

UCOP Planning and Budgeting System (PBS)

BUDEXP100: Expense Budgeting

Current as of December 2019







Sign the attendance sheet at the beginning and end of the session.



Refrain from engaging in disruptive side conversations.



Silence cell phones, and minimize usage of cell phones and laptops for unrelated tasks during the session.



Check your e-mail during breaks only.



Participate actively, and share your experiences.



Complete the post-training survey prior to leaving this session.

Expectations



Let us see the expectations from this session.

This Training WILL....

- Frame exercises in standard UCOP scenarios
- Equip staff for the new system
- Discuss Expense Budgeting
- Rely on active staff involvement

- This Training WILL NOT...
- Address ALL possible scenarios
- Be the end of learning and ongoing support
- Be a passive occasion

Course Agenda



Here is the agenda for today's session.

Here is the agend	la for today's session.	Delivery Type:
Lesson	Covered Topics / Processes	
Expense Budgeting		
	 Navigating to Expense Budgeting Task List Entering the data across different accounts for Expense Budget Accounts and saving the data. Reviewing the data in reports Submitting total Budget 	
Expense Budget		-
Review	 Navigating to Expense Budget Review Task List Reviewing Total Expense Budget across different scenarios Review Expense Reports Approve/Reject the Budget Submitted 	

Course Objectives



Upon completing this course, you will be able to:

- Enter Expense across various Expense Categories
- Enter Expense by fund and fund type
- Enter Expense by time period (i.e., quarterly, monthly, etc.)
- Review the Total Expense Budget
- Review the Dynamic Variance Report and Variance Report by Fund reports



Here are some of the key terms you will come across in this course.

Expense Categories	Every expense must be assigned to a category (i.e., Meetings, Travel), which controls how that type of expense is captured. Expense categories will be used in entering expenses.
Expense Budget	Limit to the amount anticipated as an expense to be incurred in a future period.
Point of View (POV)	Planners and Reviewers choose dimensions to create their Point of View (POV) while conducting budgeting and planning activities. The Point of View can be setup before performing any tasks by selecting the Financial Unit, Fund, Division and Function



Here is the different Expense Categories you can budget in.

Other Office Miscellaneous
Meetings, Travel and Related Expenses
Computer and Office Equipment Service Maintainance
Utilities and Facilities,Space Leases
⊞ Library
External Services Computer and Others
⊞ Legal Costs
Consultants and Professional Services
⊞ Temporary Labor
Insurance
Subawards and Pass Throughs
Overhead Costs
Depreciation
⊞ Recharge



Let's meet the roles involved in the Introduction process in PBS

Roles	Manage Expense Budgets Across Various Expense Categories	Promote the Budget to Reviewers.	Review Expense Budgets	Review Expense Report	Approve or Reject Budgets
PLANNERS	\checkmark	\checkmark		\checkmark	
REVIEWERS	✓		\checkmark	✓	✓

The Expense module in PBS consists of two components.

- 1. Expense Budgeting (Planners)
- a) Enter Expense data across different categories.
- b) Review the entered data in reports.
- c) Submit Budget for approval.
- 2. Expense Budget Review (for Reviewers only)
- a) Review Expense data submitted by planner in form and reports.
- b) Submit your decision back to planner.





1. Expense Budgeting			Moving onto
Entering the data across different	2. Expense Budget R Review the data by	eport 3. Submitting Budget	next task in task list
accounts for Expense Budget Accounts and saving the data	running the Expense reports	Submitting the Budget to Reviewer for Approval process	



Expense Budgeting (Planner)

Duration: 35 minutes





Upon completing this lesson, you will be able to:

- Enter Expense across various Expense Categories
- Review the Expense Reports
- Submit Budget for Approval



Expense Budgeting – This task allows users to Budget Expense Accounts for the next fiscal year.

Navigating to Expense Budgeting Task list

- 1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
- 2. In the Planner task list, expand Expense Budget under Budget and click on Expense Budgeting:



Tasks: All Task Lists					Refre	əsh
r Filter: All 11	Status	Start	End	Instructions	Action	
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Forecast	•			0		
V Budget	•			0		
▶ ■ Revenue Budget	•			0		
Workforce Budget	•			0		
Workforce Planning Budget Data Reconciliation				0		
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Expense Budgeting 2	•					

Expense Budgeting – Overview of Form



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	Actual	Q2Forecast	Actual					Pe	Budget					Q2Forec Total Bud
	🗄 YearTotal	* YearTotal	Y-T-D(October)	± Q1		+	Q2	+	Q3	+	Q4	YearTe	otal	
∃ Other Office Miscellaneous]								$\overline{\Lambda}$				
∃ Meetings,Travel and Related Expenses									/					
∃ Computer and Office Equipment Ser <mark>v</mark> ice Maintainanc	e									•				
∃ Utilities and Facilities,Space Leases									Differe	ent Sce	enario.	Period	and	
∃ Library								V	lear co	mhina	ations	for ente	ring	
∃ External Services Computer and Others								d	ata (ca	n ho c	hrillod	up to m	onth	
⊕ Legal Costs								- 4				icon)	ionitii	
∃ Consultants and Professional Services				1						level b	iy pius	iconj		
∃ Temporary Labor	Expense (Categories a	vailable for					_						
+ Insurance	Budgeting	g (must drill	ed down by											
∃ Subawards and Pass Throughs	plus ic	on to enter	expense											
∄ Royalties		budget dat	a)											
∄ Overhead Costs			,											
± Depreciation														
⊞ Recharge														
Expense Categories Total														

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Expense Budgeting | 14



Navigation : Expense Budgeting:

1. Select the correct combination of Unit, Function, Division and Fund.

Select a Member		ь», <u>о</u> к	Cancel	Select	a Member		ъ́р <u>Q</u> К Салоој		Select a	Member					si QK	Cancel
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Total Fund - Regent	Total Restricted Fund - Regent	RF1_Restricted - Other Funds				530101 Consulting Serv	rices				8	8	8	8	32	1
		RF1_Restricted Fund Balance				770001:Internal Rechar	ge Debit (InterDivisional)									1
		RF1_Girls and Endowments				770002 Internal Rechar	ge Debit (InterDivisional -Other									.
		RF1 Contracts and Grants				507400:Restoration Pla	n 415 (M) Expense									
		DE1 Federal and Chris America				508102:Removal & Mov	ving Expense									
		RF1_Federal and State Appropr				510000:Undergradute F	inancial Aid									
		RF1_Special State				511000:Gradute Financ	ial Aid									
		RF1_Recharges Funds				522200:Mail/Postage/M	essenger Services									
		RF1_Other Sponsored Activities				522201:Office Suplies										
		J Destricted	v			522400 Lab Supplies										
			>			522600:Federally Charg	geable - Subscriptions and Memberships									
Members Fund> Total Regents	Fund> Total Fund - Regent> Total Restricted F	Fund - Regent *				522700:Federally Unch	argeable - Subsc./Dues/Memb.Civic/Social/Gen Int									
						522701 Federally Unch	argeable - Subsc/Dues/Memb Prof/Tech									
						522800 Employee Wea	ring Apparel									

Expense Budgeting:

- 2. Expand the account by clicking the plus("+") icon corresponding to which you wish to enter data(either Year Total or Account Level).
- 3. Click on save and you can check the complete checkbox after entering data. (Complete checkbox is optional, Saving is required)

	Expense Budgeting					1 0	Save R	efresh	<u>A</u> ctions ▼		mplete	<u>P</u> revious	<u>N</u> ext C <u>l</u> ose	2
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	530101:Consulting Services		3	3	3	3		8	8		8	8		
	770001:Internal Recharge Debit (InterDivisional)							1			2			
	770002:Internal Recharge Debit (InterDivisional -Other								ğ		2			
	507400:Restoration Plan 415 (M) Expense													
	508102:Removal & Moving Expense													
	510000:Undergradute Financial Aid												_	
Note: If you enter data at	511000:Gradute Financial Aid													
higher level (i.e. Year	522200:Mail/Postage/Messenger Services													
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	522400:Lab Supplies													
distributed equally	522600:Federally Chargeable - Subscriptions and Memberships													
amongst lower level (i.e.	522700:Federally Unchargeable - Subsc./Dues/Memb.Civic/Social/Gen In	nt												
months)	522701:Federally Unchargeable - Subsc/Dues/Memb Prof/Tech													
monting	522800:Employee Wearing Apparel													
	522801 Clothing													





Expense Reports – This task allows users to Review reports for Expense Budgeting.

Navigating to Dynamic Variance Report Task list

- 1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
- 2. In the Planner task list, navigate to Expense Reports under Review Reports and click on Dynamic Variance Report By Financial Unit:



Tasks: All Task Lists					Refres	h
Y Filter: All n						C
Name	Status	Start	End	Instructions	Action	ıl
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Forecast	•			0		
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Budget Summary	•			0		
▼ ■ Review Reports	•			0	***	
▼	•			0	***	
Supervisional Contemport By Financial Unit	2 •					
🛞 Variance Report By Fund and Financial Unit	•			0	314	
Workforce Report				0		

Expense Reports:

1. The report will open in new tab.

Note – The financial units that are displayed in the report will be based on user's security access.

