



UCOP BUDGET DEVELOPMENT SYSTEM

Contributor Training

Agenda

8:30	Background and TM1 Introduction
9:00	BDS Contributor Application - Personnel
9:50	Break
10:00	BDS Contributor Application - S&E, Budget, Qtrly Dist., Budget Office
11:15	Approval Process
12:00	Lunch
1:00	Practical Exercises
3:00	Break
3:10	Reports
4:20	Next Steps



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Contributor Background & Tool Overview Objectives

At the end of this section, you should be familiar with:

- Background for the Budget Development System
The new BDS Budgeting tool
- How to log into BDS
- Navigating within the BDS and TM1 Contributor



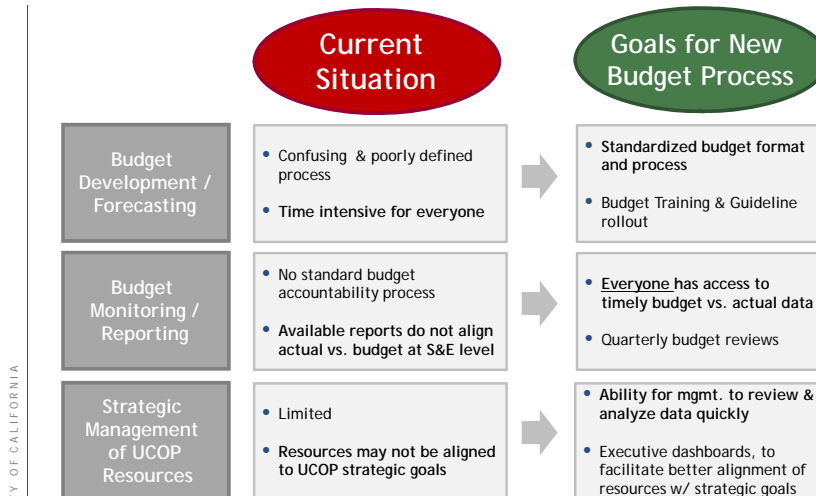
BDS Background and Tool Overview

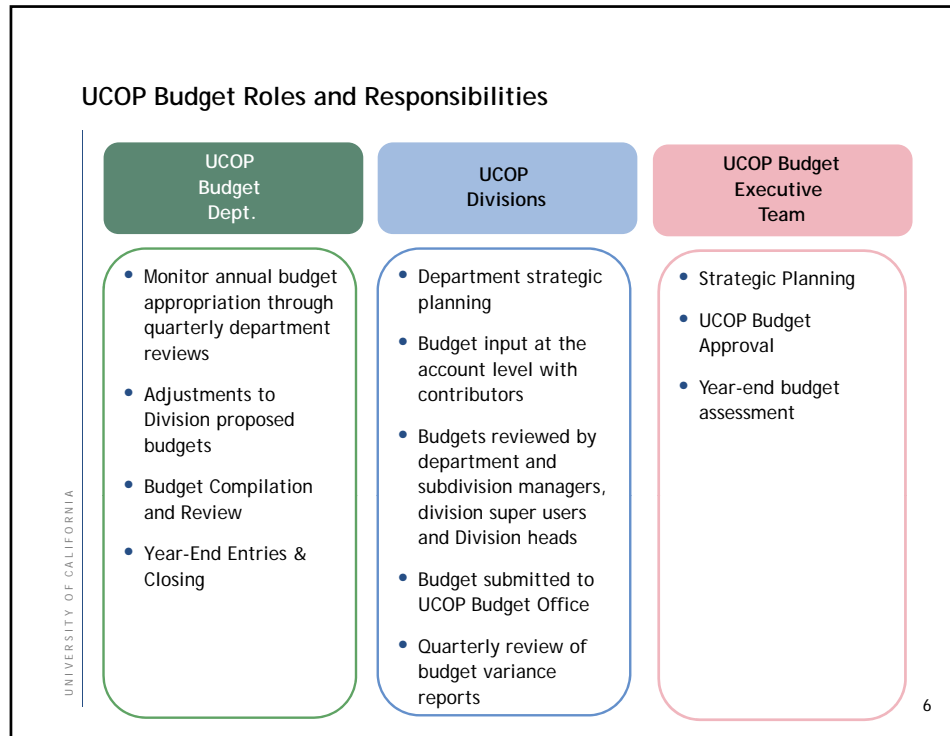
To get you familiar with the Budget Management System and the related tool, we will cover:

- *BDS Background and Introduction*
- BDS Tool Introduction
- BDS Navigation



UCOP BDS...Why do we need it?





Training Rules for the Day & Future BDS Support

- This 1-day training is meant to teach the BASICS!
- Division specific BDS Reviews will occur in January
- We know there will be exceptions, they will be captured and addressed during your individual Budget Coordinator reviews in January

Other Helpful Resources

- User Manual/Guidelines
- Super Users
- Budget Office Coordinators
- Budget Office System Administrator: Pei-Ru Chao

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BDS Background and Tool Overview

To get you familiar with the Budget Management System and the related tool, we will cover:

- BDS Background and Introduction
- BDS Tool Introduction
- BDS Navigation



Logging On

- Log-into the training computer: See information on wall
- Open Firefox
- Go to:
- [https://erm.universityofcalifornia.edu/cognos-
uat/cgi-bin/cognos.cgi](https://erm.universityofcalifornia.edu/cognos-uat/cgi-bin/cognos.cgi)
- Should already be bookmarked as a a “favorite” in your firefox browser

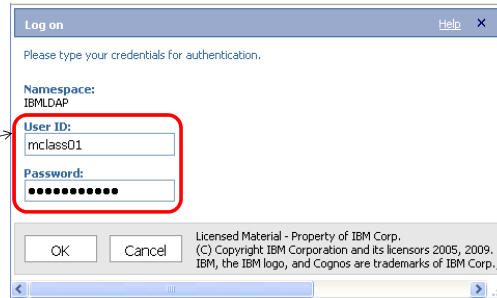


Introducing BDS Tool

- Today we will be logging into using training ids and passwords
 - Your own current user id will be linked to your role in the organizational hierarchy, as a *contributor and approver*

Log-on:
mclassXX

Password:
work59place



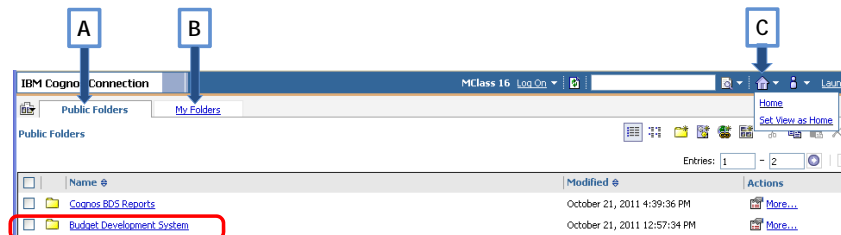
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Introducing BDS Tool

- After logging in today, you will be taken to the training area of BDS Tool.
 - Choose *Budget Development System*

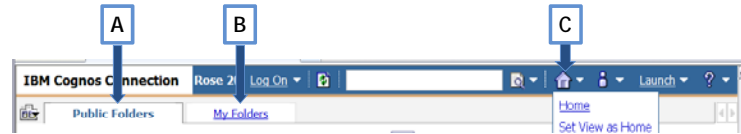


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Features of the BDS Tool



A

Public Folder

The Public Folder is the default view of the work area before any customization

B

My Folders

My Folders can be customized so that you save information that you care about into folders that you create

C

Home

The Home view can also be customized so that you see the screen and the links you most care about after you log in

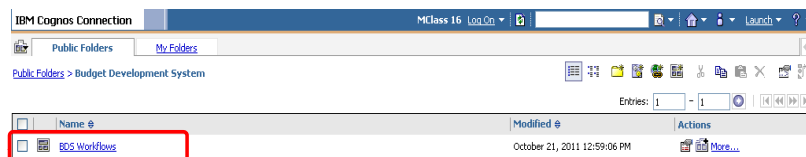
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Logging onto the BDS Tool

- After clicking *Budget Development System* you will click on:
 - *BDS Workflows*
Work area for creating, editing, and reviewing budgets



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Logging into the BDS tool

The next screen will display the different workflows. Today we will be using *BDS Divisional Account Hierarchy*

—Select *BDS Divisional*

The screenshot shows the Cognos Viewer interface. At the top, it says 'Cognos Viewer - BDS Workflows' and 'MClass 01'. Below that, there's a navigation bar with 'IBM Cognos TM1 Contributor' and 'Welcome MClass 01'. The main area is titled 'Planning Applications' and contains a table of workflows. The 'BDS Divisional' workflow is highlighted with a red box. The table has columns for Name, Modified, and Actions.

Name	Modified	Actions
BDS Divisional	October 21, 2011 12:22:55 PM PDT	[Icons]

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Account Hierarchy Window

The screenshot shows the Account Hierarchy Window. On the left is a tree view with 'M01Dept02' expanded to show 'M01Account03' and 'M01Account04'. 'M01Account04' is highlighted with a red box. On the right is a table of accounts. The table has columns for Name, State, Permissions, Owner, Ownership Node, and Reviewer. The 'M01Account04' row is highlighted with a red box. Below the table is a 'Content Pane' and a 'Detail Pane'.

Name	State	Permissions	Owner	Ownership Node	Reviewer
M01Dept02	Incomplete	[Icons]	None	None	IBMLDAP\BBA_A_00
M01Account03	Locked	[Icons]	None	None	NP\BBA_A_00
M01Account04	Available	[Icons]	None	None	IBMLDAP\BBA_A_00

Current state: Available
This contribution still requires an owner to edit or submit.

Viewed: Yes
Reviewed: No






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Account Hierarchy Status

Icons: Show the status of the work that has been done at a particular nodes of the hierarchy

- 
Work in Progress
 - Indicates that work is underway in the lower nodes of the hierarchy
- 
Available
 - No work has been done and that the node of the hierarchy is available
- 
Reserved
 - Someone has taken ownership and started entering budget data
- 
Submitted/Locked
 - Work has been completed and submitted for approval and is locked
- 
Ready
 - All lower levels of the hierarchy have been submitted and available for review.

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TM1 Contributor: Account Hierarchy Window & Status

Content Pane

Which consists of:

Name	State	Permissions	Owner
M01Account03	Locked		IBMLDAP\MClass 01
M01Account04	Available		None

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TM1 Contributor - Workflow Status in the Content Pane

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Which consists of:

Name	State	Permissions	Owner
M01Account03	Locked		IBMLDAP\MClass 01

A **Read** User can only review work that has been done with no edit, approve, or reject capability

B **Edit** User can take ownership of a node of the hierarchy and prepare the budget, make changes, and then submit for review

C **Submit** User can submit work that has been done at his or her level of the hierarchy for review and approval by the next level up in the hierarchy

D **Reject** A manager or supervisor can send submitted work back down one level of the hierarchy for further edit and resubmission

E **Owner** Shows the user id of the individual who is working on some part of the budget within the organizational hierarchy

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For Support

- For general account questions and to request access
 - Send an e-mail to Peiru.Chao@ucop.edu noting your department, division, subdivision, etc.
 - Pei-Ru will either address the question or send it on to ERM help desk for further investigation
 - For access, you will be notified by e-mail when you have permission to log in
- For technical queries, send e-mail to the ERM help desk
 - erm@ucop.edu



Summary: BDS and TM1

- BDS utilizes TM1 to organize UCOP budget data hierarchically by division, subdivision, etc. into “cubes”
- Sign into BDS using the training ID provided
 - You’ll have single signon in production and gain access by opening a link in a web browser
- Workflow can be viewed at a glance within your area of the UCOP organization
- Contact the ERM help desk to add users and for questions



BDS Background and Tool Overview

To get you familiar with the Budget Management System and the related tool, we will cover:

- BDS Background and Introduction
- BDS Tool Introduction
- BDS Navigation



BDS Navigation

There are two ways to begin working within the BDS workflow but each will open the same new window

The screenshot shows the IBM Cognos TM1 Contributor interface. On the left is a navigation tree with folders like 'BDS Divisional Workflow' and 'Mclass01'. A blue box labeled 'A' highlights the 'Open TM1 Web Client' link in the tree. On the right, a table lists workflow items with columns for Name, State, Permissions, Owner, Ownership Node, and Reviewer. A blue box labeled 'B' highlights a row in this table. Below the table, a 'Workflow Detail for M01Account01' section shows the current state as 'Available' and other details.

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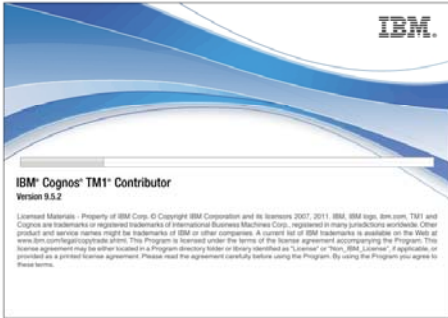


BDS Navigation

Method A: Right Click the Link. From the navigation pane, right click the level of the hierarchy that you want to edit or review.

Method B: Click the link. From the content pane, click on the level of the hierarchy you want to edit or review.

The TM1 Contributor splash screen will pop up as you enter the first BDS screen in a new browser window

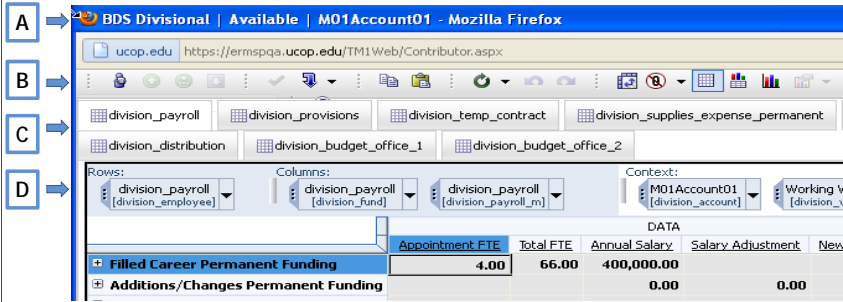


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BDS Navigation - Account Window

- Your screen will open to the Account Window within the BDS system where you can begin working



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BDS Navigation

- A** **Browser's Navigation Bar** The top of the web browser will always show the system environment, org hierarchy, and its state
- B** **TM1 Contributor Toolbar** The toolbar shows the navigation buttons that are available for editing, reviewing, submitting, exporting, etc.
- C** **BDS Workflow Tabs** The workflow tabs show the eight tabs for both divisional and budget office workflow
- D** **Cube Dimensions** The cube dimensions show how cube elements have been organized by columns and rows, similar to a pivot table

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BDS Navigation

- The TM1 toolbar has important icons that will help you do your work and submit for approval

	Appointment FTE	Total FTE	Annual Salary
Filled Career Permanent Funding	4.00	66.00	400,000.00
Additions/Changes Permanent Funding			0.00
Filled Career Temporary Funding	1.00	16.00	100,000.00
Additions/Changes Temporary Funding			0.00

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TM1 Toolbar

- A - Ownership** In order to make changes to the workflow, you must first click the little man to "take ownership" of the level of the hierarchy and begin editing
- B - Submit** Clicking the green circle submits completed work to your manager for approval (or rejection for further work)
- C - Reject** By clicking the box with the downward arrow, managers can reject work back down to subordinates to make additional changes and resubmit
- D - Commit** When done editing some cell or a lot of information on a page, clicking the check mark will write that information back to the database
- E - Export** Any view of the data can be exported to Excel or a PDF file for offline analysis or to send to someone who doesn't have BDS access
- F - Reset** If data has not been committed to the database, you can restart to how things first looked by clicking the clockwise arrow to reset
- G - Undo/Redo** Just like in Excel, you can click to reverse the last change made to the screen
- H - Suppress Zeroes** If you have a lot of pages to the right or rows down with many blank cells, click the zero suppression icon to remove those columns/rows from view

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BDS Navigation Summary

- Open TM1 Contributor by clicking on an account from the organizational hierarchy screen
- The contributor screen displays toolbars, workflow tabs, and simple navigation links
- The TM1 toolbar has icons you will need for editing and submitting



Budget Tabs Overview

- There are 8 tabs
 - 3 Payroll Related Tabs - **Next Module**
 - 1 S&E and other Non-payroll Expenses
 - 1 Balancing (Revenue - Expenses = 0) Tab
 - 1 Quarterly Distribution Tab
 - 2 Budget Office Tabs - Serve to make adjustments



Budget Tabs: End Result

	Permanent Budget	Adjustment	Proposed Budget
* APPROPRIATIONS			
Regent Approved Permanent Appropriations	700,502.00	0.00	700,502.00
Benefits			
Salary Increases			
Other Budget Adjustments		0.00	0.00
TOTAL Permanent Appropriations	700,502.00	0.00	700,502.00
Temp Appropriations		77,040.00	77,040.00
TOTAL Appropriations	700,502.00	77,040.00	777,542.00
* EXPENSES (Including Temporary Adjustments)			
00 SALARIES-ACADEMIC			
01 SALARIES-STAFF	500,000.00	60,000.00	560,000.00
02 GENERAL ASSISTANCE	0.00	0.00	0.00
06 EMPLOYEE BENEFITS	142,000.00	17,040.00	159,040.00
TOTAL Salaries & Benefits	642,000.00	77,040.00	719,040.00
03 SUPPLIES AND EXPENSE			
04 EQUIPMENT AND FACILITIES	38,002.00		38,002.00
05 SPECIAL ITEMS	20,500.00		20,500.00
07 SPECIAL ITEMS			
TOTAL Supplies & Expenses	58,502.00		58,502.00
TOTAL Salaries & Benefits & Operating Expenses	700,502.00	77,040.00	777,542.00
09 RECHARGES			
9H OVERHEAD EXPENSE			
TOTAL Expenditures	700,502.00	77,040.00	777,542.00
MUST Equal 0 at Division Level			
Surplus (Deficit)	(0.00)	0.00	(0.00)

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Contributor Tab Training Objectives

At the end of this section, you should be familiar with:

- Budgeting for career staffing and associated costs
- Budgeting for provisions
- Budgeting for temporary or contract positions



Where does this information go?

