Financials ERP

Budgeting Process

December 7, 2011
Housekeeping

- Please set cell phones and pagers to silent
- Handouts
- Note cards for questions
- Sign-in sheets
Welcome and Introductions

**Presenters:**
- Anne Sullivan, Executive Vice President for Finance
- Nancy Johnson, Vice President, Office of Management and Budget
- Kim Chadourne, Budget Lead
- Jill Goldstein, Budget Tool Retrofit Lead
- Kate Sheeran, Change Management Lead
Welcome and Introductions

Core Team Members:

- Karen Burke, CUMC Dept Surgery
- Kim Chadourne, Budget Office
- Kevin Cook, SPF
- Alice Gleason, Controller’s Office
- John Hogan, Facilities
- Mike Kerstan, Controller’s Office
- Brendan Mallee, EVPF
- Terry Park, Purchasing
- Ting Shi, CUMC Controller’s Office

Extended Team Members and Subject Matter Experts:

- Harry Aristakesian, Internal Audit
- Rebecca Balentine, SPA
- Fran Caracappa, CUMC Controller
- Paul Cassidy, Engineering
- Marlene D’Agostino, Anesthesia
- Brian David, Medicine
- Jo-Ann Espaillat, Irving Institute
- Joel Fine, Libraries
- Jody Grunfeld, MSPH
- Karen Hoffer, Lamont
- Hugh Horowitz, Procurement
- Andy Hrycyk, General Studies
- Nancy Johnson, OMB
- Sean Johnson, Procurement
- Joe Labetti, Procurement
- Joann Li, Pathology
- Wil McKoy, CUMC Budget Office
- Donna Messina, Astronomy
- Ed Moroni, Law School
- Scott Norum, A&S
- Dorothy Pearlman, Internal Audit
- Michael Reich, Procurement
- Patricia Reid, Treasury
- Narda Romero, P&S Central
- Audrey Rosenblatt, Arts & Sciences
- Dionida Ryce, Basic Sciences
- Joshua Sakolsky, Art History and Archeology
- Eileen Valerio, Internal Audit
- Mary Ann Wanner, Dental School
- Anna Wojnarowska, Business School
Financials ERP Scope

Project Scope

• Redesign our Chart of Accounts in PeopleSoft Financials
• Implement a new General Ledger (core accounting module)
• Implement new Accounts Payable and Purchasing modules
• Implement Project Costing module; allows us to track certain activity across fiscal years
• Retrofit current Budget Tool for a new Chart of Accounts
• Retrofit HR / Labor Accounting system for a new Chart of Accounts
• Design New Reporting—queries “in the system” and from the data warehouse
• Conduct Training
## System Go-Live - July 1, 2012

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY’11</td>
<td>FY’12</td>
<td>FY’13</td>
<td></td>
</tr>
<tr>
<td>Jul - Sept</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prep</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analyze &amp; COA Design</td>
<td>3 months</td>
<td>5 months</td>
<td>5 months</td>
<td>6 months</td>
</tr>
<tr>
<td>Design</td>
<td>5 months</td>
<td>6 months</td>
<td>5 months</td>
<td>6 months</td>
</tr>
<tr>
<td>Build</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test &amp; Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deploy/Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- FIN ERP is our Project
- ARC is the name of our new financial system
What is a Transition Session?

• Transition Sessions are intended to promote awareness and orientation to the changes that FIN ERP will bring and prepare you for the formal training and deployment of the new solution.

• Formal ARC System Training will begin in April 2012.

