# HUMBOLDT STATE UNIVERSITY

## QUESTICA BUSINESS PROCESS GUIDE

| DATE CREATED | PROCESS NAME |
|---|---|
| October 4th, 2019 | Projection Module |

| PROCEDURE NO. | PROCESS OWNER |
|---|---|
| 007 | Questica Campus Users |

| DATE OF LAST UPDATE | LAST UPDATED BY |
|---|---|
| October 18th, 2019 | Patrick Orona |

## Table of Contents

## Resources

[University Budget Office Site](#)
[Questica Site](#)
[QusticaHelp Site](#)

# I. INTRODUCTION

| | |
|---|---|
| **PURPOSE** | To address required CSU system-wide policy on budget oversight HSU developed a Budget Oversight Policy. To implement we will utilize our web-based enterprise budgeting system Questica. Financial reviews will compare budgeted and actual revenues and expenditures, including year-to-date activity and projected activity through the end of the fiscal year. Users within the Operating Module can enter adjustments to system-calculated projections on the Projection Report located in the Reporting Module.<br><br>This Business Process Guide (BPG) provides step by step guide assisting end users navigate through the projection module. |
| **SCOPE** | Scope of this document pertains to Humboldt State University's version of Questica Budgeting software. Topics include creating, entering and submitting projection adjustments and records. |
| **DOCUMENT MANAGEMENT** | University Budget Office (UBO) retains all copies of Business Process Guides (BPG) and handles distribution. |

Note: This BPG assumes that the user will be familiar with browsing web-based, data interfaces (i.e. PeopleSoft, OBI, etc.). There are numerous cascading menus and drop downs available in the interface. Many of these are visible throughout Questica and accessed via entering text and right clicking in grids, cells and headers. Learning to use these will greatly improve your experience. BPG covering this functionality is available for download on the University Budget Office site.

# II. OVERVIEW

| Steps | Description |
|---|---|
| Frequency & Timeline | Financial reviews are quarterly exercises performed following the close of each quarter. The University Budget Office (UBO) will notify MBUs by the 15th of the following month to begin the financial review process. MBU approval and submission of projections are due at the end of the month following the close of each quarter (October 31st, January 31st, and April 30th). |
| Create a Projection Record and enter adjustments | To start, MBU Analysts will create a Projection Record. Please check to see if a record has already been created for your respective area(s) as the UBO may have already done this.<br><br>Next, run the projection report and enter projection adjustments to align projected year-end balances with your expectations. We encourage consulting your team (MBU/Dept. Analysts, Dean, AVP, Director etc.) to develop a shared understanding of upcoming activity informing projected year-end balances. |
| Financial Review | Review your MBU's financial position with projection adjustments entered and complete the *Financial Review* and *One Time Funding Request* (if a deficit is identified) sections in the Projection Record.<br><br>If a financial concern (e.g. budget shortfall/anticipated year-end deficit) has been identified that the MBU cannot resolve internally within the MBU complete a one-time funding request form and route it to your respective Divisional Vice President and Budget Analysts for review and resolution. |
| Documentation | Route the projection report to the MBU lead administrator for review and attached approval in the Documents section of the Projection record. Email correspondence indicating review and approval will suffice. In addition, upload completed one-time funding requests form addressing financial concerns, if applicable. |
| Reporting | Once projections are complete each quarter, the University Budget Office will provide summarized reports at the MBU level to URPC on a quarterly basis. In addition, the reports will be posted on the Budget Office website. |
| UBO next steps | UBO will reverse adjustments (zero out entered adjustments) to provide for a clean start when entering adjustments the following quarter. Note that adjustments entered will still be reflected when the report is ran through quarters where projection adjustments have been entered. |

# III. PROCESS

The following sections outlines how Projection Adjustment records are created, allowing user to attach documents and enter line item adjustments reflected on the Projection Report.

| Field | Description |
|---|---|
| **Create a Projection Record** | |

| Field | Description |
|---|---|
| **Path:** Operating > Projections | 

Records may not appear when first when the page first loads. If not, click "Search" to bring up existing records. |
| Click on **'+Add Projection'** to open pop-up window below | 

**Note:** Please check to see if a record has already been created for your respective area(s) as the UBO may have already done this. If so, skip this step. |
| Complete each field in the New Projection Record.

One record per MBU is to be created each quarter (3 records per MBU in a fiscal year) **Note:** multiple adjustments can be entered within one record. | 

**Date:** Enter date projection record is created
**Quarter:** To correspond with quarter completed (i.e. enter "Q1" for projections adjustment through September)
**Internal Reference Number:** Username-pmo Year-19 Quarter-Q1 User assigned number-01
**Description:** Enter a projection adjustment description
**MBU:** Select applicable MBU from the drop down list
**Submitted by:** Enter username initials
**Click OK:** A new tab will open with a Projection record screen. (Ensure pop-up blocker is disabled) |

A **Projection Record** has three sections. Projection Record, Financial Review and One-Time Funding Request.

Financial Review and One-Time Funding Request sections are to be completed after adjustments are entered.

1. **Projection Record:** Holds general information such as MBU, Date, Quarter, and Submitted by, etc.
2. **Financial Review:** Questions ensuring a financial review has been performed.
3. **MBU One-Time Funding Request:** If a deficit is expected a one-time funding request is to be submitted.

