UCOP BUDGET DEVELOPMENT SYSTEM

Manager Training

Agenda

8:30  Background and Tool Introduction
9:00  BDS Contributor Application
10:20 Break
10:30 Approval Process
11:00 Reports
11:50 Next Steps
Budget Development System
Manager Training

Agenda

8:30    Background and Tool Introduction
9:00    BDS Contributor Application
10:20   Break
10:30   Approval Process
11:00   Reports
11:50   Next Steps

BDS Background & Tool Overview Objectives

At the end of this section, you should be familiar with:
• Background for the Budget Development System
• The new BDS Budgeting tool
• How to log into BDS
• Navigating within the BDS and TM1 Contributor
BDS Background and Tool Overview

To get you familiar with the Budget Management System and the related tool, we will cover:

- BDS Background and Introduction
- BDS Tool Introduction
- BDS Navigation

UCOP BDS...Why do we need it?

<table>
<thead>
<tr>
<th>Current Situation</th>
<th>Goals for New Budget Process</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Development / Forecasting</strong></td>
<td>• Standardized budget format and process</td>
</tr>
<tr>
<td>• Confusing &amp; poorly defined process</td>
<td>• Budget Training &amp; Guideline rollout</td>
</tr>
<tr>
<td>• Time intensive for everyone</td>
<td>• Everyone has access to timely budget vs. actual data</td>
</tr>
<tr>
<td><strong>Budget Monitoring / Reporting</strong></td>
<td>• Quarterly budget reviews</td>
</tr>
<tr>
<td>• No standard budget accountability process</td>
<td>• Ability for mgmt. to review &amp; analyze data quickly</td>
</tr>
<tr>
<td>• Available reports do not align actual vs. budget at S&amp;E level</td>
<td>• Executive dashboards, to facilitate better alignment of resources w/ strategic goals</td>
</tr>
<tr>
<td><strong>Strategic Management of UCOP Resources</strong></td>
<td>• Limited</td>
</tr>
<tr>
<td>• Resources may not be aligned to UCOP strategic goals</td>
<td>• Resources may not be aligned to UCOP strategic goals</td>
</tr>
</tbody>
</table>
UCOP Budget Roles and Responsibilities

- UCOP Budget Dept.
  - Monitor annual budget appropriation through quarterly department reviews
  - Adjustments to Division proposed budgets
  - Budget Compilation and Review
  - Year-End Entries & Closing

- UCOP Divisions
  - Department strategic planning
  - Budget input at the account level with contributors
  - Budgets reviewed by department and subdivision managers, division super users and Division heads
  - Budget submitted to UCOP Budget Office
  - Quarterly review of budget variance reports

- UCOP Budget Executive Team
  - Strategic Planning
  - UCOP Budget Approval
  - Year-end budget assessment

Training Rules for the Day & Future BDS Support

- This 1/2-day training is meant to teach the BASICS!
- Division specific BDS Reviews will occur in January
- We know there will be exceptions, they will be captured and addressed during your individual Budget Coordinator reviews in January

Other Helpful Resources

- User Manual/Guidelines
- Super Users
- Budget Office Coordinators
- Budget Office System Administrator: Pei-Ru Chao
BDS Background and Tool Overview

To get you familiar with the Budget Management System and the related tool, we will cover:

- BDS Background and Introduction
- BDS Tool Introduction
- BDS Navigation

Logging On

- Log-into the training computer: See information on wall
- Open Firefox
- Go to: https://erm.universityofcalifornia.edu/cognos-uat/cgi-bin/cognos.cgi

*Should already be bookmarked as a “favorite” in the firefox browser for the training lab computers
Introducing BDS Tool

- Today we will be logging into using training ids and passwords
  - Your own current user id will be linked to your role in the organizational hierarchy, as a contributor and approver

Log-on: mclassXX
Password: work59place

Introducing BDS Tool

- After logging in today, you will be taken to the training area of BDS Tool.
  - Choose Budget Development System
Features of the BDS Tool

A. Public Folder
   The Public Folder is the default view of the work area before any customization.

B. My Folders
   My Folders can be customized so that you save information that you care about into folders that you create.

C. Home
   The Home view can also be customized so that you see the screen and the links you most care about after you log in.

Logging onto the BDS Tool

- After clicking *Budget Development System* you will click on:
  - *BDS Workflows*
    Work area for creating, editing, and reviewing budgets
Logging into the BDS tool

The next screen will display the different workflows. Today we will be using *BDS Divisional Account Hierarchy*

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**Select BDS Divisional**

---

**Account Hierarchy Window**

---

**Navigation Pane**

---

**Content Pane**

---

**Detail Pane**
Account Hierarchy Status

Icons: Show the status of the work that has been done at a particular nodes of the hierarchy

- **Work in Progress**: Indicates that work is underway in the lower nodes of the hierarchy.
- **Available**: No work has been done and that the node of the hierarchy is available.
- **Reserved**: Someone has taken ownership and started entering budget data.
- **Submitted/Locked**: Work has been completed and submitted for approval and is locked.
- **Ready**: All lower levels of the hierarchy have been submitted and available for review.

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TM1 Contributor: Account Hierarchy Window & Status

<table>
<thead>
<tr>
<th>Name</th>
<th>State</th>
<th>Permissions</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME1Account003</td>
<td>Locked</td>
<td></td>
<td>EMLDPP/MGst 01</td>
</tr>
<tr>
<td>ME1Account004</td>
<td>Available</td>
<td></td>
<td>None</td>
</tr>
</tbody>
</table>
### TM1 Contributor - Workflow Status in the Content Pane

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>State</th>
<th>Permissions</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Read</td>
<td>Boxed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Submit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Reject</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Owner</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
</tr>
</tbody>
</table>

- **A** Read: User can only review work that has been done with no edit, approve, or reject capability
- **B** Edit: User can take ownership of a node of the hierarchy and prepare the budget, make changes, and then submit for review
- **C** Submit: User can submit work that has been done at his or her level of the hierarchy for review and approval by the next level up in the hierarchy
- **D** Reject: A manager or supervisor can send submitted work back down one level of the hierarchy for further edit and resubmission
- **E** Owner: Shows the user id of the individual who is working on some part of the budget within the organizational hierarchy

