



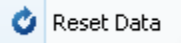
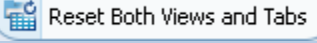


UCOP Budget Development System (BDS) Quick sheet

March 15, 2016

1. BDS URL: ucerm.com (Firefox recommended). Be sure to log out at the end of your working session

2. BDS Key Toolbar Functions

Function	Purpose and Use
Take ownership 	<ul style="list-style-type: none"> Take ownership to “enter,” “edit,” “commit,” “submit,” or “reject” budget Ownership not needed to “view” budget or “export” reports Only one person can have ownership at a time You get a warning message before taking ownership away from the current owner; the current owner will not get notified! Data entries after losing ownership will not be saved
Commit 	<ul style="list-style-type: none"> Commit is simply to save the data entry; it does not submit the budget Always commit your data entry periodically and before leaving BDS
Submit 	<ul style="list-style-type: none"> Submit the budget at any org node (account, department) will lock up the org node and change the workflow “status” to the green padlock symbol. This signals to your managers (and UCOP Budget Office) that the budget entry is completed and ready for review Submitting the budget does not trigger email notifications
Reject 	<ul style="list-style-type: none"> Reject the budget for a given account simply “re-opens” the account to revise the budget entry You need to first reject the parent org node (department and above, if locked) before you can reject the child-account
Reset data, views and tabs  	<ul style="list-style-type: none"> Reset data reverts the data to the previously committed data entries/version “Reset the view” refreshes the tab view dimensions to the default design of columns and rows “Reset the tab” refreshes the tabs to the default order of display

3. BDS Self-Help

Scenario	What can you do?
BDS logon timed-out	<ul style="list-style-type: none"> Close the BDS/ERM window Remove browser caches and cookies [ctrl + shift +delete] and close all browser windows Re-log on to BDS using ucerm.com
Toolbar unavailable/grayed out	<ul style="list-style-type: none"> Toolbar is available at the org node (account, department) where you took ownership Check if you opened the same org node twice (toolbar unavailable in the 2nd window) Check your ownership node (the toolbar goes with the level you last took ownership), you might have taken ownership at the consolidated level (department and etc.). If so, close the current window and open the consolidated level to commit data entries. After that, you can release ownership at that consolidated level and then take ownership at the account level (for data entries)
Release ownership	<ul style="list-style-type: none"> View the current ownership node (i.e., where you took ownership) and right click that org node on the BDS workflow to “Release” your ownership
Can't export report	<ul style="list-style-type: none"> Check that your browser pop-up blocker is turned off Check BDS URL ucerm.com is added to your browser's trusted sites Check if the export is already in your download folder

4. BDS Tab reference

Tab	Purpose and Use	Entry (E) View (V)
Main Tabs		
[Payroll Entry]	<ul style="list-style-type: none"> Review and enter employee-specific salary budget in “Current Employees” section Review and enter vacancy-specific salary budget in “Approved Vacancies” section Enter employees or positions in the “Free Entry” section, if they don’t show in the “Current Employees” or “Approved Vacancies” sections Assign “Project” to employee-specific and vacancy-specific salary budget (optional) All fields are required (except “Project”) 	E
[Payroll Summary by Org]	<ul style="list-style-type: none"> Salary budget entered in [Payroll Entry] is summarized here by org Restricted funds: 3% salary increase auto-calculated on sub 00 and sub 01 salary Centrally restricted funds & Unrestricted funds: allocated in Aug/Sept based on actuals Enter “Lump Sum Salary” (e.g., turnover savings) if applicable 	E/V
[Payroll Summary by EID]	<ul style="list-style-type: none"> Salary budget entered in [Payroll Entry] is summarized here by employee 	V
[Supplies Expense Perm]	<ul style="list-style-type: none"> Enter “Supplies & Expenses” budget-Permanent at Expense level Gael is calculated for all permanent salary budget and auto-populated in Sub 3 Insurance 	E
[Supplies Expense Temp]	<ul style="list-style-type: none"> Enter “Supplies & Expenses” budget-Temporary (e.g., one-time funding, next fiscal year’s portion of multi-year project funding, or the estimated restricted fund balance to be carried forward (used) in the next FY Gael is calculated for all temporary salary budget and auto-populated in Sub 3 Insurance 	E
[Account Budget]	<ul style="list-style-type: none"> Proposed budget (payroll and supplies & expense budget) is summarized here by Total, Permanent and Temporary 	V
[Account Budget Report]	<ul style="list-style-type: none"> Report version of [Account Budget]-to allow easier exporting 	V
[Budget Office 1]	<ul style="list-style-type: none"> Proposed budget shown on [Account Budget] flows here Any adjustments made by the UCOP Budget Office to the proposed budget will be shown in the permanent adjustments and temporary adjustments columns 	V
[Budget Office 1 Report]	<ul style="list-style-type: none"> Report version of [Budget Office 1]-to allow easier exporting 	V
[Budget Office 2]	<ul style="list-style-type: none"> View current FY vs. next FY permanent budget (by sub code level) View current FY vs. next FY permanently budgeted FTE (sub 00 and 01 only, NO sub 02) 	V
Optional Tabs		
[Forecast]	<ul style="list-style-type: none"> All current year approved budget, GL actuals, ITFs, encumbrances, memo liens flow here 2 Forecast Methods: 1) No pre-populated forecast data, enter forecast amounts on the blank ADJ expense category rows; 2) Pre-populated forecast data by spreading the remaining budget balance equally over the remaining months of the FY, enter adjustments to the pre-populated forecast data on the ADJ expense category rows 	E/V
[Forecast Report]	<ul style="list-style-type: none"> Report version of [Forecast]-to allow easier exporting 	V
[Distribution Perm]	<ul style="list-style-type: none"> Distribute Perm Budget by Quarter (if different from the default 25% each quarter) Enter the distribution at fund-expense level 	E
[Distribution Temp]	<ul style="list-style-type: none"> Distribute Temp Budget by Quarter (if different from the default 25% each Quarter) Enter the distribution at fund-expense level 	E
[Supplies Expense Perm Project]	<ul style="list-style-type: none"> Distribute permanent nonemployee-specific salary (such as 3%, Lump Sum Salary, etc.) and benefits budget by “Project” Distribute [Supplies & Expenses Perm] budget by Project Enter the distribution at fund-object level 	E
[Supplies Expense Temp Project]	<ul style="list-style-type: none"> Distribute temporary nonemployee-specific salary (such as 3%, Lump Sum Salary, etc.) and benefits budget by “Project” Distribute [Supplies & Expenses Temp] budget by Project Enter the distribution at fund-object level 	E
Reference Tab		
[Rate Assumptions]	<ul style="list-style-type: none"> View key budget assumptions (salary increase rate, benefits rate, and Gael rate, etc.) 	V