




UNIVERSITY *of*
ROCHESTER

Summary & Labor Planning Student Guide

Highland Hospital

UR Budget



UNIVERSITY of
ROCHESTER

Summary & Labor Planning

UR Budget

Introductions/Partnership

- The U of R Team
- The Eagle Productivity Team



UNIVERSITY of
ROCHESTER

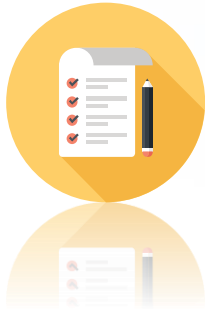


EAGLE
Productivity Solutions



UNIVERSITY of ROCHESTER

What We're Covering Today



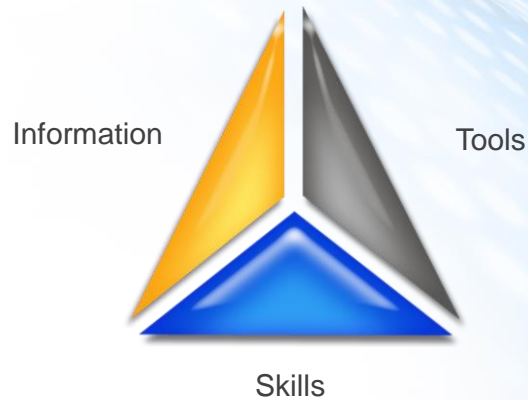
- ✓ Summary & Labor Tour
- ✓ Budget Data
- ✓ Add & Modify Budget Items
- ✓ Labor Data
- ✓ Add a New Hire
- ✓ 12-Month Spread Planning

Break – 15 minutes

- ✓ Authorized FTEs
- ✓ Reports
- ✓ New Program Budget Planning Case Study
- ✓ Wrap Up & Best Practices

- Today we'll explore all these key aspects of UR Budget and the Summary and Labor plan file.

Training Methodology



 UNIVERSITY of ROCHESTER

- Coming from the old system, you know all the concepts, you know the steps, and you're the experts in your jobs.
- You've seen the communications, been to the Demo Days, read the announcements and some of you have even been involved in testing.
- You HAVE the INFORMATION.
- UR Budget is not changing the fundamentals of your job or job functions, just changing the TOOLS you're using to get the job done.
- Now in training we're going to bring it all together so you can rest assured you leave with the SKILLS you need to make UR Budget work for you.

Content-Mirrored Instruction




- So how will we be sure everyone gains the skills they need?
- Through a training method called Content-Mirrored Instruction.
- The trainer has the exact same files and software as participants.
 - This is active learning, using realistic exercises - the physical action of clicking along helps tie down the learning.
 - It might feel awkward at first, but things are always difficult at the beginning. The repetition helps you set up patterns. This leads to skill development!
 - This is what content-mirrored instruction is all about. This is why it works!
- My promise to you is that I won't leave anybody behind:
 - Raise your hand if I'm going too fast, if you don't see where I've tapped, or you have a question that is directly about something that I'm discussing.
 - Make eye-contact with or wave to a facilitator if you have technical issues (*point out facilitators in your room*)
 - If you have a question about potential functionality or a business process, we've set up time in the training to discuss your questions.
- **When you're here, you're here – please stay in the classroom so you don't miss any content; frequent breaks are scheduled. We'll keep you up-to-date on when the next one is coming!**
 - That will help you get the best value out of today's class.
 - Will you agree to stay with me, tap for tap, throughout the class today?
 - I promise your skill development will proceed at an enormous rate!

You Have Support

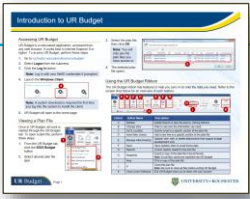
Pre-Training


Introduction to UR Budget eLearning



Post-Training

- Course Guide
- Recording of Live Training
- Quick Reference Videos (QRVs)
- Quick Reference Cards (QRC)



 UNIVERSITY of ROCHESTER

- You're not alone.
 - You have plenty of support to guide you when back at your desk.
 - Your divisional finance office is available to answer any questions.
 - You're free to re-watch any chapter of the eLearning.
 - We'll make a recording of this live training so you can go back to any section for a refresher.
 - Quick reference cards and videos will be at your disposal.
 - Find everything you need on the UR Budget website.
-
- Before we start our tour of UR Budget, do you have any questions related to the eLearning course, UR Budget – Basic Navigation?

Why The New System?



Single, Unified Budget System

Will ease development of total Consolidated University Budget



Improved Functionality

Do calculations and store data in same place



Automatic Reports

Generate reports quickly, throughout the development process

 UNIVERSITY OF ROCHESTER

- You've taken the Introduction to UR Budget eLearning, and that's given you a basis for this training.
- The eLearning touched on the benefits of the system: after all, a lot of thought and research went into picking a system that was going to work FOR you and WITH you.
- The big wins UR Budget provides are:
- **All budgeting will be done in a single system:**
 - For the first time, the River Campus, URMC and Highland Hospital will be on the same budget system.
 - With the existing software, it's difficult to get a complete view of the entire university budget.
 - This single, unified budget system is key to improving development of the total Consolidated University Budget.
- **Better functionality, all in one place:**
 - Users won't need to develop parts of the budget in separate Excel spreadsheets when all the data they need is stored in UR Budget.
 - You can do calculations and store data in the same place.
 - Users will have a deeper and more transparent picture of budget data.
- **Automatic reports in real time**
 - Generate reports in two clicks.
 - Then analyze your data in UR Budget or Excel.
 - Update your FAO, then run the report again: it's that simple.

Training FAOs – Like the Real Thing

- 2 Training FAOs
 - TR0000XX Oncology from SMD
 - TR0001XX Emergency Dept. from SMH
- Designed with features you'll use in your FAOs
- Names and labor data changed for privacy
- Common training environment
 - Classmates working with duplicate copies



FAO – Financial Activity Object



- We'll use two training Financial Activity Objects or FAOs for the exercises in this course: one from the School of Medicine and Dentistry (SMD) and one from Strong Memorial Hospital (SMH).
 - We'll use the SMD Oncology FAO for most exercises, and the SMH Emergency Department FAO to learn about authorized FTEs, which is a process unique to SMH and Highland Hospital.
- Even though these FAOs may not be in your company, your UR Budget team designed them with the functions and features you will use in your work.
- The FAOs are based on real FAOs, but the names and labor data have been changed for privacy reasons.
- To give us a common training environment, everyone will work from a copy of the exact same FAO data, so it will be easy to follow along with your neighbor and me.
- I'll tell you which FAO to use for each of our exercises.



UNIVERSITY of
ROCHESTER

UR Budget Tour

Summary and Labor Planning

UR Budget

Advantages of UR Budget

- Transparency
 - Details about revenue and expenses, including labor
- Moving from web-based to Excel-based interface
 - Familiar “look and feel”
- No need to crunch data in separate spreadsheets
 - Excel functions built into UR Budget
- Concise, printable reports in Excel
 - Easy to run throughout budget process
- Spread budget across months



- With UR Budget, you’ll enjoy greater transparency and see deeper into your budget data.
 - Revenue and expenses, including labor details are all available in one FAO plan file.
- The old web-based systems were not intuitive. The new Excel-based interface is a significant improvement.
 - You saw this familiar Excel set-up during eLearning, and we’ll get deeper into it in a moment.
- You don’t need to do calculations in separate spreadsheets anymore.
 - UR Budget has Excel functionality built-in.
 - Calculate and store data all in the application.
 - No more worries about formula accuracy and versioning or sharing Excel files.
- Generating reports is easy in UR Budget.
 - You can get the right reports at any time during budget development.
 - See how your budgets add up.
 - Print reports to share and use them as base for further calculations in Excel.
- Soon, everyone will spread budgets across months.
 - The new system will do the spreads, and you’ll have the freedom to adjust any month to match your run rate more closely.
 - Some planners only estimate annual spend now, so it will take some time to fully leverage this feature.

Exercise: UR Budget Summary & Labor Planning Tour

Scenario:

Before creating a budget, you want to take a tour of UR Budget Summary and Labor Planning sheets.

