

Budget Allocation Process

Academic Planning & Budgets



Budget Scenarios


| | |
|--|---|
| BASE | Beginning base budget |
| BASEADJ (Base Adjustment) | Base adjustments from the University and/or Chancellor's Office after the beginning base budget is uploaded |
| DBASEADJ (Division Base Adjustment) | Division initiated adjustments to the base |
| ONETIME | One-time budgets from the University and/or Chancellor's Office (e.g. CPOs) |
| CAMPUSADJ (Campus Adjustment) | One-time budget allocations initiated by campus departments, including all transactions done via FTS |

Budget Ledgers

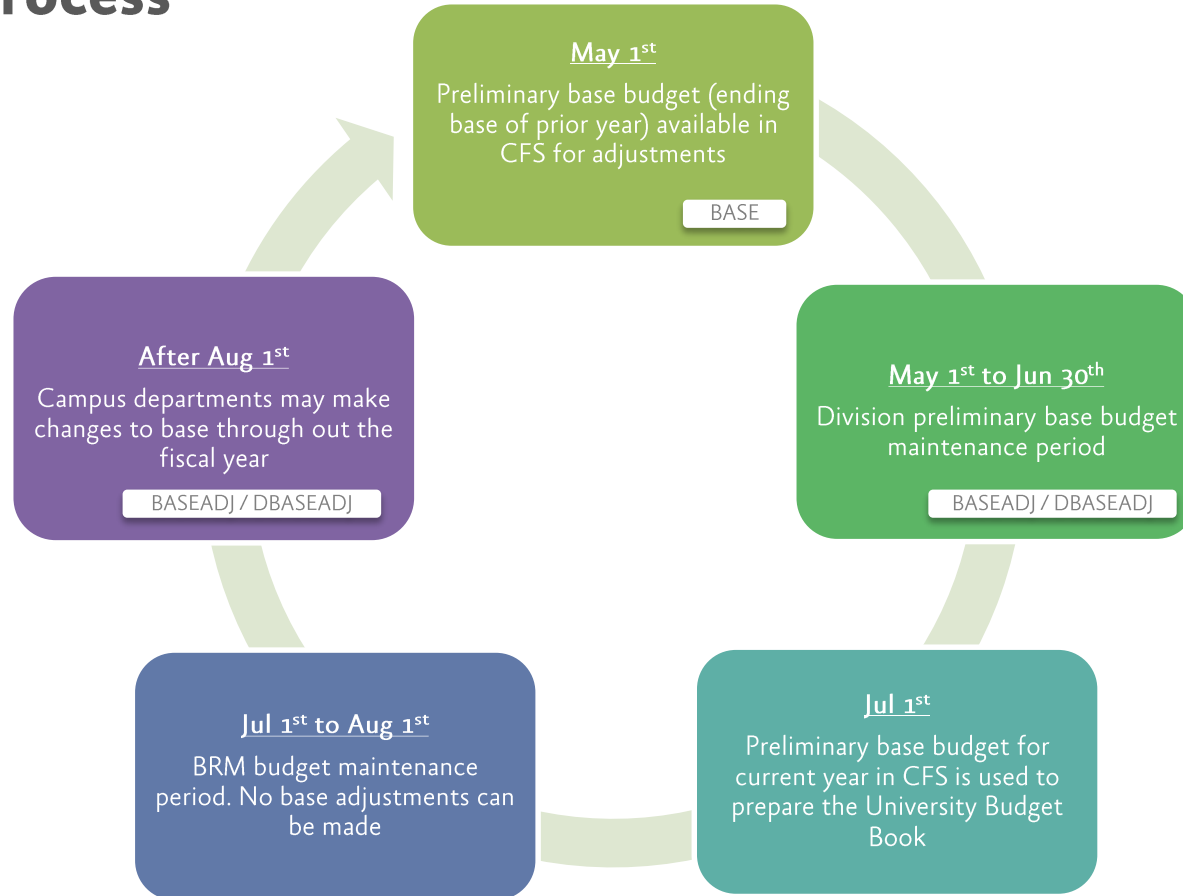
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|---------------------------------------|---|
| STDBUDG (Standard Budget Group) | All base and one-time transactions for a selected fiscal year |
| FUTUREBUDG (Future Budget) | All base and base adjustments for future fiscal year |

Mapping

| BUDGET SCENARIO | BUDGET LEDGER |
|-----------------|------------------|
| BASE | Standard, Future |
| BASEADJ | Standard, Future |
| DBASEADJ | Standard, Future |
| ONETIME | Standard |
| CAMPUSADJ | Standard |



Current Process



Advantages of allocating base via DBASEADJ

- Base budgets and adjustments only need to be posted once
- Enhance budget transparency
- Preliminary base budgets are always available at the start of a fiscal year
- Clear distinction between Base and One-Time down to department level

