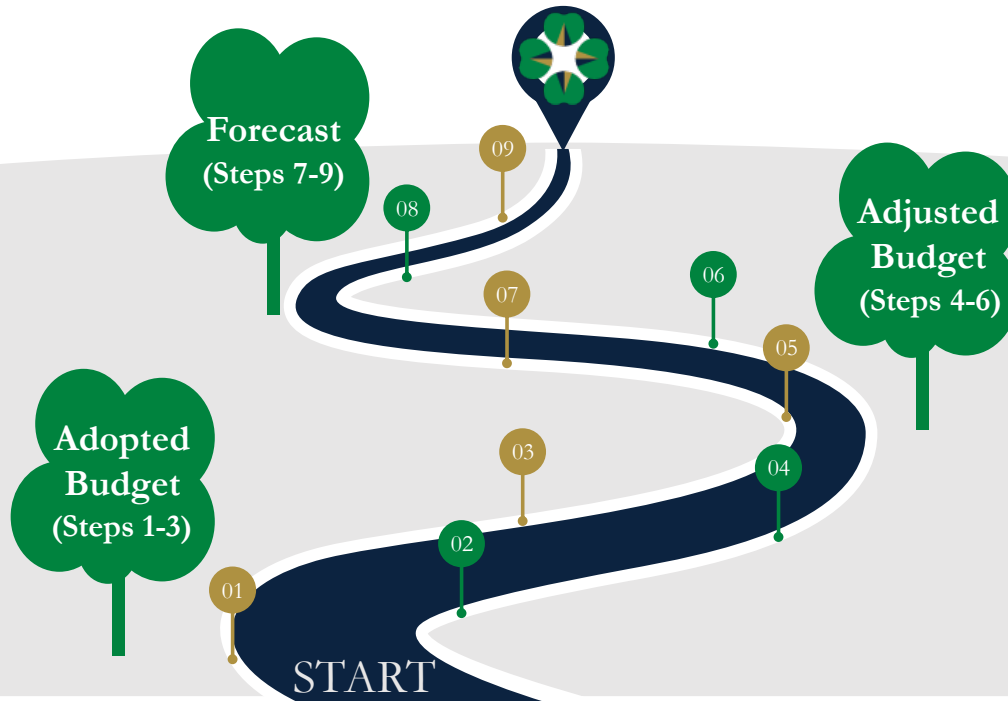


Compass Budget Roadmap Financial COMPASS



Adopted Overview



Run Reports – Final Budgeting Steps

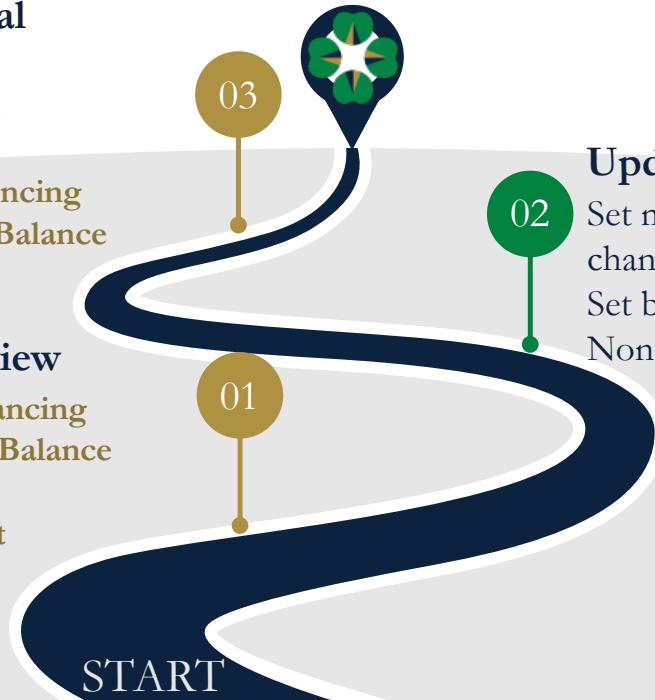
- 02.04 LD Management
- 14.05 Invalid FOPs
- 15.01 Unrestricted Balancing
- 15.03 Restricted Fund Balance

Run Reports – Review

- 15.01 Unrestricted Balancing
- 15.03 Restricted Fund Balance
- 06.04 LD Impact
- 02.04 LD Management
- 14.05 Invalid FOPs

Update Plans

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



01

Run Reports – Review

✿ 15.01 Unrestricted Balancing

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

✿ 15.03 Restricted Fund Balance

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

✿ 06.04 LD Impact

✿ Review salary information prior to setting merit

✿ 02.04 LD Management

✿ Filter for “incomplete” labor distributions

✿ 14.05 Invalid FOPs

✿ Review invalid FOPs and move/remove plan

02.04 LD Management



Financial COMPASS

< 02.04 - LD Management Training - WFP

Training Data

Find...

