Monthly Forecast Process Steps

1. Update Compensation in UCSAL.
2. Transfer UCSAL Compensation to UCBUD.
3. Update Non-Compensation in UCBUD.
4. Input variance comments, if applicable.
5. Submit Monthly Forecast to the Budget Office.
Monthly Forecast Data

- UCSAL Monthly Forecast will not contain any Actuals.
- July Forecast is pre-seeded with the FY21 Final Budget.
- Subsequent forecasts will be pre-seeded with the prior forecast’s 1st Draft data for out months in UCBUD and all months in UCSAL.
- UCBUD will be pre-seeded with prior month forecast.
Logging into Delphi

- Using Firefox, navigate to:
  https://hyp02.uchicago.edu:4443/workspace/index.jsp
- Enter Cnet ID and password
To navigate to the UCBUD or UCSAL application, select the Navigate menu and choose Applications > Planning > UCBUD or UCSAL
Setting User Preference

- Users can also set one of the applications to open up automatically by going to File > Preferences
- Select General and Choose Application as the Content Type and then the desired application
Setting Reporting Preferences

Application Preferences - File -> Preferences

Recommended Settings

- HTML is recommended
- Preview “On” recommended
Setting User Preferences

User Variable Options – Control Drop Down Displays

Settings in UCSAL

Click Preferences

Set to Unit or Department

Set to 1st Draft

Set to Department or Unit

Settings in UCBUD

Select 1st Draft

Set to Department
Using Forms

- **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. Users should not be running it multiple times for each account/subaccount listed.
There are 5 forms for the Monthly Forecast Process in UCSAL. Each form can be used to input forecast, just differs on how data is presented.
The drop down boxes control what data is displayed on the form. Form names tell how data is selected in each form. A form will only display data for which user have permission.

1A. Compensation Forecast by Account 6
Displays all employees for the selected Account 6.

1B. Compensation Forecast by Individual
Displays all information for the selected employee.

1C. Compensation Forecast by Position
Displays all information for the selected position.

1D. Compensation Forecast by Sub Account
Displays all employees for the selected Subaccount.
UCSAL Forecast by Exec or Dept.

Form 1E, Displays all employees in the selected department or unit. Not recommended for large units.
There are two tabs in each form:
- 1st tab is primarily used to **add or update employee only**
- 2nd tab is used to **input Forecast**

Select account, search is dynamic

Open ticket if account is not in the list

Click arrow to refresh form data

Tab 1
Tab 2

Data is intentionally blurred
The update employee function allows 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 user can change the Target information such as Account6 and SubAccount, without it creating a new record and requiring user 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.
The Member Selection Dialog Box lets users 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 to find the value for which users are looking and how the results are displayed. Users can also navigate to the value by expanding the hierarchy tree.
The Add Employee function is available via right click function on employee attribute fields in 1st Tab.

Some of the data will be defaulted but user 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.

Member Selection button 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 and error message will not be given.
Data must exist here in the white section to be summarized by Account and transferred to UCBUD. Users can not change salary in UCBUD directly.

Users can enter an annual amount in the Year Total column and let is spread to the quarters and months. The form will subtract the amount in read only columns from this amount and spread the balance evenly through the remaining months. Data entered in a Quarter will spread to that quarter’s months. User may also make their own entries with varying amounts by month. **Yellow cells denote data entered has not been saved.**
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. Click on “Add Manual Fringe”
3. Click on Member Select icon
4. Click on a Sub Account
5. Click Add arrow
6. Click OK
In the Launch Business Rules folder, the Transfer Forecast 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 either the entire Exec or a department from the drop down boxes and Click the button to set the form to the correct level for transfer. Click the icon to execute the process. A message box will display upon completion.

- The button does not execute the process. It only resets the form.
- When the form opens it will display data from the last time the transfer was run, not the latest data.
- DO NOT press Save icon more than once. Pressing Save again will restart the process and delay completion.
The data entry process for the monthly forecast is virtually unchanged.

Actuals are no longer loaded into the closed (grayed out) months. This should reduce the number of budget to forecast variances.

Actuals are displayed in a single column, reflecting a year to date value for the most recent closed month. For Sept. Forecast, YTD August Actuals are shown.

A calculated column to show Actuals as a percentage of budget has been added to assist Budget Managers in tracking YTD Progress.
There are ten forms for the Monthly Forecast Process in UCBUD.

The first five are used for variance reporting and explanations.

The next four allow the user to enter the Forecast by Account6, Account6’s for a given Subaccount or Account10. It’s very similar in process to the Budget; however, closed months are pre-seeded with the prior forecast and are READ ONLY.

