PlanUW Processes

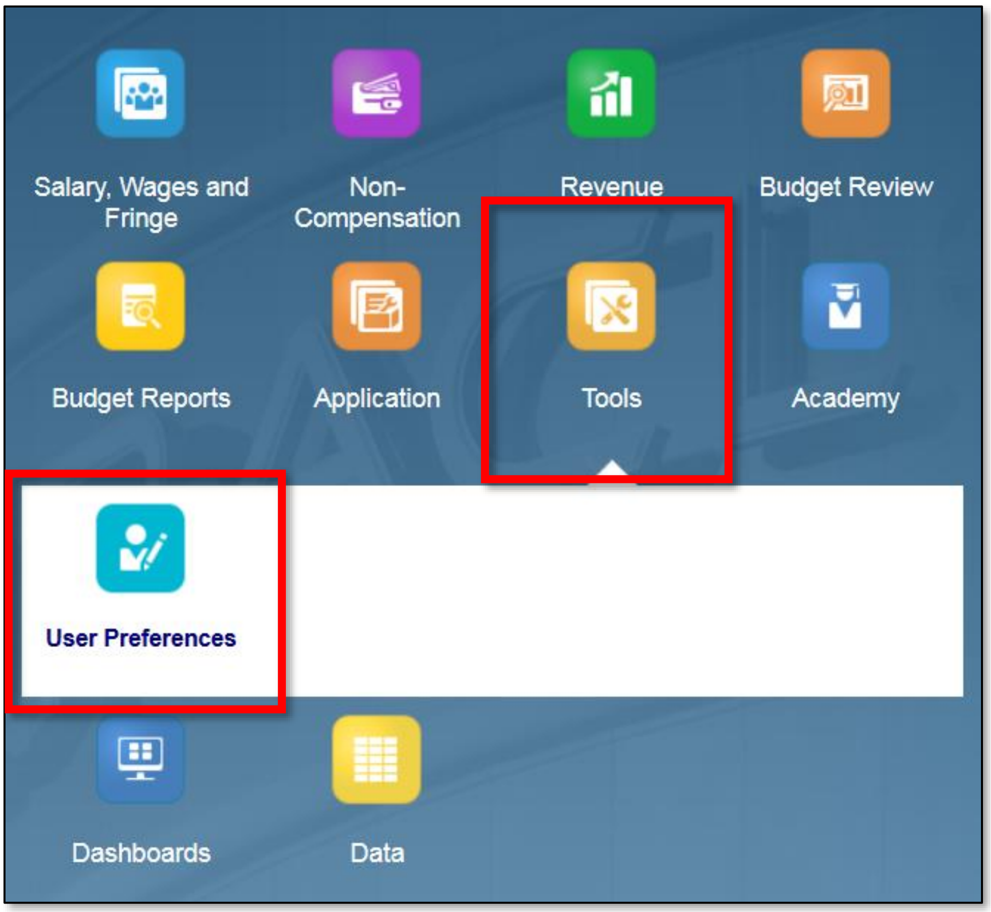
QUICK REFERENCE GUIDE

Contents

Revision History

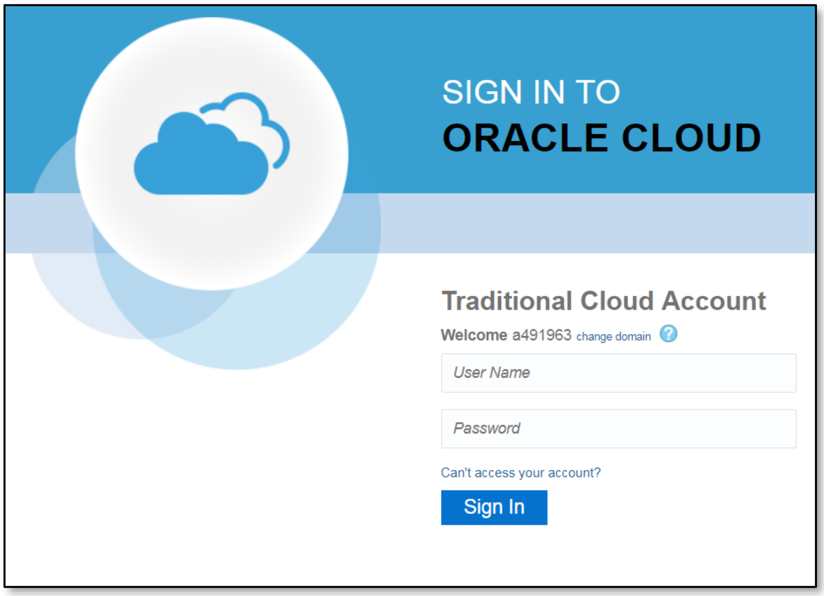
Version	Key Revisions	Modified By	Date
1.0	Initial Document Creation	Huron Consulting	2018
2.0	Added Forecast and PR Balance sections	Huron Consulting	08/28/2019
3.0	Removed Forecast and PR Balance sections	Jane Frankiewicz	11/5/20

Setting User Variables



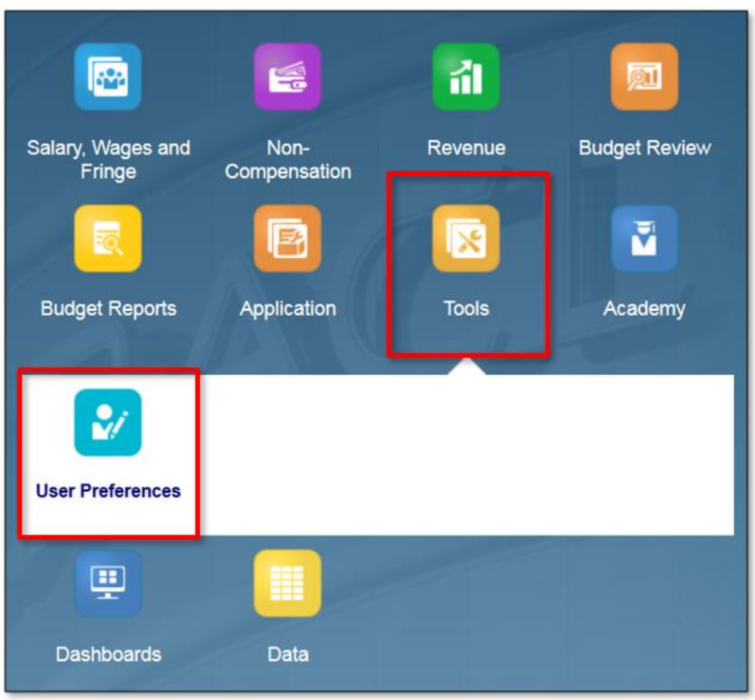
Step 1.

Login to PlanUW: http://



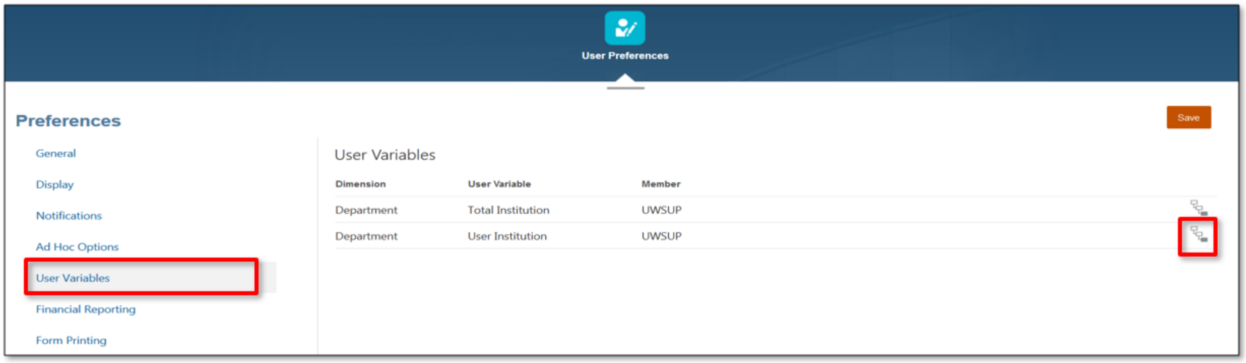
Step 2.

Once in the home page, click on **Tools>User Variables.**



Step 3.

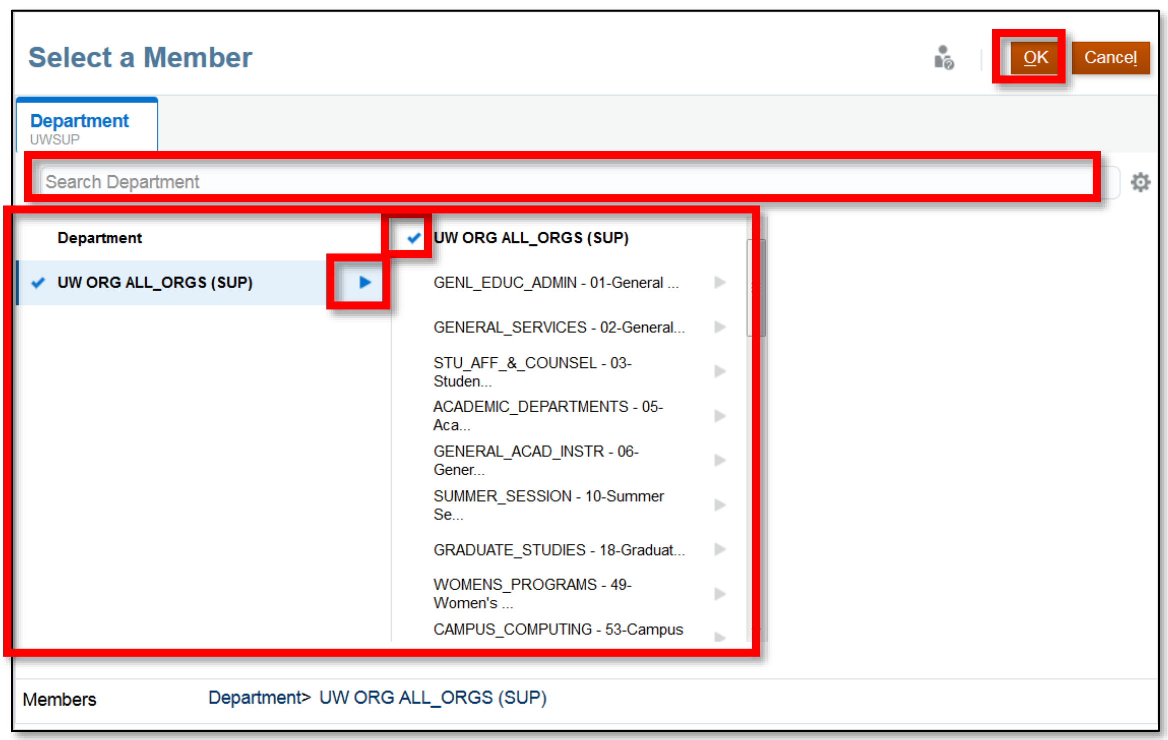
In the Variables page, click on the "**User Variables**" option first and then click on the **drop-down** link:



NOTE: ***When setting User Variables, you only need to select a member for the Organization dimension. Do not edit any of the other dimensions.***

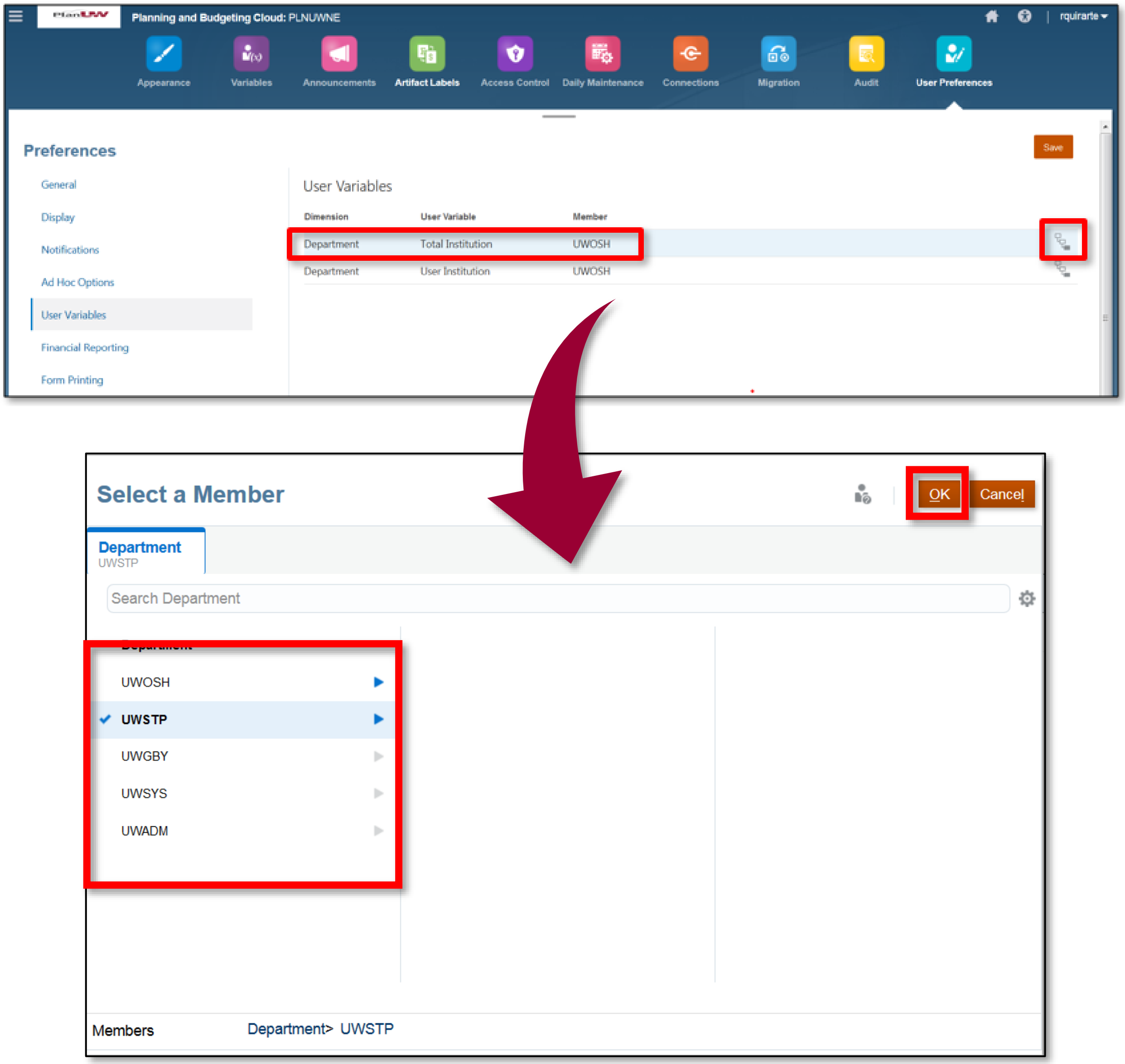
Step 4.

Members can be selected in two ways from the Member Selection window: Through the **Search Bar**, or by selecting **Hierarchies**. Click **OK** to save.



Step 5. – FOR POWER USERS ONLY

To set variables at Total Institution level, follow the same steps described in this section by selecting the Institution at the higher level.



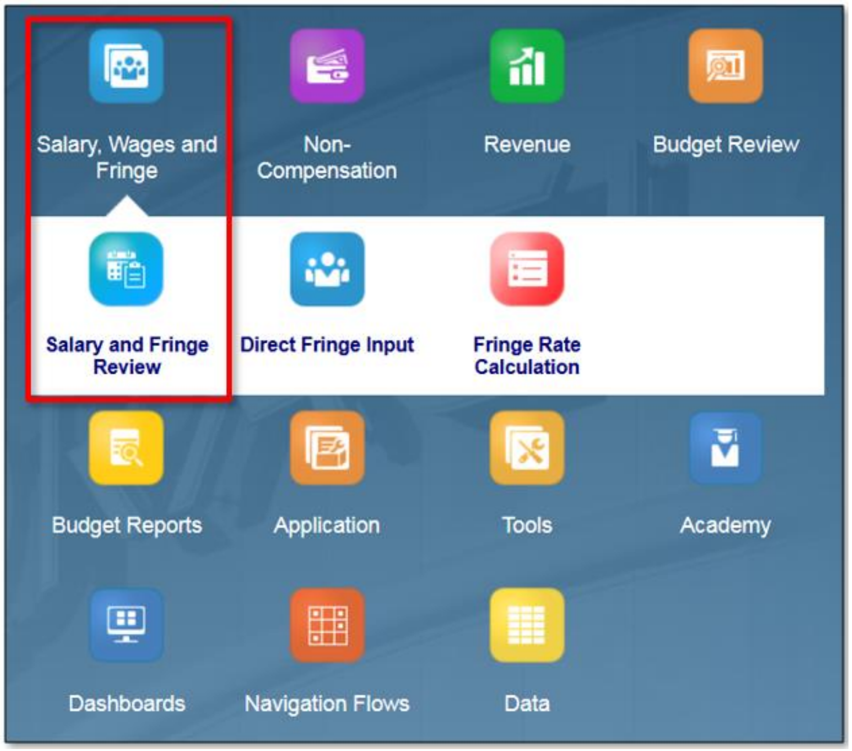
Completing Budgeting Tasks in PlanUW Section

- ✓ Reviewing Salary Data
- ✓ Input Fringe Rates
- ✓ Calculating Fringe Using Rates Review
- ✓ Input Fringe Data
- ✓ Reviewing Fringe Data
- ✓ Input Non-Comp Data
- ✓ Reviewing Non-Comp Data
- ✓ Input Revenue Data

Salary & Wage Review

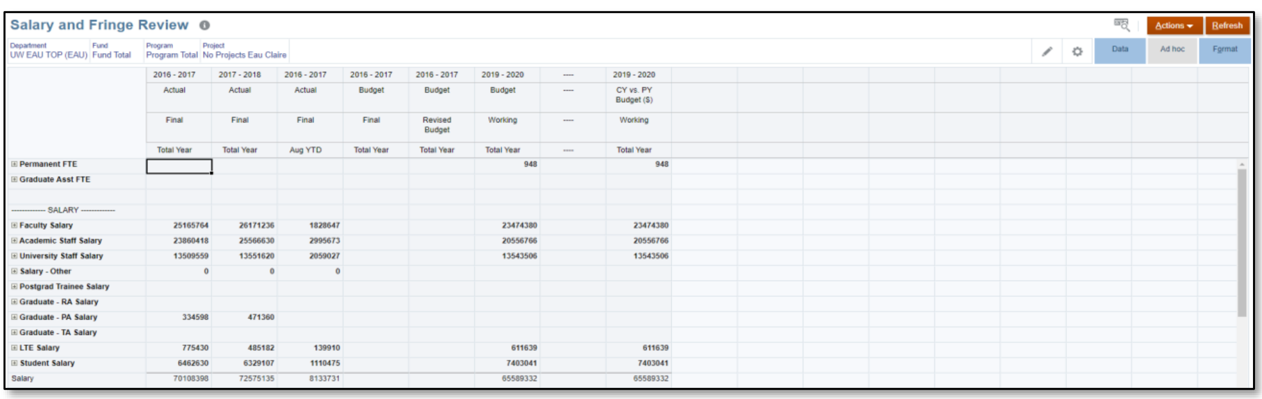
Step 1.

Start by clicking on the **Salary, Wages and Fringe** cluster. Then click on the **Salary and Fringe Review:**



Step 2.

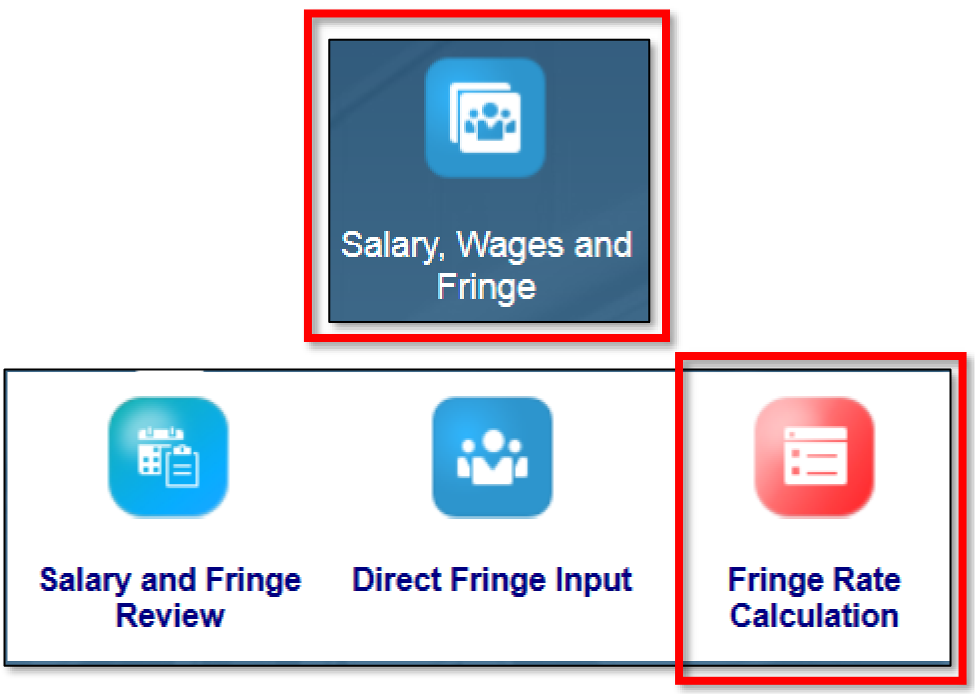
The form should appear containing the data needed.



	2016 - 2017	2017 - 2018	2016 - 2017	2016 - 2017	2016 - 2017	2019 - 2020	----	2019 - 2020
	Actual	Actual	Actual	Budget	Budget	Budget	----	CY vs. PY Budget ($)
	Final	Final	Final	Final	Revised Budget	Working	----	Working
	Total Year	Total Year	Aug YTD	Total Year	Total Year	Total Year	----	Total Year
Permanent FTE						948		948
Graduate Asst FTE								
------------- SALARY -------------								
Faculty Salary	25165764	26171236	1828647			23474380		23474380
Academic Staff Salary	23860418	25566630	2995673			20556766		20556766
University Staff Salary	13509559	13551620	2059027			13543506		13543506
Salary - Other	0	0	0					
Postgrad Trainee Salary								
Graduate - RA Salary								
Graduate - PA Salary	334598	471360						
Graduate - TA Salary								
LTE Salary	775430	485182	139910			611639		611639
Student Salary	6462630	6329107	1110475			7403041		7403041
Salary	70108398	72575135	8133731			65589332		65589332

NOTE: ***Remember that you are able to change the POV by clicking on the DEPARTMENT TOTAL, FUND TOTAL, PROGRAM TOTAL, and NO PROJECT links and selecting the appropriate information.***

Input Fringe Rates



Before Starting

A few things to consider before beginning the process of **Inputting Fringe Rates**:

- Campuses in the WEST, SO, and NE regions must set user variables. *This excludes the Madison and Milwaukee campuses*.
- Power and ADMIN Users must **set and push Global Rates** before starting the input process.
- The Calculating Fringe Using Rates process can be accomplished by following two options:
    - By entering and reviewing data by **Individual Staff Position Form**
    - By entering and reviewing data by **All Staff Position Form**
        - *Both options follow the same steps in the process.*

Step 1. SETTING AND PUSHING GLOBAL RATES – POWER USERS ONLY

Power Users should notice that the input part of the form will be blank and ready for input when the form is accessed after setting user variables.

Global Fringe Rate Input

Years	Scenario	Version
2019 - 2020	Budget	Input

	Faculty/Academic Fringe Rate	University Staff Fringe Rate	LTE Fringe Rate	GA Fringe Rate	Student Fringe Rate
No Fund					
---- ADJUST FUND RATES BY STAFF TYPE BELOW ----					
131 - Academic Student Fees					
189 - Extension Student Fees					
231 - Acad Stu Fees Carryforward Contributions					
128 - Auxiliary Enterprises					
228 - Auxiliary Enterprises - Capital Projects					

Step 2.

Enter the desired Fringe Rates by Staff Type.

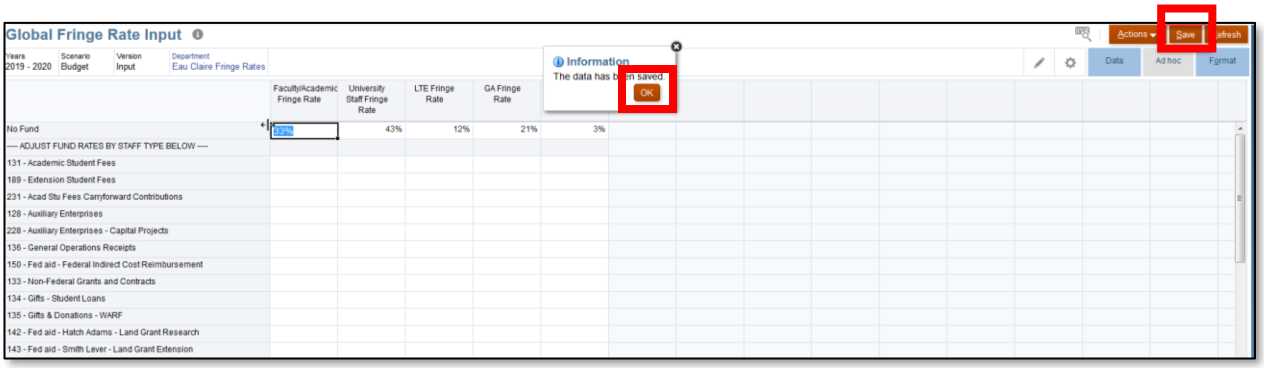
Global Fringe Rate Input

Years	Scenario	Version	Department
2019 - 2020	Budget	Input	Eau Claire Fringe Rates

	Faculty/Academic Fringe Rate	University Staff Fringe Rate	LTE Fringe Rate	GA Fringe Rate	Student Fringe Rate
No Fund	33%	43%	12%	21%	3%
---- ADJUST FUND RATES BY STAFF TYPE BELOW ----					
131 - Academic Student Fees					
189 - Extension Student Fees					
231 - Acad Stu Fees Carryforward Contributions					

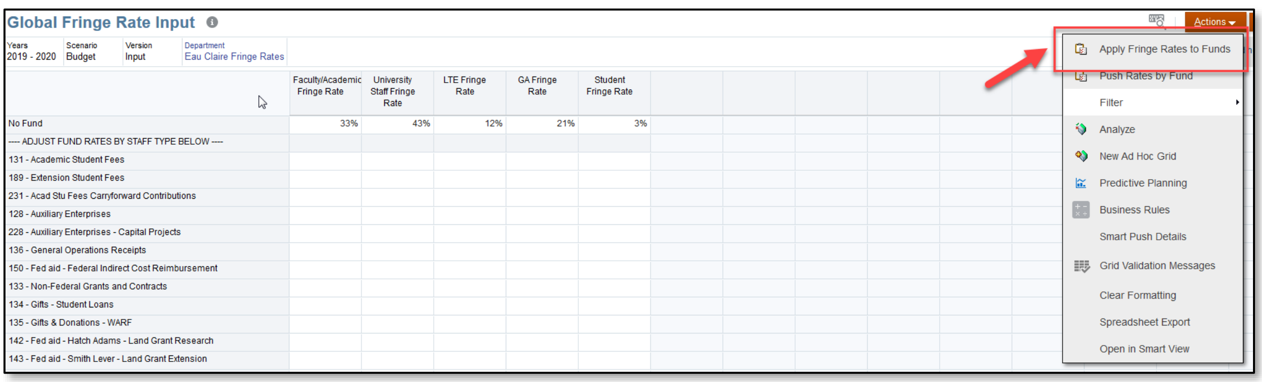
Step 3.

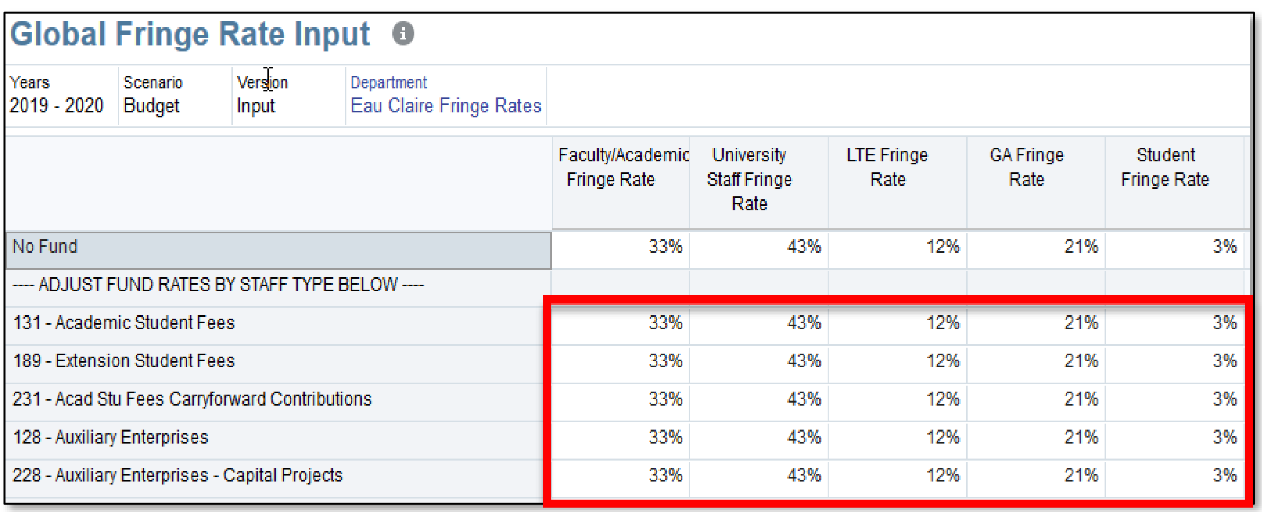
Click **SAVE** and click **OK** when the confirmation pop up window appears.



Step 4.

From the Actions drop down, select the **Apply Fringe Rates to Funds** option. This will populate all the rates for all funds and staff types.

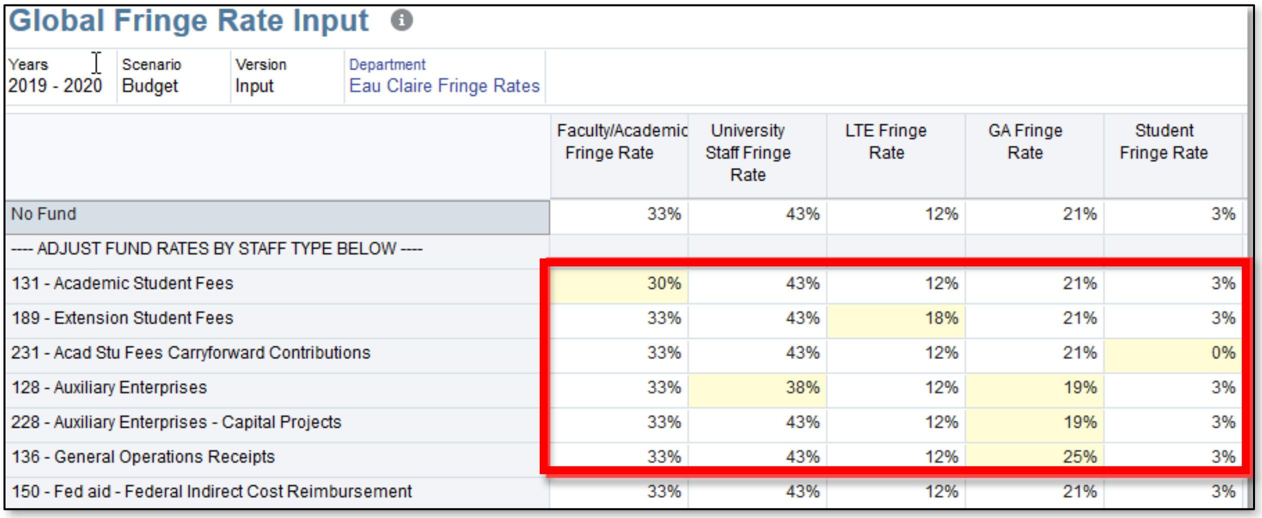




	Faculty/Academic Fringe Rate	University Staff Fringe Rate	LTE Fringe Rate	GA Fringe Rate	Student Fringe Rate
No Fund	33%	43%	12%	21%	3%
---- ADJUST FUND RATES BY STAFF TYPE BELOW ----					
131 - Academic Student Fees	33%	43%	12%	21%	3%
189 - Extension Student Fees	33%	43%	12%	21%	3%
231 - Acad Stu Fees Carryforward Contributions	33%	43%	12%	21%	3%
128 - Auxiliary Enterprises	33%	43%	12%	21%	3%
228 - Auxiliary Enterprises - Capital Projects	33%	43%	12%	21%	3%

Step 5. CONTINUE TO CHANGE FRINGE RATES BY FUND IF NEEDED

To change Fringe rates by specific funds, click on the populates rates and update to the desired rate. This will mark the cell yellow to indicate that a change has been made and it is **not saved yet.**



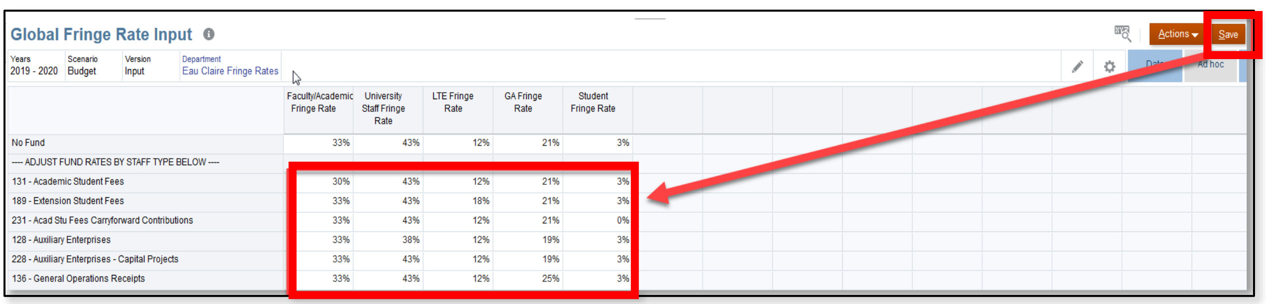
Global Fringe Rate Input

Years: 2019 - 2020 | Scenario: Budget | Version: Input | Department: Eau Claire Fringe Rates

	Faculty/Academic Fringe Rate	University Staff Fringe Rate	LTE Fringe Rate	GA Fringe Rate	Student Fringe Rate
No Fund	33%	43%	12%	21%	3%
---- ADJUST FUND RATES BY STAFF TYPE BELOW ----					
131 - Academic Student Fees	30%	43%	12%	21%	3%
189 - Extension Student Fees	33%	43%	18%	21%	3%
231 - Acad Stu Fees Carryforward Contributions	33%	43%	12%	21%	0%
128 - Auxiliary Enterprises	33%	38%	12%	19%	3%
228 - Auxiliary Enterprises - Capital Projects	33%	43%	12%	19%	3%
136 - General Operations Receipts	33%	43%	12%	25%	3%
150 - Fed aid - Federal Indirect Cost Reimbursement	33%	43%	12%	21%	3%

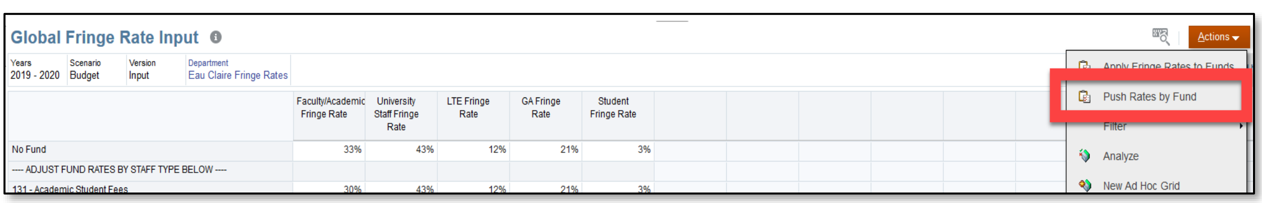
Step 6.

Click on SAVE to save the changes made. Remember that this will turn the cells from yellow to white indicating that the changes have been made.



Step 7.

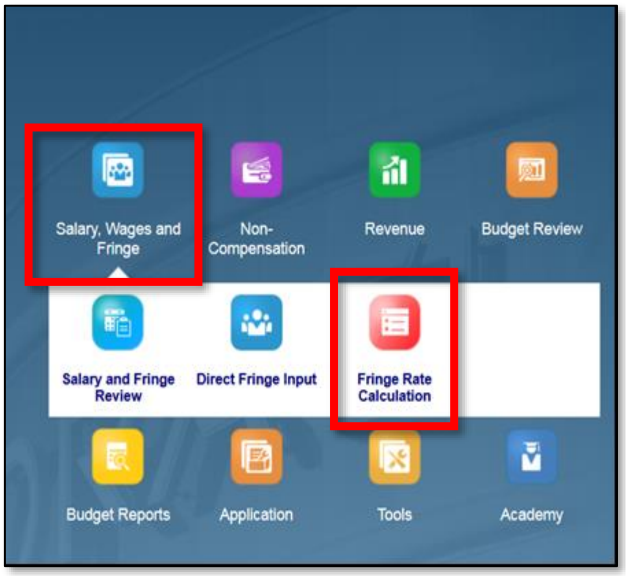
Finalize by selecting **Actions** and **Push Rates by Fund.**



Fringe Input Rates Process

Step 1.

