

Welcome to PlanUW End User Training



Accessing PlanUW

PlanUW is a cloud-based and can be accessed via any computer with internet access.

PlanUW is supported by any browser. Out of the browsers shown, we recommend Mozilla Firefox:



Microsoft Edge
v.12



Internet Explorer
v.11.x



Mozilla
Firefox
v.38+



Google
Chrome
v.42+



Apple Safari
v.8.x and v.7.x



Firefox is the recommended browser

Logging Into PlanUW & The PlanUW Homepage

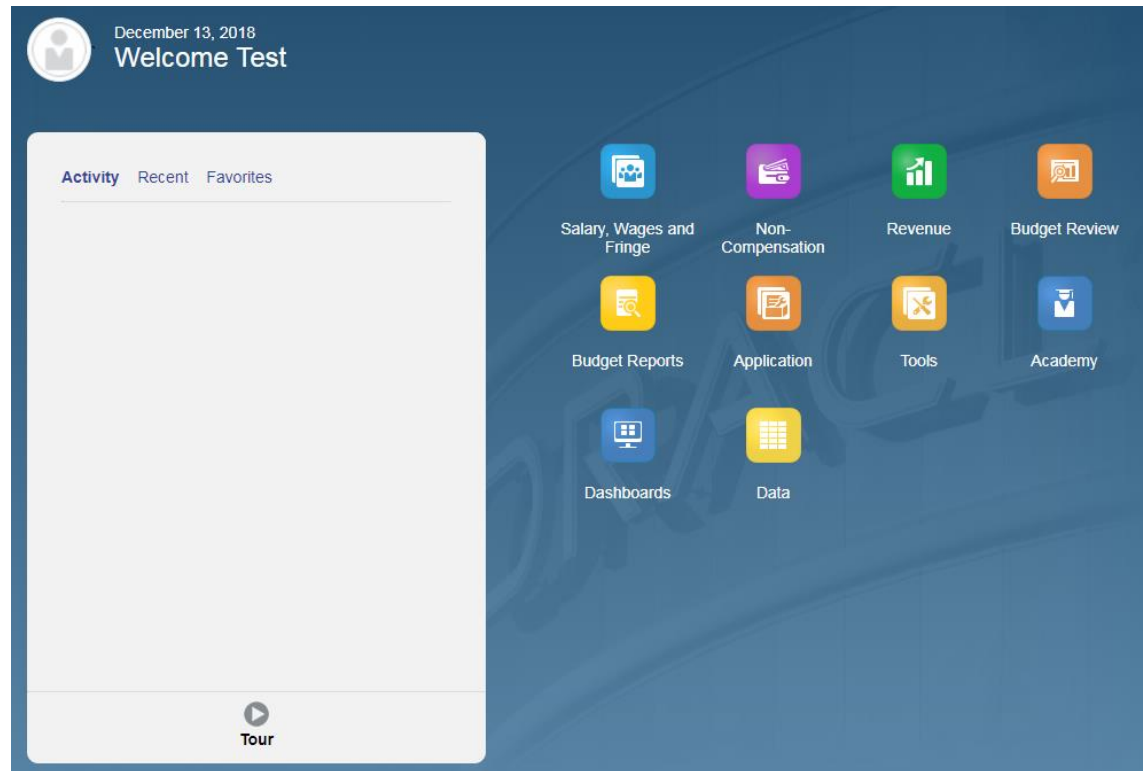
PlanUW is UW Single Sign On enabled. To log into PlanUW :
<https://planning-a573344.pbc.us6.oraclecloud.com/workspace>

1. Click on **Company Sign In**. This will bring the UW Page
2. Enter your UW credentials / NetID and click **Sign IN**



Logging Into PlanUW & The PlanUW Homepage

Once logged in, the PlanUW Home Page is displayed.



Training Overview

The main objectives of our training session are as follows:



An overview of
the PlanUW
system and
Features



How to complete
budgeting tasks
in PlanUW



Support and
Help Options

Training Overview

We have augmented the initial presentations provided by Huron to better fit with our end user training as the original material was meant to cover all aspects of the application for all campuses.

We have structured this training to align with our campuses processes. There are a number of functions that you will not be required to perform as a “planner” or “viewer” and also functions inside the application that we as a campus will not be using in at least the first year of use. We will call out a number of these items where appropriate during training.

Additional Items Not Covered In This Session

- Smart View (excel add on for PlanUW) – we are working with a number of pilot users to assess Smart View functionality. We will be providing more information on Smart View as we learn more about the tool.
- Planning Allocation – general use and use of Live CAT screen
- CAT AAP Page – changes associated with the move to more salary accounts. We are in contact with UWS on getting updated documentation for this process.

End User Support – How to Get

Help

There are many ways you can get help throughout the budget process:

- Visit MBO home page for project information and FAQ's – Note this is still under construction and will need content added.
- Email PlanUW-MSN-MBO@vc.wisc.edu
- Work with your MBO or AOA representative (separate handout)
- Schedule to attend one of the open lab sessions in the 21 N. Park Street Computer Lab (5041) by contacting Andy Taylor @ andy.taylor@wisc.edu:
 - February 14th from 9 – 12 p.m.
 - February 20th from 9 – 12 p.m.
 - February 27th from 9 – 4 p.m.
 - February 28th from 9 – 4 p.m.
- On-Line job aides are in the process of being created and will be available in early February. The focus will be on demonstrating budget entry and review inside of PlanUW.

Introduction to PlanUW



PlanUW - Terminology

As with any new system, understanding new vocabulary associated with the system is very important to be able to communicate and learn effectively. We are in the process of developing a glossary of terms and definitions that will be available on our web site within the next few weeks. A few initial terms to make sure we're all on the same page with to start are:

- **Oracle Planning and Cloud Service** – sometimes referred to as **PBCS**, this is the official Oracle product name for the budgeting tool.
- **PlanUW** – the branded name of the new budget system, when we use the term PlanUW we are referencing the budget tool itself.
- **Planner** – This is a role inside of PlanUW that allows the user to be able to enter and view budget data based on their security settings.
- **Viewer** – This is a role inside of planUW that allows the user to be able to view budget data based on their security settings (but not enter data).

Course Objectives

In this course, you will be introduced to the PlanUW system.
After completing this course, you will have learned about:



An overview of
the PlanUW
system



An overview of
the features in
PlanUW

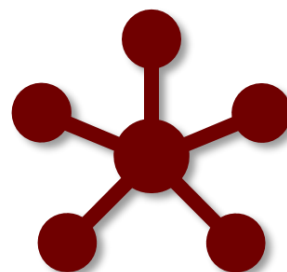


An overview of
the levels and
dimensions in
PlanUW



Security and
User Groups in
PlanUW

PlanUW Overview





- ✓ The University of Wisconsin is leading an effort to **modernize its budgeting functions**. As a part of the effort, UW has implemented a new system called **PlanUW** as the platform to **support planning and budgeting activities**.
- ✓ PlanUW is a system that will **support the business processes** related to the University's budget model and will **aid in the creation of budgets**. The benefits that PlanUW offers are:
 - Reduced time in entering budgets
 - Robust reporting, charting, and ad-hoc analysis
 - Ease of access
 - No downtime
 - PlanUW is a cloud product (no maintenance or upgrades needed for patches)

PlanUW provides the institution with the ability to modernize, streamline, simplify, and enhance the University's integrated budgeting, planning, and forecasting processes through data-driven decision making.

The primary objectives of the PlanUW system are to:



Providing end users a specific set of processes and procedures to perform their annual and multi-year budgeting plans, with the flexibility to grow with the University's changing needs.



Integrate with existing data sources to provide users with consistent and timely data.



Supply aggregated reporting and analysis of the budget across the University.



Facilitate Budget vs Actual variance analysis and allow for more frequent forecasting updates based on the reallocation of University resources.

New Capabilities

Aggregating

Roll up and drill down to different levels of information (Division, Department, Fund, Account, etc.)

Aggregate budget information quickly and easily

Streamlining

Spend more time on analysis than collection

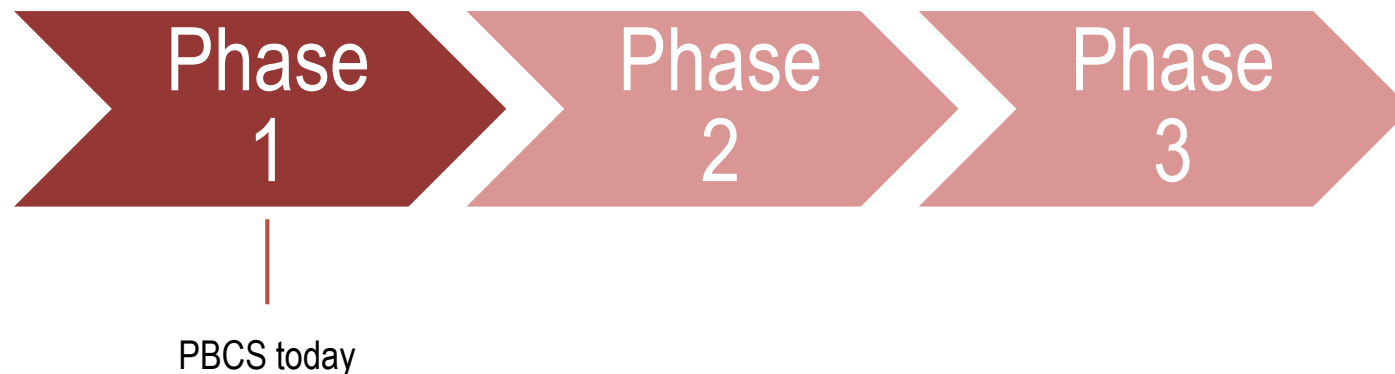
Create repeatable and maintainable import processes for source data used in the budget and planning process

Ensure data is complete and accurate by using standardized reporting and centralized data collection

Phased Approach

The overall budget redesign project will be completed in various phases.

Upon the completion of Phase I, PlanUW will be further refined and developed as needed to reflect any changes in the University's budgeting process approach, as well as introduce enhanced capabilities into the current model.



What is changing?

Budget Process – What is not changing?

- Salary and Wages Budgets in CAT
- Planning Allocation tool for Targets
- Final Budget Data Load into SFS

Budget Process – What is changing?

- BDNS and BSUM will no longer be available in 3270
- Budgets will be developed utilizing rolled up detailed Account codes including budgeting for Expenditures and Revenue in the PlanUW tool
- Timing of data feed between CAT and PlanUW will be overnight
- We (MBO) will work with divisions to develop divisional level plug figures for non-allocable funds (e.g. Gifts/Grants 133, 135, 144, 150, 161, 233) to be entered in for the FY20 budget process.

Annual Budget Functions and Systems

The annual budget process will still require the use of multiple systems to complete the budget process. The table below aligns the systems that will be used to perform certain budget functions.

Budget Function	System
Salary Entry	Compensation Administration Tool (CAT)
FTE Entry	Compensation Administration Tool (CAT)
Fringe Entry	PlanUW
Non-Compensation Entry	PlanUW
Revenue Entry	PlanUW
Budget to Allocation Reporting / Balancing (for required funds)	Planning Allocation or PlanUW *system will depend on end user need*
All Funds Budget Review / Reporting	PlanUW
Real Time CAT Reporting	Planning Allocation

PlanUW Integrations and Frequencies

PlanUW is integrated with multiple UW source systems. The systems and the frequency data will be pulled is listed below.

Integration	Frequency
CAT to PlanUW	Nightly Note – CAT initialization is likely to occur on January 22nd
PA to PlanUW	Nightly
SFS Actuals to PlanUW	Monthly (13 th day)
PlanUW to PA	Nightly
PlanUW Budget to SFS	TBD
Combo edit checks	TBD
Metadata refresh - Accounts	Monthly
Metadata refresh - Departments	Weekly (Sunday)

PlanUW Data – what is going to be in the Production system?

