

# Budget Manager Meeting

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THE UNIVERSITY OF  
CHICAGO

February 20, 2018

## Meeting Agenda

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### *Budget Office*

- **Current Year Forecast Process**
  - **Endowment Payout**
- **Control Charts**
- **FY19 Target Meetings**

### *Delphi Project Team*

- **Delphi Readiness**
- **Recap of New Features**
- **FAS vs. Delphi – Differences in Presentation of Historical Data**
- **Delphi User Productivity Kits (UPK)**

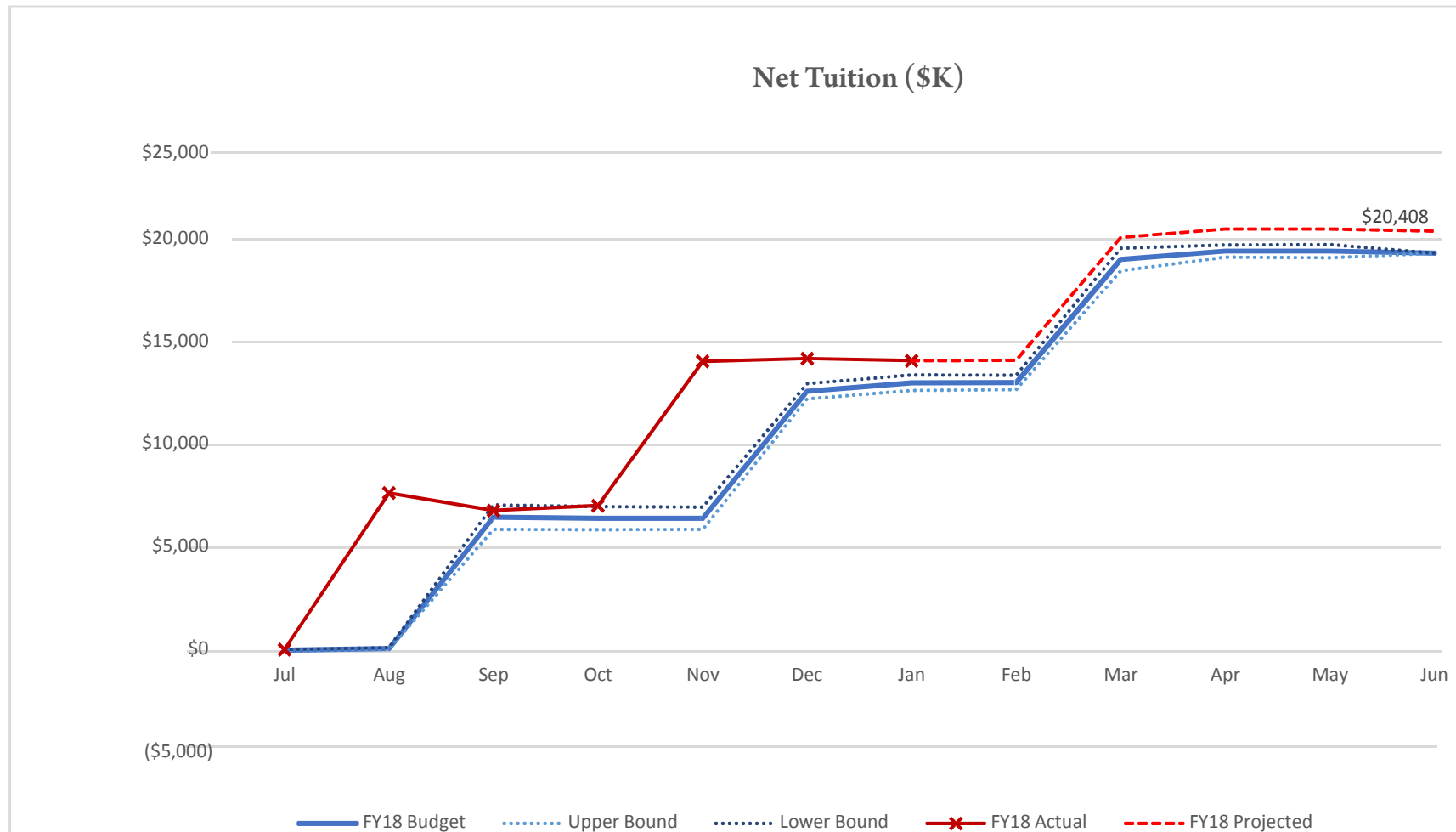
## *Budget Office*

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- **Current Year Forecast Process**
  - Will continue using Excel tools through the remainder of the year.
  - Introducing control charts to better assess year-end projections.
  - Budget Office will be reviewing variances between Q2 projections and control chart projections with units between now and March 7<sup>th</sup>.
  - No projections necessary for February but March turnaround time will be very quick due to the Board calendar.
- **Endowment Payout**
  - **Actuals:** Endowment payout schedule will be provided by Budget Office until it is solution is implemented in the system. First communication was sent out on February 21<sup>st</sup>.
  - **Budget:** Budget office will upload based on estimate provided by Financial Services
- **FY19 Target Meetings**
  - Meetings with administrative and academic support units are well under way.
  - Meetings with academic units will begin March 4<sup>th</sup>. Targets sent out ahead of time.

