

**IBM Cognos TM1 Training for BCIT –**  
**Forecast**  
**Oct, 2011**

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## Purpose

To provide beginner level training on the functions of BCIT's Budget and Forecasting System, Cognos TM1. This training will provide the basics on how to use the system and knowledge on where the information comes from. This training does NOT cover the detailed processes required by each Budget Manager to completing their Forecasts.

In fiscal 2010-2011, after incurring deficits for four consecutive years, BCIT adopted forecasting as a proactive management approach to ensure we are closely monitoring our financial results. Forecasts are used to present BCIT's financial position to the Leadership Team, the Board of Governors and the Ministry. This information allows the Leadership Team to make decisions regarding investment and innovation in our organization.

## Expected Outcome

Knowledge and understanding of the below to enable you to validate and update information for the purpose of Forecasting.

- ✓ TM1 Contributor Navigation
- ✓ How to update non salary items using the application manually, using the application spread feature, or by cutting and pasting from excel
- ✓ Creating an itemized account
- ✓ Drilling into monthly actuals
- ✓ Labour information
- ✓ How to change data relating to staff accounts
- ✓ How to add a new employee for planning purposes

## Training Outline

Time	Min	Item
9-9:15	15	Intro – Course Objectives
9:15- 9:25	10	Demo #1 - Navigation, select non-staff organization codes
9:25- 9:35	10	Exercise #1 – Find a variance
9:35-9:45	10	Demo #2 – Ways to update non-staff accounts
9:45-9:55	10	Exercise #2 – Edit non-staff accounts
9:55-10:00	5	Demo #3- Create an itemized account
10:00-10:10	10	Exercise #3 – Create an itemized account
10:10-10:15	5	Demo #4 – Add a new account
10:15-10:25	10	Exercise #4 – Add a new account
10:25-10:45		BREAK
10:45-10:50	5	Demo #5 – Drilling into actuals
10:50-10:55	5	Demo #6 – Drilling into purchase orders
10:55-11:00	5	Demo #7 – Drill into and update itemized accounts
11:00-11:10	10	Exercise # 5- Drill into actuals, purchase orders and itemized accounts
11:10 – 11:20	10	Demo #8 – Labour navigation
11:20-11:25	5	Demo #9 – Add a New Employee
11:25-11:30	5	Demo #10 – Add a new Employee
11:30-11:45	15	Exercise # 6 - Edit labour information
11:45 -12:30		Exercise 7 – Production work and questions

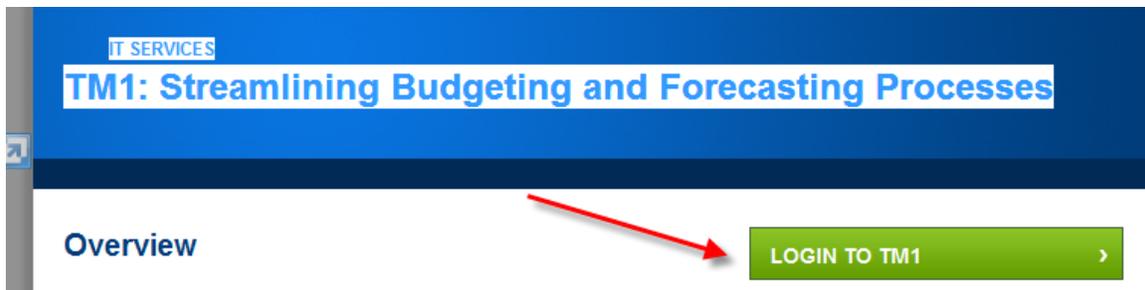
## Demo #1 - Navigation

Objective:

- Login to TM1 Contributor
- Review and understand the main page toolbar
- Review and understand general navigation
- Review and understand the contributor screen

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1. Open Internet Explorer
2. <https://tm1webtest.ad.bcit.ca:8443/pmpsvc>
3. Bookmark the URL
4. Login/Logout
5. Use you're A00XXXXXX to login, request your password from the Budget Office
6. You can also access TM1 from the BCIT ITS website
  - <http://www.bcit.ca/its/tm1/>

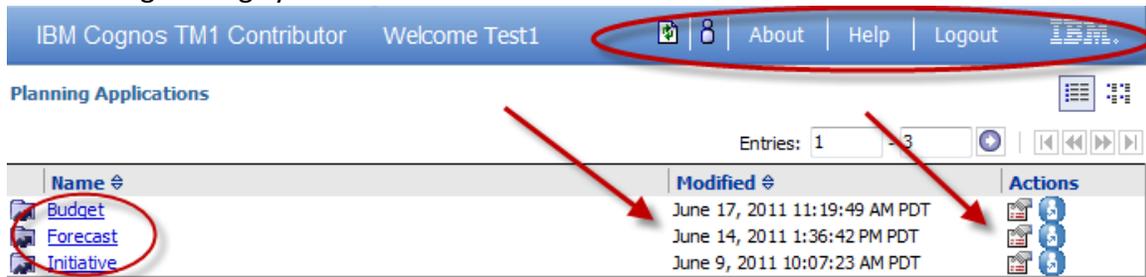


Incorrect User Name or Password gives you the below



# IBM Cognos TM1 Training

Correct Login brings you here



Do Not Use These Set Priorities Open Application

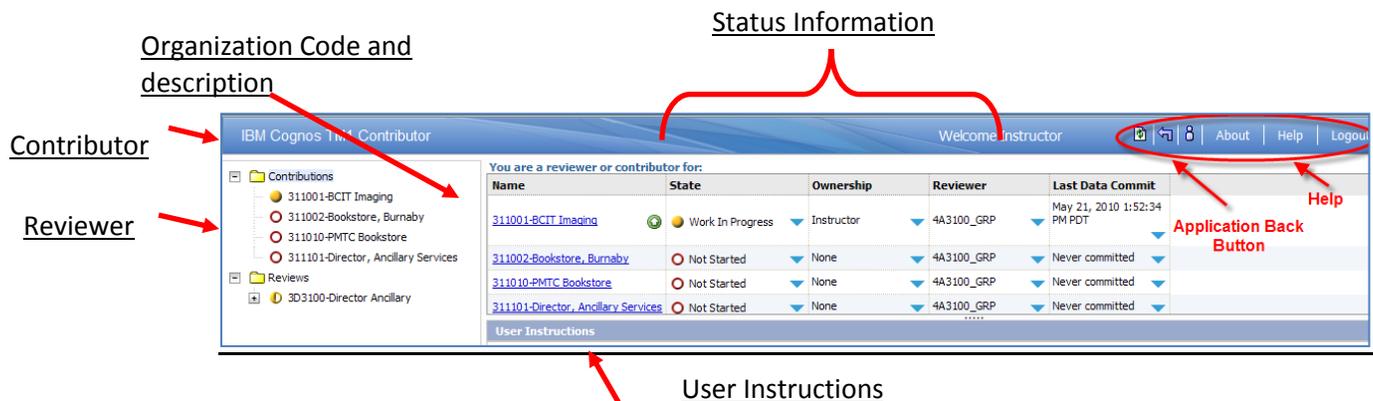
7. Left Click on the application you wish to work on, either Budget or Forecast.

**Note\*\*** – the Initiatives Application is still in progress.

- The Budget and Forecasting applications look EXACTLY the same other than the names of the tabs at the top (more to come)
- The budget information was loaded from Banner and is based on each department's 2011/12 approved budget.
- Each department will update and submit their **"Budget"** annually while the **"Forecasts"** will need to be updated in June, September, October and December.

8. Left click to select/open an organization Code

You can review and update more than one code at a time by opening multiple windows but each window only shows one code



## Definitions

Contributor– Individuals who create and update budget information

Reviewer - Individuals who review the submitted data and where necessary reject the submitted data, may be the same person at the moment.

Organization Code and Description – These are existing budget organizations

## Status Information

State: Indicates if someone has updated the code and if so where they are in the process (table below)

Ownership – Indicates which individual has taken ownership. Once an individual has taken ownership of a worksheet no one else can make changes until the sheet is in “ready mode” again

Reviewer – Shows who will review once the sheet is submitted

Last Data Commit – Indicates the last time the data within the sheet was committed (saved)

Application Back Button - Use the “Back Button” within the application rather than the Web browser

Help – General Application Help, not specific to BCIT

User Instructions – This area can be used to communicate important information to users and may be used by BCIT at a later date.

### State Codes

Icon	State and description
	<p>Not started</p> <p>The node has not been opened and the data has not been changed or saved.</p>
	<p>Work in progress</p> <p>The user has taken ownership of the node and data in this state can be submitted for review.</p>
	<p>Locked</p> <p>The data was submitted and the item was locked. Data in this state is read-only. If an item is rejected, its state returns to work in progress.</p>
	<p>Incomplete</p> <p>At least one item belonging to this item is <b>Not started</b>, and at least one other item is in a state of <b>Work in progress, Locked, or Ready</b>. Data in this state was aggregated. The <b>Incomplete</b> state applies only to review items.</p>
	<p>Ready</p> <p>All items belonging to the reviewer are locked. The data is ready to be submitted to the next level in the hierarchy.</p>

## 9. Left mouse click to select the Forecast Application

IBM Cognos TM1 Contributor Welcome Test1 About | Help | Logout IBM

Planning Applications Entries: 1 - 3

Name	Modified	Actions
<a href="#">Budget</a>	June 2, 2011 2:29:38 PM PDT	
<a href="#">Forecast</a>	December 7, 2010 10:57:23 PM PST	
<a href="#">Initiative</a>	December 7, 2010 9:58:37 PM PST	

