



PlanUW Processes

QUICK REFERENCE GUIDE

Planning Allocation

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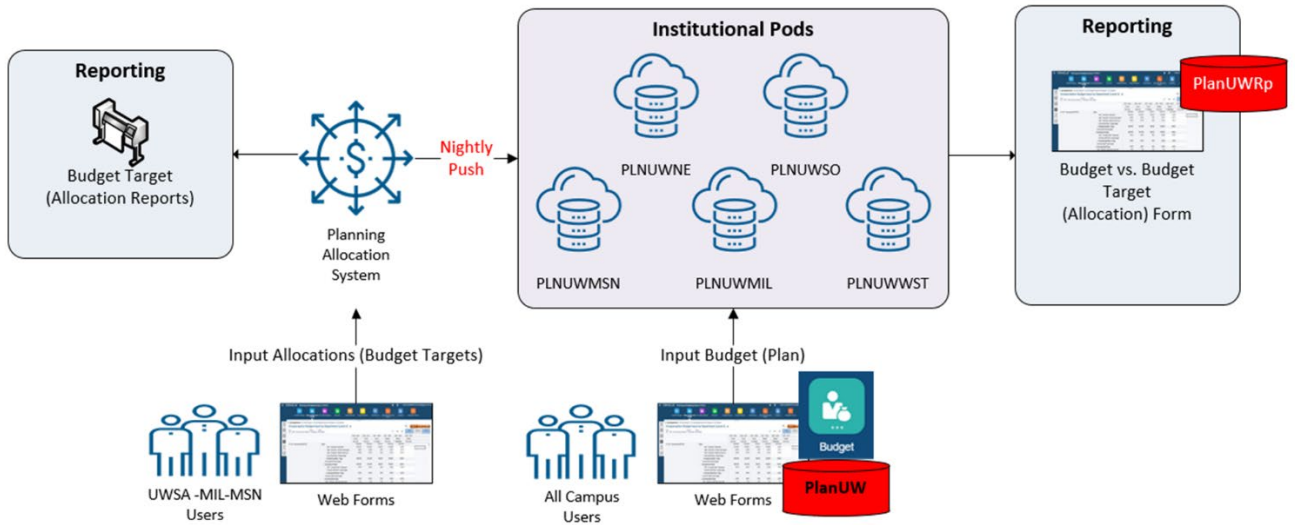
Revision History

Version	Key Revisions	Modified By	Date
1.0	Initial Document Creation	Huron Consulting	11/16/2020
2.0	Drafted PlanUW PA Content	Huron Consulting	12/15/2020

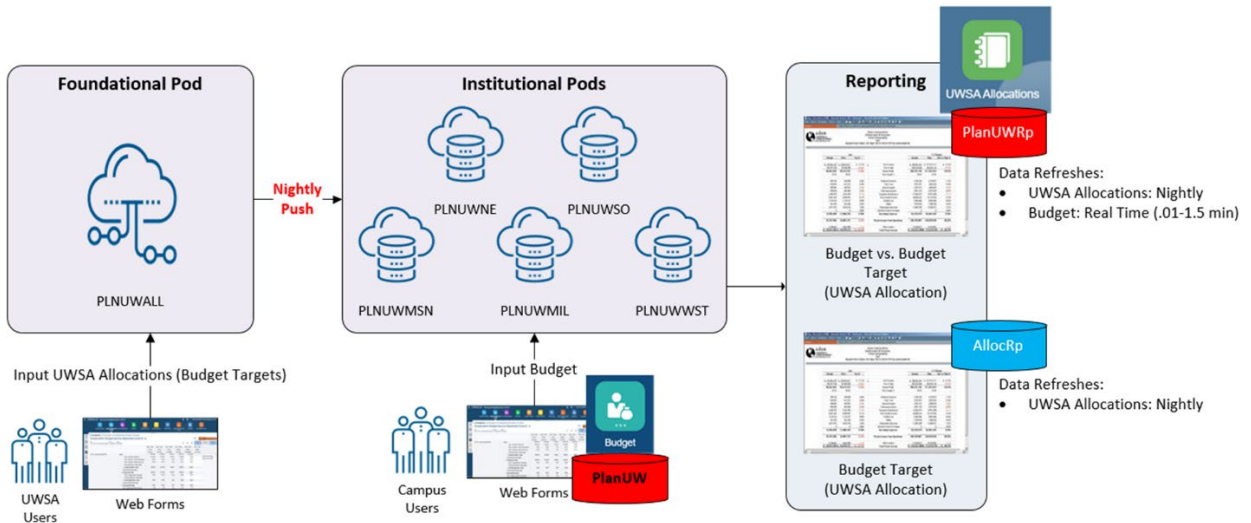
Planning Allocation

Plan UW Planning Allocation Process Overview

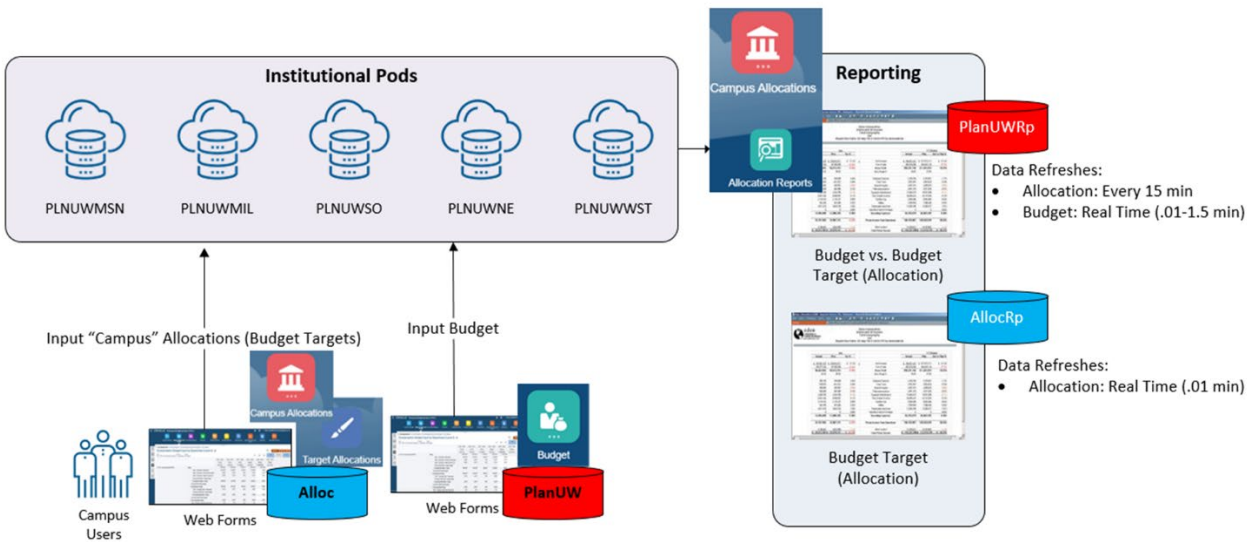
Current State of UWSA & Campus (MIL & MSN) Allocations



Future State of UWSA Allocations



Future State of Campus (MIL & MSN) Allocations



Note: UWSA and Campus Allocations are distinct sets of data that do not overlap or interact

Future State of Campus Allocations Cont.

Card	Content
	<p>Provides the ability to create allocations within your campus to individual Divisions, Departments or Subdepartments for GPR and PR Funds during Budget Development.</p>
	<p>Provides the ability to create allocations (or commitments) that shouldn't added to the 'Budget Target' until 'Approved'.</p>
	<p>Provides the ability to <u>revise</u>, or create new allocations, within your campus <u>after</u> you have finalized the budget target for the next fiscal year.</p> <ul style="list-style-type: none"> • <i>Conceptually like Budget Transfers, but for Budget Target, and not Redbook</i>

Plan UW Planning Allocation Dimensional Overview

New Cubes and Dimensions

6 new dimensions have been created for Planning Allocation (Budget Target) input and reporting in PlanUW

#	Dimension	PlanUW	PlanUWRp	Alloc	AllocRp	Description
1	Period	X	X	X	X	
2	Years	X	X	X	X	
3	Scenario	X	X	X	X	Updated for Planning Allocation (UWSA, Campus, Divisional)
4	Version	X	X	X	X	Updated for Planning Allocation (Base, Non-Target , Final)
5	Account	X	X	X	X	
6	Department	X	X	X	X	
7	Fund	X	X	<i>smart list</i>	X	Fund is a smart list, and not a dimension in Alloc.
8	Program	X	X	<i>smart list</i>	X	Program is a smart list, and not a dimension in Alloc.
9	Project	X	X	<i>smart list</i>	X	Project is a smart list, and not a dimension in Alloc.
10	Allocation			X	X	New Ref # (UWSA_001, UWMSN_009.00). Differs by pod.
11	Distribution			X	X	Used for unique allocation transactions. Same across pods.
12	ALC_Type				X	Allocation Reporting Dim. 1-1 with Allocation #
13	ALC_Duration				X	Allocation Reporting Dim. 1-1 with Allocation #
14	ALC_Status				X	Allocation Reporting Dim. 1-1 with Allocation #
15	ALC_To_From				X	Distribution Reporting Dim.
Total		9	9	8	15	

Allocation

- Used to capture individual Allocation members (reference numbers).
- UWSA and Campus Allocations are distinct sets of Allocation (Budget Target) data that do not overlap or interact.

<table border="1"> <tr> <td>All Allocations</td> <td>All Allocations</td> </tr> <tr> <td>UWSA_Alloc_Numbers</td> <td>Total UWSA Allocations</td> </tr> <tr> <td>Campus_Alloc_Numbers</td> <td></td> </tr> </table>	All Allocations	All Allocations	UWSA_Alloc_Numbers	Total UWSA Allocations	Campus_Alloc_Numbers		<p>Each pod will contain:</p> <ul style="list-style-type: none"> • UWSA Allocations - The common list of created by UWSA, integrated from the Foundation pod nightly, and • Campus Allocations - The distinct, separate, and unique list created within your institutional pod. 												
All Allocations	All Allocations																		
UWSA_Alloc_Numbers	Total UWSA Allocations																		
Campus_Alloc_Numbers																			
<table border="1"> <tr> <td>UWSA_Alloc_Numbers</td> <td>Total UWSA Allocations</td> </tr> <tr> <td>UWSA_TARGET_ALLOC</td> <td>UWSA Target Allocations</td> </tr> <tr> <td>UWSA_ALLOC_TARGET</td> <td>Total UWSA Target Allocations</td> </tr> <tr> <td>UWSA_L_001</td> <td>UW001 - 2019-20 PRINTED BUDGET BASE</td> </tr> <tr> <td>UWSA_L_101</td> <td>UW101 - MOVE SYSTEM ADMINISTRATION TO SYSTEMWIDE</td> </tr> <tr> <td>UWSA_L_102</td> <td>UW102 - FY21 2% FA/AS/LI PAY PLAN EFFECTIVE 1/1/2020</td> </tr> <tr> <td>UWSA_L_103</td> <td>UW103 - FY21 2% GRAD ASSIST PAY PLAN EFFECTIVE 1/1/2020</td> </tr> </table>	UWSA_Alloc_Numbers	Total UWSA Allocations	UWSA_TARGET_ALLOC	UWSA Target Allocations	UWSA_ALLOC_TARGET	Total UWSA Target Allocations	UWSA_L_001	UW001 - 2019-20 PRINTED BUDGET BASE	UWSA_L_101	UW101 - MOVE SYSTEM ADMINISTRATION TO SYSTEMWIDE	UWSA_L_102	UW102 - FY21 2% FA/AS/LI PAY PLAN EFFECTIVE 1/1/2020	UWSA_L_103	UW103 - FY21 2% GRAD ASSIST PAY PLAN EFFECTIVE 1/1/2020	<p>UWSA Allocation numbers:</p> <ul style="list-style-type: none"> • Created by UWSA in the Foundation pod • Integrated to the institutional pods on a <u>nightly basis</u> • Can be reported on via the UWSA Allocations card • Read Access: Cannot be created, or changed by Institutions 				
UWSA_Alloc_Numbers	Total UWSA Allocations																		
UWSA_TARGET_ALLOC	UWSA Target Allocations																		
UWSA_ALLOC_TARGET	Total UWSA Target Allocations																		
UWSA_L_001	UW001 - 2019-20 PRINTED BUDGET BASE																		
UWSA_L_101	UW101 - MOVE SYSTEM ADMINISTRATION TO SYSTEMWIDE																		
UWSA_L_102	UW102 - FY21 2% FA/AS/LI PAY PLAN EFFECTIVE 1/1/2020																		
UWSA_L_103	UW103 - FY21 2% GRAD ASSIST PAY PLAN EFFECTIVE 1/1/2020																		
<table border="1"> <tr> <td>Campus_Alloc_Numbers</td> <td></td> </tr> <tr> <td>UWMSN_Alloc_Numbers</td> <td>UW Madison Allocation Numbers</td> </tr> <tr> <td>UWMSN_BUD_ALLOC_NUMBERS</td> <td>UWMSN Allocation Numbers</td> </tr> <tr> <td>UWMSN_BUD_ALLOC_TARGET</td> <td>UWMSN Budget Office Allocation Target</td> </tr> <tr> <td>UWMSN - FY21 - FP&M FY20 Base Creation</td> <td></td> </tr> <tr> <td>UWMSN - FY21 - ASSET WORKS</td> <td></td> </tr> <tr> <td>UWMSN - FY21 - CAMPUS LEASE</td> <td></td> </tr> <tr> <td>UWMSN - FY21 - 2% PAY PLAN</td> <td></td> </tr> <tr> <td>UWMSN - FY21 - \$15 INCREASE</td> <td></td> </tr> </table>	Campus_Alloc_Numbers		UWMSN_Alloc_Numbers	UW Madison Allocation Numbers	UWMSN_BUD_ALLOC_NUMBERS	UWMSN Allocation Numbers	UWMSN_BUD_ALLOC_TARGET	UWMSN Budget Office Allocation Target	UWMSN - FY21 - FP&M FY20 Base Creation		UWMSN - FY21 - ASSET WORKS		UWMSN - FY21 - CAMPUS LEASE		UWMSN - FY21 - 2% PAY PLAN		UWMSN - FY21 - \$15 INCREASE		<p>Campus Allocation numbers:</p> <ul style="list-style-type: none"> • Created by Campuses within your own pod • Not integrated across pods • Write Access: Can be created, and reported on via the Campus Allocations card
Campus_Alloc_Numbers																			
UWMSN_Alloc_Numbers	UW Madison Allocation Numbers																		
UWMSN_BUD_ALLOC_NUMBERS	UWMSN Allocation Numbers																		
UWMSN_BUD_ALLOC_TARGET	UWMSN Budget Office Allocation Target																		
UWMSN - FY21 - FP&M FY20 Base Creation																			
UWMSN - FY21 - ASSET WORKS																			
UWMSN - FY21 - CAMPUS LEASE																			
UWMSN - FY21 - 2% PAY PLAN																			
UWMSN - FY21 - \$15 INCREASE																			


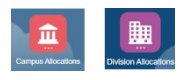
Campus Rollup Levels & Security

The Campus Rollup for each pod will follow a common structure, uniquely identifiable to each campus through the inclusion of their campus code (e.g., MSN, GBY, LAC, WTW etc.)

<table border="1"> <tr><td>UWLAC_Alloc_Numbers</td><td>UW LaCrosse Allocation Numbers</td></tr> <tr><td>UWPKS_Alloc_Numbers</td><td>UW Parkside Allocation Numbers</td></tr> <tr><td>UWPLT_Alloc_Numbers</td><td>UW Platteville Allocation Numbers</td></tr> <tr><td>UWWTW_Alloc_Numbers</td><td>UW Whitewater Allocation Numbers</td></tr> <tr><td>UWWTW_BUD_ALLOC_NUMBERS</td><td>UWWTW Budget Office Allocations</td></tr> <tr><td>UWWTW_BUD_ALLOC_TARGET</td><td>UWWTW Budget Office Allocation Target</td></tr> <tr><td>UWWTW_Test_Alloc_0001</td><td></td></tr> <tr><td>UWWTW_Revision_0001</td><td></td></tr> <tr><td>UWWTW_BUD_ALLOC_NONTGT</td><td>UWWTW Allocation Non-Target</td></tr> <tr><td>UWWTW_NonTarget_0001</td><td></td></tr> <tr><td>UWWTW_DIV_ALLOC_NUMBERS</td><td>UWWTW Division Allocations</td></tr> <tr><td>UWWTW_DIV_ALLOC_TARGET</td><td>UWWTW Division Base Target</td></tr> <tr><td>UWWTW_DIV_ALLOC_NONTGT</td><td>UWWTW Divisional Non Base</td></tr> </table>	UWLAC_Alloc_Numbers	UW LaCrosse Allocation Numbers	UWPKS_Alloc_Numbers	UW Parkside Allocation Numbers	UWPLT_Alloc_Numbers	UW Platteville Allocation Numbers	UWWTW_Alloc_Numbers	UW Whitewater Allocation Numbers	UWWTW_BUD_ALLOC_NUMBERS	UWWTW Budget Office Allocations	UWWTW_BUD_ALLOC_TARGET	UWWTW Budget Office Allocation Target	UWWTW_Test_Alloc_0001		UWWTW_Revision_0001		UWWTW_BUD_ALLOC_NONTGT	UWWTW Allocation Non-Target	UWWTW_NonTarget_0001		UWWTW_DIV_ALLOC_NUMBERS	UWWTW Division Allocations	UWWTW_DIV_ALLOC_TARGET	UWWTW Division Base Target	UWWTW_DIV_ALLOC_NONTGT	UWWTW Divisional Non Base	<p>Level 1: Institutional Divide (Red)</p> <ul style="list-style-type: none"> • Institutions cannot see other Institutions Reference #s or related target data • Not applicable for MSN and MIL <p>Level 2: Budget Office vs. Divisional Allocations (Green)</p> <ul style="list-style-type: none"> • Separates the data sets between Budget Offices and Divisions • Divisions can see Budget Office Allocations, but not edit them, like the security between UWSA and Campus Allocations • Not applicable for anyone but MSN
UWLAC_Alloc_Numbers	UW LaCrosse Allocation Numbers																										
UWPKS_Alloc_Numbers	UW Parkside Allocation Numbers																										
UWPLT_Alloc_Numbers	UW Platteville Allocation Numbers																										
UWWTW_Alloc_Numbers	UW Whitewater Allocation Numbers																										
UWWTW_BUD_ALLOC_NUMBERS	UWWTW Budget Office Allocations																										
UWWTW_BUD_ALLOC_TARGET	UWWTW Budget Office Allocation Target																										
UWWTW_Test_Alloc_0001																											
UWWTW_Revision_0001																											
UWWTW_BUD_ALLOC_NONTGT	UWWTW Allocation Non-Target																										
UWWTW_NonTarget_0001																											
UWWTW_DIV_ALLOC_NUMBERS	UWWTW Division Allocations																										
UWWTW_DIV_ALLOC_TARGET	UWWTW Division Base Target																										
UWWTW_DIV_ALLOC_NONTGT	UWWTW Divisional Non Base																										

Level 3: Target vs. Non-Target (Yellow)

- Separates the data sets between Target vs. Non-Target
- Non-Target Allocations are not added to the Budget Target unless approved
- Likely, not applicable for anyone but MSN

i Base and Non-Target use separate Versions
 Budget Office and Divisional Allocations use separate Scenarios.