From the **Home** page, click on the **Salary, Wages, and Fringe** cluster, and click on the **Fringe Rate Calculation** option.

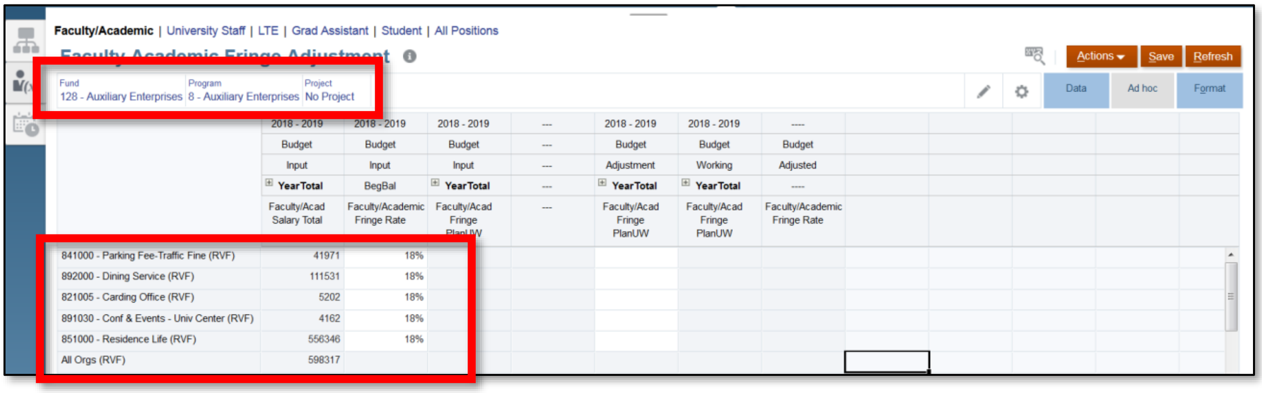


Step 2.

Navigate to the **Fringe Rate Adj and Review** vertical tab and ensure that the form is in the **Faculty/Academic** form.

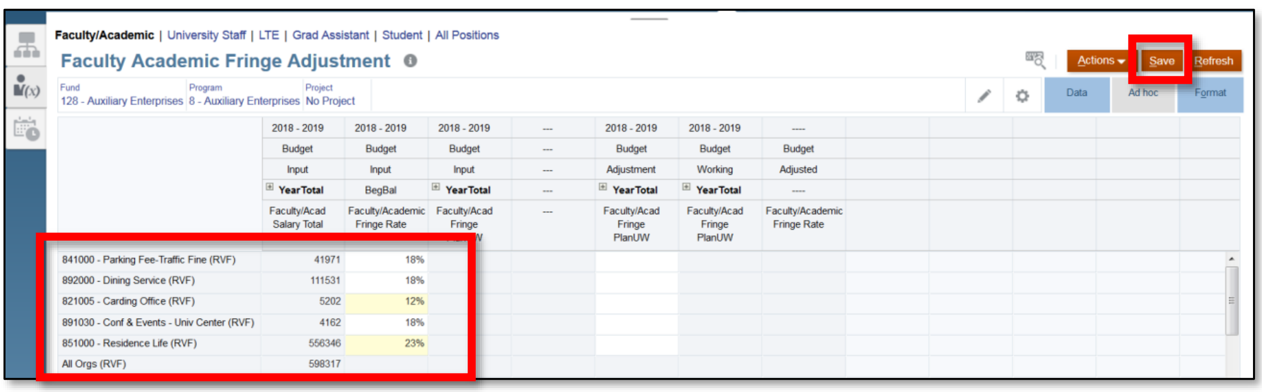
Step 3.

To begin, enter the desired Fund, Program, and Project if needed and ensure it is displayed before continuing.



Step 4.

Enter the rate in the appropriate department by **using decimal points for percentage**. Once done, click **SAVE** and **OK** in the pop up.



Step 5. TO REVIEW FRINGE USING RATES CALCULATION

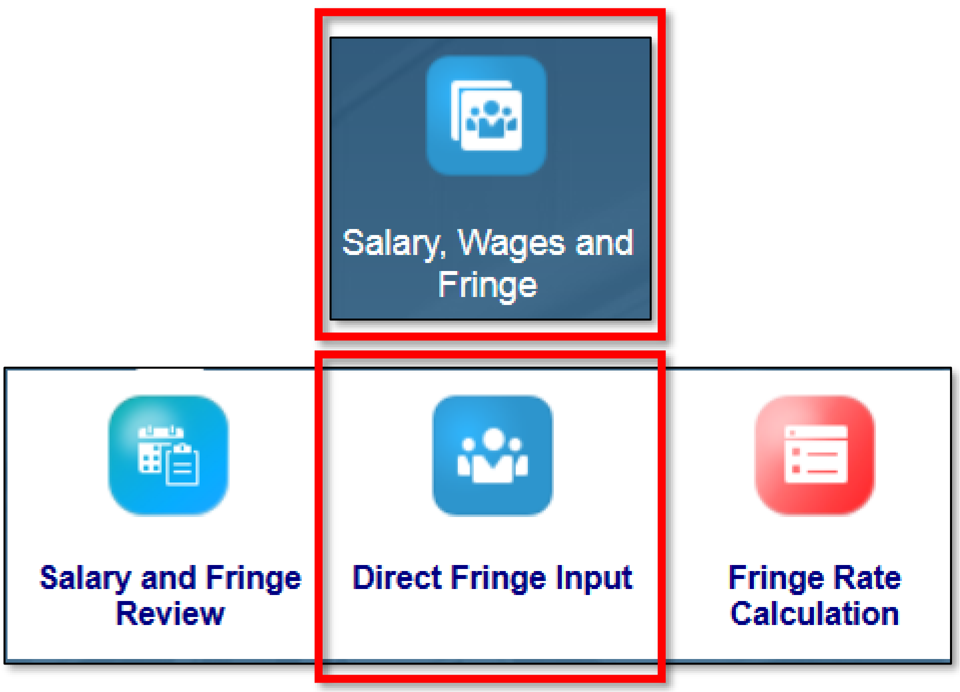
Continue to click on the "**Consolidated Review**" vertical tab. Validate that the Fringe amounts calculated are correct (Below is only an example)

Consolidated Review Yearly Trend

Department	Fund	Project
UW EAU TOP (EAU)	131 - Academic Student Fees	No Projects Eau Claire

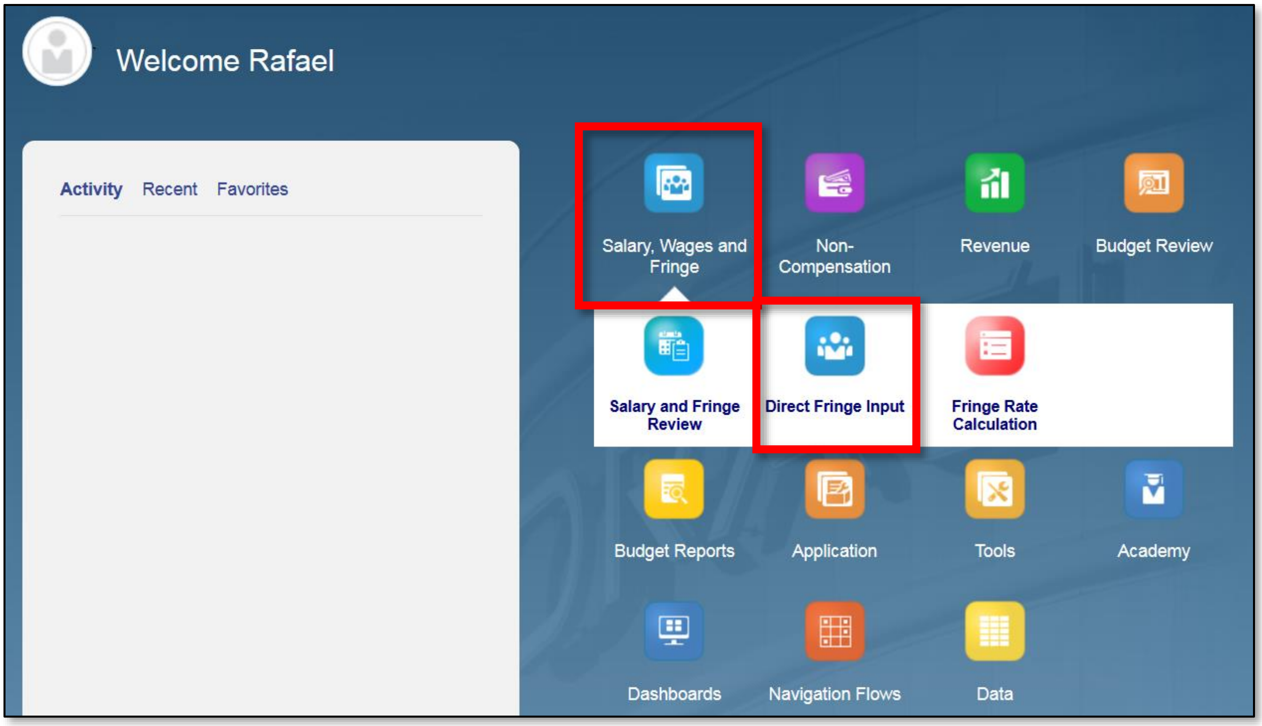
		2016 - 2017	2017 - 2018	2018 - 2019	2018 - 2019	2018 - 2019	2019 - 2020		2019 - 2020
		Actual	Actual	Actual	Budget	Budget	Budget		CY vs. PY Budget ($)
		Final	Final	Final	Final	Revised Budget	Working		Working
		Total Year	Total Year	Aug YTD	Total Year	Total Year	Total Year		Total Year
Program Total	⊞ **Revenue**	**73,300,582**	**74,189,120**	**4,509,840**					
Program Total	⊞ **Permanent FTE**						**41**		**41**
	⊞ **Graduate Asst FTE**								
Program Total	⊞ **Salary**	**5,352,640**	**5,307,325**	**1,455,433**	**3,622,150**	**3,622,150**	**3,109,782**		**(512,368)**
	⊞ **Fringe**	**1,663,545**	**1,678,406**	**404,501**	**1,447,881**	**1,447,881**	**36,651**		**(1,411,230)**
Program Total	Salary, Wages & Fringe	7,016,184	6,985,731	1,859,935	5,070,031	5,070,031	[illegible]		(1,923,598)
Program Total	⊞ **Supplies and Expense**	**1,116,800**	**1,014,828**	**123,380**	**604,055**	**604,055**			**(604,055)**
	⊞ **Capital Expense**	**53,750**	**2,188**						
	⊞ **Aid to Individuals & Organizations**	**3,126,236**	**3,114,358**	**2,818**	**3,438,720**	**3,438,720**			**(3,438,720)**
	⊞ **Special Purpose**								
	⊞ **Debt Service**								
	⊞ **Sales Credits**								
Program Total	Non Salary & Wages	4,296,787	4,131,374	126,198	4,042,775	4,042,775			(4,042,775)

Input Fringe Data



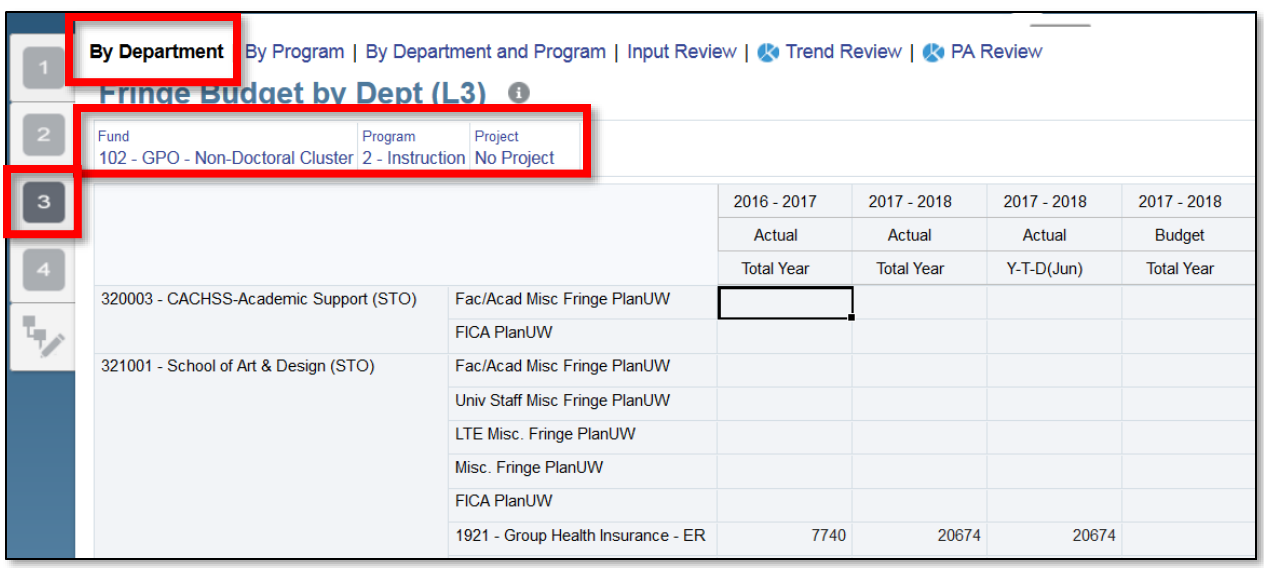
Step 1.

To begin, click on the **Salary, Wages, and Fringes** cluster. Then, click on the **Direct Fringe Input** tile.



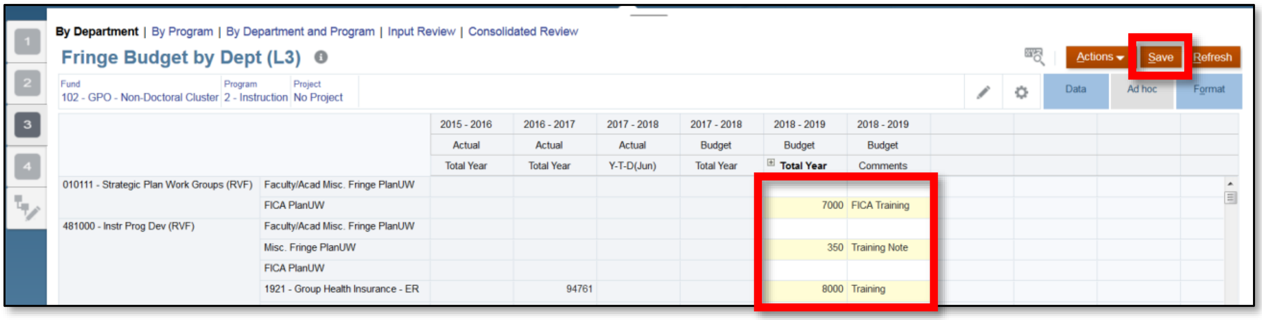
Step 2.

To begin, the form should automatically populate in **By Department.** This example will input at **Level 3 (the User can input at all levels, however).** Check the POV and update accordingly if needed.



Step 3.

Enter the data in the Total Year column and use the Comments column if needed. Click SAVE once done and OK on the pop up.



Inserting Wedges

What is a Wedge?

Wedges (Open Budget Accounts Menu) are inserted when an account intersection does not have prior years of actuals. A wedge is inserted to allow users to budget for that intersection.

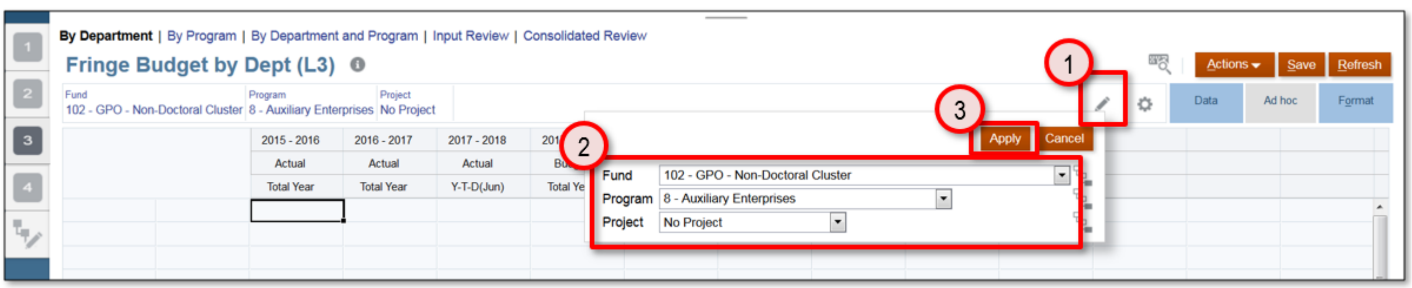
- An example of this is when a new department is created. Because new departments do not have any prior year actual data and will not show up on a form, a wedge is inserted with already existing department information.

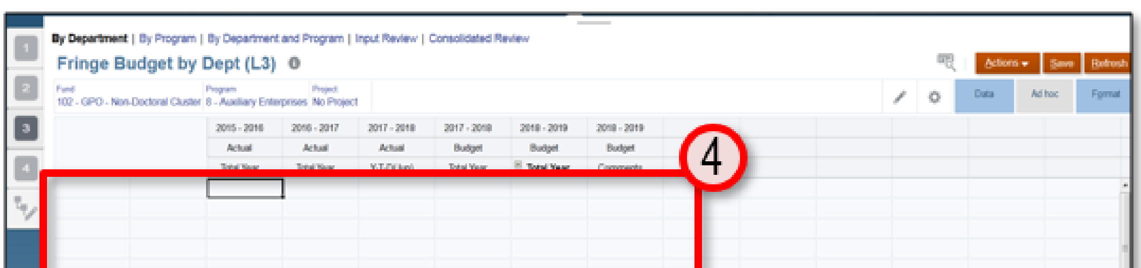
- Inserting a wedge (or Opening Budget Accounts) opens accounts to be budgeted to.

Step 1.

To insert a wedge:

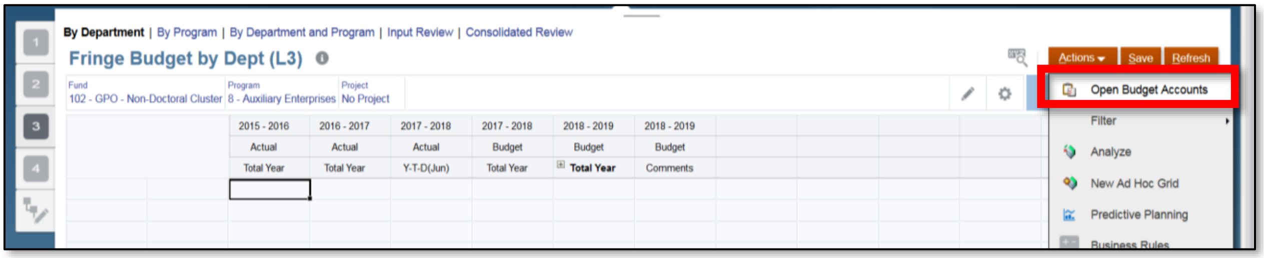
1. Click on the Pencil icon (Edit)
2. Select a fund that had no prior year actuals data.
3. Click on Apply.
4. Remember that no prior year data exists. Because of this, no data will be displayed.

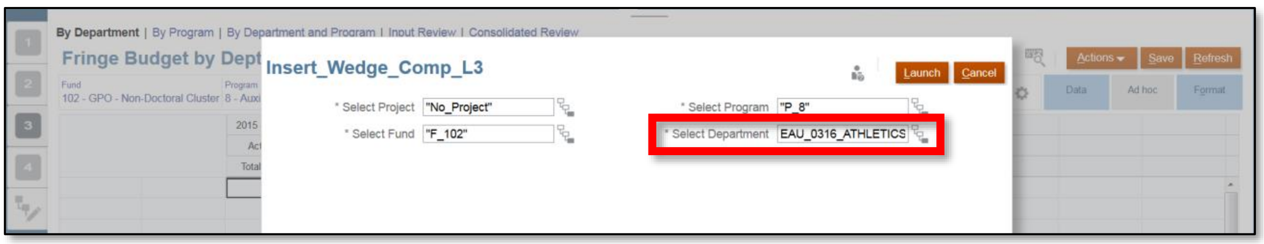




Step 2.

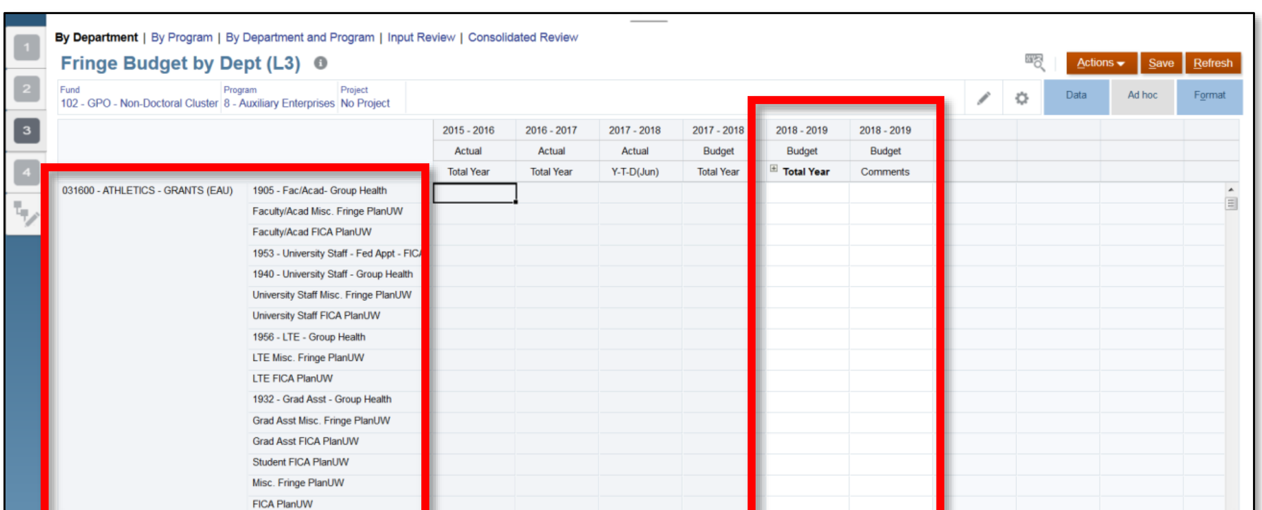
1. Under the **Actions** drop down, click on **Open Budget Accounts** and enter the Department to budget to using the metadata dropdown. Then, click **Launch.**





Step 3.

The Department selected on step 2 of the previous slide should now appear along with a column for all Level 3 Accounts. The user now can enter data in the Total Year and Comments columns and continue to click Save when done.

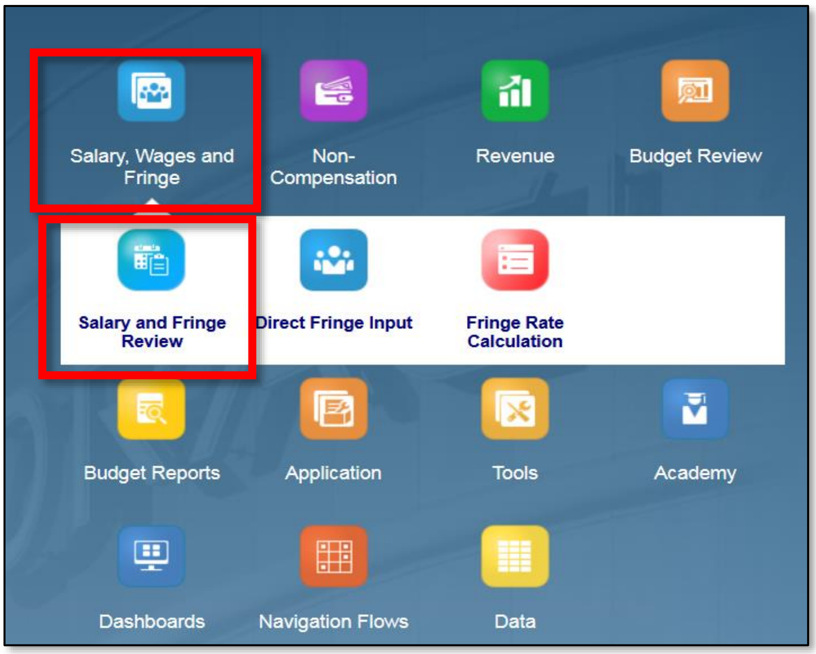


Please continue to the ANNEX section (Page 95) for further options on inserting wedges.

Reviewing Fringe Data

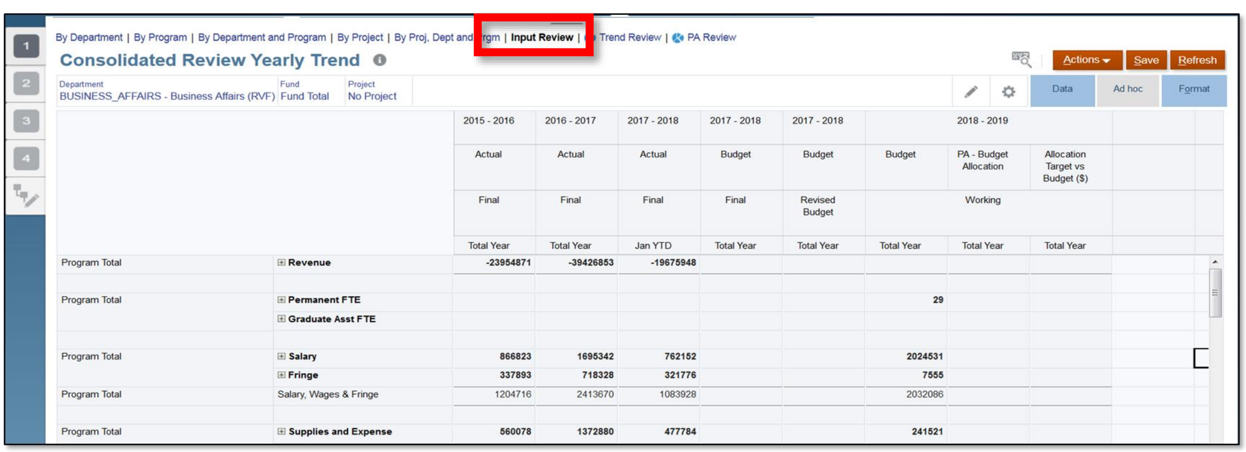
Step 1.

To begin the fringe data review process, Click the **Salary, Wages and Fringe** cluster and Click on the **Salary and Fringe Review** to open the form

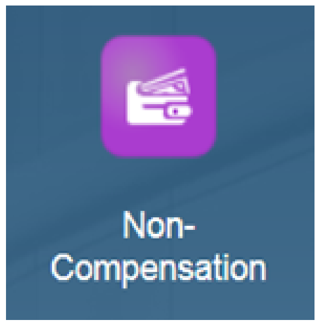


Step 2.

Select the **Input Review tab** to confirm that the Actual Data columns look correct, review previously entered data in Fringe Input Data process and review rolled up data and validate it is correct.

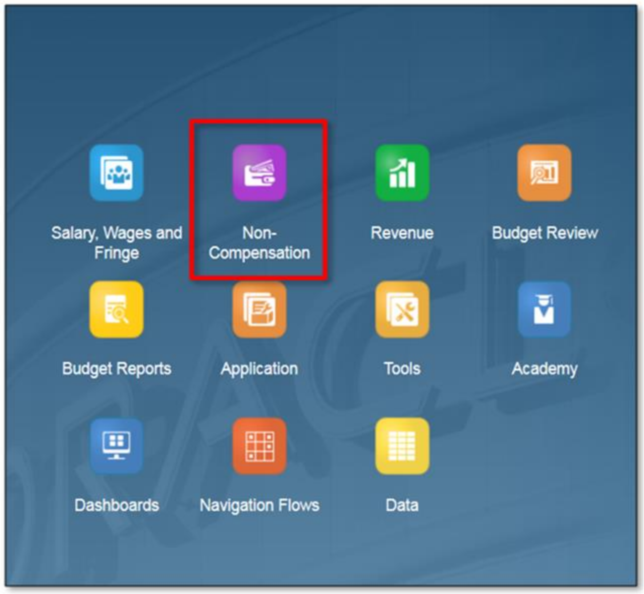


Input Non-Compensation Data



A few things to consider before beginning the Non Compensation Input process:

- **This input process can take place at all three levels.**
- **At all three levels, the input process can take place by:**
  - **By Department**
  - **By Program**
  - **By Department & Program**
  - **By Project**
  - **By Project, Department & Program (Madison only)**
  - **This guide will cover the Non-Compensation Input process at Level 1 and it will cover it By Department, By Program, By Department & Program, By Project and By Project, Department & Program. This will be followed by an Input Review section.**



Step 1.

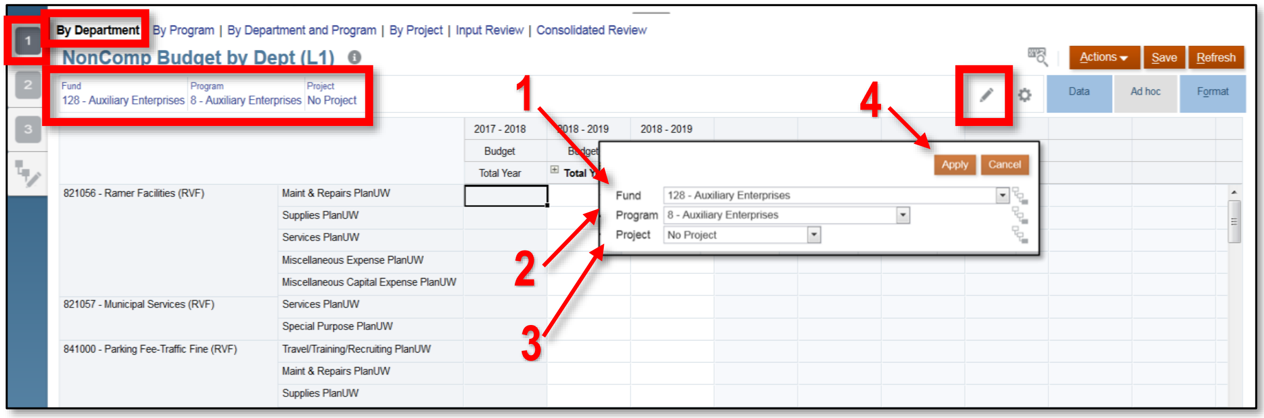
To begin the Non-Compensation tile to open the spreadsheet.

Step 2. Non Comp Input Process – [L1] – By Department

By default, the form will open on Level 1 and By Department. To edit, click on the Edit – Pencil button:

1. Select the **Fund**
2. **Program**
3. **Project** with prior year data.

4. Click on **Apply** once done



Step 3. Non Comp Input Process – [L1] – By Department

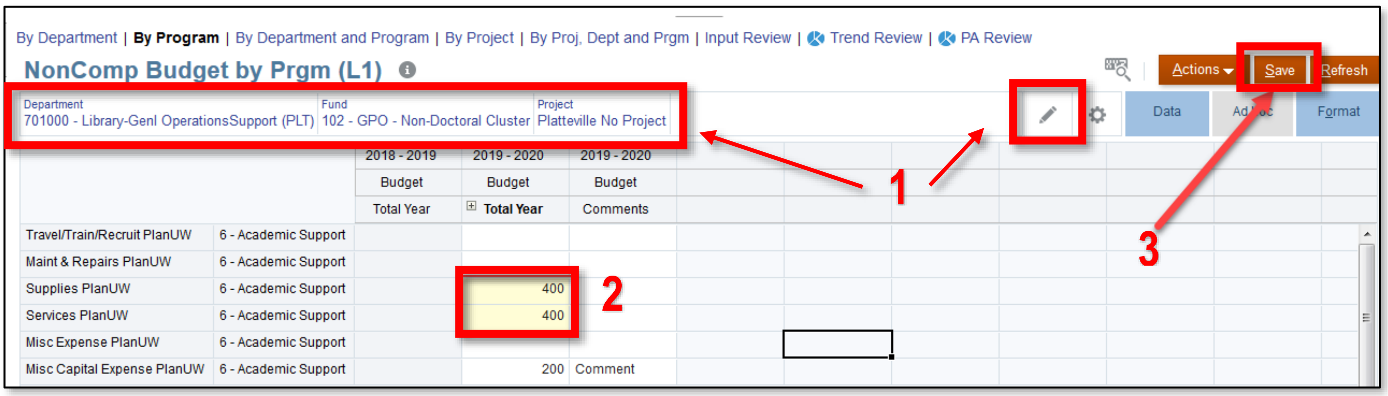
1. Ensure that the correct budget accounts are displayed.
2. Confirm that the current year (2017-2018) is **read-only** (Grey)
3. The **next fiscal year budget and comment columns** should be available for input. Enter data and comments, and click **Enter** once done. This should turn the cells **yellow**.
4. Click **Save** once done.

At this point, the user can continue to insert a wedge if needed. To insert a wedge, return to the INSERTING WEDGES section or click HERE.

Step 1. Non Comp Input Process – [L1] – By Program

The process of budgeting By Program follows the same steps than the process of budgeting By Department:

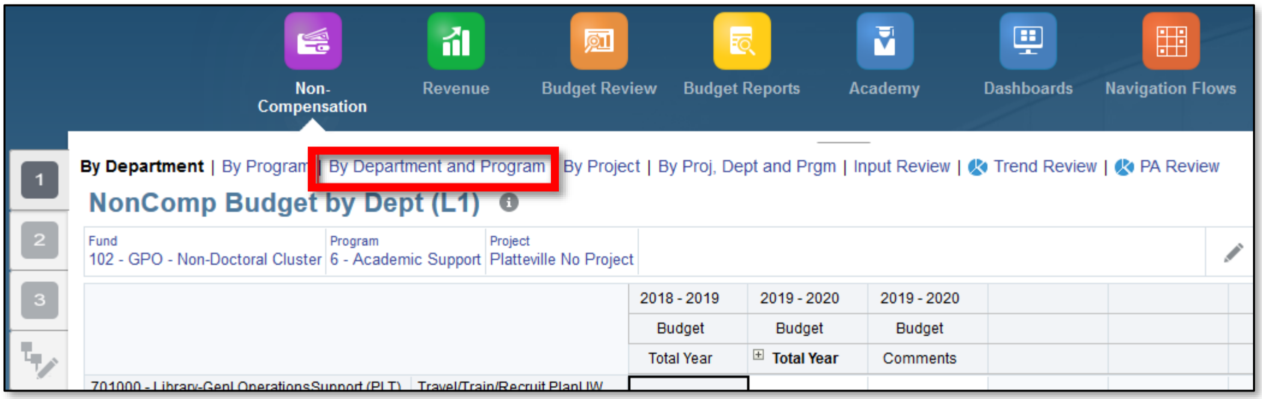
1. Select your appropriate Fund and Project using the Point of View Member Selection OR using the pencil.
2. Input Data into several Programs
3. Save Data



At this point, the user can continue to insert a wedge if needed. To insert a wedge, return to the INSERTING WEDGES section or click HERE.

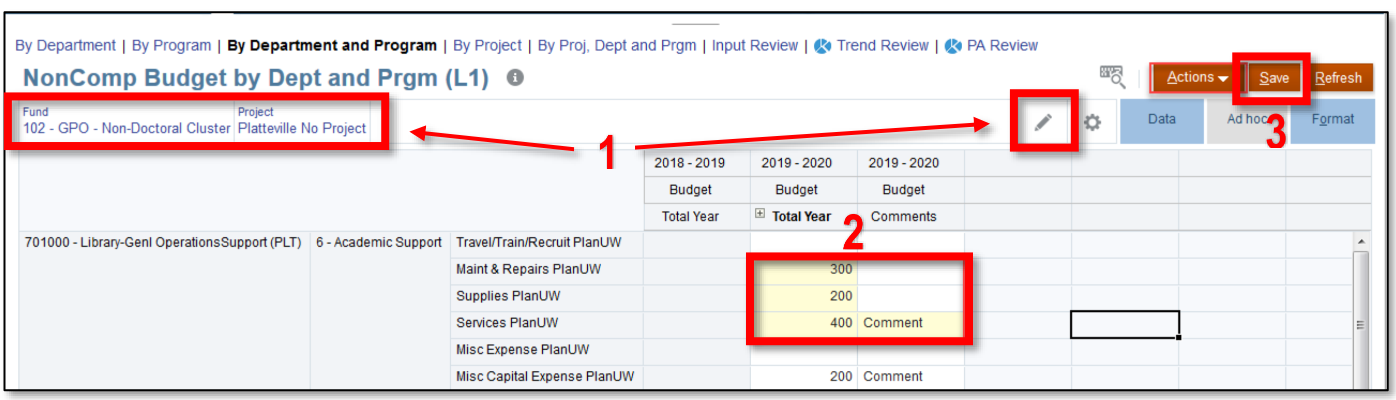
Step 1. Non Comp Input Process – [L1] – By Department & Program

To conduct a Non Comp Input By **Department and Program**, navigate to the By **Department and Program Form**



Step 2. Non Comp Input Process – [L1] – By Department & Program

1. 'Select your appropriate Fund and Project using the Point of View Member Selection OR using the pencil as demonstrated in previous steps.
2. 'Enter data into several Programs or Accounts
3. Click Save.

