

Executive Level Process – Non-Compensation Budgets (Step 5)

Non-Compensation Budget in UCBUD at the Account 10 Level

The Executive Level Administrator must also create the Non-Compensation portion of their Budget. This is done in the UCBUD application. This process can be done at the same time, before or after Step 1 to Create the Compensation Budget. The order is up to the Executive Level Administrator. Both of them must be created however before the Budget is mapped to the OBS and transferred to the Budget Office.

In the Budget folder, the Executive Level Administrator can choose to Enter the Account10 Budget in several ways. There are multiple forms that they can use interchangeably available. Some of the forms contain Actuals and some do not, so they may have a less rows displayed. When saving, the calculations on forms 2. And 3. Will execute the fastest because they are only focused on one account. The other forms will calculate the full Exec and take a longer time to do so.

The following forms can be used:

2. Unit – Enter Account10 Budget by Acct6
3. Unit – Enter Account10 Budget by Acct6 (No Actuals)
4. Unit – Enter Account10 Budget by SubAccount
5. Unit – Enter Account10 Budget by SubAccount
6. Unit – Enter Account10 Budget by Account6 & SubAccount
7. Unit – Enter Account10 Budget by Account6 & SubAccount (No Actuals)

Background Information on the Enter Account10 Budget by Acct6 Form

The form has 2 tabs to allow you to create 2 versions of the Budget at the Account 10 level. Each form contains the SubAccount structure on the left side, column headers across the top and an area for data. The areas in gray cannot be changed. They are for viewing purposes only. The white areas are where you may enter data. On this form the Prior Year Budget and Actual are provided for you. You may enter the Budget at the Year Total, Quarter or Month levels. For FY15, we are strongly encouraging the use of Quarters at a minimum for input to avoid large variances on a quarter basis. Monthly detail is best. YearTotal input should be using sparingly.

About Mapping the Account10 Budget to the OBS

Once the Executive Level Administrator has completed their Budget, it must be mapped to the OBS by running a calculation triggered by the Save on the Map Budget to OBS form. In the mapping process, this information is not transferred to the Budget Office. It is just reorganized into their preferred format for reporting. After this has been done, Schedule 1 Reports may be ran.



Demo: Enter Non-Compensation Budget and Map the Budget to the OBS



Exercise: Enter Non-Compensation Budget and Map the Budget to the OBS

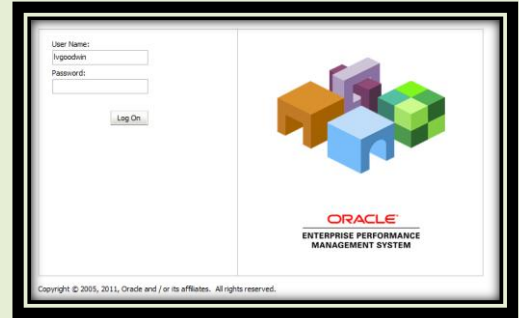
What to do

What you will see

1

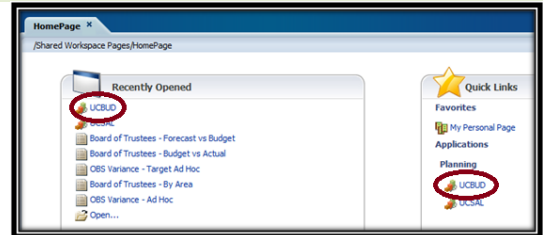
Log in to Delphi Planning:

- At the designated website, Click on the User Name text box and enter your cnet id.
- Click in the Password text box and enter your cnet password.
- Click the Log On button.



2

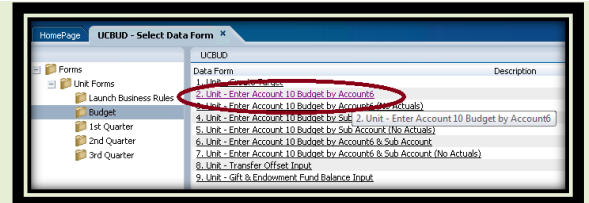
Click the UCBUD link on the Home Page under the Recently Opened or Quick Links section.



