



Budget Planner Task List Instructions

Budget Planner Task List Instructions

Oracle's Planning and Budgeting Cloud Service (PBCS) will allow the Budget Planners across the NKU's campus to propose changes to the university's annual budget in a uniform, secure manner. Its advantages include:

- A simple, consistent interface
- Higher levels of data integrity

NKU's PBCS implementation has been designed around NKU's data needs and its existing budget process. While the interface will be new to users, the information it contains should be familiar. However, there are several terms that will be new to PBCS users, even as they are used to create information that is familiar.

Cubes: The data in the NKU PBCS implementation is organized into three cubes:

- **The RevExp Cube:** All revenue and expense data that is NOT related to faculty/staff payroll and/or personnel expenses are stored in the RevExp Cube
- **The Comp Cube:** All data related to compensation faculty/staff planning, including position and person information, are stored in the Comp Cube.
- **The Reporting Cube:** Data from both the RevExp and the Comp cubes are copied into the Reporting Cube. All of our reporting is completed from this cube. However, we cannot enter data directly into this cube.

Having multiple cubes allows us to house the information we need to do our position budgets and compensation planning separately from other financial data. However, tasks (like budget requests, for example) will need to be completed in both the RevExp and the Comp cube. Any data entered there will immediately copy to the Reporting Cube, so that users can see a comprehensive budget.

Forms: There are many ways to interact with the data in PBCS, but the simplest way is possibly by using a *form*. Every form in the application (and in this training) was created by the Budget Office, specifically to address the data entry for a specific point in the budget process. Whenever possible, the budget forms we designed look as similar as possible to the forms that the Budget Office used, historically, in the creation of NKU's annual budget.

Task Lists: The Budget Office has created several task lists. These are digital to-do lists, and will organize data entry forms into a sequence that correlates to the NKU Budget process. A PBCS user who is only interested in reviewing and entering information related to the NKU annual budget can open the appropriate task list and complete all of the tasks.

Budget Planner Task List Instructions

Position Budgeting: Only the following commitment items are budgeted BY PERSON and BY POSITION.

- Staff Salary (501100)
- Faculty Salary (503000)
- Life Insurance (522110)
- Dental Insurance (Basic) (522115)
- Disability-Hartford (522120)
- Vision Insurance - Budget Rate (522122)
- Health Insurance - Budget Rate (522125)
- Health Spending - Budget Rate (522127)
- KERS-Regular/Hazardous (522130)
- Retirement-TIAA (522135)
- FICA (Social Security) (522140)
- Medicare (522141)

The forms that interact with these Commitment Items interact with the annual Compensation Worksheet (provided by the budget office.). For the Final NKU Budget, the values in these commitment items are established by formula based on salary data from SAP.

Note: Access Oracle PBCS by logging into: <https://myservices.us2.oraclecloud.com/mycloud/cloudportal/dashboard>. Your user name is your NKU email. NKU's domain is a419072. Launch the service.

Budget Planner Task Lists:

Every general task involved in the creation of NKU's annual budget has been organized into the Budget Planner Task List. In each of these tasks, users are required to review their baseline budgets and submit recommended changes to that budget. The proposed budget is calculated by summing the baseline budget and all of the changes. These tasks include:

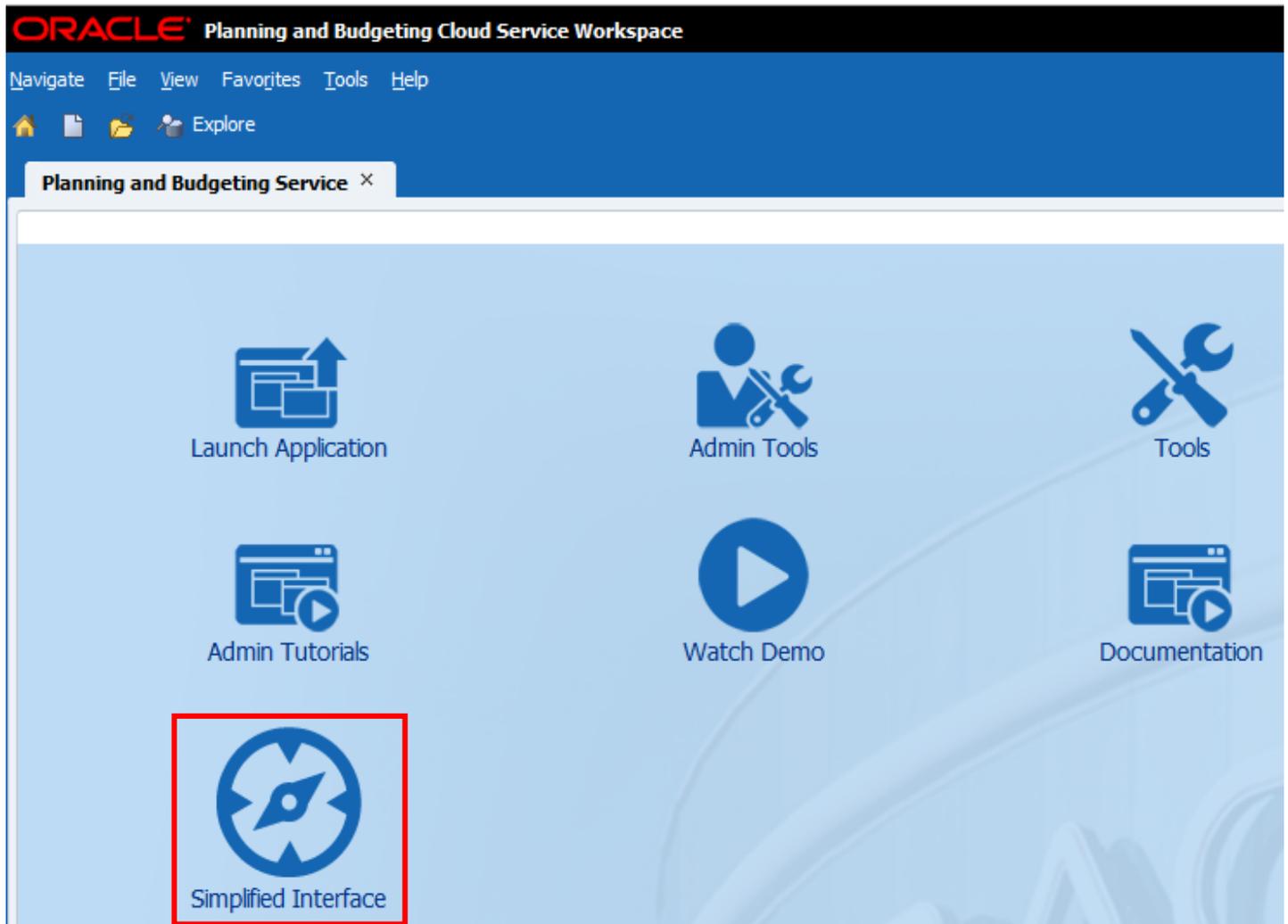
1. RevExp Budget – Request: In this task, a user will access a form that allows the entry of non-personnel, budget request data into the RevExp cube
2. Compensation Budget – Request: In this task, a user will access a form that allows the entry of budget request data into the Comp cube BY PERSON.
3. Pooled Personnel – Request: In this task, the a user will access a form that allows the entry of personnel, budget request data into the Comp cube that is not directly associated with an individual employee
4. RevExp Budget – Cut: In this task, the a user will access a form that allows the entry of non-personnel, budget cut data into the RexExp cube
5. Compensation Budget – Cut: In this task, the a user will access a form that allows the entry of personnel, budget cut data into the Comp cube by person.
6. Pooled Personnel – Cut : In this task, the a user will access a form that allows the entry of personnel, budget cut data into the Comp cube that is not directly associated with an individual employee.
7. Proposed Budget Review Form: In this task, the user can review all data related to the proposed budget. When a user marks complete on this task, it indicates that they have completed and reviewed every aspect of the budget creation process.

A task should not be marked "complete" until it has been completed for every fund center for which a user is

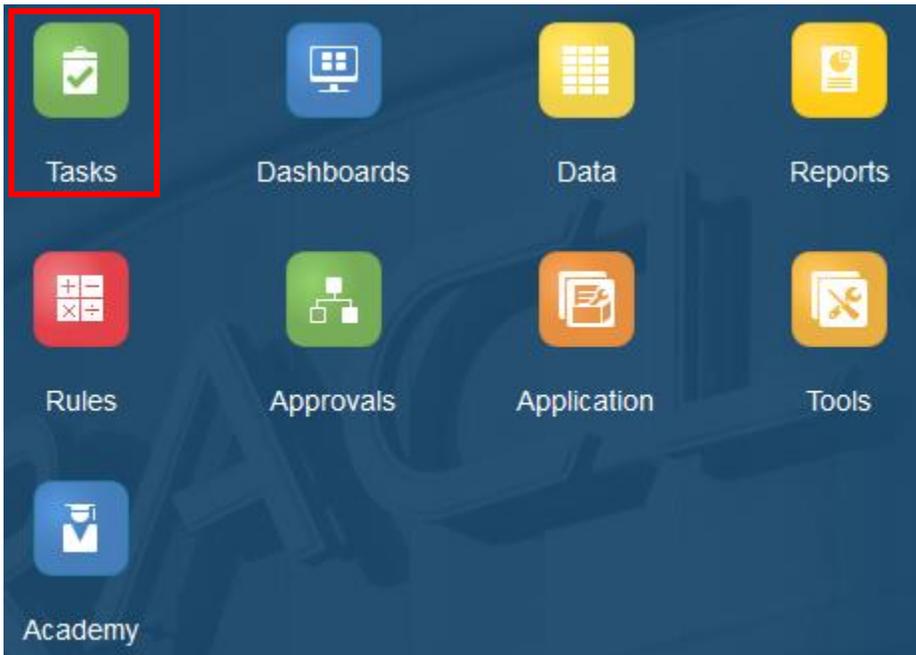
Budget Planner Task List Instructions

responsible. If you have no changes to a fund center's base budget, marking it complete indicates that no changes will be proposed.