Account
Budget
Flow

	Permanent Budget	Adjustment	Proposed Budget
* APPROPRIATIONS			
Regent Approved Permanent Appropriations	719,054.00		719,054.00
Benefits			
Salary Increases			
Other Budget Adjustments			
TOTAL Permanent Appropriations	719,054.00		719,054.00
Temp Appropriations			
TOTAL Appropriations	719,054.00		719,054.00
* EXPENSES (Including Temporary Adjustments)			
00 SALARIES-ACADEMIC			
01 SALARIES-STAFF	503,000.00	60,000.00	563,000.00
02 GENERAL ASSISTANCE	0.00	100,000.00	100,000.00
06 EMPLOYEE BENEFITS	142,852.00	45,440.00	188,292.00
TOTAL Salaries & Benefits	645,852.00	205,440.00	851,292.00
03 SUPPLIES AND EXPENSE	38,951.00		38,951.00
04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	20,500.00		20,500.00
07 SPECIAL ITEMS			
TOTAL Supplies & Expenses	59,451.00		59,451.00
TOTAL Salaries & Benefits & Operating Expenses	705,303.00	205,440.00	910,743.00
09 RECHARGES			
9H OVERHEAD EXPENSE			
TOTAL Expenditures	705,303.00	205,440.00	910,743.00
08 UNALLOCATED FUNDS			
Surplus (Deficit)	13,751.00	(205,440.00)	(191,689.00)



Personnel Overview

The personnel information is entered into Account Window using three BDS tabs. We will step through the tabs:

- Payroll Tab
- Provision Tab
- Temp-Contract Tab



Payroll Tab

How do you get there?

	Appointment FTE	Total FTE	Annual Salary	Salary Adjustment	New Annual Salary	Budget	FTE
Full-Career Permanent Funding	4.00	4.00	400,000.00	0.00	400,000.00	400,000.00	4.00
Additions/Changes Permanent Funding			0.00	0.00	0.00	0.00	
Full-Career Temporary Funding	0.60	0.60	100,000.00	0.00	100,000.00	60,000.00	0.60
Additions/Changes Temporary Funding			0.00	0.00	0.00	0.00	
Provisions						100,000.00	1.50
Temporary						200,000.00	2.00
Sub 2						0.00	
Total Employee Costs						760,000.00	
Benefits %						28.40	
Benefits \$						215,040.00	
Total with Benefits						975,040.00	



Payroll Overview

The Payroll tab captures all Payroll Budget Data associated with an account on a fund by fund basis for:

- permanent positions (Permanent and Temporary Funding)
- outstanding provisions and
- Sub 2 allocations (Permanent and Temporary Funding)

It also:

- Displays the benefit calculation associated with these employees and
- Produces a total personnel cost by account/fund combination.

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Payroll Tab Has 8 Sections

A	+	Filled Career Permanent Funding	A: Pre-populated Career, Permanent Funded
B	+	Additions/Changes Permanent Funding	B: Designed to accommodate additional permanent funded staff planned but not yet on board
C	+	Filled Career Temporary Funding	C: Pre-populated Career, Temp Funded
D	+	Additions/Changes Temporary Funding	D: Designed to accommodate additional Temporary funded staff planned but not yet on board
E		Provisions	E: Current budget for vacancies currently available to unit
F		Temporary	F: Flows from Temporary/Contract Tab, includes temporary employees on temporary funds
G		Sub 2	G: Additional personnel on permanent funding , merit money
		Total Employee Costs	
		Benefits %	
H		Benefits \$	H: 28.4% times Total Employee Costs, % will change each year
		Total with Benefits	

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Payroll Tab Has 7 Major Columns

	A	B	C	D	E	F	G
	DATA					TOTAL FUNDS	
	Appointment FTE	Total FTE	Annual Salary	Salary Adjustment	New Annual Salary	Budget	FTE
Filled Career Permanent Funding	4.00	4.00	400,000.00		400,000.00	400,000.00	4.00
Additions/Changes Permanent Funding			0.00	0.00	0.00		
Filled Career Temporary Funding	0.60	0.60	100,000.00		100,000.00	60,000.00	0.60
Additions/Changes Temporary Funding			0.00	0.00	0.00		
Provisions						100,000.00	1.50
Temporary						200,000.00	2.00
Sub 2						0.00	
Total Employee Costs						760,000.00	
Benefits %						28.40	
Benefits \$						215,840.00	
Total with Benefits						975,840.00	

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8

Payroll Tab Has 7 Major Columns

	A	B	C	D	E	F	G		
	DATA					TOTAL FUNDS		Restricted	
	Appointment FTE	Total FTE	Annual Salary	Salary Adjustment	New Annual Salary	Budget	FTE	Budget	FTE

- A - Appointment FTE** Total FTE for the individual, regardless of funding source
- B - Total FTE** Total FTE for the individual for this account
- C - Annual Salary** Provides the approved annual salary for the individual
- D - Salary Adj.** Can be used to add/make adjustments to someone's salary
- E - New Annual Salary** Addition of Annual Salary (#C) and Salary Adjustment (#D)
- F - Budget** Calculated value of New Annual Salary (#E) and the FTE (#G)
- G - FTE** Estimate of the individual's Full Time Equivalent for an account

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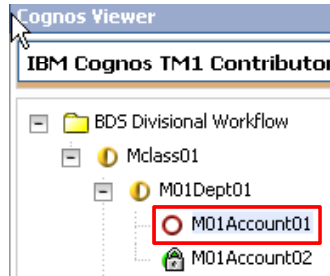
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Exercise 2.1

Adjust Staffing for Career Permanent Employee

Before you begin the first exercise

Select Dept 1, Account 1



Once you're in the account, take ownership



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Exercise 2.1

Adjust Staffing for Career Permanent Employee

In Account M##Account01, Paul McCartney received a salary adjustment of \$3,000 that is not reflected in his Annual Salary. Make the adjustment.

division_temp_contract division_supplies_expense_permanent division_account_budget division_distribution

get_office_2

Context: M16Account01 [division_account] Working Version [division_version] 2010-11 [division_fiscal_year]

Last Name	First Name	Position Title	Title Code	Appointment FTE	Total FTE	Annual Salary	Salary Adjustment
LENNON	JOHN	ASSOCIATE VICE PRESIDENT	0171	4.00	4.00	400,000.00	3,000.00
MCCARTNEY	PAUL	MANAGER (FUNCTIONAL AREA)	0280	1.00	1.00	100,000.00	3,000.00
HARRISON	GEORGE	MANAGER (FUNCTIONAL AREA)	0280	1.00	1.00	100,000.00	
STARR	RINGO	MANAGER (FUNCTIONAL AREA)	0280	1.00	1.00	100,000.00	
						0.00	0.00

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Exercise 2.2

Adjust Staffing for Career Permanent Employee

Next fiscal year, all of Ringo Starr's time will be applied to restricted funding. In M##Account01, move Ringo's time currently budgeted to Fund 69085 to Fund 69960.

Unrestricted		69085 SYSTEMWIDE ASSESSMENT FUND				Restricted		69960 UNIVERSITY PRESS INCOME	
Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE		
151,500.00	1.50	151,500.00	1.50	251,500.00	2.50	251,500.00	2.50		
50,000.00	0.50	50,000.00	0.50	50,000.00	0.50	50,000.00	0.50		
51,500.00	0.50	51,500.00	0.50	51,500.00	0.50	51,500.00	0.50		
50,000.00	0.50	50,000.00	0.50	50,000.00	0.50	50,000.00	0.50		
				100,000.00	1.00	100,000.00	1.00		

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Payroll Summary

- Use to enter and summarize the staffing for an account
- Pulls from other Tabs - Provisions and Temp/Contract
- Displays benefits calculation

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Personnel Overview

The personnel information is entered into three BDS tabs. We will step through the tabs:

- Pay Roll Tab
- Provision Tab**
- Temp-Contract Tab



Provisions Tab

How do you get there?

		DATA		TOTAL FUNDS		
Document Number	Description	Title Code	Annual Salary	New Annual Salary	Budget	ETC
			150,000.00	150,000.00	100,000.00	1.50
999001	A99901	NEW FY1112 MDPT 4722	50,000.00	50,000.00	50,000.00	1.00
999002	A99902	NEW FY1112 MDPT 245	100,000.00	100,000.00	50,000.00	0.50



Provisions Overview

- The Provisions tab is designed to capture all of the salary dollars associated with outstanding Provisions (Vacancies).
- This is funding designated for permanent positions within an account that have not been filled
- Provisions are created when a permanent employee leaves and prior to a replacement being hired

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Provision Tab Has 1 Section

DATA							TOTAL FUNDS	
Document Number	Description	Title Code	Annual Salary	New Annual Salary	Budget	FTE		
Provisions			150,000.00	150,000.00	100,000.00	1.50		
999001	A99901	NEW FY1112 MDPT 4722	50,000.00	50,000.00	50,000.00	1.00		
999002	A99902	NEW FY1112 MDPT 245	100,000.00	100,000.00	50,000.00	0.50		

A - Provisions

Section covers provisions or vacancies associated with an account

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Provision Tab Has 7 Major Columns

DATA							
	Description	Title Code	Annual Salary	Salary Adjustment	New Annual Salary	Budget	FTE
Provisions			150,000.00		150,000.00		
999001	NEW FY1112 MDPT	4722	50,000.00		50,000.00		
999002	NEW FY1112 MDPT	245	100,000.00		100,000.00		

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Provision Tab Has 7 Major Columns

DATA								TOTAL FUNDS	
	Description	Title Code	Annual Salary	Salary Adjustment	New Annual Salary	Budget	FTE	Budget	FTE
			86,628.00	0.00	86,628.00	86,628.00	2.00	86,628.00	2.00

- A - Description** Description for the provision as was input by the Budget Office
- B - Title Code** Official Title Code for the provision
- C - Annual Salary** Provides the approved annual salary for the provision
- D - Salary Adj.** Can be used to add/make adjustments to the provision's salary
- E - New Annual Salary** Addition of Annual Salary (#C) and Salary Adjustment (#D)
- F - Budget** Calculated value of New Annual Salary (#E) and the FTE (#G)
- G - FTE** Estimate of the provision's Full Time Equivalent for an account

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Provision Summary

- Use to enter and summarize the staffing for provisions or vacancies.
- Totals flow to the Payroll Tab



Personnel Overview

The personnel information is entered into three BDS tabs. We will step through the tabs:

- Pay Roll Tab
- Provision Tab
- *Temp-Contract Tab*



Temp/Contract Tab

How do you get there?

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	Last Name	First Name	Position Title	Total ETE	Annual Salary	Budget	ETE
Temporary							
T0001	WILLIAMS	ALAN	MANAGER (FUNCTIONAL AREA)	1.00	100,000.00	100,000.00	1.00
T0002	BEST	PETE	MANAGER (FUNCTIONAL AREA)	1.00	100,000.00	100,000.00	1.00
T0003					0.00		
T0004					0.00		
T0005					0.00		
T0006					0.00		
T0007					0.00		
T0008					0.00		
T0009					0.00		
T0010					0.00		
Vacancy (Optional)							
V0001	EPSTEIN	BRIAN	DIRECTOR (FUNCTIONAL AREA)	0.50	100,000.00	50,000.00	0.50
V0002					0.00		
V0003					0.00		
V0004					0.00		
V0005					0.00		
V0006					0.00		
V0007					0.00		

22

Temporary Contract Overview

This Temp/Contract Tab is used to capture and track all the salary dollar associated with an account for:

- Temporary positions paid with temporary funds
- Contract staff positions associated with Provisions (Vacancies) funding

Does not include TOPs employees or employment agency hires,
Please include these in your S&E budgets

UNIVERSITY OF CALIFORNIA



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Provision Tab Has 2 Sections

	Total FTE	Annual Salary	Budget	FTE
Temporary	2.00	200,000.00	200,000.00	2.00
Vacancy (Optional)	0.50	100,000.00	50,000.00	0.50

- A** Temporary: This section covers non-career employee on temporary funding associated with the account, units require new funding
- B** Vacancy: This section is used to track non-career employees paid through Provision funding, funding already in place

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Temp/Contract Tab Has 6 Major Columns

	EMPLOYEE	EMPLOYEE	EMPLOYEE	EMPLOYEE	EMPLOYEE	EMPLOYEE
Temporary				2.00	200,000.00	200,000.00 2.00
T0001	WILLIAMS	ALAN	MANAGER (FUNCTIONAL AREA)	1.00	100,000.00	100,000.00 1.00
T0002	BEST	PETE	MANAGER (FUNCTIONAL AREA)	1.00	100,000.00	100,000.00 1.00
T0003				0.00		
T0004				0.00		
T0005				0.00		
T0006				0.00		
T0007				0.00		
T0008				0.00		
T0009				0.00		
T0010				0.00		
Vacancy (Optional)				0.50	100,000.00	50,000.00 0.50
V0001	EPSTEIN	BRIAN	DIRECTOR (FUNCTIONAL AREA)	0.50	100,000.00	50,000.00 0.50
V0002				0.00		
V0003				0.00		
V0004				0.00		
V0005				0.00		
V0006				0.00		
V0007				0.00		
V0008				0.00		
V0009				0.00		
V0010				0.00		

UNIVERSITY OF CALIFORNIA



Temp/Contract Tab Has 6 Major Columns

The screenshot shows a data table with columns labeled A through F. Column A is 'Last Name', B is 'First Name', C is 'Position Title', D is 'Annual Salary', E is 'Budget', and F is 'FTE'. The table is organized into sections: 'DATA', 'TOTAL FUNDS', 'Unrestricted', and 'Restricted'. The 'Unrestricted' section is further divided into '05397 EDUCATIONAL FUND'.

DATA			TOTAL FUNDS				Unrestricted		05397 EDUCATIONAL FUND				Restricted	
Last Name	First Name	Position Title	Total FTE	Annual Salary	Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE

A - Last Name

This column allows the entry of the individuals first name

B - First Name

This column allows the entry of the individuals first name

C - Position Title

This column provides the official HR Title for the individual

D - Annual Salary

This column provides the current annual salary for the individual

E - Budget

The column is the calculated value of the Annual Salary (#D) and the FTE (#F)

F - FTE

This column is the estimate of the full time equivalent for an individual for this account

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Temp/Contract Summary

- Use to enter and summarize the temporary staffing for an account
- Temporary section flows to the Payroll Tab
- Vacancy section is optional and is used to track non-career employees paid through an account's Provision budget. This information does not flow to any tab

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Personnel Summary

- Use to enter and summarize the staffing for an account
- Flows to the Account Budget Tab
- Calculates Benefits

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28

Personnel Summary

- Use to enter and summarize the staffing for an account
- Flows to the Account Budget Tab
- Calculates Benefits

Payroll Information Summary

	Permanent Funds	Temporary Funds
Sub 01	Career Employees, Provisions	Career Employees
Sub 02	Add. Budget (eg Overtime, Merits, Add. Benefits)	Temp./Contract Employees, NOT from TOPS

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Remember in Temp/Contract Tab:
Vacancy Section is OPTIONAL!

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Where does this information go?

Account
Budget
Flow

UNIVERSITY OF CALIFORNIA



	Permanent Budget	Adjustment	Proposed Budget
* APPROPRIATIONS			
Regent Approved Permanent Appropriations	719,054.00		719,054.00
Benefits			
Salary Increases			
Other Budget Adjustments			
TOTAL Permanent Appropriations	719,054.00		719,054.00
Temp Appropriations			
TOTAL Appropriations	719,054.00		719,054.00
* EXPENSES (Including Temporary Adjustments)			
00 SALARIES-ACADEMIC			
01 SALARIES-STAFF	503,000.00	60,000.00	563,000.00
02 GENERAL ASSISTANCE	0.00	100,000.00	100,000.00
06 EMPLOYEE BENEFITS	142,852.00	45,440.00	188,292.00
TOTAL Salaries & Benefits	645,852.00	205,440.00	851,292.00
03 SUPPLIES AND EXPENSE	38,951.00		38,951.00
04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	20,500.00		20,500.00
07 SPECIAL ITEMS			
TOTAL Supplies & Expenses	59,451.00		59,451.00
TOTAL Salaries & Benefits & Operating Expenses	705,303.00	205,440.00	910,743.00
09 RECHARGES			
9H OVERHEAD EXPENSE			
TOTAL Expenditures	705,303.00	205,440.00	910,743.00
08 UNALLOCATED FUNDS			
Surplus (Deficit)	13,751.00	(205,440.00)	(191,689.00)



UCOP BUDGET DEVELOPMENT SYSTEM

Contributor Training

Agenda

- | | |
|-------|---|
| 8:30 | Background and Tool Introduction |
| 9:00 | BDS Contributor Application - Personnel |
| 9:50 | Break |
| 10:00 | BDS Contributor Application - S&E, Budget, Qtrly Dist., Budget Office |
| 11:15 | Approval Process |
| 12:00 | Lunch |
| 1:00 | Practical Exercises |
| 3:00 | Break |
| 3:10 | Reports |
| 4:20 | Next Steps |



Contributor Tab Training Objectives

At the end of this section, you should be familiar with:

- Budgeting for Permanent Supplies and Expenses
- Requesting Appropriations
- Balance the Account Budget Tab
- Quarterly Distribution of a Budget
- Advanced BDS Functions

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2

Budget Development Overview

The other budget information is entered and adjusted in three BDS tabs. We will step through the tabs:

- *Supplies and Expenses Tab*
- Account Budget Tab
- Distribution Tab
- Budget Office Tabs
- Advance BDS Functions

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3

Supplies and Expenses Tab

How do you get there?