Here is a summary of the data that will be inside of PlanUW

Data Element	PlanUW Naming	Source of Data Element
FY17 Actual (Revenue and Expenditures)	2016 – 2017 Actual Final Total Year	SFS
FY18 Actual (Revenue and Expenditures)	2017 – 2018 Actual Final Total Year	SFS
FY19 Actual (Revenue and Expenditures)	2018 – 2019 Actual Final “Month YTD”	SFS
FY19 Budget (Redbook)	2018 – 2019 Budget Final Total Year	Redbook that was inside of 3270.
FY19 Adjusted Budget	2018 – 2019 Budget Revised Budget Total Year	SFS Budget Ledger transactions associated with Scenario codes: REDBOOK, PY_ENC, CARRYOVER, ADJUSTED, EXTENSION, REALLOC, BLOCKGRANT
FY20 Budget	2019 -2020 Budget Working Total Year	Plan UW entry by end user as well as Salary and FTE budget entries from CAT
Planning Allocation Targets	PA – Budget Allocation Final	Planning Allocation System

Features Overview



Features Overview

Within PlanUW, there are a variety of features which have been configured to support the UW planning process. These features include:

Dimensions

Data Forms

Navigation
Flows

Business
Rules

Reports



Note: This section is intended to introduce you to these features. More detailed descriptions and explanations of the features will be provided in later training.

Dimensions

Dimensions are the defining descriptors of all data stored in the system's database.

- Used to categorize data elements required to meet business requirements.

Dimensions serve as the foundation for all other objects used within the application.

- A dimension represents the highest consolidation level in PlanUW.



In the example to the right, **Account** is the dimension.



Note: A more detailed description of dimensions will be provided in the next section of this course.

Name	Alias (Default)
Account	
A_STATEMENT_OF_ACTIVITIES	Statement of Activities
A_EXPENSE	Expenses
A_EXPENSE_PA	Expense Planning Allocation
A_COMP_EXPENSE	Salary, Wages & Fringe
A_SALARY_WAGES	Salary
A_SALARY_BUDGET_CYBUD	Salary Current Year Budget
A_FACULTY_SALARY	Faculty Salary
A_ACAD_STAFF_SALARY	Academic Staff Salary
A_UNIV_STAFF_SALARY	University Staff Salary
A_SALARY_OTHER	Salary - Other
A_POSTGRAD_TRAINEE_SAL	Postgrad Trainee Salary
A_GRADUATE_RA_SALARY	Graduate - RA Salary
A_GRADUATE_PA_SALARY	Graduate - PA Salary
A_GRADUATE_TA_SALARY	Graduate - TA Salary
A_LTE_SALARY	LTE Salary
A_STUDENT_SALARY	Student Salary
A_SALARY_PA	Salary Planning Allocation
A_FRINGE	Fringe
A_FACULTY_ACAD_FRINGE	Faculty/Acad Fringe
A_UNIV_STAFF_FRINGE	University Staff Fringe
A_LTE_FRINGE	LTE Fringe
A_GRAD_ASST_FRINGE	Grad Assistant Fringe
A_STUDENT_FRINGE	Student Fringe
A_MISC_FRINGE	Misc. Fringe
A_FICA	FICA
A_1921	1921 - Group Health Insurance - ER
A_OTHER_GROUP_HEALTH	Other Group Health
A_FRINGE_GIFT_FED_TRF	Fringe-Gift/Fed Trf
A_FRINGE_CYBUD	Fringe Current Year PlanUW
A_FRINGE_PA	Fringe Planning Allocation
A_FRINGES	Fringe PlanUW

Dimension Design – All Dimensions

Dimension Name	Naming Convention Examples	Brief Description
Period	Name: Jul, Q1, YearTotal Alias: July, Qtr1, TotalYear	Months, Quarters, YearTotal, YTD, QTD
Account	Name: A_1002 Alias: 1002 – Faculty - Academic	The account dimension represents categorization of revenue, expenditures, and statistical accounts
Years	Name: FY18 Alias: 2017 - 2018	Fiscal Year
Version	Name: Working Alias: Working	Works in conjunction with the Scenario dimension to provide the ultimate flexibility
Scenario	Name: Budget Alias: Budget	The scenario dimension is used to capture categories of data, for example budget load or budget transfers. It is possible to support multiple segmentations of budget prior to submission as part of the foundational design
Department	Name: WTW_101000 Alias: 101000 - Chancellor's Office (UWWTW)	Departments represent unique academic or operational units. The current department naming convention is referred to as the UDDS which stands for Unit, Division, Department, Sub-Department
Fund	Name: F_101 Alias: 101 - GPO – Doctoral Cluster	Funds segregate financial information for the purpose of carrying on specific activities and categorizes the characteristics and limitations placed on resources recorded in the accounts
Program	Name: P_0 Alias: 0 - Student Services	Programs identify specific institutional or departmentally designated initiatives that are tracked at a level of detail not supported via departments, accounts, or funds
Project	Name: AAA8325 Alias: AAA8325 - Campus Strategic Planning	The project dimension is assigned by the grants model or project life. While not all institutions are budgeting to this segment, it is recommended that the new budget system include the project segment as it exists in SFS with no added summarization

Data Forms

Fringe_Rate_Input ⓘ

Department: UWOSH_Fringe_Dept

Actions Save Refresh Close

Data Ad hoc Format

	2018 - 2019	2018 - 2019	2018 - 2019	2018 - 2019	2018 - 2019						
	Budget	Budget	Budget	Budget	Budget						
	Input	Input	Input	Input	Input						
	Faculty/Academic Fringe Rate	University Staff Fringe Rate	LTE Fringe Rate	GA Fringe Rate	Student Fringe Rate						
No Fund											
---- ADJUST FUND RATES BY STAFF TYPE BELOW ----											
131 - Academic Student Fees											
189 - Extension Student Fees											
231 - Acad Stu Fees Carryforward Contributions											
128 - Auxiliary Enterprises											
228 - Auxiliary Enterprises - Capital Projects											
136 - General Operations Receipts											
150 - Fed aid - Federal Indirect Cost Reimbursement											

Data Forms are input/review ‘views’ of the PlanUW database.

- Allow you to input data at the monthly, quarterly, and year total level, review data, and interactively select what portion of the data set they want to look at in the form (i.e. segments available in drop down menus).
- Provide the ability to enter plan data, notes, and attach documents.

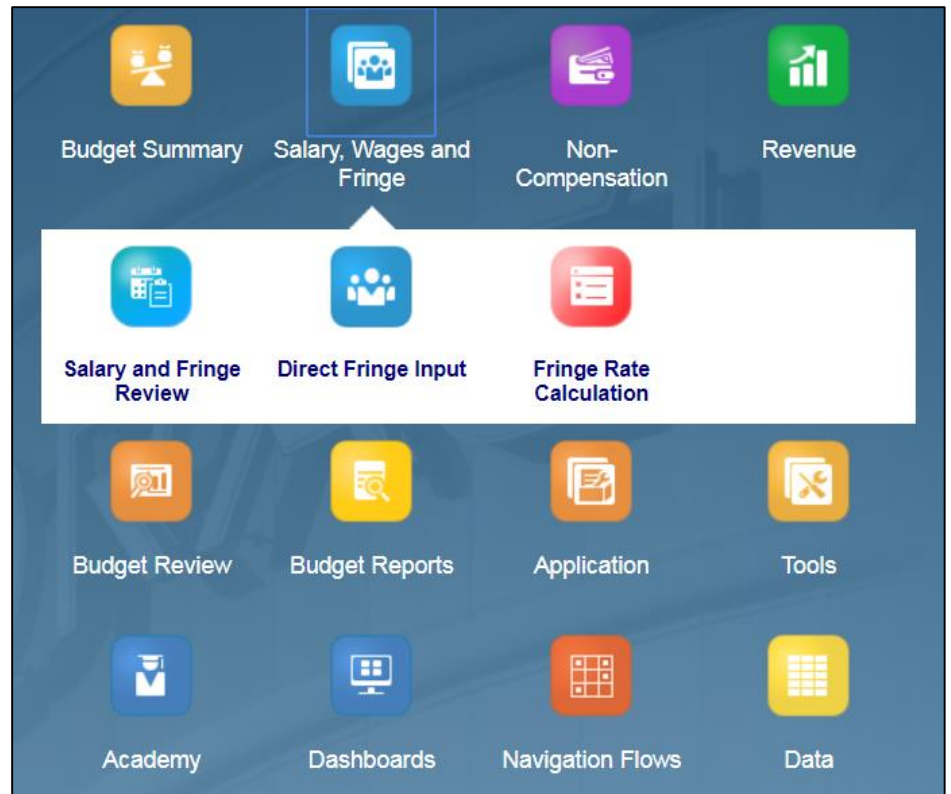
i Data forms are one of the most essential parts of PlanUW

Navigation Flows

Navigation Flows are a grouping of related content such as data forms and dashboards which support the completion of a particular business process.

 Example: Salary, Wages and Fringe

The navigation flows in PlanUW provide you with a very simple and streamlined outline and order to each step.



Business Rules

Example of a Business Rule

Salary x Fringe Rate

=

Fringe Amount

Business Rules are calculations which produce an output based upon a pre-determined formula.



These business rules are maintained by the system administrator.

Reports

Budget Summary | [Expense Budget Report](#) | [Budget Review](#) | [Salary Review](#) | [Summary by Program](#) | [Summary by Fund](#) | [Summary by Program and Fund](#) | [Budget vs. Actual](#)

Budget Summary Report

File Format: PDF

Version	Department	Project	Fund	Program
Version	OSH_11	No_Project	F_102	P_2

	2015 - 2016 Actual Final Year Total	2016 - 2017 Actual Final Year Total	2017 - 2018 Actual Final Jan YTD	2017 - 2018 Budget Final Year Total	2017 - 2018 Budget Revised Budget Year Total	2018 - 2019 Budget Version Year Total	CY vs. PY Budget (\$)
Revenue and Operating Transfers							
9240 - State Appropriations	\$3,049,659	\$2,654,974	\$938,578	\$287,140	-	-	\$287,140
Revenue	\$3,049,659	\$2,654,974	\$938,578	\$287,140	-	-	\$287,140
Expenses							
Salary	\$3,230,271	\$3,965,163	\$1,071,249	\$235,375	\$1,723,965	-	\$235,375
Fringe	\$1,219,906	\$1,626,925	\$476,175	\$73,868	-	-	\$73,868
Salaries, Wages & Fringe	\$4,450,177	\$5,592,088	\$1,547,424	\$309,243	\$1,723,965	-	\$309,243

Reports in PlanUW connect directly to the database and can be downloaded in a variety of formats (Excel, PDF, HTML).

The two broad purposes of any report created in PlanUW are to:

- Assist users in the system in building their budgets and forecasts
- Help consumer users view budget and forecast development.

