Oracle Enterprise Performance Management (EPM)

Agenda

- EPM Overview
- Using EPM Workspace
- Reports
- Position Budget Forms
- Fringe Calculations
- Transfer Forms
- Department Budget Forms
- Contacts and Resources
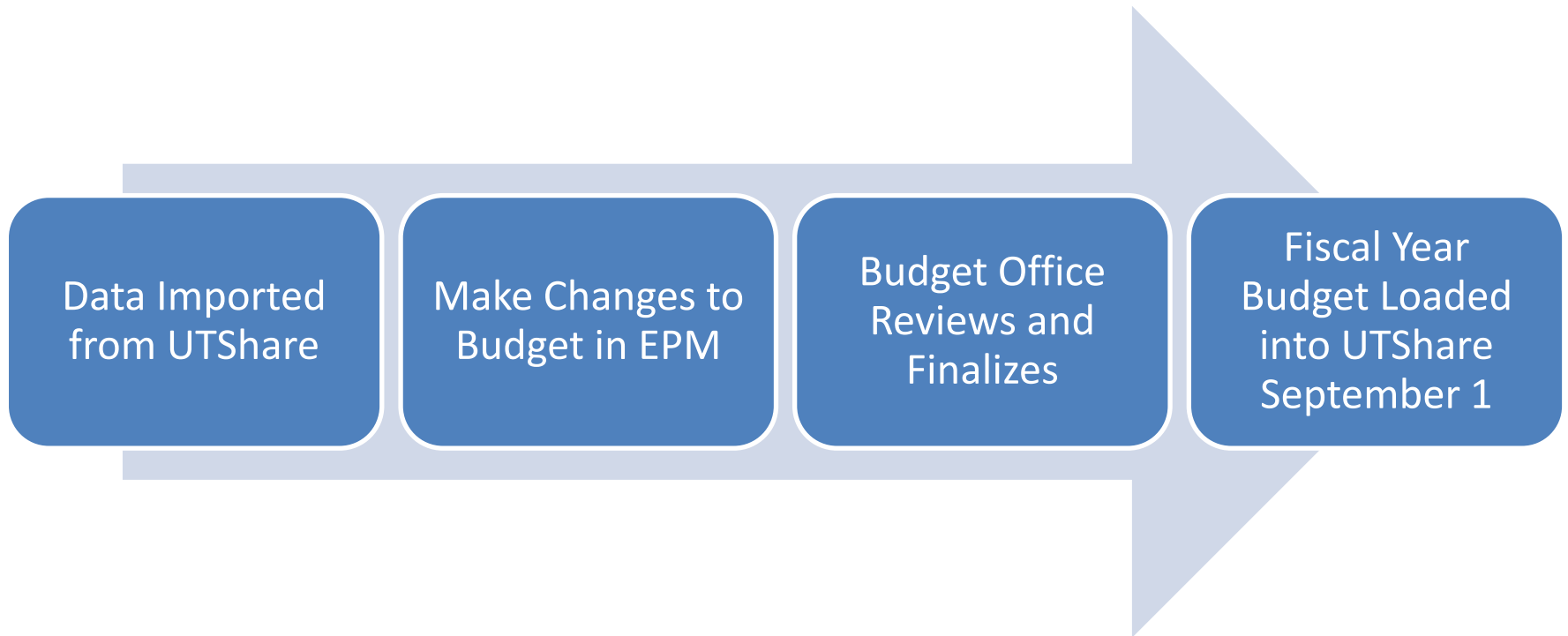
EPM Overview

EPM Overview

What is EPM?

Enterprise Performance Management is a budgeting and planning application that allows users to:

- Identify proposed revenues and expenditures for the upcoming fiscal year.

- Compare current and prior year's operating budgets.

- Manage position related data such as salary, distribution allocation, and position status (filled or vacant).

EPM Overview

EPM is used to create a budget plan for the next fiscal year's budget.

Data Imported from UTShare

Make Changes to Budget in EPM

Budget Office Reviews and Finalizes

Fiscal Year Budget Loaded into UTShare September 1

Budget Process Calendar is posted on Budgets, Planning and Analysis' website

EPM Overview

EPM Users are responsible for:

- Reviewing Position information to ensure all budgeted positions and employees are included in the new budget year.

- Updating Intrafund Transfers on a "Source" basis.

- Reconciling Revenues and Expenses for each Cost Center.

