Campus-Wide Budgeting System

Oracle Hyperion Planning

Tutorial

version 7.0



Campus-Wide Budgeting System Oracle Hyperion Planning Management

Tutorial

Developed by the TITAN Development team University of British Columbia A joint project by IT and Finance

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Before You Begin...

Background Info

In fall of 2008, UBC embarked on a review of the Consolidated Budget Process and conducted in-depth interviews with the executive, administrative staff, faculty finance officers, faculty staff representatives and departmental staff about their concerns with the current budget process and software/system. It was identified that the existing processes and systems including budgeting and management reporting did not meet the needs of the campus community.

The objective of this project is to implement new university wide budgeting processes and systems that meet Budget Office as well faculty and departmental requirements. The implementation phase began in mid-November 2009 and is expected to run until October 2010, in time for the 2011/12 budget cycle starting in October 2010.

Other References

This tutorial guides you through some of the features of the Budgeting System. However, complete details can be found in the *Campus-Wide Budgeting System User Manual*.

Stay up to date with the goings on of the Titan/Atlas Project by visiting this website regularly - <u>http://www.it.ubc.ca/projects/strategicprojects/titanatlas.html</u>

You are always welcome to send e-mail to the team, at budget@finance.ubc.ca





Getting to Know the Campus-Wide Budgeting System

What will you learn in this lesson?

- Some of the most important concepts that define the data you see and work with.
- > A few technical concepts to help you get acquainted with the system itself.
- > The high level view of the end-to-end process.
- ▶ How to launch the Campus-Wide Budgeting System.
- > How to navigate through the Budgeting System's workspace.
- ➤ Manipulate the workspace "real estate".
- > Open the application called "Planning".
- > Working with Scenarios and Versions; what they mean to your planning exercise.

First Thing's First – Understanding how the System Works

SOME BASIC CONCEPTS

Dimensions

Dimensions are structural elements of an application that describe and hold data. Dimensions provide perspective on the data being analysed. The main dimensions used for Planning at UBC are Scenario, Version, Account, Entity, Year, Period, Project Grant, Fund and Program Code. Dimensions and combinations of dimensions define a Point of View.



Dimensions represent categories of data. For example, when you enter budget data in a plan you must identify what item you are budgeting. Budget items such as travel expenses and salary expenses are in Account dimensions. You must also identify the time period for each item. Time items such as current quarter and next quarter are in the Period dimension.

Scenario and Version Dimensions

You can use the scenario and version dimensions to create individual plans that can be reviewed and approved. For each entity, the scenario and version combination contains its own set of data for accounts and for other dimensions.

After entering entity data for scenarios and version you can submit or promote the data to other users for review and approval. The intersection of entity, scenario and version is referred to as a Planning Unit.

Working with scenarios enables you to group data and to place each data group in a separate plan with its own review cycle. Scenario describes the type of plan data (such as budget, actual or forecast) and the time span that the plan covers. For example, your organization might require a one-year revenue plan and a three-year revenue plan. The plans might be prepared by different users and follow different review paths. For this purpose, the unit's administrator can create two scenarios – Current-Year Revenue and 3-Year Forecast.

Scenarios are assigned start and end years and periods. You can enter data into data forms only for scenarios that are within the start and end range specified by your administrator. The scenarios used in the Campus-Wide Budgeting system are: "Plan", "Forecast", "Long Range Forecast" and "Actuals (ACT)"

Access rights to scenarios are assigned by your administrator. If you do not have access to a scenario, you cannot enter data on a data form for that scenario.

Versions allow for flexibility and iterative planning cycles. For examples, your application can have 4 versions – "define", "approve", "working", and "draft".

At any given time there are several combinations of Scenario and Version accessible to users. For example, at the end of Q2, FY10 (September 2009) the following combinations are available:

	FY08	FY09	FY10	FY11	FY12	FY12	FY13
Actuals	Approved	Approved	Approved	-	-	-	-
Plan	-	-	Approved	Working	-	-	-
Forecast	-	-	Working	-	-	-	-
Long Range Forecast	-	-	Working	Working	Working	Working	Working

Account Dimensions

This dimension specifies the FMS account for which data is to be entered budget planners. Examples of accounts are "Sales and Services (add account #)" and "Travel (add account #)". (Add hyperlink to Hyperion / FMS accounts – not yet available).

PG Dimensions

This dimension specifies PG from FMS. PGs are generally in the following format 12Z12345.

Entity Dimensions

This dimension specifies the organizational structure. The main structure is based on the FMS AllDeptids Tree. Alternate structures are also available (e.g. by campus). Because account codes and department codes in FMS are in the same format and sometimes overlap, the departments in Hyperion have been prefixed with a "D", e.g. D321000.

Year Dimensions

This dimension specifies the fiscal year for which data is to be collected from budget planners. Examples of Year are FY10, FY11.

Period Dimensions

This dimension specifies the month for which the data to be collected from budget planners. Examples of Period are April, May.

Fund Dimensions

This dimension specifies Fund for which the data is to be collected from budget planners. Examples of Funds are G0000, R3554.

Program Code Dimensions

This dimension specifies the Program Code for which the data is to be collected from budget planners.



Members

The elements that compose a dimension are called members. Members are discrete components that, in combination with other members, form a dimension. For example, UBCO and UBCV are members of the Entity dimension.

Data is entered at the base-level of the member, not the upper-level member of the dimension. In other words, you can enter data in the lowest level child member. All parent-level members are read-only. See the *Genealogical Relationships* section for more details.

A dimension may have multiple members. Some of those members can have their own "child" members. The values of the parent-level members are aggregated from the values of their children.

Genealogical Relationships

The entire system functions on the parent and child relationship and the point of view premise. The members of a dimension are arranged into hierarchies.

Members that have members under them are known as "parent" members. The members immediately below a member are the children of the member that is directly above them. Members that have the same parent are known as "siblings".



Points of View

A point of view (POV) defines the context of the data. A POV defines what data will be retrieved from the database and displayed on the data form. A POV is made up of intersecting data elements, such as Department, PG and Program Code, to give context to the data.

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								Working		
		April	May	June	July	August	September	October	November	Dece
	598000 - Employee benefit-Other									

FIGURE 1: The combination of the selected data elements (dimensions) gives context to the data on the page.

Examples of points of view:

Example 1								
Scenario	Act							
Version	Approved							
Fiscal Year	FY09							
Period	Apr, May, Jun							
Department	D321000							

Example 2								
Scenario	Plan							
Version	Working							
Fiscal Year	FY11							
Period	QTR2							
Department	Faculty of Arts							

Users select the dimensions that will make up the point of view for the selected data form to work with.

For more information on POVs, refer to the Campus-Wide Budgeting System User Manual.

SOME TECHNICAL CONCEPTS

Elements of Data Forms

You use data forms to enter data. The elements on the data form enable you to navigate the form and to select and enter data. You may enter or edit data only when your system user profile has the security privileges, as set by the unit's systems administrator.





Use of Colours

The systems administrator sets up data forms to show certain dimensions and members, reflected by the row, column headings and Point of View. Cells display the data for the selected members. Background colors indicate:

COLOUR	INDICATION
Pale Yellow	Default, database value
Highlighted Yellow	"dirty" cells, whose values changed but are not yet saved
Light green	read-only cells
Tan	locked cells
Teal	cells having supporting detail

TABLE 1: There is special significance to the colour of the cells on the data form.

Data Forms

Data forms are spreadsheet-like grids with rows and columns into which data can be entered. They reside inside folders. When you select a folder a list of data forms is displayed in the view pane and in the content area.

From the list of data forms, open a data form by selecting it from the content area or the View pane.



Business Rules

Business rules can be launched directly from Planning or they can be associated with data forms.

Users who have data-entry privileges on a data form can see and launch only the business rules to which they have access (based on security settings of user profile), regardless of the number of business rules attached to the selected data form. Some business rules launch automatically while others prompt the user for input when they are launched.

<u>NOTE:</u> Some business rules must be run in a certain order. For example, if launching both a currency conversion business rule and a sub-total business rule, the currency conversion business rule must be launched before the sub-total rule.

Working with Multiple Applications

You can open several applications simultaneously — or the same application multiple times — and navigate among them by clicking their names on the tabs at the bottom of the content area window.



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h	⊐Other Instructional & Research (A)				8,471		
I	⊐Salaries (A)	557,559	598,464	600,522	621,593	580,733	55
I	661000 - Maintenance-General	226,531					
1	661001 - Maintenance-Plant Ops	469	1,596	2,356	409	1,422	
I	⊐Maintenance & Repairs (A)	227,000	1,596	2,356	409	1,422	
	640000 - Operational supplies & expense	1,299	3,069	7,968	-3,744	1,445	
I	641000 - Postage						~
I	641300 - Couriers	339	150	240	34	448	<
I	641400 - Customs & freight						
I	641530 - Subscriptions & publications		3,652				
I	646100 - Catering	640				12,156	
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10,000-foot View of the End-to-End Process

Every user of the system will use this system in different ways and for different purposes but all for the common goal of defining, refining and managing the university's budget.

The following process flow illustrates the high level view of the overall process of working with the system.



Of course, once inside the system we go from the 10,000-foot view to the more granular activities. Some of those activities include, but are not limited to:

- ➢ Viewing data
- Updating data
- Running business rules
- Transferring funds from one unit to another
- Request approvals
- Create budget plans
- Set forecasts

- ➢ Update plans
- Record funding changes
- Consolidate data by portfolio
- Set system preferences
- View task lists
- Attach supporting documents
- ► Etc.

This tutorial covers only a very small exemplar of what we can do in the CWBS. The *Campus-Wide Budget System User Manual* is a complete reference guide to the system's features.

Exercise 2-1 – Launching the Campus-Wide Budgeting System

Every UBC staff member authorised to work in the Campus-Wide Budgeting System (CWBS) has access to the system via the UBC Portal (CWL).

Any user wishing to work in the Campus-Wide Budgeting System must first log in to CWL (For training see #2 below). Once logged in, click the link to the Campus Wide Budgeting System in the Management Systems portal.



Scenario: It's quite simple really! You can't use the Campus-Wide Budgeting System without launching it (to start it up, in other words)!

Prerequisite: You must be authorized to use it and you must have your own valid user id and password.



1. Open Internet Explorer. <u>NOTE</u>: You must allow pop-ups and if asked for access to your clipboard, click **Yes**.

2. For the purposes of training, type in the following URL:

http://digby.adm.ubc.ca:19000/workspace/index.jsp.

- **3.** Press the Enter key. The portal's *Home Page* opens.
- 4. Enter your user name and login from the Training Login Sheet
- 5. The Budgeting System's Home page opens.



FIGURE 2: Users' Home page may be different for every user depending on individual user settings.

Exercise 2-2 – Opening a Planning Application

In the Planning component all data is processed inside applications. An application is a related set of dimensions and members that meet a specific set of analytic or reporting requirements.

Scenario: Opening the planning applications (UBC has two applications; UBCPlan and FundPlan).

Prerequisite: You must be logged into the system.



2. Click the UBCPIan application. This opens the budgeting workspace.



Exercise 2-3 – Navigating the Content Area (workspace)

Use the View Pane on the page's left side to view folders and data forms. To open a data form, double-click a folder name, and click a data form's name. The data form opens in the content area on the page's right side.

Enter Data - Account Input with Folders	Aistory - Fost					1.			יר	
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2. Plan					2009/10					
📁 3. Long Range Fost					Forecast					
📁 4. Workforce					Working					
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Balance Sheet Input - Fost	850190 - Cost Red-Cap Infr-S									
🏓 General Expense Input - Fos	850200 - Cap Infr-Sewer & dr									
	850400 - Capital Infra-Electric									
Business Rules for Account Ino	850500 - Capital Infrastructur				822	822	822	٤		
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The window also provides several tools for selecting tasks and documents:

- Planning menus
- Planning toolbars
- ➢ The View Pane

Scenario: You may want to move around inside the application to see how things work, to get to know it a bit before using it.

Prerequisite: The Campus-Wide Budgeting System must be running. That's it!



1. In the view pane, click the *Forms* folder, and then the *2*. *Plan* folder. Open the data form *General Expense Input Demo – Plan2*. The selected data form opens up in the content area.

- The workspace is that large window that takes up most of the screen.
- **3.** The area on the left of the workspace is the View Pane.

🖉 Oracle Hyperion Planning, Fu	ision Edition - Windows Internet E	xp	lorer								
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	⊐Computing Equipment (A)		2,803	1,153				250			
	820000 - Equipment		16					270			
Data Forms in Forms	Equipment purchases (A)		16					270			
Consolidated Income Stateme	810000 - Furniture	\Box	5,488								
Project Grants and Programs	□Furniture purchases (A)	Ħ	5,7	Acco	unts						
	≡Capital expenditures (A)		13,237	1,153				520			
	713000 - Professional fees		137								
Business Bules for General Exp	=Professional Fees (A)		137								
ISPlan - Apply Historical Avera	512000 - Salaries-Faculty b	arç	5,234,822	403,726	412,566	412,566	512,916	412,286	412,		
ISPlan - Apply Historical Sease	-Faculty Salaries (A)		5,234,822	403,726	412,566	412,566	512,916	412,286	412,		
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FIGURE 3: Familiarise yourself with the different elements of the workspace.

