UCDAVIS
Budget and Institutional Analysis

AggieBudget
User Group Meeting

January 26, 2023

Agenda

- FY24 Planning timeline

- Recommended steps to prepare for FY24 planning

- Aggie Enterprise launch delay impact on FY25 planning

Practice Poll

Have you heard about the moovement to change our mascot to a cow?

FY24 Planning Timeline

- No Q2 **forecast edit**

- Q2 **variance reporting** due [TBD]

- System Dates:
  - 2/6/23 – 2/24/23   Plan File Manager open for changes
  - 2/25/23 – 2/28/23 System maintenance: Plan files unavailable
  - 3/1/23 – 6/30/23   2023-24 Budget Plan Files open for editing

Recommended Steps to Prepare for Fiscal Year 2023-24

Review Accounts for Consolidation

- Review accounts in the same org with the same fund number and higher education function code – particularly accounts converted to COFI last fiscal year

- You do not need to maintain separate accounts to track allowable expenses for legacy funds converted to COFI

  - Constraints tied to specific sources are not applicable to units with the new COFI fund number as fund restrictions will be managed centrally

Review Accounts for Expiration

- Expiring accounts will

  - Reduce the number of accounts you need to manage and balance in KFS

  - Reduce the number of accounts you need to organize in AggieBudget's Plan File Manager if you use account groups*

  - Reduce the number of accounts in plan files if you do not use account groups

  - Reduce the number of accounts and sub-accounts for Aggie Enterprise data mapping to the new Chart of Account segments

*Must have expiration date of June 30, 2023 or earlier

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Review Accounts for Expiration

- Follow the guidance on [Expire an Account | Finance & Business (ucdavis.edu)](#) to properly expire unneeded accounts in Kuali Financial System

- Set an expiration date of June 30, 2023 or earlier to remove accounts from Plan File Manager and FY24 plan files

- Allow up to two business days for the accounts to be removed from Plan File Manager and plan files

- Move UC Path distributions off accounts that are expired or planned to be expired

Get Started in PFM

- Select an org to get started
  - The larger the org the longer it will take to load
  - Consider selecting a lower-level org
- Review org list to make sure your previous plan file structure still works for your organization
- Check selections for orgs added since PFM was last open

Account Groups

- Using PFM to group accounts reduces the number of data entry points in plan files without changing the resulting plan in reports

- AggieBudget will use the selected logic to push account group numbers down to the included accounts

  - Account group spread logic does not apply to Labor planning, actuals imported from Kuali, or accounts planned for individually

