

Institutional Planning in YBT

Important FY14 Beginning Balance Information in the IP:

- Please note that in the IP the FY14 **Budget** Beginning Balance is the actual FY14 Beginning Balance. This differs from the FY14 Budget Beginning Balance for reporting which is a static figure that reflects the FY14 Beginning Balance based on the FY13 Q2 Forecast Ending Balance.

Overview:

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What is the Institutional Plan (IP)?

Institutional Planning is a module in YBT which allows the Target Unit Coordinators (TUC) to view an aggregate forecast for all of their departments at the Target Unit level.

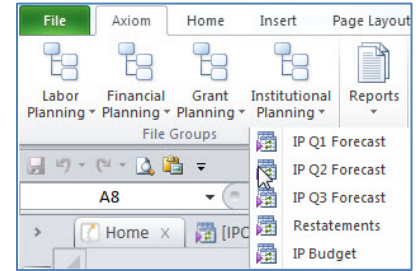
Departments will complete forecasts using their Labor Plan (LP) workbooks and Financial Plan (FP) workbooks. Once department administrators have completed and submitted their forecast in these workbooks through Workflow, a TUC will be able to view the aggregate forecast for all of their departments. It is the responsibility of the Target Unit Coordinator to verify and adjust this forecast as needed, using the Institutional Planning (IP).

In a given fiscal year, each Target Unit will have up to 5 IP's based on the 5 different points within the monitoring, forecasting and budgeting cycles--- IP Q1 Forecast, IP Q2 Forecast, IP Q3 Forecast, IP Year End and IP Budget. Overall the IP structure is consistent across all 5 periods, with some slight variation depending on the level and kind of information

requested in the given cycle. For example, unlike the forecast and year-end IPs, the IP Budget will contain Target information for budget development purposes.

Accessing the IP

1. Click the Institutional Planning button on the Axiom ribbon.
2. Select the appropriate plans period.
3. Select from the plan files available to you and select refresh.



Steps to Complete the IP

The Target Unit Coordinator (TUC) should refer to the following instructions to finalize their forecast:

1. When you believe you are done with the forecast for your target unit, run the “F106 SOA & Standard Summary for Forecast” report as a final check. This report will allow you to see your LP and FP data in the detailed SOA format, as you would see it in the IP. It can be run at any time. (The F106 report is available in Reports > YBT Report Library > University Standard Reports> Standard Reports for Forecast Process.)

YBT Tip

Best Practice: You should run the F106 report regularly as you work towards completing your forecast. This will allow you to track your progress at the Target Unit level in the Detailed SOA format.

2. Once you submit your workbooks through Workflow, open your IP, refresh and verify that the Institutional Plan (IP) results are consistent with your expectations.
3. If you need to make changes to your forecast after the data has already been copied, put these updates into the relevant FO's at the PTAE0 level
4. Add variance explanations in the IP as required.
5. Complete the Transfers and Fund Balances Tabs, and confirm that the information provided in the tabs are reconciled (see details below).
6. Complete your narrative and place it in the FY14 folder on the shared server. Your Q2 narrative can be similar to the YE narrative, as it should explain major variances to budget and programmatic changes.

7. Email the Senior Director of Planning and Budgeting and your budget analyst when all the steps have been completed. This is the formal communication that you have completed your forecast.

Explaining the Tabs within the Q2 IP:

The Forecast Tab

The Forecast tab contains the Target Unit's cycle-specific financial information in the SOA format. The Forecast tab allows the TUC to review and adjust the aggregate forecast at the Target Unit level, as well as provide any necessary variance explanations and comments.

YBT Tip

Please note that this tab does not refresh automatically. You should always click **'Refresh'** upon opening your IP. Remember to save your IP when you input variance explanations in this tab.