Objectives:

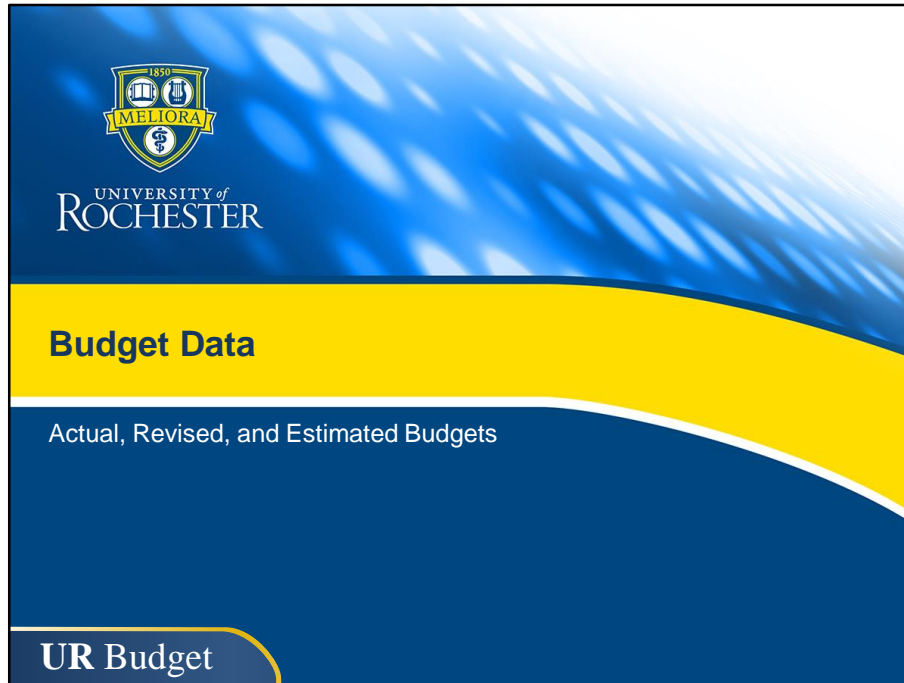
- Launch UR Budget
- Explore home page
- Open training FAO
- Practice general navigation
- Get glimpse of how to change data

01: UR Budget Tour

Debrief: UR Budget Tour



- UR Budget website and home page are rich resources
- Interface is a lot like Excel
- Ribbon features like Change View and GoTo Location make large sheets manageable
- Modifying budget items is straightforward
- Easy to share files with Snapshot



- As we saw in the tour, UR Budget is packed with budget information.
- Much of the data you see in your FAO is determined by budget administrators in your Budget Group.
- In this section, we'll take a closer look at how your Budget Group decides to populate your FAO.
- We'll also see how actuals, current budget and projections come into play.

Highland Hospital Cross Walk to Field Names

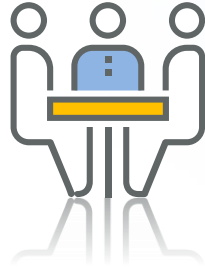
- UR Budget utilizes Highland Hospital HBOC chart of accounts
- **Training Note:** Column headings and terminology reference the university and SMH chart of accounts naming convention
- Highland Hospital cross walk:

Highland Hospital		UR Budget	
Dept	SubAccount	FAO	FAC
600	3020201	HH0600	HH3020201



- The UR Budget system utilizes the chart of accounts that is familiar to you.
- UR Budget, however has column headings that reference the university and Strong Memorial Hospital chart of accounts naming convention.
- Use the cross walk, illustrated here, in this training and in the UR Budget system.
 - So, when you see “F-A-O,” think “Department” in Highland terms.
 - When you see “F-A-C,” think “Sub-Account” in Highland terms.

Budget Group Sets Your Starting Point



- Budget Group determines:
 - How the FAO is structured
 - How many months of Actuals load into FAO
 - How Variances display
 - Labor FTE data

- Your Budget Group is defined by the Central Budget or Finance office of your company.
- It sets up the budget planning starting point for each FAO.
- By the way, FTE stands for Full-time Equivalent and is based upon a 40 hour work week.
- Depending upon the decisions of your Budget Group, *your* FAO may be structured differently than what you see in training.

Before You Get Your FAOs...



- Budget process opens as early as November
- 3 months of actuals are loaded
- Labor distribution data is loaded
- Actuals and current year budget compared

- For some budget administrators, the budget process starts as early as November.
- Three months of actuals are loaded into UR Budget from UR Financials: July, August and September.
- Labor distribution data is also loaded, including Provider salary data that may be spread across several FAOs.
 - This distribution is managed by the new UR Budget Provider Model.
 - We'll tell you more later about the Provider Model.
- Administrators compare actuals to the current year revised budget to get a good idea of the run rate for each FAO.

All Budget Data in One Place

- Every Summary plan file shows total revenue, expenses, transfers and net revenue

FY18 SUMMARY SHEET				AA	AB	AC	AD	AE
WD111111 - Walt Disney World				Budget	Budget	Budget	BIPs	Bud + Bips
CM040 - 040 School of Medicine and Dentistry				FY18	Input	FY18	Approved	
L Acct	FAC	Description		Modifications	Cost Reductions	Base Budget	BIPs	Final Budget
		TOTAL REVENUE		0	0	0	0	0
		TOTAL EXPENSES		(338,050)	0	146,850	0	146,850
		TOTAL TRANSFERS		0	0	0	0	0
		NET		(338,050)	0	146,850	0	146,850



 UNIVERSITY of ROCHESTER

- Once, your FAO is ready for planning, you'll want to check it out.
- Every Summary sheet shows totals at the top.
 - Total revenue, expenses and transfers for actuals, current year budget, and projections.
- These top rows are frozen, just like you'd see in an Excel spreadsheet.
- They recalculate instantly when you modify any budget line item below it.
 - They show you, at a glance, how your changes would affect your budget.
- The Bud + BIPs column on the far right of this screenshot will become your final budget number.
- It will be input into UR Financials.
- By the way, BIPs stands for Business Improvement Plans and is only used by the Medical Center now.
 - BIPs may be used University-wide in the future.
 - Those of you who develop BIPs will take BIP training soon.

Actuals, Projections & Revised Budget

- Compare actuals and current year or projections
 - Example: P6 means 6 months of actuals
- Revised budget is current year plus budget amendments
- Actuals inform preliminary projections
 - $\text{Actuals} \div (\# \text{ of months}) \times 12 = \text{preliminary projection}$

FY17 YTD	FY17	Proj
Actuals	Rev. Budget	FY17 Prelim Proj
0	0	0
284,124	574,050	533,964
0	0	0
284,124	574,050	533,964
0	0	0
8,351	13,900	16,701
5,861	0	11,722
114,905	285,150	229,810
9,043	0	18,086
4,322	0	8,645
0	0	0
142,482	299,050	284,964



- UR Budget allows you to compare actuals to current year revised budget and projected budget.
- It computes preliminary projections based upon number of months of actual budget data that is loaded into your FAO.
- The number after “P” in your Actuals YTD column label identifies how many months of actuals you’re working with.
- The number of months pulled in is based on when your budget is due.
- Revised budget is the current year budget, including any budget amendments.
- Actuals divided by number of months pulled in, then multiplied by 12 equals the annual preliminary projection.
 - So, projections are based upon the current year run rate.

Starting Point – Current Year or Projections?

- If Rev Budget matches Prelim Budget
 - Starting point = Current year revised budget
- If Final Proj matches Prelim Budget
 - Starting point = Final projections

FY17 Rev. Budget	Proj FY17		Proj FY17		Proj Comments	Budget FY18
	Prelim Proj	Modifications	Final Proj			Prelim Budget
0	0	0	0	0		0
(10,000)	1,410,911	0	1,410,911			(10,000)
10,000	9,996	0	9,996			10,000
0	1,420,907	0	1,420,907			0
15,000	886	0	886			15,000
12,000	8,995	0	8,995			12,000

- Most FAOs use current year revised budget as starting point
 - Compare budget to projections anyway: Is it reasonable?



