



MDS01 & Lottery Quarterly Projections

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Disclaimer!

- Information presented is on best practices and BPA campus processes
- Division & division leadership may have requirements for you on how to accomplish specific tasks
- Refer to division leadership processes first, then BPA processes

Agenda

- General Operating vs Lottery Funds
- Finance Data Warehouse (FDW)
 - Duplicate reports
 - Download Data
- Live Demonstration
- General Expectations
- Q & A

General Operating vs Lottery Funds

General Operating Funds vs Lottery Funds

- General Operating Funds (MDSxx)
 - Dollars that support general campus operations and fluctuate with state revenues and student tuition.
- Lottery Funds (CLxxx)
 - Funds received from the State to supplement instruction costs.

Finance Data Warehouse

FDW: How to Review Your Budget

- Financial Reporting dashboard -> Financial Summary as of Period

Dept Fdescr	Fund Fdescr	Acct Fdescr	Class Fdescr	Current Budget	Actuals	Encumbrances	Balance Available
47900 - Budget Planning & Administration	MDS01 - General Operating Fund	660002 - Printing	- - -	1,500.00	0.00	0.00	1,500.00
		660003 - Supplies and Services	- - -	20,000.00	2,000.00	0.00	18,000.00
			2569A - Special Projects		1,000.00	0.00	(1,000.00)
		660017 - Advertising/Promotional Pblctn	- - -	2,000.00	0.00	0.00	2,000.00
		660090 - Expenses-Other	- - -	900.00	0.00	0.00	900.00
		660800 - Advertisements	- - -	6,000.00	5,500.00	0.00	500.00
		660803 - Furniture	- - -	9,000.00	9,000.00	0.00	0.00
		660804 - Membership Fees	- - -		0.00	0.00	0.00
		660806 - Subscriptions	- - -	100.00	25.00	0.00	75.00
		660819 - Catering Costs	2569A - Special Projects	7,000.00	15,000.00	0.00	(8,000.00)
		660891 - Toner	- - -	600.00	450.00	0.00	150.00
47900 - Budget Planning &				47,100.00	32,975.00	0.00	14,125.00

FDW: How to Review Your Budget

- Scenario column breaks down each budget allocation:

Dept Level 2 Fdescr▲▼	Fund Fdescr	Scenario	Scenario Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
D_IRT - Info Resources and Technology	MDS01 - General Operating Fund	-	- - -		5,111,408.25	842,112.43	(5,953,520.68)	
		BASE	BASE - Baseline Allocations	11,024,560.00	0.00	0.00	11,024,560.00	0%
		ONETIME	ONETIME - Onetime allocations	(8,455.00)	0.00	0.00	(8,455.00)	0%
		ROLLENC	ROLLENC - Carryforward Encumbrance PY	358,086.65	0.00	0.00	358,086.65	0%
	MDS01 - General Operating Fund Total			11,374,191.65	5,111,408.25	842,112.43	5,420,670.97	52%
D_IRT - Info Resources and Technology Total			11,374,191.65	5,111,408.25	842,112.43	5,420,670.97	52%	
Grand Total			11,374,191.65	5,111,408.25	842,112.43	5,420,670.97	52%	

MDS01

Quarterly Projections Data

How to Run Data for Quarterly Projections

Dept Level 2 Fdescr▲▼	Fund Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
D_IRT - Info Resources and Technology	MDS01 - General Operating Fund	11,374,191.65	5,113,461.36	840,257.16	5,420,473.13	52%
Grand Total		11,374,191.65	5,113,461.36	840,257.16	5,420,473.13	52%

MDS01: How to Run Data for Quarterly Projections

Dept Level 2 Fdescr▲▼	Fund Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
D_IRT - Info Resources and Technology	MDS01 - General Operating Fund	11,374,191.65	5,113,461.36	840,257.16	5,420,473.13	52%
Grand Total		11,374,191.65	5,113,461.36	840,257.16	5,420,473.13	52%

Advanced Filters

The screenshot shows the 'Advanced Filters' section with several filter categories and their corresponding dropdown menus. Red arrows point to the 'Dept Level 1' and 'Dept Level 2' dropdowns.

