2021

EPM User Guide

Contents

Three Steps to the EPM Main Menu

Step 1. Assess Citrix Client

First, assess if your computer/laptop has a compatible version of Citrix Receiver/Workspace. Why do you need a Citrix Receiver client? This application is necessary to have installed so that a device can use the Citrix virtual environment where EPM is hosted and accessible.

There are at least two ways to ascertain if your device has a proper version of Citrix Receiver/Workspace installed.

1. First, try to launch EPM or any other Citrix Application via the Citrix Applications Portal (i.e. Chrome, Outlook, Excel, etc.…). If it launches without a problem and EPM functions as expected, then likely you have a proper version of Citrix Receiver installed.
2. Another way to verify that you have a version of Citrix Receiver/Workspace on your device is to look for the client in the list of programs on your computer. You should want to still try to launch.

What if I don't have a Citrix Receiver / Workspace installed, what then? If you don't have a proper version installed, please work with your desktop support, local IT person to assist you in downloading a proper version. You can also call 7-6000, the ITS help desk who "should" be able to help you download a proper version of Citrix Workspace for your circumstance.

Step 2. Log into Citrix Portal

Log into the Citrix Portal by inserting this URL into a commonly used web browser: https://access.med.utah.edu.

Below shows the Citrix authentication screen. This is the authentication portal used to gain access to EPM. Insert your unid and password. This is the same unid and password as the one used for the Campus Information System (CIS). If successfully done, duo authentication should appear.

*Warning: When logging into this screen, you may receive a subsequent screen that suggests to download a version of the Citrix Client. If you know you have it already, you can find an option on the screen to bypass and not download the client. In most cases, this is the recommended action to take if such a screen appears.

Step 3. Find the EPM icon and launch EPM

Once you log into the Citrix Portal, find the EPM icon and launch EPM. It may take a few moments before the launch begins. You should see a "starting" screen appear with a status bar. At that point, an Excel screen should appear with the words "Loading…" Ultimately, the user should see the EPM main menu once the process has completed.

Citrix Application Screen
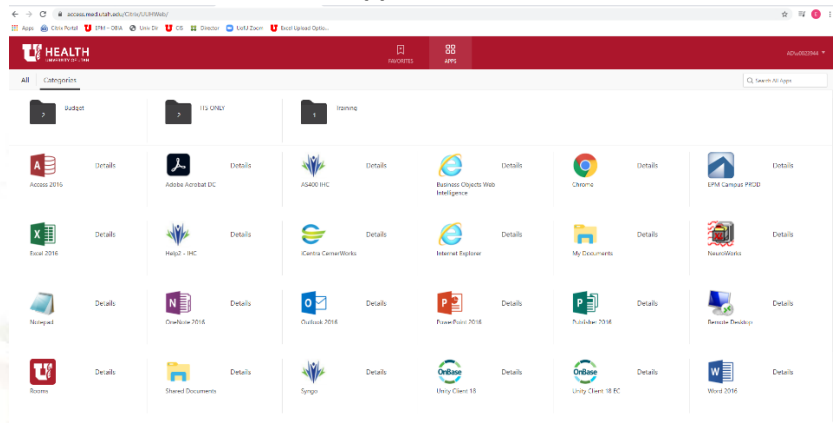
EPM Icon

EPM Campus PROD

EPM Main Menu
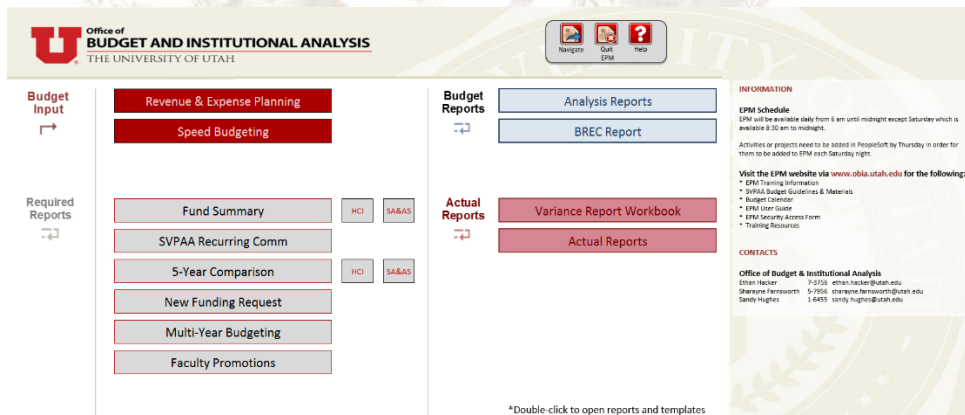
Common Features on Templates and Reports

<u>Why is the template or report blank?</u>

Remember, upon opening a report or template you should not see data displaying at first. To display data, you should 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.

<u>How does a user select an org or activity to display data in a report or template?</u>

Find the yellow input cell, typically found at the upper left corner of the report or template. These yellow input cells usually contain a word such as "No_ActProj" or "No_BUORG." To display data, each template or report should 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.

<u>How should I format my activities, projects and orgs so that the reports and templates function correctly?</u>

It's critical to note that in order to "display data," a user must, first, insert an org, activity or project in the correct format and click the "Display Data" button. Also, be sure to press the enter button to exit the cell before clicking the display data. 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 numbers on your keyboard. You can also use the look up functionality which should automatically insert the correct format for you, see the next question for the lookup function (see the next question).

<u>How can I find a list of my activities, projects or orgs that I have been granted access to select from?</u>

To pull up a list, first navigate to the cell in a report or template where you insert an org or activity/project. If that cell contains a formula called "EPMSelectMember" then a user should be able to view a list. To obtain a list of authorized orgs/activities/projects, simply double-click the yellow input cell that contains the EPMSelectMember formula and a dialogue box should appear with a list. This list may be in hierarchical form requiring you to unhide or ungroup to reveal the activity/projects or orgs. There is a button to show the list in hierarchical or a list view. Also, in this dialogue box, a user can click on the binoculars icon or "find" function to do a search to find what you are looking for. If you have a parent org, children orgs should typically be grouped (+) with the parent and that goes for activities and projects that roll up to an org in the hierarchical view. 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.

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

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.

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.

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.

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

Yes, you can open and re-open multiple versions of the same template/report. If a template/report errors out for some reason, you can close it and reopen an unused version of the template right away. EPM assigns a sequential number each time a new template/report is opened. The total number of windows possible to be open on your device, depends on your devices available resources to support the number of windows you request.

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.

Budget Input Section
Revenue & Expense Planning Template

Brief description of the template:

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.

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.

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

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

How do I Save Data?

This is 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 should pull up a dialogue box showing you how many records should be saved, click "Ok" even if the number of records seems unorthodox. Then another dialogue box should 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.

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.

How do I budget at the "Fund Level?"

To forecast at the fund level for the current and next year, the user should 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 should not carry over to PeopleSoft management reports for July 1st.

How to insert a new row for an additional account?

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

How do I budget one-time dollars?

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

How do I update the budget spread 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.

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.

What about 49998 for 1001 activities?

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

Should formulas save?

No. Formulas that are used to calculate forecasted totals should not be retained once the saving process has been initiated. All saved data reverts to values.

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.

What is the funds available summary at the bottom of the template?

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. You'll notice you have a beginning balance and then it takes into consideration the net income/loss for the current and next fiscal years to determine the ending fund balance.

Speed Budgeting Template

Brief description of the template:

This template was created to decrease the number of seconds required to refresh and save data into EPM. Also, it gives users another way to save data into EPM besides using the Revenue & Expense Planning Template which is slightly more sophisticated and requires longer refresh times. Not only does the Speed Budgeting Template refresh more quickly, this template was also designed to facilitate a copy, paste and save method by activity/project which can tremendously speed up data entry into EPM. Many of the user-friendly features found in the Revenue & Expense Planning Template have been eliminated or stripped from this template. Those features slowed down the template from refreshing. However, some validation features still remain to ensure proper data entry. We describe important features in the next two questions.

What about that first tab in the Speed Budgeting Template?

This first tab allows an EPM user to insert and refresh data for an existing activity/project. You can toggle between fiscal years with the time option 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 likely should not be as swift as the 2nd and 3rd times, which should demonstrate much improved speed. In this tab, users can save to the Jan-June projected column or to the next year budget, along with comments. Existing month to month information can also be changed as required. In this first tab, users cannot change one-time revenues/expenses. Any existing dollar amounts associated with revenue or expense accounts numbers can be modified in this template. To add new accounts, users must use the second tab. EPM users can double-click on the "insert new acct" in red font and the template should then populate the second tab with your current activity/project. Read more about how to insert new accounts using the second tab in the next question. In the first tab, Fund Balance and an abbreviated income statement is provided at the top right of the screen. This should give a user a swifter way to see the financial state of the activity/project.

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

What about the second tab in this template?

The overarching purpose of the second tab called "Insert Accts" is to allow an EPM user to perform at least two crucial functions. The first is to insert new accounts that don't exist when refreshing the first tab on an activity or project. The second function is to simultaneously update existing accounts and insert new accounts by copying and pasting from a shadow system. For instance, to add new accounts not found on the first tab, an EPM user can add accounts 40875 and 65500 if they need to forecast and store their data. To add a new account in this tab, a user manually enters their activity/project at the top left (or use the "Insert New Acct" double-click in the first tab). After inserting your activity or project, insert the new accounts under the proper heading, and then proceed to insert amounts for either Jan-Jun and/or next year. Once finished, click the save button. By doing so, the data should save to the database. Once saved, these new accounts should appear on the first tab after refreshing. There is a way to quickly refresh after saving data in this tab. Find and double-click the "Refresh Input Tab" cell found on this second tab in red font. This is a shortcut to initiate the refresh process from the second tab. Remember, accounts do not need to be in any particular sorted order to save on this tab. This tab has some safeguards to prevent errors but please behave judiciously when using this template. For instance, please do not use Excel functions to delete any rows. Simply zero out the account numbers you do not wish to forecast. Don't forget that users can modify existing accounts by using this second tab too. For example, let's say an EPM user saved data to office supplies account 62500, within this second tab, and it already exists on the first. EPM should reflect the latest data that was number that was last saved.

