

UR Budget Summary Plan File QRC

Purpose: This QRC outlines key features of the Summary plan file.

Summary Plan File:

Notice that the FAO and the company that it resides in is at the top of the summary sheet. The Summary plan file shows revenue, expenses, and transfers for actuals, current year budget, current year projection, and preliminary budget.

Note: The Method field defines the source of the data. The key methods are:

- Base + Changes - Modify base budget easily
- From Db - Values from elsewhere, such as salaries from Labor sheet
- Detail - Bring attention to costs that merit their own line

Projections:

- Prelim. Proj = Based on current FY YTD Actuals, calculates an estimated full year
- Modifications = changes to preliminary projections
- FYxx Final Proj = Preliminary Projections + Modifications
- Proj Comments = comments field to explain the projection modifications

Note: To modify a Projection, enter the modification amount and add comments to explain the rationale

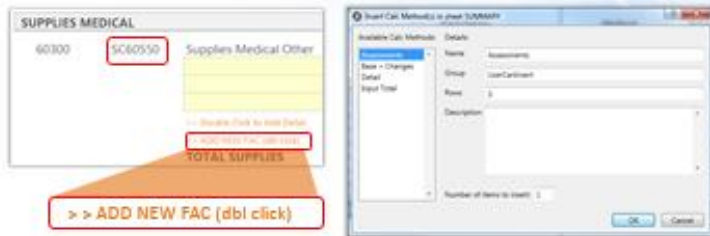
FY19 SUMMARY SHEET				View: Budget + Proj		
OP211475 - Cancer Center CM040 - 040 School of Medicine and Dentistry						
LA	FAC	Description	Method	FY17 Actuals	FY18 YTD P5 Actuals	FY18 Current Budget
TOTAL REVENUE				0	0	0
TOTAL EXPENSES				546,878	146,633	568,750
TOTAL TRANSFERS				0	0	0
NET				546,878	146,633	568,750
SALARIES						
50000	SC57400	Clerical	From Db w Proj	16,276	3,869	14,550
50000	SC57550	Faculty HHS Salary Cap	From Db w Proj	12,530	3,674	11,950
50000	SC57750	Fellow and Postdoc	From Db w Proj	4	0	0
50000	SC58100	PAS Regular Salaries	From Db w Proj	202,528	43,583	231,200
50000	SC58150	PAS Extra Compensation	Base + Changes	0	6,098	0
50000	SC58400	Time as Reported	Base + Changes	14,844	959	0
50000	SC58450	Undergraduate Student	From Db w Proj	6,925	1,209	5,000

FY19 SUMMARY SHEET				Proj			
OP211475 - Cancer Center CM040 - 040 School of Medicine and Dentistry							
LA	FAC	Description	Method	FY18 Prelim Proj	Modifications	FY18 Final Proj	Proj Comments
TOTAL REVENUE				0	0	0	
TOTAL EXPENSES				351,920	0	351,920	
TOTAL TRANSFERS				0	0	0	
NET				351,920	0	351,920	
SALARIES							
50000	SC57400	Clerical		9,285	0	9,285	
50000	SC57550	Faculty HHS Salary Cap		8,817	0	8,817	
50000	SC57750	Fellow and Postdoc		0	0	0	
50000	SC58100	PAS Regular Salaries		104,598	0	104,598	
50000	SC58150	PAS Extra Compensation		14,636	0	14,636	
50000	SC58400	Time as Reported		2,300	0	2,300	
50000	SC58450	Undergraduate Student		2,902	0	2,902	

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Add FACs quickly

- FAC – Financial Activity Category
- ADD NEW FAC option at bottom of every FAC section
- Add FACs with the Insert Calc Method dialog box



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Key Tips:

To add a new FAC:

1. **Click** on ADD NEW FAC under specific category
2. **Choose** Calc Method, then choose New FAC
3. **Enter** Budget Information, with comments
4. **Check** Spread Method

To Delete an FAC:

1. **Enter** negative value in Budget Input Mgr Input \$ column for the FAC to make zero (you cannot delete lines in the plan file)
2. **Enter** notes in comments field to justify the change

Key Tips:

To Modify an FAC:

1. **Tab** to the Budget Manager Input \$ column and enter the increase or decrease to the Preliminary Budget amount
2. **Enter** comments to explain the modification.
3. **Check** Spread Method

Type of Account	To Increase Amount	To Decrease Amount
Revenue	Use Negative Amount	Use Positive Amount
Expense	Use Positive Amount	Use Negative Amount

Modify an FAC on Its Own Line

- Budget Input Manager Input \$
– Increase or decrease expenses or revenue

FY18 SUMMARY SHEET			Budget
TR000001 - Oncology			Input
CM040 - 040 School of Medicine and Dentistry			Mgr Input \$
L.A.	FAC	Description	
		TOTAL REVENUE	0
		TOTAL EXPENSES	31,300
		TOTAL TRANSFERS	0
		NET	75,300
61750	SC4900	Telecommunications Internal	3,550
		Current Year Prelim. Budget	5,000
		VCRP	02,200
		Version	750
		--- Double-Click to Add Detail ---	
61750	SC4950	Telecommunications External Cellular	2,500
		--- ADD NEW FAC HERE ---	
		TOTAL COMMUNICATIONS	6,050