- You can tell if your FAO's Budget Group is using the current year budget or the projected budget as the starting point by comparing columns.
- Note in the screenshot that current year Rev Budget and new fiscal year Prelim Budget values match.
- This means that this FAO uses the current year budget as a starting point.
- If the final projections match the preliminary budget, then the FAO would be using Projections to build the budget.
- Most FAOs, including this one, use current year revised budget as the starting point for next year's budget.
- However, you should still compare next year's budget to projections to see if next year's budget is reasonable.

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

FY18 BGT - FY17 PROJ		FY18 BGT - FY17 BGT	
Variance \$	Variance %	Variance \$	Variance %
0	0.0%	38,644,462	-91.9%
(8,677,560)	-43.1%	(7,368,515)	-39.1%
0	0.0%	0	0.0%
(8,677,560)	-51.9%	31,275,947	-134.7%
0	0.0%	0	0.0%
(991,238)	-100.0%	(995,790)	-100.0%
(10,559)	-100.0%	0	0.0%
4,100	17.1%	0	0.0%
(7,103)	-100.0%	0	0.0%
(225,121)	-100.0%	0	0.0%
298,444	5.9%	(90,621)	-1.7%
106,480	30.2%	459,376	0.0%

Budget

Flag

X



- Variance data is another way to see how projections and current year budget differ.
- Variance data changes in real time as you plan your budget.
- Can track variances by dollars or percentages.
- You can see how an increase or decrease in expenses compares to current year data.
- Watch for red flags.
 - UR Budget is set now to flag any budget increase of 5% that is over \$10,000.

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			Even 12	448	448	448
61400	SC49450	Alcoholic Beverages	LYSpend	12	12	12
61400	SC49500	Entertainment	Work Days	0	0	0
61400	SC49550	Conference Registration Fees Outside UR	Calendar Days	2,743	2,743	2,743
61400	SC49600	Conference UR Sponsored	Even 9 Sep-May			

Tip: Use **GoTo Location** to isolate a single budget category



UNIVERSITY OF ROCHESTER

- In addition to actuals, and current year and projected budget values, you can view 12-month spreads.
- 12 month spread planning is new to many budget planners.
 - Academic areas budget annually only and are accountable to the annual budget.
 - However, the Medical Center uses 12 month spread planning now.
- 12 month spread planning allows you to compare actuals to YTD plans and closely track your run rate.
 - It also allows you to put your knowledge of the timing of actual spend into your plans.
- 12-month spreads give you flexibility.
- You'll be given a default spread method for each line, but can change it if another method is more useful to you.
- Individual months are in yellow cells so you can change them to reflect your knowledge of variable spending.
- We'll cover 12 month spread a little later
- And don't forget! Use GoTo Location to quickly get to your budget category!

Exercise: UR Budget Data

Scenario:



Before you start adding budget items, you'll study six months of actuals, confirm your budget starting point, and explore UR Budget's built-in planning tools.

Objectives:



- Explore Budget Views
- Use GoTo Location to navigate quickly
- Find next year's budget starting point

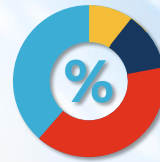


UNIVERSITY of ROCHESTER

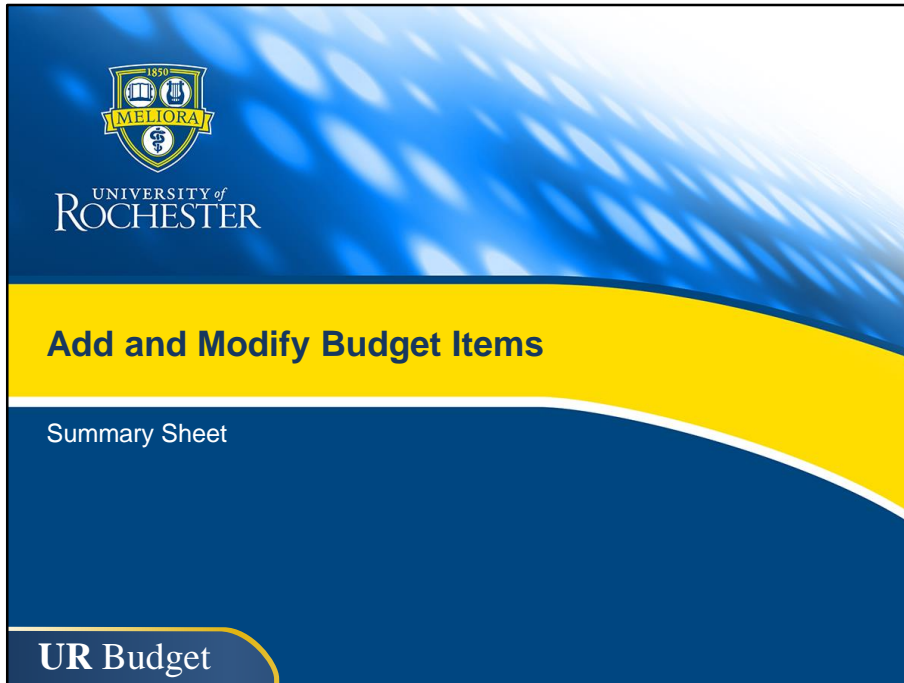
02: UR Budget Data

Debrief: Budget Data

- Change Views to compare current year revised budget and Projections, side-by side
- Check current year actuals to see how many months of data you're working with
- Know your starting point: projections or current revised budget
- Follow your progress in totals and Bud + Bips column
- Check Variances for red flags



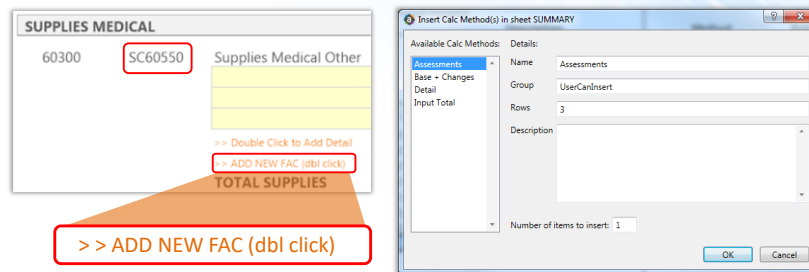
UNIVERSITY of ROCHESTER



- Now that you know how UR Budget imports budget data and displays different versions of the budget, we'll see how you'll add and modify individual budget items in your FAOs.

Add FACs quickly

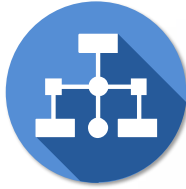
- FAC – Financial Activity Category
- ADD NEW FAC option at bottom of every FAC section
- Add FACs with the Insert Calc Method dialog box



 UNIVERSITY of ROCHESTER

- Your FAO will be filled with financial activity categories or FACs, based on whether the FAO has actuals from the prior year, or actuals/budgets from the current year.
 - FACs are also known as Spend or Revenue Categories.
- If you need to add an FAC, you'll do it in the Summary sheet.
- You'll start to add an FAC by simply adding a new line for the FAC, at the bottom of each section.
- This opens the Insert Calc Method dialog box, which we'll cover next.

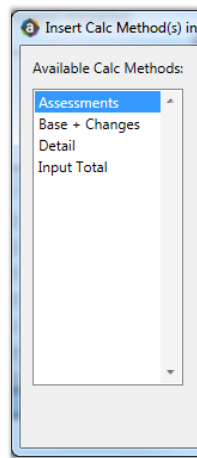
Add Sub-Accounts as FACs



- FAC – Financial Activity Category
 - Used at UR and in UR Budget
- Highland Hospital equivalent: Sub-Account
- Naming convention for HH FAC
 - HH + seven digits, such as HH3050201
- Helps Highland Hospital plan files load into UR Financials

- Your FAO will be filled with financial activity categories or FACs, based on whether the FAO has actuals from the prior year, or actuals/budgets from the current year.
 - As you learned in our last exercise, FACs are also known as Spend or Revenue Categories and may be new to you.
- Highland Hospital doesn't use FACs.
 - Think of FACs as equivalent to Sub-Accounts in your current system.
- To fit into UR Budget, your Sub-Accounts will be assigned this naming convention: HH + seven digit code.
- With this name, your plan files will load efficiently into UR Financials after the budget planning process.

