

EPM User Guide Digest

Updated 2/1/2019



Budget Input
➔

Revenue & Expense Planning
Speed Budgeting

Required Reports
↔

**Double-click to open reports and templates*

Fund Summary	HCI	SA&AS
SVPAA Recurring Comm		
5-Year Comparison	HCI	SA&AS
New Funding Request		
Multi-Year Budgeting		
How to Lock Org's		

Budget Reports
↔

Analysis Reports
BREC Report

Actual Reports
↔

Variance Report Workbook
Actual Reports

INFORMATION

EPM Schedule

EPM will be available daily from 6 am until midnight except Saturday which is available 8:30 am to midnight.

Activities or projects need to be added in PeopleSoft by Thursday in order for them to be added to EPM each Saturday night.

Visit www.obia.utah.edu/epm for the following:

- Registering for Training Classes
- SVPAA Budget Guidelines
- Updated Budget Calendar
- EPM User Guide
- EPM Security Access Form
- Training & Reference Material Resources

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A brief overview and introduction to the EPM tool

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What's New in EPM this Budget Cycle 2019-20?

Speed Budgeting Tools

The speed budgeting tools have been slightly enhanced while new tools for faster data entry and reporting have been created. The universal data entry template is a new tool which allows users to simply copy and paste information from a shadow system into EPM and save across multiple activities at once. Another template, Rev/Exp by Org, affords the user the opportunity to view all activities and projects that roll up to an org at once and to subsequently make updates to existing accounts throughout. Another template allows a user to more quickly refresh data found in the revenue and expense template. Finally, a new template has been created to help users export Revenue/Expense templates, up to 100, to use for distribution, saving or other potential uses. More information can be found on page 8 or go explore.

Analytic Tools

Several tools have been created to assist the users in drilling down and reviewing the detail found on the required reports. The fund summary one time report shows one time entries that roll up to an org while the fund summary by org report gives the user the option to look at the fund summary with orgs/activities in mind. Several similar reports allow users to understand quickly what orgs/activities/accounts are influencing the numbers found on the required reports.

New Funding Template Revised

If you used the new funding template last year, you may remember the necessity of saving data one activity at a time. The template can now accommodate saving to any activity and is not constrained to one activity per submission.

Common Functionality Found on Templates and Reports

(A Visual Reference - See Q&A on the Next Page)

Q1 - Budget and Analysis Summary

ACTIVITY	No_ACTPROJ	No Activity of Project
FISCAL YEAR	2019	FY 2019

Q2 - Activity/Project Summary

Activity/Project	No_ACTPROJ	No Activity Or Project
FISCAL YEAR	2018	FY2018-19 Budget Requests

Q3 - Budget and Analysis Summary

ACTIVITY	00005791	BUDGET AND ANALYSIS
FISCAL YEAR	2019	FY 2019

Q4 - Member Selector - ActivityProj

Hierarchy | Filter by Properties | Display

BUORG_100001 - Parent for PRESIDENT:

- 215 | BUORG_100285 - Parent for VP FOR BUDGET AND PLANNING
 - 1 | ACTIVE_BUORG_100285 - Active ActivityProjs for VP FOR BUDGET
- 6 | BUORG_100287 - Parent for SPACE PLANNING & MANAGEMENT
- 109 | BUORG_100696 - Parent for VP FOR BUDGET & PLANNING-OF
 - 101 | BUORG_100286 - Parent for BUDGET AND ANALYSIS
 - 64 | ACTIVE_BUORG_100286 - Active ActivityProjs for BUDGE
 - 00001520 - TA COMPUTING FEE REDUCTION
 - 00001640 - DATA PROCESSING FUNDING SOURCE
 - 00001774 - DEVELOPMENT STABILIZATION
 - 00003855 - MCMURRIN PROFESSORSHIP
 - 00005399 - ADMISSION APPLICATION FEE
 - 00005403 - WICHE AND WUE

ActivityProj \ ALL_ACTPROJ - All Activities & Projects \ BUORG [OK] [Cancel]

Q5 - Display Data

Q6 - Save

Q7 - Print

Q8 - Navigation icons: Navigate, Close Window, Quit EPM, Help

Q9 - Save PDF File As dialog

File name: Fund Summary9.pdf
Save as type: PDF files (*.PDF)