## Navigation

General Navigation

TABS

421002-ITS Business Office

2011 Current Forecast

Dimension Bar

Organization Code

Account Codes	Budget Variance	Approved Budget	Full Year	Jan YTD	Feb	Mar	Current Commitments
4838-Non Salary Recoveries	\$157.50	\$0.00	(\$157.50)	(\$157.50)	\$0.00	\$0.00	\$0.00
48-Other Revenue	\$157.50	\$0.00	(\$157.50)	(\$157.50)	\$0.00	\$0.00	\$0.00
4943-Internal Revenue - OneCard	(\$0.00)	(\$17,000.00)	(\$17,000.00)	\$0.00	\$0.00	(\$17,000.00)	\$0.00
4990-Internal Revenue - Other Services	\$30,000.00	(\$12,000.00)	(\$42,000.00)	(\$24,000.00)	(\$9,000.00)	(\$9,000.00)	\$0.00
49-Internal Revenue	\$30,000.00	(\$29,000.00)	(\$59,000.00)	(\$24,000.00)	(\$9,000.00)	(\$26,000.00)	\$0.00
Revenue	\$30,157.50	(\$29,000.00)	(\$59,157.50)	(\$24,157.50)	(\$9,000.00)	(\$26,000.00)	\$0.00
5112-Permanent-Comp. Res. Prog/Analysts	(\$2,988.28)	\$0.00	\$2,988.28	\$2,988.28	\$0.00	\$0.00	\$0.00
5117-Permanent - Overtime	\$247,803.83	\$340,000.00	\$92,196.17	\$23,695.43	\$12,945.01	\$55,555.73	\$0.00
5120-Permanent - On Call Coverage	(\$90,712.10)	\$0.00	\$90,712.10	\$56,499.21	\$15,912.97	\$18,299.92	\$0.00
51-Permanent Salaries	\$154,103.45	\$340,000.00	\$185,896.55	\$83,182.92	\$28,857.98	\$73,855.65	\$0.00
5312-Temporary-Comp. Res. Prog/Analysts	\$30,240.98	\$204,000.00	\$173,759.02	\$147,926.77	\$9,505.20	\$16,327.05	\$0.00
5317-Temporary - Overtime	(\$2,277.22)	\$0.00	\$2,277.22	\$2,277.22	\$0.00	\$0.00	\$0.00
53-Temporary Salaries	\$27,963.76	\$204,000.00	\$176,036.24	\$150,203.99	\$9,505.20	\$16,327.05	\$0.00
5601-Fringe Benefits - Allocated	\$3,908.18	\$30,600.00	\$26,691.82	\$22,816.98	\$1,425.78	\$2,449.06	\$0.00
55-Benefits - Allocated	\$3,908.18	\$30,600.00	\$26,691.82	\$22,816.98	\$1,425.78	\$2,449.06	\$0.00
Salaries	\$185,975.39	\$574,600.00	\$388,624.61	\$256,203.89	\$39,788.96	\$92,631.76	\$0.00
6101-Classroom & Lab Supplies	(\$34.11)	\$0.00	\$34.11	\$34.11	\$0.00	\$0.00	\$0.00
6102-Shop Materials	(\$40.69)	\$0.00	\$40.69	\$40.69	\$0.00	\$0.00	\$0.00
6105-Office Stationery	(\$5,960.60)	\$11,000.00	\$16,960.60	\$16,281.00	\$94.31	\$585.29	\$1.06
6116-Safety Footwear Allowance	(\$1,038.80)	\$0.00	\$1,038.80	\$1,038.80	\$0.00	\$0.00	\$0.00
6130-Keys & Locks	\$4,133.02	\$6,000.00	\$1,866.98	\$1,496.72	\$0.00	\$370.26	\$4,448.22

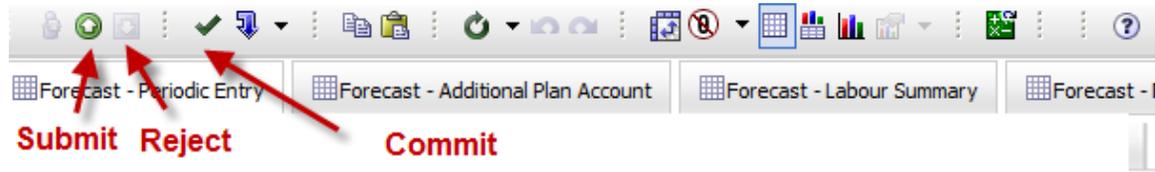
Ownership

Reset or View Data

Undo/Redo

Re-calculate

Once you have taken ownership, left mouse click the above Ownership button, more functions become available



**Tabs** - represent different views of data within the application. Detailed screen shots of each tab are illustrated on the next pages

**Dimensions Bar** - indicates which dimensions are being displayed in the rows and columns and the data context. To reset the original view or data click the reset button and select either reset view or reset data.

**Account codes'** this data was imported from BANNER and is based on approved items from the 2011/12 approved budget. These can collapse and expand by clicking the (+) or (-). The 2011/12 approved budget Data was loaded into the system automatically and is based on the 2011/12 approved budget approved April 2011.

**Full Year** - is the sum of the monthly entries for the specific accounts

**Approved Budget** - is data that was loaded by the system based on the approved annual budget in Banner.

**Monthly Budget** – the data for revenue and non salary expenses found in the body of the table is based a combination of budgeted and actual expenditures taken from BANNER. The labour related information came from HR Jobs in Banner.

\*\*\*\*\*

Shaded Grey Cells are un- editable and exist for one of 2 reasons

- 1) you do not have ownership of the data
- 2) it is a calculated data value (itemized account, actuals, labour information which would need to be updated at the individual level to change the data)

**Green** numbers the user typed text and used the tab key, arrow keys or mouse to move within the grid, once re-calculated the data will become **blue** and once committed it will become black.

**Blue** numbers means the user has pressed the Enter or Recalculate but the data remains uncommitted, once committed the data will become black.

**Black** numbers means the data has been committed (saved).

**Bold Numbers** are aggregate totals of other line items and will only change as a result of other data changing, you cannot edit them directly

**TABS**

**Forecast – Periodic Entry** – Actuals are imported from Banner and highlighted grey, they cannot be changed but you can drill into them for additional detail.

	Budget Variance	Approved Budget	Full Year	Jan YTD	Feb	Mar	Current Commitments
4838-Non Salary Recoveries	\$157.50	\$0.00	(\$157.50)	(\$157.50)	\$0.00	\$0.00	\$0.00
48-Other Revenue	\$157.50	\$0.00	(\$157.50)	(\$157.50)	\$0.00	\$0.00	\$0.00
4943-Internal Revenue - OneCard	(\$0.00)	(\$17,000.00)	(\$17,000.00)	\$0.00	\$0.00	(\$17,000.00)	\$0.00
4990-Internal Revenue - Other Services	\$30,000.00	(\$12,000.00)	(\$42,000.00)	(\$24,000.00)	(\$9,000.00)	(\$9,000.00)	\$0.00
49-Internal Revenue	\$30,000.00	(\$29,000.00)	(\$59,000.00)	(\$24,000.00)	(\$9,000.00)	(\$26,000.00)	\$0.00
Revenue	\$30,157.50	(\$29,000.00)	(\$59,157.50)	(\$24,157.50)	(\$9,000.00)	(\$26,000.00)	\$0.00
5112-Permanent-Comp. Res. Prog/Analysts	(\$2,988.28)	\$0.00	\$2,988.28	\$2,988.28	\$0.00	\$0.00	\$0.00
5117-Permanent - Overtime	\$247,803.83	\$340,000.00	\$92,196.17	\$23,695.43	\$12,945.01	\$55,555.73	\$0.00
5120-Permanent - On Call Coverage	(\$90,712.10)	\$0.00	\$90,712.10	\$56,499.21	\$15,912.97	\$18,299.92	\$0.00
51-Permanent Salaries	\$154,103.45	\$340,000.00	\$185,896.55	\$83,182.92	\$28,857.98	\$73,855.65	\$0.00
5312-Temporary-Comp. Res. Prog/Analysts	\$30,240.98	\$204,000.00	\$173,759.02	\$147,926.77	\$9,505.20	\$16,327.05	\$0.00
5317-Temporary - Overtime	(\$2,277.22)	\$0.00	\$2,277.22	\$2,277.22	\$0.00	\$0.00	\$0.00
53-Temporary Salaries	\$27,963.76	\$204,000.00	\$176,036.24	\$150,203.99	\$9,505.20	\$16,327.05	\$0.00
5601-Fringe Benefits - Allocated	\$3,908.18	\$30,600.00	\$26,691.82	\$22,816.98	\$1,425.78	\$2,449.06	\$0.00
55-Benefits - Allocated	\$3,908.18	\$30,600.00	\$26,691.82	\$22,816.98	\$1,425.78	\$2,449.06	\$0.00
Salaries	\$185,975.39	\$574,600.00	\$388,624.61	\$256,203.89	\$39,788.96	\$92,631.76	\$0.00
6101-Classroom & Lab Supplies	(\$34.11)	\$0.00	\$34.11	\$34.11	\$0.00	\$0.00	\$0.00

**Budget Variance = Approved Budget – Full Year**

**Approved Budget =** Approved Budget loaded from Banner as at XXX date

**Full Year =** Sum of actuals (items that have been charged to the account) plus what is forecast to be spent in the coming months. Sum of all 12 months

**Jan YTD = THIS COLUMN HEADING WILL CHANGE DEPENDING ON THE FORECASTING PERIOD.** Sum of what has been spent to date/sum of actuals YTD.

**Forecast – Additional Plan Account** use this to add an item that was not in the original budget.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Full Year
ALL ACCOUNTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41-Student Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43-Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
45-Ancillary Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Forecast – Labour Summary** – use this tab to view a summary of all employees associated with this organization code. WHERE DOES THE DATA COME FROM **TM1** or **Banner**

Forecast - Labour Summary

You can NOT EDIT employee information from this tab

Name	Employee ID	Status	Return Date	PCN	Posn Employee Group	Job FTE	Job Table	Job Grade	Job Step	Next Step	Incr Month	Job Acct	Bud Salary	
<b>- ALL EMPLOYEES</b>													<b>7.00</b>	<b>605,760.00</b>
1	Anne Marie Johnston	A00757331	Active		421005 Management	1.00	ES	F	7	8	05	5109	115,127.00	
2	Diane Miolla	A00105047	Active		190001 Support Staff All	1.00	SS	07	4	999		5110	47,392.00	
3	Douglas Woodley	A00188051	Active		321011 FSA	1.00	FS	SA	9	999	04	5112	77,962.00	
4	James Wanless	A00132329	Active		421068 FSA	1.00	FS	SA	7	8	10	5112	73,501.00	
5	Judy Shandler	A00196509	Active		421017 FSA	1.00	FS	SA	7	8	04	5112	73,501.00	
6	Marlas Silvestrone	A00518203	Leave	2010-12-31	421050 FSA	0.00	FS	SA	6	7	04	5112	71,440.00	
7	Murray Smith	A00195839	Active		421039 FSA	1.00	FS	SA	9	999	07	5112	77,962.00	
8	Elaine Zitner	A00577139	Active		421X99 FSA	1.00	FS	SA	5	6		5312	68,875.00	

**Forecast – Modify Employees** – use this tab to update data and view multiple employees at the same time

Forecast - Modify Employees

Manual Banner

Employee Name	Employee ID	Employee PCN	Employee Account	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Full Year	Comments	Notes	
Judy Shandler	A00196509	421017	5112	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,632.26	6,477.10	12,109.36	0.00	
FTE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	0	
Job Table														FS	FS				
Grade														SA	SA				
Step														7	7				
EmployeeInfo	Marlas Silvestrone	A00518203	421050	5112										FS	FS				Mat/Parent Lve W/O Pay B
Job Table														SA	SA				
Grade														6	6				
Step																			

