UNIVERSITY OF MIAMI   tidemark
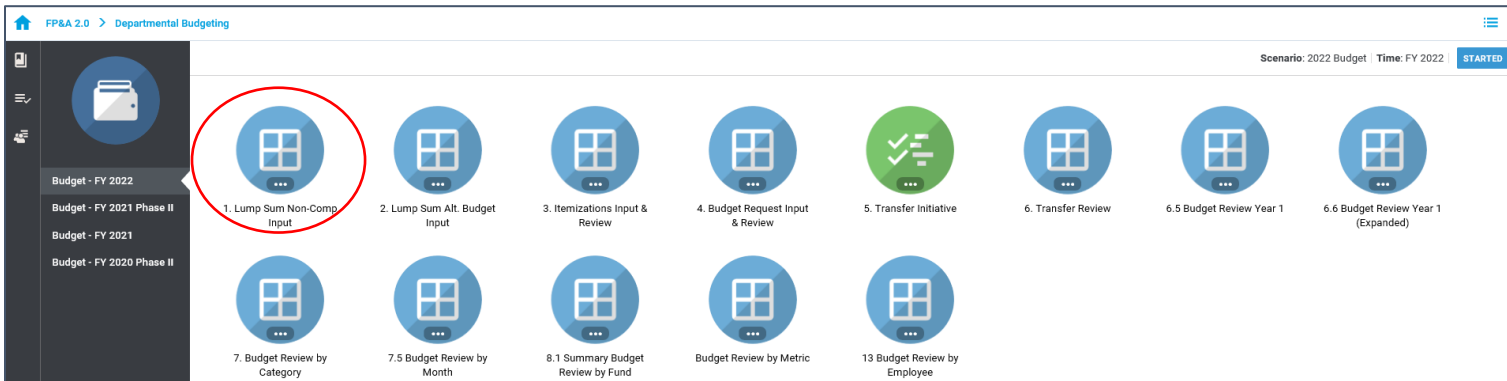
Departmental Budget: Data Entry Panels

The process is mainly use for non-compensation budget entries. The security for this process is established at the driver dimension, which means, only entries to the drivers belonging to the user unit (based on security setting) is allowed. In addition, some categories are restricted for entry, based on FP&A office definitions. The data entry panels are:

- 1. Lump Sum Non-Comp Input
- 2. Lump Sum Alt. Non-Comp Input
- 3. Itemization Input & Review
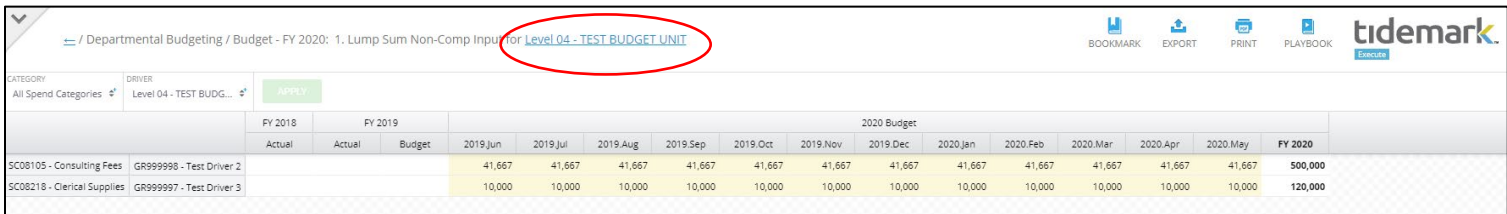- 4. Budget Request Input & Review
- 5. Transfer Initiative

1. **Lump Sum Non-Comp Input**:

Step 1) **Navigate** to the panel

- Path: Tidemark >> FP&A 2.0 >> Departmental Budget>> 1. Lump Sum Non-Comp Input

Step 2) **Select** your cost center level. Tidemark defaults your *slice* based on your security level. Users with security at the budget unit level or higher have the option to narrow down to the cost center level by clicking on the *slice* and navigating down the hierarchy or searching for the desired cost center.

