Overview:

The following training guide covers the basics of utilizing Questica's global budget scenario functionality, including navigating between scenarios to create budget plans and comparing data between scenarios.

Global budget scenarios function similarly to the operation of budget years in Questica: they are discrete, global planning environments with accessibility to the planning features typically used including Forecasts, Positions, and Position Allocations. Due to their global application and processing time, scenario creation is limited to system administrators.

Questica provides a "Comparisons" tool allowing the user to compare data between two scenarios at various "tree" levels customizable by the user, along with two standard report options in the Report Center.

Planning In Different Scenarios:

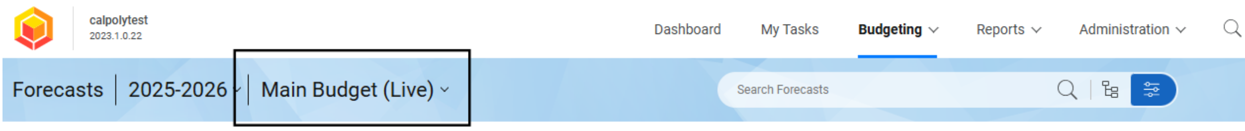
The mechanics of preparing budgets in multiple scenarios is virtually identical to planning in one scenario. For this reason, please refer to the separate user guides for budget entry and position planning for information specific to those topics. This section will focus on how to navigate between different scenarios within the different modules.

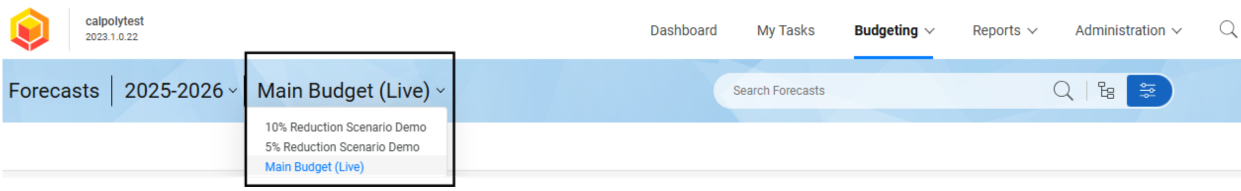
Just like with budget years, Questica utilizes a dropdown menu within each module to toggle between budget scenarios. The scenario with (Live) at the end of the scenario name signifies the main scenario linked to Questica reports and the integration we use to load budgets to PeopleSoft when final.

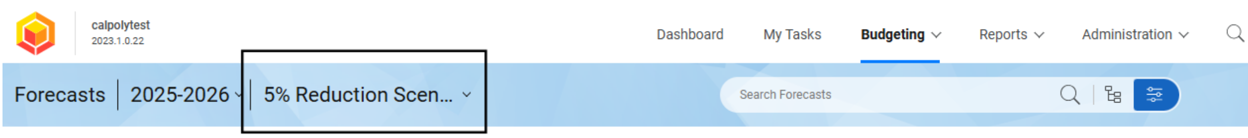
OE and Revenue Planning:

Operating Expense and Revenue planning is conducted within the forecasts grid, either broadly within Forecasts or individually within a Fund – Department.

When planning broadly within Forecasts (Budgeting > Budget > Forecasts) a dropdown menu will be available when multiple scenarios exist immediately to the right of the budget year dropdown. The text visible next to the budget year is the scenario the user is currently in. To change scenarios: left click on the scenario name to open the menu > left click on the desired scenario:

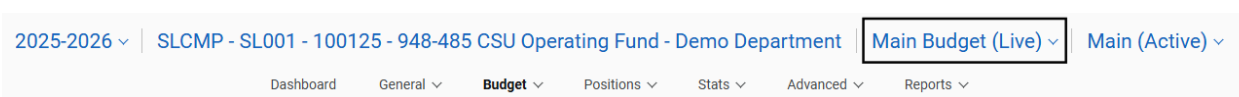


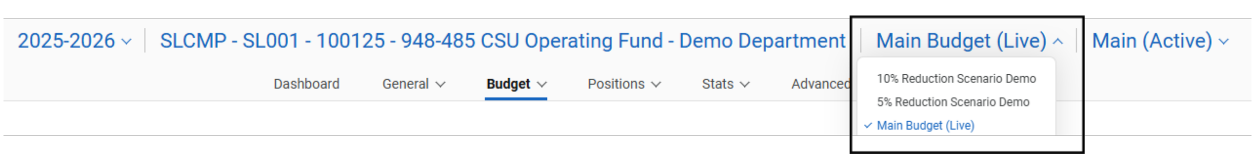


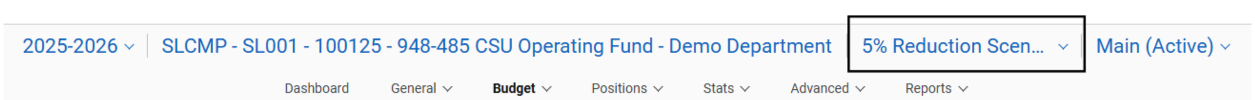


In the example above the user was in the Main Budget scenario and toggled to the 5% Budget Reduction scenario. Any changes made now within the forecast grid will only be applicable to the 5% Reduction scenario.

When planning within Fund – Department (Budgeting > Operating > Fund – Department) the functionality will be the same but the menu to select the scenario is in a different location. You first need to enter (select) a Fund – Department before you can move between scenarios. i.e. There is not an option to select the scenario within the Fund – Department selection menu. When in a Fund – Department the scenario information and dropdown menu is located immediately to the right of the Fund – Department name. Identifying what scenario, you are in and changing between scenarios remains the same as described above.





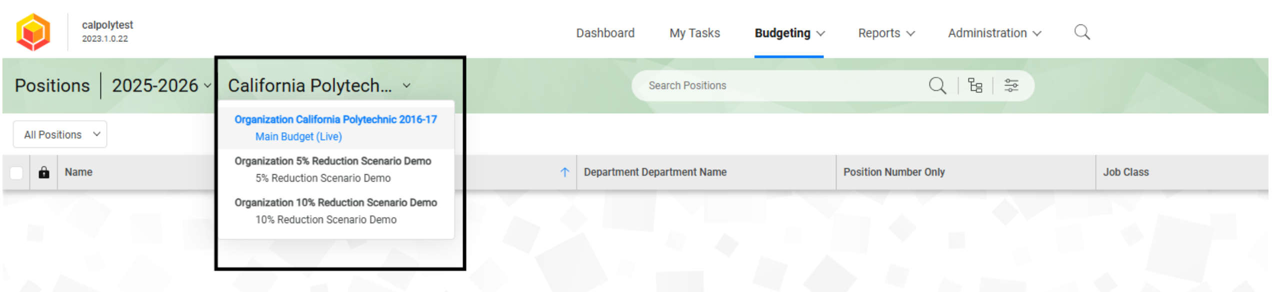


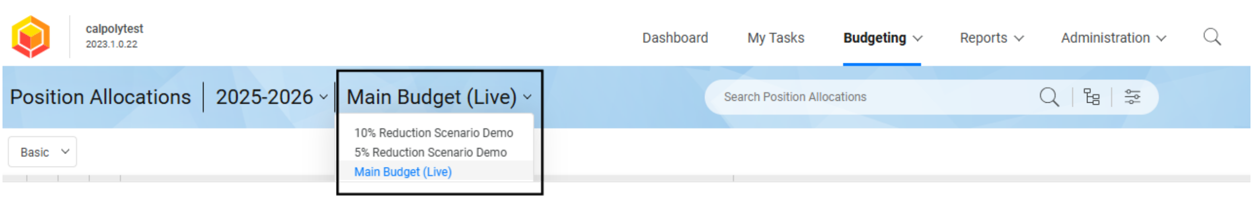
Note there is an additional dropdown menu to the right of the global budget scenarios. This is for user defined scenarios specific to individual Fund – Departments that have less functionality and are thus rarely used.