Name	Date modified	Type	Size
2017-2018 Budget Advisory Committee	4/26/2017 2:25 PM	File folder	
2017-2018 President Budget Submissions	6/8/2017 4:20 PM	File folder	
Ambra	11/29/2017 7:25 AM	File folder	
AVP Finance	11/28/2017 8:27 AM	File folder	
DID - Reverse Transfer - RP	11/21/2017 12:35 ...	File folder	
EPM	10/4/2017 12:38 PM	File folder	
FINAL ACCREDITATION	8/21/2015 12:32 PM	File folder	
FY18BudgetDataUploads	6/9/2017 11:49 AM	File folder	
Mark & Ethan Shared Box Folder	8/9/2017 3:46 PM	File folder	
Optional Finance Assignment	4/12/2016 5:21 PM	File folder	
PHD	10/6/2017 11:19 PM	File folder	
01406 FY16 Budget - EPM (9-15-17).pdf	9/15/2017 3:43 PM	Adobe Acrobat D...	87 K
01406 FY17 Budget - EPM (9-15-17).pdf	9/15/2017 3:44 PM	Adobe Acrobat D...	87 K

Q&A for Common Functionality Found on Templates and Reports

Q1. The template or report is blank upon opening, why? Where is the data?

Remember, all reports and templates will not initially display data. You will be required to enter in a related org, activity, fund and other criteria as necessary and then click the "display data" button to show data. Don't forget that org's and activities require a particular format, read further below.

Q2. How do you select the org or activity you want to see in the template or report?

Find the yellow input cell, typically found at the upper left corner of the report or template. To display data, each template or report will require you to insert the org or activity that you would like to display. Insert them in the proper format, then click "display data." See the next question to understand the correct format.

Q3. How should I format my activities, projects and orgs so that the reports and templates function correctly?

Please note, to "display data," the user must first insert an org, activity or project in the correct format. Orgs must have a "1" inserted before the five digit number like this -- "1xxxx" -- while activities must have 3 zeroes "000xxxx" inserted before the activity number. Projects do not require any numbers preceding the 8 digits. If you can remember this formatting, you can manually insert the org/activity by using the ten key. You can also use the look up functionality which will automatically insert the correct format for you, see the next question for the lookup function (see the next question).

Q4. How can I find a list of my activities, projects or orgs that I have been granted access to select from?

If you double-click the yellow input cells for activities, orgs, funds, etc. a dialogue box should appear. This shows you a list of all activities, projects, and orgs you have access to. You can use the binoculars or "find" function to do a quick search to find what you are looking for. If you have a parent org, children will typically be grouped (+) with the parent and that goes for activities and projects that roll up to an org. You may have to increase the size of the dialogue box to see all relevant information. Groupings have a (+) in front of the org. Look for the (+), click it to ungroup the children that roll up to the org. Also, you can use the "Display" function to switch between seeing solely descriptions, ID's or both.

Q5. I have my activity, project, or org inserted, how do I display data now?

All templates and reports use the same button, click "Display Data" when you have inserted the org, activity, project and other criteria and are ready to visually see data. If you have entered in data erroneously and perhaps notice errors, close the report/template and re-open it again for a fresh start.

Q6. How do I print a report or template?

Most templates or reports should be print ready, however, don't hesitate to use Excel to customize the print area, margins, etc. to fit your needs. Most, if not all, reports have a "print" button that you can click to facilitate printing. You can also utilize Excel, File → Print.

Q7. Can I save a template/report to PDF? What about this box.utah.edu component I've heard about?

Yes, and now there is a way to make it easier than in times past but it requires some setup. In the past you may recall that due to the security complexities of the Citrix environment, you were required to go through a few extra steps to export your file outside of Citrix. However, now, if you setup your box.utah.edu account correctly, you can save PDF documents directly to your university box account and in turn, you can have direct access to your saved PDF's if you map your box to your collection of mapped drives. Directions on how you can setup your university box account can be found on the EPM website. You may have to work with your IT professional to get this initially setup.

Q8. Can I open two or more of the same or different reports or templates simultaneously?

Yes, you can open and re-open multiple versions.

Q9. What about that Navigation/Close Window/Quit EPM/Help toolbar, what does it do?

Use the "Navigate" button to switch between reports or templates. Use the "Close Window" button to close the window of the current active screen. Click the "Quit EPM" button to do just that. Choose the "Help" button to go to the EPM website.

