

////////////////////////////////////
KNOWLEDGE FOR ACTION
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BUDGET SCHEDULES

FY17

ACADEMIC DEPARTMENTS

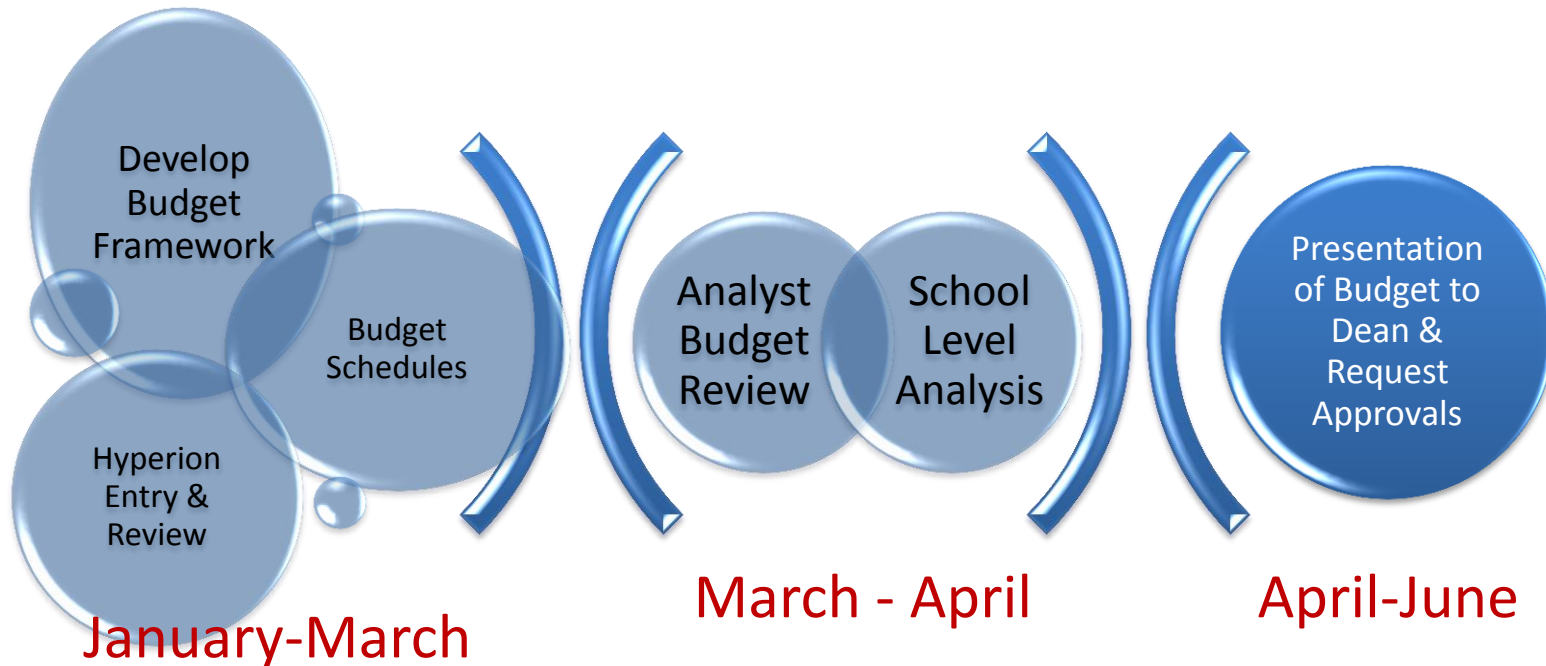
Finance & Administration
February 9, 2016



Today's Topics

- **Wharton Budget Process**
- **Budget Calendar & Planning Parameters**
- **Budget Schedules**
- **F&A Analyst Budget Review**
- **School-Level Review**

Wharton Budget Process | *Overview*



- **Framework:** based loosely on current year's budget + new/changing initiatives / Departmental priorities
- **Schedules:** translate framework for consistency across Wharton by categories + documentation of budget components
- **Hyperion:** input of budget and review versus schedules and departmental context via Hyperion Reports

- **Review:** of mechanical and contextual aspects of departmental budgets
- **Analysis:** at School level to verify accuracy of budget, understand changes to upcoming budget versus current year forecast

- **Present:** budget summary and additional request to Dean
- **Additional analytics:** as needed based on presentation
- **Budget Approvals:** communicated for those departments with Funding requests
- **Trustee Approval:** of overall budget

Schedules

- Non-Academic Departments February 4th (2-4pm)
- Academic Departments February 9th (2-4pm)

Hyperion Entry and Reporting

- All Departments February 17th (2-4pm)
- All Departments one-on-one sessions as requested*

Instead of a second Hyperion training session, this year we are available for **one-on-one sessions** to work with you through your challenges and questions. Simply **request a meeting** through outlook, our calendars are up-to-date and waiting for you!

- ***Potential Topics for Discussion:***
- Setting your *preferences* in Hyperion
- *Budget Entry* (perhaps walk through a specific schedule and input together)
- *Reporting* (to assist with meetings with your chairs, directors, or staff)
- *Budget Review* using Hyperion Reports and Excel

FY17 Budget | *Key Dates*

Schedules distributed to
Pillar

• January 27 – February 15th

Non-Standing Faculty
Projections

• February 19th

ALL BUDGETS DUE

• **March 17th**

000000 Fund Projections

• March 21 – 31st (exact date provided by
Analyst based on magnitude of variance)

Budget Meetings
(applicable Depts)

• March 23 – April 8th

Budget Review (w/Dean
Garrett)

• April 25th

Wharton Budget due to
Central

• May 2nd

Strategic Planning Group| *Open Door Policy*

Contact your analyst with *any* questions you have during the budget prep period (now through March 17th)

We are waiting on your calls and are here to work with you!



Contact Information:

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Preliminary Planning Parameters FY17

Compensation	
Standing Faculty: Budget Increase for Salary Pool	3.0%
Staff: Budget Increase for Salary Pool	2.75%
Anticipated Employee Benefit Rates	
Full-Time EB Rate	31.2%
Dependent Tuition Rate – Full-Time Only	2.3%
Part-Time EB Rate	9.7%
Other Planning Parameters	
Current Expense Increase	0%
010701 Revenue Overhead (Obj-5283)	19.1%
Sponsored Program Indirect Cost Recovery (OH-Obj-5282)	61%

Budget Schedules| *Overview*

What are Budget Schedules?

Excel Spreadsheets organized (primarily) by RCM Category and/or Object code.

Why do we use them?

- To provide a framework for the various components your department's budget planning process
- To make budget entry into Hyperion easier by generating an input table
- To provide documentation/details of budget for later use

Where do I find them?

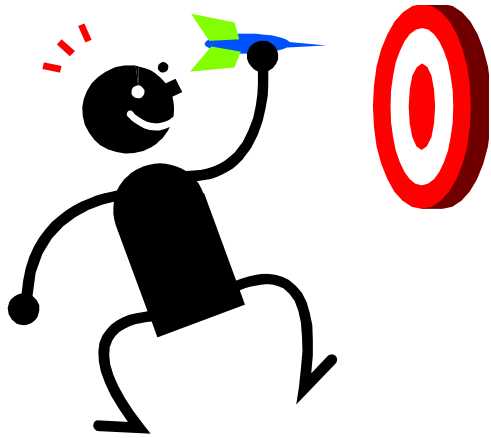
Saved in the **FY17 Budget folder** in your department's Pillar drive.

Budget Schedules| *Overview*

The budget schedules are:

- (1) Standing Faculty Schedule
- (2) Non-Standing Faculty Schedule
- (3) PhD Schedule
- (4) Post Doc Schedule
- (5) Temporary Workers, Work Study, TAs, Ras
- (6) Staff Schedule
- (7) Current Expense Schedule – (000000 and 010701)
- (8) Other Income (Sales & Service / Miscellaneous Income)
- (9) Transfer Reconciliation Schedule
- (10) Additional Funding Request Form
- (11) Fund Carry Forward Schedule
- (12) Endowment Liquidations and Additions Schedule

Standing Faculty Schedule



Standing Faculty Schedule: Salary

Budget Planning Schedule for: 070 07XX 1XXXX
 Standing Faculty Within Home Org Org Number: 0706
 FT 0.312
 DTR 0.023 0.335
 PT 0.097

Endowment yield information can be pulled from the "Endowment & Gift Fund Analysis" Hyperion report. If you are not the RESP ORG for the endowed chair, contact your analyst for this information.

