Overview

- PSU has invested in an online budgeting tool to automate data collection and consolidation during the budgeting process.
- Currently, three main components of the budgeting process are available in the system. They are:
  - Revenue
  - Other than Payroll Expenses
  - Payroll Expenses
- This training addresses how to leverage the system for these components and immediately see the results rolled up into the summary.
Accessing the Site & Logging In

- Open Internet Explorer and go to this URL: https://datamaster.pdx.edu/
- Authenticate by entering your ODIN username & password
- Navigate to:
  - Public Folders
  - Click on IBM Cognos TM1 Application
  - Click on PSU 2015 Budget
TM1 Budgeting Steps Overview

1. Review Workflow
2. Take Ownership & Navigate
3. Entering Data and Text Values
4. Revenue Tab
5. Expense Tab
6. Personnel and Step Detail Tabs
7. The Summary Tab
8. Commit your Budget
9. Review Line Items for Accuracy
10. Submit your Budget to the Budget Office
Step 1: Review Workflow

- Note: only those organizations that are allowed by security, show up for the particular member of the approval hierarchy. In these two screenshots, I have logged in as two different users with different security.
Step 2a: Take Ownership

- Input will not be allowed until ownership is taken.
- "Taking ownership" means that you can enter numbers into the system and no one else can enter into that budget while you have ownership.
- Note the change in the home page once you take ownership.
Step 2b: Navigate to an Input Tab

- Choose the organization that you want to enter budget information for by using the drop down menu.
- Once an organization is selected, it will remain as the default organization as you navigate between tabs until you select a different organization.
- Some users may have only one organization, others may have multiple.
Step 2c: Verify Your Context

- Select the organization for which you would like to enter the budget
- Not all of your organizations will be writeable
- Verify that you are working in the Working Budget version
- Verify that the year is 2015
Step 3: Entering Data and Text Values

Auto-Calculation has been turned on. This requires you to hit the ‘ENTER’ key on your keyboard for the screen to update. You can use the ‘TAB’ key to enhance the data input process so that you are not waiting for recalculation to happen every time you hit ‘ENTER’.

Cells that are Green have not been calculated (use TAB for quick input)

Cells that are Blue have been calculated (use ENTER to recalculate)

Cells that are Black have been committed to the database

If you are unsure if the calculation has taken effect, click on the Calculation icon shown below:
Step 4a: Revenue Tab

- The accounts are collapsed by account type. To expand an account type, click the + sign and navigate to the actual account you want to enter data in.
- Only certain active revenue accounts are writeable. All others will be grayed out and non-enterable. For details on what accounts are accessible, see the Writeable Revenue Account Codes by Org spreadsheet in the SFO folder.
Step 4b: Revenue Tab

- The FO Comment field is available for a short explanation of the amount entered.
- Enter an amount in the Amt field.
- The Budget Office Explanation field is used for comments from the Budget Office to you.
- Choose the appropriate Index Code from the dropdown menu. The FOAPAL elements will fill in for you.
- Only those indexes assigned to the organization you are working in will be available.
If the budget you wish to enter is not assigned an index, choose Index Not Assigned from the dropdown box. This allows you to fill in the appropriate FOAPAL elements for your budget.
Step 4c: Revenue Tab

You can change your views to plan revenue for multiple indexes by account code:

• Move the List dimension to Rows

• Then move the Account dimension to context

• Click the down carat on the Account dimension then navigate to the account for which want to budget
Step 4d: Revenue Tab

- You must select an index or FOAPAL for the data to move to the Summary Tab
Step 5a: Expense Tab

- The accounts are collapsed by account type. To expand an account type, click the + sign and navigate to the actual account you want to enter data in.
Step 5b: Expense Tab

- The F.O.Comments field is available for a short explanation of the amount entered
- Enter an amount in the Amt field
- Choose the appropriate Index Code from the dropdown menu. The FOAPAL elements will fill in for you
Step 5c: Expense Tab

- There are a few expense accounts that are grayed out for entry. They include General Administrative Overhead (28204) and Service & Supplies Expense (20000).
- General Administrative Overhead will be calculated for you when applicable and added to your total expenses on the Summary tab.
Step 5d: Expense Tab

You can change your views to plan expenses for multiple indexes by account code:

- Move the List dimension to Rows
- Then move the Account dimension to context
- Click the down carat on the Account dimension then navigate to the account for which want to budget
Step 5e: Expense Tab

- You must select an index or FOAPAL for the data to move to the Summary Tab
Step 6a: Personnel Tab

Personnel information is separated by account code

Your 2015 Working Budget has been pre-loaded with your existing employees as of December 2, 2013 or your FY14 staffing plan data

Page over to see all of the information available
Step 6b: Personnel Tab – Working with Existing Employees

• Click the swap rows and columns button to view all information in a row on one screen
**Step 6b: Personnel Tab – Working with Existing Employees**

- Move the account dimension to rows to see all of the employees for the organization by account code.
Step 6c: Personnel Tab – Working with Existing Unclassified Employees

- Adjustments to Salary can be made here. Don't forget to add a comment when applicable.