ALC_Type, ALC_Duration, and ALC_Status

- Used for reporting on Allocation totals
- An individual Allocation can only be tagged with one value from each of these 3 hierarchies

Name	Alias (Default)
▲ ALC_TYPE	Allocation Type
▲ All_Types	All Types
No_Type	No Type
▲ Main_Types	Main Types
▶ Compensation	Compensation
▶ Financial_Aid	Financial Aid
▶ Furlough	Furlough
▶ New_GPR	New GPR Funding
▶ Tuition_Diff	Tuition Differential
▶ Tuition_Enro	Tuition Enrollment
▶ Tuition_Oth	Tuition Other
▶ Tuition_Rate	Tuition Rate Change
▶ Tuition_Self	Tuition Self Support
▶ Alloc_Unit	Allocation Between Units
▶ Alloc_UWS	Allocation from UW System
▶ Budget_Reduction	Budget Reduction
▶ Debt_Serv	Debt Service (PA)
▶ Discretionary	Discretionary
▶ Fringe_Benefits	Fringe Benefits
▶ Growth_Agenda	Growth Agenda
▶ Other	Other (PA)
▶ Personnel_Change	Personnel Change
▶ Utilities	Utilities (PA)
▶ WARF_Fund	WARF Funding
▲ Other_Types	Other Types
▶ ATB_Reduction	ATB Reduction
▶ Balancing_Entries	Balancing Entries
▶ Campus_Initiatives	Campus Initiatives
▶ Gov_Efficiency	Gov. Efficiency Measures
▶ Hires_Cluster	Hires Cluster

Name	Alias (Default)
▲ ALC_DURATION	Allocation Duration
▲ All_Durations	All Durations
Base_Perm	Base / Permanent
Multi_Year	Multi-Year
Renewable	Renewable
One_Time	One-Time Only
No_Duration	

Name	Alias (Default)
▲ ALC_Status	
▲ All_Status	All Status
Alloc_Open	Open (PA)
Alloc_Approved	Approved (PA)
Alloc_Declined	Declined (PA)
Alloc_Hold	Hold (PA)
No_Status	No Status

- Target Campus Allocations will always have the Status = “Approved (PA)”
- UWSA Allocations will always be:
 - Duration = “Base / Permanent”, and
 - Status = “Approved (PA)”
- Campus Allocations with the “Base / Permanent” Duration will be copied to the next fiscal year when Campus Allocations (Budget Targets) are initialized
- PlanUW Admins can add more Types as necessary

Distribution & ALC_To_From

Distribution

- Used to enable unique transactions for Allocations
- Unique distributions must be used to capture unique transactions or lines (when using the same Dept-Fund-Program-Project) combo
- A single distribution member can be used when using different DeptIDs (as show on Distribution 5 below), but isn't required

ALC_To_From

- Distributions can be tagged as 'To' or 'From', or left as default (No To From)

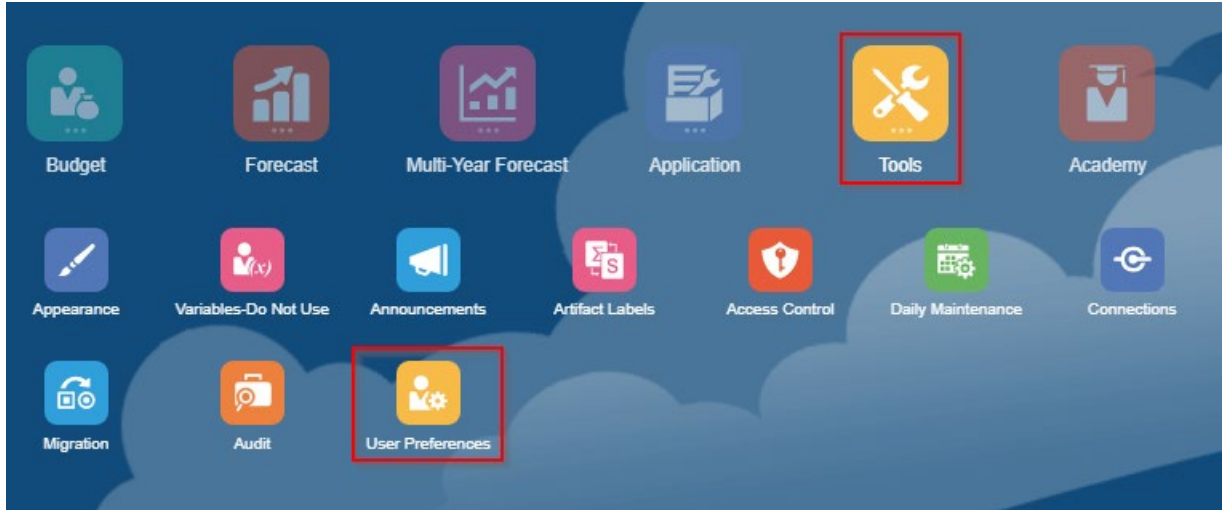
If users choose to tag Distributions, 'To' should generally be used for Positive amounts and 'From' for Negative amounts

02.02 UWBO Enter Distributions



Allocation		Years						
UWMSN - FY22 - Enrollment Mgmt Base Load		2021 - 2022						
		Fund (PA)	Program (PA)	Project (PA)	To From Indicator (PA)	Salary Planning Allocation		
Distribution 0001	050200 - OVPEM*CORE OPERATIONS (MSN)	101 - GPO - Doctoral Cluster	0 - Student Services	No Project (PA)	To (PA)	2,572,915.00	2021 - 2022	
Distribution 0002	050240 - OVPEM*SIS 9.2 UPGRADE (MSN)	101 - GPO - Doctoral Cluster	0 - Student Services	No Project (PA)	To (PA)	3,167,551.62	Campus Budget Office Allocation (PA)	
Distribution 0003	051000 - OFF OF ADM*GEN OPERATIONS (MSN)	101 - GPO - Doctoral Cluster	0 - Student Services	No Project (PA)	To (PA)	2,608,363.00	Input	
Distribution 0004	055000 - REGISTRAR*CORE OPERATIONS (MSN)	101 - GPO - Doctoral Cluster	0 - Student Services	No Project (PA)	To (PA)	2,621,162.00	All Durations	
Distribution 0005	057000 - STU FINANCL AID*FIN SERV (MSN)	101 - GPO - Doctoral Cluster	0 - Student Services	No Project (PA)	To (PA)	1,580,716.00	All Types	
	987800 - INITIVES*NEW CAMPUS INITIATIVES (MSN)	101 - GPO - Doctoral Cluster	0 - Student Services	No Project (PA)	From (PA)	(12,550,707.62)	All Status	
Net Distributions						0.00	Jul	
							ALL_MSN_DEPTIDS - ALL OF UWMSN DEPARTMENT IDS (MSN)	
							Fund Total	
							Program Total	
							Project Total	
							All Distributions	
							Total Allocation (PA)	
						Net (PA)	0	
						To (PA)	12,550,708	
						From (PA)	-12,550,708	
						No ToFrom (PA)	-	

Setting User Variables

Users need to set **User Variables** according to their institutions. Setting User Variables ensures that the user filters input and review forms to campus exclusive data.



To access Preferences:

1. Click the **Tools** cluster 
2. Select the **User Preferences** card 



NOTE: It is important that users select the specific user variables to access certain forms and reports. Failure to set user variables may cause users to be unable to access these forms and reports. User variables only need to be set once, but they can be changed at any time.


Preferences






- General
- Display
- Notifications
- Ad Hoc Options
- User Variables**
- Reports
- Form Printing

User Variables

Dimension	User Variable	Member
Department	Total Institution	
Department	User Division Alloc	
Department	User Institution	
Department	User Institution Alloc	
Department	User Institution UWSA Alloc	

[Save](#)

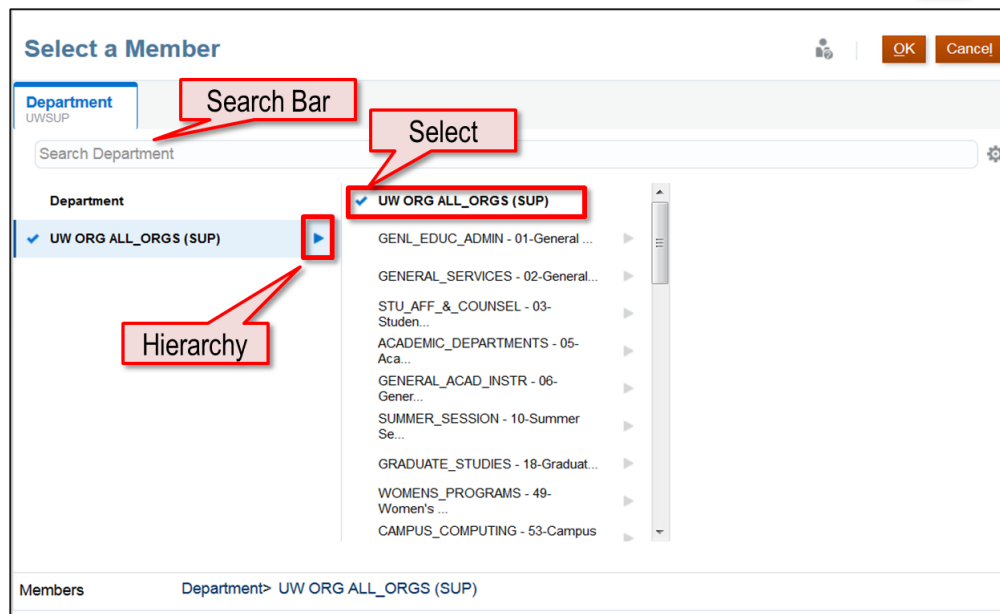
3. Members can be selected for each User Variable by clicking **Member Selector** 

User Variable	Cluster	Object	Restriction	Description
Total Institution		UWSA Allocation vs Budget Report	Needs to be set to one of the "main" campus parents	Example UWMSN, UWMIL, UWRVF, etc. so the report will pull in all department IDs for both allocations and budget
User Division Alloc		Divisional Enter Distributions form	Only available to Madison	Needs to be set to a division in the PA_Dept_Members parent
User Institution Alloc	 	Allocation List report UWSA Alloc by Fund-Ref report UWSA Alloc by Ref-Fund report		Recommendation is to set to Tot_xxx_Input where xxx is the campus code (e.g., MSN, WTW, SUP, etc.)
User Institution UWSA Alloc		UWSA Enter Distributions form		Recommendation is to set to Tot_xxx_Input where xxx is the campus code (e.g., MSN, WTW, SUP, etc.)

Members can be selected in two ways from the Member Selection window:

- **Search Bar**
- **Hierarchy**

When selecting members through a Hierarchy, drill into a member by clicking 

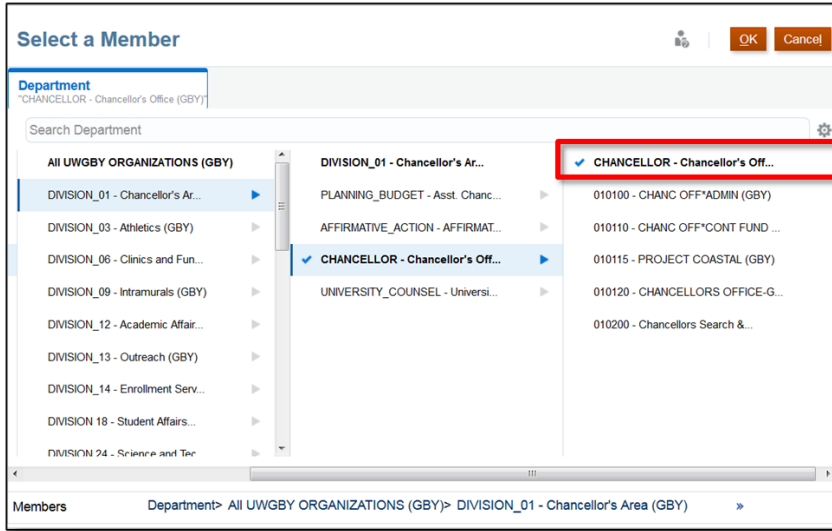


To select a member, click on the member.

- Note that you are only able to select one member at a time



NOTE: If the member selected does not appear on the User Variables selected, the next slide will explain the next steps.

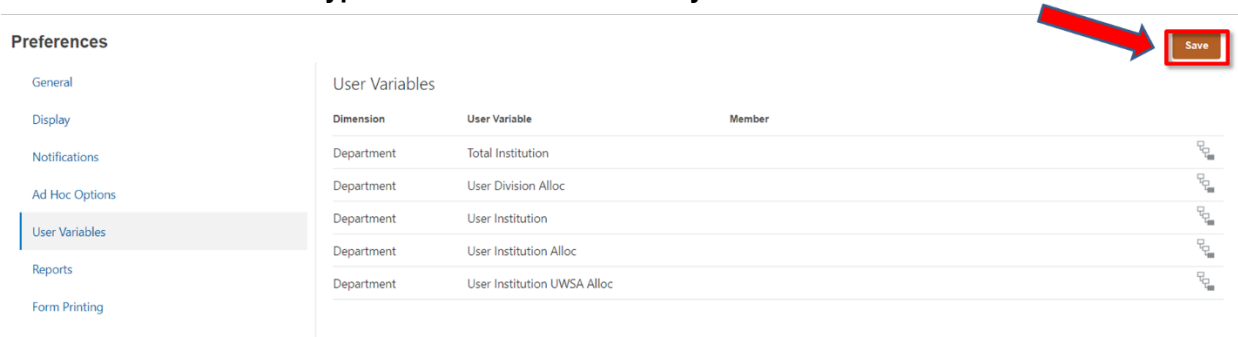


Dimension	User Variable	Member
Department	Bud Approval Institution	All UWGBY ORGANIZATIONS (GBY)
Department	User Institution	All UWGBY ORGANIZATIONS (GBY)

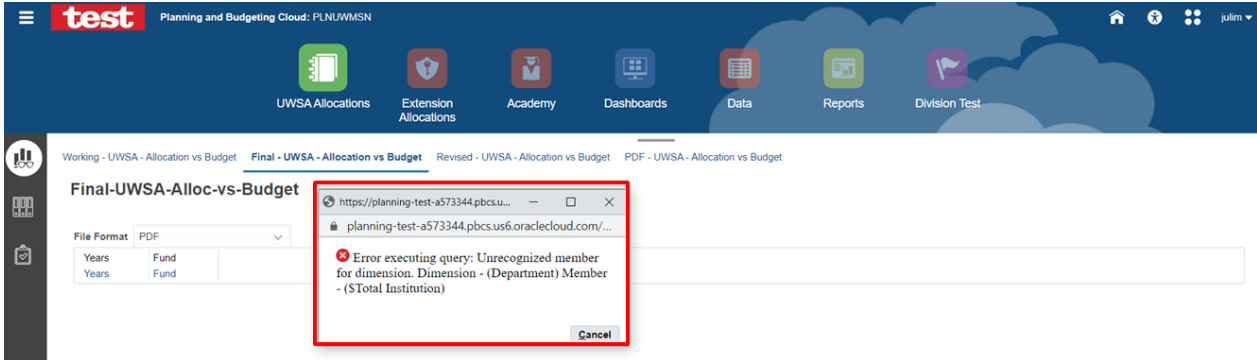
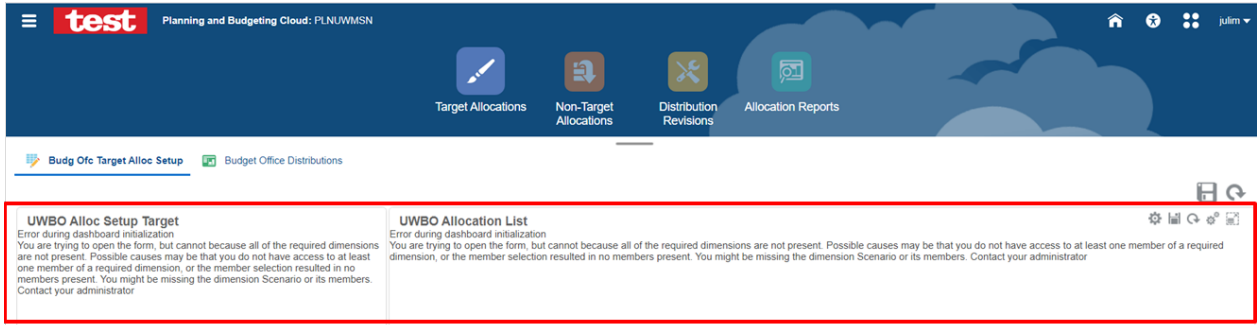
Did not update with new selection

If you are not able to select a specific member, *in this example "CHANCELLOR– Chancellor’s Office"*, PlanUW lets you click the member, the blue check box confirms the selection, and then they can click OK. However, the selection does not actually get set as the "User Institution".

