

FY24 Yearend Close Process CARDINAL PLANNING & BUDGET System VPDoR Update

August 12, 2024



Cardinal
Planning &
Budgeting

Topics

- FY24 Yearend Close Process & Yearend Reporting
- CPB Kickoff and Functionality Testing Report Out
- CPB Go Live (Oct 1) Update
- Q&A

Key Dates:

- Aug 28: Submit preliminary fund transfers
- Sep 5: Submit most of the fund transfers
- Sep 12: Final clean up of fund transfers (by exception)
- Sep 20: Final reports available in Tidemark
- Sep 29: Tidemark sunset
- Oct 1: CPB go live
- Oct 3: DoR CPB training
- Oct 4: Yearend variance report due

FY24 Yearend Close Process

Yearend Close Process



Yearend Close Process & Reporting

Monday	Tuesday	Wednesday	Thursday	Friday
12-Aug	13-Aug	14-Aug	15-Aug	16-Aug
AP, Expense Requests, Tcard transactions submitted	AP, Expense Requests, Tcard transactions approved	Capital cost transfers fully approved	Payroll data available in OBI	Dean's office send reminder for clearing accounts
19-Aug	20-Aug	21-Aug	22-Aug	23-Aug
Start to prepare preliminary fund transfers	Pcard transactions submitted	4pm: Pcard transactions approved Submit Cost Sharing journals to OSR		Aug 24: Labor schedule rollover to FY25
26-Aug	27-Aug	28-Aug	29-Aug	30-Aug
<ul style="list-style-type: none"> Endowment payout posted 2pm - Endowment reinvestments requests and fixed amount of withdrawal due 	<ul style="list-style-type: none"> Clear suspense/clearing accounts 	Soft close starts OBI reports with transactions through 8/29 AP payments on hold until 9/3 <ul style="list-style-type: none"> 2pm - Preliminary fund transfer submission 		August payroll data available on Aug 31 in OBI and LD Adjustment module

Yearend Close Process & Reporting

Monday	Tuesday	Wednesday	Thursday	Friday
2-Sep	3-Sep	4-Sep	5-Sep	6-Sep
HOLIDAY			<p>Last day of Soft Close/Finalize expenses:</p> <ul style="list-style-type: none"> • 2 pm - ijournal submissions due (approved by 5pm) (Service center AP accrual journals) • 3 pm - submit LDAs for the last pay period in Aug • 1pm - additional funding adjustments and deans commitment funding (processed same day), 5pm (processed the next day) • 7:00 p.m. approve LDAs 	<p>Hard Close starts</p> <ul style="list-style-type: none"> • 12 noon – Tidemark soft close reports available • 2pm: Endowment selling of shares for variable (not fixed) withdrawals requests • 2 pm: General Funds Surplus and carryforward request • 8 am Fund transfer adjustments reflected in OBI
9-Sep	10-Sep	11-Sep	12-Sep	13-Sep
		<p>Last day of Hard Close 5pm: ijournals must be submitted and approved</p>	<p>Final Close Starts</p> <ul style="list-style-type: none"> • 8:00 a.m. - OBI reports available (Hard Close) • 12 noon – Tidemark hard close reports available (Hard Close) • 2pm - Final clean up fund transfers (as needed) • Full endowment payout reinvestment processed 	<p>Units can start reviewing variances using Tidemark 204 and 304 report</p>

