

FINPLN for FY18 Rollout

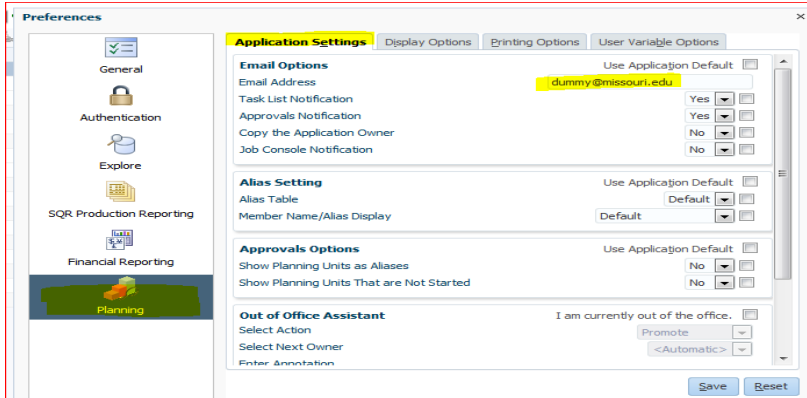
FINPLN for FY18 budget entry using Form 1.00 NY Budget Data Entry has not changed functionally. However, you will notice two enhancements. Contra account rows are now shown in color for easier identification and a subtotal row has been added for Other Expenses. On the Hyperion account outline, Other Expenses are the total of non-compensation expenditures.

Account
All_Accounts
> BEGIN NET ASSETS
> CHANGE NET ASSETS
> REVENUE
> TRANSFER
> EXPENDITURE
> COMP
> OTHER EXPENSES
> Ending Net Assets

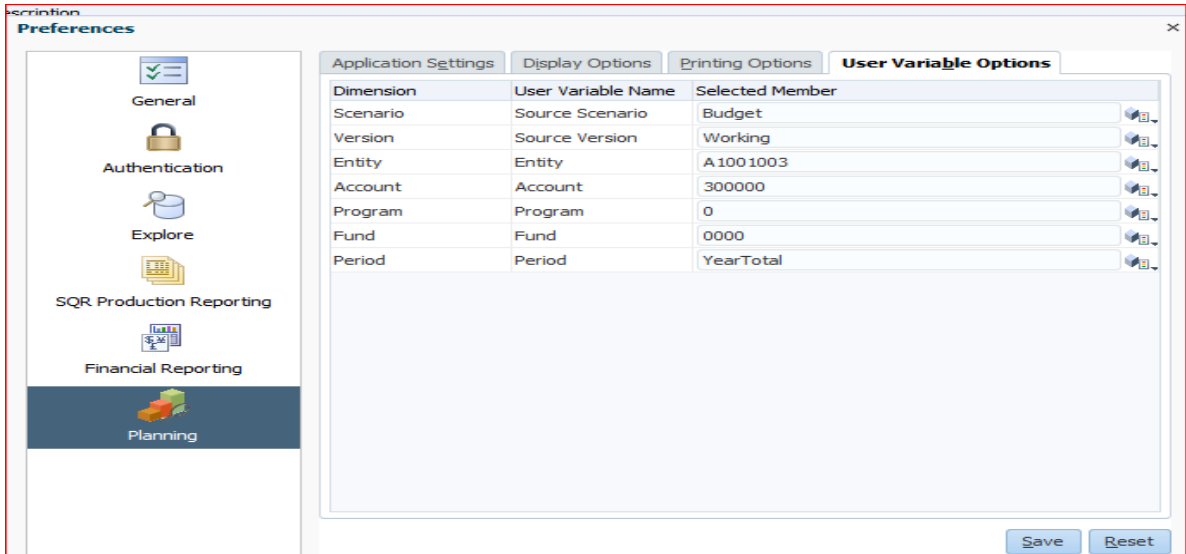
1.00 NY Budget Data Entry						
0000 - Operations A 0 - Unspecified Program						
Next Year Current Year						
	16	FY17		FY17		FY18
	Actual	Budget		Actual		Budget
	Current	Original	Current	Current	YTD_Nov	Working
	> YearTotal	> YearTotal	> YearTotal	> YearTotal		> YearTotal
300000 - Net Assets (Fund Equity)	40,918.01	45,000.00	50,000.00	45,013.87	45,013.87	50,000.00
392000 - Intra Business Unit Trsf In			0.00			
862000 - Intra Business Unit Trsf Out	-10,180.74					
Transfers	-10,180.74		0.00			
728000 - Business Meeting Expense	3,790.48	2,500.00	2,500.00	150.22	150.22	2,500.00
502000 - Building, Infra, CIP offset			0.00			
600000 - Cost of Goods Sold			1,200.00			1,200.00
739400 - Network charges/Chargebacks	2,138.75	2,025.00	2,025.00	675.00	675.00	2,025.00
739850 - IT Maintenance Agreements	29,733.40	29,755.00	29,755.00	27,898.50	27,898.50	29,755.00
740100 - Computers - Non Capital	1,632.99	2,557.00	2,557.00			2,557.00
740150 - Software - Non-Capital	143.51			190.00	190.00	
730000 - Supplies	1,232.35	2,000.00	2,000.00	465.87	456.87	2,000.00
723000 - Postage/Shipping & Delivery	0.96			15.53	15.53	
724000 - Telephone/fax services	2,019.44	2,100.00	2,100.00	1,021.45	1,021.45	2,100.00
727000 - Copy Service	213.12	600.00	600.00	465.37	465.37	600.00
738000 - Dues/memberships	82.15					
721000 - Business travel	11,825.88	12,000.00	12,000.00	2,053.31	1,880.81	12,000.00
722000 - Training & Development	17,320.00	24,000.00	24,000.00			24,000.00
Other_Expenses	70,133.03	77,537.00	78,737.00	32,935.25	32,753.75	78,737.00
Expenditures	886,000.82	900,277.15	901,477.15	372,918.12	372,736.62	901,477.15

