

CPM Quick Reference – Compare Non-Salary Planning Methods

Comparing Non-Salary Planning Methods

Reminder - All non-salary expense are planned at the level of Account Key, Expense Class and Budget Type. For example:

ACCT	EXP CLASS	BUDGET TYPE	\$ - M&S
123456	Materials & Supplies	New Funds	\$500
123456	Materials & Supplies	Committed Carryover	\$400
123456	Materials & Supplies	Fund Transfer	\$750

- **In some cases you may choose to plan only at the New Funds Level.** Budget type is most critical in initial planning of Funds that are uploaded from the system, at the moment this includes indirects, CSC and NCAR NSF Target funds.
- **This level of detail necessary for planning will influence how you utilize the non-salary planning methods.** For some keys the even spread is roughly right and good enough. In other cases, you may want or need a more exact forecast.

Spreading Planned Expenses Evenly Across Months

BEST for Initial Planning and may be sufficient for some keys

- Simpler Data Entry - One annual estimate and entry per key at expense class and budget type in the Spreading Grid which populates the Monthly Grid
- Entered in the Spreading Grid and Maintained in the Monthly Grid
- Spreads all expenses evenly over all months
- Ideal for situations where spending is relatively consistent through the year
- If not maintained, forecast is typically "smoother" due to the average spreading of expenses across the year
- If not maintained, Forecast may be off if funds are spent at a higher or lower rate than the even spread; the greater the difference of actuals to plan the further the forecast may be off.
- Less likely to require detailed maintenance on every account key; some planned expenses may need to be maintained at the month level as actuals and plan differ.

Plan Expenses Separately for Each Month

*** BEST for tweaking Initial planned expenses by month in account keys where a very accurate forecast is necessary***

- More Complex Data Entry - Monthly estimate and entry per key at expense class and budget type in Monthly Grid
- Entered and Maintained in the Monthly Grid
- Allows the user to estimate where expenses will actually fall
- If not maintained / updated the forecast can be significantly off if larger expenses occur in months other than anticipated
- A lot of effort to maintain, look at actuals each month and re-estimate expenses for future months in the fiscal year at expense class and budget type

Sample Comparison

The initial estimate was \$91K in non-salary expense for both methods. If neither plan is updated, the forecast is \$102K using Spreading and \$150K using Monthly. If both plans are updated, Spreading only when the big change occurs, and Monthly each month, the Forecast is \$94K and \$97K respectively.

Monthly planning is much more difficult to enter and can be significantly off with no updating. With a lot of updating can be very close to spreading, which updated only for major changes.

Spreading Planned Expenses across All Months

The initial plan is \$91K planned Non-Salary expenses.

The Forecast in July, with no updates to future months is \$102K.

The Forecast in July, with 4 items, changed is about \$94K.

Changes in the Spreading Forecast utilize the Monthly data entry grid, but only the equipment entry was changed. This is a lot less data entry and monitoring – notice the pink cells.

Non-Salary Planning - Monthly Spreading - Annual Detail by Acct Key, Expense Class and Budget Type

INITIAL DATA ENTRY WORKING PLAN Expenses For FY13 - Spread evenly to all months														
Acct	Exp Class	Bdgt Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept
123456	M&S 5200	New Funds	8,000	667	667	667	667	667	667	667	667	667	667	667
123456	M&S 5200	Carryover	3,200	267	267	267	267	267	267	267	267	267	267	267
123456	PS 5300	New Funds	3,000	250	250	250	250	250	250	250	250	250	250	250
123456	Travel 5400	New Funds	12,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
123456	PSC 5479	Transfer	15,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
123456	Equip 5500	New Funds	50,000	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167
TOTAL			91,200											

Calculated FORECAST FY13		
REPORT October 1, 2013		
IFAS Budget	Actual Expenses	Forecast Expenses
100,000	-	91,200
Forecast = Actuals + Future Working Plan		

AS OF JULY MONTH END - NO UPDATING														
Forecast is a little OVER due to actuals greater than the planned, evenly spread expenses														
System Working Plan Monthly Spreading for Plan - Not Updating Planned Expenses														
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept		
5200	933	933	933	933	933	933	933	933	933	933	933	933		
5300	250	250	250	250	250	250	250	250	250	250	250	250		
5400	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000		
5479	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250		
5500	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167		
TOTAL	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	91,200	

Calculated FORECAST FY13		
REPORT July 2013 Month End		
IFAS Budget	Actual Expenses	Forecast Expenses
100,000	87,500	102,700
Forecast = Actuals + Future Working Plan		

DATE ENTRY - NO CHANGES														
Acct	Exp Class	Bdgt Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept
123456	M&S 5200	New Funds	667	667	667	667	667	667	667	667	667	667	667	667
123456	M&S 5200	Carryover	267	267	267	267	267	267	267	267	267	267	267	267
123456	PS 5300	New Funds	250	250	250	250	250	250	250	250	250	250	250	250
123456	Travel 5400	New Funds	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
123456	PSC 5479	Transfer	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
123456	Equip 5500	New Funds	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167
TOTAL			7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	91,200

AS OF JULY MONTH END - WITH UPDATING In Monthly Grid														
Forecast is a little OVER due to actuals greater than the planned, evenly spread expenses														
System Working Plan Monthly Spreading for Plan - Updating Planned Expenses														
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept		
5200	933	933	933	933	933	933	933	933	933	933	933	933		
5300	250	250	250	250	250	250	250	250	250	250	250	250		
5400	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000		
5479	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250		
5500	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	50,000	-	-	-		
TOTAL	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	53,433	3,433	3,433	3,433	124,533	

Calculated FORECAST FY13		
REPORT July 2013 Month End		
IFAS Budget	Actual Expenses	Forecast Expenses
100,000	87,500	94,367
Forecast = Actuals + Future Working Plan		

DATE ENTRY - NO CHANGES														
Acct	Exp Class	Bdgt Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept
123456	M&S 5200	New Funds	667	667	667	667	667	667	667	667	667	667	667	667
123456	M&S 5200	Carryover	267	267	267	267	267	267	267	267	267	267	267	267
123456	PS 5300	New Funds	250	250	250	250	250	250	250	250	250	250	250	250
123456	Travel 5400	New Funds	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
123456	PSC 5479	Transfer	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
123456	Equip 5500	New Funds	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	50,000	-	-	-
TOTAL			7,600	7,600	7,600	7,600	7,600	7,600	7,600	53,433	3,433	3,433	3,433	124,533

Some changes are made to the monthly, maybe one time.

