



UCOP Planning and Budgeting System (PBS)

**BUDREV100: Revenue
Budgeting**

Current as of
March 2020

The University of California logo, featuring the words "UNIVERSITY OF CALIFORNIA" in white, uppercase, sans-serif font, arranged in three stacked rectangular blocks. The background is a light blue and yellow gradient with a stylized sunburst pattern.

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OF
CALIFORNIA



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.

Here is the agenda for today's session.

Lesson	Covered Topics / Processes
Restricted Fund Budget	<ul style="list-style-type: none">• Navigating to Restricted Fund Task List• Seeding the Revenue Budget for Restricted Funds and saving of data.
Unrestricted Designated Funds	<ul style="list-style-type: none">• Navigating to Unrestricted Designated Funds Task List• Seeding the Revenue Budget for Unrestricted Designated Funds and saving of data.
Total Revenue Budget Review	<ul style="list-style-type: none">• Navigating to Total Revenue Budget Review Task List• Reviewing and Validating the Total Revenue Budget.



Prerequisites:
IN100

Upon completing this course, you will be able to:

- Enter Revenue Budget for Restricted Fund
- Enter Revenue Budget for Unrestricted Designated Funds
- Review Total Revenue before Budget submission

Key Terms

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

Revenue	The total funds received from external sources in a given fiscal year
Unexpended Balance	The unspent balance of funds remaining at the end of a fiscal year

- Departments will budget for Restricted and Unrestricted—Designated revenues. BFD will budget for Unrestricted—Undesignated fund revenues.
- Centrally Controlled designated and Centrally Controlled restricted fund revenues will be budgeted by BFD: 69590, 69700, 69740, 69705, 69763, 68614.
- Do not budget revenues used for expenses that are not included in the OP budget, i.e. certain systemwide functions, capital projects, etc.
- Budget the full amount that you will receive and recognize on the GL in FY 20-21. Do not budget revenue that you will receive that will be deferred to another fiscal year on the GL.
- Use your new COA chartstring to budget for revenues: Division, Financial Unit, Function, Fund and Account. The Account code represents the type of funding received.
- If a portion of your FY 20-21 budget for expenses will be covered by unexpended fund balance, then use “dummy” account number 89999A—Unexpended Balance.
- If you will receive recharge income or interlocation transfer of funds from a campus, then budget those funds as revenue in the appropriate account number. Internal UCOP to UCOP recharges are budgeted in Expense.

Revenue Accounts	
40000A	<i>Student Tuition & Fees, Net</i>
40500A	<i>Contracts and Grants (non-Capital)</i>
41000A	<i>Sales and Services -Educational</i>
43000A	<i>Sales and Services -Auxiliary</i>
44000A	<i>Other Operating Revenue, Net</i>
46000A	<i>Department of Energy Laboratories</i>
48000A	<i>Private Gifts (non-capital)</i>
48100A	<i>Appropriations</i>
48200A	<i>Income on Investments</i>
48400A	<i>Gain / (Loss) on Disposal of Capital Assets</i>
48450A	<i>Impairment of Asset-Recovery</i>
48500A	<i>Additional Non-Operating Revenue Sources</i>
81000A	<i>Other Changes in Net Position (Disclosure purposes, no Myside NP Change)</i>
87000A	<i>Other Changes in Net Position (For Fin Rpting)</i>
88888A	<i>Recharge Sales and Services (campus recharge); ITF</i>
89999A	<i>Unexpended Balance</i>
99999A	<i>Contracts and Grants Transfer b/w Locations</i>

Forthcoming:

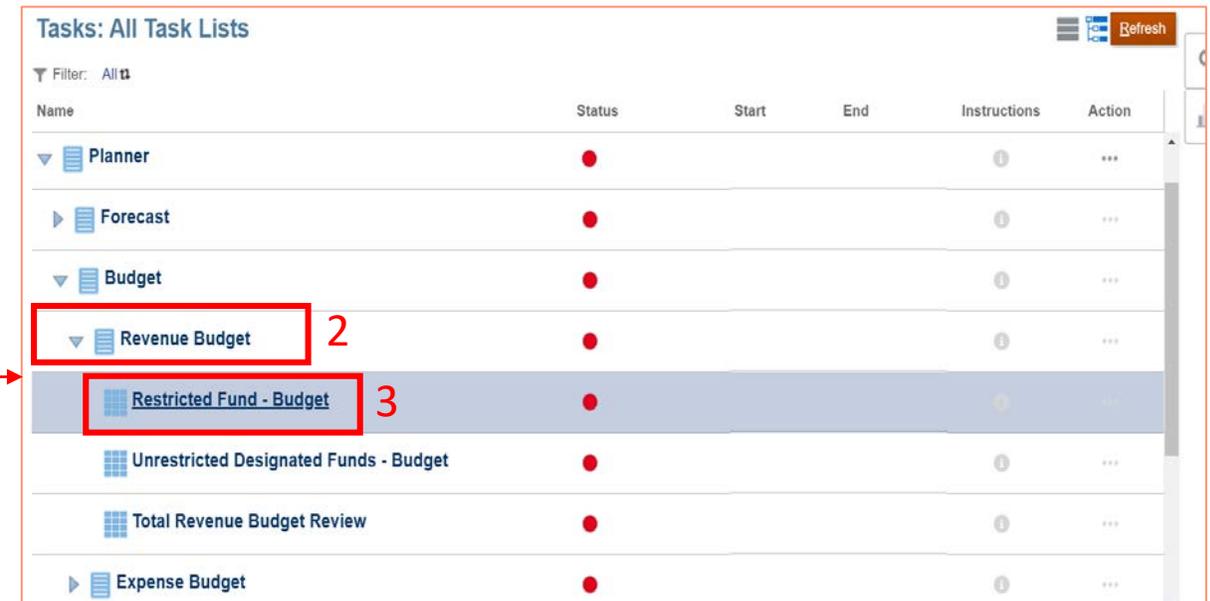
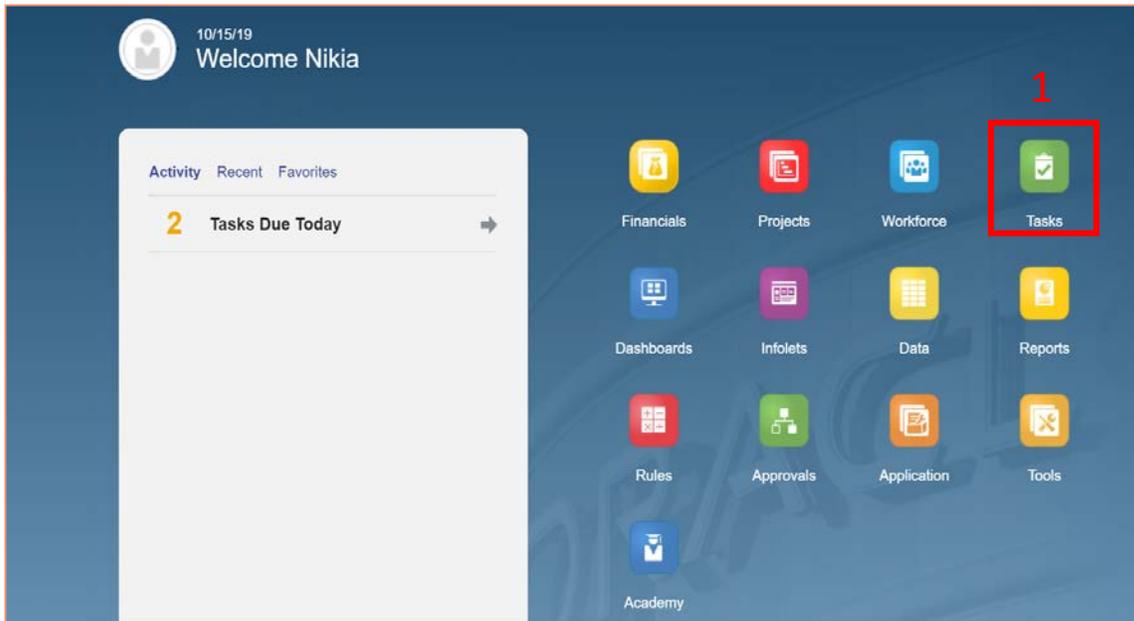
- Mapping of funds to Revenue Accounts
- Revenue budget to actual report in PBS

Revenue Budget – Restricted Fund

Restricted Fund Budgeting – This task allows users to Budget Revenue for the fiscal year for restricted funds only.