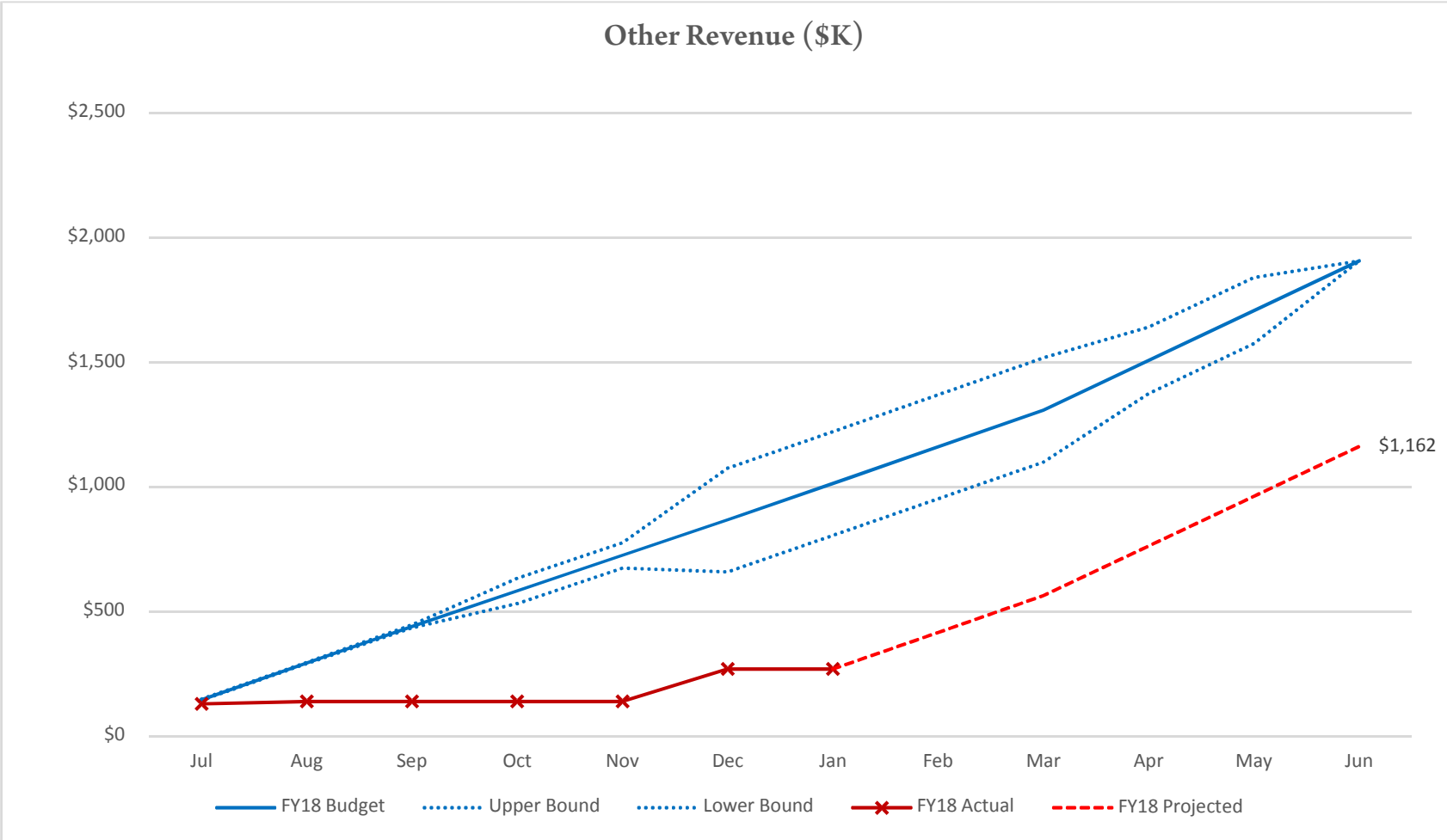
## Control Charts Net Tuition

XX - Sample Unit Control  
Charts - FY2018



