



Budget Office



Agenda

- Announcement's – Katrina Spencer
- Delphi Budget Training – Murad Goziev/Dipti Desai
- ARD Reports – Kimberly Priebe/Matt Hopkins
- Facilities Services Budget Overview – Arleta Porter
- Procurement – Mark Fehlberg
- HR Services – Casey Cook





Budget Office

FY20 BUDGET TRAINING

Delphi Resources

Budget Office
Office of the Provost

About Resources & Reports Policies & Procedures New Budget Model

Delphi Training

Delphi Training

Delphi Support

Delphi Quick Training (PDF)

Smart View Training - Ad Hoc Examples

Smart View Training (PDF)

Delphi UPK

Delphi UPK Job Aid (PDF)

Delphi Training for FY19 (PDF)

Delphi Backups and Nightly Processing



FY20 Budget Training

Delphi	Time	Location
Session 1	March 5, 10:00 – 11:30 am	Crerar, Room 008
Session 2	March 6, 1:00 – 2:30 pm	Drexel, Room 146
Session 3	March 12, 10:00 – 11:30 am	Crerar, Room 008
Session 4	March 13, 10:00 – 11:30 am	Drexel, Room 146

Session 5	April 3, 10:00 – 11:30 am	Crerar, Room 008
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Smartview	Time	Location
Session 1	March 6, 10:00 – 11:30 am	Crerar, Room 008
Session 2	March 14, 3:00 – 4:30 pm	Drexel, Room 146

Session 3	March 27, 10:00 – 11:30 am	Crerar, Room 008
Session 4	March 28, 1:00 – 2:30 am	Drexel, Room 146

Open Session	Time	Location
Session 1	April 8, 1:00 – 2:30 pm	Drexel, Room 146
Session 2	April 9, 10:00 – 11:30 am	Crerar, Room 008
Session 3	April 10, 1:00 – 2:30 pm	Drexel, Room 146




Sign Up

Training site

<https://training.uchicago.edu/>

Training

 THE UNIVERSITY OF
CHICAGO

Environmental Health & Safety

HR Training and Development

University Administration

Personal Development

Library Staff Development

Search for a Course

Welcome to the UChicago training site! This site provides a diverse array of learning solutions for individuals, teams, and leaders across the University community. These classes help employees improve their skills and capabilities in their current jobs, as well as support their ongoing career development. Browse courses by category (on the left) or search for courses below.

Search for a course by keyword:

Or search by quarter:

Delphi Training

http://training.uchicago.edu/course_detail.php?course_id=1873

Smartview Training

http://training.uchicago.edu/course_detail.php?course_id=1874

Open Session

http://training.uchicago.edu/course_detail.php?course_id=1875



New Forms in Report View – UCSAL

UCSAL - Form and Ad Hoc Grid Management ✕

Forms

Form Folder

- Forms
 - BAC
 - Budget Office Forms
 - Unit Forms
 - Budget
 - Launch Business Rules
 - Report Views**

Forms in Report Views

Form

412 - Budget or Forecast Employee Compensation
415 - Employee Compensation Comparison
UCSAL Ad-hoc - by Acct6
UCSAL Ad-hoc - by Emp

The screenshot shows the UCSAL Ad-hoc system interface. At the top, there are three tabs: "UCSAL Ad-hoc - Actual by Acct6", "UCSAL Ad-hoc - Budget by Acct6", and "UCSAL Ad-hoc - Forecast by Acct6". The first tab is selected. Below the tabs, there is a search bar with the text "UV_Acct6: 21 - Humanities Division". To the right of the search bar, there is a red callout box with the text "1. Select Acct6". Below the search bar, there is a dropdown menu with the text "Actual" and a button with a right arrow. To the left of the dropdown menu, there is a red callout box with the text "2. Select scenario". To the right of the button, there is a red callout box with the text "4. Click 'Go'". Below the dropdown menu and button, there is a red callout box with the text "3. Select version". The main content area displays a table with columns for "YearTotal FY19", "Total Sub Account", and "Actual Compensation". The table contains several rows of data, including "UCSAL Ad-hoc - Actual by Acct6", "UCSAL Ad-hoc - Budget by Acct6", and "UCSAL Ad-hoc - Forecast by Acct6".

The screenshot shows the 'UCSAL Ad-hoc - Budget by Acct6' interface. At the top, there are three tabs: 'UCSAL Ad-hoc - Actual by Acct6', 'UCSAL Ad-hoc - Budget by Acct6' (which is selected), and 'UCSAL Ad-hoc - Forecast by Acct6'. Below the tabs, there is a search bar with the text 'UV_Acct6: 21 - Humanities Division'. To the left of the search bar is a dropdown menu labeled 'Budget' with '1st Draft' selected. Below the search bar, there are three red callout boxes with white text: '1. Select Acct6' pointing to the search bar, '2. Select scenario' pointing to the 'Budget' dropdown, '3. Select version' pointing to the '1st Draft' dropdown, and '4. Click "Go"' pointing to the 'Go' button. The main content area is a table with columns for 'FY18 Total Sub Account Compensation', 'Year Total FY19 Total Sub Account Compensation', and 'FY20 Total Sub Account Compensation'. The table contains several rows of data, including 'UCSAL Ad-hoc - Actual by Acct6', 'UCSAL Ad-hoc - Budget by Acct6', and 'UCSAL Ad-hoc - Forecast by Acct6'.

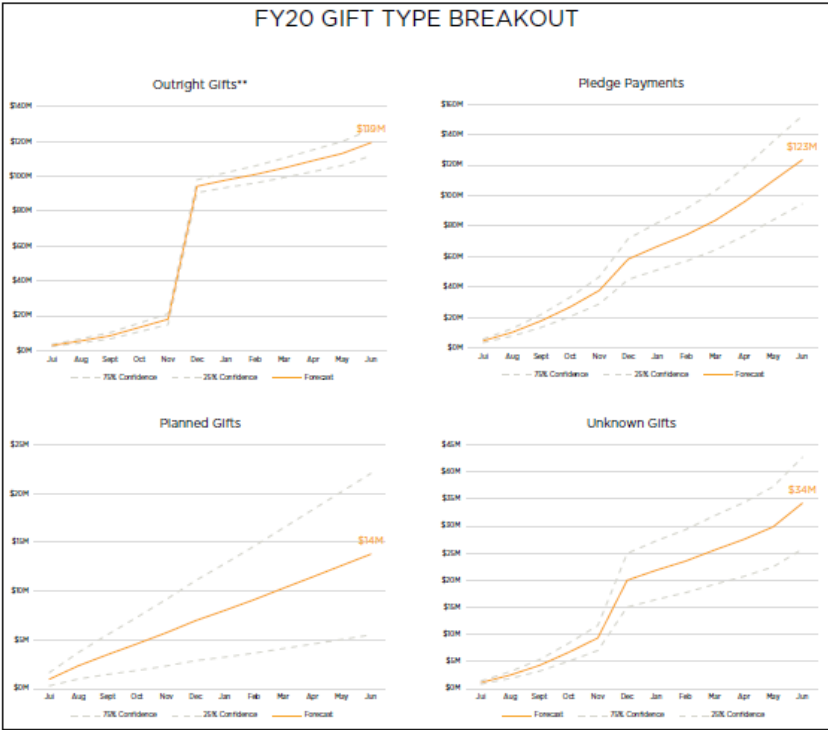
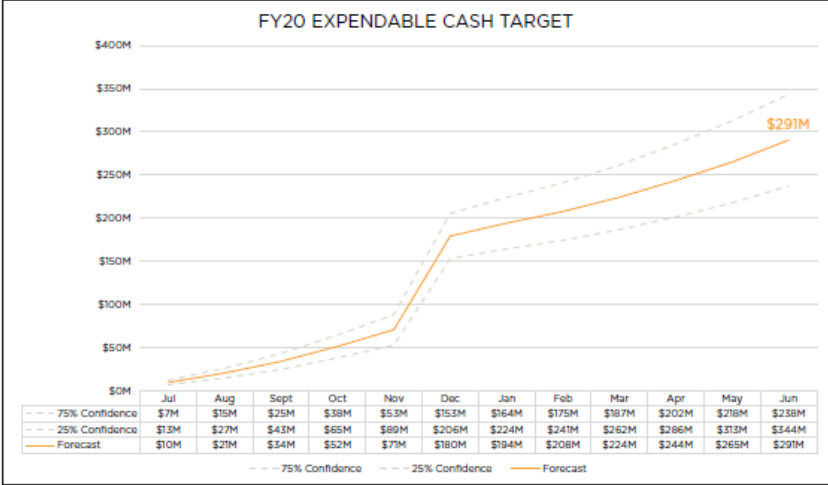
[illegible]