	Prior FY Expenditures	CY OP Regents Approved Permanent Budget	Next FY Requested Permanent Budget
03 SUPPLIES AND EXPENSE	38,002.00	36,151.00	35,451.00
04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	20,500.00	20,500.00	20,500.00
07 SPECIAL ITEMS			
TOTAL Supplies & Expenses	58,502.00	56,651.00	55,951.00
09 RECHARGES			
9H OVERHEAD EXPENSE			
TOTAL Expenditures	58,502.00	56,651.00	55,951.00
08 UNALLOCATED FUNDS			
TOTAL Commitments	58,502.00	56,651.00	55,951.00

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4

Supplies and Expenses Overview

The Supplies and Expenses tab is used to input all requests for *permanent* funding for supplies and expenses for the upcoming fiscal year

Payroll-related budget requests and Supplies and Expense using temporary funding are input in other BDS tabs

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Supplies and Expenses Tab Has 8 Major Sections

		+ TOTAL FUNDS	
		Prior FY Expenditures	CY OP Regents Approved Permanent Budget
A →	+ 03 SUPPLIES AND EXPENSE	7,336,409.31	644,494.00
B →	+ 04 EQUIPMENT AND FACILITIES		7,500.00
C →	+ 05 SPECIAL ITEMS		
D →	+ 07 SPECIAL ITEMS		
	TOTAL Supplies & Expenses	7,336,409.31	651,994.00
E →	+ 09 RECHARGES		(2,455,152.00)
F →	+ 9H OVERHEAD EXPENSE		
	TOTAL Expenditures	7,336,409.31	(1,803,158.00)
G →	+ 08 UNALLOCATED FUNDS		
H →	TOTAL Commitments	7,336,409.31	(1,803,158.00)

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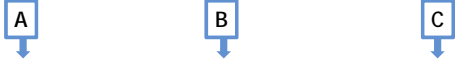
Supplies and Expenses Tab Has 8 Major Sections

A →	+ 03 SUPPLIES AND EXPENSE	A: Sub 3 is for S&E in 12 Expense Categories. The majority of S&E should be in this sub
B →	+ 04 EQUIPMENT AND FACILITIES	B: Sub 4 contains only 2 Expense categories. Represents inventorial equipment only
C →	+ 05 SPECIAL ITEMS	C: Sub 5 is for S&E in 12 Expense Categories
D →	+ 07 SPECIAL ITEMS	D: Sub 7 is for S&E in 12 Expense Categories
	TOTAL Supplies & Expenses	
E →	+ 09 RECHARGES	E: Sub 9 is for Recharges and only applies to certain units
F →	+ 9H OVERHEAD EXPENSE	F: Sub 9H does not apply to most units, it represents overhead expenses for grants
	TOTAL Expenditures	
G →	+ 08 UNALLOCATED FUNDS	G: Sub 8 is for Unallocated Funds, for funding that does not fit any other category
H →	TOTAL Commitments	H: Sums your total permanent S&E budget

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Supplies and Expenses Tab Has 3 Major Columns



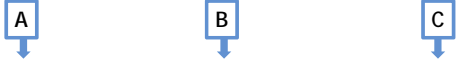
	TOTAL FUNDS		
	Prior FY Expenditures	CY OP Regents Approved Permanent Budget	Next FY Requested Permanent Budget
03 SUPPLIES AND EXPENSE	38,002.00	36,151.00	35,451.00
04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	20,500.00	20,500.00	20,500.00
07 SPECIAL ITEMS			
TOTAL Supplies & Expenses	58,502.00	56,651.00	55,951.00
09 RECHARGES			
9H OVERHEAD EXPENSE			
TOTAL Expenditures	58,502.00	56,651.00	55,951.00
08 UNALLOCATED FUNDS			
TOTAL Commitments	50,502.00	56,651.00	55,951.00

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Supplies and Expenses Tab Has 3 Major Columns



	TOTAL FUNDS		
	Prior FY Expenditures	CY OP Regents Approved Permanent Budget	Next FY Requested Permanent Budget

A - Prior FY Expenditures

Shows expenditures of the prior year by sub account, expense category and object code. In preparing the budget for FY12-13, the FY10-11 are displayed in this column as a reference point.

B - CY OP Regents Approved Permanent Budget

This column shows the approved permanent budget for the current fiscal year. In preparing the budget for FY12-13, the FY11-12 is displayed in this column as a reference point.

C - Next FY Requested Permanent Budget

This column is used to enter the total requested permanent budget for the upcoming fiscal year.

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Spreading Expenses

Supplies and Expenses using permanent funding are budgeted at Expense Category. Expense Categories are specific to each Sub Account. The Expense Category total is spread to the Object Code based on the Prior FY Expenditures.

	69780 RISK MANAGEMENT RECHARGE		69791 UCOP BE SMART ABOUT SAFETY LOC PROG		
	Prior FY Expenditures	CY OP Requests Approved Permanent Budget	Next FY Requested Permanent Budget	Prior FY Expenditures	Next FY Requested Permanent Budget
03 SUPPLIES AND EXPENSE	249,332.10	638,994.00	9.00	7,087,077.21	9.00
03 Insurance	10,640.00	3,553.00	1.00	384.00	1.00
03-3380 INSURANCE		3,553.00			
03-3385 INSURANCE(GENERAL AND AUTO)	5,320.00		0.50	192.00	0.50
03-3390 INSURANCE(EMPLOYMENT PRACTICES)	5,320.00		0.50	192.00	0.50
03-3395 MEDICAL MALPRACTICE INSURANCE					
03-7256 INSURANCE					

UNIVERSITY OF CALIFORNIA



Exercise 3.1 Enter Expense Category Budget

For MXXAccount01, enter computer expenses of \$3000 for the coming year using the Expense Category in Fund 69085.

	69085 SYSTEMWIDE ASSESSMENT FUND		
	Prior FY Expenditures	CY OP Requests Approved Permanent Budget	Next FY Requested Permanent Budget
03 SUPPLIES AND EXPENSE	31,651.00	30,475.50	33,300.00
03 Insurance	1,351.00	675.50	2,000.00
03 Meetings/Travel + Related Exp	1,000.00	1,000.00	1,000.00
03 Consultants + Prof. Services	20,500.00	20,000.00	20,500.00
03 Legal Costs			
03 External Svcs Computer + Other	1,800.00	1,800.00	1,800.00
03 Computer/Office Eqp + Svc Maint.	2,000.00	2,000.00	3,000.00
03-3100 MAINT/SVC AGREEMENT-COMPUTER HARDWARE			
03-3105 MAINT/SVC AGREEMENT-COMPUTER SOFTWARE	1,700.00	1,700.00	1,500.00
03-3110 MAINT/SVC AGREEMENT-COPYING EQUIPMENT			
03-3115 MAINT/SVC AGREEMENT-OFFICE EQUIPMENT			
03-3120 MAINT/SVC AGREEMENT-FURNITURE & FIXTURES			
03-3125 MAINT/SVC AGREEMENT-OTHER EQUIP			
03-3128 MAINT/SVC AGREEMENT-TELECOM/NETWORKING EQ			
03-3140 REPAIRS-COMPUTER HARDWARE			
03-3145 REPAIRS-COPYING EQUIPMENT			
03-3150 REPAIRS-OFFICE EQUIPMENT			
03-3155 REPAIRS-FURNITURE & FIXTURES			
03-3160 REPAIRS-OTHER EQUIP			

UNIVERSITY OF CALIFORNIA



Exercise 3.2 Adjust Object Code Budget

In M##Account01, enter Moving Service (03-3004) cost of \$500 at the object level in Fund 69960.

69960 UNIVERSITY PRESS INCOME				
	Budget	Prior FY Expenditures	CY OP Regents Approved Permanent Budget	Next FY Requested Permanent Budget
03 SUPPLIES AND EXPENSE	.00	6,351.00	5,675.50	5,651.00
03 Insurance	.00	1,351.00	675.50	1,351.00
03 Meetings/Travel + Related Exp	.00	2,500.00	2,500.00	2,500.00
03 Consultants + Prof. Services				
03 Legal Costs				
03 External Svcs: Computer + Other				
03 Computer/Office Eqp + Svc Maint.				
03 Utilities + Facilities/Space Leases	.00	800.00	800.00	800.00
03 Library				
03 Other Office/Misc	.00	1,200.00	1,200.00	500.00
03-2700 RELOCATION EXPENSE				
03-3000 FREIGHT AND SHIPPING				
03-3001 DELIVERY SERVICE				
03-3002 FREIGHT AND SHIPPING-INCOMING				
03-3003 FREIGHT AND SHIPPING-OUTGOING				
03-3004 MOVING SERVICE	.00	1,200.00	1,200.00	500.00
03-3005 STORAGE SERVICE				
03-3010 VEHICLE RENTAL/SERVICE-NON-TRAVEL				
03-3089 FREIGHT & SHIPPING				

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Supplies and Expenses Summary

- Use to enter and summarize the Supplies and Expenses
- Pre-populated values can be used to spread the budget at the expense category to the object code
- Use to enter supplies and expense using Permanent Funding

UNIVERSITY OF CALIFORNIA



Budget Development Overview

The other budget information is entered and adjusted in three BDS tabs. We will step through the tabs:

- Supplies and Expenses Tab
- Budget Tab**
- Distribution Tab
- Budget Office Tabs
- Advance BDS Functions



Account Budget Tab

How do you get there?

	Permanent Budget	Adjustment	Proposed Budget
TOTAL FUNDS			
* APPROPRIATIONS			
Regent Approved Permanent Appropriations	719,054.00		719,054.00
Benefits			
Salary Increases			
Other Budget Adjustments			
TOTAL Permanent Appropriations	719,054.00		719,054.00
Temp Appropriations			
TOTAL Appropriations	719,054.00		719,054.00
* EXPENSES (Including Temporary Adjustments)			
00 SALARIES-ACADEMIC			
01 SALARIES-STAFF	503,000.00	60,000.00	563,000.00
02 GENERAL ASSISTANCE	0.00	100,000.00	100,000.00
06 EMPLOYEE BENEFITS	142,852.00	-45,440.00	188,292.00
TOTAL Salaries & Benefits	645,852.00	205,440.00	851,292.00
03 SUPPLIES AND EXPENSE	38,951.00		38,951.00
04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	20,500.00		20,500.00
07 SPECIAL ITEMS			
TOTAL Supplies & Expenses	59,451.00		59,451.00
TOTAL Salaries & Benefits & Operating Expenses	705,303.00	205,440.00	910,743.00
09 RECHARGES			
9H OVERHEAD EXPENSE			



Account Budget Tab Overview

- Designed to bring all the budget information together
- Enter in additional appropriation requests, both permanent and temporary
- Allocate temporary expense requests into the appropriate expense category
- Balance the budget: "Surplus (Deficit)", should be zero to indicate a balanced budget

UNIVERSITY OF CALIFORNIA



Surplus (Deficit)	13,751.00 (13,751.00)	0.00
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Account Budget Tab Has 5 Major Section

	Permanent Budget	Adjustment	Proposed Budget
A → * APPROPRIATIONS			
Regent Approved Permanent Appropriations	719,054.00		719,054.00
Benefits			
Salary Increases			
Other Budget Adjustments			
B → TOTAL Permanent Appropriations	719,054.00		719,054.00
Temp Appropriations			
TOTAL Appropriations	719,054.00		719,054.00
* EXPENSES (Including Temporary Adjustments)			
C → 00 SALARIES-ACADEMIC			
01 SALARIES-STAFF	503,000.00	60,000.00	563,000.00
02 GENERAL ASSISTANCE	0.00	100,000.00	100,000.00
06 EMPLOYEE BENEFITS	142,852.00	45,440.00	188,292.00
TOTAL Salaries & Benefits	645,852.00	205,440.00	851,292.00
03 SUPPLIES AND EXPENSE	38,951.00		38,951.00
04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	20,500.00		20,500.00
07 SPECIAL ITEMS			
TOTAL Supplies & Expenses	59,451.00		59,451.00
TOTAL Salaries & Benefits & Operating Expenses	705,303.00	205,440.00	910,743.00
09 RECHARGES			
9H OVERHEAD EXPENSE			
TOTAL Expenditures	705,303.00	205,440.00	910,743.00
08 UNALLOCATED FUNDS			
E → Surplus (Deficit)	13,751.00	(205,440.00)	(191,689.00)

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Account Budget Tab Has 5 Major Section

UNIVERSITY OF CALIFORNIA

A	* APPROPRIATIONS
	Regent Approved Permanent Appropriations
	Benefits
	Salary Increases
	Other Budget Adjustments
B	TOTAL Permanent Appropriations
	Temp Appropriations
	TOTAL Appropriations
	* EXPENSES (Including Temporary Adjustments)
C	00 SALARIES-ACADEMIC
	01 SALARIES-STAFF
	02 GENERAL ASSISTANCE
	06 EMPLOYEE BENEFITS
	TOTAL Salaries & Benefits
	03 SUPPLIES AND EXPENSE
	04 EQUIPMENT AND FACILITIES
	05 SPECIAL ITEMS
D	07 SPECIAL ITEMS
	TOTAL Supplies & Expenses
	TOTAL Salaries & Benefits & Operating Expenses
	09 RECHARGES
	9H OVERHEAD EXPENSE
	TOTAL Expenditures
	08 UNALLOCATED FUNDS
E	Surplus (Deficit)

A. Represents the prior year approved permanent budget appropriation

B. Enter additional permanent and temporary appropriation requests

C. Information flows from the payroll related tabs

D. In this section the unit enters temporary fund requests by sub account and expense category

E. Surplus (Deficit) Calculates the difference between appropriation and expenses for the proposed budget. Should show "0" balance

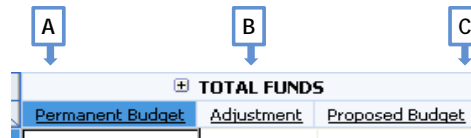
Account Budget Tab Has 3 Major Columns

UNIVERSITY OF CALIFORNIA

	A Permanent Budget	B Adjustment	C Proposed Budget
* APPROPRIATIONS			
Regent Approved Permanent Appropriations	719,054.00		719,054.00
Benefits			
Salary Increases			
Other Budget Adjustments			
TOTAL Permanent Appropriations	719,054.00		719,054.00
Temp Appropriations			
TOTAL Appropriations	719,054.00		719,054.00
* EXPENSES (Including Temporary Adjustments)			
00 SALARIES-ACADEMIC			
01 SALARIES-STAFF	503,000.00	60,000.00	563,000.00
02 GENERAL ASSISTANCE	0.00	100,000.00	100,000.00
06 EMPLOYEE BENEFITS	142,852.00	45,440.00	188,292.00
TOTAL Salaries & Benefits	645,852.00	205,440.00	851,292.00
03 SUPPLIES AND EXPENSE	38,951.00		38,951.00
04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	20,500.00		20,500.00
07 SPECIAL ITEMS			
TOTAL Supplies & Expenses	59,451.00		59,451.00
TOTAL Salaries & Benefits & Operating Expenses	705,303.00	205,440.00	910,743.00
09 RECHARGES			
9H OVERHEAD EXPENSE			
TOTAL Expenditures	705,303.00	205,440.00	910,743.00
08 UNALLOCATED FUNDS			
Surplus (Deficit)	13,751.00	(205,440.00)	(191,689.00)

Enter Temp S&E

Account Budget Tab Has 3 Major Columns



A - Permanent Budget

This column shows the Regent Approved Permanent budget and the totals from the other tabs

B - Adjustment

Used to enter new appropriation requests and temporary supplies and expenses

C - Proposed Budget

Combines the Permanent Budget totals with the adjustment amounts

UNIVERSITY OF CALIFORNIA



Balancing the Account Budget

- The objective of this tab is to balance the appropriations against the expenditures
- The starting point is last year's approved permanent budget
- The unit needs to bring the ending balance to "0", by either increasing the appropriation request or reducing the proposed expenditures

Surplus (Deficit)	13,751.00	(205,440.00)	(191,689.00)
Surplus (Deficit)	13,751.00	(13,751.00)	0.00

A blue arrow points from the (191,689.00) value in the first row to the 0.00 value in the second row, indicating the goal of balancing the budget.

UNIVERSITY OF CALIFORNIA



Exercise 3.3 Enter Appropriations

In Account##01, enter Other Budget Adjustments by \$4,575 and Temp Appropriations by \$205,440 in Fund 69085. Enter Other Budget Adjustment by -\$66,826 in Fund 69960. Propose Budget should equal zero (show blank).

	69085 SYSTEMWIDE ASSESSMENT FUND			Restricted			69960 UNIVERSITY PRESS INCOME		
	Permanent Budget	Adjustment	Proposed Budget	Permanent Budget	Adjustment	Proposed Budget	Permanent Budget	Adjustment	Proposed Budget
* APPROPRIATIONS									
Regent Approved Permanent Appropriations	366,651.00		366,651.00	397,403.00		397,403.00	397,403.00		397,403.00
Benefits:									
Salary Increases									
Other Budget Adjustments		4,575.00	4,575.00		(66,826.00)	(66,826.00)		(66,826.00)	(66,826.00)
TOTAL Permanent Appropriations	366,651.00	4,575.00	371,226.00	397,403.00	(66,826.00)	330,577.00	397,403.00	(66,826.00)	330,577.00
Temp Appropriations		205,440.00	205,440.00						
TOTAL Appropriations	366,651.00	210,015.00	576,666.00	397,403.00	(66,826.00)	330,577.00	397,403.00	(66,826.00)	330,577.00
* EXPENSES (Including Temporary Adjustments)									
00 SALARIES-ACADEMIC									
01 SALARIES-STAFF	251,500.00	60,000.00	311,500.00	251,500.00		251,500.00	251,500.00		251,500.00
02 GENERAL ASSISTANCE	0.00	100,000.00	100,000.00	0.00		0.00	0.00		0.00
06 EMPLOYEE BENEFITS	71,426.00	45,440.00	116,866.00	71,426.00		71,426.00	71,426.00		71,426.00
TOTAL Salaries & Benefits	322,926.00	205,440.00	528,366.00	322,926.00		322,926.00	322,926.00		322,926.00
03 SUPPLIES AND EXPENSE	30,300.00		30,300.00	5,151.00		5,151.00	5,151.00		5,151.00
04 EQUIPMENT AND FACILITIES									
05 SPECIAL ITEMS	10,000.00		10,000.00	2,500.00		2,500.00	2,500.00		2,500.00
TOTAL Supplies & Expenses	40,300.00		40,300.00	7,651.00		7,651.00	7,651.00		7,651.00
TOTAL Salaries & Benefits & Operating Expenses	371,226.00	205,440.00	576,666.00	330,577.00		330,577.00	330,577.00		330,577.00
09 RECHARGES									
91 OVERHEAD EXPENSE									
TOTAL Expenditures	371,226.00	205,440.00	576,666.00	330,577.00		330,577.00	330,577.00		330,577.00
00 UNALLOCATED FUNDS									
Surplus (Deficit)	(4,575.00)	4,575.00		66,826.00	(66,826.00)		66,826.00	(66,826.00)	

Where does the Account-Budget Data Flow?

- Data from the Account Budget Tab flows to the Budget Office Tabs
- Budget Office will then review and make adjustments if necessary to the permanent and temporary proposed budget requests
- Unit will be able to see the differences between their "Proposed Budget" and their "Approved Budget"



Account Budget Tab Summary

- Displays both appropriation requests and proposed budget expenses
- Used to enter additional/reduced appropriations
- Used to enter additional temporary S&E funding requests
- Balance appropriations and expenses

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Budget Development Overview

The other budget information is entered and adjusted in three BDS tabs. We will step through the tabs:

- Supplies and Expenses Tab
- Account Budget Tab
- Distribution Tab***
- Budget Office Tabs
- Advance BDS Functions

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Distribution Tab

How do you get there?

