



THE UNIVERSITY OF  
**CHICAGO**



**DELPHI**  
**FY2021 BUDGET PROCESS**  
**FEBRUARY 2020**

# 5 Step Budget Process

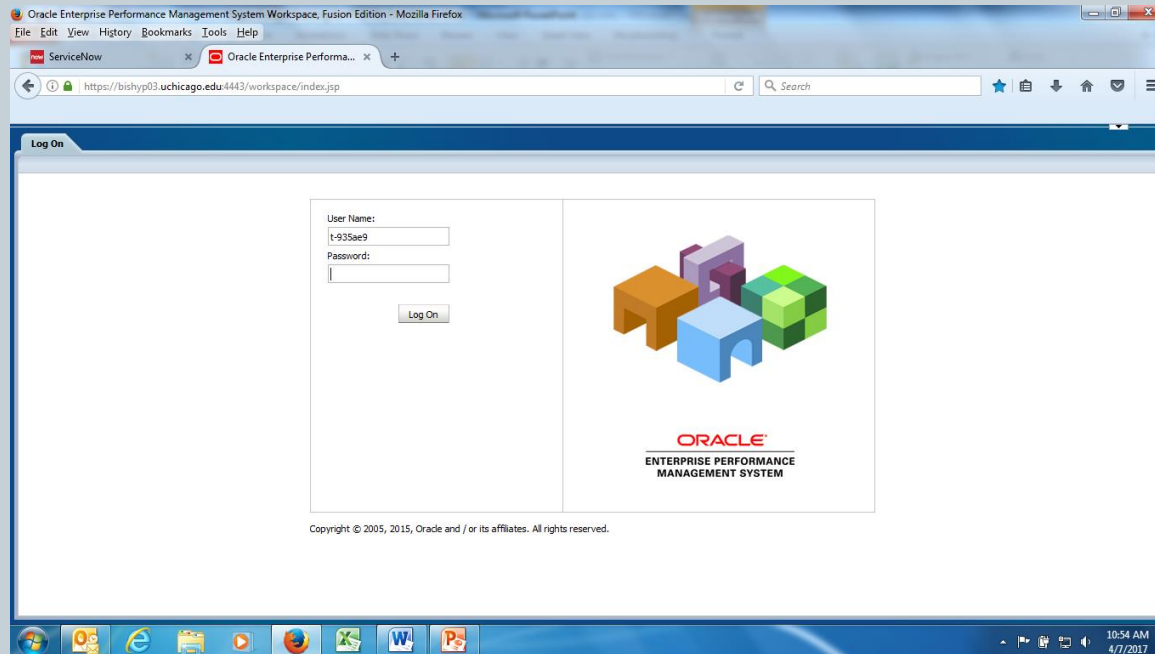
2

- 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

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- Using Firefox, navigate to :  
<https://hyp02.uchicago.edu:4443/workspace/index.jsp>
- Enter you Cnet ID and password



# Delphi Home Page

4

ORACLE<sup>®</sup> Enterprise Performance Management System Workspace, Fusion Edition

Logged in as goziev Help Log Off

Navigate File View Favorites Tools Help

Search:  Advanced

Launch through Navigate menu

- Applications
- Explore
- Workspace Pages
- Administer
- Schedule
- Impact Manager
- Open Items

