

# Yale Budgeting Tool (YBT)

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## User Manual

September 15, 2022

Yale

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# 1

## Introduction

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### About the Yale Budgeting Tool

The Yale Budgeting Tool (YBT) creates a common system for budgeting, forecasting, and financial management at Yale, vastly improving our labor and financial planning processes.

YBT is Yale's customized version of software developed by Syntellis, Portland, Oregon.

### Our Philosophy

Yale University utilizes an efficient and effective set of standard processes to enable the timely, accurate, and comprehensive management of its financial resources through planning, budgeting, forecasting, monitoring, financial reporting, and risk management.

# Getting Started

## System Requirements

The following are required in order for YBT to operate effectively:

### Axiom Windows Client requirements

The Axiom Windows Client is an installed desktop client application suitable for all users.

#### ► Hardware requirements

The following hardware requirements apply to all users:

CPU	Additional RAM	Disk	OS
Dual core 2.0Ghz or higher	1GB	100MB available disk space	Windows 8.1, Windows 10

**NOTE:** The RAM requirement is additive to the minimum RAM requirements of the machine for its current use.

#### ► Software prerequisites

The Axiom Windows Client requires the following software prerequisites:

- Microsoft .NET Framework 4.8 or higher, plus any versions required by the client operating system
- Microsoft Edge

#### NOTES:

- Microsoft Edge or Internet Explorer are required to install and launch the client using ClickOnce technology. Other browsers may have a ClickOnce add-in that can be used, but these add-ins are not officially supported.
- If you are using the new version of Microsoft Edge based on Chromium, then ClickOnce support must be explicitly enabled for the browser. Users that need ClickOnce support can go to `edge://flags`. Scroll to ClickOnce Support and select Enable from the drop-down list. The browser must be closed and reopened for the change to take effect.

- The YBT **Windows Client** contains many Excel functions in dropdown menus. It also processes large amounts of data, in both plan files and reports, quickly.
- YBT does not work on the Macintosh platform.

## Launching YBT

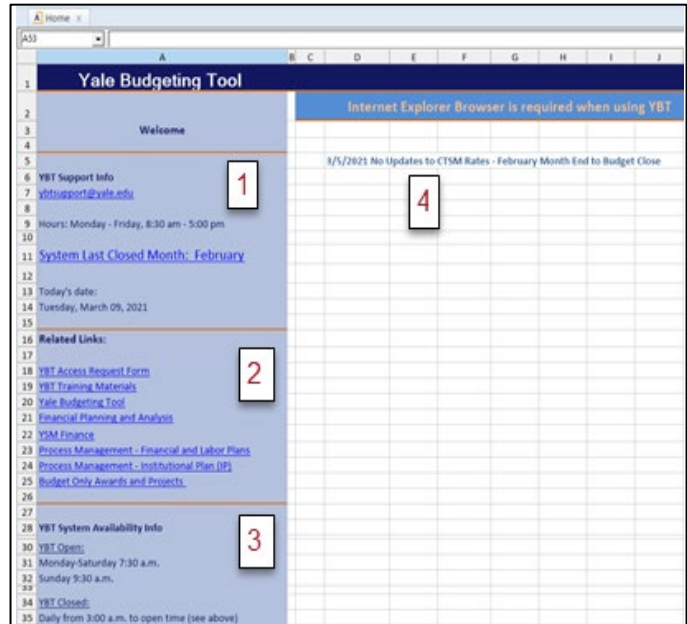
The software components needed to use YBT are automatically “pushed” to your computer in the background. When you need to use YBT, direct access is available via the login page located at: <https://your.yale.edu/work-yale/learn-and-grow/training/financial-training/yale-budgeting-tool-ybt>

## Where to Get Assistance

If you need assistance with the YBT application or encounter problems, contact YBT Support at [ybtsupport@yale.edu](mailto:ybtsupport@yale.edu).

## YBT Home Page

1. Contacts- key contact for getting assistance and System Last Closed Month
2. Navigation area - links to training resources and related information
3. System Availability
4. Bulletin - time sensitive updates



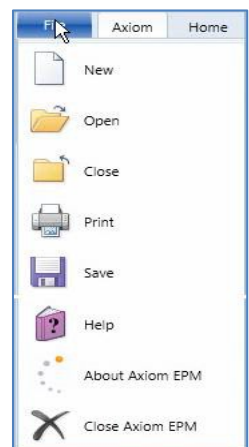
## YBT Tabs

In the Windows Client, you can quickly navigate between open files by using the tabs at the top of the screen. You can also perform certain basic file actions directly from these tabs.

### The File Tab

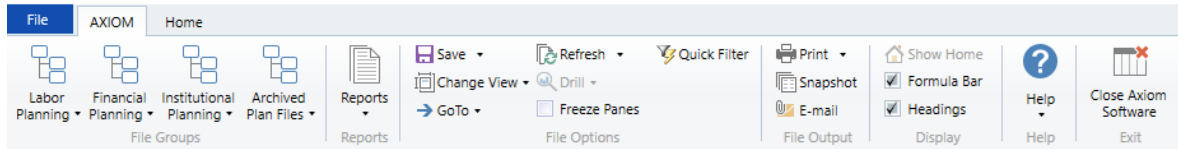
The File tab will vary slightly based on the client you are using. The example below is for Windows Client which is allowing you to access Excel files and common commands.

New	Start a new file
Open	Open an existing file
Close	Close an open file
Print	Print a file
Save	Save a file
Help	Open online help
About Axiom EPM	Axiom-related details (software version, etc.)
Close Axiom EPM	Close the YBT application



## The Axiom Tab

YBT Workbooks, Reports and features are accessed using the Axiom tab on the ribbon at the top of your screen. A down arrow (▼) next to a button indicates that sub-selections are available; press the down arrow to see available options.

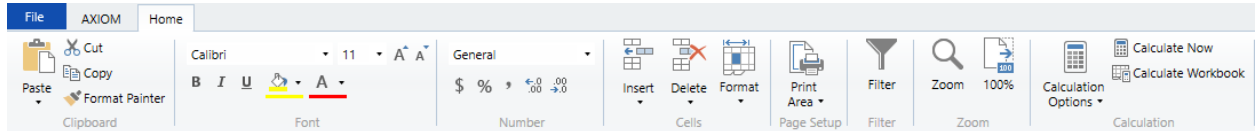


The Axiom tab contains the following groups:

Group	Description
File Groups	Access files for Labor Planning, Financial Planning and Institutional Planning. Not all users will have Institutional Planning.
Reports	Access existing reports.
File Options	Perform actions such as saving the file, changing the view in the file, refreshing data, and inserting planning rows
File Output	Perform file output actions on YBT files, such as taking snapshot copies
Display	Manage display options. Show or hide the formula bar, or sheet headings
Exit	Close Yale Budgeting Tool

## The Home Tab

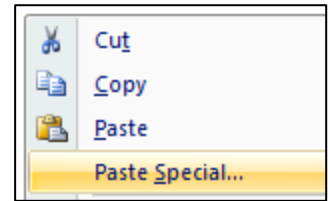
The Home tab includes some Excel functionality that can be used in the YBT Windows Client.