	Status	Fund	Organization	Account
40000 - University Press	Submitted			
Norwood, Dorothy (S98155-01)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64020 - Staff-Service
Plummer, Rafael (S99543-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64020 - Staff-Service
White, Lindsey (S90338-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64020 - Staff-Service
Gallegos, Myra (S98673-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Groom, Apolonia (S96967-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Busse, William (S95566-01)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Salisbury, Keith (S98142-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Bridges, John (S97623-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Christopher, Idella (S99930-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Mackenzie, Debra (S97175-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Todd, Ann (S98410-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
McMinn, Benny (S95459-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Cole, Dennis (S99412-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Cash, Margaret (S90339-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64020 - Staff-Service

Filters

Status

Equal to

Unsubmitted X

Incomplete X

Select a new column or row to add another filter

Remove all filters

Apply

14.05 Invalid FOPAs

Apps

Continuous Plan

03. Restricted Planning / 13.01 - Non-Labor Input - Restricted

13.01 - Non-Labor Input - Restricted

Find...

	FY25	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25
59009 - Gifts	120,000.00	-	-	-	-	-	-	-	-
0059 - Contributions	120,000.00	-	-	-	-	-	-	-	-
54032 - Royalties	1,300.00	-	-	-	-	-	-	-	-
54390 - Books and Manuals	-	-	-	-	-	-	-	-	-
54350 - Permissions	-	-	-	-	-	-	-	-	-
54C - Academic Support	1,300.00	-	-	-	-	-	-	-	-
50 - Revenue	121,300.00	-	-	-	-	-	-	-	-
Resource	121,300.00	-	-	-	-	-	-	-	-
79069 - Event Services	1,000.00	-	-	-	-	-	-	-	-
79091 - Inbound Freight Charges	-	-	-	-	-	-	-	-	-
79171 - Advertising	-	-	-	-	-	-	-	-	-
79173 - Editing	-	-	-	-	-	-	-	-	-
79174 - Microfilm/Digitizing	600.00	-	-	-	-	-	-	-	-
79176 - Printing	-	-	-	-	-	-	-	-	-
79188 - Publications	3,666.67	-	-	-	-	-	-	-	-
7921 - Postal Services	2,000.00	-	-	-	-	-	-	-	-
79212 - Postage	333.33	-	-	-	-	-	-	-	-
7925 - Professional Fees	333.33	-	-	-	-	-	-	-	-
79253 - Lectures	333.33	-	-	-	-	-	-	-	-
79258 - Professional Consulting	-	-	-	-	-	-	-	-	-
79269 - Professional Other	-	-	-	-	-	-	-	-	-
72001 - Supplies	8,066.67	-	-	-	-	-	-	-	-
72005 - Supplies - Guest	-	-	-	-	-	-	-	-	-
72011 - Books	-	-	-	-	-	-	-	-	-
72012 - Books-Library	9,000.00	-	-	-	-	-	-	-	-
72015 - Serials-Library	1,666.67	-	-	-	-	-	-	-	-
72191 - Food-Office/Dept	-	-	-	-	-	-	-	-	-
72192 - Employee Meals	-	-	-	-	-	-	-	-	-
72251 - Office Supplies	-	-	-	-	-	-	-	-	-
72305 - Furniture <\$5,000	-	-	-	-	-	-	-	-	-
72390 - Other Equipment <\$5,000	4,500.00	-	-	-	-	-	-	-	-
72453 - Entertainment-Event Tickets	-	-	-	-	-	-	-	-	-

HJ - Dean Hesburgh Libraries & ND Press - Organizational Resources

Find...

