

The logo for Cal Poly Pomona is located on the left side of the slide. It consists of the text "CalPoly" in a dark blue font and "Pomona" in a green font, stacked vertically. To the right of the text is a large, stylized arrow pointing to the right, composed of several overlapping triangles in shades of blue, green, and yellow. The background of the slide features abstract geometric shapes in shades of blue and green.

**CalPoly**  
**Pomona**

# FY24-25

# Questica Budget Posting

Prepared for Divisional &  
Self-Support Budget Officers  
June 12, 2024



# Agenda

- I. Reporting Units Defined**
- II. Budget Deliverables**
- III. Cost Recovery**



# **I. Reporting Units & All Funds Budgeting**

# Reporting Units & All Funds Budgeting

- Units with operating budgets from the following sources are required to submit budget deliverables in the standard format.

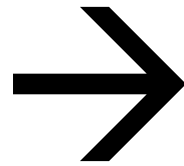
All State Operating Funds (SOF)	Auxiliary Enterprises (AE)	Auxiliaries (A)
All six divisions and centrally managed costs (POM01 undesignated, designated, fees), Cost Recovery funds (PCRxx), Lottery (TY033), and any other states operating funds with recurring position costs	Housing (TZ001)	Enterprise Foundation (operating funds)
	Parking (TW001, TV001, TV002)	Philanthropic Foundation (operating funds)
	College of Professional and Global Education (TM001, TM5xx)	Associated Students, Inc. (operating funds)



## II. Budget Deliverables

# Position Budgets

Position  
Budget  
Details



Operating  
Budget  
(Personnel  
Lines)



**Questica**

✓ All State Oper Funds (SOF)

✓ Auxiliary Enterprises

Auxiliaries

# Position Management Stages



During annual budget development, divisions determine how they plan to fund positions. A **position listing** will be provided to the divisions to review and adjust. Position budget becomes the building block for the operating budget. The initial budget submitted becomes the **adopted budget**.

Once a budget is submitted, we go into the maintenance phase, where changes to the position listing must be processed as **transfers** that **net to zero**. Position budget adjustments submitted outside of the annual budget stage are called **off-cycle** adjustments. The process is very similar to how we manage our General Operating Fund.

# Position Management Stages (cont'd)

Annual Budget Development

Budget Maintenance (Off-Cycle Adjustments)

Position A	60,000	5,000
Position B	70,000	
Position C	<u>80,000</u>	<u>(5,000)</u>
Total	210,000	0

✓ All State Oper Funds (SOF)

✓ Auxiliary Enterprises

Auxiliaries



# FY24-25 Annual Budget Development

## Annual Budget Development

- Questica offers two input methods: Direct Input (distributed budgeting) and Import/Export (centralized budgeting). For FY24-25, we will use the centralized budgeting method. Starting in FY25-26, the Direct Input method will be available as we roll out Questica.
- Two Excel templates for positions: Position Budgets and Position Allocations (CFS distribution).
- One Excel template for O/E.
- All three templates will be imported into Questica.
- Begin with position preparation, ensuring all permanent positions are funded.

Our position listing is a *perpetual* inventory of positions, which means it is regularly maintained. A current position inventory requires *minimal* update during annual budget planning.

# Budget Deliverables

## Excel Budget Workbook



- Required for Auxiliaries only; show 3-year position FTE revenues & expenses
- Capital requests required for all (due May 24, 2024)
- Pro forma due May 24, 2024

## Questica Budget Journal Templates



- Required for State Oper Funds & Aux Enterprises
- Questica Position Budget Template
- Questica Position Allocation Template
- Questica Budget Journal template O&E

SOF  
AE  
A

Capital	Yes (all three)
Excel Workbook & Capital	Yes (all three)
Pro Forma, Excel Workbook & Capital	No

# Questica Budget Journal Template

## Questica Budget Journal Templates



- Questica Position Budget Template
- Questica Position Allocation Template
- Questica Budget Journal template O&E

- All operating funds (General Fund, PCR, any other funds with recurring position expenses) should submit these three templates
- All three templates will be uploaded into Questica; journals will be exported from Questica and imported into CFS
- ALL Positions (pre-populated)
  - 1) [Review](#) & Edit Questica Position Budget Listing
  - 2) [Review](#) & Edit Questica Position Allocation Listing
- O&E (blank)
  - 3) [Prepare](#) Questica Budget Journal Template O&E
- O&E Template & Position Listings to be provided next week
- Auxiliary Enterprises: due **July 17, 2024**
- General Fund (POM01) & PCR: due date TBD (end of Q1)

# 1) Questica Position Budget Template

	B	C	D	E	F	G
1						
2	Position Number	Position Status	Name *	Account *	Paid Hours *	Annual Budget per FTE
3	00000019	Permanent	Admin Analyst/Spclst EI-12 Mo	601300	2,080.00	72,696.00
4	00000021	Permanent	Admin Support Coord II-12 Mo	601300	2,080.00	53,688.00
5	00000023	Temporary	Lecturer 12 Mo	601808	2,080.00	101,160.00
6	00000024	Permanent	Analyst/Prog-12 Mo-Expert	601300	2,080.00	104,076.00
7	00000028	Permanent	Accountant II	601300	2,080.00	73,000.00
8	00000029	Permanent	Director, Global Educ Programs	601201	2,080.00	121,080.00
9	00000030	Permanent	Director, Bus Oper, Ext Univ	601201	2,080.00	127,140.00
10	00000032	Permanent	Int Dean, Prof & Global Ed	601201	2,080.00	211,860.00
11	00000060	Permanent	Admin Support Coord II-12 Mo	601300	2,080.00	50,808.00
12	00000062	Permanent	Admin Analyst/Spclst NE-12 Mo	601300	2,080.00	59,196.00
13	00000063	Temporary	Admin Support Coord I-12 Mo	601302	-	-
14	00000064	Permanent	Student Serv Prof IV	601300	2,080.00	77,124.00
15	00000065	Permanent	Admin Analyst/Spclst EII-12 Mo	601300	2,080.00	75,504.00
16	00000067	Permanent	Admin Analyst/Spclst EII-12 Mo	601300	2,080.00	82,656.00
17	00000068	Permanent	Admin Analyst/Spclst NE-12 Mo	601300	2,080.00	62,532.00
18	00000069	Permanent	Admin Analyst/Spclst EI-12 Mo	601300	2,080.00	79,116.00