Step 3) Select the desired combination of driver and category to which the budget will be entered. *Note:* all categories are available for selection on the page edge. However if the *No data to display* message is displayed, such category is not allowed for entry in Departmental Budget

Step 4) **Complete** the required data. There are a few options:

    a)   Click on each cell and enter the data.

    b)   Copy and paste from one cell to another (when amounts are evenly distributed, for instance).

    c)   Copy and paste from an Excel file, as long as the format (data by month) is the same as Tidemark.

2.   Lump Sum Alt. Non-Comp Input:

Step 1) **Navigate** to the panel

   ▪ Path: Tidemark >> FP&A 2.0 >> Departmental Budget>> 2. Lump Sum Alt. Non-Comp Input

All further steps are the same as *1. Lump Sum Non-Comp Input.* The only difference is the order of the column edges, which switches from Category and Driver to Driver and Category. Users can choose to enter data in the panel that better suits their preference. Entries only need to be done in one of the two panels.
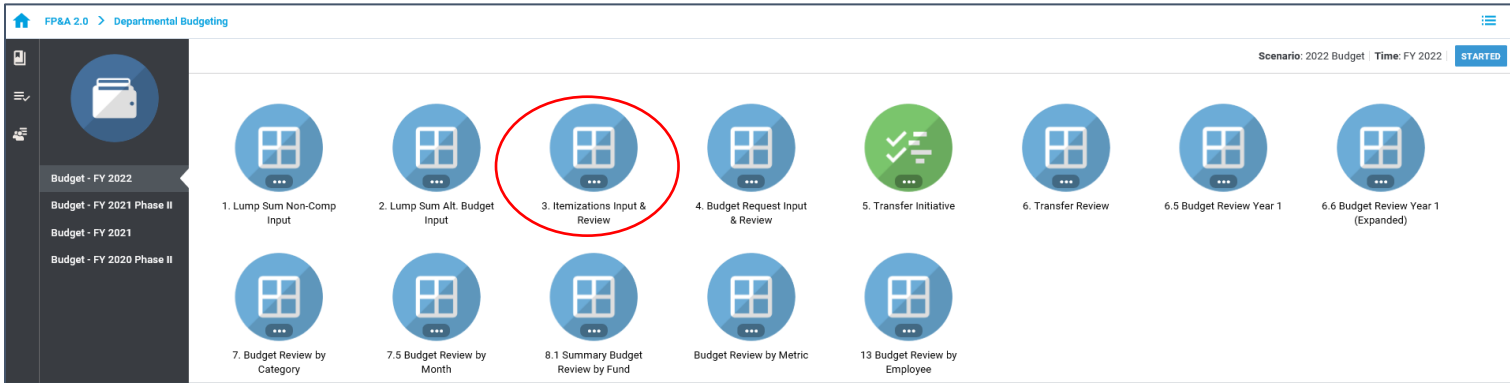
3. Itemization Input & Review:

Step 1) **Navigate** to the panel (the panel is consider an *itemization type* panel)

  ▪ Path: Tidemark >> FP&A 2.0 >> Departmental Budget>> 3. Itemization Input & Review

Step 2) the panel opens to the review section. **Click** on the bottom icon from the icon list on the left inside of the panel, to open the itemization section. If no itemizations have been done, the message *No data to display* will be shown.
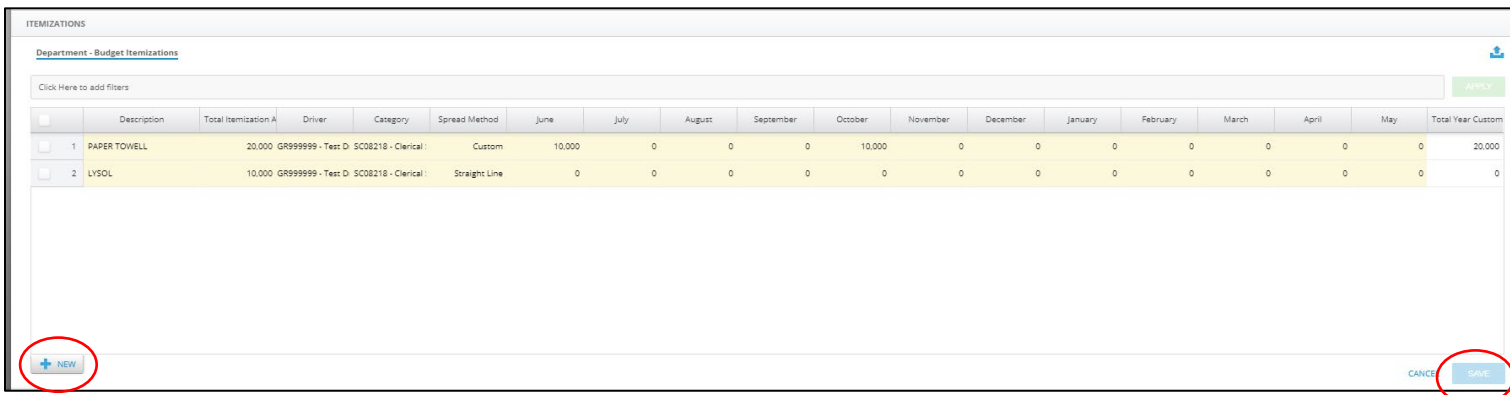
Step 3) **Complete** the required data:

  a) Click on **New** to open a new line
  b) **Description:** It is a text field. Enter the description for the itemization
  c) **Total Itemization Amount:** Enter the total amount

d) **Driver:** Enter the Driver. Users have access to drivers based on their security

e) **Category:** Enter the category. Only the categories allowed for entry in Departmental Budget are visible

f) **Spread Method:** Defines how the _Total Itemization Amount_ will be distributed through the fiscal year. There are three ways to apply the distribution:

- **Straight Line:** The amount is distributed evenly through the fiscal year. No by month entry is necessary
- **Quarterly:** The amount is divided by four, and placed on the first month of every quarter. No by month entry is necessary
- **Custom:** The user needs to distribute the amount as desired on the months section

g) **Save** the changes

4. **Budget Request Input & Review**:

Please refer to the Budget Request Inputs tip sheets

5. **Transfer Initiative**:
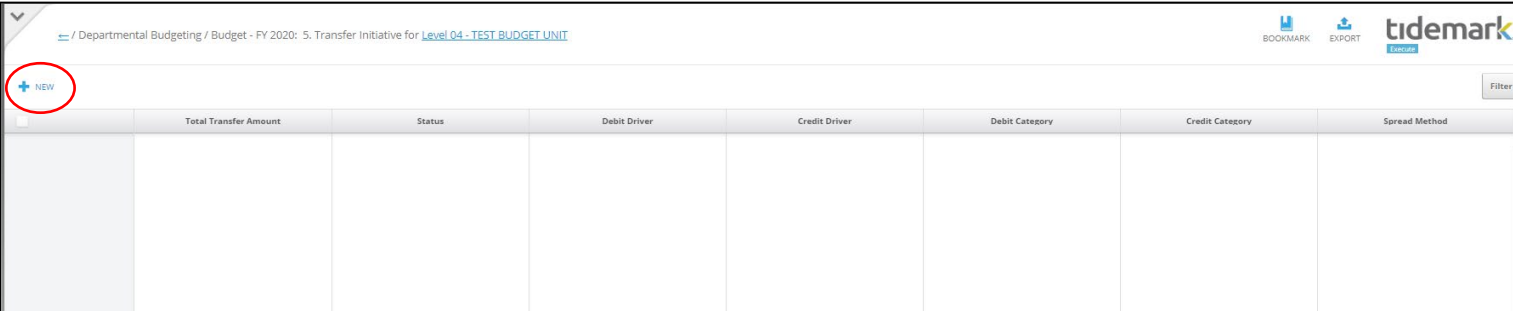
Step 1) **Navigate** to the panel

- Path: Tidemark >> FP&A 2.0 >> Departmental Budget>> 5. Transfer Initiative

Step 2) **Select** your cost center level. Tidemark defaults your _slice_ based on your security level. Users with security at the budget unit level or higher have the option to narrow down to the cost center level by clicking on the _slice_ and navigating down the hierarchy or searching for the desired cost center.

