

Oracle EPM Training

Budget Planner Training

Prepared for Boston Budget Planners
January 2025



University of Massachusetts

Amherst • Boston • Dartmouth • Lowell • Medical • Law

Welcome!

- This is a training on UMass's new tool for budget management and the process for the FY27 annual budget process
- Starting in the next Fiscal Year 2027, UMass will use Oracle EPM for annual planning and in-year adjustments
- In January 2026, Budget Planners will use Oracle EPM reports to review budgets and discuss changes with the Budget Office
- Eventually, Budget Planners will update budgets directly in Oracle EPM

Topics

- Overview & Learning Objectives
- FY27 Budget Process
- Oracle EPM: Background on New Budgeting Tool
- Terminology & Concepts
- Logging in & Navigation
- Reviewing the Annual Budget using Oracle Reports
- Support Resources

Overview & Learning Objectives



Overview & Learning Objectives

- This training is for **Budget Planners** who are UMass employees with budget responsibility.
- In Fiscal Year 2027, UMass is transitioning to Oracle EPM (Enterprise Performance Management) for all aspects of budget management
- This training is designed to help Budget Planners:
 - Build familiarity with Oracle EPM
 - Review the Annual Budget using Oracle EPM reports

Learning Objectives

- Understand new terminology
- Access Oracle EPM and navigating its interface
- Viewing relevant reports
- Communicating changes to the budget office

FY27 Budget Process

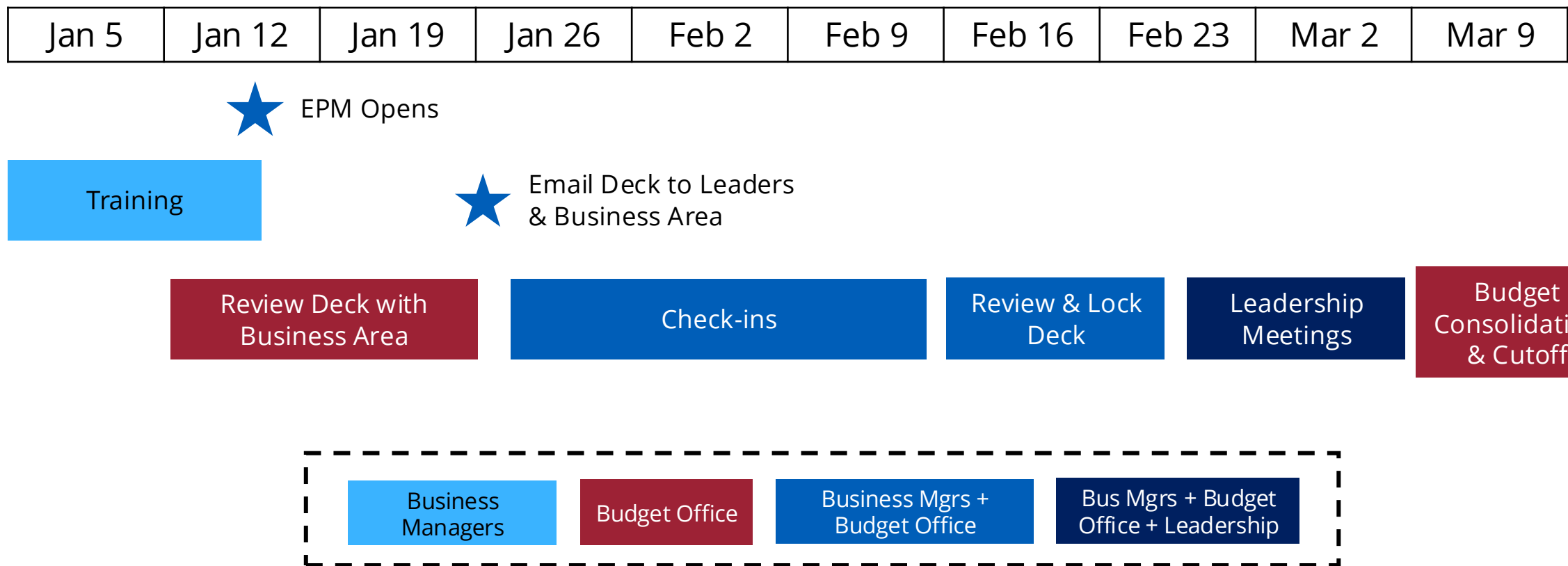


FY27 Budget Expectations

- Elevate budget to ensure discussion of material, strategic ideas and challenges
 - Relate overall University Enrollment and Tuition to area budgets
 - Address strategic initiatives, risks, opportunities, challenges, efficiencies
 - Use high level report views to foster meaningful conversations
 - Document in a presentation deck that can be referenced in future
- Initial budget data is being loaded, await further notification from Budget Office

FY27 Budget Planning Timeline

For the upcoming Annual Budget Process (FY27), Budget Managers will be reviewing data in Powerpoint decks provided by the Budget Office.



Background on New Budgeting Tool



What is Oracle EPM?

- A **modern, cloud-based platform** that enables forecasting and collaboration across UMass's different structures, funding models, and budgeting needs
- A **common platform** for budgeting and forecasting that supports standardization across UMass while configuring to unique campus needs



The screenshot shows the 'Annual Budget - Non-Personnel by Department and Fund Input-PO' report. The report displays a table with columns for Department, Fund, and Budget Account Category, showing data for various departments and funds.

Department	Fund	Budget Account Category
C816345000 - UITS-Operations/ProductionSvc	51378 - UITS Central Project Allotment	Fund Additions
	51443 - Central Admin Allotment	Fund Additions
C816335000 - UITS-Client TechnologyServices	51443 - Central Admin Allotment	Other Revenue (OM)
		Fund Additions
C816325000 - UITS-Project Management Office	51443 - Central Admin Allotment	Fund Additions
C816380000 - UITS-Digital Experience	51377 - UITS_BDL Student Sys	Other NonOperating (OM)
	51443 - Central Admin Allotment	Fund Additions
		Total Revenue
C816345000 - UITS-Operations/ProductionSvc	51378 - UITS Central Project Allotment	Consulting Services
	51443 - Central Admin Allotment	Supplies & Services
C816335000 - UITS-Client TechnologyServices	51443 - Central Admin Allotment	Supplies & Services
		Equipment Leased/Purch./Maint.
C816325000 - UITS-Project Management Office	57910 - Accrual Plant NIP	Depreciation

UMass's Transition to Oracle EPM

Axiom: UM-Plan (FY2026 and Prior)



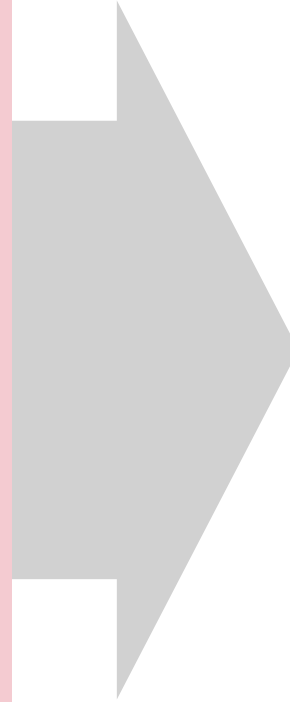
Hosted program with limited configurability and innovation