HJ - Dean-Hesburgh Libraries & ND Press - Organizational Resources

340018-28120 - Incentive Surplus Univ Library

340018-28120-40000 - Incentive Surplus Univ Library-Academic

340018-28120-40000 - Incentive Surplus Univ Library-Academic

342509-40000 - F&A Recovery - University Press

342509-40000-10001 - F&A Recovery - University Press-Departm

342509-40000-10001 - F&A Recovery - University Press-Dep

342586-40000 - Notre Dame Press Reserve Account

342586-40000-70000 - Notre Dame Press Reserve Account-Ge

342586-40000-70000 - Notre Dame Press Reserve Account

374398-28019 - Gray/Notre Dame Press

374398-28019-20001 - Gray/Notre Dame Press-Academic Supp

374398-28019-20001 - Gray/Notre Dame Press-Academic S

374398-28019-40000 - Gray/Notre Dame Press-Academic Supp

374398-28019-40000 - Gray/Notre Dame Press-Academic S

	FY26	Jul 25	Aug
6,000.00	500.00	-	
6,000.00	500.00	-	
-	-	-	
40,000.00	3,636.36	3	
13,924.13	1,160.34	1	
53,924.13	4,796.71	4	
59,924.13	5,296.71	5	
59,924.13	5,296.71	5	
-	-	-	
708.47	59.04	-	
3,204.70	267.06	-	
69,306.50	5,775.54	5	
7,200.00	600.00	-	
56,222.09	13,018.51	13	
13,600.00	1,000.00	1	
12,000.00	1,000.00	1	
337.46	28.12	-	
5,000.00	-	-	
-	-	-	
166.67	166.67	-	
26,069.24	2,172.44	2	
12,530.00	1,044.17	1	
25,063.00	1,896.33	1	
-	2.00	0.17	
5,000.00	1,000.00	1	
-	-	-	
500.00	8,500.00	-	
-	1,666.67	-	
-	-	-	
-	1,604.16	133.68	
-	1,030.69	85.89	
-	3,222.46	268.54	
-	4,000.00	-	
-	-	-	
-	4,500.00	-	
-	1,205.27	100.44	

Quick links

Non-Labor Home

Popular Reports

Restricted Fund Balance

Restricted Fund Balance

Non-Labor Notes Summ

Additional insights

PLANNING CYCLE

APPLY FILTERS

Fiscal Year

Find...

Show All Time Period

Show All Accounts

SHOW SPECIFIC A

NOTES

NOTES SUMMARY

NET OPERATIONS

SELECT SPREAD M

Training Data

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 23rd to be included in the feed.

03

Run Reports – Final Budgeting Steps

02.04 LD Management

-  Filter for “incomplete” labor distributions

14.05 Invalid FOPs

-  Review invalid FOPs and move/remove plan

15.01 Unrestricted Balancing

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

15.03 Restricted Fund Balance

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

Net Operations

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

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

Find... Training - CP FY24 Reset Show / Hide

Training Data

	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	-	-	-	-	-	-	-	-

SS PI 4 FOPA #: Restricted

Levels

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

Items

Find...

Select all below

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

Clear all **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

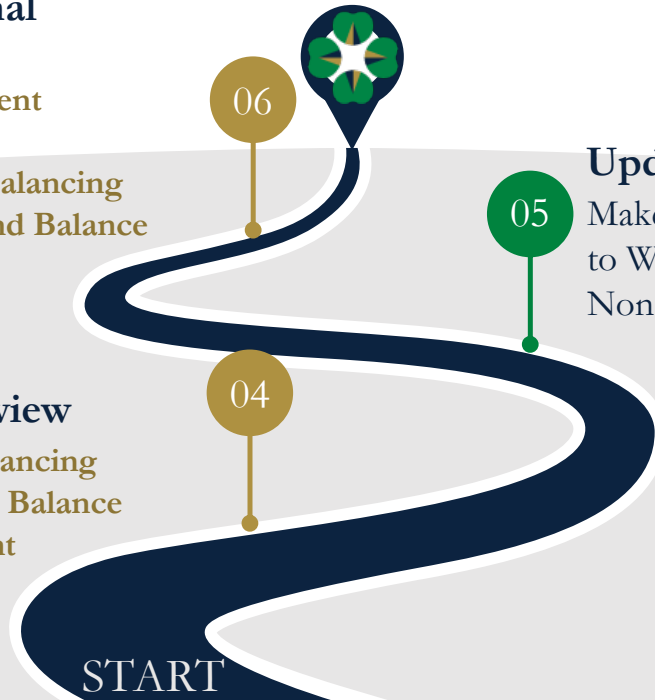
- ❖ 02.04 LD Management
- ❖ 14.05 Invalid FOPs
- ❖ 15.01 Unrestricted Balancing
- ❖ 15.03 Restricted Fund Balance