## Entering Projection Adjustments

To start entering adjustments select the '**Project Adjustment**' on the left panel. You will be presented with the Projection Adjustments grid



1. If not already selected start by using the Default Layout by clicking on Layout on the top right.
2. The UBO may have entered high level projection adjustments to recalibrate system-calculated projections. Please update these line item projection adjustments as you see fit.
3. A projection adjustment calculator has been developed to assist with making adjustments. Please refer to the Questica Proj. Report - Excel Field Calc & Adj. Calculator file on the UBO Questica Tab website.
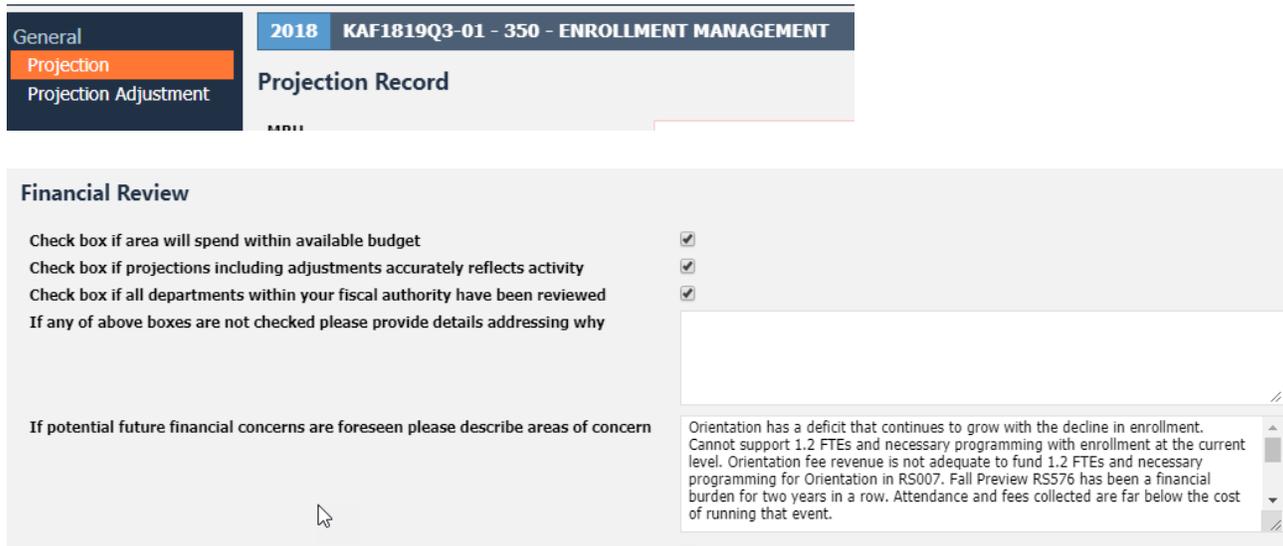
## Projection Adjustment Fields (columns)

| Field | Description |
|---|---|
| Quarter (Required) | To correspond with quarter completed (i.e. enter "Q1" for projections adjustment through September) |
| Accounting Date (Required) | Enter a date within the quarter that just closed (i.e. If Q2 just closed enter a date no later than 20XX-12-31) |

| | |
|---|---|
| Fund Department (Required) | Select the Fund-Department to which the Adjustment applies from the drop down list |
| Account (Required) | Select the GL Account to which the adjustment applies |
| Program | Select from the drop down list (if applicable). Projection report only goes down to the program code level. Class and Project code are not included. |
| Amount (Required) | Enter the amount of the adjustment. (i.e. if report calculated projection is $20K and expected year-end actuals are $15K enter a negative $-5K adjustment for that chart-field.) |
| Document Line Description | Enter a line item description for further details |
| Save adjustment | Press Ctrl + Enter or click outside the field to save the new line item. |

## Financial Review

| | |
|---|---|
| After adjustments have been entered and projected year-end financial position has been determined address the following inquiries. |  **Note:** *Checking the last check box "financial review approval from budget administrator has been uploaded" will signal the UBO the Projection Record is ready for review. Email correspondence indicating review and approval will suffice.* |

## MBU One-Time Funding Request (if necessary)

| | |
|---|---|
| If an MBU is projected to end the fiscal year with a deficit a One-Time Funding Request Form is to be filled out, submitted for resolution and attached in the documents section. |  1. Within the projection record check off "Check box if deficit is identified and one-time funding request will be submitted". 2. A formalized one-time funding request form must be submitted by the MBU lead administrator to the division Vice President. Request to include written details regarding research to be conducted, a resolution plan, and expected final completion dates. 3. If the financial concern cannot be addressed within the division, a formalized request must be submitted by the division Vice President to the University Resources & Planning Committee (URPC) for one-time funding consideration. The URPC will make a recommendation to the President, who will then approve the funding request or determine an alternate course of action. 4. Form Location: University Budget Website > Questica tab: Additional Resources https://budget.humboldt.edu/questica-resources-and-information |

## Documentation

Select **Documents** from the left menu to attached administrator approval and one time funding request form, if applicable.



1. Identify the **Document Type** in the first drop down (Link or File)
2. Click on **Select File** to upload a file to the record – the Filename will be shown in the Description field once it is ready to be added.
3. Click on the '**Add' button**. Your file is now attached to the Projection Record

Select **Notes** tab from the left menu to more context, if needed.



1. Text: Enter the text of the note
2. Type: Select Public
3. Created On: Will be completed by the system.
4. Press Ctrl + Enter or click out of the field to save your Note.

## Projection Adjustments Grid

Projection Adjustment view shows projection adjustment line item detail for **ALL** projection records entered in one grid and has the same functionality as the Budgets grid. Refer to BPG #002 & 003 for advanced search and right click header bar functionality

## IV.    CHANGE HISTORY

| Section | DATE | DESCRIPTION OF CHANGE IMPLEMENTED | COMPLETED BY |
|---------|------|-----------------------------------|--------------|
| Overview | 10/17/2019 | Overview of steps taken | Patrick Orona |