UCOP Budget Development System
Training for FY17-18 Budget

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Agenda

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

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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

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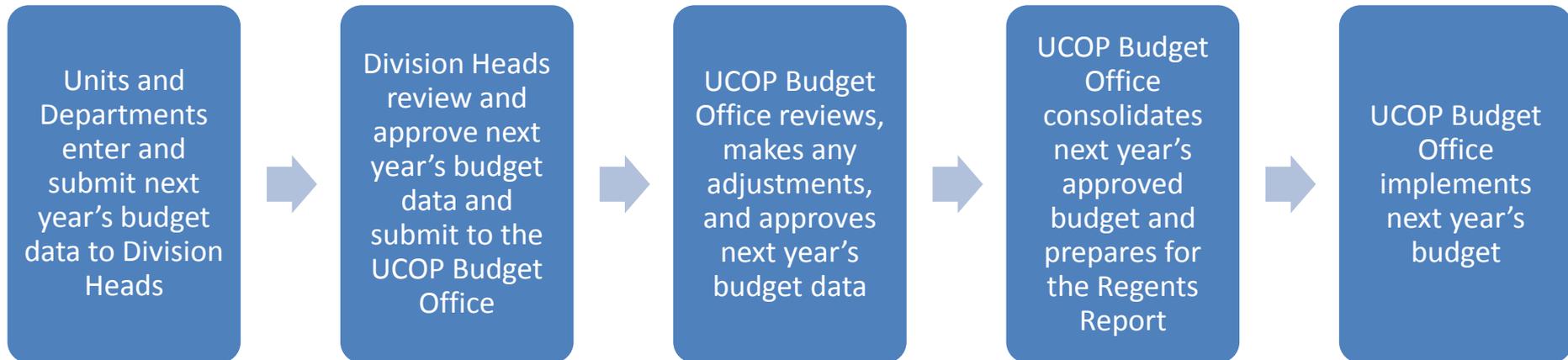**UCOP Budget and Finance**

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

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Module 1: BDS Overview
Process Map

| Units and Departments enter and submit next year's budget data to Division Heads | → | Division Heads review and approve next year's budget data and submit to the UCOP Budget Office | → | UCOP Budget Office reviews, makes any adjustments, and approves next year's budget data | → | UCOP Budget Office consolidates next year's approved budget and prepares for the Regents Report | → | UCOP Budget Office implements next year's budget |

Module 2: BDS Tools

Module 2: BDS Tools
Learning Objectives

Part 1: BDS Navigation

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

Part 2: BDS Demo & Exercises

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

Module 2: BDS Tools
Learning Objectives (cont'd 1)

❑ BDS Dataflow Process Map

Total Budget shown on Summary (Read-Only) Tabs:

- Account Budget Tabs
- Budget Office 1 Tabs
- Budget Office 2 Tab

Enter Payroll Budget in:

- Payroll Entry Tab
- Payroll Summary by Org Tab

Enter Non-Payroll Budget in:

- Supplies & Expense Perm Tab
- Supplies & Expense Temp Tab
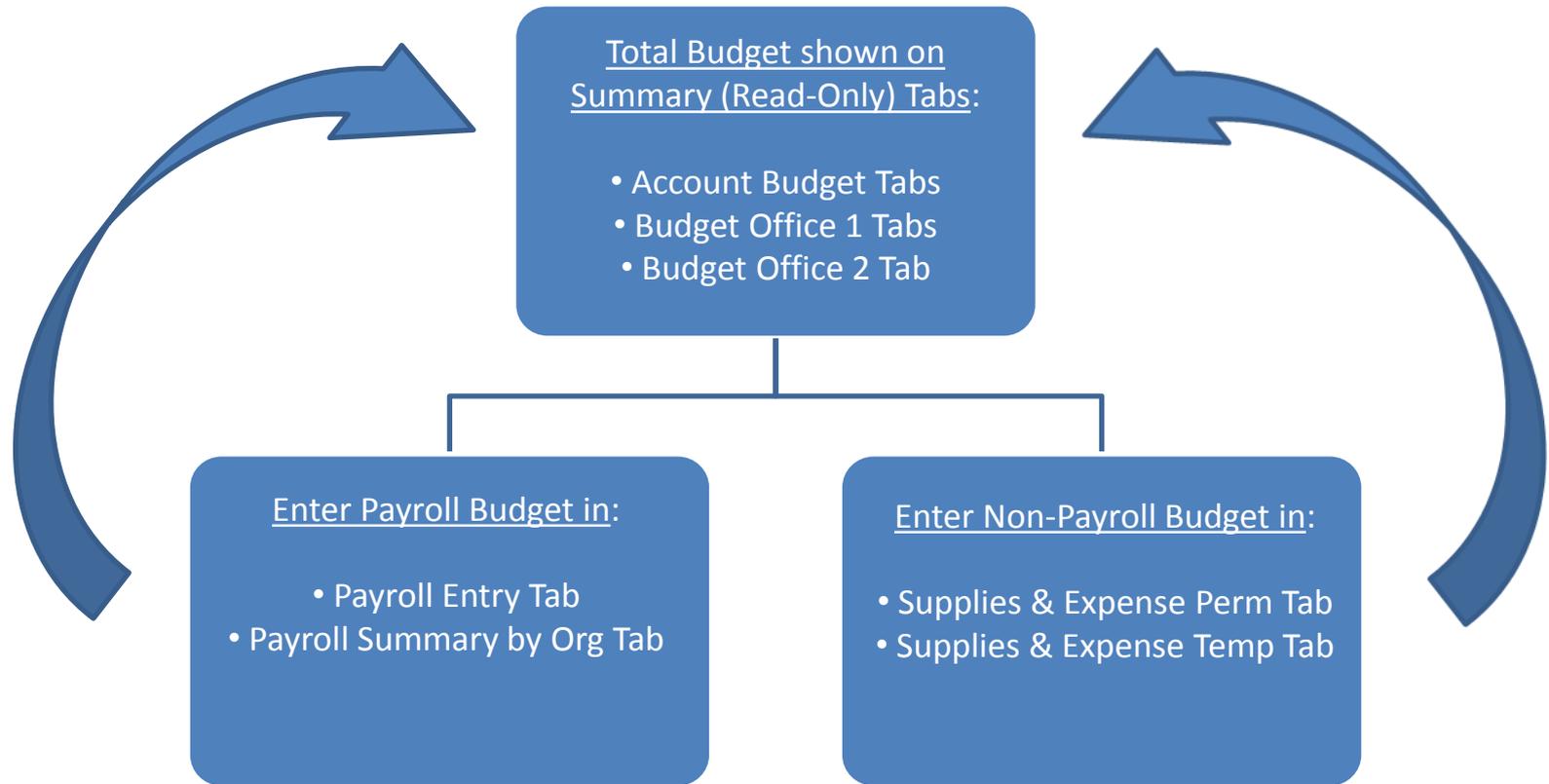
Module 2: BDS Tools
Learning Objectives (cont'd 2)

