

EPM User Guide Digest

Updated 2/18/2020



Budget Input ↗	Revenue & Expense Planning		Budget Reports ↔	Analysis 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 the EPM website via www.obia.utah.edu for the following: <ul style="list-style-type: none"> • EPM Training Information • SVPAA Budget Guidelines & Materials • Budget Calendar • EPM User Guide • EPM Security Access Form • Training Resources
	Speed Budgeting			BREC Report		
Required Reports ↔	Fund Summary	HCI SA&AS	Actual Reports ↔	Variance Report Workbook		CONTACTS Office of Budget & Institutional Analysis Ethan Hacker 7-3756 ethan.hacker@utah.edu Sharayne Farnsworth 5-7956 sharayne.farnsworth@utah.edu Sandy Hughes 1-6455 sandy.hughes@utah.edu
	SVPAA Recurring Comm			Actual Reports		
	5-Year Comparison	HCI SA&AS				
	New Funding Request					
	Multi-Year Budgeting					
	Faculty Promotions					

*Double-click to open reports and templates

A brief overview and introduction to the EPM tool

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What's New or Updated in EPM this Budget Cycle 2020-21?

○ **New: Faculty Promotions - Required Report**

The faculty promotions template was added to the main menu this year. The faculty promotions template is locked down so that only certain users can save data to the system using this template. If you find that you can't save data, that may be the reason.

○ **New: EPM Pre-population**

We have introduced a new approach to facilitating your budget completion which we call "pre-population." This means we have pre-loaded data into forecast 2020 and budget 2021 sections of your overall projections. When you open a report or template within EPM and display data for an org or activity within your area you should notice that in nearly all cases there should already be data saved to your forecast 2020 and budget 2021 due to this new approach. Due to this pre-population, it is essential that areas review their information for accuracy, completeness and so on.

○ **Updated: New Funding Template Revised**

This template has undergone considerable reconstruction since last year. Nevertheless, the columns should be relatively the same as those from the prior year. There are a couple of new columns that should be noted. It should be much easier to use this year. However, it should be noted that the template has been restricted, similar to the Faculty Promotions template, to only a limited number of users. It should not allow users who are not on a pre-approved list to save data.

○ **Multi-Year Template - Enhancements**

A few options have been added to this template/report to allow the user to populate the data based on a simple percent increase formula. These options are found to the upper right of the template on the "input" tab. These are explained in more detail in the "input" tab next to the action buttons in a section called, "Information on Action Buttons." Also, the assumptions or "A Form" tab has been updated to allow users to save their comments to a single org (not a parent org).

○ **Universal Data Entry - Enhancements**

This template returns with a few updates. Several columns have been moved to facilitate better copy and pasting of data. Also, last year, this template saved forecast and budget information simultaneously, whether or not the user had information in budget or forecast. This has been updated so that the template saves the data independently. Users should be able to save data for solely budget without effecting forecast and vice versa.

○ **Deleted the "How to Lock an Org" template**

This was historically a so-called "required report," however it wasn't really a report at all. It was simply information to tell users how to lock an org in EPM for their organization. If you need to lock an org in EPM to not allow any further changes to occur, please email the budget office and they will help you do so.

3 Steps to the EPM Main Menu

Step 1. Assess Citrix Receiver/Workspace

Citrix Installation Resources

- University Help Desk (7-6000)
- UofU Pulse Install Citrix Guidance (Linked)
- Citrix Receiver Installation via UofU website (Linked)

Does your computer have a compatible version of Citrix Receiver installed? Your computer should have a compatible version of Citrix Receiver installed for the EPM icon to launch properly.

Contact the Help Desk at 7-6000 with Citrix Receiver Client issues or installation assistance.

FYI...Downloading "Citrix Workspace" is now encouraged

Step 2. Log into the Citrix Portal

Insert Citrix Portal URL into

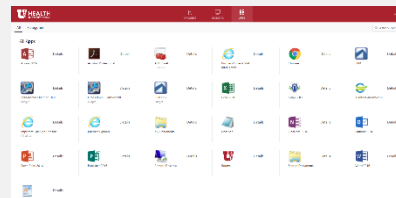
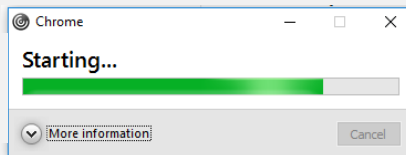
URL: access.med.utah.edu



= UNID & PWRD SAME AS CIS

Step 3. Find & Click EPM Icon

After Clicking EPM, should see this "Starting" screen pop up...



Nothing popping up after patiently waiting? Contact the Help Desk at 7-6000

Arrival

Ignore this Screen (Click "X" or "Close")



Common Functionality Found on Templates and Reports

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

Q1 (Top Left): Data entry form for Activity/Project. Fields include: ACTIVITY (No_ACTPROJ), FISCAL YEAR (2019), and No Activity Or Project (FY 2019).

Q2 (Top Left): Data entry form for Activity/Project. Fields include: Activity/Project (No_ACTPROJ), FISCAL YEAR (2018), and No Activity Or Project (FY2018-19 Budget Requests).

Q3 (Top Right): Data entry form for Budget and Analysis. Fields include: ACTIVITY (00005791), FISCAL YEAR (2019), and BUDGET AND ANALYSIS (FY 2019).

Q4 (Middle Left): EPM - Member Selector - ActivityProj dialog. Shows a hierarchy of BUORGs under 'BUORG_100001 - Parent for PRESIDENT:'. The selected item is '64 | ACTIVE_BUORG_100286 - Active ActivityProjs for BUDGE'. Below the list are fields for 'ActivityProj \ ALL_ACTPROJ - All Activities & Projects \ BUORG' and 'OK'/'Cancel' buttons.

Q5 (Middle Right): Red button labeled 'Display Data'.

Q6 (Middle Right): Red button labeled 'Save'.

Q7 (Middle Right): Red button labeled 'Print'.

Q8 (Middle Right): A toolbar with icons for 'Navigate', 'Close Window', 'Quit EPM', and 'Help'.

Q9 (Bottom Right): 'Save PDF File As' dialog. Shows the file path 'This PC > Box (I:)', a list of folders and files, and the file name 'Fund Summary9.pdf' with 'Save as type' set to 'PDF files (*.PDF)'. A red arrow points from the 'Box (I:)' folder in the dialog to the 'Box (I:)' folder in the file explorer.

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.

Q3. 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. These input cells usually contain a word such as "No_ActProj" or "No_BUORG." 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.

Q4. 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 -- "1xxxxx" -- while activities must have 3 zeroes "000xxxxx" 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).

Q5. 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 containing "No_ActProj" or "No_BUORG" for activities, orgs, etc. a dialogue box should appear. This should show you a list of 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.

Q6. I have my activity, project, or org inserted, how do I display data now?

All templates and reports should 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.

Q7. 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.

Q8. Can I save a template/report to PDF?

Yes, and this year it has been made much easier for users. Users should be able to save the reports/templates directly to their desktop from Citrix/EPM. This requires no additional setup simply to create a PDF. Exporting Excel spreadsheets, on the other hand, may require additional setup such as using a box account.

Q9. Can I open two or more of the same or different reports or templates simultaneously?

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

Q10. 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.

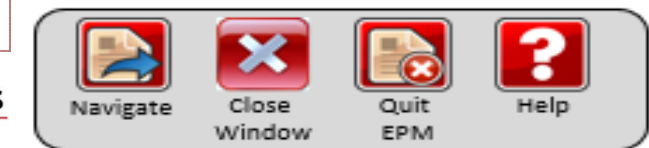
***The questions numbered on this page, when relevant, are connected to the numbering found on the preceding image.**

Revenue & Expense Planning Template

HCI Add-in
 Activity/Project
 Activity/Project NO_ACTPROJ No Activity Or Project

Display Data Save Data

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



Account	Description	Budget Spread	One Time Y / N	FY 2019 Actual Total	FY 2020 Actual JUL-DEC	FY 2020 Projected Jan-Jun	FY 2020 Forecast	FY 2020 Budget Total	FY 2021 Budget Total	Variance Amount	Variance Percentage	Comments
---------	-------------	---------------	----------------	----------------------	------------------------	---------------------------	------------------	----------------------	----------------------	-----------------	---------------------	----------

Show Actual Show Forecast Show Budget

Revenue & Transfer In

Q13

Insert New Acct

Subtotal Revenue 0 0 0 0 0 0 0 0

Insert New Acct

Subtotal Transfer In 0 0 0 0 0 0 0 0

Subtotal Revenue & Transfers In 0 0 0 0 0 0 0 0

Personnel Expense

Insert New Acct

Subtotal Salary & Wage Expense 0 0 0 0 0 0 0 0

Insert New Acct

Subtotal Benefit Expense 0 0 0 0 0 0 0 0

Total Personnel Expense 0 0 0 0 0 0 0 0

Non-Personnel & Transfer Out Expense

Insert New Acct

Subtotal Non-Personnel Expense 0 0 0 0 0 0 0 0

Subtotal Personnel & Non-Personnel Expense 0 0 0 0 0 0 0 0

Insert New Acct

Subtotal Transfer Out 0 0 0 0 0 0 0 0

Total Non-Personnel & Transfers Out 0 0 0 0 0 0 0 0

Revenue Less Expenses 0 0 0 0 0 0 0 0

Fund Balance

Q16

Funds Available Summary	
Ending Fund Balance	June 30, 2019
Forecasted Net Income / Loss	June 30, 2020
Ending Fund Balance	FY 2019-20
Budget Net Income / Loss	June 30, 2021
Ending Funds (Expected) Available	FY 2020-21

Revenue & Expense Planning 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 subsequent June 30th cash balance for the next fiscal year should then be calculated. This information then flows into other relevant reports, making this, and others similar templates vital to data entry in the budget process.

Q2. 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 indicating that they are input cells.

Q3. 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.

Q4. How do I Save Data?

This is one of a few templates where saving data is possible. Yellow cells typically 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 should refresh, if the data remains, this refresh can validate that the save was successful.

Q5. 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 management reports for July 1st.

Q6. 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.

Q7. 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."

Q8. How do I update the budget spread or change the month to month 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.

Q9. 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.

Q10. Can users insert numbers for accounts 49996, 49997, & 49999 for fund 1001 activities?

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

Q11. What about 49998 for 1001 activities?

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

Q12. Will formulas save?

No. All saved data reverts to values.

Q13. Can I insert new accounts?

Yes. Double-click the "Insert New Acct" cells and this will allow the user to insert a new account number along with coinciding forecast and budget data.

Q14. What about those columns that contain actuals, forecast, budget and variance information?

Several columns contain information that should help you to forecast, budget and observe variation. The actuals should be based upon June 30th amounts from the prior fiscal year while the forecast amounts from July to Dec should be actuals as of December 31st of the current fiscal year by account code. The budget from the prior fiscal year should equal the amount that was entered and saved into EPM during the previous year. The variance column subtracts the next year budget from the forecast total. The percent variance takes the variance just mentioned and divides it by the forecast.

Q15. What is the funds available summary?

This area of the template attempts to show how an activity/project fund balance computes for June 30th for the next fiscal year given the data presently found in the forecast and budget columns.

*The questions numbered on this page, when relevant, are connected to the numbering found on the preceeding image.

No_BUORG (No Business Unit Org)	8&D STATE	DEPT OPER	OVERHEAD	DEPT OPER	RESTRICTED/	AUXILIARY	OTHER STATE	USTAR	PLANT	FY 2018 BUDGET	FY 2017	FY 2018 BUD/	FY 2017 BUDGET	FY 2018 ACTUAL
	1001	2000	3500	OTHER	6000	4900-4917	6500 & 6501	6502	7000-7500	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/ELLOWSHIPS	-	-	-	-	-	-	-	-	-	-	-	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%	-	-
BAO DEBT	-	-	-	-	-	-	-	-	-	-	-	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

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?

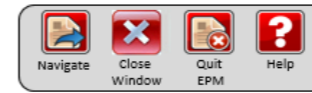
Many reports now have been provided to assist the user in uncovering the detail that sums into the Fund Summary report. They can be found as links in the top right corner of the Fund Summary or in the analytical report section of the menu.

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

Office of BUDGET AND INSTITUTIONAL ANALYSIS
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 COMMITMENT	-	-	-	-	-	-	-
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 EXPENSES	-	-	-	-	-	-	-
TOTAL EXPENSE	-	-	-	-	-	-	-
REVENUE LESS EXPENSE	-	-	-	-	-	-	-
FUND BALANCE							
FUND BALANCE AT YEAR END	-	-	-	-	-	-	-

Ungroup (+) for \$ & % Δ Chg

SVPAA Recurring Commitments

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

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 Business Unit Org
 FISCAL YEAR:
 CATEGORY:

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										

BUDGET - FY 2018

FUND SUMMARY PIVOT REPORT

BUORG: No Business Unit Org
 CATEGORY: Current Budget
 TIME: Fiscal Year 2019

Pivot Report Filters/Slicers

FS_vs_NFS:

FUND:

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

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

BREC REPORT

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

Navigate Workbook

Tab 2 MID_YR RPT

SELECTED ORG: No_BUORG - NO BUSINESS UNIT ORG

BUDGETED TO BE DISTRIBUTED AS OF FISCAL YEAR 2018

AREA	ORG	FUND	ACTIVITY	ACTIVITY DESCRIPTIONS	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	FY 2019 BASE AFTER MID YR BASE CHANGES
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."

What about those other tabs related to fund balances and line item comparison?

One tab has a report that shows fund balances by activity which should tie directly to the fund balance report. The last report shows variation between next year budget, this year forecast, last year budget and prior year actuals by activity as found in the Fund Summary.

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

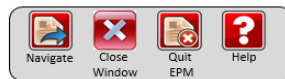


Insert OrgID & Launch Report

BUORG No Business Unit Org
 FISCAL YEAR FISCAL YEAR 2020
 MONTH JUNE OF 2020

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				FISCAL YEAR 2017	FISCAL YEAR 2017	
ORG	FUND	ACT/PROJ	ACCOUNT	Sum of BUDGET	Sum of ACTUAL	Difference
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	FUND	ACT/PROJ	ACCOUNT
100153	All_Funds	BUORG_100153	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.

