

## Session 9 - Finance: Budget Management Script



Date: Wednesday, March 30, 2022

Time: 2:45pm – 5:00pm

Ellucian

Evaluator's Name: \_\_\_\_\_

	Functionality	Comments
1.	Please present an overview of the Budget Management Solution – 15 minutes.	
2.	Demonstrate a budget development workflow process that would include department level input and an approval process with controls that allow edit/submission by appropriate staff.	
3.	With respect to the preparation of a budget for a new fiscal year, demonstrate rollover of budget from prior fiscal year with the exclusion of specified items.	
4.	Demonstrate the ability to prepare multi-year budget projections: 5 or 10 years out.	
5.	Demonstrate how the system can develop the budget utilizing data from HR records for salary and benefits and payroll records for non-positioned salary and benefits	
6.	Demonstrate the utilization of position data from the HR module: <ul style="list-style-type: none"> <li>a. Positions should include all salary components (step advances, shift, stipends, allowances, etc.)</li> <li>b. Account distributions vary based on component, may be different for the new fiscal year from the current.</li> <li>c. Update based on projected compensation grade changes.</li> <li>d. Update Individual positions that change after the initial load.</li> </ul>	
7.	Demonstrate the automatic calculation of benefits for budget changes to salary lines <ul style="list-style-type: none"> <li>a. Budget benefits based on positions (percentage and amount)</li> <li>b. Position- based benefits may have different account distributions</li> <li>c. Allow for projected increase in position-based benefits.</li> </ul>	

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8.	Show how we can Add New and Open positions to budget projections. <ul style="list-style-type: none"> <li>a. Position may be vacant for a portion of the new fiscal year.</li> <li>b. Benefit “package” for vacant positions.</li> </ul>	
9.	Demonstrate how non-positioned salary and benefit budgets are handled for budget development.	
10.	Demonstrate the carryover of remaining balances in department accounts from prior year.	
11.	Demonstrate how the system can run a trend for line items over a user-specified number of years.	
12.	Demonstrate the ability to separate Capital Budget requests from Operating Budget requests.	
13.	Demonstrate the ability to view strategic planning documents that are integrated with an imaging system.	
14.	Demonstrate the ability to create multiple versions of the budget – e.g., Working Budget 1, Working Budget 2, Preliminary Budget, Approved Budget, etc.	
15.	Show how to auto-notify budget managers of various milestones – e.g., it’s now time to review their budget, 3 days until deadline, etc.	
16.	Demonstrate how budget managers can run historical reports for use in budget development process	
17.	Demonstrate how budget managers can enter proposed budget changes (increases and decreases) by line item and attach supporting documentation	
18.	Demonstrate how proposed budget changes route for approval	
19.	Demonstrate where to enter rationale and notes for budget items and how to attach documents; do they carry over to different versions?	

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20.	Show how the system can mark some account codes as view-only – e.g., salary, benefits, etc.	
21.	Show how queries can be run throughout the process – e.g., by Division/Departments etc., including both budget and actual totals.	
22.	Show how the system can shut down the update access to budget managers, while retaining view-only capability.	
23.	Demonstrate how the online review / rejection /modification/approval of departmental budgets can be done by higher-level Managers or Business Officers	
	a. Then auto-notify those affected by changes	
24.	Demonstrate how to extract summarized and detailed budget data for reporting to the Board of Trustees or Executives	
25.	Demonstrate the posting of the preliminary and adopted budgets to the General Ledger	
26.	Demonstrate the ability to pull comparative and singular reports on various/multiple budgets (Adopted, Tentative, Revised)	
27.	Demonstrate budget transfers and budget changes capability from requestor (routed for approvals), that will be done throughout the year to create a revised budget and any impact on Adopted Budget.	
28.	Demonstrate how budget development can be exported to excel data	
29.	Demonstrate ability to upload information (JE) and ability to create accounts (based on user permissions)	
30.	Demonstrate ability for there to not be a budget associated with fund	

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Evaluation Form	
Name of Evaluator:	
Perceived Strengths:	
Perceived Weaknesses:	
Additional Comments:	
Acceptability of Vendor Solution:	<input type="checkbox"/> Yes <input type="checkbox"/> No