UCAR Forecasting and Budgeting (FAB) tool

Training Manual

October'/'November 2012

Training Modules

Navigation

- UI Getting Started
- Grid View, Layout, Filter, Sort and Export
- Dimension Filters
- Placeholder Employees and Account Keys

Planning Salaries

- Plan Employee Salaries
- Assumptions and Calculations
- Plan Employee Assignments % in Key Method
- Plan Employee Assignments Hourly

Planning Non-Salaries

- Salary Spreading
- Plan Non-Salary Monthly
- Plan Sub-award MTDC Exclusions

Navigation - UI Getting Started

Navigation in the UI - Grids

This chapter provides an overview of the FAB application features and main menus beginning with how to access the tool.

Requesting Access

[Prior to full implementation users will be granted access based on roles approved by Entity Budget and Planning offices. After the full implementation the approval process will be formalized using a request for access form that will be routed to the Entity Budget and Planning offices for approval.]

Logging in

To access the FAB Planning Tools simply go to the following urls below. Some users may be connected directly based on their CIT login (the login name and password for your personal workstation). Others may be prompted to enter their workstation login names and passwords. This will depend on the policies that different IT support groups have defined for browser settings on workstations. If integrated login is deployed as a policy, the login prompt will not be shown.

In the training sessions we will complete group exercises together on the Training Site and you will complete follow-up exercises relevant to your division/program/department on the Production Site the week after training.

Training Site: https://fagranby.fanda.ucar.edu/fabtrain/fab.aspx

Production Site: https://fatahoe.fanda.ucar.edu/fab/fab.aspx#/Home

Sample Login Windows:

Windows Security	×
Connecting to fagranby.fanda.ucar.edu.	_
User name Password Domain: CIT	Authentication Required
Insert a smart card	Enter username and password for https://fatahoe.fanda.ucar.edu User Name: Password:
OK Cancel	OK Cancel

NOTE: Some locations may require "CIT\user name", others may require only the user name

Overview of Forecasting and Budgeting tool Features and Components

Depending on how the application has been configured to meet you and your team's needs, various grids and features will be available.

General Features:

No matter what the configuration, all users will have the following features:

- Application Menu: Ability to switch between application configurations you have access to and define a default if you have more than one.
- Non Salary Planning Menu: Plan non-salary expenses and subaward exclusions
- Salary Planning Menu: Plan Account Key assignments, Adjust Work Time or CSC assumptions, Plan reclassifications, promotions, salary increases
- Reports Menu: where different views of the created budgets can be accessed for assessment / analysis.
- Tools Menu: Option to add placeholder account keys and employees; and user defined attributes to accounts
- Windows Menu (Arrange Windows)
- Access to online Help
- Grid Dimension Filter Selectors: where planning data sets are defined based on users needs or purview.
- Grid View Menu: where various grid view options can be accessed
- Refresh button: refreshes data in a grid
- Grid Filter Row: option to filter a pre-defined data set even further by grid column
- Grid Advanced Filter Editor: extension of filter row that provides additional options to filter a pre-defined data set even further by grid column
- Add Attribute Columns to grids: option to add attributes of account keys and employees can be added to a grid view
- Grid Column Sort: option to sort selected data in grids by column
- Grid Column Group-by: option to group grid rows by a column in the grid
- Grid Column Chooser: option to hide or unhide columns

Restricted Features:

The following features may be limited to designated division/program/lab and/or entity Budget and Planning office users:

- Placeholder Employees: Option to add placeholder employees.
- User-defined Attributes for Account Dimension: Option to define attributes of account keys for grouping keys to support planning and reporting.
- Management of Financial Organization Hierarchy: Option to change or enhance the account key hierarchy dimension.

Menu Bar Overview

The FAB Menu bar contains the following menu items. The 3 planning grid menus are dynamically created and may vary depending on your application configuration:

- Application Menu
 - Planning grid menus:
 - Non Salary Planning Menu (Data Entry)
 - o Salary Planning Menu (Data Entry)
 - o Reports Menu
- Tools Menu
- Windows Menu
- Help Menu

			THINGON .	TICIP
1				
Planning Grid	Planning Grid Menus	Planning Grid Menus	Planning Grid Menus	Planning Grid Menus

Application Menu

An application consists of specific girds configured to accommodate specific user group needs based on the type of budgeting and planning of their group. For example users who only budget on Indirect Keys have a simplified version of the planning grids; users who budget by Hours have different grids than those who budget by % in Key. These alternate configurations are defined as applications. If a user has more than one application they may toggle between them using the Application menu. This menu also provides the ability to:

- Set Current Application as Default: If you have more than one application you can define which one presents itself upon login.
- Save Application Layout: Save the window layout so it is the same very time you log in (See <u>Windows Menu</u>).
- Restore Application Layout: Restores grid layout to <u>last saved</u> configuration. (See <u>Windows</u> <u>Menu</u>).



Non Salary Planning Menu

This menu lists the Non Salary Planning (Data Entry) grids that are available in the application and allows you to select one to display / activate.

File Edit View Favorite	es Tools Help						
🚖 Favorites 🛛 🏉 FAB % in	Кеу						
Application Nor	n Salary Expenses	Salary Planning	Reports	Tools	Window	Help	CPM Production
🛅 Plan NonSal 🛅	Plan SubAward M	TDC Exclusions					
> 📄 Plan Noi 🛅	Plan NonSal Expe	nses - Annual Spre	ading Worki	ng Plan			
Pi) 😫 Pla 🛅	Plan NonSalary Ex	penses Monthly					
Dimension Fi	oad Report - Report [®] Workable Hours -	t Report					

Salary Planning Menu

This menu lists the Salary Planning (Data Entry) grids that are available in the application and allows you to select one to display / activate.

File Edit View	w Favorites Tools Help					
Application	Non Salary Expenses	Salary Planning	Reports	Tools	Window	Help
Plan SubAwa	rd MTDC Exclusions - Da nSal Expenses - Sep - Da ployee Account Allocatio	Employee Ad Employee Ad Plan Employ	ccount Alloc ssumptions ree Salaries	ation %		

Reports Menu

This menu lists the Reports grids that are available in the application and allows you to select one to display / activate.

File	Edit	View	Fav	orites	Tools Help]:
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>	28 E	mplo	yee	Acco	unt Allocation %	- Data Entry	7	Divisi	on CSC R	lates			
Dim	S S Plan Employee Salaries - Data Entry						28	Emplo	oyee Proj	ections - A	nnual -	Pilot	
ensi	Di Welload Report - Report					1	Uploa	d Report					
on Fi	nensi	P	5		Workable Hours -	Report	*	Worka	able Hou	rs			
ŧ	9	nens	₽				28	Unallo	ocated Er	nployees			
Sele	ilter	ion	men	D	S manocated i	Employees - Repo	1	Active	e Keys wi	th No Plan	ned Exp	enses	
ctors	Sele	Filter	sion	mer	Active K	eys with No Plann	۳	Budge	et Foreca	st Analysis	- Annua	al	
0,	ector	Sel	Filte	nsion	mer D 2 Buc	dget Forecast Ana	ysis -	Annual	- Report				

Tools Menu

This menu provides access to the following features:

- Account Key Placeholders: Create and edit placeholder accounts.
- Employee Placeholders*: Create and edit placeholder employees
- User-defined Account Attributes*: Create and edit your own account key attributes
- Account Hierarchies*: Manage Financial Org Structure *Some restrictions apply.



Windows Menu

The Windows Menu provides options for arranging data entry and reporting grids. When first logging into the tool, the available windows in your application will be in cascade format as shown below. Windows may be Tiled Vertical, Horizontal, and Minimized (Arrange Icons. Infrequently used windows may also be closed but can be easily re-opened using the <u>Non Salary Planning</u>, <u>Salary Planning</u>, and <u>Reports</u> menus.

🥖 FAB % in Key 🛛 🗙	
Application Non Salary Expenses Salary Planning Reports Tool	Window Help CPM Production System: fatahoe.fanda.ucar.edu
Plan SubAward MTDC Exclusions - Data Entry	Cascade
Plan NonSal Expenses - Annual Spreading Working Plan - Data Entry	Tile Vertical
🛱 🔇 🔚 Plan NonSalary Expenses Monthly - Data Entry	Tile Horizontal
Si Si Employee Account Allocation % - Data Entry	Arrange Icons
Employee Assumptions - Data Entry	Plan SubAward MTDC Exclusions - Data Entry
reference of the second secon	Plan NonSal Expenses - Annual Spreading Working Plan - Data Entry
e F S Scenario Assumptions - Report	Plan NonSalary Expenses Monthly - Data Entry
	Employee Account Allocation % - Data Entry
	Employee Assumptions - Data Entry
	Plan Employee Salaries - Data Entry
다 아 글 양 글 아 Vpload Report - Report	Scenario Assumptions - Report
	e Division CSC Rates - Report
양 약 약 위 기 가 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이	Employee Projections - Annual - Pilot - Report
ਤ ਦਿੱਤਾ ਸ਼ੁੱਤੇ ਸ਼ੁੱ 👌 🞢 Budget Forecast	A Upload Report - Report
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	Active Keys with No Planned Expenses - Report
Count Account	✓ Budget Forecast Analysis - Annual - Report

NOTE



Use the Windows Menu to arrange windows as desired and to quickly locate the grid set needed for the planning task at hand.

Group Step-by-Step



- 1. CLOSE GRIDS Keep only the grids open you are working on or those you will most frequently use, which are typically:
 - Employee Account Allocation Data Entry Grid
 - Employee Projections Annual Report Grid
- 2. Close other grids by pressing "x" in the upper right hand corner.

7 S	cenari	o Assump	tions - Report						-	
$\mathbf{>}$	View	Option	s 🔄 📓 Refresh 🛛 🍞	Filter Row 🗌 💥 Attributes				Press "X" to c	lose grid	
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sion Filter		Year	Salary Increase % Value	Salary Increase Effective Date Value	Average Work Time % Value	Benefit Rate Casual Value	Benefit Rate Value	Full Time U	CARGA alue	NC Va
Sele	1	2010	4.5 %	10/4/2009	85.00 %	9.30 %	51.9	0 %	13.90 %	4 🔺
to	2	2011	3.0 %	10/6/2010	85.00 %	8.40 %	51.0	0 %	13.80 %	4
S	3	2012	0.0 %	10/6/2011	85.00 %	8.00 %	50.7	70 % I	13.40 %	5
	4	2013	3.0 %	10/1/2012	85.00 %	9.60 %	53.2	0 %	13.40 %	5
	5	2014	4.0 %		85.00 %	9.60 %	53.2	0 %	13.40 %	5

3. Repeat step 2, closing all grids except:

Employee Account Allocation Grid, %

Employee Projections Annual Report

4. TILE HORIZONTAL - Arrange those remaining two windows as follows by clicking on Window and selecting Tile Horizontal:

<i>(</i> F	AB % in	Key	×													
Ар	plicatio	n Non Salary	/ Expenses	Salary Plann	ing Reports	Tools	Wir	ndow I	Help CPM P	roduction S	ystem: fata	hoe.	fanda.	.ucar.edu		
Sộ Đ	mploye	e Account Allocat	tion % - Dat	a Entry			8	Cascad	le							
$\mathbf{>}$	View	Options 🔚 Sa	ave 🖻 Re	fresh 🤄 Car	ncel 🕴 🍸 Filte	r Row (Tile Ve	rtical			but	butes			
Din		Employee		Account			Η	Tile Ho	rizontal				Start	t Date	End D	ate
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ŝ	2	RITTER, JOHN -	123455	SampleKey1 -	ampleKey1 - SampleKey1 - Sample - 🗸 Employ			vee Account Al	location % -	Data Entry	%	9/13	/2010	12/3	/2050	
Filte	RITTER, JOHN - 123455 SampleKey1 - SampleKey1 - Sample -								ne Designation	Annual 1	Dilat Dagar	%	9/13	/2010	12/3	/2050
s, s	4	RITTER, JOHN -	123455	SampleKey2 -	SampleKey2	- SampleKe		Employ	/ee Projections	s - Annuai -	Pliot - Kepor	<u>%</u>	9/13	/2010	12/3	/2050
lect	5 SAUNDERS, JILL - 123454 PHA00002 - Phantom - [Active]								New Funds	01	1 23	3.0 %	9/13	/2010	12/3	/2050
ors	6	SAUNDERS, JILI	L - 123454	SampleKey1 -	SampleKey1	- Sample -	[Acti	ve]	New Funds	01	1 7	7.0 %	9/13	/2010	12/3	/2050
	7	SAUNDERS, JILI	- 123454	SampleKey2 -	SampleKey2	- SampleKe	ey2 -	[Active]	New Funds	01	1 23	3.0 %	9/13	/2010	12/3:	/2050
Se e	Employee Projections - Annual - Pilot - Report View Options 🖻 Refresh 🍸 Filter Row 🔏 Attributes															
Dimen	Emp	loyee 🔺														
sion Filter		Position Nbr Ad	ccount		Budget Type	Contra	ct E	lours C-5000	Person Year EC-5000	Pct on Key EC-5000	Amount EC-5000	Amou EC-5	unt 100	Amount EC-5700	Amount EC-5349	Amoui Total I
Select			DOE, JANE	- 123456				96.00	5.40%	5.43%	\$5,538.46	\$2,8	08.00	\$0.00	\$0.00	
ors		Employee:	RITTER, JO	HN - 123455				282.88	16.00%	64.00%	\$0.00		\$0.00	\$0.00	\$0.00	
		Employee:	SAUNDERS	, JILL - 123454	l.		2	2,174.64	123.00%	123.00%	\$0.00		\$0.00	\$0.00	\$0.00	
							2	2,553.52	144.40%	192.43%	\$5,538.46	\$2,8	08.00	\$0.00	\$0.00	

5. SAVE THE GRID VIEW - To Save this view when you log in next time, Go to the Application menu and click "Save Application Layout":



6. Close the browser and reopen. Note your application appears as you last left it after saving the layout.

NOTE: "Restore Application Layout" Returns the layout to the last saved version.

Help Menu Bar

To access the Online Help simply go to the Help menu and select View Help.

Application	Non Salary Expenses	Salary Planning	Reports	Tools	Window	He	P
						0	View Help
							About FAB

Overview of Planning Grids (More detail is provided in specific modules.)

Salary Planning Menu for Data Entry Grids

- Plan Employee Assumptions
 - o Adjust an employees work time or CSC assignment for planning purposes
- Plan Employee Salaries
 - View current and prior records; add next records to plan for reclass, promotions, etc.
- Plan Employee Account Allocation % in Key
 - Plan employee expenses on specific account keys for specific date ranges by % in key
- Plan Employee Account Allocation Hours by Quarter
 - Plan employee expenses on specific account keys for specific date ranges by Hours in quarter by key
- Plan Employee Account Allocation Monthly
 - Plan employee expenses on specific account keys for specific date ranges by Hours in month by key

Non-Salary Planning Menu for Data Entry Grids

- Plan Subaward MTDC Exclusions
 - Plan MTDC exclusions typically in Purchased Services or Materials and Supplies (Equipment and PSC are excluded by Expense Class / Object Code)
- Plan Non-Salary Expenses Spreading
 - Spreads one entry evenly over all months in Monthly Grid
- Plan Non-Salary Expenses Monthly
 - o Allows for data entry by month, by account, by expenses class

Reports Menu for Report Grids

- Scenario Assumptions (Reference for all Monitoring & Planning)
 - Past, present and projected UCAR rates used in planning calculations
- Division CSC Rates (Reference for all Monitoring & Planning)
 - Past, present and projected CSC rates used in planning calculations
 Budget Forecast Analysis Report (All Monitoring & Planning)
 - Combines IFAS actuals to date with future planning information "forecast" expenses and account balances
- Employee Projections Annual Pilot Report (Use with % in Key Salary Planning)
 - Summarizes information based on data input in the Salary Planning Grids, provides means for verification that staff are fully covered and accounts and staff are not over allocated.
- Employee Projections Quarterly By Fiscal Year (Use with Hourly Salary Planning)
 - Summarizes information based on data input in the Salary Planning Grids, provides means for verification that staff are fully covered and accounts and staff are not over allocated.
- Employee Plan vs. Forecast Hours By Fiscal Year (Hourly Monitoring & Planning)
 - Compares Plan to Forecast, provides a means for determining changes, corrections to plan.
- Upload Report (Currently NCAR Export of Indirect, CSC & NSF Target Uploads)
 - Once planning is complete, provides Isolation of New Funds by with fields necessary for IFAS budget uploads via Excel export.
- Workable Hours (Use with Hourly Salary Planning)
 - o Indicates by person, workable hours based on calendar, FTE, and begin and end dates.
- Unallocated Employees (Use with all Salary Planning)
- Indicates active employees who are not allocated to account keys
- Active Keys with No Planned Expenses (Use with all Salary & Non-Salary Planning)
 - o Indicates active keys with no expenses yet planned

Group Step-by-Step



Examine the Available Windows Necessary for Salary Planning

- 1. Close all the grids or windows.
- 2. Open the Plan Employee Salaries Grid
- 3. Open the Plan Employee Assumptions Grid
- 4. Open the Plan Employee Account Allocation % in Key Grid
- 5. Open the Unallocated Employees Grid
- 6. Open the Plan Non-Salary Expenses Spreading Grid
- 7. Open Active Keys with No Planned Expenses Grid

Navigation - Grid View, Layout, Filter, Sort and Export

Navigation in the UI - Grid View, Sorting, Layout, Export Functions

Each grid has a menu bar with features used to create planning data. The menus handle layout and appearance of a grid as well as the grid export feature. We will look at View, Options, Filter Row and Attributes. (Data Entry items - Save, Refresh, Cancel, Add Row Copy, Add Row and Delete are covered in detail with each specific grid.)

View Menu

The View Menu contains the following options:



Save Grid Layout / Reset to Default

The following grid functions covered in this chapter provide the ability to modify the appearance of a grid to meet your specific planning needs.

- Add Attribute Columns
- Re-arrange Columns
- Group-by Column
- Column Chooser Show/Hide Columns

Once you use these features to achieve the desired results, the layout can be saved. At any time, the layout can also be reset to the default view as defined by the application. Simply select View and either option to achieve the desired results.