- The Salary Adjust line is for unclassified special salary increases.
- The Promotion-Tenure line is for promotion and tenure related increases for faculty members.
Step 6c: Personnel Tab – Adding a new unclassified employee

- Navigate to an empty column
- Enter the new employee ID if known. Otherwise enter TBA
- Enter the new position number if known otherwise enter TXXXxx
- Choose the appropriate Index Code
- Enter a position comment or Reason
- Enter the FTE, Term of Service, # of Months and % Assigned to Index
Step 6c: Personnel Tab – Adding a new unclassified employee

- If < .49 FTE enter PB in the Benefit Category (if > .49FTE leave blank)
- Enter the annual salary rate in the Salary Adjust field
- The OPE will automatically calculate for you based on the account code for the position
- Enter a comment if applicable
Step 6d: Personnel Tab – Working with Existing Classified Employees

- Adjustments to existing classified employees are made on the Step Detail Tab

_Do not_ enter Adjustments to Classified Salaries on the Personnel Tab
Step 6d: Personnel Tab – Adding a new Classified employee

- Navigate to an empty column
- Enter the new employee ID if known. Otherwise enter TBA
- Enter the new position number if known otherwise enter TXXXXxx
- Choose the appropriate Index Code
- Enter the FTE, Term of Service, # of Months and % Assigned to Index
- If < .49 FTE enter PB in the Benefit Category (if > .49FTE leave blank)
Step 6e: Working with Classified Employees - Step Detail

After reviewing existing Classified employees and entering basic information for new classified employees, switch to the Step Detail Tab to adjust a current employee’s step or grade or to set the step or grade for any new classified employee.
Step 6e: Working with Classified Employees - Step Detail

- Swap the rows and columns
- For new employees, key in a review date 1 year after the expected date of hire in the YYYY-MM-DD format. This will already be filled in for existing employees
- Choose the step you expect for the employee in the step override field
- Key in the grade based on the position in the Grade Override field
- Information on the position grade and step can be found in the SEIU contract on the HR website: [http://www.pdx.edu/hr/policies-contracts-forms](http://www.pdx.edu/hr/policies-contracts-forms)
Step 6e: Personnel Tab – Working with Classified Employees

- Go back to the Personnel Tab to see the changes made on the Step Detail tab flow through to the total personnel expense by position
Step 6f: Personnel Tab – Adding or Modifying Wage Pool Positions and Other Pay

- Wage Pool positions and other pay such as summer pay, students, graduate assistants, wage agreements, cash allowances, overtime and stipends can be entered in one of three ways:
  - By Monthly Rate
  - By lump sum
  - By hourly rates x hours

- Note: Enter the full hourly rate or lump sum amount for FWS students. The system will calculate the amount you are responsible for.
Step 6g: Personnel Tab – GA Fee Remissions

- Enter the % assigned to Index
- Enter the GA & Temp Monthly Rate or enter a lump sum in the Non Regular Annual Amt field
- Enter Fee Remissions for GAs in the 10951 line
Step 6h: Personnel Tab – Keep, Move, Eliminate

- The Keep Flag is defaulted to blank which means that you plan to budget for this position in 2015.
- You can change it to Move or Eliminate if you want to remove the position from your budget.
- This flag allows you to retain position information without actually funding the position.
Step 6g: Personnel Tab

- You must select an index/FOAPAL for the data to move to the Summary Tab.
Step 7a: Summary Tab

- The Summary tab is used to verify your total budget for the selected organization.
- Verify that all of the $ input on the Revenue, Expense, and Salary tabs are showing in the Summary tab.
- Click the + sign next to the categories to expand them.
Step 7b: Summary Tab

- Slice and Dice your Point of View to see things differently
- In this view we moved the Index Dimension to Columns
Step 7c: Summary Tab

Slice and Dice your Point of View to see things differently
In this view we moved the Index Dimension to Columns and changed the Index Dimension from Total Index to org 220400
Tip: If you get lost when customizing your views, you can always reset your view to the default and start over.
TM1 will remember your views when you log out so you don’t need to customize your view over and over again
Step 7d: Summary Tab

- As you enter your expenditures for the budget, the administrative overhead expense is automatically calculated when appropriate. The total is then displayed in account 28204 on the Summary Tab.
Step 8: Commit to save and share your progress.

