

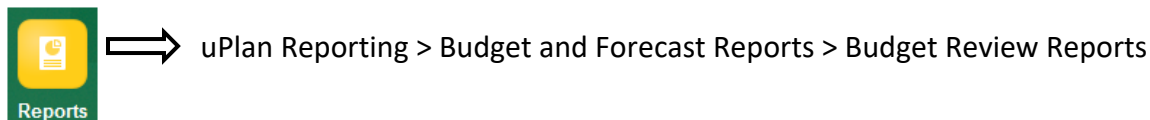


# Budget Review Reports Manual



Resource Planning  
1-9-2019

## Budget Review Reports

In uPlan, there are several summary-level reports to assist users in evaluating their budgets during the budget input process. The reports are under the Reports icon in uPlan, in the “**Budget Review Reports**” folder:



To run reports in uPlan, please ensure that:

- I. **Show POV Options**  is selected
- II. Folders are sorted in tree view: 
- III. You select the desired file format (XLS recommended): 

Below is a list of each of the five reports included in this folder and a description of what information is contained in each one.

Report Name	Description	Years Included
01. Budget Review by Department, Fund, Program	By Fund, department and program. This report shows budget next to the prior year forecast and actuals for FCST Yr-1. Specific accounts are not shown; only total revenue, expenses and net income are included.	Year that is selected, will be budget year displayed
02. Annual Working Budget Review (Select & Prior Yr)	By Fund, department, program and accounts at BL-level roll-up (all in the rows). Shows budget for selected and prior year, forecast for prior year and actuals for two years' prior (as columns).	Displays budget for year selected and prior year budget
03. Budget and Actuals by Account	By Fund, department and program (all in the rows). Shows budget and actuals for the selected year (as columns). Columns also contain accounts at BL-level roll-up.	Displays budget and actuals for year selected.
04. Budget by Department and Account	By Fund and department (all in the rows). Shows budget for the upcoming year. Columns contain accounts at BL-level.	Displays budget for the upcoming year (budget currently under development)
05. Budget to Forecast Report (Current Year) - Department Pages	Can be run in excel to provide a statement of operations for each department under the roll-up selected. The user can select a specific fund (or a fund roll-up) for the report. Departments will each have their own tab when opened in excel, however there is a limitation to approximately 30 tabs, so some faculties will have to run separately for different roll-ups.	Displays budget for the upcoming year (budget currently under development)

# Report Samples

## 01. Budget Review by Department, Fund, Program

**Budget Review by Department, Program**  
**Fund: F210 - Operating**  
**Department: Faculty X**  
**Program: ALL\_PROGRAM - All\_Program**  
**Year: 2018-2019**



Department	Fund	Program	Actual	Actual	Actual	Forecast	Forecast	Forecast	Budget	Budget	Budget
			Final	Final	Final	Working	Working	Working	Working	Working	Working
			FY18	FY18	FY18	FY19	FY19	FY19	FY20	FY20	FY20
			YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
			Revenue	Expense	NETINC	Revenue	Expense	NETINC	Revenue	Expense	NETINC
D900001 - Hyperion training 1	F210 - Operating	Program 0 (No Program)	9,383,303	8,799,684	583,619	9,273,951	9,173,652	100,299	8,144,067	9,759,900	(1,615,833)
D900001 - Hyperion training 1	F210 - Operating	P90FSP - _Food_Safety	337,287	112,750	224,537	351,341	112,657	238,684	121,640	116,436	5,204
D900002 - Hyperion training 2	F210 - Operating	Program 0 (No Program)	338,147	302,602	35,545	298,586	290,148	8,438	270,081	258,299	11,782
D900003 - Hyperion training 3	F210 - Operating	Program 0 (No Program)	1,592,235	1,327,259	264,976	1,151,936	1,090,304	61,631	915,472	365,889	549,583
D900003 - Hyperion training 3	F210 - Operating	Program 0 (No Program)	1,517,433	1,169,958	347,474	1,274,421	941,558	332,863	598,230	627,768	(29,538)
D900004 - Hyperion training 4	F210 - Operating	Program 0 (No Program)	2,046,828	1,453,458	593,370	2,011,310	1,506,450	504,860	130,559	432,853	(302,294)
D900302 - Hyperion training 302	F210 - Operating	Program 0 (No Program)	5,373,062	5,169,295	203,767	5,567,714	5,328,367	239,347	5,567,714	5,606,174	(38,460)
D900302 - Hyperion training 302	F210 - Operating	P97020 - CBM_-_Forestry	253,719	5,000	248,719	349,568	82,341	267,227	100,849	61,485	39,364
			<b>20,842,014</b>	<b>18,340,006</b>	<b>2,502,007</b>	<b>20,278,827</b>	<b>18,525,477</b>	<b>1,753,349</b>	<b>15,848,612</b>	<b>17,228,804</b>	<b>(1,380,192)</b>