	Budget	Q1	Q2	Q3	Q4	Error
TOTAL FUNDS	563,000.00					
Unrestricted	261,500.00					
69005 SYSTEMWIDE ASSESSMENT FUND	261,500.00					
Restricted	301,500.00					
69960 UNIVERSITY PRESS INCOME	301,500.00					
TOTAL FUNDS	100,000.00					
Unrestricted	100,000.00					
69005 SYSTEMWIDE ASSESSMENT FUND	100,000.00	0.50	0.30	0.20		
Restricted	0.00					
69960 UNIVERSITY PRESS INCOME	0.00					
TOTAL FUNDS	188,292.00					
Unrestricted	102,666.00					
69005 SYSTEMWIDE ASSESSMENT FUND	102,666.00					
Restricted	85,626.00					
69960 UNIVERSITY PRESS INCOME	85,626.00					
TOTAL FUNDS	38,951.00					
Unrestricted	33,300.00					
69005 SYSTEMWIDE ASSESSMENT FUND	33,300.00					
Restricted	5,651.00					
69960 UNIVERSITY PRESS INCOME	5,651.00					
TOTAL FUNDS	20,500.00					
Unrestricted	18,000.00					
69005 SYSTEMWIDE ASSESSMENT FUND	18,000.00					
Restricted	2,500.00					
69960 UNIVERSITY PRESS INCOME	2,500.00					

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Distribution Tab Overview

- Utilized to adjust the distribution of expenses by quarter
- Information will be used for quarterly budget variance reporting

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Distribution Tab

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	Budget	Q1	Q2	Q3	Q4	Error
TOTAL FUNDS	800,000.00					
Unrestricted	321,000.00					
19900 GENERAL FUNDS	0.00					
69085 SYSTEMWIDE ASSESSMENT FUND	321,000.00					
69400 OP-COMMON FUND	0.00					
Restricted	479,000.00					
69590 ASSET MANAGEMENT FUND	195,000.00					
69593 BOND MANAGEMENT FUND	200,000.00					
69763 LANS-LLC RESEARCH(ADMIN ALLOC	6,000.00					
TOTAL FUNDS	0.00					
Unrestricted	0.00					
19900 GENERAL FUNDS	0.00					
69400 OP-COMMON FUND	0.00					
Restricted	0.00					
69590 ASSET MANAGEMENT FUND	0.00					
69593 BOND MANAGEMENT FUND	0.00					
69763 LANS-LLC RESEARCH(ADMIN ALLOC	0.00					
TOTAL FUNDS	227,200.00					
Unrestricted	91,164.00					
19900 GENERAL FUNDS	0.00					
69085 SYSTEMWIDE ASSESSMENT FUND	91,164.00					
69400 OP-COMMON FUND	0.00					
Restricted	136,036.00					
69590 ASSET MANAGEMENT FUND	54,812.00					
69593 BOND MANAGEMENT FUND	79,520.00					
69763 LANS-LLC RESEARCH(ADMIN ALLOC	1,704.00					
TOTAL FUNDS	7,021.00					
Unrestricted	0.00					
19900 GENERAL FUNDS	1.00					
69400 OP-COMMON FUND	7.00					
Restricted	7,013.00					
69590 ASSET MANAGEMENT FUND	6.00					
69593 BOND MANAGEMENT FUND	7,006.00					
69763 LANS-LLC RESEARCH(ADMIN ALLOC	1.00					

This section lists the subaccounts that include budgeted funds

Distribution Tab Has 3 Major Columns

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	Budget	Q1	Q2	Q3	Q4	Error
TOTAL FUNDS	563,000.00					
Unrestricted	261,500.00					
69085 SYSTEMWIDE ASSESSMENT FUND	261,500.00					
Restricted	301,500.00					
69960 UNIVERSITY PRESS INCOME	301,500.00					
TOTAL FUNDS	100,000.00					
Unrestricted	100,000.00					
69085 SYSTEMWIDE ASSESSMENT FUND	100,000.00	0.50	0.30	0.20		
Restricted	0.00					
69960 UNIVERSITY PRESS INCOME	0.00					
TOTAL FUNDS	188,292.00					
Unrestricted	102,666.00					
69085 SYSTEMWIDE ASSESSMENT FUND	102,666.00					
Restricted	85,626.00					
69960 UNIVERSITY PRESS INCOME	85,626.00					
TOTAL FUNDS	38,951.00					
Unrestricted	33,300.00					
69085 SYSTEMWIDE ASSESSMENT FUND	33,300.00					
Restricted	5,651.00					
69960 UNIVERSITY PRESS INCOME	5,651.00					
TOTAL FUNDS	20,500.00					
Unrestricted	18,000.00					
69085 SYSTEMWIDE ASSESSMENT FUND	18,000.00					
Restricted	2,500.00					
69960 UNIVERSITY PRESS INCOME	2,500.00					

Distribution Tab Has 3 Major Columns

A	B	C				
TOTAL FUNDS	Budget	Q1	Q2	Q3	Q4	Error
	800,000.00					

A- Funds

Lists the funds that have been budgeted for each sub account

B - Budget

Displays the total budgeted amount by fund/sub combination

C - Quarterly Distribution

Default equals 25%, if different, use columns to enter a different percentage distribution by quarter

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Distribution Tab - Discussion Items

Default Value

- The default equals a budget distribution of 25% per quarter. No action is required if the default distribution is sufficient.

Where does this information go?

- The Distribution tab information is used to populate the quarterly budget variance reports. Information does not flow to any other BDS tabs.

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Distribution Summary

- Use to adjust expenses distribution across quarters.
- The default value is an even distribution of 25% each quarter.
- The distribution will show on quarterly budget variance reports

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Budget Development Overview

The other budget information is entered and adjusted in three BDS tabs. We will step through the tabs:

- Supplies and Expenses Tab
- Account Budget Tab
- Distribution Tab
- Budget Office Tabs**
- Advance BDS Functions

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Budget Office Tabs

- The Budget Office tabs can be viewed by all users.
- Budget Office Tab 1 is used by the Budget Office to enter in adjustments to the Proposed Budget.
- Budget Office Tab 2 is used to evaluate the prior fiscal year Permanent budget against the newly approved Permanent budget.

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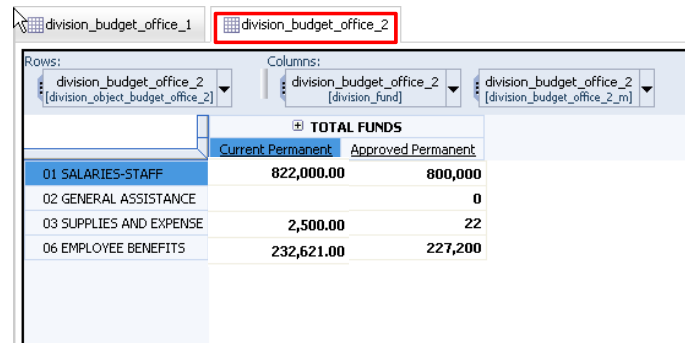
Budget Office 1 Tab

	Permanent Budget	Adjustment	Proposed Budget	Permanent Adjustments	Temp Adjustments	Total Approved Budget
* APPROPRIATIONS						
Regent Approved Permanent Appropriations	719,054.00		719,054.00			719,054.00
Benefits						
Salary Increases						
Other Budget Adjustments						
TOTAL Permanent Appropriations	719,054.00		719,054.00			719,054.00
Temp Appropriations		191,689.00	191,689.00			191,689.00
TOTAL Appropriations	191,689.00		910,743.00			910,743.00
* EXPENSES (Including Temporary Adjustments)						
00 SALARIES-ACADEMIC						
01 SALARIES-STAFF	583,000.00	60,000.00	563,000.00			563,000.00
02 GENERAL ASSISTANCE	0.00	100,000.00	200,000.00			200,000.00
06 EMPLOYEE BENEFITS	142,832.00	45,440.00	216,692.00			216,692.00
TOTAL Salaries & Benefits	645,832.00	205,440.00	851,292.00			979,692.00
03 SUPPLIES AND EXPENSE	38,951.00		38,951.00			38,951.00
04 EQUIPMENT AND FACILITIES						
05 SPECIAL ITEMS	20,500.00		20,500.00			20,500.00
07 SPECIAL ITEMS						
TOTAL Supplies & Expenses	59,451.00		59,451.00			59,451.00
TOTAL Salaries & Benefits & Operating Expenses	705,303.00	205,440.00	910,743.00			1,039,143.00
09 RECHARGES						
9H OVERHEAD EXPENSE						
TOTAL Expenditures	705,303.00	205,440.00	910,743.00			1,039,143.00
00 UNALLOCATED FUNDS						
Surplus (Deficit)	13,751.00	(13,751.00)	0.00			(128,400.00)

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Budget Office 2 Tab



	Current Permanent	Approved Permanent
TOTAL FUNDS		
01 SALARIES-STAFF	822,000.00	800,000
02 GENERAL ASSISTANCE		0
03 SUPPLIES AND EXPENSE	2,500.00	22
06 EMPLOYEE BENEFITS	232,621.00	227,200

The Budget Office will use this tab to make changes to the unit's Permanent Budget for the next fiscal year



Budget Development Overview

The other budget information is entered and adjusted in three BDS tabs. We will step through the tabs:

- Supplies and Expenses Tab
- Account Budget Tab
- Distribution Tab
- Budget Office Tabs
- Advance BDS Functions*



Mastering BDS Functions Overview

At the end of this section, you should be familiar with:

- *Data Spreading*
- Sandbox
- Data Reset
- Export to Excel



What is a Data Spreading?

- Distributes budget values to cells
- Allows you to input data at a high level,
 - For example, if you input Expense Category Level, and it will spread the budget information to the lower level, object code, automatically



Data Spreading - How to

By right clicking in the parent cell that you want to spread to the children cells, you will get a list of spreading options.

Next FY Requested Permanent Budget	Prior FY Expenditures	CY OP Regents Approved Permanen
10,018.00	7,336,409.31	64
	11,024.00	
	5,512.00	
2.00		16
2.00		16
2.00		2
2.00		1
3.00		0
2.00		0
2.00		4
1.00		5

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Data Spreading: Primary Methods

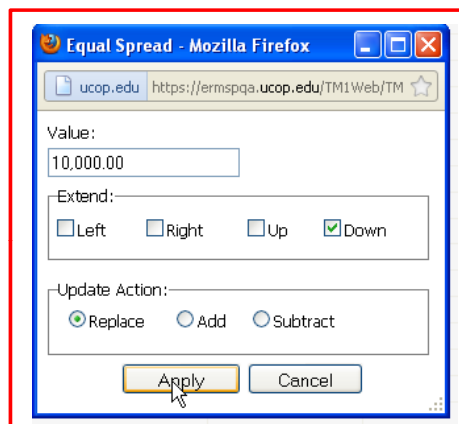
Proportional Spread	• Distributes a specified value among cell proportional to existing cell values
Equal Spread	• Spreads a specified value equally across cells
Repeat	• Repeats a specified value over a range of cells
Clear	• Replaces the cell values with zeros
Percent Change	• Multiplies current cell values by a specified percentage

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Data Spreading

Based on the method selection, a dialog box similar to the one below will be used to select options and provide values



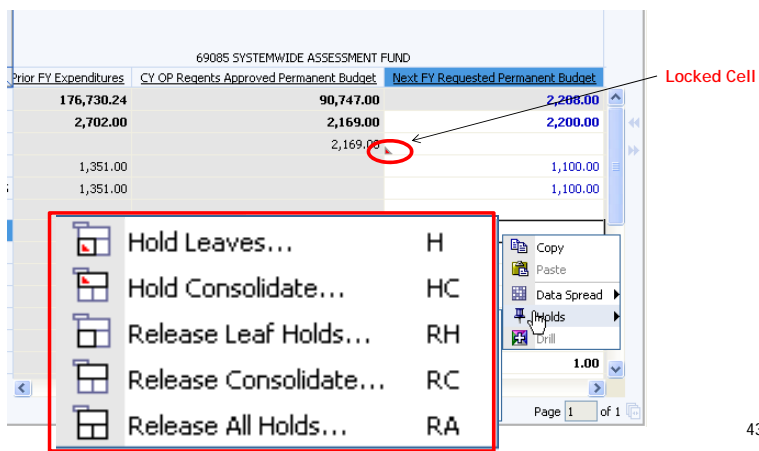
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Excluding Cells from Adjustment

- Hold cells to prevent spreading into certain cells
- By right clicking in the parent cell that you want to set a hold on, you will get a list of holding options.



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Mastering BDS Functions Overview

At the end of this section, you should be familiar with:

- Data Spreading
- *Sandbox*
- Data Reset
- Export to Excel



What is a Sandbox?

- Allow you save different versions of your data
- Changes that you make in a sandbox are not made public until you “commit” the changes
- Allows you to create different budget scenarios
- When you “submit the sandbox, the data becomes public and



Sandbox cont.

Where do you find it?



Selecting "Create Sandbox" opens a dialog box to complete



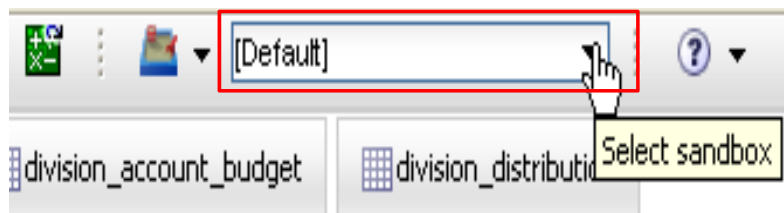
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Selecting a Sandbox

To select the sandbox or return to the default view - use the drop down menu.



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Mastering BDS Functions Overview

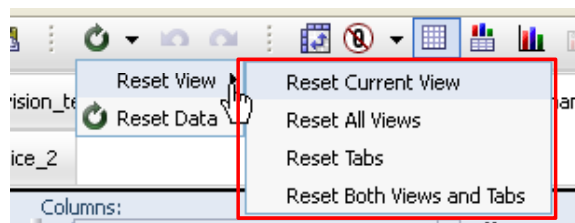
At the end of this section, you should be familiar with:

- Data Spreading
- Sandbox
- Data Reset
- Export to Excel



Data Reset

Where do you find it?



Reset Current View	Resets the views for the current tab
Reset All Views	Resets the views for the all the tabs
Reset Tabs	Used to reset the format of the tabs
Reset Both Views and Tabs	Resets the data and views for the current

Data Reset

Examples of when you might use data reset:

- Inadvertently changed the format (rows and columns) of the tab
- Entered data but want to return to the saved values



Mastering BDS Functions Overview

At the end of this section, you should be familiar with:

- Data Spreading
- Sandbox
- Data Reset
- *Export to Excel*



Exporting Data

You can export data to Microsoft® Excel to create reports and charts, and to manipulate data.



Slice to Excel

Worksheet contains TM1 functions & the worksheet is bi-directional. There is live connection

Snapshot to Excel

Sends values to the excel worksheet and is static

Export to PDF

Creates a PDF of the tab that can be distributed as a report

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Mastering BDS Functions Overview

At the end of this section, you should be familiar with:

- Data Spreading
- Sandbox
- Data Reset
- Export to Excel

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Mastering BDS Function Summary

- Understanding Data Spreading can speed entry of the budget
- Data reset option can be done for the view or tab
- Data can be exported to Excel for viewing and manipulation

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Budget Development Overview

The other budget information is entered and adjusted in three BDS tabs. We will step through the tabs:

- Supplies and Expenses Tab
- Account Budget Tab
- Distribution Tab
- Budget Office Tabs
- Advance BDS Functions

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UCOP BUDGET DEVELOPMENT SYSTEM

Contributor Training

Agenda

8:30	Background and TM1 Introduction
9:00	BDS Contributor Application - Personnel
9:50	Break
10:00	BDS Contributor Application - S&E, Budget, Qtrly Dist., Budget Office
11:15	Approval Process
12:00	Lunch
1:00	Practical Exercises
3:00	Break
3:10	Reports
4:20	Next Steps

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Approval Process Overview

At the end of this section, you should

- Understand the UCOP Budget Approval Process using BDS
- Understand how to submit budget at account or higher hierarchy levels
- Have submitted and approved budget at account and department levels



Workflows Summary

BDS has two workflows for submission and approval:

Divisional

- Units enter proposed budget data at the account level
- Manager (Department, Subdivision, Division, review and approve

Budget Office

- Once Division's approved the budget, information flows to Budget Office
- Review and make appropriate adjustments
- Prepare for approval by Senior Management and the Regents



Workflows

Two workflows allows:

- Submission and locking of the Division's Budget
- Viewing of changes (entered by the Budget Office) to the Division's Budget
- Tracking progress of the Division Managers' reviews and the subsequent review by the Budget Office.

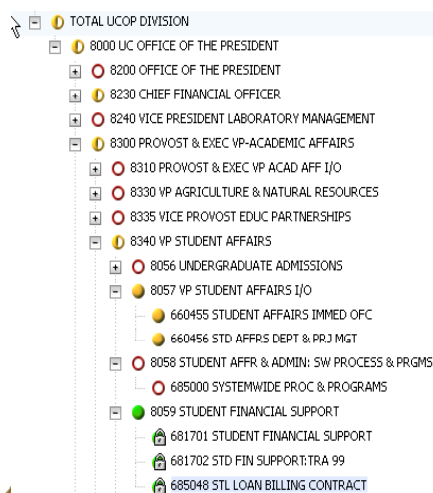
Users will only have access to accounts under their responsibility

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4

Approval Process - Account Hierarchy Window



The hierarchy shown will depend on the areas you are responsible for contributing to and reviewing.

Icons are used to show the status of the node of the hierarchy.

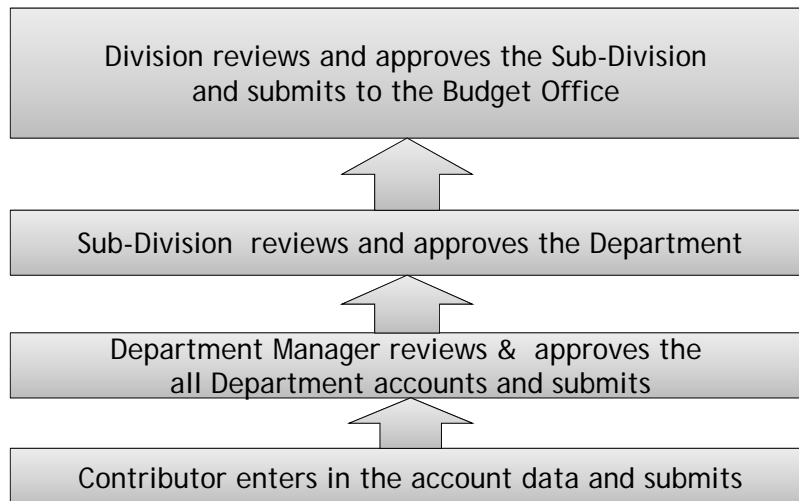


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5

Divisional Workflow: Submission and Approval

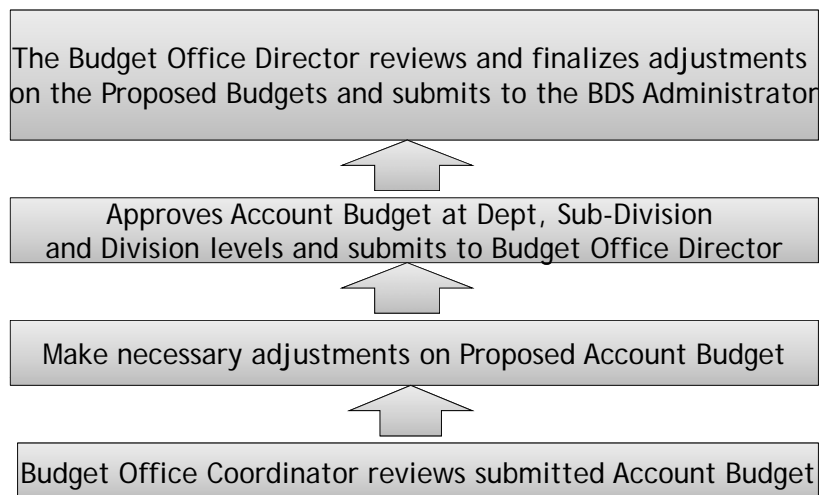


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6

Budget Office Workflow: Submission and Approval

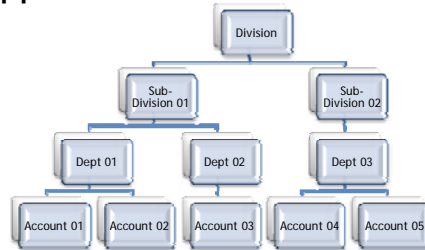


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7

Approval Workflow/Hierarchy and Role/Permissions



Communications is Essential!