- Best practice is to group accounts in the same plan file having the same fund category
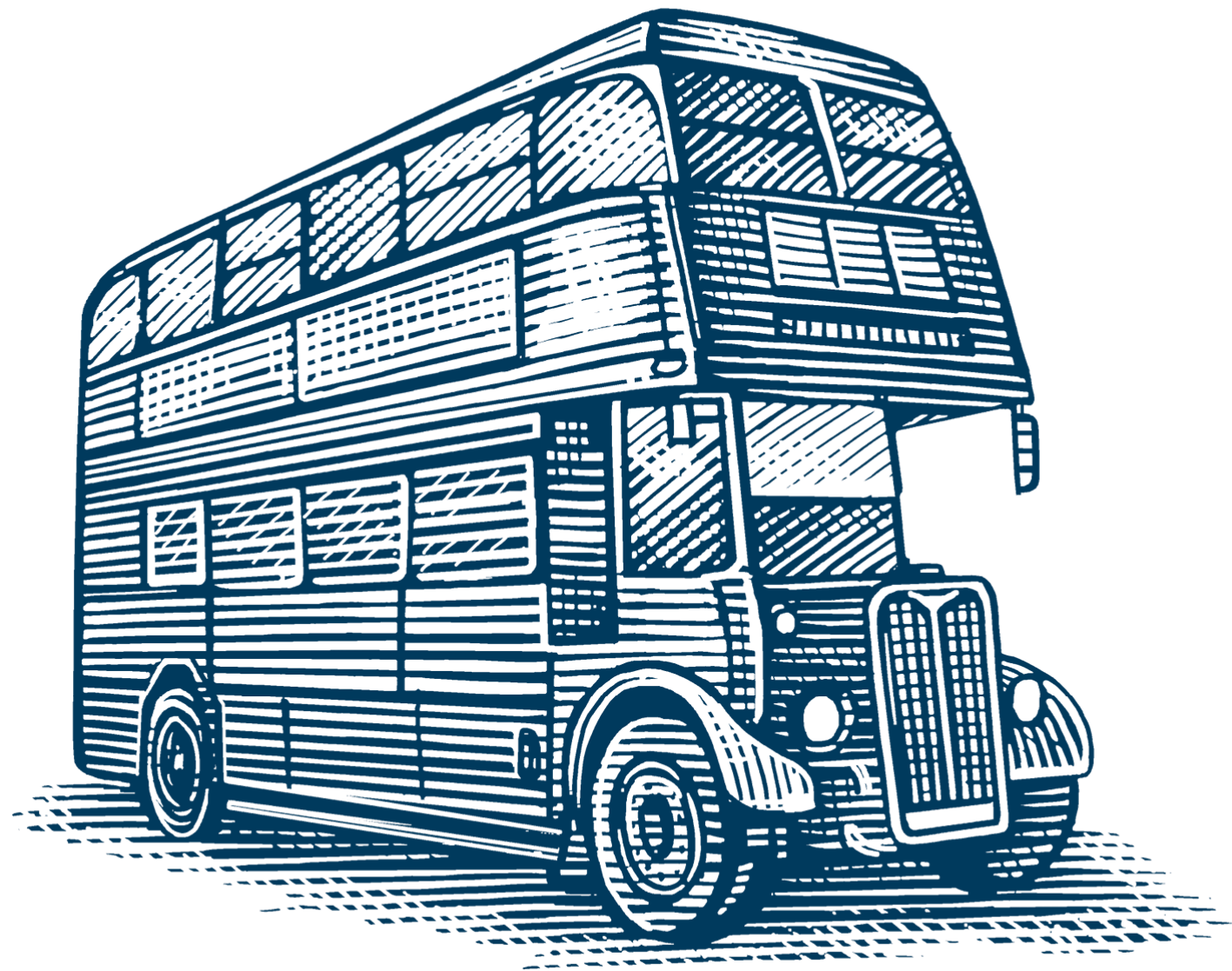
Account Groups

- Review the Account Groups by Fund Category report in AggieBudget to:
  - Identify account groups that contain multiple fund categories
  - Identify accounts that could be grouped together

- Accounts added since the last time PFM was open will need to be added to groups

- Moving accounts or orgs in KFS can break up account groups, but expiring accounts does not

Quiz!

True or False

- I have to review KFS accounts for consolidation.

Which report will help you find account groups with mixed fund categories?

- Data Extractor

- Plan File Manager

- Account Reference Report

- Account Groups by Fund Category Report

AggieBudget to Aggie Enterprise Planning Conversion Plan

Aggie Enterprise Planning at Oracle Go-Live

- January 1, 2024 - Aggie Enterprise Planning ready with rest of Aggie Enterprise

- Little to no data will be populated at go-live

- Will not use Aggie Enterprise Planning for FY2024-25 annual budget planning process
  - Focus on learning other Aggie Enterprise modules and chart of accounts
  - Any user entered data will be overwritten by AggieBudget planning data import around the start of FY25

FY2024-25 Planning Timeline

AGGIEBUDGET

January 2024
- AggieBudget Plan File Manager will open for edits with orgs and accounts from KFS as of December 2023

February-June 2024
- AggieBudget plan files will be open for FY2024-25 planning

Spring 2024
- Provost Budget Meetings occur using AggieBudget reports

July 2024
- BIA updates plan files with Provost decisions
- Users make final edits

August 2024
- BIA converts AggieBudget planning data for one-time upload for Aggie Enterprise Planning

