# **Deloitte**.

UCOP Planning and Budgeting System (PBS)

BUDREV100: Revenue Budgeting

Current as of March 2020









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.

# **Course Agenda**



#### Here is the agenda for today's session.

Lesson	Covered Topics / Processes	Prerequisites:
Restricted Fund Budget	<ul> <li>Navigating to Restricted Fund Task List</li> <li>Seeding the Revenue Budget for Restricted Funds and saving of data.</li> </ul>	IN100
Unrestricted Designated Funds	<ul> <li>Navigating to Unrestricted Designated Funds Task List</li> <li>Seeding the Revenue Budget for Unrestricted Designated Funds and saving of data.</li> </ul>	
Total Revenue Budget Review	<ul> <li>Navigating to Total Revenue Budget Review Task List</li> <li>Reviewing and Validating the Total Revenue Budget.</li> </ul>	

# **Course Objectives**



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



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" <u>account</u> number 89999A—Unexpended Balance.
- If you will receive recharge income or interlocation transfer of funds <u>from a campus</u>, then budget those funds as revenue in the appropriate account number. Internal UCOP to UCOP recharges are budgeted in Expense.

UNIVERSITY

CALIFORNIA



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



#### 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







#### Seeding the revenue budget for Restricted Funds:

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

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#### Seeding the Budget revenue for Restricted Funds:

- 2. Enter Budget data for Restricted 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.

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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.



# **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



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#### Seeding the Budget revenue for Unrestricted Designated Funds:

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#### 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.

Unrestr	icted Designated Funds - B	udget		See.	save	<u>R</u> efresh <u>A</u>	ctions 🚽 📔	<u>C</u> omplete	<u>P</u> revious <u>N</u> ex	t C <u>l</u> ose
Years FY19-20	Unit Function 8015010:Prog Planning & Reporting 401: General	Academic Instruct	Division 20300:UCOF	2 - Agricultural and	3 Natural Resource	s »	/ 0	Data	Ad hoc	F <u>o</u> rmat
		Perm Budget	Temp Budget	Eund 00003:New Fund	- Designated Fund	Balance				
40000A:Stud	ent Tuition & Fees Input	1,298	1:	2 2						
40500A:Cont	racts and Grants (non-Capital) Input									
41000A:Sale	s and Services -Educational Input									
43000A:Sale	s and Services -Auxiliary Input									
44000A:Othe	r Operating Revenue Input									
46000A:Divis	ion of Energy Laboratories Input									
48000A:Priva	ate Gifts (non-capital) Input									
48100A:Appr	opriations Input									
48200A:Inco	me on Investments Input									
48400A:Gain	/ (Loss) on Disposal of Capital Assets Input									
48450A:Impa	irment of Asset-Recovery Input									
48500A:Addi	tional Non-Operating Revenue Sources Input									
81000A:Othe	er Changes in Net Position (Disclosure purposes Input									
87000A:Othe	r Changes in Net Position (For Fin Rpting) Input									
Total Revenu	e									

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



Tasks: All Task Lists	0				<u>R</u> efre	sh
T Filter: All 11						
Name	Status	Start	End	Instructions	Action	1
▼	•			0	•••	
Forecast	•			0	4.6.5	
	•			0	***	
Revenue Budget	•			0	(444)	
Restricted Fund - Budget	•			0	(1001)	
Unrestricted Designated Funds - Budget	•			0	1000	
Total Revenue Budget Review 3	•					
Expense Budget	•			0		



#### Navigation: Reviewing Total Revenue Budget:

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

Select a Member				S QK	Cance!	Select a Mem	nber				QK Cancel		Select a Member	ř		\$. 65	QK Cancel
Unit "3011050 Uc ath Cir Production"						Function "All Function"							Division "All Division"				
Search Unit					ø	Search Function					¢		Search Division				¢
Total Financial Unit		250000A: Provost & Exec VP-Ac		300000A: Chief Operating Off	-	Function		Total Function		All Function			Division	Total Division		<ul> <li>All Division</li> </ul>	
All Eleancial Linit		2000004: Chief Operation Off		301000B: Operational Services		Total Function		✓ All Function		40: Instruction	- 16 E		Total Division	All Division	•	200A:Office of the Presi	sent (+ -
	50	annow, cheropenning on						2		42. Teaching Hospitals Fu	nction 🕨		9			250A:Fiduciary Activities	10 A
Global		300000A: Exicitial relations a	1	Suzurub: Op Operations						43: Academic Support						300A:Investment Pools	06.0
		400000A: Exec VP UC Health		303000B: Chief Operating Offi						44: Research	18 M					410A:UCRP	20
		500000A: Sr VP Compliance and	2	304000B: Strategic Program Ma						62: Public Service Functio	n >					420A:UCRSP	00
		510000A: Ofc of General Counsel		305000B: VP & Cio Info Tech S	19 °					64: Operation & Maintenar	nce o P					430A.PERS-VERIP	38 c.
		520000A: Secretary of the Reg		306000B: Vice President Human	- P					68: Student Services	× 1					440A-UCRHBT	3e 1
		530000A: Chief Investment Off	- N.	307000B: AVP Energy & Sustain	- 10					72: Institutional Support							
		600000A: Systemwide Academic	38.							76 AutoBary Entermises							
		ASMMMA- SVP Res Immu & Entr				4 Members	Function> Total Fun	ction> All Function					Members Divisi	ion> Total Division> All Division			
Select a Member				Å; QK	Cancel			Unit 8015010:Prog Planr	hing & Reporting FY18-19 Actual	Fund RF1_Restricted - C FY19-20 Actual	Funct ther Funds 401: FY19-20 Q2Forecast	General Academ FY19-20	ic Instruction 20300:UCOP - Agricultur	al and Natural Resources		Data	Ad hoc Format
ocaron una					34					Y-T-D(October)	YearTotal	H YearTotal					
Fund	_	<ul> <li>Total Regents Fund</li> </ul>		Total Fund - Regent			$\sim$	E Total Revenues				1,2	213				
<ul> <li>Total Regents Fund</li> </ul>	•	Total Fund - Regent		Total Restricted Fund - Regent													
		RF1_Unmapped	Þ	Total Unrestricted Fund - Reg													
Members Fund> Total	Regents Fur	d> Total Fund - Recent			•												
invented a surge rotari	Janua - M	a real and realised															



#### **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 Reve	nue Budg	jet Review	0		3 <u>Save Refresh</u> <u>Actions</u> <u>□ Complete</u> <u>P</u> revious <u>N</u> ext
Unit 8015010:Prog Plan	ning & Reporting	Fund RF1_Restricted - C	Functi Other Funds 401:	on General Academic I	nstruction » Data Ad hoc For
	FY18-19	FY19-20	FY19-20	FY19-20	Division 20300 UCOP - Agricultural and Natural Resources
	Actual	Actual	Q2Forecast	Budget	
	🗄 Year Total	Y-T-D(October)	🗄 YearTotal		
Total Revenues				1,213	2



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!

