



Questica Budget Planning Training Guide

Department: Campus Wide

Procedure Title: **Questica Budget Planning Training Guide**

Date: 2/23/2024

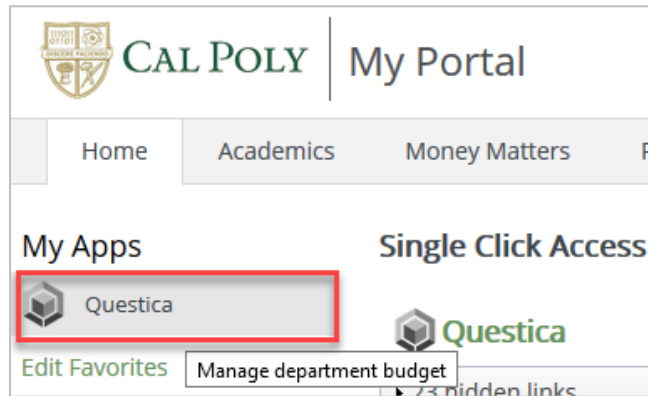
Summary: Cal Poly utilizes Questica as a budgeting tool and also uses some of its reporting abilities as supplemental tools. This guide shows users how to enter budgets into Questica for the upcoming fiscal year.

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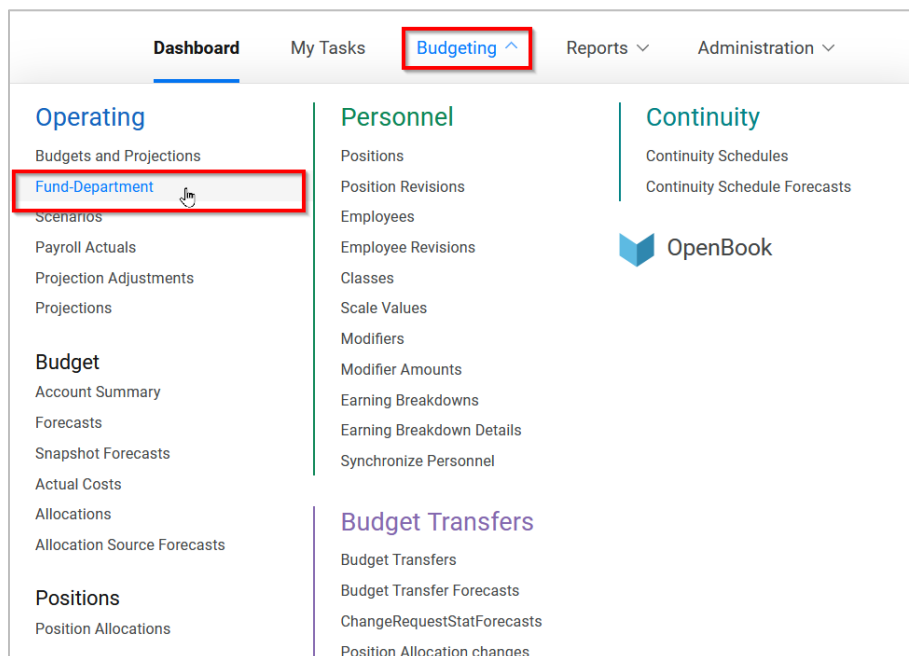
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Getting Started:

1. The Budget and Fiscal Planning Office will send each Division their budget allocation for planning (excluding any applicable roll forward). To access Questica, please check the Single Click Access Apps in the Cal Poly Portal or type the following into the address bar:
<https://calpoly.questica.com/mainDashboard.aspx>.



- a. A test environment is available in Questica for those who would like to practice with budget entries, scenarios, or other functions without altering the data in the production environment. The test environment is located here: <https://calpolytest.questica.com>. The test environment will be identifiable by the red themed backgrounds on the menus. The production environment will be identifiable by the green themed backgrounds on the menus.
2. Once Questica has launched, begin the budgeting process by clicking “Budgeting” and then “Fund-Department” from the Operating menu:



3. Select the upcoming fiscal year for budget planning (ex. 2024-2025) and enter any combination of the following, in any order: fund number, department number, or keyword. Select the Fund-Department combination to enter budget by right-clicking on that row and selecting “Open Fund-Department.” (Note: users may have multiple Fund-Department windows open at the same time.)

Fund-Department		2024-2025	SL001 budget	
<input type="checkbox"/>	Acct. Reference	Status	Fund	Department
<input type="checkbox"/>	SLCMP - SL001 - 105009	Active	SL001 - 948-485 CSU Operating Fund	105009 - CAED Budget Management
<input type="checkbox"/>	SLCMP - SL001 - 120501	Active	SL001 - 948-485 CSU Operating Fund	120501 - APP-Budget Management
<input type="checkbox"/>	SLCMP - SL001 - 125000	Active	SL001 - 948-485 CSU Operating Fund	125000 - Administration and Finance
<input checked="" type="checkbox"/>	SLCMP - SL001 - 125100	Active	SL001 - 948-485 CSU Operating Fund	125100 - AFD-Univ Budget & Fiscal Plan

4. Position allocations are loaded into Questica prior to the budget planning process by the Budget and Fiscal Planning Office. This creates the starting point for anticipated budgets. Once you are in your selected Fund Department, you can verify that all active, permanent positions planned for the coming fiscal year were loaded correctly. Click on “Positions” at the top of your Fund Department screen and select “Position Allocations.” New positions added after the initial position load may be added as a line item during the budget planning process. If any existing permanent FTE planned positions are missing, please let the Budget and Fiscal Planning Office know by sending an email with the missing position numbers to: positionbudget@calpoly.edu.