Calculation Methods Defined



- **Assessments**
 - Company can add additional uplift percent to cover administration or overhead
 - Currently used only by MFG
- **Base + Changes**
 - Modify base budget easily
 - Make changes transparent
 - Give reasons for change in Comments
- **Detail**
 - Bring attention to costs that merit their own line
 - Treats detailed costs as single total
- **Input Total**
 - Enter total budget without using the other columns

- The Insert Calc Method dialog box makes several calculation methods available to you.
- **Assessments** are used only by MFG on budgeted patient care revenue.
 - The three FACs that will use the Assessments calc method are:
 - SC55350 Interdepartmental CBO Billing Charges
 - SC54325 Interdepartmental Transfers Company Assessment
 - SC53250 Transfers Non-Clinical Other Support
- **Base + Changes** is for when you plan to modify the base budget, now or in future years.
 - Changes you make will be transparent to reviewers.
 - Use Comments to record reasons for the change.
 - Most FACs are assigned Base + Changes or From Database calc methods, by default.
- **Detail** is an excellent way to bring attention to items that merit their own line.
 - Details breaks down costs that are treated as single total in the budget.
 - Since they are treated as a single total, details cannot be easily compared to actuals.
- **Input Total** bypasses other new FAC fields so you can enter total budget as a lump sum.
 - It's fast and simple when you know what your totals are.

Add a Financial Activity Category (FAC)

- Choose a value for your spend/revenue category
 - Choose from FACs derived by UR Budget

The screenshot displays two overlapping dialog boxes. The background window shows a table with columns for 'SALARIES' and 'BENEFITS'. The 'SALARIES' section includes rows for '50000' and 'SC58100 PAS Regular Salaries', with a 'TOTAL SALARIES' row below. The 'BENEFITS' section includes rows for '51000 SC46250 Staff Benefits' and '51000 SC46250 Staff Benefits (Lump Sum)', with a 'TOTAL BENEFITS' row below. The 'Calc Method Variables' dialog box is open, showing a 'Choose an FAC' section with a 'Choose Value...' button. The 'Choose Value' dialog box is also open, displaying a list of 13 FACs with their descriptions, such as 'SC57200 (Budget Vacancy and Turnover)', 'SC57250 (Budget Vacancy and Turnover Replacement Cost)', 'SC57300 (Budget Wage and Salary Program)', 'SC57350 (Salary and Wages Related Entities)', 'SC57500 (Faculty Extra Compensation)', 'SC57510 (Faculty Incentive)', 'SC57550 (Faculty HHS Salary Cap)', 'SC57600 (Faculty Summer Compensation)', 'SC57810 (Assistantship)', 'SC57820 (Stipends)', 'SC57950 (Nurse Extra Compensation)', 'SC58150 (PAS Extra Compensation)', and 'SC99995 (Conversion Salaries)'. The 'Choose Value' dialog also features a search filter and an 'Includes' dropdown menu.

 UNIVERSITY of ROCHESTER

- Once you choose your calc method, you'll need to select your FAC.
- You'll choose an FAC in the Choose Value box.
- The FACs that are available for each budget section are derived by UR Budget.

Modify an FAC on Its Own Line

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



FY18 SUMMARY SHEET			Budget
TR000001 - Oncology CM040 - 040 School of Medicine and Dentistry			Input
LA	FAC	Description	Mgr Input \$
		TOTAL REVENUE	0
		TOTAL EXPENSES	75,300
		TOTAL TRANSFERS	0
		NET	75,300
61350	SC49400	Telecommunications Internal	3,550
		Current Year Prelim. Budget	5,000
		VOIP	(2,200)
		Verizon	750
		-> Double Click to Add Detail	
61350	SC49050	Telecommunications External Cellular	2,500
		-> ADD NEW FAC (tbl:cm4)	
		TOTAL COMMUNICATIONS	6,050

- Once you create a new FAC with the Insert Calc Method dialog box, you can modify it.
- Manager Input \$ covers increasing *and* decreasing expenses on a budget line.

Signed Values for Revenue and Expenses

- For negative amounts, use the minus sign (-)

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


- Examples
 - Use **positive amount** when increasing expenses in Mgr Input \$ column
 - Use **negative amount** when reducing expense in Mgr Input \$ column



- You'll be adding and subtracting values during planning, so keep this in mind:
- UR Budget recognizes signed values for revenue and expenses, in the same way as Excel.
 - Use the minus sign for negative amounts.
- But using signed values correctly for revenue vs. expense items may be counter-intuitive because of how they each affect the bottom line.
- Revenue increases the bottom line, but...
 - When increasing revenue, use the minus sign to enter a negative amount.
 - When decreasing revenue, enter a positive amount.
- Conversely, expenses decrease the bottom line, but...
 - When increasing expenses, use a positive amount.
 - When reducing expenses, use the minus sign to enter a negative amount.
- For example,
 - Enter expense increases in the Budget input Mgr Input \$ column as positive.
 - Enter expense reductions in the Budget input Mgr Input \$ as negative.

Comments & Attachments Pave the Way

- Best Practices:
 - Explain each modification in Budget Comments
 - Include attachments with approval or clarification
 - Be descriptive



Description	Bud + Bips	Budget	
	Final Budget	Flag	Budget Comments
Medicine and Dentistry			
TOTAL REVENUE	0		
TOTAL EXPENSES	619,849		
TOTAL TRANSFERS	0		
NET	619,849		
Undergraduate Student	0		
Faculty Full Time Salaries	206,000		
Faculty Summer Compensation	12,000		2 senior faculty; see attachment

 UNIVERSITY of ROCHESTER

- Finally, it's best to document your modifications with comments and attachments.
- This cuts down on review time and email requests for clarification.
- Use the Budget Comments field to explain the change.
- You can upload an attachment, such as approval email, from your computer.
- Help the reviewer understand your modifications – be descriptive.
 - Give your attachment a filename that matches it with the budget item.
 - Include important numbers and dates in both filenames and comments.

Detail an FAC When “Other” Isn’t Enough

- Break down expenses into smaller chunks
 - **Example: Supplies Other**

60000	SC61000	Supplies Office	0
60000	SC61150	Supplies Books and Periodicals	0
60000	SC61200	Supplies Other	15,250
		Current Year Prelim. Budget	15,000
		Cardinal Health	(1,000)
		MedAssets	1,250

>> Double Click to Add Detail

- UR Budget adds detail dollars up to FAC budget line
- Add new detail lines if you need them
- **FYI only:** details don’t transfer to UR Financials



- When you add an FAC or work with an existing one, you have the option of giving details to an FAC.
- Details let you break down budget modifications into smaller chunks.
- Note that the first line is the starting total for the FAC
- Look for FACs with “Other” in their name, such as Supplies Other.
 - As in our screenshot, you may want to break down costs by vendor.
- UR Budget adds detail dollar values automatically up to the main line.
- If you need more detail lines, simply add them.
- Remember, details don’t transfer to UR Financials, but help planners separate and explain expenses.

Other Calculation Methods

- From Db w Proj (from database with projections)
 - Values from elsewhere, such as salaries from Labor sheet
 - Can modify in Summary sheet
- From Db No Proj (from database no projections)
 - Values from elsewhere
 - Can't modify in Summary sheet
- Ben from Db (benefits from database)
 - Values from Labor sheet for benefits
- Ben Lump Sum (benefit lump sum)
 - To manually calculate benefits for extra compensation



- As you browse the Method column, you'll see several calculation methods besides the ones we just went over.
- You can't change these other calc methods because the data is calculated elsewhere in UR Budget, and populates the Summary sheet.
- Benefit Lump Sum is a bit different.
- You'll need to enter benefit dollars on this line manually.
- It's the only way to account for extra compensation benefits.

Exercise: Add and Modify Budget Items

Scenario:

The new Young Scholars program kicks off in July. You will budget extra compensation for faculty. Each Young Scholar will need software, so you'll modify the software budget. And, you'll add detail to a supplies expense to account for the program.