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



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 Budget Planner folder. Click on the arrow  next to Budget Planner. This expands to show the tasks under **Budget Planner**.

Every Budget Planner will have access to a Budget Planner Task List. To allow for tracking, the task list will be customized by organizational unit and/or fund center node. However, every Budget Planner Task list contains the same tasks and requires the same information.

Tasks: All Task Lists

 Filter: All 

Name



Budget Planner Task List Instructions

The following tasks appear under **Budget Planner**. 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	Start	End	Instructions
  Budget Planner				
 RevExp Budget - Request				
 Compensation Budget - Request				
 Pooled Personnel - Request				
 RevExp Budget - Cut				
 Compensation Budget - Cut				
 Pooled Personnel - Cuts				
 Proposed Budget Review Form				

RevExp Budget Request:

Budget Planner Task List Instructions

- This form allows users to enter budget request data for non-payroll commitment items and student payroll. It will also house any reallocations within a fund center.
- Users must select each relevant Fund Center from the page view drop-down menus, and then enter the total budget request by Commitment Item.
- Editable cells are highlighted in YELLOW (default settings)
- Enter only whole dollar amounts.
- Full instructions can be found here: <http://budgetoffice.nku.edu/aboutbudgetprocess/process.html>
- Data Definitions:
 - Column A: Fund (The majority of budgeted items are in the Unrestricted Current Fund, 0111000100)
 - Column B: Functional Area
 - Column C: Commitment Item, alias (with suppress)
 - Column D: Prior Year Actuals
 - Column E: Current Year Baseline Budget (with suppress)
 - Column F: Current Year Budget Request <Perform all data entry into this field. >
 - Column G: Formula member, Baseline Budget + Budget Request

To access the **RevExp Budget – Request** form, click on the link named **RevExp Budget – Request**, under **Budget Planner**:



The following screen appears:

RevExp Budget - Request							<input type="button" value="Save"/> <input type="button" value="Refresh"/> <input type="button" value="Actions"/> <input type="checkbox"/> Complete <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Close"/>		
Project No_Project	Location No_Location	Fund Center FC_999999999 : Training Fund Center (999999999)	FY17	FY19	FY19	Baseline + Request			
			YearTotal	Jul	Jul				
			Actual	Budget	Budget				
			Final	Baseline	Budget Request				
0111000100	Institutional Support	505010:Student-Hrly-lws(505010)		1,000	0	1,000			
		PR-STUDENT POOL		1,000	0	1,000			
		552610:Telephone-Line Chrg(552610)		1,096	0	1,096			
		552615:Telephone-Maint(552615)		771	0	771			
		530070:Contr Svcs-Consult(530070)		2,000	0	2,000			
		530090:Contr Svcs-Misc(530090)		102,978	8,000	110,978			
		550005:Supplies-Office(550005)		2,500	(3,527)	(1,027)			
		550205:Printing(550205)		9,000	4,500	13,500			
		550230:Printing-Outside Ven(550230)		1,500	1,500	3,000			
		550305:Postage(550305)		500	(500)	0			
		550310:Mail/Dist Svcs(550310)		100	(100)	0			
		550505:Telephone-Long Dist(550505)		60	(192)	(132)			
		550510:Mobile Phone/Data Ex(550510)		0	(810)	(810)			
		550520:Meals & Refreshments(550520)		5,000	2,200	7,200			
		550535:Subscrptns/Dept Bks(550535)		4,000	3,888	7,888			
		550540:Dues/Cert Lic Fees(550540)		3,500	(1,500)	2,000			
		550565:Staff Development(550565)		456	456	912			
		550825:Awards-Noncash(550825)		2,700	2,700	5,400			

Budget Planner Task List Instructions

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

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

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

NOTE: Do not mark a task as “Complete” until you have reviewed and completed data entry for every fund center.

Compensation Budget – Request:

This is a composite form. Data entry is performed on the top portion of the form, based on information on the bottom half. Users must ensure that the two component forms are using the same information.

