

**Financial Fall Forum**  
**Discover the Possibilities**  
**November 21, 2016**  
**Agenda**

---

**8:00-8:30 Continental Breakfast**

8:30-8:45 Welcome - 'Decipher the Clues'

8:45-9:15 McMaster's Financial Context – Update 2016  
**Dee Henne, Assistant Vice-President (Administration) & CFO**

9:15-10:00 PVP Panel:  
**Patrick Deane, President & Vice-Chancellor**  
**David Wilkinson, Provost and Vice-President (Academic)**  
**Roger Couldrey, Vice President (Administration)**  
**Mary Williams, Vice-President, University Advancement**

**10:00-10:30 BREAK (Networking)**

10:30–12:00 Keynote Speaker:  
**Linda Nazareth- Economorphics: Eliminating the Impossible and Dealing with the Improbable Future**

**12:00–12:50 BUFFET LUNCH (Networking)**

1:00 – 2:00 Concurrent Sessions:  
**Mosaic Tips and Tricks – “Unlocking the Clues”- Celebration Hall**  
**Budgeting – “Elementary, My Dear...”- CIBC Hall**  
**Budgeting – “...The Plot Thickens...”- CIBC Hall**  
**Journal Entries – ‘The Scene of the Crime’- Mills Library Connection Centre**

2:15 – 3:15 Repeat Concurrent Sessions

3:30 – 4:00 Closing Remarks & Prizes

McMaster  
University



The game is  
afoot...

McMaster's Financial Context

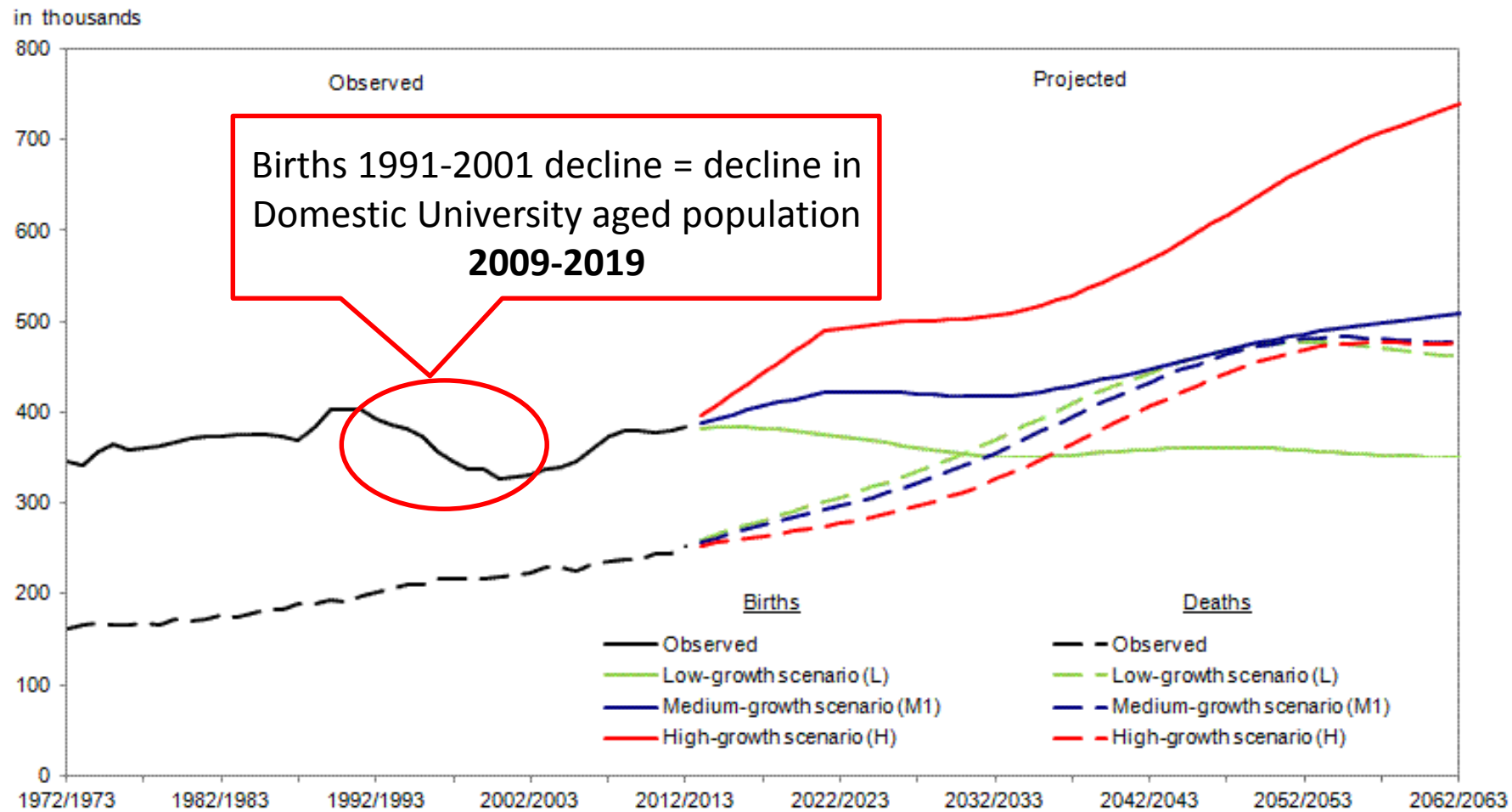
# Overview

- Demographic & Enrolment Update
- Enrolment and Capacity Update
- Operating Grants & Tuition Revenues
- Funding Formula Update & Possible Corridor Return
- Tuition Framework & Net Tuition
- Budget Model
- Risk Outlook
- What's in it for you...





## Canada's Birth & Death Rates Historical & Projected

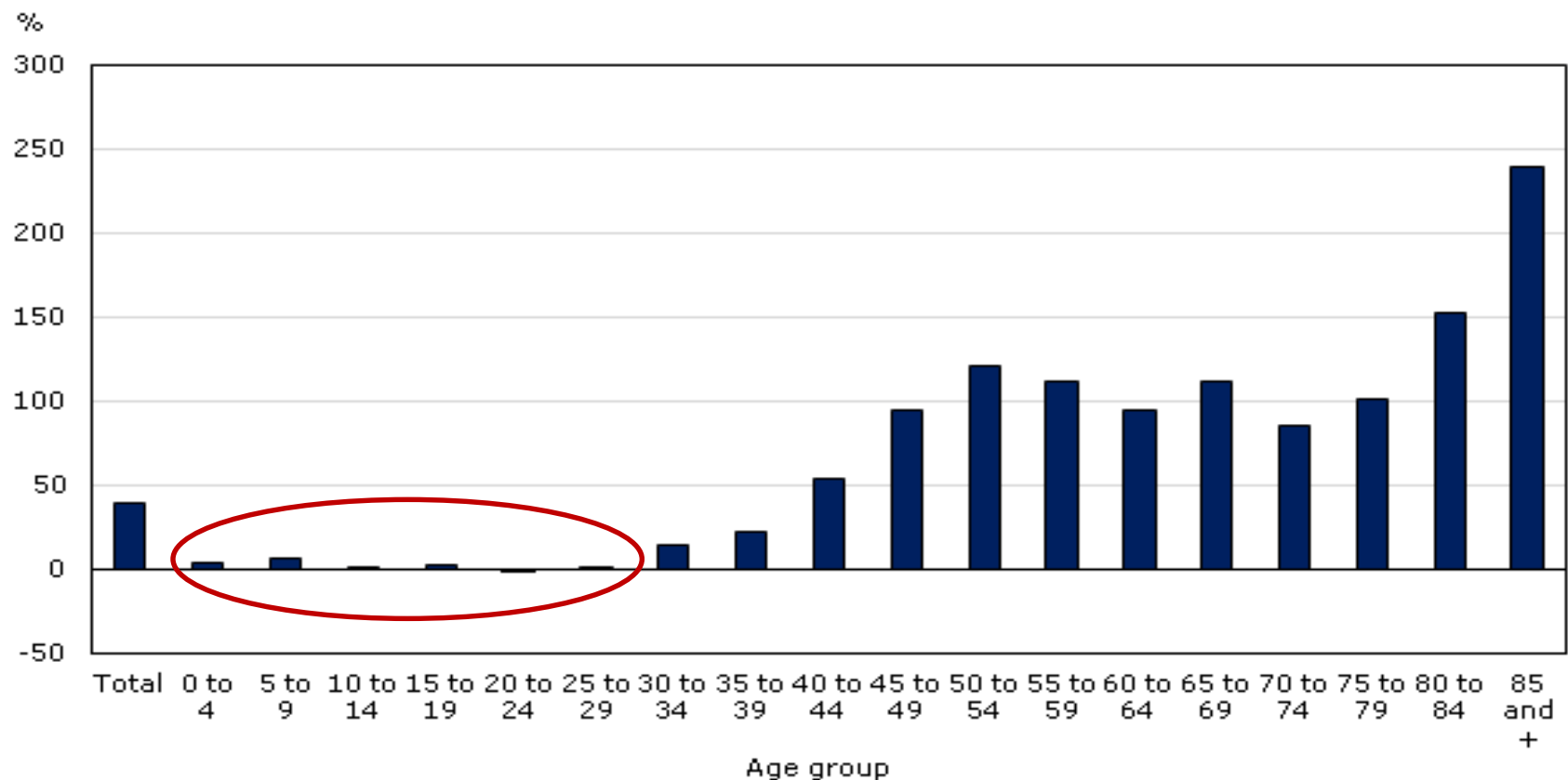


Source: Statistics Canada, Demography Division.



## Translating the population demographics in age strata

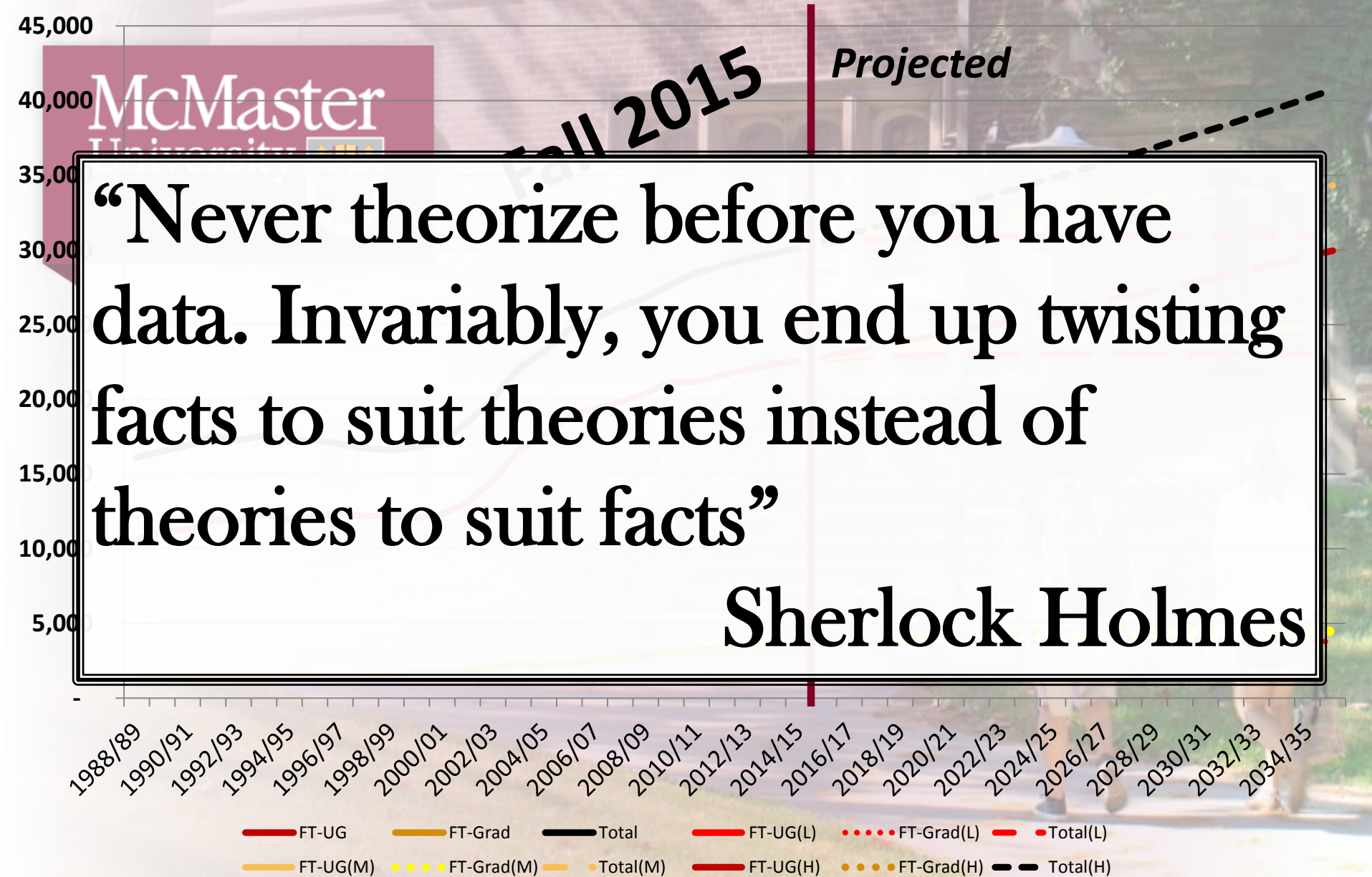
### Population variation by age group between 1984 and 2014, Canada



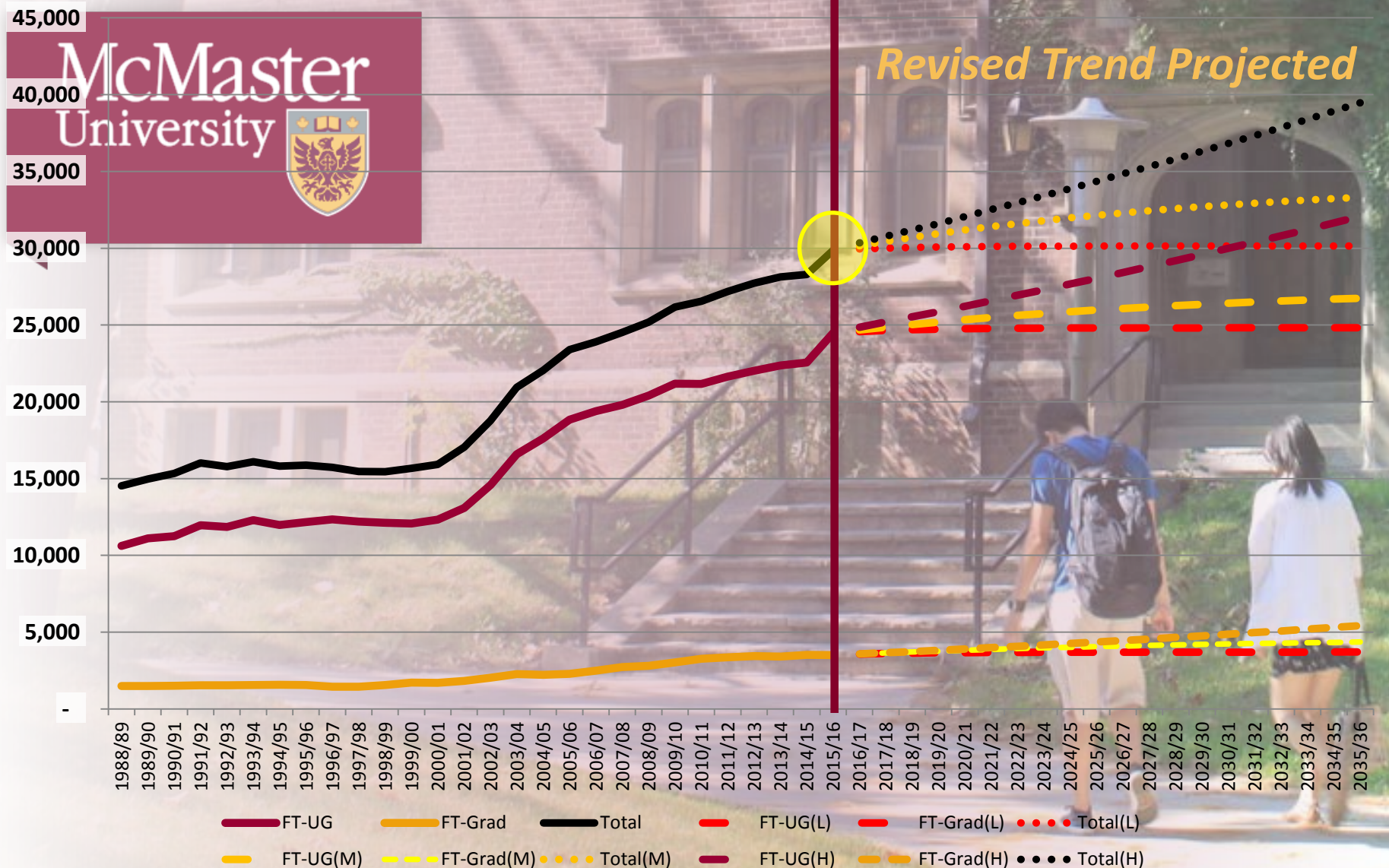


# Enrolment

*Historical & Projected  
One Year Later*







# Historical & Projected Enrolment Growth

1988/89 to 2035/36



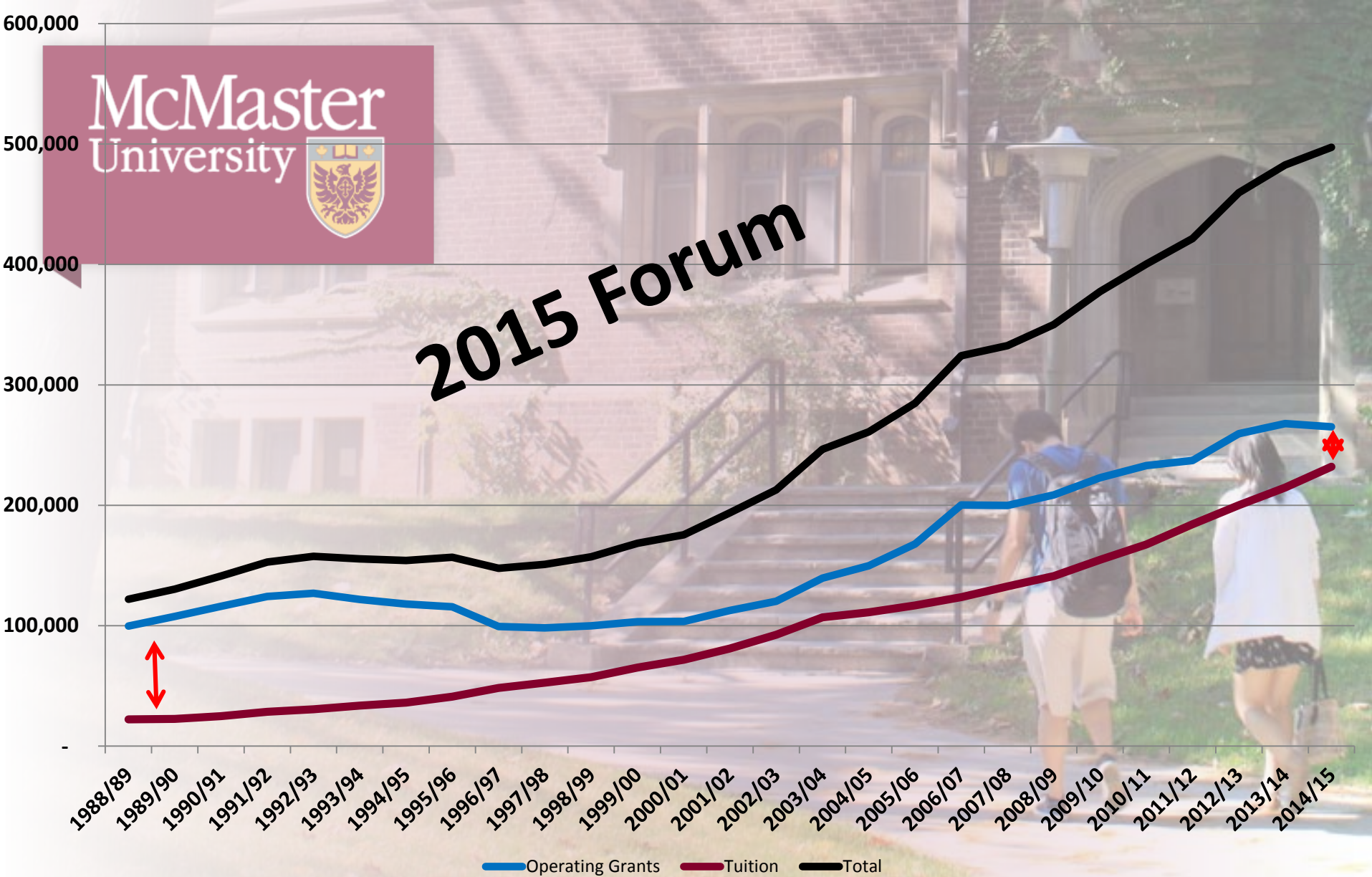
# Capacity Enablers

- **Athletics and Recreation Centre: Pulse (Gym)**  
Expansion and Learning Space
- **Traymore (& Main St. W.) Undergraduate Residence:**  
~700 additional UG beds, retail and food space.
- **Graduate Student Residence:** ~500 graduate student beds, units for single graduate students, married without children graduate students and married with children graduate students, with retail, food, and parking spaces.

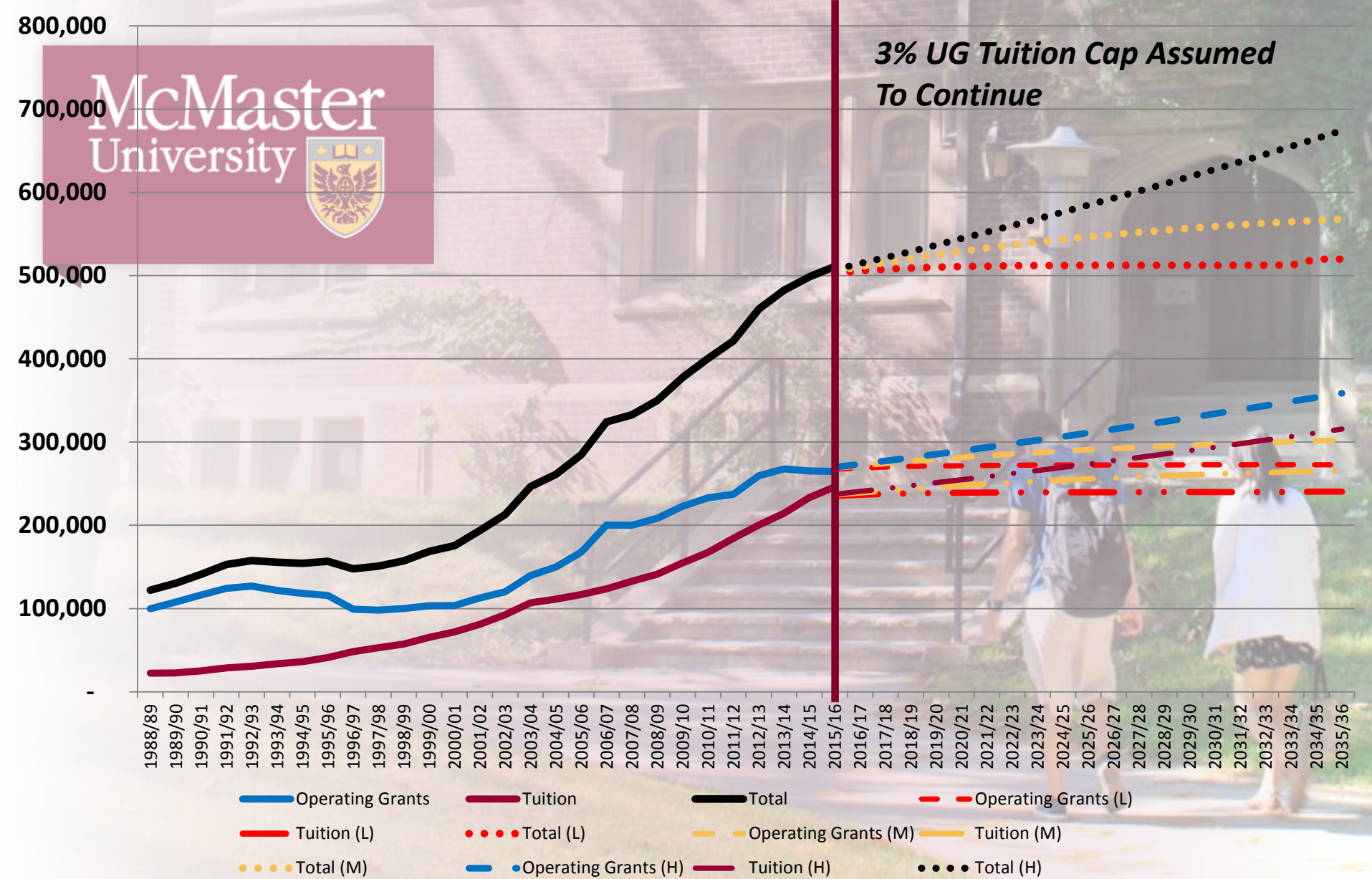
# **Operating Grants & Tuition Revenue**

**One-Year Later & Projections**





**Operating and Tuition Revenues (Consolidated) Historical (1988/89 – 2014/15) '000s**



**Operating and Tuition Revenues (Consolidated) Historical (1988/89 – 2014/15) '000s**



# Funding Formula Review Updates

**Aligning Provincial Funding  
to the Differentiation Policy  
of MTCU**

## MTCU Goals:

- ✓ **Enhanced quality and improving the overall student experience.**
- ✓ **Support differentiation.**
- ✓ **Financial sustainability.**
- ✓ **Increased transparency and accountability.**

Building on the differentiating metrics agreed to within **SMAs**

## COU Principles:

- ✓ Promote financial **sustainability**
- ✓ Predictable funding for growth.
- ✓ Avoid major dislocations of funding from declines in enrolment.
- ✓ The funding system should support **differentiation** and quality.
- ✓ The funding system should be equitable.
- ✓ The funding system should be simple.
- ✓ The funding system should be rule-based and **transparent**
- ✓ The funding system should include ongoing adjustments for cost increases
- ✓ **Accountability** needs to be balanced with efficiency.
- ✓ Funding changes must be phased in.
- ✓ Minimize one-time-only funding.