White = Editable

**Forecast – Add New Employees** - use this tab to add new employees to this organization code

Forecast - Add New Employees

Employee Name	Employee ID	Employee PCN	Employee Account	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Full Year	Comments	Notes	
Salary Information				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hours				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FTE				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Job Table																			
Grade																			
Step																			

**Forecast – FY Review (Full Year)** - use this tab to view your original budget, prior period forecast and these periods forecast and to add comments. It is primarily used as an easy way to reference data. **MOSTLY REFERENCE, ADD COMMENTS**

	2011 Budget (Before Forecast)		2011 Prior Forecast		2011 Current Forecast		Prior-Current Variance	
	Value	Comments	Value	Comments	Value	Comments	Value	Comments
4838-Non Salary Recoveries	\$0.00		(\$157.50)		(\$157.50)		\$0.00	
48-Other Revenue	\$0.00		(\$157.50)		(\$157.50)		\$0.00	
4943-Internal Revenue - OneCard	(\$17,000.00)		(\$17,000.00)		(\$17,000.00)		\$0.00	
4990-Internal Revenue - Other Services	(\$12,000.00)		(\$12,000.00)		(\$12,000.00)		\$0.00	
49-Internal Revenue	(\$29,000.00)		(\$29,000.00)		(\$29,000.00)		\$0.00	
Revenue	(\$29,000.00)		(\$59,157.50)		(\$59,157.50)		\$0.00	
5112-Permanent-Comp. Res. Prog/Analysts	\$0.00		\$2,988.28		\$2,988.28		\$0.00	
5117-Permanent - Overtime	\$340,000.00		\$95,454.87		\$92,196.17		\$3,258.70	
5120-Permanent - On Call Coverage	\$0.00		\$101,640.79		\$90,712.10		\$10,928.69	
51-Permanent Salaries	\$340,000.00		\$200,083.94		\$189,896.55		\$14,187.39	
5312-Temporary-Comp. Res. Prog/Analysts	\$204,001.35		\$179,297.90		\$173,759.02		\$5,538.88	
5317-Temporary - Overtime	\$0.00		\$2,044.26		\$2,277.22		(\$232.96)	
53-Temporary Salaries	\$204,001.35		\$181,342.16		\$176,036.24		\$5,305.92	
5601-Fringe Benefits - Allocated	\$30,600.20		\$27,522.65		\$26,691.82		\$830.83	
55-Benefits - Allocated	\$30,600.20		\$27,522.65		\$26,691.82		\$830.83	
Salaries	\$574,601.55		\$408,948.75		\$388,624.61		\$20,324.14	
6101-Classroom & Lab Supplies	\$0.00		\$34.11		\$34.11		\$0.00	
6102-Shop Materials	\$0.00		\$40.69		\$40.69		\$0.00	

**Forecast – Previous Periodic Entry** – use this tab as a reference for monthly historical data. The **Approved Budget** comes from Banner and the **Full Year** is the aggregate of the individual months. The **Full Year** figures roll month to month. **REFERENCE ONLY**

	Budget Variance	Approved Budget	Full Year	2011 Budget (Before Forecast)											
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
4943-Internal Revenue - OneCard	(\$0.00)	(\$17,000.00)	(\$17,000.00)	\$13,286.28	(\$16,718.10)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4990-Internal Revenue - Other Services	(\$0.00)	(\$12,000.00)	(\$12,000.00)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	
49-Internal Revenue	(\$0.00)	(\$29,000.00)	(\$29,000.00)	\$12,363.20	(\$17,641.18)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	\$0.00	
Revenue	(\$0.00)	(\$29,000.00)	(\$29,000.00)	\$12,363.20	(\$17,641.18)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	\$0.00	
5117-Permanent - Overtime	\$0.00	\$340,000.00	\$340,000.00	\$13,738.06	\$30,514.10	\$38,115.96	\$25,022.30	\$10,146.21	\$61,490.61	\$20,417.66	\$30,817.88	\$13,827.48	\$13,827.48		
51-Permanent Salaries	\$0.00	\$340,000.00	\$340,000.00	\$13,738.06	\$30,514.10	\$38,115.96	\$25,022.30	\$10,146.21	\$61,490.61	\$20,417.66	\$30,817.88	\$13,827.48	\$13,827.48		
5312-Temporary-Comp. Res. Prog/Analysts	(\$1.35)	\$204,000.00	\$204,001.35	\$10,439.70	\$12,308.70	\$31,773.00	\$37,380.00	\$37,380.00	\$37,380.00	\$9,505.20	\$9,505.20	\$9,505.20	\$10,866.90		
53-Temporary Salaries	(\$1.35)	\$204,000.00	\$204,001.35	\$10,439.70	\$12,308.70	\$31,773.00	\$37,380.00	\$37,380.00	\$37,380.00	\$9,505.20	\$9,505.20	\$9,505.20	\$10,866.90		
5601-Fringe Benefits - Allocated	(\$0.20)	\$30,600.00	\$30,600.20	\$1,565.96	\$1,846.31	\$4,765.95	\$5,607.00	\$5,607.00	\$5,607.00	\$1,425.78	\$1,425.78	\$1,425.78	\$1,630.04		
55-Benefits - Allocated	(\$0.20)	\$30,600.00	\$30,600.20	\$1,565.96	\$1,846.31	\$4,765.95	\$5,607.00	\$5,607.00	\$5,607.00	\$1,425.78	\$1,425.78	\$1,425.78	\$1,630.04		
Salaries	(\$1.55)	\$574,600.00	\$574,601.55	\$25,743.72	\$44,669.11	\$74,654.91	\$68,009.30	\$53,133.21	\$72,421.59	\$31,348.64	\$41,748.86	\$26,324.42	\$26,324.42		
6105-Office Stationery	(\$0.00)	\$11,000.00	\$11,000.00	\$0.00	\$87.66	\$654.94	\$82.70	\$1,545.95	\$1,885.96	\$682.43	\$1,343.92	\$1,118.58	\$1,118.58		

**Forecast – Current vs. Prior** – this tab is similar to “Forecast –Previous Periodic Entry” but aligned differently. Data here is a direct comparison of this periods forecast to last the last periods forecast by account code and month to month. REFERENCE ONLY

Account Code	Forecast Type	Budget Variance	Approved Budget	Full Year	Apr	May
4943-Internal Revenue - OneCard	2011 Current Forecast	(\$0.00)	(\$17,000.00)	(\$17,000.00)	\$0.00	\$0.00
	2011 Prior Forecast	(\$0.00)	(\$17,000.00)	(\$17,000.00)	\$0.00	\$0.00
4990-Internal Revenue - Other Services	2011 Current Forecast	\$30,000.00	(\$12,000.00)	(\$42,000.00)	(\$1,000.00)	(\$3,000.00)
	2011 Prior Forecast	\$30,000.00	(\$12,000.00)	(\$42,000.00)	(\$1,000.00)	(\$3,000.00)
49-Internal Revenue	2011 Current Forecast	\$30,000.00	(\$29,000.00)	(\$59,000.00)	(\$1,000.00)	(\$3,000.00)
	2011 Prior Forecast	\$30,000.00	(\$29,000.00)	(\$59,000.00)	(\$1,000.00)	(\$3,000.00)
Revenue	2011 Current Forecast	\$30,157.50	(\$29,000.00)	(\$59,157.50)	(\$1,000.00)	(\$3,157.50)
	2011 Prior Forecast	\$30,157.50	(\$29,000.00)	(\$59,157.50)	(\$1,000.00)	(\$3,157.50)
5112-Permanent-Comp. Res. Prog/Analysts	2011 Current Forecast	(\$2,988.28)	\$0.00	\$2,988.28	\$2,988.28	\$0.00
	2011 Prior Forecast	(\$2,988.28)	\$0.00	\$2,988.28	\$2,988.28	\$0.00
5117-Permanent - Overtime	2011 Current Forecast	\$247,803.83	\$340,000.00	\$92,196.17	\$11,142.79	(\$3,271.21)
	2011 Prior Forecast	\$244,545.13	\$340,000.00	\$95,454.87	\$11,142.79	(\$3,271.21)
5120-Permanent - On Call Coverage	2011 Current Forecast	(\$90,712.10)	\$0.00	\$90,712.10	\$6,366.79	\$5,422.37
	2011 Prior Forecast	(\$101,640.79)	\$0.00	\$101,640.79	\$6,366.79	\$5,422.37

**Forecast – Org Codes Summary** – use this tab to view the consolidated accounts associated with an org code. It’s an overview at the 3D level, you can see all funds and all programs together. REFERENCE ONLY

Org Code	Budget Variance	Approved Budget	Full Year	Apr	May	Jun
4838-Non Salary Recoveries	\$157.50	\$0.00	(\$157.50)	\$0.00	(\$157.50)	\$0.00
48-Other Revenue	\$157.50	\$0.00	(\$157.50)	\$0.00	(\$157.50)	\$0.00
4943-Internal Revenue - OneCard	(\$0.00)	(\$17,000.00)	(\$17,000.00)	\$0.00	\$0.00	\$0.00
4990-Internal Revenue - Other Services	\$30,000.00	(\$12,000.00)	(\$42,000.00)	(\$1,000.00)	(\$3,000.00)	(\$2,000.00)
49-Internal Revenue	\$30,000.00	(\$29,000.00)	(\$59,000.00)	(\$1,000.00)	(\$3,000.00)	(\$2,000.00)
Revenue	\$30,157.50	(\$29,000.00)	(\$59,157.50)	(\$1,000.00)	(\$3,157.50)	(\$2,000.00)
5112-Permanent-Comp. Res. Prog/Analysts	(\$2,988.28)	\$0.00	\$2,988.28	\$2,988.28	\$0.00	\$0.00
5117-Permanent - Overtime	\$247,803.83	\$340,000.00	\$92,196.17	\$11,142.79	(\$3,271.21)	\$507.09
5120-Permanent - On Call Coverage	(\$90,712.10)	\$0.00	\$90,712.10	\$6,366.79	\$5,422.37	\$806.28
51-Permanent Salaries	\$154,103.45	\$340,000.00	\$185,896.55	\$20,497.86	\$2,151.16	\$1,313.37
5312-Temporary-Comp. Res. Prog/Analysts	\$30,240.98	\$204,000.00	\$173,759.02	\$4,512.98	\$12,236.60	\$30,363.24

### Exercise #1 –Find a Variance

- Login to the test system
- Navigate to the “Forecast – Periodic Entry” tab
- Identify and organization code and account code with a material variance to be used in future exercises

NON - STAFF ACCOUNTS

Demo # 2 - Ways to update Non Staff Accounts

Objective:

- Change data in the "Forecast - Periodic Entry" screen manually
- Change data in the "Forecast - Periodic Entry" screen using the applications spread function (equal and proportional spread)
- Use Undo to remove the last change, then Redo
- Reset data to remove all the changes you made.