Hyperion Planning Input for Object Code 5010	
Fund	Amount
462955	\$ 47,940
0	\$ -
0	\$ -
0	\$ -
0	\$ -
0	\$ -
0	\$ -
0	\$ -
0	\$ -
0	\$ -
0	\$ -
0	\$ -
0	\$ -
0	\$ -
000000	\$ 495,595
Total Input	\$ 543,535

ORG	Name	Base Salary (5010)			Chair (4XXXXX)			Addi
		FY2016	YoY Incr.	FY2017 Proposed	Fund Number	Total Yield	net of EBS	
0706	POWELL,ROBERT	202,000	3.0%	\$ 208,060	462955	\$ 64,000	\$ 47,940	
0706	HARPER,KATHRYN	110,000	3.0%	\$ 113,300		\$ -	\$ -	
0706	MCCHANIC,MARY		3.0%	\$ -		\$ -	\$ -	
0706	FITZGERALD,LARRY	310,000	3.0%	\$ 319,300		\$ -	\$ -	
0706	SMITH,TAYLOR	165,000	3.0%	\$ 169,950		\$ -	\$ -	
0706	TURNER, BARRETT		3.0%	\$ 208,000		\$ -	\$ -	
0706			3.0%	\$ -		\$ -	\$ -	
0706			3.0%	\$ -		\$ -	\$ -	
0706			3.0%	\$ -		\$ -	\$ -	
Total		\$ 787,000		\$ 1,018,610		\$ 64,000	\$ 47,940	

Notes
Endowed Chair pays a portion of salary
Kathryn is receiving 1CU course relief for Vice Dean role with ORG 0823 (25% buyout). Confirmed with 0823 BA.
Buy-in (25%) for Mary from ORG 0707 for teaching 1CU in Spring
ORG 0706 Dept Chair - Paid by ORG 0707
On leave in Fall 2016 and Spring 2017
Offer outstanding - should know decision by early April

Current Home Org Faculty names and salaries will be pre-populated. You will need to add any chair, buy-out, or leave of absence information. Potential new faculty should also need to be added with any information you have about their offers (i.e. likelihood and/or timeframe of acceptance).

If you are "buying in" a faculty member from another dept, you must add their name to the schedule and fill in columns L & M. You should not add this faculty member's base salary to columns F & H.

Rec'd
\$
\$
\$
\$
\$
\$
\$

Control Check = Adjusted Base - Total Input to Hyperion Object Code 5010
 (Control Check should equal 0) if not please review schedule for errors, or contact F&A



Standing Faculty Schedule: NINTHS

Budget Planning Schedule for: 070 07XX 1 XXXXXX 5053 1000 0000
070 07XX 1 XXXXXX 5056 1000 0000

You will need to add any Administrative NINTHS paid to Home Org Faculty.

Standing Faculty Within Home ORG

ORG	Name	Base Salary (5010)			NINTHS (5053)								Administrative NINTHS (5056)				Notes	
		FY2016	YoY Incr.	FY2017 Proposed	ORG 1	Fund 000000	# of 1/9	\$ Amt of 1/9	ORG 2	Fund 2	# of 1/9	\$ Amt of 1/9	TOTAL	ORG	Fund	# of 1/9		\$ Amt of 1/9
0706	POWELL, ROBERT	\$202,000	3.0%	\$ 208,060	0706		2	\$ 46,236				\$ -	\$ 46,236				\$ -	
0706	HARPER, KATHRYN	\$110,000	3.0%	\$ 113,300	0706			\$ -	0780	628663	2	\$ 25,178	\$ 25,178				\$ -	Per agreement, 2/9th paid by 0780
0706	MCCHANIC, MARY	\$0	3.0%	\$ -	0706			\$ -				\$ -	\$ -				\$ -	
0706	FITZGERALD, LARRY	\$310,000	3.0%	\$ 319,300	0706		2	\$ 70,956				\$ -	\$ 70,956	0706	000000	1	\$ 35,478	Dept Chair - Admin Ninth
0706	SMITH, TAYLOR	\$165,000	3.0%	\$ 169,950	0706		2	\$ 37,767				\$ -	\$ 37,767				\$ -	
0706	TURNER, BARRETT	\$0	3.0%	\$ 208,000	706		2	\$ 46,222				\$ -	\$ 46,222				\$ -	
0706		\$0	3.0%	\$ -	706			\$ -				\$ -	\$ -				\$ -	
0706		\$0	3.0%	\$ -	706			\$ -				\$ -	\$ -				\$ -	
0706		\$0	3.0%	\$ -	0706			\$ -				\$ -	\$ -				\$ -	
0706		\$0	3.0%	\$ -	0706			\$ -				\$ -	\$ -				\$ -	
Total		\$ 787,000		\$1,018,610				\$201,180				\$ 25,178	\$ 226,358				\$ 35,478	

Research NINTHS will come pre-populated for all Home Org Faculty. Please make notes to explain any changes to your analyst.

Please COMMUNICATE with other BAs to confirm agreements between departments!!

Standing Faculty Schedule: DARTs

Budget Planning Schedule for: 070 07XX 1 XXXXXX 5249 6603 0000

The schedule will come pre-populated with "normal" 010702 DARTs. You will need to enter any one-time additional DARTs or DARTs for new faculty members.

Name	010702 DARTs	010703 DARTs	4xxxxx Fund		Faculty CREF
			4xxxxx Fund #	DARTs Amt.	
POWELL,ROBERT	\$7,500				9669
HARPER,KATHRYN	\$7,500				9670
MCCHANIC,MARY	\$0				
FITZGERALD, LARRY	\$7,500				9685
SMITH, TAYLOR	\$7,500				9665
TURNER, BARRETT	\$7,500	\$7,500			TBD
				\$0	
				\$0	
TOTAL FROM POST DOC SCHEDULE	\$5,000				
TOTAL FROM VISITING FACULTY SCHEDULE	\$6,000				
TOTAL	\$48,500	\$7,500		\$0	

Buy In - No DARTs or Ninths

Potential new faculty member - No CREF assigned - budgeted in 0000 CREF. \$7,500 one-time additional DARTs per Dean Agreement.

***Remember:** Add the total amount of Post Doc and/or Visiting Faculty DARTs (if applicable) from the applicable schedules.

010702 DARTs

- Transfer in (4820) and spending (5249) should be budgeted for total amount of column B (010702 DARTs) (Remember to include the transfer on the transfer schedule).
- If you use the DARTs Module, make sure to budget the spending at the CREF level.

010703 DARTs

- Spending (5249) should be total of amount in column C (010703 DARTs).

4xxxxxx Fund DARTs

- Spending (5249) should be budgeted based on what you anticipate to spend.

For 010702 DARTs, you will need to budget both a transfer in (4820) from the school, and the spending (5249). For 010703 and 4xxxxx Fund DARTs, you should only budget the spending (5249).

Standing Faculty Schedule: Other Teaching (Full-Time)

Budget Planning Schedule for: 070 0701 1 XXXXXX 5054 1000 0000							
Standing Faculty Within Home ORG							
ORG	Name	Additional Pay - Other Teaching (5054)					Notes
		ORG	Fund #	Course	%	Amount	
0706	POWELL,ROBERT	07XX	000000	MGMT 652	100%	\$ 15,000	Per Agreement with Dean through FY18
0706	SMITH, TAYLOR	07XX	010703			\$ 20,000	
07XX		07XX	000000				
07XX		07XX	000000				
07XX		07XX	000000				
Total					100%	\$ 35,000	

This schedule is used for payments for additional teaching (sometimes above normal course load) and or an additional payment as part of an agreement .

For FY17, please budget (and pay) Faculty compensation for Semester in San Francisco to FUND 000000 and PROG 1501



Standing Faculty Schedule: Relocation (5057)

This schedule is used for relocation payments to faculty. For example: moving a new faculty member across the country.

Org	Name	To Wharton, from ____ (location) ?	000000	010701	010703	Notes
0704	TURNER,BARRETT	Minnesota			\$8,000	Per Offer Letter - Assistant Professor - Additional Funding
07XX						
			-	-	8,000	
Hyperion Planning Input						
070 07XX 1 000000 5057 1000 9999			-			
070 07XX 1 010701 5057 1000 9999			-			
070 07XX 1 010703 5057 1000 9999			8,000			

The "Total Relocation Amount" will feed automatically to the bottom Hyperion input box based on the fund # you put into column D.