- 4. To make more room for your work, you have a few options -
 - To hide or show the View Pane at the page's left side, click **View** and then **View Pane**.
 - o Click on the View Pane or Content Area Adjuster.
 - Click, hold and drag the view pane to resize it.
 - Click on the upper-right corner to maximize or minimize the content area.

How you navigate depends on whether you have just clicked in a cell or are editing the contents of a cell. For example, when you click in a cell, you can press the Right Arrow key to move to the next cell in the row. When you are editing data in a cell, press the Tab key to move to the next cell or click inside the cell with your mouse.

- 5. When clicking in a cell and not entering or editing cell data, to move:
 - Forward, backward, up, or down, press the Right Arrow, Left Arrow, Up Arrow, or Down Arrow key.
 - To the next cell in the column, press Enter.
 - To the previous cell in the column, press Shift + Enter.



- 6. When entering or editing data in cells, to move:
 - Forward or backward within the cell data, press the Left Arrow key or the Right Arrow key.
 - o To the next cell in the row, press Tab or click in the next cell.
 - To the previous cell in the row, press Shift + Tab.
 - To the next cell in the column, press Enter.
 - To the previous cell in the column, press Shift + Enter.

Exercise 2-4 – Collapsing and Expanding Data Entry Areas and Forms

You can expand data forms and the data entry area-including the view pane-in several ways.

Scenario: You may want to move around inside the application to see how things work, to get to know it a bit before using it.

Prerequisite: The Campus-Wide Budgeting System must be running. That's it!



- **1.** Open the Data Form *General Expense Input Demo Plan2*.
- **2.** Take an action:
 - > To resize: Click the View Pane's right border, hold and drag to resize it.

To expand or collapse the View Pane: Click **View** and then **View Pane**, or click, hold and drag the view pane to resize it.



Exercise 2-5 – Selecting the Dimensions to Work With

From a form, you can see the dimensions available for selection in the page view, change the drop down selections as required and plan a PG. Certain dimensions will be predefined in certain forms and modifications are not allowed (in the example below only 4 of the dimensions can be modified)

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	5	98000 - En	nployee ben	efit-Oth	her										

Scenario: Open the form "General Expense Input Demo –Plan2" and navigate to the PG you've been assigned for Training (00GTRAIN) in the DeptID on your Training Login Sheet.

Prerequisite: You must be logged in with your assigned training ID.



3. Open the **Plan** folder.

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UBCPlan Forms 2. Plan 3. Cong Range Fost 4. Workforce 1 5. Test 6. Other Wrkforce Forms TB	Data Form Account Inp Ancillary Oy Balance Shi General Exi General Exi General Exi Research O Revenue St
Account Input with History - Plan Ancillary Overhead - Plan	

4. Open the form *General Expense Input Demo – Plan2*. Click **Yes** when the message appears about the file being very large and could take considerable time to load.



5. Use the available drop-down menus to select the dimension included on your Training Login Sheet.

DIMENSION	DATA TO SELECT
Fund	G0000
Department	(your assigned department as per the Training Login Sheet)
PG	00GTRAIN



ram Code PC_DEFAULT	
---------------------	--

6. Click Go. This loads the Planning form for the Point of View specified.

What you've done and what it all means

This chapter showed you some of the key architectural concepts that give this system its power, how to start the CWBS application and how to move around some of its components. Don't be afraid to try navigating around the system on your own; see what happens. The worse that could happen is that an option may not become available from your current location. When you feel confident, explore the following chapters.

Summary

- The entire system is governed by a security architecture whereby every user's profile restricts what he/she can do in the system.
- The CWBS interacts with other university systems, e.g. RISe, Position Management, Viking, Student Information System, etc. The CWBS pulls data from these external systems for financial planning purposes.
- Dimensions, otherwise known as 'categories' describe and hold data. Dimensions are used to define the context to the data entered and displayed, e.g. Project Grant, Fiscal Year, Faculty, etc.
- Scenarios group data and place it in separate plans with their own review cycles, e.g. Budget, Plan, Actuals.
- Versions are iterative planning cycles, e.g. Working, Approved, Draft, etc.
- Members are lower level elements of a dimension that hold the data. Members may contain other members.
- Data can be entered only in the lowest member level of the hierarchy.
- A Point of View is the combination of a Scenario, Version, Fiscal Year, Department, and Project Grant.

- Data is always entered on a Data Form.
- Data forms reside inside the Forms folder.
- > The Forms folder is accessed from the navigation View Pane.
- Some data forms can have associated business rules.
- A user role defines what that user can do inside the system, e.g. update data, run a business rule, run reports, approve a plan, etc.



1 <u>1</u> <u>1</u>



Planning and Forecasting

What will you learn in this lesson?

- > How to create your initial plan.
- ➢ How to update your forecast.
- ➢ How to set a long-range forecast.

Exercise 3-1 – Creating a Plan

<u>Scenario</u>: It is the beginning of November 2009. The Budget Office wants all departments to create their financial plan for the fiscal year 2010/2011.

<u>Prerequisite:</u> The Plan has been seeded by the Budget Office and you must have the proper user privileges.



1. From the left navigation View Pane in the application workspace click **Forms** and then **Plan**. The system displays all the data forms available under **Plan**.



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- Select the appropriate data form from the list. E.g. *General Expense Input Demo Plan2*. The system opens the selected data form in Edit mode if you are authorized to make changes to the data therein. To know whether you can edit data on the form, some of the fields will be a pale yellow.
- **3.** Select the appropriate dimensions, e.g. Fund, Unit, PG, Program Code. Only members to whom you have access appear in the drop-down menus. Once the selections are made, click the **Go** button.

WARNING: It is imperative you take the time to ensure all dimensions are correct. Every time you access this page, the system always defaults to the dimensions selected during your last session, and thus, may not specify the correct dimensions for your new, current session.

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	598000 - Employee benefit-Other									

- **4.** Drill down the list of accounts and until you reach the member (category) of the item for which you want to enter data, e.g. "Salaries/Staff Salaries/541000".
- 5. Locate the account to edit and select the cell for January.
- **6.** Enter an amount in that cell, e.g. "1000" and press Enter. At this stage you can use simple data entry or some of the tools presented above.
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|--|-----------|-------------|---------|-----------|------------|----------|-----------|---------|----------|----------|---------|----------|
| | 2009/10 | | | | | | | 2010/1 | 1 | | | |
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| | Working | | | | | | | Workin | g | | | |
| | TotalYear | April | May | June | July | August | September | October | November | December | January | February |
| All sources of revenues (A) | 5,639,000 | 5,700,120 | | | | | | | | | | |
| ±Expense Budget (A) | | | | | | | | | | | | |
| ±Cost of Sales (A) | | | | | | | | | | | | |
| ±Faculty Salaries (A) | 5,111,577 | 425,810 | 425,810 | 425,810 | 425,810 | 425,810 | 425,810 | 425,810 | 425,810 | 425,810 | 425,810 | 425,810 |
| ±Sessional Salaries (A) | 1,200,679 | 100,470 | 100,470 | 100,470 | 100,470 | 100,470 | 100,470 | 100,470 | 100,470 | 100,470 | 100.470 | 100,470 |
| 541000 - Salaries-Staff | 356,013 | 29,484 | 29,484 | 29,484 | 29,484 | 29,484 | 29,484 | 29,484 | 29,484 | 29,484 | 1,000 | 29,484 |
| 541010 - Salaries-Fulltime staff | | | | | | | | | | | | |
| 543000 - Salaries-Hourly staff | | | | | | | | | | | | |
| 545000 - Salaries-Hourly student | | | | | | | | | | | | |
| 546000 - Salaries-Staff Finders | | 872 | 872 | 872 | 872 | 872 | 872 | 872 | 872 | 872 | 872 | 872 |
| 547000 - Salaries-Overtime | | | | | | | | | | | | |
| 549000 - Salaries-Staff cost reduction | | | | | | | | | | | | |
| SALSTF - E-Staff Salaries | | | | | | | | | | | | |
| ⊐Staff Salaries (A) | 356,013 | 30,356 | 30,356 | 30,356 | 30,356 | 30,356 | 30,356 | 30,356 | 30,356 | 30,356 | 30,356 | 30,356 |
| ±Other Instructional & Research (A) | -5,600 | -8,087 | -8,087 | -8,087 | -8,087 | -8,087 | -8,087 | -8,087 | -8,087 | -8,087 | -8,087 | -8,087 |
| ⊐Salaries (A) | 6,662,669 | 548,550 | 548,550 | 548,550 | 548,550 | 548,550 | 548,550 | 548,550 | 548,550 | 548,550 | 548,550 | 548,550 |
| ±Benefits (A) | | | | | | | | | | | | |
| ±Travel Expenses (A) | -3,483 | 3,854 | 3,854 | 3,854 | 3,854 | 3,854 | 3,854 | 3,854 | 3,854 | 3,854 | 3,854 | 3,854 |
| ±Library Acquisitions (A) | | | | | | | | | | | | |
| +Operational Supplies & Expense (A) | -15,888 | 10,025 | 10,025 | 10,025 | 10,025 | 10,025 | 10,025 | 10,025 | 10,025 | 10,025 | 10,025 | 10,025 |
| ±Grants to Other Agencies (A) | | | | | | | | | | | | |
| + Professional Fees (A) | | 128 | 128 | 128 | 128 | 128 | 128 | 128 | 128 | 128 | 128 | 128 |

- **7.** Click the **Save** button (III). This updates the database with your budget change.
- **8.** Drill down the list of accounts and until you reach the member (category) of the item for which you want to enter data, e.g. "Salaries/Staff Salaries/543000".
- **9.** Locate the account to edit and select the cell for December.
- **10.** Enter an amount in that cell, e.g. "2000" and press Enter.



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	TotalYear	April	May	June	July	August	September	October	November	December	January	February	March	-TotalYe	5
Il sources of revenues (A)	5,639,000	5,700,120												5,700,12	-
Expense Budget (A)															
Cost of Sales (A)															
±Faculty Salaries (A)	5,111,577	425,810	425,810	425,810	425,810	425,810	425,810	425,810	425,810	425,810	425,810	425,810	425,810	5,109,72	
±Sessional Salaries (A)	1,200,679	100,470	100,470	100,470	100,470	100,470	100,470	100,470	100,470	100,470	100,470	100,470	100,470	1,205,64	
541000 - Salaries-Staff	356,013	29,484	29,484	29,484	29,484	29,484	29,484	29,484	29,484	29,484	1,000	29,484	29,484	325,32	
541010 - Salaries-Fulltime staff															1
543000 - Salaries-Hourly staff									0	2,000				2,00	
545000 - Salaries-Hourly student											1				1
546000 - Salaries-Staff Finders		872	872	872	872	872	872	872	872	872	872	872	872	10,46	1
547000 - Salaries-Overtime															1
549000 - Salaries-Staff cost reduction															1
SALSTF - E-Staff Salaries															
⊐Staff Salaries (A)	356,013	30,356	30,356	30,356	30,356	30,356	30,356	30,356	30,356	32,356	1,872	30,356	30,356	337,78	
±Other Instructional & Research (A)	-5,600	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-97,03	
Salaries (A)	6,662,669	548,550	548,550	548,550	548,550	548,550	548,550	548,550	548,550	550,550	520,066	548,550	548,550	6,556,11	
Benefits (A)															
±Travel Expenses (A)	-3,483	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	46,24	
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11. By clicking the **Refresh** button (). The system presents a message about unsaved data. Accept the change to continue. The form will refresh with the latest version of the database.

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±Expense Budget (A)																
±Cost of Sales (A)																
±Faculty Salaries (A)	5,111,577	425,810	425,810	425,810	425,810	425,810	425,810	425,810	425,810	425,810	425,810	425,810	425,810	5,109,725		
±Sessional Salaries (A)	1,200,679	100,470	100,470	100,470	100,470	100,470	100,470	100,470	100,470	100,470	100,470	100,470	100,470	1,205,642		
541000 - Salaries-Staff	356,013	29,484	29,484	29,484	29,484	29,484	29,484	29,484	29,484	29,484	1,000	29,484	29,484	325,323		
541010 - Salaries-Fulltime staff																
543000 - Salaries-Hourly staff																
545000 - Salaries-Hourly student																
546000 - Salaries-Staff Finders		872	872	872	872	872	872	872	872	872	872	872	872	10,463		
547000 - Salaries-Overtime																
549000 - Salaries-Staff cost reduction																
SALSTF - E-Staff Salaries																
	356,013	30,356	30,356	30,356	30,356	30,356	30,356	30,356	30,356	30,356	1,872	30,356	30,356	335,786		
±Other Instructional & Research (A)	-5,600	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-8,087	-97,039		
-Salaries (A)	6,662,669	548,550	548,550	548,550	548,550	548,550	548,550	548,550	548,550	548,550	520,066	548,550	548,550	6,554,114		
±Benefits (A)																
±Travel Expenses (A)	-3,483	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	46,246		
±Library Acquisitions (A)																
±Operational Supplies & Expense (A)	-15,888	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	120,300		
±Grants to Other Agencies (A)																
±Professional Fees (A)		128	128	128	128	128	128	128	128	128	128	128	128	1,530		
±Internally Contracted Services (A)																
±Scholarships, Fellowship, Bur (A)																
±Debt Servicing (A)																-
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FIGURE 4: Notice how the \$1000 remains after the Refresh but the removal of the \$2000 is reflected in the form.