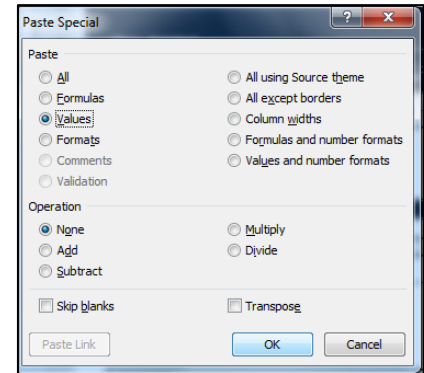
## Pasting

When pasting data into YBT fields, be sure to use the following process to ensure that no formatting, formulas, or any other attributes are copied into the cell.

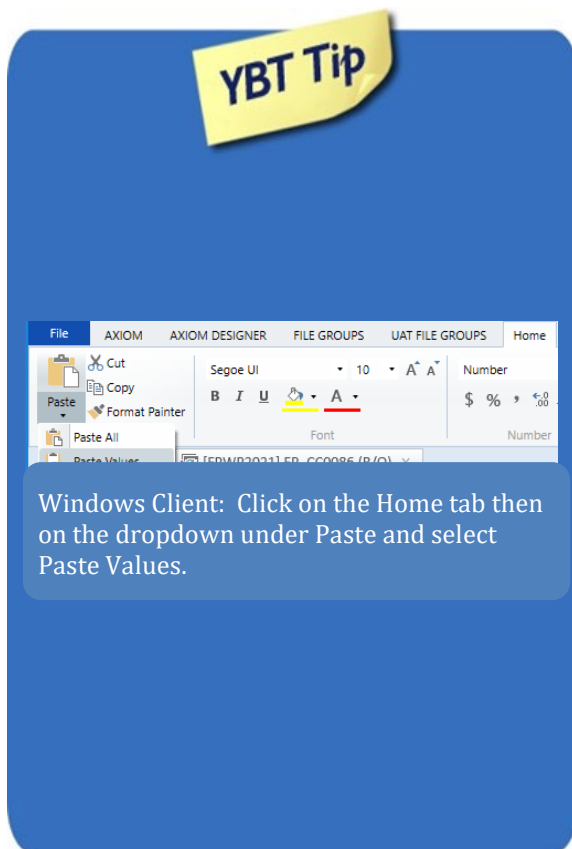
1. Right click on the destination cell and select **Paste Special...**



2. Select the **Values** button, as shown in the image at right.



3. Click **OK**.



## Scrolling

You can scroll both up and down, and left and right to see all of your data.



## The GoTo Button

The GoTo button takes you to a specific section within YBT.

Labor Planning Workbook –

- Job Category...sub categories
- Employee (to locate and select a particular employee)

Financial Planning Workbook –

- Detail - Cost Center
- Detail - Dimension Blocks
- Summary - Cost Center
- Summary - Dimension Blocks


## Colors in YBT

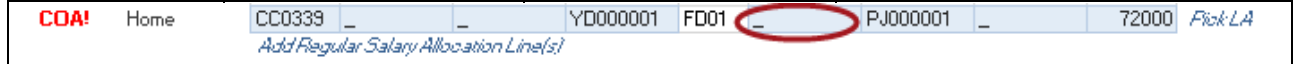
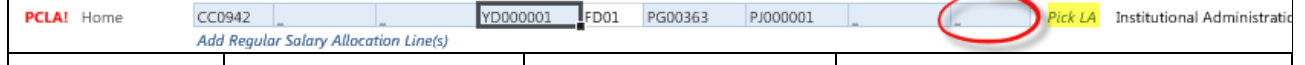
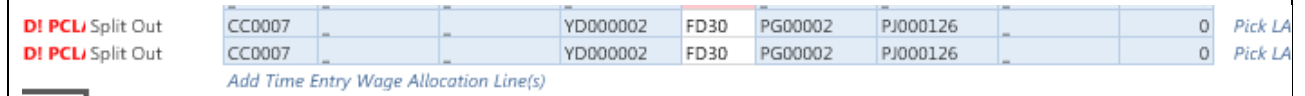
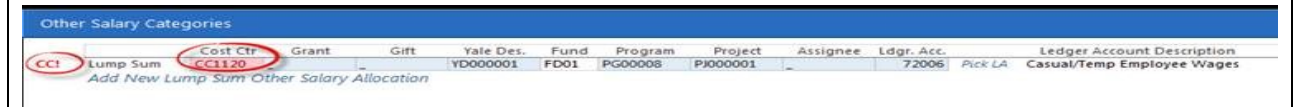
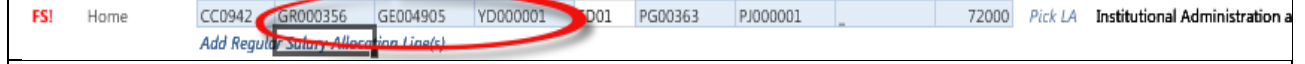
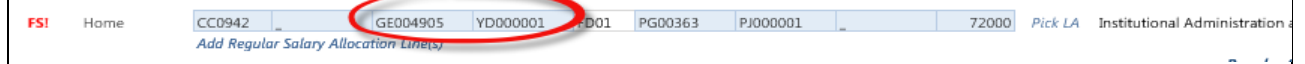
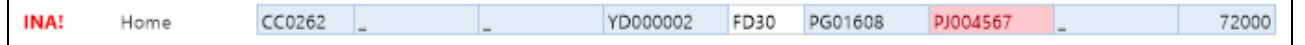
The following colors are used consistently in all YBT modules:

Color	Description
Blue shading	Editable cell available for data input or modification.
Gray or white (no shading)	Locked (not editable)
Red shading	1.) Indicates a difference noted in the labor planning worksheet. If an employee's allocations are over/under 100%, it will be marked in red highlight. Note: This does not apply to splits-in employees. 2.) Red numbers in the monthly allocation buckets mean that a Grant is past the end date of the month in which the allocation is to hit (i.e., the COA will not be charged).
Blue Italic text	Shortcut that will do what is described in text (example: << <i>Add Employee to Manager &amp; Professional section</i> >>)

## Icons / Indicators in YBT

Input table for all new icons/indicators

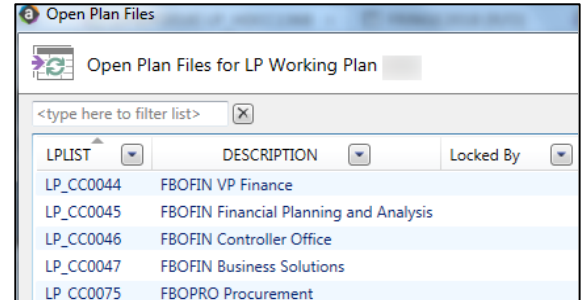
Icon/Indicator	Workbook	DESCRIPTON	Notes
Lock icon 	Financial Planning (FP)	Cell or row that cannot be edited.	<b>Note:</b> If using the Windows client this will appear as LK rather than with Lock icon.
CL	Financial Planning (FP)	Central Load data	
ME	Financial Planning (FP)	Manual Entry made to the assessments section.	
SB	Financial Planning (FP)	Summary Budget "increment/decrement"	

COA!	Labor Planning (LP)	Indicates when an added allocation row is missing a COA segment	<b>Note:</b> This error must be cleared in order for the workbook to save.
			