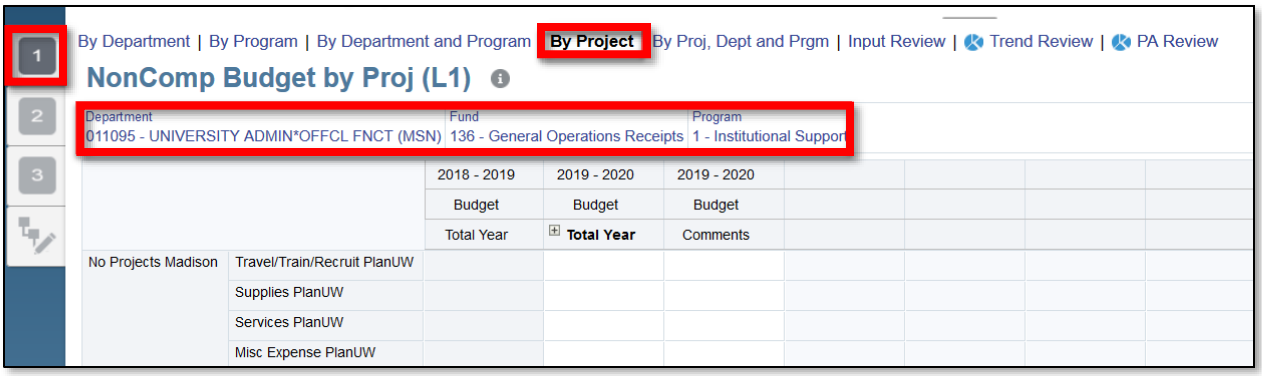


At this point, the user can continue to insert a wedge if needed. To insert a wedge, return to the INSERTING WEDGES section or click HERE.

Step 1. Non Comp Input Process – [L1] – By Project

All pods also have a form with Projects in the rows. To adjust the POV in this form:

1. Select the **Department** to adjust the member via the Member Selector.
2. Select the **Fund** to adjust the member via the Member Selector.
3. Select the **Program** to adjust the member via the Member Selector.



At this point, the user can continue to insert a wedge if needed. To insert a wedge, return to the INSERTING WEDGES section or click HERE.

Step 1. Non Comp Input Process – [L1] – By Proj, Dept and Prgm

In the Madison pod there is an addition form By Proj, Dept and Prgm to facilitate data entry. To adjust the POV for this form:

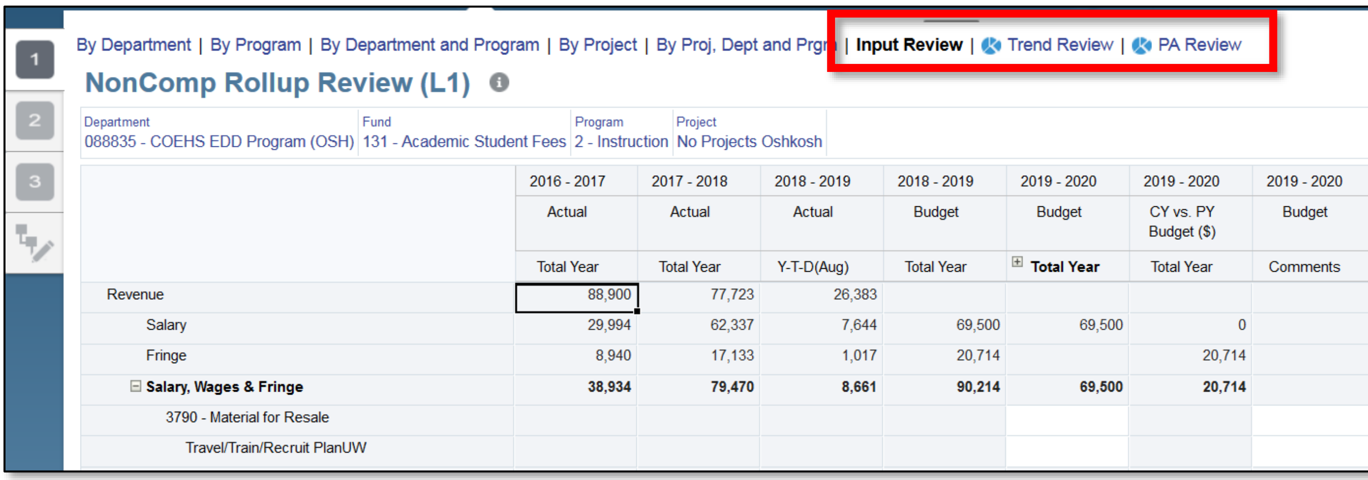
1. Select the **Fund** to adjust the member via the Member Selector.

At this point, the user can continue to insert a wedge if needed. To insert a wedge, return to the INSERTING WEDGES section or click HERE.

Reviewing Non-Compensation Data

The last three tabs offer the option to conduct reviews from different perspectives:

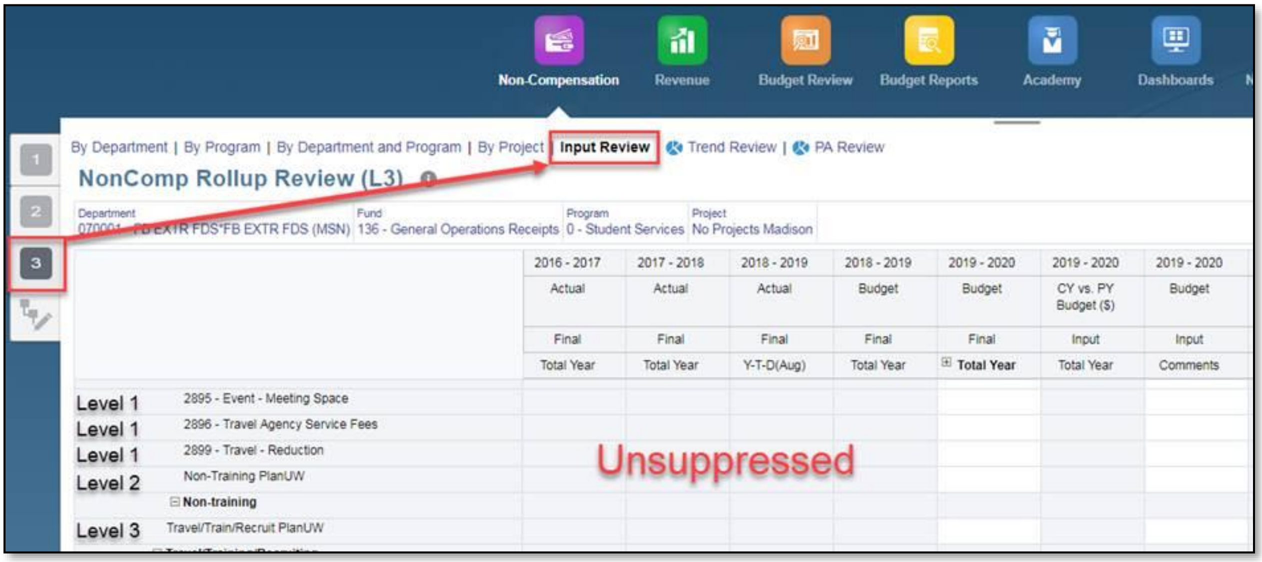
- **Input Review**
- **Trend Review**
- **PA Review level (Covered later in this QRG)**

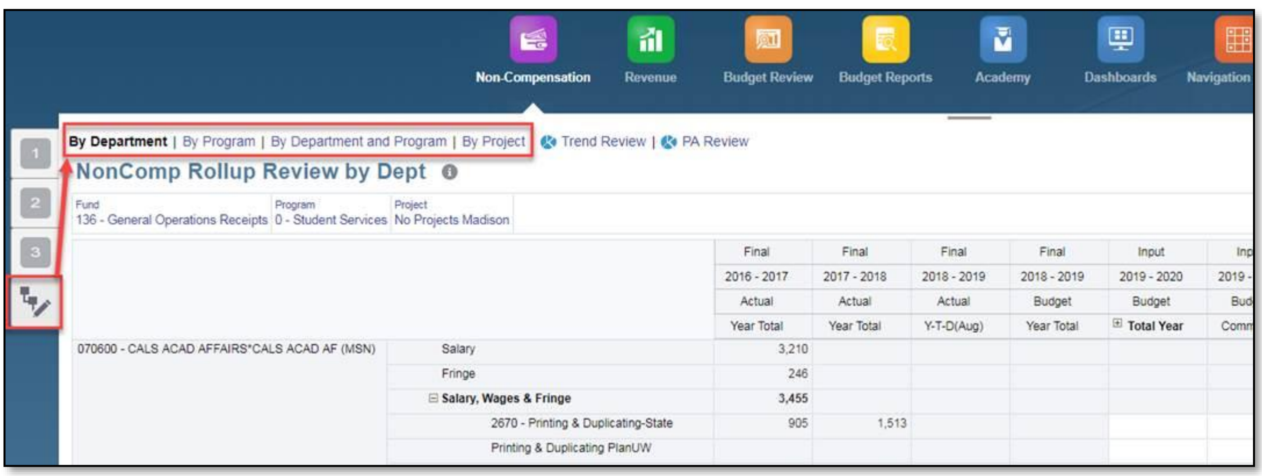


	2016 - 2017	2017 - 2018	2018 - 2019	2018 - 2019	2019 - 2020	2019 - 2020	2019 - 2020
	Actual	Actual	Actual	Budget	Budget	CY vs. PY Budget ($)	Budget
	Total Year	Total Year	Y-T-D(Aug)	Total Year	Total Year	Total Year	Comments
Revenue	88,900	77,723	26,383				
Salary	29,994	62,337	7,644	69,500	69,500	0	
Fringe	8,940	17,133	1,017	20,714		20,714	
Salary, Wages & Fringe	**38,934**	**79,470**	**8,661**	**90,214**	**69,500**	**20,714**	
3790 - Material for Resale							
Travel/Train/Recruit PlanUW							

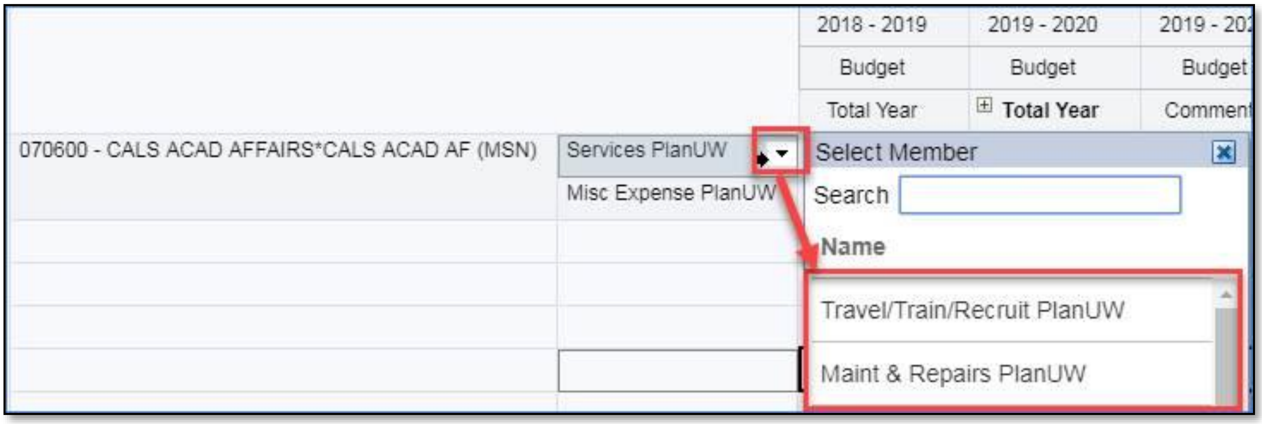
BEFORE CONTINUING - IMPORTANT

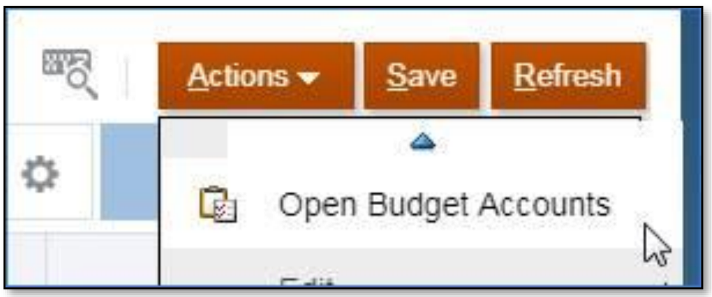
Remember that input forms for each level will be **unsuppressed for Input Review**. This means that input review forms at Level 1 **will just contain Level 1 accounts**. Level 2, however, **will have Level 1 and 2 accounts**, and Input Review form at Level 3 will contain **Level 1, 2 and 3 accounts.** HOWEVER, the input review forms in the last section will be **suppressed** to only show **areas that have been budgeted in or had actuals in the past.**





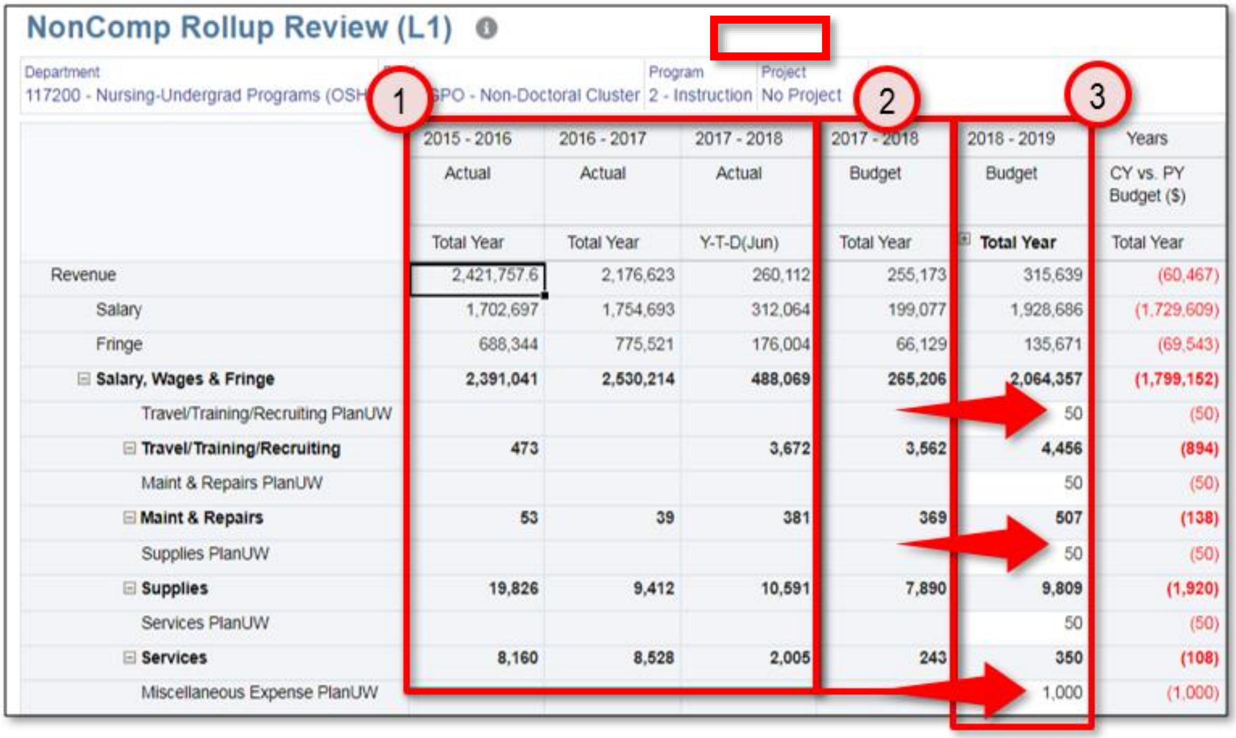
Unlike the other general input forms, Users will not be able to use the “account drop downs” or “Open Budget Accounts” in any of these forms.





Step 1. Input Review

1. Confirm the Actual numbers are correct
2. Confirm Prior year budget amount by Major Class
3. Locate your Data entered within the input forms to see how the data rolls up to the Major Class



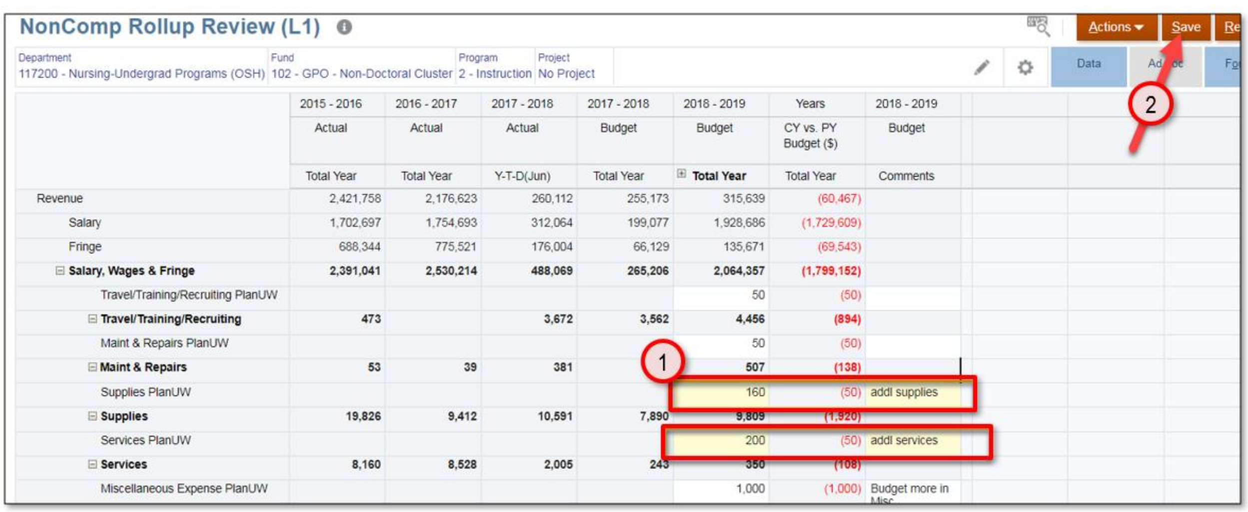
NonComp Rollup Review (L1)

Department: 117200 - Nursing-Undergrad Programs (OSH | GPO - Non-Doctoral Cluster | Program: 2 - Instruction | Project: No Project

	2015 - 2016	2016 - 2017	2017 - 2018	2017 - 2018	2018 - 2019	Years
	Actual	Actual	Actual	Budget	Budget	CY vs. PY Budget ($)
	Total Year	Total Year	Y-T-D(Jun)	Total Year	Total Year	Total Year
Revenue	2,421,757.6	2,176,623	260,112	255,173	315,639	(60,467)
Salary	1,702,697	1,754,693	312,064	199,077	1,928,686	(1,729,609)
Fringe	688,344	775,521	176,004	66,129	135,671	(69,543)
Salary, Wages & Fringe	**2,391,041**	**2,530,214**	**488,069**	**265,206**	**2,064,357**	**(1,799,152)**
Travel/Training/Recruiting PlanUW					50	(50)
Travel/Training/Recruiting	**473**		**3,672**	**3,562**	**4,456**	**(894)**
Maint & Repairs PlanUW					50	(50)
Maint & Repairs	**53**	**39**	**381**	**369**	**507**	**(138)**
Supplies PlanUW					50	(50)
Supplies	**19,826**	**9,412**	**10,591**	**7,890**	**9,809**	**(1,920)**
Services PlanUW					50	(50)
Services	**8,160**	**8,528**	**2,005**	**243**	**350**	**(108)**
Miscellaneous Expense PlanUW					1,000	(1,000)

Step 2.

Make changes to any data in an editable cell and continue to **Save**.



NonComp Rollup Review (L1)

Actions | Save | Re

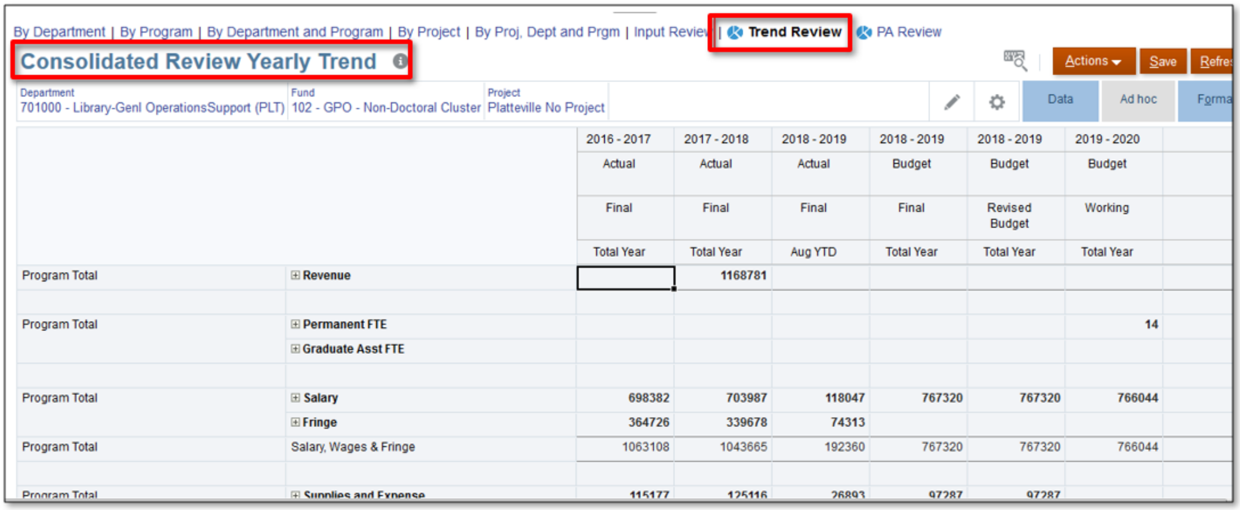
Department: 117200 - Nursing-Undergrad Programs (OSH) | Fund: 102 - GPO - Non-Doctoral Cluster | Program: 2 - Instruction | Project: No Project

Data | Ad hoc | Fo

	2015 - 2016	2016 - 2017	2017 - 2018	2017 - 2018	2018 - 2019	Years	2018 - 2019
	Actual	Actual	Actual	Budget	Budget	CY vs. PY Budget ($)	Budget
	Total Year	Total Year	Y-T-D(Jun)	Total Year	Total Year	Total Year	Comments
Revenue	2,421,758	2,176,623	260,112	255,173	315,639	(60,467)	
Salary	1,702,697	1,754,693	312,064	199,077	1,928,686	(1,729,609)	
Fringe	688,344	775,521	176,004	66,129	135,671	(69,543)	
Salary, Wages & Fringe	**2,391,041**	**2,530,214**	**488,069**	**265,206**	**2,064,357**	**(1,799,152)**	
Travel/Training/Recruiting PlanUW					50	(50)	
Travel/Training/Recruiting	**473**		**3,672**	**3,562**	**4,456**	**(894)**	
Maint & Repairs PlanUW					50	(50)	
Maint & Repairs	**53**	**39**	**381**		**507**	**(138)**	
Supplies PlanUW					160	(50)	addl supplies
Supplies	**19,826**	**9,412**	**10,591**	**7,890**	**9,809**	**(1,920)**	
Services PlanUW					200	(50)	addl services
Services	**8,160**	**8,528**	**2,005**	**243**	**350**	**(108)**	
Miscellaneous Expense PlanUW					1,000	(1,000)	Budget more in Misc

Step 3. Trend Review

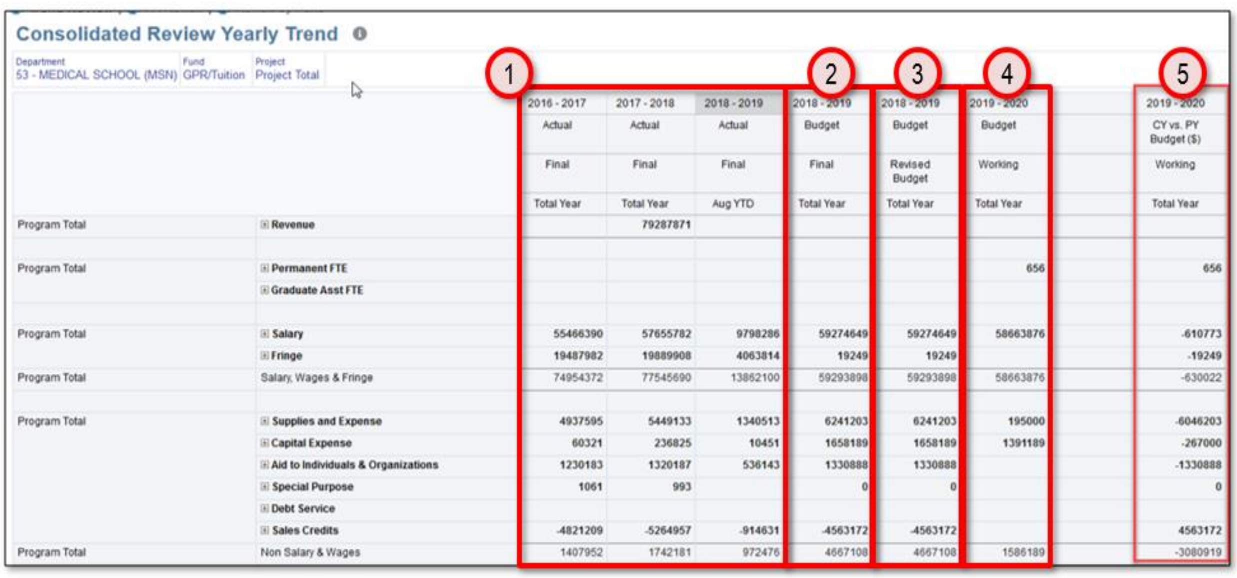
To conduct a **Trend Review**, once in the Consolidated Review tab, click on the **Trend Review** tab



		2016 - 2017 Actual Final Total Year	2017 - 2018 Actual Final Total Year	2018 - 2019 Actual Final Aug YTD	2018 - 2019 Budget Final Total Year	2018 - 2019 Budget Revised Budget Total Year	2019 - 2020 Budget Working Total Year
Program Total	Revenue		1168781				
Program Total	Permanent FTE						14
	Graduate Asst FTE						
Program Total	Salary	698382	703987	118047	767320	767320	766044
	Fringe	364726	339678	74313			
Program Total	Salary, Wages & Fringe	1063108	1043665	192360	767320	767320	766044
Program Total	Supplies and Expense	115177	125116	26893	97287	97287	

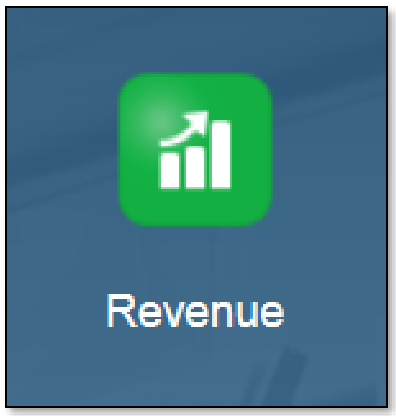
Step 4.

1. Review the Actual data.
2. View the current fiscal year's Redbook Budget
3. View the current fiscal year's Revised Budget
4. Validate the Budget entered from the input forms
5. Validate the Working vs. Redbook Budget Variance



		2016 - 2017 Actual Final Total Year	2017 - 2018 Actual Final Total Year	2018 - 2019 Actual Final Aug YTD	2018 - 2019 Budget Final Total Year	2018 - 2019 Budget Revised Budget Total Year	2019 - 2020 Budget Working Total Year	2019 - 2020 CY vs. PY Budget ($) Working Total Year
Program Total	Revenue		79287871					
Program Total	Permanent FTE						656	656
	Graduate Asst FTE							
Program Total	Salary	55466390	57655782	9798286	59274649	59274649	58663876	-610773
	Fringe	19487982	19889908	4063814	19249	19249		-19249
Program Total	Salary, Wages & Fringe	74954372	77545690	13862100	59293898	59293898	58663876	-630022
Program Total	Supplies and Expense	4937595	5449133	1340513	6241203	6241203	195000	-6046203
	Capital Expense	60321	236825	10451	1658189	1658189	1391189	-267000
	Aid to Individuals & Organizations	1230183	1320187	536143	1330888	1330888		-1330888
	Special Purpose	1061	993		0	0		0
	Debt Service							
	Sales Credits	-4821209	-5264957	-914631	-4563172	-4563172		4563172
Program Total	Non Salary & Wages	1407952	1742181	972476	4667108	4667108	1586189	-3080919

Input Revenue Data



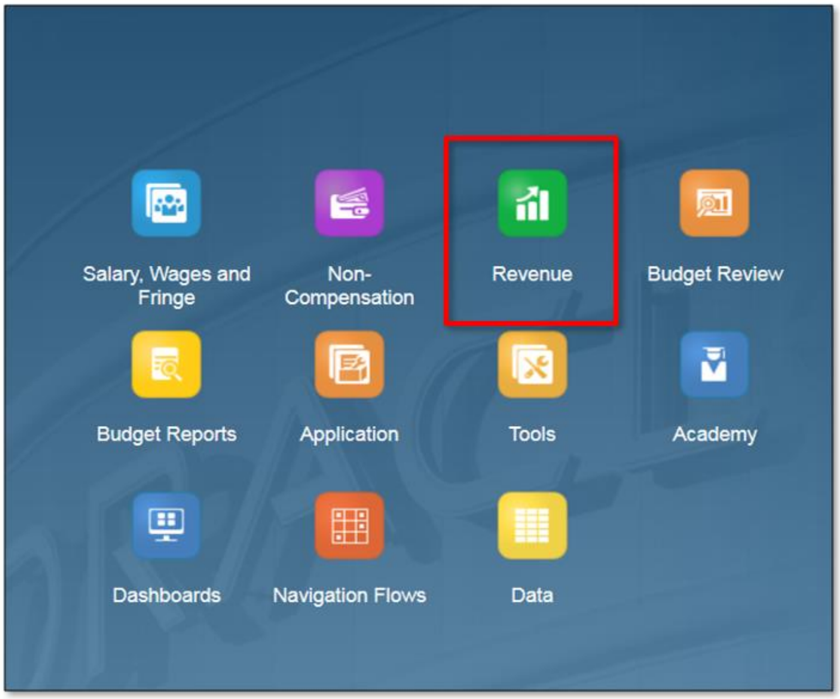
A few things to consider before beginning the Revenue Input process:

- **This input process can take place at all three levels.**
- **At all three levels, the input process can take place by:**
  - **By Department**
  - **By Program**
  - **By Department & Program**

This guide will cover the Revenue Input process at Level 1 and it will cover it By Department, By Program, and By Department & Program. This will be followed by an Input Review section

Step 1.

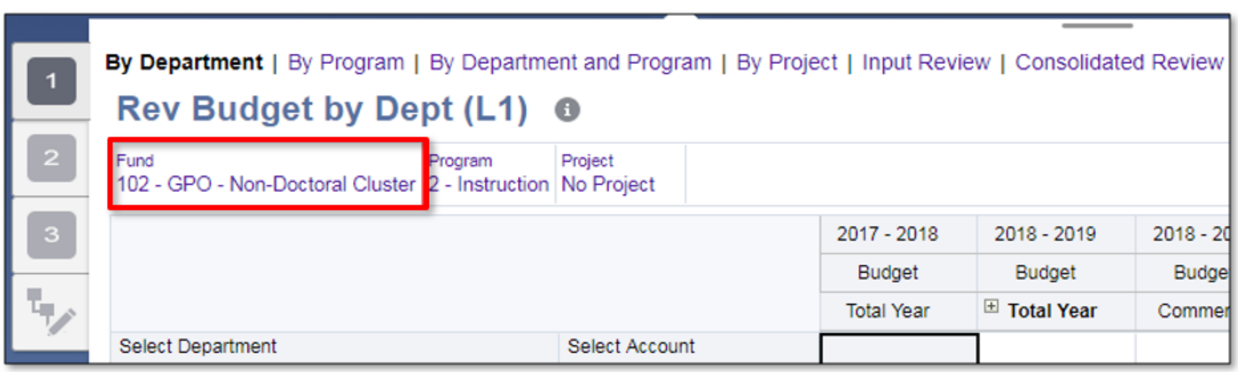
To begin the input process for Revenue click the **Revenue** tile to open the spreadsheet.



Step 2. By Department

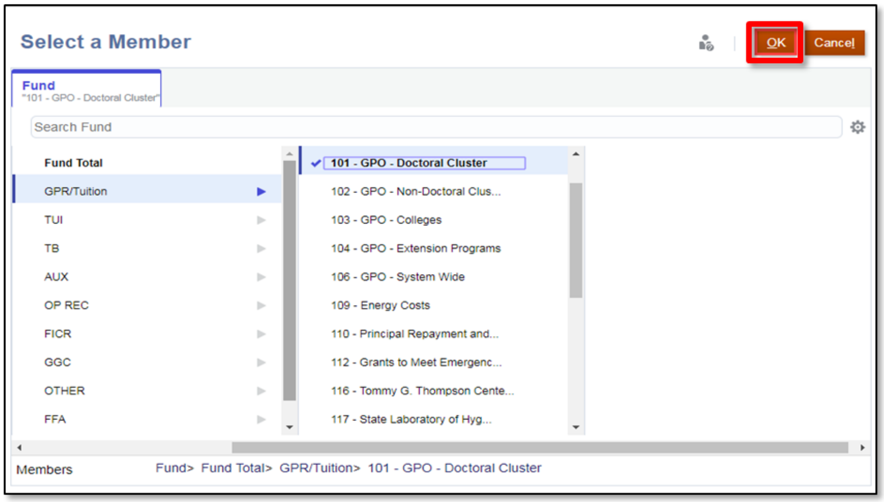
The form will automatically display data **By Department.** For this example, as in previous steps, select a Fund, Program, and Project that has prior year actual data.

NOTE: To update the Fund information, click on **Fund.** The options to update the fund are shown next

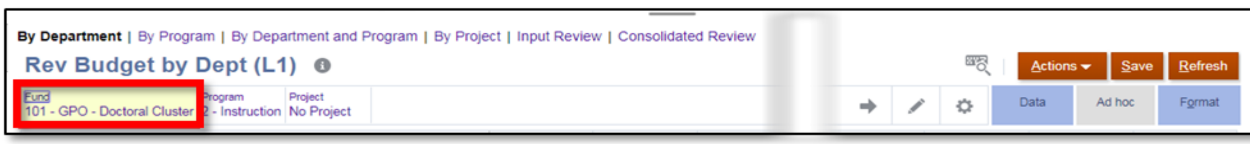


Step 3. Updating POV if Needed

Select the desired Fund, Fund Total, and specific Fund Total by selecting the **checkmark** icon. Continue to click OK. Ensure that the selected Fund is highlighted. Click on the Forward Arrow to execute the form.



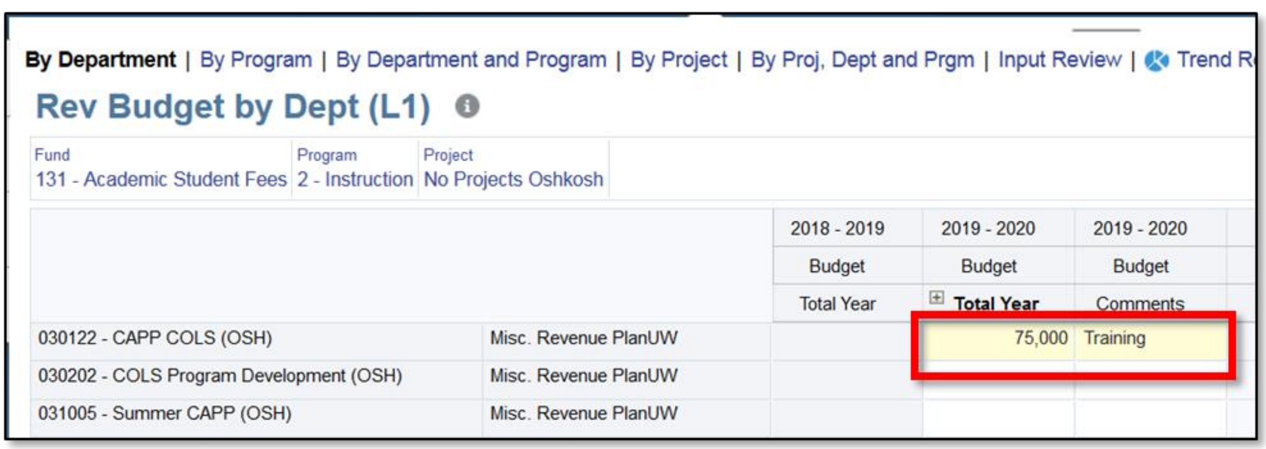
Continue to complete this step again for the **Program** and **Project** option, if needed.

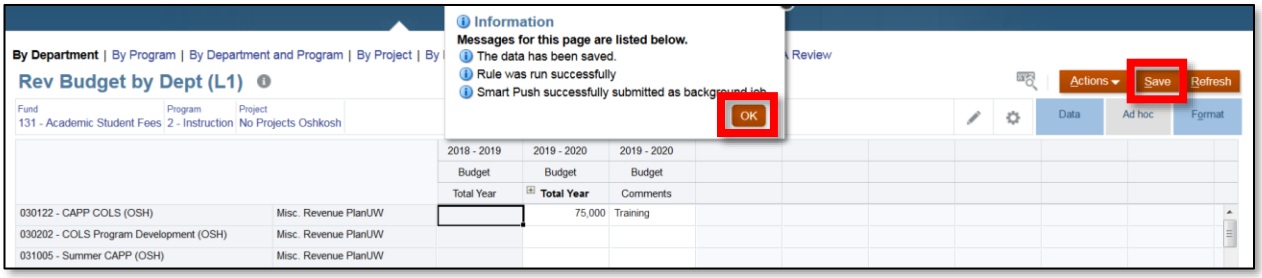


Remember! You can also change the POV by clicking on the pencil.