Exercise 3-2 – Updating your Forecast (self study)

Scenario: The fiscal year has now begun and new information is available to you. You may now update your forecast for the current year.

<u>Prerequisite</u>: The University's Plan has been approved by the Board and loaded as the starting point for your forecast.



1. From the left navigation View Pane click **Forms** and then **Forecast**. The system displays all the data forms available under **Forecast**.

2. Select the appropriate forecast data form from the list. E.g. *General* Expense Input - Fest. The system opens the selected data form in Edit mode if you are authorized to make changes to the data therein. To know

whether you can edit data on the form, some of the fields will be yellow. **NOTE:** Notice how in the Forecast, the form is Read-Only for the closed months.



FIGURE 5: Notice the Points of View are the same as chosen in the previous exercise of Creating Plan. Notice also the closed and open cells.

- **3.** Drill down through the list until you reach the "Cost of Sales", and account "490201 COS General Books".
- 4. Click inside the November cell and enter "20000" and press Enter.
- **5.** Click in another cell or press the Tab key to move to the next cell. The system changes the colour of the edited cell to a highlighted yellow. Continue to make any and all changes required.



6. Click the Save toolbar button (🗒) to save the changes when finished making all your changes. Once the changes are saved to the database the cell highlighting is removed.

Exercise 3-3 – Setting a Long-Range Forecast (self study)

Scenario: You must forecast your unit's financial plan for the next 3 years.

Prerequisite: None.



1. From the left navigation View Pane click **Forms** and then **Long Range Forecast**. The system displays all the data forms available under Long Range Forecast.

Select the appropriate forecast data form from the list. E.g. General

Expense Input - LRF. The system opens the selected data form in Edit mode if you are authorized to make changes to the data therein. To know whether you can edit data on the form, some of the fields will be a pale yellow.

3. By default the system displays columns of forecasts to be entered by fiscal year. To enter detailed long range forecast amounts at a more granular level, such as monthly, expand the fiscal year's column by clicking the little 📑 sign inside the column's heading.

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598400 - Employee benefit-Hourly pensio						

FIGURE 6: Notice how FY10 is Read-Only because the 1st year of the LRF is being populated by the current year forecast.

- **4.** Scroll through the list until you reach the account of the item for which you want to edit data.
- **5.** Locate the account to edit and select the period, or month, to change.

Exercise 3-4 – Planning by Using a System Function

In addition to Grid Spread, the system provides additional built-in functionality to make the planning process more efficient and to make the information more useful. Refer to *Appendix B* for a list of available options.

Scenario: You continue making adjustments to your budget using the various system options.

<u>Prerequisite:</u> Open the form *General Expense Input Demo – Plan2* and ensure you select the proper dimension members related to your training ID.



1. Adjust Feature

a. Scroll through the list of accounts and expand the "Building Operations - Utilities" account.

b. Select the cell at the intersection of "April" and account "764000 – IT Rental – Telephone Equipment" under "Building Operations – Utilities / Communications".

c. Click the Adjust button (\checkmark). This opens a small window on the Data Form.



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	Working TotalYear	April	May	June	July	August	September	October	g November	December	Jar
±Operational Supplies & Expense (A)	-15,888	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	1
±Professional Fees (A)		128	128	128	128	128	128	128	128	128	
±Internally Contracted Services (A)											
Scholarships, Fellowship, Bur (A) Debt Servicing (A) 658501 - IT-Cellular,telephone&telecon				1. Clic targ	:k in th et cell	ne					
764000 - IT-Rental-Telephone equipme	47,216	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	
764001 - Telecommunications 764002 - IT-ISDN lin Adjust Data 764003 - IT-Interne By Value 764004 - IT-Data lin 764009 - IT-Calle Adjust Data 764009 - IT-Calle Adjust Data	€ Increase C Decreas	∍by eby	1500		3.	Spec paran	ify your neters				
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	hto see	the res	sults								•

- d. Select the "Increase by" radio button and then enter "1500" (percentage is also available). This represents \$1,500. Do not enter the dollar sign (\$) or the comma; just the number.
- e. Click the Adjust Data button. The new value is "5,497".

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±Operational Supplies & Expense (A)	-15,888	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	1
±Grants to Other Agencies (A)											
±Professional Fees (A)		128	128	128	128	128	128	128	128	128	
±Internally Contracted Services (A)											
±Scholarships, Fellowship, Bur (A)		Re	esult o	f Adiu	sted E	Data					
±Debt Servicing (A)				- 1							
658501 - IT-Cellular,telephone&telecor											
764000 - IT-Rental-Telephone equipme	47,216	5,497	,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	
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764012 - IT-Mainte	O Decrease	by	1000								
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- f. Click Save (🔡).
- **2.** Cut, Copy Paste Features

- a. Remain at the same intersection (the one with the data).
- b. Click the **Copy** button (E). If the system asks you about allowing access to the clipboard, say **Allow Access**.
- c. Select the remaining months for account "764000" by clicking the first cell and dragging the mouse to the last cell you want as the complete selection, e.g. from May to March.
- d. Click the **Paste** button (1). The remaining months have changed to "5497" and the system calculates the total for the year as "\$65967".

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	▙	April	May	June	July	August	September	October	November	December	January	February	March		
±Operational Supplies & Expense (A)	В	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	120,300	
±Grants to Other Agencies (A)															
±Professional Fees (A)		128	128	128	128	128	128	128	128	128	128	128	128	1,530	
±Internally Contracted Services (A)															
±Scholarships, Fellowship, Bur (A)															
±Debt Servicing (A)	П														
658501 - IT-Cellular,telephone&telecom															
764000 - IT-Rental-Telephone equipment	5	5,497	5,497	5,497	5,497	5,497	5,497	5,497	5,497	5,497	5,497	5,497	5,497	65,967	
764001 - Telecommunications															
764002 - IT-ISDN line expenses															
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764004 - IT-Data line-Miscellaneous															1
764009 - IT-Cable															
764012 - IT-Maintenance-Fiber															1
765000 - IT-Telephone-Long distance	9	55	55	55	55	55	55	55	55	55	55	55	55	659	
765001 - Telephone		-30	-30	-30	-30	-30	-30	-30	-30	-30	-30	-30	-30	-360	-
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- e. Click Save (🗒).
- **3.** Cell Text Feature
 - a. Select the intersection for "TotalYear" and account "764000".
 - b. Click the **Cell Text** (^{Le]}) button. This opens the *Cell Text* window.



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	TotalYear	
764000 - IT-Rental-Telephone equipment	This is the Cell Text feature. Enter	
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- c. Enter an explanation as to why you increased the Plan.
- d. Click **Submit**. A flag now appears in the top right corner of the cell to indicate there is text associated with the cell.



- e. Click Save (📕).
- **4.** Add / Edit Document Feature
 - a. Click in the "March" cell for the same account "764000".
 - b. Click the **Add/Edit Document** button (S). This opens the *Add/Edit Document* dialog window.

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c. Click the browse button ($\overline{\mathbb{Q}}$). The system opens the *Select* window.

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- d. Select the file "Getting Started with Sample Content.htm" if it is there. If not is at the root, continue searching through the folders to find any sort of document file.
- e. Click the **OK** button in the *Select* window or double-click the document file name. This closes the *Select* window, inserts the filename of the selected document into the *Add/Edit Document* window.
- f. Click the Submit button in the Add/Edit Document window. This closes the window and inserts a small flag in the top right hand corner of the cell. <u>NOTE</u>: The window with the submit button may have been minimized when you clicked the "browse" button.

					Working
ember	January	February	March	⊡ TotalYear	TotalYea
5,497	5,497	5,49	5,497	65,967	
			-		
55	55	55	55	659	
-30	-30	-30	-30	-360	
- OA	-04	-04	-04	-1 120	

- To view the attached document, click on the cell, click the Edit menu and then the Open Document sub-menu option. The system opens the attached document onto the screen.
- 6. Supporting Detail
 - a. Scroll down to the "Travel Expenses", then drill down to "Conferences Expenses".



- b. Select the intersection of "July" and "624000 Conferences Accommodation".
- c. Click the **Supporting Detail** button (**1**). This opens the *Supporting Detail* window.
- d. Add the title "NHL Awards" in the awaiting textbox that says "Untitled".
- e. Click the **Add Child** button. This inserts a new blank row (with the text "Untitled" directly below the row with the text "NHL Awards".
- f. Enter the attendee name "Henrik Sedin" in the row that says "Untitled". This creates the genealogical hierarchy of the parent (NHL Awards) and the child (Henrik Sedin).

Supporting Detail			· · · · · · · · · · · · · · · · · · ·
• Account: 624000 - Confere	nces-Accomo	dation 🔹 Fund:	G0000 - General Purpose Operating ● Entity: D110200 - School of Arch and LS Arch ● Project Gr
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		2010/11	
		Plan	
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		July	
NHL Awards	+ •		
Henrik Sedin	+ •		
	Total:		
Help			Refresh Save Cancel

- g. Click the **Add Sibling** button (to the immediate right of the **Add Child** button. This inserts a new blank row, with the default text of "Untitled", at the same hierarchical level as Henrik Sedin.
- h. Enter the attendee name "Daniel Sedin". Henrik Sedin and Daniel Sedin are now siblings under the parent "NHL Awards".
- i. Enter the rate of "1500" for each individual. Enter just the number, no dollar sign nor separating comma.

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Supporting Detail					<u>^</u>
• Account: 624000 - Conferences-	Accom	odation 🔹 Fund:	G0000 - General	Purpose Operating	• Entity: D110200 - Sch
Program Code: PC_DEFAULT - F	C_DEF	AULT - Default Pr	ogram Code		
Add Child Add Sibling Delete D	elete A	II Promote De	mote Move Up	Move Down D	uplicate Row
		2010/11			
		Plan			
		Working			
		July			
NHL Awards	+ -	3,000			
Henrik Sedin	+•	1,500			
Daniel Sedin	+ 🗸	1,500			
	Total:	3,000			
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- j. Click in the cell "NHL Awards" and then click **Add Sibling**. This adds a new row under Daniel Sedin, but at the parent level.
- k. Enter "Nights" in place of the text "Untitled".





l. Change the operator to multiply (" * ").

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Daniel Sedin + 1,500.0	
Nights the asterisk m	eans 'multiply'
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m. Enter "2" (for 2 nights) and then click **Save**. You are returned to the cell with the new total of \$6000. The cell is highlighted in teal to indicate that the cell has supporting details.



Exercise 3-5 – Spreading Data Using Grid Spread

Grid Spread automatically distributes amounts from summary Members to level 0 Members based on selected criteria. You can use the Grid Spread option to specify an amount or a percentage by which the system increases or decreases values across multiple members. The spread is based on the target cell values.

When you run a Grid Spread action, the Data Form grid is loaded with the changed values. You can view and validate results before saving the data.

Scenario: You are generally satisfied with the professional expenses in the plan; however you would like to reduce them by 2% in FY11.

Prerequisite: None.





1. Open the form *General Expense Input Demo – Plan2*.

2. Expand the "Professional Fees" account and then select the member "713000 - Professional Fees".

3. Select the cell with the total expenses "TotalYear". *WARNING:* The selected cell must contain a value.

4. Click on the **Grid Spread** icon (

Grid Spread	×
Cell Value: 1530	
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By Value 💌 💿 Increase by	5
O Decrease by	
Spread Value 1530 Adjust	
Spread Type	
• Proportional spread	
C Evenly Split	
O Fill	
Spread Close	Help

- 5. Select "By Percentage" from the Adjust Data drop-down list.
- 6. Select the "Decrease by" radio button and enter "2" in the adjoining amount field.
- 7. Select "Proportional Spread" from the Spread Type options.

Grid Spread
Cell Value: 1530 Adjust Data By Percentage C Increase by 2 © Decrease by 2 Spread Value 1530 Adjust
Spread Type Proportional spread C Evenly Split C Fill
Spread Close Help

- Click the Adjust button to see the impact. The system changes the amount in the Spread Value field.
- 9. Click the Spread button. This changes the affected cells in the Data Form.
- **10.** Click **Close** when finished and then save.