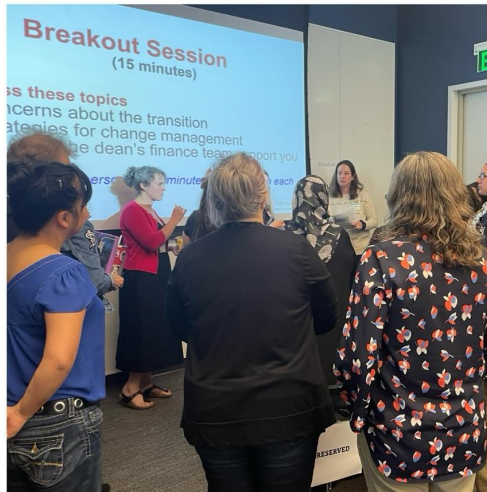
Yearend Close Process & Reporting

Monday	Tuesday	Wednesday	Thursday	Friday
16-Sep	17-Sep	18-Sep	19-Sep	20-Sep
	UBO YEC meeting		Last Day of Final Close	<ul style="list-style-type: none"> • 8 a.m. - OBI reports available (Final Close) • 12 noon – Tidemark reports available (Final Close) • Tidemark Variance Report available for Units
23-Sep	24-Sep	25-Sep	26-Sep	27-Sep
Units download key Tidemark reports for record keeping - E.g. 201, 221 reports, etc.		Variance report sent to units		Tidemark sunsets on Sep 29
Units - work on variance analysis (year over year and actual vs. budget) using Tidemark 204 and 304 report				
30-Sep	1-Oct	2-Oct	3-Oct	4-Oct
CPB setup open lab	CPB go live		CPB variance reporting Training (in person)	Units submit variance explanations

CPB Kickoff and Functionality Testing Report Out



Recap on CPB DoR Kickoff (June 4) Great speakers & great audiences!



Participants feedback

- We understand why we are making this change. We will do it!
- CPB doesn't look too scary 😊
- Thanks for hearing our concerns

Kickoff Outcome & Next Steps

- Documented CPB questions and provided to UBO (will be posted to DoR finance website soon)
- Schedule follow-up meetings with our units to discuss the transition plan in more detail
- Attended the overview sessions held by the CPB team
- Solicited testers for functionality testing:

*Ryan Shiba, John Chow, Karen Zhao,
Philippe Irola, Ryan Leib, Catherine Meng*



THANK
YOU!

Volunteers like you are the backbone of our efforts. While we could not include everyone for testing, and your eagerness to participate and support is truly appreciated. Thank you to Marley Bauce, Wendy Fang, Stella Colic, Laima Baltusis, Gabriel Ishida, Ashlee Duarte, and Uma Mulukutla.

CPB Functionality Testing Report Out

What worked well

- Pre-testing setup session was helpful
- Open labs (training and troubleshooting) were extremely helpful
- CPB - Easy to pull reports; the overall user interface is intuitive; like the capability to drill into details.
- SmartView – flexible and reports can be customized

Learnings noted and issues to be resolved (CPB team is working to address these issues)


- Access to SmartView – download instructions need to be more comprehensive
- Mac user access to SmartView – instructions for report download need to be modified (user not able to download reports)
- New terminologies to be learned, not an issue but should be emphasized
- Tool performance - slow at times

CPB Go Live Update

CPB Project Timeline- End of FY24/Start of FY25

We are here



2024	(end of FY24) March - August		(Start of FY25) September - December	
Tidemark	Monthly Actuals, Reporting, and Endowment Planning			 Tidemark sunsets Sep. 29, 2024
		FY25 Budget Plan	FY25 Booked Budget (final budget in Tidemark)	
Cardinal Planning and Budgeting	Phase 1A design and development: Reporting, clinical operations reporting, pooling, endowment planning, and fund transfers (part 1)			Daily actuals, Reporting, ClinOps, Pooling, and Endowment Planning. Transfers 1 by December 2024.
				FY24 YE Variance
Change Management	Phase 1B design and development: Workforce planning, Revenue & Expenses, Transfers part 2, continued reporting workgroups (live in Spring 2025). *Non-Sponsored Forecasting (live in Autumn 2025).			
	Engagement and training activities to support launch and transition.			

*Shout out to our volunteers for workforce planning workstream
- Ryan Shiba and Marley Bauce*