A work around for this is to **type the member name directly into the box.**



NOTE: Please remember to save your user variable selection on the top right corner of the page to apply your selections. If user variables were not saved after clicking out, the selections will not be updated, and users will have to make the selection again.



User Variables	
Dimension	User Variable
Department	Total Institution
Department	User Division Alloc
Department	User Institution
Department	User Institution Alloc
Department	User Institution UWSA Alloc



*If User Variables were **not selected**, you can expect to see the **error warnings** when opening specific forms and reports as seen on the right.*

User Variables – Special Notes

LIST OF USAGE OF USER VARIABLES IN REPORTS AND FORMS

Total Institution

- UWSA Alloc vs Budget reports

User Institution Alloc

- UWSA Ref/Fund and Fund/Ref reports
- UWSA Allocation List report

User Institution UWSA Alloc

- UWSA Enter Distribution form

User Division Alloc

- Divisional enter distribution forms (target, non-target, revision)

No User Variable for Dept ID

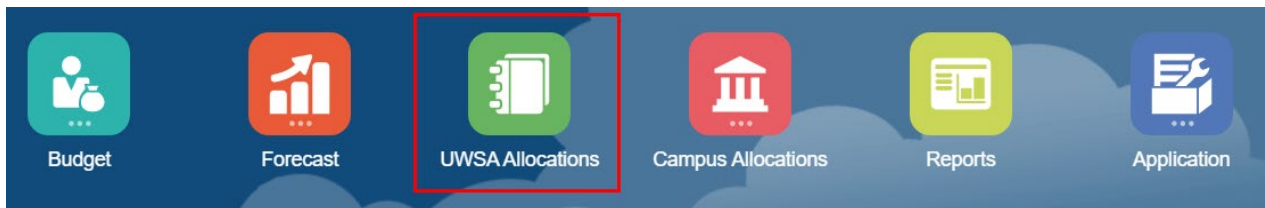
- Campus and Division Alloc vs Budget reports – selectable in POV
- Campus and Division Allocation List – no Dept ID
- Campus and Division Duration reports – in page
- Campus and Division Ref/Fund and Fund/Ref - in row
- Campus and Division POV reports- selectable in POV
- Campus enter distribution forms (target, non-target, revision)
- Allocation setup forms (all campus and divisional) – no Dept ID
- Allocation list forms (all campus and divisional) – no Dept ID

UWSA Planning Allocation Reports



What you will learn: How to report on Budget Targets (or Allocations provided by UWSA) using the reports in the table below. Please note – These reports will be refreshed with Budget Target data from the UWSA Foundation pod on a nightly basis.

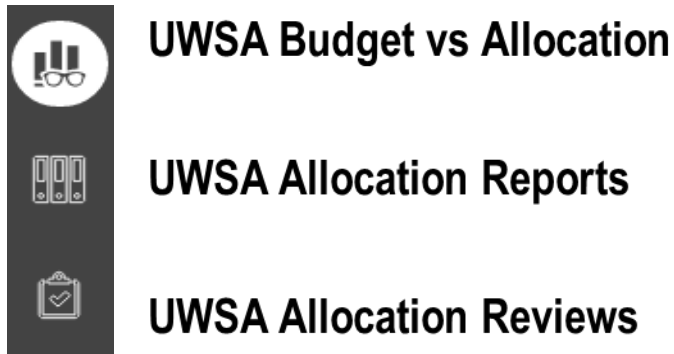
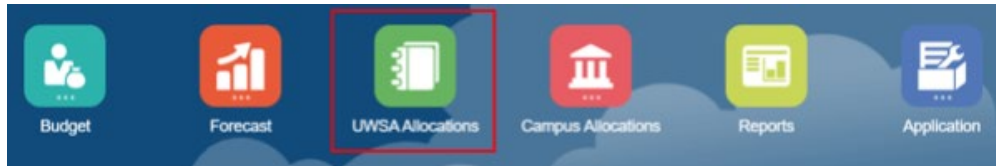
Report Name	Description
Budget vs. Budget Target (Allocation)	Variances by Program, FTE, Major Class (uses Total Institution variable)
Working	Working version – UWSA Allocation vs. Budget
Final	Final version – UWSA Allocation vs. Budget
Revised (Only Applicable to Revised Budget)	Revised version – UWSA Allocation vs. Budget
PDF – Any Version	User selectable versions
Budget Target (Allocation)	(uses User Institution Alloc variable)
Allocation List	List of UWSA allocations with key characteristics
Allocation by Fund / Ref	Allocations with Fund on the page and Allocation Ref on the row
Allocation by Ref / Fund	Allocations with Allocation Ref on the Page and Fund on the row
Allocation Report by Fund	Allocations with Account in Row and Program in Columns
Allocation Distribution Dashboard	



To view the UWSA Allocations reports:

1. Go to Home screen
2. Click on the UWSA Allocations tile to open

The **UWSA Allocation** tile is a new edition to the homepage and provides a clear review of the Planning Allocations done in the UWSA pod. The UWSA Allocation Reports are available in 3 vertical tabs:



The **UWSA Budget vs Allocation** tab presents several out of the box reports to view allocations that mirror the layout of the Budget reports for comparison.

The **UWSA Allocation Reports** tab provides users the ability to view a list of allocations and reports by different cuts of Allocation Reference, Fund and Department.

The **UWSA Allocation Reviews** tab provides users the ability to view detail distributions for each UWSA allocation.

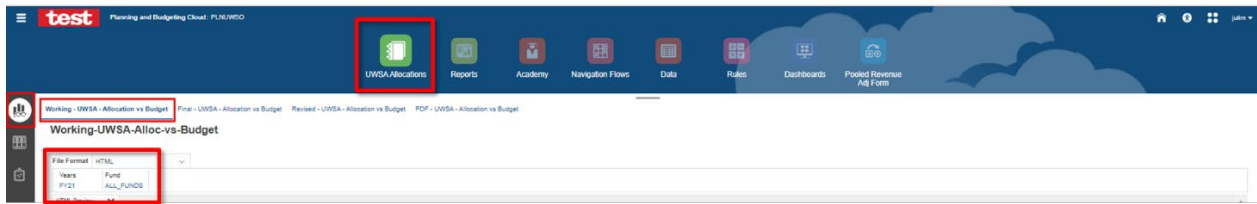
Point of View Change – Before Continuing

The active POV for reports will typically be the last POV a user selected while working in the system. If a report opens with unexpected results, the first step is to check the POV to ensure it correctly reflects the members that are desired. The selected Version and Department often lead to blank or null reports.

If the POV can change for version, users should remember to always use one of the following 4 versions:

- **Working:** This version contains the Target Allocations you created (or provided by UWSA)
- **Final:** This version contains the Target Allocations you created after they have been copied to final
- **Revised:** This version contains the Allocation Revisions made + Final
- **Requests:** This version contains the Non-Target Allocations you created and have not approved

Working - UWSA Allocations vs Budget (HTML Format)



2021 - 2022 BUDGET PLANNING ALLOCATIONS UNIVERSITY OF WISCONSIN SYSTEM ADMINISTRATION Comparison of Working Planning Allocations vs Budget Requests

Years: FY22 Fund: F 103

	ALL_ORGS - UWMIL-All Orgs (MIL)		
	Working		
	UWSA Allocation (PA)	Budget	
PROGRAM			
0 - Student Services	\$792,327		\$792,327
1 - Institutional Support	\$1,808,161	\$5,060,237	\$3,252,076
2 - Instruction	\$4,073,298		\$4,073,298
6 - Academic Support	\$1,004,131		\$1,004,131
7 - Operation and Maintenance of Physical Plant	\$1,701,850		\$1,701,850
Program Total	\$9,379,767	\$5,060,237	\$4,319,530
FTE			
Graduate Asst FTE	135.52		135.52
FTE Groups Total	135.52		135.52
MAJOR CLASS			
Unclassified Salaries	\$5,831,740		\$5,831,740
University Staff Salary	\$755,945		\$755,945
Student Salary	\$37,578		\$37,578
S & W	\$6,625,263		\$6,625,263
Supplies and Expense PlanUW	\$2,656,021	\$5,060,237	\$2,404,216
Capital Expense	\$54,616		\$54,616
Aid to Individuals & Orgs	\$6,033		\$6,033
Sales Credits	\$37,834		\$37,834
Non Salary & Wages	\$2,754,504	\$5,060,237	\$2,305,733
Expenses	\$9,379,767	\$5,060,237	(\$4,319,530)

Export In Query-Ready Mode

Page 1 Report Run By: isilim Mon, November 2, 2020

UWSA Allocations vs Budget report

1. Select File Format: PDF, HTML or Excel
2. Select Years and Fund

Final - UWSA - Allocation vs Budget in PDF Format

PROGRAM	Project Total		Variance
	UWSA Allocation (PA)	Total Year Budget	
0- Student Services	\$26,108,898	\$26,108,898	
1- Institutional Support	\$12,688,098	\$12,688,098	
2- Instruction	\$68,233,438	\$68,233,438	
4- Research	\$3,789,964	\$3,789,964	
5- Public Service	\$2,233,979	\$2,233,979	
6- Academic Support	\$18,201,953	\$18,201,953	
7- Operation and Maintenance of Physical Plant	\$24,888,929	\$24,888,929	
8- Auxiliary Enterprises	\$24,446,485	\$24,446,485	
9- Financial Aid	\$53,626,422	\$53,626,422	
Program Total	\$226,317,534	\$226,317,534	

Final-UWSA-Allocation vs Budget

1. Select File Format: PDF, HTML or Excel
2. Select Years and Fund

Revised - UWSA - Allocation vs Budget

Working - UWSA - Allocation vs Budget Final - UWSA - Allocation vs Budget **Revised - UWSA - Allocation vs Budget** PDF - UWSA - Allocation vs Budget

Revised-UWSA-Alloc-vs-Budget

File Format PDF

Years: FY21 Fund: ALL_FUNDS

PDF Preview

2021 - 2022 BUDGET PLANNING ALLOCATIONS
UNIVERSITY OF WISCONSIN SYSTEM ADMINISTRATION
Comparison of Working Planning Allocations vs Budget Requests

	ALL_ORGS - UWSA, All Orgs (ML)	Revised Budget	UWSA Allocation (PA)	Budget
PROGRAM				
0 - Student Services	\$792,327			\$792,327
1 - Institutional Support	\$1,808,161		\$5,060,237	\$3,252,076
2 - Instruction	\$4,073,298			\$4,073,298
6 - Academic Support	\$1,004,131			\$1,004,131
7 - Operation and Maintenance of Physical Plant	\$1,701,850			\$1,701,850
Program Total	\$9,379,767		\$5,060,237	\$4,319,530
FTE				
Graduate Asst FTE	135.52			135.52
FTE Groups Total	135.52			135.52
MAJOR CLASS				
Unclassified Salaries	\$5,831,740			\$5,831,740
University Staff Salary	\$755,945			\$755,945
Student Salary	\$37,578			\$37,578
S & W	\$6,625,263			\$6,625,263
Supplies and Expense Plan/UW	\$2,656,021	\$5,060,237		\$2,404,216
Capital Expense	\$54,616			\$54,616
Aid to Individuals & Orgs	\$6,033			\$6,033
Sales Credits	\$37,834			\$37,834
Non Salary & Wages	\$2,754,504	\$5,060,237		\$2,305,733
Expenses	\$9,379,767	\$5,060,237		(\$4,319,530)

Revised - UWSA - Allocation vs Budget

1. Select File Format: PDF, HTML or Excel
2. Select Years and Fund

PDF - UWSA - Allocation vs Budget

2021 - 2022 BUDGET PLANNING ALLOCATIONS
UNIVERSITY OF WISCONSIN SYSTEM ADMINISTRATION
Comparison of Planning Allocations vs Budget Requests

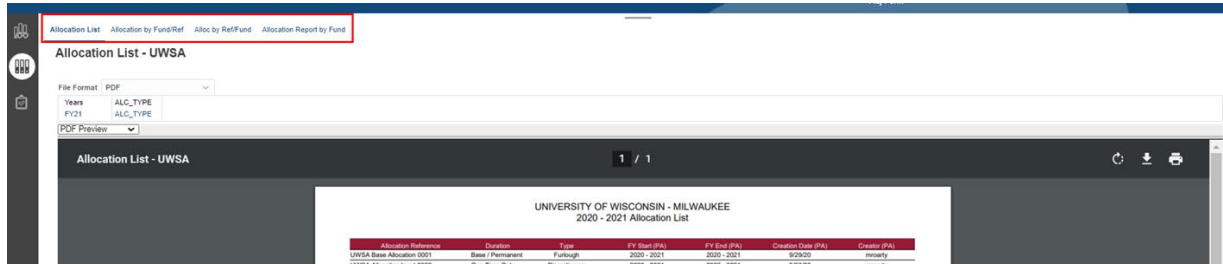
100 - Non-Appropriated Revenue

	ALL_ORGS - UWMIL-All Orgs (MIL)		
	Working	Working	
	UWSA Allocation (PA)	Budget	
PROGRAM			
1 - Institutional Support	\$124,011		\$124,011
2 - Instruction	\$225,566		\$225,566
4 - Research	\$581,555		\$581,555
6 - Academic Support	\$158,800		\$158,800
Program Total	\$1,089,932		\$1,089,932
FTE			
MAJOR CLASS			
Unclassified Salaries	\$226,121		\$226,121
Student Salary	\$158,800		\$158,800
Graduate Assistant Salaries	\$581,555		\$581,555
Salary Planning Allocation	\$123,456		\$123,456
S & W	\$1,089,932		\$1,089,932

Expense Planning Allocation Report

1. Select File Format: PDF, HTML or Excel
2. Select Department and Version

UWSA Allocation Reports



UWSA Allocation Reports

1. Select File Format: PDF, HTML or Excel
2. Select Department and Version

UWSA Allocation List

Allocation List - UWSA

File Format: HTML

Years: FY21 | ALC_TYPE: ALC_Types

HTML Preview

Allocation Reference	Duration	Type	FY Start (FY)	FY End (FY)	Creation Date (DA)	Creator (PI)
UWSA Base Allocation 0001	Base / Permanent	Furlough	2020 - 2021	2020 - 2021	9/29/20	msarty
UWSA Allocation Input 0002	One-Time Only	Discretionary	2020 - 2021	2020 - 2021	9/30/20	msarty
UWSA Allocation 0003	Base / Permanent	Allocation from UW System	2020 - 2021	2020 - 2021	10/6/20	msarty
Test Target Allocation Years	Base / Permanent	Allocation from UW System	2020 - 2021	2020 - 2021	10/15/20	msarty
UWSA Test Allocation	Base / Permanent	Growth Agenda	2020 - 2021	2020 - 2021	10/15/20	msarty
Test_999	Base / Permanent	Growth Agenda			10/16/20	PA-Test2

UWSA Allocation List

1. Select File Format: PDF, HTML or Excel
2. Select Years and Allocation Type

UWSA Allocation by Fund/Ref

Allocation List Allocation by Fund/Ref Alloc by RefFund Allocation Report by Fund

UWSA Alloc by Fund-Ref

File Format: HTML

Years: FY22 Version: Base ALC_TYPE: All Types

HTML Preview

2021 - 2022 UWSA BUDGET PLANNING ALLOCATIONS
Total UW South Allocations
Report 2 - Allocations by Fund-Reference Number

Page: 100 - Non-Appropriated Revenue

		UWSA Base Allocation (PA)	Salary and Wages (PA)	Temp Planning Allocation	Non-Salary and Wages (PA)	Undistributed Planning Allocation	Total Allocations (PA)	FTE (PA)
UWSA Base Allocation 0001	1 - Institutional Support	\$2,510	\$1,225	\$5,555	\$15,200	\$24,570	15	
	Program Total	\$2,510	\$1,225	\$5,555	\$15,200	\$24,570	15	
	Total UWSA Target Allocations	\$2,510	\$1,225	\$5,555	\$15,200	\$24,570	15	
	Program Total	\$2,510	\$1,225	\$5,555	\$15,200	\$24,570	15	

Export in Query-Ready Mode

Page 1 Report Run By: julm Wed, November 11, 2020

UWSA Allocation by Fund/Ref

1. Select File Format: PDF, HTML or Excel
2. Select Years, Version and Allocation Type

UWSA Allocation by Ref/Fund

The screenshot displays the 'UWSA Alloc by Ref-Fund' report in the PlanUW system. The interface includes a navigation bar with tabs for 'Allocation List', 'Allocation by Fund/Fun', 'Alloc by Ref/Fund', and 'Allocation Report by Fund'. Below the navigation, there is a 'File Format' dropdown menu with options for PDF, HTML, and Excel. The main content area shows a table titled '2021 - 2022 UWSA BUDGET PLANNING ALLOCATIONS' with the subtitle 'Total UW South Allocations' and 'Report 3 - Allocations by Reference Number-Fund'. The table is filtered for 'Page: UW001 - 2019-20 PREMITTED BUDGET BAGE'. The table columns include '102 - GPO - Non-Doctoral Cluster', '0 - Student Services', '1 - Institutional Support', '2 - Instruction', 'Salary and Wages (FA)', ' fringe Planning Allocation', 'All Faculty and Wages (FA)', 'All Undistributed Planning Allocation', 'Total Allocations (FA)', and 'APTE (FA)'. The data rows show values for each category, with a total of \$19,279,238 for Student Services and a total of \$23,061,422 for Institutional Support.