1. Login
2. Left click **Forecast**
3. Select the organization
4. Take ownership, note the **State** and **Ownership** fields will change in the main screen

You are a reviewer or contributor for:

Name	State	Ownership	Reviewer	Last Data Commit
<a href="#">421001-ITS Director's Office</a>	Not Started	None	4A4200_GRP	Never committed
<a href="#">421002-ITS Business Office</a>	Work In Progress	Test1	4A4200_GRP	Never committed
<a href="#">421003-Technical Infrastructure Services</a>	Not Started	None	4A4200_GRP	Never committed
<a href="#">421004-Strategic Practices</a>	Not Started	None	4A4200_GRP	Never committed
<a href="#">421005-Program Management Office</a>	Work In Progress	Test1	4A4200_GRP	Never committed

5. Identify an account that needs to be updated. An update may be required for several reasons such as new information received re: a cost or date of an anticipated charge.

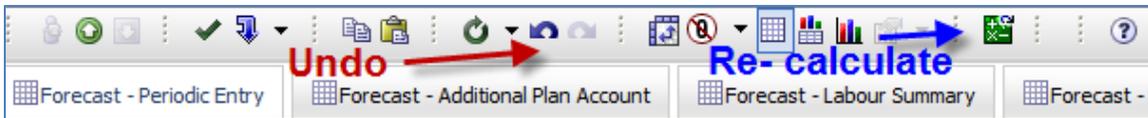
	Budget Variance	Approved Budget	Full Year	Jan YTD	Feb	Mar
55-Benefits - Allocated	\$3,908.18	\$30,600.00	\$26,691.82	\$22,816.98	\$1,425.78	\$2,449.06
Salaries	\$185,975.39	\$574,600.00	\$388,624.61	\$256,203.89	\$39,788.96	\$92,631.76
6101-Classroom & Lab Supplies	(\$34.11)	\$0.00	\$34.11	\$34.11	\$0.00	\$0.00
6102-Shop Materials	(\$40.69)	\$0.00	\$40.69	\$40.69	\$0.00	\$0.00
6105-Office Stationery	(\$5,960.60)	\$11,000.00	\$16,960.60	\$16,281.00	\$94.31	\$585.29
6116-Safety Footwear Allowance	(\$1,038.80)	\$0.00	\$1,038.80	\$1,038.80	\$0.00	\$0.00
6130-Keys & Locks	\$4,133.02	\$6,000.00	\$1,866.98	\$1,496.72	\$0.00	\$370.26
6150-Audio & Video (Media) Supplies	(\$845.25)	\$0.00	\$845.25	\$845.25	\$0.00	\$0.00
6160-Computer Process Supplies	(\$94.41)	\$3,000.00	\$3,094.41	\$1,990.44	\$852.32	\$251.65

- To update the data manually, left mouse click the cell and key in the new data – the new data will be green

6116-Safety Footwear Allowance	(\$1,038.80)	\$0.00	\$1,038.80	\$1,038.80	\$0.00	\$0.00
6130-Keys & Locks	\$4,133.02	\$6,000.00	\$1,866.98	\$1,496.72	100	\$370.26
6150-Audio & Video (Media) Supplies	(\$845.25)	\$0.00	\$845.25	\$845.25	\$0.00	\$0.00
6160-Computer Process Supplies	(\$94.41)	\$3,000.00	\$3,094.41	\$1,990.44	\$852.32	\$251.65

- Click enter and the cell will turn blue
- Select the re-calculate button, to ensure that all associated and aggregated cells are updated. All changes will become blue. You can easily undo the action by using the Undo button. The data will remain blue until it is either Commit (saved) or Re-set.

9.



6116-Safety Footwear Allowance	(\$1,038.80)	\$0.00	\$1,038.80	\$1,038.80	\$0.00	\$0.00
6130-Keys & Locks	\$4,033.02	\$6,000.00	\$1,966.98	\$1,496.72	\$100.00	\$370.26
6150-Audio & Video (Media) Supplies	(\$845.25)	\$0.00	\$845.25	\$845.25	\$0.00	\$0.00
6160-Computer Process Supplies	(\$94.41)	\$3,000.00	\$3,094.41	\$1,990.44	\$852.32	\$251.65
6165-Computer Software Purchases	(\$36,699.24)	\$5,750.00	\$42,449.24	\$9,583.24	\$0.00	\$32,866.00
6180-Other Consumables Under \$500	(\$3,103.86)	\$0.00	\$3,103.86	\$3,103.86	\$0.00	\$0.00
6199-Purchase Card - Acquisitions	\$79.47	\$0.00	(\$79.47)	(\$79.47)	\$0.00	\$0.00
<b>61-Consumables</b>	<b>(\$43,704.48)</b>	<b>\$25,750.00</b>	<b>\$69,454.48</b>	<b>\$34,334.64</b>	<b>\$1,046.63</b>	<b>\$34,073.21</b>

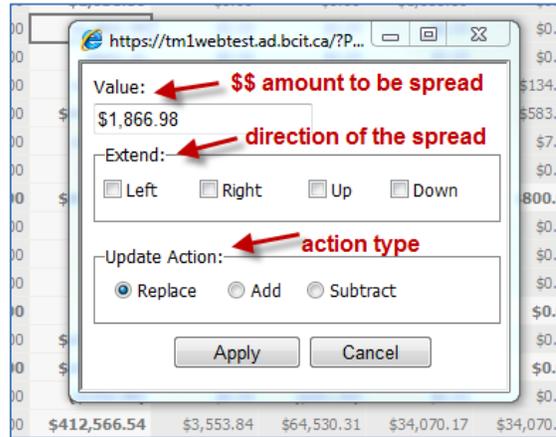
## Use the application Spread Function

- Right mouse click in the “Full Year” Column of the account you wish to update
- Move the mouse to the “Data Spread” button
- Select the data spread method you wish to apply. The Proportional Spread and the Equal Spread are the most widely used.

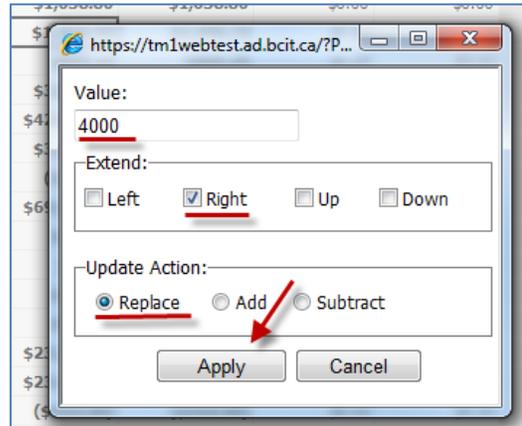
6116-Safety Footwear Allowance	(\$1,038.80)	\$0.00	\$1,038.80	\$1,038.80	\$0.00	\$0.00
6130-Keys & Locks	\$4,133.02	\$6,000.00	\$1,866.98	\$1,496.72	\$0.00	\$370.26
6150-Audio & Video (Media) Supplies	(\$845.25)	\$0.00	\$845.25	\$845.25	\$0.00	\$0.00
6160-Computer Process Supplies	(\$94.41)	\$3,000.00	\$3,094.41	\$1,990.44	\$852.32	\$251.65
6165-Computer Software Purchases	(\$36,699.24)	\$5,750.00	\$42,449.24	\$9,583.24	\$0.00	\$32,866.00
6180-Other Consumables Under \$500	(\$3,103.86)	\$0.00	\$3,103.86	\$3,103.86	\$0.00	\$0.00
6199-Purchase Card - Acquisitions	\$79.47	\$0.00	(\$79.47)	(\$79.47)	\$0.00	\$0.00
<b>61-Consumables</b>	<b>(\$43,604.48)</b>	<b>\$25,750.00</b>	<b>\$69,354.48</b>	<b>\$34,334.64</b>		
6230-Internal Charges - Bookstore	(\$125.00)	\$0.00	\$125.00	\$125.00		
6240-Internal Charges - Printing	(\$39.00)	\$0.00	\$39.00	\$39.00		
6250-Internal Charges - Central Stores	(\$330.16)	\$0.00	\$330.16	\$330.00		
<b>62-Internal Charges</b>	<b>(\$494.16)</b>	<b>\$0.00</b>	<b>\$494.16</b>	<b>\$494.00</b>		
7115-Storage Lease/Rental	(\$10,241.71)	\$13,500.00	\$23,741.71	\$12,330.00		
<b>71-Rentals and Leases</b>	<b>(\$10,241.71)</b>	<b>\$13,500.00</b>	<b>\$23,741.71</b>	<b>\$12,330.00</b>		
7205-Telephone - Basic	\$102.00	\$0.00	(\$102.00)	(\$102.00)		
7215-Other Communication	\$1,678.46	\$414,245.00	\$412,566.54	\$343,433.20	\$32,901.17	\$36,232.17

- a. **Equal Spread** – will distribute the total amount equally over the identified period
  - i. Enter the dollar amount to be spread
  - ii. Select the direction of the spread, usually to the right
  - iii. Select if you want to replace, add or subtract a value
  - iv. Click apply
  - v. Click Re-calculate

Before



After



6116-Safety Footwear Allowance	(\$1,038.80)	\$0.00	\$1,038.80	\$1,038.80	\$0.00	\$0.00	\$0.00
6130-Keys & Locks	\$503.28	\$6,000.00	\$5,496.72	\$1,496.72	\$2,000.00	\$2,000.00	\$4,448.22
6150-Audio & Video (Media) Supplies	(\$845.25)	\$0.00	\$845.25	\$845.25	\$0.00	\$0.00	\$0.00
6160-Computer Process Supplies	(\$94.41)	\$3,000.00	\$3,094.41	\$1,990.44	\$852.32	\$251.65	\$0.00

13. **Proportional Spread** - it is useful when you want to change the cost base of a specific item but want to keep the monthly proportions. For example ITS needs to increase 6105 – Office Stationery by \$20,000 but keeping the same ratio in each month

Before

6101-Classroom & Lab Supplies	(\$34.11)	\$0.00	\$34.11	\$34.11	\$0.00	\$0.00
6102-Shop Materials	(\$40.69)	\$0.00	\$40.69	\$40.69	\$0.00	\$0.00
6105-Office Stationery	(\$5,960.60)	\$11,000.00	\$16,960.60	\$16,281.00	\$94.31	\$585.29
6116-Safety Footwear Allowance	(\$1,038.80)	\$0.00	\$1,038.80	\$1,038.80	\$0.00	\$0.00