Non-Standing Faculty Schedule



Non-Standing Faculty Schedule (5020 and 5011)

Budget Planning Schedule for:
 070 07XX 1 000000 5020 1000 0000
 070 07XX 1 010703 5020 1000 0000
 070 07XX 1 459599 5020 1000 0000

You can adjust the "Paid from" categories based on your paying Funds. Please remember if you do this, you must also adjust the Orange box to assist in your Hyperion Planning Input table at the bottom of the schedule.

Other Non-Standing Faculty

ORG	Name	Period of visit (Fall or Spring)	DARTs	Paid from			Total Salary (5020)	Courses Expected to teach			Notes	
				School Funds		Dept's funds		External sources	No1	No2		No3
				000000	010703							
07XX	Namie, Joanne	Fall		\$15,000			\$ 15,000	FNCE 101	FNCE 101		Covering for Professor Smith's LOA	
07XX	Anthony, Jane	Spring			\$ 7,500	\$ 7,500	FNCE 102					
07XX						\$ -						
07XX						\$ -						
07XX						\$ -						
07XX						\$ -						
07XX						\$ -						
07XX						\$ -						
07XX						\$ -						
07XX						\$ -						
	TOTAL		\$ -	\$ 15,000	\$ -	\$ 7,500	\$ -	\$ 22,500				

In the notes section, please provide explanation for payment, i.e. course being taught.

Hyperion Planning Input	
070 07XX 1 000000 5020 1000 0000	\$ 15,000
070 07XX 1 010703 5020 1000 0000	\$ -
070 07XX 1 459599 5020 1000 0000	\$ 7,500

Use this Input Table to enter totals into Planning.

PhD Schedule



PhD Schedule: Stipends (Student Input)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Budget Planning Schedule for: 0745									(Will fill in automatically from completed schedule below)					
PhD Students Stipend (5046 & 5044)									Summary & Control Check					
Stipend Amount									\$	32,500	# PhDs in Yr 1			0
# of PhD Slots Funded by School									22		# PhDs in Yrs 2-4			2
									# PhDs in Yr 5			1		
									Subtotal, Yrs 1-5			3		
									# Over Approved Slots			0	Allocate this # of stipends to discretionary and/or restricted funds	
									# PhDs in Yr 6+			1		
									Total # of PhDs			4		
									Total per Schedule			4		
									Control Check			0	should equal 0	

Stipend Amount and # PhD slots will be Populated by F&A. Please check this amount when completing the schedule.

PhD Student Information					STIPEND FUNDING SOURCE							Notes
					Enter Fund #s in row 15 & payment amounts by person in corresponding columns							
ORG	Name	Status* (FT, PT, O)	2015 is year #	Total Stipend	000000 Fund (Slots Only)	010701	465666			Other sources	Total Stipend	
0745	Marshall Harris	FT	5	\$ 32,500	\$ 32,500						\$ 32,500	Department Funded Won Student Award
0745	Kendall Walker	PT	6								\$ -	
0745	Julianna Markos	FT	2	\$ 32,500		\$ 32,500					\$ 32,500	
0745	New Student	FT	4	\$ 32,500			\$ 32,500				\$ 32,500	
07xx				\$ -							\$ -	
TOTAL			4	\$ 97,500	\$ 32,500	\$ 32,500	\$ 32,500	\$ -	\$ -	\$ -	\$ 97,500	

* FT = full-time; PT = Part-time; O = Other

Difference between Stipend Allocation by Fund & Total Stipends \$ - Should = 0

Should = 0; Note: Only Stipends up to Approved # of Slots can be charged to 000000, all over cap must be charged to discretionary or restricted funds

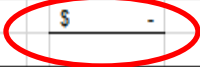
Stipends over cap allocated to 000000 \$ -

Input to BLUE sections only. All white and orange areas contain formulas that will update automatically.



PhD Schedule: Stipends (Hyperion Input)

Hyperion Planning Input & Reconciliation		Input amounts calculate automatically from schedule above						
Stipend								
ORG	FUND	OBJ Code	PROG	CREF	AMOUNT	EXPLANATION	Obj Code	
07XX	000000	Pick from a List:	4601	07-0000	\$ -	Year 1 PhDs supported by 0-fund	5044 Research Fellow	
07XX	000000	Pick from a List:	4601	07-0000	\$ -	Year 2-4 PhDs supported by 0-fund	5045 Pre-Doctoral Fellow	
07XX	000000	5046	4602	07-0000	\$ 32,500	Year 5 PhDs supported by 0-fund	5046 Educational Fellowship	
07XX	010701	Pick from a List:	4601	07-0000	\$ -	Year 1 PhDs supported by fund #1	5048 Teaching Fellow	
07XX	010701	5044	4601	07-0000	\$ 32,500	Year 2-4 PhDs supported by fund #1		
07XX	010701	Pick from a List:	4602	07-0000	\$ -	Year 5+ PhDs supported by fund #1	Prog	
07XX	465666	Pick from a List:	4601	07-0000	\$ -	Year 1 PhDs supported by fund #2	4601 Years 1-4	
07XX	465666	5048	4601	07-0000	\$ 32,500	Year 2-4 PhDs supported by fund #2	4602 Years 5+	
07XX	465666	Pick from a List:	4602	07-0000	\$ -	Year 5+ PhDs supported by fund #2		
Total Hyperion Input, Stipends					\$ 97,500			
Other Sources (not input to Hyperion)					\$ -			
Total Stipends					\$ 97,500			
Total stipends per Schedule					\$ 97,500			
Control Check, should equal \$0					\$ -			



Control Check MUST EQUAL \$0

This input table will fill in automatically based on your entries in the schedule above. You **MUST CHOOSE AN OBJECT CODE** to reflect how stipends are paid in your department.

PhD Schedule: Tuition & Health Insurance (Student Input)

A	B	C	D	E	F	G	H	I	L	M	N	O	P	Q	T	U	V
Budget Planning Schedule for: 0745																	
PhD Students Tuition (Financial Aid, 4185) & Health Insurance (5360)							<div style="border: 1px solid black; padding: 5px;"> <p><i>PhD Student name, status and year will fill in automatically from your input on the Stipend Tab.</i></p> </div>										
# of PhD Slots Funded by School		22															
Tuition Amount - FT		\$ 29,629															
Tuition Amount - PT		\$ 4,537															
Fees Amount (FT Only)		\$ 3,289															
Health Insurance Amount		\$ 3,438															
							<div style="border: 1px solid red; padding: 2px;"> <p>Complete Tab: "1. Stipends" first. Relevant data from tab 1 ("Stipends") will fill to this schedule automatically</p> </div>										
ORG	Name	Status* (FT, PT, O)	2015 is year #	TUITION AND FEES						HEALTH INSURANCE				Notes			
				Tuition Amount	Fee Amount	Total Tuition & Fees	corresponding columns			Total Health Insurance	corresponding columns						
							010701	465666	Other sources	000000 (calculation)		010701	465666	Other Sources	000000 (calculation)		
07xx	Marshall Harris	FT	5	29,629	3,289	\$ 32,918				\$ 32,918	\$ 3,438				\$ 3,438		
07xx	Kendall Walker	PT	6	4,537	-	\$ 4,537				\$ 4,537	\$ 3,438				\$ 3,438		
07xx	Julianna Markos	FT	2	29,629	3,289	\$ 32,918	\$ 32,918			\$ -	\$ 3,438	\$ 3,438			\$ -		Dept. Funded
07xx	New Student	FT	4	29,629	3,289	\$ 32,918		\$ 32,918		\$ -	\$ 3,438	\$ 3,438			\$ -		Won Student Award
TOTAL				\$ 93,424	\$ 9,867	\$ 103,291	\$ 32,918	\$ 32,918	\$ -	\$ 37,455	\$ 13,752	\$ 3,438	\$ 3,438	\$ -	\$ 6,876		
* FT = full-time; PT = Part-time; O = Other																	

PhD Schedule: Tuition & Health Insurance (Hyperion Input)

Financial Aid - PhD Tuition & Fees

ORG	FUND	OBJ Code	PROG	CREF	AMOUNT	
07XX	000000	Pick from a List:	1000	07-0000	\$	-
07XX	010701	4825	1000	07-0000	\$	- Transfer Out 100% Fees for Yr. 1-5 (over approved slots) to 000000
07XX	000000	4820	1000	07-0000	\$	- Transfer In 100% Fees for Yr 1-5 (over approved slots) from 010701
07XX	010701	4825	1000	07-0000	\$	- Transfer Out 100% Fees for Yr. 6+ Total to 000000
07XX	000000	4820	1000	07-0000	\$	- Transfer In 100% Fees for Yr. 6+ Total from 010701
07XX	0	Pick from a List:	1000	07-0000	\$	-
07XX	0	Pick from a List:	1000	07-0000	\$	-
07XX	0	Pick from a List:	1000	07-0000	\$	-
07XX	0	Pick from a List:	1000	07-0000	\$	-
Total Hyperion Input, Financial Aid					\$	-
Other Sources (not input to Hyperion)					\$	-
Total Financial Aid (Tuition & Fees)					\$	-
Total per Schedule					\$	-
Control Check, should equal \$0					\$	-

