Table of Contents

1. System Navigation .................................................................................................................. 3
   a. Logging into uPlan .................................................................................................................. 3
   b. Setting User Preferences ...................................................................................................... 4
   c. Navigation Flows .................................................................................................................. 5
      i. Changing Chartfield Intersection ...................................................................................... 6
      ii. Viewing Detailed Data (expanding columns) ................................................................... 7
      iii. Entering Data into Forms ............................................................................................... 8
      iv. Actions and Right-Click Menu .......................................................................................... 8
      v. Adding Comments to a Cell .............................................................................................. 8
      vi. Exporting to Excel ........................................................................................................... 9
      vii. Saving and Refreshing Forms .......................................................................................... 9

2. Budgeting Revenues ............................................................................................................. 10
   a. Accessing Revenue Forms .................................................................................................... 10
   b. Viewing Revenue Account Details ..................................................................................... 11
   c. Revenue Budget Input .......................................................................................................... 12
      i. Annual Budget Input ............................................................................................................ 12
      ii. Working with Monthly Budgets ........................................................................................ 13

3. Budgeting Compensation .................................................................................................... 15
   a. Rostered Salary Budgets ....................................................................................................... 16
      i. Adjusting Rostered Salaries ............................................................................................... 17
      ii. Expected Hires (New and/or Vacancies) .......................................................................... 20
      iii. Reviewing Employee Data by Department .................................................................... 22
      iv. Entering Top-up Salary Adjustments ............................................................................. 24
   b. Non-Rostered Salary Budgets ............................................................................................. 26
   c. Reviewing Staff Costs ......................................................................................................... 27
   d. Benefit Costs ....................................................................................................................... 28

4. Budgeting Non Salary Expenses ......................................................................................... 30
5. Reviewing the Statement of Operations ............................................................................. 32
6. Appendix ................................................................................................................................. 33
Preface

This Training Guide is intended for the initial (May 2017) launch of uPlan, particularly end-users who have attended various process training and system demonstrations of uPlan. This guide will be updated and enhanced over time. The most current version will be posted on the Resource Planning website: www.resourceplanning.ualberta.ca/

1. System Navigation

a. Logging into uPlan

1. Open a web browser.
3. Enter your Identity Domain: a516313

   Optional: click on ‘Remember my choice’. Click Go.

4. Enter your CCID e-mail.
5. Enter your password.
6. Click Sign In.

Once logged into uPlan you will see your Home Page.
To return to this page at any time, click on one of two places along the top of the screen.
b. Setting User Preferences

This is a one-time step. Your preferences are retained until you choose to change them.

1. From the Home Page, select **Application** and then **Settings**

![Application Settings Diagram]

2. In the **Number Formatting** area, select your preferences using the drop-down menus. In the **Approvals** area, ensure the checkmark box in **Display Alias** is checked.

![Approvals Settings Diagram]

3. Click **Save** at the top right. Click **OK** when prompted.
c. Navigation Flows

Navigation flows are set up in the system as clusters: a cluster is an icon with groups of underlying icons called cards. Using the cluster and card icons, users can navigate to the budget input forms. The Budget navigation flow will guide you through the budget input process.

![Budget cluster diagram]

Each card contains forms for users to enter plan data.

This training guide focuses on the forms within the Budget cluster.

To continue a step-by-step illustration of Navigation within uPlan, click on the ‘Budget Revenue’ card. This will take you to the page below.

![Budget Revenue form]

C1.1 Budget Line Revenues | C1.2 Revenue Details

C1.1 Budget Line Revenues

<table>
<thead>
<tr>
<th>Actual</th>
<th>Forecast</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>2016-2017</td>
<td>2017-2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>Program</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>403056</td>
<td>Non-Exempt (Instruct)</td>
<td>16,719,185</td>
</tr>
<tr>
<td>403059</td>
<td>Non-Exempt (MNIF)</td>
<td>666,375</td>
</tr>
<tr>
<td>403060</td>
<td>Non-Exempt (Fees &amp; Sa)</td>
<td>14,063,243</td>
</tr>
<tr>
<td>403150</td>
<td>Non-Exempt Staff</td>
<td>1,137,369</td>
</tr>
<tr>
<td>402006</td>
<td>Provincial Government</td>
<td>615,784</td>
</tr>
<tr>
<td>405056</td>
<td>Federal &amp; Inter-Grants</td>
<td>155,480</td>
</tr>
<tr>
<td>407006</td>
<td>Donations &amp; Other Grants</td>
<td>660,864</td>
</tr>
<tr>
<td>401006</td>
<td>Internal Revenue</td>
<td>11,092,792</td>
</tr>
<tr>
<td>402006</td>
<td>External Revenue</td>
<td>7,679,841</td>
</tr>
<tr>
<td>404006</td>
<td>Investment Income</td>
<td>7,126,617</td>
</tr>
<tr>
<td>405000</td>
<td>Distribution Credit</td>
<td>13,122,035</td>
</tr>
</tbody>
</table>
i. **Changing Chartfield Intersection**