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Dynamic Multi-Year Variance Report									- 10	
Sources/Uses: Uses									- 10	
Uses View: All									- 10	
Account Version: Divisional									- 10	
Account Level: Summary									- 10	
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25000A PROVOST & EXEC VP-ACADEMIC AFFAIRS 30000B CHIEF OPERATING OFFICER 35000B XETERNAL RELATIONS AND COMMUNICATIONS 400000A EXEC VP UC HEALTH 50000B ASK VP COMPLIANCE AND AUDIT 510000B OFC OF GENERAL COUNSEL 52000B CHIEF INVESTIMENT OFFICER 53000B CHIEF INVESTIMENT OFFICER 50000B ASK STREMWIDE ACADEMIC SENATE 54000B ASK STREMWIDE ACADEMIC SENATE 54000B ASK STREMWIDE ACADEMIC SENATE	\$231.58 \$134.39 \$8.96 \$20.21 \$3.45 \$39.22 \$2.53 \$20.70 \$1.21	\$223.85 \$223.85 \$105.54 \$6.03 \$47.92 \$2.14 \$46.24 \$1.59 \$9.59 \$1.03 \$6.59	\$0.54 \$79.36 \$22.90 \$1.37 \$63.09 \$0.47 \$15.31 \$0.40 \$(3.96) \$0.26 \$0.26	\$4.53 \$283.43 \$251.75 \$18.93 \$86.53 \$8.72 \$71.66 \$2.99 \$30.33 \$2.27 \$75.65 \$2.99	\$1.28 \$7.73 \$28.85 \$2.93 \$(27.71) \$1.32 \$(7.02) \$0.93 \$11.11 \$0.18 \$(7.02)	\$2.01 \$152.22 \$111.49 \$7.59 \$(42.89) \$2.98 \$23.92 \$2.13 \$24.66 \$2.94 \$24.66 \$2.94	\$(1.98) \$(51.85) \$(9.96) \$(38.33) \$(3.27) \$(32.44) \$(0.47) \$(9.63) \$(1.06) \$(0.63) \$(1.06) \$(0.63) \$(1.06) \$(0.63) \$(0.63) \$(0.63) \$(0.63) \$(0.63) \$(0.63) \$(0.63) \$(0.63) \$(0.63) \$(0.63) \$(0.63) \$(0.63) \$(0.63) \$(0.63) \$(0.63) \$(0.64) \$(0.64) \$(0.64) \$(0.65) \$(0.67) \$(0.65) \$(0.65) \$(0.67) \$(0.65) \$(0	\$(3.26) \$(59.58) \$(146.21) \$(12.89) \$(10.61) \$(4.58) \$(25.42) \$(1.40) \$(20.74) \$(20.74) \$(20.74) \$(20.74)		
25000A PROVOST & EXEC VP-ACADEMIC AFFAIRS 30000A CHIEF OPERATING OFFICIER 35000A EXTERNAL RELATIONS AND COMMUNICATIONS 40000A EXEC VP UC HEALTH 50000A SR VP COMPLIANCE AND AUDIT 51000A OF CO GENERAL COUNSEL 52000A OFC CO GENERAL COUNSEL 53000A CHIEF INVESTMENT OFFICER 65000A CHIEF INVESTMENT OFFICER 65000A SYSTEMUND CADDENIC SENATE 55000A CHIEFS INVOX & ENTREPRENEURSHIP 70000A CYENTBAL OPERATIONS	\$231.58 \$134.39 \$8.96 \$20.21 \$3.45 \$39.22 \$2.53 \$2.0.70 \$1.21 \$1.10 \$1.21	\$223.85 \$223.85 \$105.54 \$6.03 \$47.92 \$2.14 \$46.24 \$1.59 \$9.59 \$1.03 \$0.64 \$12.22	\$0.54 \$79.36 \$22.90 \$1.37 \$63.09 \$0.47 \$15.31 \$0.40 \$(3.96) \$0.26 \$0.08 \$0.08 \$12.70 \$	\$4.53 \$283.43 \$251.75 \$18.93 \$58.53 \$6.72 \$71.66 \$2.99 \$30.33 \$2.27 \$1.01 \$19.70	\$1.28 \$7.73 \$28.85 \$2.93 \$(27.71) \$1.32 \$(7.02) \$0.93 \$11.11 \$0.18 \$0.46 \$14.07	\$2.01 \$152.22 \$111.49 \$7.59 \$(42.89) \$2.98 \$23.92 \$2.13 \$24.66 \$0.94 \$1.02 \$2.97	\$(1.98) \$(51.85) \$(117.36) \$(9.96) \$(38.33) \$(32.74) \$(32.44) \$(0.47) \$(9.63) \$(1.06) \$0.09 \$12.00	\$(3.26) \$(59.58) \$(146.21) \$(12.89) \$(10.61) \$(4.58) \$(25.42) \$(1.40) \$(20.74)\$(20.74)\$(20.74)\$(20.74)\$(20.74)\$(20.74)\$(20.74)\$(20.74)\$(20.74)\$(20.		
250000 PROVOST & EXEC VP-ACDENIC AFFAIRS 300000 A CHIEF OPERATING OFFICER 3500000 A EXEC VP UC HEALTH 600000 A SW PC COMPLANCE AND AUDIT 510000 A OFE OF GENERAL COLUMEL 530000 A GECRETARY OF THE REGENTS 530000 A CHIEF INVESTMENT OFFICER 600000 A SY BESTMENT OFFICER 600000 A SY RESIMON & ENTREPRENEURSHIP 700000 A CENTRAL OPERATIONS 500000 A PA GORCULTURE AND NATURAL BESQUERCES	\$231.58 \$134.39 \$20.21 \$3.45 \$39.22 \$2.53 \$20.70 \$1.21 \$1.10 \$26.79 \$1.58	\$105.54 \$203.85 \$105.54 \$6.03 \$47.92 \$2.14 \$46.24 \$1.59 \$0.59 \$1.03 \$0.64 \$12.72 \$5.84	\$0.54 \$79.36 \$22.90 \$1.37 \$63.09 \$0.47 \$15.31 \$0.40 \$(3.96) \$0.26 \$0.08 \$(1.79) \$0.72	\$4.53 \$223.43 \$251.75 \$18.93 \$6.53 \$6.72 \$71.66 \$2.99 \$30.33 \$2.27 \$1.01 \$13.70 \$1.91 \$13.70 \$1.91 \$13.70 \$1.91 \$13.70	\$1.28 \$7.73 \$28.85 \$2.93 \$(27.71) \$1.32 \$(7.02) \$0.93 \$11.11 \$0.18 \$0.46 \$14.07 \$0.74	\$2.01 \$152.22 \$111.49 \$7.59 \$(42.80) \$2.98 \$2.32 \$2.13 \$24.66 \$0.94 \$1.02 \$28.57 \$1.02 \$28.57 \$1.07	\$(1.98) \$(51.85) \$(117.36) \$(9.96) \$(38.33) \$(3.27) \$(32.44) \$(0.47) \$(9.63) \$(1.06) \$0.09 \$13.09 \$(7.54)	\$(3.26) \$(59.56) \$(146.21) \$(12.89) \$(10.61) \$(4.58) \$(25.42) \$(1.40) \$(20.74) \$(1.24) \$(1.24) \$(1.24) \$(0.37) \$(0.98) \$(8.98) \$(8.98)	5) 5) 5) 5) 5) 5) 5) 5) 5) 5)	
25000A PROVOST & EXEC VP-ACADEMIC AFFAIRS 30000A CHIEP OPERATING OFFICER 35000A SEXTERNAL RELATIONS AND COMMUNICATIONS 40000A EXEC VP UC HEALTH 50000A SR VP COMPLIANCE AND AUDIT 510000A OFC OF GENERAL COUNSEL 53000A CHIEF INVESTMENT OFFICER 53000A CHIEF INVESTMENT OFFICER 50000A SVP RESTINNITO & CADEMIC SENATE 55000A SVP RESTINNITO & ENTREPRENEURSHIP 70000A SVP RESTINNITO & ENTREPRENEURSHIP 70000A VP AGRICULTURE AND NATURAL RESOURCES 50000A VP AGRICULTURE AND NATURAL RESOURCES	\$231.58 \$134.39 \$8.96 \$20.21 \$3.45 \$39.22 \$2.53 \$20.70 \$1.21 \$1.10 \$26.79 \$1.56 \$518.91	\$223.85 \$233.85 \$105.54 \$6.03 \$47.92 \$2.14 \$46.24 \$1.59 \$9.59 \$1.03 \$0.64 \$12.72 \$0.84 \$479.21	\$0.54 \$79.36 \$22.90 \$1.37 \$63.09 \$0.47 \$15.31 \$0.40 \$3.36 \$0.26 \$0.08 \$(1.79) \$0.32 \$19.36	\$4.53 \$283.43 \$221.75 \$18.93 \$58.53 \$6.72 \$71.66 \$2.99 \$30.33 \$2.27 \$1.01 \$13.70 \$1.11 \$13.70 \$9.12 \$306.69	\$1.28 \$7.73 \$28.85 \$2.93 \$(27.71) \$1.32 \$(7.02) \$0.93 \$11.11 \$0.18 \$0.46 \$14.07 \$0.74 \$3.97	\$2.01 \$152.22 \$111.40 \$7.59 \$4(42.89) \$2.98 \$2.98 \$2.392 \$2.466 \$1.02 \$2.857 \$1.02 \$28.57 \$1.27 \$337.55	\$(1.98) \$(51.85) \$(117.36) \$(39.96) \$(38.33) \$(327) \$(327) \$(32.44) \$(0.47) \$(0.63) \$(1.06) \$0.09 \$(3.09) \$(3.09) \$(3.80.07) \$(2.86.07)	\$(3.26 \$(59.58 \$(146.21) \$(12.89) \$(10.61) \$(45.88) \$(25.42) \$(1.40) \$(20.74) \$(20.74) \$(0.37) \$(0.38) \$(8.28) \$(327.77)		