Personnel Planning:

Each budget scenario has its own Personnel organization with separate Position, Position Allocation, and Employee tables. The user can thus have different detailed personnel plans from scenario to scenario such as budgeting for a position in one scenario and not another or having a position's budgeted costs allocated to different ChartField string(s) between scenarios.

The functionality to maneuver between scenarios for planning is the same as described in the previous section. Just like in the Forecasts grid, the scenario identifier and menu are located immediately to the right of the budget year when in the Positions and Position Allocations grids:

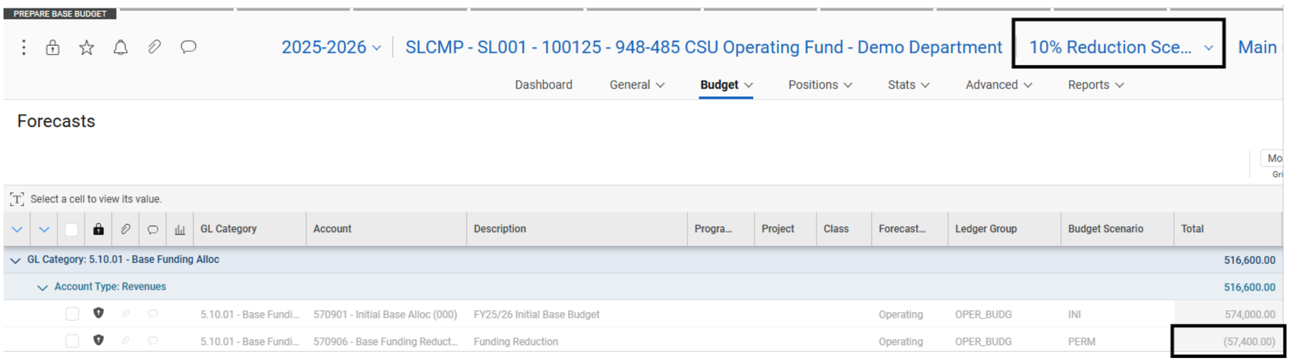




Example

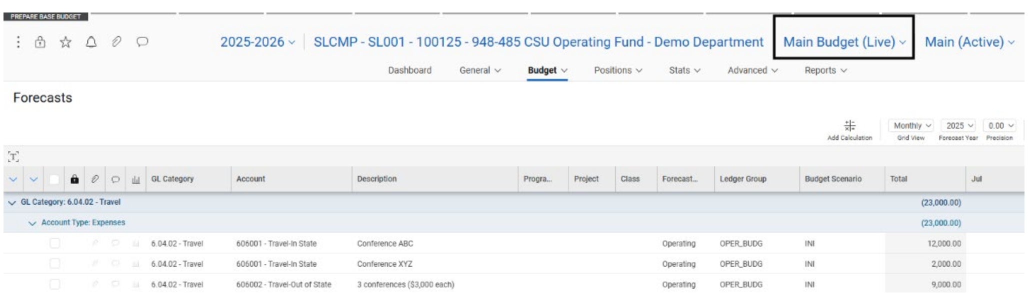
In the following example, the user initially planned a baseline budget scenario. A global budget scenario was then created as a copy from the baseline scenario for the organization to plan an alternate scenario in the event of a 10% funding reduction. The user planned both personnel and operating cost reductions to achieve potential budget reductions. The global budget will be stored and can be made “Live” should the organization move forward with the reduction scenario instead of the baseline scenario.

In the 10% funding reduction scenario, funding was cut by $57,400 as seen with the negative revenue entry below.

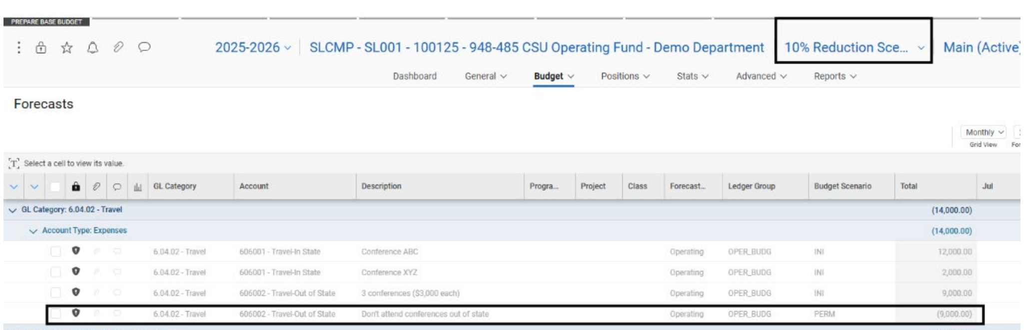


Since the budget now has a deficit of $57,400, the user has reduced several operating costs to once again maintain a balanced budget. Out of State Travel was one of these reductions and although the user could have zeroed out the $9,000 in the 10% Reduction Scenario, they chose to add a negative entry to offset the Out of State Travel cost and leave themselves an audit trial.

Main Budget (Live):

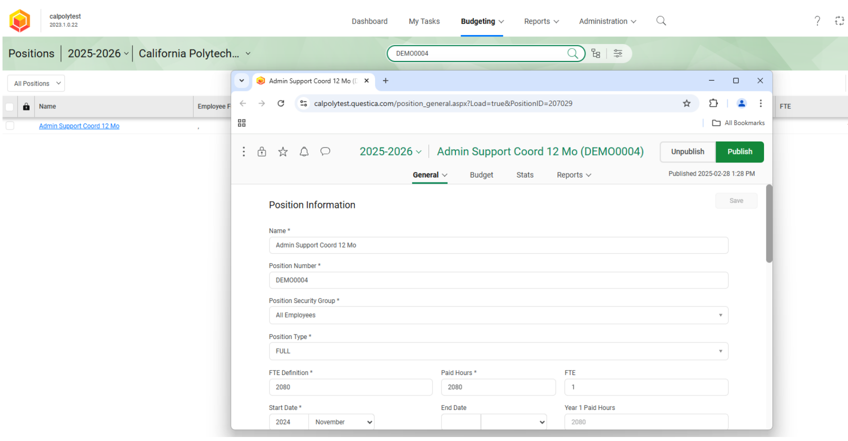


10% Reduction Scenario:

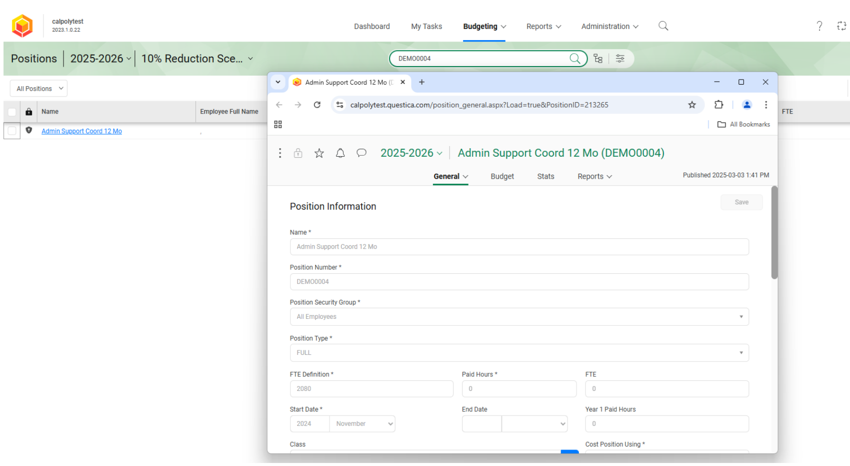


The department also identified personnel costs that could be reduced in the event of a 10% funding reduction, by removing vacant position DEMO0004. To budget for this is in Questica, the user changed the position's FTE value to 0 in the 10% Reduction Scenario, which removed all costs from the position in that scenario.

