

UR Budget

Demo Days Meeting

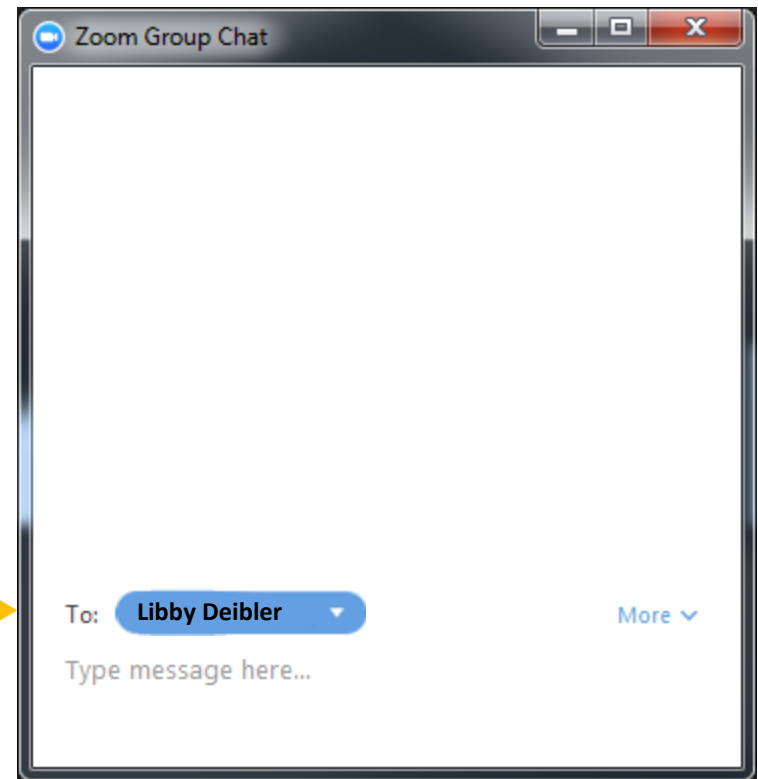
October 2017



Chatting for Zoom Participants

For those joining the Zoom:

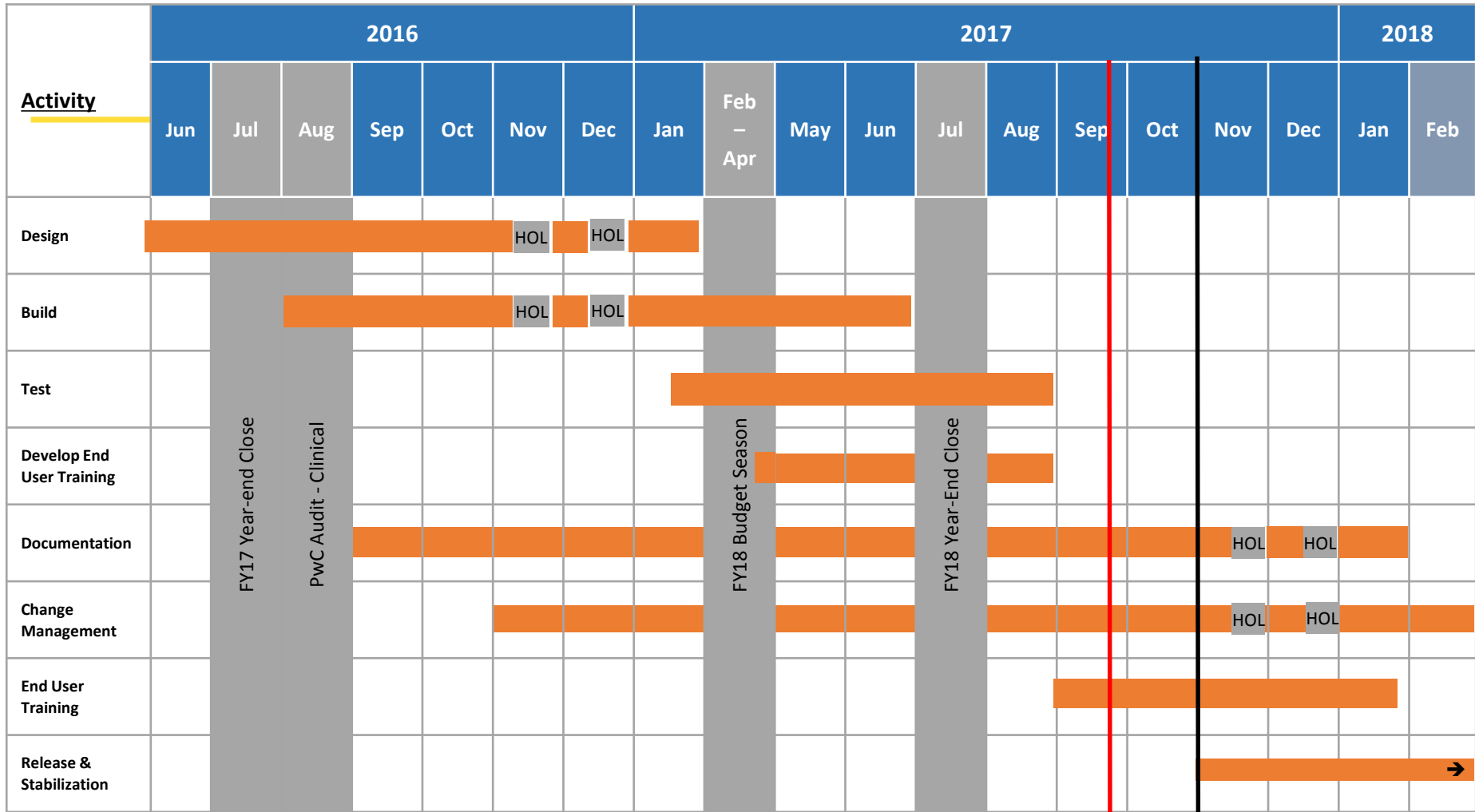
- 1) Please access the chat feature at the top of your screen
- 2) Please chat directly with **Libby Deibler** (She will then pose the questions on your behalf)
- 3) Select **Libby Deibler** in the drop down menu in the chat window (do not select “everyone”) →



Agenda

- Go-Live Schedule
- How Are You Going to Get Ready for UR Budget?
- Training Schedule and Course YOU have to take
- Change Readiness Assessment - September
- Website FAQs
- BIP Demo – Mark Greisberger

UR Budget



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

You
Are
Here

Go-Live
Nov. 1, 2017

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UR Budget Go-Live Schedule

Company	Nov. 1	Dec. 20	Jan. 10
010 Central Administration (Benefits go-live in October)	X		
020 River Campus Colleges	X		
080 University General	X		
090 Health Sciences	X		
040 School of Medicine and Dentistry		X	
050 Strong Memorial Hospital		X	
060 School of Nursing		X	
091 UR Medical Faculty Group		X	
092 Eastman Institute for Oral Health		X	
124 Highland Hospital		X	
021 School of Arts and Sciences			X
022 E Hajim School of Engineering			X
023 W Simon Graduate School			X
024 M Warner Graduate School			X
030 Eastman School of Music			X
070 Memorial Art Gallery			X

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How Are You Going to Get Ready for UR Budget?

General Understanding	Prior to Go-Live	At Go-Live	Post Go-Live
<ul style="list-style-type: none">Attend Demo Days	<ul style="list-style-type: none">Take ELearning course for general navigational skills	<ul style="list-style-type: none">Verify that you have access and proper security	<ul style="list-style-type: none">Participate in “Ask The Experts” sessions
<ul style="list-style-type: none">Visit UR Budget website	<ul style="list-style-type: none">Attend Instructor-led training courses	<ul style="list-style-type: none">Participate in “Ask The Experts” sessions	<ul style="list-style-type: none">Contact Divisional Finance Office
<ul style="list-style-type: none">Contact Project Leadership Team	<ul style="list-style-type: none">Participate in a Hands-On session	<ul style="list-style-type: none">Contact Divisional Finance Office	<ul style="list-style-type: none">Review Quick Reference Cards (QRCs)
	<ul style="list-style-type: none">Participate in User Acceptance Testing (UAT)	<ul style="list-style-type: none">Contact Project Leadership Team	<ul style="list-style-type: none">Review Quick Reference Videos (QRVs)

