



# UCOP BUDGET DEVELOPMENT SYSTEM

*Manager Training*

## Agenda

- 8:30 Background and Tool Introduction
- 9:00 BDS Contributor Application
- 10:20 Break
- 10:30 Approval Process
- 11:00 Reports
- 11:50 Next Steps



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## BDS 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



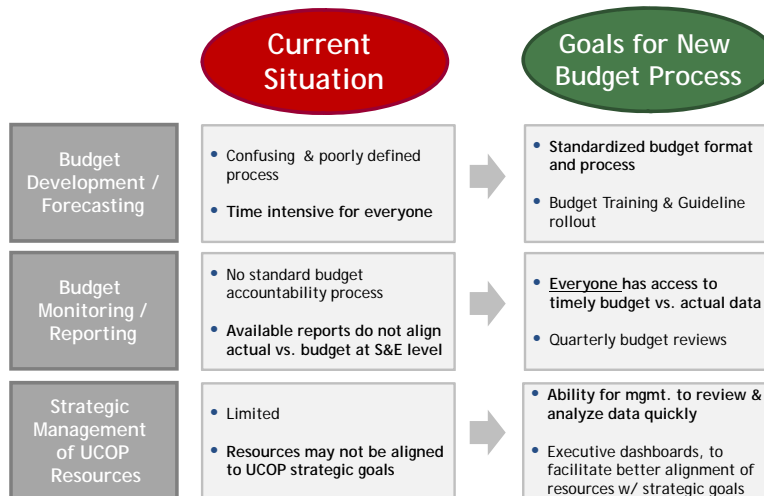
## BDS Background and Tool Overview

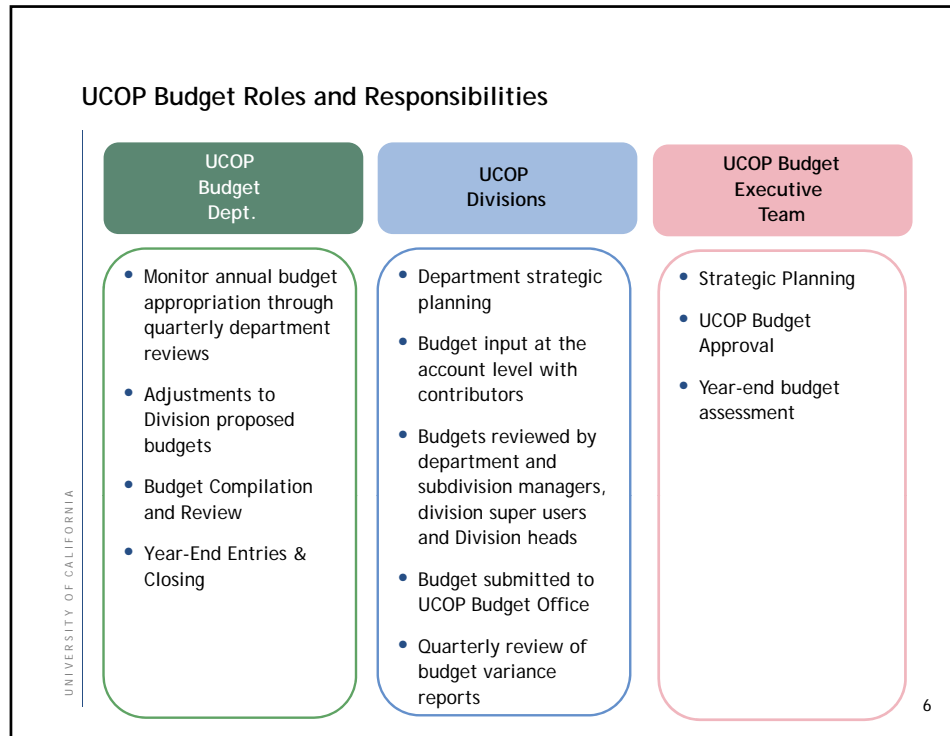
To get you familiar with the Budget Management System and the related tool, we will cover:

- *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 1/2-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>

\*Should already be bookmarked as a “favorite” in the firefox browser for the training lab computers

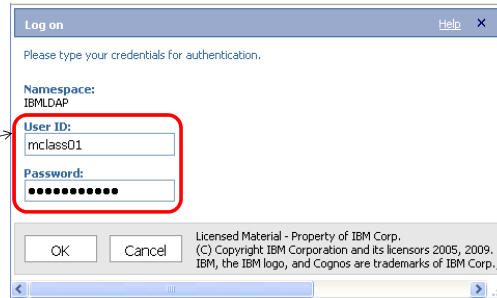


## Introducing BDS Tool

- 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**



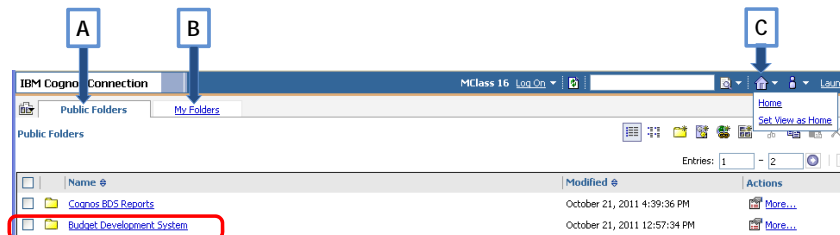
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## Introducing BDS Tool

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

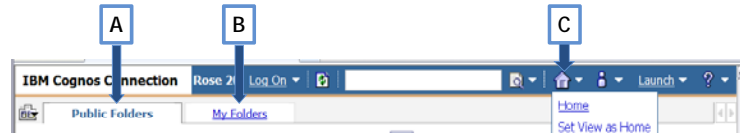


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## Features of the BDS Tool



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

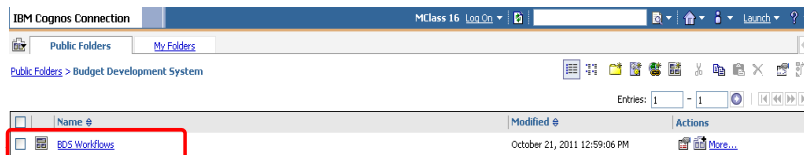
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## Logging onto the BDS Tool

- 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 - BDS Workflows' interface. At the top, it says 'MClass 01' and 'Log On'. Below that, it says 'Welcome MClass 01'. In the 'Planning Applications' section, there is a table with columns for Name, Modified, and Actions. The entry 'BDS Divisional' is highlighted with a red box. The modified date is 'October 21, 2011 12:22:55 PM PDT'.

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## Account Hierarchy Window

The screenshot shows the 'Account Hierarchy Window' in the IBM Cognos TM1 Contributor. On the left, there is a tree view showing the hierarchy: M01Dept02, M01Account03, and M01Account04. The 'M01Account04' node is highlighted with a red box. Below the tree view is a table with columns: Name, State, Permissions, Owner, Ownership Node, and Reviewer. The table contains three rows of data. The 'M01Account04' row is highlighted with a red box. Below the table is a 'Detail Pane' showing the current state of the selected account: 'Current state: Available', 'Viewed: Yes', and 'Reviewed: No'.