Export / Print View

Any grid can be exported to the following file types:

- PDF
- HTML
- RTF
- XLS
- XLSX
- CSV
- Text
- Image File
- XPS

Group Step-by-Step



Export Budget Forecast Analysis grid

- 1. Go to the Budget Forecast Analysis Grid.
- 2. From the View menu select Export / Print View



3. The following screen appears. Expand the window to show the full grid.

Pri	int Previ	ew - Budget F	orecast Ana	lysis - Annual	nning Repo	orts To	ols Wind	ow Help	CPM Pro	duction Sy	ste 🖛 🗐	x
: .	. 8	6 🔮 -	à -		00%	• 🔍				ð - 🔓	Ť	
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		Contract	Expense C	Uncommitted	Committed C	New Fund	Fund Trans	Total	Undefined	Undefined	Funds Avai	Total
		Account: Sam	npleKey1 - Sa	ampleKey1 - S	ample - [Activ	e] (\$0.00), ((\$0.00), (\$0.	00), (\$0.00), (\$0.00), (\$	\$0.00), (\$0.00), (\$0.00), (\$975,
		GAIND	5000 - Sala	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,5
/		GAIND	5100 - Ben	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,8
		GAIND	5200 - Mati	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$650
		GAIND	5300 - Purc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		GAIND	5400 - Trav	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123
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Pag	ge: 1	/ 1									Zoom	100%

4. You can select 🖾 Export Document or 🗟 Export Document to Window. Click on the arrow on the righthand side of the icon to choose the file type. For this exercise, select Export Document and XLS file type.



5. Click OK.

XLS Export Options	X
Export mode: Page range:	Single file *
Sheet name:	Sheet
Text export mode:	Value -
Show grid lines	
Export hyperlink	cs
	OK Cancel

6. Click OK.



7. Save to the desktop with meaningful name and format/modify in Excel as needed.

Save As	op 🕨	• \$	Search Desktop	
File name: Save as type:	Budget Forecast Analysis-Export.xls XLS Document (*.xls)		•]
💽 Browse Folders			Save Cancel	



Notice that this process is the equivalent of paste-values in Excel. There are no formulas in this downloaded file.

Simple Column Sorting and Filtering

Once you have Dimension filters set up and saved from Chapter 3, you can dynamically sort and filter your data selections.

NOTE



You cannot save these filters. These filters are meant to be used dynamically when you need to toggle back and forth between data sets on your grid as you are planning.

Sorting Ascending and Descending by a Specific Column - Within any grid the data in the grid can be sorted by any column.

Sort Ascending - the arrow at the right is pointing up

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ion	2	DOE, JANE - 123456	Sa								
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ar S	4	RITTER, JOHN - 123455	Sa								
elect	5	RITTER, JOHN - 123455	Sa								
ors	6	SAUNDERS, JILL - 123454	Sa								
	7	SAUNDERS, JILL - 123454	Sa								

Sort Descending - the arrow at the right is pointing down

mploye	e Account Allocation % - Da	ta
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	Employee)
1	SAUNDERS, JILL - 123454	1
2	SAUNDERS, JILL - 123454	
3	RITTER, JOHN - 123455	
4	RITTER, JOHN - 123455	
5	RITTER, JOHN - 123455	
6	DOE, JANE - 123456	
7	DOE, JANE - 123456	
	View 1 2 3 4 5 6 7	Imployee Account Allocation % - Date View Options Save P Employee Employee Imployee Imployee Imployee 1 SAUNDERS, JILL - 123454 Imployee Imployee Imployee Imployee 2 SAUNDERS, JILL - 123454 Imployee Imployee

Filter by selecting specific names - Click on the filter at the top right of the Column Label - a dropdown list of all unique items allows you to select one or more to view.

Semployee Account Allocation %											
\mathbf{i}	View	Options 🔡 Save 👩 Refre	sh								
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ion	2	DOE, JANE - 123456	s								
Filt	3	DOE, JANE - 123456	s								
ar S	4	PH - Brown, James - PH000043	s								
elec	5	PH - Brown, James - PH000043									
tors	6	PH - Brown, James - PH000043	s								
1000	7	PlaceHolder Scientist I	s								
	8	PlaceHolder Scientist I	s								
	9	RITTER, JOHN - 123455	s								
	10		-								



Filter Row (Filter by Column Feature)

After applying a Dimension Filters from Chapter 3, it is possible to filter the data selections further and more dynamically based on a column and a starts-with function using the Filter Row feature.

NOTE



You cannot save these filters. These filters are meant to be used dynamically when you need to toggle back and forth between data sets on your grid as you are planning. For more permanent filters, you should save your filter selection in the dimension selector. However, these provide quick, easy filtering for groups of data where you need to see various subsets.

Group Step-by-Step



Filter row by Fund Source column in the Plan NonSal Expenses – Sep grid

- 1. Go to the Plan NonSalary Expenses Monthly Data Entry Grid.
- 2. Click on the Filter Row button.

Pl	an Nor	Salary Expenses Monthly - Data Entry	\frown				
$\mathbf{\Sigma}$	View	Options 🛛 🔚 Save 📑 Refresh 🏼 🥱 Cancel 🕻	Filter Row Off 😳 Add Row Copy	/ 😲 Ad	ld Row 🛛 🕄 Delete 🗌	🔏 Attribu	tes
Dimensio		Account	Object Code	Line #	Budget Type	Oct Amount	Nov Amoi
n Fi					This is the Filter R	low	
ter	1	SampleKey1 - SampleKey1 - Sample - [Active]	5200 - Materials Supplies - Budget	1	New Funds	\$0.00	\$0
Sele	2	SampleKey1 - SampleKey1 - Sample - [Active]	5300 - Purchased Services - Budget	1	Committed Carryover	\$0.00	\$0
do	3	SampleKey1 - SampleKey1 - Sample - [Active]	5300 - Purchased Services - Budget	1	New Funds	\$0.00	\$0

3. Type an "53" in the Obejct Code column – now only rows with the Object Code starting with "53" are showing. Notice also that the Grid Totals change.

PI	Plan NonSalary Expenses Monthly - Data Entry												
$\mathbf{>}$	View	Options 🛛 🔚 Save 📑 Refresh 🏼 🥱 Cancel 🗎	🍸 Filter Row Off 🛛 🟮 Add Row Copy	/ 😲 Ac	ld Row 🛛 🕄 Delete 🗌	🔏 Attribu	tes						
Din			Ŷ			Oct	Nov						
Ten		Account	Object Code	Line #	Budget Type	Amount	Amou						
Sio													
2			53										
ter	1	SampleKey1 - SampleKey1 - Sample - [Active]	5300 - Purchased Services - Budget	1	Committed Carryover	\$0.00	\$0.						
Sele	2	SampleKey1 - SampleKey1 - Sample - [Active]	5300 - Purchased Services - Budget	1	New Funds	\$0.00	\$0.						
8													

NOTE



If you think you may be missing information, check the filter row to determine if any filters are on. When you change dimensions, filters can remain on, but hidden until you turn on the filter row.

4. Disabling, clearing, or changing filters.

P	lan Nor	nSalary Expenses N	Ionthly - Data E	ntry							-	- = x		
$\mathbf{>}$	View	Options 🛛 🔚 Sav	e 🖸 Refresh	ig Cancel	💎 Filte	🍸 Filter Row Off 🛛 🔾 Add Row Copy 🕒 Add Row 🛛 🔇 Delete 🛛 💥 Attributes								
Dimen	Account					es Fi	ilter Row but Filter i	on t Type	Oct Amount	Nov Amount	Dec Amo			
sion					52	- Г	Delete text used to	Filter	1					
Filter	1	SampleKey1 - Sa	mpleKey1 - Sam	ple - [Active]	5300 -	Purci	nased Services - Budget	T	Committed Carryov	er \$0.00	\$0.00	\$0 🔺		
Sele	2	SampleKey1 - Sa	mpleKey1 - Sam	ple - [Active]	5300 -	Purch	hased Services - Budget	1	New Funds	\$0.00	\$0.00	\$0		
ctors	D	isables Filter					_			\$0.00	\$0.00	\$0 🗸		
	✓ St	arts with([Object C	ode], '53') •						Edit or	<u>Clear Fil</u>	ter	00		

To revert back to the original selection, you can also right-click on the column header and select Clear Filter.



Add Attribute Columns

Attributes on key dimensions in a grid can be added as a column. For instance you can add Fund Source Code from the Account Dimension to sort your keys or you can Add Division Code from the Employee Dimension to sort staff you planned on your keys from other Divisions / programs.

Group Step-by-Step



Add the Fund Source attribute from the Account Key dimension to the Budget Forecast Analysis Grid

- 1. In the Budget Forecast Analysis grid, click on Attributes.
- 2. From Dimension Name Drop Down List Select "cd_Account" (this is the Account Key dimension)
- 3. From Attribute Name Drop Down List, Select Attribute "Fund_Source_Code"
- 4. Click on "Add Attribute", the new attribute will now be listed under Attributes currently on this data grid.
- 5. Notice the Fund_Source_Code attribute is now listed as currently available. Click on "Save and Close".
- 6. Expend the details of the 1st account key in your grid and view the new column in the grid.
- 7. Under the View Menu, select Save Grid Layout to keep the new Attribute.

Re-arrange Columns – NOTE: These Changes Can be Saved under View Menu

Columns may be re-arranged in your grid view to customize the view to help you work most efficiently. Simply click and drag the column to where you would like it to be placed. Use the View Menu select Save the Grid Layout to save changes.

As you drag the column arrows indicate it will drop between the two columns. (If it does not drop where you thought it should, check the arrow indicators.)

\bigcirc	View	Options 🛛 🔚 Save 📑 F	Refresh 🧠 Cancel 🍸 Filter Row 🖞	🖓 Add Row Copy	Add Rov	/ 😢 Dele	ete 🔀	Attributes		
Din		Employee 🔺	Account	Bud Type	Pos #	Line #	Pct	Start Date	End Date	Acct_Status_Desc
lens	1	DOE, JANE - 123456	SampleKey1 - Sample - [Active]	New Funds	01	1	0.50	9/13/2010	12/31/2012	Active
ion	2	DOE, JANE - 123456	SampleKey2 - SampleKey2 [Active]	Fund Transfers	01	1	0.50	9/13/2010	12/31/2013	Active
Filte	3	RITTER, JOHN - 123455	SampleKey1 - Sample - [Active]	Committed Carryover	01	1	0.25	9/13/2010	12/31/2050	Active
s la	4	RITTER, JOHN - 123455	SampleKey1 - Sample - [Active]	New Funds	01	1	0.75	9/13/2010	12/31/2050	Active
elec	5	RITTER, JOHN - 123455	SampleKey2 - SampleKey2 - [Active]	New Funds	01	1	0.34	9/13/2010	12/31/2050	Active
tors	6	SAUNDERS, JILL - 123454	SampleKey2 - SampleKey2 - [Active]	New Funds	01	1	0.23	9/13/2010	12/31/2050	Active
	7	SAUNDERS, JILL - 123454	SampleKey2 - SampleKey2 - [Active]	New Funds	01	2	0.50	9/13/2010	12/31/2050	Active

Now the Account Status column is moved between "Account" and "Budget Type"

Empl	mployee Account Allocation % - Data Entry													
\mathbf{b}	View	Options 🛛 🔚 Save 👩 🖡	Refresh 🤄 Cancel 🛛 🌱 Filter Row	🗘 Add Row Copy 😲 Add Row 🔇 Delete 🛛 💥 Attributes										
Din		Employee 🔺	Account	Acct_Status_Desc	Bud Type	Pos #	Line #	Pct	Start Date	End Date				
lens	1	DOE, JANE - 123456	SampleKey1 - Sample - [Active]	Active	New Funds	01	1	0.50	9/13/2010	12/31/2012				
sion	2	DOE, JANE - 123456	SampleKey2 - SampleKey2 - [Active]	Active	Fund Transfers	01	1	0.50	9/13/2010	12/31/2013				
Filt	3	RITTER, JOHN - 123455	SampleKey1 - Sample - [Active]	Active	Committed Carryover	01	1	0.25	9/13/2010	12/31/2050				
er s	4	RITTER, JOHN - 123455	SampleKey1 - Sample - [Active]	Active	New Funds	01	1	0.75	9/13/2010	12/31/2050				
elec	5	RITTER, JOHN - 123455	SampleKey2 - SampleKey2 - [Active]	Active	New Funds	01	1	0.34	9/13/2010	12/31/2050				
tors	6	SAUNDERS, JILL - 123454	SampleKey2 - SampleKey2 - [Active]	Active	New Funds	01	1	0.23	9/13/2010	12/31/2050				
	7	SAUNDERS, JILL - 123454	SampleKey2 - SampleKey2 - [Active]	Active	New Funds	01	2	0.50	9/13/2010	12/31/2050				

NOTE – when all the columns do not fit within the window and you are moving from one end of grid to the other, you may have to move it several times to get to the correct spot.

Column Menu

In addition to the Filter Row feature, there is an advanced column filtering option:

Group Step-by-Step



Review Column Menu

1. In the Budget Forecast Analysis grid, go to any column and right-click on the column header to open the Column Menu.



- 2. Note the alternate Sort features as well as clearing..
- 3. "Group By" and "Column Chooser" are described in the next exercises.
- 4. Best Fit sets the column width based on the entries on that column and for all columns, use Best Fit (all columns)

Column Group-by

In each grid you may choose a column to group by rendering expandable subtotals for that column. Simply right-click on a column and select Group By This Column. Some reporting grids (Budget Forecast Analysis and Employee Projections) default to a group-by view. Budget Forecast Analysis is grouped by Account Key to provide a subtotal by key and Employee Projections is grouped by Employee to provide a subtotal by person.

Group Step-by-Step



1. In the Budget Forecast Analysis grid, right-click on the Group By Panel and select Clear Grouping.

Budg	jet Fore	ecast Analy	sis - Annu	ual - R	leport							
\bigcirc	View	Options	😫 Refre	esh	🍸 Filter Row 🗌	8	Attributes					
Dimen	Account		-		Tł		This is the Grooup By Panel. This grid defaults— to grouping by the Account Key Column.					
nsion F		Contract	Ex	Ex E	Full Collapse	ull Collapse	IFAS Budget Uncommitted Carryover	IFAS Budget Committed Carryover	IFAS Bud New Fund			
lter				×	Clear Grouping							
Select		+ Acco	unt: PHA	00002	- Phantom - [Acti	ve]	\$0.00	\$0.00	\$0			

2. Right click on the Fund Source Column for the column menu and select Group By This Column.



3. Note the results.

Fund_Source_Code											
	Account Contrac t		Expe	nse Class	IFAS Budge Uncommitte	et ed Carryover	IFAS Budget Committed Carryover	IFAS Budget New Funds	IFAS Bud Fund Trar		
	Fund_Source_Code:			Subtotal by Fund S	Source	\$0.00	\$0.00	\$0.00			
1	SampleKey1 - Samp	GAIND	5000	- Salaries		\$0.00	\$0.00	\$0.00	:		
2	SampleKey1 - Samp	GAIND	5100	- Benefits		\$0.00	\$0.00	\$0.00			
3	SampleKey1 - Samp	GAIND	5200	- Materials & Supplies		\$0.00	\$0.00	\$0.00	:		
4	SampleKey1 - Samp	GAIND	5300	- Purchased Services		\$0.00	\$0.00	\$0.00	1		
5	SampleKey1 - Samp	GAIND	5400	- Travel		\$0.00	\$0.00	\$0.00			
6	SampleKey1 - Samp	GAIND	5500	- Equipment		\$0.00	\$0.00	\$0.00	:		
	Fund_Source_Code:	Unknown				\$0.00	\$0.00	\$0.00	5		
7	SampleKey2 - Samp	COFFEE	5200	- Materials & Supplies		\$0.00	\$0.00	\$0.00	:		
8	SampleKey2 - Samp	COFFEE	5500	- Equipment		\$0.00	\$0.00	\$0.00	:		
9	SampleKey2 - Samp	COFFEE	5700	- G&A Overhead/Burden		\$0.00	\$0.00	\$0.00	:		

Column Chooser – Show/hide columns

On any grid you may remove/add columns with the Column Chooser.

Group Step-by-Step



Hide Salary Object Code from Plan Employee Salaries grid.

1. Select Salary Planning; select the Plan Employee Salaries grid.



2. Right click on any column header for the Column Menu. Select Show Column Chooser.



3. Click and drag the Salary Object Code Column to the Column Chooser



4. Close Column Chooser.



5. Save Grid Layout with the Salary Object Code Column hidden.



6. To add the column back to the Grid, right click any column header to open the Column Menu. Select Show Column Chooser and drag the Salary Object Code Column back to the Grid, inserting it where you want it to appear.



If a column "disappears" from your gid, check the column chooser. You can move the column back up to the grid in the same way we hid the Position Number Column.

Navigation - Dimension Filters

Navigation in the UI - Dimension Filter Selectors

Each grid contains a Dimension Selector that provides the ability to select and narrow down the planning data shown on the grid. In this section we will set up dimension filter combinations you are most likely to use in real life planning exercises. In these exercises we will make use of each of the methods of filtering data in the dimension selector (by Hierarchy, by Wildcard, by Attribute and by Subset).



Saving Dimension Selections and Setting up your grids.

In the hands-on exercises in this chapter, you will be able to save the dimension selections you create and name and save them for future.

Typically, we are changing row selections to determine what we view in the grids.

NOTE



Named Dimension Selection Filters save a lot of time, but how you name the filters is critical to easily find the right information later on. Some grids are associated with time or a fiscal year, others are continuous. Some filtering allows you to see ANY UCAR employee planned on your keys, other filtering allows you to see ANY UCAR keys your employees are planned on.

Dimension Filter Dropdown

Hierarchy searches within UCAR, i.e., UCAR / NCAR / CISL / TDD or UCAR / UCP / COMET.
Wildcard searches by numbers an account starts with, 40* returns JOSS account keys.
Attribute searches by selected attribute, such as Division Code = 10 returns CGD.
Subset provides special filtering; Level 0 selects ALL, i.e., employees or account keys in UCAR.