Planning Refresh

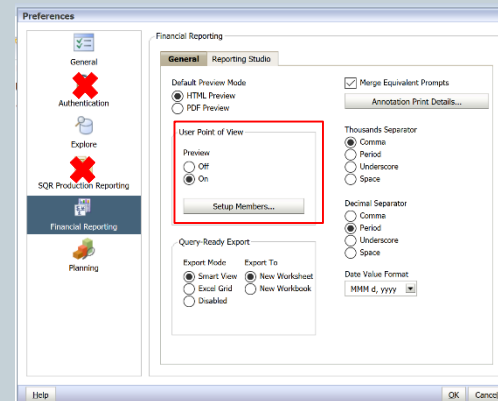
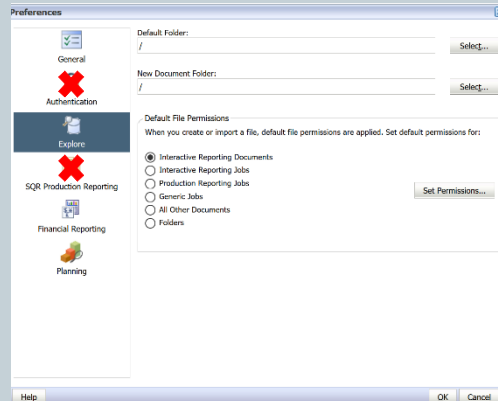
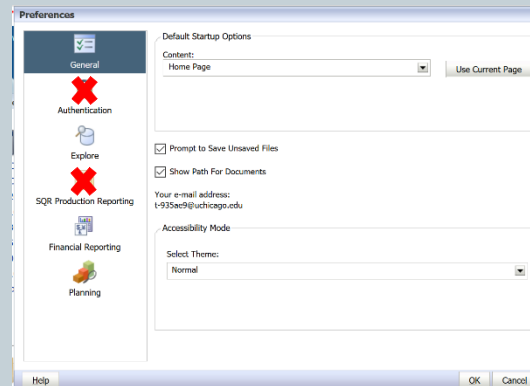
UCBUD UCSAL

Click icon to launch applications

# Setting Global Preferences

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## Application Preferences - File -> Preferences Recommended Settings



# Setting User Preferences

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## User Variable Options – Control Drop Down Displays

UCSAL

The screenshot shows the 'Forms' application interface. On the left, there is a sidebar with a tree view containing 'Form Folder', 'Forms', 'Budget Office Forms', 'Unit Forms', 'Administrative', and 'BAC'. Below this is a section titled 'Forms in Forms' with a 'Form' subsection and the text 'No data to display'. At the bottom of the sidebar, there is a list of options: 'Manage Task Lists', 'My Task List', 'Dimension', 'Business Rule Security', and 'Preferences'. The 'Preferences' option is highlighted with a red box and an arrow pointing to it with the text 'Click Preferences'.

The screenshot shows the 'User Preferences' dialog box for UCSAL. The 'User Variable Options' tab is selected. It contains a table with the following data:

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

Below the table are 'Save' and 'Reset' buttons. Red arrows point from the 'FAS\_653' and '1st Draft' cells to callouts that say 'Set to you Department' and 'Select Draft 1' respectively.

UCBUD

The screenshot shows the 'User Preferences' dialog box for UCBUD. The 'User Variable Options' tab is selected. It contains a table with the following data:

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

Below the table are 'Save' and 'Reset' buttons. Red arrows point from the 'FAS\_400', '1st Draft', and 'FAS\_31' cells to callouts that say 'Set to you Department' and 'Select Draft 1' respectively.

Click Preferences

Click for directions

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

# UCSAL Budget Forms

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

**Budget Employee by Account 6**

457000 - College Administration

1st Draft - Budget Employee by Account 6 1st Draft - Modify Monthly Budget by Account 6 2nd Draft - Budget Employee by Account 6

Years:2018

|                            |          |                                    |                           |
|----------------------------|----------|------------------------------------|---------------------------|
| BAKER,CAROL A. - 81966008X | P9024570 | AE402B - Administrative Specialist | 1600 - Clerical Non-Union |
|----------------------------|----------|------------------------------------|---------------------------|

**Budget Employee by Job Title**

400006 - Temporary Professional Ne

1st Draft - Budget Employee by Job Title 1st Draft - Modify Monthly Budget by Job Title 2nd Draft - Budget Employee by Job Title

Period: BegBalance

|                             |          |                                     |                     |
|-----------------------------|----------|-------------------------------------|---------------------|
| AGRAWAL,PRATEEK - 60398519Y | P9068737 | 634786 - Chicago Smartdata Platform | 1200 - Professional |
|-----------------------------|----------|-------------------------------------|---------------------|

**Budget Employee by Position**

P9068115

1st Draft - Budget Employee by Position 1st Draft - Modify Monthly Budget by Position 2nd Draft - Budget Employee by Position

Period: BegBalance

|                            |                                    |                                   |                       |
|----------------------------|------------------------------------|-----------------------------------|-----------------------|
| HARVEY,KENDALL - 60815720W | 400006 - Temporary Professional Ne | 472095 - Library Special Projects | 1702 - Clerical Union |
|----------------------------|------------------------------------|-----------------------------------|-----------------------|