Revenue & Expense Planning Template

No. ACTPROJ No. Act/Inl. DI Proj/act

Org: _____
 Fund: _____
 Level: Budgeting at the Act/Proj/Level



Account	Description	Budget Spread	One Time Y / N	FY 2016 Actual Total	FY 2017 Actual 10/1-DEC	FY 2017 Projected Jan-Jan	FY 2017 Forecast	FY 2017 Budget Total	FY 2018 Budget Total	Variance Amount	Variance Percentage	Comments
Revenue & Transfer In												
	Subtotal Revenue			0	0	0	0	0	0	0		
	Subtotal Transfer In			0	0	0	0	0	0	0		
Subtotal Revenue & Transfer In				0	0	0	0	0	0	0		
Personnel Expense												
	Subtotal Salary & Wage Expense			0	0	0	0	0	0	0		
	Subtotal Benefit Expense			0	0	0	0	0	0	0		
Total Personnel Expense				0	0	0	0	0	0	0		
Non-Personnel & Transfer Out Expense												
	Subtotal Non-Personnel Expense			0	0	0	0	0	0	0		
	Subtotal Personnel & Non-Personnel Expense			0	0	0	0	0	0	0		
	Subtotal Transfer Out			0	0	0	0	0	0	0		
Total Non-Personnel & Transfers Out				0	0	0	0	0	0	0		
Revenue Less Expenses				0	0	0	0	0	0	0		
Fund Balance				#RFR	#VALUE!	#VALUE!	#VALUE!					

Funds Available Summary		
Ending Fund Balance	#RFR	June 30, 2016
Forecasted Net Income / Loss	-	June 30, 2017
Ending Fund Balance	#VALUE!	FY 2016-17
Budget Net Income / Loss	-	June 30, 2018
Ending Funds (Expected) Available	#VALUE!	FY 2017-18

Revenue & Expense Template (Input Template)

Brief Description:

This template is used to input revenue and expense projections for your area(s), including salaries. It can be used to budget at two levels. The activity/project level (by activity or project) or the fund level (by org & fund). You, the end user, can utilize this template to forecast revenues and expenses for the present fiscal year which, in turn, should automatically calculate the cash balance for June 30th of the current fiscal year. Also, the user can input the budget projections for the next fiscal year and the June 30th cash balance for the next fiscal year should then be subsequently calculated. This information then flows into all other relevant reports, making this, and others similar to it a vital template for the budget process.

Where do I insert the forecast for June 30th of the current fiscal year?

Input data into the column stating "FY 20xx Projected Jan-Jun." The cells in this column should be yellow, meaning input cells.

Where do I insert the budget amounts for the next fiscal year?

Input data into the column stating "FY 20xx Budget Total" which is directly to the left of the "Variance Amount" column.

How do I Save Data?

This is the only template where saving data is possible. Yellow cells that are within this template indicate cells that you can insert and save data. Once you have displayed data on the template the option to save data appears. Click this option to save. This will pull up a dialogue box showing you how many records will be saved, click "Ok" even if the number of records seems unorthodox. Then another dialogue box will appear indicating whether your save was successful or failed. If failed, let the budget office know. If successful, please proceed. The template will refresh, if the data remains, again the save was successful.

How do I budget at the "Fund Level?"

To forecast and budget at the fund level for the current and next year, the user will need to click the light blue cell at the top left corner of the template from "Activity/Project" to "Fund," then insert an org, select a fund and click "Display Data." Activities with the same fund that are budgeted at the activity level should be carved out of the historic totals. Remember data saved at this level will not carry over to PeopleSoft for July 1st.

How to insert a new row for an additional account?

To insert a new row, simply double click the "Insert New Account" button. Then type a valid account ID. You cannot duplicate accounts or insert an account in the wrong section. Upon re-expansion the accounts should re-sort ascending.

How do I budget one time dollars?

Change the default from "N" to "Y" in the "One Time Y/N" column. This mainly effects the Fund Summary line "One Time Revenue and Expenses."

How do I update the budget spread?

First, change the default from "Even" to "Input." Then click on the "Show Budget" box at the top right corner. The cells should now be yellow, signifying input. This can be used to vary the amount from month to month.

What does it mean to budget at the fund or activity/project level?

This means you can budget a group of activities that carry the same fund (2000, 6000, etc.) within one particular org versus budgeting the same activities individually, one by one. Fund 1001 is the exception to this and cannot be budgeting at the fund level.

Can users insert numbers for accounts 49996, 49997, & 49999?

No. The budget office should save & push these numbers to the appropriate activity for the users.