25000A PROVOST & EXEC VP-ACADEMIC AFFAIRS 30000A CHIEF OPERATING OFFICER 35000A EXTERNAL RELATIONS AND COMMUNICATIONS 40000A EXEC VP UC HEALTH 50000A SR VP COMPLIANCE AND AUDIT 51000A OFC OF GENERAL COUNSEL 52000A OFC OF OFFICER 53000A CHIEF INVESTMENT OFFICER 65000A SVSTEMINIDE ACADEMIC SENATE 65000A SVSTEMINIDE ACADEMIC SENATE 65000A SVSTEMINIDE ACADEMIC SENATE 65000A OF CORTRAL OPERATIONS 80000A VP AGRICULTURE AND NATURAL RESOURCES TOTAL USES	\$231.58 \$134.39 \$8.96 \$2027 \$3.45 \$239.22 \$2.53 \$20.70 \$1.21 \$1.10 \$2.679 \$1.58 \$518.91	\$123 \$223.85 \$105.54 \$6.03 \$47.92 \$2.14 \$46.24 \$1.59 \$9.59 \$1.03 \$0.64 \$1.272 \$0.84 \$12.72	5054 \$79.36 \$22.90 \$1.37 \$63.09 \$0.47 \$15.31 \$0.40 \$(3.96) \$0.26 \$0.08 \$(1.79) \$0.32 \$181.38	\$4.53 \$28.43 \$251.75 \$18.93 \$58.53 \$6.72 \$71.66 \$2.99 \$30.33 \$2.27 \$1.01 \$1.370 \$9.12 \$3.170	\$1 28 \$7 73 \$2.8 85 \$2.93 \$(27.71) \$1 32 \$(7.02) \$0.93 \$11.11 \$0.18 \$0.46 \$14.07 \$0.74 \$39.70	\$2.01 \$152.22 \$111.49 \$7.59 \$23.92 \$2.3 92 \$2.3 92 \$2.43 \$24.63 \$0.94 \$1.02 \$28.57 \$1.27 \$337.55	\$(1.98) \$(51.85) \$(117.36) \$(9.96) \$(32.44) \$(32	\$(3.26) \$(59.58) \$(16.61) \$(12.89) \$(10.61) \$(25.42) \$(25.42) \$(12.40) \$(20.74) \$(12.47) \$(12		
250000 A PROVOST & EXEC UP ACADEMIC AFFAIRS 300000 A CHIEF OPERATING OFFICER 300000 A CHIEF OPERATING OFFICER 400000 A EXEC VP UC HEALTH 100000 A SW VP COMPLANCE AND AUDIT 510000 A SW VP COMPLANCE AND AUDIT 510000 A GECRETARY OF THE REGENTS 530000 A GECRETARY OF THE REGENTS 530000 A SW TES INNOVA E ANTERPREVENSHIP 700000 A SW TES INNOVA E ANTERPREVENSHIP 700000 A CENTRAL OPERATIONS 800000 A VP AGRICULTURE AND NATURAL RESOURCES TOTAL USES	\$231.58 \$154.39 \$8.09 \$20.21 \$3.45 \$3.92 \$2.53 \$1.21 \$1.10 \$1.10 \$1.10 \$1.55 \$518.91	\$23,85 \$223,85 \$105,54 \$6,03 \$46,92 \$1,59 \$1,59 \$1,59 \$1,59 \$1,103 \$0,84 \$1,27 \$1,08 \$1,03 \$0,084 \$1,27 \$0,084 \$479,21	50.54 \$77.36 \$22.90 \$1.37 \$663.09 \$0.47 \$15.31 \$0.40 \$2.26 \$0.08 \$(1.79) \$3.92 \$181.36	\$4.53 \$28.43 \$251.75 \$18.93 \$58.53 \$6.72 \$71.66 \$2.99 \$30.33 \$2.27 \$1.01 \$13.70 \$1.91 \$13.70 \$9.12 \$806.99	\$1.28 \$7.73 \$28.85 \$2.93 \$(27.71) \$1.32 \$(7.02) \$0.93 \$11.11 \$0.18 \$0.46 \$14.07 \$0.74 \$39.70	\$2011 \$152.22 \$111.49 \$7.59 \$42.80 \$2.98 \$2.38 \$2.43 \$34.66 \$0.94 \$1.02 \$2.85 \$1.02 \$2.85 \$1.02 \$2.85 \$1.02 \$2.85 \$1.02 \$2.85 \$1.02 \$2.85 \$1.02 \$2.85 \$1.02 \$2.95 \$1.02	\$ (198) \$ (5185) \$ (117.36) \$ (9.96) \$ (38.33) \$ (38.33) \$ (38.33) \$ (327) \$ (32.44) \$ (32.71) \$ (32.44) \$ (32.75) \$ (32.65) \$ (32.65) \$ (288.07) \$ (288.07)	\$(3.26 \$(59.58 \$(146.21) \$(12.89 \$(10.61) \$(25.42) \$(12.40) \$(20.74) \$(12.44) \$(20.74) \$(1.24)	5) 5) 5) 5) 5) 5) 5) 5) 5) 5)	
25000A PROVOST & EXEC VP-ACADEMIC AFFAIRS 30000B CHIEF OPERATING OFFICER 35000B XETERNAL RELATIONS AND COMMUNICATIONS 40000B A EXEC VP UC HEALTH 50000B SR VP COMPLANCE AND AUDIT 51000B COFC OF GENERAL COUNSEL 52000B CHIEF INVESTMENT OFFICER 53000B CHIEF INVESTMENT OFFICER 60000B CHIEF INVESTMENT OFFICER 65000B SVP RES INNOV & ENTREPRENEURSHIP 7000BC CENTRAL OPERATIONS 60000B A VP AGRICULTURE AND NATURAL RESOURCES TOTAL USES	\$231.58 \$134.39 \$8.96 \$20.21 \$3.45 \$3.92 \$2.53 \$2.070 \$1.21 \$1.10 \$2.679 \$1.58 \$518.91	5105-54 \$222.85 \$105.64 \$6.03 \$47.92 \$2.14 \$1.59 \$9.59 \$1.03 \$0.64 \$1.272 \$0.84 \$479.21	\$0.54 \$77.36 \$22.90 \$1.37 \$60.30 \$0.47 \$15.31 \$0.40 \$0.26 \$0.26 \$0.26 \$0.08 \$(1.79) \$0.32 \$181.36	\$4.53 \$283.43 \$251.75 \$18.33 \$58.53 \$6.72 \$71.66 \$2.99 \$30.33 \$2.27 \$1.01 \$13.70 \$15.70 \$15.7	\$1 28 \$7.73 \$28.85 \$2.93 \$(27.71) \$1.32 \$7.02 \$0.93 \$11.11 \$0.18 \$0.046 \$14.07 \$0.74 \$39.70	\$2.01 \$152.22 \$111.49 \$7.59 \$(42.80) \$2.38 \$2.39 \$2.31 \$24.86 \$0.94 \$1.02 \$28.57 \$1.27 \$337.55	\$ (198) \$ (51.85) \$ (117.36) \$ (29.96) \$ (30.33) \$ (32.77) \$ (32.84) \$ (32.77) \$ (32.84) \$ (32.77) \$ (32.84) \$ (32.75) \$ (32.75) \$ (32.754) \$ (288.07) \$ (288.07)	\$(3.26) \$(59.52) \$(146.21) \$(12.69) \$(10.61) \$(4.58) \$(25.42) \$(11.40) \$(20.74) \$(2.54.22) \$(1.40) \$(20.74) \$(2.54.22) \$(1.62) \$(2.54.22) \$(0.56) \$(8.28) \$(327.77)		
250000A PROVOST & EXEC VP-ACADEMIC AFFAIRS 300000A CHIEF OPERATING OFFICER 350000A SEXTERNAL RELATIONS AND COMMUNICATIONS 400000A EXEC VP UC HEALTH 500000A SR VP COMPLIANCE AND AUDIT 5100000 A GPC OF GENERAL COUNSEL 520000A SGCRETARY OF THE REGENTS 530000A CHIEF INVESTMENT OFFICER 600000A SYSTEMWIDE ACADEMIC SENATE 650000A SYSTEMWIDE ACADEMIC SENATE 500000A SYSTEMWIDE ACADEMIC SENATE 5000000A SYSTEMWIDE ACADEMIC SENATE 500000A SYSTEMUS SENATE 50000A SYSTEMUS SENA	\$231.58 \$134.39 \$8.09 \$20.21 \$3.45 \$39.22 \$2.53 \$2.070 \$1.21 \$1.10 \$2.070 \$1.21 \$1.59 \$518.91	\$223.85 \$105.54 \$60.03 \$47.92 \$2.14 \$46.24 \$1.99 \$9.95 \$1.03 \$0.04 \$1.27 \$0.94 \$479.21	8054 \$7738 \$2290 \$137 \$163.09 \$0.47 \$145.31 \$5.40 \$3.96 \$0.26 \$0.08 \$(.79) \$0.32 \$181.38	54.53 \$223.43 \$251.75 \$18.33 \$67.27 \$71.66 \$2.99 \$30.33 \$2.27 \$1.01 \$13.70 \$13.70 \$9.12 \$806.99	\$1.28 \$7.73 \$28.85 \$2.93 \$1.32 \$7.02 \$0.93 \$11.11 \$0.46 \$14.07 \$0.74 \$39.70	\$2011 \$15222 \$111.49 \$7.59 \$2485 \$23.92 \$2.13 \$24.65 \$0.94 \$1.02 \$	\$ (196) \$ (5185) \$ (117.36) \$ (30.33) \$ (3.27) \$ (32.44) \$ (3.27) \$ (32.44) \$ (3.27) \$ (32.44) \$ (3.27) \$ (3.24) \$ (3.26) \$ (3.06) \$ (3.06) \$ (3.06) \$ (7.54) \$ (288.07)	\$(32) \$(95) \$(166)21 \$(146)21 \$(146)21 \$(146)21 \$(125)2 \$(140) \$(25)42 \$(140) \$(25)42 \$(124) \$(124) \$(124) \$(124) \$(124) \$(124) \$(124) \$(124) \$(126)\$	99 99 99 99 99 99 99 90 90 90 90 90 90 9	





