UR Budget

Demo Days Meeting

June 2017

Chatting for Zoom Participants

For those joining the Zoom:

- 1) Please access the chat feature at the top of your screen

- 2) Please chat directly with **Libby Deibler** (She will then pose the questions on your behalf)

- 3) Select **Libby Deibler** in the drop down menu in the chat window (do not select "everyone")

Zoom Group Chat

To: **Libby Deibler** ▼   More ∨

Type message here...

Agenda

- Project Objective
- Change Readiness Assessment – May Results
- Project Team Structure and Timeline
- UR Budget "Components"
- Budgeting for Grants
- Summary/Labor Demonstration
- Training Approach – Cheryl Bennett
- Communications
- Next Steps

Project Objectives

❑ Replace existing Internet Budgeting System (IBS) used by River Campus and Web Budget System used by URMC with a single, unified application utilizing Axiom software

❑ The new UR Budget system is essential for improving the development of the total Consolidated University Budget

❑ Provide additional functionality to enable better transparency to budget data

❑ Enhanced reporting capabilities

Change Readiness Assessment - May

Q1 - Please select your division/company:
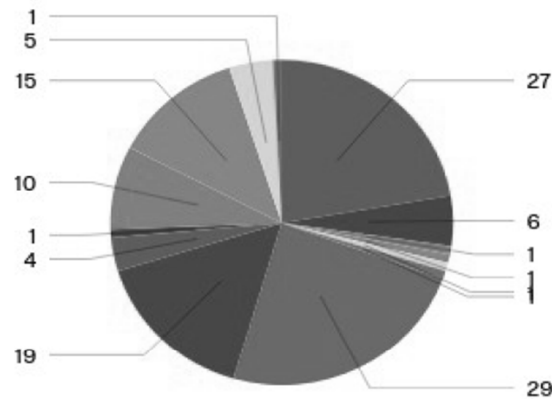
Central Administration | School of Arts & Sciences

E. Hajim School of Engineering & Applied Sciences | W. Simon School of Business

M. Warner School of Education | Eastman School of Music | School of Medicine & Dentistry

Strong Memorial Hospital | School of Nursing | Memorial Art Gallery | Health Sciences

UR Medical Faculty Group | Eastman Institute for Oral Health | Highland Hospital
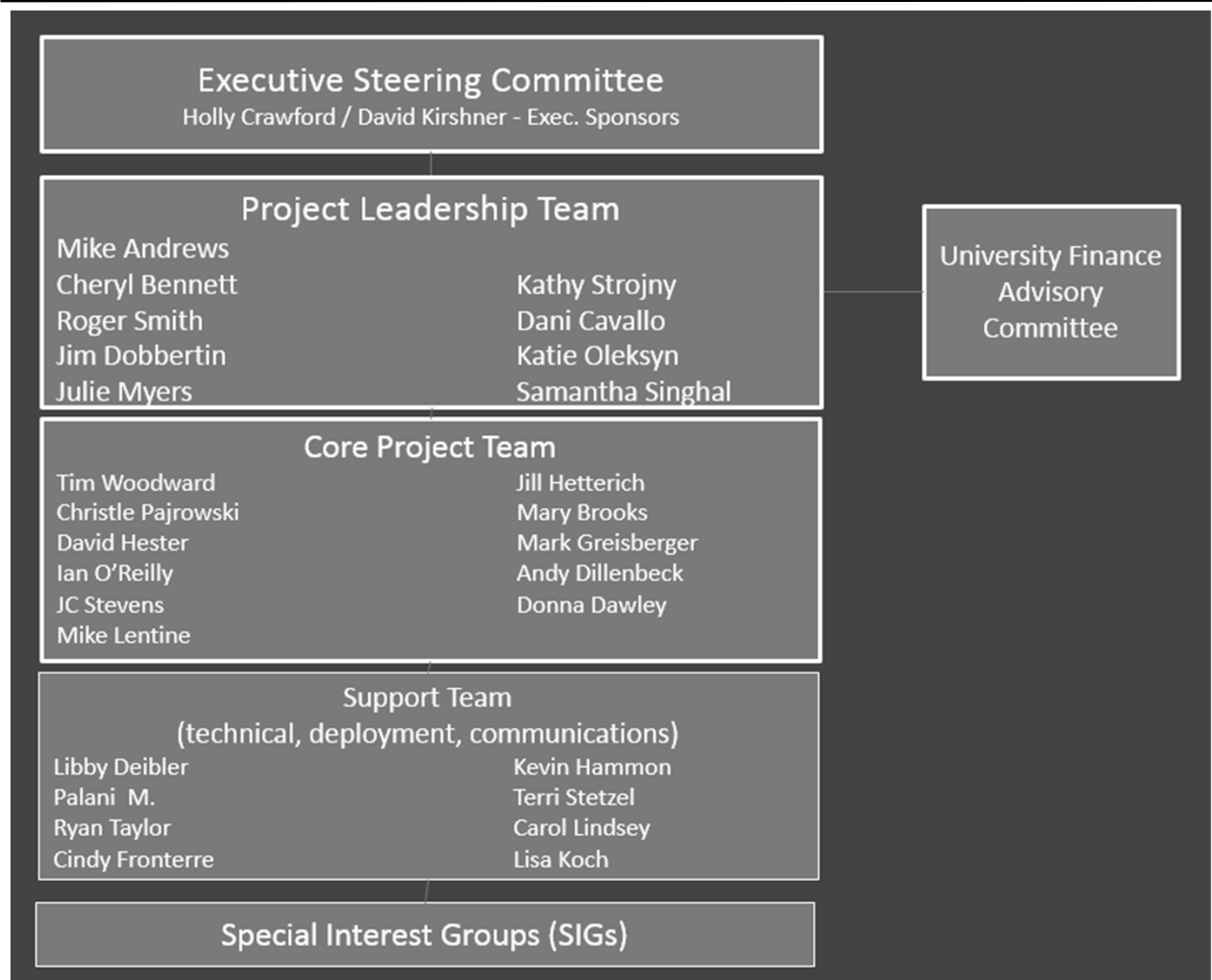
Change Readiness Assessment - May