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Variance Data – Valuable Planning Tool

- Compares new budget against current year in two ways:
 - Current year projections
 - Budget starting point
- Changes in real time as you plan
- Displays variance in \$ and %
- Red flags items when threshold surpassed
 - 5% increase that is over \$10K

FY16 BGT - FY17 PROJ		FY16 BGT - FY17 BGT	
Variance \$	Variance %	Variance \$	Variance %
0	0.0%	10,044,262	10.0%
(8,477,966)	-84.3%	27,068,816	26.9%
0	0.0%	11,275,947	114.7%
0	0.0%	0	0.0%
(552,238)	-100.0%	(552,238)	-100.0%
(55,550)	-100.0%	0	0.0%
4,200	17.1%	0	0.0%
27,220	100.0%	0	0.0%
(275,151)	-100.0%	0	0.0%
298,445	5.1%	(298,445)	-5.1%
(26,467)	-62.2%	(26,467)	-52.1%



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Key Tips:

- FYxx BGT –FYxx PROJ = Variance \$ and % between the final budget and the current fiscal year projection
- FYxx BGT –Prelim. FYxx BGT = Variance \$ and % between the final budget and the preliminary budget

Key Tips:

- FYxx Spread -determines how the annual budget will be spread by month

Method	When To Use
Even 12	<ul style="list-style-type: none"> Don't need to track run rate closely
Last Year Spend	<ul style="list-style-type: none"> Annual spend follows monthly pattern from prior fiscal year actuals
Work Days	<ul style="list-style-type: none"> No activity on weekends and holidays
Calendar Days	<ul style="list-style-type: none"> In departments with 24-7 activity
Even 9: Sep-May	<ul style="list-style-type: none"> Instruction related; other academic year costs

Check and Adjust 12 Month Spreads

- View 12-month spreads
 - New tool for many budget planners
 - Track your run rate precisely, month-over-month
- 12-month spread flexibility
 - Use default spread method or choose another
 - Change dollars in any single month



TRAVEL & CONFERENCES			
61400	SC49450	Alcoholic Beverages	440 440 440
61400	SC49500	Entertainment	1.2 1.2 1.2
61400	SC49550	Conference Registration Fees Outside UR	0 0 0
61400	SC49600	Conference UR Sponsored	2,363 2,363 2,363

Tip: Use GoTo Location to isolate a single budget category

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Column Definitions:

- FYxx Prelim. Budget = determined by the Budget Group. It is either the current years budget or the final projection
- Input Manager Input \$ = field to input changes to the Preliminary budget
- Global Mod Incr % = based on a company driver to increase the Preliminary budget based on an inflation factor
- FYxx Modifications = The total of the Input Mgr Input \$ and Global Mod Incr%
- FYxx Base Budget = Next year's budget before any Business Improvement Plans (BIPs)
- Approved BIPS = appear if the Business Improvement Plan is approved. If not approved, will be zero
- Final Budget = Final budget that will be passed to UR Financials
- Flag = appears red if the difference between the Preliminary budget and the final budget is either > 5% or \$10,000
- Budget Comments = field to explain any budget increase. Can also use the "Manage Attachments" feature on the ribbon

FY19 SUMMARY SHEET			Budget	Budget	Budget	Budget	Budget	BIPs	Bud + Bips	Budget	Budget
OP211475 - Cancer Center			FY19	Input	Global	FY19	FY19	Approved			
CM040 - 040 School of Medicine and Dentistry			Prelim Budget	Mgr Input \$	Mod. Incr %	Modifications	Base Budget	BIPs	Final Budget	Flag	Budget Comments
LA	FAC	Description									
		TOTAL REVENUE	0	0		0	0	0	0		
		TOTAL EXPENSES	0	0		328,987	328,987	0	328,987		
		TOTAL TRANSFERS	0	0		0	0	0	0		
		NET	0	0		328,987	328,987	0	328,987		
SALARIES											
50000	SC57400	Clerical	0		0.0%	14,097	14,097	0	14,097		
50000	SC57550	Faculty HHS Salary Cap	0		0.0%	0	0	0	0		
50000	SC57750	Fellow and Postdoc	0		0.0%	0	0	0	0		
50000	SC58100	PAS Regular Salaries	0		0.0%	192,763	192,763	0	192,763		
50000	SC58150	PAS Extra Compensation	0	0	0.0%	0	0	0	0		
50000	SC58400	Time as Reported	0	0	0.0%	0	0	0	0		
50000	SC58450	Undergraduate Student	0		0.0%	0	0	0	0		
>> ADD NEW FAC (dbl click)											