Expense Reports – This task allows users to Review reports for Expense Budgeting.

Navigating to Variance Report Task list

- 1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
- 2. In the Planner task list, navigate to Expense Reports under Review Reports and click on Variance Report By Fund and Financial Unit:



Tasks: All Task Lists					Refre	es
Filter: All 12						
Name	Status	Start	End	Instructions	Action	
Planner	•			0		
▶ Forecast	•			0		
▶ ■ Budget	•			0	***	
Budget Summary	•			0	***	
Review Reports	•			0	***	
	•			0		
🍪 Dynamic Variance Report By Financial Unit	•			0	0.0	
🛞 Variance Report By Fund and Financial Unit	2 •					
Workforce Report	•			0	40	

Expense Reports:

1. The report will open in new tab.

Note – Categories that are displayed in blue can drill down further by selecting the link.

-2 2								
xplore 📓 🔀 🐵								•
port by Financial Unit and Fund v2 🗙						Sear	ch:	🜔 Adva
Variance Report Current Year Budget to Curr	rent Year Actuals by Organi	ization						
Organization : All Financial Unit								
Fiscal Year : FY20-21								
Categories	FY20-21	FY19-20	FY19-20	Perm Budget	Q2Forecast	Perm Budget		
	Perm Budget	Actual	Q2Forecast	VS	VS	VS		
	YearTotal	Y-T-D(Oct)	VeerTetel					
			rearrotar	Actual	Actual	Q2Forecast		
Salaries	221,484,366.16	460,835.16	-	221,023,531.00	(460,835.16)	Q2Forecast 221,484,366.16		
Benefits	221,484,366.16 86,223,525.76	460,835.16 1,286,676.62	- -	221,023,531.00 84,936,849.14	(460,835.16) (1,286,676.62)	Q2Forecast 221,484,366.16 86,223,525.76		
Salaries Benefits TOTAL PERSONNEL COST	221,484,366.16 86,223,525.76 307,707,891.92	460,835.16 1,286,676.62 1,747,511.78	- -	221,023,531.00 84,936,849.14 305,960,380.14	(460,835.16) (1,286,676.62) (1,747,511.78)	Q2Forecast 221,484,366.16 86,223,525.76 307,707,891.92		
Salaries Benefits TOTAL PERSONNEL COST Insurance	221,484,366.16 86,223,525.76 307,707,891.92 1,945,858.70	460,835.16 1,286,676.62 1,747,511.78 606,048.92	1,676,788.70	221,023,531.00 84,936,849.14 305,960,380.14 1,339,809.78	(460,835.16) (1,286,676.62) (1,747,511.78) 1,070,739.78	Q2Forecast 221,484,366.16 86,223,525.76 307,707,891.92 269,070.00		
Salaries Benefits TOTAL PERSONNEL COST Insurance Meetings, Travel and Related Expenses	221,484,366.16 86,223,525.76 307,707,891.92 1,945,858.70 15,888,892.04	460,835.16 1,286,676.62 1,747,511.78 606,048.92 7,482,808.58	1,676,788.70 15,122,371.04	221,023,531.00 84,936,849.14 305,960,380.14 1,339,809.78 8,406,083.46	Actual (460,835.16) (1,286,676.62) (1,747,511.78) 1,070,739.78 7,639,562.46	Q2Forecast 221,484,366.16 86,223,525.76 307,707,891.92 269,070.00 766,521.00		
Salaries Benefits TOTAL PERSONNEL COST Insurance Meetings.Travel and Related Expenses Consultants and Professional Services	221,484,366.16 86,223,525.76 307,707,891.92 1,945,858.70 15,888,892.04 30,132,421.04	460,835.16 1,286,676.62 1,747,511.78 606,048.92 7,482,808.58 1,538,564.58	1,676,788.70 15,122,371.04 25,814,402.57	221,023,531.00 84,936,849.14 305,960,380.14 1,339,809,78 8,406,083.46 28,593,856.46	Actual (460,835.16) (1,286,676.62) (1,747,511.78) 1,070,739.78 7,639,562.46 24,275,837.99	Q2Forecast 221,484,366.16 86,223,525.76 307,707,891.92 269,070.00 766,521.00 4,318,018.47		
Salaries Benefits TOTAL PERSONNEL COST Insurance Meetings,Travel and Related Expenses Consultants and Professional Services Legal Costs	221,484,366,16 86,223,525,76 307,707,891,92 1,945,858,70 15,888,892,04 30,132,421,04 34,839,371,75	460,835.16 1,286,676.62 1,747,511.78 606,048.92 7,482,808.58 1,538,564.58 15,204,953.20	1,676,788.70 15,122,371.04 25,814,402.57 34,830,411.75	221,023,531.00 84,936,849.14 305,960,380.14 1,339,809.78 8,406,083.46 28,593,856.46 19,634,418.55	Actual (460,835.16) (1,286,676.62) (1,747,511.78) 1,070,739.78 7,639,562.46 24,275,837.99 19,625,458.55	Q2Forecast 221,484,366.16 86,223,525.76 307,707,891.92 269,070.00 766,521.00 4,318,018.47 8,960.00		
Salaries Benefits TOTAL PERSONNEL COST Insurance Meetings.Travel and Related Expenses Consultants and Professional Services Legal Costs Computer and Office Equipment Service Maintainance	221,484,366,16 86,223,525,76 307,707,891,92 1,945,858,70 15,888,892,04 30,132,421,04 34,839,371,75 16,624,661,78	460,835.16 1,286,676.62 1,747,511.78 606,048.92 7,482,808.58 1,538,564.58 15,204,953.20 4,292,027.06	1,676,788.70 15,122,371.04 25,814,402.57 34,830,411.75 12,517,537.78	221,023,531.00 84,936,849.14 305,960,380.14 1,339,809.78 8,406,083.46 28,593,856.46 19,634,418.55 12,332,634.72	Actual (460,835.16) (1,286,676.62) (1,747,511.78) 1,070,739.78 7,639,562.46 24,275,837.99 19,625,458.55 8,225,510.72	Q2Forecast 221,484,366.16 86,223,525.76 307,707,891.92 269,070.00 766,521.00 4,318,018.47 8,960.00 4,107,124.00		
Salaries Benefits TOTAL PERSONNEL COST Insurance Meetings, Travel and Related Expenses Consultants and Professional Services Legal Costs Computer and Office Equipment Service Maintainance Utilities and Facilities, Space Leases	221,484,366,16 86,223,525,76 307,707,891,92 1,945,858,70 15,888,892,04 30,132,421,04 34,839,371,75 16,624,661,78 26,260,914,46	460,835.16 1,280,676.62 1,747,511.78 606,048.92 7,482,808.58 1,538,564.58 15,204,953.20 4,292,027.06 3,530,618.12	1,676,788.70 15,122,371.04 25,814,402.57 34,830,411.75 12,517,537.78 19,730,868.00	221,023,531.00 84,936,849.14 305,960,380.14 1,339,809.78 8,406,083.46 28,593,856.46 19,634,418.55 12,332,634.72 22,730,296.34	Actual (460,835.16) (1,286,676.62) (1,747,511.78) 1,070,739.78 7,639,562.46 24,275,837.99 19,625,458.55 8,2225,510.72 16,200,249.88	Q2Forecast 221,484,366.16 86,223,525.76 307,707,891.92 269,070.00 766,6521.00 4,318,018.47 8,960.00 4,107,124.00 6,530,046.46		
Salaries Benefits TOTAL PERSONNEL COST Insurance Meetings, Travel and Related Expenses Consultants and Professional Services Legal Costs Computer and Office Equipment Service Maintainance Utilities and Facilities.Space Leases Library	221,484,366,16 86,223,525,76 307,707,891,92 1,945,858,70 15,888,892,04 30,132,421,04 34,839,371,75 16,624,661,78 26,260,914,46 3,413,647,33	460,835.16 1,286,676.62 1,747,511.78 606,048.92 7,482,808.58 1,538,564.58 15,204,953.20 4,292,027.06 3,530,618.12 721,654.08	1,676,788.70 15,122,371.04 25,814,402.57 34,830,411.75 12,517,537.78 19,730,868.00 3,397,067.33	221,023,531,00 84,936,849,14 305,960,380,14 1,339,809,78 8,406,083,46 28,593,856,46 19,634,418,55 12,332,634,72 22,730,296,34 2,691,993,25	4ctual (460,835.16) (1,286,676.62) (1,747,511.78) 1,070,739.78 7,639,562.46 24,275,837.99 19,625,458.55 8,225,510.72 16,200,249.88 2,675,413.25	Q2Forecast 221,484,366,16 86,223,525,76 307,707,891,92 269,070,00 766,521,00 4,318,018,47 8,960,00 4,107,124,00 6,530,046,46 16,580,00		
Salaries Benefits TOTAL PERSONNEL COST Insurance Meetings.Travel and Related Expenses Consultants and Professional Services Legal Costs Computer and Office Equipment Service Maintainance Utilities and Facilities.Space Leases Library Other Office Miscellaneous	221,484,366,16 86,223,525,76 307,707,891,92 1,945,858,70 15,888,892,04 30,132,421,04 34,839,371,75 16,624,661,78 26,260,914,46 3,413,647,33 113,867,925,77	460,835,16 1,286,676,62 1,747,511.78 606,048,92 7,482,808,58 15,204,953,20 4,292,027,06 3,530,618,12 721,654,08 73,777,551,14	1,676,788.70 15,122,371.04 25,814,402.57 34,830,411.75 12,517,537.78 19,730,868.00 3,397,067.33 112,927,467.14	221,023,531,00 84,936,849,14 305,960,380,14 1,339,809,78 8,406,083,46 19,634,418,55 12,332,634,72 22,730,296,34 2,691,993,25 40,090,374,63	Actual (460,835.16) (1,286,676.62) (1,747,511.78) 1,070,739.78 7,639,562.46 24,275,837.99 19,625,458.55 8,225,510.72 16,200,249.88 2,675,413.25 39,149,916.00	Q2Forecast 221,484,366.16 86,223,525.76 307,707,891,92 269,070.00 766,521.00 4,318,018.47 8,960.00 4,107,124.00 6,530,046.46 16,580.00 940,458.63		
