

UCOP Planning and Budgeting System (PBS)

**BUDEXP100:
Expense Budgeting**

Current as of
December 2019



Before We Begin



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.

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

Here is the agenda for today's session.



Delivery Type:
ILT

Lesson	Covered Topics / Processes
Expense Budgeting	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Navigating to Expense Budget Review Task List• Reviewing Total Expense Budget across different scenarios• Review Expense Reports• Approve/Reject the Budget Submitted

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

Key Terms

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

Expense Categories Example

Here is the different Expense Categories you can budget in.

<input type="checkbox"/> Other Office Miscellaneous
<input type="checkbox"/> Meetings, Travel and Related Expenses
<input type="checkbox"/> Computer and Office Equipment Service Maintainance
<input type="checkbox"/> Utilities and Facilities, Space Leases
<input type="checkbox"/> Library
<input type="checkbox"/> External Services Computer and Others
<input type="checkbox"/> Legal Costs
<input type="checkbox"/> Consultants and Professional Services
<input type="checkbox"/> Temporary Labor
<input type="checkbox"/> Insurance
<input type="checkbox"/> Subawards and Pass Throughs
<input type="checkbox"/> Royalties
<input type="checkbox"/> Overhead Costs
<input type="checkbox"/> Depreciation
<input type="checkbox"/> Recharge

Introduction Roles

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	✓	✓		✓	
REVIEWERS	✓		✓	✓	✓

The Expense module in PBS consists of two components.

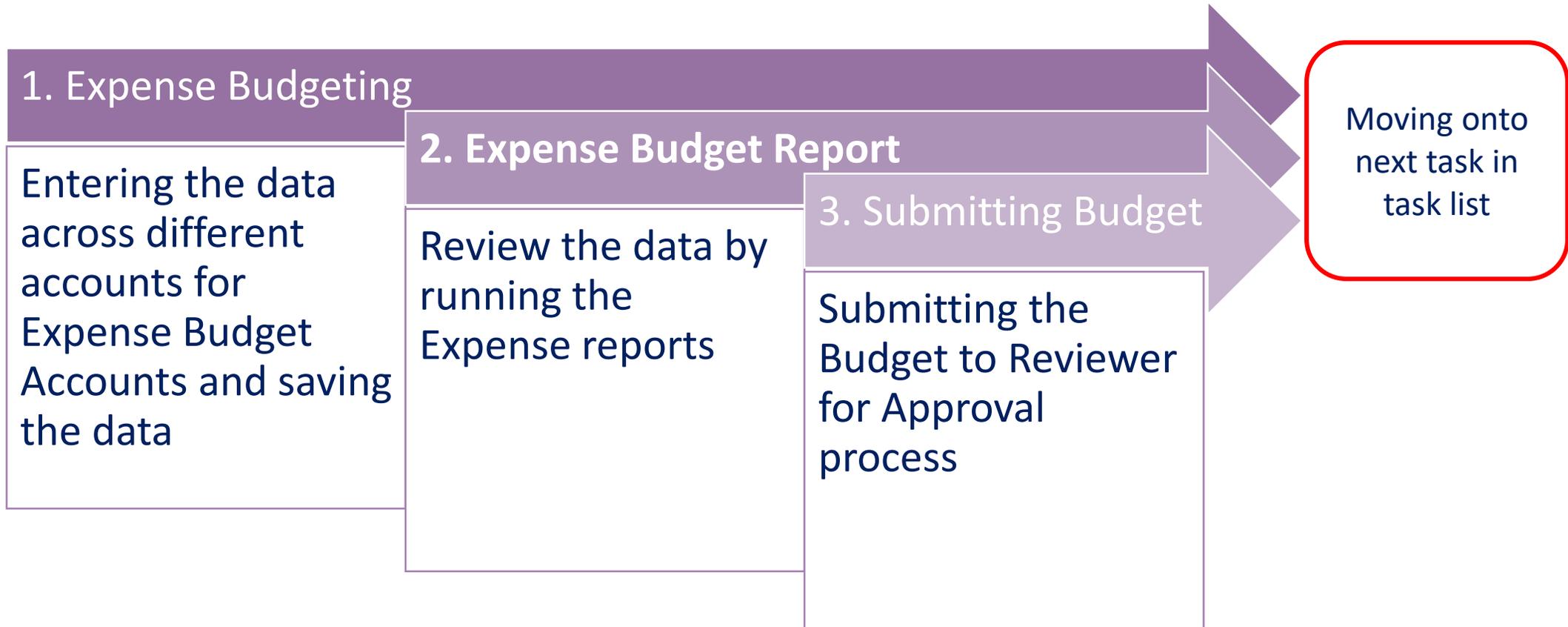
1. Expense Budgeting (Planners)

- 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.

Process Flow for Expense Budget Planning



Expense Budgeting (Planner)

Duration: 35 minutes

Lesson: **1** 2

Lesson Objectives

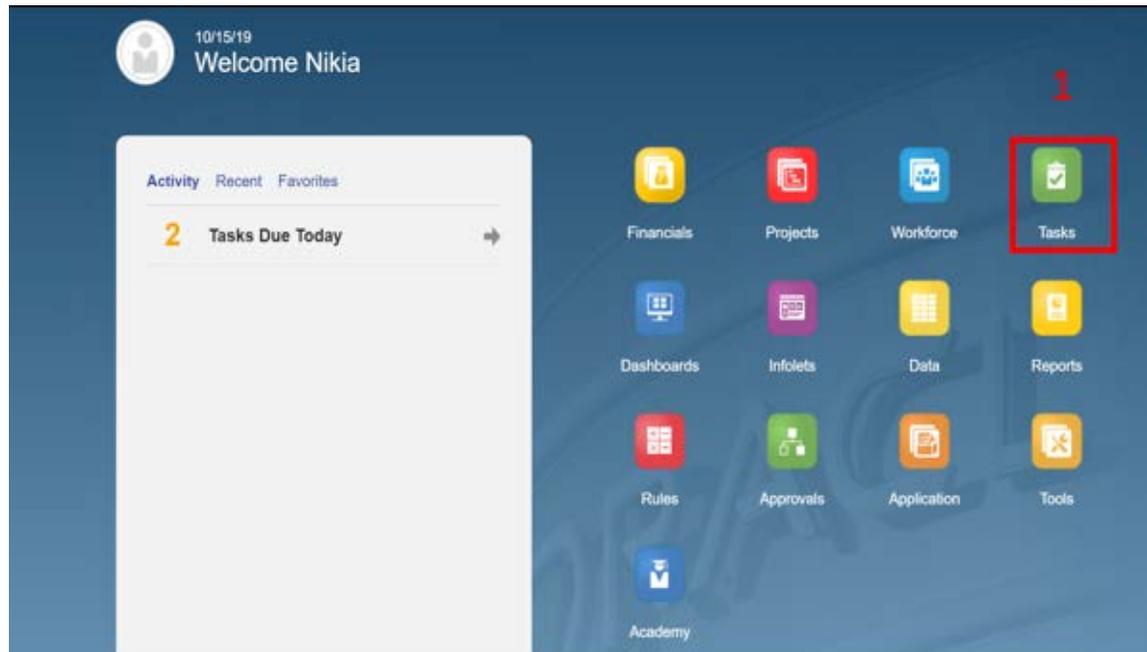
Upon completing this lesson, you will be able to:

- 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:



The screenshot shows a table titled 'Tasks: All Task Lists'. The table has columns for Name, Status, Start, End, Instructions, and Action. The 'Expense Budgeting' task is highlighted with a red box and the number '2' next to it. A red arrow points from the 'Tasks' tile in the previous screenshot to this table.