## Council of Ontario Universities – Recommendations:

### **Mission Based Fund (92%)**

Differentiated Foundational Funding for Mission

### **Priorities Fund (3%)**

Linked to Institutional Metrics

### **Performance-Based Differentiation Fund (5%)**

Linked to Sector Wide Priorities

# Ministry Funding Formula Reform:

## Enrolment Grant

**Enrolment funding  
capped through  
Corridor**

**Buffer against  
declining enrolment**

**Future growth  
Negotiated**

**75 - 95% of funding**

## Student Success or Differentiation Grant

**Performance metrics  
negotiated**

**Portion of funding  
at risk**

**Transition period**

**4 - 20 % of funding**

## Special Purpose Grants

### **Includes:**

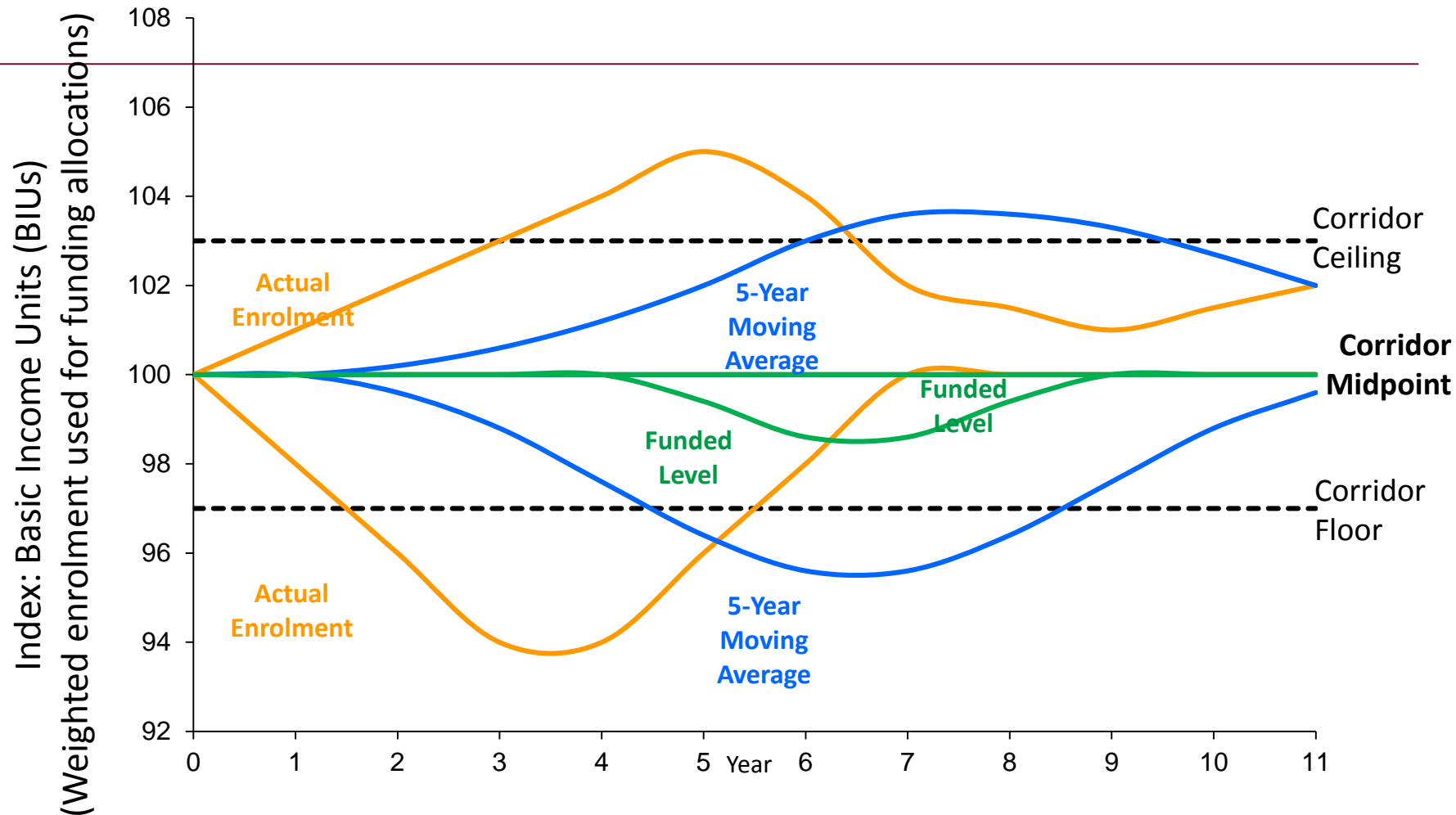
**First Generation students;  
Aboriginal students;  
Students with disabilities;  
Campus safety, etc.**

**2 - 3% of funding**

**No new money: redistribute current level of funding.**



# Corridor Funding for Domestic Enrolments



# Tuition

One year later...

...Framework Decisions

...Net Tuition Roll-Out



A group of students are sitting on a green lawn in front of a brick building, possibly a university campus. The scene is bright and sunny.

# Tuition Framework

Three-year Framework (3% UG Cap) ends **April 30, 2017**

---

Options May 1<sup>st</sup>

- **1 year Framework** – allows short-term planning, we've assumed 3%
- **2 year Framework** – allows med-term planning, minimum period necessary for Net Tuition roll-out success
- **3 year Framework** – aligns with Ministry legislated Business Plan time horizon
- **4 year+ Framework** – allows long-term planning

All options above:

- Ideal to maintain the **3% UG Cap, at minimum**

# Net Tuition 2018/19

University Hall

## Current

Letter of Offer  
“Tuition”  
+  
“Fees”

OSAP Info

Institutional  
Awards /  
Grants

Different  
pieces of  
information  
at different  
times

## Fall 2018

Letter of Offer

“Net Tuition”  
Or  
“Free Tuition”

(Tuition + Fees  
– OSAP –  
Institutional  
Awards &  
Grants)



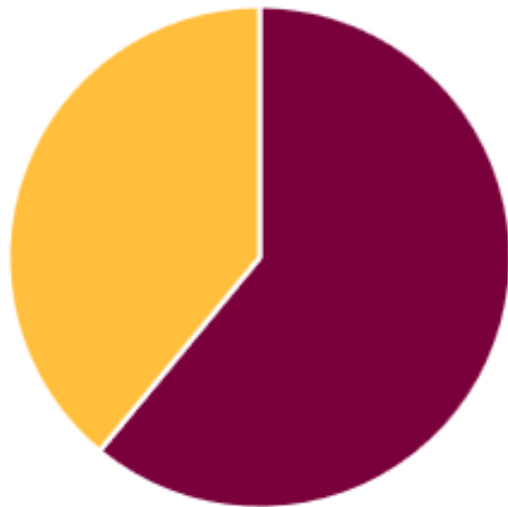
# Funding & Tuition Changes

Impact to the Budget  
Model?



## McMaster's Budget Model

### Allocation Funding Split



■ Activity Units = **61%**  
■ Support Envelopes = **39%**

### Activity Unit Allocations



■ Business  
■ Engineering  
■ Health Sciences  
■ Humanities  
■ Science  
■ Social Sciences  
■ Arts & Science  
■ University Fund

### Support Unit Budgets



■ Occupancy = **30%**  
■ General Resources = **19%**  
■ Student Support = **19%**  
■ Employee Support = **14%**  
■ General Admin = **13%**  
■ Research Support = **4%**

Based on 2015/16 Allocation





# Financial Risk Outlook...

## Operating Fund Revenue Side:

- 51% Operating Grants ~ *corridor impact?*
- 49% Tuition – 3% UG Cap?
- 2017 SMAs being update with new **Financial Metrics**

**Salary Wage Inflation** – *historical = future?*

**Benefits** – *cost neutral (CPP, Pension Solvency, etc.)*

**Pension Costs & Legislation** – *reduced solvency funding requirements?*

**Other** – *impacts with investment income variance, importation/foreign trade, exchange rate, etc. ?*

# NEW Financial Metrics – good / bad?

	Financial Sustainability Metric (Ratio)	2011/12	2012/13	2013/14	2014/15	2015/16
Performance	Net Income / Loss Ratio	1.03%	6.47%	8.90%	7.93%	3.05%
Performance	Net Operating Revenues Ratio	0.07	0.08	0.12	0.15	0.07
Liquidity	Primary Reserve Ratio (days)	94	102	120	129	176
Leverage	Interest Burden Ratio	1.07%	1.06%	1.05%	1.01%	1.17%
Leverage	Viability Ratio	1.5	1.7	2	2.2	1.7

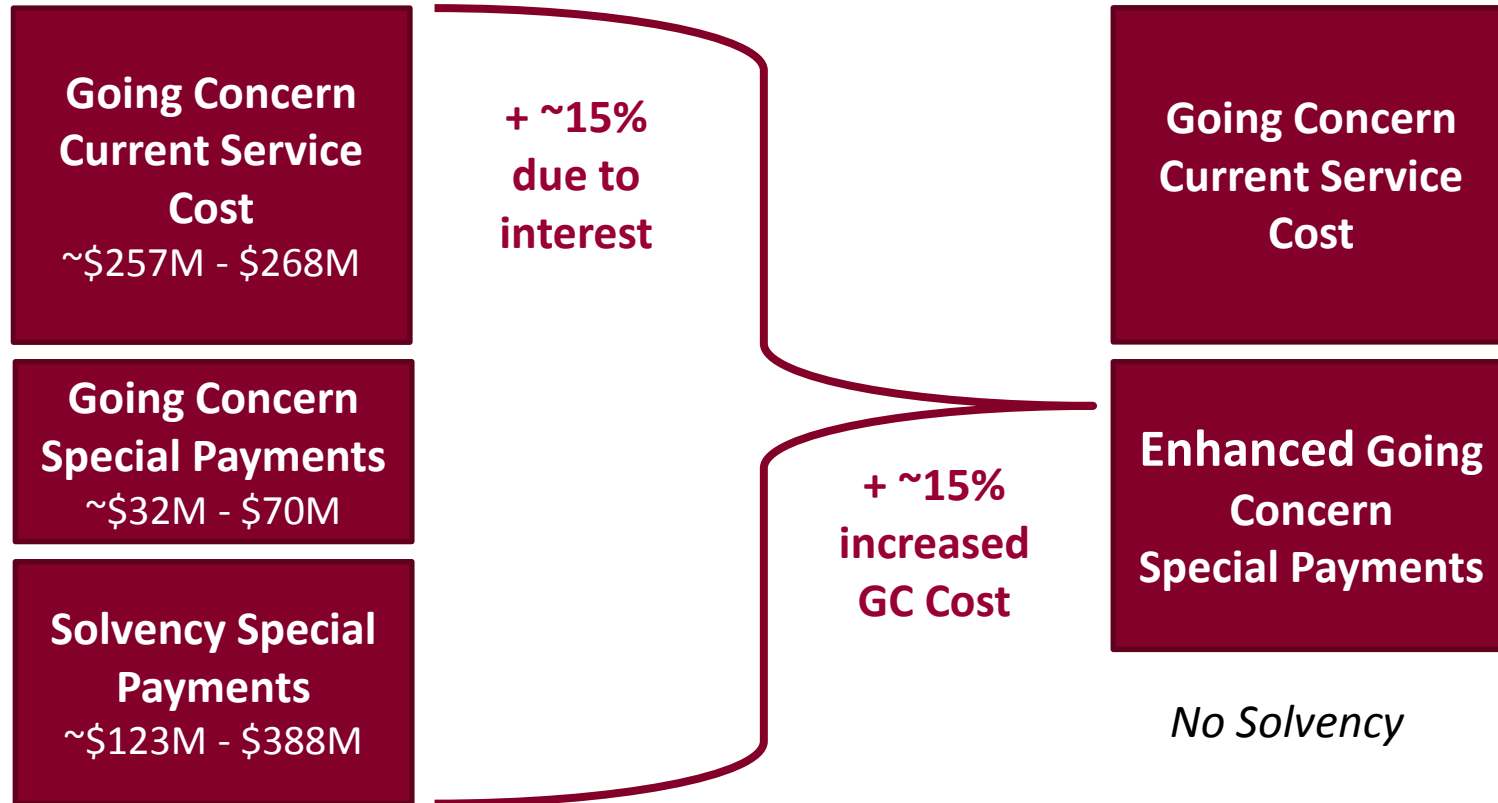
- **Risk in interpretation without facts**
- **Performance:** 2015/16 McMaster's investment income was down \$44 million
- **Liquidity & Leverage:** Increased cash from 2015 Bond proceeds to build LLC
- *Important that readers don't **simply compare one university to another**, but that each University's metrics are understood in relation to underlying strategic plans.*



# Ontario Pension Review

## Current

## Possible Future



# What does all this mean for you?

- Faculties focus on quality, enrolment, and retention
- **All** look for optimal ways to carryout administrative work, especially areas impacted most by enrolment changes
- Work beyond your Faculty/dept to pilot efficiency opportunities

## Remember amidst financial changes:

- MTCU wants **financial stability**
- McMaster's **enrolment planning is ongoing** and will consider the impact of a **corridor allocation** model
- Ministry of Finance understands the pressures of current **pension solvency legislation** and is likely to make changes in 2017



McMaster  
University



# McMaster's Financial Context

October 2016



McMaster  
University



# Panel Comments

Summary Points





## IT Review - Update

---

- The Review is complete and report will be made available to all soon.
- Governance Structure changes, more holistic.
- No change in central/decentralize work – adopt a federated governance model
- CIO needs to take 100% responsibility for all of the unit, even though it does not have control over all of the units.
- Use this review to develop a greater culture of trust – need to work together on.
- Need to invest broadly in IT, strategic investments:
  - Find resources for people and infrastructure
- Review was timely, urgent need, with rapid rate of change and expectations across the campus population.
- Technology evolves – process of continuing investment is the best approach
- Emerging long term plan to face the needs of the campus now/future



## Financial Context Perspectives

---

- Changes (funding, tuition framework, etc.) all good things unto themselves
- Ministry is open to a long-term plan for the framework
- Tuition changes and billing arrangement is good for students
- All of which, are immensely complicated, best phased in over time; ideally oiled/greased with new funding – which is not possible
- NO NEW MONEY
- Current government has less than 18 months until the next election – so they are moving changes forward quite rapidly.
- Next SMA negotiations are about to begin.
- A number of funding formula models will go to cabinet by end of year.
- By the time we're in January we will have a better sense of where we are.
- Unfortunately that will leave us with little time to respond.
- We're already mid-way through our 2017/18 budget planning – built on assumptions without the above certain yet. Hence, status quo plan.





## Financial Context Perspectives Continued

---

- Once Ministry funding and tuition information is firmed up, we may have to tweak the 2017/18 budget (no ideal but may be necessary)
- Faculties have been provided enrolment targets, but if the corridor information proves too challenging some adjustments may be needed.
- Ongoing in Ontario is the concern about demographic dips, it is not as severe in the GTA, but the decline is more so affecting non-research intensive universities. Funding formula revisions are dealing with this concern with re-introduction of things like the corridor funding approach.
- SMA version 2 May 1, 2017 will unlikely deal with “at-risk” funding, it is more likely the SMA version 3 will introduce “at-risk”.
- Advancement needs to support McMaster through these changes, using government relations for advocacy. At the province level it is a no new money environment. At the Federal level there is some opportunity, like the Strategic Investment Fund (SIF) we recently were awarded.
- On the fundraising side, working to keep matching donations possible for government projects.



## McMaster's Budget Model (merely a tool to serve the goals)

- Timing changes this year with support units completed by October and Dean's involved in listening to unit budgets and requests.
- The history page of the Budget Model website highlights the changes that occurred in the past year including the rationale for each.
- Key changes:
  - Eliminated hold harmless (HH), it was seen as a disincentive to innovation, replaced HH with supplements
  - Inter-faculty equity (tuition higher in STEM/professional programs) so a divergence appeared, so a progressive tax was introduced for business and engineering the areas with the greatest tuition increases
  - Student Access Guarantee (SAG) – for high tuition faculties was eating up the bursary pool so changed the funding model to accommodate differently
  - Increase research infrastructure fund and increased the override rate that remains with the VP Research.
  - Increased transparency with a conference approach to budget presentation with the Dean's and Director's of Faculty Admin) involved.



## University Branding & Marketing Strategy

---

- Why? Competitive environment and increasingly over the past several years rankings has played a greater role in student choice decisions.
- History: earning reputation only
- Reality: the world around us is self-promoting
- Action: McMaster needs to build a strategic coherent thematic awareness of what and who we are with a proactive approach
- Issue: boiling the university down into a summarized view of who we are - -  
- this is excessively difficult to do with the decentralized and innovative pockets of activity we have. We have gotten to this point of authentic theme that respects the university whole.
- The environment is right for this to be happening because we really have to think about how we differentiate ourselves and that we continue to build our reputation for students, government funding, research dollars, staff pride, etc.

**Advancement human and societal health**



# “Elementary My Dear”

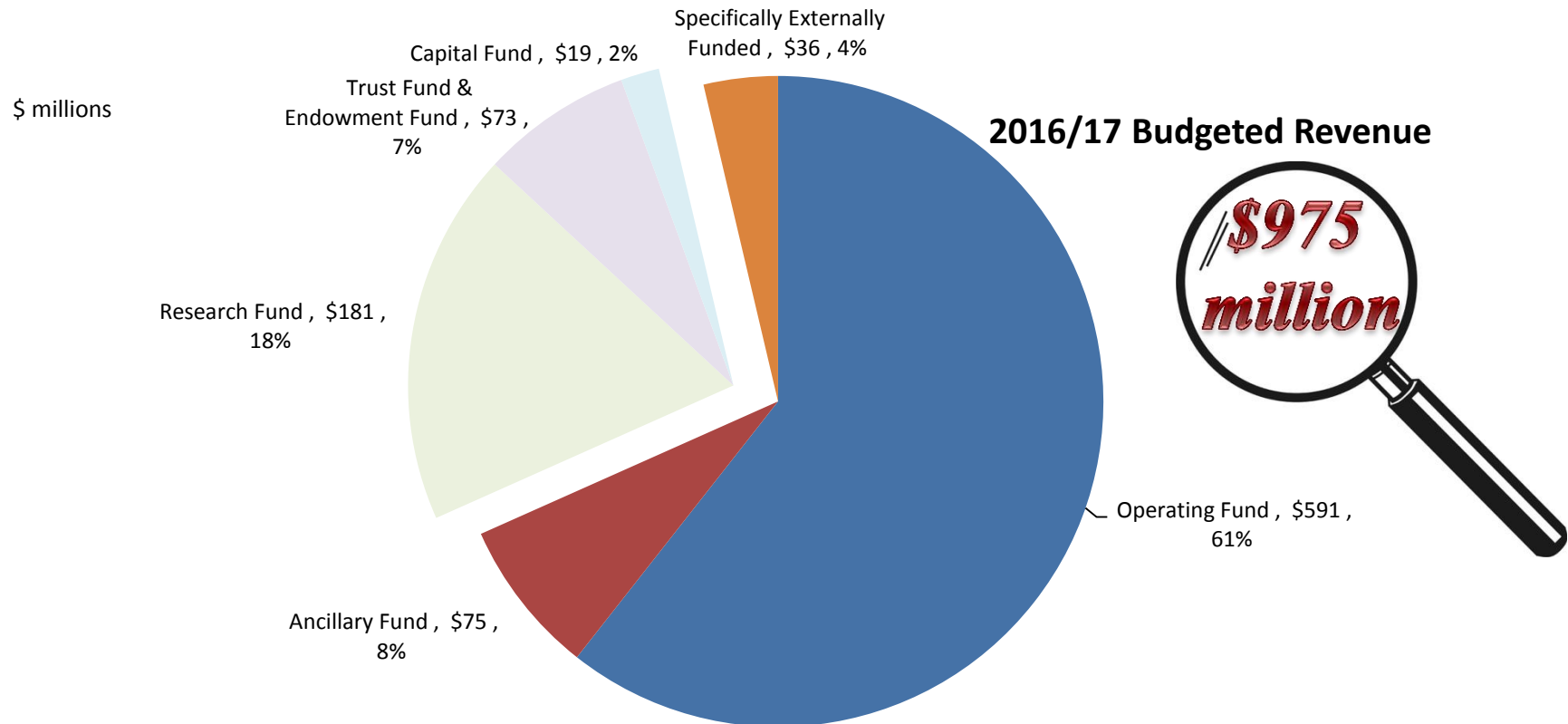
Budgeting part one



## Elementary My Dear (Budgeting Part 1)

- 🔍 Consolidated Budget – Total University
- 🔍 Operating and Ancillary Budget Policy
- 🔍 The Budget Cycle
  - 🔍 Operating Revenue & Expenditures
  - 🔍 Budget Model and Operating Revenue Framework
  - 🔍 Submissions to the Budget Committee
  - 🔍 Funding Priorities
- 🔍 Current Budget Issues
- 🔍 Hyperion Planning

## Consolidated Sources of Funds – 2016/17 Approved Budget



*Budget Committee reviews submissions on Operating envelopes including Specifically Externally Funded programs, and Ancillary operations*

Consolidated budget document [http://mcmaster.ca/bms/pdf/2016-17\\_budget.pdf](http://mcmaster.ca/bms/pdf/2016-17_budget.pdf)



# Operating and Ancillary Budget Policy

- Approved by the Board of Governors in 1997, reviewed on a periodic basis by the Budget Committee

<http://www.mcmaster.ca/policy/General/Financial/Operating-Ancillary-Budgets.pdf>

- Implements the University's plans through allocation of resources to "envelopes" in order to:
  - Encourage initiative, responsibility and planning by managers; and
  - Ensure that there are effective controls
- Authority delegated:

## Board of Governors

- Approval of financial plans to achieve the University's mission

## President

- Overall accountability

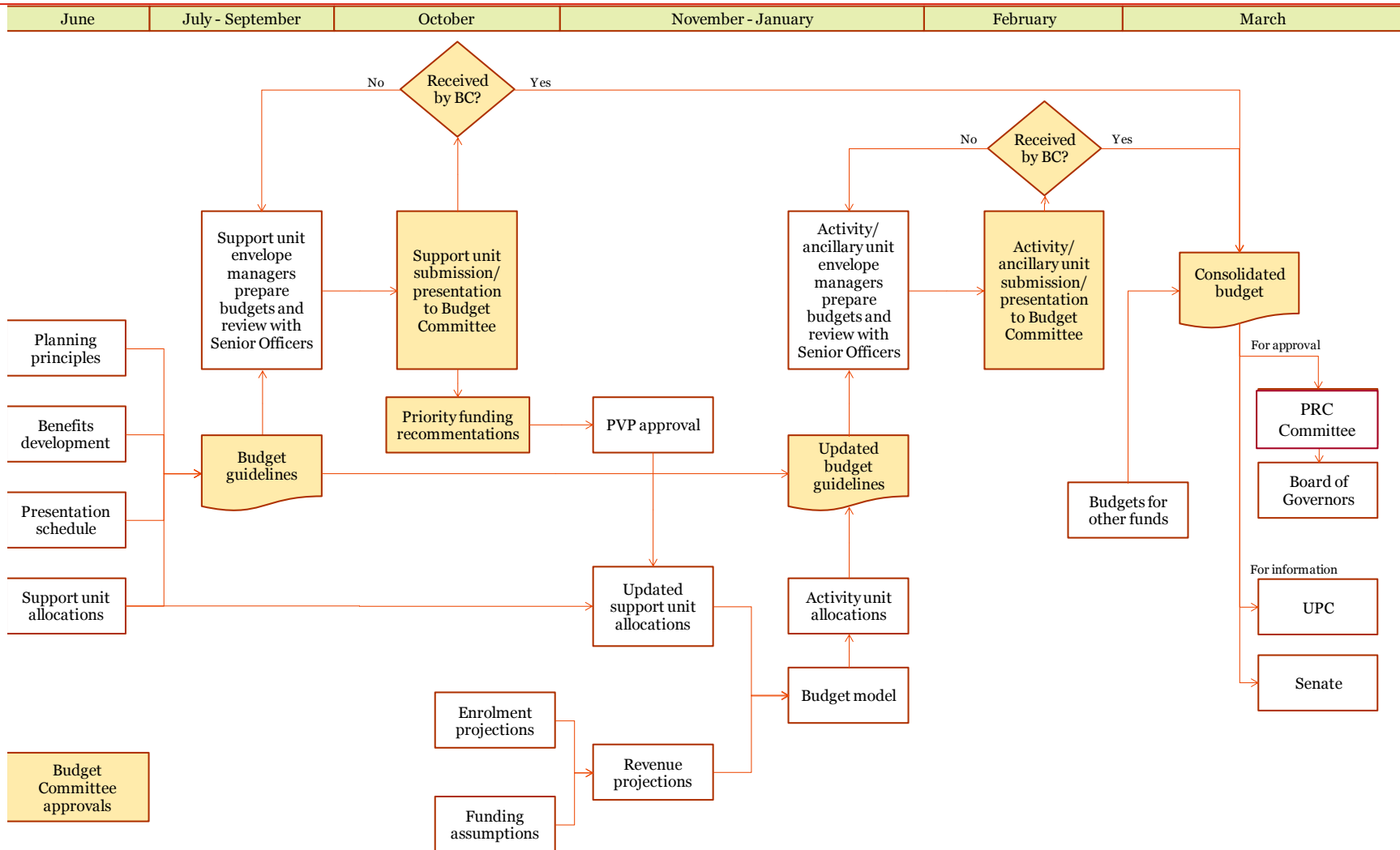
## Senior Officers (VPs)