- Commit = Save
- Until you commit, no one else can see your data
- We recommend committing as often as possible to ensure any changes you’ve made are saved to the database
- When you commit, the font will change from blue to black
Step 9: Review Line Items for Accuracy

Are the amounts in each category what you expected?
If not, go back through each tab and check to make sure you have included an index or FOAPAL element for each line item
Step 10: Submit your Budget to the Budget Office

Submit your budget to the Budget Office. Your budget will be locked and ready for review by the budget office.
Helpful Tips

• Entering Data and Text Values
• Calculate
• Contribute
• Stacking Views
• Views and Data can be Reset
• Exporting to Excel & PDF
• Short Cut Keys & Spreading
## Entering Data and Text Values

- **Too Much Information**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value</th>
<th>Percentage</th>
<th>Account</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>06000_n - Sales &amp; Services</td>
<td>Sweat Band Sales which are cool because we have them in pink, green, white, and black. We sell them all year round and we have run out in the past so we'll be sure to order more for this year.</td>
<td>5,000</td>
<td>100.0%</td>
<td>332607</td>
<td>REC304</td>
</tr>
<tr>
<td>06001 - General Sales &amp; Services</td>
<td></td>
<td>0</td>
<td>0.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06200 - Fines</td>
<td></td>
<td>0</td>
<td>0.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06300 - Fees &amp; Permits</td>
<td></td>
<td>0</td>
<td>0.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06400 - Events/Performances</td>
<td></td>
<td>0</td>
<td>0.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06700 - Rental/Housing/Food Service</td>
<td></td>
<td>0</td>
<td>0.0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Just enough Information**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value</th>
<th>Percentage</th>
<th>Account</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>73 - Capital Expense</td>
<td>6 ELSA Award @ $500 per term for 3 terms each</td>
<td>9,000</td>
<td>180.0%</td>
<td>332607</td>
<td>REC304</td>
</tr>
<tr>
<td>50000_n - Student Aid</td>
<td></td>
<td>0</td>
<td>0.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51000 - Scholarships</td>
<td></td>
<td>0</td>
<td>0.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>52000 - Fellowships</td>
<td></td>
<td>0</td>
<td>0.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>53000 - Grants In Aid</td>
<td></td>
<td>0</td>
<td>0.0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Try to keep your descriptions short but detailed.
Calculate

Recalculate when the screen is blank because you changed a context or you want to refresh the data. Hitting "Enter also causes a recalculate to occur.

TIP: if you are entering multiple values, use the mouse to click on another cell, use the arrow keys or use tab instead of hitting enter until you are ready to recalculate.

TIP 2: Hit enter before you switch tabs or you may lose data.
Contribute

• If you hit Commit(✅) then your changes will be saved. Then someone else can take over ownership(_heads) and they will see the work you have done so far, and can add to or change it.
Stacking Views

Click, Hold Down and Drag a tab to the bottom to stack the views.

When the correct spot is reached with the tab you are dragging, the dotted lines will appear. This indicates you can release the button and the views will show up on one screen.

Additional tabs can be added to the bottom by holding down the mouse button and dragging it below.

TIP: To go back to viewing one tab at a time click on the big blue button then click Reset View then Reset Tabs
Views and Data Can Be Reset

Select the blue actions menu button to get selection box. Data and Views can be reset back to their original designations. Often, users change views and filter on different subsets while doing analysis which they then want to change back when resuming data entry.

If you want to reset your data to the last saved copy, click Reset Data

**NOTE:** This will reset the data for all Organizations so please use with caution

If you inadvertently moved the dimensions or tabs and would like to reset the process, click Reset all views and/or data to reset back to the database default.
Export to Excel or PDF

- The summary tab can also be used as a report by selecting the blue button on the upper left, then “Export”, where it then can be exported as a snapshot to Excel, or exported to a .pdf file.

- Select the blue actions menu button to get selection box.
- Snapshot to Excel just outputs the numbers straight into Excel.
- Export to PDF creates a PDF file of the report.
- Do Not Use Slice to Excel as this requires an add-on for Excel.

Each check box will cause all available entries from the drop down to be created as separate tabs in Excel.
**Quick Data Entry Commands**

Typing a data entry command in a cell performs an action on the cell value. Data entry commands are processed when you press Enter. These commands only apply to the current grid.

