

Defining the Universe

A new frontier...

Source System(s)

UCSC Data Warehouse's Budget universe, a set of data available for reporting and analysis, consists of data from Financial Manager's Workbench (FMW) the Campus' permanent budget and staffing commitments system. Further, the universe includes the summarized operating data from FMW (although FMW is not the "system of record" for this data -- ultimate sources: FIS Banner and UCOP DOPE).

In addition to the FMW data, chart of account hierarchical information from the Finite (Financial Operating) Universe (source: FIS Banner) and job title hierarchical information from the PPS Universe (source: PPS) has been included as a common reference when linking to other universes.

Features and Limitations

The Budget universe includes the analytics that have been incorporated in FMW. Such as:

Revenue is properly represented (need not be reversed like in Finite).

Salary forecasts exist in the Operating information (calculated by FMW, not from FIS)

An accurate Bargaining representation is provided for Permanent Staffing (based on TUC/Title Unit Code in combination with AREP/Appointment Representation Code from PPS).

The Budget universe does not contain financial information that is not included in FMW. A prime example is that Contract and Grant funds are not included in the Budget universe because they are not included in FMW. Specifically, the following funds are not included in FMW:

Fund Level 4 Description

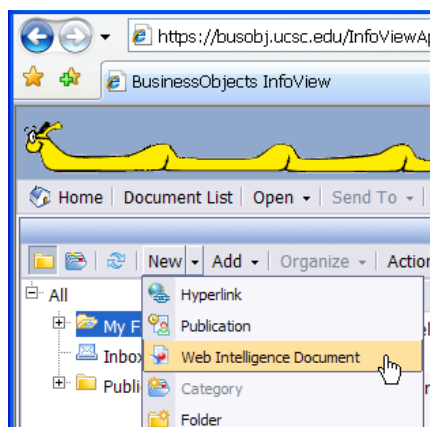
22C State Agencies
24A Local Government
25A Federal Grants
25B Federal Contracts
27B Private Grants
27C Private Contracts

For more information about the FMW system, see <https://datamgmt.ucsc.edu/fmw/index.html>

Exploring the Universe

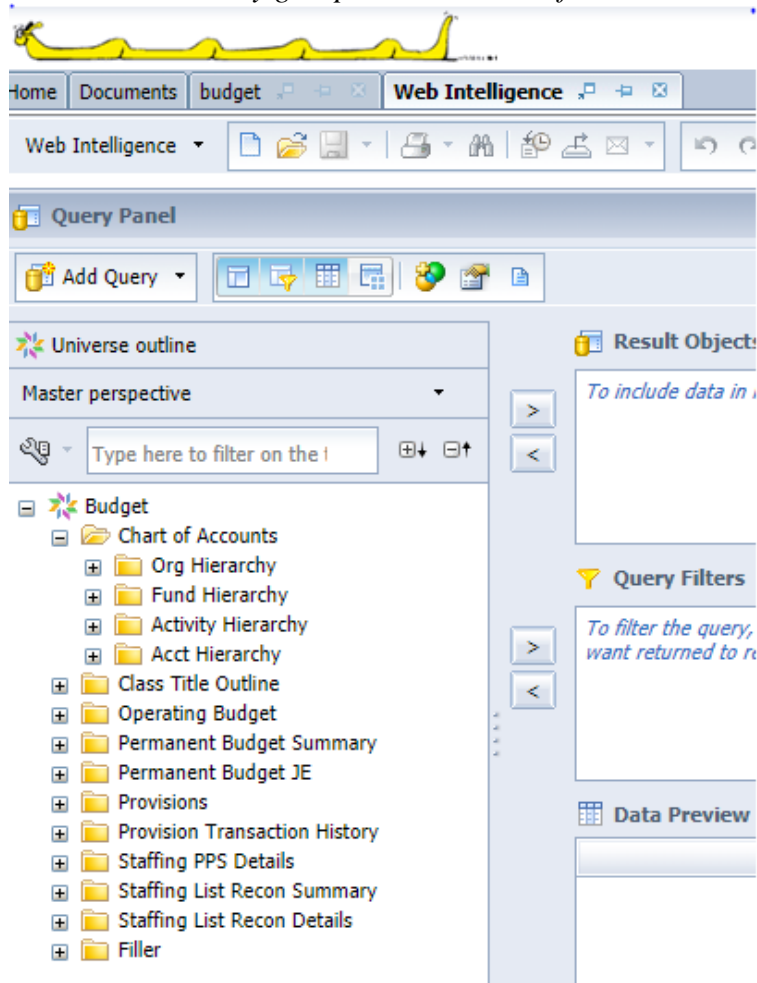
Where no analyst has gone before.....