General Understanding

Schedule for upcoming Demo Days / User Group sessions

- October 16th
 - 3:30-5:00pm, Class of '62 Auditorium in the Medical Center
- November 13th
 - 3:30-5:00pm, Larry and Cindy Bloch A&A Center, Seminar Room
- December 11th
 - 3:30-5:00pm, Class of '62 Auditorium in the Medical Center

Visit the UR Budget website

<https://www.rochester.edu/adminfinance/urbudget/>

- Frequently Asked Questions
- Announcements
- Newsletters
- Project Team

Contact the Project Leadership Team

- Mike Andrews, Senior Associate VP Budgets & Planning & Deputy to CFO
- Cheryl Bennett, Director of Budget Development and Management
- Kathy Strojny, Director, Medical Center Finance
- Roger Smith, Senior Financial Officer, AS&E
- Jill Hetterich, Sr. Director of Finance and Chief Budget Officer, URMFG
- Katie Oleksyn, Senior Financial Analyst, SMH
- Liz Milavec, Associate VP Financial Operations & University Controller
- Jim Dobbertin, Assistant Controller and Project Director
- Julie Myers, Co-Deputy CIO
- Samantha Singhal, Co-Deputy CIO

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Prior to Go-Live

Take ELearning course

- Available in MyPath
- Take early so that you can register for instructor-led courses
- Take often – refresher 2-3 weeks prior to instructor-led courses

Attend instructor-led courses

- Summary/Labor
- Provider
- Business Improvement Plans (BIPs)
- Budget Amendments (Finance only)
- Sent via email invitation for sign-up
- Course offerings will be rolled out in phases based on go-live population
- Requires ELearning course completion prior to registering

Participate in a Hands-On session

- Dates and times to be announced
- Basic logon and navigational instruction
- Allows users to log into UR Budget and get assistance from subject matter experts
- NOT a substitute for training

Participate in User Acceptance Testing (UAT)

- Objectives:
 - To verify that YOUR PC has the right downloaded software to access UR Budget
 - To verify that you have the proper security
 - Will be required for all users
- Assistance and support available

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At Go-Live

Verify that YOUR PC has the right downloaded software to access UR Budget

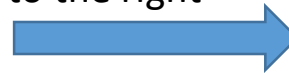
- One-time download necessary for YOUR PC that is PC specific, not user specific
- Quick Reference Card available with step by step instructions

Participate in “Ask the Experts” sessions

- Expected to be held weekly via remote call in
- Additional assistance available if you have problems or need assistance

Contact your local Divisional Finance Office

- Many of the divisional finance personnel have been involved in testing and development of training material
- If still require assistance, see box to the right



Contact the Project Leadership Team

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Post Go-Live

Participate in “Ask the Experts” sessions

- Expected to be held weekly via remote call in
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Contact your local Divisional Finance Office

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Review Quick Reference Cards

- How to download add-ins
- How to access UR Budget from a Mac
- Summary/Labor Plan file
- Provider Plan file
- BIP
- Budget Amendments
- One for Each Report

Review Quick Reference Videos

- Required Downloads (1 time) - October
- Summary Plan File Overview - November
- Labor Plan File Overview - November
- Provider Plan File Overview - December

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Training Schedule – Instructor Led

Month	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM
September										
October		16						19		
			24							
	30	30		31						
November	6	6			8		9		10	10
	13			14	15		16	16		
			21	21						
	27	27		28	29	29	30			
December									1	1
		4	5	5		6	7		1	
				12	13	13	14	14	15	15
		18		19	20	20	21			
							28		29	29
January							4			
	8	8							12	12
			16	16	17	17				