Reports

PlanUW offers eight reports to analyze budget data. **All of the reports can be accessed through the Budget Reports tile** and can be retrieved in **HTML**, **PDF**, and **Excel** formats. The eight reports that are available include:

- Budget Summary
- Expense Budget Report
- Budget Review
- Salary Review
- Summary by Program
- Summary by Fund
- Summary by Program and Fund
- Budget vs Actual

If you have ideas on reports you'd like to see altered or created please let us know

Chart of Accounts (CoA) Overview

Budgeting CoA Background – Pre-Work

Before

- Budgets were developed in 3270 only with Major Class accounts such as Total Fringe, Total S&E, etc.
- There was no Revenue Budgeting

Issue

- 3270 accounts – Too High Level – Lead to a lack of meaningful budget analysis
- SFS GL accounts – Too Detailed for Most Institutions – Using these accounts for planning and budgeting would be time consuming and cumbersome
- Lack of consensus on how much detail, is the right amount of detail between institutions

Solution

- A new Budget CoA was finalized in 2017 during the BPFS Planning / Pre-work phase. This tree:
 - Is consistent across every Institution in the UW System
 - Was developed in SFS to source into the PlanUW application. It is called PLANUW_BUDGET_ACCT
 - Contains accounts for Revenue
 - Has Account code rollups between the Major Classes and GL account levels
 - Was specifically designed to allow inputs at different account levels along the hierarchy to provide institutions the flexibility and choice to budget at a detailed or higher levels

Budget CoA Background – Account Categories

	Salary	Fringe	Non-Comp	Revenue
Level 1	#N/A Budgeted in CAT	1	16	51
Level 2		10	41	60
Level 3		19	241	273
Level 4		62		

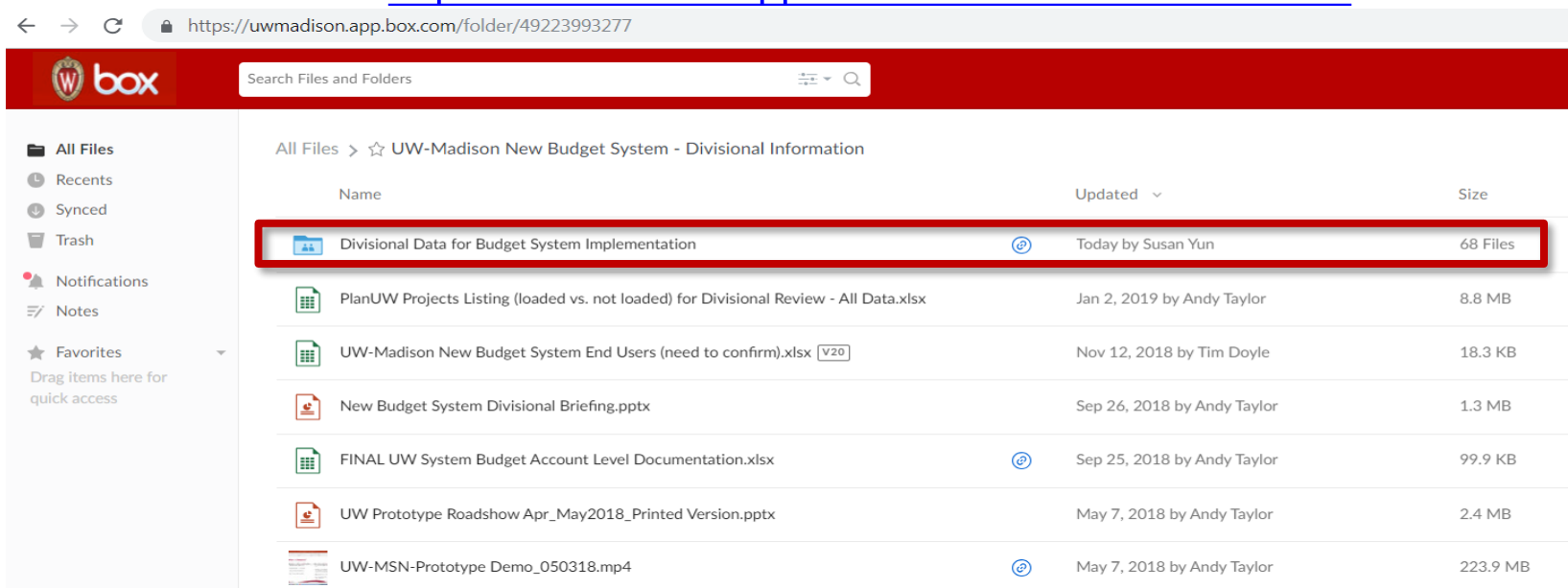
Budgeting CoA – UW Madison

- For Phase 1 we will be using Level 1 accounts for budgeting of Non-Compensation and Revenue.
- Fringe Benefits will be entered at Level 2 however our approach of using the Fringe Rate functionality will not require end users to know all of the Level 2 fringe accounts.
- The PlanUW application is setup to suppress budget accounts that do not have any historical actual data available meaning only Level 1 accounts that had actuals associated with them in prior/current year actuals will show. Note – you will have the ability to add budget accounts as needed.

Budgeting CoA – UW Madison

The data sheets that were provided to divisions ahead of training should assist in being able to see how prior year actuals map to the new Level 1 accounts for Non-Compensation and Revenue. As we go through training you will also be able to use the Reporting capability in the system to see the mapping.

Data Sheet Location: <https://uwmadison.app.box.com/folder/49223993277>



The screenshot shows a web browser window with the URL <https://uwmadison.app.box.com/folder/49223993277>. The interface is the Box.com file management system. On the left is a sidebar with navigation options: All Files, Recents, Synced, Trash, Notifications, Notes, and Favorites. The main area displays a folder titled "UW-Madison New Budget System - Divisional Information". Inside this folder, a table lists several files. The first file, "Divisional Data for Budget System Implementation", is highlighted with a red rectangular box. Below it are other files including "PlanUW Projects Listing (loaded vs. not loaded) for Divisional Review - All Data.xlsx", "UW-Madison New Budget System End Users (need to confirm).xlsx", "New Budget System Divisional Briefing.pptx", "FINAL UW System Budget Account Level Documentation.xlsx", "UW Prototype Roadshow Apr_May2018_Printed Version.pptx", and "UW-MSN-Prototype Demo_050318.mp4".

Name	Updated	Size
Divisional Data for Budget System Implementation	Today by Susan Yun	68 Files
PlanUW Projects Listing (loaded vs. not loaded) for Divisional Review - All Data.xlsx	Jan 2, 2019 by Andy Taylor	8.8 MB
UW-Madison New Budget System End Users (need to confirm).xlsx	Nov 12, 2018 by Tim Doyle	18.3 KB
New Budget System Divisional Briefing.pptx	Sep 26, 2018 by Andy Taylor	1.3 MB
FINAL UW System Budget Account Level Documentation.xlsx	Sep 25, 2018 by Andy Taylor	99.9 KB
UW Prototype Roadshow Apr_May2018_Printed Version.pptx	May 7, 2018 by Andy Taylor	2.4 MB
UW-MSN-Prototype Demo_050318.mp4	May 7, 2018 by Andy Taylor	223.9 MB

Budget CoA Background - Levels

There are **Four** specific account levels in Plan UW

Level 1

Highest Level of Budget Input
"Required" Level

Level 2

An intermediate level in between the GL accounts and level 1

Level 3

The **lowest** (or most granular) level available for **Non Comp** and **Revenue** budgeting, and will contain exclusively GL accounts from SFS

Level 4

The **lowest** (or most granular) level available for **Fringe** budgeting, and will contain exclusively GL accounts from SFS

Salary and FTE Accounts



Salary

Since Salary data will be input from CAT, the accounts will not be input into. Thus no input level distinction is necessary

- Actual data is loaded to the GL accounts from SFS
- The Redbook budget will be loaded to a Total Salary account
- Working Budget data is loaded to the PlanUW accounts from CAT

Department	Fund	Program	Project			
072020 - AG&APPLIED ECONS*RESOURCE ENER (MSN)	131 - Academic Student Fees	2 - Instruction	No Projects Madison			
	2016 - 2017	2017 - 2018	2018 - 2019	2018 - 2019	2018 - 2019	2019 - 2020
	Actual	Actual	Actual	Budget	Budget	Budget
	Final	Final	Final	Final	Revised Budget	Working
	Total Year	Total Year	Aug YTD	Total Year	Total Year	Total Year
1052 - Academic Staff - Academic		4,000				
1051 - Academic Staff - Annual	86,110	89,038	16,477			
⊞ Academic - Other	5					
Academic Staff Salary PlanUW						96,265
⊞ Academic Staff Salary	86,115	93,038	16,477			96,265
⊞ University Staff Salary	17,421	10,914	2,270			15,050
⊞ Salary - Other						
⊞ Postgrad Trainee Salary						
⊞ Graduate - RA Salary						
⊞ Graduate - PA Salary						
⊞ Graduate - TA Salary	26,724	56,687				
⊞ LTE Salary						
⊞ Student Salary	839	4,112	2,639			
Salary	220,884	261,861	21,387	226,383	226,383	111,315

FTE data will be input from CAT as well

Salary and Fringe Review ⓘ								
Department UW MSN ALL_MSN_DEPTIDS (MSN)	Fund 101 - GPO - Doctoral Cluster	Program 2 - Instruction	Project No Projects Madison					
	2016 - 2017	2017 - 2018	2018 - 2019	2018 - 2019	2018 - 2019	2019 - 2020	----	2019 - 2020
	Actual	Actual	Actual	Budget	Budget	Budget	----	CY vs. PY Budget (\$)
	Final	Final	Final	Final	Revised Budget	Working	----	Working
	Total Year	Total Year	Aug YTD	Total Year	Total Year	Total Year	----	Total Year
Faculty FTE						1,195		1,195
Academic Staff FTE						898		898
University Staff FTE						292		292
Permanent FTE PA								
<input checked="" type="checkbox"/> Permanent FTE						2,385		2,385
Graduate - Teaching Assistant FTE								
Graduate - Research Assistant FTE								
Graduate - PA FTE								
Postgrad Trainee FTE								
Graduate Asst FTE PA								
<input checked="" type="checkbox"/> Graduate Asst FTE								

