Agenda

• Key Dates
• Development Process
• NUPlans Overview
  • Features
  • Security
  • Enhancements to Budgeting in NUPlans
• Understanding Your Budget in NUPlans
  • Budget Targets and Appropriations
  • Allocations and Reallocations
• Questions?
• Terms and Phrases
NUPlans Key Dates

- **March 13**th - Feinberg users, who successfully piloted NUPlans last year, were able to log in to NUPlans to view their archived prior year budgeting work. This data was also available in the system for viewing throughout the year, before it was archived.

- **March 26**th - NUPlans classroom and online training began and will continue throughout the budget prep process. Visit [cafe.northwestern.edu/training/](cafe.northwestern.edu/training/) for materials and for information on registration.

- **After April 9**th - Decisions on supplemental budget requests will be communicated.
  - Schools and units will receive a communication from their Budget Office analyst identifying any approved recurring supplements and non-recurring commitments.

- **April 16**th - NUPlans goes live for University-wide FY 2014 Budget Prep
  - Users can access NUPlans through the NUPortal.
  - Actuals data in NUPlans reflects NUFinancials data through April 10th, and payroll data as of April 5th.

- **June 28**th - Deadline for all units to submit their final budgets.
NUPlans Development Process

• A successful pilot program in Feinberg School of Medicine
  • Project development began in August 2011.
  • Rolled out for Feinberg as a pilot in March 2012 and used successfully for FY 2013 budget preparation.

• Whole University rollout
  • Input and collaboration was received from schools and administrative units. Workgroup participants in weekly meetings for several months.

• As a result, the system reflects important input from all of you.

  Thank you to all involved!
NUPlans - Goals

• Provide for better planning, analysis and development of budgets for all funds in a web-based program.

• Incorporate salary, grant, and budget data in one tool for more comprehensive budget planning.

• Provide flexibility in how you plan for and utilize the budget preparation process.

• Enable detailed employee salary budgeting, including budgeting for new employees and salary ‘breakage’.

• Provide capacity for enhanced forecasting and ability to do what-if analyses quickly.

• Assure flexible workflow
NUPlans - Features

• An expanded timeframe for budget preparation (April 16 – June 28)
• The ability to utilize detailed or summary level budgeting
• Forecasting current year actuals and performance
• Employee-level salary budgeting
• Automatic Balancing
• Reporting on your budget data
• Ability to distribute budget development to component units if desired
• Built-in workflow for budget review and approval
• Fund budgeting combining revenue and expense chartstrings in the same view
• Modeling of grant expenses and the resulting ICR
• Analyzing different budget scenarios using your own budget drivers
• Role-based security for access to salary and grants data
• Department and project level security for chartstrings
• Ability to create different versions of your budget
NUPlans – What It Does Not Do

- Performance Management
- Salary Planning
NUPlans - Security Overview

• Role-based security based on “budget groupings” (collection of chartstrings for a unit)

• NUPlans security for salary budgeting requires users to submit a Vista access form if the users do not already have this access from Human Resources.

• Leadership from each unit decides what role to assign to staff who will work in NUPlans for their unit.

• Access is granted at the chart string level – so users can only see information for the chart string(s) they are responsible for, and only in the role assigned to them by their unit’s leadership.
  • For salary budgeting the focus is on funding source – users can only see the portion of the salary associated with the chart strings to which they have access.

• Access can be further limited to account codes, *i.e.*, a user might be granted access to budget only faculty salaries, or only staff salaries, depending on what works best for that unit.
Enhancements to Budgeting in NUPlans – In Detail

• NUPlans includes some enhancements to how you can complete your annual budget. These include:

  • The ability to utilize detailed or summary level budgeting
  • Forecasting current year actuals and performance
  • Employee-level salary budgeting
  • Automatic balancing
  • Reporting
Detailed or Summary Budgeting

• NUPlans allows for detailed or summary budgeting. Budgeting should be completed at the appropriate level to represent and support the budget plan. NUPlans provides you with the flexibility to do what is best for your school or unit.

• Budgeting both revenue and expense for gift and endowment chartstrings is now required.
  • As in prior years, endowment revenue will be pre-populated by the Budget Office.