PCLA!	Labor Planning (LP)	Pay Component Ledger Account error. Indicates there is an invalid, duplicate or missing ledger account segment.	<b>Note:</b> This error must be cleared in order for the workbook to save.
			
D!	Labor Planning (LP)	Duplicate	Needs to be updated with distinct values.
			
CC!	Labor Planning (LP)	Cost Center Error	Needs to be updated.
			
FS!	Labor Planning (LP)	Indicates there is an invalid Funding Source combination that needs to be corrected.	<b>Note:</b> All 3 funding components cannot be populated in one row OR Gift and Yale Designated are not a valid combination for a row.
			
			
Icon/Indicator	Workbook	DESCRIPTON	Notes
INA!	Labor Planning (LP)	Indicates there is an Inactive Segment.	The dimension cell will turn red on the segment that is inactive. On an added row, type in a valid COA dimension value. For rows that came into the plan file on build, the user can zero out the Allocations on the row with the inactive segment and reallocate to a different COA string. The indicator DOES NOT prevent the plan file from being saved and users may choose to do nothing.
			

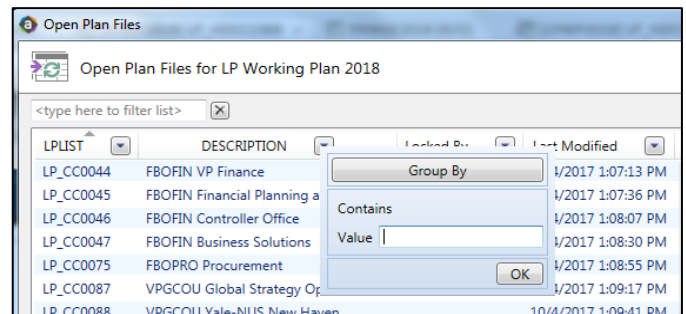
## Sorting and Filtering

Many YBT popup windows can be filtered and sorted for easier viewing. A filterable list is indicated by the dropdown arrow next to the column heading. This can be handy when selecting from a long list of available plans (shown in the example below), as well as selecting from lists of Ledger Account codes, position names, employee names, and the like.

- To **sort** a list on a particular column, click on the column heading.



- To **filter** a list, click the drop-down arrow next to the column name; then type your search string in the dialog box.
- You can then apply another filter to another column.

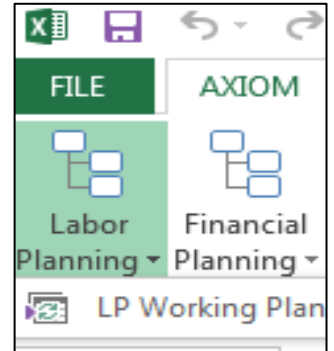


# 3

## Labor Planning in YBT

### Opening Your Labor Plan

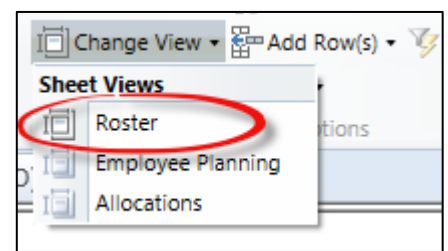
1. Click the **Labor Planning** button on the Axiom ribbon.
2. Click LP Working Plan.
3. Select from the plans available to you.



### The Labor Planning Tab

The Labor Planning workbook contains 3 views, **Roster**, **Employee Planning** and **Allocations**, all of which are described below.

To switch your view, simply go to [File Options >> Change View](#), once you are in a particular view, the box to the left of the view option will be in bold to inform you as to which view you are currently in. This screenshot illustrates "Roster" as the active view.



In addition, you can determine what view you are in by the header information, see **Current View: Allocations**.

DC	DD	DE	DF	DG	DH	DI	DJ	DK	DL	DM	DN	DO	DP
Yale University													
LP_HDC													
Built with All Detail using Labor Commitments (LC2018) and M12 for NYP columns													
Employee				Planned Range				Current Position Data					
UPI	Employee Name		Job Profile Name		Start Date	End Date	Fringe Code	FTE %	FTE Salary	Job Category			


**Roster View** - Within the **Roster** view there is one row of data per employee for managing information about employees, including:

- UPI
- Employee Name
- Job Profile Name
- Planned Range: Start and End Dates
- Fringe Code
- FTE %
- FTE salary

Employees listed are grouped by **Job Class**, with one block for each type of employee:

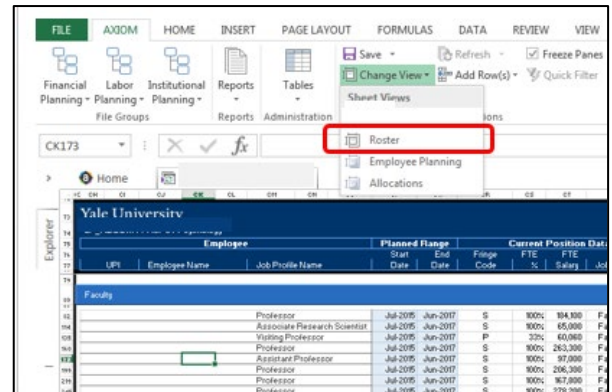
- Faculty
- Other Academic (example: Post Doctorates)
- Manager & Professional
- Administrative & Technical
- Service Worker
- Other (example: Consultant, Retiree, Student or Temporary/Casual)
- Splits In Employees
- Other Salary Categories (examples: lump sum entries)

When your plan is built at the beginning of the fiscal year, all current employees will be added automatically; students and casuals (Other and Other Salary Categories) will need to be added manually. You will need to manually adjust the labor plan throughout the year, as new employees join your department or as there are changes to existing employee data or allocations. Other than in the 'Current Position Data' columns, no new information is brought into the plan file after it has been built. No labor actuals are brought into the file. A labor report must be run in order to see the combination of actuals for closed months and projections for open months.

37	Employee			Planned Range		Current Position Data			
38				Start	End	Fringe	FTE	FTE	
39	UPI	Employee Name	Job Profile Name	Date	Date	Code	%	Salary	Job Category

## Roster View – (partial view)

The **Roster** view contains one row of data per person using the default column set defined below.



The following columns and their definitions apply to the Roster View only.