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**For Support**

- For general account questions and to request access
  - Send an e-mail to [Peiru.Chao@ucop.edu](mailto:Peiru.Chao@ucop.edu) noting your department, division, subdivision, etc.
  - Pei-Ru will either address the question or send it on to ERM help desk for further investigation
  - For access, you will be notified by e-mail when you have permission to log in

- For technical queries, send e-mail to the ERM help desk
  - [erm@ucop.edu](mailto:erm@ucop.edu)
Summary: BDS and TM1

- BDS utilizes TM1 to organize UCOP budget data hierarchically by division, subdivision, etc. into “cubes”

- Sign into BDS using the training ID provided
  - You’ll have single signon in production and gain access by opening a link in a web browser

- Workflow can be viewed at a glance within your area of the UCOP organization

- Contact the ERM help desk to add users and for questions

BDS Background and Tool Overview

To get you familiar with the Budget Management System and the related tool, we will cover:

- BDS Background and Introduction
- BDS Tool Introduction
- BDS Navigation
BDS Navigation

There are two ways to begin working within the BDS workflow but each will open the same new window.

**From the navigation pane, right click the level of the hierarchy that you want to edit or review**

**From the content pane, click on the level of the hierarchy you want to edit or review**

*The TM1 Contributor splash screen will pop up as you enter the first BDS screen in a new browser window.*
BDS Navigation - Account Window

- Your screen will open to the Account Window within the BDS system where you can begin working.

BDS Navigation

A. Browser's Navigation Bar
   The top of the web browser will always show the system environment, org hierarchy, and its state.

B. TM1 Contributor Toolbar
   The toolbar shows the navigation buttons that are available for editing, reviewing, submitting, exporting, etc.

C. BDS Workflow Tabs
   The workflow tabs show the eight tabs for both divisional and budget office workflow.

D. Cube Dimensions
   The cube dimensions show how cube elements have been organized by columns and rows, similar to a pivot table.
BDS Navigation

- The TM1 toolbar has important icons that will help you do your work and submit for approval.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Ownership</td>
</tr>
<tr>
<td>B</td>
<td>Submit</td>
</tr>
<tr>
<td>C</td>
<td>Reject</td>
</tr>
<tr>
<td>D</td>
<td>Commit</td>
</tr>
<tr>
<td>E</td>
<td>Export</td>
</tr>
<tr>
<td>F</td>
<td>Reset</td>
</tr>
<tr>
<td>G</td>
<td>Undo/Redo</td>
</tr>
<tr>
<td>H</td>
<td>Suppress Zeroes</td>
</tr>
</tbody>
</table>

A - Ownership

In order to make changes to the workflow, you must first click the little man to "take ownership" of the level of the hierarchy and begin editing.

B - Submit

Clicking the green circle submits completed work to your manager for approval (or rejection for further work).

C - Reject

By clicking the box with the downward arrow, managers can reject work back down to subordinates to make additional changes and resubmit.

D - Commit

When done editing some cell or a lot of information on a page, clicking the check mark will write that information back to the database.

E - Export

Any view of the data can be exported to Excel or a PDF file for offline analysis or to send to someone who doesn’t have BDS access.

F - Reset

If data has not been committed to the database, you can restart to how things first looked by clicking the clockwise arrow to reset.

G - Undo/Redo

Just like in Excel, you can click to reverse the last change made to the screen.

H - Suppress Zeroes

If you have a lot of pages to the right or rows down with many blank cells, click the zero suppression icon to remove those columns/rows from view.
BDS Navigation Summary

- Open TM1 Contributor by clicking on an account from the organizational hierarchy screen
- The contributor screen displays toolbars, workflow tabs, and simple navigation links
- The TM1 toolbar has icons you will need for editing and submitting

Budget Tabs Overview

- There are 8 tabs
  - 3 Payroll Related Tabs
  - 1 S&E and other Non-payroll Expenses
  - 1 Balancing (Revenue - Expenses = 0) Tab
  - 1 Quarterly Distribution Tab
  - 2 Budget Office Tabs - Serve to make adjustments
**Budget Tabs: End Result**

<table>
<thead>
<tr>
<th>Description</th>
<th>Permanent Budget</th>
<th>Adjustment</th>
<th>Proposed Outift</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Appropriations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01 Salaries - Academic</td>
<td>500,002.00</td>
<td>0.00</td>
<td>700,002.00</td>
</tr>
<tr>
<td>03 Salaries - Staff</td>
<td>500,002.00</td>
<td>0.00</td>
<td>700,002.00</td>
</tr>
<tr>
<td>04 General Assistance</td>
<td>77,046.00</td>
<td>0.00</td>
<td>77,046.00</td>
</tr>
<tr>
<td>05 Employee Benefits</td>
<td>1,000,000.00</td>
<td>17,046.00</td>
<td>1,017,046.00</td>
</tr>
<tr>
<td>Total Salaries &amp; Benefits</td>
<td>1,642,000.00</td>
<td>17,046.00</td>
<td>1,659,046.00</td>
</tr>
<tr>
<td>* Non-Payroll Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07 Supplies &amp; Expense</td>
<td>50,002.00</td>
<td>0.00</td>
<td>50,002.00</td>
</tr>
<tr>
<td>08 Equipment &amp; Facilities</td>
<td>20,000.00</td>
<td>0.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td>09 Special Items</td>
<td>77,046.00</td>
<td>0.00</td>
<td>77,046.00</td>
</tr>
<tr>
<td>Total Supplies &amp; Expenses</td>
<td>87,046.00</td>
<td>0.00</td>
<td>87,046.00</td>
</tr>
<tr>
<td>04 Recharges</td>
<td>77,046.00</td>
<td>0.00</td>
<td>77,046.00</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>154,092.00</td>
<td>0.00</td>
<td>154,092.00</td>
</tr>
<tr>
<td>MUST Equal 0 at Division Level</td>
<td>(0.00)</td>
<td>0.00</td>
<td>(0.00)</td>
</tr>
</tbody>
</table>

**Revenue Information**
- Revenue
- Payroll Expenses (flows from Payroll Tabs)
- Non-Payroll Expenses (flow from S&E tab)

**Notes**
- Revenue and Appropriations must equal 0 at Division Level.
Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30</td>
<td>Background and Tool Introduction</td>
</tr>
<tr>
<td>9:00</td>
<td>BDS Contributor Application</td>
</tr>
<tr>
<td>10:20</td>
<td>Break</td>
</tr>
<tr>
<td>10:30</td>
<td>Approval Process</td>
</tr>
<tr>
<td>11:00</td>
<td>Reports</td>
</tr>
<tr>
<td>11:50</td>
<td>Next Steps</td>
</tr>
</tbody>
</table>
Manager Tab Training Objectives

