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# 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: <u>Tidemark >> FP&A 2.0 >> Departmental Budget>> 1. Lump Sum Non-Comp Input</u>



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.

| ← / Departr                  | nental Budgeting / Buc           | lget - FY 202 | 0: 1. Lump | Sum Non-C | omp Input for | r <u>Level 04 - T</u> | EST BUDGET | UNIT     |          |          |             |          |          | BOOKMA   | RK EXPORT | PRINT    | PLAYBOOK | tidemark |
|------------------------------|----------------------------------|---------------|------------|-----------|---------------|-----------------------|------------|----------|----------|----------|-------------|----------|----------|----------|-----------|----------|----------|----------|
|                              | DRIVER<br>Level 04 - TEST BUDG 🕈 |               |            |           |               |                       |            |          |          |          |             |          |          |          |           |          |          |          |
|                              |                                  | FY 2018       | FY :       | 2019      |               |                       |            |          |          |          | 2020 Budget |          |          |          |           |          |          |          |
|                              |                                  | Actual        | Actual     | Budget    | 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  |          |
| C08105 - Consulting Fees     | GR999998 - Test Driver 2         |               |            |           | 41,667        | 41,667                | 41,667     | 41,667   | 41,667   | 41,667   | 41,667      | 41,667   | 41,667   | 41,667   | 41,667    | 41,667   | 500,000  |          |
| and the second second second | GR999997 - Test Driver 3         |               |            |           | 10,000        | 10,000                | 10,000     | 10,000   | 10,000   | 10,000   | 10,000      | 10,000   | 10,000   | 10,000   | 10,000    | 10,000   | 120,000  |          |

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 <u>No data to display</u> message is displayed, such category is not allowed for entry in Departmental Budget

| AUDIENCE: TIDEMAR                                    | K USER  | RS          |           |                |                     |            |          |          |          |             |          |          | NIVEF<br>F MIA | RSITY     | t        | Ider     | mark      |
|--|---------|-------------|-----------|----------------|---------------------|------------|----------|----------|----------|-------------|----------|----------|----------------|-----------|----------|----------|-----------|
| Last Updated on 01/25/2021                           |         |             |           |                |                     |            |          |          |          | _           |          |          |                |           | -        |          |           |
| Departmental Budgeting / Bud Toomr                   |         | 20: 1. Lump | Sum Non-C | Comp Input for | <u>Level 04 - T</u> | EST BUDGET |          |          |          |             |          |          | воокма         | RK EXPORT | D PRINT  | PLAYBOOK | tidemark. |
| All Spend Categories 🗳 Level 04 - TEST BUDG 🤹        | FY 2018 | FY 2        | .019      |                |                     |            |          |          |          | 2020 Budget |          |          |                |           |          |          |           |
|  | Actual  | Actual      | Budget    | 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  |           |
| SC08105 - Consulting Fees GR999998 - Test Driver 2   |         |             |           | 41,667         | 41,667              | 41,667     | 41,667   | 41,667   | 41,667   | 41,667      | 41,667   | 41,667   | 41,667         | 41,667    | 41,667   | 500,000  |           |
| SC08218 - Clerical Supplies GR999997 - Test Driver 3 |         |             |           | 10,000         | 10,000              | 10,000     | 10,000   | 10,000   | 10,000   | 10,000      | 10,000   | 10,000   | 10,000         | 10,000    | 10,000   | 120,000  |           |

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: <u>Tidemark >> FP&A 2.0 >> Departmental Budget>> 2. Lump Sum Alt. Non-Comp Input</u>



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.