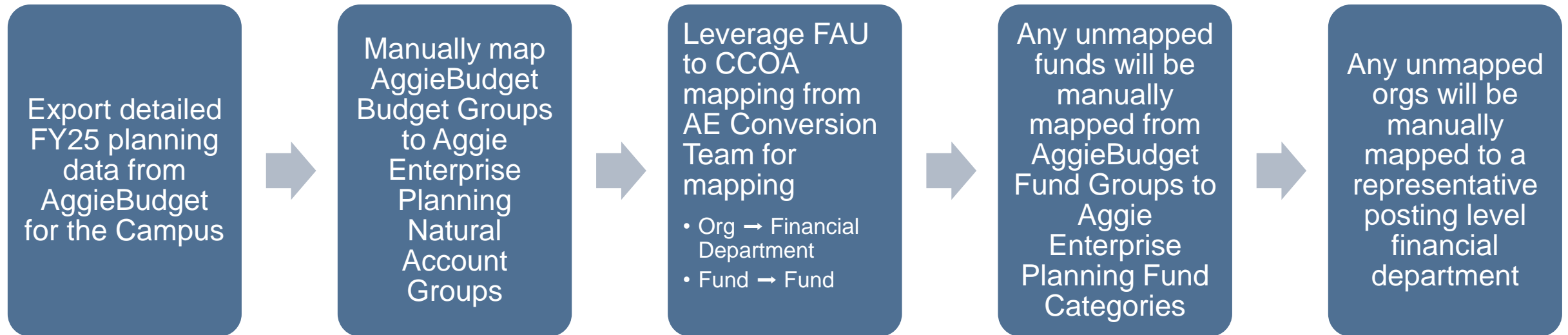*All dates are approximate and subject to change*

FY2024-25 Plan Files

- Plan files will function the same as they have in the past

- Starting points will follow existing rules with slightly earlier YTD point

Budget Group Type	Current Starting Point	FY25 Starting Point
July 1 Base Budget	Total of KFS Base Budget transactions through February of current year	Total of KFS Base Budget transactions through December 31, 2023 (about 2 months earlier than typical)
Revenue and transfer budget groups	Zero	Zero (No change)
Non-personnel expense budget groups	Rolling 12 ending in February of current year (sum of actuals from prior year March through February of current year)	Rolling 12 ending December 2023 (sum of actuals from January 2023 through December 2023)
Labor snapshot	UC Path data as of mid-February	UC Path data as of mid-December 2023

Conversion Process

Export detailed FY25 planning data from AggieBudget for the Campus

→

Manually map AggieBudget Budget Groups to Aggie Enterprise Planning Natural Account Groups

→

Leverage FAU to CCOA mapping from AE Conversion Team for mapping
- Org ➡ Financial Department
- Fund ➡ Fund

→

Any unmapped funds will be manually mapped from AggieBudget Fund Groups to Aggie Enterprise Planning Fund Categories

→

Any unmapped orgs will be manually mapped to a representative posting level financial department

- This process is already being tested and validated during System Integration Testing, and will continue to be reviewed and tested through User Acceptance Testing and cutover.

What to Expect Post Conversion

- Converted planning data will be uploaded Aggie Enterprise Planning in a preserved "Final" Version in the "Plan" Scenario

- Non-labor planning data will also be uploaded to the "Working" Version in the "Plan" Scenario
  - Will be combined with new job level labor planning data
  - Will be starting point for forecast edits available shortly after import

How will I know my AggieBudget planning data in Aggie Enterprise Planning is correct?

- The Annual Budget Report will be available in both AggieBudget and Aggie Enterprise Planning for data validation by end users

- BIA will review converted data at the campus level and Org4 → Level C financial department

- The org level of planning in AggieBudget will affect the financial department level at which reporting and validation is useful to end users in Aggie Enterprise Planning

Where and When for Other BIA Processes

FY24 Carryforward and deficit reporting	• September 2023 • AggieBudget
FY24 Q4 Variance Reporting	• TBD • Partial year data in each system
FY25 Forecast Updates	• August 2024-June 2025 • Aggie Enterprise Planning
FY25 Carryforward and deficit reporting	• October 2024 • Aggie Enterprise Planning
FY25 Q2 Variance Reporting	• January 2025 • Aggie Enterprise Planning
FY25 Q4 Variance Reporting	• September 2025 • Aggie Enterprise Planning
FY26 Budget Planning Process	• Spring 2025 • Aggie Enterprise Planning