Salaries Benefits TOTAL PERSONNEL COST Insurance Meetings, Travel and Related Expenses Consultants and Professional Services Legal Costs Computer and Office Equipment Service Maintainance Utilities and Facilities.Space Leases Library Other Office Miscellaneous Temporary Labor	221,484,366,16 86,223,525,76 307,707,891,92 1,945,858,70 15,888,892,04 30,132,421,04 34,839,371,75 16,624,661,78 26,260,914,46 3,413,647,33 113,867,925,77 24,673,434,44	460,835.16 1,286,676,62 1,747,511.78 606,048.92 7,482,808,58 15,38,564,58 15,204,953,200 4,292,027,06 3,530,618.12 721,654,08 73,777,551.14 4,657,197,02	1,676,788,70 15,122,371.04 25,814,402,57 34,830,411.75 12,517,537,78 19,730,868,00 3,397,067,33 112,927,467,14 22,568,220,44	221,023,531,00 84,936,849,14 305,960,380,14 1,339,809,78 8,406,083,46 28,593,856,46 19,634,418,55 12,332,634,72 22,730,296,34 2,691,993,25 40,090,374,63 20,016,237,42	Actual (460,835.16) (1,286,676.62) (1,747,511.78) 7,639,562.46 24,275,837.99 19,625,458.55 8,225,510.72 16,200,249.88 2,675,413.25 39,149,916.00 17,911,023.42	Q2Forecast 221,484,366.16 86,223,525.76 307,707,891.92 269,070.00 766,521.00 4,318,018.47 8,960.00 4,107,124.00 6,530,046.46 16,580.00 940,488.63 2,105,214.00		
Salaries Benefits TOTAL PERSONNEL COST Insurance Meetings. Travel and Related Expenses Consultants and Professional Services Legal Costs Computer and Office Equipment Service Maintainance Utilities and Facilities.Space Leases Library Other Office Miscellaneous Temporary Labor Royalties	221,484,366,16 86,223,525,76 307,707,891,92 1,945,858,70 15,888,892,04 30,132,421,04 34,839,371,75 16,624,661,78 26,260,914,46 3,413,647,33 113,867,925,77 24,673,343,44 3,629,917,10	460,835.16 1,286,676.62 1,747,511.78 606,048.92 7,482,808.58 15,338,564.58 15,204,953.20 4,292,027.06 3,530,618.12 721,654.08 73,777,551.14 4,657,197.02 (1,863,039.76)	1,676,788.70 15,122,371,04 25,814,402.57 34,830,411.75 12,517,537,78 19,730,868,00 3,397,067,33 112,927,467,14 22,568,220,44 3,629,917,10	221,023,531,00 84,936,849,14 305,960,380,14 1,339,909,78 8,406,083,46 28,593,856,46 19,634,418,55 12,332,634,72 22,730,296,34 2,691,993,25 40,090,374,63 20,016,237,42 5,492,956,86	Actual (460,835.16) (1,286,676.62) (1,747,511.78) 1,070,739,78 7,639,562.46 24,275,837.99 19,625,458.55 8,225,510,72 16,200,249,88 2,675,413.25 39,149,916.00 17,911,023.42 5,492,956.86	Q2Forecast 221,484,366,16 86,223,525,76 307,707,891,92 269,070,00 766,521,00 4,318,018,47 8,960,00 4,107,124,00 6,530,046,46 16,580,00 940,458,63 2,105,214,00 0,00		
Salaries Benefits TOTAL PERSONNEL COST Insurance Meetings.Travel and Related Expenses Consultants and Professional Services Legal Costs Computer and Office Equipment Service Maintainance Utilities and Facilities.Space Leases Library Other Office Miscellaneous Temporary Labor Royalties Subawards and Pass Throughs	221,484,366,16 86,223,525,76 307,707,881,92 1,945,858,70 15,888,892,04 30,132,421,04 34,839,371,75 16,624,661,78 26,260,914,46 3,413,647,33 113,867,925,77 24,673,434,44 3,629,917,10 67,039,547,22	460,335.16 1,286,676.62 1,747,511.78 606,048.92 7,482,208,58 15,38,564,58 15,204,953.20 3,530,618.12 721,654.08 73,777,551.14 4,657,197.02 (1,863,039,76) 11,217,055.62	1,676,788,70 15,122,371,04 25,814,402,57 34,830,411,75 12,517,537,78 19,730,868,00 3,397,067,33 112,927,467,14 22,568,220,44 3,629,917,10 67,039,547,22	221,023,531,00 84,936,849,14 305,960,380,14 1,339,809,78 8,406,083,46 19,634,418,55 12,332,634,72 22,730,296,34 2,691,993,25 40,090,374,63 20,016,237,42 5,492,956,86 55,822,491,60	Actual (460,835,16) (1,286,676.62) (1,747,511.78) 1,070,739,78 7,639,562,46 24,275,837,99 19,625,458,55 8,225,510,72 16,200,249,88 2,675,413,25 39,149,916,00 17,911,023,42 5,492,956,86 55,822,491,60	Q2Forecast 221,484,366.16 86,223,525.76 307,707,891,92 269,070.00 766,521.00 4,318,018.47 8,960.00 4,107,124.00 6,530,046.46 16,580.00 940,458.63 2,105,214.00 0.00 0.00		
Salaries Benefits TOTAL PERSONNEL COST Insurance Meetings, Travel and Related Expenses Consultants and Professional Services Legal Costs Computer and Office Equipment Service Maintainance Utilities and Facilities,Space Leases Library Other Office Miscellaneous Temporary Labor Royalites Subawards and Pass Throughs External Services Computer and Others	221,484,366,16 86,223,525,76 307,707,891,92 1,945,858,70 15,888,892,04 30,132,421,04 34,839,371,75 16,624,661,78 26,260,914,46 3,413,647,33 113,867,925,77 24,673,434,44 3,629,917,10 67,039,547,22 14,659,405,06	460,835.16 1,286,676,62 1,747,511.78 606,048.92 7,482,808,58 15,38,564,58 15,204,953,200 4,292,027,06 3,530,618.12 721,654,08 73,777,551,14 4,657,197,02 (1,863,039,76) 11,217,055,62 10,542,632,98	1,676,788.70 15,122,371.04 25,814,402.57 34,830,411.75 12,517,537.78 19,730,868.00 3,397,067.33 112,927,467.14 22,568,220.44 3,629,917.10 67,039,547.22 14,621,405.06	221,023,551,00 84,936,849,14 1,339,809,78 8,406,083,46 19,634,418,55 12,332,634,72 22,730,296,34 2,691,993,25 40,090,374,63 20,016,237,42 5,892,956,86 55,822,491,60 4,116,772,08	Actual (460,835.16) (1,286,676.62) (1,747,511.78) 1,070,739.78 7,639,562.46 24,275,837.99 19,625,458.55 8,225,510.72 16,200,249.88 2,675,413.25 39,149,916.02 39,149,916.02 17,911,023.42 5,822,491.60 4,078,772.08	Q2Forecast 221,484,366.16 86,223,525.76 307,707,891.92 269,070.00 766,6521.00 4,318,018.47 8,960.00 4,107,124.00 6,530,046.46 16,580.00 940,458.63 2,105,214.00 0.00 38,000.00		
Salaries Benefits TOTAL PERSONNEL COST Insurance Meetings. Travel and Related Expenses Consultants and Professional Services Legal Costs Computer and Office Equipment Service Maintainance Utilities and Facilities.Space Leases Library Other Office Miscellaneous Temporary Labor Royalities Subawrds and Pass Throughs External Services Computer and Others TOTAL SUPPLIES AND EXPENSES	221,484,366,16 86,223,525,76 307,707,891,92 1,945,858,70 15,888,892,04 30,132,421,04 34,839,371,75 16,624,661,78 26,260,914,46 3,413,647,33 113,867,925,77 24,673,434,44 3,3629,917,10 67,039,547,22 14,659,405,06 352,975,996,68	460,835,16 1,286,676,62 1,747,511,78 606,048,92 7,482,808,58 15,328,564,58 15,320,953,20 4,292,027,06 3,530,618,12 721,654,08 73,777,551,14 4,657,197,02 (1,863,039,76) 11,217,055,62 10,542,632,98 131,708,071,54	1,676,788.70 15,122,371,04 25,814,402.57 34,830,411.75 12,517,537,78 19,730,868,00 3,397,067,33 112,927,467,14 22,568,220,44 3,629,917,10 67,039,547,22 14,621,405,06 333,876,004,13	221,023,551,00 84,936,849,14 305,960,380,14 1,339,909,78 8,406,083,46 28,593,856,46 19,634,418,55 12,332,634,72 22,730,296,34 2,691,993,25 40,090,374,63 20,016,237,42 5,492,956,86 55,822,491,60 4,116,772,08 221,267,925,14	Actual (460,835,16) (1,286,676,62) (1,747,511,78) 1,070,739,78 7,639,562,46 24,275,837,99 19,625,458,55 8,225,510,72 16,200,249,88 2,675,413,25 39,149,916,00 17,911,023,42 5,492,956,86 55,822,491,60 4,078,772,08 202,167,932,59	Q2Forecast 221,484,366,16 86,223,525,76 307,707,891,92 269,070,00 766,521,00 4,318,018,47 8,960,00 4,107,124,00 6,530,046,46 16,530,046,45 16,530,046,45 16,530,046,45 16,530,046,45 16,530,046,45 16,530,040,45 16,530,040,45 16,530,040,45 16,530,040,45 16,530,000 19,099,932,55 16,530,046,46 16,530,000 19,099,932,55 16,530,046,46 16,530,000 19,099,932,55 10,530,000 19,099,932,55 10,530,000 19,099,932,55 10,530,000 10,500,000 10,000		
