



University of California
San Francisco

UPlan Overview
Budget & Resource Management
Spring 2016

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Why did UCSF implement UPlan?

- UPlan was developed in alignment with Chancellor Desmond-Hellman's strategic goals

GOAL 5: Create a financially sustainable enterprise-wide business model



STRATEGIES

- Collaborate with our local community on educational and economic opportunities and health enhancement
- Design and implement transparent and effective budgeting and planning processes
- Maximize existing revenue streams, develop new ones and continue Operational Excellence efforts to manage costs



UPlan was developed to improve campus financial planning

UPlan:

- Standardizes and streamlines the campus budget process, promoting consistency across and within control points and departments, while allowing for needed customization
- Reduces the workload of existing departmental and control point budget processes (e.g. data retrieval and enrichment, variance analysis, projections, and manual consolidation)
- Shortens budget cycles
- Enhances modeling and reporting capabilities
- Increases accuracy, improves transparency and provides departments, control point, and campus leadership with speedier access to critical financial data
- Reduces the need for shadow and supplemental systems and processes



UPlan Development and Flexibility

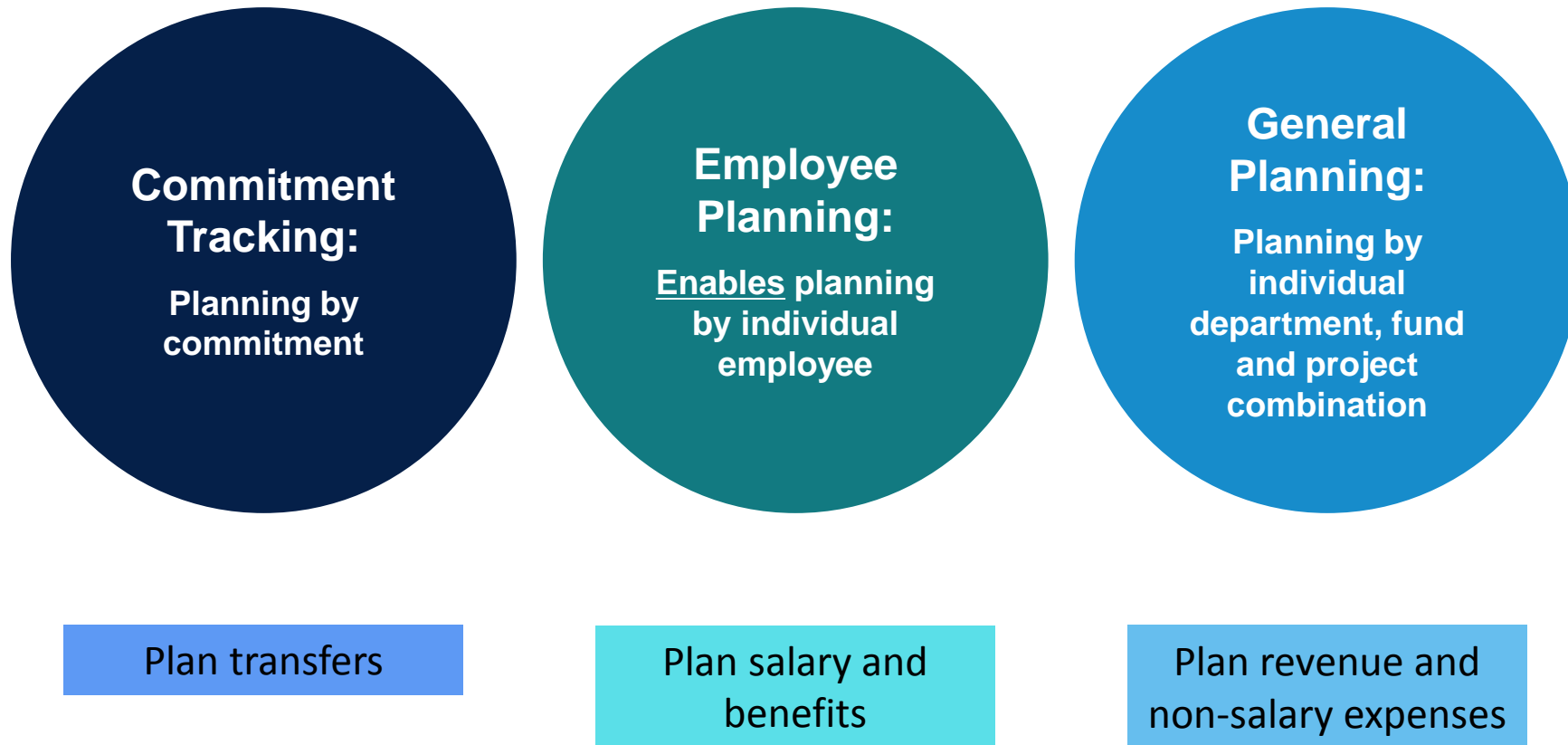
- A key implementation goal was to create a planning tool that departments would value
- UPlan was developed with broad consultation from across the campus
- UPlan offers a great amount of flexibility for users
- Users choose the level of planning complexity:
 - Planning by month or year
 - Employee Planning or Account-level planning
 - Planning by project, project use, or even “NoProject”
 - Use of Faculty Portfolio or UPlan only (project use level)