This section outlines how to move between chartfield intersections in viewing data or modifying data. There are two ways to change the chartfield intersection.

**Option A:** Chartfield Selector (aka member selector)

Through the chartfield selector you can change the chartfield (fund, department or program), one **at a time**.

1. Click the chartfield hyperlink you would like to change, e.g. Department.

![C1.1 Budget Line Revenues](image)

2. A pop-up box will appear. Select or find your chartfield using (a) or (b) below.

   - **a.** Type search term and press Enter on keyboard.
   - **b.** Ensure the **solid blue checkmark** appears next to your selection.

3. Click **OK** and then the **Go** arrow

   ![Select a Member](image)

   **To initiate your chartfield selection, you must click the go arrow.**

4. Repeat with other chartfield(s) as required.
**Option B**: Use Edit Members

1. Click the edit members icon:

   ![Edit Members Icon]

   The below window will appear.

2. Use the drop-down menus to select the appropriate fund, department, and program.

   ![Select Menus]

3. Click ![Apply]

   ii. **Viewing Detailed Data** (expanding columns)

   Many forms contain columns that can be expanded to view monthly data. These are indicated by a ‘+’ sign. Clicking on this will expand the section. A similar function is available for certain rows.
iii. Entering Data into Forms

Data is entered in cells of a form at the intersection of rows and columns. Cells display the data for the selected members. Background colors in the cell are used to indicate cell status.

- **White**: Writable. Data can be entered and saved.
- **Yellow**: Indicates data is NOT saved, but has been changed.
- **Shaded**: Read-only cells.

If more than one user has access to the same chartfield(s), the form is shared.
- both can have write access to change and save data
- saving will overwrite previous value

iv. Actions and Right-Click Menu

The **Actions** button contains a list of functionality, including:
- Spreading values to months (section 2.ii)
- Adding comments (section 1.c.v)
- Exporting reports to a spreadsheet (section 1.c.vi)

*These actions are also accessible by right-clicking in appropriate cells within the form.*

v. Adding Comments to a Cell

Users can add a comment to a cell.
Select a writeable (white) cell. Select Actions and then **Comments**.

Cells with a comment attached contain a flag in the upper right corner, similar to Excel.

Comments will only be retained in that specific cell of the specific input form.
vi. **Exporting to Excel**

From the Actions menu, select **Spreadsheet Export**.
A pop-up window will appear. Select **Export** to download the form as an Excel file.

![Spreadsheet Export](image)

**Note:** When exported to Excel, all rows and columns are automatically expanded.

vii. **Saving and Refreshing Forms**

After entering data in a form, the database must be updated with the new budget data. To perform this activity, save the data entered in the form by clicking **Save** in the toolbar.

![Save Refresh](image)

uPlan provides a collaborative environment where multiple users have security access to the same chartfield(s). As such, multiple users can update work simultaneously.

To ensure the most current plan is displayed, click the **Refresh** button.

Users can also use the refresh button to clear changes that do not need to be saved.
2. BUDGETING REVENUES

In this section, you will access revenue forms, select a chartfield intersection and enter revenue data.

a. Accessing Revenue Forms

1. From the uPlan homepage, click Budget and then Budget Revenue.

   This will take you to the Budget Line Revenue form below.

2. Check that you are in the desired chartfield intersection (Fund, Department and Program), or change as necessary (see section 1.c.i.).

   ![Budget Line Revenue Form]

   This form displays prior year’s actual and a working forecast for information only. These cannot be modified.

   The Budget Working column is for inputting revenue budgets.

3. Most forms contain Actuals and Forecast data for information purposes.
   - **Actual Final** contains the prior full year of actuals data from the general ledger
   - **Forecast Working** contains a combination of the current YTD monthly actuals and forecasted values for the remaining months of the year.