Another reason this Speed Budgeting template was created was to offer to EPM users a way to copy and paste and save data from their shadow system for a singular activity or project. As an example, let's say, a user has an Excel based shadow system where they save their data and track their budget development. By copying the accounts/amounts found in their shadow system and pasting them into this tab, then clicking save, both existing and new accounts should be automatically updated when a user refreshes the first tab. In summary, the first tab allows for existing accounts to be changed or updated while the second tab allows for new or existing accounts to be saved and offers a way to copy, paste and save data for both lump sums and month to month.

Insert New Accounts Template
Copy & Paste Method

	ACT/PROJ	ACCOUNT	One-Time	ACCOUNT DESCRIPTION	FY2020 JAN-JUN PROJECTED	FY2021 BUDGET
						Refresh Input Tab
1	00005793	62500	N	Office Supplies	71,000	88,000
2	00005793	62501	N	Office Supplies	58,000	29,000
3	00005793	50000	N	Executive Salaries	19,000	52,000
4	00005793	53000	N	Hourly	91,000	18,000
5	00005793	54000	N	Federal Work-Study	74,000	95,000
6	00005793	54800	N	Excess Work-Study Earnings	84,000	58,000
7	00005793	61400	N	Equip-Non Capitl $3,000-$4,999	41,000	32,000
8	00005793	62400	N	Operational Supplies	17,000	54,000

Universal Data Entry Template

Brief description of the template:

This allows an EPM user to save data across multiple activities or projects at once. It can save up to 1,000 lines of data at once. This is particularly useful if an EPM user has data stored in a shadow system and simply wants to update EPM somewhat directly from the shadow system. It does not refresh or pull data such as a report. Its sole purpose is to save data to the EPM system. This can rapidly expedite data entry and is relatively easy to use.

Saving large quantities of data using this template:

An EPM user can save up to 1,000 lines of data in this template. However, be cautious that you save large quantities of data during off-peak hours. It may take some time if utilizing the entire 1,000 lines, especially during EPM peak hour usage.

Can I save across multiple activities or projects at once?

An EPM user can save up to 1,000 lines of data in this template. However, be cautious that you save large quantities of data during off-peak hours. It may take some time if utilizing the entire 1,000 lines, especially during EPM peak hour usage.

What does the clear button do?

This button was designed to clear any data found in the data entry columns of the template. By clicking it, it should wipe clean the act/proj, account, Jan-Jun and budget columns. If you just saved data and want to start fresh, click this button and it should clear the data found in those four columns.

Universal Data Entry
Activity & Project Level

Save   **Clear**

	ACT/PROJ	ACCOUNT	FY2020 JAN-JUN PROJECTED	FY2021 BUDGET	One-Time	ACCOUNT DESCRIPTION
1	00005793	62100	5,000	5,000	N	Consultants/Indep Contractors
2	00005793	40875	20,000	40,000	N	Tuition & Fees
3	5791	7910	100,000	1,000,000	N	Unrecognized Account No.
4	5791	49999	5,000,000	5,000,000	N	Unauthorized Account
5	00001611	625000	100	120	N	Unrecognized Account No.

Rev/Exp by Org Data Entry

Brief description of the template:

This allows EPM users to view activities and projects for an entire org at the parent or child level. By inserting a parent org, activity/projects should pull into this report. Instead of making updates to a single activity/project at a time, in this template EPM users can make updates to multiple chartfield combinations that roll up to a single or parent level org. A warning, users cannot insert activity/project account combinations in this template. Only pre-existing data should pull into this template and users cannot necessarily add any new lines. This input template currently works more efficiently at the department level. It may operate relatively slowly with larger orgs. It contains two tabs. The first is for data entry the second shows a pivot table illustrating the bottom lines related to the components of the first tab. A more in-depth explanation is found below of the second tab.

Unique features:

 The "**unhide chartfield button**" reveals helpful chartfield descriptions for BUORG's, activity/projects and accounts. This is located at the top left. The "**Zero out**" feature located at the top right, if clicked, will allow a user to zero quickly delete Jan-Jun and next year budget information. It also deletes month to month information while still preserving the accounts 49996, 49997 and 49999 should they exist in the user's data pull since they are unauthorized for users to change. Also, filters have been added to the column headings to allow users the opportunity to filter data.
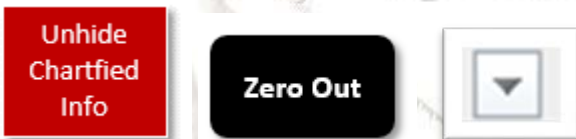
The second tab contains a pivot table. This pivot table has been constructed in such a way as to display each BUORG, it's connected project/activity with its coinciding accounts. It can be expanded to reveal account codes. The data should be arranged to calculate the BUORG's, activity/project bottom line. It also allows for common pivot table features. Users can drill down into information by double-clicking amounts. Use of common pivot table features apply.   Also, users can filter by fund. The refresh pivot button allows users to make updates to the first tab and refresh the pivot table without the need to save data first. This permits what-if analysis. Make updates in the first tab and then press "Refresh Pivot" in the second tab to see the results to the updated pivot table. This tab should be print ready.

Rev/Exp by Activity

Brief description of the template:

This template has three district reports in three different tabs. This report was created to provide EPM users with a version of the Revenue & Expense Planning information more quickly. Faster refresh times was the primary aim of these three tabs. In the first tab, this report mimics the revenue and expense template and refreshes more quickly. The other two tabs and reports are similar except refresh even more quickly and has summary information at the bottom to visualize the interaction of revenue and expenses.

Rev/Exp Export

Brief description of the template:

This gives EPM users the ability to sequentially refresh up to 100 individual Revenue and Expense Planning templates and then consequently prepare the workbook to export outside of Citrix. Below, you can see there are three possible steps in using this template. Step 2 and 3 are essential and step 1 is optional. Below is a description of each step.

Step 1: This first step is a report to help EPM users query a list of activities/projects to use in step 2. As can be seen, step 1 allows users to select several different categories to query a list of desired activities

or projects for step 2. Once you "Display Activities" (or projects) you can simply use Excel functionality to copy and paste 'as values' into step 2.

Step 2: This second step allows a user to insert a list of up to 100 activity/projects. In the column that states, "Insert Act/Proj Here" the user inserts their list of activities/projects. Each row represents a tab or sheet from 1 to 100. By inserting an activity in sheet 1, when the workbook is refreshed, this should then pull data for that activity in sheet 1. Users can also change the time. When a user has their list of activities/projects inserted and the time set, the next step is to click the "Display Data & Prepare for Export." By doing this, users kick-off the process whereby VBA performs a set of steps to prepare the workbook to be exported. Primarily, what happens once the button is clicked, is that unnecessary tabs will be deleted first. At some point, you should see the tabs where the user didn't insert an activity/project in step 2, disappear. Then the process begins to refresh each remaining sheet. It will take several seconds per sheet. Afterwards, each tab should be renamed according to the activity or project found in step 2. Once the tabs are renamed, if you wish to export the workbook, proceed to step 3.

Step 3: Once the data has been prepared for the list of activities/projects in step 2, step 3 gives an EPM user a way to save the workbook. The workbook should be saved to the users Citrix G drive. At that point, an EPM user must figure out a way to export the file from within the Citrix environment. Each EPM user that is set up to access EPM should have a g drive. By clicking the "Export Button" or Excel icon, the export process should commence by asking the user where they would like to save the workbook. It should default to the users G drive. Once it has saved the workbook to the Citrix G drive, the last step is to determine a way to retrieve the document from your Citrix G drive to your local computer drive. As it stands, it will not save to your local computer drive. It takes one extra step to retrieve the file now saved to the G drive. The goal now is to find a way to get the file from the G drive to your local computer. There are several ways to do this. A user can employ the MS Outlook Citrix applications icon to launch Outlook and attach the file to an email. Sending an email using the Citrix application Outlook icon is one way. Users can also use the Citrix Chrome icon to, let's say, launch Chrome and access Box.utah.edu to upload the file to the cloud and then use a local computer to retrieve it. If you need additional assistance, feel free to contact the budget office for help.

Revenue & Expense Export Report

STEP 1
Copy

BUORG	No_BUORG	No Business Unit Org
TIME	2020	Fiscal Year 2020
CATEGORY	ACTUAL	
ACCOUNT	REVENUE	

Display Activities

Use this report to find, copy and paste (as values - not formula's) activities or projects into the list on the right

BUORG	ACTIVITY	FUND	ACTIVITY DESCRIPTION	FY2020 ACTUAL
100215_PAREN	BUORG_100215	6000	Parent for HUNTSMAN CANCER INSTITUTE	
Grand Total				-

Navigate | Close Window | Quit EPM | Help

STEP 2
Paste

Display Data & Prepare for Export

Time warning - each tab will take at least 4 seconds to refresh plus additional time for other report processing. Please be patient as it works on your request.

*Please insert the correct format for activities, either leading zeroes (000) or five digits. No blank cells allowed.