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- Roles/Permissions: 1. Edit/Submit 2. Review/Edit/Submit/Reject
- More than one person within the workflow are assigned to the same hierarchy node, only one person can take ownership at a time
- Parent-children relationship: Users with access to higher hierarchy node (e.g., Dept) can “access” the children (accounts within the Dept) and act as proxy

8

Submitting an Node

You are a reviewer or contributor for:

Name	State	Permissions	Owner
8059 STUDENT FINANCIAL SUPPORT	Ready		None

Submit

Which consists of:

Name	State	Permissions	Owner
681701 STUDENT FINANCIAL SUPPORT	Locked		IBMLDAP\BDSUser 3
681702 STD. FIN SUPPORT: TRA 99	Locked		IBMLDAP\BDSUser 3
685048 STL LOAN BILLING CONTRACT	Locked		IBMLDAP\BDSUser 3

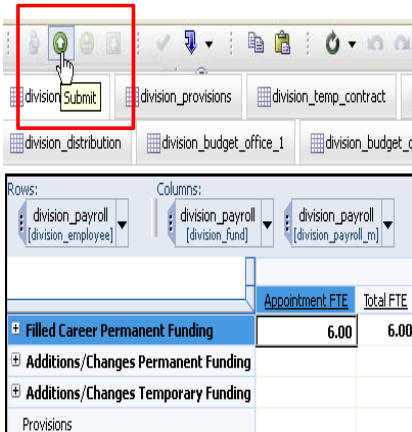
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You can determine if you have permission by looking at the icons in the right hand side of the Account Hierarchy Window

9

Submitting A Node



Submitting a Node

1. Open the Node in the Account Window.
2. Review the submitted budget
3. If acceptable, select the "Submit" button.
4. Confirm the submit by selecting the "Yes" button
5. Check the Hierarchy Window that the Lock Icon is on the proper node.

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10

Exercise 4.1 Submit An Account

M##Account01 is ready for Department review, submit the account.

	Permanent Budget	Adjustment	Proposed Budget
TOTAL FUNDS			
Temp Appropriations	191,689.00		191,689.00
TOTAL Appropriations	719,054.00	191,689.00	910,743.00
* EXPENSES (Including Temporary Adjustments)			
00 SALARIES-ACADEMIC			
01 SALARIES-STAFF	503,000.00	60,000.00	563,000.00
02 GENERAL ASSISTANCE	0.00	100,000.00	100,000.00
06 EMPLOYEE BENEFITS	142,852.00	45,440.00	188,292.00
TOTAL Salaries & Benefits	645,852.00	205,440.00	851,292.00
03 SUPPLIES AND EXPENSE	38,951.00		38,951.00
04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	20,500.00		20,500.00
07 SPECIAL ITEMS			
TOTAL Supplies & Expenses	59,451.00		59,451.00
TOTAL Salaries & Benefits & Operating Expenses	705,303.00	205,440.00	910,743.00
09 RECHARGES			
9H OVERHEAD EXPENSE			
TOTAL Expenditures	705,303.00	205,440.00	910,743.00
08 UNALLOCATED FUNDS			
Surplus (Deficit)	13,751.00	(13,751.00)	0.00

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11

Node Rejection

After reviewing the node the manager with the reject permission can reject the node:

Which consists of:

Name	State	Permissions	Owner	Ownership Node
M16Account01	Locked	▼ [Icons]	IBMLDAP\MClass 16 ▼	M16Account01 ▼
M16Account02	Locked	▼ [Icons]	IBMLDAP\MClass 16 ▼	M16Account02 ▼

Send an email letting the appropriate manager know that the node has been rejected and why.

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12

Exercise 4.2 Approve A Department

All the account contributors have entered and submitted their accounts for Department M##Dept01. Review the Department's budget, and approve Department's budget or reject the appropriate accounts.

BDS Divisional Workflow

- Mclass16
 - M16Dept01
 - M16Account01
 - M16Account02
 - M16Dept02
 - M16Account03
 - M16Account04

You are a reviewer or contributor for:

Name	State	Permissions	Owner
M16Dept01	Ready	▼ [Icons]	None ▼

Which consists of:

Name	State	Permissions	Owner
M16Account01	Locked	▼ [Icons]	IBMLDAP\MClass 16 ▼
M16Account02	Locked	▼ [Icons]	IBMLDAP\MClass 16 ▼

Tools: [Icons]

Buttons: [Icons]

Submit

Rows: division_account_budget [division_object] | division_account_budget [division_fund] | division_account_budget [division_account_budget_m] | M16Dept01 [division_account]

Columns: [Icons]

TOTAL FUNDS

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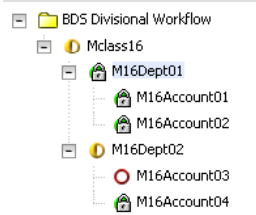


13

Approval Process Summary

- There are two different work flows: Divisional and Budget Office.
- You will only see areas that you are responsible for contributing to and/or reviewing.
- Icons will show the status of a node within Account Hierarchy Window

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14



UCOP BUDGET DEVELOPMENT SYSTEM

Contributor Training

Agenda

- | | |
|-------|--|
| 8:30 | Background and TM1 Introduction |
| 9:00 | BDS Contributor Application - Personnel |
| 9:50 | Break |
| 10:00 | BDS Contributor Application - S&E, Budget, Qtrly
Dist., Budget Office |
| 11:15 | Approval Process |
| 12:00 | Lunch |
| 1:00 | Practical Exercises |
| 3:00 | Break |
| 3:15 | Reports |
| 4:20 | Next Steps |
-



Practical Exercises Objectives

At the end of this section, you should be familiar with:

- Navigating BDS tabs to enter expense budgets
- Balancing account budget with addition/reduction of appropriation and allocating quarterly distribution
- Submit the budget at account and department levels

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2

Practical Exercises Overview

• It's January 2012. EVP Brostrom has sent out the FY2012-13 Budget Call Letter to kick off the budget development process for the upcoming fiscal year

• Your job to enter and submit budget for your Dept XXAccount04 by:

1. Enter and adjust your payroll and non-payroll budget
2. Balance your proposed budget by requesting additional appropriations
3. Allocate your budget by quarter
4. Submit budget for review and approval

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The screenshot shows the IBM Cognos TM1 Contributor interface. On the left, a tree view displays the organizational structure: BDS Divisional Workflow > Mclass16 > M16Dept01 > M16Account01, M16Account02, M16Dept02 > M16Account03, M16Account04. On the right, a table titled 'You are a reviewer or contributor for:' shows the state of various accounts. The table has columns for Name, State, and Permissions.

Name	State	Permissions
M16Dept02	Work In Progress	[Icons]
Which consists of:		
Name	State	Permissions
M16Account03	Locked	[Icons]
M16Account04	Available	[Icons]

3

Division Payroll - Overview

- This tab is designed to capture the payroll data for each account
- Data for career employees is pre-populated
 - Name and Position Title
 - FTE & fund distribution
- Salary adjustments can be made
- New career positions can be added, with temp or permanent funding
- Temporary and Provisions data flow in separately from other tabs
- Sub 2 section allows additional payroll budget requests

	Last Name	First Name	Position Title
Filed Career Permanent Funding			
P00000013	MOON	KEITH	ANALYST III
P00000014	ENTWISTLE	JOHN	ANALYST III
P00000015	TOWNSHEND	PETE	MANAGER (FUNCTIONAL AREA)
P00000016	DALTREY	ROGER	ANALYST III

TOTAL FUNDS							
		Unrestricted		Restricted		69700 LICRS FUNDS APPROPRIATED	
Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE
400,000.00	8.00	100,000.00	4.00	220,000.00	3.20	220,000.00	3.20
100,000.00	1.00	80,000.00	0.80	20,000.00	0.20	20,000.00	0.20

Additions/Changes Permanent Funding	
Filed Career Temporary Funding	
T000000004	
T000000008	
Additions/Changes Temporary Funding	
Provisions	
Temporary	
Sub 2	
Total Employee Costs	
Benefits %	
Benefits \$	
Total with Benefits	

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4

Exercise 5.1 Add Temp Employee

Your director Hannah just came over to tell you:

The unit is getting additional funding from restricted fund 69700 for FY 2012-13 for M##Account04 for Rachel Fuller (Annual Salary \$50,000, Title Code 4722, Position Title Assistant III) who will start in two weeks.

She plans on using the funding to add position on temp funding for a new analyst (1 FTE) which needs to include benefits.

She reminds that the additional funding is temporary

How do you make the adjustment and entries?
How much additional funding do we need?

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Exercise 5.1 Add Temp Employee - (Step by Step)

1. Go to "Additions/Changes Temporary Funding,"
 - a. In the line of "T0001", add Rachel Fuller, Assistant III, Title Code 4722, Annual Salary \$50,000
 - b. Find fund 69700 and add 1.0 FTE for T0001

	Last Name	First Name	Position Title	Title Code	Appointment FTE	Total FTE	Annual Salary
⊖ Filled Career Permanent Funding					4.00	4.00	400,000.00
⊖ Additions/Changes Permanent Funding					0.50		110,000.00
⊖ Filled Career Temporary Funding					0.60	0.60	100,000.00
⊖ Additions/Changes Temporary Funding					1.00		50,000.00
T0001	FULLER	RACHEL	ASSISTANT III	4722	1.00		50,000.00
T0002							0.00

	TOTAL FUNDS		Unrestricted		Restricted		69700 UCRS FUNDS APPROPRIATED	
	Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE
⊖ Filled Career Permanent Funding	400,000.00	4.00	300,000.00	3.00	100,000.00	1.00	100,000.00	1.00
⊖ Additions/Changes Permanent Funding								
⊖ Filled Career Temporary Funding	60,000.00	0.60	60,000.00	0.60				
⊖ Additions/Changes Temporary Funding								
T0001								1.0
T0002								

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Exercise 5.1 Add Temp Employee (Key)

1. Total Budget under fund 69700 increased from \$206,800 to \$256,800
2. Total Budget for the M##Account04 increased from \$719,040 to \$783,240

	TOTAL FUNDS		Unrestricted		Restricted		69700 UCRS FUNDS APPROPRIATED	
	Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE
⊖ Filled Career Permanent Funding	400,000.00	4.00	300,000.00	3.00	100,000.00	1.00	100,000.00	1.00
⊖ Additions/Changes Permanent Funding								
⊖ Filled Career Temporary Funding	60,000.00	0.60	60,000.00	0.60				
⊖ Additions/Changes Temporary Funding	50,000.00	1.00			50,000.00	1.00	50,000.00	1.00
Provisions	100,000.00	1.50	50,000.00	0.50	50,000.00	1.00	50,000.00	1.00
Temporary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub 2	0.00		0.00		0.00		0.00	
Total Employee Costs	610,000.00		410,000.00		200,000.00		200,000.00	
Benefits %	28.40		28.40		28.40		28.40	
Benefits \$	173,240.00		116,440.00		56,800.00		56,800.00	
Total with Benefits	783,240.00		526,440.00		256,800.00		256,800.00	

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Exercise 5.2 Increase Employee Salary

Your director Hannah also told you:

Pete Townshend, the manager, who has been working super hard, has been approved to receive 10% salary increase (equity) starting March 2012.

You need to build this salary increase into the FY 2012-13 budget. There is no funding change - Pete's FTE fund distribution remains the same: 0.75 FTE on fund 69085 and 0.25 FTE on fund 69700

How do you make this adjustment?

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Exercise 5.2 Increase Employee Salary(Step by Step)

1. Enter \$10,000 in the column 'Salary Adjustment' for Pete, hit "Enter", "New Annual Salary" for Pete becomes \$110,000
2. The column "Budget" under fund 69085 and 69700 increases by \$7,500 and \$2,500 respectively

		DATA							
		Last Name	First Name	Position Title	Title Code	Appointment FTE	Total FTE	Annual Salary	Salary Adjustment
Filled Career Permanent Funding						4.00	4.00	400,000.00	10,000.00
	P000000253	MOON	KEITH	ANALYST III	7236	1.00	1.00	100,000.00	
	P000000254	ENTWISTLE	JOHN	ANALYST III	7236	1.00	1.00	100,000.00	
	P000000255	TOWNSHEND	PETE	MANAGER (FUNCTIONAL AREA)	0290	1.00	1.00	100,000.00	10,000.00
	P000000256	DALTREY	ROGER	ANALYST III	7236	1.00	1.00	100,000.00	

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Check flow across funds

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Exercise 5.2 Increase Employee Salary (Key)

1. The New Annual Salary for Pete is now showing \$110,000
2. The column "Budget" under fund 69085 increased by \$7,500 to \$307,500 and fund 69700 increased by \$2,500 to \$102,500. "Budget" under total funds increased by \$10,000 to \$410,000

	TOTAL FUNDS		Unrestricted		69085 SYSTEMWIDE ASSESSMENT FUND		Restricted		69700 UCPS FUNDS APPROPRIATED	
	Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE
Filled Career Permanent Funding	410,000.00	4.00	307,500.00	3.00	307,500.00	3.00	102,500.00	1.00	102,500.00	1.00
P000000253	100,000.00	1.00	75,000.00	0.75	75,000.00	0.75	25,000.00	0.25	25,000.00	0.25
P000000254	100,000.00	1.00	75,000.00	0.75	75,000.00	0.75	25,000.00	0.25	25,000.00	0.25
P000000255	110,000.00	1.00	82,500.00	0.75	82,500.00	0.75	27,500.00	0.25	27,500.00	0.25
P000000256	100,000.00	1.00	75,000.00	0.75	75,000.00	0.75	25,000.00	0.25	25,000.00	0.25
Additions/Changes Permanent Funding					80,000.00	0.80				
Filled Career Temporary Funding	60,000.00	0.60	60,000.00	0.60	60,000.00	0.60				
Additions/Changes Temporary Funding	50,000.00	1.00					50,000.00	1.00	50,000.00	1.00
Provisions			50,000.00	0.50	50,000.00	0.50	50,000.00	1.00	50,000.00	1.00
Temporary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Employee Costs	620,000.00		417,500.00		417,500.00		202,500.00		202,500.00	
Benefits %	28.40		28.40		28.40		28.40		28.40	
Benefits	176,000.00		118,570.00		118,570.00		57,510.00		57,510.00	
Total with Benefits	796,000.00		536,070.00		536,070.00		260,010.00		260,010.00	

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Exercise 5.3 Adjust for Benefit Cost

UCOP Budget Office Director Donna Jones just called to remind you that:

The benefits cost for this account in FY 2011-12 Q1 & Q2 has been high, averaging 30.4%

You need to factor in the additional benefits costs for this fund for the upcoming fiscal year. The "total Employee costs" under fund 69700 is now \$202,500, how much budget do you need to set aside?

Donna said she did some calculation and it looks like you need to budget \$3,200 for the additional benefit costs

Where do you enter this budget?
You wonder how Donna arrived at this \$3,200?

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Exercise 5.3 Adjust for Benefit Cost (Step by Step)

1. The total budget under 69700 is currently \$202,500 & 2% equals \$4,050
2. Just when you are about to enter \$4,100 in Sub 2 under fund 69700, you remember from BDS training that sub 2 amounts gets included in the 28.4% benefits costs calculation. Thus, you need to back it out.
 $\$4100/1.284 = \$3,193$. Aha! This is how Donna arrived at \$3,200 !!
3. You then enter \$3,200 in the line of sub 2 under fund 69700

	Adjustment	New Annual Salary	TOTAL FUNDS		Unrestricted		Restricted		69700 UCRS FUNDS APPROPRIATED	
			Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE
Filled Career Permanent Funding	10,000.00	410,000.00	410,000.00	4.00	307,500.00	3.00	102,500.00	1.00	102,500.00	1.00
Additions/Changes Permanent Funding	0.00	0.00								
Filled Career Temporary Funding		100,000.00	60,000.00	0.60	60,000.00	0.60				
Additions/Changes Temporary Funding	0.00	50,000.00	50,000.00	1.00			50,000.00	1.00	50,000.00	1.00
Provisions			100,000.00	1.50	50,000.00	0.50	50,000.00	1.00	50,000.00	1.00
Temporary			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub 2			3,200.00	0.00			3,200.00		3,200.00	
Total Employee Costs			623,200.00		417,500.00		205,700.00		205,700.00	
Benefits %			28.40		28.40		28.40		28.40	
Benefits \$			176,988.80		118,570.00		58,418.80		58,418.80	
Total with Benefits			800,188.80		536,070.00		264,118.80		264,118.80	

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Exercise 5.3 Adjust for Benefit Cost (Key)

1. \$3,200 shows up in Sub 2 line under fund 69700
2. Total Employee Costs and Benefits increased from \$796,080 to \$800,189

	Adjustment	New Annual Salary	TOTAL FUNDS		Unrestricted		Restricted		69700 UCRS FUNDS APPROPRIATED	
			Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE
Filled Career Permanent Funding	10,000.00	410,000.00	410,000.00	4.00	307,500.00	3.00	102,500.00	1.00	102,500.00	1.00
Additions/Changes Permanent Funding	0.00	0.00								
Filled Career Temporary Funding		100,000.00	60,000.00	0.60	60,000.00	0.60				
Additions/Changes Temporary Funding	0.00	50,000.00	50,000.00	1.00			50,000.00	1.00	50,000.00	1.00
Provisions			100,000.00	1.50	50,000.00	0.50	50,000.00	1.00	50,000.00	1.00
Temporary			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub 2			3,200.00	0.00			3,200.00		3,200.00	
Total Employee Costs			623,200.00		417,500.00		205,700.00		205,700.00	
Benefits %			28.40		28.40		28.40		28.40	
Benefits \$			176,988.80		118,570.00		58,418.80		58,418.80	
Total with Benefits			800,188.80		536,070.00		264,118.80		264,118.80	

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Division Provisions - Overview

- Designed to capture all provisions units set up for permanent funded positions for the upcoming fiscal year
- Data on this tab is pre-populated by FTE and fund
- Adjustments can be made to the Salary & FTE to reflect any changes

DATA				TOTAL FUNDS				Unrestricted				69005 SYSTEMWIDE ASSESSMENT FUND	
Document Number	Description	Title Code	Annual Salary	New Annual Salary	Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE	
Provisions			150,000.00	150,000.00	100,000.00	1.50	75,000.00	1.00	75,000.00	1.00			
999007	A99907	NEW FY1112 MEPT 4722	50,000.00	50,000.00	50,000.00	1.00	25,000.00	0.50	25,000.00	0.50			
999008	A99908	NEW FY1112 MEPT 245	100,000.00	100,000.00	50,000.00	0.50	50,000.00	0.50	50,000.00	0.50			

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Exercise 5.4 Adjust Provision

Your director Hannah stops by your cube to tell you that:

The unit has decided to hire Karen Astley for the director position that has been vacant.

