



Campus Budget FY20/21 Questica Budget Tool Updates

Business Operations Forum

29 Jan 2020

Presented By: Steve Mackey



California State University
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Agenda

- Campus Budget Timeline for FY20/21
- Cost Definitions
 - Mandatory & Non- Mandatory
- Questica Update:
 - Workgroups (1X/Base Budget Requests, Communication, Position Management, and Reporting)
 - Budget Office (Testing, Developing Training Materials, etc.)
 - Pilot User Group (Testing in February, 2020)
 - Campus Training in February, 2020
- Finance Office Updates



Campus Budget Timeline

January 10, 2020, Friday	Governor's Budget Released
February 28, Friday	Chancellor's Office issues preliminary campus budgets by the end of February
March 9, Monday	Budget Office develops CSUMB Preliminary Budget Projection (assumes Chancellor's Office issues preliminary campus budgets no later than February 28 th)
March 13, Friday	Position Lists for 2019-20 due from Divisions to the Budget Office
March 26, Thursday	Strategic Budget Committee Meeting
March 27, Friday	FY 2020-21 Proposed Lottery, EEIP, and Parking budgets due from Divisions to Budget Office
	FY 2020-21 ALL 1X, Mandatory and other Base Budget Requests due from Divisions to Budget Office



Campus Budget Timeline

- April 1, Wednesday Budget Office consolidates all 1X, Mandatory and other Base Budget requests and revises CSUMB Preliminary Operating Fund Base Budget Projections
- 1st Week of April Vice Presidents review a revised Preliminary Operating Fund Budget Projections, including all 1X, Mandatory and other Base Budget requests
- April 24, Friday Strategic Budget Committee Meeting for Division Presentations to Committee
- Approx. May 8, Friday Governor's revised budget released (May Revise) Budget Office may Revise Budget Projection based on impact of May Revise to campus Proposed operating budget
- May 12, Tuesday HOLD - Strategic Budget Committee Meeting
- May 15, Friday -FY 2020-21 Position lists due from divisions to Budget Office
-State Budget Finalized
-Chancellor's Office issues final allocations
-Final budget decisions made by campus executive leadership
-President approves budget



Campus Budget Timeline

June, 2020

Campus Community Notified of Final Allocations

July 15, Wednesday

Remaining Operating Trust budgets due to Budget Office from divisions, including all Extended Ed Revenue Sharing trusts (Academic Affairs) and all Instructionally Related Activities trusts (TLXXX)

Resubmission of Lottery, EEIP and Parking budgets (after close for Inclusion of 2020-21 beginning equity)



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Mandatory Cost Definitions (1 of 2)

CO Mandatory Cost: *are costs as expenditures the university must pay regardless of the level of funding allocated by the state, and they often increase independent of growing, flat or declining state support. The costs here go beyond the increases for employee health and retirement benefit rate increases.*



Mandatory Cost Definitions (2 of 2)

Mandatory Cost: *increases are externally driven cost increases that CSUMB can neither influence nor control.* Examples of "externally driven cost" may include legal, compliance, policy, CO fees, safety of life projects or programs, postage, minimum wage, regulatory requirement, program accreditation, or dues for professional associations that are mandatory to maintain certifications, etc. Most of these requests should only be for the incremental cost increase from the prior year to now.



Non-Mandatory Cost Definitions (1 of 3)

Campus Required: *increases are usually externally driven cost increases that CSUMB may opt to not fund, but may disrupt current operations and/or services.* Examples may include subscription services, system upgrades, non-safety of life projects or programs, membership fees, etc. These requests should only be for the incremental cost increase from the prior year to now.



Non-Mandatory Cost Definitions (2 of 3)

Strategic Initiatives: *increases are typically internally driven and support the CSUMB strategic plan.* Examples may include one time requests or base budget to support project and programs to implement areas of the strategic plan. Consultants to review a student success initiative, additional staff to improve access to services associated to student success.



