

Purpose

Introduction

For the FY15_16 Budget cycle, new timing requirements have been established for the different versions of the FY15 Forecast and FY16 Operating Budget. A graphic of this timeline is provided at the end of this Job Aid. The established timing represents a change in process with respect to access to Forecast and Operating Budget Scenarios in CalPlan and is in line with the new Budget Process requirements and timing.

When running reports from CalPlanning, it is helpful to understand the relationship between the Forecast and Operating Budget, and what Versions are available for reporting. Versions may be used to display a snapshot of your plan at a point in time. Selecting different Versions can assist you in identifying variances between plans and provide valuable insight when completing your budget analysis.

Definitions

- **Forecast:** A member of the **Scenario** dimension for use in CalPlanning. The current fiscal year Forecast is the starting point for seeding the future fiscal year's Operating Budget. The most important element of the Forecast is the Ending Balance as this will become the Beginning Balance of the Operating Budget. Planners with appropriate access can adjust the Forecast to impact the Beginning Balance of the Operating Budget (see timing tables and graphic for more detail on when Operating Budget Beginning Balances will be impacted).
- **Operating Budget:** A member of the **Scenario** dimension for use in CalPlanning. The Operating Budget is a projection of the next fiscal year's estimated Revenues, Expenses, and Transfers. It is initially seeded with data from the Forecast adjusted for salary growth rates and other factors.
- **Scenario:** A CalPlanning dimension that describes the type of financial data that is being accessed. Examples include "Operating Budget", "Actual" and "Forecast".
- **Version:** A CalPlanning dimension representing different iterations of the Scenario. A few examples of versions of the Budget Scenario include "Working", "Planner Submission" and "Final".

Access

All CalPlanning users (**Reporting Only** and **Planners**) will have access to **view** all versions included in this job aid unless otherwise noted. CalPlanning **Planners** will also have the ability to **view and edit** select Versions.

Location

Versions can be selected in the **Point of View (POV)** of a report or in **User Preferences** in planning.

Questions

If you have any questions regarding this document, please email calplanning@berkeley.edu. If you have any questions related to the Budget Process, please contact your [CBO Portfolio Budget Officer](#).