Separate planning files.
Lots of Excel



No In-Year Planning
Adjustments



Oracle EPM FY2027 - Onward



Modern cloud best-of-breed platform





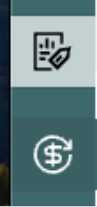
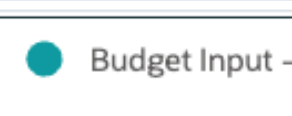
Single interactive tool
for budget planning



In Year Planning
always available

Terminology & Concepts

Oracle EPM – Features & Terminology

Visual	Term	Details
	Cards	Clickable Tiles on the Home Page Opens a Form (ex: Annual Budget)
	Forms	Interactive screens where Budget Planners: 1. Review prior year data 2. Adjust forecasts
	Vertical Navigation Tabs	The Major Steps of the Workflow (ex: Labor Planning) We step through them using icons on the left side of a Form.
	Horizontal Navigation Tabs	Separate Forms within a Workflow Step We step through them on the bottom of the Form Some are interactive (for input). Others are report only

Key Budget Terms Used in the Processes & Tools

Term	Definition
Budget Account Category	These are the revenue and expense budget categories for planning. For the most part these are UM Plan account categories with a few very minor changes.
Home Department	The primary department to which a position or employee is assigned
Union Code	The collective bargaining unit or union affiliation of a position or employee
Fund Groupings for Annual Budget Planning	Operational Fund groupings, summary point introduced with this software and our operations.
HR Combo Code	Code that stands for the fund, department, project, program, or class.

Logging in & Navigation



Accessing Oracle EPM

A login link to Oracle EPM is available on the Budget Office Website



The screenshot displays the UMass Boston website's navigation structure. At the top, the UMass Boston logo is on the left, and a horizontal menu includes Admissions, Academics, Campus Life, Research, About, and Athletics, followed by a search icon. Below this is a dark blue bar with links for Current Students, Parents & Families, Faculty & Staff, and Alumni. The main content area features a breadcrumb trail: Home — Budget — Enterprise Performance Management Budgeting & Planning. On the left, a 'Menu' section lists links: Business Partnership, Capital Budgeting, Contact, Form, Operating Budget, Policies, Quarterly Variance Reporting, and Enterprise Performance Management Budgeting & Planning. The main heading is 'Enterprise Performance Management Budgeting & Planning'. The text explains that the Office of Budget & Financial Planning administers the software tool used for budgeting and forecasting. It states that this section is for members with access to the tool, who can review and access their proposed fiscal year budget. It also provides instructions on how to access the EPM software by clicking the login button and how to request access by contacting the Office of Budget and Financial Planning at OBFP@UMB.edu. A prominent dark blue button labeled 'Login for Authorized Users' is displayed. Below this, a 'Resources' section includes a link to the '2027 Budget Process and New Budgeting Tool Introduction'.

UMass Boston

Admissions ▾ Academics ▾ Campus Life ▾ Research ▾ About ▾ Athletics ▾

Current Students Parents & Families Faculty & Staff Alumni

Home — Budget — Enterprise Performance Management Budgeting & Planning

Menu

Business Partnership

Capital Budgeting

Contact

Form

Operating Budget

Policies

Quarterly Variance Reporting

Enterprise Performance Management Budgeting & Planning

Enterprise Performance Management Budgeting & Planning

The Office of Budget & Financial Planning administers the software tool used to budget and forecast for the UMass Boston campus. This section is for members who have access to the tool. Authorized users can review and access their proposed fiscal year budget among other features.

Access the Enterprise Performance Management (EPM) software by clicking the login button. To request access contact the Office of Budget and Financial Planning at OBFP@UMB.edu.

Login for Authorized Users

Resources

[2027 Budget Process and New Budgeting Tool Introduction](#)

Oracle EPM: Navigating the Home Page – Top navigation

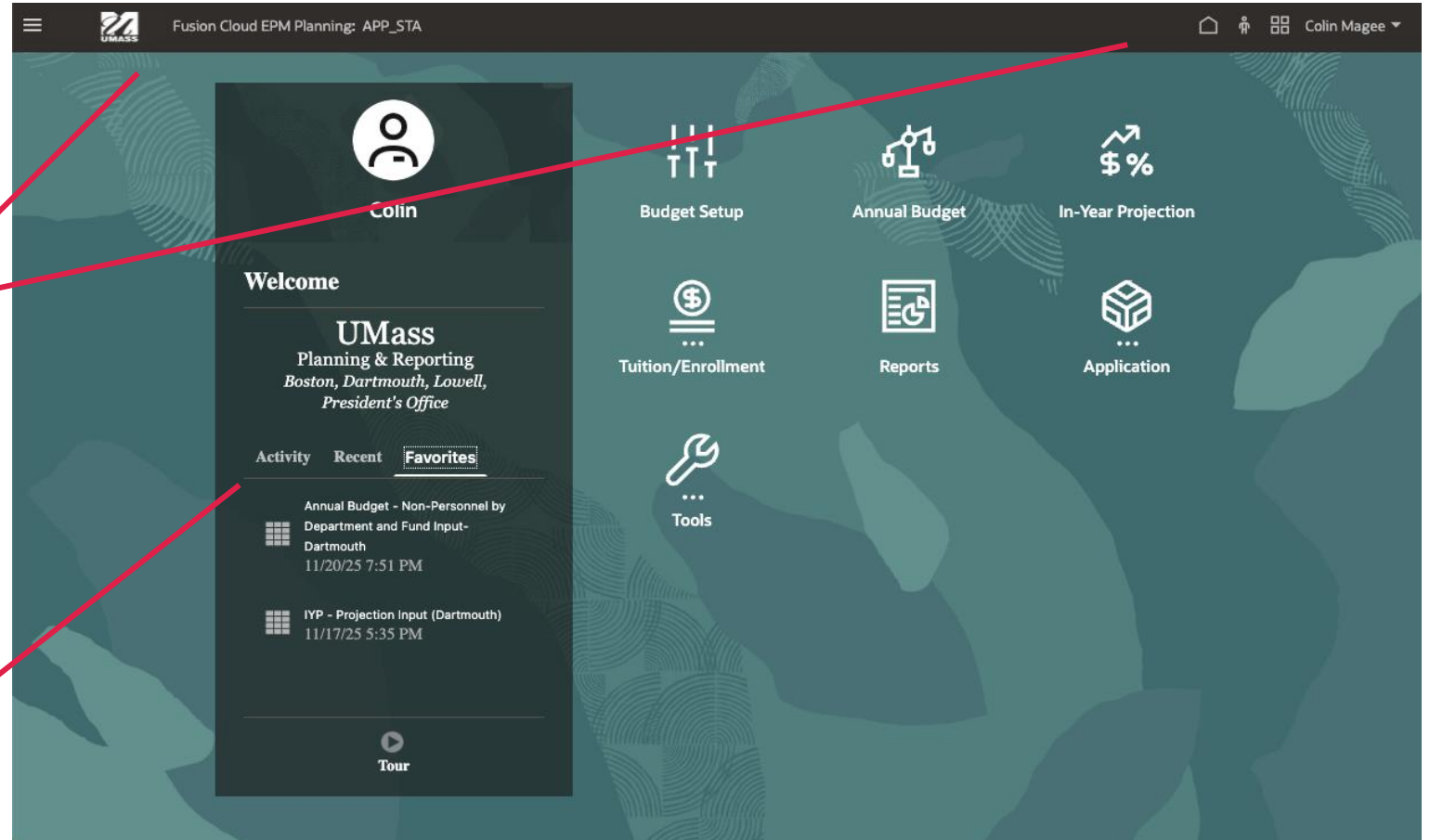
Use the top navigation features to access settings and return to the homepage

