UCAR Forecasting and Budgeting (FAB) tool

Training Manual

October'/'November 2012

Training Modules

Navigation

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

Planning Salaries

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

Planning Non-Salaries

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

Navigation - UI Getting Started

Navigation in the UI - Grids

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

Requesting Access

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

Logging in

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

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

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

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

Sample Login Windows:

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

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

Overview of Forecasting and Budgeting tool Features and Components

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

General Features:

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

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

Restricted Features:

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

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

Menu Bar Overview

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

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

n Salary Expenses	Salary Planning	Reports	Tools	Window	Help
	X	Planning Grid Menus			

Application Menu

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

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



Non Salary Planning Menu

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

File Edit View Favori	File Edit View Favorites Tools Help										
🖕 Favorites 🏾 🍎 FAB % in Key											
Application	on Salary Expenses	Salary Planning	Reports T	ools Window	Help	CPM Production					
Plan NonSal	Plan SubAward M	TDC Exclusions									
Plan Noi	Plan NonSal Expe	nses - Annual Spre	ading Working P	Plan							
Pla 🛄	Plan NonSalary Ex	penses Monthly									
Pla Pla Pla NonSalary Expenses Monthly											

Salary Planning Menu

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

File Edit Vi	ew Favorites Tools Hel	p				
Application	Non Salary Expenses	Salary Planning	Reports	Tools	Window	Help
> Plan No	ard MTDC Exclusions - Da onSal Expenses - Sep - Da nployee Account Allocatio	Employee As	ssumptions	ation %		
Dimension Fi	Employee Assumptions	- Data Entry aries - Data Entry				

Reports Menu

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

File Edit View Favorites Tools Help]:
🔶 Fav	orites/	Ø	FAB %	in Key	/								
Ap	Application Non Salary Expenses Salary Planning								Tools	Window	Help	СРМ	Production
P	'lan N	onSa	lary	Expe	enses Monthly - D	ata Entry	7		ario Assur				
) D					unt Allocation % ·		24 58		on CSC R ovee Proi	lates ections - A	nnual -	Pilot	
Dimension Filter					oyee Salaries - Da d Report - Report		7		d Report				
ion Fil	Dimension Filter	_		-	Workable Hours -		2		able Hour	-			
	on Filt	Dimension	Dime	>	😂 Unallocated E	Employees - Repor	58 77		ocated En e Kevs wi	nployees th No Plani	ned Exp	enses	
Selectors		n Filter	ensior	Dime		eys with No Plann	~		•	st Analysis			
s.	Selectors	er Sele	Dimension Filter	Dimension	Dimen D Buc	lget Forecast Anal	ysis -	Annua	l - Report	:			,

Tools Menu

This menu provides access to the following features:

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



Windows Menu

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

🥖 FAB % in Key 🛛 🗙	
Application Non Salary Expenses Salary Planning Reports Tools	Window Help CPM Production System: fatahoe.fanda.ucar.edu
Plan SubAward MTDC Exclusions - Data Entry	Cascade
Plan NonSal Expenses - Annual Spreading Working Plan - Data Entry	Tile Vertical
Pan NonSalary Expenses Monthly - Data Entry	Tile Horizontal
Plan NonSalary Expenses Monthly - Data Entry	Arrange Icons
nsi On See Employee Account Allocation % - Data Entry See Employee Assumptions - Data Entry Dimension Fifter See International Sector Sect	Plan SubAward MTDC Exclusions - Data Entry
Filter Signification Signification Signification Signification Signification Signification Signification	Plan NonSal Expenses - Annual Spreading Working Plan - Data Entry
	Plan NonSalary Expenses Monthly - Data Entry
ectors	Employee Account Allocation % - Data Entry
Selectors	Employee Assumptions - Data Entry
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r Selectors r Selectors r Selectors	Scenario Assumptions - Report
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Selectors Selectors	
tors	
	Active Keys with No Planned Expenses - Report
Correction Account	🖌 🗸 Budget Forecast Analysis - Annual - Report

NOTE



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

Group Step-by-Step



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

~ S	cenari	o Assump	tions - Report					and a second	
$\mathbf{\Sigma}$	View	Option	s 🔄 📝 Refresh 🏾 🍸	Filter Row 🛛 💥 Attributes			Press "X"	to close grid	
Dimension				Drag a column	header here to group by t	hat column			
sion Filter		Year	Salary Increase % Value	Salary Increase Effective Date Value	Average Work Time % Value	Benefit Rate Casual Value	Benefit Rate Full Time Value	UCARGA Value	NC Va
	1	2010	4.5 %	10/4/2009	85.00 %	9.30 %	51.90 %	13.90 %	4
Selectors	2	2011	3.0 %	10/6/2010	85.00 %	8.40 %	51.00 %	13.80 %	4
rs	3	2012	0.0 %	10/6/2011	85.00 %	8.00 %	50.70 %	13.40 %	5
	4	2013	3.0 %	10/1/2012	85.00 %	9.60 %	53.20 %	13.40 %	5
	5	2014	4.0 %		85.00 %	9.60 %	53.20 %	13.40 %	5

3. Repeat step 2, closing all grids except:

Employee Account Allocation Grid, %

Employee Projections Annual Report

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

Ap	plicatio	on No	n Salary Expenses	Salary Plann	ing Reports	Tools	Window	Help CPM Pr	oduction S	ystem: fat	taho	e.fanda	.ucar.edu		
ä E	mploye	ee Accoun	Allocation % - Da	ta Entry			Cascad	le							
$\mathbf{\Sigma}$	View	Options	🔚 Save 🔄 R	efresh 🤄 Car	ncel 🍸 Filte	r Row 🖸	Tile Ve	rtical				butes			
₽		Employe	e	Account			E Tile Ho	rizontal			1	Star	t Date	End I	Date
nen	1	DOE, JA	NE - 123456	202050 - Libr	ary - [Active]		Arrang	e Icons				% 9/30)/2012	12/3	1/2050
sion	2	RITTER,	JOHN - 123455	SampleKey1 -	SampleKey1 -	Sample -					- 1	% 9/13	8/2010	12/3	1/205
클	3	RITTER,	JOHN - 123455	SampleKey1 -	SampleKey1 -	Sample -	✓ Employ	/ee Account Al	location % -	Data Entry	1	% 9/13	8/2010	12/3	1/2050
9	4	RITTER,	JOHN - 123455	SampleKey2 -	SampleKey2 -	SampleKe	Employ	ee Projections	- Annual -	Pilot - Repo	ort	% 9/13	8/2010	12/3	1/2050
Dimension Filter Selectors	5	SAUNDE	RS, JILL - 123454	PHA00002 - P	hantom - [Acti	ve]		New Funds	01	1 :	23.0	% 9/13	8/2010	12/3	1/2050
tors	6	SAUNDE	RS, JILL - 123454	SampleKey1 -	SampleKey1 -	Sample - [[Active]	New Funds	01	1	77.0	% 9/13	8/2010	12/3	1/205
·.	7	SAUNDE	RS, JILL - 123454	SampleKey2 -	SampleKey2 -	SampleKe	y2 - [Active]	New Funds	01	1 3	23.0	% 9/13	8/2010	12/3	1/2050
E	mploye	ee Project	ons - Annual - Pilo	t - Report					·						
_		<mark>ee Project</mark> Options	ons - Annual - Pilo	t - Report	X Attributes										
$\mathbf{\Sigma}$	View				🛞 Attributes										
Dimension	View	Options			X Attributes	Contract	t Hours EC-5000	Person Year EC-5000	Pct on Key EC-5000	Amount EC-5000		nount C-5100	Amount EC-5700	Amount EC-5349	Amo Total
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Dimension	View	Options ployee Position + Em	Refresh Nbr Account	Filter Row		Contrac	t EC-5000	EC-5000	EC-5000	EC-5000	EC	-5100	EC-5700	EC-5349 \$0.00	
Dimension Filter	View	Options ployee Position Em	Refresh Nbr Account	Filter Row - 123456 DHN - 123455	Budget Type	Contract	t EC-5000 96.00	EC-5000	EC-5000	EC-5000 \$5,538.46	EC 5 \$2	2,808.00	EC-5700 \$0.00	EC-5349 \$0.00 \$0.00	

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



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

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

Help Menu Bar

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

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

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

Salary Planning Menu for Data Entry Grids

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

Non-Salary Planning Menu for Data Entry Grids

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

Reports Menu for Report Grids

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

Group Step-by-Step



Examine the Available Windows Necessary for Salary Planning

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

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

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

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

View Menu

The View Menu contains the following options:



Save Grid Layout / Reset to Default

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

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

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





Export / Print View

Any grid can be exported to the following file types:

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

Group Step-by-Step



Export Budget Forecast Analysis grid

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



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

nnt Prev	iew - Budget F	Forecast Ana	lysis - Annual	inning Repo	orts To	ols Wind	ow Help	CPM Pro	duction Sys	steliefile) ×
	16 🔮 ·	à 🛃		00%	- 🔍				à - 🔓	-	
	Contract	Expense C	IFAS Budget Uncommitted	IFAS Budget Committed C	IFAS Bude New Fund	IFAS Budg Fund Trans	IFAS Bude Total	Incurred Ac Undefined		IFAS Funds Avai	Worl
	1							. (88.00) (8	0.001 (00.00	. (88.00) (075
		1	ampleKey1 - S								
	GAIND	5000 - Sala	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,5
	GAIND	5100 - Ben	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,8
	GAIND	5200 - Mat	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65(
	GAIND	5300 - Purc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	GAIND	5400 - Trav	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123
	GAIND	5500 - Equ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$193
	Account Con	nnlok/av2_0		ompleKey2 I	A official (PD	00) (60 00)	(60.00) (CO 001 /CO 0	0 100 00 10	0.00) (00.0))) /

