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# ARP Training

*Adjusted Budget Refresher Demo*

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September/October 2017

- **Training**

- Expectations

- Data Movement

- WFP Changes

- Restricted Fund Budgeting

- Managing your Unrestricted Allocation  
(Account 83075)

- Reporting

- **What's Next?**

# What is the Adjusted Budget?

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- **Begins as a copy of the Adopted Budget**
- **All data/templates are copied from Adopted Budget**
  - Pooled Labor
  - Funds Transfer
  - OpEx
- **Serves as the “base”, or Year 1, of the 5-year plan**
  - Multi-Year planning template will populate Years 2-5 based on core growth assumptions input by Budget Office.
- **Identifies available recurring resources**
  - Similar to Banner Adjusted Budget, WFP records are assumed to be fully budgeted for all FY17 regardless of changes made during the fiscal year
- **Default budget for next spring budget process (FY18)**
  - Will be used to populate the default FY18 Adopted Budget next spring
  - Available as a comparison scenario in budgeting templates

# Data and Expectations

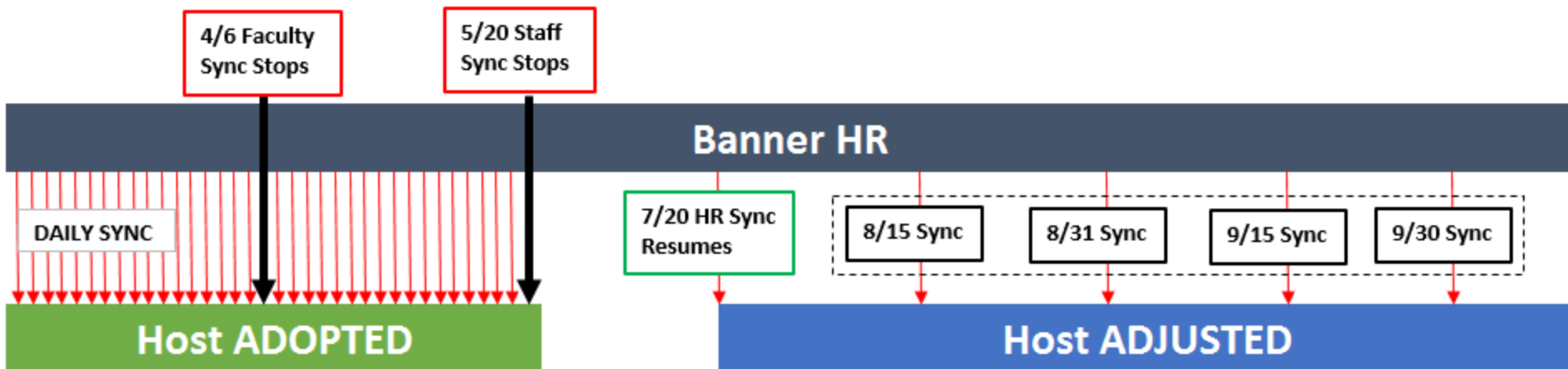
- **Two sources for changes to Adjusted Budget:**
  - Beginning Fund Balance (Account 50000)
  - Changes in Banner HR
    - New Jobs replace vacant positions
    - Vacated positions default to prior incumbent salary and labor dist.
    - New positions from Banner
    - Labor Distribution changes
    - E-Class changes
    - Home Org Changes
- **Data Movement**
  - WFP updated twice per month from Banner HR (15<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup>)
  - Account-level budgets loaded to Banner on a daily basis
- **Expectations** – budgets will be balanced on a quarterly basis
  - August 5<sup>th</sup> (*re-establishing the base*)
  - October 14<sup>th</sup>
  - December 15<sup>th</sup> (in preparation for Fiscal '18 budget allocations)
  - April 14<sup>th</sup>
  - Pre-Close (exact date TBD)

# Scenarios

- FY17\_Adopted Budget (**locked**)
- FY17\_Allocation (**locked**)
- FY17\_Adjusted Budget (**editable**)
- FY17\_Adjusted Budget Snapshots (**locked**) – copies of the Adjusted Budget at points in time for comparison purposes
  - zAdj Bud Inc 7-20
  - zAdj Bud PRE Inc 8-15
  - zAdj Bud POST Inc 8-15

Difference = Work of End Users

Difference = Banner HR Refresh



# Workforce Planning

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- **Updates from Banner HR pushed to Host twice/month**
- **Copies of the Adjusted Budget will be made before and after each refresh to isolate changes pushed from Banner**
  - Copied scenarios will be archived for future reference/reporting
  - Host reports will point end users to places where adjustments are needed
  - Budget Office will provide an Excel report by Host ID that isolates changes to WFP records
    - WFP dynamic reporting (currently in Beta) will eventually replace the Budget Office Excel reports
- **WFP fields available for adjustment (Host is source of truth)**
  - Vacants: salary, hourly rate, labor distributions
  - Name field on Vacant records
  - Hours/Month on all hourly WFP records
  - Host created records (*those not sourced from Banner, ie. Overtime*)