FY20 Expendable Forecasts

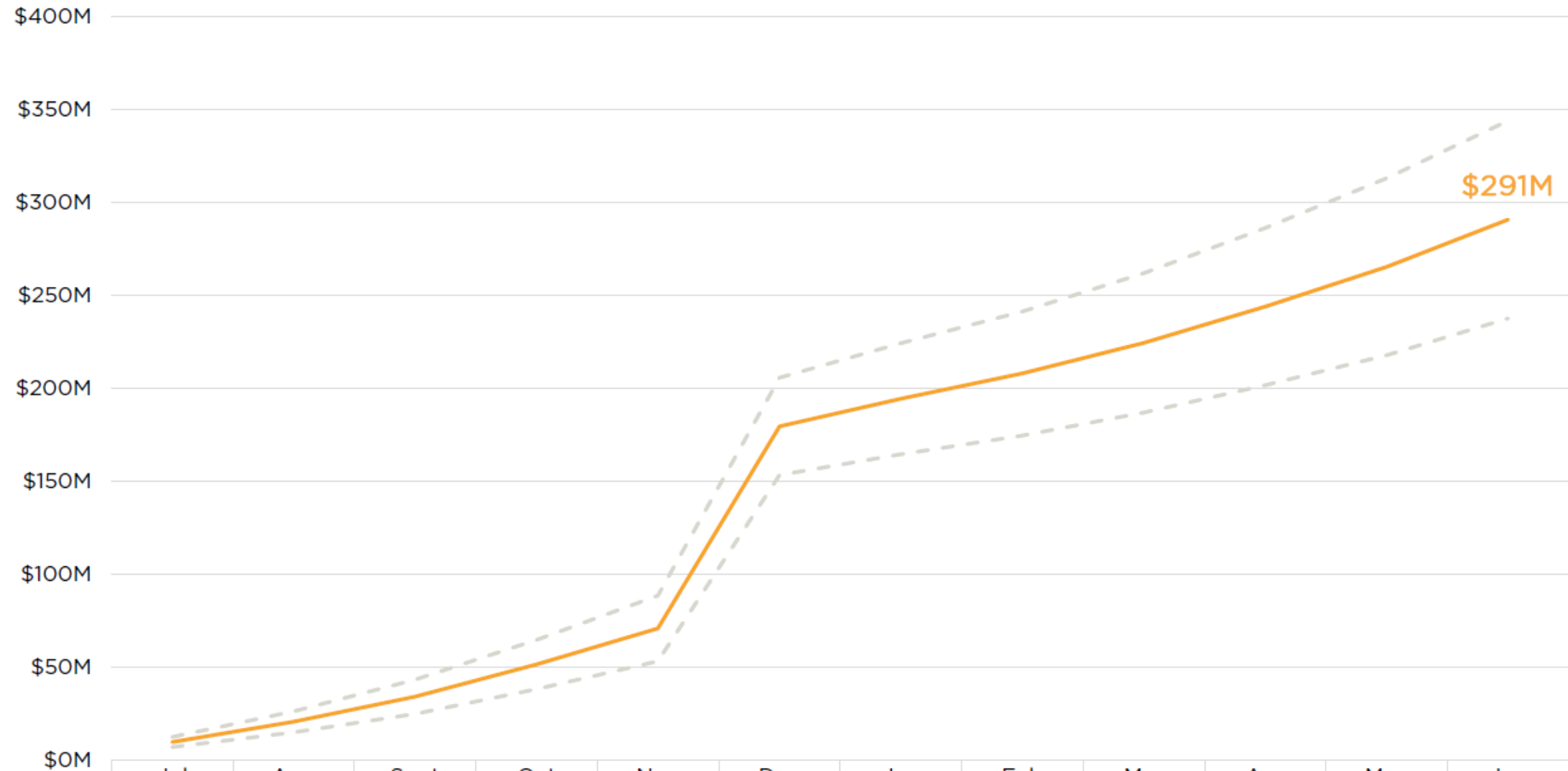
*Kimberly Priebe
Executive Director of Prospect Development and Decision Support
Alumni Relations and Development*

UCHICAGO* EXPENDABLE FUNDRAISING CONTROL CHARTS



*Excludes Hospitals and MBL.
**Includes \$60M forecast payment from David Booth in December