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

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Module 2: BDS Tools
Part 1: Navigation

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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"

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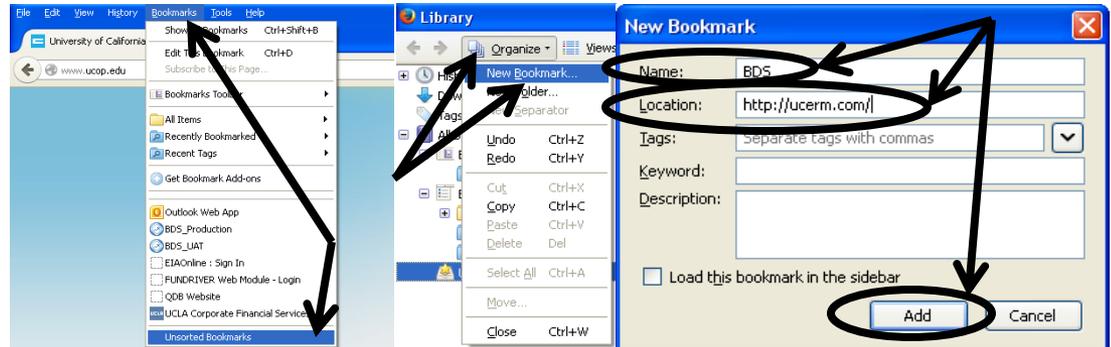
Module 2: BDS Tools
Part 1: Navigation (cont'd 1)

❑ 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
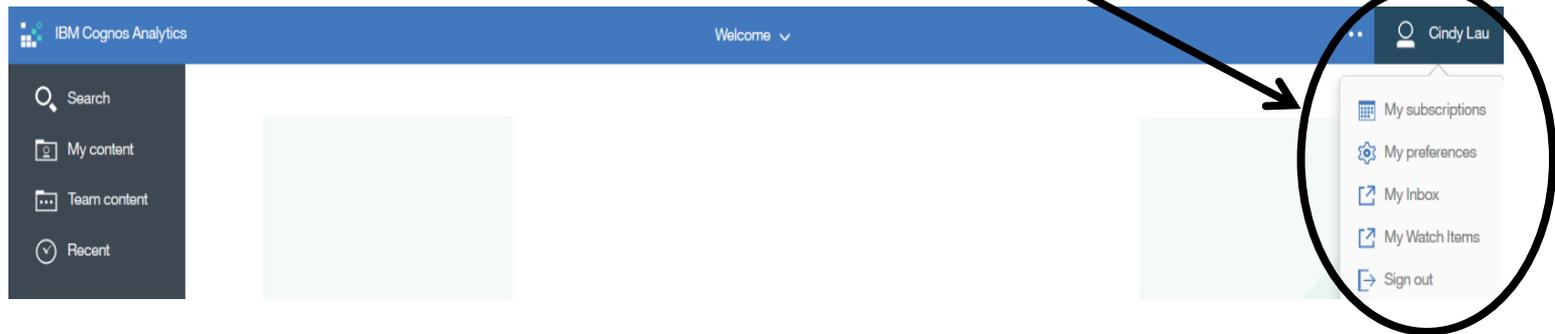
    – If your BDS session times out, click "ok" on the error message (which will close the browser) and then reload.
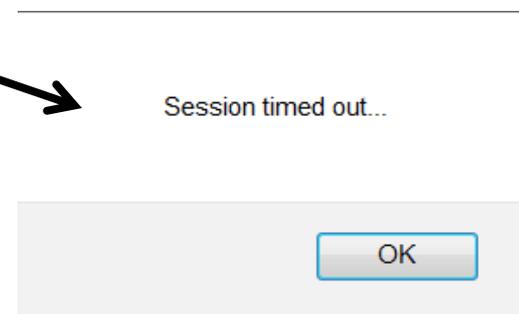
Module 2: BDS Tools
Part 1: Navigation (cont'd 2)

❑ **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.

