THE UNIVERSITY OF CHICAGO

DELPHI
# FY2021 BUDGET PROCESS
FEBRUARY 2020

5 Step Budget Process

1) Generate Compensation budget in UCSAL at the Account 10 level.

2) Transfer Compensation budget to UCBUD.

3) Generate Non-Compensation budget in UCBUD at the Account 10 level.

4) Enter Transfer Offsets. (Unique to Budget)

5) Submit Budget from UCBUD to Budget Office by the deadline.

Logging into Delphi

- Using Firefox, navigate to :

    https://hyp02.uchicago.edu:4443/workspace/index.jsp

- Enter you Cnet ID and password
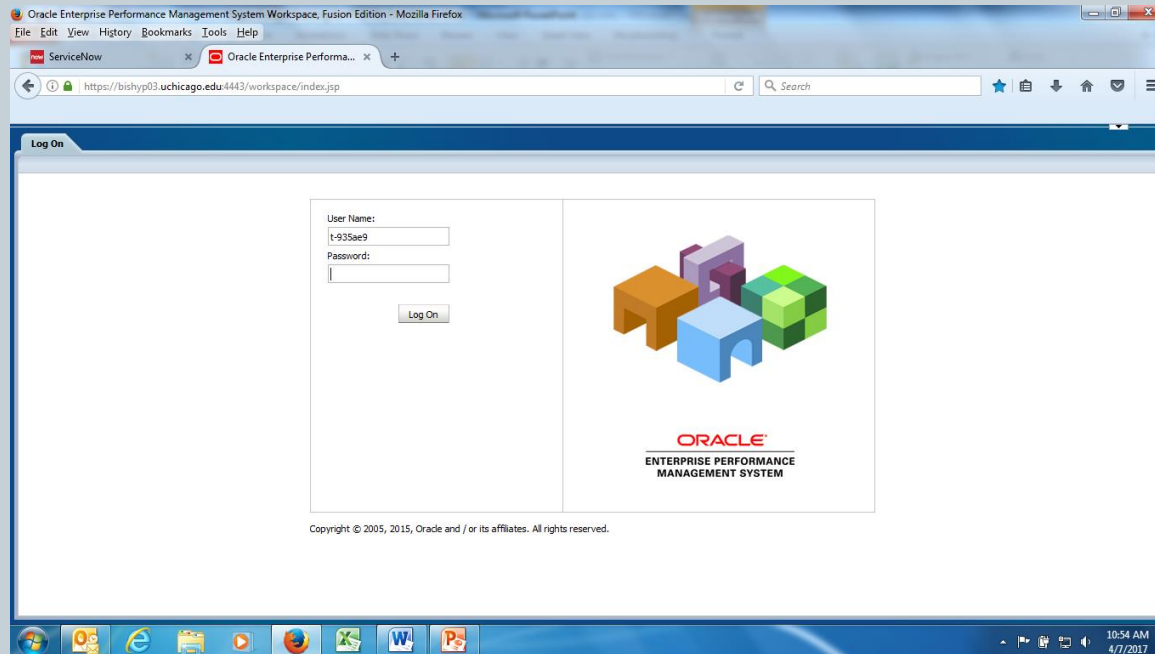
Delphi Home Page