What about 49998?

The user will have to budget benefits. Both income and expense. Account 49998 should always equal account 59000 for 1001 activities.

Will formulas save?

No. All saved data reverts to values.

No_BUDMG (No Business Unit Org)	E&O STATE		OVERHEAD	DEPT OPER	RESTRICTED/	AUXILIARY	OTHER STATE	USTAR	PLANT	FY 2018 BUDGET	FY 2017	FY 2018 Bud /	FY 2017 BUDGET	FY 2016 ACTUAL
	1001	2000	2300	0700	6000	FUNDS	6300 & 6301	6302	7000-7300	TOTAL	FORECAST	FY 2017 Bud / % CHANGE	TOTAL	TOTAL
REVENUE														
REVENUE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SVP RECURRING COMMITMENTS	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
BASE FUNDING (NPS)	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
BASE FUNDING (PS)	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
REIMBURSED STATE BENEFITS	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
TRANSFER IN	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
EXPENDITURE RECOVERY	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
EXPENSE														
FACULTY	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
SALARY STAFF	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
HOURLY STAFF	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
TRAINEE	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
TOTAL SALARIES AND WAGES	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
BENEFITS	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
TOTAL PERSONNEL EXPENSE	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
CONSULTANTS	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
INSURANCE	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
SCHOLARSHIPS/FELLOWSHIPS	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
SPACE RENTAL	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
SUBCONTRACTS	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
SUPPLIES	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
TRAVEL	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
UNIVERSITY SERVICES	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
NET OTHER TRANSFERS OUT	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
BAID COST	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
TOTAL NON-PERSONNEL EXPENSE	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
TOTAL EXPENSE	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
REVENUE LESS EXPENSE	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
ONE TIME REVENUE AND EXPENSES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
REVENUE LESS EXPENSE W/O ONE TIME REV/EXP	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FUND BALANCE														
June 30, 2016 Actual	-	-	-	-	-	-	-	-	-	-	-	-	-	-
July 1, 2016 thru June 30, 2017 Forecast	-	-	-	-	-	-	-	-	-	-	-	-	-	-
June 30, 2017 Forecast	-	-	-	-	-	-	-	-	-	-	-	-	-	-
July 1, 2017 thru June 30, 2018 Budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-
June 30, 2018 Budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Fund Summary Report - Required Report

Brief Description:

This report is a summarized reflection of the data that was inserted into the data entry templates for a given org. Executive leadership utilizes this report to understand the financial viability of an organizations strategic plan for the next fiscal year. This shows key revenues, expenses and fund balances for a particular org at the parent or child level. The report should automatically hide relevant fund columns that do not have any data showing upon displaying the data. It can be run at an org or activity level. One-time expenses appropriately tagged within the Revenue & Expense Planning template should show up here on the line called "One-Time Revenue & Expenses." This report should show fund level cash balances based upon your data entry.

Can I display data for parent orgs?

Yes, you can. To do so, insert the parent org by including "_PARENT" after the org using this structure "1XXXXX_PARENT" and clicking display data and the report should sum all related children orgs.

Can I toggle or switch between fiscal years?

Yes, you should be able to select and view different fiscal years. Click on the desired year via the fiscal year selector and then "Display Data." When changing between fiscal years or orgs you must afterward click on the "Display Data" each time to refresh the data.

How do I drill down to see the detail behind a number within these reports?

Many reports now have been provided to assist the user in uncovering the detail that sums into the Fund Summary report. They can be found as links in the top right corner of the Fund Summary or in the analytical report section of the menu.

How can I know which accounts roll up to the Fund Summary categories?

The account rollup has been included as a tab in the report allowing users to view how these accounts rollup to each line item.

SVPAA Recurring Commitment Report

BUORG	No_BUORG	No Business Unit Org
Fiscal Year	2019	FY 2019



Display Data **Print**



SVPAA Recurring Commitments Report for: No_Buorg - No Business Unit Org

BUORG	BUORG Description	Activity / Project	Activity / Project Description	Fund	FY18 Budget Total	FY19 Budget Total	% Ovr LY	Comment
TOTAL =					-	-		

