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ROCHESTER

Summary Planning

FF Thompson

UR Budget

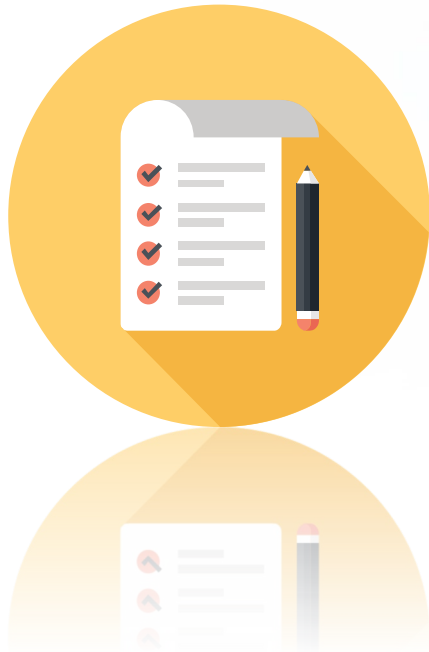


Introductions

- The U of R Team
 - Scott Torrens, Training Coordinator and Instructor
 - Christy Clary, Budget Business Analyst
 - Jim Dobbertin, Sr. Director, Finance Special Projects



What We're Covering Today



- ✓ Access to Training Tenant
- ✓ Summary Tour (Watch and Listen)
- ✓ Budget Data
- ✓ Add & Modify Budget Items
- ✓ 12-Month Spread Planning
- ✓ Reports
- ✓ Wrap Up & Best Practices

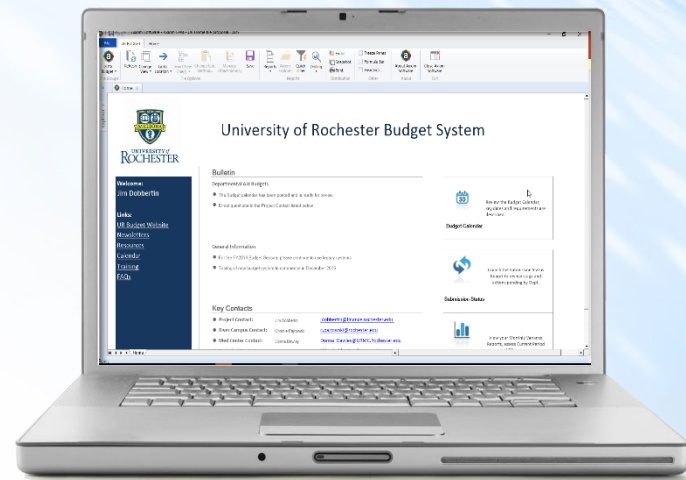
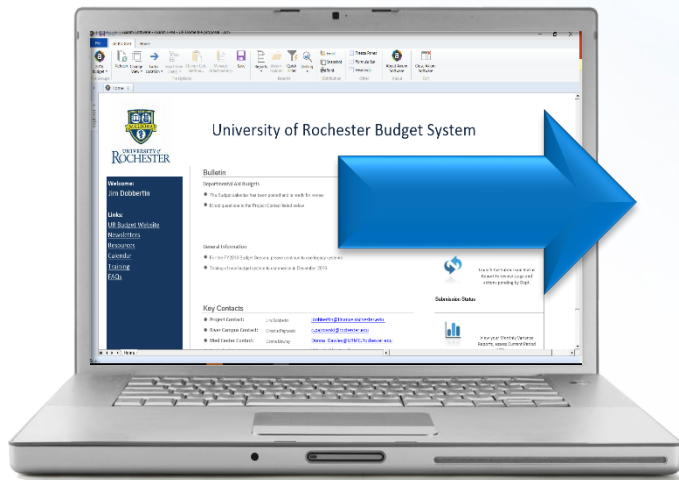
Advantages of UR Budget



- Transparency
 - Details about expenses
- Moving from an Excel based budgeting to a web-based Excel 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



Content-Mirrored Instruction



You Have Support

Post-Training

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

Introduction to UR Budget

Accessing UR Budget

UR Budget is a web-based application, accessed from any web browser. It works best in Internet Explorer 9 or higher. To access UR Budget, perform these steps:

1. Go to rochester.edu/admin/finance/urbudget
2. Select **Logon** from the submenu
3. Click the **Log In** button

Note: Log in with your NetID credentials if prompted

4. Launch the **Windows Client**



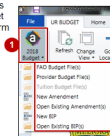
Note: A system download is required the first time you log into the system to install the client

5. UR Budget will open to the home page

Viewing a Plan File

Once in UR Budget, all work is started through the UR Budget tab. To open a plan file, perform these steps:

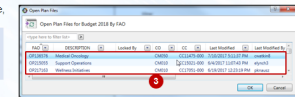
1. From the UR Budget tab, click the **20XX Budget** button
2. Select desired plan file type



3. Select the plan file, then click **OK**

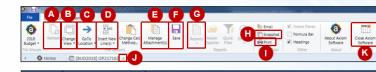
Note: You will only see the plan files you have access to

4. The selected plan file opens



Using the UR Budget Ribbon

The UR Budget ribbon has features to help you zero in on only the data you need. Refer to the screen shot below for an overview of each feature.



Callout	Button Name	Description
A	Refresh	Update Report or plan file data by clicking Refresh
B	Change View	Filter to see only the information you need
C	GoTo Location	Quickly jump to a specific section of the plan file
D	Insert New Line(s)	Add a new line to a specific section of the plan file
E	Manage Attachments	Upload, view, edit, or delete attachments that support budget development work
F	Save	Save updates often to avoid losing data
G	Reports	Access reports related to the plan file
H	Snapshot	Export a copy of the plan file in Excel format Note: Excel files cannot be imported into UR Budget
I	Print	Print a copy of the plan file
J	X	Close the plan file Note: Be sure to close all files before exiting UR Budget
K	Close Aviom Software	Exit UR Budget when you're done with your session

Training FAOs – Like the Real Thing

- Individual Training FAOs per Training Userid
 - Training01
 - OP812301
- Designed with features you'll use in your FAOs
- Common training environment
 - Classmates working with duplicate copies
- Revenue and Labor will be budgeted by the central finance office. No need for you to budget in Axiom



FAO – Financial Activity Object



Exercise: UR Budget Summary & Labor Planning Tour

Scenario:

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



Objectives:

- Install and launch UR Budget Sandbox
- Explore home page
- Open training FAO
- Practice general navigation
- Get glimpse of how to change data





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UR Budget Tour

Summary Planning

UR Budget

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





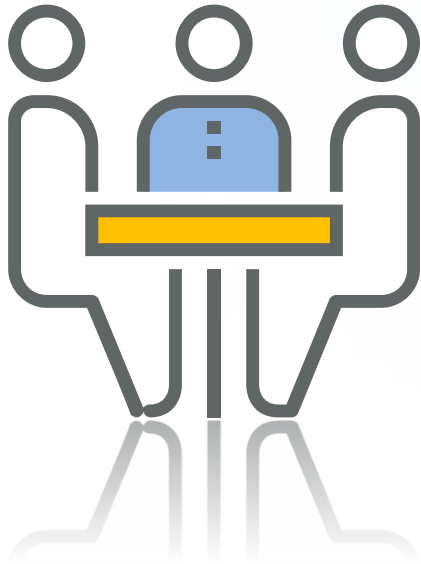
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Budget Data

Actual, Revised, and Estimated Budgets

UR Budget

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
 - **For FF Thompson, next year's budgets will be all Zero Based**
 - Zero Based Budgeting requires input of the entire budget
 - To assist, you will be able to view current year's budget as well as current year's projection to guide you



Before You Get Your FAOs in Production...



- Budget process opens in September
- 7 months of actuals are loaded to calculate a full year projection (not seasonalized)
 - Projection is calculated by taking the 7 month total / 7 then times by 12 to arrive at what the full year would be based on the 7 months already incurred
- Current year's budget is available for additional comparison



All Budget Data in One Place

- Every Summary plan file shows Expenses
- No need to budget for Capital Expenditures or Transfers

2023 SUMMARY SHEET			0 2022 attachments			View: Budget + Proj		
Manage Attachments			0 2023 attachments					
OP816601 - Operating Room								
CM200 - 200 FF Thompson Hospital								
LA	FAC	Description	Method	2021 Actuals	2022 YTD P7 Actuals	2022 Current Budget		
		TOTAL EXPENSES		0	2,897,789	12,368,272		
		TOTAL CAPITAL EXPENDITURES		0	381,738	0		
		TOTAL TRANSFERS		0	0	0		
		NET		0	(5,976,867)	12,368,272		