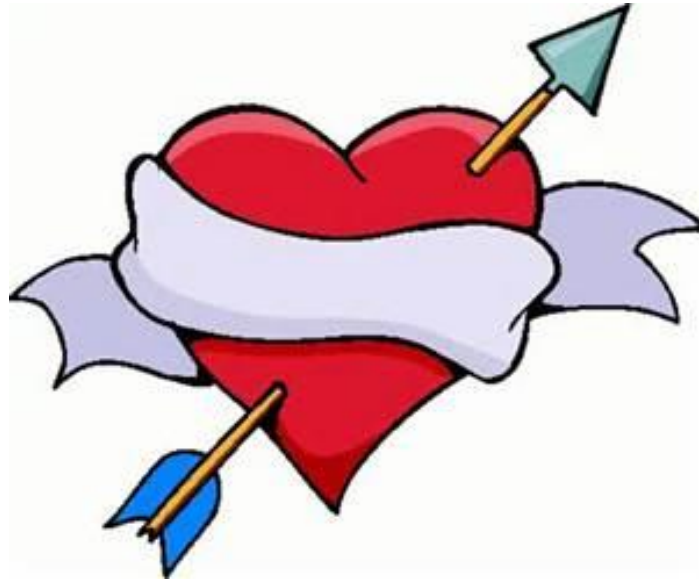
These input tables will automatically fill based on your entries in the schedule above. The transfers from 010701 to 000000 for PhDs over the allotted slots will calculate automatically.

Health Insurance & Related Transfers (be sure to include transfers on Transfer Reconciliation Schedule)

ORG	FUND	OBJ Code	PROG	CREF	AMOUNT	Explanation
07XX	000000	Pick from a List:	4601	07-0000	\$	- Students in Yrs. 1-4 x Health Insurance 0-fund
07XX	000000	Pick from a List:	4602	07-0000	\$	- Students in Yr. 5, 0-fund
07XX	000000	Pick from a List:	4602	07-0000	\$	- Students in Yr. 6+, 0-fund
07XX	010701	4825	4601	07-0000	\$	- Transfer Out 100% of Yr. 1-4 (over approved slots) to 000000
07XX	000000	4820	4601	07-0000	\$	- Transfer In 100% of Yr 1-4 (over approved slots) from 010701
07XX	010701	4825	4602	07-0000	\$	- Transfer Out 100% of Yr. 6+ Total to 000000
07XX	000000	4820	4602	07-0000	\$	- Transfer In 100% of Yr. 6+ Total from 010701
07XX	0	Pick from a List:	4601	07-0000	\$	- Students in Years 1-4 funded by fund #1
07XX	0	Pick from a List:	4602	07-0000	\$	- Students in Years 5+ funded by fund #1



Post Doc Schedule



Post Doc Schedule

Thing to Remember:

*HEALTH charges follow STIPEND payments!

1. The Post Doc Package Summary will distribute \$ to categories (Salary, DARTs, Medical, C/E).
2. Stipend increase should be no more than 2%.
3. If you have a Dean's post doc, do not put more than 50% of the total post doc package on Fund-010703.

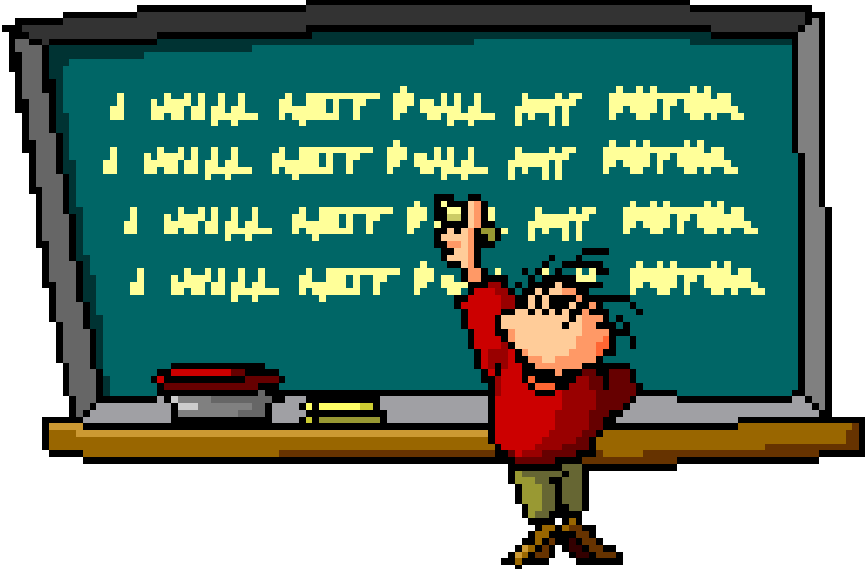
ORG	Post-Doc Name	Post-Doc Package					
		Salary Object Code	(5042, 5043, 5047)	DARTS	Medical (5335)	Current Expense	Total Cost
07XX	Marcy Griffin	5042	\$ 20,000	\$ 1,000	\$ 5,000	\$ -	\$ 26,000
07XX							\$ -
	TOTAL		\$ 20,000	\$ 1,000	\$ 5,000	\$ -	\$ 26,000

Base Salary		Payments from Funds or ORGs											
ORG	Post-Doc Name	Salary Object Code	Base Salary (5042, 5043, 5047)	Dean's Fund		DARTS 010702	Endowments	Gifts	Grant Wharton	Other Funds outside of Wharton		Total Charged to 000000 Fund	Notes
				010703	010701					Fund/School			
07XX	Marcy Griffin	5042	\$ 20,000		\$ 20,000							\$ -	
07XX		0	\$ -									\$ -	
	TOTAL		\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

DARTs		Payments from Funds or ORGs									
ORG	Post-Doc Name	Salary Object Code	DARTS	Scenario A: PostDoc DARTs are spent under a Faculty CREF		Scenario B: DARTs are supported by Dept. Funds or Outside Funds. [1] Budget transfer FROM Dept. Funds TO 010702-6603 (Incl. on Transfer Rec) [2] Budget spending on 010702-6603-Postdoc CREF (Incl. on Standing Faculty DARTs schedule)		Scenario C: DARTs are Supported by School Funds/Dean's Fund		Notes	
				010701	Outside Grant (Do not budget spending if not on a Wharton Grant)	010701	Outside Grant (Do not budget spending if not on a Wharton Grant)	010701	Outside Grant (Do not budget spending if not on a Wharton Grant)		
07XX	Marcy Griffin	5249	\$ 1,000			\$ 1,000			5249		
07XX		0	\$ -						5249		
	TOTAL		\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -			

Medical		Payments from Funds or ORGs											
ORG	Post-Doc Name	Medical Object Code	Medical (5335)	Dean's Fund		DARTS 010702	Endowments	Gifts	Grant Wharton	Other Funds outside of Wharton		Total Charged to 000000 Fund	Notes
				010703	010701					Fund/School			
07XX	Marcy Griffin	5335	\$ 5,000		\$ 5,000							\$ -	
07XX		0	\$ -									\$ -	

Temporary Workers, Work Study, TAs & RAs Schedule



Temporary Workers, Work Study, TAs & RAs: Work Study

Budget Planning Schedule for: 070 07XX X XXXXXX 5139 1000 0000

ORG	Name and/or Job Title	Wage & Hours Information					Payments from other Funds or ORGs						Total Charged to 000000 Fund	Notes			
		Hourly Wage	Term (enter "A" for Academic Year and "S" for Summer)	Hourly Wage Paid by Dept	Estimated Annual Hours	Total Cost paid by Dept	Fund 1	# Hours	Amount	Fund 2	# Hours	Amount			Fund 3	# Hours	Amount
07XX	RUSS,PHILLIP	\$ 15.00	A	\$ 7.50	120.00	\$ 900			\$ -			\$ -			\$ -	\$ 900	
07XX				\$ -	0.00	\$ -			\$ -			\$ -			\$ -	\$ -	
07XX				\$ -	0.00	\$ -			\$ -			\$ -			\$ -	\$ -	
07XX				\$ -	0.00	\$ -			\$ -			\$ -			\$ -	\$ -	
						\$ 900			\$ -			\$ -			\$ -	\$ 900	

The "Hourly Wage Paid by Dept" will calculate based on your input of the "Hourly Wage" (actual wage received by the student) and "Term," since the department's cost varies (Academic Year at 50% and Summer at 80%).

