

## Planning - Plan Non-Salary – Spreading Across Months

Non-salary planning begins with entry in this 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 a Non-Salary Budget

### Group Step-by-Step



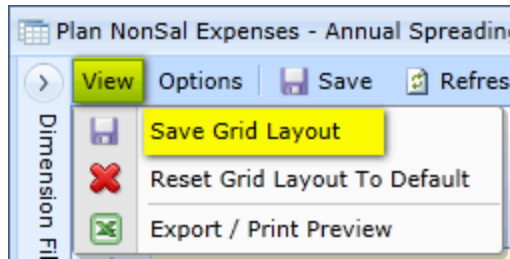
*Edit Planned Expenses in your non salary plan.*

#### 1. Close all windows except

- Plan NonSal Expenses – Annual Spreading Working Plan Grid
- Budget Forecast Report Grid
- Expand the Plan Non Salary Spreading Grid
- Check that you are using the Dimension Filter you created earlier in this Grid for your home Division/Program. The Columns marked in yellow are for Non-Salary Data Entry. The shaded columns are “context” columns.

Plan Non Sal Expenses - Annual Spreading Working Plan - Data Entry																						
View Options Save Refresh Cancel Filter Row Add Row Copy Add Row Delete Attributes																						
Dimension Filter Selectors	Account	Month	Bud Type	Line #	M&S 5200	Pur'd Services 5300	Travel 5400	PSC 5479	Equip 5500	Depreciation 5550	Interest Expense 5317	SPER 5600	Non Salary Subtotal	Comment	Salaries 5000	Benefits 5100	CSC 5349	Program Subtotal	Overhead 5700	Total Prog Exp Incl O/H	MTDC	
	1	PHAD0002	All Months	New Funds	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 Check this out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	2	PHAD0002	All Months	Expected Funds	1	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	Check this out	\$0.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00	\$0.00
	3	PHAD0032	All Months	New Funds	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 This is a test	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	4	PHAD0032	All Months	New Funds	2	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	This is a test	\$0.00	\$0.00	\$0.00	\$50,000.00	\$25,250.00	\$75,250.00	\$50,000.00
	5	SampleKey	All Months	New Funds	1	\$19,533.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,533.33	Check this out	\$0.00	\$0.00	\$0.00	\$19,533.33	\$0.00	\$19,533.33	\$0.00
	6	SampleKey	All Months	New Funds	2	\$12,000.00	\$0.00	\$0.00	\$0.00	\$53,333.33	\$0.00	\$0.00	\$0.00	\$65,333.33	Check this out	\$0.00	\$0.00	\$0.00	\$65,333.33	\$0.00	\$65,333.33	\$0.00
	7	SampleKey	All Months	Expected Funds	1	\$600,000.00	\$0.00	\$0.00	\$0.00	\$140,000.00	\$0.00	\$0.00	\$0.00	\$740,000.00	Check this out	\$0.00	\$0.00	\$0.00	\$740,000.00	\$0.00	\$740,000.00	\$0.00

2. (Recall the user can arrange the columns in an order most useful for their work.) **Move the Total Program Exp Inc OH column in front of the M&S column.**
3. **Save your new Column Layout by selecting “View” in the upper left corner and then selecting “Save Grid Layout”**



List of Columns in Plan NonSal Expenses – Annual Spreading Working Plan		
Account	Data Entry	
Month	Data Entry	
Line #	Data Entry	
Bud Type	Data Entry	
Fund_Source_Code	Added Attribute	
Total Prog Exp Incl O/H	Calculated	
Comment	Data Entry	
M&S 5200	Data Entry	
Purc'd Services 5300	Data Entry	
CSC 5349	Calculated	
Travel 5400	Data Entry	
PSC 5479	Data Entry	
Equip 5500	Data Entry	
Overhead 5700	Calculated	
Non Salary Subtotal	Calculated	
Program Subtotal	Calculated	
MTDC	Calculated	
Salaries 5000	Calculated	
Benefits 5100	Calculated	
Acct_Status_Desc	Added Attribute	
Rate_Type	Added Attribute	
Interest Expense 5317	Data Entry	<i>(Used to plan Expenses in this Expense Class)</i>
Depreciation 5550	Data Entry	<i>(Used to plan Expenses in this Expense Class)</i>
SPER 5600	Data Entry	<i>(Used ONLY for Budget Upload in this Expense Class, expenses do not occur in 5600).</i>
Division_Code	Added Attribute	
Entity_Code	Added Attribute	
IFAS_Contract_POP_End_Date	Informational	
IFAS_Contract_POP_Start_Date	Informational	
IFAS_Contract_Type	Informational	
IFAS_Contract_Type_Desc	Informational	

4. Add other attributes to the grid via the Attributes button -  (See Attributes Quick Reference)

- Using “Filter Row” select a particular Account Key for planning that includes at least two Budget Types such as Uncommitted Carryover, Committed Carryover and New Funds. Verify that you see only lines for that account key.