IBM Cognos TM1 Application

- BDS_Divisional Workflow
  - TOTAL UCOP DIVISION
    - 8000 UC OFFICE OF THE PRESIDENT
      - 8200 OFFICE OF THE PRESIDENT
      - 8230 CHIEF FINANCIAL OFFICER
      - 8240 VP - OFFICE OF THE NATIONAL LABC
        - 8410 OFFICE OF THE NATIONAL LABOI
          - 8100 OFFICE OF THE NATIONAL LA
            - 447698 DOE LAB DIRS ADMIN/
            - 660820 LAB MANAGEMENT:OPI
            - 660824 RESEARCH SECURITY
            - 660825 LAB MGT:LBNL CONTR
            - 660826 LAB MGT:LLNL DIRECT
            - 660827 LAB MGT OFFICE:LLC /
            - 660828 VICE PRESIDENT LAB I
      - 8300 PROVOST & EXEC VP-ACADEMIC AFF
      - 8400 CHIEF OPERATING OFFICER
      - 8500 SVP PUBLIC AFFAIRS
      - 8590 SVP GOVERNMENT RELATIONS
      - 8600 EXEC VP UC HEALTH
      - 8650 VP AGRICULTURE & NATURAL RESOU
      - 8750 REGENTS OFFICERS
      - 8760 SYSTEMWIDE ACADEMIC SENATE
        - 8325 SYSTEMWIDE ACAD SENATE
          - 8018 OP ACADEMIC SENATE
            - 430384 SW-ACADEMIC COUNC
            - 430385 SW ACAD COUNCIL CH
            - 430386 ACAD SENATE OLIVER
      - 8770 SVP RES INNOV & ENTREPRENEURSI
      - 8920 PRESIDENTIAL INITIATIVES
      - 8990 UCOP EXPENSES AND PROVISIONS
      - 8991 SYSTEMWIDE INITIATIVES

You are a re
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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
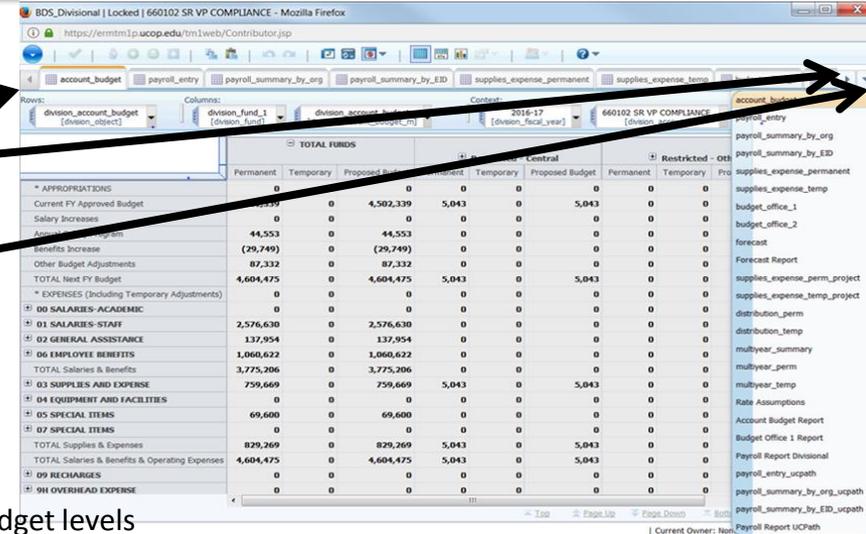
☐ Toolbar Functions
- Take ownership only to:
  - ➢ Enter, edit, commit, submit, or reject at account budget levels
  - ➢ Submit or reject at department, subdivision or division budget levels
  - ➢ Below are some common toolbar functions

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)

Warning
Taking ownership for this Node will revoke ownership from owner(s) who are not actively working with their Node data. Impacted user(s) can reacquire ownership through a subsequent Take Ownership action.
Continue   Cancel

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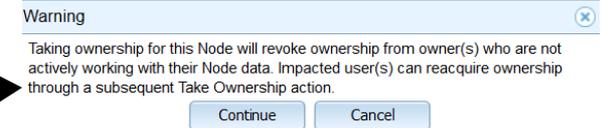
Module 2: BDS Tools
Part 2: Demo & Exercises - Payroll

