



Training Guide

Budgeting

v. April 2017

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Preface

This Training Guide is intended for the initial (May 2017) launch of uPlan, particularly end-users who have attended various process training and system demonstrations of uPlan. This guide will be updated and enhanced over time. The most current version will be posted on the Resource Planning website: www.resourceplanning.ualberta.ca/

1. SYSTEM NAVIGATION

a. Logging into uPlan

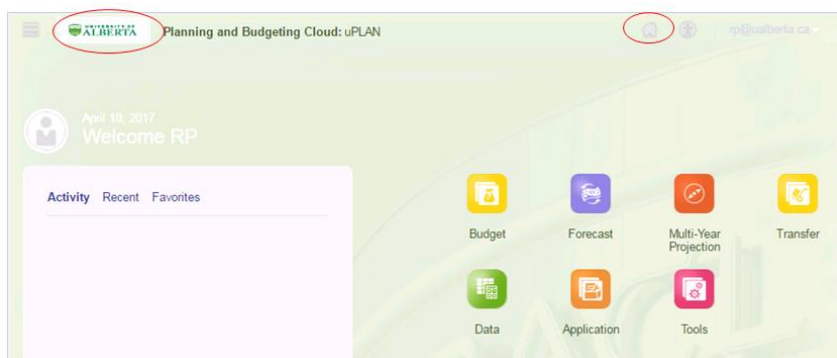
1. Open a web browser.
2. Navigate to <https://planning9-a516313.pbcs.ca2.oraclecloud.com/HyperionPlanning/>
3. Enter your Identity Domain: **a516313**

Optional: click on 'Remember my choice'. Click **Go**.

4. Enter your CCID e-mail.
5. Enter your password.
6. Click **Sign In**.

Once logged into uPlan you will see your **Home Page**.

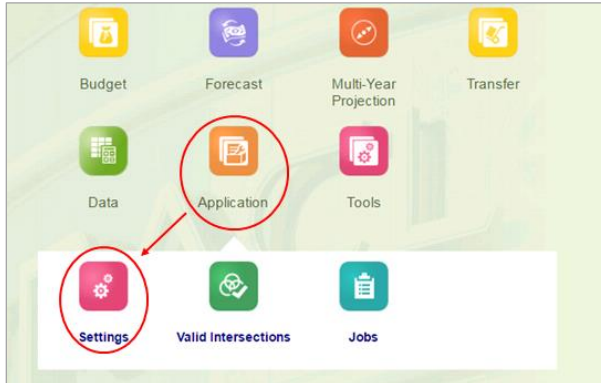
To return to this page at any time, click on one of two places along the top of the screen.



b. Setting User Preferences

This is a one-time step. Your preferences are retained until you choose to change them.

1. From the Home Page, select **Application** and then **Settings**



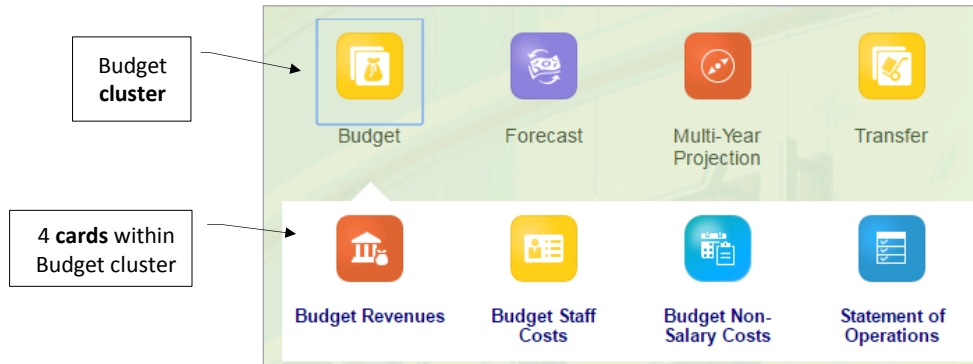
2. In the **Number Formatting** area, select your preferences using the drop-down menus. In the **Approvals** area, ensure the checkmark box in **Display Alias** is checked.

The screenshot shows the 'Application Settings' page. The 'Number Formatting' section is circled in red. The 'Approvals' section has a red arrow pointing to the 'Display Alias' checkbox, which is checked. The 'Notifications' section has checkboxes for 'Task List', 'Approvals', and 'Job Console'. The 'Date Time Display' section has a 'Time Zone' dropdown set to '(UTC+00:00) Coordinated Universal Time' and a 'Date Format' dropdown set to 'Automatically Detect'. The 'Alias Setting' section has dropdowns for 'Alias Table' (set to 'Default') and 'Member Name/Alias Display' (set to 'Alias'). Buttons for 'Use Application Defaults' and 'Save' are at the top right.

3. Click **Save** at the top right. Click **OK** when prompted.

c. Navigation Flows

Navigation flows are set up in the system as **clusters**: a cluster is an icon with groups of underlying icons called **cards**. Using the cluster and card icons, users can navigate to the budget input forms. The **Budget** navigation flow will guide you through the budget input process.



Each card contains forms for users to enter plan data.

This training guide focuses on the forms within the Budget cluster.

To continue a step-by-step illustration of Navigation within uPlan, click on the '**Budget Revenue**' card. This will take you to the page below.

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Budget Revenues Budget Staff Costs Budget Non-Salary Costs Statement of Operations

C1.1 Budget Line Revenues | C1.2 Revenue Details

C1.1 Budget Line Revenues Actions Save Refresh

Fund	Department	Program				
F210 - Operating	D900000-Hyperion Test 0	Program 0 (No Program)				
			Actual	Forecast	Budget	
			Final	Working	Working	
			2015-2016	2016-2017	2017-2018	
			Total Year	Total Year	Total Year	
403000 - Non-Exempt (Instructional)-BL			16,719,190	12,358,642		
403050 - Non-Exempt (MNIF)-BL			666,375	19,931,142		
403030 - Non-Exempt (Fees & Sp Serv)-BL			14,068,243	11,120,388		
403100 - Non Credit Fees-BL			15,137,389	10,748,858		
420000 - Provincial Government-BL			616,784	197,600		
405000 - Federal & Other Gov't Grants-BL			155,408	15,168		
407500 - Donations and Other Grants-BL			660,664	145,827		
401000 - Internal Revenue-BL			11,902,782	7,891,304		
402000 - External Revenue-BL			7,679,941	6,941,377		
404000 - Investment Income-BL						
DC0100 - Distribution Credit-BL						
Tc0000 - Transfer-Credit-BL			16,761,167	13,122,035		

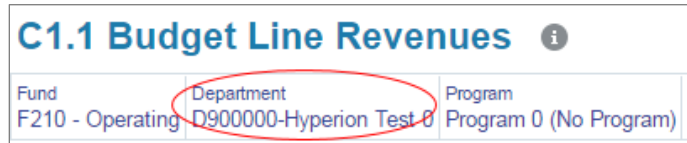
i. Changing Chartfield Intersection

This section outlines how to move between chartfield intersections in viewing data or modifying data. There are two ways to change the chartfield intersection.

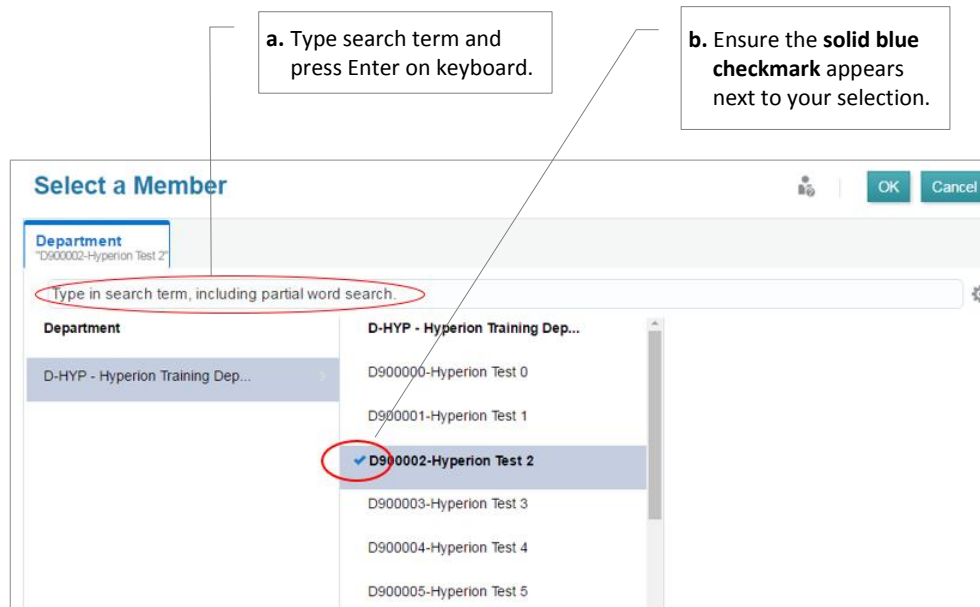
Option A: Chartfield Selector (aka member selector)


Through the chartfield selector you can change the chartfield (fund, department or program), one **at a time**.

