**Suggested Road Map for FY16 ABR in FAB**

The ABR Process takes place in Working Plan (or What If) and upon submission to B&P, the Working Plan and Mapping are both copied to the ABR Scenario. Mapping and Sandboxing for the ABR within Working Plan or What If to allow changes to flow through to your analyses as well. The ABR copy matches and is the static record of the ABR submission.

**Benefits of ABR in Working Plan**

* **All changes and updates are in one place** - changes and updates that occur from the beginning of the ABR process up to submission in one place; there is no need for entry and updating in two scenarios.
* **For % in Key, copying when assignments have been deleted can cause lost information** - % in Key Account Allocations are not Fiscal Year based, so when copied from Working Plan to What If or from What If to Working Plan, these completely replace all previous information; if assignments were deleted to make the grid easier to work with for FY16, you may lose information from past. current or future fiscal years.
* **Preserves What If when using it for another purpose** - if you have done work in What If that does not match Working Plan in Plan Employee Salaries, Employee Assumptions or % in Key Account Allocations, which are not Fiscal Year based, and copy over these Grids you will lose that work. (Hourly Account Allocations and Non-salary are Fiscal Year based, so if be copied by Fiscal Year, other year’s are not lost or changed.)

**Benefits of ABR in What If**

* **ABR Calculations are more static** - Continuous changes in the Working Plan that impact FY16 adjust your ABR calculations - sometimes these are wanted but not always. With your final work in What If, you determine updates or changes that go into What If and impact your ABR calculations.

***Lay the Foundation: With its & the NCAR strategic plans in mind, Lab management identifies Projects/Activities and optional Priorities (suggestion, Priorities could equate to a Lab’s POP). Those, along with the prefered Strategic Plan items are submitted to*** ***NCARABR@ucar.edu*** ***and become the foundation for the following process.***

**1. Update Working Plan for FY16 to begin ABR Process**

* Salary Planning % in Key – check plan and update FY16
* Salary Planning Hourly - “Prime” with copy process from FY15 to FY16 and edit
* Non-Salary – “Prime” with copy process from FY15  to FY16 and edit
* Verify Overall Plan

**2. Build the NSF Base portion of Working Plan or What If for FY16 to X% Up for ABR Planning**

Per FY16 ABR guidance and Lab priorities, build the NSF Base portion of your Working Plan for FY16 to X% up.

**3. Map the Working Plan or What If Scenario**

Use the Mapping tool in FAB to allocate salary and non-salary plans to help identify highest priorities.  Ranking number does not matter, except through the two bookends; where the line is drawn on your plan at X% Up and where it’s drawn at X% down.  (The information as to where lines are drawn is not public; this is done off-line with mapping report information.)

**4. Sandboxing in the Working Plan or What If Scenario**

From the Working Plan Scenario utilize the Sandbox Feature to examine various options for meeting X% up and X% down.  This, with the Mapping Tool, will help create tables to be provided to Rena.

**5. Submit ABR Materials to B&P**

Per FY16 ABR Guidance, submit your ABR materials to B&P.

**6. Immediately, upon submission to B&P, copy:**

* completed Working Plan Scenario to the ABR Scenario
* completed Working Plan Mapping to ABR Mapping
1. **Update Working Plan for FY16 to begin ABR Process**
* ***% in Key – Salary Planning FY16***

**Salary - Working Plan Scenario - % in Key**

**Step 1 - Unassigned Employee Report Grid** - Scan your group for FY16 and make note of people who are not assigned to ANY account key.

**Step 2- Employee Projections Annual Grid** – With % in Key many folks are planned into or past FY16.  Scan your group FY16 to identify possible issues and make note of people who are not fully planned.

**Step 3 - Create a Generic Placeholder Account Key** –You may want to create an FY16 TBD Placeholder Key to easily identify staff or portions of staff that are TBD with no definite funding identified at this time.  (This allows you to fully plan employees while identifying high potential risk.  As you start your FY16 ABR work, some of these folks may intentionally be moved to base and others may be moved to this key.)

**Step 4 - Examine and Edit Plan Employee Salaries Grid** - Thinking of FY16 and beyond, scan to see if there are Term Dates you plan to extend in the Next Fiscal Year or planned Promotions or Reclassifications, or FTE changes.  (Use “Add Row Copy” to create **Next Records** to reflect these planned changes and to allow the changes in $ to flow through your fiscal year plan.)

**Step 5 - Examine and Edit Employee Assumptions Grid – Change CSC and Work Time -** Thinking of FY16 and beyond, scan to see if any CSC assignments need to be updated in your plan and make any planned Work Time adjustments that may vary from the default 85%.

**Step 6 - % in Key - View Employee Account Allocation Data Entry Grid AND Employee Projection Annual Report Grid via Tile Horizontal -** With all other grids closed, these two allow you to both create and edit assignments and verify a person is fully planned.  Start Planning with Dimension Filters that allow you to see ANY employee on YOUR keys with 2016 for the year.  Save the new Dimension Filters.