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



5. Click OK.

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

6. Click OK.



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

Save As	op 🕨	• +j	Search Desktop	
	Budget Forecast Analysis-Export.xls XLS Document (*.xls)		•]
💽 Browse Folders			Save Cancel	



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

Simple Column Sorting and Filtering

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

NOTE



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

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

Sort Ascending - the arrow at the right is pointing up

Se E	mploye	e Account Allocation % - Da	ta E
$\mathbf{>}$	View	Options 🛛 🔚 Save 🔎	Refr
Dim		Employee	Ac
Dimension	1	DOE, JANE - 123456	Sa
	2	DOE, JANE - 123456	Sa
Filte	3	RITTER, JOHN - 123455	Sa
Filter Selectors	4	RITTER, JOHN - 123455	Sa
elec	5	RITTER, JOHN - 123455	Sa
tors	6	SAUNDERS, JILL - 123454	Sa
	7	SAUNDERS, JILL - 123454	Sa

Sort Descending - the arrow at the right is pointing down

mploye	e Account Allocation % - Data
View	Options 🛛 🔚 Save 🚊 R
	Employee
1	SAUNDERS, JILL - 123454
2	SAUNDERS, JILL - 123454
3	RITTER, JOHN - 123455
4	RITTER, JOHN - 123455
5	RITTER, JOHN - 123455
6	DOE, JANE - 123456
7	DOE, JANE - 123456
	View 1 2 3 4 5

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.

58	Emplo	yee Account Allocation % 🛛 😂 Er	mp
\mathbf{i}	View	Options 🔙 Save 👩 Refre	sh
Din	5	Employe	A
Dimension	1	Bunny, Bugs - PH000016	m
	2	DOE, JANE - 123456	s
Filter Selectors	3	DOE, JANE - 123456	s
a S	4	PH - Brown, James - PH000043	s
elec	5	PH - Brown, James - PH000043	s
tors	6	PH - Brown, James - PH000043	s
	7	PlaceHolder Scientist I	s
	8	PlaceHolder Scientist I	s
	9	RITTER, JOHN - 123455	s
	10		-



Filter Row (Filter by Column Feature)

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

NOTE



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

Group Step-by-Step



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

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

P	lan Nor	Salary Expenses Monthly - Data Entry	\sim				
$\mathbf{\Sigma}$	View	Options 🛛 🔚 Save 🛛 😰 Refresh 🏼 🥱 Cancel 🕯		y 😲 Ac	ld Row 🛛 🕄 Delete 🗌	🔏 Attribu	tes
Dimension		Filter Row ON / OFF Button	Object Code	Line #	Budget Type	Oct Amount	Nov Amoi
					This is the Filter R	low	
Filter	1	SampleKey1 - SampleKey1 - Sample - [Active]	5200 - Materials Supplies - Budget	1	New Funds	\$0.00	\$0
Selecto	2	SampleKey1 - SampleKey1 - Sample - [Active]	5300 - Purchased Services - Budget	1	Committed Carryover	\$0.00	\$0
cto	3	SampleKey1 - SampleKey1 - Sample - [Active]	5300 - Purchased Services - Budget	1	New Funds	\$0.00	\$0

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

Plan NonSalary Expenses Monthly - Data Entry												
View	Options 🛛 🔚 Save 📑 Refresh 🏼 🥱 Cancel 🛛	🍸 Filter Row Off 🛛 🟮 Add Row Copy	Attribu	Attributes								
		Ŷ			Oct	Nov						
	Account	Object Code	Line #	Budget Type	Amount	Amou						
		53										
1	SampleKey1 - SampleKey1 - Sample - [Active]	5300 - Purchased Services - Budget	1	Committed Carryover	\$0.00	\$0.						
2	SampleKey1 - SampleKey1 - Sample - [Active]	5300 - Purchased Services - Budget	1	New Funds	\$0.00	\$0.						
		View Options 🔚 Save 🖸 Refresh 🦙 Cancel Account 1 SampleKey1 - SampleKey1 - Sample - [Active]	View Options Image: Save imag	View Options Save Refresh Cancel Filter Row Off Add Row Copy Add Account Object Code Line #	View Options Save Refresh Cancel Filter Row Off Add Row Copy Add Row Delete Delete Account Object Code Line # Budget Type 1 SampleKey1 - SampleKey1 - Sample - [Active] 5300 - Purchased Services - Budget 1 Committed Carryover	View Options Save Refresh Cancel Filter Row Off Add Row Copy Add Row Oelete Attribute Account Object Code Line # Budget Type Oct Amount Solution Solution						

NOTE



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

4. Disabling, clearing, or changing filters.

P	lan Nor	Salary Expenses N	1onthly - Data Entry									-	- = x
$\mathbf{>}$	View	Options 🛛 🔚 Sav	/e 💈 Refresh 🦄 Cancel	ү Filter	Row Off	🔂 Add R	low Copy	/ 🔂 Ad	d Row	😢 Delete	米 Attributes		
Dimension		Account		Hides	Hides Filter Row but Filter remains on _t Type						Oct Amount	Nov Amount	Dec Amo
					53 Delete text used to Filter								
Filter	1	SampleKey1 - Sa	mpleKey1 - Sample - [Active]	5300 - Pi	urcnased	Services -	Budget	1	Comn	nitted Carryover	\$0.00	\$0.00	\$0 🔺
Selectors	2	SampleKey1 - Sa	mpleKey1 - Sample - [Active]	5300 - Pi	5300 - Purchased Services - Budget 1					New Funds		\$0.00	\$0
ctors	D	isables Filter									\$0.00	\$0.00	\$0 🗸
	✓ St	arts with([Object C	Code], '53') •							Edit or <u>C</u>	lear Filt	<u>er</u>	00

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



Add Attribute Columns

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

Group Step-by-Step



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

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

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

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

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

>	View	Options 🛛 🔚 Save 💆 🛙	Refresh 🤄 Cancel 🛛 🍸 Filter Row	P Add Rew Copy G	Add Row	🛛 😢 Dele	te 🔀	Attributes		
Pin I		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
201	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

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

View	Options 🛛 🔚 Save 👩 🖡	Refresh 🤄 Cancel 🛛 🍸 Filter Row	🕒 Add Row Copy (🖯 Add Row 🛛 😢 Delete	🛛 💥 At	tributes			
	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



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

$\mathbf{\mathbf{b}}$	View Options 🔄 Refresh 🛛 🍸 Filter Row 🛛 💥 Attributes										
Dimension	Account 🔺	-	Th		- Th	This is the Grooup By Panel. This grid defaults— to grouping by the Account Key Column.					
	Contract	Ex		Full Collapse		IFAS Budget Uncommitted Carryover	IFAS Budget Committed Carryover	IFAS Bud New Fund			
Filter	Contract	E.	×	Clear Grouping		oncommuted carryoter	committee carryover	Hew Falls			
Select	+ Account	: PHA	00002	- Phantom - [Acti	ive]	\$0.00	\$0.00	\$0			

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



3. Note the results.

	Fund	Source Code								
Dimension Eilfer		Account			IFAS Budge Uncommitt		IFAS Budget Committed Carryover	IFAS Budget New Funds	IFAS Budg Fund Trans	
Colortore		Fund_Source_Code: INDIRE		Subtotal by Fund S		Source	\$0.00	\$0.00	\$0.00	¢
	1	SampleKey1 - Samp	GAIND	5000	- Salaries		\$0.00	\$0.00	\$0.00	4
	2	SampleKey1 - Samp	GAIND	5100	- Benefits		\$0.00	\$0.00	\$0.00	5
	3	SampleKey1 - Samp	GAIND	5200	- Materials & Supplies		\$0.00	\$0.00	\$0.00	\$
	4	SampleKey1 - Samp	GAIND	5300	- Purchased Services		\$0.00	\$0.00	\$0.00	4
	5	SampleKey1 - Samp	GAIND	5400	- Travel		\$0.00	\$0.00	\$0.00	\$
	6	SampleKey1 - Samp	GAIND	5500	- Equipment		\$0.00	\$0.00	\$0.00	4
		Fund_Source_Code:	Unknown				\$0.00	\$0.00	\$0.00	\$
	7	SampleKey2 - Samp	COFFEE	5200	- Materials & Supplies		\$0.00	\$0.00	\$0.00	\$
	8	SampleKey2 - Samp	COFFEE	5500	- Equipment		\$0.00	\$0.00	\$0.00	ģ
	9	SampleKey2 - Samp	COFFEE	5700	- G&A Overhead/Burden		\$0.00	\$0.00	\$0.00	5
							\$0.00	\$0.00	\$0.00	5

Column Chooser – Show/hide columns

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

Group Step-by-Step



Hide Salary Object Code from Plan Employee Salaries grid.

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



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



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



4. Close Column Chooser.



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



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



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

Navigation - Dimension Filters

Navigation in the UI - Dimension Filter Selectors

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



Saving Dimension Selections and Setting up your grids.