Run Reports – Review

- ❖ 15.01 Unrestricted Balancing
- ❖ 15.03 Restricted Fund Balance
- ❖ 02.04 LD Management
- ❖ 14.05 Invalid FOPs

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” rows to Level PI 2 Fund-Organization#

✿ 15.03 - Restricted Fund Balance*

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

✿ 02.04 LD Management

- ✿ Filter for “incomplete” labor distributions

✿ 14.05 Invalid FOPs

- ✿ Review invalid FOPs and move/remove plan

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

02.04 LD Management

< 02.04 - LD Management Training - WFP

Training Data

Find...

	Status	Fund	Organization	Account
40000 - University Press	Submitted			
Norwood, Dorothy (S98155-01)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64020 - Staff-Service
Plummer, Rafael (S9543-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64020 - Staff-Service
White, Lindsey (S90338-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64020 - Staff-Service
Gallegos, Myra (S98673-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Groom, Apolonia (S96967-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Busse, William (S95566-01)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Salisbury, Keith (S98142-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Bridges, John (S97623-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Christopher, Idella (S99930-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Mackenzie, Debra (S97175-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Todd, Ann (S98410-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
McMinn, Benny (S95459-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Cole, Dennis (S99412-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Cash, Margaret (S90339-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64020 - Staff-Service

Filters

Status

Equal to

Unsubmitted X

Incomplete X

Select a new column or row to add another filter

Remove all filters

Apply

14.05 Invalid FOPAs

Apps

Continuous Plan

04. Self-Service Administration / 14.05 - Invalid FOP Clean-Up

14.05 - Invalid FOP Clean-Up





Non-Labor Input
- Unrestricted



Non-Labor Input
- Restricted



Workforce Plan



Transfers

Invalid FOP w/ Plans

	PI 1 Division by Fund Type	FLAT Organi...	FLAT FOPA	Unrestricted
374398-28019-4000...	HJ - Dean Hershburgh Libraries & NO Press	28019...	374398-28019-4000...	☐

Non-Labor - Planned Accounts

	Any Plans: Editable Accounts	Any Plans in Planning Months
81071 - Funding Transfer-Out	☐	☐
81072 - Funding Transfer-In	☐	☐
8100 - Faculty	☐	☐
6300 - Post-Doctoral	☐	☐
6300 - Graduate Student	☐	☐
64010 - Staff-Administrative	☐	☐
64040 - Staff-Temporary/Seasonal	☐	☐
65000 - Benefits	☐	☐
65080 - Medical	☐	☐
71071 - Advertising	☐	☐
71077 - Web Design and Services	☐	☐
72523 - Lectures	☐	☐
72528 - Professional Consulting	☐	☐
72001 - Supplies	☐	☐
72011 - Books	☐	☐
72191 - Food-Office/Dept	☐	☐
72192 - Employee Meals	☐	☐

PI 4 FOPA #: No Items

Training Data

13

05

Update Plans

- ✦ Make any necessary adjustments to Workforce, Transfers, and Non-Labor plans
- ✦ Review copy positions 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

❖ 14.05 Invalid FOPs

- ❖ Review invalid FOPs and move/remove plan

❖ 15.01 Unrestricted Balancing

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

❖ 15.03 - Restricted Fund Balance

- ❖ Modify “Show/Hide” to Level PI Division Fund Type #
- ❖ **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

Net Operations

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

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

Find... Training - CP FY24 Reset Show / Hide

Training Data

	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
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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	-	-	-	-	-	-	-	-

SS PI 4 FOPA #: Restricted

Levels

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

Items

Find...

