

Preparing Budgets in NUPlans

Video Transcript

The purpose of this video series is to introduce the NUPlans components and processes that support budget preparation in Northwestern University. The videos and objectives are below.

Video 1: Budget Compensation: Existing Employees

- Tour the Comp Input View
- Budget Existing Employees per Funding Source
- Update Funding Sources

Video 2: Budget Compensation: Placeholders

- Add Placeholders for Planned New Hires
- Budget Planned New Hires

Video 3: Budget Compensation: Totals and Summaries

- View Comp Totals
- View Comp Summary
- View Comp Fund Overview
- Budget Compensation at the Account Level & Enter Salary Breakage

Video 4: Estimate Grant Expenses

- Tour the Grant Input View
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- Add Grant Proposals to NUPlans
- Use Grant Proposals as Compensation Funding Sources
- Manipulate the View (Show/Hide Columns)
- Export the View to Excel
- Get the Indirects Report in NUPlans Web

Video 5: Budget Revenue and Expenses

- Tour the Fund Input Views
- Manipulate the View (Show/Hide Rows)
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- Add an Account to a Chart String
- Enter Revenue and Expense Budgets
- Refer to Forecasts when Entering Budgets
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Video 6: Find Budget Balance and Carry Forward

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- Find Budget Balance at the Budget Grouping Level
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Video 7: Get Budget Preparation Reports

- Update Reports
- Identify Reports by Purpose
- Export Reports to Excel or PDF

Video 8: Initiate the Review Process

- Submit the Budget for Review

Budget Compensation Videos

Topic	Script
Video 1	Budget Compensation: Existing Employees
Purpose of the Comp Input View	<p>Comp Input is a view of all existing employees in your budget grouping and all funding source chart strings in scope of your budget grouping.</p> <p>The purpose of the view is to build a bottom-up estimate of the compensation budget based on employee compensation and funding sources.</p>
Tour the Comp Input View	<p>Employees are listed in alphabetic order with their Employee ID. For each employee, you see the salary funding sources.</p> <p>All HR data displayed in the Comp Input view is based on a feed to NUPlans from FASIS.</p> <ul style="list-style-type: none"> • Actuals reflect expenses through the March period close date. • Encumbrances are through the end of the current fiscal year. <p>Some of you may only see a few or a few dozen employees. Others may see hundreds. In this example, you see a budget group with about 100 employees. The view scrolls down.</p> <p>The view also scrolls right, because there are many columns. For convenience, data entry fields are grouped on the left side of this page and reference-only fields are gathered on the right side.</p> <p>To the right of the employee name, you see a character F or S telling you whether the account is considered a faculty or staff account. O means Other.</p> <p>Next you see funding source chart strings, the Chart String Status, Annual Rates and Distributions, compensation budgeting Method, % Change, Amount, next year's Salary Budget, calculated Benefits, and the compensation total.</p> <p>For more information on the Comp Input view, see the NUPlans Compensation training materials.</p>
Budget Existing Employees per Funding Source	<p>To budget compensation, select a method to calculate the salary budget for the row:</p> <ul style="list-style-type: none"> • - (<i>no method, no budget</i>) • Use FYxx Rate with FYxx Distribution (use next year's Job Annual Rate with the current year's distribution %) • Apply % Change to FYxx Distribution (enter % Change over/under current year's distribution amount) • Use FYxx Rate with FYxx Distribution (use next year's Job Annual Rate, enter next year's distribution %) • Use Amount (enter distribution amount for next year in the Amount column)
Mass Load Comp Input	<p>As a timesaver, you may preselect a method for the entire budget group by using the Mass Load Comp Input form in NUPlans Web. This will <i>overwrite</i> any data entered in the Comp Input view. Therefore, Mass Load Comp Input should be used <i>before</i> doing any data entry in Comp Input.</p> <ol style="list-style-type: none"> 1. Navigate to Applications > Comp Input Maintenance > Mass Load Comp Input 2. Confirm/select child budget grouping. 3. Select criteria for lines to load 4. Select method. 5. Enter Rate, % Change or Amount based on Method selected. 6. Click Mass Load Comp Input. 7. Click Continue and then click OK. <p>Return to NUPlans Contributor to view the results. You will need to refresh the view.</p>
Review Chart String Status	<p>The Chart String Status field tells you whether the amounts you enter will flow to your budget, or not. "Active or Grant exists is budgeted; Fund Not Budgeted is not.</p>