Step 3) **Click +New**

Step 4) **Complete** required fields in the pop-up window

a) **Transfer Description**: It is a text field. Enter the description for the transfer
b) **Total Transfer Amount:** Enter the total amount for the transfer
c) **Status:** It defaults to Requested. FP&A office will update it to *Approved* or *Rejected* accordingly
d) **Debit Driver:** Allows selection for drivers based on user security
e) **Credit Driver:** Allows the selection of all drivers
f) **Debit Category:** Allows selection for transfer categories only (as per FP&A office classification)
g) **Credit Category:** Allows selection for transfer categories only (as per FP&A office classification)
h) **Spread Method:** Defines how the *Total Itemization Amount* will be distributed through the fiscal year. There are three ways to apply the distribution:
    a. **Straight Line:** The amount is distributed evenly through the fiscal year. No by month entry is necessary
    b. **Quarterly:** The amount is divided by four, and placed on the first month of every quarter. No by month entry is necessary
    c. **Custom:** The user needs to distribute the amount as desired on the months section
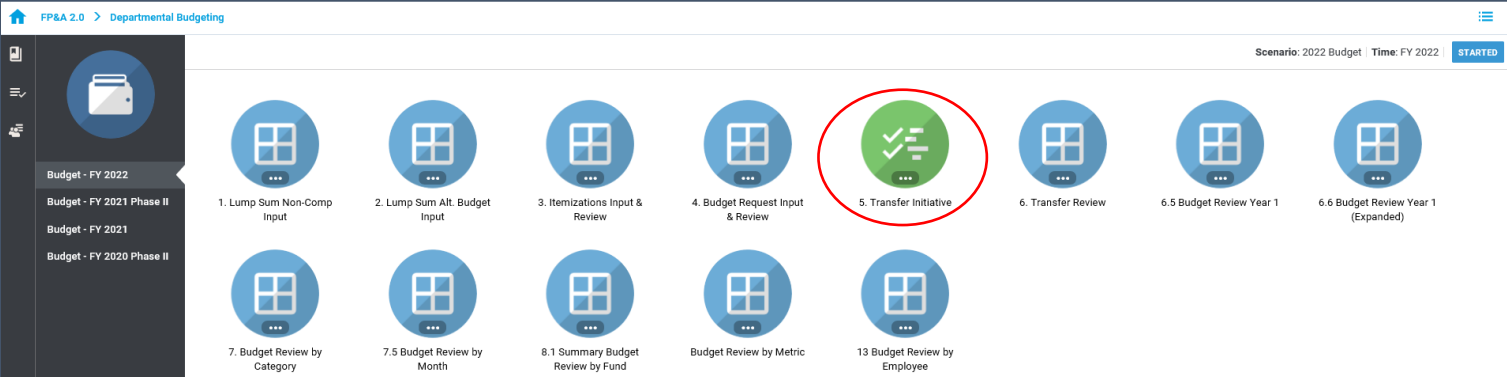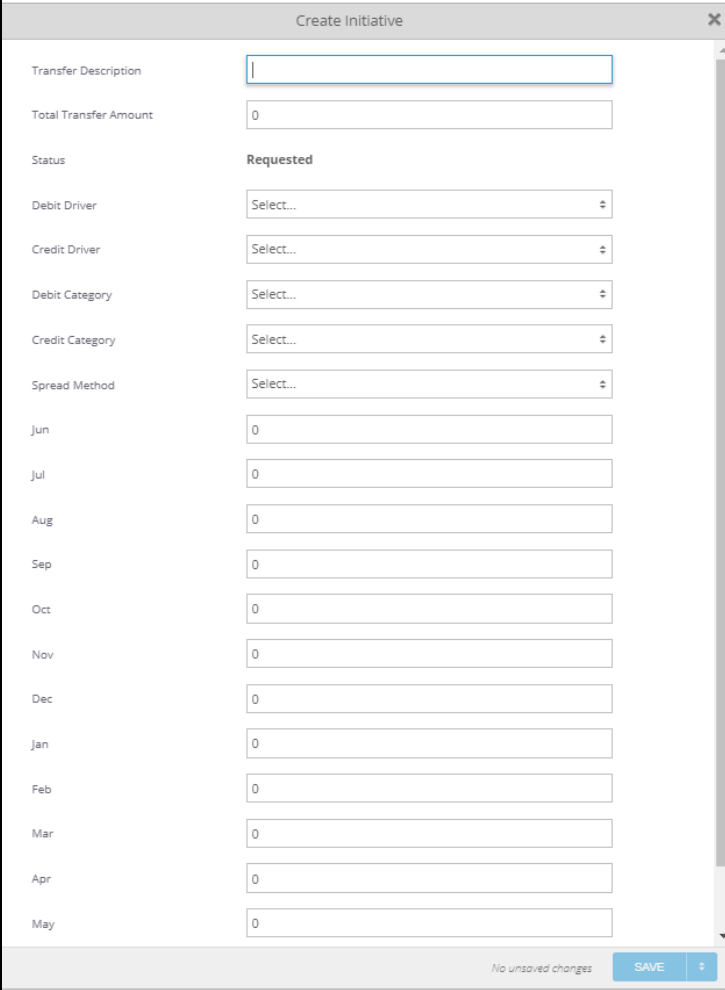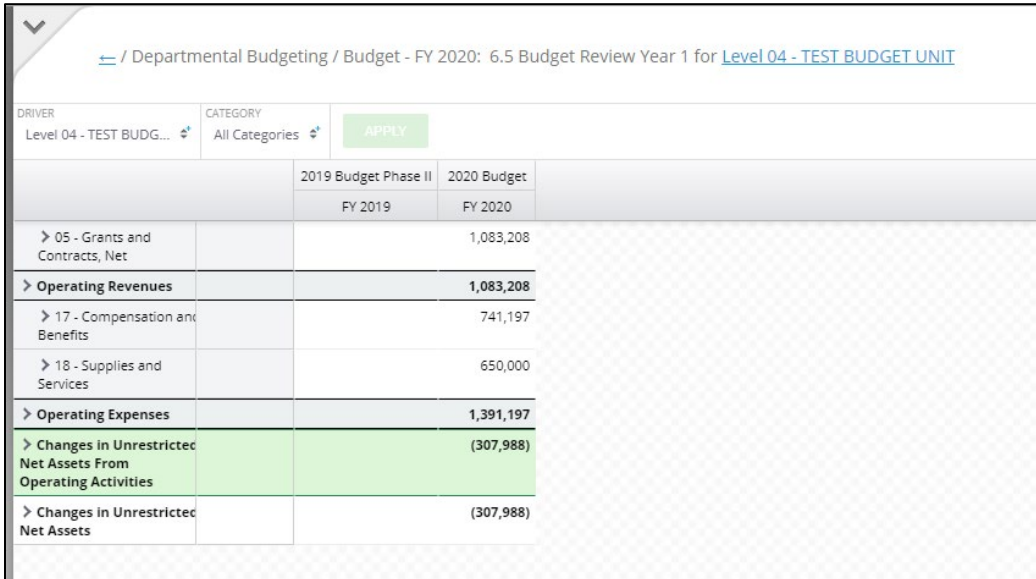i) **Save** the changes