Activity #1: Start a new document and select the “Budget universe”. We’ll be discussing the contents while looking at the Query Panel.



The Query Panel shows the following classes/folders of data available for use.

Note: Some security groups see additional folders and some see less



Classes Defined**Operating Budget (Beginning with Fiscal Year 1999):**

This class contains summarized financial operating information from FMW (it's source is FIS Banner), excluding C&G funds. Includes separate objects for Carryforward, Permanent Budget, Budget Adjustments (TOFs), Total Budget, Actuals (expenses & revenue), Encumbrances, and Forecasts.

Encumbrances include payroll encumbrances (FMW receives from FIS Banner).

Forecasts include those entered by FMW users as well as separate payroll forecasts automatically calculated by FMW, based on an employee's previous months pay (uses different criteria than those calculated for FIS/DWH).

If a report is to contain both Encumbrances and Forecasts, it is important that a custom variable be created to prevent overstating or doubling the payroll estimates.

The "OP Total Actuals Plus Forecasts" object is the sum of Actual amounts (expenses/revenue) from closed monthly periods plus the sum of Forecast amounts from remaining open periods. Therefore, it is only accurate when used for the currently open fiscal year.

Monthly Actuals: For those interested in integrating month-by-month Actuals data, this sub-class contains individual objects for each month of the fiscal year.

Note: Restrict such reports to a single year, or use year as the first break level of the report, to avoid duplicate/overstated data.

Monthly Forecasts: For those interested in incorporating data month-by-month Forecasting data, this sub-class contains individual forecast objects for each month of the fiscal year.

Note: Restrict such reports to a single year, or use year as the first break level of the report, to avoid duplicate/overstated data.

Permanent Budget Summary (beginning with Budget Year 1999):

This class contains permanent budget and FTE summarized information. For those interested, additional objects exist for performing three-year comparisons.

Permanent Budget Journal Entry (beginning with Budget Year 1999):

This class contains detailed information about posted and pending journals that have been entered in FMW, including amounts, descriptions, line numbers, user ID, etc.

Provisions (beginning with Budget Year 2002):

This class contains detailed information about **open** provisions in FMW, including provision number, description, title, bargaining code, amounts, FTE, etc.

Provision Transaction History (beginning with Budget Year 2002):

This class contains detail information about provisions, including additions, modification and deletions. It mimics the “Tx” functionality within FMW.

Staffing PPS Details (beginning with Budget Year 2002):

This class contains detailed appointment and distribution information from FMW (it’s source is PPS) for permanently funded positions, including title, bargaining, next salary review date, salary rate, FTE, etc.

Staffing List Recon Summary (beginning with Budget Year 2002):

This class contains summarized information for comparing/reconciling staffing commitments recorded in the permanent budget and in PPS, including FTE, salary amounts, provisions, etc. as well as any variance between them.

Staffing List Recon Details (beginning with Budget Year 2002):

This class contains detailed information for comparing/reconciling staffing commitments recorded in the permanent budget and in PPS, including all items in the summary class plus title, bargaining, descriptions, etc.

PPS Details: Additional appointment and distribution information about permanently funded positions.

Provision Details: Additional detailed information about open provisions.

Budget Journal: Additional detailed information about permanent budget journal entries.

Hierarchical Classes:

In addition to the classes noted above, a series of hierarchical classes exist for conducting analysis at various chart of account or job title levels. In some cases, these hierarchies may also be used as a common element when linking data in the Budget universe with another universe.

Account Hierarchy: The hierarchical structure for the data entry Account Code, including titles and Account Code Pool (a.k.a Budget Pool), from FIS Banner.

