# <u>IBM Cognos TM1 Training for BCIT –</u> <u>Forecast</u> <u>Oct, 2011</u>

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# **Table of Contents**

Purpose	3
Expected Outcome	3
Training Outline	4
Demo #1 - Navigation	5
Exercise #1 –Find a Variance1	.3
NON – STAFF ACCOUNTS 1	.4
Demo # 2 – Ways to update Non Staff Accounts1	.4
Exercise # 2 –Edit Non staff Account1	.8
Demo #3 – Create an Itemized Account, Copy and Paste from Excel1	.9
Exercise # 3 – Create an Itemized Account	21
Demo # 4 – Add a new account2	2
Exercise # 4 – Add a new account2	23
Demo # 5 – Drilling into actuals2	24
Demo # 6 – Drill into Purchase Orders	25
Demo # 7 – Drill into and update an existing itemized account	27
Exercise # 5 – Drilling	28
STAFF ACCOUNTS	60
Demo # 8– Labour Navigation	0
Demo #9 – Add an Employee3	31
Demo # 10 - Modify an existing employee3	\$4
Exercise # 6 – Add a new account	6
Exercise # 7 – Identify and Resolve Variance in Production for Non Staff and Staff Accounts	6

# 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

- 1. Open Internet Explorer
- 2. <u>https://tm1webtest.ad.bcit.ca:8443/pmpsvc</u>
- 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
  - <u>http://www.bcit.ca/its/tm1/</u>

л	IT SERVICES TM1: Streamlining B	udgeting and	Forecasting	g Processes	
	Overview			го тм1	>

#### Incorrect User Name or Password gives you the below

		******		.
Login			$\odot$	
	Could	not logon to any available servers with the provided crea	dentials.	
			Close	_
		IBM Corporation and its licensors 2009. IBM, the IBM logo, TM1 and Cognos are trademarks of IBM Com- registered in many jugicity incomplete workdwide		1

Updated Oct 12,2011 BCIT CONFIDENTIAL

#### Correct Login brings you here



- 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**

<u>Contributor</u> – Individuals who create and update budget information <u>Reviewer</u> - 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

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

<u>Ownership</u> – 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

<u>Reviewer</u> – Shows who will review once the sheet is submitted <u>Last Data Commit</u> – Indicates the last time the data within the sheet was committed (saved)

<u>Application Back Button</u> - Use the "Back Button" within the application rather than the Web browser

Help – General Application Help, not specific to BCIT

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

Icon	State and description
0	Not started
	The node has not been opened and the data has not been changed or saved.
4	Work in progress
	The user has taken ownership of the node and data in this state can be submitted for review.
Â	Locked
	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.
Ð	Incomplete
	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</b> , <b>Locked</b> , or <b>Ready</b> . Data in this state was aggregated. The <b>Incomplete</b> state applies only to review items.
0	Ready
	All items belonging to the reviewer are locked. The data is ready to be submitted to the next level in the hierarchy.

### State Codes

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

IBM Cognos TM1 Contributor Welcome Test1	🕑 🔒 🕴 About 🕴 Help 🕴 Logou	t IBM.
Planning Applications		
	Entries: 1 - 3	
Name 🕀	Modified ⇔	Actions
Budget	June 2, 2011 2:29:38 PM PDT	😭 🚺
Forecast A	December 7, 2010 10:57:23 PM PST	😭 🚺
Initiative	December 7, 2010 9:58:37 PM PST	🖆 🚺

### <u>Navigation</u>

	🗸 🎙 🔻 🗎 🔒 🕻 🗸 🗤 🖓 👘	<b>B</b> 🖲 🕶 🛄	🛍 🕼 🕆 🗄 🔛	? ▼	>	Genera	l Naviga	tion		
Forecast - Pe	riodic Entry Forecast - Additional Plan Account	Forecast - L	abour Summary	Forecast - Modif	y Employees	Forecast - Add	New Employees	Forecast - FY Revie	W Forecast - Previous Periodic	ic Entry
Forecast - Cu	rrent vs Prior Forecast - Org Codes Summary	TABS								
Rows: PlanProgram	PlanFund PlanAccount Account	Column: Cu [Ti	s: mentYTD mePeriod]	Context: 421002-ITS E [Forecast	Business Office	Base Amounts [BalanceType]	2011 Cur [Forec	rent Forecast va ast_Version]	lue	>
	7	Budget Variance	Approved Budget	🗄 Full Year	🖲 Jan YTD	Feb	Mar	Current Commitments	Dimension Bar	
	4838-Non Salary Recoveries	\$157.50	\$0.00	(\$157.50)	(\$157.50)	\$0.00	\$0.00	\$0.00		<u>^</u>
	= 48-Other Revenue	\$157.50	\$0.00	(\$157.50)	(\$157.50)	\$0.00	\$0.00	\$0.00		
	4943-Internal Revenue - OneCard	(\$.00)	(\$17,000.00)	(\$17,000.00)	\$0.00	\$0.00	(\$17,000.00)	\$0.00	Organization	
	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	Code	
	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		
Accoun	t 5117-Permanent - Overtime	\$247,803.83	\$340,000.00	\$92,196.17	\$23,695.43	\$12,945.01	\$55,555.73	\$0.00		
Codes	5120-Permanent - On Call Coverage	(\$90,712.10)	\$0.00	\$90,712.10	\$56,499.21	\$15,912.97	\$18,299.92	\$0.00		
ooucs	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		-



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

ê 🔾 🖸 🗧 🖌 🕄 🗸	🗄 🖻 💼 🖒 🗸 🗠 🗠 🗎	] 🕲 🔻 🔲 🏥 🛄 🐨 🔹 🖪	•
Forecast - Periodic Entry	Forecast - Additional Plan Account	Forecast - Labour Summary	Forecast - I
Submit Reject	Commit		1

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
- 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)

<u>Green</u> 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.

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

<u>Black</u> numbers means the data has been committed (saved).

<u>Bold</u> 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.

Forecast - Periodic Entry	Forecast - I	abour Summary	Forecast - Modify	r Employees	Forecast - Add I	New Employees	Forecast - FY Review
Forecast - Current vs Prior Forecast - Org Codes Summary							
Rows: PlanProgram PlanFund PlanAccount (Account (Fund))		Columns: CurrentYTD [TimePeriod]	Context: 4210	02-ITS Business O Forecast_Organization	ffice	Amounts anceType]	2011 Current Forecast [Forecast_Version]
	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
Hard Barney Harney Hard Barney Hard Barney Hard Barney Hard Barney Hard Barney Har	\$157.50	\$0.00	(\$157.50)	(\$157.50)	\$0.00	\$0.00	\$0.00
4943-Internal Revenue - OneCard	(\$.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

<u>Approved Budget =</u> Approved Budget loaded from Banner as at XXX date <u>Full Year =</u> 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 <u>Jan YTD =</u> THIS COLLUMN 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 a	add an item	that was no	ot in the original
budget.				