**Budget Employee by Sub Account**

1702 - Clerical Union

1st Draft - Budget Employee by Sub Account 1st Draft - Modify Monthly Budget by Sub Account 2nd Draft - Budget Employee by Sub Account

Period: BegBalance

|                            |          |                                    |  |
|----------------------------|----------|------------------------------------|--|
| AUSTIN,JEFFREY - 01903825P | P9063943 | 400006 - Temporary Professional Ne | 472115 - Special Collections Research Center Exhibits-Pres |
|----------------------------|----------|------------------------------------|--|

**Budget Employee by Individual**

HARVEY,KENDALL - 60815720W

1st Draft - Budget Employee by Individual 1st Draft - Modify Monthly Budget by Individual 2nd Draft - Budget Employee by Individual

Years:2018

|          |                                    |                                   |                       |
|----------|------------------------------------|-----------------------------------|-----------------------|
| P9068115 | 400006 - Temporary Professional Ne | 472095 - Library Special Projects | 1702 - Clerical Union |
|----------|------------------------------------|-----------------------------------|-----------------------|

# Using forms

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- **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

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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 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 | % Change     |
|  |  |  |  |                  |                     |                    | Change Month |
|  |  |  |  |                  |                     |                    |              |
|  |  |  |  |                  | 50.00%              |                    | July         |
|  |  |  |  |                  | 100.00%             |                    | July         |
|  |  |  |  |                  | 50.00%              |                    | July         |
|  |  |  |  |                  | 10.00%              |                    | July         |
|  |  |  |  |                  | 50.00%              |                    | July         |
|  |  |  |  |                  | 50.00%              |                    | July         |

Data has been blocked out in black for this presentation.

# UCSAL Budget Forms

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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 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 - 15 | 1400 - Technical      |  |                  |                     |                    |

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# UCSAL Budget Forms

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Budget Employee by Account 6

254674 - 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 |
|  | P9089873 | 507911 - Project Asst Iv - 507911  | 1700 - Clerical Union |                  | 50.00%              |                    |          | July         |                  | 50.00%              |                    |
|  | P9087531 | IF202A - Systems Administrator 2 - | 1200 - Professional   |                  | 100.00%             |                    |          | July         |                  | 100.00%             |                    |
|  | P9088506 | 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.

# UCSAL Budget Forms

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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 ....(Account6/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 Program              |         |   |                           |    |    |  |
| 1st Draft - Budget Employee by Account 6       |         |   |                           |    |    |  |
| 1st Draft - Modify Monthly Budget by Account 6 |         |   |                           |    |    |  |
| Years: FY20                                    |         | Scenario: Budget  |                           |    |    |  |
|  |         | BegBalance  | YearTotal                 | Q1 | Q2 |  |
| [Redacted]                                     | 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                    |    |    |  |

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# UCSAL Budget Forms

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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 2<sup>nd</sup> 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 it 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.

| 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

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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 1<sup>st</sup> 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:Source 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"   |  |

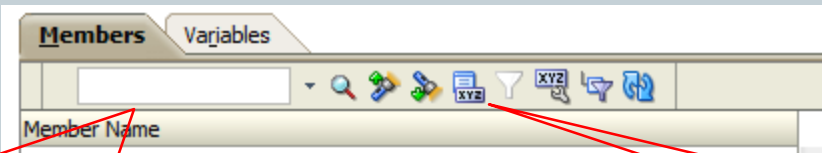
Member Selection Dialog Box

# Member Selection Dialog Box

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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 |

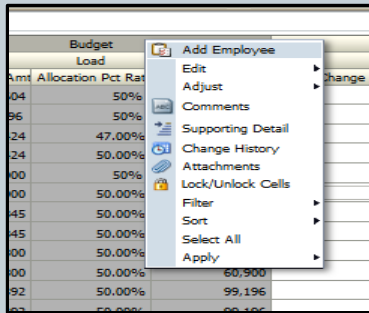
| Alias                        | Member Name |
|------------------------------|-------------|
| [-] Account 6                | Account 6   |
| [+] 10 - The College         | FAS_10      |
| [+] 21 - Humanities Division | FAS_21      |