• Objectives for Today:
  – Understand how budgets will be entered
  – Introduce new PeopleSoft concepts as they pertain to the Budget Process (called Commitment Control)
  – Introduce the Budget Checking Process
  – Understand what is changing in the Retrofitted Budget Tool
Key System Components of the FIN ERP Solution

- Application Security
- Chart of Accounts
- Finance
  - General Ledger
  - Budget
  - Project Costing
- Procurement
  - Purchasing
  - Accounts Payable
  - P-Card
- Reporting
  - PeopleSoft
  - Financial Data Store
- Integrating Systems (i.e. Advance, PAC/LA, SIS, etc.)
- Enabling Technology and Infrastructure
- Operations and Maintenance
Budgeting
Key Terminology

**Project Life Budget:** A budget that is created for the life of the project, e.g. Sponsored Projects, Capital Projects

**Commitment Control:** Functionality in PeopleSoft that enables us to manage expenditures actively against predefined, authorized budgets.

**Budget Row:** A valid ChartField combination in the system.

**Encumbrance:** A commitment to pay for goods and/or services reflected in a budget.
What is Budgeting?

- A Budget is a list of all planned expenses and anticipated revenue collections

- A Budget is used to inform management of key activities occurring at each School or Department
Each type of budget will have only one point of entry to capture budget data that will then feed into ARC.
# Budget Process

## What is Budgeting?

## How are budgets entered?

## Do I have authorization to spend?

## How do I track spending?

<table>
<thead>
<tr>
<th>Type of Project</th>
<th>Example</th>
<th>Fiscal Year Budget</th>
<th>Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year Only Projects</td>
<td>Unrestricted school funds</td>
<td>Department creates using Budget Tool</td>
<td>Not Required</td>
</tr>
<tr>
<td>Capital Projects</td>
<td>Any major capital activity</td>
<td>Skire will pass a “zero” budget to start the Fiscal Year budget Process</td>
<td>Facilities or OMB creates in Skire</td>
</tr>
<tr>
<td>Sponsored Projects</td>
<td>Grants and Contracts</td>
<td>InfoEd will pass a “zero” budget to start the Fiscal Year budget Process</td>
<td>SPA creates based on Notice of Award in InfoEd</td>
</tr>
<tr>
<td>Other Multi-Year Projects</td>
<td>Activity tracked in aggregate across fiscal years (e.g. recruitment package)</td>
<td>Department creates using Budget Tool</td>
<td>Department creates using Budget Revisions Tool</td>
</tr>
</tbody>
</table>
Commitment Control is a feature within PeopleSoft that enables us to manage expenditures **actively** against predefined, authorized budgets.

Columbia will use Commitment Control to achieve the following objectives:

1. To block transactions if they cause total spending to exceed budgeted dollar amounts – we will only use this for Capital Project expenses
2. To block transactions if no budget exists for the department & project – this will help us manage security
3. To provide reporting capability to check budget capacity (budget vs. actuals)
Authorization to Spend

There are 3 levels at which to control spending within Commitment Control:

**CONTROL:** Transactions that don’t have a valid budget row OR exceed the amount budgeted will be stopped.

**TRACK WITH BUDGET:** Transactions that don’t have a valid budget row will be stopped.

**TRACK WITHOUT BUDGET:** All transactions pass without error.
Authorization to Spend

The level of spending control we will be implementing at go-live for **Capital Project** project life transactions is “Control”

**CONTROL:** Transactions that don’t have a valid budget row OR exceed the amount budgeted will be stopped.

- Capital Project transactions will be stopped if they push spending over the total authorized project budget.
- Payroll expense transactions will not be stopped in any circumstance.
Authorization to Spend

The level of spending control we will be implementing at go-live for all Fiscal Year expense, and Sponsored Project project life transactions is “Track with Budget”

**TRACK WITH BUDGET:** Transactions that don’t have a valid budget row will be stopped.

- Does not stop transaction if it exceeds budget value (can have a zero value budget)
- Revenue and Payroll expense transactions will not be stopped in any circumstance
Authorization to Spend

Today:
- This is done through FAS account set-up

In ARC:
- Workflow approval of Budget Tool entries
- Must create a budget row (with valid Department / Fund / Project combination)
- $0 budget is recognized as a valid budget
Budget Checking

Wish to Spend $ (e.g., Budgeted for in the right place?)

