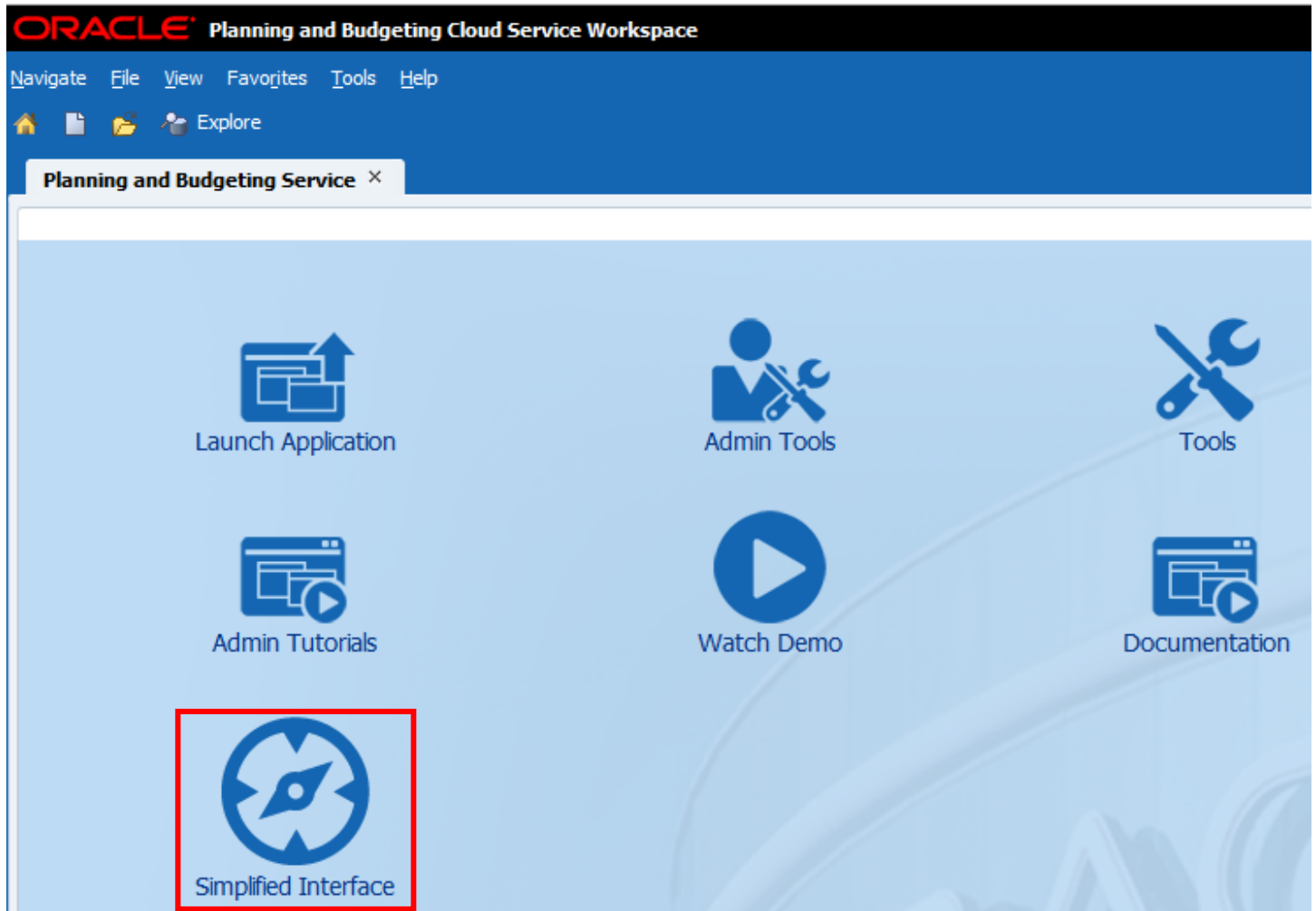


Fixed Costs Task List:

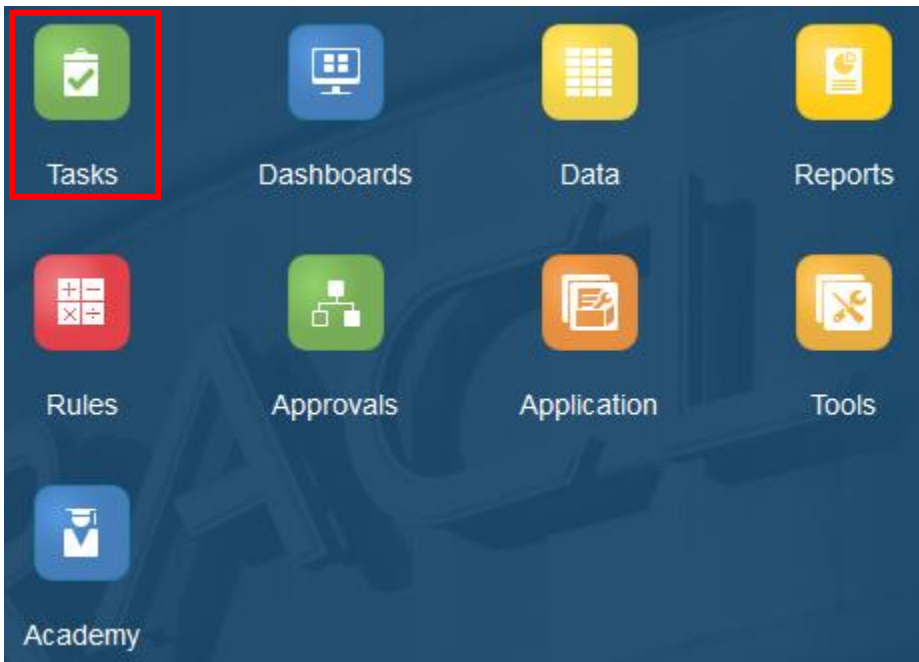
Many users must also participate in NKU's Fixed Cost process, to project the changes in budget for certain fund center/commitment item combinations. If you are responsible for Fixed Cost, you will see the Fixed Cost Task List on your PBCS home screen.


From the Planning and Budgeting Cloud Service Workspace screen, click on **Simplified Interface** under the **Planning and Budgeting Service** tab:




Fixed Costs Task Lists

On the next screen, click on the **Tasks** icon:



On the next screen, click on the tree view  on the right-hand corner of the screen to access the tasks under the task list.

The next screen appears with the Fixed Costs folder. Click on the arrow  next to Fixed Costs. This expands to show the tasks under **Fixed Costs**.

Tasks: All Task Lists








 Filter: All 

Name



The following tasks appear under **Fixed Costs**. The red icon under *Status* indicates that the task has not been completed. Once the task is complete, then a green icon appears. Each task links to a form that is to be completed and then

approved.

Name	Status
  Fixed Costs	
 Fixed Cost Form	
 Review Fixed Costs	

Fixed Cost Form:

- This form allows users to enter projected fixed cost budget adjustments, both positive and negative.
- Users must select each relevant Fund Center from the page view drop-down menus, and then enter the total budget change by Commitment Item.
- Enter only whole dollar amounts.
- Editable cells are highlighted in **YELLOW** (default settings, Smartview)
- Full instructions can be found here: <http://budgetoffice.nku.edu/aboutbudgetprocess/process.html>
- Data Definitions:
 - Column A: Functional Area
 - Column B: Fund (The majority of budgeted items are in the Unrestricted Current Fund, 011000100)
 - Column C: Commitment Item, alias (with suppress)
 - Column D: Next Year Baseline Budget (with suppress)
 - Column F: Next Year Fixed Cost Adjustment. **<Perform all data entry into this field.>**
 - Column G: Formula member, Baseline Budget + Requested Fixed Cost Adjustment.

To access the **Fixed Cost Form**, click on the link named **Fixed Cost Form**, under **Fixed Costs**:

Fixed Cost Form

The following screen appears:

Fixed Cost Form ? Save Refresh Actions Complete Previous Next Close

Project No_Project	Location No_Location	Fund Center Training Fund Center (999999999)							
			FY17	FY18	FY19	FY19	Next Budget Year		
			YearTotal	Jul	Jul	Jul			
			Actual	Budget	Budget	Budget	Formula		
			Final	Final Revised	Baseline	Fixed Cost Adjustments	Budget + Adjustment		
Institutional Support	Unrestrctd Curr Fund (0111000100)	Supplies-Office(550005)			2,500	0	2,500		
		Printing(550205)			9,000	0	9,000		
		Telephone-Long Dist(550505)			60	0	60		
		Telephone-Line Chrg(552610)			1,096	(28)	1,068		
		Telephone-Maint(552615)			771	(94)	677		
		Dues/Cert Lic Fees(550540)			3,500	0	3,500		
		Contr Svcs-Consult(530070)			2,000	0	2,000		
		Contr Svcs-Misc(530090)			102,978	0	102,978		
Operation&Maint of Plant	Unrestrctd Curr Fund (0111000100)	Utilities-Taxes(553910)			1,111		1,111		
		Utilities-Gas(553915)			2,222		2,222		
		Utilities-Electric(553920)			3,333		3,333		
		Utilities-Water&Sew(553925)			4,444		4,444		
		Utilities-Heating Oil(553930)			5,555		5,555		



Perform data entries in the highlighted column for this form. Once data is entered, click on the **Save** icon located at the top of the screen.