The next two forms allow the user to Enter a new Account10 combination and Agg the Exec.
Entering / Updating Data in UCBUD

For example, using Form 6. Unit – Enter Account Forecast by Account 6

Select Account 6 from the drop down

Click to refresh data in form

Read only data cells will have a gray background.

Non compensation Subaccounts will have a white background where user may enter data in the appropriate months.

<table>
<thead>
<tr>
<th>2021 Budget Final</th>
<th>2021 Actual Final</th>
<th>Y_T (Rev)</th>
<th>Actuals as a Percentage of Budget</th>
<th>Budget to Forecast Variance</th>
<th>2021 Mar Forecast 1st Draft</th>
</tr>
</thead>
<tbody>
<tr>
<td>YearTotal</td>
<td>Y_T (Rev)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1200 - Professional</td>
<td>K45</td>
<td>15,000</td>
<td>14,500</td>
<td>1500</td>
<td>1000</td>
</tr>
<tr>
<td>1317 - Superv-Mng-Admin</td>
<td>K45</td>
<td>1500</td>
<td>1450</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>1600 - Clerical Non-Union</td>
<td>K45</td>
<td>1500</td>
<td>1450</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>1601 - Clerical Non-Union</td>
<td>K45</td>
<td>1500</td>
<td>1450</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>1902 - Fringe</td>
<td>L10</td>
<td>100</td>
<td>90</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>1903 - Fringe</td>
<td>L10</td>
<td>100</td>
<td>90</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>2900 - Dupl-Printing</td>
<td>M40</td>
<td>100</td>
<td>90</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>2919 - Dupl-Printing</td>
<td>M40</td>
<td>100</td>
<td>90</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>3810 - Postage-Mail</td>
<td>M40</td>
<td>100</td>
<td>90</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>4200 - Telephone-Telegraph-Telex</td>
<td>M40</td>
<td>100</td>
<td>90</td>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>

Data is intentionally blurred
Adding Account 10 to UCBUD

1. Right click on form to active menu.
2. Click Add New Combination.
3. Use Member Select to choose a bottom level member of the Sub Account dimension.
4. Click OK. New sub account will appear in form.

Data is intentionally blurred
Entering / Updating Data in UCBUD

- Form to enter Forecast by Sub Account or Account 10 work the same way except for user selection. The only difference is how data is displayed/filtered.

- In Account 10 view, it is recommended to limit the view to department.

Data has been blocked out in black for this presentation.
Alternate Hierarchies

Account6 Alternate Hierarchy – hierarchies created to reorganize the structure in the system. User may find these helpful to use during 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!
When the combination does not exist, it can be added and will map to NO SBR.

A new line will appear in the form to include those totals below the V99 line.

The Budget Office will then determine where it should map.
- Open the Agg Exec Level – Fcst form
- Click the Save button
UCBUD Variance Explanation

- Open the 5. Variance Explanation Form
- Enter Variance Explanations at Exec Level by SBR Row
- Click the Save Button to submit explanations
UCBUD Submit Forecast

- Select “Submit to Budget Office” option.
- Open the form “2.Copy Draft to Submission – Monthly Forecast” to complete submission.
- System will display columns for 1st Draft and the Submission.
- Click “Save” button to run submission.
- Upon successful completion “Submission” column should have the same data as in “1st Draft” column.

Data has been blocked out in black for this presentation.
Backups and Nightly Processing

- Nightly processing will take place. Users should be out of the system by **10pm**.
- Backup Schedule
  - Monday – Saturday 4:30AM – 6:00AM
  - Sunday 12:15AM – 2:30AM
- Users should not be in the system during these times.
UCBUD application has three sections of reports view as follows:
Explore > Delphi Reports.

- 110 (New) – Schedule 1 – Ad-Hoc
- 120 (New) – Schedule 1 – Actual vs Budget Year Total
- 145 (New) - Schedule 1 – Forecast vs Budget
- 146 (New) – Schedule 1 – Actual vs Budget