Karen will start a week from now. The budget for her salary in the upcoming FY 2012-13 will be taken from Provision 999008, Director Position, Title Code 0245.

She is going to be working 50% time and her annual salary is \$110,000 excluding benefits

How do you make this adjustment to reflect the change?

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Exercise 5.4 Adjust Provision (Step by Step)

1. Provisions Tab: "Zero out" the FTE for the provision 99908
2. Payroll Tab: Expand "Additions/Changes Permanent Funding". In the line of "P0001", add Karen Astley's personnel data
 - a. name, title code 0245,
 - b. Salary of \$110,000, under fund 69085
 - c. FTE: 0.5

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Provisions Tab		DATA		TOTAL FUNDS		Unrestricted		69085 SYSTEMWIDE ASSESSMENT FUND		
Document Number	Description	Title Code	Annual Salary	New Annual Salary	Budget	FTE	Budget	FTE	Budget	FTE
Provisions			150,000.00	150,000.00	100,000.00	1.50	75,000.00	1.00	75,000.00	1.00
999007	A99907	NEW FY1112 MDPT 4722	50,000.00	50,000.00	50,000.00	1.00	25,000.00	0.50	25,000.00	0.50
999008	A99908	NEW FY1112 MDPT 245	100,000.00	100,000.00	50,000.00	0.50	50,000.00	0.50	50,000.00	0.50

Payroll Tab		DATA		TOTAL FUNDS		Unrestricted		69085 SYSTEMWIDE ASSESSMENT FUND		
Last Name	First Name	Position Title	Title Code	Appointment FTE	Total FTE	Annual Salary	Budget	FTE	Budget	FTE
Filled Career Permanent Funding						4.00	4.00	400,000.00		
Additions/Changes Permanent Funding						0.50	0.50	110,000.00		
P0001	ASTLEY	KAREN	DIRECTOR 0245	0.50		110,000.00				

69085 SYSTEMWIDE ASSESSMENT FUND	
Budget	FTE
307,500.00	3.00
55,000.00	0.50
55,000.00	0.50

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Exercise 5.4 Adjust Provision (Key)

1. Payroll tab: Total FTE and Budget from "Additions/Changes Permanent Funding" shows 0.5 FTE and \$55,000: Total Budget is now \$806,608
 While this does NOT impact total FTE for fund 69085, but DOES affect total budget dollars since Julia's annual salary is higher than the provision. Unit may have to request additional permanent funding
2. Provisions tab: FTE & Budget under for provision 99908 equals "0"

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DATA		TOTAL FUNDS		Unrestricted		Restricted		
Appointment FTE	Total FTE	Annual Salary	Salary Adjustment	New Annual Salary	Budget	FTE	Budget	FTE
4.00	4.00	400,000.00	10,000.00	410,000.00	410,000.00	4.00	307,500.00	3.00
0.50	0.50	110,000.00	0.00	110,000.00	55,000.00	0.50	55,000.00	0.50
0.60	0.60	100,000.00	0.00	100,000.00	60,000.00	0.60	60,000.00	0.60
1.00	1.00	50,000.00	0.00	50,000.00	50,000.00	1.00	50,000.00	1.00
Provisions					50,000.00	1.00	50,000.00	1.00
Temporary					0.00	0.00	0.00	0.00
Sub 2					3,200.00	0.00	3,200.00	0.00
Total Employee Costs					628,200.00	422,500.00	205,700.00	0.00
Benefits %					28.40	28.40	28.40	28.40
Benefits \$					178,400.00	119,990.00	58,418.00	58,418.00
Total with Benefits					806,600.00	542,490.00	264,118.00	264,118.00

DATA		TOTAL FUNDS		Unrestricted		69085 SYSTEMWIDE ASSESSMENT FUND		
Document Number	Description	Title Code	Annual Salary	New Annual Salary	Budget	FTE	Budget	FTE
Provisions			150,000.00	150,000.00	100,000.00	1.50	50,000.00	0.50
999007	A99907	NEW FY1112 MDPT 4722	50,000.00	50,000.00	50,000.00	1.00	50,000.00	1.00
999008	A99908	NEW FY1112 MDPT 245	100,000.00	100,000.00	50,000.00	0.50	50,000.00	0.50

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Division Temp & Contract - Overview

This tab has two sections

1. Temporary: Captures all salary amounts for budgeted temporary (non-TOPS) positions and the data flows to the Payroll tab
2. Vacancy: Designed for units to track positions filled using provision budgeted dollars. The data does not flow to any other tabs

DATA						
	Last Name	First Name	Position Title	Total FTE	Annual Salary	
<input checked="" type="checkbox"/> Temporary				0.00	0.00	
T0001	last	first	title	0.00	0.00	
T0002					0.00	
T0003					0.00	
T0004					0.00	
T0005					0.00	
T0006					0.00	
T0007					0.00	
T0008					0.00	
T0009					0.00	
T0010					0.00	
<input checked="" type="checkbox"/> Vacancy (Optional)				0.00	0.00	
V0001	last	first	title	0.00	0.00	
V0002					0.00	
V0003					0.00	
V0004					0.00	
V0005					0.00	



Exercise 5.5 Add A Temporary Employee

Your director Hannah also tells you:

The unit has decided to hire a contract employee (non-TOPS) "Dave Marsh" to help implement the new payroll system

Dave has a 12 month appointment starting 7/1/2012. The position title is Manager (title code 0280), annual salary \$80,000, 1.0 FTE on fund 69085

How do you make these entries?



Exercise 5.5 Add A Temporary Employee (Step by Step)

1. In the section of Temporary, in the line of T0001, enter Dave Marsh's personnel data (name, title code, position title, annual salary, etc)
2. In the same line, under fund 69085, enter his FTE as 1.0

DATA				TOTAL FUNDS				Unrestricted			
Last Name	First Name	Position Title	Total FTE	Annual Salary	Budget	FTE	Budget	FTE	Budget	FTE	
Temporary				0.00	80,000.00	80,000.00	1.00	80,000.00	1.00	80,000.00	1.00
T0001	MARSH	DAVE	MANAGER	0.00	80,000.00	80,000.00	1.00	80,000.00	1.00	80,000.00	1.00

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Exercise 5.5 Add A Temporary Employee(Key)

1. Temporary Tab: Line T0001, Dave Marsh, Manager, Title Code 0280, Annual Salary \$80,000, 1.0 FTE under fund 69085
2. Payroll Tab: Temporary Line, Budget \$80,000, 1.0 FTE under fund 69085
3. Total with Benefits equals \$909,328

DATA				TOTAL FUNDS				Unrestricted			
Last Name	First Name	Position Title	Total FTE	Annual Salary	Budget	FTE	Budget	FTE	Budget	FTE	
Temporary				0.00	80,000.00	80,000.00	1.00	80,000.00	1.00	80,000.00	1.00
T0001	MARSH	DAVE	MANAGER	0.00	80,000.00	80,000.00	1.00	80,000.00	1.00	80,000.00	1.00

DATA				TOTAL FUNDS				Unrestricted				Restricted			
Accountment FTE	Total FTE	Annual Salary	Salary Adjustment	New Annual Salary	Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE	
4.00	4.00	400,000.00	10,000.00	410,000.00	410,000.00	4.00	307,500.00	3.00	102,500.00	1.00					
0.50	0.50	110,000.00	0.00	110,000.00	55,000.00	0.50	55,000.00	0.50							
0.60	0.60	100,000.00	0.00	100,000.00	60,000.00	0.60	60,000.00	0.60							
1.00	1.00	50,000.00	0.00	50,000.00	50,000.00	1.00					50,000.00	1.00			
					50,000.00	1.00					50,000.00	1.00			
					80,000.00	1.00	80,000.00	1.00	80,000.00	1.00	0.00	0.00			
					3,200.00				3,200.00						
					709,200.00		709,200.00		502,500.00		206,700.00				
							28.40		28.40		28.40				
					291,128.00		291,128.00		142,710.00		58,418.00				
					909,328.00		909,328.00		645,210.00		264,118.00				

Summary: Revisit Payroll Tab to check all changes made

In these exercises we adjusted the unit's payroll by:

- 5.1 Budgeting for Rachel Fuller as Career Temporary Employee \$50,000
- 5.2 Budgeting for a salary increase of \$10,000 for Career Permanent Employee Pete Townshend using the salary adjustment column
- 5.3 Budgeting for additional benefit costs using sub 2
- 5.4 Adjusting Provision with identified new hire's personnel data, annual salary and FTE
- 5.5 Budgeting for \$80,000 for temporary employee Dave Marsh

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Summary: Revisit Payroll Tab to check all changes made

5.4 Filled a position using Provision

5.2 Salary Increase

5.3 Additional Benefit Cost

	TOTAL FUNDS		Unrestricted		69085 SYSTEMWIDE ASSESSMENT FUND		Restricted		69700 UCRS FUNDS APPROPRIATED	
	Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE
Filled Career Permanent Funding	410,000.00	4.00	307,500.00	3.00	307,500.00	3.00	102,500.00	1.00	102,500.00	1.00
Additions/Changes Permanent Funding	55,000.00	0.50	55,000.00	0.50	55,000.00	0.50				
Filled Career Temporary Funding	50,000.00	0.60	60,000.00	0.60	60,000.00	0.60				
Additions/Changes Temporary Funding	50,000.00	1.00					50,000.00	1.00	50,000.00	1.00
Provisions	50,000.00	1.00					50,000.00	1.00	50,000.00	1.00
Temporary	80,000.00	1.00	80,000.00	1.00	80,000.00	1.00	0.00	0.00	0.00	0.00
Sub 2	3,200.00		0.00		0.00		3,200.00		3,200.00	
Total Employee Costs	706,200.00		502,500.00		502,500.00		205,700.00		205,700.00	
Benefits %	28.40		28.40		28.40		28.40		28.40	
Benefits \$	201,128.80		142,710.00		142,710.00		58,418.80		58,418.80	
Total with Benefits	909,328.80		645,210.00		645,210.00		264,118.80		264,118.80	

Started with Total of \$719,040

5.1 Add a Career position with Temp funding

5.5 Added Temp Employee

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**Summary:
Revisit Payroll Tab to check all changes made**

	Permanent Budget	Adjustment	Proposed Budget
* APPROPRIATIONS			
Regent Approved Permanent Appropriations	605,535.00		605,535.00
Benefits			
Salary Increases			
Other Budget Adjustments			
TOTAL Permanent Appropriations	605,535.00		605,535.00
Temp Appropriations			
TOTAL Appropriations	605,535.00		605,535.00
* EXPENSES (Including Temporary Adjustments)			
00 SALARIES-ACADEMIC			
01 SALARIES-STAFF	515,000.00	110,000.00	625,000.00
02 GENERAL ASSISTANCE	3,200.00	80,000.00	83,200.00
06 EMPLOYEE BENEFITS	147,168.80	53,960.00	201,128.80
TOTAL Salaries & Benefits	665,368.80	243,960.00	909,328.80
03 SUPPLIES AND EXPENSE	37,235.00		37,235.00
04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	5,000.00		5,000.00
07 SPECIAL ITEMS			
TOTAL Supplies & Expenses	42,235.00		42,235.00
TOTAL Salaries & Benefits & Operating Expenses	707,603.80	243,960.00	951,563.80
09 RECHARGES			
9H OVERHEAD EXPENSE			
TOTAL Expenditures	707,603.80	243,960.00	951,563.80
08 UNALLOCATED FUNDS			
Surplus (Deficit)	(102,068.80)	(243,960.00)	(346,028.80)

Total flows into
The Account
Budget Tab

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Supplies & Expenses Permanent - Overview

- Captures the permanent funding for the supply and expense budget
- Prior FY Expenditures & CY Regents Approved Permanent Budget is provided as a reference point
- “Next FY Requested Permanent Budget” is the input column.
- No data is pre-populated but there is built-in proportional percentage based on the Prior FY Expenditures

	Prior FY Expenditures	CY/OP Regents Approved Permanent Budget	Next FY Requested Permanent Budget
03 SUPPLIES AND EXPENSE	34,901.00	37,750.00	37,235.00
03 Insurance	2,101.00	1,460.00	2,920.00
03 Meetings/Travel + Related Exp	2,250.00	3,550.00	1,050.00
03 Consultants + Prof. Services	20,500.00	21,000.00	21,525.00
03 Legal Costs			
03 External Svcs: Computer + Other	1,800.00	1,890.00	1,890.00
03 Computer/Office Exp + Svc Maint.	2,000.00	2,100.00	2,100.00
03 Utilities + Facilities/Space Leases	400.00	800.00	800.00
03 Library			
03 Other Office/Misc	600.00	1,200.00	1,200.00
03 Temp Labor	5,250.00	5,750.00	5,750.00
03 Royalties			
03 Subawards/Pass Throughs			
04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	24,250.00	31,400.00	5,000.00
07 SPECIAL ITEMS			
TOTAL Supplies & Expenses	59,151.00	69,150.00	42,235.00
09 RECHARGES			
9H OVERHEAD EXPENSE			
TOTAL Expenditures	59,151.00	69,150.00	42,235.00
08 UNALLOCATED FUNDS			
TOTAL Commitments	59,151.00	69,150.00	42,235.00

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Exercise 5.6 Enter Supplies and Expenses

Your director Hannah just dropped you a note for next year's S&E budget on permanent funding. The note says,

Allocate \$3,000 for Travel/Meeting to fund 69700 in sub 3 and use the same object codes shown on Prior FY Expenditures

Allocate \$25,000 to fund 69085 for Consultants in sub 5 and use the same object codes shown on Prior FY Expenditures

How do you make these entries?

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Exercise 5.6 Enter Supplies and Expenses(Step by Step)

1. In the Next FY Budget column under fund 69700, you expand sub 3 and enter \$3,000 in the line of 03 Meetings/Travel and then hit "Enter"
2. Due to the proportional spreading already in place, you will see the \$3,000 being split 20% and 80% among the two object codes (2000 and 3300) that were used in the prior year

	Prior FY Expenditures	CY OP Regents Approved Permanent Budget	Next FY Requested Permanent Budget
03 SUPPLIES AND EXPENSE	3,250.00	5,750.00	7,000.00
03 Insurance	750.00	750.00	1,500.00
03 Meetings/Travel + Related Exp	1,250.00	2,500.00	3,000.00
03-2000 TRAVEL-IN-STATE AND DOMESTIC	1,000.00	2,000.00	2,400.00
03-2005 TRAVEL - OUT-OF-STATE			
03-2010 CAR ALLOWANCE(MILEAGE)			
03-2011 TRAVEL-MEXICO OR CANADA			
03-2015 TRAVEL - FOREIGN			
03-2020 PARKING			
03-2025 VEHICLE RENTAL-TRAVEL			
03-2030 AIRCRAFT RENTAL-TRAVEL			
03-2040 CONFERENCE RES FEES(IN-STATE TRAVEL			
03-2045 CONFERENCE RES FEES(OUT-OF-STATE TRAVEL			
03-2000 HOSP-TRAVEL IN CALIF			
03-2100 TRAVEL-CONFERENCES FEES			
03-2300 UNIVERSITY GARAGE CHARGES			
03-2900 TRAVEL - DOMESTIC			
03-2910 TRAVEL - FOREIGN			
03-2988 HOSP-TRAVEL OUTSIDE CALIF			
03-3300 EMP/STANT TRAINING/DEV & CONFERENCES	250.00	500.00	600.00

Enter the amount directly into the Expense Category

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Exercise 5.6 Enter Supplies and Expenses(Step by Step)-2

1. You expand sub 5 Consultants and see object code 3455 was used in the current year for Consultants-Auditing
2. Enter \$25,000 in this object code under fund 69085 and hit "Enter"

69085 SYSTEMWIDE ASSESSMENT FUND				
	Budget	Prior FY Expenditures	CY OP Reqsnts Approved Permanent Budget	Next FY Requested Permanent Budget
03 SUPPLIES AND EXPENSE	5.00	31,651.00	32,000.00	33,235.00
04 EQUIPMENT AND FACILITIES				
05 SPECIAL ITEMS	3.00	18,000.00	18,900.00	25,000.00
05 Insurance				
05 Meetings/Travel + Related Exp				
05 Consultants + Prof. Services	3.00	18,000.00	18,900.00	25,000.00
05-3242 AUDITING SERVICES		18,000.00	18,900.00	
05-3345 GUEST LECTURERS				
05-3455 CONSULTANTS/PROFESSIONAL SVCS-NON UNIV	3.00			25,000.00
05-3456 PROFESSIONAL SERVICES/UNIVERSITY				
05-7900 HONORARIA-NON UNIV ACADEMICS				
05-7905 NON-UNIVERSITY STIPEND				

Enter the amount directly into the Object Code

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Exercise 5.6 Enter Supplies and Expenses (Key)

1. Total Funds, sub 3 Meetings/ Travel shows budget of \$4,050 (since fund 69085 also budgeted \$1,050 for Travel)
2. Total Funds, sub 5 shows budget of \$30,000 (since fund 69700 also budgeted \$5,000 for Consultants)

TOTAL FUNDS				
	Prior FY Expenditures	CY OP Reqsnts Approved Permanent Budget	Next FY Requested Permanent Budget	
03 SUPPLIES AND EXPENSE	34,901.00	37,750.00	40,235.00	
03 Insurance	2,101.00	1,460.00	2,920.00	
03 Meetings/Travel + Related Exp	2,250.00	3,550.00	4,050.00	①
03 Consultants + Prof. Services	20,500.00	21,000.00	21,525.00	
03 Legal Costs				
03 External Svcs: Computer + Other	1,800.00	1,890.00	1,890.00	
03 Computer/Office Eqp + Svc Maint.	2,000.00	2,100.00	2,100.00	
03 Utilities + Facilities/Space Leases	400.00	800.00	800.00	
03 Library				
03 Other Office/Misc	600.00	1,200.00	1,200.00	
03 Temp Labor	5,250.00	5,750.00	5,750.00	
03 Royalties				
03 Subawards/Pass Throughs				
04 EQUIPMENT AND FACILITIES				
05 SPECIAL ITEMS	24,250.00	31,400.00	30,000.00	②
07 SPECIAL ITEMS				
TOTAL Supplies & Expenses	59,151.00	69,150.00	70,235.00	
09 RECHARGES				
09 OVERHEAD EXPENSE				
TOTAL Expenditures	59,151.00	69,150.00	70,235.00	
00 UNALLOCATED FUNDS				
TOTAL Commitments	59,151.00	69,150.00	70,235.00	

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Division Account Budget- Overview

This tab is designed to:

- Request temporary S&E funding
- Request additional appropriations (Permanent or Temporary) to balance your budget
- Ensure the surplus/deficit line under the column "Proposed Budget" shows '0', indicating a balanced budget

	TOTAL FUNDS		
	Permanent Budget	Adjustment	Proposed Budget
* APPROPRIATIONS			
Regent Approved Permanent Appropriations	605,535.00		605,535.00
Benefits			
Salary Increases			
Other Budget Adjustments			
TOTAL Permanent Appropriations	605,535.00		605,535.00
Temp Appropriations			
TOTAL Appropriations	605,535.00		605,535.00
* EXPENSES (Including Temporary Adjustments)			
00 SALARIES-ACADEMIC			
01 SALARIES-STAFF	515,000.00	110,000.00	625,000.00
02 GENERAL ASSISTANCE	3,200.00	80,000.00	83,200.00
06 EMPLOYEE BENEFITS	147,168.80	53,960.00	201,128.80
TOTAL Salaries & Benefits	665,368.80	243,960.00	909,328.80
03 SUPPLIES AND EXPENSE	40,235.00		40,235.00
04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	30,000.00		30,000.00
07 SPECIAL ITEMS			
TOTAL Supplies & Expenses	70,235.00		70,235.00
TOTAL Salaries & Benefits & Operating Expenses	735,603.80	243,960.00	979,563.80
09 RECHARGES			
9H OVERHEAD EXPENSE			
TOTAL Expenditures	735,603.80	243,960.00	979,563.80
08 UNALLOCATED FUNDS			
Surplus (Deficit)	(130,068.80)	(243,960.00)	(374,028.80)

Balanced when "0"

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Exercise 5.7 Enter Temp Labor Expense

Your AVP Peter Meyer called and told you to request one-time funding for Temp Labor to help implement the payroll system

Estimated temp labor costs are \$20,000

Peter suggests you allocate the budget to Sub 3 using fund 69085

How do you make this entry?