Objectives:

- Add an FAC
- Modify an FAC
- Detail an FAC



UNIVERSITY of ROCHESTER

03: Add and Modify Budget Items

Debrief: Add and Modify Budget Items

- Use Insert New Line(s) to quickly add budget items
- Choose the right calc method for each item
- Enter benefits for extra comp in the Summary sheet
- Reference benefits rate table on UR Budget home page
- Budget comments and attachments speed approval
- Adding details gives planner and reviewer a clear picture





- You'll add new hires in the Labor sheet.
- We'll go over each section of the Labor sheet in detail then add a new hire together.

Labor Sheet Totals

- Total FTEs by FAC/EARNCODE
- Average rate: hourly or salary
- Annual salary/wage increase: calculates new salary rate
 - Most users cannot change salary/wage increase by employee
- Complete salary budget available: annual and by month
- Totals change as you update values

FY18 FAO Labor		9 or 12		Start		Stop		Rate	Rate	Rate	Rate	
OP136576 - Medical Oncology CM050 - OSO Strong Memorial Hospital		FTE	Flag	Mth	Mth	Current	Incr.	W&S	Rate	Rate	FY18	FY18
						Rate	Month	Rate	Incr.	Rate	Rate	Sal Bgt.
TOTALS BY FAC/EARNCODE												
						Averages		Averages				
SC57400 Clerical	30.3					16.68		3.00%		17.18		1,015,343
Regular	30.3					16.68		3.00%		17.18		1,015,343
SC57600 Faculty Full Time Salaries	22.2					152,673.62		0.00%		152,673.62		5,346,359
Regular	22.2					152,673.62		0.00%		152,673.62		5,346,359
SC57610 Faculty Part Time Salaries	1.8					70,766.11		0.00%		70,766.11		459,376
Regular	1.8					70,766.11		0.00%		70,766.11		459,376



- Just as in the Summary sheet, totals are at the top, and they tell you a lot.
- You'll see total FTEs by FAC/EARNCODE and the average rate for each role.
- Annual salary and wage increases are also displayed and average rate after the increase is applied, typically in the second month of the fiscal year.
 - This data comes in handy when planning for new hires.
 - Note that generally, new hires do not get a salary/wage increase during their first year, depending on when they are hired.
 - Also, most users cannot change salary/wage increase by employee
- At a glance, you can see your total salary budget, both annually and spread out by month.
- All totals change in real time, so you'll be able to see the effect on your labor expenses as soon as you add a new hire.
- Please note that Strong Memorial and Highland Hospitals use an Authorized FTE process when assigning labor to an FAO.
- We'll go over that later in the course.

Labor Sheet Details – Vital Employee Info

- Current employee info helps you add new hire info
- All employees in FAO are organized by FAC
- Individuals identified by Job Code
- Vital info for each employee, including:
 - Paid hourly or by salary
 - % assigned to FAO
 - Hours per week (FT/PT)



FY18 FAO Labor												
TR00001 - Oncology CM040 - 040 School of Medicine and Dentistry												
	JOBCODE	Prov File	Home Co	Staff Faculty	Hrly Sal	Assgn. %	BUD Std Hrs	FTE	Flag	9 or 12	Start Mth	Stop Mth
SC50100 - PAS Regular Salaries												
Dortha Dillon	12035 - Program Administrator, SMH	Not Provider	CM050	Staff	S	5%	40.00	0.05		12	1	
Elissa Effler	11219 - Sr Public Relations Associate	Not Provider	CM090	Staff	S	100%	40.00	1.00		12	1	
Wilson Whitehall	11256 - Administrative Asst	Not Provider	CM040	Staff	S	100%	40.00	1.00		12	1	
TOTAL / AVG							120.00	2.05				



UNIVERSITY of ROCHESTER

- When adding a new hire, details for existing employees will help you add new hire information.
- All FAO employees are organized by FAC, with hours and FTE totals per FAC.
- Each employee is identified with a Job Code and title, and can be used as a reference when adding a new hire with same Job Code.
- Vital information on each employee is all there, including pay rate being hourly or salary, how much they are assigned to the FAO and hours per week, so you know at a glance whether the employee is full or part-time.

Exercise: Labor Totals and Details

Scenario:



You just received your FAO and decide to review your Labor sheet totals and details before starting the planning process.

Objectives:



- View Totals by FAC/EARNCODE
- View Details by FAC



UNIVERSITY of ROCHESTER

04: Labor Sheet Totals and Details

Debrief: Labor Sheet Totals

- Labor sheet holds wealth of employee data: high-level and detail
- Same navigation aids as Summary sheet
- Best to review before, during and after budget planning



Add a New Hire



- What you'll need to know:
 - Vacant position or new position
 - Hourly or salary
 - % assigned to FAO
 - Part time or full time
 - Start month
 - Pay rate
 - Benefit level

- When you're planning to add a new hire, you'll need to add several pieces of information so UR Budget can do its job.

Exercise: Add a New Hire

Scenario:



An employee is retiring in December and you want to have this employee's replacement onboard in November. You need to add a labor line for this new hire.

Objectives:



- Add Labor line
- Add all new hire data
- View labor expense spread across months
- View updated expense in Labor and Summary sheets
- Remove an employee



UNIVERSITY of ROCHESTER

05: Labor New Hire

Debrief: Add a New Hire

- Select New Position or Vacant Position as appropriate
- Use existing Labor sheet data to build new hire
- Document every hire with comments and attachments
- Check 12-month spreads when planning mid-year hires
- To remove an employee that is assigned to an FAO, change standard hours to 0





- You've caught a glimpse of 12-month spread planning and are probably thinking about how it can help you when you make your budgets.
- We'll now go a little deeper into how it works, so you'll know how to use this tool.

Benefits of 12-Month Spreads

- Benefits of 12-Month Spread planning
 - Apply “on the ground” knowledge to monthly spreads
 - Track closer to run rate
 - Flexible: change spread method and/or single months

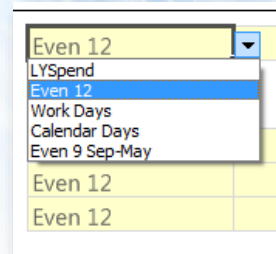
Hospital Description	BUDGET	BUDGET	BUDGET
	FY18 Spread	FY18 July	FY18 August
TOTAL REVENUE		(287,780)	(261,618)
TOTAL EXPENSES		950,217	976,047
TOTAL TRANSFERS		0	0
NET		662,437	714,429
Non Capitalized Equipment	LYSpend	0	0
Supplies Dietary Food and Beverage	Even 12	0	0
Supplies Laboratory Other		583	583
	Even 12	583	583



- 12-month spread planning is a powerful new tool for many budget planners.
 - Planners “on the ground” know how budgets spread across months even if you haven’t had to account for it.
 - This tool helps you track closer to your actual run rates, by month.
 - 12-month spread method gives you flexibility. You can:
 - Change the default spread method, and or
 - Change any individual month accordingly.
- You will discover other ways to leverage this tool once you start planning with it.

Default Spread Methods Put You in Control

- **Even 12:** default, most common
- **Last Year Spend:** mirrors last fiscal year
- **Work Days:** varies by month
- **Calendar Days:** 31, 30, 28+
- **Even 9 Sep-May:** academic year



- Even 12 is the default for most budget lines.
 - It's up to you to determine if it is appropriate.
- Last Year Spend shows how actuals were spread for the last completed full fiscal year.
 - This spread method automatically calculates new figures based on the last full fiscal year's percentages.
- WorkDays varies by month.
- Calendar Days also varies by month, slightly.
- Even 9 Sep-May maps to the academic year.

When to Use Each Spread Method

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

- You're the judge of how to use each spread method.
- But here are some suggestions to get you started.
 - Even 12 is the default when you don't need to track run rate closely.
 - Use Last Year Spend when the annual spend follows a monthly pattern.
 - Last Year Spend is computed at the same percentage of actual spend per month of the prior fiscal year.
 - For example, when planning for Fiscal Year 19, Last Year Spend computes from FY17, the last fiscal year.
 - Use Work Days when the budget item is closely tied to regular work week activity.
 - Use Calendar Days in departments with 24-7 activity.
 - Even 9: Sep-May works for instruction related expenses and other academic year costs.

