Campus Budget Office

FY13 BFS Changes
User Guide

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Introduction

This **User Guide** was prepared by the Campus Budget Office to answer initial questions that **BFS and BAIRS users** might have regarding the **FY13 BFS Changes**, now that most Current funds (except for contracts and grants) no longer use the Temporary Budget ledger.

All answers apply to all Current funds with the exception of contracts and grants.

For more in-depth information about these changes, including **on-line training** materials, please go to the **Campus Budget Office website** at: http://budget.berkeley.edu/budgetprocess/FY13Changes.html

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Questions

For more information regarding the **FY13 BFS Changes** User Guide, go to this link to find your divisional contact, if your supervisor is not able to assist:
http://budget.berkeley.edu/budgetprocess/FY13Changes.html

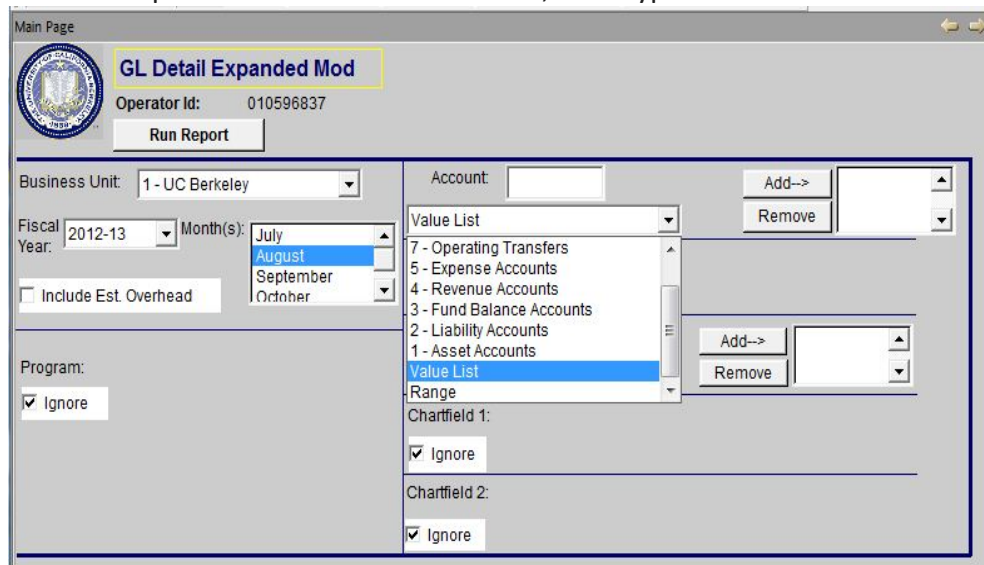| Question	Answer
How do I find my beginning of the year balances?	FY13 departmental beginning balances for non-contract and grant Current funds appear in the July 2012 Actuals ledger in account number 30000.

You can run many detail and summary reports to see your department's beginning balances. For example, here's how you would use the newly revised GL Detail Expanded report, **GL Detail Expanded Mod**.