Non-Mandatory Cost Definitions (3 of 3)

Other Initiatives: *increases are usually internally driven cost increases that are optional to CSUMB and not directly attributable to other definitions as outlined above. These initiatives may create new services or programs, or improve current operations and/or services. Examples may include credentialing not necessary for the strategic plan or campus required, but will improve a program's reputation.*



Workgroups

- Defined: A thought leader group that cares about the topic and outcomes. Participants are willing to test and try out untested products, services or processes and provide feedback.
- These are *working* groups: There is a time commitment and outside work will be required.
- Each group presents updates at the monthly BOFs throughout the project.



Workgroups Update (1 of 4)

- Reporting Group
- *Highlights:*
 - Focused on the ability to use one system that has all the information pertaining to positions (with detail) and operating budgets in one system.
 - Can the system provide some of the unique needs for areas like Extended Education.
 - The ability to customize standard reports that meet the needs of all the users.



Workgroups Update (2 of 4)

- One-Time/Base Budget Group
- *Highlights:*
 - Focused on what Questica can do to make the current process better.
 - Topics that were discussed included the workflow aspect of Questica that will streamline the process, create transparency, and provide leadership with timely information for decision making purposes.



Workgroups (3 of 4)

- Position Budget Management Group
- *Highlights:*
 - The team found that position lists are necessary to build a sound budget.
 - However, to be able to build the position lists in a more efficient way is highly desirable.
 - It would also be helpful to streamline the process and receive regular and timely information related to budget allocations that happen outside the budget process i.e. GSI/Merit allocations.
 - They would also like to use the system to do projections, and also have standardized reporting tools.



Workgroups (4 of 4)

- Communications Group
- *Highlights:*
 - Focused on touch points to ensure campus communications.
 - Topics that should be reported include (when the budget is approved, when it is loaded in the system, and other campus allocations such as compensation, etc.)
 - Ideas include (Campus Dashboard, Finance Webpage, Questica Dashboard, President/CFO Campus Approval Memo, and possibly an Admin & Finance Newsletter, etc.)



Workgroups Documentation

- Processes, requirements and other related information is available for each workgroup on the project worksite at: <https://csumb.edu/finance/questica-budget-project>



Questica Reporting - a sneak peek



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FS06 - Fund Summary by Fund and Department

Budget Year 2019 - 2020
Business Unit MB000
Fund FUND
Division DIVISION
College/Area SUBDIVISION
Department DEPARTMENT

As of Date: December 31, 2019

Load Program, Project, Class version

Account	Original Base	Adjusted Base	Final Budget	Actual	Encumbrance	Total	Fav(Unfav)	Budget %
Source of Funds								
Total Source of Funds	-	-	-	-	-	-	-	0.00%
Use of Funds								
Salaries								
601 Regular Salaries and Wages	409,711	421,910	421,910	149,770	-	149,770	272,140	35.50%
601201 Management and Supervisory	127,716	131,544	131,544	53,624	-	53,624	77,920	40.76%
601300 Support Staff Salaries	279,266	287,637	287,637	94,891	-	94,891	192,746	32.99%
601303 Student Assistant	2,729	1,473	1,473	-	-	-	1,473	0.00%
601826 Support Staff Stipends	-	1,256	1,256	1,255	-	1,255	1	99.95%
Sub-Total Salaries	409,711	421,910	421,910	149,770	-	149,770	272,140	35.50%
Benefits								
603 Benefits Group	-	77,902	77,902	77,902	-	77,902	-	100.00%
Sub-Total Benefits	-	77,902	77,902	77,902	-	77,902	-	100.00%
Operating Expenses								
604 Communications	254	254	254	-	-	-	254	0.00%
604001 Telephone Usage	254	254	254	-	-	-	254	0.00%
606 Travel	11,074	11,074	11,074	14	-	14	11,060	0.13%
606001 Travel-In State	10,774	10,774	10,774	14	-	14	10,760	0.13%
606806 Trvl Veh Mileage	300	300	300	-	-	-	300	0.00%
616 Information Technology Costs	37,690	37,690	37,690	-	-	-	37,690	0.00%
616001 I/T Communications	190	190	190	-	-	-	190	0.00%
616002 I/T Hardware	2,500	2,500	2,500	-	-	-	2,500	0.00%
616003 I/T Software	35,000	35,000	35,000	-	-	-	35,000	0.00%
660 Misc. Operating Expenses	10,349	10,349	10,349	3,982	-	3,982	6,367	38.48%
660003 Supplies	6,395	6,395	6,395	1,268	-	1,268	5,127	19.83%
660009 Professional Dev Reg Fees	3,950	3,950	3,950	2,714	-	2,714	1,236	68.71%
660867 Postage - Meter Machine	4	4	4	-	-	-	4	0.00%
Sub-Total Operating Expenses	59,367	59,367	59,367	3,996	-	3,996	55,371	6.73%
Total Use of Funds	469,078	559,179	559,179	231,668	-	231,668	327,511	41.43%
Net Source and Use of Funds	469,078	559,179	559,179	231,668	-	231,668	327,511	41.43%
Transfers								
Transfers In								