BUORG	No_BUORG	NO BUSINESS UNIT ORG
FUND	All_Funds	ALL FUNDS
FISCAL YEAR	2018	FISCAL YEAR 2018

5 YEAR COMPARISON REPORT

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THE UNIVERSITY OF UTAH



Display Data **Print**

FS Pivot Rpt

SELECTED ORG: NO_BUORG - NO BUSINESS UNIT ORG

	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 FORECAST	FY 2018 BUDGET
REVENUE							
REVENUE	-	-	-	-	-	-	-
SVP RECURRING COMMITME	-	-	-	-	-	-	-
BASE FUNDING (NPS)	-	-	-	-	-	-	-
BASE FUNDING (PS)	-	-	-	-	-	-	-
REIMBURSED STATE BENEFIT	-	-	-	-	-	-	-
TRANSFERS IN	-	-	-	-	-	-	-
EXPENDITURE RECOVERIES	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-
EXPENSE							
FACULTY	-	-	-	-	-	-	-
SALARY STAFF	-	-	-	-	-	-	-
HOURLY STAFF	-	-	-	-	-	-	-
TRAINEE	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-
TOTAL SALARIES AND WAGES	-	-	-	-	-	-	-
BENEFITS	-	-	-	-	-	-	-
TOTAL PERSONNEL EXPENSE	-	-	-	-	-	-	-
CONSULTANTS	-	-	-	-	-	-	-
EQUIPMENT	-	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-	-
REPAIRS & MAINTENANCE	-	-	-	-	-	-	-
SCHOLARSHIPS/FELLOWSHIPS	-	-	-	-	-	-	-
SPACE RENTAL	-	-	-	-	-	-	-
SUBCONTRACTS	-	-	-	-	-	-	-
SUPPLIES	-	-	-	-	-	-	-
TRAVEL	-	-	-	-	-	-	-
UNIVERSITY SERVICES	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-
NET OTHER TRANSFERS OUT	-	-	-	-	-	-	-
BAD DEBT	-	-	-	-	-	-	-
TOTAL NON-PERSONNEL EXPENS	-	-	-	-	-	-	-
TOTAL EXPENSE	-	-	-	-	-	-	-
REVENUE LESS EXPENSE	-	-	-	-	-	-	-
FUND BALANCE							
FUND BALANCE AT YEAR END	-	-	-	-	-	-	-

Ungroup (+) for \$ & % Chg

SVPAA Recurring Commitments - Required Report

Brief Description:

This report shows the recurring commitments promised by the SVPAA for a particular org at the base or parent org level. These commitments are saved and pushed out to the relevant areas by the budget office under account code 49996.

What about account 49996?

These commitments should show separately under their assigned activity and org. When using the Revenue & Expense Planning template these individual commitments will be summed together under account 49996. These should also appear on the Fund Summary and 5-Year Comparison reports under the row heading "SVP Recurring Commitments" within the revenue section of the coinciding report. The budget office controls the dollar amount that appears in this area. Any updates to this dollar amount needs to be vetted through the budget office.

5 Year Comparison Report - Required Report

Brief Description:

This report displays 5 years of actual data in addition to the current year forecast and next year budget numbers in a format similar to the Fund Summary report. The report also has the option to switch between fiscal years and fund type. This report is useful to spot reasonable and unhealthy trends and explain year to year variations.

What are those additional tabs? Does this report have charts?

Yes, this report does have two additional tabs which have visual charts. The first tab called, "CHARTS" contains a summary most of the bottom lines of the 5 year comparison. The second tab has one chart that allows the user to select a specific line (i.e. Consultants, Faculty, Revenue, etc.) to visualize.

What about that plus (+) sign at the bottom, what does that do?

Ungroup the bottom to see dollar and percent changes from year to year. This is a recent addition to the report. To ungroup, simply click on the (+) sign at the bottom left side of the screen below "FUND BALANCE AT YEAR END." To re-group, click the (-) sign.

Activity Summary by Org Report

(+) Revenue Detail

(-) Fund Balances

BUORG: **No_BUORG** No Business Unit Org
 FISCAL YEAR: **2018**
 CATEGORY: **BUDGET**

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THE UNIVERSITY OF UTAH

Org Report for: No_Buorg - No Business Unit Org

ORG	ACTIVITY	ACTIVITY DESCRIPTION	FUND	TOTAL REVENUE	SALARIES AND WAGES	BENEFITS	TOTAL PERSONNEL EXPENSE	TOTAL NON-PERSONNEL EXP	TOTAL EXPENSE	REVENUE LESS EXPENSE
Grand Totals				-	-	-	-	-	-	-

FUND SUMMARY PIVOT REPORT

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Pivot Report Filters/Slicers