If you need to access the next task under **Fixed Costs**, click on the **Next** icon located at the top of the screen.



If you do not need to access another form under **Fixed Costs**, click on the **Close** icon located at the top of the screen.

Review Fixed Costs:

Review the impact that fixed costs has on your baseline budget.

Changing Fund Centers within each form:

Fixed Costs Task Lists

At the top of the screen, click on the current fund center:

Fund Center
FC_235040001 : History & Geography (235040001)

The following screen appears. There are a couple ways to access another fund center.

1. In the “Search Fund Center” field, type the **fund center name**, for example “Physics and Geology” or the **fund center number** by entering “FC_<fund center number>” and clicking **Enter**. Then, the fund center number will appear under “Results”.
2. A list of fund centers will also appear for which the user has access. Hover over the fund center of your choice. For example below, hover over FC_235040010 (Geography Lab). Then **click ON the light blue check mark** next to fund center to choose it. This will turn into a **dark blue checkmark**. Once check mark is dark blue, click

OK

Select a Member



OK

Cancel

Fund Center

FC_235040010

Search Fund Center

FC_060804 History and Geography (060804)	FC_060804 History and Geography (060804)
FC_060806 Mathematics and Statistics (0...	FC_235040001 History & Geography (235040001)
FC_060807 Music (060807)	FC_235040010 Geography Lab (235040010)
FC_060808 Physics and Geology (060808)	FC_235040070 Fows-Hist & Geog (235040070)
FC_060809 Political Sci Criminl Jstc & ...	FC_235040404 Subgrant-Public History (2350...

After clicking OK, the fund center will change at the top of the screen.

Fund Center
FC_235040010 : Geography Lab (235040010)


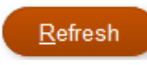


However, to see the correct data for this fund center, click the go arrow at the top of the screen.

Complete

Fixed Costs Task Lists

Once data entry and/or revision is complete after processing the fund centers necessary within a form, click on box next to complete located at the top right hand corner of the form. Complete A checkmark will appear in the box. The task is then complete.

Then click  to return to the Task Lists screen. Click  to view the status of the task. The green check and status next to the form on the task lists screen, indicate that the form is complete. See example below:



Comments, Supporting Detail and Attachments

To access these features, position your cursor in the editable cell and right click.

RevExp Budget - Request Save Refresh Actions Complete Previous Next Close

Project No_Project	Location No_Location	Fund Center	Point of View	FY19	FY19	Baseline + Request
		FC_999999999 : Training Fund Center (999999999)	YearTotal	Jul	Jul	
			Actual	Budget	Budget	
			Final	Baseline	Budget Request	
0111000100	Institutional Support	505010:Student-Hrly-lws(505010)		1,000	0	
		PR-STUDENT POOL		1,000	0	
		552610:Telephone-Line Chrg(552610)		1,096	200	
		552615:Telephone-Maint(552615)		771	0	
		530070:Contr Svcs-Consult(530070)		2,000	0	
		530090:Contr Svcs-Misc(530090)		102,978	8,000	
		550005:Supplies-Office(550005)		2,500	(3,527)	
		550205:Printing(550205)		9,000	4,500	
		550230:Printing-Outside Ven(550230)		1,500	1,500	
		550305:Postage(550305)		500	(500)	
		550310:Mail/Dist Svcs(550310)		100	(100)	
		550505:Telephone-Long Dist(550505)		60	(192)	
		550510:Mobile Phone/Data Ex(550510)		0	(810)	
		550520:Meals & Refreshments(550520)		5,000	2,200	
		550535:Subscrptns/Dept Bks(550535)		4,000	3,688	
		550540:Dues/Cert Lic Fees(550540)		3,500	(1,500)	

- Edit
- Adjust
- Comments
- Supporting Detail
- Change History
- Attachments
- Lock/Unlock Cells
- Analyze
- New Ad Hoc Grid
- Predictive Planning
- Business Rules
- Smart Push Details
- Grid Validation Messages

Comments:

Comments is useful for providing more detail regarding the data entry on a cell.