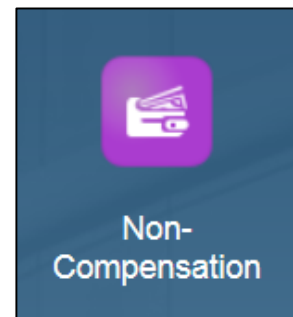
Fringe Accounts



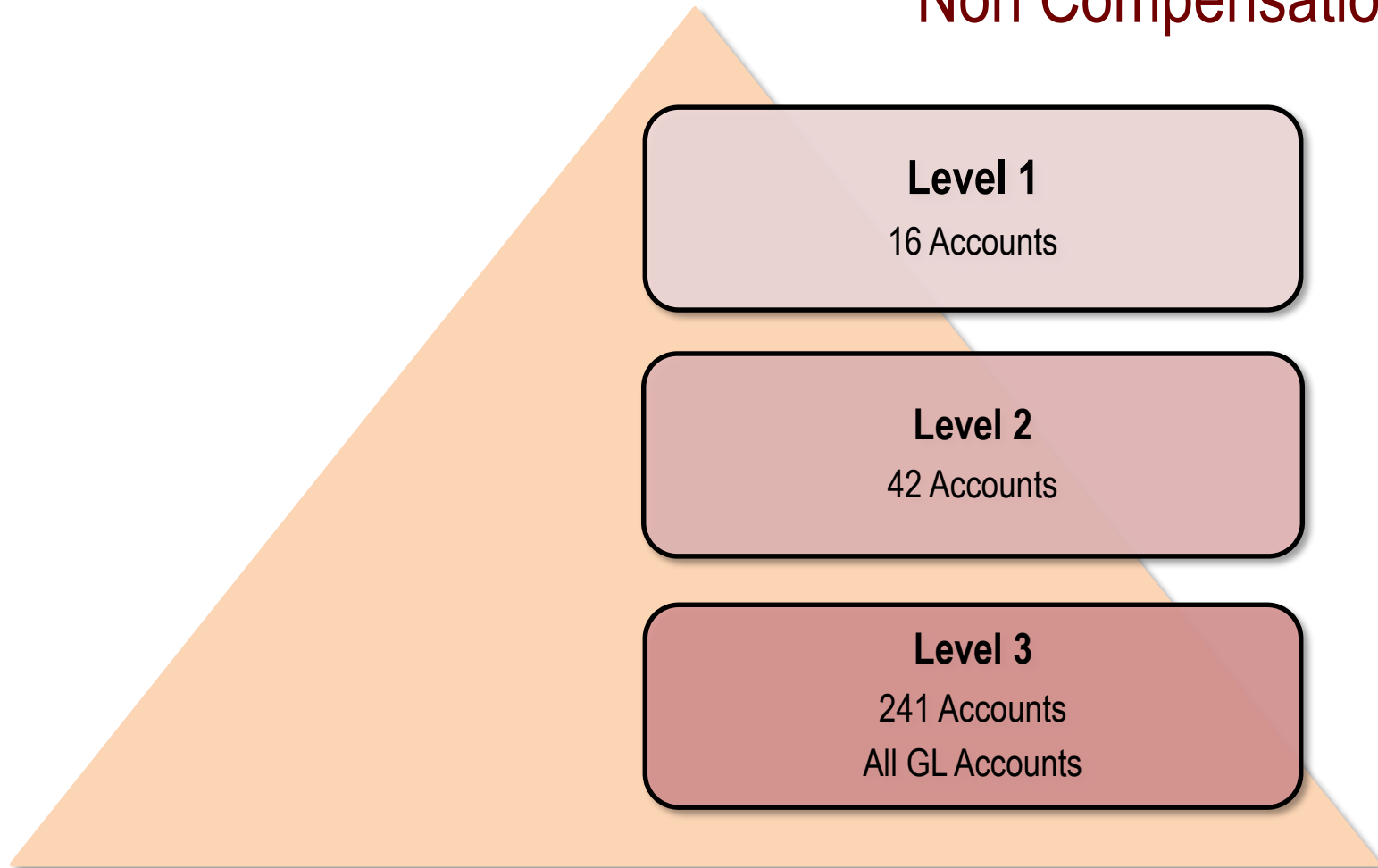
Use of Fringe Rate Approach – UW Madison

- UW-Madison will be using the Fringe Rate functionality inside of PlanUW. This approach allows for a fringe rate to be applied to salary data that comes in from CAT. A global rate will be set for each fund by central campus using the RSP provided Fringe Rates (<https://www.rsp.wisc.edu/rates/>).
- As you'll learn later on in training, using this approach will allow divisions with maximum flexibility as they will have the ability to (a) use the global rates that are set by campus or (b) adjust the rates they would like to use and/or (c) use a lump sum adjustment.

Non Comp Accounts



Non Compensation Levels

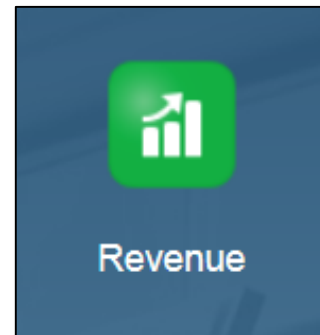


Non Compensation – Level 1

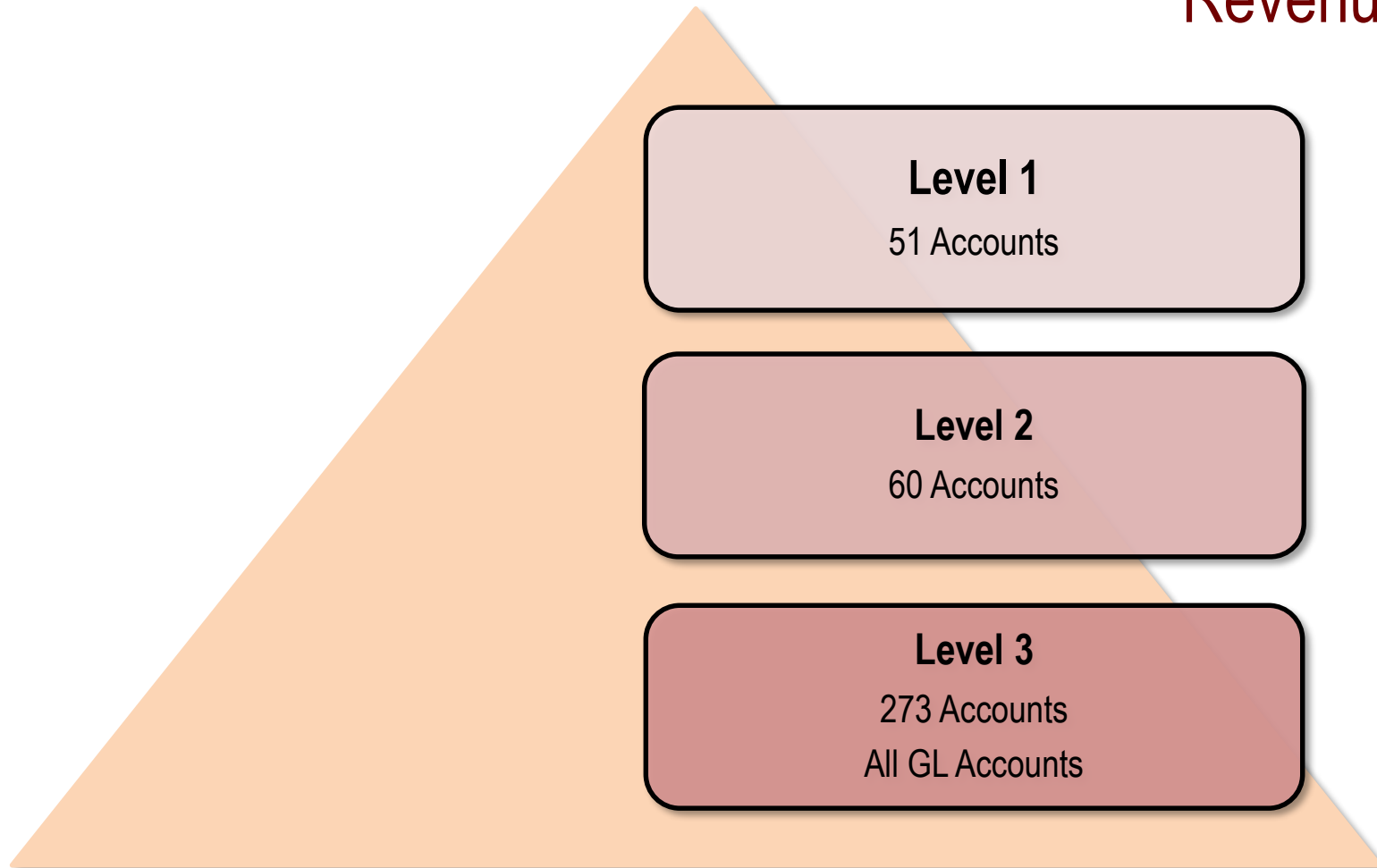
A summary of the New Minimum Budget Levels (Level 1) are provided below:

Major Class (Level 1 Budget Accounts)	New Minimum Budget Level (Level 1)
Supplies and Expenses (7)	<ul style="list-style-type: none">• 3790 - Material for Resale• Maint & Repairs PlanUW• Misc Expense PlanUW• Services PlanUW• Supplies PlanUW• Travel/Train/Recruit PlanUW• Utilities PlanUW
Aids to Individuals (4)	<ul style="list-style-type: none">• 5708 - Aids to Organizations• 5750 - Student Loans• Fellows & Scholars PlanUW• Other Aids PlanUW
Capital Expense (2)	<ul style="list-style-type: none">• Equipment PlanUW• Misc Capital Expense PlanUW
Debt Service *new major class* (1)	<ul style="list-style-type: none">• Debt Service PlanUW
Special Purpose (1)	<ul style="list-style-type: none">• Special Purpose PlanUW
Sales Credits (1)	<ul style="list-style-type: none">• Sales Credits PlanUW

Revenue Accounts



Revenue Levels



Projects in PlanUW

Projects in PlanUW

Not all projects that are active are available inside of PlanUW due to the sheer number. As such we have chosen to load all projects that had budget loaded to the SFS Budget Ledger under one of the following Scenario Codes in FY19 (to date): REDBOOK, ADJUSTED, PY_ENC, CARRYOVER.

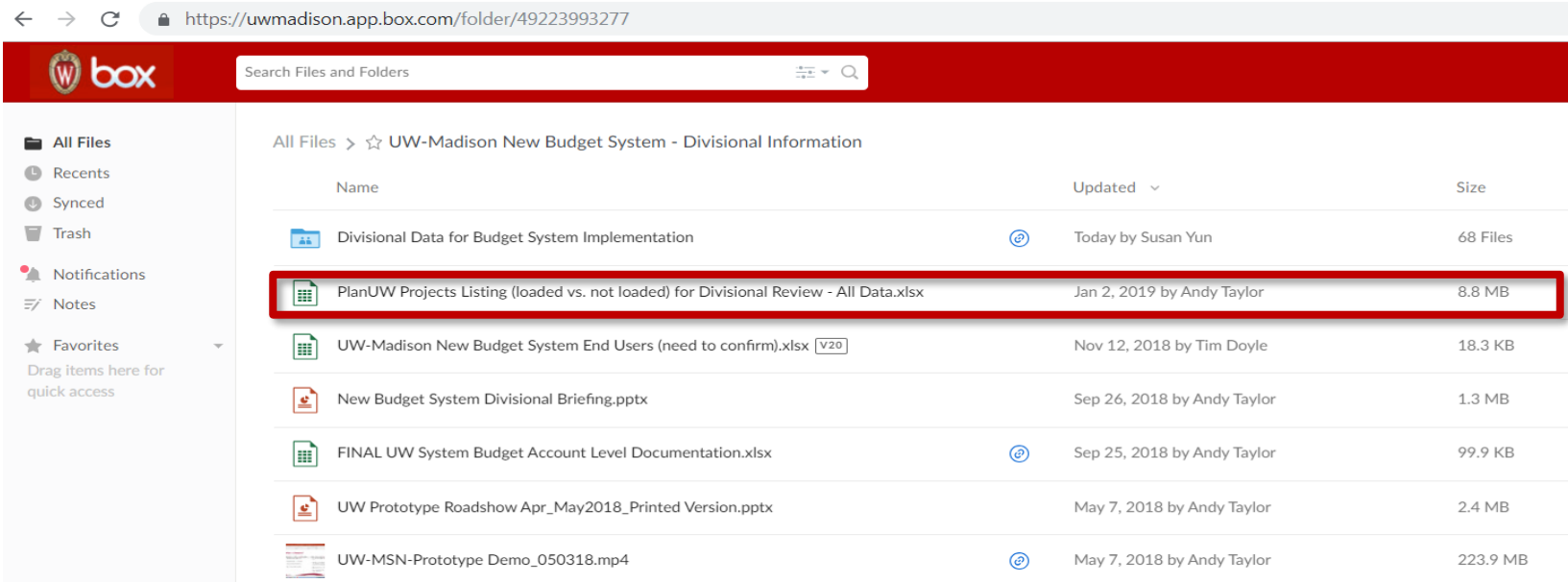
Projects associated with Gifts, Grants, Contracts projects that historically were inside of 3270 but removed when the budget is loaded to the SFS Budget Ledger were not loaded into PlanUW.

These would be any divisional projects (i.e. non A98) on funds: 133, 135, 142, 144, 145, 146, 148, 161, and 233 and fund 150 except for the Division of Facilities Planning and Management.

An excel file has been created out in the same Box folder that houses the divisional data sheet discussed in the prior section. The file lists the projects that have been added to the system as well as those that were not but have had actual expenditure or revenue posted to them through November'18.