The UPlan launch represented a shift in the UCSF planning model

- Previously, budgets were managed in PeopleSoft
 - Departments managed balances using both the financial and budget ledgers
 - The temporary budget was a mix of plans, carryforward balances, and appropriations
 - Understanding your financial position required examining both ledgers
 - Now, planning occurs in UPlan, while PeopleSoft only contains actuals*
 - Separating the budget from financial actuals distinguishes plans from financial results
 - All non-sponsored funds moved to a revenue minus expense perspective
- *Planning for sponsored projects and faculty/PI projects occurs in Faculty Portfolio; PeopleSoft will continue to record budgets for sponsored projects

Overview of UPlan Functionality

Planning Modules





Commitment Tracking

- Users identify total dollar amounts associated with:
 - General recurring allocations
 - Special allocations for specific purposes
- Users may plan commitments and allocations over a ten-year timeframe
- System logic feeds data to the General Planning module, showing commitments as transfers from the source to the recipient
- Then, in General Planning, recipients are able to plan expenses against commitment transfers



Employee Planning

- Users may plan for individual employees, groups of employees, and anticipated hires or reductions
- Control points and Level 2 departments can adjust global assumptions for salary increases
- For each current employee, users may
 - Adjust timing and amounts of standard and supplemental increases to base/neg pay
 - Adjust supplemental pay amounts
 - Distribute pay across fund and project sources by month
 - Identify sources of funds to cover salary over the NIH cap
- Users may also create new hires or planned reductions, either as individuals or groups
- Benefits costs are automatically calculated, but can be adjusted



General Planning

- Primary data entry form resembles an income statement
- Users create plans for each DeptID, Fund and Project combination
- Users may plan by month or year-total
- UPlan allows users to update the forecast for the current year and plan for two additional years
- Planning occurs at Level C of the Account tree (Level E for FAS)
- Data feeds eliminate duplicative data entry
 - Financial actuals feed from PeopleSoft General Ledger
 - Sponsored and faculty/PI-related project plans feed from Faculty Portfolio
 - Salary and benefit data feed from Employee Planning
 - Transfers feed from Commitment Tracking
- Global assumptions by Fund/Project use combinations assist with revenue and non-salary expense adjustments

General Planning Screenshot

Task - Revenue and Expense - Level C Task Instructions

100010: M_School Level Adjustmer ▼ 5000: Campus core fund ▼ 1111111: General Unspecifc ▼ ➔

