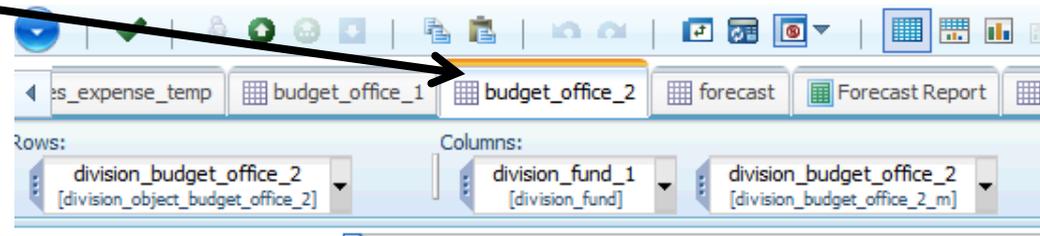
Part 2: Demo & Exercises–Summary (Read-Only)

Tabs (cont'd 4)

❑ Budget Office 2 Tab

- All payroll budget and supplies & expense budget entries flow here

- No data entry is required



- This tab only shows permanent budget and FTE

- There is no temporary budget on this tab
- There is only FTE on sub 00 and sub 01 (not sub 02)

- This tab is for you to:

- Compare permanent budget changes between current fiscal year (FY16-17) and next fiscal year (FY17-18) by all sub codes
 - The Difference column is automatically calculated for you
- Compare FTE changes between current fiscal year (FY16-17) and next fiscal year (FY17-18) only on sub 00 and sub 01
 - The FTE Difference column is automatically calculated for you

- There is no Budget Office 2 Report Tab



Module 2: BDS Tools

Part 2: Demo & Exercises– Budget Distributions & Additional System Features



Module 2: BDS Tools

Part 2: Demo & Exercises–Budget Distributions & Additional System Features

❑ Additional Ways to Distribute Permanent & Temporary Budgets

– There are two additional ways to distribute budgets

- By Project
- By Quarter

– Budget Distribution by Project

- Use Payroll Entry tab Project column for employee specific salary budgets
- Use Supplies & Expense Perm Proj tab and Supplies & Expense Temp Proj tab for Lump Sum Salary, Annual Salary Program, and benefits
- Use Supplies & Expense Perm Proj tab and Supplies & Expense Temp Proj tab for supplies and expense budgets

The screenshot shows the BDS system interface with the 'payroll_entry' tab selected. The table below displays budget distribution data for various employee categories.

	Employee Name	Position Nr	Title Code	Job Title	Current Salary	Salary Incr.	Annual Salary	Budget Type	Employee Class	Sub Code	Fund	Project	Dist %	Budget	Appt FTE	Total FTE	Employee Name	EMPLID	Employee ID
Total Employees					0	0	0						9.0000	650,000	3.00	0.0000			
Current Employees					0	0	0						8.0000	590,000	0.00	0.0000			
Approved Vacancies					0	0	0						0.0000	0	2.00	0.0000			
Free Entry Employees					0	0	0						1.0000	60,000	0.00	0.0000			

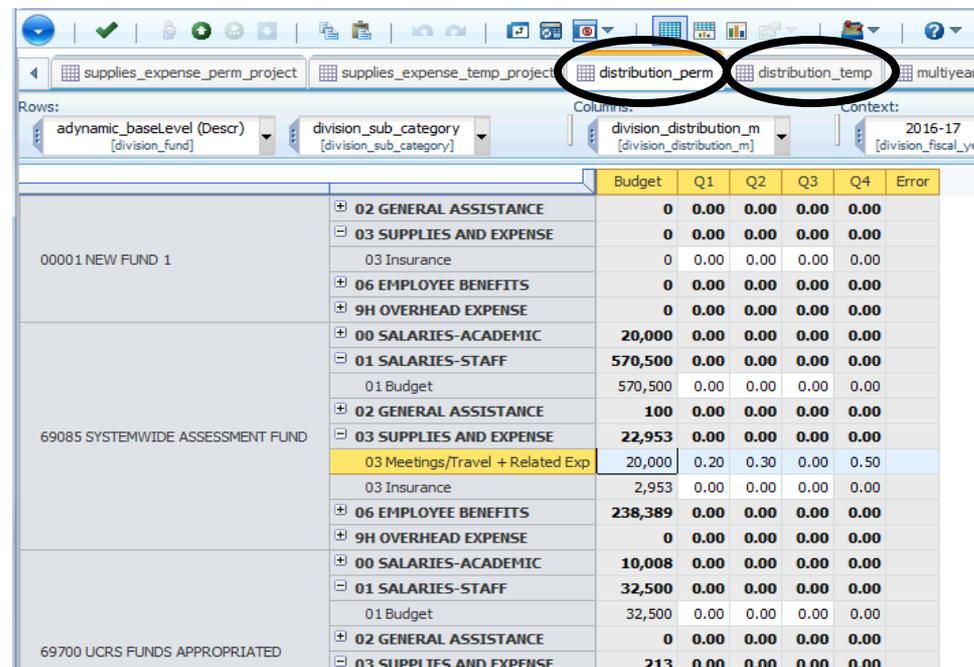


Module 2: BDS Tools

Part 2: Demo & Exercises–Budget Distributions & Additional System Features (cont'd 1)

