

## Planning - Plan Non-Salary – Monthly Detail

Tweaking and adjustments to spread non salary data that has been entered and “spread” from the first grid now takes place in the monthly detail grid - The system provides two options, Spreading Across Months and Monthly Detail, for planning non salary budgets into time dimensions by account key, expense class and budget type. The Spreading Option takes an annual estimate and spreads it evenly across all months in the fiscal year; the Monthly Option allows for more specific planning and adjusting estimates based on the initial Spreading.

### NOTE



**FY13 plans in the Spreading Grid in Working Plan for non-salary were copied from FY12 budgets in IFAS to provide users a reference point for data entry. Users can edit this information to reflect plans for FY13. You can change the totals in the Spreading Grid (recommended) to spread your planned FY13 expenses and as necessary, select specific accounts to tweak monthly entries in the second Monthly grid.**

## Create / Edit a Non-Salary Budget

### Group Step-by-Step



*Edit Specific Monthly Expenses in your non salary plan.*

#### 1. Close all windows except

- Plan NonSal Expenses – Monthly Grid
- Plan NonSal Expenses – Annual Spreading Working Plan Grid
- Select Windows, Cascade, Tile Horizontal
- Check that you are using the Dimension Filter you created earlier in this Grid for your home Division/Program. All the Columns are marked in yellow for Non-Salary Data Entry. There are no shaded columns are “context” in this grid like there are in the Spreading Grid.

Plan NonSalary Expenses Monthly - Data Entry																	
View Options				Cancel	Filter Row	Add Row Copy	Add Row	Delete	Attributes								
Dimension Filter Selector	Account	Object Code	Line #	Budget Type	Oct Amount	Nov Amount	Dec Amount	Jan Amount	Feb Amount	Mar Amount	Apr Amount	May Amount	Jun Amount	Jul Amount	Aug Amount	Sep Amount	Total
	1	SampleKey1 -	S200 - Materi	1	New Funds	\$20,000.00	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	38,333.33
	2	SampleKey1 -	S200 - Materi	1	Expected Funds	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	600,000.00
	3	SampleKey1 -	S200 - Materi	2	New Funds	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	12,000.00
	4	SampleKey1 -	S400 - Travel	1	New Funds	\$0.00	\$5,161.29	\$7,225.81	\$10,116.13	\$14,162.58	\$19,827.61	\$27,758.66	\$38,862.12	\$0.00	\$0.00	\$0.00	123,114.19
	5	SampleKey1 -	S500 - Proper	1	Expected Funds	\$11,666.67	\$11,666.67	\$11,666.67	\$11,666.67	\$11,666.67	\$11,666.67	\$11,666.67	\$11,666.67	\$11,666.67	\$11,666.67	\$11,666.67	140,000.00
	6	SampleKey1 -	S500 - Proper	2	New Funds	\$20,000.00	\$0.00	\$3,333.33	\$3,333.33	\$3,333.33	\$3,333.33	\$3,333.33	\$3,333.33	\$3,333.33	\$3,333.33	\$3,333.33	53,333.33
	7	SampleKey2 -	S200 - Materi	1	Expected Funds	\$30,000.00	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	48,333.33
	8	SampleKey2 -	S200 - Materi	2	New Funds	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	400,000.00
	9	SampleKey2 -	S500 - Proper	1	New Funds	\$2,083.33	\$2,083.33	\$2,083.33	\$2,083.33	\$2,083.33	\$2,083.33	\$2,083.33	\$2,083.33	\$2,083.33	\$2,083.33	\$2,083.33	25,000.00
	10	SampleKey2 -	S500 - Proper	2	Expected Funds	\$2,083.33	\$2,083.33	\$2,083.33	\$2,083.33	\$2,083.33	\$2,083.33	\$2,083.33	\$2,083.33	\$2,083.33	\$2,083.33	\$2,083.33	25,000.00
					\$170,166.67	\$108,661.29	\$114,059.14	\$116,949.46	\$120,995.91	\$126,660.94	\$134,591.99	\$145,695.45	\$106,833.33	\$106,833.33	\$106,833.33	\$106,833.33	1,465,114.19

- #### 2. Using “Filter Row” select the account key from the earlier exercise, placing \$24K in all nonsalary expense classes.