Actuals, Projections & Revised Budget

- Compare actuals for current year-to-date (projections) or last year's budget
 - Example: P7 means 7 months of actuals
- Enter next year's budget in the Manager Input field
- YTD Actuals are used to calculation a full year's projection
 - $\text{Actuals} \div (\# \text{ of months}) \times 12 = \text{preliminary projection}$

2022 YTD	2022	Proj
Actuals	Current Budget	2022 Prelim Proj
220,969	671,923	378,804
0	0	0
220,969	671,923	378,804
62,019	0	106,319
(491)	0	(841)
42,414	356,372	72,709
2,629	0	4,507
106,571	356,372	182,694



Variance Data – Valuable Planning Tool

- Compares new budget against :
 - Current year projections
 - Current year’s budget
- Changes in real time as you plan
- Displays variance in \$ and %

- Red flags items when threshold surpassed
 - 5% increase that is over \$10K

AJ		AK		AL		AM	
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					
(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



Check and Adjust 12 Month Spreads

- View 12-month spreads
 - New tool for many budget planners
- 12-month spread flexibility
 - Use default spread method or choose another
 - Change dollars in any single month



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

Tip: Use GoTo Location to isolate a single budget category





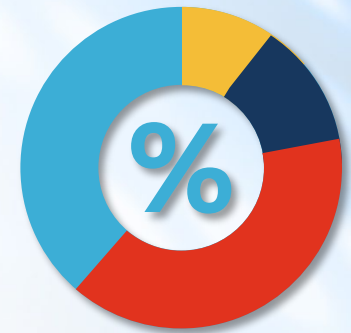
Key Notes for FF Thompson

- Use the Change View to select “Budget Only” view
- Revenue and Labor will be budgeted centrally by Finance
- Capital Expenditures accounts will not be budgeted within Axiom



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
- Your starting point: input net year's budget using the Manager Input field
- Check Variances for red flags. Explain the variance in the Budget Comments column





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Add and Modify Budget Items

Summary Sheet

UR Budget

Add FACs quickly

- FAC – Financial Activity Category (Spend Categories)
- ADD NEW FAC option at bottom of every FAC section
- Add FACs with the Insert Calc Method dialog box (select Base + Change method)

SUPPLIES MEDICAL

60300 SC60550 Supplies Medical Other

>> Double Click to Add Detail

>> ADD NEW FAC (dbl click)

TOTAL SUPPLIES

>> ADD NEW FAC (dbl click)

Insert Calc Method(s) in sheet SUMMARY

Available Calc Methods: Details:

Assessments Name: Assessments

Base + Changes Group: UserCanInsert

Detail Rows: 3

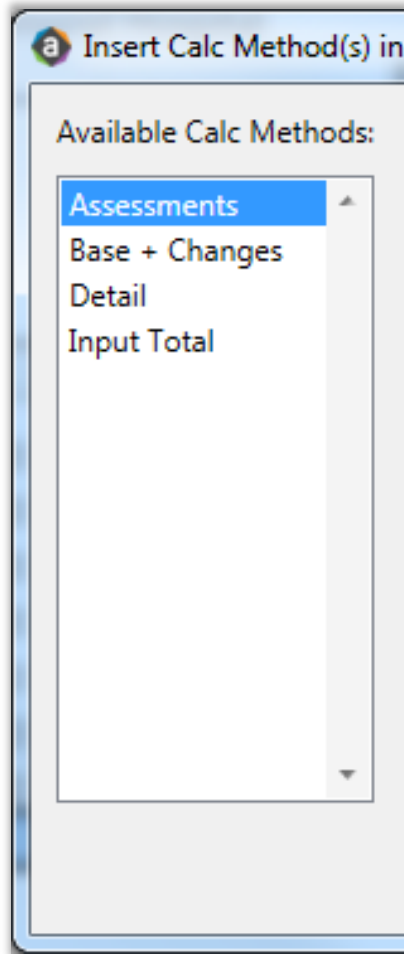
Input Total Description:

Number of items to insert: 1

OK Cancel



Calculation Methods Defined



- **Base + Changes (Recommended)**
 - 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



Add a Financial Activity Category (FAC)

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

>> Double Click to Add Detail

Calc Method Variables

Choose an FAC

Choose a value for Spend/Revenue Category.