Write that account key down, we will use it in some other exercises. \_\_\_\_\_

Account	Month	Bud Type	Line #	Total Prog Exp Incl Q/H	M&S 5200	Purc'd Services 5300	Travel 5400	PSC 5479	Equip 5500	Depreciation 5550	Interest Expense 5317	SPER 5600	Non Salary Subtotal	Comment
samplekey1														
SampleKey1 - SampleKey1 - Sample - [Active]	All Months	New Funds	1	\$19,533.33	\$19,533.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,533.33	Check this out
SampleKey1 - SampleKey1 - Sample - [Active]	All Months	New Funds	2	\$65,333.33	\$12,000.00	\$0.00	\$0.00	\$0.00	\$53,333.33	\$0.00	\$0.00	\$0.00	\$65,333.33	Check this out
SampleKey1 - SampleKey1 - Sample - [Active]	All Months	Expected Funds	1	\$740,000.00	\$600,000.00	\$0.00	\$0.00	\$0.00	\$140,000.00	\$0.00	\$0.00	\$0.00	\$740,000.00	Check this out
Subtotals				\$824,866.67	\$631,533.33	\$0.00	\$0.00	\$0.00	\$193,333.33	\$0.00	\$0.00	\$0.00	\$824,866.67	

(NOTE – because the FY13 Data was primed from FY12, in Budget Type you may see UY, CY and New Funds, Fund Transfers... In some cases you may choose to plan only at the New Funds Level. Budget type is most critical in initial planning of Funds that are uploaded from the system, at the moment this includes indirects, CSC and NCAR NSF Target funds, but larger Cooperative Agreements may be added.)

## 6. Go to the New Funds Row.

- Edit MS, PS, Travel PSC and Equip to place \$24,000 in each cell.
- 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.
- Notice the Subtotals updated, both within and at the bottom of the grid.

## 7. Go to the row with Uncommitted Carryover or Committed Carryover

- Replace all entries “0” in all the cells – this assumes we are planning only at New Funds. Funds will be expended as “Undefined”, not by Budget type.
- Tab from last entry, notice the 's in the cells you have edited
- Click Save to keep the changes.
- Notice when all the entries are “0” for Non-salary and there are no comments and no planned salary expenses, the line is no longer shown due to “Zero Suppression”.

## 8. To insert a new row, place the cursor where you want to add a row and click “Add Row Copy”.

- Edit Budget Type to “Expected Funds” change all items to “0”
- Set Travel at \$50,000
- Tab from last entry, notice the 's in the cells you have edited
- Click Save to keep the changes.
- Notice the Subtotals updated.

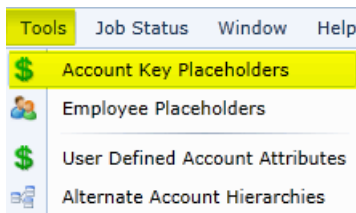
## 9. In the Filter Row, remove key you selected to see all your account keys with the “primed” reference point data as well as those you’ve edited in this exercise.

## Group Step-by-Step



*Add a placeholder account (or any account not already listed in your non-salary plan)*

### 1. Create a new placeholder key – Select Tools, Account Key Placeholders



Select “Add”, complete the required information and save.

Write down the new Placeholder Account Number: \_\_\_\_\_

### NOTE



**NOTE** – all new account keys, including new placeholder keys need to be added to the grid via “Add Row Copy”. No keys show up on the grid unless something is planned in that key in the selected fiscal year due to “Zero Suppression”. Because salary, benefit and CSC information is read into this grid, keys with salary plans in the fiscal year selected will show up even with no non-salary plans.

### 2. Go back to the Plan NonSal Expenses – Annual Spreading Working Plan and select any account key.

**3. Right-click on any row for that key and click on “Add Row Copy” to add a row.**

- In the Account Key cell of the new line, Type the first few characters of the placeholder key you created earlier and select that new key from the Drop Down List
- Select Line # “1” from the Drop Down List
- Select a Budget Type “Expected Funds” from the Drop Down List
- Notice the fields contain the data from the row you copied from. Fill in the fields as follows:

Comment	M&S 5200	Purc'd Services 5300	Travel 5400	PSC 5479	Equip 5500
Sample for class	\$5,000.00	\$75,000.00	\$10,000.00	\$0.00	\$10,000.00

- Click “Save”

**4. Open the Budget Forecast Report Grid.**

- Right Click on “Account” and select “UNGROUP” to have access to the Filter Row
- Click on Filter Row to look that the Placeholder Key you just added
- Click “Refresh” and note the change in the report

**Group Step-by-Step**



*Spreading – Data entered in the Spreading Grid feeds the Monthly Grid.*

1. Go back the Non-Salary Planning Spreading Grid and select Filter Row. Type in the Account key you selected for the first exercise and planned all the \$24,000 expenses to earlier.
2. Open the Plan NonSal Expense Monthly Grid.
3. Via Filter Row, select that same account key. Notice how the \$24K is spread evenly over all the months.

**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.