5317-Temporary - Overtime	(\$2,277.22)	\$0.00	\$2,277.22	\$2,277.22	\$0.00	\$0.00
53-Temporary Salaries	\$27,963.76	\$204,000.00	\$176,036.24	\$150,203.99	\$9,505.20	\$16,327.05
5601-Fringe Benefits - Allocated	\$3,908.18	\$30,600.00	\$26,691.82	\$22,816.00		
55-Benefits - Allocated	\$3,908.18	\$30,600.00	\$26,691.82	\$22,816.00		
Salaries	\$185,975.39	\$574,600.00	\$388,624.61	\$256,203.00		
6101-Classroom & Lab Supplies	(\$34.11)	\$0.00	\$34.11	\$34.11		
6102-Shop Materials	(\$40.69)	\$0.00	\$40.69	\$40.69		
6105-Office Stationery	(\$5,960.60)	\$11,000.00	\$16,960.60	\$16,281.00		
6116-Safety Footwear Allowance	(\$1,038.80)	\$0.00	\$1,038.80	\$1,038.80		
6130-Keys & Locks	\$503.28	\$6,000.00	\$5,496.72	\$5,496.72		
6150-Audio & Video (Media) Supplies	(\$845.25)	\$0.00	\$845.25	\$845.25		
6160-Computer Process Supplies	(\$94.41)	\$3,000.00	\$2,905.59	\$2,905.59		

Value: 20000

Extend:  Left  Right  Up  Down

Update Action:  Replace  Add  Subtract

Buttons: Apply, Cancel

After

6101-Classroom & Lab Supplies	(\$34.11)	\$0.00	\$34.11	\$34.11	\$0.00	\$0.00
6102-Shop Materials	(\$40.69)	\$0.00	\$40.69	\$40.69	\$0.00	\$0.00
6105-Office Stationery	(\$25,281.00)	\$11,000.00	\$36,281.00	\$16,281.00	\$2,775.44	\$17,224.56
6116-Safety Footwear Allowance	(\$1,038.80)	\$0.00	\$1,038.80	\$1,038.80	\$0.00	\$0.00

# IBM Cognos TM1 Training

6101-Classroom & Lab Supplies	(\$34.11)	\$0.00	\$34.11	\$34.11	\$0.00	\$0.00	\$0.00
6102-Shop Materials	(\$40.69)	\$0.00	\$40.69	\$40.69	\$0.00	\$0.00	\$0.00
6105-Office Stationery	(\$25,281.00)	\$11,000.00	\$36,281.00	\$16,281.00	\$2,775.44	\$17,224.56	\$1.06
6116-Safety Footwear Allowance	(\$1,038.80)	\$0.00	\$1,038.80	\$1,038.80	\$0.00	\$0.00	\$0.00
6130-Keys & Locks	\$503.28	\$6,000.00	\$5,496.72	\$1,496.72	\$2,000.00	\$2,000.00	\$4,448.22
6150-Audio & Video (Media) Supplies	(\$845.25)	\$0.00	\$845.25	\$845.25	\$0.00	\$0.00	\$0.00
6160-Computer Process Supplies	(\$94.41)	\$3,000.00	\$3,094.41	\$1,990.44	\$852.32	\$251.65	\$0.00
6165-Computer Software Purchases	(\$36,699.24)	\$5,750.00	\$42,449.24	\$9,583.24	\$0.00	\$32,866.00	\$34,586.15
6180-Other Consumables Under \$500	(\$3,103.86)	\$0.00	\$3,103.86	\$3,103.86	\$0.00	\$0.00	\$0.00
6199-Purchase Card - Acquisitions	\$79.47	\$0.00	(\$79.47)	(\$79.47)	\$0.00	\$0.00	\$0.00
<b>61-Consumables</b>	<b>(\$66,554.61)</b>	<b>\$25,750.00</b>	<b>\$92,304.61</b>	<b>\$34,334.64</b>	<b>\$5,627.76</b>	<b>\$52,342.21</b>	<b>\$39,035.43</b>

14. To undo, simply click the Undo button or the Reset button

## Exercise # 2 -Edit Non staff Account

- Login to the test system
- Navigate to the “ Forecast – Periodic Entry” tab
- Identify an organization code and account code
  - Add \$2,000 to Jan and \$4,000 to Feb manually
  - Add \$1,100 to an account, spread it evenly
  - Add \$3,000 to an account using the proportional spread
- Identify a variance in the overall budget

\*\*\*\*\*

### Demo #3 – Create an Itemized Account, Copy and Paste from Excel

Objective:

- Add Itemization to an account to add additional detail to an account
- Cut and Paste from Excel

\*\*\*\*\*

- 1) Take ownership of the organization code
- 2) Select a non-salary line item for example 9335 – Meal Expenses
- 3) Right click in any available (white cells) month
- 4) Select “Drill”

9335-Meals	(\$940.96)	\$0.00	\$940.96	\$940.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9340-Conference Registration	\$12,481.17	\$19,600.00	\$7,118.83	\$3,196.89	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9350-Meetings - Off Campus	\$573.23	\$1,000.00	\$426.77	\$236.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9355-Meetings - On Campus	\$2,056.97	\$5,000.00	\$2,943.03	\$2,039.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9365-Promotional Expenses	(\$210.64)	\$2,000.00	\$2,210.64	\$1,822.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>93-Professional and Industry Serv. Dev</b>	<b>\$9,332.37</b>	<b>\$60,600.00</b>	<b>\$51,267.63</b>	<b>\$42,716.95</b>	<b>\$4,000.00</b>	<b>\$0.00</b>								

- 5) A blank Cube View will open

Cubeview - Forecast\_LineItem:Forecast - Line It...

Rows: LineItem [LineItem]  
 Columns: LineItem\_m [LineItem\_m]  
 Context: 501 [Program], 101 [Fund], 421002 [Forecast\_Organization], 9340-Conference Registration [Account]

Description	Order Number	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Full Year
ALL ENTRIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- 6) Open Excel File – Meal Expenses. Copy Excel Data (Highlight, right mouse click, copy). Note that the column and row headings must align to the column and row headings in the blank cube view

# IBM Cognos TM1 Training

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2		Orde	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
3	Tom		100									900	100	100		200
4	Sally						5000						100	200	300	300
5	Paul		350							600			100	1000		300
6	Doug				2000								100		200	
7											200		100			
8																

- 7) Return to the blank cube view in TM1 Contributor
- 8) Click in the blank cell that you want to Paste the data into

Rows:	Columns:	Context:					
LineItem [LineItem]	LineItem_m [LineItem_m]	1 [Pro]	Description	Order Number	Apr	May	Jun
ALL ENTRIES					0.00	0.00	0.00
1					0.00	0.00	0.00
2					0.00	0.00	0.00
3					0.00	0.00	0.00
4					0.00	0.00	0.00
5					0.00	0.00	0.00
6					0.00	0.00	0.00

- 9) Right Mouse click and choose "Paste"

Rows:	Columns:	Context:																			
LineItem [LineItem]	LineItem_m [LineItem_m]	501 [Program]	101 [Fund]	421002 [Forecast_Organization]	9335-Meals [Account]	2011 Current Forecast [Forecast_Version]	Description	Order Number	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Full Year
ALL ENTRIES									0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1							Tom		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100	0.00	0.00
2							Sally		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200	300	0.00
3							Paul		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1000	0.00	0.00
4							Doug		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200	0.00	0.00

- 10) Save and Recalculate the newly created itemized list to apply changes to the organization code, line items will become dark blue

Rows:	Columns:
LineItem [LineItem]	LineItem_m [LineItem_m]

# IBM Cognos TM1 Training

Rows:		Columns:		Context:											
LineItem [LineItem]		LineItem_m [LineItem_m]		501 [Program]	101 [Fund]	421002-ITS Business Office [Forecast_Organization]				9335-Meals [Account]				>> 1	
	Description	Order Number	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	⊕ Full Year
⊖	<b>ALL ENTRIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>300.00</b>	<b>1,800.00</b>
1	Tom		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00
2	Sally		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	300.00	500.00
3	Paul		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
4	Doug		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	200.00

- 11) Close the cube view
- 12) Return to the “Forecast – Periodic Entry” sheet
- 13) Recalculate – note that the line items are now dark blue AND shaded grey in the “Forecast – Periodic Entry”. The grey shading means that you can no longer update this line item at the **Budget- Periodic Entry** level. To make changes in the future you will need to update the itemized account.

9310-Travel - Administration	(0.00)	5,000.00	<b>5,000.00</b>	0.00	966.01	8,859.00	(1,855.89)
9330-Mileage Claims	(0.00)	300.00	<b>300.00</b>	0.00	0.00	97.06	146.66
9340-Conference Registration	(3,000.00)	500.00	<b>3,500.00</b>	<b>500.00</b>	1,000.00	100.00	0.00
9355-Meetings - On Campus	(0.00)	1,500.00	<b>1,500.00</b>	0.00	300.10	0.00	0.00
⊖ 93-Professional and Industry Serv. Dev	<b>(3,000.00)</b>	<b>7,300.00</b>	<b>10,300.00</b>	<b>500.00</b>	<b>2,266.10</b>	<b>9,056.05</b>	<b>(1,709.23)</b>

- 14) **Commit** your changes to be able to access the itemized list in the future

## Exercise # 3 – Create an Itemized Account

Objective:

- Add items to the 9310 - Travel – Administration account based on the below information
  - \$425 in Feb and \$300 in March on for Jane Doe
  - \$250 in Feb and \$400 in March on John Doe

Demo # 4 – Add a new account

Objective:

- Add a new account

\*\*\*\*\*

- 1) Select the “Forecast- Additional Plan Account” tab
- 2) Select the Program and Fund codes to enable editing

The screenshot shows the 'Forecast - Additional Plan Account' tab in IBM Cognos TM1. The interface includes a toolbar, navigation tabs, and a data grid. The grid displays 'Available Accounts' on the left and monthly values from April to March for the 'Full Year'. A red arrow points to the '43-Grants' account row.

Account	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Full Year
ALL ACCOUNTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41-Student Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43-Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
45-Ancillary Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
46-Industry Services Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
47-Donation Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
48-Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49-Internal Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
51-Permanent Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
53-Temporary Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55-Benefits - Allocated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
56-Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
57-Non-Employee Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
58-Workers Compensation Board	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
59-Incremental Increases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Salary Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61-Consumables	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62-Internal Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
63-Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65-Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- 3) Enter the information directly into the cells or copy paste from other sources. For example adding \$200 for both Feb and March to account 6130 – Keys and Locks
- 4) Recalculate to ensure information is applied throughout the Organization Code.