Plan Employee Salaries Grid - Create a Filter Using the Hierarchy

Group Step-by-Step



Create a Dimension Filter for Employees in your Division / Program for the Plan Employee Salaries Grid

>

1. Go to the <u>Plan Employee Salaries Data Entry Grid.</u> (This grid is under the Salary Planning Tab.)



2. Click on the dimension selector in the upper left hand corner of the grid.



3. Click on the Employee dimension.



4. Within the Employee Dimension Selector, Select the Hierarchy Filter, open UCAR and applicable entity, lab or program to select your group. Click Apply Filter in the lower left corner. NOTE: Selected items appear in the Selected Members box on the right.

HINT: To open groups, click directly on the arrow – the arrow will change to blue. To add a member to the selection box, click directly on the name. To clicking on any item replaces the previous; ctrl-click adds individual multiple items, shift-click adds sequential multiple items.

	Employee - Selector	
Filter: By Hierarchy	Selecte	ed Members
	solidated Members	
Starly Silver 19 class	Deselect All	
Apply Filter Close		

- 5. Note how the employees listed in the grid have changed from Sample to your Division or Program.
- 6. After data has loaded, click on the "Save As" button in the Dimension Filter Selectors panel and type in the name such as "CGD Emp Salaries"

Ap	pplication Non Salary Expenses Salary	Plannin	g Reports Tools Win	idow H	lelp CPI	M Production	ı Syste
28 P	lan Employee Salaries - Data Entry						
		View	Options 🔚 Save 🛛 💆 Re	efresh 🖁	🕥 Cancel	🗧 🏹 Filter I	Row (
Din	Save Save As. Delete Set as Default						
Ten	Apply Saved Dimension Filter		Employee	FTE	Status	Salary	HRIS "
sion	Context 😞 🔺						
- 2	Scenario	1	DOE, JANE - 123456	1	EM	100,000.00	
fer	Working Plan	2	RITTER, JOHN - 123455	1	EM	90,000.00	
Sele	Rows	3	SAUNDERS, JILL - 123454	1	EM	55,000.00	
ctor	Employee	(Dramat	X			
5	Sample HR Org		Frompt		•		
	Employee Record		Enter a new Filte	r Name:			
	Level0		SAMPLE Emp Sa	laries			
	Position Nbr						
	Level 0		ок с	ancel			
	Columns 😞						
	Employee						
	PLANNING						

7. Note how the name of your new filter appears in the top drop-down list of the Dimension Selector panel.

8. Save the filter you have just created as your Default for this grid.



9. Note how the default is indicated by a star symbol. 🗎



- 10. Exit from the grid.
- **11. Re-open the grid.** Observe that now your new default filter opens immediately to all employees with your group as their home division.

Employee Assumptions Grid – Create a Filter using Hierarchy

Group Step-by-Step



Create a Dimension Filter for Employees in your Division / Program for the Employee Assumptions Grid

- 1. Go to the Employee Assumption Grid. (This Grid is under the Salary Planning Tab.)
- 2. Repeat steps 2–11 from the above exercise. (For both the Salary Planning and Employee Assumptions Grids, these apply only to staff in your Division / Program, so the same Default Dimension applies in both cases.)

Employee Account Allocation Grid – Create Filters using Wildcard and Subset Group Step-by-Step



Create two Dimension Filters, one for just <u>your Accounts (and ALL Employees</u> <u>planned to your accounts)</u> and another for just <u>your Employees and ALL Accounts</u> <u>to which they are planned.</u>

PART 1

- 1. Go to the Employee Account Allocation Grid. (Under the Salary Planning Tab.) NOTE in this Exercise you will use the Accounts Dimension Selector and the Employee Dimension Selector.
- 2. Open the Dimension Selector and Click on the Employee Dimension. Within the Employee Dimension Selector, Select the Hierarchy Filter, open UCAR and applicable entity, lab or program to select your group. Click Apply Filter.



3. Now that Employee has been selected for a Division or Program, Leave Account at "Level 0" to select ANY UCAR Account to which your employees may be allocated.



4. After data has loaded, click on the "Save As" button in the Dimension Filter Selectors panel and type in the name.



5. Note how the name of your new filter appears in the top drop-down list of the Dimension Selector panel.



NOTE



When using the Wildcard filter you can add more filters and use multiple filters with the implied "and", such as 10* and 11*.)



Wildcard selections cannot be made on dimensions that are in the Context area of the Dimension Filter Selector.

PART 2

Remain on the Employee Account Allocation Grid. We will now create the second filter, only our Accounts and Any Employee who may be planned to those accounts.

NOTE



"Level 0" selects ALL. Remember, we want to change both the Employee and Account Dimensions, and we are selecting and changing the Dimension with "Level 0" first – so we don't leave both at "Level 0" which selects ALL Account Keys and ALL Employees in UCAR.

6. Open the Dimension Selector, <u>Click on Account</u> to Open the Account Dimension Selector, select Filter by the Hierarchy Filter, open UCAR and applicable entity, lab or program to select your group. Click Apply Filter.



7. <u>Click on Employee</u> to open the Employee Dimension Selector, select Filter by Subset, Click on the Subset Row and begin to type "le", Level O should then appear to select ANY UCAR Employee. Click Apply Filter.

A	Application Non Salary Expenses Salary	Planning Reports Tools Window Help CPM Production System: fatahoe.fanda.ucar.edu	
😂 Employee Account Allocation % - Data Entry			
 Dimension Fil) 🖬 🛃 🗱 🥱	View Options 🔚 Save 👩 Refresh 🦏 Cancel 2. Click on Select Subset Row and type	
	Save Save As Delete Undo Ch	elect Filter by Subset Account "LE". Level 0 will appear.	
	SAMPLE Emp ANY Key	- RITTO, JUNIV - 123455 SampleKey1 - SampleKey1 - Sample - [Active]	
	Context 😞 🔺	Employee - Selector	
	Scenario	Filter: By SubSet	
ter	Working Plan	Levelo	
Sele	Rows	Refresh Subsets	
đ	Employee	TApply Filter S Close	
S	SAMPLE EMPS		
	Account	3. Apply Filter	

8. After data has loaded, click on the "Save As" button in the Dimension Filter Selectors panel and type in the name.



NOTE



To rename a filter, select the filter, Save As, enter the new name, and then go back and delete the old filter.



The Employee Account Allocations grid defaults to "Level 0" on all accounts. This means you see ALL accounts your employees are assigned to, within and outside your Division or Program. If you filter Accounts by only your division or program on the account dimension, you may miss an assignment for your employees who are on other keys.

Employee Projections Report Grid – Create Filters using Wildcard, Subset and Hierarchy

Group Step-by-Step



Create 2 Dimension Filters one for just your Accounts (and all Employees allocated to them) and another for just your Employees and ALL Accounts they may be planned on.

- 1. Go to the Employee Projections Report. (This is under the Reports Tab.) NOTE in this Exercise you will use the Accounts Dimension Selector, the Employee Dimension Selector AND the PayPeriod_Expense (for FY) Dimension Selector.
- 2. To create a filter for Div/Prog Employees on any Account, <u>Repeat steps 2 3 from the above</u> exercise AND add the the PayPeriod-Expense Dimension for Fiscal Year in Step 3 below.
- 3. Click on PayPeriod_Expense to Open the Dimension Selector, select by Hierarchy, select "2013" for FY2013 to place it in the selected member box. Click Apply Filter.

Application Non Salary Expenses Salary F	Planning Reports Tools Window Help CPM Production System: fatahoe.fanda.ucar.edu		
😫 Employee Projections - Annual - Pilot - Report			
🔇 🖬 📓 🞇 😭	View Options 🔄 Refresh 🛛 🍞 Filter Row 🛛 💥 Attributes		
Apply Saved Dimension Filter	Employee PayPeriod_Expense - Selector		
Context A	1. Select Filter by Hierarchy		
Working Plan Division All Divisions	Filter: By Hierarchy - Selected Members		
vi Position All Positions Fund Source	► Σ 2006		
All IFAS Fund Sources Facility All Facilities	∑ 2007 Z. Scroll to Fiscal Year Scroll Year Scroll Year Fiscal Year Fiscal Year		
Sub Facility All Sub Facilities	► ∑ 2010 ► ∑ 2011		
Entity All Entities	► <u>Σ</u> 2012		
Lab All Labs	 ► 2 2013 ► 2 2014 		
PayPeriod_Expense 2013	► <u>Σ</u> 2015		
Rows 😞	Deselect All		
Employee Sample HR Org	Apply Filter Close 4. Apply Filter		

4. After data has loaded, click on the "Save As" button in the Dimension Filter Selectors panel and type in the name.



5. Remain on the Employee Projections Report Grid. To create the second Filter for Div/Prog Accounts and ANY Employee, <u>Repeat Steps 6 and 7 from the above exercise</u>. NOTE: The PayPeriod_Expense is already set at 2013 from the last filter you created.
6. After data has loaded, click on the "Save As" button in the Dimension Filter Selectors panel and type in the name.



Budget Forecast Analysis Report Grid – Create Filter using Wildcard

Group Step-by-Step



Create a Dimension Filter for Division / Program Accounts for the Budget Forecast Analysis Report using Wildcard

1. Go to the Budget Forecast Analysis Report. (This Grid is under the Report Tab.) NOTE - in this exercise you will use the Accounts Dimension Selector and the YEAR Dimension Selector.

For this Report we will create just one Filter for Division / Program Accounts

2. Open the Dimension Filter, Select Account to open the Account Selector, Select the Filter by Wildcard, Type the first two digits of your Division or Program, followed by *, Click Apply Filter.

Budget Forecast Analysis - V2 - Report	View Options 📓 Refresh 🛛 🍞 Fil	ter Row 🗌 💥 Attributes	
Save Save As Delete Undo Chang Apply Saved Dimension Filter	1. Select Filter by Wildcar	d Drag a o	olumn header here to group by that co
Context A	Account	Account - Selector	IFAS B
ຊື່ <mark>2013</mark>	Filter: By Wildcard		
2. Enter first two digits	Add anot	ner filter criteria line	
followed by *.	3 Apply Fi	lter	
Entity All Entities	3. Арру Г		
Federal Award			
Sub Facility			
Lab			
All Labs Division			
All Divisions			
All Months			
Fund Source All IFAS Fund Sources			
cdm_Financial Exploded Amount			
Rows 😞			
Account SampleFinOrg			

3. Click on Year to Open the Dimension Selector, select by Hierarchy, select "2013" for FY2013 to place it in the selected member box. Click Apply Filter.

🎢 В	udget Forecast Analysis - V2 - Report								
	🔠 📓 🗶 💡		View 0	Dotions 🛛 🗟 Refr	esh	💎 Filter Ro	ow 💥	Attributes	
Din	Save Save As Delete Set as	. Se	lect Fi	lter by Hierar	chy				Drag a column headac here tolgraft 🖨 🖉 🗙
ens	Apply Saved Dimension Filter						Year - S	selector	
ion	Context		Filter:	By Hierarchy		-			
픹	Year								Selected Members
9	2012								
e e	Facility			2007			1		2013
tor	All Facilities			2007	2. S	roll to			2013
S.	Report Entity			2008	Fisc	al Year			
	All Report Entities]	-	2009			- C		3. Select
	Entity		-	2010					Fiscal Year
	All Entities	I	-	2011					
	Federal Award		_	2012					
	All Federal Award Codes]		2013					
	Sub Facility			2014					
	All Sub Facilities	l		2014					
	Lab			2015					
	All Labs	l		2016					
	Division		-	2017				-	
	All Divisions	J						Deselect /	
	Month		💎 Ap	ply Filter 🤄 🔄 Clo	se				
	All Months	J				4. Ap	ply Filt	er	
	Fund Source								

4. After data has loaded, click on the "Save As" button in the Dimension Filter Selectors panel and type in the name.



Navigation - Placeholder Employees and Account Keys

Navigation in the UI - Placeholders

Placeholder Employees and Placeholder Account Keys

Placeholder employees and placeholder account key can be added to the planning model for anticipated new employees or anticipated new projects or funding. Once added to the model, placeholder employees may be planned to keys like any other employee and staff time and nonsalary expenses may be planned to placeholder account keys. (Not all users will have the ability to create placeholder employees or account keys).

Placeholder Employees

Placeholders are for anticipated new employees or to-be-determined existing employees.

Group Step-by-Step



Add a placeholder employee.

1. Click on the Tools menu and select Employee Placeholders.



1. Click on Add.

Employee Placeholde	Employee Placeholders					
🔊 Edit 🕒 Add	Close					
Edit Placeholder Em	ployee:					
H I F H						
Employee PEID (Aut	o Generated) PH prefix will be added:					
PH000040			Name	ASP Post Doc 1		
Start Date	6/1/2013		End Date	5/31/2015		
Status Code	EM	-	HR Org	ASP	v	
FTE	1.00		Position Code	POST DOC I	v	
Hourly Rate	27.64		Annual Salary	57,500.00		
Salary Object Code	5003		Appointment Code	T1	T	
Created By	CIT\reta		Create Time	9/13/2012 11:44:51 AM		
Updated By			Updated Time			



You can only ADD Placeholders when all filters are off! It may be easiest to only add new placeholders upon Opening the Tools Menu and selecting **Employee Placeholder.**

1

2. Complete all of the required fields in the placeholder employee form.

Employee Placeholde	rs	
🔚 Save 🤄 Cancel	🔀 Close	
Edit Placeholder Em	ployee:	
H I F H		
Employee PEID (Auto	Generated), PH prefix will be added:	
System Genera	ited Upon Save	Name / Description
Start Date	Enter date	End Date 12/31/2050 Default
Status Code	EM Default 📀	HR Org ENTER Home Division:Program -
FTE		Position Code
Hourly Rate	System Generated Upon Save	Annual Salary
Salary Object Code	System Generated Upon Save	Appointment Code R1 Default 🕝



You may complete either the Annual Salary or the Hourly Rate field, the other will then system generate. Be sure to enter your <u>Home Division or Program for</u> the <u>HR Org</u>. This places the placeholder in your group!

3. Click on the Save button.

Sample – Completed and Saved

Employee Placeholder	s			
🚽 Save 🏾 🥱 Cancel	🔀 Close			
Edit Placeholder Em	ployee:			
HIFH				
Employee PEID (Auto	Generated), PH prefix will be added:			
PH000033		Name / Description	Sample Placeholder	
Start Date	10/1/2012	End Date	12/31/2050	
Status Code	EM	 HR Org 	Sample HR Org	
FTE	1.0	0 Position Code	ADMIN ASSISTANT I	-
Hourly Rate	19.2	3 Annual Salary		40,000.00
Salary Object Code	5008	Appointment Code	R1	÷



Status Code descriptions:

- EM Active Employee (Default)
- TM Terminated Employee
- NS V2, V3 Visitor

Appointment Code (used to determine benefit rate) descriptions:

- C Casual employee
- R1 Regular F/T
- R2 Regular P/T
- T1 Term F/T
- T2 Term P/T
- T3 Term (<6 months) F/T
- T4 Term (<6 months) P/T
- T5 Post Doc

4. Go to your Plan Employee Salary Grid – and be sure your Home Division / Program Filter you created earlier is selected. Note the Current Record for the placeholder employee you created for your group appears in your list.

Group Step-by-Step



Edit a placeholder employee.

1. Click on the Tools menu and select Employee Placeholders.



2. Scroll through the grid at the bottom to find the employee you just created to edit. You can sort by HR Org by clicking in the Label.

ployee Plac	eholders					- 0 -
Edit 🖸 A	dd 🛛 🔀 Close					
t Placehol	der Employee:					
					Maria Maria	
g a column h PEID 🛛 🏹	eader and drop it here to group by that Name	FTE V	Hourly Rate 🏹	Annual Salary 🏹	HR Org 🛛 🏹	Position Code
PH000043	PH - Brown, James	1.00	50.00	104,000.00	AAP	ADMINISTRATOR III
РН000030	Rabbit, Joe	1.00	50.00	104,000.00	AAP	SCIENTIST III
РН000020	Fudd, Elmer	1.00	96.15	200,000.00	AAP	ACCOUNTANT III
РН000066	ACD Sysadmin II	1.00	36.06	75,000.00	ACD	SYSTEMS ADR II
PH000042	ACD Casual Student Asst	0.25	15.00	31,200.00	ACD	STUDENT ASST II CA
PH000022	ACD Engineer II - ACOF	1.00	38.46	80,000.00	ACD	ENGINEER II
0000001	ACD Sci Visitor	0.50	21.63	45,000.00	ACD	VISITOR
PH000021						
PH000021 PH000014	ACD PSII ACRESP	1.00	36.06	75,000.00	ACD	PROJ SCIENTIST II
PH000021 PH000014 PH000050	ACD PSII ACRESP Accountant 1	1.00 1.00	36.06 14.42	75,000.00 30,000.00	AUDIT	PROJ SCIENTIST II ACCOUNTANT I

You can also filter using the Filter Indicator, HR Org those placeholders to scroll through.

🔞 to select your group and see only

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E	mployee Place	eholder	rs Class							
Ed	dit Placehold	er Em	ployee:				Can EDIT this e	existing Entry		
н	I I I I								-	
Er	mployee PEID PH000007	(Auto	o Generated) PH prefix	will be adde	ed:	N	ame	Phantom		
S	tart Date		8/1/2012			E	nd Date	12/31/2050		
St	tatus Code		EM		-	н	R Org	Sample HR Org	v	
FI	TE		1.00			Ρ	osition Code	INSTITUTE DIR		
н	lourly Rate		48.08			A	nnual Salary	Salary 100,000.00		
S	alary Object (Code	5001			A	Appointment Code R1			
C	reated By		CIT\reta			С	reate Time	6/25/2012 3:51:34 PM		
U	pdated By		CIT\reta			U	pdated Time	6/25/2012 3:53	:00 PM	
						=				
D)rag a column he	eader ai	nd drop it here to group by	that column				Filter for	HR Org	
	PEID 🍸	Name	5	FTE 🟹	Hourly	Rate 🍸	Annual Salary 🏹	HR Org 🛛 🔻	osition Code	
	PH000033	testsa	mple	1.00	19.23		40,000.00	Sample HR Org	ADMIN ASSISTANT I	
	PH000023	sampl	e bgs	1.00	40.38		84,000.00	Sample HR Org	ASSOC SCIENTIST I	
>	PH000007	Phant	om	1.00	48.08		100,000.00	Sample HR Org	INSTITUTE DIR	

3. Select the Employee by clicking on the row and Click "Edit" in the Upper Left hand corner.

4. Go to the Position Code field and type in the first few letters of the position you want to change this employee to and click on the Save button. Note how the new position now appears for that employee. Save the name as well.