– Budget Distribution by Quarter

- Use Distribution Permanent tab and Distribution Temporary tab
 - The default setting distributes the annual budget by 25% quarterly (no action is needed); HOWEVER, you can enter the desired quarterly distribution in Q1, Q2, and Q3, and Q4 is auto-calculated with the difference
 - The quarterly distribution is entered at the fund and expense category levels
 - We highly recommend using the quarterly distribution tabs to allow more accurate budget to actual reporting



	Budget	Q1	Q2	Q3	Q4	Error
00001 NEW FUND 1						
+ 02 GENERAL ASSISTANCE	0	0.00	0.00	0.00	0.00	
- 03 SUPPLIES AND EXPENSE	0	0.00	0.00	0.00	0.00	
03 Insurance	0	0.00	0.00	0.00	0.00	
+ 06 EMPLOYEE BENEFITS	0	0.00	0.00	0.00	0.00	
+ 9H OVERHEAD EXPENSE	0	0.00	0.00	0.00	0.00	
+ 00 SALARIES-ACADEMIC	20,000	0.00	0.00	0.00	0.00	
- 01 SALARIES-STAFF	570,500	0.00	0.00	0.00	0.00	
01 Budget	570,500	0.00	0.00	0.00	0.00	
+ 02 GENERAL ASSISTANCE	100	0.00	0.00	0.00	0.00	
- 03 SUPPLIES AND EXPENSE	22,953	0.00	0.00	0.00	0.00	
03 Meetings/Travel + Related Exp	20,000	0.20	0.30	0.00	0.50	
03 Insurance	2,953	0.00	0.00	0.00	0.00	
+ 06 EMPLOYEE BENEFITS	238,389	0.00	0.00	0.00	0.00	
+ 9H OVERHEAD EXPENSE	0	0.00	0.00	0.00	0.00	
+ 00 SALARIES-ACADEMIC	10,008	0.00	0.00	0.00	0.00	
- 01 SALARIES-STAFF	32,500	0.00	0.00	0.00	0.00	
01 Budget	32,500	0.00	0.00	0.00	0.00	
+ 02 GENERAL ASSISTANCE	0	0.00	0.00	0.00	0.00	
- 03 SUPPLIES AND EXPENSE	213	0.00	0.00	0.00	0.00	
69085 SYSTEMWIDE ASSESSMENT FUND						
+ 02 GENERAL ASSISTANCE	0	0.00	0.00	0.00	0.00	
- 03 SUPPLIES AND EXPENSE	213	0.00	0.00	0.00	0.00	
69700 UCRS FUNDS APPROPRIATED						



Module 2: BDS Tools

Part 2: Demo & Exercises–Budget Distributions & Additional System Features (cont'd 2)

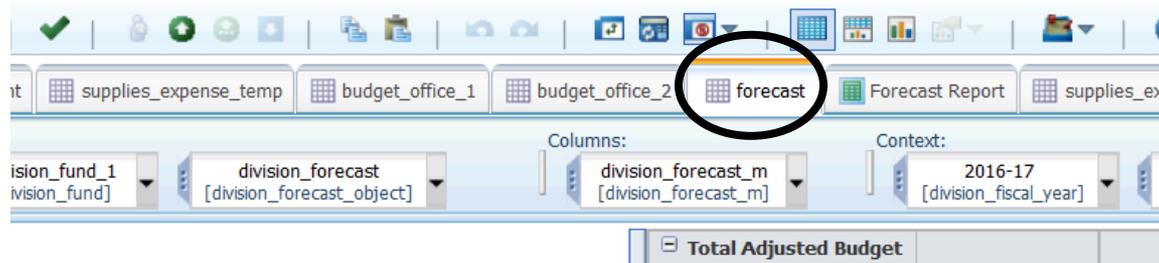
❑ Additional System Features

– Forecast: There are two Forecast Tabs

- Forecast Tab
- Forecast Report Tab

– Forecast Tab

- All approved BDS budgets, GL actuals, interlocation transfers (ITF), encumbrances, and memo liens for the current year flow here
- Total funds expands down to fund groups (restricted-central, restricted-other, and unrestricted) and to individual fund numbers
- The sub codes expand down to expense categories with an adjustment (ADJ) row for each expense category



Module 2: BDS Tools

Part 2: Demo & Exercises–Budget Distributions & Additional System Features (cont'd 3)

- There are two forecast methods available (select different methods from “Forecast Method” dropdown box):
 - Method 1: No pre-populated forecast data for future months; only blank fields on the **ADJ expense category rows** are available for manual forecast entries

The screenshot displays a web browser window with the URL `https://ermtm1u.ucop.edu/tm1web/Contributor.jsp`. The application interface shows a navigation bar with tabs for various budget-related reports. The main content area displays a detailed budget distribution table for the fiscal year 2016-17, account 900001. The table is organized into sections for 'TOTAL FUNDS' and 'Restricted - Central'. Each section lists various budget categories such as 'TOTAL Salaries & Benefits', 'TOTAL Supplies & Expenses', and 'TOTAL Salaries & Benefits & Operating Expenses'. The columns include 'Total Adjusted Budget', 'Permanent Budget', 'Temporary Budget', 'Total Interlocation Transfer', and 'Total Actuals' for quarters Q1, Q2, Q3, and Q4, along with monthly data for April, May, and June. A large black arrow originates from the 'Forecast Method 1' dropdown menu in the top navigation bar and points to the 'ADJ expense category rows' in the table. A smaller black circle highlights a specific cell in the 'ADJ expense category rows'.