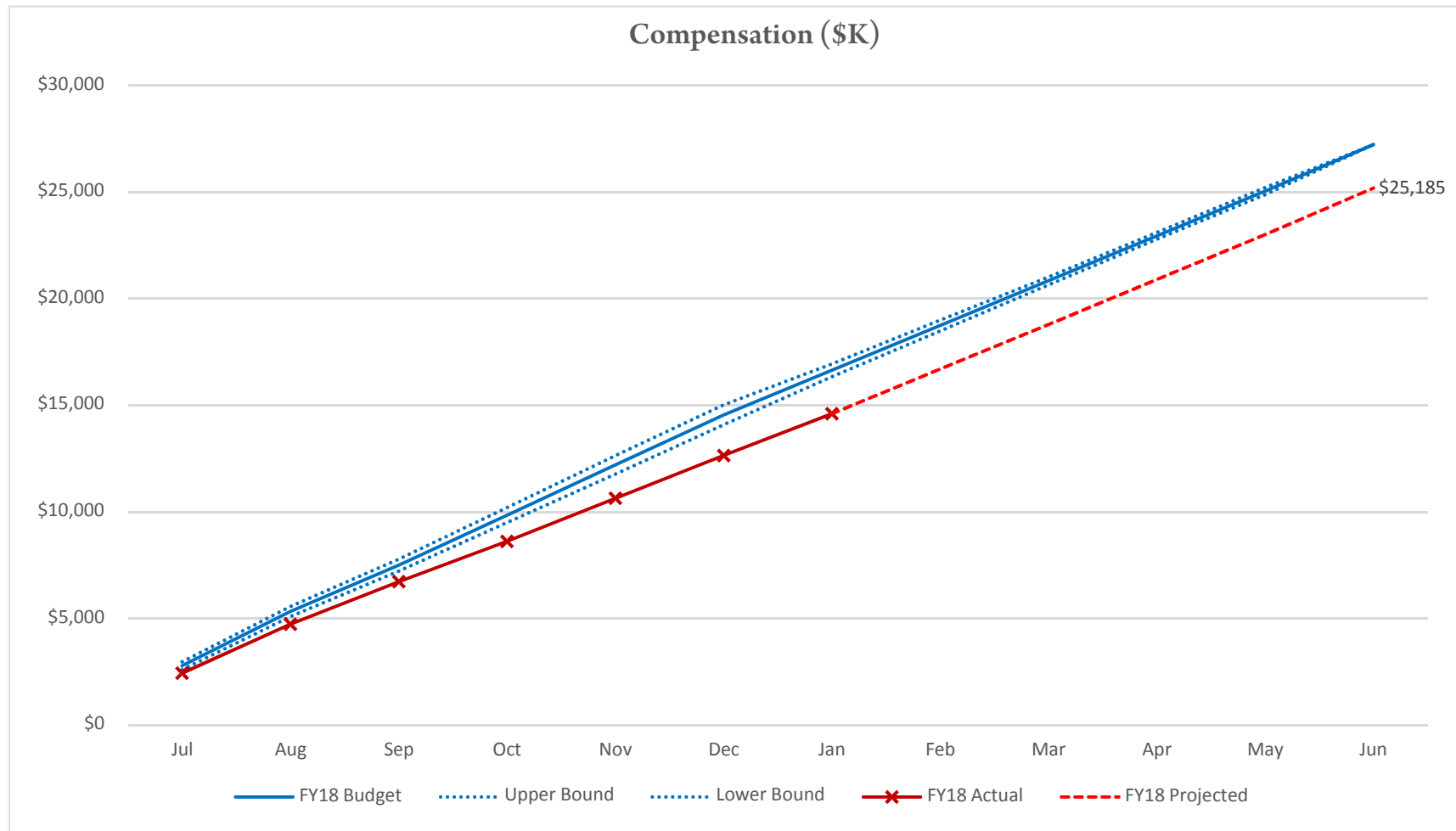
Net Tuition - Gross tuition adjusted for unrestricted financial aid. Tuition allocation is excluded.

