

2018 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

UIC's Budget Calendar & Budget Development Process

April 5, 2018, 3p – 4p

UIC UNIVERSITY OF ILLINOIS
AT CHICAGO

UIC

Lincoln Hall

707 South Morgan Street

Conference Sponsors: The Office of the Chancellor, Budget & Financial Administration / Human Resources, the Office of the Provost and Vice Chancellor for Academic Affairs, the Office of the Vice Chancellor for Research, and the Office of Business and Financial Services

Workshop Presenter

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<http://cfo.uic.edu/about-us/budgetoffice/>

Please ...

- Turn off cell phones.
- Avoid side conversations.
- Time set aside for Questions after each major topic.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

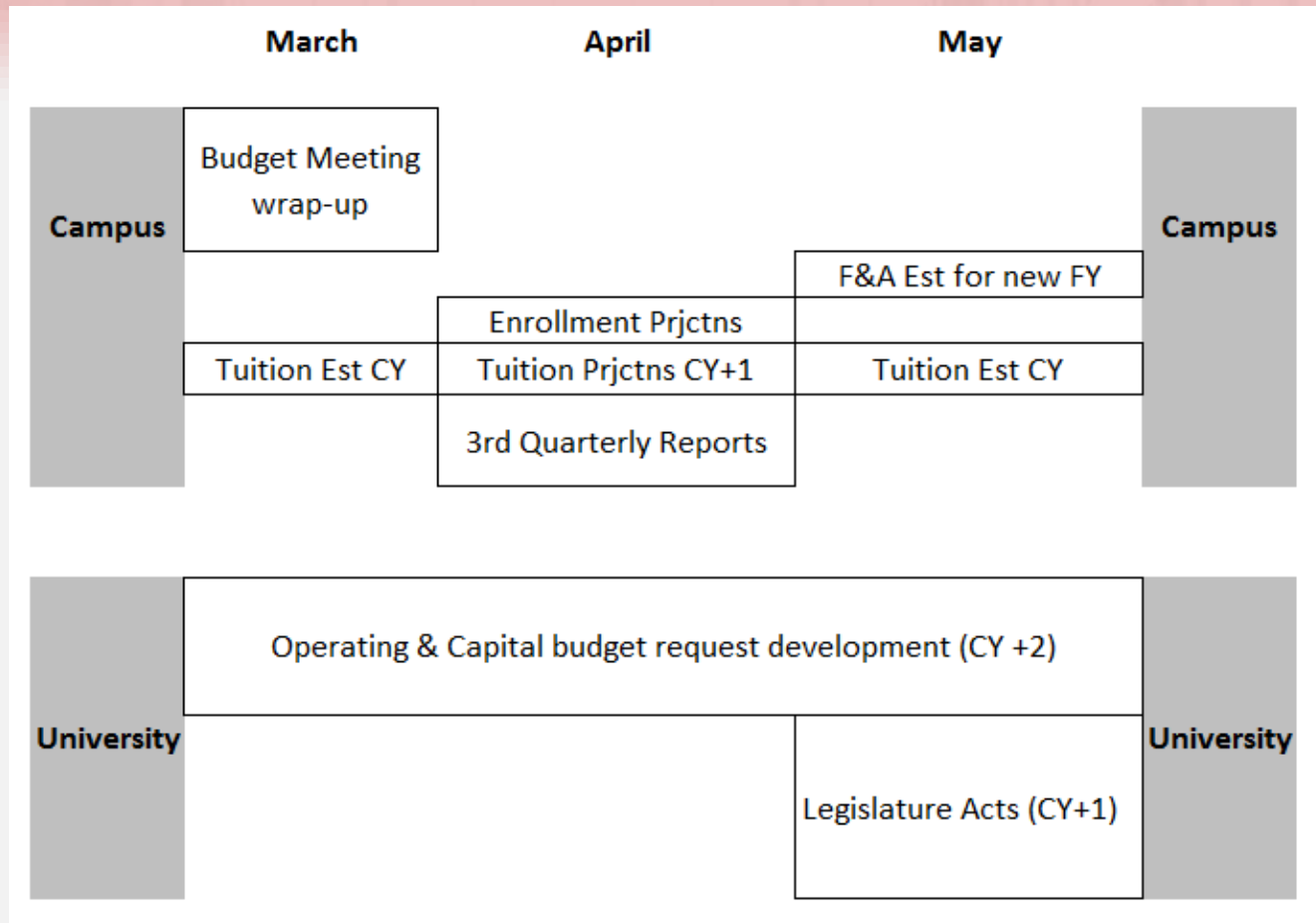
Workshop Objectives

- Provide an Overview of an Annual Budget Calendar
- Budget Development – Annual Budget Cycle
- Budget Queries – Current Operating Ledger

Budget Calendar - Winter

	December	January	February	
Campus	Budget Planning; planning assumptions provided			Campus
		Budget Meetings; disc of current year impacts, new requests, 3-yr planning templates		
			Course Fee Deadline for Fall	
		FCIAA		
	Tuition Est CY	Tuition Est CY	Tuition Prjctns CY+1	
		2nd Quarterly Reports		
University		Tuition and Fees to BOT		University
	IBHE recommendations (Budget & Capital) to the Govenor (CY+1)		Governor's Budget & Capital recommendations to the Legislature (CY +1)	

Budget Calendar - Spring



Budget Calendar - Summer

	June	July	August	
Campus	Enrollment Prjctns			Campus
	Budget & Salary Guidelines		Budget Summary for Operations	
	Campus Principals			
	Budget Development		College Financials	
	Salary Planner			
	Tuition Prjctns CY+1	Tuition Est CY		
	Special (May) Quarterly Reports		4th Quarterly Reports	
University	Governor Signs Appropriation (CY+1)		University	

Budget Calendar - Fall

	September	October	November	
Campus		Tuition Rate Setting		Campus
	Course Fee deadline for Spring			
	College Financials			
			FCIAA Starts	
	Tuition Est CY	Enrollment Prjctns		
		1st Quarterly Reports		
University	Budget & Salaries presented to BOT			University
	Operating & Capital Request to BOT (CY+1)			