The top navigation has two important features:

- The menu
- The user setting



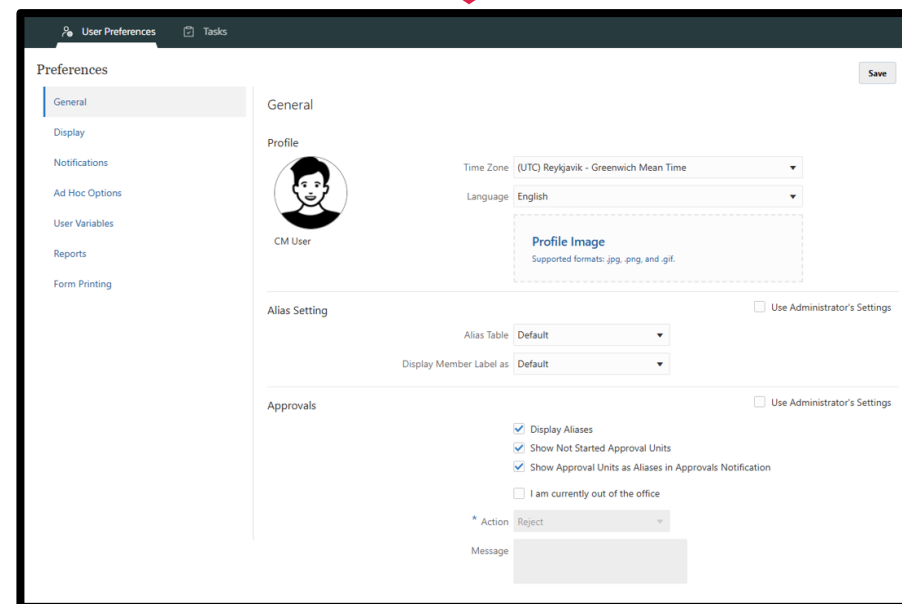
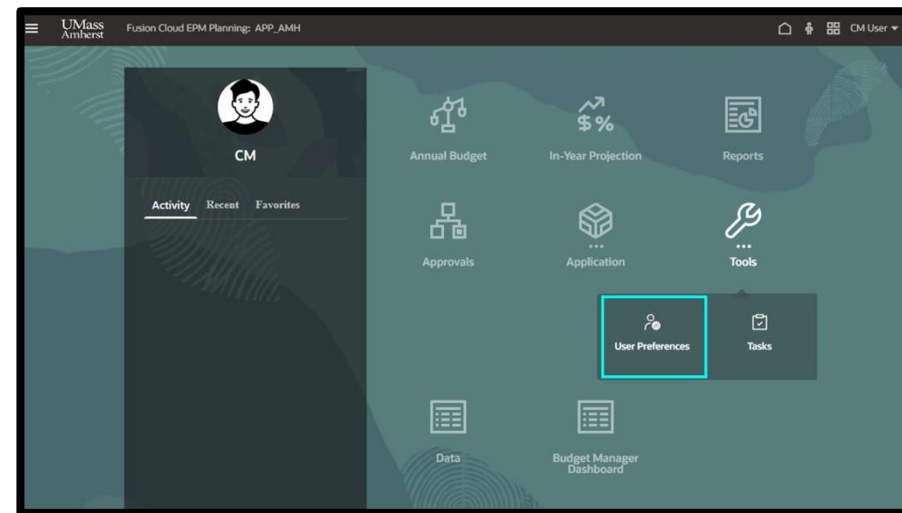
Recent budget files and reports will also be available in your activity list. Select the Star icon on the right to add them to your Favorites



Setting User Preferences

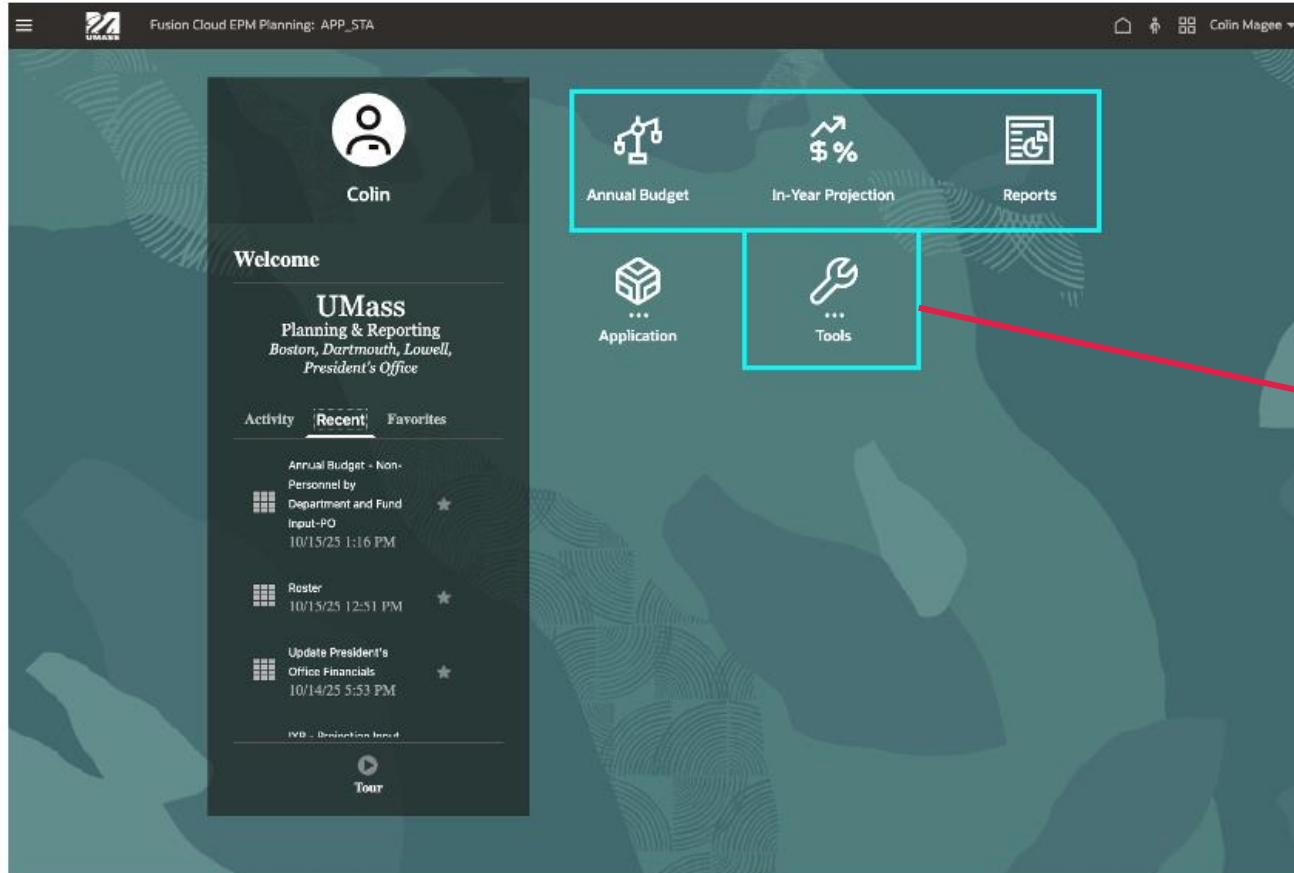
Recommended settings to update:

- **General:** Upload a profile image
- **Display:** Change language, time zone, and display of numbers
- **Notifications:** Add an email address and check the approvals box
- **User Variables:** Adjust settings that relate to affiliation with departments and other attributes
 - Budget Office will pre-populate user preference variables for each user.