Position Allocations

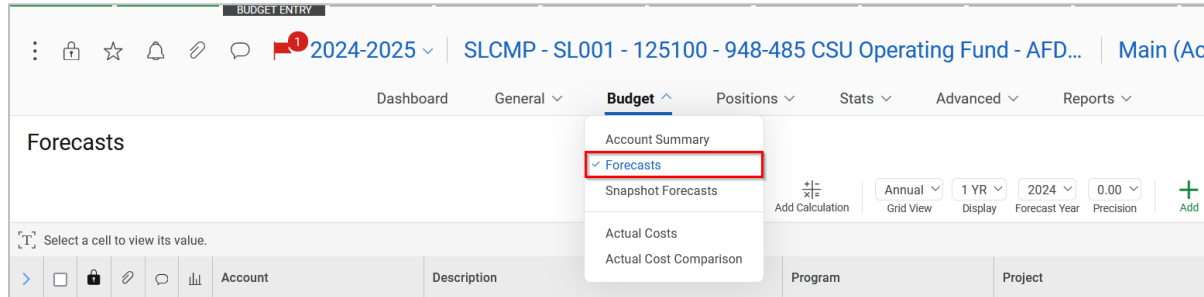
Basic

<input type="checkbox"/>	Position	Position Allocation Type	Allocation Percenta...
Allocation Mode: Basic			
<input type="checkbox"/>	Admin Analyst/Spclst 12...	Quantity	
<input type="checkbox"/>	Administrator I (0000365...	Quantity	
<input type="checkbox"/>	Administrator I (0000987...	Quantity	
<input type="checkbox"/>	Administrator II (0001157...	Quantity	
<input type="checkbox"/>	Administrator III (000016...	Quantity	

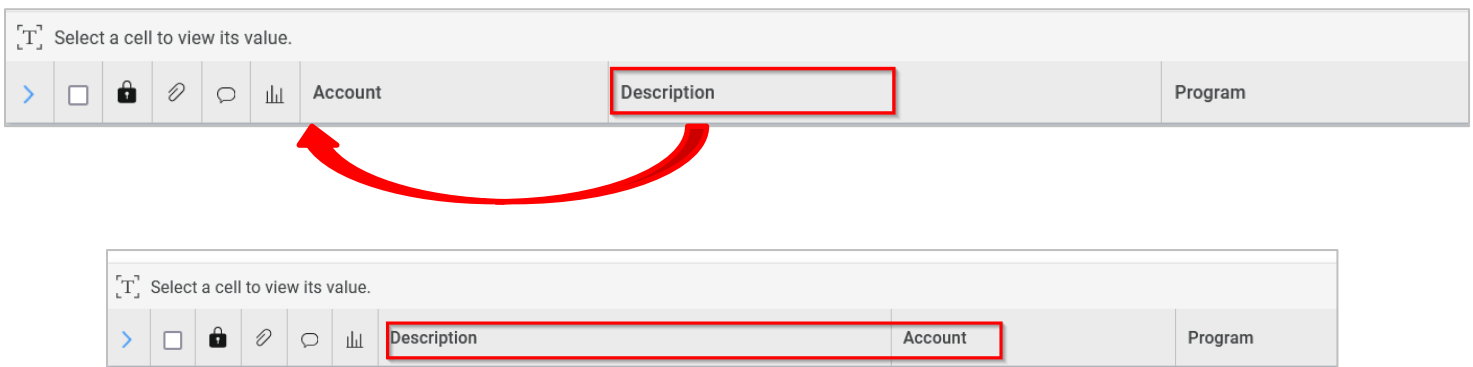
There are two methods to enter budget within each Fund-Department. Users may choose either option based on their view preferences. Once a budget line is entered and saved, users will be able to see the budget line in either method.


Enter Budget in Forecasts View:

1. The first method to enter budget, “Forecast”, is listed under Budget in your Fund Department’s drop-down menu:

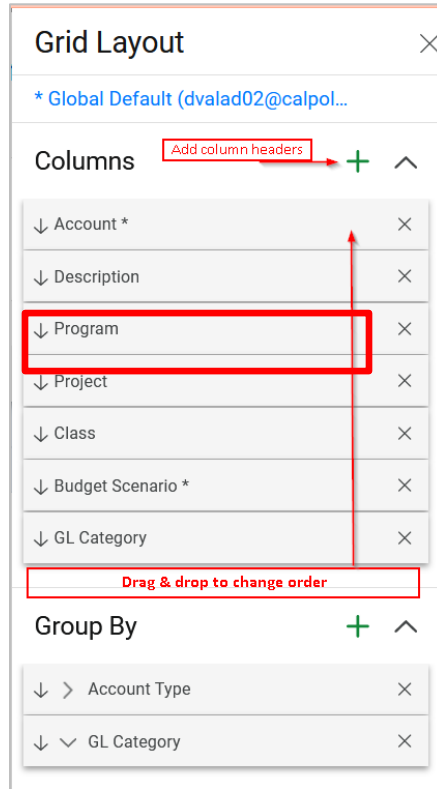


2. The headers and layouts for the screen are customizable by each user.
 - a. Please note: “Account” and “Budget Scenario” columns are required and “Description” column is suggested as it contains the description that will be loaded into PeopleSoft. The “Description” field truncates to 30 characters in Dashboards so if more than 30 characters are entered in Questica, only the first 30 characters will be visible in Dashboards.
 - b. There are two ways to customize the layout.
 - i. Option 1: headers may be moved around by left clicking on a column header and dragging/dropping. The example below shows the “Description” header dragged and dropped in front of the Account header:

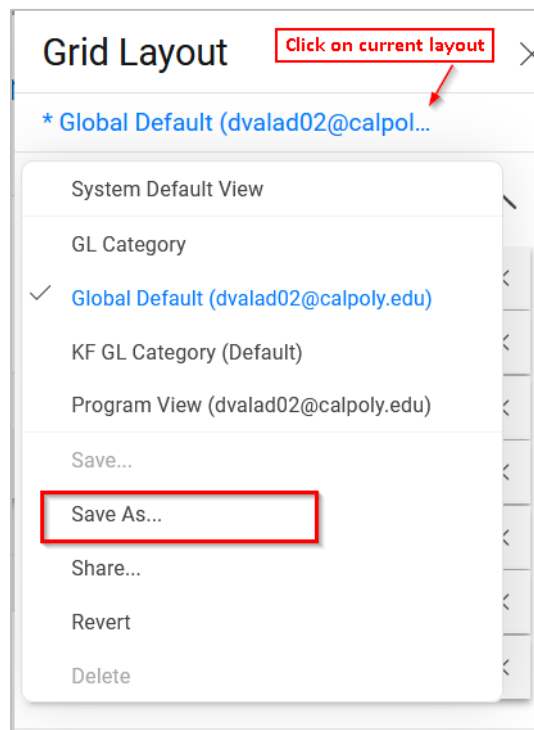


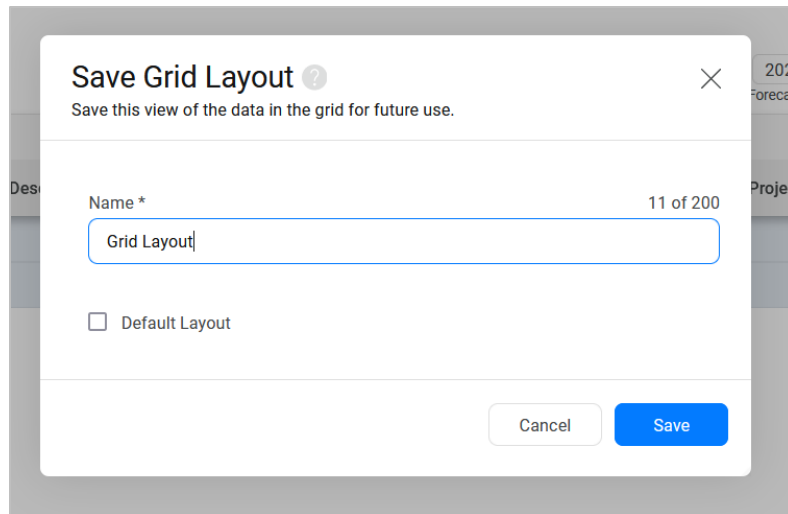
- c. Option 2: Click and select “Layout”  from the menu bar on the right side. Add column headers from the “Columns” selection box by clicking on the **green** plus sign. Change header order by dragging and dropping selections in the order in which you want them to appear. move them to the “Selected Columns” box using the arrow

between the boxes. You can also add “Group By” categories and sort using the same drag & drop method.

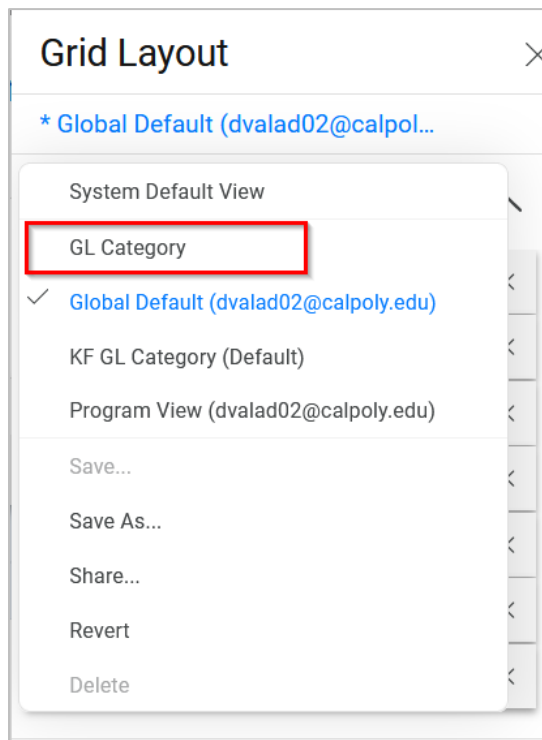


To save customized layouts, click on the current layout's **blue** hyperlink and select “Save As”. Name your layout and select as “Default Layout” if wanted. Click “Save”.