<p>Update Funding Sources</p>	<p>Review the status of all chart strings to ensure the ones you expect to flow to your budget are flowing. If you see the status “Chart string does not exist “next to a funding source in your budget grouping that may indicate a data entry error. Correct the ChartField in error and Recalculate.</p> <p>As you start budgeting, you may need to ensure that all funding sources exist that you will need for next year’s compensation.</p> <p>You can add lines, edit the funding source, or remove it altogether. Let’s see the features that do that.</p> <p>First is the New Line? column. For example, if you need to budget a new funding source for an employee. Click into the cell and select Add Line. In the new blank line that appears, input the salary amount and add the chart string.</p> <p>The feature also enables you to complete the picture of employee salary if one doesn’t already exist. For example, if you budget faculty with dual appointments, you see only the funding sources that you budget. You can add a line for portion funded by another school, using a placeholder chart string (ex: 999-9999999-99999999) and enter a Comment “Dual Appointment paid by Other School”. This is not necessary, just a possibility, if you prefer to see a complete picture of each person’s salary.</p> <p>On any existing line, the ChartFields (Fund, Department, Project, and Account) are editable, which is how you change a funding source.</p> <p>To remove a funding source, use the Funding Status Change column. It makes the line un-enterable and prevents budgeting on the line. The result is equivalent to budgeting zero, with the added safeguard of preventing an accidental data entry.</p>
<p>Video 2</p>	<p>Budget Compensation: Placeholders</p>
<p>Add Placeholders for Planned New Hires</p>	<p>After budgeting existing employees, you may need to add placeholders for planned new hires if the vacant position is not listed in Comp Input. This takes place in the Add Placeholder Data views.</p> <ul style="list-style-type: none"> • Add Placeholder Data – Simple • Add Placeholder Data • Add Placeholder - in NUPlans Web • Edit Placeholder Data <p>In Add Placeholder Data, five default rows appear, New Employee 1, 2, 3, 4, and 5. These are for your convenience. Some schools and units with few planned new hires can enter them in these fields as provided. However, you may want to be more descriptive, and if so, you can add placeholders with a name that you provide to this view. To do so, use the Add Salary Placeholders form in NUPlans Web.</p>
<p>Add Salary Placeholders Form</p>	<p>To do so, use the Add Salary Placeholders form in NUPlans Web.</p> <p>Once on the form, select a budget grouping and add the description. A best practice is to include your budget grouping number in the description, the number that appears in parentheses after the budget grouping name. Doing so enables your reviewers to sort their view of placeholders. Because they may see dozens or hundreds, they appreciate this practice. The HR home department ID is optional. Use it to enforce the confidentiality of executive compensation. Click Verify Status, then click Add Placeholder > OK.</p> <p>Back in Contributor, you can find it immediately in Add Placeholder Data.</p> <p>Indicate whether this planned new hire is approved in the Placeholder Approval column. The amount does not flow to your budget unless you indicate it is approved. Enter the chart string, salary amount, and comments. Click Recalculate. Benefits are calculated for you.</p>
<p>Video 3</p>	<p>Budget Compensation: Totals and Summaries</p>
<p>Comp Totals</p>	<p>Four views show you the results of compensation budgeting.</p>