- ELearning course should be taken approximately 2-3 weeks prior to instructor led training
- Training material in process of being developed
- Participant Guides available for all students
- Subject Matter Experts (SMEs) will attend each session to answer content specific questions

Class	Legend	Hours	Classes
Summary Labor		4	20
Provider		4	6
BIP		2	6
Provider + BIP		6	9
Budget Amendments		2	2
Highland Sum/Labor		4	6

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UR Budget – Required Training Courses

Company	ELearning	Summary /Labor	Provider	BIP
010 Central Administration	X	X		
020 River Campus Colleges	X	X		
080 University General	X	X		
090 Health Sciences	X	X		X
040 School of Medicine and Dentistry	X	X	X	X
050 Strong Memorial Hospital	X	X	X	X
060 School of Nursing	X	X	X	X
091 UR Medical Faculty Group	X	X	X	X
092 Eastman Institute for Oral Health	X	X	X	X
124 Highland Hospital	X	X		
021 School of Arts and Sciences	X	X		
022 E Hajim School of Engineering	X	X		
023 W Simon Graduate School	X	X		
024 M Warner Graduate School	X	X		
030 Eastman School of Music	X	X		
070 Memorial Art Gallery	X	X		

Change Readiness Assessment – September

- Next Change Readiness Assessment will be distributed near the end of September
- Provides valuable information to the project leadership team as to what additional information and assistance is needed by users
- Sent to all UR Budget users
- [PLEASE TAKE THE SURVEY](#) so that you can help us help you!



FAQs Added Based on Last Survey Feedback

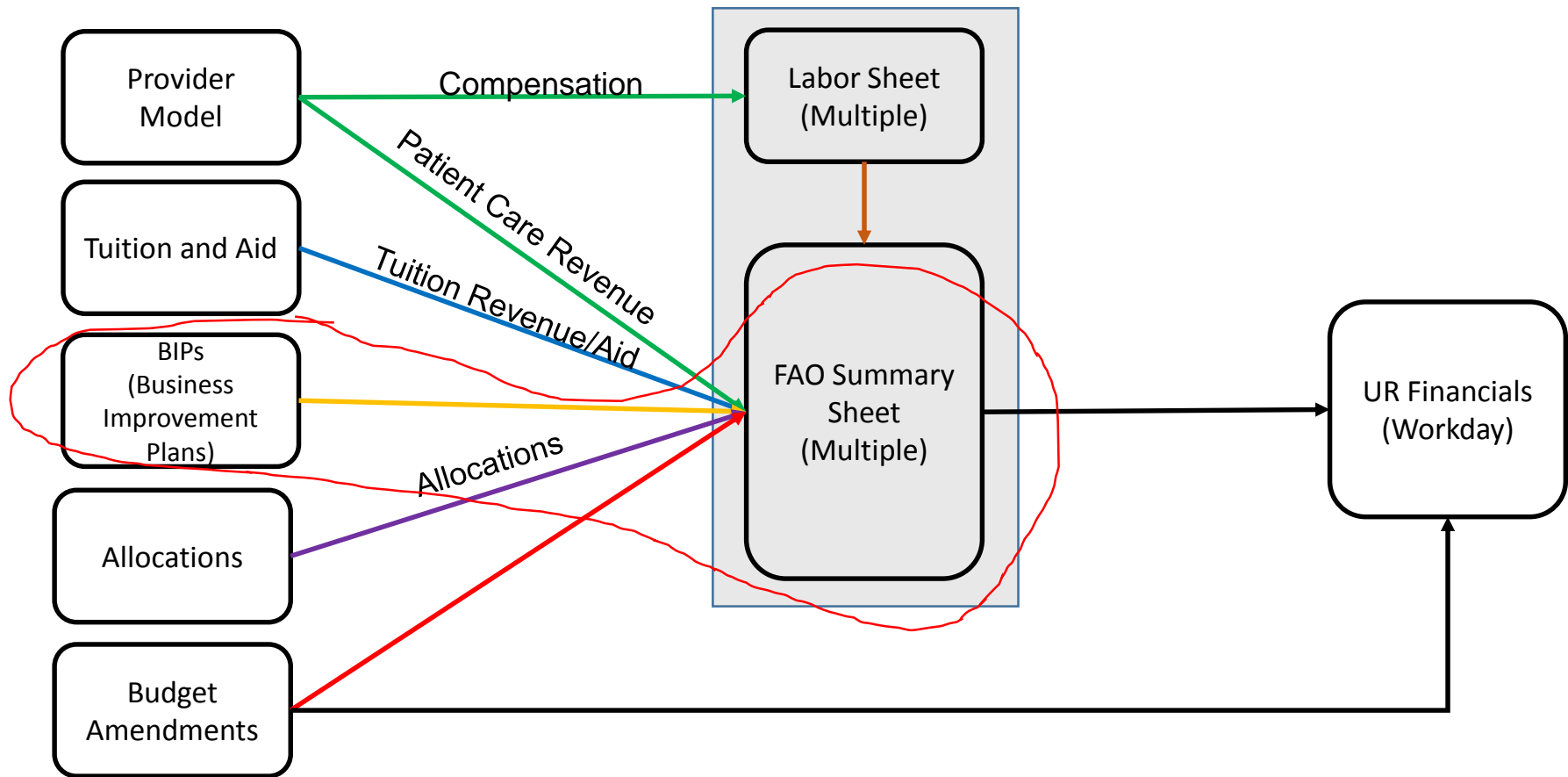
- eParc and UR Budget alignment
- Can you provide users with key project contacts?
- When are the Hands On sessions going to be scheduled?
- UR Budget Support Structure (see prior slides)