Oracle EPM: Navigating the Home Page – Tiles

Budget Planners will primarily navigate by using the set of tiles on the homepage

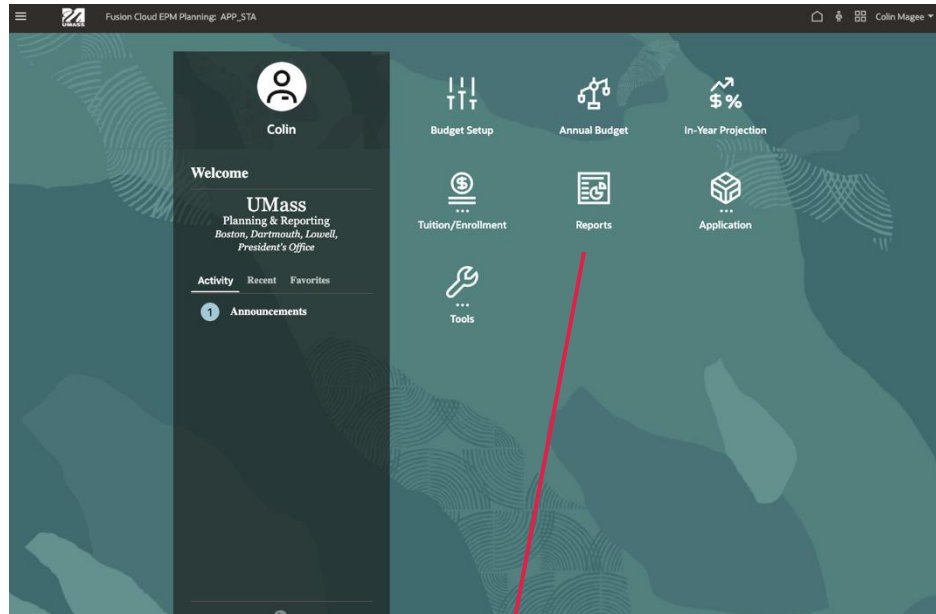


Budget Planners are likely to use the following cards:

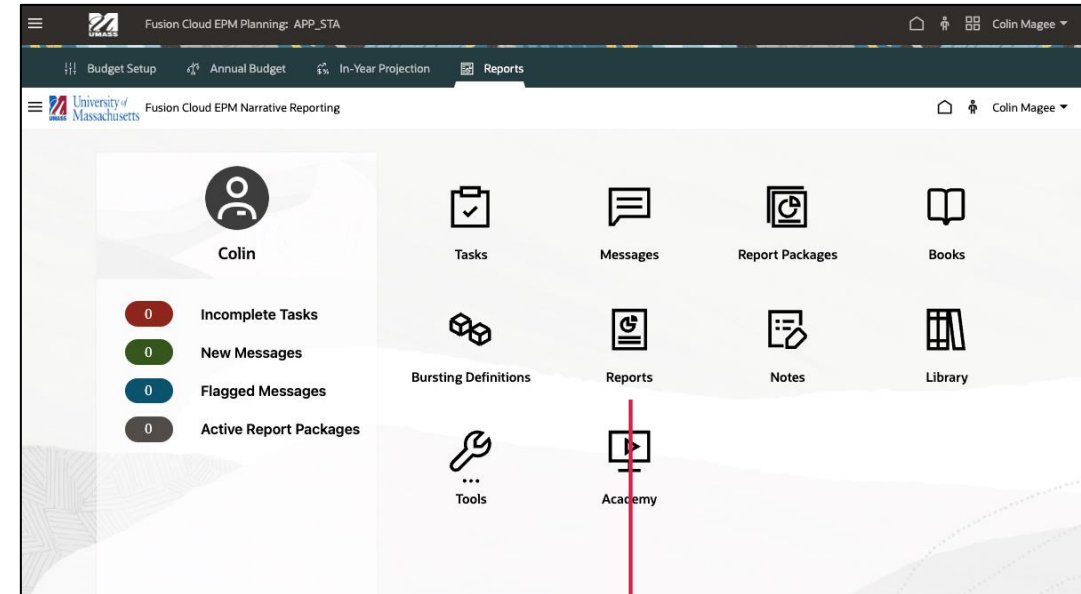
- Annual Budget
- In-Year Projection
- Reports
- Tools

Accessing Reports

Budget Planners can access reports by clicking on the the Reports module, which will launch Narrative Reporting within Oracle EPM



1. Click on the Reports icon on the homepage

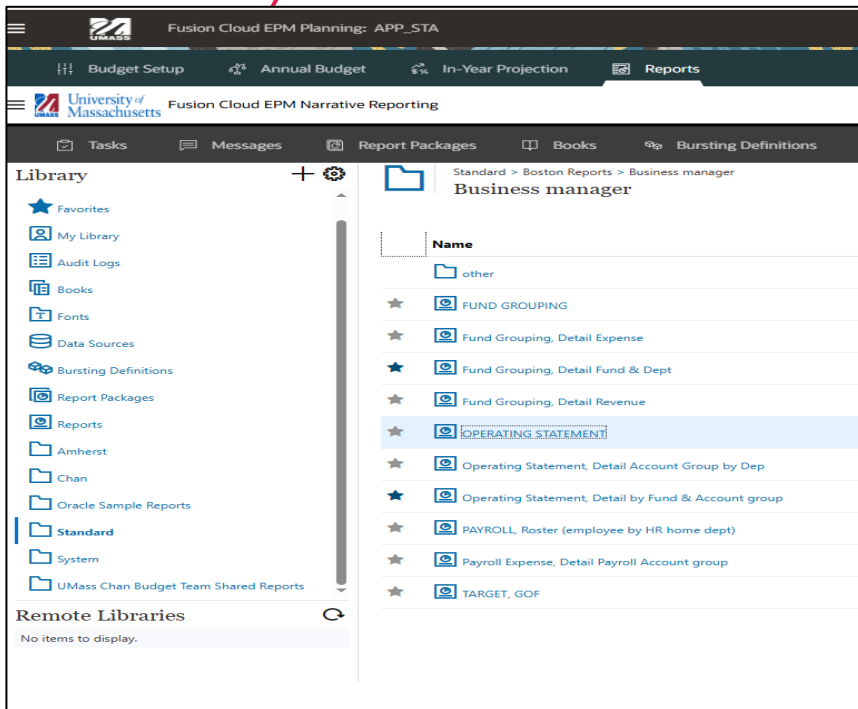


2. Click on Reports within the Narrative Reporting homepage

Viewing Reports

Users outside of Finance should use the **Business Manager** folder.