Projects in PlanUW

Data Sheet Location: <https://uwmadison.app.box.com/folder/49223993277>



The screenshot shows a web browser window with the URL <https://uwmadison.app.box.com/folder/49223993277>. The interface is the Box.com file management system. On the left is a sidebar with navigation options: All Files, Recents, Synced, Trash, Notifications, Notes, and Favorites. The main area displays a folder titled 'UW-Madison New Budget System - Divisional Information'. Inside this folder is a table of files with columns for Name, Updated, and Size. The file 'PlanUW Projects Listing (loaded vs. not loaded) for Divisional Review - All Data.xlsx' is highlighted with a red rectangular box. Other files in the list include 'Divisional Data for Budget System Implementation', 'UW-Madison New Budget System End Users (need to confirm).xlsx', 'New Budget System Divisional Briefing.pptx', 'FINAL UW System Budget Account Level Documentation.xlsx', 'UW Prototype Roadshow Apr_May2018_Printed Version.pptx', and 'UW-MSN-Prototype Demo_050318.mp4'.

Name	Updated	Size
Divisional Data for Budget System Implementation	Today by Susan Yun	68 Files
PlanUW Projects Listing (loaded vs. not loaded) for Divisional Review - All Data.xlsx	Jan 2, 2019 by Andy Taylor	8.8 MB
UW-Madison New Budget System End Users (need to confirm).xlsx	Nov 12, 2018 by Tim Doyle	18.3 KB
New Budget System Divisional Briefing.pptx	Sep 26, 2018 by Andy Taylor	1.3 MB
FINAL UW System Budget Account Level Documentation.xlsx	Sep 25, 2018 by Andy Taylor	99.9 KB
UW Prototype Roadshow Apr_May2018_Printed Version.pptx	May 7, 2018 by Andy Taylor	2.4 MB
UW-MSN-Prototype Demo_050318.mp4	May 7, 2018 by Andy Taylor	223.9 MB

We have the ability to add projects during the budget process if you need any adjustments.

To request a project being added please send a request to PlanUW-MSN-MBO@vc.wisc.edu

Projects in PlanUW

All actuals that are not associated with a project that has been loaded into PlanUW are mapped to a member titled “No Projects Madison”. This means for actuals that did not have a project associated with them flow into this category as does actuals that were on projects that are not loaded into PlanUW. If the project has been loaded to PlanUW you will see actuals tied to that project. We will show an example of this when we get into the application.

Security and User Groups



Security Model

PlanUW has a security model to organize and track the users who can input data for various organizations.

Users are placed in various Hierarchy groups from in order to obtain access to the system and their data entry needs.

Hierarchy Groups

Determines which Department ID's a user will have the ability to input data into.

Example: College of Nursing

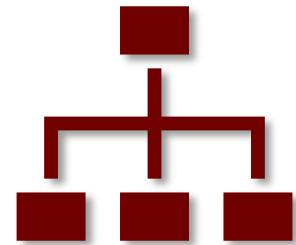
Hierarchy Groups

The primary purpose of hierarchy based security groups is to assign user access to the various areas of the University's organizational hierarchy for data entry and reporting.

Hierarchy groups are typically created at a parent level College or Department and assigned users will be given access to this parent level and all of the departments below it.

Users can be added, removed and moved between these groups to expand or limit their data entry access.

Users can exist within more than one of these groups. If a user is placed into more than one group, they will have access to each of those Organizational hierarchies.



Security Model

From a Security Perspective, it will be important to note that:

We have security on:

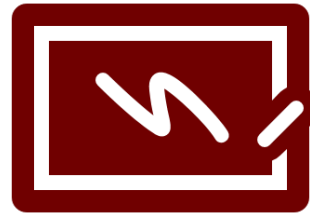
1. Department – Only budget for your sub departments
2. Project – If you are in a multi-tenant Pod (NE, West and South) you will not be able to see the other institutions projects
3. Scenario – Can input into budget, but not actuals
4. Version – Can input into Base (and Adj for Fringe Rate), but not Final

We **don't** have security on:

1. Program
2. Fund
3. Project

*Combo Edits will be run nightly to check for errors, we are still working through the operational process of how communication to end users will occur.

Course Summary



Completed Course Summary

In this course, you have been introduced to the PlanUW system.

You have learned about:

- ✓ An overview of the PlanUW system
- ✓ An overview of the features in PlanUW
- ✓ An overview of the dimensions in PlanUW
- ✓ Security and the user groups in PlanUW



Appendix: Dimensions

Dimension Design – All Dimensions

Dimension Name	Naming Convention Examples	Brief Description
Period	Name: Jul, Q1, YearTotal Alias: July, Qtr1, TotalYear	Months, Quarters, YearTotal, YTD, QTD
Account	Name: A_1002 Alias: 1002 – Faculty - Academic	The account dimension represents categorization of revenue, expenditures, and statistical accounts
Years	Name: FY18 Alias: 2017 - 2018	Fiscal Year
Version	Name: Working Alias: Working	Works in conjunction with the Scenario dimension to provide the ultimate flexibility
Scenario	Name: Budget Alias: Budget	The scenario dimension is used to capture categories of data, for example budget load or budget transfers. It is possible to support multiple segmentations of budget prior to submission as part of the foundational design
Department	Name: WTW_101000 Alias: 101000 - Chancellor's Office (UWWTW)	Departments represent unique academic or operational units. The current department naming convention is referred to as the UDDS which stands for Unit, Division, Department, Sub-Department
Fund	Name: F_101 Alias: 101 - GPO – Doctoral Cluster	Funds segregate financial information for the purpose of carrying on specific activities and categorizes the characteristics and limitations placed on resources recorded in the accounts
Program	Name: P_0 Alias: 0 - Student Services	Programs identify specific institutional or departmentally designated initiatives that are tracked at a level of detail not supported via departments, accounts, or funds
Project	Name: AAA8325 Alias: AAA8325 - Campus Strategic Planning	The project dimension is assigned by the grants model or project life. While not all institutions are budgeting to this segment, it is recommended that the new budget system include the project segment as it exists in SFS with no added summarization

Dimension Design – Period

Dimension Name	Naming Convention Examples	Brief Description	Number of Members
Period	Name: Jul, Q1, YearTotal Alias: July, Qtr1, TotalYear	Months, Quarters, YearTotal, YTD, QTD	~35

- "TotalYear" rollup provides a dynamic way to include all months excluding quarter end rollups.

Member Name	Alias (Default)
Period	Period
BegBal	BegBal
Year Total	Year Total
Q1	Q1
Jul	Jul
Aug	Aug
Sep	Sep
Q2	Q2
Oct	Oct
Nov	Nov
Dec	Dec
Q3	Q3
Jan	Jan
Feb	Feb
Mar	Mar
Q4	Q4
Apr	Apr
May	May
Jun	Jun

Member Name	Alias (Default)
Total Year	Total Year
Jul	Jul
Aug	Aug
Sep	Sep
Oct	Oct
Nov	Nov
Dec	Dec
Jan	Jan
Feb	Feb
Mar	Mar
Apr	Apr
May	May
Jun	Jun

Dimension Design - Account

Dimension Name	Naming Convention Examples	Brief Description	Number of Members
Account	Name: A_1002 Alias: 1002 – Faculty - Academic	The account dimension represents categorization of revenue, expenditures, and statistical accounts.	~1200

- The account dimension is used to represent line items for Revenue, Expenses and statistical line items (i.e. drivers used to build up detail that feeds GL amounts).
- Prefix for Account will be set as “A”***

Member Name	Aliases
Account	Account
A_STATEMENT_OF_ACTIVITIES	Statement of Activities
A_EXPENSE	Expenses
A_EXPENSE_PA	Expense Planning Allocation
A_COMP_EXPENSE	Salary, Wages & Fringe
A_NON_COMP_EXPENSE	Non Salary & Wages
A_NON_COMP_EXPENSE_PA	Non Comp Expense Planning Allocation
A_S&E	Supplies and Expense
A_CAPITAL_EXPENSE	Capital Expense
A_AID_TO_INDIV &_amp; ORGS	Aid to Individuals & Organizations
A_SPECIAL_PURPOSE	Special Purpose
A_DEBT_SERVICE	Debt Service
A_SALES_CREDITS	Sales Credits
A_REVENUE	Revenue
A_Statistical_Accounts	Statistical Accounts

Dimension Design - Years

Dimension Name	Naming Convention Examples	Brief Description	Number of Members
Years	Name: FY18 Alias: 2017 - 2018	Fiscal Year	10

- The Years Dimension is used to establish the application's range of Years.
- Starting range of years is established as: 2016 – 2025
- Years member describes the FY starting in July 1st and ends in June 30th of the following year
- Additional years are easily added as an Admin function

Member Name	Alias (Default)
FY16	2015 - 2016
FY17	2016 - 2017
FY18	2017 - 2018
FY19	2018 - 2019
FY20	2019 - 2020
FY21	2020 - 2021
FY22	2021 - 2022
FY23	2022 - 2023

Dimension Design – Version

Dimension Name	Naming Convention Examples	Brief Description	Number of Members
Version	Name: Working Alias: Working	Works in conjunction with the Scenario dimension to provide the ultimate flexibility	~15

- Versions allow multiple iterations of a budget (e.g., Budget Version_1), model possible assumptions based on different assumptions (e.g., Sandbox1, What-if)
- A “Working” version will be used to collect and update data for the budget and forecast. Copies of this version by scenario will be created as needed based on the frequency of review with management during the Plan and other processes to allow for comparative reporting. Input and Adjustment
- A “Final” version will be used to collect actuals and approved budget and forecast versions.

Member Name	Alias (Default)
Version	Version
Variance_Versions	Variance_Versions
Final Variance	Final Variance
Campus Review Variance	Campus Review Variance
Working	Working
Final	Final
Revised	Revised Budget
PlanV1	Campus Review
PlanV2	PlanV2
PlanV3	PlanV3
Status_Version	Status

Dimension Design - Scenario

Dimension Name	Naming Convention Examples	Brief Description	Number of Members
Scenario	Name: Budget Alias: Budget	The scenario dimension is used to capture categories of data, for example budget load or budget transfers. It is possible to support multiple segmentations of budget prior to submission as part of the foundational design	~12

- The Scenario dimension is used to capture categories of data such as budget, forecast, and actual. Scenarios have the added functionality of defining a planning period range, which controls the months and years open for data entry for any given Scenario.

Member Name	Alias (Default)
Scenario	Scenario
Variance	Variance
Variance Comments	Variance Comments
Current	Current
No_Scenario	No_Scenario
Plan	Budget
Actual	Actual
Forecast	Estimated Actuals
Budget_Target	PA - Budget Allocation
Variance_Scenarios	Variance Scenarios

Dimension Design - Department

Dimension Name	Naming Convention Examples	Brief Description	Number of Members
Department	Name: WTW_101000 Alias: Chancellor's Office (WTW – 101000)	Departments represent unique academic or operational units. The current department naming convention is referred to as the UDDS which stands for Unit, Division, Department, Sub-Department.	Will vary by institution

- The organizational department structure will be stored in the "Department" dimension.
- Department structure will be specific to each institution.
- Alternate views can be created in the hierarchy to represent different views of the "Department" dimension.
- **Department Prefix will utilize the naming convention from SFS (i.e. MSN, WTW)**

Dimension Design – Department Cont.