Setting Global Preferences

Application Preferences - File -> Preferences

Recommended Settings
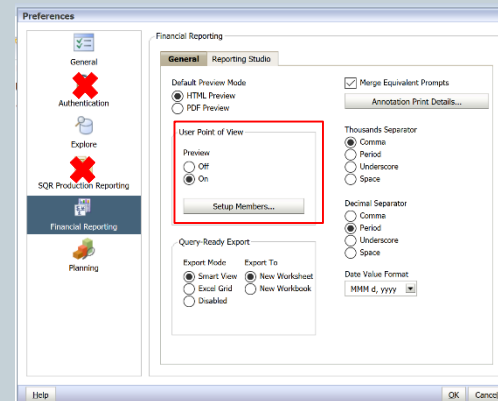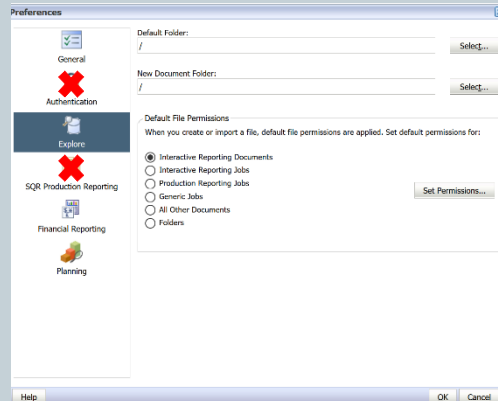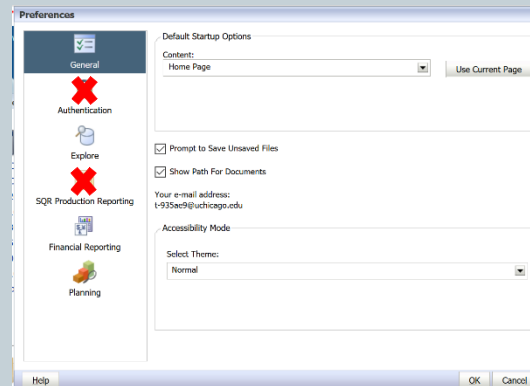
Setting User Preferences

User Variable Options – Control Drop Down Displays

UCSAL

Forms

- Form Folder
- Forms
  - Budget Office Forms
  - Unit Forms
  - Administrative
  - BAC

Forms in Forms

Form
No data to display

- Manage Task Lists
- My Task List
- Dimension
- Business Rule Security
- Preferences

User Preferences

« Printing Options | **User Variable Options**

Dimension	User Variable Name	Selected Member
Account 6	UV_Acct6	FAS_653
Version	UV_Draft	1st Draft

Save Reset

Set to you Department

Select Draft 1

UCBUD

User Preferences

« Printing Options | **User Variable Options**

Dimension	User Variable Name	Selected Memb
Account 6	UV_Unit	FAS_400
Version	UV_Draft	1st Draft
Account 6	UV_Dept	FAS_31

Save Reset

Set to you Department

Select Draft 1

Click Preferences

Click for directions

https://answers.uchicago.edu/search.php?q=delphi+preferences

UCSAL Budget Forms

Forms have different meta data in drop down boxes. Form names tells you how data is selected in each form.

- Account 6 vs. Jobtitle/SubAccount/Individual
  - The forms by Account 6 will always be the faster form as they only save and aggregate one account
  - The other forms should be saved at the Exec level (or department level, if applicable) to ensure they save and aggregate everything. You should not be running it multiple times for each account/subaccount listed.

UCSAL Budget Forms

There are 5 forms for the Budget Process in UCSAL. The annual view of each form provides a view of the Employee data loaded from HR. It includes Job Pay Amount, Allocation % and Job Pay Allocation Amount. The annual view of each form allows the Executive Level Administrator to enter a Change % and effective month for the increase or decrease of the job pay amount. **IMPORTANT: The Budget Year Job Pay Amount MUST be entered into appropriate months on the Modify Monthly Budget tab.**

Budget Employee by Account 6

264674 - Computer Science Prograr

| 1st Draft - Budget Employee by Account 6 | 1st Draft - Modify Monthly Budget by Account 6 |

Years: 2020

| | | | | Budget Load | | | | |
				Job Pay Rate Amt	Allocation Pct Rate	Allocation Pay Amt	% Change	Change Month	Job
089873	507911 - Project Asst Iv - 507911	1700 - Clerical Union			50.00%			July	
087531	IF202A - Systems Administrator 2 -	1200 - Professional			100.00%			July	
088506	400001 - Temporary Office Support	1200 - Professional			50.00%			July	
094332	X08600 - Research Associate Profe:	1100 - Other Academ			10.00%			July	
102830	W94000 - Work Study - Other (Biwe	1600 - Clerical Non-U			50.00%			July	
094964	194000 - Student General Tech - 19	1400 - Technical			50.00%			July	

Data has been blocked out in black for this presentation.