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






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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
<a href="#">M01Account03</a>	 Locked	   	IBMLDAP\MClass 01
<a href="#">M01Account04</a>	 Available	   	None

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### TM1 Contributor - Workflow Status in the Content Pane

Which consists of:			
Name	State	Permissions	Owner
<a href="#">M01Account03</a>	Locked		IBMLDAP\MClass 01

<p><b>A</b></p> <p><b>B</b></p> <p><b>C</b></p> <p><b>D</b></p> <p><b>E</b></p>	<p><b>Read</b> </p> <p><b>Edit</b> </p> <p><b>Submit</b> </p> <p><b>Reject</b> </p> <p><b>Owner</b></p>	<p>User can only review work that has been done with no edit, approve, or reject capability</p> <p>User can take ownership of a node of the hierarchy and prepare the budget, make changes, and then submit for review</p> <p>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</p> <p>A manager or supervisor can send submitted work back down one level of the hierarchy for further edit and resubmission</p> <p>Shows the user id of the individual who is working on some part of the budget within the organizational hierarchy</p>
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### For Support

- For general account questions and to request access
  - Send an e-mail to [Peiru.Chao@ucop.edu](mailto: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](mailto: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. 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 for 'M01Account01'. Below the table, a 'Workflow Detail for M01Account01' section shows the current state as 'Available' and other details like 'Viewed: Yes' and 'Reviewed: No'.

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## BDS Navigation

**A** → [Right-click on a link in the navigation pane]

Right Click the Link

From the navigation pane, right click the level of the hierarchy that you want to edit or review

**B** → [Click on a link in the content pane]

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*

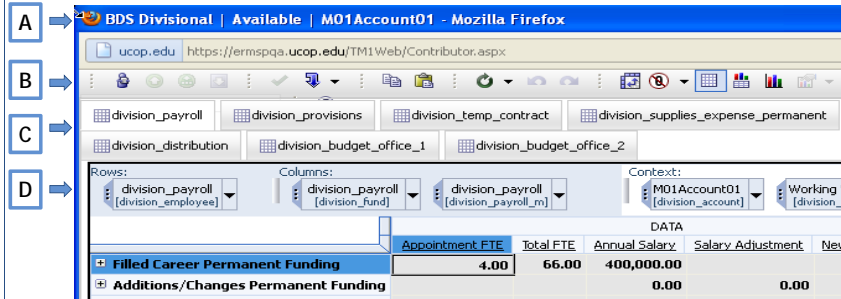


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### BDS Navigation - Account Window

- 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

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

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## TM1 Toolbar

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<b>A - Ownership</b>	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>B - Submit</b>	Clicking the green circle submits completed work to your manager for approval (or rejection for further work)
<b>C - Reject</b>	By clicking the box with the downward arrow, managers can reject work back down to subordinates to make additional changes and resubmit
<b>D - Commit</b>	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
<b>E - Export</b>	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
<b>F - Reset</b>	If data has not been committed to the database, you can restart to how things first looked by clicking the clockwise arrow to reset
<b>G - Undo/Redo</b>	Just like in Excel, you can click to reverse the last change made to the screen
<b>H - Suppress Zeroes</b>	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
  - 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
<b>* APPROPRIATIONS</b>			
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
<b>* EXPENSES (Including Temporary Adjustments)</b>			
<b>00 SALARIES-ACADEMIC</b>			
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
<b>03 SUPPLIES AND EXPENSE</b>			
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
<b>09 RECHARGES</b>			
<b>9H OVERHEAD EXPENSE</b>			
TOTAL Expenditures	700,502.00	77,040.00	777,542.00
<b>Surplus (Deficit)</b>			
	(0.00)	0.00	(0.00)

Revenue Information

Payroll Expenses (flows from Payroll Tabs)

Non-Payroll Expenses (flow from S&E tab)

MUST Equal 0 at Division Level

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# UCOP BUDGET DEVELOPMENT SYSTEM

*Contributor Training*

## Agenda

8:30	Background and Tool Introduction
9:00	BDS Contributor Application
10:20	Break
10:30	Approval Process
11:00	Reports
11:50	Next Steps



## Manager Tab Training Objectives

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

- Budget Account Tab and where data comes from
- Budgeting for personnel
- Budgeting for supplies and expenses

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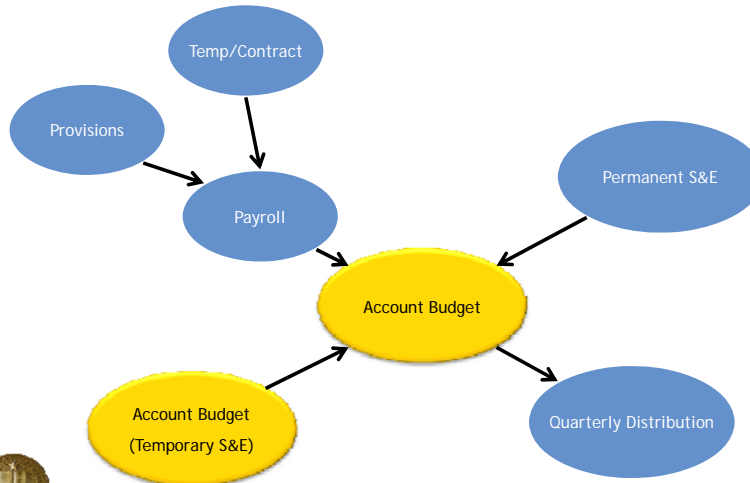


## Budget Tabs: End Result

	Permanent Budget	Adjustment	Proposed Budget
<b>* APPROPRIATIONS</b>			
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Benefits			
Salary Increases			
Other Budget Adjustments		0.00	0.00
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01 SALARIES-STAFF	500,000.00	60,000.00	560,000.00
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06 EMPLOYEE BENEFITS	142,000.00	17,040.00	159,040.00
TOTAL Salaries & Benefits	642,000.00	77,040.00	719,040.00
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04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	20,500.00		20,500.00
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TOTAL Salaries & Benefits & Operating Expenses	700,502.00	77,040.00	777,542.00
<b>09 RECHARGES</b>			
<b>9H OVERHEAD EXPENSE</b>			
TOTAL Expenditures	700,502.00	77,040.00	777,542.00
<b>MUST Equal 0 at Division Level</b>			
Surplus (Deficit)	(0.00)	0.00	(0.00)

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### BDS Contributor Tab Flow



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### Account Budget Tab

*How do you get there?*

	Permanent Budget	Adjustment	Proposed Budget
<b>TOTAL FUNDS</b>			
* 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			

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### 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

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

A	* APPROPRIATIONS
	Regent Approved Permanent Appropriations
	Benefits
	Salary Increases
B	Other Budget Adjustments
	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
	07 SPECIAL ITEMS
D	TOTAL Supplies & Expenses
	TOTAL Salaries & Benefits & Operating Expenses
	09 RECHARGES
	9H OVERHEAD EXPENSE
	TOTAL Expenditures
E	08 UNALLOCATED FUNDS
	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

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### Account Budget Tab Has 3 Major Columns



	A ↓	B ↓	C ↓
	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	98,002.00		98,002.00
04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	20,500.00		20,500.00
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
08 UNALLOCATED FUNDS			
Surplus (Deficit)	(0.00)	0.00	(0.00)

Enter Temp S&E ←

### Account Budget Tab Has 3 Major Columns



A                      B                      C

↓                            ↓                            ↓


+ TOTAL FUNDS		
Permanent Budget	Adjustment	Proposed Budget

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

## 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



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## 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"

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### 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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### Where does this information go?