EPM Overview

Per Budgets, Planning and Analysis, all active cost centers must be budgeted in EPM. The only exceptions are cost centers that:

- Do not generate revenue or use carry forward balances to pay expenses.

- Begin with a 9 (Agency cost centers)

EPM Overview

Steps to Completing Budget in EPM:

1. Salary Roster Report (Reports)

2. Position Updates (Position Budget Forms)

3. Fringe Calculations (Other Position Types and Departmental Budget Form)

4. Intrafund Transfers (Transfers Forms)

5. Department Budget Updates (Departmental Budget Form)

Using EPM Workspace

Using EPM Workspace

Browser Requirement

— Compatible with Mozilla Firefox and Google Chrome.

— Do not use Internet Explorer or Safari.

— You must enable popups.

— Access from UTA Apps page.
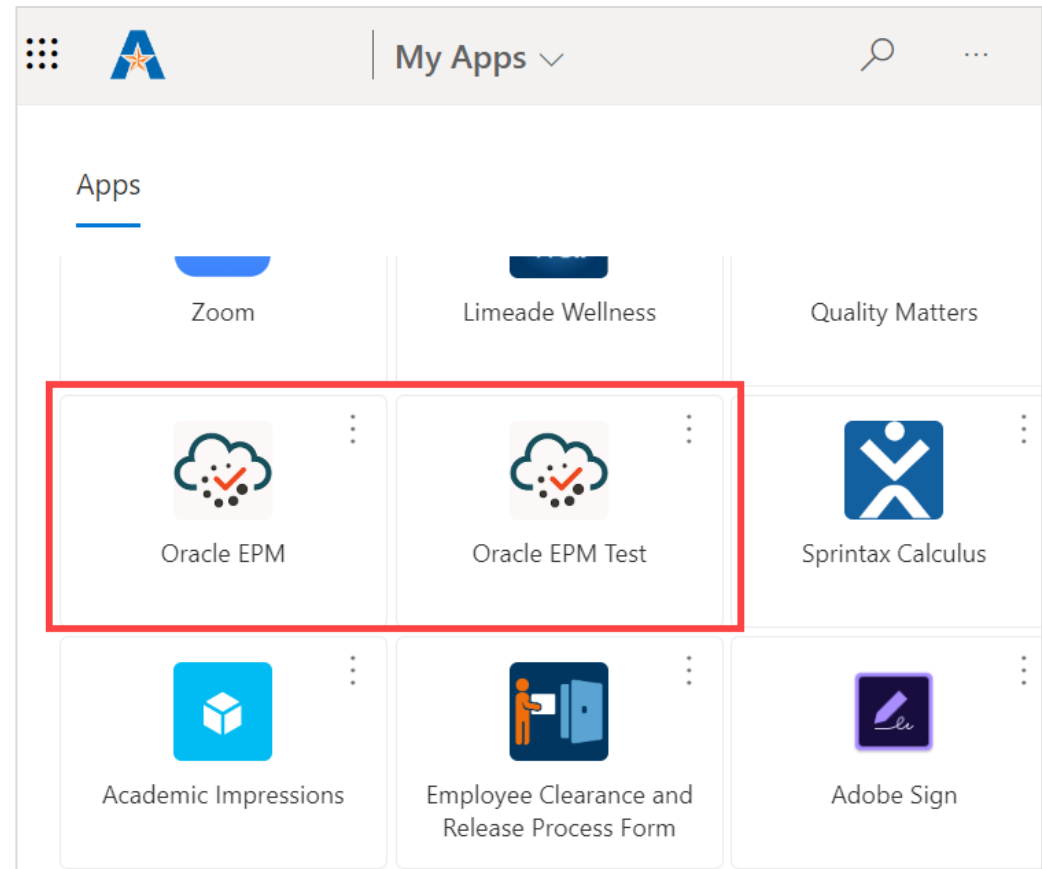
Using EPM Workspace

You must click the checkbox for "I agree to terms and conditions" before clicking the Company Sign In button.

SIGN IN TO
ORACLE CLOUD

Traditional Cloud Account

Welcome a706259 change domain ?

User Name

Password

Can't access your account?

Sign In

OR

Want to use your company account?

Use to be redirected to the company single sign-on.

Company Sign In

☐ Remember my choice ?