- Review projections and communicate plans to address deficits to the Board

## Envelope Managers

- Develop budgets and plans for addressing any deficits

# Budget Cycle



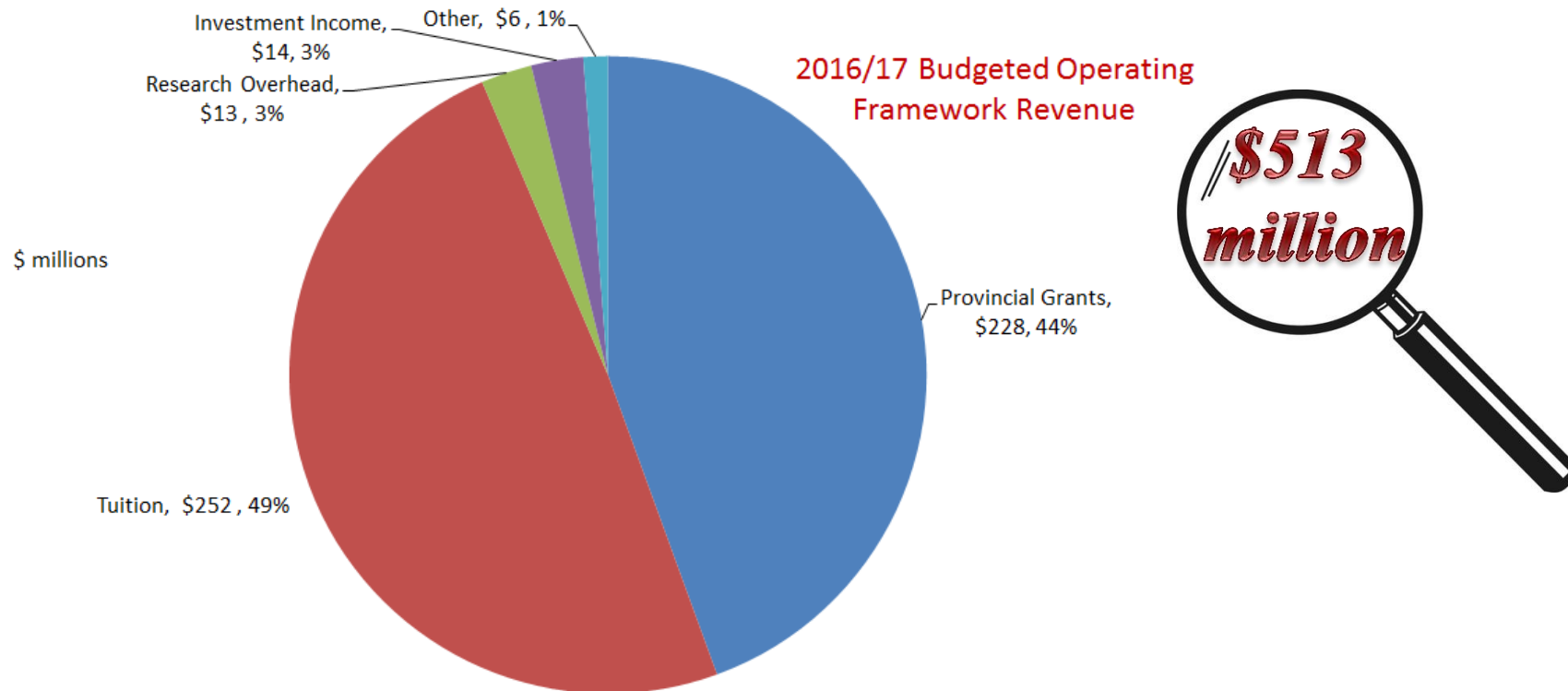
# Budget Cycle

- 🔍 Changes to the budget cycle this year
  - 🔍 Support Units complete their budgets in September, Activity Units and Ancillaries in January
    - 🔍 Priorities requiring funding can be identified and decisions made earlier
    - 🔍 Accelerates the approval of the budget – previously not approved until after the year had started
  - 🔍 All Support Unit budgets are presented during October Reading Week; All Activity Units and Ancillaries are presented during February Reading Week
    - 🔍 Minimizes the time commitment – previously spread over four months
  - 🔍 Deans and Directors of Administration will attend budget presentations
    - 🔍 Provides the opportunity to learn about Support Unit activities and give feedback
    - 🔍 Enables exchange of ideas on cross-unit revenue and expense synergies
  - 🔍 Unfunded priority allocations to Support Units are immediately built into the budget model as part of the Activity Unit allocations
    - 🔍 Results in more timely and accurate allocations to Activity Units – previously covered by the University Fund in the first year



## Operating Revenue – 2016/17 Approved Budget

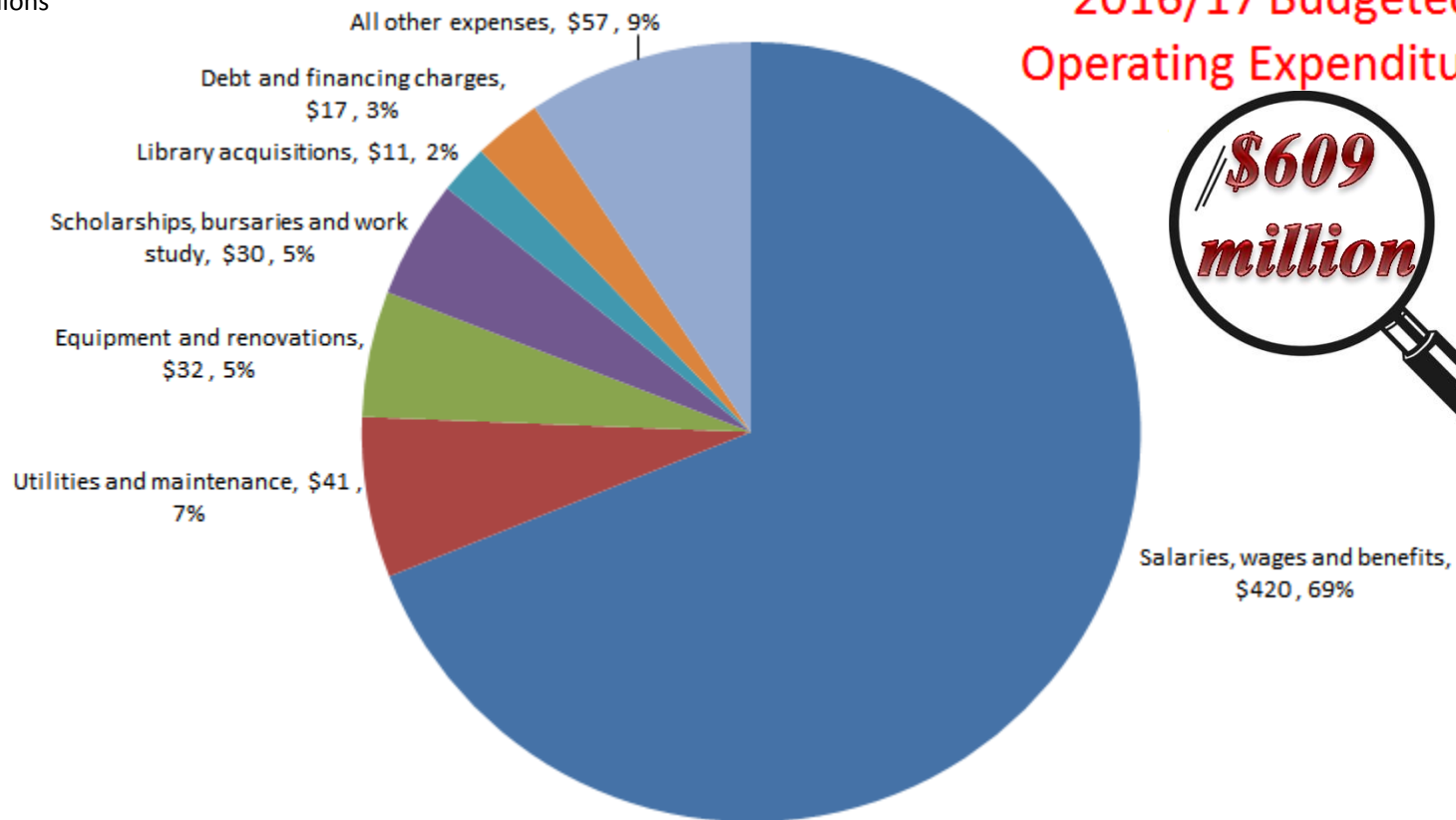
- Central revenue is allocated to envelopes as calculated by the budget model
  - Excludes research overhead and other external income received directly by budget units





Budget model web site <http://budgetmodel.mcmaster.ca/>

# Operating Expenditures – 2016/17 Approved Budget

\$ millions



## Components of the Budget Model

-  **Activity units** – The 6 Faculties and Arts & Science Program
-  **Support units** – All other Operating Fund units and envelopes requiring an allocation (e.g. Student Affairs, Registrar, Administration, President, etc.)
-  **Framework Revenue** – The central funds distributed through the model
-  **Revenue/Cost Drivers** – The activity used as the basis for distribution



## “Hybrid” Activity-Based Budget Model

- Allocations to Activity Units fluctuate with revenue and activity.
- Allocations to Support Units are held flat except for modifications recommended by the Budget Committee.
  - New initiatives
  - Cost pressures
  - Mandatory expenses
  - Inflationary salary increases

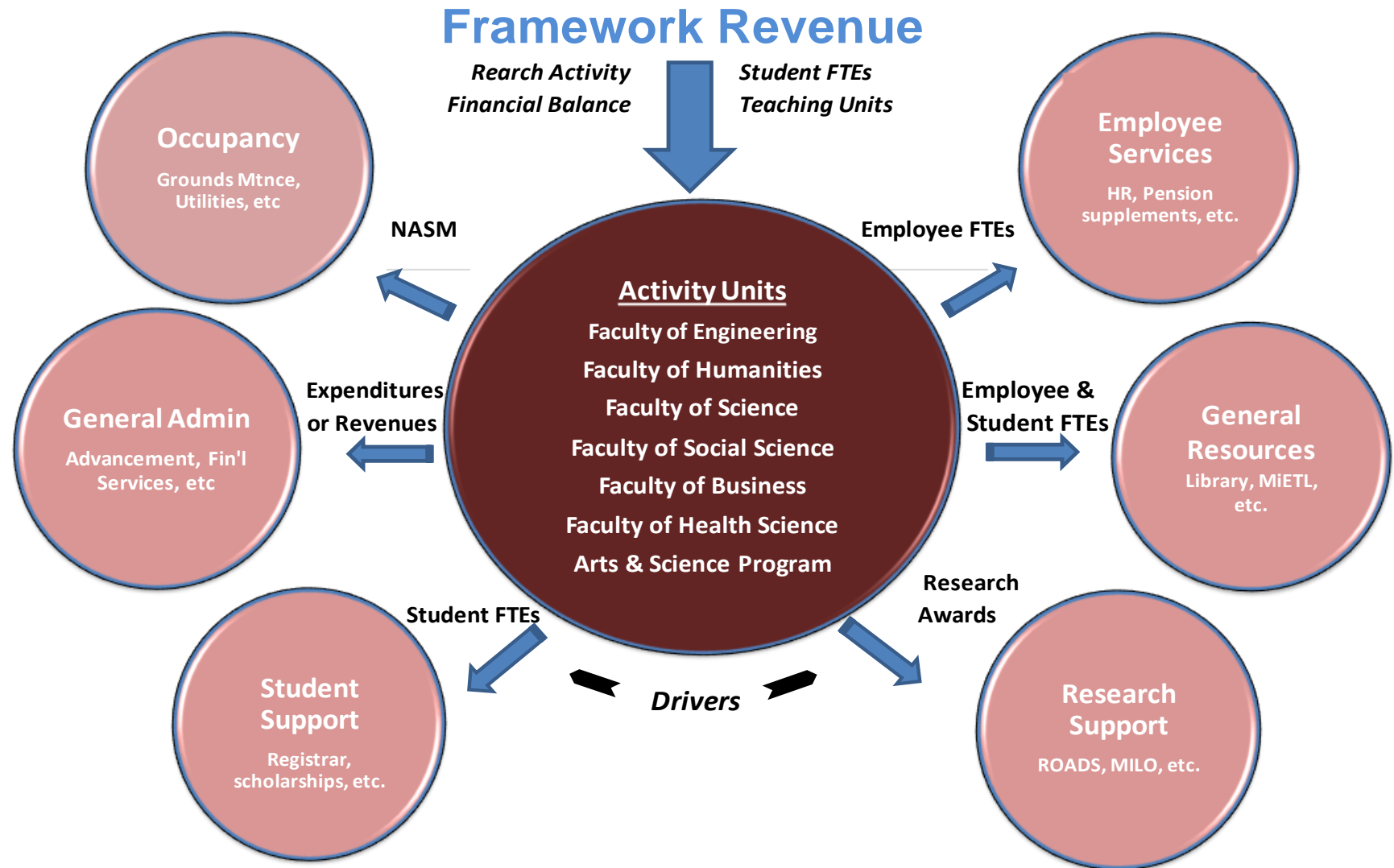


**Activity-based**

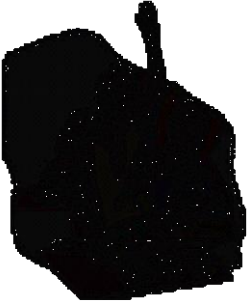




**Incremental**

# Revenue Flow Through the Budget Model



# Step 1: Attribute Revenue to Faculties Based on Drivers

Revenue Source		Revenue Attribution (Resource Allocation)	
	Tuition	UG-	100% to Faculty of Teaching (teaching faculty rate, residual shared 50/50)
		Graduate-	100% to Faculty of Registration
	Provincial Grant	100% to Faculty of Registration	
	Application Fees	100% to Faculty of Application	
	Research Overhead Grants	90% to Faculty using average Research Awards 10% to VPR Research Fund (93%/7% split until 2016/17)	
	Interest	Short-term – Balances in operating & research funds Endowment – Proportion of expenses	



## Step 2: Fund Strategic Priorities

### 🔍 8% to the University Fund

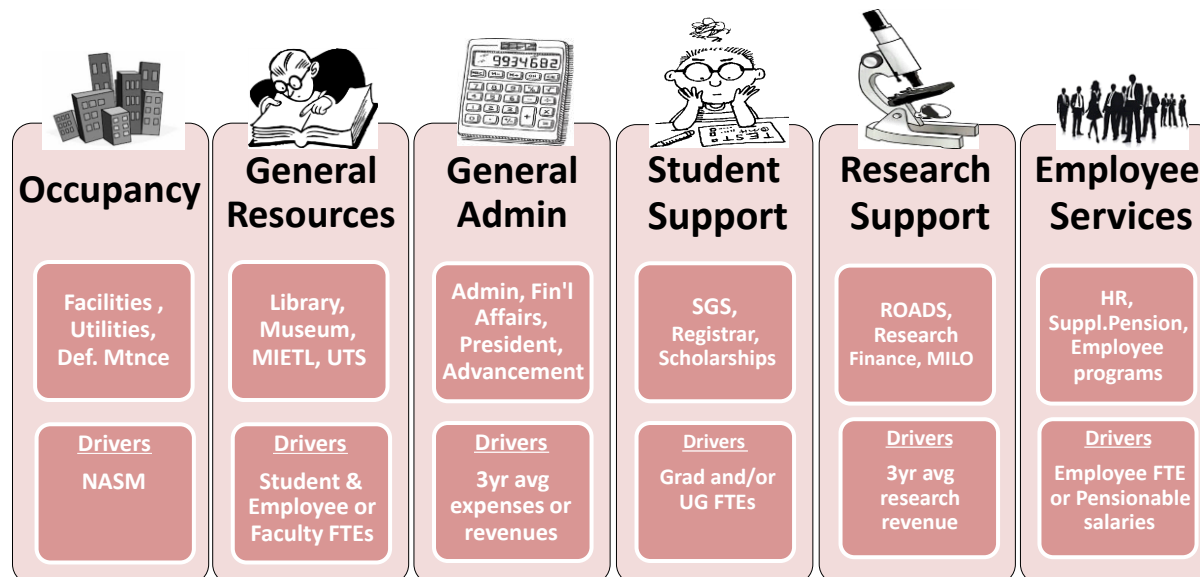
- 🔍 The University Fund (UF) is a pool to be allocated for strategic purposes consistent with the University mission, including:
  - 🔍 Research Excellence Fund (REF) \$2.5 million – 90% distributed by formula based on indirect costs of research, 10% to support interdisciplinary projects
  - 🔍 Strategic Alignment Fund \$5 million – support for new program development and pedagogical infrastructure (e.g. online and blended learning)
- 🔍 For 2016/17 through 2018/19 a fixed supplement of \$12 million will be paid to Faculties whose calculated allocation was lower than the 2013/14 level. A balance for unforeseen contingencies will be held.
- 🔍 Targeted UF funding for support unit unfunded priorities is planned and included in the budget as a placeholder.

### 🔍 Research Infrastructure Fund

- 🔍 The RIF pool is created based on a percentage of revenue – 3% from professional Faculties and 1% from other Faculties.
- 🔍 The pool is immediately allocated back out to Faculties based on their proportionate share of research overhead revenue.

## Step 3: Fund Support Unit Base Allocations

- Support Unit allocations are deducted from Faculty revenues based on the Faculties' proportionate share as defined by the cost drivers.
- Support Unit allocations are adjusted incrementally to fund specific items as recommended by the Budget Committee.

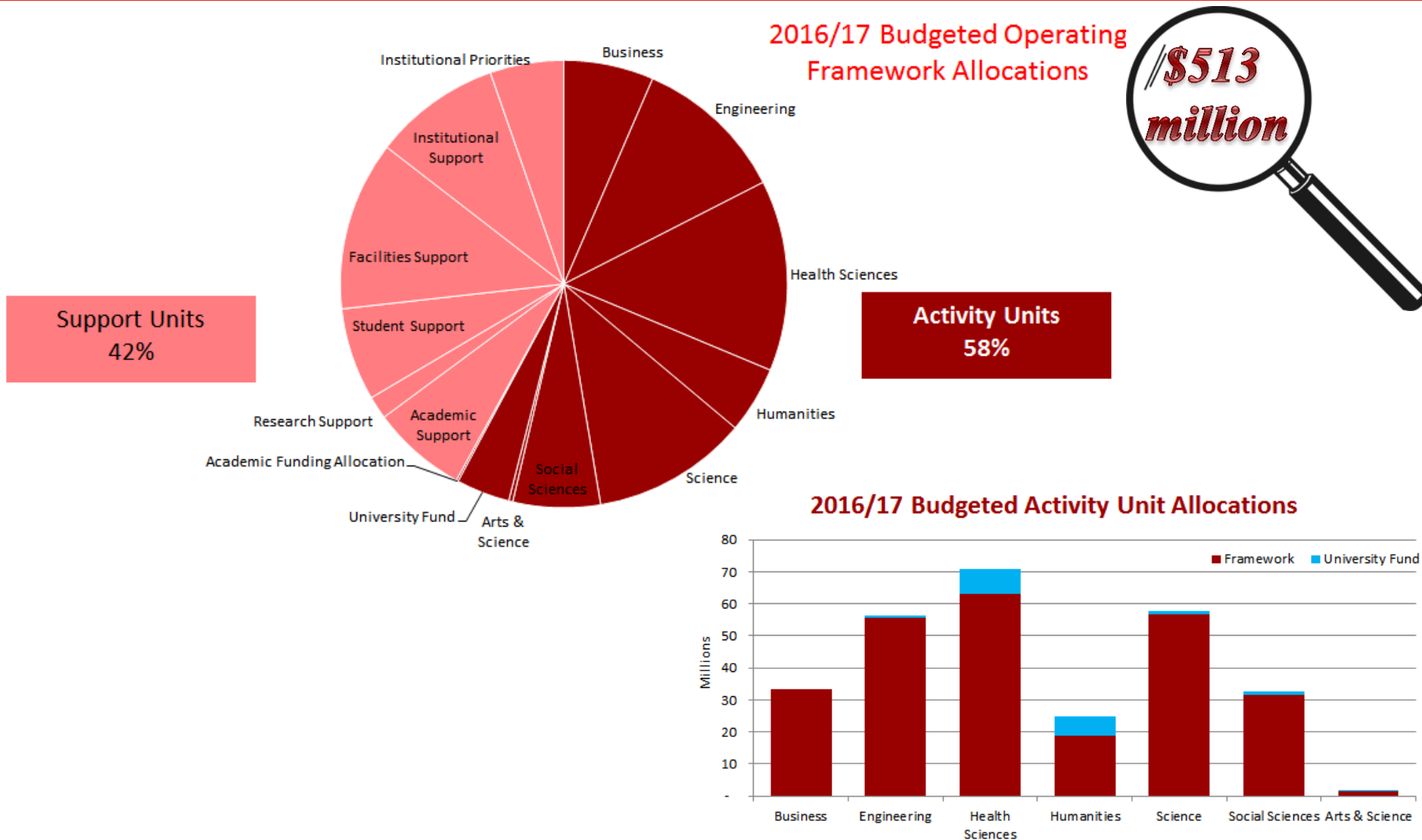


## Recent Budget Model Changes

- Increase accountability and transparency of Support Units
  - Include clear and comparable metrics in budget submissions
- Provide incentive to grow enrollment
  - Replace Hold Harmless with a fixed supplement so that Activity Unit allocations may grow
- Create equity across Faculties
  - Increase levy on professional Faculties with greater ability to pay
- Emphasize the research mission
  - Increase the size of the Research Infrastructure Fund
  - Provide additional discretionary funding to the VP Research
- Meet scholarship requirements
  - Increase allocations to bursaries based on actual Student Access Guarantee payments



# Operating Allocations – 2016/17 Approved Budget



## Submissions to the Budget Committee

- 🔍 Once a budget has been submitted, the Budget Committee will decide to:
  - 🔍 Vote to receive the budget as submitted
  - 🔍 Ask for additional information or clarification from an envelope manager, either through a presentation or additional written submission
  - 🔍 Return the budget for changes and resubmission
- 🔍 In addition, the Budget Committee may identify items that should be considered for funding and place them on the unfunded priorities list.

## Funding Priorities

- 🔍 Once all Support Unit budgets have been received, the Budget Committee reviews the unfunded priorities list and makes recommendations for funding.
- 🔍 The recommendations are presented to PVP.
- 🔍 The President, with the advice of PVP, makes the funding decisions incorporated into the final budget.