Was spending authorized?

If not, can’t spend

Create / allocate new budget in order to spend
All ChartFields

- Business Unit
- Natural Account
- Department
- Fund
- PC Business Unit
- Project
- Project Activity
- Initiative
- Segment
- Site
- Function

- Separate Legal/Reporting Entity (replaces 9-Ledger)
- Natural Account (replaces SubCode/Account Control)
- Organization Chart (replaces BU/MU, Dept, some SLs)
- Fund Type (replaces Ledger #)
- Project Type (multi-year/fiscal year)
- Components of a Multi-Year Project
- Fund Source (replaces GL Acct)
- COB Line (replaces Exp Function attribute)
- Building Number or Country Code (replaces bldg attribute)
- Generally a Person or Thing (replaces many SLs)
- Generally a Program or Business Activity (replaces many SLs)
The following table represents the different types of budgets and the level of Control we are implementing for each, for both Fiscal Year and Project Life Budgets.

<table>
<thead>
<tr>
<th>Type of Project</th>
<th>Fiscal Year Budget Control</th>
<th>Project Budget (project life) Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year Only Projects</td>
<td>Revenue Budget: Track without Budget</td>
<td>Not applicable</td>
</tr>
<tr>
<td></td>
<td>Expense Budget: Track with Budget</td>
<td></td>
</tr>
<tr>
<td>Capital Projects</td>
<td>Revenue Budget: Track without Budget</td>
<td>Expense Budget: Control</td>
</tr>
<tr>
<td></td>
<td>Expense Budget: Track with Budget</td>
<td></td>
</tr>
<tr>
<td>Sponsored Projects</td>
<td>Revenue Budget: Track without Budget</td>
<td>Expense Budget: Track with Budget</td>
</tr>
<tr>
<td></td>
<td>Expense Budget: Track with Budget</td>
<td></td>
</tr>
<tr>
<td>Other Multi-Year Projects</td>
<td>Revenue Budget: Track without Budget</td>
<td>Revenue Budget: Track without Budget</td>
</tr>
<tr>
<td></td>
<td>Expense Budget: Track with Budget</td>
<td>Expense Budget: Track without Budget</td>
</tr>
</tbody>
</table>
Fiscal Year revenue budgets will be entered into the Budget Tool. The Budget Tool requires all ChartFields (except Site) for each budget transaction.

- To make it easier to enter the Chartfields:
  - Fund and Function will default from other Chartfields.
  - Initiative and Segment can be populated with a generic “Undefined” value.
Fiscal Year Expense Budgets

All Fiscal Year expense transactions will go through Budget Check to evaluate whether there is a valid Department / Fund / Project ChartField combination.

### Fiscal Year Expense Budget

<table>
<thead>
<tr>
<th>DEPT</th>
<th>FUND</th>
<th>PROJECT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>≥ $0</td>
</tr>
</tbody>
</table>

### Example:

<table>
<thead>
<tr>
<th>BUDGET ROW</th>
<th>DEPT</th>
<th>FUND</th>
<th>PROJECT</th>
<th>ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A&amp;S History</td>
<td>Unrestricted</td>
<td>UR123456</td>
<td>Supplies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUISITION</th>
<th>DEPT</th>
<th>FUND</th>
<th>PROJECT</th>
<th>ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A&amp;S History</td>
<td>Unrestricted</td>
<td>UR123456</td>
<td>Consulting</td>
</tr>
</tbody>
</table>

Passes budget check; Dept/Fund/Project match budget row

Fails budget check; Dept does not match budget row
Capital Project Life Budgets

Capital Project expense transactions will go through Budget Check to evaluate whether there is a valid Department / Fund / Project ChartField combination and $ amount cannot exceed total project expense budget.