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

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

NOTE



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

Dimension Filter Dropdown

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

Plan Employee Salaries Grid - Create a Filter Using the Hierarchy

Group Step-by-Step



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

>

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



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



3. Click on the Employee dimension.



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

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

	Employee - Selector	
Filter: By Hierarchy	Selected Members	
	solidated Members	
🝸 Apply Filter 🦓 Close		

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

Ap	plication Non Salary Expenses Salary	Planning	g Reports Tools Win	idow H	lelp CP	M Production	1 Syste
Sa bi	an Employee Salaries - Data Entry						
	🗟 (📓) 🗶 😭	View	Options 🛛 🔚 Save 🛛 🛱 Re	fresh 🖁	🕥 Cance	l 🕴 🍸 Filter F	Row (
Dimension	Save Save As. Delete Set as Default Apply Saved Dimension Filter		Employee	FTE	Status	Salary	HRIS '
nsion	Context 😞 🔺						
) Filter	Scenario	1	DOE, JANE - 123456	1	EM	100,000.00	
	Working Plan	2	RITTER, JOHN - 123455	1	EM	90,000.00	
Sele	Rows		SAUNDERS, JILL - 123454	1	EM	55,000.00	
Selectors	Employee Sample HR Org	ſ	Prompt	x			
	Employee Record		Enter a new Filte				
	Position Nbr Level 0		ок с	ancel			
	Columns 😞						
	Employee						
	PLANNING						

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

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



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



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

Employee Assumptions Grid – Create a Filter using Hierarchy

Group Step-by-Step



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

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

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



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

PART 1

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



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



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



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



NOTE



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



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

PART 2

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

NOTE



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

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



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

i A	Application Non Salary Expenses Salary	Planning Reports Tools Window Help CPM Production System: fatahoe.fanda.ucar.edu	
😂 Employee Account Allocation % - Data Entry			
() 🖬 🛃 🗱 🎭	View Options 🔚 Save 👩 Refresh 🥱 Cancel 2. Click on Select Subset Row and type	
P	Save Save As Delete Undo Ch	elect Filter by Subset Account "LE". Level 0 will appear.	
nen	SAMPLE Emp ANY Key	Studie June 12 and SampleKeyl - SampleKeyl - Sample - fActivel	
sion	Context 😞 🔺	Employee - Selector	
Filter	Scenario	Filter: By SubSet	
		Levelo	
Sele	Rows	Refresh Subsets	
ectors	Employee	T Apply Filter S Close	
5	SAMPLE EMPS		
	Account	3. Apply Filter	

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



NOTE



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



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

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

Group Step-by-Step



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

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

Application Non Salary Expenses Salary F	Planning Reports Tools Window Help CPM Production System: fatahoe.fanda.ucar.edu		
😫 Employee Projections - Annual - Pilot - Report			
🔇 🖬 📓 🞇 😭	View Options 🔄 Refresh 🛛 🍞 Filter Row 🛛 💥 Attributes		
Save Save As Delete Set as Default	Employee PayPeriod_Expense - Selector		
Context A	1. Select Filter by Hierarchy		
Apply Save As Delete Set as Delation Apply Saved Dimension Filter	Filter: By Hierarchy -		
vi Position All Positions Fund Source	► 2006		
All IFAS Fund Sources Facility All Facilities	Σ 2007 Z. Scroll to Fiscal Year Scolect Fiscal Year Fiscal Year Fiscal Year		
Sub Facility All Sub Facilities	Σ 2010 Σ 2011		
Entity All Entities	► Σ 2012		
Lab All Labs PayPeriod Expense	 ► 2 2013 ► 2 2014 		
2013 Rows	► ∑ 2015		
Employee Sample HB Org	T Apply Filter Close 4. Apply Filter		

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



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



Budget Forecast Analysis Report Grid – Create Filter using Wildcard

Group Step-by-Step



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

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

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

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

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

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

🎢 В	udget Forecast Analysis - V2 - Report								
	Save Save As Delete Set as			ptions 🛛 🕅 Refr		💎 Filter Ro	ow 💥	Attributes	
Dimension Filter		. Se	lect Fi	ter by Hierar	chy				Drag a column header here to 🚗 🗀 🕳 🗙
ens	Apply Saved Dimension Filter						Year - S	Selector	
ion	Context 9		Filter:	By Hierarchy		-			
픹	Year								Selected Members
	2012								
Selectors	Facility			2007			1		2013
tor	All Facilities	l		2008		roll to			
S.	Report Entity				Fisc	al Year			
	All Report Entities	l	-	2009			- C		3. Select
	Entity		-	2010					Fiscal Year
	All Entities		-	2011					
	Federal Award		_	2012					
	All Federal Award Codes	l		2013					
	Sub Facility			2014				=	
	All Sub Facilities	l							
	Lab		-	2015					
	All Labs	l	-	2016					
	Division		-	2017				-	
	All Divisions	J	l '					Deselect	AII
	Month		💎 Ap	ply Filter 🤄 🖄 Clo	se			_	
	All Months	l				4. Ap	ply Filt	er	
	Fund Source								

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



Navigation - Placeholder Employees and Account Keys

Navigation in the UI - Placeholders

Placeholder Employees and Placeholder Account Keys

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

Placeholder Employees

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

Group Step-by-Step



Add a placeholder employee.

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



1. Click on Add.

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



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

1

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

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



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

3. Click on the Save button.

Sample – Completed and Saved

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



Status Code descriptions:

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

Appointment Code (used to determine benefit rate) descriptions:

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

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

Group Step-by-Step



Edit a placeholder employee.

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



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

nployee Plac	ceholders					
Edit 🖸 A	dd 🛛 🔀 Close					
it Placehol	der Employee:					
peid V	eader and drop it here to group by that Name	FTE V	Hourly Rate 🏹	Annual Salary 🏹	HR Org	Position Code
PH000043	PH - Brown, James	1.00	50.00	104,000.00	AAP	ADMINISTRATOR III
PH000030	Rabbit, Joe	1.00	50.00	104,000.00	ААР	SCIENTIST III
PH000020	Fudd, Elmer	1.00	96.15	200,000.00	ААР	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
	ACD PSII ACRESP	1.00	36.06	75,000.00	ACD	PROJ SCIENTIST II
PH000014						
	Accountant 1	1.00	14.42	30,000.00	AUDIT	ACCOUNTANT I

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

🔞 to select your group and see only

- Sele	ct All	1.
E MM	м	
NC/	ARBP	
NES	SL.	
NES	GLAD	
og	0	
RAL		
RAL	AO	
✓ San	nple HR Org	
тро		1
UNI	IDATA	
Unk	mown	
Show ro	ws with value	that
ls equa	i to	
		aA
And		
Is equa	l to	
		aA
	10.0	

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

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

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

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

Placeholder Account Key

Placeholder account keys are for anticipated new projects or funding.

Group Step-by-Step



Add a placeholder Account.

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



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

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

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

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

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



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

NOTE



Account Rate Type field

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

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

Financial Org field

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

Planning - Plan Employee Salaries

Planning - Plan Employee Salaries

Plan Employee Salaries Grid – sourced from iVantage

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



Key fields in Plan Employee Salaries grid:

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



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

Plan Reclassifications

Group Step-by-Step



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

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

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

<mark>98</mark> Pl	an Em	ployee Salaries - Data Entry				_							
>	View	Options 🛛 🔚 Save 📑 F	Refresh 🤄 🤄	Cancel	Filter Row OAdd Row Cop	y 🖸	Add Row 🛛 🔞 De	lete 💥	Attributes				
Dime			Employee		Position					Position	Position	Salary	Appointment
nension		Employee	Record	FTE	Note: The selected Roy	<i>n</i> is	HROrg	Status	Salary	Start Date	End Date	Object Code	Code
n Filt	1	DOE, JANE - 123456	Current	1	a different Color		Sample HR Org	EM	34,000.00	1/1/2010	12/31/2010	5001	R1
Ē	2	DOE, JANE - 123456	Next1	1	SCIENTIST III - 211P3	01	Sample HR Org	EM	100,000.00	1/1/2011	12/1/2050	5001	R1
Sele	3	RITTER, JOHN - 123455	Current	1	SCIENCE STORE SUPV - 629P0	01	Sample HR Org	EM	74,000.00	1/1/2010	7/31/2012	5007	R1
ecto	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
rs -	5	SAUNDERS, JILL - 123454	Next2	1	SCIENCE STORE SUPV - 629P0	01	Sample HR Org	EM	35,000.00	9/16/2013	9/30/2016	5007	R1

Add Row Copy
 Add Row
 Copy
 Paste
 Delete Row

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

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

Plan I	Employ	vee Salaries - Data Entry											
\bigcirc	View	Options 🛛 🔚 Save 📓 Refresh 🧠 Cano	el 🕴 🌱 Filte	r Row	🔂 Add Row Copy 🛛 🔂 Add Row	😮 Dele	ete 💥 Attribut	tes					
Dimensio		Employee	Employee Record	FTE	Position Code	Pos#	HROrg	Status	Salary	Position Start Date	Position End Date	Salary Object Code	Appointment Code
7	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
liter	2	DOE, JANE - 123456	Next1	1	SCIENTIST III - 211P3	01	Sample HR Org	EM	100,000.00	1/1/2011	12/1/2050	5001	R1
Sele	3	RITTER, JOHN - 123455	Current	1	SCIENCE STORE SUPV - 629P0	01	Sample HR Org	EM	74,000.00	1/1/2010	12/31/2011	5007	R1
lector	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.