Salaries Benefits TOTAL PERSONNEL COST Insurance Meetings.Travel and Related Expenses Consultants and Professional Services Legal Costs Computer and Office Equipment Service Maintainance Utilities and Facilities.Space Leases Library Other Office Miscellaneous Temporary Labor Royalties Subawards and Pass Throughs External Services Computer and Others TOTAL SUPPLIES AND EXPENSES Recharge	221,484,366,16 86,223,525,76 307,707,881,92 1,945,858,70 15,888,892,04 30,132,421,04 34,839,371,75 16,624,661,78 26,260,914,46 3,413,647,33 113,867,925,77 24,673,434,44 3,629,917,10 67,039,547,22 14,659,405,06 352,975,996,68 (10,452,402,37)	460,835.16 1,286,676.62 1,747,511.78 606,048.92 7,482,208,58 15,38,564,58 15,204,953.20 3,530,618.12 721,654.08 73,777,551.14 4,657,197.02 (1,863,039,76) 11,217,055.62 10,542,632.98 131,708,071.54 (4,919,858.92)	1,676,788,70 15,122,371,04 25,814,402,57 34,830,411,75 12,517,537,78 19,730,868,00 3,397,067,33 112,927,467,14 22,568,220,44 3,629,917,10 67,039,547,22 14,621,405,06 333,876,004,13 (10,942,037,37)	221,023,531,00 84,936,849,14 305,960,380,14 1,339,809,78 8,406,083,46 28,593,856,46 19,634,418,55 12,332,634,72 22,730,296,34 2,691,193,25 40,090,374,63 20,016,237,42 5,492,956,86 55,822,491,60 4,116,772,08 221,267,925,14 (5,532,543,45)	Actual (460,835,16) (1,286,676.62) (1,747,511.78) 1,070,739,78 7,639,562,46 24,275,837,99 19,625,458,55 8,225,510,72 16,200,249,88 2,675,4713,25 39,149,916,00 17,911,023,42 5,492,956,86 55,822,491,60 4,078,772,08 202,167,932,59 (6,022,178,45)	Q2Forecast 221,484,366.16 86,223,525.76 307,707,891,92 269,070.00 766,521.00 4,318,018.47 8,960.00 4,107,124.00 6,530,046.46 16,580.00 940,458.63 2,105,214.00 0,00 38,000.00 19,099,992.55 489,635.00		
Salaries Benefits TOTAL PERSONNEL COST Insurance Meetings. Travel and Related Expenses Consultants and Professional Services Legal Costs Computer and Office Equipment Service Maintainance Utilities and Facilities. Space Leases Library Other Office Miscellaneous Temporary Labor Royalties Subawards and Pass Throughs External Services Computer and Others TOTAL SUPPLIES AND EXPENSES Recharge Overhead Costs	221,484,366,16 86,223,525,76 307,707,891,92 1,945,858,70 15,888,892,04 30,132,421,04 34,839,371,75 16,624,661,78 26,260,914,46 3,413,647,33 113,867,925,77 24,673,434,44 3,629,917,10 67,039,547,22 14,659,405,06 352,975,996,68 (10,452,402,37)	460,835,16 1,286,676,62 1,747,511,78 606,048,92 7,482,808,58 15,304,953,200 4,292,027,06 3,530,618,12 721,654,08 73,777,551,14 4,657,197,02 (1,863,039,76) 11,217,055,62 10,542,632,98 131,708,071,54 (4,919,858,92) 50,007,376 12,007,376 13,007,376 14,007,376 15,007,376 14,007,376 14,007,376 14,007,376 14,007,376 14,007,376 14,007,376 14,007,376 14,007,377 14,007,376 14,00	1,676,788.70 15,122,371.04 25,814,402.57 34,830,411.75 12,517,537.78 19,730,868.00 3,397,067.33 112,927,467.14 22,568,220.44 3,629,917.10 67,039,547.22 14,621,405.06 333,876,004.13 (10,942,037.37)	221,023,531,00 84,936,849,14 1,339,809,78 8,406,083,46 28,593,856,46 19,634,418,55 12,332,634,72 22,730,296,34 2,691,993,225 40,090,374,63 20,016,237,42 5,492,956,86 55,822,491,60 4,116,772,08 221,267,925,14 (5,532,543,54)	Actual (460,835.16) (1,286,676.62) (1,747,511.78) 1,070,739.78 7,639,562.46 24,275,837.99 19,625,458.55 8,225,510.72 16,200,249.88 2,675,413.25 39,149,916.00 17,911,023.42 5,492,956.86 55,822,491.60 4,078,772.08 202,167,932.59 (6,022,178.45)	Q2Forecast 221,484,366,16 86,223,525,76 307,707,891,92 269,070,00 766,521,00 4,318,018,47 8,960,00 4,107,124,00 6,530,046,46 16,580,00 940,458,63 2,105,214,00 0,00 0,00 38,000,00 19,099,992,55 489,635,00		
Salaries Benefits TOTAL PERSONNEL COST Insurance Meetings. Travel and Related Expenses Consultants and Professional Services Legal Costs Computer and Office Equipment Service Maintainance Utilities and Facilities.Space Leases Library Other Office Miscellaneous Temporary Labor Royalties Subawards and Pass Throughs External Services Computer and Others TOTAL SUPPLIES AND EXPENSES Racharge Overhead Costs Unmapped	221,484,366,16 86,223,525,76 307,707,891,92 1,945,858,70 15,888,802,04 30,132,421,04 34,839,371,75 16,624,661,78 26,260,914,46 3,413,647,33 113,867,925,77 24,673,434,44 3,629,917,10 67,039,547,22 14,659,405,06 352,975,996,68 (10,452,402,37) 156,753,9615,38	460,835,16 1,286,676,62 1,747,511,78 606,048,92 7,482,808,58 15,308,564,58 15,304,953,20 4,292,027,06 3,530,618,12 721,654,08 73,777,551,14 4,657,197,02 (1,863,039,76) 11,217,055,62 13,708,071,54 (4,919,858,92) 52,825,750,06 13,928,975,950,06 13,928,975,950,06 13,928,975,950,06 14,919,858,920 14,919,858,950 14,919,858,950 14,919,858,950 14,919,858,950 14,919,858,950 14,919,858,950 14,919,858,950 14,919,858,950 14,919,858,950 14,919,858,950 14,919,858,950 14,919,858,950 14,919,858,950 14,919,858,950 14,919,859,850 14,919,910 14,919,910 14,919,910	1,676,788.70 15,122,371,04 25,814,402.57 34,830,411.75 12,517,537,78 19,730,868,00 3,397,067,33 112,927,467,14 22,568,220,44 3,629,917,10 67,039,547,22 14,621,405,06 333,876,004.13 (10,942,037,37) 156,280,664,065	221,023,531,00 84,936,849,14 305,960,380,14 1,339,909,78 8,406,083,46 28,593,856,46 19,634,418,55 12,332,634,72 22,730,296,34 2,691,993,25 40,090,374,63 20,016,237,42 5,492,956,86 55,822,491,60 4,116,772,08 221,267,925,14 (5,532,543,45) 103,927,865,32	Actual (460,835.16) (1,286,676.62) (1,747,511.78) 1,070.739.78 7,639,562.46 24,275,837.99 19,625,458.55 8,225,510.72 16,200,249,82 2,675,413.25 39,149,916.00 17,911,023.42 5,492,956.86 55,822,491.60 4,078,772.08 202,167,932.59 (6,022,178.45) 103,454,914.00	Q2Forecast 221,484,366,16 86,223,525,76 307,707,891,92 269,070,00 766,521,00 4,318,018,47 8,960,00 4,107,124,00 6,530,046,46 16,580,00 940,458,63 2,105,214,00 0,00 0,00 0,00 19,099,992,55 489,635,00 472,951,32 0,07 707,407,67 40,7577 40,7577 40,7577 40,7577 40,7577 40,7577 40,7577 4		
Salaries Benefits TOTAL PERSONNEL COST Insurance Meetings.Travel and Related Expenses Consultants and Professional Services Legal Costs Computer and Office Equipment Service Maintainance Utilities and Facilities.Space Leases Library Other Office Miscellaneous Temporary Labor Royalties Subawards and Pass Throughs External Services Computer and Others TOTAL SUPPLIES AND EXPENSES Recharge Overhead Costs Ummapped Total Expenses	221,484,366,16 86,223,525,76 307,707,881,92 1,945,858,70 15,888,802,04 30,132,421,04 34,839,371,75 16,624,661,78 26,260,914,46 3,413,647,33 113,867,925,77 24,673,434,44 3,629,917,10 67,039,547,22 14,659,405,06 352,975,966,68 (10,452,402,37) 	460,835,16 1,286,676,62 1,747,511,78 606,048,92 7,482,808,58 1,538,564,58 15,204,953,20 4,292,027,06 3,530,618,12 721,654,08 73,777,551,14 4,657,197,02 (1,863,039,76) 11,217,055,62 10,542,632,98 131,708,071,54 (4,919,858,92) 52,825,750,06 181,361,474,46	1,676,788.70 15,122,371.04 25,814,402.57 34,830,411.75 12,517,537.78 19,730,688.00 3,397,067.33 112,927,467.14 22,568,220.44 3,629,917.10 67,039,547.22 14,621,405.06 333,876,004.13 (10,942,037.37) 156,280,664.06 479,214,630,81	221,023,531,00 84,936,849,14 1,339,809,78 8,406,083,46 28,593,856,46 19,634,418,55 12,332,634,72 22,730,296,34 2,691,993,25 40,090,374,63 20,016,237,42 5,892,2491,60 4,116,772,08 221,267,925,14 (5,532,543,45) 103,927,865,32 625,623,627,15	Actual (460,835,16) (1,286,676,62) (1,747,511,78) 1,070,739,78 7,639,562,46 24,275,837,99 19,625,488,55 8,225,510,72 16,200,249,88 2,675,4713,25 39,149,916,00 17,911,023,42 5,492,956,86 55,822,491,60 4,078,772,08 202,167,932,59 (6,022,178,45) 103,454,914,00 297,853,156,35	Q2Forecast 221,484,366.16 86,223,525.76 307,707,891,92 269,070.00 766,521.00 4,318,018,47 8,960.00 4,107,124.00 6,530,046.46 16,580.00 940,458.63 2,105,214.00 0,00 38,000.00 19,099,992.55 489,635.00 472,951.32 327,770,470,79		