Rev & Exp Tab Command and Control Center

| Change Time	*Don't Touch* Sheet #	Insert Act/Proj Here	Act/Proj Linked to Tabs	Act/Proj Description	Act/Proj In Error?
2021	1	NO_ACTPROJ			N
2021	2	NO_ACTPROJ			N
2021	3	NO_ACTPROJ			N
2021	4	NO_ACTPROJ			N
2021	5	NO_ACTPROJ			N
2021	6	NO_ACTPROJ			N
2021	7	NO_ACTPROJ			N
2021	8	NO_ACTPROJ			N
2021	9	NO_ACTPROJ			N
2021	10	NO_ACTPROJ			N
2021	11	NO_ACTPROJ			N

STEP 3 Export

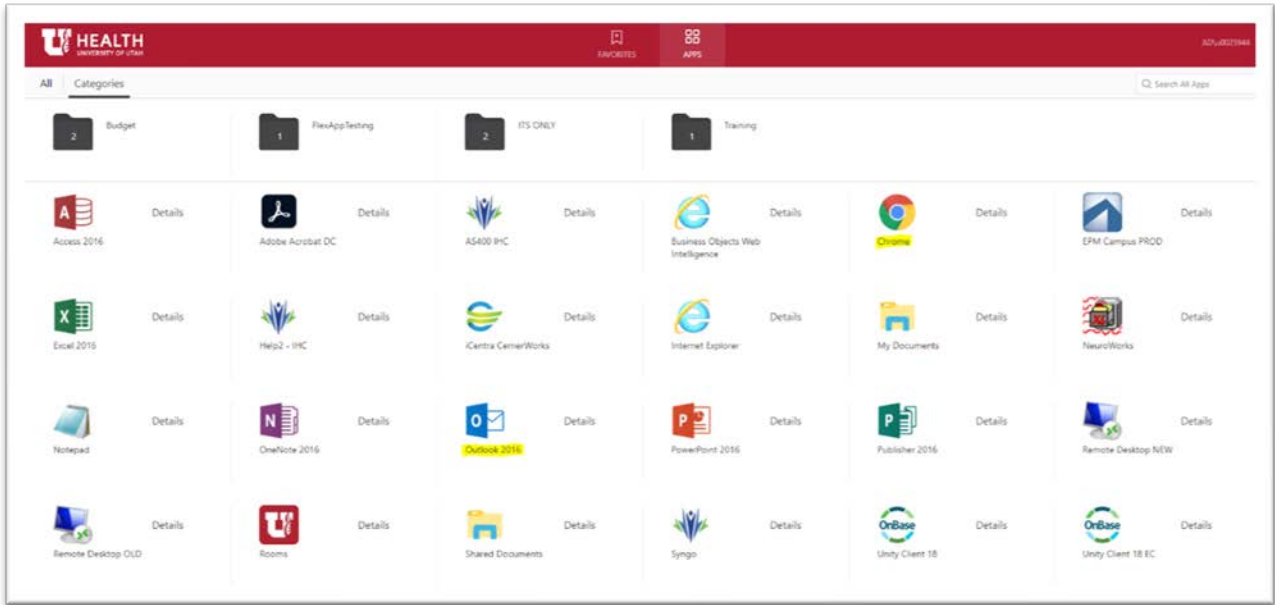**Export Button**

Important Note

Click the Excel icon to the left to export & save this workbook to your citrix G:Drive or UBox Drive. If saved to your citrix G:Drive, you must find a way to save it outside of citrix.

My Documents

Details
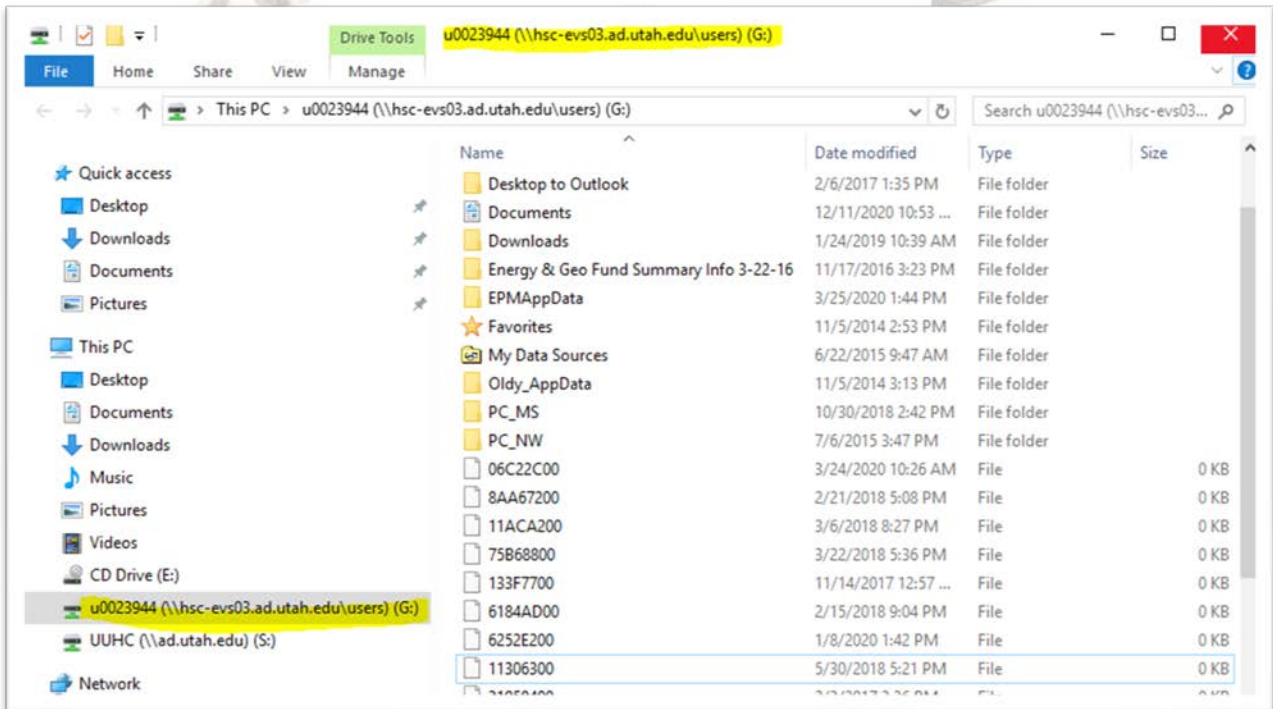
Rev/Exp by Org

Brief description of the template:

This is a mirror image of the Rev/Exp by Org Data Entry template, only now, it is a much faster report. The same options apply in this report as the Rev/Exp by Org Data Entry, only now, users cannot save data. Due to this, the report should refresh much more quickly than its data entry companion. For more information on the different features of this report, please refer to the Rev/Exp by Org Data Entry template.

Required Reports

Fund Summary Report

Brief description of the report:

This report is a summarized representation 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 individual org level. The report should automatically hide relevant fund columns that do not have any data showing upon displaying the data. 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.

BUORG	100050_PARENT	COLLEGE OF ENGINEERING
Activity/Project	BUORG_100050	Parent for COLLEGE OF ENGINEERING
Fiscal Year	2021	Fiscal Year 2021

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.

BUORG	No_BUORG	No Business Unit Org
Activity/Project	NO_ACTPROJ	No Activity or Project
Fiscal Year	2021 ▾	cal Year 2021

Display Dat
2021
2020
2019
2018
2017
2016

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. These also can be found in the analytical portion of the

Analytic Reports
FS Pivot Rpt
FS One Time
FS by Org
FS FB by Org

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 Commitments

Brief description of the report:

This report shows the recurring commitments pledged by the SVPAA for a particular org at the singular 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?

As mentioned, account code 49996 are recurring commitments from the SVPAA. This report provides information for each commitment. If there are multiple commitments for one activity, this report should show each individual commitment separately and distinctly. Conversely, when using other reports or templates, these commitments are usually summed and provide no connected detail to describe what each commitment entails. For example, in the Revenue & Expense Planning template, these individual commitments should 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 need to be vetted through the budget office.

5 Year Comparison Report

Brief description of the report:

This report displays five 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 identify 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 5 Yr Comp Detail tab allows a user to pull in the activity and account information related to the first tab. The next tab called,

"CHARTS" contains bar chart graphs showing subtotals found in the first tab. This relies on the information found in the first tab. If the first tab is refreshed for a given BUORG, then this "CHARTS" tab should reflect accordingly. The next tab called "CHARTS (LINE SELECT)" has one chart that allows the user to select a specific line found in the first tab (i.e. Consultants, Faculty, Revenue, etc.) to visualize. The last tab is the FS crosswalk used to ascertain which accounts rollup to which line items found on the first tab.

REPORT	5 Yr Comp Detail	CHARTS	CHARTS (LINE SELECT)	FS Crosswalk
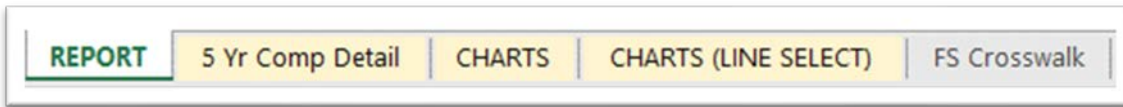
What about that plus (+) sign at the bottom, what does that do?

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.

+	82	Ungroup (+) for $ & % Δ Chg
	83	

New Funding Request Template

Brief description of the report:

This template was created to gather, centrally, each of 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. Helpful comments have been inserted at each header to help explain the template. Hover over the heading to receive helpful information on filling it out.

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

First, please insert your relevant org at the highest level and click on "display data." You should see a large warning sign when opening this template. Feel free to delete it after noting the message. The reason for this request and first step is that the template should pull in fund balance information that relies on this highest-level org. If an incorrect org is entered the fund balance will not reflect correctly. At first, when you initially refresh the template, if no prior data entry has been done, nothing should appear initially unless you have saved information already that connects to the org. However, this initial refresh should allow EPM to pull in relevant data to populate the two threshold columns.

DON'T FORGET!!!!
Please insert your BUORG at the "highest level" for your org/area **BEFORE** clicking "Display Data" and completing/saving any lines (this is for threshold columns). This may or may not require using "_Parent." Thank you.

*After reading this carefully, feel free to move or delete this box/reminder.

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.
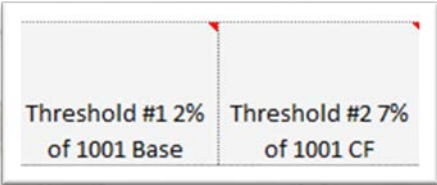
Do I need to complete all columns before saving?