These commands are not case-sensitive.

You can use commands across two dimensions, but not across pages.

The following table lists the quick data entry commands.

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>Enters the value in thousands.</td>
<td>Example: 5K</td>
</tr>
<tr>
<td>M</td>
<td>Enters the value in millions.</td>
<td>Example: 10M</td>
</tr>
<tr>
<td>Add, +</td>
<td>Adds a number to the cell value.</td>
<td>Example: Add50</td>
</tr>
<tr>
<td>Subtract, Sub, ~</td>
<td>Subtracts a number from the cell value.</td>
<td>Example: sub8</td>
</tr>
<tr>
<td>Percent, per</td>
<td>Multiplies the cell value by a number added as a percentage.</td>
<td>Example: per5</td>
</tr>
<tr>
<td>Increase, Inc</td>
<td>Increases the cell value by a number added as a percentage.</td>
<td>Example: increase6</td>
</tr>
<tr>
<td>Decrease, Dec</td>
<td>Decreases the cell value by a number added as a percentage.</td>
<td>Example: decrease6</td>
</tr>
<tr>
<td>Power, Pow</td>
<td>Takes the cell value to the number added as an exponent.</td>
<td>Example: Pow10</td>
</tr>
<tr>
<td>GR</td>
<td>Grows cells by a percentage.</td>
<td>Example: GR&gt;150:10</td>
</tr>
<tr>
<td>Hold, Hol, H, HC</td>
<td>Holds the cell value from breakback calculations. HC holds the consolidated level.</td>
<td></td>
</tr>
<tr>
<td>Release, Rel, RH, RC</td>
<td>Releases held cells.</td>
<td>Release all held cells.</td>
</tr>
</tbody>
</table>
Using Shortcuts in Different Clients

The following table shows the shortcut keys available in the IBM® Cognos® Express® Planner Contributor client and the comparable shortcut keys available. Note that not all shortcuts available in Contributor are also available in Xcelerator. See also the notes at the end of the table for important information about using shortcut keys.

<table>
<thead>
<tr>
<th>Express Planner Contributor</th>
<th>Xcelerator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add10</td>
<td>P+10</td>
</tr>
<tr>
<td>Sub10</td>
<td>P~10</td>
</tr>
<tr>
<td>Increase10</td>
<td>P%+10</td>
</tr>
<tr>
<td>Decrease10</td>
<td>P%~10</td>
</tr>
<tr>
<td>Percent10</td>
<td>P%10</td>
</tr>
<tr>
<td>Add10&gt; or &gt;Add10</td>
<td>R+&gt;10</td>
</tr>
<tr>
<td>Sub10&gt; or &gt;Sub10</td>
<td>R~&gt;10</td>
</tr>
<tr>
<td>Increase10&gt; or &gt;Increase10</td>
<td>P%++&gt;10</td>
</tr>
<tr>
<td>Decrease10&gt; or &lt;Decrease10</td>
<td>P%--&gt;10</td>
</tr>
<tr>
<td>Percent10&gt; or &gt;Percent10</td>
<td>P%&gt;10</td>
</tr>
<tr>
<td>&gt;10</td>
<td>R&gt;10</td>
</tr>
<tr>
<td>10&gt;</td>
<td>R&gt;10</td>
</tr>
<tr>
<td>&gt;10K</td>
<td>R&gt;10000</td>
</tr>
<tr>
<td>&gt;10M</td>
<td>R&gt;10000000</td>
</tr>
<tr>
<td>10Grow100Compound&gt;</td>
<td>GR&gt;10:100</td>
</tr>
<tr>
<td>10Grow100Linear&gt;</td>
<td>GR&gt;10:100</td>
</tr>
<tr>
<td>10Grow100Com&gt;</td>
<td>GR&gt;10:100</td>
</tr>
<tr>
<td>10Grow100Lin&gt;</td>
<td>GR&gt;10:100</td>
</tr>
<tr>
<td>10G100C&gt;</td>
<td>GR&gt;10:100</td>
</tr>
<tr>
<td>10G100L&gt;</td>
<td>GR&gt;10:100</td>
</tr>
<tr>
<td>10Grow100&gt;</td>
<td>GR&gt;10:100</td>
</tr>
<tr>
<td>1K</td>
<td>1000 (The number ending in K is multiplied by 1000 at the client end and returned to the server)</td>
</tr>
<tr>
<td>1M</td>
<td>10000000 (The number ending in M is multiplied by 1000000 at the client end and returned to the server)</td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td></td>
</tr>
<tr>
<td>When a shortcut such as <strong>10K</strong> is entered, the numbers are multiplied by 1000, or 1000000 at the client end and then the shortcut is converted to the equivalent spreadcode.</td>
<td></td>
</tr>
<tr>
<td>The Xcelerator spreadcodes cannot be used in combination with Contributor shortcuts. For example, <strong>P%Add10</strong> or <strong>RPAdd10</strong> are not allowed. Also, Contributor shortcuts cannot be used in combination with Xcelerator shortcuts. For example, <strong>Add10Sub20</strong> is an invalid entry.</td>
<td></td>
</tr>
<tr>
<td>The Contributor shortcuts of Multiply, Divide, Power and Reset are not available in Xcelerator.</td>
<td></td>
</tr>
<tr>
<td>All Grow commands whether Compound or Linear, are converted to the Xcelerator GR spreadcode command. GR command can only do a Linear Growth.</td>
<td></td>
</tr>
<tr>
<td>The direction of spread can be entered at the start or the end of the shortcut. Shortcut strings with the direction in the middle are invalid. For example, <strong>Add10&gt;</strong> or <strong>&gt;Add10</strong> are correct, but <strong>Add&gt;10</strong> or <strong>Add1&gt;0</strong> are invalid.</td>
<td></td>
</tr>
<tr>
<td>All shortcut codes are <strong>not</strong> case sensitive. For example, <strong>add10, Add10, or aDD10</strong> produce the same result.</td>
<td></td>
</tr>
</tbody>
</table>
Additional TM1 Functionality