ENTRY FORM (TOP PORTION):

- This form allows entry of Salary and Benefits information by position within a fund center.
- Users must select each relevant position and person combination from the page view drop-down menus, and then enter the total budget cut by Commitment Item.
- This form should be used in conjunction with the appropriate benefits calculator form, provided by the budget office.
- Reductions are displayed as negative numbers.
- Enter whole dollar amounts only.
- Full instructions can be found here: <http://budgetoffice.nku.edu/aboutbudgetprocess/process.html>
- Data Definitions:
 - Column A: Commitment Item
 - Column B: Baseline Budget, All Personnel Commitment Items
 - Column C: Budget Request **<Perform all data entry into this field. >**

SUMMARY FORM (BOTTOM PORTION):

- This form allows users to view Salary and Benefits information by position within a fund center. This allows entry of Budget Request information in the ENTRY FORM (Above).
- Users must select one relevant Fund Center from the page view drop-down menus, and then enter the total budget request by Fund, Functional Area, and Commitment Item.
- Users will see position and person information.
- Reductions are displayed as negative numbers.
- Full instructions can be found here: <http://budgetoffice.nku.edu/aboutbudgetprocess/process.html>
- Data Definitions:
 - Column A: Fund
 - Column B: Functional Area
 - Column C: Position
 - Column D: Person
 - Column E: Personnel Total (Salary + Benefits)
 - Column F: Budget Request - Salary (populated from ENTRY FORM (Above))
 - Column G: Budget Request - Benefits (populated from ENTRY FORM (Above))

Budget Planner Task List Instructions

- Formula Column: Baseline + Request

To access the **Compensation Budget – Request** form, click on the link named **Compensation Budget – Request**, under **Budget Planner**:

Compensation Budget - Request

Compensation Budget - Request Save Refresh Actions Complete Previous Next Close

Scenario Budget	Period Jul	Years FY19	Location No_Location	Project No_Project			✎ → ⚙	
Functional Area Academic Support			Fund Center Training Fund Center (999999999)		Fund Unrestrctd Curr Fund (0111000100)		✎ → ⚙	
Position No_Position		People No_Person				✎ → ⚙		
		Baseline	Budget Request					↑
501100:Admin-Staff Pool(501100)								
503005:Faculty-Salary(503005)								
522110:Ins-Life(522110)								
522115:Ins-Dental(522115)								
522120:Ins-Disability(522120)								
522122:Ins-Vision(522122)								
522125:Ins-Health(522125)								
522127:Ins-Health Spending(522127)								↓
Fund Center Training Fund Center (999999999) ✎ → ⚙								
		Baseline	Budget Request	Budget Request	Baseline + Request			
		PERSONNEL	SALARY	FRINGE BENEFITS POOL	Formula Label			
Unrestrctd Curr Fund (0111000100)	Institutional Support	Mascot	Victor A. Viking	73,915			73,915	
		Excellency Analyst	Nora D. Norse	108,318			108,318	
		Efficiency Analyst	Barry R. Budget	74,529			74,529	

Ensure the coding on Functional Area, Fund Center and Fund are correct.** It is ***ESSENTIAL that users ensure that the Fund, Functional Area, and Fund Center match, between the top form and the bottom form. The form should default the Fund Center. However, in the Entry form (top) users will have to select correct the Functional Area and Fund from the summary form (bottom). See Screenshots below:

Budget Planner Task List Instructions

Compensation Budget - Request Save Refresh Actions Complete Previous Next Close

Scenario Budget	Period Jul	Years FY19	Location No_Location	Project No_Project
Functional Area	Fund Center	Fund		
Academic Support	Training Fund Center (999999999)	Unrestrictd Curr Fund (011100010)		
Position No_Position	People No_Person			

Baseline	Budget Request	Budget Request	Baseline + Request
PERSONNEL	SALARY	FRINGE BENEFITS POOL	Formula Label
501100:Admin-Staff Pool(501100)			
503005:Faculty-Salary(503005)			
522110:Ins-Life(522110)			
522115:Ins-Dental(522115)			
522120:Ins-Disability(522120)			
522122:Ins-Vision(522122)			
522125:Ins-Health(522125)			
522127:Ins-Health Spending(522127)			

Baseline	Budget Request	Budget Request	Baseline + Request
PERSONNEL	SALARY	FRINGE BENEFITS POOL	Formula Label
Unrestrictd Curr Fund (011100010)	Institutional Support Mascot	Victor A. Viking	73,915
	Excellency Analyst	Nora D. Norse	108,318
	Efficiency Analyst	Barry R. Budget	74,529

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

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

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

For the Compensation Budget - Request task, access the Compensation Worksheet from the Budget Office site:
<http://budgetoffice.nku.edu/aboutbudgetprocess/process.html>.

Values from the Compensation Worksheet, can be copied and pasted into the appropriate column on the Compensation Budget Form. For example below, copy the following entry values into the form by highlighting the column, and right clicking to copy.