# Control Chart Other Revenue



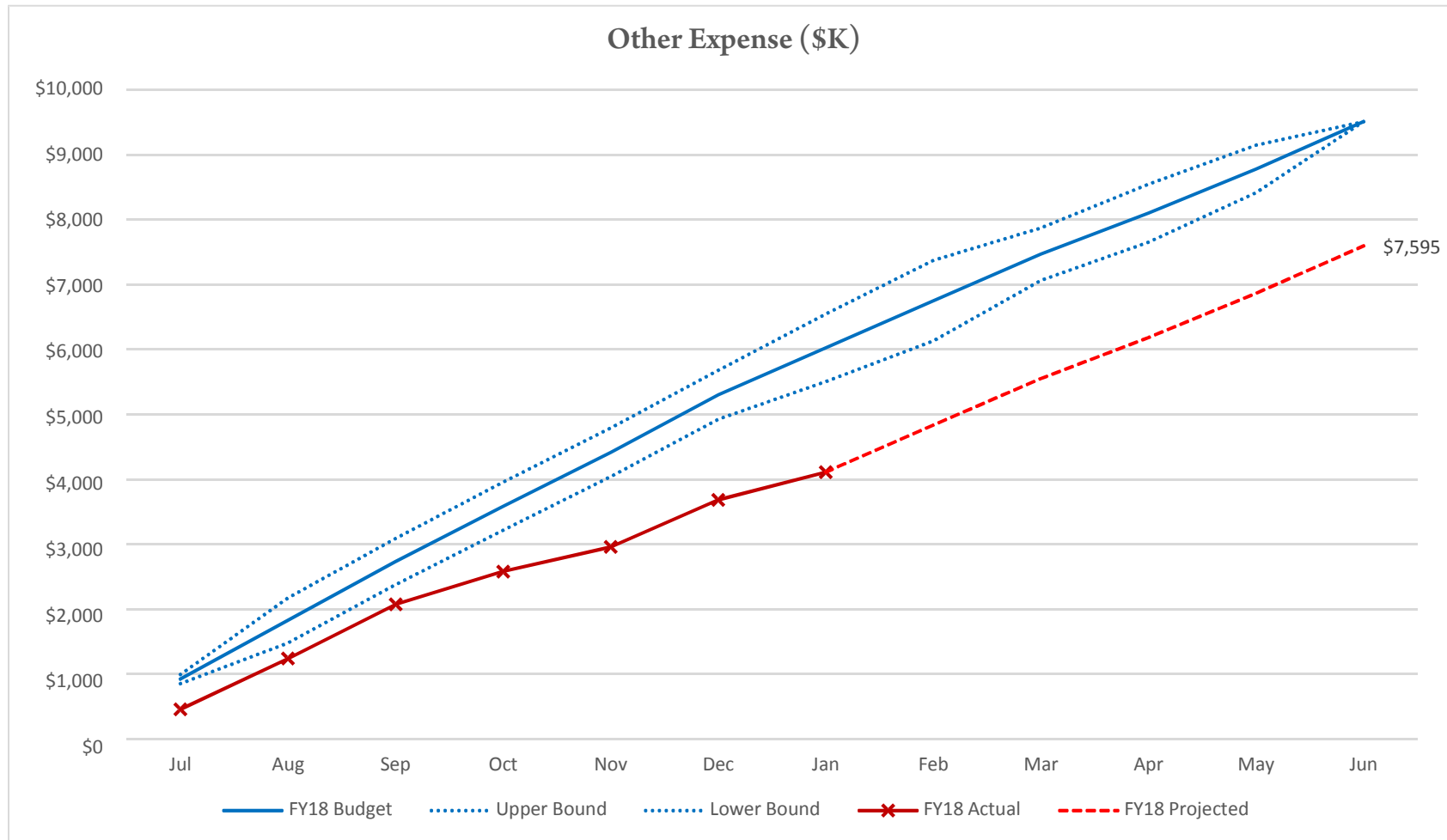
**Other Revenue - Auxiliary revenue and other revenue.**  
**Upper Bound - historical (FY13-FY17) maximum actual in the given month per category, adjusted for current year Budget. Lower Bound - historical (FY13-FY17) minimum actual in the given month per category, adjusted for current year Budget.**

## Control Chart Compensation



Compensation - Unrestricted and restricted compensation.