| ← / Departm                      | iental Budgeting / Bu              | dget - FY 202 | 0: 2. Lump | Sum Alt. Bu | dget Input for | - <u>Level 04 - T</u> | EST BUDGET | <u>r unit</u> |          |          |             |          |          | BOOKMA   | RK EXPORT | PRINT    | PLAYBOOK | tidemark |
|----------------------------------|------------------------------------|---------------|------------|-------------|----------------|-----------------------|------------|---------------|----------|----------|-------------|----------|----------|----------|-----------|----------|----------|----------|
| DRIVER<br>Level 04 - TEST BUDG ¢ | CATEGORY<br>All Spend Categories 🗳 |               |            |             |                |                       |            |               |          |          |             |          |          |          |           |          |          |          |
|                                  |                                    | FY 2018       | FY :       | 2019        |                |                       |            |               |          |          | 2020 Budget |          |          |          |           |          |          |          |
|                                  |                                    | Actual        | Actual     | Budget      | 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  |          |
| GR999998 - Test Driver 2 SC      | 08105 - Consulting Fees            |               |            |             | 41,667         | 41,667                | 41,667     | 41,667        | 41,667   | 41,667   | 41,667      | 41,667   | 41,667   | 41,667   | 41,667    | 41,667   | 500,000  |          |
| GR999997 - Test Driver 3 SC      | 08218 - Clerical Supplies          | )             |            |             | 10,000         | 10,000                | 10,000     | 10,000        | 10,000   | 10,000   | 10,000      | 10,000   | 10,000   | 10,000   | 10,000    | 10,000   | 120,000  |          |

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#### 3. Itemization Input & Review:

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

Path: <u>Tidemark >> FP&A 2.0 >> Departmental Budget>> 3. Itemization Input & Review</u>



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.

| DRIVER                |                                 |          |          |          |          |          |          |          |          |          |          |          |          |         |  |  |
|-----------------------|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------|--|--|
| Level 04 - TEST BUDG  | c*                              |          |          |          |          |          |          |          |          |          |          |          |          |         |  |  |
|                       |                                 | 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 Drive | r 1 SC08218 - Clerical Supplies | 10,833   | 833      | 833      | 833      | 10,833   | 833      | 833      | 833      | 833      | 833      | 833      | 833      | 30,000  |  |  |
|                       |                                 |          |          |          |          |          |          |          |          |          |          |          |          |         |  |  |
|                       |                                 |          |          |          |          |          |          |          |          |          |          |          |          |         |  |  |
|                       |                                 |          |          |          |          |          |          |          |          |          |          |          |          |         |  |  |
|                       |                                 |          |          |          |          |          |          |          |          |          |          |          |          |         |  |  |
|                       |                                 |          |          |          |          |          |          |          |          |          |          |          |          |         |  |  |
|                       |                                 |          |          |          |          |          |          |          |          |          |          |          |          |         |  |  |
|                       |                                 |          |          |          |          |          |          |          |          |          |          |          |          |         |  |  |
|                       |                                 |          |          |          |          |          |          |          |          |          |          |          |          |         |  |  |
|                       |                                 |          |          |          |          |          |          |          |          |          |          |          |          |         |  |  |
|                       |                                 |          |          |          |          |          |          |          |          |          |          |          |          |         |  |  |

| Dartment      | - Budget Itemizations |                     |                   |                      |               |        |      |        |           |         |          |          |         |          |       |       |     |            | 3       |
|---------------|-----------------------|---------------------|-------------------|----------------------|---------------|--------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------------|---------|
| ick Here to i | add filters           |                     |                   |                      |               |        |      |        |           |         |          |          |         |          |       |       |     |            |         |
|               | Description           | Total Itemization A | Driver            | Category             | Spread Method | June   | July | August | September | October | November | December | January | February | March | April | May | Total Year | r Custe |
| .1 5          | PAPER TOWELL          | 20,000 G            | 6R999999 - Test D | SC08218 - Clerical : | Custom        | 10,000 | ٥    | i i    | 0 0       | 10,000  | 0        | 0        | 0       | 0        | (     | 0 0   |     | 0          | 20,0    |
| 2 1           | YSOL                  | 10.000 G            | R999999 - Test D  | SC08218 - Clerical : | Straight Line | 0      | C    | i i    | 0 0       | 0       | 0        | 0        | 0       | 0        | (     | 0 0   |     | 0          |         |
| _             |                       |                     |                   |                      |               |        |      |        |           |         |          |          |         |          |       |       |     |            |         |
| NEW           | )                     |                     |                   |                      |               |        |      |        |           |         |          |          |         |          |       |       | 0   |            |         |

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

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- 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

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- **Custom:** The user needs to distribute the amount as desired on the months section
- g) Save the changes