Step 4. By Department

Continue to enter **data** and **comments**. Click **Save** and **OK** when the pop-up appears.



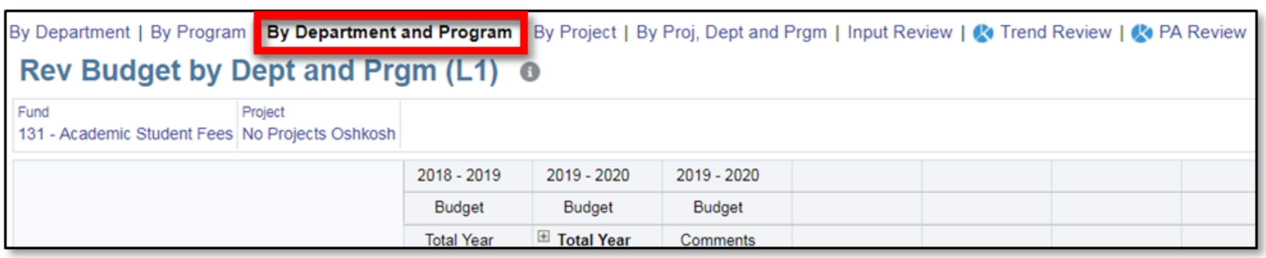


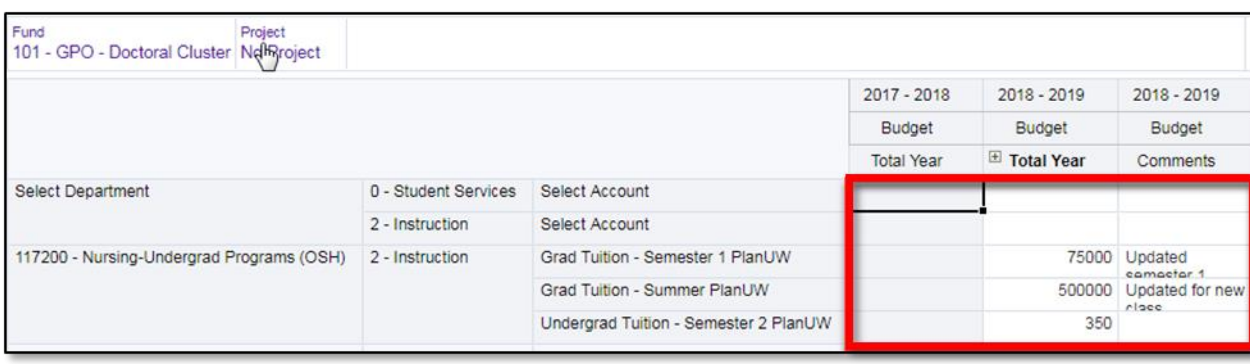
Step 5. INSERT A WEDGE IF NEEDED

Refer to the Insert a Wedge section on page # for instructions

Step 6. By Program

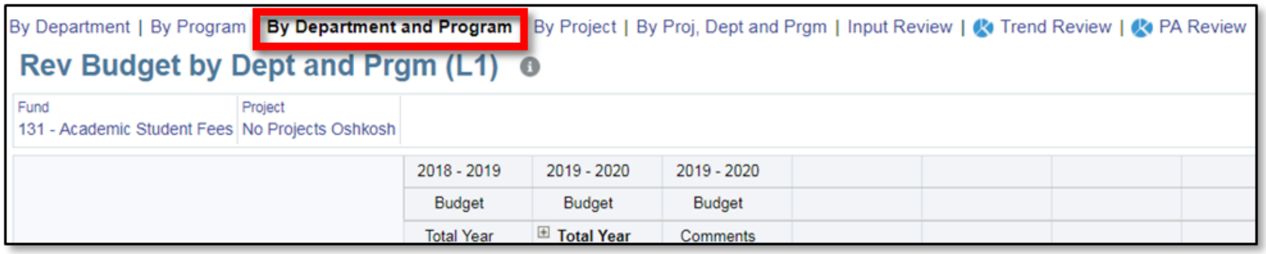
Start by selecting the By Program tab and continue to follow the previous steps described. Select **By Department and Program** from the top menu. Confirm data entered in Rev Budget By Dept (L1) and Rev Budget By Prgm (L1) forms appears in the Rev Budget By Dept and Prgm (L1) form as expected.

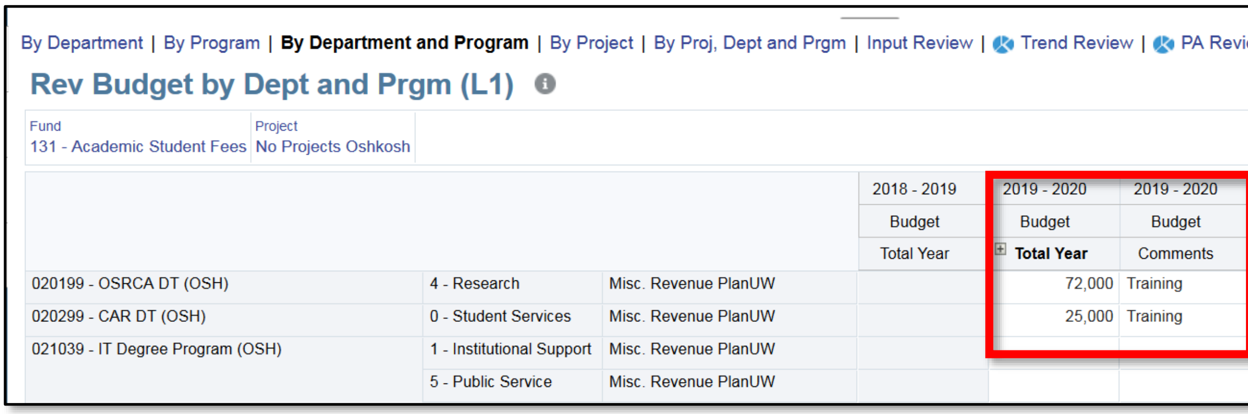


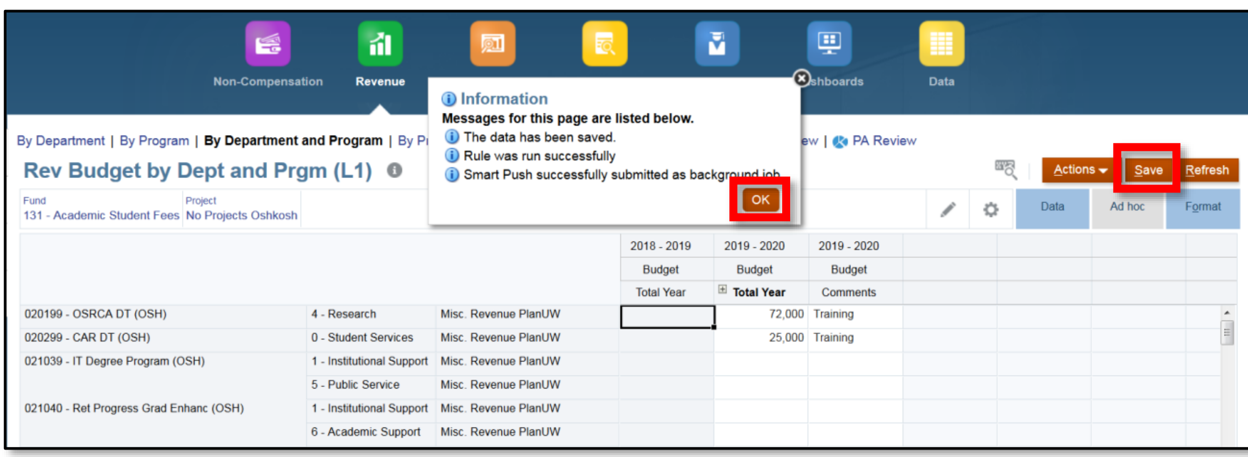


Step 7. By Department & Program

Select **By Department and Program** from the top menu. Confirm data entered in Rev Budget By Dept (L1) and Rev Budget By Prgm (L1) forms appears in the Rev Budget By Dept and Prgm (L1) form as expected.







Reviewing Revenue Data

Step 1.

Navigate to the Input Review form and confirm the actuals appear

By Department | By Program | By Department and Program | By Project | By Proj, Dept and Prgm | **Input Review** | Trend Review | PA Review

Rev Rollup Review (L1)

Department	Fund	Program	Project
088835 - COEHS EDD Program (OSH)	131 - Academic Student Fees	2 - Instruction	No Projects Oshkosh

	2016 - 2017	2017 - 2018	2018 - 2019	2018 - 2019	2019 - 2020	2019 - 2020	2019 - 2020
	Actual	Actual	Actual	Budget	Budget	CY vs. PY Budget ($)	Budget
	Total Year	Total Year	Y-T-D(Aug)	Total Year	**Total Year**	Total Year	Comments
Expenses	41,806.4	79,761	8,661	90,950	69,500	21,450	
Grad Tuition-Semester 1 PlanUW							
Grad Tuition - Semester 1							
Grad Tuition-Semester 2 PlanUW							

Step 2.

Validate the data you Input in the previous forms appears in the Input Review form as well.

By Department | By Program | By Department and Program | By Project | **Input Review** | Consolidated Review

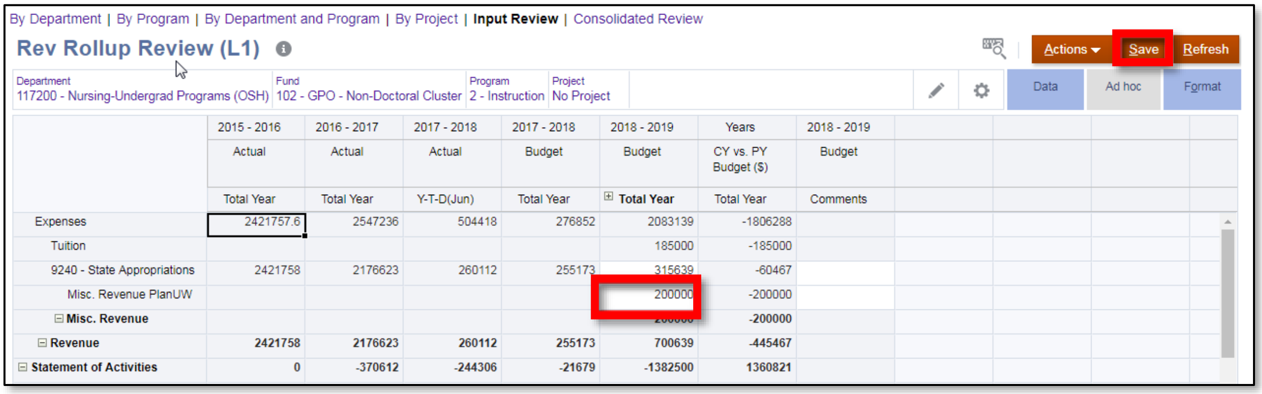
Rev Rollup Review (L1)

Department	Fund	Program	Project
117200 - Nursing-Undergrad Programs (OSH)	102 - GPO - Non-Doctoral Cluster	2 - Instruction	No Project

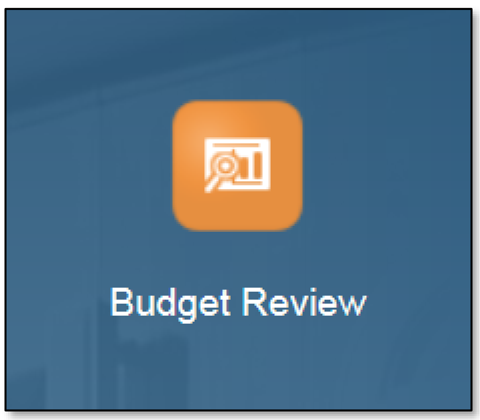
	2015 - 2016	2016 - 2017	2017 - 2018	2017 - 2018	2018 - 2019	Years	2018 - 2019
	Actual	Actual	Actual	Budget	Budget	CY vs. PY Budget ($)	Budget
	Total Year	Total Year	Y-T-D(Jun)	Total Year	**Total Year**	Total Year	Comments
Expenses	2421757.6	2547236	504418	276852	2083139	-1806288	
Tuition					185000	-185000	
9240 - State Appropriations	2421758	2176623	260112	255173	315639	-60467	
Misc. Revenue PlanUW							
Misc. Revenue							
Revenue	**2421758**	**2176623**	**260112**	**255173**	**500639**	**-245467**	
Statement of Activities	**0**	**-370612**	**-244306**	**-21679**	**-1582500**	**1560821**	

Step 3.

If needed, adjust and save Budget data.



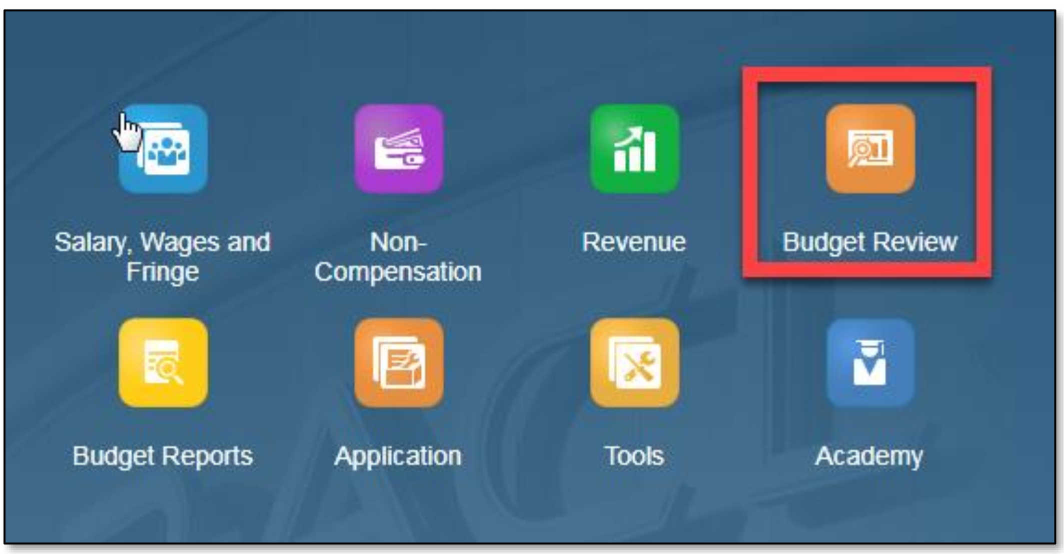
Budget Review



The process of budget review section contains the instructions to conduct budget reviews for:

- ✓ **Trend Reviews**
- ✓ **PA Reviews**
- ✓ **Review by Fund**
- ✓ **Fringe Level Checks**
- ✓ **Fringe Budget by Departments**
- ✓ **Non-Comp Level Check**
- ✓ **Version Copy Review**
- ✓ **How to Modify Data in Input Forms**
- ✓ **How to View Variances**
- ✓ **How to Copy a Fund Total**
- ✓ **How to Clear Versions.**

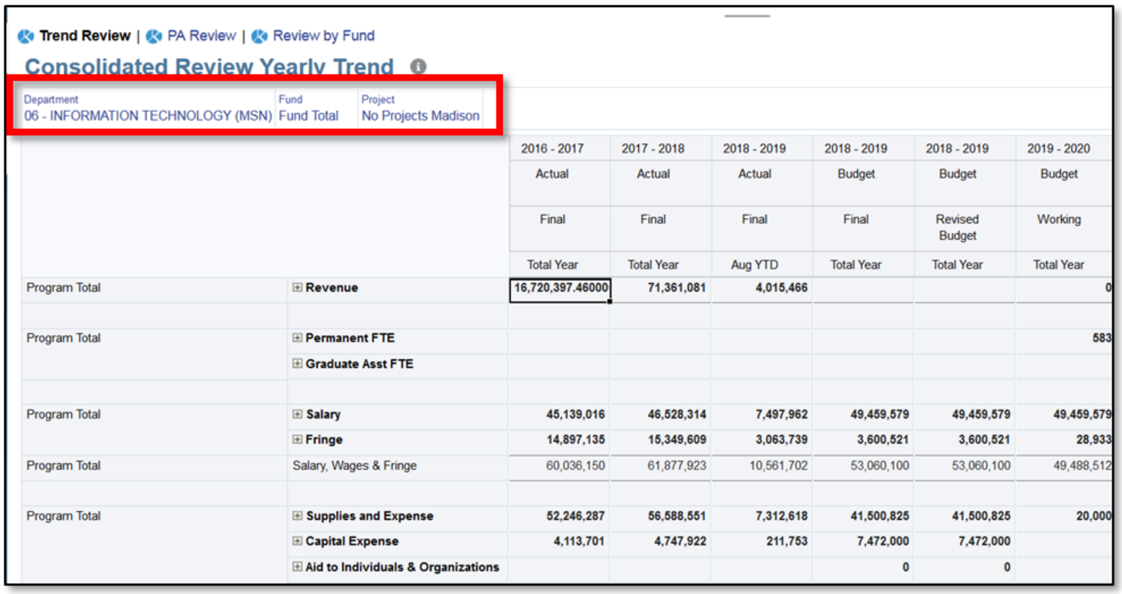
All Budget Reviews begin in the Budget Review tile on the Home page:



Trend Review

Step 1.

Select **Trend Review** from the top menu. Continue to update the Department following the steps already mentioned.



		2016 - 2017 Actual Final Total Year	2017 - 2018 Actual Final Total Year	2018 - 2019 Actual Final Aug YTD	2018 - 2019 Budget Final Total Year	2018 - 2019 Budget Revised Budget Total Year	2019 - 2020 Budget Working Total Year
Program Total	⊞ Revenue	16,720,397.46000	71,361,081	4,015,466			0
Program Total	⊞ Permanent FTE						583
	⊞ Graduate Asst FTE						
Program Total	⊞ Salary	45,139,016	46,528,314	7,497,962	49,459,579	49,459,579	49,459,579
	⊞ Fringe	14,897,135	15,349,609	3,063,739	3,600,521	3,600,521	28,933
Program Total	Salary, Wages & Fringe	60,036,150	61,877,923	10,561,702	53,060,100	53,060,100	49,488,512
Program Total	⊞ Supplies and Expense	52,246,287	56,588,551	7,312,618	41,500,825	41,500,825	20,000
	⊞ Capital Expense	4,113,701	4,747,922	211,753	7,472,000	7,472,000	
	⊞ Aid to Individuals & Organizations				0	0	

Any member with a ⊞ symbol on it is "drillable" in any of the forms within PlanUW. Click on this symbol to expand the members that rollup to the parent member as applicable for your budget review.

Step 2.

1. View the Actual data
2. View the current fiscal year's Redbook Budget
3. View the current fiscal year's Revised Budget
4. Validate the budget from previous inputs

Consolidated Review Yearly Trend

Department	Fund	Project
UW OSH ALL_ORGS (OSH)	GPR/Tuition	No Projects Oshkosh

1 2 3 4

		2016 - 2017 Actual Final Total Year	2017 - 2018 Actual Final Total Year	2018 - 2019 Actual Final Aug YTD	2018 - 2019 Budget Final Total Year	2018 - 2019 Budget Revised Budget Total Year	2019 - 2020 Budget Working Total Year		2019 - 2020 CY vs. PY Budget ($) Working Total Year
Program Total	⊞ Revenue	42,612	101,373,948	9,490					
Program Total	⊞ Permanent FTE						845		845
	⊞ Graduate Asst FTE								
Program Total	⊞ Salary	55,654,696	54,946,930	5,012,717	53,860,045	53,860,045	51,695,894		(2,164,151)
	⊞ Fringe	23,981,409	23,331,048	4,174,038	25,846,222	25,846,222			(25,846,222)
Program Total	Salary, Wages & Fringe	79,636,105	78,277,978	9,186,755	79,706,267	79,706,267	51,695,894		(28,010,373)
Program Total	⊞ Supplies and Expense	11,328,140	9,940,097	1,351,209	11,131,364	11,131,364			(11,131,364)
	⊞ Capital Expense	1,250,242	1,001,232	170,932	1,319,193	1,319,193			(1,319,193)
	⊞ Aid to Individuals & Organizations	2,442,383	3,524,019	48,852	802,267	802,267			(802,267)
	⊞ Special Purpose				11,805,595	11,805,595			(11,805,595)
	⊞ Debt Service	12,243,364	10,595,270						
	⊞ Sales Credits	(2,021,081)	(1,964,648)	(283,961)	(1,678,298)	(1,678,298)			1,678,298
Program Total	Non Salary & Wages	25,243,048	23,095,970	1,287,032	23,380,121	23,380,121			(23,380,121)

The Revised Budget will be the Redbook Budget (or budget developed in PlanUW going forward) + or - the Budget transfers loaded from SFS.

Step 3.

Review the Working vs. Redbook Budget Variance is calculated correctly

Consolidated Review Yearly Trend

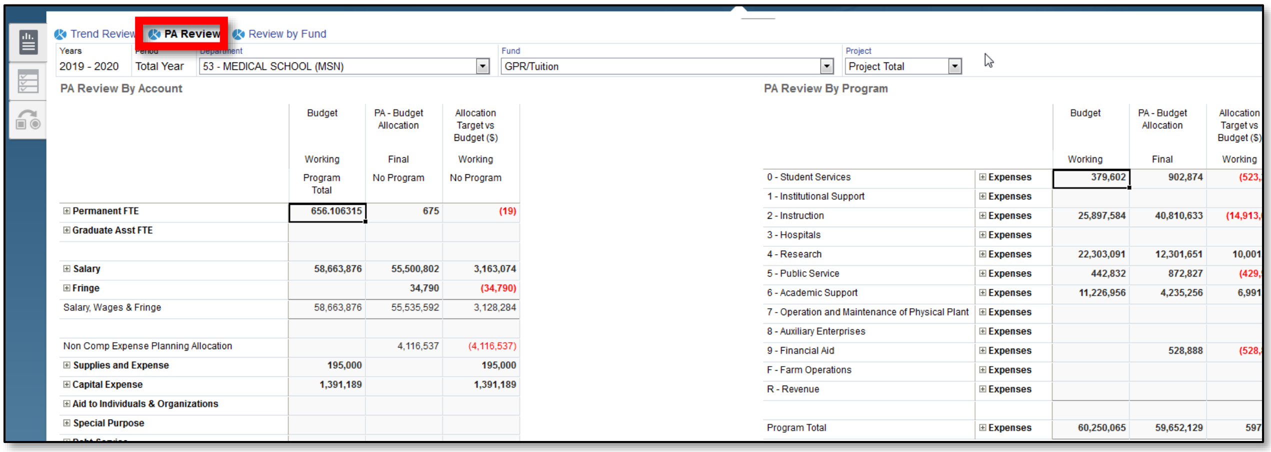
Department	Fund	Project
UW OSH ALL_ORGS (OSH)	GPR/Tuition	No Projects Oshkosh

		2016 - 2017 Actual Final Total Year	2017 - 2018 Actual Final Total Year	2018 - 2019 Actual Final Aug YTD	2018 - 2019 Budget Final Total Year	2018 - 2019 Budget Revised Budget Total Year	2019 - 2020 Budget Working Total Year		2019 - 2020 CY vs. PY Budget ($) Working Total Year
Program Total	⊞ Revenue	42,612	101,373,948	9,490					
Program Total	⊞ Permanent FTE						845		845
	⊞ Graduate Asst FTE								
Program Total	⊞ Salary	55,654,696	54,946,930	5,012,717	53,860,045	53,860,045	51,695,894		(2,164,151)
	⊞ Fringe	23,981,409	23,331,048	4,174,038	25,846,222	25,846,222			(25,846,222)
Program Total	Salary, Wages & Fringe	79,636,105	78,277,978	9,186,755	79,706,267	79,706,267	51,695,894		(28,010,373)
Program Total	⊞ Supplies and Expense	11,328,140	9,940,097	1,351,209	11,131,364	11,131,364			(11,131,364)
	⊞ Capital Expense	1,250,242	1,001,232	170,932	1,319,193	1,319,193			(1,319,193)
	⊞ Aid to Individuals & Organizations	2,442,383	3,524,019	48,852	802,267	802,267			(802,267)
	⊞ Special Purpose				11,805,595	11,805,595			(11,805,595)
	⊞ Debt Service	12,243,364	10,595,270						
	⊞ Sales Credits	(2,021,081)	(1,964,648)	(283,961)	(1,678,298)	(1,678,298)			1,678,298
Program Total	Non Salary & Wages	25,243,048	23,095,970	1,287,032	23,380,121	23,380,121			(23,380,121)

PA Review

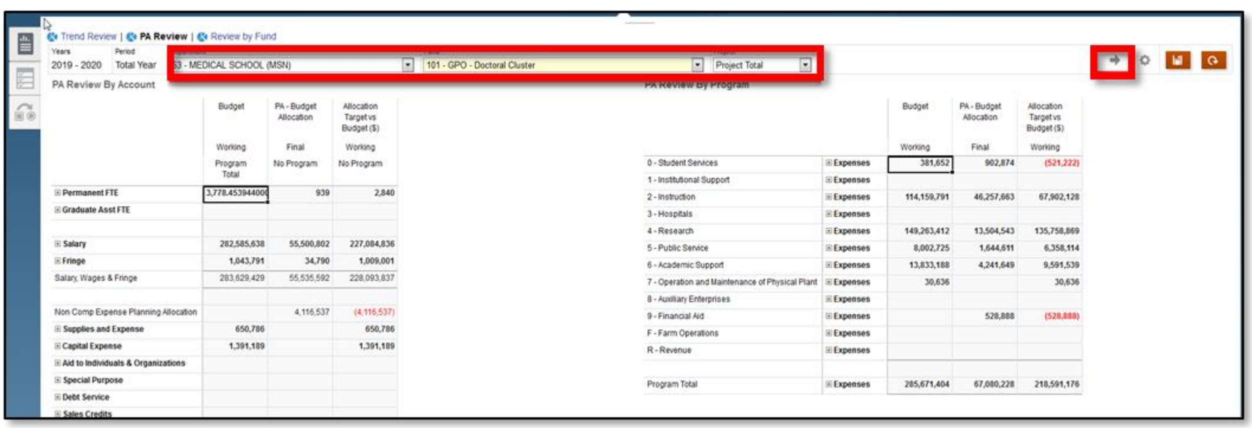
Step 1.

To continue to conduct a Planning Allocation review, click on the **PA Review** tab on the top menu.



Step 2.

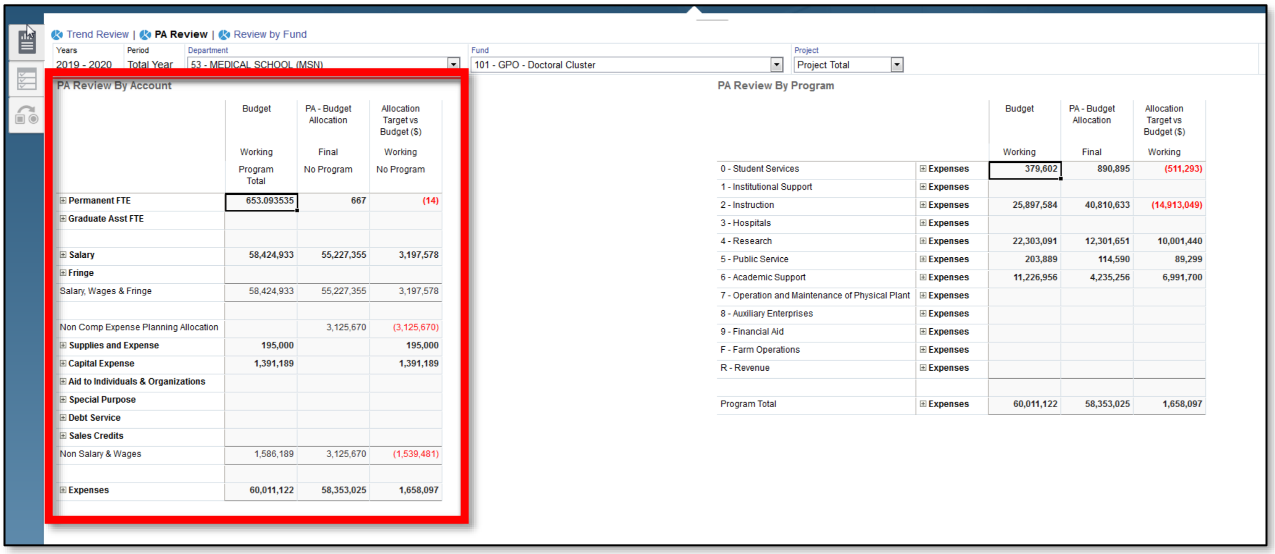
Select the **Department, Fund, and Project** combination you wish to view on the PA Dashboard, and click the **right arrow** in the right hand corner to submit your selections



*Only **Madison** and **Milwaukee** have planning allocation data at the Division/Department level. All other Institutions will only be able to select their Total University from the page dropdown.*

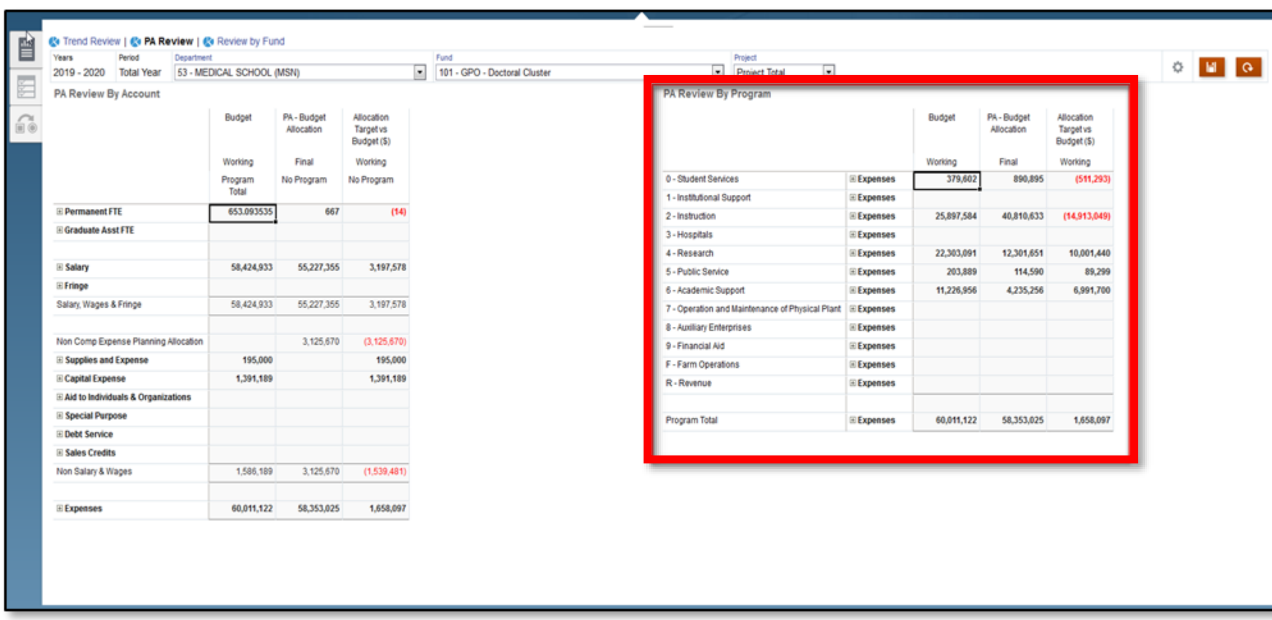
Step 3.

Use the form on the left hand side of the dashboard to view the working Budget, data loaded from the Planning Allocation tool, and the variance by **Salary, Fringe, and Non Compensation Expenditures.**



Step 4.

Use the form on the right hand side of the dashboard to view the working Budget, data loaded from the Planning Allocation tool, and the variance for **Total Expenditures by Program.**



Review By Fund

Step 1.

Use the form on the right hand side of the dashboard to view the working Budget, data loaded from the Planning Allocation tool, and the variance for **Total Expenditures by Program.**

Trend Review | PA Review | Review by Fund

Consolidated Review By Fund

Department: 53 - MEDICAL SCHOOL (MSN) | Project: Project Total

		2018 - 2019	2019 - 2020	2019 - 2020	2019 - 2020	2019 - 2020	2019 - 2020	2019 - 2020	2019 - 2020
		Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
		Final	Working	Working	Working	Working	Working	Working	Working
		Total Year	Total Year	Total Year	Total Year	Total Year	Total Year	Total Year	Total Year
		Fund Total	GPR/Tuition	TUI	OP REC	FICR	GGC	OTHER	Fund Total
Program Total	**Revenue**			902,141	305,007				1,207,148
Program Total	**Permanent FTE**		656	16	205	13	2,885	3	3,778
	Graduate Asst FTE								
Program Total	**Salary**	293,581,576	58,663,876	1,325,719	13,450,739	1,025,378	207,860,684	259,242	282,585,638
	Fringe	6,299,861		38,436	1,002,687			2,668	1,043,791
Program Total	Salary, Wages & Fringe	299,881,437	58,663,876	1,364,155	14,453,426	1,025,378	207,860,684	261,910	283,629,429
Program Total	**Supplies and Expense**	18,246,156	195,000		455,786				650,786
	Capital Expense	2,450,389	1,391,189						1,391,189
	Aid to Individuals & Organizations	2,173,535							
	Special Purpose	0							
	Debt Service								
	Sales Credits	(19,330,528)							
Program Total	Non Salary & Wages	3,539,552	1,586,189		455,786				2,041,975

Step 2.

Choose a parent level Department, and Project. View the current fiscal year (FY19) Redbook Budget.

Consolidated Review By Fund

Department: 11 - COLLEGE OF NURSING (OSH) | Project: No Project

		2017 - 2018	2018 - 2019	2018 - 2019	2018 - 2019	2018 - 2019	2018 - 2019	2018 - 2019
		Budget	Budget	Budget	Budget	Budget	Budget	Budget
		Final	Working	Revised Budget	Working	Working	Working	Working
		Total Year	Total Year	Total Year	Total Year	Total Year	Total Year	Total Year
		Fund Total	GPR/Tuition	AUX	OP REC	GGC	OTHER	Fund Total
Program Total	**Revenue**	2,230,688	4,534,216	10,931	1,933,498	186,539	(292)	6,894,630
Program Total	**Permanent FTE**		36		5			58
	Graduate Asst FTE							
Program Total	**Salary**	758,360	2,799,297	11,755	797,804	9,919		5,058,011
	Fringe	182,581	1,511,293	1,522	99,700	5,861		1,692,897
Program Total	Salary, Wages & Fringe	940,941	4,310,590	13,277	897,504	15,780		6,750,908
Program Total	**Supplies and Expense**	210,626	63,590	874	161,833	34,736	4,000	292,250
	Capital Expense	38,280	1,350		3,180			48,701
	Aid to Individuals & Organizations	2,434			719	2,291		3,010
	Special Purpose		100					100
	Debt Service							
	Sales Credits							
Program Total	Non Salary & Wages	251,339	65,040	874	165,731	37,028	4,000	344,061
0 - Student Services	**Expenses**	595	15,800	736				16,536
1 - Institutional Support	**Expenses**							

Step 3.

Validate the Budget you have entered from the input forms is correct and aggregated by Department, Program, Fund and Project.

Consolidated Review By Fund

Department: 11 - COLLEGE OF NURSING (OSH) | Project: No Project

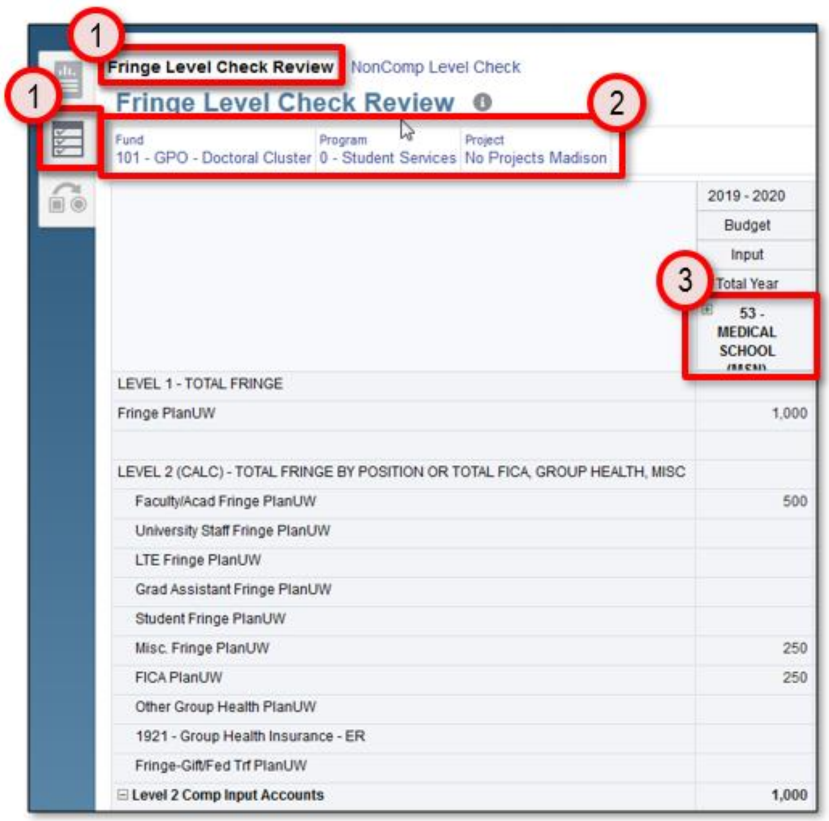
		2017 - 2018 Budget Final Total Year Fund Total	2018 - 2019 Budget Working Total Year GPR/Tuition	2018 - 2019 Budget Revised Budget Total Year AUX	2018 - 2019 Budget Working Total Year OP REC	2018 - 2019 Budget Working Total Year GGC	2018 - 2019 Budget Working Total Year OTHER	2018 - 2019 Budget Working Total Year Fund Total
Program Total	Revenue	2,230,688	4,534,216	10,931	1,933,498	186,539	(292)	6,894,630
Program Total	Permanent FTE		36		5			58
	Graduate Asst FTE							
Program Total	Salary	758,360	2,799,297	11,755	797,804	9,919		5,058,011
	Fringe	182,581	1,511,293	1,522	99,700	5,861		1,692,897
Program Total	Salary, Wages & Fringe	940,941	4,310,590	13,277	897,504	15,780		6,750,908
Program Total	Supplies and Expense	210,626	63,590	874	161,833	34,736	4,000	292,250
	Capital Expense	38,280	1,350		3,180			48,701
	Aid to Individuals & Organizations	2,434			719	2,291		3,010
	Special Purpose		100					100
	Debt Service							
	Sales Credits							
Program Total	Non Salary & Wages	251,339	65,040	874	165,731	37,028	4,000	344,061
0 - Student Services	Expenses	595	15,800	736				16,536
1 - Institutional Support	Expenses							

In the first year, the current fiscal year's Budget will only exist at the Major Class level due to the level of detail required in 3270. However, going forward this budget will exist at whatever level was used to budget in the prior year in PlanUW

Fringe Level Check

Step 1.