Rows within the Forecast Tab

The rows in the Forecast tab provide a basic income statement, and are modeled after the rows found in the Statement of Activities (SOA) report. They provide details for the following categories:

- Fund Balance
- Revenue
- Expenses
- Fund Transfers
- Fund Ending Balance

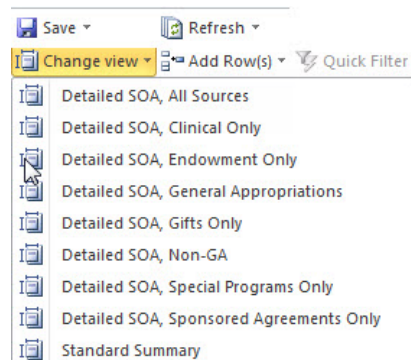
Please Note - All views within the Forecast Tab contain similar rows except for the Standard Summary view.

Change Views: Views within the Forecast Tab

The Forecast tab has many views available, allowing you to control the data displayed on the screen.

The Detailed SOA, All Sources displays by default.

To Change Views



1. Click the Change view button in the File Options group on the Axiom ribbon
2. Click on the desired view.

Each view contains the following categories:

- CY Budget
- YTD Actuals
- CY Forecast
- CY Adjustments
- CY Variance (\$) (comparing CY Adj forecast to CY Budget)
- CY Variance (%) (comparing CY Adj forecast to CY Budget)
- Last Year Actuals

YBT Tip

There is an additional category called "Comments," which is available in a few of the views below, as needed.

The various views display different columns, based on source group. The following views are available in the Institutional Plan Forecast Tab:

Detailed SOA, All sources

Each category above (CY Budget, YTD Actuals, etc.) contains a column for each source group which includes Sponsored Agreements, Endowments, Gifts, Special Programs, Clinical, Non-GA Sub-total, and General Appropriations. (A column containing the All Sources Total also exists.)

Detailed SOA, "Source group" only

As an added feature YBT allows you to view each of the categories listed above (CY Budget, YTD Actuals, etc.) by source group only. For instance, to view all of the categories above for Clinical sources only, choose the "Detailed SOA, Clinical Only: view. Select the appropriate source group to view the Detailed SOA information for the source group.

Standard Summary

This view mimics the Standard Summary. This view contains the same categories as the Detailed SOA, All Sources,(e.g. CY Budget, CY YTD Actuals, CY Forecast, CY Adjustments, CY Adj Forecast, CY Variance\$ (Adj Forecast vs. Budget) CY Variance% (Adj Forecast vs. Budget, and LY actuals). Unlike the Detailed SOA, All Sources view, the Standard Summary view doesn't allow you to view these categories by source group. Instead, it displays columns for the Non-GA sub-total, the GA total, and the all sources total.

Where does the data come from?

The table below describes the categories found in the Forecast tab, and the source of the data:

CY Budget	The aggregate of the current fiscal year Budgets in the target unit.
CY YTD Actuals	The aggregate of all of the actuals which have hit year to date.
CY Forecast	The aggregate of the CY Forecasts in the target unit. This is entered in column AQ in the financial planning workbook for each unit.
CY Variance Better/(Worse)	This is a comparison between the Adj Forecast figure and the CY Budget figure. The result is shown in dollars.
CY Variance %	This is a comparison between the Adj forecast figure and the CY Budget figure. The result is shown as a percentage. This section displays a variance for Non GA one for GA, and a total % which combines the Non -GA and GA.
Comments	This section is divided into GA and Non GA. Enter comments on the appropriate line to provide a comment about the line item.
LY Actuals (FY 13 Year End Actuals)	This column displays the actuals from the most recently completed fiscal year end.

The Transfers (CY) Tab

The transfers tab in IP allows TUCs to track all transfers in their unit, and behaves similarly to the transfers tab you've used in prior fiscal cycles. Please add any new transfers, and edit or confirm existing transfers.

