UCDAVIS

Budget and Institutional Analysis

User Group Meeting

October 6, 2021

Practice Poll

News & Updates

- COFI is live in AggieBudget for Wave 1 units
- Reports promoted out of BETA
  - 5-Year Sources & Uses
  - Sources & Uses Slice
  - Version Comparison Chart
  - Deficit Management
  - Carryforward Balance (Upgraded for Web Client)

Optional Q1 Forecast

Check out the Q1 Forecasting Guide in the Help Documents Library

Overview of FY22 Planning in AggieBudget

FY22 Plan File Manager

(Complete)

- Sets up planning structure for FY22 budget and forecasts

FY22 Budget

(Mar-Jun 2021)

- Used in FY22 budget meetings
- Used for variance reporting
- Used for starting point for Q1 Forecast

Optional FY22 Q1 Forecast

(Sept-Dec 2021)

- Used for starting point for Q2 Forecast

FY22 Q2 Forecast

(Jan-Feb 2022)

- Used in FY23 budget meetings

Optional Q1 Forecast

- Will be open for edit from **October 13** through mid-December
- Plan files will reflect actuals through September 2021 for the duration
- Edits can be made at any time while the plan files are open
- Reports will reflect changes to plan files
- Global assumptions for benefit rates and merits for unrepresented employees are updated to reflect actual values

Changes to Forecast Labor Plan File: Personnel Sheet

Budget Labor Plan File

AGGIEBUDGET
Labor Planning by Employee
T-AC02 - 02 - Academic Training Org

Delete	Name	EmpID	Annual $Adj.	FY21-22 Planned Wages	FY21-22 Benefit Rate %	CBR Add-On UCRP Interest	CBR Add-On Prop 2	FY21-22 Benefits	Spread	Jul	Aug	Sep	Oct	Nov
			$0	$2,020,568				$884,852		164,524	164,524	164,524	164,524	164,524
	BAEZ,JOAN	TEADM0003	-	45,701	50.90%	0.30%	-	23,399	Bi-Weekly	3,515	3,515	3,515	3,515	3,515
	BONHAM,JOHN	TEADM0009	-	56,139	50.90%	0.30%	-	28,743	Bi-Weekly	4,318	4,318	4,318	4,318	4,318
	BUCKINGHAM,LINDSEY	TEADM0017	-	46,012	50.90%	0.30%	-	23,558	Bi-Weekly	3,539	3,539	3,539	3,539	3,539

Summary | Personnel | OtherComp | SalarySavings | Scratch Pad

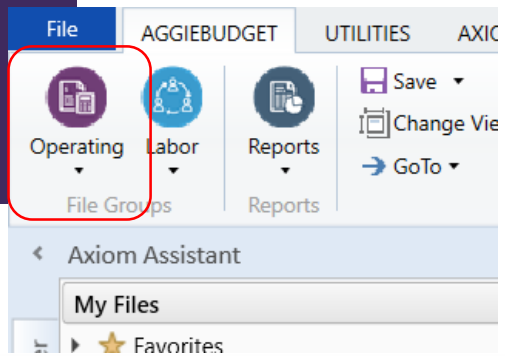
Forecast Labor Plan File

AGGIEBUDGET
Labor Planning by Employee
T-AC02 - 02 - Academic Training Org

Delete	Name	EmpID	Annual $Adj.	FY21-22 Oct-Jun Forecast Wages	FY21-22 Benefit Rate %	CBR Add-On UCRP Interest	CBR Add-On Prop 2	FY21-22 Oct-Jun Benefits	Spread	Oct	Nov	Dec	Jan
			$0	$1,503,857				$671,000		164,524	164,524	164,524	164,524
	BAEZ,JOAN	TEADM0003	-	33,397	51.90%	0.30%	-	17,433	Bi-Weekly	3,515	3,515	3,515	3,515
	BONHAM,JOHN	TEADM0009	-	41,025	51.90%	0.30%	-	21,415	Bi-Weekly	4,318	4,318	4,318	4,318
	BUCKINGHAM,LINDSEY	TEADM0017	-	33,624	51.90%	0.30%	-	17,552	Bi-Weekly	3,539	3,539	3,539	3,539