## Current Budget Issues

### 🔍 Pending Ministry initiatives

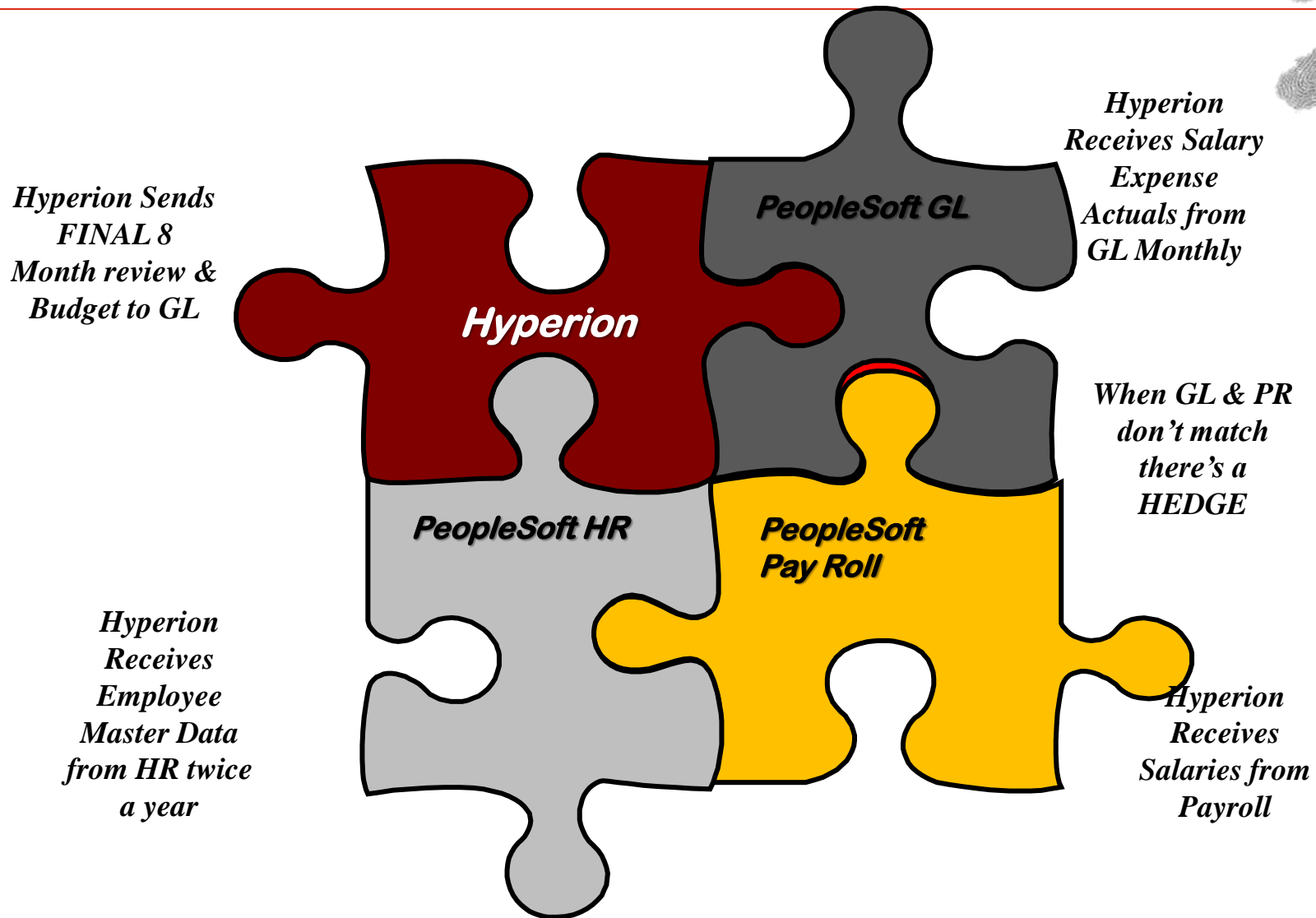
- 🔍 Funding formula changes scheduled for 2018/19 – Goal is to build on and focus universities' individual strengths while avoiding duplication
- 🔍 Strategic Mandate Agreement (SMA) expected to be extended beyond 2017 – expected to cover three-year outlook with additional financial sustainability metrics
- 🔍 Tuition framework to be announced for 2017/18

### 🔍 Enrolment risk due to demographic decline

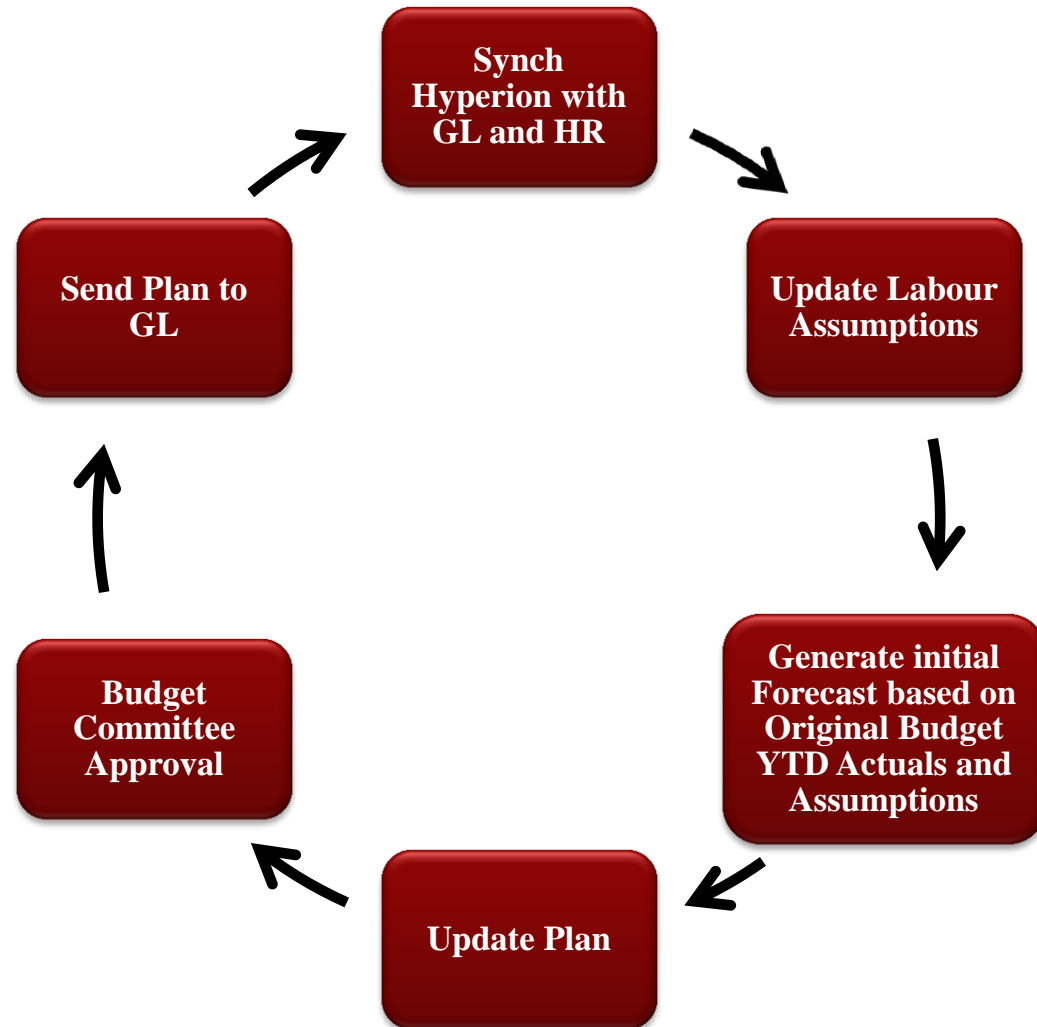
### 🔍 Impact of Cap and Trade on utility costs

### 🔍 Achieving sustainability of Mosaic/Results of IT Review

# How does Hyperion Planning fit within MOSAIC?

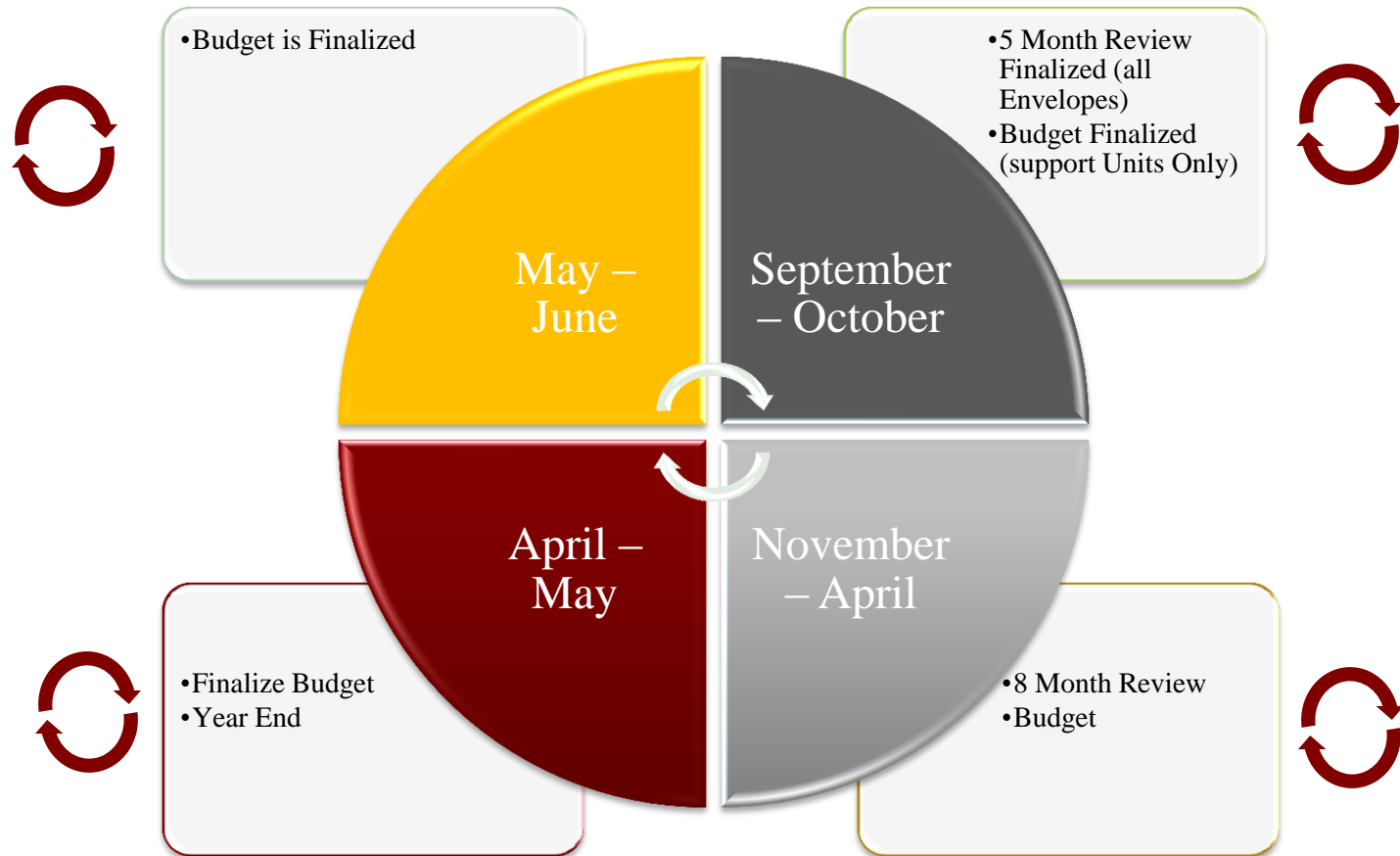


# Hyperion Planning





# How Does Hyperion Planning fit within the Budgeting Cycles



# Assumptions

**Budgeting Services will maintain the assumptions in accordance to the collective agreements and the budgeting committee guidelines.**

- **Number of pay periods per month**
- **Grade % Increase to be applied per fiscal year**
- **Grade/Step amount increase to be applied per fiscal year**
- **Merit Increase Effective Month**
- **Benefit % based on Salary Range**



# Hyperion Smart View Reports



# Statement of Operations – Year to Date Actuals

Smart View report – Mostly used at year End for Consolidation and Balancing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1		Actual														Budget	8 Month Review		Balance Available	
2		All Type														All Type	All Type		from Original Budget	from Projection
4		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	YearTotal		YearTotal	YearTotal			
7	+A_4101 Operating Allocation	-1,386,000	0	0	0	0	-17,000	0	0	-41,000	0	0	0	-1,444,000		-1,446,000	-1,446,000		-2,000	-2,000
14	+A_4200 Other Revenue		-7,390	-275	0	0	0	0	0	0	1,560	0	0	-6,105		-9,075	-9,075		-2,970	-2,970
15	A_4000 Total Revenue	-1,386,000	-7,390	-275	0	0	-17,000	0	0	-41,000	1,560	0	0	-1,450,105		-1,455,075	-1,455,075		-4,970	-4,970
16																				
63	+A_5100 Salary and Benefits	23,516	27,932	46,822	26,205	33,061	43,335	362,361	133,277	39,789	257,592		0	993,891		1,069,987	963,444		76,097	-30,446
86	+A_5200 Non Salary Expenses	2,043	1,398	4,467	577	5,034	1,611	1,181	2,452	4,122	882		0	23,766		51,500	51,500		27,734	27,734
87	A_5000 Expenses	25,559	29,330	51,289	26,782	38,095	44,946	363,542	135,729	43,911	258,474		0	1,017,657		1,121,487	1,014,944		103,830	-2,713
88																				
89	A_6000 Surplus/Deficit	-1,360,441	21,939	51,014	26,782	38,095	27,946	363,542	135,729	2,911	260,034		0	-432,448		-333,588	-440,131		98,860	-7,683
90	A_3000 Net Income	-1,360,441	21,939	51,014	26,782	38,095	27,946	363,542	135,729	2,911	260,034		0	-432,448		-333,588	-440,131		98,860	-7,683
91																				
92	Opening Appropriations															-2,596,088				
93	PS Adjustments																0			
94	Change in Appropriation Balance	-1,360,441	21,939	51,014	26,782	38,095	27,946	363,542	135,729	2,911	260,034		0	-432,448		-333,588	-440,131			
95	Closing Appropriations															-2,929,676	-440,131			



# Statement of Operations – Variance report

Smart View report – Use during Budgeting and at year end for variance Analysis

	A	B	C	D	E	F	G	H	I	J
1		FY16			FY17					
2		Actual		Budget	8 Month Review	Actual		Balance Available	Balance Available	Balance Available
3		All Type		All Type	All Type	All Type		from Previous year Actuals	from Original Budget	from Projection
5		YearTotal		YearTotal	YearTotal	YearTotal		Period		
8	+A_4101 Operating Allocation	-1,444,000		-1,446,000	-1,446,000	-1,444,000		0	-2,000	-2,000
15	+A_4200 Other Revenue	-6,105		-9,075	-9,075	-6,105		0	-2,970	-2,970
16	A_4000 Total Revenue	-1,450,105		-1,455,075	-1,455,075	-1,450,105		0	-4,970	-4,970
17										
64	+A_5100 Salary and Benefits	993,891		1,069,987	963,444	993,891		0	76,097	-30,446
87	+A_5200 Non Salary Expenses	23,766		51,500	51,500	23,766		0	27,734	27,734
88	A_5000 Expenses	1,017,657		1,121,487	1,014,944	1,017,657		0	103,830	-2,713
89										
90	A_6000 Surplus/Deficit	-432,448		-333,588	-440,131	-432,448		0	98,860	-7,683
91	A_3000 Net Income	-432,448		-333,588	-440,131	-432,448		0	98,860	-7,683
92										
93	Opening Appropriations	-2,265,257		-2,596,088						
94	PS Adjustments	0			0					
95	Change in Appropriation Balance	-432,448		-333,588	-440,131	-432,448				
96	Closing Appropriations	-2,697,705		-2,929,676	-440,131					

# 8 Month and Budget Review Report (Report J)

- 🔍 Use during Budgeting for Analyze at aggregate level
- 🔍 Check Bottom Line changes after updating budget or projections.
- 🔍 Breaks down revenues and expenses by Account.
- 🔍 Can view aggregated value for All Programs under one Department. (P\_ALL)
- 🔍 Can view aggregated values for all departments under one envelope.

POV J.8 Month and Budget Review Report - hysitp01\_McM\_Plan\_1

D\_10022 Arts & Science

P\_30000 Generic

20 Operating Fund

Refresh

B102

fx

	A	B	C	D	E	F	G	H	I	J
1		FY16				FY17				
2		8 Month Review	Actual	Favourable/	8 Month Review	Budget		Actual	8 Month Review	
3		All Type	All Type	(Unfavourable)	LABOUR-FTE	All Type	LABOUR-FTE	All Type	All Type	LABOUR-FTE
8	+A_4101 Operating Allocation									
15	+A_4200 Other Revenue									
16	-A_4000 Total Revenue									
63	+A_5100 Salary and Benefits									
86	+A_5200 Non Salary Expenses									
87	-A_5000 Expenses									
88	A_3000 Net Income									
89	Total Opening Appropriations									
90	Change in Appropriation Balance									
91	Closing Appropriations									

# 8 Month and Budget Review Report on Department(Report K)

- Use during Budgeting to Analyze and drilldown By Department
- Use to look at expense distribution by all departments in the envelope.
- Use to check if there are expenses accredited against wrong fund or department.
- View rollup of all programs in your department by selecting P\_ALL

POV K. 8 Month and Budget Review Report on Department - hysitp01\_McM\_Plan\_1

P_30000 Generic	20 Operating Fund	A_3000 Net Income	Refresh
-----------------	-------------------	-------------------	---------

D668

f\_x

	A	B	C	D	E	F	G	
1		FY16						F
2		8 Month Review	Actual	Favourable/	8 Month Review	Budget		Actual
3		All Type	All Type	(Unfavourable)	LABOUR-FTE	All Type	LABOUR-FTE	All Ty
15	+D_BUD Ancillary Fund							
62	+D_BUD_ACAD SUPPORT Academic Support							
68	+D_BUD_ACAD_PRIORITIES Academic Priorities							
72	+D_BUD_CENTRAL1 Central University							
103	+D_BUD_FACILITIES SUPP Facilities Support							
466	+D_BUD_FACULTIES_ACAD Faculties (Academic Programs)							
556	+D_BUD_INSTITUTION_SUPP Institutional Support							
566	+D_BUD_INST_PRIORITIES Institutional Priorities							
601	+D_BUD_RSCH SUPPORT Research Support							
647	+D_BUD_STUDENT_SUPP Student Support							
648	-D_BUD_OPERATING Operating Fund							
655	+D_OTHER BU Other BU							
656	-D_ALL All							

# 8 Month and Budget Review Report on Program(Report L)

- Use during Budgeting for Analyze and drilldown By Program
- Use to look at expense distribution by all programs in an envelope or department.
- Use to check if there are expenses accredited against wrong fund or program.

POV L. 8 Month and Budget Review Report on Program - hysitp01\_McM\_Plan\_1

20 Operating Fund

A\_3000 Net Income

D\_BUD\_FIN AFFAIRS Financial Affairs

Refresh

B21

	A	B	C	D	E	F	G	H	I	J	K	
1		FY16			FY16	FY17						
2		8 Month Review	Actual	Favourable/	8 Month Review	Budget		Actual	8 Month Review		Favourable/	
3		All Type	All Type	(Unfavourable)	LABOUR-FTE	All Type	LABOUR-FTE	All Type	All Type	LABOUR-FTE	(Unfavourable)	
6	P_30362 ATH&REC Strength & Condition											
7	P_30252 ENG BTECH ENERGY TECHNOLOGIES											
8	P_75037 AV-IT											
9	P_77012 Md Program - Elect											
10	P_75022 Animal Quarters											
11	P_76098 DNA Seqncng & Metagenomics lab											
12	P_30000 Generic											
13	P_30001 PDA											
14	P_30002 Overhead											
15	P_30262 Purchasing Stores											
16	P_30263 Customs & Traffic											
17	P_30297 Convocation											
18	P_ALL All											



# Budgeting Salaries, Wages and Benefits in Hyperion



What does Hyperion allow you to do?

**BUDGET NEW EMPLOYEES**

**EDIT**

Spread monthly values  
equally or proportionally

Adjust at  
Year or  
Month  
Levels

**ADJUST**

Save copy to Excel File

**HEDGE**

**COMPARE**

Add  
Comments

Add Supporting Details

**REPORT**

# Labour Variance Report

- Use during Budgeting for Analyzing Variance between Original Budget and Projections
- Use at Year end to Analyze variance between actuals and forecast
- Use to check if there are expenses accredited against wrong account, fund or program.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	AB	AO	AP	AQ
1			Actual													Budget	Month Review	Balance Available	
2			Final													Final	Working	From Original Budget	From Projection
3			May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	YearTotal	+YearTotal	+YearTotal		Period
4		Jon_Snow	315	383	575	383	383	383	383	383	575	383	383	479	5,010		2,040	-5,010	-2,971
5	LA_500111 Academic Admin Stipend	HEDGE	0	0	0	0	0	0	0	0	0	0	0	0	0		2,960	0	2,960
6		-TOTAL_EMPLOYEE	315	383	575	383	383	383	383	383	575	383	383	479	5,010		5,000	-5,010	-10
7		Aria_Stark	5,141	6,259	10,401	7,139	7,139	7,139	7,139	7,139	10,709	7,139	7,139	8,924	91,408	84,308	91,153	-7,100	-255
8	LA_500121 Academic - CLA	HEDGE	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
9		-TOTAL_EMPLOYEE	5,141	6,259	10,401	7,139	7,139	7,139	7,139	7,139	10,709	7,139	7,139	8,924	91,408	84,308	91,153	-7,100	-255
23		NEW_EMPLOYEE_02															6,926		6,926
24		NEW_EMPLOYEE_03														7,826		7,826	
25		Jamie_Frasier									1,731	1,731	1,731	1,731	6,925			-6,925	-6,925
26		Harry_Potter	200	0	0	0	0	0		0	1,731	1,731	1,731	1,731	7,125		7,126	-7,125	1
27	LA_501012 Salary Session Lecture PT	Ginny_Weasley	0	0	0	0	1,731	1,731	1,731	1,731				0	6,925		6,926	-6,925	1
28		Hermione_Granger	0	0	0	0	1,731	1,731	1,731	1,731				0	6,925		6,926	-6,925	1
29		Ron_Weasley	200	0	0	0	0	0		0				0	200		200	-200	0
30		Lune_Lovegood	200	0	0	0	0	0		0	1,731	1,731	1,731	1,731	7,125		7,126	-7,125	1
31		HEDGE	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
32		-TOTAL_EMPLOYEE	600	0	0	0	3,463	3,463	3,463	3,462	5,194	5,194	5,194	5,194	35,225	7,826	35,229	-27,399	4

