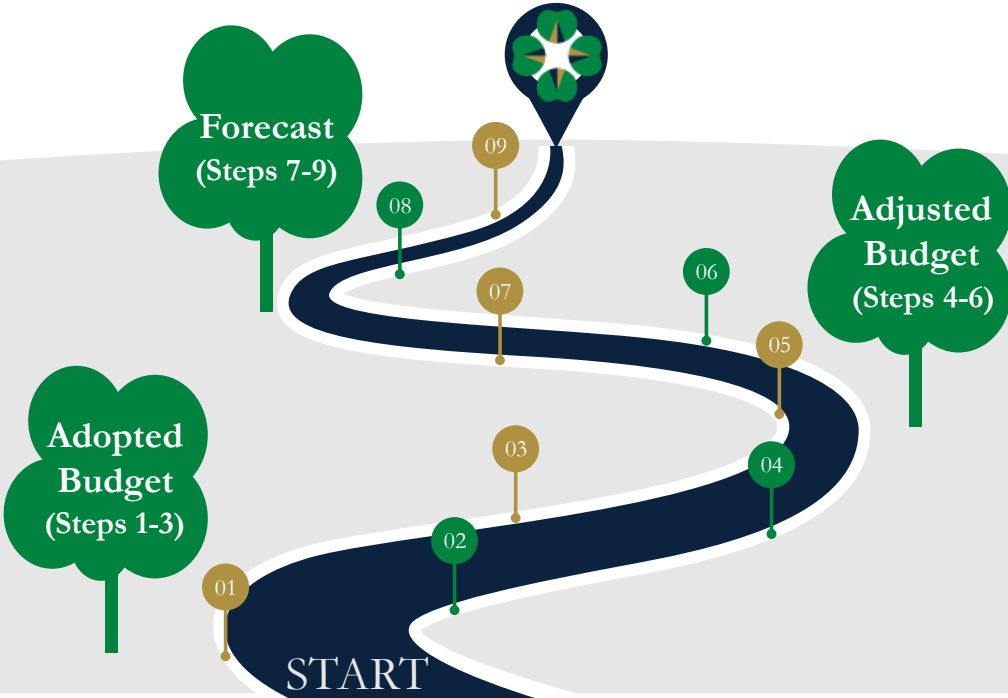






# Compass Budget Roadmap Financial COMPASS








-  Run Reports
-  Review and Update Plan

# Adopted Overview

## Run Reports – Final Budgeting Steps

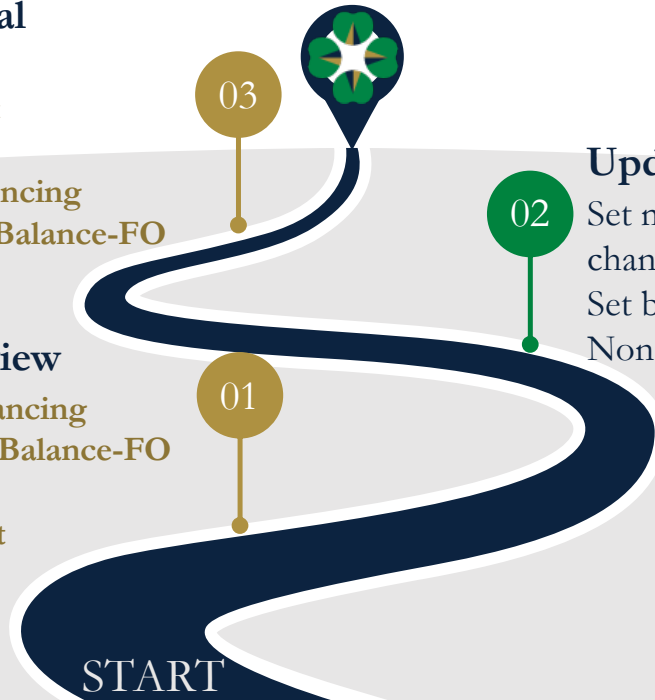
-  02.04 LD Management
-  01.04 Invalid FOPAs
-  15.01 Unrestricted Balancing
-  15.04 Restricted Fund Balance-FO

## Run Reports – Review

-  15.01 Unrestricted Balancing
-  15.04 Restricted Fund Balance-FO
-  06.04 LD Impact
-  02.04 LD Management
-  01.04 Invalid FOPAs

## Update Plans

Set merit and make salary changes to Workforce plans.  
Set budgets for Transfers and Non-Labor plans.