	2014-15 Actual Final ▶ YearTotal	2015-16 Actual Final ▶ YearTotal	2015-16 Plan Final ▶ YearTotal	2015-16 Forecast Working ▶ YearTotal	2016-17 Plan Working ▶ YearTotal	2017-18 Plan Working ▶ YearTotal
Completion Tracking						
4000C: General state appropriations_C				10,500,000		
4100C: ICR & CCF appropriations_C			1,918,894	1,167,947		
4500C: Sponsored project revenue_C				100,000		
Total Revenue			1,918,894	11,767,947		
5510C: Assessments expense_C			1,918,894	1,134,447		
Total Expense			1,918,894	1,134,447		
Income/(Loss) from Operations			0	10,633,500		
Change in Net Position			0	10,633,500		
Total Net Position - Beginning of Period					10,633,500	10,633,500
Total Net Position - End of Period			0	10,633,500	10,633,500	10,633,500



Planning Timeframes

Actuals
 Planning/Forecasting

Timeframe of Activity	Year 0: 2015-16 Forecast				Year 1: 2016-17 Plan				Year 2: 2017-18 Plan			
	Jul	Aug...	...Jun	YrTtl	Jul	Aug...	...Jun	YrTtl	Jul	Aug...	...Jun	YrTtl
Spring 2016												

- During Spring 2016, planners will update their current year forecast and plan for two additional years

Planning granularity varies by year and module

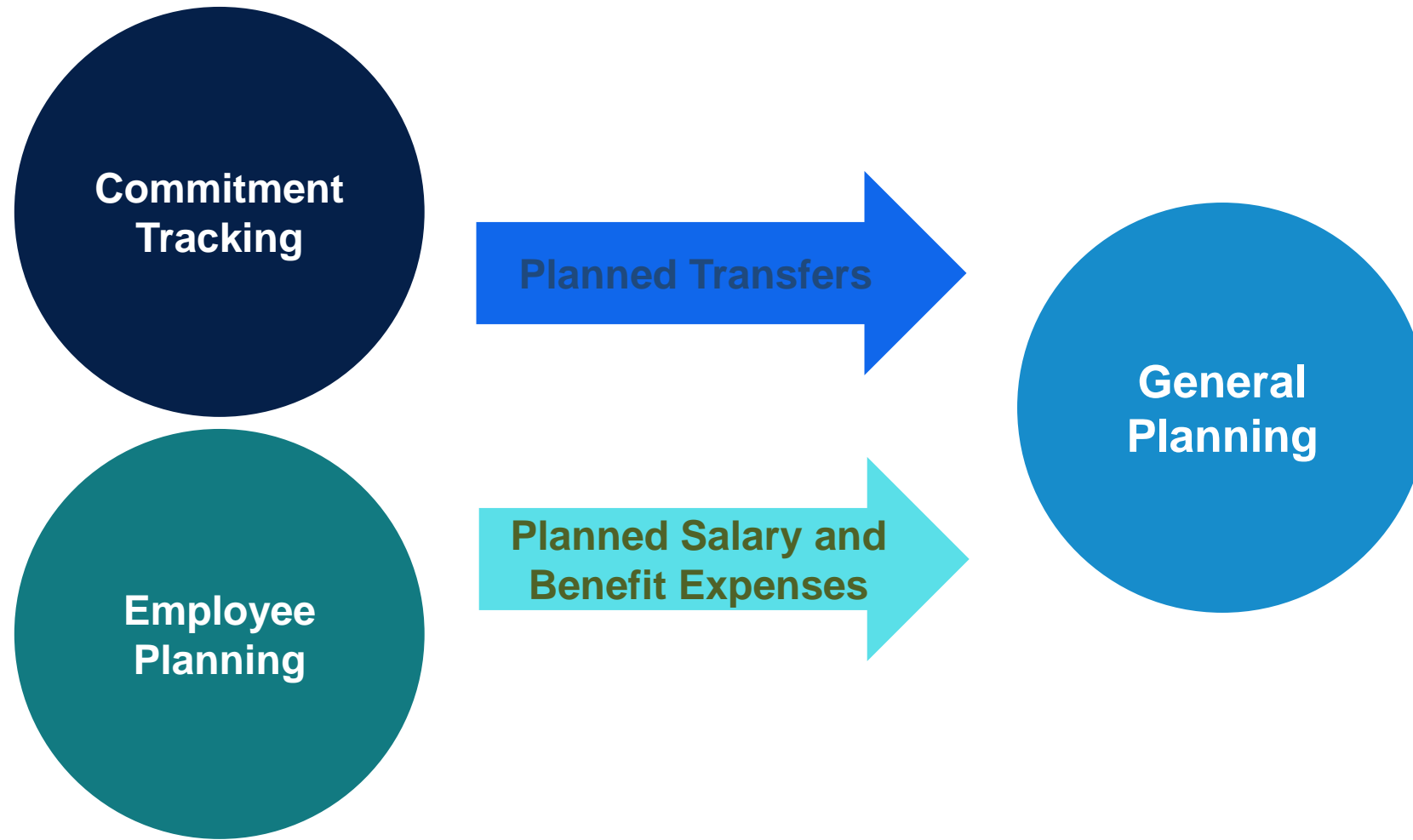
Module	Current Year Forecast	Plan Year 1	Plan Year 2
General Planning	Monthly	Monthly	Monthly
Employee Planning	Monthly and by employee	Monthly and by employee	Salary and benefit expense estimates determined solely by global assumptions
Commitment Tracking	Monthly	Monthly	YearTotal