Adjust Months Manually

- Change dollars for any month to account for uneven spend rate, such as heavy travel expense in the spring
- Last month re-calculates automatically to reach total
- IMPORTANT: Set spread method before adjusting single months**
- Always add a comment when adjusting month values

Hospital Description	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	FY18 February	FY18 March	FY18 April	FY18 May	FY18 June	FY18 Final Budget
TOTAL REVENUE	(287,780)	(274,699)	(287,780)	(300,861)	(274,699)	(3,401,036)
TOTAL EXPENSES	943,354	974,319	958,993	943,906	986,353	11,468,186
TOTAL TRANSFERS	0	0	0	0	0	0
NET	655,574	699,620	671,213	643,045	711,654	8,067,150
Events	0	0	0	0	0	0
Travel Domestic	2,000	18,000	18,000	18,000	17,700	77,700
	2,000	18,000	18,000	18,000	17,700	77,700

 UNIVERSITY of ROCHESTER

- Even after you choose a spread method, you can change dollars for any single month.
- You may want to try adjusting single months to account for uneven spend rates you are aware of, such as traditional heavy travel months, seasonal changes in a supply expense and extra compensation that all falls into a month.
- And you're not responsible for making sure that your changes add up: UR Budget automatically re-calculates June, the last month, to reach the final budget total.
- Remember, it is important to first set the spread method, then adjust single months, if necessary.**
 - If you change the spread method after adjusting a single month, the spread method won't apply to that month: the formula in that cell is wiped out.
- As with all budget changes that need explanation, add a Budget Comment when adjusting single month values.

Exercise: 12-Month Spread Planning

Scenario:



Scrutinize each default 12-Month Spread option in your Summary sheet. Then change one or more default methods to match the expense. Also, override dollars in some months to reflect your expectations of monthly spend.

Objectives:



- Check spread method defaults
- Choose spread option that fits best
- Override spread in single month(s)



UNIVERSITY of ROCHESTER

06: 12-Month Spread Planning

12-Month Spreads: Pairs Exercise

A few questions to keep in mind as you scrutinize 12-month spreads:

- How can you set the default method now to help you track expenses better later?
- What can Last Year Spend tell you?
- What do you know about spend patterns for common FACs?
- Do you see any annual expense items that are set to Even 12?



UNIVERSITY of ROCHESTER

Debrief: Control Your Monthly Spreads



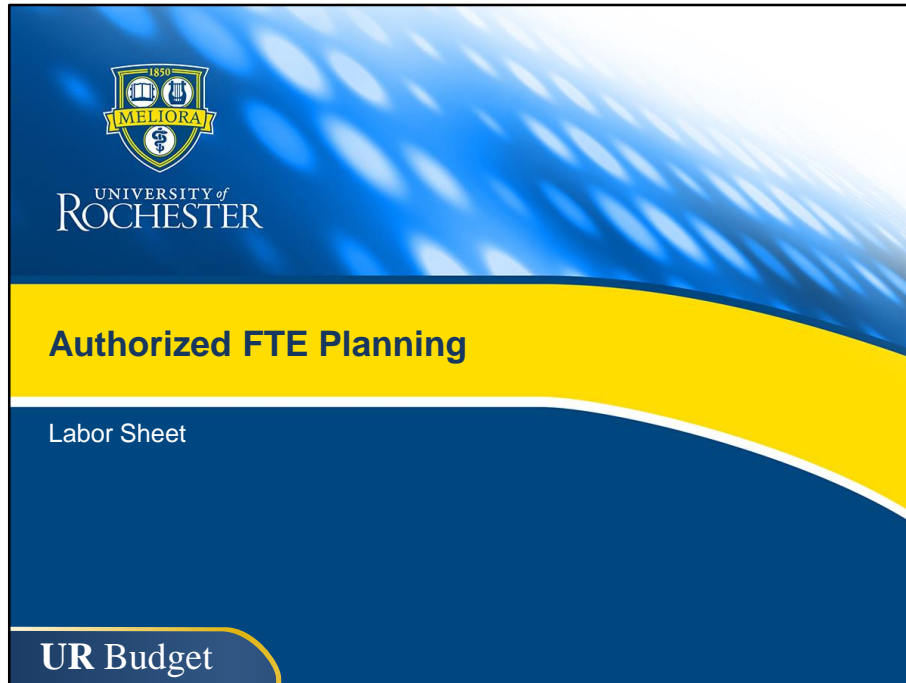
- You can change default method to one that will work best
- Think in terms of actual spend in previous years
- Try different methods for different scenarios
- Change single months to account for uneven spends
- Always change default method before changing single months

15 MINUTE BREAK



 UNIVERSITY of ROCHESTER

- Congratulations!
- You've earned a break.
- Please return to your seat in 15 minutes.



- You've added new hires. It's pretty straightforward, right?
- Well, Strong Memorial Hospital and Highland Hospital budget planners go through a slightly more involved process when adding employees.
- We'll go over the SMH and HH Authorized FTE planning process now.
- Even if you don't plan SMH or HH budgets, this section will help you sharpen your FTE planning skills.

Authorized FTE Key Points

- **Unique to Strong Memorial & Highland Hospitals**
 - SMH: Authorized FTE
 - HH: Approved FTE
- Budget Group sets authorized FTE by job code
- Authorized FTE numbers are loaded into UR Budget
- Cannot exceed FTEs without budget amendment
- UR Budget automatically forces budget to the Authorized FTE #
 - Based on average salary rate for employees already in Job Code
- Providers not subject to authorized FTE



- As I said, the Authorized FTE process is unique to SMH and Highland.
 - In fact, in a moment, we'll work with an SMH plan file to check for and add authorized FTEs.
 - We'll use the term "Authorized FTE" through this training. Highland uses the term "Approved FTE."
- During the planning period before you see your FAO, your Budget Group sets the number of authorized FTEs for each job code.
- These authorized FTE limits are then loaded into UR Budget for you to start planning.
- FTEs budgeted for each job code are the authorized, approved number. Planners cannot exceed this number without a budget amendment.
- UR Budget automatically forces the budget to the Authorized FTE number based on the average salary rate for those employees already in that Job Code.
- You'll see an Authorized FTE limit for almost every job code. But Providers in your FAO are not subject to Authorized FTE rules.
 - As we saw before, Provider labor is planned for separately and pushed to your FAO.

Authorized FTE Best Practices

- Keep up with FTE modifications during year
 - Makes new year budget planning easier
- Always check authorized FTEs in Labor sheet
 - Know when you need to request adjustment

FY18 FAO Labor		Home	Staff	Hrly	Assign.	BUD		9 or	
TR000101 - Nurse Practitioners CM050 - 050 Strong Memorial Hospital		Prov File	Co	Faculty	Sal	%	Std Hrs	FTE	Flag
SC58000 - Registered Nurse									
J7633 - Registered Nurse-Level III									
Alba Abeyta	Not Provider	CM050	Staff	H	100%	36.00	0.90	12	
Belkis Boudreaux	Not Provider	CM050	Staff	H	100%	36.00	0.90	12	
Cathleen Chagnon	Not Provider	CM050	Staff	H	100%	36.00	0.90	12	
Irene Innis	Not Provider	CM050	Staff	H	100%	18.00	0.45	12	
->> ADD NEW LINE (ctrl click)									
SUBTOTAL						126	3.15		
Curr Yr Budget FTE							9.00	CYB	
JC Adjustment							5.85	JC Adjust	

 UNIVERSITY of ROCHESTER

- You'll know what to expect in your new plan file if you keep up with FTE modifications throughout the year.
 - It will be easier to plan your budget when you know your current approved FTEs for each job code.
- Authorized FTEs are kept up-to-date through the budget amendment process, so check FTEs in your Labor sheet before requesting adjustments.

Demonstration: Add a New Authorized FTE

Scenario:



The Emergency Department is expanding due to an increase in volume. You need to hire an Authorized FTE to support the expansion.