Budget Planning Meetings

- Key Players
 - Provost, VCHA, Chancellor
 - Vice Chancellors, Associate Chancellors
 - Deans, Vice Provosts
- Purpose
 - Budget utilization
 - Revenue and expenditures
 - Enrollment capacity
 - Budget reduction impacts
 - Unmet needs

Budget Planning Meetings

FY 2018 Budget Planning Template College of X (Amounts in Thousands)			
Recurring Revenues & Fixed Costs			
	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Recurring Revenues			
Recurring State Budget - Prior Fiscal Year		\$1,624	\$1,531
State Budget Reduction Percentage		-0.1%	tbd %
State Budget Reduction Amount		(\$1)	tbd \$
New Recurring Budget Allocations		(\$32)	
Estimated Tuition Increment		(\$61)	
Total State Recurring Budget – Adopted	\$1,624	\$1,531	\$1,531
Recurring Institutional Funds		\$0	\$0
Estimated ICR/Admin Allowance Increment		\$0.1	
Total Institutional Recurring Budget	\$0	\$0.1	\$0
Total State and Institutional Recurring Income	\$1,624	\$1,531	\$1,531
Recurring Expenditures			
Personnel Expenditures on Recurring Funds			
Base Level Recurring Non-Personnel Expenditures			
Total Recurring State and Institutional Expenditures	\$0	\$0	\$0
Recurring Budget minus Expenditures	\$1,624	\$1,531	\$1,531
Non-Recurring Revenues & Variable Costs			
Non-Recurring State & Institutional Funds			
PY Carry Forward State & Institutional	\$772	\$1,903	\$3,434
Anticipated Non-Recurring State & Inst Fund Budget	(\$493)		
Total Non-Recurring State and Inst. Budget	\$279	\$1,903	\$3,434
Personnel Expenditures on Non-Recurring Funds			
Non-Personnel Expenditures over Base Recurring Level			
Plant Fund Transfers			
Total Non-Recurring Expenditures	\$0	\$0	\$0
Non-Recurring Budget minus Expenditures	\$279	\$1,903	\$3,434
Ending Balance	\$1,903	\$3,434	\$4,965

Budget Planning Meetings

- Included in the discussion:
 - CY State Allocations
 - PY Budget Composition & Expenditures Report
 - PY +2 State and Institutional recurring and NR template (previous slide)
 - State reduction impacts
 - FTE summaries and hiring plans
 - Budget Requests
 - General campus background materials
 - If applicable: Deficit Reduction Plan, tuition changes impact, OIR Metrics Dashboard

Budget Calendar

Questions ?