"Total Charged to 000000 Fund" should not be greater than last year's budgeted amount. If it is, an Additional Funding Request should be submitted for the difference.

Hyperion Planning Input	
070 07XX 1 000000 5139 1000 0000	\$ 900
070 07XX 1 XXXXXX 5139 1000 0000	\$ - ← Fund 1
070 07XX 1 XXXXXX 5139 1000 0000	\$ - ← Fund 2
070 07XX 1 XXXXXX 5139 1000 0000	\$ - ← Fund 3

Total per Input	\$ 900
Total TA Cost	\$ 900
	\$ - Control Check, should equal \$0

The "Total Cost paid by Dept" will calculate automatically based on your input of the hourly wage and estimated annual hours.

"Total Charged to 000000 Fund" will calculate automatically as the default fund after all "Payments from other Funds" have been deducted.

Use this Input Table to enter totals into Planning.



Temporary Workers, Work Study, TAs & RAs: TAs

A		B		C		D		E		F		G		H		I		J		L		M	
Budget Planning Schedule for: 070 07XX X XXXXXX 5040 1000 0000																							
Teaching Assistants																							
ORG	Course Number and/or Name	Course/TA Information				Payments from Other Funds or ORGs				Total Charged to 000000 Fund	Notes												
		# of sections	# TAs per section	Pay Rate Per TA	Total TA Cost	Dean's Fund 010703	Dept's funds 010701	DARTs 010702	Other Funds/ORGS Fund/ORG #														
0700	OPERATIONS 001	5	3	\$ 2,500	\$ 37,500	\$ 15,000					\$ 22,500												
					\$ -						\$ -												
					\$ -						\$ -												
					\$ -						\$ -												
					\$ -						\$ -												
					\$ -						\$ -												
					\$ -						\$ -												
					\$ 37,500	\$ 15,000	\$ -	\$ -			\$ 22,500												

Hyperion Planning Input	
070 07XX 1 000000 5040 1000 0000	\$ 22,500
070 07XX 1 010703 5040 1000 0000	\$ 15,000
070 07XX 1 010701 5040 1000 0000	\$ -
070 07XX 1 010702 5040 1000 0000	\$ -
Other Funds Total	\$ -
Total per Input	\$ 37,500
Total TA Cost	\$ 37,500
	\$ - Control Check, should equal \$0

You do not need to populate each section of the course individually unless each section has unique TA payment arrangements.

The "Total TA Cost" will calculate automatically based on your input of the section and pay rate information.

"Total Charged to 000000 Fund" should not be greater than last year's budgeted amount. If it is, an Additional Funding Request should be submitted for the difference.

If additional funding is required please provide detailed information pertaining to why additional TA's are needed, ie. new course, another section is being added, larger class size, etc.

Use this Input Table to enter totals into Planning.



Temporary Workers, Work Study, TAs & RAs: **RAs**

A	B	C	D	E
Budget Planning Schedule for: 070 07XX X XXXXXX 5041 1000 0000				
Research Assistants				
ORG	Description	Fund	Amount	Notes
07XX	MESSER,GUY	000000	\$ 7,500	
07XX	ZANASTER,MARY	010703	\$ 5,000	
07XX			\$ -	
07XX			\$ -	
07XX			\$ -	
07XX			\$ -	
07XX			\$ -	
07XX			\$ -	
07XX			\$ -	
07XX			\$ -	
07XX			\$ -	
07XX			\$ -	
07XX			\$ -	
07XX			\$ -	
	TOTAL		\$ 12,500	
Hyperion Planning Input				
	070 07XX 1 000000 5041 1000 0000		\$ 7,500	
	070 07XX 1 010703 5041 1000 0000		\$ 5,000	
	070 07XX 1 010701 5041 1000 0000		\$ -	
	070 07XX 1 010702 5041 1000 0000		\$ -	
			\$ 12,500	Total per input
			\$ 12,500	Total per schedule
			\$ -	Control Check, should equal \$0

The "Total RA Amount" will feed automatically to the bottom Hyperion input box based on the fund # you put into column C.

Use this Input Table to enter totals into Planning.





Staff Schedule: Professional & Support Staff



Staff Schedule: Scenario A

Marie's Home ORG is 0701 but 50% of her salary is paid by ORG 0702

Hyperion Planning Input for Object Code 5100		ORG	Name	Job Title	Base Salary (5100)			Payments from other Funds or ORGs						Total Charged to 000000 Fund	Notes
Fund	Amount				FY2016	YoY Incr.	FY2017 Proposed	ORG	%	Amount	Fund 2	%	Amount		
		0701	CAMPBELL, MARIE	ASSOC DIRECTOR C	\$ 50,000	2.75%	\$ 51,375	0702	50%	\$ 25,688			\$ -	\$ 25,688	Split position 50/50 between 0701 and 0702
		0701				2.75%	\$ -			\$ -			\$ -	\$ -	
		0701				2.75%	\$ -			\$ -			\$ -	\$ -	
000000	\$ 25,688	Total			\$ 50,000		\$ 51,375			\$ 25,688			\$ -	\$ 25,688	

Payments from other ORGS	\$ 25,688
--------------------------	-----------

5100 Total	\$ 51,375
------------	-----------

Check with Schedule	\$ -	Must equal zero
---------------------	------	-----------------

Marie's Base Salary will ONLY be populated on the Staff Schedule of her HOME ORG

Hyperion Planning Input for Object Code 5100		ORG	Name	Job Title	Base Salary (5100)			Payments from other Funds or ORGs						Total Charged to 000000 Fund	Notes
Fund	Amount				FY2016	YoY Incr.	FY2017 Proposed	ORG	%	Amount	Fund 2	%	Amount		
		0702	CAMPBELL, MARIE	ASSOC DIRECTOR C		2.75%	\$ -	0701	50%	\$ 25,688			\$ -	\$ 25,688	Split position 50/50 between 0701 and 0702
		0702				2.75%	\$ -			\$ -			\$ -	\$ -	
		0702				2.75%	\$ -			\$ -			\$ -	\$ -	
000000	\$ 25,688	Total			\$ -		\$ -			\$ 25,688			\$ -	\$ 25,688	

Payments from other ORGS	\$ 25,688
--------------------------	-----------

5100 Total	\$ 51,376
------------	-----------

Check with Schedule	\$ 51,376	Must equal zero
---------------------	-----------	-----------------

Marie will need to be manually added to 0702's Staff Schedule since this is not her HOME ORG

Staff Schedule: Possible Scenario B

25% of Marie's Salary is paid on a 4-Fund

Budget Planning Schedule for: 070 07XX 1 XXXXXX 5100 1000 0000		Professional Staff (5100)		Hyperion Planning Input for Object Code 5100		Base Salary (5100)			Payments from other Funds or ORGs			Total Charged to 000000 Fund	Notes		
Fund	Amount	ORG	Name	Job Title	FY2016	YoY Incr.	FY2017 Proposed	ORG	%	Amount	Fund 2	%	Amount		
		0701	CAMPBELL, MARIE	ASSOC DIRECTOR C	\$ 50,000	2.75%	\$ 51,375	0702	50%	\$ 25,688	469569	25%	\$ 12,844	\$ 12,844	Split position 50/50 between 0701 and 0702
		0701				2.75%	\$ -			\$ -			\$ -	\$ -	
462569	\$ 12,844	0701				2.75%	\$ -			\$ -			\$ -	\$ -	
000000	\$ 12,844	Total			\$ 50,000		\$ 51,375			\$ 25,688			\$ 12,844	\$ 12,844	
Payments from other ORGS															
\$ 25,688															
5100 Total															
\$ 51,375															
Check with Schedule															
\$ 0														Must equal zero	

Current Expense Schedule: 000000 and 010701



Current Expense Schedule: 000000 and 010701

Budget Planning Schedule for Current Expense: 07XX

FY16 Current Expense Increase	0.0%
FY17 Current Expense Increase	0.0%

Your allowable 000000 Fund Current Expense budget is provided here. You can decide how this amount should be allocated in Hyperion Planning among the various Object Codes, but the total of all Current Expense Object Codes should equal this amount.