Enter a value for 'Choose an FAC'

OK Cancel

SALARIES

50000	
50000	
50000	
50000	SC58100 PAS Regular Salaries

>> ADD NEW FAC (dbl click)

TOTAL SALARIES

BENEFITS

51000	SC46250 Staff Benefits
51000	SC46250 Staff Benefits
51000	SC46250 Staff Benefits (Lump Sum)

>> ADD NEW FAC (dbl click)

TOTAL BENEFITS

Choose Value

Choose a value for Spend/Revenue Category.

<type here to filter values> Includes

- 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)
- SC57650 (Faculty Summer Compensation)**
- SC57810 (Assistantship)
- SC57820 (Stipends)
- SC57950 (Nurse Extra Compensation)
- SC58150 (PAS Extra Compensation)
- SC99995 (Conversion Salaries)

Showing 13 values

OK Cancel



Modify an FAC on Its Own Line

- Budget Input Manager Input \$
 - Add next year's budgeted amount



FY18 SUMMARY SHEET			Budget
TR000001 - Oncology			Input
CM040 - 040 School of Medicine and Dentistry			Mgr Input \$
LA	FAC	Description	
		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 (dbl click)	
		TOTAL COMMUNICATIONS	6,050



Comments & Attachments Pave the Way

- Best Practices:
 - Explain each modification in Budget Comments
 - Include attachments to support budgeted amounts
 - Be descriptive



2023 SUMMARY SHEET			0 2022 attachments 0 2023 attachments					
Manage Attachments			Budget	Budget	Budget	Budget	Budget	Budget
OP816601 - Operating Room			Input	Global	2023	2023	Flag	Budget Comments
CM200 - 200 FF Thompson Hospital			Mgr Input \$	Mod. Incr %	Modifications	Base Budget		
LA	FAC	Description						
		TOTAL EXPENSES	0		1,132,000	1,132,000		
		TOTAL CAPITAL EXPENDITURES	0		0	0		
		TOTAL TRANSFERS	0		0	0		
		NET	0		1,132,000	1,132,000		
50100	SC57900	Licensed Practical Nurse		0.0%	0	0		
50100	SC57910	Certified Nursing Assistant Salary	0	0.0%	0	0		
50100	SC58000	Registered Nurse		0.0%	0	0		





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12-Month Spread Planning

Summary Sheet

UR Budget

Benefits of 12-Month Spreads

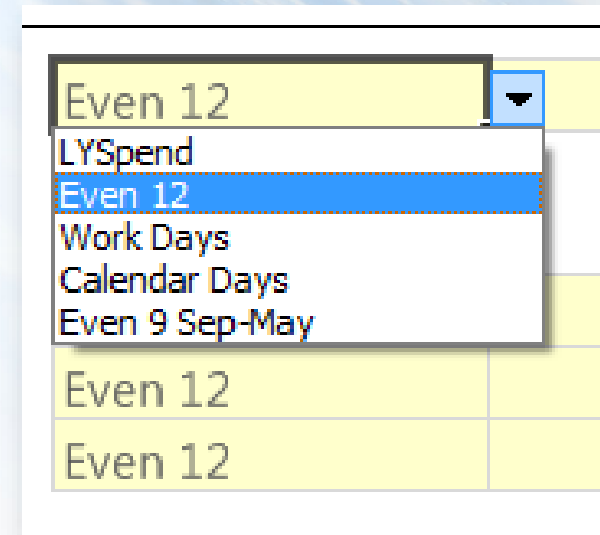
- Benefits of 12-Month Spread planning
 - Apply “on the ground” knowledge to monthly spreads
 - Track closer to run rate
 - Flexible: change spread method and/or single months

BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
2023 Spread	2023 January	2023 February	2023 March	2023 April
	12,348	11,234	35,957	36,752
	0	0	0	0
	12,348	11,234	35,957	36,752
Even 12	833	833	833	2,000
Calendar Days	0	0	0	0
Calendar Days	0	0	0	0
Calendar Days	0	0	0	0
	833	833	833	2,000



Default Spread Methods Put You in Control

- **Even 12:** default, most common
- **Last Year Spend:** mirrors last fiscal year (not available for CY22 budgets)
- **Work Days:** varies by month
- **Calendar Days:** 31, 30, 28+
- **Even 9 Sep-May:** academic year (N/A for FFT)