1. Click the chartfield hyperlink you would like to change, e.g. Department.



2. A pop-up box will appear. Select or find your chartfield using (a) or (b) below.



3. Click  and then the **Go** arrow

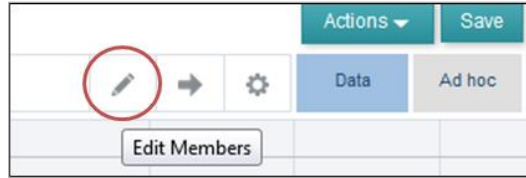


To initiate your chartfield selection, you must click the go arrow.

4. Repeat with other chartfield(s) as required.

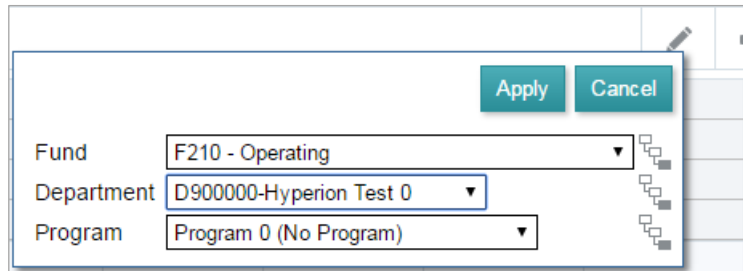
Option B: Use Edit Members

1. Click the edit members icon:



The below window will appear.

2. Use the drop-down menus to select the appropriate fund, department, and program.



3. Click 

ii. Viewing Detailed Data (expanding columns)

Many forms contain columns that can be expanded to view monthly data. These are indicated by a '+' sign. Clicking on this will expand the section. A similar function is available for certain rows.

C1.1 Budget Line Revenues | C1.2 Revenue Details

C1.1 Budget Line Revenues ⓘ

Fund	Department	Program	Actual	Forecast	Budget
F210 - Operating	D900000-Hyperion Test 0	Program 0 (No Program)	Final	Working	Working
			2015-2016	2016-2017	2017-2018
			⊕ Total Year	⊕ Total Year	⊕ Total Year
403000 - Non-Exempt (Instructional)-BL			16,719,190	12,358,642	12,000,000
403050 - Non-Exempt (MNIF)-BL			666,375	19,931,142	

C1.1 Budget Line Revenues ⓘ

Fund	Department	Program	Actual									
F210 - Operating	D900003-Hyperion Test 3	Program 0 (No Program)	Final									
			2015-2016									
			April	May	June	July	August	September	October	November	December	
403000 - Non-Exempt (Instructional)-BL			980	7,628,082	48,264	4,628,619	7,363	1,562	153	1,429	233	
403050 - Non-Exempt (MNIF)-BL									381	381		
403030 - Non-Exempt (Fees & Sp Serv)-BL			1,165,068	1,252,868	1,476,214	893,226	1,049,789	1,183,362	1,309,126	769,816	1,223	
403100 - Non Credit Fees-BL			1,191,425	1,301,046	1,506,377	909,090	1,078,064	1,575,898	1,543,915	807,683	1,275	

iii. Entering Data into Forms

Data is entered in cells of a form at the intersection of rows and columns. Cells display the data for the selected members. Background colors in the cell are used to indicate cell status.

- White** : Writable. Data can be entered and saved.
- Yellow** : Indicates data is NOT saved, but has been changed.
- Shaded** : Read-only cells.

TotalYear	Apr	May
	67	67
(304,670)	500	20,000



If more than one user has access to the same chartfield(s), the form is shared.

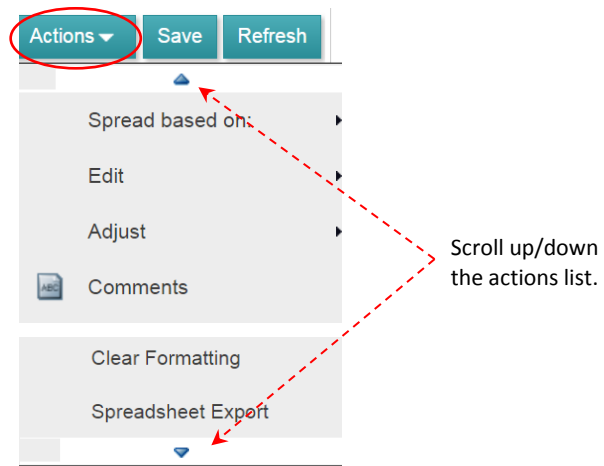
- both can have write access to change and save data
- saving will overwrite previous value

iv. Actions and Right-Click Menu

The **Actions** button contains a list of functionality, including:

- Spreading values to months (section 2.ii)
- Adding comments (section 1.c.v)
- Exporting reports to a spreadsheet (section 1.c.vi)

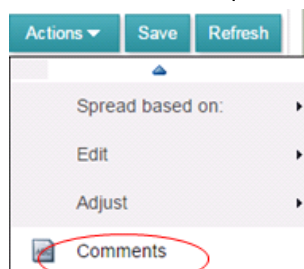
*These actions are also accessible by **right-clicking** in appropriate cells within the form.*



v. Adding Comments to a Cell

Users can add a comment to a cell.

Select a writable (white) cell. Select Actions and then **Comments**.



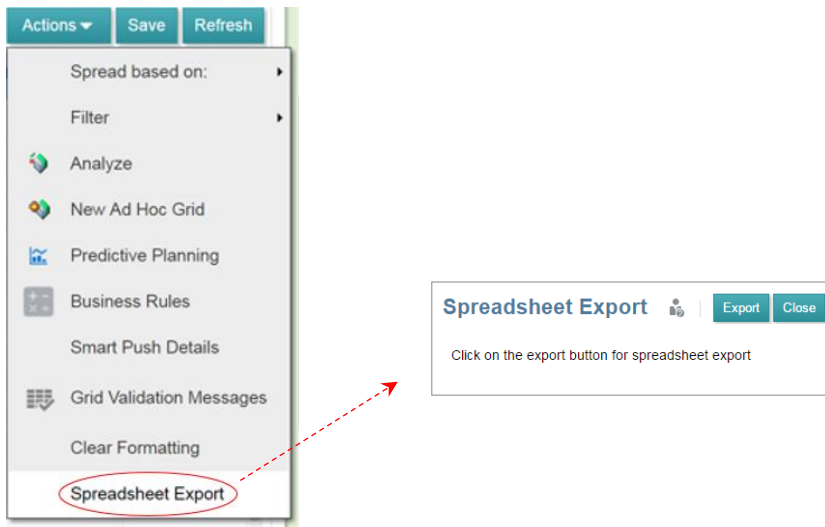
Cells with a comment attached contain a flag in the upper right corner, similar to Excel.

Comments will only be retained in that specific cell of the specific input form.

vi. Exporting to Excel

From the Actions menu, select **Spreadsheet Export**.

A pop-up window will appear. Select **Export** to download the form as an Excel file.



Note: When exported to Excel, all rows and columns are automatically expanded.

vii. Saving and Refreshing Forms

After entering data in a form, the database must be updated with the new budget data. To perform this activity, save the data entered in the form by clicking **Save** in the toolbar.



uPlan provides a collaborative environment where multiple users have security access to the same chartfield(s). As such, multiple users can update work simultaneously.

To ensure the most current plan is displayed, click the **Refresh** button.

Users can also use the refresh button to clear changes that do not need to be saved.

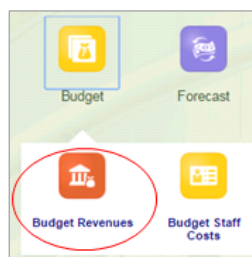
2. BUDGETING REVENUES

In this section, you will access revenue forms, select a chartfield intersection and enter revenue data.

a. Accessing Revenue Forms

1. From the uPlan homepage, click Budget and then Budget Revenue.

This will take you to the **Budget Line Revenue** form below.



2. Check that you are in the desired chartfield intersection (Fund, Department and Program), or change as necessary (see section 1.c.i.).