Module 2: BDS Tools
Part 2: Demo & Exercises - Payroll

❑ Payroll Entry Tab
  - There are three different sections:
    ➤ Current Employees
    ➤ Approved Vacancies
    ➤ Free Entry Employees
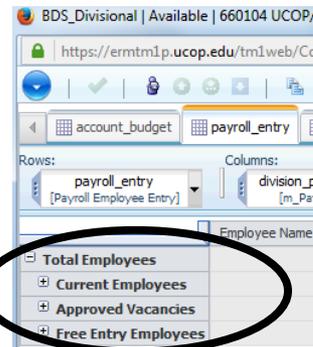
  - All fields are identical in the three sections and **REQUIRED** (unless stated otherwise below):
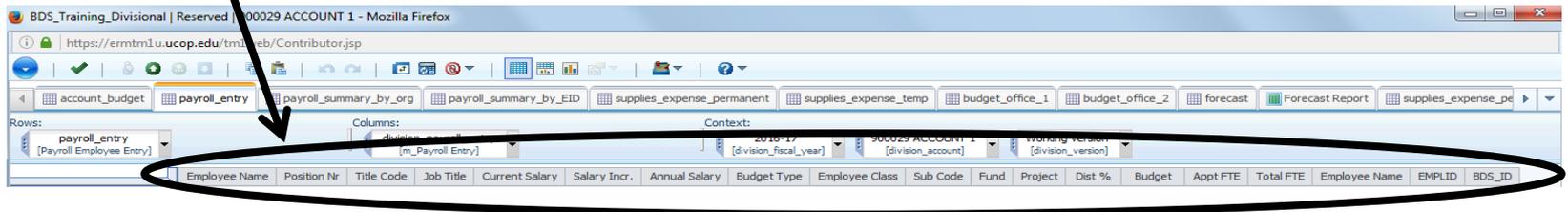
    ➤ Employee Name
    ➤ Position Nr
      ▪ <u>Please note:</u> Position Nr is assigned in the UC Path System
      ▪ Position Nr is required **ONLY** in the "Current Employees" and "Approved Vacancies" sections
      ▪ Position Nr is **NOT** required **BUT RECOMMENDED** in the "Free Entry Employees" section
      ▪ Title Code and Job Title
    ➤ Current Salary, Salary Increase, and Annual Salary

➢ 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)	✓	✓

- 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)

– 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 XXXXX is the account number)

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

> 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)

Different from both "Current Employees" and "Approved Vacancies" Sections

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

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- 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 XXXXXXA01 (or XXXXXXA02, 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 XXXXXXV01 (or XXXXXXV02, etc.) in BDS ID field

– 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)

> 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

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> 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

➤ 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

❑ **Payroll Summary Tabs**

- There are two Payroll Summary tabs
  - ➢ Payroll Summary by Org
  - ➢ Payroll Summary by Employee ID
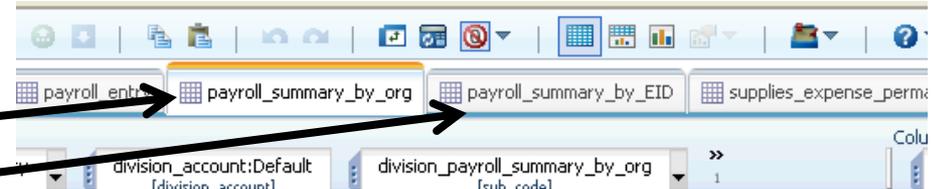
- How are the two Payroll Summary tabs different?
  - ➢ Payroll Summary by Org
    - ▪ Listed by budget types (permanent or temporary) and sub codes (sub 00, sub 01, or sub 02)
    - ▪ On higher hierarchy levels (not account budget level), will be able to see by Org (div, subdivision, and departments)
  - ➢ 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)

- 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

- 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

❑ Payroll Report Divisional Tab

– The Payroll Report Divisional Tab contains two reports

➢ Payroll Report Divisional – Summary
➢ Payroll Report Divisional – Detail

– 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

- 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"

❑ 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
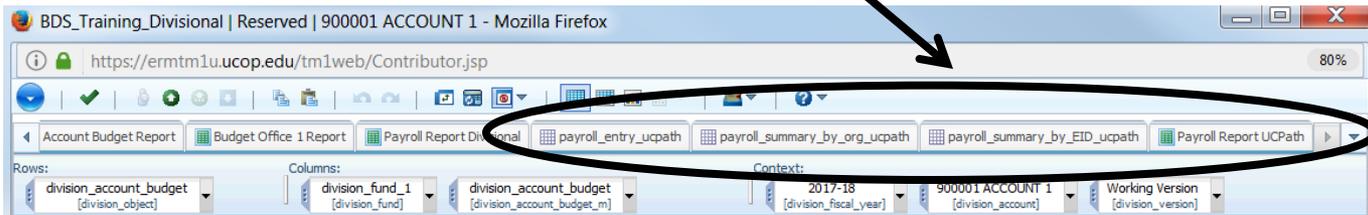
- – UCPath payroll data will be loaded monthly (e.g., Mar 2017) using these tabs
- – This is intended to be the interim solution to allow units to view UCPath payroll data
  - ➢ List of current employees (FTE, salary, and fund distribution)
  - ➢ List of vacant positions (budgeted FTE and fund distribution)
- – 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
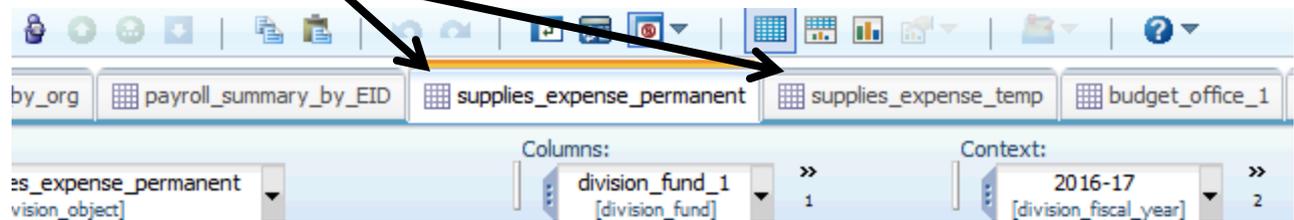
  – How are the two Supplies & Expense tabs different?
    ➢ Supplies & Expense Permanent tab
      ▪ For non-payroll expenses on **permanent funding** only
    ➢ Supplies & Expense Temporary tab
      ▪ For non-payroll expenses on **temporary funding** only
      This includes:
        1. any one-time 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.