WARNING: YOU ARE ABOUT TO ACCESS AN INFORMATION SYSTEM THAT CONTAINS US GOVERNMENT DATA. THIS SYSTEM IS ONLY FOR AUTHORIZED US GOVERNMENT USE. ALL INFORMATION SYSTEM USAGE (TO INCLUDE ANY PERSONAL INFORMATION PLACED ON OR SENT OVER THE SYSTEM) MAY BE MONITORED, EXAMINED, RECORDED, COPIED AND SUBJECT TO AUDIT BY AUTHORIZED US GOVERNMENT ENTITIES.
YOUR USE OF THIS SYSTEM, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING AND RECORDING.
UNAUTHORIZED USE IS PROHIBITED AND SUBJECT TO CRIMINAL PROSECUTION AND CIVIL PENALTIES.

ADDITIONALLY, FOR ORACLE EMPLOYEES AND CONTRACTORS:
USE OF THE ORACLE NETWORK AND APPLICATIONS IS INTENDED SOLELY FOR ORACLE'S AUTHORIZED USERS. THE USE OF THESE RESOURCES BY ORACLE EMPLOYEES AND CONTRACTORS IS SUBJECT TO COMPANY POLICIES, INCLUDING THE CODE OF CONDUCT, ACCEPTABLE USE POLICY AND INFORMATION PROTECTION POLICY; ACCESS MAY BE MONITORED AND LOGGED, TO THE EXTENT PERMITTED BY LAW, IN ACCORDANCE WITH ORACLE POLICIES. UNAUTHORIZED USE MAY RESULT IN TERMINATION OF YOUR ACCESS, DISCIPLINARY ACTION AND/OR CIVIL AND CRIMINAL PENALTIES.

‹   ›

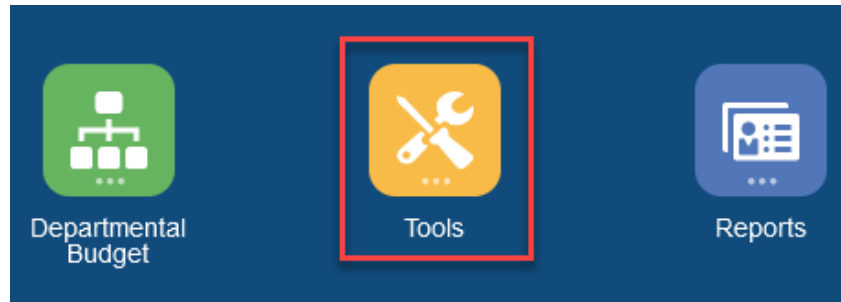☐ I agree to terms and conditions

Using EPM Workspace

EPM Homepage:

- Here you can access reports, data forms, and set user preferences.
- Monitor the Announcements Box for updates regarding EPM.
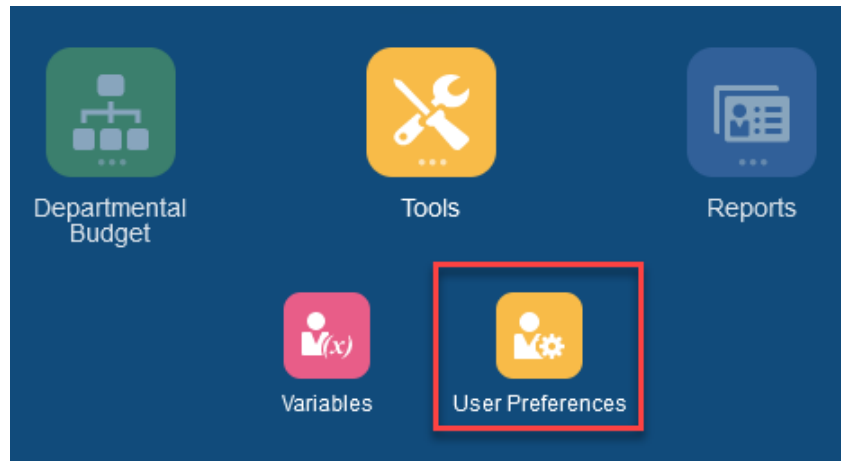- Use the UTA logo or the House icon to return to the Homepage.

Setting User Preferences – First Login

- From the main page, select Tools

- Select User Preferences

Using EPM Workspace

Preferences

Save

General	**Display**	
Display		
Notifications	Number Formatting	☐ Use Administrator's Settings
Strategic Modeling	Thousands Separator	Comma ▼
Ad Hoc Options	Decimal Separator	Dot ▼
User Variables	Negative Sign	Prefixed Minus ▼
Reports	Negative Color	Red ▼
Form Printing		

Page Options	☐ Use Administrator's Settings
Indentation of Members	Indent based on hierarchy ▼
Number of Items on the Page Drop-down	100

Using EPM Workspace

Only one form needs to be modified. A change on any one of the forms updates all the forms.

