

Budget Manager Meeting



THE UNIVERSITY OF
CHICAGO

May 15, 2018

Meeting Agenda

Budget Office

- Budget Updates
- Space Allocation Monthly Report

Financial Services

- Closing Calendar

Delphi Project Team

- Delphi Update
- Delphi Training Material for Smart-View
- Delphi Data Load Schedule

Space Allocation Monthly Report



UNIVERSITY BUDGET OFFICE
5801 SOUTH ELLIS AVENUE
CHICAGO, ILLINOIS 60637

Monthly Space Cost Allocation

999 - Example

	A	B	C
	FY19 Full-Year Budget	FY19 YTD Actuals	FY19 Current Month Actuals
Depreciation - Building	\$ 3,600	\$ 2,700	\$ 300
Expense	\$ 3,600	\$ 2,700	\$ 300
Space Credits	\$ -	\$ -	\$ -
Interest Expense	\$ 2,400	\$ 1,800	\$ 200
Expense	\$ 2,400	\$ 1,800	\$ 200
Space Credits	\$ -	\$ -	\$ -
Facilities Operations & Maintenance	\$ 1,200	\$ 900	\$ 100
Expense	\$ 1,200	\$ 900	\$ 100
Space Credits	\$ -	\$ -	\$ -
Utilities	\$ 2,800	\$ 2,100	\$ 233
Electricity	\$ 700	\$ 525	\$ 58
Steam	\$ 600	\$ 450	\$ 50
Chilled Water	\$ 500	\$ 375	\$ 42
Water & Sewer	\$ 400	\$ 300	\$ 33
MWRD	\$ 300	\$ 225	\$ 25
Natural Gas FST	\$ 200	\$ 150	\$ 17
Natural Gas Small	\$ 100	\$ 75	\$ 8
Space Credits	\$ -	\$ -	\$ -
Total	\$ 20,000	\$ 15,000	\$ 1,667

Space Allocation Monthly Report

Monthly Space Cost Allocation by Building

999 - Example

	Assigned SqFt	% of Building	Depreciation - Building	Interest Expense	Facilities Operations & Maintenance	Electricity - Expense	Electricity - Usage	Steam - Expense	Steam - Usage	Chilled Water - Expense	Chilled Water - Usage	Water & Sewer - Expense	Water & Sewer - Usage	MWRD - Expense	MWRD - Usage	Natural Gas FST - Expense	Natural Gas FST - Usage	Natural Gas Small - Expense	Natural Gas Small - Usage
Gordon Center for Integrative Science	295.0	0.1%	\$ 118.64	\$ 10,179.40	\$ 3,092.15	\$ 1,263.27	36.09	\$ 871.32	24.89	\$ -	-	\$ 441.08	12.60	\$ 22.84	0.65	\$ -	-	\$ 1.06	0.03
West Campus Combined Utility Plant	1,147.0	100.0%	\$ 2,757,037.51	\$ 4,515,074.89	\$ 4,632.46	\$ -	-	\$ -	-	\$ 129,500.00	3,700.00	\$ -	-	\$ -	-	\$ -	-	\$ -	-
North Shop Trailer	1,636.0	100.0%	\$ -	\$ -	\$ 17,389.25	\$ 29,876.56	853.62	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-
University Service Garage	3,542.0	100.0%	\$ -	\$ -	\$ 37,648.36	\$ 3,868.83	110.54	\$ -	-	\$ -	-	\$ 301.48	8.61	\$ 215.35	6.15	\$ -	-	\$ 3,443.36	98.38