Member Name	Aliases
Department	Department
UWRVF	All Orgs (RVF)
RVF_GENERAL_EDUC_ADMIN	GENERAL_EDUC_ADMIN - General Education Admin (RVF)
RVF_INTERCOLLEGIATE_ATHL	INTERCOLLEGIATE_ATHL - Intercollegiate Athletics (RVF)
RVF_CHANCELLOR	CHANCELLOR - Chancellor Office's (RVF)
RVF_EQUITY_& COMPLIANCE	EQUITY_& COMPLIANCE - Equity and Compliance (RVF)
RVF_FACULTY_GOVERNANCE	FACULTY_GOVERNANCE - Faculty Governance (RVF)
RVF_PUBLIC_AFFAIRS	PUBLIC_AFFAIRS - Public Affairs (RVF)
RVF_DOTS	DOTS - Division of Tech Services (RVF)
RVF_BUSINESS_AFFAIRS	BUSINESS_AFFAIRS - Business Affairs (RVF)
RVF_CAFES	CAFES - Coll. of Ag, Food & Enviro Sci (RVF)
RVF_CAS	CAS - College of Arts & Sciences (RVF)
RVF_CEPS	CEPS - College of Educ & Prof Studies (RVF)
RVF_CBE	CBE - College of Business & Economic (RVF)
RVF_UNIVERSITY_ADVANCEMT	UNIVERSITY_ADVANCEMT - University Advancement (RVF)
RVF_STUDENT_AFFAIRS	STUDENT_AFFAIRS - Student Affairs (RVF)
RVF_ACADEMIC_AFFAIRS	ACADEMIC_AFFAIRS - Academic Affairs (RVF)
RVF_FACILITIES_MANAGEMNT	FACILITIES_MANAGEMNT - Facilities Management (RVF)
UWEAU	Top (EAU)
UWSTO	Top (STO)
UWSUP	All Organizations (SUP)
Utility_Departments	Utility_Departments
No_Department	No_Department

Dimension Design - Fund

Dimension Name	Naming Convention Examples	Brief Description	Number of Members
Fund	Name: F_101 Alias: GPO – Doctoral Cluster (101)	Funds segregate financial information for the purpose of carrying on specific activities and categorizes the characteristics and limitations placed on resources recorded in the accounts.	~100

- The Fund financial information structure will be stored in the "Fund" dimension.
- ***Prefix for Fund will be set as "F"***

Member Names	Alias (Default)
Fund	Fund
ALL_FUNDS	Fund Total
F_GPR/Tuition	GPR/Tuition
F_TUI	TUI
F_131	131 - Academic Student Fees
F_189	189 - Extension Student Fees
F_TB	TB
F_AUX	AUX
F_OP REC	OP REC
F_FICR	FICR
F_GGC	GGC
F_OTHER	OTHER
F_FFA	FFA
F_REV	REV
FUND_DOA	FUND_DOA
No_Fund	No Fund

Dimension Design - Program

Dimension Name	Naming Convention Examples	Brief Description	Number of Members
Program	Name: P_0 Alias: Student Services (0)	Programs identify specific institutional or departmentally designated initiatives that are tracked at a level of detail not supported via departments, accounts, or funds.	12

- The Program-initiative structure will be stored in the "Program" dimension.
- Prefix for Fund will be set as "P"***

Member Name	Alias (Default)
P_0	0 - Student Services
P_1	1 - Institutional Support
P_2	2 - Instruction
P_3	3 - Hospitals
P_4	4 - Research
P_5	5 - Public Service
P_6	6 - Academic Support
P_7	7 - Operation and Maintenance of Physical Plant
P_8	8 - Auxiliary Enterprises
P_9	9 - Financial Aid
P_F	F - Farm Operations
P_R	R - Revenue

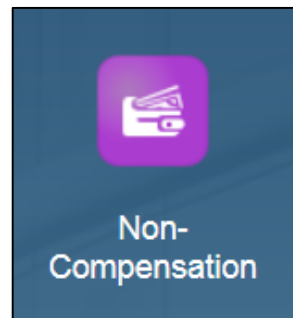
Dimension Design - Project

Dimension Name	Naming Convention Examples	Brief Description	Number of Members
Project	Name: AAA8325 Alias: Campus Strategic Planning (AAA8325)	The project dimension is assigned by the grants model or project lite. While not all institutions are budgeting to this segment, it is recommended that the new budget system include the project segment as it exists in SFS with no added summarization.	Will vary by institution

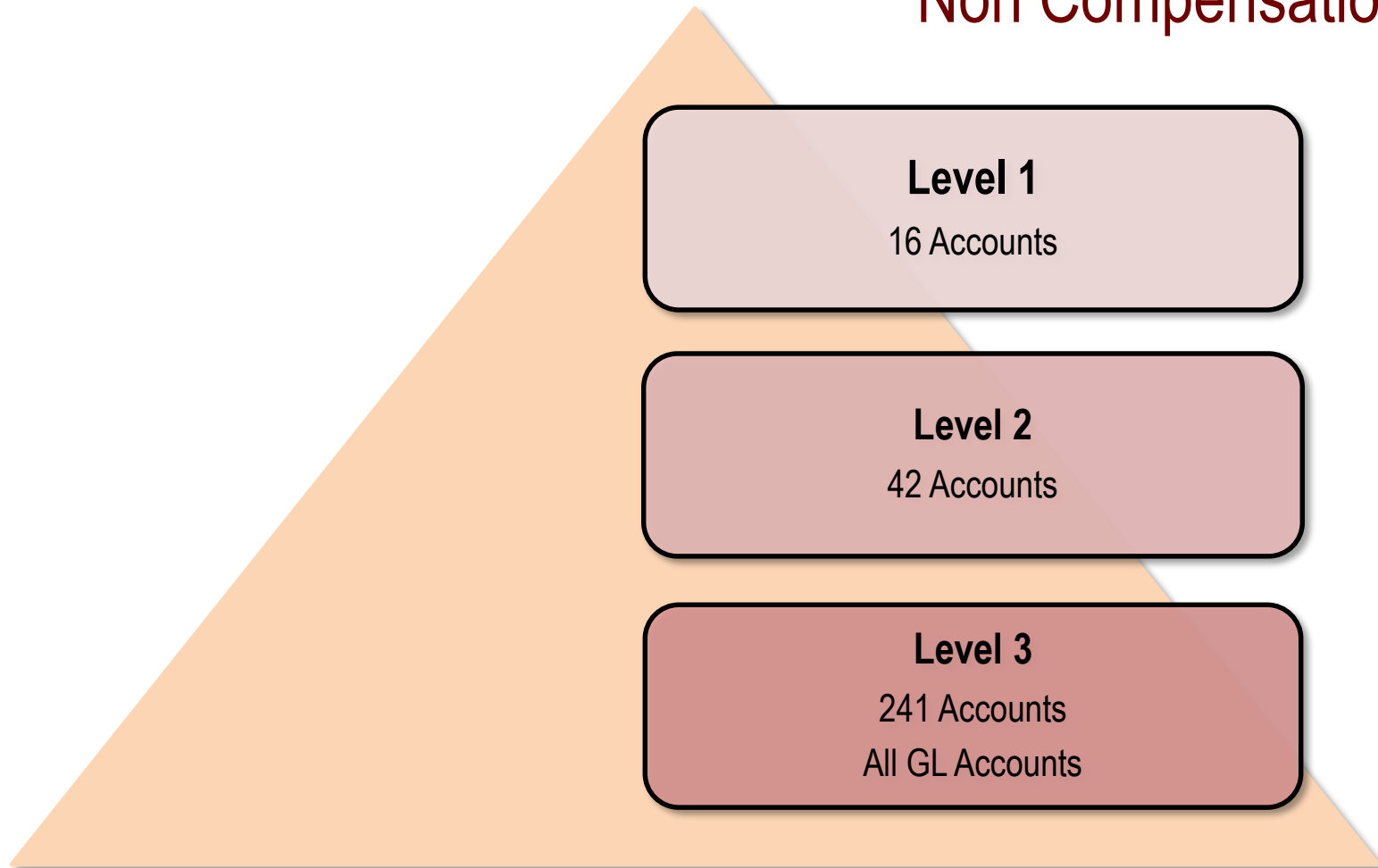
- The budget Project structure will be stored in the "Project" dimension.
- To do - project codes within the project structure to be grouped. (AAA group, PRJ group, etc...)

Member Name	Alias (Default)
Project	Project
TOTAL_PROJECT	TOTAL_PROJECT
PJCT_SUP	PJCT_SUP
No_Project_SUP	No_Project_SUP
PJCT_SUP_FEDR	PJCT_SUP_FEDR
AAA4665	AAA4665
AAA6398	AAA6398
AAC3688	AAC3688
AAC6744	AAC6744
AAC7729	AAC7729
AAC9313	AAC9313
PJCT_SUP_GIFT	PJCT_SUP_GIFT
PJCT_SUP_INTRN	PJCT_SUP_INTRN
PJCT_SUP_STATE	PJCT_SUP_STATE
PJCT_SUP_NONE	PJCT_SUP_NONE
PJCT_RVF	PJCT_RVF
PJCT_EAU	PJCT_EAU
No_Project_STO	No_Project_STO
No_Project	No_Project

Appendix - Non Comp Accounts



Non Compensation Levels



Non Compensation Expenditures

There are **16** required Level 1 accounts for Non Comp Expenditures

#	Account	Major Class	Unique Levels	# of Accounts at each Level			Account overlap?
				1	2	3	
1	3790 - Material for Resale	Supplies and Expense	1	1	1	1	Full Overlap at levels 1, 2 & 3
2	Travel/Train/Recruit PlanUW	Supplies and Expense	3	1	3	64	No Overlap
3	Maint & Repairs PlanUW	Supplies and Expense	2	1	1	6	Full Overlap at levels 1 & 2
4	Utilities PlanUW	Supplies and Expense	3	1	3	9	Partial Overlap at levels 1 & 2
5	Supplies PlanUW	Supplies and Expense	2	1	1	13	Full Overlap at levels 1 & 2
6	Services PlanUW	Supplies and Expense	3	1	7	31	Partial Overlap at levels 2 & 3
7	Misc Expense PlanUW	Supplies and Expense	3	1	12	53	No Overlap
8	Equipment PlanUW	Capital Expense	2	1	1	11	Full Overlap at levels 1 & 2
9	Misc Capital Expense PlanUW	Capital Expense	3	1	4	23	Partial Overlap at levels 1 & 2
10	5708 - Aids to Organizations	Aid to Individuals & Organizations	2	4	4	21	Full Overlap at levels 1 & 2 Partial Overlap at levels & 3
11	5750 - Student Loans						
12	Other Aids PlanUW						
13	Fellows & Scholars PlanUW						
14	Special Purpose PlanUW	Special Purpose	3	1	2	3	Partial Overlap at levels 2 & 3
15	Debt Service PlanUW	Debt Service	2	1	1	2	Full Overlap at levels 1 & 2
16	Sales Credits PlanUW	Sales Credits	2	1	1	2	Full Overlap at levels 1 & 2

Non Compensation Expenditures - *Material for Resale*

Major Class: *Supplies and Expense*

Unique Levels	1
Level 1 accounts	1
Level 2 accounts	1
Level 3 accounts	1
Account Overlap	Yes
Full or Partial Overlap?	Full
Levels with Overlap?	1, 2 & 3

Member	Roll-Up	Level 1	Level 2	Level 3
3790 - Material for Resale		Level 1	Level 2	Level 3

Full Overlap at levels 1, 2 & 3

Implication: It doesn't matter what level you use. Budgeting for this required account will be the same.

Non Compensation Expenditures – *Travel/Training/Recruiting*

Supplies and Expense

Unique Levels	3
Level 1 accounts	1
Level 2 accounts	3
Level 3 accounts	64
Account Overlap	No
Full or Partial Overlap?	#N/A
Levels with Overlap?	#N/A

No Overlap

Implication: This is the most straight forward case. Each has a completely unique set of accounts.