\$95,000.00
\$0.00
\$77.52
\$180.00
\$114.00
\$9.00
\$7,400.00
\$600.00
\$22,515.00
\$0.00
\$5,890.00
\$1,377.50

Then on the Compensation Budget – Request form, click in the first row under the *Budget Request* column:

Compensation Budget - Request i

Scenario Budget	Period Jul	Years FY19	Location No_Location	Project No_Project	
▼					
Functional Area Academic Support	Fund Center Training Fund Center (999999999)			Fund Unrestrctd Curr Fund (0111000100)	
Position Academic Assistant(30000004)		People No_Person			
			Baseline	Budget Request	
501100:Admin-Staff Pool(501100)				<input style="border: 2px solid red;" type="text"/>	
503005:Faculty-Salary(503005)					
522110:Ins-Life(522110)					
522115:Ins-Dental(522115)					
522120:Ins-Disability(522120)					
522122:Ins-Vision(522122)					
522125:Ins-Health(522125)					
522127:Ins-Health Spending(522127)					

Then, perform a Control V. Once that is completed, the following *clipboard helper* appears. Then, perform a Control V again. The data populates into the clipboard. Then click Paste.

The data is now populated onto the Compensation Budget – Request Form:

Clipboard helper
 Paste the clipboard contents using Ctrl+V or your browser's Paste.

\$95,000.00
\$0.00
\$77.52
\$180.00
\$114.00
\$9.00
\$7,400.00
\$600.00
\$22,515.00
\$0.00
\$5,890.00

Paste **Cancel**

Compensation Budget - Request i

Scenario Budget	Period Jul	Years FY19	Location No_Location	Project No_Project	
▼					
Functional Area Academic Support	Fund Center Training Fund Center (999999999)			Fund Unrestrctd Curr Fund (0111000100)	
Position Academic Assistant(30000004)		People No_Person			
			Baseline	Budget Request	
501100:Admin-Staff Pool(501100)				95,000.00	
503005:Faculty-Salary(503005)				0	
522110:Ins-Life(522110)				78	
522115:Ins-Dental(522115)				180	
522120:Ins-Disability(522120)				114	
522122:Ins-Vision(522122)				9	
522125:Ins-Health(522125)				7,400	
522127:Ins-Health Spending(522127)				600	

Pooled Personnel – Request:

- This form allows users to allocate changes made during the budget request process, both positive and negative, for Pooled Personnel Commitment Items.
- Users must select each relevant Fund Center from the page view drop-down menus, and then enter the total budget request by Commitment Item.
- Editable cells are highlighted in YELLOW (default settings)

Budget Planner Task List Instructions

- Users will see Fund Center-level information on management targets only if applicable.
- Enter only whole dollar amounts.
- Full instructions can be found here: <http://budgetoffice.nku.edu/aboutbudgetprocess/process.html>
- Data Definitions:
 - Column A: Fund (The majority of budgeted items are in the Unrestricted Current Fund, 0111000100)
 - Column B: Functional Area
 - Column C: Commitment Item, alias (with suppress)
 - Column D: Prior Year Actual
 - Column E: Current Year Revised Budget
 - Column F: Next Year Baseline, which the same as the Current Year Final Budget + Any Final Adjustments (and Compensation Adjustments, as applicable).
 - Column F: Next Year Pooled Compensation Request. **Perform all data entry into this field**, and enter an adjustment amount (positive or negative) that you wish to see compared to Baseline.
 - Column G: Formula member, Baseline Budget + Request.

To access the **Pooled Personnel - Request** form, click on the link named **Pooled Personnel - Request**, under **Budget Planner**:



Pooled Personnel - Request

Pooled Personnel - Request

Save Refresh Actions Complete Previous Next Close

Period	Location	Project	People	Position	Fund Center	FY17	FY18	FY19	FY19	Baseline + Request			
Jul	No_Location	No_Project	No_Person	No_Position	Training Fund Center (999999999)								
						Actual	Budget	Budget	Budget	Formula			
						Final	Revised Budget	Baseline	Budget Request				
Unrestrctd Curr Fund (0111000100)	Institutional Support		Admin-L/T Temp(501130)					5,000		5,000			
			Admin-Spec Comp(502010)					3,000		3,000			
			Admin-Overtime(502015)					6,000		6,000			
			Admin-2nd Shift Diff(502020)					1,500		1,500			
			Admin-3rd Shift Diff(502025)					1,500		1,500			



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 **Budget Planner**, click on the **Next** icon located at the top of the screen.