- 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)

➢ 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

– Non-Payroll Examples (Answer)

➢ 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

  ▪ Step 1: Keep the entire pre-populated Ellen Baker row in the Payroll Entry Tab's "Current Employees" section

■ 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)

■ 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)

- 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

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
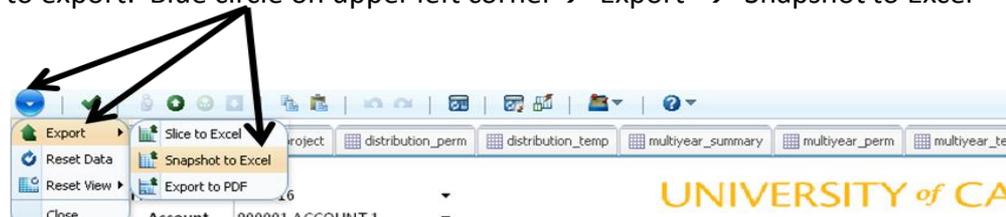
– Account Budget Report Tab

  ➢ 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"

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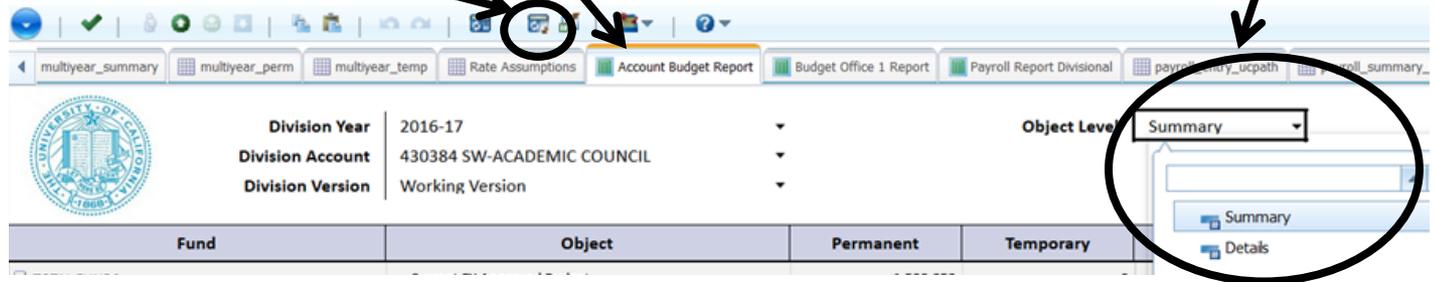
❑ Budget Office 1 Tabs

- There are two Budget Office 1 Tabs
  - ➢ Budget Office 1 Tab
  - ➢ Budget Office 1 Report Tab
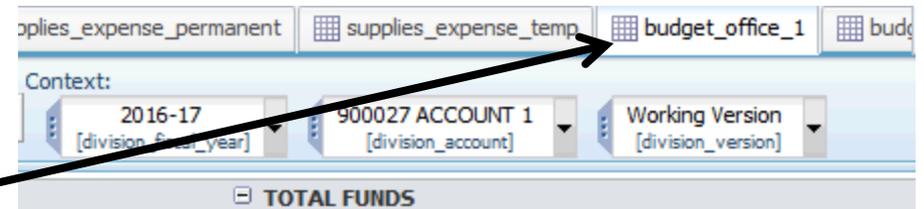
- Budget Office 1 Tab
  - ➢ All payroll budget and supplies & expense budget entries flow here
    - ▪ No data entry is required
  - ➢ Budget Office 1 tabs are different than the Account Budget tabs because the Budget Office 1 tabs include permanent and temporary adjustments made by the UCOP Budget Office
    - ▪ 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

➢ 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"