Activity Hierarchy: Although not truly a hierarchy, this class contains additional criteria regarding Activity Codes from FIS Banner, including titles.

Class Title Outline: The hierarchical UCOP grouping structure for the Payroll Title Code.

Fund Hierarchy: The hierarchical structure for the data entry Fund Code and title, from FIS Banner, including custom groupings for FMW.

Org Hierarchy: The hierarchical structure for Organization Code, including titles, from FIS Banner.

Program Hierarchy: Although not truly a hierarchy, this class contains the Program Code information for those who desire to use it.

Note: FMW receives the “default” Program Code from FIS as part of the summary information – not the Program Code attached to each detailed transaction.

Service Center: Although not truly a hierarchy, this class contains information about the Service Center Code, assigned to each Org Code by FIS Banner for information distribution purposes.

Job Titles: Although not truly a hierarchy, this class contains information about the payroll Title Codes, including a link to the Class Title Outline.

Object Definitions

Definitions of each object in each class can be found in the Budget universe data dictionary at <https://datamgmt.ucsc.edu/infoview/universes/universes-general/budget/Budget-Universe.pdf>

Performance

When compared with other UCSC Data Warehouse Universes, Budget universe reports run extremely fast. This is because the data set consists mostly of summarized information – less rows of data to search when running the query. In addition, the reports generate more quickly after the data is pulled because FMW has already performed the necessary analytics, such as reversing the sign on revenue, etc.

Helpful Hints

Permanent Year vs. Operating Year:

In the Budget Universe/FMW, the Year is denoted as a 4 digit code derived from the second half of the fiscal year. For example, FY 2003-04 is represented as Year 2004 in the Budget Universe.

When writing or running reports, it is very important to keep in mind the relevant year for the information you seek. This can become confusing because the Budget Universe contains both Operating and Permanent Budget information. Following are examples to explain the difference:

To query “current” Operating data (FY 2003-04, in FIS Banner FY 04), you would want to specify Year 2004.

To query the “currently” approved final Permanent Budget or Staffing List data as of 7/1/2003, you would want to specify Year 2004 as well.

To query the “current” status of the as of yet unapproved 7/1/2004 Permanent Budget or Staffing List data (still open to adjustment in FMW), you would want to specify Year 2005.

Note: The approved permanent budget and staffing list data is considered 'official' but one day a year (July 1st), the first day of the fiscal year. Also keep in mind that the current/open permanent year (2005) is one year in advance of the current operating year (2004).

In addition, data can be pulled from the Journal Entry class and the Provision Transaction History class based on transaction dates instead of Year if desired. However, the transaction dates for the Permanent Budget Year are not 7/1 to 6/30 instead they are defined as follows:

Each year uses a different date range which is “the day after UCOP approved the last budget” through “the day that UCOP approves the currently open budget”. An example of fairly safe date range to use would be 8/1/03 through 10/1/04 for Year 2005.

As an alternative, consider including Year as a condition of the query, but also include the transaction date as a condition so that you can pull data either “less than” today or “greater than” that last day you ran the report. Following this example, you would not have to mentally calculate the proper dates that correspond with the proper year each time you run the report.

Mixing Summary and Detail Information:

When mixing detailed information with summary information on the same report, it will be necessary to strategically use breaks and sorts in the document to prevent duplicate data. If you place summary data on the same break level as detailed data, the summary data will be replicated (duplicate rows) on each line of corresponding detail. This replication is strictly a visual representation, if you sum the amounts, they are not overstated.

In the Corporate Documents set, you'll notice that many of the reports are designed with a top-down break structure: totals appear in the header section of each break instead of the footer section. You may find such a design useful when mixing summary and detail information.

Side-by-Side Comparisons Up To Four Years:

In the Permanent Budget Summary class separate objects exist for use in yearly comparisons of up to four years. In a query include the Current Budget Total, as well as the Budget Totals for Year-1 Budget (meaning the selected year minus one), Year-2 and Year-3. In the conditions section of the query, include a single year (current or historical). The data returned will include one column that is the “current budget”, but it's really based on the year that was entered in the condition, as well as separate columns for each year prior.

Corporate Documents Available

“Warp speed ...”