Go to the **Financial Reports** folder in BAIRS, open the **GL Reports (New 7-01-2012)** folder, and double click on **GL_Detail_Expanded_mod.bqy**.
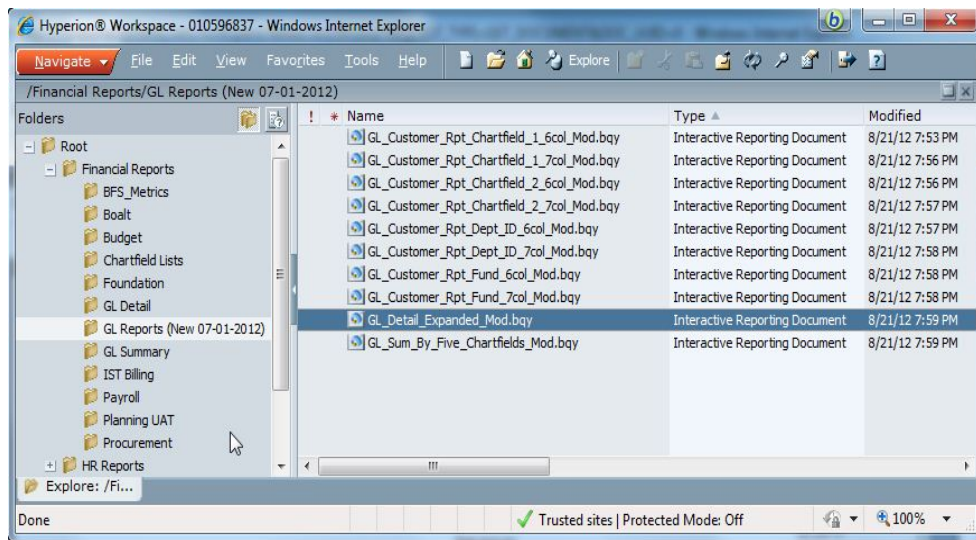
In the Main Page, use the default **Fiscal Year** = 2012-13. Any month(s) may be selected; in this example we've set **Month(s)** = August. (Recall from the training that, unlike TempBudg account 58100, the balance in Actuals account 30000 will not change during the year.)   To set **Account** = 30000, use the dropdown tab to select Value List, then type in 30000.

Question	Answer
How do I find my beginning of the year balances? (Cont'd)	To see all funds for your department, click on the Ignore box for **Fund**, set **DeptID** to Org Node Level, and select your L4 Department code – e.g. PGEGE:

Selecting for all funds will return department chartstring values only for Current funds that are not contracts or grants, due to special system controls in place for account 30000. (This is also true for the operating transfer account series 7xxxx, but not for other accounts.)

Alternatively, you could select a specific fund value or values as shown below, where fund value 07427 has been input.

Question	Answer

How do I find my beginning of the year balances? (Cont'd)

The report will show you all the department chartstrings for the fund(s) selected:

Similarly, you could restrict the report to specific DeptID values within your department, to specific CF1 or CF2 values, or to any combination of these fields.

How do I determine my available resources?

In FY13 for non-contract and grant Current funds, the available balance for a particular chartstring as of a particular date can be found in the Actuals ledger by summing revenues, expenses, operating transfers and interfund transfers with the beginning fund balance. In practical terms, this involves querying accounts 30000 through 75195 for the particular department-specific chart field values you desire.

You can run many detail and summary reports to see your departmental balances. Here's an example using the newly revised GL Sum by Five Chartfields report, **GL Sum by Five Chartfields Mod**.

Go to the **Financial Reports** folder in BAIRS, open the **GL Reports (New 7-01-2012)** folder, and open **GL_Sum_By_Five_Chartfields_mod.bqy**.
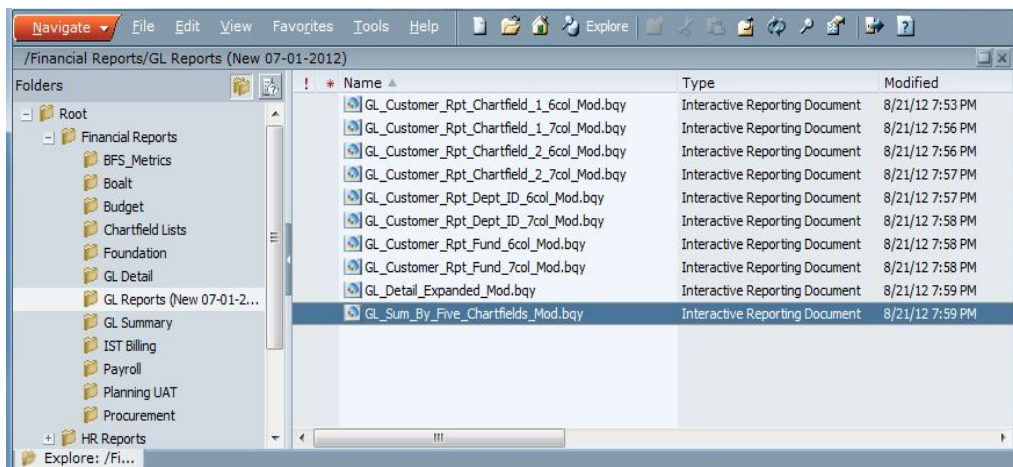
Question	Answer