C1.1 Budget Line Revenues C1.2 Revenue Details			
C1.1 Budget Line Revenues ⓘ			
Fund	Department	Program	
F210 - Operating	D900001-Hyperion Test 1	Program 0 (No Program)	
		Actual	Forecast
		Final	Working
		2015-2016	2016-2017
		2017-2018	
		⊕ Total Year	⊕ Total Year
403000 - Non-Exempt (Instructional)-BL		16,719,190	12,358,642
403050 - Non-Exempt (MNIF)-BL		666,375	19,931,142
403030 - Non-Exempt (Fees & Sp Serv)-BL		14,068,243	11,120,388
403100 - Non Credit Fees-BL		15,137,389	10,748,858
420000 - Provincial Government-BL		616,784	197,600
405000 - Federal & Other Gov't Grants-BL		155,408	15,168
407500 - Donations and Other Grants-BL		660,664	145,827
401000 - Internal Revenue-BL		11,902,782	6,641,065
402000 - External Revenue-BL		7,679,941	6,941,377
404000 - Investment Income-BL			
DC0100 - Distribution Credit-BL			
Tc0000 - Transfer-Credit-BL		16,761,167	13,122,035

Total Revenues		84,367,943	81,222,102

Confirm chartfield intersection.

This form displays prior year's actual and a working forecast for information only. These cannot be modified.

The **Budget Working** column is for inputting revenue budgets.

3. **Most** forms contain **Actuals** and **Forecast** data for information purposes.
 - **Actual Final** contains the prior full year of actuals data from the general ledger
 - **Forecast Working** contains a combination of the current YTD monthly actuals and forecasted values for the remaining months of the year.

Columns can be expanded through the ' + ' to view monthly data.

b. Viewing Revenue Account Details

Within the form are revenue details. Selecting this allows you to view the detailed actuals by general ledger (GL) account within the budget line (BL) roll-up.

1. Click on **C1.2 Revenue Details**

C1.1 Budget Line Revenues			C1.2 Revenue Details
C1.2 Revenue Details ⓘ			
Fund	Department	Program	
F210 - Operating	D900000-Hyperion Test 0	Program 0 (No Program)	

2. Click the '+' next to Provincial Grants to expand the row and display GL details.

C1.1 Budget Line Revenues C1.2 Revenue Details			
C1.2 Revenue Details ⓘ			
Fund	Department	Program	
F210 - Operating	D900001-Hyperion Test 1	Program 0 (No Program)	
		Actual	Forecast
		Final	Working
		2015-2016	2016-2017
		2017-2018	
		⊕ Total Year	⊕ Total Year
⊕ Tuition & Fees - Non-Exempt Fee (instructional)		16,719,190	12,358,642
⊕ Tuition & Fees - Non-Exempt Fee (MNIF)		666,375	19,931,142
⊕ Tuition & Fees - Non-Exempt Fee (fees & special services)		14,068,243	11,120,388
⊕ Tuition & Fees - Non-Credit Revenues		15,137,389	10,748,858
⊕ Provincial Grants		616,784	197,600
⊖ Federal & Other Government Sources		155,408	15,168
⊖ Donations & Grants		660,664	145,827
⊖ Internal Revenue		11,902,782	6,641,065

⊕ Tuition & Fees - Non-Exempt Fee (fees & special services)	14,068,243	11,120,388
⊕ Tuition & Fees - Non-Credit Revenues	15,137,389	10,748,858
420033 - Human Services	30,000	
420038 - Health	705	
420040 - Internat & Intergov Relations	112,879	
420051 - AB Culture and Tourism	71,400	
421104 - AB Foundation for the Arts	15,000	
422201 - Southern AB Institute of Tech	290,000	197,600
423013 - Alberta Health Services	96,800	
⊕ Provincial Grants	616,784	197,600
⊖ Federal & Other Government Sources	155,408	15,168
⊖ Donations & Grants	660,664	145,827

c. Revenue Budget Input

In this section, you will input an annual budget and be provided options to working with monthly budgets.

Click on **C1.1 Budget Line Revenues** to return to the input form (or see section 2.a.)



i. Annual Budget Input

In the **Budget Working** column, you can input an annual budget amount for any BL account.

- Referencing the diagram below, type in the 3 revenue budget figures (i.e. 12,000,000; 150,000; and, 6,000,000) in the cells as indicated
- Note that cells are highlighted, indicating unsaved data.
- Click **Save** to save the data. The cell colour will revert to white.

C1.1 Budget Line Revenues C1.2 Revenue Details				Actions		Save	Refresh
C1.1 Budget Line Revenues ⓘ							
Fund F210 - Operating	Department D900001-Hyperion Test 1	Program Program 0 (No Program)					
	Actual	Forecast	Budget				
	Final	Working	Working				
	2015-2016	2016-2017	2017-2018				
	Total Year	Total Year	Total Year				
403000 - Non-Exempt (Instructional)-BL	16,719,190	12,358,642	12,000,000				
403050 - Non-Exempt (MNIF)-BL	666,375	19,931,142					
403030 - Non-Exempt (Fees & Sp Serv)-BL	14,068,243	11,120,388					
403100 - Non Credit Fees-BL	15,137,389	10,748,858					
420000 - Provincial Government-BL	616,784	197,600					
405000 - Federal & Other Gov't Grants-BL	155,408	15,168	150,000				
407500 - Donations and Other Grants-BL	660,664	145,827					
401000 - Internal Revenue-BL	11,902,782	6,641,065					
402000 - External Revenue-BL	7,679,941	6,941,377	6,000,000				
404000 - Investment Income-BL							
DC0100 - Distribution Credit-BL							
Tc0000 - Transfer-Credit-BL	16,761,167	13,122,035					

Total Revenues	84,367,943	81,222,102					

ii. Working with Monthly Budgets

Budgets entered as an annual amount are, by default, distributed evenly across each month (annual budget divided by 12).

- To view the monthly budgets, click on the ‘ + ’ under the Budget Working column to expand the **Total Year**.

Fund	Department	Program					
F210 - Operating	D900000-Hyperion Test 0	Program 0 (No Program)					
			Actual	Forecast	Budget		
			Final	Working	Working		
			2015-2016	2016-2017	2017-2018		
			<input type="checkbox"/> Total Year	<input type="checkbox"/> Total Year	<input checked="" type="checkbox"/> Total Year		
403000 - Non-Exempt (Instructional)-BL			16,719,190	12,358,642	12,000,000		
403050 - Non-Exempt (MNIF)-BL			666,375	19,931,142			
403030 - Non-Exempt (Fees & Sp Serv)-BL			14,068,243	11,120,388			

	April	May	June	...	January	February	March	<input type="checkbox"/> Total Year
403000 - Non-Exempt (Instructional)-BL	1,000,000	1,000,000	1,000,000	...	1,000,000	1,000,000	1,000,000	12,000,000
403050 - Non-Exempt (MNIF)-BL								

- In the monthly view, you can edit at the monthly level for any revenue budget line.

Option A: Custom Entry

The monthly view allows the user to modify any cell to create a custom monthly budget.

While each month can be customized, manual entry is intended to adjust for an exception in a particular month.

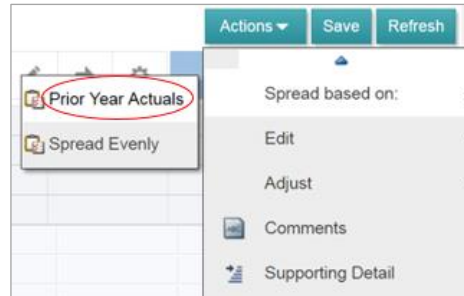
Option B: Automated Spreading of Data

Through the Actions menu, you can spread the budget based on the prior year’s actuals.

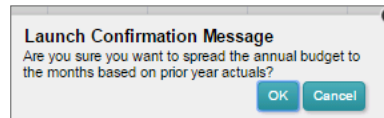
- Under the **Total Year** column, click in the cell for account 40300.