Name	Status	Start	End	Instructions	Action
▼ Planner	●			ⓘ	⋮
▶ Forecast	●			ⓘ	⋮
▼ Budget	●			ⓘ	⋮
▶ Revenue Budget	●			ⓘ	⋮
▶ Workforce Budget	●			ⓘ	⋮
Workforce Planning Budget Data Reconciliation	●			ⓘ	⋮
▼ Expense Budget	●			ⓘ	⋮
Expense Budgeting	●			ⓘ	⋮

Expense Budgeting – Overview of Form

Expense Budgeting

POV across which you are entering data (always check)

Save Refresh Actions Complete Previous Next Close

Unit: 8011010:Nutrition Policy Institute Research | Fund: 19963:Systemwide UC Path State General Fund | Function: 721: Executive Management | Division: 20520:Chief Operating Officer

	FY18-19	FY19-20	FY19-20	FY20-21				Variance
	Actual	Q2Forecast	Actual	Budget				Q2Forecast - Total Budget
	YearTotal	YearTotal	Y-T-D(October)	Q1	Q2	Q3	Q4	YearTotal
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								
Royalties								
Overhead Costs								
Depreciation								
Recharge								
Expense Categories Total								

POV across which you are entering data (always check)

Save Refresh Actions Complete Previous Next Close

Unit: 8011010:Nutrition Policy Institute Research | Fund: 19963:Systemwide UC Path State General Fund | Function: 721: Executive Management | Division: 20520:Chief Operating Officer

FY18-19 FY19-20 FY19-20 FY20-21 Variance
Actual Q2Forecast Actual Budget
YearTotal YearTotal Y-T-D(October) Q1 Q2 Q3 Q4 YearTotal

- 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
- Royalties
- Overhead Costs
- Depreciation
- Recharge
- Expense Categories Total

Expense Categories available for Budgeting (must drilled down by plus icon to enter expense budget data)

Different Scenario, Period and Year combinations for entering data (can be drilled up to month level by plus icon)

Expense Budgeting

Navigation : Expense Budgeting:

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

Select a Member

Unit
3011050: UC Path Production

Search Unit

Total Financial Unit	250000A: Provost & Exec VP,Ac...	300000A: Chief Operating Off...
All Financial Unit	300000A: Chief Operating Off...	301000B: Operational Services
Global	350000A: External Relations a...	302000B: Op Operations
	400000A: Exec VP UC Health	303000B: Chief Operating Off...
	500000A: Sr VP Compliance and...	304000B: Strategic Program Ma...
	510000A: Ofc of General Counsel	305000B: VP & Cio Info Tech S...
	520000A: Secretary of the Reg...	306000B: Vice President Human...
	530000A: Chief Investment Off...	307000B: AVP Energy & Sustain...
	600000A: Systemwide Academic ...	
	650000A: SVP Res. Innov. & Fin...	

Members Unit> Total Financial Units> Total Financial Unit> All Financial Unit

Select a Member

Function
All Function

Search Function

Function	Total Function	All Function
Total Function	✓ All Function	
		40: Instruction
		42: Teaching Hospitals Function
		43: Academic Support
		44: Research
		62: Public Service Function
		64: Operation & Maintenance o...
		66: Student Services
		72: Institutional Support
		79: Auxiliary, Paratentials

Members Function> Total Function> All Function

Select a Member

Division
All Division

Search Division

Division	Total Division	All Division
Total Division	✓ All Division	
		200A:Office of the President
		250A: Fiduciary Activities
		300A: Investment Pools
		410A: LUCRP
		420A: LUCRSP
		430A: PERS-VERIP
		440A: LUCRHBT

Members Division> Total Division> All Division

Select a Member

Fund
Restricted

Search Fund

Total Regents Fund	Total Fund - Regent	Total Restricted Fund - Regent
Total Fund - Regent	Total Restricted Fund - Regent	RF1_Restricted - Other Funds
		RF1_Restricted Fund Balance
		RF1_Gifts and Endowments
		RF1_Contracts and Grants
		RF1_Federal and State Appropri...
		RF1_Special State
		RF1_Recharges Funds
		RF1_Other Sponsored Activities

Members Fund> Total Regents Fund> Total Fund - Regent> Total Restricted Fund - Regent

Expense Budgeting

Unit: 8011010: Nutrition Policy Institute Research Fund: 19963: Systemwide UC Path State General Fund Function: 721: Executive Management Division: 20520: Chief Operating Officer

	FY19-20	FY19-20	FY20-21				Variance	
	Q2Forecast	Actual	Perm Budget					Q2Forecast
	YearTotal	Y-T-D(October)	Q1	Q2	Q3	Q4		YearTotal
522500 Printed Items			3	3	3	3	12	
530101 Consulting Services			8	8	8	8	32	
770001: Internal Recharge Debit (InterDivisional)								
770002: Internal Recharge Debit (InterDivisional - Other)								
507400: Restoration Plan 415 (M) Expense								
508102: Removal & Moving Expense								
510000: Undergraduate Financial Aid								
511000: Graduate Financial Aid								
522200 Mail/Postage/Messenger Services								
522201: Office Supplies								
522400 Lab Supplies								
522600 Federally Chargeable - Subscriptions and Memberships								
522700 Federally Unchargeable - Subsc./Dues/Memb.Civic/Social/Gen Int								
522701 Federally Unchargeable - Subsc./Dues/Memb Prof/Tech								
522800 Employee Wearing Apparel								
522801 Clothing								

Expense Budgeting:

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

Expense Budgeting

Unit: 8011010: Nutrition Policy Institute Research | Fund: 19963: Systemwide UC Path State General Fund | Function: 721: Executive Management | Division: 20520: Chief Operating Officer