Select all below

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

Clear all **Apply**

Restricted Funds

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

Step 2: Click the Apply button

Forecast

Run Reports – Final Forecasting Steps

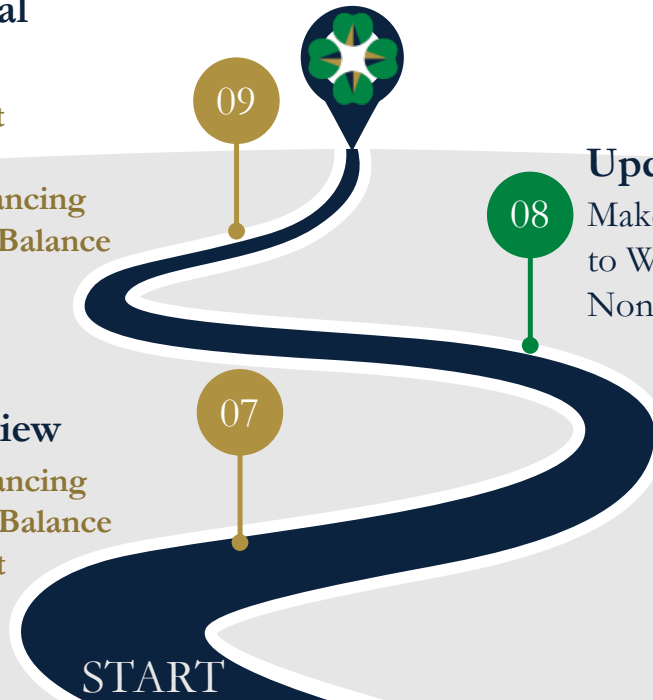
- ❖ 02.04 LD Management
- ❖ 14.05 Invalid FOPs
- ❖ 15.01 Unrestricted Balancing
- ❖ 15.03 Restricted Fund Balance

Run Reports – Review

- ❖ 15.01 Unrestricted Balancing
- ❖ 15.03 Restricted Fund Balance
- ❖ 02.04 LD Management
- ❖ 14.05 Invalid FOPs

Update Plans

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



● Run Reports

● Review and Update Plan

07

Run Reports – Review

✿ 15.01 Unrestricted Balancing*

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

✿ 15.03 Restricted Fund Balance*

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

✿ 02.04 LD Management Filter for “incomplete” labor distributions

✿ 14.05 Invalid FOPs

✿ Review invalid FOPs and move/remove plan

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

02.04 LD Management

< 02.04 - LD Management Training - WFP

Training Data

Find...

	Status	Fund	Organization	Account
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White, Lindsey (S90338-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64020 - Staff-Service
Gallegos, Myra (S98673-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Groom, Apolonia (S96967-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Busse, William (S95566-01)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Salisbury, Keith (S98142-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Bridges, John (S97623-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Christopher, Idella (S99930-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Mackenzie, Debra (S97175-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Todd, Ann (S98410-00)	Submitted			
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McMinn, Benny (S95459-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Cole, Dennis (S99412-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64010 - Staff-Administrative
Cash, Margaret (S90339-00)	Submitted			
100000-40000-40000	Submitted	100000 - Educational and General	40000 - University Press	64020 - Staff-Service

Filters

Status

Equal to

Unsubmitted X

Incomplete X

Select a new column or row to add another filter

Remove all filters

Apply

14.05 Invalid FOPAs

Apps

Continuous Plan

04. Self-Service Administration / 14.05 - Invalid FOP Clean-Up

14.05 - Invalid FOP Clean-Up





Non-Labor Input
- Unrestricted



Non-Labor Input
- Restricted



Workforce Plan



Transfers

Invalid FOP w/ Plans

	PI 1 Division by Fund Type	FLAT Organi...	FLAT FOPA	Unrestricted
374398-28019-4000...	HJ - Dean Hershburgh Libraries & NO Press	28019...	374398-28019-4000...	☐

Non-Labor - Planned Accounts

	Any Plans: Editable Accounts	Any Plans in Planning Months
81071 - Funding Transfer-Out	☐	☐
81072 - Funding Transfer-In	☐	☐
8100 - Faculty	☐	☐
6300 - Post-Doctoral	☐	☐
6300 - Graduate Student	☐	☐
64010 - Staff-Administrative	☐	☐
64040 - Staff-Temporary/Seasonal	☐	☐
65000 - Benefits	☐	☐
65080 - Medical	☐	☐
71171 - Advertising	☐	☐
71177 - Web Design and Services	☐	☐
72153 - Lectures	☐	☐
72158 - Professional Consulting	☐	☐
72001 - Supplies	☐	☐
72011 - Books	☐	☐
72191 - Food-Office/Dept	☐	☐
72192 - Employee Meals	☐	☐

PI 4 FOPA #: No Items

Training Data

21

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 1st
 - ❖ Staff S1, S2 = Beginning of 3rd 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

05

Update Plans

- ✦ Make any necessary adjustments to Workforce, Transfers, and Non-Labor plans
- ✦ Review copy positions 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.”
- ✦ Update any Invalid FOPs
 - ✦ Review Invalid FOPA clean-up review and move or delete plans to valid FOPA

09

Run Reports – Final Forecasting Steps

❖ 02.04 LD Management

- ❖ Filter for “incomplete” labor distributions

❖ 14.05 Invalid FOPs

- ❖ Review invalid FOPs and move/remove plan

❖ 15.01 Unrestricted Balancing

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

❖ 15.03 Restricted Fund Balance

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

Find...