Name	Description	Source	Updates	Comment(s)
UPI	University Personal Identifier	Workday	Daily	
Employee Name	Employee’s name (Last, First	Workday	Daily	
Job Profile Name	Employee’s job title	Workday	Daily	
Plan Start Date	Effective date of the plan in YBT	Workday	Daily	By default, plans in YBT have duration of 2 years.
Plan End Date	End date of the plan in YBT	Workday	Daily	
Current Position Data				
Fringe Code	Code for fringe associated with the job (H, S or P)	Workday	Daily	Updated daily in YBT files.
FTE %	Full Time Equivalent	Workday	Daily	Updated daily in YBT
FTE Salary	Full Time Equivalent annual salary (assuming 100%)	Workday	Daily	Updated daily in YBT files.
Job Category	Job category code (examples; Faculty, Postdoctoral Associate, Professional, Manager, Technician, Administrative Support)	Workday	Daily	Updated daily in YBT files.
Home Cost Center	Home Cost Center	Workday	Daily	Updated daily in YBT files.
Current Year				
Employee Salary	Employee’s actual salary based on start date	Workday	Daily	
Allocated Salary	Portion of salary charged to a specific COA	Workday	Daily	
Variance Salary	Difference between employee salary and allocated salary	Workday	Daily	
Non-Yale Salary	Any additional Yale salary (e.g., VA Hospital)	Workday	Daily	
Total Salary	Total of employee and other salary	Workday	Daily	

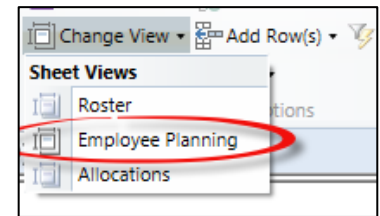
Merit Increase %	Percentage of employee's salary increase	University Parameter	One-time	
Merit Increase Effective Date	Effective date of employee's salary increase	University Default	One-time	

Next Year Plan				
Employee Salary	Employee's salary for next fiscal year, including planned increase	Workday	Daily	
Allocated Salary	Portion of salary for next fiscal year charged to a specific COA	Workday	Daily	
Variance Salary	Difference between employee salary and allocated salary for next fiscal year	Workday	Daily	
Non-Yale Salary	Any additional Yale salary for next fiscal year	Workday	Daily	
Total Salary	Total of employee and other salary for next fiscal year	Workday	Daily	
Fringe				
Fringe – total columns for CYF and NYP	Fringe – total columns for CYF and NYP			Data is displayed over 2 columns (for current and next year plan)
Burden				
Burden – total columns for CYF and NYP	Burden – total columns for CYF and NYP			Data is displayed over 2 columns (for current and next year plan)
YSM Sabbatical <b>**YSM only**</b>				
YSM SABB – total columns for CYF and NYP	YSM Sabbatical – total columns for CYF and NYP			Data is displayed over 2 columns (for current and next year plan)
YSM Tack-on <b>**YSM only**</b>				
YSM Tack-On – total columns for CYF and NYP	YSM Tack-on – total columns for CYF and NYP			Data is displayed over 2 columns (for current and next year plan)
% Over Pension Cap				

% Over the Pension Cap	Faculty and M&P with salaries over a defined amount			Data is displayed over 2 columns (for current and next year plan)
<b>9 Over 9 Program for Faculty</b>				
9 Over 9 Program for Faculty	Provides 12 months of salary, allocated over 9 months.	User defined	User defined	Data is displayed over 2 columns (for current and next year plan)
Can add comments for this employee	User defined	User defined	Allows up to 150 characters max	Users can add comments for this employee
<b>Employee Data @ July</b>				
Job Category	Job category code (examples; Faculty, Postdoctoral Associate, Professional, Manager, Technician, Administrative Support)	Workday		
Fringe Code	Code for fringe associated with the job (H, S or P)	Workday	Daily	Updated daily in YBT files.
FTE%	Full Time Equivalent percentage	Workday	Daily	Updated daily in YBT files.

## Employee Planning view – (partial view)

Provides the same data as the Roster view, in addition to the columns listed below. Go to **File Options >> Change View**, and select **Employee Planning**.



Employee	Job Profile Name	Start Date	End Date	Fringe Code	FTE %	FTE Salary	Job Category	Non-Yale Salary	Total Salary	P113	P113
14450702 Zuko, Danny	Assistant Professor	Jul-2017	Jun-2019	S	100.00%	79,100	Faculty	-	79,100	100.00%	100.00%
CO942 MEDHS History Of Medicine-All											
10347780 Olson, Sandy	Professor	Jul-2017	Jun-2019	S	100.00%	174,600	Faculty	-	174,600	100.00%	100.00%
CO942 MEDHS History Of Medicine-All											

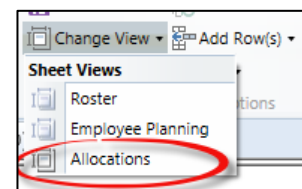
The following columns and their definitions are applicable to the Employee Planning View only.



Column	Name	Description	Source	Updates	Comment(s)
<i>EI - ET</i>	ALLOCATION – Current Year Forecast (CYF) – FYxx (includes: the following 4 rows of data in monthly buckets)				
	FTE Percentage	The percentage that the employee will be working			For each employee, these rows are added in Detailed View by one column for each month of the current fiscal year
	FTE Salary	Employee’s annual salary, adjusted for their FTE percentage			
	Monthly Salary	FTE salary divided by 12, except for Administrative & Technical, and Service Worker. salaries which are based on the number of days in the month times their hourly rate times their FTE percent.			
	Fringe Code	Salary (S), Hourly (H) or Part Time (P)			
<i>EU - FF</i>	ALLOCATION – Next Year Plan (NYP) – FYxx (includes: the following 4 rows of data)				
	FTE Percentage	The percentage that the employee will be working			For each employee, these rows are added in Detailed View by one column for each month of the next fiscal year
	FTE Salary	Employee’s annual salary, adjusted for their FTE percentage			
	Monthly Salary	FTE salary divided by 12, except for Administrative & Technical, and Service Worker. salaries which are based on the number of days in the month times their hourly rate times their FTE percent.			
	Fringe Code	Salary (S), Hourly (H) or Part Time (P)			

### Allocations view – (partial view)

The **Allocations View** contains the default column set defined above in the Roster (excluding the Merit Increase % and Merit Increase Effective Date) and Employee Planning views, plus some additional columns and rows to allow for more granular control of your data. Go to [File Options >> Change View](#), and select **Allocations**.



Use the **Allocations** view to charge employees to specific COAs as needed.

On build, employees are listed **alphabetically** within their respective job categories, Home Employees first, followed by Split-In Employees, and Other Salary Categories. Each section includes the Employee's UPI, name and Home Cost Center, as well as the COAs used to pay for the employee's salary.

The ***Allocations*** view includes the same information from the Roster and Employee Planning views, in addition to the information below.

Name		Description
UPI/Split		University Personal Identifier/Identifies whether the allocation for the employee is a home or splits in or out
Employee Name	Cost Center	Employee Name Cost Center field for the COA allocation string
Grant		Grant field for the COA allocation string
Gift		Gift field for the COA allocation string
Yale Designated		Yale Designated field for the COA allocation string
Fund		Derived Leaf level code for restriction level (is not editable)
Program		Program field for the COA allocation string
Project		Project field for the COA allocation string
Assignee		Assignee field for the COA allocation string (Individual responsible)
Ledger Account		Ledger Account s associated with Pay Components
Funding Component		Description associated with the Grant, Gift or YD on the COA string
CY FTE Total		Current Year Forecast FTE total
CY Salary Total		Current Year Forecast salary total
NY FTE Total		Next Year Plan FTE total
NY Salary Total		Next Year Plan salary total
Allocation - CY Forecast		Current Year Forecast percentage allocation (monthly)
Allocation – NY Plan		Next Year Plan percentage allocation (monthly)
Salary - CY Forecast		Current Year Forecast salary (monthly)
Salary - NY Plan		Next Year Plan salary (monthly)
Fringe - CY Forecast Total		Current Year Forecast fringe (monthly)
Fringe - NY Plan Total		Next Year Plan fringe (monthly)
Burden - CY Forecast Total		Current Year Forecast burden (monthly)
Burden - NY Plan Total		Next Year Plan burden (monthly)
YSM SABB - CY Forecast Total		Current Year Forecast YSM Sabbatical (monthly)
YSM SABB - NY Plan Total		Next Year Plan YSM Sabbatical (monthly)
YSM Tack-On - CY Forecast Total		Current Year Forecast YSM Tack-on (monthly)
YSM Tack-On - NY Plan Total		Next Year Plan YSM Tack-on (monthly)

# Common Processes

## Terminating an Employee

**Situation:** You have an employee who is leaving Yale in January.

1. Terminating an employee is best done in the **Allocations** view

2. Select the **Planned Range End Date** (column DL) for the employee being terminated, then click the dropdown button to choose the date. It will update automatically.