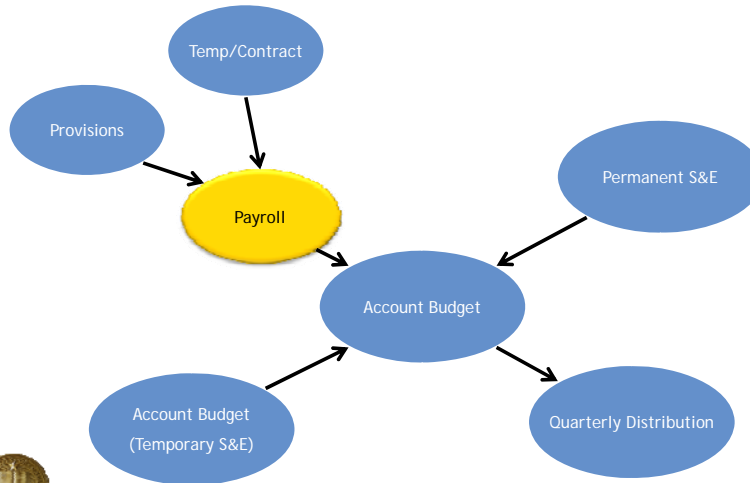
Account Budget Flow

	Permanent Budget	Adjustment	Proposed Budget
<b>* APPROPRIATIONS</b>			
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
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TOTAL Appropriations	719,054.00		719,054.00
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<b>00 SALARIES-ACADEMIC</b>			
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TOTAL Expenditures	705,303.00	205,440.00	910,743.00
<b>08 UNALLOCATED FUNDS</b>			
Surplus (Deficit)	13,751.00	(205,440.00)	(191,689.00)

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### BDS Contributor Tab Flow



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### 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 \$						215,840.00	
Total with Benefits						975,840.00	

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## 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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### 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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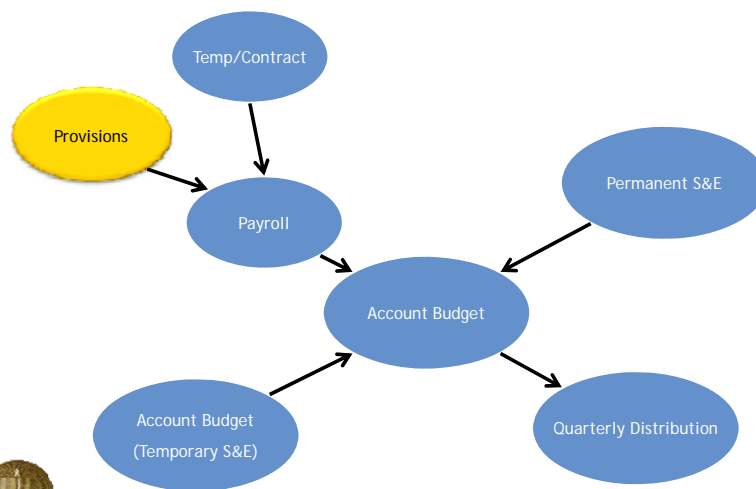
### Payroll Summary

- 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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### BDS Contributor Tab Flow

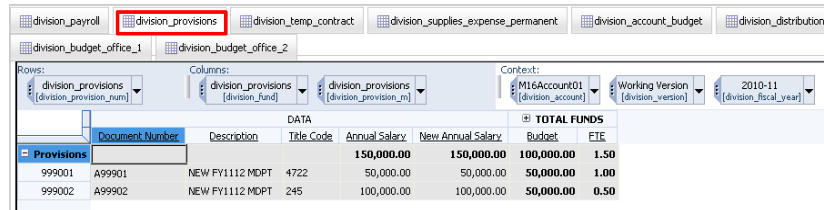


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## Provisions Tab

*How do you get there?*



		DATA				TOTAL FUNDS	
Document Number	Description	Title Code	Annual Salary	New Annual Salary	Budget	ETE	
<b>Provisions</b>			<b>150,000.00</b>	<b>150,000.00</b>	<b>100,000.00</b>	<b>1.50</b>	
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



### Provision Tab Has 1 Section

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

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	
<b>Provisions</b>			<b>150,000.00</b>		<b>150,000.00</b>			
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		Restricted	
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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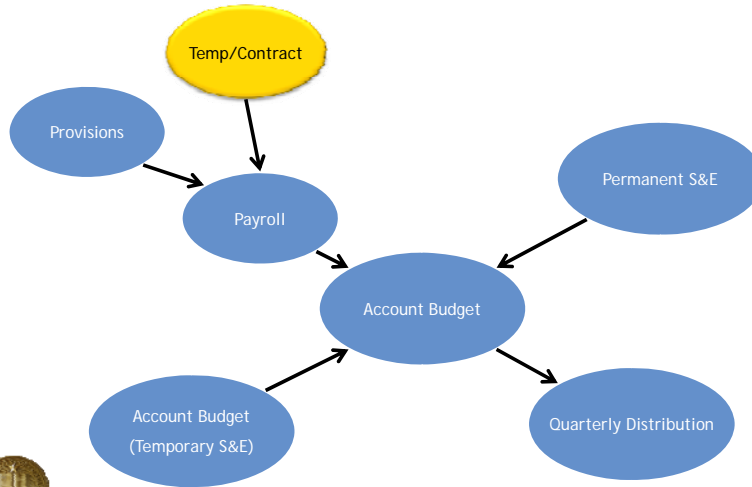
### Provision Summary

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

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### BDS Contributor Tab Flow



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### Temp/Contract Tab

*How do you get there?*

	Last Name	First Name	Position Title	Total FTE	Annual Salary	Budget	FTE
<b>Temporary</b>							
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
<b>Vacancy (Optional)</b>							
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

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## 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

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## Provision Tab Has 2 Sections

		DATA		TOTAL FUNDS	
		Total FTE	Annual Salary	Budget	FTE
A	Temporary	2.00	200,000.00	200,000.00	2.00
B	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

DATA						TOTAL FUNDS	
LAST NAME	FIRST NAME	POSITION TITLE	TOTAL FTE	ANNUAL SALARY	BUDGET	FTE	
<b>Temporary</b>						2.00	200,000.00
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		
<b>vacancy (optional)</b>						0.50	100,000.00
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		

### Temp/Contract Tab Has 6 Major Columns

DATA						TOTAL FUNDS		Unrestricted		Restricted	
Last Name	First Name	Position Title	Total FTE	Annual Salary	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