FS_vs_NFS: 0

FUND: All_Funds

BUORG: **No_BUORG** No Business Unit Org
 CATEGORY: **Budget** Irrent Budget
 TIME: **2019** Fiscal Year 2019

No Business Unit Org - [Budget For Fiscal Year 2019]

Funds	GRAND TOTAL
All_Funds	
#N/A	
#N/A	
#N/A	0
#N/A TOTAL	0
#N/A TOTAL	0
GRAND TOTAL	0

BREC REPORT

BUORG: **No_BUORG** No Business Unit Org
 FUND: **1001** INSTRUCTION AND SUPPORT
 ACTIVITY: **NO_ACTPROJ** NO ACTIVITY OR PROJECT
 FISCAL YEAR: **2018** FISCAL YEAR 2018

Navigate Workbook

Tab 2 MID_YR RPT

SELECTED ORG: No_BUORG - NO BUSINESS UNIT ORG

AREA	ORG	FUND	ACTIVITY	ACTIVITY DESCRIPTIONS	BUDGETED TO BE DISTRIBUTED AS OF FISCAL YEAR 2018				FY 2019 BASE AFTER MID YR BASE CHANGES			
					PERSONNEL 49999	NON PERSONNEL 49997	FY 2018 INITIAL TOTAL BASE	PERSONNEL 49999 MID-FISCAL YEAR BASE CHANGES		NON-PERSONNEL 49997 MID-FISCAL YEAR BASE CHANGES	NEW 49999 PERSONNEL BASE	NEW 49997 NON-PERSONNEL BASE
Grand Totals												

Activity Summary by Org

Brief Description:

This report displays for a given org or parent org, fiscal year and category (i.e. budget, forecast or actuals) a list of activities in a similar format to the Fund Summary. At the top are headings that match the major subtotal lines on the Fund Summary. This report can be effective for balancing after data entry.

Can I see more detail or fund balances?

Yes, the revenue section is the only section that can be broken out into subgroups by clicking the (+) sign at the top "(+ Revenue Detail." You can also see the fund balances per activity by ungrouping at the top right corner of the report "(+ Fund Balances."

Fund Summary Pivot

Brief Description:

This report can provide activity and account detail level data that rolls up to the various numbers found on the Fund Summary. For example, if you would like to know what accounts roll up into an orgs 1001 fund for next years budget under the faculty category, running this report will allow you to drill down into that number and see activities, accounts and amounts related to that number. Since you can use this for any category (i.e. budget, forecast and actuals), it can be very useful.

How do I filter data on this report?

There are two primary slicers or filters on the top right. Use these to filter out funds after you have displayed data for an org. It's important to notice the three notes to the right of the slicers. Initial "FS" in one slicer relates to funds on the fund summary and "NFS" relates to funds not found on the fund summary. You can filter this to show all funds, only those funds found on the fund summary or those not found on the fund summary.

How do I get to the detail again?

Pivot tables are drillable. Simply double-click a number which will pull up a separate tab with the activity and account detail for that number.

BREC Report

Brief Description:

This report was created to help facilitate the annual base budget (fund 1001) reconciliation and incremental increase process between the budget office and the colleges or organizations that receive base or 1001 funds annually. This report allows for historical searches with a year selector and even more vitally, it shows mid-year changes that affect the department or colleges base and the detail surrounding those changes.

What does that Mid-Year Report tab show?

The Mid-Year report was created to show the detail surrounding the changes from the prior year base budget to the present. Once the base is set for a given fiscal year, changes will occur affecting base budgets throughout the fiscal year. The budget office will make these changes or updates throughout the year and these should be reflected in the Mid-Year report. This should help when reconciling with the Budget Office and understanding an areas base budget.

Variance Reporting Workbook Menu

- 1) Fund Summary Pivot Variance Report
- 2) **Summary Variance Report**
- 3) Variance by Fund Report
- 4) Department by Fund Variance Report
- 5) **Fund 1001 Variance Report**
- 6) **Non-Fund 1001 Variance Report**
- 7) **Unbudgeted Activity Report**
- 8) Fund Summary Detail Drill
- 9) Activity by Fund Report