Using EPM Workspace

Search Page Icon

- Click on the magnifying glass icon.

- Enter search parameter.
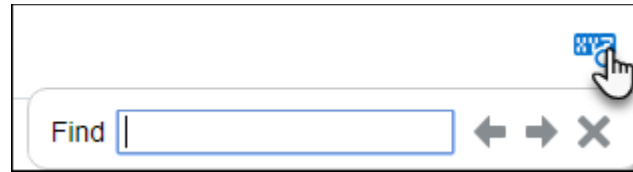
- Row will be highlighted.

100146528			CL	320105	Vacant	0	0

NOTE: This function allows for text and/or numbers search only on the displayed form.

Using EPM Workspace

Edit Members

- Member Selection allows you to choose the needed Department or Cost Center.

- Verify the Member before making changes.

Using EPM Workspace

1. Click on the Department or Cost Center number

2. Search for the needed Department or Cost Center number and press the "Enter" key

3. Click on it to select it (blue check mark)

4. Click the OK button.

5. Click the Go button.

Using EPM Workspace

Different cell colors in a data form indicate the following:

- Yellow - Data entered or changed, but not saved.

- Gray – Read-only.

- White – Data can be entered or changed.

Comments - Triangle in the upper-right corner of a cell.

Reports

Salary Roster

Within their security access, users can view, print, and download a salary roster report in HTML, PDF, or XLS format.

From the home page, click on **Reports**, then **Salary Roster.**
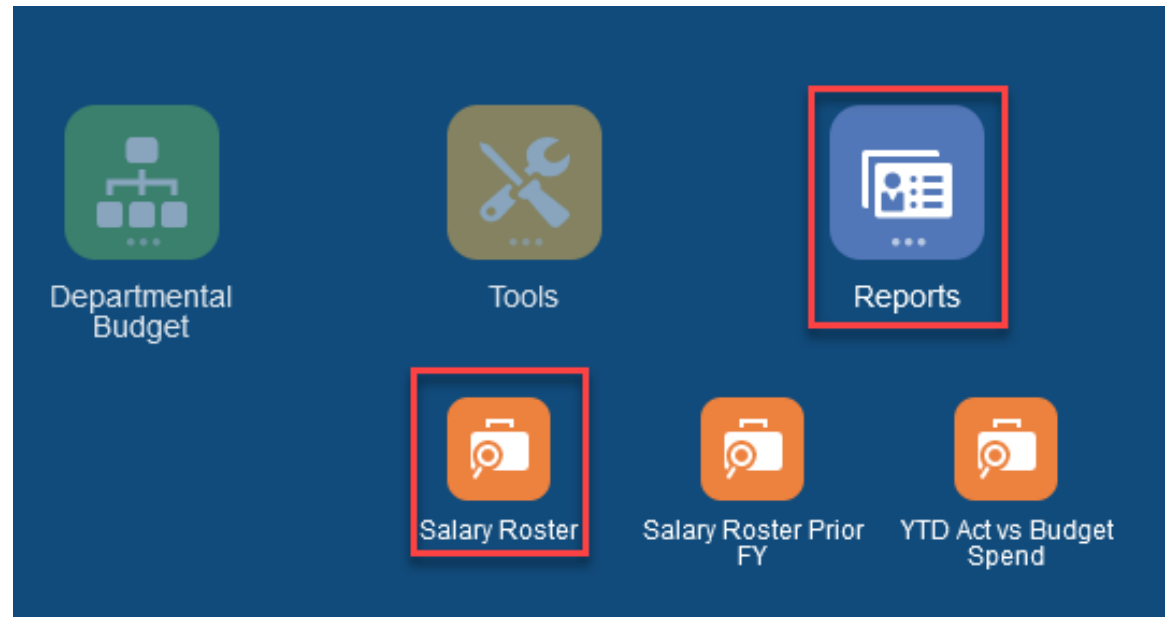
Reports

Salary Roster for Selected Dept – Dept Users

This report is the "working version" so changes can be viewed as they are entered.

Reports

- The File Format dropdown allows the selection of PDF, HTML, and Excel file output.

- Click the Department number to change Departments.

- Once selected, the report will automatically open.

