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

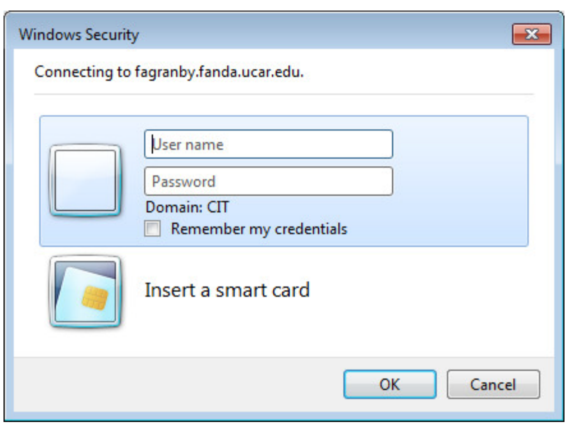
To access the FAB Planning Tools simply go to the following urls below. Some users may be connected directly based on their CIT login (the login name and password for your personal workstation). Others may be prompted to enter their workstation login names and passwords. This will depend on the policies 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.

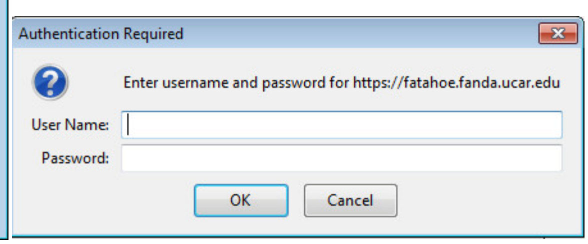
In the training sessions we will complete group exercises together on the Training Site and you will complete follow-up exercises relevant to your division/program/department on the Production Site the week after training.

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

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

Sample Login Windows:





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

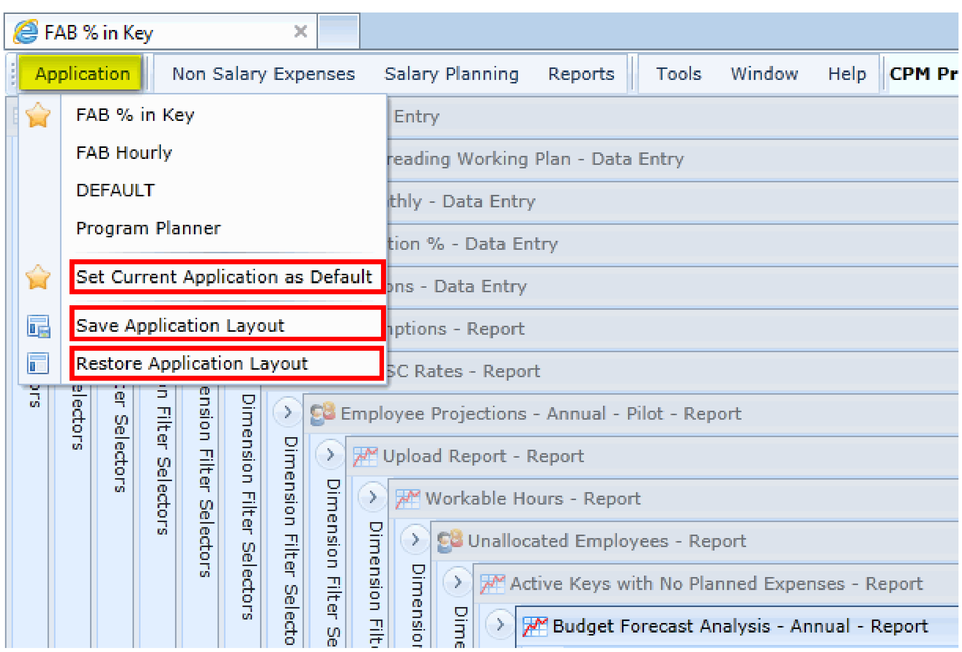
The FAB Menu bar contains the following menu items. The 3 planning grid menus are dynamically created and may vary depending on your application configuration:

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

Application Menu

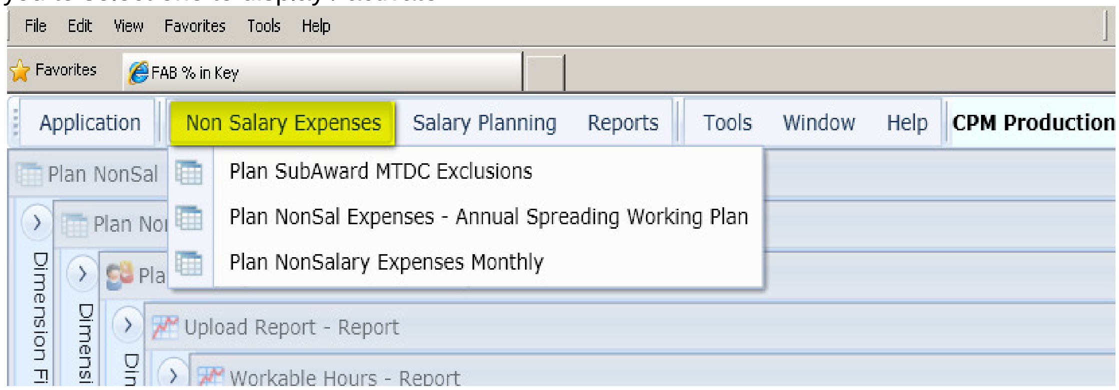
An application consists of specific girds configured to accommodate specific user group needs based on the type of budgeting and planning of their group. For example users who only budget on Indirect Keys have a simplified version of the planning grids; users who budget by Hours have different grids 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 Windows Menu).
- **Restore Application Layout:** Restores grid layout to last saved configuration. (See Windows Menu).



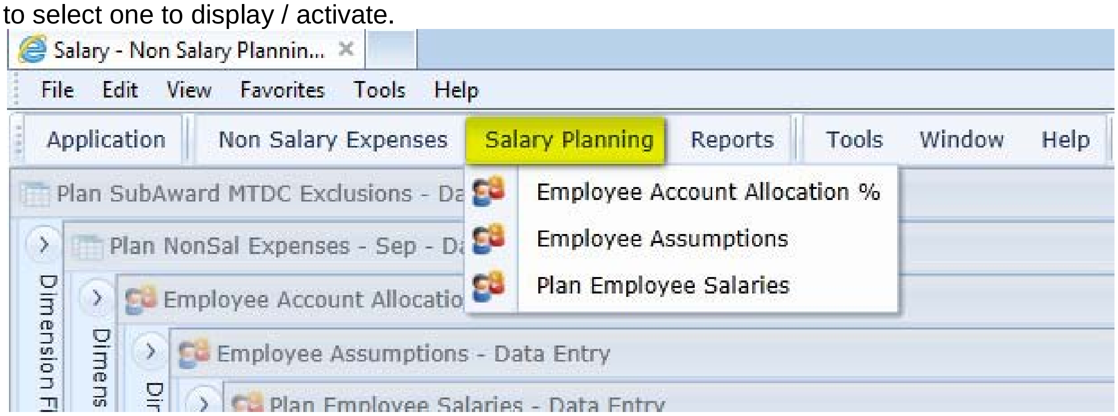
Non Salary Planning Menu

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.



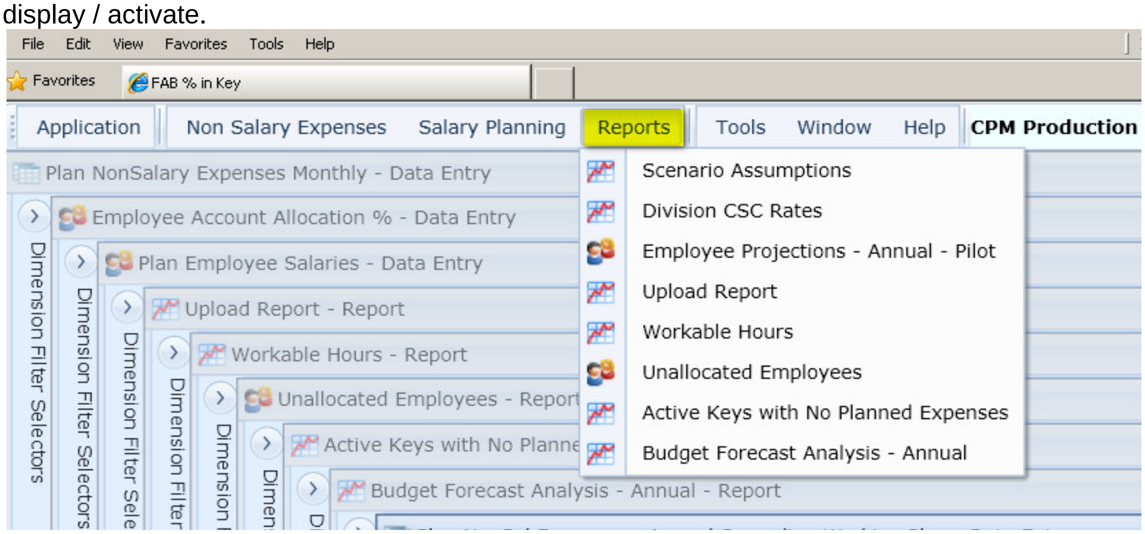
Salary Planning Menu

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



Reports Menu

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

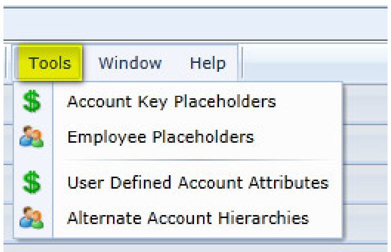


Tools Menu

This menu provides access to the following features:

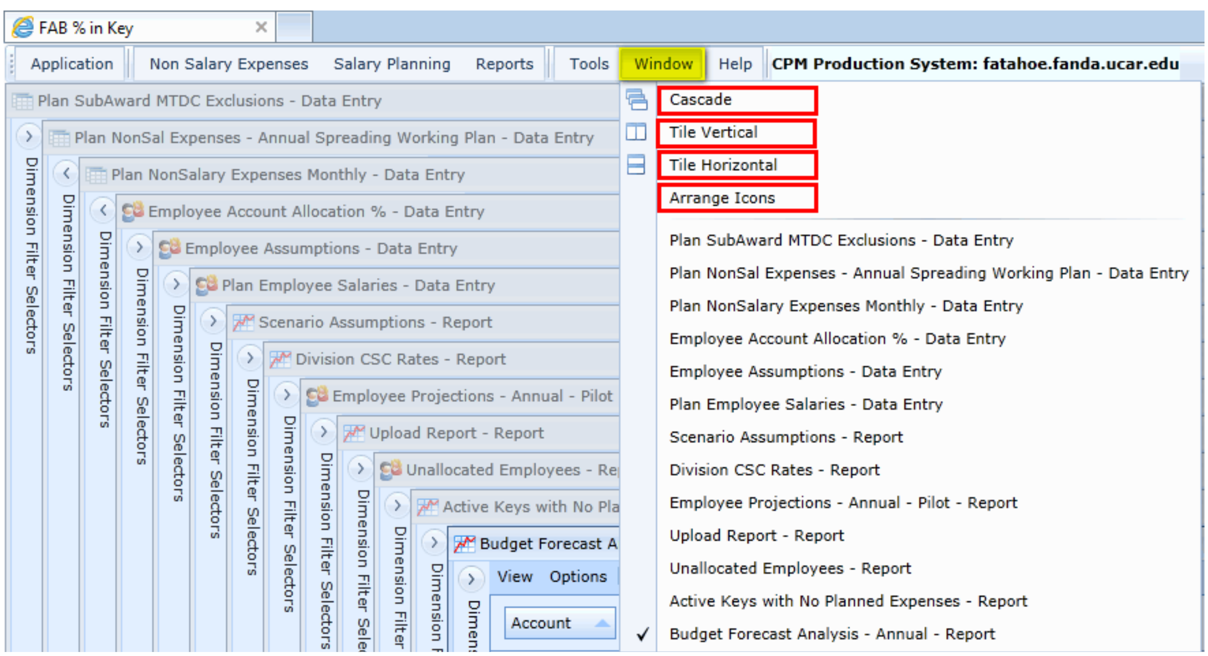
- Account Key Placeholders: Create and edit placeholder accounts.
- Employee Placeholders*: Create and edit placeholder employees
- User-defined Account Attributes*: Create and edit your own account key attributes
- Account Hierarchies*: Manage Financial Org Structure

*Some restrictions apply.

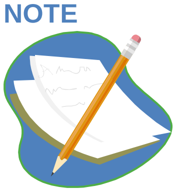


Windows Menu

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 Non Salary Planning, Salary Planning, and Reports menus.

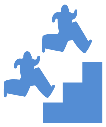


NOTE



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



Arrange and practice navigating different grids/windows.

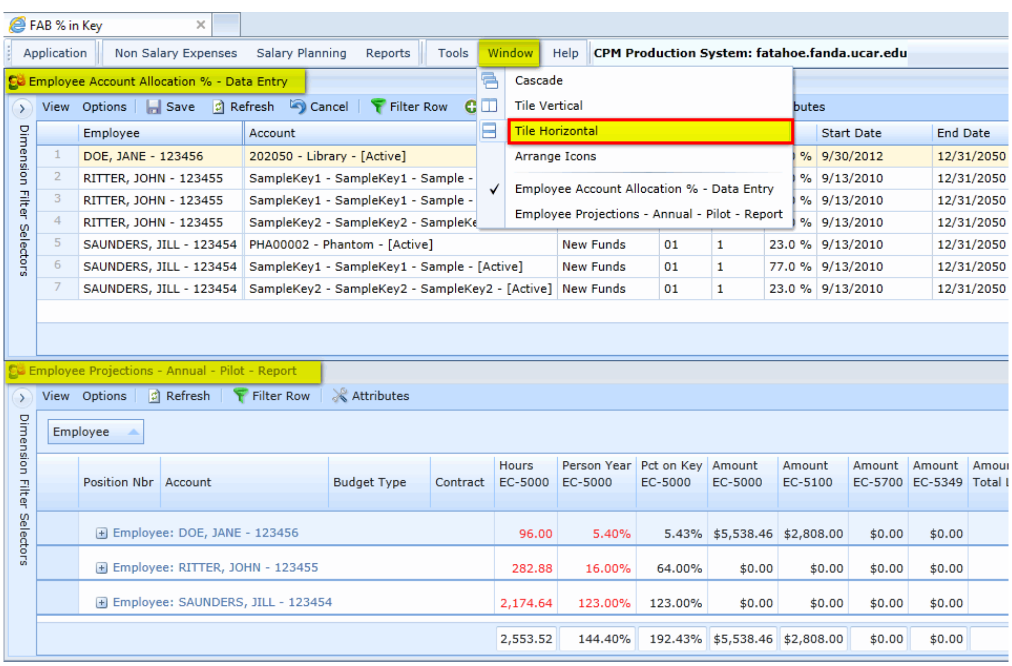
1. **CLOSE GRIDS - Keep only the grids open you are working on or those you will most frequently use, which are typically:**
   - Employee Account Allocation Data Entry Grid
   - Employee Projections Annual Report Grid
2. **Close other grids by pressing "x" in the upper right hand corner.**

3. **Repeat step 2, closing all grids except:**

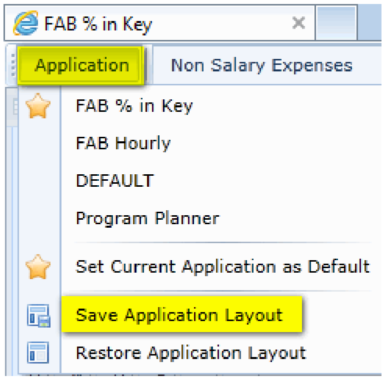
   Employee Account Allocation Grid, %

   Employee Projections Annual Report

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



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":**

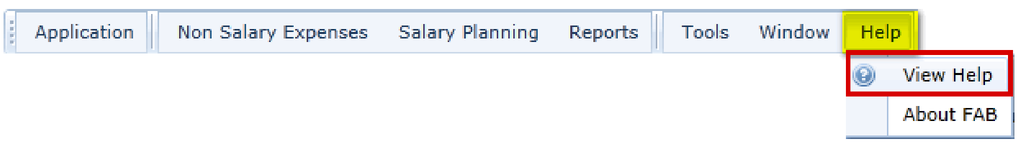


6. **Close the browser and reopen. Note your application appears as you last left it after saving the layout.**

   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.