31

Exercise 5.7 Enter Temp Labor Expense(Step by Step)

1. In the column "Adjustments", expand sub 3 and 03 Temp Labor
2. You will then enter \$20,000 in the line of object code 03-3530 under fund 69085

	TOTAL FUNDS			Unrestricted			69085 SYSTEMWIDE ASSESSMENT FUND		
	Permanent Budget	Adjustment	Proposed Budget	Permanent Budget	Adjustment	Proposed Budget	Permanent Budget	Adjustment	Proposed Budget
* 00 SALARIES-ACADEMIC									
* 01 SALARIES-STAFF	515,000.00	110,000.00	625,000.00	362,500.00	60,000.00	422,500.00	362,500.00	60,000.00	422,500.00
* 02 GENERAL ASSISTANCE	3,200.00	80,000.00	83,200.00	0.00	80,000.00	80,000.00	0.00	80,000.00	80,000.00
* 06 EMPLOYEE BENEFITS	147,168.80	53,960.00	201,128.80	102,950.00	39,760.00	142,710.00	102,950.00	39,760.00	142,710.00
TOTAL Salaries & Benefits	665,368.80	243,960.00	909,328.80	465,450.00	179,760.00	645,210.00	465,450.00	179,760.00	645,210.00
* 03 SUPPLIES AND EXPENSE	40,235.00		40,235.00	33,235.00		33,235.00			33,235.00
03 Insurance	2,920.00		2,920.00	1,420.00		1,420.00			1,420.00
03 Meetings/Travel + Related Exp	4,050.00		4,050.00	1,050.00		1,050.00			1,050.00
03 Consultants + Prof. Services	21,525.00		21,525.00	21,525.00		21,525.00			21,525.00
03 Legal Costs									
03 External Svcs: Computer + Other	1,890.00		1,890.00	1,890.00		1,890.00			1,890.00
03 Computer/Office Exp + Svc Maint.	2,100.00		2,100.00	2,100.00		2,100.00			2,100.00
03 Utilities + Facilities/Space Leases	800.00		800.00						
03 Library									
03 Other Office/Misc	1,200.00		1,200.00						
03 Temp Labor	5,750.00		5,750.00	5,250.00		5,250.00	5,250.00		5,250.00
03-3530 TEMPORARY PERSONNEL SERVICES	5,750.00		5,750.00	5,250.00		5,250.00	5,250.00	20,000	5,250.00
03 Royalties									
03 Subawards/Pass Throughs									



Exercise 5.7 Enter Temp Labor Expense (Key)

1. In the column "Adjustments", the line of sub 3 as well as "Total Supplies and Expenses" shows \$20,000
2. Surplus (Deficit) Line totals (\$394,028)

	TOTAL FUNDS		
	Permanent Budget	Adjustment	Proposed Budget
* APPROPRIATIONS			
Regent Approved Permanent Appropriations	605,535.00		605,535.00
Benefits			
Salary Increases			
Other Budget Adjustments			
TOTAL Permanent Appropriations	605,535.00		605,535.00
Temp Appropriations			
TOTAL Appropriations	605,535.00		605,535.00
* EXPENSES (Including Temporary Adjustments)			
00 SALARIES-ACADEMIC			
01 SALARIES-STAFF	515,000.00	110,000.00	625,000.00
02 GENERAL ASSISTANCE	3,200.00	80,000.00	83,200.00
06 EMPLOYEE BENEFITS	147,168.80	53,960.00	201,128.80
TOTAL Salaries & Benefits	665,368.80	243,960.00	909,328.80
03 SUPPLIES AND EXPENSE	40,235.00	20,000.00	60,235.00
04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	30,000.00		30,000.00
07 SPECIAL ITEMS			
TOTAL Supplies & Expenses	70,235.00	20,000.00	90,235.00
TOTAL Salaries & Benefits & Operating Expenses	735,603.80	263,960.00	999,563.80
09 RECHARGES			
9H OVERHEAD EXPENSE			
TOTAL Expenditures	735,603.80	263,960.00	999,563.80
08 UNALLOCATED FUNDS			
Surplus (Deficit)	(130,068.80)	(263,960.00)	(394,028.80)



Exercise 5.8 Balance the Account Budget

Now you have entered all the expense budget for the upcoming fiscal year, you noticed that the surplus/deficit line in the column "Proposed Budget" is showing (\$394,028.80)

How do you balance the budget?

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	TOTAL FUNDS		
	Permanent Budget	Adjustment	Proposed Budget
* APPROPRIATIONS			
Regent Approved Permanent Appropriations	605,535.00		605,535.00
Benefits			
Salary Increases			
Other Budget Adjustments			
TOTAL Permanent Appropriations	605,535.00		605,535.00
Temp Appropriations			
TOTAL Appropriations	605,535.00		605,535.00
* EXPENSES (Including Temporary Adjustments)			
00 SALARIES-ACADEMIC			
01 SALARIES-STAFF	515,000.00	110,000.00	625,000.00
02 GENERAL ASSISTANCE	3,200.00	80,000.00	83,200.00
06 EMPLOYEE BENEFITS	147,168.00	53,960.00	201,128.00
TOTAL Salaries & Benefits	665,368.00	243,960.00	909,328.00
03 SUPPLIES AND EXPENSE	40,235.00	20,000.00	60,235.00
04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	30,000.00		30,000.00
07 SPECIAL ITEMS			
TOTAL Supplies & Expenses	70,235.00	20,000.00	90,235.00
TOTAL Salaries & Benefits & Operating Expenses	735,603.00	263,960.00	999,563.00
09 RECHARGES			
0H OVERHEAD EXPENSE			
TOTAL Expenditures	735,603.00	263,960.00	999,563.00
00 UNALLOCATED FUNDS			
Surplus (Deficit)	(130,068.00)	(263,960.00)	(394,028.80)

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Exercise 5.8 Balance the Account Budget (Step by Step) -1

1. First Evaluate your deficit totals by fund
2. For fund 69085
 - a) Enter \$158,650 in the "Other Budget Adjustments"
 - b) Enter \$199,760 in the "Temporary Appropriations"

Evaluate the Funding Totals	69085 SYSTEMWIDE ASSESSMENT FUND		
	Permanent Budget	Adjustment	Proposed Budget
Surplus (Deficit)	(158,650.00)	(199,760.00)	(358,410.00)

Enter in Perm Appropriation

Enter in Temp Appropriation

	69085 SYSTEMWIDE ASSESSMENT FUND		
	Permanent Budget	Adjustment	Proposed Budget
Regent Approved Permanent Appropriations	365,035.00		365,035.00
Benefits			
Salary Increases			
Other Budget Adjustments		158,650.00	158,650.00
TOTAL Permanent Appropriations	365,035.00	158,650.00	523,685.00
Temp Appropriations		199,760.00	199,760.00
TOTAL Appropriations	365,035.00	358,410.00	723,445.00
* EXPENSES (Including Temporary Adjustments)			

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Exercise 5.8

Balance the Account Budget (Step by Step) - 2

1. First Evaluate your deficit totals by fund
2. For the fund 69700,
 - a) Enter \$-28,581.20 in the "Other Budget Adjustments"
 - b) Enter \$64,200 in the "Temporary Appropriations"

Evaluate the Funding Totals

69700 UCRS FUNDS APPROPRIATED			
	Permanent Budget	Adjustment	Proposed Budget
Surplus (Deficit)	28,581.20	(64,200.00)	(35,618.80)

Enter in Perm Appropriation

Enter in Temp Appropriation

69700 UCRS FUNDS APPROPRIATED			
	Permanent Budget	Adjustment	Proposed Budget
* APPROPRIATIONS			
Regent Approved Permanent Appropriations	240,500.00		240,500.00
Benefits			
Salary Increases			
Other Budget Adjustments		(28,581.20)	(28,581.20)
TOTAL Permanent Appropriations	240,500.00	(28,581.20)	211,918.80
Temp Appropriations		64,200.00	64,200.00
TOTAL Appropriations	240,500.00	35,618.80	276,118.80

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Exercise 5.8 Balance the Account Budget (Key)

1. \$130,068.80 in the "Other Budget Adjustment"
2. \$263,960.00 shown in "Temporary Appropriations"
3. The surplus/deficit line in the column "Proposed Budget" shows "0",

* TOTAL FUNDS			
	Permanent Budget	Adjustment	Proposed Budget
* APPROPRIATIONS			
Regent Approved Permanent Appropriations	605,535.00		605,535.00
Benefits			
Salary Increases			
Other Budget Adjustments		130,068.80	130,068.80
TOTAL Permanent Appropriations	605,535.00	130,068.80	735,603.80
Temp Appropriations		263,960.00	263,960.00
TOTAL Appropriations	605,535.00	394,028.80	999,563.80
* EXPENSES (Including Temporary Adjustments)			
00 SALARIES-ACADEMIC			
01 SALARIES-STAFF	515,000.00	110,000.00	625,000.00
02 GENERAL ASSISTANCE	3,200.00	80,000.00	83,200.00
06 EMPLOYEE BENEFITS	147,168.80	53,960.00	201,128.80
TOTAL Salaries & Benefits	665,368.80	243,960.00	909,328.80
03 SUPPLIES AND EXPENSE	40,235.00	20,000.00	60,235.00
04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	30,000.00		30,000.00
07 SPECIAL ITEMS			
TOTAL Supplies & Expenses	70,235.00	20,000.00	90,235.00
TOTAL Salaries & Benefits & Operating Expenses	735,603.80	263,960.00	999,563.80
09 RECHARGES			
9H OVERHEAD EXPENSE			
TOTAL Expenditures	735,603.80	263,960.00	999,563.80
08 UNALLOCATED FUNDS			
Surplus (Deficit)	(130,068.80)	130,068.80	(0.00)

Surplus(Deficit)
show "0"?
That's great!

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Division Quarterly Distribution-Overview

•Designed to let you allocate your Proposed Budget across quarters

•Quarterly distribution allocation is available by fund and sub account

•If budget spending in your unit is not equally distributed over the four quarters, you may want to enter the alternative distribution here

•Enter the distribution for Q1, Q2 and Q3. Q4 will be automatically calculated.

		Budget	Q1	Q2	Q3	Q4
TOTAL FUNDS		625,000.00				
Unrestricted		422,500.00				
01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND	422,500.00				
Restricted		202,500.00				
	69700 UCRS FUNDS APPROPRIATED	202,500.00				
TOTAL FUNDS		83,200.00				
Unrestricted		80,000.00				
02 GENERAL ASSISTANCE	69085 SYSTEMWIDE ASSESSMENT FUND	80,000.00				
Restricted		3,200.00				
	69700 UCRS FUNDS APPROPRIATED	3,200.00				
TOTAL FUNDS		201,128.80				
Unrestricted		142,710.00				
06 EMPLOYEE BENEFITS	69085 SYSTEMWIDE ASSESSMENT FUND	142,710.00				
Restricted		58,418.80				
	69700 UCRS FUNDS APPROPRIATED	58,418.80				
TOTAL FUNDS		60,235.00				
Unrestricted		53,235.00				
03 SUPPLIES AND EXPENSE	69085 SYSTEMWIDE ASSESSMENT FUND	53,235.00	0.30	0.20	0.10	0.40
Restricted		7,000.00				
	69700 UCRS FUNDS APPROPRIATED	7,000.00				
TOTAL FUNDS		30,000.00				
Unrestricted		25,000.00				
05 SPECIAL ITEMS	69085 SYSTEMWIDE ASSESSMENT FUND	25,000.00				
Restricted		5,000.00				
	69700 UCRS FUNDS APPROPRIATED	5,000.00				

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Exercise 5.9 Distribute Budget Over Quarters

Your director Hannah informed you all the sub 5 Consultants(\$25,000) under fund 69085 will be spent equally in the first two quarters.

Hannah thinks you should also consider the quarterly budget distribution accordingly to reflect the true budget performance in the Cognos Variance (Actual to Budget) reports for the other consulting spending.

How do you do this?

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Exercise 5.9 Distribute Budget Over Quarters

1. Go to sub 5 and look for fund 69700, you see the total budget for this line is \$25,000
2. Enter 0.5 in the column Q1 and Q2, and hit "Enter"

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		Budget	Q1	Q2	Q3	Q4
TOTAL FUNDS		625,000.00				
Unrestricted		422,500.00				
01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND	422,500.00				
Restricted		202,500.00				
	69700 UCRS FUNDS APPROPRIATED	202,500.00				
TOTAL FUNDS		83,200.00				
02 GENERAL ASSISTANCE	Unrestricted	80,000.00				
	69085 SYSTEMWIDE ASSESSMENT FUND	80,000.00				
Restricted		3,200.00				
	69700 UCRS FUNDS APPROPRIATED	3,200.00				
TOTAL FUNDS		201,128.80				
06 EMPLOYEE BENEFITS	Unrestricted	142,710.00				
	69085 SYSTEMWIDE ASSESSMENT FUND	142,710.00				
Restricted		58,418.80				
	69700 UCRS FUNDS APPROPRIATED	58,418.80				
TOTAL FUNDS		60,235.00				
03 SUPPLIES AND EXPENSE	Unrestricted	53,235.00	0.30	0.20	0.10	0.40
	69085 SYSTEMWIDE ASSESSMENT FUND	53,235.00	0.30	0.20	0.10	0.40
Restricted		7,000.00				
	69700 UCRS FUNDS APPROPRIATED	7,000.00				
TOTAL FUNDS		30,000.00				
05 SPECIAL ITEMS	Unrestricted	25,000.00	0.50	0.50		
	69085 SYSTEMWIDE ASSESSMENT FUND	25,000.00	0.50	0.50		

Enter the Quarterly Distribution

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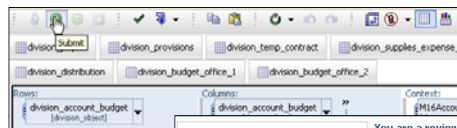
Exercise 5.10 Submit The Account and Department

1. Submit MXXAccount04- the state will change from "reserved" to "locked"
2. Under your Dept 02, Account 03 has been submitted by another contributor. You, as Dept manager, can submit both accounts on behalf of the Dept.
3. Click on your Dept 02 node, the state should show "ready"- indicating all accounts under hierarchy has been submitted and ready for review/approval
4. Now, click on the Dept 02 node and click "Submit". The state of Dept 02 should change from "Ready" to "Locked"

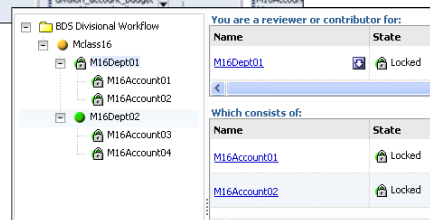
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Submit The Account



Submit The Department




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Q&A-

Did you get all the numbers right?

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UCOP BUDGET DEVELOPMENT SYSTEM

Contributor Training

Agenda

8:30	Background and TM1 Introduction
9:00	BDS Contributor Application - Personnel
9:50	Break
10:00	BDS Contributor Application - S&E, Budget, Qtrly Dist., Budget Office
11:15	Approval Process
12:00	Lunch
1:00	Practical Exercises
3:00	Break
3:10	Reports
4:20	Next Steps

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Reports

At the end of this section, you will be familiar with:

- The list of reports that can be created in COGNOS
- Navigating to COGNOS BDS Reports pages for the Budget Development System
- The screen functions and areas common to creating most COGNOS BDS Reports
- The Budget Variance Report and the Adjustment Report

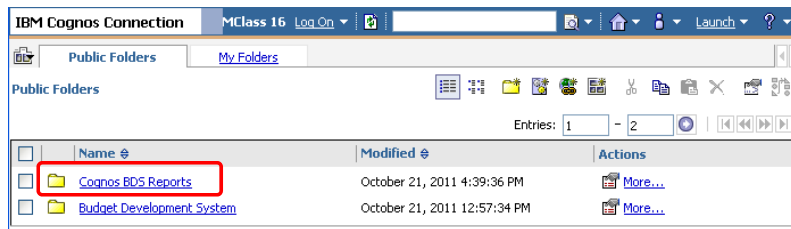
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2

Navigating to the COGNOS BDS Reporting Area

- Accessing the COGNOS BDS Reports is from the Public Folders which you can get there by pressing the home icon.
- Select *COGNOS BDS Reports*



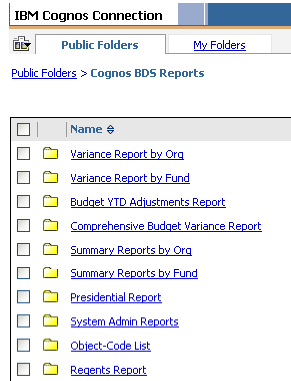
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3

COGNOS BDS Reports Available

- The next screen will show a list of all COGNOS BDS Reports available



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Variance Reports - used to compare budget or actual expenses (actuals) to another time period of budget or actuals.