- Dept Tree:** SAC_DEPT_TREE_RS
- Fund Tree:** --Select Value--
- Account Tree:** --Select Value--
- Project Tree:** --Select Value--
- Dept Level 1:** --Select Value--
- Dept Level 2:** D_IRT - Info Resources and Technology
- Dept Level 3:** --Select Value--
- Dept Level 4:** --Select Value--
- Dept Level 5:** --Select Value--

The 'Dept Level 2' dropdown is open, showing a list of options:

- ☒ D_IRT - Info Resources and Technology
- ☐ D_PAC - Division of People and Climate
- ☐ D_RESTRICTED_BALANCE - Restricted Balances
- ☐ D_STUDENT_AFF_INC_EX - Division of SA & IE
- ☐ D_UNIVERSITYWIDE - Universitywide

A search bar is visible at the bottom of the dropdown menu.

Lottery CLxxx Quarterly Projections Data

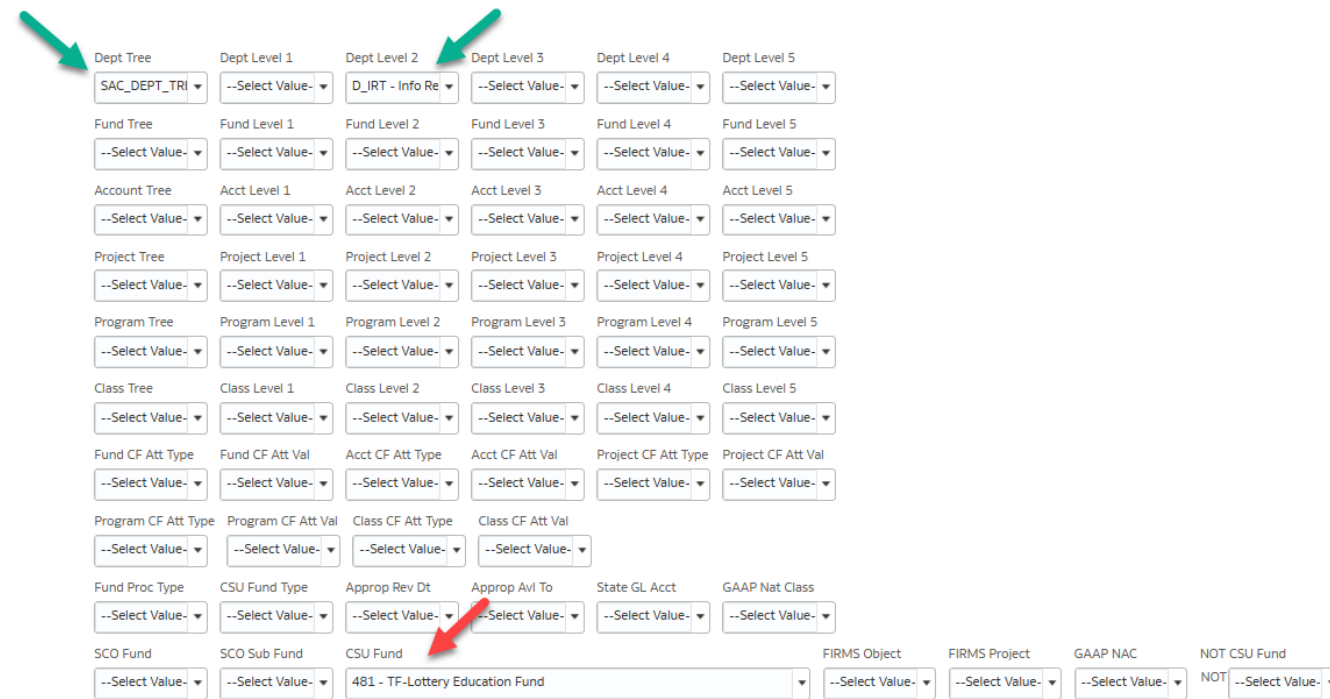
Lottery: How to Run Data for Quarterly Projections