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

Salary Planning Menu for Data Entry Grids

- **Plan Employee Assumptions**
  - 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

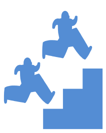
Non-Salary Planning Menu for Data Entry Grids

- **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**
  - 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)**
  - 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)**
  - 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**

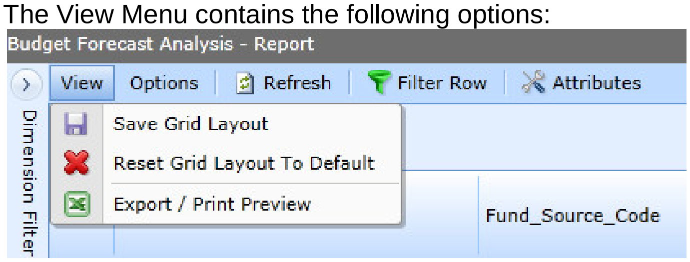
Navigation - Grid View, Layout, Filter, Sort and Export

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:

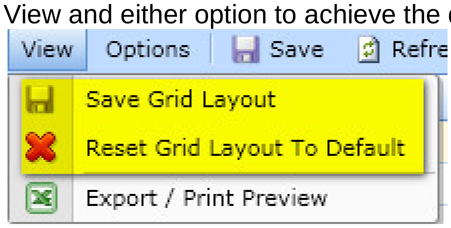


Save Grid Layout / Reset to Default

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

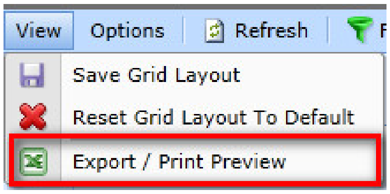
Any grid can be exported to the following file types:

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

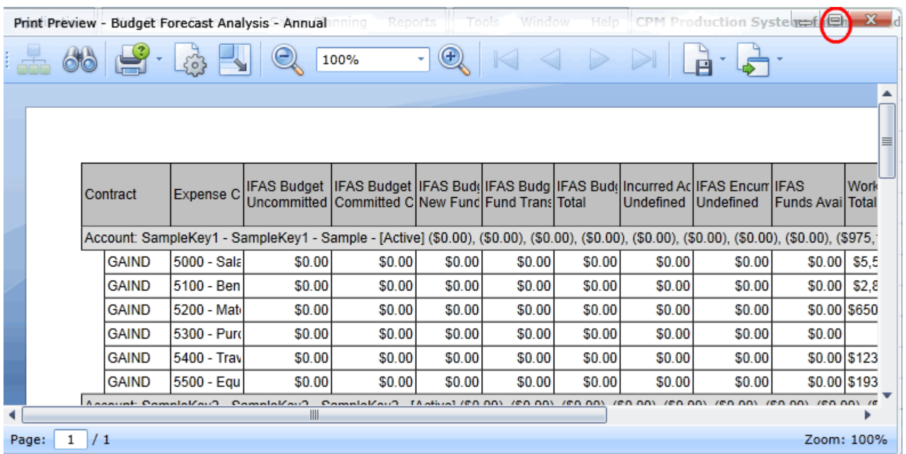
Group Step-by-Step

Export Budget Forecast Analysis grid

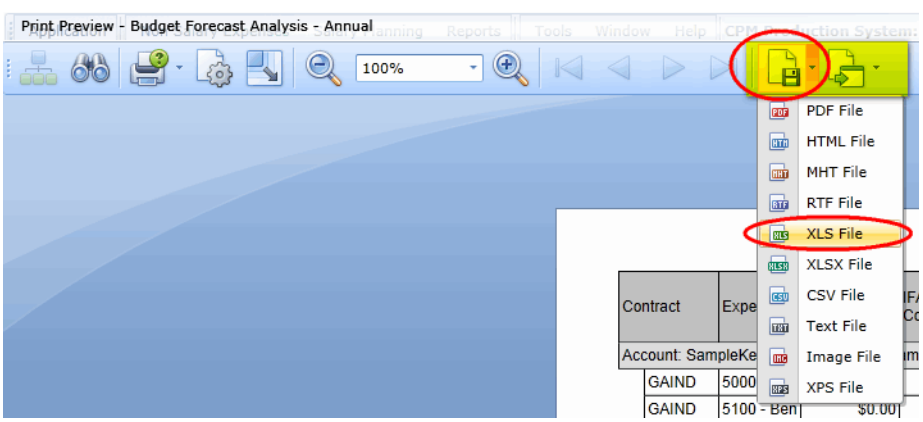
1. **Go to the Budget Forecast Analysis Grid.**
2. **From the View menu select Export / Print View**



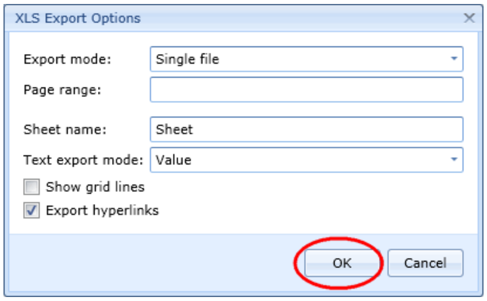
3. **The following screen appears. Expand the window to show the full grid.**



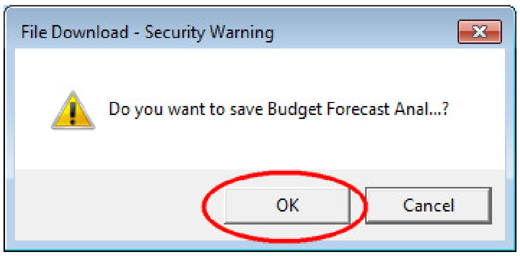
4. **You can select Export Document or Export Document to Window. Click on the arrow on the right-hand side of the icon to choose the file type. For this exercise, select Export Document and XLS file type.**



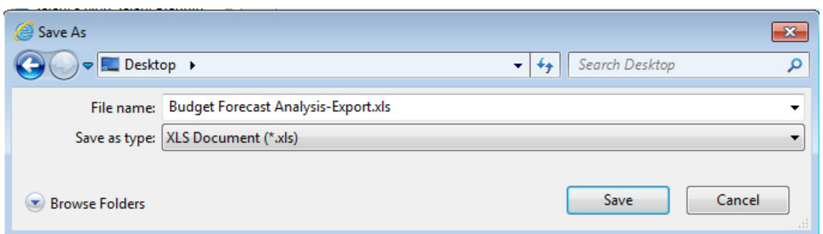
5. Click OK.



6. Click OK.



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



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

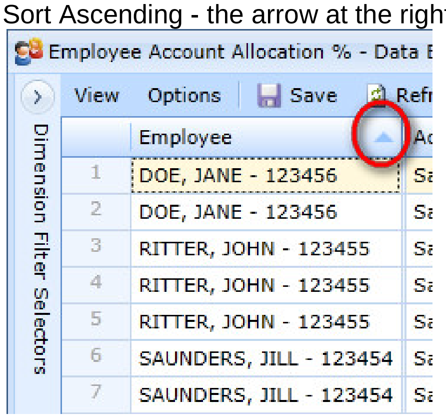
Once you have Dimension filters set up and saved from Chapter 3, you can dynamically sort and filter your data selections.

NOTE

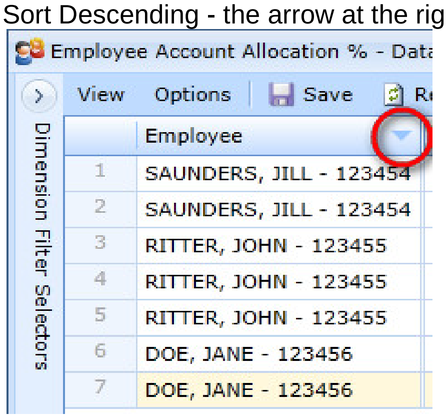
You cannot save these filters. These filters are meant to be used dynamically when you need to toggle back and forth between data sets on your grid as you are planning.

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

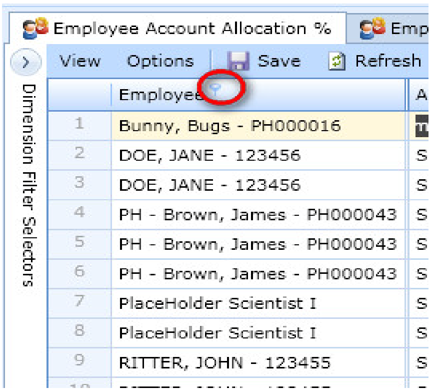
Sort Ascending - the arrow at the right is pointing up

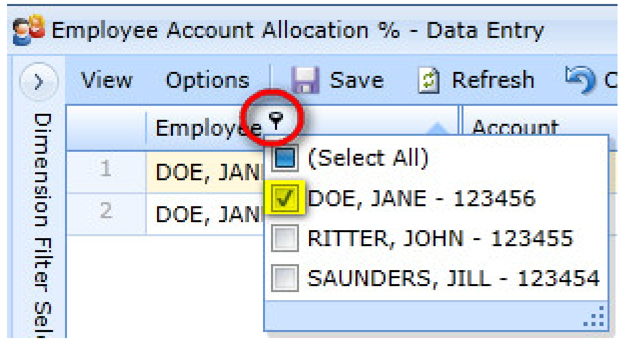


Sort Descending - the arrow at the right is pointing down



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.

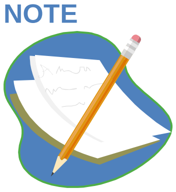




Filter Row (Filter by Column Feature)

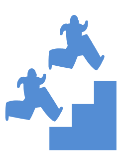
After applying a Dimension Filters from Chapter 3, it is possible to filter the data selections further and more dynamically based on a column and a starts-with function using the Filter Row feature.

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.

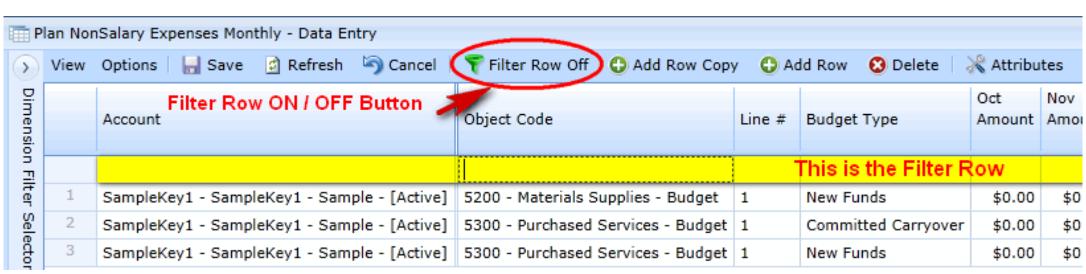
Group Step-by-Step



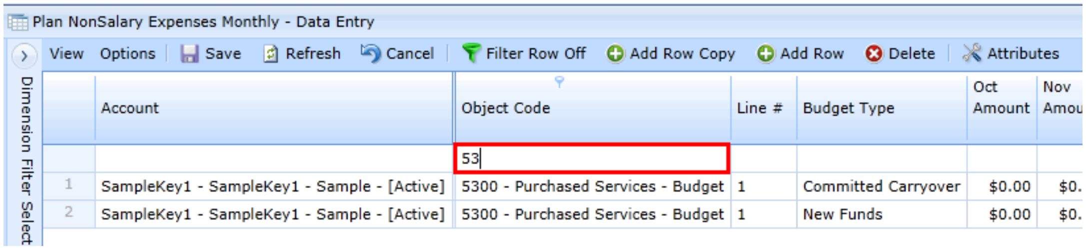
Filter row by Fund Source column in the Plan NonSal Expenses – Sep grid

1. **Go to the Plan NonSalary Expenses Monthly Data Entry Grid.**

2. **Click on the Filter Row button.**



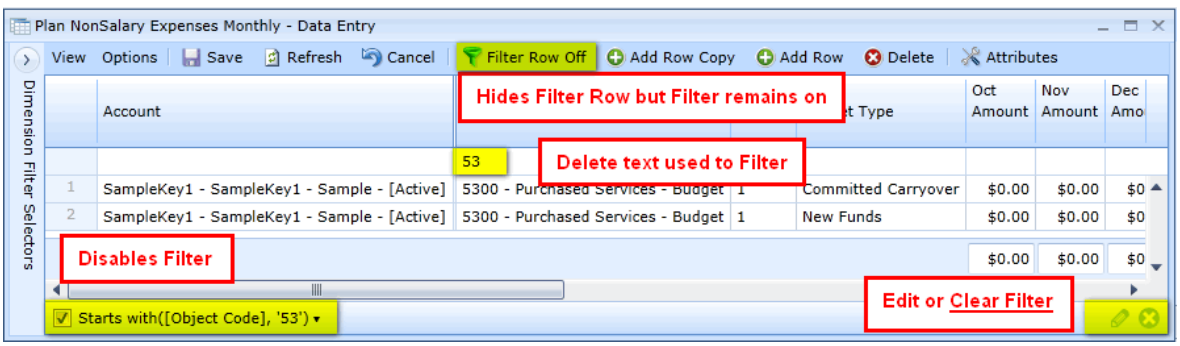
3. **Type an “53” in the Obejct Code column – now only rows with the Object Code starting with “53” are showing. Notice also that the Grid Totals change.**



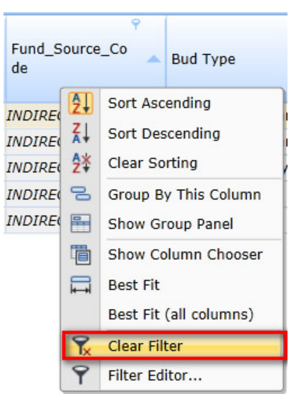
NOTE

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.**



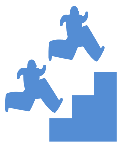
To revert back to the original selection, you can also right-click on the column header and select Clear Filter.



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".**

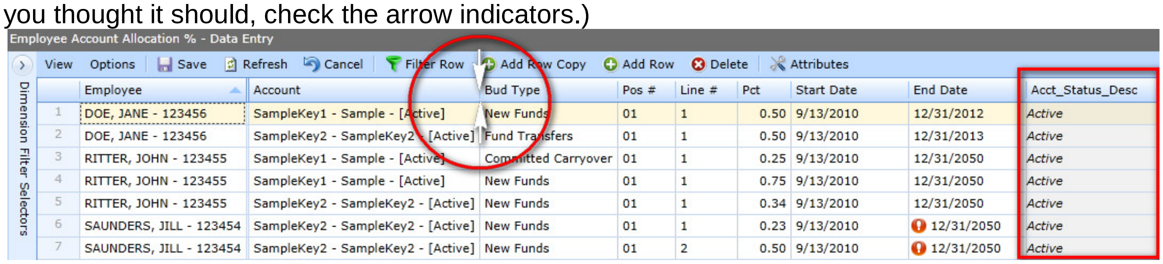
6. **Expend the details of the 1st account key in your grid and view the new column in the grid.**

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.)



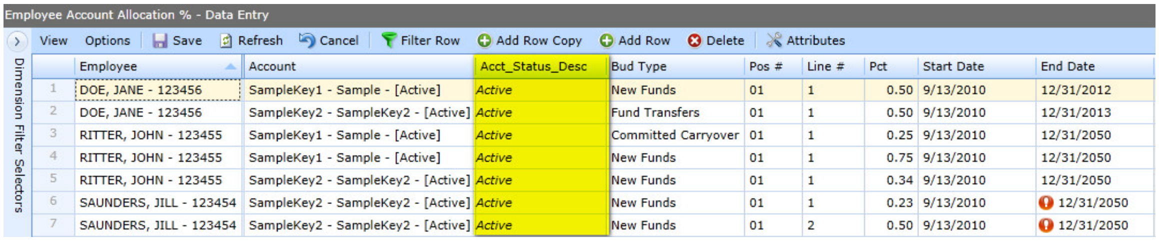
Employee Account Allocation % - Data Entry

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

	Employee	Account	Bud Type	Pos #	Line #	Pct	Start Date	End Date	Acct_Status_Desc
1	DOE, JANE - 123456	SampleKey1 - Sample - [Active]	New Funds	01	1	0.50	9/13/2010	12/31/2012	Active
2	DOE, JANE - 123456	SampleKey2 - SampleKey2 - [Active]	Fund Transfers	01	1	0.50	9/13/2010	12/31/2013	Active
3	RITTER, JOHN - 123455	SampleKey1 - Sample - [Active]	Committed Carryover	01	1	0.25	9/13/2010	12/31/2050	Active
4	RITTER, JOHN - 123455	SampleKey1 - Sample - [Active]	New Funds	01	1	0.75	9/13/2010	12/31/2050	Active
5	RITTER, JOHN - 123455	SampleKey2 - SampleKey2 - [Active]	New Funds	01	1	0.34	9/13/2010	12/31/2050	Active
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

Dimension Filter Selectors

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



	Employee	Account	Acct_Status_Desc	Bud Type	Pos #	Line #	Pct	Start Date	End Date
1	DOE, JANE - 123456	SampleKey1 - Sample - [Active]	Active	New Funds	01	1	0.50	9/13/2010	12/31/2012
2	DOE, JANE - 123456	SampleKey2 - SampleKey2 - [Active]	Active	Fund Transfers	01	1	0.50	9/13/2010	12/31/2013
3	RITTER, JOHN - 123455	SampleKey1 - Sample - [Active]	Active	Committed Carryover	01	1	0.25	9/13/2010	12/31/2050
4	RITTER, JOHN - 123455	SampleKey1 - Sample - [Active]	Active	New Funds	01	1	0.75	9/13/2010	12/31/2050
5	RITTER, JOHN - 123455	SampleKey2 - SampleKey2 - [Active]	Active	New Funds	01	1	0.34	9/13/2010	12/31/2050
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.