Yes, this template is structured not to allow a user to save data until each line inserted has each row completed. If you have questions about how to fill out the yellow-filled cells, please contact our office.
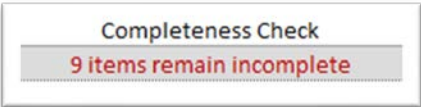
Can anyone save data using this template?

Currently, this template can be accessed by any EPM user, however, only allows a pre-approved list of unids to save. If a user is not on that list, it should not allow the EPM user to save data to the system.
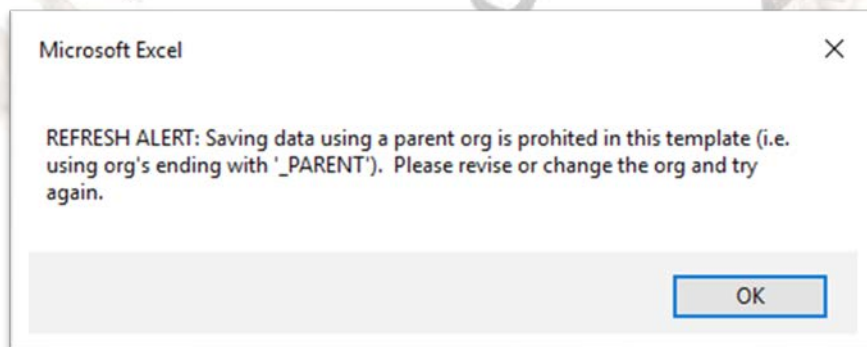
Multi-Year Budgeting Template

Brief description of the report:

This multi-year budgeting template has been developed to provide central leadership with an idea of an organization's 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. Below, each tab found in this template is described and its purpose outlined.

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

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

Microsoft Excel ✕

REFRESH ALERT: Saving data using a parent org is prohited in this template (i.e. using org's ending with '_PARENT'). Please revise or change the org and try again.

OK

Can you tell me more about the different tabs?

There are four tabs total within this workbook.

Multi-Year Projection Input Template

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 this data to EPM. This tab is meant to save data only and not to perform reporting. Reporting is in the second tab. In this tab, there are several additional buttons to help EPM users with their data entry. They are called, "Action Buttons." Each one performs a different operation in the worksheet to help facilitate completion. There are imbedded comments in cells to the right of the action buttons that when hovered over will offer a few directions on what each button does. The first button called, "Clear Input," should zero out the input cells alone. The second, called "Reset to Save," should reset the input cells to what is found in the EPM database. "All insert formula," inserts a projection formula into the input cells. Next, the "Conditional Insert Formula," this should insert projection percentages when an input row has no saved data. If an input row has saved data, it should skip that row. Lastly, "Reset All Forecast %'s" should reset all the projection percentages to their default formula. The "3 Yr Avg Same % YTY" column has formulas that are a three-year rolling average of the actual, forecast and budget amounts. The formula reverts to zero if the average is an error due to one of the years being empty. A user can change this number at their convenience. Finally, the cell with a bold border, currently found in cell X11, allows a user to populate the same percentage across projection years. When default formulas are found in the projection columns, use this cell to change the cells ubiquitously.

Office of
BUDGET AND INSTITUTIONAL ANALYSIS
THE UNIVERSITY OF UTAH

Multi-Year Projection Report

The **second** tab called "Rpt" allows the user to display data for Parent Org's and selected funds. This template does not allow users to save data. The first tab does this. This tab allows users to pull in data for a parent org or multiple funds. It is likely required after an EPM user has entered in data on the first tab for several orgs.

The **third** tab called "A Form" is a template to insert the assumptions that buttress your projections found in the multi-projections report. This template, as the note below indicates, allows users to save their data if they desire. Data can only be saved at the individual org level and not the parent level.

IMPORTANT NOTE: You can now <u>save</u> your comments within this report to an individual org. <u>Don't</u> use parent org's. Please feel free to delete or relocate this notification.

The fourth tab called "Charts" shows table and chart information connected to the "Rpt" tab. When an EPM user runs the report tab, the chart tab should populate accordingly.
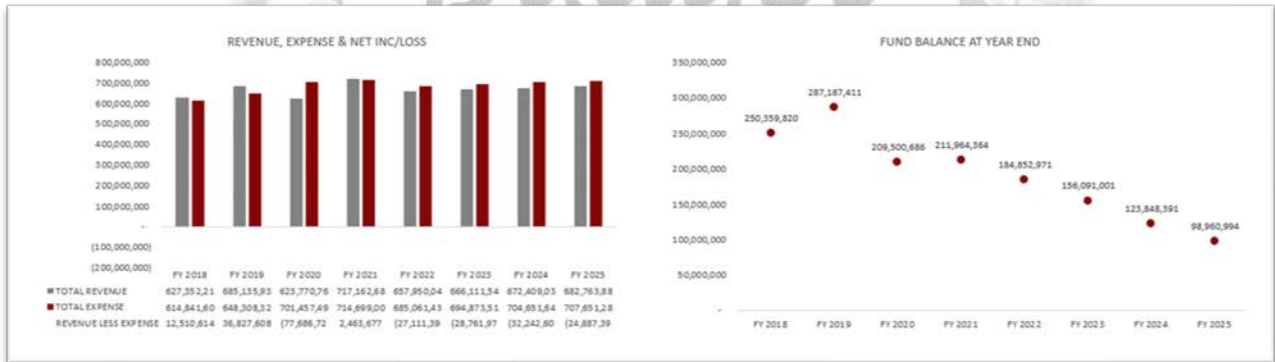
The fifth and last tab is an FS crosswalk in case an EPM user would like to understand which accounts rollup to which line items on the input or report tabs.

Faculty Promotions Template

Brief description of the report:

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. This is a relatively simple template with three cells where an EPM user should enter data and save. Please note that only authorized users should have the ability to save to this template.

> **PLEASE NOTE**
>
> EPM users must have approved specific dean level security access to save data within this template. Please check with your dean if you don't have access to save data. Thank you.
>
> *After reading this carefully, feel free to move or delete this box/reminder.

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 unid and an activity in which to transfer the funds. Once done with the unid and activity, a user should select a promotion for the employee from the drop down. The rest should auto-populate.

How can I insert a new line?

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

Budget Reports

Activity Summary by Org

Brief description of the report:

This report displays for a selected org or parent org, fiscal year and category (i.e. budget, forecast or actuals) a list of activities that roll up to the org. This format is connected to the fund summary. In fact, the bottom line information should tie directly to the fund summary report when both this report and the fund summary are run for the same org and level. The headings for each column should match the major subtotal lines found on the fund summary report. This report can be effective tool for balancing after data entry by activity and/or fund has been completed to some extent.

Org Report for: No_Buorg - No Business Unit Org				
ORG	ACTIVITY	ACTIVITY DESCRIPTION	FUND	TOTAL REVENUE

Can I see more detail or fund balances?

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

(+) Fund Balance (Actuals Only)

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

There are two other tabs, for a total of three, in this report workbook. The second tab entitled "Report FB" allows a user to display a list of fund balances by activity or project for a selected org which should tie directly to the fund balance report fund balances for a given time period. The last tab or 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. This should help users identify which activities contribute to variation on the fund summary.

Report FB	Report FS Act Comp

Fund Summary Pivot

Brief description of the report:

This report can provide activity and account detail level data that rolls up to the various numbers found on the Fund Summary. The report is a pivot table that mirrors the fund summary for a particular actual, forecast or budget category found on the Fund Summary report. For example, if you would like to know what activities and accounts roll up into an organization's 1001 fund for its budget next year, an EPM user could run this under the faculty category on the Fund Summary, running this report should 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 data with these to show all applicable funds or only those funds found on the fund summary ("FS") or those not found on the fund summary ("NFS").

31 | P a g e

How do I get to the detail again?

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

FS One-Time Report

Brief description of the 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. This has particular relevance to the Fund Summary report which one-time entries impact as shown in the image below. This report pulls in the org, activity, fund, account and amounts by org. It also displays the data in a pivot table summary.
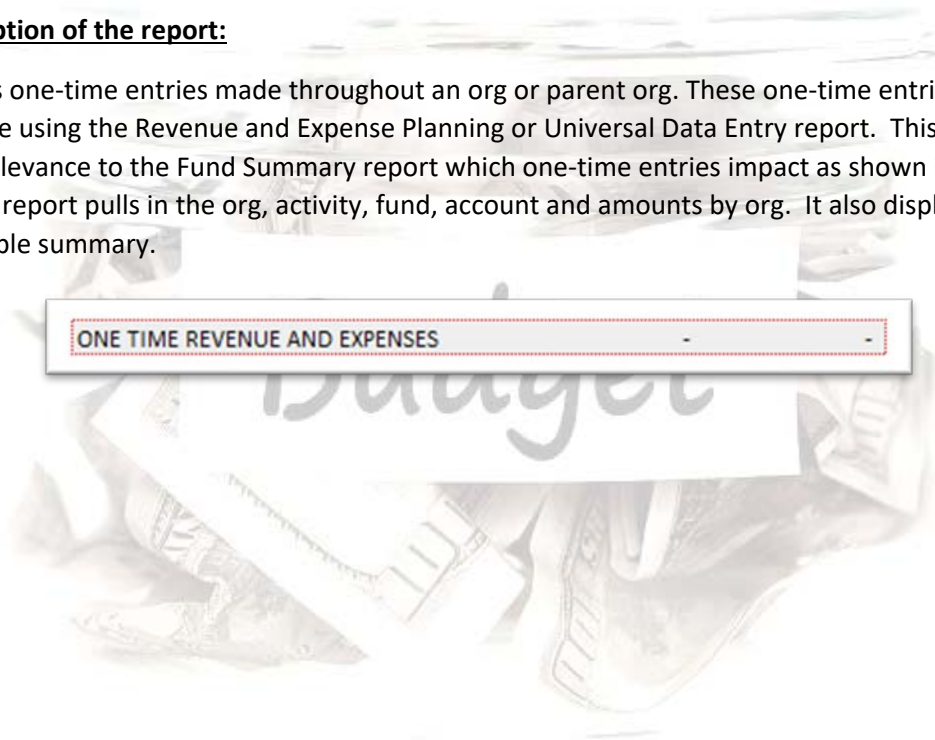
FS by Org

Brief description of the report:

This report is particularly helpful when a user has multiple orgs that roll up to a parent org and would like to understand how these orgs flow on the Fund Summary report. Also, if an EPM user would like to see the data ordered by activity, this report can display activities horizontally. This report can be run for a parent or an individual org. As for the design, the report refreshes a pivot table that is designed to show orgs horizontally and fund summary line items vertically. Users can ungroup the activities that roll up to an org horizontally. They can also use the slicers to filter by any fund of choice. This report is also drillable, since it is a pivot table. Simply double-click and the detail should appear in a separate tab.