- d. To open saved layouts, click on current layout's **blue** hyperlink and choose the saved layout name to apply (i.e. GL Category):



3. To enter a budget line for a specific account, click the **green** plus sign on header toolbar.
 - a. A search field will display as the top line and users may enter a keyword, account number, or partial account number to look up accounts.

Forecasts

Click to add new budget line

Add Calculation
Annual Grid View
1 YR Display
2024 Forecast Year
0.00 Precision
+
Value Bar
Filter
Layout
Import
Export

[T]

Account	Description	Program	Project	Class	Budget

New line appears

[T] 660003 - Supplies and Services

Account	Description
660003 - Supplies and Services	
Account Type: Revenues	
GL Category: 5.10.01 - Base Fu	
GL Category: 5.10.02 - One Tim	
Account Type: Expenses	

supplies an|

660003 - Supplies and Services	Expenses
660769 - CPF-Banking Supplies	Expenses
660784 - CPF-Other Maintenance Supp...	Expenses
E24109 - Banking Supplies	Expenses
E24201 - Maintenance Supplies	Expenses
E24307 - Restaurant Supplies	Expenses

[T] 660003 - Supplies and Services

Account	Description
660003 - Supplies and Services	
Account Type: Revenues	
GL Category: 5.10.01 - Base Fu	
GL Category: 5.10.02 - One Tim	
Account Type: Expenses	

66000|

660001 - Postage and Freight	Expenses
660002 - Printing	Expenses
660003 - Supplies and Services	Expenses
660004 - Interfund Loan Interest E...	Expenses
660008 - Interest Charges-Other	Expenses
660009 - Professional Development	Expenses

- b. You can now enter your budget line item by:
 - i. Selecting the account
 - ii. Adding a line description in the “Description” column, if applicable
 - iii. Enter “Program”, “Project” or “Class” codes as appropriate
 - iv. Enter “INI” in the “Budget Scenario” column (INI is used for all initial budget entries)
 - v. Enter the budget amount for that line
 - vi. Tab to the next line

Notice that the number in the lower right corner of the screen is the total amount budgeted thus far. Also, note that both revenue and expense are input the same way. Positive numbers are increases in value and negative numbers are decreases in value regardless of account category.

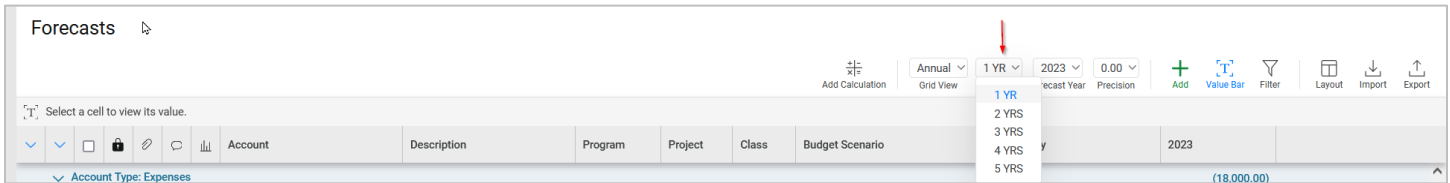
Account	Description	Program	Project	Class	Budget Scenario	GL Category	2024
660003 - Supplies and Servic...	Example: Paper				INI	5.01.00 - Higher Ed Fees	100.00

Account	Description	Program	Project	Class	Budget Scenario	GL Category	2024
GL Category: 6.04.05 - Supplies & Services							(100.00)
Account Type: Expenses							(100.00)
660003 - Supplies and Services	Example: Paper				INI	6.04.05 - Supplies & Services	100.00
1 record							(100.00)

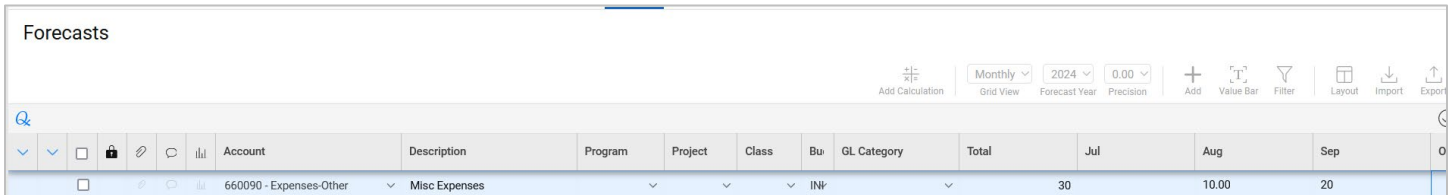
- c. Information in the budget lines containing black text may be modified until users “Promote” the budget (move the budget forward in the approval process). Lines in gray text are imported and users will not be able to makes changes to those lines. For example, expenses associated with active positions that were uploaded into Questica will show as gray lines and may not be modified by the user. Please contact the Budget & Fiscal Planning Office if modifications to gray test lines are necessary.

GL Category: 6.04.05 - Supplies & Services							
Account Type: Expenses							
<input type="checkbox"/>	<input type="checkbox"/>	660003 - Supplies and Services	General supplies & services			INI	6.04.05 - Supplies & Services
<input type="checkbox"/>	<input type="checkbox"/>	660700 - Dues/Fees/Membershi...	Ahead Membership			INI	6.04.05 - Supplies & Services
<input type="checkbox"/>	<input type="checkbox"/>	660736 - Hosting (003)	Staff Quarterly Lunch			INI	6.04.05 - Supplies & Services

4. Users may choose to display budgets in varying views (annual, quarterly, monthly; viewing up to five years for multi-year planning). To change the view, click on “Annual” for a Trimester/Quarterly/Monthly view and on “Display” for multi-year.