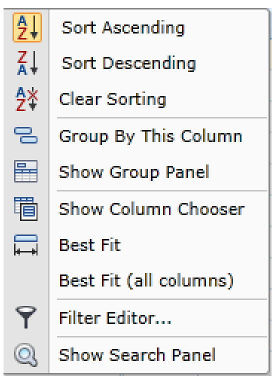
Column Menu

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..**

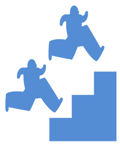
3. **"Group By" and "Column Chooser" are described in the next exercises.**

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

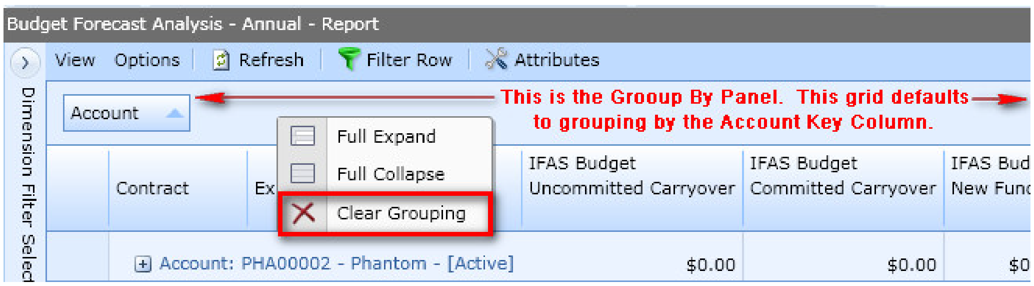
In each grid you may choose a column to group by rendering expandable subtotals for that column. Simply right-click on a column and select Group By This Column. Some reporting grids (Budget Forecast Analysis and Employee Projections) default to a group-by view. Budget Forecast Analysis is grouped by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

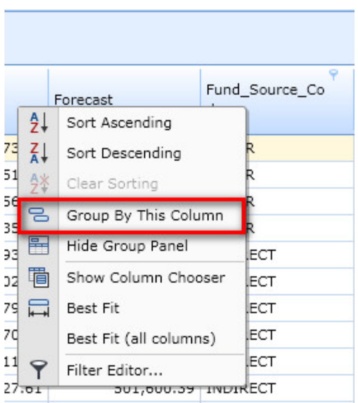


Group by the Fund Source Column in the Budget Forecast Analysis Grid

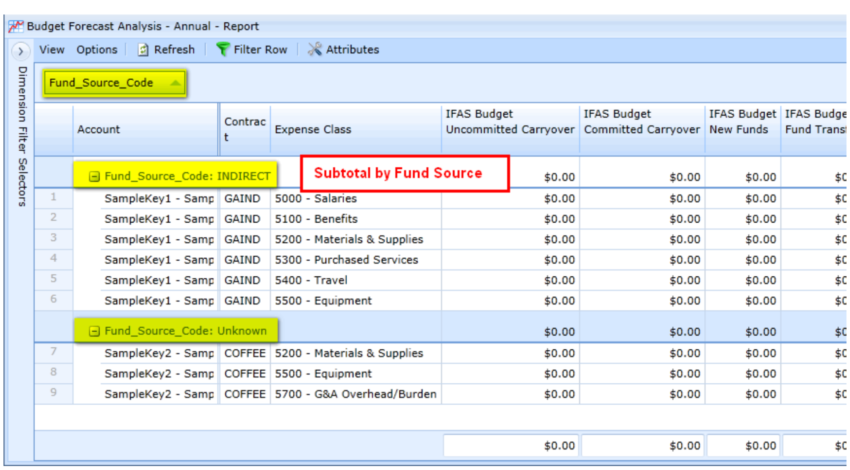
1. In the Budget Forecast Analysis grid, right-click on the Group By Panel and select Clear Grouping.



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



3. Note the results.



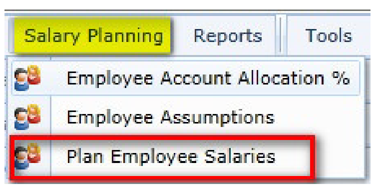
Column Chooser – Show/hide columns

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

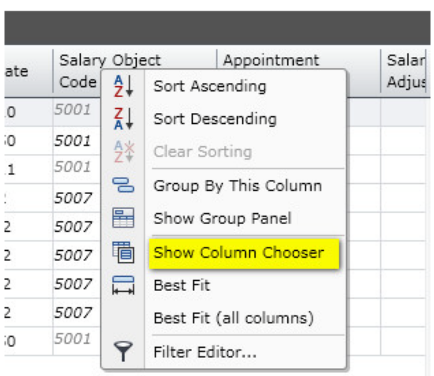
Group Step-by-Step

Hide Salary Object Code from Plan Employee Salaries grid.

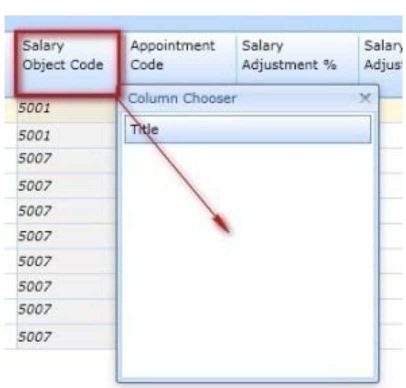
1. Select Salary Planning; select the Plan Employee Salaries grid.



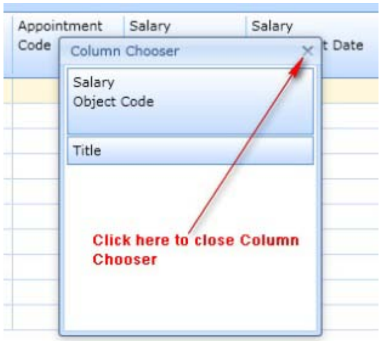
2. Right click on any column header for the Column Menu. Select Show Column Chooser.



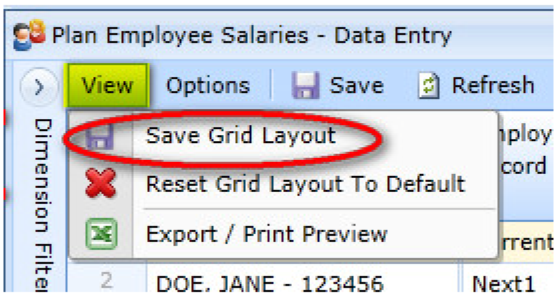
3. Click and drag the Salary Object Code Column to the Column Chooser



4. **Close Column Chooser.**



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



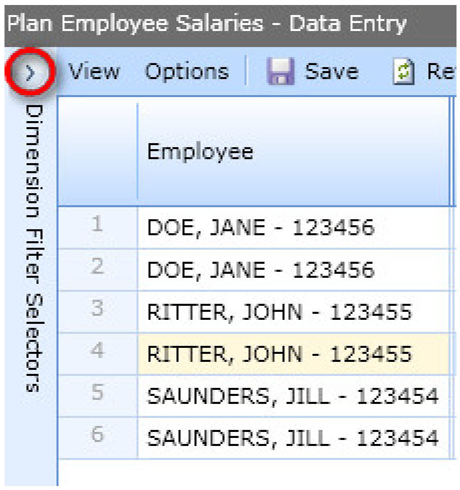
6. **To add the column back to the Grid, right click any column header to open the Column Menu. Select Show Column Chooser and drag the Salary Object Code Column back to the Grid, inserting it where you want it to appear.**

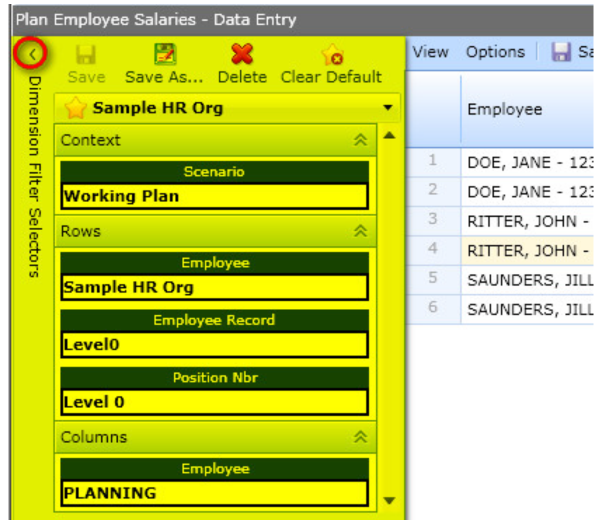
If a column "disappears" from your gid, check the column chooser. You can move the column back up to the grid in the same way we hid the Position Number Column.

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).



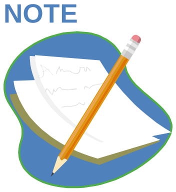


Saving Dimension Selections and Setting up your grids.

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.

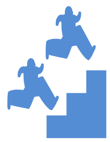
Wildcard searches by numbers an account starts with, 40* returns JOSS account keys.

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.

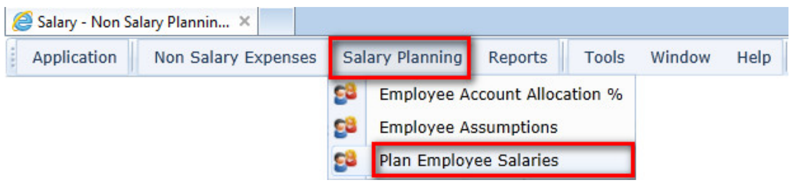
Plan Employee Salaries Grid - Create a Filter Using the Hierarchy

Group Step-by-Step

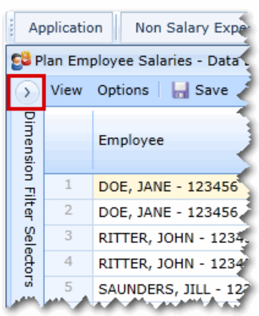


Create a Dimension Filter for Employees in your Division / Program for the Plan Employee Salaries Grid

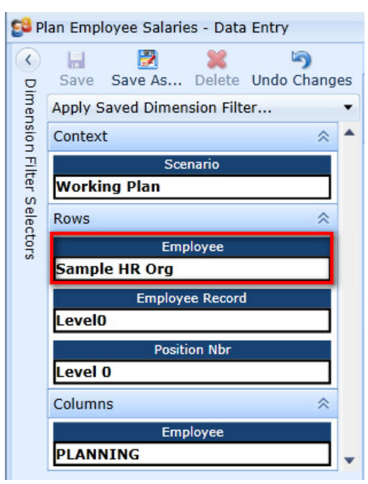
1. **Go to the <u>Plan Employee Salaries Data Entry Grid.</u>** (This grid is under the Salary Planning Tab.)



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

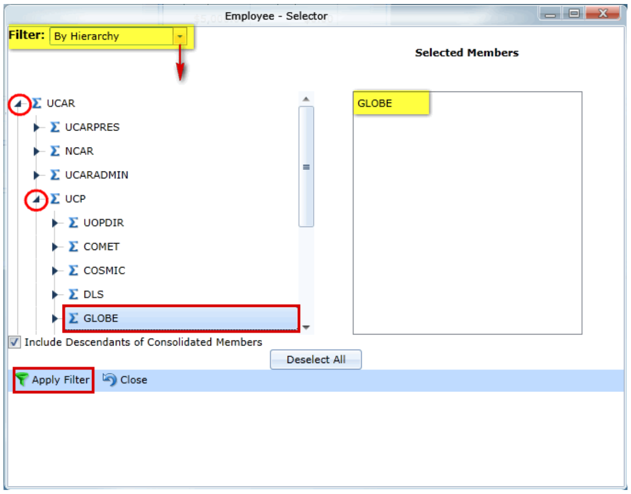


3. **Click on the Employee dimension.**



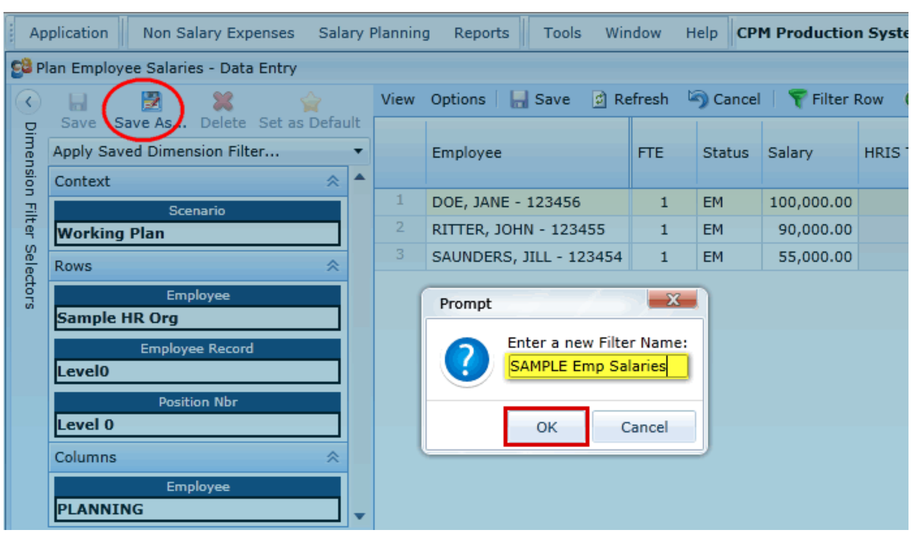
4. **Within the Employee Dimension Selector, Select the Hierarchy Filter, open UCAR and applicable entity, lab or program to select your group. Click Apply Filter in the lower left corner.** NOTE: Selected items appear in the Selected Members box on the right.

   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.



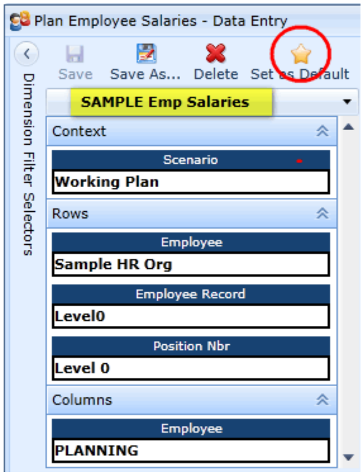
5. **Note how the employees listed in the grid have changed from Sample to your Division or Program.**

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”**

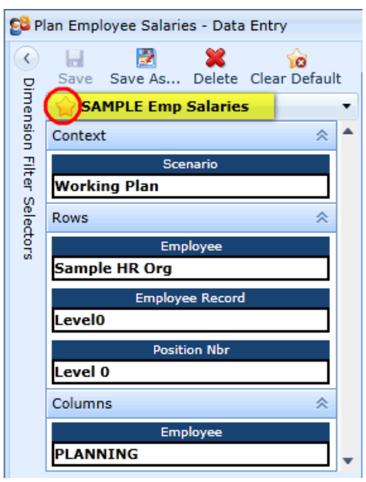


7. **Note how the name of your new filter appears in the top drop-down list of the Dimension Selector panel.**

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 Ta b.)
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

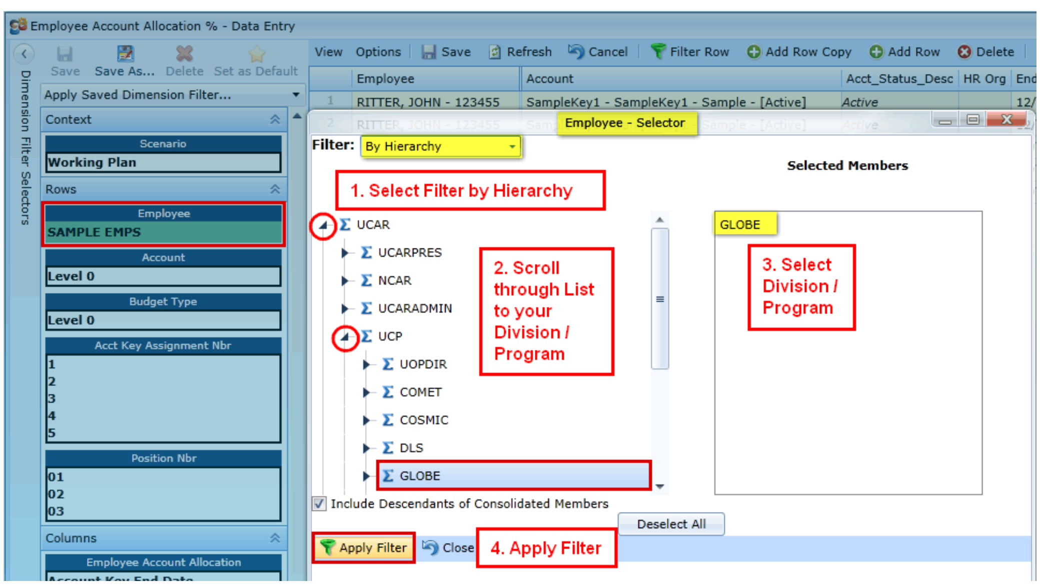
Group Step-by-Step

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

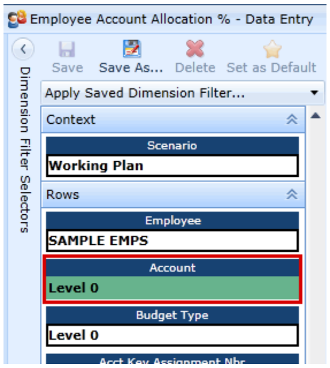
PART 1

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.