Departmental Budget: Review Panels

Review panels allow users to see the consolidated information entered in the different budget processes in Tidemark. The data entry panels are:

- 6.5 Budget Review Year 1
- 6.6 Budget Review Year 1 (Expanded)
- 7. Budget Review By Category
- 7.5 Budget Review By Month
- 8. Budget Review By Fund
- 8.1 Summary Budget Review By Fund
- Budget Review By Metric
- 13. Budget Review By Employee

1. **6.5 Budget Review Year 1:** Displays the budget summary for the unit in Management Income Statement format. Each management income statement line can be expanded to display category and ledger:

2. **6.6 Budget Review Year 1 (Expanded):** It is the same panel as 6.5 Budget Review Year 1, with all management income statement lines expanded to display category and ledger:

/ Departmental Budgeting / Budget - FY 2020: 6.6 Budget Review Year 1 (Expanded) for Level 04 - TEST BUDGET UNIT

DRIVER: Level 04 - TEST BUDG... CATEGORY: All Categories   APPLY

| | | 2019 Budget Phase II | 2020 Budget |
		FY 2019	FY 2020
RC04220 - Budget Use Only - Grants & Contracts - Revenue	4198 Grants & Contracts - Other		1,083,208
05 - Grants and Contracts, Net			1,083,208
Operating Revenues			1,083,208
SC06011 - Faculty Payroll	6005 Salaries and Wages		325,500
SC06201 - Professional & Administrative Payroll	6005 Salaries and Wages		241,210
SC06987 - Cell Phone Allow - Non-Medical	7020 Employee Benefits		576
SC07011 - CFB - Faculty	7000 CFB (Composite Fringe Benefits)		88,814
SC07015 - CFB - Administrative / Staff / Other	7000 CFB (Composite Fringe Benefits)		85,033
SC07018 - CFB - Part-Time Employee	7000 CFB (Composite Fringe Benefits)		63
17 - Compensation and Benefits			741,197
SC08105 - Consulting Fees	8137 Consulting Fees		500,000
SC08218 - Clerical Supplies	8270 Supplies		150,000
18 - Supplies and Services			650,000
Operating Expenses			1,391,197
Changes in Unrestricted Net Assets From Operating Activities			(307,988)
Changes in Unrestricted Net Assets			(307,988)

3. **7. Budget Review By Category:** Displays budget data for all categories (entered and calculated) for the budget unit:

/ Departmental Budgeting / Budget - FY 2020: 7. Budget Review by Category for Level 04 - TEST BUDGET UNIT

DRIVER: Level 04 - TEST BUDG... CATEGORY: All Categories   APPLY

	Level 04 - TEST BUDGET UNIT
SC07011 - CFB - Faculty	$88,814
SC07015 - CFB - Administrative / Staff / Other	$85,033
SC07018 - CFB - Part-Time Employee	$63
SC08105 - Consulting Fees	$500,000
SC06201 - Professional & Administrative Payroll	$241,210
SC06011 - Faculty Payroll	$325,500
SC06987 - Cell Phone Allow - Non-Medical	$576
SC08218 - Clerical Supplies	$150,000
RC04220 - Budget Use Only - Grants & Contracts - Revenue	$1,083,208

4. **7.5 Budget Review by Month:** Displays budget data at the intersection of driver and category:

5. **8. Budget Review by Fund:** Displays budget data in Management Income statement format, by month (all fiscal year) by fund:

6. **8.1 Summary Budget Review by Fund:** Displays budget data in Management Income Statement format, by fund, for the total fiscal year:

7. **Budget Review by Metric:** Same as panel 7.5, including all the metric descriptions at which the budget data was entered (samples encircled below):

← / Departmental Budgeting / Budget - FY 2020: Budget Review by Metric for Level 04 - TEST BUDGET UNIT

DRIVER: Level 04 - TEST BUDG...   CATEGORY: All Categories   APPLY

				2019.Jun	2019.Jul	2019.Aug	2019.Sep	2019.Oct	2019.Nov	2019.Dec	2020.Jan	2020.Feb	2020.Mar	2020.Apr	2020.May	FY 2020
GR999999 - Test Driver 1	SC07011 - CFB - Faculty	CFB Amount	SODA Calculation		2,158	2,158	2,158	2,158	2,158	2,158	2,158	2,158	2,158	2,158	4,316	25,900
		Budget Expense	All Data Sources		2,158	2,158	2,158	2,158	2,158	2,158	2,158	2,158	2,158	2,158	4,316	25,900
	SC07015 - CFB - Administrative / Staff / Other	CFB Amount	SODA Calculation	3,128	3,185	3,166	3,147	3,185	3,147	3,166	3,185	3,128	3,166	3,166	3,147	37,919
		Budget Expense	All Data Sources	3,128	3,185	3,166	3,147	3,185	3,147	3,166	3,185	3,128	3,166	3,166	3,147	37,919
	SC07018 - CFB - Part-Time Employee	CFB Amount	SODA Calculation	5	5	5	5	5	5	5	5	5	5	5	5	63
		Budget Expense	All Data Sources	5	5	5	5	5	5	5	5	5	5	5	5	63
	SC06201 - Professional & Administrative Payroll	Distribution Amount	Salary Distribution	9,366	9,536	9,479	9,423	9,536	9,423	9,479	9,536	9,366	9,479	9,479	9,423	113,530
		Budget Expense	All Data Sources	9,366	9,536	9,479	9,423	9,536	9,423	9,479	9,536	9,366	9,479	9,479	9,423	113,530
	SC06011 - Faculty Payroll	Distribution Amount	Salary Distribution		8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	16,666	99,999
		Budget Expense	All Data Sources		8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	16,666	99,999
	SC06987 - Cell Phone Allow - Non-Medical	Distribution Amount	Allowance & Activity Pay Distributions	48	48	48	48	48	48	48	48	48	48	48	48	576
		Budget Expense	All Data Sources	48	48	48	48	48	48	48	48	48	48	48	48	576
	SC08218 - Clerical Supplies	Expense Budget Input	Tidemark Itemizations	12,500	(0)	(0)	2,500	10,000	(0)	2,500	(0)	(0)	2,500	(0)	(0)	30,000
		Budget Expense	All Data Sources	12,500	(0)	(0)	2,500	10,000	(0)	2,500	(0)	(0)	2,500	(0)	(0)	30,000