Benefits of UPlan

- Actual data feeds automatically, eliminating manual data retrieval
- Faculty Portfolio data feeds automatically
- Pre-seeding with prior year plans/forecasts
- Commitments from other units maintained in one place
- Global assumptions may be applied to simplify budgeting process
- Calculations occur in the background
 - Automatic summarization and data feeds between planning modules
- Diagnostic reports facilitate planning

Integrated planning modules reduce manual effort





Data feeds from external sources reduce workload

■ Feed from PPS

- Employee names and characteristics
- Salary by component (base, negotiated, other)
- Monthly pay distribution by department, fund, and project

■ Feed from PeopleSoft General Ledger

- Accumulated revenue and expense by month, department, project, fund and account

■ Feed from Faculty Portfolio (previously PI Portfolio)

- Employee-level pay distributions by department, fund, and project use
- Non-salary expenditures by department, fund, project use, and account



Faculty Portfolio (FP) data is fed to UPlan

- UPlan takes a feed of expense plans from Faculty Portfolio
 - Employee-level pay distributions
 - Non-salary expenses
 - Data aggregated by DeptID/Fund/Project Use/NIH cap
 - Planning feed does not maintain distinctions by Project, Activity Period, Function, or Flexfield
- Once in UPlan
 - Faculty Portfolio data are read-only in UPlan
 - Department plans adjusted using “planning only” projects
 - No feed from UPlan back to Faculty Portfolio will be developed

Planning occurs in Faculty Portfolio or UPlan based on Project Use

Faculty Portfolio

- Sponsored projects
- Recruitment projects
- Retention projects
- Other faculty/PI projects

These categories cannot be planned at the individual Project level in UPlan

UPlan

- General projects
- Medical center activities
- Affiliation agreements
- Programmatic investments
- Recharges
- Costed central activities
- Capital projects
- Loan projects



UPlan data are exported for various purposes

■ Data Warehouse and MyReports

- Final plans for the new fiscal year are sent to the data warehouse during the summer
- Working forecasts are sent to the data warehouse each month
- MyReports, the new campus reporting tool, uses these final plans and forecasts in variance reports