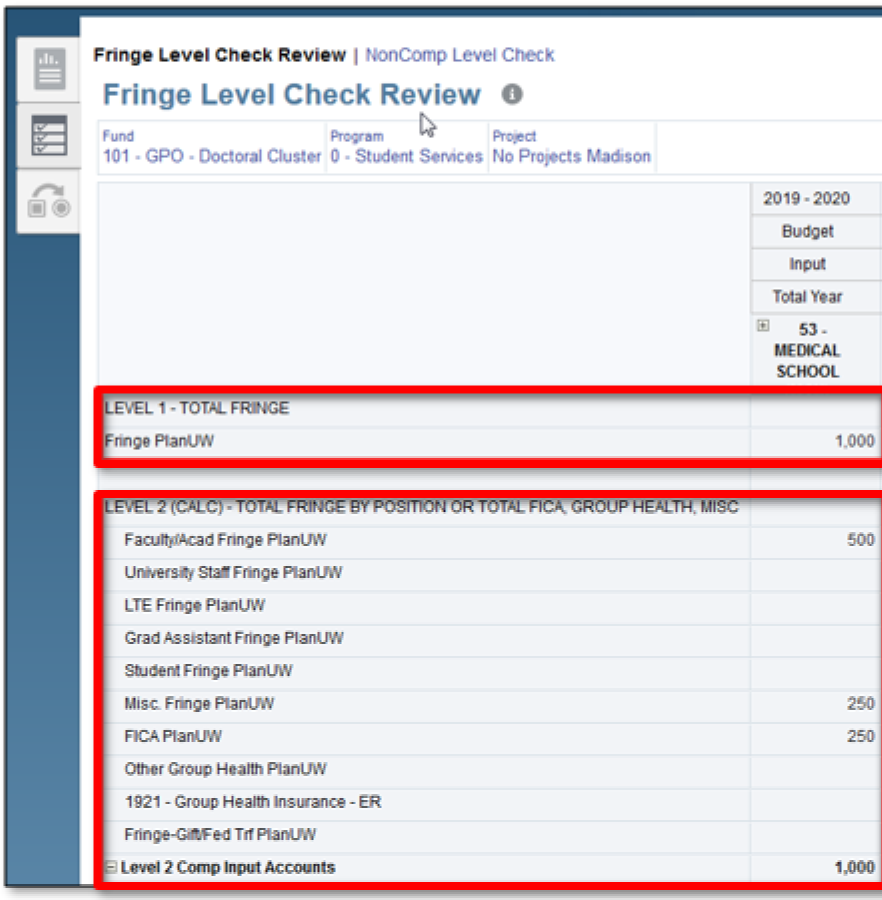
1. Navigate to the “Level Check Form” page. The page will default to the Fringe Level Check Review form
2. Choose the Fund, Program and Project members from the page drop down
3. After your page selections, confirm the Fringe Level Check review form appears with your "User Institution" in the Column.



Account overlaps may or may not be an issue depending on your own unique institutional, and departmental processes and controls, and how you plan to utilize the new Budget CoA.

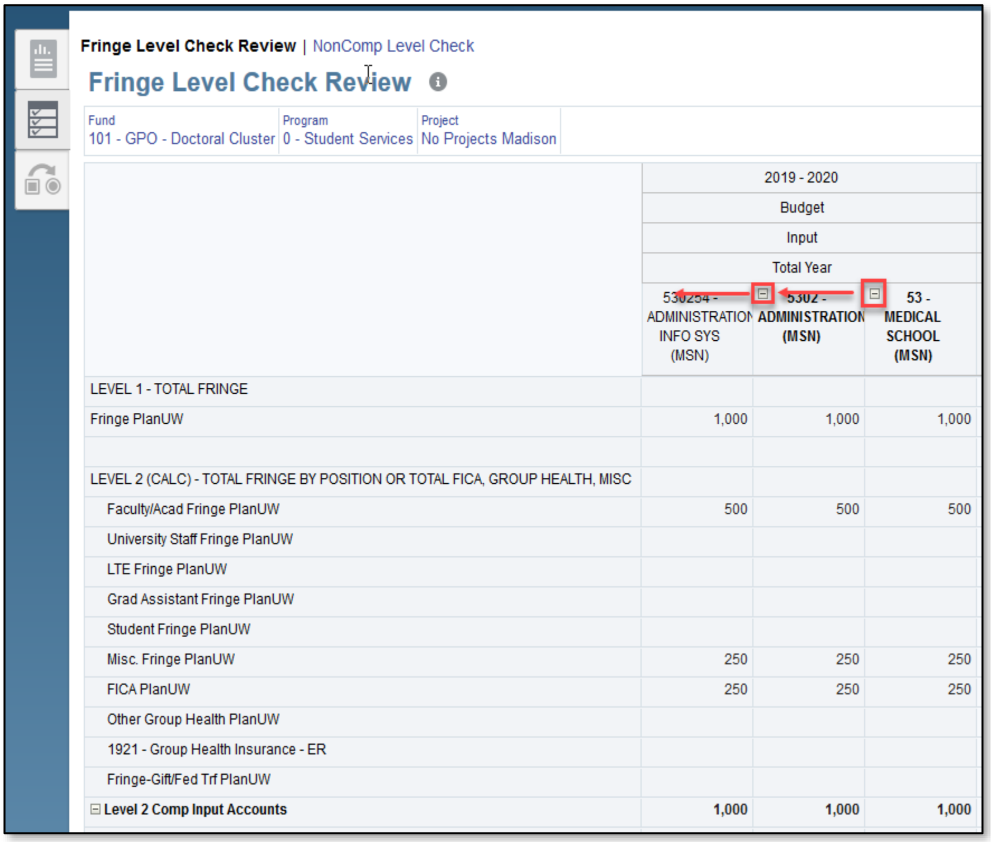
Step 2.

View the fringe budget entries between the levels 1, 2, 3 and 4.
The following five accounts are in level 2 and 3, which will result in an account level overlap:
- Misc. Fringe
- FICA
- 1921 - Group Health Insurance – ER
- Other Group Health
- Fringe-Gift/Fed Trf



Step 3.

Click the button on the department member in the column to expand the department dimension to identify which division(s), department(s), and sub-department(s) potential improper overlaps may be occurring in.



Fringe Level Check Review | NonComp Level Check

Fringe Level Check Review

Fund	Program	Project
101 - GPO - Doctoral Cluster	0 - Student Services	No Projects Madison

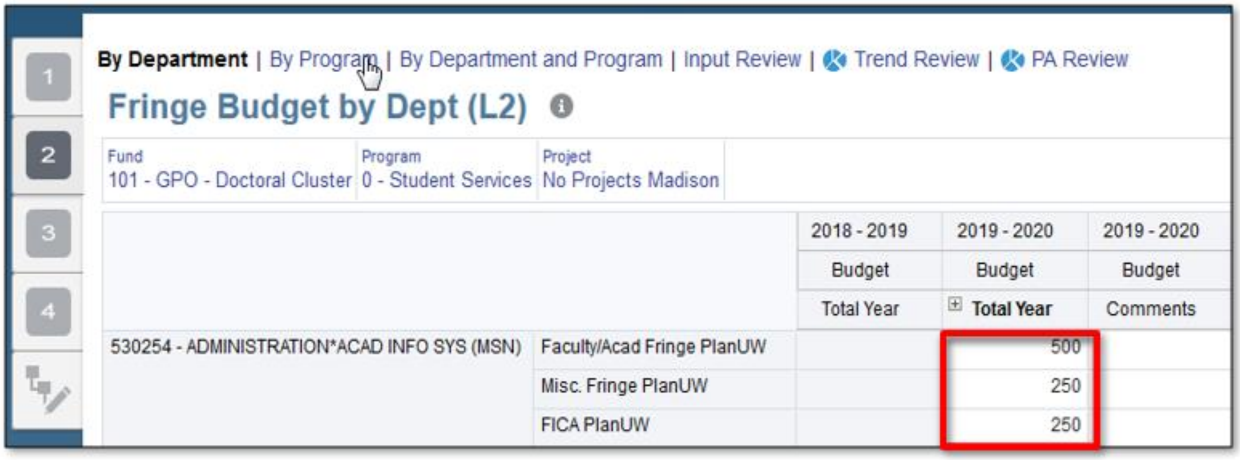
	2019 - 2020		
	Budget		
	Input		
	Total Year		
	530254 - ADMINISTRATION INFO SYS (MSN)	5302 - ADMINISTRATION (MSN)	53 - MEDICAL SCHOOL (MSN)
LEVEL 1 - TOTAL FRINGE			
Fringe PlanUW	1,000	1,000	1,000
LEVEL 2 (CALC) - TOTAL FRINGE BY POSITION OR TOTAL FICA, GROUP HEALTH, MISC			
Faculty/Acad Fringe PlanUW	500	500	500
University Staff Fringe PlanUW			
LTE Fringe PlanUW			
Grad Assistant Fringe PlanUW			
Student Fringe PlanUW			
Misc. Fringe PlanUW	250	250	250
FICA PlanUW	250	250	250
Other Group Health PlanUW			
1921 - Group Health Insurance - ER			
Fringe-Gift/Fed Trf PlanUW			
Level 2 Comp Input Accounts	**1,000**	**1,000**	**1,000**

There is Column Suppression on the webform, meaning users will only see the division(s), department(s), and sub-department(s) that have data.

Fringe Budget By Department

Step 1.

If you find any improper fringe account overlaps, navigate back to a Fringe webform of your choice (direct input or by rate) to adjust the data as applicable to fix the overlaps, and repeat the previous steps in **Fringe Level Check** to ensure the adjustment has taken affect in the “Fringe Level Check” form.

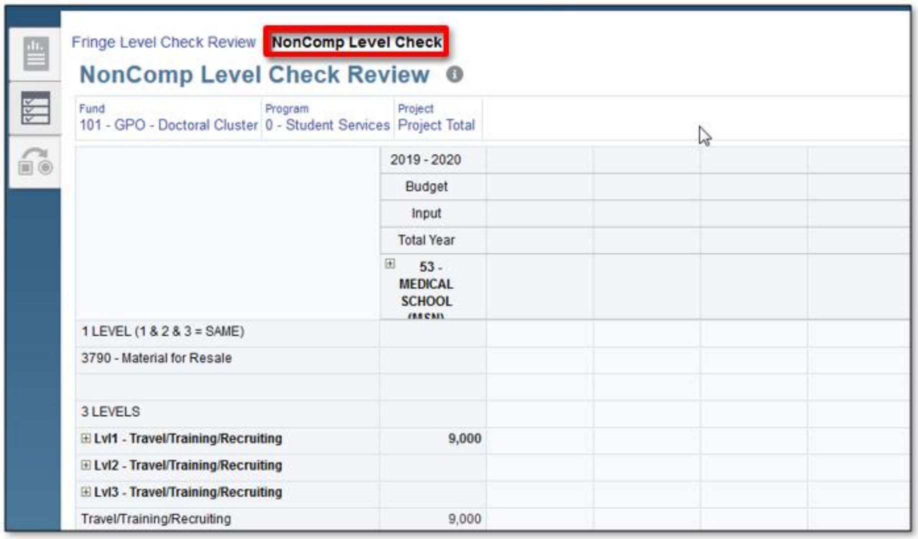


The screen shot on this step shows the Fringe Budget by Dept (L1) webform, but you can choose any Fringe Input webform to make your fringe budget modifications.

Non-Comp Level Check

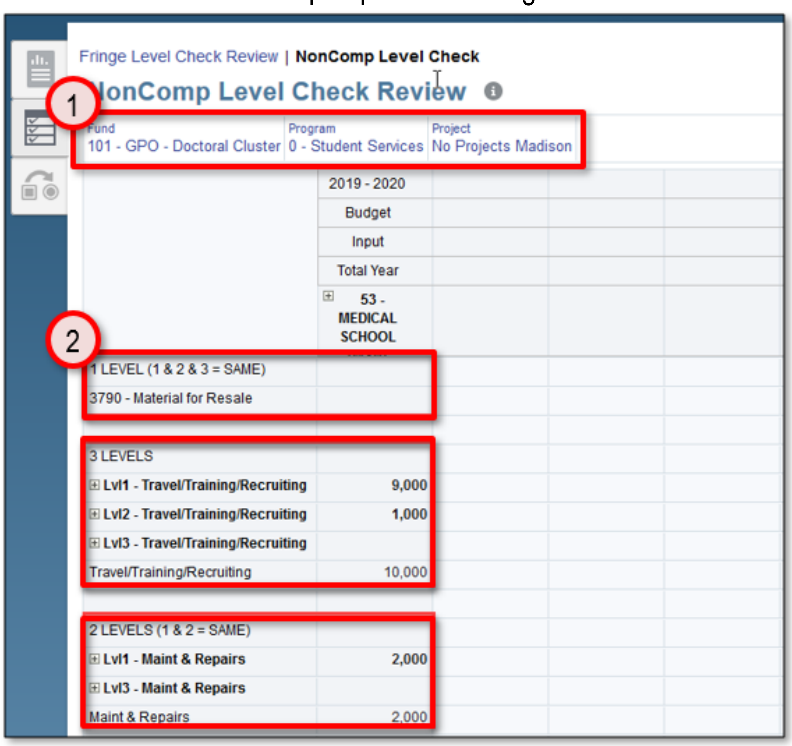
Step 1.

Click the "NonComp Level Check" Horizontal Tab. Confirm the "NonComp Level Check" form opens.



Step 2.

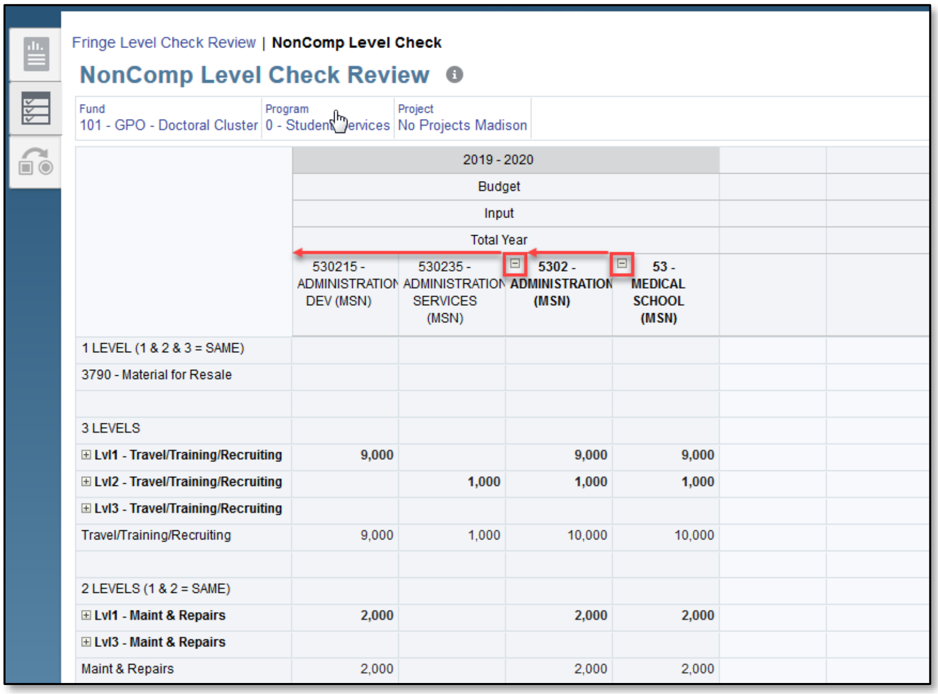
1. Choose the Fund, Program and Project members from the page drop down.
2. View the Non Comp Expenditure budget entries between the levels 1, 2, 3.



Account overlaps may or may not be an issue depending on your own unique institutional, and departmental processes and controls, and how you plan to utilize the new Budget CoA. This form is meant to highlight where potential improper overlaps may have occurred, but not control the data entry processes as the PlanUW application has been specifically designed to provide flexibility for data entry institution by institution, and user by user.

Step 3.

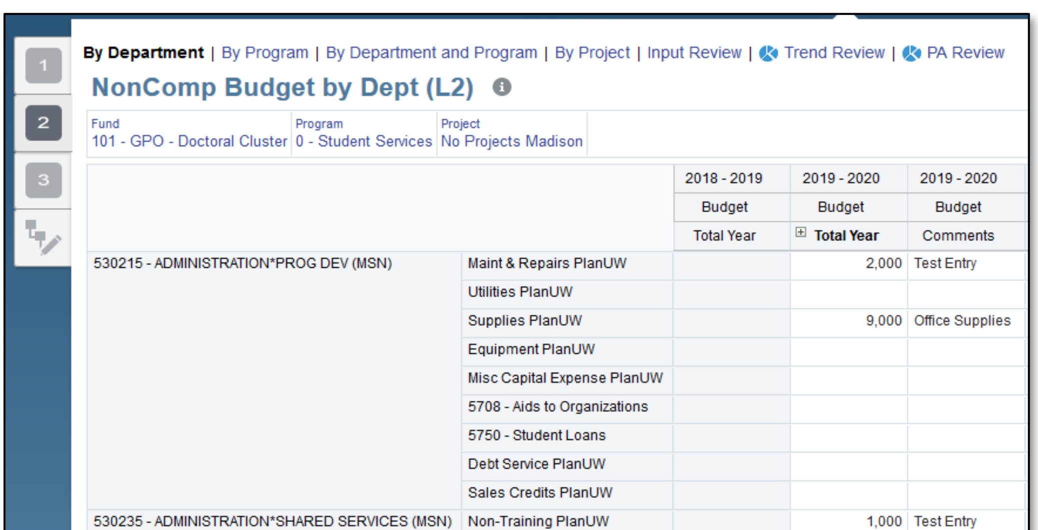
Click the button on the department member in the column to expand the department dimension to identify which division(s), department(s), and sub-department(s) potential improper overlaps may be occurring in.



	2019 - 2020 Budget Input Total Year			
	530215 - ADMINISTRATION DEV (MSN)	530235 - ADMINISTRATION SERVICES (MSN)	5302 - ADMINISTRATION (MSN)	53 - MEDICAL SCHOOL (MSN)
1 LEVEL (1 & 2 & 3 = SAME)				
3790 - Material for Resale				
3 LEVELS				
Lvl1 - Travel/Training/Recruiting	9,000		9,000	9,000
Lvl2 - Travel/Training/Recruiting		1,000	1,000	1,000
Lvl3 - Travel/Training/Recruiting				
Travel/Training/Recruiting	9,000	1,000	10,000	10,000
2 LEVELS (1 & 2 = SAME)				
Lvl1 - Maint & Repairs	2,000		2,000	2,000
Lvl3 - Maint & Repairs				
Maint & Repairs	2,000		2,000	2,000

Step 4.

If you find any improper account overlaps, navigate back to a Non Comp webform of your choice to adjust the data as applicable to fix the overlaps, and repeat the previous steps in **Non Comp Level Check** to ensure the adjustment has taken affect in the "Non Comp Level Check" form.

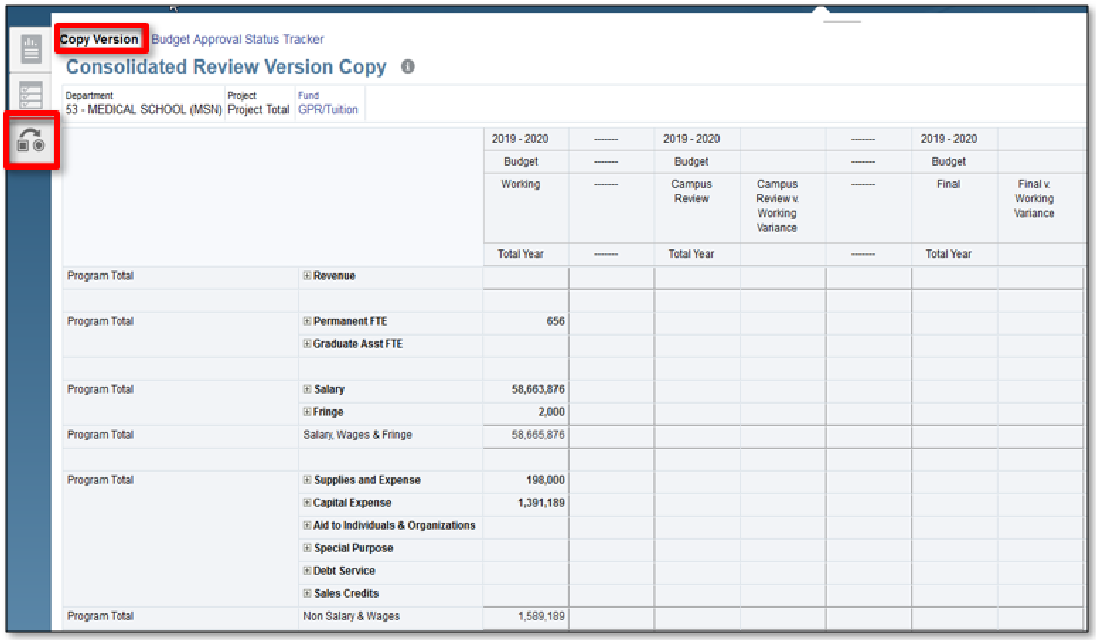


		2018 - 2019 Budget Total Year	2019 - 2020 Budget Total Year	2019 - 2020 Budget Comments
530215 - ADMINISTRATION*PROG DEV (MSN)	Maint & Repairs PlanUW		2,000	Test Entry
	Utilities PlanUW			
	Supplies PlanUW		9,000	Office Supplies
	Equipment PlanUW			
	Misc Capital Expense PlanUW			
	5708 - Aids to Organizations			
	5750 - Student Loans			
	Debt Service PlanUW			
	Sales Credits PlanUW			
530235 - ADMINISTRATION*SHARED SERVICES (MSN)	Non-Training PlanUW		1,000	Test Entry

Version Copy Review

Step 1.

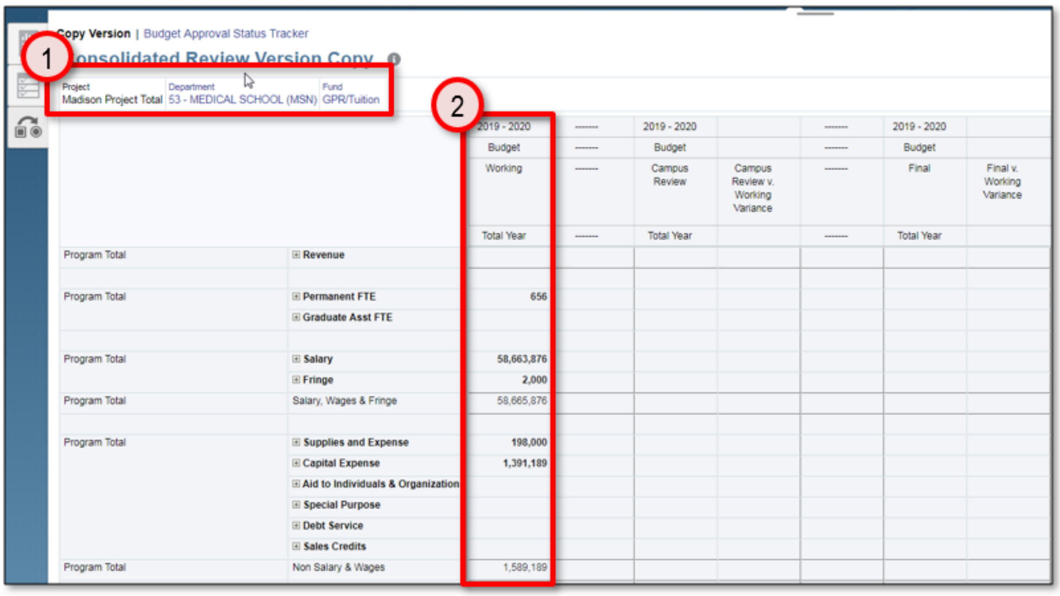
Navigate to the "**Copy Version**" Form.



Please ensure your User Institution variable is set to the Department you wish to view in this form. The department values are aggregated automatically when a user opens the "Copy Version" form. However, to maximize performance on the form load time, the aggregation is based on the user Institution you set in user variables for every pod **but Madison** (using PA Hierarchy)**.**

Step 2.

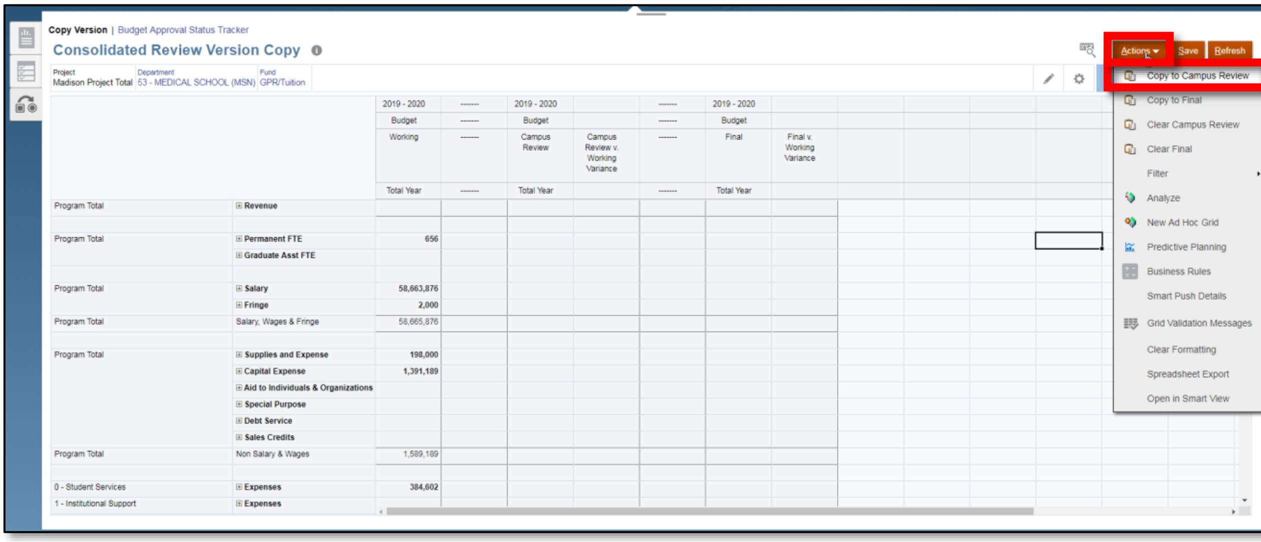
1. Choose a Department and Fund member from the page drop down.
2. Validate the working Budget is aggregated correctly based on your inputs from the input forms.



*The Project dimension is fixed on the total project for the institution and cannot be changed. The Department dimension is fixed on the Divisional level, and the PA hierarchy level for **your institution**. The Fund dimension is fixed on the Fund groupings, so the 3-digit fund numbers are not selectable. The page selections are to correlate with the Budget Approval Status Tracker in subsequent steps.*

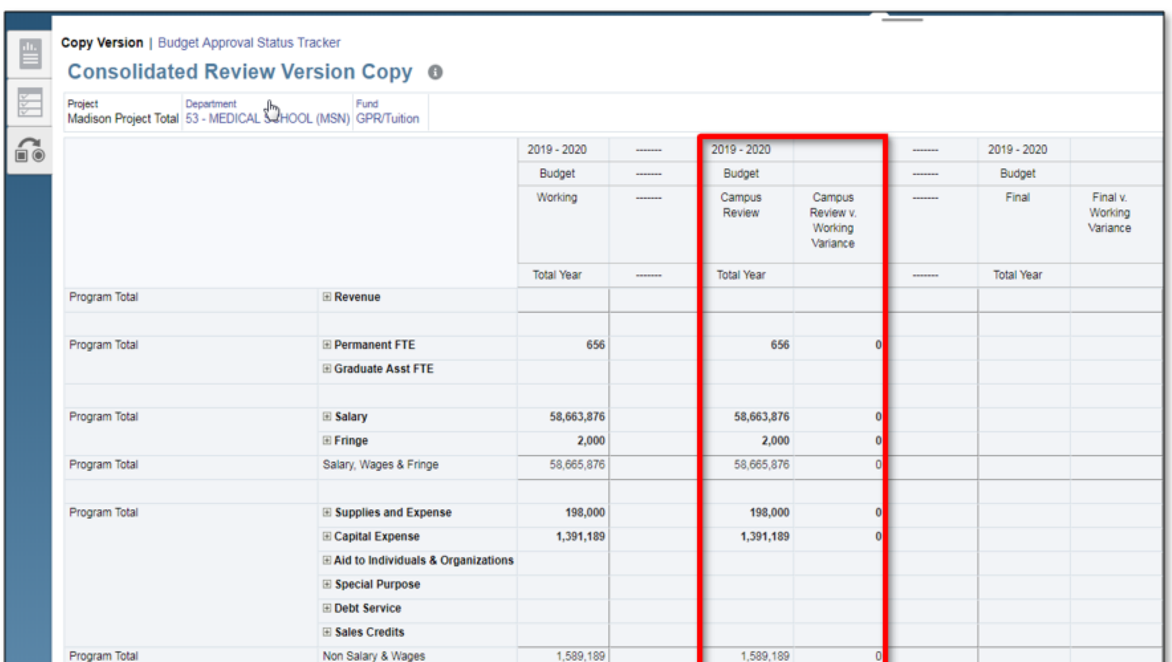
Step 3.

Right click anywhere on the form or click the **Actions** button in the upper right hand corner to display the actions dropdown. Click the "**Copy to Campus Review**" menu to copy the working Budget to the Campus Review Version for the Department and Fund in the page.



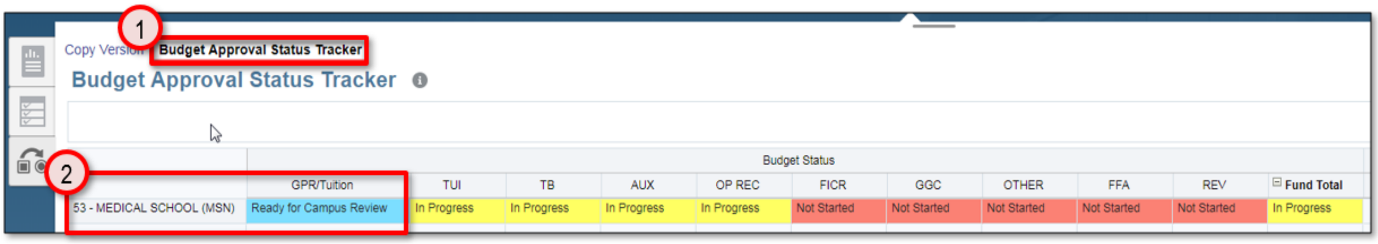
Step 4.

Confirm the Campus Review Version is populated and no variance exists between the Working version and Campus Review version.



Status Approval Tracker – Ready for Campus Review

1. Navigate to the "Budget Approval Status Tracker" form
2. View the Budget Approval Status for your Division(s), or PA member(s) by Fund Grouping. Confirm the Division/Fund combination you copied from "Working" to the "Campus Review" version in the previous form is reflected with a status of "Ready for Campus Review" in this Webform.



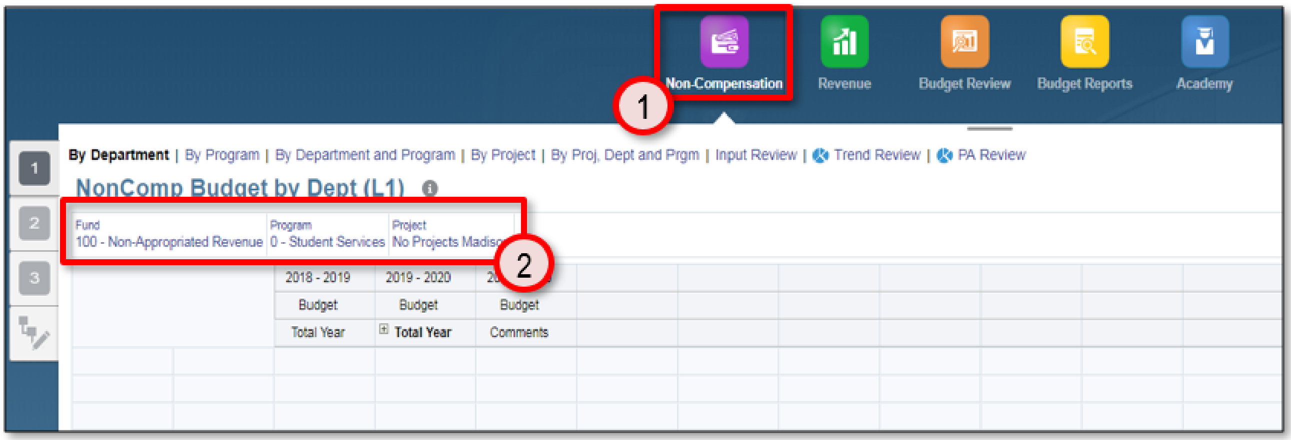
A few things to consider:

- The "Budget Approval Status Tracker" form is constructed to mirror the "Version Copy" form in terms of what you can select and view for the Department and Fund Dimensions.
- The status should be "In Progress" for any Division/Fund combination you have input data into using the Input forms, and "Not Started" if you have not entered data yet.

Modifying Data in Input Forms

Step 1.

1. To change a cell on the "Budget Approval Status Tracker" from "Not Started" to "In Progress", or back to "In Progress" from "Ready for Campus Review" navigate back to any input form.
2. Choose members from the page drop down.

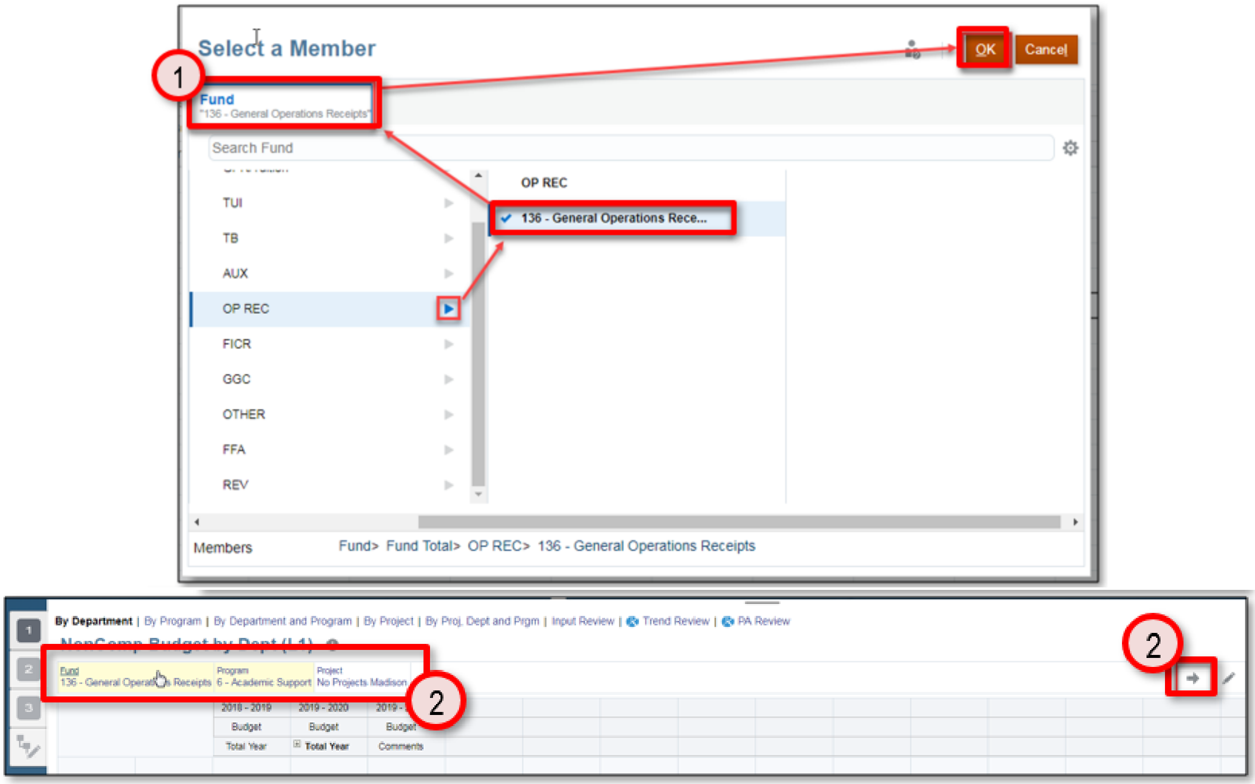


The screen shot navigates back to the "Non Comp Budget by Dept (L1)" form, but any input form (Fringe or Revenue) will have the ability to change the status as well

Step 2.