# Add Employee Function

16

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"                                 |

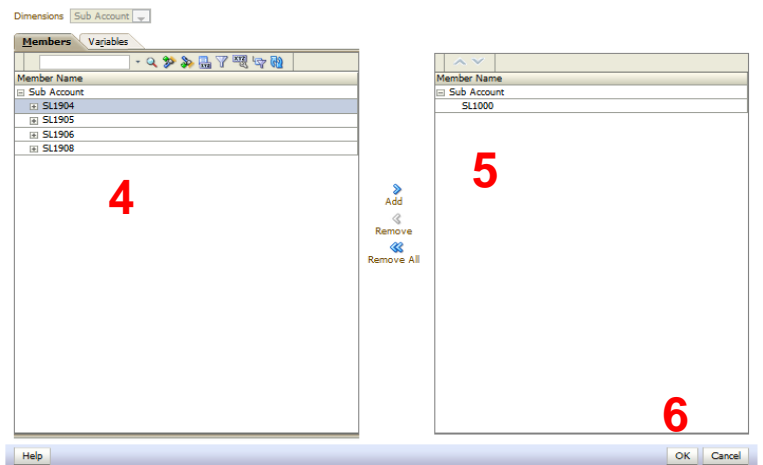
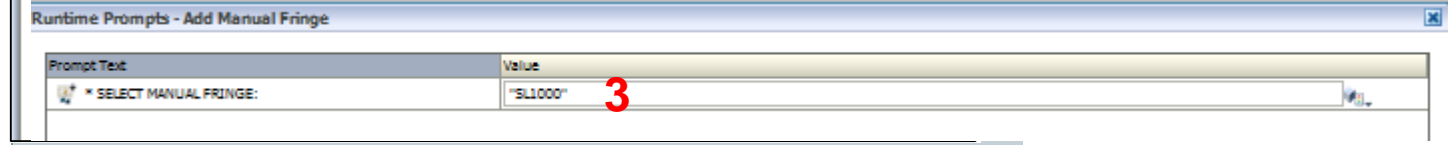
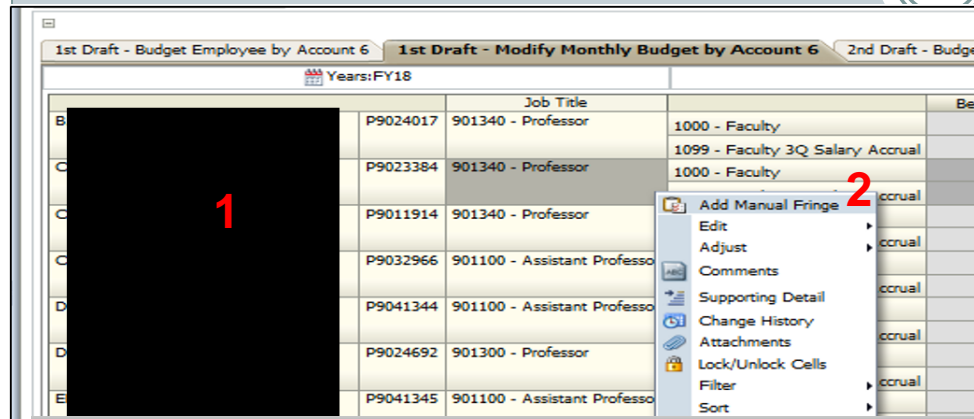
Use Member Selection to choose an item for each element. Selections **MUST** be at the bottom level of hierarchy. Selections should follow the pictured format. If bottom level member not selected, data will save but not be displayed on the form.



# Add Additional Fringe Function

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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

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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.

UCSAL - 1. Transfer Budget Data to UCBUD ×

**Forms**

Form Folder

- Forms
  - BAC
  - Budget Office Forms
  - Unit Forms
    - Budget
    - Launch Business Rules**
    - Report Views
    - Monthly Forecasts
  - Administrative
    - Simplified Comp Entry

**1. Transfer Budget Data to UCBUD**

Years: FY20 Scenario: Budget

1st Draft FAS\_22

|                   | Compensation |
|-------------------|--------------|
| Salary            |              |
| Fringe            |              |
| Total Sub Account |              |

Data has been blocked out in black for this presentation.