At the end of this section, you should be familiar with:

- Budget Account Tab and where data comes from
- Budgeting for personnel
- Budgeting for supplies and expenses

Budget Tabs: End Result

<table>
<thead>
<tr>
<th>Revenue Information</th>
<th>Permanent Budget</th>
<th>Adjustments</th>
<th>Expenditure Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Expenses (flows from Payroll Tabs)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Salaries &amp; Benefits</td>
<td>42,000.00</td>
<td>7,644.00</td>
<td>77,644.00</td>
</tr>
<tr>
<td>Non-Payroll Expenses (flow from S&amp;E tab)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Salaries &amp; Benefits</td>
<td>30,002.00</td>
<td>30,002.00</td>
<td>30,002.00</td>
</tr>
<tr>
<td>Surplus (Deficit)</td>
<td>(0.00)</td>
<td>0.00</td>
<td>(0.00)</td>
</tr>
</tbody>
</table>

MUST Equal 0 at Division Level
Budget Development System
Manager Training

BDS Contributor Tab Flow

Account Budget

Temp/Contract
Provisions
Payroll
Permanent S&E
Quarterly Distribution

How do you get there?

Account Budget Tab

How do you get there?
Account Budget Tab Overview

- Designed to bring all the budget information together
- Enter in additional appropriation requests, both permanent and temporary
- Allocate temporary expense requests into the appropriate expense category
- Balance the budget: “Surplus (Deficit)”, should be zero to indicate a balanced budget

Account Budget Tab Has 5 Major Section

A. Represents the prior year approved permanent budget appropriation
B. Enter additional permanent and temporary appropriation requests
C. Information flows from the payroll related tabs
D. In this section the unit enters temporary fund requests by sub account and expense category
E. Surplus (Deficit) Calculates the difference between appropriation and expenses for the proposed budget. Should show “0” balance
Account Budget Tab Has 3 Major Columns

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Permanent Budget</td>
<td>Adjustment</td>
<td>Proposed Budget</td>
</tr>
<tr>
<td>01</td>
<td>500,000.00</td>
<td>60,000.00</td>
<td>560,000.00</td>
</tr>
<tr>
<td>02</td>
<td>142,000.00</td>
<td>17,000.00</td>
<td>159,000.00</td>
</tr>
<tr>
<td>03</td>
<td>265,000.00</td>
<td>20,000.00</td>
<td>285,000.00</td>
</tr>
<tr>
<td>04</td>
<td>58,500.00</td>
<td>0.00</td>
<td>58,500.00</td>
</tr>
<tr>
<td>05</td>
<td>708,500.00</td>
<td>71,000.00</td>
<td>779,500.00</td>
</tr>
<tr>
<td>06</td>
<td>(0.00)</td>
<td>0.00</td>
<td>(0.00)</td>
</tr>
</tbody>
</table>

This column shows the Regent Approved Permanent budget and the totals from the other tabs.

A - Permanent Budget

Used to enter new appropriation requests and temporary supplies and expenses.

B - Adjustment

Combines the Permanent Budget totals with the adjustment amounts.

C - Proposed Budget

Enter Temp S&E
Balancing the Account Budget

- The objective of this tab is to balance the appropriations against the expenditures
- The starting point is last year’s approved permanent budget
- The unit needs to bring the ending balance to “0”, by either increasing the appropriation request or reducing the proposed expenditures

<table>
<thead>
<tr>
<th>Surplus (Deficit)</th>
<th>13,751.00</th>
<th>(205,440.00)</th>
<th>(191,689.00)</th>
</tr>
</thead>
</table>

Where does the Account-Budget Data Flow?

- Data from the Account Budget Tab flows to the Budget Office Tabs
- Budget Office will then review and make adjustments if necessary to the permanent and temporary proposed budget requests
- Unit will be able to see the differences between their “Proposed Budget” and their “Approved Budget”
Account Budget Tab Summary

- Displays both appropriation requests and proposed budget expenses
- Used to enter additional/reduced appropriations
- Used to enter additional temporary S&E funding requests
- Balance appropriations and expenses

Where does this information go?

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>APPROPRIATIONS</th>
<th>Permanent Budget</th>
<th>Adjusted</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>00 SALARIES-ACADEMIC</td>
<td>560,000.00</td>
<td>45,440.00</td>
<td>100,000.00</td>
<td></td>
</tr>
<tr>
<td>01 SALARIES-STAFF</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02 GENERAL ASSISTANCE</td>
<td>142,000.00</td>
<td>100,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06 EMPLOYEE BENEFITS</td>
<td></td>
<td>100,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL Salaries &amp; Benefits</td>
<td>645,000.00</td>
<td>205,440.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03 SUPPLIES &amp; EXPENSE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04 EQUIPMENT &amp; FACILITIES</td>
<td>20,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05 SPECIAL ITEMS</td>
<td></td>
<td>20,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07 SPECIAL ITEMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL Supplies &amp; Expenses</td>
<td>59,451.00</td>
<td>59,451.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09 RECHARGES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>99 OVERTIME EXPENSE</td>
<td>705,000.00</td>
<td>205,440.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08 UNALLOCATED FUNDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Deficit)</td>
<td>13,751.00</td>
<td></td>
<td>(151,409.00)</td>
<td></td>
</tr>
</tbody>
</table>
BDS Contributor Tab Flow

Temp/Contract

Provisions

Payroll

Account Budget (Temporary S&E)

Permanent S&E

Quarterly Distribution

How do you get there?

Payroll Tab
Payroll Overview

The Payroll tab captures all Payroll Budget Data associated with an account on a fund by fund basis for:

- permanent positions (Permanent and Temporary Funding)
- outstanding provisions and
- Sub 2 allocations (Permanent and Temporary Funding)

It also:

- Displays the benefit calculation associated with these employees and
- Produces a total personnel cost by account/fund combination.