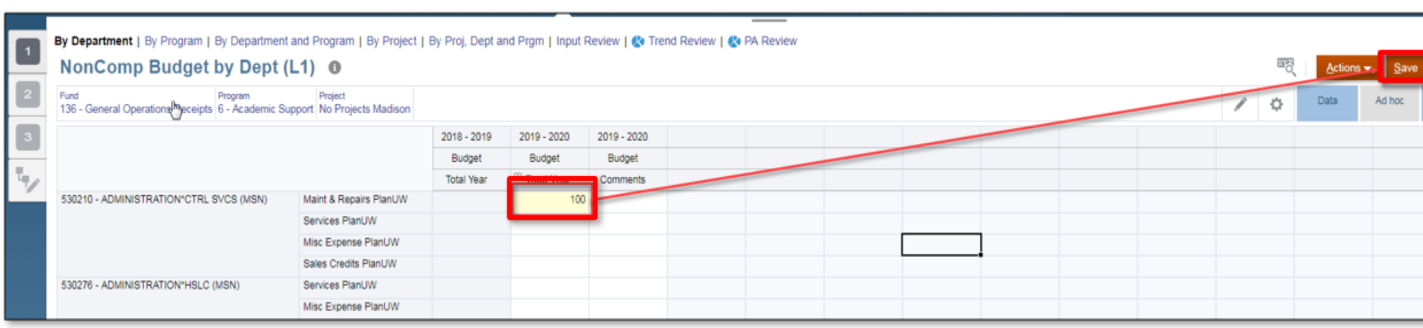
1. Select a 3-digit fund underneath a Fund grouping that was previously "Not Started", and click "Ok
2. Click the right arrow on the right hand side to submit your selections.

CONTINUE TO NEXT PAGE FOR IMAGES



Step 3.

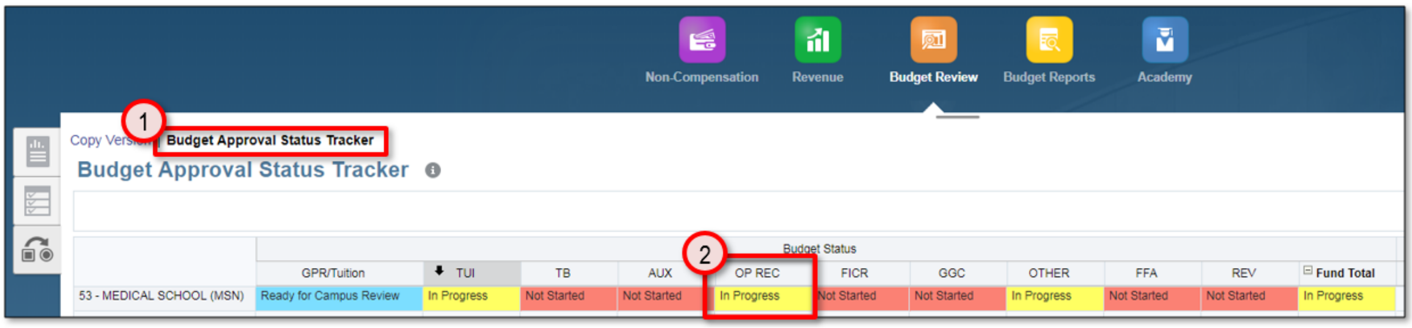
To enter data in this form, simply enter data in an editable cell and click save.



Status Approval Tracker – In Progress

Step 1.

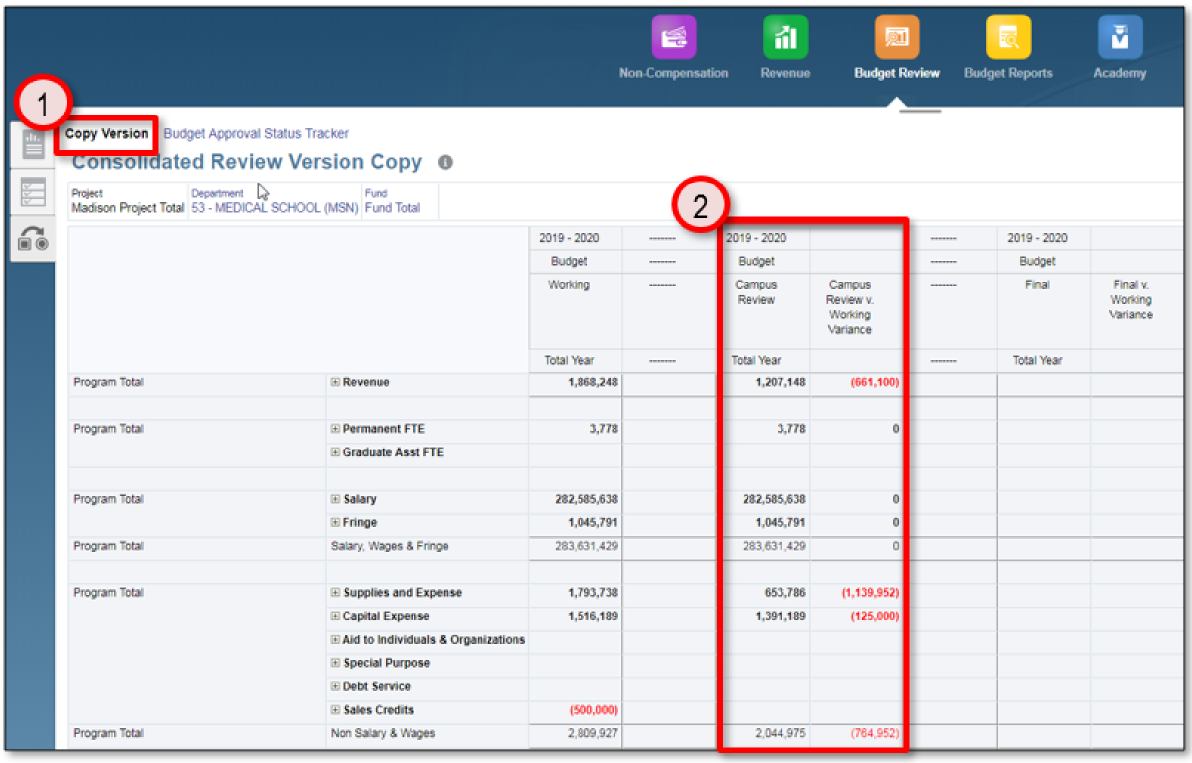
1. Navigate back to the "Budget Approval Status Tracker" form.
2. Confirm the Division/Fund combination you modified data for is reflected with a status of "In Progress" in this Webform



View Variances

Step 1.

1. Navigate back to the "Copy Version" form
2. View the variances between the working Budget and the Campus Review version, based on the additional data you input

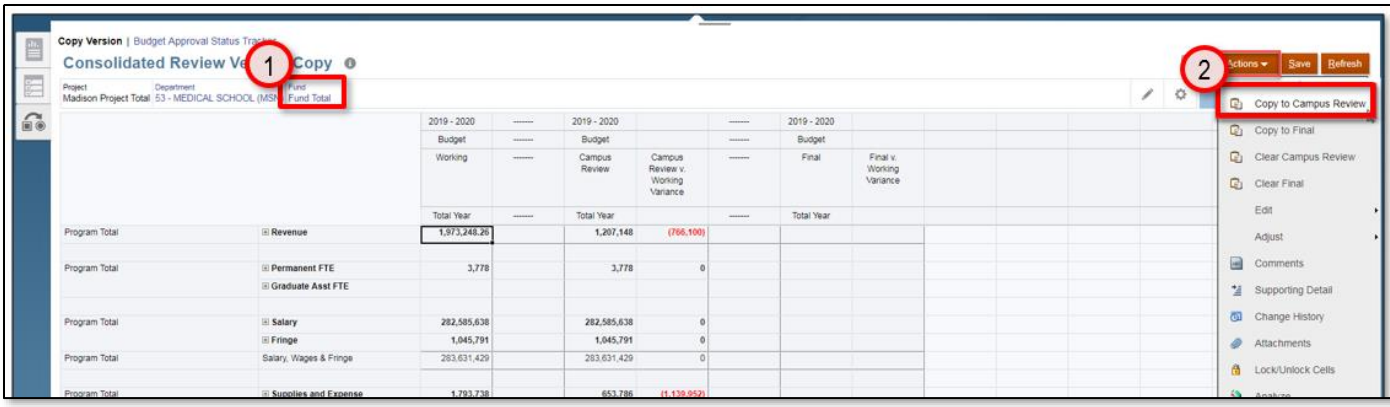


		2019 - 2020 Budget Working Total Year	-------	2019 - 2020 Budget Campus Review Total Year	Campus Review v. Working Variance	-------	2019 - 2020 Budget Final Total Year	Final v. Working Variance
Program Total	Revenue	1,868,248		1,207,148	(661,100)			
Program Total	Permanent FTE	3,778		3,778	0			
	Graduate Asst FTE							
Program Total	Salary	282,585,638		282,585,638	0			
	Fringe	1,045,791		1,045,791	0			
Program Total	Salary, Wages & Fringe	283,631,429		283,631,429	0			
Program Total	Supplies and Expense	1,793,738		653,786	(1,139,952)			
	Capital Expense	1,516,189		1,391,189	(125,000)			
	Aid to Individuals & Organizations							
	Special Purpose							
	Debt Service							
	Sales Credits	(500,000)						
Program Total	Non Salary & Wages	2,809,927		2,044,975	(764,952)			

Copy Fund Total

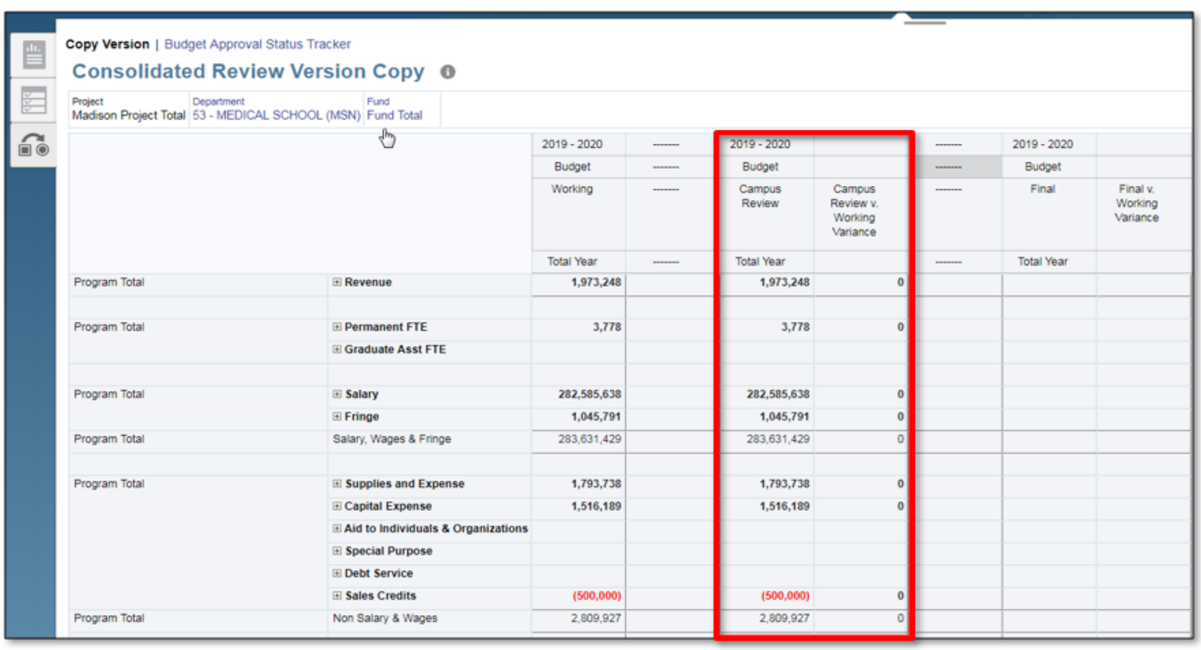
Step 1.

1. Select "Fund Total" from the Page dropdown
2. Right click anywhere on the form or click the Actions button in the upper right-hand corner to display the actions dropdown. Click the “Copy to Campus Review” menu to copy your working Budget to the Campus Review Version for Fund Total.



Step 2.

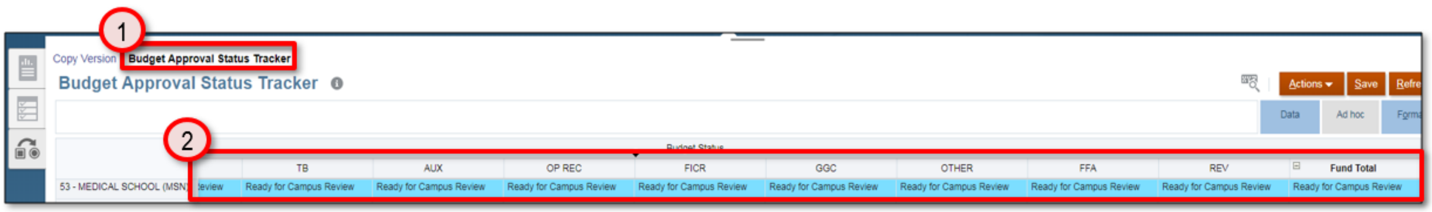
Confirm the Campus Review Version is populated and no variance exists between the Working version and the Campus Review version.



Status Approval Tracker – Ready for Campus Review (All Funds)

Step 1.

1. Navigate back to the "Budget Status Approval Tracker" form.
2. Confirm All Funds now have a status of "Ready for Campus Review" pushed to them via the version copy from "Working" to "Campus Review".

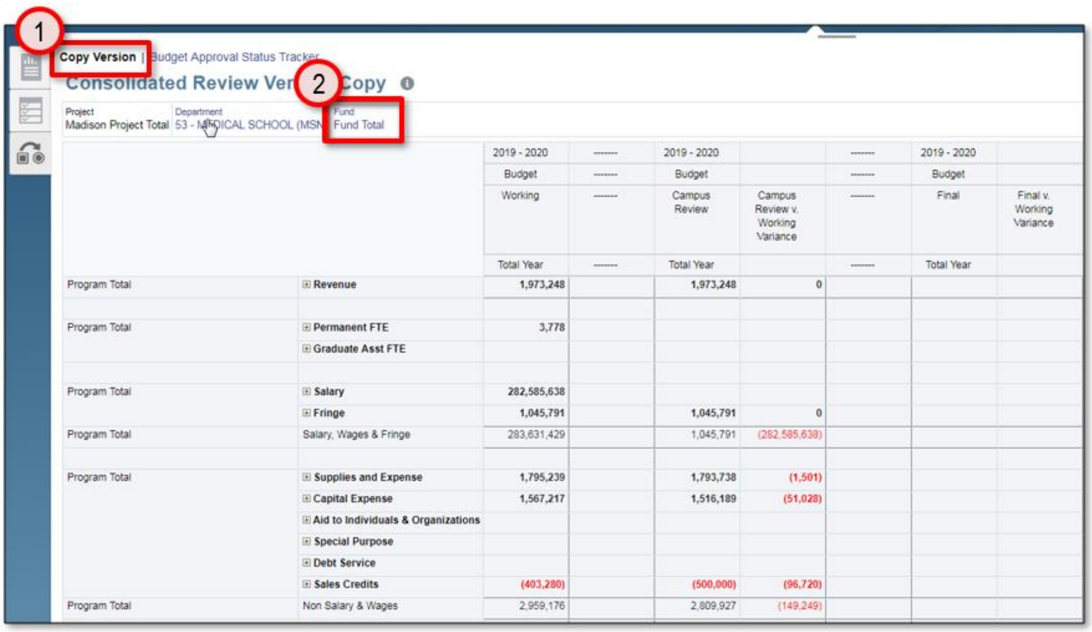


Similar to the Fund Dimension, if you are a Power User or an End User with access to all Institutions you will be able to view the status for all Divisions (or PA members for Madison) on this form, and be able to change your page selection for department on the "Version Copy" form to the total institution to push the status of "Ready for Campus Review" to every Division (or PA member for Madison) as well.

Copy to "Final" – For Power Users Only

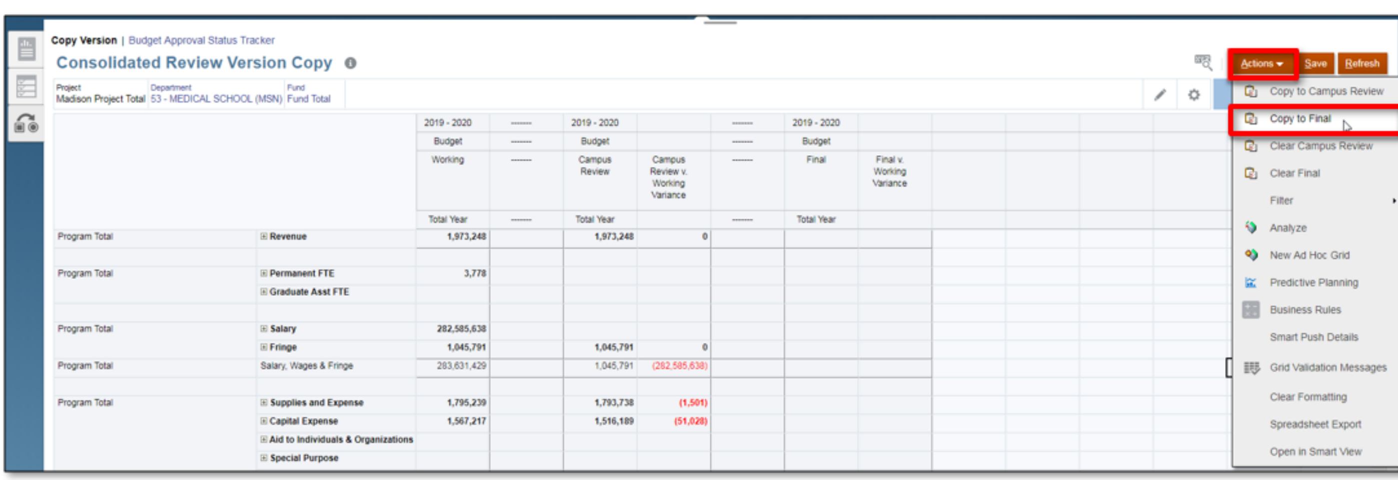
Step 1.

1. Navigate back to the "Version Copy" form.
2. Select a specific Fund grouping, or "Fund Total" from the Page dropdown.



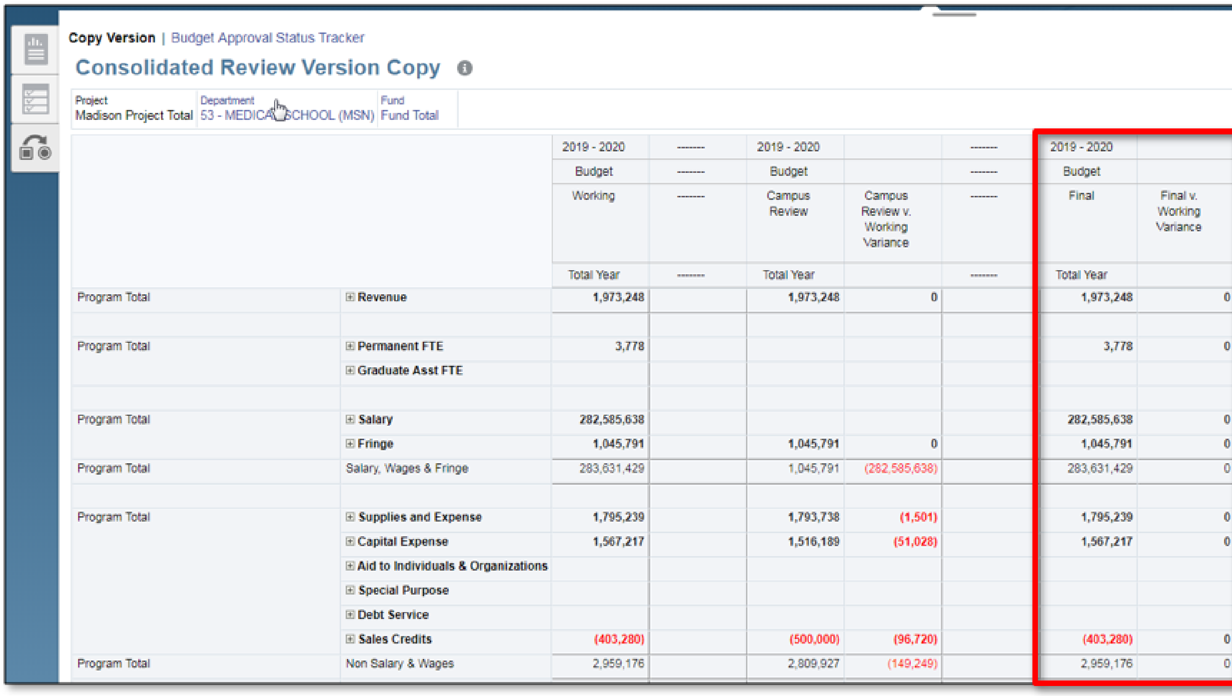
Step 2.

Right click anywhere on the form or click the Actions button in the upper right hand corner to display the actions dropdown. Click the **"Copy to Final"** menu to copy your working Budget to the Final version.



Step 2.

Confirm the Final Version is populated and no variance exists between the Working version and the Final version.

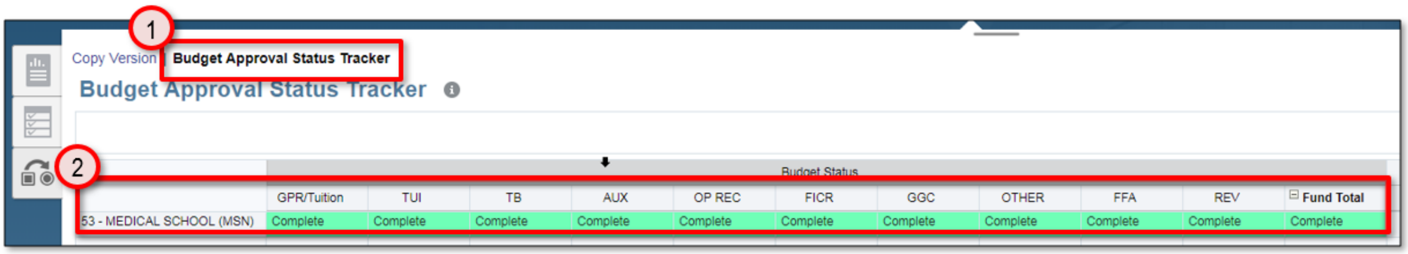


		2019 - 2020 Budget Working Total Year	-------	2019 - 2020 Budget Campus Review Total Year	Campus Review v. Working Variance	-------	2019 - 2020 Budget Final Total Year	Final v. Working Variance
Program Total	Revenue	1,973,248		1,973,248	0		1,973,248	0
Program Total	Permanent FTE	3,778					3,778	0
	Graduate Asst FTE							
Program Total	Salary	282,585,638					282,585,638	0
	Fringe	1,045,791		1,045,791	0		1,045,791	0
Program Total	Salary, Wages & Fringe	283,631,429		1,045,791	(282,585,638)		283,631,429	0
Program Total	Supplies and Expense	1,795,239		1,793,738	(1,501)		1,795,239	0
	Capital Expense	1,567,217		1,516,189	(51,028)		1,567,217	0
	Aid to Individuals & Organizations							
	Special Purpose							
	Debt Service							
	Sales Credits	(403,280)		(500,000)	(96,720)		(403,280)	0
Program Total	Non Salary & Wages	2,959,176		2,809,927	(149,249)		2,959,176	0

Status Approval Tracker – Complete

Step 1.

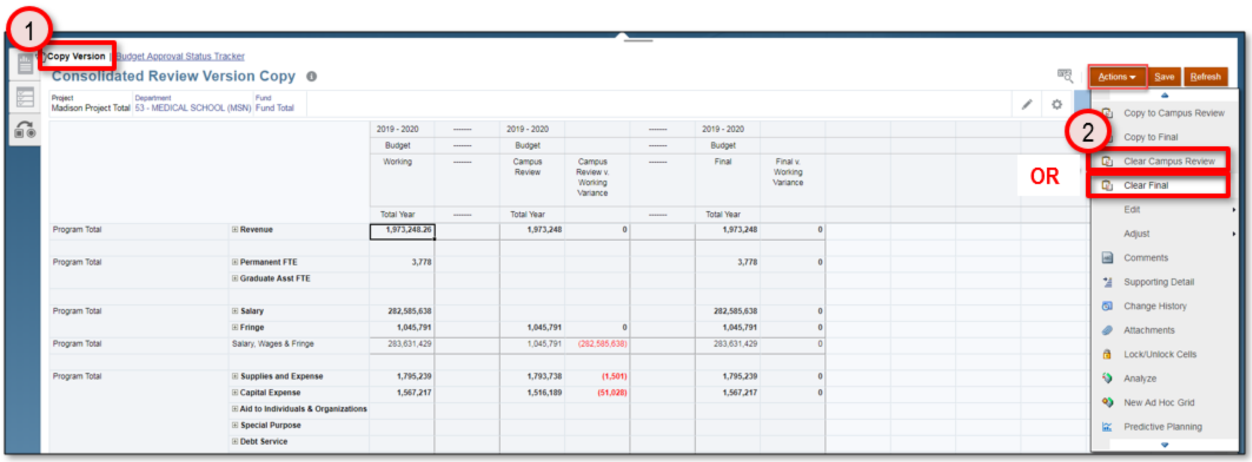
1. Navigate back to the "Budget Status Approval Tracker" form.
2. Confirm the Funds in which you copied now have a status of "Final" pushed to them via the version copy from "Working" to "Final".



Clear Versions

Step 1.

1. Navigate back to the "Version Copy" form.
2. Right click anywhere on the form or click the Actions button in the upper right hand corner to display the actions dropdown. Click the “Clear Campus Review” or "Clear Final" menu to clear old versions as applicable.

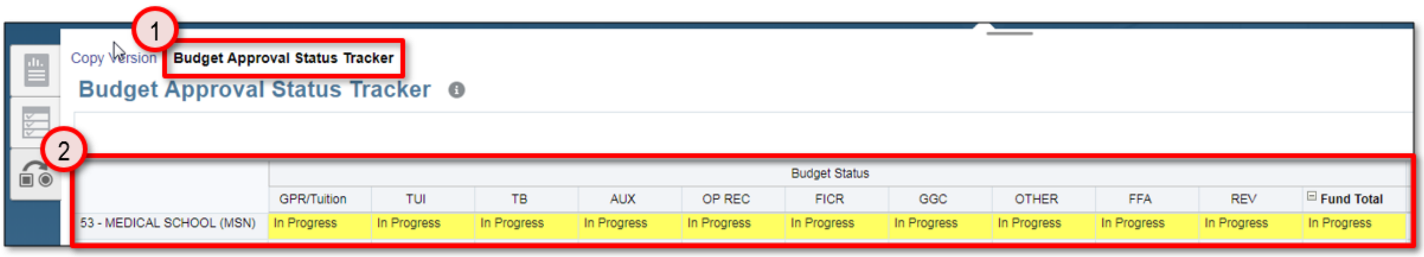


You do not need to clear old versions before re-copying data from working as the Copy menus completely overwrite the past values. However, this utility may be leveraged for Institutions/Users for any Institutional specific processes as applicable now or in the future.

Status Approval Tracker – In Progress

Step 1.

1. Navigate back to the "Budget Approval Status Tracker" form.
2. Confirm the Funds in which you cleared now have a status of "In Progress" pushed to them via the version clear.

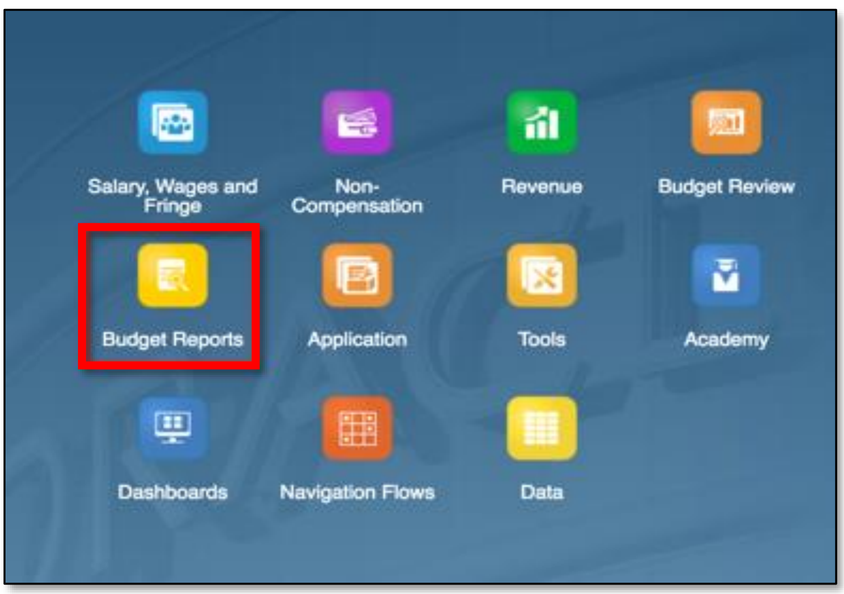


The clear menu will change the Budget Approval Status back to "In Progress" regardless of if you choose to clear the final version, or the campus review version. The working version cannot be cleared with the clear menu.

Budget Reports

There are 8 budget reports. Each report can be opened in HTML, PDF, and Excel formats using Chrome, Firefox, and Internet Explorer and the steps are exactly the same.

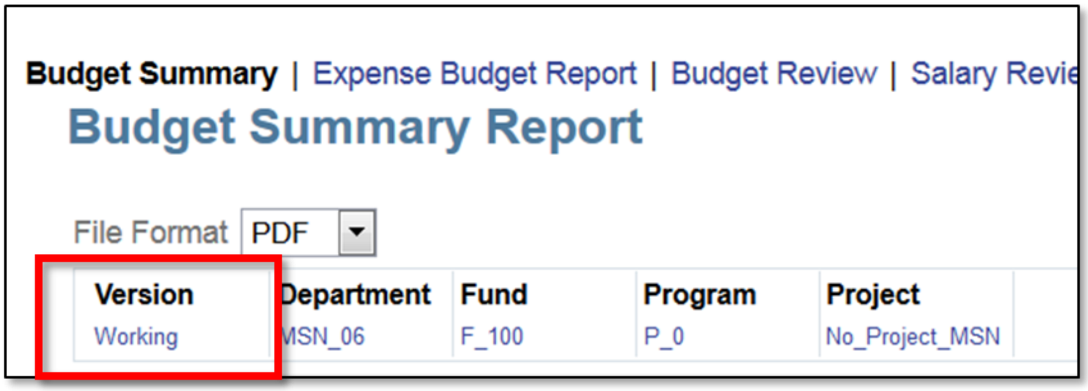
- ✓ **Budget Summary***
- ✓ **Expense Budget Report**
- ✓ **Budget Review**
- ✓ **Salary Review**
- ✓ **Summary by Program**
- ✓ **Summary by Fund**
- ✓ **Summary by Program and Fund**
- ✓ **Budget vs Actual**



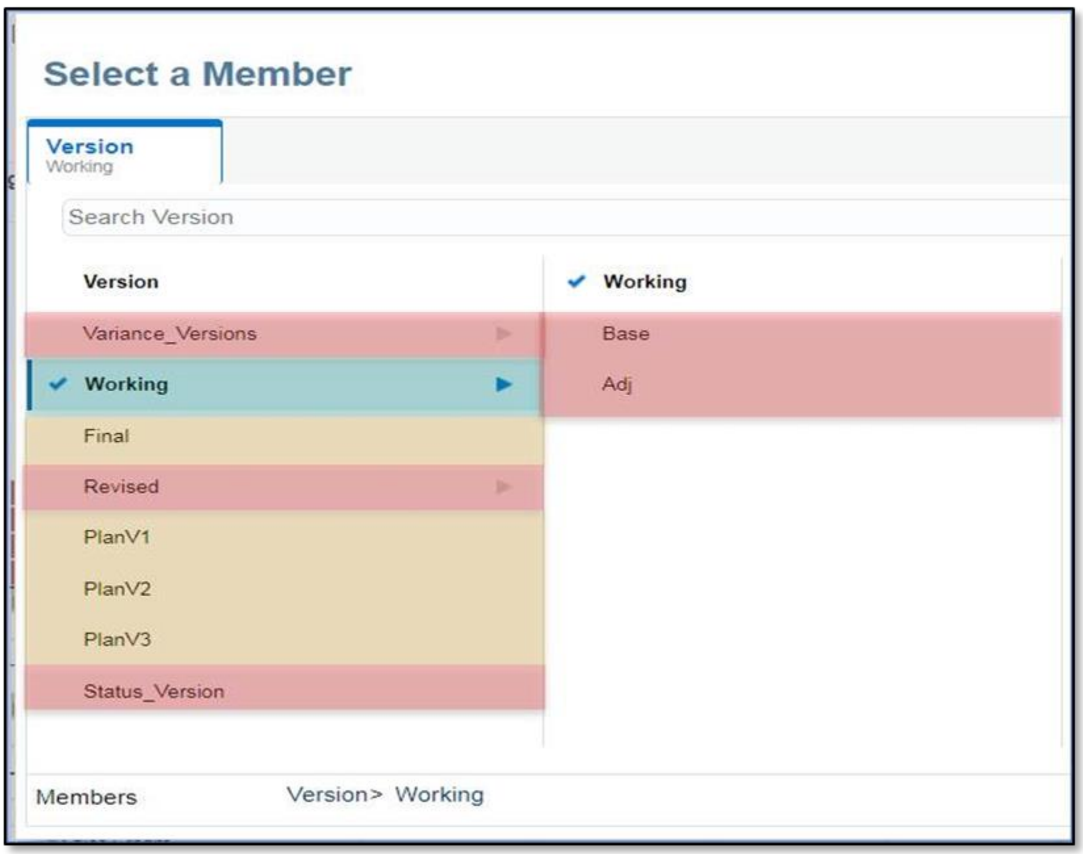
*For space reasons, only the Budget Summary report will include all browser and format steps. All reports can be opened following the exact instructions.

NOTE: Point of View Change

If the POV will be changed, users should remember to always use the **Working**, **Final**, **PlanV1**, **PlanV2**, and **PlanV3** versions.



Selecting the versions highlighted in red will only return partial or no information for the report.



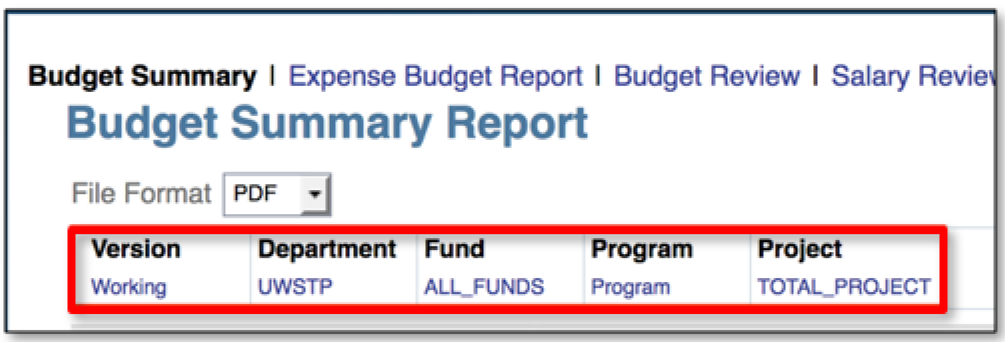
Budget Summary in HTML Format

Step 1.

The Budget Reports page will open the Budget Summary tab automatically. The rest of the available reports are displayed on the following tabs.

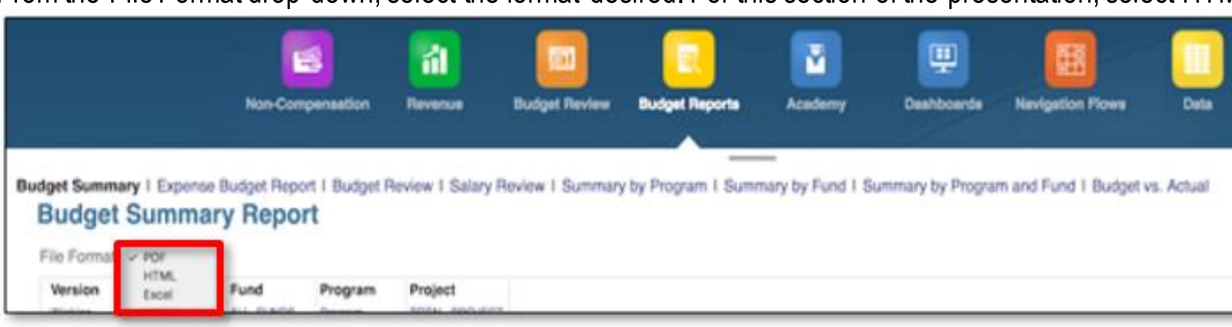
Step 2.

Next, the Point of View should be updated to the data needed for the report.