 Run Reports

 Review and Update Plan

01

## Run Reports – Review

### ❖ 15.01 Unrestricted Balancing

- ❖ Modify “Show/Hide” to Level PI 2 Fund-Organization#

### ❖ 15.04 Restricted Fund Balance-FO

- ❖ Modify “Show/Hide” to Level PI Division Fund Type # (Summaries)

### ❖ 06.04 LD Impact

- ❖ Review salary information prior to setting merit

### ❖ 02.04 LD Management

- ❖ Filter for “incomplete” labor distributions (instructions on slide 4)

### ❖ 01.04 Invalid FOPAs

- ❖ Review invalid FOPs and move/remove plan (instructions on slide 5)

# 02.04 LD Management



*Training Data*

Step 2: Select Filter tool

Step 1: click on the column header "Status."

Step 3: Select equal to and choose option

Step 4: Click "Apply"

02.04 - LD Management Training - WFP

Find... Step 1: click on the column header "Status."

Status	Fund	Organization	Account
Submitted			
Submitted	100000 - Educational and General	28120 - Hesburgh Libraries	64020 - Staff-Administrative
Submitted	381376 - Ryan Fine Arts Fund	28120 - Hesburgh Libraries	64010 - Staff-Administrative
Submitted	100000 - Educational and General	28120 - Hesburgh Libraries	64010 - Staff-Administrative
Incomplete	100000 - Educational and General	28120 - Hesburgh Libraries	61008 - Faculty-Admin SPF, L
Incomplete	100000 - Educational and General	28120 - Hesburgh Libraries	61008 - Faculty-Admin SPF, L
Incomplete	#11094		61008 - Faculty-Admin SPF, L
Submitted	100000 - Educational and General	28120 - Hesburgh Libraries	61008 - Faculty-Admin SPF, L
Submitted	100000 - Educational and General	28120 - Hesburgh Libraries	61008 - Faculty-Admin SPF, L
Submitted	100000 - Educational and General	28120 - Hesburgh Libraries	64010 - Staff-Administrative
Submitted	100000 - Educational and General	28120 - Hesburgh Libraries	61008 - Faculty-Admin SPF, L
Submitted	100000 - Educational and General	28120 - Hesburgh Libraries	61008 - Faculty-Admin SPF, L
Submitted	100000 - Educational and General	28120 - Hesburgh Libraries	61008 - Faculty-Admin SPF, L
Submitted	100000 - Educational and General	28120 - Hesburgh Libraries	61008 - Faculty-Admin SPF, L
Submitted	100000 - Educational and General	28120 - Hesburgh Libraries	61008 - Faculty-Admin SPF, L
Submitted	100000 - Educational and General	28120 - Hesburgh Libraries	61008 - Faculty-Admin SPF, L
Submitted	100000 - Educational and General	28120 - Hesburgh Libraries	61008 - Faculty-Admin SPF, L
Submitted	100000 - Educational and General	28120 - Hesburgh Libraries	61008 - Faculty-Admin SPF, L

Filters

Status

Equal to

Incomplete X Unsubmitted X

Choose...

Incomplete

Unsubmitted

Submitted

Step 3: Select equal to and choose option

Count 363

Remove all filters

Apply



## 02 Update Plans

- ❖ Review annual budgets and update plans for Workforce, Transfers, and Non-Labor
- ❖ Set Merit (merit, other, lump sum)
  - ❖ Faculty and Staff merit have different deadlines
  - ❖ Staff Merit - eNDeavor rating and zone triggers conditional formatting
  - ❖ Lump sum form is submitted to HR
- ❖ Review copy jobs and update accordingly (delete if no longer relevant)
  - ❖ Newly created copy position does NOT copy the labor distribution – a labor distribution needs to be assigned
- ❖ Labor Distribution changes during the Adopted Budget (FY25) need to be made in Financial Compass and will feed into Banner. Faculty labor distributions must be entered into Compass by April 23<sup>rd</sup> to be included in the feed.