## Labour Hours Input... Much more than a data entry form

- Use during Budgeting for Analyzing Variance between Original Budget and Projections
- Use at Year end to Analyze variance between actuals and forecast
- Use to check if there are expenses accredited against wrong account, fund or program.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AC	AP	BC	BP	CC	CD
1		BENEFIT_GRP P0	GL_SALARY_ACCT P0	May	Jun	Jul	Aug	Sep	CUR_STANDARD_HOURS								TOTAL_HOURS	TOTAL_SALARY	TOTAL_STIPEND	TOTAL_BENEFIT	TOTAL_COMPENSATION	FTE
2									Oct	Nov	Dec	Jan	Feb	Mar	Apr	YearTotal	+YearTotal	+YearTotal	+YearTotal	+YearTotal	+YearTotal	P0
3	NEW_EMPLOYEE_01	CUPE (Unit 2) Sessional Lectur	LA_501001 Academic Salary Part Time						18.32	18.32	27.48	18.32	18.32	18.32	22.90	141.98		5,966.00		54,163.42	6,513.42	0.08
4	NEW_EMPLOYEE_06	Interim	LA_541008 Supp Sal WorkStudy/McWork PT						40.00	40.00	60.00	40.00	40.00	40.00	45.00	305.00	12,100.00	3,812.00	24,445.87	349.87	4,162.33	0.08
5	NEW_EMPLOYEE_11	CUPE (Unit 2) Sessional Lectur	LA_501012 Salary Session Lecture PT						18.32	18.32	27.48	18.32	18.32	18.32	22.90	141.98	295.17	1,137.43		102.51	1,239.94	0.03
6	NEW_EMPLOYEE_12	CUPE (Unit 2) Sessional Lectur	LA_501001 Academic Salary Part Time						18.28	18.28	27.42	18.28	18.28	18.28	22.85	141.67	34.93	4,948.53		102.51	5,402.60	0.08
7		Unifor Unit 1	LA_540001 Support Salaries FT	175.00	140.00	140.00	140.00	140.00	210.00	140.00	140.00	140.00	140.00	140.00	180.00	1,825.00	34.65	63,000.20		102.51	83,312.60	1.00
8		CUPE (Unit 1) Teaching Assista	LA_522011 TA- Undergraduate						16.26	6.00	4.00	4.00	4.00	4.00	5.14	47.40	24.00	1,137.43		102.51	1,239.94	0.03
9		Unifor Unit 1	LA_541001 Support Salaries Part Time	8.82	8.82	8.40	10.08		8.82	12.60	8.40	8.40	8.40	8.40	10.80	110.34	34.07	3,653.66		102.51	4,986.14	0.06
10		Unifor Unit 1	LA_540001 Support Salaries FT	175.00	140.00	140.00	140.00	140.00	210.00	140.00	140.00	140.00	140.00	140.00	180.00	1,825.00	32.17	57,852.95		102.51	76,789.18	1.00
11		CUPE (Unit 2) Sessional Lectur	LA_501012 Salary Session Lecture PT						59.50							59.50		1,756.26		173.49	1,929.75	0.03
12		Interim	LA_541008 Supp Sal WorkStudy/McWork PT	42.00	34.00	42.00	39.00	30.00	6.00	4.00	4.00	4.00	4.00	4.00	5.14	218.14	12.50	2,887.25		203.11	3,090.36	0.12
13		Academic Converted (006-PTA)	LA_501001 Academic Salary Part Time						59.50	0.06	0.04	0.04				59.64		1,756.26		89.43	1,845.69	0.03
14		CUPE (Unit 1) Teaching Assista	LA_522011 TA- Undergraduate						16.26	6.00	4.00	4.00	4.00	4.00	5.14	47.40	24.00	1,137.43		95.85	1,233.28	0.03
15		CUPE (Unit 1) Teaching Assista	LA_522011 TA- Undergraduate						16.26	6.00	4.00	4.00	4.00	4.00	5.14	47.40	24.00	1,137.43		102.51	1,239.94	0.03
16		CUPE (Unit 2) Sessional Lectur	LA_501012 Salary Session Lecture PT						59.50							59.50		1,756.26		172.16	1,928.42	0.03
17		CUPE (Unit 1) Teaching Assista	LA_522011 TA- Undergraduate						16.26	6.00	4.00	4.00	4.00	4.00	5.14	47.40	24.00	1,137.43		102.52	1,239.95	0.03
18		CUPE (Unit 1) Teaching Assista	LA_522011 TA- Undergraduate						16.26	6.00	4.00	4.00	4.00	4.00	5.14	47.40	24.00	1,137.43		102.51	1,239.94	0.03
19		Interim	LA_541008 Supp Sal WorkStudy/McWork PT	75.00	60.00	60.00	57.00	0.00								252.00		3,393.02		279.33	3,672.35	0.14
20		Unifor Unit 1	LA_541001 Support Salaries Part Time						6.00	4.00	4.00	4.00	4.00	4.00	5.14	31.14	60.00	1,868.57		106.71	1,975.28	0.02
21		CUPE (Unit 1) Teaching Assista	LA_522011 TA- Undergraduate						33.26	6.00	4.00	4.00	4.00	4.00	5.14	64.40	24.00	1,527.43		141.67	1,669.10	0.04
22		CUPE (Unit 1) Teaching Assista	LA_522011 TA- Undergraduate						16.26	6.00	4.00	4.00	4.00	4.00	5.14	47.40	24.00	1,137.43		102.51	1,239.94	0.03
23		CUPE (Unit 1) Teaching Assista	LA_522011 TA- Undergraduate						16.26							16.26		390.00		32.50	422.50	0.01
24		MUFA Faculty	LA_500121 Academic - CLA	175.00	0.00	0.00	0.00	0.00								175.00		8,924.02		2,490.84	11,414.86	0.10
25		CUPE (Unit 1) Teaching Assista	LA_522011 TA- Undergraduate						16.26	6.00	4.00	4.00	4.00	4.00	5.14	47.40	24.00	1,137.43		102.53	1,239.96	0.03
26		CUPE (Unit 1) Teaching Assista	LA_522001 TA-Graduate In Time FT						33.26							33.26		1,389.86		154.64	1,544.50	0.02
27		CUPE (Unit 1) Teaching Assista	LA_522001 TA-Graduate In Time FT						33.26							33.26		1,389.86		154.65	1,544.51	0.02
28		CUPE (Unit 2) Sessional Lectur	LA_501012 Salary Session Lecture PT						59.50							59.50		1,756.26		163.03	1,919.29	0.03
29		CUPE (Unit 2) Sessional Lectur	LA_501012 Salary Session Lecture PT						59.50							59.50		1,756.26		163.03	1,919.29	0.03
30		CUPE (Unit 2) Sessional Lectur	LA_501012 Salary Session Lecture PT						59.50							59.50		1,756.26		163.03	1,919.29	0.03
31		CUPE (Unit 1) Teaching Assista	LA_522011 TA- Undergraduate						16.26	6.00	4.00	4.00	4.00	4.00	5.14	47.40	24.00	1,137.43		102.51	1,239.94	0.03
32		Interim	LA_541001 Support Salaries Part Time						15.00	6.00	4.00	4.00				29.00		488.40		32.39	520.79	0.01
33		CUPE (Unit 2) Sessional Lectur	LA_501012 Salary Session Lecture PT						59.50							59.50		1,756.26		163.03	1,919.29	0.03
34		CUPE (Unit 1) Teaching Assista	LA_522011 TA- Undergraduate						16.26	6.00	4.00	4.00	4.00	4.00	5.14	47.40	24.00	1,137.43		102.51	1,239.94	0.03
35		CUPE (Unit 1) Teaching Assista	LA_522011 TA- Undergraduate						6.00	4.00	4.00	4.00	4.00	4.00	5.14	31.14	24.00	747.43		70.00	817.44	0.01
36		CUPE (Unit 1) Teaching Assista	LA_522011 TA- Undergraduate						16.26	6.00	4.00	4.00	4.00	4.00	5.14	47.40	24.00	1,137.43		102.51	1,239.94	0.03
37		CUPE (Unit 1) Teaching Assista	LA_522011 TA- Undergraduate						16.26							16.26		390.00		32.50	422.50	0.01
38	E_ALL		5,430	663.82	382.82	390.40	386.08	1,045.22	648.68	447.56	497.02	443.52	443.52	443.52	2,381.21	8,173.37	870.01	316,453.53	24,445.87	58,915.00	399,815.30	4.46



## Hope that was Elementary enough!

🔍 Any Questions???

🔍 If you want to know more:

🔍 Budget Guidelines > **Budgeting Website**

[https://www.mcmaster.ca/bms/BMS\\_FS\\_Budgeting.htm](https://www.mcmaster.ca/bms/BMS_FS_Budgeting.htm)

🔍 Budget Model > **Budget Model Website**

<https://budgetmodel.mcmaster.ca/>

🔍 Hyperion > **Guides on Budgeting Website/ Annual refresher training**

🔍 Budgeting > **Contact your Budgeting Services representative**

# The Plot Thickens (Budgeting Part 2)

- Budget Model
  - Overview/ Recap
  - Program Template
  - Enrolment & teaching units
  - Occupancy/ Rent Rate
  - Employee FTEs
  - Current Issues
- Hyperion
  - How it fits together
  - What you can use it for
  - Labour overview
  - Labour tricky situations



## Components of the Budget Model

- **Activity units** – The 6 Faculties and Arts & Science Program
- **Support units** – All other Operating Fund units and envelopes requiring an allocation (e.g. Student Affairs, Registrar, Administration, President, etc.)
- **Framework Revenue** – The central funds distributed through the model
- **Revenue/Cost Drivers** – The activity used as the basis for distribution

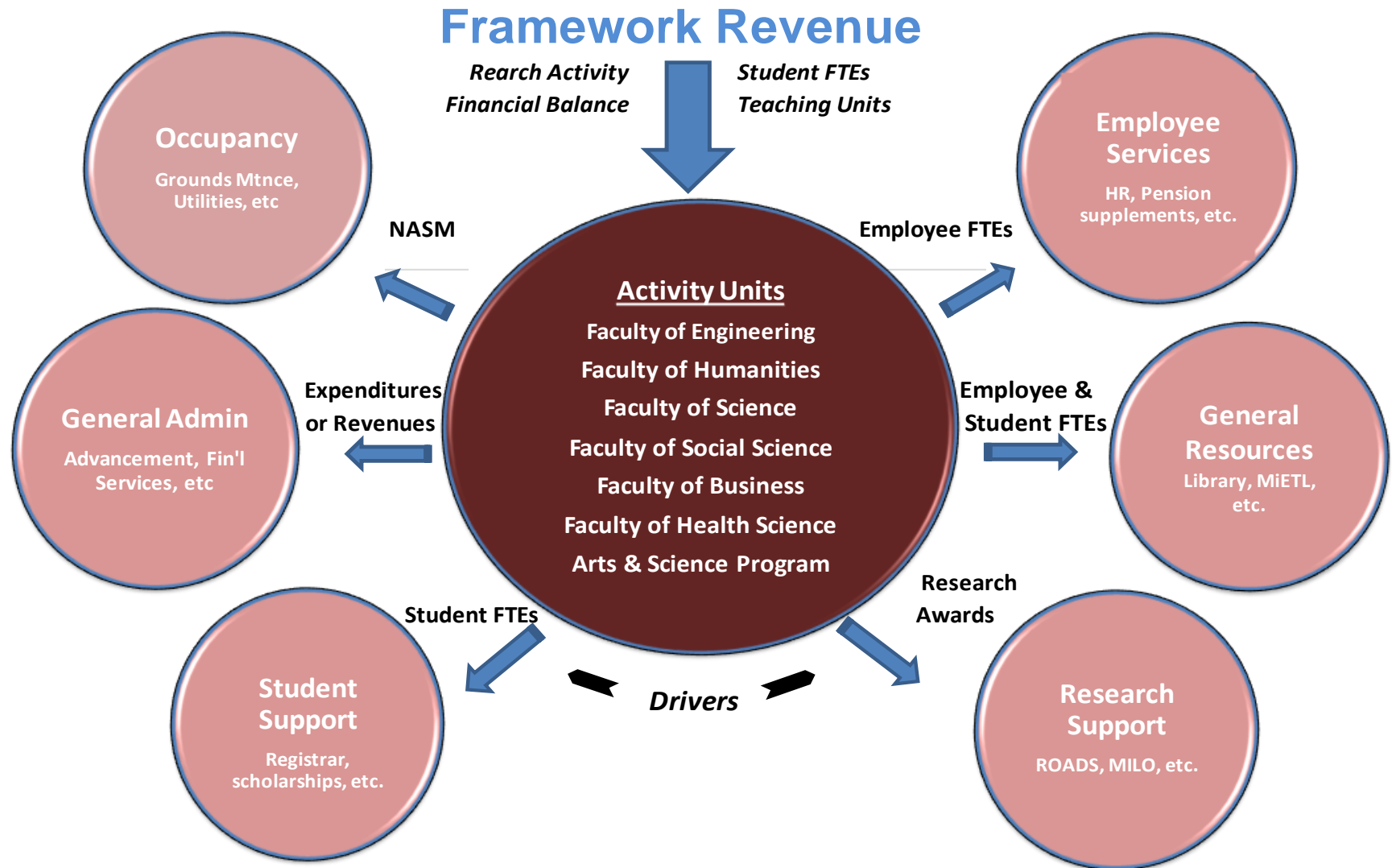
## “Hybrid” Activity-Based Budget Model

- Allocations to Activity Units fluctuate with revenue and activity.
- Allocations to Support Units are held flat except for modifications recommended by the Budget Committee.
  - New initiatives
  - Cost pressures
  - Mandatory expenses
  - Inflationary salary increases





# Revenue Flow Through the Budget Model



## Recent Budget Model Changes

- Increase accountability and transparency of Support Units
  - Include clear and comparable metrics in budget submissions
- Provide incentive to grow enrollment
  - Replace Hold Harmless with a fixed supplement so that Activity Unit allocations may grow
- Create equity across Faculties
  - Increase levy on professional Faculties with greater ability to pay
- Emphasize the research mission
  - Increase the size of the Research Infrastructure Fund
  - Provide additional discretionary funding to the VP Research
- Meet scholarship requirements
  - Increase allocations to bursaries based on actual Student Access Guarantee payments

## Into the details..... The Program Template

- An UG and Grad program revenue template exists, useful for:
  - Understanding the mechanics of the budget model
  - Assessing the viability of an existing program
  - Part of the new program approval process
- Can be found at:

<https://budgetmodel.mcmaster.ca/drupal/tools-templates>

**Requires Log in with MAC ID.**

**Two templates:**

1. Details of Resource Implications and Financial Viability of Program – Graduate
2. Details of Resource Implications and Financial Viability of Program – Undergraduate

**Tab for entering:** Appendix A1 Budget Template

## Template snapshot – Enrolment and Tuition Fee assumptions

program title					
ENROLMENT AND TUITION FEE ASSUMPTIONS - (2015/16 GRANT RATES)					
<b>Faculty</b>	<i>*for cross-disciplinary programs input the coordinating Faculty (ie. Administrative home)</i>				
First Year of Program				Government Funded or Self-Funded	
BIU Weight Level 1				2014-15 BIU Value	
BIU Weight Level 2-4				2014-15 Formula Fee	
Accreditation Level				Existing or New Program	
				Include SAG Obligation?	
Curriculum - Years of Program				SAG Obligation Ratio	-
<b>Assumptions</b>					
Level 1 Intake			0	0	0
Level 1 Domestic Teaching Rate (from below)	\$	-	\$	-	\$
Residual Tuition Revenue per Unit Taught (Faculty Specific)					
Estimated Grants - Top Up Rate					
Retention Rate					
Max Annual Units for Program				Percent of Level 1 Intake Domestic	
Estimated Percent of Teaching within Home Faculty				Percent of Level 1 Intake International	
Starting Domestic Tuition Fee per Unit Level 1				Starting International Tuition Fee per Unit Level 1	
Domestic Annual Level 1 Intake Tuition Fee Increase Rate				International Annual Level 1 Intake Tuition Fee Increase Rate	
Domestic Annual Continuing Students Tuition Fee Increase Rate				International Annual Continuing Fee Increase Rate	
Central Costs				University Fund	8%
Will the enrolled students be incremental to the University?				Research Infrastructure Fund	0%

Assumptions and program information entered in yellow cells – **Faculty, Starting year, BIU Weight, accreditation level, intake headcount, retention rates, FT/PT split, tuition fees etc.**

## Enrolment and Teaching Units – They matter in the Budget Model

- Enrolment drives calculation of tuition and grant revenue
- Tuition distributed to Faculties in allocation based on average tuition rate/ teaching unit
- Faculties receive tuition at their own average rate for teaching students from other Faculties
- Current UG Accessibility and Graduate Expansion grants based on enrolment and BIU weighting
- Enrolment (Student FTEs) used as a cost driver for some Support Unit costs





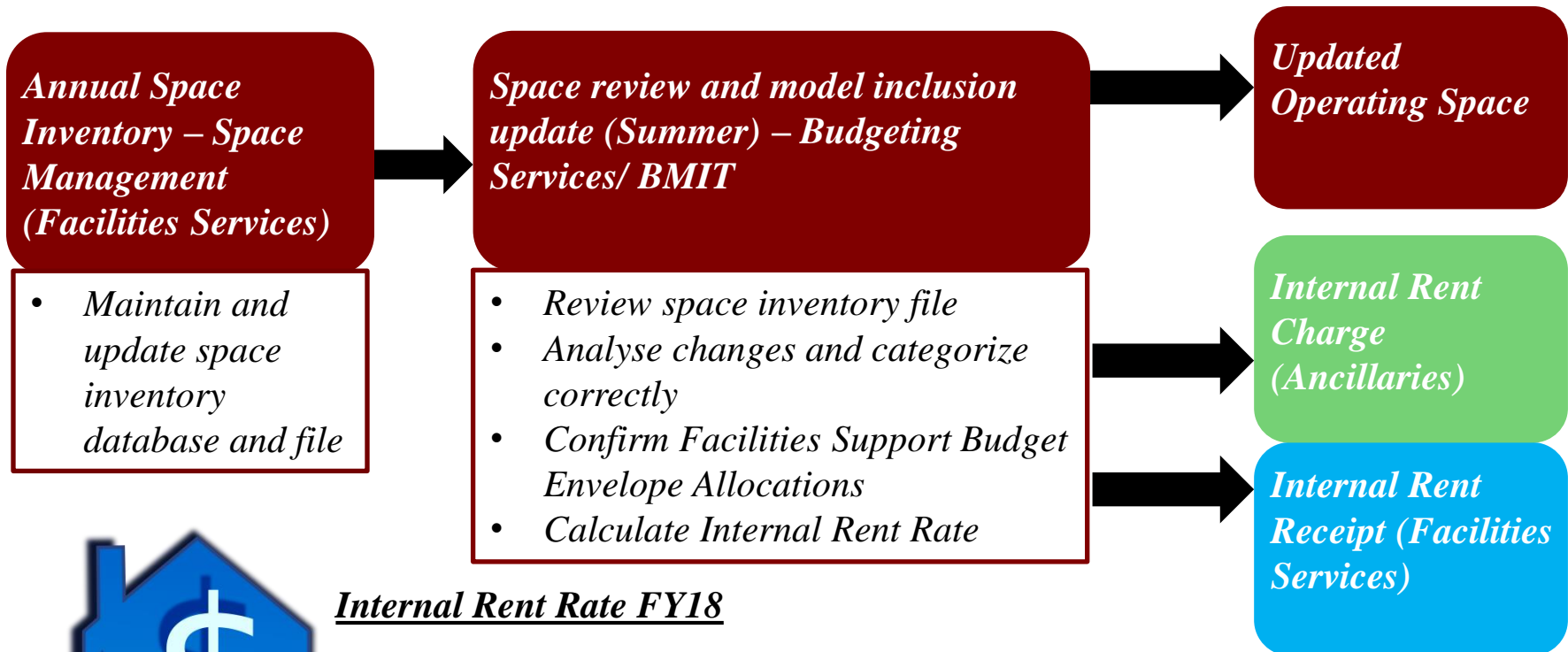
## Template snapshot – Support Units (Central Costs)

Support Unit Allocations												
ADDITIONS FOR SUPPORT UNIT CALCULATIONS												
		Existing	New to University		Existing	New to University		Existing	New to University		Existing	New to University
NET ASSIGNABLE SQUARE METRES (NASMs) REQ'D FOR PROGRAM (Total: Nor		0	0		0	0		0	0		0	0
NET ASSIGNABLE SQUARE METRES (NASMs) REQ'D FOR PROGRAM (Total: MIP		0	0		0	0		0	0		0	0
EST. TOTAL INCREASE TO 3-YEAR AVG EXTERNAL RESEARCH REVENUE AW		0	0		0	0		0	0		0	0
CUMULATIVE FACULTY FTEs ADDED FOR PROGRAM (See: Program Exp.)		-	0.0		-	0.0		-	0.0		-	0.0
CUMULATIVE ADMIN STAFF FTEs ADDED FOR PROGRAM (See: Program Exp.)		-	0.0		-	0.0		-	0.0		-	0.0
SALARIES OF PENSIONABLE EMPLOYEE GROUPS (Estimated Existing to New)		\$0	\$0		\$0	\$0		\$0	\$0		\$0	\$0
Central Costs												
		Driver Rate	Central Cost		Driver Rate	Central Cost		Driver Rate	Central Cost		Driver Rate	Central Cost
Occupancy/Bond Interest/ Insurance		\$330.93			\$0.00			\$0.00			\$0.00	
Occupancy - MIP		\$226.81			\$0.00			\$0.00			\$0.00	
HR		\$1,407.70			\$0.00			\$0.00			\$0.00	
UTS/Museum of Art		\$734.04			\$0.00			\$0.00			\$0.00	
Student Affairs/MIETL		\$445.09			\$0.00			\$0.00			\$0.00	
Libraries		\$1,068.49			\$0.00			\$0.00			\$0.00	
Registrar's Office		\$535.68			\$0.00			\$0.00			\$0.00	
Undergraduate Scholarships		\$288.19			\$0.00			\$0.00			\$0.00	

Support Unit section of template - includes entry of program space used (existing to University and new), employee FTEs also entered, and any additional allocations to Support units

Calculates Support Unit costs based on current driver rates

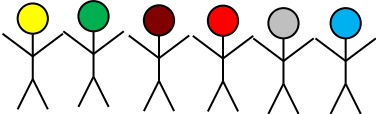
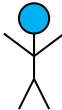
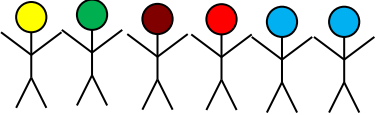
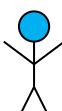
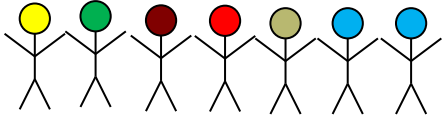
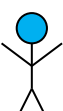
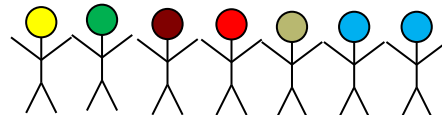
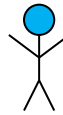
## Space data and Occupancy/ Rent Rates



### Internal Rent Rate FY18

Facilities Support \$52.422M  
Included Operating Space 194,426 SqM = \$269.63 per SqM

# Driver change impact example – Student FTEs

<u>Support Unit</u>	<u>Driver: Student FTE</u>	<u>Rate/Driver Unit</u>	<u>BLUE Total</u>
\$6m		\$1 / 	\$1m
\$6m		\$1 / 	\$2m
\$6m		\$0.86 / 	\$1.72m
\$8m		\$1.14 / 	\$2.28m

## Employee FTEs – Important to Budget Model & Budget Submission

- 1 FTE is default based on a full 35 hour week
  - Unless other standard hours (37.5, 40)
- Actual Employee FTE is a cost driver in the budget model
- For FY16 Actual FTE corrections for accounts/ depts
  - But note that model impact after change was relatively immaterial
- Budgeting of FTEs by planners in Hyperion
  - Only accurate when the new employee forms are used, hedging in salaries makes the Budgeted FTE low
- Focus on FTE in Budget Submission and Budget Committee
- Future FTE reporting – comparison of Actual FTEs to Budget
  - Requires accurate actual source data for FTEs and accurate FTE Budgeting in Hyperion

# Template snapshot – Direct Expense section

PROGRAM DIRECT EXPENSES (Enter as								
Total Teaching Costs	Existing FTEs	New FTEs	Expense	Existing FTEs	New FTEs	Expense	Existing FTEs	New FTEs
Chair								
Program Director								
Tenure Track Faculty								
Teaching Track Faculty								
CLA								
Sessional Faculty								
(1 Sessional = 0.2 FTE, per 12/13 Actual average Sessional								
Teaching Assistants (required in this program)								
Internship Stipends								
(Other Teaching Costs)								
(Other Teaching Costs)								
Sessional Faculty Fringe Benefits		15%	\$0			\$0		
TA Fringe Benefits		13%	\$0			\$0		
Faculty Fringe Benefits		28%	\$0			\$0		
<b>Total Teaching Costs</b>	<b>0.0</b>	<b>0.0</b>	<b>\$0</b>	<b>0.0</b>	<b>0.0</b>	<b>\$0</b>	<b>0.0</b>	<b>0.0</b>
<b>Admin Salaries &amp; Benefits</b>								
	Existing FTEs	New FTEs	Expense	Existing FTEs	New FTEs	Expense	Existing FTEs	New FTEs
Program Coordinator								
Administrative Assistant								
(Other Admin Salaries)								
(Other Admin Salaries)								
Staff Fringe Benefits		35%	\$0			\$0		
<b>Total Admin Salaries &amp; Benefits</b>	<b>0.0</b>	<b>0.0</b>	<b>\$0</b>	<b>0.0</b>	<b>0.0</b>	<b>\$0</b>	<b>0.0</b>	<b>0.0</b>

<b>Capital/Equipment Costs</b>								
Construction/renovation								
Furniture								
Instructional Equipment								
Computer equipment/Programming/IT infrastructure								
Research Equipment								
<b>Total Capital/Equipment Costs</b>			<b>\$0</b>			<b>\$0</b>		
<b>Other Direct Expenses - Supplies/Services/Travel etc</b>								
Computer Maintenance								
Telephone and long distance								
Meeting Expenses/seminars (Incl honorariums)								
Office Supplies/copy/print								
Marketing and Publications								
Learning Resources								
Audio Visual Services								
Travel and conferences								
(Other General Expenses)								
(Other General Expenses)								
(Other General Expenses)								
<b>Total Other Direct Expenses - Supplies/Services/Travel etc</b>			<b>\$0</b>			<b>\$0</b>		
<b>TOTAL DIRECT PROGRAM EXPENSES</b>			<b>\$0</b>			<b>\$0</b>		

- Enter employee FTEs – which impacts support units cost
- Salary expenses for expense driver & direct program expense summary
- Non-salary expenses – with space for specific types not listed



# Template snapshot – Summary

<b>REVENUE</b>					
Program Generated Gross Undergraduate Revenue - University	\$0	\$0	\$0	\$0	\$0
<u>Less</u> Tuition to Other Faculties for Service Teaching	\$0	\$0	\$0	\$0	\$0
<u>Add</u> Residual Tuition Allocation to Lead Faculty (Estimated)	\$0	\$0	\$0	\$0	\$0
<u>Less</u> SAG Obligation Contribution	\$0	\$0	\$0	\$0	\$0
<b>Tuition Revenue - Lead Faculty</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Gross Grant Revenue - Lead Faculty</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Other Revenue (Specify)	\$0	\$0	\$0	\$0	\$0
<b>Total Gross Undergraduate Revenue to Lead Faculty</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
University Fund / Research Infrastructure Contribution	\$0	\$0	\$0	\$0	\$0
Total Support Unit Allocations (Indirect Costs)	\$0	\$0	\$0	\$0	\$0
<b>Net Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total Teaching Costs	\$0	\$0	\$0	\$0	\$0
Total Admin Salaries & Benefits	\$0	\$0	\$0	\$0	\$0
Total Student Support (From operating)	\$0	\$0	\$0	\$0	\$0
Total Capital/Equipment Costs	\$0	\$0	\$0	\$0	\$0
Total Other Direct Expenses - Supplies/Services/Travel etc	\$0	\$0	\$0	\$0	\$0
<b>Total Share of Faculty's Central Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PROGRAM EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>IN-YEAR (Surplus/ Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Shows estimated Revenue, Budget Model Costs, and Direct expenses

**NOTE** – Budget Model calculated only to Faculty level. Faculties decide how to distribute allocation to dept/ program level. Template only **demonstrates** Program revenue using model methodology.

