Planning Application & Budget Process Updates for FY17 Budget Cycle

# New Budget Development Form

A new composite form has been created to assist users in the budget development, modification and review process. The new form is called Budget Development and is available in both Hyperion Workspace and via the Smart View add-in in Microsoft Excel. Additional details about this form, including instructions and best practices, can be located using the following link:

http://www.med.umich.edu/finance/FinancialSystems/files/doc/Budget\_Development\_Form\_Instructions.docx

# FY17 Budget Reports in Finance BI

Several reports are available in Finance BI to help units review their financials utilizing the new FY17 department and account hierarchies. Instructions for accessing these reports can be located using the following link:

http://www.med.umich.edu/finance/FinancialSystems/files/doc/Finance\_BI\_FY17\_Budget\_Report\_Instructions.docx

# January and February FY16 Actuals

A new period has been created for the FY17 budget process called “FY16 Jan-Feb”. This period summarizes January and February FY16 actuals. This period will be available only on the new budget development form and for ad-hoc reporting.

* This period is provided for informational purposes only and will not cast any business rules.
* This period is not a replacement for FY16 Q3 forecast period. Units will still need to enter a FY16 Q3 forecast.
* This period will not be part of the FY16 year total calculation. Similar to prior budget cycles, the Planning member YearTotal in FY16 is the sum of Q1 and Q2 of Actuals and Q3 & Q4 of Forecast.

# Modified FTE and Non-Cohort Stat Entry Timing

The timing for entering non-cohort statistics and FTEs has been modified this year to occur during the 3 week budget entry process, not beforehand as in prior budget cycles. The process within the Planning tool for entering both non-cohort statistics and FTEs remains the same. Non-Cohort statistics should be entered on Form 02.Enter Statistics. FTEs should be entered on form 3.1 – 3.35, depending on the type of FTE.

# New FY17 FEL Account Structure

Several new FELs have been created as part of the FY17 budget cycle. Below is a list of the new FELs:

* Patient Care-RVU-Internal
* Other Supplies
* Medical Surgical
* Pharmaceutical
* Miscellaneous Other
* Contract Nursing
* Contract Services
* Direct Clinical Allocations – Managed by Central Finance
* Indirect Clinical Allocations – Managed by Central Finance

To review the updated FY17 account structure please reference the FY17 Budget reports in Finance BI. There is also a FY17 FEL reference available using the following link:

http://www.med.umich.edu/finance/FinancialSystems/files/doc/FY17\_FEL\_Structure.docx

# Modification to form 3.4 – Review Summary FTEs by Fund and Type

A new tab has been added to form 3.4 to collect FTE changes for the HHC entity only. The form will capture and categorize budgeted FTE changes for each FLEG. CFPA will provide additional guidance around this data collection.

# Updated FY17 FLEG Department Structure

All requested and approved FY17 department hierarchy changes have been entered into the Planning tool. To review the updated FY17 department structure please reference the FY17 Budget reports in Finance BI.