❑ Change Readiness Assessment distributed to 325 users. 121 responses.

❑ Key themes:

- Unfamiliar with who the sponsors and leaders are for the project
- Unclear how UR Budget will impact them
- Want more details on the training plan

❑ Website posts to address

Project Structure

Executive Steering Committee
Holly Crawford / David Kirshner - Exec. Sponsors

Project Leadership Team

Mike Andrews	
Cheryl Bennett	Kathy Strojny
Roger Smith	Dani Cavallo
Jim Dobbertin	Katie Oleksyn
Julie Myers	Samantha Singhal

University Finance Advisory Committee

Core Project Team

Tim Woodward	Jill Hetterich
Christle Pajrowski	Mary Brooks
David Hester	Mark Greisberger
Ian O'Reilly	Andy Dillenbeck
JC Stevens	Donna Dawley
Mike Lentine	

Support Team
(technical, deployment, communications)

Libby Deibler	Kevin Hammon
Palani M.	Terri Stetzel
Ryan Taylor	Carol Lindsey
Cindy Fronterre	Lisa Koch

Special Interest Groups (SIGs)

UR Budget

Activity	2016							2017											2018	
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb – Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Design						HOL	HOL												
Build						HOL	HOL												
Test																			
Develop End User Training																			
Documentation																HOL	HOL		
Change Management																HOL	HOL		
End User Training																			
Release & Stabilization																			→

FY17 Year-end Close (Jul 2016)

PwC Audit - Clinical (Aug 2016)

FY18 Budget Season (Feb – Apr 2017)

FY18 Year-End Close (Jul 2017)