FY20-21 Perm Budget

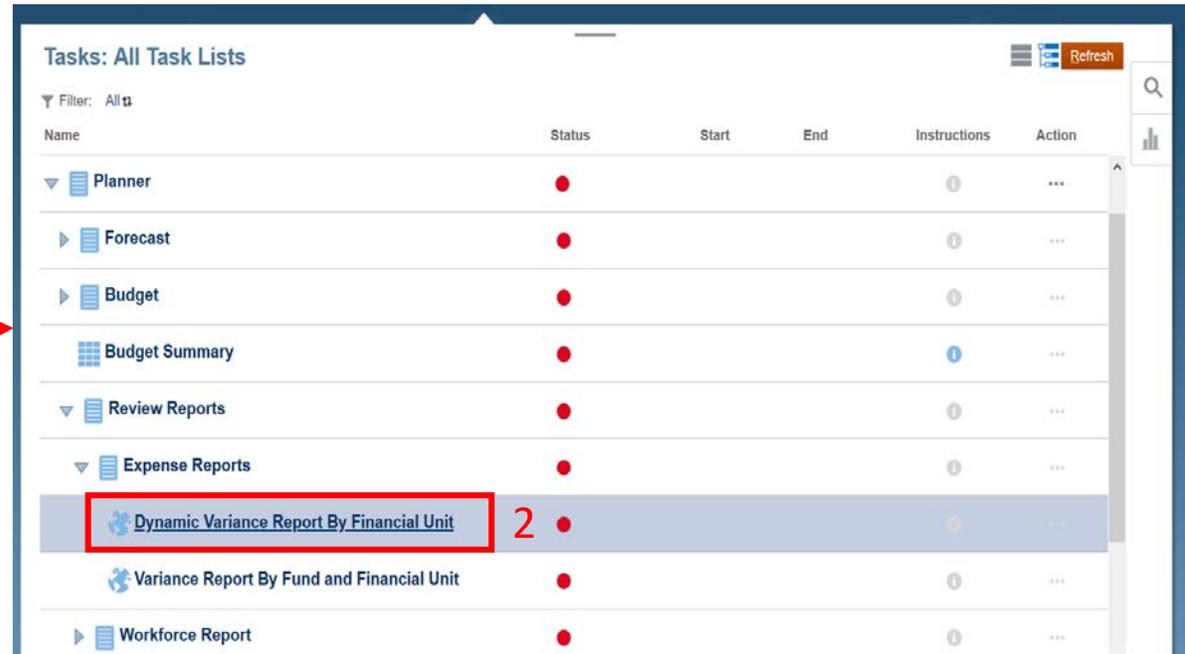
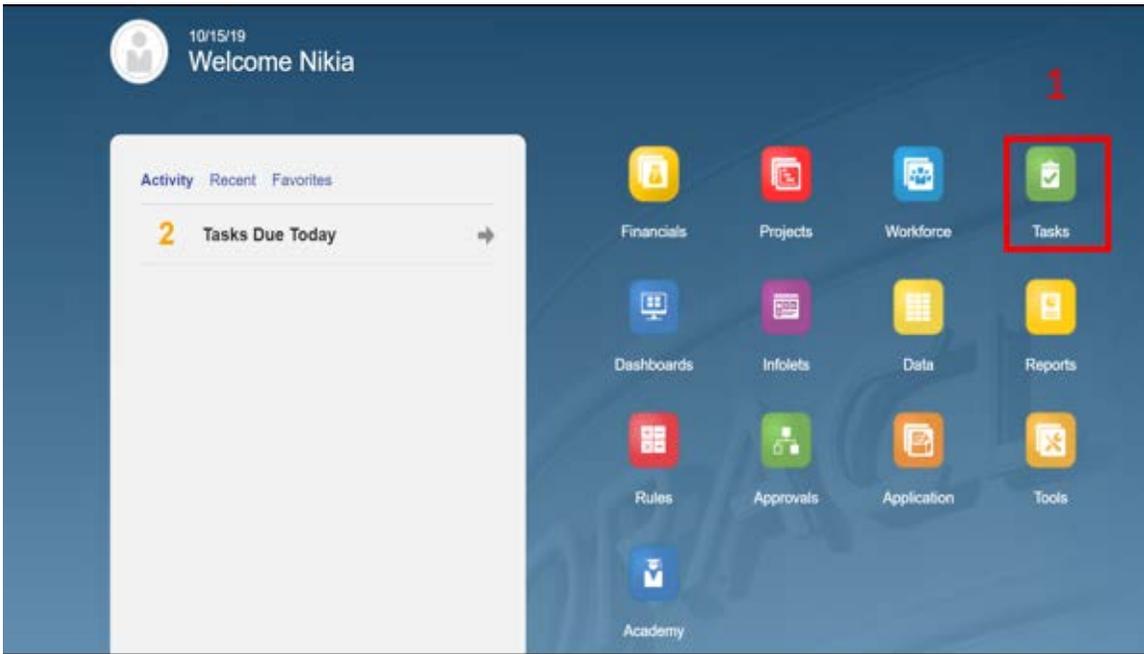
	July	August	September	Q1	Q2	Q3	Q4	Year Total
522500: Printed Items	1	1	1	3	3	3	3	3
530101: Consulting Services	3	3	3	8	8	8	8	8
770001: Internal Recharge Debit (InterDivisional)								
770002: Internal Recharge Debit (InterDivisional -Other)								
507400: Restoration Plan 415 (M) Expense								
508102: Removal & Moving Expense								
510000: Undergraduate Financial Aid								
511000: Graduate Financial Aid								
522200: Mail/Postage/Messenger Services								
522201: Office Supplies								
522400: Lab Supplies								
522600: Federally Chargeable - Subscriptions and Memberships								
522700: Federally Unchargeable - Subsc./Dues/Memb.Civic/Social/Gen Int								
522701: Federally Unchargeable - Subsc./Dues/Memb Prof/Tech								
522800: Employee Wearing Apparel								
522801: Clothing								

Note: If you enter data at higher level (i.e. Year Total or Q1) it gets distributed equally amongst lower level (i.e. months)

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:



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.

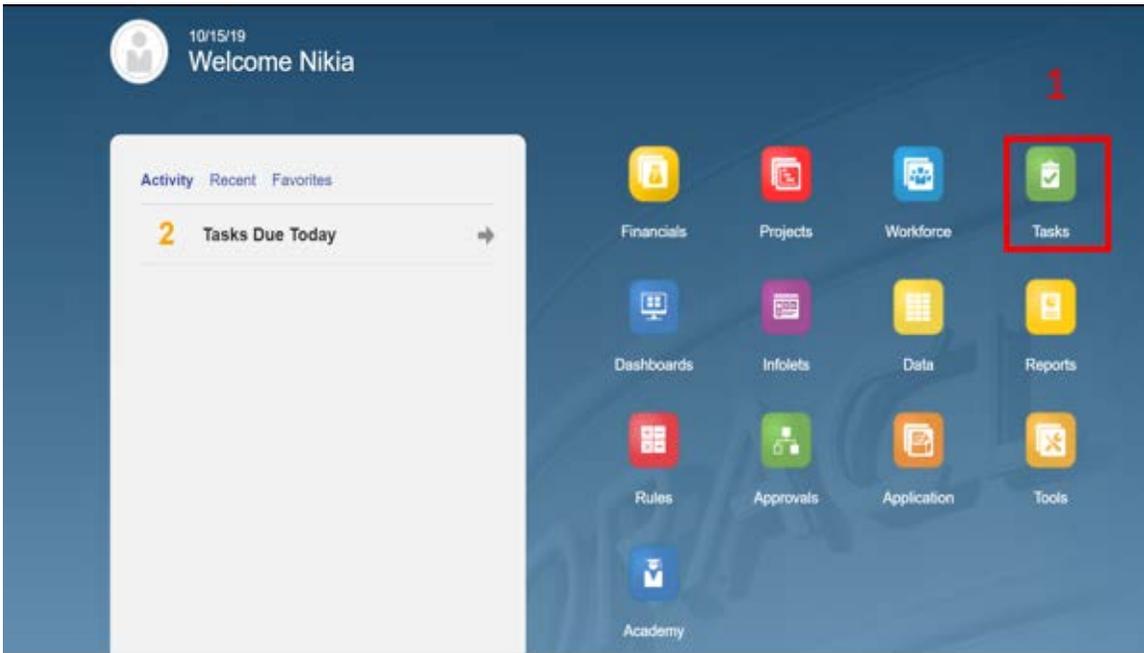
Dynamic Multi-Year Variance Report
 Sources/Uses: Uses
 Uses View: All
 Account Version: Divisional
 Account Level: Summary