Forecast - Periodic Entry				Forecast - Labour Summary			Forecast - Modify Employees				Forecast - Add New Employees			
Forecast - Current vs Prior Forecast - Org Codes Summary														
wws: AdditionalAccounts Columns: [AdditionalAccount] Context: [Account] Context: [AdditionalAccount] Context: [Account] Context: [Forecast_Organization] Context: [Forecast_Organization] Context: [Base Amounts] Con														
	Apr May			Jul	Aug	<u>Sep</u>	Oct	Nov	Dec	<u>Jan</u>	<u>Feb</u>	Mar	∃ <u>Full Year</u>	
= ALL ACCOUNTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$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	<b>\$0.00</b>	\$0.00	\$0.00	
H 41-Student Fees     H	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	\$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		
# 45-Ancillary Revenue	<b>\$0.00</b>	\$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 DOE THE DATA COME FROM TM1 or Banner

Forecast - Periodic Entry Forecast - Additional Plan Account Forecast - Labour Summary			- Labour Summary	Forecast - Modify Employees			Forecast - Add New Employees		Forecast - FY Review		w IIIF	Forecast - Previous Periodic Entry		dic Entry		
Forecast - Current vs Prior	Forecast - Current vs Prior = Forecast - Org Codes Summary You can NOT EDIT employee information from this tab															
Rows: PlanProgramName [Program]		Columns: Pla [Labo	nMeasur urSumma	res ry_m] ▼		Context: 2011 Current Fr [Forecast_Ver	precast . sion]	4210	) <b>5-Program</b> [Forecast_	Manageme Organizatio	n]	-				
			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
		= ALL EMPLOYEES							7.00							605,760.00
		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
501-Student Services Administration	101-Burnaby Campus	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	1.00	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 - Pe	eriodic Entry	abour Summary	Summary Forecast - Modify Employees			Forecast - Add New Employees				Forecast - FY Review		Review	Forecast - P	idic Entry							
Forecast - Cu	urrent vs Prior	Forecast - Org C	Codes Summary																		
Rows: PlanProgram [Program]	n VlanFur	nd - EmployeeLis [LabourItem	st V LabourDeta	ail_m 🚽	Banner		Column	s: Iployee [TimePe	Detail riod]	T		C	421	: 005-Pr [F	rogram Forecast	Manag Organi	gement Offic zation]	ce 👻 : 201	11 Current Fore [Forecast_Versic		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
		EmployeeInfo	Judy Shandler	A00196509	421017	5112															
		Salary	0.0	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	5,632.26	6,477.10	12,109.36	0.00	
	-	M FTE		0 0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	0	
	5	Job Table															FS	FS		White	= Editable
		Grade															SA	SA	-	winte	- Luitable
		Step															7	7	-		
		EmployeeInfo	Marlas Silvestrone	A00518203	421050	5112															Mat/Parent Lve W/O Pay B
		Job Table															FS	FS			
	0	Grade															SA	SA			
		Step															6	6			

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

Forecast - Periodic E	ntry Forecast - A	dditional Plan Accou	nt Fore	Forecast - Labour Summary		Forecast - Modify Employees		Forecast - Add New Employees			/ees	Forecast - FY Review		w	Forecast - Previous Periodic		ic Entry			
Forecast - Current v	s Prior Forecast -	Org Codes Summar	у						-											
Rows: NewEmployees [LabourItem]	s: NewEmployees & ElabourDetal m & Context: LabourDetal m & ElabourDetal																			
		Employee Name	Employee ID	Employee PCN	Employee Account	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	🗏 Full Year	Comments	Notes
	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	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	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	0.00	0.00	0.00
S NEW EMPLOTEES	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

Forecast - Periodic Entry	t Forecast - Labour Summar	y Forecast - Modify Employees	Forecast - Add New Employees	Forecast - FY Review	Forecast - Previous Periodic Entry
Forecast - Current vs Prior Forecast - Org Codes Summary					
Rows: PlanProgram PlanFund PlanAccount Account Account Account	Columns: FVari [Forecast	iance _Version]	Context: 421002-ITS Busi [Forecast_Org	ness Office Base Amounts Base Amounts BalanceType]	Full Year [TimePeriod]
	2011 Budget (Before Forecast)	2011 Prior Forecast	2011 ( Value	Current Forecast	- Prior-Current Variance
4838-Non Salary Recoveries	50.00	(\$157.50)	(\$157.50)	connento	\$0.00
B 48-Other Revenue	\$0.00	(\$157.50)	(\$157.50)		\$0.00
4943-Internal Revenue - OneCard	(\$17,000.00)	(\$17,000.00)	(\$17,000.00) Last mo	nth Forecast -	\$0.00
4990-Internal Revenue - Other Services	(\$12,000.00)	(\$42,000.00)	(\$42,000.00) this mo	nths Forecast	\$0.00
= 49-Internal Revenue	(\$29,000.00)	(\$59,000.00)	(\$59,000.00)		\$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 Sum as	at last	\$0.00
5117-Permanent - Overtime	\$340,000.00	\$95,454.87	\$92,196.17 months	Forecast	\$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	\$185,896.55		\$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 Origina	al Budget	(\$232.96)
33-Temporary Salaries	\$204,001.35	\$181,342.16	\$176,036.24 (BANNE	R OR TM12	\$5,305.92
5601-Fringe Benefits - Allocated	\$30,600.20	\$27,522.65	\$26,691.82	Core mart.	\$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

Forecast - F	Periodic Entry	t Forecast	Labour Summary	Forecast - I	Aodify Employees	Forecast	- Add New Emp	loyees F	orecast - FY Re	view Fo	recast - Previo	us Periodic Entry	<i>(</i>
Forecast - (	Current vs Prior Forecast - Org Codes Summary		Banner	This	total will	l change	as the	forecas	t chang	es			
Rows: PlanProgram	am v PlanFund v PlanAccount (Account)	Col	umns: MainForerast [TimePecied]	donte: 42	rt: 1002-ITS Busines [Forecast_Organiz:	s Office 🚽 🚦 B	ase Amounts [BalanceType]	2011 Budg [Fo	et (Before Fored recast_Version]	cast) 🚽 [Fo	/alue recast_m] 🗸		
		Budget Variance	Approved Budget	😑 Full Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	4943-Internal Revenue - OneCard	(\$.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
	4990-Internal Revenue - Other Services	(\$.00)	(\$12,000.00)	(\$12,000.00)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	(\$923.08)	\$0.00
	= 49-Internal Revenue	(\$.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)	\$0.00
	Revenue	(\$.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)	\$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
	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
	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	\$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	\$9,505.20	\$9,505.20	\$9,505.20	\$10,866.90
	5601-Fringe Benefits - Allocated	(\$.20)	\$30,600.00	\$30,600.20	\$1,565.96	\$1,846.31	\$4,765.95	\$5,607.00	\$5,607.00	\$1,425.78	\$1,425.78	\$1,425.78	\$1,630.04
	55-Benefits - Allocated	(\$.20)	\$30,600.00	\$30,600.20	\$1,565.96	\$1,846.31	\$4,765.95	\$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
	6105-Office Stationery	(\$.00)	\$11,000.00	\$11,000.00	\$0.00	\$867.66	\$654.94	\$822.70	\$1,545.95	\$1,885.96	\$682.43	\$1,343.92	\$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

Forecast - F	Periodic Entry Forecast - Additional Plan Account	Forecast - Labour	Summary	Forecast - Modify E	y Employees Forecast - Add New Em			
Forecast - (	Current vs Prior Forecast - Org Codes Summary							
Rows: PlanProgram	am v PlanFund v PlanAccount v Forec [Fund] v Forec	ast_Version		Colum	nns: MainForecast [TimePeriod]	Co	421002-ITS Bu [Forecast_O	
	1		Budget Variance	Approved Budget	🗉 Full Year	Apr	May	
		2011 Current Forecast	(\$.00)	(\$17,000.00)	(\$17,000.00)	\$0.00	\$0.00	
	4943-Internal Revenue - OneCard	2011 Prior Forecast	(\$.00)	(\$17,000.00)	(\$17,000.00)	\$0.00	\$0.00	
	4000 Internel Baurana Other Carriera	2011 Current Forecast	\$30,000.00	(\$12,000.00)	(\$42,000.00)	(\$1,000.00)	(\$3,000.00)	
	4990-Internal Revenue - Other Services	2011 Prior Forecast	\$30,000.00	(\$12,000.00)	(\$42,000.00)	(\$1,000.00)	(\$3,000.00)	
	A0 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)	
	F112 Permanent Comp. Dec. Prog/Applysta	2011 Current Forecast	(\$2,988.28)	\$0.00	\$2,988.28	\$2,988.28	\$0.00	
	5112-Permanent-Comp. Res. Prog/Analysis	2011 Prior Forecast	(\$2,988.28)	\$0.00	\$2,988.28	\$2,988.28	\$0.00	
	E117 Dermanent Overtime	2011 Current Forecast	\$247,803.83	\$340,000.00	\$92,196.17	\$11,142.79	(\$3,271.21)	
	5117 Fermanent - Overume	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	
	5120 + emanent - Off Call Coverage	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