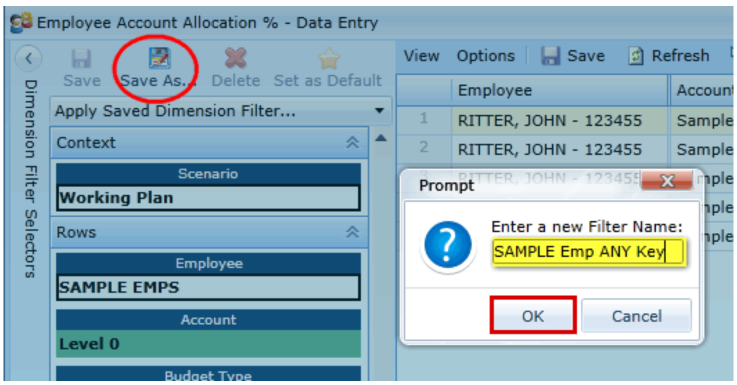
2. **Open the Dimension Selector and Click on the Employee Dimension. Within the Employee Dimension Selector, Select the Hierarchy Filter, open UCAR and applicable entity, lab or program to select your group. Click Apply Filter.**



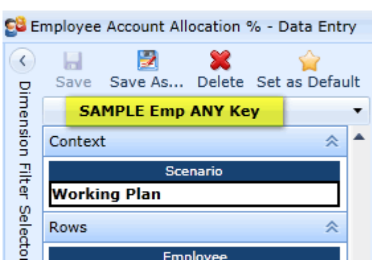
3. **Now that Employee has been selected for a Division or Program, Leave Account at "Level 0" to select ANY UCAR Account to which your employees may be allocated.**



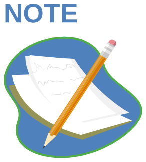
4. **After data has loaded, click on the "Save As" button in the Dimension Filter Selectors panel and type in the name.**



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.

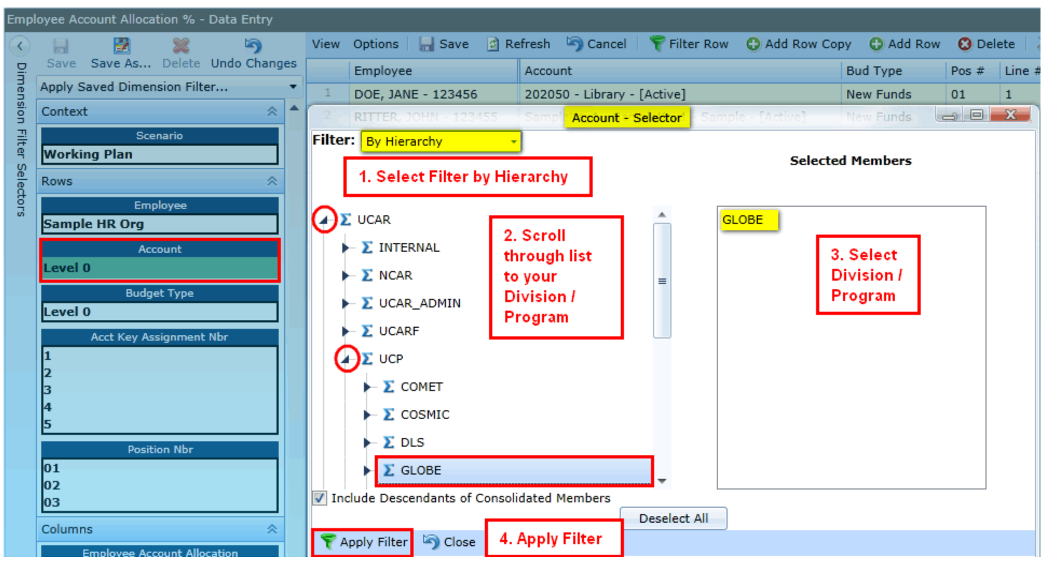
PART 2

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.

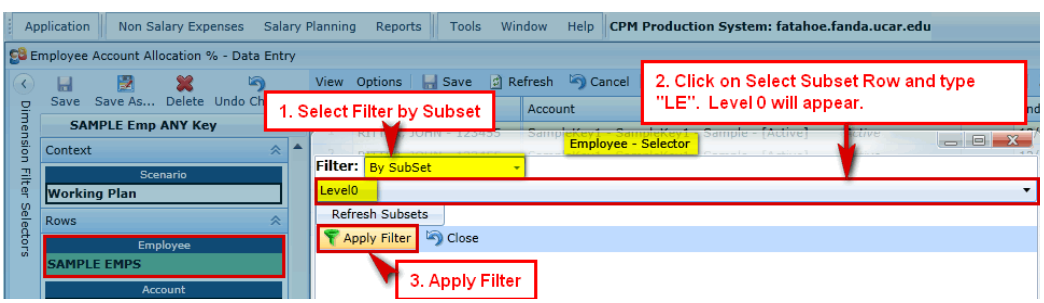
NOTE

"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.

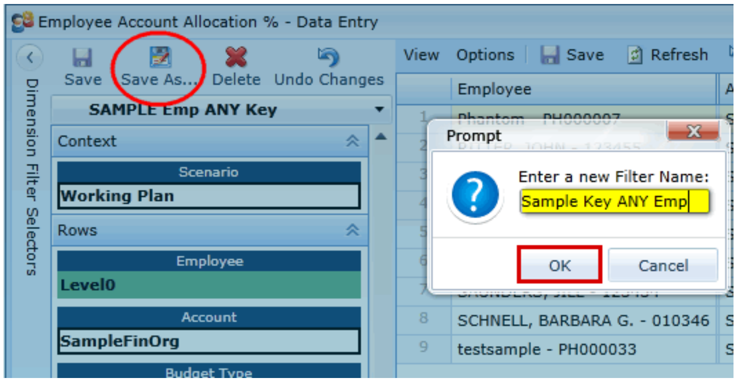
6. **Open the Dimension Selector, <u>Click on Account</u> to Open the Account Dimension Selector, select Filter by the Hierarchy Filter, open UCAR and applicable entity, lab or program to select your group. Click Apply Filter.**



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.**



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.

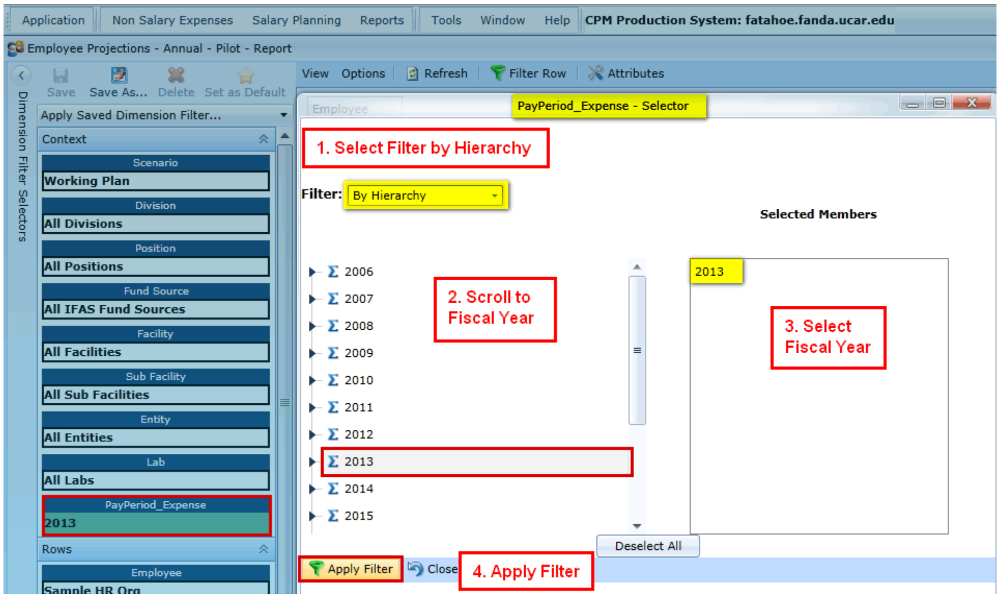
The Employee Account Allocations grid defaults to "Level 0" on all accounts. This means you see ALL accounts your employees are assigned to, within and outside your Division or Program. If you filter Accounts by only your division or program on the account dimension, you may miss an assignment for your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

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

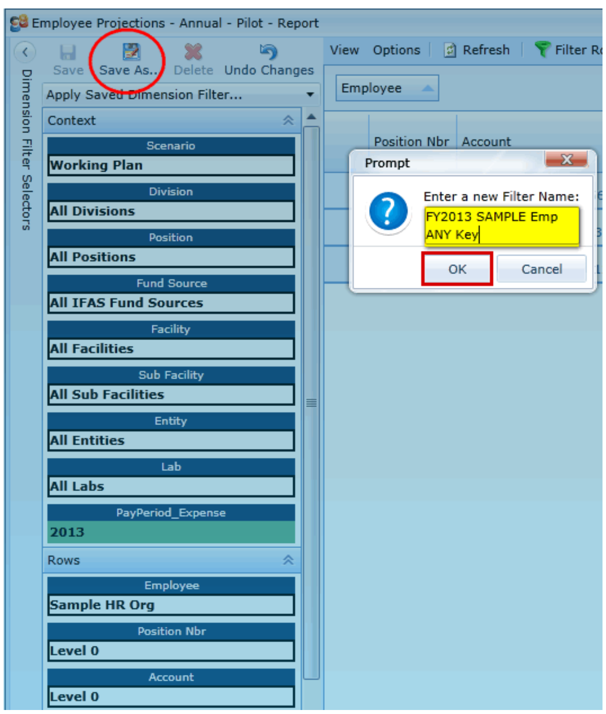
Group Step-by-Step

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, Repeat steps 2 – 3 from the above 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.**

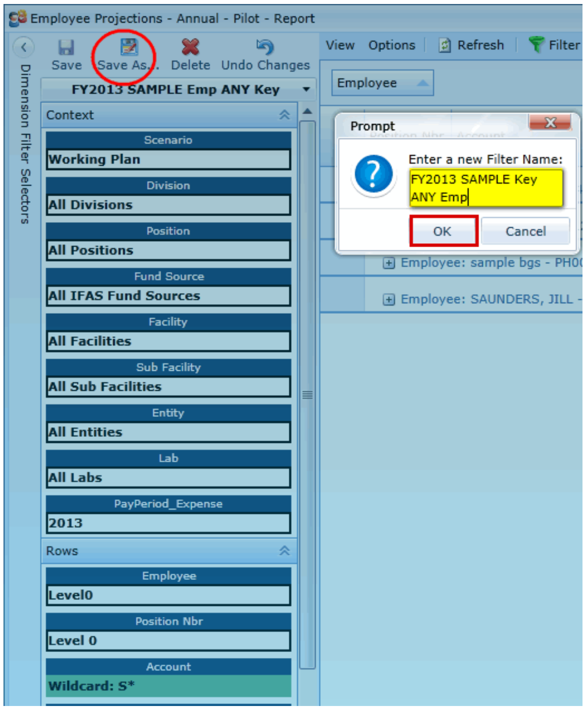


4. **After data has loaded, click on the "Save As" button in the Dimension Filter Selectors panel and type in the name.**



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

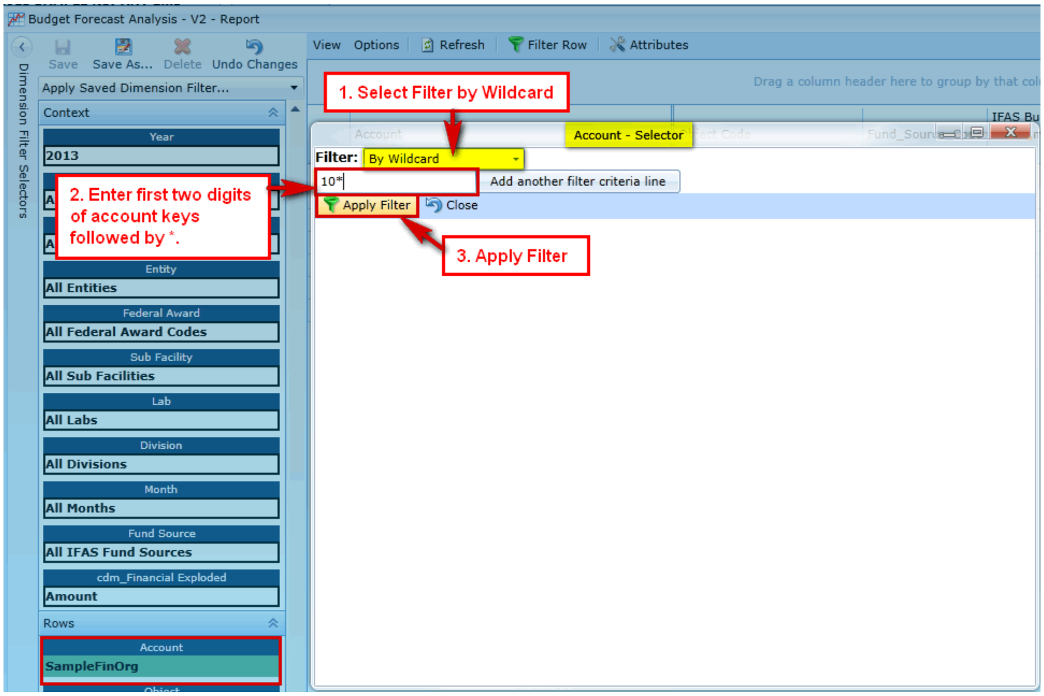
Group Step-by-Step

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

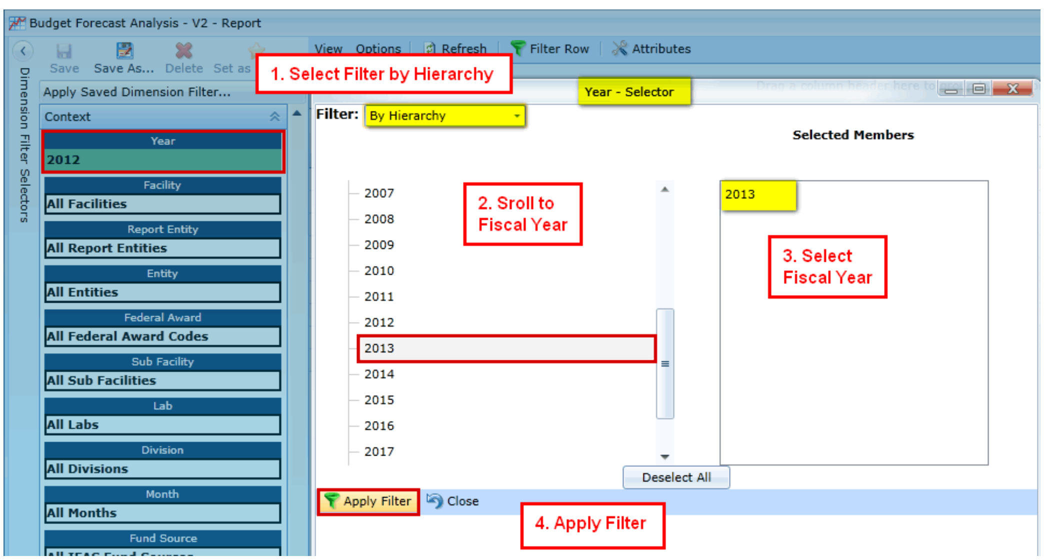
1. **Go to the Budget Forecast Analysis Report**. (This Grid is under the Report Tab.) NOTE - in this exercise you will use the Accounts Dimension Selector and the YEAR Dimension Selector.

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

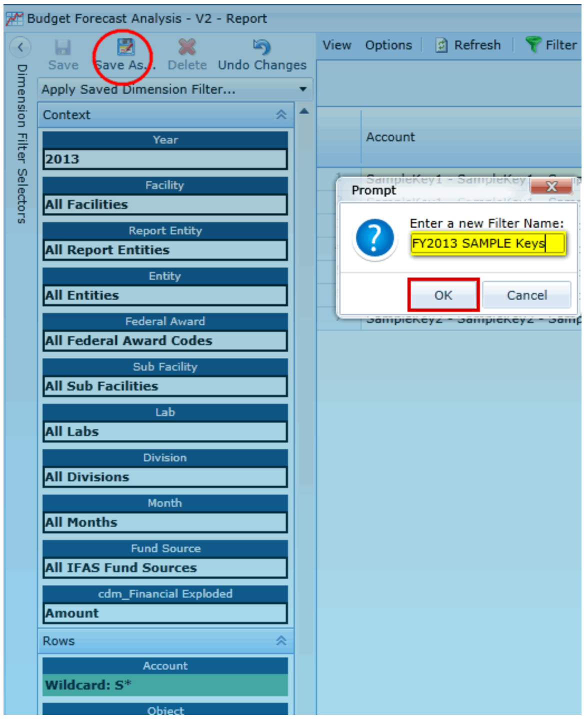
2. **Open the Dimension Filter, Select Account to open the Account Selector, Select the Filter by Wildcard, Type the first two digits of your Division or Program, followed by *, Click Apply Filter.**



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.**



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

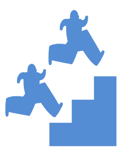
Placeholder Employees and Placeholder Account Keys

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 non-salary expenses may be planned to placeholder account keys. (Not all users will have the ability to create placeholder employees or account keys).

Placeholder Employees

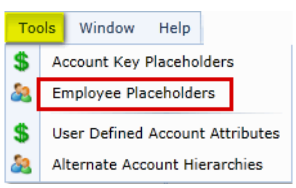
Placeholders are for anticipated new employees or to-be-determined existing employees.