Rev / Exp 7 Year Trend

Brief Description:

This report allows a user to see a 7 year trend for a given activity or project. It has two reports. The first shows this trend for each fiscal year, and the current fiscal year to date. The next report shows the information by fiscal year to date for each year of the trend.

Varaince Report

Brief Description:

This report brings in a list of activities for an org and shows variances for summary categories such as revenues, salary expenses and non-personnel. It then attempts to apply a method to project cash balances and indicates whether these balances may need reviewing.

Multi-Year Projection Input Template

BUORG FUND	No_BUORG 1001	No Business Unit Org INSTRUCTION AND SUPPORT
---------------	------------------	---

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 (NPS)	-	-	-	-				
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	NO_BUORG	No Business Unit Org
Fiscal Year	2021	Fiscal Year 2021

Display Data Save Print

PLEASE INSERT YOUR BUORG AND CLICK THE 'DISPLAY DATA' BUTTON BEFORE PROCEEDING



FY2021 New Funding Request Form and Required Report

Displaying Data at Org Level: NO_BUORG - No Business Unit Org

Org #	Org Description	Activity for Approved Funds	Goals	Threshold #1 2% of 1001Base	Threshold #2 7% of 1001CF	Expenses for the Request				Funding the Request			Short Distinct Description of Request	Duration of Request	Final FY of Funding	Funding Type	Completeness Check	
						\$ Salary & Wages	\$ Benefits @ 35%	\$ Non-Personnel	\$ Total Expense for Request	Requestor \$ Contribution	University \$ Contribution	\$ Total Funding for Request						
Insert New																		3 items remain incomplete
Grand Totals																		

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.

How should I go about initially refreshing data on this template?

First, before saving data, please insert your relevant org at the highest level and click on "display data." Nothing will appear initially unless you have saved information already that connects to the org. However, this initial refresh will allow EPM to pull in relevant data to populate the two threshold columns.

Can I insert new lines? How so?

Yes. Double-click the "Insert New" cell. This should allow a user to insert as many rows as required.

What are those two new "Threshold" columns?

The threshold columns are new this year to the template. One of the thresholds pulls in 2% of base funds (4999, 49997, 49996) while the other carves out 7% of an org's 1001 fund. These rely on the initial refresh on the correct org to pull in correctly. If a budget request (total dollar request) is found less than these thresholds, they should highlight red. These are one measure indicating possible available resources that a college or area might have at their disposal to pay for relatively small new funding requests.

Do I need to complete all columns before saving?

Yes, this template is structured not to allow a user to save data until each line inserted has each row completed.

Can anyone use this template?

Currently, this template only allows a pre-approved list of unids to save. If a user is not on that list, it will not allow the user to save

BUORG	No_BUORG	No Business Unit Org
Fiscal Year	2021	Fiscal Year 2021

[Display Data](#)
[Save](#)
[Print](#)

FY2021 Faculty Promotions Input Form and Required Report

EMPLOYEE UNID	NAME	HOME ORGID	ACTIVITY	BU	ORG	FUND	ACTIVITY	ACCOUNT	FACULTY PROMOTION	INCREMENT			APPROVED	MOVED TO BASE
										SALARY	BENEFIT	TOTAL		
New Line														
Grand Totals										-	-	-		

SPEEDIER BUDGETING 2.0

ACTIVITY	No_ACTPROJ	No Activity Or Project
FISCAL YEAR	2021	FY 2021
BUORG	NO_BUORG	No Business Unit Org
FUND	NO_FUND	No Fund

[Display Data](#)
[Save](#)





[Insert New Acct](#)

BUORG	FUND	ACCOUNT	ACCOUNT DESCRIPTION	One-Time	FY2019 ACTUAL	FY2020 JUL-DEC ACTUAL	FY2020 JAN-JUN PROJECTED	FY2020 FORECAST	FY2021 BUDGET	Comments
-------	------	---------	---------------------	----------	---------------	-----------------------	--------------------------	-----------------	---------------	----------

Fund Balance	6/30/2019	6/30/2020	6/30/2021
	-	-	-

Summary	Forecast	Budget
1 - Rev	0	0
2 - Pers	0	0
3 - Non-Pers	0	0
Net Inc/Loss	0	0

HCI Add-in

[Show MTM](#)

Faculty Promotions Template

Brief Description:

The faculty promotions template was built to store faculty promotion related information normally distributed to the budget office each year outside of the EPM system. This information can now be captured in the system and tracked from year to year.

Can I save data to any activity in this template?

The user can save to any activity that they have security access to within this template. The user should insert a unit, an activity in which to transfer the funds and select a promotion for the employee. The rest should auto-populate.

How can I insert a new line?

Double-click the "Insert New" text and a new line should appear.

Speed Budgeting Template - More Information in Appendix

Brief Description:

This template was created to decrease the number of seconds required to pull and save data into the Revenue & Expense Planning Template and facilitate a copy, paste and save routine by activity/project. Many of the user friendly features found in the Revenue & Expense Planning Template have been eliminated which slowed it down. However, some validation features still remain to ensure proper data entry. The first tab allows for existing data entry for a selected activity or project. You can toggle between fiscal years but you shouldn't be able to save data (nor should you try) in fiscal years that differ from the present budget cycle at hand. The first time you display data within the template will not be as swift as the 2nd and 3rd times, which should demonstrate much improved speed. The purpose of the second tab "Insert Accts" is to allow the user to copy and paste data en masse for a singular activity. It is also the way to insert new accounts not seen within the first tab, if that is what you prefer to do. In summary, the first tab allows for existing accounts to be changed or updated while the second tab allows for a copy, paste and save data for both lump sums and month to month.

Other Reports & Templates

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 it to the system. This can rapidly expedite data entry.

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 necessarily add any new lines. This input template currently works more efficiently at the department level. It may operate relatively slowly with larger orgs.

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 - See Appendix for additional information

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. If exporting outside of Citrix, a box account may be necessary to export.

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. These one-time entries can be flagged while using the Revenue and Expense Planning or Universal Data Entry report.

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.

Appendix

- A. FIL Personnel Reports for Budgeting
- B. Speed(ier) Budgeting in EPM
- C. Directions for Using the Rev/Exp Export in EPM
- D. Variance Workbook Guide
- E. Exporting EPM Excel Spreadsheets to the Users Desktop
- F. How to set up a Box folder for EPM
- G. Rev/Exp by Org Data Entry - Zero Out Option

Personnel Reports for Budgeting

Several tools or queries exist to help users pull personnel data for their areas of financial responsibility. Below are two primary reports to acquire payroll information for budgeting.

Personnel Reports in D-JOBS

D-Jobs - Log into CIS and Find the Tile called "Dept. Job Summary (D-Jobs). This does not presently have a rollup option.

Personnel Reports in FIL (Financial Information Library) or HRIL (Human Resource Information Library)

FIL - Log into CIS and find the tile called "Financial Information Library" or "Human Resource Library," as both take the user to the same location. After clicking on the tile, find the "Curr Employee" folder. This contains a few payroll related reports you can use for budgeting.

Other Personnel Reports:

PAYROLL REPTS This folder contains several EBT reports (Earnings, Benefit and Tax)

Mgmt Reports - Payroll Earnings, Benefits, and Taxes (Monthly)
Mgmt Reports - Payroll Earnings, Benefits, and Taxes (FYTD)

Updated on 1-10-2019

Speed(ier) Budgeting in EPM for Budget Planning Year 2019-20

A brief introduction

This template was created to decrease the number of seconds required to pull and save data into the Revenue & Expense Planning Template and facilitate a copy, paste and save routine by activity/project. Many of the user friendly features found in the Revenue & Expense Planning Template have been eliminated which slowed it down. However, some validation features still remain to ensure proper data entry. The first tab allows for existing data entry for a selected activity or project. You can toggle between fiscal years but you shouldn't be able to save data (nor should you try) in fiscal years that differ from the present budget cycle at hand. The first time you display data within the template will not be as swift as the 2nd and 3rd times, which should demonstrate much improved speed. The purpose of the second tab "Insert Accts" is to allow the user to copy and paste data *en masse* for a singular activity. It is also the way to insert new accounts not seen within the first tab, if that is what you prefer to do. In summary, the first tab allows for existing accounts to be changed or updated while the second tab allows for a copy, paste and save data for both lump sums and month to month.

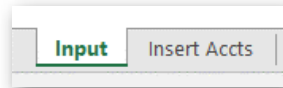
Step 1

Finding and opening the template in EPM



Step 2

Select the tab you prefer. There are two. The "Input" tab can be used to change or update existing accounts in an activity. The "Insert Accts" tab is the copy and paste feature. You also use this tab to insert new accounts that pull into the first tab after refreshing.



PLEASE ZOOM-IN TO READ BY USING PDF FEATURES

EPM Revenue & Expense Export Report

Report Location in EPM: EPM Main Menu → Speed Budgeting → Speed Budgeting Reports → Rev/Exp Export

Purpose of Report

To allow the user to sequentially expand up to 100 Rev/Exp templates to export to their local computer and use as needed. When a user inserts in column M a list of activities and pushes "Display Data & Prepare for Export" the report will delete unnecessary activities, replace the number of the tab with the relevant activity and populate each tab with revenue and expense information. The user can then export the workbook altogether from Citrix for their use.

How to use the Rev/Exp Export Report in EPM in three steps

Step 1. Identify a list of activities you would like the report to display. The first part or step in the Rev/Exp Export report has been set up to assist the user in retrieving a list of activities to insert into the report. In step 1, the user can select various criteria in order to display activities to use in step 2. But step 1 may not be necessary if the user already has the list of activities independent of step 1, outside of EPM or retrieved in some other way.



Step 2. When you have identified the list of activities or projects you wish to populate throughout the report, proceed to step 2, which is simply to paste the list of activities or projects in column M where it states "Insert Act/Proj Here." When inserting activities or projects, you can use either a 5 digit activity number or an 8 digit project number. You can also insert 3 zeroes in front of the 5 digit activity number (000XXXX). Pasting the numbers "as values" from the report in Step 1 will ensure you retain the zeroes. Also, note that the user can switch the time on any activity or project in the list. One final **word of caution**, each cell in column M should contain either the words "NO_ACTPROJ" or a valid activity/project, otherwise it should not let you run the report. When you have solidified your list, click the button that says, "Display Data and Prepare for Export." This will then execute the report. It may take some time if you have a significant number of activities. Be prepared for to wait for the report to execute - the wait time may vary depending on the size of the list. We suggest having another task planned while you wait for the report to finish it's work.



Step 3. After the report has finished displaying the activities and projects you had listed in Column M, you will see that the tab names have been replaced with those found in the list in Step 2. The final step will be to export the Excel workbook. Scroll to the right and you will see an export button, a rather large Excel icon. Click this icon if you would like to save this report in to your Citrix G drive. If you have Box (an option of Ubox) set up, you can save the Excel workbook directly to your Box drive and bypass the chore of exporting it out of Citrix. The Box drive option is preferred for exporting information out of EPM/Citrix. Instructions are available for setting up a Box drive on the EPM website and general instructions on how to retrieve a saved file from the G drive in Citrix.



Note

This note is a link to documentation regarding how to export a document from Citrix

Introduction

Last Updated 1-10-19

This workbook was created with the intent to create a way for the budget office to review variances at primarily the college level - particularly, areas that have multiple org's but it has since expanded to be useful for solely one org with multiple activities as the reader will find. The workbook features a series of pivot tables or reports that offer the user a high level view of their organizational variances, that is, actual expenditures/revenues compared to budget for a specified time frame. The budget office may leverage this tool to review areas throughout the university particularly those that report directly to the SVPAA. This guide briefly explains each report or tab and some of its primary features. To leverage the full extent of functionality and usefulness, it may be necessary that users become more familiar with pivot tables, as this is an essential component of these various reports. To get started, log into EPM and once you arrive at the Main Menu, double-click on "Variance Report Workbook." The next several tabs may help you as you navigate and attempt to use this report. Any questions you may have can be directed to OBIA (7-3756).

Office of BUDGET AND INSTITUTIONAL ANALYSIS
THE UNIVERSITY OF UTAH

Budget Input

- Revenue & Expense Planning
- Speed Budgeting

Budget Reports

- Analysis Reports
- BREC Report

Actual Reports

- Variance Report Workbook
- Actual Reports

Required Reports

- Fund Summary (HCI, SABAS)
- SVPAA Recurring Comm
- 5-Year Comparison (HCI, SABAS)
- New Funding Request
- Multi-Year Budgeting
- Faculty Promotions

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 the EPM website via www.obia.utah.edu for the following:

- EPM Training Information
- SVPAA Budget Guidelines & Materials
- Budget Calendar
- EPM User
- EPM Security Access Form
- Training Resources

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*Double-click to open reports and templates

Variance Reporting Workbook Menu

Step 2: The titles listed from 1 to 9 on the right represent the title of the various reports throughout the workbook. After inserting your OrgID and clicking the "display data" button, the user can click on the title of the report 1-9 (at any point really) and it should take you to the coinciding tab. The report titles 1-9 are hyperlinked. The user should see similar navigational tools within each tab to facilitate movement from tab to tab. Click, and see what happens. The user can always use the tabs below to move from report to report.

- 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_BUORG	No Business Unit Org
FISCAL YEAR	2020	FISCAL YEAR 2020
MONTH	2020.JUN	JUNE OF 2020
Display Data		

Step 1: Insert the OrgID, fiscal year and month you desire and then click display data to run the report. Please note that the report pulls in account level data and may take a few moments to complete depending on the volume of data within the Org. Remember that the OrgID requires a "1" followed by the five digit OrgID (ie 100286). To expand on a Parent Level Org, insert "_Parent" after the OrgID, in this manner, "100286_PARENT." Or double-click on the cell and select the OrgID from the dialogue box.