Provider Go/No Go Decision

Go-Live Nov. 1, 2017

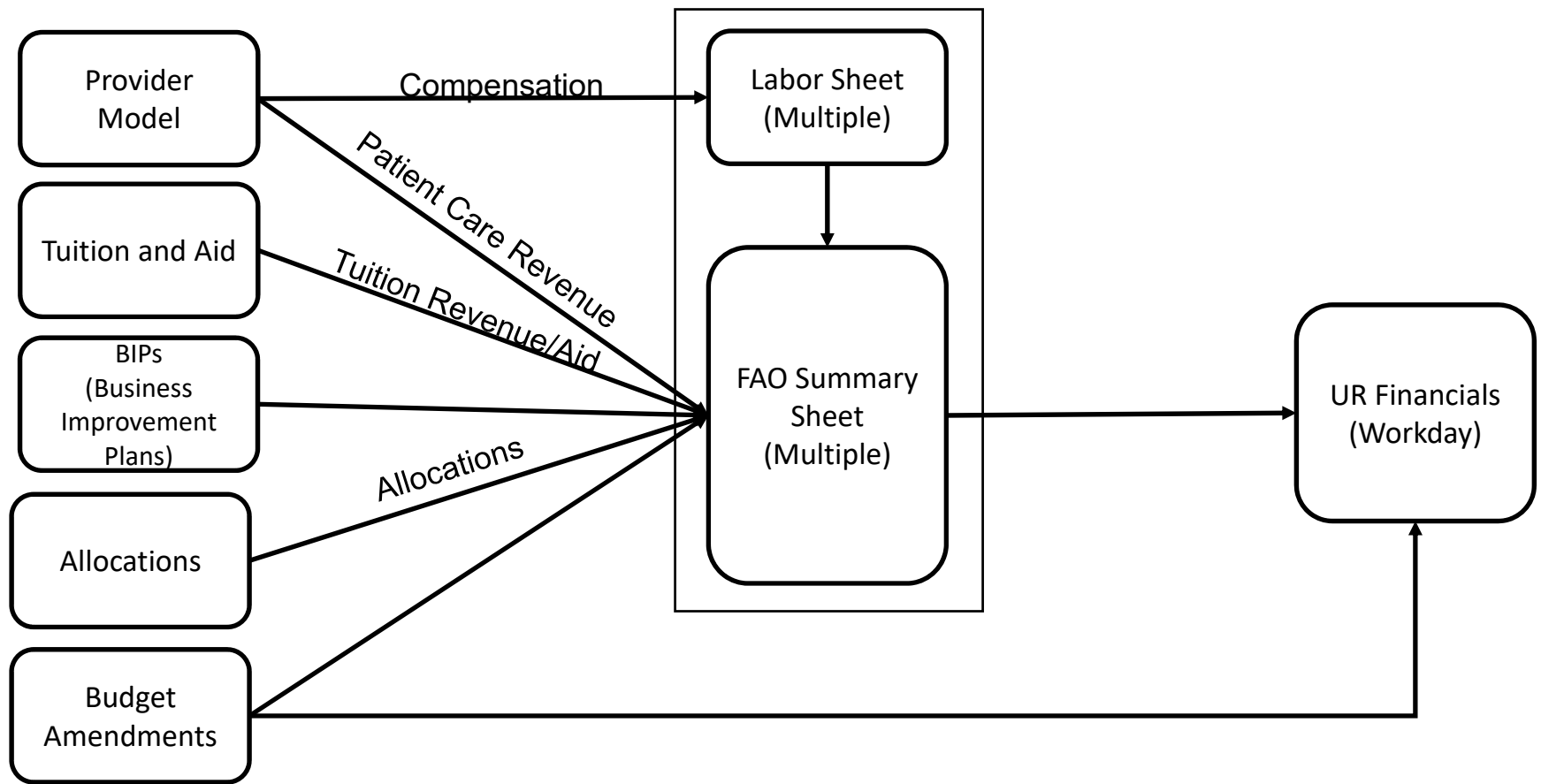- Go-Live Date set for November 2017 for FY19 Budget

UR Budget - Component Overview

- Summary Sheet

- Labor Sheet

- Provider Model

- Tuition

- BIPs (Business Improvement Plans)

- Allocations

- Budget Amendments

UR Budget Data Flow

```
Provider          Compensation          Labor Sheet
 Model      ─────────────────────────▶   (Multiple)
                                              │
Tuition and Aid    Patient Care Revenue       ▼
                                          FAO Summary
BIPs               Tuition Revenue/Aid      Sheet        ─────▶   UR Financials
(Business                                  (Multiple)              (Workday)
Improvement
 Plans)            Allocations
Allocations

Budget
Amendments
```

Budgeting for Grants

- Grants have different characteristics from operating budgets:
  - They frequently cross fiscal years
  - FAOs are not initially known during the budgeting cycle
- FY2019 Budgeting approach:
  - Grants – budget in total by company/division to make the university budget whole