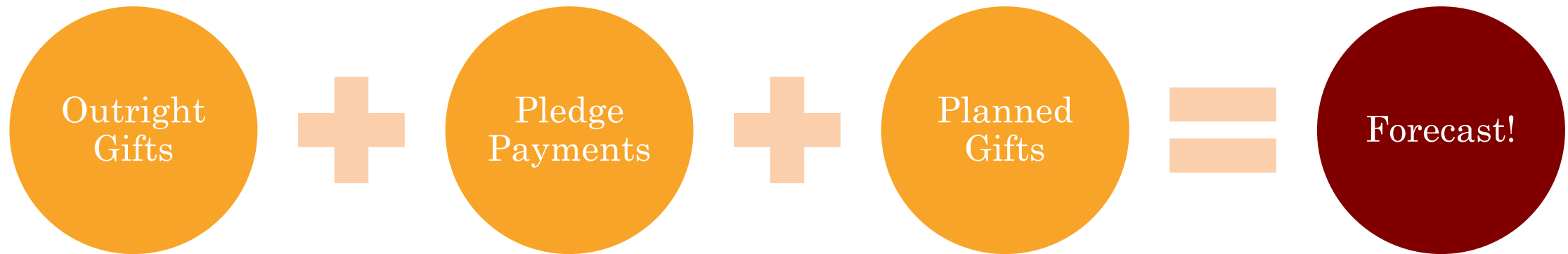
FY20 EXPENDABLE CASH TARGET



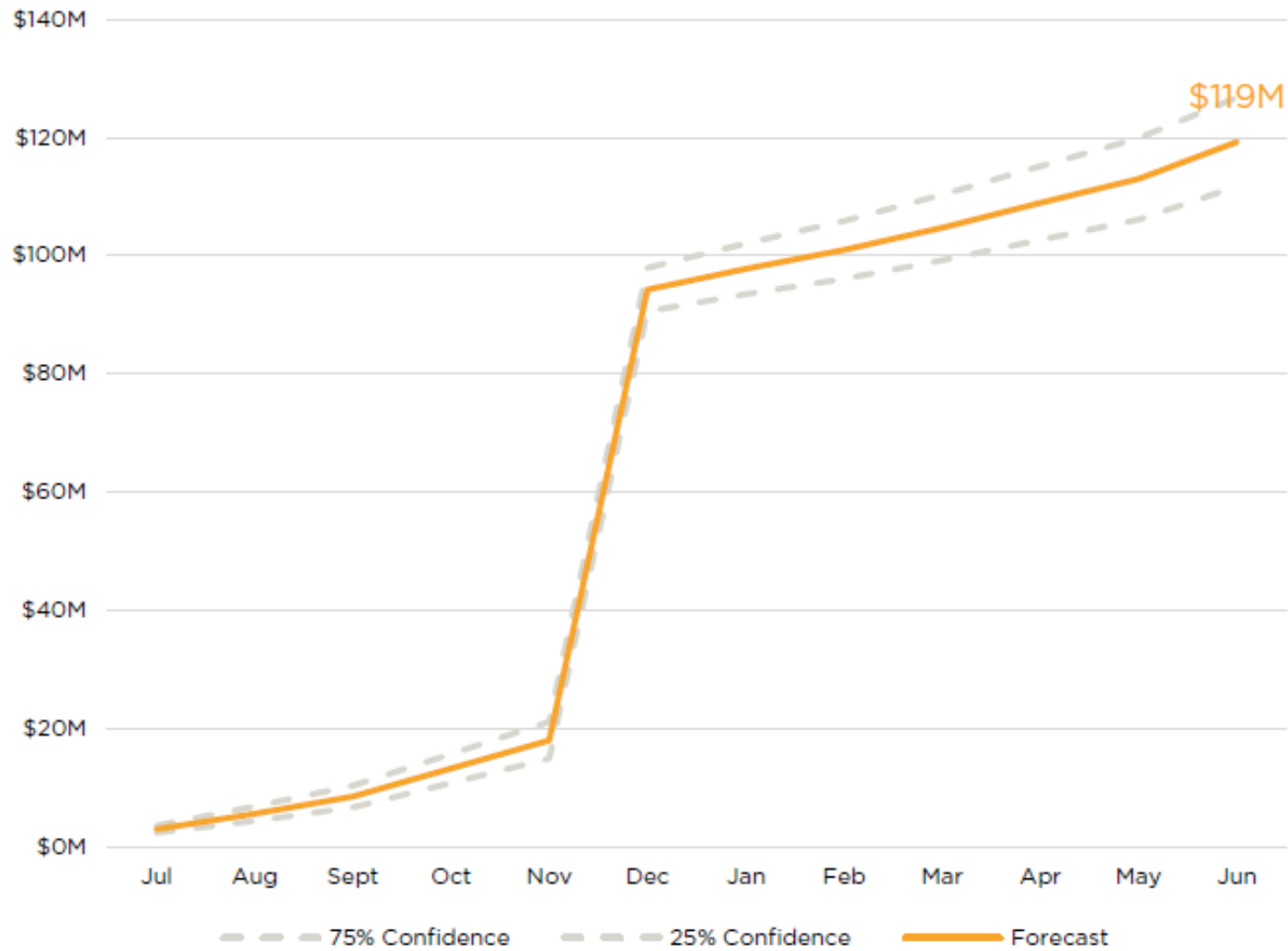
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
75% Confidence	\$7M	\$15M	\$25M	\$38M	\$53M	\$153M	\$164M	\$175M	\$187M	\$202M	\$218M	\$238M
25% Confidence	\$13M	\$27M	\$43M	\$65M	\$89M	\$206M	\$224M	\$241M	\$262M	\$286M	\$313M	\$344M
Forecast	\$10M	\$21M	\$34M	\$52M	\$71M	\$180M	\$194M	\$208M	\$224M	\$244M	\$265M	\$291M

75% Confidence 25% Confidence Forecast

The expendable forecast includes three components



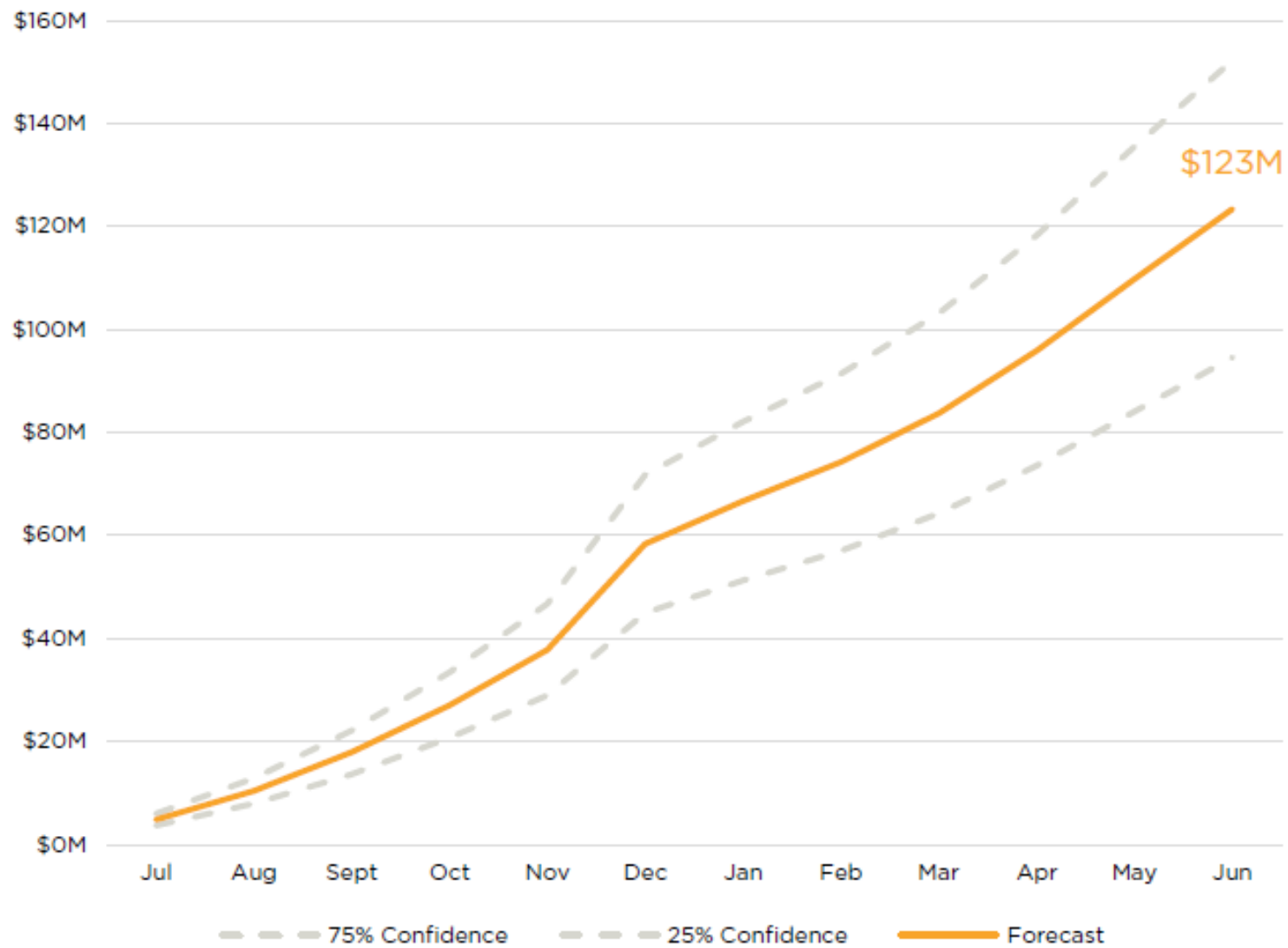
Outright Gifts**



Outright gifts

- Outright gifts are one-time gifts (the commitment ends with the payment)
- Tend to be on the lower end of the giving spectrum, and more consistent year to year
- Seasonal, with a peak in December
- If you are behind in January, it will be difficult to catch up in this category