### 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

#### 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?

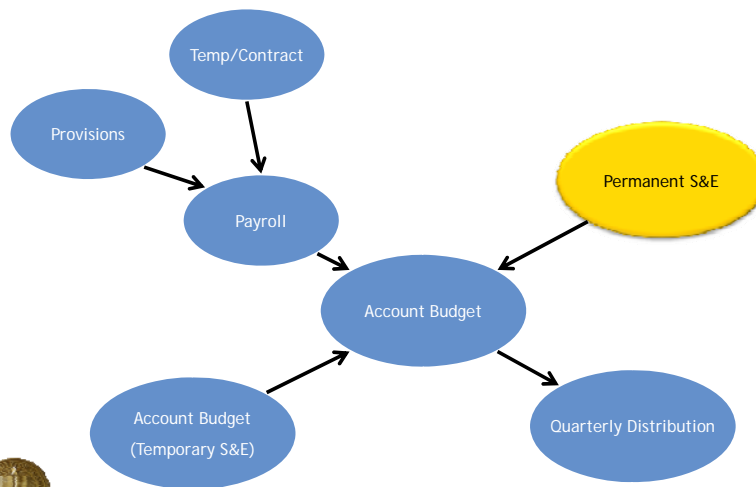
Account Budget Flow

	Permanent Budget	Adjustment	Proposed Budget
<b>* APPROPRIATIONS</b>			
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
<b>* EXPENSES (Including Temporary Adjustments)</b>			
<b>00 SALARIES-ACADEMIC</b>			
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)

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### BDS Contributor Tab Flow



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## Supplies and Expenses Tab

*How do you get there?*

	Prior FY Expenditures	CY OP Regents Approved Permanent Budget	Next FY Requested Permanent Budget
<b>03 SUPPLIES AND EXPENSE</b>	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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## 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

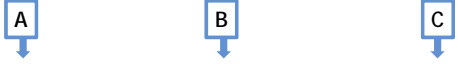
A	+ 03 SUPPLIES AND EXPENSE	A: Sub 3 is for S&E in 12 Expense Categories. The majority of S&E should be in this sub
B	+ 04 EQUIPMENT AND FACILITIES	B: Sub 4 contains only 2 Expense categories. Represents inventorial equipment only
C	+ 05 SPECIAL ITEMS	C: Sub 5 is for S&E in 12 Expense Categories
D	+ 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



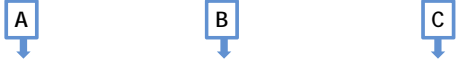
	TOTAL FUNDS		
	Prior FY Expenditures	CY OP Regents Approved Permanent Budget	Next FY Requested Permanent Budget
03 SUPPLIES AND EXPENSE	38,002.00	36,151.00	35,451.00
04 EQUIPMENT AND FACILITIES			
05 SPECIAL ITEMS	20,500.00	20,500.00	20,500.00
07 SPECIAL ITEMS			
TOTAL Supplies & Expenses	58,502.00	56,651.00	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
<b>03 SUPPLIES AND EXPENSE</b>	249,332.10	638,994.00	9.00	7,087,077.21	9.00
<b>03 Insurance</b>	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					

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## Supplies and Expenses Summary

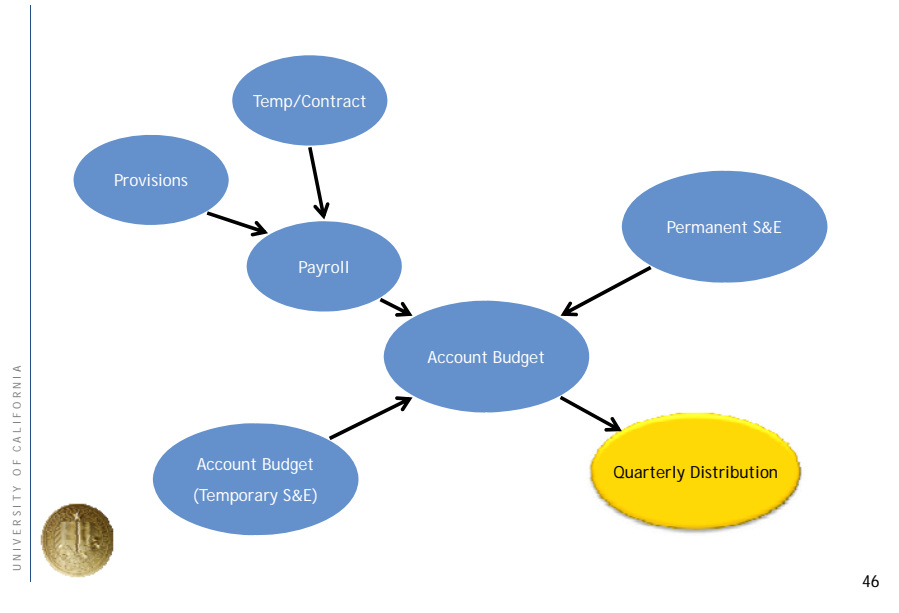
- Use to enter and summarize the Supplies and Expenses
- Pre-populated values can be used to spread the budget at the expense category to the object code
- Use to enter supplies and expense using Permanent Funding

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### BDS Contributor Tab Flow



### Distribution Tab

*How do you get there?*

Category	Fund	Budget	Q1	Q2	Q3	Q4	Error
01 SALARIES-STAFF	TOTAL FUNDS	563,000.00					
	Unrestricted	261,500.00					
	69005 SYSTEMWIDE ASSESSMENT FUND	261,500.00					
02 GENERAL ASSISTANCE	TOTAL FUNDS	100,000.00					
	Unrestricted	100,000.00					
	69005 SYSTEMWIDE ASSESSMENT FUND	100,000.00	0.50	0.30	0.20		
03 SUPPLIES AND EXPENSE	TOTAL FUNDS	38,951.00					
	Unrestricted	33,300.00					
	69005 SYSTEMWIDE ASSESSMENT FUND	33,300.00					

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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

	Budget	Q1	Q2	Q3	Q4	Error
<b>TOTAL FUNDS</b>	<b>800,000.00</b>					
Unrestricted	321,000.00					
19900 GENERAL FUNDS	0.00					
69005 SYSTEMWIDE ASSESSMENT FUND	321,000.00					
69400 OP-COMMON FUND	0.00					
Restricted	479,000.00					
69590 ASSET MANAGEMENT FUND	193,000.00					
69593 BOND MANAGEMENT FUND	280,000.00					
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	277,200.00					
Unrestricted	91,164.00					
19900 GENERAL FUNDS	0.00					
69005 SYSTEMWIDE ASSESSMENT FUND	91,164.00					
69400 OP-COMMON FUND	0.00					
Restricted	136,036.00					
69590 ASSET MANAGEMENT FUND	91,812.00					
69593 BOND MANAGEMENT FUND	79,520.00					
69763 LANS-LLC RESEARCH/ADMIN ALLOC	1,704.00					
TOTAL FUNDS	7,821.00					
Unrestricted	0.00					
19900 GENERAL FUNDS	1.00					
69400 OP-COMMON FUND	7.00					
Restricted	7,813.00					
69590 ASSET MANAGEMENT FUND	6.00					
69593 BOND MANAGEMENT FUND	7,006.00					
69763 LANS-LLC RESEARCH/ADMIN ALLOC	1.00					

A

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This section lists the sub accounts that include budgeted funds