	April	...	March	<input checked="" type="checkbox"/> Total Year
403000 - Non-Exempt (Instructional)-BL	1,000,000	...	1,000,000	12,000,000
403050 - Non-Exempt (MNIF)-BL				
403030 - Non-Exempt (Fees & Sp Serv)-BL				

2. Select **Actions**
 - Select **'Spread based on'**
 - Select **'Prior Year Actuals'**



3. A window will open asking for confirmation. Click on **OK**.



4. Click on the **' + '** to expand the Budget Working column and to view the new spread.

	Actual	Forecast	Budget
	Final	Working	Working
	2015-2016	2016-2017	2017-2018
	Total Year	Total Year	Total Year
403000 - Non-Exempt (Instructional)-BL	16,719,190	12,358,642	12,000,000
403050 - Non-Exempt (MNIF)-BL	666,375	19,931,142	

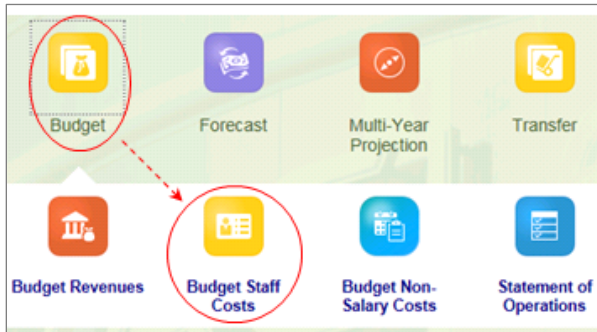
	April	May	June	January	February	March	Total Year
	403000 - Non-Exempt (Instructional)-BL	703	5,474,965	34,641	700	839	2,990,567
403050 - Non-Exempt (MNIF)-BL							
403030 - Non-Exempt (Fees & Sp Serv)-BL							
403100 - Non Credit Fees-BL							

NOTE: There is an automatic calculation when editing data in months and the **'Total Year'**.

- **changing a specific month's** amount will automatically updates the **'Total Year'** amount
- **changing 'Total Year'** amount will automatically updates ALL months
 - The difference between the old and new Total Year amount is spread across all months based on the saved 'spread' methodology (e.g. prior year actual spread, even spread, custom spread)

3. BUDGETING COMPENSATION

1. From the uPlan homepage select the **Budget** cluster and then the **Budget Staff Costs** card.



The initial screen after navigating to the Budget Staff Costs card is illustrated below.

2. You will be in the first of six tabs that reside along the left side.

There are **six tabs** along the left that allow you to input, modify or review the different aspects of compensation expenses. In certain forms, there may also be forms along the top.

Years	Department	Program
2017-2018	D900002-Hyperion Test 2	Program

Faculty (500011)	E00ABC11
	E00ABC18
	E00ABC19
	E00ABC22
	E00ABC23

3. All funds are automatically included.

a. Rostered Salary Budgets

This section provides instructions on navigating between forms, as well as modifying and reviewing rostered compensation data.

* Refer to the **Appendix** for an overview of rostered data fields, calculations and business rules.

1. From the uPlan, homepage select the **Budget** cluster and then the **Budget Staff Costs** card.



- a. Select the first tab along the left and click on **S1.1 Salary Input Roster**.

The form contains details on Rostered Employees and allows for adjustments.

- b. Select the chartfield intersection you wish to work in through the individual **chartfield selector**, or the **edit member** button. See section 1.c.i.

The screenshot shows the 'S1.1 Salary Input Roster' form. A red circle highlights the first tab on the left. A red arrow points to the 'Department' field in the filter bar. Another red arrow points to the 'Total Salary Funded' column header in the table. The table contains the following data:

Years	Department	Program	Home Department Funding Percentage	Total Salary Funded	HCM Termination Date	Termination Date	Employee Status
2017-2018	D900000-Hyperion Test 0	Program 0 (No Program)					
Faculty (500011)	E00ABC11.00008896-Carola ,Cifaldi	F210 - Operating	80.00%	102,400			Active
	E00ABC18.00000176-Allyn ,Asmus	F210 - Operating	100.00%	59,100			Active
	E00ABC19.00008448-Sergio ,Spitz	F210 - Operating	100.00%	53,000			Active
	E00ABC22.00003808-Barbara ,Billiot	F210 - Operating	100.00%	58,400			Active
	E00ABC23.00007272-Jeri ,Jeter	F210 - Operating	100.00%	56,750	07/01/17		Active
	E00ABC26.00003620-Tai ,Thill	F210 - Operating	100.00%	51,500	09/01/18		Active

2. Expand the **Total Salary Funded** field by clicking on the '+'.

The screenshot shows the 'S1.1 Salary Input Roster' form with the 'Total Salary Funded' field expanded. A red circle highlights the '+' icon next to the 'Total Salary Funded' column header. The table data is the same as in the previous screenshot, but the 'Total Salary Funded' column is expanded to show the underlying data.

Years	Department	Program	Home Department Funding Percentage	Total Salary Funded	HCM Termination Date
2017-2018	D900000-Hyperion Test 0	Program 0 (No Program)			
Faculty (500011)	E00ABC11.00008896-Carola ,Cifaldi	F210 - Operating	80.00%	102,400	
	E00ABC18.00000176-Allyn ,Asmus	F210 - Operating	100.00%	59,100	
	E00ABC19.00008448-Sergio ,Spitz	F210 - Operating	100.00%	53,000	
	E00ABC22.00003808-Barbara ,Billiot	F210 - Operating	100.00%	58,400	

i. Adjusting Rostered Salaries

There are three primary adjustments available on a rostered position, specifically, as they relate to the base salary, supplements/stipends and termination dates.

Step 1: Base Salary and Merit Adjustment

Imagine employee **Carola, Cifaldi** is to receive a **\$2,000** increase in their Salary

1. Expand the **Total Base Salary Funded** column.

Home Department Funding Percentage	Total Base Salary Funded	Total Market Supplement	Total Stipends	Termination Date \$ Adj.	Total Salary Funded	HCM Termination Date	Termination Date																															
<table border="1"> <thead> <tr> <th></th> <th>Home Department Funding Percentage</th> <th>Salary Funded</th> <th>Salary Funded Adj.</th> <th>Merit Funded</th> <th>Merit Funded Adj.</th> <th>Total Base Salary Funded</th> </tr> </thead> <tbody> <tr> <td>Faculty (500011)</td> <td>E00ABC11.00008896-Carola ,Cifaldi</td> <td>F210 - Operating</td> <td>80.00%</td> <td>100,000</td> <td>2,000</td> <td>2,400</td> <td>102,400</td> </tr> <tr> <td></td> <td>E00ABC18.00000176-Allyn ,Asmus</td> <td>F210 - Operating</td> <td>100.00%</td> <td>50,000</td> <td></td> <td>4,000</td> <td>54,000</td> </tr> <tr> <td></td> <td>E00ABC19.00008448-Sergio ,Spitz</td> <td>F210 - Operating</td> <td>100.00%</td> <td>50,000</td> <td></td> <td>3,000</td> <td>53,000</td> </tr> </tbody> </table>									Home Department Funding Percentage	Salary Funded	Salary Funded Adj.	Merit Funded	Merit Funded Adj.	Total Base Salary Funded	Faculty (500011)	E00ABC11.00008896-Carola ,Cifaldi	F210 - Operating	80.00%	100,000	2,000	2,400	102,400		E00ABC18.00000176-Allyn ,Asmus	F210 - Operating	100.00%	50,000		4,000	54,000		E00ABC19.00008448-Sergio ,Spitz	F210 - Operating	100.00%	50,000		3,000	53,000
	Home Department Funding Percentage	Salary Funded	Salary Funded Adj.	Merit Funded	Merit Funded Adj.	Total Base Salary Funded																																
Faculty (500011)	E00ABC11.00008896-Carola ,Cifaldi	F210 - Operating	80.00%	100,000	2,000	2,400	102,400																															
	E00ABC18.00000176-Allyn ,Asmus	F210 - Operating	100.00%	50,000		4,000	54,000																															
	E00ABC19.00008448-Sergio ,Spitz	F210 - Operating	100.00%	50,000		3,000	53,000																															

A rostered position’s Total Base Salary Funded can be modified through the **Salary Funded Adj.** and the **Merit Funded Adj.** column.

2. Suppose Cifaldi Carola’s salary is expected to increase by \$2,000 next year.
 - a. Enter 2,000 in the **Salary Funded Adj.** as illustrated above.
 - b. Click **Save**

→ Note the change in Total Base Salary Funded to \$104,400

	Home Department Funding Percentage	Salary Funded	Salary Funded Adj.	Merit Funded	Merit Funded Adj.	Total Base Salary Funded	
Faculty (500011)	E00ABC11.00008896-Carola ,Cifaldi	F210 - Operating	80.00%	100,000	2,000	2,400	104,400
	E00ABC18.00000176-Allyn ,Asmus	F210 - Operating	100.00%	50,000		4,000	54,000
	E00ABC19.00008448-Sergio ,Spitz	F210 - Operating	100.00%	50,000		3,000	53,000

Changes can also be made to a rostered position’s merit by entering an amount in the **Merit Funded Adj.** column.

Step 3: Termination Date Adjustments

The HCM Termination Date column includes a date if it exists in PeopleSoft HCM as the time of the roster extract.