Summary | Personnel | OtherComp | SalarySavings | Scratch Pad

Changes to Forecast Operating Plan File



Budget Operating Plan File

AGGIEBUDGET

Budget Planning

T-AC02 - 02 - Academic Training Org

Selected Account Block

Account Block	Budget Group	FY19-20 Actuals Total	FY20-21 Actuals YTD Jan	FY21-22 Starting Point	FY21-22 Commits	FY21-22 Fixed Cost Incr	FY21-22 Adjustments	FY21-22 Proposed Budget	Spread Method	Jul	Aug
Budget Transfers											
Budget Transfers In		519,600	0	0	0	0	0	0	Even	0	0
Budget Transfers Out		(60,000)	0	0	0	0	0	0	Even	0	0

Forecast Operating Plan File

AGGIEBUDGET

Prepopulated with FY21-22 Final Budget.

Budget Planning

T-AC02 - 02 - Academic Training Org

Selected Account Block

Account Block	Budget Group	FY19-20 Actuals Total	FY20-21 Actuals Total	FY21-22 Final Budget	Jul Actual	Aug Actual	Sep Actual	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast
Budget Transfers												
Budget Transfers In		519,600	0	0	0	0	0	0	0	0	0	0
Budget Transfers Out		(60,000)	0	0	0	0	0	0	0	0	0	0

Other Changes to Operating Plan Files

- Commitments and Professional School Revenue sheets are read only
  - Previously planned commitments and professional school revenue are still reflected on the planning sheet

Update the Forecast

- Compare your forecast total to your budget throughout the forecasting process
- Update Labor Plan files as you normally would for turnover, new hires, changes in funding, or personnel related operational changes
- Adjust your Operating Plan file for timing and operational changes
- Review the impact of Commitments carefully

Updating Travel Expense Example

Selected Account Block		FY19-20 Actuals Total	FY20-21 Actuals Total	FY21-22 Final Budget
Account Block	Budget Group			
Travel		5,571	99	18,000

Jul Actual	Aug Actual	Sep Actual	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast	FY21-22 In-Year Forecast
0	631	0	0	0	0	0	0	2,000	4,000	1,000	1,000	8,631

	3.0%			3.0%	
FY22-23 Commit	FY22-23 Adjustment	FY22-23 Total	FY23-24 Commit	FY23-24 Adjustment	FY23-24 Total
0	2,000	10,631	0	417	11,048