   Columns can be expanded through the ‘ + ‘ to view monthly data.
b. Viewing Revenue Account Details

Within the form are revenue details. Selecting this allows you to view the detailed actuals by general ledger (GL) account within the budget line (BL) roll-up.

1. Click on **C1.2 Revenue Details**

2. Click the ‘+’ next to Provincial Grants to expand the row and display GL details.
c. **Revenue Budget Input**

In this section, you will input an annual budget and be provided options to working with monthly budgets.

Click on **C.1 Budget Line Revenues** to return to the input form (or see section 2.a.)

### i. Annual Budget Input

In the **Budget Working** column, you can input an annual budget amount for any BL account.

a. Referencing the diagram below, type in the 3 revenue budget figures (i.e. 12,000,000; 150,000; and, 6,000,000) in the cells as indicated

b. Note that cells are highlighted, indicating unsaved data.

c. Click **Save** to save the data. The cell colour will revert to white.
ii. **Working with Monthly Budgets**

Budgets entered as an annual amount are, by default, distributed evenly across each month (annual budget divided by 12).

1. To view the monthly budgets, click on the ‘+’ under the Budget Working column to expand the **Total Year**.

2. In the monthly view, you can edit at the monthly level for any revenue budget line.

   **Option A:** Custom Entry

   The monthly view allows the user to modify any cell to create a custom monthly budget.

   While each month can be customized, manual entry is intended to adjust for an exception in a particular month.

   **Option B:** Automated Spreading of Data

   Through the Actions menu, you can spread the budget based on the prior year’s actuals.

   1. Under the **Total Year** column, click in the cell for account 40300.
2. Select ‘Spread based on’
   Select ‘Prior Year Actuals’

3. A window will open asking for confirmation. Click on OK.

4. Click on the ‘+’ to expand the Budget Working column and to view the new spread.

NOTE: There is an automatic calculation when editing data in months and the ‘Total Year’.

- changing a specific month’s amount will automatically updates the ‘Total Year’ amount
- changing ‘Total Year’ amount will automatically updates ALL months
  → The difference between the old and new Total Year amount is spread across all months based on the saved ‘spread’ methodology (e.g. prior year actual spread, even spread, custom spread)
3. **Budgeting Compensation**

1. From the uPlan homepage select the **Budget** cluster and then the **Budget Staff Costs** card.

   ![Budget Staff Costs](image)

   The initial screen after navigating to the Budget Staff Costs card is illustrated below.

2. You will be in the first of six tabs that reside along the left side.

   There are **six tabs** along the left that allow you to input, modify or review the different aspects of compensation expenses. In certain forms, there may also be **forms along the top**.

   ![Salary Input Roster](image)

   - **3 Tabs for Rostered Staff**
   - **Non-Rostered Staff**
   - **Review All Staff Costs**
   - **Review & Adjust Benefits**

3. All funds are automatically included.
a. **Rostered Salary Budgets**

This section provides instructions on navigating between forms, as well as modifying and reviewing rostered compensation data.

* Refer to the Appendix for an overview of rostered data fields, calculations and business rules.

1. From the uPlan, homepage select the **Budget** cluster and then the **Budget Staff Costs** card.

   ![uPlan Budget Cluster](image1)

   a. Select the first tab along the left and click on **S1.1 Salary Input Roster**.
   
   The form contains details on Rostered Employees and allows for adjustments.

   ![S1.1 Salary Input Roster](image2)

   b. Select the chartfield intersection you wish to work in through the individual chartfield selector, or the edit member button. See section 1.c.i.

2. Expand the **Total Salary Funded** field by clicking on the ‘+’.
i. **Adjusting Rostered Salaries**

There are three primary adjustments available on a rostered position, specifically, as they relate to the base salary, supplements/stipends and termination dates.

**Step 1:** Base Salary and Merit Adjustment

Imagine employee **Carola, Cifaldi** is to receive a **$2,000** increase in their Salary

1. Expand the **Total Base Salary Funded** column.

   ![Table Example]

   A rostered position’s Total Base Salary Funded can be modified through the **Salary Funded Adj.** and the **Merit Funded Adj.** column.