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45
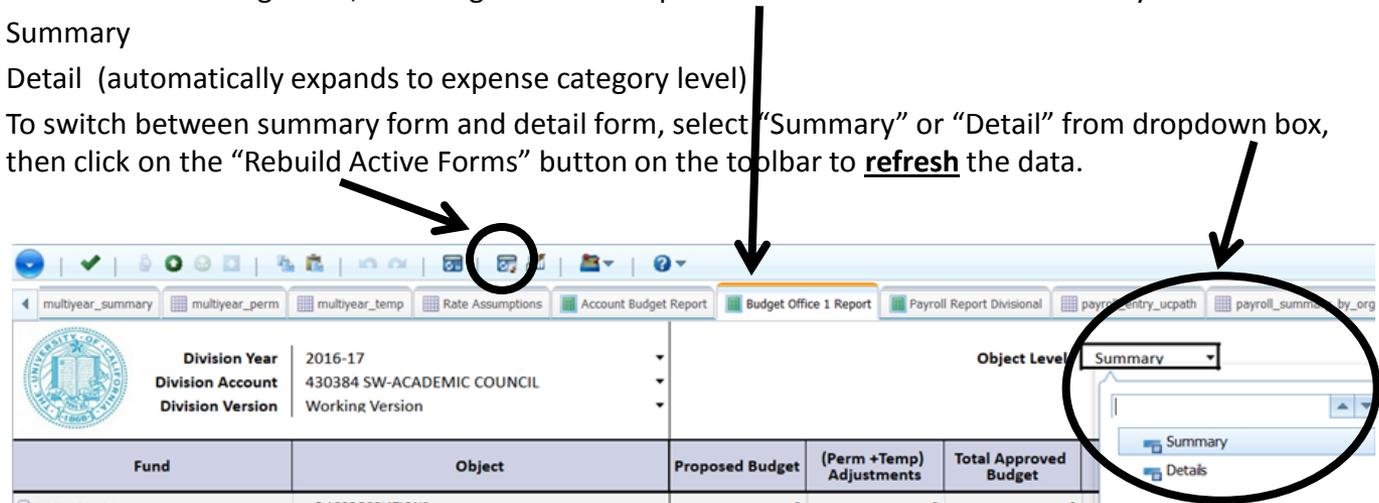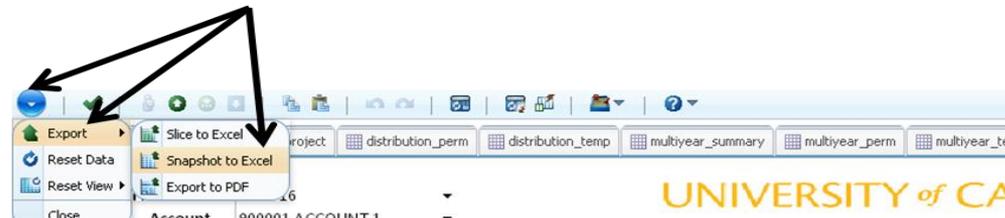
❑ **Budget Office 2 Tab** ←———————

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

➢ No data entry is required
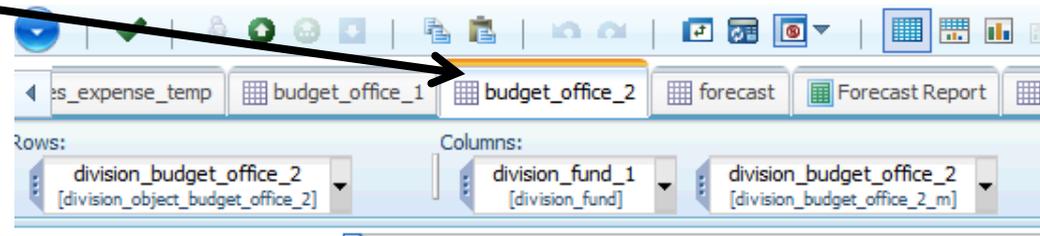
– This tab only shows permanent budget and FTE

➢ 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

❑ 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

| | 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 |

Rows: Payroll Employee Entry [Payroll Employee Entry]

Columns: division_payroll_entry [m_Payroll Entry]

Context: 2016-17 [division_fiscal_year] | 900027 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	Employee ID
⊟ Total Employees					0	0	0						9.0000	650,000	3.00	0.0000			
⊞ Current Employees					0	0	0						8.0000	590,000	3.00	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			

– 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

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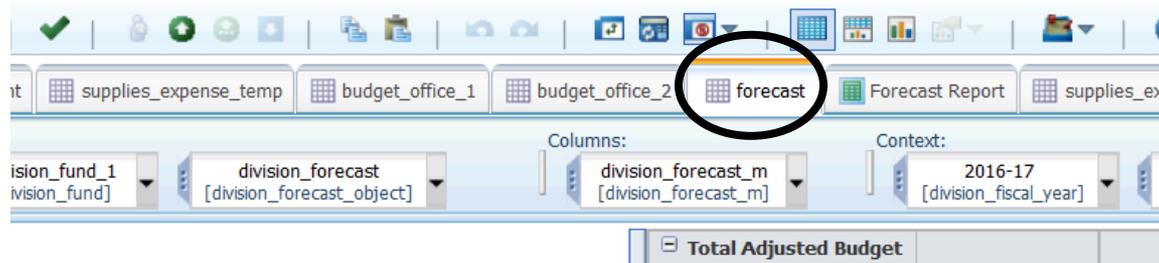
➢ There are two forecast methods available (select different methods from "Forecast Method" dropdown box):
  ▪ Method 1: No pre-populated forecast data for future months; only blank fields on the **ADJ expense category rows** are available for manual forecast entries

- 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

– 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
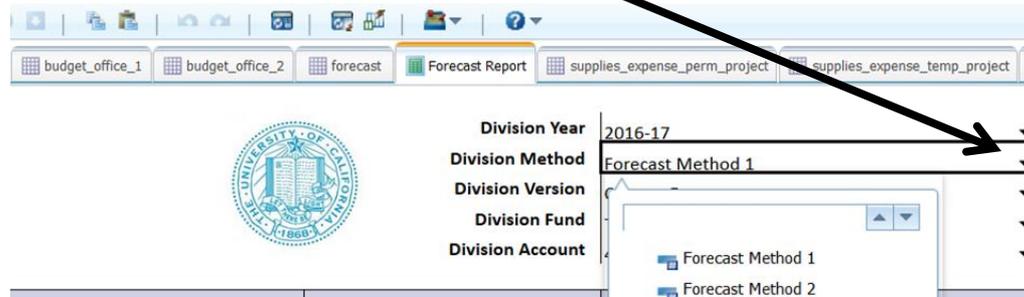
  ➢ This tab can export to Excel