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	TotalYear	April	May	June	July	August	September	October	November	December	January	February	March	TotalYear	
±Travel Expenses (A)	9,259	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	46,246	-
±Library Acquisitions (A)															
±Operational Supplies & Expense (A)	67,533	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	120,300	
±Grants to Other Agencies (A)															
711000 - Legal fees															
712000 - Consulting fees															
712001 - Consulting fees-External															
712002 - Consulting fees-Internal															
713000 - Professional fees	125	125	125	125	125	125	125	125	125	125	125	125	125	1,499	
713003 - Prof Pees-RTW Medical Assess															
713004 - Prof Fees-WCB Rehab Costs															
713100 - Prof Fees-Investment Managers															
713200 - Property Management Fees															
714000 - Accounting fees															
714100 - Administration Fees											Row 438.	Column 11			
715000 - Architect fees															
PROFEE - E-Professional Fees															
-Professional Fees (A)	125	128	128	128	128	128	128	128	128	128	128	128	128	1,530	
±Internally Contracted Services (A)															
±Scholarships, Fellowship, Bur (A)															
±Debt Servicing (A)															
±Building Operations-Utilities (A)	47,060	3,918	3,918	3,918	3,918	3,918	3,918	3,918	3,918	3,918	3,918	3,918	3,918	47,018	
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FIGURE 7: Although we did "Proportional Spread" we obtained the same result as we would have if we'd applied "Even Split" because the numbers were the same in each cell before we started this exercise.

Exercise 3-6 – Adjusting Totals Using Grid Spread



- **1.** Stay on the same page as in the previous exercise.
- 2. Using simple data entry you learned in Chapter 3, enter the following:

ACCOUNT	MONTH	AMOUNT
711000	April	300
713100	July	250
714000	October	75
715000	February	100





- **3.** Click **Save** when done.
- 4. Click inside the cell at the intersection of "Professional Fees" and "TotalYear".

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	2009/10							2010/1	1						-	
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	TotalYear	Annil	Mari		a de	A	Cashankan	Onterlan	Manager	Deservices		Fahrung	Manak	- TotalYear		
±Salaries (A)	6,456,830	548,550	548,550	548,550	548,550	548,550	548,550	548,550	548,550	548,550	548,550	548,550	548,550	6,582,598		
∴Benefits (A)																
±Travel Expenses (A)	9,259	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	3,854	46,246		-
Library Acquisitions (A)																
±Operational Supplies & Expense (A)	67,533	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	120,300		
∴Grants to Other Agencies (A)																
711000 - Legal fees		300												300		
712000 - Consulting fees																
712001 - Consulting fees-External																
712002 - Consulting fees-Internal																
713000 - Professional fees	125	125	125	125	125	125	125	125	125	125	125	125	125	1,499		
713003 - Prof Fees-RTW Medical Assess																
713004 - Prof Fees-WCB Rehab Costs																
713100 - Prof Fees-Investment Managers					250									250		
713200 - Property Management Fees																
714000 - Accounting fees								75						75		
714100 - Administration Fees																
715000 - Architect fees												100		100	This c	ell is read-
PROFEE - E-Professional Fees													6			
-Professional Fees (A)	125	425	125	125	375	125	125	200	125	125	125	225	125	2,224		
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- **5.** Click the **Grid Spread** button (
- 6. From the Adjust Data drop-down list, select "By value".
- 7. Select the "Increase By" radio button.
- 8. Enter 3000 in the accompanying data entry field and then click Adjust.

- 9. Click Spread. The system calculates the new values.
- **10.** Close the *Grid Spread* window to return to the Data Form. Notice the changed data.
- **11.** Click **Save** when done. Notice that the total was updated.

What you've done and what it all means

- You've learned to enter data into data forms
- > You've learned how to spread an amount across multiple cells for the same account.
- You've also learned how to use the system-delivered options to assist with budget preparation.







Business Rules (Self-Study)

What will you learn in this lesson?

- ▶ How to view what business rules are available on a form.
- \succ How to run a business rule.

Exercise 4-1 – Identifying the Business Rules Available to the Data Form (self study)

Scenario: You would like to apply seasonality to your budget by reflecting the seasonality that existed in the prior year.

<u>Prerequisite:</u> You must be in the form that contains the business rule. To know whether the form has a business rule, look in the left navigation view pane – There's the list of folders, then the list of all the data forms in the selected folder, and then the business rules attached to the selected data form are listed in the last place in that view pane.







1. From the same form, *General Expense Input Demo – Plan2*, right-click on the PG drop-down list. A sub-menu appears and displays some menu options.

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	TotalYL	April	May	June	July	August	September	October	November	December	January	February	March	_TotalYear		
±Capitalized Investment Income (A)																-
±Government Grants (A)		_														
±Investment Income (A)		_														
±Other Grants, Contracts & Dona (A)																
+Revenue Budget (A)																
±Sales & Services (A)																
±Student Fees (A)																
±Year End Deferral Adjustments (A)																
All sources of revenues (A)															-	-
±Salaries (A)																
±Benefits (A)				3499	583									4081		
±Capital expenditures (A)																
±Cost of sales (A)																
±Debt Servicing (A)																
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2. From the drop-down list click on **2. Apply Historical Seasonality**. This opens the *Runtime Prompts* window.

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🐺 s	Select Fund:
F	"G0000"
w s	Select Department:
1	"D120700"
W 9	Select Project Grant:
E	"OOGTRAIN"
w s	Select Program Code:
I	"PC_DEFAULT"
W s	Select Year to base the Seasonality on:
1	🗷 🖄
B s	Select Periods to base the Seasonality on:
1	× ≥
W 9	Select Scenario to base the Seasonality on:
[× 2
w s	Select Version to base the Seasonality on:
	× 2
	Select Year to populate:
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W 9	Select Scenario to populate:
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Launch	Close Validate Create runtime prompt values file
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- **3.** Select a member for each dimension when prompted. <u>NOTE</u>: Some of these dimensions will be different for every user because of the training IDs assigned to you.
 - a. Account: click on the magnifying glass icon, expand "STMT_REV_EXP" and place a checkmark in the "expenses" checkbox.
 - b. Click the arrow to move "expenses" to the *Selected Members* pane (Alternatively you could type "Expenses").

Click **Submit**. The *Member Selection for Account* window closes and adds "Expenses" to the Select Account text field.

	Membe	r Selection for Acco	unt	~
Members in Account	e e		Selected Members	
F 🖓 Account	^		"EXPENSES"	
P STMT_REV_EXP				
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Help			Submit	Cancel

4. Repeat Step 3 for each dimension in the window.



Dimension	Value to select
Year to base seasonality on	FY09
Periods to base seasonality on	Select all the months
Scenario to base the seasonality on	Act
Version to base seasonality on	Approved
Year to populate	FY11
Scenario to populate	Plan
Version to populate	Working

- 5. Click Validate. <u>NOTE</u>: If you see the system message "One or more runtime prompt values are invalid..." look to see where the problem is (likely the field with the red X (e.g. "Scenario to populate")) and correct it.
- 6. For the missing Scenario to populate, select "Plan", and then click Validate again.
- 7. Click Launch. A Launch Successful dialog box appears. Data now has a seasonal trend.

What you've done and what it all means

You've learned to launch a business rule to apply historical figures to an upcoming plan.



Transfers

What will you learn in this lesson?

- ➢ How to execute a GPO funding transfer.
- > How to accept and reject transfers.

Exercise 5-1 – Transferring GPO Funding to another Unit

Scenario: You want to transfer funding from PG 00GTRAIN from your DeptID DYYYYYY to DeptID DXXXXXX. (where DYYYYYY and DXXXXXX = the training IDs on your Training Login Sheet.)

<u>Prerequisite:</u> You must have the authority to execute GPOF Funding transfers, as well as the applicable user privileges.



1. Click the **Home Page** tab in the bottom left-hand corner of the page.

Click the **Applications** link on the *Home Page*.

3. Click the **FundPlan** option. This opens the FundPlan application and lists the folders and data forms applicable to Funding.

4. Select the "GPO External Transfers" folder from the View Pane. The data forms associated with the GPO external transfers are listed in the content area on the right.



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- **5.** Select the form "1.00 Pending GPO External Transfers Out". This opens a list of your total pending transfers by department (you have only one department for training, and you're starting with a blank slate).
- 6. Ensure your department (as per the Training Login Sheet), PG 00GTRAIN and 2009/10 are selected in the drop-downs and then click **Go**.

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- 7. Right-click on the text "Line_Itemxx". The system displays a mini menu.
- 8. Click Initiate Transfer from the pop-up menu. This opens the *Initiate Transfer* window.

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9. Enter the data in the corresponding text fields on the *Initiate Transfer* window. <u>NOTE</u>: Be sure to expand the window to see all the fields and the scrollbar and do not change any of the data in the fields marked with "Do not change".

Text Field	Data to Enter
Enter a description for this transfer	Request for funds for Geography
Select the Department to Transfer to	X_D121600 (the DeptID indicated in column "Transfer Funds To" on your Training User ID sheet
Enter the amount to transfer in the first year	10500
Enter amount to transfer on a recurring basis	15000 (Note, when the recurring transfer is \$0, leave #MISSING in the field)
Enter contact information for this transfer	Dean's Office 2-2252
Select Period in which the transfer will occur	Apr

10. Click the **Validate** button. If you entered all the information correctly, the system displays a message saying that all runtime prompts are valid.



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ļ		Request for funds for Geography	
	ERT.	Select the Department to Transfer to:	
		X_D121600	
	123	Enter the amount to transfer in the first year:	
		10500	
	123	Enter amount to transfer on a recurring basis:	
		15000	
	ABC	Enter contact information for this transfer:	
		Dean's Office 2-2252	
	D.	Select Period in which the Transfer will occur:	
		apr 🗹 🛃	
	шł	Line_Item - Do Not Change	
		"LINE_ITEM02"	
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		"OOGTRAIN"	
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11. Click the **Execute** button to execute the transfer you specified. As long as there are no errors, the system will list the new transfer record on the page.

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		i Initia	te_GPO_External_Txr w	as successful. 🗙		
LINE_ITEM02						
	GPO Txr Out Desc	GPO Txr Out Contact	GPO Txr Out Status	GPO Txr Out CurrYr A	GPO Txr Out Recurrin(
April X_D120900 - English	Request for funds for (Dean's Office 2-2252	Pending Department A	10500	15000	

FIGURE 9: The system lists both transfers you just executed.

Exercise 5-2 – Accepting / Rejecting GPO Funding Transfer

Scenario: Funds are being transferred to your department for a special project you will be managing. *Review the list of pending transfers and accept the funding.*

<u>Prerequisite:</u> A funding transfer to your PG has been executed by another PG. (Always right-click on the top, left hand field)



1. Click **Forms** in the navigation View Pane. It'll display all the associated funding-related data folders and forms.

2. Select the *GPO External Transfers* folder.

3. Open the form *2.00 Pending External Transfers In.* This form shows the transfers pending for all the departments you have access to. (You have access

to two departments in this training module)



4. Right-click on your assigned department. By right-clicking the line with the pending transfer, a small pop-up menu appears.



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- **5.** Click **Review sending Dept detail**. This page lists the total pending transfers for your department and separated by department.
- **6.** Right-click on "Budget Office". This is the transfer you want to review. Another small pop-up menu appears.

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7. Click **Review Line Item detail**. This list displays all the pending transfers from the Budget Office to your department. In this example, we see only one pending transfer.

Page 2009/10 - Economics		X_D321000 - Budget (Office • M	Go
LINE_ITEM22 No Project Grant	GPO Txr In	i CurrYr Amount 5600	GPO Txr In Recurring Amount	
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8. Right-click the pending transfer (e.g.LINE_ITEM02) and then click **Review Transfer** detail.

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LINE TENE2 No Project Grant 5600 Review Transfer detail Back to sending Dept detail Back to Pending Transfer Summary			GPO Txr In	CurrYr Amount	GPO Txr In R	ecurring Amount	
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Back to Pending Transfer Summary	IC	Back to sending Dept detail	• • • •				
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9. Right-click on "No Project Grant" and then click **Approve Transfer**. This will open the *Approve Transfer* window where you can approve or reject the transfer and assign a PG.



Page D120800 - Economics X_D321000 - Budget Office	Go
GPO Txr In Desc Training Funding Approve Transfer de Rivard x12345 No Pro Reject Transfer Clear Rejected Transfer ing Department Approval Clear Rejected Transfer back to Line Item detail Back to Sending Dept detail Back to Pending Transfer Summary Hide rows with no data Hide rows with zeros and no data	
	P

10. In the *Approve Transfer* window, enter "**00GTRAIN**" in the field "Select Project Grant to Transfer to" and then click **Validate**. The system displays the message that all runtime prompt values are valid.

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	() All the runtime prompt values are valid $old x$	
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not	Select Project Grant to Transfer to:	Î
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11. Click **Execute**. The transfer is approved.