	Salary and Wages (FA)	fringe Planning Allocation	All Faculty and Wages (FA)	All Undistributed Planning Allocation	Total Allocations (FA)	APTE (FA)
102 - GPO - Non-Doctoral Cluster						
0 - Student Services	\$18,063,925		\$1,195,313		\$19,279,238	
1 - Institutional Support	\$27,540,411		(\$4,458,909)		\$23,061,422	
2 - Instruction	\$132,423,972		\$7,616,675		\$140,240,647	

UWSA Allocation by Ref/Fund

1. Select File Format: PDF, HTML or Excel
2. Select Years, Version and Allocation Type

UWSA Allocation Report by Fund

	Student Services 0	Institutional Support 1	Instruction 2	Hospitals 3	Research 4	Public Service 5	Academic Support 6	Physical Plant 7	Auxiliary Enterprises 8	Financial Aid 9	Form Operations F	Undistributed Y	Total
Salaries													
Unclassified Salaries	4,287,562	4,471,453	40,348,373		142,971	275,014	6,637,204	193,083					56,355,760
Graduate Assistant Salaries	44,938		623,739		7,452		334,203						860,462
University Staff Salaries	351,408	1,555,241	1,380,762			35,070	1,458,041	4,554,182					9,362,718

UWSA Allocation Report by Fund

1. Select File Format: PDF, HTML or Excel
2. Select Years, Department and Fund

UWSA Allocation Review

UWSA Allocation Review

Allocation: UWS01 - 2019-20 PRINTED Years: 2021 - 2022

UWSA Allocation List

Description (PA)	FY Start (PA)	FY End (PA)	Start Date (PA)	End Date (PA)	Creation Date (PA)	Creator (PA)	Comments (PA)
No Distribution	2019-20 PRINTED BUDGET BASE	2020 - 2021	2021 - 2022	7/1/21	6/30/22	3/1/21	jjoty@uwiswi.edu

UWSA Distributions

	Fund (PA)	Program (PA)	Unclassified Salaries Planning Allocation	University Staff Salary Planning Allocation	Student Salary Planning Allocation	Graduate Assistant Salaries Planning Allocation	LTE Salary Planning Allocation	Salary and Wages (PA)	Fringe Planning Allocation	Supplies and Expense Planning Allocation	Capital Expense Planning Allocation
Distribution 0001	Total Campus (NLL) Input	150- Fed aid - Federal Indirect Cost Reimbursement	7 - Operation and Maintenance of Physical Plant	200,000.00				200,000.00		113,900.00	
Distribution 0002	Total Campus (NLL) Input	150- Fed aid - Federal Indirect Cost Reimbursement	4 - Research							100,000.00	
Distribution 0003	Total Campus (NLL) Input	189 - Extension Student Fees	2 - Instruction	98,000.00				98,000.00	25,940.00	43,500.00	
Distribution 0004	Total Campus (NLL) Input	402 - Minority and Disadvantaged Programs	0 - Student Services	1,341,791.00	36,373.00	3,520.00		1,381,684.00		70,784.00	
Distribution 0005	Total Campus (NLL) Input	402 - Minority and Disadvantaged Programs	1 - Institutional Support	(119.00)	10,115.00			9,996.00		6,028.00	
Distribution 0006	Total Campus (NLL) Input	402 - Minority and Disadvantaged Programs	2 - Instruction	102,269.00				102,269.00			
Distribution 0007	Total Campus (NLL) Input	402 - Minority and Disadvantaged Programs	5 - Public Service	3,215.00				3,215.00			
Distribution 0008	Total Campus (NLL) Input	402 - Minority and Disadvantaged Programs	6 - Academic Support	783,750.00	33,623.00	39,008.00		856,381.00		25,433.00	
Distribution 0009	Total Campus (NLL) Input	403 - Minority and Disadvantaged Grad Student Financial Aid (AOP)	9 - Financial Aid								
Distribution 0010	Total Campus (NLL) Input	406 - Lawton Minority Undergraduate Grants Program	9 - Financial Aid								
Distribution 0084	Total Campus (NLL) Input										

The third vertical icon shows the UWSA Allocation Review form:

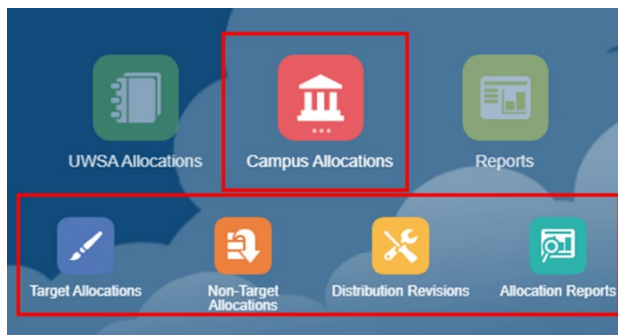
1. Select Allocation and Years from drop down list for review
2. Review UWSA Allocation Information
3. Review Distribution data.

Target Allocation

Target Allocation Tasks and Processes

The **Campus Allocation** tile is a new addition to the homepage and provides clear separation of Budget and Forecast processes in PlanUW. The Campus Allocation process are divided into sections such as:

- **Target Allocations**
- **Non-Target Allocations**
- **Distribution Revisions**
- **Allocation Reports**






The **Target Allocation** tile provides users the ability to create and report on target allocations for each institution.

The **Non-Target Allocations** tile provides users the ability to create and report on non-target allocations for each institution.

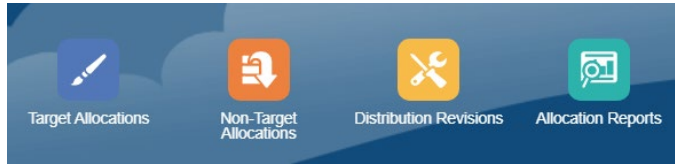
The **Distribution Revisions** tile provides users the ability to make revisions on allocations for each institution when necessary.

The **Allocation Reports** tile presents several out of the box reports to view allocations that mirror the layout of the Budget reports for comparison

Campus Allocations

Card	Content
 <p>Target Allocations</p>	<p>Provides the ability to create allocations within your campus to individual Divisions, Departments or Subdepartments for GPR and PR Funds during Budget Development.</p>
<p>Once 'Approved'</p>  <p>Non-Target Allocations</p>	<p>Provides the ability to create allocations (or commitments) that shouldn't be added to the 'Budget Target' until 'Approved'.</p>
 <p>Distribution Revisions</p> <p>After 'Finalized'</p>	<p>Provides the ability to <u>revise</u>, or create new allocations, within your campus <u>after</u> you have finalized the budget target for the next fiscal year.</p> <ul style="list-style-type: none"> • <i>Conceptually like Budget Transfers, but for Budget Target, and not Redbook</i>

Plan UW Campus Allocation Column Definitions



Each form in these tiles contains specific columns as part of its standard layout. Here is a brief explanation of these titles.

Note on date formats: Date input should be month/day/2-digit year (e.g., 7/1/21 or 12/31/210).

Members	Alias	Description
Alloc_Description	Description (PA)	Name of the Allocation
Alloc_Type	Type (PA)	Contains a list of Categories. Tuition Differential, Allocation Between Units, Campus Initiatives, other
Alloc_Duration	Duration (PA)	Base / Permanent, One-Time Only, Multi-Year, Renewable
Alloc_Status	Status (PA)	Requested, Approved, Declined, Commitment Approved
Alloc_To_From	To/ From (PA)	In, Out, Balance
Alloc_Start_Date	Start Date (PA)	e.g. 7/1/21. Informational
Alloc_End_Date	End Date (PA)	e.g. 6/30/22 Informational
Alloc_Start_FY	Year Start (PA)	e.g. FY21. Drives start FY for Commitments
Alloc_End_FY	End Year (PA)	e.g. FY21. Drives end FY for Commitments
Alloc_Creation_Date	Creation Date (PA)	e.g. 8/27/20
Alloc_Creator	Creator (PA)	mroarty (PBCS username)
Alloc_Fund	Fund (PA)	All level 0 Funds

Alloc_Program	Program (PA)	All level 0 Programs
Alloc_Project	Project (PA)	All level 0 Projects
Alloc_Comments	Comment (PA)	User comments
Alloc_Approval_Date	ApprovalDate (PA)	e.g., 7/1/21
Alloc_Approved_By	Approved By (PA)	zpalet (PBCS username)

Campus Target Allocations



In the Target Allocation process, users can:

- Modify and create Allocation Reference numbers
- Enter distributions by department, fund, program and accounts
- Revise allocation distributions that have been finalized
- View and report on different intersections of allocations and distributions

To begin the target allocations input and review process:

1. Click the **Campus Allocations** tile to open the cluster
2. Click on the **Target Allocation** tile to open the forms

The Budget Office Target Alloc Setup Dashboard will open.

Input Forms

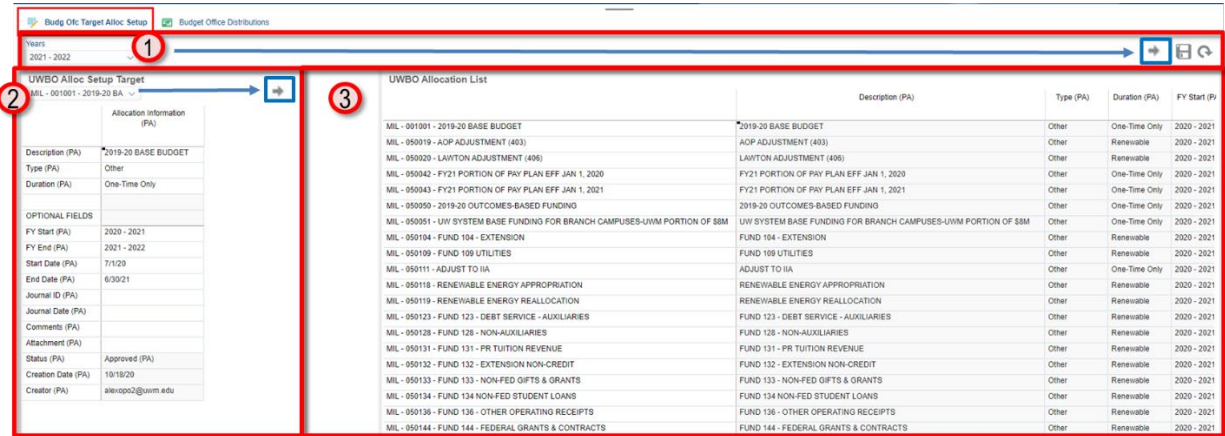
- The UWBO Allocation Setup Target and UWBO Allocation List forms
- The UWBO Enter Distributions form

Action Menus

- Some forms will have additional action menu functions that you can use to perform:
 1. New Target Allocation – creating a new target allocation
 2. Display 10 Distribution Rows – displays blank rows for Distribution 0001 through Distribution 0010
 3. Display 100 Distribution Rows -- displays blank rows for Distribution 0001 through Distribution 0100
 4. Display x Distribution Rows – displays Distribution 0001 through Distribution #...

Note that user variables are not used in the Campus (UWBO) forms

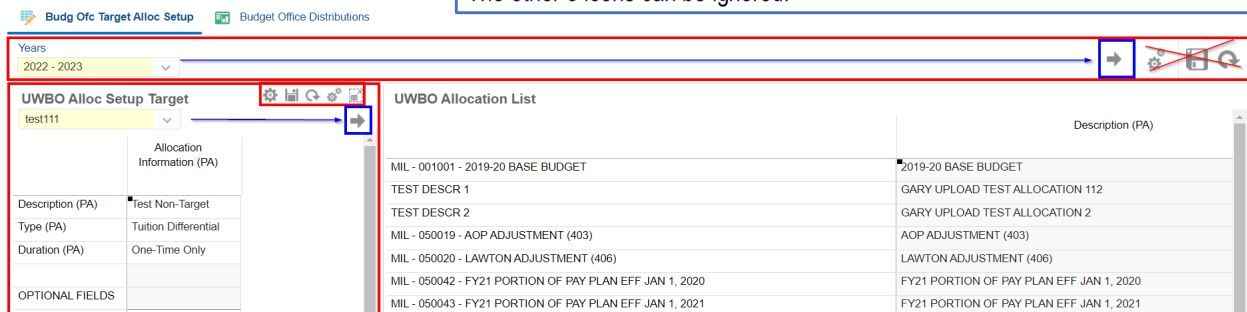
Target Allocation Setup Dashboard



This "form" is a dashboard type of form that contains **3 sections**:

1. The upper section where the Years dimension drop-down box is displayed is the "Page" or "POV" section. It controls the year for the other two sections. *If any selection is made in this section, you must hit the "Go" button on top right to update selection.*
2. The left section is the "UWBO Allocation Setup Target" section where you can choose what allocation you want to work on. *If any selection is made in this section, you must hit the "Go" button within section 2 to update selection.*
3. The right section is the "UWBO Allocation List" section where Allocation reference numbers that have already been setup will appear.

Section 1: It controls the year for the two forms on the dashboard. Hit "Go" whenever a selection is made.
The other 3 icons can be ignored.



Section 2: Action icons within this section exclusively controls the "UWBO Allocation Setup Target" only. After you have selected which allocation to work on. Hit "Go" whenever a selection is made.

Other important icons to know:

- Action Menu
- Save
- Refresh

Allocations are setup for each individual fiscal year, which allows you to change the characteristics of the allocation from year-to-year.

If the allocation appears in the UWBO Allocation List, then that allocation has already been setup for the selected fiscal year. If the allocation has already been setup you can check to see if distributions have been entered by checking it on the Budget Office Distributions form.

If the allocation does not appear in the UWBO Allocation List, that means it has not been setup for that year and should be available to use.

The screenshot displays the 'UWBO Alloc Setup Target' and 'UWBO Allocation List' screens. On the left, the 'UWBO Alloc Setup Target' dropdown menu is highlighted with a red circle '1'. A blue arrow points from this dropdown to the 'UWBO Allocation List' table, which is highlighted with a red circle '2'. The table lists various allocations with columns for 'Description (PA)', 'Type (PA)', and 'Status (PA)'. The 'UWBO Allocation List' table contains the following data:

Description (PA)	Type (PA)	Status (PA)
ML - 001901 - 2019-20 BASE BUDGET	Other	Other
ML - 000919 - ADP ADJUSTMENT (403)	Other	Other
ML - 000020 - LAYTON ADJUSTMENT (400)	Other	Other
ML - 000043 - FY21 PORTION OF PAY PLAN EFF JAN 1, 2020	Other	Other
ML - 000043 - FY21 PORTION OF PAY PLAN EFF JAN 1, 2021	Other	Other
ML - 000090 - 2019-20 OUTCOMES-BASED FUNDING	Other	Other
ML - 000091 - UW SYSTEM BASE FUNDING FOR BRANCH CAMPUSES-UWM PORTION OF \$8M	Other	Other
ML - 000104 - FUND 134 - EXTENSION	Other	Other
ML - 000109 - FUND 109 UTILITIES	Other	Other
ML - 000111 - ADJUST TO IA	Other	Other
ML - 000115 - RENEWABLE ENERGY APPROPRIATION	Other	Other
ML - 000119 - RENEWABLE ENERGY REALLOCATION	Other	Other
ML - 000123 - FUND 123 - DEBT SERVICE - AUXILIARIES	Other	Other
ML - 000128 - FUND 128 - NON-AUXILIARIES	Other	Other
ML - 000131 - FUND 131 - PR TUITION REVENUE	Other	Other
ML - 000132 - FUND 132 - EXTENSION NON-CREDIT	Other	Other
ML - 000134 - FUND 134 NON-FED STUDENT LOANS	Other	Other
ML - 000138 - FUND 138 - OTHER OPERATING RECEIPTS	Other	Other
ML - 000144 - FUND 144 - FEDERAL GRANTS & CONTRACTS	Other	Other
ML - 000145 - FUND 145 - FEDERAL AID - WORK STUDY	Other	Other
ML - 000146 - FUND 146 - FEDERAL AID - SUPP. ED OFF. GRANTS	Other	Other

Working on Existing Allocations

Budget Office Distributions

Years: 2021 - 2022

UWBO Alloc. Setup Target

UWBO Allocation List

Description (PA)	Type (PA)	Duration (PA)	FY Start (PA)	FY End (PA)	End Date (PA)	Start Date (PA)	Journal ID (PA)	Journal Date (PA)	Comments (PA)	Cr
UWLAC_0001	Test LAC allocation	New GPR Funding								11
TEST	TEST ALLOC	Compensation	2022 - 2023	2023 - 2024	11/13/20	11/12/20	asdf	11/9/20	asdf	11
UWLAC_NonTarget_0002	Test 2	Furlough	2022 - 2023	2022 - 2023						11
UWLAC_NonTarget_0001	Test Non-Target Allocation	Tuition Other								11
UWLAC_NonTarget_0015		No_Type	2021 - 2022	2020 - 2021	11/11/20	11/11/20				11
UWPKS_Test_12345	Additional Funding	Financial Aid	2021 - 2022	2021 - 2022						11
UWWTW_NonTarget_003	PA allocation	Compensation	2021 - 2022	2022 - 2023	11/19/20	11/20/20				11
UWPKS_Test_NonTarget	Equity Adjustment	Compensation	2022 - 2023	2023 - 2024						11
TEST_ESS_BASE	FY22 Beginning Base Budget	Allocation Between Units			6/30/22	7/1/21				11
UWWTW_Test_Alloc_0001	Test allocation #1	Compensation	2021 - 2022	2021 - 2022					No comment	11
UWWTW_NonTarget_0001	Test Non-Target WTW	New GPR Funding	2021 - 2022	2021 - 2022						11

To work on an existing allocation:

1. Choose a Year on the drop down to set up allocations.
2. If selection was made in the first section of the dashboard. You must click on the arrow for that section to confirm selection.
3. Select an Allocation from the drop down.
4. Click on the arrow to confirm selection.
5. Adjust the UWBO Allocation Information.