2. Suppose Cifaldi Carola’s salary is expected to increase by $2,000 next year.
   a. Enter 2,000 in the **Salary Funded Adj.** as illustrated above.
   b. Click **Save**

   → Note the change in Total Base Salary Funded to **$104,400**

   ![Table Example]

   Changes can also be made to a rostered position’s merit by entering an amount in the **Merit Funded Adj.** column.
**Step 2:** Market Supplement and Stipend Adjustments

Adjusting for either of these items is the same.

1. Expand the columns for *Total Market Supplement* and *Total Stipends*.
   If necessary, collapse the Total Base Salary Funded for easier viewing

   ![Image of a table showing the steps with column adjustments highlighted]

2. Imagine employee Allyn, Asmus is expected to receive a $4,000 increase to their Market Supplement.
   a. Enter ‘4,000’ in the Market Supplement Funded Adj. column as indicated below.

   ![Image of a table showing the updated values after the adjustment]

   b. Click **Save**. The two totals will have increased by $4,000 as noted below.
Step 3: Termination Date Adjustments

The HCM Termination Date column includes a date if it exists in PeopleSoft HCM as the time of the roster extract.

* This column is for information only. Salary expenses are not automatically adjusted for this.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Home Department Funding Percentage</th>
<th>Total Salary Funded</th>
<th>HCM Termination Date</th>
<th>Termination Date</th>
<th>Employee Status</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>E004ABC11.00008896-Carola_Cifaldi</td>
<td>F210 - Operating</td>
<td>80.00%</td>
<td>102.400</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E004ABC18.00000176-Allyn_Asmus</td>
<td>F210 - Operating</td>
<td>100.00%</td>
<td>59.100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E004ABC19.00008448-Sergio_Splitz</td>
<td>F210 - Operating</td>
<td>100.00%</td>
<td>63.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E004ABC22.00000388-Barbara_Billiot</td>
<td>F210 - Operating</td>
<td>100.00%</td>
<td>50.400</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E004ABC23.00000727-Jeri_Jeter</td>
<td>F210 - Operating</td>
<td>100.00%</td>
<td>66.750</td>
<td>1/7/17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E004ABC26.00003520-Tai_Thill</td>
<td>F210 - Operating</td>
<td>51.500</td>
<td>1/9/18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Using the ‘Termination Date’ column, you can adjust the total salary funded of a position.
   Assume you are advised that Jeri, Jeter will be leaving July of next year. To adjust his salary costs:
   a. Click in the cell under the Termination Date column
   b. From the pop-up window, scroll to ‘31-Jul’. Select this month.
   c. After saving, you will note that the Total Salary Funded will have been reduced.
      To see details related to selecting the 31-July termination date
      • Expand the ‘Total Salary Funded’ column
      • Expand the ‘Termination Date $ Adj.’ column
Step 4: Adding Notes for a Rostered Position

The column to the far right within the Salary Input Roster form allow users to enter notes.

1. To add a note, click in the cell and begin typing.
2. Select ‘Save’ when complete.

ii. Expected Hires (New and/or Vacancies)

To accommodate the expected cost of hiring additional continuing (rostered) positions, there are 2 separate input forms. The ‘TBH’ stand for To Be Hired. Both forms work exactly the same way.

The separation allows users to differentiate the expected hiring of a new positon (TBH) from that of filling an existing vacant position. If there is no need to differentiate hiring, you can just use one of the two forms.

For illustration, the following will budget for the expected hiring of a new Faculty member.

1. Navigate to the TBH form by clicking on S1.2 TBH Input Form
2. Select the chartfield intersection where the position is expected to be paid from.

   Note that this form also includes the Account chartfield.
   a. To select the chartfields, click on the Edit Members button.
   b. Select chartfield(s) using the drop down menus.
   c. Click on Apply

   Alternative: You can also select chartfields using the chartfield selector. See Section 1.c.i.
3. In the ‘Employee Start Month’:
   a. click directly on the drop down arrow
   b. scroll down and select ‘1-Jul’

4. In the ‘Total Annual Salary’ column enter $150,000. Use the annual salary – this will be pro-rated in the next step.

5. In the ‘Funding % HCM’, enter ‘1’ to indicate that 100% of this salary is expected to be paid out of the selected chartfield. Note: for 75% the entry would be ‘0.75’.

6. To add a note, click in the ‘Notes’ cell.

7. Click [Save]

   Note that the Salary Funded has been pro-rated based on the 1-Jul start date, i.e. $112,500.