## Control Chart Other Expense



**Other Expense - All other operating expense, excludes transfers.**

**Upper Bound - historical (FY13-FY17) maximum actual in the given month per category, adjusted for current year Budget.**

## UCBUD – New Features

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### *FY19 Budget Process*

- Removal of ‘No OBS’ Data Entry Process
- Modified Budget Entry Forms
- Developed Right Click Business Rule to Add Acct. 10 Combination to Forms
- Created Budget Process Task List
- Developed Additional Report Views
- Updated Data Transfer Process from UCSAL to UCBUD
- UCBUD Workspace & Smart View Trainings Completed

### *FY18 Actuals*

- Completed Validation of FY18 Actuals at Total University Level



## UCBUD – New Features

- Modified Budget Entry Forms

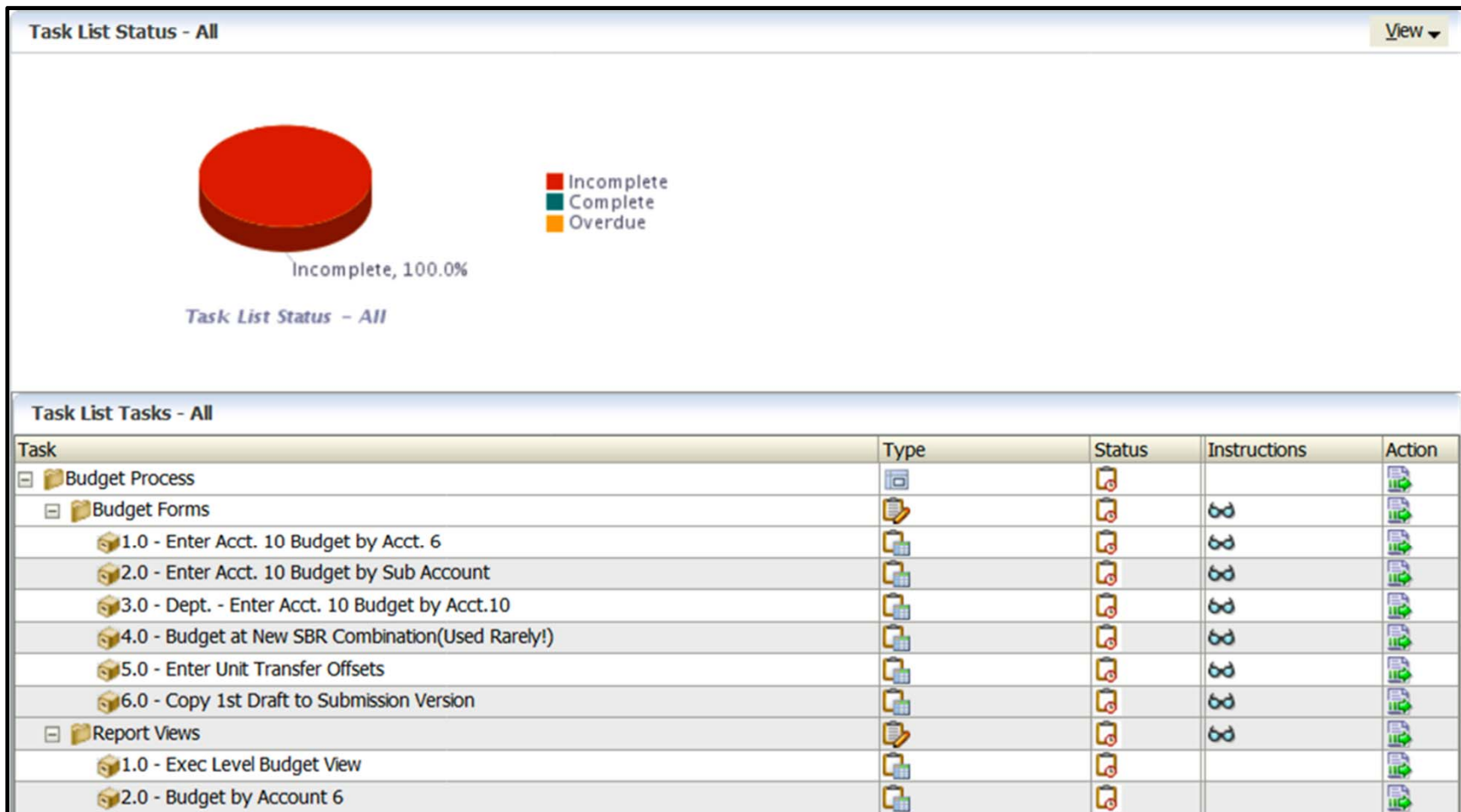
1. Unit - Enter Acct.10 Budget by Account 6