New forms to allow for different options for data entry including Smart View have been added. Because of the Hyperion upgrade and these new forms, users must set Planning preferences when logging in for the first time.

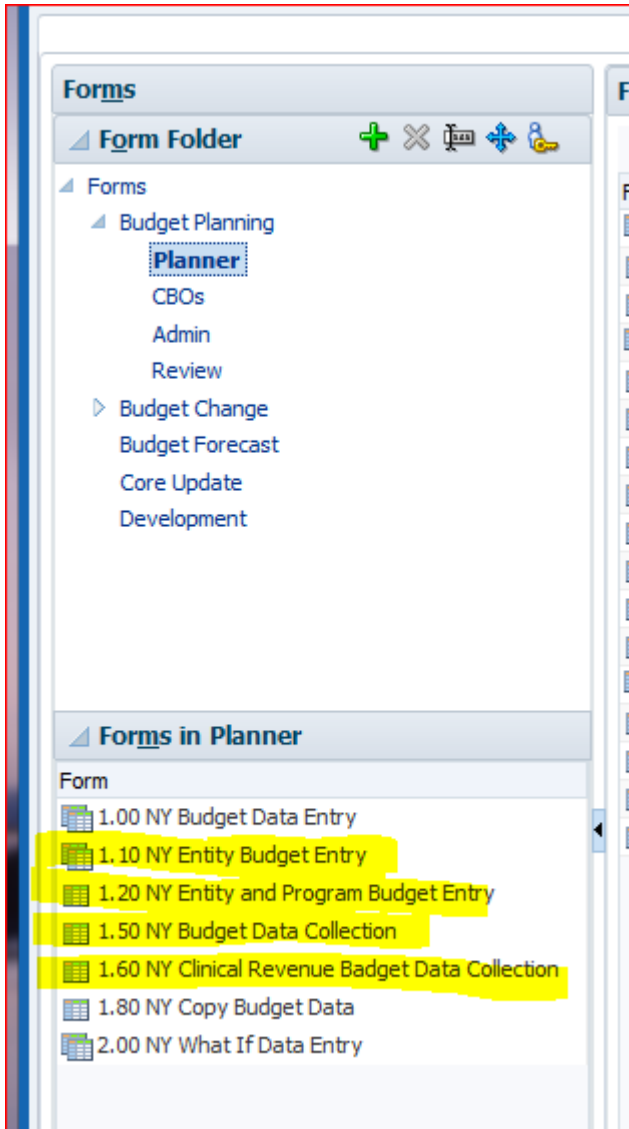
- Add email address to the Application Settings



- On the User Variable Options – your options should be reasonable for your access but resemble below:



The new forms in Planner folders are highlighted below.



1. New Form 1.10 NY Entity Budget Entry has 4 tabs, Working is for NY Budget data entry while Original, Current, and Actual tabs are populated with CY Budget and Actual data for quick reference.