En	Employee Placeholders							
	🔚 Save 🥱 Cancel 🔀 Close							
Edi	it Placehold	ler Em	ployee:					
H	4 F H							
En	nployee PEIC H000007) (Auto	Generated), PH prefix wi	l be adde	d:	Name / Description	Phantom	1
St	art Date		8/1/2012			End Date	12/31/2050	1
St	atus Code		EM			HR Org	Sample HR Org	
FT	E		1.00			Position Code	INSTITUTE DIR	1
Ho	ourly Rate				48.08	Annual Salary	3D MOD/ANIMATOR	
Sa	Salary Object Code 5001				Appointment Code	ACCOUNTANT I		
					=		ACCOUNTANT III	
Dr	ag a column h	eader a	nd drop it here to group by th	at column			ACCOUNTING TECH I	
	PEID 🍸	Name	V	FTE 🍸	Hourly Rate	🕅 Annual Salary 🏹	ACCOUNTING TECH II ACCOUNTING TECH III	•
	PH000033	testsa	mple	1.00	19.23	40,000.00	ACCTS PAY/TRAV SUPV	
-	PH000023	samp	sample bgs 1.00 40			84,000.00	ACD ASSOC DIR	
>	PH000007	Phant	Phantom 1.00 48.08			100,000.00	ACD DEP DIR	
•	ACTING ACD DEP DIR						•	

Placeholder Account Key

Placeholder account keys are for anticipated new projects or funding.

Group Step-by-Step



Add a placeholder Account.

1. Click on the Tools menu item, select Account Key Placeholders.



2. Click on Add to create a new placeholder account key.

	•				
dit Placeholder Ac	count:				
H H H					
Account Key (Auto G SampleKey2	enerated) PHA prefix will be added:		Financial Org	SampleFinOrg	Ŧ
Short Description	SampleKey2		Entity	UCAR - UCAR	
Long Description	Sample Key for Testing test		Lab	ZZ - N/A	Ŧ
Account Status	Active	Ψ.	Division / Program	31 - G&A	Ŧ
Account Rate Type	NCARON		Federal Award Class	NA - ICP's & Internal Contracts	
Fund Source Code	Unknown - Unknown	Ŧ	Report Entity	UNREST - Unrestricted Fnd	
IFAS Contract Code	COFFEE - COFFEE REV	w	Created By		
Facility Code	9999 - N/A	Ψ.	Create Time		
Sub Facility Code	ZZ - Not Applicable	Ŧ	Updated By	CIT\kwerner	
			Updated Time	4/17/2012 2:22:33 PM	

3. Complete all of the required fields in the placeholder account form and click on the Save button.

Account Key Placehol	Account Key Placeholders				
🔚 Save 🤄 Cancel	🔀 Close				
Edit Placeholder Acc	count:				
H I F H					
Account Key (Auto Ge	enerated) PHA prefix will be added:				
System Ge	nerated Upon Save	Financial Org	Enter / Select FinOrg *		
Short Description		Entity	-		
Long Description		Lab	•		
Account Status	Active Default 🕑	Division / Program	· · · · · · · · · · · · · · · · · · ·		
Account Rate Type	-	Federal Award Class	GOVT - Direct Federal Default 🕑		
Fund Source Code	-	Report Entity	UNREST - Unrestricted Fnd Default		
IFAS Contract Code	Unknown - Unknown Default 🕞		-		
Facility Code	9999 - N/A Default 🕑				
Sub Facility Code	ZZ - Not Applicable Default 🕑				

4. Editing Placeholder Account Keys is identical to editing Placeholder Employees.



Your Placeholder Account, within you Home Division / Program, will be available in the drop-down lists in the grids where you assign employees to account keys and where you create non-salary entries for your budget.. NOTE- Use your Home Division / Program for the Financial Org. You are only able to plan to keys in your Home Division / Program, including placeholder accounts.

NOTE



Account Rate Type field

The following Rate Types exist in the model in order to determine which overhead rate to use in the <u>Scenario Assumptions</u> based on a given year.

UCARGA: UCAR G&A Overhead rate NCARON: NCAR On-site Overhead rate UCPON: UCP on-site overhead rate UCPOFF: UCP off-site overhead rate

Financial Org field

The Financial Org field is used to determine where your placeholder account key will rollup when selecting a group of account keys in a data entry grid or report

Planning - Plan Employee Salaries

Planning - Plan Employee Salaries

Plan Employee Salaries Grid – sourced from iVantage

This grid is based on iVantage information. Not all UI users will have access to this grid. The grid includes only staff currently assigned to your Division / Program or Lab. For these staff members, it includes current information as the "current" record, historical information as "prior" records and allows the planner to add planned changes as "Next" records.



Key fields in Plan Employee Salaries grid:

Employee Record:	Current and Prior records originate from iVantage for existing employees based on an annual Fiscal Year priming of the Working Plan scenario from the Incurred Actual scenario. For Placeholder Employees the Current record is created when the placeholder is created. Next records are used to plan reclassifications or changes to FTE.
Pos #:	Typically this is "1" except for a few employees who have two or more distinctly different, simultaneous appointments in iVantage, job titles and associated salaries.
FTE:	Drives planned hours worked calculations, this may be modified on a next record with or without a planned reclassification. It may also be modified on a next record for Casuals who come in from iVantage on their current record defaulted to 1 FTE.
Position code:	Auto-fill field sourced from iVantage nightly, containing all available/exiting positions in the institution. May be modified on a next record for a planned reclassification.
Position Start Date:	Reflects start date of last salary increase or position change on the current record (sourced from iVantage for current employees) and planned begin date of change to FTE or position on the next record.
Position End Date:	Reflects end date of the current record (sourced from iVantage for current employees). When a next record is added, the end date on the current record should be changed to the day before the planned FTE or position change.
Salary Adjustment %:	Allows for an override to the scenario assumption for salary increase by employee.
Salary Adjustment Date:	Required if the Salary Adjustment % is filled so the system can know when the salary increase should be reflected in the planning numbers.



The information created in this grid does NOT go back to iVantage.

Plan Reclassifications

Group Step-by-Step



Plan a reclassification for an employee. NOTE: this is for budget planning purposes only; it does not replace any portion of the Reclassification process.

You can add a row for an employee by either selecting the row and Click "Add Row Copy" or you can select the employee, right click on the row and select "Add Row Copy" from the Drop Down Box.

1. Select the employee you would like to add a reclassification for and click on the Add Row Copy button.

Sg bi	an Em	ployee Salaries - Data Entry				_							
$\mathbf{\mathbf{b}}$	View	Options 🛛 🔚 Save 📓 🖡	Refresh 🤄 🤄	Cancel	Filter Row OAdd Row Cop	y O /	Add Row 🛛 🙆 De	elete 🔀	Attributes				
밀			Employee		Position					Position	Position	Salary	Appointment
hensio		Employee	Record	FTE	Note: The selected Rov	w is	HROrg	Status	Salary	Start Date	End Date	Object Code	Code
р П	1	DOE, JANE - 123456	Current	1	a different Color		Sample HR Org	EM	34,000.00	1/1/2010	12/31/2010	5001	R1
ter	2	DOE, JANE - 123456	Next1	1	SCIENTIST III - 211P3	01	Sample HR Org	EM	100,000.00	1/1/2011	12/1/2050	5001	R1
Sele	3	RITTER, JOHN - 123455	Current	1	SCIENCE STORE SUPV - 629P0	01	Sample HR Org	EM	74,000.00	1/1/2010	7/31/2012	5007	R1
đ	4	SAUNDERS, JILL - 123454	Current	1	SCIENCE STORE SUPV - 629P0	01	Sample HR Org	EM	0.00	1/1/2010	9/15/2013	5007	R1
2	5	SAUNDERS, JILL - 123454	Next2	1	SCIENCE STORE SUPV - 629P0	01	Sample HR Org	EM	35,000.00	9/16/2013	9/30/2016	5007	R1

Add Row Copy
 Add Row
 Copy
 Paste
 Delete Row

You may also right-click on that row for the Drop Down Menu.

2. Note that a copy of the current row appears as Next1.

Plan	Employ	vee Salaries - Data Entry											
\bigcirc	View	Options 🛛 🔚 Save 📓 Refresh 崎 Cano	el 🕴 🌱 Filte	r Row	🕄 Add Row Copy 🛛 🔂 Add Row	😢 Dele	ete 🕴 💥 Attribut	tes					
Dimensio		Employee	Employee Record	FTE	Position Code	Pos#	HROrg	Status	Salary	Position Start Date	Position End Date	Salary Object Code	Appointment Code
Ē	1	DOE, JANE - 123456	Current	1	SCIENTIST II - 211P2	01	Sample HR Org	EM	34,000.00	1/1/2010	12/31/2010	5001	R1
Iter	2	DOE, JANE - 123456	Next1	1	SCIENTIST III - 211P3	01	Sample HR Org	EM	100,000.00	1/1/2011	12/1/2050	5001	R1
Sele	3	RITTER, JOHN - 123455	Current	1	SCIENCE STORE SUPV - 629P0	01	Sample HR Org	EM	74,000.00	1/1/2010	12/31/2011	5007	R1
dor	4	RITTER, JOHN - 123455	Next1	1	SCIENCE STORE SUPV - 629P0	01	Sample HR Org	EM	74,000.00	1/1/2010	12/31/2011	5007	R1

Note as you place the cursor on either row, the warnings on the Current Record "Error, overlapping dates on the following row(s): 2,3" and for the Next Record, "Date ranges are not contiguous for row: 3."

3. Change the end date of the current record to reflect the planned last day of the employee's current position. Change next record to reflect the planned start day and any changed in the end date.

Sa bia	in Em	ployee Salaries - Data Entry												
	View	Options 🛛 🔚 Save 📓 🖡	Refresh 🤄 🧐	Cancel	💎 Filter Row	y 🔂 A	dd Row 🛛 😧 De	elete	💥 At	tributes				
Dimensi		Employee	Employee Record	FTE	Position Code	Pos#	HROrg	Statu	is Si	alary	Position Start Date	Position End Date	Salary Object Code	Appointment Code
n Fi	1	DOE, JANE - 123456	Current	1	SCIENTIST II - 211P2	01	Sample HR Org	EM	Ente the r	er planne next Posi	d end date of C tion should im	urrent position, nedidately folloy	, the start dat v with no dap	R1
ter	2	DOE, JANE - 123456	Next1	1	SCIENTIST III - 211P3	01	Sample HR Org	EM	-		1) 1) LUII	11/1/2000		R1
Sel	3	RITTER, JOHN - 123455	Current	1	SCIENCE STORE SUPV - 629P0	01	Sample HR Org	EM		74,000.00	1/1/2010	7/31/2012	5007	R1
ecto	4	RITTER, JOHN - 123455	Next1	1	SCIENCE STORE SUPV - 629P0	01	Sample HR Org	EM		74,000.00	1/1/2010	7/31/2012	5007	R1
S	5	SAUNDERS, JILL - 123454	Current	1	SCIENCE STORE SUPV - 629P0	01	Sample HR Org	EM		0.00	1/1/2010	9/15/2013	5007	R1
	6	SAUNDERS, JILL - 123454	Next2	1	SCIENCE STORE SUPV - 629P0	01	Sample HR Org	EM		35,000.00	9/16/2013	9/30/2016	5007	R1

- 4. Change the anticipated salary level.
- 5. Enter the new position code by clicking on the Position Code field and typing the first few letters of the position you want to assign to the employee.

	Employee	Employee Record	Pos#	FTE	Position Code	HROrg	Status
1	DOE, JANE - 123456	Current	01	1	SCIENTIST II - 211P2	Sample HR Org	EM
2	DOE, JANE - 123456	Next1	01	1	SCIENTIST III - 211P3	Sample HR Org	EM
3	RITTER, JOHN - 123455	Current	01	1	SCIENCE STORE SUPV - 629P0	Sample HR Org	EM
4	RITTER, JOHN - 123455	Next1	01	1	🕦 1IN ASS <mark>ISTANT I - 460S1 🗧</mark>	Sample HR Org	EM
5	SAUNDERS, JILL - 123454	Current	01	1	ACTING NCAR DEP DIR - 024M	4	EM
6	SAUNDERS, JILL - 123454	Next2	01	1	ACTING OBSERVATORY DIR - 0	28MA	EM
	Typing in the first few le Code field will auto-fill t starts with those letters : drop-down list.	tters in the F he first posit and highligh	Position tion that it in the	e	ACTING SCD COMP MGR - 1260 ACTING UCAR DIR ED & OUTR ACTING UNAVCO FAC MGR - 050 ACTING UNAVCO FAC MGR - 050 Admin - Budget/Fin/Procureme Admin - Budget/Fin/Procureme Admin - Division/Facilities - 503 Admin - Division/Facilities - 503 Admin - General - 501-1 Admin - Tech/Svc Support - 50 Admin - Tech/Svc Support - 50 ADMIN ASSISTANT I - 460S1	AA - 110MA 2MA A 01S2 t. 501-2 01-5 -6 .S6 1-3 153 ▼	

NOTE



Important information for entering and Saving Data. - When cells are changed an appears in the grid cell to indicate the information has not yet been saved. To be certain changes are in, always tab off the cell you have entered in and observe the the .

View	Options 🔚 Save 🖸 F	Refresh 🤄 🧐	Cancel	ү Filter	Row 😲 Add Row Copy 😲 A	dd Row 🛛 😣 Dele	ete 💥 A	Attributes			
	Employee	Employee Record	Pos#	FTE	Position Code	HROrg	Status	Salary	Position Start Date	Position End Date	1
1	DOE, JANE - 123456	Current	01	1	SCIENTIST II - 211P2	Sample HR Org	EM	34,000.00	1/1/2010	12/31/2010	
2	DOE, JANE - 123456	Next1	01	1	SCIENTIST III - 211P3	Sample HR Org	EM	100,000.00	1/1/2011	12/1/2050	
3	RITTER, JOHN - 123455	Current	01	1	SCIENCE STORE SUPV - 629P0	Sample HR Org	EM	74,000.00	1/1/2010	12/31/2012	
4	RITTER, JOHN - 123455	Next1	01	1	🗊 ADMIN ASSISTANT I - 460S	Sample HR Org	EM	74,000.00	1/1/2013	12/31/2050	
5	SAUNDERS, JILL - 123454	Current	01	1	SCIENCE STORE SUPV - 629P0	Sample HR Org	EM	0.00	1/1/2010	9/15/2013	
6	SAUNDERS, JILL - 123454	Next2	01	1	SCIENCE STORE SUPV - 629P0	Sample HR Org	EM	35,000.00	9/16/2013	9/30/2016	
				/ Note how	w changes are identified 🛒 Save.						

6. Notice the 0 on all the items you changed but have not yet saved. Click Save.

Plan Changes to FTE

Independent Step-by-Step



Plan a change to FTE. NOTE: this is for budget planning purposes only; it does not replace the Profile FTE change process.

Repeat steps 1-5 above and only change the employee's FTE – not their position.

Override Scenario Assumption for Planned Salary Increases

There are 2 ways to plan for a salary increase:

1. Scenario assumption for Salary Increases: A corporate-wide setting that is defaulted to the value agreed to with NSF and the UCAR Board of Trustees.

This is maintained by the UCAR Budget Management user group and can be found in the Report tab. See <u>Scenario Assumptions</u>. These are automatically applied to all employees unless overridden in the Plan Employee Salaries grid. For broad planning purposes, this is typically sufficient.

1. Planning for specific salary adjustment amounts and salary adjustment effective days can be done in fields in the Plan Employee Salaries grid.

This can be used to override the scenario assumption for salary changes by an individual employee or group of employees. Simply enter the change percent in the Salary Adjustment field, enter and effective date, copy those columns down for your list of employees if you want to make the same change to everyone, and click on the Save button

Se bi	an Em	ployee Salaries - Data En	try										
$\mathbf{>}$	View	Options 🛛 🔚 Save	🗐 Refresh	Scance	1 🛛 🍸 F	ilter Row 🛛 😋 Add Row Cop	oy 😲 Add Row	😮 Del	ete 🛛 💥 Attr	ibutes			
Dimensio		Employee	Employee Record	Pos#	FTE	Position Code	HROrg	Status	Salary	Position Start Date	Position End Date	Salary Adjustment %	Salary Adjustment Date
5	1	DOE, JANE - 123456	Current	01	1	SCIENTIST II - 211P2	Sample HR Org	EM	34,000.00	1/1/2010	12/31/2010	5.0 %	6 4/1/2010
ter	2	DOE, JANE - 123456	Next1	01	1	SCIENTIST III - 211P3	Sample HR Org	EM	100,000.00	1/1/2011	12/1/2050	0.0 %	
Sel	3	RITTER, JOHN - 12345!	Current	01	1	SCIENCE STORE SUPV - 6	Sample HR Org	EM	74,000.00	1/1/2010	7/31/2012	0.0 %	

Planning - Assumptions and Calculations

Planning - Assumptions and Calculations

Key business drivers in the applications include Overhead Rates, Benefit Rates, Work time, CSC Assignments and planned Salary increases. These assumptions are applied to the data entry values created in Salary and Non Salary planning grids. The resulting calculations are only visible in the Employee Projection and the consolidated Non-Salary Planning grids.