Plan NonSalary Expenses Monthly - Data Entry

View Options Save Refresh Cancel Filter Row Off Add Row Copy Add Row Delete Attributes

Dimension Filter Selectors


Account	Object Code	Line #	Budget Type	Oct Amount	Nov Amount	Dec Amount	Jan Amount	Feb Amount	Mar Amount	Apr Amount	May Amount	Jun Amount	Jul Amount	Aug Amount	Sep Amount	Total
samplekey1																
1 SampleKey1 -	5200 - Mater	1	New Fun	\$20,000.00	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	38,333.33
2 SampleKey1 -	5200 - Mater	1	Expected	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	600,000.00
3 SampleKey1 -	5200 - Mater	2	New Fun	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	12,000.00
<b>Subtotals</b>				\$102,666.67	\$69,494.62	\$74,892.47	\$77,782.80	\$81,829.25	\$87,494.28	\$95,425.32	\$106,528.79	\$67,666.67	\$67,666.67	\$67,666.67	\$67,666.67	966,780.86

☒ Starts with([Account], 'samplekey1')


### 3. Select the Equipment Line

- Place the overall total for that line (\$24,000) in January
- Zero out the rest of the cells

**NOTE** - This is done assuming you had entered your planned expense amounts for FY13 via the Spreading Grid and only update specific accounts or expenses classes where you need/want the forecast to be highly accurate rather than “close enough”; where the payoff is equal to time spent updating at this detail. For instance an equipment purchase would not be spread across the year, but typically falls within a particular month.

- Tab from the last cell you enter in and notice all the ’s in the cells you have edited,
- Click Save to keep the changes. (Refresh the Spreading Grid to see the changes.) NOTICE the total remains \$24K for Equipment in both Grids, but all expenses are planned in January.


### 4. Go to the PSC Line

- Type “0” in October
- Copy it to all the months
- Tab from last entry, notice the ’s in the cells you have edited
- Click “Save” to keep the changes. NOTICE the line disappears from the Monthly Grid due to “Zero Suppression”, but the PSC number in the Spreading Grid went from \$24K to \$0. (Refresh the Spreading Grid to see the changes.)

### 5. Go Non Salary Planning Spreading Grid.

- Type \$12K in PSC
- Tab off the cell, notice the 
- Click “Save” to keep the changes
- Select Refresh to see the changes. NOTICE the Spreading Grid now has \$12K in PSC and both Grids went from \$0 to \$12K. Refresh the Monthly Grid to see the changes.



Be sure to save all changes, it seems to be easier to plan initially in the Spreading Grid and to have both open to make changes. Saving often and refreshing. With both open and visible via Tile Horizontal, filtering on a single key, it’s easy to see the ’s on the items that need to be saved – which sometimes explains why the refresh did not work. ; )

## NOTE



**The two Non Salary Date Entry Grids, Spreading and Monthly are connected. It's easiest to put all initial entries in the Spreading Grid and make adjustments in the monthly grid. The last saved changes take precedence, meaning:**

- I put \$12K in travel in the Spreading Grid and save. \$1K will be in each month in the Monthly Grid. Both grids have \$12K in Travel.
- I edit the Monthly Grid and place \$6K in June and \$6K in July and save. Both Grids still have \$12K in Travel.
- I edit the monthly Grid and place only \$4K in July and save. Both grids now total \$10K.
- I edit the Spreading Grid and now place \$24K in Travel and save. \$2K will be in each month in the monthly Grid. Both grids have \$24K in Travel.
- I edit the Monthly Grid and place \$0 in all months and save. Both grids now have \$0 in Travel. No travel line is on the Monthly Grid due to zero suppression.