Group Step-by-Step

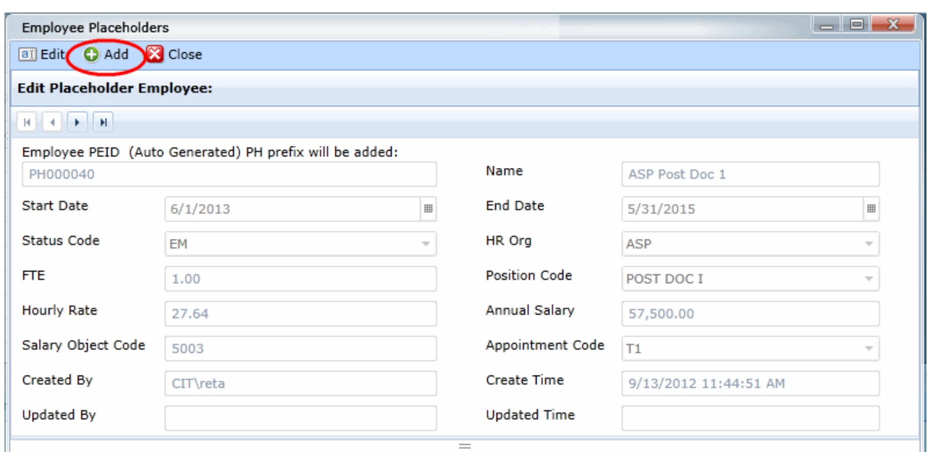


Add a placeholder employee.

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

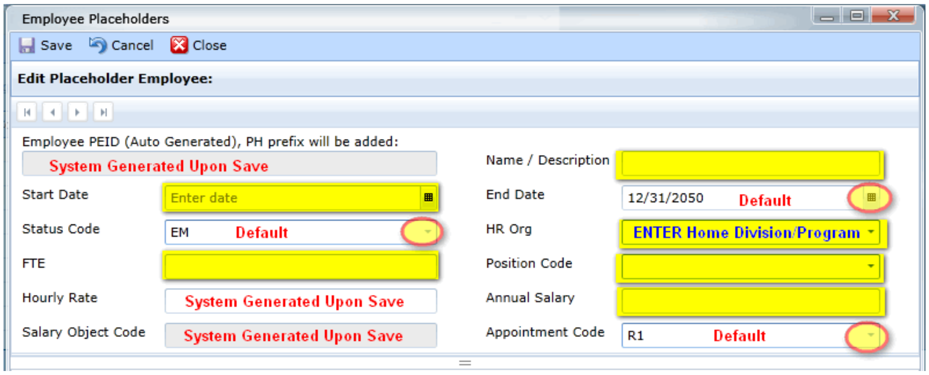


1.   Click on Add.



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.

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

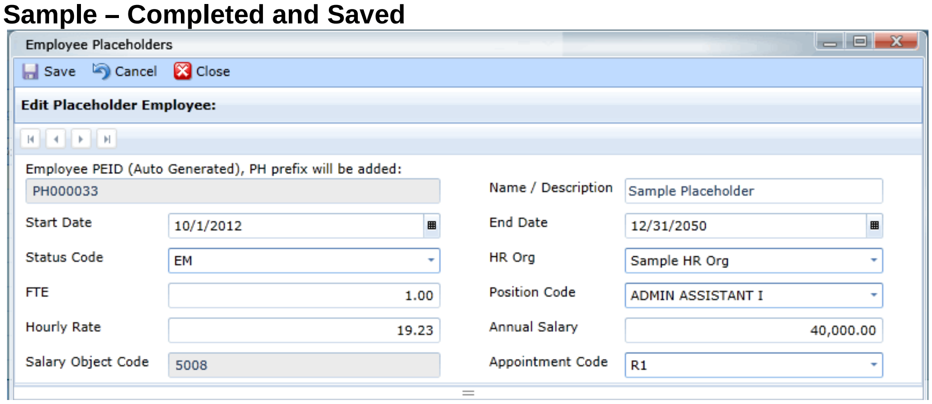


NOTE

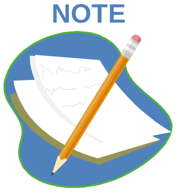
You may complete either the Annual Salary or the Hourly Rate field, the other will then system generate. **Be sure to enter your <u>Home Division or Program for the HR Org</u>. This places the placeholder in your group!**

3. **Click on the Save button.**

Sample – Completed and Saved



NOTE



Status Code descriptions:

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

Appointment Code (used to determine benefit rate) descriptions:

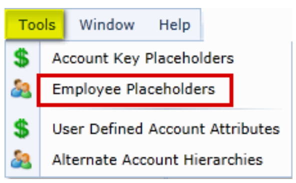
C Casual employee
R1 Regular F/T
R2 Regular P/T
T1 Term F/T
T2 Term P/T
T3 Term (<6 months) F/T
T4 Term (<6 months) P/T
T5 Post Doc

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.

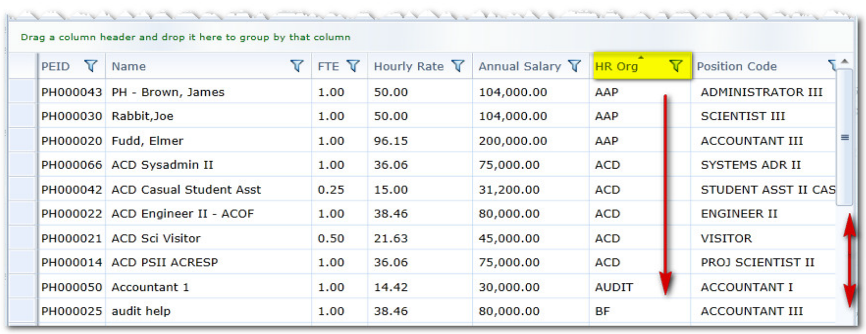
Group Step-by-Step

Edit a placeholder employee.

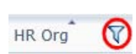
1. Click on the Tools menu and select Employee Placeholders.



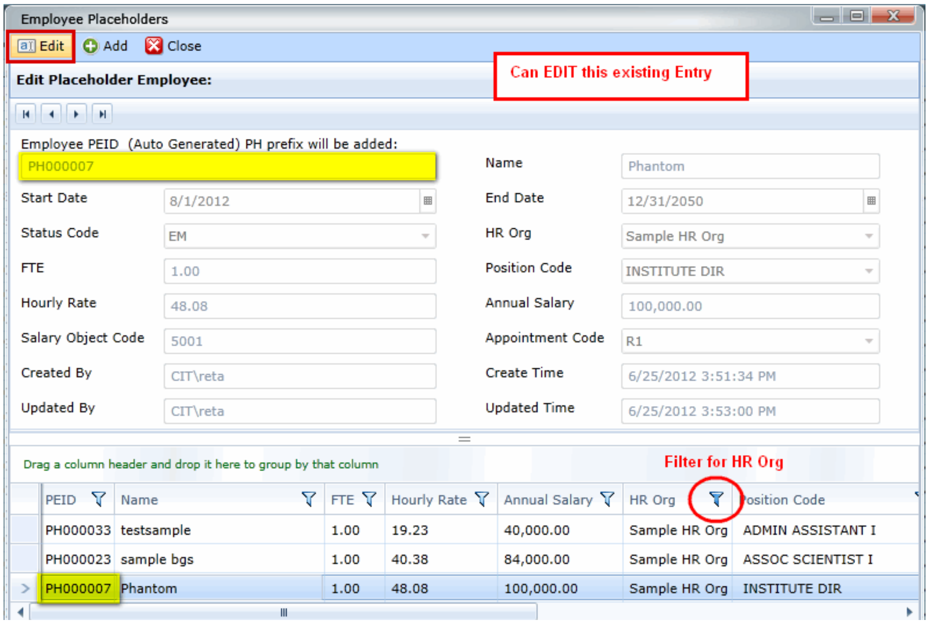
2. Scroll through the grid at the bottom to find the employee you just created to edit. You can sort by HR Org by clicking in the Label.



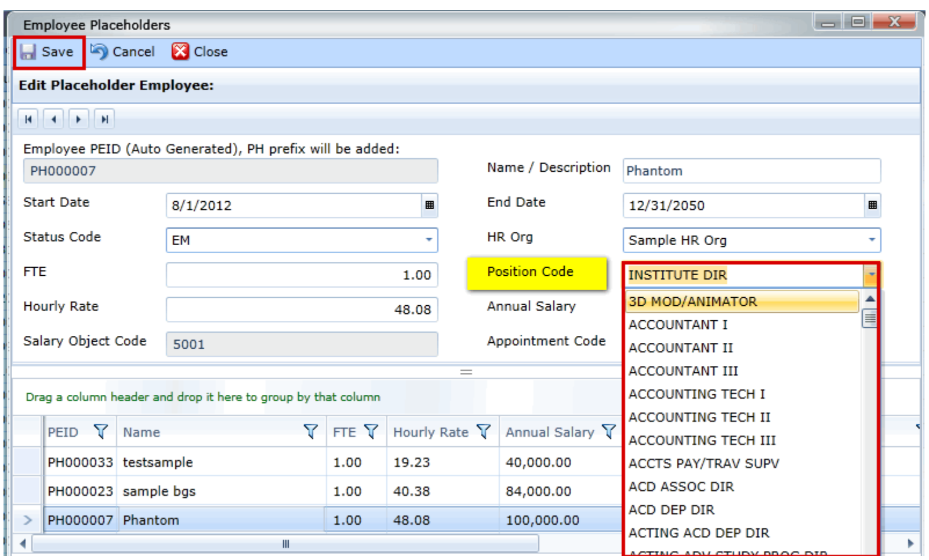
PEID	Name	FTE	Hourly Rate	Annual Salary	HR Org	Position Code
PH000043	PH - Brown, James	1.00	50.00	104,000.00	AAP	ADMINISTRATOR III
PH000030	Rabbit,Joe	1.00	50.00	104,000.00	AAP	SCIENTIST III
PH000020	Fudd, Elmer	1.00	96.15	200,000.00	AAP	ACCOUNTANT III
PH000066	ACD Sysadmin II	1.00	36.06	75,000.00	ACD	SYSTEMS ADR II
PH000042	ACD Casual Student Asst	0.25	15.00	31,200.00	ACD	STUDENT ASST II CAS
PH000022	ACD Engineer II - ACOF	1.00	38.46	80,000.00	ACD	ENGINEER II
PH000021	ACD Sci Visitor	0.50	21.63	45,000.00	ACD	VISITOR
PH000014	ACD PSII ACRESP	1.00	36.06	75,000.00	ACD	PROJ SCIENTIST II
PH000050	Accountant 1	1.00	14.42	30,000.00	AUDIT	ACCOUNTANT I
PH000025	audit help	1.00	38.46	80,000.00	BF	ACCOUNTANT III

You can also filter using the Filter Indicator,  to select your group and see only those placeholders to scroll through.

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



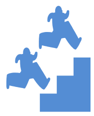
4. **Go to the Position Code field and type in the first few letters of the position you want to change this employee to and click on the Save button. Note how the new position now appears for that employee. Save the name as well.**



Placeholder Account Key

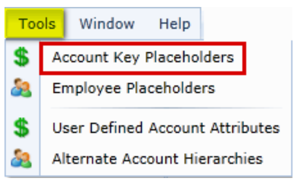
Placeholder account keys are for anticipated new projects or funding.

Group Step-by-Step

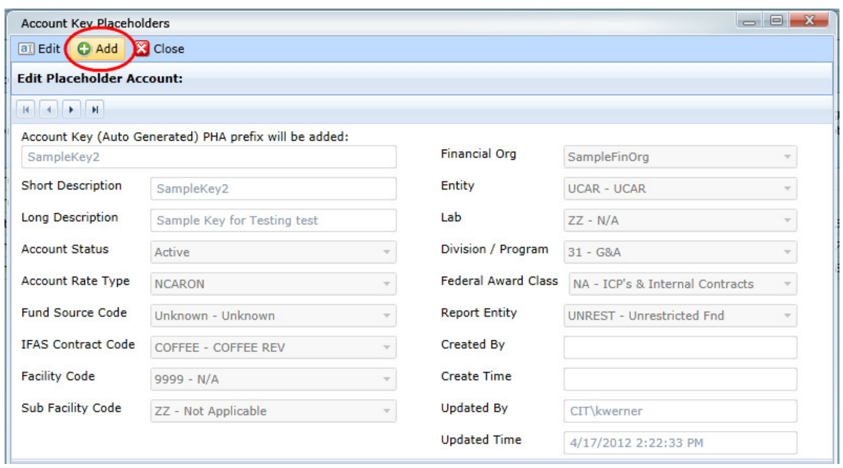


Add a placeholder Account.

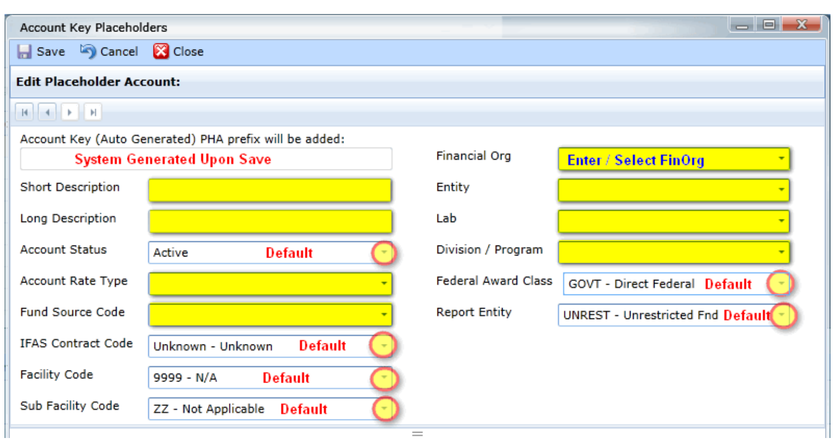
1. Click on the Tools menu item, select Account Key Placeholders.



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



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



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

NOTE

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 Scenario Assumptions 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

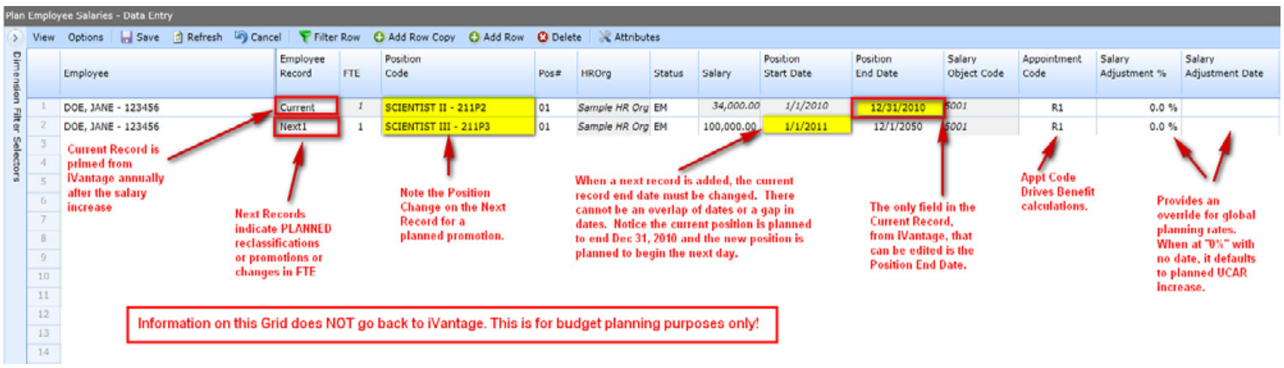
Financial Org field
The Financial Org field is used to determine where your placeholder account key will roll-up when selecting a group of account keys in a data entry grid or report

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.

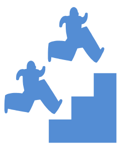
Salary Adjustment %: Allows for an override to the scenario assumption for salary increase by employee.

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

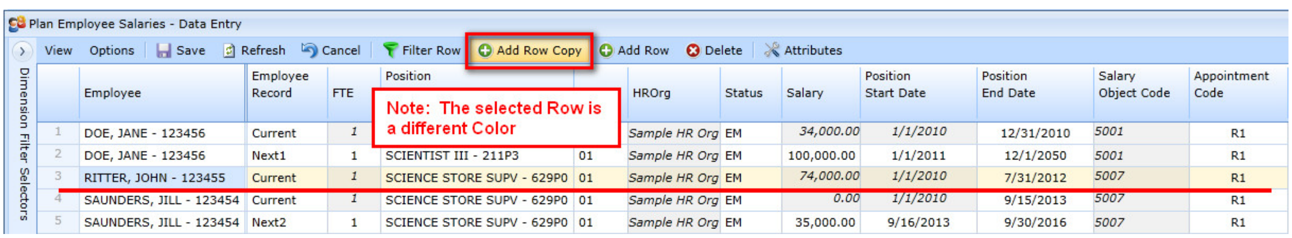
Group Step-by-Step



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

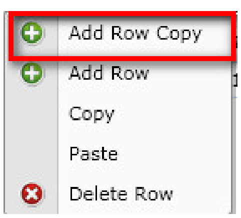
You can add a row for an employee by either selecting the row and Click "Add Row Copy" or you can select the employee, right click on the row and select "Add Row Copy" from the Drop Down Box.