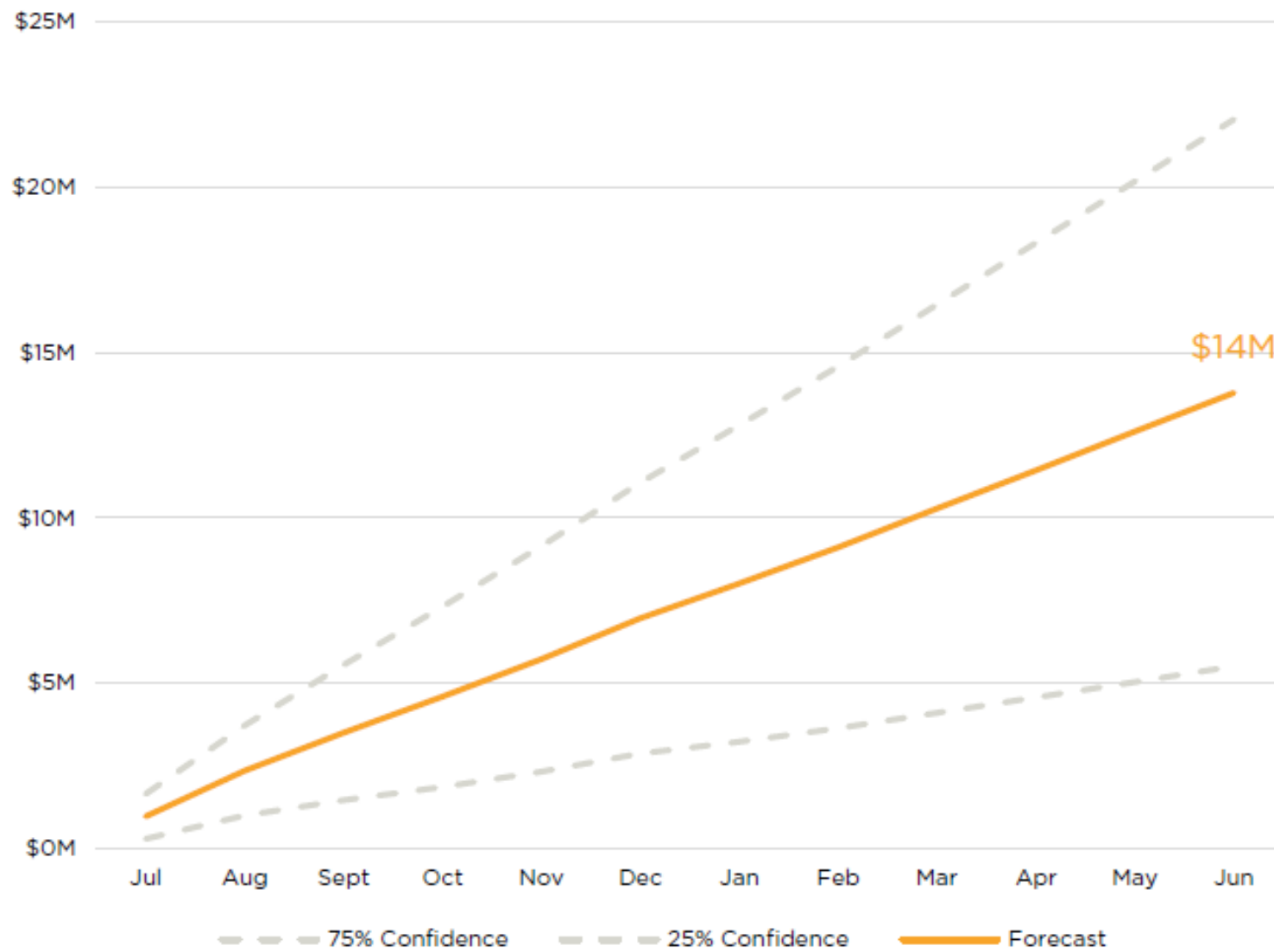
Pledge Payments



Pledge payments

- Pledges are multi-payment commitments that typically span over multiple years.
- Tend to be on the upper end of the giving spectrum
- Pledge payments can be inconsistent from year to year, particularly if a large pledge is paid in full, and there is no new pledge to replace the payments.
- Late payments create risks. While over 95% of pledge payments are eventually fulfilled, approx. 15% do not pay on time. When a pledge is in arrears, it is assumed as less likely to pay in the same fiscal year.
- Assumptions about new pledges that will book and pay are built into the model, based on historical data and the solicitation pipeline