1. Select any single report to view the Report Details



2. Filter a report by selecting a different department from the selector

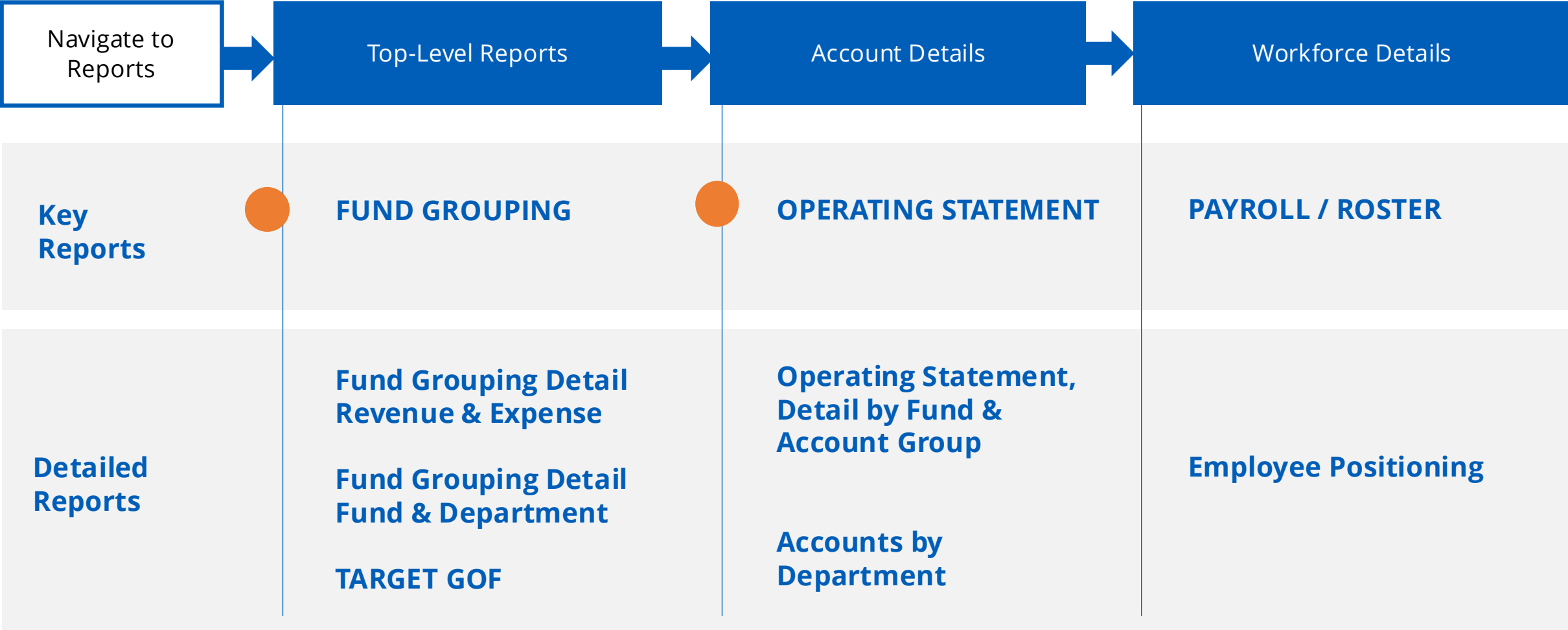
The screenshot shows the 'Fusion Cloud EPM Planning: APP_AMH' interface. The 'Reports' pane is open, and the 'REV & EXP by Natural Classification' report is selected. A red box highlights the 'Department' dropdown menu, which is currently set to 'OF UNIVERSITY, J'. The report title is 'REV & EXP by Natural Classification Department: UNIVERSITY_INFO_TECH'. The report displays a table with columns for 'FY22', 'FY23', 'FY24', 'FY25', 'Peoplesoft FY26', 'Approved FY26', 'Projection FY26', and 'FY27'. The table is divided into 'Actuals' and 'Budget' sections.

	FY22	FY23	FY24	FY25	Peoplesoft FY26	Approved FY26	Projection FY26	FY27
Other Operating	-	-	-	10,497,380	-	-	-	-
Other	-	-	-	28,092,195	-	-	-	-
Interest (Revenue)	-	-	-	195,530	-	-	-	-
Revenue Total	-	-	-	38,785,104	-	-	-	-
Salary and Fringe	33,815,277	36,916,295	36,582,440	37,749,465	40,927,758	36,921,034	36,921,033	20,137,855
Non-Personnel	13,875,388	16,102,051	14,797,618	14,740,638	17,850,861	14,690,739	14,690,737	1,001,729,629
Depreciation (NC)	-	122,267	118,279	1,177,050	-	-	-	-
Interest (Expense)	-	2,304	2,727	195,530	-	-	-	-
Expense Total	33,815,277	36,916,295	36,582,440	37,749,465	40,927,758	36,921,034	36,921,033	20,137,855

Annual Budget Process



Key Reports to Review the Annual Budget



● Top-Level Reports: FUND GROUPING

This report summarizes activity across fund groups in the selected organization.

Upon opening report:

1. Use the department selector in the upper left to select department or summary.
2. Export report using the actions button in upper right
3. The fund groups are a newer element, allowing us to view all fund activity on one page
4. The underlying funds are detailed in the next set of reports.
 - The “GENERAL” Fund group includes GOF, General Operating Funds (includes NTT).

Fund Grouping						
Department: B900000000 - UMass Boston						
		Actual FY24	Actual FY25	Budget FY26	Budget FY27	VAR to Last Full Yr
Funds	Accounts					
GENERAL	All Revenues	486,771,533	511,772,943	492,036,897	163,702,995	(348,069,947)
GENERAL	All Expenses	506,545,784	521,436,741	440,098,332	379,305,050	(142,131,692)
OTHER_UNRESTR_UNIV	All Revenues	116,130,595	137,425,963	124,195,227	82,695,781	(54,730,182)
OTHER_UNRESTR_UNIV	All Expenses	66,460,828	97,542,787	84,074,590	21,138,785	(76,404,001)
RECOVERY_OF_IDC	All Revenues	13,241,732	18,722,755	12,705,507	18,718,034	(4,721)
RECOVERY_OF_IDC	All Expenses	23,479,844	28,256,457	17,467,296	18,829,014	(9,427,443)
UNREST_AUX_IBL	All Revenues	14,551,301	14,299,259	14,661,918	9,195,425	(5,103,834)
UNREST_AUX_IBL	All Expenses	14,331,700	27,948,169	14,583,431	32,087,914	4,139,745
UNRESTRICTED_FUNDS	All Revenues	630,695,162	682,220,919	643,599,549	274,312,236	(407,908,684)
UNRESTRICTED_FUNDS	All Expenses	610,818,155	675,184,154	556,223,649	451,360,763	(223,823,391)
GRANTS_UNIV	All Revenues	93,422,395	103,141,250	100,937,860	101,458,900	(1,682,350)
GRANTS_UNIV	All Expenses	82,569,899	90,744,322	100,929,147	104,798,511	14,054,190
OTHER_RESTRICTED	All Revenues	(68,858,437)	(62,711,358)	(67,570,265)	51,644,179	114,355,537
OTHER RESTRICTED	All Expenses	(67,179,665)	(63,280,099)	(83,527,570)	51,069,145	114,349,244

