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 signicantly 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.

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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.

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ct	Exp Class	Bdgt Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept		REPORT Oct	ober 1, 2013	3
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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		Forecast = Ac	tuals + Futur	e Working
123456	PSC 5479	Transfer										7,000	4,000	4,000				
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TAL			1,934	2,434	1,934	2,434	1,934	2,434	1,934	2,434	1,934	9,434	55,934	6,426	91,200			
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5479			-	-	-	-	-	-	-	-	-	7,000	4,000	4,000		Forecast = Ac	tuals + Futur	e Working
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123456	M&S 5200	Carryover	267	267	267	267	267	267	267	267	267	267	267	261				
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123456	PSC 5479	Transfer										7,000	4,000	4,000				
123456	Equip 5500	New Funds											50,000					
DTAL			1,934	2,434	1,934	2,434	1,934	2,434	1,934	2,434	1,934	9,434	55,934	6,426	91,200			
OF JUL	Y MONTH I	ND - WITH		3	Forecast is	much close	er with MO	NTHLY UPD	DATES									
	Vorking Pla															Calculat	ed FORECAS	ST FY13
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept		REPORT July	2013 Mont	h End
5200			1,000	950	1,100	1,000	1,000	1,000	1,000	1,500	1,500	1,000	667	200		IFAS	Actual	Foreca
5300			-	300	300	300	300	300	300	300	1,000	500	200	200		Budget	Expenses	Expens
5400			-	-	3,000	3,500	-	-	4,000	2,000	2,000	1,200	-	-		100,000	87,500	96,76
5479			-	-	-	-	-	-	-	-	2,000	5,000	4,000	4,000		Forecast = Ac	tuals + Futur	e Working
5500			-	-	-	-	-	-	-	-	50,000	-	-	-				
TAL			1,000	1,250	4,400	4,800	1,300	1,300	5,300	3,800	56,500	7,700	4,867	4,400	96,617			
TE ENT	RY - UPDA	TED																
ct	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	-	-				
	PSC 5479	Transfer									2,000	5,000	4,000	4,000				
123456		New Eurode			-						50,000							
123456 123456 TAL	Equip 5500	New Fullus	1.000	1,250	4,400	4,800	1,300	1,300	5,300	3,800	56,500	7,700	4,867	4,400	96.617			

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