What you've done and what it all means

So far, the big picture looks like this:

- > You've transferred and received GPO Funding.
- You've seen your list of Pending Transfers


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Workflow

What will you learn in this lesson?

- ➢ How to verify the status of the Plan
- ▶ How to submit your the departmental Plan for review
- ➢ How to promote the Plan as a reviewer

The Planning Unit

Planning tracks the budget by planning unit. A planning unit is a slice of data at the intersection of a scenario (Budget, Plan, Actuals), a version (Working, Approved, Draft) and an entity (Faculty of Arts, Faculty of Medicine, General Administration). It is the basic unit for preparing, annotating, reviewing, and approving plan data. At UBC workflow is enabled for all departments for Scenario = Plan and Version = Working.

State	Description
Not Started	The initial state of all planning units. The budget administrator initiates the review process using the Start action.
First Pass	The first state for planning units selected to go through the Workflow process. There is no owner of a planning unit during First Pass. Any user with data access can enter data and promote the planning unit during the "First Pass" state.
Under Review	This state occurs when a Promote action is taken on a planning unit and signifies that a planning unit is being reviewed by someone in the organization. Only the current owner or the budget administrator can modify data or perform an action on a planning unit that is in the "Under Review" state.
Signed Off	This state occurs when a Sign Off action is taken on a planning unit. Only

A planning unit is always in one of six states. See the following table



	the current owner or the budget administrator can modify data or perform an action on a planning unit that is in a "Signed Off" state. Ownership does not change when a planning unit is signed off.
Not Signed Off	This state occurs when a Reject action is taken on a planning unit. Only the current owner or the budget administrator can modify data or perform an action on a planning unit that is in a "Not Signed Off" state.
Approved	This state occurs when an Approve action is taken on a planning unit. After a planning unit is approved, the budget administrator becomes the owner of the planning unit. Only the budget administrator can modify data or perform an action on a planning unit that is in an "Approved" state. After all the planning units are approved, the budgeting cycle is complete. NOTE: In all states except the "Not Started" state, users with read access can view data, view the process state, view the history, and read and enter new annotations.

Exercise 6-1 – Viewing the Status of a Planning Unit

Scenario: You are a Planner or Reviewer and you want to see if a Planning Unit you are responsible for has been submitted.

Prerequisite: None.



- **2.** The *Process Definition* page appears.
- **3.** From the Scenario drop-down list, select "Plan".

Process Definition
Scenario Version and cick Go. Scenario Version Plan Vorking Go.

- **4.** From the Version drop-down list, select "Working" and then click **Go**. The system displays a list of planning units to which you have access.
- **5.** For your Planning Unit, click the **Details** link (your Planning Unit or DeptID is listed on the Training Login sheet).

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Select a valid scenario and version and click Go.								
Scenario Version Budget Vorking Go								
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Entity ⊐Entity	Plan Start	Cycle Exclude	Process Status	Current Owner	Action			
···· - Operations	œ	0	Under Review	Not Available	<u>Details</u>			
Dept 100	œ	0	Under Review	RPepe	<u>Details</u>			
Dept 200	œ	0	First Pass	Not Available	<u>Details</u>			
Dept 300	œ	0	First Pass	Not Available	<u>Details</u>			
FP&A	œ	0	Under Review	RPepe	<u>Details</u>			
Accounting	œ	0	Under Review	RPepe	<u>Details</u>			
Finance	œ	0	Under Review	RPepe	<u>Details</u>			
Legal	œ	0	Under Review	RPepe	<u>Details</u>			

6. Click **Details** to see information about a planning unit.



Exercise 6-2 – Submitting a Plan

Scenario: You've completed the planning for your Department and are ready to submit to the department's *Reviewer.*

Prerequisite: All PG budgets within the unit have been completed.



From the main menu, click File > Workflow > Manage Process.

2. Select the correct Scenario ("Plan") and Version ("Working") you would like to submit and then click **Go**. The system displays the list of planning units.

3. For the department you've been working in, click the **Details** link. This displays the status and annotations of the currently selected planning unit.

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UBCPlan		Б×
● Scenario: Plan ● Version: Working ● Entity: C Process Status Owner	CAPITAL_ADJUSTMENTS Last Action Status Changed	<u> </u>
Existing Annotations	Change Status	>
No annotations are available for this planning unit.	×	
	Add Annotation.	
	Done	• •

- 4. Click the **Change Status** button. This causes the *Change Status* window to open.
- **5.** From the Select Action drop-down list, select "Promote". From the Select Next Owner dropdown list select the reviewer on the Training Login Sheet e.g. TRAINxx
- 6. Click the **Submit** button when finished. The *Change Status* window closes and returns you to the *Planning Unit Status and Annotation* window where the system updates the status of the review process and any annotations.
- 7. Click the **Done** button in the bottom right-hand corner of the window when finished. The system closes the *Planning Unit Status and Annotation* window and returns to the *Process Definition* window.

Exercise 6-3 – Reviewing / Approving a Planning Unit

Scenario: You are a reviewer. You have received a Planning Unit from a Preparer, have reviewed the details and are now ready to promote the budget to the VP's office.

Prerequisite: You are the owner of a Plan that has been promoted.



1. From the main menu, click File > Workflow > Manage Process.

2. Select the correct Scenario and Version you would like to manage (Plan / Working) and then click **Go**. The system displays the list of planning units. You see that you are the Current Owner of a Planning Unit under review for a given department.

- **3.** Click **Details** of the Planning Unit with your name assigned to it. This opens the *Planning Unit Status and Annotation* window.
- 4. Click Change Status. The *Change Status* window opens.
- 5. Select "Reject" as your action from the Select Action drop-down list.
- 6. Select original planner as the next owner of the planning unit (refer to the Training ID sheet).
- **7.** Enter an annotation in the large freeform text field.
- **8.** Click the **Submit** button when finished. The *Change Status* window closes and returns you to the *Planning Unit Status and Annotation* window where the system updates the status of the review process and any annotations.
- **9.** Click the **Done** button in the bottom right-hand corner of the window when finished. The system closes the *Planning Unit Status and Annotation* window and returns to the *Process Definition* window.

What you've done and what it all means

You should now understand the workflow of Hyperion's Planning component.

- > Once you submit your Plan, you can no longer make changes to it.
- > Once the Reviewer approves the plan you can no longer make changes it.
- > You can make changes only when the plan has been rejected.







The Task List – Your To-Do list

What will you learn in this lesson?

- ➢ How to view your unit's task list.
- ► How to complete a task.

What is a Task List?

Administrators and interactive users can set up task lists that guide you through the steps — including their due dates — to complete a budget cycle. For example, a task might help you enter data, complete data forms, run a business rule, and submit numbers for approval or promote planning units. Tasks can display instructions, due dates, completed dates, and alerts. Your administrator can also include tasks that link to other applications.

Exercise 7-1 – Viewing your Unit's Task List

Scenario: It is 8:30 in the morning. You want to see whether anyone assigned budgeting or planning tasks for you to do. Your task list will let you know.

<u>Prerequisite:</u> This procedure works in basic and in advanced modes.



1. Click **View** from the main menu, then **Basic Mode**, and then *Task List* appears in your left navigation View Pane.



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н	elp							Close

- 2. Click the 主 next to the Task Lists folder to display the list of all task lists to which you have access.
- 3. Expand the task list to view ("2010-11 (FY11) Plan") by clicking it from the folders pane.
- **4.** Expand the 2010-11 (FY11) Plan folder to reveal all awaiting task lists.
- **5.** Click on the first item. This automatically launches the required document for the selected task.

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6. Click the **Next** button to work your way through the tasks.

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- 7. Continue to click **Next** until you've gone through all the tasks.
- 8. After completing each task, check the Complete checkbox in the bottom left corner of the content area. Upon clicking Complete the task is marked as complete and ✓ is displayed next to the task in the view pane.





To leave the Task List and return to the UBCPlan application, click **View** and then **Advanced Mode**.

What you've done and what it all means

So far, the big picture looks like this:

- You have viewed the task list(s) assigned to you.
- > You have viewed a listed task and its instructions, if any.
- > You have indicated that you completed a stated task.





Workforce

What will you learn in this lesson?

- What information can be planed for positions that are managed in the Position Management System
- How to plan for a position that does not yet exist in the Position Management System
- > How to make high level adjustments to salary and benefits plans

Exercise 8-1 – Viewing the Status of Existing Positions

Scenario: You want to review the Position Management System's status for positions within your PG.

<u>Prerequisite:</u> You must be in the UBCPlan application and you must have access to the Workforce module.



1. From the left navigation View Pane click **Forms** and then **Workforce**. The system displays all the data forms available under Workforce.

- **2.** Select the form *4.00 Existing Position Status*.
- **3.** You currently have 13 positions, and all of them are "Active".
- 4. This is an informational Data Form. No actions are taken on this form.
- **5.** To move to the form for Exercise 2, right-click on the position and select **Edit Existing Position Information** (Alternatively, complete steps 1 and 2 of Exercise 2.)



Exercise 8-2 – Viewing Existing Position Information

This form is also used to plan one-time payments, merit, unfunded salary increases and shift differentials. The cells that can be planned are yellow.

Scenario: You want to review the salary and benefits expense information loaded to your PG (00GTrain) from the Position Management System.

<u>Prerequisite</u>: You must be in the UBCPlan application and you must have access to the Workforce module.



1. From the left navigation View Pane click **Forms** and then **Workforce**. The system displays all the Data Forms available under Workforce.



Select the form 4.01 Existing Position Information.

3. We are still working with the same Plan information. Ensure your Point of View is set to:

DIMENSION	DATA TO SELECT
Fund	G0000
Department	(your assigned department as per the Training Login Sheet)
PG	00GTRAIN

Program Code	PC_DEFAULT
Fiscal Year	2010/11
Scenario	Plan
Version	Working

- **4.** Once you've made your selections, click **Go**. This form displays employee information from the Position Management System.
- **5.** At this stage you would review the employee information to ensure the data coming from Position Management is in line with your expectations.
- **6.** For Henrik Sedin, select the Merit and Other OT column and enter "5000". This amount will be added to your planned salary expenses for the year.

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		Employee Type	Orig_FT/PT	Start Month	Merit Month	Merit & Other Or	Admin Increase	Admin Increase
Asst Professor (tenure) -P00002864	Sedin,Her	Faculty - Tenure	FT	Oct	Oct	5,000	Jun	2%
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Professor (tenure) -P00003100	Luongo,Ri	Faculty - Tenure	FT	Oct	Oct		Jun	2%
Asst Professor (tenure-track) -P00003119	Mitchell,W	Faculty - Tenure	FT	Nov	Nov		Jun	2%
Assoc Professor (tenure) -P00003230	Salo,Sam	Faculty - Tenure	FT	Dec	Dec		Jun	2%
Asst Professor (tenure) -P00003257	Raymond	Faculty - Tenure	FT	Oct	Oct		Jun	2%
Asst Professor (tenure) -P00004027	Hamhuis,I	Faculty - Tenure	FT	Oct	Oct		Jun	2%
Professor (tenure) -P00004539	Malhotra,I	Faculty - Tenure	FT	Oct	Oct		Jun	2%
Assoc Professor (tenure) -P00004901	Hanssen,:	Faculty - Tenure	FT	Nov	Nov		Jun	2%
Assoc Professor (tenure) -P00004916	Burrows,4	Faculty - Tenure	FT	Dec	Dec		Jun	2%
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7. Click **Save** when done. This exercise ends here.



8. We see that Mason Raymond is eligible for Overtime. Right-click on any position and select **Edit Overtime Hours** to plan for overtime. (Alternatively, complete steps 1 and 2 of Exercise 3).

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Asst Professor (tenure-track) -P00003:	o menu	FT	Nov	Nov		Jun	
Assoc Professor (tenure) -P00003230 Salo,Sami - I	Faculty - Tenure	FT	Dec	Dec		Jun	
Asst Professor (tenure) -P00008257 View Existing Posit	ons - Status	Let .	Oct	Oct		Jun	
Asst Professor (tenure) -P0000402 View New Position	- Status	r	Oct	Oct		Jun	
Professor (tenure) -P00004539 Edit New Position I Edit Overtime Hou	nformation 's	r	Oct	Oct		Jun	
Assoc Professor (tenure) -P000049 Financial View by I	osition and Employee	° r	Nov	Nov		Jun	
Assoc Professor (tenure) -P000049 Input Financial Date	a by Department	r	Dec	Dec		Jun	
Assoc Professor (tenure) -P00005068 Kesler,Ryan	Faculty - Tenure	FT	Dec	Dec		Jun	
Professor (tenure) -P00005130 Schneider, Co	Faculty - Tenure	FT	Oct	Oct		Jun	
Lecturer -P00005144 Rypien,Rick -	Faculty Sessiona	FT	Dec	Dec		Jun	
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Exercise 8-3 – Planning Overtime for the Year

Scenario: You've noted that Mason Raymond is eligible for overtime and you want to plan the cost for the year.

<u>Prerequisite:</u> You must be in the UBCPlan application and you must have access to the Workforce module.