03

## Run Reports – Final Budgeting Steps

### 02.04 LD Management

-  Filter for “incomplete” labor distributions



### 01.04 Invalid FOPAs

-  Review invalid FOPs and move/remove plan

### 15.01 Unrestricted Balancing (instructions on slide 9)

-  Modify “Show/Hide” to Level PI 2 Fund-Organization#
-  The Net Operations column must equal \$0

### 15.04 Restricted Fund Balance-FO (instructions on slide 9)

-  Modify “Show/Hide” to Level PI Division Fund Type # (Summaries)
-  Ending Fund Balance should be \$0 or a positive balance

# Final Budgeting Steps



15.01 - Unrestricted Balancing Training - CP

**Training Data**

**Step 1: Select Show/Hide and modify rows**

	Revenue	Transfers	University Allocation	Total Resources	Labor	Non-Labor	Total Expenditures	Net Operations
100000-28120 - Hesburgh Libraries	50	13,139,846	234,413	<b>13,374,309</b>	12,973,790	400,519	<b>13,374,308</b>	-
100000-40000 - University Press	1,632,696	447,015	99,822	<b>2,179,533</b>	1,421,099	758,434	<b>2,179,533</b>	-

SS PI 4 FOPA #: Unrestricted

Levels

- PI 1 Division by Fund Type # (Summaries)
- PI 1 Division by Fund Type # (Details)
- PI 2 Fund-Organization #
- PI 3 FOP #
- SS PI 4 FOPA #: Unrestricted

Items

Find...

Select all below

- 100000-28120 - Hesburgh Libraries
- 100000-40000 - University Press

Count 2 Min - Max 1 Average Sum - Clear all Apply

Unrestricted Funds

- sum of the "Net" must equal zero

**Step 2: Click the Apply button**



# Final Budgeting Steps

## Step 1: Select Show/Hide and modify rows

15.03 - Restricted Fund Balance - FO Training - CP

Training Data

SS PI 4 FOPA #: Restricted

	Beginning Fund Balance	Revenue	Transfers	Total Resources	Labor	Non-Labor	Total Expenditures	Ending Fund Balance
340018-28120 - Incentive Surplus Univ Library	99,810	-	4,117,933	4,217,743	46,254	128,943	175,197	4,042,545
342509-40000 - F&A Recovery - University Press	24,225	-	-	24,225	-	-	-	24,225
342586-40000 - Notre Dame Press Reserve Account	6,078	-	184,261	190,339	-	-	-	190,339
360044-40000 - Gray/Notre Dame Press	92,259	-	-	92,259	-	-	-	92,259
360354-28120 - Mccarthy Memorial Library Fd	-	-	-	-	-	-	-	-