Vier	v Options 🔚 Save 🙍	Refresh 🤄	Cancel	🚏 Filter Row 🛛 🔂 Add Row Cop	oy 😲	Add Row 🛛 😢 De	lete 🛛 🍦	Attributes				
	Employee	Employee Record	FTE	Position Code	Pos#	HROrg	Status	Salary	Position Start Date	Position End Date	Salary Object Code	Appointmen Code
1	DOE, JANE - 123456	Current	1	SCIENTIST II - 211P2	01	Sample HR Org				Current positior medidately follo		
2	DOE, JANE - 123456	Next1	1	SCIENTIST III - 211P3	01	Sample HR Org		100/000100				R1
	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
3					10000	1000 000 000 00000000	-	74.000.00	1/1/2010	7/31/2012	5007	R1
3	RITTER, JOHN - 123455	Next1	1	SCIENCE STORE SUPV - 629P0	01	Sample HR Org	EM	74,000.00	1/1/2010	7/31/2012	0007	
3 4 5	RITTER, JOHN - 123455 SAUNDERS, JILL - 123454		1	SCIENCE STORE SUPV - 629P0 SCIENCE STORE SUPV - 629P0		Sample HR Org Sample HR Org		0.00		9/15/2012	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	1 IN ASSISTANT I - 460S1	Sample HR	Org	EM
5	SAUNDERS, JILL - 123454	Current	01	1	ACTING NCAR DEP DIR - 024M	Ą		EM
6	SAUNDERS, JILL - 123454	Next2	01	1	ACTING OBSERVATORY DIR - 0	28MA		EM
				/	ACTING PROJ MGR - 547PA			
			/		ACTING SCD COMP MGR - 126	4A		
	Typing in the first few le	the set in the s	Desition					
					ACTING UCAR DIR ED & OUTR	- 110MA		
	Code field will auto-fill t	he first pos	ition tha	t	ACTING UCAR DIR ED & OUTR ACTING UNAVCO FAC MGR - 07			
	Code field will auto-fill t starts with those letters	he first pos	ition tha	t		2MA		
	Code field will auto-fill t	he first pos	ition tha	t	ACTING UNAVCO FAC MGR - 07	'2MA A		
	Code field will auto-fill t starts with those letters	he first pos	ition tha	t	ACTING UNAVCO FAC MGR - 07 ACTING UOP PROG DIR - 050M	2MA A 01S2		
	Code field will auto-fill t starts with those letters	he first pos	ition tha	t	ACTING UNAVCO FAC MGR - 07 ACTING UOP PROG DIR - 050M Admin - Budget/Fin/Procure - 5	72MA A 101S2 nt - 501-2		
	Code field will auto-fill t starts with those letters	he first pos	ition tha	t	ACTING UNAVCO FAC MGR - 07 ACTING UOP PROG DIR - 050M Admin - Budget/Fin/Procure - 5 Admin - Budget/Fin/Procureme	2MA A 01S2 nt - 501-2 01-5		
	Code field will auto-fill t starts with those letters	he first pos	ition tha	t	ACTING UNAVCO FAC MGR - 07 ACTING UOP PROG DIR - 050M Admin - Budget/Fin/Procure - 5 Admin - Budget/Fin/Procureme Admin - Computer Systems - 5	72MA A 101S2 nt - 501-2 01-5 L-6		
	Code field will auto-fill t starts with those letters	he first pos	ition tha	t	ACTING UNAVCO FAC MGR - 07 ACTING UOP PROG DIR - 050M Admin - Budget/Fin/Procure - 5 Admin - Budget/Fin/Procureme Admin - Computer Systems - 5 Admin - Division/Facilities - 503	72MA A 101S2 nt - 501-2 01-5 L-6		
	Code field will auto-fill t starts with those letters	he first pos	ition tha	t	ACTING UNAVCO FAC MGR - 07 ACTING UOP PROG DIR - 050M Admin - Budget/Fin/Procure - 5 Admin - Budget/Fin/Procureme Admin - Computer Systems - 5 Admin - Division/Facilities - 503 Admin - Division/Facilities - 503	22MA A 01S2 nt - 501-2 01-5 L-6 LS6		
	Code field will auto-fill t starts with those letters	he first pos	ition tha	t	ACTING UNAVCO FAC MGR - 07 ACTING UOP PROG DIR - 050M Admin - Budget/Fin/Procure - 5 Admin - Budget/Fin/Procureme Admin - Computer Systems - 5 Admin - Division/Facilities - 500 Admin - Division/Facilities - 500 Admin - General - 501-1	22MA A 00152 nt - 501-2 01-5 I-6 IS6		

NOTE



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

	Employee	Employee Record	Pos#	FTE	Position Code	HROrg	Status	Salary	Position Start Date	Position End Date
Ļ	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
	RITTER, JOHN - 123455	Next1	01	1	1 ADMIN ASSISTANT I - 460S	Sample HR Org	EM	74,000.00	1/1/2013	12/31/2050
	SAUNDERS, JILL - 123454	Current	01	1	SCIENCE STORE SUPV - 629P0	Sample HR Org	EM	0.00	1/1/2010	9/15/2013
5	SAUNDERS, JILL - 123454	Next2	01	1	SCIENCE STORE SUPV - 629P0	Sample HR Org	EM	35,000.00	9/16/2013	9/30/2016
0	SAUNDERS, JILL - 123454	Next2		1	w changes are identified	Sample HK Org	CM	000.00	9/16/2013	9/30/2016

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

Plan Changes to FTE

Independent Step-by-Step



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

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

Override Scenario Assumption for Planned Salary Increases

There are 2 ways to plan for a salary increase:

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

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

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

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

	View	Options 🛛 🔚 Save	🗐 Refresh	Cancel	ү Fi	lter Row 🛛 🔂 Add Row Cop	y 😲 Add Row	🖸 🖸 Del	ete 🛛 💥 Attri	ibutes			
2		Employee	Employee Record	Pos#	FTE	Position Code	HROrg	Status	Salary	Position Start Date	Position End Date	Salary Adjustment %	Salary Adjustment Dat
	1	DOE, JANE - 123456	Current	01	1	SCIENTIST II - 211P2	Sample HR Org	EM	34,000.00	1/1/2010	12/31/2010	5.0 %	6 4/1/201
ľ	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 - 6	Sample HR Org	EM	74,000.00	1/1/2010	7/31/2012	0.0 %	

Planning - Assumptions and Calculations

Planning - Assumptions and Calculations

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

Scenario Assumptions Report Grid

This reporting grid holds the UCAR agreed upon assumptions for:

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

-	App	plicatio	on No	n Salary Expenses	Salary Planning	Rep	ports	Tools Window	Help C	PM I	Production	System: fatahoe.fand	a.ucar.ed	u			
Z	So	cenario	Assumpt	ions - Report		~	Scenari	io Assumptions									
(>	View	Options	🔄 Refresh 🏾 🍸	Filter Row 🛛 💥	7	Divisior	n CSC Rates									
	5					**	Budget	Forecast Analysis			a to group by	v that column					
	Dimension					5 8	Employ	vee Projections - A	nnual - Pilo	ot							
			Veee	Salary Increase % Value	Salary Increase E Value	~	Upload	Report			Rate Casual	Benefit Rate Full Time Value	UCARGA Value	NCARON Value	NCAROFF Value	UCPON Value	UCPOFF Value
	Filter		Year	value	value	7	Workab	ble Hours				value	value	value	value	value	value
		1	2010	4.50 %	10/4/2	~	Budget	Forecast Analysis	- V2		.30 %	51.90 %	13.90 %	49.10 %	0.00 %	33.10 %	21.50 %
	Selectors	2	2011	2.90 %	10/6/2	58	Unalloc	ated Employees			40 %	51.00 %	13.80 %	49.80 %	0.00 %	32.60 %	21.50 %
	r,	3	2012	0.00 %	10/6/2	~	Active I	Keys with No Plan	ned Expens	ses	.00 %	50.70 %	13.40 %	50.50 %	37.00 %	30.00 %	19.10 %
		4	2013	2.90 %	10/1/2	J12		85.00 %		9.	60 %	53.20 %	13.40 %	55.00 %	37.00 %	33.00 %	19.10 %
		5	2014	4.00 %	10/1/2	012		85.00 %		9.	.60 %	53.20 %	13.40 %	50.50 %	37.00 %	30.00 %	19.10 %

Division CSC Rates Report Grid

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

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

i Ap	plicatio	on Non Salar	y Expenses	Salary P	lanning	Repo	orts	Tools	Window	Help	СРМ
	ivision	CSC Rates - Rep	ort		2	~	Scena	rio Assur	nptions		
(\mathbf{b})	View	Options 🛛 💆 R	efresh	Filter Rov	N 🔏 /	~	Divisio	on CSC R	ates		
Pin			Drag a colu	ımn heade		~	Budge	t Foreca	st Analysis		
Dimension			_		5		Emplo	yee Proj	ections - A	nnual -	Pilot
			CSC Rate	CSC Rate	CSC Ral	~	Uploa	d Report			
Filter		Division	2010	2011	2012	~	Worka	able Hour	s		
	3	MULTI - 05	\$0.00	\$0.00	\$0.C 🗡	~	Budge	t Foreca	st Analysis	- V2	
Selectors	4	CGD - 10	\$6.34	\$6.49	\$6.4 5	8	Unallo	cated En	nployees		
S	5	ACD - 11	\$4.80	\$4.80	\$4.8	~	Active	Keys wit	th No Planr	ned Exp	enses
	6	HAO - 12	\$6.62	\$6.62	\$6.62		\$6.62				
	7	SCD - 13	\$0.00	\$0.00	\$0.00		\$0.00	1			
	8	ATD - 14	\$0.00	\$0.00	\$0.00		\$0.00	1			
	9	NCARDIR - 15	\$0.00	\$0.00	\$0.00		\$0.00)			
	10	MMM - 16	\$6.50	\$6.50	\$6.50		\$6.50	1			
	11	RAP - 17	\$6.94	\$7.14	\$7.18		\$7.18	1			
	12	ISSE - 18	\$0.00	\$0.00	\$0.00		\$0.00)			
	13	ASP - 19	\$0.00	\$0.00	\$0.00		\$0.00				

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.