**Grey items are optional reports*
**Red items are required for OBIA variance review*



Insert OrgID & Launch Report

BUORG No Business Unit Org
 FISCAL YEAR FISCAL YEAR 2017
 MONTH JUNE OF 2017

Display Data

** Most of the reports are pivot tables and are drillable by double-clicking on the numbers*



BUORG No Business Unit Org
 TIME FISCAL YEAR 2017

PIVOT REPORT

Display Data **Print**

No Business Unit Org

ORG	FUND	ACT/PROJ	ACCOUNT	FISCAL YEAR 2017		Difference
				Sum of BUDGET	Sum of ACTUAL	
100153	All_Funds	BUORG_100153	OME_STATEM	0.00	0.00	0.00
100153	All_Funds	BUORG_100153 Total		0.00	0.00	0.00
100153 Total				0.00	0.00	0.00
Grand Total				0.00	0.00	0.00

Pivot Table Filters / Slicers

ORG

100153

FUND

All_Funds

ACT/PROJ

BUORG_100153

ACCOUNT

INCOME_STATEMENT

**Use the filters above to narrow down the results in the pivot table*

Variance Workbook

Brief Description:

Due to the need and request to review variances occasionally at the college level, a workbook was created within EPM that would facilitate this review, particularly created for the budget office. This workbook was made available to all areas to be able to look at variances within their areas in the method and form as the budget office to be able to answer any potential questions that may arise due to that review. There are detailed instructions on how to use the workbook posted on the EPM website.

Act Summary Rev & Exp Pivot

Brief Description:

This report pulls in activity and account revenue and expense budget and actual data for a given org or parent org and performs a difference. This provides a possible way to retrieve and filter through a data dump of information for your area. This also is a quick and easy way of viewing a variance between what you budgeted and actually spent for a chosen fiscal year. The data can be filtered and detail can be drilled down into as this report comes in the form of a pivot table.

What about those filters in the upper right corner?

There are two primary slicers or filters on the top right. Use these to filter out funds after you have displayed data for an org. It's important to notice the three notes to the right of the slicers. Initial "FS" in one slicer relates to funds on the fund summary and "NFS" relates to funds not found on the fund summary. You can filter this to show all funds, only those funds found on the fund summary or those not found on the fund summary.

Multi-Year Projection Input Template

BUORG
FUND

No_BUORG
1001

No Business Unit Org
INSTRUCTION AND SUPPORT

Office of
BUDGET AND INSTITUTIONAL ANALYSIS
THE UNIVERSITY OF UTAH

Display Data

SELECTED ORG: NO_BUORG - NO BUSINESS UNIT ORG

REVENUE	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 FORECAST	FY 2018 BUDGET	FY 2019 PROJECTED	FY 2020 PROJECTED	FY 2021 PROJECTED	FY 2022 PROJECTED
REVENUE	-	-	-	-				
SVP RECURRING COMMITMENTS	-	-	-	-				
BASE FUNDING (RFP)	-	-	-	-				
BASE FUNDING (PS)	-	-	-	-				
REIMBURSED STATE BENEFITS	-	-	-	-				
TRANSFERS IN	-	-	-	-				
EXPENDITURE RECOVERIES	-	-	-	-				
TOTAL REVENUE	-	-	-	-	-	-	-	-
EXPENSE								
FACULTY	-	-	-	-				
SALARY STAFF	-	-	-	-				
HOURLY STAFF	-	-	-	-				
TRAINEE	-	-	-	-				
OTHER	-	-	-	-				
TOTAL SALARIES AND WAGES	-	-	-	-	-	-	-	-
BENEFITS	-	-	-	-				
TOTAL PERSONNEL EXPENSE	-	-	-	-	-	-	-	-
CONSULTANTS	-	-	-	-				
EQUIPMENT	-	-	-	-				
INSURANCE	-	-	-	-				
REPAIRS & MAINTENANCE	-	-	-	-				
SCHOLARSHIPS/FELLOWSHIPS	-	-	-	-				
SPACE RENTAL	-	-	-	-				
SUBCONTRACTS	-	-	-	-				
SUPPLIES	-	-	-	-				
TRAVEL	-	-	-	-				
UNIVERSITY SERVICES	-	-	-	-				
OTHER	-	-	-	-				
NET OTHER TRANSFERS OUT	-	-	-	-				
BAD DEBT	-	-	-	-				
TOTAL NON-PERSONNEL EXPENSE	-	-	-	-	-	-	-	-
TOTAL EXPENSE	-	-	-	-	-	-	-	-
REVENUE LESS EXPENSE	-	-	-	-	-	-	-	-
FUND BALANCE								
FUND BALANCE AT YEAR END	-	-	-	-	-	-	-	-