UR Budget - Component Overview

- Summary Sheet
- Labor Sheet
- Provider Model
- Tuition
- BIPs (Business Improvement Plans)
- Allocations
- Budget Amendments

UR Budget

UR Budget Data Flow



Business Improvement Plan (BIP) Overview

- For FY19, used only by the Medical Center
- Primary objective is to solicit ideas that enable cost savings, improved performance, and generate additional revenue
- Capture all relevant business case information
- Divisional finance access to business plans through Axiom will allow expedited approval process
 - Incremental FTE's requests
 - Potential Capital
- Workflow allows a seamless transition of the business plan into the Summary Plan file

UR Budget

BIP – Info Tab

INFO BIP FY2018.077

BIP Training - New Course Offerings

[Go To: Milestones](#)

NARRATIVE

The School of Nursing will be expanding it's course offering my creating an additional Master's offering in Critical Care Nurse Management

UR FINANCIALS WORKTAGS

PRIMARY FAO	... Unassigned
PRIMARY COMPANY	... CM060 060 School of Nursing
PRIMARY COST CENTER	... CC11490-000 CC11490-000 Nursing School
COLLABORATING COMPANY (if applicable)	...
COLLABORATING COST CENTER (if applicable)	...

BUSINESS IMPROVEMENT PLAN PROJECT TEAM

CREATED BY	Mark Greisberger
Date Created	Tuesday, September 05, 2017
EXECUTIVE SPONSOR	Dean of School of Nursing
CHAIR/LEAD	Dean of Curriculum SON
FINANCE LEAD	Director of Finance SON
IMPLEMENTATION RESPONSIBILITY	University Bursar

STATUS SUMMARY

STATUS	Yellow
RATIONALE FOR STATUS	Business Plan complete but awaiting NYS Approval
OBSTACLES	NYS Approval
REQUESTS	None
CONFIDENTIAL?	No

FINANCIAL SUMMARY

START MONTH	3
NET IMPACT	\$ (3,894,732)
CAPITAL \$	No

DIVISIONAL FINANCE ONLY

STRAT. INITIATIVE	... Unassigned
CODE	Unassigned
APPROVED FOR BUDGET	No

REPORT LINKS

[Provider report](#)
[FAO report](#)