## 02. Annual Working Budget Review (Select & Prior Yr)

### Budget Review (Department, Program, Account)

Fund: F210 - Operating

Department: D900001 - Hyperion training 1

Program: ALL\_PROGRAM - All\_Program

Year: 2019-2020



Fund	Department	Program	Account	Actual	Budget	Forecast	Budget
				2017-2018	2018-2019	2018-2019	2019-2020
F210 - Operating	D900001 - Hyperion training 1	Program 0 (No Program)	Internal Sales	2,553	0	200	0
F210 - Operating	D900001 - Hyperion training 1	Program 0 (No Program)	Sales of Services and Products	37,500	0	0	45,000
F210 - Operating	D900001 - Hyperion training 1	Program 0 (No Program)	430000 - Base Allocation-BL	18,683,479	20,869,407	20,869,407	20,869,407
F210 - Operating	D900001 - Hyperion training 1	Program 0 (No Program)	430010 - Temp Allocation-BL	2,992,559	0	4,340,958	0
F210 - Operating	D900001 - Hyperion training 1	Program 0 (No Program)	430020 - Flex Allocation-BL	(92,630)	0	(105,318)	0
F210 - Operating	D900001 - Hyperion training 1	Program 0 (No Program)	APO Salary	1,487,728	1,486,986	1,313,039	830,744
F210 - Operating	D900001 - Hyperion training 1	Program 0 (No Program)	Support Staff Continuing	12,493	0	0	0
F210 - Operating	D900001 - Hyperion training 1	Program 0 (No Program)	Support Staff Temporary	93,669	36,689	50,989	55,000
F210 - Operating	D900001 - Hyperion training 1	Program 0 (No Program)	Excluded Staff Salaries	0	0	388,270	683,398
F210 - Operating	D900001 - Hyperion training 1	Program 0 (No Program)	Temporary Academic Salaries	625,885	1,305,220	909,877	865,520
F210 - Operating	D900001 - Hyperion training 1	Program 0 (No Program)	Employee Benefits	503,525	511,736	540,690	565,000
F210 - Operating	D900001 - Hyperion training 1	Program 0 (No Program)	Supplies and Sundries	119,689	0	25,751	85,000
F210 - Operating	D900001 - Hyperion training 1	Program 0 (No Program)	Communications	64,074	0	42,333	30,000
F210 - Operating	D900001 - Hyperion training 1	Program 0 (No Program)	Travel	7,365	0	600	4,000
F210 - Operating	D900001 - Hyperion training 1	Program 0 (No Program)	Rentals & Leases	22,978	0	14,811	18,630