UV\_Unit: FAS\_23

		2018			
		Actual			
		Final			
		Y_T_D(Jan)	YearTotal	Q1	Q2
2900 - Duplicating-Printing	M40				
3000 - Business Meals-Social Activities	M40	1,171			
3800 - Postage-Mailing-Shipping	M40				
3801 - Postage-Mailing-Shipping	M40				
3900 - Professional Development	M40	1,284			
4200 - Telephone-Telegraph-Telex	M40	531			
4900 - All Other Services	M40				
5500 - Office and Educational Supplies	M40	660			
7100 - Domestic Travel	M40	571			
7101 - Domestic Travel	M40				
7102 - Domestic Travel	M40				
9913 - Unallowable Costs	M40	127			
Total Sub Account	V99	4,345			
Total Sub Account	Total V99 & No SBR	4,345			

## UCBUD – New Features

- Budget Process Task List



## UCBUD – New Features

- Report Views

**3. Actuals by Dept**

Sub Account: Total Sub Account

2018 YearTotal

	⊕ 23 - Social Science
A05 - Tuition	(36,995,003)
A06 - Undergraduate Tuition Allocated	(8,673,392)
A40 - Unrestricted Financial Aid	36,958,447
A41 - Restricted Financial Aid	2,789,449
B05 - Federal Faculty Support	(1,184,649)
B06 - Federal OAA Support	(119,102)
B07 - Federal Staff Support	(1,417,312)
B08 - Federal Benefits Support	(555,648)

**3. Actuals by Dept**

Sub Account: Total Sub Account

2018 YearTotal

	⊕ 300 - Social Science	⊕ 301 - Psychology	⊕ 302 - Programs	⊕ 303 - Committees	⊕ 304 - Anthropology
A05 - Tuition					
A06 - Undergraduate Tuition Allocated	(8,673,392)				
A40 - Unrestricted Financial Aid		2,000			
A41 - Restricted Financial Aid				182,896	72,979
B05 - Federal Faculty Support		(332,507)			(223)
B06 - Federal OAA Support		(32,112)			
B07 - Federal Staff Support		(622,724)			(1,283)
B08 - Federal Benefits Support		(209,388)			(127)

## FAS vs. Delphi – Data Presentation Differences

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### *Movement of Account 6 Members*

- All Executive Level data discrepancies are due to the movement of Account 6 Members

### *Historical Data*

- There is a fundamental difference in how FAS & Delphi display historical data
- FAS will display historical data associated with an Account 6 member at “point in time”
- When an Account 6 member is moved in Delphi, all historical data associated with that Account 6 member is moved under the new Executive Level

## FAS vs. Delphi – Exec. Level Data Presentation Differences Example

- Assume Account 6 Members 425119 & 415120 move from Exec. 40 to Exec. 50 at the end of July

Transactional Data			
Account-6	Month	Exec.	Amount
425117	Jul	40	\$ 4,000
425118	Jul	40	\$ 2,000
425119	Jul	40	\$ 6,800
425120	Jul	40	\$ 5,400
425121	Jul	50	\$ 1,200
425117	Aug	40	\$ 3,000
425118	Aug	40	\$ 500
425119	Aug	50	\$ 1,400
425120	Aug	50	\$ 2,600
425121	Aug	50	\$ 2,400
Grand Total			\$ 29,300

FAS / Business Objects			
Account-6	Exec-40	Exec-50	Account Total
425117	\$ 7,000		\$ 7,000
425118	\$ 2,500		\$ 2,500
425119	\$ 6,800	\$ 1,400	\$ 8,200
425120	\$ 5,400	\$ 2,600	\$ 8,000
425121		\$ 3,600	\$ 3,600
Grand Total	\$ 21,700	\$ 7,600	\$ 29,300

Delphi			
Account-6	Exec-40	Exec-50	Account Total
425117	\$ 7,000		\$ 7,000
425118	\$ 2,500		\$ 2,500
425119		\$ 8,200	\$ 8,200
425120		\$ 8,000	\$ 8,000
425121		\$ 3,600	\$ 3,600
Grand Total	\$ 9,500	\$ 19,800	\$ 29,300