Space Allocation Monthly Report

Monthly Space Cost Allocation by Department

999 - Example

	Assigned SqFt	% of Building	Depreciation - Building	Interest Expense	Facilities Operations & Maintenance	Electricity - Expense	Electricity - Usage	Steam - Expense	Steam - Usage	Chilled Water - Expense	Chilled Water - Usage	Water & Sewer - Expense	Water & Sewer - Usage	MWRD - Expense	MWRD - Usage	Natural Gas FST - Expense	Natural Gas FST - Usage	Natural Gas Small - Expense	Natural Gas Small - Usage
201 - ART HISTORY	5,580	69.4%	\$ 48,708.03	\$ 20,487.17	\$ 59,310.52	\$ 10,905.93	311.60	\$ 56,272.97	1,607.80	\$ 14,987.91	428.23	\$ -	-	\$ 1,174.51	33.56	\$ -	-	\$ -	-
211 - SLAVIC LANGUAGES AND LITERATURES	2,776	17.6%	\$ 8,149.64	\$ 3,170.55	\$ 30,389.01	\$ 3,537.97	101.08	\$ 5,280.94	150.88	\$ -	-	\$ 870.14	24.86	\$ 284.26	8.12	\$ -	-	\$ -	-
226 - NEUBAUER FAMILY COLLEGIUM FOR CULTURE AND SOCIETY	7,999	100.0%	\$ 539,440.02	\$ 181,229.28	\$ 125,496.77	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-
259 - JAMES FRANCK INSTITUTE	57,330	23.7%	\$ 23,057.35	\$ 1,978,254.03	\$ 600,924.55	\$ 245,503.57	7,014.39	\$ 169,332.32	4,838.07	\$ -	-	\$ 85,718.93	2,449.11	\$ 4,438.82	126.82	\$ -	-	\$ 206.24	5.89
302 - PROGRAMS ADMINISTRATION	6,612	193.3%	\$ 200,641.63	\$ 190,299.93	\$ 72,381.90	\$ 6,872.04	196.34	\$ 668.06	19.09	\$ 99.79	2.85	\$ 1,305.85	37.31	\$ 1,275.09	36.43	\$ 1,092.75	31.22	\$ 2,850.91	81.45
313 - GRADUATE TUITION AND AID	2,415	16.3%	\$ 7,785.60	\$ 3,151.74	\$ 26,437.13	\$ 3,115.56	89.02	\$ 3,882.71	110.93	\$ 187.07	5.34	\$ 639.76	18.28	\$ 242.28	6.92	\$ -	-	\$ 16.22	0.46
339 - BOOTH MANAGEMENT LABS	2,860	1.1%	\$ 58,545.74	\$ 52,628.54	\$ -	\$ 5,614.74	160.42	\$ 3,096.45	88.18	\$ -	-	\$ -	-	\$ 67.37	1.92	\$ -	-	\$ -	-
350 - BOOTH LEADERSHIP DEVELOPMENT FOR FT MBA PROGRAMS	2,807	1.1%	\$ 57,460.80	\$ 51,653.26	\$ -	\$ 5,510.69	157.45	\$ 3,029.25	86.55	\$ -	-	\$ -	-	\$ 66.12	1.89	\$ -	-	\$ -	-
362 - BOOTH FINANCIAL ADMINISTRATION	2,604	2.0%	\$ 30,004.81	\$ 6,889.45	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-
405 - NEW COLLEGIATE DIVISION	152	1.4%	\$ 749.07	\$ 3,447.23	\$ 1,663.95	\$ 139.31	3.98	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-
431 - CENTER FOR HEALTH ADMINISTRATION STUDIES	1,841	4.2%	\$ 1,961.75	\$ 1,426.62	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-
453 - ITS - ACADEMIC TECHNOLOGY SOLUTIONS	5,069	10.9%	\$ 65,981.50	\$ 89,090.88	\$ 11,194.90	\$ 2,672.83	76.37	\$ 1,995.36	57.01	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-
470 - LIBRARY	493,162	297.3%	\$ 5,405,863.67	\$ 4,828,478.72	\$ 4,954,922.41	\$ 674,973.33	19,284.95	\$ 754,986.40	21,571.04	\$ 513,711.06	14,677.46	\$ 156,984.66	4,485.28	\$ 12,786.93	365.34	\$ -	-	\$ 5,265.11	150.43
495 - EPIC	2,266	4.3%	\$ 240,175.00	\$ 278,018.48	\$ 46,070.67	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-
617 - BMRC	857	14.4%	\$ 1,133.48	\$ -	\$ 9,381.62	\$ 1,047.14	29.92	\$ -	-	\$ -	-	\$ 60.38	1.73	\$ 36.29	1.04	\$ 1,211.49	34.61	\$ -	-
636 - FACILITIES - SPECIFIC BUILDINGS	538	1.0%	\$ 27,712.48	\$ 29,351.03	\$ 10,171.27	\$ 429.17	12.26	\$ 646.66	18.48	\$ 518.27	14.81	\$ -	-	\$ -	-	\$ -	-	\$ 3.41	0.10
651 - OFFICE OF RESEARCH ADMINISTRATION	7,123	15.5%	\$ 99,484.11	\$ 176,306.23	\$ 59,157.26	\$ 12,806.88	365.91	\$ -	-	\$ -	-	\$ 1,008.84	28.82	\$ 146.50	4.19	\$ 6,383.24	182.38	\$ -	-
662 - UCHICAGO GRAD	7,874	22.8%	\$ 24,807.24	\$ 7,730.31	\$ 63,721.61	\$ 12,823.76	366.39	\$ 7,060.67	201.73	\$ -	-	\$ 1,968.07	56.23	\$ -	-	\$ -	-	\$ -	-
674 - STRATEGIC COMMUNICATIONS	1,946	1.7%	\$ 128.40	\$ 16,623.20	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-
687 - OFFICE OF VP COMMUNICATIONS	531	1.2%	\$ 15,575.30	\$ 14,212.27	\$ 5,812.88	\$ 883.55	25.24	\$ 1,082.45	30.93	\$ 317.58	9.07	\$ 42.36	1.21	\$ -	-	\$ -	-	\$ 57.52	1.64
716 - ITS - RECHARGE SERVICES	1,370	1.3%	\$ 6,158.62	\$ 11,899.80	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-
740 - SMART MUSEUM	27,349	118.9%	\$ 249,980.37	\$ 93,709.32	\$ 292,243.50	\$ 41,776.97	1,193.63	\$ 1,321.98	37.77	\$ 52,820.50	1,509.16	\$ 61,693.37	1,762.67	\$ 56.43	1.61	\$ 3,972.83	113.51	\$ 58.14	1.66
757 - CHICAGO CENTER FOR TEACHING	1,976	8.7%	\$ 11,581.13	\$ 21,182.79	\$ 21,631.37	\$ 1,711.26	48.89	\$ 2,376.43	67.90	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-
	-	0.0%	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-
	-	0.0%	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-
Total	643,036		\$ 7,125,086	\$ 8,059,241	\$ 6,390,911	\$ 1,030,325	29,437.8	\$ 1,011,023	28,886.4	\$ 582,642	16,646.9	\$ 310,292	8,865.5	\$ 20,575	587.8	\$ 12,660	361.7	\$ 8,458	241.6