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

Brief Explanation of Reports

- 1) This report shows variances in a similar format as shown in the Fund Summary along with a variety of filters at all levels. Remember, the acronyms FS and NFS stands for "Fund Summary" and "Non-Fund Summary." You may see this used in several places throughout the various reports. If you see information indicating "Outside FS" that means that the account codes or funds are not found within the current Fund Summary scheme.
- 2) This summary report shows you descriptive information summarizing the number of departments and activities that are within or exceed a particular dollar threshold, as selected within the report. This report will be used by OBIA to review your areas regularly throughout the fiscal year.
- 3) This report displays a very summarized variance by fund for a selected org. Revenues are on the top and expenses on the bottom by each fund, further grouped by funds included or excluded within the current fund summary. Remember "FS" and "NFS" are acronyms, FS = Fund Summary related, NFS = Non-Fund Summary.
- 4) This report shows variances by a summarized revenue and expense category and by fund for departments that roll up to a parent org, if applicable.
- 5) This report pulls data in a manner that OBIA will leverage to review variances each fiscal year. It is filtered exclusively for fund 1001 and displays relevant expense categories that are tied to the Fund Summary. However it is important to note that some expense categories are summarized for ease of review. The "4-Other Var Exp" contains expenses from the non-personnel section backing out net transfers out separately, called "3 - Transfers - Exp." Dollar thresholds are selected at the top of the report and flow into the Summary Variance Report.
- 6) This report is similar to the Fund 1001 Variance Report, only it is used for Non-Fund 1001 variance review by OBIA. The categories found on this report also tie to the Fund Summary, however these are more summarized.
- 7) This report feeds information into the "Summary Variance Report" that OBIA uses to review areas throughout the fiscal year. It is particularly useful to identify activities that were not budgeted for a fiscal year. It also has the ability to insert a dollar threshold for materiality.
- 8) This report is useful to look at variances that align with the fund summary revenue and expense categories. The report allows to ungroup and reveal variances at the department, activity and account level.
- 9) This report was created for departments that would like to look at a summary level of their revenues and expenses by activity within a fund.

The **Navigate Workbook** below should be found on each tab to help you navigate throughout the workbook. These are links to each tab.



- Navigate Workbook
- 1) Var Menu
 - 2) Summary Var Rpt
 - 3) Var by Fund
 - 4) Dept by Fund Var
 - 5) Fund 1001 Var Rpt
 - 6) Non-Fund 1001 Var Rpt
 - 7) Unbudgeted Act Rpt
 - 8) FS Var Detail Drill
 - 9) Activity by Fund

FUND SUMMARY VARIANCE REPORT: Remember that this is a pivot table, which allows for double-click drilling on any number you would like to investigate at the detail account level. At the top is a summary of revenue expense for the OrgID you selected on the first tab, Var Menu. Due to the nuances associated with pivot tables, expenses are negative and revenue is treated as positive. This first part of the report at the top summarizes the account level data into broad categories.

You can use the filters at the right to refine your results (read the filter information to the right). If you see a category called "Outside FS" this means that the detail data pulled information that falls outside the scope of the Fund Summary report. Remember, that the initials "FS" is equivalent to the words "Fund Summary" and "NFS" means "Non-Fund Summary" (or not within the scope of the fund summary). Filtering "FS" will narrow the scope to only those funds that are shown on the fund summary while "NFS" are those outside the listed funds found on the fund summary.



FUND SUMMARY VARIANCE REPORT

VARIANCE SUMMARY FOR: No_BUORG - No Business Unit Org
FISCAL YEAR 2018 -- PERIOD ENDING: JUNE OF 2018

	Fiscal Year 2018		Fiscal Year 2018		<i>Fund Selection (All)</i>	
	Budget	Actual	Var \$	Var %		
2 - EXPENSE						
5 - OUTSIDE FS						
5 - OUTSIDE FS	0	0	0			
5 - OUTSIDE FS Total	0	0	0			
2 - EXPENSE Total	0	0	0			
Grand Total	0	0	0			

This area allows the user to filter data found in the Fund Summary reports to the left in a variety of ways. These dialogue boxes, found throughout the workbook in most tabs, are called slicers, in Excel lingo. Slicers allow users to sift through the results and narrow the results to a particular



Print

BUORG Desc

101558 - HSC DATA WAREHOUSE

Fund Desc

All_Funds - All Funds

FS

0

Act/Proj Desc

ALL_ACTPROJ - All Activities & Projects

Summary Variance Report: This report can be used by OBIA to review colleges and organizations for notable variances. It can be similarly useful to users, especially at the college or dean level. This report pulls data from the Fund 1001 Variance Report, Non-Fund 1001 Variance Report and the Unbudgeted Activity Report - tabs 5-7. This is not a pivot table, unfortunately, so the user cannot double-click and get the detail. The detail can be found on the tabs the headings refer to.

If the user clicks the "Display Variance Reports" button, two new tabs should appear, displaying line by line variances that should tie to the "Variance Report Review" for Fund 1001 (Expenses) and Non-Fund 1001 (Expenses). You can change the thresholds on the appropriate tab and rerun the report for updated results.

It's important to remember that this report is only looking at the expenses at the Org level in fund 1001 and non-fund 1001. The non-fund 1001 report uses similar logic as the Fund 1001 (Expenses) section except it looks at Fund Summary related funds excluding 1001 when identifying variances that exceed the user specified thresholds. The unbudgeted activities section identifies the number of activities both fund 1001 and non-fund 1001 that may not have been budgeted the previous year.

As OBIA is encouraging better budgeting practices, OBIA may be using this tool or report in their review and perhaps the organizations can similarly follow.

Display Variance Reports

Print

Navigate Workbook

- Var Menu
- 1) FS Pivot Variance
- 3) Var by Fund
- 4) Dept by Fund Var
- 5) Fund 1001 Var Rpt
- 6) Non-Fund 1001 Var Rpt
- 7) Unbudgeted Act Rpt
- 8) FS Var Detail Drill
- 9) Activity by Fund

College/Area - No Business Unit Org - No_Buorg

FISCAL YEAR 2018 -- PERIOD ENDING: JUNE OF 2018

Fund 1001 (Expenses)

Go to Thresholds

Set Thresholds

	VAR \$	VAR %
Needs Review	100,000	10.00%
Min \$ for % Var		10,000

Go to Detail

Variance Report

Review

	No. Orgs	\$ Var
Benefit Variances	0	-
Faculty Salaries	0	-
Staff Salaries	0	-
Hourly Salaries	0	-
Other Salaries	0	-
Trainee	0	-
Net Transfer Exp	0	-
Other Var Exp	0	-
Totals	0	-

Average	Minimum	Maximum	Std Dev

Non-Fund 1001 (Expenses)

Go to Thresholds

Set Thresholds

	VAR \$	VAR %
Needs Review	100,000	10.00%
Min \$ for % Var		10,000

Go to Detail

Variance Report

Review

	No. Orgs	\$ Var
Benefits	0	-
Salary & Wages	0	-
Non-Personnel	0	-
Totals	0	-

Average	Minimum	Maximum	Std Dev

Unbudgeted Activities

	No.	Total Rev \$'s	No.	Total Exp \$'s	Total \$'s
Fund 1001 Activities	0	-	0	-	-
Exceeding the \$50,000 Threshold	0	-	0	-	-
% Exceeding					
Non-Fund 1001 Activities	0	-	0	-	-
Exceeding the \$50,000 Threshold	0	-	0	-	-
% Exceeding					

*Footnote: This document does not represent an all inclusive statement regarding potential variances and issues that an organization should review and investigate. Financial representatives appointed within their respective areas have the responsibility to review their areas and to investigate unexpected variation beyond the results of this summary report. Variance totals above are derived by taking the absolute value and summing the total variation together.

Variance by Fund Report: This report is relatively simple. This should show the variances by fund within broad categories of revenue and expense, NFS and FS. Remember that NFS stands for "Non-Fund Summary" while FS means "Fund Summary." This is a pivot table and is drillable. The user can also narrow their results for a particular Org or Orgs they would like to view if displaying a Parent Org. This should provide a very useful tool to view an OrgID at a very high level. Users can also ungroup and group to the activity and account level detail.

VARIANCE BY FUND

No_BUORG No Business Unit Org

All Orgs Selected

FISCAL YEAR 2018 -- PERIOD ENDING: JUNE OF 2018								
FY 2018	FY 2018							
BUDGET	ACTUAL	VAR \$	Var %					
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> [-] 2 - EXPENSE [-] 0 [-] All_Funds </div> <div style="margin-left: 10px;"> [-] </div> </div>								
2 - EXPENSE TOTAL	0	0	0					
GRAND TOTAL	0	0	0					

Department by Fund Variance: This tab is similar to the "Variance by Fund" report, however, this adds organizational unit into the pivot table. More slicers are found at the right to filter the data.

College/Area - No Business Unit Org - No_Buorg

Print

FISCAL YEAR 2018 -- PERIOD ENDING: JUNE OF 2018

Hide Subtotals

REV & EXP	FUND	ORGANIZATIONAL UNIT	FY 2018 BUDGET	FY 2018 ACTUAL	VAR \$	Var %
2 - EXPENSE	All_Fund	101558 - HSC DATA WAREHOUSE	0	0	0	
	All_Funds Total		0	0	0	
2 - EXPENSE TOTAL			0	0	0	
GRAND TOTAL			0	0	0	

Fund 1001 Variance Report: This report is similar to the Variance by Fund report, except this report adds an additional element by including the Org and the Fund Summary Line Items (Categories). Feel free to toy with the thresholds at the top.

Thresholds at the top right can be changed. When thresholds are updated, numbers within the variance pivot table should also update. A user can filter for the variances by clicking the "Filter 1001" button to the left. If you Run the Var Rpt, two tabs should appear with specific variances that are highlighted as "Needs Review" and should tie to the Summary Var Rpt.

Print

Filter 1001

College/Area - No Business Unit Org - No_Buorg

FISCAL YEAR 2018 -- PERIOD ENDING: JUNE OF 2018

Fund 1001 Variance Report

	FY 2018	FY 2018		
	BUDGET	ACTUAL	VAR \$	VAR %
Grand Total				

Unhide Act/Proj Account

	VAR \$	VAR %
No Review Needed	0	0.00%
May Need Review	20,000	5.00%
Needs Review	100,000	10.00%
No Budget	0	
	Min \$ for % Var	10,000

Run Var Rpt

VARIANCE REPORT FILTERS - BUORG, C

BUORG & DESCRIPTION

101558 - HSC DATA WAREHOUSE

- Navigate Workbook
- Var Menu
- 1) FS Pivot Variance
 - 2) Summary Var Rpt
 - 3) Var by Fund

Non-Fund 1001 Variance Report: This report is similar to the Fund 1001 Variance Report, the previous tab, except that it's report groupings are much more broad, grouped together into Benefits, Salary & Wages and Non-Personnel and it specifically targets non-fund 1001 activities. It is automatically filtered to exclude fund 1001 at the outset.

Thresholds can be updated. The "No Budget" shades areas to identify potential gaps where no dollars may have been budgeted during the previous budget cycle. If the thresholds are changed, and then the "Run Var Rpt" button is clicked, the Summary Var Rpt should then update accordingly.

Print

Filter NF1001

College/Area - No Business Unit Org - No_Buorg
 FISCAL YEAR 2018 -- PERIOD ENDING: JUNE OF 2018

Unhide
 Act/Proj
 Account

	VAR \$	VAR %
No Review Needed	0	0.00%
May Need Review	20,000	5.00%
Needs Review	100,000	10.00%
No Budget	0	
	Min \$ for % Var	10,000

Run Var Rpt

Non-Fund 1001 Variance Report

- Navigate Workbook
- Var Menu
- 1) FS Pivot Variance
 - 2) Summary Var Rpt
 - 3) Var by Fund
 - 4) Dept by Fund Var
 - 5) Fund 1001 Var Rpt

FS	FUND	CATEGORIES	BUORG & DESCRIPTION	FY 2018		VAR \$	VAR %
				BUDGET	ACTUAL		
Grand Total							

VARIANCE REPORT FILTERS - BUORG, CATI

BUORG & DESCRIPTION

Unbudgeted Activities Report: The purpose of this report is to identify activities that may have not been budgeted during the previous budget cycle. The report below is a pivot table and is drillable. The thresholds shown on this report updates and flows into the Summary Variance Report tab. This also shows where Org's have budgeted at the fund level. This is a crucial point. If there are non-1001 fund areas or activities that weren't budgeted during the previous cycle, a valid reason would be that they were budgeted at the fund level. This shows a summary report of those Org's that have budgeted at that level. The user can adjust the threshold to highlight activities that exceed the threshold.

College/Area - - No_Buorg
 FISCAL YEAR 2017 -- PERIOD ENDING: JUNE OF 2017

Total No. of Act	1
Total Exp	\$ -
Total Rev	
Total \$	
Materiality	\$ 50,000

Total No. of Act is a count of how many activities appear in the pivot table.
Total Exp is the sum of expense of all the activities within the pivot table.
Total Rev is the sum of revenue of all the activities within the pivot table.
Total \$ is the sum of revenue and expense boxes above.
Materiality should highlight any amount that exceeds the number inserted.

Unbudgeted Activities

		BUDGET	ACTUAL
FUND	ACT/PROJ DESC	2 - EXPENSE	2 - EXPENSE
All_Funds	ALL_ACTPROJ - All Activities & Projects		
Grand Total			

Funds Budgeted at the Fund Level in EPM

BUDGET		
FUND	FUND ORG	
Grand Total		

Fund Summary Detail: This pivot report provides variances by Fund Summary Category for both revenues and expenses by activity or project. You can (-) ungroup several columns that will reveal the coinciding funds, activities, and account level detail related to the variances. Just as was explained in several of the other pivot reports, (+) groupings within the pivot table and on the Excel worksheet exist within this tab. There are filters or slicers on the right that will help narrow the results in the pivot table. The "FS" or "Fund Summary" Categories are derived directly from the Fund Summary Report and should connect directly to the categories displayed on the pivot report. Remember that "FS" is equivalent to "Fund Summary" and "NFS" to "Non-Fund Summary." Any account or activity that is outside the scope of the Fund Summary should appear as "Outside FS." This report is a drillable pivot table similar to other tabs.