B E	mploye	e Assumptions - Data	Entry						
$\mathbf{>}$	View	Options 🛛 🔚 Save	🗿 Refresh 🛛 🥱 Ca	ancel 🛛 💎 Filter Row	🔂 Add Row Copy	🛟 Add Row 🛛 🕄 D	elete 🛛 💥 Attributes		
Dimension		Employee	Line Num	CSC Division	CSC Rate Start Date	CSC Rate End Date	WorkTime Pct Override	WorkTime Pct Start Date	W E
Ision	1	AVERY, BYRON - 01(1	18 - Inst.for Study c	10/1/2009	9/30/2015	0.00		
Filter	2	BALL, GEORGE - 02!	1	10 - Climate and Glo	10/1/2009	9/30/2015	0.00		
e,	3	BARKER, FAYE - 044	1	10 - Climate and Glo	10/1/2009	9/30/2015	0.00		

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

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

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

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

	ew Options	🗈 Refresh 🍸 Filter Ro	v Off 💥 Attributes								
E	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
	€ Employe	e: AVERY, BYRON - 0106	97	1,319.20	74.62%	100.00%	\$47,567.31	\$24,116.62	\$36,200.39	\$0.00	\$107,884
		e: BALL, GEORGE - 0259:	33	1,176.83	66.56%	88.75%	\$78,449.60	\$39,773.95	\$59,702.89	\$7,637.59	\$185,564
	Employe	e: BARKER, FAYE - 04421	5	1,768.00	100.00%	100.00%	\$63,750.00	\$32,321.25	\$48,515.98	\$11,474.32	\$156,061

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

Di	ivision	CSC Rates - Rep	ort			7	Scenario Ass	Im	ptions				_
)	View	Options 🛛 💆 R	efresh 🛛 📍	ኛ Filter Rov	v 🔏 /	7	Division CSC	Rat	tes				
2						7	Budget Forec	ast	Analysis				
				Drag	g a colun	58	Employee Pro	jec	tions - Ar	nnual -	Pilot		
			CSC Rate	CSC Rate	CSC Rat	~	Upload Repor	t					
1		Division	2010	2011	2012	7	Workable Ho	irs					
	1	CACU 00	±0.00	±0.00	\$0.C		Budget Forec		Analysis	- 1/2			
	2	CASH - 00 ICP - 01	\$0.00	\$0.00			-			- V2			
	3	MULTI - 05	\$0.00	\$0.00 \$0.00	\$0.C	-	Unallocated E						
	4	CGD - 10	\$6.34	\$0.00	\$0.C \$6.4	~	Active Keys v \$6.49	/ith	No Plann	ed Exp	enses		
	5	ACD - 11	\$6.34	\$4.80	\$0.4	_	\$6.49						
	6	HAO - 12	\$4.60	\$6.62	\$6.6	_	\$4.60	Г					
	7	SCD - 13	\$0.02	\$0.02	\$0.0	_	\$0.02	Ł				ons and	
	8	ATD - 14	\$0.00	\$0.00	\$0.0	_	\$0.00	L	Progra				
	9	NCARDIR - 15	\$0.00	\$0.00	\$0.0	-	\$0.00	L				0.00 for	
	10	MMM - 16	\$6.50	\$6.50	\$6.5	_	\$6.50	L	groups	s with	no C	SC.	
	11	RAP - 17	\$6.94	\$7.14	\$7.1	_	\$7.18						
	12	ISSE - 18	\$0.00	\$0.00	\$0.0	_	\$0.00						
	13	ASP - 19	\$0.00	\$0.00	\$0.0	_	\$0.00						
	14	ISS - 20	\$0.00	\$0.00	\$0.0		\$0.00						
	15	IMAGe - 23	\$0.00	\$0.00	\$0.0	_	\$0.00						
	16	TIIMES - 25	\$0.00	\$0.00	\$0.0	_	\$0.00						
	17	DTC - 27	\$0.00	\$0.00	\$0.0	_	\$0.00						
	18	CECB - 28	\$0.00	\$0.00	\$0.0	_	\$0.00						
	19	ISP - 29	\$0.00	\$0.00	\$0.0	_	\$0.00						
	20	GENFUND - 30	\$0.00	\$0.00	\$0.0	_	\$0.00						
	21	G&A - 31	\$0.00	\$0.00	\$0.0	_	\$0.00						

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

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

A	pplicatio	on Non Salary Expens	es Salary P	lanning Reports	Tools	Window	Help	CPM Production System: fatahoe.f	anda.ucar.edu	
Sä e	mploye	e Assumptions - Data En	try 😂 Em	ployee Account Alloca	ation %					
5	View	Options 🛛 🔚 Save 📑	Re 🕵 Em	ployee Assumptions		Add Row (Сору 🤇	🕽 Add Row 🛛 🕄 Delete 🛛 💥 Attribute	s	
Pin		Employee	Sa bla	n Employee Salaries		Status Li	ne Num	CSC Division	CSC Rate Start Date	CSC Rate End Date
Dimension	76	BALTZER, THOMAS S V	- 011362	CDS	Active	1		74 - Earth Observing Lab	10/1/2009	9/30/2015
sion	77	BAN, JUNMEI - 011419		ммм	Active	1		16 - Meso & Microscale Meteorology	7/24/2011	9/30/2015
Filter	78	BANNER, CECILIA - 011	554	OSD	Active	1		73 - Comp & Info Systems Lab	10/1/2009	9/30/2015
	79	BANSEMER, AARON R -			stive	1		16 - Meso & Microscale Meteorology	10/1/2009	9/30/2015
Selectors	80	BARDEEN, CHARLES - 0		All Employees	ctive	1		19 - Advanced Study Program	10/1/2009	9/30/2015
tors	81	BARDEEN, CHARLES - 0		ge show CSC	tive	2		11 - Atmospheric Chemistry Division	3/6/2011	9/30/2015
	82	BARLAGE, MICHAEL J -		om the IFAS	tive	1		17 - Research Applications Program	10/1/2009	9/30/2015
	83	BARNES KEYS, ELIZABE		signment	tive	1		44 - Visiting Scientists Program	4/15/2012	9/30/2015
	84	BARNES, TIMOTHY - 01		ion. Typically	stive	1		61 - Education & Outreach	10/1/2009	9/30/2015
	85	BARRETT, CURTIS - 01		me Division /	stive	1		50 - Cooperative Meteor Educ. Train	1/24/2010	9/30/2015
	86	BARRON, INGER TVEIT	-	i is your CSC Placeholder	stive	1		17 - Research Applications Program	10/1/2009	9/30/2015
	87	BARRON, ROBERT K - 0		es have to be	stive	1		17 - Research Applications Program	10/1/2009	9/30/2015
	88	BARTELS, MARY - 0116		this grid.	Active	1		73 - Comp & Info Systems Lab	10/1/2009	9/30/2015
	89	BATCHELOR, REBECCA	audeute	, this grid.	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 - 0109	15	CGD	Active	1		10 - Climate and Global Dynamics	10/18/2009	9/30/2015
	92	BEATON, STUART - 011	781	RAF	Active	1		74 - Earth Observing Lab	10/1/2009	9/30/2015
	93	BEATY, STEVEN - 01123	7	OSD	Active	1		73 - Comp & Info Systems Lab	1/9/2011	9/30/2015
	94	BEHNKE, ALEXANDER -	011252	EVENTS	Active	1		32 - Occupancy Pool	1/9/2011	9/30/2015
	95	BEHRINGER, JESSE DAL	TON - 01160	НАР	Active	1		17 - Research Applications Program	11/27/2011	9/30/2015
	96	RETERIE LOUTSE & - 01	1807	нао	Active	1		12 - High Altitude Observatory	10/1/2009	9/30/2015

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

Group Step-by-Step



Create a CSC assignment for a placeholder employee.

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



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



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

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

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

The placeholder employee should now appear in your list.



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

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

Date Ranges and impacts on calculations

The following date ranges drive calculations in reporting grids.

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

Planning - Plan Employee Assignments % in Key Method

Planning - Plan Employee Assignments % in Key Method

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

Create Assignments and View Results in Report

Group Step-by-Step



Create an assignment on an account key for an employee.