UCSAL Budget Forms

The first part of the forms are exactly the same. The user selects the Page bar for the Exec, Dept or Account6 level. Then the user select the Page drop down for Account6 or SubAccount.

If you want to have Delphi calculate salary adjustments or you are entering a new employee, you must complete the information on these tabs.

The form will display information of employee of name, job title and subaccount or account6 depending on which form is used.

Click arrow to make selection

Click to refresh form data

Budget Employee by Account 6

264674 - Computer Science Program ▼ →

| 1st Draft - Budget Employee by Account 6 | 1st Draft - Modify Monthly Budget by Account 6 |

📅 Years: 2020

				Budget		
				Load		
				Job Pay Rate Amt	Allocation Pct Rate	Allocation Pay Amt
	P9089873	507911 - Project Asst Iv - 507911	1700 - Clerical Union		50.00%	
	P9087531	IF202A - Systems Administrator 2 -	1200 - Professional		100.00%	
	P9088506	400001 - Temporary Office Support	1200 - Professional		50.00%	
	P9094332	X08600 - Research Associate Profe:	1100 - Other Academ		10.00%	
	P9102830	W94000 - Work Study - Other (Biwe	1600 - Clerical Non-U		50.00%	
	P9094964	194000 - Student General Tech - 19	1400 - Technical			

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UCSAL Budget Forms

Budget Employee by Account 6

264674 - Computer Science Program ▼ →

| | | 1st Draft - Budget Employee by Account 6 | 1st Draft - Modify Monthly Budget by Account 6 |

Years: 2020 | Period: BegBalance

				Budget Load					Budget 1st Draft	
			Job Pay Rate Amt	Allocation Pct Rate	Allocation Pay Amt	% Change	Change Month	Job Pay Rate Amt	Allocation Pct Rate	Allocation Pay Amt
▓	9089873	507911 - Project Asst Iv - 507911	1700 - Clerical Union	▓	50.00%	▓		July	▓	50.00%	▓
▓	9087531	IF202A - Systems Administrator 2 -	1200 - Professional	▓	100.00%	▓		July	▓	100.00%	▓
▓	9088506	400001 - Temporary Office Support	1200 - Professional	▓	50.00%	▓		July	▓	50.00%	▓

The second part of the forms show the Budget Allocation Pay Amount for that person or pool group in the first data section.

The second data section will contain the loaded HR data showing their Job Pay Rate Amt, Allocation Pct Rate and Allocation Pay Amount.

The calculation takes the Start Month and End Month into account, along with the Change %, Change Month and Allocation Pct Rate. The end result is placed into Allocation Pay Amt as a suggestion. This is now Option 1 for those who like to drive compensation by %'s.

IMPORTANT: The Budget Year Job Pay Amount MUST be entered into appropriate months on the Modify Monthly Budget tab. (Next slide)

Data has been blocked out in black for this presentation.

If you know the salary amount and the employee record exists, you can skip that tab and go directly to the tab labeled Draft – Modify Monthly Budget by ….(Acount6/SubAccount/etc). Here you can enter the changes at the month, quarter or year total level.

Data must exist here in the white section to be summarized by Account and transferred to UCBUD. You can not change salary in UCBUD directly. Yellow cells indicate unsaved data.

Data must be entered into the correct months to avoid creating timing difference variances to actuals.