Manager & Professional

1234567	Smith, Jane	Financial Analyst 2	Jul-2020	Jun-2021	\$
CC0087 VPGCOU Global Strategy Ops					

Allocations for 1234567 Smith, Jane

Split	Cost Ctr	Grant	Gift	Yale Des.	Fund	Program	Project	Assignee	Ldgr. Acc.
<a href="#">Regular Salary</a>									

3. Scroll to the right to see the effect on monthly employee FTE % and Salary. In this example, you will see that the employee has data in the months before the end date, but after the end date there is no longer allocated any data.
4. On the Allocation rows, you must also zero out the allocation percentages for the corresponding months. If you do not, you will have inaccurate FTE % in reporting.

Employee			Planned Range		Current Position Data				IN - Current Year Forecast (CYF) - FY21			
UPI	Employee Name	Job Profile Name	Start Date	End Date	Fringe Code	FTE %	FTE Salary	Job Category	FY21 December	FY21 January	FY21 February	FY21 March
1234567	Smith, Jane	Program Manager 1	Jul-2020	Jan-2021	\$	100.00%	85,000	Professional	100.00%	100.00%	0.00%	0.00%
CC0262 ACAHEA Health Affairs									85,000	85,000	-	-
Change Cost Center									7,083	7,083	-	-
									\$	\$		
Allocations for 1234567 Smith, Jane												
Split	Cost Ctr	Grant	Gift	Yale Des.	Fund	Program	Project	Assignee	Ldgr. Acc.	Funding Component		
Regular Salary												
Home	CC0262			YD000001	FD01	PG00401	PJ000001		72000	Pick LA Unrestricted Operating	100.00%	100.00%
Add Regular Salary Allocation Line(s)											0.00%	0.00%
Regular Salary Total											100.00%	100.00%

**YBT Tip**

Whether an employee is leaving Yale or just leaving your department, the above steps will be the same.

## Salary Increase (%)

**Situation:** You need to give a Manager or Professional employee a 10% salary increase in December.

1. Go to the **Roster** or **Employee Planning** view in the Labor Planning Workbook.
2. Select the Salary Inc % column cell.
  - Type **10**.
  - Press the Tab key.
3. By default, the increase will take effect on July 1. To change the effective date, click the drop-down menu in the Incr. Eff. Dt. column and select the appropriate month for the increase to take effect. This will automatically update for desired month.

The screenshot shows the 'Merit Increase' form. The 'Salary Inc. %' field is set to 10.0% and the 'Incr. Eff. Dt.' dropdown menu is open, showing a list of dates from 7/1/2021 to 2/1/2022. The date 1/1/2022 is selected. A blue arrow points from the initial state to the final state where the date is changed.

4. To verify this update, change your view to either the **Employee Planning** or **Allocations** view, scroll to the right to validate that the amount after the selected date is 10% higher than the amount before the selected date.

Current Position Data				ALLOCATION - Next Year Plan (NYP) - FY22			
Fringe Code	FTE %	FTE Salary	Job Category	FY22 November	FY22 December	FY22 January	FY22 February
S	100.00%	77,886	Professional	100.00%	100.00%	100.00%	100.00%
				80,612	80,612	88,673	88,673
				6,718	6,718	7,389	7,389
				\$	\$	\$	\$

## Salary Increase (\$)

**Situation:** Following a recently completed job audit, a Manager or Professional employee in your department will receive a \$5,000 increase in January 2018.

1. Go to either the **Employee Planning** or **Allocations** view in the Labor Planning workbook.

2. Scroll to the right to access the monthly buckets.

- Highlight the cell in **Column EO** in the FTE Salary row.

EN	EO	EP	EQ
I - Current Year Forecast (CYF) - FY18			
FY18 December	FY18 January	FY18 February	FY18 March
100.00%	100.00%	100.00%	100.00%
81,473	81,473	81,473	81,473
6,789	6,789	6,789	6,789
\$	\$	\$	\$
100.00%	100.00%	100.00%	100.00%
174,600	174,600	174,600	174,600
14,550	14,550	14,550	14,550
\$	\$	\$	\$

- Press **F2** to edit the formula in this cell.

- Position the cursor at the end parentheses in the formula. Type **+5000**, then press **Enter**.

=IF(AND(\$DK117<=EO\$22,\$DL117>=EO\$22), IF(\$DK117=EO\$22,\$DO117, EN120), 0) \* IF(AND(\$EA117>=EO\$22,\$EA117<=EO\$23), 1+\$DZ117, 1)+5000

3. Compare the salaries. The value in the cell where the increase was entered and after will be \$5,000 greater.

EN	EO	EP	EQ	ER
I - Current Year Forecast (CYF) - FY18				
FY18 December	FY18 January	FY18 February	FY18 March	FY18 April
100.00%	100.00%	100.00%	100.00%	100.00%
81,473	81,473	81,473	81,473	81,473
6,789	6,789	6,789	6,789	6,789
\$	\$	\$	\$	\$
100.00%	100.00%	100.00%	100.00%	100.00%
174,600	179,600	179,600	179,600	179,600
14,550	14,967	14,967	14,967	14,967
\$	\$	\$	\$	\$

## Plan for an Unpaid Leave of Absence

**Situation:** A Manager or Professional employee has been granted an unpaid Leave of Absence (LOA) from January 2018 through March 2018.

1. Go to either the **Employee Planning** or **Allocations** view in the Labor Planning Workbook.
2. Scroll to the right to access the monthly buckets; then scroll down to access the specific employee and appropriate month.
3. Select the FTE Percent cell in **January** for this employee.
4. Type **0** over the 100 in the highlighted column to indicate the employee will be 0% while on LOA.
5. Next, go to **April** to change the FTE to 100% to indicate the end of the employee's LOA. Again, the value entered is propagated through the remainder of the cells.
6. To verify this transaction, make sure that the columns from January to March are 0 (during employee's LOA), and the columns from April onward are 100 (return from LOA).