Count 5 Min - Max 4,042,545 Average 869,874 Sum 4,349,368

Apply

### Restricted Funds





- should have a \$0 or positive ending fund balance

## Step 2: Click the Apply button





# Adjusted Budget

## Run Reports- Final

### Budgeting Steps

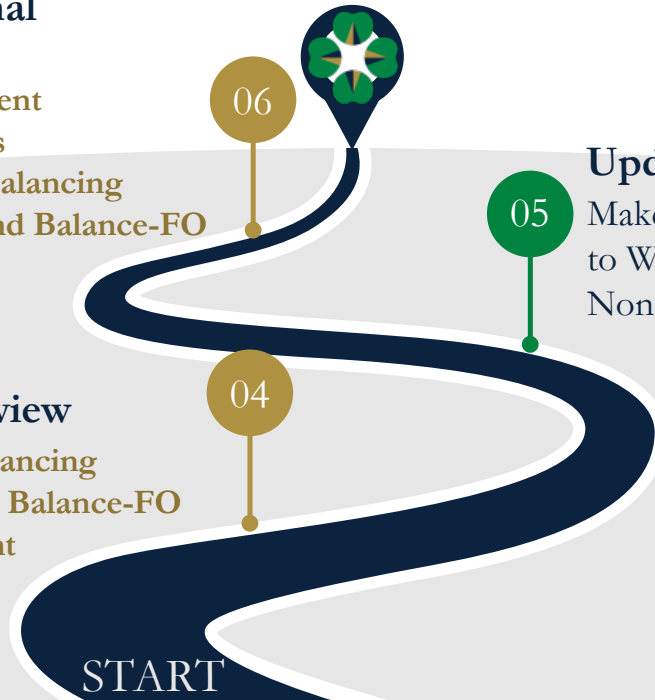
-  02.04 LD Management
-  01.04 Invalid FOPAs
-  15.01 Unrestricted Balancing
-  15.04 Restricted Fund Balance-FO

## Run Reports – Review

-  15.01 Unrestricted Balancing
-  15.04 Restricted Fund Balance-FO
-  02.04 LD Management
-  01.04 Invalid FOPAs

## Update Plans

Make any necessary adjustments to Workforce, Transfers, and Non-Labor plans



-  Run Reports
-  Review and Update Plan

04

## Run Reports – Review

### 15.01 Unrestricted Balancing\*

-  Modify “Show/Hide” to Level PI 2 Fund-Organization#

### 15.04 Restricted Fund Balance-FO\*

-  Modify “Show/Hide” to Level PI Division Fund Type # (Summaries)

### 02.04 LD Management (instructions on slide 12)

-  Filter for “incomplete” labor distributions

### 01.04 Invalid FOPAs (instructions on slide 13)

-  Review invalid FOPs and move/remove plan

\*Review budgeted year-end balances and update detailed plans for significant changes.





# 01.04 Invalid FOPAs

Training Data

14.05 - Invalid FOPA Clean-Up Training - CP

Inactive FOPA w/ Plans

PI 1 Division by Fund Type	FLAT Organization	FLAT FOPA	Unrestricted
- 100000-34100-40000 ... HD - Dean ...	21000 - Donor Special Event	100000-34100-40000	<input type="checkbox"/>
- 100000-34101-10000 ... HD - Dean ...	22024 - Gift Planning Insurance	100000-34101-10000	<input type="checkbox"/>
- 309610-43318-20001 ... M - Vice Pr...	22024 - Annual Giving - Senior Director	309610-43318-20001	<input type="checkbox"/>
- 317665-30000-10000 ... HA - Dean ...	21086 - Internal Engagement, Divers & Incl	317665-30000-10000	<input type="checkbox"/>
- 317739-54022-10000 ... HA - Dean ...	20000 - Alumni Association	317739-54022-10000	<input type="checkbox"/>
- 317739-54022-10001 ... HA - Dean ...	46010 - Financial Aid	317739-54022-10001	<input type="checkbox"/>

Step 1: Select invalid FOPA with budgeted plan

### Non-Labor - Planned Accounts

- 100000-34100 - Office of VP-Student Affairs

- 71011 - Banking Fees-Credit Cards
- 71065 - Event Programming Costs
- 71077 - Discounts and Rebates
- 71171 - Advertising
- 71176 - Printing
- 71178 - Media/Audio Services
- 71179 - Duplicating/Copying
- 71211 - Express Mail
- 71253 - Lectures

### Other Accounts

- 100000-34100 - Office of VP-Student Affairs

- 81071 - Funding Trans...
- 81072 - Funding Tran...
- 83075 - University All...
- 63010 - Graduate Ho...
- 63030 - Undergradua...
- 64010 - Staff Adminis...
- 64020 - Staff-Service
- 64035 - Staff-Temp
- 65000 - Benefits