Fund Summary Rollup	102286 - BUDGET UOFU PROCESS
01 REVENUE	24,968,808
02 SVP RECURRING COMMITMENTS	40,000
03 BASE FUNDING (NPS)	62,434,269
04 BASE FUNDING (PS)	133,366,821

Fund Summary Rollup	102286 - BUDGET UOFU PROCESS 00005936	00005937
01 REVENUE		
02 SVP RECURRING COMMITMENTS		
03 BASE FUNDING (NPS)	4,644,000	9,244,650
04 BASE FUNDING (PS)	(55,735)	

FS Fund Balance by Org

Brief description of the report:

This report is particularly useful for EPM users that would like to identify which orgs and activities that impact the fund summary report. There are two tabs for this report. For the first tab, an EPM user will select a parent or individual org, run the report which should refresh the pivot report, displaying an org or several orgs if applicable. When an EPM user clicks on the plus sign next to an org, the pivot table report should ungroup a list of activities, as shown in the images below. This data should map back to

the fund summary fund balances giving the user a precise view of which orgs/activities are impacting the numbers connected to the fund summary balances. Filters at the top of the pivot report allow users to filter by fund. The pivot report found in the second tab differs from the first tab in that it shows horizontally at the top, the funds and vertically the org/activities that tie to the fund summary.

BUORG / ACTPROJ		FY 2019 ACTUAL	FY 2020 FORECAST NET INC/LOSS	FY 2020 FORECAST	FY 2021 BUDGET NET INC/LOSS	FY 2021 BUDGET
⊟102286 - BUDGET UOFU PROCESS		136,209,379	(65,524,666)	70,684,713	(22,537,693)	48,147,020
00005936 - T53 RESIDENT 2-YR/MISC T-WAIVE			1,556,116	1,556,116	88,265	1,644,381
00005937 - T53 RESIDENT 4-YEAR TN-WAIVERS			1,402,352	1,402,352	286,650	1,689,002
00005939 - T53 NONRES MERIT/ATHLETE T-WVR			(5,786,210)	(5,786,210)	291,200	(5,495,010)
00013373 - T53 RESIDENT ATHLETIC WAIVERS			187,459	187,459	0	187,459

	FS FUNDS	1 - E&G State 1001	2 - Dept Oper 2000	3 - Overhead 2500	4 - Dept Oper Other	5 - Restricted Gifts 6000	7 - Other State 6300 & 6301	8 - USTAR 6302	9 - Plant 7000-7300	Grand Total
BUORG / ACTPROJ										
⊟102286 - BUDGET UOFU PROCESS		(12,190,552)	56,291,587	(47,785,561)	56,141	8,286,538	(76,474)	359,220	43,206,121	48,147,020
00005936 - T53 RESIDENT 2-YR/MISC T-WAIVE		1,644,381								1,644,381
00005937 - T53 RESIDENT 4-YEAR TN-WAIVERS		1,689,002								1,689,002
00005939 - T53 NONRES MERIT/ATHLETE T-WVR		(5,495,010)								(5,495,010)
00013373 - T53 RESIDENT ATHLETIC WAIVERS		187,459								187,459
00001520 - TA COMPUTING FEE REDUCTION			(1,450,166)							(1,450,166)

5 Yr Comp by Org

Brief description of the report:

This particular report contains two tabs that can assist EPM users to drill down to the activity/project and account level if they have questions that emerge from the five-year comparison required report found on the main menu.

First tab description:

The first tab essentially is a report that should tie directly to the five-year comparison required report. As such, it is a pivot table that mirrors the five-year comparison required report and is drillable like other pivot tables. Similar to other pivot report in EPM, users can ungroup and reveal org, activity and account level information by line item as shown below. When this report is first refreshed at an org level, revenues and expenses will both show as positives values. If an EPM user would like the expenses to change to a negative sign and reveal the grand total at the bottom, users can do this by clicking the black filled button called "Show Grand Totals and Flip Signs." This runs a program which will change the expenses into negative signs and include a grand total at the bottom of the report, effectively revealing

the net income/loss found on the five-year comparison required report. Finally, don't forget that users can filter the data by fund. There are slicers located at the right to allow for this.

Second tab description:

The second tab gives users the ability to look at a specific line item found on the five-year comparison report and understand which account codes rollup to any given line item. There are slicers to the right side of the report to facilitate this exercise. Let's say, for instance, that an EPM user would like to understand what accounts roll up to the "Other" non-personnel category on the five-year comparison report. To do this, an EPM user would insert an org, run the report, locate the line item in the slicer such as "Other-Non-Personnel," and click on the slicer. This will filter out any other account codes and reveal those that roll up to that line item. This report can also have positive signs flipped and grand totals added similarly as found in the first tab.

YR Fund Desc: (All) & Individual Fund(s) 1001	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 FORECAST	FY 2021 BUDGET
⊟01 REVENUE							
⊟100286 BUDGET AND ANALYSIS							
⊟00005791							
40385	0	0	6	0	65	0	0
40680	0	0	0	0	8,860	0	0
⊞03 BASE FUNDING (NPS)	54,000	54,000	54,000	54,000	94,000	94,000	94,000
⊞04 BASE FUNDING (PS)	698,488	1,024,946	1,123,925	721,402	1,028,920	1,063,293	1,040,147
⊞05 REIMBURSED STATE BENEFITS	288,558	322,149	400,947	202,261	162,518	117,765	450,000
⊞06 NET OTHER TRANSFERS IN	212,387	107,625	142,889	84,680	8,439	0	0
⊞07 NET OTHER TRANSFERS OUT	0	0	(500)	0	51,248	0	0
⊞08 EXPENDITURE RECOVERY	0	0	0	0	(240)	0	0
⊞09 FACULTY	(47,176)	0	0	(157)	0	0	0
⊞10 SALARY STAFF	(798,053)	(956,866)	(1,111,737)	(625,721)	(510,886)	(388,304)	(788,051)
⊞11 HOURLY STAFF	0	0	(500)	0	0	0	0
⊞13 OTHER - SALARY & WAGES	0	(609)	(15,622)	(2,300)	(10,000)	0	0
⊞14 BENEFITS	(288,558)	(322,149)	(400,947)	(208,261)	(162,518)	(117,765)	(450,000)
⊞15 CONSULTANTS	(53,599)	(101,144)	(19,091)	0	(15,724)	(9,010)	(3,350)
⊞16 EQUIPMENT	0	(9,474)	(1,600)	(8,926)	(1,540)	0	0
⊞18 REPAIRS & MAINTENANCE	(5,300)	(1,378)	(2,190)	(7,568)	(1,090)	(562)	0
⊞19 SCHOLARSHIPS/FELLOWSHIPS	(400)	(3,384)	(4,866)	(1,413)	(3,364)	(13,349)	0
⊞20 SPACE RENTAL	0	0	0	(1,120)	0	0	0
⊞22 SUPPLIES	(21,253)	(29,102)	(41,220)	(28,852)	(27,249)	(22,145)	(22,250)
⊞23 TRAVEL	(12,839)	(29,894)	(14,250)	(16,425)	(22,233)	(9,121)	(1,000)
⊞24 UNIVERSITY SERVICES	(253)	(12)	(12)	(79)	0	0	0
⊞25 OTHER - NON-PERSONNEL	(66,830)	(88,588)	(88,885)	(79,035)	(94,739)	(70,448)	(67,400)
rand Total	(40,827)	(33,880)	20,246	92,486	504,466	644,355	252,096

SHOW GRAND TOTALS & FLIP SIGNS

1st Acct in GL Range	LINE ITEM DESCRIPTION SELECTED: (All) 5 YR Fund Desc: (All) Fund: (All)	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ACTUAL	SELECTED ORG: 100286 - BUDGET AND ANALYSIS FY 2020 FORECAST	FY 2021 BUDGET
51801	9/12 Earned Not Paid	0						
51800	9/12 Paid Not Earned	(0)						
52200	Additional Compensation				15,000	2,300	10,000	
64200	Advertising			315				
65900	Business Meals/Entertainment	763	385		317	134		
51000	Clerical & Admin - Other Salar	133,847	136,500	141,500	145,500	152,351	159,000	152,813
62700	Computer Services	58,783	78,684	76,410	65,294	82,672	57,774	58,000
62100	Consultants/Indep Contractors	53,599	101,144	19,091		15,724	9,010	3,350
59000	Employee Benefits	288,558	322,149	400,947	208,261	162,518	117,765	450,000
66000	Employee Morale	232	544	97	405	329	150	150
61300	Equipment Credits					(4,093)		
61400	Equip-Non Capitl $3,000-$4,999		9,474	1,600	8,926	5,633		
50000	Executive Salaries	25,853						
68900	Expenditure Recoveries					240		
50200	Faculty Salaries	47,176			157			
53000	Hourly			500				
62600	Lab And Technical Supplies	679						
66400	Licensing Fees	520	644	4,674	963	909	1,000	1,000

Multi-Yr Org Report

Brief description of the report:

This report allows EPM users to drill down into the information found on the Multi-Year required report. This report has two tabs. Each are described below in detail.

First tab:

In the first tab, EPM users can ungroup or drill down into the line item detail. This means an EPM user can ungroup and reveal the org, activity and/or account for each line item and look at the associated trend via the pivot report.