* This column is for information only. Salary expenses are not automatically adjusted for this.

		Home Department Funding Percentage	Total Salary Funded	HCM Termination Date	Termination Date	Employee Status
E00ABC11.00008896-Carola ,Cifaldi	F210 - Operating	80.00%	102,400			Active
E00ABC18.00000176-Allyn ,Asmus	F210 - Operating	100.00%	59,100			Active
E00ABC19.00008448-Sergio ,Spitz	F210 - Operating	100.00%	53,000			Active
E00ABC22.00003808-Barbara ,Billiot	F210 - Operating	100.00%	58,400			Active
E00ABC23.00007272-Jeri ,Jeter	F210 - Operating	100.00%	56,750	1/7/17		Active
E00ABC26.00003520-Tai ,Thill	F210 - Operating		51,500	1/9/18		Active

1. Using the 'Termination Date' column, you can adjust the total salary funded of a position.

Assume you are advised that Jeri, Jeter will be leaving July of next year. To adjust his salary costs:

- Click in the cell under the Termination Date column
- From the pop-up window, scroll to '31-Jul'. Select this month.

		Home Department Funding Percentage	Total Salary Funded	HCM Termination Date	Termination Date	Employee Status	Job Title
E00ABC19.00008448-Sergio ,Spitz	F210 - Operating	100.00%	53,000			Active	Vice Dean & Assoc Professor
E00ABC22.00003808-Barbara ,Billiot	F210 - Operating	100.00%	58,400				
E00ABC23.00007272-Jeri ,Jeter	F210 - Operating	100.00%	56,750	1/7/17	31-Jul		
E00ABC26.00003520-Tai ,Thill	F210 - Operating		51,500	1/9/18			
	F310 - Ancillary Services	50.00%	51,500				
E00ABC29.00031120-Cecelia ,Crumb	F210 - Operating	90.00%	52,700				
	F535 - Sponsored Research		5,030				
E00ABC30.00043984-Doris ,Denbow	F210 - Operating	90.00%	54,900				
E00ABC24.00008660-Corrin ,Cochran	F210 - Operating	80.00%	40,800				
	F550 - Special Purpose		10,600				
E00ABC21.00002472-Boris ,Boner	F210 - Operating	100.00%	54,500				
E00ABC25.00005056-Sharee ,Schrick	F210 - Operating	100.00%	54,950	1/9/18			

c. After saving **Save** you will note that the Total Salary Funded will have been reduced.

To see details related to selecting the 31-July termination date

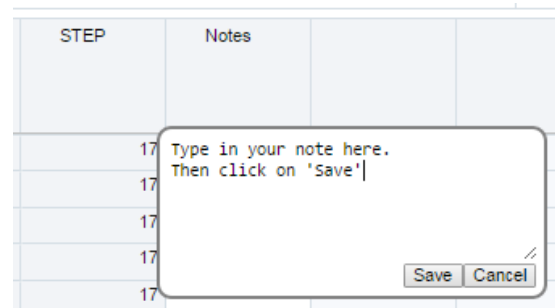
- Expand the 'Total Salary Funded' column
- Expand the 'Termination Date \$ Adj.' column

		Term Date \$ Adj. Base	Term Date \$ Adj. Market Sup	Term Date \$ Adj. Stipend	Termination Date \$ Adj.	Total Salary Funded	HCM Termination Date	Termination Date
E00ABC11.00008896-Carola ,Cifaldi	F210 - Operating					102,400		
E00ABC18.00000176-Allyn ,Asmus	F210 - Operating					59,100		
E00ABC19.00008448-Sergio ,Spitz	F210 - Operating					53,000		
E00ABC22.00003808-Barbara ,Billiot	F210 - Operating					58,400		
E00ABC23.00007272-Jeri ,Jeter	F210 - Operating	(36,000)	0	(1,833)	(37,833)	18,917	1/7/17	31-Jul
E00ABC26.00003520-Tai ,Thill	F210 - Operating					51,500	1/9/18	

Step 4: Adding Notes for a Rostered Position

The column to the far right within the Salary Input Roster form allow users to enter notes.

1. To add a note, click in the cell and begin typing.
2. Select 'Save' when complete.



ii. Expected Hires (New and/or Vacancies)

To accommodate the expected cost of hiring additional continuing (rostered) positions, there are 2 separate input forms. The 'TBH' stand for To Be Hired. Both forms work exactly the same way.




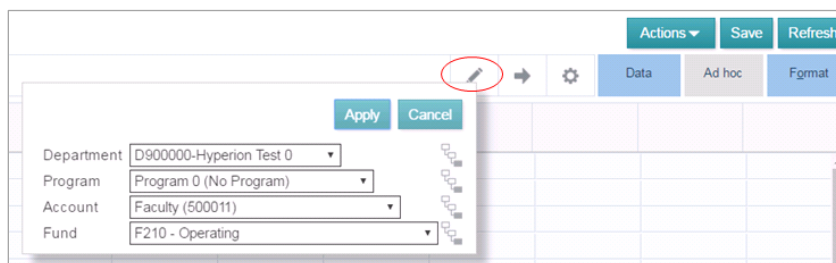
The separation allows users to differentiate the expected hiring of a new position (TBH) from that of filling an existing vacant position. If there is no need to differentiate hiring, you can just use one of the two forms.

For illustration, the following will budget for the expected hiring of a new Faculty member.

1. Navigate to the TBH form by clicking on **S1.2 TBH Input Form**
2. Select the chartfield intersection where the position is expected to be paid from.

Note that this form also includes the **Account** chartfield.

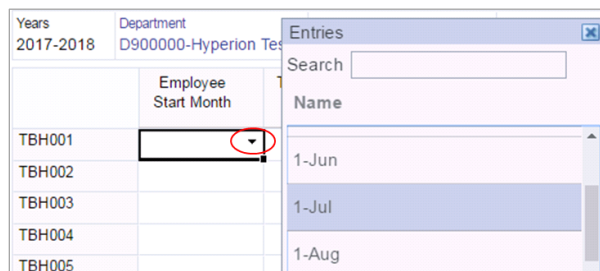
- a. To select the chartfields, click on the Edit Members  button.



- b. Select chartfield(s) using the drop down menus.
- c. Click on **Apply**

Alternative: You can also select chartfields using the chartfield selector. See Section 1.c.i.

3. In the 'Employee Start Month':
 - a. click directly on the drop down arrow
 - b. scroll down and select '1-Jul'



4. In the 'Total Annual Salary' column enter \$150,000. Use the annual salary – this will be pro-rated in the next step.
5. In the 'Funding % HCM', **enter '1'** to indicate that 100% of this salary is expected to be paid out of the selected chartfield. Note: for 75% the entry would be '0.75'.
6. To add a note, click in the 'Notes' cell.

S1.2 TBH Input Form ⓘ					
Years 2017-2018	Department D900000-Hyperion Test	Program Program 0 (No Program)	Account Faculty (500011)	Fund F210 - Operating	
	Employee Start Month	Total Annual Salary	Funding % HCM	Salary Funded	Notes
TBH001	1-Jul	150,000	100%		Hiring new position to replace Jeri. Annual salary includes \$\$10,000 market supplement.
TBH002					
TBH003					

7. Click [Save](#)

Note that the Salary Funded has been pro-rated based on the 1-Jul start date, i.e. \$112,500.

	Employee Start Month	Total Annual Salary	Funding % HCM	Salary Funded
TBH001	1-Jul	150,000	100%	112,500
TBH002				

8. Changing the Funding % HCM would have a similar effect to the Salary Funding amount. To illustrate:
 - a. In the Funding % HCM column, change amount to '0.5' (i.e. fifty per cent)

	Employee Start Month	Total Annual Salary	Funding % HCM	Salary Funded
TBH001	1-Jul	150,000	50%	56,250
TBH002				

- b. Click [Save](#)

Note the change to the Salary Funded amount to \$56,250.

TIP: If you expect to hire several similar positions that will be paid from the same department, program and fund then, you can budget for them as a group, instead of one at a time.

Illustration: Expect to hire 4 similar support staff in May in DeptID 90000, Program 0 and Fund 210.

Years	Department	Program	Account	Fund	
2017-2018	D900000-Hyperion Test 0	Program 0 (No Program)	Support - Continuing (500311)	F210 - Operating	
	Employee Start Month	Total Annual Salary	Funding % HCM	Salary Funded	Notes
TBH001	1-May	70,000	400%	256,667	4 new support staff to support initiative X. Grade 10.
TBH002					

Type '4' to represent 4 hires

iii. Reviewing Employee Data by Department

As you budget for rostered staff, you can also review salary details saved to date for a selected department, department roll-up or entity (within your security access). The details mirror the columns within the forms in the above sections.