    ▪ 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"
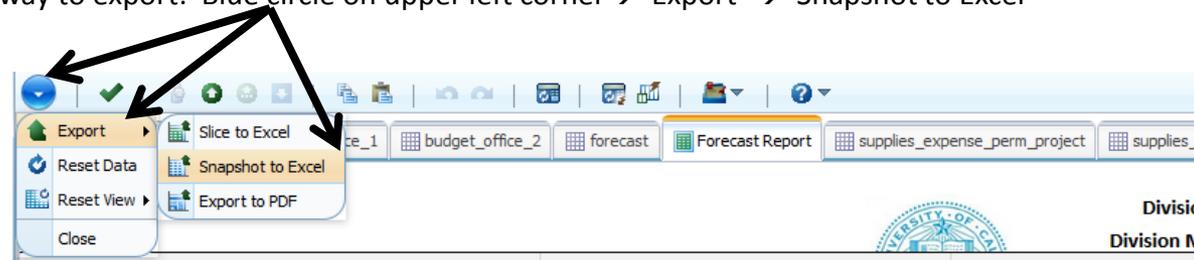
– Reset Features

> 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
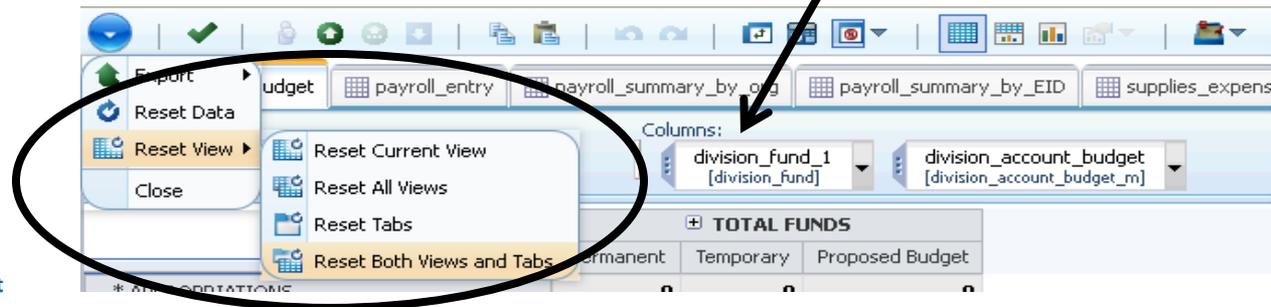
– Annotations/Comments

  ➢ 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
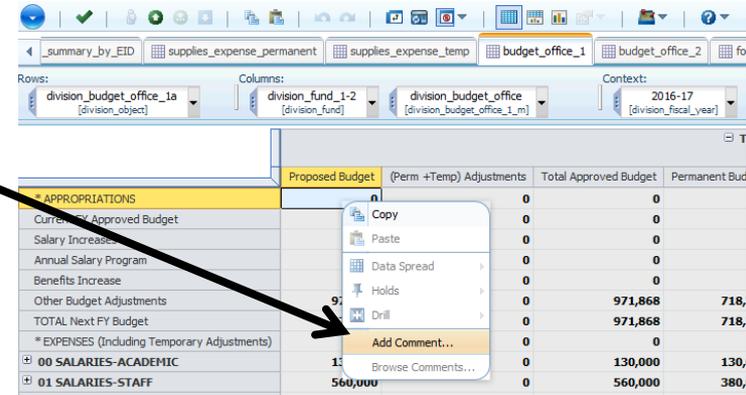
  ➢ Able to add comments (and attachments) at node level in workflow hierarchy
    Click on the Commentary Status dropdown box to prompt the "Add Comment" folder, then click on the "Add Comment" folder to add comments or attachments.
    ▪ The comment will be time stamped with your user ID and **cannot be deleted**
    ▪ The comment and attachment will be saved for 1 fiscal year only
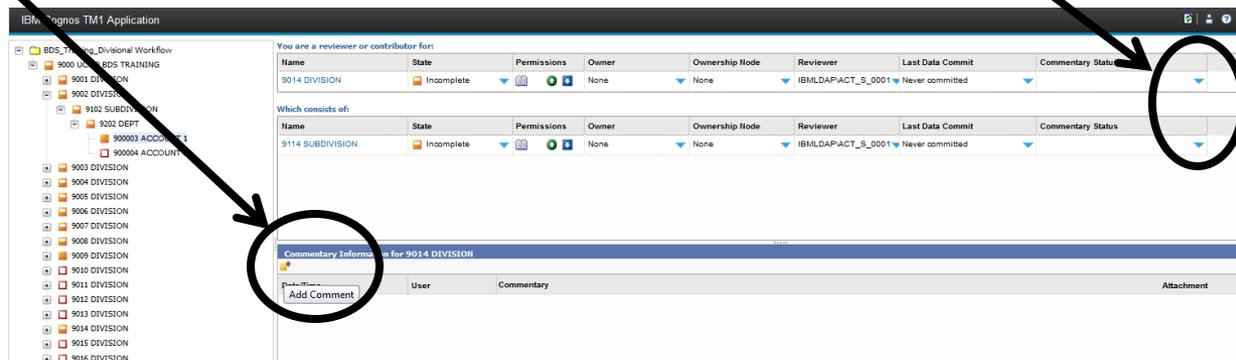
– Ownership Management