Example:

<table>
<thead>
<tr>
<th>DEPT</th>
<th>FUND</th>
<th>PROJECT</th>
<th>ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>Capital Projects</td>
<td>CP123456</td>
<td>Materials</td>
</tr>
</tbody>
</table>

+ total authorized project budget

Passes budget check; Dept/Fund/Project match budget row & within total authorized project budget

<table>
<thead>
<tr>
<th>DEPT</th>
<th>FUND</th>
<th>PROJECT</th>
<th>ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>Capital Projects</td>
<td>CP123456</td>
<td>Consulting</td>
</tr>
</tbody>
</table>

+ within total authorized project budget

Fails budget check; Dept/Fund/Project match budget row, but over total authorized project budget

<table>
<thead>
<tr>
<th>DEPT</th>
<th>FUND</th>
<th>PROJECT</th>
<th>ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>Capital Projects</td>
<td>CP123456</td>
<td>Materials</td>
</tr>
</tbody>
</table>

+ over total authorized project budget
Sponsored Project Life Budgets

Sponsored Project expense transactions will go through Budget Check to evaluate whether there is a valid Department / Fund / Project / Activity ChartField combination.

<table>
<thead>
<tr>
<th>Sponsored Projects</th>
<th>Source = InfoEd</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPT</td>
<td>FUND</td>
</tr>
<tr>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Example:

<table>
<thead>
<tr>
<th>BUDGET ROW</th>
<th>DEPT</th>
<th>FUND</th>
<th>PROJECT</th>
<th>ACTIVITY</th>
<th>ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diabetes Research</td>
<td>Private Grants &amp; Contracts</td>
<td>PG123456</td>
<td>Scope Account 1</td>
<td>Supplies</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOURNAL ENTRY</th>
<th>DEPT</th>
<th>FUND</th>
<th>PROJECT</th>
<th>ACTIVITY</th>
<th>ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diabetes Research</td>
<td>Private Grants &amp; Contracts</td>
<td>PG123456</td>
<td>Scope Account 1</td>
<td>Animal Care</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOURNAL ENTRY</th>
<th>DEPT</th>
<th>FUND</th>
<th>PROJECT</th>
<th>ACTIVITY</th>
<th>ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diabetes Research</td>
<td>Private Grants &amp; Contracts</td>
<td>PG123456</td>
<td>Scope Account 2</td>
<td>Supplies</td>
<td></td>
</tr>
</tbody>
</table>

- Passes budget check; Dept/Fund/Project/Activity match budget row
- Fails budget check; Activity does not match budget row
Other Project Life Budgets

Other Project Life budgets (multi-year based, but non-Sponsored Project and non-Capital) will be entered into Budget Revisions. Budget Revisions requires all ChartFields (except Site) for each budget transaction.

<table>
<thead>
<tr>
<th>DEPT</th>
<th>FUND</th>
<th>PROJECT</th>
<th>ACTIVITY</th>
<th>ACCOUNT</th>
<th>FUNCTION</th>
<th>INITIATIVE</th>
<th>SEGMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

- To make it easier to enter the Chartfields:
  - Fund and Function will default from other Chartfields.
  - Initiative and Segment can be populated with a generic “Undefined” value.
The following table represents the ChartFields that are being evaluated for Budget Checking, for both Fiscal Year and Project Life Budgets.

<table>
<thead>
<tr>
<th>Type of Project</th>
<th>Fiscal Year Budget Factors Checked</th>
<th>Project Budget, Project Life Factors Checked</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fiscal Year Only Projects</strong></td>
<td>Revenue Budget: None</td>
<td>Not applicable</td>
</tr>
<tr>
<td></td>
<td>Expense Budget: Dept/Fund/Project</td>
<td></td>
</tr>
<tr>
<td><strong>Capital Projects</strong></td>
<td>Revenue Budget: None</td>
<td>Expense Budget: Dept/Fund/Project and Max $ Amt</td>
</tr>
<tr>
<td></td>
<td>Expense Budget: Dept/Fund/Project</td>
<td></td>
</tr>
<tr>
<td><strong>Sponsored Projects</strong></td>
<td>Revenue Budget: None</td>
<td>Expense Budget: Dept/Fund/Project and Activity</td>
</tr>
<tr>
<td></td>
<td>Expense Budget: Dept/Fund/Project</td>
<td></td>
</tr>
<tr>
<td><strong>Other Multi-Year Projects</strong></td>
<td>Revenue Budget: None</td>
<td>Revenue Budget: None</td>
</tr>
<tr>
<td></td>
<td>Expense Budget: Dept/Fund/Project</td>
<td>Expense Budget: None</td>
</tr>
</tbody>
</table>
The Budget Checking Process occurs in ARC:

- For requisitions and journal entries, budget checking can occur online at the request of the initiator.
- For items processed in batch (PO’s, Vouchers, Journal Entries), budget checking will be scheduled to run 5 times during the day (approx. every 2-3 hours).

How to determine if a transaction fails budget check:

- User can view their transaction onscreen – to see if it has been given a status of “valid” or “error”.
- User can run a query in ARC to view any transactions they initiated that resulted in budget check errors.
- Initiator will receive an email as part of the last batch process each day that identifies any transactions that failed budget checking during that day.
Transaction fails budget check

User views onscreen or runs query in ARC to view errors

Was the correct ChartString used?

Initiator corrects ChartString coding

Initiator contacts School/Dept to create valid budget row and/or increase budget $ amount*

School/Dept updates budget in source System

Budget Check Process Runs

* Note: $ amount increases are only required for Capital Project life budgets
Budget Check Error Handling in ARC

Transaction fails budget check

Email notification sent nightly to initiator

Was the correct ChartString used?

NO

Initiator corrects ChartString coding

YES

Initiator contacts School/Dept to create valid budget row and/or increase budget $ amount*

Budget Check Process Runs

School/Dept updates budget in source System

* Note: $ amount increases are only required for Capital Project life budgets
Spending can be tracked in several ways:

- Through the use of ARC inquiry pages
- Through the use of various custom reports available in the Financial Data Store
How do I Track Spending?

Note: This page represents an Inquiry to the Budget Details page in ARC. This example looks at activity in the FY Expense Budgets.

**Commitment Control Budget Details**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Function</th>
<th>Project</th>
<th>Initiative</th>
<th>Segment</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUM</td>
<td>KK_FY_CH</td>
<td>621100</td>
<td>300</td>
<td>12400</td>
<td>200</td>
<td>0000000178</td>
<td>2011</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Budget is created**
- **Expense is recorded**
- **Encumbrance is created**

**Available Budget**

- Without Tolerance: 47,900.00 USD  Percent: (92.12%) Forecasts
- With Tolerance: 47,900.00 USD  Percent: (92.12%)
How do I Track Spending?

Note: This page represents a sample report that will be available in the Financial Data Store