Second tab:

This second tab contains a report that can display the data in a slightly different way than the first tab. In contrast to the first tab, this second tab displays data so that the multi-year orders the data first by line item found on multi-year required report, then by fund then by org. Having the data ordered in this way allows EPM users to easily spot data entry gaps and look at trends by fund and org for irregularities. This should provide a helpful resource to those doing data entry on the multi-year plan.

BREC Report

Brief description of the report:

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 should occur affecting base budgets throughout the fiscal year. The budget office should 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.

Actual Reports

Variance Workbook

Brief description of the report:

The series of reports found in this workbook were created to allow the budget office, and any other EPM user, to review variances for a particular organization. This workbook contains several different tabs. Each tab offers a different way of reviewing variances. A core similarity held by most of the tabs is that majority of the tabs show information in a budget to actual format and display data often in a fund summary fashion. Each tab is touched upon below.

Tab 0) Variance Reporting Workbook Menu

First and foremost, this tab allows an EPM user to insert an BUORG, select a fiscal year and choose a month during the fiscal year. When the report is run by clicking display data, these selections impact the data for each of the 9 tabs. The data should be fiscal-year-to-date data for both actuals and budget. However, the way the data shows fiscal-year-to-date depends on how the month to month spread was saved to EPM. Also, this tab has links to directly access each of the 9 different tabs along with brief explanations about each tab when an EPM user hovers over the cell to access the comment.

Tab 1) Fund Summary Pivot Variance Report

This first report mimics the Fund Summary required report in the form of a pivot table. Slicers or filters can be found on the right. This pivot table is drillable. 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 within the workbook. If you see information indicating "Outside FS" that means that the account codes or funds are not found within the current Fund Summary scheme.

	Fiscal Year 2021	Fiscal Year 2021		Fund Selection (All)
	Budget	Actual	Var $	Var %
⊟1 - REVENUE				
⊟1 - REVENUE				
⊞01 - REVENUE	33,156,878	353,246,959	(320,090,081)	-965.4%
⊞03 - BASE FUNDNG (NPS)	(622,949,370)	(622,949,370)	0	0.0%
⊞06 - NET OTHER TRANSFERS IN	131,291,813	67,858,770	63,433,043	48.3%
⊞07 - NET OTHER TRANSFERS OUT	(229,849,820)	(96,753,848)	(133,095,972)	57.9%
1 - REVENUE Total	(688,350,499)	(298,597,489)	(389,753,010)	56.6%
1 - REVENUE Total	(688,350,499)	(298,597,489)	(389,753,010)	56.6%
⊟2 - EXPENSE				
⊟3 - BENEFITS				
⊞01 - BENEFITS	(1)	(5,409,925)	5,409,924	-845300701.6%
3 - BENEFITS Total	(1)	(5,409,925)	5,409,924	-845300701.6%
⊟4 - NON-PERSONNEL				
⊞01 - CONSULTANTS	0	(2,500)	2,500	
⊞02 - EQUIPMENT	0	(87,227)	87,227	
⊞05 - SCHOLARSHIPS/FELLOWSHIPS	(12,755)	(17,838,648)	17,825,893	-139752.6%
⊞11 - OTHER	(100,870,955)	(54,937,494)	(45,933,462)	45.5%
⊞13 - BAD DEBT	0	(452)	452	
4 - NON-PERSONNEL Total	(100,883,711)	(72,866,320)	(28,017,390)	27.8%
2 - EXPENSE Total	(100,883,711)	(78,276,246)	(22,607,466)	22.4%
Grand Total	(789,234,210)	(376,873,735)	(412,360,476)	52.2%

Tab 2) Summary Variance Report

This report can be used by OBIA to review colleges and organizations for notable variances. It can be similarly useful to general EPM users, especially at the college or dean level. This report pulls data from

the Fund 1001 Variance Report, Non-Fund 1001 Variance Report tabs and the Unbudgeted Activity Report. These are tabs are found throughout the workbook. This report 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, "Fund 1001 Var Rpt" and "Non-Fund 1001 Var Rpt." Statistics are displayed on this tab once an EPM user clicks the "Display Variances" button.

If the EPM user clicks the "Display Variance Reports" button, two new tabs should appear. These new tabs display 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.

| F 1001 Rpt | NF 1001 Rpt |

Fund 1001 Variances

Print

Double-Click #'s to Drilldown

FISCAL YEAR 2021 — PERIOD ENDING: JUNE OF 2021

		VAR $	VAR %
Needs Review		100,000	10.0%
Min $ for % Var		10,000	

	FUND	CATEGORIES	BUORG & DESCRIPTION	BUDGET	ACTUAL	VAR $	VAR %
1	1001	01 - BENEFIT VARIANCES	100302 - UNIVERSITY FINANCIAL FUNCTIONS	0	(5,409,910)	5,409,910	
2	1001	07 - OTHER VAR EXP	100302 - UNIVERSITY FINANCIAL FUNCTIONS	0	(18,090,393)	18,090,393	

	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	

*Static Thresholds

Budget

Tab 3) Variance by Fund Report

This report displays a very summarized variance by fund for a selected org. Revenues are on the top and expenses below by each fund, further grouped by funds included or excluded within the current fund summary. Also, users can ungroup (+) to drill down into the information. Remember "FS" and "NFS" are acronyms, FS = Fund Summary related, NFS = Non-Funds Summary.

VARIANCE BY FUND

All Orgs Selected

FISCAL YEAR 2021 -- PERIOD ENDING: JUNE 01	FY 2021 BUDGET	FY 2021 ACTUAL	VAR $	Var %
⊟ 1 - REVENUE				
⊟ FS				
⊕ 1001	(622,949,370)	(284,039,706)	(338,909,664)	54.4%
⊕ 2000	(8,829,658)	(11,410,341)	2,580,683	-29.2%
⊕ 6000	(3,200,642)	(5,062,507)	1,861,866	-58.2%
⊕ 7000	(217,367,787)	(75,037,094)	(142,330,693)	65.5%
⊕ 7100	32,368,697	5,654,592	26,714,105	82.5%
⊕ 7200	95,786,424	53,909,229	41,877,195	43.7%
⊟ NFS				
⊕ 8500	(20,219)	20,348	(40,567)	200.6%
⊕ 8700	34,362,631	15,832,377	18,530,254	53.9%
⊕ 8800	1,043,960	331,209	712,751	68.3%
⊕ 9900	455,464	1,204,404	(748,940)	-164.4%
1 - REVENUE TOTAL	**(688,350,499)**	**(298,597,489)**	**(389,753,010)**	**56.6%**
⊟ 2 - EXPENSE				
⊟ FS				
⊕ 1001	0	(23,500,303)	23,500,303	
⊕ 2000	(1)	(15)	14	-2225.0%
⊕ 2500	(12,755)	(40,102)	27,347	-214.4%
⊕ 7000	(6,000)	(90,227)	84,227	-1403.8%
⊕ 7100	(53,000)	(27,000)	(26,000)	49.1%
⊕ 7200	(100,291,151)	(53,941,280)	(46,349,871)	46.2%
⊟ NFS				
⊕ 8800	(260,635)	(131,809)	(128,827)	49.4%
⊕ 9900	(260,169)	(545,510)	285,341	-109.7%
2 - EXPENSE TOTAL	**(100,883,711)**	**(78,276,246)**	**(22,607,466)**	**22.4%**
GRAND TOTAL	**(789,234,210)**	**(376,873,735)**	**(412,360,476)**	**52.2%**

Tab 4) Department by Fund Variance Report

This report shows variances by a summarized revenue and expense category at the left, followed by fund, then by departments that roll up to a parent org, if applicable. EPM users can click the ungroup [+] button above the column H or the "Unhid Act/Proj Account" box to reveal activity and account information. This is a pivot table and can be drilled and there are many slicers or filters found at the right to narrow the results.

Tab 4) Department by Fund Variance Report table:

Unhide Act/Proj Account

College/Area - University Financial Functions - 100302_Parent

FISCAL YEAR 2021 -- PERIOD ENDING: JUNE OF 2021

Print

Hide Subtotals

			FY 2021	FY 2021		
REV & EXP	FUND	ORGANIZATIONAL UNIT	BUDGET	ACTUAL	VAR $	Var %
1 - REVENUE	1001	100302 - UNIVERSITY FINANCIAL FUNCTIONS	(622,949,370)	(284,039,706)	(338,909,664)	54.4%
	1001 Total		(622,949,370)	(284,039,706)	(338,909,664)	54.4%
	2000	100302 - UNIVERSITY FINANCIAL FUNCTIONS	(8,829,658)	(11,410,341)	2,580,683	-29.2%
	2000 Total		(8,829,658)	(11,410,341)	2,580,683	-29.2%
	6000	100740 - JOHN R PARK CHAIR	203,999	100,770	103,229	50.6%
		100302 - UNIVERSITY FINANCIAL FUNCTIONS	(3,404,641)	(5,163,278)	1,758,637	-51.7%
	6000 Total		(3,200,642)	(5,062,507)	1,861,866	-58.2%
	7000	100302 - UNIVERSITY FINANCIAL FUNCTIONS	(217,367,787)	(75,037,094)	(142,330,693)	65.5%
	7000 Total		(217,367,787)	(75,037,094)	(142,330,693)	65.5%
	7100	100302 - UNIVERSITY FINANCIAL FUNCTIONS	32,368,697	5,654,592	26,714,105	82.5%
	7100 Total		32,368,697	5,654,592	26,714,105	82.5%
	7200	100302 - UNIVERSITY FINANCIAL FUNCTIONS	95,786,424	53,909,229	41,877,195	43.7%
	7200 Total		95,786,424	53,909,229	41,877,195	43.7%
	8500	100740 - JOHN R PARK CHAIR	48,531	70,195	(21,664)	-44.6%
		100302 - UNIVERSITY FINANCIAL FUNCTIONS	(68,750)	(49,847)	(18,903)	27.5%
	8500 Total		(20,219)	20,348	(40,567)	200.6%
	8700	100740 - JOHN R PARK CHAIR	(67,713)	103,414	(171,127)	252.7%
		100302 - UNIVERSITY FINANCIAL FUNCTIONS	34,430,344	15,728,964	18,701,381	54.3%
	8700 Total		34,362,631	15,832,377	18,530,254	53.9%
	8800	100302 - UNIVERSITY FINANCIAL FUNCTIONS	1,043,960	331,209	712,751	68.3%
	8800 Total		1,043,960	331,209	712,751	68.3%
	9900	100302 - UNIVERSITY FINANCIAL FUNCTIONS	455,464	1,204,404	(748,940)	-164.4%
	9900 Total		455,464	1,204,404	(748,940)	-164.4%
1 - REVENUE TOTAL			(688,350,499)	(298,597,489)	(389,753,010)	56.6%
2 - EXPENSE	1001	100302 - UNIVERSITY FINANCIAL FUNCTIONS	0	(23,500,303)	23,500,303	
	1001 Total		0	(23,500,303)	23,500,303	
	2000	100302 - UNIVERSITY FINANCIAL FUNCTIONS	(1)	(15)	14	-2225.0%

Tab 5) 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, color fonts within the pivot table should also update and results in the Summary Var Rpt, when the appropriate button is clicked, should also update.