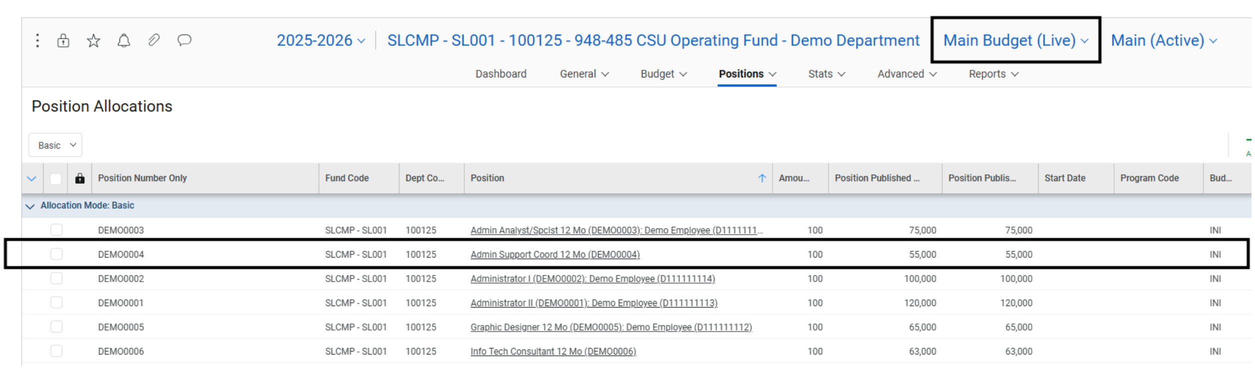
Main Budget (Live):



10% Reduction Scenario:

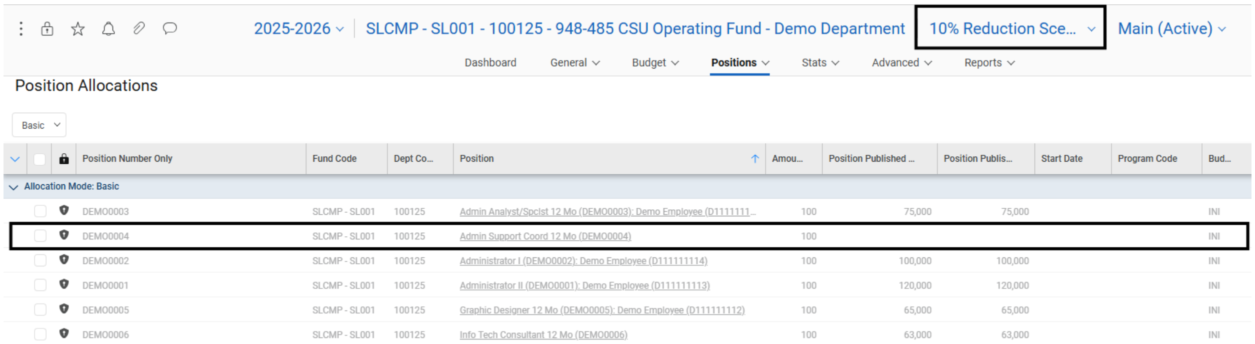


Main Budget (Live):



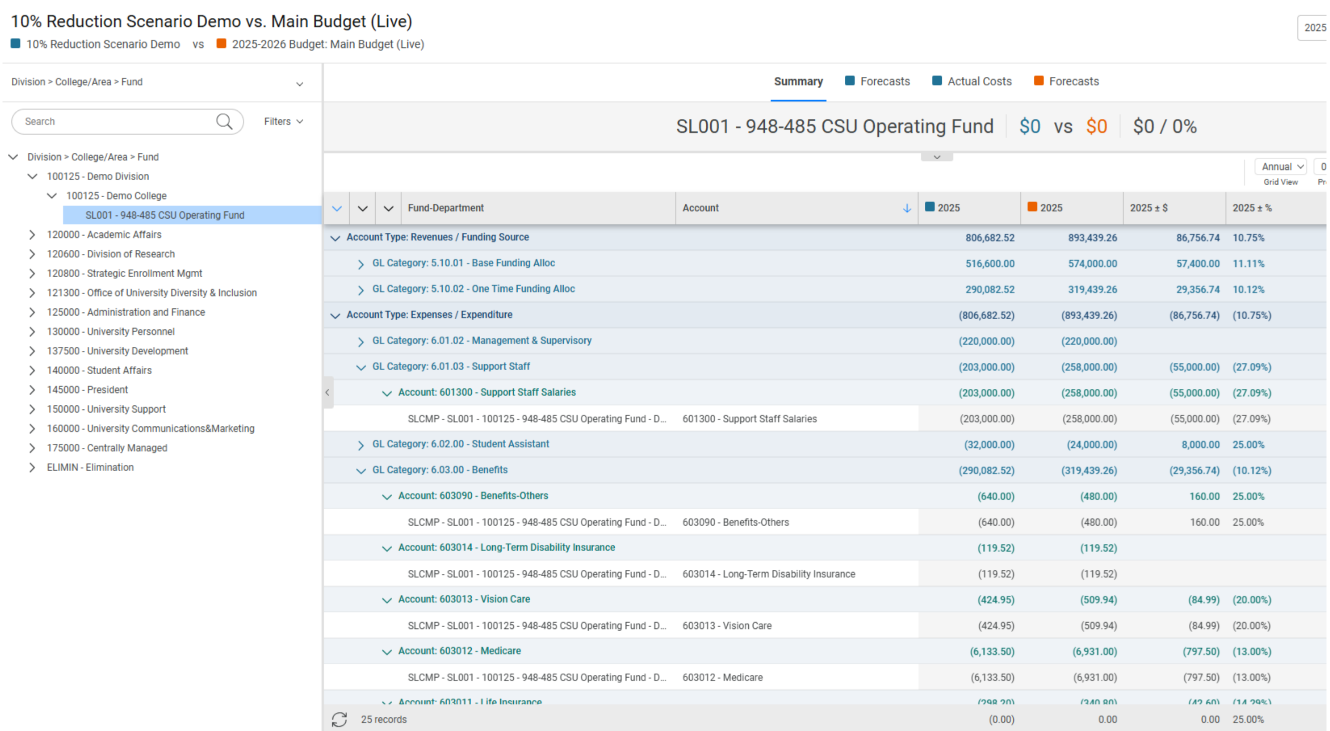
Position Number Only	Fund Code	Dept Co...	Position	Amou...	Position Published ...	Position Publis...	Start Date	Program Code	Bud...
DEMO0003	SLCMP - SL001	100125	Admin Analyst/Spclst 12 Mo (DEMO0003): Demo Employee (D1111111...	100	75,000	75,000			INI
DEMO0004	SLCMP - SL001	100125	Admin Support Coord 12 Mo (DEMO0004)	100	55,000	55,000			INI
DEMO0002	SLCMP - SL001	100125	Administrator I (DEMO0002): Demo Employee (D111111114)	100	100,000	100,000			INI
DEMO0001	SLCMP - SL001	100125	Administrator II (DEMO0001): Demo Employee (D111111113)	100	120,000	120,000			INI
DEMO0005	SLCMP - SL001	100125	Graphic Designer 12 Mo (DEMO0005): Demo Employee (D111111112)	100	65,000	65,000			INI
DEMO0006	SLCMP - SL001	100125	Info Tech Consultant 12 Mo (DEMO0006)	100	63,000	63,000			INI