- a. When entering the budget in annual view, the system automatically divides the allocation by 12 and distributes it monthly behind the scenes. Then if you switch to monthly, you will see 1/12 in each month. At that time, you can update/change amounts in specific months and it will automatically update the total for the year.



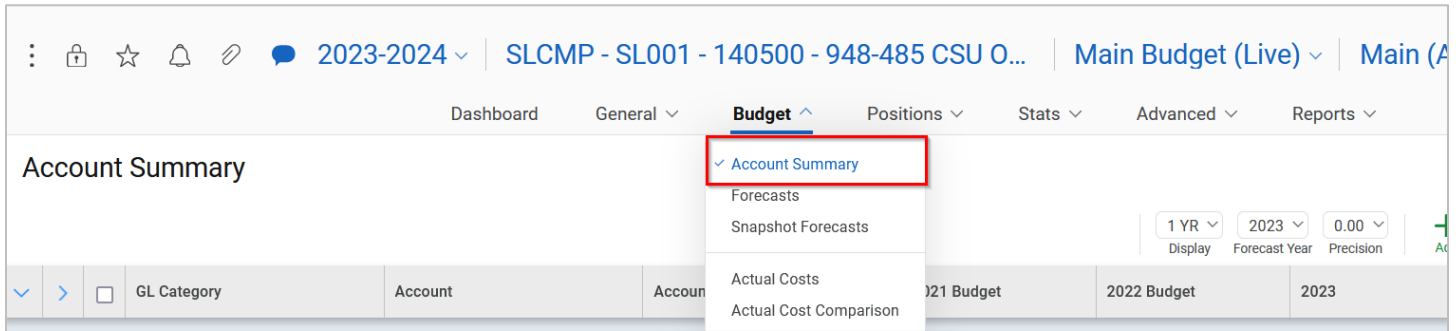
5. Each budget line contains three icons at the beginning of the row that look like a paperclip, a dialogue box, and a bar graph:



- a. The paperclip icon allows the attachment of supporting documents to the budget line by attaching a file. Examples include contracts, conference itineraries, travel reservations, etc.
- b. The dialogue box icon allows for the input of notes/comments specific to that budget line.
- c. The bar graph icon applies a distribution methodology.

Enter Budget in Account Summary View:

1. The second method to enter budget in Questica is under “Account Summary”, listed under “Budget” in the top dropdown menu.



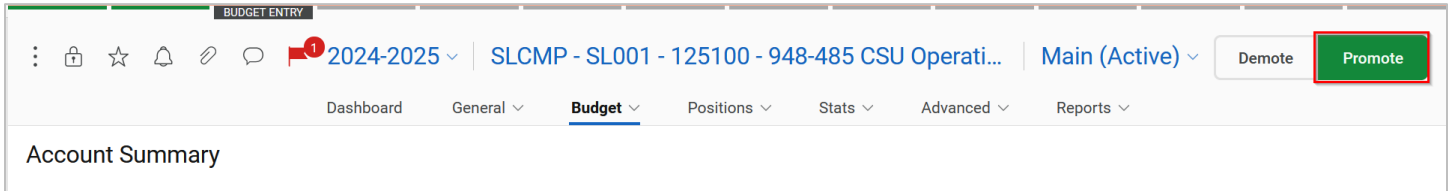
2. The “Annual Summary” allows users to view actuals and/or budgets from previous years to help plan the new fiscal year budget. To enter a budget line for a specific account, click on the **green** plus sign in the toolbar.
 - a. A new line will display. Enter a keyword, account number, or partial account number:

>	GL Category	Account	Account Type
>		606001 - Travel-In State	
>	GL Category: 5.10.01 - Base Funding Alloc	travel	
>	GL Category: 5.10.02 - One Time Funding Alloc	606001 - Travel-In State	Expenses
>	GL Category: 5.70.00 - Transfers In	606002 - Travel-Out of State	Expenses
>	GL Category: 5.80.00 - Miscellaneous revenues	606820 - Student Travel-InState(001)	Expenses
		606821 - Student Travel-Out State(0...	Expenses

