CARDINAL PLANNING & BUDGET (CPB) System
VPDoR Kick Off

June 4th, 2024

Agenda

- **Welcome**
- **The vision of CPB**
- **Useful functionalities of CPB**
- **CPB implementation plan with quick Q&A**
- **CPB Preview**
- **Training/support strategy**
- **Breakout session**
  1. Concerns
  2. Strategies for change management
  3. How can the dean's finance team support
- **Breakout session recap**
- **Next steps and Q&A**
- **FY25 Booked Budget Process**

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- DoR Team
- UBO Guest
- Unit Teams

Vision for Stanford Budget Management

Budget tool that meets Stanford needs
Tidemark has lagging functionality, limited user adoption, difficult maintenance/development, and high vendor risk.

Streamlined budget and planning practices
Eliminate manual processes, shadow systems, and time-wasting processes.

Seamless integration with key systems
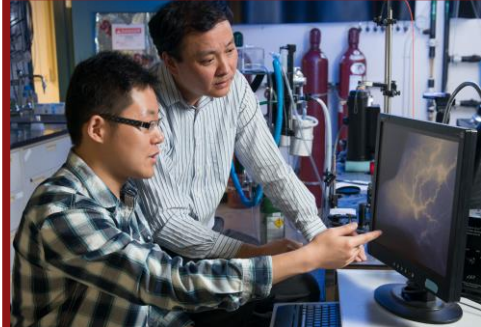Support flexible reporting, importing, and exporting of the data you need.

Overall user-friendly interface and experience
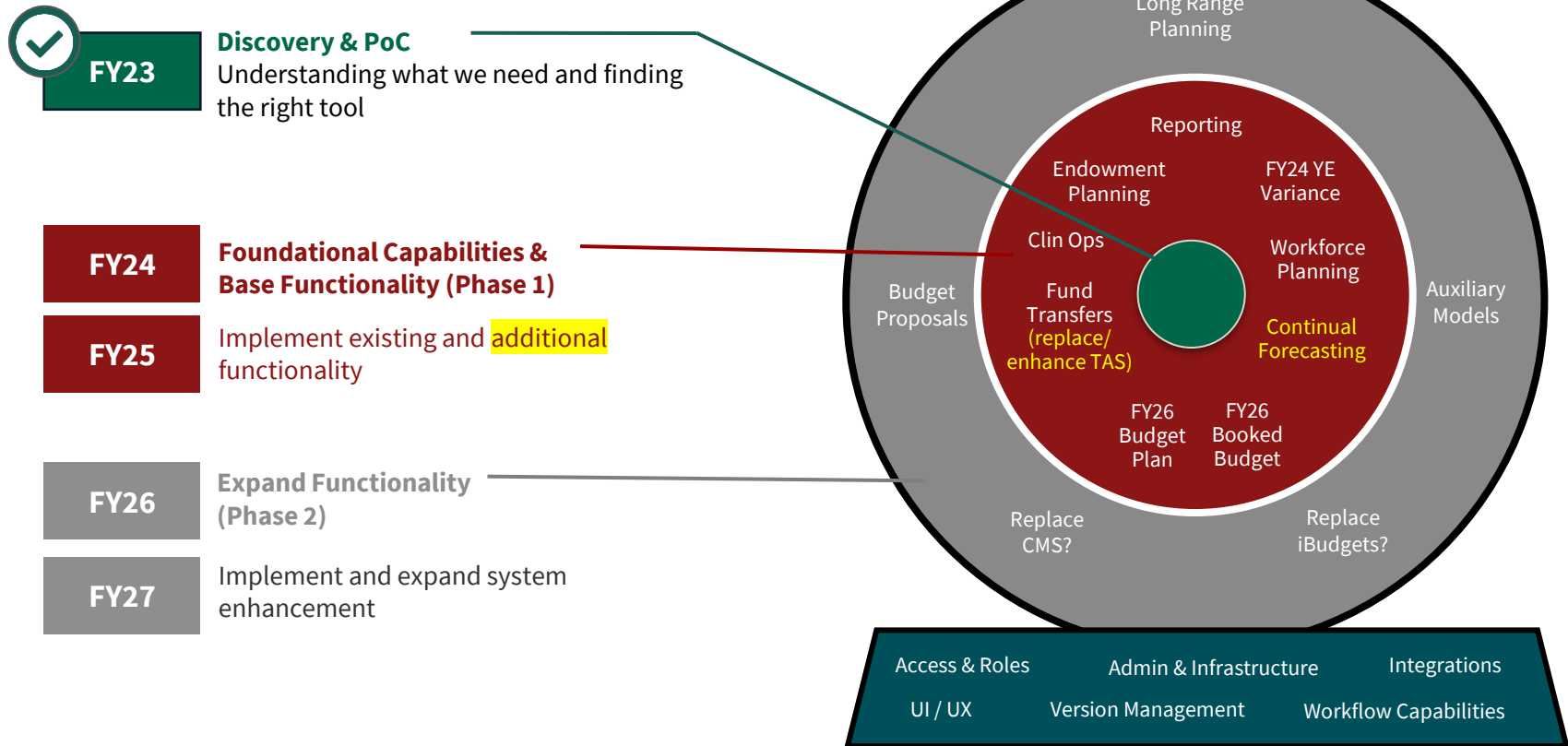Enhanced visualizations that are updated in real time based on live changes from data inputs.