Submit Budget



Submit Budget – This task allows users to submit Budget for approval process.

Navigating to Submit Budget Task list

- 1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
- 2. In the Planner task list, navigate to Submit Budget under Budget



Name	Status	Start	End	Instructions	Action
Planner	٠			0	
Forecast	•			0	
▼ ■ Budget	•			0	
▶ 📄 Revenue Budget	•			0	300
Workforce Budget	•			0	
Uvrkforce Planning Budget Data Reconciliation	٠			0	
	٠			0	
Expense Budgeting	•			0	***
<u>Submit Budget</u>		11/2/19	5/29/20	0	iii

Submit Budget

Deloitte.

- 1. Select the Approval Unit for your Budget.
- 2. Select the necessary action from drop down and click on Change Status and then Done to complete the process.

Note: When there is any change in status of the Budget after submission for approval, the planner will get an email notification regarding the status every time. 2

Submit Budget	Change Status: 153000B: Chief Financial Officer	Refresh Done
Approvals	Action Promote Owner <automatic></automatic>	
Sort By: Approval Unit Filter: Perm_Budget t OEP_Working t	Annotation	
153000B: Chief Financial Officer 1 Global Entity Approved	Change Status 2	la de la della d
154000B: Systemwide Procurement Services	Add Annotation	
Anh.Tran-ucop.edu@ucop.edu Signed Off	Reopen by Ajay.Pal-ucop.edu@ucop.edu Under Review	11/7/19 9:29 AM
154100C: Systemwide Procurement Services	Reply	
Approved	Approve by Craig.Kitaoka-ucop.edu Approved	10/25/19 6:42 PM
250000A: Provost & Exec VP-Academic Affairs	Reply	
Under Review	Reopen by Craig.Kitaoka-ucop.edu@ucop.edu	10/25/19 6:40 PM
252000B: Provost & Exec VP Acad Aff I/O	Reply	
Global Entity Under Review	Approve by Anh.Tran-ucop.edu@ucop.edu	10/24/19 9:58 PM
254000B: VP Student Affairs	Reply	
Joshua.Maloney-ucop.edu@ucop.edu	Promote by Anh.Tran-ucop.edu@ucop.edu	10/24/19 5:20 PM

22





Let us practice how to plan expense budget across various expense categories





Let us wrap-up by discussing the key messages from this lesson.



With the introduction of PBS, the Expense budget has been planned across various expense categories for different intersections of Fund, Financial Unit, Division and Function



Expense Budgeting - Reviewer

Duration: 35 minutes





Upon completing this lesson, you will be able to:

- Review the Total Expense Budget
- Approve or Reject the Total Expense Budget



Expense Budget Review – This task allows reviewers to view Total Budget Expense for the Budget financial year across different scenarios.

Navigating to Expense Budget Review Task list

- 1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
- 2. In the Reviewer task list, navigate to Expense Budget under Budget and click on Expense Budget Review:



Name	Status	Start	End	Instructions	Action	
				0	212	
Restricted Fund - Budget Revenue	•			0	***	
Unrestricted Designated Funds - Budget Revenue	•			0		
Revenue Budget Review	•			0		
Workforce Budget	•			0		
Workforce Planning Budget Data Reconciliation	•			0	344	
▼	•			0	444	
Expense Budgeting	•			0	* > +	
Expense Budget Review 2	•					
						-



Navigation : Expense Budget Review:

1. Select the correct combination of Unit, Function, Division and Fund.

		S QK	Cance!	Select a Member		Cancel		Select a M	ember			🛔 🛛 QK	< Can
				Eurotian				Division					
ath Cit Production				"Wi Fundion"				"All Doesne"					
rch Unit			\$	Search Function		•		Search Divisio		Total Division	All Division		
fotal Financial Unit	250000A: Provost & Exec VP-Ac	* 300000A: Chief Operating Offi		Function	Total Function	 All Function 		Total Division		All Division	 All Division 2004/Office of 	the President	
All Financial Unit	300000A: Chief Operating Otti	301000B: Operational Services	•	Total Function	All Function	40: Instruction					250A:Fiduciary	y Activities	
Global	350000A: External Relations a >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	3020008: Op Operations				42. Teaching mospitals Function					300A:Investme	ent Pools	
	400000A: Exec VP UC Health	303000B: Chief Operating Offi	0.0			44: Research					410A-UCRP		
	500000A: Sr VP Compliance and P	3040008: Strategic Program Ma	- FC			62: Public Service Function					420A/UCRSP		
	510000A: Ofc of General Counsel	305000B: VP & Cio Info Tech S	.e.			64: Operation & Maintenance o 🕨					430A.PERS-VE	ERIP	
	520000A: Secretary of the Reg In Secretary of the Reg	306000B: Vice President Human	98 C			68: Student Services					440A-UCRHBT	т	
	530000A: Chief Investment Off -	3070008: AVP Energy & Sustain	3×1			72: institutional Support							
	600000A: Systemwide Academic 🕨					76: Anvillary Enterprises be *		•		ſ	1		
	6500004: SUP Res Innov & Entr	*		Members Funct	ion> Total Function> All Function			Members	Division> Total Div	ision> All Division			
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Navigation : Expense Budget Review:

- 2. The Total Expense will be displayed across different scenarios which can also be reviewed at a detailed level by clicking the plus("+") icon corresponding to which you wish to expand for detailing (either Year Total or Account Level).
- 3. Check the complete checkbox after reviewing Total Expense Budget. Next, close the form.

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Expense	Budget	Review •	3				5.	<u>S</u> ave <u>R</u> efre	sh <u>A</u> ctions √	□ <u>C</u> omplete	<u>P</u> revious <u>N</u>	ext C <u>l</u> ose
Unit Total Financial U	Fund Jnit All Fund	Function All Function	Division 20300:UC	OP - Agricultural ar	nd Natural Resourc	es			/	🔅 Data	Ad hoc	F <u>o</u> rmat
						2	FY20	-21				
							Budg	jot				
				July	August	September	🗆 Q1	± Q2	± Q3	± Q4	YearTotal	
				Total	Total	Total	Total	Total	Total	Total	Total	
501000:Staff	(Non-Student) S	&W		294,358	294,358	294,358	883,075	883,075	883,075	883,075	3,532,299	^
500000:Acad	lemic Senate Fa	culty S&W										
507404:IAP A	Award Offset											
Salaries				294,358	294,358	294,358	883,075	883,075	883,075	883,075	3,532,299	
Benefits				4	2	19	25	44	160	381	611	
Other Office	Miscellaneous			538	1,363	15,950	17,851	17,821	23,573	29,607	88,852	
Heetings, Tra	vel and Related	Expenses		3,499	15,492	5,301	24,292	22,018.33373674	24,463	34,584	105,358	
🗄 Computer an	d Office Equipn	nent Service Mai	ntainance	285	34	1,787	2,106	1,861	4,196	4,305	12,468	
⊞ Utilities and I	Facilities,Space	Leases		450	2,016	27,408	29,875	29,520	32,307	33,829	125,531	
🗄 Library				4	1	13	18	222	382	567	1,189	
External Serv	vices Computer	and Others		7	1	13	21	626	683	905	2,235	
E Consultants	and Profession	al Services		1	3	3,606	3,610	4,059	6,234	8,535	22,439	
	abor			6,516	6,526	6,526	19,568	19,578	42,266	45,519	126,931	
Insurance				2,651	2,650	2,656	7,956	7,962	8,001	8,075	31,994	



Expense Reports – This task allows users to Review reports for Expense Budgeting.

Navigating to Dynamic Variance Report Task list

- 1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
- 2. In the Reviewer task list, navigate to Expense Reports under Review Reports and click on Dynamic Variance Report



Expense Reports:

1. The report will open in new tab.

Note – The financial units that are displayed in the report will be based on user's security access.