### 03. Budget and Actuals by Account\*

#### Budget by Dept, Program with Accounts as columns

Fund: F210 - Operating

Department: Faculty X

Program: ALL\_PROGRAM - All\_Program

Year: 2018-2019



Fund	Department	Program	Budget	Budget	Budget	Budget		Budget	Budget	Budget	Budget	Budget	Budget	Budget		
			FY19	FY19	FY19	FY19		FY19	FY19	FY19	FY19	FY19	FY19	FY19	FY19	
			Donations & Other Grants	Sales of Services and Products	Instructional Tuition	Allocation Accounts	Total Revenue	Salaries	Employee Benefits	Undergrad Scholarship & Burs	Supplies and Sundries	Communications	Travel	Maintenance & Repair	Transfers Out	Total Expense
F210 - Operating	D900001 - Hyperion training 1	Program 0 (No Program)	-	-	2,000,000	6,962,320	8,962,320	5,066,440	1,102,518	-	200,000	35,000	100,000	919,000	250,000	7,672,958
F210 - Operating	D900001 - Hyperion training 1	P90007 - Career_Services	70,000	-	-	100,000	170,000	294,410	71,777	-	40,000	-	40,000	-	-	446,187
F210 - Operating	D900001 - Hyperion training 1	P90FSP - Food_Safety	-	-	480,000	68,382	548,382	52,199	12,726	-	10,000	-	15,000	-	-	89,924
F210 - Operating	D900001 - Hyperion training 1	P97020 - CBM_-_Forestry	-	-	-	-	-	-	-	-	25,000	-	-	-	-	25,000
F210 - Operating	D900001 - Hyperion training 1	P90018 - Sessional_Instructors	-	-	-	154,902	154,902	230,000	-	-	13,000	-	5,000	-	-	248,000
F210 - Operating	D900001 - Hyperion training 1	P94019 - Communications	-	-	-	61,006	61,006	386,677	91,017	-	135,000	-	5,000	-	-	617,694
F210 - Operating	D900002 - Hyperion training 2	Program 0 (No Program)	-	-	-	65,000	65,000	358,504	86,211	-	70,000	-	30,000	-	-	544,716
F210 - Operating	D900002 - Hyperion training 2	P90059 - Donations	-	-	-	-	70,000	-	-	-	-	-	-	-	-	-
F210 - Operating	D900002 - Hyperion training 2	P90079 - Schlr_Awd_Burs	-	-	-	300,000	300,000	-	-	480,000	-	-	-	-	-	480,000
F210 - Operating	D900003 - Hyperion training 3	Program 0 (No Program)	-	264,938	-	-	264,938	213,660	51,278	-	-	-	-	-	-	264,938
<b>Sub Total</b>			<b>70,000</b>	<b>264,938</b>	<b>2,480,000</b>	<b>7,711,610</b>	<b>10,596,548</b>	<b>6,601,890</b>	<b>1,415,527</b>	<b>480,000</b>	<b>493,000</b>	<b>35,000</b>	<b>195,000</b>	<b>919,000</b>	<b>250,000</b>	<b>10,389,417</b>

\*Actuals have been excluded from the screenshot, these appear in the right-most columns.