**Columbia University**

**Operating Statement Summary by Departments(s)**

**Department(s)**

**For Period Ended xx/xx/xx**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Fund Description</th>
<th>Account</th>
<th>Prior YTD</th>
<th>Prior Year Actual</th>
<th>Original Budget</th>
<th>Current Estimate</th>
<th>Month</th>
<th>Year</th>
<th>Balance Before Commitment</th>
<th>Encumbrance</th>
<th>Pre-Encumbrance</th>
<th>Budget Balance Available</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Gen'l Unrestricted</td>
<td>4xxx1</td>
<td>(70,000)</td>
<td>(110,000)</td>
<td>(110,000)</td>
<td>(15,000)</td>
<td>(80,000)</td>
<td>(30,000)</td>
<td></td>
<td></td>
<td></td>
<td>(30,000)</td>
<td>72.73</td>
</tr>
<tr>
<td>01</td>
<td>Gen'l Unrestricted</td>
<td>4xxx5</td>
<td>(35,000)</td>
<td>(45,000)</td>
<td>(45,000)</td>
<td>(25,000)</td>
<td>(40,000)</td>
<td>(10,000)</td>
<td></td>
<td></td>
<td></td>
<td>(10,000)</td>
<td>80.00</td>
</tr>
<tr>
<td>01</td>
<td>Gen'l Unrestricted</td>
<td>4xxx9</td>
<td>(12,000)</td>
<td>(20,000)</td>
<td>(20,000)</td>
<td>(5,000)</td>
<td>(12,000)</td>
<td>(16,000)</td>
<td></td>
<td></td>
<td></td>
<td>(16,000)</td>
<td>42.86</td>
</tr>
<tr>
<td>01</td>
<td>Gen'l Unrestricted</td>
<td>Total Revenue</td>
<td>(117,000)</td>
<td>(175,000)</td>
<td>(175,000)</td>
<td>(188,000)</td>
<td>(45,000)</td>
<td>(132,000)</td>
<td>(56,000)</td>
<td></td>
<td></td>
<td>(56,000)</td>
<td>70.21</td>
</tr>
<tr>
<td>01</td>
<td>Gen'l Unrestricted</td>
<td>5xxx1</td>
<td>35,000</td>
<td>40,000</td>
<td>50,000</td>
<td>4,167</td>
<td>37,500</td>
<td>12,500</td>
<td>12,500</td>
<td></td>
<td></td>
<td></td>
<td>75.00</td>
</tr>
<tr>
<td>01</td>
<td>Gen'l Unrestricted</td>
<td>5xxx1</td>
<td>8,000</td>
<td>10,000</td>
<td>10,000</td>
<td>833</td>
<td>7,500</td>
<td>2,500</td>
<td>2,500</td>
<td></td>
<td></td>
<td></td>
<td>75.00</td>
</tr>
<tr>
<td>01</td>
<td>Gen'l Unrestricted</td>
<td>5xxx2</td>
<td>20,000</td>
<td>25,000</td>
<td>25,000</td>
<td>2,083</td>
<td>18,750</td>
<td>6,250</td>
<td>6,250</td>
<td></td>
<td></td>
<td></td>
<td>75.00</td>
</tr>
<tr>
<td>01</td>
<td>Gen'l Unrestricted</td>
<td>5xxx3</td>
<td>3,000</td>
<td>5,000</td>
<td>5,000</td>
<td>417</td>
<td>3,750</td>
<td>1,250</td>
<td>1,250</td>
<td></td>
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</table>

Excerpt of Operating Statement by Department (DARTS style report), that shows YTD spending, budgets, encumbrances, available to spend

This report is generally used to analyze daily operations / activity to ensure there is available budget to spend before processing requisitions, etc.
Retrofitted Budget Tool
Available July 2012
Budget Tool Go-Live

Only the FY13 Original Budgets, approved by the Trustees in June, will be converted and available in both ARC and the Retrofitted Budget Tool.

- In addition, the individual by person FY13 Original Budgets from the current Payroll module will be loaded into the new Payroll module.
- The project life budgets in Budget Revisions will be converted and available in both ARC and the Retrofitted Project Life Budgets module.
The Retrofitted Budget Tool will function and look very similar to the way it does today. The primary change being made is to allow it to accept our new Chart of Accounts.

- Fiscal Year Budgets will still be entered by the Schools and Departments for all revenue, expense, allocation, payroll, and indirect activity related to their unit

- Budgets entered using the full ChartString
  - **Current state:**
    - Account 4.05205
    - Ledgers tell us how restricted the money is
    - What we are planning to purchase
  - **Future state:**
    - Fund and Function will be defaulted in Budget Tool
Today’s Budget Tool lets you enter data using menu options
The Retrofitted Budget Tool provides you one point of access for data entry.

Either Dept or PCBU / Project are required in order to begin building a ChartString to budget.
What the Retrofitted Budget Tool will look like

The Retrofitted Budget Tool Direct Activity screen will look very similar to today.