Account	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Full Year
6128-Plant - Electrical Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6129-Plant - Signage Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6130-Keys & Locks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6131-Auto Gas & Oil	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	\$400.00
6140-Library Books	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Exercise # 4 – Add a new account

Objective:

- Add Itemization to an account to add additional detail to a line item
- Cut and Paste from Excel

\*\*\*\*\*

- 1) Select a non-salary line item for example 9335 – Meal Expenses
- 2) Right click in any month

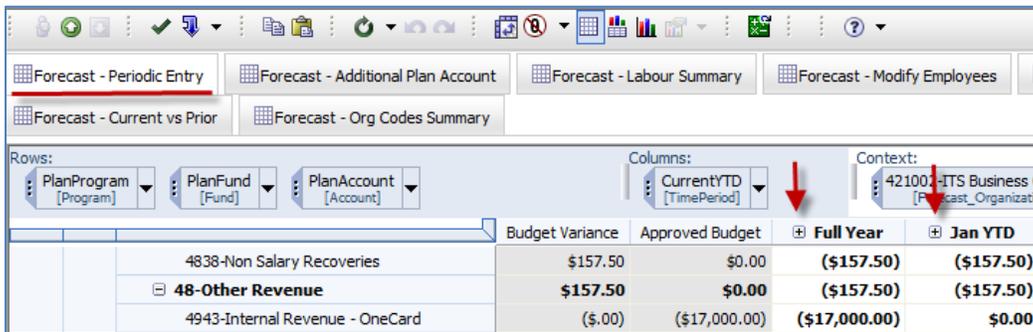
Demo # 5 – Drilling into actuals

Objective:

- Understand how to view Actuals

\*\*\*\*\*

- 1) Select “Forecast – Periodic Entry”
- 2) Take ownership
- 3) Expand the “Full year” or “Month YTD” column



- 4) Choose a grey shaded cell to investigate

	\$0.00	\$0.00	\$0.00	\$7.71	\$0.00	\$0.00	\$0.00	\$0.00	\$7.71
<b>76-Logistics</b>	\$0.00	(\$11,550.00)	\$7,628.13	\$2,214.05	\$2,214.05	\$5,989.27	\$0.00	\$0.00	\$10,702.11
7830-Membership - Institute	\$0.00	(\$11,550.00)	\$7,628.13	\$2,214.05	\$2,214.05	\$5,989.27	\$0.00	\$0.00	\$10,702.11
7835-Membership - Individual	\$0.00	\$0.00	\$0.00	\$214.45	\$0.00	\$0.00	\$0.00	\$0.00	\$372.90
<b>78-Miscellaneous Expenditures</b>	\$0.00	(\$11,550.00)	\$7,628.13	\$2,428.50	\$2,214.05	\$5,989.27	\$0.00	\$0.00	\$11,075.01
8105-Consultant Fees	\$0.00	\$1,561.95	\$0.00	\$15,251.50	\$0.00	\$0.00	\$96,712.92	\$16,813.45	\$16,813.45
<b>81-Fees for Service</b>	\$0.00	\$1,561.95	\$0.00	\$15,251.50	\$0.00	\$0.00	\$96,712.92	\$16,813.45	\$16,813.45
8305-Outside Printing	\$0.00	\$0.00	\$36.01	\$15.25	\$0.00	\$0.00	\$0.00	\$0.00	\$608.69

- 5) Right mouse click on the cell
- 6) Select “Drill”
- 7) Select “Forecast – Drill Actual”



- 8) A new Web window will open with the Banner data which you can copy and paste into Excel if/when needed

FISCAL_YR	PERIOD	FUND	ORGN	ACCT	PPROG	DOC_CODE	ENCD_NUM	DOC_REF_NUM	ACTIVITY_DATE	DESCRIPTION	AMT
11	10	101	421002	7830	501	JF038005			2011-02-02	PPD EXP JAN Gartner P0057532	2214.05
11	10	101	421002	7830	501	JL000416		20101116	2011-01-18	V 00218581 ECAR annual dues	3775.22

## Demo # 6 – Drill into Purchase Orders.

Purchase orders exist if there has been a commitment made towards that item.

Objective:

- Understand how to view purchase orders

\*\*\*\*\*

- 1) Select “Forecast – Periodic Entry”
- 2) Take ownership
- 3) Expand the “Full year” or “Month YTD” column
- 4) Right mouse click on the cell you want to investigate. You can view Purchase orders from either the “Current Commitments” column

		Aug	Jan YTD	Feb	Mar	Current Commitments
501	101					
	72-Communications	\$40,363.24	\$380,161.69	\$35,319.04	\$40,670.84	\$36,870.35
	7315-Computer Equip Repairs/Maintenance	\$19,543.94	\$235,604.03	\$44,826.68	\$149,648.74	\$80,189.42
	7320-Computer Software Licences/Maint	\$114,674.73	\$891,883.16	\$22,300.57	\$111,738.42	\$188,202.03

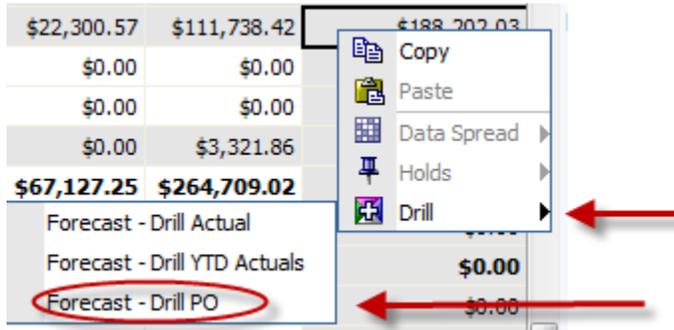
or the “Budget Variance” column

		Budget Variance	Approved Budget	Full Year	Apr
501	101				
	72-Communications	\$14,993.44	\$471,145.00	\$456,151.56	\$7,296.75
	7315-Computer Equip Repairs/Maintenance	(\$93,025.67)	\$337,053.78	\$430,079.45	\$67,943.62
	7320-Computer Software Licences/Maint	\$151,746.85	\$1,177,669.00	\$1,025,922.15	\$35,356.26
	7325-Vehicle Repairs/Maintenance	(\$99.25)	\$0.00	\$99.25	\$0.00

or a specific months actual (grey)

		Year	Apr	May
501	101			
	72-Communications	51.56	\$7,296.75	\$64,128.14
	7315-Computer Equip Repairs/Maintenance	79.45	\$67,943.62	(\$39,200.76)
	7320-Computer Software Licences/Maint	22.15	\$35,356.26	\$115,830.75
	7325-Vehicle Repairs/Maintenance	99.25	\$0.00	\$0.00

- 5) Select "Drill"
- 6) Select "Forecast - Drill PO"



- 7) A new Web window will open with the Purchase Order information

FUND	ORGN	ACCT	PROG	ACTIVITY	DATE	PO	ITEM	ITEM_DESC	VENDOR_NAME	ORDER_DATE	DELIVERY_DAT
101	421002	7320	501		2007-01-10	R160248	1				
101	421002	7320	501		2007-05-28	R199759	1				
101	421002	7320	501		2007-11-15	R202618A	1				
101	421002	7320	501		2009-02-17	P0051385	1	Sungard Support Software Licensing	Higher Education Information Technology BC	2009-03-01	2010-03-31
101	421002	7320	501		2010-02-12	WR000506	1				
101	421002	7320	501		2010-03-19	P0055625	1	Adobe CLP 4400177254 agreement	Softchoice Corporation	2010-03-19	2010-03-28
101	421002	7320	501		2010-06-16	P0056848	2	22R4897: 4Gbps SW SFP Transc. 4 Pack	I B M Canada Ltd	2010-06-15	2010-06-30
101	421002	7320	501		2010-06-16	P0056848	3	22R5332: 16B Expr. Model 4-port upgr.	I B M Canada Ltd	2010-06-15	2010-06-30
101	421002	7320	501		2010-12-02	P0058374	4	SVC Mo HDLM Modular WIN-1 Svr Lic (11-20)	Compugen Inc	2010-12-02	2010-12-17
101	421002	7320	501		2010-12-02	P0058374	5	SVC Mo HDLM Modular WIN-1 Svr Lic (21-40)	Compugen Inc	2010-12-02	2010-12-17
101	421002	7320	501		2010-12-21	P0058489	1	Provide software and services at no cost	Orsyp Software Inc	2011-01-17	2011-03-17
101	421002	7320	501		2011-03-02	P0059550	3	CON-ESW-CUCMUSR Essential SW Top Level	Bell Canada	2011-02-28	2011-03-30
101	421002	7320	501		2011-03-02	P0059550	7	CON-FSW-80NWI Essential SW CCR 0 New Premium	Bell Canada	2011-02-28	2011-03-30

**Demo # 7 – Drill into and update an existing itemized account**

If an account was itemized during the Budgeting process, you

Objective:

- Add Itemization to an account to add additional detail to a line item
- Cut and Paste from Excel

\*\*\*\*\*

- 1) Open “Forecast Periodic Entry”
- 2) Take ownership
- 3) Right mouse click on the itemized account, itemized accounts are shaded grey for the current period

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
7115-Storage Lease/Rental	\$0.00	\$10,042.81	\$938.88	\$0.00	\$482.53	\$0.00	\$0.00	\$11,411.62
<b>71-Rentals and Leases</b>	<b>\$0.00</b>	<b>\$10,042.81</b>	<b>\$938.88</b>	<b>\$0.00</b>	<b>\$482.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,411.62</b>
7205-Telephone - Basic	\$261.80	\$0.00	\$0.00	\$0.00	(\$102.00)	\$0.00	\$0.00	\$0.00
7215-Other Communication	\$34,070.17	\$34,070.17	\$39,915.01	\$32,901.19	\$33,350.98	\$32,901.19	\$32,901.17	\$36,232.17
7220-Communication - Cellular Telephone	\$0.00	\$185.94	\$124.01	\$61.98	\$0.00	\$61.98	\$0.00	\$0.00
7230-Internet Service Providers	\$0.00	\$101.22	\$50.61	\$53.77	\$0.00	\$53.77	\$396.67	\$396.67

- 4) Select “Drill”
- 5) Select “Forecast – Line Items”

7	\$36,232.17	\$343,433.20	\$32,901.17	\$36,232.17
0			\$0.00	\$0.00
7	\$3		\$396.67	\$396.67
0	\$4,0		\$2,021.20	\$4,042.00
4	\$40,6		\$35,319.04	\$40,670.84
8	\$143,0			
7	\$111,738.42	\$891,883.16	\$22,300.57	\$111,738.42

- 6) A new Web window will open with the Itemized Account information.  
NOTE\*\* Items on the list show as 0.00 because that period has passed. You can now see what has actually been charged to the account (7215) by drilling in at the Periodic Entry level.

# IBM Cognos TM1 Training

Grey = Uneditable White = Editable

LineItem	Description	Order Number	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Full Year
ALL ENTRIES			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,901.17	35,232.17	69,133.34
1	11-NSO-01080 BCNET - Fiber Maintenance for CARI		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	11-NSO-00530 BCNET - ORAN connectivity	P0053564	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,516.30	30,516.30	61,032.60
3	11-NSO-00520 BigPipe (SHAW Redundant link to BCNET)	P0056133	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	11-NSO-00540 Navigata BMC Campus Connectivity thru BCNET	P0056134	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,384.87	2,384.87	4,769.74
5	ntingency		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,331.00	3,331.00
6			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- Update information directly in the cells
- Recalculate

Cubeview - Forecast\_LineItem:Forecast - Line It...