• Utilizing, and budgeting for, direct charging is still considered a best practice.

• Both revenue and expense can now be budgeted for designated chartstrings.
Projections and Performance Forecasting

• NUPlans provides for current year actual projections and performance forecasting. Expanded performance forecasting capabilities are in development.

• This can also inform budgeting by helping to forecast beginning carryforward for the next year.

• Current year actuals projections are entered in the Fund Input tabs in NUPlans Contributor, and the resulting performance calculations are shown in the Carryforward tab.

• It is important to note the projections, performance, and carryforward calculations shown to users in Contributor are informational only. This functionality is meant to help inform your budgeting and planning activities, but will not be imported into NUFinancials.
Salary Budgeting

- Budgeting will be completed at the individual employee level
  - Payroll data is imported from FASIS and includes faculty and staff.
  - The focus is on funding source(s) for each employee.
  - Security restricts what types of employees a user can view, for each budget grouping for which a user is authorized.

- Exceptions to this are salary-related account codes such as work study or overtime. These continue to be budgeted at a summary level.

- Placeholders can be used to represent new or vacant positions, or other unique situations for which employee-level data is not available.

- Benefits are calculated automatically for you in NUPlans.
Automatic Balancing

• Automatic balancing is a feature in NUPlans that forces balancing at a chartstring level.

• Designated, gift, and endowment funds will always use automatic balancing in NUPlans. It is optional for appropriated, self-supported, and recharge funds.

• Automatic balancing involves 2 new account codes:
  • 88991 Buildup of CFWD Reserves - Expense
  • 88992 Use of CFWD Reserves - Revenue

• These account codes are automatically triggered for chartstrings in gift, endowment, and designated funds that are left unbalanced. By budgeting revenue and expense in balance, you can avoid the use of the two automatic balancing account codes.
Reporting

• Reporting options are available in NUPlans Web. These were developed using input from workgroup members.

• While users can always export data from NUPlans Contributor to manipulate in Excel, the prepared reports in NUPlans Web are helpful tools for planning and viewing your budget data overall.

Available reports include:
• **Budget Summary** – includes an all funds summary of budget data. This can be run at the budget grouping level.
• **Budget Report** – a report resembling the data presented in the Fund Input views, and run by budget grouping and by fund and displayed by chartstring.
• **Budgeted Results** - summarized by budget grouping and presents budget information including any carryforward calculated from the performance calculations within NUPlans.
• **Budget Version Report** – run by budget grouping and fund, to compare final results for each version created.
Budget Preparation in NUPlans

NUPlans
Access via the NUPortal

NUPlans Web
Allocation Views to view your overall budget and appropriation
Dean/VP Allocations
Reports
Adding accounts to chartstrings
Add placeholders
Adding grant placeholders
Commitments
Creating Versions

NUPlans Contributor
Workflow enabled
Budgeting input at the chartstring level
Salary budgeting
Modeling scenarios in Budget Drivers
Adding placeholder data
Current Year Projections
Automatic Balancing

Parameters and Allocations
NUFinancials Actual Data
FASIS Payroll Data
Understanding Your Budget in NUPlans – Budget Targets and Appropriations

How will your base budget get into NUPlans?

- The Budget Office builds the upcoming year’s budget in the central budget model:
  - The starting point is the original recurring current year revenue and expense budget for each unit.
  - Recurring budget changes made in NUFinancials during the current year are added.
  - Parameter, or percentage, changes to account groupings (called Budget Classes) are added and new benefit rates are applied.
  - Supplemental budget allocations approved in the budget planning process are added and updated as needed.

- In NUPlans, your **Budget Target** for revenue and expense is considered to be:  
  \[
  \text{current year budget} + \text{parameter increases} + \text{any supplemental allocations}
  \]
  This is your total budget for the coming year.
Understanding Your Budget in NUPlans – Budget Targets and Appropriations

How do you begin your budgeting processes within NUPlans?

- As FY 2014 budget request allocation decisions are made and the Budget Office’s budget model is updated, your base budget and appropriation is loaded in NUPlans for you to begin your budgeting.

- You will receive ongoing communication from your budget analyst about the status of your base budget in NUPlans.