Payroll Tab Has 8 Sections

- **A**: Pre-populated Career, Permanent Funded
- **B**: Designed to accommodate additional permanent funded staff planned but not yet on board
- **C**: Pre-populated Career, Temp Funded
- **D**: Designed to accommodate additional Temporary funded staff planned but not yet on board
- **E**: Current budget for vacancies currently available to unit
- **F**: Flows from Temporary/Contract Tab; includes temporary employees on temporary funds
- **G**: Additional personnel on permanent funding, merit money
- **H**: 28.45 times Total Employee Costs, % will change each year
## Payroll Tab Has 7 Major Columns

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Appointment FTE</td>
</tr>
<tr>
<td>B</td>
<td>Total FTE</td>
</tr>
<tr>
<td>C</td>
<td>Annual Salary</td>
</tr>
<tr>
<td>D</td>
<td>Salary Adjustment</td>
</tr>
<tr>
<td>E</td>
<td>New Annual Salary</td>
</tr>
<tr>
<td>F</td>
<td>Budget</td>
</tr>
<tr>
<td>G</td>
<td>FTE</td>
</tr>
</tbody>
</table>

### Data vs. Total Funds

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Example Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Appointment FTE</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>Total FTE</td>
<td>4.00</td>
</tr>
<tr>
<td>C</td>
<td>Annual Salary</td>
<td>400,000.00</td>
</tr>
<tr>
<td>D</td>
<td>Salary Adjustment</td>
<td>0.00</td>
</tr>
<tr>
<td>E</td>
<td>New Annual Salary</td>
<td>400,000.00</td>
</tr>
<tr>
<td>F</td>
<td>Budget</td>
<td>0.00</td>
</tr>
<tr>
<td>G</td>
<td>FTE</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**Example:**

- **A** - Appointment FTE
- **B** - Total FTE
- **C** - Annual Salary
- **D** - Salary Adjustment
- **E** - New Annual Salary
- **F** - Budget
- **G** - FTE

---

**Notes:**
- Total FTE for the individual, regardless of funding source.
- Total FTE for the individual for this account.
- Provides the approved annual salary for the individual.
- Can be used to add/make adjustments to someone's salary.
- Addition of Annual Salary (#C) and Salary Adjustment (#D).
- Calculated value of New Annual Salary (#E) and the FTE (#G).
- Estimate of the individual’s Full Time Equivalent for an account.
Payroll Summary

- Use to enter and summarize the staffing for an account
- Pulls from other Tabs - Provisions and Temp/Contract
- Displays benefits calculation

BDS Contributor Tab Flow

- Provisions
- Temp/Contract
- Payroll
- Account Budget
- Permanent S&E
- Account Budget (Temporary S&E)
- Quarterly Distribution
Provisions Tab

How do you get there?

Provisions Overview

• The Provisions tab is designed to capture all of the salary dollars associated with outstanding Provisions (Vacancies).

• This is funding designated for permanent positions within an account that have not been filled

• Provisions are created when a permanent employee leaves and prior to a replacement being hired
Provision Tab Has 1 Section

Provision Tab Has 7 Major Columns
Provision Tab Has 7 Major Columns

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Description for the provision as was input by the Budget Office.</td>
</tr>
<tr>
<td>B</td>
<td>Official Title Code for the provision.</td>
</tr>
<tr>
<td>C</td>
<td>Provides the approved annual salary for the provision.</td>
</tr>
<tr>
<td>D</td>
<td>Can be used to add/make adjustments to the provision’s salary.</td>
</tr>
<tr>
<td>E</td>
<td>Addition of Annual Salary (#C) and Salary Adjustment (#D).</td>
</tr>
<tr>
<td>F</td>
<td>Calculated value of New Annual Salary (#E) and the FTE (#G).</td>
</tr>
<tr>
<td>G</td>
<td>Estimate of the provision’s Full Time Equivalent for an account.</td>
</tr>
</tbody>
</table>

Provision Summary

- Use to enter and summarize the staffing for provisions or vacancies.
- Totals flow to the Payroll Tab.
BDS Contributor Tab Flow

Temp/Contract

- Provisions
- Payroll
- Permanent S&E

Account Budget

- Account Budget (Temporary S&E)
- Quarterly Distribution

Temp/Contract Tab

*How do you get there?*
Temporary Contract Overview

This Temp/Contract Tab is used to capture and track all the salary dollar associated with an account for:

- Temporary positions paid with temporary funds
- Contract staff positions associated with Provisions (Vacancies) funding

Does not include TOPs employees or employment agency hires, please include these in your S&E budgets.

Provision Tab Has 2 Sections

A. Temporary
   This section covers non-career employee on temporary funding associated with the account, units require new funding

B. Vacancy
   This section is used to track non-career employees paid through Provision funding, funding already in place
### Temp/Contract Tab Has 6 Major Columns

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Last Name</td>
<td>Position Title</td>
<td>Annual Salary</td>
<td>Budget</td>
<td>FTE</td>
</tr>
</tbody>
</table>

#### Column Descriptions:
- **A - Last Name**: This column allows the entry of the individuals first name
- **B - First Name**: This column allows the entry of the individuals first name
- **C - Position Title**: This column provides the official HR Title for the individual
- **D - Annual Salary**: This column provides the current annual salary for the individual
- **E - Budget**: The column is the calculated value of the Annual Salary (#D) and the FTE (#F)
- **F - FTE**: This column is the estimate of the full time equivalent for an individual for this account
Temp/Contract Summary

- Use to enter and summarize the temporary staffing for an account
- Temporary section flows to the Payroll Tab
- Vacancy section is optional and is used to track non-career employees paid through an account’s Provision budget. This information does not flow to any tab

Personnel Summary

- Use to enter and summarize the staffing for an account
- Flows to the Account Budget Tab
- Calculates Benefits

Payroll Information Summary

<table>
<thead>
<tr>
<th>Payroll Information Summary</th>
<th>Permanent Funds</th>
<th>Temporary Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub 01</td>
<td>Career Employees, Provisions</td>
<td>Career Employees</td>
</tr>
<tr>
<td>Sub 02</td>
<td>Add. Budget (eg Overtime, Merits, Add. Benefits)</td>
<td>Temp./Contract Employees, NOT from TOPS</td>
</tr>
</tbody>
</table>

Remember in Temp/Contract Tab: Vacancy Section is OPTIONAL!
Where does this information go?

Account Budget Flow

BDS Contributor Tab Flow
Supplies and Expenses Tab

How do you get there?