DETAIL DRILL DOWN BY FUND SUMMARY CATEGORY

Print

FISCAL YEAR 2020 -- PERIOD ENDING: JUNE OF 2020

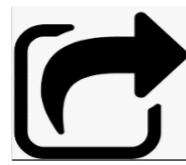
No_BUORG - No Business Unit Org		FY 2020	FY 2020		
FS Category	BUORG Desc	BUDGET	ACTUAL	VARIANCE \$	VARIANCE %
5 - OUTSIDE FS	101558 - HSC DATA WAREHOUSE	0	0	0	
Grand Total		0	0	0	

Activity by Fund Report: This report shows the relevant activities/projects by fund for a selected org. This report is especially useful when looking at an area's activities by the broad lens of revenue and expense. This should allow areas to do a sweeping review for activities that appear materially under or over budgeted. Filters exist on the right to help narrow down the users results.

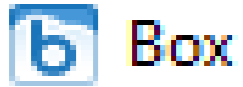
Activity by Fund Report

FISCAL YEAR 2020 -- PERIOD ENDING: JUNE OF 2020

No_BUORG - No Business Unit Org			FY 2017	FY 2017		
FS Rev/Exp	Fund	Act/Proj Desc	BUDGET	ACTUAL	VAR \$	VAR %
2 - EXPENSE	All_Funds	ALL_ACTPROJ - All Activities & Projects	0	0	0	
	All_Funds Total		0	0	0	
Grand Total			0	0	0	



3 WAYS OF EXPORTING AN EPM REPORT OUT OF CITRIX & TO YOUR LOCAL DESKTOP



Box Drive – Set up a Box drive on your computer. You can save directly to the Box drive from EPM – almost an identical method as saving directly to your desktop drive. To see the instructions on how to set up a Box drive posted on the EPM website, click the “Box” icon/image to the left.



Ubox Cloud – Save the document to the Citrix G drive, then use the Citrix Application screen to launch a web browser (i.e. Chrome, etc...) to access Ubox (box.Utah.edu). Upload the file saved on the Citrix G drive into your Ubox account, then go out of Citrix and back into Ubox using your local computer instead of Ubox to retrieve the saved file.



Outlook Email – Save the document to the Citrix G drive, then use the Citrix Application screen to launch a the Outlook icon. You may have to set up the Outlook email (instructions available in more detail below). Once Outlook launches in Citrix, you can attach the EPM report saved in the Citrix G drive.

Note 1 – There are several other ways to export the file from Citrix. These are just three – Box being the preferred. Using a web browser allows the EPM user access to other university supported services, such as www.umail.utah.edu.

Note 2 – The Citrix G drive is one of the mapped drives that should be available when saving a PDF report in EPM.

PRINTING/SAVING A EPM REPORT TO A PDF

STEPS SUMMARIZED VISUALLY

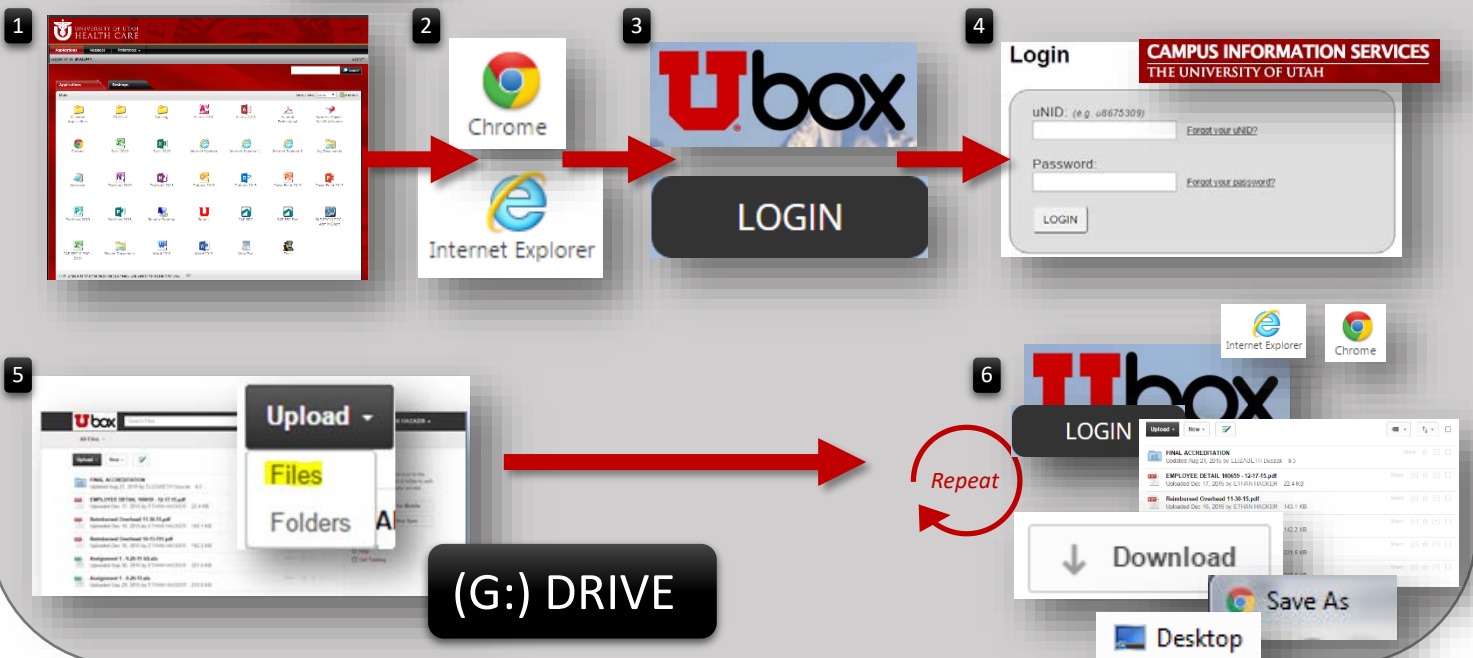
General 3 steps for both methods



Summary of steps for Ubox method

METHOD 1 Ubox

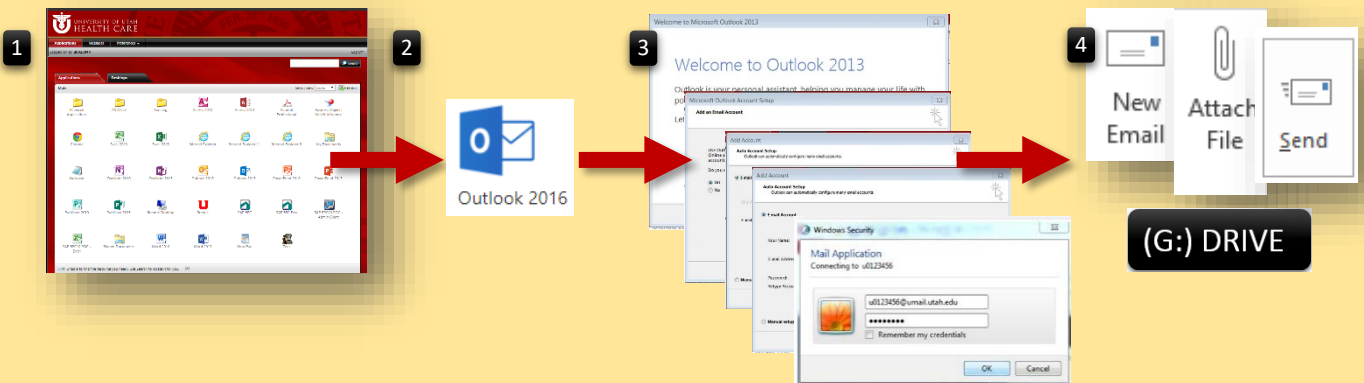
1. Go to Applications Gateway 2. Click on web browser icon in Citrix 3. Go to Ubox & login 4. Use CIS credentials 5. Upload file to Ubox 6. Repeat the steps outside of Citrix, download and save file.



Summary of steps for Umail method

METHOD 2 Outlook 2016

1. Go to the Applications Gateway 2. Click on Outlook 2016 icon 3. Set up your email 4. Create a new email and attach your PDF document from G drive and send.



PRINTING/SAVING A EPM REPORT TO A PDF

Introduction and Summary Explanation of Documentation

This documentation explains how to print a report in EPM to PDF. Above are summary directions explaining visually the steps to be taken to print to PDF using two methods.

This introduction will give you, the user, a general idea of how this printing to PDF works and why we are putting together this documentation in the first place. IT has restricted our ability (due to a new policy) to save PDF documents from Citrix to your local computer (aka desktop) and therefore it requires a rather lengthy workaround to save a report to PDF within the Citrix environment.

You must **begin the process** of saving the report to PDF by following three general steps noted in the documentation. The first three general steps will help you print or save the PDF to a G drive within Citrix. All users have their own G drive within Citrix where they can store items such as this PDF. Remember, regardless of choosing to use the Ubox or Outlook method shown in the documentation, you will need to follow the first three steps, as they apply to both methods.

Once you have saved the PDF to a drive within the Citrix environment and you will need to find a way to export the file so that you can store it on your local machine. We show you how this is to be done in two ways, though more ways do exist. Remember that Citrix is a virtual computing environment that is built to deploy a uniform desktop to many users and to get something out of the environment will require some creativity. Again, the first thing to do is follow the first three general steps to save to your Citrix G drive. After saving to the G drive, you can follow one of the two methods, Ubox or Outlook, described below, to export it out of the Citrix environment and onto your local machine.

The **Ubox method**, in general terms, is a way to export your PDF file to cloud or online storage so you can grab it at your leisure using your local machine. This approach requires you to log into Ubox through the Citrix Applications screen. This means you must open a web browser in the Citrix Applications screen and through Citrix, not your local machine, log into Ubox and upload your PDF file you save in steps one through three on the G drive. Once you have uploaded your PDF file to the "Cloud" or Ubox, you can then open a web browser via your local machine or desktop, log into Ubox again, and download the same PDF file you just uploaded. It is quite the process.

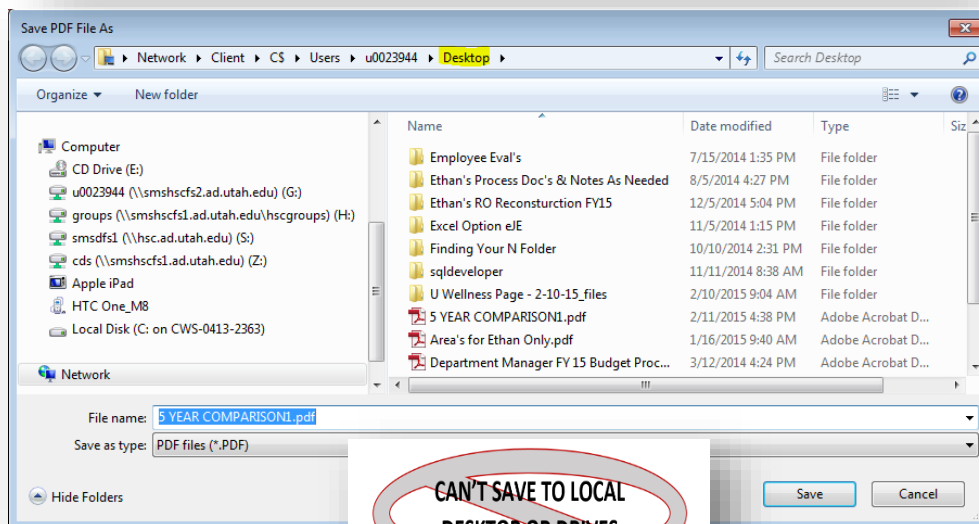
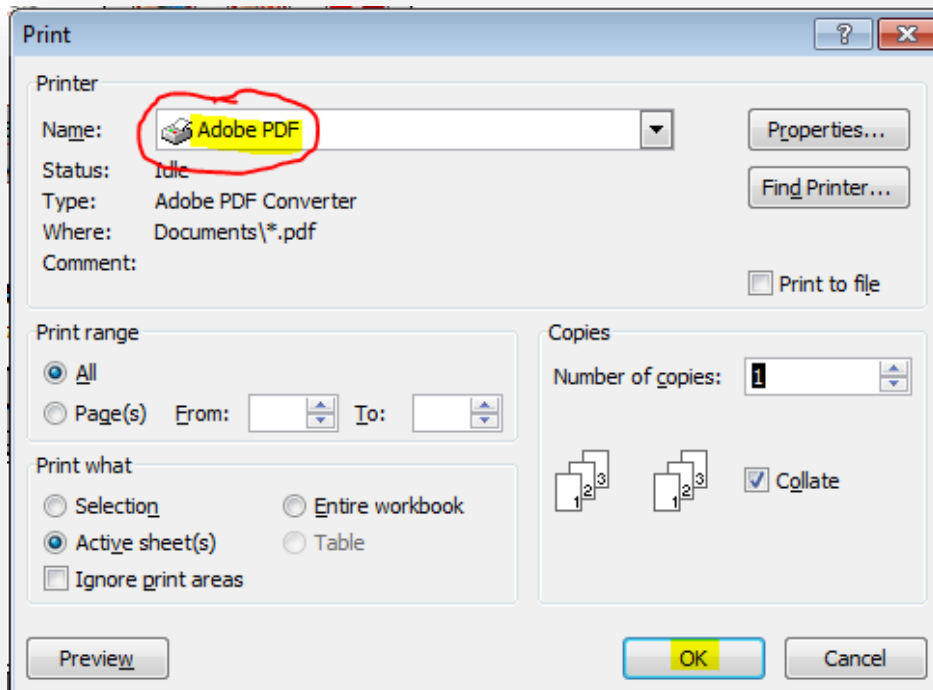
The **Outlook method**, also in general terms, will have you set up your Outlook 2016 email within Citrix so you can create an email, attach your PDF file stored on the Citrix G drive and send it to yourself to yourself or someone else. This approach requires you to save your file to the G drive using the first three general steps in the documentation. Next, you, the user, will need to go to the Citrix Application screen and find the "Outlook 2016" icon and click on it to initiate the email set up process. The Outlook 2016 set up process will begin and it should be fairly straightforward as you follow the set up screens and use the documentation to assist in the procedure. If done correctly, Outlook will pull up and you can create a new email, attach the PDF document from the Citrix G drive and send it to whomever (including yourself). This method is certainly the quicker of the two.