An EPM user can filter for the variances by clicking the "Filter 1001" button to the left. They will be numbered. These numbers should be, once again, connected to the Summary Var Rpt tab. If you click on "Run the Var Rpt," a tab should appear with specific variances. These should tie to the Summary Var Rpt tab. The "Run Var Rpt" is the same button as "Display Variance Reports" only in this case, it should only update the "F 1001 Rpt" tab.

The "No Budget" shades areas to identify potential gaps where no dollars may have been budgeted during the previous budget cycle

Tab 6) Non-Fund 1001 Variance Report

This report is similar to the Fund 1001 Variance Report, the previous tab, except that its report groupings are much broader, 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. Like the previous tab, "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.

Tab 7) Unbudgeted Activity Report

The purpose of this report is to identify activities that may have not been budgeted during the previous budget cycle. The report 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 fund level budgeting elements. 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 fund-org combinations that may have been budgeted at that level. The user can adjust the threshold to highlight activities that exceed the threshold. Materiality can be changed and the pivot table should correspondingly change as well.

College/Area - University Financial Functions

FISCAL YEAR 2021 -- PERIOD ENDING: JUNE OF 2021

Total No. of Act	28
Total Exp	$ 1,017,982
Total Rev	$ 79,173,219
Total $	$ 80,191,201
Materiality	$ 50,000

Unbudgeted Activities Report

FUND	ACT/PROJ DESC	BUDGET 2 - EXPENSE	BUDGET 1 - REVENUE	ACTUAL 2 - EXPENSE	ACTUAL 1 - REVENUE
1001	00005384 - FEE CLEARING ACCOUNT				282,057
	00005389 - LATE REGISTRATION				12,281
	00005396 - INCOME-HB60 & HB211				(648,344)
	00005401 - LIBRARY FINES-RENTALS				1,171
	00005402 - MISC INCOME AND EXPENSE			4	(15,809)
	00005691 - GENERAL FUND VACATION ACCRUAL				(3,170,131)
	00005822 - UNCOLLECTIBLE CHECKS			452	
	00005935 - BANK CARD EXPENSE			291,391	
	00013858 - ARCHITECT DIFFERENTIAL TUITION				393,972
	00013859 - BUSINESS DIFFERENTIAL TUITION				18,111,436
	00013860 - EDUCATION DIFFERENTIAL TUITION				105,246
	00013861 - ENGINEER DIFFERENTIAL TUITION				2,823,635
	00013862 - HEALTH DIFFERENTIAL TUITION				1,904,172
	00013863 - LAW DIFFERENTIAL TUITION				1,745,463
	00013865 - NURSING DIFFERENTIAL TUITION				1,625,071
	00013866 - PHARMACY DIFFERENTIAL TUITION				1,989,277
	00013867 - SBS DIFFERENTIAL TUITION				123,312
	00013868 - SCIENCE DIFFERENTIAL TUITION				1,417,944
	00013869 - SOC WORK DIFFERENTIAL TUITION				766,232
	00013915 - FINE ARTS DIFFERENTIAL TUITION				66,657
	00031261 - DIFF TUITION ATHLETIC TRAINING				34,129
7000	00005186 - LEASE PURCH-OTHER FUNDS			87,227	87,227
	00021841 - GRB 2015B PROJECT FUND				319
	00027792 - GRB 2020A GARAGE/ROADS PROJECT				1,394,346

Tab 8) Fund Summary Detail Drill

This pivot report provides variances by Fund Summary Category for both revenues and expenses by activity or project. This is the primary difference in this tab. It has FS Category at the far left. You can [+] ungroup several columns that will reveal the coinciding funds, activities, and account level detail related to the variances. 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

FISCAL YEAR 2021 -- PERIOD ENDING: JUNE OF 2021

100302_PARENT - UNIVERSITY FINANCIAL FUNCTIONS

FS Category	BUORG Desc	FY 2021 BUDGET	FY 2021 ACTUAL	VARIANCE $	VARIANCE %
⊟ 01 - REVENUE	⊞ 100302 - UNIVERSITY FINANCIAL FUNCTIONS	32,972,060	352,972,580	(320,000,520)	-970.5%
	⊞ 100740 - JOHN R PARK CHAIR	184,818	274,379	(89,562)	-48.5%
⊟ 11 - OTHER	⊞ 100302 - UNIVERSITY FINANCIAL FUNCTIONS	(100,870,955)	(54,937,494)	(45,933,462)	45.5%
⊟ 07 - NET OTHER TRANSFERS OUT	⊞ 100302 - UNIVERSITY FINANCIAL FUNCTIONS	(229,649,820)	(96,653,848)	(132,995,972)	57.9%
	⊞ 100740 - JOHN R PARK CHAIR	(200,000)	(100,000)	(100,000)	50.0%
⊟ 06 - NET OTHER TRANSFERS IN	⊞ 100302 - UNIVERSITY FINANCIAL FUNCTIONS	131,091,813	67,758,770	63,333,043	48.3%
	⊞ 100740 - JOHN R PARK CHAIR	200,000	100,000	100,000	50.0%
⊟ 01 - CONSULTANTS	⊞ 100302 - UNIVERSITY FINANCIAL FUNCTIONS	0	(2,500)	2,500	
⊟ 01 - BENEFITS	⊞ 100302 - UNIVERSITY FINANCIAL FUNCTIONS	(1)	(5,409,925)	5,409,924	-845300701.6%
⊟ 05 - SCHOLARSHIPS/FELLOWSHIPS	⊞ 100302 - UNIVERSITY FINANCIAL FUNCTIONS	(12,755)	(17,838,648)	17,825,893	-139752.6%
⊟ 02 - EQUIPMENT	⊞ 100302 - UNIVERSITY FINANCIAL FUNCTIONS	0	(87,227)	87,227	
⊟ 03 - BASE FUNDNG (NPS)	⊞ 100302 - UNIVERSITY FINANCIAL FUNCTIONS	(622,949,370)	(622,949,370)	0	0.0%
⊟ 13 - BAD DEBT	⊞ 100302 - UNIVERSITY FINANCIAL FUNCTIONS	0	(452)	452	
Grand Total		(789,234,210)	(376,873,735)	(412,360,476)	52.2%

Unhide Act/Proj Account

Print

Tab 9) Activity by Fund Report

This report was created to provide EPM users with a way to look at variances by fund then by activity/project. The same functionality and options as found in other tabs can also be found here.

Activity by Fund Report
FISCAL YEAR 2021 -- PERIOD ENDING: JUNE OF 2021

100302_PARENT - UNIVERSITY FINANCIAL FUNCTIONS

FS Rev/Exp	Fund	Act/Proj Desc	FY 2021 BUDGET	FY 2021 ACTUAL	VAR $	VAR %
2 - EXPENSE	9900	00012932 - DIXIE STATE COLLEGE EXPENDABLE	(260,169)	(545,510)	285,341	-109.7%
	9900 Total		(260,169)	(545,510)	285,341	-109.7%
	8800	00007795 - ANNUITY & LIFE INC INVEST CTRL	(260,635)	(131,809)	(128,827)	49.4%
	8800 Total		(260,635)	(131,809)	(128,827)	49.4%
	7100	00005219 - BOND PLEDGED REVENUES	(53,000)	(27,000)	(26,000)	49.1%
		00005218 - R & R REIMBURSEMENT - 1987ACFS	0	(0)	0	
	7100 Total		(53,000)	(27,000)	(26,000)	49.1%
	7200	00021801 - GRB 2015A BOND FUND	(12,149,200)	(1,040,300)	(11,108,900)	91.4%
		00021564 - GRB SERIES 2013A BOND FUND	(12,477,500)	(3,121,500)	(9,356,000)	75.0%
		00027281 - 2017A GRB BOND FUND, COI FUND	(17,135,850)	(9,985,025)	(7,150,825)	41.7%
		00027005 - GRB 2016A BOND FUND	(10,480,250)	(5,317,875)	(5,162,375)	49.3%
		00027318 - GRB 2017 B-1 & B-2 BOND & COI	(9,066,675)	(4,546,838)	(4,519,838)	49.9%
		00027153 - GRB 2016B-1&2 BOND FUND	(9,398,900)	(5,953,050)	(3,445,850)	36.7%
		00021728 - UOFU GRB 2014B BOND FUND	(7,020,750)	(3,579,375)	(3,441,375)	49.0%
		00021859 - CERTIFICATE FUND-2015 COP	(3,745,640)	(1,856,530)	(1,889,110)	50.4%
		00021132 - 2010B&C ACFS BOND FUND	(2,149,371)	(1,033,533)	(1,115,839)	51.9%
		00021686 - GRB SERIES 2014A BOND FUND	(1,852,400)	(934,700)	(917,700)	49.5%
		00007320 - ACFS 1998-HOUSING-BOND FUND	(1,682,075)	(841,038)	(841,038)	50.0%
		00012951 - RFS '09B BOND FUND	(968,024)	(479,012)	(489,012)	50.5%
		00027440 - GRB 2018A BOND, COI, CAP INT	(3,845,225)	(3,607,613)	(237,613)	6.2%

Act Summary Rev & Exp Pivot

Brief description of the report:

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 provides 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.