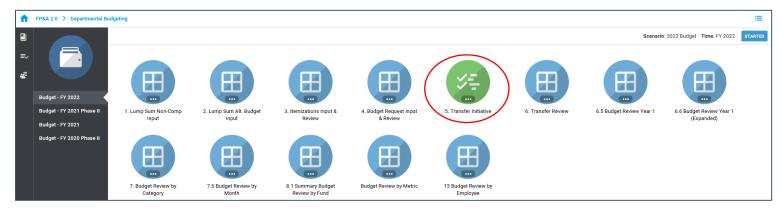
## 4. Budget Request Input & Review:

Please refer to the Budget Request Inputs tip sheets

## 5. Transfer Initiative:

## Step 1) Navigate to the panel

## Path: <u>Tidemark >> FP&A 2.0 >> Departmental Budget>> 5. Transfer Initiative</u>



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

| ►/ Departmen | tal Budgeting / Budget - FY 2020: 5. Transf | fer Initiative for <u>Level 04 - TEST BUDGE</u> | <u>ET UNIT</u> |               |                | BOOKMARK        |               |
|--------------|---|---|----------------|---------------|----------------|-----------------|---------------|
| + NEW        |   |   |                |               |                |                 | Filter        |
|              | Total Transfer Amount                       | Status  | Debit Driver   | Credit Driver | Debit Category | Credit Category | Spread Method |
|              |   |   |                |               |                |                 |               |
|              |   |   |                |               |                |                 |               |
|              |   |   |                |               |                |                 |               |
|              |   |   |                |               |                |                 |               |
|              |   |   |                |               |                |                 |               |
|              |   |   |                |               |                |                 |               |
|              |   |   |                |               |                |                 |               |

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

|                       | Create Initiative  | ×        |
|-----------------------|--------------------|----------|
| Transfer Description  |                    | <b>^</b> |
| Total Transfer Amount | 0                  |          |
| Status                | Requested          |          |
| Debit Driver          | Select \$          |          |
| Credit Driver         | Select \$          |          |
| Debit Category        | Select \$          |          |
| Credit Category       | Select \$          |          |
| Spread Method         | Select \$          |          |
| Jun                   | 0                  |          |
| Jul                   | 0                  |          |
| Aug                   | 0                  |          |
| Sep                   | 0                  |          |
| Oct                   | 0                  |          |
| Nov                   | 0                  |          |
| Dec                   | 0                  |          |
| Jan                   | 0                  |          |
| Feb                   | 0                  |          |
| Mar                   | 0                  |          |
| Apr                   | 0                  |          |
| May                   | 0                  |          |
|                       | No unsaved changes | SAVE ‡   |

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- 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 <u>Total Itemization Amount</u> 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

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# 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:

| DRIVER   | CATEGORY       |                      |             |
|--|----------------|----------------------|-------------|
| Level 04 - TEST BUDG 🗘   | All Categories | of APPLY             |             |
|  | 2              | 2019 Budget Phase II | 2020 Budget |
|  |                | FY 2019              | FY 2020     |
| 05 - Grants and<br>Contracts, Net                                    |                |                      | 1,083,208   |
| > Operating Revenues   |                |                      | 1,083,208   |
| 17 - Compensation and<br>Benefits                                    |                |                      | 741,197     |
| > 18 - Supplies and<br>Services                                      |                |                      | 650,000     |
| > Operating Expenses   |                |                      | 1,391,197   |
| > Changes in Unrestricted<br>Net Assets From<br>Operating Activities |                |                      | (307,988)   |
| > Changes in Unrestricted<br>Net Assets                              |                |                      | (307,988)   |