Supplies and Expenses Overview

The Supplies and Expenses tab is used to input all requests for permanent funding for supplies and expenses for the upcoming fiscal year.

Payroll-related budget requests and Supplies and Expense using temporary funding are input in other BDS tabs.
Supplies and Expenses Tab Has 8 Major Sections

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Sub 3</td>
<td>is for S&amp;E in 12 Expense Categories. The majority of S&amp;E should be in this sub</td>
</tr>
<tr>
<td>B: Sub 4</td>
<td>contains only 2 Expense categories. Represents inventory equipment only</td>
</tr>
<tr>
<td>C: Sub 5</td>
<td>is for S&amp;E in 12 Expense Categories</td>
</tr>
<tr>
<td>D: Sub 7</td>
<td>is for S&amp;E in 12 Expense Categories</td>
</tr>
<tr>
<td>E: Sub 9</td>
<td>is for Recharges and only applies to certain units</td>
</tr>
<tr>
<td>F: Sub 9H</td>
<td>does not apply to most units, it represents overhead expenses for grants</td>
</tr>
<tr>
<td>G: Sub 8</td>
<td>is for Unallocated Funds, for funding that does not fit any other category</td>
</tr>
<tr>
<td>H: Sums your total permanent S&amp;E budget</td>
<td></td>
</tr>
</tbody>
</table>
Supplies and Expenses Tab Has 3 Major Columns

### A - Prior FY Expenditures
Shows expenditures of the prior year by sub account, expense category and object code. In preparing the budget for FY12-13, the FY10-11 are displayed in this column as a reference point.

### B - CY OP Regents Approved Permanent Budget
This column shows the approved permanent budget for the current fiscal year. In preparing the budget for FY12-13, the FY11-12 is displayed in this column as a reference point.

### C - Next FY Requested Permanent Budget
This column is used to enter the total requested permanent budget for the upcoming fiscal year.
Spreading Expenses

Supplies and Expenses using permanent funding are budgeted at Expense Category. Expense Categories are specific to each Sub Account. The Expense Category total is spread to the Object Code based on the Prior FY Expenditures.

Supplies and Expenses Summary

- Use to enter and summarize the Supplies and Expenses
- Pre-populated values can be used to spread the budget at the expense category to the object code
- Use to enter supplies and expense using Permanent Funding
BDS Contributor Tab Flow

How do you get there?

Distribution Tab
**Distribution Tab Overview**

- Utilized to adjust the distribution of expenses by quarter
- Information will be used for quarterly budget variance reporting

**Distribution Tab**

This section lists the sub accounts that include budgeted funds.
## Distribution Tab Has 3 Major Columns

- **A - Funds**: Lists the funds that have been budgeted for each sub account.
- **B - Budget**: Displays the total budgeted amount by fund/sub combination.
- **C - Quarterly Distribution**: Default equals 25%, if different, use columns to enter a different percentage distribution by quarter.

### Table:

<table>
<thead>
<tr>
<th>A - Funds</th>
<th>B - Budget</th>
<th>C - Quarterly Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL FUNDS</strong></td>
<td><strong>Budget</strong></td>
<td><strong>Q1</strong></td>
</tr>
<tr>
<td>50,000,000.00</td>
<td>100,000,000.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>OA SALARIES STAFF</strong></th>
<th><strong>Unrestricted</strong></th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OA SSSAF</strong></td>
<td>265,800.00</td>
<td>265,800.00</td>
</tr>
<tr>
<td><strong>OA UNIV FEE</strong></td>
<td>392,000.00</td>
<td>392,000.00</td>
</tr>
<tr>
<td><strong>OA TOTAL FUNDS</strong></td>
<td>50,000,000.00</td>
<td>50,000,000.00</td>
</tr>
<tr>
<td><strong>OA UNRESTRICTED</strong></td>
<td>100,000,000.00</td>
<td>100,000,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>OA GENERAL ASSISTANCE</strong></th>
<th><strong>Unrestricted</strong></th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OA SSSAF</strong></td>
<td>181,800.00</td>
<td>181,800.00</td>
</tr>
<tr>
<td><strong>OA UNIV FEE</strong></td>
<td>94,200.00</td>
<td>94,200.00</td>
</tr>
<tr>
<td><strong>OA TOTAL FUNDS</strong></td>
<td>276,000.00</td>
<td>276,000.00</td>
</tr>
<tr>
<td><strong>OA UNRESTRICTED</strong></td>
<td>107,000.00</td>
<td>107,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>OA EMPLOYEE BENEFITS</strong></th>
<th><strong>Unrestricted</strong></th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OA SSSAF</strong></td>
<td>152,400.00</td>
<td>152,400.00</td>
</tr>
<tr>
<td><strong>OA UNIV FEE</strong></td>
<td>85,400.00</td>
<td>85,400.00</td>
</tr>
<tr>
<td><strong>OA TOTAL FUNDS</strong></td>
<td>237,800.00</td>
<td>237,800.00</td>
</tr>
<tr>
<td><strong>OA UNRESTRICTED</strong></td>
<td>157,400.00</td>
<td>157,400.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>OA SUPPLIES AND EXPENSE</strong></th>
<th><strong>Unrestricted</strong></th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OA SSSAF</strong></td>
<td>35,400.00</td>
<td>35,400.00</td>
</tr>
<tr>
<td><strong>OA UNIV FEE</strong></td>
<td>18,000.00</td>
<td>18,000.00</td>
</tr>
<tr>
<td><strong>OA TOTAL FUNDS</strong></td>
<td>53,400.00</td>
<td>53,400.00</td>
</tr>
<tr>
<td><strong>OA UNRESTRICTED</strong></td>
<td>33,400.00</td>
<td>33,400.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>OA SPECIAL ITEMS</strong></th>
<th><strong>Unrestricted</strong></th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OA SSSAF</strong></td>
<td>20,000.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td><strong>OA UNIV FEE</strong></td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td><strong>OA TOTAL FUNDS</strong></td>
<td>30,000.00</td>
<td>30,000.00</td>
</tr>
<tr>
<td><strong>OA UNRESTRICTED</strong></td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>
Distribution Tab - Discussion Items

**Default Value**
- The default equals a budget distribution of 25% per quarter. No action is required if the default distribution is sufficient.

**Where does this information go?**
- The Distribution tab information is used to populate the quarterly budget variance reports. Information does not flow to any other BDS tabs.