PRINTING/SAVING A EPM REPORT TO A PDF

Follow these three “General” steps before moving on to the Ubox or Outlook options.

General Step #1. First click the  button. Using Excel “File” and “Print” is the same procedure.

General Step #2. Then change the printer “Name:” to “Adobe PDF” and click “Ok.” The screenshots below show how this should look.

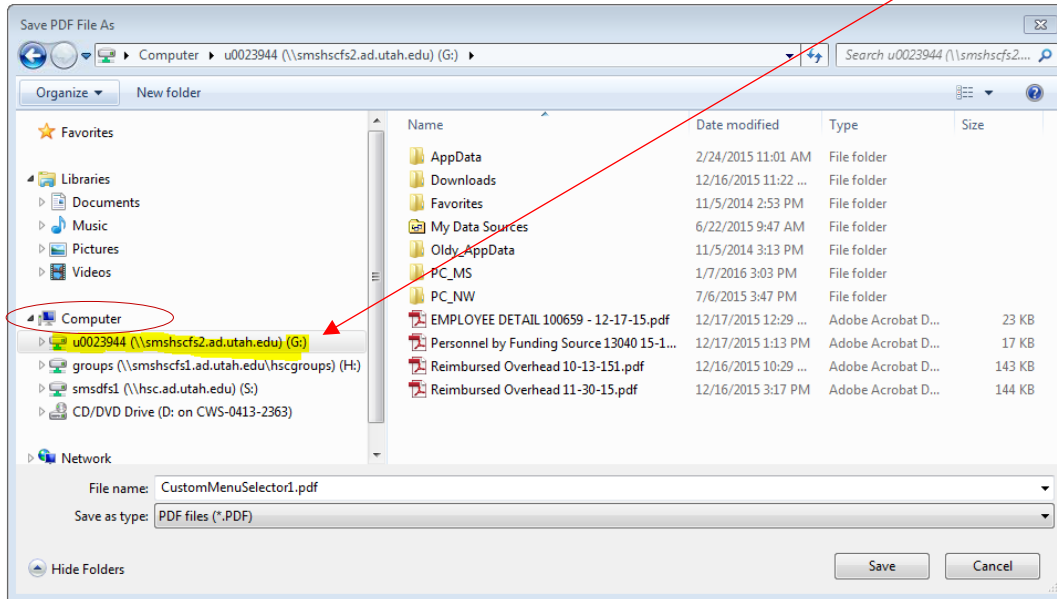


IMPORTANT NOTE - CAN'T SAVE IT LOCALLY TO YOUR DESKTOP OR SHARED FOLDERS: Now that the screen to save the document to PDF has appeared you must find a location in which to save it. Unfortunately, since the University implemented a security policy disabling the ability to access your desktop from Citrix and, therefore, BPC, you will no longer be able to save directly to your desktop or other server drives (or find your desktop for that matter).

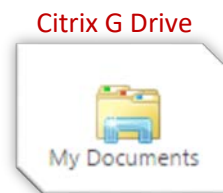
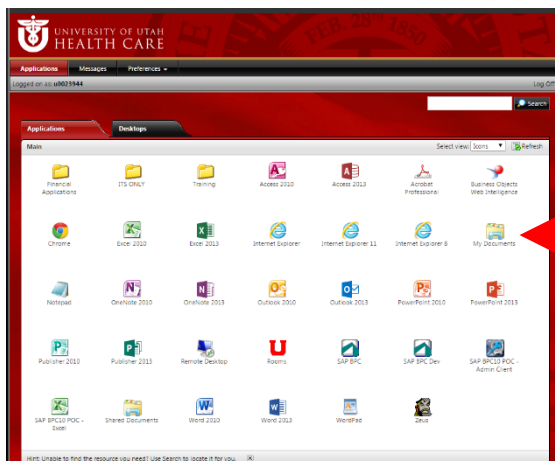
PRINTING/SAVING A EPM REPORT TO A PDF

General Step #3. At the “Save PDF File As” screen, as shown below, find your Citrix “G Drive.” All users should have access to a G drive. Click “Save,” the file should now be saved in your Citrix G drive. We now need to export the file outside of Citrix.

*Go to “Computer,” as shown below in yellow, and look for your UNID and the letter “(G:).”



What and where is a G drive? This can be found easily by going to the Citrix Applications Gateway screen and clicking the following icon:

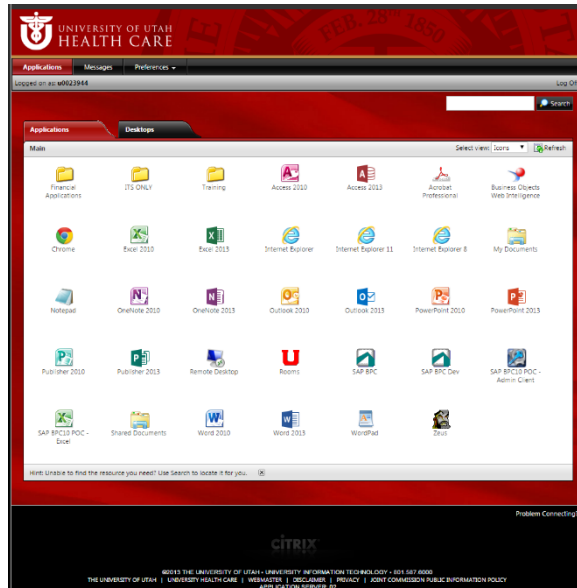


PRINTING/SAVING A EPM REPORT TO A PDF

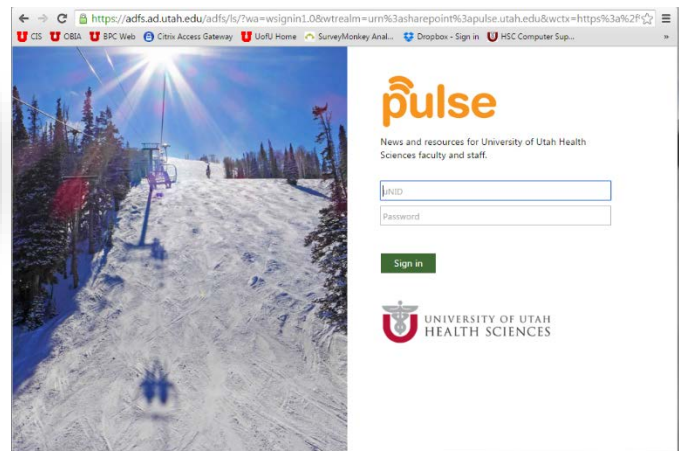
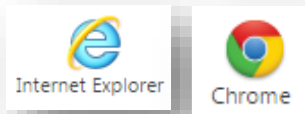


Method 1 - Saving your file to Ubox

Ubox Step #1. Once you save your file on the G Drive, go to the Citrix Applications Portal, as shown below:

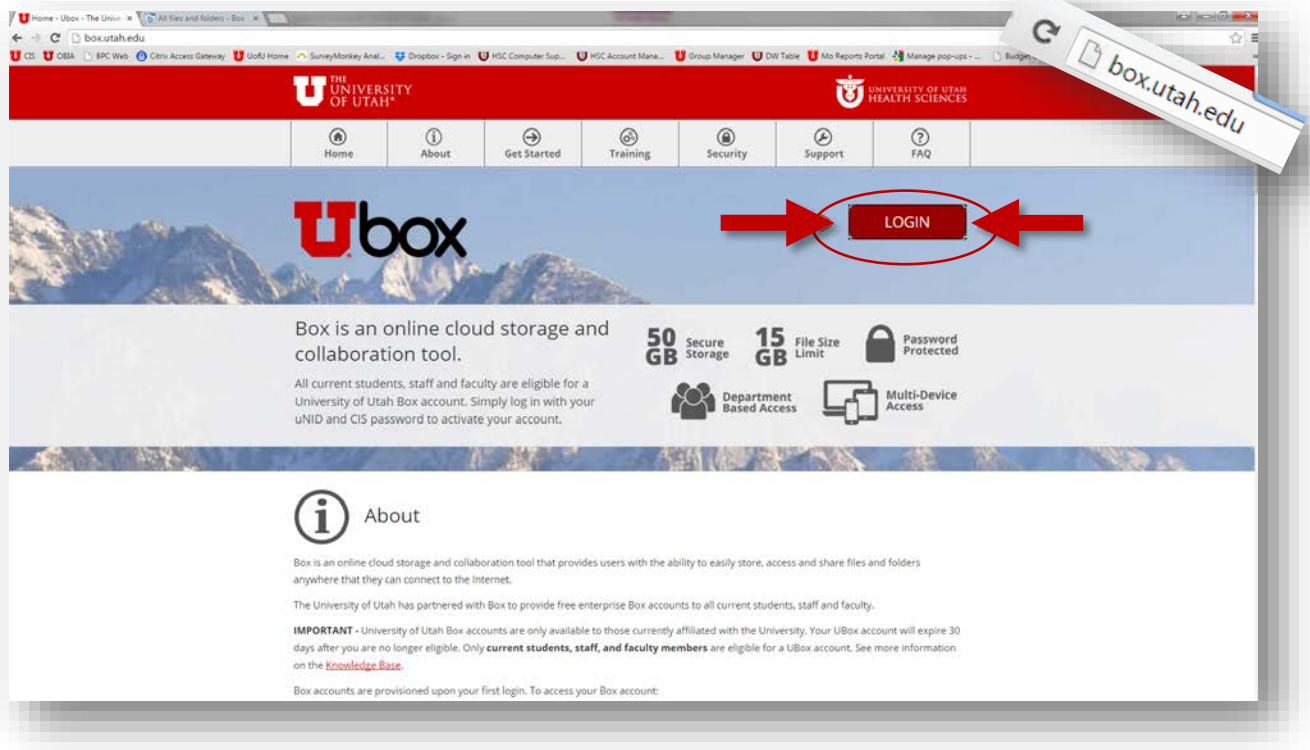


Ubox Step #2. Once you have arrived at the Citrix Applications Gateway, click on an internet browser, Chrome or IE, to access the World Wide Web (www). The Pulse website is set as a default homepage. Simply type over it the correct URL (box.utah.edu).



PRINTING/SAVING A EPM REPORT TO A PDF

Ubox Step #3. Go to your free University of Utah Box account via <http://box.utah.edu> via the web browser you opened in the prior step. Next, access your account by clicking the “LOGIN” button.

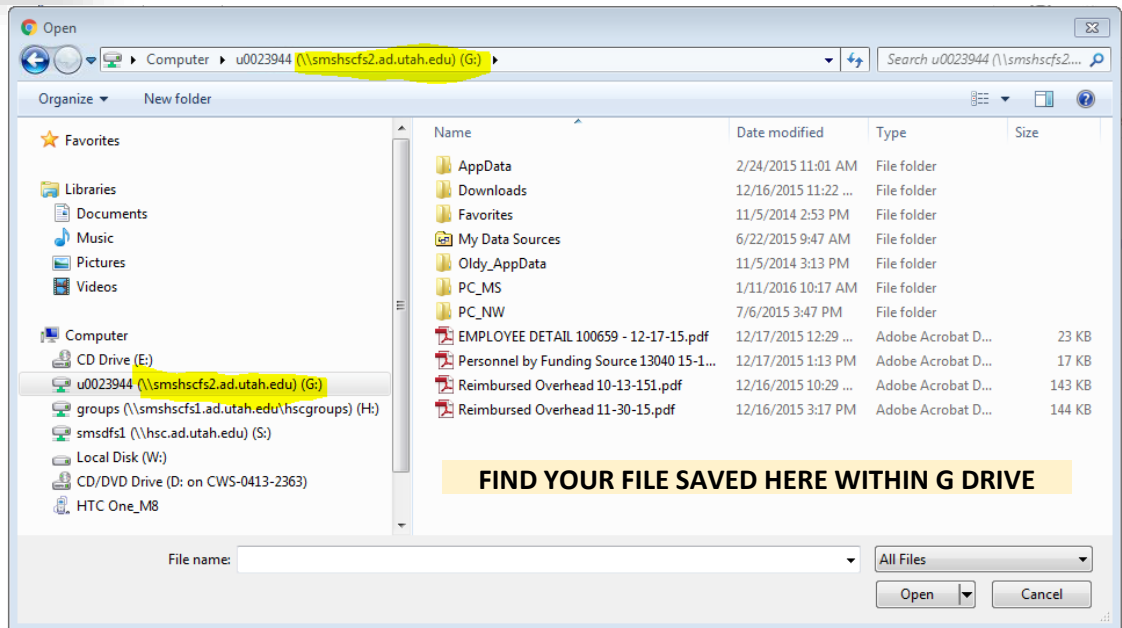
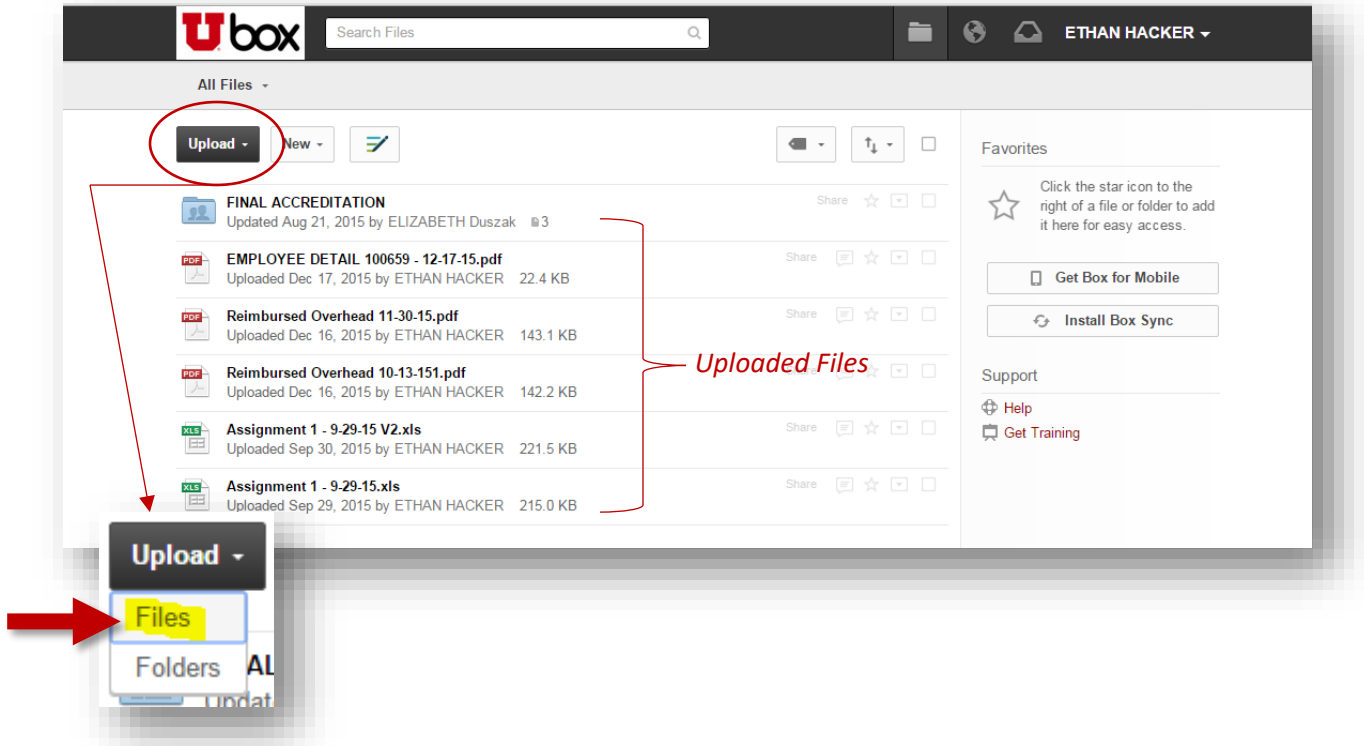


Ubox Step #4. Use your same CIS Unid and password to log into Ubox.