Forecast - Periodic Entry	Forecast - Additional Plan Account	Forecas	t - Labour Summar	Forecast	- Modify Employee	es Forec	ast - Add New Er	nployees
Forecast - Current vs Prior	Forecast - Org Codes Summary							
Rows: Forecast [Forecast_Organization]	lanAccount [Account]	Columns: MainFored [TimePeri	ast 🚽	Context: Base Amou [BalanceTy	nts v 2011 C [For	Current Forecast recast_Version]	Value [Forecast	_m]
			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 - OneCa	ard	(\$.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. Pr	og/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 Cove	rage	(\$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. Pr	og/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

Tou are a reviewer or contribut	or for.	_		-		
Name	State		Ownership		Reviewer	Last Data Commit
421001-ITS Director's Office	O Not Started	•	None		4A4200_GRP 🛛 🔻	Never committed 🛛 🤝
421002-ITS Business Office	🥥 Work In Progress 🕚	•	Test1 🤜	-	4A4200_GRP 🛛 🔻	Never committed 🛛 🤝
421003-Technical Infrastructure Services	O Not Started	-	None 🤜	-	4A4200_GRP 🛛 🔻	Never committed 🛛 🔻
421004-Strategic Practices	O Not Started	•	None 🤜	-	4A4200_GRP 🛛 💙	Never committed 🛛 🤝
421005-Program Management Office	🥥 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.

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Forecast - P	eriodic Entry	Forecast - I	Labour Summary	Forecast - Modi	fy Employees	Forecast - Add	New Employees
Forecast - C	Current vs Prior Forecast - Org Codes Summary						
Rows: PlanProgra [Program]	m V F PlanFund V F PlanAccount V FlanAccount	J	Columns: TimePeriod	Context	:: 002-ITS Business C [Forecast_Organizatio	n]	Amounts nceType] - 2
	7	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

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

oros office officiationery	(40)000000		420/200100	410/202100	42 H 24	4000120
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

- 7. Click enter and the cell will turn blue
- 8. 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.		
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Horecast - Periodic Entry	Forecast - Additional Plan Account	Forecast - I

0110-Safety Footwear Allowance	(\$1,000.00)	\$0.00	21,020.00	21/030:00	\$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
61-Consumables	(\$43,704.48)	\$25,750.00	\$69,454.48	\$34,334.64	\$1,046.63	\$34,073.2
and a second sec	di sena a st				10.00	

### Use the application Spread Function

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- 10. Right mouse click in the "Full Year" Column of the account you wish to update
- 11. Move the mouse to the "Data Spread" button
- 12. Select the data spread method you with 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)	9 ş0.00	\$84	Сору	25	\$0.00	\$0.00	
6160-Computer Process Supplies	(\$94.41)	\$3,000.00	\$3,09	Paste	44	¢953.22	\$251.65	
6165-Computer Software Purchases	(\$36,699.24)	\$5,750.00	10\$42,4	Data Spread	Ě	Proportional Spread		P{}
6180-Other Consumables Under \$500	(\$3,103.86)	\$0.00	\$3,10	Holds I	Ě	Equal Spread		S{}
6199-Purchase Card - Acquisitions	\$79.47	\$0.00	(\$7	Drill	***	Repeat		R{}
61-Consumables	(\$43,604.48)	\$25,750.00	\$69,354.48	\$34,334		Clear		C{}
6230-Internal Charges - Bookstore	(\$125.00)	\$0.00	\$125.00	\$125	24.2	Percent Change		P%{}
6240-Internal Charges - Printing	(\$39.00)	\$0.00	\$39.00	11 \$39		Straight Line		SL{}
6250-Internal Charges - Central Stores	(\$330.16)	\$0.00	\$330.16	\$330	%.→	Growth %		GR{}
62-Internal Charges	(\$494.16)	\$0.00	\$494.16	\$494	Ě	Relative Proportional S	pread	RP{}
7115-Storage Lease/Rental	(\$10,241.71)	\$13,500.00	\$23,741.71	\$12,330	Ť	Relative Percent Adjus	stment	R%{}
71-Rentals and Leases	(\$10,241.71)	\$13,500.00	\$23,741.71	\$12,330	<b>#</b>	Repeat Leaves		LR{}
7205-Telephone - Basic	\$102.00	\$0.00	(\$102.00)	(\$102.	Ě	Equal Spread Leaves		LS{}
7215-Other Communication	\$1,678.46	\$414,245.00	\$412,566.54	\$343,433.	20	\$32,901.17 \$3	6,232.17	

- 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

00	-	🖉 https://tm1webtest.ad.bcit.ca/?P 🗖 🔲 💥	\$0.0
00		Value:	\$134.6
00	\$	\$1,866.98	\$583.(
0	_	Extend: direction of the spread	\$7.
00		Loft Bight Up Down	\$0.0
0	\$		800.0
00		Update Action: <b>Action type</b>	\$0.0 \$0.0
0		Replace	\$0.0
0			\$0.0
00	\$	Apply Cancel	\$0.0
0	\$		\$0.0
00	L		\$0.0
00	\$412	2,566.54 \$3,553.84 \$64,530.31 \$34,070.17 \$	34,070.





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 Stationary by \$20,000 but keeping the same ratio in each month

#### Before

- Sularies	4200,57 5105	401 1000100	4000/02 1102	4500/200100	4001100.00	422002000	4000
6101-Classroom & Lab Supplies	(\$34.11)	\$0.00	\$34.11	\$34.11	\$0.00	\$0.00	\$0.0
6102-Shop Materials	(\$40.69)	\$0.00	\$40.69	\$40.69	\$0.00	\$0.00	\$0.(
6105-Office Stationery	(\$5,960.60)	\$11,000.00	\$16,960.60	\$16,281.00	\$94.31	\$585.29	\$1.0
6116-Safety Footwear Allowance	(\$1,038.80)	\$0.00	\$1,038.80	\$1,038.80	\$0.00	\$0.00	\$0.0

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	×.	Proportional Sp	read	P{}	
55-Benefits - Allocated	\$3,908.18	\$30,600.00	\$26,691.82	\$22,816	*	Equal Spread		S{}	
∃ Salaries	\$185,975.39	\$574,600.00	\$388,624.61	\$256,203		Repeat		R{}	
6101-Classroom & Lab Supplies	(\$34.11)	\$0.00	\$34.11	\$34		Clear		C{}	
6102-Shop Materials	(\$40.69)	\$0.00	\$40.69	\$40	26 Z	Percent Change	2	P%{}	
6105-Office Stationery	(\$5,960.60)	\$11,000.00	\$16,960.60	¢16 281		Straight Line		SL{}	
6116-Safety Footwear Allowance	(\$1,038.80)	\$0.00	\$1,0	Сору	**	Growth %		GR{}	
6130-Keys & Locks	\$503.28	\$6,000.00	\$5,4	Paste	*	Relative Propor	tional Spread	RP{}	
6150-Audio & Video (Media) Supplies	(\$845.25)	\$0.00		Data Spread	***	Relative Percen	t Adiustment	R%{}	
6160-Computer Process Supplies	(\$94.41)	\$3,000.00	\$3,0 🗮	Holds •	蔷	Repeat Leaves.		LR{}	
			63	Drill	ä	Equal Spread Le	aves	LS{}	





6101-Classroom & Lab Supplies	(\$34.11)	\$0.00	\$34.11	\$34.11	\$0.00	\$0.00	1	\$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

	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
-	→ 🖻 61-Consumables	(\$66,554.61)	\$25,750.00	\$92,304.61	\$34,334.64	\$5,627.76	\$52,342.21	\$39,035.43
	-							