- Suppressing Zeros
- Picking Elements & Editing Subsets
- Adding Commentary
- Sandboxing
 Suppress Zeros

Suppression options in the view include rows, columns, both or neither. In this view, zeros are suppressed on rows. This is the default. You can also suppress on columns to get rid of the empty columns like Commentary and Budget Office Comments.
Picking Elements

Click to open subset editor

Click on the element to see the results limited to that item.

This symbol indicates a rollup.
Editing Subsets

Tip: Please do not save over existing subsets, because this will change them for the everyone. It is better to not save and just click ok.
Adding Commentary

- In addition to the text fields stored in the database for descriptions and there is the ability to add comments to a cell as well.

- The red triangle in the upper right corner indicates a comment or comments have been made.

- You may browse comments or add additional comments to any cell. This ability allows multiple users to collaborate during the budgeting process.

- Commentary entered in this fashion is for your own use and may not be reviewed by the Budget Office
Personal Sandboxes for Doing “What-If” Analysis

Personal sandboxes can be created to do scenario analysis of best case, worst case and baseline budgets. You can create as many as you wish and no one else will see them until you submit your final version to the database.

Create the sandbox from the baseline in the database or from a sandbox already created. Changes made can then be compared against the database or different versions.
Personal Sandboxes for Doing “What-If” Analysis

Note: you may switch back and forth between different sandboxes but they may not be seen side by side on the same screen (or one above the other). The choose sandbox option is in the point of view and if you have two views in the screen, they both are looking at the sandbox chosen.
Personal Sandboxes for Doing “What-If” Analysis

Updates may be made and viewed through multiple screens similar to the default version you have been working with.
Personal Sandboxes for Doing “What-If” Analysis

**Committing Changed Data from a Sandbox to Base**
The commit sandbox command merges all of the changed data values in your sandbox to the base data. You cannot use the undo command to undo a commit sandbox action.

*Note about committing a sandbox when other sandboxes exist:*

When you have multiple sandboxes and commit one of them to base, the new base values are automatically applied to all the unchanged cells in your other sandboxes. If you entered new data values in any other sandbox, those data values remain and do not show the new values that were committed to the base data.

The Figure to the left shows an example of committing sandbox values to the base data when you are working with multiple sandboxes. In this figure, the new values in Sandbox 3 are committed to base data and then the new base values are applied to all the unchanged cells in the other sandboxes. The figure shows how sandbox cells that contain changed data are not updated.

**Steps**
In TM1 Web and Server Explorer /Architect, click the Sandbox list and select **Commit Sandbox**.

TM1 performs the following actions:
The changed data values in the current sandbox are saved to the base data. The cell coloring for any changed data in the current sandbox is cleared and set to black. The new base data values are applied to all the unchanged cells in your other sandboxes.
Adding Commentary & Attaching Files

Select icon to add commentary and an attachment

Select blue button to show commentary list
Questions?