Captures basic information about the BIP including sponsorship, timeline, and status

BIP – Milestones Tab

MILESTONES BIP FY2018.097

BIP Training - Clinical Program Growth

[GoTo: Financials](#)

Milestone #	Milestone Description	Milestone Date	Milestone Status
1	Meet w/ Real Estate to determine appropriate regional location	10/1/16	Green
2	Work with Regional Development & URMFG Finance to develop Business Plan	2/28/17	Green
3	Finalize Architectural Design	3/31/17	Green
4	Submit Capital for FY18	1/31/17	Green
5	Submit CON to New York State for Approval (Limited Review)	11/30/17	Yellow
6	Review Final Business Plan w/ URMFG Finance	8/31/17	Green
7	Construction Complete	12/31/17	Yellow
8	Hiring Complete	12/31/17	Yellow
9	Open new regional clinical practice for new patients	1/1/18	Yellow

>> ADD NEW MILESTONE (dbl click)

- Identifies key dates and milestone information
- Communication tool to sponsors and senior leadership

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BIP – Labor Tab

BIP Training - New Course Offerings

Unassigned -

FAC	JOBCODE	FAO	Hrly Assign.		BUD	
			Sal	%	Std Hrs	FTE

Position Changes:

SC57600 - Faculty Full Time Salaries	J0007 - Sr Instructor	...	zNOFAO - Dummy BIP FAO when FAO not selected	S	100%	40.00	1.00
SC57610 - Faculty Part Time Salaries	J0037 - Adjunct Professor	...	zNOFAO - Dummy BIP FAO when FAO not selected	H	50%	20.00	0.25
SC58100 - PAS Regular Salaries	J1266 - Information Analyst II	...	zNOFAO - Dummy BIP FAO when FAO not selected	S	100%	40.00	1.00
SC58100 - PAS Regular Salaries	J1654 - Academic Pgm Coord	...	zNOFAO - Dummy BIP FAO when FAO not selected	S	100%	40.00	1.00
SC57610 - Faculty Part Time Salaries	J0043 - Adjunct Sr Instructor	...	zNOFAO - Dummy BIP FAO when FAO not selected	H	50%	20.00	0.25

>> ADD NEW POSITION (dbl click)

SUBTOTAL

Total FTEs: 3.50

- Identifies labor requirements for BIP
- Once approved, automatically updates the BIP Financial tab

UR Budget

BIP – Financials

FINANCIALS BIP FY2018.073				<i>View: Years Only</i>					
Dermatology NP									
Unassigned -									
L Acct	FAC	Description	FAO	Method	Budget Comments	F17 Curr Year	FY18 Y1	FY19 Y2	FY20 Y3
Go To Labor									
TOTAL REVENUE				0					
TOTAL EXPENSES				0					
TOTAL TRANSFERS				0					
NET				0					
Y2 Visits 3680				3,680					
Y3 Visits 4048				4,048					
>> Double Click to Add Detail									
>> ADD NEW FAC (dbl click)									
TOTAL REVENUE				0					
TOTAL EXPENSES				0					
TOTAL TRANSFERS				0					
NET				0					
SALARIES									
50000	SC57860	Advanced Practice Provider	...	zNOFAO - Dummy BIP FAO when FAO not selecte	From Db	0	60,000	109,625	120,518
50000	SC58300	Technical	...	zNOFAO - Dummy BIP FAO when FAO not selecte	From Db	0	31,200	31,824	32,460
>> ADD NEW FAC (dbl click)									
TOTAL SALARIES				0					
BENEFITS									
51000	SC46250	Staff Benefits	...	zNOFAO - Dummy BIP FAO when FAO not selecte	From Db	0	29,184	45,264	48,953
>> ADD NEW FAC (dbl click)									
TOTAL BENEFITS				0					
SUPPLIES									
>> ADD NEW FAC (dbl click)									
TOTAL SUPPLIES				0					
SUPPLIES MEDICAL									
60300	SC60550	Supplies Medical Other	...	zNOFAO - Dummy BIP FAO when FAO not selecte	Detail	0	16,560	22,080	24,288
>> Double Click to Add Detail									
>> ADD NEW FAC (dbl click)									
TOTAL SUPPLIES MEDICAL				0					
SUPPLIES PHARMACEUTICALS									
>> ADD NEW FAC (dbl click)									
TOTAL SUPPLIES PHARMACEUTICALS				0					
TRAVEL & CONFERENCES									
61400	SC49550	Conference Registration Fees Outside UR	...	zNOFAO - Dummy BIP FAO when FAO not selecte	Detail	0	1,500	1,500	1,500
>> Double Click to Add Detail									
>> ADD NEW FAC (dbl click)									
TOTAL TRAVEL & CONFERENCES				0					
COMMUNICATIONS									
>> ADD NEW FAC (dbl click)									
TOTAL COMMUNICATIONS				0					