		Total Adjusted Budget	Permanent Budget	Temporary Budget	Total Interlocation Transfer	ITF_Q1	ITF_Q2	ITF_Q3	ITF_Q4	Total Actuals	Q1	Q2	Q3	Q4	Apr	May	Jun	Balance (Yo)	
TOTAL FUNDS	TOTAL Salaries & Benefits	1,209,890	1,209,890	0	0	0	0	0	0	722,093	253,769	280,593	187,731	0	0	0	0		
	TOTAL Supplies & Expenses	323,962	323,962	0	(89,000)	0	(89,000)	0	0	225,113	83,981	81,722	59,409	0	0	0	0		
	TOTAL Salaries & Benefits & Operating Expenses	1,533,851	1,533,851	0	(89,000)	0	(89,000)	0	0	947,206	337,750	362,315	247,141	0	0	0	0		
	08 Unallocated	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	08 Unallocated ADJ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	08 UNALLOCATED FUNDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	09 RECHARGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	9H OVERHEAD EXPENSE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	TOTAL Expenditures	1,533,851	1,533,851	0	(89,000)	0	(89,000)	0	0	947,206	337,750	362,315	247,141	0	0	0	0		
	Adjustments to Budget	89,000	0	89,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
GRAND TOTAL	1,622,851	1,533,851	89,000	(89,000)	0	(89,000)	0	0	947,206	337,750	362,315	247,141	0	0	0	0			
Restricted - Central	TOTAL Salaries & Benefits	51,960	51,960	0	0	0	0	0	0	34,121	12,447	13,276	8,398	0	0	0	0		
	TOTAL Supplies & Expenses	20,554	20,554	0	0	0	0	0	0	152	56	59	38	0	0	0	0		
	TOTAL Salaries & Benefits & Operating Expenses	72,514	72,514	0	0	0	0	0	0	34,273	12,503	13,335	8,436	0	0	0	0		
	08 Unallocated	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	08 Unallocated ADJ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	08 UNALLOCATED FUNDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	09 RECHARGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	9H OVERHEAD EXPENSE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	TOTAL Expenditures	72,514	72,514	0	0	0	0	0	0	34,273	12,503	13,335	8,436	0	0	0	0	0	
	Adjustments to Budget	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
GRAND TOTAL	72,514	72,514	0	0	0	0	0	0	34,273	12,503	13,335	8,436	0	0	0	0	0		
69700 UCRS FUNDS APPROPRIATED	TOTAL Salaries & Benefits	33,074	33,074	0	0	0	0	0	0	21,770	7,985	8,506	5,280	0	0	0	0		
	TOTAL Supplies & Expenses	1,898	1,898	0	0	0	0	0	0	97	36	38	24	0	0	0	0		
	TOTAL Salaries & Benefits & Operating Expenses	34,972	34,972	0	0	0	0	0	0	21,868	8,020	8,544	5,303	0	0	0	0		
	08 Unallocated	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	08 Unallocated ADJ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	08 UNALLOCATED FUNDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
09 RECHARGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9H OVERHEAD EXPENSE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		



Module 2: BDS Tools

Part 2: Demo & Exercises–Budget Distributions & Additional System Features (cont'd 4)

- Method 2: System pre-populated forecast amounts for future months by spreading the remaining budget balance equally over the remaining months of the fiscal year; users can enter manual adjustments to the pre-populated amounts on the ADJ expense category rows

The screenshot displays a web-based budget distribution tool. The interface includes a browser window with the URL <https://ermtm1u.ucop.edu/tm1web/Contributor.jsp>. The application shows a table with the following columns: Adjusted Budget, Permanent Budget, Temporary Budget, Total Interlocation Transfer (with sub-columns ITF_Q1 to ITF_Q4), Total Actuals (with sub-columns Q1 to Q4), and monthly forecasts for April, May, and June. The table is organized into sections: TOTAL FUNDS, Restricted - Central, and 69700 UCRS FUNDS APPROPRIATED. A red circle highlights the monthly forecast columns for the 'Restricted - Central' section.