Training Data

	Total Resources	Labor	Non-Labor	Total Expenditures	Net Operations
HJ - Director of Hesburgh Libraries	18,178,195	3,518,113	420,024	3,938,837	14,240,058
100000-28120 - Hesburgh Libraries	16,729,660	3,148,794	329,112	3,477,007	13,251,754
100000-28120-40000 - Hesburgh Libraries-Academic Support	16,729,660	3,148,794	329,112	3,477,007	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	460,390	988,305
100000-40000-10000 - University Press-Instruction	183,456	-	989	989	182,467
- 100000-40000-10000 - University Press-Instruction-Default	183,456	-	989	989	182,467
100000-40000-40000 - University Press-Academic Support	1,265,079	369,319	89,922	459,342	805,838
- 100000-40000-40000 - University Press-Academic Support-Default	1,265,079	369,319	78,271	447,390	817,489

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

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

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

Step 2: Click the Apply button

Restricted Funds

- Should have a positive ending fund balance

	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	56,55	4,245,939
340018-28120 - Incentive Surplus Univ Library	-	-	4,117,933	4,117,933	55,505	750	56,55	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	

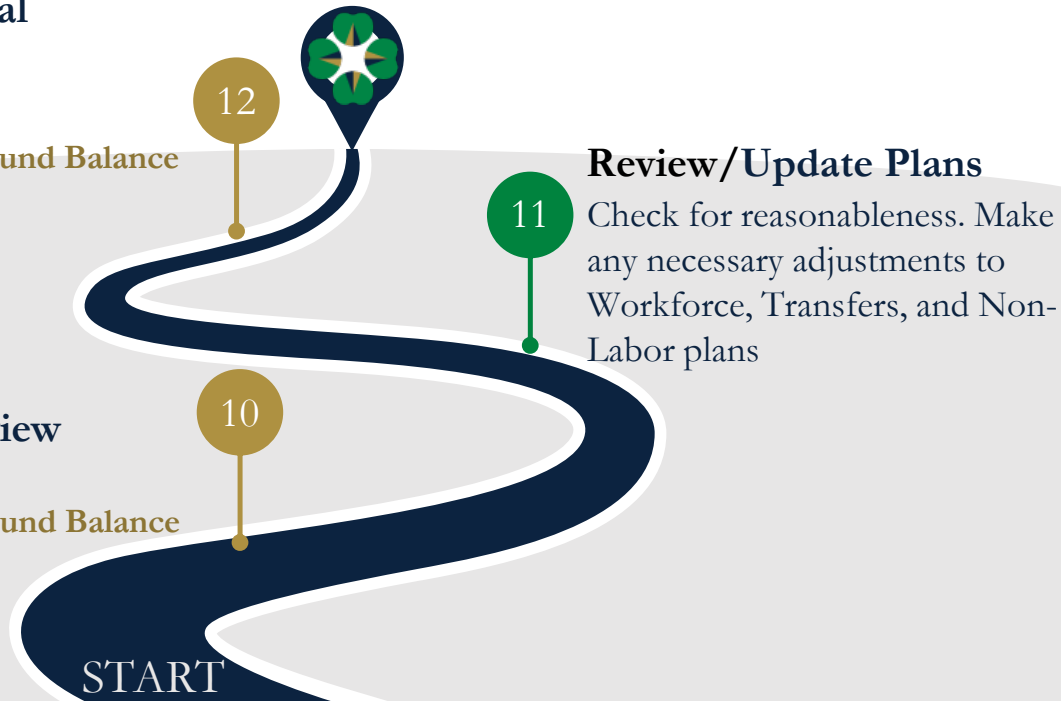
Multi-Year

Run Reports – Final Forecasting Steps

- 15.22 Multi-Year
- 15.18 Restricted End Fund Balance

Run Reports – Review

- 15.22 Multi-Year
- 15.18 Restricted End Fund Balance



- Run Reports
- Review and Update Plan

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

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