Support long-term planning capabilities
New feature supports strategic decision-making to forecast scenarios at a high degree of granularity.

Multi-Year Vision - CARDINAL PLANNING & BUDGET (CPB)

FY23 — **Discovery & PoC**
Understanding what we need and finding the right tool

FY24 — **Foundational Capabilities & Base Functionality (Phase 1)**

FY25 — Implement existing and additional functionality

FY26 — **Expand Functionality (Phase 2)**

FY27 — Implement and expand system enhancement

Long Range Planning

Reporting

Endowment Planning

FY24 YE Variance

Clin Ops

Workforce Planning

Budget Proposals

Fund Transfers (replace/ enhance TAS)

Continual Forecasting

Auxiliary Models

FY26 Budget Plan

FY26 Booked Budget

Replace CMS?

Replace iBudgets?

Access & Roles | Admin & Infrastructure | Integrations
UI / UX | Version Management | Workflow Capabilities

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Useful functionalities of CPB

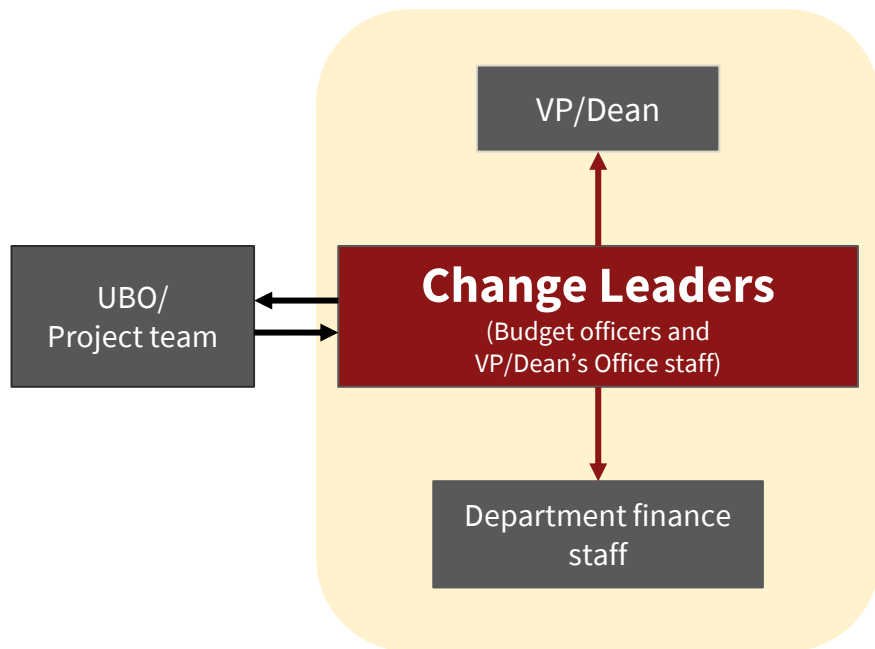| Reporting	Smart View
Daily actuals feed automatically OBI drill-through capabilities	Flexibility to use native web interface or excel interface for entry/reporting Capability to share connected excel workbooks with other CPB users

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CPB Implementation Plan

Role of CPB Change Leaders

Budget officers and their VP/Dean's Office teams are the **change leaders and main points of contact** for the CPB project team.