**Step 7 - % in Key - Enter / Edit Account Key Assignments in the Employee Account Allocation Grid – Filtering by Employee -** Edit existing and create new assignments as necessary.  It’s much easier to do this Selecting one specific Employee at a time in both Grids via “Filter Row” and then begin making changes.

**Step 7.1 - % in Key - Verify in the Employee Projection Annual Report Grid – Filtering by Employee -** Refresh the Projection Grid and check Person Year to verify the employee is fully planned.

**Step 7.2 - Verify in the Employee Projection Annual Report Grid – All Employees -** **This grid combines both the Hourly and % in Key plans**. After planning/verifying individual employees, view ALL employees, grouping by employee in this grid to easily scan to identify possible issues where someone is not fully planned.  This Report grid is a summary of all the information you entered or altered in ALL the Plan Employee Salary Grids and great for verifying entry.

* ***Hourly – Salary Planning FY16***

**Salary - Working Plan Scenario - Hourly**

**Step 1 - Hourly - Optional Priming or Prepopulating the Employee Account Allocation for FY16.** For FY16, users may choose to utilize data from FY15 to prepopulate the plan via Scenario Copy Feature, S3 to copy Hourly Employee Account Allocations from Working Plan FY15 to Working Plan FY16 and then update and edit that information as necessary.

**Step 2 - Create a Generic Placeholder Account Key –** You may want to create an FY16 TBD Placeholder Key to easily identify staff or portions of staff that are TBD, with no definite funding identified at this time. (This allows you to fully plan employees while identifying high potential risk.  As you start your FY16 ABR work, some of these folks may intentionally be moved to base and others may be moved to this key.)

**Step 3 - Examine and Edit Plan Employee Salaries Grid -** Thinking of FY16 and beyond, scan to see if there are Term Dates you plan to extend in the Next Fiscal Year or planned Promotions or Reclassifications, or FTE changes.  (Use “Add Row Copy” to create **Next Records** to reflect these planned changes and to allow the changes in $ to flow through your fiscal year plan.)

**Step 4 - Examine and Edit Employee Assumptions Grid – Change CSC and Work Time -** Thinking of FY16 and beyond, scan to see if any CSC assignments need to be updated in your plan and make any planned Work Time adjustments that may vary from the default 85%.

**Step 5 - Hourly - View Employee Account Allocation Data Entry Grid AND Workable Hours Report Grid via Tile Horizontal -** With all other grids closed, these two allow you to both see the workable hours for an employee during a specified period, year, quarter, month, pay period, and create and edit assignments.  For workable hours, select your employees and applicable time periods.  Start Planning with Dimension Filter on our allocation grid that allows you to see ANY employee on YOUR keys with 2016 for the year.  Save the new Dimension Filters.

**Step 6 - Hourly - Enter / Edit Hourly Account Key Assignments in the Employee Account Allocation Grid – Filtering by Employee -** Edit existing assignments and create new assignments as necessary.  It’s much easier to do this Selecting one specific Employee at a in both the Allocation and Workable Hours Grids via “Filter Row” and then begin making changes.

**Step 6.1 - Hourly - Verify in the Employee’s TOTALS in the Employee Account Allocation Data Entry Grid -** Use Workable Hours as a starting point and compare with TOTAL Hours planned in Allocation Grid for the employee to see if the employee is fully planned.  (Workable Hours vary by employee based on FTE, Start Date, End Date and Work Time Assumptions.)

**Step 6.2 - Verify in the Employee Projection Annual Report Grid – All Employees - This grid combines both the Hourly and % in Key plans.**  After planning/verifying individual employees, view ALL employees, grouping by employee in this grid to easily scan to identify possible issues where someone is not fully planned.  This Report grid is a summary of all the information you entered or altered in ALL the Plan Employee Salary Grids and great for verifying entry.

* ***Both % in Key and Hourly FY16***

**Non-Salary - Working Plan Scenario**

**Step 1 – Optional Priming or Prepopulating Non-Salary Plans -** For FY16, users may choose to utilize data from FY15 to prepopulate the plan via Scenario Copy Feature, N1 and then update and edit that information as necessary.  To copy, open theTotal Planned Expenses in the Non-Salary Annual Spreading Grid and set dimensions for FY16, you will have entries for Salary expenses showing from Salary planning, but Non-salary will be empty unless you’ve done planning in FY16.

* + - To Copy - Open the “Processes” tab, select “Scenario Management Copy” Select N1 to copy Working Plan FY15 to Working Plan FY16.   (See the “Job Status” tab to see if the process completed.) Refresh the Grid to see the copied information for FY16.



**Step 2 - Enter/Edit copied information in Plan NonSal Expenses – Annual Spreading Working Plan Grid -** This Grid is where general Non-Salary Planning begins for the upcoming Fiscal Year.  Entry in this grid is at the bigger picture level, estimating expenses in each Expense Class for FY16.  Update and edit the copied information as necessary to reflect FY16 plans.  The information from this grid is spread uniformly across months in the Monthly Planning Grid.