	Adjusted Budget	Permanent Budget	Temporary Budget	Total Interlocation Transfer	Total Actuals				Monthly Forecasts									
					ITF_Q1	ITF_Q2	ITF_Q3	ITF_Q4	Q1	Q2	Q3	Q4	Apr	May	Jun			
TOTAL FUNDS																		
08 UNALLOCATED FUNDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09 RECHARGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9H OVERHEAD EXPENSE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Expenditures	1,533,851	1,533,851	0	(89,000)	0	(89,000)	0	0	1,444,851	337,750	362,315	371,552	773,234	124,411	124,411	124,411	0	0
Adjustments to Budget	89,000	0	89,000	0	0	0	0	0	89,000	0	22,250	6,750	22,250	22,250	22,250	0	0	0
GRAND TOTAL	1,622,851	1,533,851	89,000	(89,000)	0	(89,000)	0	0	1,533,851	337,750	362,315	393,802	433,984	146,661	146,661	146,661	0	0
TOTAL Salaries & Benefits	51,960	51,960	0	0	0	0	0	0	51,960	12,447	13,276	12,858	13,180	4,460	4,460	4,460	0	0
TOTAL Supplies & Expenses	20,554	20,554	0	0	0	0	0	0	20,554	56	59	5,138	15,311	5,100	5,100	5,100	0	0
TOTAL Salaries & Benefits & Operating Expenses	72,514	72,514	0	0	0	0	0	0	72,514	12,503	13,335	17,996	28,681	9,560	9,560	9,560	0	0
08 UNALLOCATED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08 UNALLOCATED ADJ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08 UNALLOCATED FUNDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09 RECHARGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9H OVERHEAD EXPENSE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Expenditures	72,514	72,514	0	0	0	0	0	0	72,514	12,503	13,335	17,996	28,681	9,560	9,560	9,560	0	0
Adjustments to Budget	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	72,514	72,514	0	0	0	0	0	0	72,514	12,503	13,335	17,996	28,681	9,560	9,560	9,560	0	0
TOTAL Salaries & Benefits	33,074	33,074	0	0	0	0	0	0	33,074	7,985	8,506	8,006	8,478	2,826	2,826	2,826	0	0
TOTAL Supplies & Expenses	1,898	1,898	0	0	0	0	0	0	1,898	36	38	74	1,351	450	450	450	0	0
TOTAL Salaries & Benefits & Operating Expenses	34,972	34,972	0	0	0	0	0	0	34,972	8,020	8,544	8,579	9,828	3,276	3,276	3,276	0	0
08 UNALLOCATED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08 UNALLOCATED ADJ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08 UNALLOCATED FUNDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09 RECHARGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9H OVERHEAD EXPENSE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Expenditures	34,972	34,972	0	0	0	0	0	0	34,972	8,020	8,544	8,579	9,828	3,276	3,276	3,276	0	0
Adjustments to Budget	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	34,972	34,972	0	0	0	0	0	0	34,972	8,020	8,544	8,579	9,828	3,276	3,276	3,276	0	0
TOTAL Salaries & Benefits	6,615	6,615	0	0	0	0	0	0	6,615	1,597	1,701	1,621	1,696	565	565	565	0	0

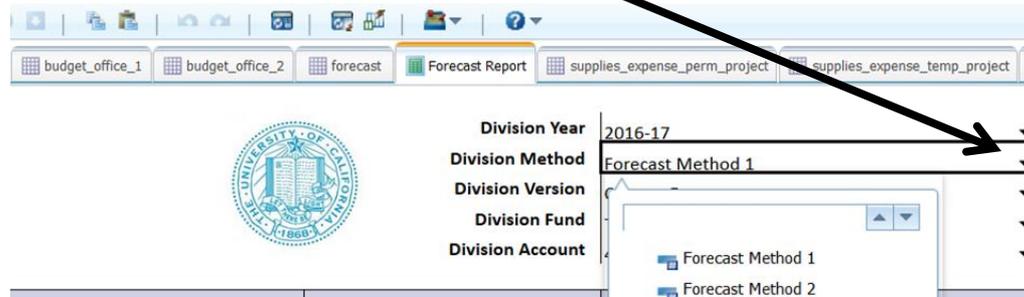


Module 2: BDS Tools

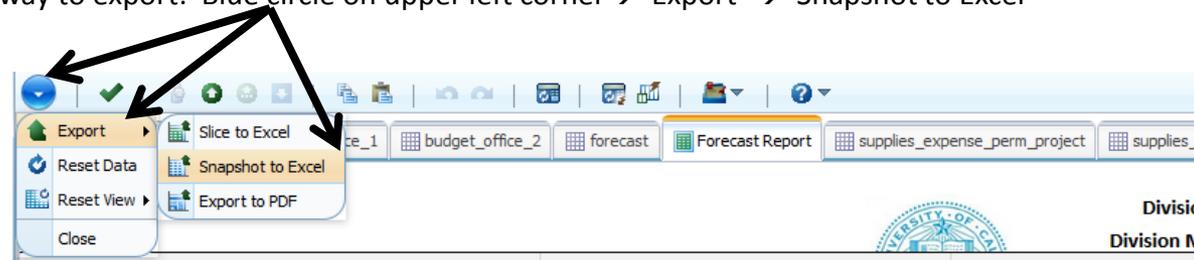
Part 2: Demo & Exercises–Budget Distributions & Additional System Features (cont'd 5)

– Forecast Report Tab

- This tab has the same information as the Forecast Tab with a more user friendly format
- To switch between Forecast Method 1 and Forecast Method 2, select “Forecast Method 1” or “Forecast Method 2” from the dropdown box



- This tab can export to Excel
 - Exports can be done on “Forecast Method 1” and “Forecast Method 2”
 - There are hidden columns (such as the months) on both the exports that can be unhidden in Excel
 - Same way to export: Blue circle on upper left corner → “Export” → “Snapshot to Excel”