Top-Level Reports: Fund Grouping, Detail (Exp & Revenue)

These two reports provide underlying funds within each group on the FUND GROUPING report. If you are unsure of the activity, you may go to summit and look up the detailed fund transactions

Fund Grouping, Detail Expense Department: B900000000_ - UMass Boston					
Total Expense					
	Actual FY24	Actual FY25	Budget FY26	Budget FY27	VAR to Last Full Yr
Funds					
GENERAL	506,545,784	521,436,741	440,098,332	379,305,050	(142,131,692)
11001 - State Maintenance Non-AA	20,793,439	21,551,203	-	-	(21,551,203)
51029 - GOF - Payroll	23,396,911	24,284,425	34,742,183	52,210,635	27,926,210
51913 - Accrual State Appropriation	72,943,232	75,380,596	-	-	(75,380,596)
51006 - Tuition - Out of State	30,637,746	28,242,175	34,813,055	37,398,349	9,156,175
11000 - State Maintenance	113,282,346	119,325,938	180,950,186	203,345,370	84,019,432
51161 - General Operating Fund	241,509,076	248,745,985	184,641,296	81,675,764	(167,070,222)
51005 - Tuition - In State	3,983,034	3,906,419	4,951,612	4,674,932	768,513
OTHER_UNRESTR_UNIV	66,460,828	97,542,787	84,074,590	21,138,785	(76,404,001)
51373 - General Operations Fund - 2	968,300	676,030	315,257	675,489	(541)
51256 - Trust Fund Interest Fund	3,139,482	5,817,769	3,139,482	-	(5,817,769)
55900 - Accrual Loan	(309,480)	296,837	(309,480)	-	(296,837)
52142 - Administrative Allowance	212,250	244,528	213,461	244,602	73
51060 - Scholarship (Old)	128,404	213,337	128,404	213,337	0

Fund Grouping, Detail Revenue Department: B900000000_ - UMass Boston					
Total Revenue					
	Actual FY24	Actual FY25	Budget FY26	Budget FY27	VAR to Last Full Yr
Funds					
GENERAL	486,771,533	511,772,943	492,036,897	163,702,995	(348,069,947)
11001 - State Maintenance Non-AA	20,793,439	21,551,203	20,793,439	-	(21,551,203)
51913 - Accrual State Appropriation	72,943,232	75,380,596	72,943,232	-	(75,380,596)
51006 - Tuition - Out of State	84,191,894	80,287,920	81,570,093	83,633,468	3,345,548
11000 - State Maintenance	113,282,346	119,325,938	126,732,411	-	(119,325,938)
51161 - General Operating Fund	58,835,207	75,383,687	47,126,302	9,696,700	(65,686,986)
51005 - Tuition - In State	136,725,416	139,843,599	142,871,421	70,372,827	(69,470,772)
OTHER_UNRESTR_UNIV	116,130,595	137,425,963	124,195,227	82,695,781	(54,730,182)
51373 - General Operations Fund - 2	232,500	1,370,274	50,000	1,370,274	0
51256 - Trust Fund Interest Fund	3,413,028	5,733,701	3,413,028	-	(5,733,701)
55900 - Accrual Loan	(1,689,808)	(18,045)	594,227	-	18,045
52142 - Administrative Allowance	186,863	196,871	186,863	196,871	0
51060 - Scholarship (Old)	136,940	246,078	130,135	246,078	0
51259 - Unrestricted	712,793	1,211,468	874,317	619,445	(592,023)

Note: These reports include accrual funds, which may not be available in Summit budget reports

Top-Level Reports: Fund Grouping, Detail Fund & Dept

This report lists total revenue and total expense by fund and department. If you manage multiple departments this may be helpful if you are wondering what department may be driving fund activity

Fund Grouping, Detail Fund & Dept			Department: B900000000_ - UMass Boston, all underlying departments				
			FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Budget-last full year
Expense Type Fund	Department						
Total Revenue	11000 - State Maintainance	B970001000 - Campus-Wide Admin	-	-	126,732,411	-	-
Total Revenue	11000 - State Maintainance	B999900000 - Accruals	113,282,346	119,325,938	-	-	(119,325,938)
Total Revenue	11001 - State Maintainance Non-AA	B970001000 - Campus-Wide Admin	-	-	20,793,439	-	-
Total Revenue	11001 - State Maintainance Non-AA	B999900000 - Accruals	20,793,439	21,551,203	-	-	(21,551,203)
Total Revenue	13013 - MODR	B017500000 - MA Ofc of Public Collaboration	2,971,551	3,300,511	3,213,465	3,300,511	0
Total Revenue	13019 - Collins Ctr Public Mgt	B016900000 - MGS-Collins Ctr for Public Mgt	247,735	247,650	247,735	247,650	0
Total Revenue	13036 - Asian American Studies	B013100000 - Asian American Institute	276,824	258,832	300,000	258,832	0
Total Revenue	13913 - Accrual State AP	B017500000 - MA Ofc of Public Collaboration	304,850	(223,600)	-	(223,600)	0
Total Revenue	13913 - Accrual State AP	B970001000 - Campus-Wide Admin	-	-	39,760	-	-
Total Revenue	17039 - UMass Facilities	B003300000 - Facilities Admin	(281,427)	5,827,396	(281,427)	5,827,396	0
Total Revenue	17042 - Deferred Maintenance Program	B003300000 - Facilities Admin	5,904,416	6,232,908	5,904,416	6,232,908	0
Total Revenue	17043 - Higher Education Cap Funding	B003300000 - Facilities Admin	201,015	-	201,015	-	-
Total Revenue	17050 - 7066-8110 Small Repairs	B003300000 - Facilities Admin	847,086	151,269	847,086	151,269	0
Total Revenue	17939 - Accrual State Plant AP	B003300000 - Facilities Admin	(2,958,716)	(5,827,396)	(2,958,716)	(5,827,396)	0
Total Revenue	17999 - Accrual Plant FYE	B970001000 - Campus-Wide Admin	-	-	2,648,309	-	-
Total Revenue	17999 - Accrual Plant FYE	B003300000 - Facilities Admin	2,648,309	0	-	-	0

Top-Level Reports: **TARGET GOF View**

This report compares last year's base budget to this year's base budget.

- Targets will be sent through email
- We can use this report to check the email target against EPM entry
- Use this report to compare current year target to the prior year's target

GOF Target View						
Department: B901600000_ - Campus Services						
	Actual FY24	Actual FY25	Allocated Budget Base FY26	Allocated Budget One- Time FY26	Budget FY27	VAR to LY BASE
Accounts						
Temp./Non-benefitted Payroll	241,909	258,108	242,140	-	270,762	28,622
Non-Regular Payroll	10,978	1,634	-	-	1,714	1,714
Non-Payroll	87,909	118,843	155,006	-	124,670	(30,336)
Travel & Conferences	6,913	8,560	18,500	-	8,980	(9,520)
Supplies & Services	29,076	36,630	22,299	-	38,426	16,127
Administrative Expenses	16,011	16,246	27,055	-	17,042	(10,013)
Purchased Services	734	297	0	-	312	312
Facility & Space Costs	1,226	12,454	19,155	-	13,064	(6,091)
Equipment Leased/Purch./Maint.	14,804	22,851	40,097	-	23,971	(16,126)
Recharge	19,145	21,806	27,900	-	22,875	(5,025)
Total Targeted Non-Salary	340,796	378,586	397,146	-	397,146	0

Account Details: OPERATING STATEMENT

This provides a detailed view of financials at the department level and fund group, similar to Summit and UMplan.