Fund	Prior Years' Actual Results				FY17 Current Expense Budget	
	FY15 Actuals	Adjusted FY15 Actuals (to FY16 Based on the Increase Parameter)	FY16 Trended	Average of FY15 adjusted actuals & FY16 trended	FY17 Budget (based on % Increase over Prior Years' Actual)	010701 Budget if different from recommended (explain in section below)
000000		-		-	-	N/A
010701		-		-	-	

Your recommended 010701 Fund Current Expense budget is provided here. You can decide how this amount should be allocated in Hyperion Planning among the various Object Codes.

ITEMS IN ORANGE MUST MATCH HYPERION TOTAL CURRENT EXPENSE FOR APPLICABLE FUND

Explanation for difference between recommended and final budget for 010701:

If applicable, enter revised 010701 budget based on your calculation and provide an explanation for the difference.

Trending Explained: How does it work?

Example 1: Evenly Distributed Spending	Last Year Actual		This Year Actual	This Year Trended
	Final FY15 Actual	YTD FY15 Actual Thru Jan	YTD FY16 Actual thru Jan	Calculated FY16 Y/E Fcst
(\$000's)				
Current Expense	1,200	600	800	1,600

50%

$$800 / .50 = 1,600$$

Example 2: Spending is Back-End Loaded	Last Year Actual		This Year Actual	This Year Trended
	Final FY15 Actual	YTD FY15 Actual thru Jan	YTD FY16 Actual thru Jan	Calculated FY16 Y/E Fcst
(\$000's)				
Current Expense	3,000	750	1,000	4,000

25%

$$1,000 / .25 = 4,000$$

Skewed Trending: When it Doesn't Work

Example of Skewed Trending due to slight uptick in YTD Spending

	Last Year Actual		This Year Actual	This Year Trended
	Final FY15 Actual	YTD FY15 Actual thru Jan	YTD FY16 Actual thru Jan	Calculated FY16 Y/E Fcst
(\$000's)				
Current Expense	200	20	60	600

10% ————— $60 / .10 = 600$

Example of Skewed Trending due to \$0 YTD Spending

	Last Year Actual		This Year Actual	This Year Trended
	Final FY15 Actual	YTD FY15 Actual thru Jan	YTD FY16 Actual thru Jan	Calculated FY16 Y/E Fcst
(\$000's)				
Other Income	160	20	-	-

13% ————— $0 / .13 = 0$

Other Income Schedule: Sales & Service and Misc. Other Income



Other Income Schedule: Sales & Service and Misc. Other Income

Budget Planning Schedule for Sales & Service: 07XX

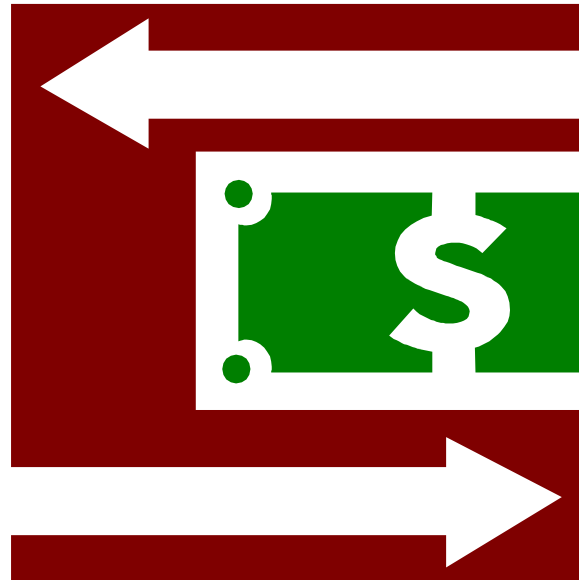
Fund	Prior Years' Actual Results			FY17 Sales & Service Budget		
	FY15 Actuals	FY16 Trended	Average of FY15 Actuals and FY16 Trended	FY16 Budget	FY17 Recommended Budget	Budget if different from recommended (explain in sections below)
000000			-			
010701			-			

Explanation for difference between recommended and final budget for 000000:

We will provide information for the funds that have activity. Please explain any difference from the recommended budget in the boxes below.

Explanation for difference between recommended and final budget for 010701:

Transfer Reconciliation Schedule



Transfer Reconciliation Schedule

Be sure to use the correct sign so that the transfer in or out can be distinguished:

Negative () for Transfers In and **Positive for Transfers Out.**

WHARTON TRANSFER RECONCILIATION - FY17

TRANSFERS BETWEEN FUNDS WITHIN YOUR ORG

Your Org	Transfer Out Fund #	Transfer In Fund #	Transfer Description	Amount	Person
0707	010701	000000	PhD Health Insurance 5th Year (prog 4602)	\$ 9,100	Angela
0707	010701	000000	PhD Health Insurance 5th Year (prog 4602)	\$ (9,100)	Angela

TRANSFERS WITHIN WHARTON

Transfer Out		Transfer In		Transfer Description	Amount	Person
Org #	Fund #	Org #	Fund #			
0700	000000	0707	010702	DARTS	\$ (50,000)	

TRANSFERS OUTSIDE OF WHARTON

Transfer Out		Transfer In		Transfer Description	Amount	Person verifying the transfer
Org #	Fund #	Org #	Fund #			
0707	010701	0312	000000	Mktg Camp for The College	\$ 6,000	Maria (SAS) and Angela Di Santo

For all transfers within your org, be sure that both the transfer in and out are listed in this section (once as Transfer In, once as Transfer Out).

Hyperion Planning Input Table and Transfer Reconciliation

ORG #	Fund (enter as applicable per schedule above)	Transfer Out (4825) (should be a positive/ debit amount)	Transfer In (4820) (should be a negative/ credit amount)	Transfer In/Out of University Bank Fund (4839) (may be \$0, a positive/debit, or a negative/credit amount depending on net result)	Totals
07xx	000000	\$ -	\$ (9,100.00)	\$ -	
07xx	010701	\$ 15,100.00	\$ -	\$ -	
07xx	010702	\$ -	\$ (50,000.00)	\$ -	
Totals		\$ 15,100.00	\$ (59,100.00)	\$ -	\$ (44,000.00)
Note: include transfer amounts for your ORGs only, which you will enter to Hyperion					\$ (44,000.00)
					\$ -

You will need to fill in the Hyperion Input / Reconciliation Table from the three sections above. Be sure that the control total = \$0.

Additional Funding Request Form



Additional Funding Request Form: Faculty Actions (Budget Entry)

Additional Funding Requests - FY17

**All requests listed below SHOULD be entered into Hyperion Planning.*

Choose the type from the Drop Down Menu. Any one time and finite period expenses will be budgeted and spent from 010703, while recurring expenses will be budgeted and spent from 000000 (or other designated fund). DARTS will be budgeted and spent in 010702.

Please note: New Initiatives are those items that did not take place in FY16, are not part of your "base budget", and if approved, would be implemented for the first time in FY17.
A New Initiative is also defined as an expansion/change to an existing program that requires additional funding.
If the cost of an ongoing program is increasing (catering, travel), that is NOT considered a New Initiative.
Relocation Expense for new Faculty is NOT considered a New Initiative.

ORG#	Request Description	Type of Expense *	Object Code (please select from dropdown menu so that EB calc will work)	New Initiative (select Yes or No), see above for notes	EXPENSE (enter in Hyperion)	EB (automatically calculated)	TOTAL EXPENSE	Additional Notes
0706	TAs	Recurring Expense - 000000	5040 TEACHING ASST	Yes	11,000	\$ -	\$ 11,000	Expanded curriculum requires additional TA's.
0706	Spring Conference	One-Time Expense - 010703	5211 CAMPUS BUS MTGS	Yes	50,000	\$ -	\$ 50,000	Expanded curriculum will require the faculty to need a spring conference (in addition to the fall conference) to determine the new academic goals of the department.
0706	New Faculty Add'l DARTS	DARTS	5249 OTH/MISC SUPPLY	No	15,000	\$ -	\$ 15,000	Turner is a new faculty member and will receive \$15K in addition to his normal DARTs amount his first year.
0706	Director	Recurring Expense - 6xxxxx	5100 F/G PROFESSNL	No	75,000	\$ 25,875	\$ 100,875	Restricted Fund Staff Request - Fox.
Total					151,000	\$ 25,875	\$ 176,875	

Hyperion entry: CREF 07-9999

* Choose the "Type of Expense" from the dropdown menu and budget to the corresponding FUND/CREF.	Total
One-Time Expense - 010703	\$ 50,000
DARTS	\$ 15,000
Recurring Expense - 000000	\$ 11,000
Recurring Expense - 010701	\$ -
Recurring Expense - 6xxxxx	\$ 75,000
Recurring Expense - 4xxxxx	\$ -
	\$ 151,000 ← this should match the total

ALL REQUESTS SHOULD BE BUDGETED IN PLANNING WITH THE CREF 07-9999
 CONFIRM THAT THE CREF 07-9999 TOTAL PER THE HYPERION FORECAST & BUDGET DETAIL REPORT EQUALS THE TOTAL IN THE "EXPENSE" COLUMN ON THIS FORM (col F).