Yale Budgeting Tool									
School of Medicine									
Fund Transfers Summary									
Reconciliation Summary									
		FY13 Forecast Summary			FY13 Budget Summary			Budget vs Forecast	
		FY13 Forecast (per FBT)	FY13 Forecast (per below)	Variance	FY13 Budget (per FBT)	FY13 Budget (per below)	Variance	Budget vs Forecast	Budget vs Forecast
Alloc Curr Year Spend Dist-By Dept		2,785,666	-	2,785,666	0	-	0	2,785,666	2,785,666
Internal Program Support		2,357,558	-	2,357,558	34,021,582	-	0	(31,664,024)	(31,664,024)
Interfund Transfers		(7,680,017)	4,000,000	(3,680,017)	(442,000)	(442,000)	0	(7,128,217)	(7,128,217)
Unrestricted Reserves - School/Division		-	-	-	-	-	-	-	-
Subtotal		(2,936,790)	4,000,000	(1,336,790)	33,577,782	33,577,782	1	(28,214,972)	(28,214,972)

School of Medicine - Transfer Entry									
Source Group	Expenditure Type	SOA line	FY13 Budget Transfer Amount	FY13 Q2 Forecast Transfer Amount	Offset	FY13 Budget Description	FY13 Q2 Forecast Description	Contact Name	Transfer Confirmed
2	EXPOP	530402 - Sweigert EXPOP	20,000	30,000		Genomic Library		John Assari	Yes
1	SPPRO	530200 - Funding Allocation	118,078	0	0	Office of Cooperative Research	Lab Drug Discovery support (Pharmacology Dept)	Phil Bujalski	No
2	SPPRO	530200 - Funding Allocation	3,700	0	0	Other FAS and Academic Depts	MB&B - IGEN Team (109426)	Kathy Schoonmaker	No
3	SPPRO	530200 - Funding Allocation	425,000	0	0	West Campus	Genetics; Lifton-Genomic sequencing	Rebecca Brandriff	No
4	CLINICAL	530200 - Funding Allocation	280,856	0	0	School of Management	Diag Red, H. Forman compensation for teaching	Briegen Gillich	No

The Transfers Tab, is broken out into two sections: (1) Transfer Entry section and (2) Reconciliation Summary.

(1) The Transfer Entry section, located at the bottom section, contains the details of each individual transfer. Please note that the FY14 budgeted transfers details provided during the budget process have been populated into your IP. Thus in the Transfer Entry section, you can update your budgeted transfers for your Q2 forecast and add new transfers as necessary. For existing, populated transfers, the grey shaded fields represent transfers details that have already been finalized during the budget process. The input cells (FY14 Q2 Forecast, FY14 Q2 Forecast Description, and Transfer Confirmed) have a yellow shade. To add a new forecasted transfer that is not in your budgeted details, click on “Add new transfer.” Every cell in the new transfer row should be editable.

Remember to hit “save” after you’ve made changes!

(2) The Reconciliation Summary located at the top section on the screen shot above is used for reconciliations purposes. Each transfer in your Target Unit will need to be reconciled in the transfers tab, to keep track of the flow of transfers across the University. After you have added or edited your transfer details in the Transfer Entry section, please refer to the summary boxes above to ensure that the details that you have manually provided match what you have forecasted.

The FY14 Forecast Summary Box: Column AG, FY14 Forecast (per YBT) represents the forecast that is pulling from the Forecast tab. It is essentially an aggregate of the transfers that you have forecasted in your FP workplan. The Column AH, FY13 Forecast (per below), pulls directly from the transfers details that you have provided in the Transfer Entry section. The two columns must match and you should see “0” variances. Please make corrections to the Transfer Entry section if you see variances.

The FY14 Budget Summary Box: This is for reference, and represents the reconciliation that you have already completed during the FY14 Budget process. Similar to the Forecast Summary box, it compares your budgeted transfers against the budgeted transfer details in the Transfer Entry section.

Budget vs. Forecast: This is for your reference.

YBT Tip

There are two views in the Transfers tab. The Data Entry with Reconciliation view is the default. The Data Entry Only only contains the lower part of the screen. The white Reconciliation section does not display.