Step 2: Identify the account code to change

Step 3: Go to the corresponding input page to make changes

#### Any Input Plans in Planning Months

- 
- 
- 
- 
- 
- 
- 
- 

#### Any Plans in Planning Months

- 
- 
- 
- 
- 
- 
- 
-

05

## Update Plans

- ❖ Make any necessary adjustments to Workforce, Transfers, and Non-Labor plans
- ❖ Review vacant position start dates
  - ❖ Automatically assigned based on e-class. This date can be overridden in the **Position Start Month** column
- Criteria for assigning **Position Start Date**
  - ❖ All Faculty Positions = July 1<sup>st</sup>
  - ❖ Staff S1, S2 = Beginning of 3<sup>rd</sup> month following vacancy date
  - ❖ Staff S3, S4, S5, S6 = Beginning of the following month of vacancy date
- ❖ Review copy jobs and update accordingly (delete if no longer relevant)
  - ❖ Newly created copy position does not copy the labor distribution – a labor distribution needs to be assigned
- ❖ Update any incomplete labor distributions
  - ❖ Review LD Management report to ensure all have a status of “complete.”
- ❖ Labor Distribution changes during the Adjusted Budget need to be made in the Financial Toolkit and Financial Compass. All processed Banner changes will feed into Financial Compass overnight

06

## Run Reports – Final Budgeting Steps

### 02.04 LD Management

-  Filter for “incomplete” labor distributions

### 01.04 Invalid FOPAs

-  Review invalid FOPs and move/remove plan

### 15.01 Unrestricted Balancing (instructions on slide 16)

-  Modify “Show/Hide” to Level PI 2 Fund-Organization#
-  The Net Operations column must equal \$0

### 15.04 Restricted Fund Balance-FO (instructions on slide 17)

-  Modify “Show/Hide” to Level PI Division Fund Type # (Summaries)
-  Ending Fund Balance should be \$0 or a positive balance

# Final Budgeting Steps



15.01 - Unrestricted Balancing Training - CP

*Training Data*

**Step 1: Select Show/Hide and modify rows**

	Revenue	Transfers	University Allocation	Total Resources	Labor	Non-Labor	Total Expenditures	Net Operations
100000-28120 - Hesburgh Libraries	50	13,139,846	234,413	<b>13,374,309</b>	12,973,790	400,519	<b>13,374,308</b>	-
100000-40000 - University Press	1,632,696	447,015	99,822	<b>2,179,533</b>	1,421,099	758,434	<b>2,179,533</b>	-

SS PI 4 FOPA #: Unrestricted

Levels

- PI 1 Division by Fund Type # (Summaries)
- PI 1 Division by Fund Type # (Details)
- PI 2 Fund-Organization #
- PI 3 FOP #
- SS PI 4 FOPA #: Unrestricted

Items

Find...

Select all below

- 100000-28120 - Hesburgh Libraries
- 100000-40000 - University Press

Count 2 Min - Max 1 Average Sum - Clear all Apply

Unrestricted Funds

- sum of the "Net" must equal zero

**Step 2: Click the Apply button**



# Final Budgeting Steps

## Step 1: Select Show/Hide and modify rows

15.03 - Restricted Fund Balance - FO Training - CP

Training Data

SS PI 4 FOPA #: Restricted

	Beginning Fund Balance	Revenue	Transfers	Total Resources	Labor	Non-Labor	Total Expenditures	Ending Fund Balance
340018-28120 - Incentive Surplus Univ Library	99,810	-	4,117,933	4,217,743	46,254	128,943	175,197	4,042,545
342509-40000 - F&A Recovery - University Press	24,225	-	-	24,225	-	-	-	24,225
342586-40000 - Notre Dame Press Reserve Account	6,078	-	184,261	190,339	-	-	-	190,339
360044-40000 - Gray/Notre Dame Press	92,259	-	-	92,259	-	-	-	92,259
360354-28120 - Mccarthy Memorial Library Fd	-	-	-	-	-	-	-	-