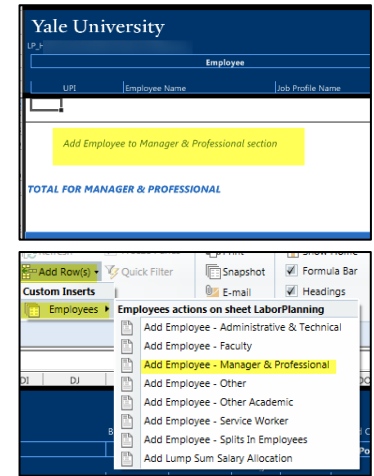
EN	EO	EP	EQ	ER	ES
IN - Current Year Forecast (CYF) - FY18					
FY18 December	FY18 January	FY18 February	FY18 March	FY18 April	FY18 May
100.00%	0.00%	0.00%	0.00%	100.00%	100.00%
60,555	65,555	65,555	65,555	65,555	65,555
5,046	-	-	-	5,463	5,463
\$	\$	\$	\$	\$	\$

## Add a New “To Be Named” (TBN) Position

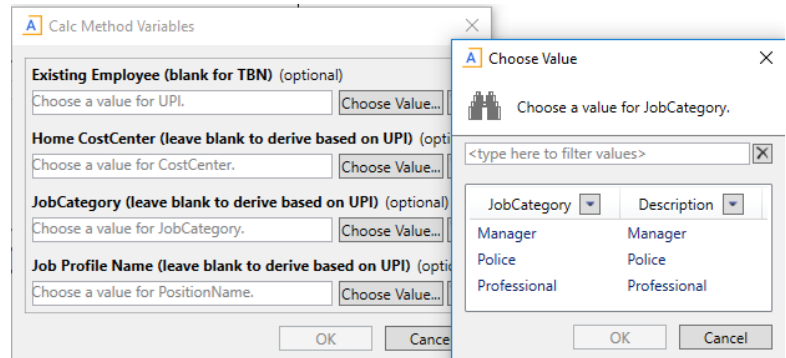
**Situation:** You have an approved open Manager or Professional position and would like to plan for it. The position, a Manager, will be filled in July 2017 and the annual salary will be \$52,000.

- On the Axiom ribbon, select **Add Row(s) >> Employees >> Add Employee – Manager & Professional** OR double click on the **<<Add Employee to Manager and Professional section>>**

Note: The new employee record displays with “To Be Named” in the Employee Name field. If the new employee is a current Yale employee, choose them from the UPI pick list in the Calc Method variables box.



- Choose the Job Category name:
  - click the Job Category pick list
  - Select Manager
  - Click **OK**.



- Select the **Planned Start Date** from the pull-down menu.
- Confirm that the fringe code and FTE % are populated and correct (or enter information).
- Tab to the FTE Salary Column. Type the annual salary and press **Enter**.
- Double click **<<change job category>>** to select the appropriate value for the position added.

DC

DD

DE

DF

DG

DH

DI

DJ

DK

DL

DM

DN

DO

DP

Yale University

LP

Employee

Planned Range

Current Position Data

UPI

Employee Name

Job Profile Name

Start Date

End Date

Fringe Code

FTE %

FTE Salary

Job Category

1841345001

To Be Named

Manager

Jul-2017

Jun-2019

FrgCd

100.00%

52,000

Manager

CC0942 MEDHIS History Of Medicine-All

Change Cost Center

invalid Fringe Code selected.

3

4

5

6

**Note:** To add the Allocation row, you must be in the **Allocations** view.

7. Double click on **<< Add New Pay Component >>**.

The Insert Calc Method(s) in Sheet Allocations dialog window appears.

The screenshot shows the 'Yale University' Labor Planning interface. At the top, it says 'LP\_HDCC1345 MEDHIS History of Medicine'. Below this is a table with columns: UPI, Employee Name, Job Profile Name, Planned Range (Start Date, End Date, Fringe Code). A row is visible for '1841345001 To Be Named Manager' with a start date of 'Jul-2017' and end date of 'Jun-2019'. Below the table, there is a section titled 'Allocations for 1841345001 To Be Named' with a table that has columns: Split, Cost Ctr, Grant, Gift, Yale Des., Fund, Program, Project, Assignee, Ldgr. Acc. A yellow button labeled 'Add Pay Component' is visible at the bottom of this section.

8. Select **Regular** from the list and click **OK**.

The Calc Method Variables dialog window appears.

The screenshot shows the 'Insert Calc Method(s) in sheet LaborPlanning' dialog window. It has two main sections: 'Available Calc Methods:' and 'Details:'. In the 'Available Calc Methods:' section, a list includes 'ExtraComp Monthly', 'ExtraComp Total', 'OtherSalary', and 'Regular'. 'Regular' is selected and highlighted in blue. In the 'Details:' section, the 'Name' field is set to 'Regular', the 'Group' is 'PayComponent', and the 'Rows' field is set to '5'. There is also a 'Description' field which is empty. At the bottom right, it says 'Number of items to insert (max of 1)'.

9. Click the **Choose Value...** button.

The Calc Methods Variables dialog window appears.

The screenshot shows the 'Calc Method Variables' dialog window. It has a title bar with a close button. Inside, there is a section titled 'PayComponent' with a text input field containing 'Choose a value for PayComponent.' and a 'Choose Value...' button. Below this, there is a message 'Enter a value for 'PayComponent'' with a sun icon. At the bottom, there are 'OK' and 'Cancel' buttons.

10. Select **Regular Salary**; click **OK**.

A regular salary block displays in the employee's record.

The screenshot shows the 'Choose Value' dialog window. It has a title bar with a close button. Inside, there is a section titled 'Choose a value for PayComponent.' with a text input field containing '<type here to filter values>' and a dropdown menu set to 'Includes'. Below this is a list of values: '1 (Regular Salary Academic Pay)', '2 (Regular Salary)', '3 (Time Entry Wage)', and '4 (Post Doc Fellowships)'. The value '2 (Regular Salary)' is selected and highlighted. At the bottom, it says 'Showing 4 values' and there are 'OK' and 'Cancel' buttons.



11. Double-click the << **Add Regular Salary Allocation Line(s)**>> link.

The screenshot shows the Yale University HR system interface. At the top, there's a header with 'Yale University' and 'Built with All'. Below this is a table with columns: LPI, Employee Name, Job Profile Name, and Plan. The first row shows '1841345001', 'To Be Named', 'Manager', and 'Jul-2021'. Below the table, there's a section titled 'Allocations for 1841345001 To Be Named' with a table that has columns: Split, Cost Ctr, Grant, Gift, Yale Des., Fund, Program, and Project. The 'Regular Salary' link is circled in red.

A box will appear to specify how many allocation lines you would like to add. Enter the number and click **OK**.

The screenshot shows a dialog box titled 'Insert'. It contains a text input field with the number '1' entered. Below the input field are two buttons: 'OK' and 'Cancel'.

The Calc Method Variables box appears. Select your COA information or click OK to enter the information manually (see Note below).

The screenshot shows a dialog box titled 'Calc Method Variables'. It contains several optional fields with 'Choose Value...' buttons: CostCenter, Grant, Gift, YaleDesignated, Program, Project, Assignee, and LedgerAccount. The 'OK' button is circled in red.

**Note:** You can also choose to click ok and a row will be added for manual input. This option will automatically generate the **PCLA!** Error until values are entered into the COA segments.

Split	Cost Ctr	Grant	Gift	Yale Des.	Fund	Program	Project	Assignee	Ldgr. Acc.
<b>Regular Salary</b>									
<b>PCLA! COA</b>	Choose CC				Error				0
<a href="#">Add Regular Salary Allocation Line(s)</a>									

Enter the Cost Center, Funding Component (Grant, Gift or Yale Designated), Program, Project, Assignee (if applicable) and Ledger Account information. To pick the Ledger Account from a list, use the **Pick LA** pick list link).