Budget Development Module

- The Budget Development module has two components:
 - Budget Development - Annual Budget Cycle
 - Budget Queries – Current Operating Ledger

Budget Development (Annual Budget Cycle)

- Used primarily during the May to July time frame
- To update worksheets with approved allocations and estimates that result in the upcoming fiscal year's "accounted" budgets for State, Institutional, Self Supporting and Practice Plan funds.
- Units are required to use Budget Development to enter State allocation changes
- Self-Supporting and Service Plan budget entry is recommended, but optional.
- Units are NOT to use Budget Development to enter F&A or Admin Allowance budget changes

Budget Development (Annual Budget Cycle - con't)

Please note...

- Entries are made in whole dollars only.
- AFOs are to notify budgetoffice@uic.edu when completed, to be locked out of additional entries.
- The sum of your State worksheet is to match the State allocation provided by our office for your unit.
- No negative budgets!
- While you can add Account codes; we recommend that you not delete Account codes.
- Again, never, ever make entries to Institutional (i.e. F&A, Admin Allowance) budgets.

Budget Development – Worksheet Example

Snapshot

Worksheet														
Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		707014		A/C Main Operations										
			12	Materials and Supplies										
OPAL	N		120010	Balance Forward Material/Supplies	4,000.00				4,030.00					
			13	Transportation Services										
OPAL	N		130000	Travel/Transportation Services	1,000.00	30.00	1,030.00	P	1,000.00	550		(30.00)	1,000.00	
			14	Services										
OPAL	N		141500	Subscription/Information Service	7,500.00	30.00	7,530.00	P	7,540.00	-100		10.00	7,540.00	
OPAL	N		145100	Postage/Postal Charges	500.00	30.00	530.00	P	550.00			20.00	550.00	
OPAL	N		146900	Other Copying Services	1,500.00	30.00	1,530.00	P	1,330.00			(200.00)	1,330.00	
OPAL	N		147900	Other Repair/Maint Non-UI Pers	750.00	30.00	780.00	P	80.00			400.00	1,180.00	
OPAL	N		150100	Telecommunication Service	2,500.00	30.00	2,530.00	P	530.00			0.00	2,530.00	
			16	Equipment/Software/Capital Lease										
OPAL	N		160000	Equipment	3,000.00									
			22	Staff Salary										
OPAL	N		213000	Staff Salary	326,253.00	30.00	326,283.00	P	328,283.00			2,000.00	328,283.00	
			23	Wages										
OPAL	N		215000	Wages		30.00	3,330.00	P	3,830.00					
			25	Benefit Expense										
OPAL	N		219000	Benefit Expense		30.00	82,855.00	P	82,855.00					
			35	Sales/Services										
OPAL	N		304200	Merchandise/Commodity Sales	15,550.00	30.00	15,580.00	P	17,580.00			2,000.00	17,580.00	
OPAL	N		307800	Testing/Consulting Sales	5,000.00	30.00	5,030.00	P	7,030.00			2,000.00	7,030.00	
OPAL	N		307900	Other Sales/Services	440,000.00	30.00	440,030.00	P	440,030.00			2,000.00	442,030.00	
			3Z	Cost of Goods Sold										
OPAL	N		309000	Cost of Goods Sold	(100,000.00)	(30.00)	(100,030.00)	P	(100,030.00)			0.00	(100,030.00)	

Enter *increases* as whole dollar amounts.

Precede *decreases* with a minus sign.

Proposed Budget is posted.