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

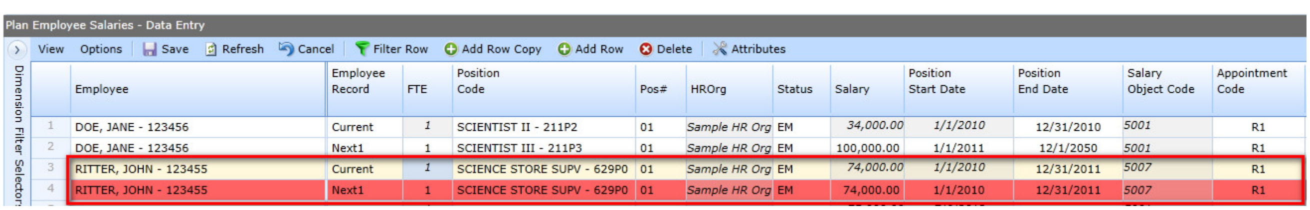


	Employee	Employee Record	FTE	Position		HROrg	Status	Salary	Position Start Date	Position End Date	Salary Object Code	Appointment Code
1	DOE, JANE - 123456	Current	1			Sample HR Org	EM	34,000.00	1/1/2010	12/31/2010	5001	R1
2	DOE, JANE - 123456	Next1	1	SCIENTIST III - 211P3	01	Sample HR Org	EM	100,000.00	1/1/2011	12/1/2050	5001	R1
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
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
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

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



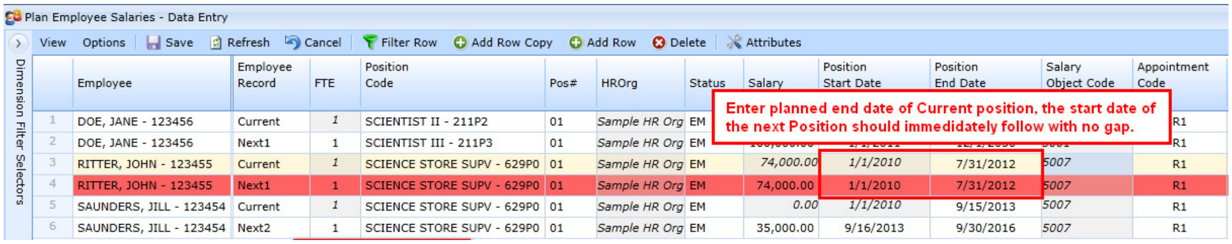
2. **Note that a copy of the current row appears as Next1.**



	Employee	Employee Record	FTE	Position Code	Pos#	HROrg	Status	Salary	Position Start Date	Position End Date	Salary Object Code	Appointment Code
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
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
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
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.”

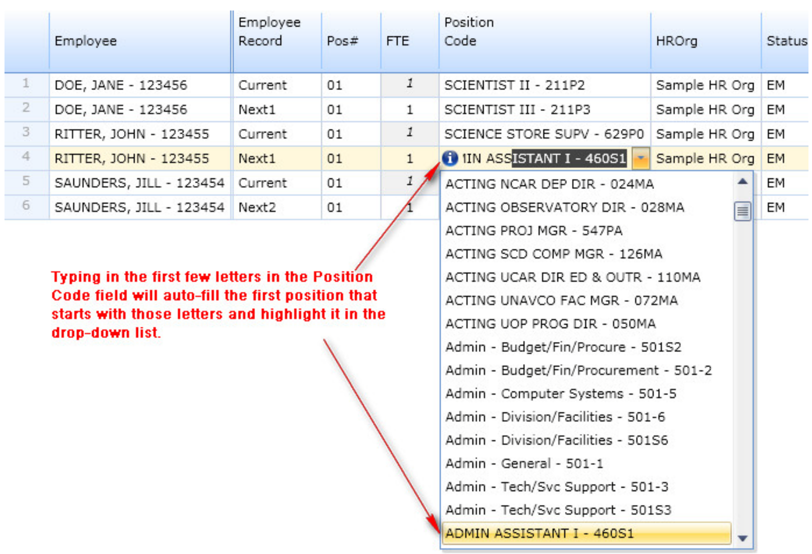
3. **Change the end date of the current record to reflect the planned last day of the employee’s current position. Change next record to reflect the planned start day and any changed in the end date.**



	Employee	Employee Record	FTE	Position Code	Pos#	HROrg	Status	Salary	Position Start Date	Position End Date	Salary Object Code	Appointment Code
1	DOE, JANE - 123456	Current	1	SCIENTIST II - 211P2	01	Sample HR Org	EM					R1
2	DOE, JANE - 123456	Next1	1	SCIENTIST III - 211P3	01	Sample HR Org	EM					R1
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
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
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

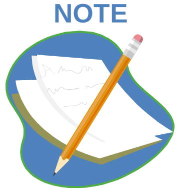
4. **Change the anticipated salary level.**

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.**



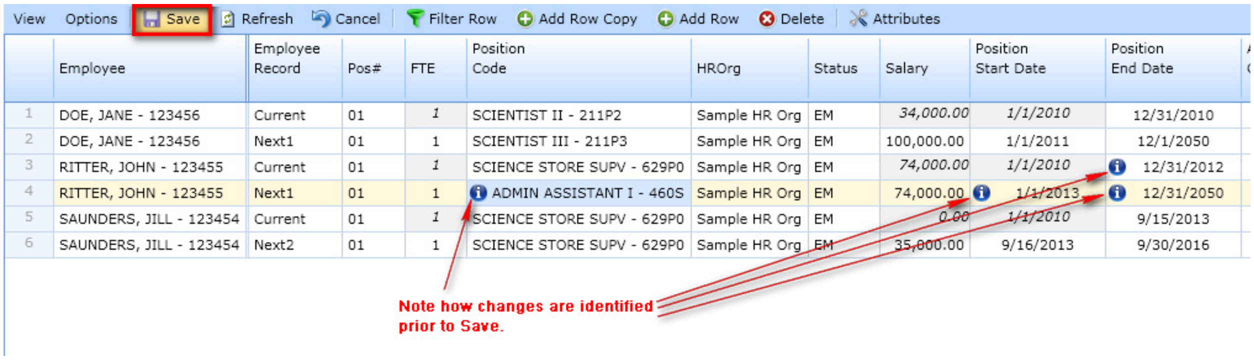
	Employee	Employee Record	Pos#	FTE	Position Code	HROrg	Status
1	DOE, JANE - 123456	Current	01	1	SCIENTIST II - 211P2	Sample HR Org	EM
2	DOE, JANE - 123456	Next1	01	1	SCIENTIST III - 211P3	Sample HR Org	EM
3	RITTER, JOHN - 123455	Current	01	1	SCIENCE STORE SUPV - 629P0	Sample HR Org	EM
4	RITTER, JOHN - 123455	Next1	01	1	IIN ASSISTANT I - 460S1	Sample HR Org	EM
5	SAUNDERS, JILL - 123454	Current	01	1			EM
6	SAUNDERS, JILL - 123454	Next2	01	1			EM

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 .

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



	Employee	Employee Record	Pos#	FTE	Position Code	HROrg	Status	Salary	Position Start Date	Position End Date
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

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

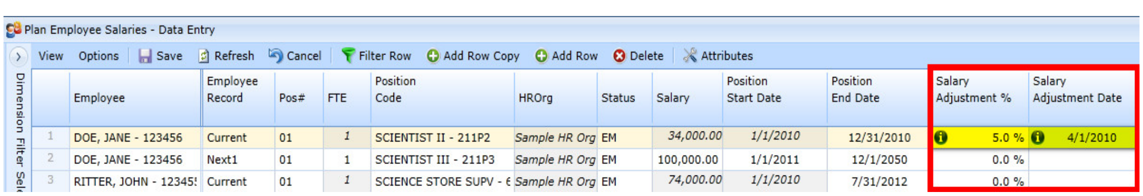
There are 2 ways to plan for a salary increase:

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 Scenario Assumptions. 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



	Employee	Employee Record	Pos#	FTE	Position Code	HROrg	Status	Salary	Position Start Date	Position End Date	Salary Adjustment %	Salary Adjustment Date
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 %	4/1/2010
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 %	
3	RITTER, JOHN - 12345!	Current	01	1	SCIENCE STORE SUPV - (	Sample HR Org	EM	74,000.00	1/1/2010	7/31/2012	0.0 %	

Planning - Assumptions and Calculations

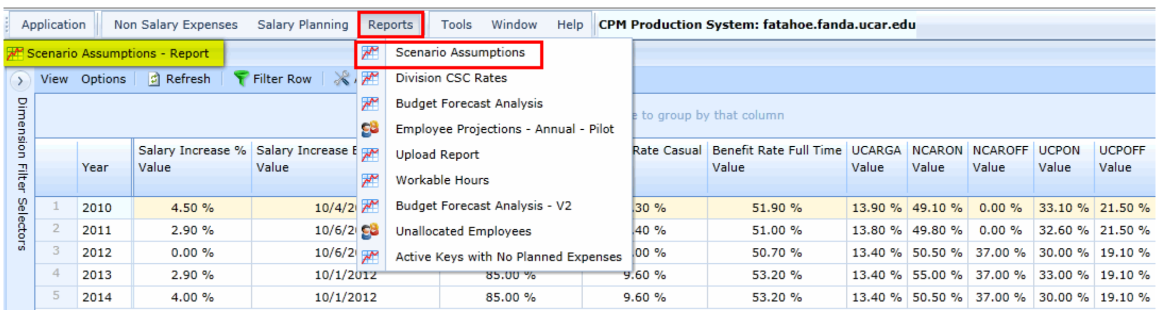
Planning - Assumptions and Calculations

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:

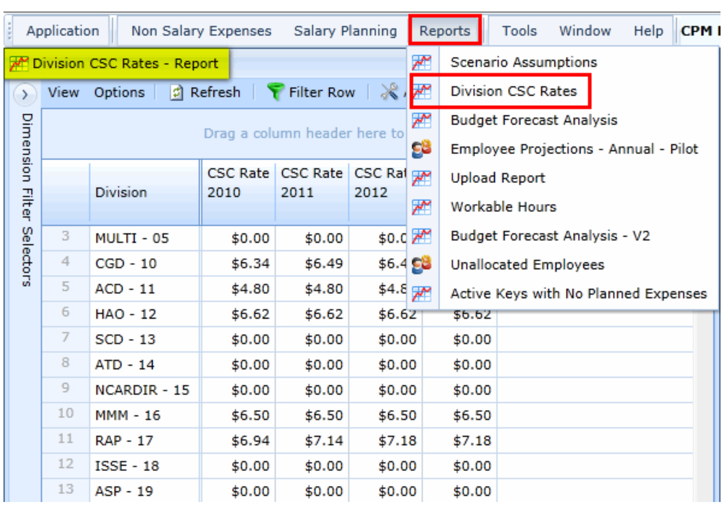
- Overhead rates - CANNOT be overridden by planners
- Benefit rates – CANNOT be overridden by planners
- Work time % - Global – CAN be overridden by Employee in Employee Assumptions Grid
- Salary Increase % - Global – CAN be overridden by Employee in the Plan Employee Salary Grid



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



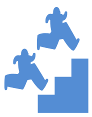
NOTE

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

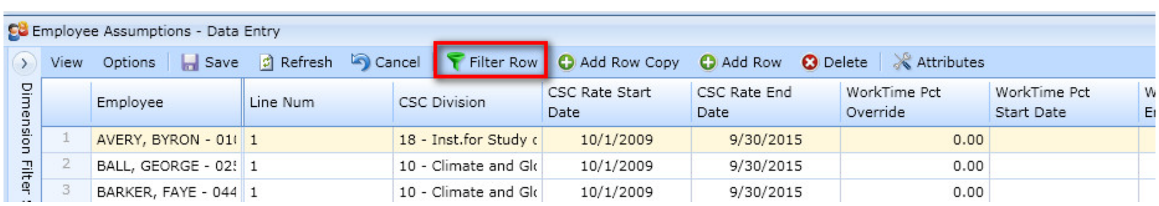


Customize a single employee's Work time %.

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.**

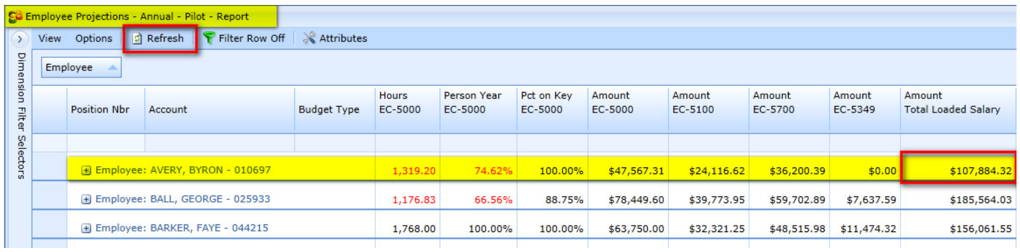
3. **Click on Filter Row.**



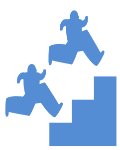
4. **To change work time %, choose an employee that has a position end date in the distant future and who has an FTE of 1 (refer to the Plan Employee Salaries grid). Enter the following values in the Work time Pct fields: 100%, 10/1/2012, 5/31/2013**

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

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.**



Group Step-by-Step



Apply the same Work time % override for multiple employees.

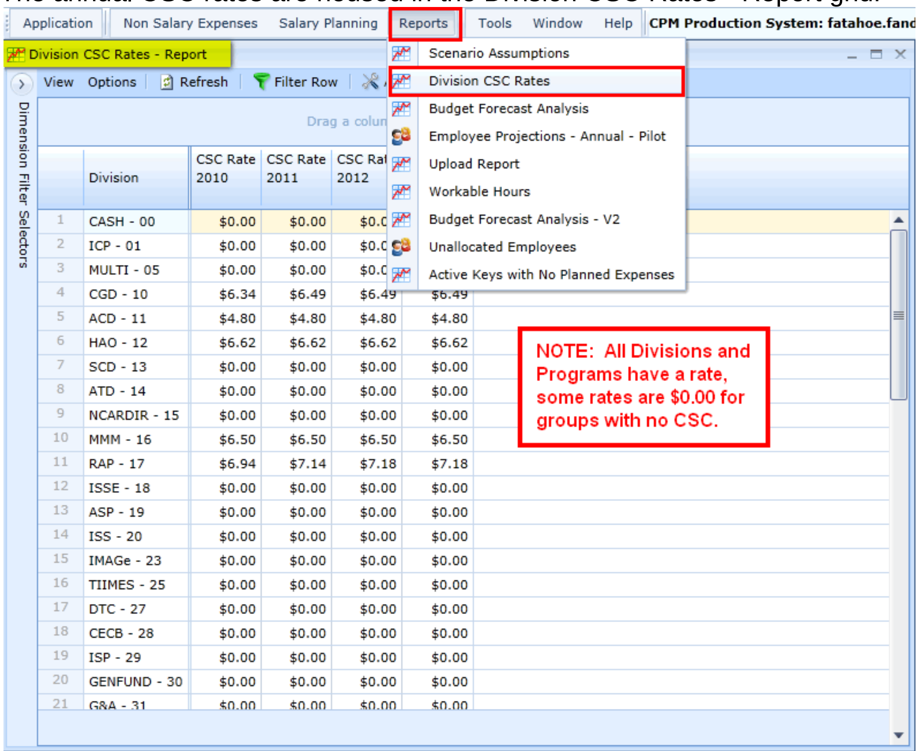
Repeat steps 1-4 above and copy the work time % override fields from one employee to multiple employees.

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.