- Note the totals in **RED** demonstrating the different Exec. Level totals
- Account 6 level totals remain the same
- Total University level remains the same

## User Productivity Kit - (UPK)

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### *UCBUD Topics Available*

1. Set Up Preferences in UCBUD
2. Enter Account 10 Budget
3. Enter Budget by New Account 10 Combination
4. Transfer Offset Input
5. Submit Budget to Budget Office

### *UCSAL Topics Available*

1. Set Up Preferences in UCSAL
2. Enter Account 10 Compensation
3. Update Employee Information
4. Add New Employee/Pools/To Be Hired
5. Add Manual Fringe
6. Clear Employee Budget
7. Transfer to UCBUD

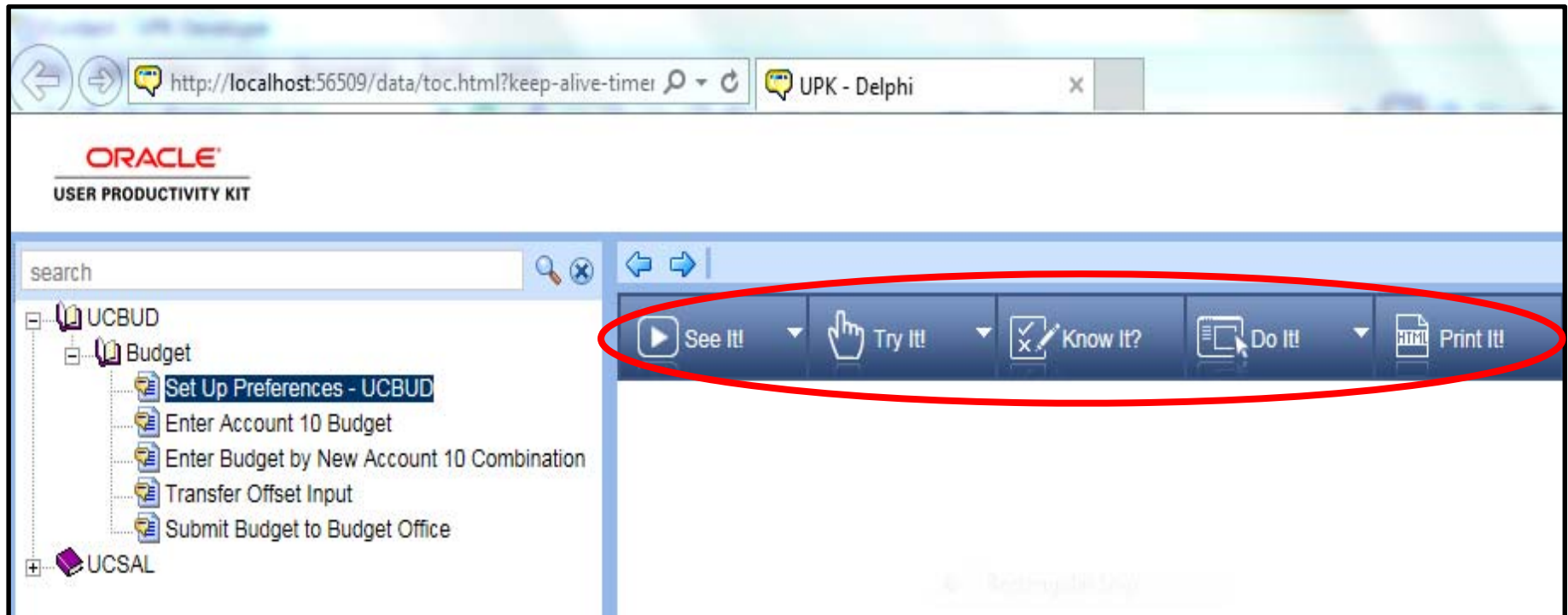
## UPK Modes

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### *High-level Approach*

- **See It** – Allows you to view the simulation as a video. The system will complete the steps for you.
- **Try It** - Prompts you to complete the steps yourself.
- **Know It** – Tests and grades you. This is not required but is available to you.
- **Do It** – Opens up a mini simulation box to be used while in Production.
- **Print It** – Allows you to print out a job aid with all the steps defined.

## UPK Modes





## Demo

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*Demo UCBUD Topic in UPK*