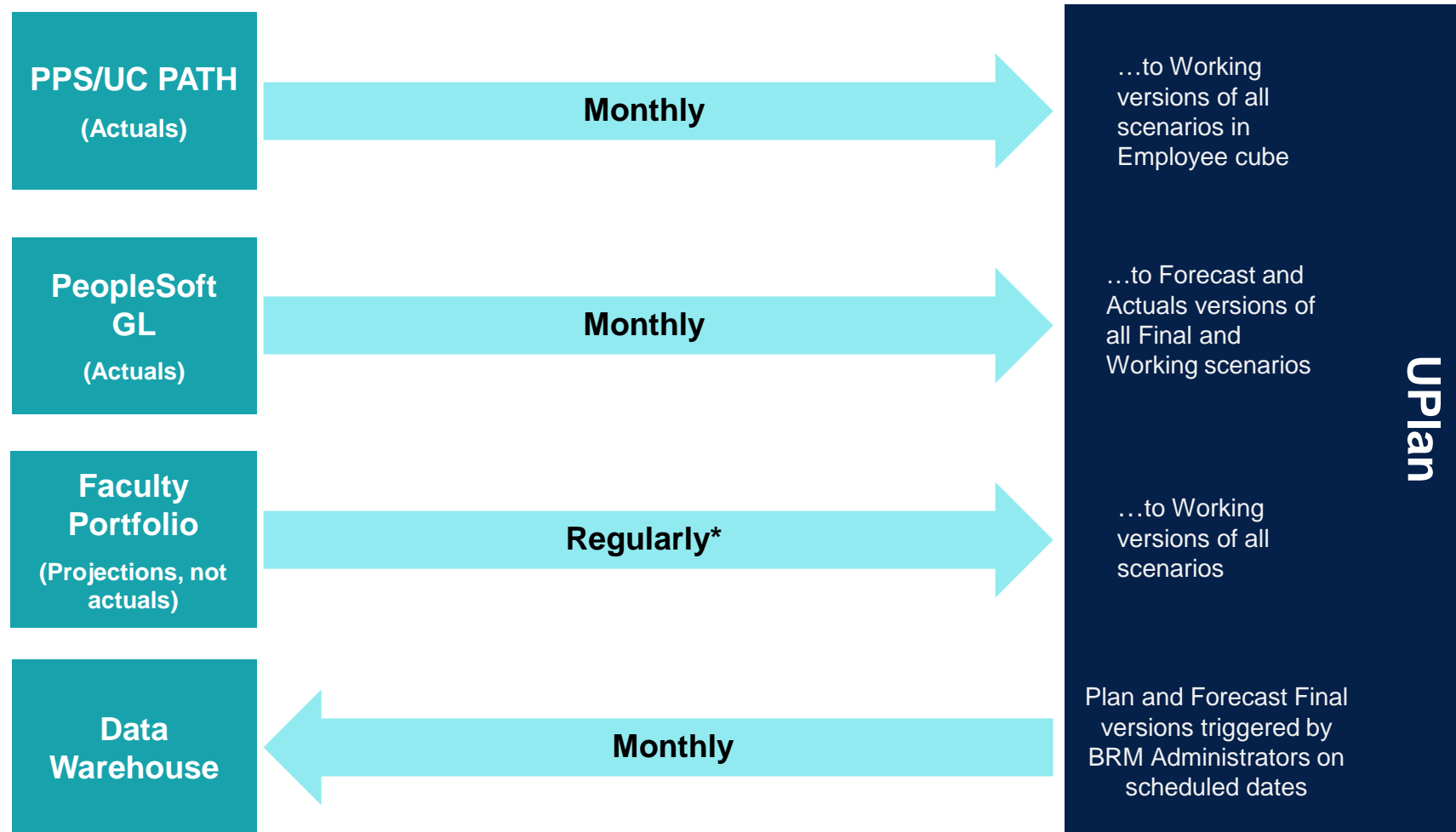
■ UCOP Reporting

- UPlan is the source of data for quarterly budget reports to the Office of the President

■ Long-term planning

- Control points will use aggregated plans and forecasts from UPlan for long-term planning, including annual five-year plans submitted to the Chancellor

Update Frequency: External Integration



*frequency currently being reviewed



UPlan provides reports to support planning activities

- Diagnostic reports are available in UPlan
 - Planning error identification, such as a report identifying employees with pay distributions not equal to 100%
 - Planning outcomes, such as a report identifying departments/projects with “planned” deficits or exceptional changes in year-to-year plans
 - Commitment tracking
- Management reports are generated using MyReports
 - Variance reports comparing actuals, plans, and forecasts



Exporting via Excel and Smart View

- Functionality exists to export UPlan data to Excel
- Planners may also use Smart View to access and adjust their plans and forecasts via Excel

UPlan helps to standardize our approach to planning