Count 5 Min - Max 4,042,545 Average 869,874 Sum 4,349,368

Apply





### Restricted Funds

- should have a \$0 or positive ending fund balance





## Step 2: Click the Apply button

# Forecast

## Run Reports – Final Forecasting Steps

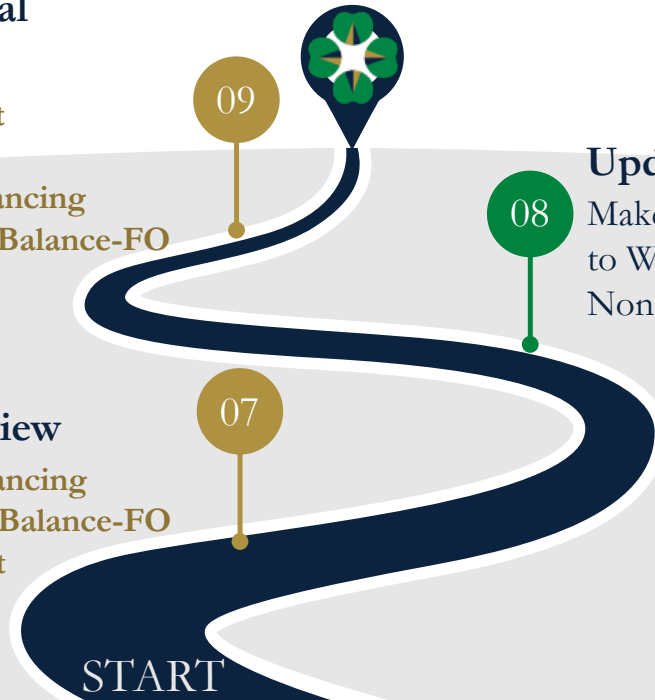
-  02.04 LD Management
-  01.04 Invalid FOPAs
-  15.01 Unrestricted Balancing
-  15.04 Restricted Fund Balance-FO

## Run Reports – Review

-  15.01 Unrestricted Balancing
-  15.04 Restricted Fund Balance-FO
-  02.04 LD Management
-  01.04 Invalid FOPAs

## Update Plans

Make any necessary adjustments to Workforce, Transfers, and Non-Labor plans



-  Run Reports
-  Review and Update Plan

# Roadmap Steps

07

## Run Reports – Review

### 15.01 Unrestricted Balancing\*

-  Modify “Show/Hide” to Level PI 2 Fund-Organization#

### 15.04 Restricted Fund Balance-FO\*

-  Modify “Show/Hide” to Level PI Division Fund Type # (Summaries)

### 02.04 LD Management (instructions on slide 20)

-  Filter for “incomplete” labor distributions

### 01.04 Invalid FOPAs (instructions on slide 21)

-  Review invalid FOPs and move/remove plan

\*Review projected year-end balances and update detailed plans for significant changes.





08

## Update Plans

- ❖ Make any necessary adjustments to Workforce, Transfers, and Non-Labor plans
- ❖ Review vacant position start dates
  - ❖ Automatically assigned based on e-class. This date can be overridden in the **Position Start Month** column
- Criteria for assigning **Position Start Date**
  - ❖ All Faculty Positions = July 1<sup>st</sup>
  - ❖ Staff S1, S2 = Beginning of 3<sup>rd</sup> month following vacancy date
  - ❖ Staff S3, S4, S5, S6 = Beginning of the following month of vacancy date
- ❖ Review copy jobs and update accordingly (delete if no longer relevant)
  - ❖ Newly created copy position does not copy the labor distribution – a labor distribution needs to be assigned
- ❖ Update any incomplete labor distributions
  - ❖ Review LD Management report to ensure all have a status of “complete.”
- ❖ Labor Distribution changes during the Forecast need to be made in the Financial Toolkit and will feed into Financial Compass. All processed Banner changes will feed into Financial Compass overnight