# FY21 UCSAL Budget

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## Questions?



# UCBUD Preferences & User Variables

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- 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 '1<sup>st</sup> 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'

The screenshot shows the 'UCBUD - User Preferences' window. On the left is a navigation pane with a tree view containing 'Forms', 'Manage Task Lists', 'My Task List', 'Dimension', 'Business Rule Security', and 'Preferences'. The 'Preferences' item is selected. The main area is titled 'User Preferences' and has four tabs: 'Application Settings', 'Display Options', 'Printing Options', and 'User Variable Options'. The 'User Variable Options' tab is active and highlighted with a red box. It contains a table with the following data:

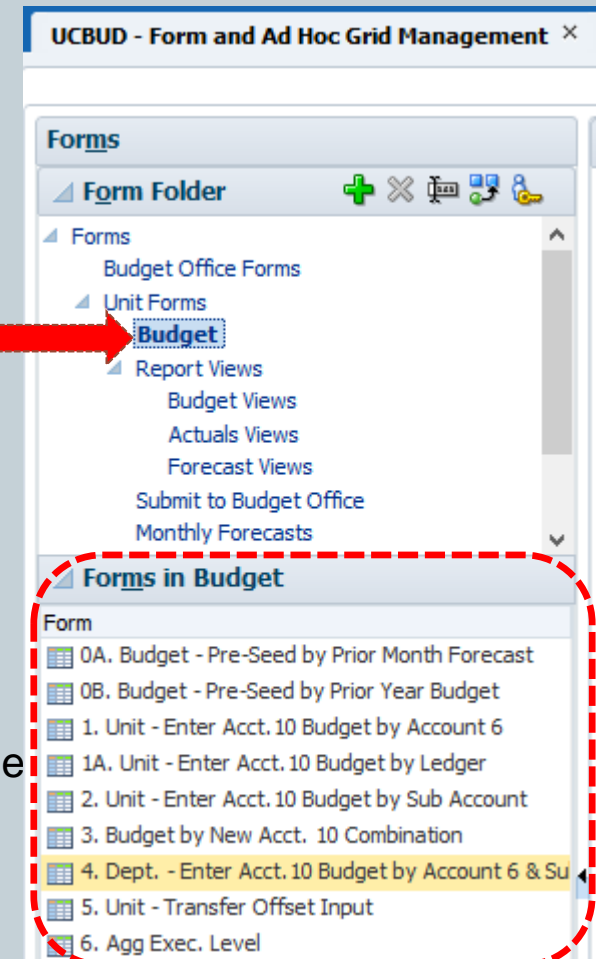
| Dimension | User Variable Name | Selected Member |
|-----------|--------------------|-----------------|
| Account 6 | UV_Unit            | FAS_23          |
| Version   | UV_Draft           | 1st Draft       |
| Account 6 | UV_Dept            | FAS_301         |

At the bottom right of the window, there are 'Save' and 'Reset' buttons. A red arrow points to the 'Save' button.

# UCBUD Budget Forms

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- 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



# Entering /Updating Data in UCBUD

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## 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

# Entering /Updating Data in UCBUD

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## 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

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- 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

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

UV\_Unit: FAS\_23

Use the arrow  
to refresh the  
POV

Use the Page  
View to select  
a Member from  
the dimension  
stored in the  
page

Yellow cells  
indicate  
unsaved data

|  |                    | 2018      |           |     |    |
|--|--------------------|-----------|-----------|-----|----|
|  |                    | Actual    |           |     |    |
|  |                    | Final     |           |     |    |
|  |                    | YearTotal | YearTotal | Q1  | Q2 |
| Printing                               | M40                |           | 100       | 100 |    |
| Postals-Social Activities              | M40                |           |           |     |    |
| 3800 - Postage-Mailing-Shipping        | M40                |           |           |     |    |
| 3900 - Professional Development        | M40                |           |           |     |    |
| 4200 - Telephone-Telegraph-Telex       | M40                |           |           |     |    |
| 4900 - All Other Services              | M40                |           |           |     |    |
| 5500 - Office and Educational Supplies | M40                |           |           |     |    |
| 7100 - Domestic Travel                 | M40                |           |           |     |    |
| 9913 - Unallowable Costs               | M40                |           |           |     |    |
| Total Sub Account                      | V99                |           |           |     |    |
| Total Sub Account                      | Total V99 & No SBR |           |           |     |    |

Grey cells are read only

Data has been blocked out in black for this presentation.