The CPB project team relies on change leaders to:

- Identify your school/unit's **critical budgeting needs** and pain points.

- Provide **input to shape the CPB system** based on your unit's budgeting needs.

- **Prepare and guide your school/unit** during the transition from Tidemark to CPB by **communicating both down and up to your unit's stakeholders** throughout the project.

VP/Dean

UBO/
Project team

Change Leaders
(Budget officers and
VP/Dean's Office staff)

Department finance
staff

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Budget Management Timeline (Phase 1A FY24)

Functionality Testing

	FY2024 (Phase 1A)						
	Feb	Mar	Apr	May	Jun	July	Aug
Tidemark activities		Budget Plan			FY25 Booked Budget (due late July)		
CPB system Design/Build/Testing (Audiences: Budget Officers)		Pooled PTA mapping					
		Transfer Part 1					
			CPB/OBI Reporting				
					Endowment Planning		
CPB Readiness (Audiences: Finance Staffs)						CPB Kickoff	

Jun 26, 27: Introduction of the new CPB system to budget system users with demos of the completed modules.(2 hours)

- **Pooled PTA Mapping**: A reporting capability to pool multiple PTAs to roll up to a summary level pta. **(DoR lead: Xing)**
- **Transfer Part 1**: Replacement of the Transfer Administration System (TAS) **(DoR lead: Linda)**
- **CPB/OBI Reporting**: Review Tidemark reports that will be available in CPB, reports used to research variances in the YE variance process, and drill-through functionality for transaction-level detail to OBI. **(DoR lead: Xing)**
- **Functionality Testing Phase 1A** Jul 15-26: select DoR units are encouraged to participate in certain tests

Budget Management Timeline (Phase 1B FY25)
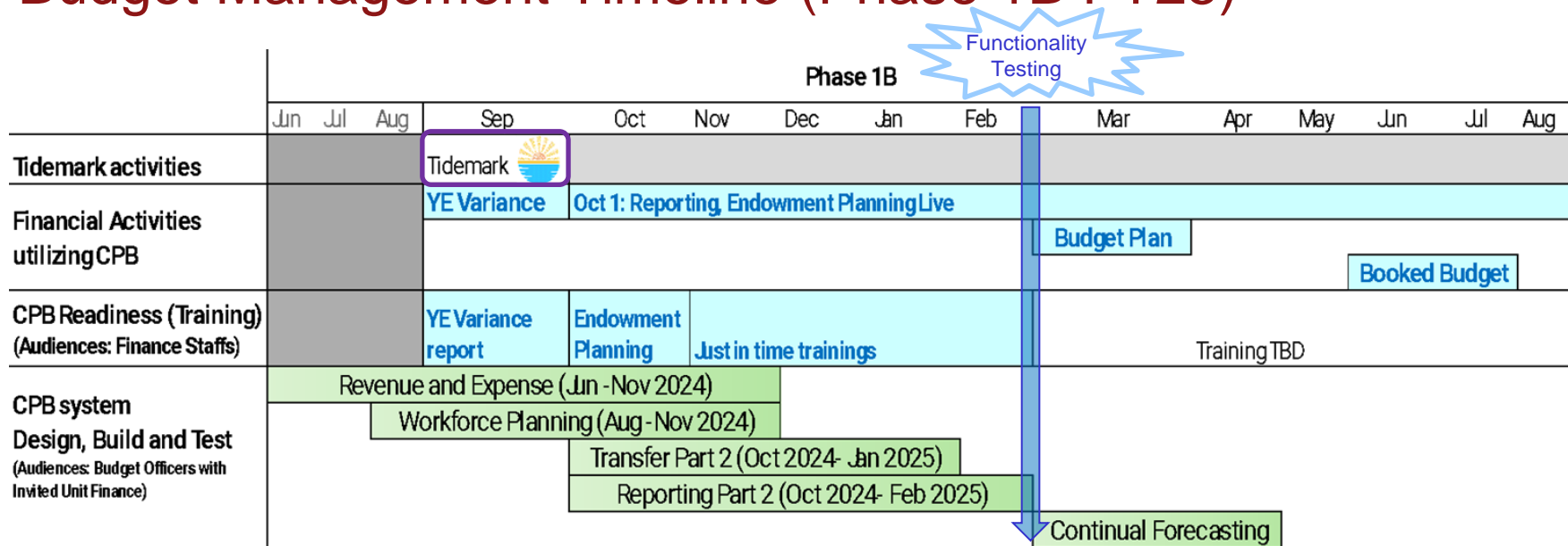
- **Workforce Planning**: Budget salaries by person and by PTA, or at a higher level. **(2 DoR units)**
- **Transfer Part 2**: Funding allocations, Dean's commitments **(Linda)**
- **Reporting Part 2**: Additional reporting functionalities to support variance narratives write up and review
- **Functionality Testing Phase 1B Feb: select DoR units** are encouraged to participate in certain tests