14. To undo, simple 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	<u>éo oo</u>	- <del>60</del> ,00	\$0.00
9340-Conference Registration	\$12,481.17	\$19,600.00	\$7,118.83	\$3,196.89	\$1 Copy	.97	\$0.00
9350-Meetings - Off Campus	\$573.23	\$1,000.00	\$426.77	\$236.37	Paste	20	\$0.00
9355-Meetings - On Campus	\$2,056.97	\$5,000.00	\$2,943.03	\$2,039.49	Data Sprea	d 77	\$0.00
9365-Promotional Expenses	(\$210.64)	\$2,000.00	\$2,210.64	\$1,822.60	Holds	02	\$0.00
∃ 93-Professional and Industry Serv. Dev	\$9,332.37	\$60,600.00	\$51,267.63	\$42,716.95	\$4,		Forecast - Line Items
otor control commuter for the state	(***** 07*	+0.00	*******	*****	±0.00	÷0.00	to 00

5) A blank Cube View will open

🏉 Cubeview -	Forecast_Line	eltem:Forecast -	Line Ite						6	- 1	<b>M</b> -	- 4	<b>}</b> ▼ 1	Page 🔻	Safety 👻 To
<b>₽-</b>   🔜	📰 🔣 🔞	) -   🏨 🏥		11 1 <sup>11</sup>											
Rows: LineItem [LineItem]	Columns Line [Line	s: eItem_m eItem_m]	Conte	ext: 501 Program]	-	101 Fund] 🕈	E [Fore	42100 ecast_Org	)2 Janization	<b>•</b>	9340-Co	nferenc [Acco	e Regis ount]	tration	▼ 1 ×>>
	Description	Order Number	Apr	May	<u>Jun</u>	Jul	Aug	<u>Sept</u>	<u>Oct</u>	Nov	Dec	<u>Jan</u>	<u>Feb</u>	Mar	∃ <u>Full Year</u>
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

	Α	В	С	D	E	F	G	н	1	J	К	L	М	N	0	Р
1							C	onv the	relavant	period ir	formatic	n				
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	90
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: LineItem	Columns: LineItem_m [LineItem_m]			Context [Pro
	Description Order Number	Apr	May	<u>Jun</u>
ALL ENTRIES		0.00	0.00	0.00
1		0.00	0.00	0.00
2	🗈 Copy 🖌	0.00	0.00	0.00
3	Paste	0.00	0.00	0.00
4	Data Spread 🕨	0.00	0.00	0.00
5	Holds ►	0.00	0.00	0.00
6	Drill	0.00	0.00	0.00

9) Right Mouse click and choose ``Paste``

🖓 -   😼	i 🗱 🕅	) -   🏨 🏥		a L											
Rows: LineItem	Columns: LineIt [LineIt	tem_m tem_m]	Context: 50 [Prog	1 [ram]	: 101 [Fund	ı <b>-</b>	4 [Forecas	21002 t_Organia	zation]	933 [/	5-Meals (ccount]	-	2011 Cu [Fore	urrent Fo	orecast -
	Description	Order Number	Apr	May	<u>Jun</u>	<u>Jul</u>	Aug	Sept	<u>Oct</u>	Nov	Dec	Jan	<u>Feb</u>	Mar	Eull Year
B 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



Updated Oct 12,2011 BCIT CONFIDENTIAL

Rows: LineItem [LineItem]	Column Li	1 ram] 🔻	101 [Fund	<b>」</b> ▼ :	421002 [For	-ITS Bus ecast_Org	<b>siness O</b> ganization	ffice	: 933 [A	5-Meals ccount]	» 1				
	Description	Order Number	Apr	May	<u>Jun</u>	Jul	Aug	<u>Sept</u>	<u>Oct</u>	Nov	Dec	<u>Jan</u>	<u>Feb</u>	Mar	🗄 <u>Full Year</u>
ALL ENTRIES			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	300.00	1,800.00
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	5,000.00	0.00	966.01	8,859.00	(1,855.89)
9330-Mileage Claims	(0.00)	300.00	300.00	0.00	0.00	97.06	146.66
9340-Conference Registration	(3,000.00)	500.00	3,500.00	500.00	1,000.00	100.00	0.00
9355-Meetings - On Campus	(0.00)	1,500.00	1,500.00	0.00	300.10	0.00	0.00
93-Professional and Industry Serv. Dev	(3,000.00)	7,300.00	10,300.00	500.00	2,266.10	9,056.05	(1,709.23)

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

: ◊ • • • • • • • • • • • • • • • • • •													
Forecast - Periodic Entry	al Plan Aco	count	Fore	ast - Lab	our Summ	ary	Foreca	st - Modif	y Employ	ees I	Forecas	st - Add N	ew Employees
Forecast - Current vs Prior Forecast - Org C	odes Sumr	nary						Р	rograr	n		Fun	d
Rows: Columns: Account Classical Columns: [Account]	Context: 4210( [F	02-ITS Bu forecast_O	isiness Of rganization]	fice 🚽	Base Am [Balance	eType]	100-F	Full-Time I	nstruction Program]	n Summar	y 🚽 🚺	.01-Burna [Fi	by Campus 🚽
Available Accounts	Apr	May	lun	ъđ	Aug	Sen	Oct	Nov	Dec	lan	Feb	Mar	∃ <u>Full Year</u>
- 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
	\$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	<b>\$0.00</b>	\$0.00	\$0.00	<b>\$0.00</b>	\$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
🗄 48-0ther 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
	\$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	<b>\$0.00</b>	\$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	<b>\$0.00</b>	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
57-Non-Employee Contracts	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	\$0.00	<b>\$0.00</b>	\$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	<b>\$0.00</b>	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
🗄 61-Consumables	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62-Internal Charges	\$0.00	\$0.00	<b>\$0.00</b>	\$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	<b>\$0.00</b>	\$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.

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Forecast - Periodic Entry	al Plan Acco	unt	Forec	ast - Labo	our Summ	ary	Forecas	t - Modif	Employe	es 🎚	Forecast -	Add New Em	ployees III F
Forecast - Current vs Prior	odes Summa	ary											
kows: Account ▼ Columns: [Account] ▼ TimePeriod ▼	c	ontext: 42100 [Fe	12-ITS Bu precast_Or	siness Ofi rganization]	fice 🗸	Base Ar	mounts ceType]	: 100-	Full-Time	Instructio [Program]	n Summary	■ 101-6	Burnaby Campus [Fund]
	Apr	May	<u>Jun</u>	<u>Jul</u>	Aug	Sep	<u>Oct</u>	Nov	Dec	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	∃ <u>Full Year</u>
6128-Plant - Electrical Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<u>\$0.</u> 00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6129-Plant - Signage Supplies	\$0.00			_			00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6130-Keys & Locks	\$0.00	Act	uals =	Grey	=Une	ditable	00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	\$400.00
6131-Auto Gas & Oil	\$0.00	_					00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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

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Forecast - Pe	eriodic Entry	Forecast - Additional Plan Account	Forecast -	Labour Summary	Forecast - Mod	ify Employees
Forecast - Cu	urrent vs Prior	Forecast - Org Codes Summary				
Rows: PlanProgram [Program]	m 🚽 🕴 PlanFu [Fun	und d] PlanAccount [Account]		Columns: CurrentYTD [TimePeriod]	Contex	(t: 1002 -ITS Business ( [Funcast_Organizati
			Budget Variance	Approved Budget	🗉 Full Year	🗄 Jan YTD
	4838-1	Non Salary Recoveries	\$157.50	\$0.00	(\$157.50)	(\$157.50)
	🗉 48-0th	er Revenue	\$157.50	\$0.00	(\$157.50)	(\$157.50)
	4943-1	internal Revenue - OneCard	(\$.00)	(\$17,000.00)	(\$17,000.00)	\$0.00