LineItem	Description	Order Number	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Full Year
ALL ENTRIES			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,001.17	36,332.17	69,333.34
1	aintenance for CARI		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	200.00
2	nectivity	P0053564	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,516.30	30,516.30	61,032.60
3	undant link to BCNET)	P0056133	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	ous Connectivity thru BCNET	P0056134	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,384.87	2,384.87	4,769.74
5			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,331.00	3,331.00

- Close the itemized list
- View the results at the "Periodic Entry" level

71-Rentals and Leases	\$0.00	\$10,042.81	\$938.88	\$0.00	\$482.53	\$0.00	\$0.00	\$11,411.62	\$12,330.09	\$0.00	\$11,411.62
7205-Telephone - Basic	\$261.80	\$0.00	\$0.00	\$0.00	(\$102.00)	\$0.00	\$0.00	\$0.00	(\$102.00)	\$0.00	\$0.00
7215-Other Communication	\$34,070.17	\$34,070.17	\$39,915.01	\$32,901.19	\$33,350.98	\$32,901.19	\$33,001.17	\$36,332.17	\$343,433.20	\$33,001.17	\$36,332.17
7220-Communication - Cellular Telephone	\$0.00	\$185.94	\$124.01	\$61.98	\$0.00	\$61.98	\$0.00	\$0.00	(\$3,498.88)	\$0.00	\$0.00
7230-Internet Service Providers	\$0.00	\$101.22	\$50.61	\$53.77	\$0.00	\$53.77	\$396.67	\$396.67	\$418.94	\$396.67	\$396.67

## Exercise # 5 - Drilling

Objective:

- Drill into the actuals for a specific account and a specific month
- Drill into a purchase order
- Drill into an itemized account

### Important Information - Forecast Non Staff Accounts

- Save/Commit changes periodically
- ``Reset Data`` and ``Reset View`` are your friends
- Commit vs. Submit – Commit saves the data changes, Submit notifies the reviewer and locks the data (no further changes)
- If you accidentally submit please let your reviewer know and they can easily reject the submission
- Text color
  - **Green** means the user has typed text and used the tab key, arrow keys or mouse to move data within the grid
  - **Blue** text means the user has pressed the enter key or recalculated
  - Black text has been committed (saved)
  - **Bold** text is an aggregate
  - **Grey Shaded** is un-editable
- Always re-calculate after making changes and before closing a window or if you see a blank view. WHEN IN DOUBT - RECALCULATE
- Allowances are not included in labour model therefore they would be reviewed in the non salary area
- To save an itemized account you must commit it

## STAFF ACCOUNTS

### Demo # 8- Labour Navigation

Objective:

- Locate labour information
- Navigate and understand relationship between “Budget Periodic Entry” Tab and other labour related tabs

**Forecast – Periodic Entry** provides users with a summary of the labour related costs at the account vs level not the individual level.

PlanProgram [Program]	PlanFund [Fund]	PlanAccount [Account]	Budget Variance	Approved Budget	Full Year	Jan YTD	Feb	Mar	Current Commitments
5109-Permanent - Administrative Staff			\$18,488.11	\$119,390.00	\$100,901.89	\$81,168.35	\$9,178.39	\$10,555.15	\$0.00
5110-Permanent - Support Staff			(\$16.23)	\$47,392.00	\$47,408.23	\$39,600.35	\$3,631.57	\$4,176.31	\$7,811.08
5112-Permanent-Comp. Res. Prog/Analysts			\$94,412.69	\$375,342.00	\$280,929.31	\$230,700.37	\$23,362.30	\$26,866.64	\$48,492.88
5115-Permanent - Chief/Sr. Allowance			(\$5,885.44)	\$0.00	\$5,885.44	\$5,885.44	\$0.00	\$0.00	\$0.00
5116-Permanent - Qualificat.Differential			(\$423.31)	\$0.00	\$423.31	\$423.31	\$0.00	\$0.00	\$0.00
5117-Permanent - Overtime			(\$6,708.00)	\$0.00	\$6,708.00	\$6,708.00	\$0.00	\$0.00	\$0.00
<b>51-Permanent Salaries</b>			<b>\$99,867.82</b>	<b>\$542,124.00</b>	<b>\$442,256.18</b>	<b>\$364,485.82</b>	<b>\$36,172.26</b>	<b>\$41,598.10</b>	<b>\$56,303.96</b>
5312-Temporary-Comp. Res. Prog/Analysts			(\$59,594.57)	\$0.00	\$59,594.57	\$48,247.35	\$5,277.78	\$6,069.44	\$10,295.88
5316-Temporary - Vacation Pay			(\$5,133.49)	\$0.00	\$5,133.49	\$5,133.49	\$0.00	\$0.00	\$0.00
<b>53-Temporary Salaries</b>			<b>(\$64,728.06)</b>	<b>\$0.00</b>	<b>\$64,728.06</b>	<b>\$53,380.84</b>	<b>\$5,277.78</b>	<b>\$6,069.44</b>	<b>\$10,295.88</b>
5601-Fringe Benefits - Allocated			\$11,871.76	\$113,846.04	\$101,974.28	\$83,940.42	\$8,387.84	\$9,646.02	\$13,985.97
<b>55-Benefits - Allocated</b>			<b>\$11,871.76</b>	<b>\$113,846.04</b>	<b>\$101,974.28</b>	<b>\$83,940.42</b>	<b>\$8,387.84</b>	<b>\$9,646.02</b>	<b>\$13,985.97</b>
<b>Salaries</b>			<b>\$47,011.52</b>	<b>\$655,970.04</b>	<b>\$608,958.52</b>	<b>\$501,807.08</b>	<b>\$49,837.88</b>	<b>\$57,313.56</b>	<b>\$80,585.81</b>

Information relating to specific individuals can be found in the following 3 tabs

**Forecast – Labour Summary** provides a summary of employees associated with this Org code

PlanProgramName [Program]	PlanFundName [Fund]	EmployeeList [LabourItem]	Name	Employee ID	Status	Return Date	PCN	Posn Employee Group	Job FTE	Job Table	Job Grade	Job Step	Next Step	Incr Month	Job Acct	Bud Salary	Apr
			<b>ALL EMPLOYEES</b>						<b>7.00</b>							<b>605,760.00</b>	<b>0.00</b>
501-Student Services Administration	101-Burnaby Campus	1	Anne Marie Johnston	A00757331	Active		421005	Management	1.00	ES	F	7	8	05	5109	115,127.00	0.00
		2	Diane Molla	A00105047	Active		190001	Support Staff All	1.00	SS	07	4	999		5110	47,392.00	0.00
		3	Douglas Woodley	A00188051	Active		321011	FSA	1.00	FS	SA	9	999	04	5112	77,962.00	0.00
		4	James Wanless	A00132329	Active		421068	FSA	1.00	FS	SA	7	8	10	5112	73,501.00	0.00
		5	Judy Shandler	A00196509	Active		421017	FSA	1.00	FS	SA	7	8	04	5112	73,501.00	0.00
		6	Marlas Silvestrone	A00518203	Leave	2010-12-31	421050	FSA	0.00	FS	SA	6	7	04	5112	71,440.00	0.00
		7	Murray Smith	A00195839	Active		421039	FSA	1.00	FS	SA	9	999	07	5112	77,962.00	0.00
		8	Elaine Zitner	A00577139	Active		421X99	FSA	1.00	FS	SA	5	6		5312	68,875.00	0.00

**Forecast – Modify Employees** allows you to view and update information relating to 1 or more employees at once.

**Editable**

Forecast - Periodic Entry | Forecast - Additional Plan Account | **Forecast - Labour Summary** | Forecast - Modify Employees | Forecast - Add New Employees | Forecast - FY Review | Forecast - Previous Periodic Entry

Forecast - Current vs Prior | Forecast - Org Codes Summary | **Un-editable** | Existing Employees | New Employees

Rows: PlanProgram [Program] | PlanFund [Fund] | EmployeeList [LabourItem] | LabourDetail\_m [LabourDetail\_m] | Columns: EmployeeDetail [TimePeriod] | Context: 421005-Program Management Office [Forecast\_Organization] | 2011 Current Forecast [Forecast\_Version]

Employee Name	Employee ID	Employee PCN	Employee Account	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Full Year	Comments	Notes		
<b>ALL EMPLOYEES</b>				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,450.04	47,667.54	89,117.58	0.00	0.00
FTE				0	0	0	0	0	0	0	0	0	0	0	0	7	7	14	0	0
EmployeeInfo	Marie Johnston	A00757331	421005	5109																
Salary				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,178.39	10,555.15	19,733.54	0.00	0.00
FTE				0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	0	0
Job Table																ES	ES			
Grade																F	F			
Step																9	9			
EmployeeInfo	Molla	A00105047	190001	5110																

**Forecast – Add New Employees** allows you to add new employees once you have taken ownership and selected the appropriate Fund and Program code.

Forecast - Periodic Entry | Forecast - Additional Plan Account | Forecast - Labour Summary | Forecast - Modify Employees | **Forecast - Add New Employees** | Forecast - FY Review | Forecast - Previous Periodic Entry

Forecast - Current vs Prior | Forecast - Org Codes Summary

Rows: NewEmployees [LabourItem] | LabourDetail\_m [LabourDetail\_m] | Columns: EmployeeDetail [TimePeriod] | Input [Program] | Input [Fund] | Context: 421005-Program Management Office [Forecast\_Organization] | 2011 Current Forecast [Forecast\_Version]

Employee Name	Employee ID	Employee PCN	Employee Account	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Full Year	Comments	Notes
<b>NEW EMPLOYEES</b>				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Salary				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hours				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FTE				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Job Table																		
Grade																		
Step																		

## Demo #9 – Add an Employee

Objective:

- Locate labour information (includes items related to salaries and benefits NOT overtime or allowances, these are non staff accounts)
  1. Select the **“Forecast – Add New Employees”** tab
  2. Select the appropriate Program Code
  3. Select the appropriate Fund Code

Forecast - Periodic Entry   Forecast - Additional Plan Account   Forecast - Labour Summary   Forecast - Modify Employee

Forecast - Current vs Prior   Forecast - Org Codes Summary

Rows: PlanProgramName [Program]   PlanFundName [Fund]   EmployeeList [LabourItem]   Columns: PlanMeasures [LabourSummary\_m]

	Name	Employee ID	Status	Return
<b>ALL EMPLOYEES</b>				
1	Anne Marie Johnston	A00757331	Active	
2	Diane Miolla	A00105047	Active	
3	Douglas Woodley	A00188051	Active	
4	James Wanless	A00132329	Active	
5	Judy Shandler	A00196509	Active	
6	Marlas Silvestrone	A00518203	Leave	2010-1
7	Murray Smith	A00195839	Active	
8	Elaine Zitner	A00577139	Active	