USES	FY19-20	FY19-20	FY19-20	FY20-21	Variance: Increase/(Decrease)			
	Budget	Q2Forecast	Actuals (Y-T-D)(Oct)	Budget	FY19-20 Budget vs FY19-20 Q2Forecast	FY19-20 Budget vs FY19-20 Actual	FY19-20 Budget vs FY20-21 Budget	FY19-20 Q2Forecast vs FY20-21 Budget
100000A OFFICE OF THE PRESIDENT	\$1.83	\$1.32	\$0.88	\$3.88	\$0.51	\$0.95	\$(2.05)	\$(2.56)
150000A CHIEF FINANCIAL OFFICER	\$22.81	\$18.48	\$2.12	\$50.51	\$4.33	\$20.69	\$(27.69)	\$(32.03)
200000A VP - OFFICE OF THE NATIONAL LABORATORIES	\$2.55	\$1.27	\$0.54	\$4.53	\$1.28	\$2.01	\$(1.98)	\$(3.26)
250000A PROVOST & EXEC VP-ACADEMIC AFFAIRS	\$231.58	\$223.85	\$79.36	\$283.43	\$7.73	\$152.22	\$(51.85)	\$(59.58)
300000A CHIEF OPERATING OFFICER	\$134.39	\$105.54	\$22.90	\$251.75	\$28.85	\$111.49	\$(117.36)	\$(146.21)
350000A EXTERNAL RELATIONS AND COMMUNICATIONS	\$8.96	\$6.03	\$1.37	\$18.93	\$2.93	\$7.59	\$(9.96)	\$(12.89)
400000A EXEC VP UC HEALTH	\$20.21	\$47.92	\$63.09	\$58.53	\$(27.71)	\$(42.89)	\$(38.33)	\$(10.61)
500000A SR VP COMPLIANCE AND AUDIT	\$3.45	\$2.14	\$0.47	\$6.72	\$1.32	\$2.98	\$(3.27)	\$(4.58)
\$10000A OFC OF GENERAL COUNSEL	\$39.22	\$46.24	\$15.31	\$71.66	\$(7.02)	\$23.92	\$(32.44)	\$(25.42)
\$20000A SECRETARY OF THE REGENTS	\$2.53	\$1.59	\$0.40	\$2.99	\$0.93	\$2.13	\$(0.47)	\$(1.40)
\$30000A CHIEF INVESTMENT OFFICER	\$20.70	\$9.59	\$(3.96)	\$30.33	\$11.11	\$24.66	\$(9.63)	\$(20.74)
\$60000A SYSTEMWIDE ACADEMIC SENATE	\$1.21	\$1.03	\$0.26	\$2.27	\$0.18	\$0.94	\$(1.06)	\$(1.24)
\$50000A SVP RES INNOV & ENTREPRENEURSHIP	\$1.10	\$0.64	\$0.08	\$1.01	\$0.46	\$1.02	\$0.09	\$(0.37)
700000A CENTRAL OPERATIONS	\$28.79	\$12.72	\$(1.79)	\$13.70	\$14.07	\$28.57	\$13.09	\$(0.98)
\$80000A VP AGRICULTURE AND NATURAL RESOURCES	\$1.58	\$0.84	\$0.32	\$9.12	\$0.74	\$1.27	\$(7.54)	\$(8.28)
TOTAL USES	\$518.91	\$479.21	\$181.36	\$806.99	\$39.70	\$337.55	\$(288.07)	\$(327.77)

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

Filter: All

Name	Status	Start	End	Instructions	Action
▼ Planner	●			1	...
▶ Forecast	●			1	...
▶ Budget	●			1	...
Budget Summary	●			1	...
▼ Review Reports	●			1	...
▼ Expense Reports	●			1	...
Dynamic Variance Report By Financial Unit	●			1	...
Variance Report By Fund and Financial Unit	●			1	...
▶ Workforce Report	●			1	...

Expense Reports

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.

Variance Report by Financial Unit and Fund v2 x

Search: Advanced

Variance Report Current Year Budget to Current Year Actuals by Organization

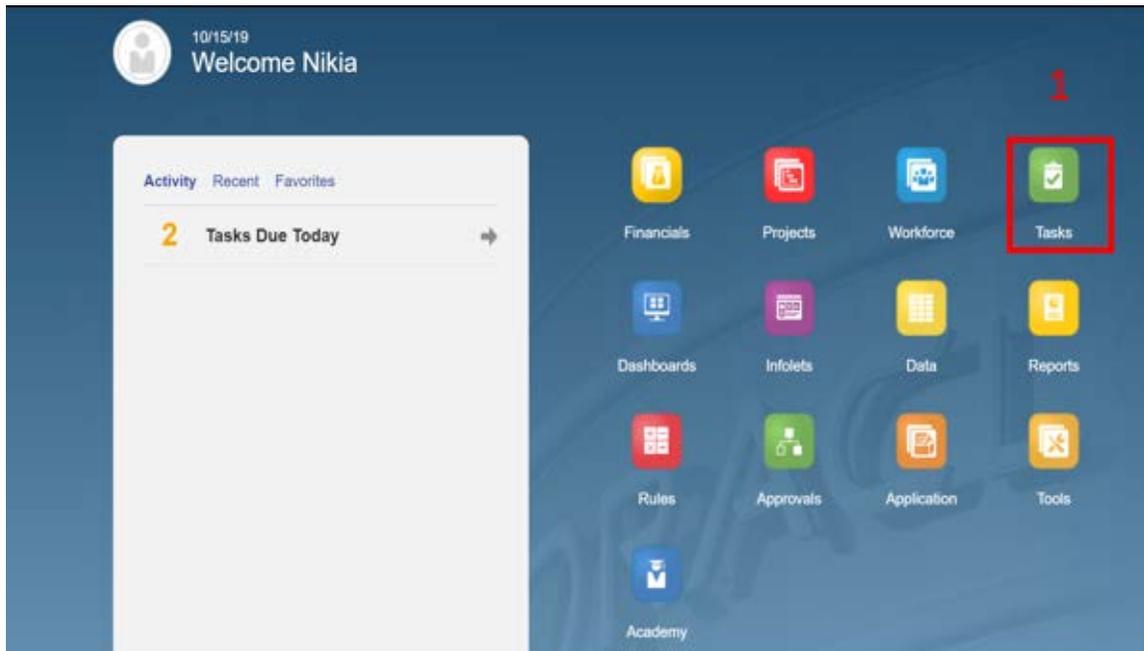
Organization : All Financial Unit
Fund : All Fund
Fiscal Year : FY20-21