4) Choose a grey shaded cell to investigate

76-Logistics		\$0.00	\$0.00	\$0.00	\$7.71	\$0.00	\$0.00	\$0.00	\$0.00	\$7.71
7830-Membership - Institute	Actu	ale \$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	Actu	\$0.00	\$0.00	\$0.00	\$214.45	\$0.00	\$0.00	\$0.00	\$0.00	\$372.90
78-Miscellaneous Expenditures		\$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	\$0.00	\$96,712.92	\$16,813.45
81-Fees for Service		\$0.00	\$1,561.95	\$0.00	\$15,251.50	\$0.00	\$0.00	\$0.00	\$96,712.92	\$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"

76-Logistics	\$0.00	\$0.00	\$0.00	\$7.71	\$0.00	\$0.00	\$0.00	\$0.00	\$7.71
7830-Membership - Institute	\$0.00	(\$11,550.00)	\$7,628.13	\$2,214.05	\$2,21 1.05	\$5,989.27	¢0.00	\$0.00	\$10,702.11
7835-Membership - Individual	\$0.00	\$0.00	\$0.00	\$214.45	\$0.00		Сору	\$0.00	\$372.90
78-Miscellaneous Expenditures	\$0.00	(\$11,550.00)	\$7,628.13	\$2,428.50	\$2,214.05	\$5,98 🤷	Paste	\$0.00	\$11,075.01
8105-Consultant Fees	\$0.00	\$1,561.95	\$0.00	\$15,251.50	\$0.00	<u>با</u>	Data Spread 🕨	\$96,712.92	\$16,813.45
81-Fees for Service	\$0.00	\$1,561.95	\$0.00	\$15,251.50	\$0.00	s 👗	Holds 🕨	\$96,712.92	\$16,813.45
8305-Outside Printing	\$0.00	\$0.00	\$36.01	\$15.25	\$0.00	(E	Drill	Forecast	Drill Actual
83-Printing and Copying	\$0.00	\$0.00	\$36.01	\$15.25	\$0.00	\$0.00	\$0.00	Forecast	Drill YTD Actuals
8435-Advertising - Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$158.67	Forecast ·	- Drill PO
	+0.00	+0.00	+0.00	+	+0.00	+0.00	*****	+ + 75 00	±0.00

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

Selational Drill - Forecast - Drill Actual											
FISCAL '	YR PERIOI	FUND	ORGN	ACCT	PPROG	DOC CODE	ENCD NUM	DOC REF NU	MACTIVITY DAT	DESCRIPTION	AMT
11	10	101	421002	7830	501	JF038005			2011-02-02	PPD EXP JAN Gartner P005753	2 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

				🗄 Jan YTD	Feb	Mar	Curre	ent Commitments
			Aug					
		/ Loo / ppication ber nee normer o	401001121	403/320110	QL/OLITED	9 1/0 12100		423/01 1100
		72-Communications	\$40,363.24	\$380,161.69	\$35,319.04	\$40,670.84		\$36,870.35
501	101	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

			Bu	udget Variance	Approved Budget	🗉 Full Year	
				h			Apr
		72-Communications		\$14 993 44	\$471 145 00	\$456 151 56	\$7 296 75
				\$14,555.44	<i>411,145.00</i>	9430,131.30	\$1,230.13
501	101	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
		Tagging and the line of the state		(14, 50, 60)	±0.00	** *** ***	+0.00

#### or a specific months actual (grey)

			⁄ear		
				Apr	May
		7 Eos Application ocrace nondero	10100	4011 12131	40,000,00
		72-Communications	51.56	\$7,296.75	\$64,128.14
501	101	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

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FUNI	ORGN	ACCT	PROG	ACTIVITY_DATI	E 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 H	ligher Education Information Technology BC	2009-03-01	2010-03-31
101	421002	7320	501	2010-02-12	WR000506	i 1				
101	421002	7320	501	2010-03-19	P0055625	1	Adobe CLP 4400177254 agreement S	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 Srvr Lic (11-20) C	Compugen Inc	2010-12-02	2010-12-17
101	421002	7320	501	2010-12-02	P0058374	5	SVC Mo HDLM Modular WIN-1 Srvr Lic (21-40) C	Compugen Inc	2010-12-02	2010-12-17
101	421002	7320	501	2010-12-21	P0058489	1	Provide software and services at no cost C	Drsyp Software Inc	2011-01-17	2011-03-17
101	421002	7320	501	2011-03-02	P0059550	3	CON-ESW-CUCMUSR Essential SW Top Level E	Bell Canada	2011-02-28	2011-03-30
101	421002	7320	501	2011-03-02	P0059550	7	CON-ESW-80NWL Essential SW CCX8 0 New Premium E	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

Image: Sprecast - Periodic Entry       Image: Sprecast - AddItional Plan Account       Image: Sprecast - Labour Summary       Image: Sprecast - Add New Employees       Image: Sprecast - Add New Employees         Image: Sprecast - Current vs Prior       Image: Sprecast - Org Codes Summary       Image: Sprecast - Add New Employees       Image: Sprecast - Add New Employees													
Rows: PlanProgr [Program	am V PlanFund V PlanAccount (Account (Fund) V		Columns: CurrentY [TimePerio	TD vd]	Context: 421002-I [Fore	TS Business Of cast_Organization	ffice Figure Base	Amounts anceType]	2011 Current F				
	7115 Churren Levre Brentel	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
	7115-Storage Lease/Rental	\$0.00 \$0.00	\$10,042.81 \$10,042.81	\$938.88 \$938.88	\$0.00 \$0.00	\$482.53 \$482.53	\$0.00 \$0.00	\$0.00 \$0.00	\$11,411.62 \$11,411.6	rey shaded			
	7205-Telephone - Basic 7215-Other Communication	\$261.80 \$34,070.17	\$0.00 \$34,070.17	\$0.00 \$39,915.01	\$0.00 \$32,901.19	(\$102.00) \$33,350.98	\$0.00 \$32,901.19	\$0.00 \$32,901.17	\$0.00 \$36,232.17	= Itemized			
	7220-Communication - Cellular Telephone 7230-Internet Service Providers		\$185.94 \$101.22	\$124.01 \$50.61	\$61.98 \$53.77	\$0.00 \$0.00	\$61.98 \$53.77	\$0.00 \$396.67	\$0.00 \$396.67				

- 4) Select "Drill"
- 5) Select "Forecast Line Items"



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.

₽-   66	📓 📓 🖲 🖌 i 🛄 🏥 🥅			G	rey =	Une	ditabl	e					W	nite = Edit	able
Rows: LineItem	Columns: LineItem_m LineItem_m	101 Fund]	[Forec	<b>421002</b> ast_Orga	nization]	72	215-Oth	er Comm [Account]	unicatio	n 🗸	2011 ( [Fo	Current recast_V	Forecast ersion]		
	Description	Order Numbe	er Apr	May	<u>Jun</u>	Jul	Aug	Sept	Oct	Nov	Dec	<u>Jan</u>	<u>Feb</u>	Mar	Full Year
<b>BALL ENTRIES</b>			0.00	0.00	0.00	000	0.00	0.00	0.00	0.00	0.00	0.00	32,901.17	36,232.17	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	100	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

### 7) Update information directly in the cells

#### 8) Recalculate

<i> C</i> ubeview -	Forecast_LineItem:Forecast	: - Line Ite								• 5	•	-	🖶 🔻 Pag	e 🔻 Safety	▼ Tools ▼
<b>↓</b>   🔜	💹 🕺 🕲 🗸 📗 💾	i 🔳 🕼													
.ows: LineItem [LineItem]	Columns: LineItem_m [LineItem_m]	Context: 501 [Program	] •	101 [Fund]	•	4210 [F	02-ITS Forecast	Busine Organ	ess Off ization]	ice 🔻	: 72	215-Ot	ner Communio [Account]	cation 🚽	>
	<u>n</u>	Order Number	Apr	May	<u>Jun</u>	<u>Jul</u>	Aug	Sept	<u>Oct</u>	Nov	Dec	<u>Jan</u>	Feb	<u>Mar</u>	∃ <u>Full Year</u>
B 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	tenance 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

### 9) Close the itemized list

10) 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
  - o 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 level not the individual level.