How do I determine my available resources? (Cont'd)

To look up available balances as of the end of July, for example, in the Main Page, select the default value **Fiscal Year** = 2012-13, **Month** = July, and the default value **Account** = All Rev, OpTrans, Exp & FundBal. To view all funds for your department, click on the Ignore box for **Fund,** set **DeptID** to Org Node Level, and select your L4 Department code – e.g. ACBUD:

How do I determine my available resources? (Cont'd)

Running this report for all funds might return contract and grant or Plant fund chartstrings for your unit. Since these fund types still use the TempBudg ledger, the results returned for them will not be accurate at this time. New report modifications may address this – look for future BAIRS report updates.

Alternatively, limit Fund to select non-contract and grant Current funds by using either the Value List or Range dropdown choices:

The report will show you all the department chartstrings for the fund(s) selected:

The report will soon include a four chartfield view that ignores the program code field.

How do I see my permanently budgeted funds?

The same Permanent Budget (PermBudg) reports are available as before to allow you to see both balances and activity within the PermBudg ledger. Go to the **Financial Reports** folder in BAIRS, open the **Budget** folder, and select among the available reports.
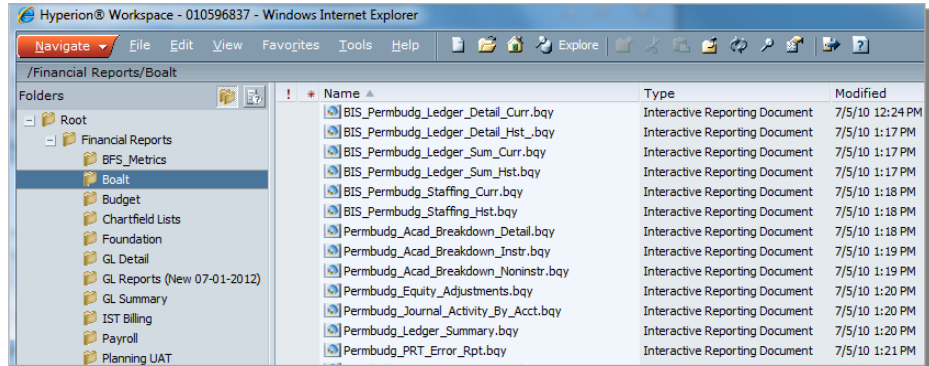
There is no longer a 'July 1 Adjusted budget' entry in the TempBudg ledger. Instead, the July 1 PermBudg ledger operating transfers are reflected in the July 2012 Actuals ledger using operating transfer account number 71110 for central campus funds and account 75101 for department funds. Regents' endowment payouts will be recorded in account 72210, at the end of August.

Since only non-contract and grant Current funds are allowed to use the 7xxxx accounts, you can run many detail and summary reports to see your department's balances in accounts 71110, 72210 and 75101. For example, here's how you would query for 71110 using the **GL Sum By Account report**.