Objectives:



- Check for authorized FTEs
- Add FTE
- Adjust start month



UNIVERSITY of ROCHESTER

07: Authorized FTE – SMH/HH (DEMO)

Debrief: Authorized FTE Process - SMH



- Know your Current Year Budget FTE for each job code
- Work with Finance Office to adjust Authorized FTEs via Budget Amendment process



UNIVERSITY of
ROCHESTER

Reports

UR Budget

Benefits of Reports

- Valuable for analysis and forecasting
- Easy to generate while developing your budget
- Source data all in one place: no hunting around
- Several automatic reports to choose from
- Use for further calculations
 - In Excel
- Easy to share
 - As Excel files
 - In printouts

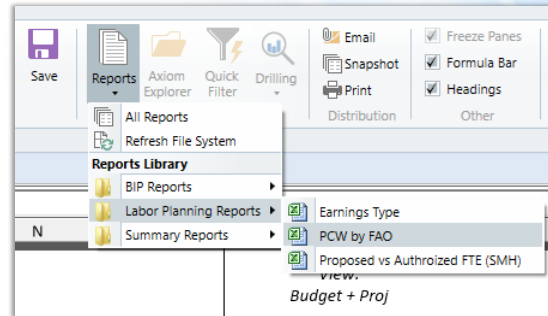


 UNIVERSITY of ROCHESTER

- As you know, reports are valuable when they show data in a way that is actionable.
- You can use reports in UR Budget for analysis and forecasting no matter where you are in the planning process.
- Since reports are part of UR Budget, you can generate them easily while you're developing the budget, then refresh them when you make changes.
- All your source data is in one place, from salaries and benefits to supplies and travel, including Provider data and approved BIPs attached to your plan files.
 - It's not necessary to hunt around for data to bring together on your own.
- You have several automatic reports to choose from.
- To leverage the full power of Excel, you can use UR Budget reports as starter files for pivot tables, charts and other calculations.
- Finally, you can share reports easily as Excel files or as printouts.

Visit Your Reports Library

- Browse reports by UR Budget component
- Check back for new reports as they're created



- The Reports Library, always accessible from the Ribbon, helps you find just the report you need.
- You'll find reports organized in folders that correspond to UR Budget components.
- Check back with the Reports Library for new reports as they're created, in response to your needs.

Exercise: Generate Reports

Scenario:



You've done a lot of budget planning and want to get a perspective on your progress, so you'll generate Labor and Summary reports to check your work and share it with department leadership.

Objectives:



- Generate Labor Report and Summary Report
- Browse Reports
- Create Report Snapshots
- Save as Excel
- Print and share



UNIVERSITY of ROCHESTER

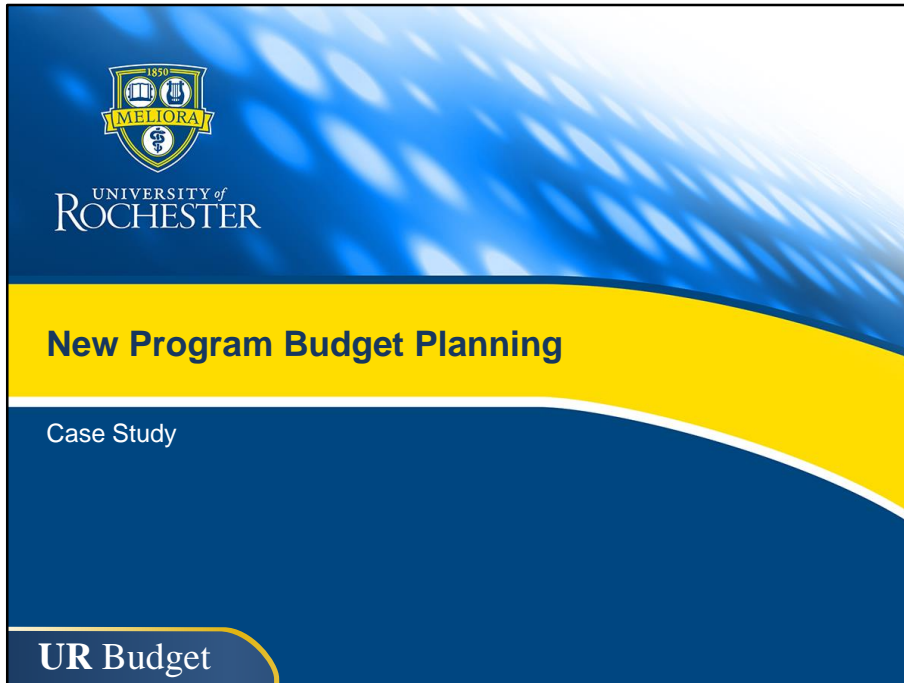
08: Reports

Debrief: Reports

- Several automatic reports available
 - Organized by UR Budget component
- Reports resemble plan files, in a condensed format
- Work process: mark up report, change plan data, refresh report
- Download reports for further analysis in Excel



- You'll see several reports now for each UR Budget component.
- Reports are patterned after plan files to make them easy to navigate.
 - Condensed so they are easy to scroll through and print.
- You can generate reports quickly, mark them up with formatting like highlights and color changes.
 - Then modify data in plan files , save and refresh the report to check your changes.
- Reports look like Excel in UR Budget but UR Budget doesn't have powerful features like Pivot Tables.
 - So, you can download them easily and continue your analysis in Excel.



- Now that you know each facet of budget planning in UR Budget, you're going to put it all together as you plan for a new program in your department.

Case Study Scenario: Add New Program



- Your Dean plans to add a new medicine specialty program in January
- You're responsible for parts of the new program budget:
 - New staff positions
 - Printing, copier rental, and telecommunications costs
 - Extra compensation for current faculty to start the program
- Add appropriate items to your budget

Case Study Procedure



- Introduce each step in the process
- Use budget data provided
- Build budget step-by-step
 - Use TR00000XX Oncology training FAO
 - Raise your hand if you need help
- Stop after each step to debrief



- We'll follow a simple procedure for this case study.
- I'll introduce each step in the process of planning for this new program.
- I'll provide all the data you need to work on the part of the budget for that step.
- You'll build the budget, step-by-step.
 - Use the Oncology training FAO
- If you have any questions, raise your hand and our SME will help you – or ask your neighbor.
- We'll stop after each step, re-convene and debrief to make sure every classmate is on the same page.

4 Steps to Building New Program Budget

- 1 Add labor expenses
- 2 Add material expenses
- 3 Add faculty extra compensation
- 4 Check and adjust monthly spreads

Step 1: Add Labor Expenses



- Add 1 program administrator
 - New position
 - Non-Provider
 - Pay rate: \$90,000
 - Start month: January
 - Benefit Level 1



- Add 1 administrative assistant
 - Current employee: Manuel Matz
 - Pay rate: \$42,000
 - Start month: January
 - Benefit Level 2

- Step 1: Add a program administrator and administrative assistant hire.
- Use this data for each new hire.
- I'll give you 5-10 minutes to complete this step.
- If you have any questions, please raise your hand.

Debrief: Labor Expenses

- Changes to Labor sheet
- Program Administrator to SC58100 PAS Regular Salaries
 - New Position placeholder, JOBCODE J2035 – Program Administrator, SMH
 - New Hire FY18 Sal Bgt. Expense: \$45,000
- Administrative Asst to SC58100 PAS Regular Salaries
 - Manuel Matz
 - New Hire FY18 Sal Bgt. Expense: \$21,525
 - Total FAC FY18 Sal Bgt Expense: \$222,781
 - January labor expense for FAC: \$22,933



 UNIVERSITY of ROCHESTER

- All right, let's get together again and compare our work.
- You made these changes in the Labor sheet:
- You added full time program administrator to SC58100 PAS Regular Salaries.
- You don't know who the new hire will be so you created a New Position placeholder.
- New hire salary 2018 budget expense is \$45,000.
 - Did you see that figure in column AK FY 18 Sal Bgt.?
- You added administrative assistant new hire to the same FAC: SC58100 PAS Regular Salaries.
- You knew the current employee's name and selected Manuel Matz.
- Manuel's salary budget expense is \$21,525 because he is starting in January.
 - See column AK. The total salary budget expense went up to \$222,781. See the Total right under the \$21,525.
- January labor expense goes up too for this FAC.
 - See column BC.
- Does everyone see these numbers? Any questions? Ok to move on?

Step 2: Add Material Expenses



- Printing for program brochures: \$2500 (SC48750)
- Copier rental: \$325 per month (SC51850)
- Internal telecommunications: \$2800 set up fee (SC49400)

- Step 2: Add these material expenses.
- Use this data for expenses.
- I'll give you 5-10 minutes to complete this step.
- If you have any questions, please raise your hand.