10% Reduction Scenario:



Position Number Only	Fund Code	Dept Co...	Position	Amou...	Position Published ...	Position Publis...	Start Date	Program Code	Bud...
DEMO0003	SLCMP - SL001	100125	Admin Analyst/Spclst 12 Mo (DEMO0003): Demo Employee (D1111111...	100	75,000	75,000			INI
DEMO0004	SLCMP - SL001	100125	Admin Support Coord 12 Mo (DEMO0004)	100					INI
DEMO0002	SLCMP - SL001	100125	Administrator I (DEMO0002): Demo Employee (D111111114)	100	100,000	100,000			INI
DEMO0001	SLCMP - SL001	100125	Administrator II (DEMO0001): Demo Employee (D111111113)	100	120,000	120,000			INI
DEMO0005	SLCMP - SL001	100125	Graphic Designer 12 Mo (DEMO0005): Demo Employee (D111111112)	100	65,000	65,000			INI
DEMO0006	SLCMP - SL001	100125	Info Tech Consultant 12 Mo (DEMO0006)	100	63,000	63,000			INI

All changes culminated in a balanced budget in each scenario:



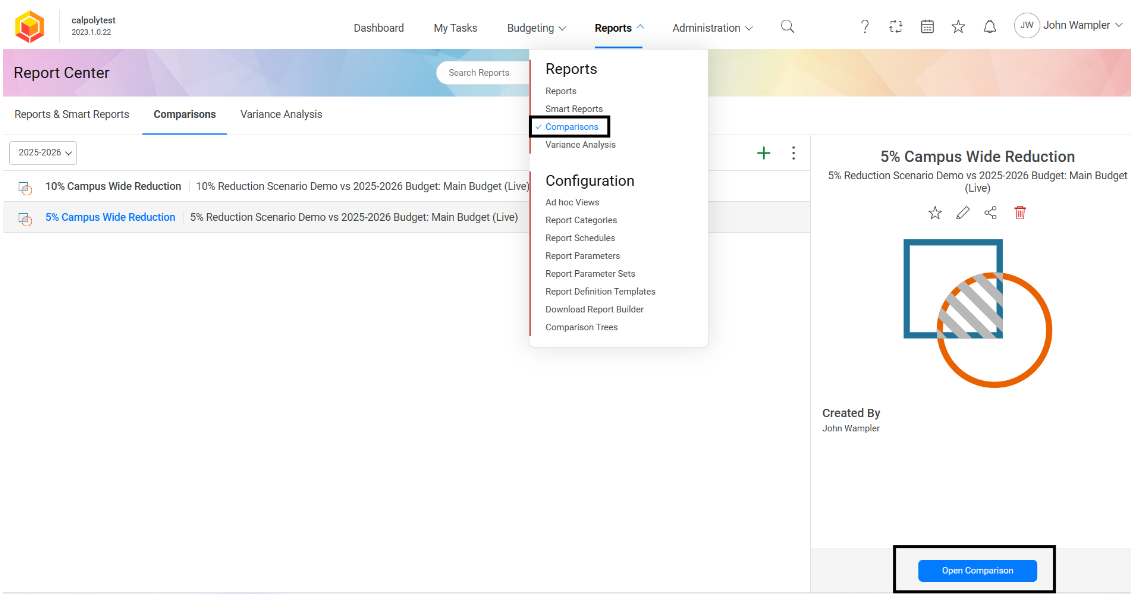
Fund-Department	Account	2025	2025	2025 ± $	2025 ± %
Account Type: Revenues / Funding Source		806,682.52	893,439.26	86,756.74	10.75%
GL Category: 5.10.01 - Base Funding Alloc		516,600.00	574,000.00	57,400.00	11.11%
GL Category: 5.10.02 - One Time Funding Alloc		290,082.52	319,439.26	29,356.74	10.12%
Account Type: Expenses / Expenditure		(806,682.52)	(893,439.26)	(86,756.74)	(10.75%)
GL Category: 6.01.02 - Management & Supervisory		(220,000.00)	(220,000.00)		
GL Category: 6.01.03 - Support Staff		(203,000.00)	(258,000.00)	(55,000.00)	(27.09%)
Account: 601300 - Support Staff Salaries		(203,000.00)	(258,000.00)	(55,000.00)	(27.09%)
SLCMP - SL001 - 100125 - 948-485 CSU Operating Fund - D...	601300 - Support Staff Salaries	(203,000.00)	(258,000.00)	(55,000.00)	(27.09%)
GL Category: 6.02.00 - Student Assistant		(32,000.00)	(24,000.00)	8,000.00	25.00%
GL Category: 6.03.00 - Benefits		(290,082.52)	(319,439.26)	(29,356.74)	(10.12%)
Account: 603090 - Benefits-Others		(640.00)	(480.00)	160.00	25.00%
SLCMP - SL001 - 100125 - 948-485 CSU Operating Fund - D...	603090 - Benefits-Others	(640.00)	(480.00)	160.00	25.00%
Account: 603014 - Long-Term Disability Insurance		(119.52)	(119.52)		
SLCMP - SL001 - 100125 - 948-485 CSU Operating Fund - D...	603014 - Long-Term Disability Insurance	(119.52)	(119.52)		
Account: 603013 - Vision Care		(424.95)	(509.94)	(84.99)	(20.00%)
SLCMP - SL001 - 100125 - 948-485 CSU Operating Fund - D...	603013 - Vision Care	(424.95)	(509.94)	(84.99)	(20.00%)
Account: 603012 - Medicare		(6,133.50)	(6,931.00)	(797.50)	(13.00%)
SLCMP - SL001 - 100125 - 948-485 CSU Operating Fund - D...	603012 - Medicare	(6,133.50)	(6,931.00)	(797.50)	(13.00%)
Account: 603011 - Life Insurance		(298.20)	(340.80)	(42.60)	(14.29%)
25 records		(0.00)	0.00	0.00	25.00%

Comparing Scenarios:

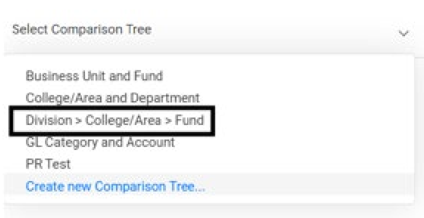
Questica offers a couple vehicles to compare data across two budget scenarios. The Comparisons tool is dynamic, allowing for different views customizable by the user and drill down capabilities. There are also two standard report options in the Report Center: “Comparison Report” and “Baseline Comparison with Multiple Grouping”.