### ChartString Section
- Shows the unique combination being budgeted to.

### Summary Section
- Shows total activity and fund balance calculations.

### Detail Section
- Shows the account and function level being budgeted to – where data is entered.

![Image of Budgeting Tool - Direct Activity](image-url)
Budget Tool Changes to Functionality

There are several changes/enhancements being made to the functionality of the Retrofitted Budget Tool.

• Direct grant revenue will be calculated in the Budget Tool
• ICR (F&A) will be an auto-calc in the Budget Tool.
  ➢ There will be an account set up to allow for manual adjustments to the ICR (F&A) calculation
• Allocations will be based on spending limits
• Fringe will be calculated at the employee level
• Entry of salary data will require use of Payroll Module
• No Lock-outs for entering transactions
Facilitated Q&A
Meeting Wrap-Up
# ARC Training Timeline

## CORE ARC TRAINING

<table>
<thead>
<tr>
<th>Plan Training</th>
<th>Design Training</th>
<th>Build Training</th>
<th>Pilot Training</th>
<th>Wave 1: Deliver WBT (Introductory Level)</th>
<th>Wave 2: Deliver WBT &amp; ILT (Detail level)</th>
<th>Follow-Up Training</th>
</tr>
</thead>
</table>

## TRANSITION SESSIONS

<table>
<thead>
<tr>
<th>Transition Session #1</th>
<th>Transition Session #2</th>
<th>Transition Session #3</th>
<th>Transition Session #4</th>
<th>Transition Session #5</th>
<th>Transition Session #6</th>
<th>Transition Session #7</th>
<th>Transition Session #8</th>
<th>Transition Session #9</th>
<th>Transition Session #10</th>
</tr>
</thead>
</table>

### 2011

- **Mar**: Design
- **Apr**: Build
- **May**: Test
- **Jun**: Deploy/Support

### 2012

- **FY12**: Design
- **FY13**: Build
- **FY13**: Test
- **FY13**: Deploy/Support

### 2013

- **FY12**: Design
- **FY13**: Build
- **FY13**: Test
- **FY13**: Deploy/Support
Project Resources

• Review FIN ERP Project Website: http://www.finance.columbia.edu/fin_erp/index.html

• Send Questions to FIN ERP Project Email Address: FINERP@columbia.edu

• School / Admin Unit Liaisons (see following slide for detailed list)
Your Extended Support Network: FIN ERP School/Admin Unit Liaisons

Alumni and Development – Hannia Smith
American Assembly - Karla Garcia
Architecture - Elizabeth Alicea
Arts and Sciences - Ellen Binder
Athletics - James Grate
Business School - Janet Horan
Columbia College - Andrea Burrell
Continuing Education - Karyn Smith
Columbia Technology Ventures - Tony Cerone
CUMC - Raquel Marin-Oquendo
  • MSPH – Jody Grunfeld
  • FPO – Leyland Joseph
  • Nursing – Jason Wright
  • Dental – Sara Patterson
Earth Institute – Paige Lyne
Facilities - Barbara Tracy
Finance - Lisa Rogerson
General Counsel - Helene Newman

General Studies - Robert Hoffmeister
GSAS - Rebecca Hirade
Journalism School – Lucia Viterbo
Kraft Center for Jewish Life - James Levin
Lamont Doherty Earth Observatory - Edith Miller
Law School - Gabriele Werffeli
Libraries - Kristine Kavanaugh
President’s Office - Kate Townsend
Provost’s Office - Michelle Baggan-Bacchus
Public Affairs/Government and Community Affairs - Allen Poole
Research - Debbie Stiles
School of Engineering and Applied Science - Anna O’Neill
School of International and Public Affairs - Patrick Bohan
School of the Arts - Barbara Batcheler
Social Work - Cynthia Kong
Student Administrative Services - Marcela Ruano
The School at Columbia – Jane Tian