Financial Services



The University of Chicago
Financial Services

6054 S. Drexel Avenue
Suite 300
Chicago, IL 60637-2612

May 15, 2018

2017-2018 Fiscal Year-End Closing – Critical Dates

Close 1 – Preliminary One

July 3, 2018 – Final day to submit Interdepartmental Orders (DD).

July 6, 2018 – Final day to submit entries for Close 1.

July 7, 2018 – Financial reports available.

Note: FAS and Business Objects will be updated 7/3, 7/5, 7/6, and 7/7

Close 2 – Departmental Close

July 12, 2018 – Final day for departments to submit entries for Close 2.

July 13, 2018 – Final day for departmental corrections.

Note: FAS and Business Objects will be updated 7/9, 7/10, 7/11, 7/12 and 7/13

Close 3 – Divisional Close

July 19, 2018 – Final day for divisions to submit entries.

July 20, 2018 – On-line ACCTS. System closes at 3 pm for divisions

July 20, 2018 – Final day for divisions to submit correction for Close 3.

Note: FAS and Business Objects will be updated 7/16, 7/17, 7/18, 7/19, and 7/20

Close 4 – University Close

July 28, 2018 – Final ledgers for FY17-18 available.

Critical closing dates for payment and procurement and payroll can be found on the Financial Services web site. <http://finserv.uchicago.edu/news/fiscal-year-end-closing-dates-fy18>

Financial Services

April 20, 2018

Procurement and Payment Transactions 2017-2018 Fiscal Year-End Closing Schedule

Approved BuySite Purchase Requisitions	Submit as early as possible to allow for vendor processing
Approved purchase order invoices	June 8, 2018 by 5:00 p.m.
ePayment Requests	June 15, 2018, by 5:00 p.m.
GEMS Expense Reports	June 13, 2018 by 5:00 p.m.

Shared Services will process procurement transactions throughout the year. However, cannot guarantee requests received after these dates will post in FY18. Please note that July business transactions should not be submitted prior to July 1, 2018.

Payroll Services 2017-2018 Fiscal Year-End Closing Schedule

For Monthly Payroll:		
Monthly Salary Transfers for PPE:	submitted on Form <u>UPP103</u> must be received in Payroll by:	submitted and approved in <u>PETS</u> by:
July 31, 2017 through April 30, 2018	12:00 noon on Friday, May 11, 2018	9:00am on Wednesday, May 16, 2018
May 31, 2018	12:00 noon on Friday, June 15, 2018	9:00am on Wednesday, June 20, 2018
June 30, 2018	12:00 noon on Friday, June 29, 2018	9:00am on Tuesday, July 3, 2018

For Biweekly Payroll:		
Biweekly Salary Transfers for PPE:	submitted on Form <u>UPP103</u> must be received in Payroll by:	submitted and approved in <u>PETS</u> by:
July 1, 2017 through May 5, 2018	12:00 noon on Wednesday, May 16, 2018	9:00am on Friday, May 18, 2018
May 19, 2018	12:00 noon on Wednesday, May 30, 2018	9:00am on Friday, June 1, 2018
June 2, 2018	12:00 noon on Wednesday, June 13, 2018	9:00am on Friday, June 15, 2018
June 16, 2018	12:00 noon on Friday, June 29, 2018	9:00am on Friday, June 29, 2018

Any payroll forms or salary transfers not meeting the deadlines as stated above may be processed in the next Fiscal Year 2018-2019.

For assistance, please contact the Shared Services Office at 773.702.5800 or online at services.uchicago.edu

Delphi Project Team

- **Delphi Update**
- **Delphi Training Material for Smart-View**
- **Delphi Data Load Schedule**

Q&A FORUM