8. Changing the Funding % HCM would have a similar effect to the Salary Funding amount. To illustrate:

   a. In the Funding % HCM column, change amount to ‘0.5’ (i.e. fifty per cent)
   b. Click [Save]

   Note the change to the Salary Funded amount to $56,250.
**TIP:** If you expect to hire several similar positions that will be paid from the same department, program and fund then, you can budget for them as a group, instead of one at a time.

**Illustration:** Expect to hire 4 similar support staff in May in DeptID 90000, Program 0 and Fund 210.

<table>
<thead>
<tr>
<th>Years</th>
<th>Department</th>
<th>Program</th>
<th>Program 0 (No Program)</th>
<th>Account Support - Continuing (500311)</th>
<th>Fund F210 - Operating</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>Department</td>
<td>Program 0</td>
<td>Total Annual Salary</td>
<td>Funding % HCM</td>
<td>Salary Funded</td>
</tr>
<tr>
<td>TBH001</td>
<td>1-May</td>
<td>70,000</td>
<td>400%</td>
<td>256,067</td>
<td>4 new support staff to support initiative X. Grade 10.</td>
</tr>
<tr>
<td>TBH002</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Type ‘4’ to represent 4 hires

**iii. Reviewing Employee Data by Department**

As you budget for rostered staff, you can also review salary details saved to date for a selected department, department roll-up or entity (within your security access). The details mirror the columns within the forms in the above sections.

After navigating to the Budget Staff Costs card . . .

1. Select the **second tab** along the left.

This will take you to the ‘**Employee Review Form by Dept**’. 
2. Select the department you wish to view.
   a. Click on the ‘Department’ chartfield selector.
   b. In the ‘Select a Member’ pop-up window, select the department you wish to view. Click on OK.

This review form brings together **ALL rostered employees** in the **selected** department by:

- All Accounts
- All Programs
- All Rostered Staff – including any TBH or Vacancies entered.

You can expand columns as needed to view further details, or export into Excel.
iv. **Entering Top-up Salary Adjustments**

In this section, you navigate to the Rostered Salary Top-up form, enter data and save the form. This form allows you to include:

- Non-continuing pay types for rostered staff (e.g. overtime, severance, salary supplements, etc.)
- Expected expenses for Split Rostered accounts. Specifically, Casual Support Salaries (500312) and Student Salaries (500321) – both of which are paid hourly and therefore not rostered.

1. Select the **third tab** along the left. This will take you to the Rostered Salary Top-up form.

2. As needed, select the chartfield intersection you wish to work in.

3. Each salary account is listed in this form and contains the summary of all saved rostered data.
   - Note that ATB is automatically calculated by applying the percentage to ATB eligible earning codes.
   - In the ‘Other Earnings Codes’ line for Faculty enter $10,000
   - Click **Save**. This will update ‘500010 - Total Faculty Salaries’.

As needed, scroll to other rostered accounts to enter lump sum costs for ‘Other Earnings Codes’.
4. Scroll down to the ‘Support Temporary’ and ‘Excluded Staff’ accounts.  
   Both of these account are **split rostered**.  
The rostered positions are accommodated within Salary Input Roster form (section 3.a.i).

To account for the non-rostered component, there are input cells for:
- Casual Support Salaries (500312)
- Student Salaries (5003221)

a. Enter $75,000 for Casual Support Salaries
b. Enter $35,000 for Student Salaries.
c. Click **Save**

---

**NOTE**: At the end of each day, uPlan will automatically perform this save across the entire system.
b. Non-Rostered Salary Budgets

After navigating to the Budget Staff Costs card . . .

1. Select the Fourth Tab along the left to open the Non-Rostered Salary Budgets form.

This form contains three non-rostered accounts.

Each allows for budgeting a lump sum amount for a selected chartfield intersection.

a. Enter lump sum amounts for the non-rostered accounts. Confirm, or change, your chartfield intersection.

b. Enter ‘1,800,000’ for the Temporary Academic line, e.g. assume we need $1.8 million for contract academic staff: teaching agreement (CAST).

c. Enter ‘200,000’ for Other Academic Staff.

d. Click Save and the total will be updated as illustrated.
c. Reviewing Staff Costs

After navigating to the Budget Staff Costs card...