FS06 - Fund Summary by Fund and Department

<i>Budget Year</i>	2019 - 2020	<i>As of Date:</i>	December 31, 2019
<i>Business Unit</i>	MB000		
<i>Fund</i>	FUND		
<i>Division</i>	DIVISION		
<i>College/Area</i>	SUBDIVISION		
<i>Department</i>	DEPARTMENT		

Load Program, Project, Class version

Account	Original Base	Adjusted Base	Final Budget	Actual	Encumbrance	Total	Fav(Unfav)	Budget %
Sub-Total Transfers In	-	-	-	-	-	-	-	#DIV/0!
Transfers Out								
Sub-Total Transfers Out	-	-	-	-	-	-	-	#DIV/0!
Net Transfer of Funds	-	-	-	-	-	-	-	#DIV/0!
Net Total Activity	469,078	559,179	559,179	231,668	-	231,668	327,511	41.43%
Beginning Balance						-		
Ending Balance						(231,668)		



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Budget Year 2019 - 2020

As of Date: December 31, 2019

Business Unit MB000

Fund FUND

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Load Program, Project, Class version

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604 Communications	254	254	254	-	-	-	254	0.00%
606 Travel	11,074	11,074	11,074	14	-	14	11,060	0.13%
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Transfers								
Transfers In								
Sub-Total Transfers In	-	-	-	-	-	-	-	#DIV/0!
Transfers Out								
Sub-Total Transfers Out	-	-	-	-	-	-	-	#DIV/0!
Net Transfer of Funds	-	-	-	-	-	-	-	#DIV/0!
Net Total Activity	469,078	559,179	559,179	231,668	-	231,668	327,511	41.43%

Beginning Balance
Totals may differ due to rounding
Jan 29, 2020 08:52 AM

Ending Balance (231,668)

Other Questica Updates

- Currently ASM/Budget Office are:
 - Defining user roles
 - Defining security permissions
 - Validating salary information
 - Creating learning tools for the campus users
 - Testing budget development
 - Pilot group identified – we will have them in the system shortly



Finance Updates

- Vendor ACH Payments
- Electronic Payment Requests



Finance Updates - P2P

- **Vendor ACH Payments is here!!**
 - Have vendors provide their banking information in PaymentWorks to get them set up with this option.
 - The information is safe: all ACH information is managed by the vendor in PaymentWorks' secure environment.
 - Contact Business & Support Services or Accounts Payable for more information or questions.

Visit procurement webpage at:

<https://csumb.edu/finance/procurement>



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Finance Updates - P2P

- **DocuSign Payment Request Template**
 - *Speed payment processing! Use electronic routing and digital signatures for payment request forms!!!*
 - Please contact Brenna Dresser, bdresser@csumb.edu or Accounts Payable, accounts_payable@csumb.edu for more information.
 - Form available at:
<https://app.docusign.com/templates/details/fc609d26-c70e-417c-9ff1-d41cfe36e874>

Visit the accounting webpage for more information:

<https://csumb.edu/finance/university-accounts-payable>



Thank You

- Next BOF 2/26/2020