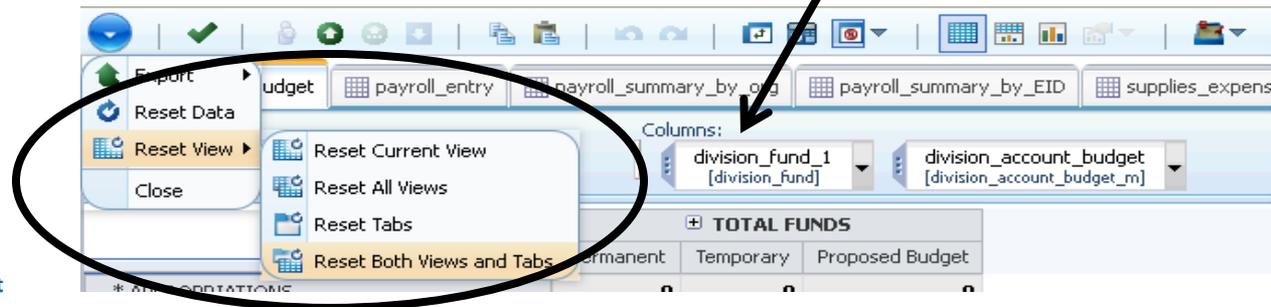


Module 2: BDS Tools

Part 2: Demo & Exercises–Budget Distributions & Additional System Features (cont'd 6)

– Reset Features

- Click on blue circle → Reset Data
 - this is used when you want to reset all the cell numbers to the last saved (committed) version in the level you are in
- Click on blue circle → Reset View → Reset Current View
 - this is used when you want to reset the view dimensions (for example, Columns: division_fund_1 [division_fund]) to the default version in the tab and in the level you are in
- Click on blue circle → Reset View → Reset All Views
 - this is used when you want to reset the view dimensions to the default version in ALL the tabs and in the level you are in
- Click on blue circle → Reset View → Reset Tabs
 - this is used when you want to reset the tabs to the default version in the level you are in
- Click on blue circle → Reset View → Reset Both Views and Tabs
 - this is used when you want to reset both the view dimensions and the tabs to the default version in the level you are in



Module 2: BDS Tools

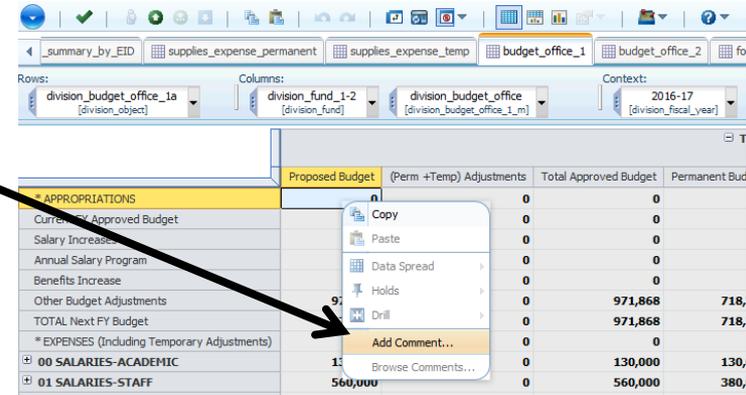
Part 2: Demo & Exercises–Budget Distributions & Additional System Features (cont'd 7)

– Annotations/Comments

- Able to add comments at cell level in tabs

Right click on any cell (white or gray color)→Add Comment→Type in your comment

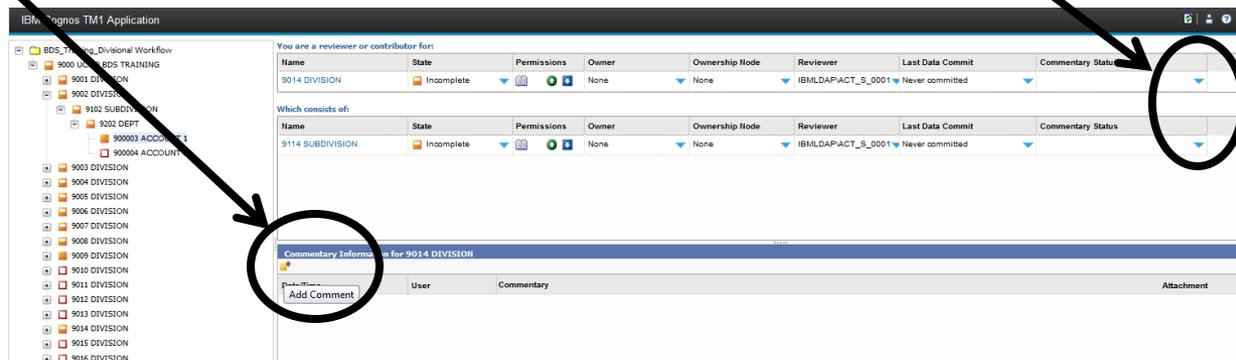
- The comment will be time stamped with your user ID and **cannot be deleted**
- The comment is stored as history



- Able to add comments (and attachments) at node level in workflow hierarchy

Click on the Commentary Status dropdown box to prompt the “Add Comment” folder, then click on the “Add Comment” folder to add comments or attachments.

- The comment will be time stamped with your user ID and **cannot be deleted**
- The comment and attachment will be saved for 1 fiscal year only



Module 2: BDS Tools

Part 2: Demo & Exercises–Budget Distributions & Additional System Features (cont'd 8)

– Ownership Management

- Able to view who the current owner is at node level in workflow hierarchy
- If erroneously taken ownership at the account, department, subdivision, or division level, user can release ownership at the node level in the workflow hierarchy
 - Right click on the level you want to release, then click release
 - Only one person can have ownership of an account at any given time

The screenshot displays the IBM Cognos TM1 Application interface. On the left, a tree view shows a workflow hierarchy: BDS_Training_Divisional Workflow > 9000 UCOP BDS TRAINING > 9001 DIVISION > 9201 DEPT > 900001 ACCOUNT 1 > 900002 ACCOUNT 2. A right-click context menu is open over the '900002 ACCOUNT 2' node, with the 'Release' option highlighted. A black arrow points from the 'Release' option in the menu to the 'Release' button in the 'Open TM1 Application Web' dialog box. Another black arrow points from the 'Release' button in the dialog to the 'Owner' field in the table below, which is circled in red. The table shows the current owner as 'IBMLDAP/Cindy Lau' for '900002 ACCOUNT 2'. Below the table, the 'Workflow Detail for 900002 ACCOUNT 2' section shows the current state as 'Reserved' and provides details on when the data was committed and by whom.