Base Budget Upload Template

| Account | Fund | Dept | Program | Class | Project | Scenario | Line Description | Stat | Stat Amt | Open Item | Jrnl Line Ref | Amount |
|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------------------|--------------------|--|--|--|--|---------------------------------|--|
| Required-6 digits | Required-5 digits | Required-4 digits | Optional-3 digits | Optional-4 digits | Optional-5 to 12 characters | Required-CAMPUSADJ | Optional though recommended- Maximum 30 characters | For Central Finance Use Only (Leave blank) | For Central Finance Use Only (Leave blank) | For Central Finance Use Only (Leave blank) | Optional- Maximum 10 characters | Required- Format number with no comma, no currency, and two decimal places and no currency format. Debit amount is reflected as a positive. Credit amount is shown as a negative. |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

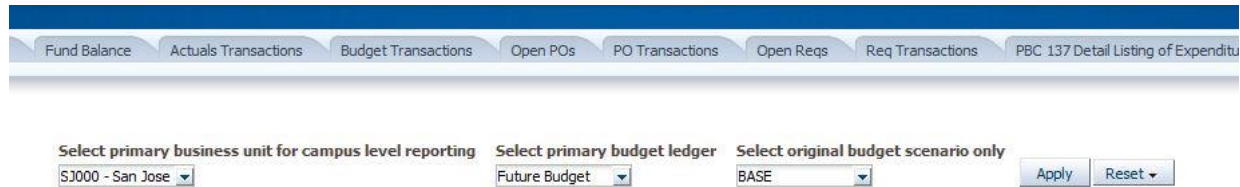
Use "DBASEADJ" as the Scenario

Examples of base adjustments to be posted using DBASEADJ:

- Allocating base budgets to department level
- Compensation adjustments – e.g. GSI, SSI, etc.
- Resource redistributions at base level

Submit a balanced template to BRM for upload to be posted on both Standard and Future Ledger. - **IMPORTANT!!**

Viewing Your Running Base Budget in CFS



The screenshot shows the CFS system interface. At the top, there is a blue navigation bar with several tabs: Fund Balance, Actuals Transactions, Budget Transactions, Open POs, PO Transactions, Open Reqs, Req Transactions, and PBC 137 Detail Listing of Expenditu. Below the navigation bar, there are three dropdown menus for filtering: "Select primary business unit for campus level reporting" (set to "SJ000 - San Jose"), "Select primary budget ledger" (set to "Future Budget"), and "Select original budget scenario only" (set to "BASE"). To the right of these dropdowns are "Apply" and "Reset" buttons.

Select "Future Budget" as your primary budget ledger and click on the "Apply" button

Viewing Your Running Base Budget in CFS – Cont'd

[1] View report in the "Budget Transactions" tab

[2] Select a future fiscal year and accounting period between 0 and 12.

[3] Select the desired fund, or leave blank to show all *budget funds*, including SSETF.

[4] Select the desired department level filters and click "Apply"

[5] Setup the 6-column customization
It is recommended that you give 1 column for "Class" and 1 for "Scenario" to get the most out of the report and click "OK"

The screenshot shows the CFS Budget Transactions report interface. At the top, there is a navigation bar with tabs: Finance, Projects, Cash, Fund Balance, Actuals Transactions, **Budget Transactions**, Open POs, PO Transactions, Open Reqs, Req Transactions, and PBC 137 Detail Listing of Expenditures. Below the navigation bar are several filter sections:

- Fiscal Year:** 2014
- Period:** Between 0 and 12
- Posted Date:** --Select Value--
- Document Source:** --Select Value--
- Journal Source:** --Select Value--
- Document ID:** --Select Value--
- Doc Line Descr:** --Select Value--
- Fund:** 70000 - CSU Oper
- Account:** --Select Value--
- Acct Cat:** --Select Value--
- Class:** --Select Value--
- Project:** --Select Value--
- Program:** --Select Value--
- Scenario:** --Select Value--
- Department:** --Select Value--
- Dept Level 1:** --Select Value--
- Dept Level 2:** N1417 - Academic
- Dept Level 3:** --Select Value--
- Dept Level 4:** --Select Value--
- Dept Level 5:** --Select Value--

Buttons for "Apply" and "Reset" are visible on the right. Below the filters, there is a "to Month" link. At the bottom, there is a "Show Column" section with six columns:

- Column 1: Fund Fdescr
- Column 2: Lvl 3 Fdescr
- Column 3: Dept Fdescr
- Column 4: Acct Fdescr
- Column 5: Class Fdescr
- Column 6: Scenario Fdescr

An "OK" button is next to the column selections. Below this is a "Select Report View" dropdown set to "Budget Custom Summary".