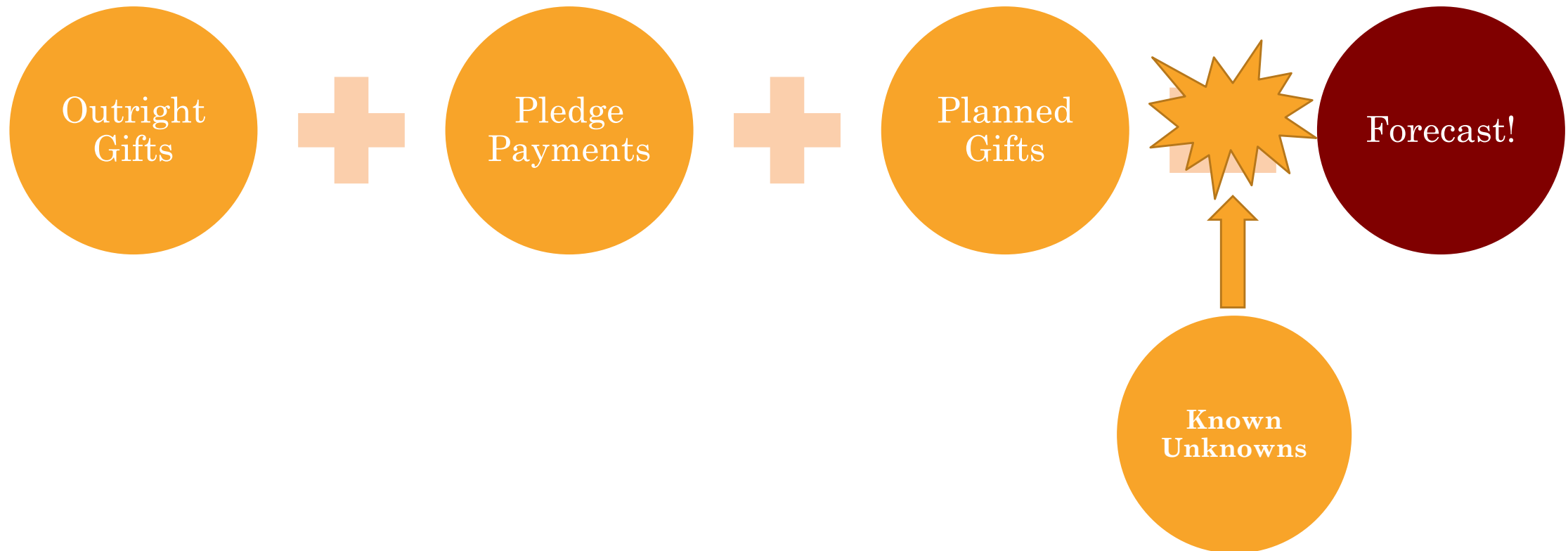
Planned Gifts



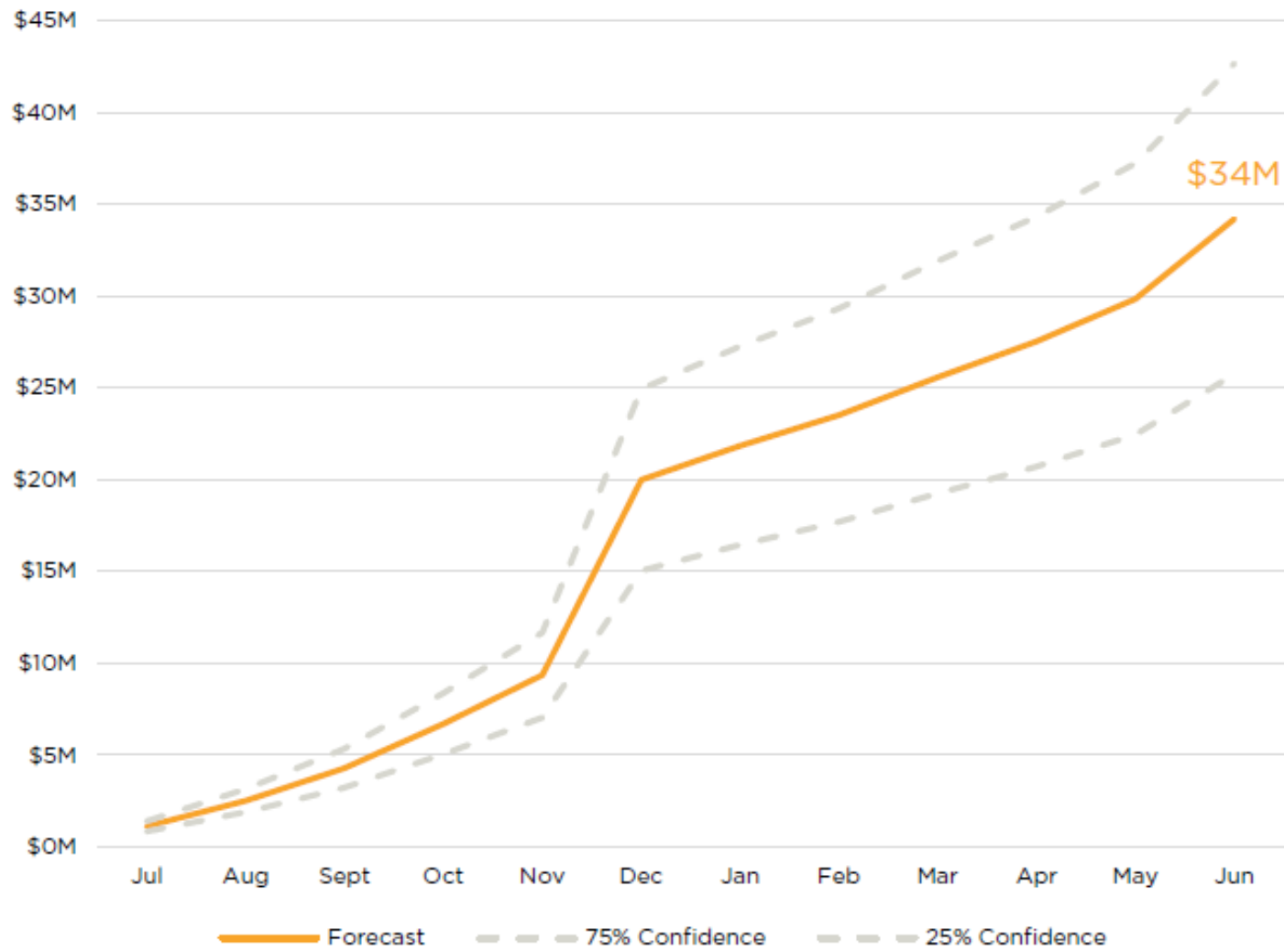
Planned gifts

- Typically estate gifts realized after a person passes away.
- These gifts are consistent at lower levels, and unpredictable at upper levels. This is a risky area of the forecast, especially for larger units that often receive large planned gifts.
- The administration of estates impacts the timing of these gifts, even after the donor passes away.

The expendable forecast includes three components



Unknown Gifts



Known unknown gifts

- Known unknown gifts are large gifts that... we don't know about
- Forecasted at the University level
- These are not built into unit-level projections, but they will influence the results of some units
- \$34M accounted for at the University level

Notes on your forecast

- Large confidence intervals because:
 - We are projecting early
 - Staff have not yet populated the pipeline
- Turnover influences results
- Talk to your DOD!



Questions for our experts?



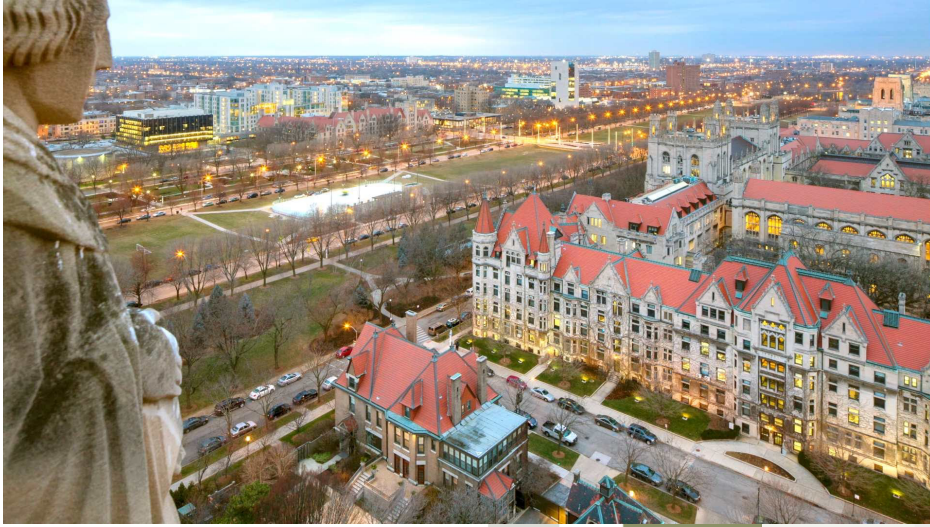
THE UNIVERSITY OF
CHICAGO

**Facilities
Services**

Our Motto: Build and Maintain Excellence



ABOUT US



- 292 employees
- \$113+ million in annual operating expenses
- \$200+ million in annual capital expenses
- 217 acres of land
- 142+ building
- 10.1 million square feet of campus space

FACILITIES SERVICES UNITS



**Campus Planning
+ Sustainability**



Capital Project Delivery



Facilities Operations



**Finance & Business
Services**

Some Services Provided



- **Building Maintenance**
- **Cleaning Services**
- **Landscape Services**
- **Project Design**
- **Pest Control**
- **Snow Removal**
- **Trades Services**
- **Space Inventory**
- **Campus Maps**
- **Utilities and Sustainability**
- **Project Management**
- **Recycling and Waste Management**
- **Faculty Exchange (Mail Service)**
- **Graduate Student & Faculty/Staff Housing**

Since 2007

- We have built 18 new buildings
- Completed 19 major renovations
- Received over 107 awards
- Received 17 LEED certifications
- Sold 35 residential properties
- Established a greenhouse gas emissions reduction plan
- Developed Facility Standards (FS)²



Our Daily Volume



- **12,000+ work orders per year**
- **11,000+ invoices paid per year**
- **366+ general ledger sub-accounts**
- **170+ general ledger accounts**

Major Initiative: APPA Award For Excellence

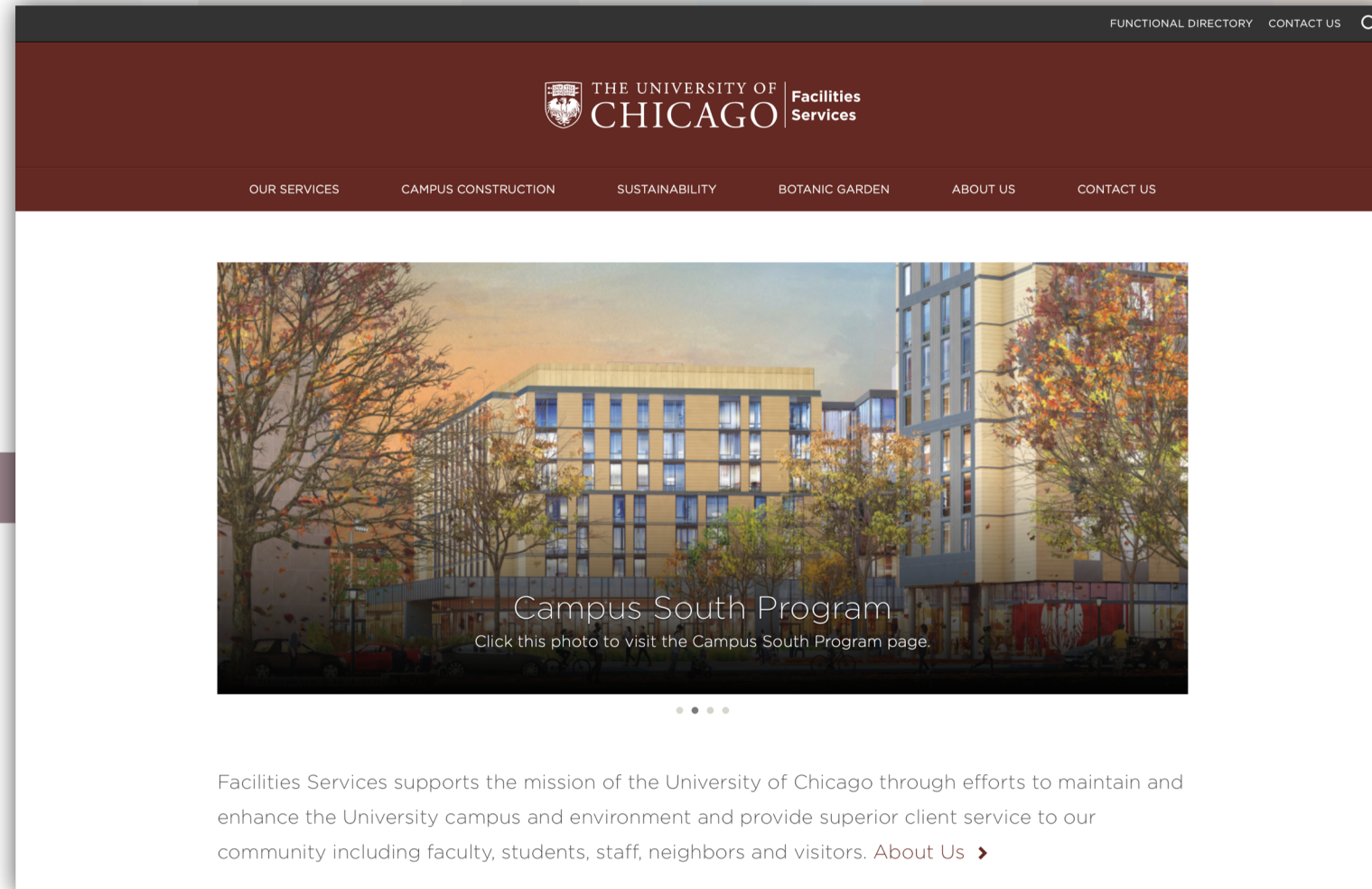


VISION 2020
"WE SEE IT CLEARLY"