Quick Q&A (5 min)

CPB Preview

CPB Homepage

CPB Homepage

CPB Homepage

SNEAK PEEK - VISUALIZATION
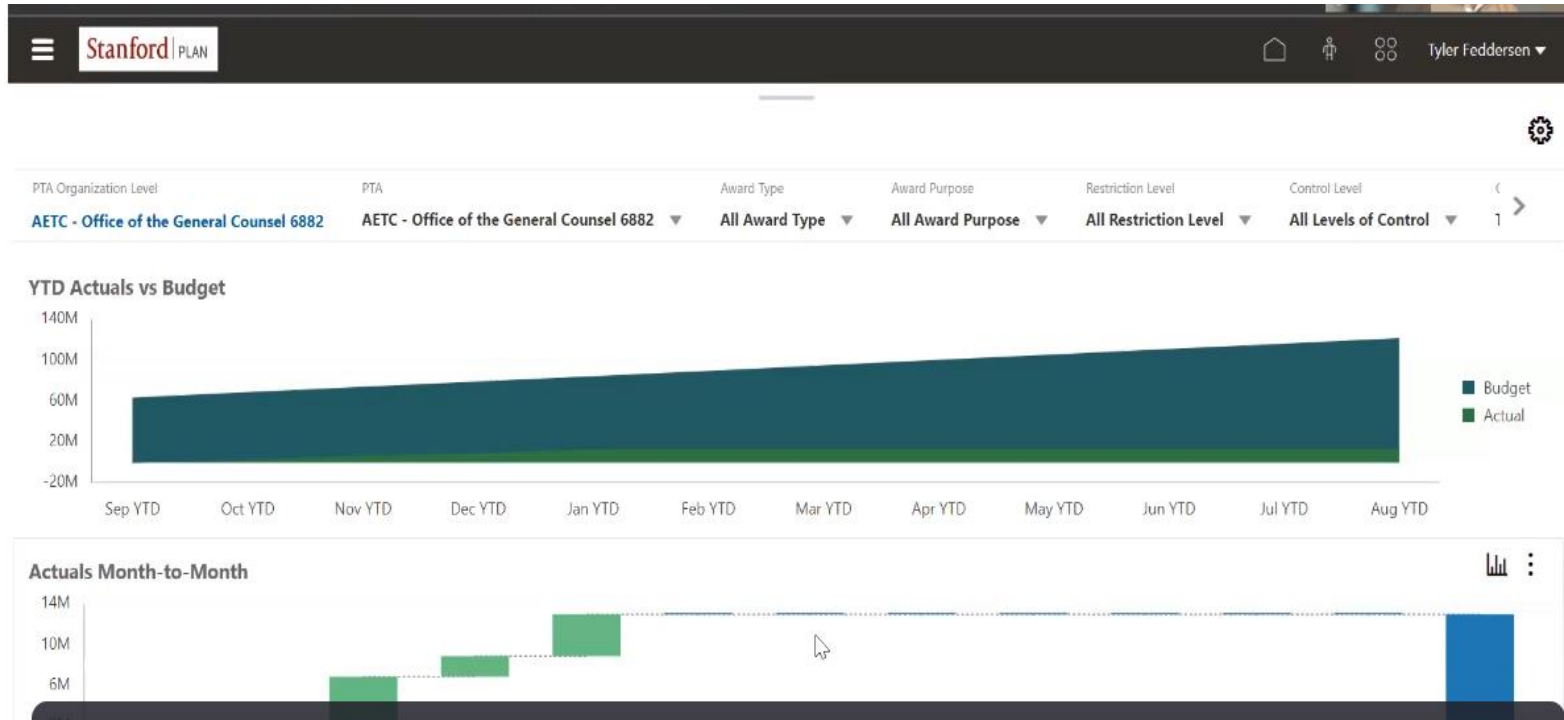
SNEAK PEEK – ENDOWMENT PLANNING

CPB Reports (from Tidemark)

Report Name
201 - Con Bud by Award Type
205 - Variance by Award Type and Object Code
213 - Variance for Booked Budget vs. Same Year Scenario
231 - Five Year History with Variances
251- Con. Budget by Month
301 - Org Tree by Award Type
305 - Variance by Award Type and Org Tree
351- Org Tree by Month
401- Con Budget by Org with Children Award Hierarchy
531 - All PTA Detail and Object Code
551 - PTAs by High Level Object Codes
603 - Compensation Detail by Object Code

Design in Progress

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SNEAK PEEK – SMARTVIEW EXCEL

CPB SMARTVIEW Demo

Training & Support Strategy

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Training/support strategy

A. Leverage training provided by the University Budget office:

- **Jun 26/27**: Launch readiness kickoff event (2 hours of overview)
- **Jul 15-26**: Functionalities testing (5-20 hours) - *recommended for complex units*
- **Sep**: Variance reporting training
- **Nov-Feb**: Just-in-time training for various functionalities

Note: Instructor-led training will be provided during Release (Sep-Dec)

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Training/support strategy

B. VPDoR Support:

- **May:** Survey to receive your input on what you want to know, concerns, etc. (One per unit)
- **June 4th**: DoR Kickoff session (in person)
- **June/July:** One-on-one discussion with units on transition strategy
- **July ~ Feb:** monthly brown bag sessions (as needed)
- **Sep**: Variance reporting open lab (supplement the open labs hosted by the budget office as needed)
- **Anytime:** Slack channel and your friendly dean's finance liaison. Submit issues via an issue log process.