A screenshot of the Ubox login form. At the top right, there is a red banner that reads 'CAMPUS INFORMATION SERVICES THE UNIVERSITY OF UTAH'. The form itself is titled 'Login' and contains two input fields: 'uNID: (e.g. u8675309)' and 'Password:'. Each input field has a 'Forgot your uNID?' and 'Forgot your password?' link next to it. Below the input fields is a 'LOGIN' button.

PRINTING/SAVING A EPM REPORT TO A PDF

Ubox Step #5. Once on the Ubox main page, go to the “Upload” option and click “Files.” Find your G drive, find your PDF file saved there at the commencement of this document and upload it into Ubox. Once completed the name of the file should show in Ubox.



PRINTING/SAVING A EPM REPORT TO A PDF

Ubox Step #7. The file is now saved on Ubox (the cloud). You can now go through the same steps outside of Citrix Application Gateway, to download the file to your local desktop, laptop, etc. for your use.

- A. Minimize your Citrix Receiver windows so all you have showing is your desktop. The Citrix Receiver windows are those that are related to the Applications Gateway Portal, (aka. BPC, Internet Explorer/Chrome, etc.).
- B. Open an internet web browser from your original desktop (whatever application you typically use to surf the web).
- C. Go to the Ubox.utah.edu website. Click Login.
- D. Insert your CIS unid and password.
- E. Click on the file you uploaded in step 6 to Ubox. The file name should appear on the list of files already uploaded to Ubox.
- F. It will pull up the file you clicked in a web browser window. At this point, you can either click "Download" (Upper right hand part of the screen) and save the file to a desired location. If the file appears at the bottom left hand side of the screen after clicking "Download," you can drag it to a location of your preference, the desktop being a safe area to do so, or, if you prefer, you can open it and save it to a location.

The diagram illustrates the process of downloading a file from Ubox. It is divided into six steps labeled A through F:

- A:** A desktop environment with a Windows logo.
- B:** Icons for Internet Explorer and Chrome web browsers.
- C:** A browser window showing the Ubox website with a "LOGIN" button.
- D:** A login form titled "CAMPUS INFORMATION SERVICES THE UNIVERSITY OF UTAH" with fields for "uNID" and "Password" and a "LOGIN" button.
- E:** A screenshot of a file list showing various documents like "FINAL ACCREDITATION" and "EMPLOYEE DETAIL".
- F:** A "Download" button with a downward arrow, and a "Save As" dialog box below it.

Below the diagram, a screenshot of the Ubox file viewer is shown. The file name is "Assignment 1 - 9-29-15 V2.xls". In the top right corner, there are buttons for "Open with Excel", "Share", "Download", and a menu icon. The main area shows a preview of the spreadsheet, and a message at the bottom states: "Sheet 'Sheet1' is too large to be previewed. Please download the file to view this sheet." On the right side, there is a comment section and a notification: "ETHAN HACKER uploaded version 1 September 30, 2015 at 12:00 AM".

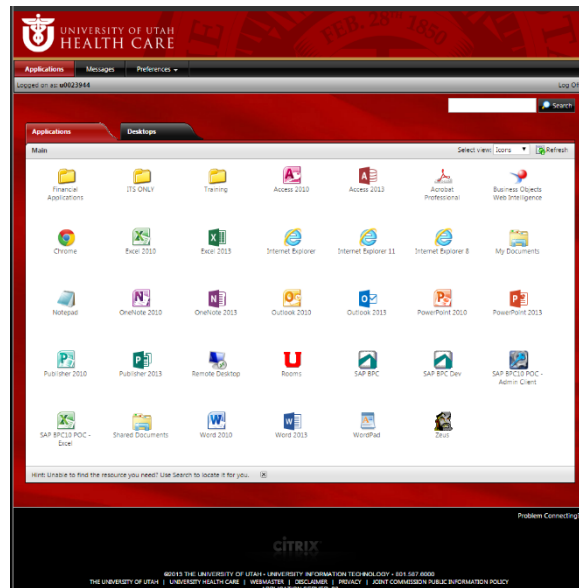
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Outlook 2016

Method 2 – Using Outlook in Citrix

Outlook Step #1. Once you save your file on the G Drive, go to the Citrix Applications Portal, as shown below:



Outlook Step #2. Once at the Citrix Applications screen as shown above, locate and click the Outlook 2016 icon



Outlook 2016

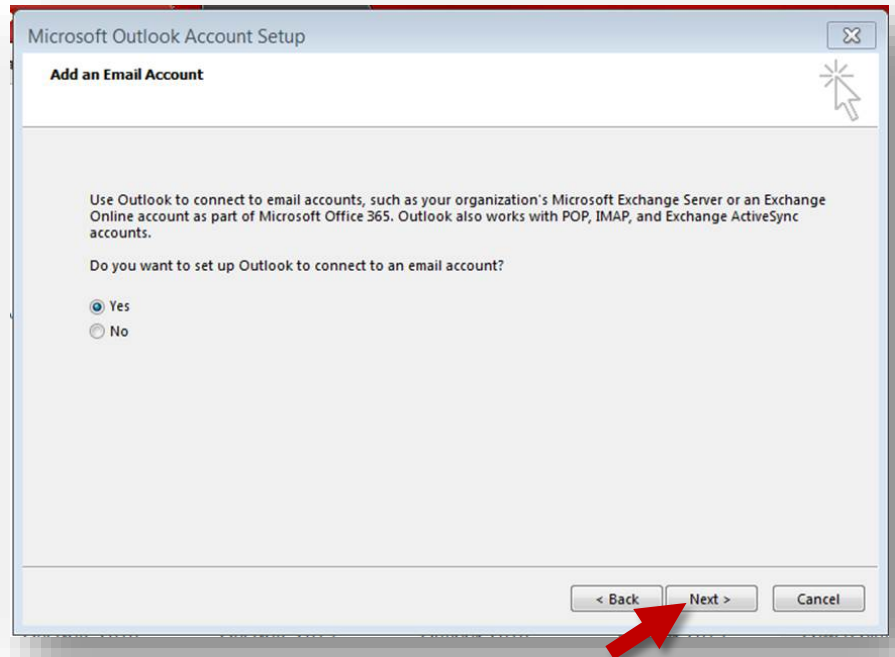
Outlook Step #3. Upon clicking the icon, Outlook will want to take you through a set up process, which entails a couple of screens. Below we'll take you through them and what to do.

Email Set Up Screen 1: Click "Next."

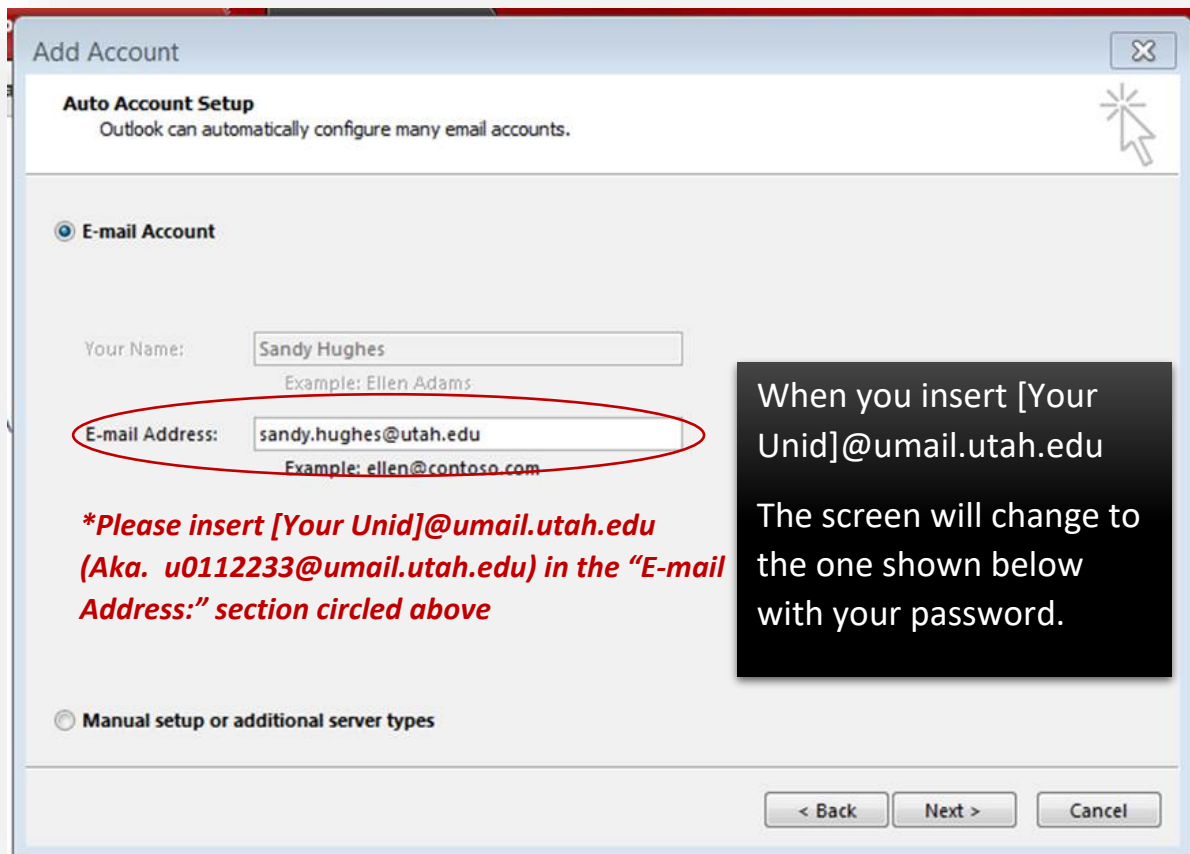


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Email Set Up Screen 2: Click “Next.”



Email Set Up Screen 3: This screen is very important. Where it shows “sandy.hughes@utah.edu” circled in red below, you will need to overwrite it with your [insert your unid]@umail.utah.edu



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Email Set Up Screen 4: Insert your name (most likely it will already be inserted), email address (must be in [Your Unid]@umail.utah.edu format) and password (use same as CIS) shown below. Click “Next.”

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name: ← } *Insert Items*
Example: Ellen Adams

E-mail Address: ← }
Example: ellen@contoso.com

Password: ← }
Retype Password: ← }
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

Email Set Up Screen 5: Click “Finish.”

**If you see this screen,
click “Allow.”**

Microsoft Outlook

Allow this website to configure sharayne.farnsworth@utah.edu server settings?

https://www.umail.utah.edu/owa

Your account was redirected to this website for settings.
You should only allow settings from sources you know and trust.

Don't ask me about this website again

Allow Cancel

Add Account

Searching for your mail server settings...

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ Searching for u0120898@umail.utah.edu settings
- ✓ Logging on to the mail server

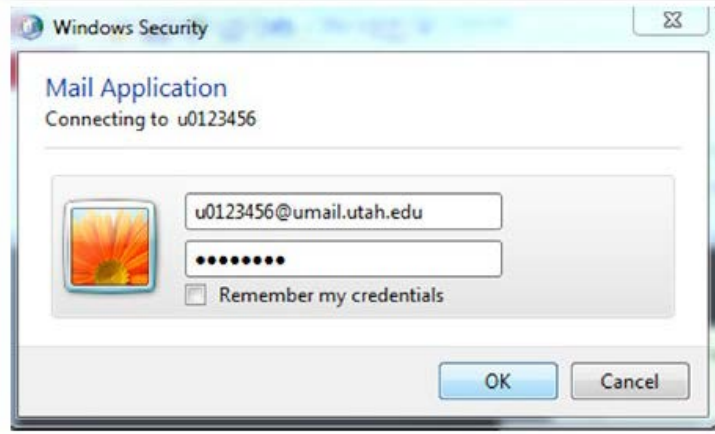
Congratulations! Your email account was successfully configured and is ready to use.

Change account settings Add another account...