Reports

Salary Roster for Selected Dept – Dept Users CURR VER

- This version is the current view as the Budget Office makes updates in EPM

Reports

Salary Roster for Selected Dept – Dept Users FINAL*

- Displays the final fiscal year operating budget that is loaded into UTShare.

- If applicable, includes merit adjustments.

- Updated data available in Production after budget period closes.

- Can be used at beginning of fiscal year to create a "planning budget" for the next FY.

*This could be Final or Post Final depending on fiscal year.

Reports

Salary Roster for Selected Dept – Dept Users CY vs Prior FY

- Compares the prior FY's final budget (final or post final version) to the current budget year

- Can select Version and Unit/Departments

- Includes salary, fringe, and FTE account groups with variance columns.

- Positions listed are based on the current budget year version selected.

Reports

Position by Version for Selected Dept

- Lists all changes for each position by version.
- Helpful for viewing changes made to a position.

The University of Texas at Arlington
FY 2023 Positions by Version for Selected Dept(s)
635000 - Nursing

ons	Version	DataType	Employee N	oad	Comp Rate	Merit Rate	Othe	n	Salary Grades	Fringe Subtotal	Distrb %
:565 EXECUTIVE DIRE	Working	Baseline Budget	Maverick, Sar	0000	271,475	7,873		0	279,348	43,486	100.00000
565 EXECUTIVE DIRE	Working	Department Working Total	Maverick, Sar	0000	279,348	0		0	279,348	43,791	100.00000
565 EXECUTIVE DIRE	Budget Office	Budget Office Adjustments	Maverick, Sar	0000	279,348	0		0	279,348	43,791	100.00000
565 EXECUTIVE DIRE	Draft	Budget Office Adjustments	Maverick, Sar	0000	279,348	0		0	279,348	43,791	100.00000
565 EXECUTIVE DIRE	Final	Budget Office Adjustments	Maverick, Sar	0000	279,348	0		0	279,348	43,791	100.00000
565 EXECUTIVE DIRE	Post Final	Budget Office Adjustments	Maverick, Sar	0000	279,348	6,984		0	286,332	44,738	100.00000

DataTypes:

— Baseline Budget – Copy of Budget from Prior Fiscal Year

— Dept Working Total – changes made by Department

— Budget Office Adjustments – changes made by Budgets, Planning and Analysis

Reports

Salary Roster Prior FY

- Displays the **prior** budget year, i.e. current FY when budgeting for new FY.

Reports

YTD Actuals vs Budget Spending Rates

- Displays previous FY budget to actual dollars spent.

Reports

Operating Budget - Expenses by CC in Dept CY vs Prior FY

- Compares current year operating budget expenses against the prior fiscal year by cost center

Reports

Operating Budget - Revenue by CC in Dept CY vs Prior FY

- Compares current year operating budget revenue against the prior fiscal year by cost center

Reports

Operating Budget - Exp by CC for Selected Dept with Funding

Displays expense groups by cost center for selected department with operating budget total and revenue funding groups

Position Budget Forms

From the home page, click the **Departmental Budget** icon; then click **Position Budget Forms** icon.
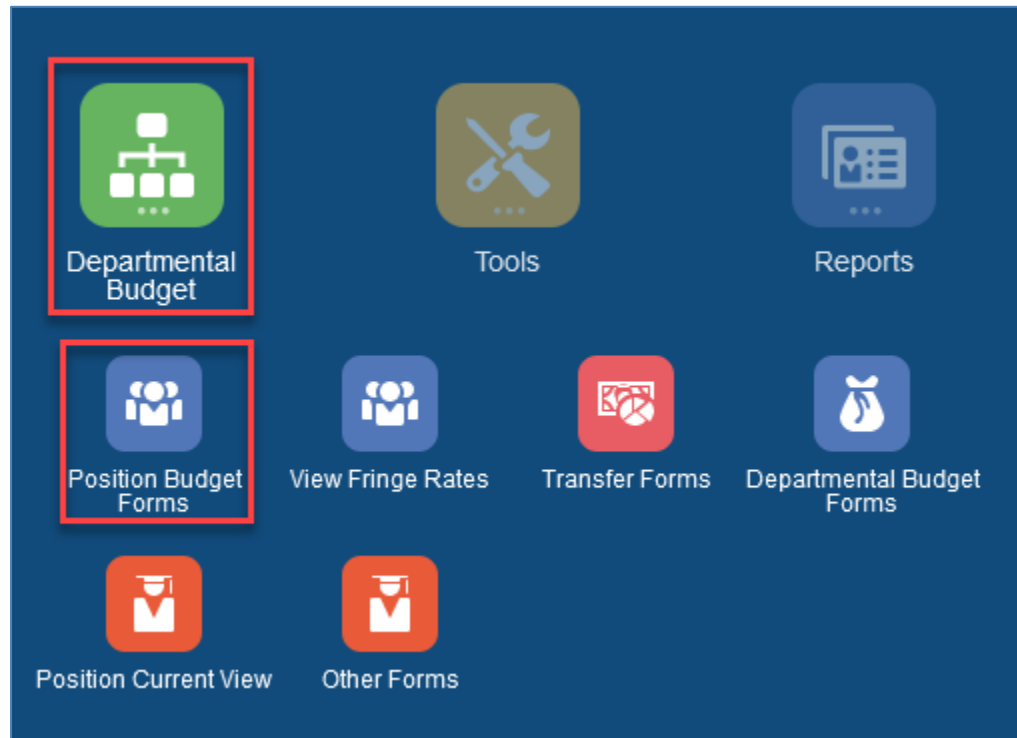
Position Budget Forms