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Breakout Session
(15 minutes)

Discuss these topics
1. Concerns about the transition
2. Strategies for change management
3. How can the dean's finance team support you

Choose a spokesperson – 2 -3 minute report out from each group

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Next Steps & Q&A

Next Steps

June - Meet with **Dean's office finance liaison** to discuss the unit specific transition strategy (30-45 minutes)
Attend the **CPB launch session hosted by the Budget office** (June 26/27 ~2 hours)

July - Consider participation in **Functionality Testing** and get a preview (recommended for complex units)
1. **Access**: Obtain access to the CPB testing environment
2. **Learning:** Receive ~3 hours of initial training on navigating the tool effectively
3. **Time Commitment**: Tailor your involvement level by allocating between 3 to 20 hours for testing

Cardinal Planning & Budgeting

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Questions?

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FY25 Booked Budget Process

FY25 Booked Budget Process and Timeline

Unit

Get Ready

5/9: Review and update Pooling Rules as needed
Attend UBO-1000-WEB, web-based training to refresh your knowledge.
Keep an eye on communications from the dean's office

Data Input

Early June: Attend kick off meeting (**6/6**)
Follow the budgeting process
- Salary panels
- YER - FY24 Expenses and Revenue
- BB- FY25 Expenses and Revenue

6/26: Complete Endowment principal changes

Input and Review

7/2: FY25 salary plan loaded in Tidemark
7/9: Complete FY24 YER
7/15: **Complete Tidemark submission:**
- Allocate FY24 Base GF Fund
- Transfer entries
- Funding the budget
- Review Booked Budget with 215/221/241 reports