Scenario Assumptions Report Grid

This reporting grid holds the UCAR agreed upon assumptions for:

- Overhead rates CANNOT be overridden by planners
- Benefit rates CANNOT be overridden by planners
- Work time % Global CAN be overridden by Employee in Employee Assumptions Grid
- Salary Increase % Global CAN be overridden by Employee in the Plan Employee Salary Grid

ļ	Applicati	on No	n Salary Expenses	Salary Planning	Rej	ports To	ools Window	Help CF	PM F	Production	System: fatahoe.fand	a.ucar.ed	lu			
Z	Scenari	o Assumpt	tions - Report		*	Scenario A	Assumptions									
>	View	Options	🗐 Refresh 🏻 🍸	Filter Row 🛛 💥	7	Division C	SC Rates									
UIT	!				7	Budget Fo	orecast Analysis			e to group b	v that column					
Iens					58	Employee	Projections - Ar	nnual - Pilot	t	, to group b						
9			Salary Increase %	Salary Increase	7	Upload Re	eport			Rate Casual	Benefit Rate Full Time	UCARGA	NCARON	NCAROFF	UCPON	UCPOFF
Hiter		Year	Value	Value	7	Workable	Hours				Value	Value	Value	Value	Value	Value
Sele	1	2010	4.50 %	10/4/2	7	Budget Fo	orecast Analysis	- V2		30 %	51.90 %	13.90 %	49.10 %	0.00 %	33.10 %	21.50 %
ecto	2	2011	2.90 %	10/6/2	58	Unallocate	ed Employees			40 %	51.00 %	13.80 %	49.80 %	0.00 %	32.60 %	21.50 %
S	3	2012	0.00 %	10/6/2	7	Active Key	ys with No Plann	ned Expense	es	00 %	50.70 %	13.40 %	50.50 %	37.00 %	30.00 %	19.10 %
	4	2013	2.90 %	10/1/2	012		85.00 %		9.	60 %	53.20 %	13.40 %	55.00 %	37.00 %	33.00 %	19.10 %
	5	2014	4.00 %	10/1/2	012		85.00 %		9.	60 %	53.20 %	13.40 %	50.50 %	37.00 %	30.00 %	19.10 %

Division CSC Rates Report Grid

This reporting grid holds the UCAR agreed upon assumptions for Division CSC Rates.

- CSC rates CANNOT be overridden by planners
- CSC Assignments CAN be reassigned for planning purposes by Employee in Employee Assumptions Grid

Ар	plicatio	on Non Salar	y Expenses	Salary P	lanning	Rep	ports	Tools	Window	Help	СРМ І
PP D	ivision	CSC Rates - Rep	ort			* *	Scena	ario Assur	mptions		
$\mathbf{\Sigma}$	View	Options 🛛 🛃 R	efresh	7 Filter Rov	v 🔏 /	* *	Divisi	on CSC R	ates		
Pin			Drag a coli	umn header	r here to	* *	Budg	et Foreca	st Analysi	5	
nens				anni neadei	nere to	5 8	Emplo	oyee Proj	ections - A	Annual -	Pilot
ion F		Division	CSC Rate	CSC Rate	CSC Rat	**	Uploa	d Report			
filter		Division	2010	2011	2012	* *	Work	able Hour	s		
Se.	3	MULTI - 05	\$0.00	\$0.00	\$0.0	~	Budg	et Foreca	st Analysi	s - V2	
ecto	4	CGD - 10	\$6.34	\$6.49	\$6.4	5 8	Unalle	ocated En	nployees		
S	5	ACD - 11	\$4.80	\$4.80	\$4.8	* *	Active	e Keys wi	th No Plar	ned Exp	enses
	6	HAO - 12	\$6.62	\$6.62	\$6.6	2	\$6.62	2			
	7	SCD - 13	\$0.00	\$0.00	\$0.0	0	\$0.00	0			
	8	ATD - 14	\$0.00	\$0.00	\$0.0	0	\$0.00	כ			
	9	NCARDIR - 15	\$0.00	\$0.00	\$0.0	0	\$0.00	D			
	10	MMM - 16	\$6.50	\$6.50	\$6.5	0	\$6.50	0			
	11	RAP - 17	\$6.94	\$7.14	\$7.1	8	\$7.18	3			
	12	ISSE - 18	\$0.00	\$0.00	\$0.0	0	\$0.00	2			
	13	ASP - 19	\$0.00	\$0.00	\$0.0	0	\$0.00	2			

NOTE



Since scenario assumptions impact all users and all data in the planning model scenarios, only a small set of users has the authority to change scenario assumptions.

Employee Assumptions – Override Scenario Assumptions for Work time %

The Employee Assumptions data entry grid holds user-defined assumptions for Work time % - by person.

Group Step-by-Step



Customize a single employee's Work time %.

1. From the Salary Planning menu, select the Employee Assumptions grid.



2. Verify you have the saved, named default filter created earlier for your home Division / Program as the dimension selector.

3. Click on Filter Row.

Se E	mploye	e Assumptions - Data	Entry						
$\mathbf{\mathbf{b}}$	View	Options 🛛 🔚 Save	🙆 Refresh 🏼 🥱 Ca	ancel 🏾 🍞 Filter Row	🕀 Add Row Copy	🔂 Add Row 🛛 🕄 De	elete 🛛 💥 Attributes		
Dimen		Employee	Line Num	CSC Division	CSC Rate Start Date	CSC Rate End Date	WorkTime Pct Override	WorkTime Pct Start Date	W
sion	1	AVERY, BYRON - 010	1	18 - Inst.for Study c	10/1/2009	9/30/2015	0.00		
픹	2	BALL, GEORGE - 025	1	10 - Climate and Glo	10/1/2009	9/30/2015	0.00		
q	3	BARKER, FAYE - 044	1	10 - Climate and Glo	10/1/2009	9/30/2015	0.00		

4. To change work time %, choose an employee that has a position end date in the distant future and who has an FTE of 1 (refer to the Plan Employee Salaries grid). Enter the following values in the Work time Pct fields: 100%, 10/1/2012, 5/31/2013

NOTE – A date range, with start and end date, is required with any work time override.

Egg E	mploye	ee Assumptions - Data Ent	ry							
5	View	Options 🔚 Save	Refresh	🥱 Cancel 🏾 🌹 Filter Row Off 🛛 😋 A	Add Row Copy 🖸 Add	Row 🕴 Delete 😽	Attributes			
Dim		Employee	Line Num	CSC Division	CSC Rate Start Date	CSC Rate End Date	WorkTime Pct Override	WorkTime Pct Start Date	WorkTime Pct End Date	Current Status
iens		av								
î	1	AVERY, BYRON - 010697	1	18 - Inst.for Study of Society/Envi	10/1/2009	9/30/2015	100.0 %	7/1/2012	9/30/2012	Active

5. Open the Employee Projections Annual Report and with Filter Row, look at the employee you just changed and the current Loaded Salary Amount. Press "Refresh" and notice the amount change.

Sế E	nploye	e Projections -	Annual - Pilot - Report									
\bigcirc	View	Options 💆	Refresh ү Filter Row Off	💥 Attributes								
Dimen	Emp	loyee 🔺										
sion Filter		Position Nbr	Account	Budget Type	Hours EC-5000	Person Year EC-5000	Pct on Key EC-5000	Amount EC-5000	Amount EC-5100	Amount EC-5700	Amount EC-5349	Amount Total Loaded Salary
Sele												
ctors		Employee	: AVERY, BYRON - 010697		1,319.20	74.62%	100.00%	\$47,567.31	\$24,116.62	\$36,200.39	\$0.00	\$107,884.32
		🛨 Employee	BALL, GEORGE - 025933		1,176.83	66.56%	88.75%	\$78,449.60	\$39,773.95	\$59,702.89	\$7,637.59	\$185,564.03
		 Employee 	BARKER, FAYE - 044215		1,768.00	100.00%	100.00%	\$63,750.00	\$32,321.25	\$48,515.98	\$11,474.32	\$156,061.55

Group Step-by-Step

Apply the same Work time % override for multiple employees.



Repeat steps 1-4 above and copy the work time % override fields from one employee to multiple employees.

NOTE- to copy a work time % to other rows, use Ctrl+C and Ctrl+V and allow the web application to access your clipboard.



If you add multiple line items to reflect changes to an employee's work time % over time, you do not need to change their CSC assignment. You can choose Add Row instead of Add Row Copy; enter the employee's name and their new work time %. Add Row Copy and changing their work time % will yield the same result.

Employee Assumptions - Plan Employee CSC Charges

D	ivision	CSC Rates - Rep	ort			M Sce	iario Assu	mptions				- 5	
	View	Options 🛛 🛃 R	efresh	ኛ Filter Rov	v 💦	M Divi	ion CSC F	lates					
2						🞢 Bud	jet Foreca	st Analysis					
				Drag	g a colun	Se Emi	loyee Proj	ections - A	nnual - I	Pilot			
n n			CSC Rate	CSC Rate	CSC Rat	🞢 Uplo	ad Report						
Ŧ		Division	2010	2011	2012	Mor	kable Hou	rs					
5	1	CASH - 00	\$0.00	\$0.00	\$0.C	M Bud	jet Foreca	st Analysis	- V2				
	2	ICP - 01	\$0.00	\$0.00	\$0.C	😂 Una	located Er	nployees					
	3	MULTI - 05	\$0.00	\$0.00	\$0.C	Acti	e Keys w	th No Plan	ned Expe	enses			
	4	CGD - 10	\$6.34	\$6.49	\$6.4	9 \$6.	19						
	5	ACD - 11	\$4.80	\$4.80	\$4.8	0 \$4.	10					_	=
	6	Non Salary Expenses Salary Planning Options Refresh Filter Row Image: Salary Planning Options Refresh Filter Row Image: Salary Planning Drivision CSC Rate CSC Rate CSC Rate CSC Rate Division CSC Rate CSC Rate CSC Rate CSC Rate CSC Rate CASH - 00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 ICP - 01 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 MULTI - 05 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 CGD - 10 \$6.34 \$6.49 \$6 \$6 \$6 \$6 ACD - 11 \$4.80 \$4.80 \$4 \$4 \$6 \$6 ACD - 14 \$0.00 \$0.00 \$0.00 \$0.00 \$0 \$0 NCARDIR - 15 \$0.00 \$0.00 \$0.00 \$0 \$0 \$0 ISSE - 18 \$0.00 \$0.00 \$0.00 \$0 \$0 \$0			\$6.6	2 \$6.	i2	NOTE		ivisio	ns and		
	7	SCD - 13	\$0.00	\$0.00	\$0.0	0 \$0.	10	Progra	ams h	ave a i	rate.		
	8	ATD - 14	\$0.00	\$0.00	\$0.0	0 \$0.	10	some	rates a	are \$0	.00 for		
	9	NCARDIR - 15	\$0.00	\$0.00	\$0.0	0 \$0.	10	group	s with	no CS	SC.		
	10	MMM - 16	\$6.50	\$6.50	\$6.5	0 \$6.	10						
	11	RAP - 17	\$6.94	\$7.14	\$7.1	8 \$7.	.8						
	12	ISSE - 18	\$0.00	\$0.00	\$0.0	0 \$0.	10						
	13	ASP - 19	\$0.00	\$0.00	\$0.0	0 \$0.	10						
	14	ISS - 20	\$0.00	\$0.00	\$0.0	0 \$0.	10						
	15	IMAGe - 23	\$0.00	\$0.00	\$0.0	0 \$0.	10						
	16	TIIMES - 25	\$0.00	\$0.00	\$0.0	0 \$0.	10						
	17	DTC - 27	\$0.00	\$0.00	\$0.0	0 \$0.	10						
	18	CECB - 28	\$0.00	\$0.00	\$0.0	0 \$0.	10						
	19	ISP - 29	\$0.00	\$0.00	\$0.0	0 \$0.	10						
	20	GENFUND - 30	\$0.00	\$0.00	\$0.0	o \$0.	10						
	21	G&A - 31	\$0.00	\$0.00	\$0.0	0 \$0.	0						

The annual CSC rates are housed in the Division CSC Rates - Report grid:

Employee CSC Assignments are in the Employee Assumptions Grid. This is based on the IFAS CSC Assignment Application.

ļ	Applicatio	Non Salary Expense	s Salary I	Planning	Reports	Tools	Windo	w Help	CPM Production System: fatahoe.	anda.ucar.edu	
88	Employe	e Assumptions - Data Ent	ry 😂 Em	ployee Acc	ount Alloca	ation %					
5	View	Options 🛛 🔚 Save 📑	Re 😂 Em	ployee Ass	umptions		Add Ro	w Copy	🕽 Add Row 🛛 😢 Delete 🛛 💥 Attribut	es	
Din	!	Employee	Sa bla	n Employe	e Salaries		: Status	Line Num	CSC Division	CSC Rate Start Date	CSC Rate End Date
len	76	BALTZER, THOMAS S V -	011362	CDS		Active	,	1	74 - Earth Observing Lab	10/1/2009	9/30/2015
sion	77	BAN, JUNMEI - 011419		ммм		Active		1	16 - Meso & Microscale Meteorology	7/24/2011	9/30/2015
E	78	BANNER, CECILIA - 0115	54	OSD		Active		1	73 - Comp & Info Systems Lab	10/1/2009	9/30/2015
e o	79	BANSEMER, AARON R -				stive		1	16 - Meso & Microscale Meteorology	10/1/2009	9/30/2015
eleo	80	BARDEEN, CHARLES - C	NOTE:	All Empl	oyees	ctive		1	19 - Advanced Study Program	10/1/2009	9/30/2015
tors	81	BARDEEN, CHARLES - C	in iVanta	age sho	wcsc	ctive		2	11 - Atmospheric Chemistry Division	3/6/2011	9/30/2015
	82	BARLAGE, MICHAEL J -	Rates fr	om the l	FAS	ctive		1	17 - Research Applications Program	10/1/2009	9/30/2015
	83	BARNES KEYS, ELIZABE	CSC As	signmer	nt 	ctive		1	44 - Visiting Scientists Program	4/15/2012	9/30/2015
	84	BARNES, TIMOTHY - 01	Applicat	ion. Ty	olcally	ctive		1	61 - Education & Outreach	10/1/2009	9/30/2015
	85	BARRETT, CURTIS - 010	your no	me Divis		ctive		1	50 - Cooperative Meteor Educ. Train	1/24/2010	9/30/2015
	86	BARRON, INGER TVEIT	Division	Placel	older	stive		1	17 - Research Applications Program	10/1/2009	9/30/2015
	87	BARRON, ROBERT K - 0	Employ	es have	a to be	ctive		1	17 - Research Applications Program	10/1/2009	9/30/2015
	88	BARTELS, MARY - 0116	added to	o this ar	id	Active	e	1	73 - Comp & Info Systems Lab	10/1/2009	9/30/2015
	89	BATCHELOR, REBECCA	aaaoaaa	o ano gr		ctive		1	11 - Atmospheric Chemistry Division	1/10/2010	9/30/2015
	90	BATCHELOR, REBECCA -	010913	SPARKAO		Active		2	61 - Education & Outreach	4/15/2012	9/30/2015
	91	BATES, SUSAN C - 0109	15	CGD		Active		1	10 - Climate and Global Dynamics	10/18/2009	9/30/2015
	92	BEATON, STUART - 0117	81	RAF		Active		1	74 - Earth Observing Lab	10/1/2009	9/30/2015
	93	BEATY, STEVEN - 01123	7	OSD		Active		1	73 - Comp & Info Systems Lab	1/9/2011	9/30/2015
	94	BEHNKE, ALEXANDER - 0	11252	EVENTS		Active		1	32 - Occupancy Pool	1/9/2011	9/30/2015
	95	BEHRINGER, JESSE DALT	ON - 01160	HAP		Active		1	17 - Research Applications Program	11/27/2011	9/30/2015
	96	BETERLE LOUISE A - 01	807	HAO		Active		1	12 - High Altitude Observatory	10/1/2009	9/30/2015

Typically CSC Rate Changes would be limited to adding Placeholder Employees. Actual changes for IFAS expense purposes are done in the IFAS CSC Assignment Application. There could be a few rare instances where you change these for planning purposes.

Group Step-by-Step



Create a CSC assignment for a placeholder employee.

1. From the Salary Planning menu, select the Employee Assumptions grid.



- 2. Verify you have the saved, named default filter created earlier for your home Division / Program as the dimension selector.
- 3. Right click on any row and select Add Row Copy.



4. In the employee field in your new row, type the first few letters of a placeholder's name that you created earlier.

NOTE – you can only see employees or placeholders where their HOME Division / Program = the Dimension Filter.

5. Verify the CSC division and edit the CSC Rate Start and End date fields as needed for your plan. Click on save.

The placeholder employee should now appear in your list.



Note – For groups with CSC Rates, Placeholder Employees have no CSC rate applied until they are added to the Home Division Assumptions Grid with the CSC rate. This annual cost can be roughly \$9 - \$12K for a full-time employee.

You can also change begin and end dates on CSC divisions for any employee using the same method as above

Date Ranges and impacts on calculations

The following date ranges drive calculations in reporting grids.

Grid	Date Range	Impact
Plan Employee Salaries – Data Entry	Position Start and End date	Your working plan will not have any planned salary expenses for an employee in the reporting grids prior to their Position Start Date and after the Position End date
Employee Assumptions – Data Entry	Work time % Start and End Date	Your working plan will default the Scenario Assumptions Work time % for an employee for each Fiscal Year prior to the Work time% Start Date and after the Work time % End Date. In the reporting grids, planned salary expenses will reflect this.
Employee Assumptions – Data Entry	CSC Rate Start and End Date	Your working plan will not have any planned CSC charges in the reporting grids prior to the CSC Rate Start Date and after the CSC Rate End date
Employee Account Allocation % - Data Entry	Start Date and End Date	Your working plan will not have any planned salary expenses for an employee in the reporting grids prior to their earliest assignment Start Date and after their latest assignment End date

Planning - Plan Employee Assignments % in Key Method

Planning - Plan Employee Assignments % in Key Method

The Salary – Non Salary Planning - % in Key application uses the Employee Account Allocation % - Data Entry grid to plan employee expenses on specific account keys using a date range approach. This chapter covers how to create multiple assignments for employees over time.

Create Assignments and View Results in Report

Group Step-by-Step



Create an assignment on an account key for an employee.

- 1. Close all windows except the Employee Account Allocation % Data Entry and Employee Projections Annual Report.
- 2. Select Window and Tile Horizontal.

Wi	ndow	Help
6	Case	ade
	Tile	Vertical
8	Tile	Horizontal

- 3. Select the same Dimension Filter for each grid to get the set of employees for your Division or Program. (Such as the one with Div/Program Employees on Any Key or the one with All Div/Program Keys with Any Employee).
- 4. In this exercise we will add an assignment for one of the employees in your selection.
 - Find that employee and note their total hours and amounts in the Employee Projections Annual – Report grid.
 - Show the detail by expanding the + symbol for an employee.