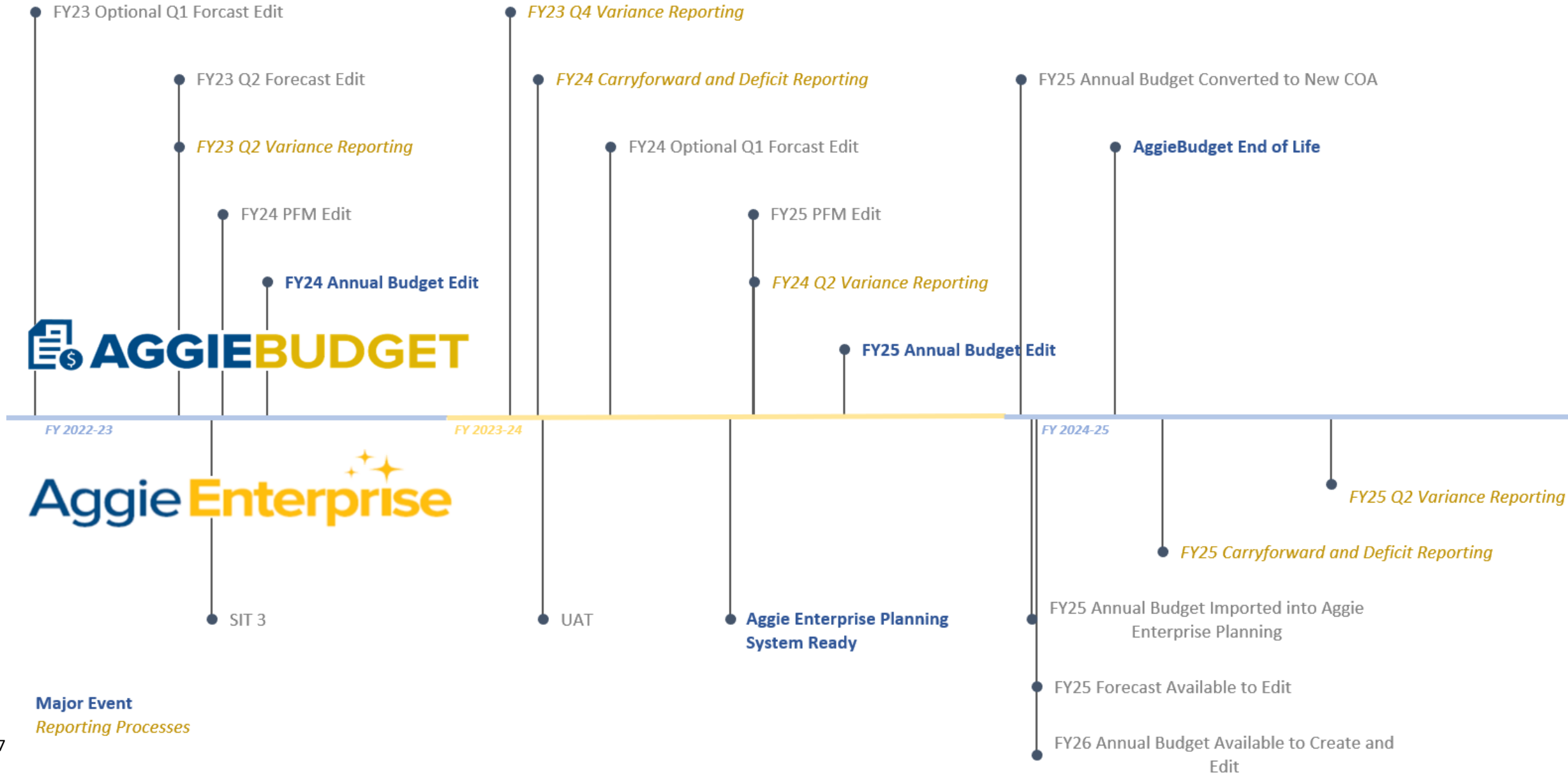*All dates are approximate and subject to change*

End of AggieBudget

- Contract with vendor ends September 2024

- Report Archive

  - Past budget process folders

  - BIA will download additional reports at the org 4 level for archive

- Data archive

  - BIA will download flat files of AggieBudget actual and planning data by fiscal year