Navigating to Restricted Fund Task list

1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
2. In the task list select Revenue Budget to expand the task.
3. Select Restricted Fund-Budget to begin the process

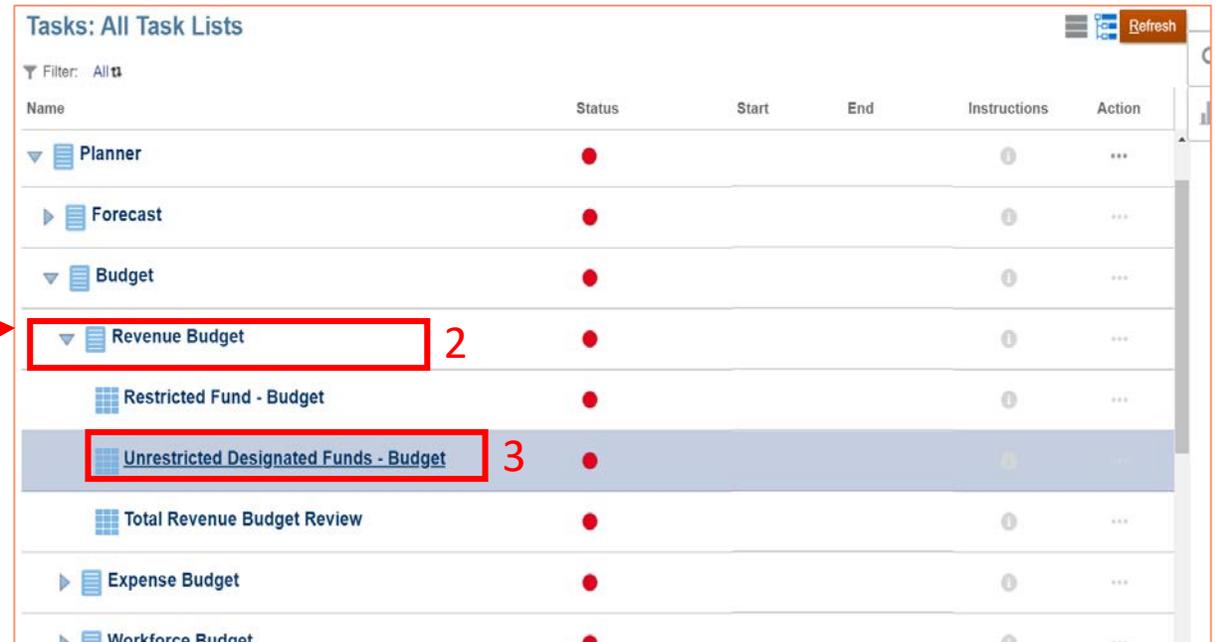
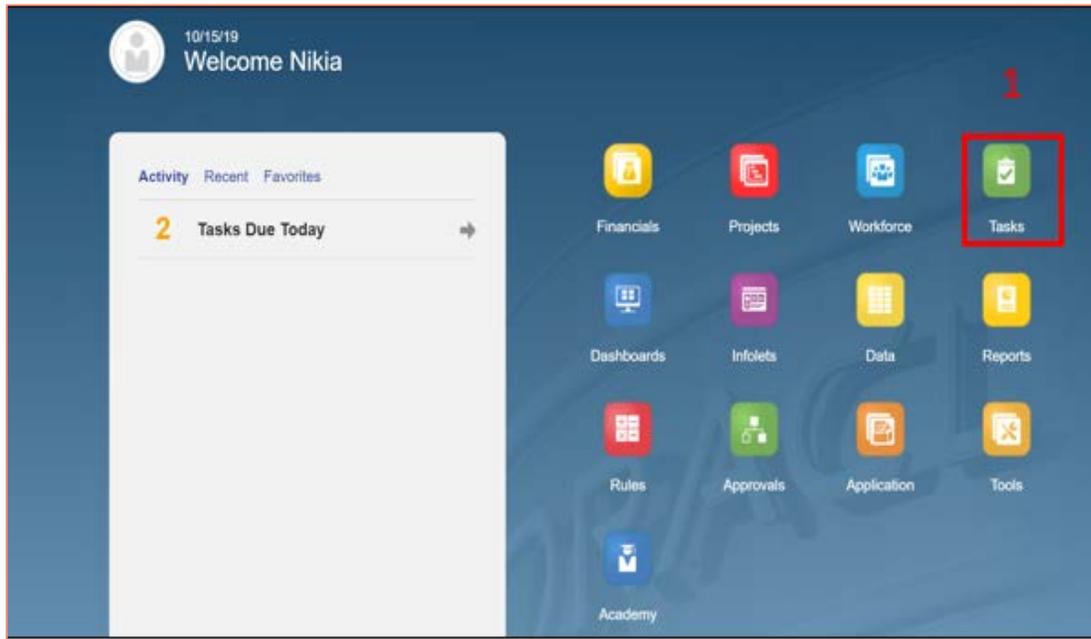


Unrestricted Designated Funds - Budget

Unrestricted Designated Fund Budgeting – This task allows users to Budget Revenue for the Budget financial year for unrestricted designated funds only.