- Captures all pertinent financial information for BIP
- Once approved, automatically added to Summary plan file as an addition to the base budget
- Will be part of final budget in UR Financials

UR Budget

BIP Location in FAO Summary

Approved BIPs land here



FY18 SUMMARY SHEET

OP347057 - Finger Lakes Cardiol
CM091 - 091 UR Medical Faculty Group

			Budget Input	Budget Global	Budget FY18	Budget FY18	BIPs Approved	Bud + Bips Final Budget
LA	FAC	Description	Mqr Input \$	Mod. Incr %	Modifications	Base Budget	BIPs	
TOTAL REVENUE			0		(2,157,613)	(5,711,053)	(2,108,586)	(7,819,639)
TOTAL EXPENSES			0		3,370,444	9,242,300	2,828,917	11,941,521
TOTAL TRANSFERS			0		(173,030)	(561,490)	(173,643)	(735,133)
NET			0		1,039,801	2,969,757	546,689	3,386,749
46300	RC13450	Fees Other	0	0.0%	0	(260)	0	(260)
			0			0		
			0			0		
			0			0		
		>> Double Click to Add Detail						
46800	RC13700	Miscellaneous Revenue		65.1%	(13,801)	(35,000)	(35,000)	(70,000)
46200	RC14350	Rents Other	0	0.0%	0	0	0	0
			0			0		
			0			0		
		>> Double Click to Add Detail						
43800	RC11150	Patient Revenues Incentive		0.0%	0	0	0	0
		>> ADD NEW FAC (dbl click)						
TOTAL REVENUE			0		(2,157,613)	(5,711,053)	(2,108,586)	(7,819,639)
SALARIES								
50000	SC57400	Clerical		6.1%	21,352	371,555	13,780	385,335
50000	SC57500	Faculty Extra Compensation	0	0.0%	0	0	0	0
50000	SC57600	Faculty Full Time Salaries		-10.7%	(344,600)	2,864,450	165,000	3,029,450
50000	SC57610	Faculty Part Time Salaries		0.0%	2,097,500	2,097,500	1,860,000	3,957,500
50000	SC57860	Advanced Practice Provider		12.1%	42,808	397,077	29,750	426,827
50000	SC57900	Licensed Practical Nurse		2.5%	2,413	98,058	0	98,058
50000	SC57950	Nurse Extra Compensation	0	0.0%	0	33,660	0	33,660
			0			0		
			0			0		
			0			0		
		>> Double Click to Add Detail						
50000	SC57960	Nurse Management		216.4%	60,583	88,583	0	88,583



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Business Improvement Plan (BIP) Demo

Upcoming Events

- Schedule for upcoming Demo Days / User Group sessions
 - October 16th
 - 3:30-5:00pm, Class of '62 Auditorium in the Medical Center
 - November 13th
 - 3:30-5:00pm, Larry and Cindy Bloch A&A Center, Seminar Room
 - December 11th
 - 3:30-5:00pm, Class of '62 Auditorium in the Medical Center

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Questions



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