Dept Level 2 Fdescr▲▼	Fund Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
D_IRT - Info Resources and Technology	CL004 - Tr-Lottery-Inst Discretion	382,580.00	63,912.75	34,649.24	284,018.01	26%
Grand Total		382,580.00	63,912.75	34,649.24	284,018.01	26%

Lottery: How to Run Data for Quarterly Projections

Dept Level 2 Fdescr▲▼	Fund Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
D_IRT - Info Resources and Technology	CL004 - Tr-Lottery-Inst Discretion	382,580.00	63,912.75	34,649.24	284,018.01	26%
Grand Total		382,580.00	63,912.75	34,649.24	284,018.01	26%

Advanced Filters



Advanced Filters interface showing various dropdown menus for filtering data. The interface is organized into rows of filters, each with a tree-level dropdown and five subsequent level dropdowns (Level 1 to Level 5).

- Dept Tree:** SAC_DEPT_TRI (selected)
- Dept Level 1:** --Select Value--
- Dept Level 2:** D_IRT - Info Re (selected)
- Dept Level 3:** --Select Value--
- Dept Level 4:** --Select Value--
- Dept Level 5:** --Select Value--
- Fund Tree:** --Select Value--
- Fund Level 1:** --Select Value--
- Fund Level 2:** --Select Value--
- Fund Level 3:** --Select Value--
- Fund Level 4:** --Select Value--
- Fund Level 5:** --Select Value--
- Account Tree:** --Select Value--
- Acct Level 1:** --Select Value--
- Acct Level 2:** --Select Value--
- Acct Level 3:** --Select Value--
- Acct Level 4:** --Select Value--
- Acct Level 5:** --Select Value--
- Project Tree:** --Select Value--
- Project Level 1:** --Select Value--
- Project Level 2:** --Select Value--
- Project Level 3:** --Select Value--
- Project Level 4:** --Select Value--
- Project Level 5:** --Select Value--
- Program Tree:** --Select Value--
- Program Level 1:** --Select Value--
- Program Level 2:** --Select Value--
- Program Level 3:** --Select Value--
- Program Level 4:** --Select Value--
- Program Level 5:** --Select Value--
- Class Tree:** --Select Value--
- Class Level 1:** --Select Value--
- Class Level 2:** --Select Value--
- Class Level 3:** --Select Value--
- Class Level 4:** --Select Value--
- Class Level 5:** --Select Value--
- Fund CF Att Type:** --Select Value--
- Fund CF Att Val:** --Select Value--
- Acct CF Att Type:** --Select Value--
- Acct CF Att Val:** --Select Value--
- Project CF Att Type:** --Select Value--
- Project CF Att Val:** --Select Value--
- Program CF Att Type:** --Select Value--
- Program CF Att Val:** --Select Value--
- Class CF Att Type:** --Select Value--
- Class CF Att Val:** --Select Value--
- Fund Proc Type:** --Select Value--
- CSU Fund Type:** --Select Value--
- Approp Rev Dt:** --Select Value--
- Approp Avl To:** --Select Value--
- State GL Acct:** --Select Value--
- GAAP Nat Class:** --Select Value--
- SCO Fund:** --Select Value--
- SCO Sub Fund:** --Select Value--
- CSU Fund:** 481 - TF-Lottery Education Fund (selected)
- FIRMS Object:** --Select Value--
- FIRMS Project:** --Select Value--
- GAAP NAC:** --Select Value--
- NOT CSU Fund:** NOT --Select Value--

FIRMS Obj. Codes

- Account codes are unique to campuses
- FIRMS obj codes standardize them and map to GAAP categories
- Used for projections so there are fewer entries for large divisions

Financial Summary - As of Period

Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2026, Period = 4

Financial Summary As of Period

Time run: 10/9/2026 3:32:28 PM

Show Column 1:

Fund Fdescr

Column 2:

FIRMS Obj Cd Fdescr

Column 3:

Acct Fdescr

Column 4:

Hide

Column 5:

Hide

Column 6:

Hide

Column 7:

Hide

Select Report View: Summarized

Fund Fdescr	FIRMS Obj Cd Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available
MDS01 - General Operating Fund	613001 - Contractual Services	613001 - Contractual Services	2,948,397.96	186,939.04	593,332.82	2,168,126.10
		613801 - Professional Services	1,552,301.79	144,471.90	1,184,712.89	223,117.00
		613806 - Consultant Services	120,000.00	0.00	0.00	120,000.00
	613001 - Contractual Services Total		4,620,699.75	331,410.94	1,778,045.71	2,511,243.10
	660001 - Postage and Freight	660001 - Postage and Freight	218,100.00	147,396.40	126,364.27	(55,660.67)
		660864 - Ship-UPS/Fed Ex/Courier Svc	5,000.00	0.00	186.39	4,813.61
	660001 - Postage and Freight Total		223,100.00	147,396.40	126,550.66	(50,847.06)
	660002 - Printing	660002 - Printing	195,843.82	95,335.77	70,067.12	30,440.93
	660002 - Printing Total		195,843.82	95,335.77	70,067.12	30,440.93
	660003 - Supplies and Services	660003 - Supplies and Services	25,517,514.20	(1,478,860.27)	2,252,955.60	24,743,418.87
		660800 - Advertisements	456,880.24	7,779.96	3,880.28	445,220.00
		660803 - Furniture	10,626.32	11,230.61	20,266.97	(20,871.26)
		660804 - Membership Fees	2,793.50	138,826.61	9,495.00	(145,528.11)

Projection Formulas

- **Expenses:**
 - Salaries, Federal Work Study, & Benefits are projected out using the most recent month's close data (September * 9 more months for Q1)
 - Operating Expenses are using last year's actuals for the projected months (PY October – June for Q1)
- **Revenue:**
 - Projected with last year's actuals (PY October – June for Q1)
- Summary pages are locked for the formulas

Best Practices

- **Salaries**
 - Can use your Budget Call submissions or Questica data
 - Include known bonuses, equity increases, and new hires
- **Benefits**
 - Using formula is probably fine, but review in case September has unusual data it's projecting out
 - Budget has not been posted to divisions for periods 1-3, but we will allocate it out soon
- **Operating Expenses**
 - Review all operating expense lines and project on known costs and/or last years expenses

Live Demonstration

General Expectations

Submission to BPA

- Signed Summary Page
- Completed Template in its original Excel format
- Corrective Action Plan*
 - *required if your division projects a deficit

Reviewed and approved by:

Edgar Hodge

Interim Chief Information Officer and Vice President, Information Resources and Technology

Date

If the Projected Budget Balance Available is in a deficit situation or you anticipate being in a deficit by year-end, please explain how the deficit will be resolved by the end of the year or plans to mitigate it below.

Budget Policy Oversight Procedures

- https://www.csus.edu/administration-business-affairs/budget-planning/_internal/_documents/budget-oversight-procedures-final-draft-1262026.pdf

Updated January 2026

Expectations & Requirements

- Provide detailed comments for all projected expenses
- Include known commitments and planned activities
- Review projections for accuracy and completeness
- Communicate questions or concerns early
- Submit projections by the established deadline

Quarter 2 - Timeline

General Operating

- Projections sent to divisions – Friday, October 16th
- Division submission deadline – Friday, October 30th

Lottery

- Projections sent to divisions – Friday, October 23rd
- Division submission deadline – Friday, November 6th

FDW Resources

- Finance Data Warehouse (FDW) Quarterly Drop-in Sessions
 - November 18th @ 10 am (sign up via Trumba)
- FDW 101 Recorded Training on BPA Training page
- FDW Example Reports on Financial Services Training page
- Email bpa-01@csus.edu to schedule training for yourself or your department

Q & A