If the "Additional Notes" column does not provide enough space to explain the request, please send your budget analyst additional information or supporting documents.

Items **NOT** Considered Additional Funding Requests

- **New Faculty: Base Salary, Standard Ninths and DARTs (at your departmental standard).**
- **Visiting and Adjunct Faculty: Base Salary and DARTs**
- **Staff Reclassification Requests**

Additional Funding Request Form: 000000, 010703, 010702?

- Examples of 000000 Fund Additional Funding Requests:

- **Recurring Requests**

- TA for a new course
- New staff positions
- Permanent Increase to Current Expense
- Need for increased Work Study

- Examples of 010703 Fund Additional Funding Requests:

- **One Time Requests**

- Faculty Relocation
- One Time Computer Purchase
- Office Renovation

- Special Arrangement for a finite period of time

- Examples of 010702 Fund Additional Funding Requests:

- **One Time Requests**

- DARTS (above the normal Dept. Darts Amount)

Fund Carry Forward Schedule



Funds Carry Forward Schedule: Overview

- The purpose of this schedule is to ensure that all funds will end FY17 at either break-even or surplus.
- 010701 (Discretionary), 4XXXXX, and 6XXXXX funds that have been budgeted into a deficit position in FY17 should be included to ensure prior year surpluses cover the budgeted deficit.
- Hyperion can help you confirm if you have budgeted a fund into a deficit position:
 - For 4XXXXX and 6XXXXX funds: Endowment & Gift Fund Analysis
 - For 010701, Wharton RCM Row and Object Detail – No Rounding or Form V: View Summary in the Revenue and Expense forms of PennPln2
- Review the RCM Operating (Surplus)/Deficit line to confirm if any funds are in a deficit position

Fund Carry Forward Schedule: Estimated Surplus/(Deficit) End of FY16

WHARTON
FUND CARRY FORWARD SCHEDULE
FY17 BUDGET

Please **INCLUDE** all 4/6 funds and other discretionary funds (010701, etc)
 Do **NOT** include 000000, 010702, or 010703 funds

This is your estimate of the fund's cash position at the end of the current fiscal year. This figure will automatically update based on your inputs for Column D-F.

ORG #	Fund #	Fund Name	From Business Objects	Forecasted by BA (Gift /Misc Income/ Liquidation); or from Webi or 114 (AIF)	Forecasted by BA	Formula	If any, enter as a positive number
			End Bal FY15	FY16 Inflows	FY16 Expenses	Estimated Surplus/(Deficit) End of FY16	Anticipated FY17 Liquidation
07xx	4xxxxx	Sample Fund	1,500	60,000	(59,500)	2,000	1,000

Cells D7-F7 are a reminder of where/how to find the requested inputs .

This is the amount (if any) you plan to liquidate from the endowment in the upcoming year. It is entered as a positive number as it is an increase to cash balance (although a decrease to the invested value).



Fund Carry Forward Schedule: FY17 Budgeted Activity

The Hyperion "Endowment & Gift Fund Analysis" Report can provide the data for the section below (by Fund), as long as the FY17 budget has already been entered to Hyperion.

Formula

FY17 Budgeted Activity							FY17 Budgeted Surplus/(Deficit)	Expected Surplus/(Deficit) End of FY17
Revenue	Out - /In (+) Transfers	Salary	EB	Total Comp.	Current Exp.	Stud. Aid		
64,000	1,000	(11,500)	(3,945)	(15,445)	(50,000)	(500)	(945)	2,055
								0

<-- sample entry

0 <-- begin in this row for your Orgs

You can pull the information for Columns I-O from the "Endowment & Gift Fund Analysis Report" in Hyperion, after you have entered the budgeted activity to Planning. Enter Inflows (revenue, transfer-ins) as positive amounts and Outflows (expenses, transfer-outs) as negative amounts.

This is the estimate of fund's current year and cumulative cash position at the end of FY17. The figures will automatically calculate based on your inputs in the proceeding cells.

Endowment Additions and Liquidations Schedule



Endowment Additions & Liquidations Schedule: **Why complete it?**

- The AIF reflected in Hyperion does not take into account any *additions* (gifts to the endowment or reinvestments) or *liquidations* that occurred within the current year or are expected in a future year.
- **AIF in Hyperion is calculated based on the invested balance (FMV) as of the previous fiscal year.** Example: FY17 AIF is calculated on the balance at the end of FY15.
- The Endowment and Liquidation Schedule allows you to input any additions (gifts to the endowment or reinvestments) or liquidations that **HAVE** occurred or that you **EXPECT** to occur in the current fiscal year (FY16) or **WILL** occur in the next year (FY17). Once this information is updated to Hyperion, the AIF will calculate based on the updated FMV.

Endowment Additions and Liquidations Schedule

Hyperion Planning Schedule for: Endowment Additions & Liquidations			
FUND # 4XXXXXX			
Enter Fund number above. Please save a copy this sheet for each endowment for which you need to enter information.			
Current Fiscal Year (FY16)	Additions	Liquidations	Reinvestments
FY16 Budget	\$ 1,200,000		
FY16 Budget Adjustment			
Total to be entered for FY16 (in July FY17)	\$ 1,200,000	\$ -	\$ -

To have AIF income accurately calculated, endowment additions, liquidations, and reinvestments that occurred (or are expected to occur) in FY16 should be entered.

This information will automatically fill into the Hyperion Planning Input Table (to the right).
Enter amounts as absolute value.
The input table to the right will convert your values to the appropriate sign (debit or credit).

FY17	Additions	Liquidations
July	\$ 100,000	
August	\$ 100,000	
September	\$ 100,000	
October	\$ 100,000	
November	\$ 100,000	
December	\$ 100,000	
January	\$ 100,000	
February	\$ 100,000	
March	\$ 100,000	
April	\$ 100,000	
May	\$ 100,000	
June	\$ 100,000	
Total to be entered for FY17	\$ 1,200,000	\$ -

If you are unsure of the specific month that the activity will occur in FY17, you should spread the total amount evenly across the months (by dividing the total by 12).

This information will automatically fill into the Hyperion Planning Input Table.
Enter amounts as absolute values above.
The input table to the right will convert your values to the appropriate sign (debit or credit).

TOTAL	\$ 2,400,000	\$ -	\$ -
--------------	--------------	------	------

Hyperion Planning Input		
This table will pre-populate from the information you entered in the yellow tables to the left.		
	Additions "Gifts to Endowment"	Reinv/Liquidations "1710-AIF INV BK VAL"
July	\$ (1,300,000)	
August	\$ (100,000)	
September	\$ (100,000)	
October	\$ (100,000)	
November	\$ (100,000)	
December	\$ (100,000)	
January	\$ (100,000)	
February	\$ (100,000)	
March	\$ (100,000)	
April	\$ (100,000)	
May	\$ (100,000)	
June	\$ (100,000)	
* Enter information from above to the FY17 C		
Control Check:		
Total Entered	\$ (2,400,000)	
Check (S/B -0-)	\$ -	

Use the Hyperion Planning Input Table to complete the S1 form in Planning. Type the numbers exactly as they appear here, remembering especially to enter the correct sign.



Endowment Additions & Liquidations Schedule

Enter amounts as absolute values to the "Current Fiscal Year" and "FY17" tables . The "Hyperion Planning Input" table will convert the values to the appropriate sign (positive or negative) for Hyperion entry.

Hyperion Planning Schedule for: **Endowment Additions & Liquidations**

FUND # 4XXXXXX

Enter Fund number above. Please save a copy this sheet for each endowment for which you need to enter information.

Current Fiscal Year (FY16)	Additions	Liquidations	Reinvestments
FY16 Budget	\$ 1,200,000		
FY16 Budget Adjustment			
Total to be entered for FY16 (in July FY17)	\$ 1,200,000	\$ -	\$ -

This information will automatically fill into the Hyperion Planning Input Table (to the right).

Enter amounts as absolute values above.

The input table to the right will convert your values to the appropriate sign (debit or credit).