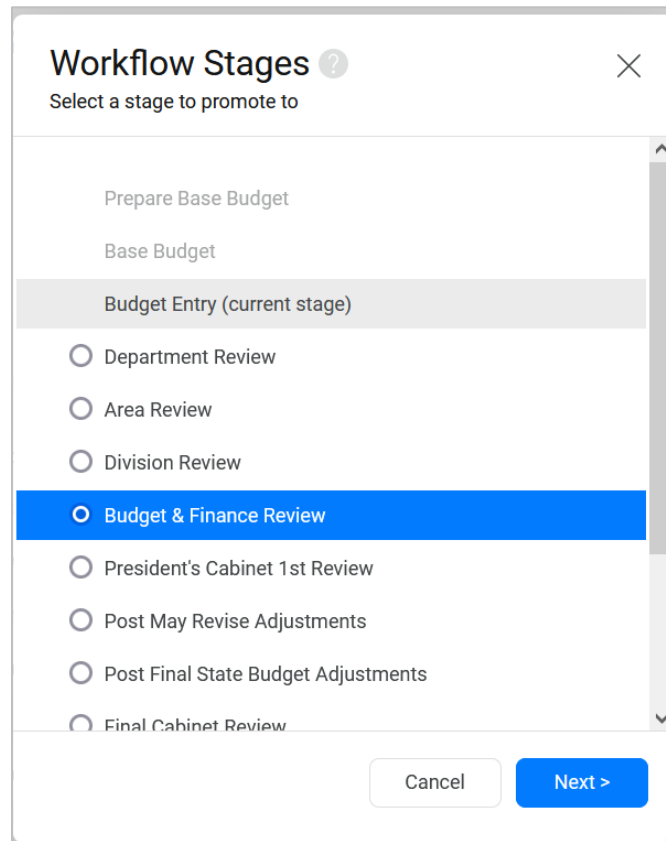
- b. You can now enter your budget line item by:
 - i. Adding a line description in the “Description” column
 - ii. Enter “Program”, “Project” or “Class” codes as appropriate
 - iii. Enter “INI” in the “Budget Scenario” column (INI is used for the initial budget entries)
 - iv. Enter the budget amount for that line
 - v. Tab to the next line

3. In “Annual Summary”, users are not able to display budgets in other views besides annual (monthly, quarterly, multi-year planning views are not available).
4. Promote the budget: once all budget lines have been entered and all adjustments have been made, the completed budget plan will need to be “Promoted” in order to move it forward in the approval process. To “Promote” your departments budget:

a. At the top right of your fund department’s page, click on the green **Promote** button.



b. Select the next stage in the workflow process and click Next >



Questica Tips, Reminders, and Additional Tools

1. Dashboards and Questica are both refreshed nightly from the same data source.
2. Fund-Department details may be added by clicking on “Fund-Department” under “General”, within the “Fund-Department” menu:

The screenshot shows the Questica interface for editing a Fund-Department. The breadcrumb trail is: 2024-2025 > SLCMP - SL001 - 125001 - 948-485 CSU Operating Fund - AFD Reserves > Main (Active). The main navigation bar includes Dashboard, General (selected), Budget, Positions, Stats, Advanced, and Reports. The 'Fund-Department Info' section is active, and a dropdown menu is open under the 'General' tab, listing: Fund-Department (selected), Payroll Actuals, Projection Adjustments, Security, History, and Scenario. The form fields are: Name * (948-485 CSU Operating Fund -), Description (This is the AFD reserves budget...), Comments (General comments here...), Acct. Reference (SLCMP - SL001 - 125001), Status * (Active), Fund * (SL001 - 948-485 CSU Operating Fund), and Department * (125001 - AFD Reserves). The 'Fund Manager' and 'Department Manager' fields are also visible, with 'David Valadez' listed as the Department Manager.

- a. Description: informative section for users to add information like the focus or strategic plans of each Fund-Department.
- b. Comments: anything users wish to add.
- c. Fund Manager: If the Fund is a UCP (University Campus Programs) Fund, please validate the Fund Director name in this field. If the name is not listed, please contact the Budget and Finance Office.
- d. Department Manager: If the department has a single manager, please validate the name in this field. If the name is not listed, please contact the Budget and Finance Office.

3. Scenarios is a tool that makes a copy of the entered (“Main”) budget in order for users to budget plan based on plausible scenarios that may occur, or “what if” planning. For example, a Fund-Department may want to see what a 5% reduction to certain expenses looks like. From your Fund Department page, click on “Main (Active)” in the top menu bar. Then select “Create” from the dropdown menu. on “Scenarios” to create a name for the scenario to plan. Proceed to make and save changes reflecting the current scenario.

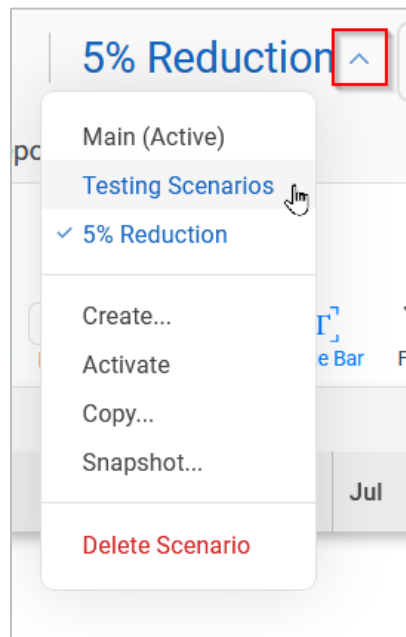
The screenshot shows the top navigation bar of a budget system. The breadcrumb trail is: Dashboard > General > Budget > Positions > Stats > Advanced > Reports. The current page is titled "2024-2025 | SLCMP - SL001 - 125100 - 948-485 CSU Operating Fund - AFD...". A dropdown menu is open for "Main (Active)", showing options: Main (Active), Testing Scenarios, Create... (highlighted with a red box), Activate, Copy..., Snapshot..., and Delete Scenario. Below the menu, there are controls for "Add Calculation", "Monthly", "2024", "Grid View", and "Forecast Year". A table header is visible with columns: Account, Description, Program, Project, Class, Bu, GL Category, and Jul.