New Budget is calculated but not posted.

Click Account Code to view and enter text.

Click Proposed Budget link to view change history.

You may add valid accounts and programs to the current Worksheet's fund and organization as long as their FOAPAL elements already exist in Banner.

Budget Development – Worksheet Example

- To temporarily calculate entries, click **Calculate**. Use Calculate to estimate and model changes before you post them. Calculated changes are erased when you click Requery or when you exit. Calculated changes display in the New Budget column.
- To permanently save entries, click **Post**. Posted changes are retained even when you click Requery or when you exit. Posted changes display in the **Proposed Budget** and **New Budget** columns.
- To erase calculated entries, click **Requery**. Only the posted changes.

Click Account/Program Code lookup to find values for New Row entries.

[Account/Program Code lookup](#)

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	<input type="text"/>	<input type="text"/>	Permanent Budget	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	Permanent Budget	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	Permanent Budget	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	Permanent Budget	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	Permanent Budget	<input type="text"/>

Enter a Program, Account, and Proposed Budget to add a row to a Worksheet.

Requery clears calculated Change Values.
Calculate computes Change Values.
Post computes and saves Change Values.

Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
35	Sales/Services	460,640.00	464,640.00	466,640.00	6,000.00
3Z	Cost of Goods Sold	(100,030.00)	(100,030.00)	(100,030.00)	0.00
3	Revenue	360,610.00	364,610.00	366,610.00	6,000.00
22	Staff Salary	326,283.00	328,283.00	328,283.00	2,000.00
23	Wages	3,330.00	3,830.00	3,830.00	500.00
25	Benefit Costs	82,855.00	82,855.00	83,100.00	245.00
2	Personnel Expenses	412,468.00	414,968.00	415,213.00	2,745.00
12	Materials and Supplies	4,030.00	4,030.00	4,030.00	0.00
13	Transportation Services	1,030.00	1,000.00	1,000.00	(30.00)
14	Services	12,900.00	12,730.00	13,130.00	230.00
16	Equipment/Software/Capital Lease	3,030.00	2,030.00	2,030.00	(1,000.00)
1	Non-Personnel Expenses	20,990.00	19,790.00	20,190.00	(800.00)
Net		(72,848.00)	(70,148.00)	(68,793.00)	4,055.00

- Totals line items by account type.
- Always includes deleted items.

Net amount is the mathematical difference of Revenue – (Personnel Expenses + Non-Personnel Expenses).
 Negative balances are shown inside parentheses instead of using a minus sign.

Budget Development (Annual Budget Cycle) Access

- Requests for Budget Development access are authorized by the college and vice chancellor Academic Fiscal Officer(s) who handle the annual budget process.
- For unit using centralized approach to budgeting, it is possible to grant query only access without posting to department users which would automatically provide Budget Queries functionality to those users.
- AFOs should send requests for access to:
budgetoffice@uic.edu Include Name, UIN/Netid, college, school, and/or department code and type of access (edit or query only)

Budget Development (Annual Budget Cycle)

Questions?

Budget Queries

(Current Operating Ledger)

- Available throughout the year to authorized users (see previous slide)
- Advantages:
 - Web based
 - Quick data retrieval
 - User friendly
 - Choice of specific fiscal time period, comparative time periods, or current time data
 - Ability to download data to a spreadsheet (with the exception of quick query results)

Budget Queries

(Current Operating Ledger)

- Budget Development module is part of the UI Enterprise Applications and is accessed from the Enterprise Application Homepage:
 - Select Administrative Applications
 - Select Finance
 - Select Web for Finance
 - Select University of Illinois at Chicago
 - Enter your Enterprise ID and Password
 - Select Finance from the Main Menu
 - Select and click Budget Queries

Budget Queries

- Once you reach this point, there are 3 Budget Query options:
 - Budget Status by Account: shows financial data sorted by organization and account
 - Budget Status by Organizational Hierarchy: shows financial data for an organization and its lower-level organizations in hyperlinked sections that increase in detail.
 - Budget Quick Query Results: shows the Adjusted Budget, Year-to-Date expenses, Commitments, and Available Balance