### Distribution Tab Has 3 Major Columns

		Budget	Q1	Q2	Q3	Q4	Error
<b>TOTAL FUNDS</b>		<b>563,000.00</b>					
Unrestricted		261,500.00					
01 SALARIES-STAFF	69085 SYSTEMWIDE ASSESSMENT FUND	261,500.00					
Restricted		301,500.00					
	69960 UNIVERSITY PRESS INCOME	301,500.00					
<b>TOTAL FUNDS</b>		<b>100,000.00</b>					
Unrestricted		100,000.00					
02 GENERAL ASSISTANCE	69085 SYSTEMWIDE ASSESSMENT FUND	100,000.00	0.50	0.30	0.20		
Restricted		0.00					
	69960 UNIVERSITY PRESS INCOME	0.00					
<b>TOTAL FUNDS</b>		<b>188,292.00</b>					
Unrestricted		102,666.00					
06 EMPLOYEE BENEFITS	69085 SYSTEMWIDE ASSESSMENT FUND	102,666.00					
Restricted		85,626.00					
	69960 UNIVERSITY PRESS INCOME	85,626.00					
<b>TOTAL FUNDS</b>		<b>38,951.00</b>					
Unrestricted		33,300.00					
03 SUPPLIES AND EXPENSE	69085 SYSTEMWIDE ASSESSMENT FUND	33,300.00					
Restricted		5,651.00					
	69960 UNIVERSITY PRESS INCOME	5,651.00					
<b>TOTAL FUNDS</b>		<b>20,500.00</b>					
Unrestricted		18,000.00					
05 SPECIAL ITEMS	69085 SYSTEMWIDE ASSESSMENT FUND	18,000.00					
Restricted		2,500.00					
	69960 UNIVERSITY PRESS INCOME	2,500.00					

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### Distribution Tab Has 3 Major Columns

		Budget	Q1	Q2	Q3	Q4	Error
<b>TOTAL FUNDS</b>		<b>800,000.00</b>					

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?

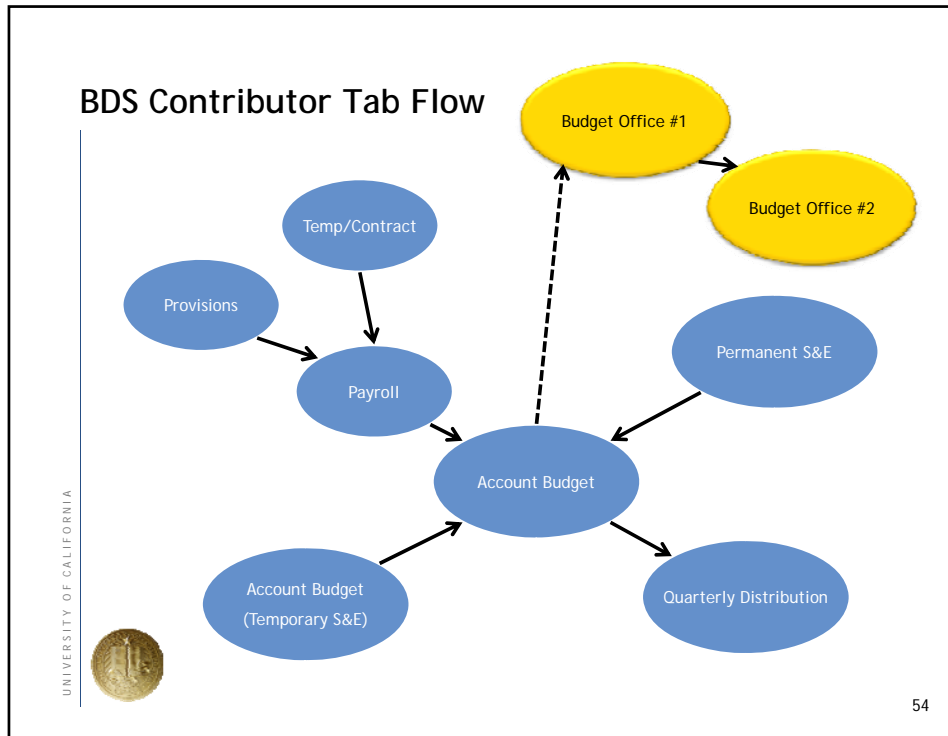
- The Distribution tab information is used to populate the quarterly budget variance reports. Information does not flow to any other BDS tabs.



## 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





- ### 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

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	Permanent Budget	Adjustment	Proposed Budget	Permanent Adjustments	Temp Adjustments	Total Approved Budget
<b>* APPROPRIATIONS</b>						
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
<b>* EXPENSES (Including Temporary Adjustments)</b>						
<b>00 SALARIES-ACADEMIC</b>						
01 SALARIES-STAFF	503,000.00	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	142,852.00	45,440.00	216,692.00			216,692.00
TOTAL Salaries & Benefits	645,852.00	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
<b>09 RECHARGES</b>						
99 OVERHEAD EXPENSE						
TOTAL Expenses	705,303.00	205,440.00	910,743.00			1,039,143.00
<b>00 UNALLOCATED FUNDS</b>						
Surplus (Deficit)	13,751.00	(13,751.00)	0.00			(128,400.00)

The Budget Office can enter adjustments to the Division's Proposed Budget

56

### Budget Office 2 Tab

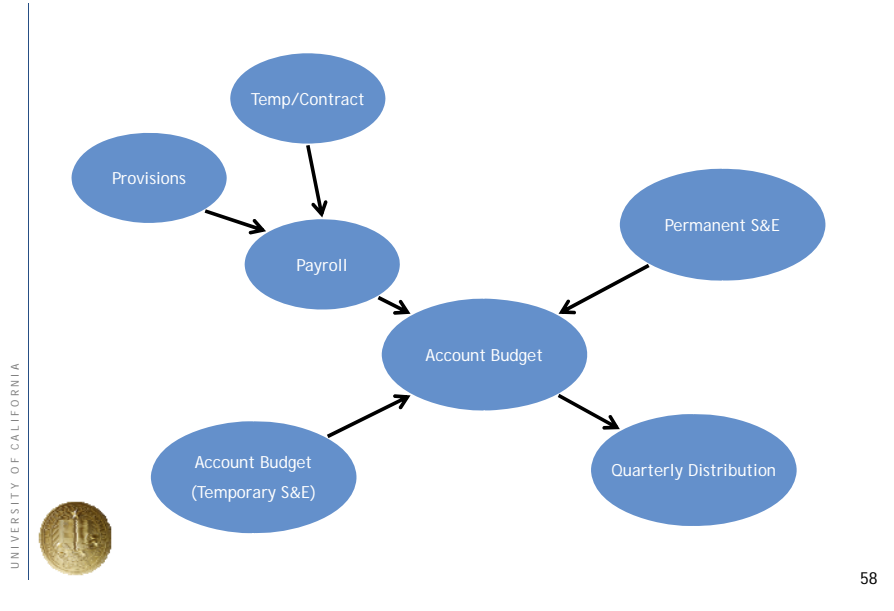
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	Current Permanent	Approved Permanent
<b>01 SALARIES-STAFF</b>	822,000.00	800,000
02 GENERAL ASSISTANCE		0
03 SUPPLIES AND EXPENSE	2,500.00	22
06 EMPLOYEE BENEFITS	232,621.00	227,200

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

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### BDS Contributor Tab Flow



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### Exercise 2.1 Enter Appropriations