	<p>After entering estimates, you may need a total and totals per employee. You can find that in Comp Totals. A total is at the top left side of the view. Existing employees appear first followed by placeholders.</p>
Comp Summary	<p>In Comp Summary, you see an analysis by fund and account.</p> <p>Three subheadings separate budgeted from salary funded by grants and from other salary inputs whose funding sources are not in your budget grouping.</p> <p>Things you may expect to see here include cost share funds. This is your summary on Fund 192. You can also expect to see your dual appointments, and the amounts paid by funding sources outside our budget grouping, again, if you chose to enter them in Comp Input. Other things that you do not expect to see here Unexpected totals may indicate a data entry mistake.</p>
Comp Fund Overview	<p>In Comp Fund Overview, you see totals per employee by fund.</p> <p>In the Comp Summary and Comp Fund Overview, the summarized amounts are drillable. Right-click, mouse over the word drill, and click the drill name to see the detail behind this figure. Find a list of all drills, and the steps to do this yourself, in the NUPlans Compensation training materials.</p>
Comp Budget by Chart String	<p>The view Comp Budget by Chart String has two purposes.</p> <p>The first is summary level compensation estimates. This is where you budget temporary wages, overtime, additional pay, stipends, and student wages in lump sums.</p> <p>The second purpose of the view is Salary Breakage. If you think you may not spend all that was estimated in terms of compensation, or if your estimate exceeds the budget target, you can reduce the estimate, by account, using an amount or a percentage. Only negative amounts are allowed in the Adjustment field for "Detail Only" accounts.</p> <p>For example, if you know a position will not be filled in the first half of the year, you can reduce the amount flowing to your budget here. Enter a negative amount {Enter -30K} and Recalculate.</p>
Find Compensation in the Fund Views	<p>All budgeted compensation flows to the Fund views where it appears in the Total Linked In column. Expand the column to see Linked from Compensation. These figures are also drillable, and they lead to a list of employees that comprise this figure.</p>

Video 4: Estimate Grant Expenses

Topic	Script
Purpose of the Grant Input View	<p>The Grant Input view exists to capture estimates of spending per grant in your budget grouping in the upcoming fiscal year.</p> <p>The purpose is to create a bottom-up estimate of expenses from which NUPlans can calculate a revenue budget for Indirect Cost Recovery (ICR).</p>
Tour the Grant Input View	<p>The Grant Input view in Contributor displays existing grants from NUFinancials. A nightly refresh ensures that any new grant chart strings added to NUFinancials also appear in the view.</p> <p>The grants are in numeric order by default and displayed next to the Project PI. For each grant, you see six rows of supporting data by default, also imported from NUFinancials.</p> <ul style="list-style-type: none"> • Total Grant Budget. • Inception-to-Date Actuals. • The grant's current year expense estimates are next. These are the expense estimates made last year in NUPlans during last year's budget preparation. • Current year actuals. • Your most current forecast, if there is one. • The final row, Budget Input, is for next year's expense estimates. <p>From left to right, the columns are:</p> <ul style="list-style-type: none"> • Project PI, Begin Date, End Date. • Budgeted Total Salaries and Benefits. • The first set of columns is for expenses to be included in the calculation of F&A. They span from Service & Prof Fees through Other Direct Exp Included. • The second set of columns is for expenses that are not included in the calculation of F&A. They span from Capital Equipment through Other Direct Exp Excluded. • F&A Rates are imported from NUFinancials. This field is editable. • And finally, there is a field for comments.
Enter Grant Expense Estimates	<p>Enter an estimate of spending per category. Click Recalculate.</p> <p>These account categories are the same categories you see in the GL077 Income Statement Report and in NUPlans Forecasting. They align with account codes that are used in grant budgeting and that appear in Cognos reports, such as the GM045. You can export a spreadsheet of the codes and categories from NUPlans Web.</p> <p>Scroll right to see the calculation of F&A Total. The calculation is Total Direct Expenses Included multiplied by the F&A Rate equals F&A Total.</p>
Add Dummy Chart Strings for Grant Proposals	<p>If you know of grant proposals that are likely to be approved, you can add them to your budget preparation file.</p> <p>Users with Grants or Prep File access, can use a form in NUPlans Web called Add Grant Proposals.</p> <p>On the form, select the budget grouping, fund, and department. Then enter a description that you and your colleagues can recognize. Click Verify Status > Add Grant Proposal > OK. NUPlans assigns the project number GPXX, where XX is the next number in sequence, shown at the bottom of the form.</p> <p>In Contributor, this dummy project ID appears immediately.</p>