The Fund Balances Tab

The Fund Balances tab helps the TUC gain an understanding of the components of the balances. It also provides a 5-year view of your projected fund balances. Please add any new fund balance details, and edit or confirm existing fund balance information.

Yale Budgeting Tool School of Medicine Fund Balances Projections						
Fund Balances Reconciliation	FY13 Beginning Balance per YBT	FY13 Beginning Balance per below	Variance	FY13 (Use)/Add per YBT	FY13 (Use)/Add per below	Variance
Source Group	2,234,282	1,003,964,770		(182,252,177)	(1,730,487)	(180,521,690)
SPAGR	64,560,152	67,704,945	(3,144,793)	39,104,294	(3,144,793)	42,249,088
ENDOW	39,422,763	39,394,139	28,623	(4,176,316)	28,623	(4,204,939)
EXPOP	176,447,453	166,667,426	7,780,028	(87,023,587)	7,780,028	(94,803,615)
SPPRO	119,647,765	115,182,581	4,465,184	(203,139,375)	4,465,184	(207,604,560)
CLINC	402,312,415	1,394,913,861	(992,601,446)	(437,487,161)	7,398,555	(444,885,716)
Total						

School of Medicine - Fund Balances												
Balance Description	Source Group	Restriction Type	Award Code	Org Code	FY13 Beginning Balance	FY13 (Use)/Add	FY14 (Use)/Add	FY15 (Use)/Add	FY16 (Use)/Add	FY17 (Use)/Add	FY18 (Use)/Add	Comments/Commitments Details
1 Description	Endow	Restricted	12345	12345	1,000	1,000	1,000	1,000	1,000	1,000	1,000	Comment
2	SPAGR	Restricted			3,964,770	(1,730,487)	0	0	0	0	0	
3	ENDOW	Restricted			67,704,945	(3,144,793)	0	0	0	0	0	
4	EXPOP	Restricted			39,394,139	28,623	0	0	0	0	0	
5	SPPRO	Restricted			59,960,711	8,966,713	0	0	0	0	0	
6	SPPRO	Unrestricted	0072AM		108,706,715	(1,186,685)	0	0	0	0	0	
7	CLINC	Restricted			71,625,327	1,099,664	0	0	0	0	0	
8	CLINC	Unrestricted			43,557,254	3,365,520	0	0	0	0	0	
	SPAGR	Unrestricted			1,000,000,000	0	0	0	0	0	0	

<Double Click to Insert New Fund Balance Description>

The Fund Balance tab, contains three sections: (1) detailed Fund Balances section, (2) Reconciliation Summary, and (3) 5-Year Fund Balances Summary.

- (1) The detailed Fund Balances section contains the fund balance details as you choose to categorize them. You will notice that similar to the Transfer tab, this section has already been populated with the fund balances details that you have provided during the YE process. Please update any existing fund balance details or add any new fund balance details as necessary. Click on “Double Click to Insert New Fund Balance Description” to add a new fund balance line. For existing fund balance details, you can overwrite every column except the Source Group and Restriction Type cells, which are colored grey. You can edit every column in any new fund balance rows.

Remember to hit “save” after you’ve made changes!

- (2) The Fund Balances Reconciliation, located at the top section, is for reconciling your fund balance details against your fund balances in the system. Columns AB and AE represents the beginning balances in the Data Warehouse and the projected (use)/add of balances in your

forecast. Columns AC and AF aggregates the fund balances details that you provided in the detailed section below. Columns AD and AG calculates the variance between your IP and the information that you have manually provided below. Please make sure that the information is reconciled by source group. Variances are indicated by the pink shade and will disappear once no variance remains.

- (3) Once you have reconciled your information, you can Change Views to see your 5-Year Fund Balances Summary table. This table pulls from the information that you've provided in the detailed Fund Balances section.

Notes Tab

The Notes tab is a blank sheet which can be used to record useful notes. You may use at your discretion.

The Blank Tabs

The IP file also comes with 3 blank sheets, to be used as you wish. Since YBT is an Excel-based tool, we added 3 blank worksheets to use as you wish.