Upon opening:

1. Select parameters in upper left, Department & Fund Group
2. Review trends on screen or export to excel for analysis
3. The General funds group of this at the highest organizational rollup for your area will be included in the budget deck. We may include supplemental P&Ls in appendices for more complicated areas.

P&L by Fund Group						
Department: B900000000 - UMass Boston						
Fund: GENERAL						
	Actual FY24	Actual FY25	Budget FY26	Budget FY27	FY27Bud vs FY26Act	
Accounts					\$	%
All Revenues	486,771,533	511,772,943	492,036,897	163,702,995	(348,069,947)	-68%
All Expenses	506,545,784	521,436,741	440,098,332	379,305,050	(142,131,692)	-27%
Payroll & Fringes	277,017,461	287,032,533	290,539,798	308,175,532	21,142,999	7%
Payroll	171,197,193	177,340,059	183,467,013	195,989,551	18,649,492	11%
Grad Student Payroll	9,428,745	10,125,343	9,504,642	12,520,686	2,395,343	24%
Fringe Benefits	80,078,119	82,169,566	85,630,643	84,416,128	2,246,563	3%
Temp./Non-benefitted Payroll	9,271,184	10,047,240	7,297,373	9,739,995	(307,245)	-3%
Non-Regular Payroll	7,042,221	7,350,326	4,640,127	5,509,172	(1,841,154)	-25%
Non-Payroll	143,372,145	145,326,997	147,271,756	61,232,545	(84,094,452)	-58%
Student Aid	74,019,907	71,558,493	73,726,024	2,417,055	(69,141,438)	-97%
Travel & Conferences	2,235,745	2,380,855	2,775,945	2,666,062	285,208	12%
Supplies & Services	9,977,138	10,886,656	9,825,486	10,789,106	(97,550)	-1%
Administrative Expenses	5,420,811	6,203,366	8,252,175	6,247,265	43,898	1%
Consulting Services	8,198,687	7,360,262	8,485,762	6,397,348	(962,915)	-13%
Purchased Services	5,971,438	6,410,970	5,358,547	6,473,413	62,442	1%
Facility & Space Costs	2,463,034	2,821,356	1,722,695	2,365,937	(455,419)	-16%
Utilities	9,236,028	11,032,852	10,587,080	10,587,000	(445,852)	-4%
Equipment Leased/Purch./Maint.	1,291,401	1,455,114	1,494,891	1,522,906	67,792	5%
Infrastructure & Land	7,493,306	6,842,787	6,834,944	6,317,383	(525,404)	-8%
Other	1,651,729	1,642,010	1,699,788	622,705	(1,019,305)	-62%
Recharge	1,659,547	1,711,331	1,548,843	1,412,035	(299,296)	-17%

Account Details: Operating Statement, Detail by Fund & Account Group

This provides a detailed view of financials for each department by fund and major expense.

Upon opening this report

1. Select Department or rollup to view
2. More complicated areas can export and use this report to review any trend issues on the P&L

Expenses by Department Department: B906800000_ - Graduate Studies						
			FY24 Actuals	FY25 Actuals	FY26 Budget	Variance from FY27 to FY25
Department	Fund	Expense Type				
B005200007 - Graduate Health Insurance	51161 - General Operating Fund	Fringe Benefits	2	-	-	-
B005200007 - Graduate Health Insurance	51161 - General Operating Fund	Non-Regular Payroll	98	-	-	-
B005200007 - Graduate Health Insurance	51161 - General Operating Fund	Non-Payroll	1,059,610	1,116,629	-	(1,116,629)
B005200007 - Graduate Health Insurance	51900 - General Accruals	Non-Payroll	(1,059,610)	(1,116,629)	-	1,116,629
Total Expense for B005200007 - Graduate Health Insurance			100	0	-	0
B005200000 - Graduate Studies	11000 - State Maintainance	Payroll	64,473	-	-	259,109
B005200000 - Graduate Studies	11000 - State Maintainance	Fringe Benefits	-	-	-	103,747
B005200000 - Graduate Studies	51006 - Tuition - Out of State	Payroll	838,462	811,965	540,573	989,074
B005200000 - Graduate Studies	51006 - Tuition - Out of State	Fringe Benefits	19,879	14,561	250,448	396,025
B005200000 - Graduate Studies	51161 - General Operating Fund	Grad Student Payroll	-	14,679	-	9,856,048
B005200000 - Graduate Studies	51161 - General Operating Fund	Fringe Benefits	2,331	3,168	2,704	2,674
B005200000 - Graduate Studies	51161 - General Operating Fund	Temp./Non-benefitted Payroll	133,952	268,442	80,900	362,184
B005200000 - Graduate Studies	51161 - General Operating Fund	Non-Regular Payroll	11,640	6,834	12,330	9,221
B005200000 - Graduate Studies	51161 - General Operating Fund	Non-Payroll	94,021	104,388	1,412,154	1,680,461
B005200000 - Graduate Studies	51373 - General Operations Fund - 2	Non-Payroll	26,746	21,640	-	43,280
B005200000 - Graduate Studies	51900 - General Accruals	Grad Student Payroll	-	0	-	1,527,865

Account Details: Accounts by Dept

For Managers with multiple departments, this report provides spending across departments for a selected account group. If you just want to view what is driving growth in the “Utilities” line you can open this and select that account to identify underlying departments.

Upon opening this report

1. In top left hand corner select the account group and Fund group you are researching
2. You can export and analyze in excel or review on screen.

	Utilities GENERAL				
	FY24 Spending	FY25 Spending	FY26Bud	FY27Bud	FY27B VS FY25A
B013300000 - Trotter Institute	-	89	0	0	(89)
B009000000 - Nantucket Field Station	15,797	10,363	17,000	17,000	6,637
B003300000 - Facilities Admin	336,594	203,785	10,570,080	10,570,000	10,366,215
B003300006 - Facilities Utilities	8,883,637	10,818,616	-	-	(10,818,616)
Total	9,236,028	11,032,852	10,587,080	10,587,000	(445,852)

Workforce Details: **PAYROLL & ROSTER**

This is a detailed listing of individual positions and employees by home department, title, FTE, salary, and other HR/budget alignment data.

Upon opening this report:

1. Verify that all employees belong here – consider recent changes like transfers, repurposed positions etc.
2. Make sure vacant positions make sense, is there intent to hire.