Distribution Summary

- Use to adjust expenses distribution across quarters.
- The default value is an even distribution of 25% each quarter.
- The distribution will show on quarterly budget variance reports.
Budget Office Tabs

- The Budget Office tabs can be viewed by all users.
- Budget Office Tab 1 is used by the Budget Office to enter in adjustments to the Proposed Budget.
- Budget Office Tab 2 is used to evaluate the prior fiscal year Permanent budget against the newly approved Permanent budget.
The Budget Office can enter adjustments to the Division’s Proposed Budget.

The Budget Office will use this tab to make changes to the unit’s Permanent Budget for the next fiscal year.
**Exercise 2.1 Enter Appropriations**

In Account##01, enter Other Budget Adjustments by $2,001 and Temp Appropriations by $205,440 in Fund 69085. Enter Other Budget Adjustment by -$68,751 in Fund 69960. Propose Budget should equal zero (show blank).
UCOP BUDGET DEVELOPMENT SYSTEM
Manager Training

Agenda

8:30  Background and Tool Introduction
9:00  BDS Contributor Application
10:20 Break
10:30 Approval Process
11:00 Reports
11:50 Next Steps
Approval Process Overview

At the end of this section, you should

• Understand the UCOP Budget Approval Process using BDS
• Understand how to submit budget at account or higher hierarchy levels
• Have submitted and approved budget at account and department levels

Workflows Summary

BDS has two workflows for submission and approval:

Divisional
• Units enter proposed budget data at the account level
• Manager (Department, Subdivision, Division, review and approve

Budget Office
• Once Division’s approved the budget, information flows to Budget Office
• Review and make appropriate adjustments
• Prepare for approval by Senior Management and the Regents
Workflows

Two workflows allow:

- Submission and locking of the Division’s Budget
- Viewing of changes (entered by the Budget Office) to the Division’s Budget
- Tracking progress of the Division Managers’ reviews and the subsequent review by the Budget Office.

Users will only have access to accounts under their responsibility

Approval Process - Account Hierarchy Window

The hierarchy shown will depend on the areas you are responsible for contributing to and reviewing.

Icons are used to show the status of the node of the hierarchy.

- Available
- Reserved
- Work in progress
- Submitted/Locked
- Ready
### Divisional Workflow: Submission and Approval

1. Division reviews and approves the Sub-Division and submits to the Budget Office
   
2. Sub-Division reviews and approves the Department
   
3. Department Manager reviews & approves the all Department accounts and submits
   
4. Contributor enters in the account data and submits

### Budget Office Workflow: Submission and Approval

1. The Budget Office Director reviews and finalizes adjustments on the Proposed Budgets and submits to the BDS Administrator
   
2. Approves Account Budget at Dept, Sub-Division and Division levels and submits to Budget Office Director
   
3. Make necessary adjustments on Proposed Account Budget
   
4. Budget Office Coordinator reviews submitted Account Budget
Approval Workflow/Hierarchy and Role/Permissions

- Roles/Permissions: 1. Edit/Submit 2. Review/Edit/Submit/Reject
- More than one person within the workflow are assigned to the same hierarchy node, only one person can take ownership at a time
- Parent-children relationship: Users with access to higher hierarchy node (e.g., Dept) can “access” the children (accounts within the Dept) and act as proxy

Communications is Essential!

Submitting an Node

You are a reviewer or contributor for:

<table>
<thead>
<tr>
<th>Name</th>
<th>State</th>
<th>Permissions</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERS 1515 STUDENT FINANCIAL AID</td>
<td>Ready</td>
<td>Read/Write/Submit</td>
<td>None</td>
</tr>
</tbody>
</table>

Which consists of:

<table>
<thead>
<tr>
<th>Name</th>
<th>State</th>
<th>Permissions</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERS 1515 STUDENT FINANCIAL AID</td>
<td>Locked</td>
<td>Read/Write/Submit</td>
<td>R164125/MS user 3</td>
</tr>
<tr>
<td>ERS 1515 STD FIN SUPPORT TRA</td>
<td>Locked</td>
<td>Read/Write/Submit</td>
<td>R164125/MS user 3</td>
</tr>
<tr>
<td>ERS1498 LOAN CREDIT OFFICIAL CONTRACT</td>
<td>Locked</td>
<td>Read/Write/Submit</td>
<td>R164125/MS user 3</td>
</tr>
</tbody>
</table>

You can determine if you have permission by looking at the icons in the right hand side of the Account Hierarchy Window
Submitting A Node

1. Open the Node in the Account Window.
2. Review the submitted budget.
3. If acceptable, select the “Submit” button.
4. Confirm the submit by selecting the “Yes” button.
5. Check the Hierarchy Window that the Lock Icon is on the proper node.

Exercise 3.1 Submit An Account

M##Account01 is ready for Department review, submit the account.
Module 3

Node Rejection

After reviewing the node, the manager with the reject permission can reject the node:

<table>
<thead>
<tr>
<th>Name</th>
<th>State</th>
<th>Permissions</th>
<th>Owner</th>
<th>Ownership Node</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1/Account01</td>
<td>Locked</td>
<td>Edit, Print</td>
<td>IBM/IT/MGR</td>
<td>M1/Account01</td>
</tr>
<tr>
<td>M1/Account02</td>
<td>Locked</td>
<td>Edit, Print</td>
<td>IBM/IT/MGR</td>
<td>M1/Account02</td>
</tr>
</tbody>
</table>

Send an email letting the appropriate manager know that the node has been rejected and why.

Exercise 3.2 Approve A Department

All the account contributors have entered and submitted their accounts for Department M##Dept01. Review the Department’s budget, and approve Department’s budget or reject the appropriate accounts.
Approval Process Summary

- There are two different work flows: Divisional and Budget Office.
- You will only see areas that you are responsible for contributing to and/or reviewing.
- Icons will show the status of a node within Account Hierarchy Window.
UCOP BUDGET DEVELOPMENT SYSTEM

Manager Training

Agenda

8:30    Background and Tool Introduction
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11:00   Reports
11:50   Next Steps
Reports

At the end of this section, you will be familiar with:

- The list of reports that can be created in COGNOS
- Navigating to COGNOS BDS Reports pages for the Budget Development System
- The screen functions and areas common to creating most COGNOS BDS Reports
- The Budget Variance Report and the Budget YTD Adjustments Report

Navigating to the COGNOS BDS Reporting Area

- Accessing the COGNOS BDS Reports is from the Public Folders which you can get there by pressing the home icon.
- Select **COGNOS BDS Reports**
COGNOS BDS Reports Available

The next screen will show a list of all COGNOS BDS Reports available.