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
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



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
- BEST PRACTICE** : Verify December numbers since they are forced to tie back to the total budget

BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
2023 September	2023 October	2023 November	2023 December	2023 Final Budget
35,586	35,224	35,586	13,082	358,062
0	0	0	0	0
35,586	35,224	35,586	13,082	358,062
833	100	833	1,567	10,000
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
833	100	833	1,567	10,000



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. Only the total is imported into UR Financials



Exercise: Add and Modify Budget Items



Scenario:

The ED is buying a new piece of equipment and you need to add a new service contract.

The service contract starts in May and therefore you need to adjust the months according to the contract.



Objectives:

- Add an FAC
- Modify an FAC
- Detail an FAC
- Change a Calc Method
- Change monthly spread based on contract

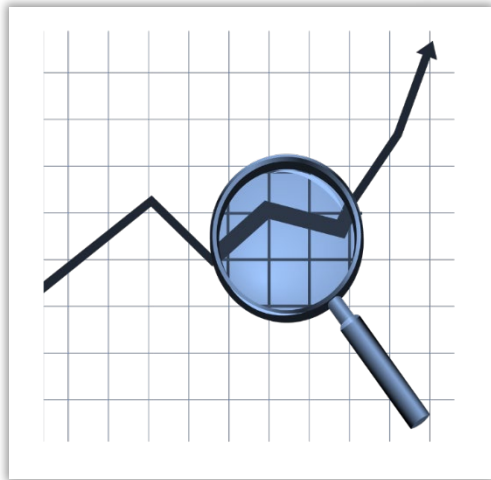


Debrief: Add and Modify Budget Items

- Use Insert New Line(s) to quickly add budget items
- Choose the Base + Change calc method for each item
- Budget comments and attachments speed approval
- Adding details gives planner and reviewer a clear picture



Debrief: Control Your Monthly Spreads



- You can change default method to one that will work best. **Do this AFTER the total budget amount has been finalized**
- 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



12-Month Spreads: Open Discussion

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? (N/A for CY22 budget)





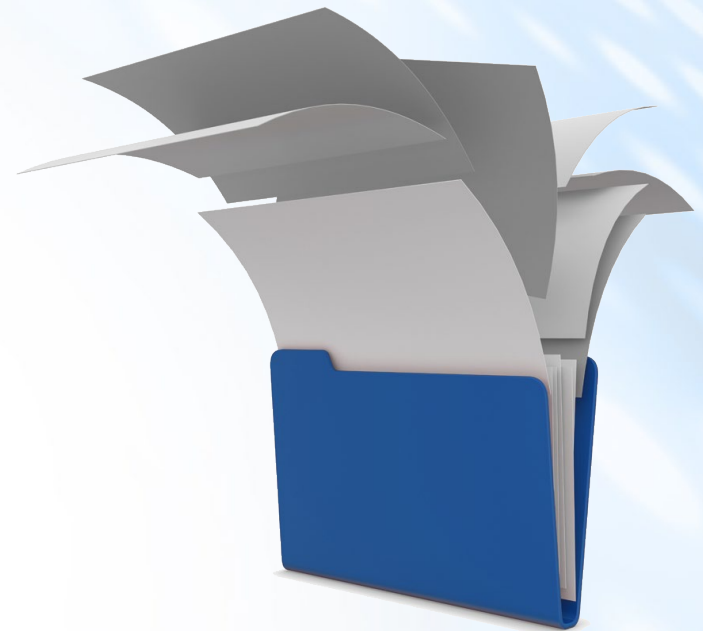
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Reports

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



Visit Your Reports Library

- Make sure that you have saved the data in your FAO file before running the report
- Browse reports by UR Budget component