- This form is for users to enter budget data for a particular fund, program, and account (such as GRA or transfers) combination for multiple DeptIDs at a time. By selecting an upper level Entity Node on the POV all DeptID members will be displayed on rows.
- Class is set to 0class and Project is set to 00 for budgeting purpose.
- The form displays the 12 periods along with the YearTotal for easy data entry.
- Users can enter budget amounts directly to individual periods or to YearTotal. If using the YearTotal, the amounts will spread the same way as on form 1.00 either:
 - evenly across 12 months if no previous data exists
 - or proportionally to those months with existing data.
- Data can only be entered on the cells appearing on the form for the POV. Use Form 1.00 and the right click function “Add Budget Chartfield” to enter any new budget accounts.
- It is best practice to select entity nodes lower than CSD level for optimum form performance.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YearTotal
C2616001 - FAMILY & COMM MED-1100													
C2616002 - RIF-FAM & COMM MED													
C2616004 - CURATOR PROF PERKOFF													
C2616005 - RIF-RADIUS 2													
C2616008 - RIF-DEVELOPMENT F&CM													
C2616011 - CIF-F&CM PROF EXP													
C2616018 - F & CM DEPT-UP													
C2616019 - UP-FAM & COMM MED													
C2616020 - FPC F & C M													
C2616021 - SCHOOL F&CM UP													
C2616023 - F&CM PHY PROF EXP UP													
C2616024 - F&CM RES PROF EXP UP													
C2616025 - F&CM ULTRASOUND UP													
C2616028 - HOSP SUPP F&CM													
C2616029 - FCM-NP/PSY FUNDS UP													
C2616030 - FELLOWSHIP-F&CM UP													
C2616031 - FCM DEPT RSCH UP													
C2616033 - GRANTS FAMILY & COMMINTY MED 32													
C2616034 - FAMILY & COMMUNITY MED 2200													
C2616036 - FAMILY & COMMUNITY MED 8200													
C2616037 - FAMILY & COMMUNITY MED 8200													
C2616043 - GRANTS FAMILY & COMM MED 11													
C2616044 - GRANTS FAMILY & COMMINTY MED 22													
C2616045 - FAMILY & COMMUNITY MEDICINE	1,027,990.00												1,027,990.00
C2616047 - F&CM SPECIAL EVENTS													
C2616048 - FAMILY & COMMUNITY MED 1151													

2. New Form 1.20 NY Entity and Program Budget Entry

- This form is for users to enter budget data for a particular account and fund combination and multiple DeptIDs and programs at once. By selecting an upper level Entity Node on the POV all DeptID and detail program members will be displayed on rows.
- Class is set to 0class and Project is set to 00 for budgeting purpose.
- CY Original and Current Budget and Actual YearTotal are on the form for budgeting reference.
- Data can only be entered on the cells appearing on the form for the POV. Use Form 1.00 and the right click function “Add Budget Chartfield” to enter any new budget combinations.
- It is best practice to select Entity nodes at lower CSD or Department levels for optimum form performance.

		FY17	FY17	FY17	FY18
		Budget	Budget	Actual	Budget
		Original	Current	Current	Working
		YearTotal	YearTotal	YearTotal	YearTotal
300000 - Net Assets (Fund Equity)	0000 - Operations				
C2616002 - RIF-FAM & COMM MED	0 - Unspecified Program	29,452.00	29,452.00	3.47	29,452.00
C2616008 - RIF-DEVELOPMENT F&CM	0 - Unspecified Program			2,227.33	
C2616011 - CIF-F&CM PROF EXP	0 - Unspecified Program	12,318.00	12,318.00	10,857.64	12,318.00
C2616020 - FPC F & C M	0 - Unspecified Program	36,548.00	36,548.00	38,310.05	36,548.00
C2616045 - FAMILY & COMMUNITY MEDICINE	0 - Unspecified Program	9,608.00	9,608.00	26,563.75	9,608.00
	C9609 - READ-WASHINGTON			2,249.75	
C2616047 - F&CM SPECIAL EVENTS	0 - Unspecified Program	4,821.45	4,821.45	9,131.60	4,821.45
C2616050 - RIF-TRAINING	0 - Unspecified Program	60,346.00	60,346.00	99,546.57	60,346.00
C2616060 - FAMILY PRACTICE CONFERENCES	C8916 - FAMILY PRACTICE UPDATE	18,010.53	18,010.53	17,988.62	18,010.53
	C8917 - GERIATRICS	28,096.51	28,096.51	32,675.36	28,096.51
C2616063 - P&R - FAM & COMM MED	0 - Unspecified Program	1,833.45	1,833.45	1,833.43	1,833.45
C2616064 - PRIME David Mehr	0 - Unspecified Program	88,737.35	88,737.35	104,052.31	88,737.35