7/22-28: Review meeting with Dean's office

FINISH LINE

Week of 7/22: variance discussion with dean's finance
8/2: Variance report due

May | 6 | 13 | 20 | 27
June | 3 | 10 | 17 | 24
July | 1 | 8 | 15 | 22 | 29
August | 5 | 12 | 19
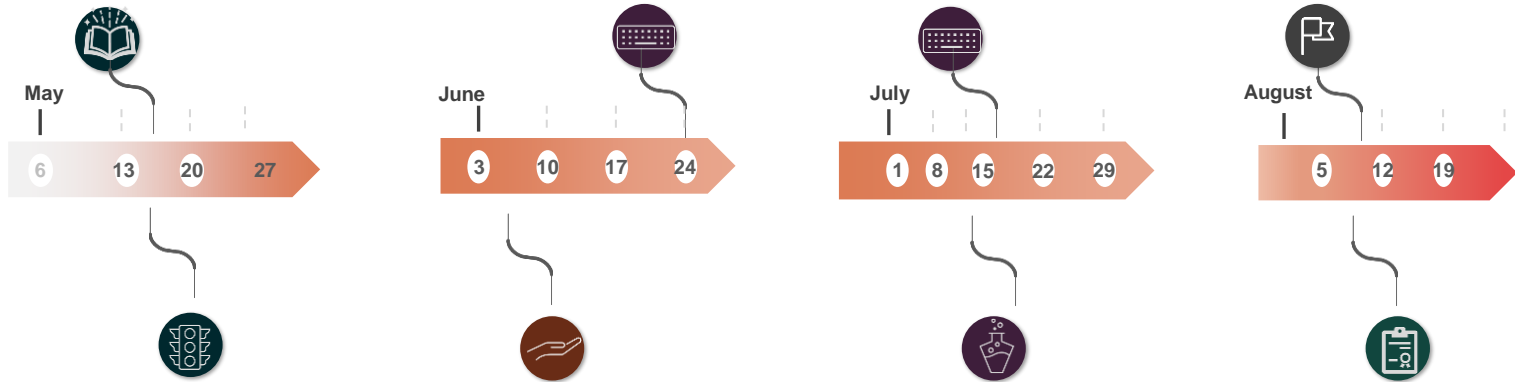
VPDoR/ UBO

Get Ready

Now: UBO Web-based training available
Now: UBO Open Lab schedule available
5/20: Labor schedule loaded. Based on 4/30 payroll data

Support

UBO: Open Lab available
Tidemark Training | University Budget Office (stanford.edu)
VPDoR: Designated finance liaison, DoR finance website or via Slack Channel
6/4: Booked Budget Process Kick off meeting
6/26: COMPLETE Endowment principal update
7/2: Endowment payout updated in Booked Budget module
7/8: Base GF input (unit level)
7/19: Dean's office to confirm variance items required for write up