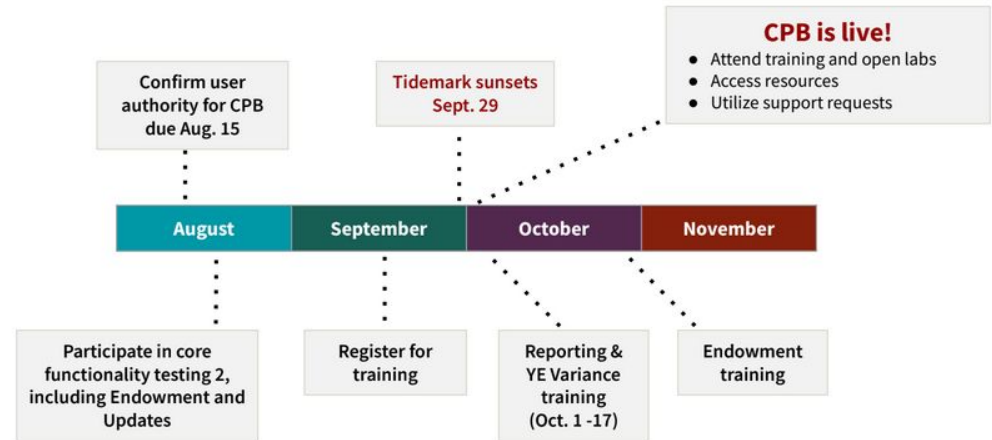
CPB Go Live – Oct 1, 2024

Go-live CPB authority – DoR is reviewing authority and will submit by Aug 19 (feedback needed by **Aug 15**)
Changes can be made via the Authority Manager post Go Live (nightly update)

Testing 2.0 - There's another round of testing coming during the last two week of August done by the Dean's Office.

Focus areas are new builds:
Endowment, additional reports, drill to OBI.

Rollout Plan: Preparing for Phase 1A Go-Live



Snipping Tool

Scheduled Instructor-Led Training Plan

UIT Open lab for CPB setup: **9/30** & 10/7 (highly recommended)

VPDoR Training Session 90 min: **Oct-3, 9am “In-person ONLY”**, highly recommended

Other general training sessions in October (see below) ↓

Format/Frequency (Exact dates and locations to be announced)

- **Week 1** :In-person only (2X) + Zoom only (1X) + Open Labs
 - Reserved for budget officers and analysts submitting YE Variance in CPB, due to UBO Oct. 22 (Dean’s office)
- **Week 2**: In-person only (2X) + Zoom only (1X)+ Open Labs
- **Week 3**: Open Labs


Content: Reporting, Year-End Variance, and SmartView.

Note: Endowment Planning module Training starts late October.

Strategy for YE Variance reporting

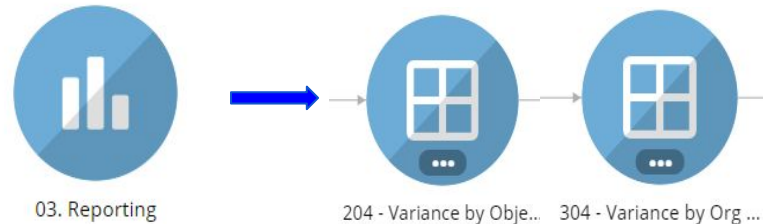
Options for YE variance reporting:

1. Use Tidemark data (prior to Sep 29)
2. Or, use CPB (starting Oct 1)

Year End Variance: Download and utilize these reports for your review after hard close **Friday, Sep 13** before the system  sunsets **Sunday, Sep 29**

204 Variance report by Object Code

304 Variance drill by Org Tree



Strategy for Retaining Tidemark Data

Records Keeping:

Review and determine what would be important to your unit

Available NOW: Current/Past year budget data (table below) or prior year actuals

UPCOMING: FY24 actuals are finalized on **Friday, Sep 20.**

Process description / (modules)	Booked Budget (01 Expense and Revenue; 02 Set up and Fund Mgmt, 03 Reporting)	Budget Plan (0. Budget Plan) (If needed)
Revenue/ Expense	Expenses and revenue panels	Expenses and revenue panels
Fund Transfer (External)	External Transfer sources (Plan year)	Fund Transfer Entry (YEP & Plan Year)
Fund Management (e.g. Transfers)	Set Beginning Balance (YER) Fund the Budget matrix (Plan Year)	Fund Transfer Entry (YEP & Plan Year)
Summary/Analysis	03. Reporting: Reports 201/241/251	Review Consolidated Budget