3

Open the Budget Form – 2. Unit – Enter Account 10 Budget by Account 6:

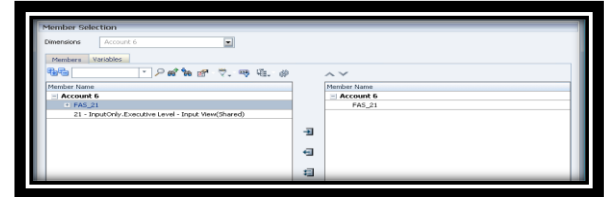
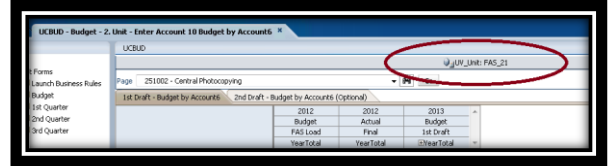
- From the View Pane on the left side of the screen, Double Click to expand the Forms folder
- Double Click to expand the Unit Forms folder
- Click on the Budget folder
- From the Content Pane on the right side of the screen, Click the link to open the form named *2. Unit – Enter Account 10 Budget by Account6*. Note, forms 3-7 may be used during the Budgeting Process interchangeably.



4

Set the Page Bar for your Unit

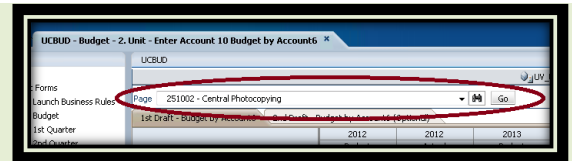
- Click on the Page Bar to see a member list of available units.
- Select it from the Available list and Click the Right arrow button to move it to the Selected List. You may also select from the Alternate hierarchy to choose a specific Ledger of accounts or find the account in a list ordered numerically.



5

Set the Page Selector for your Account6:

- Click the arrow on the Page Selector to see a drop down list of Account6's.
- Type your unit number or name to perform a search on your input.
- Select it from the list and Click the Go button



6

Enter Budget 1st Draft by Direct Entry:

- Click the tab named 1st Draft – Budget by Account 6
- Go to the first cell of your Account 6 with a white background
- Expand the YearTotal column to the Quarters by clicking the + sign next to YearTotal
- For example, Enter 30000 for each Quarter of the Budget where you find your first white cells
- The Quarters will rollup to a YearTotal of 120000
- Enter other made up values for other rows
- When done for the selected account, Click the Save button from the menu
- Expand each of the Quarters to Months by clicking the + sign next to the Quarter Name
- Select one of the Months and Click the Lock button, then change the Quarter value that the month rolls into. The other two months will change their value, but not the locked one
- From the Menu, Click the Save button to keep the new values or Click the Refresh button to go back to your original values

	2012		2012		2013
	Budget	Actual	Budget	Actual	Budget
	FAS Load		Final		1st Draft
	YearTotal		YearTotal		YearTotal
0800 - Sales & Services Revenue Outside Income				-61596	
1300 - Superv- Manag-Admin				44249	
1902 - Fringe				17363	
9913 - Unallowable Costs				0	120000
Total				16	

	2012		2012		2013			
	Budget	Actual	Budget	Actual	Budget	1st Draft		
	FAS Load		Final					
	YearTotal		YearTotal		1Q1	1Q2	1Q3	1Q4
0800 - Sales & Services Revenue Outside Income			-61596					
1300 - Superv- Manag-Admin			44249					
1902 - Fringe			17363					
9913 - Unallowable Costs			0	120000	30000	30000	30000	30000
Total			16	30000	30000	30000	30000	30000