Working on Existing Allocations Cont.

UWBO Allocation Setup Target
MIL - 050144 - FUND 144 -

Allocation Information (PA)

Description (PA): FUND 144 - FEDERAL GRANTS & CONTRACTS
 Type (PA): Other
 Duration (PA): Renewable
 OPTIONAL FIELDS:
 FY Start (PA): 2020 - 2021
 FY End (PA): 2021 - 2022
 Start Date (PA): 7/1/20
 End Date (PA): 6/30/21
 Journal ID (PA):
 Journal Date (PA):
 Comments (PA): test
 Attachment (PA):
 Status (PA): /Approved (PA)
 Creation Date (PA): 10/15/20
 Creator (PA): cslupe@uw.edu

UWBO Allocation List

Description (PA)	Type (PA)	Duration (PA)	FY Start (PA)
MIL - 001001 - 2019-20 BASE BUDGET	Other	One-Time Only	2020 - 2021
MIL - 050019 - ADP ADJUSTMENT (403)	Other	Renewable	2020 - 2021
MIL - 050020 - LAWTON ADJUSTMENT (4)	Other	Renewable	2020 - 2021
MIL - 050042 - FY21 PORTION OF PAY PL	Other	One-Time Only	2020 - 2021
MIL - 050043 - FY21 PORTION OF PAY PLAN EFF JAN 1, 2021	Other	One-Time Only	2020 - 2021
MIL - 050050 - 2019-20 OUTCOMES-BASED FUNDING	Other	One-Time Only	2020 - 2021
MIL - 050051 - UW SYSTEM BASE FUNDING FOR BRANCH CAMPUSES-UWM PORTION OF \$8M	Other	One-Time Only	2020 - 2021
MIL - 050104 - FUND 104 - EXTENSION	Other	Renewable	2020 - 2021
MIL - 050109 - FUND 109 UTILITIES	Other	Renewable	2020 - 2021
MIL - 050111 - ADJUST TO WA	Other	One-Time Only	2020 - 2021
MIL - 050115 - RENEWABLE ENERGY APPROPRIATION	Other	Renewable	2020 - 2021
MIL - 050119 - RENEWABLE ENERGY REALLOCATION	Other	Renewable	2020 - 2021
MIL - 050123 - FUND 123 - DEBT SERVICE - AUXILIARIES	Other	Renewable	2020 - 2021
MIL - 050128 - FUND 128 - NON-AUXILIARIES	Other	Renewable	2020 - 2021
MIL - 050131 - FUND 131 - PR TUITION REVENUE	Other	Renewable	2020 - 2021
MIL - 050132 - FUND 132 - EXTENSION NON-CREDIT	Other	Renewable	2020 - 2021
MIL - 050133 - FUND 133 - NON-FED GIFTS & GRANTS	Other	Renewable	2020 - 2021
MIL - 050134 - FUND 134 NON-FED STUDENT LOANS	Other	Renewable	2020 - 2021
MIL - 050136 - FUND 136 - OTHER OPERATING RECEIPTS	Other	Renewable	2020 - 2021
MIL - 050144 - FUND 144 - FEDERAL GRANTS & CONTRACTS	Other	Renewable	2020 - 2021

Working on an existing allocation, after adjustments have been made to the UWBO Allocation Information:

1. Click Save on the UWBO Allocation Setup Target Form.
2. Click OK.
3. Review updated allocation setup information on the UWBO Allocation List.



Note: Please do not hit the larger save button in the way upper right-hand corner of the dashboard over the UWBO Allocation List form. That save button will not run the business rules nor push data into the reporting cubes.

Working on Existing Allocations Cont.

Allocation	Years	Fund (PA)	Program (PA)	Project (PA)	To From Indicator (PA)	Salary Planning Allocation	Unclassified Salaries Planning Allocation	University Staff Salary Planning Allocation	Student Salary Planning Allocation	Graduate Assistant Salaries Planning Allocation	LTE Salary Planning Allocation	Salary & Wages (PA)	Fringe Planning Allocation	Supplies and Expense Planning Allocation	C-E-Pi-All
Distribution 0001	369000 - Divisionwide (ML)	109 - Energy Costs	7 - Operation and Maintenance of Physical Plant	No Project (PA)	No ToFrom (PA)										
Distribution 0002	029600 - Prov for Required Savings (ML)	109 - Energy Costs	7 - Operation and Maintenance of Physical Plant	No Project (PA)	No ToFrom (PA)										
Net Distribution	Net Department	No Fund	No Program	No Project (PA)	No ToFrom (PA)										

Working on an existing allocation, after savings adjustments made to UWBO Allocation Setup Target form:

1. Navigate to the Budget Office Distributions tab.
2. Click Save in order to push the changes to the reporting cube.
3. Confirm the unused rows have been suppressed.



Note: If you would like to change the distribution data within this step as well. Please navigate to the Budget Office Distributions section, and follow the directions laid out in slide 52.

Creating New Allocation

Note: This Action button is located on the upper right side of the UWBO Alloc Setup form

Description (PA)	Type (PA)	Duration (PA)	FY Start (PA)	FY End (PA)	End Date (PA)	Start Date (PA)	Journal ID (PA)	Journal Date (PA)	Comments (PA)	Cre
02 Target Allocation Green Bay	Compensation	Renewable								11/1
02 Test Revision Allocation	Compensation	One-Time Only								11/1
FY22 Fund 102 pay plan	Compensation	Base / Permanent	2021 - 2022						test #1	11/1
FY22 103 Play Plan	Compensation	Base / Permanent	2021 - 2022						test #2	11/1
Testing lots of stuff	Compensation	Base / Permanent	2021 - 2022	2021 - 2022					yada yada yada	11/1

To create a New Target Allocation:

1. Click on Actions.
2. Select 'Create New Allocation UWXXX Target'.
3. Enter New Target Allocation Name
4. Click Launch.
5. Click OK.



The New Target Allocation box defaults to the last Allocation member created. When creating new allocation members:


- a) The member name you input must not be the same as an existing member name. An error will be displayed if this occurs.
- b) The member name can be any 80 characters, however, it is highly recommended that you limit your input to numbers, letters and the underscore character.

Note: there might be slight variations in the wording of this menu item, but it should contain 'Create', 'Allocation' and your campus code, e.g., 'Create MSN Target Allocation' or 'Create New Allocation UWMIL Target'.

Creating New Allocation Cont.

Note: This Arrow button is located on the upper right side of the UWBO Alloc Setup form

To select newly created allocations from drop down list on the UWBO Allocation Setup Target form:

1. Scroll up and click Select.
2. Search for the new allocations created in search bar then select new allocation member from the hierarchy. (Verify blue tick appears next to selected member)
3. Click OK.
4. Click on the  arrow to confirm selection.



Note: The 'Go' arrow for the UWBO Alloc Setup Target form should appear on the right side of the section.

Creating New Allocation Cont.

Note: This Save button will appear when you hover over the upper right of the UWBO Alloc Setup Target form.

Description (PA)	Type (PA)	Duration (PA)
TEST 123	Compensation	One-Time Only
UW Milwaukee Base Allocation 0001	Tuition Other	No Duration
UW Milwaukee Allocation Input 0002	No Type	Base / Permanent
UW Milwaukee Allocation Input 0003	Allocation Between Units	No Duration
UW Milwaukee Allocation Input 0004	No Type	No Duration
UW Milwaukee Allocation Input 0005	No Type	No Duration
UWMIL Budg Office Alloc Non Base Target 6001	Tuition Differential	One-Time Only
UWMIL Budg Office Alloc Non Base Target 6002	Compensation	Base / Permanent
UWMIL Budg Office Alloc Non Base Target 6003	No Type	No Duration
UWMIL Budg Office Alloc Non Base Target 6004	No Type	No Duration
UWMIL Budg Office Alloc Non Base Target 6005	No Type	No Duration
UWMIL_Test_Alloc	Federal Aid - Work Study	Renewable
UWMIL - Test Allocation for Meeting	Test Allocation	One-Time Only
UWMIL_Test Allocation 3	Allocation Test 3	Financial Aid
Zac Test - 10	Test Descr	Compensation
New Allocation 20201029	Test Description	One-Time Only
TEST 123	FUND 123	Compensation
UW Milwaukee Allocation Non-Target 5001	Non-Target Test using Request_Info version	New DPR Funding
UW Milwaukee Allocation Non-Target 5003	Test 1	Financial Aid

To select newly created allocations from drop down list on the UWBO Allocation Setup form:

1. Validate allocation is selected when cell is white
2. Enter or make adjustments to the UWBO Allocation Information (PA). Once you hit enter, the cells will turn yellow until they are saved.
3. Click Save.
4. Click OK.
5. Confirm new allocation created is added to the UWBO Allocation List.

Budget Office Distribution Form

To adjust or create distributions:

1. Select second horizontal tab – ‘Budget Office Distributions’. The UWBO Enter Distributions form will open.
2. Choose Allocation and Years from POV.
3. If you make a change to the members of the POV selection, click the Go arrow to confirm your change.
4. Select Department from the drop down for the distribution you want to allocate on.
5. You must select a Fund and Program from the list and enter data for a distribution ONLY AFTER selecting a department.
6. When done, click Save.
7. Click OK.



Note: Create at least one distribution created before saving. Once you hit enter, the cells will turn yellow (until they are saved).

Create/Add New Distributions in the Budget Office Distribution Form

NOTE: This is Optional

02.02 UWBO Enter Distributions

Allocation	Years	Fund (PA)	Program (PA)	Project (PA)	To From Indicator (PA)	Salary Planning Allocation	Unclassified Salaries Planning Allocation	University Staff Salary Planning Allocation	Student Salary Planning Allocation	Graduate Assistant Salaries Planning Allocation	LTE Salary Planning Allocation	Salary & Wages (PA)
Distribution 0001	049800 - EM Divisionwide (ML)	103 - GPO - Colleges	4 - Research	144NB93	To (PA)			150,000.00				150,000
Net Distribution	Net Department	No Fund	No Program	No Project Allocations	No To/From (PA)			150,000.00				150,000

Action Menu:

- Display 10 UWSA Rows
- Display 100 UWSA Rows
- Display x UWSA Rows
- Hide UWSA Distribution Rows
- Edit
- Adjust
- Comments
- Supporting Detail
- Change History
- Attachments
- Lock/Unlock Cells
- Analyze
- New Ad Hoc Grid
- Show Reasons for Read-Only Cells
- Predictive Planning
- Business Rules

To create or add new distributions, go to Action Menu. Select:

- Display 10 UWBO Rows for 10 rows
- Display 100 UWBO Rows for 100 rows
- Display x USWA Rows for a specific number of rows



Note: these functions will display a blank row for the range of distribution members indicated. For example:

- "Display 10" function displays blank rows for Distribution 0001 through Distribution 0010
- "Display 100" will display blank rows for Distribution 0001 through Distribution 0100
- "Display #" will allow you to input the number of rows to display and the function will display Distribution 0001 through Distribution #.

NOTE: This is Optional



To create or add 10 new distributions:

1. Click on the **Action** menu
2. Select **Display 10 UWBO Distribution Rows**
3. Confirm Allocation and Year selected
4. Click Launch.
5. Confirm UWBO Display 10 Dist Rows was successful

Entering Budget Office Distribution in Smart View

Traditional Cloud Account

Welcome a573344 [change domain](#)

Password

[Can't access your account?](#)

Want to use your company account?

Use to be redirected to the company single sign-on.

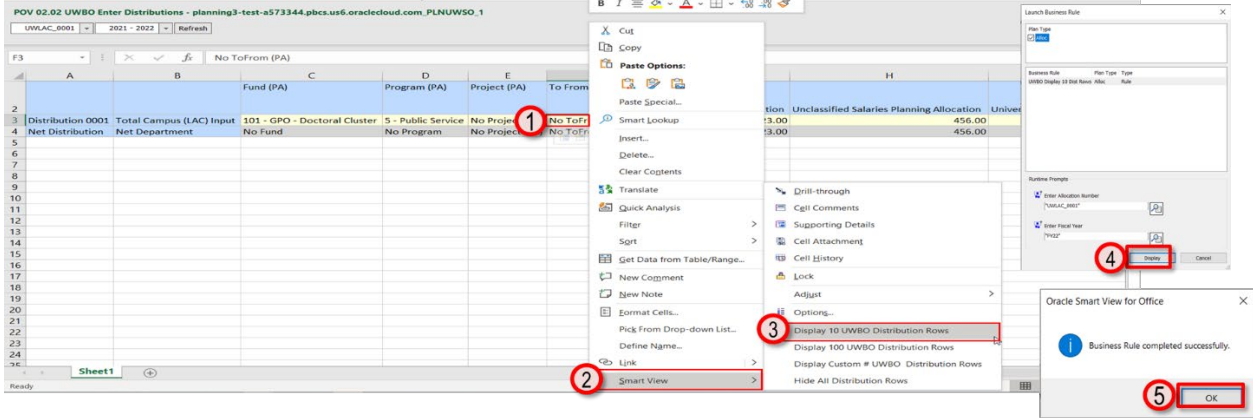
Remember my choice



Note: If this screen appears on an Excel tab with information you do not want to lose, please hit cancel, open a new tab in Excel and repeat steps 1-4.

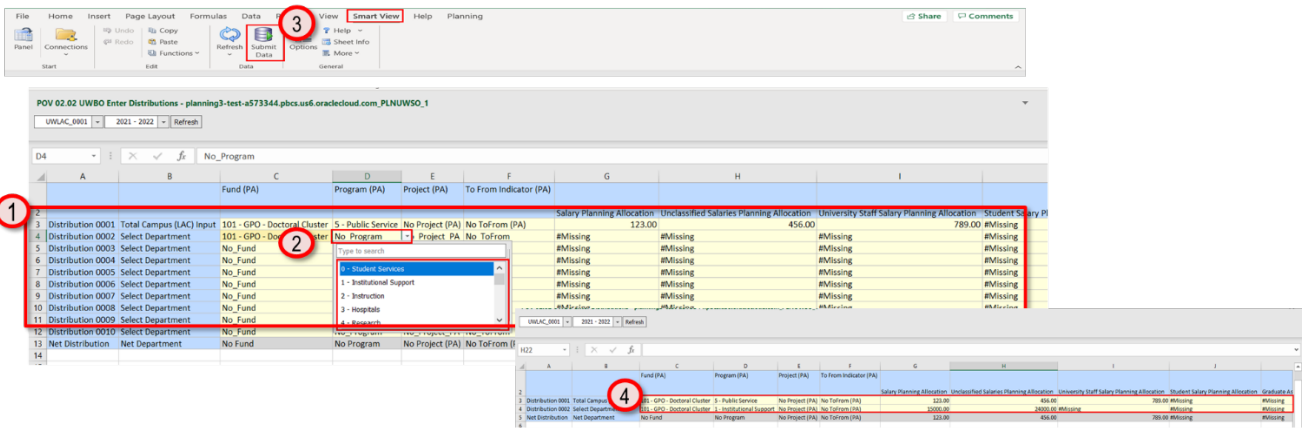
To adjust or create distributions in Smart View:

1. Go to Action Menu.
2. Select 'Open in Smart View'.
3. Open downloaded .svlnk file
4. After clicking on link, navigate to Excel on your desktop
5. You may get a pop up asking you to sign in. If you do, please select Company Sign In and Log on through Smart View



View the report in Smart View, and slice and dice as needed. To add or create distributions in Smart View:

1. Right click on any cell.
2. Scroll down and click 'Smart View'
3. Select "Display 10 UWBO Distribution Rows" for 10 rows .
4. A pop-up will prompt you to confirm allocation number and fiscal year. Click Display.
5. Confirm Business Rule was completed successfully, click ok.



After adding rows, to adjust or create distributions in Smart View:

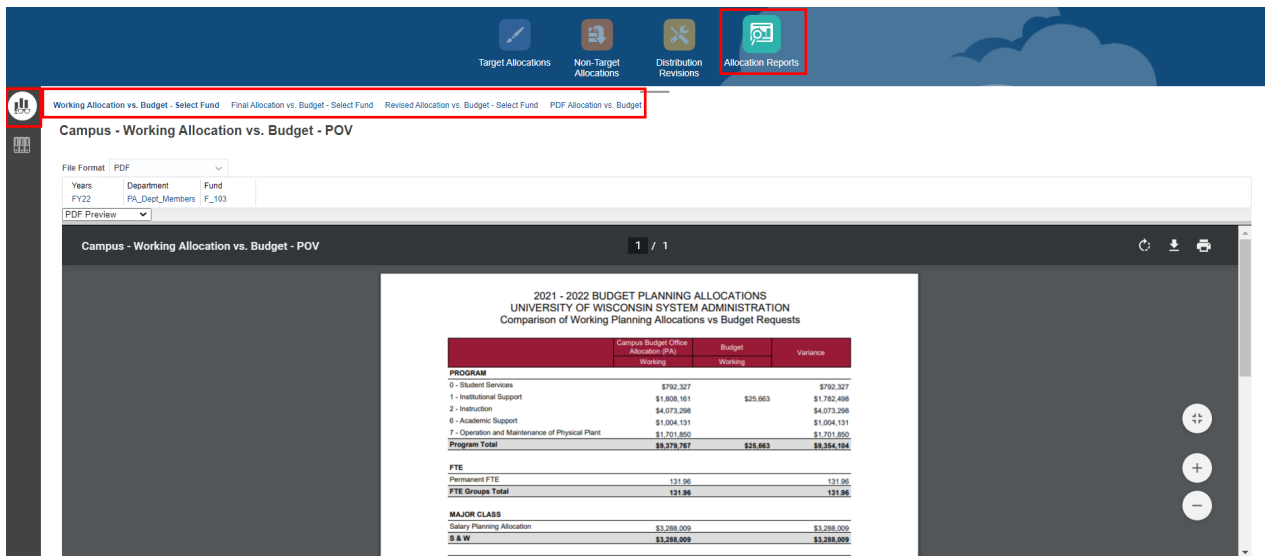
1. Confirm that new rows are added to make up a total of 10/100/X # of rows as selected.
2. Enter Fund, Program, Project and To From Indicator using the drop down. Enter allocations on the allocations column.
3. Click on the 'Smart View' tab above, then click submit data to save.
4. Confirm that data is saved when all cells are light yellow and extra distribution rows without data are removed.