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

RevExp Budget - Cut:

Budget Planner Task List Instructions

- This form allows users to allocate changes made during the budget cut process, both positive and negative, for non-payroll commitment items.
- Users must select each relevant Fund Center combination from the page view drop-down menus, and then enter the total budget cut by Commitment Item.
- Enter only whole dollar amounts.
- Users may not cut in excess of the baseline budget + positive adjustments to the baseline.
- Full instructions can be found here: <http://budgetoffice.nku.edu/aboutbudgetprocess/process.html>
- Data Definitions:
 - Column A: Fund (The majority of budgeted items are in the Unrestricted Current Fund, 0111000100)
 - Column B: Functional Area
 - Column C: Commitment Item, alias (with suppress)
 - Column D: Prior Year Actual
 - Column D: Current Year Baseline Budget (with suppress)
 - Column E: Management Target for budget cuts IF APPLICABLE
 - Column F: Current Year Budget Reallocations to Central <Perform all data entry into this field>
 - Column G: Formula member, Baseline Budget + Budget Cut

To access the **RevExp Budget – Cut** form, click on the link named **RevExp Budget - Cut**, under **Budget Planner**:



RevExp Budget - Cut ¹

Save Refresh Actions Complete Previous Next Close

Project No_Project	Location No_Location	Fund Center Training Fund Center (999999999)	FY17	FY19	FY19	Next Budget Year
			YearTotal	Jul	Jul	
			Actual	Budget	Budget	Formula
			Final	Baseline	Reallocations to Central	Baseline + Cuts
Unrestrctd Curr Fund (0111000100)	Institutional Support	CONTRACTED SRV POOL		104,978	0	104,978
		Supplies-Office(550005)		2,500	0	2,500
		Printing(550205)		9,000	0	9,000
		Printing-Outside Ven(550230)		1,500	0	1,500
		Postage(550305)		500	0	500
		Mall/Dist Svcs(550310)		100	0	100
		Telephone-Long Dist(550505)		60	0	60
		Mobile Phone/Data Ex(550510)		0	0	0
		Meals & Refreshments(550520)		5,000	0	5,000
		Subscrptns/Dept Bks(550535)		4,000	0	4,000
		Dues/Cert Lic Fees(550540)		3,500	0	3,500
		Staff Development(550565)		456	0	456
		Awards-Noncash(550825)		2,700	0	2,700
		Visitor Park Pass(550835)		200	0	200
		Miscellaneous(550899)		5,000	0	5,000
		Comp Eqp \$500-\$4999(551015)		2,000	0	2,000
		Maint-Equip-Svc Cont(551230)		0	0	0
		Travel Pool(550900)		8,000	0	8,000



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

Budget Planner Task List Instructions

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

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

Compensation Budget - Cut:

This is a composite form. Data entry is performed on the top portion of the form, based on information on the bottom half. Users must ensure that the two component forms are using the same information.

ENTRY FORM:

- Users must select each relevant position and person combination from the page view drop-down menus, and then enter the total budget cut by Commitment Item.
- This form should be used in conjunction with the appropriate benefits calculator form, provided by the budget office.
- Reductions are displayed as negative numbers.
- Enter whole dollar amounts only.
- Full instructions can be found here: <http://budgetoffice.nku.edu/aboutbudgetprocess/process.html>
- Data Definitions:
 - Column A: Personnel Commitment Items
 - Column B: Baseline Budget
 - Column C: Re-allocations to Central <**Perform all data entry into this field**>

SUMMARY FORM:

This form allows users to view Salary and Benefits information by position within a fund center. This should allow a user to enter Budget Request information in the ENTRY FORM (above).

- Users must select the relevant Fund Center.
- Users will see position and person information.
- Cuts are displayed as negative numbers.
- Full instructions can be found here: <http://budgetoffice.nku.edu/aboutbudgetprocess/process.html>
- Data Definitions:
 - Column A: Fund

Budget Planner Task List Instructions

- Column B: Functional Area
- Column C: Position
- Column D: Person
- Column E: Baseline Budget, All Personnel Commitment Items
- Column F: Salary Total, Budget Cuts Version
- Column G: Fringe Benefits Total, Budget Cuts Version
- Column H: Formula Column (A+B+C)

To access the **Compensation Budget – Cut** form, click on the link named **Compensation Budget – Cut**, under **Budget Planner**:

Compensation Budget - Cut

Compensation Budget - Cut ¹

 Save Refresh Actions Complete Previous Next Close

Scenario Budget	Period Jul	Years FY19	Location No_Location	Project No_Project	Fund Center Training Fund Center (999999999)	  
Functional Area Academic Support	Fund Unrestrctd Curr Fund (0111000100)	  				
People No_Person	Position No_Position	  				
	Baseline	Reallocations to Central				
Admin-Staff Pool(501100)						
Faculty-Salary(503005)						
Ins-Life(522110)						
Ins-Dental(522115)						
Ins-Disability(522120)						
Ins-Vision(522122)						
Ins-Health(522125)						
Ins-Health Spending(522127)						
Personnel(522128)						
		C_Baseline	I_Budget_Cuts	I_Budget_Cuts	Formula Label	
		PERSONNEL	SALARY	FRINGE BENEFITS POOL	Formula Label	
FA_0600:Institutional Support	0111000100:Unrestrctd Curr Fund (0111000100)	Mascot	Victor A. Viking	73,915		73,915
		Excellency Analyst	Nora D. Norse	108,318		108,318
		Efficiency Analyst	Barry R. Budget	74,529		74,529

Ensure the coding on Functional Area, Fund Center and Fund are correct.** It is ***ESSENTIAL that users ensure that the Fund, Functional Area, and Fund Center match, between the top form and the bottom form. The form should default the Fund Center. However, in the Entry form (top) users will have to select correct the Functional Area and Fund from the summary form (bottom). See Screenshots below:

Budget Planner Task List Instructions

Compensation Budget - Cut ?