View	Options Save R	efresh 🔄 Ca	ncel Filte	r Row C Add Row	CODY C	3 Add Row	Delete	Attributes					
	Employee	Account			Bud	Type	Pos # Line	# Pct	Start Date	End D	ate	Comment HRIS	Term Dat
	Phantom - PH000007	SampleKey1	SampleKey1	Sample - [Active]	New	Funds	01 1	0.0 %	9/13/2010	10/31	/2012		
3	RITTER, JOHN - 123455	SampleKey1	- SampleKey1 -	Sample - [Active]	New	Funds	01 1	75.0 %	9/13/2010	12/31	/2050		
3	RITTER, JOHN - 123455	SampleKey1	SampleKey1 -	Sample - [Active]	Expe	cted Funds	01 1	25.0 %	9/13/2010	12/31	/2050		
4	RITTER, JOHN - 123455	SampleKey2	- SampleKey2 -	SampleKey2 - [Acti	ve] New	Funds	01 1	34.0 %	9/13/2010	12/31	/2050		
5	sample bgs - PH000023	SampleKey1	- SampleKey1 -	Sample - [Active]	New	Funds	01 1	100.0 %	10/1/2012	12/31	/2050		
16.1	SAUNDERS, JILL - 123454	PHA00002 - F	hantom - [Acti	ve]	New	Funds	01 1	23.0 %	9/13/2010	12/31	/2050	1	
7	SAUNDERS, JILL - 123454	SampleKey1	- SampleKey1 -	Sample - [Active]	New	Funds	01 1	77.0 %	9/13/2010	12/31	/2050		
- 9	SAUNDERS, JILL - 123454	SampleKey2	- SampleKey2 -	SampleKey2 - [Acti	ve] New	Funds	01 1	23.0 %	9/13/2010	12/31	/2050		
9	testsample - PH000033	SampleKey2	- SampleKey2 -	- SampleKey2 - [Acti	ve] New	Funds	01 2	35.0 %	9/13/2010	12/31	/2050		
4		_											
View	Options 🔮 Refresh 🐧	Filter Row	X Attributes										
View	Options 🔄 Refresh Noyce	Filter Row	& Attributes	Contract	Hours EC-5000	Person Year EC-5000	Pct on Key EC-5000	Amount EC-5000	Amount EC-5100	Amount EC-5700	Amount EC-5349	Amount Total Loaded Salary	Comme EC-500
View Emp	Options Refresh Noyee	Filter Row	& Attributes	Contract	Hours EC-5000 740.00	Person Year EC-5000 41.69%	Pct on Key EC-5000 41.69%	Amount EC-5000 \$43,930.38	Amount EC-5100 \$23,370.96	Amount EC-5700 \$20,741.55	Amount EC-5349 \$0.00	Amount Total Loaded Salary \$88,042.90	Comme EC-500
View Emp	Options Refresh Noyee Position Nbr Account Employee: DOE, JANE Employee: RITTER, SC	Filter Row - 123455 HN - 123455	X Attributes	Contract	Hours EC-5000 740.00 1,332.63	Person Year EC-5000 41.69% 75.09%	Pct on Key EC-5000 41.69% 134.00%	Amount EC-5000 \$43,930.38 \$47,410.88	Amount EC-5100 \$23,370.96 \$25,222.59	Amount EC-5700 \$20,741.55 \$10,007.16	Amount EC-5349 \$0.00	Amount Total Loaded Salary \$88,042.90 \$82,640.63	Comme EC-500
Emp	Options Refresh Novee Position Nbr Account G Employee: DOE, JANE Employee: RITTER, 3C Employee: sample bg	Filter Row - 123456 - 123455 s - PH000023	& Attributes	Contract	Hours EC-5000 740.00 1,332.63 1,774.80	Person Year EC-5000 41.69% 75.09% 100.00%	Pct on Key EC-5000 41.69% 134.00%	Amount EC-5000 \$43,930.38 \$47,410.88 \$71,674.62	Amount EC-5100 \$23,370.96 \$25,222.59 \$38,130.90	Amount EC-5700 \$20,741.55 \$10,007.16 \$0.00	Amount EC-5349 \$0.00 \$0.00 \$0.00	Amount Total Loaded Salary \$88,042.90 \$82,640.63 \$109,805.51	Comme EC-500
Emp	Options Refresh Nove Position Nbr Account Employee: DOE, JANE Employee: RTTER, X Employee: sample bg Employee: SAUNDERS	Filter Row - 123456 5HN - 123455 a - PH000023 5, JUL - 12345	& Attributes Budget Type	Contract	Hours EC-5000 740.00 1,332.63 1,774.80 2,107,73	Person Year EC-5000 41.69% 75.09% 100.00% 118.76%	Pct on Key EC-5000 41.69% 134.00% 100.00%	Amount EC-5000 \$43,930.38 \$47,410.88 \$71,674.62 \$442.33	Amount EC-5100 \$23,370.96 \$25,222.59 \$38,130.90 \$235.32	Amount EC-5700 \$20,741.55 \$10,007.16 \$0.00 \$137.61	Amount EC-5349 \$0.00 \$0.00 \$0.00	Amount Total Loaded Salary \$88,042.90 \$82,640.62 \$109,805.51 \$815.20	Comme EC-500
Emp	Options Refresh Nove Position Nbr Account i Employee: DOE, JANE Employee: RITTER, JC Employee: sample bg Employee: SAUNDERS 01 PHAG0002 - 1	Filter Row - 123456 DHN - 123455 s - PH0D0023 5, JILL - 12345 Phantom	Attributes	Contract	Hours EC-5000 740.00 1,332.63 1,774.80 2,107.73 394.13	Person Year EC-5000 41.69% 75.09% 100.00% 118.76% 22.21 %	Pct on Key EC-5000 41.69% 134.00% 100.00% 123.00% 23.00 %	Amount EC-5000 \$43,930.38 \$47,410.88 \$71,674.62 \$442.33 \$02.71	Amount EC-5100 \$23,370.96 \$25,222.59 \$38,130.90 \$235.32 \$44.00	Amount EC-5700 \$20,741.55 \$10,007.16 \$0.00 \$137.61 \$68.81	Amount EC-5349 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Amount Total Loaded Salary \$88,042.90 \$82,640.61 \$109,805.51 \$815.22 \$195.53	Comme EC-5001
View Em;	Options Refresh Nove - Position Nbr Account @ Employee: DOE, JANE @ Employee: RJTTER, JC @ Employee: SAUDERS 01 Pr400002 - 01 Samplekey1	Filter Row - 123456 - 123455 s - PH000023 5, JILL - 123455 Phantom - Sample	Attributes	Contract Unknown GAIND	Hours EC-5000 1,332.63 1,774.80 2,107.73 394.13 1,319.47	Person Year EC-5000 41.69% 75.09% 100.00% 118.76% 22.21 % 74.34 %	Pct on Key EC-5000 41.69% 134.00% 100.00% 123.00% 23.00 % 77.00 %	Amount EC-5000 \$43,930.38 \$47,410.88 \$71,674.62 \$442.33 \$92.71 \$276.90	Amount EC-5100 \$23,370.96 \$25,222.59 \$38,130.90 \$235.32 \$44.00 \$147.31	Amount EC-5700 \$20,741.55 \$10,007.16 \$0.00 \$137.61 \$68.81 \$0.00	Amount EC-5349 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Amount Total Loaded Salari \$88,042.90 \$82,640.62 \$109,805.51 \$815.20 \$195.32 \$424.22	Comme EC-5001
View Emp 9 10 11	Options Refresh Noyce - Position Nbr Account Employee: DOE, JANE Employee: RITTER, JC Employee: sample bg Employee: SAURDERS 01 PHA00020 - 01 SampleKey1 01 SampleKey2	Filter Row - 123456 - 123455 s - PH000023 5, IILL - 123455 5, IILL - 123455 - Sample - Sample - SampleKey2	Attributes Budget Type 4 New Funds New Funds New Funds	Contract Unknown GAIND COFFEE	Hours EC-5000 740.00 1,332.63 1,774.80 2,107.73 394.13 1,319.47 394.13	Person Year EC-5000 41.69% 75.09% 100.00% 118.76% 22.21 % 74.34 % 22.21 %	Pct on Key EC-5000 41.69% 134.00% 100.00% 123.00% 23.00 % 23.00 %	Amount EC-5000 \$43,930.38 \$47,410.88 \$71,674.62 \$442.33 \$82.71 \$276.90 \$82.71	Amount EC-5100 \$23,370.96 \$38,130.90 \$235.32 \$44.00 \$147.31 \$44.00	Amount EC-5700 \$20,741.55 \$10,007.16 \$0.00 \$137.61 \$68.81 \$0.00 \$68.81	Amount EC-5349 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Amount Total Loaded Salari \$88,042.90 \$82,640.62 \$109,805.51 \$815.22 \$195.52 \$424.22 \$195.52	Comme EC-5001
9 10	Options Refresh Nove Position Nbr Account () Employee: DOE, JANE () Employee: RTTER, JC () Employee: RATTER, JC () Employee: SAURDERS () Employee: SAURDERS () SampleKey1 () SampleKey2 () Employee: testaample	Filter Rew - 123456 - 123455 - PH000023 - Sample - Sample - Sample - Sample - Sample	Attributes Budget Type A New Funds New Funds New Funds	Unknown GAIND COFFEE	Hours EC-5000 740.00 1,332.63 1,774.80 2,107.73 394.13 1,319.47 394.13 621.18	Person Year EC-5000 41.69% 75.09% 100.00% 118.76% 22.21 % 74.34 % 22.21 %	Pct on Key EC-5000 41.69% 134.00% 100.00% 123.00% 23.00 % 23.00 % 35.00%	Amount EC-5000 \$43,930.38 \$47,410.88 \$71,674.62 \$442.33 \$402.71 \$276.90 \$82.71	Amount EC-5100 \$23,370.96 \$25,222.59 \$38,130.90 \$235.32 \$44.00 \$44,03 \$44.00 \$6,539.45	Amount EC-5700 \$20,741.55 \$10,007.16 \$0.00 \$137.61 \$68.81 \$0.00 \$68.81 \$10,225.58	Amount EC-5349 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Amount Total Loaded Salary \$88,042.90 \$82,640.61 \$109,805.51 \$815.20 \$195.52 \$195.52 \$195.52 \$29,057.22	Commei EC-5000

1 Planning - Plan Employee Assignments % in Key Method 5. In the Employee Allocation Grid use "Filter Row" to select only information for the selected employee.

Se e	mploye	e Account Allocation % - Dat	a Entry							
	View	Options 🛛 🔚 Save 📑 Re	fresh 🤄 Cancel 🍸 Filter Row Off 🛛 😳 Add Row	Copy 😲 Add R	low 🙁	Delete	💥 Attrib	utes		
Din		Employee ⁹	Account	Bud Type	Pos #	Line #	Pct	Start Date	End Date	Comment
iens		saund								
ĝ	1	SAUNDERS, JILL - 123454	PHA00002 - Phantom - [Active]	New Funds	01	1	23.0 %	9/13/2010	12/31/2050	
Filte	2	SAUNDERS, JILL - 123454	SampleKey1 - SampleKey1 - Sample - [Active]	New Funds	01	1	77.0 %	9/13/2010	12/31/2050	
S I	3	SAUNDERS, JILL - 123454	SampleKey2 - SampleKey2 - [Active]	New Funds	01	1	23.0 %	9/13/2010	12/31/2050	
ed										
SLIC										
	4									
6	17 St	arts with ([Employee], 'saund								
	19 St	arts with([Employee], saund								

- 6. In the Employee Projections Report Grid Right click on the Employee Label at the top of the Grid, click "Ungroup" to have access to the Filter Row. Use "Filter Row" to view only report information for the selected employee in the Report.
- 7. Click on the Employee Account Allocation % Data Entry grid to activate it. Right click on any row for that employee and select Add Row Copy.



8. In the Account field, type the first few characters of the account you are going to assign the employee to and select the key from the drop down.

NOTE: The searched item appears at the bottom of the top of the drop-down list.

SampleKey1	New Funds
PHA00026	A
PHA00027	
PHA00028	
PHA00029	
PHA00030	
PHA00031	
PHA00032	
PHA00033	
PHA00034	
PHA00035	
PHA00036	
PHA00037	
PHA00038	
PHA00039	
SampleKey1	
SampleKey2	

9. Budget Type defaults to "New Funds" but Drop Down Options allow you to select the budget type you are planning to:

NOTE: Typically salaries are planned to new funds, but there are instances where you may be planning to other budget types. Budget Type is most critical when the plan is being used for an upload and all "New Funds" are equivalent to the budget target that will be uploaded.

New Funds 🗾
Committed Carryover
Expected Funds
Fund Transfers
Miscellaneous
New Funds
Uncommitted Carryover
Upload Adjustment

10. Line # - If this is a new key for the employee, enter "1". The grid will not save until a line number is entered.

NOTE: Line # represents the number of times an employee is assigned to a single key and budgettype during the current or future time frame. Another planned assignment on the same key and budget type, would be "2" to reflect the second assignment. See how the employee is planned three separate times in the same key, twice with the same budget type requiring both Line #1 and Line #2.

E B	mploye	e Account Allocation % - Dat	ta Entry					
\bigcirc	View	Options 🛛 🔚 Save 💆 F	Refresh 🤄 O	ancel 🛛 🍞 Filter Row	🔂 Add F	low Copy	🔂 Add Row	😢 Delete 🕺 💥 Attrib
Dim		Employee	Account	Bud Type	Line #	Pct	Start Date	End Date
lens	1	DOE, JANE - 123456	SampleKey1	New Funds	1	50.0 %	9/13/2010	10/31/2012
ion	2	DOE, JANE - 123456	SampleKey2	Fund Transfers	1	50.0 %	9/13/2010	10/31/2012
Filte	3	RITTER, JOHN - 123455	SampleKey1	Committed Carryover	1	25.0 %	9/13/2010	12/31/2050
ar S	4	RITTER, JOHN - 123455	SampleKey1	New Funds	1	75.0 %	9/13/2010	12/31/2011
elec	5	RITTER, JOHN - 123455	SampleKey1	New Funds	2	25.0 %	1/1/2012	12/31/2050
tors	6	RITTER, JOHN - 123455	SampleKey2	New Funds	1	50.0 %	9/13/2010	12/31/2050
	7	SAUNDERS, JILL - 123454	SampleKey2	New Funds	1	23.0 %	9/13/2010	12/31/2050
	8	SAUNDERS, JILL - 123454	SampleKey2	New Funds	2	50.0 %	9/13/2010	12/31/2050

11. Change the Percent in Key, Start Date, and End Date columns as desired for the new entry.

RITTER, JOHN - 123455	SampleKey1	Committed Carryover	1	25.0 %	9/13/2010	12/31/2050
RITTER, JOHN - 123455	SampleKey1	New Funds	1	75.0 %	9/13/2010	12/31/2011
RITTER, JOHN - 123455	SampleKey1	New Funds	2	1 85.0	1/1/2012	12/31/2050
RITTER, JOHN - 123455	SampleKey2	New Funds	1	50.0 %	9/13/2010	12/31/2050
						-

12. Once you have fully edited the columns in the copied entry to reflect the new assignment in the new key:

- Tab from the last cell you enter in and notice all the **1**'s in the cells you have edited
- Click "Save" to keep the changes.

- 13. To check whether the person is over or under allocated, view the results in the Employee Projections Report Grid.
 - Click on the Grid to Activate the Grid
 - Click "Refresh" to see the changes reflected.

😂 Er	nploye	e Projections - /	Annual - Pilot - Report									
$\mathbf{>}$	View	Options [Refresh 🛛 💎 Filter Row	米 Attributes								
Dimen	Emp	loyee 🔺										
sion Filter		Position Nbr	Account	Budget Type	Hours EC-5000	Person Year EC-5000	Pct on Key EC-5000	Amount EC-5000	Amount EC-5100	Amount EC-5700	Amount EC-5349	Amount Total Loaded Salary
Select		Employee	: DOE, JANE - 123456		1,768.00	100.00%	100.00%	\$85,000.00	\$43,095.00	\$32,343.99	\$0.00	\$160,438.99
ors		Employee	: RITTER, JOHN - 123455		2,784.60	157.50%	157.50%	\$75,480.00	\$38,268.36	\$17,950.91	\$0.00	\$131,699.27
	3	01	SampleKey1 - Sample	Committed Carryover	442.00	25.00 %	25.00 %	\$11,793.75	\$5,979.43	\$0.00	\$0.00	\$17,773.18
	4	01	SampleKey1 - Sample	New Funds	1,458.60	82.50 %	82.50 %	\$40,098.75	\$20,330.07	\$0.00	\$0.00	\$60,428.82
	5	01	SampleKey2 - SampleKey2	New Funds	884.00	50.00 %	50.00 %	\$23,587.50	\$11,958.86	\$17,950.91	\$0.00	\$53,497.28
		Employee	: SAUNDERS, JILL - 123454		1,768.00	100.00%	100.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

14. Notice the person may now be over allocated when you added the new assignment.



If you share employees with other Labs or Programs that use the hourly data entry method, your employee may appear to be over-allocated in the Employee Projections Report grid even though the hourly assignment does not appear in your data entry grid. To resolve this, look at the account key in the reporting grid, and contact the administrator responsible for that key to negotiate for the employee's time.

Planning - Plan Employee Assignments Hourly

Planning– Plan Employee Assignments – Hourly

Create Assignments and View Results in Report Group Step-by-Step



Create an assignment on an account key for an employee based on hours in each quarter.

- 1. Confirm you are in the FAB Hourly application.
- 2. Close all windows except the Employee Account Allocation Hours by Quarter Data Entry, Employee Projections Quarterly – 2013 Report.
- 3. Select Window and Tile Horizontal.