A set of Corporate Documents has been loaded to Business Objects™ for your use. These reports have been specifically designed to meet common reporting needs and have undergone a certification process to validate accuracy and document their purpose. A full description of the certification process can be found at <https://datamgmt.ucsc.edu/infoview/corporate-docs/cert-process.html>

Activity #2: *Retrieve a Corporate Document and refresh it*

File/RetrieveFrom/Corporate Documents or




View the list of documents either by category or in a single list alphabetically.

Select likely reports and click "Properties" button to view additional information.

Tip: To see descriptions and online sample of Corporate Documents, go to the Data Warehouse web page <https://datamgmt.ucsc.edu/infoview/universes/report-samples.html>


Select "Permanent Budget Summary by Org-Fund" from list. Is the box checked to open the report on retrieval? Then click Retrieve. The report is saved in your "My Documents" folder on the Citrix server unless you have previously changed the default settings.

After the report is retrieved, read through the Purpose page of the report to confirm the report is intended to do what you need. **Note:** There are two Data Providers.

Click on another tab of the document. Notice that there is no data. Click refresh  and fill in the prompts accordingly.


Look at each tab of the report. Note the evidence of certification



Save  and close the report when done.

Activity #3: *Retrieve a different corporate document and modify it in such a way that it maintains it's certification (run report based on Org Level 4 instead of Org Level 3).*

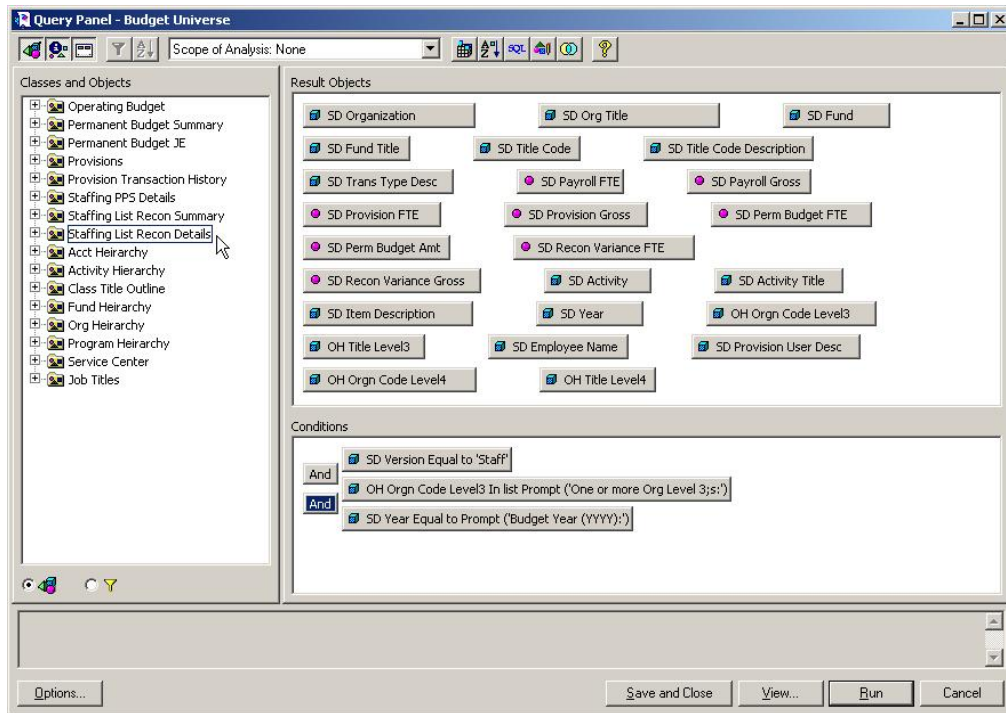
File/RetrieveFrom/Corporate Documents or  and select "Staffing List by Org Tree – Staff"

Read through the Purpose Page and then click refresh  and fill in the prompts.

Save the report as a different name (File/SaveAs) before making modifications.