Commitments

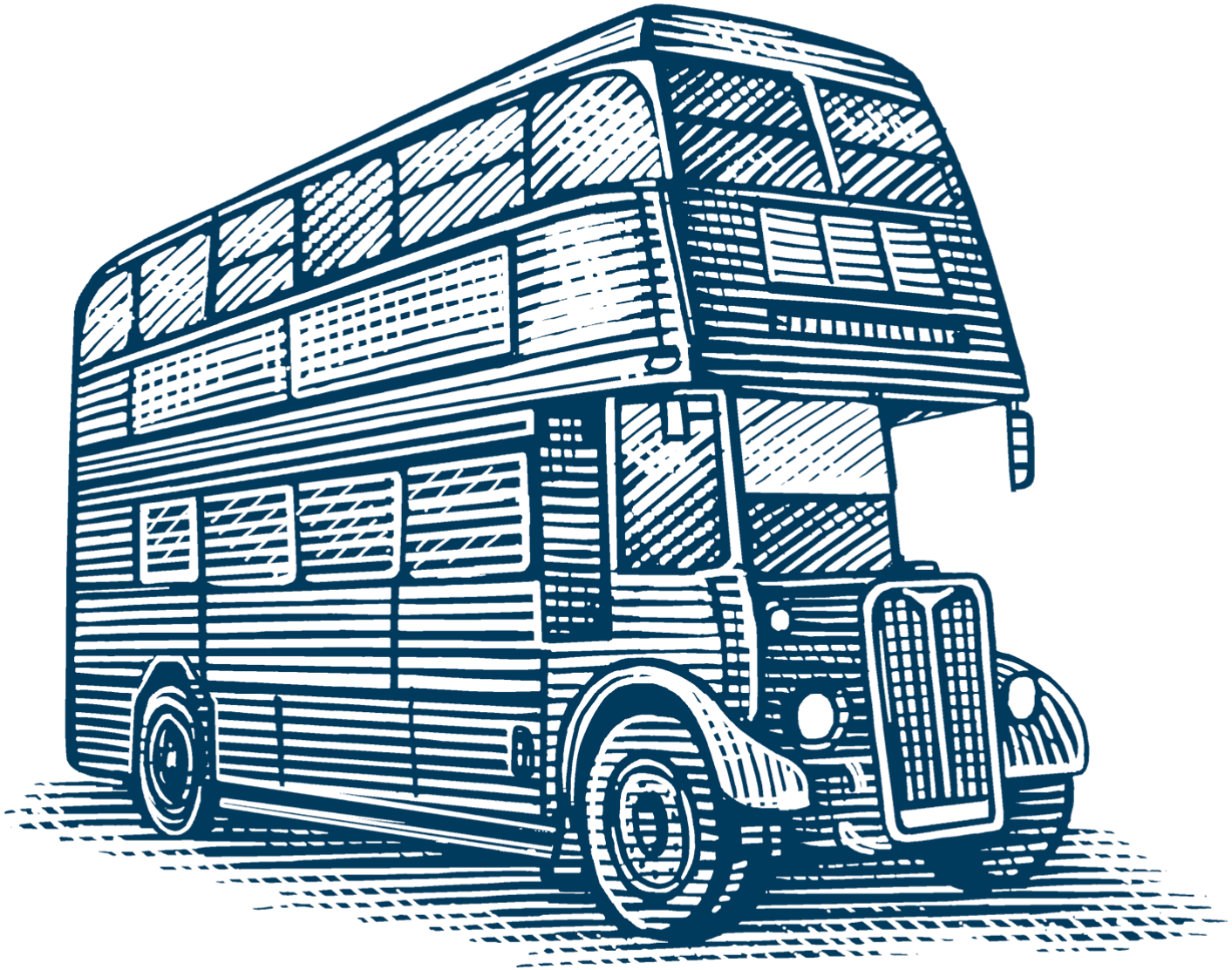
- During budget entry, AggieBudget spread commitments evenly over 12 months
- Commitments may not align with that spread
- Update forecasted amounts for transfers that have already happened to avoid double counting
- Update forecasted amounts for transfers that have yet to happen to reflect when the transfers will occur and the correct forecast total

Selected Account Block / Account Block	FY20-21 Actuals Total	FY21-22 Final Budget	Jul Actual	Aug Actual	Sep Actual	Oct Forecast	Nov Forecast	Dec Forecast	Ja Fore	Mar recast	Apr Forecast	May Forecast	Jun Forecast	FY21-22 In- Year Forecast
Budget Transfers														
Budget Transfers In	90,000	(76,000)			144,000	(6,333)	(6,333)	(6,333)	(6,333)	(6,333)	(6,333)	(6,333)	(6,333	87,000
Budget Transfers Out	(90,000)	0	0		0	0	0	0	0	0	0	0	0	0

Commitments in actuals

Edit to reflect that transfers already occurred

Quiz!



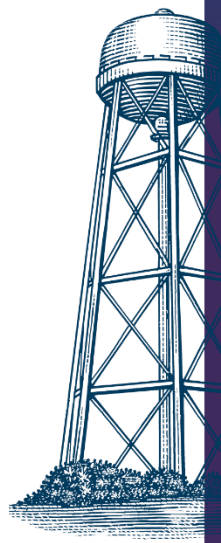
Which of these are optional for FY2021-22?

A. Budget

B. Q1 forecast

C. Q2 forecast

D. All of the above



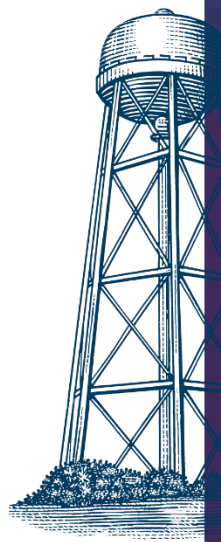
Why should you edit plan files during Q1 forecast?