1. Leadership
2. Facilities Strategic and Operational Planning
3. Customer Focus
4. Assessment and Information Analysis
5. Development and Management of Human
6. Core Processes
7. Performance Measurement
8. Other Considerations

More About Facilities Services

<https://facilities.uchicago.edu>



Procurement Services Overview



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CHICAGO

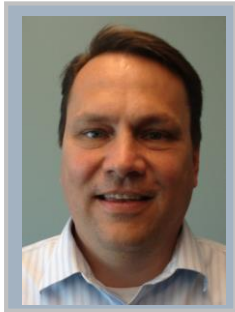
Budget Manager Meeting

March 19, 2019

Agenda

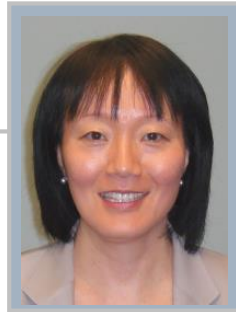
- 1 Procurement Services Team & Procure-to-Pay Overview
- 2 Strategic Sourcing Initiative
- 3 Spend Management Outreach

Procurement Services Leadership Team



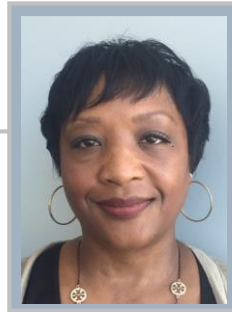
**Mark
Fehlberg**

Executive Director,
Procurement Services



**Aria
Dovgin**

Procurement
Category Lead,
Information
Technology



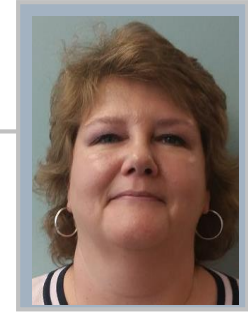
**Roslyn
Johnson**

Procurement
Category Lead,
Facilities



**Diane
Stanek**

Procurement
Category Lead,
Administrative &
Research



**Debra
Cavey**

Solutions
Manager

Procurement

- Category Management
- Strategic Sourcing Leadership
- Contract Management
- Buyer / Purchasing Support
- Travel Program
- Facilities Business Diversity

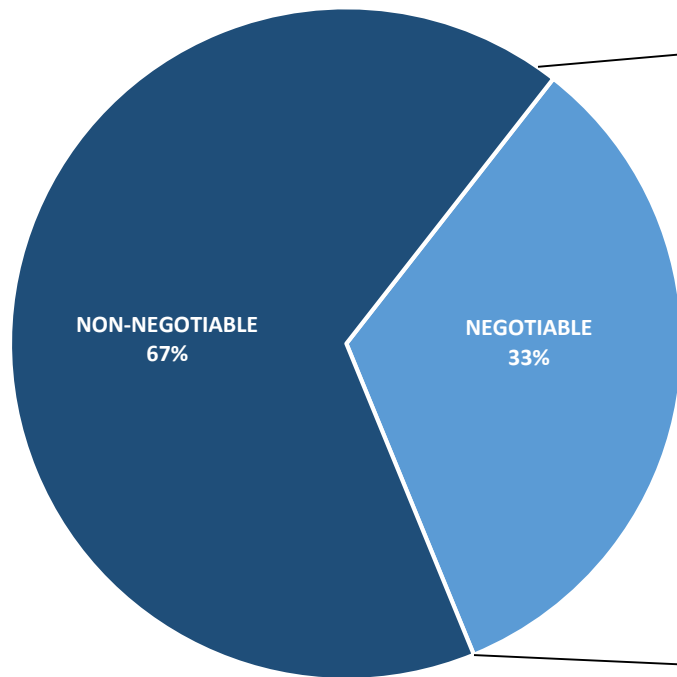
System & Process Support

- System Administration
- Spend Management &
Strategic Sourcing
Project Support
- Data Analysis &
Reporting