# Workforce Planning

- **Quarter End - Budgets balanced by **October 14<sup>th</sup>****
- **Budget Office support**
  - Open office hours
  - Schedule one on one meetings
- **Reports:**
  - **WFP-FY17 Incremental Budget Comparison** – Identifies funds impacted by the WFP refresh Banner
  - **WFP-FY17 Incremental Budget Comparison Detail** – *(Provided by the Budget Office)*. Ties in total to the Host report. Identifies WFP changes that are driving the variances
  - **Pooled Labor by FOPA** – identifies available pooled labor resources
  - **Workforce Planning Reports** – Still available to review additional detail
    - **Labor Summary, Labor Detail, Labor Distribution, Compensation Performance**

# Balancing Unrestricted Budget

- **Unrestricted Allocation (Account 83075) managed by Budget Office**
  - Account locked in E&G and Auxiliary OpEx templates
  - Once balanced overall, request the Budget Office to adjust Account 83075 to balance by each FOPA
  - Account 83075 drives Budget **AND** Actuals in FY17
- **Reports:**
  - **Unrestricted Balance to Net Allocation by FOPA** – Review to identify balancing requirement for FY17 Adjusted Budget
  - **Unrestricted Balance by Account Code** - Review to identify changes since the spring budget process was closed



# Restricted Fund Budgeting

- **Budgeted Beginning Fund Balance Updated**
  - Account 50000 budgeted in the Adopted Budget replaced with the actual beginning fund balance
    - *Loaded to Default Org and Program for restricted fund, which may be different than the FOPA planned in the Adopted Budget*
  - Applies to all funds (type 31-35) budgeted in Host, and all funds with a fund balance greater than \$10,000
  - Impact on multi-year planning as Account 50000 is calculated each future year based on the budgeted surplus/deficit of the previous year
- **Reporting:**
  - **Restricted Balance by Fund** – review to identify if any funds have been placed in a projected deficit based on changes to WFP or Account 50000
  - **ARP One Year by Fund Type** – review to identify significant changes by department

# Identifying Available Resources

- **Unrestricted Resources**

- Review net unrestricted budget
  - Surplus = available
  - Deficit = balancing required (*may need to reduce vacant or contingency*)
- Identify vacant positions with unrestricted funding
- Review pooled labor for contingencies
  - *Note: Contingencies with Activity code 11296 (Variable Pay) cannot be reallocated*

- **Restricted Resources**

- Review current year net restricted budgets
  - Surplus = available
  - Deficit = balancing required (*may need to reduce vacant or identify additional resources*)
- Identify vacant positions with restricted funding

# What's Next?

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## Report Training: Fall/Winter

- Training will be offered for tweaking existing reports, and building custom reports
- New operational reports will continue to be rolled out

## Forecasting: 2<sup>nd</sup> & 3<sup>rd</sup> Quarter

- Actuals replace budgets on a monthly basis
- Allows units to project year-end results
- Allows units to identify and reallocate one-time resources created from labor vacancies

## Multi-Year Planning: Summer '17

- Allows units to demonstrate changing resources and priorities
- Built/driven from Budget Office assumptions on key growth rates
- Restricted fund balances roll from year-to-year

# Forecasting

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- **Expectations** – Quarterly evaluation of current year plan
- **Each month, actuals will replace budget to help project fiscal year-end results**
- **All templates will be editable to adjust out-periods/months to realign resources with changing plans**
- **Data Movement**
  - WFP updated twice per month from Banner HR, starting August 15<sup>th</sup>
  - Data is in Host ONLY
- **WFP Changes:**
  - Vacant positions assumed to be starting 7/1/17
  - Adjust start period for vacant positions
  - Adjust end period for existing jobs

# Multi-year Planning

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- **Expectations** – 5 Year plan will be prepared for BWG in early Fall to demonstrate the changing needs of your department, and utilization of existing resources
- **5 Year Plan will utilize FY17 Adjusted Budget as the base year**
- **Leverages core growth drivers input by the Budget Office to create budgets for Years 2-5 (FY18-21)**
  - Tuition
  - Faculty, Staff, Fringe
  - Endowment
- **5 Year Planning Templates:**
  - **WFP** – Existing lines pushed out 5 years. You can also use Host to create future (FY18-21) lines for planning
  - **Pooled** – Pushes out 5 years of data with core growth drivers
  - **Funds Transfer** – Already has 5 years available for planning
  - **Multi-Year** – Replaces OpEx for Years 2-5. Non-labor data input, and calculates growth for FY18-21, and beginning fund balance rollover for restricted funds