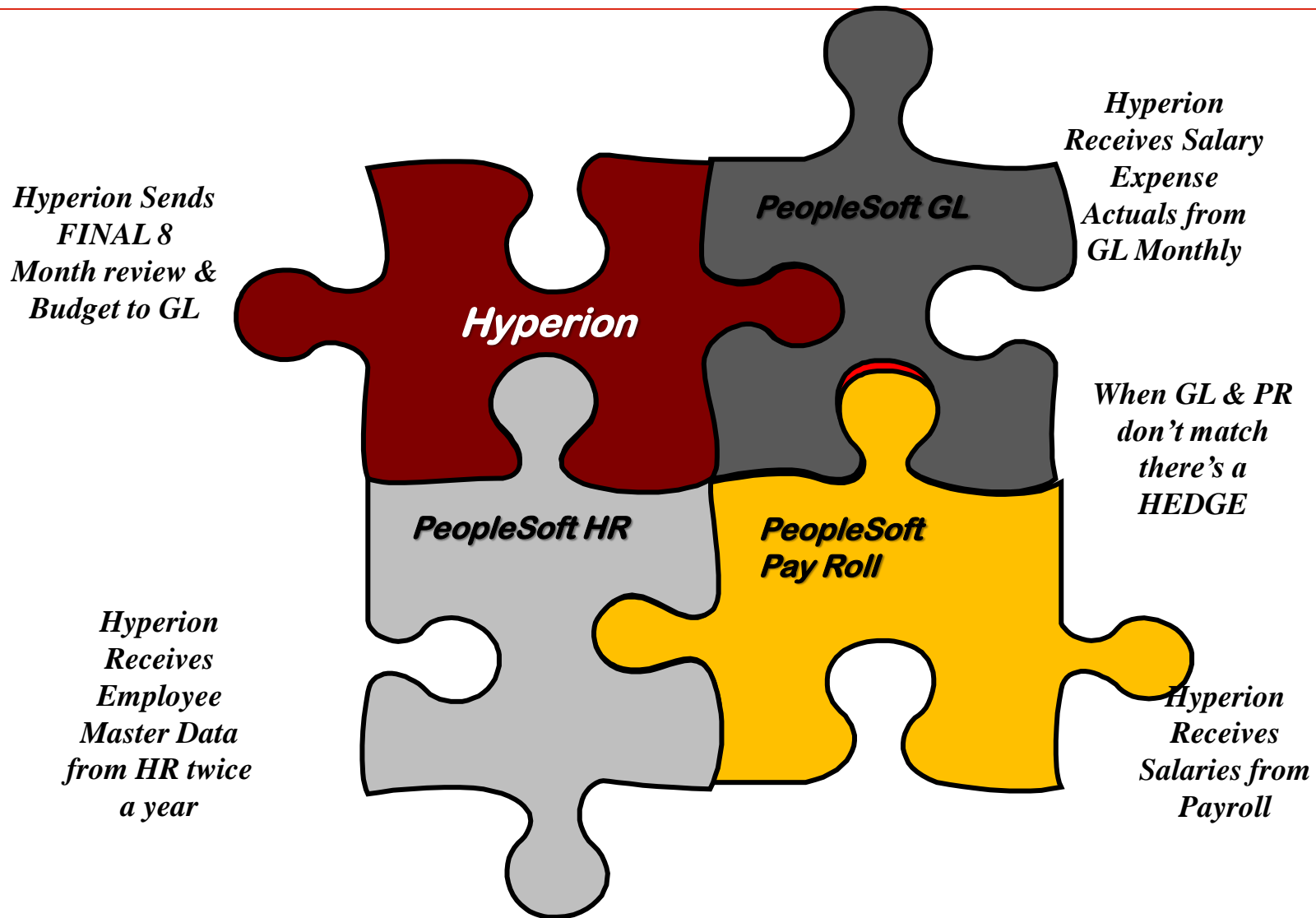
## Current Model hot topics

- **Review Process**
  - Model is under constant review with a future full review planned
- **Funding formula**
  - Changes scheduled for 2018/19
- **Budget process change**
  - Monitoring impact on Budget Model and changes to inputs/outputs

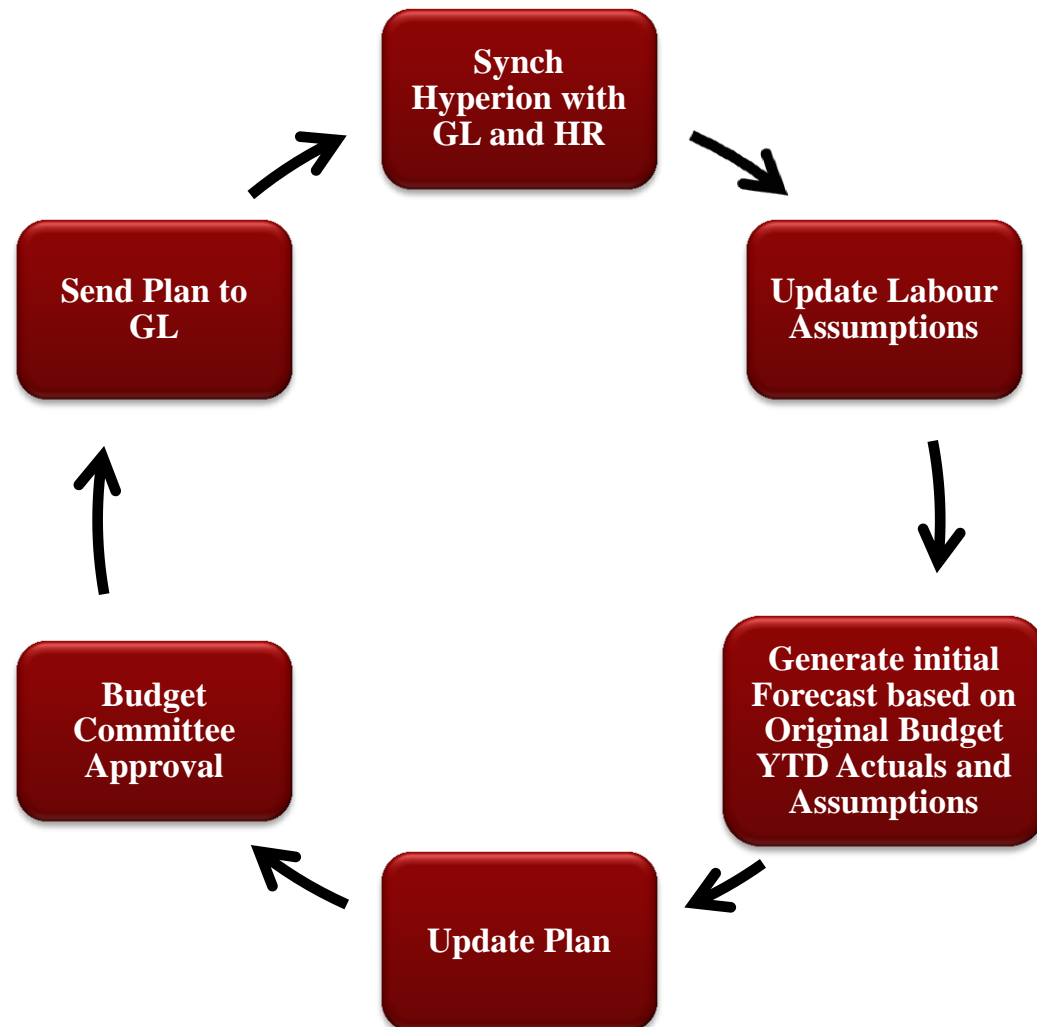
*For more information on the Budget Model go to:*

<https://budgetmodel.mcmaster.ca/>

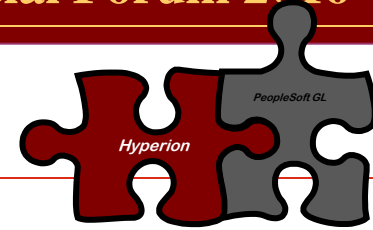
# How does Hyperion Planning fit within MOSAIC?



# Hyperion Planning



# Hyperion and the General Ledger



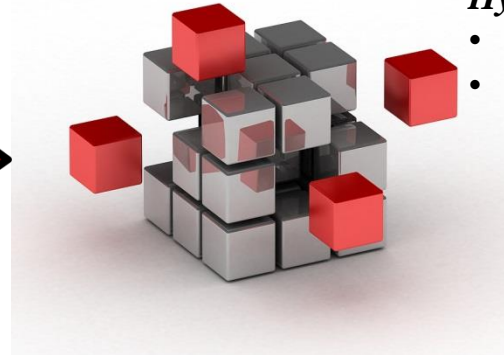
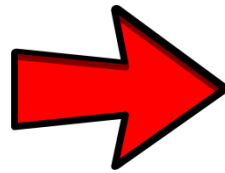
- 🔍 Hyperion Receives Actuals from GL Monthly

What can you do with this?

- 🔍 Upon start of budget cycle, data from GL is used to pre-populate forms
- 🔍 Keep track of variance between budget, projections and Actuals
- 🔍 Identify when Journal Entries were posted against wrong chartfield combo
- 🔍 Keep track of transfers within the same envelope
- 🔍 Report at department - program level – useful for Department Managers
- 🔍 Report at Envelope level – all programs – useful for Directors, VP or Chairs



# ACT I Hyperion receives Actuals from the General Ledger



*Hyperion receives:*

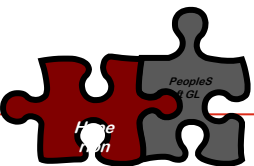
- Any new Department or Program
- Actual expenses/revenue for the period that just closed



*It's Month End and all Journal Entries for the period have been successfully entered into PeopleSoft.*

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
																Budget	8 Month Review		Balance Available	
																All Type	All Type		from Original Budget	from Projection
																YearTotal	YearTotal			
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				
21																				
22																				
23																				
24																				
25																				
26																				
27																				
28																				
29																				
30																				
31																				
32																				
33																				
34																				
35																				
36																				
37																				
38																				
39																				
40																				
41																				
42																				
43																				
44																				
45																				
46																				
47																				
48																				
49																				
50																				
51																				
52																				
53																				
54																				
55																				
56																				
57																				
58																				
59																				
60																				
61																				
62																				
63																				
64																				
65																				
66																				
67																				
68																				
69																				
70																				
71																				
72																				
73																				
74																				
75																				
76																				
77																				
78																				
79																				
80																				
81																				
82																				
83																				
84																				
85																				
86																				
87																				
88																				
89																				
90																				
91																				
92																				
93																				
94																				
95																				

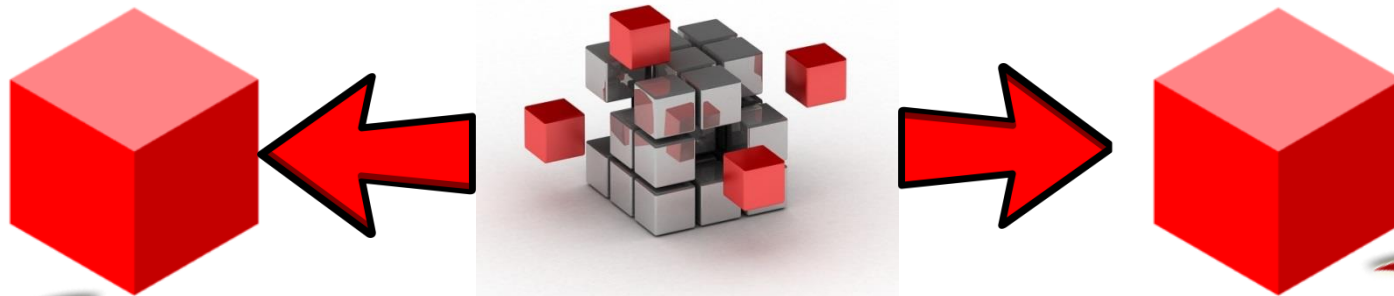
*Hyperion Monthly report is emailed to Envelope Managers.  
Statement of Operations Report is up to date in Smart View.*



# ACT II Prepopulation

Year to Date Actuals

Original Budget

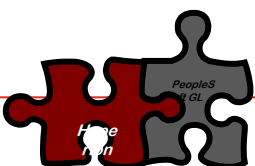


**OPEX Planning Data Entry Form**

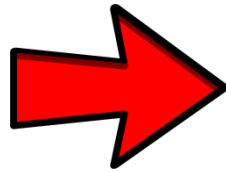
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	AA	AB	AC	AD	AE
1		DataInput																	
2		FY17													FY18	FY19	FY20	Budget	Actual
3		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	-YearTotal	+YearTotal	May	May	YearTotal	FY17
13	-A_4000 Total Revenue	-571,950	-59,504	-59,504	-59,504	-59,504	-59,504	-59,504	-59,504	-59,504	-59,504	-59,504	-93,504	-1,260,496	-1,278,310	-1,296,480	-1,315,013	-1,226,496	-573,600
14	A_5151 Non-Academic Salaries FT	59,807	62,447	82,903	58,596	58,596	87,895	58,596	58,596	62,410	62,410	62,410	110,241	824,908	862,014	885,667	912,030	814,008	302,808
15	A_5153 Non-Academic Salaries PT	8,163	7,595	7,595	7,595	6,020	9,150	6,100	6,100	2,695	2,695	2,695	3,465	69,870	48,378	46,671	48,537	75,423	34,225
16	A_5154 Non-Academic Benefits FT	22,917	15,081	15,533	15,533	15,533	23,300	15,533	15,533	17,220	17,220	17,220	22,140	227,321	234,228	247,205	209,961	75,404	
17	A_5156 Non-Academic Benefits PT	780	683	683	683	571	867	578	578	256	256	256	329	6,522	4,213	4,211	4,727	7,159	3,363
18	-A_5150 Salaries and Benefits Non Acad	91,667	85,806	106,715	82,408	80,720	121,212	80,808	80,808	82,581	82,581	82,581	136,176	1,114,064	1,141,835	1,170,776	1,212,499	1,106,551	415,800
19	-A_5145 Net Non-Acad Salary & Benefits	91,667	85,806	106,715	82,408	80,720	121,212	80,808	80,808	82,581	82,581	82,581	136,176	1,114,064	1,141,835	1,170,776	1,212,499	1,106,551	415,800
20	A_590010 MPDA	2,052	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	37,249	20,000	20,000	20,000	43,837	-5,931
21	A_590088 PDA Year End Offset	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-20,223	0
22	A_590099 PDA Allocation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20,000
23	-A_5190 PDA	2,052	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	37,249	20,000	20,000	20,000	23,614	14,069
24	-A_5100 Salary and Benefits	93,719	89,006	109,915	85,608	83,920	124,412	84,008	84,008	85,781	85,781	85,781	139,376	1,151,313	1,161,835	1,190,776	1,232,499	1,130,165	429,868
25	A_610000 Equipment - Major	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
26	A_610020 Equipment - Minor	45	45	45	45	45	45	45	45	45	45	45	45	500	1,000	1,000	1,000	1,000	0
27	A_610030 Equipment - Computer	-6,134	1,012	1,012	1,012	1,012	1,012	1,012	1,012	1,012	1,012	1,012	1,012	5,001	5,000	5,000	5,000	5,500	-270
28	A_610040 Computer Software	-507	46	46	46	46	46	46	46	46	46	46	46	0	0	0	0	0	116
29	A_610050 Communication Equipment Lease	98	726	726	726	726	726	726	726	726	726	726	726	8,082	8,000	8,000	8,000	9,770	3,571
30	-A_5220 Equipment and Renovations	-6,544	1,830	1,830	1,830	1,830	1,830	1,830	1,830	1,830	1,830	1,830	1,830	13,583	14,500	14,000	14,000	16,270	3,417
31	A_600001 Materials & Supplies	28	28	28	28	28	28	28	28	28	28	28	28	307	225	150	150	150	814
32	A_600005 Office Supplies	269	339	339	339	339	339	339	339	339	339	339	339	4,000	4,000	4,000	2,000	5,000	2,030
33	A_600012 Postage	45	45	45	45	45	45	45	45	45	45	45	45	500	500	500	500	400	19
34	A_600100 Printing Duplicating	147	147	147	147	147	147	147	147	147	147	147	147	1,620	1,600	1,600	1,600	4,350	220
35	A_600200 Communication Expense	-809	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	10,788	12,000	12,000	10,000	8,000	2,930

**Hyperion receives:**

- Any new Department or Program
- Actual expenses/revenue for the period that just closed



# ACT III In Search of the Bottom Line



*Hi! I know you have been working on the projection, and I'd like to see the impact to the bottom line compared to our original Budget*



illustrations of.com #437276

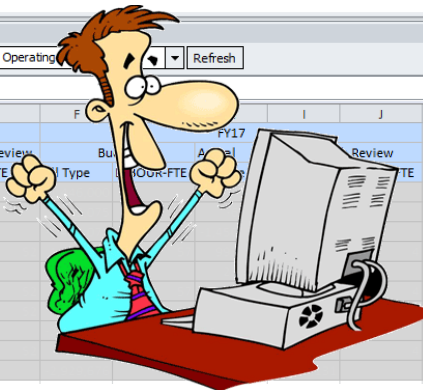


POV J.8 Month and Budget Review Report - hysitp01\_McM\_Plan\_1

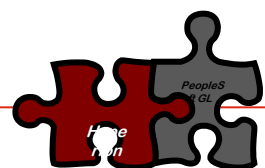
D\_10022 Arts & Science P\_30000 Generic 20 Operating Refresh

B102 f\_x

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
		8 Month Review	Actual	FY16 Favourable/ (Unfavourable)	8 Month Review	Budget	FY17 Favourable/ (Unfavourable)	Review	Favourable/ (Unfavourable)	All Type	FY18 Budget	Favourable/ (Unfavourable)	Plan Year +1	Favourable/ (Unfavourable)	All Type	LABOUR-FTE	(Unfavourable)
1		All Type	All Type														
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	
31																	
32																	
33																	
34																	
35																	
36																	
37																	
38																	
39																	
40																	
41																	
42																	
43																	
44																	
45																	
46																	
47																	
48																	
49																	
50																	
51																	
52																	
53																	
54																	
55																	
56																	
57																	
58																	
59																	
60																	
61																	
62																	
63																	
64																	
65																	
66																	
67																	
68																	
69																	
70																	
71																	
72																	
73																	
74																	
75																	
76																	
77																	
78																	
79																	
80																	
81																	
82																	
83																	
84																	
85																	
86																	
87																	
88																	
89																	
90																	
91																	
92																	
93																	
94																	
95																	
96																	
97																	
98																	
99																	
100																	



**8 Month and Budget Review Report (Report J) updates at the same time you update your Budget and projection. Shows if impact to Bottom Line is Favourable or not.**



## 8 Month and Budget Review Report (Report J)

- 🔍 Use during Budgeting for Analyze at aggregate level
- 🔍 Check Bottom Line changes after updating budget or projections.
- 🔍 Reports revenues and expenses by Account.
- 🔍 Can view aggregated value for All Programs under one Department (P\_ALL)
- 🔍 Can view aggregated values for all departments under one envelope (D\_ALL)

POV J.8 Month and Budget Review Report - hysitp01\_McM\_Plan\_1

D\_10022 Arts & Science

P\_30000 Generic

20 Operating Fund

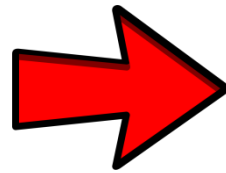
Refresh

B102

fx

	A	B	C	D	E	F	G	H	I	J
1		FY16				FY17				
2		8 Month Review	Actual	Favourable/	8 Month Review	Budget		Actual	8 Month Review	
3		All Type	All Type	(Unfavourable)	LABOUR-FTE	All Type	LABOUR-FTE	All Type	All Type	LABOUR-FTE
8	+A_4101 Operating Allocation									
15	+A_4200 Other Revenue									
16	-A_4000 Total Revenue									
63	+A_5100 Salary and Benefits									
86	+A_5200 Non Salary Expenses									
87	-A_5000 Expenses									
88	A_3000 Net Income									
89	Total Opening Appropriations									
90	Change in Appropriation Balance									
91	Closing Appropriations									

# ACT IV Departmental breakdown



*Hi! I need the year to date expenses for each of the departments in our envelope*

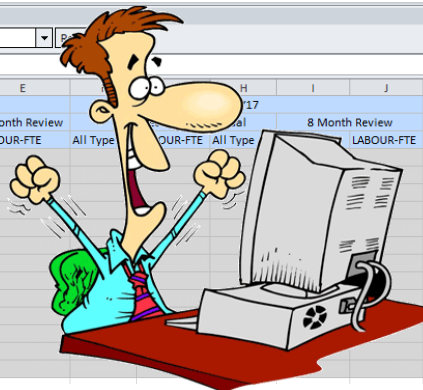


POV K: 8 Month and Budget Review Report on Department - hysitp01\_McM\_Plan\_1

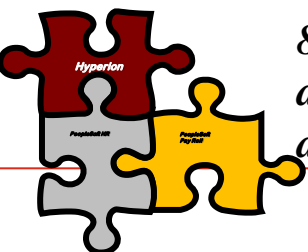
P\_30000 Generic    20 Operating Fund    A\_3000 Net Income    8

D668    fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
		8 Month Review	Actual	Favourable/	8 Month Review			8 Month Review	Favourable/		FY18		FY19				
		All Type	All Type	(Unfavourable)	LABOUR-FTE	All Type	LABOUR-FTE	All Type	(Unfavourable)	All Type	Budget	Favourable/	Plan Year +1	(Unfavourable)	All Type	LABOUR-FTE	(Unfavourable)
15	+D_BUD Ancillary Fund																
62	+D_BUD ACAD SUPPORT Academic Support																
68	+D_BUD ACAD PRIORITIES Academic Priorities																
72	+D_BUD CENTRAL1 Central University																
103	+D_BUD FACILITIES SUPP Facilities Support																
466	+D_BUD FACULTIES ACAD Facilities (Academic Programs)																
556	+D_BUD INSTITUTION SUPP Institutional Support																
566	+D_BUD INST PRIORITIES Institutional Priorities																
601	+D_BUD RSCH SUPPORT Research Support																
647	+D_BUD STUDENT SUPP Student Support																
648	-D_BUD OPERATING Operating Fund																
655	+D_OTHER BU Other BU																
656	-D_ALL All																



*8 Month and Budget Review Report on Department (Report K) updates contains YTD actuals. Can select the Net Income account to check for the departmental breakdown for an envelope.*





## 8 Month and Budget Review Report on Department(Report K)

- 🔍 Use during Budgeting for Analyze and breakdown By Department
- 🔍 Use to look at expense distribution by all departments in the envelope.
- 🔍 Use to check if there are expenses accredited against wrong fund or department.