- See screenshot on the next slide
## Delphi Financial Reports

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Modified</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Reports</td>
<td>Folder</td>
<td>8/9/18 9:36 AM</td>
<td>Displays Account 10 for the selected Account 10.</td>
</tr>
<tr>
<td>Budget Office Reports</td>
<td>Folder</td>
<td>9/18/18 1:37 PM</td>
<td>Displays Account 10 for the selected Account 10.</td>
</tr>
<tr>
<td>010 (New) - Budgets by Account 10</td>
<td>Financial Reporting</td>
<td>8/8/18 8:55 AM</td>
<td>Displays Account 10 for the selected Account 10.</td>
</tr>
<tr>
<td>010 - Budgets by Account 10</td>
<td>Financial Reporting</td>
<td>10/17/18 11:29 AM</td>
<td>Displays Account 10 for the selected Account 10.</td>
</tr>
<tr>
<td>015 - Budgets By Account 10 and SubAccount</td>
<td>Financial Reporting</td>
<td>7/16/19 1:21 PM</td>
<td>Displays some format as Budget Entry for Account 10.</td>
</tr>
<tr>
<td>025 (New) - Account 10 for Selected 085 Roi</td>
<td>Financial Reporting</td>
<td>7/7/19 9:13 PM</td>
<td>Displays Account 10 selected in the same format.</td>
</tr>
<tr>
<td>025 - Account 10 for Selected 085 Roi</td>
<td>Financial Reporting</td>
<td>7/30/19 9:42 AM</td>
<td>Displays Account 10 selected in the same format.</td>
</tr>
<tr>
<td>055 - Account 6 - Expenses by Sub</td>
<td>Financial Reporting</td>
<td>8/27/18 10:04 AM</td>
<td>Displays Account 6 in the same format.</td>
</tr>
<tr>
<td>060 - Account 6 - Expenses Other</td>
<td>Financial Reporting</td>
<td>8/27/18 10:04 AM</td>
<td>Displays Account 6 in the same format.</td>
</tr>
<tr>
<td>065 - Account 6 - Revenues vs Expenses</td>
<td>Financial Reporting</td>
<td>8/27/18 10:04 AM</td>
<td>Displays Account 6 in the same format.</td>
</tr>
<tr>
<td>100 - Schedule 1</td>
<td>Financial Reporting</td>
<td>3/15/19 9:20 PM</td>
<td>Schedule 1 displays rows in the Schedule 1.</td>
</tr>
<tr>
<td>101 (New) - Schedule 1 - Budget</td>
<td>Financial Reporting</td>
<td>7/30/19 9:42 AM</td>
<td>Schedule 1 displays rows in the Schedule 1.</td>
</tr>
<tr>
<td>105 (New) - Schedule 1 with Account 10</td>
<td>Financial Reporting</td>
<td>8/5/19 2:35 PM</td>
<td>Schedule 1 displays rows in the Schedule 1 with Account 10.</td>
</tr>
<tr>
<td>105 - Schedule 1 with Account 10</td>
<td>Financial Reporting</td>
<td>3/15/19 9:24 PM</td>
<td>Schedule 1 displays rows in the Schedule 1 with Account 10.</td>
</tr>
<tr>
<td>110 (New) - Schedule 1 - Ad Hoc Variance by Scenario</td>
<td>Financial Reporting</td>
<td>7/30/19 9:42 AM</td>
<td>Schedule 1 - Ad Hoc Variance by Scenarios</td>
</tr>
<tr>
<td>120 (New) - Schedule 1 - Actual vs Budget</td>
<td>Financial Reporting</td>
<td>8/5/19 5:15 PM</td>
<td>Schedule 1 - Actual vs Budget displays actual vs budget.</td>
</tr>
<tr>
<td>130 - Schedule 1 - Actual vs Budget with Comments</td>
<td>Financial Reporting</td>
<td>7/29/19 2:43 PM</td>
<td>Schedule 1 - Actual vs Budget with Comments.</td>
</tr>
<tr>
<td>140 - Schedule 1 - Actual vs Budget</td>
<td>Financial Reporting</td>
<td>3/15/19 9:29 PM</td>
<td>Schedule 1 - Actual vs Budget displays actual vs budget.</td>
</tr>
<tr>
<td>140 - Schedule 1 - Forecast vs Budget</td>
<td>Financial Reporting</td>
<td>3/15/19 3:30 PM</td>
<td>Schedule 1 - Forecast vs Budget displays forecast vs budget.</td>
</tr>
<tr>
<td>145 - Schedule 1 - Forecast vs Budget</td>
<td>Financial Reporting</td>
<td>8/5/19 5:50 PM</td>
<td>Schedule 1 - Forecast vs Budget displays forecast vs budget.</td>
</tr>
<tr>
<td>146 - Schedule 1 - Actual vs Budget</td>
<td>Financial Reporting</td>
<td>3/15/19 12:09 PM</td>
<td>Schedule 1 - Actual vs Budget displays actual vs budget.</td>
</tr>
<tr>
<td>146 - Schedule 1 - Actual vs Budget</td>
<td>Financial Reporting</td>
<td>7/30/19 9:42 AM</td>
<td>Schedule 1 - Actual vs Budget displays actual vs budget.</td>
</tr>
</tbody>
</table>
Getting Help

• Remember: For assistance, contact unit’s budget analyst before entering a ticket.

• Email delphi-support@lists.uchicago.edu to create a ticket for the Delphi Support Team. Thanks!
Questions?