Navigating to Restricted Fund Task list

1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
2. In the task list select Revenue Budget to expand the task.
3. Select Unrestricted Designated Fund-Budget to begin the process



Seeding the Budget revenue for Unrestricted Designated Funds:

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

Select a Member

Unit
3011050:UCOP:Prog Planning & Reporting

Search Unit

Total Financial Unit	250000A: Provost & Exec VP-Ac...	300000A: Chief Operating Off...	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 R&E Inveny & Frnt		

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, Professional

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:LCRP
		420A:LCRSP
		430A:PERS-VERIP
		440A:LCRHBT

Members Division> Total Division> All Division

Select a Member

Fund
Total Regents Fund

Search Fund

Fund	Total Regents Fund	Total Fund - Regent
✓ Total Regents Fund	Total Fund - Regent	Total Restricted Fund - Regent
	RF1_Unmapped	Total Unrestricted Fund - Reg...

Members Fund> Total Regents Fund> Total Fund - Regent

Unrestricted Designated Funds - Budget

Years FY19-20

Unit: 8015010:Prog Planning & Reporting | Function: 401: General Academic Instruction | Division: 20300:UCOP - Agricultural and Natural Resources

	Perm Budget	Temp Budget	Enbl
	Year Total	Year Total	00003:New Fund - Designated Fund Balance
40000A: Student Tuition & Fees Input	1,298	12	
40500A: Contracts and Grants (non-Capital) Input			
41000A: Sales and Services - Educational Input			
43000A: Sales and Services - Auxiliary Input			
44000A: Other Operating Revenue Input			
46000A: Division of Energy Laboratories Input			
48000A: Private Gifts (non-capital) Input			
48100A: Appropriations Input			
48200A: Income on Investments Input			
48400A: Gain / (Loss) on Disposal of Capital Assets Input			
48450A: Impairment of Asset-Recovery Input			
48500A: Additional Non-Operating Revenue Sources Input			
81000A: Other Changes in Net Position (Disclosure purposes Input			
82000A: Other Changes in Net Position (For Financial Reporting)			

Seeding the Budget revenue for Unrestricted Designated Funds:

2. Enter Budget data for Unrestricted Funds against the corresponding Revenue Accounts either at Year Total level or at month level on drilling down by clicking the “plus” symbol.
3. Click on Save after entering the values and check the complete checkbox.

The screenshot shows a budgeting interface with the following details:

- Title:** Unrestricted Designated Funds - Budget
- Buttons:** Save (highlighted with red box and '3'), Refresh, Actions, Complete, Previous, Next, Close.
- Filters:** Years: FY19-20; Unit: 8015010:Prog Planning & Reporting; Function: 401: General Academic Instruction; Division: 20300:UCOP - Agricultural and Natural Resources.
- Table:**

	Perm Budget	Temp Budget	Fund
	Year Total	Year Total	00003:New Fund - Designated Fund Balance
40000A:Student Tuition & Fees Input	1,298 (highlighted with red box and '2')	12	
40500A:Contracts and Grants (non-Capital) Input			
41000A:Sales and Services -Educational Input			
43000A:Sales and Services -Auxiliary Input			
44000A:Other Operating Revenue Input			
46000A:Division of Energy Laboratories Input			
48000A:Private Gifts (non-capital) Input			
48100A:Appropriations Input			
48200A:Income on Investments Input			
48400A:Gain / (Loss) on Disposal of Capital Assets Input			
48450A:Impairment of Asset-Recovery Input			
48500A:Additional Non-Operating Revenue Sources Input			
81000A:Other Changes in Net Position (Disclosure purposes Input			
87000A:Other Changes in Net Position (For Fin Rptng) Input			
Total Revenue			