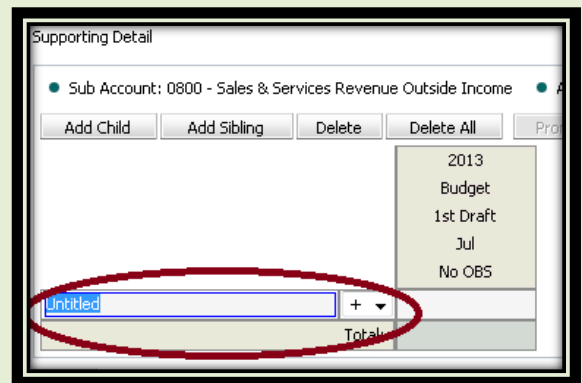
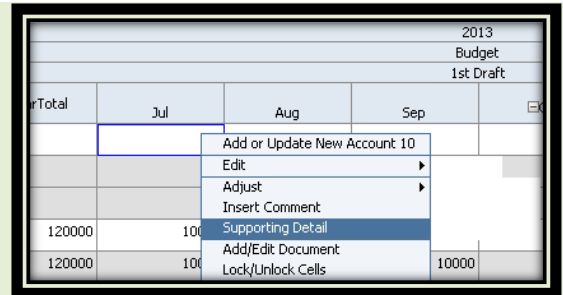
	2012		2012		2013			
	Budget	Actual	Budget	Actual	Budget	1st Draft		
	FAS Load		Final					
	YearTotal		YearTotal		Jul	Aug	Sep	1Q1
0800 - Sales & Services Revenue Outside Income			-61596					
1300 - Superv- Manag-Admin			44249					
1902 - Fringe			17363					
9913 - Unallowable Costs			0	120000	10000	10000	10000	30000
Total			16	30000	10000	10000	10000	30000

7

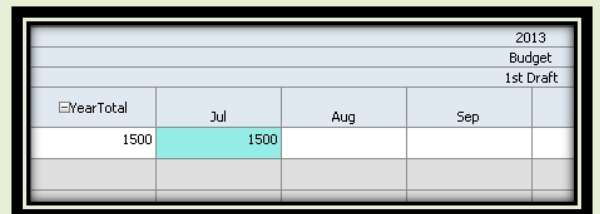
Add Supporting Detail:

Supporting Detail allow you to show the breakdown for a subaccount item; i.e. all the detail used in calculating the Business Travel budget

- Select a row that is blank and Right Click in the July cell
- Select Supporting Detail; a new form should appear
- Your cursor will be in the first cell named Untitled. Type in Line 1
- Click Add Child button above. A new row should appear below Line 1, named Untitled
- Overwrite Untitled with MyCost in the cell
- Type 1000 in the cell next to it
- Click the Add Sibling button above
- A new row should appear below MyCost
- Overwrite Untitled with ExtraCost in the cell
- Type 5000 in the cell next to it
- Click Save in the lower right corner of the screen



The Screen will refresh and display the total value in the cell with an aqua background. The value can only be changed in the supporting details area.



8

Collapse the form

- Click Save to save the new data entered in the form
- Collapse the Months by clicking the – sign on the Quarters
- Collapse the Quarters by clicking the – sign on the YearTotal

	2012		2013
	Budget	Actual	
	FAS Load	Final	
	YearTotal	YearTotal	YearTotal
800 - Sales & Services Revenue Outside Income		-61596	1500
300 - Superv-Manag-Admin		44249	
902 - Fringe		17363	
913 - Unallowable Costs		0	120000
total		16	121500

Map Budget to OBS:

The budget must be mapped to OBS before you can enter any transfer offsets. This is the process that takes the account 10 numbers and maps them to the OBS structure automatically.

- In the View Pane, Click the + sign to Expand the folder named Forms
- Click the + sign to Expand the folder named Unit Forms
- Click on the Launch Business Rules folder
- Click on the form 1. Map – OBS Budget
- Verify that the Page Settings are 1st Draft and your Unit Top Level Account 6. Alternate hierarchies cannot be used on this form.
- On the Menu Toolbar, Click the Save button (Note: Wait Time: 1 min approx).