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

Wi	ndow	Help
6	Case	ade
	Tile	/ertical
8	Tile	Horizontal

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

	Employee		Account			Bud 1	Type I	Pos # Lin	# Pct	Start Date	End D	ate	Comment HRIS	Term Date
	Phantom - Ph	4000007 !	SampleKey1 -	SampleKey1 - Sar	nple - [Active]	New	Funds	01 1	0.0 %	9/13/2010	10/31	/2012		
3	RITTER, JOHN	N - 123455 1	SampleKey1 -	SampleKey1 - San	nple - [Active]	New	Funds 1	01 1	75.0 %	9/13/2010	12/31	/2050		
3	RITTER, JOH	N - 123455	SampleKey1	SampleKey1 - San	nple - [Active]	Expe	cted Funds	1 10	25.0 %	9/13/2010	12/31	/2050		
4	RITTER, JOHN	N - 123455	SampleKey2 -	SampleKey2 - San	npleKey2 - [Act	ive] New	Funds I	01 1	34.0 %	9/13/2010	12/31	/2050		
5	sample bgs -	PH000023	SampleKey1 -	SampleKey1 - Sar	nple - [Active]	New	Funds	01 1	100.0 %	10/1/2012	12/31	/2050		
16	SAUNDERS, J	JILL - 123454	PHA00002 - P	hantom - [Active]		New	Funds (01 1	23.0 %	9/13/2010	12/31	/2050	1	
	SAUNDERS, J	JILL - 123454	SampleKey1 -	SampleKey1 - Sar	nple - [Active]	New	Funds (01 1	77.0 %	9/13/2010	12/31	/2050	a construction of the second	
- 19	SAUNDERS, J	IILL - 123454	SampleKey2 -	SampleKey2 - Sar	npleKey2 - [Act	ive] New	Funds I	01 1	23.0 %	9/13/2010	12/31	/2050		
9	testsample -	PH000033	SampleKey2 -	SampleKey2 - Sar	npleKey2 - [Act	ive] New	Funds I	01 2	35.0 %	9/13/2010	12/31	/2050		
View	Options 🖻 ployee 🔺	Annual - Pilot - Refresh 🛛 🍸		🔆 Attributes				Det en Me	1.000000					
View	Options 📄	Refresh 🔻		& Attributes	Contract	Hours EC-5000	Person Year EC-5000	Pct on Key EC-5000	Amount EC-5000	Amount EC-5100	Amount EC-5700		Amount Total Loaded Salary	
View	Options 🔄 ployee 🔺 Position Nbr	Refresh 🔻	Filter Row		Contract				EC-5000		EC-5700			EC-5000
View	Options ployee Position Nbr () Employe	Account	Filter Row		Contract	EC-5000	EC-5000	EC-5000	EC-5000 \$43,930.38	EC-5100	EC-5700 \$20,741.55	EC-5349	Total Loaded Salary	EC-5000
View	Position Nbr Employe Employe	Account	Filter Row 123456 IN - 123455		Contract	EC-5000 740.00	EC-5000 41.69%	EC-5000 41.69%	EC-5000 \$43,930.38 \$47,410.88	EC-5100 \$23,370.96	EC-5700 \$20,741.55	EC-5349 \$0.00	Total Loaded Salary \$88,042.90	
View	Options ployee Position Nbr @ Employe @ Employe	Account ee: DOE, JANE -	Filter Row 123456 IN - 123455 - PH000023	Budget Type	Contract	EC-5000 740.00 1,332.63	EC-5000 41.69% 75.09%	EC-5000 41.69% 134.00%	EC-5000 \$43,930.38 \$47,410.88	EC-5100 \$23,370.96 \$25,222.59	EC-5700 \$20,741.55 \$10,007.16	EC-5349 \$0.00 \$0.00	Total Loaded Salary \$88,042.90 \$82,640.62	EC-5000
View	Options ployee Position Nbr @ Employe @ Employe	Account Account ee: DOE, JANE - ee: RITTER, JOH se: sample bgs -	Filter Row 123456 IN - 123455 - PH000023 ILL - 123454	Budget Type	Contract	EC-5000 740.00 1,332.63 1,774.80	EC-5000 41.69% 75.09% 100.00%	EC-5000 41.69% 134.00% 100.00%	EC-5000 \$43,930.38 \$47,410.88 \$71,674.62 \$442.33	EC-5100 \$23,370.96 \$25,222.59 \$38,130.90	EC-5700 \$20,741.55 \$10,007.16 \$0.00	EC-5349 \$0.00 \$0.00 \$0.00	Total Loaded Salary \$88,042.90 \$82,640.62 \$109,805.51	EC-5000
Em	Options S ployee Position Nbr & Employe @ Employe @ Employe	Account Account ee: DOE, JANE - ee: RITTER, JOH se: sample bgs - se: SAUNDERS,	Filter Row 123456 N - 123455 - PH000023 11LL - 123454 antom	Budget Type		EC-5000 740.00 1,332.63 1,774.80 2,107.73	EC-5000 41.69% 75.09% 100.00% 118.76%	EC-5000 41.69% 134.00% 100.00% 123.00%	EC-5000 \$43,930.38 \$47,410.88 \$71,674.62 \$442.33 \$02.71	EC-5100 \$23,370.96 \$25,222.59 \$38,130.90 \$235.32 \$44.00	EC-5700 \$20,741.55 \$10,007.16 \$0.00 \$137.61	EC-5349 \$0.00 \$0.00 \$0.00 \$0.00	Total Loaded Salary \$88,042.90 \$82,640.62 \$109,805.51 \$815.26	EC-SOOC
View Emi	Options I ployee Position Nbr I Employe Employe Employe Employe 01	Account Account ee: DOE, JANE - ee: RITTER, JOH ee: sample bgs - tee: SAUNDERS, PHA00002 - Pfr	Filter Row 123456 NI - 123455 - PH000023 IIIL - 123454 antom Sample	Budget Type	Unknown	EC-5000 740.00 1,332.63 1,774.80 2,107.73 394.13	EC-5000 41.69% 75.09% 100.00% 118.76% 22.21 %	EC-5000 41.69% 134.00% 100.00% 123.00% 23.00 % 77.00 %	EC-5000 \$43,930.38 \$47,410.88 \$71,674.62 \$442.33 \$02.71 \$276.90	EC-5100 \$23,370.96 \$25,222.59 \$38,130.90 \$235.32 \$44.00	EC-5700 \$20,741.55 \$10,007.16 \$0.00 \$137.61 \$68.81	EC-5349 \$0.00 \$0.00 \$0.00 \$0.00	Total Loaded Salary \$88,042.90 \$82,640.62 \$109,805.51 \$815.26 \$195.52	EC-5000
9 10	Options () Position Nbr () Employe () Employe () Employe () Employe () Employe () Employe () Employe () () () () () () () () () () () () () (Account Account ee: DOE, JANE - ee: RITTER, JOH ee: SAUNDERS, PHA00002 - Ph SampleKey1 -	Filter Row 123456 14 - 123455 - PH000023 IIIL - 123454 antom Sample SampleKey2	Budget Type	Unknown GAIND	EC-5000 740.00 1,332.63 1,774.80 2,107.73 394.13 1,319.47	EC-5000 41.69% 75.09% 100.00% 118.76% 22.21 % 74.34 %	EC-5000 41.69% 134.00% 100.00% 123.00% 23.00 % 77.00 %	EC-5000 \$43,930.38 \$47,410.88 \$71,674.62 \$442.33 \$02.71 \$276.90	EC-5100 \$23,370.96 \$25,222.59 \$38,130.90 \$235.32 \$44.00 \$147.31 \$44.00	EC-5700 \$20,741.55 \$10,007.16 \$0.00 \$137.61 \$60.81 \$0.00	EC-5349 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Total Loaded Salary \$88,042.90 \$82,640.62 \$109,805.51 \$815.26 \$195.52 \$424.22	EC-5000

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

Shorte rest and a simple of a simple simple of the state		Employee ⁹	Account	Bud Type	Pos #	Line #	Pct	Start Date	End Date	Comme
2 SAUNDERS, JILL - 123454 SampleKey1 - SampleKey1 - Sample - [Active] New Funds 01 1 77.0 % 9/13/2010 12/31/2050		saund								
eventsered are an and an	1	SAUNDERS, JILL - 123454	PHA00002 - Phantom - [Active]	New Funds	01	1	23.0 %	9/13/2010	12/31/2050	
3 SAUNDERS, JILL - 123454 SampleKey2 - SampleKey2 - [Active] New Funds 01 1 23.0 % 9/13/2010 12/31/2050	2	SAUNDERS, JILL - 123454	SampleKey1 - SampleKey1 - Sample - [Active]	New Funds	01	1	77.0 %	9/13/2010	12/31/2050	
	3	SAUNDERS, JILL - 123454	SampleKey2 - SampleKey2 - SampleKey2 - [Active]	New Funds	01	1	23.0 %	9/13/2010	12/31/2050	
	5	SAUNDERS, JILL - 123454	Sampiekey2 - Sampiekey2 - Sampiekey2 - [Active]	New Funds	01	1	23.0 %	9/13/2010	12/31/2050	

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



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

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

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

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

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

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

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

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

View	Options 🛛 🔚 Save 👩 F	Refresh 🤄 O	ancel 🛛 🌹 Filter Row	🛟 Add	Row Copy	🕄 Add Row	😢 Delete 🛛 💦 Att
1	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	1 85.0	1/1/2012	12/31/2050
RITTER, JOHN - 123455	SampleKey2	New Funds	1	50.0 %	9/13/2010	12/31/2050
						-

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

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

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

>	View	Options [Refresh 🏾 🍸 Filter Row	🛞 Attributes								
Dim	Emp	oloyee 🔺										
Dimension Filter		Position Nbr	Account	Budget Type	Hours EC-5000	Person Year EC-5000	Pct on Key EC-5000	Amount EC-5000	Amount EC-5100	Amount EC-5700	Amount EC-5349	Amount Total Loaded Salary
- Selectors		+ Employe	e: DOE, JANE - 123456		1,768.00	100.00%	100.00%	\$85,000.00	\$43,095.00	\$32,343.99	\$0.00	\$160,438.9
SLO		Employe	e: RITTER, JOHN - 123455		2,784.60	157.50%	157.50%	\$75,480.00	\$38,268.36	\$17,950.91	\$0.00	\$131,699.2
	3	01	SampleKey1 - Sample	Committed Carryover	442.00	25.00 %	25.00 %	\$11,793.75	\$5,979.43	\$0.00	\$0.00	\$17,773.1
	4	01	SampleKey1 - Sample	New Funds	1,458.60	82.50 %	82.50 %	\$40,098.75	\$20,330.07	\$0.00	\$0.00	\$60,428.8
	5	01	SampleKey2 - SampleKey2	New Funds	884.00	50.00 %	50.00 %	\$23,587.50	\$11,958.86	\$17,950.91	\$0.00	\$53,497.2
		• Employe	e: SAUNDERS, JILL - 123454		1,768.00	100.00%	100.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0