POV K. 8 Month and Budget Review Report on Department - hysitp01\_McM\_Plan\_1

P\_30000 Generic

20 Operating Fund

A\_3000 Net Income

Refresh

D668

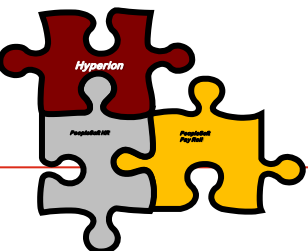
*fx*

	A	B	C	D	E	F	G	
1				FY16				
2		8 Month Review	Actual	Favourable/	8 Month Review	Budget		Act
3		All Type	All Type	(Unfavourable)	LABOUR-FTE	All Type	LABOUR-FTE	All
15	+D_BUD_ANCILLARY Ancillary Fund							
62	+D_BUD_ACAD SUPPORT Academic Support							
68	+D_BUD_ACAD_PRIORITIES Academic Priorities							
72	+D_BUD_CENTRAL1 Central University							
103	+D_BUD_FACILITIES SUPP Facilities Support							
466	+D_BUD_FACULTIES_ACAD Faculties (Academic Programs)							
556	+D_BUD_INSTITUTION_SUPP Institutional Support							
566	+D_BUD_INST_PRIORITIES Institutional Priorities							
601	+D_BUD_RSCH SUPPORT Research Support							
647	+D_BUD_STUDENT_SUPP Student Support							
648	-D_BUD_OPERATING Operating Fund							
655	+D_OTHER BU Other BU							
656	-D_ALL All							

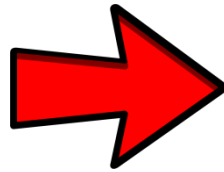
## Hyperion Labour Module

*DISCLAIMER: The following scenario is intended to depict the intersectionality between Hyperion and the MOSAIC HR system.*

*Please note the employee used in this example is a fictional character created by R.R. Martin.*



## ACT I New Employee Jon Snow is hired

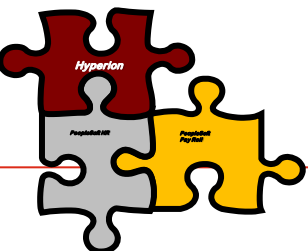


*Hi! I just Hired Mr. Jon Snow to work for the “STARK” department under the “WALL” program on my Operating fund to be the part of the TMG group.*

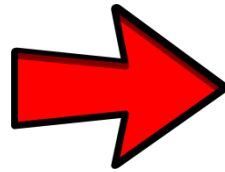
*Fantastic News! I will create the employee record straight away in MOSAIC!*



*MOSAIC – HR Module Employee record:*  
*Employee: Jon\_Snow*  
*Fund: 20*  
*Department: “STARK”*  
*Program: “WALL”*  
*Salary Account: 540001*  
*Benefit Account: 550001*  
*Standard Hours: 35*  
*Hourly rate: \$100*  
*Union Group: TMG*



## ACT II Jon Snow gets compensated for his labour



*All this fun and we get paid too!*

**MOSAIC- Payroll Module:**  
*Employee Jon Snow has worked 140 hours and will receive \$1,400 for Salary and \$280 for TMG Benefits*

**MOSAIC – Payroll record for Period 1:**

**Employee:** Jon\_Snow

**Fund:** 20

**Department:** “STARK”

**Program:** “WALL”

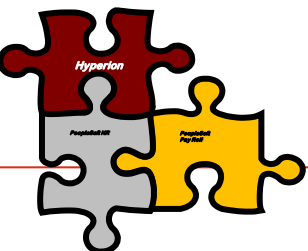
**Salary Account:** 540001

**Benefit Account:** 550001

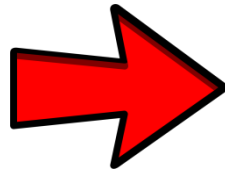
**Hours Worked in period:** 140

**Total Salary paid in period:** \$1,400

**Total Benefits paid in period:** \$280

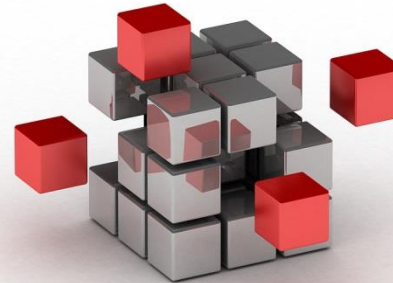


# ACT III (Scene 1) Hyperion receives Master data and Actuals

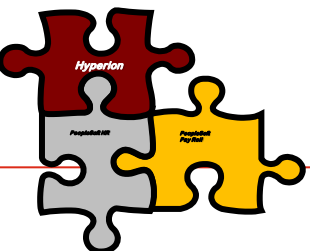


*MOSAIC – HR Module Employee record*  
*MOSAIC – Payroll module Actual records*

*Hyperion will be unavailable to allow  
 loading of actuals.  
 Please save your work...*



**HYPERION:**  
*Add Jon Snow HR  
 Employee Record to  
 Master Data  
 Add Salaries and Benefits  
 for specific time Period.*

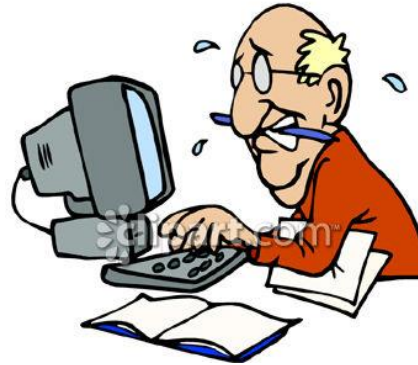
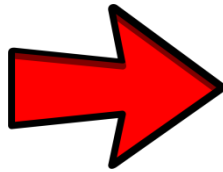




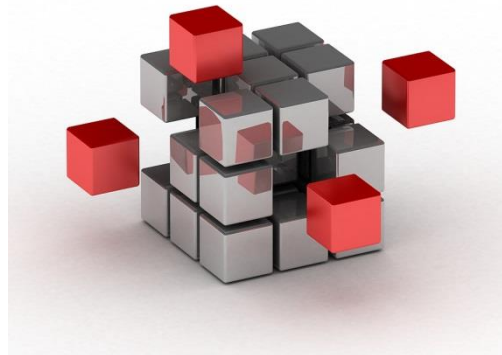
## ACT III (Scene 2) Labour Assumptions are entered in Hyperion



*Collective Agreements and guidelines are approved  
HR recommends increases for non-unionized staff*

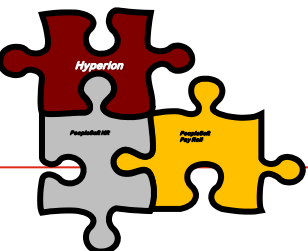


*Budgeting Services team enters Assumptions into Hyperion based on Collective agreements*

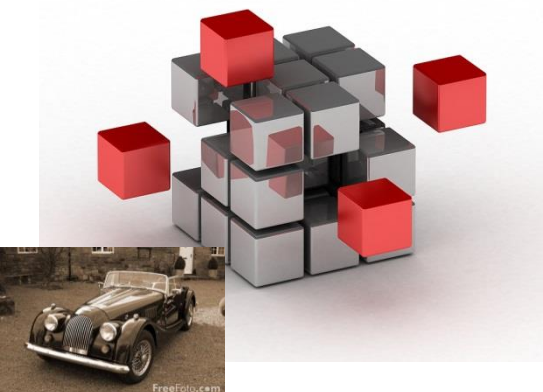


**HYPERION records:**

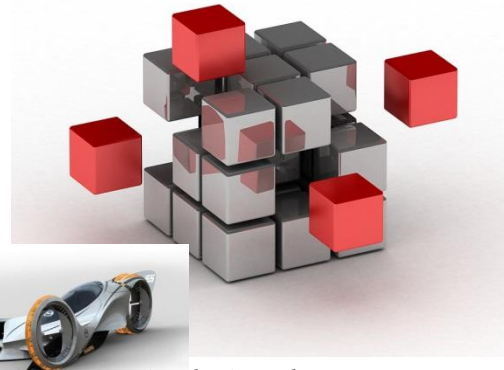
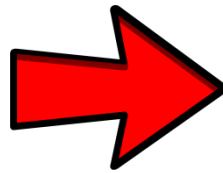
- *Grade % Increase to be applied per fiscal year*
- *Grade/Step amount increase to be applied per fiscal year*
- *Merit Increase Effective Month*
- *Benefit % based on Salary Range*



# ACT IV Hyperion pre-populates forms for budget cycle



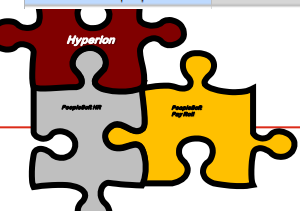
*For time periods in the PAST,  
populate actuals as per the  
PAYROLL record*



*For time periods in the FUTURE,  
Forecast Salaries and Benefits  
based on HR Master Data*



	BENEFIT_GRP	CUR_STANDARD_HOURS													TOTAL_HOURLY	TOTAL_SALARY	TOTAL_STIPEND	TOTAL_BENEFITS	TOTAL_COMPENSATION	FTE
	PO	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	YearTotal	+YearTotal	+YearTotal	+YearTotal	+YearTotal	+YearTotal	PO
Jon_Snow	TMG	140.00	140.00	140.00	210.00	140.00	140.00	140.00	140.00	210.00	140.00	140.00	140.00	1,820.00		186,620.00		37,324.00	223,944.00	1.00
Total for All Employees	TMG	140.00	140.00	140.00	210.00	140.00	140.00	140.00	140.00	210.00	140.00	140.00	140.00	1,820.00		186,620.00		37,324.00	223,944.00	1.00



## Hyperion Labour Planning - Not so straight forward

### **Employee showing on the incorrect salary or benefit account.**

🔍 **Why?** Overrides in HR system cause payroll to go to one account that is different than the Account on the Employee record. .

🔍 **Tip:** Add End Date to employee using form 4.2 and Create New Employee on correct Account.

🔍 **Long Term Fix:** Call your HR Rep and request to validate if there is an override for the particular employee.

### **Stipends are grouped into Salary account.**

🔍 **Why?** Although Stipends are paid on different account, there is only ONE employee record.

🔍 **Tip:** Hedge Stipend amounts on proper Stipend Account.

🔍 **Long Term Fix:** If possible, request HR to create a different position code to charge Stipends.

🔍 **Example:**

Jon\_Snow\_Job-Position – Salary Account 540001

Jon\_Snow\_Stipend-Position – Stipend Account 590000

# Hyperion Labour Planning - PDA and MPDA

1. On Current year Projection, enter:

**PDA BALANCE as of April 30<sup>th</sup> + (PDA allocation x Number of employees that receive PDA)**

*The PDA Balance can be obtained from MOSAIC using the **Open Item Listing Report Navigator > General Ledger > Open Items > Open Item Listing Report***  
*Run report for September 30<sup>th</sup> of the previous Fiscal Year*

2. For Future years, enter:

**PDA allocation x Number of employees that receive PDA.**

## Example:

Department Stark has 3 TMG employees, each of which has a Professional Development Allowance of \$2,500.

Employee 1 used \$4,000 of their allowance as of April 30th. Balance = \$1,000

Employee 2 used \$3,500 of their allowance as of April 30th. Balance = \$1,500

Employee 3 has used up all of their allowance as of April 30th. Balance = \$ 0

Total Balance for Department = \$2,500

**Current year PDA = \$2,500 + (2,500 x3) = \$2,500 + \$7,500 = \$10,000**

## In Hyperion OPEX Data Entry form:

	A	N	AA	AB	AC
1		DataInput			
2		FY17	FY18	FY19	FY20
3		+YearTotal	+YearTotal	May	May
46	A_590000 PDA	10,000	7,500	7,500	7,500

## Any further plot details required?

🔍 Any Questions???

🔍 If you want to know more:

🔍 Budget Guidelines > **Budgeting Website**

[https://www.mcmaster.ca/bms/BMS\\_FS\\_Budgeting.htm](https://www.mcmaster.ca/bms/BMS_FS_Budgeting.htm)

🔍 Budget Model > **Budget Model Website**

<https://budgetmodel.mcmaster.ca/>

🔍 Hyperion > **Guides on Budgeting Website/ Annual refresher training**

🔍 Budgeting > **Contact your Budgeting Services representative**





# 2016 Financial Forum

## UNLOCKING MOSAIC TIPS AND TRICKS





# Your Presenters

Stacey Farkas

Senior Manager, Financial Systems Support

[farkas@mcmaster.ca](mailto:farkas@mcmaster.ca) or x23654

Debbie Weisensee

Project Manager, Finance Business Intelligence

[weisens@mcmaster.ca](mailto:weisens@mcmaster.ca) or x26115

Ali Assad

Business Analyst, Research Finance

[assadaf@mcmaster.ca](mailto:assadaf@mcmaster.ca) or x24681

Diana Parker

Project Manager, VP, Administration

[parkerd@mcmaster.ca](mailto:parkerd@mcmaster.ca) or x24330



# Agenda

- Peer submitted Tips & Tricks
- Trainer/Expert Tips & Tricks
- Get Current Upgrade – Tips & Tricks
- Reports & Queries – WORKCENTRES – Tips & Tricks
  - GL, PC, AR, nVision
  - My Research



## Peer Submitted Tips and Tricks

- Over 20 tips submitted – thank you!
- Handout
- Winner is...!
- Some highlights...








General Ledger>Journals>Journal Entry>Manage Journal Approval




▼ Search Journals

Business Unit  

Line Business Unit  

Journal Date From  

\*Approval Status Pending 

Requester

Journal ID

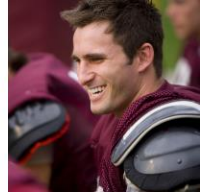
To Journal Date

Search

Clear

5





# Peer Submitted Tips and Tricks

## Managing Journal Approvals cont.

[New Window](#)

Manage GL Journal Approval

**Search Journals**

To locate journals that require your approval (or journals that previously required your approval), edit the criteria below and click the Search button.

Business Unit	<input type="text"/>	Requester	<input type="text"/>
Line Business Unit	<input type="text"/>	Journal ID	<input type="text"/>
Journal Date From	<input type="text"/>	To Journal Date	<input type="text"/>
*Approval Status	<input type="text" value="Pending"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>	

**Comments**

Select All / Deselect All

**Journals** [Personalize](#) [Find](#) | [Print](#) | [Calendar](#) First 1-27 of 27

Select	Journal ID	Total Debits▲	Journal Description	Requester	Period▲	Fiscal Year	Adjusting Entry	Date	Status	Unit	Line Unit
<input checked="" type="checkbox"/>	<a href="#">0000180420</a>		\$49.36 Dept. Billing Sep 2016 #51	ELENA		7	2017 N	11/15/2016	Pending	MAC01	MAC01
<input type="checkbox"/>	<a href="#">0000180424</a>		\$137.95 Dept. Billing Sep 2016 #53	ELENA		7	2017 N	11/15/2016	Pending	MAC01	MAC01
<input type="checkbox"/>	<a href="#">0000180390</a>		\$220.00 Charge to Bach HealthSci for d	YOSHINA		7	2017 N	11/16/2016	Pending	MAC01	MAC01
<input type="checkbox"/>	<a href="#">0000180358</a>		\$300.00 Charge to Divinity College for	YOSHINA		7	2017 N	11/16/2016	Pending	MAC01	MAC01
<input type="checkbox"/>	<a href="#">0000180391</a>		\$300.00 Charge to Student Recruitment	YOSHINA		7	2017 N	11/16/2016	Pending	MAC01	MAC01
<input type="checkbox"/>	<a href="#">0000180413</a>		\$300.08 Payment of Atrium-Catering Ord	YOSHINA		7	2017 N	11/16/2016	Pending	MAC01	MAC01
<input type="checkbox"/>	<a href="#">0000180382</a>		\$432.82 Dept. Billing Aug 2016 #43	ELENA		7	2017 N	11/01/2016	Pending	MAC01	MAC01

- Can personalize how data is returned and sorted
- Click on journal hyperlink and review header/lines
- Can approve more than one by selecting and hitting approve



# Peer Submitted Tips and Tricks

## Other Nuggets

### Worklist

- Press F5 to return to your worklist screen after completing the worked item
- To remove items from your worklist that have already been approved, click on the active Mark Worked button

### Next Item

- Some Mosaic items have a <next item> or <next employee> link; save time rather than returning to your search by looking for the <next item> where available.

### Clearing your Browser Cache

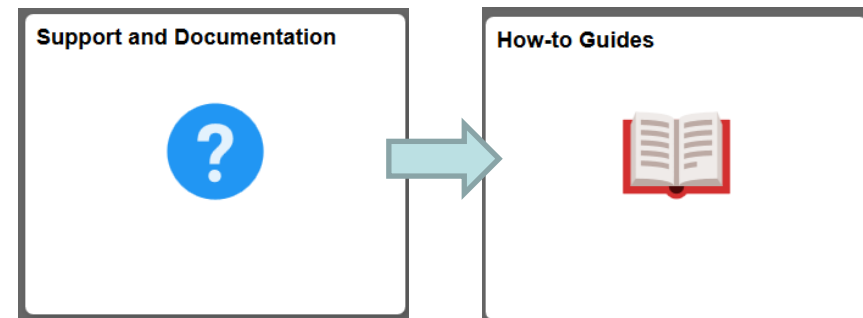
- If you have issues with displaying various screens or start seeing odd behaviour with navigation, worklists etc, the first thing to try is clearing your cache in your internet browser
  - (1) click on the computer's <Start Menu> then <Control Panel>. (2) In Control Panel click on <Internet Options>. (3) Under <Internet Options> choose <Delete Browsing History> then (4) the <Delete> button under Browsing History.



# Trainer/Expert Tips & Tricks

## Non-PO Voucher, Travel & Expense and Pcard

- Take Sue Graci's course! Monthly plus open houses available
- Will do one-on-one training!
- Across all modules
  - Don't be stingy with information...tell the complete story!
    - Faster approvals and helps with AUDITS
  - Don't wait too long if you're waiting for a receipt – use the missing receipt form
- Tip sheets for some modules NOW available:





# Trainer/Expert Tips & Tricks

## Non-PO Voucher, Travel & Expense and Pcard cont.

### EXPENSE REPORTS

- AVOID having your expense report returned
  - Enter a business purpose for each line – “Who was there and Why?”
  - The PURPOSE APPROVER must ALWAYS be your ‘one-up’
    - i.e. if you're Faculty, must be the Chair
- Choose the **Default Location at the top** as your main Destination – ensures tax treatment will be correct for most of the lines (may have to change VAT treatment one or two only if it's a mixed report)
- Speed up approvals: Scan their receipts in the order they appear in the expense report and right side up

### PCARD

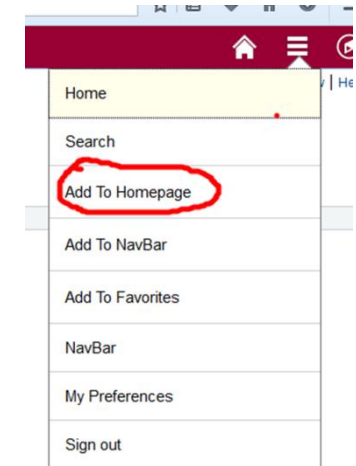
- **To Do Very Basic Steps** – sentence to help you remember the acronym for how to reconcile transactions properly
- **T**ransaction – **D**istribution – **V**AT – **B**illing – **S**ave – do this for each transaction<sub>9</sub>



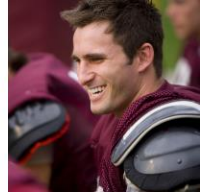


# Get Current – Tips & Tricks

- Navigation
- Favourites
- Differences after Dec 5<sup>th</sup> Finance Go Live
  - Can set up tiles on your home pages
  - Recent places will work
  - Back arrows will work – won't bring you back to the beginning
- Missing our Breadcrumbs ☹️
  - BUT...handy document created to help you navigate to the most commonly used business processes – then set up as a favorite/tile!
    - NOW available in the How to Guide area under Support and Documentation



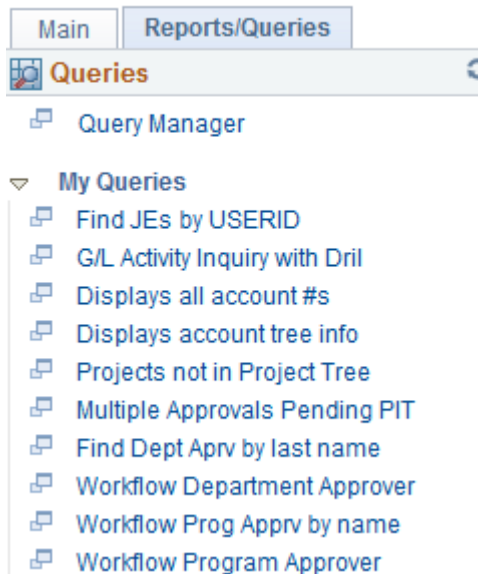




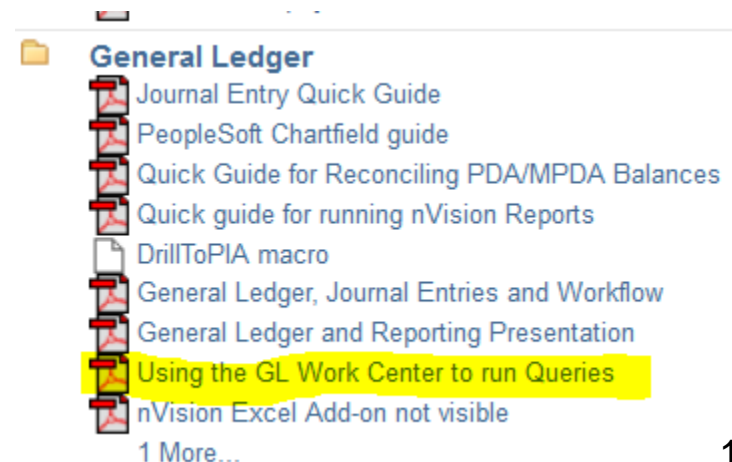
# GL WorkCenter Queries

- Finance > General Ledger > GL WorkCenter or **TILE Under MY WORK MENU**
- This is where commonly used public queries for GL can be found

## General Ledger WorkCenter



- These queries along with a description of what they are used for can be found in Support & Documentation in MOSAIC

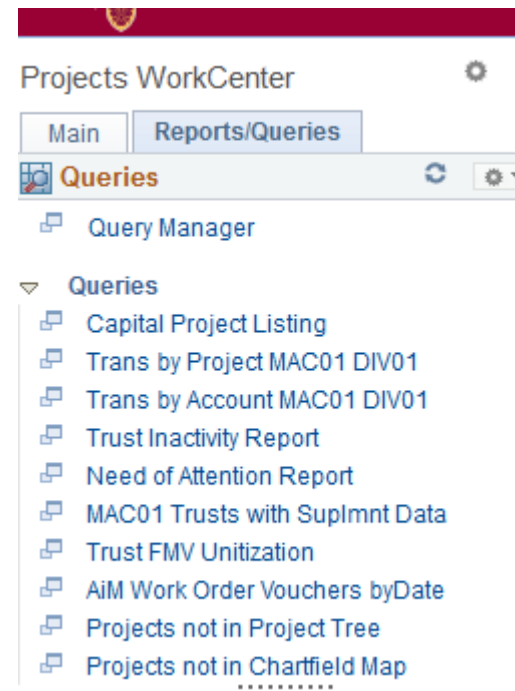




# Project Costing WorkCenter Queries

Finance > Project Costing > Project WorkCenter **or TILE Under MY WORK MENU**

- Queries found here are used for reporting on Capital, Trust Funds and Sponsored Research





Projects WorkCenter

Main **Reports/Queries**

**Queries**

- Capital Project Listing
- Trans by Project MAC01 DIV01
- Trans by Account MAC01 DIV01
- Trust Inactivity Report
- Need of Attention Report
- MAC01 Trusts with Suplmt Data
- Trust FMV Unitization
- AiM Work Order Vouchers byDate
- Projects not in Project Tree
- Projects not in Chartfield Map
- Workflow Project Approver
- To Find Trx Not In Proper Dept
- To Find Trx Not In Proper Fund
- PC Details by Project

**Reports/Processes**

**Reports**

- My Projects
- Flexible Analysis
- Project Valuation
- Projects List
- Manager Transaction Review
- Transaction List
- Project Profitability Details
- Budget Status
- Budgets Overview
- Capital Program Report
- Annual Donor Report
- Trust Recipient Report
- Interim Trust Report

## Project Costing WorkCenter Queries

Existing Trust and Capital  
Queries

### To Find Transactions Not in Proper Department

- Every project has a home department – finds errors so you can correct

**\*NEW\***

### To Find Transactions Not in Proper Fund

- Should only ever have one fund for each project – finds errors so you can correct

Project  
Reports

### PC Details by Project

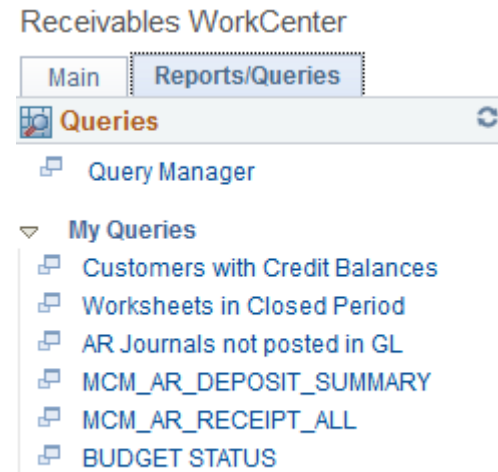
- Like GL Activity Inquiry with drillable links but allows you to enter in a date range vs fiscal period and year (e.g. April 1<sup>st</sup>...March 31<sup>st</sup>)



# Accounts Receivable WorkCenter Queries

Finance > Accounts Receivable > Receivables WorkCenter

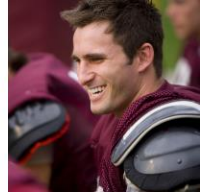
- These queries are used to obtain information on non-student deposits



## **TIP:** Reducing Rework on Deposits

- If the amount of the posted deposit is correct, but the chartfield needs to be corrected, this can be done through a GL JE. You don't need to create a deposit reversal and a correcting deposit through AR.





# nVision Reports

Finance > Reporting Tools > PS/nVision > Define Report Book

**What do I do if one of my report requests does not show up in Report Manager when I am running a Report book?**

## Report Book

Run Control ID Report      Report Manager      Process Monitor      Run

**Run Parameters**

As Of Date: Specify      01/31/2015      31

Tree Effective Date: Use As Of Reporting Date      ☒ Ignore Runtime Errors

Retention Days:

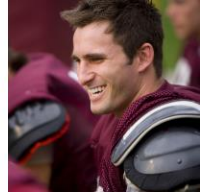
**Report Requests**      Personalize | Find | View All |      First 1-3 of 3 Last

Seq	Business Unit	*Report ID	View	Run		
6	MAC01	OPS2883	View	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
7	MAC01	COFOFD20	View	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
8	MAC01	CFINST20	View	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Save      Return to Search      Notify

Delete the line and re-add it





# nVision Reports

## How do I email my PS/nVision reports to myself?

After clicking on the run button to run the report click on the down arrow for type and format

Process Scheduler Request

Help

User ID WEISENS

Run Control ID Report

Server Name PSNT

Run Date 11/17/2016

Recurrence

Run Time 2:19:57PM

Time Zone

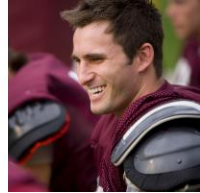
Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input type="checkbox"/>	Research Project Statement	MCM_RPTB	nVision-ReportBook	Default	Default
<input checked="" type="checkbox"/>	nVision Report Book	RPTBOOK	nVision-ReportBook	Default	Default

OK

Cancel



# nVision Reports

How do I email my PS/nVision reports to myself? cont.