1. From the left navigation View Pane click **Forms** and then **Workforce**. The system displays all the data forms available under Workforce.

2. Select the form *4.04 Overtime Hours*. Only those positions eligible for overtime appear.

- **3.** You expect that all of the overtime will occur in May and June with an estimated duration of 10 hours per month.
- **4.** For Mason Raymond enter "10" in May and "10" in June. The overtime will now be included in your plan for FY11.

	Page G0000 - General Purpose Operating													
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I	DEFAULT_POSITION TBH1													
	Asst Professor (tenure) -P00003257 Raymond,Mason - E	.202	10	10										20
l														

- 5. Click Save. This exercise ends here.
- **6.** Right-click the position and select **Edit New Employee Information** to move to the next phase of planning. (Alternatively, complete steps 1 and 2 of Exercise 4.)



Exercise 8-4 – Entering New Position Information

Scenario: You want to plan for the hiring of a new employee for which there is no position in the *Position Management System.*

Prerequisite: You must have access to the Workforce module.



1. From the left navigation View Pane click **Forms** and then **Workforce**. The system displays all the data forms available under Workforce.

2. Ensure you are in the 4.03 New Position Information Data Form.

3. Right-click on the fund; from the menu select **Add To-be-hired**, but don't click on it yet. You just want to expose the menu. This launches a business rule to add and TBH (To be hired) position that will be reflected in your plan.



 Move your mouse pointer over Add To-be-hired; this opens a sub-menu. Click Salary. A business rule has been launched to add a new position for planning purposes.



5. Expand the window to see all the data entry fields and then enter the following fields (as per the data in the following image) and then click **Validate** when you're done.

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i All ti	he runtime prompt values are valid 🔀	<u> </u>
Add TBH Salary		
Position	Assistant	
Start Month	Apr	✓ A
Enter Starting Annual Salary:	75000	√
Overtime Elgibility:	Eligible	→ →
Employee Type	Staff	• •
FT/PT:	FT	• •
Merit Month:	Apr	•
Merit Amount:	0	
Increase Month:	Jul	• •
Increase %:	2	√
Shift Differential %:	0	√
FTE:	1	✓
Benefit %:	18	✓
Employement Group:	M&P	 ✓
Grade	1	✓
Hours per week	35	√
"Step:"	No Step	• •
Grade:	1	√
Max Step:	No Step	•
Salary Bottom of Range:	65000	
Salary Midpoint:	75000	
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6. Click the Add button, to add the position to the plan. (Click **Refresh** if you see an error.)





- **7.** Click **Save** to save the new position information. This exercise ends here for *New Position Information*.
- **8.** Right-click the position and select **Input Financial Data by Department** to move to the next phase of planning. (Alternatively, complete steps 1 and 2 of Exercise 5)

Exercise 8-5 – Making a high-level planning adjustment to salaries or benefits

<u>Scenario</u>: You are happy with the information from Position Management and you've added all the new positions you wanted to plan, but, you know that based on the Dean's plans your current planned salaries are too low by about \$50,000.

Prerequisite: You must have access to the Workforce module.



1. Ensure you are in the *4.12 Input Financial Data by Department* Data Form. All of the GL accounts are read-only (these have been planned based on existing positions and new positions).

2. You can make budget adjustments to any of the following high-level salary accounts and the amounts will be reflected in your plan:

• WF_SALFAC (Faculty Salaries)

- WF_SALSES (Sessional Salaries)
- WF_SALSTF (Staff Salaries)
- WF_SALSTD (Student Salaries)
- WF_BENEFT (Benefits)
- **3.** In your estimate the entire \$50,000 is related to staff, and you estimate that the related benefit rate is 18%.
- 4. In the TotalYear column for Account WF_SALSTF enter "50000".
- **5.** In the TotalYear column for Account WF_BENEFT enter "9000".
- 6. Click Save.



What you've done and what it all means

You should now understand the 3 main components that will contribute to the Salaries and Benefits component of your Plan

- Existing Positions
- ➢ New Positions
- ➤ High-level adjustments



ORC

Reports

What will you learn in this lesson?

- > Where to find reports.
- ➢ How to open reports.
- How to drill down into reports.

Financial Reporting vs. Web Analysis

Hyperion includes Oracle Hyperion Financial Reporting Fusion Edition and Oracle Hyperion Web Analysis reporting capabilities.

FINANCIAL REPORTING

- > Highly formatted financial and operational reporting
- Multi-dimensional data
- Web environment

WEB ANALYSIS

- Web-based interactive reporting against
- Multi-dimensional data sources
- ➢ Web environment



PLANNING DATA SOURCES

Planning uses the multi-dimensional database Essbase to store dimension hierarchies and consolidated data. Once the Essbase database is created for each plan type (e.g. ISPlan) in the application (UBCPlan), it contains the dimensions, members, and data values relevant to the plan type.

ACCESS TO REPORT CONTENT

Workspace provides a single point of access to both Financial Reporting and Web Analysis.

Depending on your assigned roles and security access, you can use Workspace to view and print reports and books, set preferences, create and schedule batches. You can define preferences and formatting options for the Financial Reporting and Web Analysis:

- Default mode for previewing reports
- ➢ User POV preview, location and member selections
- Microsoft Office application to which reports are exported
- Behaviour of prompts
- Display of the View Pane

BROWSING THE REPOSITORY

In the Explore module (**Explore**) you can open reports and books, export and import items. When you select a repository folder from the View Pane, the folder items to which you have access are displayed in the content area. By default, each item displays name, type, date, modified, and description. You can sort the list of items by clicking the column headings.

Eile <u>V</u> iew Favorites <u>T</u> o	ols <u>H</u> elp		Welcome TRAIN25	Log Off ORACLE
🏾 👋 🎓 🎦 Explore	🖆 🚸 📑 😰		Search	2
/Titan Reports/Production/ISPlan				
Folders	! * Name ▲	Type Modified	Description	
🖃 📁 Root	Account Statement by PG	Web Analysis Do 7/21/10 9:34 AN	1	
🃁 Sample Content	Actual Plan and Forecast Comparison	Web Analysis Do 7/22/10 9:48 AM	1	
📁 Shared Workspace Pages	Actuals Plan and Forecast Comparison	Financial Reporti 7/21/10 11:47 P	м	
Titan Reports	Ancillary Financial Highlights	Financial Reporti 7/22/10 1:28 AN	1	
Production	Financial Highlights	Web Analysis Do 8/3/10 11:26 AN	1	
🎁 ISPlan	Planning Template	Financial Reporti 8/2/10 2:55 PM		
🛨 📁 Users	Ranning Template_WA	Web Analysis Do 8/3/10 11:25 AN	1	
	Scenario Variance Report	Web Analysis Do 7/20/10 6:35 PM		
	Snapshot - Account by Department	Financial Reporti 7/20/10 11:51 A	М	
	Snapshot - Account by Fund	Financial Reporti 7/20/10 11:51 A	M	
	Snapshot - Account by Projects	Financial Reporti 7/20/10 11:52 A	М	
	Snapshot by Department	Financial Reporti 7/22/10 1:37 AN	1	
	Snapshot by Fund	Financial Reporti 7/22/10 1:43 AN	1	
	Snapshot by Program Codes	Financial Reporti 7/22/10 1:47 AN	1	
	 Snapshot by Project Grants 	Financial Reporti 7/22/10 1:49 AN	1	
	Snapshot by Versions	Financial Reporti 7/22/10 1:51 AN	1	
	Snapshot - Scenarios	Financial Reporti 7/22/10 1:32 AN	1	
	Snapshot - Scenarios and Variances	Financial Reporti 7/21/10 5:29 PM		
				<u> </u>
🖳 HomePage 🧊 🍠 UBCPlan - Ent	t C Explore: / I itan			

INTERACTING WITH WEB ANALYSIS REPORT

Web Analysis allows users to manipulate data in documents to display specific information. Methods of manipulation include changing pages, drilling to different levels of data, changing the data displayed, and keeping or removing dimension-specific data.

Web Analysis provides advanced analytical tools that enable you to perform quick, ad hoc analysis of a document. Analysis tools speed up comparisons, visually organize data, and promote conclusions.

You can:

- ➢ Sort data
- Filter data
- Search data
- Define formulas
- ➢ Add Traffic Light
- Create Pinboards
- Set User Preferences



Exercise 9-1 – Access Web Analysis Reports in HTML

Prerequisite: You must have adequate user security privileges.



1. Click the **Explore** toolbar button (**Explore**). The system opens the list of folders that contain the various reports.

- 2. Click the **Titan Reports** folder.
- 3. Click the **Production** folder and then the **ISPIan** folder.

4. Right-click the report "Actual Plan and Forecast Comparison". This file has an extension of "Web Analysis Document". A sub-menu appears.

- 5. Click **Open As** > **HTML**. The system generates the report and displays it in HTML format on the screen. The POV is the combination of the most recent filter criteria selections.
- **6.** Change the POV by interacting with the choices provided. Enter the data as outlined in the following table:

DATA FIELD	DATA TO ENTER/SELECT
Fund	G0000
Department	(the one assigned to you on the Training Login Sheet)
Project Grant	00GTRAIN
Program Code	PC_DEFAULT

	Actua	al Pla	n and	For	erast	Compar	isnr
	Acrus			LÕL	ecasi	Compan	201
Select your Poir	nt Of View (POV)						
a p	lace of min.	<u>_6</u> C	apiace	of mine	-BC	a place of min	
Fund	G0000 - General Purpo	se Operating	Department	D110200			•
Project Grant	OOGTRAIN		Program Code	PC_DEFAULT			Coloct Dor
	Astrola	1	Disa		F		Select Fel
	Actuals	Αρρτονο	Plan d Work	ing	Forecast		YearTota
Account	EY09 EY10	FY09	EY10 EY11	FY12	FY10		C BegBalar
STMT REV EXP	6.591.647.6 6.697.013	15 0	0 12,819,555.05	0	12.336.013.15		C April
EXPENSES	6,588,647.6 6,691,013	.15 0	0 7,081,635.05	0	6,691,013.15		C May
INTERFUND_TFR	S 3,000 6,	000 0	0 37,800	0	6,000		Ciune
REVENUES	0	0 0	0 5,700,120	0	5,639,000		Caulo
							Chury
							August
							Septemb
							October
							C Novembe
							C Decembe
							C January
							C February
							C March
							- Aller Ch

FIGURE 10: To see the entire report, close the left navigation View Pane.

7. Select "December" in the list of period on the right and observe the change.

	Act	ual	Pla	na	and	For	recast	Compar	ison
Select your Point (Of View (POV) G0000 - Gener	al Purpose Op	perating 💽	Dep	apiace	Of min	• <u></u>	a place of min	
Project Grant	DOGTRAIN		•	Prog	ram Code	PC_DEFAULT		T	Select Peri
	Actua	ls	A	Pla	an		Forecast		C YearTotal
Account	Approv EY09	FY10	Approved FY09 F	Y10	EY11 Workin	FY12	EY10		C BegBalan
STMT_REV_EXP	591,407.26	617,755.61	0	0	593,036.25	0	617,755.61		C April
EXPENSES	591,407.26	617,755.61	0	0	589,886.25	0	617,755.61		Смау
INTERFUND_TFRS	0	0	0	0	3,150	0	0		C June
REVENUES	0	0	0	0	0	0	0		C July
									C August
									C Septembe
									C October
									C Novembe
									December
									C January
									C February
									0

These reports are dynamic. Which means you can change the values of the dimensions to change the results on the report seen on the screen.



Exercise 9-2 – Interacting with Web Analysis Reports

Prerequisite: You must have adequate user security privileges.



1. Navigate to the same report in Exercise 1 *Actual Plan and Forecast Comparison*.

2. Move your cursor to the Account column and right-click on **Expenses** > **Drill > Drill Down**. The Expenses account expands to show the next level of account members.

- 3. Place the cursor on the text "Supplies_Expenses".
- 4. Right-click and select **Keep Only**. The rest of the accounts would be excluded from the report.

	praceorn	11111			apiac	1
Fund	G0000 - Genera	al Purpo	se Operating	• C	epartment)	
						-
Project Grant	OOGTRAIN			▼ Pi	rogram Code	
		Actu	als		Pla	n
	prowse	pro	oved	Appr	oved	Ē
Account	Keep Only		FY10	FY09	FY10	
STMT_REV_EX	Remove Only	26	617,755.61	0	0	
EXPENSES	Drill	.26	617,755.61	0	0	
SALARIES	Analysis Tools	2.4	613,791.04	0	0	
BENEFITS	Search	0	0	0	0	
DEBT_SERV	Data Dicelay	0	0	0	0	
DEPRECIATI	Da <u>t</u> a Dispiay	0	0	0	0	
EXPENSE_B	Retresn	0	0	0	0	
GRANTS_TO	Export	• 0	0	0	0	
INTERNAL_S	Print via PDF	• 0	0	0	0	
LIBR_ACQUI	Edit Data	0	0	0	0	
PROFESSIOI	Spreadsheet Options	0	0	0	0	
SCHOL_FEL	Column Sizing	• 0	0	0	0	
SUPPLIES_E		.99	0	0	0	
TRAVEL_EXP		0	0	0	0	
CAPITAL_EXPE	NDITURES	0	0	0	0	
COST_OF_SAL	ES	0	0	0	0	ĺ
UTILITIES_A		3,842.85	3,964.57	0	0	
INTERFUND_TF	RS	0	0	0	0	



Exercise 9-3 – Analysis Tools – Traffic Lights



2. Right-click on the account "Supplies_Expenses" (a pop-up menu appears) and select **Analysis Tools** and then **Traffic Light...** The *Traffic Lighting Control Panel* opens.