Submission

8/15: Final submission due to UBO
8/22: Variance analysis due to UBO

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Stanford Annual Budget Cycle
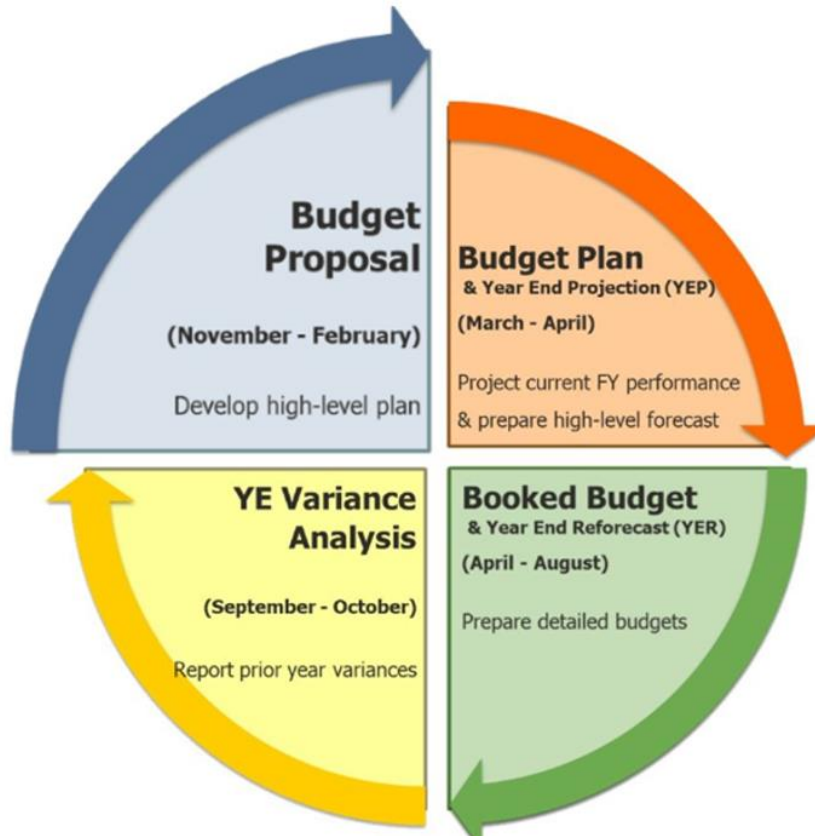
Level for Data Entry	Budget Plan	Booked Budget
Org	✓	✗
Award Type	✓	✗
PA/PTA	✗	✓
Salary by Position	✗	✓

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Reporting

03. Reporting

201 - Con Bud by Awar... 204 - Variance by Obje... 205 - Variance by Awar... 211 - Variance for Boo... 213 - Variance for Boo... 215 - Variance for Boo...

301 - Org Tree by Awa... 304 - Variance by Org ... 305 - Variance by Awar... 311 - Org Tree Varianc... 313 - Org Tree Varianc... 315 - Org Tree Varianc...

401 - Con Bud by Org ... 404 - Variance by Award 411 - Con Bud by Org ... 451 - Award Detail Hig... 401U - Con Bud by Or... 411U - Con Bud by Or...

Types of reports:
2 series: Consolidated with Object Code
3 series: Org Tree level Reports
4 series: Award Based Reports
5 series: Detailed level; PTA; Object Code
6 series: Compensation related
8 series: Less commonly used report

Reports Frequently Used For Booked Budget Process:
221: Progression for Booked Budget (to review the P&L for multi-years)
215: Variance for Booked Budget (for variance analysis)
241: Final Review for Booked Budget
315: Org Tree Variance. Booked Budget vs. Budget Plan (variance analysis drill down to PTA level)

* Report definitions from University Budget Office website: Tidemark-report-finder (link)

Thank you for coming!

"It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change."

— Charles Darwin

Backup Slides

Questions /Answers

Question	Answer
How many years of actuals can be pulled from CPB?	Starting from FY19
With Tidemark sunsetting on 9/29, any possibility to extend this date as a backup plan?	We do not have plans for an extension because we plan to have what we need on 9/30/24. HOWEVER, we will make a final assessment on 6/30/24
Who will be invited to the Phase 1A core functionality testing and what is the time commitment?	**Who**: All workstream participants in Phase 1A, and others who you want to invite (within reason). **Time commitment**: Starting 7/15 for 2 weeks, ~ 3 hours of initial training (RECORDED) and open labs for users to walk through test cases, 5-20 hours depending on the user.
What is the training model? Train the trainer or user community?	Train the user community, but also train our change leaders in the system to empower you to train end users
Can budget units obtain a copy of the training roster?	Yes, training records will be on STARS

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Questions/Comments from May 6th Survey

- What is the possibility to make Tidemark available for 3 more months, until the 12-31-2024?

- After the transition, how will we access financial data more than 5 years old?

- Very ambitious timeline! I am concerned about all of us, including DoR Finance, having to learn the system in such a short period of time. Will the test environment remain accessible we can access to get familiar with the tool?

- Why do we start with YE variance reporting as the first learning/deliverable?

- Transitioning and training issues while the finance leadership is still learning the whole process. What is the model to support a larger unit (25+ programs) with integral training and support during the initial budget cycle.