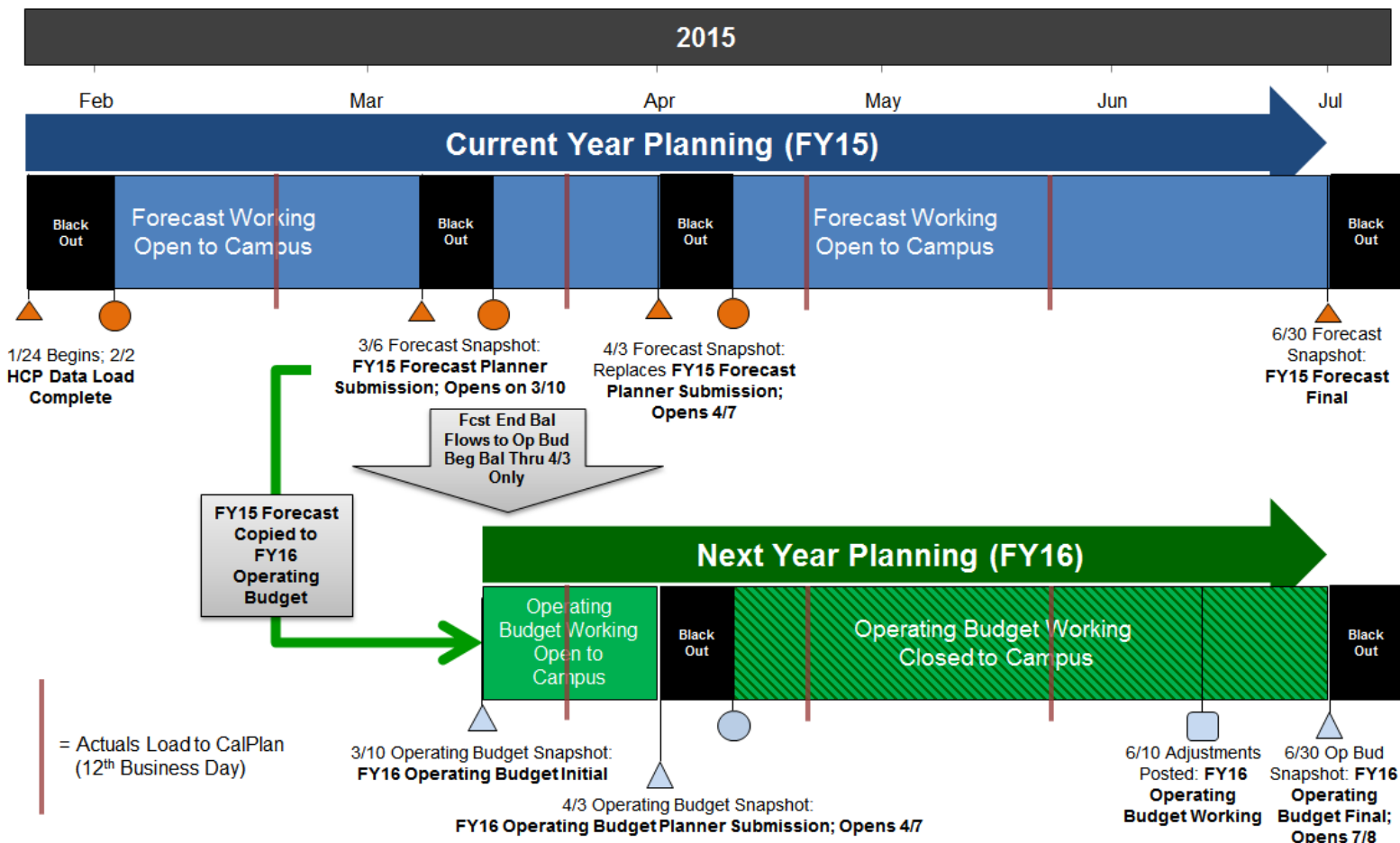
Versions of the FY15 Forecast

Version	Initial	Working	Planner Submission	Final
Date of Snapshot	08/01/2014	08/01/2014 – 06/30/15	03/06/15 and replaced on 04/03/15	06/30/15
Description of Data	Copy of the working version of the FY14 Operating Budget on 08/01/14	Working version of the FY15 Forecast HCP will be refreshed from HCM on 02/02/15	Snapshot of the working FY15 Forecast as of 03/06/15 Any additional edits will be captured when the snapshot is retaken on 04/03/15	Final snapshot of the working version of FY15 Forecast on 06/30/15
Balances	Beginning Balances are equal to FY15 Operating Budget Ending Balances as of 08/01/14	Beginning Balances are equal to FY15 Actuals Beginning Balances Ending Balances automatically flow to FY16 Operating Budget Beginning Balances from 03/06/15 – 04/03/15 Only	Beginning Balances are equal to FY15 Actuals Beginning Balances	Beginning Balances are equal to FY15 Actuals Beginning Balances
User Access	Read Only for all	Read Only for all Write access for planners	Read Only for all	Read Only for all

Versions of the FY16 Operating Budget

Version	Initial	Working	Planner Submission	Final
Date of Snapshot	03/06/15	03/10/15 – 04/03/15 <i>CBO Edits Only:</i> 04/07/15 – 06/30/15	04/03/15	06/30/15
Description of Data	Copy of FY15 Forecast Planner Submission from 03/06/15 with inflationary factors and new CBR Rates in HCP applied	Working version of the FY16 Operating Budget	Snapshot of FY16 Operating Budget working as of 04/03/15	Final snapshot of FY16 Operating Budget working on 06/30/15
Balances	Beginning Balances are equal to FY15 Forecast 03/06/15 Planner Submission Ending Balances	Beginning Balances automatically flow from FY15 Forecast working Ending Balances from 03/06/15 – 04/03/15 Only	Beginning Balances are equal to FY15 Forecast 04/03/15 Planner Submission Ending Balances	Beginning Balances are equal to FY15 Forecast 04/03/15 Planner Submission Ending Balances
User Access	Read Only for all	Read Only for all Write access for planners	Read Only for all	Read Only for all

Version and Scenario Timeline



Understanding the Relationship between the Forecast and Operating Budget

For the FY15_16 Budget Cycle a copy of the FY15 Forecast will be used to populate the initial FY16 Operating Budget. The Ending Balances from the 03/06/15 **FY15 Forecast Planner Submission** will become the Beginning Balances for the **FY16 Operating Budget Initial** Version. From 03/06/15 through 04/03/15, any changes to the **FY15 Working Forecast** Ending Balances will automatically feed to the Beginning Balances of the **FY16 Operating Budget Working**.

On 04/03/15 snapshots will be made of **FY15 Forecast Working** and **FY16 Operating Budget Working**. These snapshots will become the **Planner Submission** Versions of the Forecast and Operating Budget Scenarios and will be used as the basis for the Budget Hearings.

After 04/07/15 **FY15 Forecast Working** will remain open, if needed, for use as a budgeting tool in your internal budget process. As changes will no longer flow to Operating Budget Beginning Balances, adjustments to your

FY15 Forecast and FY16 Operating Budget Versions and Scenarios

Forecast should only be made to account for major initiatives that may impact Divisional and Departmental strategic decisions.

After 04/07/15 **FY16 Operating Budget Working** will be closed to campus. Between 06/10/15 and 06/30/15 the CBO Portfolio Budget Officers will be making high level changes to the FY16 Operating Budget based on budget hearing decisions and/or new information related to major initiatives that may materially impact your budget.