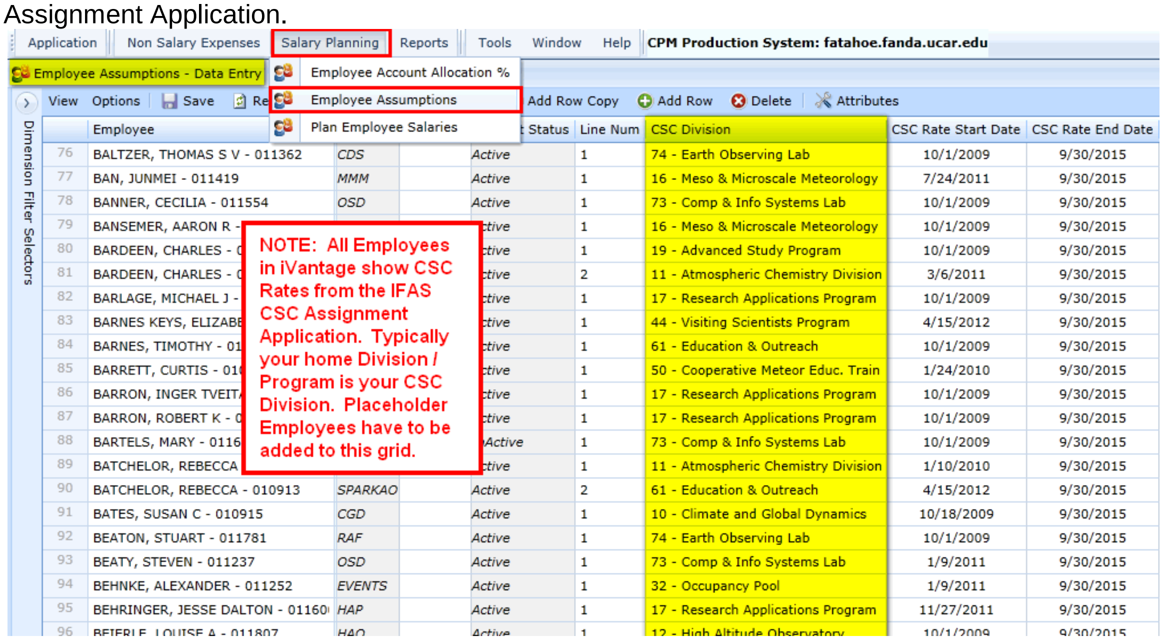
Employee Assumptions - Plan Employee CSC Charges

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



	Division	CSC Rate 2010	CSC Rate 2011	CSC Rat 2012	
1	CASH - 00	$0.00	$0.00	$0.0	
2	ICP - 01	$0.00	$0.00	$0.0	
3	MULTI - 05	$0.00	$0.00	$0.0	
4	CGD - 10	$6.34	$6.49	$6.49	$6.49
5	ACD - 11	$4.80	$4.80	$4.80	$4.80
6	HAO - 12	$6.62	$6.62	$6.62	$6.62
7	SCD - 13	$0.00	$0.00	$0.00	$0.00
8	ATD - 14	$0.00	$0.00	$0.00	$0.00
9	NCARDIR - 15	$0.00	$0.00	$0.00	$0.00
10	MMM - 16	$6.50	$6.50	$6.50	$6.50
11	RAP - 17	$6.94	$7.14	$7.18	$7.18
12	ISSE - 18	$0.00	$0.00	$0.00	$0.00
13	ASP - 19	$0.00	$0.00	$0.00	$0.00
14	ISS - 20	$0.00	$0.00	$0.00	$0.00
15	IMAGe - 23	$0.00	$0.00	$0.00	$0.00
16	TIIMES - 25	$0.00	$0.00	$0.00	$0.00
17	DTC - 27	$0.00	$0.00	$0.00	$0.00
18	CECB - 28	$0.00	$0.00	$0.00	$0.00
19	ISP - 29	$0.00	$0.00	$0.00	$0.00
20	GENFUND - 30	$0.00	$0.00	$0.00	$0.00
21	G&A - 31	$0.00	$0.00	$0.00	$0.00

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



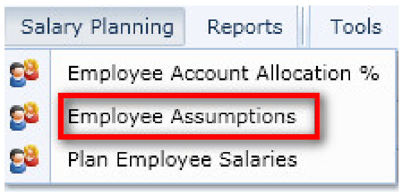
	Employee			t Status	Line Num	CSC Division	CSC Rate Start Date	CSC Rate End Date
76	BALTZER, THOMAS S V - 011362	CDS		Active	1	74 - Earth Observing Lab	10/1/2009	9/30/2015
77	BAN, JUNMEI - 011419	MMM		Active	1	16 - Meso & Microscale Meteorology	7/24/2011	9/30/2015
78	BANNER, CECILIA - 011554	OSD		Active	1	73 - Comp & Info Systems Lab	10/1/2009	9/30/2015
79	BANSEMER, AARON R -			tive	1	16 - Meso & Microscale Meteorology	10/1/2009	9/30/2015
80	BARDEEN, CHARLES - 0			tive	1	19 - Advanced Study Program	10/1/2009	9/30/2015
81	BARDEEN, CHARLES - 0			tive	2	11 - Atmospheric Chemistry Division	3/6/2011	9/30/2015
82	BARLAGE, MICHAEL J -			tive	1	17 - Research Applications Program	10/1/2009	9/30/2015
83	BARNES KEYS, ELIZABE			tive	1	44 - Visiting Scientists Program	4/15/2012	9/30/2015
84	BARNES, TIMOTHY - 01			tive	1	61 - Education & Outreach	10/1/2009	9/30/2015
85	BARRETT, CURTIS - 01			tive	1	50 - Cooperative Meteor Educ. Train	1/24/2010	9/30/2015
86	BARRON, INGER TVEIT			tive	1	17 - Research Applications Program	10/1/2009	9/30/2015
87	BARRON, ROBERT K - 0			tive	1	17 - Research Applications Program	10/1/2009	9/30/2015
88	BARTELS, MARY - 0116			Active	1	73 - Comp & Info Systems Lab	10/1/2009	9/30/2015
89	BATCHELOR, REBECCA			tive	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 - 010915	CGD		Active	1	10 - Climate and Global Dynamics	10/18/2009	9/30/2015
92	BEATON, STUART - 011781	RAF		Active	1	74 - Earth Observing Lab	10/1/2009	9/30/2015
93	BEATY, STEVEN - 011237	OSD		Active	1	73 - Comp & Info Systems Lab	1/9/2011	9/30/2015
94	BEHNKE, ALEXANDER - 011252	EVENTS		Active	1	32 - Occupancy Pool	1/9/2011	9/30/2015
95	BEHRINGER, JESSE DALTON - 01160	HAP		Active	1	17 - Research Applications Program	11/27/2011	9/30/2015
96	BEIERLE, LOUISE A - 011807	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

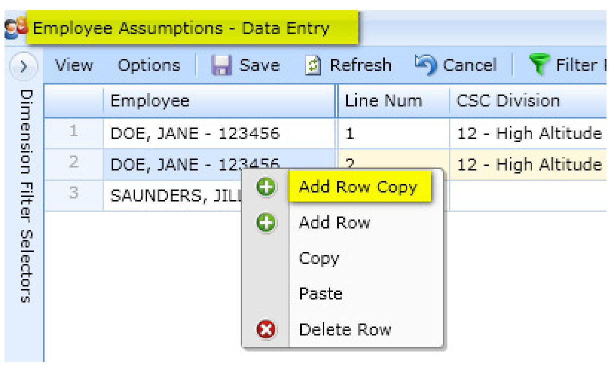
Create a CSC assignment for a placeholder employee.

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.**



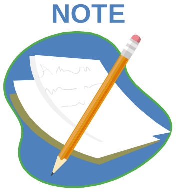
4. **In the employee field in your new row, type the first few letters of a placeholder's name that you created earlier.**

   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



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

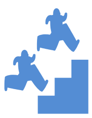
Planning - Plan Employee Assignments % in Key Method

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

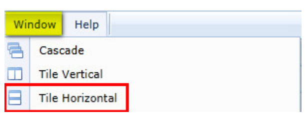
Group Step-by-Step



Create an assignment on an account key for an employee.

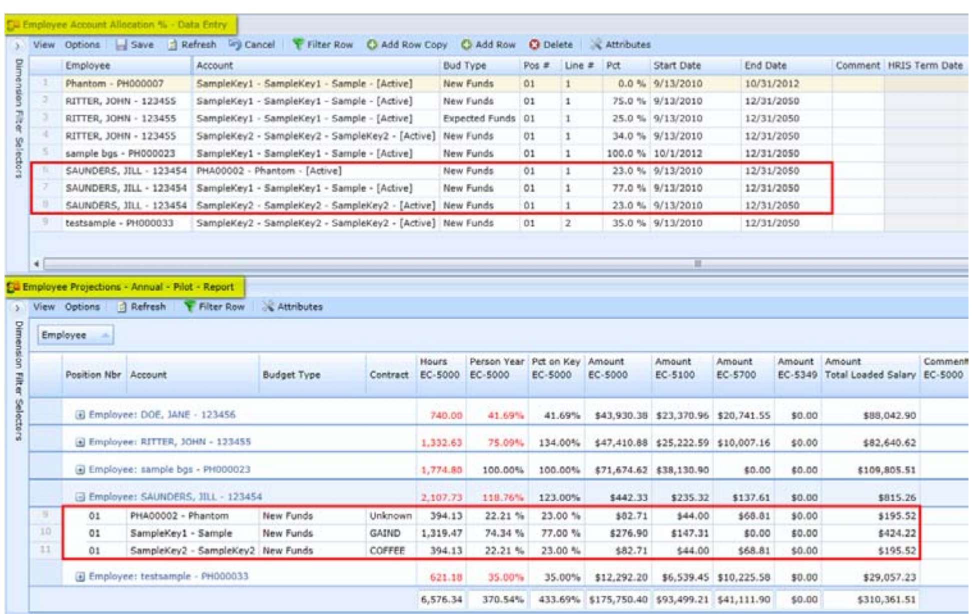
1. **Close all windows except the Employee Account Allocation % - Data Entry and Employee Projections Annual – Report.**

2. **Select Window and Tile Horizontal.**

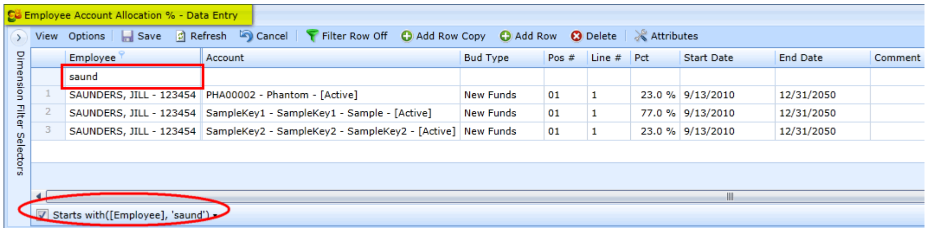


3. **Select the same Dimension Filter for each grid to get the set of employees for your Division or Program.** (Such as the one with Div/Program Employees on Any Key or the one with All Div/Program Keys with Any Employee).

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.

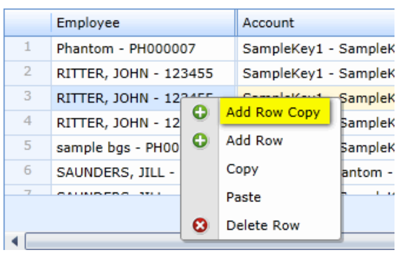


5. **In the Employee Allocation Grid use “Filter Row” to select only information for the selected employee.**



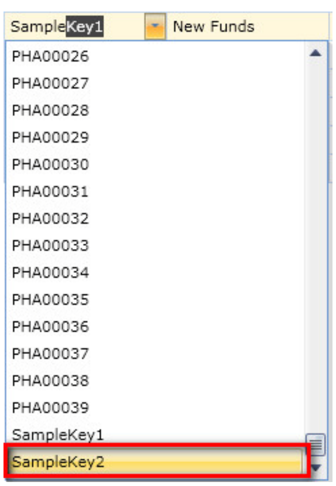
6. **In the Employee Projections Report Grid - Right click on the Employee Label at the top of the Grid, click "Ungroup" to have access to the Filter Row. Use “Filter Row” to view only report information for the selected employee in the Report.**

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.**



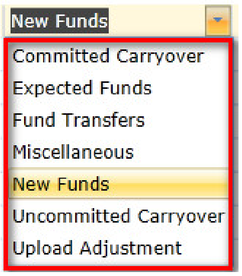
8. **In the Account field, type the first few characters of the account you are going to assign the employee to and select the key from the drop down.**

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



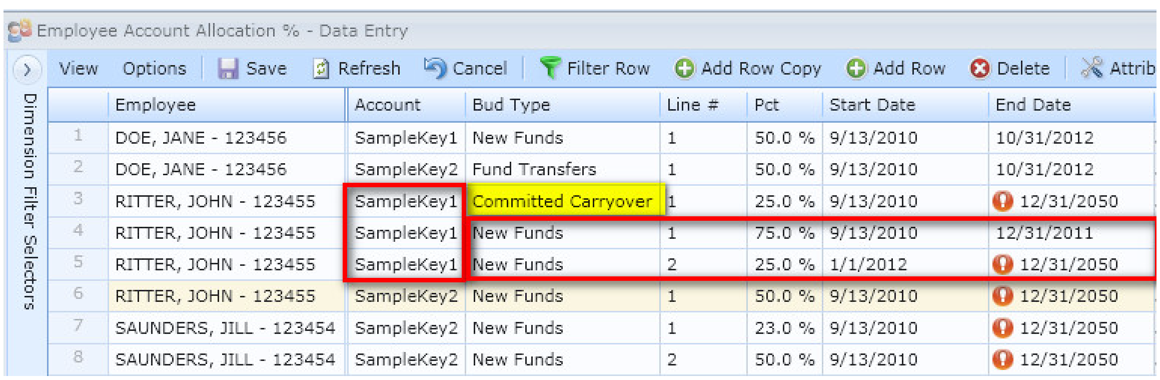
9. **Budget Type defaults to “New Funds” but Drop Down Options allow you to select the budget type you are planning to:**

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.



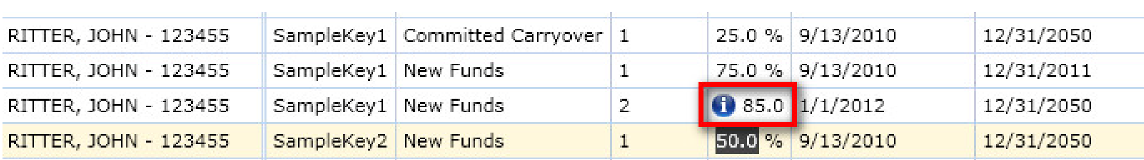
10. **Line # - If this is a new key for the employee, enter “1”. The grid will not save until a line number is entered.**

NOTE: Line # represents the number of times an employee is assigned to a single key and budget-type 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.



	Employee	Account	Bud Type	Line #	Pct	Start Date	End Date
1	DOE, JANE - 123456	SampleKey1	New Funds	1	50.0 %	9/13/2010	10/31/2012
2	DOE, JANE - 123456	SampleKey2	Fund Transfers	1	50.0 %	9/13/2010	10/31/2012
3	RITTER, JOHN - 123455	SampleKey1	Committed Carryover	1	25.0 %	9/13/2010	12/31/2050
4	RITTER, JOHN - 123455	SampleKey1	New Funds	1	75.0 %	9/13/2010	12/31/2011
5	RITTER, JOHN - 123455	SampleKey1	New Funds	2	25.0 %	1/1/2012	12/31/2050
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.**



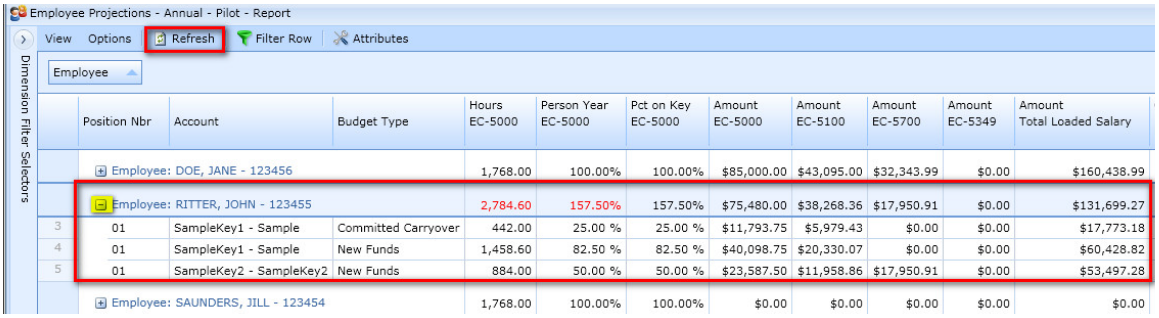
RITTER, JOHN - 123455	SampleKey1	Committed Carryover	1	25.0 %	9/13/2010	12/31/2050
RITTER, JOHN - 123455	SampleKey1	New Funds	1	75.0 %	9/13/2010	12/31/2011
RITTER, JOHN - 123455	SampleKey1	New Funds	2	85.0	1/1/2012	12/31/2050
RITTER, JOHN - 123455	SampleKey2	New Funds	1	50.0 %	9/13/2010	12/31/2050

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 ’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.



Employee Projections - Annual - Pilot - Report

View Options Refresh Filter Row Attributes

Dimension Filter Selectors

Employee

	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
	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
	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

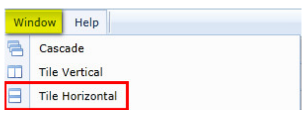
Group Step-by-Step

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.**

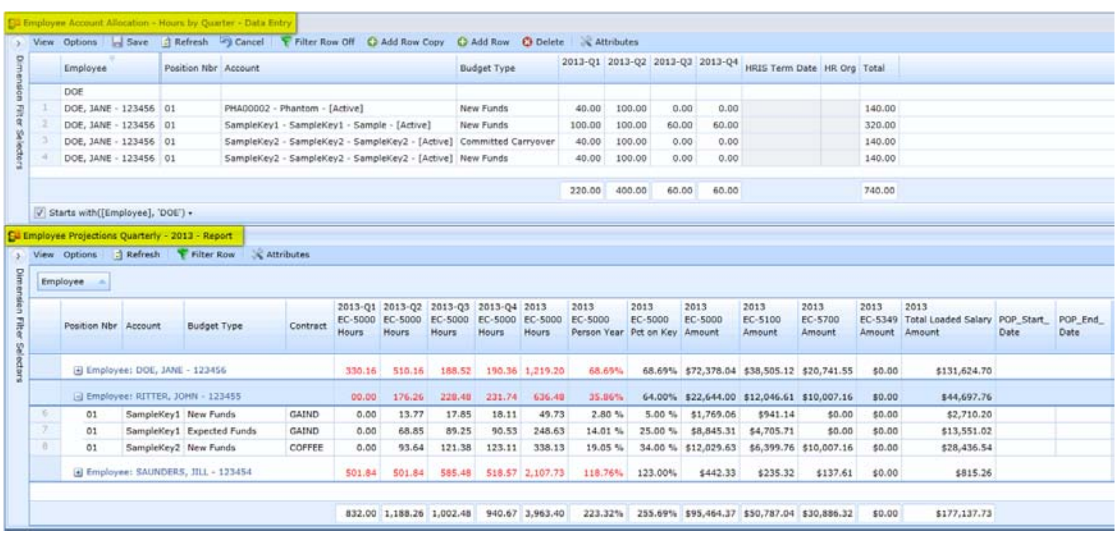


4. **Select the same Dimension Filter for each grid to get the set of employees you would like to work with.** (Such as the one with Div/Program Employees on Any Key or the one with All Div/Program Keys with Any Employee).