- You can view your revenue and expense **Budget Target** in NUPlans Web, in the **Allocation Summary By Fund** view. This view is very similar to the allocation sheets in the previous years’ Excel budget prep files. If you have prep file level security access, you can utilize this view along with the other Allocations views in the menu.
## Allocation Summary by Fund View

<table>
<thead>
<tr>
<th>Budget Classes</th>
<th>FY13 Original Bud</th>
<th>FY13 Recurr Adj</th>
<th>FY13 Bud</th>
<th>Y14 % Increase</th>
<th>Prelim Allocation</th>
<th>Suppl Allocation</th>
<th>FY14 Budget Target</th>
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<td></td>
<td>780,000</td>
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<td>780,000</td>
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<td>Travel - Recruitment</td>
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<td>0</td>
<td>650,000</td>
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<td>2,431,910</td>
<td>2,431,910</td>
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<td>5,161,910</td>
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<td>0</td>
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<td>0</td>
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<td>21,458,346</td>
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<td>Exp - Other Transfers In / (Out)</td>
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<td>6,257,264</td>
<td>0</td>
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<td>36,046,829</td>
<td>32,474</td>
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<td>0</td>
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<td>0</td>
<td>6,040,684</td>
<td>7.3%</td>
<td>440,960</td>
<td>257,166</td>
<td>6,738,810</td>
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<tr>
<td>Employee Benefits</td>
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<td>0</td>
<td>6,040,684</td>
<td>7.3%</td>
<td>440,960</td>
<td>257,166</td>
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</tr>
<tr>
<td>Benefits</td>
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<td>0</td>
<td>4,090,658</td>
<td>7.3%</td>
<td>440,960</td>
<td>257,166</td>
<td>6,738,810</td>
</tr>
<tr>
<td>Sal Full FBR - Fac Research</td>
<td>1,826,734</td>
<td>0</td>
<td>1,826,734</td>
<td>7.3%</td>
<td>440,960</td>
<td>257,166</td>
<td>6,738,810</td>
</tr>
<tr>
<td>Sal Full FBR - Admin</td>
<td>10,193,768</td>
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<td>10,193,768</td>
<td>7.3%</td>
<td>440,960</td>
<td>257,166</td>
<td>6,738,810</td>
</tr>
<tr>
<td>Sal Full FBR - Admin Fac</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
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<td>Academic Salaries</td>
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<td>0</td>
<td>16,111,160</td>
<td>3.5%</td>
<td>563,888</td>
<td>915,200</td>
<td>17,590,248</td>
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<tr>
<td>Sal Full FBR - Staff Exempt</td>
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<td>6,661,226</td>
<td>3.5%</td>
<td>233,142</td>
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<td>Sal Full FBR - Staff Clerical</td>
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<td>3.5%</td>
<td>265,772</td>
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<td>Sal Full FBR - Staff Tech</td>
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<td>2,200,588</td>
<td>3.5%</td>
<td>77,012</td>
<td>0</td>
<td>2,277,600</td>
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<tr>
<td>Staff / Student Salaries</td>
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<td>0</td>
<td>16,455,556</td>
<td>3.5%</td>
<td>575,926</td>
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<td>32,566,716</td>
<td>3.5%</td>
<td>1,139,814</td>
<td>915,200</td>
<td>34,621,736</td>
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<tr>
<td>Salaries and Benefits</td>
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<td>38,607,400</td>
<td>4.1%</td>
<td>1,580,774</td>
<td>1,172,366</td>
<td>41,560,546</td>
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<td>Expenses</td>
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<td>74,654,229</td>
<td>2.2%</td>
<td>1,613,248</td>
<td>1,172,366</td>
<td>77,439,843</td>
</tr>
</tbody>
</table>
Understanding Your Budget in NUPlans – Budget Targets and Appropriations

- For schools and units that operate under a centralized budget model, the Budget Appropriation can be thought of as net budget authority. Most schools and units under this model receive a net expense budget.
  - For the professional schools and other self-supported units, you would see a net zero appropriation.
  - You may be familiar with seeing the appropriation as the bottom line on your Excel prep file allocation sheets.

- Your overall Budget Appropriation can be viewed in NUPlans Web, in the Allocation Input – Net view and the Allocation Input View.
Understanding Your Budget in NUPlans –
Allocations and Reallocations

• As in previous years, your total appropriation remains constant unless modified by parameter increases or approved supplemental allocations.