FY17	Additions	Liquidations	Reinvestments
July	\$ 100,000		
August	\$ 100,000		
September	\$ 100,000		
October	\$ 100,000		
November	\$ 100,000		
December	\$ 100,000		
January	\$ 100,000		
February	\$ 100,000		
March	\$ 100,000		
April	\$ 100,000		
May	\$ 100,000		
June	\$ 100,000		
Total to be entered for FY17	\$ 1,200,000	\$ -	\$ -

This information will automatically fill into the Hyperion Planning Input Table (to the right).

Enter amounts as absolute values above.

The input table to the right will convert your values to the appropriate sign (debit or credit).

TOTAL	\$ 2,400,000	\$ -	\$ -
--------------	--------------	------	------

Hyperion Planning Input		
This table will pre-populate from the information you entered in the yellow tables to the left.		
	Additions "Gifts to Endowment"	Reinv/Liquidations "1710-AIF INV BK VAL"
July	\$ (1,300,000)	\$ -
August	\$ (100,000)	\$ -
September	\$ (100,000)	\$ -
October	\$ (100,000)	\$ -
November	\$ (100,000)	\$ -
December	\$ (100,000)	\$ -
January	\$ (100,000)	\$ -
February	\$ (100,000)	\$ -
March	\$ (100,000)	\$ -
April	\$ (100,000)	\$ -
May	\$ (100,000)	\$ -
June	\$ (100,000)	\$ -

* Enter information from above to the FY17 Column on the S1 Form in Hyperion.

Control Check:			
Total Entered	\$	(2,400,000)	\$ -
Check (S/B -0-)	\$	-	\$ -

Budget Review



A LOOK *at the* **BUDGET**

BA Budget Review

Budget Review Checklist - FY17

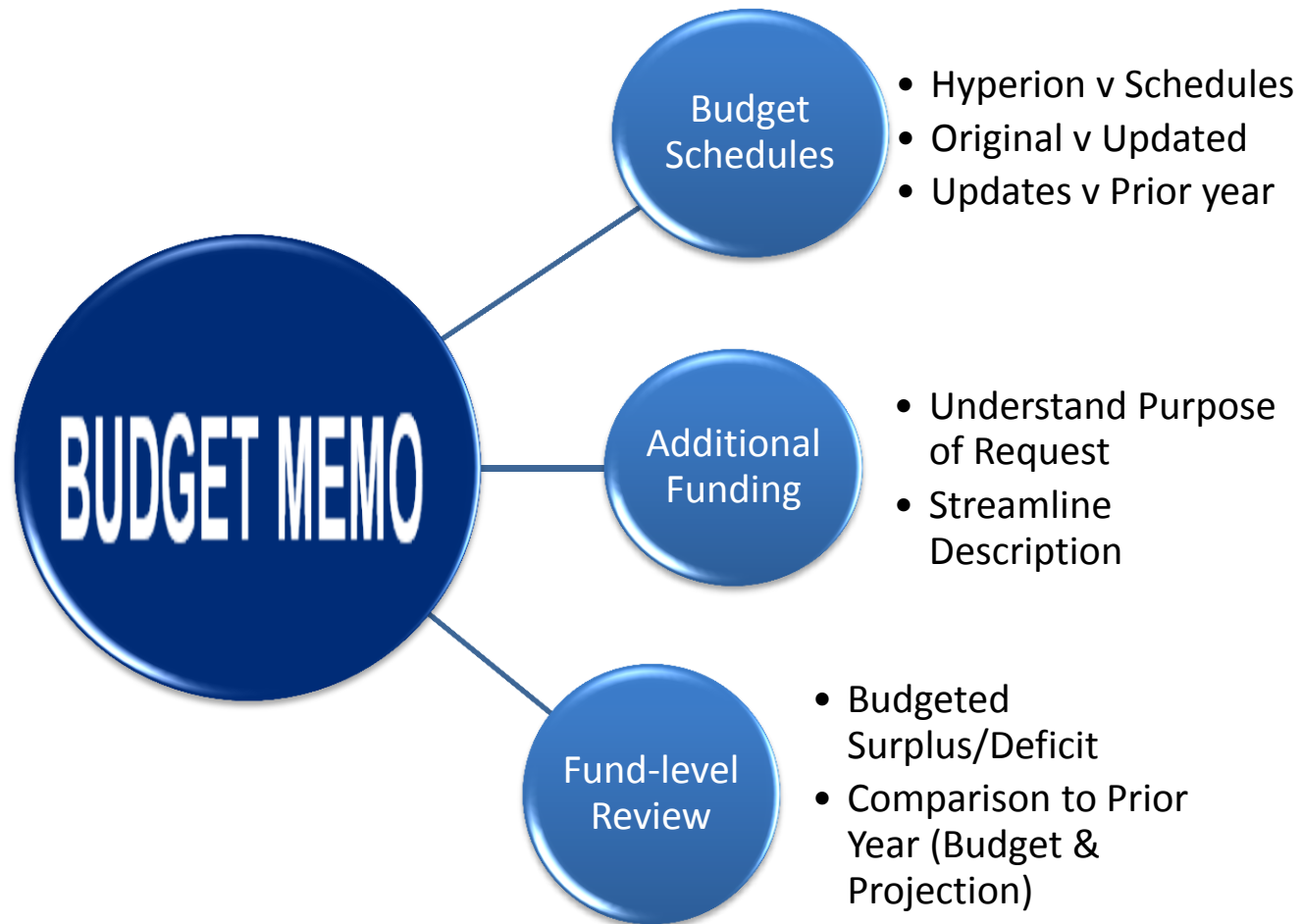
After you have completed your budget entry into Hyperion Planning, but before the budget submission deadline, please complete the following steps:

- 1 Run your Forecast and Budget Detail report, export to Excel, and apply the AutoFilter function (select the row, then select Data and Filter from the Excel menu).
- 2 Using the Forecast & Budget Detail file (in Excel), review for:
 - a. Missing budget items: Is every relevant line from your FY16 budget entered for FY17?
 - b. Troubleshooting: Have I entered the same item twice? Are all CREFS 07-XXXX?
 - c. Account code entry: Are the 26-digits correct?
 - d. Dollar amount errors: Did I enter the correct dollar amount?
- 3 Using the filtered Forecast & Budget Detail Excel file, make sure that your Hyperion Planning entry numbers match your schedules as follows:
 - a. The total for CREF 07-9999 should equal the total in cell E38 on the Additional Funding Requests form.
 - b. The totals of each object code by fund on the report should equal the Hyperion Planning Input Tables in your Schedules.

Example: The totals for object codes 5011, 5020, and 5052 on the report should match the totals on the Non-Standing Faculty Schedule.
- 4 Review your AFR and make sure the funding request is clearly explained. This will likely be discussed in detail during your budget meeting with F&A.
- 5 Finally, after your review is complete, promote your budget to your budget analyst and send an email to alert him/her to your budget completion.

Please note: If you have any questions or concerns during your budget entry and review, please contact your F&A Analyst. Addressing any issues prior to the budget being promoted is ultimately a more efficient use of your time and your Analyst's time. Thank you!

F&A Analyst Budget Review | Overview



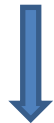
F&A Analyst Budget Review | Additional Funding

- Example of Incomplete Request



ORG#	Request Description	Object Code (please select from dropdown menu so that EB calc will work)	Additional Notes
07XX	Computer Equipment	5224 NONCAP COMPUTR	Recording Equipment
07XX	Relo	5057 ALLWNCE ACAD	Relocation

- Example of Complete Request



ORG#	Request Description	Object Code (please select from dropdown menu so that EB calc will work)	Additional Notes
07XX	Sirius / Music Dept Faculty	5224 NONCAP COMPUTR	Recording Equipment for Wharton Music Department for faculty songs to be broadcast on new Sirius Channel (mics, cables. Mixer)
07XX	Dylan/new faculty Relo	5057 ALLWNCE ACAD	Relocation for Bob Dylan from University of MN

F&A Analyst Budget Review | Summary

Are there any noteworthy trends?

What has changed v. prior year?

What are reasons for the changes?

How does this budget impact the School –level budget?

These analyses help us get a complete picture of your department

Does the budget seem reasonable?

School Level Review | Overview

Compilation & Reconciliation

- staff, faculty counts
- transfers
- additional funding

Calculations & Budget Entries

- salary savings & other offsets
- tuition (MBA, UG, PhD)
- Capital Projects & Allocated Costs
- Fundraising (gift receipts)

Budget Summary Presentation

Roll Forward Analyses

- FY16 Forecast v FY17 Budget
- understanding areas of change
- Revenue/Expense Categories
- Contributing Divisions (EE, WRDS)
- school-level margin

Category-level Analyses

- Analyzed by Fund
- Drive adjustments/changes to budget