Budget Employee by Account 6

264674 - Computer Science Prograr

1st Draft - Budget Employee by Account 6	**1st Draft - Modify Monthly Budget by Account 6**

| Years:FY20 | Scenario:Budget |

			BegBalance	YearTotal	Q1	Q2
9089873	507911 - Project Asst Iv - 507911	1700 - Clerical Union				
9087531	IF202A - Systems Administrator 2 - If202a	1200 - Professional				
9088506	400001 - Temporary Office Support - 400001	1200 - Professional				
9094332	X08600 - Research Associate Professor - Academic Regular Pay - X08600	1100 - Other Academic				
9102830	W94000 - Work Study - Other (Biweekly) - W94000	1600 - Clerical Non-Union				
9094964	194000 - Student General Tech - 194000	1400 - Technical				
Total Position	Total Job Title	Salary				

Data has been blocked out in black for this presentation.

UCSAL Budget Forms

13

The FY20 Budget Allocation Pay Amount is carried over to the BegBalance column on the Monthly View tab.

Option 2 for those who like to enter numbers directly is the 2nd tab. This is all that is required if the employee exists on this tab in the correct Account and SubAccount.

You can enter an annual amount in Year Total and let is spread to the quarters and months or make your own entries with varying amounts by month to build up to your desired number.

Saving your entries automatically calculates benefits if appropriate.

Budget Employee by Account 6

264674 - Computer Science Program ▼ ➡

1st Draft - Budget Employee by Account 6 | **1st Draft - Modify Monthly Budget by Account 6**

Years:FY20 | Scenario:Budget

			BegBalance	YearTotal	Q1	Q2
9089873	507911 - Project Asst Iv - 507911	1700 - Clerical Union				
9087531	IF202A - Systems Administrator 2 - If202a	1200 - Professional				
9088506	400001 - Temporary Office Support - 400001	1200 - Professional				
9094332	X08600 - Research Associate Professor - Academic Regular Pay - X08600	1100 - Other Academic				
9102830	W94000 - Work Study - Other (Biweekly) - W94000	1600 - Clerical Non-Union				
9094964	194000 - Student General Tech - 194000	1400 - Technical				
Total Position	Total Job Title	Salary				

Data has been blocked out in black for this presentation.

Update Employee Function

The update allows you to change the Account6, Employee (name/number), Job title and SubAccount using the Target fields.

The Update feature is a right click on the row of the 1st tab.

It provides a pop-up box where you can change the Target information such as Account6 and SubAccount, without it creating a new record and requiring you to delete the old one.

Do not change any of the Source Info or the system will not know which record to update and will produce an error.

Runtime Prompts - Update Employee

Prompt Text	Value	
* 1:Source Account 6	"472095_V01"	
* 1:Souce Employee	"60815720W"	
* 1:Source Job Title	"400006"	
* 1:Source Sub Account	"SL1702"	
* 1:Source Position	"P9068115"	
* 1:TARGET ACCOUNT 6:	"472095_V01"	
* 1:TARGET EMPLOYEE:	"60815720W"	
* 1:TARGET JOB TITLE:	"400006"	
* 1:TARGET SUB ACCOUNT:	"SL1702"	
* 1:TARGET POSITION:	"P9068115"	

Member Selection Dialog Box

Member Selection Dialog Box

The Member Selection Dialog Box lets you pick members of dimensions in response to prompts. Member selection is activated by clicking the icon at the end of each line.

Using the Member Selection tool bar search function can help you find the value for which you are looking and how they results are displayed. You can also navigate to your value by expanding the hierarchy tree.
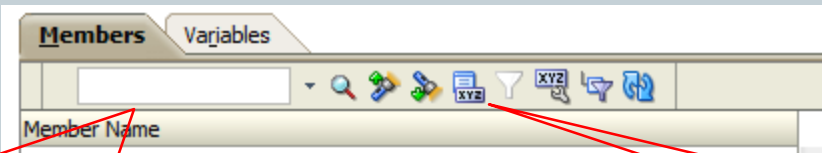
Enter search term here. Note: Wild cards accepted.