501-Student Services Administration   101-Burnaby Campus

**Program and Fund**

4. Recalculate
5. Insert known information
  - Name, ID, PCN, Account OR
  - In cases where you don't have details you can descriptive words for example "PTS Contracts"
6. Select FTE or Hours.
  - Use FTE if it's a permanent position
    - i. Use 1 if it's full time, use 0.50 if it's a half time permanent position or 0.75 if it's a
    - ii. Enter the appropriate Job Table (not case sensitive), Grade (one digit 5 not 05 ), Step (one digit 2 not 02)
  - Use Hours for contracts or PTS and enter the \$\$ amount directly into the Salary Adjustment cell

Forecast - Periodic Entry   Forecast - Additional Plan Account   Forecast - Labour Summary   Forecast - Modify Employees   Forecast - Add New Employees   Forecast - FY Review   Forecast - Pre

Forecast - Current vs Prior   Forecast - Org Codes Summary

Rows: NewEmployees [LabourItem]   LabourDetail\_m [LabourDetail\_m]   Columns: EmployeeDetail [TimePeriod]   Context: 501-Student Services Administration [Program]   101-Burnaby Campus [Fund]   421005-Program Management Office [Forecast\_Organization]

	Employee Name	Employee ID	Employee PCN	Employee Account	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Full Year
NEW EMPLOYEES	Employee Information				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Job Table																
1001	Salary Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Employee Information																
	Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Editable



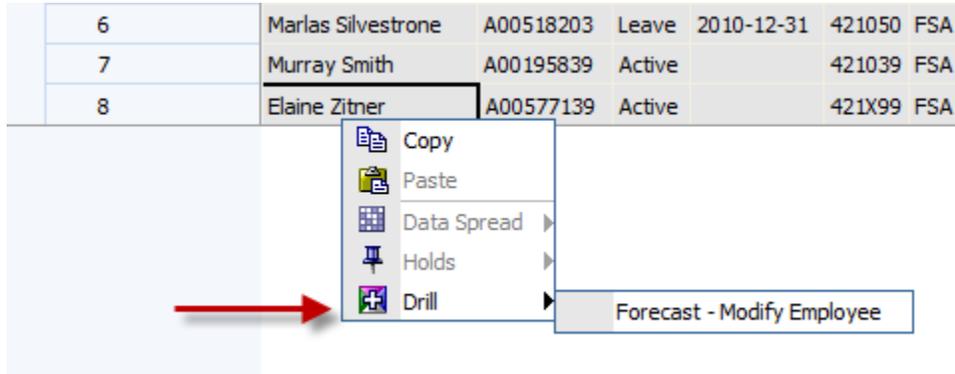
Demo # 10 - Modify an existing employee

Objective:

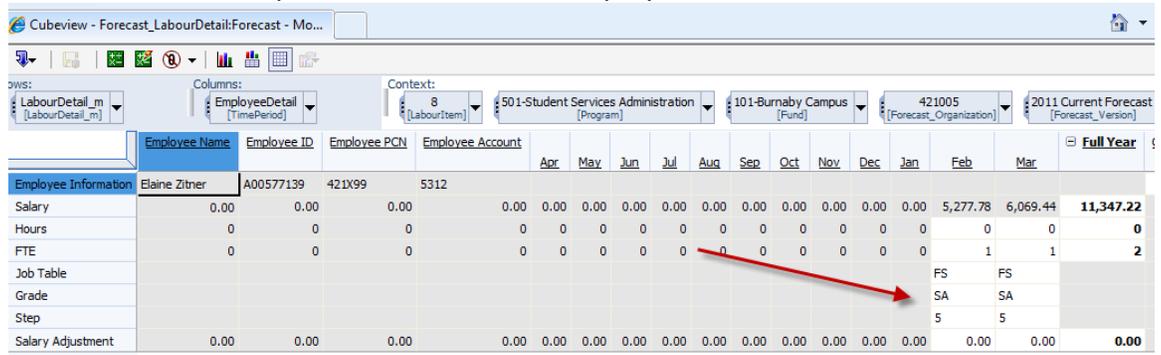
- Note you can modify employees one at a time or using the “Forecast – Modify Employees” tab
- Redistribute staff account variances using the modify employee tab
- Identify a labour account code with a variance to be used in future exercises

\*\*\*\*\*

1. From the “Forecast – Labour Summary”
2. Right mouse click on the employee you wish to modify
3. Choose “Drill”
- 4.



5. A new window will open with the selected employees information



# IBM Cognos TM1 Training

## 6. Update FTE, Job Table, Grade and Step accordingly

Cubeview - Forecast\_LabourDetail:Forecast - Mo...

Columns: LabourDetail\_m [LabourDetail\_m], EmployeeDetail [TimePeriod], Context: 8 [LabourItem], 501-Student Services Administration [Program], 101-Burnaby Campus [Fund]

Employee PCN	Employee Account	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Full Year
Employee Information	99 5312													
Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,758.93	6,622.77	12,381.69
Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FTE	0	0	0	0	0	0	0	0	0	0	0	1	1	2
Job Table												ES	ES	
Grade												d	d	
Step												8	8	
Salary Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## 7. Recalculate

## 8. Open "Forecast - Labour Summary"

## 9. Recalculate to confirm that the changes have been applied ( blue )

Job Act	Bud Salary	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Full Year Salary
ALL EMPLOYEES	605,760.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,931.19	48,220.87	90,152.05
5109	115,127.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,178.39	10,555.15	19,733.54
5110	47,392.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,631.57	4,176.31	7,807.88
5112	77,962.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,974.10	6,870.21	12,844.31
5112	73,501.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,781.84	6,649.11	12,430.95
5112	73,501.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,632.26	6,477.10	12,109.36
5112	71,440.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5112	77,962.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,974.10	6,870.21	12,844.31
5112	68,875.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,758.93	6,622.77	12,381.69

## 10. Open "Forecast - Periodic Entry" to confirm that the changes have been applied

Forecast - Periodic Entry | Forecast - Additional Plan Account | Forecast - Labour Summary | Forecast - Modify Employees | Forecast - Add New Employee

Forecast - Current vs Prior | Forecast - Org Codes Summary

Rows: PlanProgram [Program], PlanFund [Fund], PlanAccount [Account], Columns: CurrentYTD [TimePeriod], Context: 421005-Program Management Office [Forecast\_Organization], Base Amount [BalanceType]

	Budget Variance	Approved Budget	Full Year	Jan YTD	Feb	Mar
5109-Permanent - Administrative Staff	\$18,488.11	\$119,390.00	\$100,901.89	\$81,168.35	\$9,178.39	\$10,555.15
5110-Permanent - Support Staff	(\$16.23)	\$47,392.00	\$47,408.23	\$39,600.35	\$3,631.57	\$4,176.31
5112-Permanent-Comp. Res. Prog/Analysts	\$94,412.69	\$375,342.00	\$280,929.31	\$230,700.37	\$23,362.30	\$26,866.64
5115-Permanent - Chief/Sr. Allowance	(\$5,885.44)	\$0.00	\$5,885.44	\$5,885.44	\$0.00	\$0.00
5116-Permanent - Qualificat.Differential	(\$423.31)	\$0.00	\$423.31	\$423.31	\$0.00	\$0.00
5117-Permanent - Overtime	(\$6,708.00)	\$0.00	\$6,708.00	\$6,708.00	\$0.00	\$0.00
<b>51-Permanent Salaries</b>	<b>\$99,867.82</b>	<b>\$542,124.00</b>	<b>\$442,256.18</b>	<b>\$364,485.82</b>	<b>\$36,172.26</b>	<b>\$41,598.10</b>
5312-Temporary-Comp. Res. Prog/Analysts	(\$60,629.04)	\$0.00	\$60,629.04	\$48,247.35	\$5,758.93	\$6,622.77
5316-Temporary - Vacation Pay	(\$5,133.49)	\$0.00	\$5,133.49	\$5,133.49	\$0.00	\$0.00
<b>53-Temporary Salaries</b>	<b>(\$65,762.53)</b>	<b>\$0.00</b>	<b>\$65,762.53</b>	<b>\$53,380.84</b>	<b>\$5,758.93</b>	<b>\$6,622.77</b>
5601-Fringe Benefits - Allocated	\$11,716.59	\$113,846.04	\$102,129.45	\$83,940.42	\$8,460.01	\$9,729.02
<b>55-Benefits - Allocated</b>	<b>\$11,716.59</b>	<b>\$113,846.04</b>	<b>\$102,129.45</b>	<b>\$83,940.42</b>	<b>\$8,460.01</b>	<b>\$9,729.02</b>
<b>Salaries</b>	<b>\$45,821.88</b>	<b>\$655,970.04</b>	<b>\$610,148.16</b>	<b>\$501,807.08</b>	<b>\$50,391.20</b>	<b>\$57,949.88</b>

You can update multiple existing employees at once by using the Forecast – Modify Employees Tab”

1. Open “Forecast – Modify Employees”
2. Update relevant information relating to FTE, Job Table, Grade, Step in the white space

Employee Name	Employee ID	Employee PCN	Employee Account	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Full Year	Comments
<b>Employee 2: Diane Miola</b>																	
EmployeeInfo	A00105047	190001	5110	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,631.57	4,176.31	7,807.88	0.00
Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FTE	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	0
Job Table														SS	SS		
Grade														07	07		
Step														4	4		
<b>Employee 3: Douglas Woodley</b>																	
EmployeeInfo	A00188051	321011	5112	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,974.10	6,870.21	12,844.31	0.00
Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FTE	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	0
Job Table														FS	FS		
Grade														SA	SA		
Step														9	9		

### 3. Recalculate

11. Edit employee information in the white cells.

## Exercise # 6 – Add a new account

Objective:

- Change the status of an Existing employee to part time for the remainder of the year
- Add a “New Employee” associated with a new PTS course
- One employee is going on Mat leave in Feb and a replacement has been identified but will be one step lower than the existing employee

## Exercise # 7 – Identify and Resolve Variance in Production for Non Staff and Staff Accounts.

Objective:

- Open TM1 in production
- Review a non-staff account that has a material variance
- Investigate the variance and decide how to manage/explain it
- Review a staff account that is showing a material variance
- Investigate the variance and decide how to manage/explain it

### Important information – Staff Accounts

- When adding a new employee you must select the appropriate Program and Fund then recalculate before you can enter information
- Make sure to include the appropriate Employee Account information and if the the new/changing employee is an FTE ( full time employee) or on an hourly wage
- Use the reference tables provided to select the correct job table, grade and step
- You cannot delete an employee once a record has been created BUT you can make their FTE and/or Hours 0. This means that their data will not be calculated or included in any other worksheet.