Take a look at the Data Provider

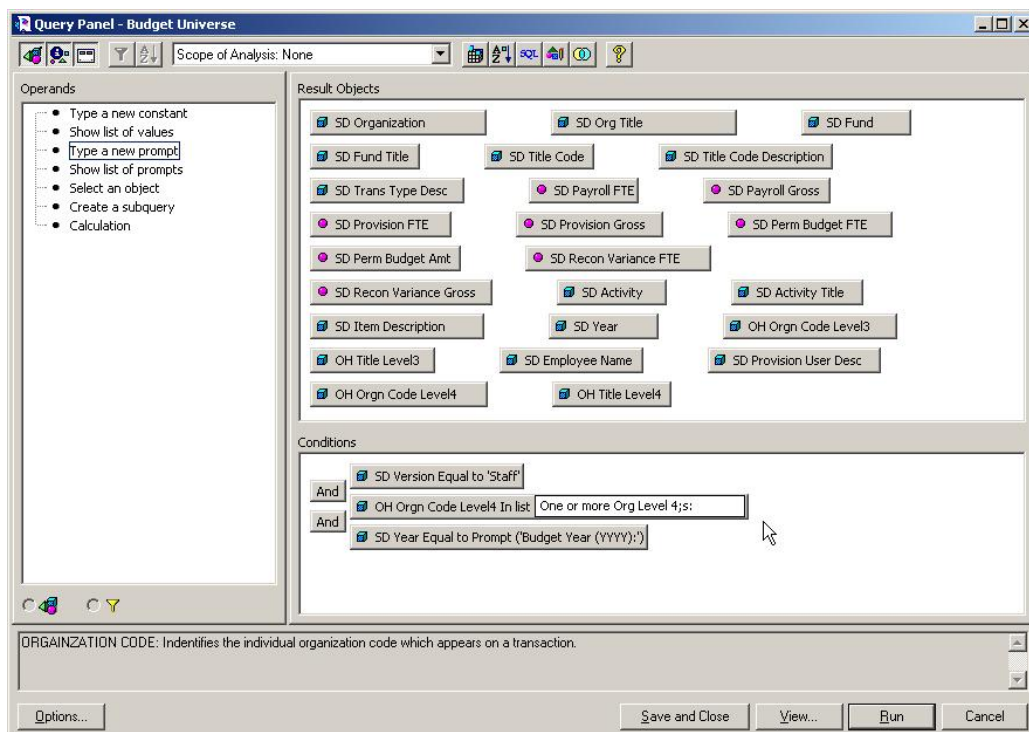




Notice that the conditions are such that the report pulls data by Org Level 3.

Click on “OH Orgn Code Level 3” then find “OH Orgn Code Level 4” in the Org Hierarchy Class. Double-click it and it will replace the terms of the condition.

The prompt will also need to be edited. Double-click on “One or More Org Level 3’s:” (a white box appear) and edit it to reflect Org Level 4.



Click “Run” to refresh the data. Enter the prompts according to the new requirements.


If desired, change the report tabs to reflect Org Level 4 instead of Org Level 3. Simply replace the variable(s) at the top break level, then change the break itself (Format/Section or Format/Break depending on the report style). The sort may also have to be changed (Format/Sort).

Save  the report.


Note: Since the report has been designed to accommodate Drilling, try using View/Outline to collapse and expand the break levels (view from one-line summary to full detail at will).

Activity #4: *Retrieve a different corporate document and modify it in such a way that it loses it’s certification (filter out certain funds).*

File/RetrieveFrom/Corporate Documents or  and select “Operating Budget Summary”

Read through the Purpose Page and then click refresh  and fill in the prompts.

Save the report as a different name (File/SaveAs) before making modifications.

Click on one of the report tabs and look at the report. Click on the Fund code and apply a filter  (or Format/Filters) to exclude certain fund numbers.

Take a look at the revised report. There is no way that a person reading the report, other than you, would know whether or not the report fully represents all funds for the Org codes listed. Further, the report no longer meets it’s stated purpose. Therefore, the modification negates the report’s certification. You must remove all evidence of certification. It’s a good practice to also include a text cell in the footer of the report that describes the customization as well.

Activity #5/Homework: *Retrieve and review the rest of the corporate documents. At the very least, read the descriptions and view the fictitious samples at <https://datamgmt.ucsc.edu/infoview/universes/report-samples.html>*

“Engage!”