Allocation Reports

Campus Allocation vs Budget Reports



Once you have created your Allocations and associate distributions, navigate to the Campus Allocation vs Budget Reports on the vertical tab to ensure the data has been updated per the allocations and associated distributions you made.



Before reviewing reports, User Variables for the specific departments and institutions need to be set. Please refer to the section 'Setting User Variables' (slide 20) for more details.

Only the Working Allocation vs. Budget and PDF Allocation vs. Budget reports will contain your updates. The Final and Revised versions are only populated when Allocations are finalized.

Revised Allocations will not be processed in the Foundation pod so the Revised Allocation column from the Revised report will always equal the Final column from the Final report.

Campus Allocation Reports

In addition to the Campus Alloc vs. Budget Reports, please navigate to the Campus Allocation Reports tab to ensure the data has been updated per the allocations and associated distributions you made. Verify that the second vertical icon Campus Allocation Reports is selected.

The screenshot shows the PlanUW interface for generating Campus Allocation Reports. At the top, there are navigation icons for 'Target Allocations', 'Non-Target Allocations', 'Distribution Revisions', and 'Allocation Reports'. Below this, a breadcrumb trail shows 'Campus Allocation List' selected. The main area features a 'Campus Allocation List' header with a 'PDF Preview' button and a table of allocation data. The table is titled 'UNIVERSITY OF WISCONSIN 2021 - 2022 Allocation List' and contains columns for 'SUBJECT', 'TYPE', 'STATUS', 'FY 2021', 'FY 2022', 'Change Data FY21', 'Change FY21', 'Total Available FY21', and 'FY 21'. The table lists numerous university departments and their budget allocations for 2021 and 2022.

Working Allocations vs Budget

The screenshot shows the PlanUW interface for generating a report. At the top, there are navigation tabs: 'Working Allocation vs. Budget - Select Fund', 'Final Allocation vs. Budget - Select Fund', 'Revised Allocation vs. Budget - Select Fund', and 'PDF Allocation vs. Budget'. Below these is a dropdown menu for 'File Format' with 'PDF' selected. A second dropdown menu shows 'FY22' and 'PL_Dept_Members / F_103'. The main content area displays a report titled '2021 - 2022 BUDGET PLANNING ALLOCATIONS' from the 'UNIVERSITY OF WISCONSIN SYSTEM ADMINISTRATION'. The report compares 'Working Planning Allocations' and 'Budget Requests'.

	Current Budget Official Allocation (PA) Working	Budget Working	Variance
PROGRAM			
0 - Student Services	\$762,227		\$762,227
1 - Institutional Support	\$1,808,561	\$25,663	\$1,782,898
2 - Instruction	\$4,073,298		\$4,073,298
6 - Academic Support	\$1,094,431		\$1,094,431
7 - Operation and Maintenance of Physical Plant	\$1,021,895		\$1,021,895
Program Total	\$8,679,797	\$25,663	\$8,654,134
FTE			
Permanent FTE	131.86		131.86
FTE Group Total	131.86		131.86
MAJOR CLASS			
Salary Planning Allocation	\$3,288,026		\$3,288,026
S&W	\$3,288,026		\$3,288,026
Fringe Planning Allocation	\$1,309,227		\$1,309,227
Supplies and Expense PlanUW	\$4,755,020	\$25,663	\$4,729,357
Non Salary & Wages	\$4,755,020	\$25,663	\$4,729,357
Expenses	\$8,379,767	\$25,663	\$8,354,104

Campus - Working Allocations vs Budget

1. Select File Format: PDF, HTML or Excel
2. Select Years, Department and Fund

Final Allocations vs Budget

Working Allocation vs. Budget - Select Fund Final Allocation vs. Budget - Select Fund Revised Allocation vs. Budget - Select Fund PDF Allocation vs. Budget

Campus - Final Allocation vs. Budget - POV

File Format: PDF

PDF Preview

2021 - 2022 BUDGET PLANNING ALLOCATIONS
Planning Allocation Departments
Comparison of Final Planning Allocations vs Budget Requests

PROGRAM	Campus Budget Office Allocation (2021)		Budget	Variance
	Fund	Fund		
PROGRAM				
0 - Student Services	\$762,927		\$762,927	
1 - Institutional Support	\$1,808,161	\$25,663	\$1,782,498	\$1,782,498
2 - Instruction	\$4,073,266		\$4,073,266	
4 - Academic Support	\$1,054,131		\$1,054,131	
7 - Operation and Maintenance of Physical Plant	\$1,751,855		\$1,751,855	
Program Total	\$9,379,787	\$25,663	\$9,354,124	
FTE				
Full-time FTE	131.86		131.86	
FTE Group Total	131.86		131.86	
MAJOR CLASS				
Salary Planning Allocation	\$3,288,059		\$3,288,059	
S & W	\$3,288,059		\$3,288,059	
fringe Planning Allocation	\$1,369,237		\$1,369,237	
Supplies and Expense Plan/UW	\$4,752,535	\$25,663	\$4,726,872	
Non Salary & Wages	\$4,752,535	\$25,663	\$4,726,872	
Expenses	\$9,379,787	\$25,663	\$9,354,124	

Campus - Final Allocations vs Budget

1. Select File Format: PDF, HTML or Excel
2. Select Years, Department and Fund

Revised Allocations vs Budget

Working Allocation vs. Budget - Select Fund | Final Allocation vs. Budget - Select Fund | **Revised Allocation vs. Budget - Select Fund** | PDF Allocation vs. Budget

Campus - Revised Allocation vs. Budget - POV

File Format: PDF | Name: PA_Dept_Members_F_103

Campus - Revised Allocation vs. Budget - POV

1 / 1

2021 - 2022 BUDGET PLANNING ALLOCATIONS
Planning Allocation Departments
Comparison of Revised Planning Allocations vs Budget Requests

PROGRAM	Current Budget (2021)		Budget	Variance
	Revised Budget	Revised Budget		
0 - Student Services	\$762,327		\$762,327	
1 - Institutional Support	\$1,808,161	\$25,983	\$1,782,178	\$1,782,178
2 - Instruction	\$4,073,294		\$4,073,294	
3 - Public Service	\$1		\$1	
4 - Academic Support	\$1,064,131		\$1,064,131	
7 - Operation and Maintenance of Physical Plant	\$1,701,653		\$1,701,653	
Program Total	\$9,379,768	\$25,983	\$9,353,785	
FTE				
Permanent FTE	131.96		131.96	
FTE Group Total	131.96		131.96	
MAJOR CLASS				
Salary Planning Allocation	\$3,288,610		\$3,288,610	
S & W	\$3,288,610		\$3,288,610	
fringe Planning Allocation	\$1,309,227		\$1,309,227	
Supplies and Expenses PlanUW	\$4,782,020	\$25,983	\$4,756,037	\$4,756,037
Non Salary & Wages	\$4,782,020	\$25,983	\$4,756,037	
Expenses	\$9,379,768	\$25,983	\$9,353,785	

Campus - Revised Allocations vs Budget

1. Select File Format: PDF, HTML or Excel
2. Select Years, Department and Fund

PDF Allocations vs Budget

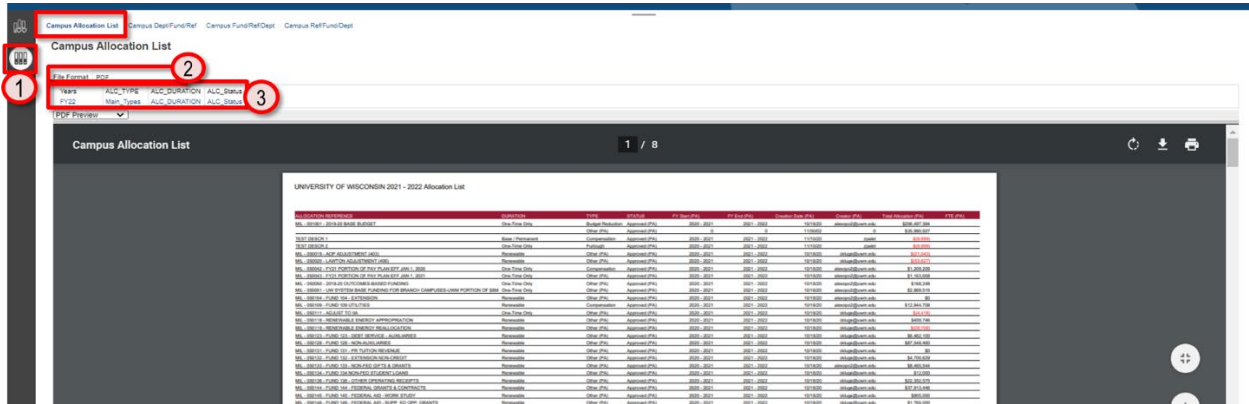
The screenshot shows the 'Campus - PDF Allocation vs. Budget' report interface. A modal window titled 'Respond to Prompts - Google Chrome' is open, allowing users to select report versions for 'Allocations' and 'Plan'. The main report area displays a table titled '2021 - 2022 BUDGET PLANNING ALLOCATIONS' with columns for Program, Campus Budget Office Allocation (FY21 Working), Budget Working, and Variance. The table lists various programs and their corresponding budget values.

PROGRAM	Campus Budget Office Allocation (FY21 Working)	Budget Working	Variance
01 - Student Services	\$11,158,263	\$11,158,263	
1 - Institutional Support	\$31,853,893	\$31,853,893	
2 - Instruction	\$118,258,098	\$118,258,098	
4 - Research	\$26,279,264	\$26,279,264	
5 - Public Service	\$590,287	\$590,287	
6 - Academic Support	\$64,551,656	\$64,551,656	
7 - Operation and Maintenance of Physical Plant	\$26,312,876	\$26,312,876	
8 - Financial Aid	\$652,497	\$652,497	
Program Total	\$388,856,468	\$388,856,468	
FTE			
Permanent FTE	2,481.64	2,481.64	
Graduate Asst FTE	55.15	55.15	
Other FTE	7.99	77.99	
FTE Group Total	2,544.78	2,544.78	
MAJOR CLASS			
State Planning Allocation	\$108,258,098	\$108,258,098	
S.S.W.	\$108,258,098	\$108,258,098	
Foreign Planning Allocation	\$44,086,007	\$44,086,007	
Supplies and Expense Purch/O	\$136,471,892	\$136,471,892	

Campus – PDF Allocations vs Budget

1. Upon opening this report, a prompt will pop up to enter version for allocations and Plan. Select versions.
2. Select File Format: PDF, HTML or Excel
3. Select Select Years and Department
4. Once the report has rendered, you can review the data onscreen or download or print the file using the buttons on the screen

Campus Allocation List



Campus Allocation List:

1. Verify that the second vertical icon Campus Allocation Reports is selected
2. Select File Format: PDF, HTML or Excel
3. Select Years, Allocation Type, Allocation Duration and Allocation Status

Campus Allocation by Dept/Fund/Ref

The screenshot shows the 'UWBO Alloc by Dept-Fund-Ref' application. At the top, there are navigation tabs: 'Campus Allocation List', 'Campus Dept/Fund/Ref', 'Campus Fund/Ref/Dept', and 'Campus Ref/Fund/Dept'. Below the tabs is the title 'UWBO Alloc by Dept-Fund-Ref'. A dropdown menu for 'File Format' is open, showing options: PDF (selected), HTML, and Excel. A search filter bar contains fields for 'Version', 'Years', 'Main_Type', 'ALC_DURATION', and 'ALC_Status'. The main content area displays a table titled '2021-2023 BUDGET PLANNING ALLOCATIONS UNIVERSITY OF WISCONSIN MILWAUKEE Report 1 - Allocations by Budget Unit-Fund-Reference Number'. The table has columns for FUND, ALLOCATION REFERENCE, PROGRAMS, Salary & Wages (PA), FTE Planning Allocation, Non-Salary & Unemployment Wages (PA), Campus Budget Office Allocation (PA), Total Allocation (PA), and FTE (PA). The table lists various budget units and their allocations across different categories like Research, Institutional Support, and FTE.

Campus Allocation by Dept/Fund/Ref:

1. Select File Format: PDF, HTML or Excel
2. Select Version, Years, Allocation Type, Allocation Duration and Allocation Status

Campus Allocation by Fund/Ref/Dept

The screenshot shows the 'UWBO Alloc by Dept-Fund-Ref' application. At the top, there are navigation tabs: 'Campus Allocation List', 'Campus Dept/Fund/Ref', 'Campus Fund/Ref/Dept', and 'Campus Ref/Fund/Dept'. Below these is a search bar with filters: 'File Format' (set to PDF) and 'Version' (set to PV22). A table of filters is visible, with 'File Format' circled in red and labeled '1', and 'Version' circled in red and labeled '2'. The main content area displays a report titled '2021 - 2022 BUDGET PLANNING ALLOCATIONS UNIVERSITY OF WISCONSIN MADISON Report 1 - Allocations by Budget Unit-Fund-Reference Number'. The report shows a table of allocations for various funds and programs, with columns for 'Fund', 'Allocation Reference', 'Programs', 'Salary & Fringe', 'Non-Salary & Undergraduate Program', 'Undistributed Planning Allocation', 'Total Allocation', and 'FTE (PA)'. The table is grouped by fund (019000, 100, 030000) and program (Research, Institutional Support).

Campus Allocation by Fund/Ref/Dept:

1. Select File Format: PDF, HTML or Excel
2. Select Version, Years, Allocation Type, Allocation Duration and Allocation Status

Campus Allocation by Ref/Fund/Dept

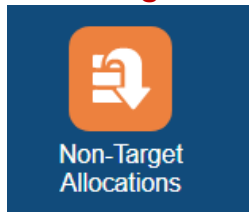
The screenshot shows the 'UWBO Alloc by Ref-Fund-Dept' report interface. At the top, there are navigation tabs: 'Campus Allocation List', 'Campus Dept/Fund/Ref', 'Campus Fund/Ref/Dept', and 'Campus Ref/Fund/Dept'. Below these are filter options for 'File Format' (PDF, HTML, Excel) and 'Version', 'Years', 'Allocation Duration', and 'Allocation Status'. The main content area displays a budget report for '2021 - 2022 BUDGET PLANNING ALLOCATIONS' with columns for Fund, Department, Program, Salary & Fringe, Fringe Planning, Non-Salary, Salary & Fringe, Total, and FTE. The report is titled 'ML - 00101 - 2019-20 BASE BUDGET'.

Campus Allocation by Ref/Fund/Dept:

1. Select File Format: PDF, HTML or Excel
2. Select Version, Years, Allocation Duration and Allocation Status

Non-Target Allocation

Non-Target Allocations Tasks and Processes



Input Forms

- The UWBO Allocation Setup Non-Target and UWBO Allocation List Non-Target forms
- The UWBO Enter Distribution Non-Target form
- Approve Non-Target Allocation form

Action Menus

- Some forms will have additional action menu functions that you can use to perform:
 1. New Target Allocation – creating a new target allocation
 2. Display 10 Non-Target Rows – displays blank rows for Distribution 0001 through Distribution 0010
 3. Display 100 Non-Target Rows -- displays blank rows for Distribution 0001 through Distribution 0100
 4. Display x Non-Target Rows – displays Distribution 0001 through Distribution #...

NOTE: the process to setup a non-target allocation and enter distributions is the same as that for target allocations and distributions. Please refer to the Target Allocations sections for the steps needed.

Approve Non-Target Allocations

Allocations are setup for each individual fiscal year, which allows you to change the characteristics of the allocation from year-to-year.

The Allocation setup and distribution entry for non-target allocations is the same as for target allocations. The main difference is that non-target allocations are entered in the Request (or non-target) scenario and are separate from target allocations.

Non-Target Allocation Setup Non-Target Distributions **Approve Non-Target Allocation**

Allocation: UWWTV_NonTarget_001

02.11 UWBO Non-Target Approval
2021 - 2022

02.12 UWBO Non-Target Approval Dist

Status (PA)	Fund (PA)	Program (PA)	Salary Planning Allocation	Unclassified Salaries Planning Allocation	University Staff Salary Planning Allocation	Student Salary Planning Allocation	Graduate Assistant Salaries Planning Allocation	LTE Salary Planning Allocation	Salary & Wages (PA)	Fringe Planning Allocation	Supplies an Expense Planning Allocation
Allocation Metadata											
No Distribution	No Department (PA)	Request_Info	2021 - 2022	Approved (PA)	No Fund	No Program					
No Distribution	No Department (PA)	Base Info (PA)	2021 - 2022	Approved (PA)	No Fund	No Program					
Non-Target Distributions											
Target Distributions											


1 (circled) is next to the Duration (PA) field in the Allocation Information section.