Legend for Example Data

	Data Entry and Data Entry Changes
	Original Data Entry No Changes
	Working Plan Values by Month based on Data Entry
	Forecast of Annual Expenses based on Actuals to Date + Planned Expenses for Remainder of Fiscal Year
	Numbers used to Calculate the Forecast

Plan Expenses Separately for Each Month

The initial plan is \$91K planned Non-Salary expenses.

The Forecast in July, with no updates to future months is about \$150K, because a large equipment expenses occurred earlier than planned.

The Forecast in July based on routine monthly updating and almost every entry changed is about \$97K.

The Monthly Plan is probably much closer to actuals, but changes are done monthly, examining each expense class and guessing budget type since expenses are not based on Budget Type. It's a lot more data entry and monitoring – notice all the pink cells.

Non-Salary - Monthly Planning - Monthly Detail by Acct Key, by Expense Class, by Budget Type														
Initial Data Entry WORKING PLAN Expenses For FY13														
Acct	Exp Class	Bdgt Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept
123456	M&S 5200	New Funds	667	667	667	667	667	667	667	667	667	667	667	665
123456	M&S 5200	Carryover	267	267	267	267	267	267	267	267	267	267	267	261
123456	PS 5300	New Funds		500		500		500		500		500		500
123456	ravel 5400	New Funds	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
123456	PSC 5479	Transfer										7,000	4,000	4,000
123456	Equip 5500	New Funds											50,000	
TOTAL			1,934	2,434	1,934	2,434	1,934	2,434	1,934	2,434	1,934	9,434	55,934	6,426
AS OF JULY MONTH END - NO UPDATING														
Forecast is significantly off with NO UPDATE due to later large planned purchase that occurred earlier.														
System Working Plan Monthly Detail Not Updating Expense														
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept
5200			934	934	934	934	934	934	934	934	934	934	934	926
5300			-	500	-	500	-	500	-	500	-	500	-	500
5400			1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
5479			-	-	-	-	-	-	-	-	-	7,000	4,000	4,000
5500			-	-	-	-	-	-	-	-	-	-	50,000	-
TOTAL			1,934	2,434	1,934	2,434	1,934	2,434	1,934	2,434	1,934	9,434	55,934	6,426
DATE ENTRY - NO CHANGES														
Acct	Exp Class	Bdgt Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept
123456	M&S 5200	New Funds	667	667	667	667	667	667	667	667	667	667	667	665
123456	M&S 5200	Carryover	267	267	267	267	267	267	267	267	267	267	267	261
123456	PS 5300	New Funds		500		500		500		500		500		500
123456	ravel 5400	New Funds	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
123456	PSC 5479	Transfer										7,000	4,000	4,000
123456	Equip 5500	New Funds											50,000	
TOTAL			1,934	2,434	1,934	2,434	1,934	2,434	1,934	2,434	1,934	9,434	55,934	6,426
AS OF JULY MONTH END - WITH UPDATING														
Forecast is much closer with MONTHLY UPDATES														
System Working Plan Monthly Plan - Updating Expenses														
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept
5200			1,000	950	1,100	1,000	1,000	1,000	1,000	1,500	1,500	1,000	667	200
5300			-	300	300	300	300	300	300	300	1,000	500	200	200
5400			-	-	3,000	3,500	-	-	4,000	2,000	2,000	1,200	-	-
5479			-	-	-	-	-	-	-	-	2,000	5,000	4,000	4,000
5500			-	-	-	-	-	-	-	-	50,000	-	-	-
TOTAL			1,000	1,250	4,400	4,800	1,300	1,300	5,300	3,800	56,500	7,700	4,867	4,400
DATE ENTRY - UPDATED														
Acct	Exp Class	Bdgt Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept
123456	M&S 5200	New Funds	100	50	200	100	1,000	1,000	1,000	1,500	1,500	1,000	667	200
123456	M&S 5200	Carryover	900	900	900	900	-	-	-	-	-	-	-	-
123456	PS 5300	New Funds		300	300	300	300	300	300	300	1,000	500	200	200
123456	ravel 5400	New Funds	-	-	3,000	3,500	-	-	4,000	2,000	2,000	1,200	-	-
123456	PSC 5479	Transfer									2,000	5,000	4,000	4,000
123456	Equip 5500	New Funds									50,000			
TOTAL			1,000	1,250	4,400	4,800	1,300	1,300	5,300	3,800	56,500	7,700	4,867	4,400
On a monthly basis, examine actuals and plans at the account key, Budget type and expense class level and as necessary, change each month to indicate that will be spent in those months.														
A lot of work to look at accounts at this level of detail and enter at this level of detail each month.														

Legend for Example Data

	Data Entry and Data Entry Changes
	Original Data Entry No Changes
	Working Plan Values by Month based on Data Entry
	Forecast of Annual Expenses based on Actuals to Date + Planned Expenses for Remainder of Fiscal Year
	Numbers used to Calculate the Forecast