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:

hew	Options	R base T	Retreat	Cancel	e rinter res						of mains	ites							
	Employee	Por	sition Nbr	Account				But	dget Type	2	013-Q1 20	3-Q2 2013-	Q3 2013-Q4	HRIS Term I	Date HR Org	Total			
_	DOE																		
1	DOE, JANE -	123456 01		PHA00002 - P	hantom - I	Active]		Nex	w Funds		40.00 1	0.00	.00 0.00			140.00			
2	DOE, JANE -	123456 01		SampleKey1	SampleKe	y1 - Samp	le - [Active]	Nex	w Funds		100.00 1	00.00 60	.00 60.00			320.00			
3	DOE, JANE -	123456 01		SampleKey2	SampleKe	y2 - Samp	leKey2 - [Ac	tive] Cor	mmitted Ca	rryover	40.00 1	00.00	.00 0.00			140.00			
4	DOE, JANE -	123456 01		SampleKey2	SampleKe	y2 - Samp	leKey2 - [Ac	ctive] New	w Funds		40.00 1	00.00	.00 0.00			140.00			
											220.00 4	00.00 60	.00 60.00			740.00			
Di e	tarts with([Em	nisueal 'DOI	· .																
	ree Projections				1999-999														
-	Options :] Refresh	Filter F	tow 🤉 Attr	butes														
-			Budget		Contract	2013-Q1 EC-5000 Hours		2013-Q3 EC-5000 Hours	2013-Q4 EC-5000 Hours	2013 EC-5000 Hours	2013 EC-5000 Person Year	2013 EC-5000 Pet on Key	2013 EC-5000 Amount	2013 EC-5100 Amount	2013 EC-5700 Amount	2013 EC-5349 Amount	2013 Total Loaded Salary Amount	POP_Start_ Date	POP_E Date
-	Position Nbr	Account	Budget	Туре		EC-5000 Hours	EC-5000 Hours	EC-5000 Hours	EC-5000 Hours	EC-5000 Hours	EC-5000 Person Year	EC-5000 Pct on Key	EC-5000 Amount	EC-5100 Amount	EC-5700 Amount	EC-5349 Amount	Total Loaded Salary Amount	Date	
-	Position Nbr		Budget	Туре		EC-5000	EC-5000	EC-5000	EC-5000 Hours	EC-5000	EC-5000	EC-5000 Pct on Key	EC-5000 Amount	EC-5100	EC-5700 Amount	EC-5349	Total Loaded Salary	Date	
-	Position Nbr	Account	Budget E - 12345	Туре		EC-5000 Hours	EC-5000 Hours	EC-5000 Hours	EC-5000 Hours	EC-5000 Hours	EC-5000 Person Year	EC-5000 Pet on Key 68.69%	EC-5000 Amount \$72,378.04	EC-5100 Amount	EC-5700 Amount \$20,741.55	EC-5349 Amount	Total Loaded Salary Amount	Date	
Em	Position Nbr	Account	Budget #L - 12345 JOHN - 12	Туре 6 3455		EC-5000 Hours	EC-5000 Hours 510.16	EC-5000 Hours 188.52	EC-5000 Hours	EC-5000 Hours	EC-5000 Person Year 68.69%	EC-5000 Pet on Key 68.69% 64.00%	EC-5000 Amount \$72,378.04 \$22,644.00	EC-5100 Ampunt \$38,505.12	EC-5700 Amount \$20,741.55	EC-5349 Amount \$0.00	Total Loaded Salary Amount \$131,624.70	Date	
Em	Position Nbr	Account ree: DOE, JAM	Budget (E - 12345 JOHN - 12 1 New Fu	Type 6 3455 nds	Contract	EC-5000 Hours 330.16 00.00	EC-5000 Hours 510.16 176.26	EC-5000 Hours 188.52 228.48	EC-5000 Hours 190.36 231.74	EC-5000 Hours 1,219.20 636.48	EC-5000 Person Yea 68.69% 35.86%	EC-5000 Pet on Key 68.69% 64.00% 5.00 %	EC-5000 Amount \$72,378.04 \$22,644.00 \$1,769.06	EC-5100 Ampunt \$38,505.12 \$12,046.61	EC-5700 Amount \$20,741.55 \$10,007.16	EC-5349 Amount \$0.00 \$0.00	Total Loaded Salary Amount \$131,624.70 \$44,697.76	Date	
Em	Position Nbr	Account ree: DOE, JAM ree: RITTER, 1 SampleKey	Budget E - 12345 JOHN - 12 1 New Fu 1 Expecte	Type 6 3455 inds id Funds	Contract	EC-5000 Hours 330.16 00.00 0.00	EC-5000 Hours 510.16 176.26 13.77	EC-5000 Hours 188.52 228.48 17.85	EC-5000 Hours 190.36 231.74 18.11	EC-5000 Hours 1,219.20 636.40 49.73	EC-5000 Person Year 68.69% 35.86% 2.80 %	EC-5000 Pet on Key 68.69% 64.00% 5.00 %	EC-5000 Amount \$72,378.04 \$22,644.00 \$1,769.06	EC-5100 Amount \$38,505.12 \$12,046.61 \$941.14 \$4,705.71	EC-5700 Amount \$20,741.55 \$10,007.16 \$0.00	EC-5349 Amount \$0.00 \$0.00	Total Loaded Salary Amount \$131,624.70 \$44,697.76 \$2,710.20	Date	POP_Er Date
6 7	Position Nbr	Account Account Rec: DOE, JAM Rec: RITTER, J SampleKey SampleKey	Budget RE - 12345 JOHN - 12 1 New Fu 1 Expecte 2 New Fu	Type 6 3455 nds cd Funds nds	Contract GAIND GAIND	EC-5000 Hours 330.16 00.00 0.00	EC-5000 Hours 510.16 176.26 13.77 68.85	EC-5000 Hours 188.52 228.48 17.85 89.25	EC-5000 Hours 190.36 231.74 18.11 90.53 123.11	EC-5000 Hours 1,219.20 636.40 49.73 248.63	EC-5000 Person Year 68.69% 35.86% 2.80 % 14.01 %	EC-5000 Pct on Key 68.69% 64.00% 5.00% 25.00% 34.00%	EC-5000 Amount \$72,378.04 \$22,644.00 \$1,769.06 \$8,845.31	EC-5100 Amount \$38,505.12 \$12,046.61 \$941.14 \$4,705.71	EC-5700 Amount \$20,741.55 \$10,007.16 \$0.00 \$0.00	EC-5349 Amount \$0.00 \$0.00 \$0.00	Total Loaded Salary Amount \$131,624.70 \$44,697.76 \$2,710.20 \$13,551.02	Date	
6 7	Position Nbr Employ Employ 01 01 01 01	Account ree: DOE, JAM ree: RITTER, 1 SampleKey SampleKey SampleKey	Budget RE - 12345 JOHN - 12 1 New Fu 1 Expecte 2 New Fu	Type 6 3455 nds cd Funds nds	Contract GAIND GAIND	EC-5000 Hours 330.16 00.00 0.00 0.00 501.84	EC-5000 Hours 510.16 176.26 13.77 68.85 93.64	EC-5000 Hours 188.52 228.48 17.85 89.25 121.38 585.48	EC-5000 Hours 190.36 231.74 18.11 90.53 123.11 518.57	EC-5000 Hours 1,219.20 636.48 49.73 248.63 338.13 2,107.73	EC-5000 Person Year 68.69% 2.80% 14.01% 19.05% 118.76%	EC-5000 Pct on Key 68.69% 64.00% 5.00% 25.00% 34.00%	EC-5000 Amount \$72,378.04 \$22,644.00 \$1,769.06 \$8,845.31 \$12,029.63 \$442.33	EC-5100 Amount \$38,505-12 \$12,046.61 \$941.14 \$4,705.71 \$6,399.76	EC-5700 Amount \$20,741.55 \$10,007.16 \$0.00 \$0.00 \$10,007.16 \$137.61	EC-5349 Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Total Loaded Salary Amount \$131,624.70 \$44,697.76 \$2,710.20 \$13,551.02 \$28,436.54	Date	

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

Employee	Position Nbr	Account	Budget Type	2013-Q1	2013-Q2	2013-Q3	2013-Q4	HRIS Term Date	HR Org	Total
DOE						_	1	1		
DOE, JANE - 123456	01	PHA00002 - Phantom - [Active]	New Funds	40.00	100.00	0.00	0.00			140.0
DOE, JANE - 123456	01	SampleKey1 - SampleKey1 - Sample - [Active]	New Funds	100.00	100.00	60.00	60.00			320.0
DOE, JANE - 123456	01	SampleKey2 - SampleKey2 - SampleKey2 - [Active]	Committed Carryover	40.00	100.00	0.00	0.00			140.0
DOE, JANE - 123456	01	SampleKey2 - SampleKey2 - SampleKey2 - [Active]	New Funds	40.00	100.00	0.00	0.00			140.0
	DOE DOE, JANE - 123456 DOE, JANE - 123456 DOE, JANE - 123456		DOE PHA00002 - Filantom - [Active] DOE, JANE - 123456 01 PHA00002 - Filantom - [Active] DOE, JANE - 123456 01 SampleKey1 - SampleKey1 - SampleKey2 - SampleKey2 DOE, JANE - 123456 01 SampleKey1 - SampleKey1 - SampleKey2 - [Active] DOE, JANE - 123456 01 SampleKey2 - SampleKey2 - SampleKey2 - [Active]	DOE PH4000021 - Phantom - [Active] New Funds DOE, JANE - 123456 01 PH4000021 - Phantom - [Active] New Funds DOE, JANE - 123456 01 SampleKey1 - SampleKey1 - Sample - [Active] New Funds DOE, JANE - 123456 01 SampleKey1 - SampleKey2 - SampleKey2 - SampleKey2 - [Active] New Funds	DOE PHA00002 - Phantom - [Active] New Funds 40.00 DOE, JANE - 123456 01 Samplekkey1 - Samplekkey1 - Sample (Active) New Funds 100.00 DOE, JANE - 123456 01 Samplekkey1 - Samplekkey2 - Sampl	DOE PHA00002 - Phantsm - [Active] New Funds 40.00 100.00 DOE, JANE - 123456 01 SampleKey1 - SampleKey1 - Sample - [Active] New Funds 100.00 100.00 DOE, JANE - 123456 01 SampleKey1 - SampleKey1 - Sample - [Active] New Funds 100.00 100.00 DOE, JANE - 123456 01 SampleKey2 - SampleKey2 - SampleKey2 - [Active] Committed Carryover 40.00 100.00	DOE PH400002 - Filantom - [Active] New Funds. 40.00 0.00.00 0.00 DOE, JANE - 123456 01 SampleKey1 - SampleKey2 - Sample (- Active) New Funds. 100.00 0.00.00 60.00 DOE, JANE - 123456 01 SampleKey2 - SampleKey2 - Chattive) New Funds. 100.00 0.00.00 60.00 DOE, JANE - 123456 01 SampleKey2 - SampleKey2 - Chattive) Committed Carryover 40.00 100.00 6.00	DOE PH400002 - Phantom - [Active] New Funds 40.00 0.00	DOE PH400002 - Phantom - [Active] New Funds 40,00 0.00 0.00 DOE, JANE - 123456 01 SampleKey1 - SampleKey1 - SampleKey2 - [Active] New Funds 100,00 100,00 60,00 DOE, JANE - 123456 01 SampleKey2 - SampleKey2 - SampleKey2 - Committed Carryover 40,00 100,00 60,00	DOE PH400002 - Phantom - (Active) New Funds 40.00 100.00 0.00 0.00 DOE, JANE - 123456 01 SampleKey1 - SampleKey1 - Sample - [Active] New Funds 100.00 0.00 60.00