After navigating to the **Budget Staff Costs** card . . .



1. Select the **second tab** along the left.

This will take you to the **'Employee Review Form by Dept'**.

S2.5 Employee Review Form by Dept						
Period	Years	Department		Home Department Funding Percentage	Total Salary Funded	
Annual	2017-2018	D900000-Hyperion Test 0				
Faculty (500011)	Program 0 (No Program)	F210 - Operating	E00ABC11.00008896-Carola ,Cifaldi	80.00%	102,400	
			E00ABC18.00000176-Allyn ,Asmus	100.00%	59,100	
			E00ABC19.00008448-Sergio ,Spitz	100.00%	53,000	
			E00ABC22.00003908-Barbara ,Billiot	100.00%	58,400	
			E00ABC23.00007272-Jeri ,Jeter	100.00%	56,750	07/
			E00ABC26.00003520-Tai ,Thill		51,500	09/

2. Select the department you wish to view.

a. Click on the 'Department' chartfield selector.

S2.5 Employee Review Form by Dept

Period	Years	Department
Annual	2017-2018	D900000-Hyperion Test 0
Faculty (500011) Program 0 (No Program F210 - Operating)		

b. In the 'Select a Member' pop-up window, select the department you wish to view. Click on OK.

Select a Member [OK] [Cancel]

Department: "D900000-Hyperion Test 0"

Search Department: _____

Department: **D900000-Hyperion Test 0**

- D900001-Hyperion Test 1
- D900002-Hyperion Test 2
- D900003-Hyperion Test 3
- D900004-Hyperion Test 4
- D900005-Hyperion Test 5

This review form brings together **ALL rostered employees** in the **selected** department by:

- All Accounts
- All Programs
- All Rostered Staff – including any TBH or Vacancies entered.

You can expand columns as needed to view further details, or export into Excel.

S2.5 Employee Review Form by Dept

Period	Years	Department	Home Department Funding Percentage	Total Salary Funded	HCM Termination Date	Termination Date	Employee Status	Job Title	STEP			
Annual	2017-2018	D900000-Hyperion Test 0										
Faculty (500011)	Program 0 (N F210 - Operati	E00ABC11.00008896-Carola ,Cifaldi	80.00%	104,400			Active	Professor	17			
			E00ABC18.00000176-Allyn ,Asmus	100.00%	63,100			Active	Professor	17		
			E00ABC19.00008448-Sergio ,Spitz	100.00%	58,000			Active	Vice Dean & Assoc Professor	17		
			E00ABC22.00003808-Barbara ,Billiot	100.00%	58,400			Active	Professor	17		
			E00ABC23.00007272-Jeri ,Jeter	100.00%	14,188	1/7/17	30-Jun	Active	Professor	17		
			E00ABC26.00003520-Tai ,Thill		51,500	1/9/18		Active	Professor	17		
			E00ABC29.00031120-Cecelia ,Crumble	90.00%	52,700			Active	Professor	17		
			E00ABC30.00043984-Doris ,Denbow	90.00%	54,900			Active	Professor	13		
			E00ABC24.00008660-Corrin ,Cochran	80.00%	40,800			Active	Professor	17		
			TBH003		11,250							
			F310 - Ancillar	E00ABC26.00003520-Tai ,Thill	50.00%	51,500			Active	Professor	17	
			F535 - Sponso	E00ABC29.00031120-Cecelia ,Crumble		5,030			Active	Professor	17	
			F550 - Special	E00ABC24.00008660-Corrin ,Cochran		10,600			Active	Professor	17	
			P9B000 - Inte	F210 - Operati	E00ABC26.00003520-Tai ,Thill	50.00%	51,500	1/9/18		Active	Professor	17
						E00ABC16.00008064-Rolanda ,Razor	100.00%	54,250			Active	Professor
E00ABC17.00049204-Cayla ,Calvillo	100.00%	53,000						Active	Professor	17		
E00ABC24.00008660-Corrin ,Cochran	80.00%	40,800						Active	Professor	17		
P9B001 - Buc	F210 - Operati	E00ABC20.00008528-Melvina ,Marriner	100.00%	58,600			Active	Associate Dean (Research)	17			

iv. Entering Top-up Salary Adjustments

In this section, you navigate to the **Rostered Salary Top-up** form, enter data and save the form.

This form allows you to include:

- Non-continuing pay types for rostered staff (e.g. overtime, severance, salary supplements, etc.)
- Expected expenses for **Split Rostered** accounts. Specifically, Casual Support Salaries (500312) and Student Salaries (500321) – both of which are paid hourly and therefore not rostered.

1. Select the **third tab** along the left. This will take you to the Rostered Salary Top-up form.
2. As needed, select the chartfield intersection you wish to work in.

C2.1.1 Rostered Salary Top-up	
C2.1.1 Rostered Salary Top-up ⓘ	
Fund	Department
F210 - Operating	D900000-Hyperion Test 0
Program 0 (No Program)	
	Budget
	Working
	2017-2018
	Annual
Faculty	
Base Faculty Salaries (500011)	513,200
Termination Adjust. (Base 500011)	
<input type="checkbox"/> Faculty Sub-total Before ATB	513,200
ATB Increase (500010)	7,698

3. Each salary account is listed in this form and contains the summary of all saved rostered data.
 - a. Note that ATB is automatically calculated by applying the percentage to ATB eligible earning codes.
 - b. In the 'Other Earnings Codes' line for Faculty enter \$10,000
 - c. Click **Save**. This will update '500010 - Total Faculty Salaries'.

As needed, scroll to other rostered accounts to enter lump sum costs for 'Other Earnings Codes'.

C2.1.1 Rostered Salary Top-up ⓘ	
Fund	Department
F210 - Operating	D900000-Hyperion Test 0
Program 0 (No Program)	
	Budget
	Working
	2017-2018
	Annual
Faculty	
Base Faculty Salaries (500011)	513,200
Termination Adjust. (Base 500011)	
<input type="checkbox"/> Faculty Sub-total Before ATB	513,200
ATB increase (500010)	7,698
Faculty Stipend/Market Supplements (500011)	16,350
Termination Adjust. (Stipend/Market 500011)	
Other Earnings Codes (500010)	10,000
<input type="checkbox"/> 500010 - Total Faculty Salaries	547,248

Admin Professional Officers (APO)	
Base APO Salaries (500021)	53,000
Termination Adjust. (Base 500021)	
<input type="checkbox"/> APO Sub-total Before ATB	53,000

4. Scroll down to the ‘Support Temporary’ and ‘Excluded Staff’ accounts.

Both of these account are **split rostered**.

The rostered positions are accommodated within Salary Input Roster form (section 3.a.i).

To account for the non-rostered component, there are input cells for:

- Casual Support Salaries (500312)
 - Student Salaries (500321)
- a. Enter \$75,000 for Casual Support Salaries
 - b. Enter \$35,000 for Student Salaries.
 - c. Click Save

	Budget
	Working
	2017-2018
	Annual
Support Temporary	
Base Temp Support Salaries (500312)	
Termination Adjust. (Base 500312)	
<input type="checkbox"/> Temporary Support Sub-total Before ATB	
ATB increase (500330)	
Support Stipend/Market Supplements (500312)	
Termination Adjust. (Stipend/Market 500312)	
Other Earnings Codes (500330)	
Casual Support Salaries (500312)	75,000
<input type="checkbox"/> 500330 - Total Temp Support Salaries	75,000

Excluded Staff	
Excluded Support Base Salaries (500321)	
Excluded Management Base Salaries (500322)	
Termination Adjust. (Base 500321)	
Termination Adjust. (Base 500322)	
<input type="checkbox"/> Excluded Sub-total Before ATB	
ATB increase (500320)	
Excluded Support Stipend/Market Supplements (500321)	
Excluded Management Salary/Market Supplement (500322)	
Termination Adjust. (Stipend/Market 500321)	
Termination Adjust. (Stipend/Market 500322)	
Other Earnings Codes (500320)	
Student Salaries (500321)	35,000
<input type="checkbox"/> 500320 - Total Excluded Salaries	35,000

This form requires performing a final Save.

To populate the Statement of Operations with data entered in the Rostered Salary Tabs (top two tabs), you must perform a final **Save** within this form.

This applies to **EACH** chartfield intersection where rostered salary data was changed.

Data is not lost – it just needs to be “pushed” into the Statement of Operations.