The "New Scenario" dialog box is displayed. It contains the following fields and options:

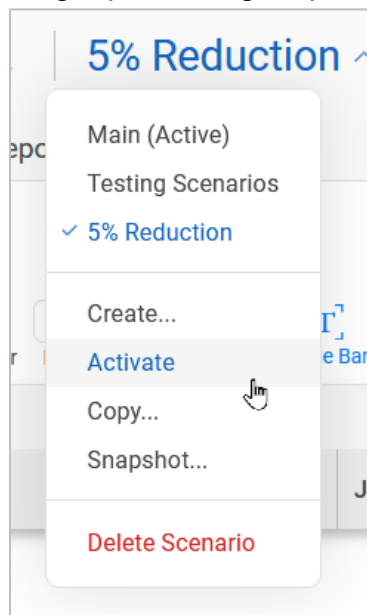
- Title: New Scenario ?
- Subtitle: Creates a new Scenario and adds it to the Fund-Department.
- Field: Name * (containing "5% Reduction")
- Field: Active
- Buttons: Cancel, OK

The screenshot shows the top navigation bar after the scenario has been created. The breadcrumb trail is: Dashboard > General > Budget > Positions > Stats > Advanced > Reports. The current page is titled "2024-2025 | SLCMP - SL001 - 125100 - 948-485 CSU Operating Fund - AFD-Uni...". The dropdown menu now shows "5% Reduction" selected. The "Budget" menu item is highlighted in the navigation bar.

- a. Users may switch between different scenarios they've created by clicking on the carrot by the current Scenario in the top menu bar and then selecting from the dropdown menu.



- b. To select a certain scenario to Promote as the final budget, select "Activate" in the dropdown menu. That will make the current scenario the Active scenario. If users want to Promote the Main budget scenario, make sure **(Active)** is noted next to your chosen scenario. Please note, only one budget scenario may be active at a time and the active budget scenario will be the budget plan that gets promoted.



- The history of a budget line provides breadcrumbs of changes and is accessible as long as the budget line is not deleted. To view the history of changes to a line, right click on the line and select "History" from the dropdown menu:

Contextual Log Viewer ✕
View the log history for the selected Forecast

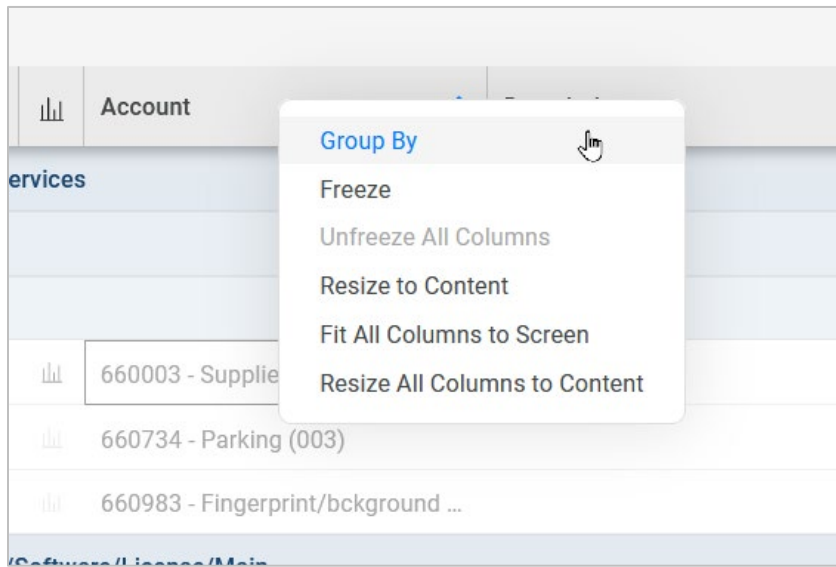
Logs	Details Log # 9261241						
<p>KF Kristin Fields (kfield02@calpoly.edu) December 19, 2023 at 1:54:54 PM Updated Forecast "948-485 CSU Operating Fund ... > 660001 (BY:2023): Example: Postage ..."</p> <p>KF Kristin Fields (kfield02@calpoly.edu) December 19, 2023 at 1:54:44 PM Updated Forecast "948-485 CSU Operating Fund ... > 660001 (BY:2023): Example: Postage"</p> <p>KF Kristin Fields (kfield02@calpoly.edu) December 19, 2023 at 1:54:03 PM Added Forecast "948-485 CSU Operating Fund ... > 660001 (BY:2023): Example: Postage"</p>	<ul style="list-style-type: none"> ✓ Updated Fund-Department "SLCMP - SL001 - 125100 - 948-485 CSU Operating Fund - AFD-Univ Budget & Fiscal Plan" ✓ Updated Scenario "948-485 CSU Operating Fund - AFD-Univ Budget & Fiscal Plan:Main" ✓ Updated Forecast "948-485 CSU Operating Fund ... > 660001 (BY:2023): Example: Postage" <ul style="list-style-type: none"> ✓ Updated Forecast Detail "Year 1 (2023)" <ul style="list-style-type: none"> Updated Forecast Cell "July" Updated Forecast Cell "August" Updated Forecast Cell "September" Updated Forecast Cell "October" Updated Forecast Cell "November" Updated Forecast Cell "December" 						
<p>Changed Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Field Name</th> <th>Previous Value</th> <th>New Value</th> </tr> </thead> <tbody> <tr> <td>Value</td> <td>8.33</td> <td>10.41</td> </tr> </tbody> </table>		Field Name	Previous Value	New Value	Value	8.33	10.41
Field Name	Previous Value	New Value					
Value	8.33	10.41					

- To delete a line, right click on the line and select "Delete" from the dropdown menu. Remember, deleting a line also deletes the user's access to the history of that line. If a budget line is deleted in error, please contact the Budget and Finance Office to see if they are able to retrieve the information. Also note that only unlocked (black type, not gray) lines can be deleted.