Name	State	Permissions	Owner	Ownership Node
9201 DEPT	Work In Progress		None	None
Which consists of:				
Name	State	Permission	Owner	Ownership Node
900001 ACCOUNT 1	Reserved		IBMLDAP/Cindy Lau	900001 ACCOUNT 1
900002 ACCOUNT 2	Reserved		IBMLDAP/Cindy Lau	900002 ACCOUNT 2

Workflow Detail for 900002 ACCOUNT 2

Current state: ■ Reserved
Data has been committed for this node, but has not been submitted. The owner can edit or submit a node in this state.

Changed time: February 26, 2016 11:49:49 AM
Changed by: IBMLDAP/Cindy Lau
Viewed: Yes
Being Edited: No
Reviewed: No



Module 2: BDS Tools

Part 2: Demo & Exercises–Summary

Recap

- Payroll
 - Payroll Entry Tab
 - ❖ Current Employees section
 - ❖ Approved Vacancies section
 - ❖ Free Entry Employees section
 - Payroll Summary Tabs
 - ❖ Payroll Summary by Org
 - ❖ Payroll Summary by Emp ID
 - Payroll Report Divisional Tab
 - ❖ Payroll Report Divisional Tab – Summary
 - ❖ Payroll Report Divisional Tab – Detail
 - UCPATH Payroll Tabs
 - ❖ Payroll Entry UCPATH
 - ❖ Payroll Summary by Org UCPATH
 - ❖ Payroll Summary by Emp ID UCPATH
 - ❖ Payroll Report UCPATH
- Non-Payroll
 - Supplies & Expense Tabs
 - ❖ Supplies & Expense Permanent Tab
 - ❖ Supplies & Expense Temporary Tab
 - Summary (Read-Only) Tabs
 - Account Budget Tabs
 - ❖ Account Budget Tab
 - ❖ Account Budget Report Tab
 - Budget Office 1 Tabs
 - ❖ Budget Office 1 Tab
 - ❖ Budget Office 1 Report Tab
 - Budget Office 2 Tab
 - Budget Distributions by Project & by Quarter
 - Additional System Features



Module 2: BDS Tools

Part 3: Reports



Module 2: BDS Tools

Part 3: Reports

❑ BDS Reports are Helpful for Budget Planning

– To access:

➤ Go to BDS home page → click on “Team content” → “Cognos BDS Reports

– Reports are grouped into 5 Folders:

- Budget Planning Reports
- Summary Reports
- Budget to Actual Reports
- Object-Code List
- BDS Adhoc Package

The screenshot displays the IBM Cognos Analytics interface. The top navigation bar includes the logo, the text "IBM Cognos Analytics", and a "Welcome" dropdown. A left-hand navigation menu is open, showing options: Search, My content, Team content, and Recent. An arrow points from the "Team content" option to the "Cognos BDS Reports" folder in the main content area. The "Cognos BDS Reports" folder is expanded, showing a list of sub-folders: BDS Adhoc Package, Budget Planning Reports, Budget to Actual Reports, Cognos BDS Reports, Object-Code List, and Summary Reports. A bracket on the right side of the screenshot groups these six folders, with an arrow pointing from the list in the text above to this bracket. Another arrow points from the "Cognos BDS Reports" folder in the main content area to the "Cognos BDS Reports" folder in the expanded view.



Module 2: BDS Tools

Part 3: Reports (cont'd 1)

- BDS Reports data
 - BDS budget data refreshed nightly for the current and planning fiscal year
 - GL data (appropriation, ITF, financial, encumbrance, and memo lien) refreshed monthly after month-end close
- Most used BDS Reports

Functions	BDS Reports	Details
Budget Planning Reports	Budget Comparison Report	BDS budget year-on-year comparison (total budget and perm/temp budget breakdown)
Budget Planning Reports	Budget Submission Tracking Report	BDS budget year-on-year comparison (multi-division-subdivision-account-fund-sub selection)
Summary Reports	Summary Report – Actual	GL actual by fiscal year or by quarter
Budget to Actual Reports	Variance Report (CY Budget to CY Actuals)	BDS budget vs. GL actual
Budget to Actual Reports	UCOP Budget to Actual Summary Report	2 years budget vs. actual comparison by fundgroups
Budget to Actual Reports	Management Exception Report	YTD appropriation vs. YTD actual by account, fund, sub
Object-Code List	Object-Code List	Object code mapping to all the expense categories



Module 2: BDS Tools

Part 3: Reports (cont'd 2)

- Budget Comparison Report
 - This report shows BDS budget year-on-year change comparison
 - It has total budget, permanent budget, and temporary budget breakdown
 - It can be viewed by organization, by expense categories, or by sub codes