2 (circled) is next to the Program (PA) field in the Allocation Metadata table.

Approve Non-Target Allocations Cont.

The screenshot shows the 'Approve Non-Target Allocation' window. At the top, the title bar contains 'Approve Non-Target Allocation' (1). Below the title bar, the 'Location' dropdown is set to 'UWPKS_Test_NonTarget' (2). To the right of the dropdown is a right-pointing arrow button (3). Below the location dropdown is a year dropdown set to '2022 - 2023'. The main area contains a table with columns for various allocation types: Status (PA), Fund (PA), Program (PA), Salary Planning Allocation, Unclassified Salaries Planning Allocation, University Staff Salary Planning Allocation, Student Salary Planning Allocation, Graduate Assistant Salaries Planning Allocation, LTE Salary Planning Allocation, Salary & Wages (PA), Fringe Planning Allocation, Supplies and Expense Planning Allocation, and Cap Expt Plan Alloc. The table has several rows, with the first two rows showing 'Approved (PA)' status and 'No Fund' and 'No Program' details. On the left side, there is a sidebar with 'Allocation Information (PA)' and 'Allocation Metadata' sections, both of which are highlighted with a red box. The 'Allocation Information (PA)' section includes fields for Description (PA), Type (PA), Duration (PA), and various dates and approval details. The 'Allocation Metadata' section includes fields for No Distribution, No Department (PA), Request_Info, and Base Info (PA).

To work on an existing allocation:

1. Choose a Year on the drop down to set up allocations.
2. Select an Allocation from the drop down.
3. Click on the  arrow to confirm selection.
4. Make adjustments to the UWBO Allocation Information

Approve Non-Target Allocations Cont.

The screenshot shows the 'Approve Non-Target Allocation' workflow in PlanUW. It includes a table of allocations, a dropdown menu for actions, and a modal window for entering target distribution years. Red circles and boxes highlight key steps: 1. Clicking the Actions icon, 2. Selecting 'Approve Non-Target Allocation', 3. Entering the target year, 4. Clicking 'Launch', and 5. Clicking 'OK' on the success message.

To Approve allocation:

1. Click on Actions.
2. Select Approve Non-TargetAllocation.
3. Enter and verify 'Year for Target Distributions' is correct. Do not change values already in 'Non-Target Year'
4. Click Launch.
5. 'Confirm UWBO Non-Target Approval Diff Year was successful, click OK.

Approve Non-Target Allocations Cont.

Campus Non-Target Approval			Status (PA)	Fund (PA)	Program (PA)	Salary Planning Allocation	Unclassified Salaries Planning Allocation	University Staff Salary Planning Allocation	Student Salary Planning Allocation	G A S P AI
Non-Target Distributions			No_Status	No_Fund	No_Program					
Distribution 0001	049500 - EM Divisionwide (MIL)	Non-Target (PA)	Approved (PA)	103 - GPO - Colleges	4 - Research					
Target Distributions			No_Status	No_Fund	No_Program					
Distribution 0001	049500 - EM Divisionwide (MIL)	Input	Approved (PA)	103 - GPO - Colleges	4 - Research			50,000		
Allocation Metadata			No_Status	No_Fund	No_Program					
No Distribution	No Department (PA)	Request_Info	No_Status	No_Fund	No_Program					
No Distribution	No Department (PA)	Base_Info	No_Status	No_Fund	No_Program					

Non-Target Allocation Selection: **Non-Target Distributions** (2)

02.08 UWBO Enter Distr Non-Target (3)

Allocation	Years	Fund (PA)	Program (PA)	Project (PA)	To From Indicator (PA)	Salary Planning Allocation	Unclassified Salaries Planning Allocation	University Staff Salary Planning Allocation	Student Salary Planning Allocation	Graduate Assistant Salaries Planning Allocation	LTE Salary Planning Allocation	Salary & Wages (PA)	Fringe Planning Allocation	Supplies and Expense Planning Allocation	Capital Expense Planning Allocation	Aid to Individuals & Organizations Planning Allocation	Special Purpose Planning Allocation	Debt Service Planning Allocation
Distribution 0001	049500 - EM Divisionwide (MIL)	103 - GPO - Colleges	4 - Research	No Project Allocations	No ToFrom (PA)													
Distribution 0002	Select Department	No_Fund	No_Program	No_Project_PA	No ToFrom													
Distribution 0003	Select Department	No_Fund	No_Program	No_Project_PA	No ToFrom													
Distribution 0004	Select Department	No_Fund	No_Program	No_Project_PA	No ToFrom													
Distribution 0005	Select Department	No_Fund	No_Program	No_Project_PA	No ToFrom													
Distribution 0006	Select Department	No_Fund	No_Program	No_Project_PA	No ToFrom													
Distribution 0007	Select Department	No_Fund	No_Program	No_Project_PA	No ToFrom													
Distribution 0008	Select Department	No_Fund	No_Program	No_Project_PA	No ToFrom													
Distribution 0009	Select Department	No_Fund	No_Program	No_Project_PA	No ToFrom													
Distribution 0010	Select Department	No_Fund	No_Program	No_Project_PA	No ToFrom													
Net Distribution	Net Department	No Fund	No Program	No Project Allocations	No ToFrom (PA)			50,000.00				50,000.00						

02.08 UWBO Enter Distr Non-Target (3)

Allocation	Years	Fund (PA)	Program (PA)	Project (PA)	To From Indicator (PA)	Salary Planning Allocation	Unclassified Salaries Planning Allocation	University Staff Salary Planning Allocation	Student Salary Planning Allocation	Graduate Assistant Salaries Planning Allocation	LTE Salary Planning Allocation	Salary & Wages (PA)	Fringe Planning Allocation	Supplies and Expense Planning Allocation	Capital Expense Planning Allocation	Aid to Individuals & Organizations Planning Allocation	Special Purpose Planning Allocation	Debt Service Planning Allocation
Distribution 0001	049500 - EM Divisionwide (MIL)	103 - GPO - Colleges	4 - Research	No Project Allocations	No ToFrom (PA)													
Net Distribution	Net Department	No Fund	No Program	No Project Allocations	No ToFrom (PA)													



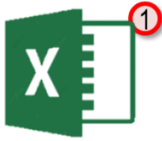
Note: Review that all distribution has zero-ed out and confirm that Net Distribution has been recalculated.

To verify approved allocation:

1. Verify that 'Non-Target Distributions' are zero-ed out; approved allocations are moved to 'Target Distributions'.
2. Go back to the second horizontal tab-- Non-Target Distributions.
3. Confirm you are looking at the right Allocation and Years from POV
4. Confirm that the distribution lists are displayed and zero-ed out.
5. Click Save to recalculate New Distribution.

Campus Allocation Upload Templates

Mass Upload- Target Allocations



	2	3	4	5	6	7	8	9	10	11	
	No Department Allocation	No Department Allocation	No Department Allocation	No Department Allocation	No Department Allocation	No Department Allocation	No Department Allocation	No Department Allocation	No Department Allocation	No Department Allocation	
	No Distribution	No Distribution	No Distribution	No Distribution	No Distribution	No Distribution	No Distribution	No Distribution	No Distribution	No Distribution	
	2021 - 2022	2021 - 2022	2021 - 2022	2021 - 2022	2021 - 2022	2021 - 2022	2021 - 2022	2021 - 2022	2021 - 2022	2021 - 2022	
	Base Info	Base Info	Base Info	Base Info	Base Info	Base Info	Base Info	Base Info	Base Info	Base Info	
3	UWML - FY22 - UPLOAD TEST ALLOCATION 1	UPLOAD TEST ALLOCATION 1	Compensation	Base / Permanent	Approved (PA)	2020 - 2021	2021 - 2022	7/1/20	6/30/21	11/9/20	spalet
	UWML - FY22 - UPLOAD TEST ALLOCATION 2	UPLOAD TEST ALLOCATION 2	Hires SHI	One-Time Only	Approved (PA)	2021 - 2022	2021 - 2022	7/1/21	6/30/22	11/9/20	spalet
	UWML - FY22 - UPLOAD TEST ALLOCATION 3	UPLOAD TEST ALLOCATION 3	Research Support	One-Time Only	Approved (PA)	2021 - 2022	2022 - 2023	7/1/21	6/30/22	11/9/20	spalet

To mass do a mass upload of allocations:

1. Open excel file with Target and Non-Target Allocation Setup and Distribution templates.
2. Click on the 1.A-Target Allocation Setup tab.
3. Enter the list of Allocations to be created. The following naming convention is recommended:
UWXXX - FYXX - DSCR.
4. Enter information for the allocations along the rows
5. Delete any unused lines

Mass Upload- Target Distributions

	Jul 2021 - 2022 Base	Jul 2021 - 2022 Base	Jul 2021 - 2022 Base	Jul 2021 - 2022 Base	Campus Budg
	Fund (PA)	Program (PA)	Project (PA)	Salary Planning Allocation	Fringe f
Distribution 0001	UWWMIL - FY22 - UPLDAD TEST ALLOCATION 1	Select SubDept	101 - GPO - Doctoral Cluster	2 - Instruction	No Project Allocations
Distribution 0002	UWWMIL - FY22 - UPLDAD TEST ALLOCATION 1	Select SubDept			
Distribution 0003	UWWMIL - FY22 - UPLDAD TEST ALLOCATION 1	Select SubDept			
Distribution 0004	UWWMIL - FY22 - UPLDAD TEST ALLOCATION 1	Select SubDept			
Distribution 0005	UWWMIL - FY22 - UPLDAD TEST ALLOCATION 1	Select SubDept			
Distribution 0006	UWWMIL - FY22 - UPLDAD TEST ALLOCATION 1	Select SubDept			
Distribution 0007	UWWMIL - FY22 - UPLDAD TEST ALLOCATION 1	Select SubDept			
Distribution 0008	UWWMIL - FY22 - UPLDAD TEST ALLOCATION 1	Select SubDept			
Distribution 0009	UWWMIL - FY22 - UPLDAD TEST ALLOCATION 1	Select SubDept			
Distribution 0010	UWWMIL - FY22 - UPLDAD TEST ALLOCATION 1	Select SubDept			
Distribution 0001	02 - Target Allocation (UWXXX - FYXX - DSCR)	Select SubDept			
Distribution 0002	02 - Target Allocation (UWXXX - FYXX - DSCR)	Select SubDept			
Distribution 0003	02 - Target Allocation (UWXXX - FYXX - DSCR)	Select SubDept			
Distribution 0004	02 - Target Allocation (UWXXX - FYXX - DSCR)	Select SubDept			
Distribution 0005	02 - Target Allocation (UWXXX - FYXX - DSCR)	Select SubDept			
Distribution 0006	02 - Target Allocation (UWXXX - FYXX - DSCR)	Select SubDept			
Distribution 0007	02 - Target Allocation (UWXXX - FYXX - DSCR)	Select SubDept			
Distribution 0008	02 - Target Allocation (UWXXX - FYXX - DSCR)	Select SubDept			
Distribution 0009	02 - Target Allocation (UWXXX - FYXX - DSCR)	Select SubDept			
Distribution 0010	02 - Target Allocation (UWXXX - FYXX - DSCR)	Select SubDept			
Distribution 0001	03 - Target Allocation (UWXXX - FYXX - DSCR)	Select SubDept			
Distribution 0002	03 - Target Allocation (UWXXX - FYXX - DSCR)	Select SubDept			

Note: This template is set up with 10 distributions per allocation, so you must copy and paste the name of each individual allocation multiple times for however many distributions you expect to need for each allocation as shown in the screen shot.

1.A-Target Allocation S **1** 1.B-Target Distributions 2.A-NonTarget Allocation Setup 2.B-NonTarget Distributions

To do a mass upload of distributions:

1. On the excel file with Target and Non-Target Allocation Setup and Distribution templates, click on the 1.B-Target Distributions tab.
2. Copy and Paste the names of the Allocations created in the Target Allocation Setup Tab into the Target Distributions tab.

Mass Upload- Target Distributions Cont.

			Jul Campus Budget Office Allocation (PA) 2021 - 2022 Base	Jul Campus Budget Office Allocation (PA) 2021 - 2022 Base	Jul Campus Budget Office Allocation (PA) 2021 - 2022 Base
			Fund (PA)	Program (PA)	Project (PA)
Distribution 0001	UWMIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_019800	101 - GPO - Doctoral Cluster	2 - Instruction	No Project Allocations
Distribution 0002	UWMIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_989800	101 - GPO - Doctoral Cluster	2 - Instruction	No Project Allocations
Distribution 0003	UWMIL - FY22 - UPLOAD TEST ALLOCATION 1	Select SubDept			
Distribution 0004	UWMIL - FY22 - UPLOAD TEST ALLOCATION 1	Select SubDept			
Distribution 0005	UWMIL - FY22 - UPLOAD TEST ALLOCATION 1	Select SubDept			
Distribution 0006	UWMIL - FY22 - UPLOAD TEST ALLOCATION 1	Select SubDept			
Distribution 0007	UWMIL - FY22 - UPLOAD TEST ALLOCATION 1	Select SubDept			
Distribution 0008	UWMIL - FY22 - UPLOAD TEST ALLOCATION 1	Select SubDept			
Distribution 0009	UWMIL - FY22 - UPLOAD TEST ALLOCATION 1	Select SubDept			
Distribution 0010	UWMIL - FY22 - UPLOAD TEST ALLOCATION 1	Select SubDept			
Distribution 0001	UWMIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_213600	101 - GPO - Doctoral Cluster	2 - Instruction	No Project Allocations
Distribution 0002	UWMIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_213600	101 - GPO - Doctoral Cluster	4 - Research	No Project Allocations
Distribution 0003	UWMIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_213600	101 - GPO - Doctoral Cluster	6 - Academic Support	No Project Allocations
Distribution 0004	UWMIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_213600	402 - Minority and Disadvantaged Progr	0 - Student Services	No Project Allocations
Distribution 0005	UWMIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_213600	101 - GPO - Doctoral Cluster	2 - Instruction	No Project Allocations
Distribution 0006	UWMIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_213600	101 - GPO - Doctoral Cluster	6 - Academic Support	No Project Allocations
Distribution 0007	UWMIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_213600	101 - GPO - Doctoral Cluster	2 - Instruction	No Project Allocations
Distribution 0008	UWMIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_213600	101 - GPO - Doctoral Cluster	4 - Research	No Project Allocations
Distribution 0009	UWMIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_349800	101 - GPO - Doctoral Cluster	5 - Public Service	No Project Allocations
Distribution 0010	UWMIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_349800	101 - GPO - Doctoral Cluster	6 - Academic Support	No Project Allocations
Distribution 0011	UWMIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_349800	101 - GPO - Doctoral Cluster	2 - Instruction	No Project Allocations
Distribution 0012	UWMIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_349800	101 - GPO - Doctoral Cluster	4 - Research	No Project Allocations
Distribution 0013	UWMIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_349800	101 - GPO - Doctoral Cluster	6 - Academic Support	No Project Allocations
Distribution 0014	UWMIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_349800	101 - GPO - Doctoral Cluster	5 - Public Service	No Project Allocations
Distribution 0001	UWMIL - FY22 - UPLOAD TEST ALLOCATION 3	MIL_709800	101 - GPO - Doctoral Cluster	2 - Instruction	No Project Allocations
Distribution 0002	UWMIL - FY22 - UPLOAD TEST ALLOCATION 3	MIL_709800	101 - GPO - Doctoral Cluster	4 - Research	No Project Allocations
Distribution 0003	UWMIL - FY22 - UPLOAD TEST ALLOCATION 3	MIL_709800	101 - GPO - Doctoral Cluster	6 - Academic Support	No Project Allocations

Note: If you use the same Distribution member (i.e. Distribution 0001) for a Department, Fund, Program and Project combination twice within the same Allocation, the second entry will overwrite the first. Each unique Department, Fund, Program and Project combination must have a unique Distribution (Distribution 0001 vs. Distribution 0002).

`=IF(VLOOKUP($B7,'1A-Target Allocation Setup'!$A:$O,$U3, FALSE)=0,"REMOVE",VLOOKUP($B7,'1A-Target Allocation Setup'!$A:$O,$U3, FALSE))`

	Jul Campus Budget Office Allocation (PA) 2021 - 2022 Base	Jul Campus Budget Office Allocation (PA) 2021 - 2022 Base	Jul Campus Budget Office Allocation (PA) 2021 - 2022 Base	Jul Campus Budget Office Allocation (PA) 2021 - 2022 Base			
	Comments (PA)	Description (PA)	Type (PA)	Duration (PA)			
7	Distribution 0001	UWMIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_019800	101 - GPO - Doctoral Cluster	2 - Instruction	Compensation	Base / Permanent
8	Distribution 0002	UWMIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_989800	101 - GPO - Doctoral Cluster	2 - Instruction	Compensation	Base / Permanent
9	Distribution 0003	UWMIL - FY22 - UPLOAD TEST ALLOCATION 1	Select SubDept			Compensation	Base / Permanent
10	Distribution 0004	UWMIL - FY22 - UPLOAD TEST ALLOCATION 1	Select SubDept			Compensation	Base / Permanent

After copy and pasting the names of Allocations:

1. Denote the Departments, Funds, Programs and Projects you would like to make Allocations too. What you enter must match what is in the application exactly. Copy and Paste the names of the Allocations created in the Target Allocation Setup Tab into the Target Distributions tab.
2. If more than 10 distributions are required for any given Allocation, add more rows to the spreadsheet by copying and pasting lines from above in numerical order as shown in the example screen shot.

Mass Upload- Target Distributions Cont.