Save Refresh Actions Complete Previous Next Close

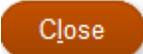
Scenario Budget	Period Jul	Years FY19	Location No_Location	Project No_Project	Fund Center Training Fund Center (999999999)	✎ → ⚙
▼						
Functional Area Academic Support	Fund Unrestrctd Curr Fund (0111000100)					✎ → ⚙
▼						
No_Person	No_Position					✎ → ⚙
		Baseline	Reallocations to Central			
Admin-Staff Pool(501100)						
Faculty-Salary(503005)						
Ins-Life(522110)						
Ins-Dental(522115)						
Ins-Disability(522120)						
Ins-Vision(522122)						
Ins-Health(522125)						
Ins-Health Spending(522127)						
Retirement(522128)						
▼						
		C_Baseline	I_Budget_Cuts	I_Budget_Cuts	Formula Label	
		PERSONNEL	SALARY	FRINGE BENEFITS POOL	Formula Label	
A_0600:Institutional Support		0111000100:Unrestrctd Curr Fund (0111000100)	Mascot	Victor A. Viking	73,915	73,915
			Excellency Analyst	Nora D. Norse	108,318	108,318
			Efficiency Analyst	Barry R. Budget	74,529	74,529



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



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



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

For the Compensation Budget - Cut task, access the Compensation Worksheet from the Budget Office site:
<http://budgetoffice.nku.edu/aboutbudgetprocess/process.html>.

Values from the Compensation Worksheet, can be copied and pasted into the appropriate column on the Compensation Budget – Cut Form. For example below, copy the following entry values into the form by highlighting the column, and right clicking to copy.

Budget Planner Task List Instructions

\$95,000.00
\$0.00
\$77.52
\$180.00
\$114.00
\$9.00
\$7,400.00
\$600.00
\$22,515.00
\$0.00
\$5,890.00
\$1,377.50

Then on the Compensation Budget – Cut form, click in the first row under the *Reallocations to Central* column:

Compensation Budget - Cut i

Scenario Budget	Period Jul	Years FY19	Location No_Location	Project No_Project	Fund Center Training Fund Center (999999999)
▼					
Functional Area Academic Support		Fund Unrestrctd Curr Fund (0111000100)			
People EMP_00000000		Position Academic Assistant(30000004)			
			Baseline	Reallocations to Central	
Admin-Staff Pool(501100)					
Faculty-Salary(503005)					
Ins-Life(522110)					
Ins-Dental(522115)					
Ins-Disability(522120)					
Ins-Vision(522122)					
Ins-Health(522125)					
Ins-Health Spending(522127)					
▼					

Then, perform a Control V. Once that is completed, the following *clipboard helper* appears. Then, perform a Control V again. The data populates into the clipboard. Then click Paste.

The data is now populated onto the Compensation Budget – Cut Form:

Clipboard helper

Paste the clipboard contents using Ctrl+V or your browser's Paste.

\$95,000.00

\$0.00

\$77.52

\$180.00

\$114.00

\$9.00

\$7,400.00

\$600.00

\$22,515.00

\$0.00

\$5,890.00

Paste
Cancel

Compensation Budget - Cut i

Scenario Budget	Period Jul	Years FY19	Location No_Location	Project No_Project	Fund Center Training Fund Center (999999999)
▼					
Functional Area Academic Support	Fund Unrestrctd Curr Fund (0111000100)				
People EMP_00000000	Position Academic Assistant(30000004)				
	Baseline	Reallocations to Central			
Admin-Staff Pool(501100)		95,000.00			
Faculty-Salary(503005)		0			
Ins-Life(522110)		78			
Ins-Dental(522115)		180			
Ins-Disability(522120)		114			
Ins-Vision(522122)		9			
Ins-Health(522125)		7,400			
Ins-Health Spending(522127)		600			

Pooled Personnel - Cuts:

- This form allows users to allocate changes made during the budget cut process, both positive and negative, for Pooled Personnel Commitment Items.
- Users must select each relevant Fund Center from the page view drop-down menus, and then enter the total budget cut by Commitment Item.
- Editable cells are highlighted in YELLOW (default settings)
- Users will see Fund Center-level information on management targets only if applicable.
- Enter only whole dollar amounts.
- Full instructions can be found here: <http://budgetoffice.nku.edu/aboutbudgetprocess/process.html>
- Data Definitions:
 - Column A: Fund (The majority of budgeted items are in the Unrestricted Current Fund, 0111000100)
 - Column B: Functional Area (with suppress)
 - Column C: Commitment Item, alias (with suppress)
 - Column D: Prior Year Actual
 - Column E: Current Year Revised Budget
 - Column F: Next Year Baseline, which the same as the Current Year Final Budget + Any Final Adjustments (and Compensation Adjustments, as applicable).
 - Column F: Next Year Pooled Compensation Re-allocations to Central. **Perform all data entry into this field**, and enter an adjustment amount (positive or negative) that you wish to see compared to Baseline.
 - Column G: Formula member, Baseline Budget + Cuts.

Changing Fund Centers within each form:

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



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)	<input checked="" type="checkbox"/> 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

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 FC_999999999 : Training Fund Center (999999999)	FY17	FY19	FY19	Baseline + Request
			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	

Right-click context menu options: Edit, Adjust, Comments, Supporting Detail, Change History, Attachments, Lock/Unlock Cells, Analyze, New Ad Hoc Grid, Predictive Planning, Business Rules, Smart Push Details

Comments:

Comments is useful for providing more detail regarding the data entry on a cell. When a cell has a comment attached to it, a small triangle appears in the upper right corner.

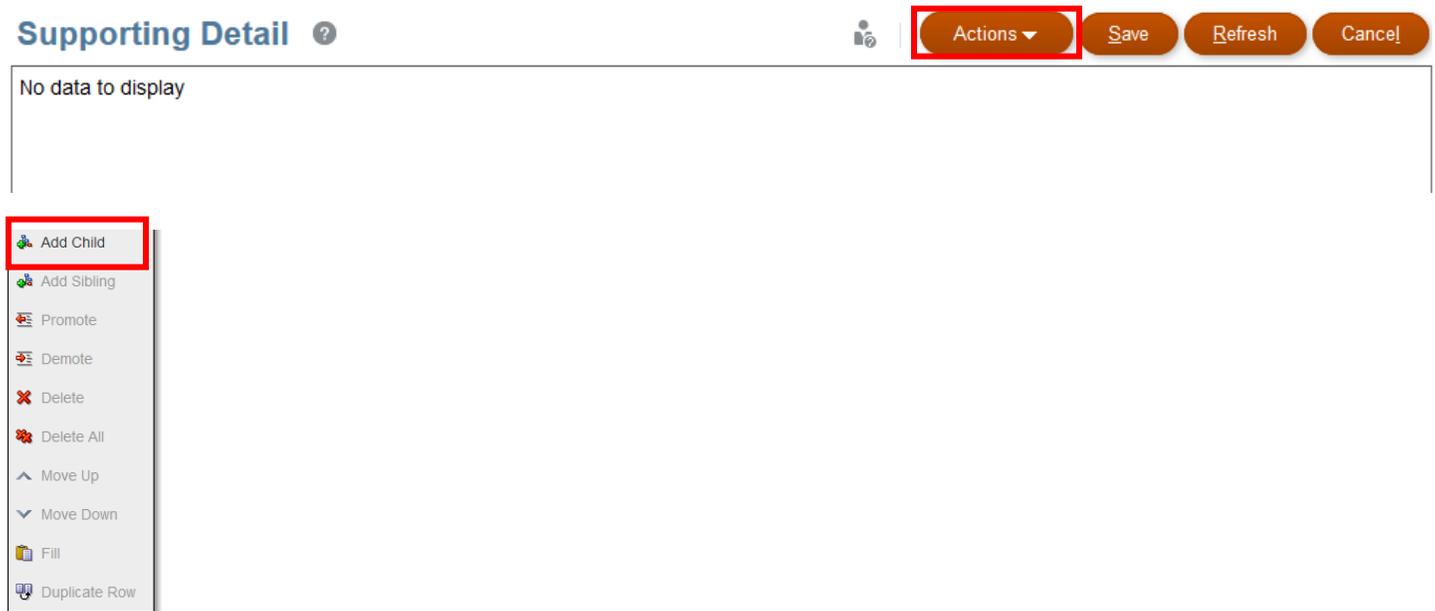
Click on **Comments**. The following screen appears.
Enter information in the comments box and click **Post**.



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 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"/>	+ <input type="text"/>	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.

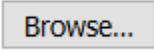
Supporting Detail ?

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

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

Attachments:

PBCS allows users the capacity to attach a document to a cell. It will remain with that cell, and documentation, through archive. The Budget Office has no procedures in place that require attachments; however, they may prove useful for a unit’s internal documentation needs.

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