Rev / Exp 7 Year Trend

Brief description of the report:

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. Below, it provides a summary of revenues and expenses over the seven years.

Variance Report

Brief description of the report:

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. There is a legend located in a different tab to help explain the methods used to determine the summary categories and the cash analysis.

Year End Cash Analysis

2021.JAN Funds Available	Current Encumbrance Balance	Funds Available Post Curr Enc.	Estimated NPS Through End of Year	Estimated Funds Avail End of Year	
635,978	-	635,978	-	✔	635,978
2,007,095	-	2,007,095	-	✔	2,007,095
9,874,095	-	9,874,095	-	✔	9,874,095
(545,997)	(4,776,072)	(5,322,069)	-	✖	(5,322,069)
(8,699,846)	(26,512)	(8,726,357)	-	✖	(8,726,357)
(1,892,434)	-	(1,892,434)	-	✖	(1,892,434)
(60,434,271)	-	(60,434,271)	-	✖	(60,434,271)
(65,790)	182,569	(248,359)	-	✖	(248,359)
(4,436,617)	-	(4,436,617)	-	✖	(4,436,617)
(630,605)	-	(630,605)	-	✖	(630,605)
(533,466)	92,534	(626,001)	-	✖	(626,001)
(358,392)	-	(358,392)	-	✖	(358,392)
(24,175)	-	(24,175)	-	✖	(24,175)
(37,080)	-	(37,080)	-	✖	(37,080)
19,644	-	19,644	-	❗	19,644
(117,941)	-	(117,941)	-	✖	(117,941)

5 Yr Comp YTD

Brief description of the report:

This report was created to provide fiscal-year-to-date information in the format of the 5-year comparison report. In other words, if an EPM user would like to see a comparison of let's say, January to January for the past 5 years, it is possible now to do this at summarized levels found in the 5-year comparison summary report. There are a few more tabs in this report than just the first tab. The second tab called "Report 1" allows users to drill down into the first report tab. It's a pivot table. The second report, Report 2, allows users to see for a given "Line Item Description" (as found in the slicer to the right) all accounts that roll up to that line item. If an EPM user would like a relatively quick way to see what accounts roll up to the "Other" non-personnel line item on the first tab, then this tab can assist in that endeavor. These accounts are summarized by account description, however, the first account number in the account range is provided to the left of the account descriptions. The "Show Grand Totals & Flip Signs" in Reports 1 and 2 allows a user to change the expenses into negatives and effectively match the first tab net income/loss totals. One last option that this essential to note is the buttons called "Get Report 1 Raw Data" and "Fund & Rollup Information." This was created for central administration but the first button mentioned will do exactly what it says. It opens a tab which should contain the raw data that Report 1 uses to create the pivot table. Also, the "Fund & Rollup Information" button will unhide several tabs that were made to summarize in certain ways using an org rollup and the raw data found in Report 1.

5 Yr Comp YTD Pivot Report 1

B⬥RG	100286	Budget And Analysis
Time	2021	Fiscal Year 2021
Month	NOV	Nov of 2020
Fund	All_Funds	All Funds

Display Data

Print

SELECTED ORG: 100286 - BUDGET AND ANALYSIS

Funds	2016.NOV	2017.NOV	2018.NOV	2019.NOV	2020.NOV
5 YR Fund Desc: (All) & Individual Fund(s) (All)	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL
⊕ 01 REVENUE	6		19		
⊕ 03 BASE FUNDING (NPS)	54,000	54,000	94,000	94,000	94,000
⊕ 04 BASE FUNDING (PS)	1,123,925	721,402	1,028,920	1,063,293	1,040,147
⊕ 05 REIMBURSED STATE BENEFITS	155,619	82,959	86,402	49,215	49,539
⊕ 06 NET OTHER TRANSFERS IN	33,398	34,680	8,439		
⊕ 08 EXPENDITURE RECOVERY			240		
⊕ 10 SALARY STAFF	450,570	271,872	263,340	161,970	162,727
⊕ 13 OTHER - SALARY & WAGES	540		10,000		
⊕ 14 BENEFITS	155,619	88,959	86,402	49,215	49,539
⊕ 15 CONSULTANTS	16,498			4,505	
⊕ 16 EQUIPMENT			4,508		
⊕ 18 REPAIRS & MAINTENANCE	380	7,568	410	281	
⊕ 19 SCHOLARSHIPS/FELLOWSHIPS	1,866		1,483	6,674	
⊕ 22 SUPPLIES	22,427	8,557	13,178	6,320	2,192
⊕ 23 TRAVEL	4,545	5,745	9,147	3,363	676
⊕ 24 UNIVERSITY SERVICES	12				
⊕ 25 OTHER - NON-PERSONNEL	56,788	30,550	39,196	23,527	18,951

GET REPORT 1 RAW DATA

SHOW GRAND TOTALS & FLIP SIGNS

FUND & ROLLUP INFORMATION

5 Yr Comp YTD Pivot Report 2

B⬥RG	100286	Budget And Analysis
Time	2021	Fiscal Year 2021
Month	NOV	Nov of 2020
Fund	All_Funds	All Funds

Navigate | Close Window | Quit EPM | Help

Office of
BUDGET AND INSTITUTIONAL ANALYSIS
THE UNIVERSITY OF UTAH

**Display Data**   **Print**

SELECTED ORG: 100286 - BUDGET AND ANALYSIS

1st Acct in GL Range	LINE ITEM DESCRIPTION SELECTED: (All) 5 YR Fund Desc: (All) Fund: (All)	2016.NOV FY 2017 ACTUAL	2017.NOV FY 2018 ACTUAL	2018.NOV FY 2019 ACTUAL	2019.NOV FY 2020 ACTUAL	2020.NOV FY 2021 ACTUAL
52200	Additional Compensation			10,000		
65900	Business Meals/Entertainment		(5)	86		
51000	Clerical & Admin - Other Salar	58,958	60,625	63,479	66,250	67,083
62700	Computer Services	53,045	23,049	33,909	18,239	13,497
62100	Consultants/Indep Contractors	16,498			4,505	
59000	Employee Benefits	155,619	88,959	86,402	49,215	49,539
66000	Employee Morale	97	212	329	75	
61300	Equipment Credits			(1,125)		
61400	Equip-Non Capitl $3,000-$4,999			5,633		
68900	Expenditure Recoveries			240		
66400	Licensing Fees	297	401	379	417	768
64600	Membership Dues		3,000			
40385	Miscellaneous Income	6		19		
49910	Nonman Trf In-General Fund	33,398	34,680	8,439		
49998	Nonmn Trf-Benefit Base Funding	155,619	82,959	86,402	49,215	49,539
49997	Nonmn Trf-Nonper Srv Base Fun	54,000	54,000	94,000	94,000	94,000
49999	Nonmn Trf-Payroll Base Funding	1,123,925	721,402	1,028,920	1,063,293	1,040,147
62500	Office Supplies	22,284	6,608	3,687	6,210	2,192
62400	Operational Supplies	143	1,949	9,491	110	
50800	Other Salaries	391,612	211,247	199,860	95,720	95,644
66300	Other Services	40			100	
64700	Professional Development	390	663	19		
65300	Repairs And Maintenance	380	7,568	410	281	
55600	Special Pymt (Awards & Prizes)	540				

LINE ITEM DESCRIPTION
01 REVENUE
03 BASE FUNDING (NPS)
04 BASE FUNDING (PS)
05 REIMBURSED STATE BENEFITS
06 NET OTHER TRANSFERS IN
08 EXPENDITURE RECOVERY
10 SALARY STAFF
13 OTHER - SALARY & WAGES
14 BENEFITS
15 CONSULTANTS
16 EQUIPMENT
18 REPAIRS & MAINTENANCE
19 SCHOLARSHIPS/FELLOWSHIPS
22 SUPPLIES
23 TRAVEL
24 UNIVERSITY SERVICES
25 OTHER - NON-PERSONNEL

Exporting an EPM Report Out of Citrix

3 WAYS OF EXPORTING AN EPM REPORT OUT OF CITRIX & TO YOUR LOCAL DESKTOP
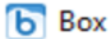
Box Drive – Set up a Box drive on your computer. You can save directly to the Box drive from EPM – almost an identical method as saving directly to your desktop drive. To see the instructions on how to set up a Box drive posted on the EPM website, click the "Box" icon/image to the left.

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.

Using the Revenue & Expense by Org Data Entry

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)
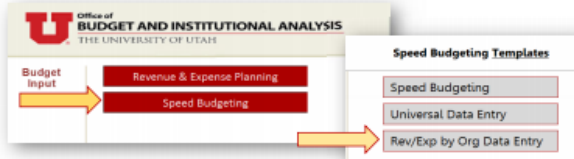
Step 2

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

Revenue & Expense by Org Data Entry

BuOrg	100286	BUDGET AND ANALYSIS
Fund	All_Funds	All Funds
Time	2021	Budget Year FY2021

Display Data   Save   Print

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.

Zero Out

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.

Finding Personnel Reports for Budgeting

If you need to obtain personnel information for budgeting and planning purposes below are several tabs that contain different ways to obtain personnel data from CIS. You must have appropriate security access but this should be relatively customary among financial positions to receive access to these reports for a given area. For the salary justification report, the report in Financial Information Library, within the "Curr Employee" folder, called "Job Details W/FY Comp Rate" is used by the budget office to review changes to employee salaries from year to year.