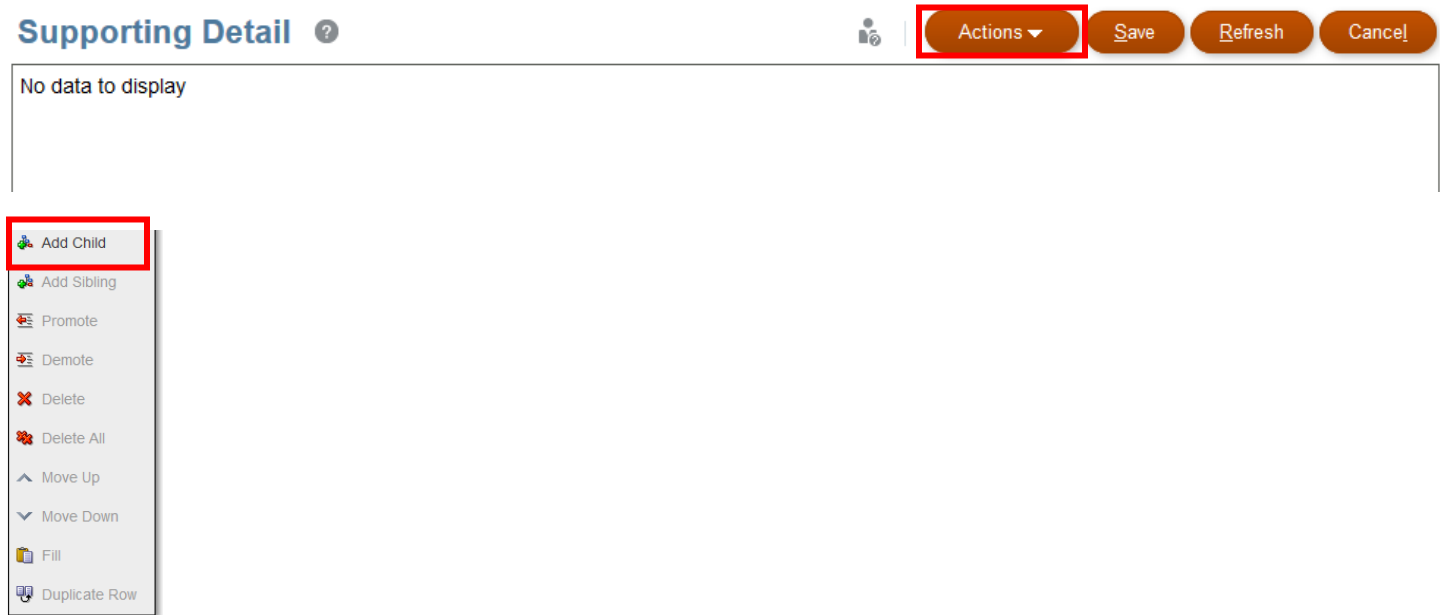
Click on **Comments**. The following screen appears.
Enter information in the comments box and click **Post**.



Supporting Detail:

To use Supporting Detail in a cell, it is useful to understand the concept of “children” and “siblings” in PBCS. Everything in PBCS exists in a hierarchy. The lower levels – children – generally have values that add-up to the parents. “Siblings” are two members, at the same level, that have values that add up to their shared parent. For the Supporting Detail function, users can add either a child or a sibling, but the eventual goal is to describe the value in the cell itself.


Click on **Supporting Detail**. The following dialog box appears. Click on **Actions** and then **Add child**



The following dialog box appears. Rename the title in the box named **Untitled**. Click in the cell under **Operator** to choose the operating function needed. Then add the \$ amount under the **FYxx Budget Request** column. Once this amount is entered, it automatically populates in the **Total** column.

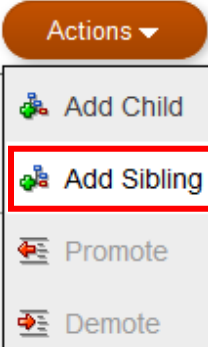
Supporting Detail ?

	Operator	FY19 Jul Budget Budget Request
<input type="text" value="untitled"/>	+ <input type="text"/>	200.0
Total		200.0

After clicking , the amount is automatically populated in the cell on the form.

A *child* must be added first, in order to add a *sibling*. To add a *sibling*, click on the cell where a data entry has been made for *child*. Click on **Supporting Detail**. Click on **Actions** and then **Add sibling**.

Supporting Detail ?

	Operator	FY19 Jul Budget Baseline	
<input type="text" value="test"/>	+	200.0	 <ul style="list-style-type: none"> Add Child Add Sibling Promote Demote
Total		200.0	

A second box appears under the first. Input the information for *sibling* (test 1). Once this amount is entered, it automatically calculates the cells together and populates in the **Total** column.

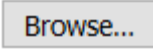

Supporting Detail ?

	Operator	FY19 Jul Budget Baseline
<input type="text" value="test"/>	+	200.0
<input type="text" value="test 1"/>	+	100.0
Total		300.0

After clicking , the \$ amount is automatically populated in the cell on the form.

Attachments:

<Need verbiage from Budget Office regarding the benefit of Attachments>

Click on **Supporting Detail**. The following dialog box appears. Click on  to access your file and then click .