#### 04. Budget by Department and Account

##### Budget by Department (Accounts as columns)

Fund: F210 - Operating

Department: Faculty X

All Program

Year: 2018-2019



Fund	Department	Budget 403000 - Tuition Instrucio nal-BL	Budget 403030 - Other Credit Fees&Sp Serv-BL	Budget 401000 - Internal Revenue- BL	Budget 402000 - External Revenue- BL	Budget Tc:0000 - Transfer- Credit-BL	Budget 430000 - Base Allocation- BL	Total Revenue	Budget 500010 - Faculty - BL	Budget 500020 - Admin Profession al Officers - BL	Budget 500024 - Faculty Service Officers - BL	Budget 500310 - Support Staff - Continuing BL	Budget 500330 - Temporary Support Staff-BL	Budget 500320 - Excluded - BL	Budget 500040 - Temporary Academic - BL	Budget 501000 - Employee Benefits-BL	Budget 502000 - Supplies Serv & Sundries- BL
F210 - Operating	D900001 - Hyperion training 1	480,000	-	-	-	-	3,325,525	3,805,525	2,107,517	261,220	149,665	137,705	28,193	254,157	178,350	596,780	39,650
F210 - Operating	D900002 - Hyperion training 2	-	103,000	-	-	1,600	200,000	304,600	-	-	-	157,001	-	-	49,200	45,552	39,595
F210 - Operating	D900003 - Hyperion training 3	-	-	40,000	20,000	-	100,000	160,000	-	-	-	193,601	-	-	102,355	67,841	3,675
<b>Sub Total</b>		<b>480,000</b>	<b>103,000</b>	<b>40,000</b>	<b>20,000</b>	<b>1,600</b>	<b>3,625,525</b>	<b>4,270,125</b>	<b>2,107,517</b>	<b>261,220</b>	<b>149,665</b>	<b>488,307</b>	<b>28,193</b>	<b>254,157</b>	<b>329,905</b>	<b>710,173</b>	<b>82,920</b>

...continued below...

Fund	Department	Budget 503000 - Communica tions-BL	Budget 503800 - Finance And Investment Fees-BL	Budget 503200 - Travel -BL	Budget 504000 - Rentals -BL	Budget TD0000 - Transfer- Debit-BL	Total Expense	Net Income
F210 - Operating	D900001 - Hyperion training 1	9,080	2,450	98,000	500	70,000	3,933,267	(127,742)
F210 - Operating	D900002 - Hyperion training 2	900	-	5,750	1,400	-	299,398	5,202
F210 - Operating	D900003 - Hyperion training 3	1,500	-	750	-	-	369,722	(209,722)
<b>Sub Total</b>		<b>11,480</b>	<b>2,450</b>	<b>104,500</b>	<b>1,900</b>	<b>70,000</b>	<b>4,602,387</b>	<b>(332,262)</b>

**05. Budget to Forecast Report (Current Year) - Department Pages**

**Working Budget Review**

Fiscal Year 2019-2020

Fund: F210 - Operating

Program: ALL\_PROGRAM - All\_Program

**Sample Department 1**

	<b>Actual</b>	<b>Forecast</b>	<b>Budget</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Donations & Other Grants	75,350	18,850	36,520
Internal Sales	-	371	425
Sales of Services and Products	17,839,781	15,046,638	4,025,600
Instructional Tuition	2,893,333	3,065,237	2,995,000
Transfers In	11,844,038	2,347,711	1,957,500
430000 - Base Allocation-BL	4,664,711	11,811,224	12,229,069
430010 - Temp Allocation-BL	435,510	(5,034,772)	-
430030 - Benefits Allocation-BL	2,155,989	-	-
<b>Total Revenue</b>	<b>39,908,711</b>	<b>27,255,260</b>	<b>21,244,114</b>
Salaries	15,088,095	13,725,283	14,410,802
Payroll Accrual & Suspense	151,983	-	-
Employee Benefits	2,300,025	2,164,729	2,256,608
Graduate Scholarship & Burs	50,195	738,302	546,343
Undergrad Scholarship & Burs	490,900	768,800	568,912
Supplies and Sundries	855,145	622,486	460,640
Communications	12,270	13,586	10,054
Finance and Property Tax	50	1,983	1,467
Travel	51,050	24,562	18,176
Maintenance & Repair	-	4,967	3,676
Rentals & Leases	7,527	9,895	7,322
Transfers Out	13,903,691	4,023,658	2,977,507
<b>Total Expense</b>	<b>32,910,932</b>	<b>22,098,251</b>	<b>21,261,507</b>
<b>Net Revenue and Expense</b>	<b>6,997,779</b>	<b>5,157,009</b>	<b>(17,393)</b>
430020 - Flex Allocation-BL	835,493	7,269,051	12,426,060
<b>Net Estimated</b>	<b>7,833,272</b>	<b>12,426,060</b>	<b>12,408,667</b>