The screenshot shows the UIC website's navigation menu with tabs for Personal Information, Financial Aid, Employee, Finance (selected), Registration & Records, Account Billing Information, and Graduation. Below the menu is a search bar with a 'Go' button. A section titled 'Choose a query' contains three bullet points: 'Budget Status by Account shows financial data sorted by organization and account.', 'Organizational Hierarchy shows the financial data for an organization and its lower-level organizations in four increasingly detailed sections.', and 'Budget Quick shows the Adjusted Budget, Year to Date Expenses, Commitments, and Available Balance.' Below this is a 'Create a New Query' section with a 'Type' dropdown menu set to 'Budget Status by Account' and a 'Create Query' button.


Budget Queries

- Select Create Query to display the first page of query parameters (these parameters default to the choices you last made with this query, if any)
- Columns for the Budget Quick Query are pre-selected

Budget Queries

Choose Operating Ledger Columns to Display

- Adopted Budget
 - the original budget
- Budget Adjustments
 - total of all recurring and cash adjustments
- Adjusted Budget
 - Original budget plus/minus all recurring & cash budget
- Temporary Budget
 - total of all cash adjustments
- Accounted Budget
 - total of all budget transactions
- Year to Date
 - total expenses
- Encumbrances
 - committed purchase orders
- Reservations
 - committed requisitions
- Commitments
 - encumbrances and reservations
- Available Balance
 - accounted budget less expenses (YTD) & commitments



Personal Information
Financial Aid
Employee
Finance
Regis

Search

Select the Operating Ledger data columns to display on the report.

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input checked="" type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

Budget Queries

Choose Operating Ledger Columns to Display (con't)

- Note that the Accounted Budget is the equivalent of the adjusted budget in the executive summary (FGIBDSR) Banner form.

Budget Queries

Enter Data Parameters and Submit the Query

- Budget Status by Account Query Parameters
 - Fiscal Year
 - Chart of Accounts
 - Organization Code:
 - A valid six-digit organization code
 - Or a three-digit organization code followed by a %
 - A % sign entered by itself in the organization field will return result at a campus level
 - You may also include: Account, Program, Activity, Location and/or Account Type
 - Fiscal Period
 - Fund

Budget Queries

Enter Data Parameters and Submit the Query

- Budget Status by Organizational Hierarchy

Parameters

- Fiscal Year
- Chart of Accounts
- Organization Code:
 - At any level (department, college, school, etc)
 - % sign cannot be the wild card for the Organization code
 - The number 2 entered in the organization code will return campus-wide results
- You may also include: Account, Program, Activity, Location and/or Account Type
- Fiscal Period
- Fund

Budget Queries

Downloading

- The displayed results can be downloaded in two ways:
 - Download all ledger columns
 - Download selected ledger columns (this is recommended since it's based on the columns that the user selected)

Budget Queries

Saving Queries

- Saving queries for later reuse is optional
- Saving “personal” as opposed to “shared” queries is recommended.
- Enter a name for the query in the Save Query as field and click on Submit
- Do not check the shared checkbox
- A shared Query can be retrieved, used and changed by any user with access to Budget Queries and Budget Development

Budget Queries

Example 1 of Budget Status by Organization

Query

- College or Vice Chancellor Rollup Report for state fund at year end:
 - Column Selection: Accounted Budget, Year to Date, Commitments, Available Balance
 - Parameter Requirements: Chart 2, Fiscal Year 2017, Fiscal Period 14, Fund 100017, Organization 2

Budget Queries

Example 1 of Budget Status by Organization Query (con't)