The **Position Data** forms are used to view and edit position data in a department.

- Position data can be displayed by Department, Cost Center, or Departments by Position. *Updates to one form copies to all forms.*

- Positions are pulled into EPM by **Funding** Department and Cost Center.

- Split funded positions will appear on separate rows for each affected cost center.

Position Budget Forms

EPM users will need to review and make the necessary changes to the position data forms, such as:

- – Add new hires or transfers

- – Change funding allocation

- – Make salary changes

- – Fill or Vacate a Position

- – Budget Other Position Types (Part-time, Faculty, Wages, etc.)

Position Forms

- ▶ The **Positions** forms are used to manage positions.
- ▶ The forms provide information such as:
  - Employee Name and Employee ID
  - Position Name and Number
  - Position Status (Filled, Vacant)
  - Employee Class and FTE
  - Owning Department

Position Forms

- **Employee Classes**
  - A&P - Administrative & Professional
  - CL – Classified
  - CLN – Classified Paid Hourly*
  - FA1 – Faculty (Regular/Tenure/Tenure Track)
  - FA2 – Faculty Non-Tenure Track

- **FTE_Load - Full-Time Equivalency**
  - Full-time or 1 FTE – 40 hours-per-week position
  - Part-time or 0.5 FTE – 20 hours-per-week position

- **Headcount - The physical number of employees in a position**
  - 1 Headcount, 1 FTE – one person in a 40 hours-per-week position
  - 1 Headcount, 0.5 FTE – one person in one 20 hours-per-week position
  - 0 Headcount, 1 FTE – vacant position

*for budgeting purposes only

Position Forms

Existing Positions by Department

Used to:

— Fill a vacant position that is already listed

— Vacate an existing position

— Update employee's annual salary

— Update funding distribution percentage

— Delete positions that will be inactivated for next FY

- To edit existing information, click in the appropriate cell and enter the updated information.

Position Forms

▷ **Additional Actions to Existing Position**

Position Funding

Position Funding Change

– If the position changes funding from one department/cost center to another department/cost center and the user has security access to both areas, then use Transfer Position.

Action Menu - Transfer Position Ruleset   Launch   Cancel

* Select Position	"P10010637"		* Source Cost Center	"C315111"
* Destination Cost Center	"C200120"		* Source Department	"625104"
* Destination Department	"625104"		* Select DataType	"Department Working Total"

– If the department user does not have security access to make changes in both departments, contact your budget resource to have the position transferred.

– If a Position is no longer needed and will not be budgeted for the next FY, the department can use Delete Position.

Action Menu - Delete Position Ruleset   Launch   Cancel

| * Select Position | "P10010637" | | * Select Department | "625104" |
| * Select Cost Center | "C315111" | | * Select DataType | "Department Working Total" |

Position Funding

Split-funded Positions

- Each department that partially funds a position will take responsibility for budgeting their portion of the split.

- Each department can see only their portion of the split unless they have access to both areas.

  — Using the Departments by Position data form will show the other funding departments, so that a department will know all the funding sources. (Does not show other departments monetary portion of the funding).

- No audit is in place to know whether a position is budgeted in full (100%) or has matching comp rates.

Communication with the other department is necessary.

Employee Transfers

Employee Transfers

- If the employee transfers from one position to a vacant position within the same department or within a department that the user has security access to, use Transfer Employee (and vacate source position) action. (Employee attributes follow).