**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:

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| DRIVER   | CATEGORY<br>All Categories 🗳 🗛          |                      |             |  |
|--|---|----------------------|-------------|--|
| Level 04 - TEST BODG ¥   | All Categories 👻                        | 2019 Budget Phase II | 2020 Budget |  |
|  |   | FY 2019              | FY 2020     |  |
| RC04220 - Budget<br>Use Only - Grants &<br>Contracts - Revenue     | 4198 Grants &<br>Contracts - Other      |                      | 1,083,208   |  |
| 05 - Grants and<br>Contracts, Net                                  |   |                      | 1,083,208   |  |
| Operating Revenues   |   |                      | 1,083,208   |  |
| SC06011 - Faculty<br>Payroll                                       | 6005 Salaries and<br>Wages              |                      | 325,500     |  |
| SC06201 -<br>Professional &<br>Administrative<br>Payroll           | 6005 Salaries and<br>Wages              |                      | 241,210     |  |
| SC06987 - Cell Phone<br>Allow - Non-Medical                        | 7020 Employee<br>Benefits               |                      | 576         |  |
| SC07011 - CFB -<br>Faculty   | 7000 CFB (Composite<br>Fringe Benefits) |                      | 88,814      |  |
| SC07015 - CFB -<br>Administrative / Staff<br>/ Other               | 7000 CFB (Composite<br>Fringe Benefits) |                      | 85,033      |  |
| SC07018 - CFB - Part-<br>Time Employee                             | 7000 CFB (Composite<br>Fringe Benefits) |                      | 63          |  |
| 17 - Compensation and<br>Benefits                                  |   |                      | 741,197     |  |
| SC08105 - Consulting<br>Fees                                       | 8137 Consulting Fees                    |                      | 500,000     |  |
| SC08218 - Clerical<br>Supplies                                     | 8270 Supplies                           |                      | 150,000     |  |
| 18 - Supplies and<br>Services                                      |   |                      | 650,000     |  |
| Operating Expenses   |   |                      | 1,391,197   |  |
| Changes in Unrestricted<br>Net Assets From<br>Operating Activities |   |                      | (307,988)   |  |
| Changes in Unrestricted<br>Net Assets                              |   |                      | (307,988)   |  |

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

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

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



| ► / Depar                     | rtmental Budgeting / Bu                              | dget - FY 202 | 0: 7.5 Budge | et Review by | Month for L | evel 04 - TES | T BUDGET U | NIT      |          |          |          |          |          |           | BOOKMARK | EXPORT | PRINT | PLAYBOOK | tidemark |
|-------------------------------|--|---------------|--------------|--------------|-------------|---------------|------------|----------|----------|----------|----------|----------|----------|-----------|----------|--------|-------|----------|----------|
| RIVER<br>Level 04 - TEST BUDG | CATEGORY       O*       All Categories               |               |              |              |             |               |            |          |          |          |          |          |          |           |          |        |       |          |          |
|                               |  | 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   |          |        |       |          |          |
|                               | SC07011 · CFB · Faculty                              | \$0           | \$2,158      | \$2,158      | \$2,158     | \$2,158       | \$2,158    | \$2,158  | \$2,158  | \$2,158  | \$2,158  | \$2,158  | \$4,317  | \$25,900  |          |        |       |          |          |
|                               | SC07015 - CFB -<br>Administrative / Staff /<br>Other | \$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<br>Employee                | \$5           | \$5          | \$5          | \$5         | \$5           | \$5        | \$5      | \$5      | \$5      | \$5      | \$5      | \$5      | \$63      |          |        |       |          |          |
| 3R999999 - Test Driver 1      | SC06201 - Professional &<br>Administrative Payroll   | \$9,366       | \$9,536      | \$9,480      | \$9,423     | \$9,536       | \$9,423    | \$9,480  | \$9,536  | \$9,366  | \$9,480  | \$9,480  | \$9,423  | \$113,530 |          |        |       |          |          |
|                               | SC06011 - Faculty Payroll                            | \$0           | \$8,333      | \$8,333      | \$8,333     | \$8,333       | \$8,333    | \$8,333  | \$8,333  | \$8,333  | \$8,333  | \$8,333  | \$16,667 | \$100,000 |          |        |       |          |          |
|                               | SC06987 - Cell Phone Allow<br>- Non-Medical          | \$48          | \$48         | \$48         | \$48        | \$48          | \$48       | \$48     | \$48     | \$48     | \$48     | \$48     | \$48     | \$576     |          |        |       |          |          |
|                               | SC08218 - Clerical Supplies                          | \$12,500      | \$0          | \$0          | \$2,500     | \$10,000      | \$0        | \$2,500  | \$0      | \$0      | \$2,500  | \$0      | \$0      | \$30,000  |          |        |       |          |          |