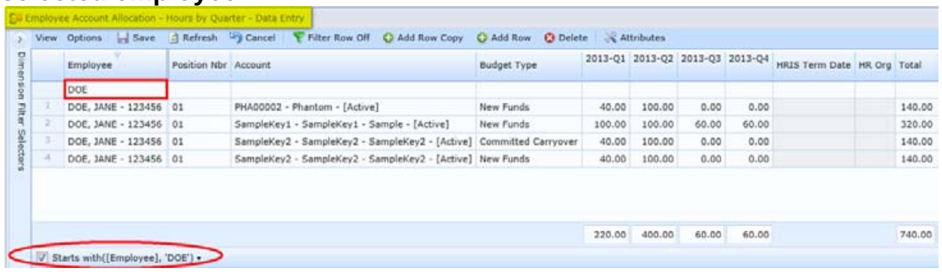
5. **In this exercise we will add an assignment for one of the employees in your selection.**

   - 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:

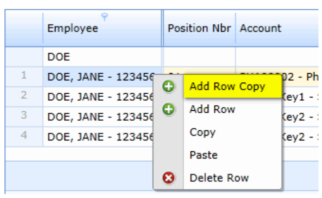


6. **In the Employee Allocation Grid use “Filter Row” to select only information for the selected employee.**



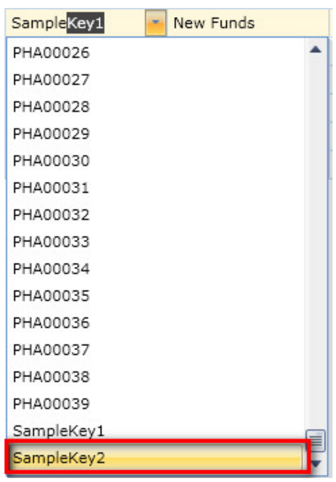
7. **In the Employee Projections 2013 Report Grid - Right click on the Employee Label at the top of the Grid, click "Ungroup" to have access to the Filter Row. Use “Filter Row” to view only report information for the selected employee in the Report.**

8. **Click on the Employee Account Allocation Grid to activate it. Right click on any row for that employee and select Add Copy Row.**



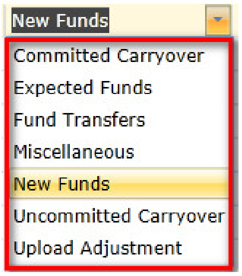
9. **In the Account field, type the first few characters of the account you are going to assign the employee to and select the key from the drop down.**

   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.

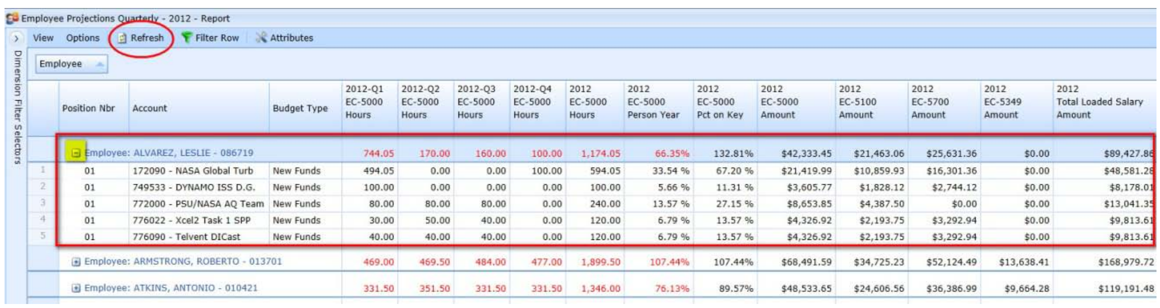


11. Once you have edited the copied entry to reflect the new hours planned per quarter in the new key:

- Tab from the last cell you enter in and notice all the ’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.

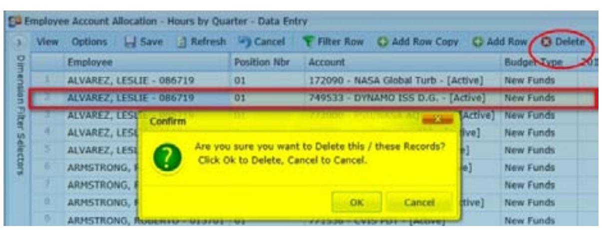
REFRESH is required for this report grid to show changes in the Employee Account Allocations.



	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
	Employee: 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	$89,427.86
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	$48,581.28
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	$8,178.01
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	$13,041.35
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	$9,813.61
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	$9,813.61
	Employee: ARMSTRONG, ROBERTO - 013701			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	$168,979.72
	Employee: 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	$119,191.48

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.



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

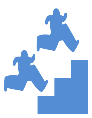
The system provides two options, Spreading Across Months and Monthly Detail, for planning non salary budgets into time dimensions by account key, expense class and budget type. The Spreading Option takes an annual estimate and spreads it evenly across all months in the fiscal year.

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.**

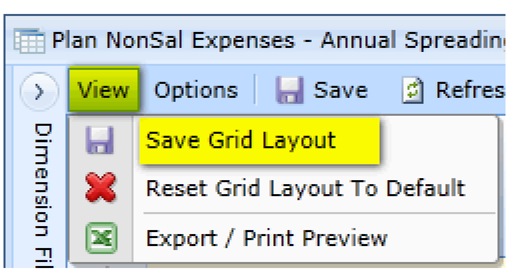
Plan Non Sal Expenses - Annual Spreading Working Plan - Data Entry

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

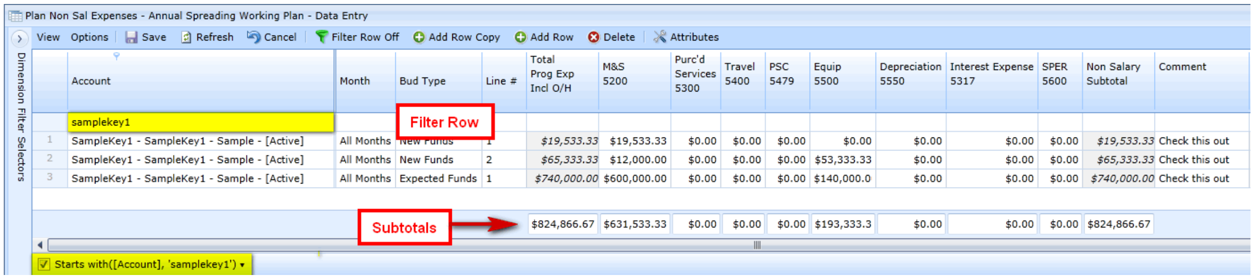
	Account	Month	Bud Type	Line #	M&S 5200	Purc'd Services 5300	Travel 5400	PSC 5479	Equip 5500	Depreciation 5550	Interest Expense 5317	SPER 5600	Non Salary Subtotal	Comment	Salaries 5000	Benefits 5100	CSC 5349	Program Subtotal	Overhead 5700	Total Prog Exp Incl O/H	MTDC
1	PHA00002	All Months	New Funds	1	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Check this out	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.0
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
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
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
5	SampleKey	All Months	New Funds	1	$19,533.33	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,533.33	Check this out	$0.00	$0.00	$0.00	$19,533.33	$0.00	$19,533.33	$0.0
6	SampleKey	All Months	New Funds	2	$12,000.00	$0.00	$0.00	$0.00	$53,333.33	$0.00	$0.00	$0.00	$65,333.33	Check this out	$0.00	$0.00	$0.00	$65,333.33	$0.00	$65,333.33	$0.0
7	SampleKey	All Months	Expected Funds	1	$600,000.00	$0.00	$0.00	$0.00	$140,000.00	$0.00	$0.00	$0.00	$740,000.00	Check this out	$0.00	$0.00	$0.00	$740,000.00	$0.00	$740,000.00	$0.0

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.**



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 '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 '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	$5,000.00	$75,000.00	$10,000.00	$0.00	$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

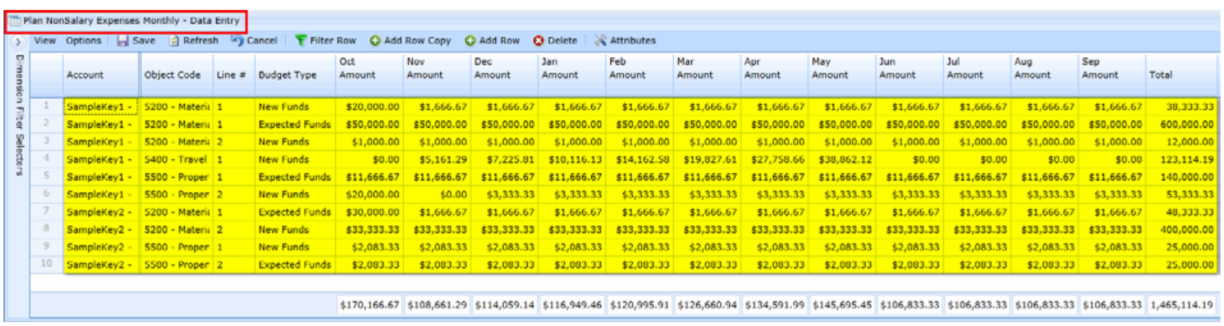
FY12 non-salary budgets from IFAS were copied to the Spreading Grid in Working Plan to provide users a reference point for data entry. Users will edit this information to reflect plans for FY13. You can change the totals in the Spreading Grid (recommended) to spread your planned FY13 expenses and as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

Create / Edit a Non-Salary Budget

Group Step-by-Step

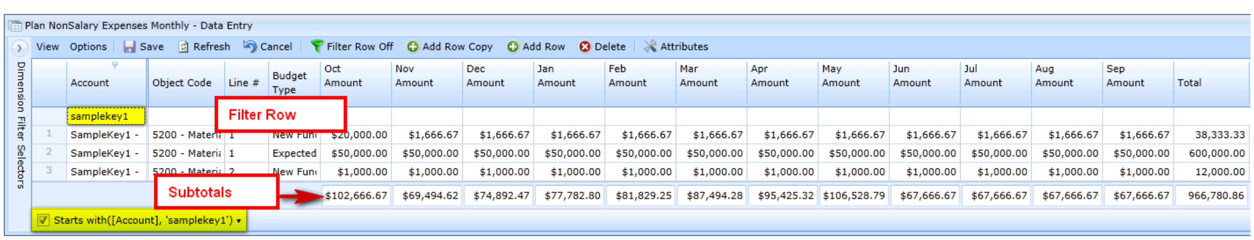
Edit Specific Monthly Expenses in your non salary plan.

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.



	Account	Object Code	Line #	Budget Type	Oct Amount	Nov Amount	Dec Amount	Jan Amount	Feb Amount	Mar Amount	Apr Amount	May Amount	Jun Amount	Jul Amount	Aug Amount	Sep Amount	Total
1	SampleKey1 -	5200 - Materi	1	New Funds	$20,000.00	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	38,333.33
2	SampleKey1 -	5200 - Materi	1	Expected Funds	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	600,000.00
3	SampleKey1 -	5200 - Materi	2	New Funds	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	12,000.00
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
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 - Materi	1	Expected Funds	$30,000.00	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	48,333.33
8	SampleKey2 -	5200 - Materi	2	New Funds	$33,333.33	$33,333.33	$33,333.33	$33,333.33	$33,333.33	$33,333.33	$33,333.33	$33,333.33	$33,333.33	$33,333.33	$33,333.33	$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	$108,661.29	$114,059.14	$116,949.46	$120,995.91	$126,660.94	$134,591.99	$145,695.45	$106,833.33	$106,833.33	$106,833.33	$106,833.33	1,465,114.19

2. **Using "Filter Row" select 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.**



	Account	Object Code	Line #	Budget Type	Oct Amount	Nov Amount	Dec Amount	Jan Amount	Feb Amount	Mar Amount	Apr Amount	May Amount	Jun Amount	Jul Amount	Aug Amount	Sep Amount	Total
	samplekey1																
1	SampleKey1 -	5200 - Materi	1	New Fun	$20,000.00	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	$1,666.67	38,333.33
2	SampleKey1 -	5200 - Materi	1	Expected	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	600,000.00
3	SampleKey1 -	5200 - Materi	2	New Fun	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	12,000.00
					$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

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 ’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.**

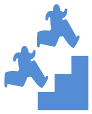
   - Notice the TOTAL for the row change as you change each entry
   - NOTE **-** You can use Ctrl-C and Ctrl-V to copy the same entry to multiple cells
   - Tab from last entry, notice the ’s in the cells you have edited
   - Click “Save” to keep the changes. NOTICE all your changes replaced the entries; 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 ’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.

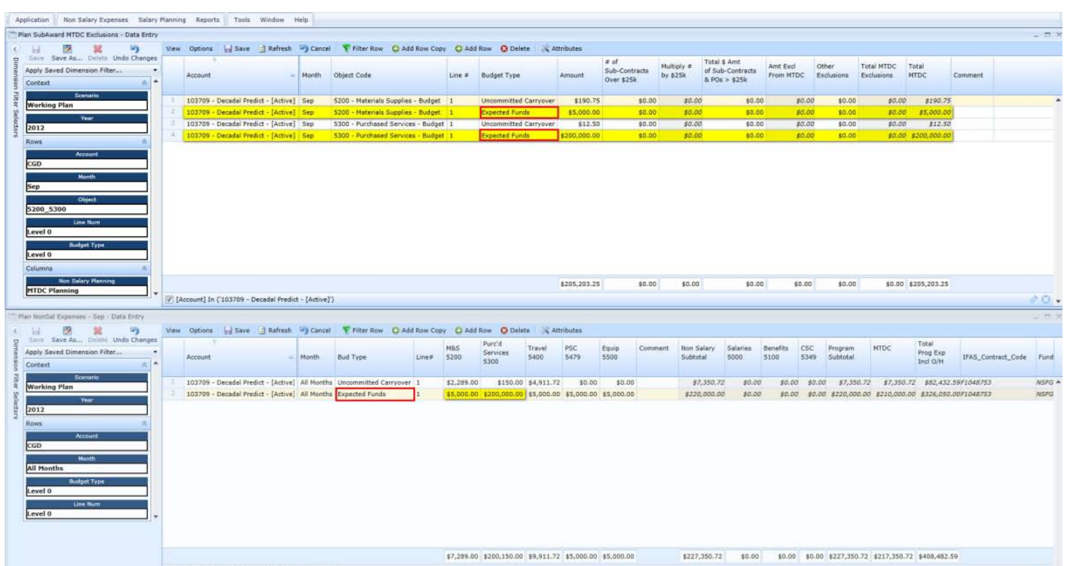
Create SubAward Exclusions

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.**



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:**

Plan SubAward MTDC Exclusions - Data Entry

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

Required Fields for MTDC Exclusion Calculation

	Account	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	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	
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	
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	
4	103709 - Decadal Predict - [Active]	Sep	5300 - Purchased Services - Budget	1	Expected Funds	$200,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$200,000.00	

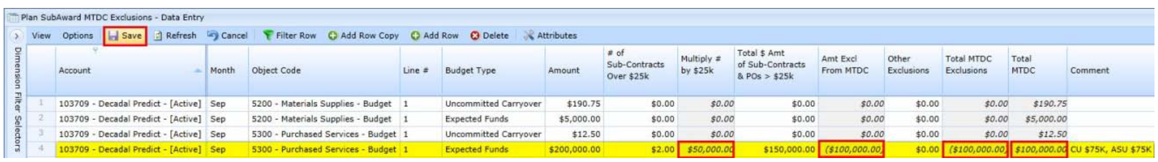
- In the # of Sub-Contracts, enter "2"
- In the Total $ Amount, enter of $70,000
- In the Comment add "CU $35K, ASU $35K" as a reminder of what these exclusions are.

Plan SubAward MTDC Exclusions - Data Entry

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

	Account	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	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	
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	
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	
4	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.

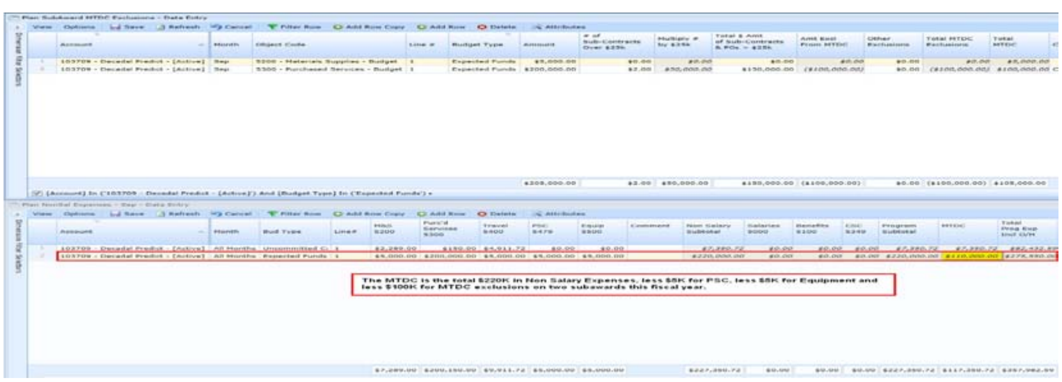


Plan SubAward MTDC Exclusions - Data Entry

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

	Account	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	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	
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	
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	
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).