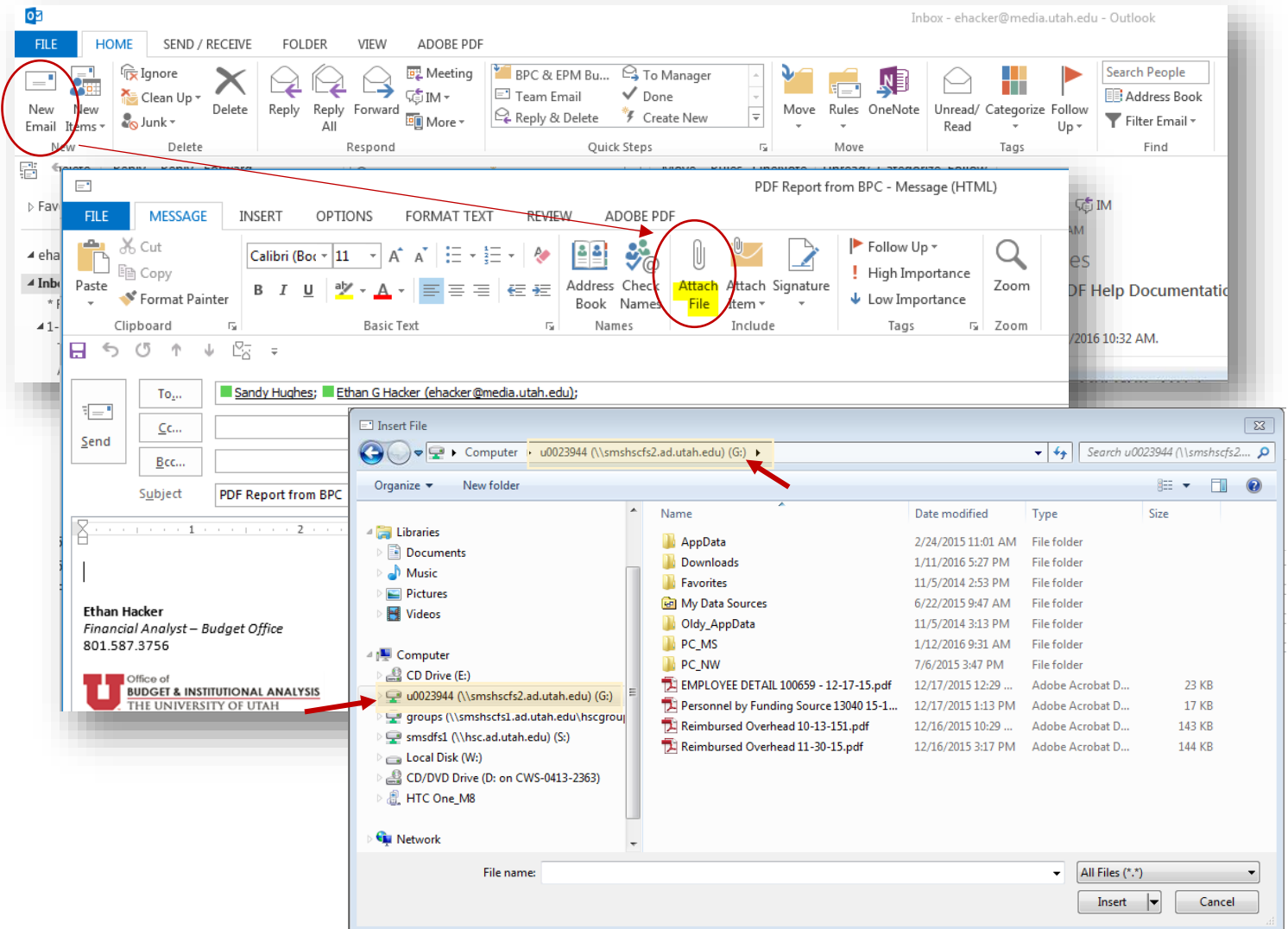
< Back **Finish** Cancel

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If it asks which settings to use, use recommended and any screens asking you to “allow this website to configure” click “allow.” At this point, Outlook should open and you should see your email. The next time you open Outlook 2016 in Citrix, it may ask only for your password and your username should be automatically correctly inserted, as shown below. You should just insert your password and be finished.



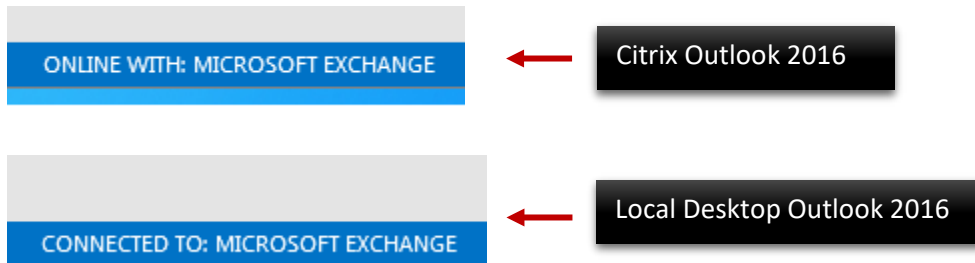
Next, in Outlook 2016, simply create a new email, attach a file (go find our PDF file in the Citrix G drive) and send the email. Find the G drive the same way as before, go to “Computer” and watch for “(G:).”



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Now that I have Outlook working in Citrix, how do I tell the difference between my Outlook via my local machine and the Outlook via Citrix?

If you are having trouble distinguishing which Outlook 2016 is which, look at these two lines that are at the bottom right hand of the Outlook window. See the visual cues? Can you distinguish the thin blue line and wording differences? Hopefully this will clue you in on how to differentiate these two applications when both are open.



Box Setup for EPM

Below are instructions on how to connect your account on box.utah.edu as a mapped drive on your computer so you can save documents such as PDF's to it from the Citrix/EPM environment.

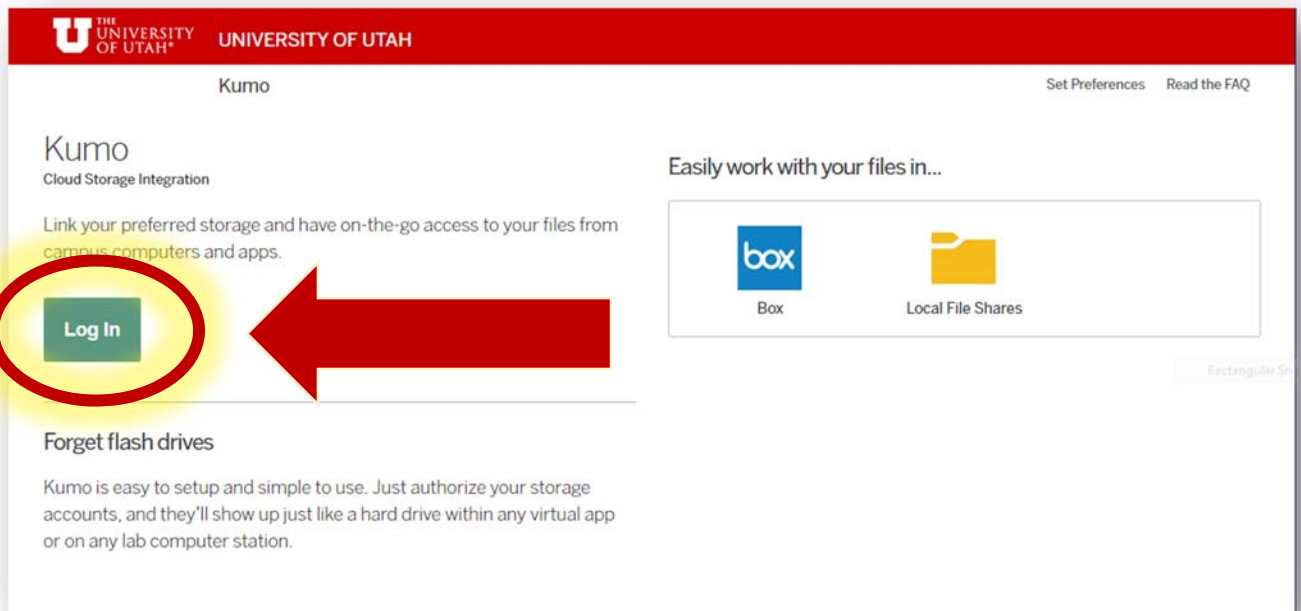
Connecting Your Box Account

Step 1. Before starting the process below, you will need to login to your box.utah.edu account directly at least once. If you haven't initially logged into your box account then you will not be able to proceed to the next steps. Box accounts are provisioned upon your first login. To access your box account:

1. Go to box.utah.edu
2. Click the large 'Login' button at the top of the page
3. Enter your uNID and CIS password on the login screen

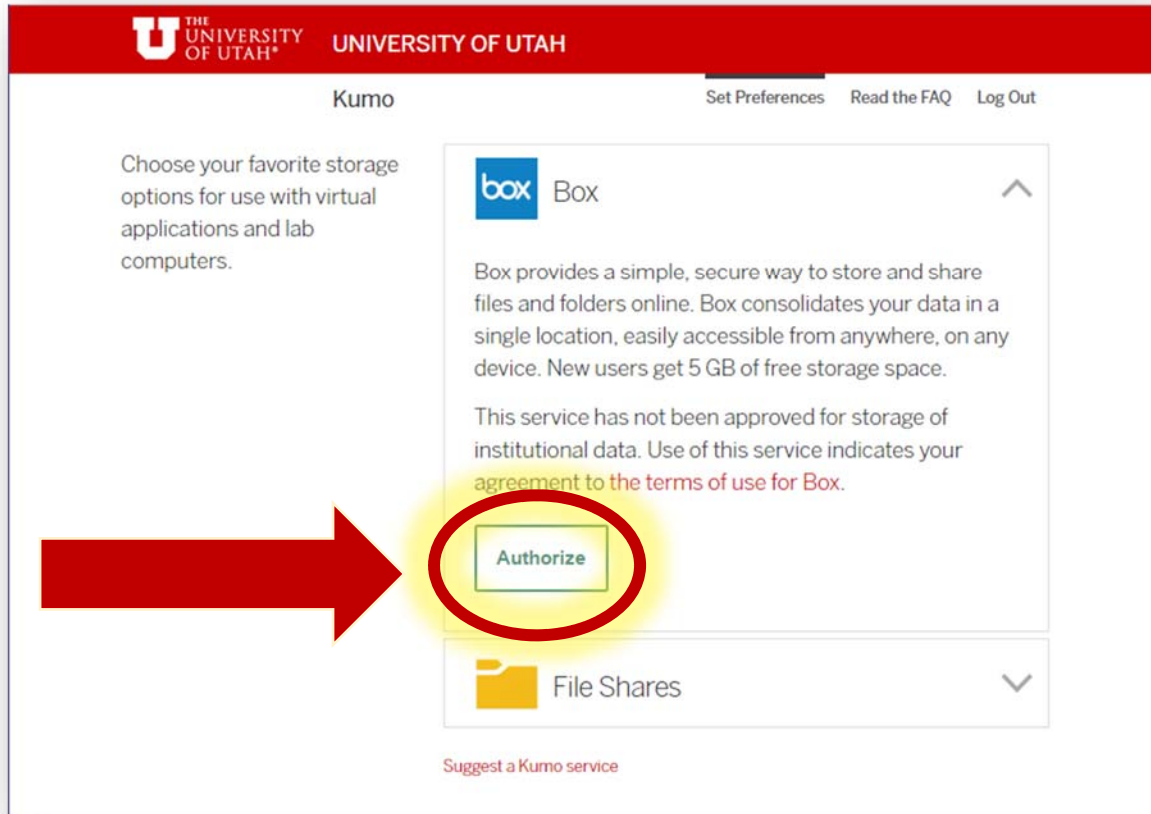
Now, after having initially logged into box.utah.edu you can proceed to the next steps.

Step 2. Begin the box mapped drive process by first navigating to <https://kumo.utah.edu> and clicking on the down arrow for **Box** (not "File Shares").



Step 3. Authorize your Box account

Once the dropdown arrow for Box has been selected, click the **Authorize** button within the Box settings.



The screenshot shows the University of Utah Kumo interface. At the top, there is a red header with the University of Utah logo and name. Below the header, the word "Kumo" is displayed. To the right of "Kumo" are links for "Set Preferences", "Read the FAQ", and "Log Out".

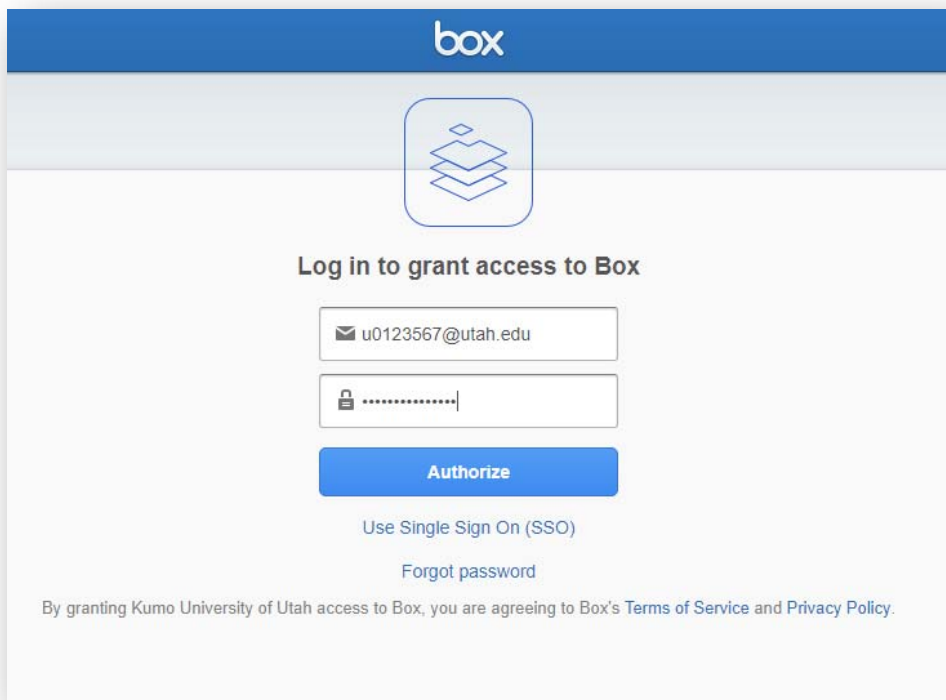
On the left side, there is a text prompt: "Choose your favorite storage options for use with virtual applications and lab computers."