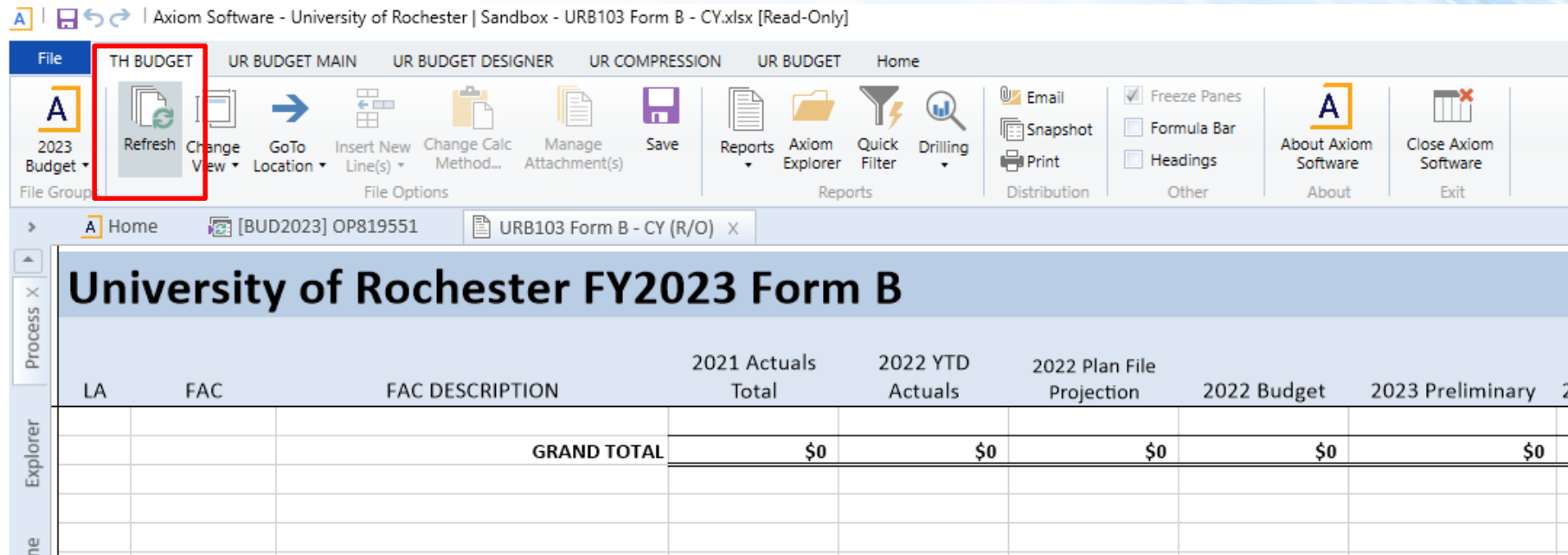
The screenshot shows the Axiom Software interface. The 'Reports' menu is highlighted with a yellow circle. The 'Reports Library' tree on the left shows 'Summary Reports' selected. The main table displays budget data for various components, with 'URB103 Form B - CY' highlighted in yellow.

	Global	2023	2023
	Mod. Incr %	Modifications	Base Budget
!DRAFT Reports			
!MSU Utilities			
!Reports to be Tested	0	1,132,000	1,132,000
BIP Reports	0	0	0
Budget Amendment Reports	0	1,132,000	1,132,000
Consolidated University Budget			
Divisional Finance Reports	0	0.0%	0
Endowment Reports		0.0%	0
Financial Statements		0.0%	714,000
HH Labor Planning Reports		0.0%	0
Labor Planning Reports		0.0%	0
Office of Budgets and Planning		0.0%	10,000
Provider Reports			
Security	0	1,132,000	1,132,000
Summary Reports			
Transfer Reports			
Wage Compression Analysis			
zASD			
Central Budget Template Report (for central use only)			
Central Incremental Request Report (for central use only)			
MFG Dashboard			0
MFG Dashboard COVID-19			0
URB101 Cost Center Budget Summary by FAO			0
URB103 Form B			0
URB103 Form B - CY			0



How to Run a Report

- Select the URB103 Form B CY
- Select the “Refresh” button on the Ribbon
- A blank report will appear



The screenshot shows the Axiom Software interface for the University of Rochester. The title bar indicates the file is 'URB103 Form B - CY.xlsx [Read-Only]'. The ribbon is set to 'TH BUDGET' and the 'Home' tab is active. The 'Refresh' button, represented by a circular arrow icon, is highlighted with a red box. Other buttons on the ribbon include 'Change View', 'GoTo Location', 'Insert New Line(s)', 'Change Calc Method...', 'Manage Attachment(s)', 'Save', 'Reports', 'Axiom Explorer', 'Quick Filter', and 'Drilling'. The main window displays a table titled 'University of Rochester FY2023 Form B'. The table has columns for 'LA', 'FAC', 'FAC DESCRIPTION', '2021 Actuals Total', '2022 YTD Actuals', '2022 Plan File Projection', '2022 Budget', and '2023 Preliminary'. The 'GRAND TOTAL' row shows values of \$0 for all columns.