- Budget Submission Tracking Report
 - This report shows BDS budget year-on-year change for permanent budget and temporary budget
 - It can be viewed for proposed BDS budget or approved BDS budget
 - It can be viewed by organization and fundgroup with accounts, funds, and sub codes
 - This report allows users to customize/multi-select accounts, funds, and subs

- Summary Report – Actual
 - This report shows GL expenses by fiscal year or by fiscal quarter
 - It can be viewed by organization or by fund
 - It can be viewed by expense categories or by sub codes
 - This reports allows user to trend actual and forecast optimal budget allocation by quarter



Module 2: BDS Tools

Part 3: Reports (cont'd 3)

- Variance Report
 - This report shows BDS budget versus GL expenses (and Interlocation Transfers--ITF)
 - It can be viewed by organization or by fund
 - It can be viewed by expense categories or by sub codes

- UCOP Budget to Actual Summary Report
 - This report shows high-level 2 years budget versus actual comparison by fundgroups
 - It can be viewed by division, subdivision and department with drill-through to account
 - It can be viewed by GL YTD appropriation versus GL YTD Financial, or BDS budget versus GL YTD Financial

- Management Exception Report
 - This report shows GL YTD appropriation versus GL YTD Financial, encumbrance, and memo lien
 - It can be viewed by all levels of organization (division, subdivision, department, account, and sub code)
 - It can be viewed by fundgroups and fund
 - This report allows user to view GL YTD data with account, sub and fund breakdown for the selected organization (division, subdivision, department or account)



Module 2: BDS Tools

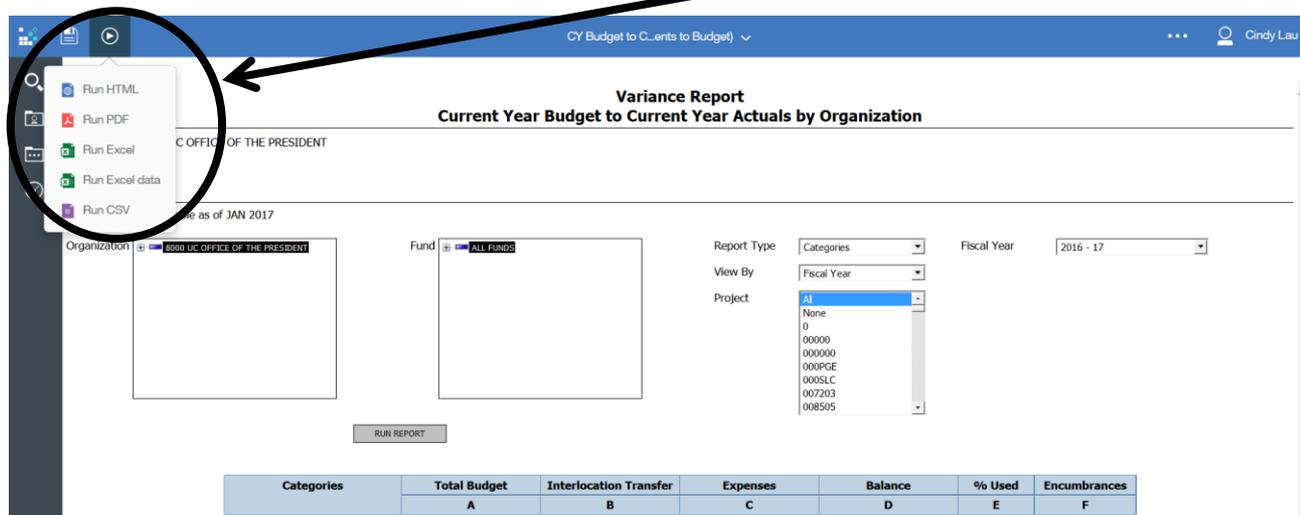
Part 3: Reports (cont'd 4)

– Object-Code List

- This report shows all the object codes mapped to all the expense categories
 - The report allows all the expense categories to be viewed at once
 - The report also allows each of the expense categories to be viewed one at a time

– Report Exports

- All reports can be exported to Excel
 - For Excel exports, go to upper left corner → click on “Run as” button → “Run Excel”



Variance Report
Current Year Budget to Current Year Actuals by Organization

Organization: UC OFFICE OF THE PRESIDENT
Fund: ALL FUNDS
Report Type: Categories
View By: Fiscal Year
Project: All

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000PGE
000SLC
007203
008505

RUN REPORT

Categories	Total Budget	Interlocation Transfer	Expenses	Balance	% Used	Encumbrances
	A	B	C	D	E	F