In Account##01, enter Other Budget Adjustments by \$2,001 and Temp Appropriations by \$205,440 in Fund 69085. Enter Other Budget Adjustment by -\$68,751 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
<b>* APPROPRIATIONS</b>									
Regent Approved Permanent Appropriations	366,651.00	0.00	366,651.00	397,403.00	0.00	397,403.00	397,403.00	0.00	397,403.00
Benefits									
Salary Increases									
Other Budget Adjustments									
<b>TOTAL Permanent Appropriations</b>	<b>366,651.00</b>	<b>0.00</b>	<b>366,651.00</b>	<b>397,403.00</b>	<b>0.00</b>	<b>397,403.00</b>	<b>397,403.00</b>	<b>0.00</b>	<b>397,403.00</b>
<b>Temp Appropriations</b>									
TOTAL Appropriations	366,651.00	0.00	366,651.00	397,403.00	0.00	397,403.00	397,403.00	0.00	397,403.00
<b>* EXPENSES (Including Temporary Adjustments)</b>									
<b>00 SALARIES-ACADEMIC</b>									
01 SALARIES- STAFF	250,000.00	60,000.00	310,000.00	250,000.00		250,000.00	250,000.00		250,000.00
02 GENERAL ASSISTANCE	0.00	100,000.00	100,000.00	0.00		0.00	0.00		0.00
06 EMPLOYEE BENEFITS	71,000.00	45,440.00	116,440.00	71,000.00		71,000.00	71,000.00		71,000.00
TOTAL Salaries & Benefits	321,000.00	205,440.00	526,440.00	321,000.00		321,000.00	321,000.00		321,000.00
<b>03 SUPPLIES AND EXPENSE</b>	29,652.00		29,652.00	5,152.00		5,152.00	5,152.00		5,152.00
04 EQUIPMENT AND FACILITIES									
05 SPECIAL ITEMS	18,000.00		18,000.00	2,500.00		2,500.00	2,500.00		2,500.00
07 SPECIAL ITEMS									
TOTAL Supplies & Expenses	47,652.00		47,652.00	7,652.00		7,652.00	7,652.00		7,652.00
TOTAL Salaries & Benefits & Operating Expenses	368,652.00	205,440.00	574,092.00	328,652.00		328,652.00	328,652.00		328,652.00
<b>09 RECHARGES</b>									
<b>9H OVERHEAD EXPENSE</b>									
TOTAL Expenditures	368,652.00	205,440.00	574,092.00	328,652.00		328,652.00	328,652.00		328,652.00
<b>00 UNALLOCATED FUNDS</b>									
Surplus (Deficit)	(2,001.00)	(205,440.00)	(207,441.00)	68,751.00	0.00	68,751.00	68,751.00	0.00	68,751.00

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# UCOP BUDGET DEVELOPMENT SYSTEM

*Manager Training*

## Agenda

- 8:30 Background and Tool Introduction
- 9:00 BDS Contributor Application
- 10:20 Break
- 10:30 **Approval Process**
- 11:00 Reports
- 11:50 Next Steps



## 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

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2

## 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

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3

## 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.

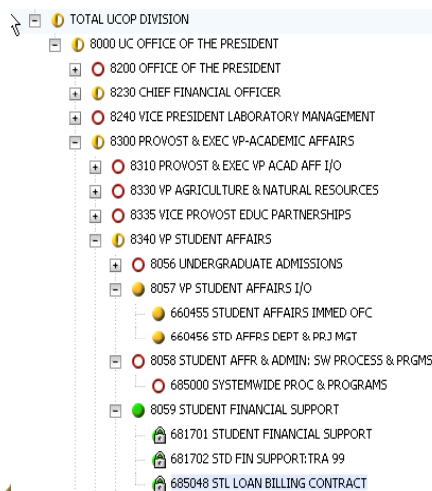
*Users will only have access to accounts under their responsibility*

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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.

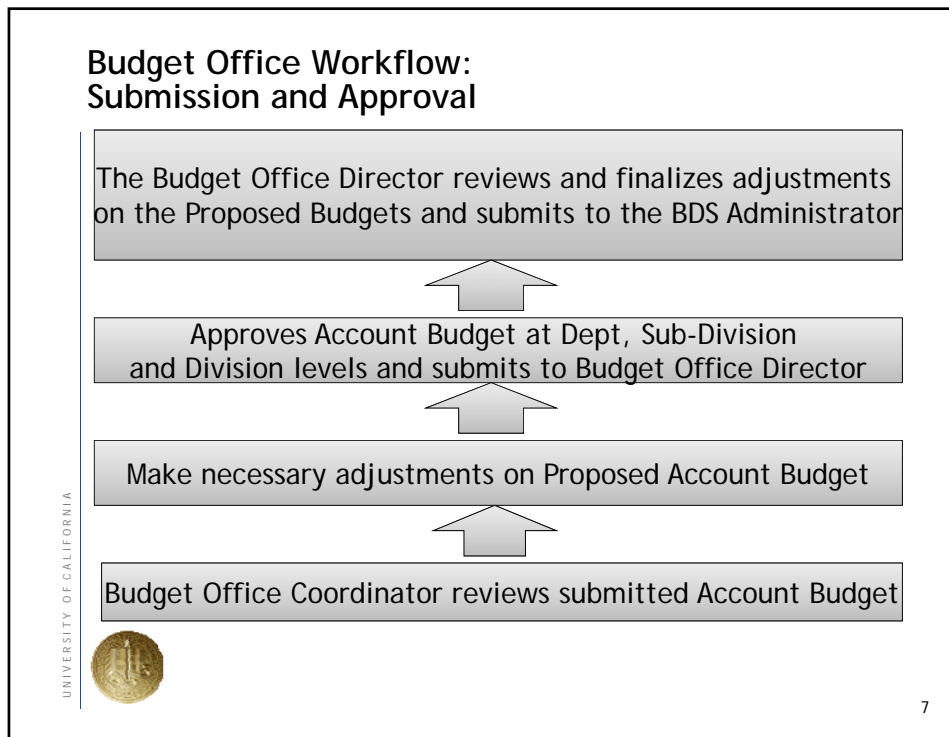
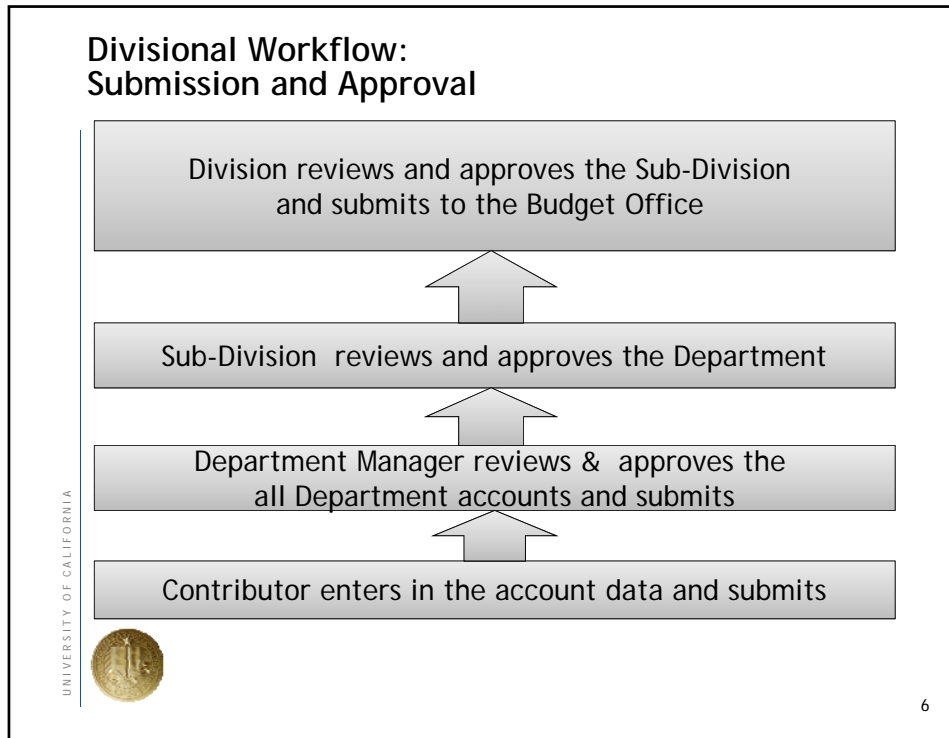
Icons are used to show the status of the node of the hierarchy.