The main content area features a list of storage services. The first service is "Box", which is expanded. The "Box" entry includes a blue "box" logo, the text "Box", and a small upward-pointing arrow. Below the logo and name, there is a description: "Box provides a simple, secure way to store and share files and folders online. Box consolidates your data in a single location, easily accessible from anywhere, on any device. New users get 5 GB of free storage space." Below the description, there is a warning: "This service has not been approved for storage of institutional data. Use of this service indicates your agreement to the terms of use for Box." At the bottom of the Box entry is a green "Authorize" button, which is circled in red. A large red arrow points from the left towards this button.

Below the Box entry is another service, "File Shares", which is collapsed and has a small downward-pointing arrow.

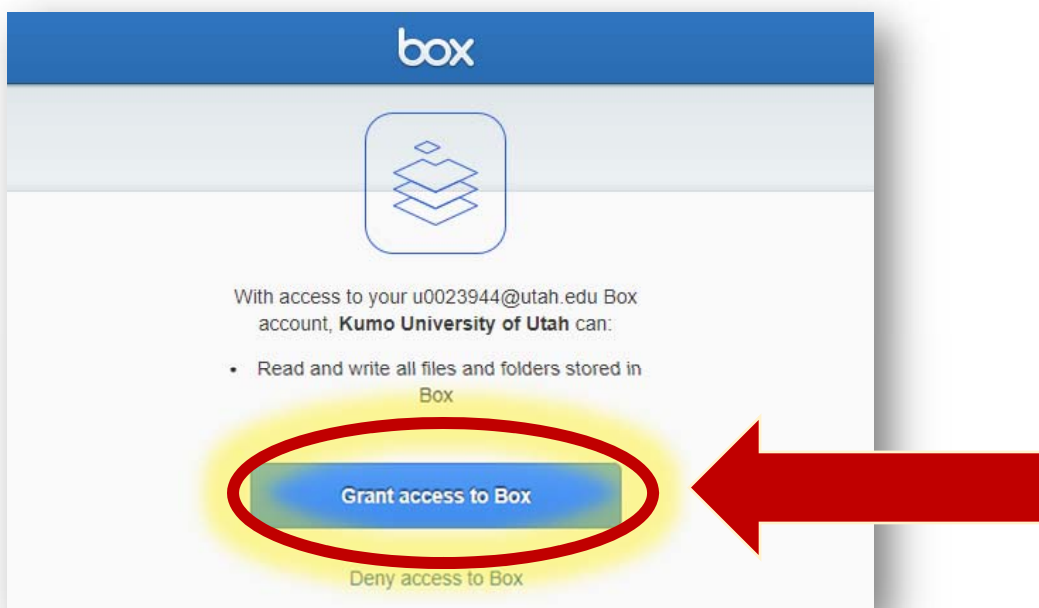
At the bottom of the interface, there is a link that says "Suggest a Kumo service".

Step 4. You will be prompted to log into Box for authorization. Enter your uMail email address and password in this manner: uxxxxxxx@utah.edu.



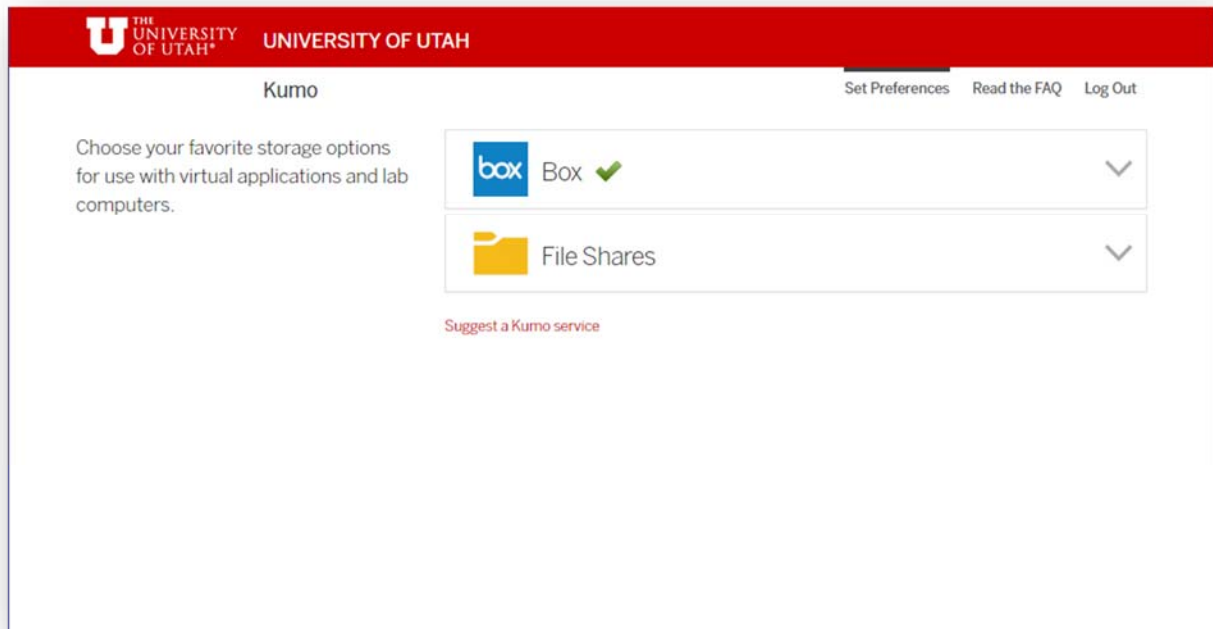
The image shows the Box login authorization interface. At the top is the 'box' logo in a blue header. Below it is the Box logo icon. The main heading is 'Log in to grant access to Box'. There are two input fields: the first contains the email 'u0123567@utah.edu' and the second contains a masked password. Below the fields is a blue 'Authorize' button. Underneath the button are links for 'Use Single Sign On (SSO)' and 'Forgot password'. At the bottom, there is a line of text: 'By granting Kumo University of Utah access to Box, you are agreeing to Box's Terms of Service and Privacy Policy.'

Step 5. Once you successfully log into Box, grant the University of Utah access to your Box account.



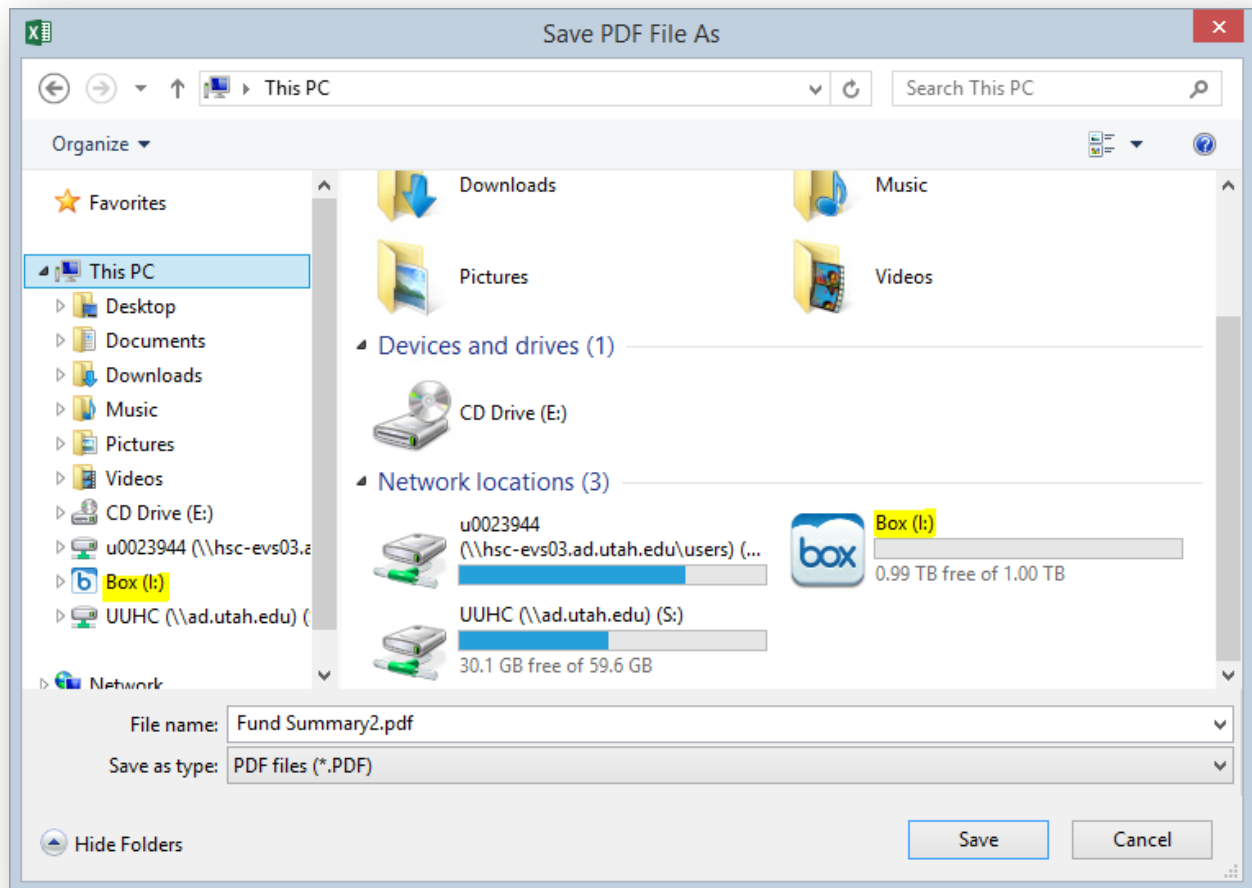
The image shows the Box access grant interface. At the top is the 'box' logo in a blue header. Below it is the Box logo icon. The main heading is 'With access to your u0023944@utah.edu Box account, Kumo University of Utah can:'. Below this is a list of permissions: 'Read and write all files and folders stored in Box'. At the bottom, there are two buttons: 'Grant access to Box' (highlighted with a red oval and a red arrow) and 'Deny access to Box'.

Step 6. When finished you should see a green checkmark appear and Box should be connected to your mapped drives within EPM.



The screenshot displays the Kumo interface for the University of Utah. At the top, there is a red header with the University of Utah logo and name. Below the header, the word "Kumo" is centered. To the right of "Kumo" are three links: "Set Preferences", "Read the FAQ", and "Log Out". On the left side, there is a text prompt: "Choose your favorite storage options for use with virtual applications and lab computers." To the right of this text are two storage options, each in a white box with a dropdown arrow on the right. The first option is "Box", with a blue "box" logo, the text "Box", a green checkmark, and a dropdown arrow. The second option is "File Shares", with a yellow folder icon, the text "File Shares", and a dropdown arrow. Below these options is a link that says "Suggest a Kumo service".

Step 7. At this point you should see a Box icon appear within your available mapped drives when you attempt to save a PDF document within EPM. Attempt to see if a box drive appears. The box drive should look like the image below within EPM:



Step 8: Now at this point you should be able to see box within EPM. When you log into EPM, you may encounter a dialogue box as you initially log in. This is a helpful indicator that the box drive has synced. It is recommended that you go into EPM and check to see that when you save a report that the box drive is an option among your mapped drives. If so, you are set up and should be able to save.

If you still don't see your box drive appear automatically, you **may need to approach your affiliated IT professional to assist you with setup**. If your IT professional has already implemented a way to accommodate this situation, you may see your Box folder automatically appear. If not, please contact your IT professional. Once box has been properly mapped, you should be able to see the similar Box icons in the images above on your local computer. Having this access should eliminate the hassle experienced in times past where the EPM user cannot directly access saved PDF information without exporting it to their local machine through a number of additional steps.

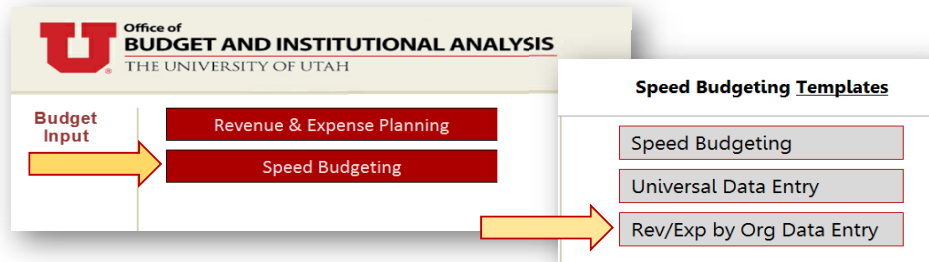
Using the Revenue & Expense by Org Data Entry

Instructions for Forecast, Budget and MTM Reset

Step 1

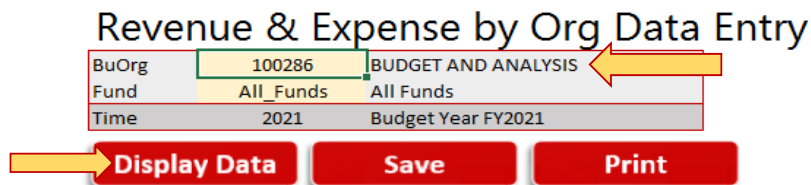
Find and open the **Revenue & Expense by Org Data Entry** input template.

Here is the file path in EPM: *EPM Main Menu > Speed Budgeting > Rev/Exp by Org Data Entry* (Double-click)



Step 2

Insert the BUORG (1XXXXX) and click "Display Data" to show data for activity-account combinations that roll up to the org.



Important Disclaimer #1: This template functions optimally when expanding at the departmental level where likely the number of activities are fewer. Displaying data at the college level can cause delays and even the template to error out due to the potentially enormity of data. Proceed at your own risk with larger org requirements.

Step 3

Click the "Zero Out" button located at the top right of the template. Please read disclaimer #2.



Important Disclaimer #2: By clicking this button, EPM should insert the number "0" in each forecast, budget and MTM input cell. This means, if you were to immediately "Save" button after clicking the "Zero Out" button, you may find that an enormous number of records need saving. This is to be expected. Due to a large number of records, saving may be slow and result in the system not saving.