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

| ← / Departe                    | mental Budgeting / E  | Budget - FY 2020  | ): 8 Budget R                      | eview by Fu                    | nd for <u>Level (</u>  | 04 - TEST BU                          | DGET UNIT                                       |                                    |                                |  |                                       |   |                                    |                                |  |                                       | BOOKMARK  | EXPORT                             |
|--------------------------------|---|-------------------|------------------------------------|--------------------------------|--|---------------------------------------|---|------------------------------------|--------------------------------|--|---------------------------------------|---|------------------------------------|--------------------------------|--|---------------------------------------|---|------------------------------------|
| DRIVER<br>Management Operating |   | TIME<br>FY 2020 * |                                    |                                |  |                                       |   |                                    |                                |  |                                       |   |                                    |                                |  |                                       |   |                                    |
|                                |   |                   |                                    |                                | 2019.Jun   |                                       |   |                                    |                                | 2019.Jul   |                                       |   |                                    |                                | 2019.Aug   |                                       |   |                                    |
|                                |   |                   | FD010<br>Unrestricted<br>- General | FD014<br>Sponsored<br>Programs | FD016<br>Sponsored -<br>Student<br>Financial Aid<br>- Non-Agency | FD020<br>Unrestricted<br>- Designated | FD021<br>Unrestricted<br>Designated<br>Reserves | FD010<br>Unrestricted<br>- General | FD014<br>Sponsored<br>Programs | FD016<br>Sponsored -<br>Student<br>Financial Aid<br>- Non-Agency | FD020<br>Unrestricted<br>- Designated | FD021<br>Unrestricted<br>Designated<br>Reserves | FD010<br>Unrestricted<br>- General | FD014<br>Sponsored<br>Programs | FD016<br>Sponsored -<br>Student<br>Financial Aid<br>- Non-Agency | FD020<br>Unrestricted<br>- Designated | FD021<br>Unrestricted<br>Designated<br>Reserves | FD010<br>Unrestricted<br>- General |
|                                | 05 - Grants and<br>Contracts, Net                             |                   |                                    | 66,104                         |  |                                       |   |                                    | 80,778                         |  |                                       |   |                                    | 87,096                         |  |                                       |   |                                    |
|                                | > Operating Revenue   | s                 |                                    | 66,104                         |  |                                       |   |                                    | 80,778                         |  |                                       |   |                                    | 87,096                         |  |                                       |   |                                    |
|                                | 17 - Compensatio<br>Benefits                                  | n anc             | 12,548                             | 14,437                         |  |                                       |   | 23,266                             | 29,112                         |  |                                       |   | 23,191                             | 35,429                         |  |                                       |   | 23,115                             |
| Level 04 - TEST BUDGET<br>UNIT | 18 - Supplies and<br>Services                                 |                   | 12,500                             | 51,667                         |  |                                       |   | 0                                  | 51,667                         |  |                                       |   | 0                                  | 51,667                         |  |                                       |   | 2,500                              |
|                                | > Operating Expenses  | s                 | 25,048                             | 66,104                         |  |                                       |   | 23,266                             | 80,778                         |  |                                       |   | 23,191                             | 87,096                         |  |                                       |   | 25,615                             |
|                                | Changes in Unrestr<br>Net Assets From<br>Operating Activities | icted             | (25,048)                           | 0                              |  |                                       |   | (23,266)                           | 0                              |  |                                       |   | (23,191)                           | (0)                            |  |                                       |   | (25,615)                           |
|                                | Changes in Unrestr<br>Net Assets                              | icted             | (25,048)                           | 0                              |  |                                       |   | (23,266)                           | 0                              |  |                                       |   | (23,191)                           | (0)                            |  |                                       |   | (25,615)                           |