Fee-funded positions will need to plan for benefit costs as well.

BPA can provide a complete listing of position benefits to guide your planning.

# 2) Questica Position Allocation Template

	B	C	D	E	F	G	H
1							
2	<b>Position Number</b>	<b>Fund-Department</b>	<b>Budget Scenario *</b>	<b>Program</b>	<b>Class</b>	<b>Account</b>	<b>Amount</b>
3	00000019	POCMP - POM01 - 41300	ORIGINAL	0406	00000	601300 - Support Staff Salaries	100.00
4	00000021	POCMP - POM01 - 33000	ORIGINAL	0101	00000	601300 - Support Staff Salaries	100.00
5	00000023	POCMP - POM01 - 33000	ORIGINAL	0101	C3373	601808 - Temp Faculty - 3-yr Ent	100.00
6	00000024	POCMP - TM001 - 18800	ORIGINAL	0406	00000	601300 - Support Staff Salaries	100.00
7	00000028	POCMP - TM001 - 18800	ORIGINAL	0406	00000	601300 - Support Staff Salaries	100.00
8	00000029	POCMP - TM001 - 18800	ORIGINAL	0406	00000	601201 - Management and Supervisory	100.00
9	00000030	POCMP - TM001 - 18800	ORIGINAL	0406	00000	601201 - Management and Supervisory	100.00
10	00000032	POCMP - TM001 - 18800	ORIGINAL	0406	00000	601201 - Management and Supervisory	100.00
11	00000060	POCMP - POM01 - 21700	ORIGINAL	0406	00000	601300 - Support Staff Salaries	100.00
12	00000062	POCMP - POM01 - 16900	ORIGINAL	0406	C3508	601300 - Support Staff Salaries	100.00
13	00000063	POCMP - POM01 - 45300	ADJUSTMENT	0101	00000	601302 - Temporary Help	100.00
14	00000064	POCMP - POM01 - 16920	ORIGINAL	0406	C3505	601300 - Support Staff Salaries	100.00
15	00000065	POCMP - POM01 - 20000	ORIGINAL	0601	00000	601300 - Support Staff Salaries	100.00
16	00000067	POCMP - POM01 - 20200	ORIGINAL	0406	00000	601300 - Support Staff Salaries	100.00
17	00000068	POCMP - POM01 - 16900	ORIGINAL	0406	00000	601300 - Support Staff Salaries	100.00
18	00000069	POCMP - POM01 - 16900	ORIGINAL	0406	00000	601300 - Support Staff Salaries	100.00
19	00000071	POCMP - POM01 - 20000	ORIGINAL	0601	00000	601300 - Support Staff Salaries	86.96
20	00000071	POCMP - POM01 - 20000	ADJUSTMENT	0601	00000	601300 - Support Staff Salaries	13.04

✓ All State Oper Funds (SOF)

✓ Auxiliary Enterprises

Auxiliaries



# Live Demo

- **How to edit, add lines, etc.**
- **Importance of the key hidden in Column A**

# Validate

## Questica Budget Journal Templates



- Questica Position Budget Template
- Questica Position Allocation Template
- Questica Budget Journal template O&E

*POM01 & PCRs*  
*Total Salaries, Benefits (if applicable) and O/E should equal allocation amount per memo.*



# Budget Approval

All budgets, as well as the new requests for operating budget and capital projects, must be reviewed and approved by the divisional VP before submission.

Submit forms to BP&A at [budget@cpp.edu](mailto:budget@cpp.edu) and copy Anne-Marie Larrabure and Carol Lee.



## **III. Cost Recovery**

# Cost Recovery Budgeting

- Cost Recovery funds with recurring revenue are now part of the annual budget development process.
- Allocation memo will be issued for cost recovery funds with recurring revenue. Amounts are based on a three-year average.
- Process will be like POM01 where the total for all budget lines must equal the allocation for the department.
- Revenue will post as *credits* directly to the receiving unit's Dept ID instead of passing through the University Level Dept ID.
- BPA will reconcile revenues twice a year (Feb YTD and year-end) to true-up budget allocations to revenues.

# Cost Recovery Budgeting

Cost Recovery funds with recurring revenue are now part of the annual budget development process

Current Method	New Method
Budget allocation is posted after revenue is posted	Budget allocation is posted before revenue is posted
Position budget does not tie to the budget posted	Position budget will match the budget posted
Budget is posted multiple times throughout the year	Budget is posted at the beginning of the year, and reconciled twice in March and June
Departments must identify the University Level Dept ID to use	Departments use their own Dept ID during annual planning
BPA must identify the Dept ID to post the budget allocation	Departments use their own Dept ID during annual planning



# Thank you

Any Questions?