Distribution	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	Campus Budget Office Allocation (PA) Campus Budget Office Allocation (PA) Campus Budget Office Allocation (PA) Campus Budget Office Allocation (PA) Campus Budget Office Allocation (PA)						
			To From Indicator (PA)	Salary Planning Allocation	Fringe Planning Allocation	Supplies and Expense Planning Allocation	Capital Expense Planning Allocation		
Distribution 0001	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	To (PA)	\$	100,000				
Distribution 0002	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	From (PA)	\$	(100,000)				
Distribution 0003	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	Select SubDept						
Distribution 0004	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	Select SubDept						
Distribution 0005	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	Select SubDept						
Distribution 0006	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	Select SubDept						
Distribution 0007	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	Select SubDept						
Distribution 0008	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	Select SubDept						
Distribution 0009	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	Select SubDept						
Distribution 0001	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	No ToFrom (PA)	\$			111	\$	222
Distribution 0002	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	No ToFrom (PA)	\$			100	\$	100
Distribution 0003	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	No ToFrom (PA)	\$					
Distribution 0004	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	No ToFrom (PA)	\$					
Distribution 0005	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	No ToFrom (PA)	\$					
Distribution 0006	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	No ToFrom (PA)	\$	100				
Distribution 0007	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	No ToFrom (PA)	\$	200				
Distribution 0008	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	No ToFrom (PA)	\$	300				
Distribution 0009	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	No ToFrom (PA)	\$	400				
Distribution 0010	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	No ToFrom (PA)	\$	500				
Distribution 0011	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	No ToFrom (PA)	\$	600				
Distribution 0012	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	No ToFrom (PA)	\$	700				
Distribution 0013	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	No ToFrom (PA)	\$	800				
Distribution 0014	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	No ToFrom (PA)	\$	900				
Distribution 0001	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 3	MIL_209800	No ToFrom (PA)	\$	200	\$	100		
Distribution 0002	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 3	MIL_209800	No ToFrom (PA)	\$	300	\$	200		
Distribution 0003	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 3	MIL_209800	No ToFrom (PA)	\$	400	\$	300		

Note: If you do not wish to mark if the distribution is 'to' or 'from', please select 'No ToFrom (PA)' in the dropdown

To do a mass upload of distributions:

1. Enter distributions for expense and FTE accounts as applicable, and mark if the distribution is 'to' or 'from' the subdepartment you selected.
2. Delete any unused lines as applicable.

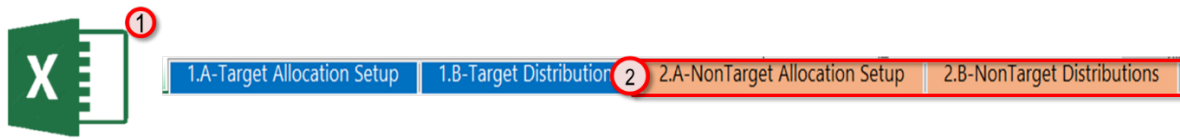
Distribution	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	Campus Budget Office Allocation (PA) Campus Budget Office Allocation (PA) Campus Budget Office Allocation (PA) Campus Budget Office Allocation (PA) Campus Budget Office Allocation (PA)				
			End Date (PA)	Creation Date (PA)	Creator (PA)	Journal ID (PA)	Journal Date (PA)
Distribution 0004	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	6/30/21	11/10/20	zpalet	BLANK	BLANK
Distribution 0005	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	6/30/21	11/10/20	zpalet	BLANK	BLANK
Distribution 0006	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	6/30/21	11/10/20	zpalet	BLANK	BLANK
Distribution 0007	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	6/30/21	11/10/20	zpalet	BLANK	BLANK
Distribution 0008	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	6/30/21	11/10/20	zpalet	BLANK	BLANK
Distribution 0009	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	6/30/21	11/10/20	zpalet	BLANK	BLANK
Distribution 0010	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 1	MIL_219800	6/30/21	11/10/20	zpalet	BLANK	BLANK
Distribution 0001	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	6/30/22	11/10/20	zpalet	BLANK	BLANK
Distribution 0002	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	6/30/22	11/10/20	zpalet	BLANK	BLANK
Distribution 0003	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	6/30/22	11/10/20	zpalet	BLANK	BLANK
Distribution 0004	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	6/30/22	11/10/20	zpalet	BLANK	BLANK
Distribution 0005	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	6/30/22	11/10/20	zpalet	BLANK	BLANK
Distribution 0006	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	6/30/22	11/10/20	zpalet	BLANK	BLANK
Distribution 0007	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	6/30/22	11/10/20	zpalet	BLANK	BLANK
Distribution 0008	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	6/30/22	11/10/20	zpalet	BLANK	BLANK
Distribution 0009	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2	MIL_219800	6/30/22	11/10/20	zpalet	BLANK	BLANK
Distribution 0010	UW/MIL - FY22 - UPLOAD TEST ALLOCATION 2222	MIL_219800	#N/A	#N/A	#N/A	#N/A	#N/A

After submitting distribution entries:

1. Check to ensure there is data in each cell within the lookup columns U-->AH. These columns should be populated from the entries made on the previous tab.
2. If no entry was made, they will be marked with 'BLANK' in yellow.
3. If cells are marked '#N/A' in red, it is likely because the name of the Allocation listed in this tab does not match the name denoted on the previous tab, and you must ensure the names match.

Note: If cells do not have any values (either the lookup value, "BLANK", or "#N/A") it means the formula in the cell is missing. Please copy and paste the formula from the cell above or below to remediate this error.

Mass Upload- Non-Target Allocations



To mass do a mass upload of **Non-Target Allocations**:

1. Open excel file with Target and Non-Target Allocation Setup and Distribution templates.
2. Click on the 2.A-Non-Target Allocation Setup and Non-Target Distribution tab.
3. Repeat steps from the Mass Upload- Target Allocation section on page 68-70.

Email Completed Template to the PlanUW

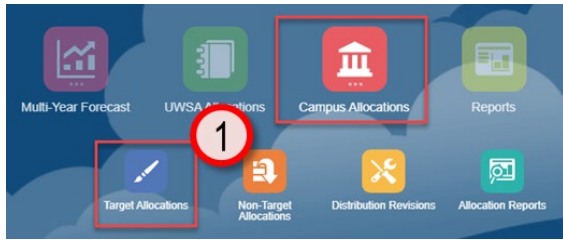


Once allocation and distribution templates are ready, email the template to the PlanUW@uwsa.edu inbox.

UWSA Admins will use the information to do the following:

- Create the Target and Non Target Allocations and Commitments under the applicable parent
- Upload the Allocation information and distribution data (removing 'BLANK' distribution lookups)
- Push the data to the PlanUWRp and AllocRp cubes to be used in the reports using the 2 applicable Data Maps
- Email you once the steps above are complete

Verifying Uploaded Allocations and Distributions



Budget Office Target Alloc Setup | Budget Office Distributions

2021 - 2022

Allocation: MIL - 05042 - FY21 PORTION OF PAY PLAN EFF JAN 1, 2020

UWBO Alloc Setup Target
MIL - 05042 - FY21 PORT

UWBO Allocation List

Description (PA)	Type (PA)	Duration (PA)	FY Start (P)
MIL - 050481 - ADJUST GPR FRINGE BENEFIT ALLOCATION			
UWMIL - FY22 - UPLOAD TEST ALLOCATION 1			
UWMIL - FY22 - UPLOAD TEST ALLOCATION 2			
UWMIL - FY22 - UPLOAD TEST ALLOCATION 3			
UWMIL_Test_0001_Ntgt			
UWLAC_Nontarget_0001			
UWMIL - FY22 - UPLOAD TEST ALLOCATION A - NT			
UWMIL - FY22 - UPLOAD TEST ALLOCATION B - NT			
UWMIL - FY22 - UPLOAD TEST ALLOCATION C - NT			
IL - 050451 - GRADUATE BASE TUITION CHANGE	Other	Renewable	2020 - 2021
IL - 050452 - TUITION DIFFERENTIAL CHANGE	Other	Renewable	2020 - 2021
IL - 050453 - FEE IN LIEU OF TUITION CHANGE	Other	Renewable	2020 - 2021
IL - 050454 - ADD-ON FEE CHANGE	Other	Renewable	2020 - 2021
IL - 050455 - MASTER'S SURCHARGE CHANGE	Other	Renewable	2020 - 2021
IL - 050456 - EMBA CHANGE	Other	Renewable	2020 - 2021
IL - 050457 - FINAL ADJUSTED 150 IDC	Other	Renewable	2020 - 2021
IL - 050458 - FINAL ADJUSTED 136	Other	Renewable	2020 - 2021
IL - 050460 - FINAL ADJUSTED 132	Other	Renewable	2020 - 2021
IL - 050464 - UNIT REQUESTED ADJUSTMENT-EXPENSE INCREASE	Other	Base / Determinant	2020 - 2021
MIL - 050465 - UNIT REQUESTED ADJUSTMENT	Other	Base / Determinant	2020 - 2021
MIL - 050466 - BUDGET REDUCTION	Other	Base / Determinant	2020 - 2021
MIL - 050467 - REORG-MULTICULTURAL STUDENT ADVISORS	Other	Base / Determinant	2020 - 2021
MIL - 050468 - TITLE IX COORDINATOR	Other	Base / Determinant	2020 - 2021
MIL - 050469 - HUB 2	Other	One-Time Only	2020 - 2021
MIL - 050470 - SEM FUNDING TO EM	Other	One-Time Only	2020 - 2021
MIL - 050471 - 101131 SWAP	Other	Renewable	2020 - 2021
MIL - 050473 - TRANSFER ED TECH FUNDING FOR PASS FROM AA TO EM	Other	One-Time Only	2020 - 2021
MIL - 050480 - GPR FRINGE BENEFIT ALLOCATION	Other	Base / Determinant	2020 - 2021
MIL - 050481 - ADJUST GPR FRINGE BENEFIT ALLOCATION	Other	Renewable	2020 - 2021
UWMIL - FY22 - UPLOAD TEST ALLOCATION 1	Compensation	Base / Determinant	2020 - 2021
UWMIL - FY22 - UPLOAD TEST ALLOCATION 2	No_Type	One-Time Only	2021 - 2022
UWMIL - FY22 - UPLOAD TEST ALLOCATION 3	No_Type	One-Time Only	2021 - 2022

End Date (PA) 6/30/21
Journal ID (PA)
Journal Date (PA)
Comments (PA)
Attachment (PA)
Status (PA) Approved (PA)
Creation Date (PA) 10/19/20
Creator (PA) aleoppo2@uwm.edu

Budget Office Distributions

02.02 UWBO Enter Distributions

Allocation: UWMIL - FY22 - UPLOAD TEST ALLOCATION 1 | Years: 2021 - 2022

Distribution	Fund (PA)	Program (PA)	Project (PA)	To From Indicator (PA)	Salary Planning Allocation	Unclassified Salaries Planning Allocation	University Staff Salary Planning Allocation	Student Salary Planning Allocation	Graduate Assistant Salaries Planning Allocation	LTE Salary Planning Allocation	Salary & Wages (PA)
Distribution 0001	019800 - Provision For Required Savings (MIL)	101 - GPO - Doctoral Cluster	2 - Instruction	No Project Allocations	To (PA)	100,000.00					100,000.00
Distribution 0002	999900 - Budget Transfer Clearing (MIL)	101 - GPO - Doctoral Cluster	2 - Instruction	No Project Allocations	From (PA)	(100,000.00)					(100,000.00)

Once you receive the email from UWSA admins that the allocations have been uploaded you can check to see that the Allocations have been uploaded:

1. Navigate to Campus Allocations, and click on Target Allocations.
2. View the Allocation Information in the UWBO Allocation Setup and List Dashboard
3. View the Distributions in the 'Budget Office Distributions' form

Verifying Uploaded Non-Target Allocations and Distributions

Step 1: Campus Allocations > Non-Target Allocations

Step 2: UWBO Allocation List Non-Target

Description (PA)	Status (PA)	Type (PA)	Duration (PA)	FY Start (PA)	FY End (PA)	Start Date (PA)	End Date (PA)	Approval (PA)
Test Non-Target	Open (PA)	Tuition Differential	One-Time Only					
UWML - FY22 - UPLOAD TEST ALLOCATION A - NT	Open (PA)	Compensation	Base / Permanent	2020 - 2021	2021 - 2022	7/1/20	6/30/21	
UWML - FY22 - UPLOAD TEST ALLOCATION B - NT	Open (PA)	No_Type	One-Time Only	2021 - 2022	2021 - 2022	7/1/21	6/30/22	
UWML - FY22 - UPLOAD TEST ALLOCATION C - NT	Open (PA)	No_Type	One-Time Only	2021 - 2022	2022 - 2023	7/1/21	6/30/22	

Step 3: Campus Allocation List > Allocation Reports

ALC_ID	ALC_TYPE	ALC_DURATION	ALC_STATUS	FY Start (PA)	FY End (PA)	Start Date (PA)	End Date (PA)	Approval (PA)
ML-00000	Other	Approved (PA)	2020 - 2021	2021 - 2022	10/1/20	9/30/21		
ML-00001	Other	Approved (PA)	2020 - 2021	2021 - 2022	10/1/20	9/30/21		
ML-00002	Other	Approved (PA)	2020 - 2021	2021 - 2022	10/1/20	9/30/21		
ML-00003	Other	Approved (PA)	2020 - 2021	2021 - 2022	10/1/20	9/30/21		
ML-00004	Other	Approved (PA)	2020 - 2021	2021 - 2022	10/1/20	9/30/21		
ML-00005	Other	Approved (PA)	2020 - 2021	2021 - 2022	10/1/20	9/30/21		
ML-00006	Other	Approved (PA)	2020 - 2021	2021 - 2022	10/1/20	9/30/21		
ML-00007	Other	Approved (PA)	2020 - 2021	2021 - 2022	10/1/20	9/30/21		
ML-00008	Other	Approved (PA)	2020 - 2021	2021 - 2022	10/1/20	9/30/21		
ML-00009	Other	Approved (PA)	2020 - 2021	2021 - 2022	10/1/20	9/30/21		
ML-00010	Other	Approved (PA)	2020 - 2021	2021 - 2022	10/1/20	9/30/21		

Once you receive the email from UWSA admins that the allocations have been uploaded you can check to see that the Allocations have been uploaded:

1. Navigate to Campus Allocations, and click on Non-Target Allocations.
2. View the NonTarget Allocation Information in the UWBO Allocation Non Target Setup and List Dashboard
3. Navigate to Campus Allocations, and click on Allocation Reports to view the Allocation (Budget Target) vs. Budget reports, and Allocation reports

Finalizing Allocations

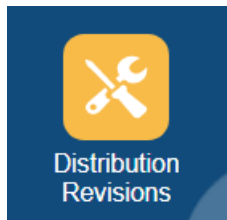
Email Completed Template to the PlanUW



After all allocations have been made to either target or non-target allocations, send an email to planuw@uwsa.edu and detail which year or combination of years should be finalized by running the DATACOPY Alloc Base to Final Rule.

Distribution Revisions

Distribution Revisions Tasks and Processes



Input Forms

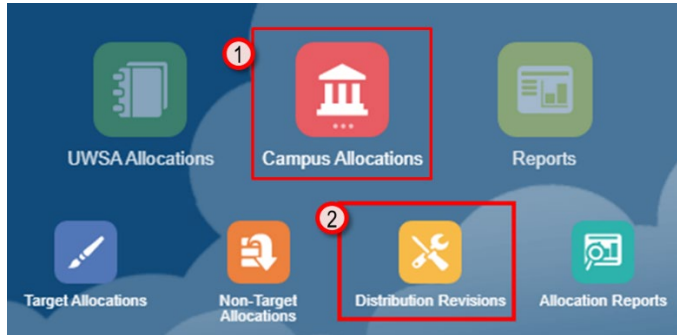
- The UWBO Allocation Setup Revision and UWBO Allocation List Revision forms
- The UWBO Revise Distribution form

Action Menus

- Some forms will have additional action menu functions that you can use to perform:
 1. New Target Allocation – creating a new target allocation
 2. Display 10 Distribution Rows – displays blank rows for Distribution 0001 through Distribution 0010
 3. Display 100 Distribution Rows -- displays blank rows for Distribution 0001 through Distribution 0100
 4. Display x Distribution Rows – displays Distribution 0001 through Distribution #...

NOTE: the process to setup a non-target allocation and enter distributions is the same as that for target allocations and distributions. Please refer to the Target Allocations sections for the steps needed.

Distribution Revisions



In the Distribution Revision process, users can:

- Revise distributions on an existing allocation after it has been finalized.
- Create a new allocation and enter distributions to change finalized distributions.

To begin the target allocations input and review process:


1. Click the **Campus Allocations** tile to open the cluster
2. Click on the **Distribution Revisions Allocation** tile to open the forms

The Alloc Setup Revisions Dashboard will open.

Making Revisions to Finalized Allocations

The screenshot displays the 'UWBO Alloc Setup Revision' form on the left and a table of 'UWBO Allocation List Revisions' on the right. The form includes fields for 'Years' (2021 - 2022), 'UWBO Alloc Setup Revision' (MIL-091001 - 2019-20 BAS), and 'Allocation Information (PA)'. The table lists various budget items with columns for Description (PA), Status (PA), Type (PA), Duration (PA), and FY Start. A message box at the bottom right indicates 'The data has been saved.' and 'Rule was run successfully'.

To work on an existing allocation, check horizontal tab to make sure the first tab is selected:

1. Choose a Year on the drop down to set up allocations.
2. Select an Allocation from the drop down.
3. Click on the  arrow to confirm selection.
4. Adjust the UWBO Alloc Setup Revision Allocation Information (PA)
5. Save data to the database by clicking the Save button on the UWBO Alloc Setup Revision form.
6. Click Ok.