Go to the **Financial Reports** folder in BAIRS, open the **GL Summary** folder, and double click on the **GL_Sum_By_Account** report. (Note – this report hasn't been revised yet, so there is not a version in the new folder.)
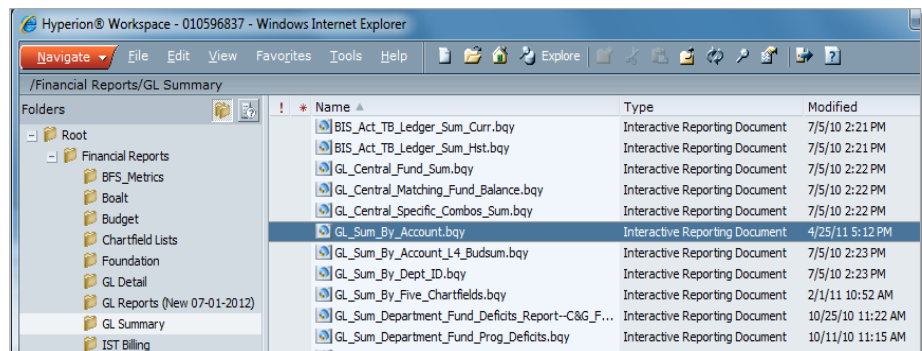
How do I see my permanently budgeted funds? (Cont'd)

In the Main Page, select **Fiscal Year** = 2012-13, **Month** = July, **Account** = 71110. To see all funds for your department, set **DeptID** to Org Node Level, and select your L4 Department code – e.g. ACBUD:

Alternatively, you could set **Fund** = to a specific value or values:

How do I see my permanently budgeted funds? (Cont'd)

The report will show you all the department chartstrings associated with account 71110 for the fund(s) selected:

```
Business Unit: 1 -- UC Berkeley                          GL SUM BY ACCOUNT
Fiscal Year:   2012-13                                     by Dept ID, Fund
As Of:   July

Selection Criteria: Acct: 71110 | Fund: 19900 | Dept ID:  | Pgm:  | Chartfield 1:   | Chartfield 2:
Org L2 Node  | Org L3 Node  | Org L4 Node ACBUD | Org L5 Node  | Org L6 Node  | Acct L3 Node:  | Acct L4 Node:

  Account Rollup                                    Tempbudg         Actuals         Encumbran

Dept ID: 10060 - ACBUD Budget Office / Fund: 19900 - GENERAL FUNDS
  71110      General Allocation                         0.00    -1,474,919.00            0
      Subtotal for 7XXXX - Operating Transfers          0.00    -1,474,919.00            0

  Totals for ACBUD Budget Office / GENERAL FUNDS:       0.00    -1,474,919.00            0.
```

Similarly, you could restrict the report to specific DeptID values within your department, to specific CF1 or CF2 values, or to any combination of these chartfields.

How do I prepare an operating transfer?

Operating transfer journals prepared by units represent the movement of resources within a given fund number from one campus chartstring to another. They are prepared in BFS only for Current funds that are not contracts and grants, using a financial journal. They do not use the program code chartfield.

The financial journal must balance by each Location-Account-Fund combination (i.e. debits must equal credits). Anyone who prepares an operating transfer journal should have taken the "FY13 BFS Changes" on-line training, available at http://budget.berkeley.edu/budgetprocess/FY13Changes.html). Also available at that site is a complete annotated listing of the operating transfer account series.

Departments that wish to transfer funds between UC locations must request this of the Campus Budget Office (go to http://www.bai.berkeley.edu/BFS/BudgetGL/interlocationTransfer.htm).

How do I know which operating transfer account to use?

An annotated listing of the new operating transfer accounts can be found on the Campus Budget Office website at http://budget.berkeley.edu/budgetprocess/FY13Changes.html. This list may be modified from time to time as the campus gains experience with the new system.

…if I work in a department:

Many department users will only use one of three operating transfer accounts when preparing a financial journal.

75195	For transfers within their own department chartstrings
74295	For transfers between their department and other departments in their division
73295	For transfers between their department and another division

An overview of how to use the accounts is presented in the on-line training, which can be found at http://budget.berkeley.edu/budgetprocess/FY13Changes.html. The appendix in the on-line training presentation contains an aid to help tell when a DeptID code is within your department, within your division, or outside your division (Appendix 4).

Some divisions may allow their departments to also use accounts in the 741xx series. Check with your division's CAO, CFO or Budget Director before using any of these accounts.

A few departments may use accounts specifically created in the 731xx series to track their distribution of resources to the wider campus. Only those departments may use these accounts.