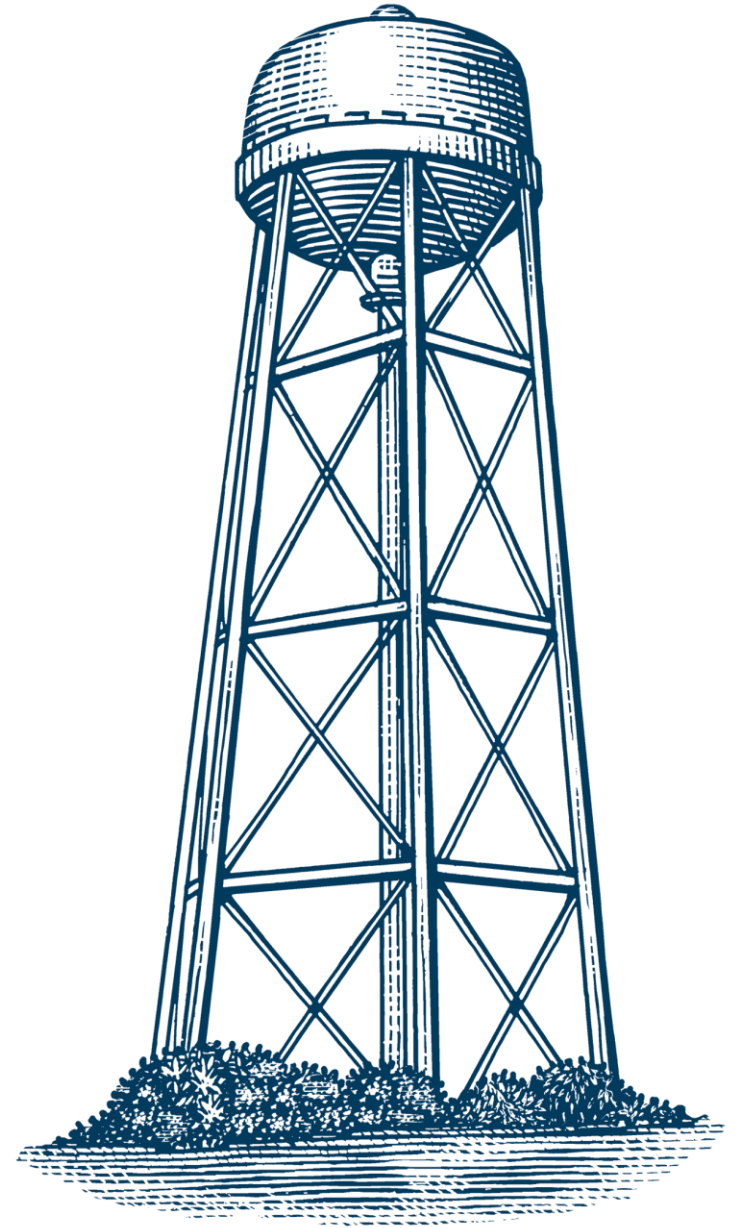 - Data will be made available as read only files, exact location to be determined

Budget Process System Transition Timeline
Approximate Start Dates, All Dates Are Subject to Change

- FY23 Optional Q1 Forcast Edit
- *FY23 Q4 Variance Reporting*
- FY23 Q2 Forecast Edit
- *FY24 Carryforward and Deficit Reporting*
- FY25 Annual Budget Converted to New COA
- *FY23 Q2 Variance Reporting*
- FY24 Optional Q1 Forcast Edit
- **AggieBudget End of Life**
- FY24 PFM Edit
- FY25 PFM Edit
- **FY24 Annual Budget Edit**
- *FY24 Q2 Variance Reporting*

AGGIEBUDGET

- **FY25 Annual Budget Edit**

FY 2022-23   FY 2023-24   FY 2024-25

Aggie Enterprise

- *FY25 Q2 Variance Reporting*
- *FY25 Carryforward and Deficit Reporting*
- SIT 3
- UAT
- **Aggie Enterprise Planning System Ready**
- FY25 Annual Budget Imported into Aggie Enterprise Planning
- FY25 Forecast Available to Edit
- FY26 Annual Budget Available to Create and Edit

Major Event
Reporting Processes

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Poll!

Fiscal Year 2024-25 Budget Planning Will Be Done in Which System?

UC Path

Aggie Enterprise Planning

AggieBudget

- Annual Budget Report

- Sources and Uses Report

- All of the above
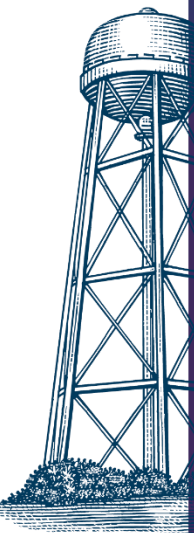
Thank you

Training Resources

➤ Contact the help desk at aggiebudget@ucdavis.edu

➤ [AggieBudget Training | Finance & Business (ucdavis.edu)](#)

➤ [UC Learning Center](#)

➤ [AggieBudget FAQs | Finance & Business (ucdavis.edu)](#)