Use Grant Proposals as Compensation Funding Sources	<p>In the compensation views, the grant proposal can be used to fund a portion of salary, both for existing employees and placeholders.</p> <p>To use the grant proposal, add a line to the employee in question. Enter the Fund, Department, and Project, where the project is the proposal ID, in this example GPXX. Enter Salary Input and Recalculate.</p>
Find Grant Proposals in Grant Input	<p>In the Grant Input view, proposals appear at the bottom of the view. They have one row, Budget Input, for expense estimates.</p>
Hide Unused Columns	<p>If you export the Grant Input view to Excel, you may want to hide some unused columns. The G_Grant_Info dimension enables you to do that. In this view, the five distribution chart string columns at the far right are probably not necessary in Excel. Click to open the dimension. Press <Control> and select F&A Department 1 through F&A Chart String 5. Click the black X icon (known as Delete or Hide) and OK.</p>
Export the view for Total F&A per budget grouping	<p>You may want a total of F&A per Budget Grouping. The view gives you a total per project, but not per budget grouping.</p> <p>After hiding those columns, you can export the view to Excel and create the total there. Click the Export icon, Snapshot to Excel, OK, OK. In Excel, total the F&A Total column. You also have a report in NUPlans Web for that purpose.</p>
Get the Indirects Report	<p>All users with Grants and Prep File access can find the Indirects Report in the Reports folder. All reports are updated nightly. And any updates made during the day are reflected immediately in the Indirects report.</p> <p>Open the Indirects Report and click Refresh.</p>
Wrap Up	<p>That's it for our tour of grants in NUPlans.</p>

Video 5: Budget Revenue and Expense

Topic	Script
Purpose of the Fund Views	In this video, we tour the Fund views of NUPlans where revenue and expense budgets are prepared at the chart string and account level.
Tour the Fund Views	<p>In NUPlans, all fund views have the same layout with one exception, Endowments, which has a few additional columns. We're in Fund 172.</p> <p>At the top of the page is a set of rows totaling the chart strings that appear below. This set of rows is view-only. You cannot enter data here. You can enter data next to the chart string.</p> <p>Users with access to the entire budget grouping see this row. Users with access to only part of the budget grouping do not.</p> <p>Going down the page, you see all base chart strings in this fund in numeric order.</p> <p>A section for revenue is first. You must expand to see the accounts. All accounts named in the last year's budget are here, plus any accounts that have seen activity in the current or previous two years.</p> <p>The same is true for the expense section. If an account that you need is not here, you can add it using a form in NUPlans Web.</p> <p>From left to right, this view has reference information to support decision-making, budget data entry in the middle, and calculated columns on the right. Let's start at the left.</p> <ul style="list-style-type: none"> • You have two years of budget history and the current year's budget. • Beginning carry forward on account 79999. • Two years of actuals history and current year actuals called Obligations. Actuals reflect spending (actuals and encumbrances) and earnings as of the March close. • If you use NUPlans Detailed Forecasting at the account code level, your forecast appears. Forecasts are updated on a nightly basis. • Next is the next year's Budget Target applicable to Funds 110 and 171. • Then next year's Budget Input. • Following are additional linked in budget amounts. Linked in columns are collapsed by default. When you expand the column, the children appear at left. This is true in every parent column. Linked in columns display the data flowing into your budget from other views, namely the Comp Input view and the Comp Budget by Chart String view. In this example, compensation was budgeted already. This number is drillable, so if you have Salary access, you can drill to detail in the Compensation views. Commitment revenue approved for your chart string appears here. And depending on decisions within your area, you may also see other linked-in amounts – utilities and grants. Some areas map utilities and grants to the Dean's Office level. • At right, the Final Budget is the sum of your Budget Input and Linked In Data. • Variances appear next, such as the variance between your budget input and the budget target.
Remove Total and Subtotal Rows	<p>Like the Forecasting application, you can modify the view for easier data entry. The Rows dimensions, G_ChartString_Base and G_Account, have two prebuilt layouts called Subsets.</p> <p>Click the black arrow on the dimension, Click the Subset drop-down arrow. In this list there are subsets you can use and some you should not. Those you can use are at the top. Those at the bottom, starting with z are not for your use.</p> <p>Select Detailed Chart Strings. This layout removes Totals from the top of the page. Now data entry is possible in prime real estate at the top of the page.</p>