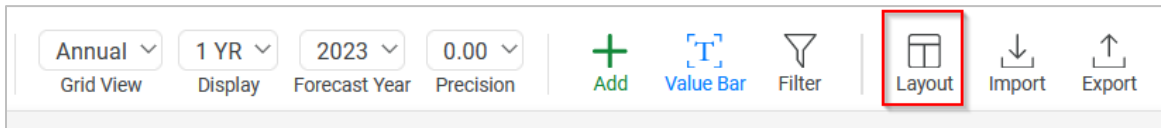
Account	Description
ng Expense	
604800 - Tel-Lines & Features (0...	
604802 - Tel-Usage (001)	\$25
604803 - Tel-Cellular (090)	\$50
660002 - Printing	
660009 - Professional Developm...	
660090 - Expenses-Other	Una
660001 - Postage and Freight	Exa

- Edit
- Lock
- Adjust...
- Clear...
- Distribute...
- Regular Increase...
- Shift...
- Details...
- Copy Row to Clipboard
- History...
- Clear Notes
- Delete

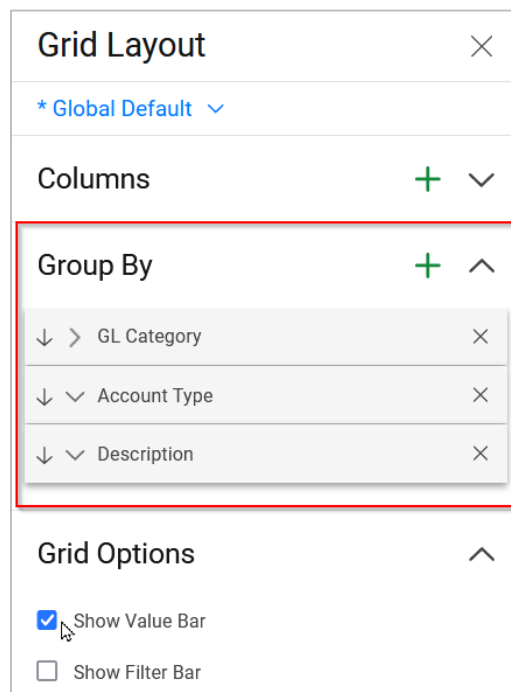
6. "Group By" is a way of sorting, filtering, and subtotaling at the same time. Right click on the column header you want to sort by and click "Group By".



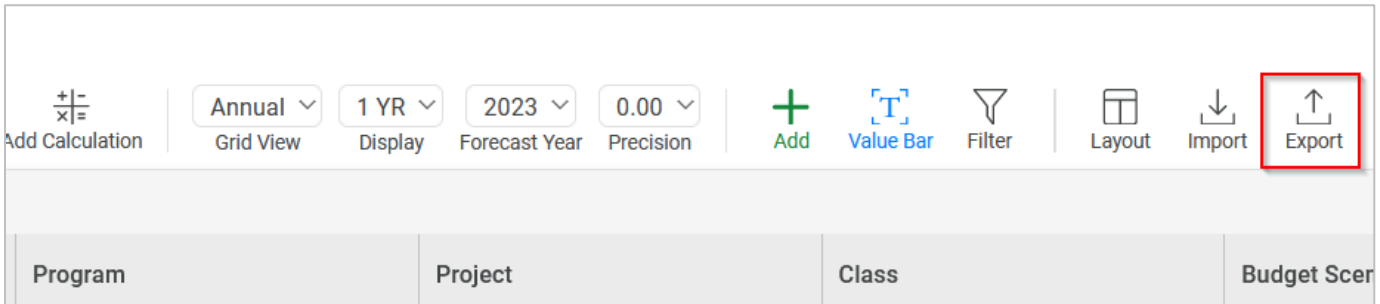
- a. Users may also choose the "Group By" option by selecting Layout.



- b. This option allows you to add, remove, drag & drop your Group By selections.



7. Exporting data from Questica can be helpful in analyzing the status of budgets. To export data from the Fund-Department input screen, select “Export” in the upper right-hand corner of the screen. The system will export that data to an Excel file for further analysis and use.



The screenshot displays the top navigation bar of the Questica system. On the left, there is an 'Add Calculation' icon. To its right are four dropdown menus: 'Annual', '1 YR', '2023', and '0.00'. Further right are icons for 'Add' (a green plus sign), 'Value Bar' (a blue 'T' in a box), 'Filter' (a funnel), 'Layout' (a grid icon), 'Import' (a downward arrow), and 'Export' (an upward arrow). The 'Export' button is highlighted with a red rectangular border. Below the navigation bar is a table header with four columns: 'Program', 'Project', 'Class', and 'Budget Scer'.

Program	Project	Class	Budget Scer
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Revision History

Date	By	Action	Pages
12/19/2023	KF	General updates/screenshot replacements for Q2s	all
02/23/2024	KF/EW	Updates	all