- **Variance Reports** - used to compare budget or actual expenses (actuals) to another time period of budget or actuals.
- **Budget YTD Adjustments Report** - reconciles the Regents' approved budget to the budget in the UCLA General Ledger (GL).
- **Comprehensive Budget Variance Report** - calculates the total GL budget net of any intercampus transfers.
- **Budget Summary Reports** - used to analyze budget or expense trends over a period of quarters or fiscal years for budget or actuals.
- **Presidential Report** - creates a budget report by funding streams for academic, core, and central programs arrayed across fund types within restricted and unrestricted funds.
- **System Admin and Object Code List** - used in the management of the BDS tool.
- **Regents' Report (being developed)** - summarizes UCOP total proposed budget for the upcoming fiscal year and is presented to the UC Regents each spring for final budget approval.

COGNOS BDS Reports - Common Functionality

No matter which report you select, the screen will have common elements to help you create and understand your report’s content.
COGNOS BI Functions

1. Userid and Logon
   - Your user id appears next to the Log On/Log Off drop down.

2. Home
   - The home icon takes users back to the TM1 public folders screen to choose TM1 clients to enter the BDS application or BDS reports.

3. Left Turning Arrow
   - The left turning arrow icon will take you back one level to choose a different report to create.

COGNOS BI Functions (cont.)

4. Keep this Version
   - Keep this Version allows you to email the report to other users of COGNOS or to save the report view as a snapshot.

5. Report Export
   - The tiny globe icon allows you to export reports to Excel or PDF files for sharing with other users and performing further analysis.

6. Add this Report
   - Add this Report allows users to save the report as a template to their My Folders area.
Title Area and Report Header

**Title Area**
The title area shows in bold letters at the top of the report page the type of report selected as well as which variation if any.

**Report Header**
The report header identifies what selection criteria have been chosen and how recent the data is.

Selection Criteria

Selection criteria are used to drill down into the UCOP budget data to prepare user-defined reports within the time frame specified.

1. **Organizational Hierarchy**
   You can drill down into any level of the organizational hierarchy (division/subdivision/department) to the account level to prepare reports.

2. **Fund Hierarchy**
   Similarly for fund, users can choose for a level of the hierarchy all funds, restricted funds, unrestricted funds, or any individual fund to report on.

3. **Report Type**
   Report type is either by category or by sub code. In the report created, category and sub code will be hyperlinked for additional drill down.
Selection Criteria (cont.)

- **View By**
  - You can view report data by fiscal year, a single fiscal quarter, or year to date by quarter.

- **Time Period**
  - The time period selection is determined by the view by selection, offering either fiscal year or quarterly options.

Report Refresh and Navigation

- **Reports** can be rerun with newly selected criteria by clicking the **UPDATE** button. Hyperlinks for Top, Page Up, Page Down, and Bottom indicate additional reporting data on other pages.

- **View By**
  - For multi-page reports, hyperlinks for Top, Page Up, Page Down, and Bottom indicate additional reporting data.

- **Update**
  - Reports can be rerun with newly selected criteria by clicking the **UPDATE** button. A rotating hourglass will appear as the report is recreated.
Budget Variance Report

The most common version of the budget variance is to compare current year expenses to current year budget.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Regents' Approved Budget</th>
<th>Expenses</th>
<th>% Spent</th>
<th>Under/(Over)</th>
<th>Encumbrances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sciences</td>
<td>$16,000,000</td>
<td>$0</td>
<td>0%</td>
<td>$16,000,000</td>
<td>0</td>
</tr>
<tr>
<td>Gifts</td>
<td>$10,000,000</td>
<td>$0</td>
<td>0%</td>
<td>$10,000,000</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL PERSONNEL COST</td>
<td>$26,000,000</td>
<td>$0</td>
<td>0%</td>
<td>$26,000,000</td>
<td>0</td>
</tr>
<tr>
<td>Business</td>
<td>$25,000</td>
<td>$24,000,000</td>
<td>96.0%</td>
<td>$21,000,000</td>
<td>86,000,000</td>
</tr>
</tbody>
</table>

- **Regents' Approved Budget**: Current fiscal year budget effective July 1 of every year.
- **Expenses**: Rolled up expenditure data from the UCLA general ledger, the financial system of record that feeds BDS.
- **Percent Spent**: Compares the expenses to the budget for the period of time being analyzed.
- **Under/(Over)**: Takes the difference between approved budget and expenses to determine if the fund or org hierarchy is within budget (under) or exceeding budget (over).
- **Encumbrances**: Commitment of UC funds to an outside entity, not yet paid, also known as a lien or open commitment. At time of payment, it is reduced by the amount of the expenditure.
Exercise 4.1 Create Budget Variance Report

Create a budget variance report and export it to Excel using the following criteria:

- Variance by org for all funds
- Current Year Budget vs. Current Year Actuals
- For Department Capital Markets Finance (8133)
  - Division 8230
  - Subdivision 8238
  - Department 8133
- By sub code for fiscal year 2011-12

- How many pages are in your report? How many tabs in the Excel file? How many accounts appear under 8133 in the org hierarchy? Why the difference?

How could you create the same report(s) using the fund hierarchy?