- If the employee transfers from one position in one department to a position in a different department that the user does not have security access to, contact your budget resource to have the employee transferred to the receiving department.

- If the employee is leaving UTA but you would like to retain the position to be filled at a later date, use Vacate Position.

Combo Codes

Ensure that you have selected the correct **Department and Cost Center** combo before Adding a New Position or Transfer amount.

If the Combo Code does not automatically load, there is a mismatch between the department and cost center.

New Positions

The **New Positions** form is used to enter a new position(s) for a department.

- Employee ID without Spaces
- Employee Name (LastName,FirstName)
- Employee Class (Faculty, Classified, A&P)
- Owning Department

- Head Count and FTE
- Comp Rate and Distribution
- Coverage code and benefit plan

Add the UTShare Position ID to Employee Name for tracking purposes. (ex. Last,First-PID#, Last,First-P#TBD)

Ensure all New position Employee name, Numbers and Position IDs, are Updated by Budgets Close.

Other Position Types

The Other Position Types data form allows for salary budgeting not specifically associated with position IDs but <u>as a fiscal year total</u> along with the proposed associated fringe amounts for part-time faculty, wages, GRA/GTA's, etc.

- Confirm you have selected the correct Department and Cost Center combo.

- Enter the amount for the specific position type.

- The new amounts will be visible on the departmental budget forms.

Additional Fringe Adj field is for use by those departments wishing to budget for additional fringe dollars not associated to any salary specification.

Class Activity
- **Use the Departmental Budget > Position Budget Forms to view and update your position data**
- **Change Funding Source**
- **Add a New Position**

Fringe Calculations and Rates

Fringe Calculations and Rates

- **Filled Budgeted Positions** - Fringe amounts for filled budgeted positions are automatically updated with the employee's current elections at the time the position data is pulled from UTShare and loaded into EPM. Users do not have access to modify the fringe amounts for filled budgeted positions. Any changes to a position's benefits during the budget process will cause the fringe amounts to automatically recalculate.

- **Employee Transfers** - Fringe rates for filled budgeted positions will follow an employee who is transferred during the budget process.

- **Vacant Budgeted Positions** - Fringe rates for vacant budgeted positions are calculated using TRS as the retirement option and a weighted average for health insurance. Users do not have access to modify the fringe rates for vacant budgeted positions.

- **Other Position Types** - Other position types include part-time faculty, wages, graduate students, etc. Fringe rates can be found using the MARS Payroll Fringe Cost Analysis report or viewing the current fringe rates on the UTA Payroll webpage. (MARS > Dashboard dropdown list > Payroll > Fringe Cost Analysis.)

Other Forms

Cost Centers by Department

Cost Centers by Department

- Shows <u>all</u> cost centers for department even if there are no budgeted revenue/expenses

- Summary that includes prior year actuals for cost centers within assigned department(s)

- Review listing of cost centers in department

- Located in **Departmental Budget > Other Forms**

Salary Reserve

Salary Reserve Accounts by CC – Dept with Unit

- This read only form shows the salary reserve data and departments can select at department/unit/All Depts levels. They can also select the fiscal year and version.

- Located in:
  Departmental Budget > Other Forms.

Prior FY Budget vs Dept Working Totals for CC by Dept

Prior FY Budget vs Dept Working Totals for CC by Dept

- Comparison of Prior Year Final budget to current year Department Working Total budget by cost center for all departments (budgeted cost centers only)
- Displays grand total for each department and suppresses cost centers with no data
- Available funding and total budgeted expense should balance to zero for each cost center
- Located in **Departmental Budget > Other Forms**

Budget Transfers

Budget Transfers

To manage transfers, click on the Transfer Forms icon

🗒 Cost Center Transfer Summary | 🗒 Intrafund Transfer Out ZS | 🗒 **Intrafund Transfer Out - Add Transfer** | 🗒 Intrafund Transfer In - View Transfers

Intrafund Transfer Out - Add Transfer ⓘ

Period	Years	Scenario	Version	DataType	Cost Center	TransCostCenter
Sep	FY20	Budget	Working	Department Working Total	C315131 : 315131 Business Analysis1	T_310172 BUS AFF TECHNOLOGY SERVICES

	71400 - Tran IntraFund Out	Transfer Comment				
Transfer Out 1						
Transfer Out 2						
Transfer Out 3						
Transfer Out 4						

➢ Transfer updates are input into the **Intrafund Transfer Out – Add Transfer** form ONLY
➢ The Cost Center Transfer Summary tab, Intrafund Transfer Out ZS tab, and the Intrafund Transfer In – View Transfer tab are for summary and view only.
➢ All transfer information needs to be entered by source department.