Forecast - Periodic En	Forecast - Additional Plan Accoun	t Forecast - I	Labour Summary	Forecast - Mo	dify Employees	Forecast	Add New Emple	oyees Forecast -
Forecast - Current vs	Prior Forecast - Org Codes Summary							
Rows: PlanProgram [Program]	PlanFund [Fund]	Colu	mns: CurrentYTD [TimePeriod]	Context: 42100	5-Program Manag [Forecast_Organiz	ement Office	Base Amou [BalanceTy	Ints V 2011 Current [Forecast_\
		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
85	1-Permanent Salaries	\$99,867.82	\$542,124.00	\$442,256.18	\$364,485.82	\$36,172.26	\$41,598.10	\$56,303.96
	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
8 5	3-Temporary Salaries	(\$64,728.06)	\$0.00	\$64,728.06	\$53,380.84	\$5,277.78	\$6,069.44	\$10,295.88
	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
85	5-Benefits - Allocated	\$11,871.76	\$113,846.04	\$101,974.28	\$83,940.42	\$8,387.84	\$9,646.02	\$13,985.97
🕒 🖯 🗧 Sal	aries	\$47,011.52	\$655,970.04	\$608,958.52	\$501,807.08	\$49,837.88	\$57,313.56	\$80,585.81

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

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Forecast - Periodic Entry	Forecast - Additional Plan Ac	count Forecas	t - Labour Summary	Forecast	- Modify	Employees	Fore	ecast - Add New Employ	ees	Forecas	t - FY Revie	v IIIF	orecast - Pr	evious Perio	dic Entry		
Forecast - Current vs Prior	Forecast - Org Codes Sum	<sup>nary</sup> Un	-editable	Existing	g Emp	loyees	N	ew Employees									
Rows: PlanProgramName PlanF [Program]	undName Fund]	ist 🚽		Columns Pla Labo	: anMeasu surSumma	res ry_m] ▼		Context: 2011 Current Fr [Forecast_Ver	orecast sion]	4210	05-Program [Forecast]	Manageme Organizatio	nt Office	•			
			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
		- ALL EMPLOYEES	;						7.00							605,760.00	0.0
		1	Anne Marie Johnston	A00757331	Active		421005	Management	1.00	ES	F	7	8	05	5109	115,127.00	0.0
		2	Diane Miolla	A00105047	Active		190001	Support Staff All	1.00	SS	07	4	999		5110	47,392.00	0.0
		3	Douglas Woodley	A00188051	Active		321011	FSA	1.00	FS	SA	9	999	04	5112	77,962.00	0.00
501-Student Services Administrat	ion 101-Burnaby Campus	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 – Labour Summary provides a summary of employees associated with this Org code

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

											Edita	able													
Foreca	st - Periodic Entry	Forecast - Addition	al Plan Account	Foreca	ist - Labour Sum	mary	Forecas	t - Mo	dify En	nploye	es		recast	- Add	New E	mploye	es	Foreca	ist - FY Re	eview	Foreca	ast - Previous	Periodic Entry		
Foreca	st - Current vs Prior	Forecast - Org C	odes Summary	U	n-editable		Exis	ting	Em	ploy	ees		Ne	w E	mpl	oyee	s								
Rows: PlanPi [Pro	rogram y gram] PlanFu [Fund	nd - EmployeeLis [LabourItem	t - Labour	Detail_m 🚽				C	Emp Emp	s: ployee TimePe	Detail riod]	¥			Contex	t: 1005-Pr [F	ogram	Managem Organizatio	ent Office	•	2011 Currer [Forecast	t Forecast Version]	-		
			ployee Name	Employee ID	Employee PCN	Employee	Account	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Ма	r (	🗄 Full Year	Comments	Not	ies	
		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	41,450.0	4 47,66	7.54	89,117.58	0.00		0.00	
		FTE	0	0	0		0	0	0	0	0	0	0	0	0	0	0		7	7	14	0		0	1
		EmployeeInfo	Marie Johnston	A00757331	421005	5109																			1
		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	9,178.3	9 10,55	5.15	19,733.54	0.00		0.00	l
		FTE	0	0	0		0	0	0	0	0	0	0	0	0	0	0		1	1	2	0		0	1
	1	Job Table																es 🥄	ES						
		Grade																F	F						l
		Step																9	9						l
		EmployeeInfo	Miolla	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.

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Forecast - Periodic E	intry Forecast - A	dditional Plan Accou	Int Fore	cast - Labour Sum	mary Forecas	t - Modi	fy Emplo	yees	For	ecast -	Add Ne	w Emplo	/ees	For	ecast - I	FY Revi	ew	Forecast - Pr	evious Period	ic Entry
Forecast - Current v	s Prior Forecast -	Org Codes Summa	ry																	
Rows: NewEmployees [LabourItem]	LabourDetail_m		Column	ns: nployeeDetail [TimePeriod]	Conte	ext: Input Program]	▼ II	iput Fund]	421	005-Prog [For	pram Ma ecast_O	anageme ganization	nt Offic	e 🕶 (	2011 C [Fo	Current F	Forecast ersion]	t 🗸		
		Employee Name	Employee ID	Employee PCN	Employee Account	Anr	May	lun	n.	Aug	Sen	Oct	Nov	Dec	lan	Feb	Mar	🗉 Full Year	Comments	Notes
	Employee Information					140		2011	300	rug	J.C.P	0		Dec	2011	100				
	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	0.00	0.00
	Hours	0	0	0	0	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	0	0	0	0
S NEW EMPLOTEES	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 Forecas	st - Additional Plan Aco	Forecast	- Labour Summary	Forecast	- Modify	Employe
Forecast	- Current vs Prior Fored	ast - Org Codes Sum	mary				
Rows:	gramName PlanFundNar [Fund]	me EmployeeL [LabourIten	ist ▼ n]		Columns: Pla [Labo	nMeasu urSumma	res ry_m] ▼
		1		Name	Employee ID	Status	Return
	Deserves and Even		ALL EMPLOYEES				
	Program and Fund		1	Anne Marie Johnston	A00757331	Active	
		L	2	Diane Miolla	A00105047	Active	
	0	<b>•</b>	3	Douglas Woodley	A00188051	Active	
501-Stud	ent Services Administration	101-Burnaby Campus	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	

- 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

	i n m	A	-		· <b>5</b> 0 · · · ·													
i 🖉 🖸 🖸 i 🖌	<b>∛</b> ▼ : 🖻 🖪 :	0 - 00 0	1 (B) -	<b>················</b>		•												
Forecast - Periodic E	intry Forecast - Ad	dditional Plan Accou	nt Fore	cast - Labour Sum	mary Forecas	t - Modif	y Emplo	yees	Fo	ecast -	Add Nev	v Emplo	yees	For	recast -	FY Revie	w	Forecast - Pre
Forecast - Current v	s Prior Forecast -	Org Codes Summar	у															
Rows: [LabourItem]	LabourDetail_m		Columns: Employe [TimeP	eDetail -	Context: 501-Studer	nt Servia [Prog	es Admi ram]	nistratio	n 🔻	101-Bu	<b>Irnaby (</b> [Fund]	Campus	•	421005-	Program [Forecast	Manage _Organiz	ement O ation]	ffice 👻 🕺
		Employee Name	Employee ID	Employee PCN	Employee Account	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	🗏 Full Year
	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	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	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	0.00
B NEW EPIPLOTEES	Job Table							_										
	Grade						/		Eai	table	-							
	Step				-													
	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	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	0.80	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	0.00
1001	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	0.00
1001	Job Table																	
	Grade																	
	Step																	
	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	0.00