Change to email and XLS and click Distribution

Process Scheduler Request

User ID WEISENS Run Control ID Report

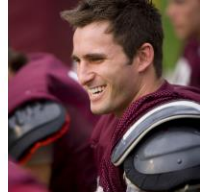
Server Name PSNT Run Date 11/17/2016  
Recurrence Recurrence Run Time 2:19:57PM  
Time Zone Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Research Project Statement	MCM_RPTB	nVision-ReportBook	Default	Default	
<input checked="" type="checkbox"/>	nVision Report Book	RPTBOOK	nVision-ReportBook	Email	XLS	Distribution

OK Cancel



# nVision Reports

## How do I email my PS/nVision reports to myself? cont.

Insert the macid of who you wish  
the report to be emailed to

**Distribution Detail** [X] [Help](#)

Process Name RPTBOOK  
Process Type nVision-ReportBook  
Folder Name [v]  
Retention Days [7]

**Email Only**

Email Subject Email With Log: ☐ Email Web Report: ☐  
[...]  
Message Text  
[...]  
Email Address List  
[...]

**Distribute To**

*ID Type	*Distribution ID
User [v]	WEISENS [m] [+] [-]

OK Cancel



# nVision Reports

**What do I do if I have lost the ability to drill-down on a PS/nVision report?**









- Although you may have already installed the add-ins macro from the DrillToPia xla file, automatic windows updates may have deleted this

**TIP:** Save your Vision reports to a folder on your desktop, and open them using the DrilltoPia xla file also kept on your desktop.



# Research Reports

**My Research**

<b>Research Project Statement</b> 	<b>Team by User ID</b> 	<b>RPS Information By Department</b> 
<b>RPS Information By Faculty</b> 	<b>RPS Information By PI</b> 	<b>Monthly RPS (PI's only)</b> 
<b>About My Research</b> 	<b>Team</b> 	





# Research Reports



- Display Projects for team member:
  - PI's
  - PI Delegates
  - Accountants
  - Project Managers
- Only display result when User ID is in caps
- Fields such as BU, Projects, Empl Id, Project Role...etc.





# Research Reports

My Research



Team



- Display Team members for a project
- Employee ID, Name, Project Role, Start & End dates
- Processing Status



# Research Reports

My Research



- Displays all Active Projects of a PI
- Uses Employee ID of PI
- Range of fields
  - Projects, Fund Code, Research Accountant, Award Amount, Ending Balance, Commitment...etc.

RPS Information By PI





# Research Reports



### RPS Information By Department



- Displays Projects of a Department:
- Range of fields
  - Projects, Employee Id, Project Role...etc.
  - Transactional data; Award amt., Ending Balance and Commitments



# Research Reports



## RPS Information By Faculty



- Display all Active Projects of a Faculty
- Uses Faculty Name for lookup
- Range of fields
  - Projects, Fund Code, Research Accountant, Award Amount, Ending Balance, Commitment...etc.





# Research project Statement Enhancement



- **Select All** and **Download all** buttons available for PI's, Delegates and Senior Research Accountants
- **Pre-generated** Research Project Reports Every **Month**



# Research Reports



- Display Projects for a user:
  - PI's
  - PI Delegates
  - Accountants
  - Project Managers
  - Scientific Stores Purchasing Delegates
- Fields such as BU, Projects, Empl Id, Project Role...etc.

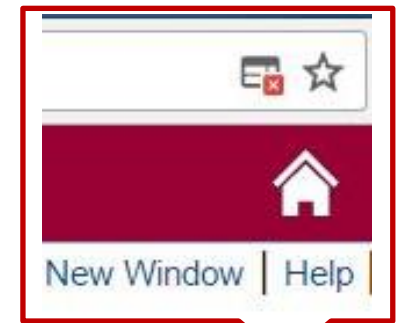


**Coming Soon**



# Research Report Tips & Tricks

Pop-up blocker could prevent the report to be downloaded



Research Project Statement

Parameters

\*PC Business Unit: RFHSC

Run Report

F300\_NVS\_RNCTL.GBL?&

The following pop-ups were blocked on this page:

<https://epuat.mcmaster.ca/psp/drepuat/ONTLIST&Action=U&TargetFrameName=None>

☒ Always allow pop-ups from <https://epuat.mcmaster.ca>

☐ Continue blocking pop-ups

[Manage pop-up blocking...](#)

Done



# Research Report Tips & Tricks

Change **Day** to **All** in **Report Manager** to view reports from up to 45 days back



List Administration

**View Reports For**

User ID ASSADAF Type Last 1 Days Refresh

Status Folder Instance to

**Report List** Personalize Find View All First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>			Report Description			

1 All Refresh

Last

tus

☒ Select All ☐ Deselect All Download

Delete Click the delete button to delete the selected report(s)





# Research Report Tips & Tricks

Save Search Criteria to  
save time



## Project General

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

### Search Criteria

Use Saved Search: OLD projects and active

Business Unit	=	RFMAC
Project	contains	105
Description	begins with	
Program	=	Detail Project
Processing Status	=	Active

☐ Include History ☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Delete Saved Search





# Research Report Tips & Tricks

Schedule Reports and receive them on your email



## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

## Search Results

\*Folder View

Query				Personalize   Find   View All    					
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
MCM_RESEARCH_BY_FACULTY	Research Proj Info by faculty	Private		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
MCM_RESEARCH_PROJECT_INFO_BU	Research Proj Info by BU	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
MCM_RESEARCH_PROJECT_INFO_DEPT	Research Proj Info by DEPTID	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
MCM_RESEARCH_PROJECT_INFO_PI	Research Proj Info by PI	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
MCM_RESEARCH_PROJ_INFO_FACULTY	Research Proj Info by faculty	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>



### Distribution Detail

Help

**Process Name** PSQUERY  
**Process Type** Application Engine  
**Folder Name**   
**Retention Days**

#### Email Only

**Email Subject**  **Email With Log:** ☐ **Email Web Report:** ☐

#### Message Text

Your report was generated using report scheduling feature

#### Email Address List

ABC@mcmaster.ca  
XYZ@gmail.com

#### Distribute To

*ID Type	*Distribution ID
User	ASSADAF

OK

Cancel

### Schedule Query

Run Control ID 123

Query Name: MCM\_RESEARCH\_PROJ\_I

\*Description: Test Schedule by AA

Update Parameters

Prompt Name

SD\_TEXT20\_6

OK

Cancel

Apply

Help

Reset to Current Date/Time

Format	Distribution
XLS	Distribution

3 4 5



# Questions?

# 2016 Financial Forum – Peer Submitted Tips and Tricks

## Unlocking Mosaic

### Getting back to the Worklist Faster

- Press F5 to return to your worklist screen after completing the worked item
- Or, Add the Worklist to your Navigation Bar (or Favourites)
- Or, Use Recent Places on the Nav Bar.

### Managing High Volume Journal Entry Approvals

#### **Finance>General Ledger>Journals>Journal Entry>Manage Journal Approval**

Use this screen to manage larger volumes of journal approvals. Allows you to personalize and sort the journal entry data in whatever way you find useful. For example you can sort by dollar value, period, user, etc. Will allow you to approve multiple journals at once.

### Save keystrokes (add to Favorites)

#### **To add an item to your Favorites,**

1. Navigate to that item screen (ie Accounts Payable\Vouchers\Entry\ Regular Entry)
2. Click “Add to Favorites” in the upper right corner of Mosaic.
3. You can customize the description or keep the default.
4. Once the new Favorite is added, click on the My Favorites to confirm that the new Favorite is stored.

#### **To delete unwanted Favorites,**

1. Use the Edit Favorites link under the My Favorites menu.
2. Select the Delete button to the right of each Favorite that you wish to delete.
3. Each time a Favorite is selected for deletion, a confirmation message will appear to ensure that the item should be marked as such. Click OK. The Favorite(s) will disappear from the list but will not be deleted until you click on the Save button in the lower portion of the page. Click Save.

#### **Common Queries (add to Favorites)**

In the Query Search Results, click on Favorite under the Add to Favorite column, this query will be added to your favorites list. Similarly, to remove a query click the in the Remove column.

### Next Item

Some Mosaic items have a <next item> or <next employee> link; save time rather than returning to your search by looking for the <next item> where available.

### Finding the right query

To find a query, enter % (wild card) and then type what you are looking for i.e. %SALARY, the search will bring back any queries with “SALARY” in the query name.

### Sorting your results

You can toggle between ascending alpha order, descending alpha order, and the original sort order to sort your results. Use the black carrot icon/triangle on the menu to change the sort order.

### Getting results within Ledger Inquiry

Depending on your criteria, Ledger Inquiry will default to display only the first 100 lines. If you know your data could be larger than that, you should specify that you want more rows before you hit Search.

Make sure you check that you've captured all data by looking in the top corner to see how many rows you have retrieved (if it says 300 of 300, there are likely more rows...so increase the number of rows in your search criteria).

### Print Journal Entries

The standard print function in journals generates multiple pages. If you don't need the header information, you can print the lines in their entirety using the "Zoom Lines" arrow. Move the box around so you can capture the top of the lines page with Journal ID and the bottom of the lines page with totals lines, then print.

### Printing your results (browser choices)

- In *Chrome*, you can only print what is on the screen.
- In *Internet Explorer*, you can shrink it down to 30%, which still might not be enough.
- In *Firefox*, you can select the print size (usually 60% for Expense Reports) using the Open Menu at the top right-hand side. Choose as though you were ready to print, but DON'T. Close, then <right click> the screen, and select <This Frame>. Then select <Print Frame> and <Ok>. You will get the entire expense report printed at a very legible size. No more 30% printing which requires a magnifying glass or printing on legal paper which necessitates setting changes.

### Reducing Rework on Deposits

If the amount of the posted deposit is correct, but the chartfield needs to be corrected, this can be done through a GL JE. You don't need to create a deposit reversal and a correcting deposit through AR.

### Computer Maintenance /Clearing your Browser Cache

If you have issues with displaying various screens or start seeing odd behaviour with navigation, worklists etc...The first thing to try is clearing your cache in your internet browser. Cleaning your browser cache will also reduce the risk of loading old information.

- To clear the browser (1) click on the computer's <Start Menu> then <Control Panel>. (2) In Control Panel click on <Internet Options>. (3) Under <Internet Options> choose <Delete Browsing History> then (4) the <Delete> button under Browsing History.

### Documenting travel expenses

For most granting agencies and McMaster internally sponsored research projects as well as Tri-agency grants, it is important to be able to show you are purchasing the lowest available fare. Occasionally, the cost of a higher economy class or business/first class is lower than the lowest economy due to a seat sale, or the usual lowest available class is sold out, however without backup the higher class flights will be rejected. You can take screen shots showing the total costs for the options on same date, time and flight number as backup and you will be reimbursed for that lowest cost. -cm

### Using Excel to identify JE data entry errors (Research) for Preparers – contact Koray Beduk for more information x 22192

Use a pre-set Excel Template, with "RPS Information by Faculty" updated monthly





## 2016 Financial Forum

**Journal Entries: The Scene of the Crime...**



# Agenda

- Your Presenters
- What's the Big Deal?
- Header Descriptions
- Line Entry Descriptions
- Natural Balances of Accounts
- Fund Type
- Attachments
- Dating
- Accruals & Cut-off
- Reversing, Deleting & Copying Entries
- Other Tips & Tricks



# Your Presenters

Dennis Tavares, CPA, CA  
Senior Accountant, Financial Services  
[tavard@mcmaster.ca](mailto:tavard@mcmaster.ca) or x. 20829

George Hamilton, CPA, CMA  
Manager, Health Sciences Finance  
[hamgeo@mcmaster.ca](mailto:hamgeo@mcmaster.ca) or x. 22420



# What's the Big Deal?

Fiscal 2016 (May 1, 2015 to April 30, 2016)  
Statistics\* for MAC01:

- 619 unique users with entries
- 34,270 journal entries
- 1,001,600 total lines
- \$12,026,307,434 of journal entries

\*Does not include system-generated entries



# The Journal Entry Header

Header | Lines | Totals | Errors | Approval

Unit MAC01 Journal ID NEXT Date 11/21/2016

Long Description

\*Ledger Group ACTUALS  Adjusting Entry Non-Adjusting Entry

Ledger  Fiscal Year 2017

\*Source ONL  Period 7

Reference Number  ADB Date 11/21/2016

Journal Class

Transaction Code GENERAL

SJE Type

Currency Defaults: CAD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal Commitment Control

Entered By TAVARD TAVARES,DENNIS

Entered On

Last Updated On

Generate Lines

Journal Incomplete Status

Balance on 0 Amount Line

This is only place the explains the intent of the entry!







## Header Description Cont'd

- Consider using the following to begin the description:
  - To record...
  - To accrue...
  - To reverse...
  - To reallocate...
  - To charge or refund...



# Other Header Considerations

Header | Lines | Totals | Errors | Approval

Unit **MAC01** Journal ID NEXT Date 11/21/2016

Long Description

\*Ledger

Adjusting Entry Non-Adjusting Entry

Fiscal Year 2017

Period 7

ADB Date 11/21/2016

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

SJE Type

Currency Defaults: CAD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Commitment Control

Entered By TAVARD TAVARES,DENNIS

Entered On

Last Updated On

Need to have at least one line of the JE as MAC01



# Line Entry Reference & Descriptions

Header Lines Totals Errors Approval

Unit MAC01 Journal ID NEXT Date 11/21/2016

Template List

Inter/IntraUnit \*Process Edit Journal

Change Values Process

I feel empty inside I feel so generic...

Personalize | Find | View All | First 1 of 1 Last

Select	Line	*Unit	Fund	Account	Dept	Program	Reference	Journal Line Description	Debit Amount	Credit Ar
<input type="checkbox"/>	1	MAC01	20	600001	10385	30000		Materials & Supplies		
<input type="checkbox"/>	2	MAC01	20	610000	10385	30000		Materials & Supplies		
<input type="checkbox"/>	3	MAC01	20	650001	10385	30000		Materials & Supplies		

Lines to add 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MAC01	3	0.00	0.00	N	N



# Line Entry Reference & Descriptions

- These are the two most often neglected areas of all journal entries
- Can be used for better data analysis using Pivot Tables or filters
- Used in conjunction with Queries such as:







# Line Entry Reference & Descriptions

[View All](#) | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#)

First 1-100 of 102 Last

	Unit	Year	Period	Date	Journal ID	Account	Dept	Fund	Program	Project	Amount	Descr	Line Descr	User	Source	Line #	AP Link	Exp Rep Link
9	MAC01	2016	12	04/21/2016	0000145470	170020	10394	60		10064269	-12154.480	To reallocate amounts in #1700	Realloc. open bals to projects	PRENTIC	ONL	130	YE F2015	YE F2015

1

Header Description

2

Line Description

3

Reference

Sum of Amount	
AP Link	Total
	\$ 5,057,514.17
SEE JE1454	\$ (475,830.32)
YE F2015	\$ (51,627,046.15)
Grand Total	\$ (47,045,362.30)

Pivot of reference



## Natural Balances of Accounts

- What do we mean by “natural balance”?
- Simply put, what position (i.e. debit or credit) should the account rest in
- 1XXXXX – Asset Accounts (Debits)
- 2XXXXX – Liability Accounts (Credits)
- 4XXXXX – Revenue Accounts (Credits)
- 5XXXXX – Salary & Benefits Accounts (Debits)
- 6&7XXXXX – Other Expenses (Debits)



## Fund Type

- 20 – Operating Fund
- 30 – Ancillaries
- 45 – Specifically Externally Funded
- 50 & 80 – Internal Research
- 55 & 85 – External Research
- 60 – Capital Fund
- 70, 75, 77 – Trusts & Endowments
- 72 & 78 – Medical Practices & Clinical Trusts



## Fund Type - Research

- 50 & 80 – Internal Research
  - McMaster Funded or Unrestricted Residuals
- 55 & 85 – External Research
  - Externally Funded (grants & contracts)
  - Activity in these funds is used to report our total research revenues!



## Attachments

- Attachments of supporting documents assists with the understanding of the entry
- Need to know that anyone with G/L access can view the attachment
- Consider using PDF copies of files to reduce size and facilitate forward compatibility
  - Use a PDF printer option to save time & space
  - CutePDF, FoxIt, Adobe, PDF X-change
    - Watch license usage for free versions!





# Dating (of the Entry)

The effective date of the transaction



Unit MAC01 Journal ID 0000145470 Date 04/21/2016

Long Description To reallocate amounts in #170020 to various projects or other capital asset accounts to agree to Fiscal 2015 capital asset working papers

\*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger

\*Source ONL

Reference Number

Journal Class

Transaction Code GENERAL

Fiscal Year 2016

Period 12

ADB Date 04/21/2016

SJE Type

☐ Auto Generate Lines

☐ Save Journal Incomplete Status

☐ Autobalance on 0 Amount Line

Currency Defaults: CAD / CRRNT / 1

Attachments (1)

Reversal: Do Not Generate Reversal

Commitment Control

Entered By PRENTIC PRENTICE,JENNIFER

Entered On 04/21/2016 3:45:26PM

Last Updated On 04/22/2016 10:52:27PM



## Accruals & Cut-off

- Cut-off is a very important concept at three key points:
  - April 30 – University Year-End
  - March 31 – Research Year-End
  - June 30 – Specifically Funded, Alternate Funding Plan (AFP) & Clinical Practise Plan (CPP) Year-Ends



# Reversing Entries

- If you want to accrue an item but don't want to double-count it. Have the system take care of it for you!

Unit MAC01 Journal ID NEXT Date 11/21/2016

Long Description

\*Ledger Group  Adjusting Entry

Ledger  Fiscal Year 2017

\*Source  Period

Reference Number  ADB Date

Journal Class

Transaction Code

SJE Type

☐ Auto Generate Lines

☐ Save Journal Incomplete Status

☐ Autobalance on 0 Amount Line

Currency Defaults: CAD / CRRNT / 1

Attachments (0)

**Reversal: Do Not Generate Reversal**

Commitment Control



# Reversing Entries Cont'd

## Journal Entry Reversal

### Reversal

- ☐ Do Not Generate Reversal
- ☒ Beginning of Next Period
- ☐ End of Next Period
- ☐ Next Day
- ☐ Adjustment Period
- ☐ On Date Specified By User

Adjustment Period

Reversal Date

### ADB Reversal

- ☒ Same As Journal Reversal
- ☐ On Date Specified By User

ADB Reversal Date

OK

Cancel

Refresh

No need to click on anything else except "OK"!



## Deleting Entries

- If an entry contains an error or has not made it through work-flow before a period closes, it should be deleted.

Header **Lines** Totals Errors Approval

Unit MAC01 Journal ID NEXT Date 11/21/2016

Template List

Inter/IntraUnit \*Process Edit Journal

Change Values Process **2**

**Lines**

Select	Line	*Unit	Fund	Account	Journal Line Description
<input type="checkbox"/>	1	MAC01			

Lines to add 1 + -

**1**

Delete Journal

Budget Check Journal

Copy Journal

Edit / Pre-Check

Edit Chartfield

Edit Journal

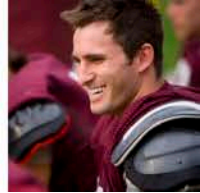
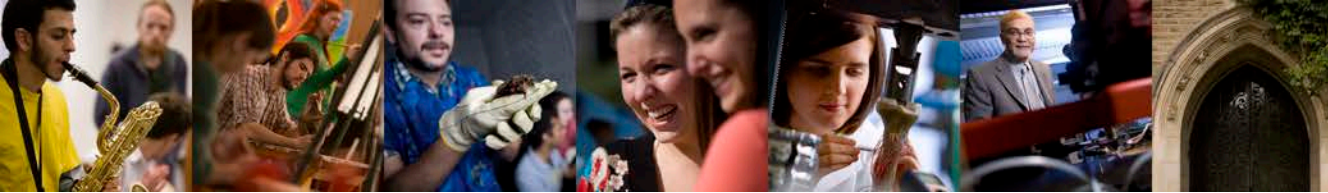
Post Journal

Print Journal

Refresh Journal

Submit Journal





# Copying Entries

Header **Lines** Totals Errors Approval

Unit MAC01 Journal ID NEXT Date 11/21/2016

Template List Change Values

Inter/IntraUnit \*Process

**Lines**

Select	Line▲	*Unit▼	Fund	Account
<input type="checkbox"/>	1	MAC01		

Lines to add 1 + -

**Totals**

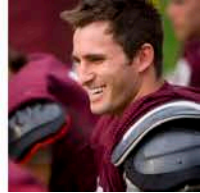
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MAC01	1	0.000	0.000	N	N

Save Notify Refresh Add Update/Display

**Process**

**1** Edit Journal  
Budget Check Journal  
**Copy Journal**  
Delete Journal  
Edit / Pre-Check  
Edit Chartfield  
Edit Journal  
Post Journal  
Print Journal  
Refresh Journal  
Submit Journal

**2** Personalize | Find | View All | First 1 of 1 Last



# Copying Entries

Journal Entry Copy



[Help](#)

Business Unit MAC01

Copy From ID NEXT

Copy From Date 11/21/2016

Journal ID NEXT

Ledger

Journal Date 11/21/2016

New Ledger

ADB Date

Document Type

Currency Effective Date

☒ Reverse Signs

☐ Recalculate Budget Date

☐ Save Journal Incomplete Status

## Reversal Date

☒ Do Not Generate Reversal

☒ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Adjustment Period

☐ On Date Specified By User

Adjustment Period

Reversal Date

## ADB Reversal Date

☒ Same As Journal Reversal

☐ On Date Specified By User

ADB Reversal Date

OK

Cancel

Refresh



## Other Tips & Tricks

- GL Work Centre Query & Drilling URLs





## Other Tips & Tricks

- GL Work Centre Query & Drilling URLs

### MCM\_GL\_ACTIVITY - G/L Activity Inquiry with Drill

Fund (Optional)

Account (Optional)

Dept (Optional)

From Period

To Period

Year

Project (Optional)

Program (Optional)

If left blank, will return all values

Start with Period 0 if you  
want opening balances



- GL Work Centre Query & Drilling URLs

Will have hyperlink to open JE in new window

1 If entry is AP##### - Will open voucher in new window

2 If entry is EX##### - Will open expense report in new window

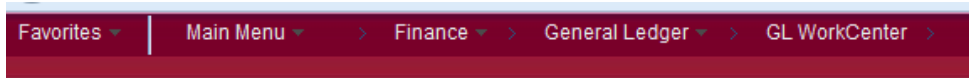
25



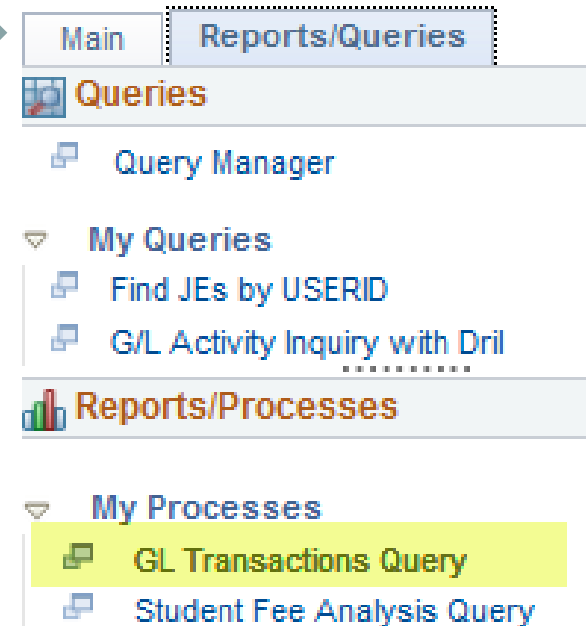


## Other Tips & Tricks

- FHS Query:



### General Ledger WorkCenter



- similar to G/L Activity Inquiry with Drill query
- does not have hyperlink
- shows department, program, & account names



# Other Tips & Tricks

- FHS Query (con't):

## MCM\_GL\_TRANSACTIONS\_NEW - Listing of transactions

From DeptID:

To DeptID:

Fiscal Year:

Starting Fiscal Period:

Ending Fiscal Period:

From Program:

To Program:

[View Results](#)

Unit	Fund	DeptID	Dept Name	Program	Program Name	Account	Account Name	Amount	Ref	Journal Line Description	Long Description	Journal ID	Date	Source	User	Period	Year	Total in acct for the period
------	------	--------	-----------	---------	--------------	---------	--------------	--------	-----	--------------------------	------------------	------------	------	--------	------	--------	------	------------------------------



# Questions?