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Reference Slides for Booked Budget Process

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FY25 Booked Budget Cycle – Salary Planning

Position Planning

- Set Salary by Position
- Plan Vacant Positions
- Seasonal Adjustment ...
- Labor Distribution
- Approve Labor Distrib...
- Audit by Position

Salary Reserve

START

- Compensation Year En...
- Compensation Annual ...
- Compensation Monthl...

- Non-Salary Year End R...
- Non-Salary Annual Adj...
- Non-Salary Monthly A...

- Revenue Year End Ref...
- Revenue Annual Adjus...
- Revenue Monthly Adju...

- Annual Salary * Labor Distribution = salary expense per PTA

- Do Not Use [Plan Vacant Positions] panel.

- Use [Compensation Annual Reserve Adjustment Panel] to project expenses for Casual, Temporary, and Contingent Workers

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FY25 Booked Budget Cycle- Non-Salary Activities

Set Salary by Position

Plan Vacant Positions

Seasonal Adjustment ...

Labor Distribution

Approve Labor Distrib...

Audit by Position

START

Compensation Year En...

Compensation Annual ...

Compensation Monthl...

Non-Salary Expense

Non-Salary Year End R...

Non-Salary Annual Adj...

Non-Salary Monthly A...

Revenue Forecast

Revenue Year End Ref...

Revenue Annual Adjus...

Revenue Monthly Adju...

- Utilize Seeding as an option for data input if needed (not required)
- In Revenue section, pledge is added as a reference. User can determine to add to the forecast

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FY25 Booked Budget Cycle- Fund Management Process
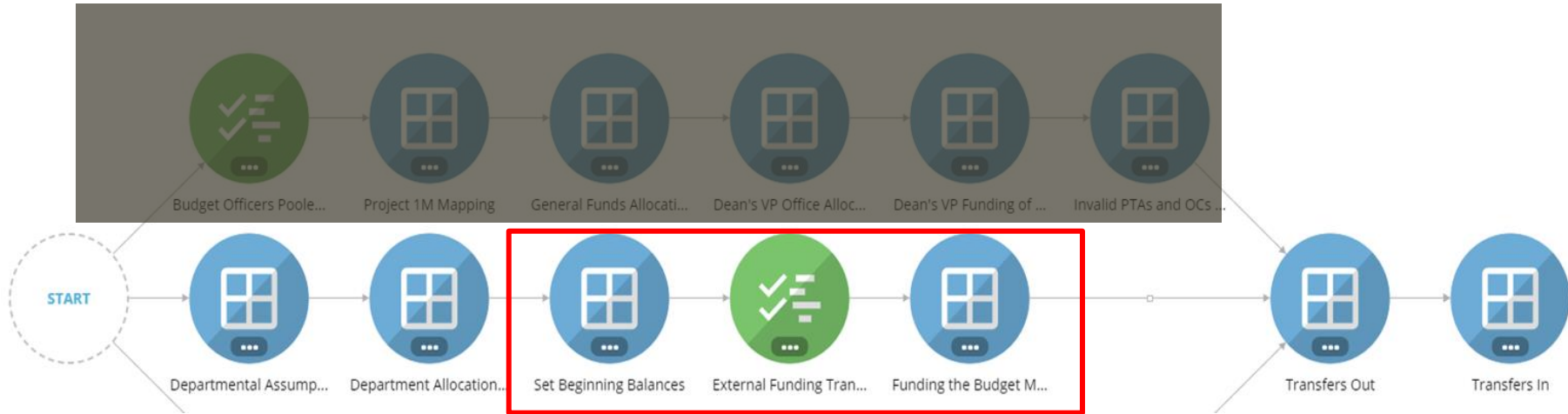
✓ Set Beginning Balance- Bring YER **(ideally via Seeding option)** to Booked Budget Baseline

✓ External Funding Transfer- Transfers between home departments to other. Exp: Funding provided by Provost.

✓ Funding the Budget Matrix- Transfer Funding with department. Exp: Gift income to cover OB

✓ Transfer Out and Transfer In- Reports of all Transfers from different perspectives

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