Budget Planning Instructions: Input Assumptions

Input Assumptions provide a necessary link between the budgeting process and the strategic planning process and should be submitted and updated along with the Forecast and Budgets by the dates listed in the current Budget Calendar.

Input Assumptions Report

Populated by Budget Office		Populated by School/Center via Data Entry Form	
PRIOR YEARS	**CURRENT YEAR**		**FUTURE YEARS**
Final Actual	Spring Budget	Working Forecast	Working Budget
The data in the Prior Year Final Actual columns represent a particular snapshot during the fiscal year for each category, as listed below.	The Current Year Spring Budget column displays the original budget assumptions, as submitted in the Current Year Final Budget and displayed in the Trustee Budget Book.	As described in the Prior Year Final Actual column to the far left, the Final Actual values displayed for each category pertain to a specific snapshot in time. To ensure that comparisons across fiscal years and versions (Actual, Forecast, Budget) give an accurate view of any changes expected within each school or center, the Working Forecast and Working Budget values for each category should **reflect projected values at the category-specific snapshots** during the current and future fiscal years. The Business Objects queries listed below may be useful when populating the Current Year Working Forecast and Future Years Working Budget fields. Query locations within the Public Folders are listed in italics.	

Data Entry Form

Populated by Budget Office
CURRENT YEAR
Final Actual
For reference purposes while inputting the Working Forecast and Working Budgets, the data entry form includes a Current Year Final Actual data column. This column displays actual data for the current year as it becomes available. Ultimately, this column will display the fiscal year snapshots for each category as listed in the Prior Year Final Actual column to the far left. When interpreting the Current Year Final Actual column, please refer to the details listed below for each category.

Categories

Category	Final Actual snapshot	Business Objects query	Data Entry Form notes
FACULTY & STAFF	Average of months	Count Faculty and Staff v3p3 *Payroll > Salary Management*	• Preliminary counts are an average of the completed months. • Final counts are an average across 12 months.
SPACE	August	Count Square Feet Occupied v1.1 *Space*	• There are no additional updates in Planning throughout the year.
STUDENTS	November	Count Students as of census v1p2 *Student (Registration, Billing) > Student*	• Preliminary cumulative counts are available in September and/or October. • Final count is taken from the Fall Census and is available in November.
COURSE UNITS	Sum of July, October, and February	Count Course Units v1 *Tuition Distribution*	• Final summer count and preliminary fall count are available in September. They are populated as July and October in Smart View. • Final fall count is available in January. The final fall count is populated as October in Smart View and overwrites the preliminary fall count. • Final spring count is available in May. It is populated as February in Smart View.
SPONSORED RESEARCH	Sum of all months	Count Research Awards v2 *Research > Proposals*	• Data updates are typically made in September and November each year and populate all months up to that point for that fiscal year, as well as all months for the prior three fiscal years.

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Notes

• For comparison purposes, from FY2014 forward, original budget assumptions (as submitted in the Final Budget and displayed in the Trustee Budget Book) can be viewed in Smart View under Spring Budget.

• On the Input Assumptions Report, calculated fields are italicized.

FACULTY	• Faculty on Leave includes both paid and unpaid leave. • Data is in FTEs, where full-time employment is equivalent to 1 FTE and part-time employment is equivalent to 1/3 FTE.
STAFF	• Admin & Professional Staff: monthly-paid staff exempt from overtime. • Support Staff: non-union, weekly-paid staff eligible for overtime. • Data is in FTEs, where full-time employment is equivalent to 1 FTE and part-time employment is equivalent to 1/3 FTE.
SPACE	• Final Actual data is from the Space@Penn database in the Warehouse and may not include all satellite locations, leased space, etc.
STUDENTS	• Prof and Other Degree FTEs: Includes Master's, M.D., J.D., D.M.D., M.B.A. degrees, etc. • Certificate and Non-Degree FTEs: Includes non-degree granting programs (e.g., certificate programs). • New Matriculant FTEs: Includes only new regular or dual-degree admissions. Excludes exchange students, students returned from leave, transfers from outside the University, and internal transfers. The Business Objects query shows Headcount, not FTE. Part-time headcounts are each equivalent to 1/3 FTE. Full-time and Dissertation headcounts are each equivalent to 1 FTE.
COURSE UNITS	• Summer, fall, and spring course units. Example: Final Actual for FY2015 includes course units from 2014B (summer), 2014C (fall), and 2015A (spring).
SPONSORED RESEARCH	• Awards are new awards received or expected during the fiscal year, not actual or projected spending. Indirects include both the School (88.5%) and non-School (11.5%) shares. • Research awards can be received and tagged retroactively to a given time period, so the Final Actual values might change after the close of the fiscal year.