Member	Roll-Up	Level 1	Level 2	Level 3
Travel/Training/Recruiting	Roll-Up Account			
Travel/Train/Recruit PlanUW		Level 1		
Recruiting	Roll-Up Account			
Recruiting PlanUW			Level 2	
2105 - Travel-Recruiting (Employee In-State-Business)				Level 3
2125 - Travel-Recruiting (Employee Out-of-State Business)				Level 3
2163 - Travel-Recruiting (Non-employee)				Level 3
***6 more GL accounts				Level 3
Training and Development	Roll-Up Account			
Training and Develop PlanUW			Level 2	
2180 - Tuition-Training-Develop - Career				Level 3
2181 - Training & Develop Career Grad				Level 3
2184 - Training & Development-Job Related				Level 3
***3 more GL accounts				Level 3
Non-training	Roll-Up Account			
Non-Training PlanUW			Level 2	
2100 - Travel-Employee-In State Bus				Level 3
2101 - Travel Empl Reportable Meals				Level 3
2115 - Travel-Employee-In State-Conf				Level 3
***46 more GL accounts				Level 3

Non Compensation Expenditures - *Maintenance & Repairs*

Supplies and Expense

Unique Levels	2
Level 1 accounts	1
Level 2 accounts	1
Level 3 accounts	6
Account Overlap	Yes
Full or Partial Overlap?	Full
Levels with Overlap?	1 & 2

Member	Roll-Up	Level 1	Level 2	Level 3
Maint & Repairs	Roll-Up Account			
Maint & Repairs PlanUW		Level 1	Level 2	
2400 - Maintenance & Repairs-Grounds				Level 3
2410 - Leasehold Repairs & Maint				Level 3
2420 - Maintenance & Repair-Structure				Level 3
2460 - Maintenance & Repair- DP Equip				Level 3
2470 - Maintenance & Repair-Vehicles				Level 3
2480 - Maintenance & Repair-Other				Level 3

Full Overlap at levels 1 & 2

Implication: It doesn't matter if you use level 1 or 2. Budgeting for this rollup will be the same.

Non Compensation Expenditures - *Utilities*

Supplies and Expense

Unique Levels	3
Level 1 accounts	1
Level 2 accounts	3
Level 3 accounts	9
Account Overlap	Yes
Full or Partial Overlap?	Partial
Levels with Overlap?	1 & 2

Member	Roll-Up	Level 1	Level 2	Level 3
Utilities	Roll-Up Account			
Utilities PlanUW		Level 1	Level 2	
2510 - Gas-Central				Level 3
2540 - Water & Sewage Service				Level 3
2520 - Heating-Steam, Hot Water or Air				Level 3
2541 - Sewage Service				Level 3
Electricity	Roll-Up Account			
Electricity PlanUW			Level 2	
2500 - Electricity-Central				Level 3
2501 - Green Energy Surcharge				Level 3
Other Utilities	Roll-Up Account			
Other Utilities PlanUW			Level 2	
2550 - Coal				Level 3
2560 - Fuel Oil-Heating-Central				Level 3
2565 - Heating Fuels-Other				Level 3

Partial Overlap at levels 1 & 2

Implication: Using Level 1 vs. 2 may change the meaning of the budgeted amount in the Utilities PlanUW account depending on your processes. At Level 1, the budgeted amount accounts for the **full Utilities budget**. However, if you use the same account at Level 2, you are implying budgeted amount only accounts for the 4 GL accounts: **2510, 2540, 2520, and 2541**.

Non Compensation Expenditures - *Supplies*

Supplies and Expense

Unique Levels	2
Level 1 accounts	1
Level 2 accounts	1
Level 3 accounts	13
Account Overlap	Yes
Full or Partial Overlap?	Full
Levels with Overlap?	1 & 2

Member	Roll-Up	Level 1	Level 2	Level 3
Supplies	Roll-Up Account			
Supplies PlanUW		Level 1	Level 2	
3100 - Supplies				Level 3
3101 - Misc. Purchases/Supplies				Level 3
3102 - Supplies - Drafting and Photographic				Level 3
3103 - Supplies - Experimental Animals				Level 3
3104 - Supplies - Classroom, Medical and Recreational				Level 3
3105 - Supplies - Laboratory				Level 3
3106 - Supplies - Ground, Agricultural, and Animal				Level 3
3110 - Supplies-Drugs & Medical				Level 3
3111 - Eye Exam for Safety Glasses				Level 3
3120 - Supplies-Maint/Operational				Level 3
3130 - Supplies-Vehicles				Level 3
3140 - Fuel for Vehicles				Level 3
3195 - Equip & Furnit - Not Capitalized				Level 3

Non Compensation Expenditures - Services

Unique Levels	3
Level 1 accounts	1
Level 2 accounts	7
Level 3 accounts	31
Account Overlap	Yes
Full or Partial Overlap?	Partial
Levels with Overlap?	2 & 3

Partial Overlap at levels 2 & 3

Implication: Unlike the partial overlap between Level 1 and 2, using Level 2 vs. 3 **does not change the meaning** of the budgeted amount in accounts 2624 or 2680 as they are both distinct GL accounts. The choice between budgeting at levels 2 and 3 simply implies what level of granularity you wish to use for the other services rollups.

Member	Roll-Up	Level 1	Level 2	Level 3
Services	Roll-Up Account			
Services PlanUW		Level 1		
2624 - Services - Police and Security			Level 2	Level 3
2680 - Serv-Housekeeping & Janitorial			Level 2	Level 3
Telecommunications	Roll-Up Account			
Telecommunications PlanUW			Level 2	
2200 - Telecomm-Blanket Encumbrance				Level 3
2230 - Telephone Service-Install, etc				Level 3
2240 - Telephone Service-STS				Level 3
2260 - Communication-Miscellaneous				Level 3
2270 - Cellular Service				Level 3
Other Telecommunications	Roll-Up Account			
Other Telecom PlanUW			Level 2	
2201 - Telecomm Services-Centrex				Level 3
2210 - Telephone Service-NonSTS Tolls				Level 3
2250 - Telephone-STS Access, etc				Level 3
2271 - Cellular Equipment				Level 3
Services - External (Professional, Misc, CBC)	Roll-Up Account			
Svc-Extnl-Pro/Misc/CBC PlanUW			Level 2	
2610 - DP Services - Outside Source				Level 3
2620 - Services - Professional				Level 3
2621 - Services - Consultants				Level 3
***11 more GL accounts				Level 3
Services - Internal	Roll-Up Account			
Services - Internal PlanUW			Level 2	
2650 - Services - Internal				Level 3
2600 - DP Services-State & Univ Dept				Level 3
Printing & Duplicating	Roll-Up Account			
Printing & Duplicating PlanUW			Level 2	
2670 - Printing & Duplicating-State				Level 3
2675 - Printing & Duplicating-NonStat				Level 3

Non Compensation Expenditures – *Misc. Expense*

Supplies and Expense

Unique Levels	3
Level 1 accounts	1
Level 2 accounts	12
Level 3 accounts	53
Account Overlap	No
Full or Partial Overlap?	#N/A
Levels with Overlap?	None

Member	Roll-Up	Level 1	Level 2	Level 3
Miscellaneous Expense	Roll-Up Account			
Misc Expense PlanUW		Level 1		
Rental of Space	Roll-Up Account			
3720 - Subscriptions				Level 3
3730 - Memberships				Level 3
3740 - Advertising & Notices				Level 3
Rental of Space PlanUW			Level 2	
***2 GL accounts				Level 3
Rental of Equipment	Roll-Up Account			
Rental of Equipment PlanUW			Level 2	
***2 GL accounts				Level 3
Other Rental Lease & Expense	Roll-Up Account			
Other Rent Lease & Exp PlanUW			Level 2	
***9 GL accounts				Level 3
Software (Purchases and Maintenance Payments)	Roll-Up Account			
Software Purch & Maint PlanUW			Level 2	
***3 GL accounts				Level 3
Insurance Expense	Roll-Up Account			
Insurance Expense PlanUW			Level 2	
***3 GL accounts				Level 3
Other Insurance Expense	Roll-Up Account			
Other Insurance PlanUW			Level 2	
***2 GL accounts				Level 3
Shipping (Postage/Freight)	Roll-Up Account			
Shipping PlanUW			Level 2	
***2 GL accounts				Level 3
Conference/Workshop	Roll-Up Account			
Conference/Workshop PlanUW			Level 2	
***2 GL accounts				Level 3
Other (Prizes/Awards)	Roll-Up Account			
Other (Prizes/Awards) PlanUW			Level 2	
***2 GL accounts				Level 3
Remissions	Roll-Up Account			
Remissions PlanUW			Level 2	
***2 GL accounts				Level 3
Other Miscellaneous Expense	Roll-Up Account			
Other Misc Expense PlanUW			Level 2	
***15 GL accounts				Level 3
Transfers (Expense)	Roll-Up Account			
Transfers (Expense) PlanUW			Level 2	
***6 GL accounts				Level 3

Non Compensation Expenditures – *Equipment*

Capital Expense

Unique Levels	2
Level 1 accounts	1
Level 2 accounts	1
Level 3 accounts	11
Account Overlap	Yes
Full or Partial Overlap?	Full
Levels with Overlap?	1 & 2

Member	Roll-Up	Level 1	Level 2	Level 3
Equipment	Roll-Up Account			
Equipment PlanUW		Level 1	Level 2	
4602 - Equipment - Laboratory and Classroom				Level 3
4603 - Equipment - Medical				Level 3
4604 - Equipment				Level 3
4605 - Equipment-Capital Lease				Level 3
4620 - Computer Equipment				Level 3
4630 - Software Purchase Capitalized				Level 3
4640 - Furniture-Wood				Level 3
4652 - Automobiles				Level 3
4660 - Trucks & Other Vehicles				Level 3
4670 - Equipment-Fabrication In Progr				Level 3
4680 - Capital Purchases-IIA's				Level 3

Non Compensation Expenditures – Misc. Capital Expense

Capital Expense

Unique Levels	3
Level 1 accounts	1
Level 2 accounts	4
Level 3 accounts	23
Account Overlap	Yes
Full or Partial Overlap?	Partial
Levels with Overlap?	1 & 2

Member	Roll-Up	Level 1	Level 2	Level 3
Miscellaneous Capital Expense	Roll-Up Account			
Misc Capital Expense PlanUW		Level 1	Level 2	
5805 - Transfer Out-DOA Bldg Trust Fd				Level 3
5806 - Transfer Out - Gift/Grant Constr				Level 3
4420 - Livestock				Level 3
Capital Lease	Roll-Up Account			
Capital Lease PlanUW			Level 2	
4485 - Land-Capital Lease				Level 3
4525 - Bldg & Fixtures-Cap Lease				Level 3
4625 - Computer Equip-Cap Lease				Level 3
***3 more GL accounts				Level 3
Real Estate	Roll-Up Account			
Real Estate PlanUW			Level 2	
4480 - Land				Level 3
4490 - Land Improvements				Level 3
4510 - Buildings - New Construction				Level 3
4520 - Bldg & Attached Fixtures				Level 3
Library Acquisitions	Roll-Up Account			
Library Acquisitions PlanUW			Level 2	
4800 - Books (Print Monographs)				Level 3
4820 - Periodicals & Serials (Printed Materials)				Level 3
4840 - Electronic Monographs				Level 3
***7 more GL accounts				Level 3

Non Compensation Expenditures – Aid to Indv. & Orgs

Aid to Individuals & Organizations

Unique Levels	2
Level 1 accounts	4
Level 2 accounts	4
Level 3 accounts	21
Account Overlap	Yes
Full or Partial Overlap?	Both
Levels with Overlap?	1, 2 & 3

Full Overlap at levels 1 & 2
Partial Overlap at levels 2 & 3

Implication: Just like the partial overlap between Levels 2 and 3, using Level 1 vs. 2 vs. 3 **does not change the meaning** of the budgeted amount in accounts 5708 or 5750 as they are both distinct GL accounts. The choice between budgeting at levels 1, 2 and 3 simply implies what level of granularity you wish to use for the other aids rollups, and if you have amounts for those rollups.