Budget Variance Report for Department 8133 (page 1)

<table>
<thead>
<tr>
<th>Fund View By</th>
<th>Fiscal Year</th>
<th>Organization</th>
<th>Fund</th>
<th>Report Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL FUND</td>
<td>2011 - 12</td>
<td>8133 CAPITAL MARKETS</td>
<td>FINANCE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Code</th>
<th>Regents’ Approved Budget</th>
<th>Expenses</th>
<th>% Spent</th>
<th>Under (Over)</th>
<th>Encumbrances</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>596,786</td>
<td>144,577</td>
<td>24%</td>
<td>452,209</td>
<td>0</td>
</tr>
<tr>
<td>02</td>
<td>6,183</td>
<td>0</td>
<td>0%</td>
<td>6,183</td>
<td>0</td>
</tr>
<tr>
<td>06</td>
<td>171</td>
<td>243</td>
<td>38%</td>
<td>111</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>774,212</td>
<td>182,688</td>
<td>24%</td>
<td>591,524</td>
<td>0</td>
</tr>
<tr>
<td>03</td>
<td>34,991</td>
<td>6,043</td>
<td>17%</td>
<td>28,948</td>
<td>(164)</td>
</tr>
<tr>
<td>04</td>
<td>5,000</td>
<td>0</td>
<td>0%</td>
<td>5,000</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>39,991</td>
<td>6,043</td>
<td>15%</td>
<td>33,948</td>
<td>(164)</td>
</tr>
</tbody>
</table>

GRAND TOTAL 814,203 188,731 23% 625,472 (164)
Budget Variance Report for Department 8133 (page 2)

Budget Variance Report
Current Year Budget to Current Year Actuals by Organization
Organization: 666007 CAPITAL MARKETS
Fiscal Year: 2011-12

<table>
<thead>
<tr>
<th>Sub Code</th>
<th>Regents’ Approved Budget</th>
<th>Expenses</th>
<th>% Spent</th>
<th>Under (Over)</th>
<th>Encumbrances</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>C - B / A</td>
<td>D = A - B</td>
<td>E</td>
</tr>
<tr>
<td>01</td>
<td>596,786</td>
<td>144,577</td>
<td>24%</td>
<td>452,209</td>
<td>5</td>
</tr>
<tr>
<td>02</td>
<td>6,183</td>
<td>0</td>
<td>0%</td>
<td>6,183</td>
<td>0</td>
</tr>
<tr>
<td>03</td>
<td>171,543</td>
<td>39,111</td>
<td>23%</td>
<td>132,432</td>
<td>0</td>
</tr>
<tr>
<td>04</td>
<td>34,991</td>
<td>6,043</td>
<td>17%</td>
<td>28,948</td>
<td>(164)</td>
</tr>
<tr>
<td>05</td>
<td>5,000</td>
<td>0</td>
<td>0%</td>
<td>5,000</td>
<td>0</td>
</tr>
<tr>
<td>06</td>
<td>39,991</td>
<td>6,043</td>
<td>15%</td>
<td>33,948</td>
<td>(164)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>814,203</td>
<td>188,731</td>
<td>23%</td>
<td>625,472</td>
<td>(164)</td>
</tr>
</tbody>
</table>

*Expenditures data available as of SEP 2011

Only one account appears because the other account within the hierarchy has no data. Zero values are not reported.

Budget YTD Adjustments Report

- YTD Adjustments Report will help you to reconcile your Regents’ Approved Budget to the UCLA GL budget.

- **A**: Regents’ Approved Budget
  - Current fiscal year budget effective July 1 of every year

- **B**: GL Budget
  - Shows the permanent budget appropriations on July 1st where Type Entry = 11

- **C**: GL Carryforward
  - Shows appropriations where Type Entry = 12 or 14 (description with “carryforward”)

- **D**: GL Adjustments
  - Shows appropriations where Type Entry=13 or 14 (description without “carryforward”)
Budget YTD Adjustments Report

- YTD Adjustments Report will help you to reconcile your Regents’ approved budget to the UCLA GL budget.

<table>
<thead>
<tr>
<th>Regent's Approved Budget</th>
<th>GL Budget</th>
<th>GL Carryforward</th>
<th>GL Adjustments</th>
<th>GL Intercampus Budget Transfer</th>
<th>Subtotal GL Appropriations</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F = B + C + D + E</td>
<td>G = F - A</td>
</tr>
</tbody>
</table>

- **E** GL Intercampus Budget Transfer
  Shows appropriations where Type Entry = 15

- **F** Subtotal GL Appropriations
  Subtotal of all appropriations in the GL, items B through E

- **G** Variance
  Ideally should be equal unless there are reconciling items

Exercise 4.2 Create Budget YTD Adjustments Report

Create a budget year-to-date adjustments report using the following criteria:

- Subdivision Chief Financial Officer (8235) under Division 8230
- Fiscal year 2011-12

**What adjustments have been made for the subdivision in FY11-12?**
Exercise 4.3 Save A Report

Save the Budget YTD Adjustments Report you just created for future retrieval using “Keep this Version”

• Name the report: “CFO Budget YTD Adjustments Report - Subdivision 8235”
• Retrieve the report from “My Folders”

How could you save this report as a template?

COGNOS BDS Reports Summary

• Budget reports are currently available with more in development
• BDS reports can be customized using dropdown lists for org, fund, time period, etc.
  • Save reports with your own data for future retrieval using “Keep this Version”
  • With customization there are dozens of versions of the reports that can be tailored for your business needs
• The Budget Variance Report can be used to help monitor your expenses vs. the current year’s budget
• The Budget YTD Adjustments Report can help you to reconcile the Regents’ Approved Budget to the budget adjustments in the UCLA GL
UCOP BUDGET DEVELOPMENT SYSTEM
Contributor Training

Agenda

8:30  Background and Tool Introduction
9:00  BDS Contributor Application
10:20 Break
10:30 Approval Process
11:00 Reports
11:50 Next Steps
Next Steps Overview

At the end of this section, you should understand:

- How to request access to BDS Production Environment
- The plan for the entry of the FY2012-13 UCOP Budget
- How to get help in using the BDS Tool

Requesting your BDS Access- Step 1

Request “Single Sign On” access to BDS Production Environment:

- Go to http://www.ucop.edu/riskmgmt/erm/
- Select UC-Office of the President
- Request using your AD ID/Password
Requesting your BDS Access- Step 2

• In the comment box: enter BDS/TM1
• You will receive a confirmation email for your access with the URL to log onto BDS Production Environment. Log on to check if you are granted the right hierarchy node and permissions!

Managing your Access to BDS Production Environment

URL to BDS Production Environment via Single Sign On:
https://ermsp.ucop.edu/cognos

You will always log on using this URL. The log on screen shown after you log off does NOT work for Single Sign On.
Getting Help

- Use the Help Tool
- Contact your Sub-Division/Division Super User
- Contact Pei-Ru Chao in Budget Office Peiru.chao@ucop.edu
Next Steps Summary

- Request access to BDS
- The “Call for FY2012-13 Budget” begins January 2012
- Individual unit meetings with Budget Coordinators will occur in January 2012
- Begin proposed budget data entry into accounts if you are a contributor