7	7. Re-cal	culate																
	Employee Information	Elaine Ziner			5112													
	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	3,082.45	3,544.82	6,627.27
	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	0.00
1001	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	1.00	1.00	2.00
1001	Job Table													-		SS	SS	
	Grade												~			05	05	
	Step															2	2	
	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	0.00
	Employee Information	PTS Contract			5309													
	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
	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	1.00	1.00	2.00
1002	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	0.00
1002	Job Table												_					
	Grade																	
	Step														-			
	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	10,000.00	10,000.00	20,000.00

8. Verify that the employees have been added in the **"Forecast – Labour** Summary" and **"Forecast – Periodic Entry"** 

Forecast - Periodic Entry	ecast - Additional Plan Acc	count Forecast	- Labour Summary	Forecast	- Modify	Employees	Fore	ecast - Add New Employ	rees	For
Forecast - Current vs Prior	orecast - Org Codes Sumr	mary								
Rows: PlanProgramName [Program]	dName Find EmployeeL [LabourIten	ist ▼		Columns: Pla [Labo	nMeasur urSumma	res ry_m] ▼		Context: 2011 Current F [Forecast_Ve	orecast . rsion]	•
			Name	Employee ID	Status	Return Date	PCN	Posn Employee Group	Job FTE	Job T
		= ALL EMPLOYEES							8.01	
		1	Anne Marie Johnston	A00757331	Active		421005	Management	1.00	ES
		2	Diane Miolla	A00105047	Active		190001	Support Staff All	1.00	SS
		3	Douglas Woodley	A00188051	Active		321011	FSA	1.00	FS
		4	James Wanless	A00132329	Active		421068	FSA	1.00	FS
501-Student Services Administration	101-Burnaby Campus	5	Judy Shandler	A00196509	Active		421017	FSA	1.00	FS
		6	Marlas Silvestrone	A00518203	Leave	2010-12-31	421050	FSA	0.00	FS
Added Employees	s are	7	Murray Smith	A00195839	Active		421039	FSA	1.00	FS
numbered startin	gat	8	Elaine Zitner	A00577139	Active		421X99	ESA	1.00	ES
1000		1001	Elaine Ziner		Active				1.00	
		1002	PTS Contract		Active				0.01	

Forecast - Periodic Entry	Forecast - Additional Plan Account	Forecast - I	abour Summary	Forecast - Mo	dify Employees	Forecast	Add New Emple	oyees Forecast - F
Forecast - Current vs Prior	Forecast - Org Codes Summary							
Rows: PlanProgram [Program]	Ind PlanAccount Account Account	Colu	mns: CurrentYTD [TimePeriod]	Context: 421005	5 <b>-Program Manag</b> [Forecast_Organiz	ement Office	Base Amou [BalanceTy	Ints 2011 Current F [Forecast_Ve
	7	Budget Variance	Approved Budget	🗄 Full Year	🗄 Jan YTD	Feb	Mar	Current Commitments
5109-F	Permanent - Administrative Staff	\$18,488.11	\$119,390.00	\$100,901.89	\$81,168.35	\$9,178.39	\$10,555.15	\$0.00
5110-F	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	\$87,785.42	\$375,342.00	\$287,556.58	\$230,700.37	\$26,444.75	\$30,411.46	\$48,492.88
5115 <del>-</del> F	Permanent - Chief/Sr. Allowance	(\$5,885.44)	\$0.00	\$5,885.44	\$5,885.44	\$0.00	\$0.00	\$0.00
5116-F	Permanent - Qualificat.Differential	(\$423.31)	\$0.00	\$423.31	\$423.31	\$0.00	\$0.00	\$0.00
5117-F	Permanent - Overtime	(\$6,708.00)	\$0.00	\$6,708.00	\$6,708.00	\$0.00	\$0.00	\$0.00
🗉 51-Per	manent Salaries	\$93,240.55	\$542,124.00	\$448,883.45	\$364,485.82	\$39,254.71	\$45,142.92	\$56,303.96
5309-1	Temporary - Administrative Staff	(\$20,000.00)	\$0.00	\$20,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
5312-7	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
5316-7	Femporary - Vacation Pay	(\$5,133.49)	\$0.00	\$5,133.49	\$5,133.49	\$0.00	\$0.00	\$0.00
🖯 53-Ten	nporary Salaries	(\$84,728.06)	\$0.00	\$84,728.06	\$53,380.84	\$15,277.78	\$16,069.44	\$10,295.88
5601-F	Fringe Benefits - Allocated	\$7,480.03	\$113,846.04	\$106,366.01	\$83,940.42	\$10,535.16	\$11,890.43	\$13,985.97
🗏 55-Ben	efits - Allocated	\$7,480.03	\$113,846.04	\$106,366.01	\$83,940.42	\$10,535.16	\$11,890.43	\$13,985.97
🛛 🕒 🗉 Salaries		\$15,992.52	\$655,970.04	\$639,977.52	\$501,807.08	\$65,067.65	\$73,102.79	\$80,585.81

Updated Oct 12,2011 BCIT CONFIDENTIAL

# 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.

6	Marlas S	Silvest	rone	A0051	8203	Leave	2010-12-31	421050	FSA
7	Murray	Smith		A0019	5839	Active		421039	FSA
8	Elaine Z	itner		A0057	7139	Active		421X99	FSA
		Ē	Сору						
		Ê	Paste						
			Data Sp	read					
		₽	Holds						
	-	Ħ	Drill			Forecas	st - Modify Em	ployee	]
									_

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

🏉 Cubeview - Foreca	Cubeview - Forecast_LabourDetail:Forecast - Mo																
₽-   🔜   💹 💹 🔍 -   🔟 🏥 🕮 👉																	
ows: Columns: LabourDetail_m [LabourDetail_m]			Cont	Context: \$ 0 \$ 501-Student Services Administration \$\vee\$ for \$101-Burnaby Campus \$\vee\$ for \$421005\$ (Procase_Organization] \$\vee\$ for \$2011 Curred (Procase_Organization] \$\vee\$ for \$2011 Curred \$												. Current Forecast Forecast_Version]	
	Employee Name	Employee ID	Employee PCN	Employee Account	Apr	May	<u>Jun</u>	<u>Jul</u>	Aug	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	Dec	<u>Jan</u>	Feb	Mar	∃ <u>Full Year</u>
Employee Information	Elaine Zitner	A00577139	421X99	5312													
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	5,277.78	6,069.44	11,347.22
Hours	0	0	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	1	1	2
Job Table												_			FS	FS	
Grade													-		SA	SA	
Step															5	5	
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	0.00

-								1							
🏉 Cubeview - Forecas	st_Labou	Detail:Forecast - N	/lo							1	<u>.</u>	2	• 🖃	-	Page 🔻 Safe
	🦉 🕲 -	·   🏨 🏥 🔳	<b>1</b> 17												
ows: LabourDetail_m	Colu	mns: EmployeeDetail [TimePeriod]		Conte	ext: 8 abourIt	em] 🔻	50	1-Stuc	lent S	ervice [Progra	s Admi m]	inistra	tion 🚽	101-Burna [F	aby Campus 🚽
	yee PCN	Employee Account	Apr	May	<u>Jun</u>	<u>Jul</u>	Aug	<u>Sep</u>	<u>Oct</u>	Nov	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	∃ <u>Full Year</u>
Employee Information (9	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	0 20	5,758.93	6,622.77	12,381.69
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	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	0.00