- 4. Select the same Dimension Filter for each grid to get the set of employees you would like to work with. (Such as the one with Div/Program Employees on Any Key or the one with All Div/Program Keys with Any Employee).
- 5. In this exercise we will add an assignment for one of the employees in your selection.
 - Find that employee and note their total hours and amounts in the Employee Projections Quarterly Report grid.
 - Show the detail by expanding the + symbol for the employee:

View	Options 🔓	Save 3	Lefresh 🥱 Can	el Y Filter Re	na ou	Add Row Co	11 M.	dd Row	C Desette	Attrib	tes							
	Employee	Po	sition Nbr Accourt	t			Bud	iget Type	2	013-Q1 20	3-Q2 2013	Q3 2013-Q4	HRIS Term D	Date HR Org	Total			
	DOE																	
1.	DOE, JANE -	123456 01	PHADO	002 - Phantom -	[Active]		New	Funds		40.00 1	0.00	.00 0.00			140.00			
2	DOE, JANE -	123456 01	Sampl	Key1 - SampleK	ry1 - Samp	le - [Active]	New	Funds		100.00 1	00.00 60	.00 60.00			320.00			
3	DOE, JANE -	123456 01	Sample	:Key2 - SampleK	ty2 - Samp	leKey2 - [Act	tive] Com	nmitted Ca	rryover	40.00 1	0.00 0	.00 0.00			140.00			
4	DOE, JANE -	123456 01	Sample	Key2 - SampleK	ry2 - Samp	leKey2 - [Act	tive] New	r Funds		40.00 1	0.00	.00 0.00			140.00			
										220.00 4	0.00 60	.00 60.00			740.00			
	and with films	elevent 2001	19 a.															
	and manytan	projecti a a																
			and the second se															
View.	Ontions	1 Refresh	Filter Row	& Attributes														
View	Options] Refresh	Filter Row	🖇 Attributes														
Emp	Options :] Refresh	Filter Row	🖗 Attributes														
View Emp	Options :) Refresh	Filter Row	🛠 Attributes														
View Emp	Options ; ployee Position Nbr	3 Refresh Account	Filter Row	& Attributes	2013-Q1 EC-5000 Hours	2013-Q2 2 EC-5000 E Hours P	1013-Q3 1C-5000 fours	2013-Q4 EC-5000 Hours	2013 EC-5000 Hours	2013 EC-5000 Person Yea	2013 EC-5000 Pet on Key	2013 EC-5000 Amount	2013 EC-5100 Amount	2013 EC-5700 Amount	2013 EC-5349 Amount	2013 Total Loaded Salary Amount	POP_Start_ Date	POP_En Date
Emp	Position Nbr	Account ee: DOE, JAM	Budget Type	& Attributes	2013-Q1 EC-5000 Hours 330.16	2013-Q2 2 EC-5000 E Hours P	188.52	2013-Q4 EC-5000 Hours 190.36	2013 EC-5000 Hours 1,219.20	2013 EC-5000 Person Yea 68.69%	2013 EC-5000 Pct on Key 68.69%	2013 EC-5000 Amount \$72,378.04	2013 EC-5100 Amount \$38,505-12	2013 EC-5700 Amount \$20,741.55	2013 EC-5349 Amount \$0.00	2013 Total Loaded Salary Amount \$131,624.70	POP_Start_ Date	POP_En Date
Emp	Options ployee Position Nbr Employ Employ Employ	Account Account ee: DOE, JAM	Budget Type E - 123456 OHN - 123455	Contract	2013-Q1 EC-5000 Hours 330.16 00.00	2013-Q2 2 EC-5000 E Hours P 510.15	188.52 228.40	2013-Q4 EC-5000 Hours 190.36 231.74	2013 EC-5000 Hours 1,219.20 636.40	2013 EC-5000 Person Yea 68.69% 35.86%	2013 EC-5000 Pct on Key 68.69%	2013 EC-5000 Amount \$72,378.04 \$22,644.00	2013 EC-5100 Amount \$38,505.12 \$12,046.61	2013 EC-5700 Amount \$20,741.55 \$10,007.16	2013 EC-5349 Amount \$0.00	2013 Total Loaded Salary Amount \$131,624.70 \$44,697.76	POP_Start_ Date	POP_En Date
Emp	Options ployee Position Nbr Employ Employ 01	Account Account ee: DOE, JAM ee: RITTER, 1 SampleKey	Budget Type E - 123456 OMN - 123455 New Funds	Contract	2013-Q1 EC-5000 Hours 330.16 00.00	2013-Q2 2 EC-5000 E Hours P 510.16 176.26	188.52 228.40 17.85	2013-Q4 EC-5000 Hours 190.36 231.74 18.11	2013 EC-5000 Hours 1,219.20 636.48 49.73	2013 EC-5000 Person Year 08.69% 05.86% 2.80 %	2013 EC-5000 Pct on Key 68.69% 64.00% 5.00 %	2013 EC-5000 Amount \$72,378.04 \$22,644.00 \$1,769.06	2013 EC-5100 Amount \$38,505.12 \$12,046.61 \$941.14	2013 EC-5700 Amount \$20,741.55 \$10,007.16 \$0.00	2013 EC-5349 Amount \$0.00 \$0.00	2013 Total Loaded Salary Amount \$131,624.70 \$44,697.76 \$2,710.20	POP_Start_ Date	POP_En Date
Emp 6 7	Options	Account Account ee: DOE, JAN ee: RITTER, J SampleKey SampleKey	Filter Row Budget Type E - 123456 OHN - 123455 I New Funds Expected Fund	Contract GAIND GAIND	2013-Q1 EC-5000 Hours 330.16 00.00 0.00	2013-Q2 2 EC-5000 E Hours P 510.16 176.26 13.77 68.85	188.52 228.40 17.85 89.25	2013-Q4 EC-5000 Hours 190.36 231.74 18.11 90.53	2013 EC-5000 Hours 1,219.20 636.40 49.73 248.63	2013 EC-5000 Person Year 08.69% 35.80% 2.80 % 14.01 %	2013 EC-5000 Pct on Key 68.69% 64.00% 5.00 % 25.00 %	2013 EC-5000 Amount \$72,378.04 \$22,644.00 \$1,769.06 \$8,845.31	2013 EC-5100 Amount \$38,505.12 \$12,046.61 \$941.14 \$4,705.71	2013 EC-5700 Amount \$20,741.55 \$10,007.16 \$0.00 \$0.00	2013 EC-5349 Amount \$0.00 \$0.00 \$0.00	2013 Total Loaded Salary Amount \$131,624.70 \$44,697.76 \$2,710.20 \$13,551.02	POP_Start_ Date	POP_En Date
Emp 6 7 0	Options	Account Account ee: DOE, JAM ee: RITTER, 1 SampleKey SampleKey SampleKey	Filter Row Budget Type E - 122456 OHIV - 123455 I New Funds E Sepected Funds	Contract GAIND GAIND COFFEE	2013-Q1 EC-5000 Hours 330.16 00.00 0.00 0.00 0.00	2013-Q2 EC-5000 Hours 2 510.16 176.26 13.77 68.85 93.64	188.52 228.40 17.85 89.25 121.38	2013-Q4 EC-5000 Hours 190.36 231.74 18.11 90.53 123.11	2013 EC-5000 Hours 1,219.20 636.40 49.73 248.63 338.13	2013 EC-5000 Person Year 68.69% 35.86% 2.80 % 14.01 % 19.05 %	2013 EC-5000 Pet on Key 68.69% 64.00% 5.00 % 25.00 % 34.00 %	2013 EC-5000 Amount \$72,378.04 \$22,644.00 \$1,769.06 \$8,845.31 \$12,029.63	2013 EC-5100 Ampunt \$38,505.12 \$12,046.61 \$941.14 \$4,705.71 \$6,399.76	2013 EC-5700 Amount \$20,741.55 \$10,007.16 \$0.00 \$10,007.16	2013 EC-5349 Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	2013 Total Loaded Salary Amount \$131,624.70 \$44,697.76 \$2,710.20 \$13,551.02 \$28,436.54	POP_Start_ Date	POP_Ent Date
Emp 6 7 8	Options Position Nbr Employ Employ 01 01 01 01 01 Employ	Account Account ee: DOE, JAM ee: RITTER, J SampleKey SampleKey ee: SAUNDES	Filter Row Budget Type E - 123456 OHN - 123455 1 New Funds E Repeted Funds 5, JILL - 123454	Contract GAIND GAIND COFFEE	2013-Q1 EC-5000 Hours 330.16 00.00 0.00 0.00 0.00 501.84	2013-02 2 EC-5000 E Hours P 510.16 176.26 13.77 68.85 93.64 501.84	1013-Q3 (C-5000) fours 188.52 228.40 17.85 89.25 121.38 585.48	2013-Q4 EC-5000 Hours 190.36 231.74 18.11 90.53 123.11 518.57	2013 EC-5000 Hours 1,219.20 636.40 49.73 248.63 338.13 2,107.73	2013 EC-5000 Person Yea 08.69% 35.86% 2.80 % 14.01 % 19.05 % 118.76%	2013 EC-5000 Pct on Key 68.69% 64.00% 5.00 % 25.00 % 34.00 %	2013 EC-5000 Amount \$72,378.04 \$22,644.00 \$1,769.06 \$8,845.31 \$12,029.63 \$442.33	2013 EC-5100 Amount \$38,505.12 \$12,046.61 \$941.14 \$4,705.71 \$6,399.76 \$235.32	2013 EC-5700 Amount \$20,741.55 \$10,007.16 \$0.00 \$0.00 \$10,007.16 \$137.61	2013 EC-5349 Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	2013 Tota Loaded Salary Amount \$131,624.70 \$44,697.76 \$2,710.20 \$13,551.02 \$28,436.54 \$815.26	POP_Start_ Date	POP_Er Date
6 7 0	Options : ployee Position Nbr Employ Employ 01 01 01 01 Employ	Account Account ee: DOE, JAM ee: RITTER, J SampleKey SampleKey ee: SAUNDER	Budget Type E - 122456 OHIN - 123455 New Funds New Funds S, JILL - 123454	GAIND Contract GAIND COFFEE	2013-Q1 EC-5000 Hours 330.16 00.00 0.00 0.00 0.00 501.84	2013-Q2 EC-5000 Hours P 510.16 176.26 13.77 68.85 93.64 501.84	188.52 228.40 17.85 89.25 121.38 585.49	2013-Q4 EC-5000 Hours 190.36 231.74 18.11 90.53 123.11 518.57	2013 EC-5000 Hours 1,219-20 636.48 49.73 248.63 338.13 2,107.73	2013 EC-5000 Person Yea 08.69% 35.86% 2.80 % 14.01 % 19.05 % 118.76%	2013 EC-5000 Pct on Key 68.69% 64.00% 5.00 % 34.00 %	2013 EC-5000 Amount \$72,378.04 \$22,644.00 \$1,769.06 \$8,845.31 \$12,029.63 \$442.33	2013 EC-5100 Amount \$38,505.12 \$12,046.61 \$941.14 \$4,705.71 \$6,399.76 \$235.32	2013 EC-5700 Amount \$20,741.55 \$10,007.16 \$0.00 \$0.00 \$10,007.16 \$137.61	2013 EC-5349 Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	2013 Total Loaded Salary Amount \$131,624.70 \$44,697.76 \$2,710.20 \$13,551.02 \$20,436.54 \$815.26	POP_Start_ Date	POP_Er Date

6. In the Employee Allocation Grid use "Filter Row" to select only information for the selected employee.

1	Employee	Position Nbr	Account	Budget Type	2013-Q1	2013-Q2	2013-Q3	2013-Q4	HRIS Term Date	HR Org	Tota
1	DOE								1		
1 1	DOE, JANE - 123456	01	PHA00002 - Phantom - [Active]	New Funds	40.00	100.00	0.00	0.00			140
2 (DOE, JANE - 123456	01	SampleKey1 - SampleKey1 - Sample - [Active]	New Funds	100.00	100.00	60.00	60.00			320
3- 1	DOE, JANE - 123456	01	SampleKey2 - SampleKey2 - SampleKey2 - [Active]	Committed Carryover	40.00	100.00	0.00	0.00			140
4 (DOE, JANE - 123456	01	SampleKey2 - SampleKey2 - SampleKey2 - [Active]	New Funds	40.00	100.00	0.00	0.00			140

- 7. In the Employee Projections 2013 Report Grid Right click on the Employee Label at the top of the Grid, click "Ungroup" to have access to the Filter Row. Use "Filter Row" to view only report information for the selected employee in the Report.
- 8. Click on the Employee Account Allocation Grid to activate it. Right click on any row for that employee and select Add Copy Row.

	Employee	Pos	sition Nbr	Account		
	DOE					
1	DOE, JANE - 123456	-			02 - Ph	
2	DOE, JANE - 123456	•	Add Row	Сору	(ey1 - :	
3	DOE, JANE - 123456	e	Add Row		(ey2 - :	
4	DOE, JANE - 123456		Сору		(ey2 - :	
			Paste			
		0	Delete R	ow		

9. In the Account field, type the first few characters of the account you are going to assign the employee to and select the key from the drop down.

NOTE: The searched item appears at the bottom of the top of the drop-down list.



10. Budget Type defaults to "New Funds" but Drop Down Options allow you to select the budget type you are planning to:

NOTE: Typically salaries are planned to new funds, but there are instances where you may be planning to other budget types. Budget Type is most critical when the plan is being used for an upload and all "New Funds" are equivalent to the budget target that will be uploaded.

New Funds 🗧						
Committed Carryover						
Expected Funds						
Fund Transfers						
Miscellaneous						
New Funds						
Uncommitted Carryover						
Upload Adjustment						

- 11. Once you have edited the copied entry to reflect the new hours planned per quarter in the new key:
 - Tab from the last cell you enter in and notice all the ¹/₂'s in the cells you have edited,
 - Click "Save" to keep the changes
- 12. To check whether the person is over or under allocated, view the results in the Employee Projections Report grid by clicking Refresh in that grid.

REFRESH is required for this report grid to show changes in the Employee Account Allocations.

mploy	vee Projections Q	Refresh	Attributes												
Em	iployee														
	Position Nbr	Account	Budget Type	2012-Q1 EC-5000 Hours	2012-Q2 EC-5000 Hours	2012-Q3 EC-5000 Hours	2012-Q4 EC-5000 Hours	2012 EC-5000 Hours	2012 EC-5000 Person Year	2012 EC-5000 Pct on Key	2012 EC-5000 Amount	2012 EC-5100 Amount	2012 EC-5700 Amount	2012 EC-5349 Amount	2012 Total Loaded Salary Amount
	Employe	e: ALVAREZ, LESLIE - 086719		744.05	170.00	160.00	100.00	1,174.05	66.35%	132.81%	\$42,333.45	\$21,463.06	\$25,631.36	\$0.00	\$89,427.
1	01	172090 - NASA Global Turb	New Funds	494.05	0.00	0.00	100.00	594.05	33.54 %	67.20 %	\$21,419.99	\$10,859.93	\$16,301.36	\$0.00	\$48,581.
2	01	749533 - DYNAMO ISS D.G.	New Funds	100.00	0.00	0.00	0.00	100.00	5.66 %	11.31 %	\$3,605.77	\$1,828.12	\$2,744.12	\$0.00	\$8,178.
3	01	772000 - PSU/NASA AQ Team	New Funds	80.00	80.00	80.00	0.00	240.00	13.57 %	27.15 %	\$8,653.85	\$4,387.50	\$0.00	\$0.00	\$13,041.3
-4	01	776022 - Xcel2 Task 1 SPP	New Funds	30.00	50.00	40.00	0.00	120.00	6.79 %	13.57 %	\$4,326.92	\$2,193.75	\$3,292.94	\$0.00	\$9,813.6
5	01	776090 - Telvent DICast	New Funds	40.00	40.00	40.00	0.00	120.00	6.79 %	13.57 %	\$4,326.92	\$2,193.75	\$3,292.94	\$0.00	\$9,813.0
	 Employer 	e: ARMSTRONG, ROBERTO - 013	701	469.00	469.50	484.00	477.00	1,899.50	107.44%	107.44%	\$68,491.59	\$34,725.23	\$52,124.49	\$13,638.41	\$168,979.
	Employee	e: ATKINS, ANTONIO - 010421		331.50	351.50	331.50	331.50	1,346.00	76.13%	89.57%	\$48,533.65	\$24,606.56	\$36,386.99	\$9,664.28	\$119,191.4

NOTE – For Quarter or Monthly data entry, while you have the person selected via Filter Row in the Employee Allocation Grid, you can see their total planned hours per quarter and do a quick check there.

Delete assignments No Longer Valid

In the Employee Account Allocation Grid, click on the row and click the "Delete" option.



Planning - Plan Employee Assignments Hourly


If you share employees with other Labs or Programs that use the % in Key data entry method, your employee may appear to be over-allocated in the Report grids even though the hourly assignment does not appear in your data entry grid. To resolve this, look at the account key in the reporting grid, and contact the administrator responsible for that key to negotiate for the employee's time.

Planning - Plan Non-Salary Spreading

Planning - Plan Non-Salary – Spreading Across Months

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.

NOTE



FY12 non-salary budgets from IFAS were copied to the Spreading Grid in Working Plan to provide users a reference point for data entry. Users will 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.

Create a Non-Salary Budget

Group Step-by-Step



Edit Planned Expenses in your non salary plan.

1. Close all windows except the Plan NonSal Expenses – Annual Spreading Working Plan. 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.

3 V	lien	Options	Save] Refresh 🎒 Ci	ancel	Filter Row	Add Row	Copy	C Add F	iow 🖸 Delet	e 💦 Attribu	ites										
Dimension		Account	Month	Bud Type	Line #	M&S 5200	Purc'd Services 5300	Travel 5400	PSC 5479	Equip SS00	Depreciation 5550	Interest Expense 5317	SPER 5600	Non Salary Subtotal	Comment	Salaries S000	Benefits 5100	C5C 5349	Program Subtotal	Overhead 5700	Total Prog Exp Incl O/H	MTDC
filto	1	PHA00002	All Months	New Funds	1	\$0.03	\$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	\$0.0
Se	2	PHA00002	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	\$0.0
00	3.	PHA00032	All Months	New Funds	1	\$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	\$0.0
2	4	PHA00032	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	\$50,000.0
	8	Samplexe	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.	SampleKe	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	\$0.0
	7	SampleKe	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	\$0.0

- 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"



4. Using "Filter Row" select a particular Account Key for planning that includes at least Budget Types of Uncommitted Carryover, Committed Carryover and New Funds. Verify that you see only lines for that account key.