Comparison Tool

To access the Comparison Tool, click “Reports” and then “Comparisons” from the Operating menu. Next, select the Comparison you would like to view and select “Open Comparison”

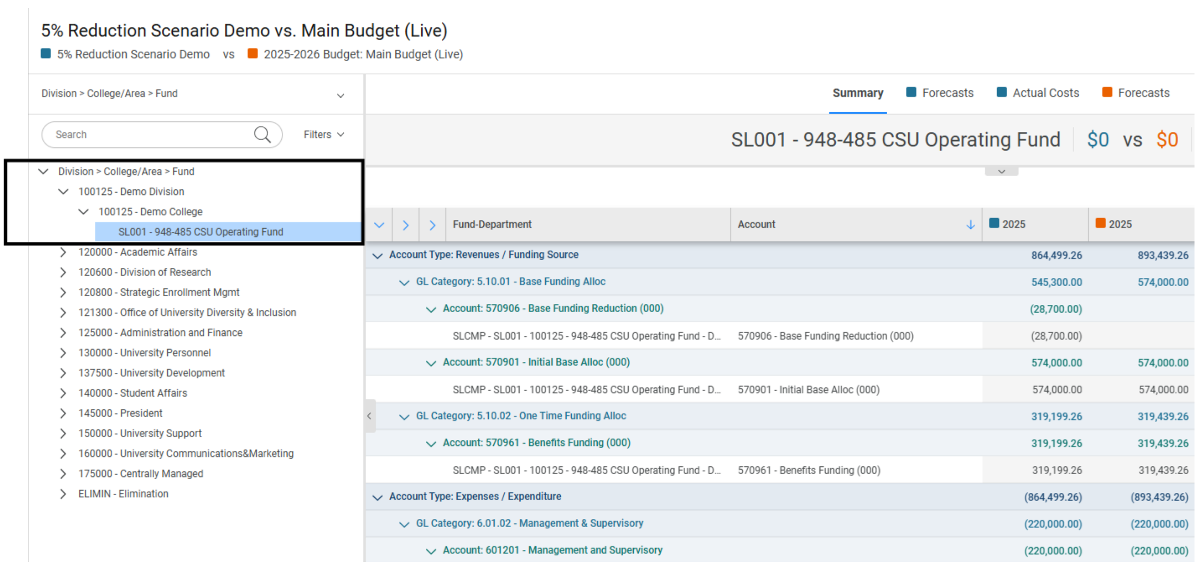


Once the comparison is open, a comparison tree will need to be selected to begin the comparison. Click the drop down next to the “Select Comparison Tree” text to choose a tree.   Comparison trees determine the order in which data is sorted once you are viewing a comparison. We recommend the “Division > College/Area > Fund” tree but use the order that best suits your needs.



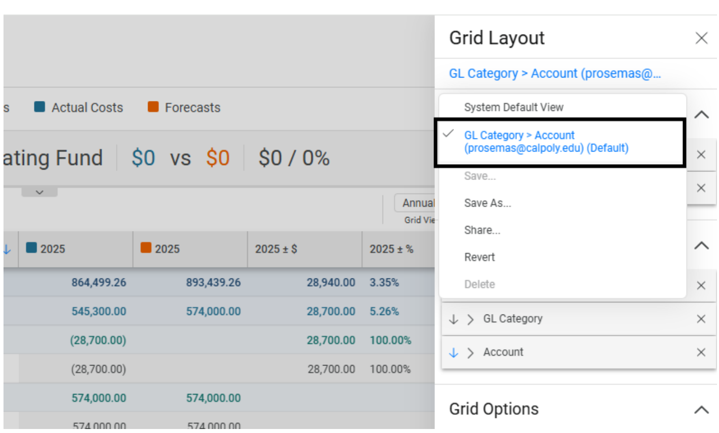
The Comparison tree by default opens at the highest level of the tree. The user will be able to navigate to different levels of the tree using the drop-down carrot next to each level of the tree. For example, if the highest level of the tree is division, with the next level being College/Area, the user will begin the display screen in division with the drop-down carrot giving them access to view the college/areas within the division selected. The initial levels of the tree show summary level data, such as net revenue and expenses or gross expenses. Account level details can be found at the lowest level of the tree, and the user is able to select the layout and grouping preferences they prefer to analyze the comparison. We recommend using the shared layout “GL Category > Account”.

Tree Structure:



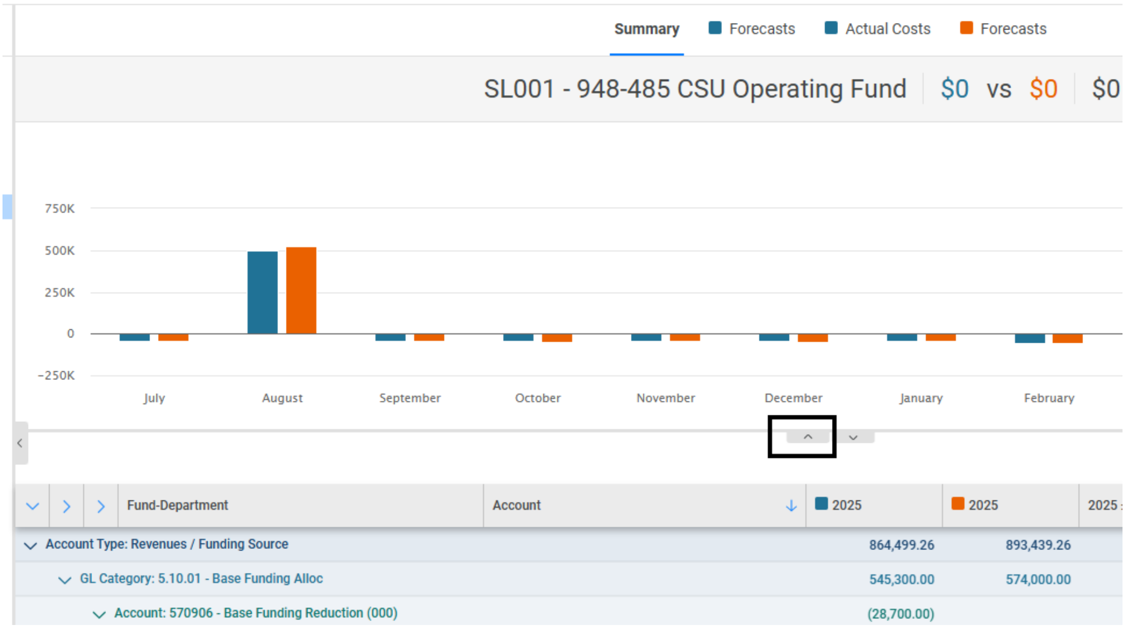
Please note, your view will only show areas that you have access to.

Shared Layout options at the lowest level of the tree:

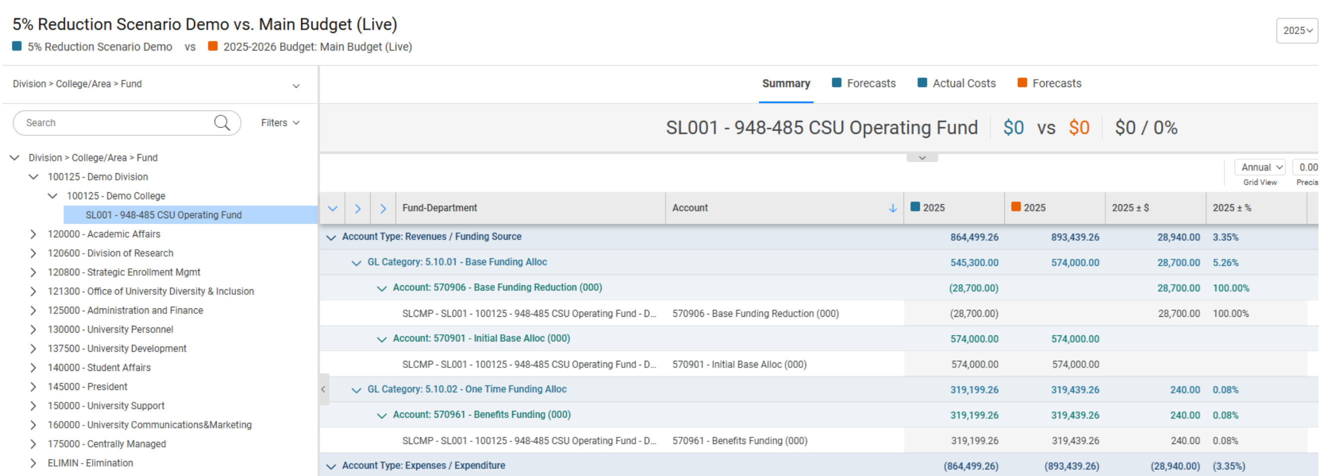


Once the data populates, a graph will appear along with the summary of the comparisons broken out within the columns. We recommend hiding the graphs by clicking the up carrot as seen below:

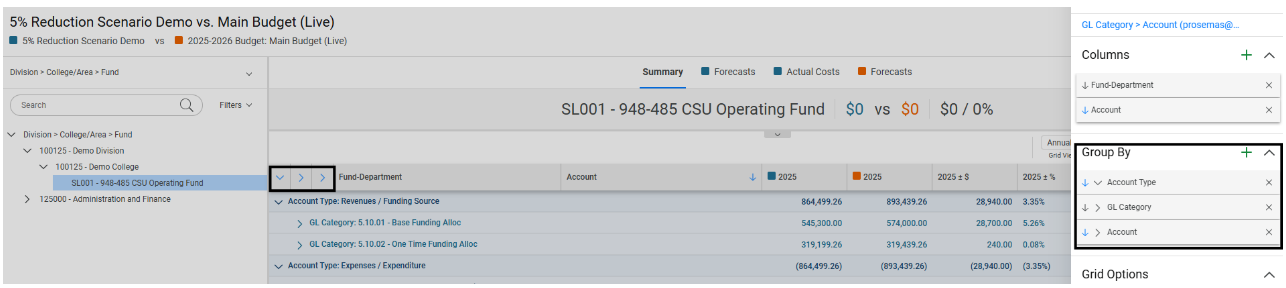
Before Graphs are Hidden:



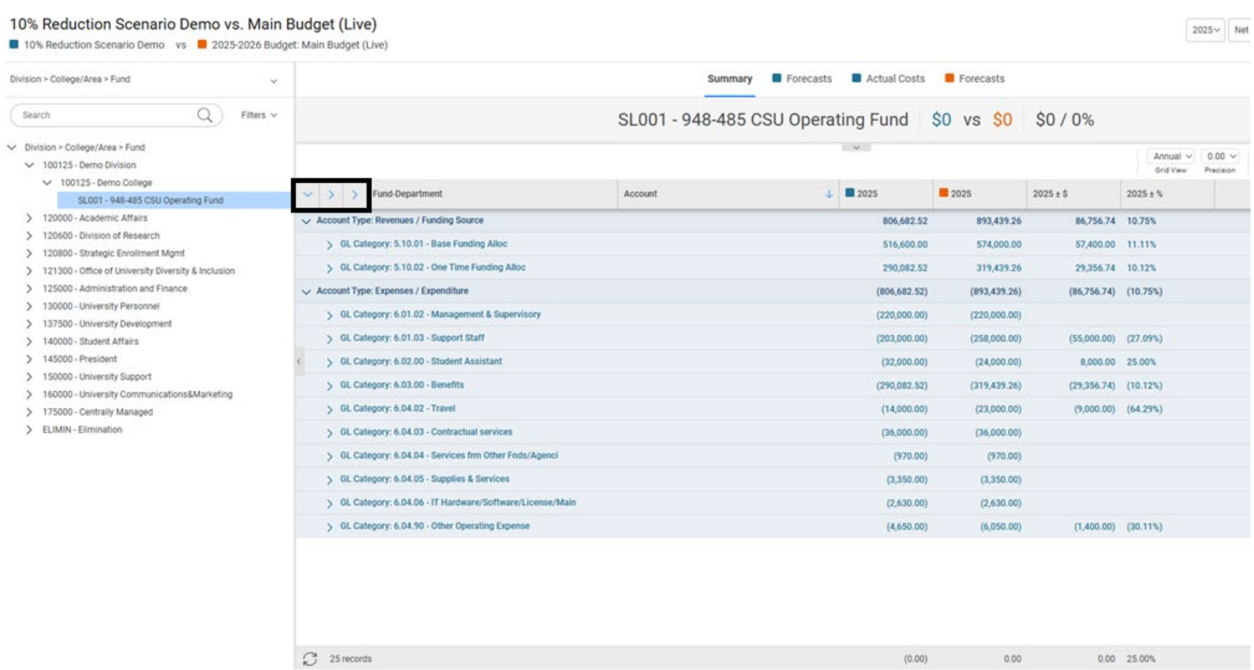
After Graphs are Hidden:



When at the lowest level of the Comparison Tree, the three carrots located in the lefthand corner of the display screen (just right of the comparison tree) allow users to toggle between the group by filters selected in layout. The first carrot will roll up the data to the first group by option, the second carrot rolling up the data to the second group by option, the third carrot rolling up the data to the third group by option, etc. In the screenshot below, the user is using the shared layout grid mentioned above (GL Category > Account). Therefore, in this example clicking the first carrot will roll the data up to Account Type. If the second carrot were to be selected in this example, the data would be rolled up to GL Category and if the third carrot were to be selected, the data would be rolled up to Account level.



As a note, the best way to button up this report would be to use the group by carrots (mentioned above). When each carrot is selected, the totals of the group by option will be displayed as seen below.

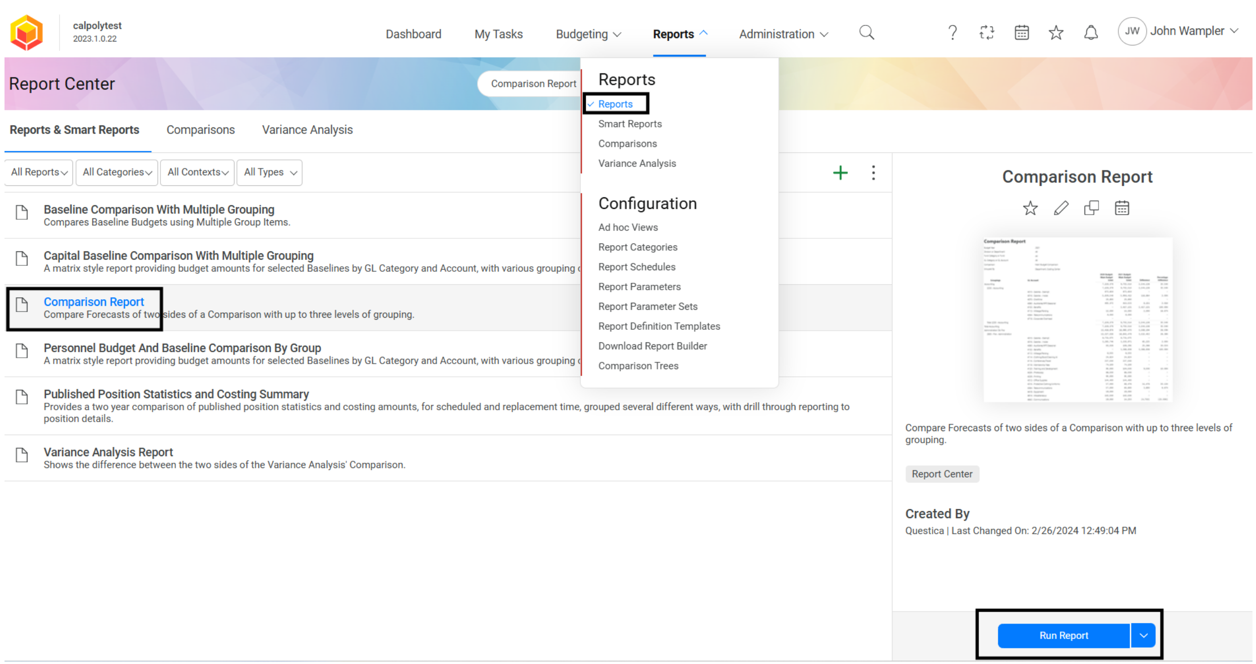


In addition to the Comparison Tool, Questica offers two canned reports that allow users to analyze changes made between scenarios.