Traffic Lighting	
Apply To	Compare To
SUPPLES_EXPENSES	Fixed Value
Assign Limits	% Differences
Set Points Colors >= -10000 > >= 10000 >	#ff0000 100 #ffff00 100 #00ff00 100
Add To En Enable Financial Intelligence	nd Remove Last OK Cancel

- **3.** Set Points: \geq = -10000 and \geq = 10000. See image above.
- 4. Click OK. The system closes the window and returns to the report. Notice the colour changes.

File Edit View F	avorites Format Tools Help	D 12				Welcome TR4 Search
eports/Production/ISPian/	Actual	Plan a	nd For	recast	Compar	ison
Select your Poin	G0000 - General Purpose O	perating T Depart	ment D110200		a prace or min	-
Project Grant	00GTRAIN Actuals	Program Plan	n Code	Forecast		Select Period
Account	Approved FY09 FY10 57.552.65 -15.887.59	Approved FY09 FY10 0 0	Working FY11 FY12 123,638,55 0	Working FY10 -15,887.59		YearTotal BegBalance April May June July August Sentember
ă.						C October C November C December C January C February C March
Ť.						

Traffic Light Colours

The colours indicate varying range sets based on the parameter thresholds you set. For example, you could define the range as "0" to "25". Green would indicate that the current data is somewhere between "0" and "9". Yellow would indicate that the data is between "10" and "19" and red would be "20" to "25".

Traffic Light Colour	Meaning
----------------------	---------
Green	Green indicates that all is fine!
--------	--
Yellow	Yellow indicates that things are still relatively within acceptable range but you should monitor things.
Red	Red is an indication that potential problems are on the horizon based on the parameters set.

Exercise 9-4 – Analysis Tools – Calculation (self study)



1. Stay on the same report (the one with the traffic lights).

2. Place the cursor on any of "FY09" heading labels, and right-click on **Analysis Tools**.



- 3. Click on Calculation... The Calculation Definition window opens.
- **4.** Click the **Functions** tab.



5. From the Function drop-down list, select "Average".

me: Untitled			
finition:			1 B 🛱 🦷
+ - * / ()		
Iembers Functions	1. Clic	:k	
Formula			Insert
Absolute Value([0])			indort
,			
Function			
Absolute Value	Click	here	
Abeelute Value		Arguments	
Average	1	2	
Convelativo		f	
Difference from Average			
Divide			
Linear Regression			
Maximum Value			
Maximum			
Minimum Value			
Minimum			
Muttiply		Opposite Member:	
Percent of Difference		SUPPLIES_EXPENSES	~
Percent Difference from Average			

6. From the Select Members pane, highlight "FY09" and "FY10", click the arrow to move the selected members (FY09 and FY10) to the "Arguments" box. Notice that the Formula Box is now populated with the combination of Function and Arguments.

culation Definition	
me: Untitled	
efinition:	X 🗈 🛱 🗸
+ - ^ / ()	
Members Functions Options	
Formula	Insert
Average([FY09], [FY10],)	
Function	
Average 2 Click the a	rrow to move selections
	now to move selections
Select Members Arg	uments
	/10
EV11	
FY12 1. Select	
each (🖃)	
member 🛒	
Advanced Dynamic References	
All Members	
Constant: Opp	posite Member:
SU	JPPLIES_EXPENSES

FIGURE 11: Once member selections are made, the system creates the formula in the Formula box.

7. Click the **Insert** button on the middle right of the screen. The *Calculation Definition* is now set up.

Calculation Definition	
Name: Untitled	
Definition:	
Average([F109], [F110])	
+ - * / ()	
Members Ontions	
- Formula	
	retem
Average([FY09], [FY10],)	ulates Definition
Ponetion	the formula 1 Click
Average Setu	n onex
Select Members	Arguments
FY09	FY09
FY10	FY10
FY11	
FY12	
All Marshare	
	Oreanite Hamber
Constant:	
	SUFFLIS_LAFENSLS
Help	OK Apply Cancel

8. Go to the top of the window and enter a name in the Name field: "AVG FY09 FY10".





9. Click **OK** to complete the formula. The report is now added the Formula column.



Exercise 9-5 – Preview Financial Reporting Reports in HTML or PDF

Prerequisite: You must have adequate user security privileges.



- **1.** Click the **Explore** toolbar button (***** Explore). The system opens the list of folders that contain the various reports.
- **2.** Click the **Titan Reports** folder.
 - Click the **Production** folder and then the **ISPIan** folder.

4. Right-click the report "Snapshot –Scenarios and Variances" (this file has an extension of "Financial Reporting Report"). A sub-menu appears.

5. Click Open In > HTML Preview. This causes the *Preview User Point of View* window to open.

Preview User Point of View	
This report/book will run for the me point of view listed below.	embers on the user
Period	
YearTotal	Select
Project Grant	
OOGTRAIN	Select
Entity	
D121600	Select
Program Code	
PC_DEFAULT	Select
Fund	
G0000	Select
Year	
FY10	Select
Help	OK Cancel

6. Enter the data specified in the following table and then click the **OK** when defining all your dimensions:

Data Entry Field	Data to Enter
Period	TotalYear
Project Grant	00GTRAIN
Entity	(as defined on the Training Login Sheet)
Program Code	PC_DEFAULT
Fund	G0000
Year	FY10

7. The reporting component of the system gives you the ability the drill down through reports in both HTML and PDF. Click on the arrows next to the accounts. Hover over the sideways arrow. The tooltip says "Expand".



Eile View Favorites To	ols <u>H</u> elp						Welcome TRAIN01		АC
🥖 🦳 🚰 Explore		s 2					Search	_	
n Reports/Production/ISPlan/Snapsh	ot - Scenarios and V	/ariances		1.0	1.0				
Period: Q2 🖓 Project Grant: 000	GTRAIN 🚱 Entity	: D110200 🖓 🔒 P	Program Code: PC_DEFA	AULT 🖣 Fund: G	60000 🚱 Year: F	Y10			<
a plac	e of mind I Variances	THE UN	IVERSITY OF BRIT	ISH COLUMBIA					
G0000 - D110200, 00GTRAIN - PC_DEFAULT - (click on the sidewa)	ys ctuals	Plan 2009/10	Forecast 2009/10	Plan 2010/11	Actuals vs P 2008/09 & 20	lan D10/11	Plan vs P 2009/10 & 20	lan 010/11	
member	proved	Approved	Working	Working	Fav(Unfav)	% Change	Fav(Unfav)	% Change	
Revenues/running									
Experies									
▶ SALARES	1,554,417	-	1,620,034	1,694,051	(139,634)	(9)	(1,694,051)	(1,694,051)%	
CUDBLIES_EXPENSES	4,392	-	(18 506)	30,960	(26,568)	(605)	(30,960)	(30,960)%	
TRAVEL EXP	1,156		-	11,902	(10,746)	(930)	(11,902)	(11,902)%	
PROFESSIONAL FEES		_		394	(394)	(394)	(394)	(394)%	
▶UTILITES A	11,669	_	11,890	12,100	(431)	(4)	(12,100)	(12,100)%	
CAPITAL EXPENDITURES	505	_	12	20,253	(19,748)	(3,914)	(20,253)	(20,253)%	
	1.572.139		1.613 430	1,769,659	(197,520)	(13)	(1.769.659)	(1.769.659)	Î
Interfund Transfers					(111)520)	(10)	((
▶ TROUT				(9.450)	9.450	9.450	(9.450)	945.000	
				(9.450)	9.450)	9 450)%	(9.450)	(945.000)%	Ĩ
STMT REV EXP	(1,572,139)	-	(1,613,430)	(1,779,109)	(206,970)	(13)%	(1,779,109)	(177,910,876)%	į,
									ſ
·									
omePage 🚽 🦸 UBCPlan - Sel	≽ Explore: /Tit	an 📖 Snapsho	t - Sc						

<u>NOTE:</u> The report can also be opened in PDF by clicking **Open In** > **PDF Preview** instead of **HTML Preview**. It may look as though the system is not responding, but just be patient. It is working.

8. On the POV select a different Period, e.g. "Period: Q2".

🐴 📂 🄭 Explore	🐒 📜 🛛 🖄	🖻 😫						
Reports/Production/IS /lan/Snap	shot - Scenarios and V	/ariances						
eriod: YearTotal Project (Grant: OOGTrain 🛛 🌒	Entity: D121300	Program Code: PC	_DEFAULT 🚱 Fu	und: G0000 🏹 Ye	ear: FY10		
	POV "Peri	od"						
UBC a pla	ace of mind	THE UN	IVERSITY OF BRIT	ISH COLUMBIA				
Snapshot - Scenarios au G0000 - D121300, 00GTrain - PC_DEFAULT -	nd Variances YearTotal Actuals	Plan 2009/40	Forecast 2009/40	Plan 2010/11	Actuals vs P	lan	Plan vs P	lan 010/11
	Approved	Approved	Working	Working	Fav(Unfav)	% Change	Fav(Unfav)	% Chang
Revenues/Funding								
Revenues/Funding Revenue BUDGET			(5,639,000)	(5,700,120)	(5,700,120)	(5,700,120)%	(5,700,120)	(570,012,
Revenues/Funding REVENUE_BUDGET	-	-	(5,639,000)	(5,700,120)	(5,700,120)	(5,700,120)%	(5,700,120)	(570,012,
Revenues/Funding REVENUE_BUDGET Expenses	-	-	(5,639,000)	(5,700,120) (5,700,120)	(5,700,120) (5,700,120)	(5,700,120)% (5,700,120)%	(5,700,120) (5,700,120)	(570,012,0 (570,012,
Revenues/Funding REVENUE_BUDGET Expenses SALARES	6,456,830	-	(5,639,000) (5,639,000) 6,662,669	(5,700,120) (5,700,120)	(5,700,120) (5,700,120) 6,456,830	(5,700,120)% (5,700,120)% 100%	(5,700,120) (5,700,120)	(570,012,0 (570,012,
Revenues/Funding REVENUE_BUDGET Expenses SALARES SALARES SALARES	- - 6,456,830 67,533		(5,639,000) (5,639,000) 6,662,669 (15,888)	(5,700,120) (5,700,120) -	(5,700,120) (5,700,120) 6,456,830 67,533	(5,700,120)% (5,700,120)% 100% 100%	(5,700,120) (5,700,120) - -	(570,012,0 (570,012, #E #E
Revenues/Funding REVENUE_BUDGET Expenses SALARES expand ES_EXPENSES PTRAVEL_EXP	6,456,830 67,533 9,259	- - - - -	(5,639,000) (5,639,000) 6,662,669 (15,888) (3,483)	(5,700,120) (5,700,120) - - -	(5,700,120) (5,700,120) 6,456,830 67,533 9,259	(5,700,120)% (5,700,120)% 100% 100%	(5,700,120) (5,700,120) - - -	(570,012,0 (570,012, #E #E #E
Revenues/Funding REVENUE_BUDGET Expenses SALARES expand_S_EXPENSES TRAVEL_EXP PROFESSIONAL_FEES	6,456,830 67,533 9,259 125	- - - - - -	(5,639,000) (5,639,000) 6,662,669 (15,888) (3,483)	(5,700,120) (5,700,120) - - - -	(5,700,120) (5,700,120) 6,456,830 67,533 9,259 125	(5,700,120)% (5,700,120)% 100% 100% 100% 100%	(5,700,120) (5,700,120) - - - -	(570,012, (570,012, #E #E #E #E
Revenues/Funding REVENUE_BUDGET Expenses SALARES SALARES PTRAVELEXP PROFESSIONAL_FEES VITLITES_A	6,456,830 67,533 9,259 125 47,060	- - - - - - - - - - - - -	(5,639,000) (5,639,000) 6,662,669 (15,888) (3,483) - 47,698	(5,700,120) (5,700,120) - - - - - - -	(5,700,120) (5,700,120) 6,456,830 67,533 9,259 125 47,060	(5,700,120)% (5,700,120)% 100% 100% 100% 100% 100%	(5,700,120) (5,700,120) - - - - - - -	(570,012,0 (570,012, #E #E #E #E #E
Revenues/Funding REVENUE_BUDGET Expenses SALARES PARES PARES PTRAVEL_EXP PROFESSIONAL_FEES UTLITES_A CAPITAL_EXPENDITURES	6,456,830 67,533 9,259 125 47,060 7,841	- - - - - - - - - - - - - - - - - - -	(5,639,000) (5,639,000) 6,662,669 (15,888) (3,483) - 47,698 17	(5,700,120) (5,700,120) - - - - - - - - - -	(5,700,120) (5,700,120) 6,456,830 67,533 9,259 125 47,060 7,841	(5,700,120)% (5,700,120)% 100% 100% 100% 100% 100%	(5,700,120) (5,700,120) - - - - - - - - - -	(570,012,((570,012, (570,012, #E #E #E #E #E
Revenues/Funding Revenue_BUDGET Expenses SALARES PARAVELEXP PROFESSIONAL_FEES UTLITES_A CAPITAL_EXPENDITURES	6,456,830 67,533 9,259 125 47,060 7,841 6,588,648	- - - - - - - - - - - - - - - - - - -	(5,639,000) (5,639,000) (5,639,000) (15,888) (3,483) - - 47,698 17 6,691,013	(5,700,120) (5,700,120) - - - - - - - - - - - -	(5,700,120) (5,700,120) 6,456,830 67,533 9,259 125 47,060 7,841 6,588,648	(5,700,120)% (5,700,120)% 100% 100% 100% 100% 100% 100%	(5,700,120) (5,700,120) - - - - - - - - - - - - - - -	(570,012,((570,012, (570,012, #E #E #E #E #E #E #E
Revenues/Funding Revenues/Funding Revenue_BUDGET Expenses SALARES SALARES TRAVEL_EXP PROFESSIONAL_FEES UTLITES_A CAPITAL_EXPENDITURES Interfund Transfers	6,456,830 67,533 9,259 125 47,060 7,841 6,588,648	- - - - - - - - - - - - - - - - - - -	(5,639,000) (5,639,000) 6,662,669 (15,888) (3,483) - - 47,698 47,698 17 6,691,013	(5,700,120) (5,700,120) - - - - - - - - - - - -	(5,700,120) (5,700,120) 6,456,830 67,533 9,259 125 47,060 7,841 6,588,648	(5,700,120)% (5,700,120)% 100% 100% 100% 100% 100% 100%	(5,700,120) (5,700,120) - - - - - - - - - - - - - - - - - - -	(570,012,0 (570,012, #E #E #E #E #E #E
Revenues/Funding REVENUE_BUDGET Expenses SALARES SALARES PROFESSONAL_FES PROFESSONAL_FEES UTLITES Interfund Transfers TROUT	6,456,830 67,533 9,259 125 47,060 7,841 6,588,648 (3,000)	- - - - - - - - - - - - - - - - - - -	(5,639,000) (5,539,000) 6,662,669 (15,888) (3,463) - 47,696 17 6,691,013 (6,000)	(5,700,120) (5,700,120) - - - - - - - - - - - - - - - - - - -	(5,700,120) (5,700,120) 6,456,830 67,533 9,259 125 47,060 7,841 6,588,648 (3,000)	(5,700,120)% (5,700,120)% 100% 100% 100% 100% 100% 100% 100% (100%	(5,700,120) (5,700,120) - - - - - - - - - - - - - - - - - - -	(570,012,0 (570,012,1 #E #E #E #E #E #E #E #E #E
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FIGURE 12: Clicking the button opens the Member Selection window.