Budget YTD Adjustments Report - reconciles the Regents' approved budget to the budget in the UCLA General Ledger (GL).

Comprehensive Budget Variance Report - calculates the total GL budget net of any intercampus transfers.

Budget Summary Reports - used to analyze budget or expense trends over a period of quarters or fiscal years for budget or actuals

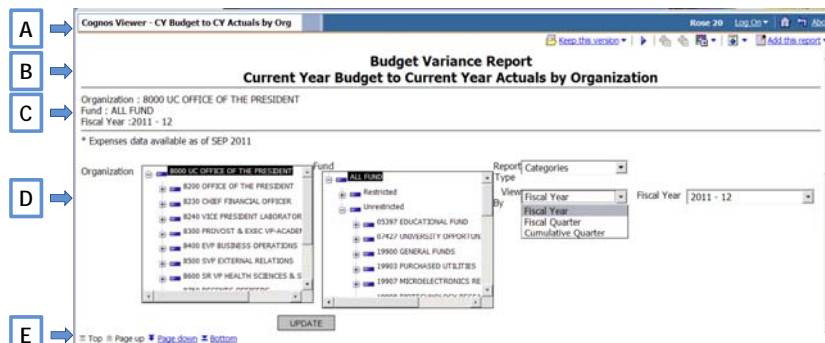
Presidential Report - creates a budget report by funding streams for academic, core, and central programs arrayed across fund types within restricted and unrestricted funds.

System Admin and Object Code List - used in the management of the BDS tool

Regents' Report (being developed) - summarizes UCOP total proposed budget for the upcoming fiscal year and is presented to the UC Regents each spring for final budget 4 approval.

COGNOS BDS Reports - Common Functionality

- No matter which report you select, the screen will have common elements to help you create and understand your report's content

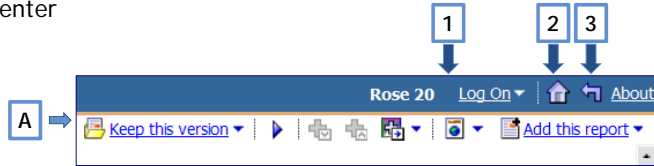






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COGNOS BI Functions

A In the upper right corner of your browser window are the COGNOS BI icons and functions common to any COGNOS Report screen you may enter





- | | | | |
|---|----------|---------------------------|---|
|   | 1 | Userid and Logon | Your userid appears next to the Log On/Log Off drop down. |
|  | 2 | Home | The home icon takes users back to the TM1 public folders screen to choose TM1 Clients to enter the BDS application or BDS reports |
|  | 3 | Left Turning Arrow | The left turning arrow icon will take you back one level to choose a different report to create |

6

COGNOS BI Functions (cont.)



- | | | | |
|---|----------|--------------------------|---|
|  | 4 | Keep this version | Keep this Version allows you to email the report to other users of COGNOS or to save the report view as a snapshot |
|  | 5 | Report Export | The tiny globe icon allows you to export reports to Excel or PDF files for sharing with other users and performing further analysis |
|  | 6 | Add this report | Add this Report allows users to save the report as a template to their My Folders area |

7

Title Area and Report Header

Budget Variance Report
Current Year Budget to Current Year Actuals by Organization

Organization : 8000 UC OFFICE OF THE PRESIDENT
Fund : ALL FUND
Fiscal Year :2011 - 12
* Expenses data available as of SEP 2011

- B Title Area** The title area shows in bold letters at the top of the report page the type of report selected as well as which variation if any.
- C Report Header** The report header identifies what selection criteria have been chosen and how recent the data is.

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Selection Criteria

D Selection criteria are used to drill down into the UCOP budget data to prepare user-defined reports within the time frame specified

1 2 3

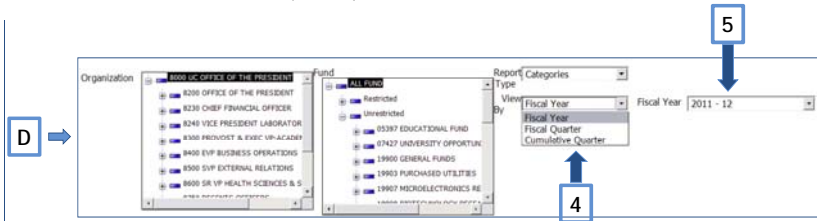
Organization: 8000 UC OFFICE OF THE PRESIDENT
Fund: ALL FUND
Report Categories: Fiscal Year, Fiscal Quarter, Cumulative Quarter
Fiscal Year: 2011 - 12

- 1 Organizational Hierarchy** You can drill down into any level of the organizational hierarchy (division/subdivision/department) to the account level to prepare reports.
- 2 Fund Hierarchy** Similarly for fund, users can choose for a level of the hierarchy all funds, restricted funds, unrestricted funds, or any individual fund to report on.
- 3 Report Type** Report type is either by category or by sub code. In the report created, category and sub code will be hyperlinked for additional drill down.

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Selection Criteria (cont.)



4

View By

You can view report data by fiscal year, a single fiscal quarter, or year to date by quarter.

5

Time Period

The time period selection is determined by the view by selection, offering either fiscal year or quarterly options.

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10

Report Refresh and Navigation

E Reports can be rerun with newly selected criteria by clicking the UPDATE button. Hyperlinks for Top, Page Up, Page Down, and Bottom indicate additional reporting data on other pages



1

View By

For multi-page reports, hyperlinks for Top, Page Up, Page Down, and Bottom indicate additional reporting data

2

Update

Reports can be rerun with newly selected criteria by clicking the UPDATE button. A rotating hourglass will appear as the report is recreated.

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11

Budget Variance Report

- The most common version of the budget variance is to compare current year expenses to current year budget.

Categories	Regents' Approved Budget	Expenses	% Spent	Under (Over)	Encumbrances
	A	B	C=B/A	D=A-B	F
SALARIES	134,089,194	0	0%	134,089,194	0
BENEFITS	38,808,264	0	0%	38,808,264	0
TOTAL PERSONNEL COST	172,897,458	0	0%	172,897,458	0
INSURANCE	235,800	24,918,035	10,567%	(24,682,235)	91,226

- A** Regents' Approved Budget: Current fiscal year budget effective July 1 of every year
- B** Expenses: Rolled up expenditure data from the UCLA general ledger, the financial system of record that feeds BDS.
- C** Percent Spent: Compares the expenses to the budget for the period of time being analyzed

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Budget Variance Report (cont.)

- The most common version of the budget variance is to compare current year expenses to current year budget.

Categories	Regents' Approved Budget	Expenses	% Spent	Under (Over)	Encumbrances
	A	B	C=B/A	D=A-B	F
SALARIES	134,089,194	0	0%	134,089,194	0
BENEFITS	38,808,264	0	0%	38,808,264	0
TOTAL PERSONNEL COST	172,897,458	0	0%	172,897,458	0
INSURANCE	235,800	24,918,035	10,567%	(24,682,235)	91,226

- D** Under/(Over): Under/(Over) takes the difference between approved budget and expenses to determine if the fund or org hierarchy is within budget (under) or exceeding budget (over).
- F** Encumbrances: Commitment of UC funds to an outside entity, not yet paid, also known as a lien or open commitment. At time of payment, it is reduced by the amount of the expenditure.

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Exercise 7.1 Create Budget Variance Report

Create a budget variance report and export it to Excel using the following criteria:

- Variance by org for all funds
- Current Year Budget vs. Current Year Actuals
- For Department Capital Markets Finance (8133)
 - Division 8230
 - Subdivision 8238
 - Department 8133
- By sub code for fiscal year 2011-12
- *How many pages are in your report? How many tabs in the Excel file? How many accounts appear under 8133 in the org hierarchy? Why the difference? How could you create the same report(s) using the fund hierarchy?*

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Budget Variance Report for Department 8133 (page 1)

Budget Variance Report					
Current Year Budget to Current Year Actuals by Organization					
Organization : 8133 CAPITAL MARKETS FINANCE					
Fund : ALL FUND					
Fiscal Year : 2011 - 12					
* Expenses data available as of SEP 2011					
Organization	Fund	Report Type	View By	Fiscal Year	
Sub Code	Regents' Approved Budget	Expenses	% Spent	Under (Over)	Encumbrances
	A	B	C=B/A	D=A-B	F
01 SALARIES-STAFF	596,786	144,577	24%	452,209	0
02 GENERAL ASSISTANCE	6,183	0	0%	6,183	0
06 EMPLOYEE BENEFITS	171,243	38,111	22%	133,132	0
TOTAL PERSONNEL COST	774,212	182,688	24%	591,524	0
03 SUPPLIES AND EXPENSE	34,991	6,043	17%	28,948	(164)
04 EQUIPMENT AND FACILITIES	5,000	0	0%	5,000	0
TOTAL SUPPLIES AND EXPENSES	39,991	6,043	15%	33,948	(164)
GRAND TOTAL	814,203	188,731	23%	625,472	(164)

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Budget Variance Report for Department 8133 (page 2)

**Budget Variance Report
Current Year Budget to
Current Year Actuals by
Organization**

Organization : 666507 CAPITAL MARKETS
FINANCE
Fund : ALL FUND
Fiscal Year : 2011 - 12

* Expenses data available as of SEP 2011

Sub Code	Regents' Approved Budget	Expenses	% Spent	Under (Over)	Encumbrances
	A	B	C=B/A	D=A-B	E
01 SALARIES-STAFF	596,786	144,577	24%	452,209	0
02 GENERAL ASSISTANCE	6,183	0	0%	6,183	0
06 EMPLOYEE BENEFITS	171,243	38,111	22%	133,132	0
TOTAL PERSONNEL COST	774,212	182,688	24%	591,524	0
03 SUPPLIES AND EXPENSE	34,991	6,043	17%	28,948	(164)
04 EQUIPMENT AND FACILITIES	5,000	0	0%	5,000	0
TOTAL SUPPLIES AND EXPENSES	39,991	6,043	15%	33,948	(164)
GRAND TOTAL	814,203	188,731	23%	625,472	(164)

Only one account appears because the other account within the hierarchy has no data. Zero values are not reported

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Budget YTD Adjustments Report

- YTD Adjustments Report will help you to reconcile your Regents' Approved Budget to the UCLA GL budget.

Regents' Approved Budget	GL Budget	GL Carryforward	GL Adjustments	GL Intercampus Budget Transfer	Subtotal GL Appropriations	Variance
A	B	C	D	E	F=B+C+D+E	G=F-A

A Regents' Approved Budget Current fiscal year budget effective July 1 of every year

B GL Budget Shows the permanent budget appropriations on July 1st where Type Entry = 11

C GL Carryforward Shows appropriations where Type Entry = 12 or 14 (description with "carryforward")

D GL Adjustments Shows appropriations where Type Entry=13 or 14 (description without "carryforward")

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Budget YTD Adjustments Report

- YTD Adjustments Report will help you to reconcile your Regents' approved budget to the UCLA GL budget.

Regents' Approved Budget	GL Budget	GL Carryforward	GL Adjustments	GL Intercampus Budget Transfer	Subtotal GL Appropriations	Variance
A	B	C	D	E	F=B+C+D+E	G=F-A

- E** GL Intercampus Budget Transfer: Shows appropriations where Type Entry = 15
- F** Subtotal GL Appropriations: Subtotal of all appropriations in the GL, items B through E
- G** Variance: Ideally should be equal unless there are reconciling items



Exercise 7.2 Create Budget YTD Adjustment Report

Create a budget year-to-date adjustments report using the following criteria:

- Subdivision Chief Financial Officer (8235) under Division 8230
- Fiscal year 2011-12

What adjustments have been made for the subdivision in FY11-12?



Exercise 7.3 Save A Report

Save the Budget YTD Adjustments Report you just created for future retrieval using "Keep this Version"

- Name the report: "CFO Budget Adjustment Report - Subdivision 8235"
- Retrieve the report from "My Folders"

How could you save this report as a template?



COGNOS BDS Reports Summary

- There are five budget reports currently available with more in development
- BDS reports can be customized using dropdown lists for org, fund, time period, etc.
 - Save reports with your own data for future retrieval using "Keep this Version"
 - With customization there are dozens of versions of the reports that can be tailored for your business needs
- The **Variance Report** can be used to help monitor your expenses vs. the current year's budget
- The **Budget YTD Adjustments Report** can help you to reconcile the Regents' Approved Budget to the budget adjustments in the UCLA GL





UCOP BUDGET DEVELOPMENT SYSTEM

Contributor Training

Agenda

8:30	Background and TM1 Introduction
9:00	BDS Contributor Application - Personnel
9:50	Break
10:00	BDS Contributor Application - S&E, Budget, Qtrly Dist., Budget Office
11:15	Approval Process
12:00	Lunch
1:00	Practical Exercises
3:00	Break
3:10	Reports
4:20	Next Steps

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Next Steps Overview

At the end of this section, you should understand:

- How to request access to BDS Production Environment
- The plan for the entry of the FY2012-13 UCOP Budget
- How to get help in using the BDS Tool

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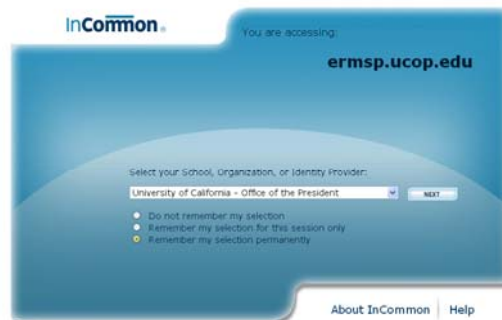


2

Requesting your BDS Access- Step 1

Request "Single Sign On" access to BDS Production Environment:

- Go to <http://www.ucop.edu/riskmgmt/erm/>
- Select **UC-Office of the President**
- Request using your AD ID/Password



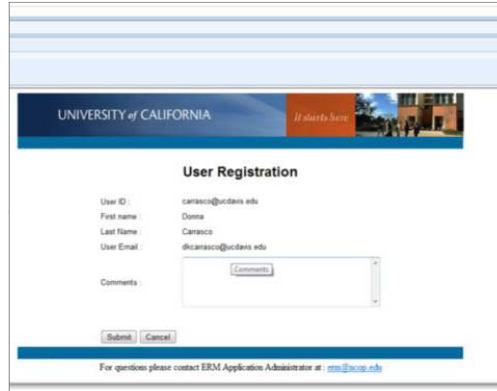
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3

Requesting your BDS Access- Step 2

- In the comment box: enter **BDS/TM1**
- You will receive a confirmation email for your access with the URL to log onto BDS Production Environment. Log on to check if you are granted the right hierarchy node and permissions!



The screenshot shows a web browser window displaying the 'User Registration' form. The header includes the University of California logo and the slogan 'It Starts Here'. The form fields are: User ID (carasco@ucdavis.edu), First Name (Donna), Last Name (Carasco), User Email (dcarasco@ucdavis.edu), and a Comments box containing 'BDS/TM1'. There are 'Submit' and 'Cancel' buttons at the bottom. A footer note reads: 'For questions please contact ERM Application Administrator at: erm@ucop.edu'.

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4

Managing your Access to BDS Production Environment

URL to BDS Production Environment via Single Sign On:
<https://ermisp.ucop.edu/cognos>

You will always log on using this URL. The log on screen shown after you log off does NOT work for Single Sign On.

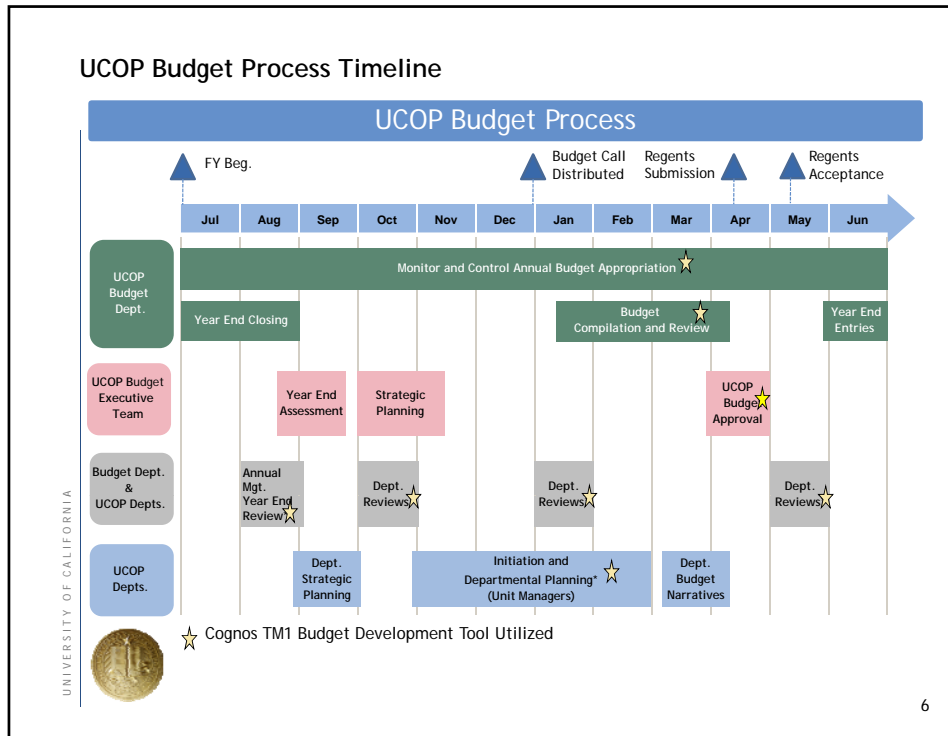


The screenshot shows the 'UCOP Applications Login' page. It features the University of California logo and slogan. The login fields are 'UCOP User name' and 'Password', with a 'Login' button. Below the fields, a note states: 'This login page is for current UCOP employees only.' A list of instructions follows: 'Use your Windows/AD user name and password', 'If you are associated with another institution, please use your institution's single sign-on function.', and 'For problems logging in, contact TechDesk or (510) 987-0457.'

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5



Getting Help

- Use the Help Tool
- Contact your Sub-Division/Division Super User
- Contact Pei-Ru Chao in Budget Office Peiru.chao@ucop.edu

The University of California logo is on the left, and the number 7 is in the bottom right corner.

Next Steps Summary

- Request access to BDS
- The “Call for FY2012-13 Budget” begins January 2012
- Individual unit meetings with Budget Coordinators will occur in January 2012
- Begin proposed budget data entry into accounts if you are a contributor