Comparison Report:

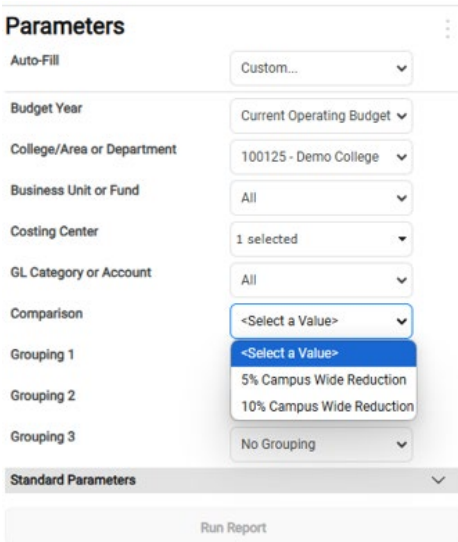
The Comparison Report allows users to compare two scenarios side-by-side with up to three levels of grouping. The report is arranged in four columns, the first two columns being the totals of the scenarios being compared and the last two columns being the difference between the two scenarios and the percentage difference. Up to three grouping categories can be selected, however, grouping isn't mandatory to run the report. The levels of grouping range from: Fund, Division, Department, GL Category and Account Type.

From the Operating Menu, access the Comparison Report by clicking "Reports" and then "Reports". Once the "Reports" page has been loaded, Search "Comparison Report" in the search bar. Click on the Comparison Report and "Run Report"

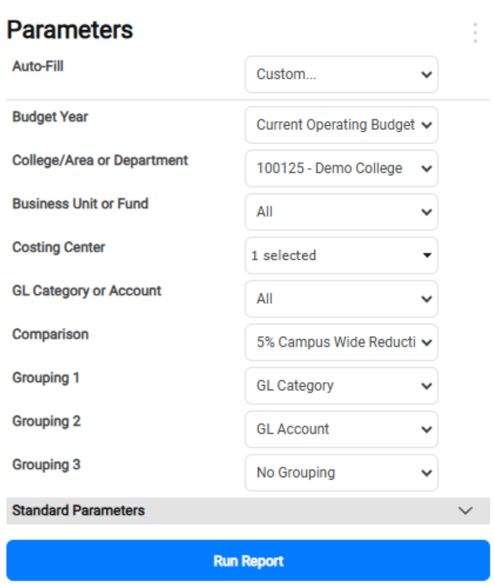


After clicking “Run Report” you will be prompted to select the Parameters of the report.

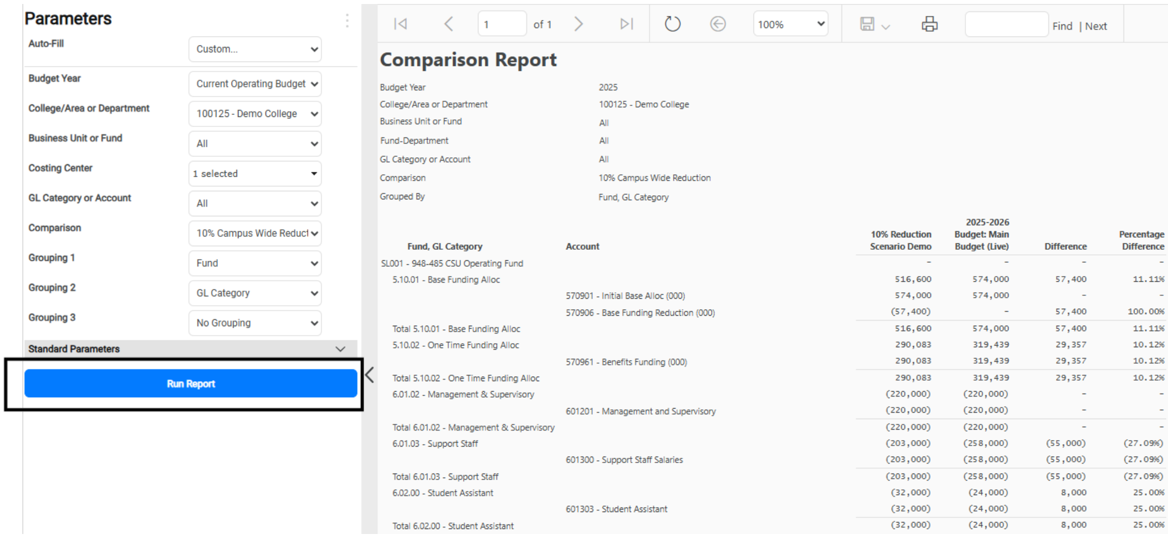
Select the scenarios you’d like to compare in the “Comparison” drop down menu.



Grouping options allow the user to group by Division, Fund, GL category, etc. Please note, up to three grouping categories can be selected (not mandatory) and will organize the data in order of the grouping to be selected, similar to rows in a pivot table.



After all parameters have been set, “Run Report”

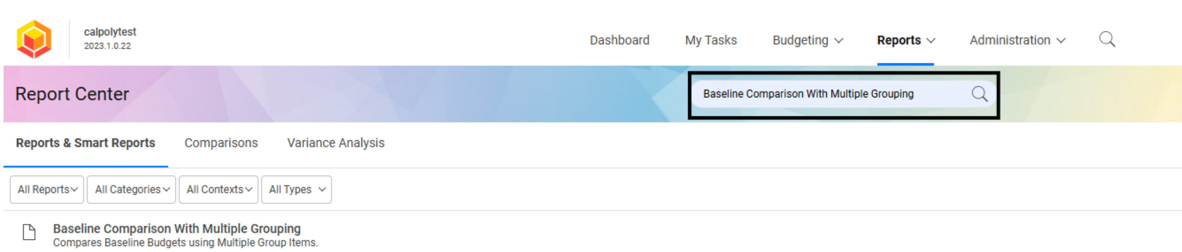


Baseline Comparison with Multiple Grouping:

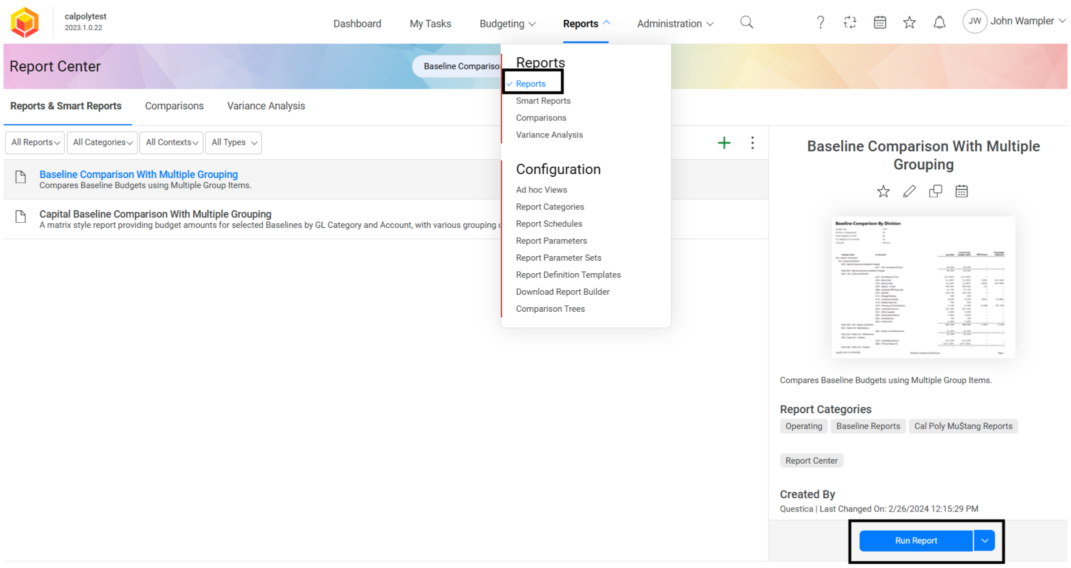
The Baseline Comparison with Multiple Grouping Report functions like the Comparison Report, with a few exceptions. One advantage of this report is that it gives users an option to only view changes made between scenarios, rather than view all line items. If a user prefers to view all line items, they still may do so with this report. It’s worth noting that the levels of grouping are limited in this report compared to the Comparison Report.