Control display options

Member Selection Display Options

Member Name
⊟ Account 6
⊞ FAS_10
⊞ FAS_21

Alias
⊟ Account 6
⊞ 10 - The College
⊞ 21 - Humanities Division

Member Name	Alias
⊟ Account 6	Account 6
⊞ FAS_10	10 - The College
⊞ FAS_21	21 - Humanities Division

Alias	Member Name
⊟ Account 6	Account 6
⊞ 10 - The College	FAS_10
⊞ 21 - Humanities Division	FAS_21

Add Employee Function

The Add Employee is located above the Budget section as a separate right click function.
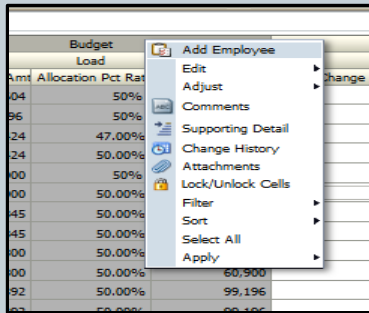
Some of the data will be defaulted but you will have to enter the key information, such as employee or pool, job title and compensation.

Sub Accounts do not include fringe 1901, 1902, and 1903 as they are calculated by the system and should not take manual entries.

Runtime Prompts - Add Employee

TBHs must have (#)

Prompt Text	Value
* 1:Select VERSION:	"1st Draft"
* 1:Select EMPLOYEE:	"TBH Faculty 12 Months - Full Benefits (1)"
* 1:Select JOB TITLE:	"901300"
* 1:Select SUB ACCOUNT:	SL1000
* 1:Enter Annual Comp:	
* 1:Enter Alloc Pay %:	100
* 1:Enter Start Month:	July
* 1:Enter End Month:	June
* 1:Select ACCOUNT 6:	"265316_V01"
* 1:Select POSITION:	P9014441
* 2:Select ACCOUNT 6:	"265316_V01"
* 2:Select Version:	"1st Draft"
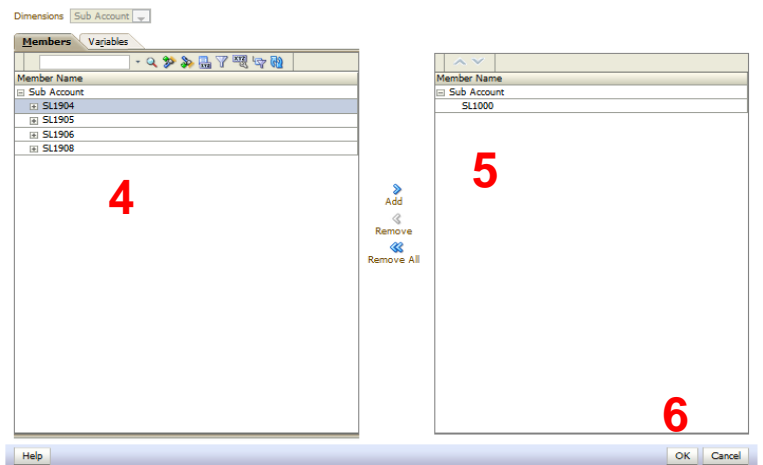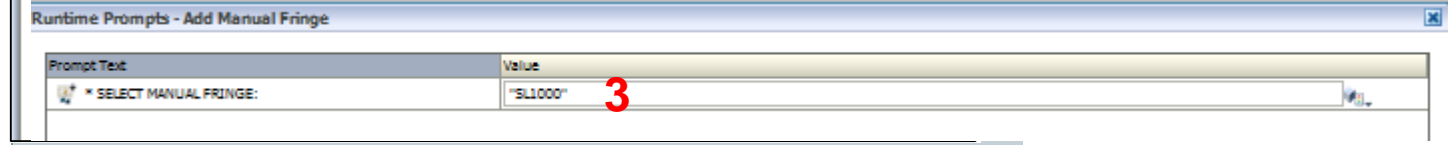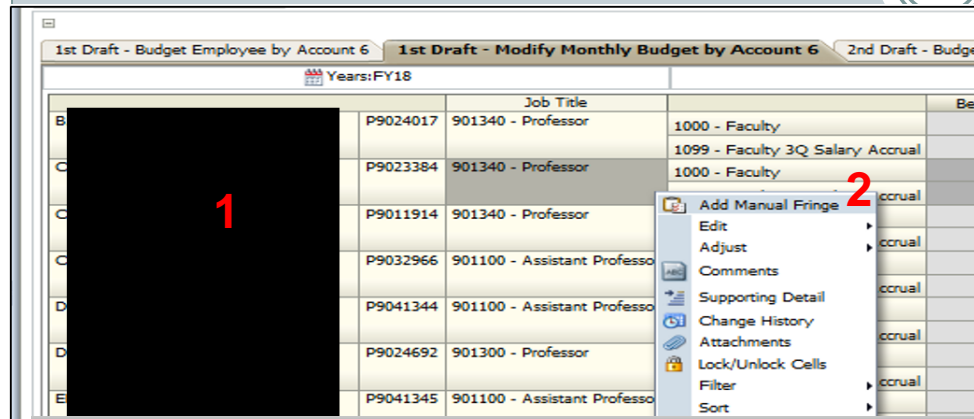
Use Member Selection to choose an item for each element. Selections MUST be at the bottom level of hierarchy. Selections should follow the pictured format. If bottom level member not selected, data will save but not be displayed on the form.