A. To get a clearer picture of where my unit stands financially

B. To report internally

C. To impress my boss

D. To get a head start on Q2 edits



Self-Directed Variance Analysis

Check out the Variance Reporting Guide in the Help Documents Library

12-Month Projection

- Allows users to project a fiscal year's financials by blending monthly actuals with a version of the user's choosing (usually the most recent forecast or budget). The projected year-end totals are compared with a version of the user's choosing. This report displays carryforward, sources, and uses of funds with detail by budget group (source or use categories).
- *Try running this report to project the current fiscal year's financial performance and compare it the budget or the prior year's actual financial performance.*

Org Comparison Report

- Allows users to compare a budget group class, budget group category, or budget group across organizations for two versions of the user's choosing.
- *This report is particularly useful for analyzing financial data across organizations to identify sources of large variances*

Projection Summary Report

- Similar to the "12 Month Projection Report", allows users to generate a projection by combining YTD actuals and a plan version.
- Sources displayed by Fund Category instead of Budget Group

Projection Summary: 3-BRMP - BUDGET AND INSTITUTIONAL ANALYSIS

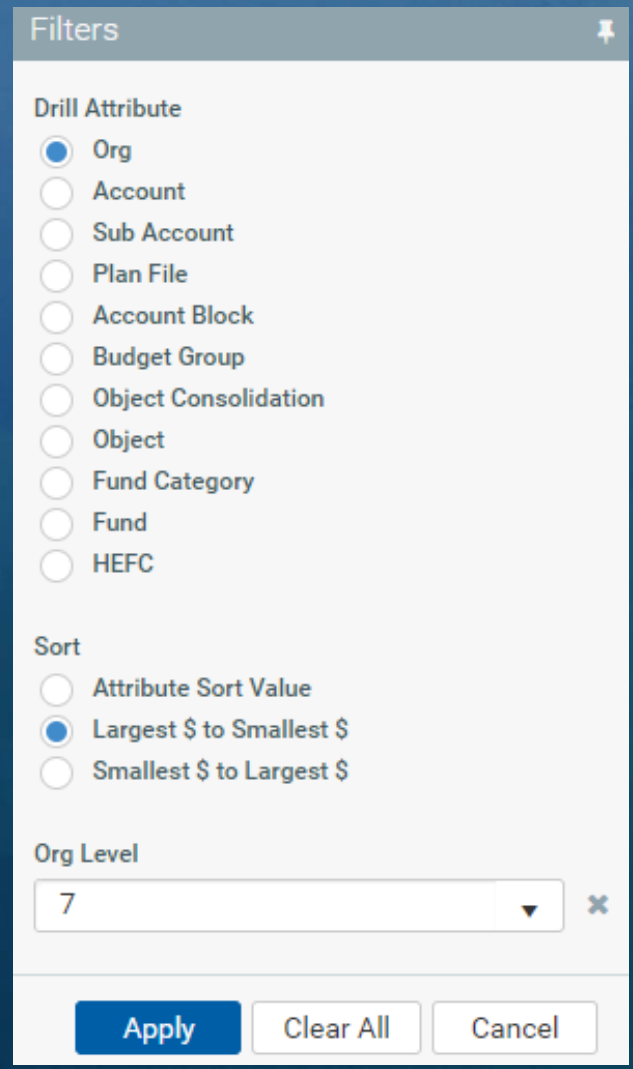
Financial >> Analytical >> **Projection Summary**

April - Filters: Exclude Fund Categories (800)