8. **13 Budget Review by Employee:** This is a cross-check panel. Unlike the Position Planning panels, security is driven by the Driver dimension. Hence users will see all employees being paid by their drivers, even those whose positions belong to other budget unit :

← / Departmental Budgeting / Budget - FY 2020: 13 Budget Review by Employee for Level 04 - TEST BUDGET UNIT

DRIVER: Level 04 - TEST BUDG...   CATEGORY: All Categories   APPLY

				2019.Jun	2019.Jul	2019.Aug	2019.Sep	2019.Oct	2019.Nov	2019.Dec	2020.Jan	2020.Feb	2020.Mar	2020.Apr	2020.May	FY 2020
GR999999 - Test Driver 1	SC06201 - Professional & Administrative Payroll	50099995 Non-Exempt Staff 1	P11111115 Administrative Assistant	$1,378.89	$1,548.89	$1,492.22	$1,435.56	$1,548.89	$1,435.56	$1,492.22	$1,548.89	$1,378.89	$1,492.22	$1,492.22	$1,435.56	$17,680.00
		50099996 Exempt Staff 4	P11111114 Executive Director, Business Operations	$7,987.50	$7,987.50	$7,987.50	$7,987.50	$7,987.50	$7,987.50	$7,987.50	$7,987.50	$7,987.50	$7,987.50	$7,987.50	$7,987.50	$95,850.00
	SC06011 - Faculty Payroll	CC11111 - Faculty TBA	CC11111 - Faculty TBA		$8,333.33	$8,333.33	$8,333.33	$8,333.33	$8,333.33	$8,333.33	$8,333.33	$8,333.33	$8,333.33	$8,333.33	$16,666.67	$100,000.00
	SC06987 - Cell Phone Allow - Non-Medical	50099996 Exempt Staff 4	P11111114 Executive Director, Business Operations	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$576.00
GR999998 - Test Driver 2	SC06201 - Professional & Administrative Payroll	50099995 Non-Exempt Staff 1	P11111115 Administrative Assistant	$1,378.89	$1,548.89	$1,492.22	$1,435.56	$1,548.89	$1,435.56	$1,492.22	$1,548.89	$1,378.89	$1,492.22	$1,492.22	$1,435.56	$17,680.00
GR999997 - Test Driver 3	SC06201 - Professional & Administrative Payroll	50099999 Exempt Staff 1	P11111111 Executive Director, Business Operations	$9,166.67	$9,166.67	$9,166.67	$9,166.67	$9,166.67	$9,166.67	$9,166.67	$9,166.67	$9,166.67	$9,166.67	$9,166.67	$9,166.67	$110,000.00
	SC06011 - Faculty Payroll	50055559 Faculty 9/12 Month 1	P11111121 Assoc. Professor		$11,291.67	$11,291.67	$11,291.67	$11,291.67	$11,291.67	$11,291.67	$11,291.67	$11,291.67	$11,291.67	$11,291.67	$22,583.33	$135,500.00
		50077779 Faculty 9-Month 1	P11111119 Assoc. Professor		$5,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$5,000.00	$90,000.00