Add Additional Fringe Function

Fringe can be manually added on the **Monthly View** tabs, but only on specific subaccounts. (1904, 1905, 1906 and 1908)

1. Right click on Employee row
2. Left click on "Add Manual Fringe"
3. Click on Member Select icon
4. Click on a Sub Account
5. Click Add arrow
6. Click OK

Transfer Data from UCSAL to UCBUD

In the Launch Business Rules folder, the Transfer Budget Data to UCBUD form is used to perform the summary of employee salary data to the Account 10 level and move it over to the UCBUD application.

This process can take several minutes to run. To run just open the form. Select the desired Draft and Account6 level desired from the drop down boxes and Click the ➡ button to set the form to the correct level for transfer. Lastly, click the Save button to execute the process. A message box will display upon completion.

- The ➡ button does not execute the process. It only resets the form to the correct Draft.
- DO NOT press Save button more than once. Pressing Save again will restart the process and delay completion.

Data has been blocked out in black for this presentation.

Questions?

UCBUD Preferences & User Variables

- There are 3 user variables that need to be set in UCBUD
  - 1. UV_Unit – Select your Exec. Level (FAS_XX)
  - 2. UV_Draft – Set to '1st Draft'
  - 3. UV_Dept – Select your Dept. Level (FAS_XXX)

- All 3 of these variables can be set by selecting Preferences → then User Variable Options
- Each of these variables will define how certain forms display
- Once you have set your variables be sure to hit 'Save'

UCBUD Budget Forms

- There are 5 primary forms used for entering budget data in UCBUD

  - 1. Unit – Enter Acct. 10 Budget by Account 6
  - 2. Unit – Enter Acct. 10 Budget by Sub Account
  - 3. Dept. – Enter Acct. 10 Budget by Account 6 & Sub Account
  - 4. Unit – Budget by New Acct. 10 Combination
  - 5. Unit – Transfer Offset Input

- All 5 of these primary forms are located in the Budget form folder, in order to view the Budget form folder, click to expand the Unit Forms folder

- Take note of the naming of each form, Unit/Dept. refer to the user variable defined in Preferences

- "…by Account 6" & "…by Sub Account" refer to the dimension located in the drop menu

UCBUD - Form and Ad Hoc Grid Management

Forms

Form Folder

- Forms
  - Budget Office Forms
  - Unit Forms
    - **Budget**
    - Report Views
      - Budget Views
      - Actuals Views
      - Forecast Views
    - Submit to Budget Office
    - Monthly Forecasts

Forms in Budget

Form
- 0A. Budget - Pre-Seed by Prior Month Forecast
- 0B. Budget - Pre-Seed by Prior Year Budget
- 1. Unit - Enter Acct. 10 Budget by Account 6
- 1A. Unit - Enter Acct. 10 Budget by Ledger
- 2. Unit - Enter Acct. 10 Budget by Sub Account
- 3. Budget by New Acct. 10 Combination
- 4. Dept. - Enter Acct. 10 Budget by Account 6 & Su
- 5. Unit - Transfer Offset Input
- 6. Agg Exec. Level

General Non-Compensation Information

- The Executive Level Administrator must also create the Non-Compensation portion of their Budget.