09

## Run Reports – Final Forecasting Steps

### ❁ 02.04 LD Management

- ❁ Filter for “incomplete” labor distributions

### ❁ 01.04 Invalid FOPAs

- ❁ Review invalid FOPs and move/remove plan

### ❁ 15.01 Unrestricted Balancing (instructions on slide 24)

- ❁ Modify “Show/Hide” to Level PI 2 Fund-Organization#
- ❁ The Net Operations should reflect year-end projections

### ❁ 15.04 Restricted Fund Balance-FO (instructions on slide 25)

- ❁ Modify “Show/Hide” to Level PI Division Fund Type # (Summaries)
- ❁ Ending Fund Balance should be \$0 or a positive balance

# Final Forecasting Steps



## Step 1: Select Show/Hide and modify rows

15.01 - Unrestricted Balancing Training - CP FY24 Reset Show / Hide

Find... SS PI 4 FOPA #: Unrestricted

*Training Data*

	Total Resources	Labor	Non-Labor	Total Expenditures	Net Operations
HJ - Director of Hesburgh Libraries	18,178,195	3,518,113	420,024	3,938,377	14,240,058
100000-28120 - Hesburgh Libraries	16,729,660	3,148,794	329,112	3,477,077	13,251,754
100000-28120-40000 - Hesburgh Libraries-Academic Support	16,729,660	3,148,794	329,112	3,477,077	13,251,754
- 100000-28120-40000 - Hesburgh Libraries-Academic Support-Default	16,704,636	3,148,794	328,138	3,476,833	13,227,704
- 100000-28120-40000-11296 - Hesburgh Libraries-Academic Support-Variable Pay Plan	25,024	-	-	-	25,024
100000-40000 - University Press	1,448,535	369,319	90,911	460,300	988,305
100000-40000-10000 - University Press-Instruction	183,456	-	989	99	182,467
- 100000-40000-10000 - University Press-Instruction-Default	183,456	-	989	99	182,467
100000-40000-40000 - University Press-Academic Support	1,265,079	369,319	89,922	459,422	805,838
- 100000-40000-40000 - University Press-Academic Support-Default	1,265,079	369,319	78,271	447,300	817,489

Count 10 Min 25,024 Max 14,240,058 Average 5,697,286 Sum 56,972,859

Levels: PI 1 Division by Fund Type # (Summaries) [ ] PI 1 Division by Fund Type # (Details) [ ] PI 2 Fund-Organization # [x] PI 3 FOP # [ ] SS PI 4 FOPA #: Unrestricted [ ]

Reset Apply

Unrestricted Funds

- “Net Operations” should reflect year-end projection

Step 2: Click the Apply button



# Final Forecasting Steps

Training Data

Step 1: Select Show/Hide and modify rows

15.04 - Restricted Fund Balance - FO Training - CP FY24 Reset Show / Hide

SS PI 4 FOPA #: Restricted

	Beginning Fund Balance	Revenue	Transfers	Total Resources	Labor	Non-Labor	Total Expenditures	Ending Fund Balance
HJ - Director of Hesburgh Libraries - Organizational Resources	-	-	4,302,194	4,302,194	55,505	750	56	4,245,939
340018-28120 - Incentive Surplus Univ Library	-	-	4,117,933	4,117,933	55,505	750	56	4,061,678
342509-40000 - F&A Recovery - University Press	-	-	-	-	-	-	-	-
342586-40000 - Notre Dame Press Reserve Account	-	-	184,261	184,261	-	-	-	184,261
360044-40000 - Gray/Notre Dame Press	-	-	-	-	-	-	-	-
HJ - Director of Hesburgh Libraries - University Resources	-	-	-	-	-	-	-	-
360354-28120 - Mccarthy Memorial Library Fd	-	-	-	-	-	-	-	-
							Sum	8,491,877

Levels

- PI 1 Division by Fund Type # (Summaries)
- PI 1 Division by Fund Type # (Details)
- PI 2 Fund-Organization #

Items

Reset Apply

Restricted Funds

- Should have a positive ending fund balance

Step 2: Click the Apply button

“Stick to your true north,  
build greatness for the long term.”

RUTH PORAT, CFO, ALPHABET (parent company of Google)