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

- 7. Recalculate
- 8. Open "Forecast Labour Summary"
- 9. Recalculate to confirm that the changes have been applied ( blue )

			onth Job Acct	Bud Salary													Full Year Salary
					Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
		B 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
		1	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
	101-Burnaby Campus	2	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
		3	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
501-Student Services Administration		4	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
		5	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
		6	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
		7	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
		8	5312	68,875.00	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 - Additional Plan Account	Forecast - I	Labour Summary	Forecast - Mo	dify Employees	Forecast - Add New Emplo			
Forecast - Org Codes Summary								
Fund Vertication Fund PlanAccount Account Account	Colu	mns: CurrentYTD [TimePeriod]	Context: 42100	5-Program Manag [Forecast_Organiz	ement Office	ment Office Base Amount [BalanceType		
	Budget Variance	Approved Budget	🗄 Full Year	🗄 Jan YTD	Feb	Mar	C	
-Permanent - Administrative Staff	\$18,488.11	\$119,390.00	\$100,901.89	\$81,168.35	\$9,178.39	\$10,555.15		
-Permanent - Support Staff	(\$16.23)	\$47,392.00	\$47,408.23	\$39,600.35	\$3,631.57	\$4,176.31		
-Permanent-Comp. Res. Prog/Analysts	\$94,412.69	\$375,342.00	\$280,929.31	\$230,700.37	\$23,362.30	\$26,866.64		
-Permanent - Chief/Sr. Allowance	(\$5,885.44)	\$0.00	\$5,885.44	\$5,885.44	\$0.00	\$0.00		
5116-Permanent - Qualificat.Differential		\$0.00	\$423.31	\$423.31	\$0.00	\$0.00		
-Permanent - Overtime	(\$6,708.00)	\$0.00	\$6,708.00	\$6,708.00	\$0.00	\$0.00		
ermanent Salaries	\$99,867.82	\$542,124.00	\$442,256.18	\$364,485.82	\$36,172.26	\$41,598.10		
-Temporary-Comp. Res. Prog/Analysts	(\$60,629.04)	\$0.00	\$60,629.04	\$48,247.35	\$5,758.93	\$6,622.77		
-Temporary - Vacation Pay	(\$5,133.49)	\$0.00	\$5,133.49	\$5,133.49	\$0.00	\$0.00		
emporary Salaries	(\$65,762.53)	\$0.00	\$65,762.53	\$53,380.84	\$5,758.93	\$6,622.77		
-Fringe Benefits - Allocated	\$11,716.59	\$113,846.04	\$102,129.45	\$83,940.42	\$8,460.01	\$9,729.02		
nefits - Allocated	\$11,716.59	\$113,846.04	\$102,129.45	\$83,940.42	\$8,460.01	\$9,729.02		
5	\$45,821.88	\$655,970.04	\$610,148.16	\$501,807.08	\$50,391.20	\$57,949.88		
	Forecast - Additional Plan Account Fund Forecast - Org Codes Summary Fund Forecast - Org Codes Summary Permanent - Administrative Staff Permanent - Support Staff Permanent - Comp. Res. Prog/Analysts Germanent - Qualificat.Differential Permanent - Overtime Permanent Salaries Permorary - Vacation Pay Permorary - Vacation Pay Permorary Salaries Permanent - Allocated Permanent - Allocated Permanent - Allocated Permanent - Allocated Permanent - Comp. Res. Prog/Analysts Permanent - Comp. Res. Prog/Analysts Permanent - Comp. Res. Prog/Analysts Permanent - Comp. Res. Prog/Analysts Permanent - Allocated Permanent - Allocated Permanent - Comp. Res. Prog/Analysts Permanent - Comp. Res. Prog/Anal	Fund Forecast - Additional Plan Account Forecast - Org Codes Summary  Fund Fund Permanent - Administrative Staff Permanent - Support Staff Permanent - Comp. Res. Prog/Analysts Permanent - Comp. Res. Prog/Analysts Permanent - Qualificat.Differential Permanent - Qualificat.Differential Permanent - Overtime (\$5,708.00) Permanent Salaries Permanent Salaries (\$60,629.04) Foremorary - Vacation Pay (\$5,133.49) Permorary Salaries (\$65,762.53) Fringe Benefits - Allocated \$11,716.59 Foremotation - Salaries Foremotation - Salaries Foremotation	Forecast - Additional Plan Account   Forecast - Org Codes Summary     Fund   Image: PlanAccount   Image: PlanAccount	Forecast - Additional Plan Account       Forecast - Labour Summary       Forecast - Mo         Forecast - Org Codes Summary       Forecast - Org Codes Summary       Columns:       Context:         Fund       Image: Context - Corg Codes Summary       Image: Context - Corg Codes Summary       Context:       421002         Fund       Image: Context - Corg Codes Summary       Image: Context - Corg Codes Summary       Image: Context - Conte		■ Forecast - Additional Plan Account         ■ Forecast - Labour Summary         ■ Forecast - Modify Employees         ■ Forecast -           ■ Forecast - Org Codes Summary         ■ Forecast - Org Codes Summary         ■ Forecast - Modify Employees         ■ Forecast -           Fund         ● PlanAccount         ● Columns:         ■ Context:         ● 421005-Program Management Office         ● Forecast - Organization           Permanent - Administrative Staff         ● S18,488.11         \$ 119,390.00         \$ 100,901.89         \$ 81,168.35         \$ 99,178.39           P-Permanent - Support Staff         \$ (\$ 16.23)         \$ 47,392.00         \$ 47,408.23         \$ 339,600.35         \$ 3,631.57           P-Permanent - Comp. Res. Prog/Analysts         \$ 99,412.69         \$ 375,342.00         \$ 280,929.31         \$ 230,700.37         \$ 223,362.30           P-Permanent - Qualificat.Differential         (\$ 423.31)         \$ 0.00         \$ 5,885.44         \$ 5,885.44         \$ 0.00           P-Permanent - Overtime         (\$ 56,708.00         \$ 0.00         \$ 6,708.00         \$ 0.00           P-Permanent - Overtime         (\$ 56,708.25         \$ 5,758.93         \$ 5,758.93           P-Permanent - Overtime         (\$ 66,629.04)         \$ 0.00         \$ 5,678.253         \$ 5,758.93           P-Permary - Vacation Pay         (\$ 5,133.49)         \$ 0	■ Forecast - Additional Plan Account         ■ Forecast - Labour Summary         ■ Forecast - Modify Employees         ■ Forecast - Add New Employees           ■ Forecast - Org Codes Summary         ■ Forecast - Org Codes Summary         ■ Forecast - Modify Employees         ■ Forecast - Add New Employees           Fund ● PlanAccount ● [Account] ● [Budget Variance Approved Budget ■ Full Year         ● Jan YTD         Feb         Mar           Permanent - Administrative Staff         \$18,488.11         \$119,390.00         \$100,901.89         \$81,168.35         \$9,178.39         \$10,555.15           Permanent - Support Staff         (\$16.23)         \$47,392.00         \$47,408.23         \$39,600.35         \$3,631.57         \$4,176.31           Permanent - Comp. Res. Prog/Analysts         \$94,412.69         \$375,342.00         \$280,929.31         \$230,700.37         \$23,362.30         \$26,866.64           © Permanent - Qualificat.Differential         (\$423.31)         \$0.00         \$423.31         \$40.00         \$0.00           Permanent - Overtime         (\$60,629.04)         \$0.00         \$6,708.00         \$0.00         \$0.00           Permanent Salaries         \$99,867.82         \$542,124.00         \$442,256.18         \$364,485.82         \$36,6172.26         \$41,598.10           Permanent - Overtime	

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

Forecast - Periodic Entry		Forecast - Addition	al Plan Account	Forecast - Labour Summary		Forecast - Modify Employees				Forecast - Add New Employees					es	Forecast - FY Review		Review	w Forecast - Previous Perio		
Fore	Forecast - Current vs Prior																				
Rows: [PlanProgram]  PlanFund  [Fund]  EmployeeList  LabourDetal_m  LabourDetal_m								Columns: EmployeeDetail [TimePeriod]							t: 1005-Pr [F	ogram Forecast	m Management Office view (			11 Current Fore [Forecast_Versio	n]
				Employee Name	Employee ID	Employee PCN	Employee Account	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	🗉 Full Year	Comments
			EmployeeInfo	Diane Miolla	A00105047	190001	5110														
			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	3,631.57	4,176.31	7,807.88	0.00
		2	FTE	0	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		
			EmployeeInfo	Douglas Woodley	A00188051	321011	5112														
			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	5,974.10	6,870.21	12,844.31	0.00
		-	FTE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	0
		3	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.