- This process can be done at the same time, before or after the Compensation Budget in UCSAL.

- In the Budget folder, there are multiple forms that can be used interchangeably.

- When saving, the calculations on forms 1 and 2 will execute the fastest because they are only focused on one account. The other forms will calculate the full Exec. and therefore take longer

Budget Form Information

- The areas in gray are read only and cannot be changed. They are for viewing purposes only. The white areas are where you may enter data.

- Prior Year Actuals (YTD) are provided for you.

- You may enter the Budget at the Year Total, Quarter or Month levels.

Entering / Updating Data in UCBUD

- Using Form 1. Unit – Enter Account 10 Budget by Account 6
- Select the Account 6 from the Page drop down list
- Click ➡ to refresh the Point of View (POV) and display that intersection of data
- All Salary data will have a gray background and be locked. Changes to compensation accounts must be made in UCSAL
- Non-Compensation Sub Accounts will have a white background where you may enter data at the Year Total, Quarter or Month level

1. Unit - Enter Acct.10 Budget by Account 6

UV_Unit: FAS_21

		2018 Actual Final YearTotal	☐ YearTotal	☐ Q1	☐ Q2	☐ Q3	☐ Q4
0800 - Sales & Services Revenue Outside Income	F20						
0801 - Sales & Services Revenue Outside Income	F20						
0802 - Sales & Services Revenue Outside Income	F20						
1200 - Professional	K45						
1902 - Fringe	L10						
1903 - Fringe	L10						
2100 - Audio Visual	M40						
2700 - Consultants and Professional Fees	M40						

Budget Form Navigation

Data has been blocked out in black for this presentation.

Alternate Hierarchies

Account6 Alternate Hierarchy – hierarchies created to reorganize the structure in the system. You may find these helpful to use during your data entry / modification.

Choose All base-level Account6 to see them in numerical order on forms

OR

Choose one of the Ledgers below to filter the form to just those accounts

This works in both UCBUD and UCSAL, however UCSAL forms are sorted by Employee Name.

SubAccount Alternate Hierarchies were also created to allow the Sub Accounts to be displayed in numerical order also!

Entering / Updating Data in UCBUD

- Enter your desired data for the Budget
- Data Entered YearTotal is spread evenly to months. Data entered in Quarters is spread evenly within that quarter.
- Cells turn yellow when new data is entered but not yet saved. Click the Save button to submit to the system and the background turns white again.

Adding Account 10 Combo to UCBUD

- 1. Right click on form to launch the menu.
- 2. Click '1.0 Add Acct. 10 Combo'.
- 3. The current version (1st Draft), current Account 6 and current Sub Account member will prepopulate based on the intersection of where you right clicked
- 4. Based on the form you are viewing, select either the Account 6 or Sub Account member you want to add to the form
- 5. Click launch and the new Account 10 Combo with a corresponding SBR Member will be added to the form

Adding Account 10 Combo to UCBUD

- If the '1.0 Add New Acct. 10 Combo' produces an error or does add the desired Acct.10 Combo to your form, open form '4. Budget by New Acct. 10 Combination' from the Budget Folder

- Select any Account 6 and Sub Account from the page drop down menus and then enter the budgeted amount at No SBR. **NOTE:** This form should rarely be used.