1. Select the Fifth Tab along the left to open the Staff Cost Review form.

2. The Staff Cost Review form allows you to:
   - View by month (click on the ‘+’ to expand the column)
   - View by a specific chartfield intersection (select chartfield, or Edit Members)
   - View by a roll-up of Fund, Department and/or Program

3. Through this form, you can change monthly spread of salary BLs.
   The system default is to spread based on the prior year’s actuals. You can change this to spread evenly across each month using: Actions > Spread based on > Spread evenly

See 2.c.ii. (under heading Option 2)
d. Benefit Costs

After navigating to the Budget Staff Costs card . . .

1. Select the Sixth Tab along the left to open the Review Benefits Cost form.

In this section you can:

- make lump sum adjustments within a chartfield intersection
- review expected benefits cost details
- spread benefits for monthly budgets

Adjusting Total Benefit Costs

2. Select the chartfield intersection to review.

3. To increase (decrease) the current benefits, enter ‘15,000’ into the ‘Other Benefits’ line.

4. Click Save

5. The Total Benefits Costs will update as shown.
Review Benefit Details

6. To review benefit details, click on the ‘Benefit Details’ form.

The ‘Detailed Benefit Costs’ form shows the following.
- Summarizes all saved salary costs by BL account (illustration below)
- View the calculated benefit amount by salary budget line account
- Displays the benefit rate applied to each salary budget line account.
- Calculates your overall effective benefit rate for the total that will appear in 5010000-Employee Benefit – BL of the Statement of Operation.

7. Scroll through this form to view the details. Below are sample screenshots.

Spread Benefit Budgets

The default monthly spread of Benefits is based on prior year’s actuals. You can change it to spread evenly through the Actions menu.

8. In the ‘Benefits Details’ form (as illustrated above), expand the column through the ‘+’ button.
   a. To select a different monthly spread for Faculty BL, click under the Total Year column.
      
   b. Using the Actions menu, select ‘Spread based on’ and ‘Spread Evenly’.
      
   c. Expand the months to view the benefits by month.
4. **BUDGETING NON SALARY EXPENSES**

Overall, the functions for Non-Salary Expense forms is identical to that of Budgeting Revenue. In this section we will navigate to the non-salary expense forms and provide an overview of saved data and review expense details. For further details on functions and features, refer to section 2 (Budgeting Revenues).

**Entering Non-Salary Expense Budgets**

1. From the home page, select the **Budget** cluster and then the **Budget Non-Salary Costs** card.

2. To enter data select the **Budget Non-Salary Expense** form. Confirm, or change, the chartfield intersection you wish to work in (section 1.c.i).

3. For illustration:
   a. Select the **Graduate Awards and Bursaries-BL** cell
   b. Enter ‘60,000’.
   c. Click **Save**
Reviewing Non-Salary Expense Details

1. Click Non-Salary Expense Detail form.
   This form allows you to view the expenditure details by GL account, as well as expand the Total Year to view the activity by month.

2. Confirm, or change, the chartfield intersection you wish to work in (section 1.c.i).
   a. You can expand (collapse) rows using the ‘+’ (‘-’) buttons to view account details.
   b. You can expand (collapse) columns using the ‘+’ (‘-’) buttons to monthly details.
5. REVIEWING THE STATEMENT OF OPERATIONS

In this section, you will navigate to the Statement of Operations Review.

1. From the home page, select the Budget cluster and then the Statement of Operations card.

2. Scroll down through the form and you will see the main sections.

Revenues
- 403000 - Non-Exempt (Instructional)-BL
- 403050 - Non-Exempt (MN)-BL
- 403030 - Non-Exempt (Fees & Sr Serv)-BL
- 403100 - Non Credit Fees-BL
- 420000 - Provincial Government-BL
- 405000 - Federal & Other Govt Grants-BL
- 407500 - Donations and Other Grants-BL
- 401000 - Internal Revenue-BL
- 402000 - External Revenue-BL
- 404000 - Investment Income-BL
- DC0100 - Distribution Credit-BL
- TC0000 - Transfer Credit-BL
- 430000 - Base Allocation-BL
- 430010 - Temp Allocation-BL
- 430030 - Benefits Allocation-BL

Salaries
- 500010 - Faculty - BL
- 500020 - Admin Professional Officers - BL
- 500024 - Faculty Service Officers - BL
- 500030 - Professional Librarians - BL
- 500310 - Support Staff - Continuing - BL
- 500330 - Temporary Support Staff-BL
- 500520 - Excluded - BL
- 500600 - Temporary Academic - BL
- 500614 - Other Academic Staff - BL
- 500000 - Graduate Salaries - BL
  Salary Accruals and Suspense