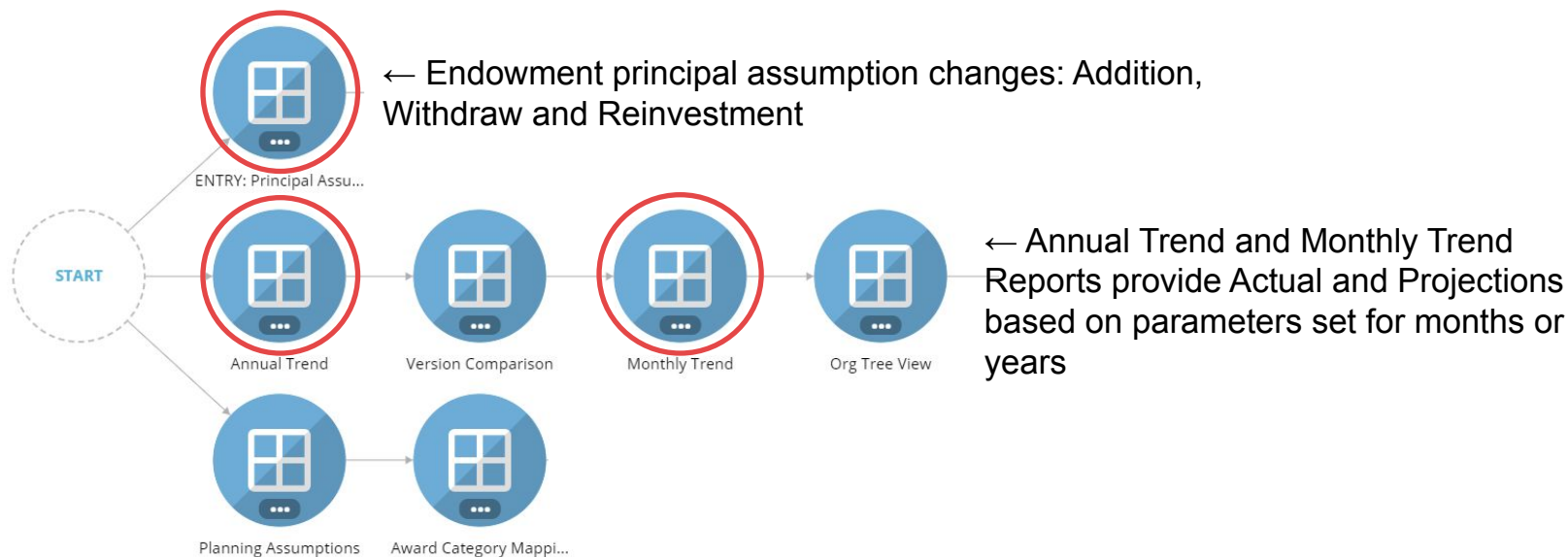
* UBO office will extend a very limited access to Tidemark reporting ONLY post CPB go live until December, 2024, by request.

Strategy for Retaining Tidemark Data

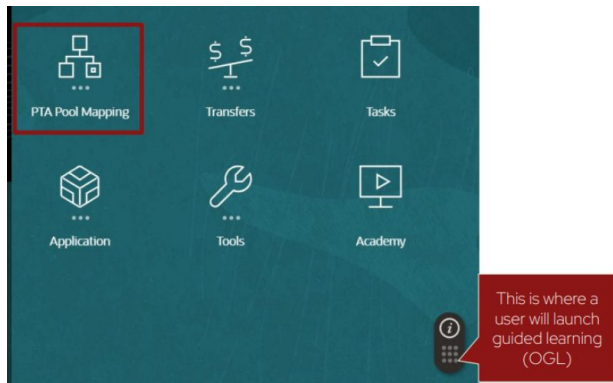
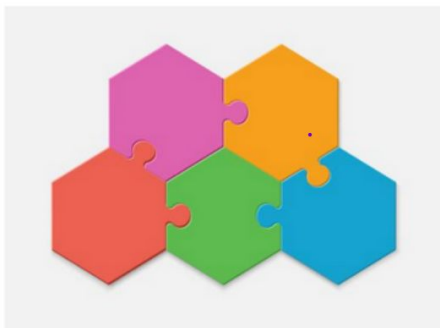
Records Keeping (cont.) : Endowment Planning, if applicable

Review and determine what would be important to your unit

Available NOW: Current YTD /Past years actual income changes in endowment principals (addition and withdraw)



Rollout Plan: Supporting Users



➤ Training

- Instructor-led Training (ILT)
- In-App Training (OGL)*
- System Preview Events

➤ Resources

➤ Open Labs (Office Hours)

➤ Service Desk Tickets

- Budget Office Liaison

➤ Community of Practice (monthly)



No worries, all my data are downloaded...



Remi and Seymour are so relaxed...

Appendix

CPB Reports

- 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 Bud by Month
- 301 - Org Tree by Award Type
- 305 - Variance by Award Type and Org Tree
- 351 - Org Tree by Month
- 401 - Con Bud 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 (not yet available)

Questions & answers from kickoff session

- See attached worksheet