From the Operating Menu, access the Comparison Report by clicking “Reports” and then “Reports”.

Once the “Reports” page has been loaded, Search “Baseline Comparison with Multiple Grouping” in the search bar”:



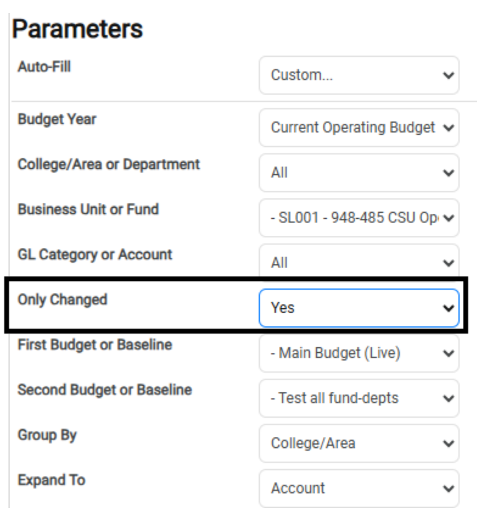
Click on the Baseline Comparison with Multiple Grouping Report and “Run Report”.



After clicking “Run Report” you will be prompted to select the Parameters of the report.

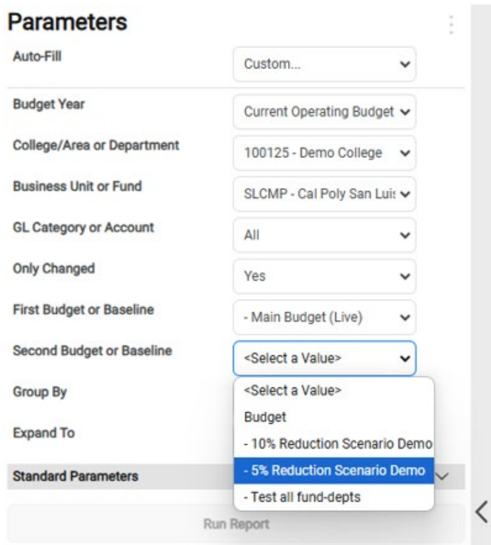
Please select “Current Operating Budget in Budget Year.

“Only Changed” will allow the user to select whether they would like to view all GL Categories/Accounts or only these categories that have changes between scenarios. If the user would only like to view changes between scenarios, select “Yes” in the drop-down menu.

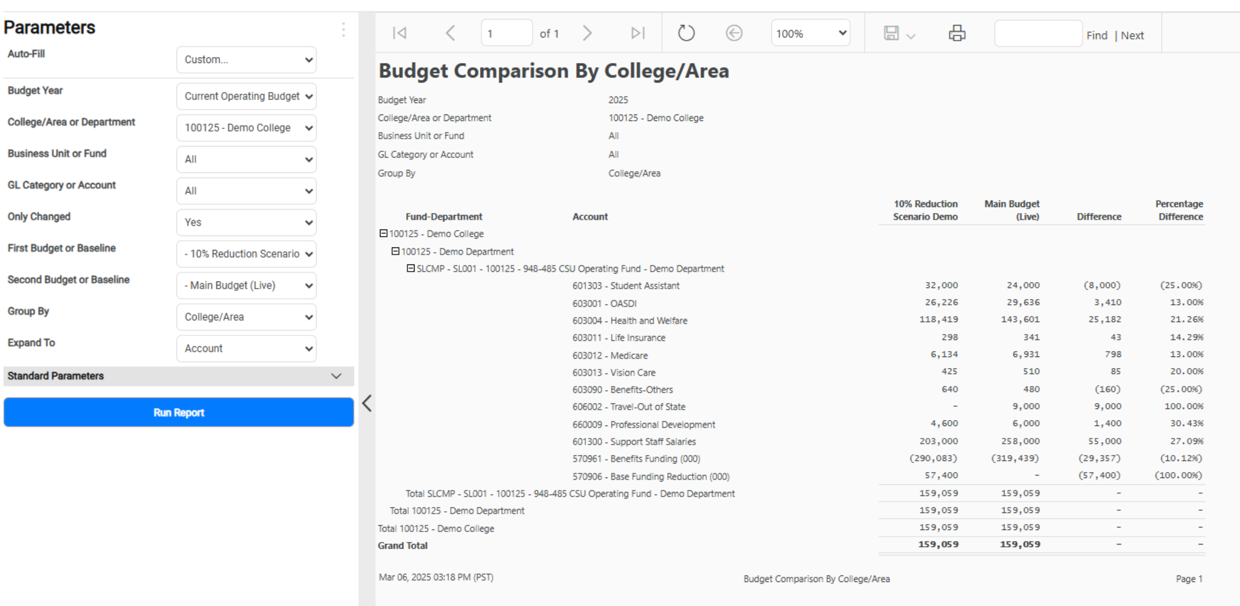


First Budget or Baseline allows the user to select the first budget/scenario they'd like to use in the comparison.

Second Budget or Baseline allows the user to select the second budget/scenario they'd like to compare against the "First Budget or Baseline" selected above.



Click "Run Report" once all parameters have been selected.



Budget Comparison By College/Area

Budget Year	2025
College/Area or Department	100125 - Demo College
Business Unit or Fund	All
GL Category or Account	All
Group By	College/Area

Fund-Department	Account	10% Reduction Scenario Demo	Main Budget (Live)	Difference	Percentage Difference
100125 - Demo College					
100125 - Demo Department					
SLCMP - SL001 - 100125 - 948-485 CSU Operating Fund - Demo Department					
	601303 - Student Assistant	32,000	24,000	(8,000)	(25.00%)
	603001 - OASDI	26,226	29,636	3,410	13.00%
	603004 - Health and Welfare	118,419	143,601	25,182	21.26%
	603011 - Life Insurance	298	341	43	14.29%
	603012 - Medicare	6,134	6,931	798	13.00%
	603013 - Vision Care	425	510	85	20.00%
	603090 - Benefits-Others	640	480	(160)	(25.00%)
	606002 - Travel-Out of State	-	9,000	9,000	100.00%
	660009 - Professional Development	4,600	6,000	1,400	30.43%
	601300 - Support Staff Salaries	203,000	258,000	55,000	27.09%
	570961 - Benefits Funding (000)	(290,083)	(319,439)	(29,357)	(10.12%)
	570906 - Base Funding Reduction (000)	57,400	-	(57,400)	(100.00%)
Total SLCMP - SL001 - 100125 - 948-485 CSU Operating Fund - Demo Department		159,059	159,059	-	-
Total 100125 - Demo Department		159,059	159,059	-	-
Total 100125 - Demo College		159,059	159,059	-	-
Grand Total		**159,059**	**159,059**	-	-

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