Debrief: Material Expenses

- Changes to Summary sheet
- Modify SC48750 Printing in Business & Professional
 - Budget Comments
 - Updated FY18 Base Budget: \$32,500
- Add SC51850 Leases and Rentals Copier in Maintenance & Equipment
 - Calc Method: Base+Changes
 - Budget Comments
 - Expense: $\$325 * 6$ (Jan. to June) = \$1950
- Add detail to SC49400 Telecommunications Internal in Communications
 - New program set up fee: \$2800
 - Updated FY18 Base Budget: \$7,800



- All right, let's get together again and compare our work.
- You made these changes in the Summary sheet:
- You found SC48750 Printing in the Business & Professional section.
- It already has budget in it, so you added \$2500.
- You added a Budget Comment, something like “new program brochure”
- Updated FY18 Base Budget for this item is \$32,500. See column AC.
- There was no copier rental expense in your FAO, so you had to add it.
- You found SC51850 Leases and Rentals Copier in the Insert Calc Method dialog box in Maintenance & Equipment.
 - Was this FAC hard to find? What strategies did you use?
- You used Base+Changes as the calc method.
- Copier rental is \$325 per month, so you entered \$1950 in the Manager Input \$ column, column Y.
- SC49400 Telecommunications Internal was already set up in the Communications section.
- It uses Detail Calc Method, so you added a detail line.
- You called it something like “New Program set up fee,” and gave it a value of \$2800. This raised the budget total for this line to \$7800.
- Does this make sense? Do you have any questions?

Step 3: Add Faculty Extra Compensation



- Extra Compensation for 3 faculty (SC57500)
 - \$9,000 total
 - Payable March-May
- Benefits (SC 46250)
 - 11% of compensation

- Step 3: Add extra faculty compensation for faculty members to help kick off the program.
- 3 faculty members will be involved.
- Total compensation is \$9,000, payable in March, April, and May.
- You'll use a benefits percentage of 11% of the total compensation.
- I'll give you 5-10 minutes to add these last budget items.

Debrief: Faculty Extra Compensation

- Changes to Summary sheet
- Modify SC57500 Faculty Extra Compensation in Salaries
 - Updated FY18 Base Budget: \$17,000
 - Edit Budget Comments
- Modify SC 46250 Staff Benefits (Lump Sum) in Benefits
 - Amount: $\$9000 * 11\% = \990
 - Updated FY18 Base Budget: $\$990 + \$2760 = \$3750$
 - Total Benefits for FAO: \$127,743
 - Edit Budget Comments



- All right, let's get together one more time and compare our work.
- You made these changes in the Summary sheet, even though they are labor expenses.
 - The only way to capture extra compensation and benefits is in the Summary sheet.
- You modified the SC57500 Faculty Summer Compensation in the Salaries, because you already created this budget line earlier in the course.
- When you added 9,000 to Mgr Input \$ column, that made your total base budget for this line \$17,000.
- You edited your Budget Comments to describe the modified expense.
- SC 46250 Staff Benefits (Lump Sum) in Benefits was also in the FAO, in the Benefits section, so you modified it.
- \$3105 covers this new extra compensation.
- You updated your Base Budget value from \$2760 to \$5865, in column AC.
- You noted that your total benefits for this FAO went up to \$129,858.
- And edited budget comments to note the additional benefit expense.
- How are you doing so far? Any questions?

Step 4: Check and Adjust Monthly Spreads



- Printing costs: \$2500, all in March
- Copier rental: \$325 per month, starting in January
- Internal communications: \$2800 set up fee in January
- Faculty extra compensation: payable March-May

- Step 4: Checking and adjusting monthly spreads.
- After adding and modifying your budget, it's time to examine your monthly spreads again.
- Scrutinize your monthly spreads with these factors in mind.
- I'll give you 5-10 minutes to finish Step 4.
- Please raise your hand if you need help.

Debrief: 12-Month Spread Planning

- Printing
 - Change to Last Year Spend
 - Move \$2500 to March
- Copier rental
 - Keep at Even 12
 - Enter \$325 for January - June
 - 0 out for July – December
- Communications Internal
 - Keep at Even 12
 - Enter \$2800 for January
 - 0 out other months
- Faculty Extra Compensation
 - Keep \$4000 in July, August
 - Enter \$3000 for March, April, May
 - 0 out other months



- All right! You've finished the fourth and final step of our case study.
- For printing, you changed the default method to Last Year Spend to track better to the huge expense in September.
- Then you entered \$2500 in March because you plan to pay the whole printing brochure cost then.
- For copier rental, you kept the default spread at Even 12.
- You entered \$325 for each month, January to June, since this is when you will be charged.
- Then, as you did earlier in the course, you zeroed out July to December to more accurately reflect the month over month run rate.
- Next, you kept the new detail line for Communications Internal at Even 12.
- You entered \$2800 in January for that one time fee and zeroed out the other months.
- Finally, you did the same for this new faculty extra compensation that you did earlier in the course.
- You entered \$3000 in each of the months you plan to pay out the extra compensation, March, April, and May.
- Then zeroed out the other months.
- Congratulations! You did it. You planned your budget for this new program. Nice job.
- Do you have any questions?
- Did you face any challenges that you didn't expect?




UNIVERSITY of
ROCHESTER

Wrap Up and Best Practices

UR Budget

3 Big Benefits to UR Budget

- 1 Benefits the University**
 - Essential for improving the development of the total Consolidated University Budget
- 2 Benefits budget managers**
 - Many more details available
 - Better reporting capabilities
 - Transparency – easier to understand increases
- 3 Benefits budget planners**
 - Robust functionality in familiar interface
 - More independence

 UNIVERSITY of ROCHESTER

- We're glad that you've taken this training.
- UR Budget is important to our success.
- The University will benefit greatly when UR Budget is rolled out.
 - It will enhance and improve the development of the total Consolidated University Budget.
- Budget managers are excited about UR Budget because it offers:
 - Many more details.
 - Appropriate reports, and
 - New transparency: it will be easier to see reasons for increases and to justify them.
- Budget planners will find UR Budget both powerful and easier to use.
 - It's a robust tool in an Excel interface.
 - Planners will be able to plan at a deeper level, without assistance of the Budget Office.

Key UR Budget Takeaways



- Get to know your FAO in UR Budget
- Use Ribbon features to navigate quickly and manage large sheets
- Leverage every UR Budget tool, from Calc Methods to 12-Month Spreads
- Load your FAO with comments and attachments to streamline budget review
- Run reports whenever you need to check your work
- Close all open FAO plan files before exiting UR Budget

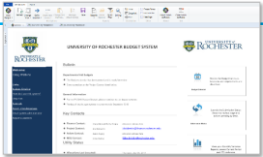


UNIVERSITY of ROCHESTER

You Have Support

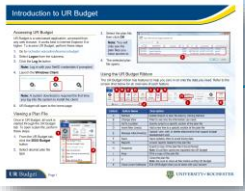
Just in Time Help


- eLearning
- Training recording
- UR Budget home page
- Hands-On sessions
- Excel exports



Ongoing Training

- Course Guide
- Quick Reference Videos (QRVs)
- Quick Reference Cards (QRC)



 UNIVERSITY of ROCHESTER

- After this training, you won't be alone.
- You have plenty of support to guide you when back at your desk.
- Project champions in your department and subject matter experts are available to answer questions.
- You're free to re-watch any chapter of the eLearning.
- We'll make a recording of this live training so you can go back to any section for a refresher.
- The UR Budget home page guides are always available.
- Keep an eye out for future hands-on sessions.
- You could also export a plan file to Excel and play with it offline.
- Ongoing training is also at your fingertips, including this Course Guide, and quick reference cards and videos.

Next Steps



- Log out of training environment
- Log into production environment
- View your FAO(s) in the production environment

- Now that you know how to navigate in UR Budget and use its tools, it's time to check out your FAOs in the production environment.
- Log out of the training environment and log back in with your NetID.
- You will see the FAOs assigned to you.

Questions?





UNIVERSITY of
ROCHESTER

Thank You!

Evaluation and Assessment

UR Budget