### IMPORTANT REMINDER:

No cell in the COA segment can be null or empty. An “underscore” needs to be present in any COA segment cell that does not contain a specified value.

DC	DD	DE	DF	DG	DH	DI	DJ	DK	DL	DM	DN	DO	DP
<b>Yale University</b>													
LP_HDCC1345 MEDHIS History of Medicine													
Built with All Detail using Labor Commitments (LC2018) and CYF for NYP columns													
Employee			Planned Range		Current Position Data								
UPI	Employee Name	Job Profile Name	Start Date	End Date	Fringe Code	FTE %	FTE Salary	FTE Job Category					
1841345001	To Be Named	Manager	Jul-2017	Jun-2019	S	100.00%	52,000	Manager					
									<a href="#">Change Job Category</a>				
CC0942 MEDHIS History Of Medicine-All													
<a href="#">Change Cost Center</a>													
<b>Allocations for 1841345001 To Be Named</b>													
Split	Cost Ctr	Grant	Gift	Yale Des.	Fund	Program	Project	Assignee	Ldgr. Acc.	Program Mission			
<b>Regular Salary</b>													
Home	CC0942	GE004905	FD23	PG00363	PJ000001		72000	<a href="#">Pick LA</a>	Institutional Administration and Other Sup				
<a href="#">Add Regular Salary Allocation Line(s)</a>													
<b>Regular Salary Total</b>													

**Note:** FUND is derived based on the Funding Component (Grant, Gift or Yale Designated). It is important to know the order of the entries will be important to derive the correct fund value. “Grant” should always be added first if it is included in the COA string you are entering.

**Note:** The “Home” and Splits-Out/In are determined by the Cost Center value entered for the allocation row.

12. Scroll right to the ALLOCATION Current Year Forecast (CYF) – FY2018 cells and allocate the TBN at 100% beginning July 2017 (the start date for this example).

YBT Tip

Know the different types of COAs available:

- COA Home:**  
Your department or planning unit’s COA
- COA – Split In:**  
Another department or planning unit’s employee; your COA
- COA – Split Out:**  
Your employee; another department or planning unit’s COA

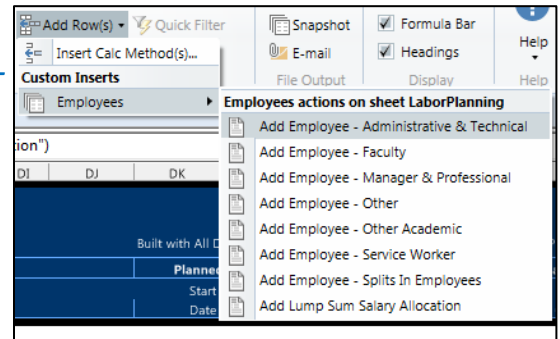
	EI	EJ	EK	EL	EM	EN
<b>ALLOCATION - Current Year Forecast</b>						
	FY18 July	FY18 August	FY18 September	FY18 October	FY18 November	FY18 December
100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
4,333	4,333	4,333	4,333	4,333	4,333	4,333
\$	\$	\$	\$	\$	\$	\$
100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

## Add a C&T “To Be Named” (TBN) Position with Split Charging

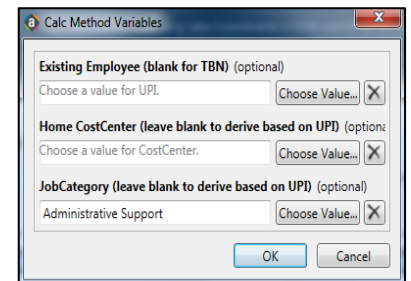
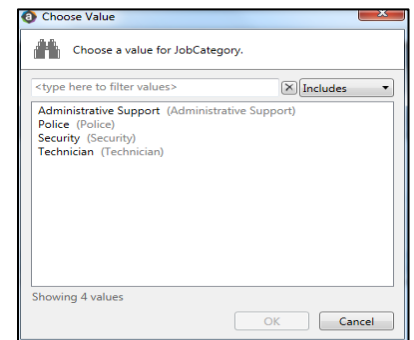
**Situation:** You are filling a TBN Administrative & Technical position (Administrative Assistant) with split charging to two Home COAs and two split out COAs allocated at 25% each.

- On the Axiom ribbon, select Add Row(s) >> **Employees >> Add Employee – Administrative & Technical.**

The new employee record displays with “To Be Named” in the Employee Name field. If the new employee is a current Yale employee, choose them from the UPI pick list.



- Choose the Job Category name:
  - Select **Administrative Support**
  - Click **OK**.



- Select the **Planned Start Date** from the pull-down menu (in this case, July 2017).
- Confirm that the fringe code and FTE % are correct or select/enter the information.  
Tab to **FTE Salary** column. Type the annual salary and press **Enter**.

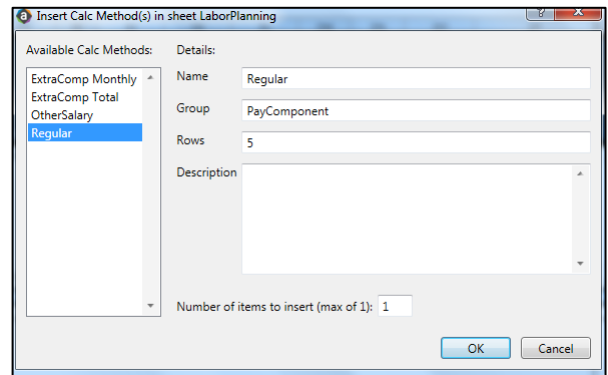
Yale University									
Built with All Detail using Labor Commitments (LC2018) and CYF for NYP columns									
Employee			Planned Range		Current Position Data				
UPI	Employee Name	Job Profile Name	Start Date	End Date	Fringe Code	FTE %	FTE Salary	Job Category	
1841345002	To Be Named	Administrative Support	Jul-2017	Jun-2019	H	100.00%	50,000	Administrative Support	Change Job Category
CC0942 MEDHIS History Of Medicine-All									
Change Cost Center									
Allocations for 1841345002 To Be Named									
Split	Cost Ctr	Grant	Gift	Yale Des.	Fund	Program	Project	Assignee	Ldgr. Acc.
Add Pay Component									
Add Employee to Administrative & Technical section									

To add the Allocation row, you must be in the **Allocations** view.

5. Double click on << **Add Pay Component** >>.

The Insert Calc Method(s) in Sheet Labor Planning dialog window appears.

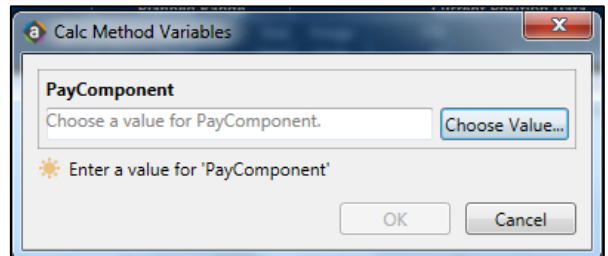
6. Select **Regular** from the list and click **OK**.