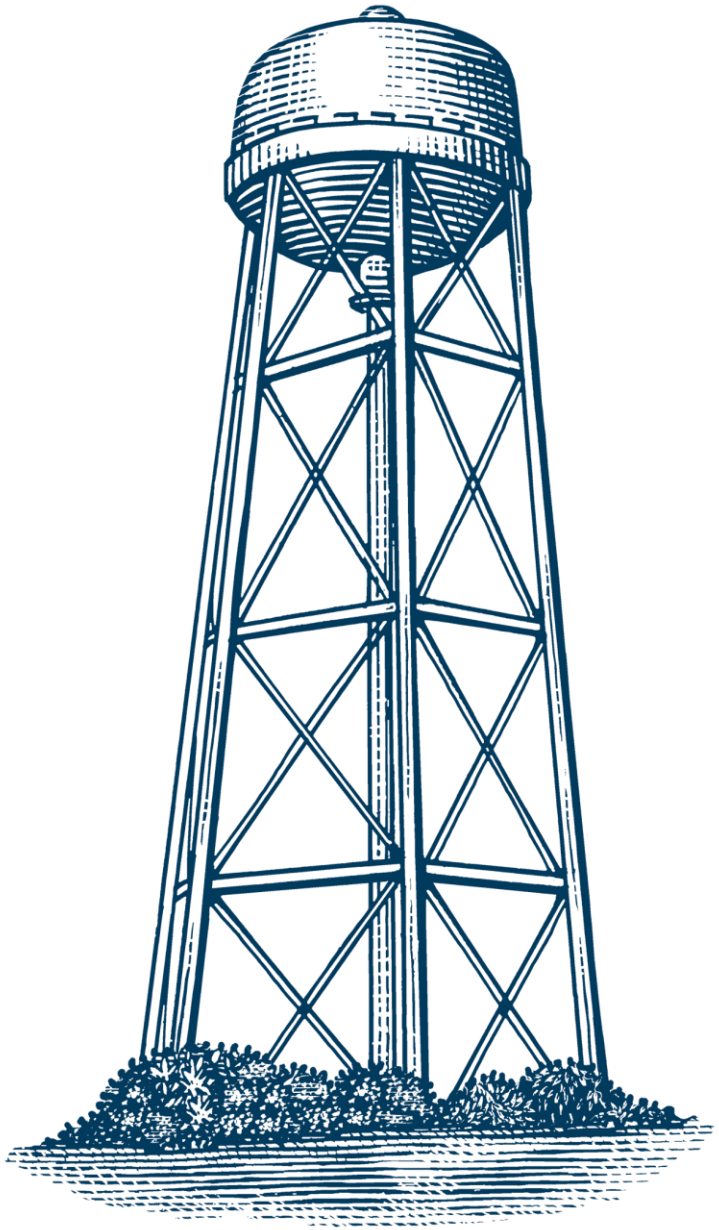
Budget Group	Annual Total Budget Final FY2020-21	April Actuals FY 2020-21	April Year-to-Date Actuals FY 2020-21	+	May - June Forecast FY2020-21 (06/06)	=	FY 2020-21 Projection
Prior Year Carryforward Balance	1,217,264	-	1,217,264		-		1,217,264
Sources							
State & UC General Funds and Tuition	3,821,085	(65,500)	3,835,370		(67,447)		3,767,923
Student Fees	663,456	(42,571)	695,885		-		695,885
Reserves and Employee Support	53,578	-	49,078		4,500		53,578
Other Fund Types	1,252,381	-	645,334		-		645,334
Total Sources	**5,790,500**	**(108,071)**	**5,225,667**		**(62,947)**		**5,162,720**

Drill

- Updated Interface
- Drill Panel moved to the Filter Panel
- Budget Group and HEFC are selectable drill attributes
- Sort Options – default is Largest $ to Smallest $
- Org Level Selector – default is 1 level down
- Transaction Drill – Updated Interface and Sort Options



Poll!

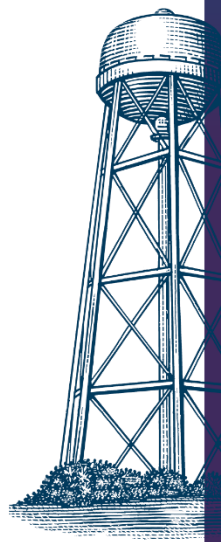


Drill panel preference

A. Keep the drill options panel on the report face

B. Move the drill options to the filter panel like the reports

C. Huh?



What new drill enhancement appears the most helpful?