P2P Scope – CY2018 Total Disbursement vs. Negotiable Spend

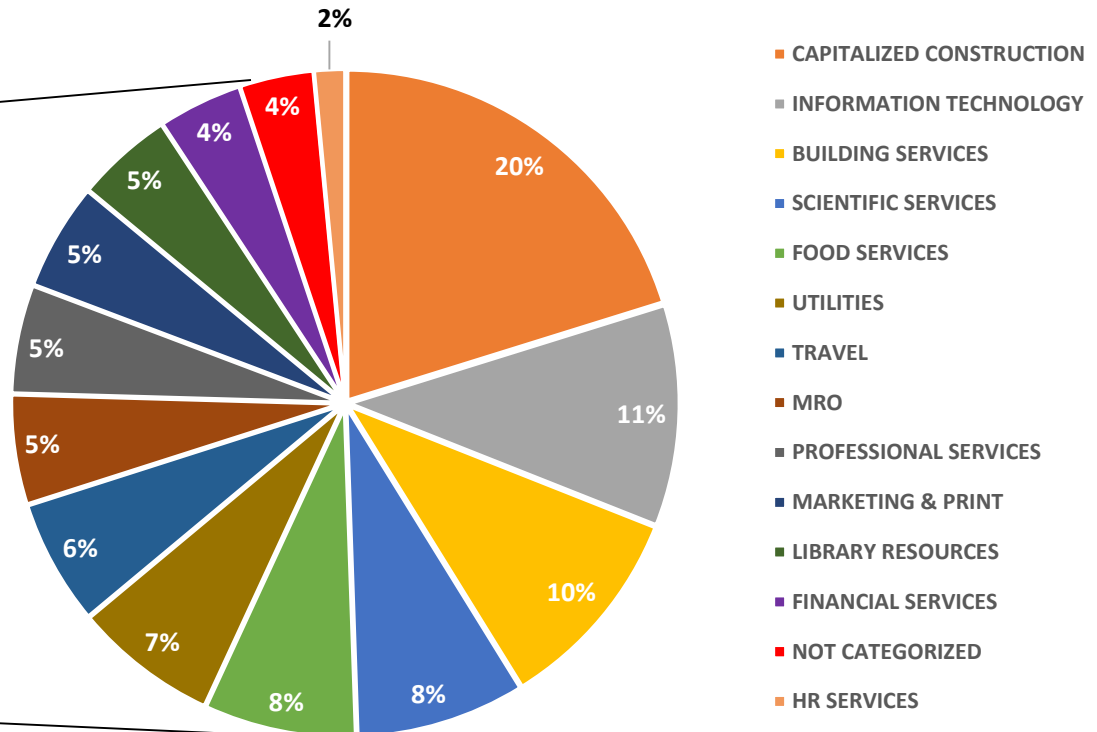
Total Disbursements*

\$2.0B Annual



Negotiable Spend*

\$664M Annual



* Includes APS and GEMS Card payments

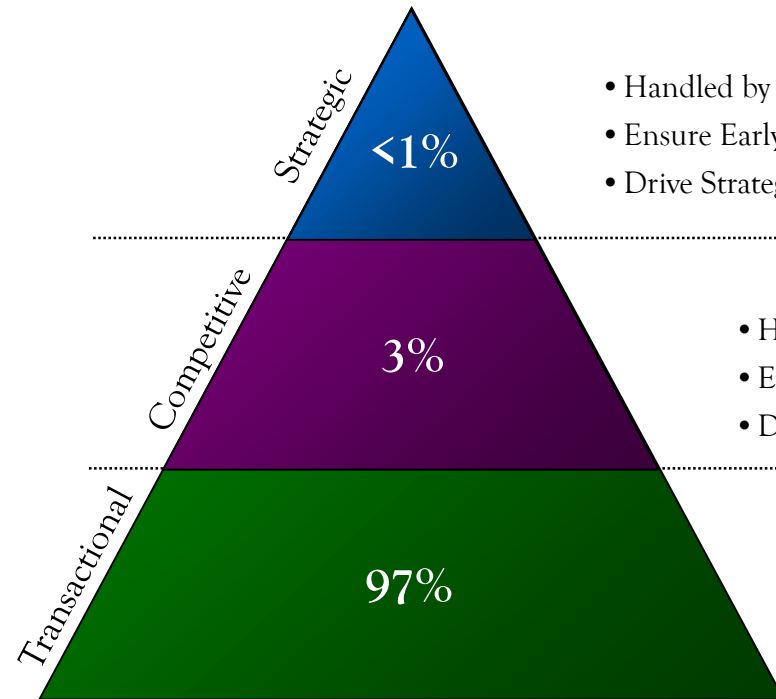
University Wide Spend by Channel

	Purchase Order (BuySite)	Check Request (ePayment)	Credit Card (GEMS Card)	Total
Negotiable Spend	\$389 Million	\$223 Million	\$52 Million	\$664 Million
% of Tier 1 MBE	3.11%	0.53%	0.04%	\$13.29M
% of Tier 1 WBE	4.10%	2.28%	0.36%	\$21.22M
% of Tier 1 UC Local	4.10%	3.31%	9.31%	\$28.20M
Non-Negotiable Spend	\$4 Million	\$1,328 Million	\$1 Million	\$1,333M
Total Spend	\$393 Million	\$1,551 Million	\$53 Million	\$1,998M
Total Payments Transactions	113,805	117,024	439,270	670,099

* GEMS Card data shown-does not include out of pocket expenditures

Spend Profile & Engagement Strategies

Transactions



\$150K+

- Handled by Commodity Managers
- Ensure Early Engagement with Client
- Drive Strategic Supplier Relationships

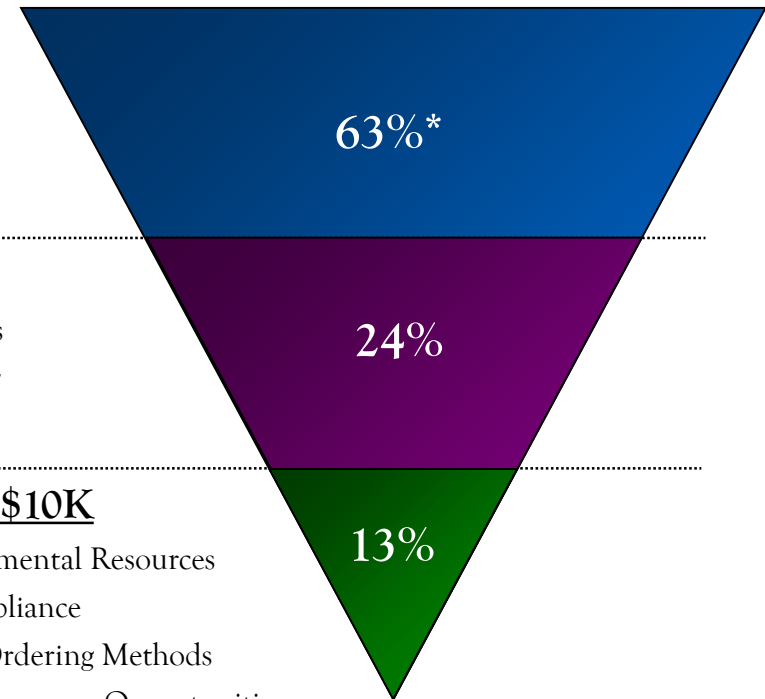
\$10K - \$150K

- Handled by Buyer Resources
- Ensure Competitive Bidding
- Drive Spot-Buy Cost Savings

\$0 - \$10K

- Handled by Departmental Resources
- Ensure Policy Compliance
- Drive to Efficient Ordering Methods
- Analyze Spend for Leverage Opportunities

Spend



* Includes Preferred Supplier Agreements

Key Procurement Services FY19 Goals

- Cost Containment Efforts
 - Strategic Sourcing
 - Spend Management
 - National Labs Joint Task Force Initiative
- Financial Systems Modernization
- AP Automation Implementation
- Uniform Guidance Implementation
- Diversity and Local Economic Impact Initiatives

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Sourcing Wave Plan

Strategic Sourcing Wave 1 – FY16

- Campus Bookstore
- Guard Services
- Inbound Freight *
- HVAC Services *
- Network Infrastructure
- Harmonize & Leverage Opportunities * (7 Individual Projects)

Strategic Sourcing Wave 2 – FY17

- Office Supplies *
- Promotional Materials
- Waste & Recycling
- Temporary Staffing *
- Laptop/Desktop *
- Multi-Functional Devices
- Mobile Phones Phase 1
- Lab Supplies
- Harmonize & Leverage Opportunities * (5 Individual Projects)

Strategic Sourcing Wave 3 – FY18

- Commercial Print
- Elevator Maintenance *
- MRO Supplies *
- IT Peripherals *
- Mobile Phones Phase 2
- Travel Agency *
- Harmonize & Leverage Opportunities *

Strategic Sourcing Wave 4 – FY19

- Legal Services *
- Janitorial Services & Supplies
- Audio Visual Equipment & Installation
- Website Build & Maintenance
- Harmonize & Leverage Opportunities

Key:	Implemented Projects	In-Flight Projects	Not Yet Started Project
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* Represents Joint Project UC/UCM

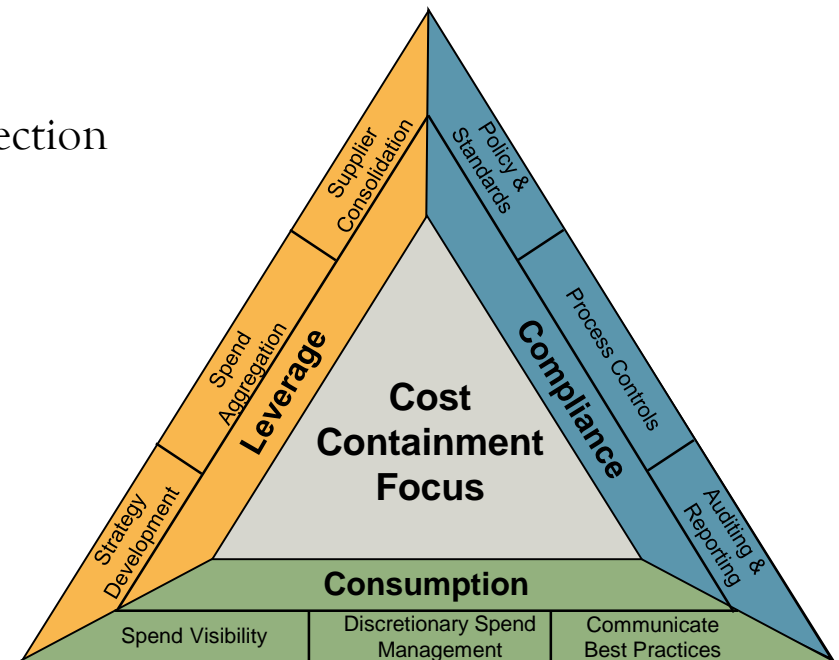
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Spend Management - Ensuring a Holistic Cost Containment Approach

Common Levers Utilized:

- Spend Aggregation
- Standardization
- Supplier Competition / Evaluation / Selection
- Requirements / Specifications
- Supplier Consolidation
- Negotiation
- Contract Terms
- Price Benchmarking
- Policy Development
- Supply Process Improvement
- Solution Compliance
- SLAs / Supplier Performance Management
- Demand Management