	<b>Available</b>
	<b>Reserved</b>
	<b>Work In progress</b>
	<b>Submitted/Locked</b>
	<b>Ready</b>

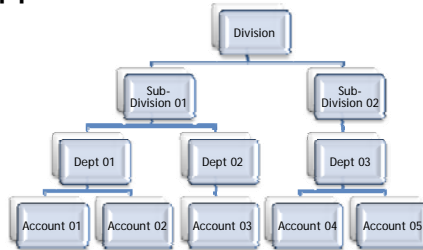
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5



### Approval Workflow/Hierarchy and Role/Permissions



**Communications is Essential!**

- 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

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### Submitting an Node

You are a reviewer or contributor for:

Name	State	Permissions	Owner
<a href="#">8059 STUDENT FINANCIAL SUPPORT</a>	Ready		None

Submit

Which consists of:

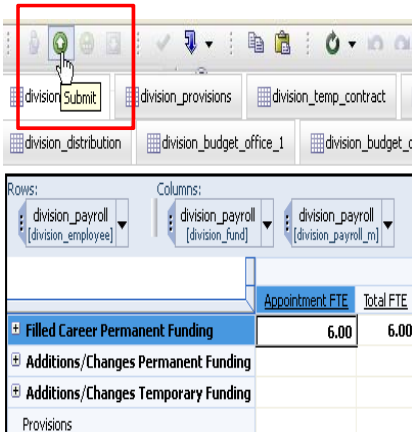
Name	State	Permissions	Owner
<a href="#">681701 STUDENT FINANCIAL SUPPORT</a>	Locked		IBMLDAP\BDSUser 3
<a href="#">681702 STD. FIN SUPPORT:TRA 99</a>	Locked		IBMLDAP\BDSUser 3
<a href="#">685048 STL LOAN BILLING CONTRACT</a>	Locked		IBMLDAP\BDSUser 3

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

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### 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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### Exercise 3.1 Submit An Account

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

	Permanent Budget	Adjustment	Proposed Budget
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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## 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		IBMLDAP\MClass 16	M16Account01
M16Account02	Locked		IBMLDAP\MClass 16	M16Account02

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

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## Exercise 3.2 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		None

Which consists of:

Name	State	Permissions	Owner
M16Account01	Locked		IBMLDAP\MClass 16
M16Account02	Locked		IBMLDAP\MClass 16

Submit

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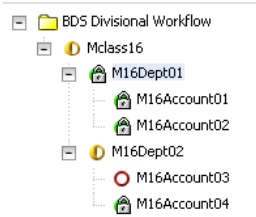


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## Approval Process Summary

- 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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# UCOP BUDGET DEVELOPMENT SYSTEM

*Manager Training*

## Agenda

- 8:30 Background and Tool Introduction
- 9:00 BDS Contributor Application
- 10:20 Break
- 10:30 Approval Process
- 11:00 Reports**
- 11:50 Next Steps



## Reports

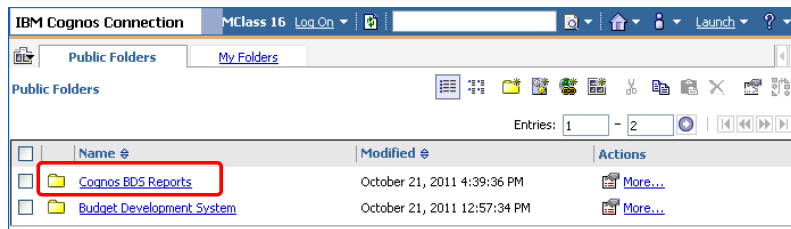
At the end of this section, you will be familiar with:

- 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 Budget YTD Adjustments Report



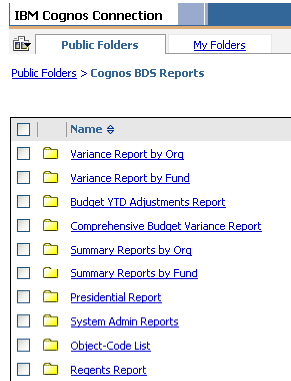
## Navigating to the COGNOS BDS Reporting Area

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



## 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

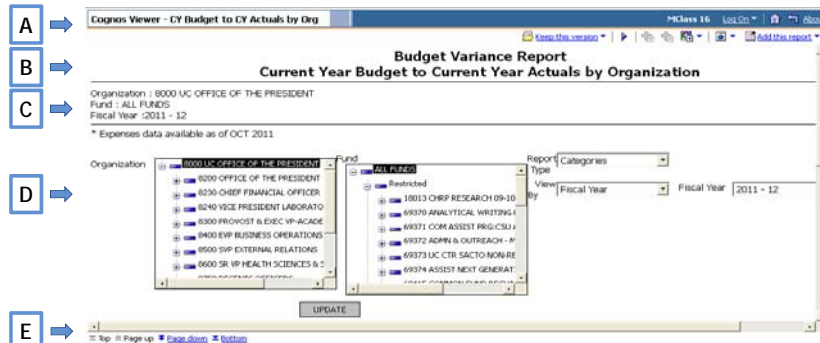
**Presidential Report** - creates a budget report by funding streams for academic, core, and central programs arrayed across fund types within restricted and unrestricted funds.

**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

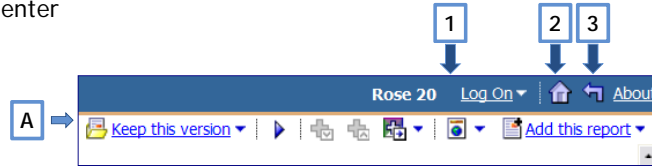






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## COGNOS BI Functions

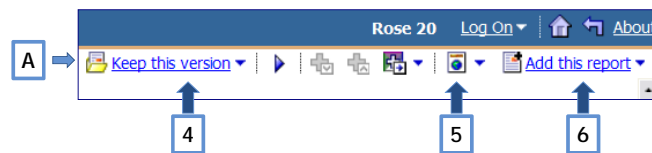
**A** In the upper right corner of your browser window are the COGNOS BI icons and functions common to any COGNOS Report screen you may enter





 	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

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## 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

Callout B points to the title area. Callout C points to the report header information.