A Favorites Tools										
nic Variance Report by Financial Unit _v2 ×									Search:	🕟 Adv
Dynamic Multi Year Variance Pr	oport									
Dynamic Multi-Year Variance Re Sources/Uses: Uses Uses View: All	eport									
Dynamic Multi-Year Variance Re Sources/Uses: Uses Uses View: All Account Version: Divisional Account Level: Summary	eport									
Dynamic Multi-Year Variance Re Sources/Uses: Uses Uses View: All Account Version: Divisional Account Level: Summary	eport					Variance- Incre	see//Derrese)		1	
Dynamic Multi-Year Variance Re Sources/Uses: Uses Uses View: All Account Version: Divisional Account Level: Summary	eport	FY19-20	FY19-20	FY20-21	FY19-20 Budget	Variance: Incre	ase/(Decrease)	FY19-20	1	
Dynamic Multi-Year Variance Re Sources/Uses: Uses Uses View: All Account Version: Divisional Account Level: Summary	eport	FY19-20	FY19-20 Actuals	FY20-21	FY19-20 Budget vs FY19-20	Variance: Incre FY19-20 Budget vs	ase/(Decrease) FY19-20 Budget vs	FY19-20 Q2Forecast vs	1	
Dynamic Multi-Year Variance Re Sources/Uses: Uses Uses View: All Account Version: Divisional Account Level: Summary	eport FY19-20 Budget	FY19-20 Q2Forecast	FY19-20 Actuals (Y-T-D(Oct))	FY20-21 Budget	FY19-20 Budget vs FY19-20 Q2Forecast	Variance: Incre FY19-20 Budget vs FY19-20 Actual	ase/(Decrease) FY19-20 Budget vs FY20-21 Budget	FY19-20 Q2Forecast vs FY20-21 Budget	1	
Dynamic Multi-Year Variance Re Sources/Uses: Uses Uses View: All Account Version: Divisional Account Level: Summary	eport FY19-20 Budget \$1.83	FY19-20 Q2Forecast \$1.32	FY19-20 Actuals (Y-T-0(Oct)) \$0.88	FY20-21 Budget \$3.88	FY19-20 Budget FY19-20 Q2Forecast \$0.51	Variance: Incre FY19-20 Budget vs FY19-20 Actual \$0.95	ase/(Decrease) FY19-20 Budget vs FY20-21 Budget \$(2.05)	FY19-20 Q2Forecast vs FY20-21 Budget \$(2.56)	1	
Dynamic Multi-Year Variance Re Sources/Uses: Uses Uses View: All Account Version: Divisional Account Level: Summary	Eport FY19-20 Budget \$1.83 \$22.81	FY19-20 Q2Forecast \$1.32 \$18.48	FY19-20 Actuals (Y-T-D(Oct)) \$0.88 \$2.12	FY20-21 Budget \$3.88 \$50.51	FY19-20 Budget vs FY19-20 Q2Foreast \$0.51 \$4.33	Variance: Incre FY19-20 Budget VS FY19-20 Actual \$0.95 \$20.69	ase(Decrease) FY19-20 Budget VS FY20-21 Budget \$(2.05) \$(27.69)	FY19-20 Q2Forecast vs FY20-21 Budget \$(2.56) \$(32.03)		
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Dynamic Multi-Year Variance Re Sources/Uses: Uses Uses View: All Account Version: Divisional Account Level: Summary USES 100000A OFFICE OF THE PRESIDENT 150000A CHIEF FINANCIAL OFFICER 200000A CHIEF FINANCIAL OFFICER 200000A CHIEF FINANCIAL OFFICER 300000A CHIEF OPERATING OFFICER 350000A CHIEF OPERATING OFFICER 350000A EXTERNAL RELATIONS AND COMMUNICATIONS 400000A EXTERNAL RELATIONS AND COMMUNICATIONS 400000A SEXTERNAL RELATIONS AND COMMUNICATIONS 400000A SEXTERNAL RELATIONS AND COMMUNICATIONS 350000A SEXTERNAL RELATIONS AND COMMUNICATIONS 400000A SEXTERNAL RELATIONS COMMUNICATIONS 400000A SYSTEMWIDE ACADEMIC SENATE 530000A CHIEF INVESTMENT OFFICER 530000A SYSTEMWIDE ACADEMIC SENATE 630000A SYSTEMWIDE ACADEMIC SENATE 630000A SENTERPRENEURSHIP 700000A CENTRAL OPERATIONS	eport FY19-20 Budget 51.83 522.81 523.55 523.15 53.15	FY19-20 Q2Forecast \$1.32 \$18.40 \$1.27 \$223.85 \$105.54 \$105.54 \$105.54 \$1.03 \$47.92 \$2.14 \$46.2 \$1.59 \$1.59 \$1.59 \$1.53 \$1.03 \$0.64 \$1.272	FY19-20 Actuals (Y-T-Q(oct)) \$0.88 \$22.12 \$0.54 \$773.66 \$22.90 \$1.37 \$63.09 \$0.47 \$15.31 \$0.40 \$(3.96) \$0.28 \$0.28 \$0.28 \$0.28 \$0.28 \$0.28 \$0.28 \$0.28 \$0.40\$0\$0\$0\$0.40\$0\$0\$0\$0\$0\$0\$0\$0\$0\$0\$0\$0	FY20-21 Budget \$3.88 \$50.51 \$4.53 \$228.43 \$228.43 \$50.53 \$6.53 \$6.72 \$71.66 \$2.99 \$30.33 \$2.27 \$1.01 \$13.70	FY19-20 Budget vs FY19-20 Q2Foreast 50.51 54.33 51.28 57.73 528.85 52.23 5(27.71) 5.13.22 5(7.02) 50.93 5(12.11) 50.18 50.48 51.407	Variance: Incre FY19-20 Budget vs FY19-20 Actual \$0.95 \$20.05 \$20	ssel/Decrease) FY19-20 Budget V3 FY20-21 Budget V3 S(2.05) \$(2.05) \$(2.05) \$(1.98) \$(51.85) \$(117.36) \$(0.96) \$(38.33) \$(3.27) \$(3.244) \$(0.47) \$(9.63) \$(1.06) \$(3.09	FY19-20 Q2Forecast v8 FY20-21 Budget \$(2.50) \$(32.03) \$(22.03) \$(25.65) \$(462.21) \$(12.69) \$(10.61) \$(25.42) \$(1.40) \$(22.74) \$(22.74) \$(22.74) \$(20.74)\$(20.74)\$(20.74)\$(20.74)\$(20.74)\$(20.74)\$(20.74)\$		
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Expense Reports – This task allows users to Review reports for Expense Budgeting.

Navigating to Variance Report Task list

- 1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
- 2. In the Reviewer task list, navigate to Expense Reports under Review Reports and click on Variance Report By Fund and Financial Unit:



e	Status	Start	End	Instructions	Action
Budget Summary	•			0	
Forecast	•			0	***
Budget	٠			0	***
Review Reports	٠			0	
🛞 Regents Schedule	٠			0	
Workforce Reports	٠			0	
Expense Reports	•			0	
🛞 Dynamic Variance Report	•			0	3000
Variance Report by Financial Unit & Fund	2				

Expense Reports:

1. The report will open in new tab.

Note – CategoriesVariance Regthat are displayed in bluecan drill down further byselecting the link.

View Favorites Tools								
Ten latories Toolo								
🎢 🔏 Explore 🔢 🖾 🐵								
								•
ariance Report by Financial Unit and Fund v2 ×						Se	arch:	Advanced
								· · · · · · · · · · · · · · · · · · ·
Variance Report Current Y	ear Budget to Current Year Actuals by Orga	nization						
Organization : All Financial Unit								
Fund : All Fund Fiscal Year : EV20-21								
Categories	FY20-21	FY19-20	FY19-20	Perm Budget	Q2Forecast	Perm Budget		
	Perm Budget	Actual	Q2Forecast	VS	VS	VS		
	YearTotal	Y-T-D(Oct)	YearTotal	Actual	Actual	Q2Forecast		
Salaries	221,484,366.16	6 460,835.16	-	221,023,531.00	(460,835.16)	221,484,366.16		
Benefits	86,223,525.76	6 1,286,676.62	-	84,936,849.14	(1,286,676.62)	86,223,525.76		
TOTAL PERSONNEL COST	307,707,891.92	2 1,747,511.78		305,960,380.14	(1,747,511.78)	307,707,891.92		
Insurance	1,945,858.70	606,048.92	1,676,788.70	1,339,809.78	1,070,739.78	269,070.00		
Meetings, Travel and Related Expens	es 15,888,892.04	4 7,482,808.58	15,122,371.04	8,406,083.46	7,639,562.46	766,521.00		
Consultants and Professional Service	30,132,421.04	4 1,538,564.58	25,814,402.57	28,593,856.46	24,275,837.99	4,318,018.47		
Legal Costs	34,839,371.73	15,204,953.20	34,830,411.75	19,034,418.55	19,625,458.55	8,960.00		
Computer and Office Equipment Service	Vice Maintainance 16,624,061.78	4,292,027.06	12,517,537.78	12,332,034.72	8,225,510.72	4,107,124.00		
Utilities and Facilities, Space Leases	20,200,914.40	3,030,010.12	19,730,000.00	22,730,290.34	10,200,249.00	0,030,040.40		
Library Other Office Missellereeus	3,413,047.3	7 72 777 551 14	3,397,007.33	2,091,993.20	2,070,413.20	10,000.00		
	113,807,925.77	4 657 107 02	112,927,407.14	40,090,374.63	39,149,910.00	940,400.03		
I emporary Labor	24,0/3,434.44	+ 4,007,197.02 (1,863,030,76)	22,000,220.44	5 402 056 06	5 402 050 00	2,105,214.00		
Royattes	3,029,917.10	(1,003,039.70)	3,029,917.10	5,492,950.00	5,492,930.00	0.00		
Subawards and Pass Throughs	07,039,547.22 44,650,405,04	11,217,005.02	07,039,547.22	30,822,491.60	1 078 772 09	38,000,00		
External Services Computer and Oth	352 075 006 60	131 708 071 54	333 876 004 42	221 267 925 14	202 167 932 59	19 099 992 55		
TOTAL SUPPLIES AND EXPENSES	(10 452 402 27	(4 010 858 02)	(10 942 037 37)	(5 532 543 45)	(6 022 178 45)	489 635 00		
Cycerband Costs	(10,452,402.57	(4,313,000.92)	(10,042,007.37)	(0,032,043.45)	(0,022,170.45)	409,033.00		
Upmanpad	156 753 615 3	52 825 750 06	156 280 664 06	103 927 865 32	103 454 914 00	472 951 32		
Total Expenses	806 985 101 6	1 181,361,474,46	479 214 630 81	625 623 627 15	297 853 156 35	327 770 470 79		
	806 985 101 6	1 181 361 474 46	479 214 630 81	625 623 627 15	297 853 156 35	327 770 470 79		
GRAND TOTAL	000,303,101.0	101,001,474.40	410,214,000.01	010,010,027.10	201,000,100.00	021,113,410.13		





Submit Budget – This task allows reviewers to submit Budget after approval process so that planners can see changes and take necessary actions .

Navigating to Submit Budget Task list

- 1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
- 2. In the Reviewer task list, navigate to Submit Budget under Budget



ame	Status	Start	End	Instructions	Action
Reviewer	•			0	
Budget Summary	٠			0	
Forecast	•			0	
▼ Budget	•			0	
Revenue Budget	٠			0	
Workforce Budget	•			0	***
Workforce Planning Budget Data Reconciliation	•			0	***
Expense Budget	•			0	
<u>R Submit Budget</u> 2					

Submit Budget - Reviewer

Submit Budget

Deloitte.

- 1. Select the Approval Unit for your Budget.
- 2. Select the necessary action from drop down and click on Change Status and then Done to complete the process.

Note: You can also add comments under Annotation in case you, regarding your decision and explain the planner about your action.







Let us practice how to review the total expense budget submitted.

Total Expense Budget

Duration: 15 minutes

Complete the following exercise in the training environment:

As a Reviewer, Jane wants to review the Total Expense Budget Submitted.





Let us wrap-up by discussing the key messages from this lesson.



With the introduction of PBS, the budget that has been submitted by the planner across various Expense categories for any selected intersection has been reviewed by the Reviewer.



Let us wrap-up by discussing the key messages from this course.

With the introduction of PBS, the Expense budget has been planned across various expense categories for different intersections of Fund, Financial Unit, Division and Function.

With the introduction of PBS, the budget that has been submitted by the planner across various Expense categories for any selected intersection has been reviewed by the Reviewer.



Do you have any questions?



Contact Us: In case of questions, please reach out to Nicole Terrell, <u>Nicole.Terrell@ucop.edu</u>

Reference Materials: All learning materials for this course are stored at <u>https://www.ucop.edu/fsr</u>



Thank you!