	Plan N	on Sal Expenses - Annual Spreading Working Plan - Da	ta Entry												
6	Viev	Options 🛛 🔚 Save 🔮 Refresh 🦄 Cancel 🛛 🍞	Filter Row Off 🛛 😳 Add	Row Copy	🔂 Add Row 🛛 🔇	Delete 💦	Attributes								
Dimension F		Ŷ Account	Month Bud Type	Line #	Total Prog Exp Incl O/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
IT OF		samplekey1	Filter	Row											
u a	1	SampleKey1 - SampleKey1 - Sample - [Active]	All Months New Fund	s 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
C C	2	SampleKey1 - SampleKey1 - Sample - [Active]	All Months New Fund	s 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
ors	3	SampleKey1 - SampleKey1 - Sample - [Active]	All Months Expected	Funds 1	\$740,000.00	\$600,000.00	\$0.00	\$0.00	\$0.00	\$140,000.0	\$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	\$193,333.3	\$0.00	\$0.00	\$0.00	\$824,866.67	
	4														
	▼ :	starts with([Account], 'samplekey1') •													

5. Go to the New Funds Row and edit the data.

- 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.
- 6. Go to the row with Uncommitted Carryover and put "0" in all the cells. Tab from last entry, notice the ¹/₂'s in the cells you have edited, click Save to keep the changes.

NOTICE when all the entries are "0" for Non-salary, there are no comments and there are no planned salary expenses, the line is no longer shown.

- 7. 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 1 's in the cells you have edited
 - Click Save to keep the changes. NOTICE the Subtotals updated.
- 8. 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 an account not listed) to your non-salary plan.

- 1. Select another account key in the Filter Row.
- 2. Right-click on any row for that key and click on "Add Row Copy" to add a row.
 - Type the first few characters of the placeholder key you created earlier and select the 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
 - Type the first few characters of the placeholder key you created earlier and select the key. Fill in the fields as follows:

Comment	M&S 5200	Purc'd Services 5300	Travel 5400	PSC 5479	Equip 5500
🚯 Sample for class	1 \$5,000.00	1 \$75,000.00	10,000.00 \$10,000.00	\$0.00	10,000.00 \$10,000.00

- Click "Save"

3. 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

Planning - Plan Non-Salary Monthly

Planning - Plan Non-Salary – Monthly Detail

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 Monthly Detail Option allows the user to enter and edit monthly estimates at the level of account, expense class and budget type detail.

NOTE



FY12 non-salary budgets from IFAS were copied to the Spreading Grid in Working Plan to provide users a reference point for data entry. Users will 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.

Create / Edit a Non-Salary Budget

Group Step-by-Step



Edit Specific Monthly Expenses in your non salary plan.

1. Close all windows except the Plan NonSal Expenses – Monthly. 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.

T P	lan No	nSalary Expenses	Monthly - Data	Entry														
۲	View	Options 🛛 🔚 S	ave 🔄 Refres	ih 🥱	Cancel 🕴 🍸 Filter	r Row 📿 Add	Row Copy	🕽 Add Row 🛛 🌔	🕽 Delete 👌	Attributes								
Dimensi		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
on Fi	1	SampleKey1 -	S200 - Materia	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	\$1,666.67	38,333.33
ter	2	SampleKey1 -	5200 - Materia	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	\$50,000.00	600,000.00
8	3	SampleKey1 -	5200 - Materia	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	\$1,000.00	12,000.00
- Cto	-4	SampleKey1 -	5400 - 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	\$0.00	123,114.19
2	5	SampleKey1 -	5500 - 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	\$11,666.67	140,000.00
	6	SampleKey1 -	5500 - 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	\$3,333.33	53,333.33
	7	SampleKey2 -	5200 - Materia	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	\$1,666.67	48,333.33
	8	SampleKey2 -	5200 - Materia	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	\$33,333.33	400,000.00
	9	SampleKey2 -	5500 - 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	\$2,083.33	25,000.00
	10	SampleKey2 -	5500 - 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	\$2,083.33	25,000.00
						#170 166 67	6108 661 20	6114 050 14	£116 040 46	£130.005.01	6126 660 04	6124 501 00	\$145 COE 45	£106 922 22	d 106 022 22	6106 922 22	6106 822 22	1 465 114 10

2. Using "Filter Row" select a particular Account Key to edit that includes Budget Types of at least Uncommitted Carryover, Committed Carryover, and New Funds. Verify that you see only lines for that account key.

P	an No	nSalary Expenses	Monthly - Data	a Entry														
$\mathbf{>}$	View	Options 🛛 🔚 Sa	ave 🖸 Refre	sh 🄄 🤇	Cancel 🏹	Filter Row Of	f 🗘 Add Rov	r Copy 🛛 🔾 Ad	ld Row 🛛 🔞 De	elete 🕴 💥 Att	ributes							
Pin		Ŷ			Rudget	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
nen		Account	Object Code	Line #	Type	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Total
Si OT																		
2		samplekey1		Filter	Row													
ter	1	SampleKey1 -	5200 - Materi	1	New Fund	\$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
Sel	2	SampleKey1 -	5200 - Materia	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
đ	3	SampleKey1 -	5200 - Materia	2	New Fund	\$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
rs			Subtota	ls	->	\$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
	√ St	arts with([Accoun	nt], 'samplekey	1') 🔹														

3. Select any row, place the overall total for that line in January and 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 were only updating specific accounts 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.

- Tab from the last cell you enter in and notice all the 0 's in the cells you have edited,
- Click Save to keep the changes. NOTICE the Subtotals updated.
- 4. Go to another row and begin entering a different number each month for that expense class and budget type.
 - Notice the TOTAL for the row change as you change each entry
 - NOTE You can use Ctrl-C and Ctrl-V to copy the same entry to multiple cells
 - Tab from last entry, notice the **1**'s in the cells you have edited
 - Click "Save" to keep the changes. NOTICE all your changes replaced the entries; these did not create a new record.
- 5. 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 0 's in the cells you have edited
 - Click Save to keep the changes. NOTICE the Subtotals updated.
- 6. In the Filter Row, remove key you selected to see all your account keys with the "primed" reference point data and those that you edited in this exercise.

Group Step-by-Step



Add a placeholder account (or an account not listed) to your non-salary plan.

- 1. Select another account key in the Filter Row.
- 2. Right-click on any row for that key and click on "Add Row Copy" to add a row.
 - Type the first few characters of the placeholder key you created earlier and select the key from the Drop Down List
 - Select an Object Code from the Drop Down List
 - Enter Line #2 (So you do not replace entries from the earlier exercise.)
 - Select a Budget Type "Expected Funds" from the Drop Down List
 - Enter \$100 for each month
 - Tab off the last cell entered
 - Click "Save"

3. 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

Planning - Plan Sub-Award MTDC Exclusions

Planning – Plan Sub-award MTDC Exclusions

This planning tool offers the ability to identify sub-awards by expense class that will be greater than \$25K and therefore partially excluded from the planned MTDC measure.

NOTE



FY12 non-salary budgets from IFAS were copied to the Spreading Grid in Working Plan to provide users a reference point for data entry. Users will 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.

Create SubAward Exclusions

Group Step-by-Step



Create an MTDC sub-award exclusion.

- 1. Close all windows except the Plan SubAward MTDC Exclusions Data Entry and Plan NonSal Expenses – Annual Spreading Working Plan – Data Entry. Select Windows and Tile Horizontal.
- 2. Select the Dimension Filters for your home Division or Program that you created earlier on both Grids.

Image: state Image: state<		ubAward NTDC Exclusions - Data Entry																			2.017
	(c) []	19 18 19	View	Options	Save B	Refresh	Cance	Filter Row O Ada	d Row Copy	O Add	Row O Delete	ttributes									
1000000000000000000000000000000000000	Dimension Con	ir Save As Delete Undo Charges ly Saved Dimension Filter • text		Account			Honth	Object Code		Line #	Budget Type	Amount	# of Sub-Contracts Over \$25k	Hultiply # by \$25k	Total \$ Amt of Sub-Contracts & POs > \$25k	Amt Excl From MTDC	Other Exclusions	Total MTDC Exclusions	Total MTDC	Comment	
1 1000 mm 1000	1	Scenario	1	103709 -	Decadal Predict	- [Active]	Sep	S200 - Materials Supplies	- Budget	1	Uncommitted Carryover	\$190.75	\$0.0	0 \$0.0	5 \$0.0	0 \$0.0	\$0.00	\$0.00	\$190.75		
Pgg Tax Tax <td>S Wo</td> <td>rking Plan</td> <td></td> <td>103709</td> <td>Decadal Predict</td> <td>- [Active]</td> <td>Sep</td> <td>5200 - Materials Supplies</td> <td>- Budget</td> <td>1</td> <td>Expected Funds</td> <td>\$5,000.00</td> <td>\$0.0</td> <td>0 \$0.0</td> <td>\$0.0</td> <td>0 \$0.0</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$5,000.00</td> <td></td> <td></td>	S Wo	rking Plan		103709	Decadal Predict	- [Active]	Sep	5200 - Materials Supplies	- Budget	1	Expected Funds	\$5,000.00	\$0.0	0 \$0.0	\$0.0	0 \$0.0	\$0.00	\$0.00	\$5,000.00		
S S S Display for the field fried. Display for the field fried. <thdisplay field="" for="" fried.<="" th="" the=""></thdisplay>	0 201	- Year		103709 -	Decadal Predict	- [Active]	Sep	5300 - Purchased Service	rs - Budget	1	Uncommitted Carryover	\$12.50	\$0.0	0 \$0.0	50.0	0 \$0.0	\$0.00	\$0.00	\$12.50		
Image: Section of the sectio	Ros		4	103709	Decadal Predict	- [Active]	Sep	5300 - Purchased Service	ts - Budget	1	Expected Funds	\$200,000.00	\$0.0	0.01	\$0.0	0 \$0.0	\$0.00	\$0.00	\$200,000.00		
Ubb Ubb <th>Sec S20 Lev Colu</th> <th>Merris Object D0_5300 Une New rel 0 Biologit Type et 0</th> <th></th>	Sec S20 Lev Colu	Merris Object D0_5300 Une New rel 0 Biologit Type et 0																			
Bit Distance Star. D	200	DC Planning	[2] [A	ccount] [r	('103709 - Dec	edal Predic	t - [Active]	3				\$205,203.25	\$0.0	o \$0.00	\$0.0	0 \$0.00	\$0.00	\$0.00	\$205,203.25		20.
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97 100 10	Plan III C Dimetision Filte	onSel Expenses - Sep - Data Entry Per Save As Deine Undo Changes y Saved Dimension Filter text As	View	Options Account	Decadal Predict	Refresh	Honth	Bud Type	d Row Copy	 O Add M&S 5200 \$2,289.00 	Row O Delete Row Purc'd Services Seco S300 \$400	PSC 5479 2 \$0.00	Equip Com 5500	ment Non S Subto	alary Salaries tai 5000 ;350,72 \$0.01	Benefits CS0 5100 S34	Program 9 Subtotel 0.00 \$7,35	MTDC	Total Prog Exp Ind 0/H	IFAS_Contract_Code	Fund
\$7,289.40 \$129,150.00 \$9,011.172 \$4,000.00 \$5,000.00 \$227,500.72 \$6,00 \$40.00 \$25,000.01 \$227,500.72 \$46,00 \$25,000.01 \$417,550.72 \$446,452.59	Plan III C Dimension Filter Sel	onSal Expenses - Sep - Data Entry	View	Options Account 103709 - 103709 -	Decadal Predict] Refresh - [Active] - [Active]	Month All Honth	Friter Row Q Add Bud Type s Uncommitted Carryover s Expected Funds	d Row Copy Line#	M&S 5200 \$2,289.00	Row Delete A Purcid Travel \$400 Saloo \$400 \$4,911. \$200,000.00 \$5,000. \$5,000.	ttributes PSC 5479 2 \$0.00 0 \$5,000.00	Equip Com 5500 \$0.00 \$5,000.00	ment Non S Subto \$221	alary Salaries tal 5000 1,350,72 \$0.01 1,000.00 \$0.01	Benefits CS0 5100 534 1 \$0.00 \$ 2 \$0.00 \$	Program 9 Subtotal 0.00 \$7,35 0.00 \$220,00	MTDC 0.72 \$7,350 0.00 \$210,000	Total Prog Exp Ind 0/H 172 \$82,432.	IFAS_Contract_Code 59/1048753 00/1048753	Fund NSPG = NSPG
	C Dimension Filter Selectors	what Deparements - Free - Chain Entry 	View L 2	Options Account 103709 - 103709 -	Decadal Predict	Refresh - [Active] - [Active]	Fig Cance Moeth All Honth All Honth	Triter Row Q Ads Bud Type Uncommitted Cerryover	d Row Copy	Add M&S 5200 52,289.00 \$5,000.00	Rev O Dateta Service 5300 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$1,90.000	ttributes PSC 5479 2 \$0.00 0 \$3,000.00	Equip Com 5500 53,000.00	ment Non Subto	alary Salaries 5000 ,350,22 40,00 ,000,00 \$0,00	Benefits CSC 5100 S34 5 \$0.00 \$ 7 \$0.00 \$	9 Program 9 Subtotal 0.00 \$7,35 0.00 \$220,00	MTDC 0.72 \$7,350 0.00 \$210,000	Total Prog Exp Jad O/H	IFAS_Contract_Code 59/1048753 00/1048753	Fund NSFG A

3. Use Filter Row on both grids to select just the placeholder account key you edited in the last exercises. (The \$75K PS amount is used here.)

4. In the Plan SubAward MTDC Exclusions – Data Entry, enter the following for the Purchases services line. Note there are 2 required fields:

Vie	w Opti	ins 🛛 🔚 Save 📄 Refresh	Cance	Filter Row 😳 Add Row Copy	C Add	d Row 🙆 Delete 🛛 🔀 A	ttributes	Required F	ields for M	TDC Exclusion C	alculation				
Dimension	Accou	e nt -	Month	Object Code	Line #	Budget Type	Amount	# of Sub-Contracts Over \$25k	Multiply # by \$25k	Total \$ Amt of Sub-Contracts & POs > \$25k	Amt Excl From MTDC	Other Exclusions	Total MTDC Exclusions	Total MTDC	Comment
1	1037	9 - Decadal Predict - [Active]	Sep	5200 - Materials Supplies - Budget	1	Uncommitted Carryover	\$190.75	\$0.00	\$0.00	\$0.00	\$0.0	\$0.00	\$0.00	\$190.75	5
1 2	1037	9 - Decadal Predict - [Active]	Sep	5200 - Materials Supplies - Budget	1	Expected Funds	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.0	\$0.00	\$0.00	\$5,000.00	2
1 3	1037	9 - Decadal Predict - [Active]	Sep	5300 - Purchased Services - Budget	1	Uncommitted Carryover	\$12.50	\$0.00	\$0.00	\$0.00	\$0.0	\$0.00	\$0.00	\$12.50	2
4	1037	9 - Decadal Predict - [Active]	Sep	5300 - Purchased Services - Budget	1	Expected Funds	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.0	\$0.00	\$0.00	\$200,000.00	2

- In the # of Sub-Contracts, enter "2"
- In the Total \$ Amount, enter of \$70,000
- In the Comment add "CU \$35K, ASU \$35K" as a reminder of what these exclusions are.

PI	n Sub	Award MTDC Exclusions - Data Entry													
6	View	Options 🛛 🕞 Save 🔄 Refresh	Cance	Tilter Row O Add Row Copy	O Add	Row 🖸 Delete 🛛 💥 Al	ttributes								
Dimension		Account A	Month	Object Code	Line #	Budget Type	Amount	# of Sub-Contracts Over \$25k	Multiply # by \$25k	Total \$ Amt of Sub-Contracts & POs > \$25k	Amt Excl From MTDC	Other Exclusions	Total MTDC Exclusions	Total MTDC	Comment
Filte		103709 - Decadal Predict - [Active]	Sep	5200 - Materials Supplies - Budget	1	Uncommitted Carryover	\$190.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190.75	
Se	2.	103709 - Decadal Predict - [Active]	Sep	5200 - Materials Supplies - Budget	1	Expected Funds	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	
8	31	103709 - Decadal Predict - [Active]	Sep	5300 - Purchased Services - Budget	1	Uncommitted Carryover	\$12.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.50	
SLC	-41	103709 - Decadal Predict - [Active]	Sep	5300 - Purchased Services - Budget	1	Expected Funds	\$200,000.00	\$2.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00	CU \$75K, ASU \$75K

- Click "Save" to keep the changes. Notice the changes in MTDC Calculation. Note \$50,000 is the amount subject to OH, 2 subcontracts x the first \$25K on each. Of the \$70,000 total for the subcontracts, \$50,000 is then excluded from OH.

(Th)	Plan Su	bAward M	TDC Exclusions - D	ata Entry													
3	View	Options	Save 📄	Refresh	Cance	el 🍸 Filter Row 🚦 Add Row Copy	O Add	d Row 🕴 Delete 🛛 💸 A	ttributes								
Dimension		Account	4 		Month	Object Code	Line #	Budget Type	Amount	# of Sub-Contracts Over \$25k	Multiply # by \$25k	Total \$ Amt of Sub-Contracts & POs > \$25k	Amt Excl From MTDC	Other Exclusions	Total MTDC Exclusions	Total MTDC	Comment
Filte	-11	103709	- Decadal Predict -	[Active]	Sep	5200 - Materials Supplies - Budget	1	Uncommitted Carryover	\$190.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190.75	
Se	2	103709	- Decadal Predict -	[Active]	Sep	5200 - Materials Supplies - Budget	1	Expected Funds	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	
lect	3	103709	- Decadal Predict -	[Active]	Sep	5300 - Purchased Services - Budget	1	Uncommitted Carryover	\$12.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.50	
1 S	-4	103709	- Decadal Predict -	[Active]	Sep	5300 - Purchased Services - Budget	1	Expected Funds	\$200,000.00	\$2.00	\$50,000.00	\$150,000.00	(\$100,000.00)	\$0.00	(\$100,000.00)	\$100,000.00	CU \$75K, ASU \$75K

5. Click the refresh button on the Plan NonSal Expenses – Annual Spreading Working Plan – Data Entry screen. Note the difference in the MTDC measure in both grids. The MTDC is now reduced based on the entry in Plan Subaward MTDC Exclusions.



NOTE



To limit the amount of data shown, the Plan Sub-Award MTDC Exclusion Grid currently defaults to showing only items that have \$ planned in the 5200 or 5300 expense since most exclusions occur in Purchased Services and a few in Materials and Supplies. (PSC and Equipment are already excluded by expenses class from the data entry grids).