BUORG
FUND

No_BUORG
1001

No Business Unit Org
INSTRUCTION AND SUPPORT

Office of
BUDGET AND INSTITUTIONAL ANALYSIS
THE UNIVERSITY OF UTAH

Save

FY2020 New Funding Commitment Requests Input Form

* No Display Data Click Required to Refresh Data - This Template Solely Saves Data

1	Org #	Org Description	Transfer of Funds Activity	Goals	\$ Salary & Wages	\$ Benefits	\$ Non-Personnel	New Funding \$ Total	\$ Match	Short Distinct Description of Request	Budget Priority	Time Frame Type	Fund Type Usually 1001 or 2500	Final P of Fundr
2														
3														
4														
5														
6														
7														
8														
9														
0														
1														
2														
3														
4														
5														
6														
7														
8														
9														
0														

Multi-Year Budgeting Template

Brief Description:

This multi-year budgeting template has been developed so as to provide central leadership with an idea of an organizations 5 year strategic financial plan. This template mimics the 5-Year Comparison and allows the user to save information at a summary level. That's a vital point to remember regarding this template. It allows the user to save numeric information at the summary level of the 5-Year Comparison categories (Revenue, SVPAA Recurring Commitments, Faculty, Benefits, Equipment, etc...) and does not require users to budget at the activity level. This template requires the user to budget information at the "Org" and "Fund" levels within each Fund Summary category. Once information has been inserted, there are charts available in other tabs to help visualize an organizations financial plan for several years.

Can I save data at the Parent Org level in this template?

The user shouldn't be able to save data to a parent org. The user should be allowed to save data only to a base level org (child org - 1xxxx) and should not be able to save information to a parent org (1xxxx_Parent). This is an important point to note as the user ventures to use this template.

Can you tell me more about the different tabs?

There are four tabs total within this workbook. The first tab allows the user to select an org and fund and subsequently insert 4 additional years of budget information (beyond what was already done at the activity or fund level already) and save. The "Rpt" tab allows the user to display data for Parent Org's and selected funds. The "Charts" tab shows table and chart information connected to the "Rpt" tab, when data is displayed for an Org. The FS Crosswalk shows which account codes roll up to which categories found on the Multi-Year Input and Report tabs.

New Funding Request Template

Brief Description:

This template was created to gather, centrally, all the new funding requests from the organizations around campus. It allows users to save these requests in the format that the budget office requires to appropriately evaluate and review them. It also has a report that allows users to display saved requests, showing the amount and date approved for a particular org or parent org.

Any particular nuances to be aware of about this template and report?

Yes. The first tab is the input tab. This tab allows the user to insert and save new funding requests. It now allows a user to save in multiple activities at once. The areas that are highlighted yellow require information while the other areas that are not yellow should automatically populate. The headings contain helpful hints in the form of comments for the user to understand what needs to be inserted into the yellow input cells. The Report tab allows a user to display data or new funding requests for a particular org or parent org. The third tab is a business case template. This cannot be saved to EPM but exists for users to use directly within EPM or copy and paste into Excel outside of EPM for their use.

New Reports & Templates for 19-20

Universal Data Entry

This allows a user to save data across multiple activities or projects at once from a shadow system or just save data in general into EPM. It does not refresh data but only saves.

Rev/Exp by Org Data Entry

This allows users to view activities and projects for an entire org at the parent or child level and make changes to existing activities or projects but not add any new lines.

Rev/Exp by Activity

This template has three different reports. One mimics the revenue and expense template and refreshes more quickly. The other two are similar except refresh even more quickly and has summary information at the bottom.

Rev/Exp Export

This gives users the ability to export revenue and expense planning templates outside of citrix to possibly distribute as desired. A user can insert up to 100 activities to sequentially expand.

Rev/Exp by Org

This is a mirror image of the Rev/Exp by Org Data Entry template, only now, it is a much faster report.

FS One-Time Report

This displays one-time entries made throughout an org or parent org.

FS by Org

This report can show orgs and activity level detail for the fund summary. It's a pivot table so it's drillable.

FS Fund Balance by Org

This shows fund balance information directly related to the fund summary fund balances - broken out by org.

5 Yr Comp by Org

This report is a pivot table that mirrors the 5 year comparison report and is drillable to the org, activity and account.

Multi-Yr Org Report

This report, as other reports before noted, reveals the org detail found within the multi-year by org report.