*** NOTE:** At the end of each day, uPlan will automatically perform this save across the entire system.

b. Non-Rostered Salary Budgets

After navigating to the **Budget Staff Costs** card . . .



1. Select the **Fourth Tab** along the left to open the **Non-Rostered Salary Budgets** form.

C2.2.1 Non-Rostered Staff Salaries				
C2.2.1 Non-Rostered Salary Budgets ⓘ				
Fund	Department	Program		
F210 - Operating	D900000-Hyperion Test 0	Program 0 (No Program)		
	Actual	Forecast	Budget	
	Final	Working	Working	
	2015-2016	2016-2017	2017-2018	
	Total Year	Total Year	Total Year	
500040 - Temporary Academic - BL	2,653,609	2,184,013		
500044 - Other Academic Staff - BL	319,342	209,590		
500060 - Graduate Salaries- BL	42,273	14,782		

Total Non-Rostered Staff Costs	3,015,224	2,408,385		

This form contains three non-rostered accounts.

Each allows for budgeting a lump sum amount for a selected chartfield intersection.

- a. Enter lump sum amounts for the non-rostered accounts. Confirm, or change, your chartfield intersection.
- b. Enter '1,800,000' for the Temporary Academic line, e.g. assume we need \$1.8 million for contract academic staff: teaching agreement (CAST).
- c. Enter '200,000' for Other Academic Staff.
- d. Click **Save** and the total will be updated as illustrated.

C2.2.1 Non-Rostered Salary Budgets ⓘ				
Fund	Department	Program		
F210 - Operating	D900000-Hyperion Test 0	Program 0 (No Program)		
	Actual	Forecast	Budget	
	Final	Working	Working	
	2015-2016	2016-2017	2017-2018	
	Total Year	Total Year	Total Year	
500040 - Temporary Academic - BL	2,653,609	2,184,013	1,800,000	
500044 - Other Academic Staff - BL	319,342	209,590	200,000	
500060 - Graduate Salaries- BL	42,273	14,782		

Total Non-Rostered Staff Costs	3,015,224	2,408,385	2,000,000	

c. Reviewing Staff Costs

After navigating to the **Budget Staff Costs** card . . .



1. Select the **Fifth Tab** along the left to open the **Staff Cost Review** form.

C4.2 Staff Cost Review | C4.2.1 Salary Expense Details


C4.2 Staff Cost Review

Fund: F210 - Operating | Department: D900000-Hyperion Test 0 | Program: Program 0 (No Program)

	Actual	Forecast	Budget		
	Final	Working	Working		
	2015-2016	2016-2017	2017-2018		
	(E) Total Year	(E) Total Year	(E) Total Year		
500010 - Faculty - BL	2,946,343	3,180,885	526,527		
500020 - Admin Professional Officers - BL	12,274,066	12,778,062	55,295		
500024 - Faculty Service Officers - BL					
500030 - Professional Librarians - BL	6,080,228	6,194,121			
500310 - Support Staff - Continuing BL	28,271,242	29,372,020	140,507		
500330 - Temporary Support Staff-BL	20,543,562	17,278,439			
500320 - Excluded - BL	244,514	332,976			
Total Rostered Staff Costs	70,359,955	69,136,503	722,328		

500040 - Temporary Academic - BL	2,853,609	2,184,013	1,800,000		
500044 - Other Academic Staff - BL	319,342	209,590	200,000		
500060 - Graduate Salaries- BL	42,273	14,782			
Total Non-Rostered Staff Costs	3,015,224	2,408,385	2,000,000		

Total Staff Costs	73,375,179	71,544,888	2,722,328		

2. The Staff Cost Review form allows you to:
 - View by month (click on the ' + ' to expand the column)
 - View by a specific chartfield intersection (select chartfield, or Edit Members )
 - View by a **roll-up** of Fund, Department and/or Program
3. Through this form, you can change monthly spread of salary BLs.
The system default is to spread based on the prior year's actuals. You can change this to spread evenly across each month using: Actions > Spread based on > Spread evenly

See 2.c.ii. (under heading Option 2)

d. Benefit Costs

After navigating to the **Budget Staff Costs** card . . .



1. Select the **Sixth Tab** along the left to open the **Review Benefits Cost** form.

In this section you can:

- make lump sum adjustments within a chartfield intersection
- review expected benefits cost details
- spread benefits for monthly budgets

Benefit Summary Benefit Details	
C2.3.1 Review Benefit Costs	
Fund	Department
F210 - Operating	D900000-Hyperion Test 0
	Program
	Program 0
	Budget
	Working
	2017-2018
	Total Year
500010 - Benefit Costs	109,450
500020 - Benefit Costs	11,059
500024 - Benefit Costs	
500030 - Benefit Costs	
500310 - Benefit Costs	32,316
500330 - Benefit Costs	11,250
500320 - Benefit Costs	
500040 - Benefit Costs	288,000
500044 - Benefit Costs	20,000
500060 - Benefit Costs	
Other Benefits	15,000
Total Benefit Costs	487,075

Adjusting Total Benefit Costs

2. Select the chartfield intersection to review.
3. To increase (decrease) the current benefits, enter '15,000' into the **'Other Benefits'** line.
4. Click **Save**
5. The **Total Benefits Costs** will update as shown.

Review Benefit Details

6. To review benefit details, click on the 'Benefit Details' form.

Benefit Summary		Benefit Details	
C2.3.2 Detailed Benefit Costs ⓘ			
Fund	Department	Program	
F210 - Operating	D900000-Hyperion Test 0	Program 0 (No Program)	
		Budget	
		Working	
		2017-2018	
		<input type="checkbox"/> Total Year	
500010 - Faculty - BL		547,248	
500020 - Admin Professional Officers - BL		55,295	
500024 - Faculty Service Officers - BL			
500030 - Professional Librarians - BL			
500310 - Support Staff - Continuing BL		140,507	
500330 - Temporary Support Staff-BL		75,000	

The 'Detailed Benefit Costs' form shows the following.

- Summarizes all saved salary costs by BL account (illustration below)
- View the calculated benefit amount by salary budget line account
- Displays the benefit rate applied to each salary budget line account.
- Calculates your overall effective benefit rate for the total that will appear in **5010000-Employee Benefit – BL** of the Statement of Operation.

7. Scroll through this form to view the details. Below are sample screenshots.

Spread Benefit Budgets

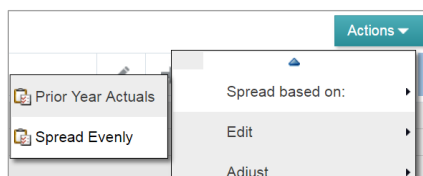
The default monthly spread of Benefits is based on prior year's actuals. You can change it to spread evenly through the Actions menu.

8. In the 'Benefits Details' form (as illustrated above), expand the column through the '+' button.

a. To select a different monthly spread for **Faculty BL**, click under the Total Year column.

	April	May	June	July	January	February	March	<input type="checkbox"/> Total Year
500010 - Faculty - BL	37,771	40,665	39,527	24,335	43,559	45,831	75,864	537,248
500020 - Admin Professional Officers - BL	4,594	4,580	4,583	4,614	4,600	4,608	4,706	55,295
500024 - Faculty Service Officers - BL								

b. Using the Actions menu, select 'Spread based on' and 'Spread Evenly'.



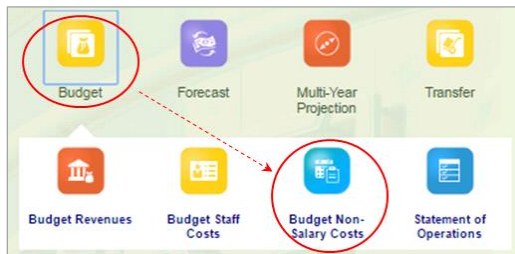
c. Expand the months to view the benefits by month.

4. BUDGETING NON SALARY EXPENSES

Overall, the functions for **Non-Salary Expense** forms is identical to that of Budgeting Revenue. In this section we will navigate to the non-salary expense forms and provide an overview of saved data and review expense details. For further details on functions and features, refer to section 2 (Budgeting Revenues).

Entering Non-Salary Expense Budgets

1. From the home page, select the **Budget** cluster and then the **Budget Non-Salary Costs** card.



2. To enter data select the **Budget Non-Salary Expense** form. Confirm, or change, the chartfield intersection you wish to work in (section 1.c.i).