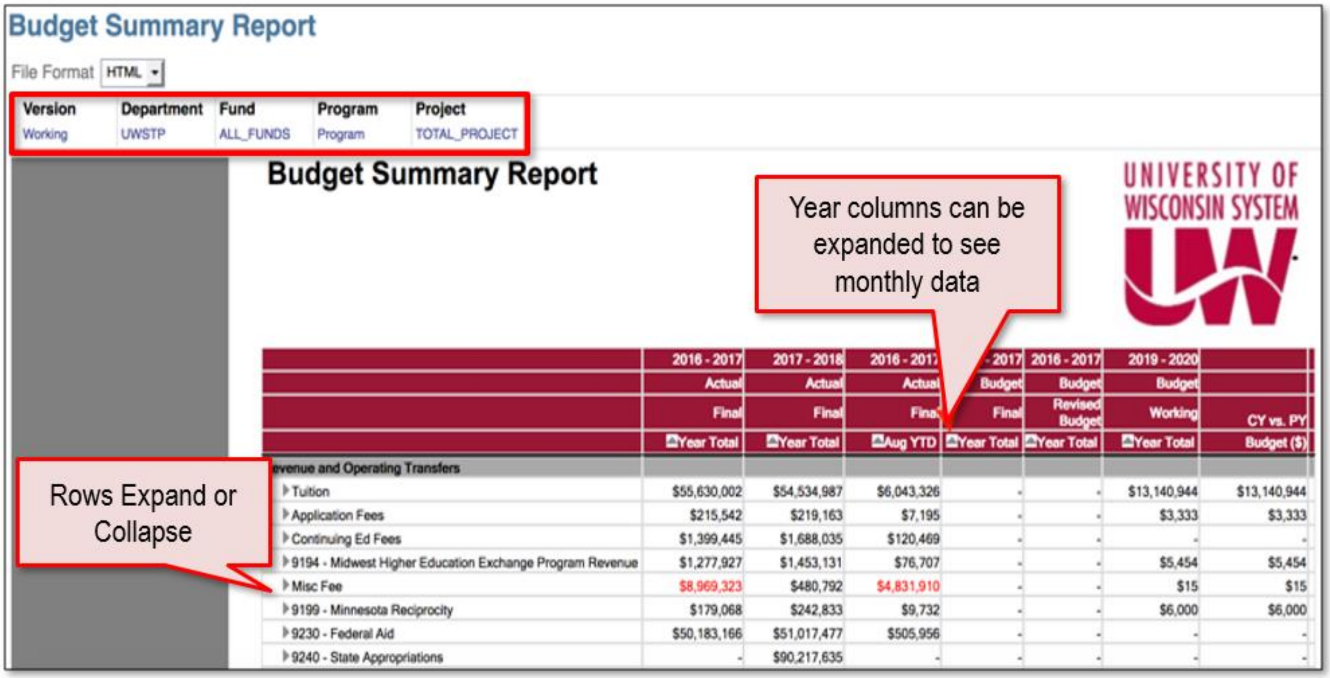
Step 3.

From the File Format drop-down, select the format desired. For this section of the presentation, select HTML



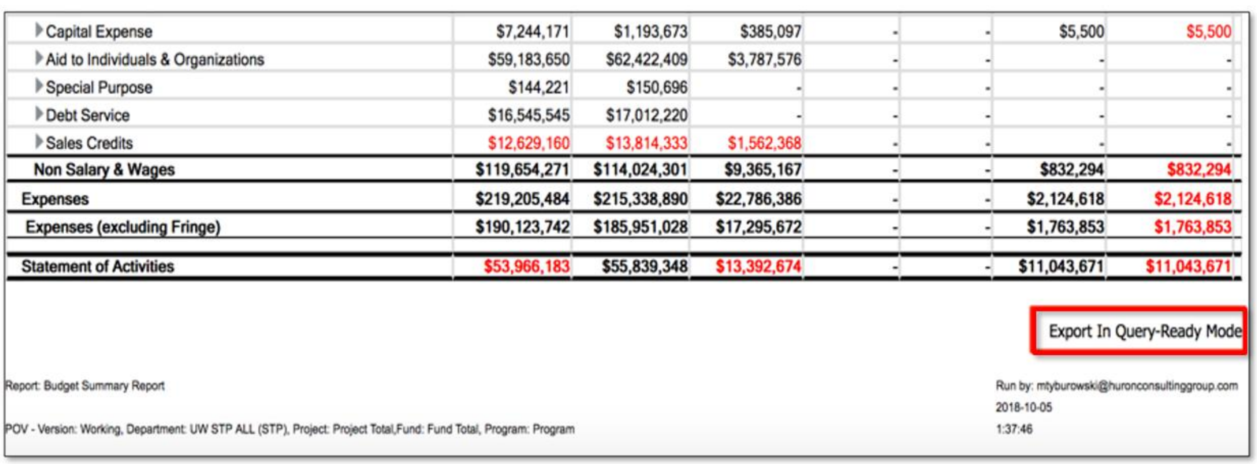
Step 4. Reviewing the Report in HTML

HTML Budget Summary reports are interactive: Columns expand or collapse and the user has access to expand data to more granular levels:
(*The Year Column expands to monthly data by clicking on the drop down icon*)



	2016 - 2017 Actual Final Year Total	2017 - 2018 Actual Final Year Total	2016 - 201 Actual Fina Aug YTD	- 2017 Budget Final Year Total	2016 - 2017 Budget Revised Budget Year Total	2019 - 2020 Budget Working Year Total	CY vs. PY Budget ($)
evenue and Operating Transfers							
Tuition	$55,630,002	$54,534,987	$6,043,326	-	-	$13,140,944	$13,140,944
Application Fees	$215,542	$219,163	$7,195	-	-	$3,333	$3,333
Continuing Ed Fees	$1,399,445	$1,688,035	$120,469	-	-	-	-
9194 - Midwest Higher Education Exchange Program Revenue	$1,277,927	$1,453,131	$76,707	-	-	$5,454	$5,454
Misc Fee	$8,969,323	$480,792	$4,831,910	-	-	$15	$15
9199 - Minnesota Reciprocity	$179,068	$242,833	$9,732	-	-	$6,000	$6,000
9230 - Federal Aid	$50,183,166	$51,017,477	$505,956	-	-	-	-
9240 - State Appropriations	-	$90,217,635	-	-	-	-	-

HTML Reports can also be **downloaded. To download the report**, scroll down and click on the **Export In Query-Ready Mode.** The report will open in Excel. Follow the protocol of your browser to open the downloaded file (*For Chrome, the file download bar shows on the bottom of the screen, etc.*)



Capital Expense	$7,244,171	$1,193,673	$385,097	-	-	$5,500	$5,500
Aid to Individuals & Organizations	$59,183,650	$62,422,409	$3,787,576	-	-	-	-
Special Purpose	$144,221	$150,696	-	-	-	-	-
Debt Service	$16,545,545	$17,012,220	-	-	-	-	-
Sales Credits	$12,629,160	$13,814,333	$1,562,368	-	-	-	-
Non Salary & Wages	$119,654,271	$114,024,301	$9,365,167	-	-	$832,294	$832,294
Expenses	$219,205,484	$215,338,890	$22,786,386	-	-	$2,124,618	$2,124,618
Expenses (excluding Fringe)	$190,123,742	$185,951,028	$17,295,672	-	-	$1,763,853	$1,763,853
Statement of Activities	$53,966,183	$55,839,348	$13,392,674	-	-	$11,043,671	$11,043,671

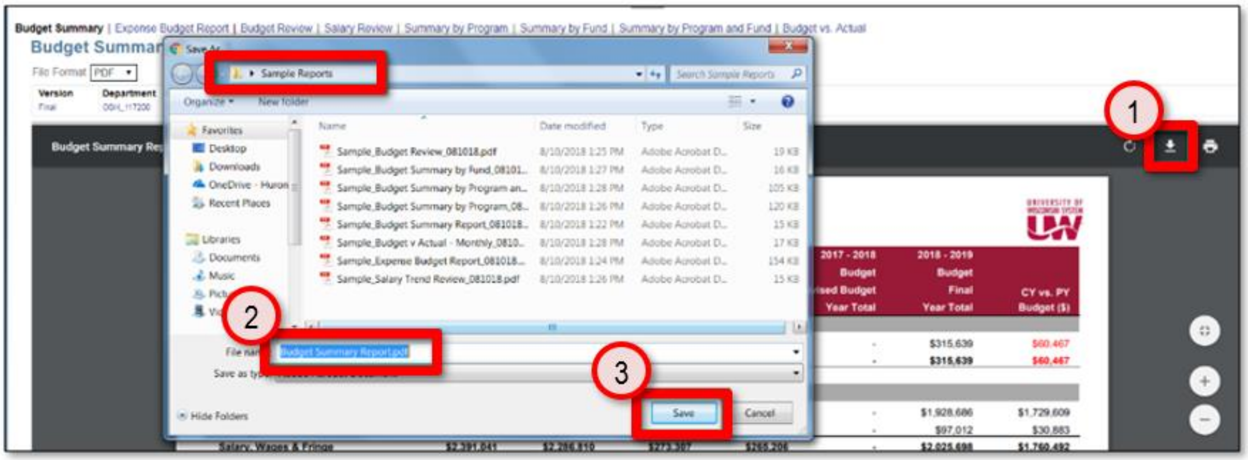
Budget Summary in PDF Format - Chrome

Step 1.

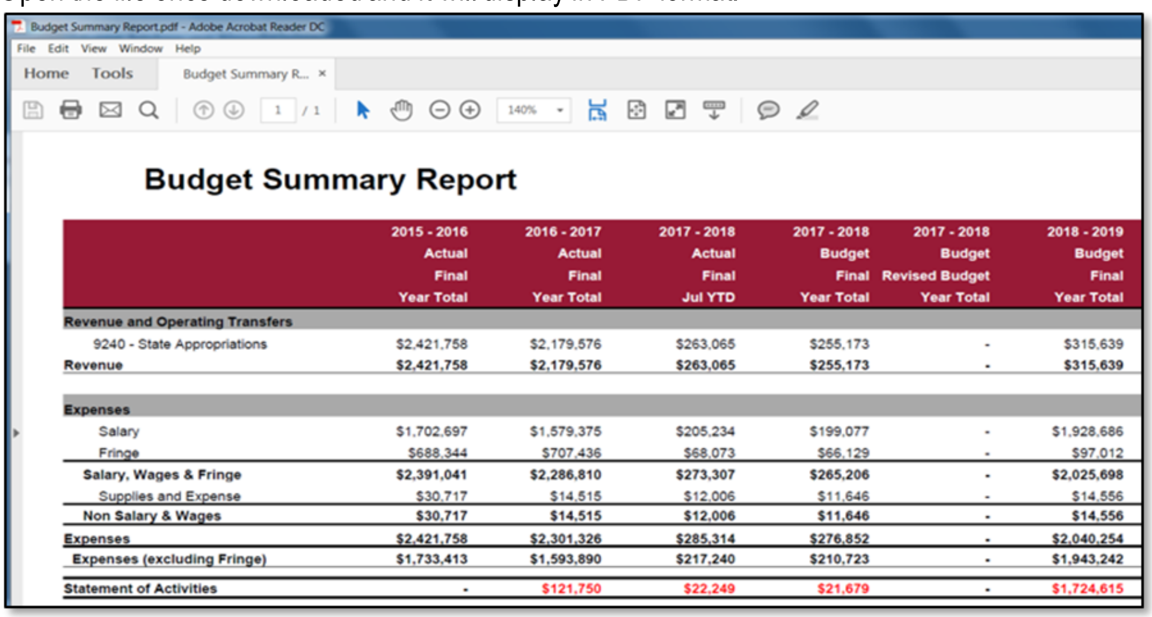
To download reports:

1. Click the download icon *(the pop-up Save As will appear)*
2. Name the report on the File Name field
3. Save the file.

*** Remember where the file is saved!**



Open the file once downloaded and it will display in PDF format.



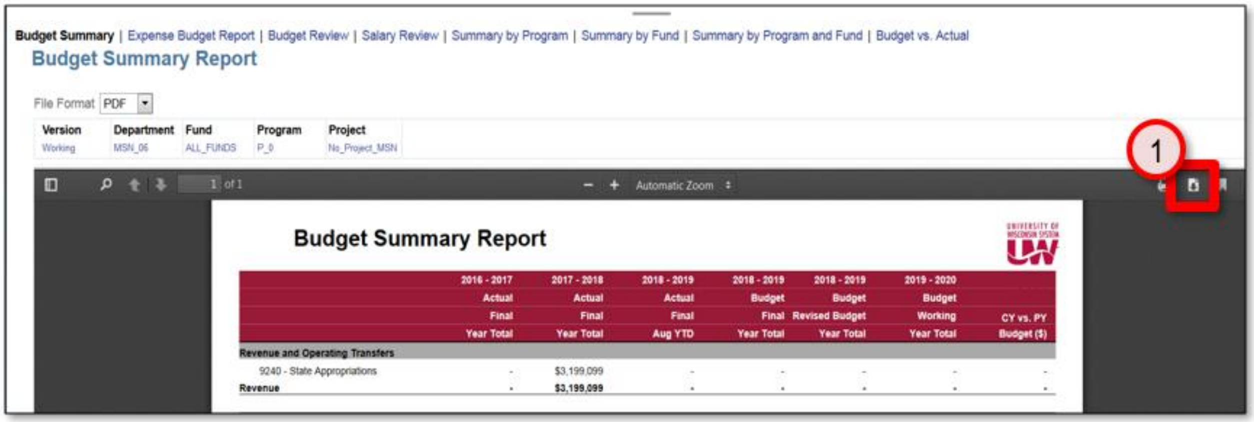
Budget Summary Report

	2015 - 2016 Actual Final Year Total	2016 - 2017 Actual Final Year Total	2017 - 2018 Actual Final Jul YTD	2017 - 2018 Budget Final Year Total	2017 - 2018 Budget Revised Budget Year Total	2018 - 2019 Budget Final Year Total
Revenue and Operating Transfers						
9240 - State Appropriations	$2,421,758	$2,179,576	$263,065	$255,173	-	$315,639
Revenue	**$2,421,758**	**$2,179,576**	**$263,065**	**$255,173**	**-**	**$315,639**
Expenses						
Salary	$1,702,697	$1,579,375	$205,234	$199,077	-	$1,928,686
Fringe	$688,344	$707,436	$68,073	$66,129	-	$97,012
Salary, Wages & Fringe	**$2,391,041**	**$2,286,810**	**$273,307**	**$265,206**	**-**	**$2,025,698**
Supplies and Expense	$30,717	$14,515	$12,006	$11,646	-	$14,556
Non Salary & Wages	**$30,717**	**$14,515**	**$12,006**	**$11,646**	**-**	**$14,556**
Expenses	**$2,421,758**	**$2,301,326**	**$285,314**	**$276,852**	**-**	**$2,040,254**
Expenses (excluding Fringe)	**$1,733,413**	**$1,593,890**	**$217,240**	**$210,723**	**-**	**$1,943,242**
Statement of Activities	**-**	**$121,750**	**$22,249**	**$21,679**	**-**	**$1,724,615**

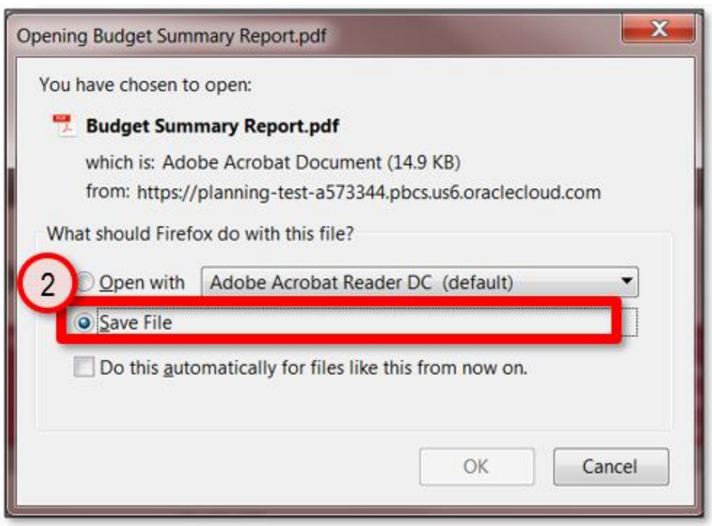
Budget Summary in PDF Format - Firefox

Step 1.

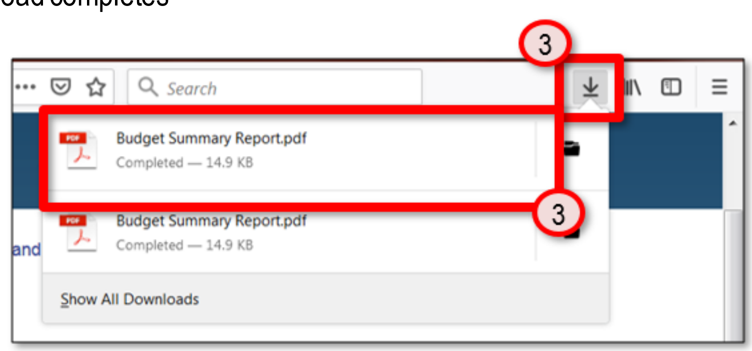
1. Click the download icon *(the pop-up Save As will appear)*



2. Click on Save File.



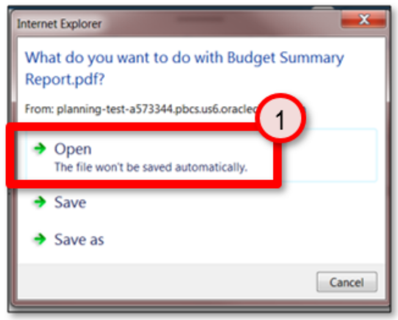
3. The top right corner of the browser will display the download icon. Click on it and click on the file once the download completes



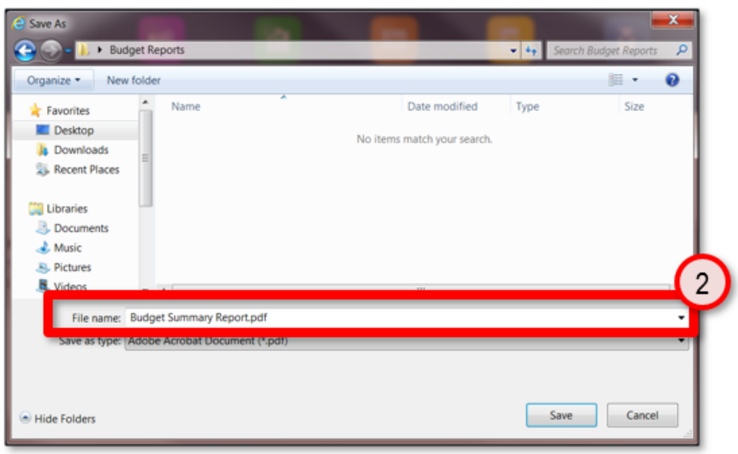
Budget Summary in PDF Format - IE

Step 1.

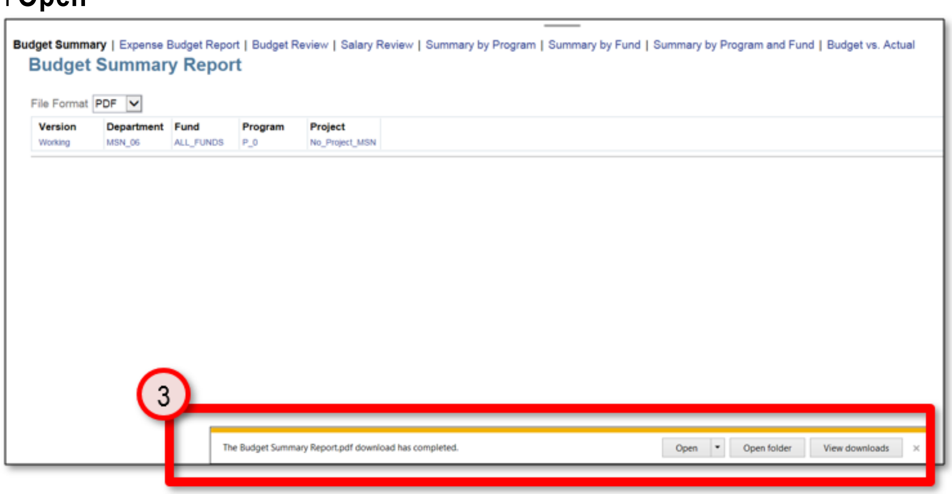
1. Click the **Open** option (**Save** or **Save as** if desired)



2. Name the report on the **File Name** field



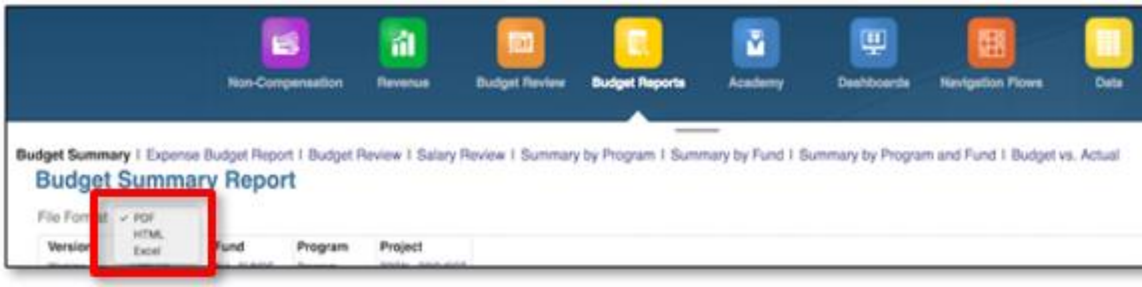
3. Click on **Open**



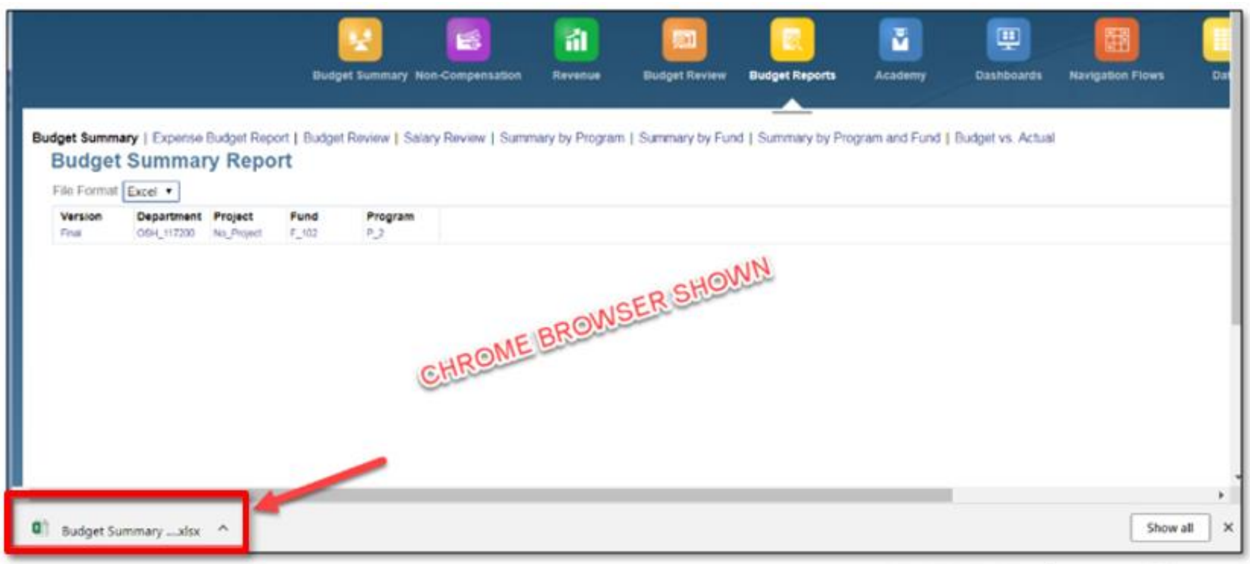
Budget Summary in Excel Format

Step 1.

To open a report in Excel format, remember to follow the same steps to access reports. Once a Point of View for the data the report should contain, select the Excel option from the Version drop-down.

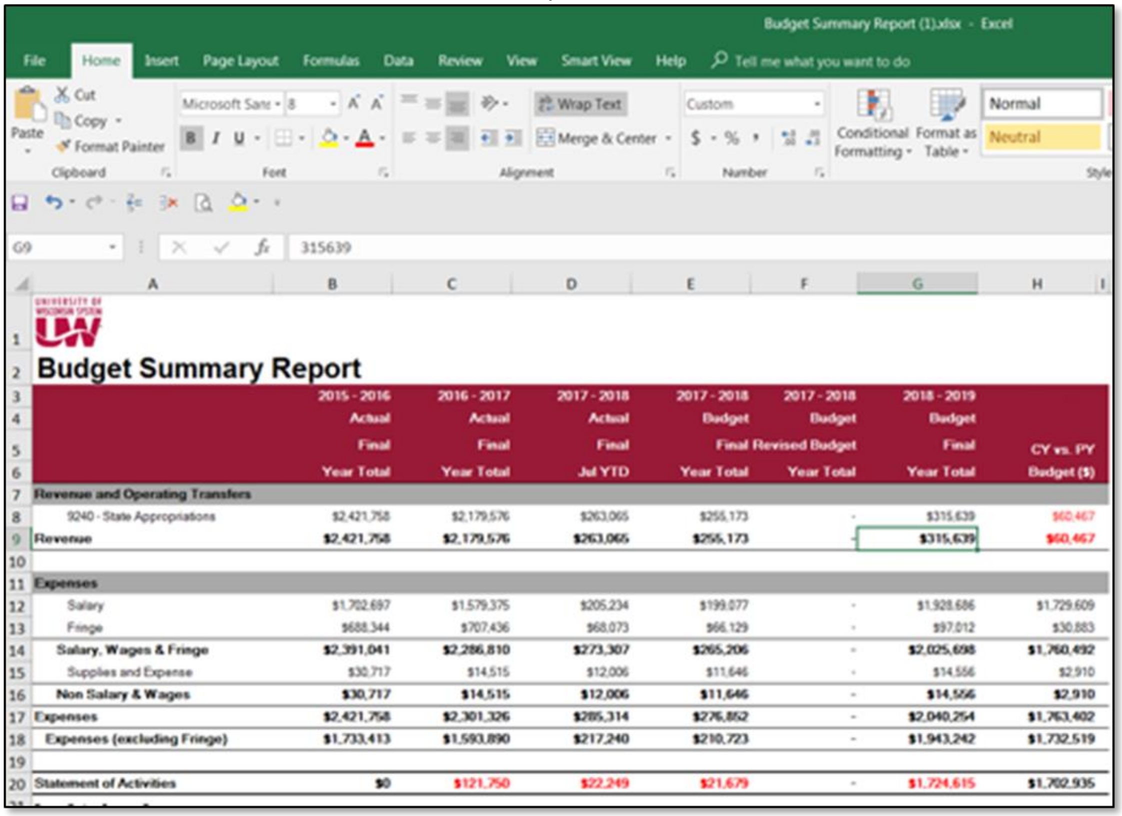


This time, the report will download automatically. Follow the steps described before according to the browser you are using (Chrome, Firefox, Internet Explorer)



Step 2.

The Excel file is now downloaded and can be opened.



Budget Summary Report

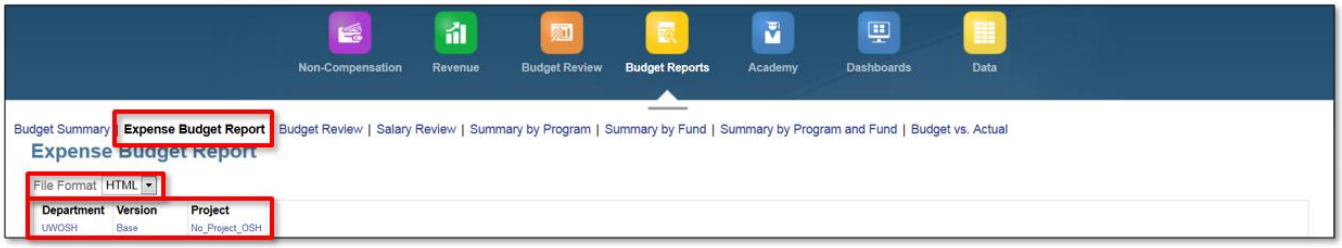
	2015 - 2016 Actual Final Year Total	2016 - 2017 Actual Final Year Total	2017 - 2018 Actual Final Jul YTD	2017 - 2018 Budget Final Year Total	2017 - 2018 Budget Revised Budget Year Total	2018 - 2019 Budget Final Year Total	CY vs. PY Budget ($)
Revenue and Operating Transfers							
9240 - State Appropriations	$2,421,758	$2,179,576	$263,065	$255,173	-	$315,639	$60,467
Revenue	**$2,421,758**	**$2,179,576**	**$263,065**	**$255,173**	-	**$315,639**	**$60,467**
Expenses							
Salary	$1,702,697	$1,579,375	$205,234	$199,077	-	$1,928,686	$1,729,609
Fringe	$688,344	$707,436	$68,073	$66,129	-	$97,012	$30,883
Salary, Wages & Fringe	**$2,391,041**	**$2,286,810**	**$273,307**	**$265,206**	-	**$2,025,698**	**$1,760,492**
Supplies and Expense	$30,717	$14,515	$12,006	$11,646	-	$14,556	$2,910
Non Salary & Wages	**$30,717**	**$14,515**	**$12,006**	**$11,646**	-	**$14,556**	**$2,910**
Expenses	**$2,421,758**	**$2,301,326**	**$285,314**	**$276,852**	-	**$2,040,254**	**$1,763,402**
Expenses (excluding Fringe)	**$1,733,413**	**$1,593,890**	**$217,240**	**$210,723**	-	**$1,943,242**	**$1,732,519**
Statement of Activities	**$0**	**$121,750**	**$22,249**	**$21,679**	-	**$1,724,615**	**$1,702,935**

Remember - When the downloaded file is opened in Excel, the file loses its connection to the database. The file, however, can now be manipulated with Excel functions. **Also remember that the file is not connected via Smart View.**

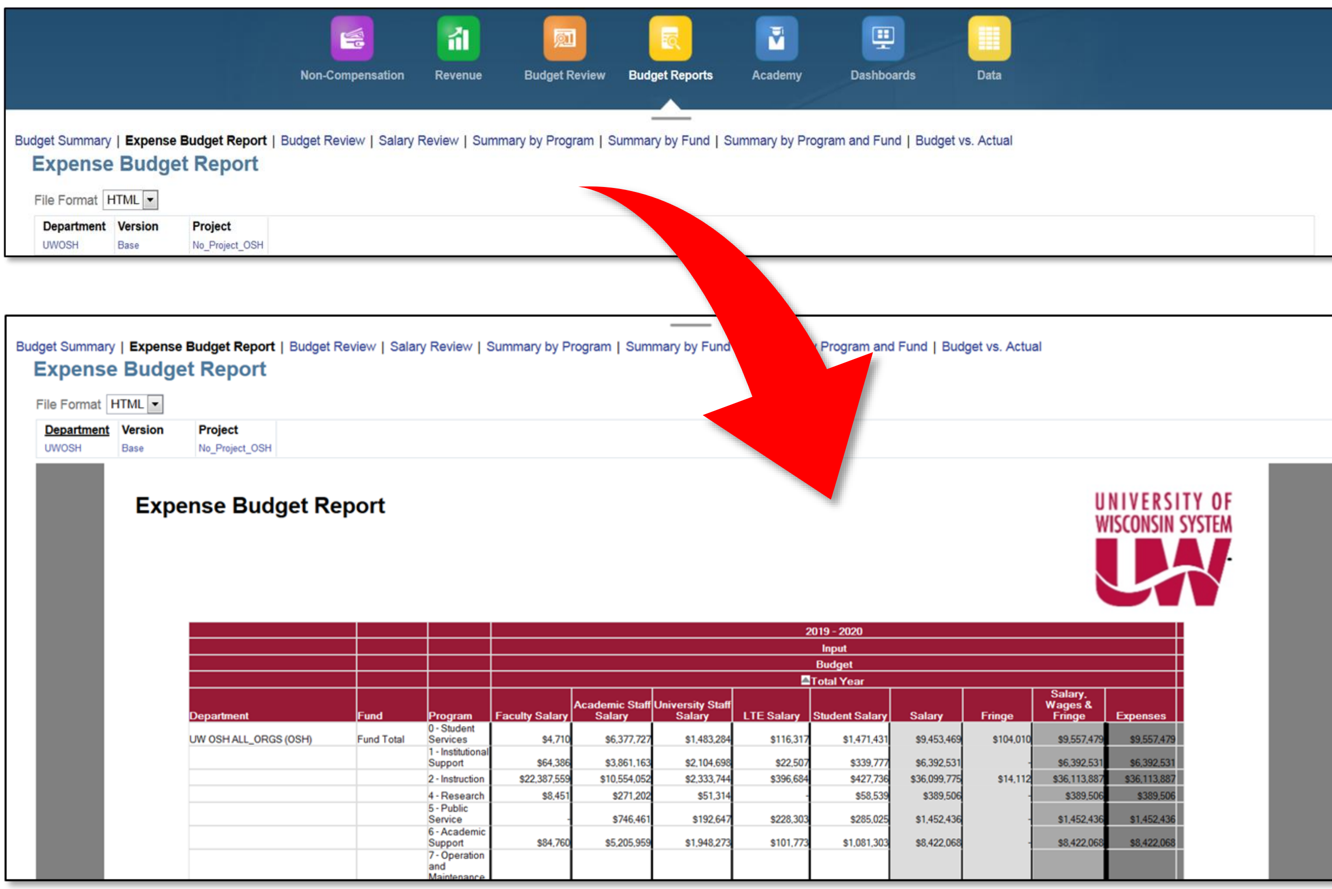
Expense Budget Report in HTML

Step 1.

To access the Expense Budget report, as mentioned, follow the previous steps described.
Once the form displays, select the Expense Budget Report tab and desired format, as described before.



Once the report displays, depending on the format, you can now interact with it.



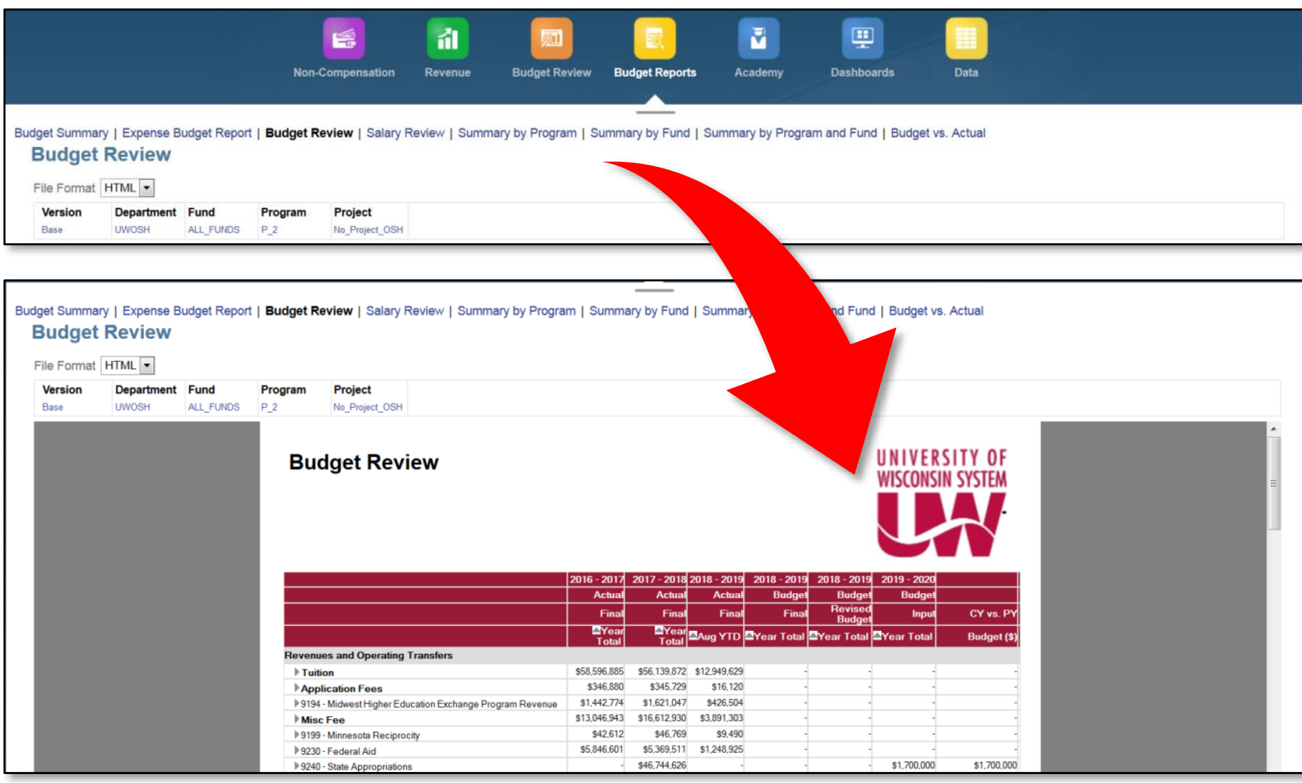
			2019 - 2020									
			Input									
			Budget									
			Total Year									
Department	Fund	Program	Faculty Salary	Academic Staff Salary	University Staff Salary	LTE Salary	Student Salary	Salary	Fringe	Salary, Wages & Fringe	Expenses	
UW OSH ALL_ORGS (OSH)	Fund Total	0 - Student Services	$4,710	$6,377,727	$1,483,284	$116,317	$1,471,431	$9,453,469	$104,010	$9,557,479	$9,557,479	
		1 - Institutional Support	$64,386	$3,861,163	$2,104,698	$22,507	$339,777	$6,392,531	-	$6,392,531	$6,392,531	
		2 - Instruction	$22,387,559	$10,554,052	$2,333,744	$396,684	$427,736	$36,099,775	$14,112	$36,113,887	$36,113,887	
		4 - Research	$8,451	$271,202	$51,314	-	$58,539	$389,506	-	$389,506	$389,506	
		5 - Public Service	-	$746,461	$192,647	$228,303	$285,025	$1,452,436	-	$1,452,436	$1,452,436	
		6 - Academic Support	$84,760	$5,205,959	$1,948,273	$101,773	$1,081,303	$8,422,068	-	$8,422,068	$8,422,068	
		7 - Operation and Maintenance										

Budget Review Report in HTML

Step 1.