	In the other Rows dimension, you can do the same thing. Click G_Account. Select Detailed Accounts. This removes the subtotal rows for revenue and expenses. This view was created for exporting into Excel.
Export a View to Excel	The export reproduces the layout exactly, so what you see is what you get in Excel. To export, click the blue arrow, Snapshot to Excel, Export all rows in the view, OK.
Replace Subtotal Rows	To replace the subtotal rows, open the G_Account dimension again, and select the subset Account Subtotals. This is a good arrangement of the view for data entry.
Add an Account to a Chart String	Suppose you need to budget on an account that does not exist on the chart string. For example, this Consulting Project needs to estimate revenue on account 40698. In NUPlans Web, open the Chart String Maintenance folder. Open the Add Account to String form. Select the budget grouping, chart string, and account. Click Add Account > OK. The result is immediate. In Contributor, you may need to refresh the view to see the new account. Click Reset, Reset Current View, to refresh the page and restore the original layout.
Enter Revenue and Expense Budgets	In the Fund Views, there are only two columns for data entry: Budget Input and Notes. The key to using the supporting data in the view is knowing which of the other columns best supports your decision about what to enter. Depending on the fund, your circumstances, and practices within your school or unit, you may refer to history, the Current Budget, Current Actuals, the Forecast, or Budget Target, then enter amounts in the customary accounts. Use Notes to specify where your Budget Input came from.
Refer to Forecasts when Entering Budgets	In Fund 172, where there are no budget targets, you may have forecasts to rely on. So for example, if this year's forecast is the most reliable budget input for next year, you may copy and paste the forecast amounts into Budget Input.
Refer to Budget Targets when Entering Budgets	In Funds 110 and 171, centrally-supported schools and units have budget targets to rely on. So you may copy/paste the Budget Target into Budget Input or be more selective when you have a redistribution of spending authority in mind.
Enter Amounts in Budget Input	While NUPlans facilitates a detailed account-level approach to budgeting, you can use Budget Input in any way that aligns with your current practice. For example, if you historically entered a lump sum for Other Expenses on a representative account, the option remains to do so. Whatever your method of budgeting, continue editing in this way until you finish.
Recalculate	After entering budgets, Recalculate to see the final budget and variances.
View the Final Budget Column	The calculation is your Budget Input plus Linked In amounts equals the Final Budget. The Final Budget column is the place to look for Net and out-of-balance amounts at account, chart string, and fund levels. At right, find variances between the final budget and other significant numbers. Budget versus Budget Target, Budget versus Forecast, current year budget versus last year's budget. All variances are expressed as both an amount and percentage. So for example, if a salary growth parameter of 4% applies to the budget, look here for an indication of that difference in this fund. Whatever applies to Other Expenses, look here as well. At the end of the budget preparation season, this column is uploaded with your chart strings into NUFinancials to create the approved base budget next year.
Commit Data	Before exiting NUPlans, be sure to commit the data you entered. Click Commit. Close the budget preparation file. On the Dashboard, your NetID is shown with the date and time that you last committed data.
Wrap Up	That wraps up our tour of budgeting revenue and expenses in NUPlans.