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

Callout 1 points to the Organization tree. Callout 2 points to the Fund list. Callout 3 points to the Report Categories dropdown.

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

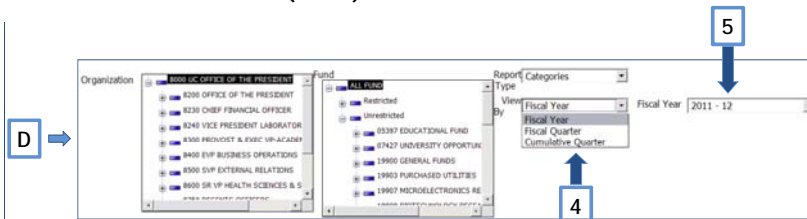
Report Type

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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### 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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### 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
<b>TOTAL PERSONNEL COST</b>	<b>172,897,458</b>	<b>0</b>	<b>0%</b>	<b>172,897,458</b>	<b>0</b>
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
<b>TOTAL PERSONNEL COST</b>	<b>172,897,458</b>	<b>0</b>	<b>0%</b>	<b>172,897,458</b>	<b>0</b>
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 4.1 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
<b>TOTAL PERSONNEL COST</b>	<b>774,212</b>	<b>182,688</b>	<b>24%</b>	<b>591,524</b>	<b>0</b>
03 SUPPLIES AND EXPENSE	34,991	6,043	17%	28,948	(164)
04 EQUIPMENT AND FACILITIES	5,000	0	0%	5,000	0
<b>TOTAL SUPPLIES AND EXPENSES</b>	<b>39,991</b>	<b>6,043</b>	<b>15%</b>	<b>33,948</b>	<b>(164)</b>
<b>GRAND TOTAL</b>	<b>814,203</b>	<b>188,731</b>	<b>23%</b>	<b>625,472</b>	<b>(164)</b>

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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
<b>TOTAL PERSONNEL COST</b>	<b>774,212</b>	<b>182,688</b>	<b>24%</b>	<b>591,524</b>	<b>0</b>
03 SUPPLIES AND EXPENSE	34,991	6,043	17%	28,948	(164)
04 EQUIPMENT AND FACILITIES	5,000	0	0%	5,000	0
<b>TOTAL SUPPLIES AND EXPENSES</b>	<b>39,991</b>	<b>6,043</b>	<b>15%</b>	<b>33,948</b>	<b>(164)</b>
<b>GRAND TOTAL</b>	<b>814,203</b>	<b>188,731</b>	<b>23%</b>	<b>625,472</b>	<b>(164)</b>

*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

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### Exercise 4.2 Create Budget YTD Adjustments 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?*

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### Exercise 4.3 Save A Report

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

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

*How could you save this report as a template?*



### COGNOS BDS Reports Summary

- Budget reports are 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 **Budget 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 Tool Introduction
- 9:00 BDS Contributor Application
- 10:20 Break
- 10:30 Approval Process
- 11:00 Reports
- 11:50 Next Steps



## 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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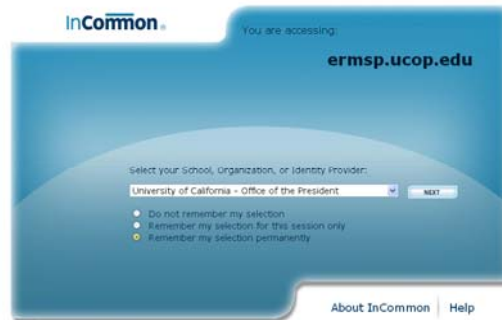


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## Requesting your BDS Access- Step 1

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



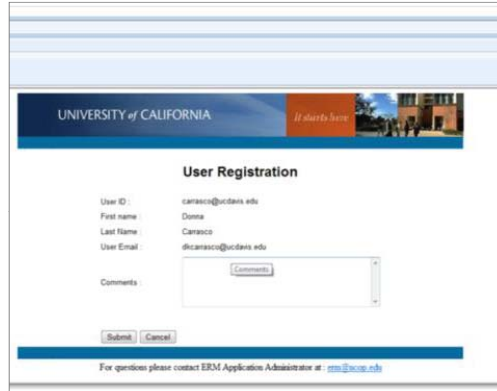
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## Requesting your BDS Access- Step 2

- 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 form titled "User Registration" from the University of California. The form includes the following fields: User ID (carasco@ucdavis.edu), First Name (Donna), Last Name (Carasco), and User Email (dcarasco@ucdavis.edu). There is a "Comments" text area with a "Comments" button next to it. At the bottom, there are "Submit" and "Cancel" buttons. A footer note reads: "For questions please contact ERM Application Administrator at: [erm@ucop.edu](mailto:erm@ucop.edu)".

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## 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.

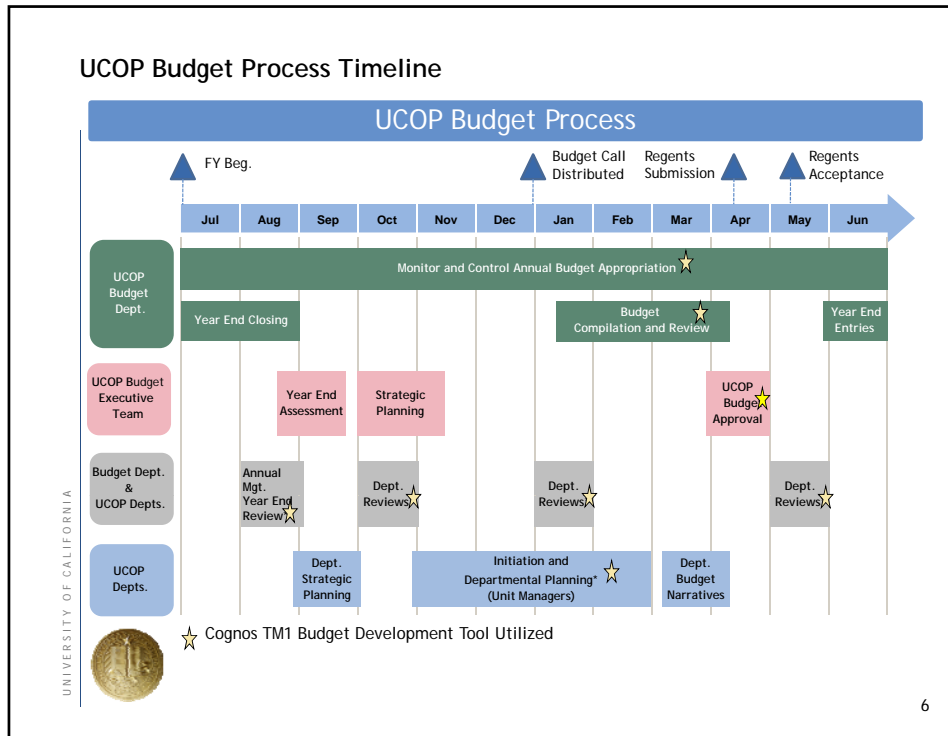


The screenshot shows the "UCOP Applications Login" page. It features the University of California logo and the slogan "It Starts Here". The login form has two input fields: "UCOP User name:" and "Password:". A "Login" button is positioned to the right of the password field. Below the form, a note states: "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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## Getting Help

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

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### 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