Categories	FY20-21	FY19-20	FY19-20	Perm Budget vs Actual	Q2Forecast vs Actual	Perm Budget vs Q2Forecast
	Perm Budget	Actual	Q2Forecast			
	YearTotal	Y-T-D(Oct)	YearTotal			
Salaries	221,484,366.16	460,835.16	-	221,023,531.00	(460,835.16)	221,484,366.16
Benefits	86,223,525.76	1,286,676.62	-	84,936,849.14	(1,286,676.62)	86,223,525.76
TOTAL PERSONNEL COST	307,707,891.92	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 Expenses	15,888,892.04	7,482,808.58	15,122,371.04	8,406,083.46	7,639,562.46	766,521.00
Consultants and Professional Services	30,132,421.04	1,538,564.58	25,814,402.57	28,593,856.46	24,275,837.99	4,318,018.47
Legal Costs	34,839,371.75	15,204,953.20	34,830,411.75	19,634,418.55	19,625,458.55	8,960.00
Computer and Office Equipment Service Maintenance	16,624,661.78	4,292,027.06	12,517,537.78	12,332,634.72	8,225,510.72	4,107,124.00
Utilities and Facilities, Space Leases	26,260,914.46	3,530,618.12	19,730,868.00	22,730,296.34	16,200,249.88	6,530,046.46
Library	3,413,647.33	721,654.08	3,397,067.33	2,691,993.25	2,675,413.25	16,580.00
Other Office Miscellaneous	113,867,925.77	73,777,551.14	112,927,467.14	40,090,374.63	39,149,916.00	940,458.63
Temporary Labor	24,673,434.44	4,657,197.02	22,568,220.44	20,016,237.42	17,911,023.42	2,105,214.00
Royalties	3,629,917.10	(1,863,039.76)	3,629,917.10	5,492,956.86	5,492,956.86	0.00
Subawards and Pass Throughs	67,039,547.22	11,217,055.62	67,039,547.22	55,822,491.60	55,822,491.60	0.00
External Services Computer and Others	14,659,405.06	10,542,632.98	14,621,405.06	4,116,772.08	4,078,772.08	38,000.00
TOTAL SUPPLIES AND EXPENSES	352,975,996.68	131,708,071.54	333,876,004.13	221,267,925.14	202,167,932.59	19,099,992.55
Recharge	(10,452,402.37)	(4,919,858.92)	(10,942,037.37)	(5,532,543.45)	(6,022,178.45)	489,635.00
Overhead Costs	-	-	-	-	-	-
Unmapped	156,753,615.38	52,825,750.06	156,280,664.06	103,927,865.32	103,454,914.00	472,951.32
Total Expenses	806,985,101.61	181,361,474.46	479,214,630.81	625,623,627.15	297,853,156.35	327,770,470.79
GRAND TOTAL	806,985,101.61	181,361,474.46	479,214,630.81	625,623,627.15	297,853,156.35	327,770,470.79

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	●			ⓘ	⋮
▶ Forecast	●			ⓘ	⋮
▼ Budget	●			ⓘ	⋮
▶ Revenue Budget	●			ⓘ	⋮
▶ Workforce Budget	●			ⓘ	⋮
Workforce Planning Budget Data Reconciliation	●			ⓘ	⋮
▼ Expense Budget	●			ⓘ	⋮
Expense Budgeting	●			ⓘ	⋮
Submit Budget	●	11/2/19	5/29/20	ⓘ	⋮

Submit Budget

Submit Budget

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.

Submit Budget

Approvals

Sort By: Approval Unit Filter: Perm_Budget OEP_Working

	153000B: Chief Financial Officer Global Entity Approved
	154000B: Systemwide Procurement Services Anh.Tran-ucop.edu@ucop.edu Signed Off
	154100C: Systemwide Procurement Services Global Entity Approved
	250000A: Provost & Exec VP-Academic Affairs No Owner Under Review
	252000B: Provost & Exec VP Acad Aff I/O Global Entity Under Review
	254000B: VP Student Affairs Joshua.Maloney-ucop.edu@ucop.edu

Change Status: 153000B: Chief Financial Officer

Refresh Done

Action **Promote** Owner: <Automatic>

Annotation

Change Status

Add Annotation

- Reopen by Ajay.Pal-ucop.edu@ucop.edu 11/7/19 9:29 AM
Under Review Reply
- Approve by Craig.Kitaoka-ucop.edu@ucop.edu 10/25/19 6:42 PM
Approved Reply
- Reopen by Craig.Kitaoka-ucop.edu@ucop.edu 10/25/19 6:40 PM
Under Review Reply
- Approve by Anh.Tran-ucop.edu@ucop.edu 10/24/19 9:58 PM
Approved Reply
- Promote by Anh.Tran-ucop.edu@ucop.edu 10/24/19 5:20 PM

Let us Practice!

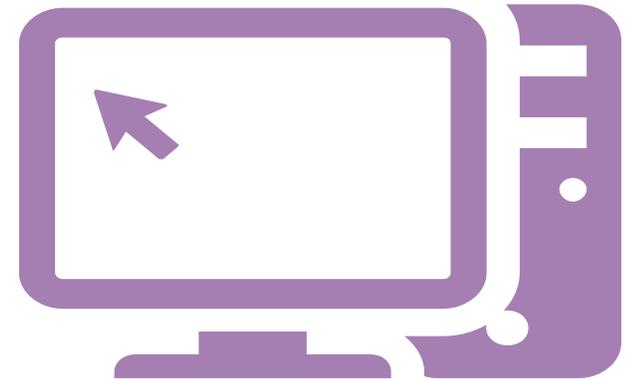
Let us practice how to plan expense budget across various expense categories

Expense Budgeting

Duration: 15 minutes

Complete the following exercise in the training environment:

As a Planner, John wants to plan Expense Budget across different Expense Categories.



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

- 1 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

Lesson: 1 **2**

Lesson Objectives

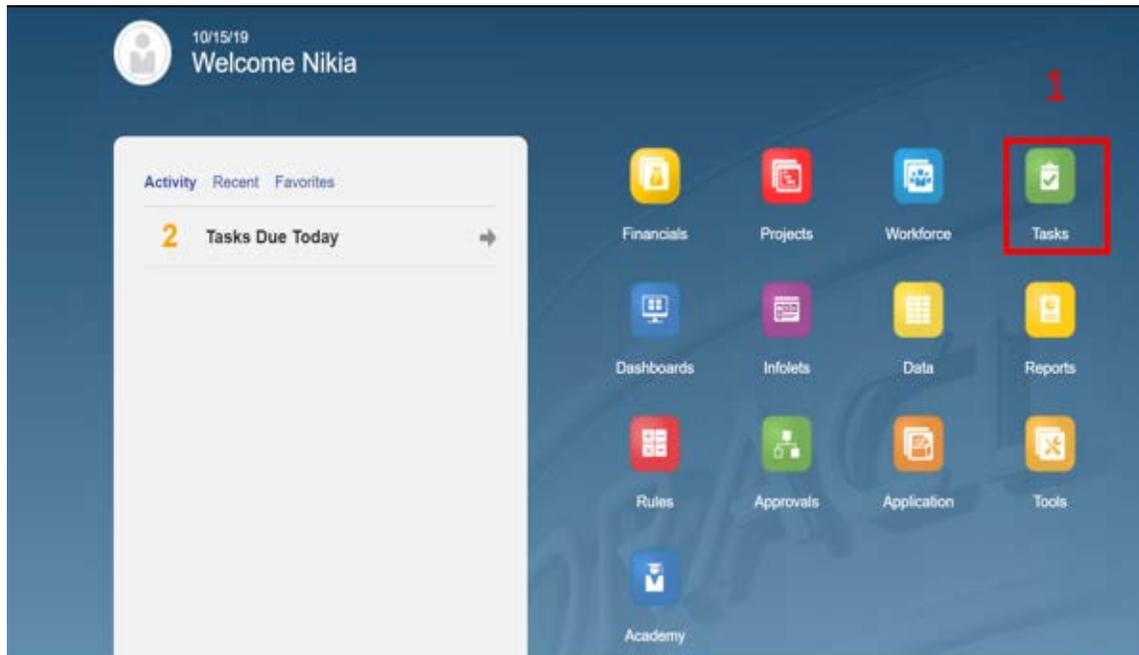
Upon completing this lesson, you will be able to:

- 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
▼ Restricted Fund - Budget Revenue	●			ⓘ	⋮
▣ Unrestricted Designated Funds - Budget Revenue	●			ⓘ	⋮
▣ Revenue Budget Review	●			ⓘ	⋮
▶ ▣ Workforce Budget	●			ⓘ	⋮
▣ Workforce Planning Budget Data Reconciliation	●			ⓘ	⋮
▼ ▣ Expense Budget	●			ⓘ	⋮
▣ Expense Budgeting	●			ⓘ	⋮
▣ Expense Budget Review	●			ⓘ	⋮

Expense Budgeting

Navigation : Expense Budget Review:

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

1

Expense Budget Review

Unit: Total Financial Unit | Fund: All Fund | Function: All Function | Division: 20300:UCOP - Agricultural and Natural Resources

	FY18-19	FY19-20	FY20-21
	Actual	Q2Forecast	Budget
	YearTotal	YearTotal	YearTotal
501000:Staff (Non-Student) S&W	2,878,510	3,115,810	3,532,299
500000:Academic Senate Faculty S&W	296,155	144,878	
507404:IAP Award Offset	500	500	
Salaries	3,175,165	3,261,188	3,532,299
Benefits	1,499,650	744,644	611
Other Office Miscellaneous	4,917	56,107	88,852
Meetings,Travel and Related Expenses	112,583	116,299	105,358
Computer and Office Equipment Service Maintenance	1,701	8,501	12,468
Utilities and Facilities,Space Leases	(31)	66,052	125,531
Library	315	1,089	1,189
External Services Computer and Others	3,235	2,737	2,235
Consultants and Professional Services	2,750	56,319	22,439
Temporary Labor	0	205,330	126,931
Insurance	21,512	22,989	31,994

Navigation : Expense Budget Review:

- 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).
- Check the complete checkbox after reviewing Total Expense Budget. Next, close the form.

Expense Budget Review
 Complete Previous Next Close

Unit: Total Financial Unit | Fund: All Fund | Function: All Function | Division: 20300:UCOP - Agricultural and Natural Resources

2 FY20-21 Budget

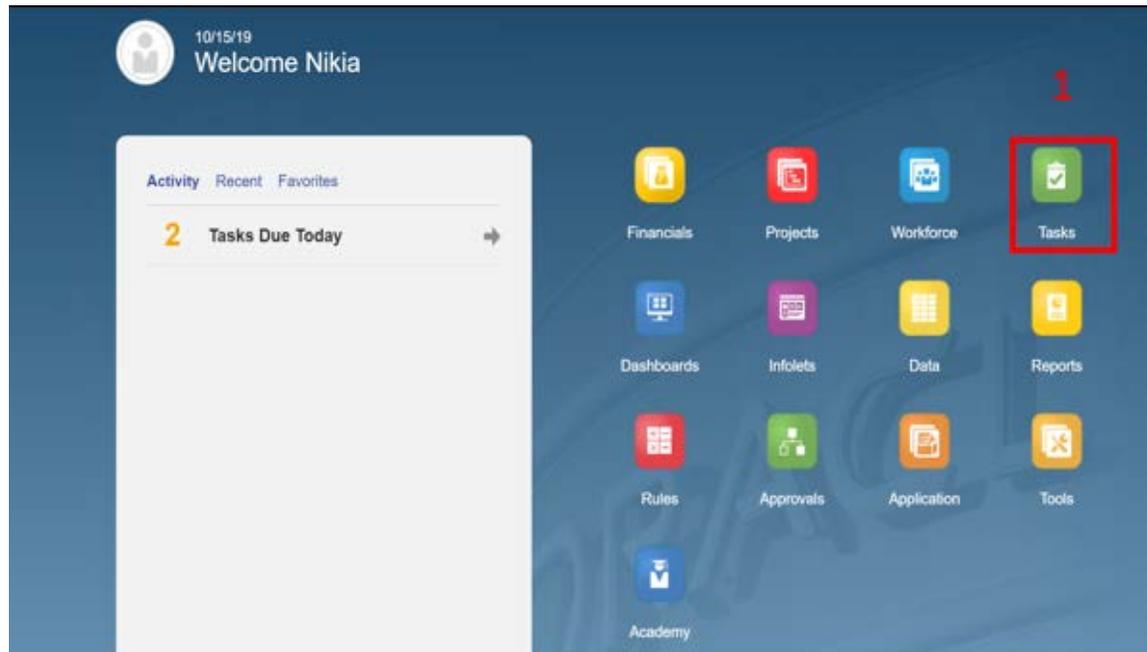
	July	August	September	Q1	Q2	Q3	Q4	Year Total
	Total	Total	Total	Total	Total	Total	Total	Total
501000:Staff (Non-Student) S&W	294,358	294,358	294,358	883,075	883,075	883,075	883,075	3,532,299
500000:Academic Senate Faculty S&W								
507404:IAP Award Offset								
Salaries	294,358	294,358	294,358	883,075	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
Meetings, Travel and Related Expenses	3,499	15,492	5,301	24,292	22,018.33373674	24,463	34,584	105,358
Computer and Office Equipment Service Maintainance	285	34	1,787	2,106	1,861	4,196	4,305	12,468
Utilities and 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 Services Computer and Others	7	1	13	21	626	683	905	2,235
Consultants and Professional Services	1	3	3,606	3,610	4,059	6,234	8,535	22,439
Temporary Labor	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 - Reviewer

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



The screenshot shows a list of reports with columns: Name, Status, Start, End, Instructions, and Action. A red arrow points from the 'Tasks' tile in the previous image to the 'Review Reports' section. The 'Dynamic Variance Report' is highlighted with a red box and the number '2'.

Name	Status	Start	End	Instructions	Action
Budget Summary	●			1	...
Forecast	●			1	...
Budget	●			1	...
Review Reports	●			1	...
Regents Schedule	●			1	...
Workforce Reports	●			1	...
Expense Reports	●			1	...
Dynamic Variance Report	●			1	...
Variance Report by Financial Unit & Fund	●			1	...

Expense Reports - Reviewer



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.