# Alternate Hierarchies

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Oracle Hyperion Planning, Fusion Edition - Windows Internet Explorer

Member Selection

Dimensions Account 6

Members Variables

Alias

**Account 6**

- Total University Less BSD
- Total University and UCMC
- Account 6 - Input View
- All base-level Account 6**
- Ledger0
- Ledger1
- Ledger2
- Ledger4
- Ledger5
- Ledger6
- Ledger7
- Ledger8
- Ledger9

1st Draft - Budget by Account6 2nd D

|   |
|---|
| 1000 - Faculty                            |
| 1019 - Faculty                            |
| 1200 - Professional                       |
| 1300 - Superv-Manag-Admin                 |
| 1305 - Superv-Manag-Admin                 |
| 1400 - Technical                          |
| 1600 - Clerical Non-Union                 |
| 1700 - Clerical Union                     |
| 1901 - Fringe                             |
| 1902 - Fringe                             |
| 1903 - Fringe                             |
| 2001 - Budget Pool for Services           |
| 2900 - Duplicating-Printing               |
| 3000 - Business Meals-Social Activities   |
| 3200 - Insurance Costs                    |
| 3300 - Maintenance-Repair Costs           |
| 3700 - Physical Plant Department Services |
| 3770 - Physical Plant Department Services |
| 3800 - Postage-Mailing-Shipping           |
| 3900 - Professional Development           |
| 4000 - Publication Costs                  |
| 4200 - Telephone-Telegraph-Telex          |

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

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- 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.

| 1. Unit - Enter Acct.10 Budget by Account 6 |     |           |           |       |       |       |       |     |
|---|-----|-----------|-----------|-------|-------|-------|-------|-----|
| UV_Unit: FAS_23                             |     |           |           |       |       |       |       |     |
|   |     | 2018      |           |       |       |       |       |     |
|   |     | Actual    |           |       |       |       |       |     |
|   |     | Final     |           |       |       |       |       |     |
|   |     | YearTotal | YearTotal | Q1    | Q2    | Q3    | Q4    | Jul |
| 2900 - Duplicating-Printing                 | M40 |           | 10,000    | 2,500 | 2,500 | 2,500 | 2,500 | 833 |
| 3000 - Business Meals-Social Activities     | M40 |           |           |       |       |       |       |     |
| 3800 - Postage-Mailing-Shipping             | M40 |           |           |       |       |       |       |     |
| 3900 - Professional Development             | M40 |           |           |       |       |       |       |     |

Navigate File Edit View Favorites Tools Administration Help



# Adding Account 10 Combo to UCBUD

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- 1. Right click on form to launch the menu.
- 2. Click '1.0 Add Acct. 10 Combo'.
- 3. The current version (1<sup>st</sup> 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

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

456003 - Human Resources Oj

|                          | 2018      |
|--------------------------|-----------|
|                          | Actual    |
|                          | Final     |
|                          | YearTotal |
| 2900 - Duplicating-Print |           |
| 3000 - Business Meals-S  |           |
| 3800 - Postage-Mailing-  |           |
| 3900 - Professional Dev  |           |
| 4200 - Telephone-Tele    |           |
| 4900 - All Other Service |           |

1. Add Acct.10 Combo

Edit

Adjust

Comments

Supporting Detail

Runtime Prompts - UCBUD - Add\_Line

| Prompt Text         | Value        |
|---------------------|--------------|
| * 1:Select Version  | "1st Draft"  |
| * Select Account 6  | "456003_V02" |
| * Select SubAccount | "SL2900"     |

Launch Cancel

# Adding Account 10 Combo to UCBUD

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- If the '1.0 Add New Acct. 10 Combo' produces an error or does not 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.