Unit Spend Management Discussions

FY18 Q1	FY18 Q2	FY18 Q3	FY18 Q4	Total
7	8	4	7	26

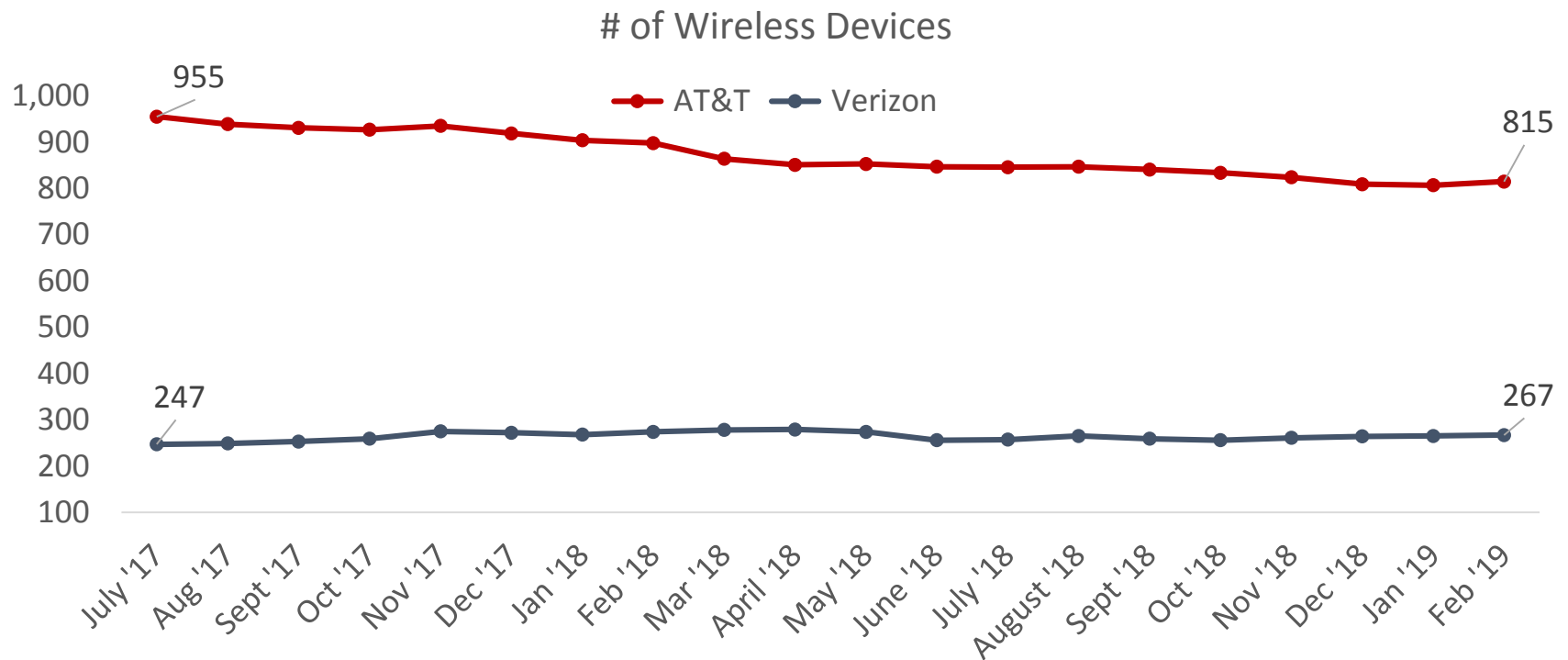
FY19 Q1	FY19 Q2	FY19 Q3	FY19 Q4	Total
6	5	11		22

Most Common Opportunities Noted

22 unit discussions held in FY2019 - Most common opportunities noted:

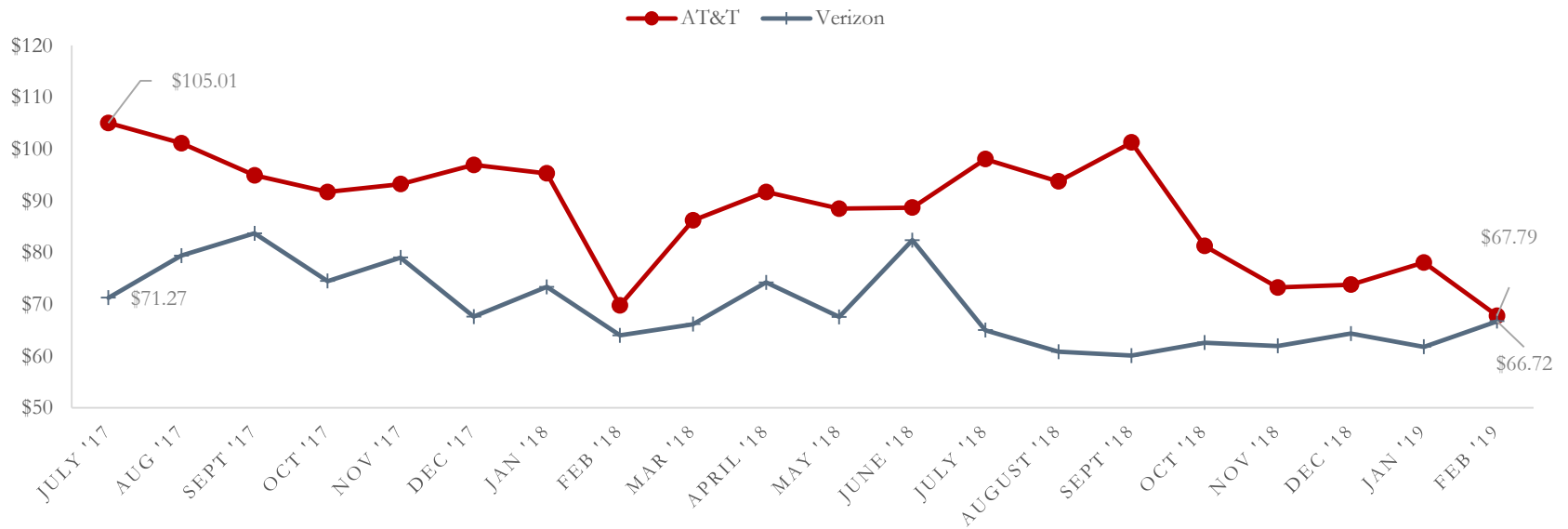
- *Travel - Air*
 - Use preferred booking channels (Concur online or Fox Travel) to receive University discounts
 - Purchase 14 days or more in advance if possible to achieve lower rates
- *Business Cards & Stationery / Promotional items*
 - Utilize University's preferred suppliers (Maximum Graphics – Business Cards and Stationery and Mercury Promotions – Promotional Items) for cost savings opportunities, improved UC branding compliance and diversity supplier engagement (Mercury)
- *Mobile Phones*
 - Review and act on quarterly reports of phone lines with no data or voice usage &, users who may have left the University (\$200K University-wide opportunity)
 - Review lines with monthly services charges >\$100
- *PC Laptops / Desktops*
 - Purchase standardized Dell equipment offerings in BuySite to achieve cost savings
- *Employees Receiving >\$10K Annual Out of Pocket Reimbursements*
 - Employees with a GEMS card – why GEMS card wasn't used (limit issues, other?)
 - Employees without a GEMS card – consider if the business needs warrant issuing a card
 - Benefits of improved data consistency, reduced sales tax payments and increased financial controls
- *Use Appropriate Purchasing Channel based on type of purchase (negotiable/non-negotiable)*

Mobile Phone Initiative Results – Number of Lines



Mobile Phone Initiative Results – Monthly Service Charges

SERVICE CHARGE AVERAGE



Travel Agency Adoption

Activity	FY16 – FY18 Average	January 7 – March 6, 2019	
		Total Number	Average
Domestic Tickets Issued Daily	7	789	13.5
International Tickets Issued Daily	2	118	2
All Tickets Issued Daily	9	916	15.5
Car / Hotel Only Reservations (without air travel) Daily	0	165	2.8