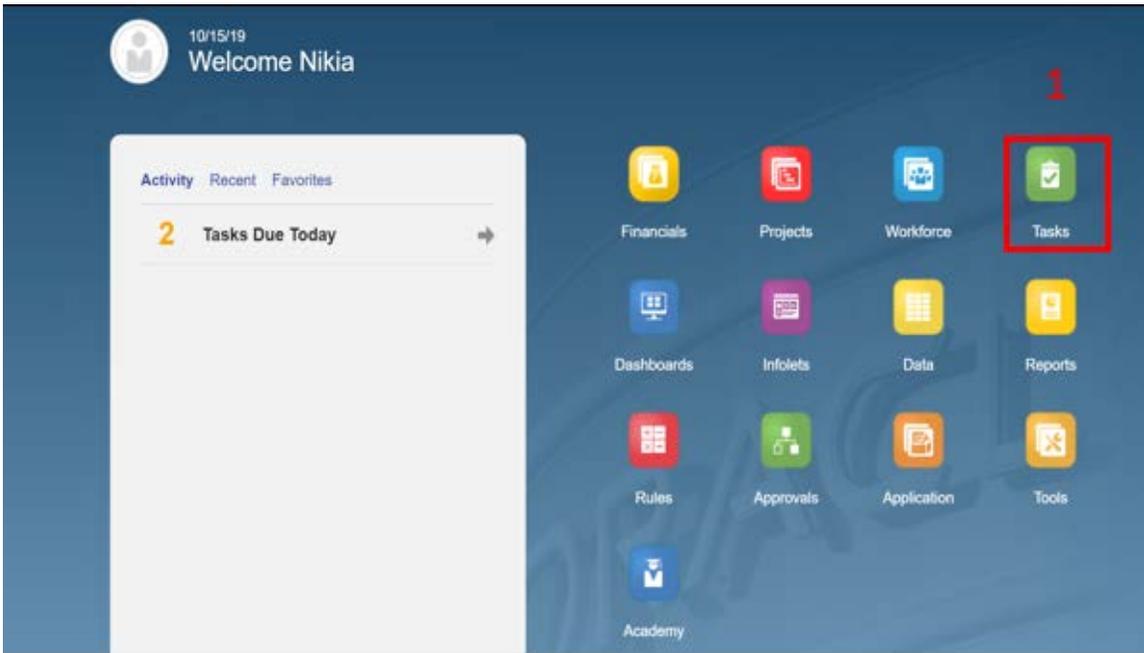
The screenshot shows a web browser window with a search bar and a tab titled 'Dynamic Variance Report by Financial Unit _v2'. The main content area displays a 'Dynamic Multi-Year Variance Report' for 'USES'. The report includes a table with columns for Budget, Q2Forecast, Actuals (Y-T-D(Oct)), and Budget for FY19-20, FY19-20, FY19-20, and FY20-21. It also includes columns for Variance: Increase/Decrease, comparing FY19-20 Budget vs FY19-20 Q2Forecast, FY19-20 Budget vs FY19-20 Actual, and FY19-20 Q2Forecast vs FY20-21 Budget. The table lists various financial units and their corresponding budget and variance values.

	FY19-20	FY19-20	FY19-20	FY20-21	Variance: Increase/Decrease			
	Budget	Q2Forecast	Actuals (Y-T-D(Oct))	Budget	FY19-20 Budget vs FY19-20 Q2Forecast	FY19-20 Budget vs FY19-20 Actual	FY19-20 Budget vs FY20-21 Budget	FY19-20 Q2Forecast vs FY20-21 Budget
USES								
100000A OFFICE OF THE PRESIDENT	\$1.83	\$1.32	\$0.88	\$3.88	\$0.51	\$0.95	\$(2.05)	\$(2.56)
150000A CHIEF FINANCIAL OFFICER	\$22.81	\$18.48	\$2.12	\$50.51	\$4.33	\$20.69	\$(27.69)	\$(32.03)
200000A VP - OFFICE OF THE NATIONAL LABORATORIES	\$2.55	\$1.27	\$0.54	\$4.53	\$1.28	\$2.01	\$(1.98)	\$(3.26)
250000A PROVOST & EXEC VP-ACADEMIC AFFAIRS	\$231.58	\$223.85	\$79.36	\$283.43	\$7.73	\$152.22	\$(51.65)	\$(69.58)
300000A CHIEF OPERATING OFFICER	\$134.39	\$105.54	\$22.90	\$251.75	\$28.85	\$111.49	\$(117.36)	\$(146.21)
350000A EXTERNAL RELATIONS AND COMMUNICATIONS	\$8.96	\$6.03	\$1.37	\$18.93	\$2.93	\$7.59	\$(9.96)	\$(12.89)
400000A EXEC VP UC HEALTH	\$20.21	\$47.92	\$63.09	\$58.53	\$(27.71)	\$(42.89)	\$(38.33)	\$(10.61)
500000A SR VP COMPLIANCE AND AUDIT	\$3.45	\$2.14	\$0.47	\$6.72	\$1.32	\$2.98	\$(3.27)	\$(4.58)
510000A OFC OF GENERAL COUNSEL	\$39.22	\$46.24	\$15.31	\$71.66	\$(7.02)	\$23.92	\$(32.44)	\$(25.42)
520000A SECRETARY OF THE REGENTS	\$2.53	\$1.59	\$0.40	\$2.99	\$0.93	\$2.13	\$(0.47)	\$(1.40)
530000A CHIEF INVESTMENT OFFICER	\$20.70	\$9.59	\$(3.96)	\$30.33	\$11.11	\$24.66	\$(9.63)	\$(20.74)
600000A SYSTEMWIDE ACADEMIC SENATE	\$1.21	\$1.03	\$0.26	\$2.27	\$0.18	\$0.94	\$(1.06)	\$(1.24)
650000A SVP RES INNOV & ENTREPRENEURSHIP	\$1.10	\$0.64	\$0.08	\$1.01	\$0.46	\$1.02	\$0.09	\$(0.37)
700000A CENTRAL OPERATIONS	\$26.79	\$12.72	\$(1.79)	\$13.70	\$14.07	\$28.57	\$13.09	\$(0.98)
800000A VP AGRICULTURE AND NATURAL RESOURCES	\$1.58	\$0.84	\$0.32	\$9.12	\$0.74	\$1.27	\$(7.54)	\$(8.28)
TOTAL USES	\$518.91	\$479.21	\$181.36	\$806.99	\$39.70	\$337.55	\$(288.07)	\$(327.77)

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:



Filter: All

Name	Status	Start	End	Instructions	Action
Budget Summary	●			ⓘ	⋮
▶ Forecast	●			ⓘ	⋮
▶ Budget	●			ⓘ	⋮
▼ Review Reports	●			ⓘ	⋮
Regents Schedule	●			ⓘ	⋮
▶ Workforce Reports	●			ⓘ	⋮
▼ Expense Reports	●			ⓘ	⋮
Dynamic Variance Report	●			ⓘ	⋮
Variance Report by Financial Unit & Fund	●			ⓘ	⋮

Expense Reports - Reviewer

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.