Member	Alias	Roll-Up	Level 1	Level 2	Level 3
A_AID_TO_INDIV_&_ORGS	Aid to Individuals & Organizations	Roll-Up Account			
A_5708	5708 - Aids to Organizations		Level 1	Level 2	Level 3
A_5750	5750 - Student Loans		Level 1	Level 2	Level 3
A_OTHER_AIDS	Other Aids	Roll-Up Account			
A_OTHERAIDS	Other Aids PlanUW		Level 1	Level 2	
A_5730	5730 - Trfs-Fed Audit Disallow-FA				Level 3
A_5751	5751 - Prior Year Loans				Level 3
A_FELLOWS_&_SCHOLARS	Fellows & Scholars	Roll-Up Account			
A_FELOSCHOL	Fellows & Scholars PlanUW		Level 1	Level 2	
A_2710	2710 - Fellow/Schol/Trn-Annual				Level 3
A_2712	2712 - Vilas Pensioners				Level 3
A_2714	2714 - Fellow/Schol/Trn-Academic				Level 3
A_2716	2716 - Fellow/Schol/Trn-Summer				Level 3
A_2720	2720 - Post Fellow/Schol/Trn-Annual				Level 3
A_2724	2724 - Post Fellow/Schol/Trn-Academic				Level 3
A_2726	2726 - Post Fellow/Schol/Trn-Sum				Level 3
A_2727	2727 - Post Fellow/Schol/Trn-Overtime				Level 3
A_5709	5709 - Support - Scholarship/Fellowship (U.S. Persons)				Level 3
A_5710	5710 - Support-NonEmploy & NonUW Studnt (U.S. Persons)				Level 3
A_5711	5711 - Scholarship/Fellowship Aid - Excluding Loans (U.S. Persons)				Level 3
A_5712	5712 - Fellows&Scholars-Annual				Level 3
A_5713	5713 - Tuition & Fees (Program 9 Only)				Level 3
A_5714	5714 - Scholarships/Fellowships including Support (Nonresident Aliens (NRA))				Level 3
A_5715	5715 - Scholarships/Fellowships including Support (Resident Aliens only)				Level 3
A_5732	5732 - Fellows&Scholars-Academic				Level 3
A_5742	5742 - Fellows&Scholars-Summer Sessn				Level 3

Non Compensation Expenditures – *Special Purpose*

Special Purpose

Unique Levels	3
Level 1 accounts	1
Level 2 accounts	2
Level 3 accounts	3
Account Overlap	Yes
Full or Partial Overlap?	Partial
Levels with Overlap?	2 & 3

Member	Roll-Up	Level 1	Level 2	Level 3
Special Purpose	Roll-Up Account			
Special Purpose PlanUW		Level 1		
5800 - Transfer-Interfund-NonFederal			Level 2	Level 3
Other Special Purpose	Roll-Up Account			
Other Special Purpose PlanUW			Level 2	
5805 - Transfer Out-DOA Bldg Trust Fd				Level 3 ***
5806 - Transfer Out - Gift/Grant Constr				Level 3 ***
5810 - Transfer PR Lapse - UWSA use only				Level 3
5815 - Transfer-Interfund-Federal				Level 3

Non Compensation Expenditures – *Debt Service*

Debt Service

Unique Levels	2
Level 1 accounts	1
Level 2 accounts	1
Level 3 accounts	2
Account Overlap	Yes
Full or Partial Overlap?	Full
Levels with Overlap?	1 & 2

Member	Roll-Up	Level 1	Level 2	Level 3
Debt Service	Roll-Up Account			
Debt Service PlanUW		Level 1	Level 2	
5705 - Debt Service - Principal				Level 3
5706 - Debt Service - Interest				Level 3

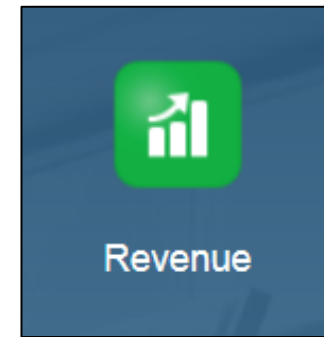
Non Compensation Expenditures – Sales Credits

Sales Credits

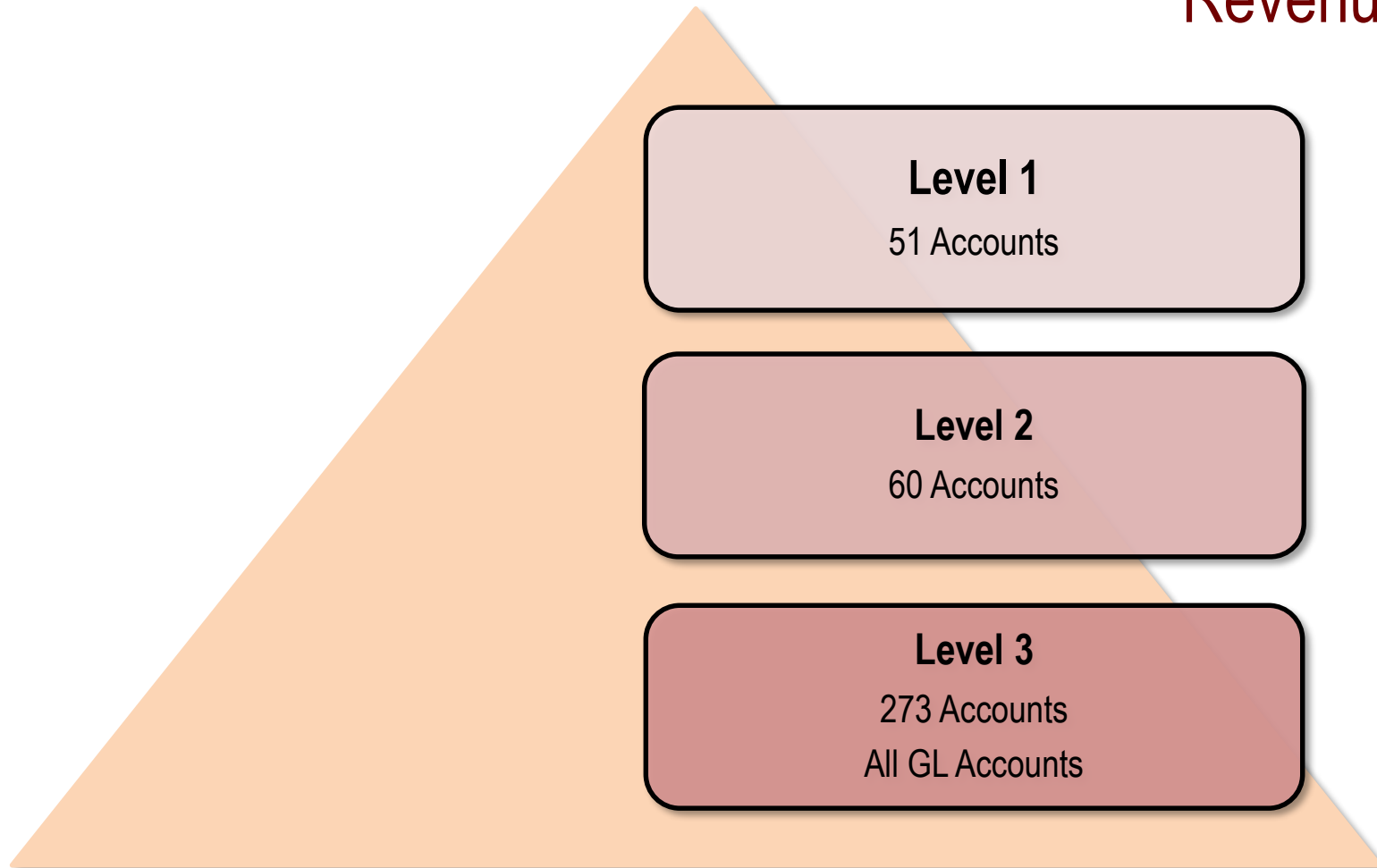
Unique Levels	2
Level 1 accounts	1
Level 2 accounts	1
Level 3 accounts	2
Account Overlap	Yes
Full or Partial Overlap?	Full
Levels with Overlap?	1 & 2

Member	Roll-Up	Level 1	Level 2	Level 3
Sales Credits	Roll-Up Account			
Sales Credits PlanUW		Level 1	Level 2	
9050 - Sales Credits-Internal				Level 3
9051 - Sales Credits-External				Level 3
9060 - Sales Credits-Electricity Sold				Level 3
9061 - Sales Credits-Internal Heat				Level 3
9062 - Sales Credits-Heat Sold				Level 3

Appendix - Revenue Accounts



Revenue Levels



Revenue

- There are only **11** Revenue accounts that exist at Level 2, but not at Level 1 (highlighted in Orange in the table below). These level 2 accounts provide more detail for:
 - Application Fees
 - Misc. Revenue
 - Food Service, and
 - Gifts/Donations/Grants

Level 1	Level 2
Application Fees PlanUW	9136 - Application Fees-Grad School
	9135 - Application Fees-Undergrad
	Application Fees-Other PlanUW
Misc. Revenue PlanUW	Misc. Revenue PlanUW
	Camps and Clinics Fees PlanUW
	Sales Tax PlanUW
9484 - Food Service Semester 1	9484 - Food Service Semester 1
9485 - Food Service Semester 2	9485 - Food Service Semester 2
Food Service Other PlanUW	9486 - Food Service Summer
	9487 - Food Service Prior Year Revenue
	9488 - Food Service - Catering
	9489 - General Accounts
Gifts/Donations/Grants PlanUW	Gifts/Donations/Grants PlanUW
	UW Foundation PlanUW
	Investment Earnings PlanUW

Example:

Member	Alias	Roll-Up	Level 1	Level 2	Level 3
A_FOOD_SERVICE	Food Service	Roll-Up Account			
A_9484	9484 - Food Service Semester 1		Level 1	Level 2	Level 3
A_9485	9485 - Food Service Semester 2		Level 1	Level 2	Level 3
A_FOOD_SERVICE_OTHER	Food Service Other	Roll-Up Account			
A_FOODSVCOT	Food Service Other PlanUW		Level 1		
A_9486	9486 - Food Service Summer			Level 2	Level 3
A_9487	9487 - Food Service Prior Year Revenue			Level 2	Level 3
A_9488	9488 - Food Service - Catering			Level 2	Level 3
A_9489	9489 - General Accounts			Level 2	Level 3

Revenue – Cont.

- This means that there is no difference between budgeting at Level 1 or at Level 2 for:
 - Tuition
 - Misc. Fees
 - Segregated Fees
 - Continuing Ed Fees
 - Housing Revenue
 - Parking Revenue, and
 - Textbook Sales & Rental

Member	Roll-Up	Level 1	Level 2	Level 3
Grad Tuition - Semester 1	Roll-Up Account			
Grad Tuition-Semester 1 PlanUW		Level 1	Level 2	
9113 - Sem 1-Resident-Graduate				Level 3
9117 - Sem 1-NonResident-Graduate				Level 3
Grad Tuition - Semester 2	Roll-Up Account			
Grad Tuition-Semester 2 PlanUW		Level 1	Level 2	
9123 - Sem 2-Resident-Graduate				Level 3
9127 - Sem 2-NonResident-Graduate				Level 3