HomePage UCBUD - 4. Budget by New Acct. 10 Combination

**Forms**

Form Folder

Forms

Budget Office Forms

Unit Forms

Submit to Budget Office

**Budget** 1

Report Views

Administrative

BOFQ3

Template

Archive

**Forms in Budget**

Form

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 & S

**4. Budget by New Acct. 10 Combination** 2

5. Unit - Transfer Offset Input

**4. Budget by New Acct. 10 Combination**

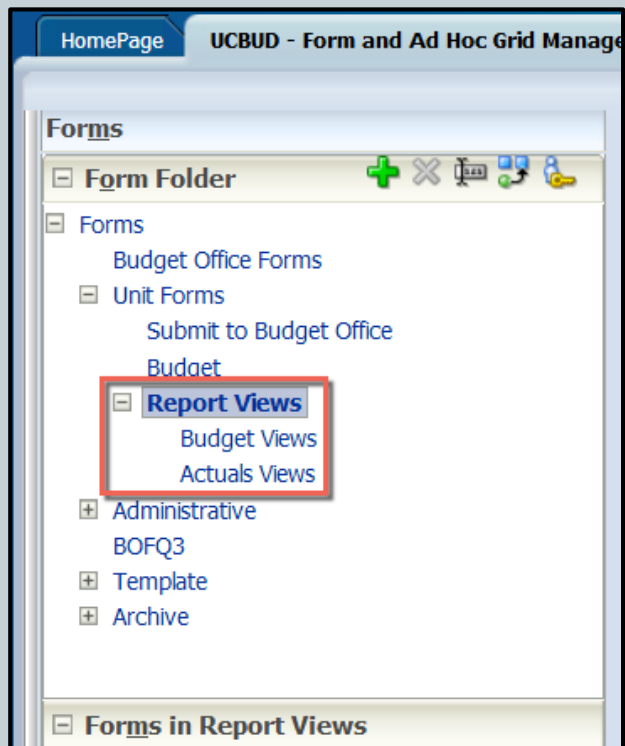
456009 - Sbs Irb Staff Salaries 3 0300 - Indirect Cost Recovery 4

|        | YearTotal | Q1 | Q2 | Q3 | Q4 | Jul |
|--------|-----------|----|----|----|----|-----|
| No SBR |           |    |    |    |    |     |

# UCBUD Report Views

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- 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



**1. Actuals by Exec. Level**

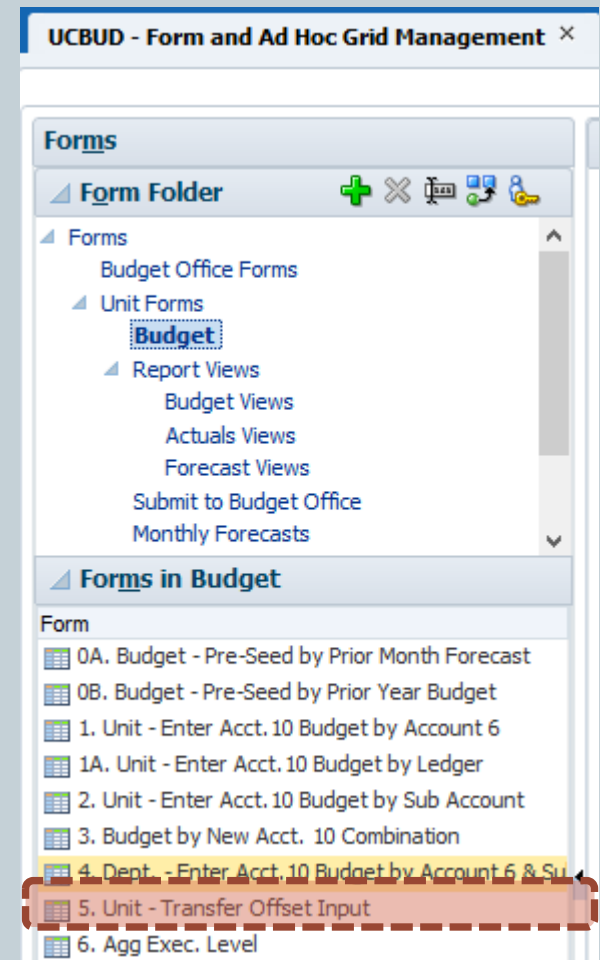
Sub Account: Total Sub Account

|                                  |           |                       |
|----------------------------------|-----------|-----------------------|
| 2018                             | YearTotal |                       |
|                                  |           | + 23 - Social Science |
| A05 - Tuition                    |           |                       |
| A40 - Unrestricted Financial Aid |           |                       |
| A41 - Restricted Financial Aid   |           |                       |

# Entering Unit Transfer Offsets

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



# Entering Unit Transfer Offsets

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- 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.