> 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

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

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

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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)

- 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"
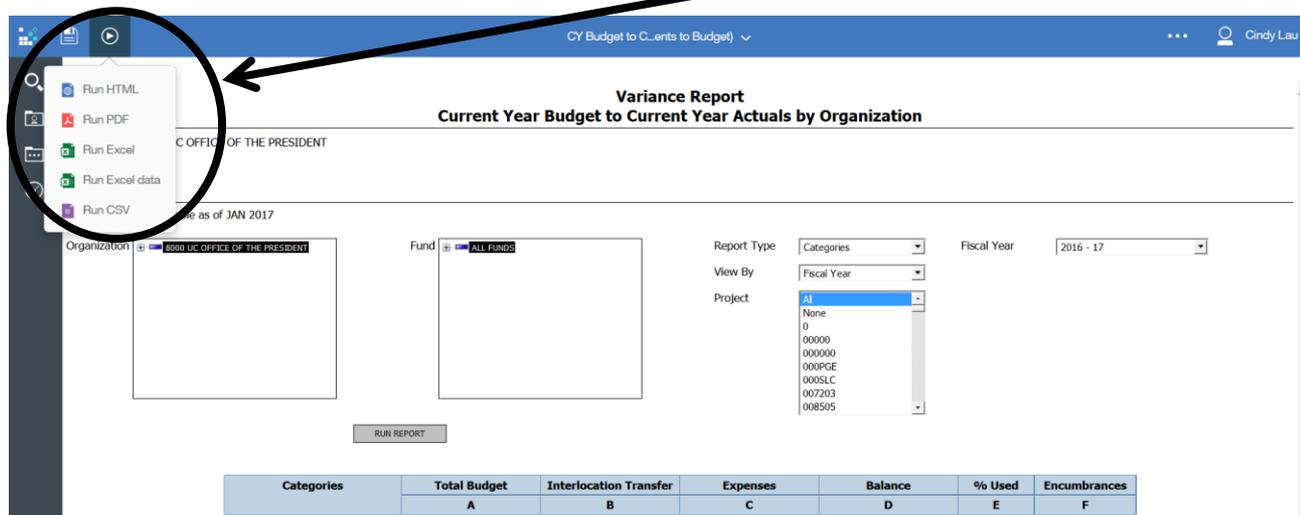
– BDS Ad Hoc Package

➢ 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"
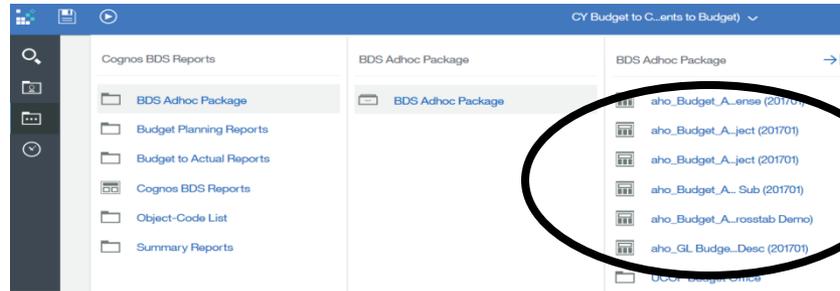
➢ Users also has the option to build their own queries according to their own filters and criteria

Go to BDS home page → click on the "+" button → "Other" → "Query Studio" → "Cognos BDS Report" → "BDS Adhoc Package"

➢ BDS budget data is refreshed nightly, and all GL data (actuals, ITFs, encumbrances, etc.) is refreshed after month-end close
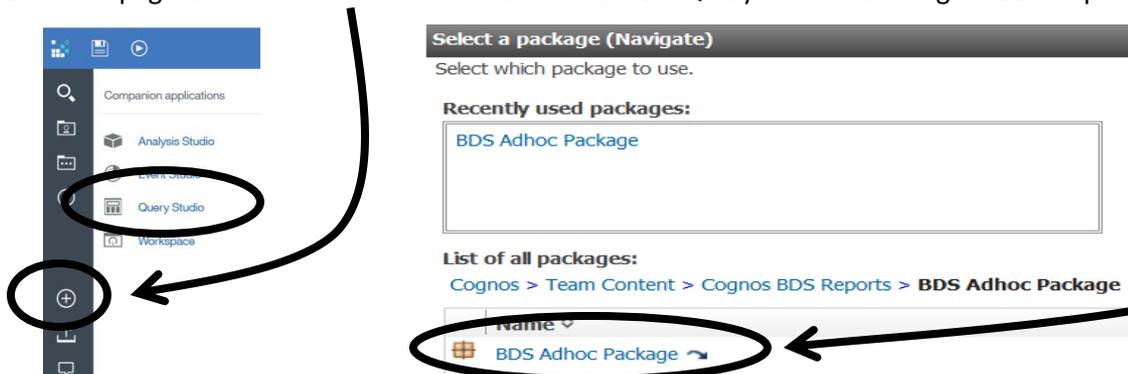
Module 2: BDS Tools
Part 4: Maintenance

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 <u>**weekly**</u> 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 <u>**weekly**</u> 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

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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

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Module 4: Questions & Answers