How do I know which operating transfer account to use? (Cont'd)

…if I work at the divisional level:

Divisions will most commonly use the 741xx accounts, which distribute funds between the division's Dean or AVC and that division's departments.

Divisions may also use the 73295, 74295 and 75195 accounts used by departments, as appropriate.

Those who work at the VC-FS, VC-R or VC-SA level may use 73205 when distributing resources from the VC to their control unit's divisions.

This information is presented graphically on the next two pages.

BFS Operating Transfers

QUICK-REFERENCE for Department Managers and Analysts

		REGULAR USE	Use only with DIVISION APPROVAL	Use only if INITIAL FUNDING UNIT
71xxx	**Campus Support**			
72xxx	**External Transfers**			
73xxx	**To/From Other Divisions**			
731xx	**Campus-wide Distributions**			
73110	Summer Session/UNEX Rev Share			73110
73120	Academic/Research Awards			73120
73130	Personnel Awards & Training			73130
73140	Work-study Funding			
73150	Gift Fee Distribution			
732xx	**Inter-Divisional Support**			
73201	InterDiv - Initial Transfers			
73205	InterDiv - Vice-Chanc Support			
73295	InterDiv - Other Xfer Btwn Divs	**73295**		
74xxx	**Internal DIVISION Transfers**			
741xx	**From Dean/AVC Office**			
74101	Div - Initial Transfers			
74110	Div - Block Grant		74110	
74120	Div - Temp Acad Support		74120	
74130	Div - Faculty Start-up		74130	
74140	Div - Faculty Retention		74140	
74150	Div - Salary Support		74150	
74155	Div - Benefits Support		74155	
74160	Div - Personnel Actions		74160	
74180	Div - Sweeps/Withdrawals		74180	
74195	Div - Other Dean/AVC Support		74195	
742xx	**Division Internal Transfers**			
74295	Div - Other Internal Xfr	**74295**		
75xxx	**Internal DEPARTMENT Transfers**			
751xx	**Department Internal Transfer**			
75101	Dept - Initial Transfers			
75195	Dept - Other Internal Xfr	**75195**		

BFS Operating Transfers
QUICK-REFERENCE for Divisional / Dean's Office

		REGULAR USE	VC's – A&F, R, SA
71xxx	**Campus Support**		
72xxx	**External Transfers**		
73xxx	**To/From Other Divisions**		
731xx	**Campus-wide Distributions**		
732xx	**Inter-Divisional Support**		
73201	InterDiv - Initial Transfers		
73205	InterDiv - Vice-Chanc Support		73205
73295	InterDiv - Other Xfer Btwn Divs	**73295**	
74xxx	**Internal DIVISION Transfers**		
741xx	**From Dean/AVC Office**		
74101	Div - Initial Transfers		
74110	Div - Block Grant	**74110**	
74120	Div - Temp Acad Support	**74120**	
74130	Div - Faculty Start-up	**74130**	
74140	Div - Faculty Retention	**74140**	
74150	Div - Salary Support	**74150**	
74155	Div - Benefits Support	**74155**	
74160	Div - Personnel Actions	**74160**	
74180	Div - Sweeps/Withdrawals	**74180**	
74195	Div - Other Dean/AVC Support	**74195**	
742xx	**Division Internal Transfers**		
74295	Div - Other Internal Xfr	**74295**	
75xxx	**Internal DEPARTMENT Transfers**		
751xx	**Department Internal Transfer**		
75101	Dept - Initial Transfers		
75195	Dept - Other Internal Xfr	**75195**	

Links to resources

Title	Link
Campus Budget Office website	http://budget.berkeley.edu/
Departmental Interlocation Transfer Requests	http://www.bai.berkeley.edu/BFS/BudgetGL/interlocationTransfer.htm
FY13 BFS Changes Information and Training	http://budget.berkeley.edu/budgetprocess/FY13Changes.html
BAIRS New Reports Overview	Go to FY13 BFS Changes webpage above, and click on link to BAIRS New Reports Overview