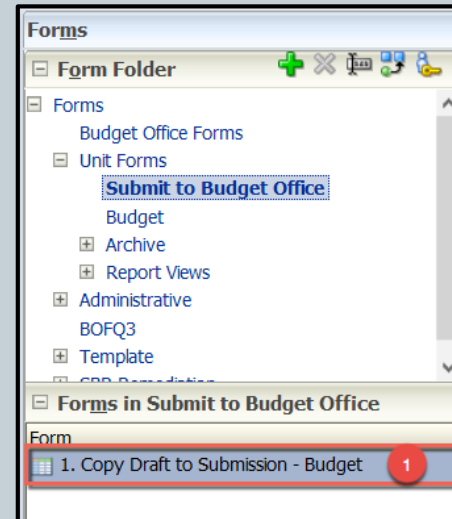
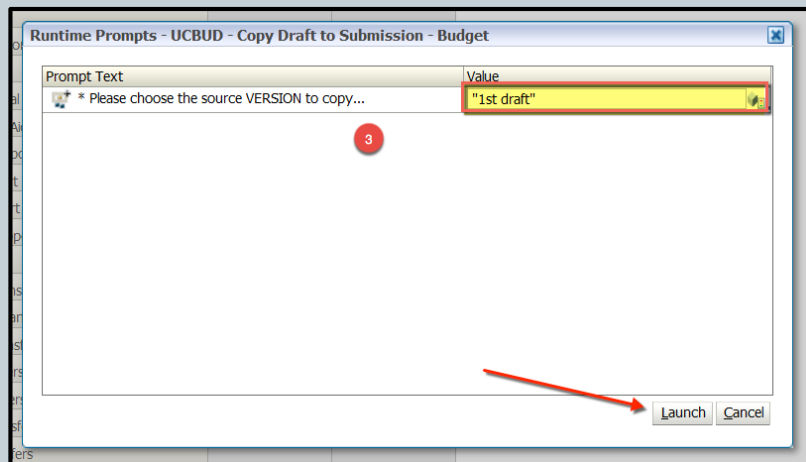
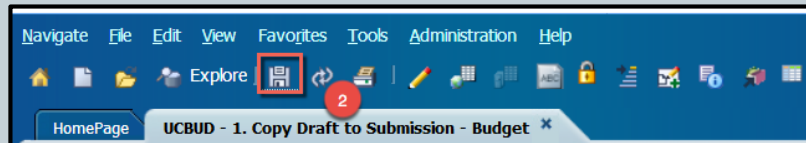
| 5. Unit - Transfer Offset Input                                 |                                      |                       |                       |                     |                              |
|---|--------------------------------------|-----------------------|-----------------------|---------------------|------------------------------|
| UV_Unit: FAS_30   |                                      |                       |                       |                     |                              |
|   |                                      | 2018                  | 2019                  | Budget Year         |                              |
|   |                                      | Budget                | Budget                | Budget              |                              |
|   |                                      | 1st Draft             | 1st Draft             | 1st Draft           |                              |
|   |                                      | YearTotal             | YearTotal             | BegBalance          |                              |
|   |                                      | T99 - Total Transfers | T99 - Total Transfers | 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

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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.



1. Copy Draft to Submission - Budget

Years: FY19

|                                       | YearTotal |            |
|---------------------------------------|-----------|------------|
|                                       | 1st Draft | Submission |
| V99 - Budget (Surplus)/Deficit        |           |            |
| A05 - Tuition                         |           |            |
| A06 - Undergraduate Tuition Allocated |           |            |
| A10 - Fees                            |           |            |

# Backups and Nightly Processing

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- 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

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- Demo UCBUD

# Contact Information

For additional information on this presentation, please contact...

| Contact Name | Email  | Phone        |
|--------------|--|--------------|
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## Link to Knowledge Base

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

# FY21 Budget

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## Questions?