LA	FAC	FAC DESCRIPTION	2021 Actuals Total	2022 YTD Actuals	2022 Plan File Projection	2022 Budget	2023 Preliminary
		GRAND TOTAL	\$0	\$0	\$0	\$0	\$0



How to Run a Report

- Select the FAO that you want using the “Choose Values” option to select the FAO
- Press OK, then OK and your data will appear

The first screenshot shows the 'Refresh Variables' dialog box with the 'FAO (optional)' field highlighted by a red box. The second screenshot shows the 'Choose Value' dialog box with 'zop' entered in the search field, a list of FAOs, and 'ZOP81001 (Training FAO 1)' selected. The third screenshot shows the 'Choose Value' dialog box for 'FAO' with 'ZOP81001' selected and the 'OK' button highlighted by a red box.

University of Rochester FY2023 Form B

LA	FAC	FAC DESCRIPTION	2021 Actuals Total	2022 YTD Actuals	2022 Plan File Projection	2022 Budget
Company: 200 FF Thompson Hospital						
Cost Center: 81001 Routine Care						
FAO: ZOP81001 Training FAO 1						
16250	SC64350	Equipment Medical	\$0	\$267,131	\$654,409	\$0
43000	RC11400	Hospital Billed Gross Charges Inpatient	\$0	(\$1,772,023)	\$0	\$0
43000	RC11450	Hospital Billed Gross Charges Outpatient	\$0	(\$5,183,434)	\$0	\$0
50100	SC57400	Clerical	\$0	\$44,705	\$101,429	\$0



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 the Summary report to check your work and share it with department leadership.

Objectives:



- Generate Summary Report URB103 Form B CY
- Create Report Snapshots
- Save as Excel
- Print and share



Debrief: Reports

- Several automatic reports available
 - Organized by UR Budget component
 - Key Summary Report: URB103 Form B CY
- 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





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Wrap Up and Best Practices

UR Budget

3 Big Benefits to UR Budget



1

Benefits FF Thompson

- Essential for improving the development of the total Thompson Health budget

2

Benefits budget managers

- Ability to share with teams for input
- Better reporting capabilities
- Transparency – easier to understand increases

3

Benefits budget planners

- Robust functionality in familiar interface
- More independence



Key UR Budget Takeaways



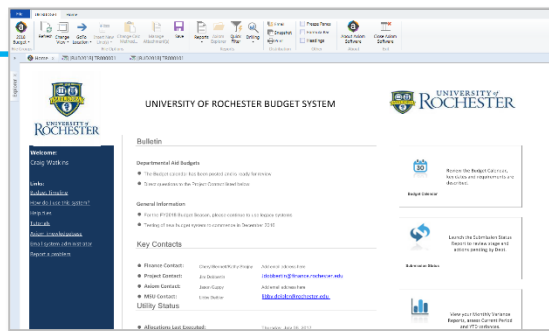
- Get to know your FAO in UR Budget
- Use Ribbon features to navigate quickly and manage large sheets
- Leverage every UR Budget tool, from Calc Methods to 12-Month Spreads
- Load your FAO with comments and attachments to streamline budget review
- Run reports whenever you need to check your work
- Close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



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)

Introduction to UR Budget

Accessing UR Budget

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2. Select desired plan file type.

3. Select the plan file, then click **OK**.

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4. The selected plan file opens.

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B	Change View	Filter to see only the information you need.
C	Quick Reference	Quickly zero in on specific sections of the plan file.
D	Insert New Line(s)	Add a new line to a specific section of the plan file.
E	Manage Attachments	Upload, view, edit, or delete attachments that support budget development work.
F	Export	Export specific data to excel using data.
G	Reports	Access reports related to the plan file.
H	Worksheet	Export a copy of the plan file to Excel format. Note: Excel files cannot be imported into UR Budget.
I	Print	Print a copy of the plan file.
J	X	Close the plan file. Note: The link to close all files before exiting UR Budget.
K	Close Account Software	Exit UR Budget when you're done with your session.

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Questions?





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Thank You!

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