3. New Form 1.50 NY Budget Data Collection

- This form should facilitate budget data collection from non-Hyperion users. Central service centers or budget officers can open this form in Smart View for Fund, DeptID, and Program combinations, save as Excel files, send to users for data input in Excel and then submit to Hyperion using Smart View. Remember the POV for data entry must be at zero level or the lowest level DeptID.
- The prior two years of Actuals, and CY Budget and Actuals are on the form for data reference. Users can select any Period, such as YTD_Jan, as displayed below, for a static data view point for CY Actual and Current Budget.
- Data can only be entered on the cells appearing on the form for the POV. Use Form 1.00 and the right click function “Add Budget Chartfield” to enter any new budget combinations.
- All SALPLN accounts budget entries must be completed in the SALPLN application.
- All transfer accounts budget entries must be completed according to your specific campus requirements.
- When opening this form in Smart View, the third row showing the period needs to be wider to be visible in Excel.

1.50 NY Budget Data Collection						
Class:0Class - Unspecified Class		Project:00 - Unspecified Project		Period: YTD_Jan		
0000 - Operations		A.100		0 - Unspecified Program		
	Actual Current YearTotal FY15	Actual Current YearTotal FY16	Budget Current YearTotal FY17	Budget Current YTD_Jan FY17	Actual Current YTD_Jan FY17	Budget Working YearTotal FY18
300000 - Net Assets (Fund Equity)	38,559.00	40,918.01	50,000.00	50,000.00	45,013.87	50,000.00
400000 - General revenue allocation	818,360.12	900,277.42	900,277.42	900,277.42	900,277.42	900,277.42
400100 - Undergrad summer fees-resident			20.00	11.67		20.00
Revenues	818,360.12	900,277.42	900,297.42	900,289.09	900,277.42	900,297.42
392000 - Intra Business Unit Trsf In	34,157.85		0.00	0.00		
862000 - Intra Business Unit Trsf Out	-41,211.78	-10,180.74				
Transfers	-7,053.93	-10,180.74	0.00	0.00		

4. New Form 1.60 NY Clinical Revenue Budget Data Collection

- This form is for MU School of Medicine clinical revenue data collection – central budget officers can run this form in SmartView and save as Excel files to send to departments for data input.
- On POV, user can select a Fund, Entity, and Program node. The detail Fund, DeptID, Program members will display on rows of the form. Data can only be entered on the cells appearing on the form for the POV. Use Form 1.00 and the right click function “Add Budget Chartfield” to enter any new budget.
- YearTotal is expandable as rows.
- The Patient Revenue account node is expandable and account 450000 and 750000 are on the columns. Account 450000 column is color coded to indicate that it is a Contra account.
- It is best practice to select Entity nodes at lower CSD or Department levels for optimum form performance.

1.60 NY Clinical Revenue Budget Data Collection				> PATIENT REVENUE	450000	750000
2000 - Restr Expend Gifts & Endow Inc	C2636084 - MEDICINE-CARDIOLOGY 1100	C4388 - CARDIOLOGY UNRESTR	> YearTotal			3,500.00
	C2636102 - MEDICINE-IMMUNOLOGY & RHE 1151	C3416 - EINBENDER LECTURESHIP ENDOWMEN	> YearTotal			1,500.00
	C2636178 - MEDICINE- NEPHROLOGY 1100	C2358 - BAUER LECTURESHIP HYPERTENSION	> YearTotal			1,000.00
2100 - Restr Grants & Appropriations	C2636108 - GRANTS HEMATOLGY & ONCOLGY 22	0 - Unspecified Program	> YearTotal			88,000.00
	C2636219 - GRANTS MED HOSPITALIST RES 22	0 - Unspecified Program	> YearTotal			16,000.00
	C2636113 - GRANTS MED-IMMUNOLOGY & RHE 22	0 - Unspecified Program	> YearTotal			28,000.00
	C2636115 - GRANTS MEDICINE-PULMONARY 22	0 - Unspecified Program	> YearTotal			45,168.00
2285 - Loc Dhhs	C2636110 - GRANTS MEDICINE-CARDIOLOGY 22	0 - Unspecified Program	> YearTotal			2,500.00
	C2636086 - GRANTS MEDICINE-ENDOCRINLGY 22	0 - Unspecified Program	> YearTotal			1,000.00