UCBUD Report Views

- In the 'Report Views' folder you will find two folders, one folder for 'Budget Views' and one for 'Actuals Views'

- Each folder has 4 report views for the given Scenario
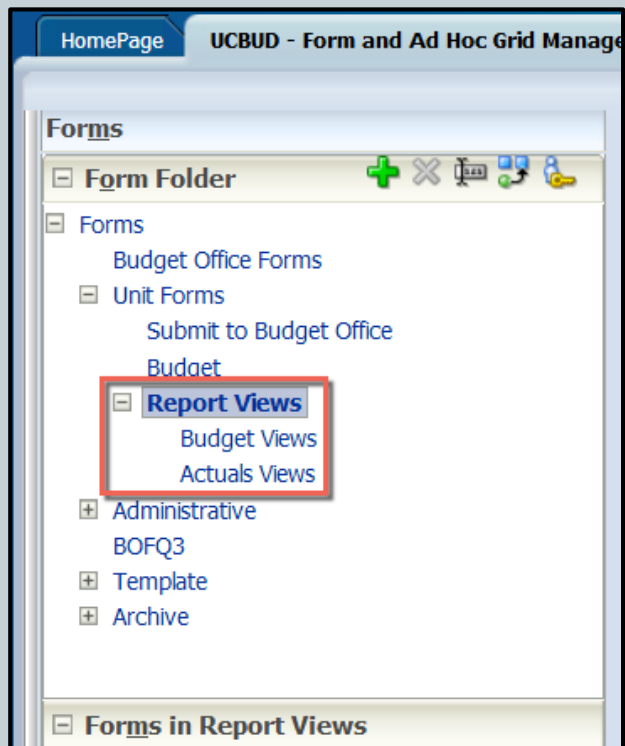
Entering Unit Transfer Offsets

- Navigate to Forms -> Unit Forms-> Budget.
- Click on 5. Unit – Transfer Offset Input

- Form 5 is used to enter amounts for the corresponding Unit to which Transfers are being made.
- All Budgeted Transfers for your selected department should appear on the form.
- The Allocated Transfer column will be red as there are no Offsets to balance to the Budgeted Transfers.
- Enter Transfers in the column of the appropriate Unit.
- After transfers are entered, Click save.
- Transfers are balanced when there are no red cells.
- Process must be repeated if additional transfers are added at a later time.

5. Unit - Transfer Offset Input

UV_Unit: FAS_30

		2018 Budget 1st Draft YearTotal T99 - Total Transfers	2019 Budget 1st Draft YearTotal T99 - Total Transfers	Budget Year Budget 1st Draft BegBalance Allocated Transfers	10 - The College - Transfers
460296 - Researching And Teaching Supplement-John Huizinga	Sub Account				
	9620 - Lump Sum Transfer of Expenses			50	50
284622 - Center For Research In Security Prices-Center Expense	Sub Account				
	9771 - Lump Sum Transfer of Expenses				
	9772 - Lump Sum Transfer of Expenses				
	9773 - Lump Sum Transfer of Expenses				
743456 - Center For Research In Security Prices #1	Sub Account				
	9660 - Lump Sum Transfer of Expenses				
743457 - Center For Research In Security Prices #2	Sub Account				
	9660 - Lump Sum Transfer of Expenses				
743498 - Center For Research In Security Prices Ff As Endowment	Sub Account				
	9660 - Lump Sum Transfer of Expenses				
290393 - Research And Teaching Supplement Funding	Sub Account				
	9740 - Lump Sum Transfer of Expenses				

UCBUD Submit Budget

1. Open the form Copy Draft to Submission – Budget to complete your submission. It will show columns for each draft and the Submission.
2. Click the Save button to execute the Submission process.
3. You will be prompted to select the draft to submit.
4. The Draft you select should equal Submission after process is completed.

Backups and Nightly Processing

- Nightly processing will still take place and users should be out of the system by 10:00pm.

- Backup Schedule
  - Monday – Saturday 4:30AM – 6:00AM
  - Sunday 12:15AM – 2:30AM

- Users should not be in the system during these times.

DEMO

- Demo UCBUD

Contact Information

For additional information on this presentation, please contact…

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Link to Knowledge Base

https://answers.uchicago.edu/search.php?q=delphi

2/19/2020

Questions?