• While inputting your budget, you can reallocate your appropriation *within* your unit, between chartstrings and/or budget groupings.
  • Significant modifications require review by the Budget Office.
  • Appropriations may be moved between unrestricted funds (Fund 110) and designated funds (Fund 171).
  • Appropriations may not be reallocated among other funds in NUPlans.
  • Managers cannot reallocate appropriations between two different “prep files” in NUPlans.
    • In the unusual case where this is desired, please discuss with your Budget Office analyst.
Dean/VP Allocations

• NUPlans also provides another way of reallocating: the Dean/VP Allocations functionality within the Allocation Input view.

• If you would like to signal to your users that you are distributing budget authority from a Dean’s Office/VP chartstring within your prep file, you can do so in the Allocation Input view.

• Utilizing the Dean/VP Allocation functionality could help to inform budgeting for users at the budget grouping or chartstring level.

• However, it is not required for users to begin their budgeting activity.
Allocations in Contributor

- So far we have seen views that budget managers with prep file level access can use in NUPlans *Web*.

- Users who do not have prep file level access can use the **Allocations** tab in NUPlans *Contributor* to view Central Allocations, Appropriations, and Dean/VP Allocations for their individual level of security.

- You may wish to advise your users to check the Allocations tab in Contributor before and after they begin budgeting.
  - Users can view any Dean/VP Allocations, if you chose to use this functionality.
  - Users can see the results of budgeting work in the **Final Budget** column.
  - They can also see the variance between their entered budget and the Net Appropriation in the **Variance** column.
  - It is important to remember that this view shows your *net* appropriation, final budget, and variance, by fund and chartstring.
### Allocations Tab in Contributor

#### Chartstrings, grouped by fund

<table>
<thead>
<tr>
<th>Fund</th>
<th>FY13 Original Bud</th>
<th>FY13 Recurr Adj</th>
<th>Central Alloc</th>
<th>FY14 Budget Appropri</th>
<th>Dean/VF Allocation</th>
<th>FY14 Set Budget Appropri</th>
<th>FY14 Final Budget</th>
<th>Variance</th>
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<td>110 &amp; 171</td>
<td>(466,890)</td>
<td>0</td>
<td>(466,890)</td>
<td>(156,806)</td>
<td>(563,696)</td>
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<td>110</td>
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<td>(341,715)</td>
<td>(97,248)</td>
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<td>(3,000)</td>
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Thank You!

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- Earl Barriffe
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- Susen Taras
- Kathy Tessendorf
- Karl Turro
- Eric Wachtel
NUPlans – Looking Forward

• Plans for FY 2014:
  • Expanded forecasting capabilities
  • Coordination of salary planning with salary budgeting
  • Position management
  • Continue to solicit input from the entire University community
  • Incorporate lessons learned from peer universities
Questions?
Commonly Used Terms and Phrases

- **NUPlans Contributor** – part 1 of 2 of the NUPlans system, where budgeting data entry takes place.
- **NUPlans Web** – part 2 of the NUPlans system; includes forms for editing placeholder descriptions and adding account codes to existing chartstrings, reports, and higher level Allocations views for managers with prep file level access.
- **Prep File** - the chartstrings and previous fiscal years’ budget information that is loaded into NUPlans for a school or unit as the basis for next year’s budget preparation. Previously this was represented as an Excel file sent out by the Budget Office.
- **Prep file level access** – access to NUPlans for managers who will be submitting the budget for their entire unit.
- **Budget grouping** – a group of chartstrings built around department IDs, used to define security access and reporting.
- **View** – a look at a specific group of data within NUPlans.
- **Tabs** – How we will usually refer to views in NUPlans Contributor, due to the resemblance to Excel workbook tabs. For example, the Fund 110 tab in which you do your budgeting for Fund 110 chartstrings.

A full Glossary is available on the Project Café Training website:
[Cafe.northwestern.edu/documents/training/nuplans/700/BudgetPreparationGlossary.pdf](Cafe.northwestern.edu/documents/training/nuplans/700/BudgetPreparationGlossary.pdf)