**Step 3 - Examine and Refine Planning in the Monthly Planning Grid -** Editing in this grid allows the user,where relevant, to refine planning of Non-Salary Expenses at the monthly level. **(This level of planning is not required for the ABR and may best be done when closer to FY16.)**

**Step 4 - Plan Subaward MTDC Exclusions -** Data Entry in this grid allows the user to plan for specific subaward exclusions from MTDC for the fiscal year.

**Step 5 – Verify Data Entry Once Planning is Complete -** Scan Active Keys in the No Planned Expenses Report Grid to determine if there are keys listed from your group that should have planned expenses. Review Total Planned Expenses in the Non-Salary Annual Spreading Grid filtering by Account Key, Contract, Fund Source and compare with budgets, expected budgets, general knowledge of the key, project…

* ***Both % in Key and Hourly***

**Verify all the Overall Plan Total**

**Open the Total Planned Expenses in the Non-Salary Annual Spreading Grid for FY16 to verify the overall plan as well as plan by Fund Source -** this grid allows you to see planned overall totals for Salary and Non-Salary plans.  To easily see the totals, move the Total Prog Exp Incl O/H column to the left of the grid as well as Fund Source Code. (View, Save Grid Layout)   To see just NSFRCORE, select that from the drop down list on the Fund\_Source \_Code column.



1. **Build the NSF Base portion of your Working Plan for FY16 to X% Up for ABR Planning**

Per FY16 ABR guidance and your specific Lab priorities, build the NSF Base portion of your Working Plan for FY16 to X% up.

1. **Mapping the Working Plan Scenario**

The Mapping tool is in FAB, under the Mapping Application. This allows the user to “map” Working Plan Expenses to Lab Project / Activities, Lab Priorities, Lab Strategic Plans and ultimately to the NCAR Strategic Plan. The process includes:

* Preliminary Steps to identify Lab Strategic Plan items, Lab Priority items and Project / Activity items for mapping. (B&P adds this info to TM1)
* Map Projects / Activities to Priorities and enter ranking. A suggestion for numbering nomenclature:
* Teens (10s): Imperatives to your Lab, that under virtually any scenario would be protected.
* Twenties (20s): Items from the lower bookend to level.
* Thirties (30s): Items from level budget to the upper bookend.
* Map Projects / Activities to Lab Strategic Plan Items
* Map Planned Non-Salary expenses to Projects / Activities
* Map Planned Employee Salary expenses to Projects / Activities
* Verify Mapped Funds against actual Planned Funds
1. **Sandboxing in the Working Plan Scenario**

**Sandboxes can be used to examine impacts for % up and % down planning.**A sandbox is similar to having a linked spreadsheet, where all “cells” of the Sandbox are linked to the “cells” of the original plan.  You can make changes in a Sandbox that do not impact the original plan, but when the original plan is updated, changes in the original plan flow back to the Sandbox, ***except*** to cells you have been written over within the Sandbox and essentially the link is broken.

Key Points to remember with Sandboxes:

* A Sandbox is a very useful, very powerful tool to look at various hypothetical situations from your Working Plan or other copied, calculated scenarios (What If, ABR…)
* A Sandbox is private, meaning other users cannot see your Sandboxes and a Sandbox can only be shared via export from a FAB Grid.
* Sandboxing is not a good multi-task activity, requires some focus and concentration to keep track of where you are and what you are doing
* Create easy to identify Names for your Sandboxes that will make sense later on - typically Sandboxes are created for a specific purpose.
* Include the Scenario you create the Sandbox from in your Sandbox Name - i.e., WP for Working Plan, WiF for What If, ABR for ABR.
* Any cells you change in a Sandbox are indicated with small **green** triangle in the upper right corner. (If you change it back to the original entry, the triangle goes away.)
* DO NOT COMMIT your Sandbox. Committing a Sandbox, commits those potential changes to your Base Scenario, normally, Working Plan or What If. This process should only be used with great caution and typically avoided - if you made other changes, for instance deleting lines for ease of viewing, these lines would be deleted from you plan upon committing the Sandbox.
* A created Sandbox is available in all grids.  While working in a Sandbox, prior to making changes, it can be helpful to set all open grids in which you are working to that Sandbox.  (This can eliminate a lot of confusion later on.)
* When work in a Sandbox is complete or you need to do other activities in FAB, set each grid back to base and close the Sandbox Option on each grid, essentially setting everything back to the original plan.
* When you close FAB with an open Sandbox, your grids default back to your Base Scenario, Working Plan.

1. **Submit Final ABR Materials to B&P**

Per FY16 ABR Guidance, submit final ABR materials to B&P.

1. **ABR Scenario Copy Process**

The copy process is TBD. More details to follow.Immediately upon submission to B&P, copy Working Plan Scenario to ABR Scenario & Working Plan Mapping to ABR Mapping