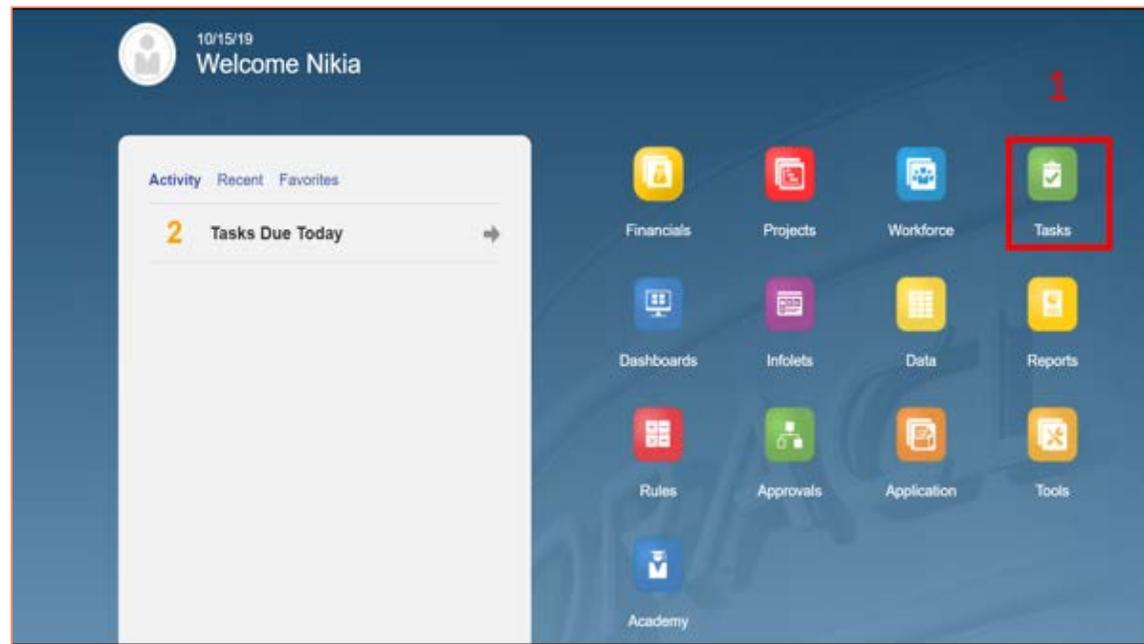
Note: To go to the next/previous task, either navigate using Next/Previous buttons or click on close and select the required task in the task list.

Total Revenue Budget Review

Total Revenue Budget Review – This task allows users to review the total revenue budget after they have entered all the revenue data for the current Budget Year.

Navigating to Total Revenue Budget Review Task list

1. Access the Tasks tile from the home screen. The Tasks List page will be displayed.
2. In the task list select Revenue Budget to expand the task.
3. Select Total Revenue Budget Review to begin the process



Navigation: Reviewing Total Revenue Budget:

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

Select a Member

Unit
3011050 UCOP - Ctr. Production

Search Unit

Total Financial Unit	250000A: Provost & Exec VP,Ac...	300000A: Chief Operating Off...	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 - SUP Rsv. Innov. & Fint		

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...
		68: Student Services
		72: Institutional Support
		79: Auxiliary Enterprises

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:UCRP
		420A:UCRSP
		430A:PERS-VERIP
		440A:UCRHT

Members Division> Total Division> All Division

Select a Member

Fund
Total Regents Fund

Search Fund

Fund	Total Regents Fund	Total Fund - Regent
✓ Total Regents Fund	Total Fund - Regent	Total Restricted Fund - Regent
	RF1_Unmapped	Total Unrestricted Fund - Reg...

Members Fund> Total Regents Fund> Total Fund - Regent

Total Revenue Budget Review

Unit: 8015010:Prog Planning & Reporting Fund: RF1_Restricted - Other Funds Function: 401: General Academic Instruction

20300:UCOP - Agricultural and Natural Resources

	FY18-19	FY19-20	FY19-20	FY19-20	
	Actual	Actual	Q2Forecast	Budget	
Year Total	Y-T-D(October)	Year Total	Year Total	Year Total	
Total Revenues				1,213	

Revenue Budgeting

Reviewing Total Revenue Budget:

- 2. The Total Revenue 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 of the total revenue.

Total Revenue Budget Review ⓘ

Save Refresh Actions Complete Previous Next Close

Unit: 8015010:Prog Planning & Reporting Fund: RF1_Restricted - Other Funds Function: 401: General Academic Instruction

	FY18-19	FY19-20	FY19-20	FY19-20
	Actual	Actual	Q2Forecast	Budget
+	YearTotal	Y-T-D(October)	YearTotal	YearTotal
+	Total Revenues			1,213

Division: 20300:UCOP - Agricultural and Natural Resources

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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!



Deloitte.