Expense
- 501000 - Employee Benefits-BL
- 501200 - Graduate Awards and Bursaries-BL
- 501200 - Undergrad Award & Burs - BL
- 502000 - Supplies Serv & Supplies-BL
- 503000 - Communications-BL
- 501300 - Finance and Investment Fees-BL
- 501200 - Travel - BL
- 504000 - Rentals - BL
- 505000 - Utilities-BL
- 505400 - Repairs & Maint Equipmen-BL
- 501800 - Cap & Fixed Assets-BL
- 505500 - Amortization Expense-BL
- 505000 - Amortization Funding-BL
- 506000 - Cost of Goods Sold-BL
- 507000 - Capital Assets-BL
- 501000 - Distribution Debit-BL
- TD0000 - Transfer Debit-BL

3. This statement can be run at the department and program roll-up levels, i.e. view the statement at the consolidated Faculty level.
   a. Click on Programs.
   b. From the pop-up window, select ‘All_Program’.
   c. Click on the go button to action the above selection.
6. APPENDIX

Salary planning uses a concept called rostering to bring in staff salaries from PeopleSoft Human Capital Management (HCM) system to budget plan for the upcoming year.

1. There are 8 rostered account codes (see next page).
2. All continuing, salaried staff are listed by employee ID, position number and name.
3. Employees are listed in the department, program and fund they are being paid from.
4. If you are viewing the employee’s home department, you will see the funding percentage split. If you are not in the home department, the percentage will be blank, but you will see the salary, pro-rated by any funding split.

5. The **Total Salary Funded** expands to include the following 4 main components:
   a. **Base Salary** is the annual salary rate (regular salary earn codes in HCM)
      - Automatically includes one **merit increment** (if eligible), prorated for July 1 (academic) or prorated based on anniversary date (support)
   b. **Market Supplement** includes all market supplements from HCM (earn codes 182-185)
   c. **Stipends** include Admin. Honorarium (earn code 385)
   d. **Termination Date $ Adj.** shows the reduction to annual salary when the user enters a termination date

**Note:** ATB increase is applied automatically on all base salary funded only, on form c2.1.1 Rostered Salary Top-up
1. **HCM Termination Date** is brought in for information purposes only
2. **Termination Date**: user must enter a date to pro-rate salary for staff who plan to leave
3. **Employee Status**: either ‘Active’ or ‘Leave with Pay’. If an employee is on leave, the salary shown will be the full salary amount. It is up to the budgeting department to investigate and determine the type of leave, and adjust the salary accordingly.
4. **Job Title** and **Step** are provided for information. Step is shown/calculated based on the employees’ current salary rate in HCM.

### HCM Accounts

<table>
<thead>
<tr>
<th>GL Code*</th>
<th>Description</th>
<th>Treatment</th>
</tr>
</thead>
<tbody>
<tr>
<td>500011</td>
<td>Faculty</td>
<td>Rostered</td>
</tr>
<tr>
<td>500021</td>
<td>Admin Professional Officers</td>
<td></td>
</tr>
<tr>
<td>500025</td>
<td>Faculty Service Officers</td>
<td></td>
</tr>
<tr>
<td>500031</td>
<td>Professional Librarians</td>
<td></td>
</tr>
<tr>
<td>500311</td>
<td>Support Staff – Continuing</td>
<td></td>
</tr>
<tr>
<td>500322</td>
<td>Excluded - Management/Other</td>
<td></td>
</tr>
<tr>
<td>500312</td>
<td>Support Staff – Temporary</td>
<td>Split Rostered</td>
</tr>
<tr>
<td>500321</td>
<td>Excluded - Support/Students</td>
<td></td>
</tr>
<tr>
<td>500041</td>
<td>Sessional &amp; Other Temp Staff</td>
<td></td>
</tr>
<tr>
<td>500042</td>
<td>Contract Acad Staff Teaching</td>
<td></td>
</tr>
<tr>
<td>500043</td>
<td>Trust/Research Academic Staff</td>
<td></td>
</tr>
<tr>
<td>500046</td>
<td>Other Academic Colleagues</td>
<td>Non Rostered</td>
</tr>
<tr>
<td>500048</td>
<td>Postdoctoral Fellows</td>
<td></td>
</tr>
<tr>
<td>500061</td>
<td>Graduate Salaries</td>
<td></td>
</tr>
</tbody>
</table>