To access the Expense Budget report, as mentioned, follow the previous steps described.
Once the form displays, select the Expense Budget Report tab and desired report format, as described before.

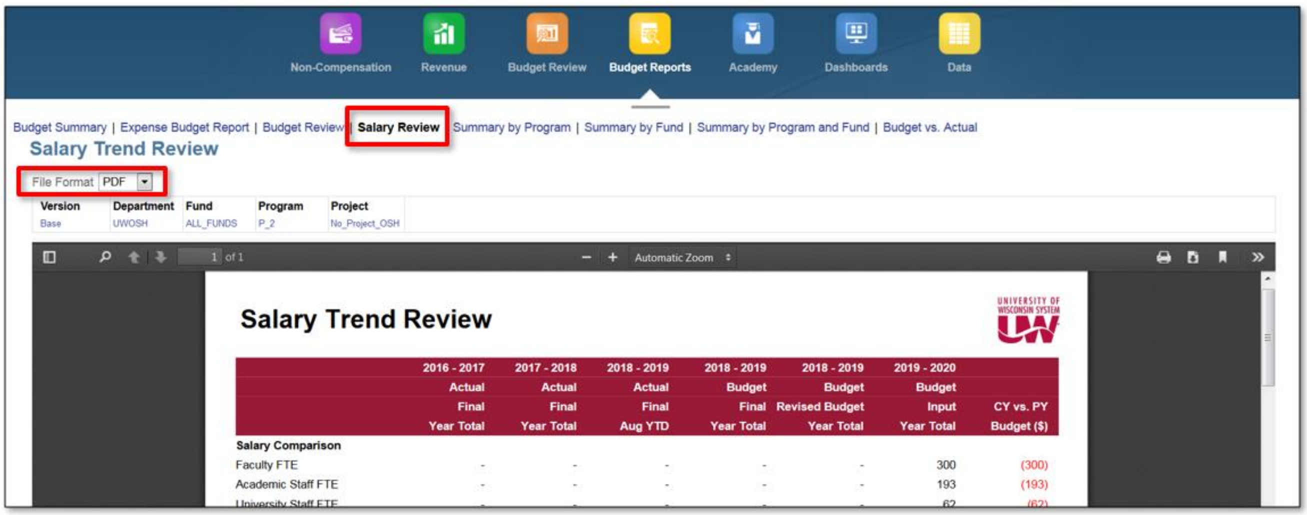
Once the report displays, depending on the format, you can now interact with it.



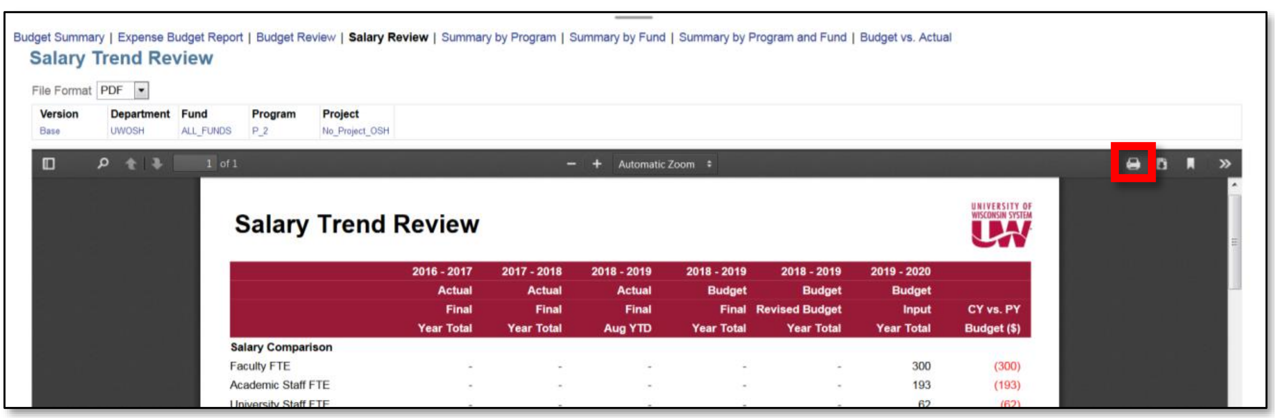
Salary Review Report in HTML

Step 1.

To access the Salary Review report, as mentioned, follow the previous steps described.
Once the form displays, select the Salary Review tab and desired file format, as described before.



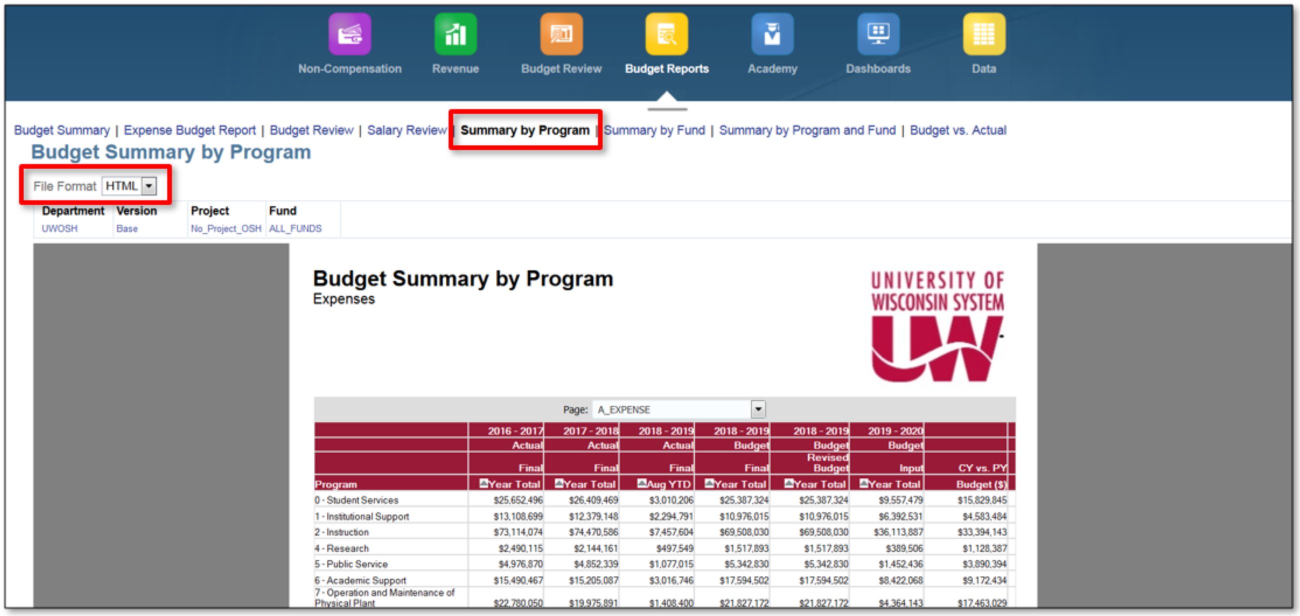
In this example, the form is displayed under a PDF format. Remember that PDF file formats allow the use to print the form directly!



Summary by Program Report in HTML

Step 1.

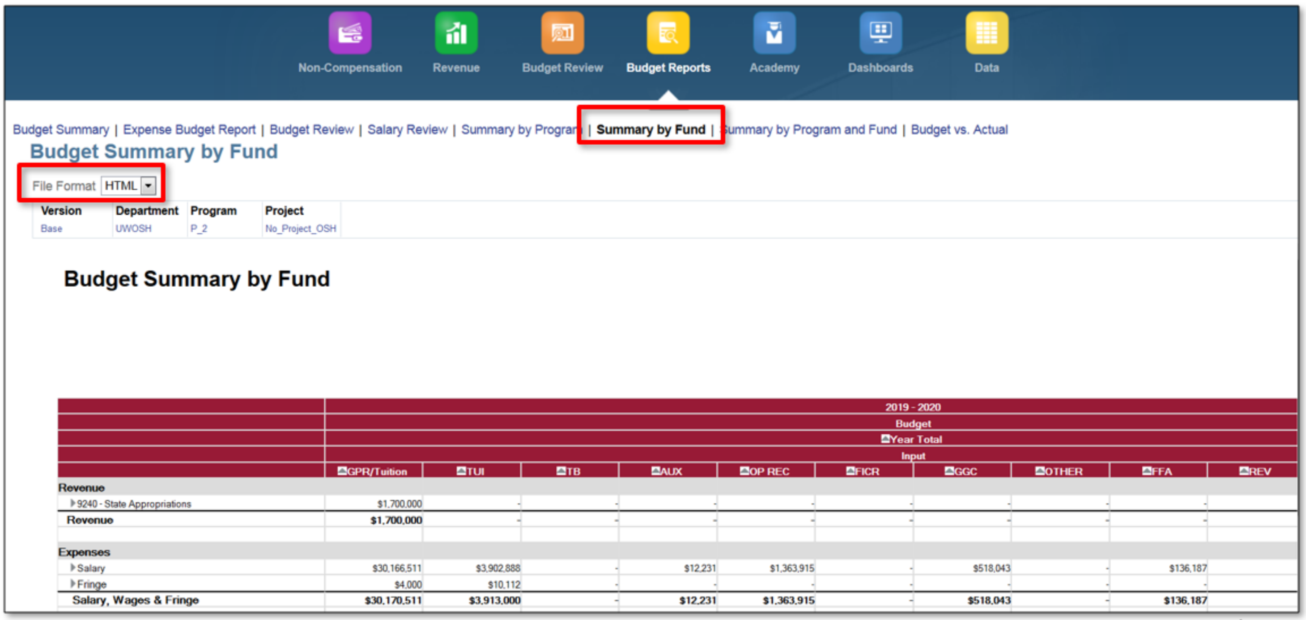
Like all reports, the Summary by Program report is opened following the same steps.



Summary by Fund Report in HTML

Step 1.

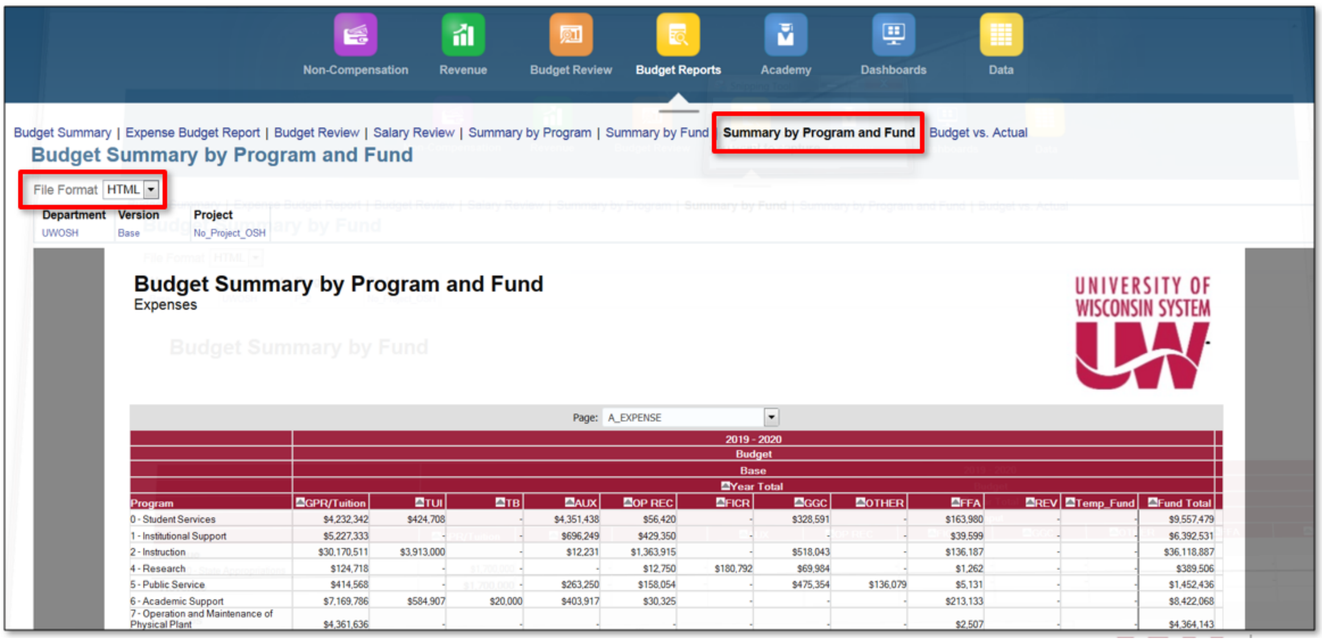
Like all reports, the Summary by Fund report is opened following the same steps.



Summary by Program and Fund in HTML

Step 1.

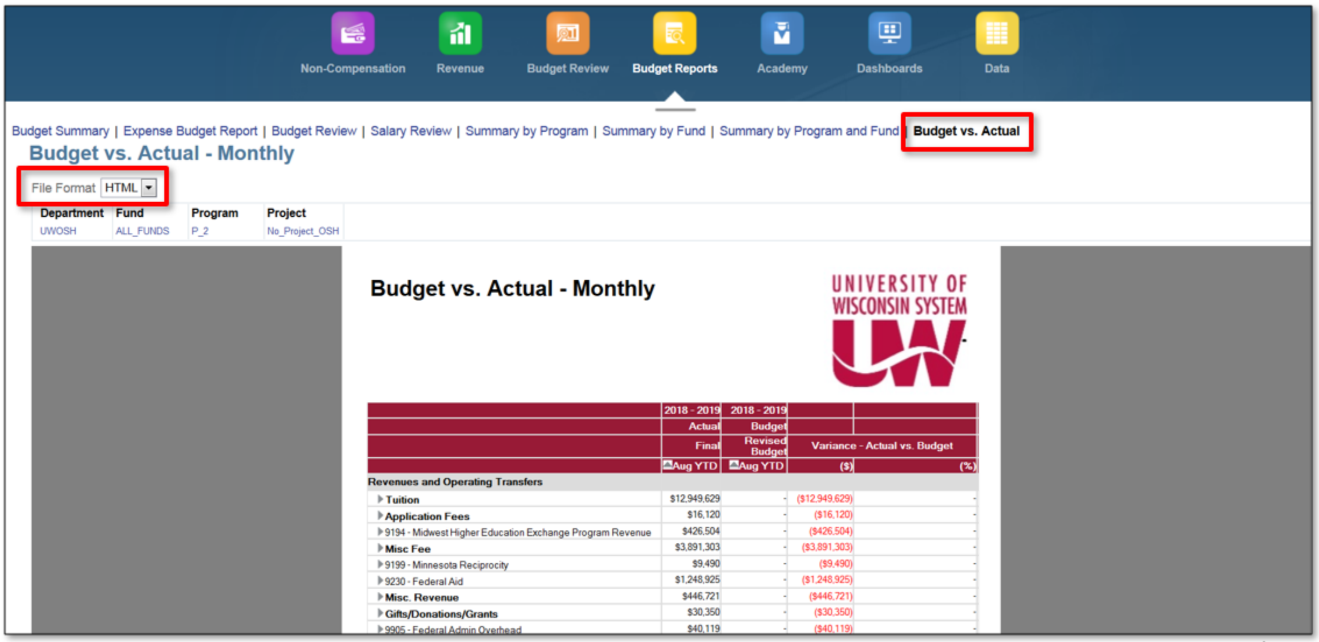
Like all reports, the Summary by Program and Fund report is opened following the same steps.



Budget Vs Actual Report in HTML

Step 1.

Like all reports, the Budget and Actual report is opened following the same steps.

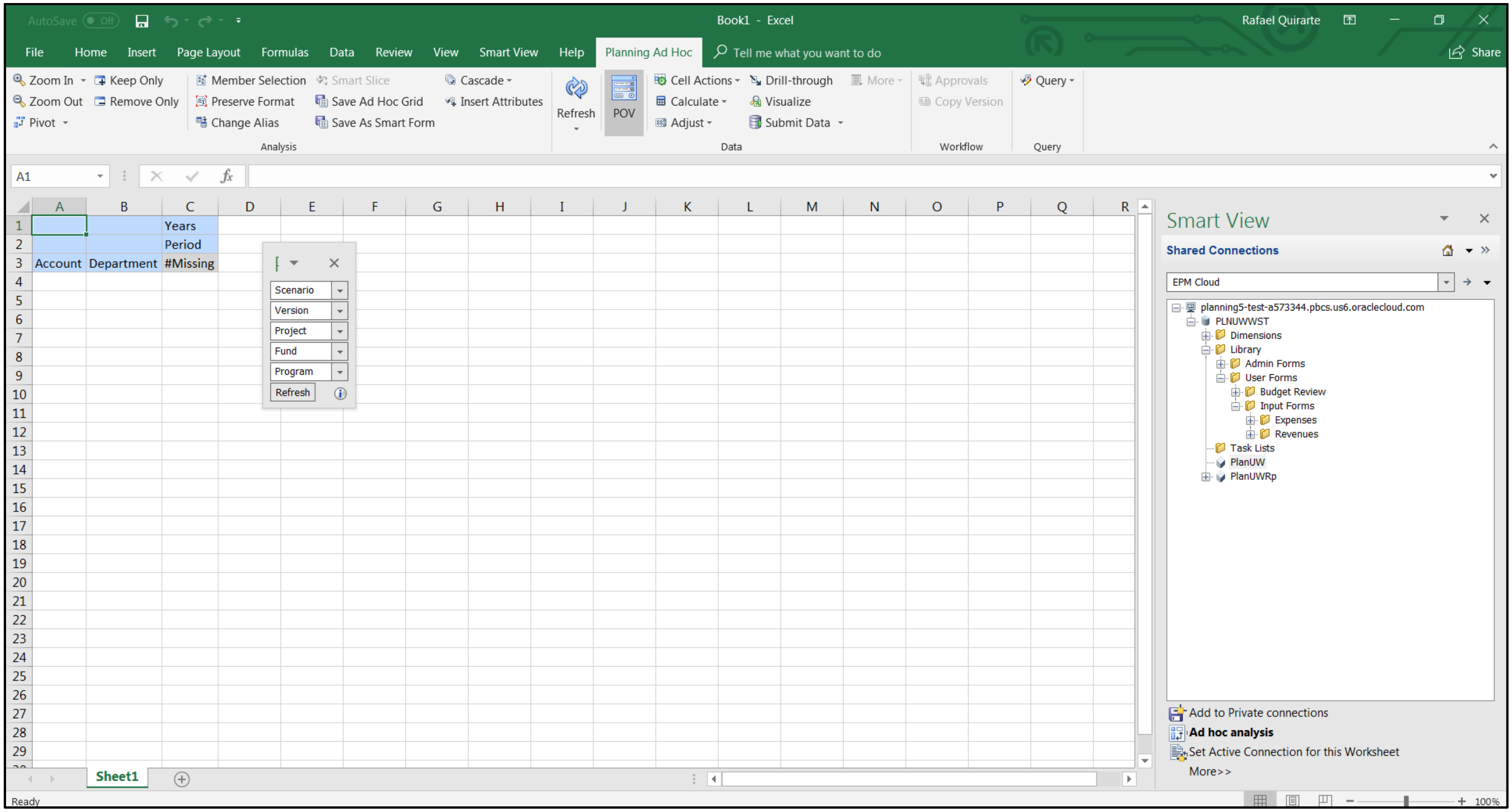


Smart View Visual Reference

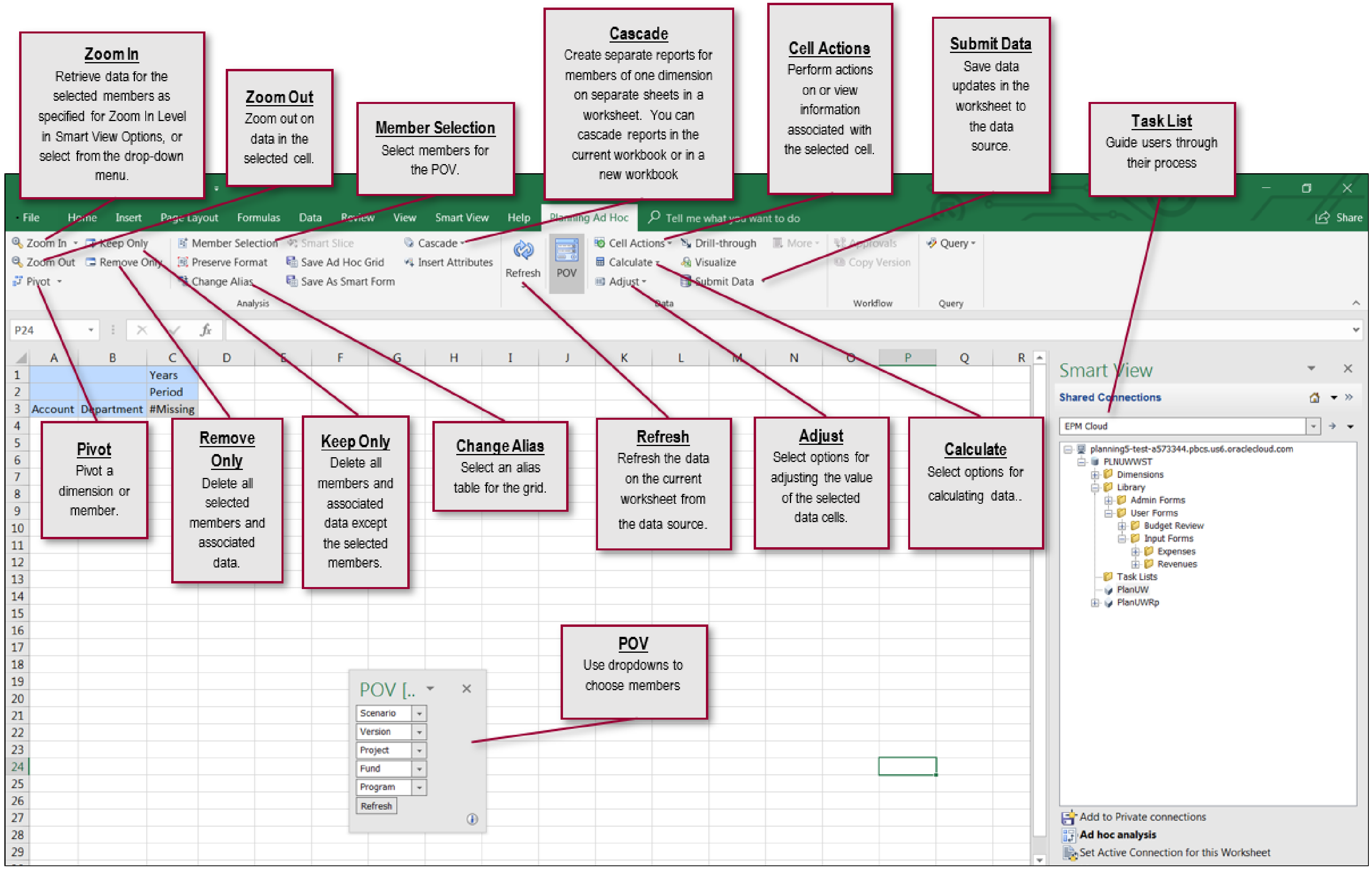
ORACLE®

SMART VIEW

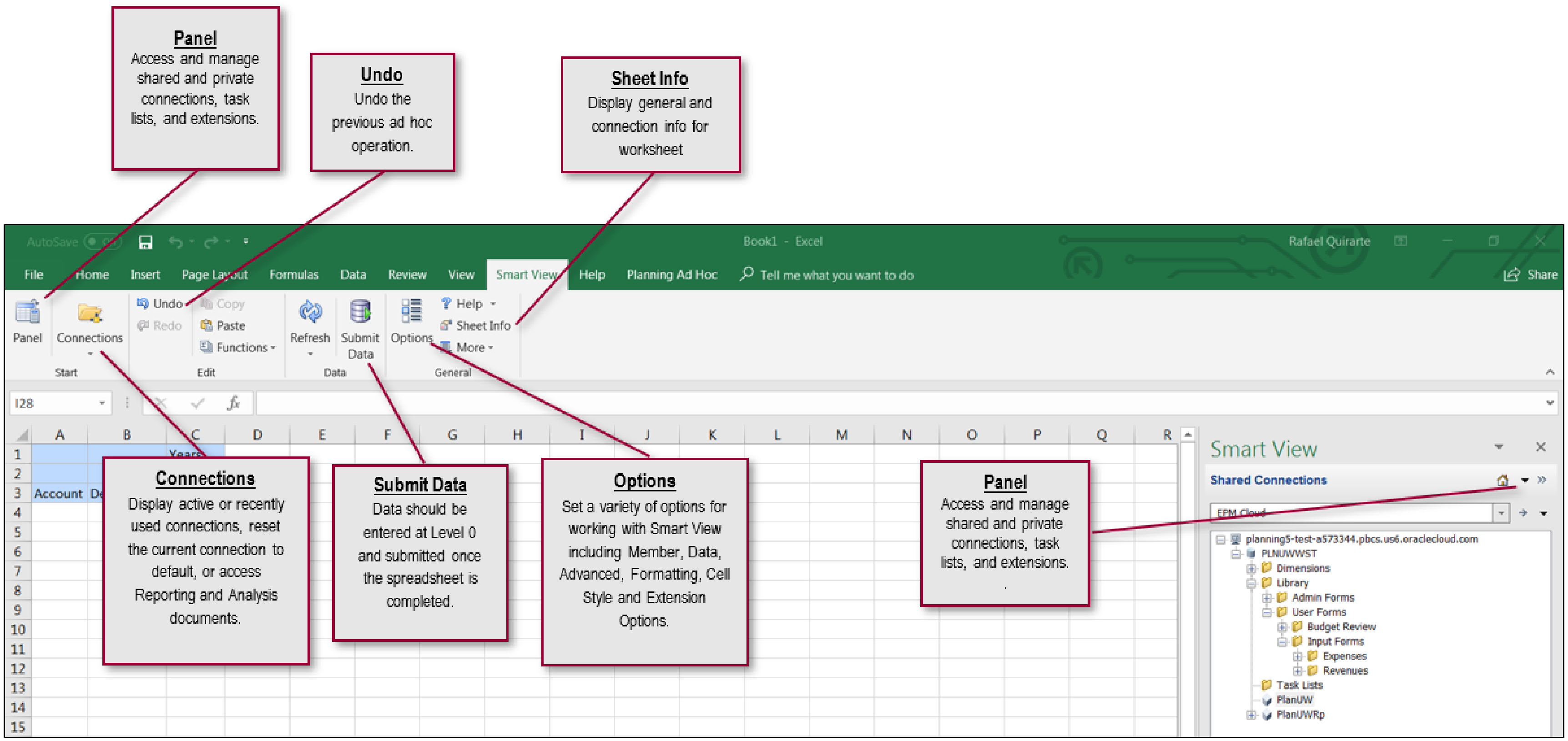
SMART VIEW HOME PAGE



PLANNING TAB ICON DESCRIPTION



SMART VIEW TAB ICON DESCRIPTION



Annex

Opening Budget Accounts – Right-Click Method

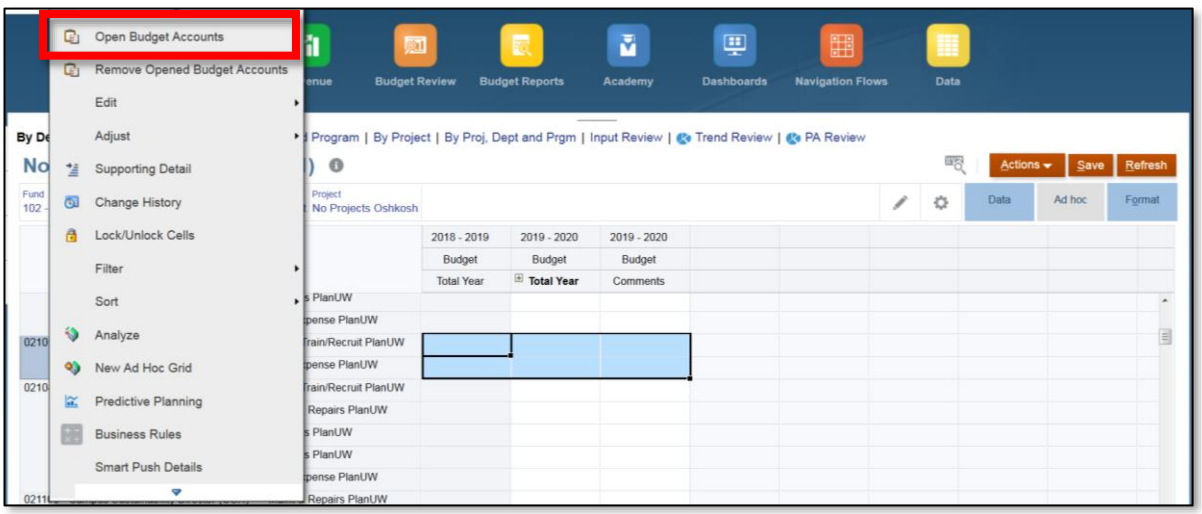
If the sub department you need to budget for is already on the form, but the account you need is not, the right click method can be used to open budget accounts. This method will save you time because the sub department you right click on will pass into the menu prompt. This is in contrast to the original method when the sub department in not on the form, so you need to use the actions menu instead.

To open budget accounts using the right click method please follow the steps below:

Step 1.

In this scenario, **$5,000** needs to be budgeted for **Equipment PlanUW** in the **021010 – Provost Support (OSH)** sub department. **021010 – Provost Support (OSH)** is on the form, but Equipment PlanUW is not.

Once the POV has been selected and the form is displayed (Step 1 of page 22), right-click on the department that the account needs to be inserted into to display the **Actions** drop-drown (For this example, right-click on **021010 – Provost Support (OSH) Department**):

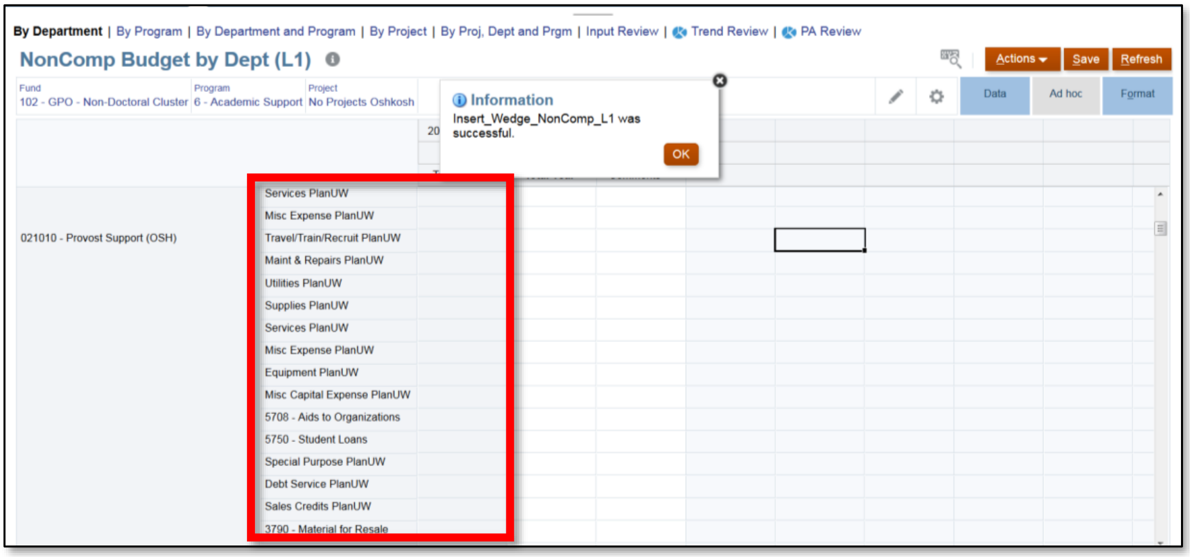


Step 2.

Click on **Open Budget Accounts** to bring up the menu screen. You should notice that the **Select Department** field is already populated with the information from **the sub department you right-clicked on**. Click **Launch** (In this example, the field will display OSH_021010).

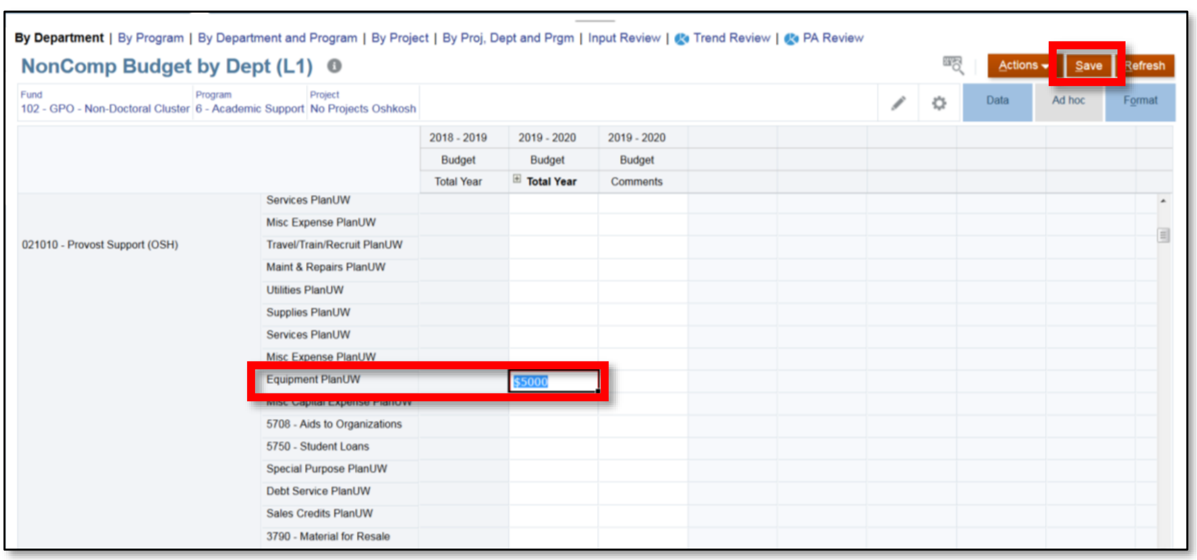
Step 3.

Once the accounts are inserted, the form will display all the budget accounts for the level you are at for the specific sub department:



Step 4.

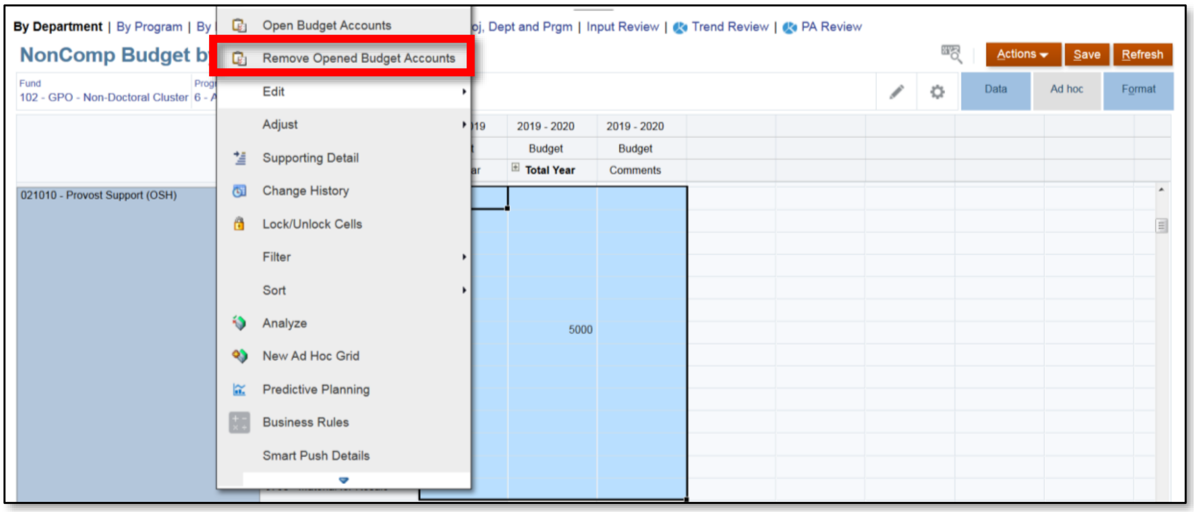
Enter **$5,000** under **Equipment PlanUW**, click on **Save**, and click **OK**.



Removing Budget Accounts

To remove the accounts that were inserted and not needed, right-click on the sub department again and select **Remove Opened Budget Accounts** on the drop-down menu.

*Note – It is not required for you to remove the budget accounts you do not need, but you are encouraged to use this functionality if you would like to cleanup your input forms.



Click **Launch.**

After the **Remove Opened Budget Accounts** menu is launched, the form will only display the accounts that have budget data input, and the accounts that were originally on the form (due to having actuals data in prior years) even if they don't have budget data.