Budget Transfers

Review transfers from the Departmental Budget Form
- Transfers Out reflect on 71400 GL
- Transfers In reflect on 70400 GL

Transfer Out/In Definitions
- Transfers Out refers to **source** Cost Center
- Transfers In refers to the **destination** Cost Center

Do **NOT** set up budget transfers on **E&G**, **Service**, and **Restricted** cost centers in EPM. Other fund groups should follow UTA budget transfer rules in EPM.

If Transferring Funds outside of your department, it is recommended to communicate to the Destination department.

Class Activity

- **Complete Budget Transfer**

Departmental Budget Forms

Departmental Budget Forms

Changes made on position and transfer forms update Departmental Budget form in real time.

Departmental Budget Forms

The Departmental Budget Forms display revenues and expenditures for the current and prior year budgets.

Departmental Budget Forms

EPM Users must review and make the necessary changes or adjustments to the **Departmental Budget Form** *by Cost Center*, such as:

- Verify the salary totals. If changes are required in salaries, return to appropriate position budget form to make changes.

- Enter estimated income if applicable.
  - Current fiscal year actuals in EPM
  - MARS > Finance > Revenue > Recognized Revenue – Running Sum Report

- Verify transfer totals. If changes are required, return to the transfer form to make changes if you are the source of the funds OR follow-up with appropriate department if you are the destination.

- Enter estimated expenses not tied to a specific input form, e.g. travel, M & O, etc.

  NOTE: Your total income and expense **must** equal zero.

Departmental Budget Forms

Department Budget Form ZS

– This form can be used to budget lump sum M&O, Travel, Scholarships and Reserve dollars at the summary "B" account level.

Departmental Budget Forms

When the Budget information is loaded back in to UTShare, it will be loaded at the "B" level (ex: B1000, B1100, B4000, etc.)

Departmental Budget Forms

Departmental Budget Form ZS with GL

– This form can be used to budget M&O, Travel, Scholarships and Reserve at the GL account level.

Departmental Budget Forms

Department Budget – All KK/GL Accounts

– This form is used to add a GL account that has not been used in the previous budget years.

An update on one budget form updates all forms.

Departmental Budget Forms

Longevity is not included in fringe benefits calculations.

- Longevity can be budgeted on either the Departmental Budget Form ZS or Departmental Budget Form ZS with GL.

- Longevity expense must be entered for all cost centers with budgeted positions.

- Departments can use the MARS Report "Employee State Service Time" to check months of state service.

Departmental Budget Forms

Departmental Budget Form PRINT VERSION

Use this data form to hardcopy the Departmental Budget form data.
- ➢ Click on the ACTIONS button.
- ➢ Scroll down through list and click on "Spreadsheet Export."
- ➢ A Spreadsheet Export box displays. Click on the EXPORT button.
- ➢ Open and or save the file. Default format is Excel.
- ➢ The spreadsheet opens in a separate window.
- ➢ In the Spreadsheet Export box, click Close to exit the print function.

Class Activity
- Edit Departmental Budget Form
- Add new GL Account

Summary

In today's class, we covered...

- Setup and basic navigation for EPM.

- How to run a Salary Roster Report.

- How to update Position Budget Forms.

- How to update Transfer Forms.

- How to reconcile and update Departmental Budget Forms.

Here's your budget checklist...

- ❑ Review and update position data for your Cost Center using the Existing Position by Department or Cost Center forms along with the Other Position Types and New Position Forms if applicable.

- ❑ Review and update Budget Transfers if applicable.

- ❑ Review and update the Departmental Budget form for each Cost Center. Adjust other expenses as necessary to stay within the approved baseline budget and ensure the revenue minus expense equals zero.

Contacts & Resources

Contacts & Resources

Budgets, Planning and Analysis:

– Web page: https://www.uta.edu/administration/budgets-planning-and-analysis

- View Budget Process Calendar

- Find a Budget Resource

- Budget Planning Process information

Knowledge Services:

– Web page: https://resources.uta.edu/business-affairs/training/index.php

- Register for Classes

- Join Business Affairs Listserv

- View and/or Print Training Materials

  – PowerPoints

  – Training Guides

  – Job Aids