Budget Non-Salary Expenses Non-Salary Expense Detail			
C3.1 Budget Line Non-Salary Expense ⓘ			
Fund	Department	Program	
F210 - Operating	D900000-Hyperion Test 0	Program 0 (No Program)	
		Actual	Forecast
		Final	Working
		2015-2016	2016-2017
		☒ Total Year	☒ Total Year
501000 - Employee Benefits-BL		16,095,537	16,056,867
500124 - Graduate Awards and Bursaries-BL		131,462	46,046
500120 - Undergrad Award & Burs - BL		618,330	780,214
502000 - Supplies Serv & Sundries-BL		29,320,236	22,566,809
		Budget	
			Working
			2017-2018
			☒ Total Year

3. For illustration:
 - a. Select the **Graduate Awards and Bursaries-BL** cell
 - b. Enter **'60,000'**.
 - c. Click **Save**

	Actual	Forecast	Budget
	Final	Working	Working
	2015-2016	2016-2017	2017-2018
	☒ Total Year	☒ Total Year	☒ Total Year
501000 - Employee Benefits-BL	16,095,537	16,056,867	150,825
500124 - Graduate Awards and Bursaries-BL	131,462	46,046	60,000
500120 - Undergrad Award & Burs - BL	618,330	780,214	
502000 - Supplies Serv & Sundries-BL	29,320,236	22,566,809	

Reviewing Non-Salary Expense Details

1. Click **Non-Salary Expense Detail** form.

This form allows you to view the expenditure details by GL account, as well as expand the **Total Year** to view the activity by month.

Budget Non-Salary Expenses Non-Salary Expense Detail			
C3.2 Non-Salary Expense Details ⓘ			
Fund F210 - Operating	Department D900000-Hyperion Test 0	Program Program 0 (No Program)	
	Actual	Forecast	Budget
	Final	Working	Working
	2015-2016	2016-2017	2017-2018
	⊕ Total Year	⊕ Total Year	⊕ Total Year
⊕ Benefits	16,095,537	16,056,867	150,825
⊕ Graduate Scholarship and Awards	131,462	46,046	60,000
⊕ Undergrad Scholarship and Awards	618,330	780,214	

2. Confirm, or change, the chartfield intersection you wish to work in (section 1.c.i).

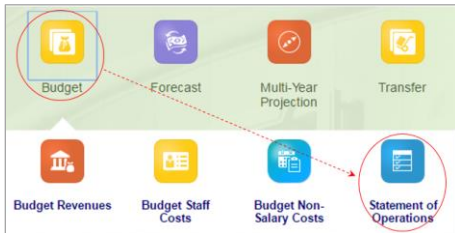
- a. You can expand (collapse) rows using the ‘+’ (‘-’) buttons to view **account details**.
- b. You can expand (collapse) columns using the ‘+’ (‘-’) buttons to **monthly details**.

C3.2 Non-Salary Expense Details ⓘ								
Fund F210 - Operating	Department D900000-Hyperion Test 0	Program Program 0 (No Program)						
	Actual	Forecast						
	Final	Working						
	2015-2016	2016-2017						
	⊕ Total Year	⊕ Total Year	April	May	June	July	August	
⊕ Benefits	16,095,537	16,056,867	13,398	13,185	12,759	12,208	11,903	
⊕ Graduate Scholarship and Awards	131,462	46,046	5,000	5,000	5,000	5,000	5,000	
⊕ Undergrad Scholarship and Awards	618,330	780,214						
⊕ Supplies Svcs Sundri	29,320,236	22,566,809						
503006 - Postage	96,678	83,227						
503015 - Centrex Expenses	22,608	3,830						
503016 - Telephone Long Distoll & Tel	4,246	37,135						
503026 - Cellular Telephone Charges	66,802	138,375						
503031 - Telephone Line & Equip Rentals	300,339	364,789						
503032 - Telephone Service Requests	9,113	1,725						
503033 - Pri Charges	159,315	26,340						
503034 - Did Charges	214,955	348,833						
⊖ Communications	874,056	1,004,254						
⊕ Fin & Investmnt Fees & Prop Tax	37,297	53,877						

5. REVIEWING THE STATEMENT OF OPERATIONS

In this section, you will navigate to the Statement of Operations Review.

1. From the home page, select the **Budget** cluster and then the **Statement of Operations** card.



2. Scroll down through the form and you will see the main sections.

Revenues

403000 - Non-Exempt (Instructional)-BL
403050 - Non-Exempt (MNIF)-BL
403030 - Non-Exempt (Fees & Sp Serv)-BL
403100 - Non Credit Fees-BL
420000 - Provincial Government-BL
405000 - Federal & Other Govt Grants-BL
407500 - Donations and Other Grants-BL
401000 - Internal Revenue-BL
402000 - External Revenue-BL
404000 - Investment Income-BL
DC0100 - Distribution Credit-BL
Tc0000 - Transfer-Credit-BL

430000 - Base Allocation-BL
430010 - Temp Allocation-BL
430030 - Benefits Allocation-BL


Salaries

500010 - Faculty - BL
500020 - Admin Professional Officers - BL
500024 - Faculty Service Officers - BL
500030 - Professional Librarians - BL
500310 - Support Staff - Continuing BL
500330 - Temporary Support Staff-BL
500320 - Excluded - BL
500040 - Temporary Academic - BL
500044 - Other Academic Staff - BL
500060 - Graduate Salaries- BL
Salary Accruals and Suspense

Expense

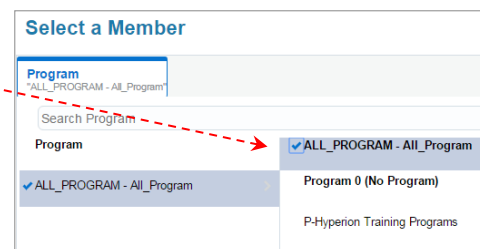
501000 - Employee Benefits-BL
500124 - Graduate Awards and Bursaries-BL
500120 - Undergrad Award & Burs - BL
502000 - Supplies Serv & Sundries-BL
503000 - Communications-BL
503800 - Finance And Investment Fees-BL
503200 - Travel -BL
504000 - Rentals -BL
502800 - Utilities-BL
503400 - Repairs & Maint Equipment-BL
507800 - Debt Principal Pmts-BL
505000 - Amortization Expense-BL
505030 - Amortization Funding-BL
506000 - Cost of Goods Sold-BL
507000 - Capital Assets-BL
DD0100 - Distribution Debit-BL
TD0000 - Transfer-Debit-BL

3. This statement can be run at the department and program roll-up levels, i.e. view the statement at the consolidated Faculty level.

- a. Click on **Programs**.
- b. From the pop-up window, select **'All_Program'**.
- c. Click on the go button  to action the above selection.

C4.4 Statement of Operations Review

Fund	Department	Program	Actual	Forecast	Budget
F210 - Operating	D900000-Hyperion Test 0	Program 0 (No Program)	Final	Working	Working
			2015-2016	2016-2017	2017-2018
			Total Year	Total Year	Total Year
403000 - Non-Exempt (Instructional)-BL			16,719,190	12,358,642	12,000,000
403050 - Non-Exempt (MNIF)-BL			666,375	19,931,142	
403030 - Non-Exempt (Fees & Sp Serv)-BL			14,068,243	11,120,388	
403100 - Non Credit Fees-BL			15,137,389	10,748,858	
420000 - Provincial Government-BL			616,784	197,600	
405000 - Federal & Other Govt Grants-BL			155,408	15,168	
407500 - Donations and Other Grants-BL			660,664	146,927	



1	2	3	4	
HCM Termination Date	Termination Date	Employee Status	Job Title	STEP
1/7/17	30-Jun	Active	Professor	17
1/9/18		Active	Professor	17

1. **HCM Termination Date** is brought in for information purposes only
2. **Termination Date:** user must enter a date to pro-rate salary for staff who plan to leave
3. **Employee Status:** either 'Active' or 'Leave with Pay'. If an employee is on leave, the salary shown will be the full salary amount. It is up to the budgeting department to investigate and determine the type of leave, and adjust the salary accordingly.
4. **Job Title** and **Step** are provided for information. Step is shown/calculated based on the employees' current salary rate in HCM.

HCM Accounts

GL Code*	Description	Treatment
500011	Faculty	Rostered
500021	Admin Professional Officers	
500025	Faculty Service Officers	
500031	Professional Librarians	
500311	Support Staff – Continuing	
500322	Excluded - Management/Other	
500312	Support Staff – Temporary	Split Rostered
500321	Excluded - Support/Students	
500041	Sessional & Other Temp Staff	Non Rostered
500042	Contract Acad Staff Teaching	
500043	Trust/Research Academic Staff	
500046	Other Academic Colleagues	
500048	Postdoctoral Fellows	
500061	Graduate Salaries	