Variance Report Current Year Budget to Current Year Actuals by Organization

Organization : All Financial Unit
Fund : All Fund
Fiscal Year : FY20-21

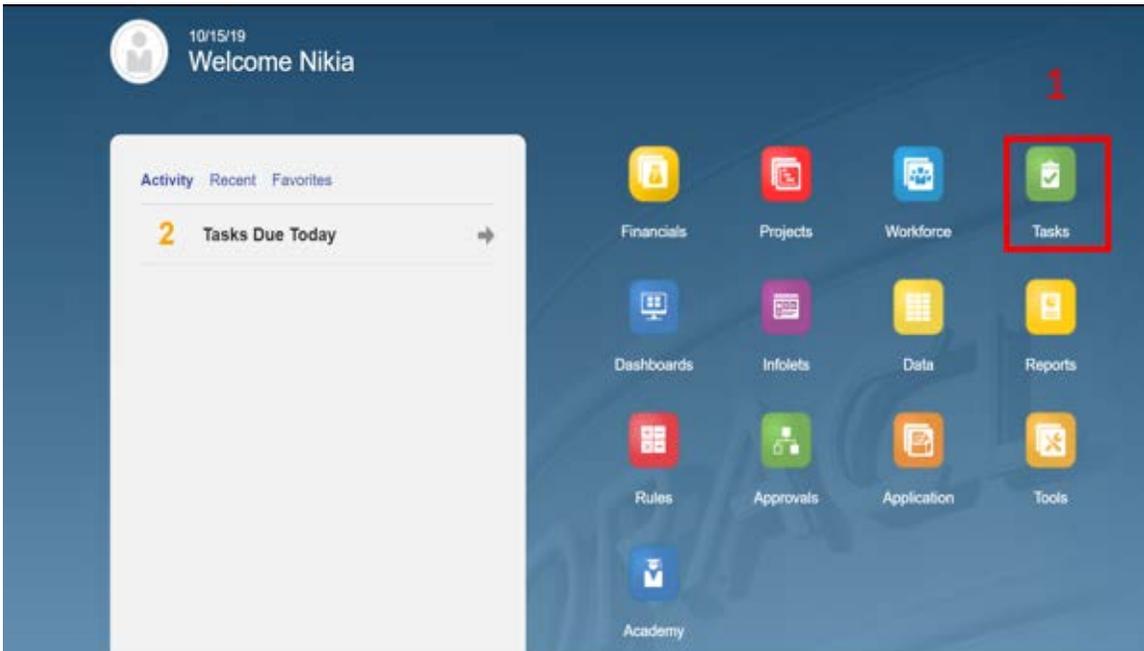
Categories	FY20-21		FY19-20		Perm Budget vs Actual	Q2Forecast vs Actual	Perm Budget vs Q2Forecast
	Perm Budget	Actual	Q2Forecast	YearTotal			
	YearTotal	Y-T-D(Oct)	YearTotal				
Salaries	221,484,366.16	460,835.16	-	-	221,023,531.00	(460,835.16)	221,484,366.16
Benefits	86,223,525.76	1,286,676.62	-	-	84,936,849.14	(1,286,676.62)	86,223,525.76
TOTAL PERSONNEL COST	307,707,891.92	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 Expenses	15,888,892.04	7,482,808.58	15,122,371.04		8,406,083.46	7,639,562.46	766,521.00
Consultants and Professional Services	30,132,421.04	1,538,564.58	25,814,402.57		28,593,856.46	24,275,837.99	4,318,018.47
Legal Costs	34,839,371.75	15,204,953.20	34,830,411.75		19,634,418.55	19,625,458.55	8,960.00
Computer and Office Equipment Service Maintenance	16,624,661.78	4,292,027.06	12,517,537.78		12,332,634.72	8,225,510.72	4,107,124.00
Utilities and Facilities Space Leases	26,260,914.46	3,530,618.12	19,730,868.00		22,730,296.34	16,200,249.88	6,530,046.46
Library	3,413,647.33	721,654.08	3,397,067.33		2,691,993.25	2,675,413.25	16,580.00
Other Office Miscellaneous	113,867,925.77	73,777,551.14	112,927,467.14		40,090,374.63	39,149,916.00	940,458.63
Temporary Labor	24,673,434.44	4,657,197.02	22,568,220.44		20,016,237.42	17,911,023.42	2,105,214.00
Royalties	3,629,917.10	(1,863,039.76)	3,629,917.10		5,492,956.86	5,492,956.86	0.00
Subawards and Pass Throughs	67,039,547.22	11,217,055.62	67,039,547.22		55,822,491.60	55,822,491.60	0.00
External Services Computer and Others	14,659,405.06	10,542,632.98	14,621,405.06		4,116,772.08	4,078,772.08	38,000.00
TOTAL SUPPLIES AND EXPENSES	352,975,996.68	131,708,071.54	333,876,004.13		221,267,925.14	202,167,932.59	19,099,992.55
Recharge	(10,452,402.37)	(4,919,858.92)	(10,942,037.37)		(5,532,543.45)	(6,022,178.45)	489,635.00
Overhead Costs	-	-	-		-	-	-
Unmapped	156,753,615.38	52,825,750.06	156,280,664.06		103,927,865.32	103,454,914.00	472,951.32
Total Expenses	806,985,101.61	181,361,474.46	479,214,630.81		625,623,627.15	297,853,156.35	327,770,470.79
GRAND TOTAL	806,985,101.61	181,361,474.46	479,214,630.81		625,623,627.15	297,853,156.35	327,770,470.79

Submit Budget - Reviewer

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



Filter: All

Name	Status	Start	End	Instructions	Action
▼ Reviewer	●			i	...
Budget Summary	●			i	...
▶ Forecast	●			i	...
▼ Budget	●			i	...
▶ Revenue Budget	●			i	...
▶ Workforce Budget	●			i	...
Workforce Planning Budget Data Reconciliation	●			i	...
▶ Expense Budget	●			i	...
Submit Budget	●			i	...

Submit Budget - Reviewer

Submit Budget

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.

Submit Budget

Approvals

Sort By: Approval Unit Filter: Perm_Budget OEP_Working

	153000B: Chief Financial Officer Global Entity Approved
	154000B: Systemwide Procurement Services Anh.Tran-ucop.edu@ucop.edu Signed Off
	154100C: Systemwide Procurement Services Global Entity Approved
	250000A: Provost & Exec VP-Academic Affairs No Owner Under Review
	252000B: Provost & Exec VP Acad Aff I/O Global Entity Under Review
	254000B: VP Student Affairs Joshua.Maloney-ucop.edu@ucop.edu

Change Status: 153000B: Chief Financial Officer

Refresh Done

Action: **Approve** Owner: <Automatic>

Annotation

Change Status

Add Annotation

- Reopen by Ajay.Pal-ucop.edu@ucop.edu 11/7/19 9:29 AM
Under Review Reply
- Approve by Craig.Kitaoka-ucop.edu@ucop.edu 10/25/19 6:42 PM
Approved Reply
- Reopen by Craig.Kitaoka-ucop.edu@ucop.edu 10/25/19 6:40 PM
Under Review Reply
- Approve by Anh.Tran-ucop.edu@ucop.edu 10/24/19 9:58 PM
Approved Reply
- Promote by Anh.Tran-ucop.edu@ucop.edu 10/24/19 5:20 PM

Let us Practice!

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.

- 1 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.

Course Key Messages

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

1

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.

2

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.

Any Questions?

Do you have any questions?



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



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



Thank you!