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

| DRIVER                         | CATEGORY  | TIME    |             |                                    |                                |  |                                       |   |  |  |  |  |
|--------------------------------|---|---------|-------------|------------------------------------|--------------------------------|--|---------------------------------------|---|--|--|--|--|
| Management Operating           |   | FY 2020 | \$ <b>*</b> |                                    |                                |  |                                       |   |  |  |  |  |
|                                |   |         |             |                                    |                                | 2020 Budget  |                                       |   |  |  |  |  |
|                                |   |         |             | FY 2020                            |                                |  |                                       |   |  |  |  |  |
|                                |   |         |             | FD010<br>Unrestricted<br>- General | FD014<br>Sponsored<br>Programs | FD016<br>Sponsored -<br>Student<br>Financial Aid<br>- Non-Agency | FD020<br>Unrestricted<br>- Designated | FD021<br>Unrestricted<br>Designated<br>Reserves |  |  |  |  |
|                                | 05 - Grants and<br>Contracts, Net                               |         |             |                                    | 1,083,208                      |  |                                       |   |  |  |  |  |
|                                | > Operating Revenue   | s       |             |                                    | 1,083,208                      |  |                                       |   |  |  |  |  |
|                                | 17 - Compensatio<br>Benefits                                    |         | 277,988     | 463,208                            |                                |  |                                       |   |  |  |  |  |
| Level 04 - TEST BUDGET<br>UNIT | 18 - Supplies and<br>Services                                   |         | 30,000      | 620,000                            |                                |  |                                       |   |  |  |  |  |
|                                | > Operating Expense   | s       |             | 307,988                            | 1,083,208                      |  |                                       |   |  |  |  |  |
|                                | > Changes in Unrestr<br>Net Assets From<br>Operating Activities | ictec   |             | (307,988)                          | 0                              |  |                                       |   |  |  |  |  |
|                                | > Changes in Unrestr<br>Net Assets                              | icted   |             | (307,988)                          | 0                              |  |                                       |   |  |  |  |  |

**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):

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Last Updated on 01/25/2021

| ✓ ← / Depar                    | tmental Budgeting / Bu                               | dget - FY 2020: Bu   | dget Review by Metric f                   | for <u>Level 04 - T</u> | EST BUDGE | <u>T UNIT</u> |          |          |          |          |          | I        | BOOKMARK | LEXPORT  | PRINT P  | LAYBOOK |  |
|--------------------------------|--|----------------------|---|-------------------------|-----------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------|--|
| DRIVER<br>Level 04 - TEST BUDG | * All Categories *                                   |                      |   |                         |           |               |          |          |          |          |          |          |          |          |          |         |  |
|                                |  |                      |   | 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 |  |
|                                | 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 -<br>Administrative / Staff /<br>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<br>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 &<br>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 |  |
| GR999999 - Test Driver 1       |  | 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<br>- Non-Medical          | Distribution Amount  | Allowance & Activity Pay<br>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 - Cierical Supplies                          | Expense Budget Input | Indemark Itemications                     | 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 :

| ✓ <u>←</u> / Depart              | tmental Budgeting / Bu                             | ıdget - FY 2020: 13 Buc          | lget Review by Employee                                 | for <u>Level 04</u> | - TEST BUD  | <u>GET UNIT</u> |             |             |             |             |             | BOOI        | MARK EXP    | ORT PRI     |             |              | lemark |
|----------------------------------|--|----------------------------------|---|---------------------|-------------|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------|
| DRIVER<br>Level 04 - TEST BUDG 4 | CATEGORY<br>All Categories ¢                       |                                  |   |                     |             |                 |             |             |             |             |             |             |             |             |             |              |        |
|                                  |  |                                  |   | 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 &<br>Administrative Payroll | 50099995 Non-Exempt<br>Staff 1   | P11111115 Administrative<br>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<br>Director, Business<br>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<br>- Non-Medical        | 50099996 Exempt Staff 4          | P11111114 Executive<br>Director, Business<br>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 &<br>Administrative Payroll | 50099995 Non-Exempt<br>Staff 1   | P11111115 Administrative<br>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 &<br>Administrative Payroll | 50099999 Exempt Staff 1          | P11111111 Executive<br>Director, Business<br>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<br>Month 1 | P11111121 Assoc.<br>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<br>1    | P11111119 Assoc.<br>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 | \$5,000.00  | \$90,000.00  |        |