What is a budget system tool?
A budget system tool is used for planning and financial modeling that provides a structured and disciplined approach to allocate and manage budgets, strategic plans and capital plans. It will also provide professional reporting tools which will help you manage your areas.

Does Lehigh currently have a budget system tool in place? What will change?
Lehigh Budget Office currently uses an Excel-based budget model that is only used centrally.

Why is a budget system tool necessary?
A budget system tool is necessary to provide a 'single source of truth,' which will integrate the operational budget, long-term plan and strategic initiatives. This will be accomplished through process improvement and the establishment of best practices. Updating the budget system is even more important as the need for data-driven resource planning becomes increasingly critical.

Why and how did Lehigh select Syntellis?
Lehigh selected Syntellis after a comprehensive review of budget systems, which looked at integration capabilities, user-friendliness, customization, the comprehensiveness of function, and best practices and lessons learned from other institutions. The review team involved in selecting the tool comprised individuals from the following representative areas: institutional research, financial systems, strategic initiatives, library and technology services, the treasurer, controller's and budget offices, and financial planning and analytics, with feedback from other offices such as human resources and the provost office.

What will the tool be used for?
The new budget system will include the coordination of the cash operating budget, long-range financial planning tool and a strategic planning tool. Our expectation is that the proposed system will integrate with the internal systems Lehigh currently utilizes, including Banner, Argos, Tableau, Unimarket and external systems, including IPEDS and Moody's.

How will adopting this tool affect office, department, and stem workflows?
We expect productivity and efficiency gains as resource and budget planning will be streamlined and improved.

Who will use the budget system and who does this decision affect?
The Budget Office will be the owner of the system, but members of the campus community will be able to access and use the system, which feedback (from the campus community) indicates is a desired outcome.

Who will be involved in the implementation of the budget system?
There will be several teams (comprising ~60 individuals across the university from diverse areas), including an implementation and integration team, and working groups dedicated to the areas of the operating budget, capital planning, and strategic planning.

What is the timeframe for the budget system's implementation?
Data integration is underway with system configuration being completed in February, testing in the spring and deployment in the new Fiscal Year.

Will training be provided, and who will need to attend?
Training will take place during the configuration phase and continue until the time of launch.