UR Budget – Summary Sheet

- 1 Plan File per FAO

L Acct	FAC	Description	Method	FY16 Actuals	FY17 YTD P6 Actuals	FY17 Rev. Budget	Proj FY17 Prelim Proj	Proj Modifications	Proj FY17 Final Proj
		TOTAL REVENUE		0	0	0	0	0	0
		TOTAL EXPENSES		644,711	284,124	574,050	533,964	0	533,964
		TOTAL TRANSFERS		1,191	0	0	0	0	0
		NET		645,902	284,124	574,050	533,964	0	533,964
		REVENUE							
		>> ADD NEW FAC (dbl click)							
		TOTAL REVENUE		0	0	0	0	0	0
		SALARIES							
50000	SC57400	Clerical	From Db w Proj	15,938	8,351	13,900	16,701	0	16,701
50000	SC57550	Faculty HHS Salary Cap	Base + Changes	0	5,861	0	11,722	0	11,722
50000	SC58100	PAS Regular Salaries	From Db w Proj	272,411	114,905	285,150	229,810	0	229,810
50000	SC58400	Time as Reported	From Db w Proj	15,886	9,043	0	18,086	0	18,086
50000	SC58450	Undergraduate Student	From Db w Proj	10,167	4,322	0	8,645	0	8,645
50000	SC57600	Faculty Full Time Salaries	From Db w Proj	0	0	0	0	0	0
		TOTAL SALARIES		314,401	142,482	299,050	284,964	0	284,964
		BENEFITS							
51000	SC46250	Staff Benefits	Ben Total	92,110	39,256	89,150	78,513	0	78,513
51000	SC46250	Staff Benefits	Ben From Db						
51000	SC46250	Staff Benefits (Lump Sum)	Ben Lump Sum						
		TOTAL BENEFITS		92,110	39,256	89,150	78,513	0	78,513
		SUPPLIES							
60800	SC58900	Non Capitalized Equipment	Base + Changes	0	201	0	402	0	402
60200	SC59500	Supplies Laboratory Other	Detail	6,980	778	2,000	1,557	0	1,557

SUMMARY | LABOR | ScratchPad

UR Budget

UR Budget – Labor Sheet

- Labor Sheet – same plan file as Summary, new tab

Summary / Labor Demo

❏ We will demo the system but will not go into details as to how the calculations are made, or detailed system functionality

❏ Demo will NOT be a substitute for training

User Identification and System Access

❑ Initial user list derived based on legacy budget system users

❑ By FAO, identify users that are responsible for budgeting or viewing specific FAO Summary/Labor plan files

❑ For Provider model, identify users that are responsible for budgeting or viewing specific Provider Groups

  ❑ A Provider Group is all providers that are within a specialty or sub-specialty

  ❑ For example, all providers that are in Dermatology

❑ Based on system access, training curriculum per individual user will be determine

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Training Approach

❑ Training to occur approximately 1 month prior to users needing access to the system

❑ Training sequence:
  - ❑ October 2017: Benefits, Central Administration, HSD
  - ❑ November 2017: Academic Divisions, Facilities
  - ❑ Dec. 2017 – Jan. 2018: Medical Center and hospitals

❑ Support network to assist with any issues or problems

❑ Detailed training curriculum by user will be published on August and will be available for the August Demo Days

❑ Course registration will be performed via myPath

Training Curriculum

❑ Every UR Budget user will be required to take:

 ❑ On-line eLearning course for general navigation and key concepts

 ❑ Summary and Labor Planning instructor led course

❑ In addition, if you are in the Medical Center or hospital, you will need to take (based on your role):

 ❑ Provider Model Planning instructor led course

 ❑ Business Improvement Planning (BIPs) instructor led course

❑ For finance users that currently input budget amendments in UR Financials:

 ❑ Budget Amendment instructor led course

Communication Events

❑ UR Budget Website

❑ Monthly Newsletters

❑ UR Budget "Demo Days"

❑ Email communications

Upcoming Events

- *Preliminary* schedule for upcoming Demo Days / User Group sessions
  - August 21st
  - September 18th
  - October 16th
  - November 13th
  - December 11th

Questions

UR Budget