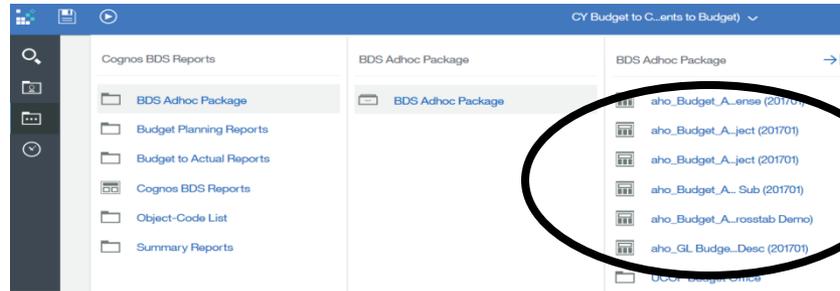


Module 2: BDS Tools

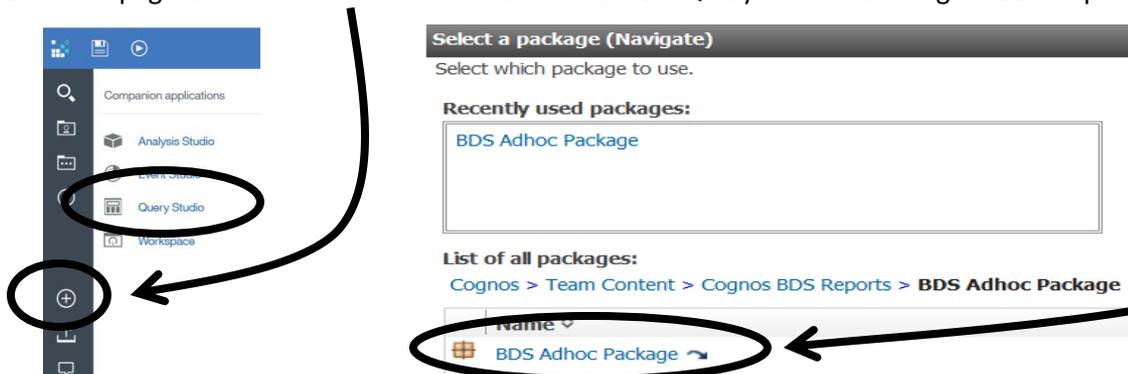
Part 3: Reports (cont'd 5)

– BDS Ad Hoc Package

- All data (including BDS budgets, GL actuals, UCLA permanent budgets, BDS FTE, etc.) used to create BDS reports are here
 - Users can run queries using shared queries
- Go to BDS home page → Click on “Team content” → “Cognos BDS Reports” → “BDS Adhoc Package” → “BDS Adhoc Package”



- Users also has the option to build their own queries according to their own filters and criteria
- Go to BDS home page → click on the “+” button → “Other” → “Query Studio” → “Cognos BDS Report” → “BDS Adhoc Package”



Module 2: BDS Tools

Part 4: Maintenance



Module 2: BDS Tools

Part 4: Maintenance

❑ Data Load & Refresh

– Payroll/Vacancy Data

- Data on new hires or new employees in the account (within your **subdivision**) will be refreshed and included in the Payroll Entry tab Current Employees section's picklist **weekly** in the month of April 2017
- Data on new vacancies in the account (within your **department**) will be refreshed and included in the Payroll Entry tab Approved Vacancies section's picklist **weekly** in the month of April 2017

– BDS Budget Entries

- All BDS budget data will be reflected the next business day on your BDS reports

– GL Expenses

- All GL data will be loaded monthly (one or two days after month-end close) to BDS reports

❑ Organizational Changes

- BDS will reflect the organization change once the organizational change is in the UCLA financial system
 - Examples: reorganization, new dept code, dept code moved to another subdivision, new accounts, fund title changed, etc.



Module 2: BDS Tools

Part 4: Maintenance (cont'd 1)

❑ New Fund Setups/Dummy Funds

- If you are waiting for a new fund number to be set up, please use our BDS dummy fund temporarily
 - All BDS accounts are already linked to one dummy fund (fund 00001)
 - Contact us if you need additional dummy funds
 - Contact us when you received the new fund number, so we can migrate the budget in BDS



Module 3: BDS Help



Module 3: BDS Help

Technical Assistance

❑ Who can I go to for BDS assistance?

- All Budget Office Coordinators
- BDS Tool Support
 - Pei-Ru Chao
 - Cindy Lau
 - Angel Warren
- BDS Office Hours
 - Tuesdays and Thursdays between 10 AM – 12 PM during the later half of April 2017 (dates: 4/13, 4/18, 4/20, 4/25, and 4/27)
 - At UCOP Budget Office 10th floor

❑ Who can I go to for log on issues?

- UC ERM Service Desk (erm@ucop.edu) and cc: BDS Tool Support (Pei-Ru Chao, Cindy Lau, and Angel Warren)
- Always report issues with a screenshot if available



Module 3: BDS Help

Additional Resources

FY17-18 Budget Assumptions

- Annual Salary Program
 - **Restricted-Other funding:** Auto-calculated 3% for all employee classes in sub 00 and 01
 - **Restricted-Central funding (funds: 68614, 69590, 69593, 69700, 69705, 69740, and 69763) and Unrestricted funding:** BDS allocation in Fall 2017 based on actuals for all employee classes in sub 00 and 01
- 39.2% Benefit Rate Budgeted in BDS for FY17-18
 - No change yet from FY16-17
 - Auto-calculated in BDS for all employee classes (sub 00 and sub 01), all Annual Salary Program, and sub 02 Lump Sum Salary amounts
- .64% Budgeted GAEL Rate in BDS for FY17-18
 - No change yet from FY16-17
 - Calculated based on total salary budget (sub 00, 01 and 02) and auto-populated in BDS in supplies and expenses sub 03's Insurance expense category for both permanent funding and temporary funding

Budget Targets

- Approximately the 1st or 2nd week of April 2017

FY17-18 BDS Budget Submission Timeline

- May 1st to the UCOP Budget Office



Module 4: Questions & Answers