lember Selection		
Members		
Available: Period (1-12 of 12	2)	
Find: Name *	Use Wildcards	
🖉 🗒 🗐 Rows Per Page: 100 💌		
Name	Default	
BegBalance		
C YearTotal		
	Qtr1	
E 6 02	Qtr2	
Inf O Ek	July	
Aug	August	
Sep	September	
🕂 🛄 🔘 Q3	Qtr3	
🖻 🛄 🔿 Q4	Qtr4	
🖲 🛄 🔿 TotalYear		
🗄 🛄 🧖 Substitution Variables		
Help	OK Cancel	
	OK	

9. Expand the "Period" member and the "YearTotal" member.

10. Select "Q2" and then click OK to review the report.

UBC a pla	ice of mind	THE UN	IVERSITY OF BRI	FISH COLUMBIA						
Snapshot - Scenarios an S0000 - D110200, DOGTRAIN - PC_DEFAULT	Actuals	Plan 2009/10	Forecast 2009/10	Plan 2010/11	Actuals vs P 2008/09 & 2	an)10/11	Pian vs Pi 2009/10 & 20	lan 010/11	Forecast vs P 2009/10 & 2	lan 010/11
	Approved	Approved	Working	Working	Fav(Unfav)	% Change	Fav(Unfav)	% Change	Fav(Unfav)	% Change
evenues/Funding										
xpenses										
SALARIES	1,554,417		1,620,034	1,694,051	(139,634)	(9)	(1,694,051)	(1,694,051)%	(74,017)	(5)%
SUPPLIES_EXPENSES	4,392	-	(18,506)	30,960	(26,568)	(605)	(30,960)	(30,960)%	(49,466)	267%
TRAVEL_EXP	1,156			11,902	(10,746)	(930)	(11,902)	(11,902)%	(11,902)	(11,902)%
PROFESSIONAL_FEES	-	-	-	394	(394)	(394)	(394)	(394)%	(394)	(394)%
UTILITIES_A	11,669	-	11,890	12,100	(431)	(4)	(12,100)	(12,100)%	(210)	(2)%
CAPITAL_EXPENDITURES	505	-	12	20,253	(19,748)	(3,914)	(20,253)	(20,253)%	(20,241)	(176,012)%
	1,572,139		1,613,430	1,769,659	(197,520)	(13)	(1,769,659)	(1,769,659)	(156,229)	(10)
terfund Transfers										
TROUT	-	-		(9,450)	9,450	9,450	(9,450)	945,000	(9,450)	9,450
				(9,450)	9,450)	9,450)%	(9,450)	(945,000)%	(9,450)	(9,450)%
STMT_REV_EXP	(1,572,139)	-	(1,613,430)	(1,779,109)	(206,970)	(13)%	(1,779,109)	(1/7,910,876)%	(165,679)	(10)%
Inport Cranited 2016-16-08 Ium 2010-16-23 1227									Export In Ouer	y Ready Mode

FIGURE 13: See the result of the change of Period from TotalYear to Q2.



Exercise 9-6 – Export the Report to Excel

<u>Prerequisite:</u> The report must be open on the screen.

	1.	Click the File menu.
(2.	Click Export.
	3.	Click Excel.
	4.	Click Fully Formatted Grids and Text. This opens the File
	Down	load window.

5. You may choose to first open the file in Excel to view it before saving it by clicking the **Open** button or you may save directly from the window by clicking **Save** and selecting a storage location.



Last, But Not Least...

Logging off of the Campus-Wide Budgeting System

You can quit just the current session or exit the Campus-Wide Budgeting System entirely

Scenario: You have finished working on the financial plans and reports. You want to now close the system session. You must now log off.

Prerequisite: You must be logged in to be able to log off, oddly enough!



1. Click File, then Log Off.

2. In Log Off, click Yes. The Log On screen is displayed for your next session.

3. To close *Planning*, click **File**, then **Exit**.

Note: If you log on and do not use the application for awhile, you are automatically logged off at the interval your administrator set.

Summary of everything you've done

Don't feel intimidated and don't be afraid to try things! There is nothing scary or mysterious about the Budgeting System! It's just a computer application designed to make your job a little easier and more enjoyable.

Go forth and have fun!



Appendix A – Menu items

Menus

You have access to only the menus that your user profile permits you to access. For example, users who are assigned the role of Administrator can access all functions on the **Administration** menu and users who are assigned the Interactive user role can access some functions on the Administration menu.

<u>File Menu</u>

The following table describes the commands under the **File** menu.

New	Creates documents, personal pages, workspace pages, data forms, reports, task lists, user variables, or menus.					
Open	Opens a document, application or URL.					
Close	Closes whatever is currently open.					
Save	Saves data input to data forms.					
Print	Prints the current screen.					
Workflow	Manages the Planning process or copy versions.					
Preferences	Sets general, authentication, explore, Web analysis, Financial Reporting, Planning, and other settings.					
Log off	Logs off the application.					
Exit	Exits the workspace					

<u>Edit Menu</u>

The following table describes the commands under the **Edit** menu.

Adjust	Increases or decreases data values by a percentage or by a specific value.
Grid Spread	Spreads data values across multiple dimensions on the grid. The options are "proportional", "even split" and "fill".
Launch Rules	Launches a business rule from a data form.
Annotate Planning Unit	Adds comments to a planning unit.
Cell Text	Adds comments to a specific cell or to a range of cells at any level in a data form.

Supporting Detail	Adds detail that aggregates to the cell value in a data form.
Lock/Unlock Cells	Locks cells so that they are ignored when data is spread.
Initialize Workforce	Loads pre-defined dimensions and members, data forms, member formulas, business rules and menus to prepare plans for workforce resources (members, forms, and business rules can be customized). <u>NOTE:</u> The option "Initialize Workforce" is displayed only if the option was selected and configured during the configuration of Planning by a systems administrator.

View Menu

The following table describes the commands under the **View** menu.

View Pane	Hides or shows the View pane.
Refresh	Refreshes the current view to reflect what is stored in the database.
Instructions	Views instructions for a data form. This option is available only when the data form contains instructions.
View and Account Annotations	Enters, edits or views comments for a specific account, entity, scenario and version combination.
Basic Mode	Toggles the view for tasks between basic and advanced modes.
Task List	Views task lists to which you have access, views task status, and creates a task list report.

Administration Menu

The following table describes the commands under the **Administration** menu.

Manage Data Forms	Creates, edits, moves, deletes and assigns access to data forms.
Manage Task Lists	Creates, edits, moves, deletes and assigns access to task lists.
Manage Menus	Creates and edits menus.
Manage User Variables	Specifies the values of variables that are assigned to data forms.
Dimensions	Sets and changes access for dimensions such as Account, Entity, Scenario and Version and for user-defined dimensions.

Contact Information

<u>budget@finance.ubc.ca</u> <u>http://www.it.ubc.ca/projects/strategicprojects/titanatlas.html</u>



Copy Data	Copies data, including supporting details, from one planning unit to another.
Clear Cell Details	Clears the cells of any details contained therein.
Reporting	Prints Planning information including form definitions, user and group report lists, access assignments for dimensions, planning unit annotations, process status lists, and active application auditing.
View Statistics	Views information about the Planning application and its usage.
Application Settings	Sets Planning application-wide preferences.
Business Rule Security	Assigns launch security to business rules.
Copy Document Link	Links tasks in task lists to application pages.

Tools Menu

Advanced Search	Searches the workspace for documents.
Links	Manages links to other products or URLs.
Business Rules	Launches business rules.

Appendix B – Toolbar Buttons

The toolbar buttons provide shortcuts to Planning tasks and open dialog boxes that you can use to manage documents, task lists, and favourites. The following table describes the buttons on the toolbar.

Button	Tooltip	Description
*	Explore	Allows the user to access the root directory. This directory includes the reports.
三	Save	Saves data input on data forms. When you save data the totals are recalculated and updated values are displayed for members that are calculated dynamically.
æ	Refresh	Refreshes the data form with data stored in the database. Use this function to update the data on the data form without applying any entered or edited values. When you refresh data, the system warns you that you entered data but did not save.
4	Print	Prints the contents of the currently open screen.
/	Adjust	Increases or decreases values by a percentage or by a value.
₽	Lock/Unlock Cells	Locks or unlocks cells when data is spread.
	Grid Spread	Spreads data across dimensions on the data form.
<u>.</u> , ₽ ₽	Cut, Copy, Paste	Cuts, copies or pastes values from one or more cells to one or more cells on the data form.
		The system copies and pastes the stored value of the cell, not the value determined by the precision setting.
EF.	Cell Text	Adds comments to a specific cell at any level in data forms.
	Add/Edit Document	Adds or edits documents to provide documentation for data in cells.
11	Supporting Detail	Adds detail that aggregates to the cell value in data forms.
1	Task List	Opens task lists – available only if task lists are assigned to you.
	Status	Checks task list status.
-	Log off	Logs off the open application.



Appendix C – Navigation Shortcuts

Children of parents can be hidden to navigate the data forms more easily. This feature is especially useful for forms that contain large numbers of rows and columns. The following table summarises the keys that you can use during data entry.

Кеу	Result
Enter	Enters a value and moves the cursor to the cell below the current cell.
Tab	Enters a value and moves the cursor to the next cell in the row.
Shift+Tab	Enters a value and moves the cursor to the previous cell in the row.
Esc	Cancels a value and restore the previous value.
Ctrl+z	Cancels a value and restores the previous value.
Ctrl+c	Copies the selected range of cells to the clipboard.
Ctrl+x	Cuts the selected range of cells.
Ctrl+v	Pastes the contents from the clipboard into the current cell.