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

	Employee	Po	sition Nbr	Account		
	DOE					
1	DOE, JANE - 123456	-			- p2 - p	
2	DOE, JANE - 123456	0	Add Row		(ey1 -	
3	DOE, JANE - 123456	0	Add Row		(ey2 -	
4	DOE, JANE - 123456		Сору		(ey2 -	
			Paste			
		0	Delete R	ow		

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

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



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

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

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

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

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

ew	1	Refresh 🕈 Filter Row 🕺	Attributes												
Em	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 Salar Amount
	Employee: ALVAREZ, LESLIE - 086719			744.05 1	170.00	160.00	00 100.00	0 1,174.05	5 66.35%	132.81%	\$42,333.45	\$21,463.06	\$25,631.36	\$0.00	\$89,427.8
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	\$48,58
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	\$8,17
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	\$13,04
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	\$9,81
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	\$9,81
	Employe	ARMSTRONG, ROBERTO - 013	701	469.00	469.50	484.00	477.00	1,899.50	107.44%	107.44%	\$68,491.59	\$34,725.23	\$52,124.49	\$13,638.41	\$168,9
	Employee	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	\$119.19		

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

Delete assignments No Longer Valid

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



Planning - Plan Employee Assignments Hourly


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

Planning - Plan Non-Salary Spreading

Planning - Plan Non-Salary – Spreading Across Months

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

NOTE



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

Create a Non-Salary Budget

Group Step-by-Step



Edit Planned Expenses in your non salary plan.

1. Close all windows except the Plan NonSal Expenses – Annual Spreading Working Plan. Check that you are using the Dimension Filter you created earlier in this Grid for your home Division/Program. The Columns marked in yellow are for Non-Salary Data Entry. The shaded columns are "context" columns.

View	Options	Save d] Refresh 🔄 Ci	ancel	Filter Row	Add Row	Copy	C Add R	ow 😳 Delete	Attribu	tes										
	Account	Month	Bud Type	Line #	M&S 5200	Purc'd Services 5300		PSC 5479	Equip SS00	Depreciation 5550	Interest Expense 5317	SPER 5600	Non Salary Subtotal	Comment	Salaries 5000	Benefits 5100	CSC 5349		Overhead 5700	Total Prog Exp Incl O/H	MTDC
ţ,	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
8	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	\$\$3,333.33	\$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.

	φ Account	Month	Bud Type	Line #	Total Prog Exp Incl O/H	M&S 5200	Purc'd Services 5300	Travel 5400	PSC 5479	Equip 5500	Depreciation 5550	Interest Expense 5317	SPER 5600	Non Salary Subtotal	Comment
	samplekey1		Filter Row												
1	1 SampleKey1 - SampleKey1 - Sample - [Active]	All Months	New Funds	1	\$19,533.33	\$19,533.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,533.33	Check this o
2	2 SampleKey1 - SampleKey1 - Sample - [Active]	All Months	New Funds	2	\$65,333.33	\$12,000.00	\$0.00	\$0.00	\$0.00	\$53,333.33	\$0.00	\$0.00	\$0.00	\$65,333.33	Check this o
3	3 SampleKey1 - SampleKey1 - Sample - [Active]	All Months	Expected Funds	1	\$740,000.00	\$600,000.00	\$0.00	\$0.00	\$0.00	\$140,000.0	\$0.00	\$0.00	\$0.00	\$740,000.00	Check this o
		Su	btotals	-	\$824,866.67	\$631,533.33	\$0.00	\$0.00	\$0.00	\$193,333.3	\$0.00	\$0.00	\$0.00	\$824,866.67	
4.0															

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

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

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

- 7. To insert a new row, place the cursor where you want to add a row and click "Add Row Copy".
 - Edit Budget Type to "Expected Funds" change all items to "0"
 - Set Travel at \$50,000
 - Tab from last entry, notice the 1 's in the cells you have edited
 - Click Save to keep the changes. NOTICE the Subtotals updated.
- 8. In the Filter Row, remove key you selected to see all your account keys with the "primed" reference point data as well as those you've edited in this exercise.

Group Step-by-Step



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

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

Comment	M&S 5200	Purc'd Services 5300	Travel 5400	PSC 5479	Equip 5500
🚯 Sample for class	1 \$5,000.00	\$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 - Materia	1	New Funds	\$20,000.00	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	38,
2	SampleKey1 -	5200 - Materia	1	Expected Funds	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	600,
3	SampleKey1 -	5200 - Materia	2	New Funds	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	12,
4	SampleKey1 -	S400 - Travel	1	New Funds	\$0.00	\$5,161.29	\$7,225.81	\$10,116.13	\$14,162.58	\$19,827.61	\$27,758.66	\$38,862.12	\$0.00	\$0.00	\$0.00	\$0.00	123,
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,
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,
7	SampleKey2 -	5200 - Materia	1	Expected Funds	\$30,000.00	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	48,
8	SampleKey2 -	5200 - Materia	2	New Funds	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	400,
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,
10	SampleKey2 -	SS00 - 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,

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.

T Pla	an Nor	Salary Expenses	Monthly - Data	a Entry														
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9	1	SampleKey1 -	5200 - Materia	1	New Func	\$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
Sele	2	SampleKey1 -	5200 - Materia	1	Expected	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	600,000.00
đ	3	SampleKey1 -	5200 - Materia	2	New Fund	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	12,000.00
rs			Subtota	ls		\$102,666.67	\$69,494.62	\$74,892.47	\$77,782.80	\$81,829.25	\$87,494.28	\$95,425.32	\$106,528.79	\$67,666.67	\$67,666.67	\$67,666.67	\$67,666.67	966,780.86
	🔽 St	arts with([Accoun	nt], 'samplekey	1') -														

3. Select any row, place the overall total for that line in January and zero out the rest of the cells.

NOTE - This is done assuming you had entered your planned expense amounts for FY13 via the Spreading Grid and were only updating specific accounts where you need/want the forecast to be highly accurate rather than "close enough"; where the payoff is equal to time spent updating at this detail.

- Tab from the last cell you enter in and notice all the 0 's in the cells you have edited,
- Click Save to keep the changes. NOTICE the Subtotals updated.
- 4. Go to another row and begin entering a different number each month for that expense class and budget type.
 - Notice the TOTAL for the row change as you change each entry
 - NOTE You can use Ctrl-C and Ctrl-V to copy the same entry to multiple cells
 - Tab from last entry, notice the **1**'s in the cells you have edited
 - Click "Save" to keep the changes. NOTICE all your changes replaced the entries; these did not create a new record.
- 5. To insert a new row, place the cursor where you want to add a row and click "Add Row Copy".
 - Edit Budget Type to "Expected Funds" change all items to "0"
 - Set Travel at \$50,000
 - Tab from last entry, notice the 0 's in the cells you have edited
 - Click Save to keep the changes. NOTICE the Subtotals updated.
- 6. In the Filter Row, remove key you selected to see all your account keys with the "primed" reference point data and those that you edited in this exercise.

Group Step-by-Step



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

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

3. Open the Budget Forecast Report Grid.

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

Planning - Plan Sub-Award MTDC Exclusions

Planning – Plan Sub-award MTDC Exclusions

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

NOTE



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

Create SubAward Exclusions

Group Step-by-Step



Create an MTDC sub-award exclusion.

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

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

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

Vie	w Op	otions 🛛 🔚 Save 📑 Refresh	Cance	Filter Row 😳 Add Row Copy	C Add	Row 🖸 Delete 🛛 🔀 A	ttributes	Required F	ields for M1	DC Exclusion C	alculation				
	Acc	ecount +	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
	103	3709 - 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	
	103	3709 - 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	1
	103	3709 - 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	103	3709 - 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	i.

- 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.

iew	Options 🚽 Save 🔮 R	efresh	Cancel	Tilter Row O Add Row Copy	O Add	Row 🖸 Delete 🛛 🔏 A	ttributes								
	Account	-	Month	Object Code	Line #	Budget Type	Amount	# of Sub-Contracts Over \$25k	Multiply # by \$25k	Total \$ Amt of Sub-Contracts & POs > \$25k		Other Exclusions	Total MTDC Exclusions	Total MTDC	Comment
	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	
31	103709 - Decadal Predict - [Active]	Sep	5300 - Purchased Services - Budget	1	Uncommitted Carryover	\$12.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.50	
4	103709 - Decadal Predict - [Activel	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.

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	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	Comment
	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

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).