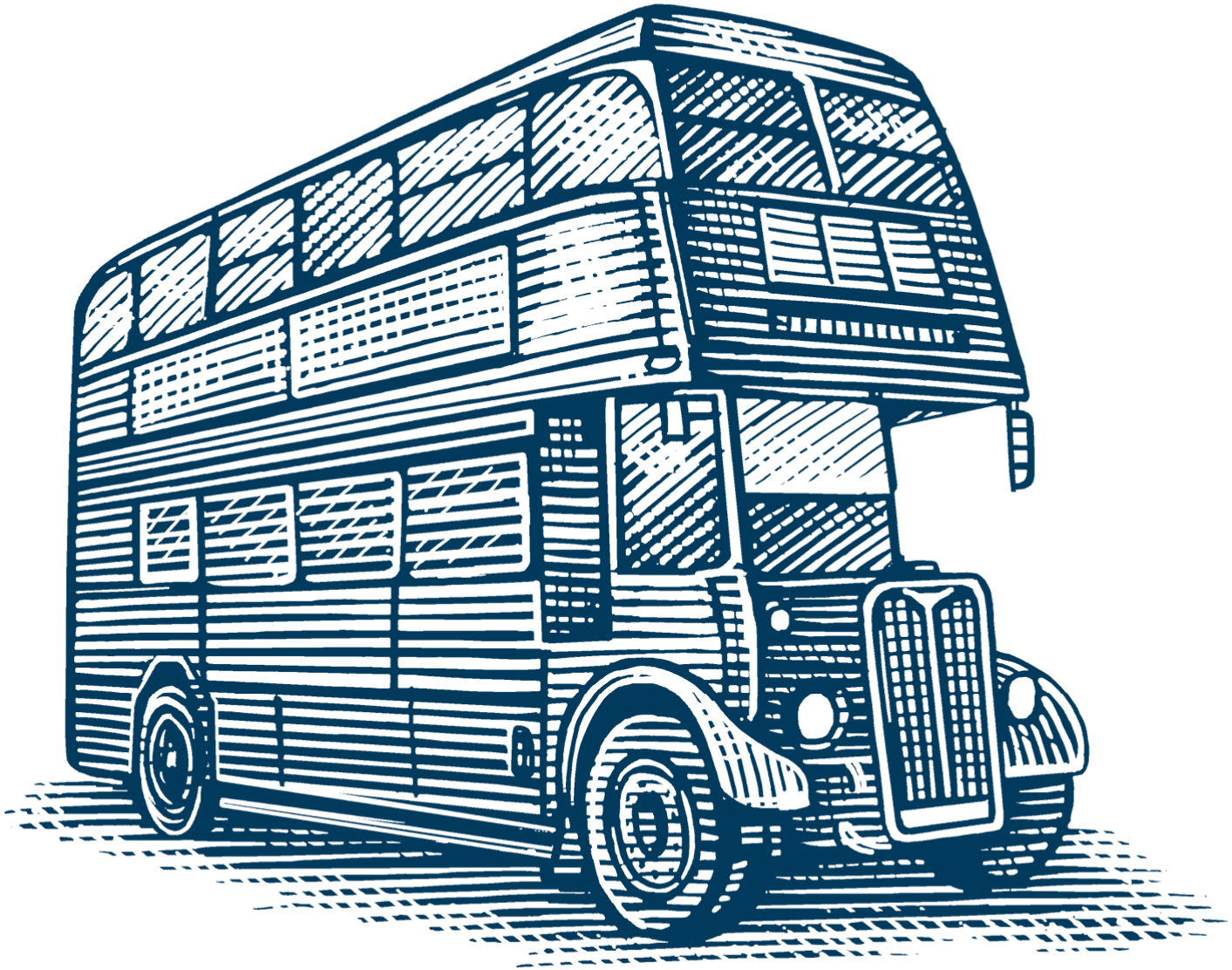
A. Budget Group / HEFC drill attributes

B. Org Level drilling

C. Drill Value Sorting

D. Transaction Sorting

Quiz!



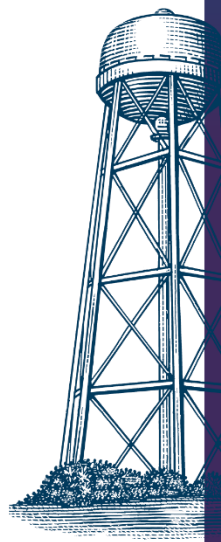
What new attributes can you use to drill?

A. Specific Org Level

B. HEFC

C. Budget Group

D. Object



Where is the drill filter located in the new drill report?

A. In the filter panel

B. Above the report

C. On the Sources & Uses report

D. Under the ? Button

Thank you

Training Resources

- Contact the help desk at aggiebudget@ucdavis.edu
- AggieBudget Training | Finance & Business (ucdavis.edu)
- UC Learning Center
- AggieBudget FAQs | Finance & Business (ucdavis.edu)