Video 6: Find Budget Balance and Carry Forward

Topic	Script
Where are the results of budgeting?	<p>The Carry Forward view uses NUPlans automatic balancing features to show an analysis of performance and carry forward over time.</p> <p>While the Fund views in NUPlans Contributor show final balance at the fund level, areas that opt-in to automatic balancing can find a final balance and carry forward projections for the entire budget grouping.</p>
Tour the Carry Forward View	<p>Let's tour the view horizontally. From left to right, the columns display:</p> <ul style="list-style-type: none"> • your initial carry forward this year • the current year revenue and expense budgets • the current year revenue and expense forecasts • a projection of this year's ending performance • next year's budget balance per chart string, fund, and budget grouping (Total Funds). The short name of this column is Net. This column only applies to areas and chart strings that use automatic balancing. In that context, zero indicates a balanced budget. Anything aside from zero is either a use or buildup of reserves, hence the long name of the column. • The final column is a projection of next year's carryforward. • Comments • Chart String Status <p>It's a great analysis of the budget grouping that makes it easy to find out-of-balance chart strings. For example, all these chart strings in Funds 160, 171, 172, Gifts, and Endowments where the amount is zero are balanced. This chart string with the amount in parentheses is in deficit. This is in the black.</p>
Wrap Up	<p>All areas who use NUPlans Forecasting can find this view useful for the analysis of current year-end performance at the budget grouping level.</p> <p>Areas that also use automatic balancing can find the budget balance and the projection of next year's ending carryforward.</p> <p>Centrally supported schools and units can find an equivalent analysis of the budget grouping in the Allocations view.</p>

Video 7: Get Budget Preparation Reports

Topic	Script
Where are the results of budgeting?	<p>While NUPlans Contributor offers two summary views, NUPlans Web offers a choice of many reports and summaries.</p> <p>A key point to remember is that these budget preparation reports draw data from NUPlans, not NUFinancials nor the Cognos data warehouse.</p> <p>NUPlans reports support analysis, discussion, and reviews of next year's budget.</p>
Update Reports	<p>Overnight, NUPlans updates all reports automatically. If you're working on the budget and want a current report, you must update the reports during the day.</p> <p>Open Update All Reports, Update Reports, OK.</p> <p>You also have the choice to update specific reports.</p>
Identify Reports by Purpose	<p>Now let's look briefly at some of these reports.</p> <ul style="list-style-type: none"> • The All Funds Budget Report is one of the most detailed. It imitates the Fund views of Contributor. Upon opening, the Revenue and Expense rows are collapsed by default. It's important to expand all rows before you export to Excel. • The Budget Summary Report is a view of the budget by account category. The Account Hierarchy here is the same hierarchy used in NUPlans Forecasting and in the GL077 Income Statement Report. Again, if you want to see account codes, expand all categories before you export to Excel. Optionally, you can export the report hierarchy into Excel for reference instead of expanding all categories. • Budget Results is a summary, one line per budget grouping within your Prep File. <p>All reports are explained with visuals in our online library.</p>
Export Reports to PDF or Excel	<p>To export a report to Excel, click the blue arrow, OK. Watch the dialogs presented by your browser to open or save the file.</p>
Wrap Up	<p>That wraps up our tour of reports in NUPlans Web.</p>

Video 8: Submit Budgets for Review

Topic	Script
Submitting the Budget for Review	<p>Before the budget preparation deadline, a user with Submit access for their budget group submits the budget for review, at which time the budget is locked to prevent further changes.</p> <p>Submitting data makes it public and signals to the next level of approver that they should review.</p> <p>Not all users have Submit access. Your permissions on the dashboard will indicate that you can submit the budget if the Submit icon appears.</p>
Submit the Budget for Review	<p>When you are confident that the budget is ready for review, click the Submit icon.</p> <p>A confirmation appears. Click OK to submit.</p> <p>The editable fields turn gray, as you are locked from making any further changes to the budget, and the Submit icon is grayed out.</p> <p>The NUPlans Contributor dashboard now indicates that the budget was submitted for review. If the budget was submitted by mistake, contact your approver to have them reject it, thereby giving you access again.</p>