Roster Report Home/Department: B019400 - Honors College - Dean's Office					
		Position FTE	Job Code or Title	UM Tenure Status	Total Compensation
Faculty B019400 - Honors College - Dean's Office					
Employee Name - Emplid	Associate Professor - 00028593	1.0	90028 - Associate Professor	Tenure	153,595
Total Faculty		1.0			153,595
Staff B019400 - Honors College - Dean's Office					
Employee Name - Emplid	ProgMgr & SciStuCareerMentSpec - 00030511	1.0	BCS029 - ProgMgr & SciStuCareerMentSpec	-	101,586
Employee Name - Emplid	Asst Dean for Budget & Admin - 00019338	1.0	BC5373 - Asst Dean for Budget & Admin	-	101,077
Employee Name - Emplid	Program & Advising Coordinator - 00015455	1.0	BC1596 - Program & Advising Coordinator	-	88,338
Employee Name - Emplid	Professor A & Interim Dean - 00009161	1.0	BC1719 - Dean, Honors College	Tenure	176,089
Vacant Employee	Dir of Curriculum & STEM Engmt - 00017788	1.0	BC6975 - Director	-	151,669
Vacant Employee	Outreach & Stu Success Coord - 00031010	1.0	BCC067 - Coordinator	-	30,115
Total Staff		6.0			648,874
Personnel Total					
		7.0			802,469

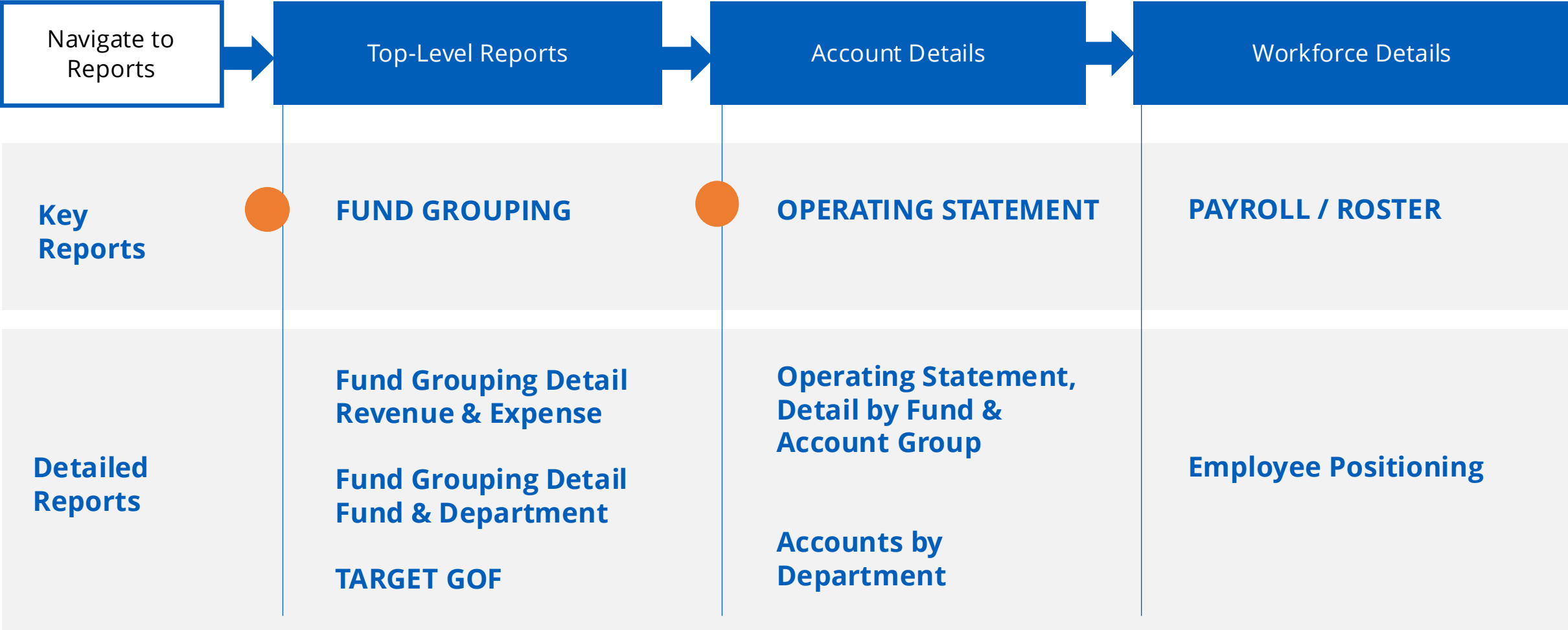
Workforce Details: Employee Positioning

This report provides full expense details that will support the budget on the payroll line

1. Employees expensed outside their home department are allocated to expense departments on this report.
2. The salaries shown here include the impact of payrate increases.
3. Fringe assumptions and Vacancy assumptions are applied.
4. The column “Payroll Net Vacancy” will tie to the budgeted payroll for all funds in your area.

Employee Position Budget Report												
Fund	Employee	Position	Union Code	Job Code or Title	FT / PT	Regular / Temp	Standard Hours	Grade	Step	Total Salary	Total Fringe	Total Compensation
11000 - State Maintenance	Employee name - ID	Associate Professor - 00028593	B40 - MSP/FSU Faculty & Librarian	90028 - Associate Professor	F	R	40	-	0	153,595	61,500	215,095
11000 - State Maintenance	Employee name - ID	ProgMgr & SciStuCareerMentSpec - 00030511	B42 - MTANEA Professional Staff	BCS029 - ProgMgr & SciStuCareerMentSpec	F	R	38	32	0	86,065	34,460	120,526
11000 - State Maintenance	Employee name - ID	Asst Dean for Budget & Admin - 00019338	B43 - Non-Unit Professional	BC5373 - Asst Dean for Budget & Admin	F	R	40	-	0	101,077	40,471	141,548
11000 - State Maintenance	Employee name - ID	Program & Advising Coordinator - 00015455	B42 - MTANEA Professional Staff	BC1596 - Program & Advising Coordinator	F	R	38	31	0	88,338	35,371	123,709
11000 - State Maintenance	Employee name - ID	Professor A & Interim Dean - 00009161	B43 - Non-Unit Professional	BC1719 - Dean, Honors College	F	R	40	5	0	176,089	70,506	246,595
11000 - State Maintenance	Employee name - ID	Dir of Curriculum & STEM Engmt - 00017788	No Union	BC8975 - Director	F	R	38	34	0	151,669	60,728	212,397
11000 - State Maintenance	Employee name - ID	Outreach & Stu Success Coord - 00031010	No Union	BCC067 - Coordinator	F	R	38	31	0	30,115	12,058	42,173
51029 - GOF - Payroll	Employee name - ID	Senior Lecturer III - 00004021	B40 - MSP/FSU Faculty & Librarian	90261 - Senior Lecturer III	F	R	40	1	0	25,127	10,061	35,188
51029 - GOF - Payroll	Employee name - ID	Senior Lecturer III - 00019158	B40 - MSP/FSU Faculty & Librarian	90261 - Senior Lecturer III	F	R	40	1	0	25,073	10,039	35,112
51029 - GOF - Payroll	Employee name - ID	Senior Lecturer III - 00023518	B40 - MSP/FSU Faculty & Librarian	90261 - Senior Lecturer III	F	R	40	1	0	27,978	11,203	39,181
										865,126	346,397	1,211,523

Key Reports to Review the Annual Budget



Support Resources



Support Resources



Resources

A recoding of this training will be available on the budget office website, along with a how-to guide.

[Budget Office Website](#)

[Training Presentation/ Job Aid](#)



Support

The Budget Office is here for you throughout the budget process

Support Contacts:

- OBFP@umb.edu
- Teresa.Chiba@umb.edu
- jenny.lui@umb.edu
- jeffrey.pen@umb.edu
- Samuel.Gargaro@umb.edu