Report Parameters

Organization Budget Status Report			
By Organization			
Period Ending Jun 30, 2017			
As of Mar 27, 2018			
Chart of Accounts	2 University of Illinois - Chicago	Commitment Type	All
Fund	100017 103 FY17 GRF/EAF/IF State Funds	Program	All
Organization	2 Chicago Campus	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY17/PD14 Accounted Budget	FY17/PD14 Year to Date	FY17/PD14 Commitments	FY17/PD14 Available Balance
2	Chicago Campus				
A1	Chancellor	6,769,197.98	6,215,699.43	6,135.98	547,362.57
A2	Public & Government Affairs	2,938,666.60	2,934,602.70	748.98	3,314.92
A3	Office of the VC for Advancement	5,318,444.36	5,254,431.10	6,762.58	57,250.68
B1	Provost & VC Acad Affrs - Acad	210,377,687.37	200,350,575.06	643,101.94	9,384,010.37
B2	Provost & VC Acad Affairs	33,663,271.09	28,531,205.88	899,916.61	4,232,148.60
B3	Provost & VC Acad Affrs - COM				
C1	Vice Chanc Administrative Svcs	46,926,775.80	46,781,535.53	105,285.49	39,954.78
D1	Healthcare System, UIC				
E1	VC for Research	17,254,644.44	17,072,729.59	6,405.75	175,509.10
F1	Vice Chancellor for Student Affrs	43,109,399.75	43,054,892.20	3,523.47	50,984.08

Budget Queries

Example 2 of Budget Status by Organization Query

- College or Vice Chancellor Rollup Report for state fund at end of lapse period:
 - Column Selection: Commitments, Available Balance
 - Parameter Requirements: Chart 2, Fiscal Year 2018, Fiscal Period 03, Fund 100017, Organization 2

Budget Queries

Example 2 of Budget Status by Organization Query (con't)

Report Parameters

Organization Budget Status Report			
By Organization			
Period Ending Jun 30, 2018			
As of Mar 27, 2018			
Chart of Accounts	2 University of Illinois - Chicago	Commitment Type	All
Fund	100017 103 FY17 GRF/EAF/IF State Funds	Program	All
Organization	2 Chicago Campus	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY18/PD14 Commitments	FY18/PD14 Available Balance
2	Chicago Campus		
A1	Chancellor	3,367.70	554,890.23
A2	Public & Government Affairs	450.00	3,613.90
A3	Office of the VC for Advancement	4,182.70	56,511.10
B1	Provost & VC Acad Affrs - Acad	276,871.95	9,050,291.62
B2	Provost & VC Acad Affairs	112,519.50	5,141,329.35
C1	Vice Chanc Administrative Svcs	26,802.90	78,319.68
E1	VC for Research	287.70	388,597.81
F1	Vice Chancellor for Student Affrs	65.80	46,628.46

Budget Queries

Example of Budget Status by Account Query

- Operating Ledger Statement:
 - Column Selections: Accounted Budget, Year to Date, Commitments, Available Balance
 - Parameter Requirements: Chart 2, Fiscal Year 2018, Fund 100018, Organization 753000, Program 753001

Budget Queries

Example of Budget Status by Account Query (con't)

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2018			
As of Mar 27, 2018			
Chart of Accounts	2 University of Illinois - Chicago	Commitment Type	All
Fund	100018 103 FY18 GRF/EAF/IF State Funds	Program	753001 Medicare
Organization	753000 Medicare	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY18/PD14 Accounted Budget	FY18/PD14 Year to Date	FY18/PD14 Commitments	FY18/PD14 Available Balance
210000	Personnel Services-Budg/Sum	245,000.00	0.00	0.00	245,000.00
219110	Social Security Without Medicare	25,200.00	339,730.73	0.00	(314,530.73)
219210	Medicare Matching Payment	6,792,400.00	4,772,775.28	0.00	2,019,624.72
Report Total (of all records)		7,062,600.00	5,112,506.01	0.00	1,950,093.99

Download All Ledger Columns

Download Selected Ledger Columns

Save Query as:

Shared

Budget Queries Access

- Requests for Budget Query access are authorized by the college and vice chancellor AFO
- AFOS should send requests for access to: budgetoffice@uic.edu Include Name and UIN/Netid

Workshop Summary

- Annual Budget Calendar
 - Winter – Fall
 - Budget Meeting
- Budget Development – Annual Budget Cycle
 - What funds are included
 - Brief overview
 - How to get access
- Budget Queries – Current Operating Ledger
 - Different examples of queries
 - How to get access

Questions ?