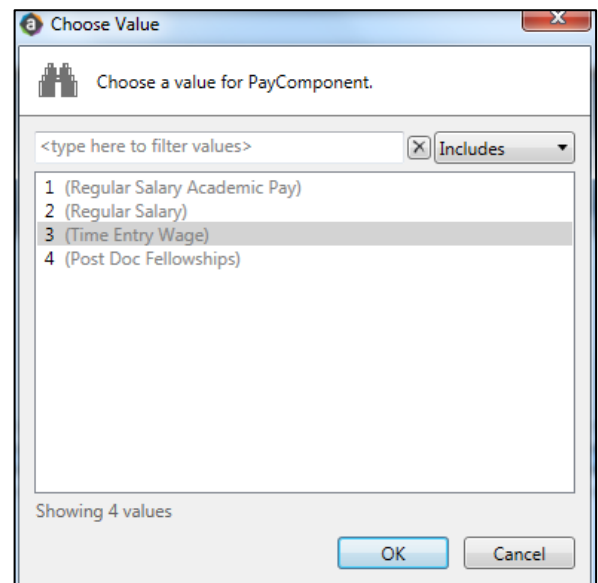
The Calc Method Variables dialog window appears.

7. Click the **Choose Value...** button.

The Choose Value dialog window appears.



8. Select **Time Entry Wages**; click **OK**.



A Time Entry Wage block displays in the employee's record.

9. Double-click the << **Add Time Entry Wage Allocation Line(s)** >> link.

The Insert Calc Method(s) in sheet Allocations window displays.

Employee	Planned Range	Current Position Data
UPI	Start Date	FTE %
1841345002	Jul-2017	100.00%

Employee Name	Job Profile Name	Fringe Code	FTE %	FTE Salary	Job Category
To Be Named	Administrative Support	H	100.00%	50,000	Administrative Support

CC0942 MEDHIS History Of Medicine-All  
Change Cost Center

Allocations for 1841345002 To Be Named

Split	Cost Ctr	Grant	Gift	Yale Des.	Fund	Program	Project	Assignee	Ldgr. Acc.	Program Mission
Time Entry Wage										

Add Time Entry Wage Allocation Line(s)

Add Pay Component

Time Entry Wage Total

10. A box will appear to specify how many allocation lines you would like to add
- Enter '2' in the Number of items to insert (max of 10) field
  - Click **OK**.

Insert

Enter the number of items to insert.

2

OK Cancel

11. The Calc Method Variables box appears. Select the COA information for the allocations.

Calc Method Variables

CostCenter (optional)  
Choose a value for CostCenter. Choose Value... X

Grant (optional)  
Choose a value for Grant. Choose Value... X

Gift (optional)  
Choose a value for Gift. Choose Value... X

YaleDesignated (optional)  
Choose a value for YaleDesignated. Choose Value... X

Program (optional)  
Choose a value for Program. Choose Value... X

Project (optional)  
Choose a value for Project. Choose Value... X

Assignee (optional)  
Choose a value for Assignee. Choose Value... X

LedgerAccount (optional)  
Choose a value for LedgerAccount. Choose Value... X

OK Cancel

**Note:** The COA values that you choose will create a second block with the same (or duplicate) information that the user will need to update.

<b>DI PCL</b> Split Out	CC0007			YD000002	FD30	PG00002	PJ000126		0	Pick LA	Education
<b>DI PCL</b> Split Out	CC0007			YD000002	FD30	PG00002	PJ000126		0	Pick LA	Education

Add Time Entry Wage Allocation Line(s)

**Note:** You can also choose to click ok and the row(s) will be added for manual input. This option will automatically generate the PCLA! Error until values are entered into the COA segments. Notice that two COA lines are added to the employee record.

<b>PCL</b> Choose CC					Error				0	Pick LA	
<b>PCL</b> Choose CC					Error				0	Pick LA	

Add Time Entry Wage Allocation Line(s)

Enter the Cost Center, Funding Component (Grant, Gift or Yale Designated), Program, Project, Assignee (if applicable) and Ledger Account information. To pick the Ledger Account from a list, use the Pick LA pick list link). The Fund will automatically be populated based on the Funding Component entered.

**Yale University**  
LP, F Built with All Detail using Labor Commitments (LC2018) and CYF for NYP columns

Employee			Planned Range		Current Position Data		
UPI	Employee Name	Job Profile Name	Start Date	End Date	Fringe Code	FTE %	FTE Salary Job Category
1841345002	To Be Named	Administrative Support	Jul-2017	Jun-2019	H	100.00%	50,000 Administrative Sup

CC0942 MEDHIS History Of Medicine-All  
Change Cost Center

**Allocations for 1841345002 To Be Named**

Split	Cost Ctr	Grant	Gift	Yale Des.	Fund	Program	Project	Assignee	Ldgr. Acc.	Program Mission
<b>Time Entry Wage</b>										
Home	CC0942			YD000002	FD30	PG00001	PJ000126		72001	Pick LA Education
Split Out	CC0007			YD000002	FD30	PG00002	PJ000001		72001	Pick LA Education
Home	CC0942			YD000002	FD30	PG00002	PJ000126		72001	Pick LA Education
Split Out	CC0007			YD000002	FD30	PG00001	PJ000001		72001	Pick LA Education

Add Time Entry Wage Allocation Line(s)

Time Entry Wage

### IMPORTANT REMINDER:

No cell in the COA segment can be null or empty. An “underscore” needs to be present in any COA segment cell that does not contain a specified value. If one or more required segments are missing, the **COA!** Indicator will appear next to the allocation row.

12. Scroll right to the July 2017 cells and allocate each line appropriately.

**Yale University**  
LP, F Built with All Detail using Labor Commitments (LC2018) and CYF for NYP columns

Employee			Planned Range		Current Position Data			FY18	
UPI	Employee Name	Job Profile Name	Start Date	End Date	Fringe Code	FTE %	FTE Salary Job Category	July	August
1841345002	To Be Named	Administrative Support	Jul-2017	Jun-2019	H	100.00%	50,000 Administrative Support		

CC0942 MEDHIS History Of Medicine-All  
Change Cost Center

**Allocations for 1841345002 To Be Named**

Split	Cost Ctr	Grant	Gift	Yale Des.	Fund	Program	Project	Assignee	Ldgr. Acc.	Program Mission
<b>Time Entry Wage</b>										
Home	CC0942			YD000002	FD30	PG00001	PJ000126		72001	Pick LA Education
Split Out	CC0007			YD000002	FD30	PG00002	PJ000001		72001	Pick LA Education
Home	CC0942			YD000002	FD30	PG00002	PJ000126		72001	Pick LA Education
Split Out	CC0007			YD000002	FD30	PG00001	PJ000001		72001	Pick LA Education

Add Time Entry Wage Allocation Line(s)

Time Entry Wage Total

100.00%	100.00%
50,000	50,000
4,167	4,167
H	H
25.00%	25.00%
25.00%	25.00%
25.00%	25.00%
25.00%	25.00%
100.00%	100.00%

Add Pay Component

## Lump Sum Planning for Other Salary Categories

**Situation:** Casuals In this example, you plan to spend \$20,000 for casuals from July through June of next year. These steps also apply when lump sum planning.

Cost Ctr	Grant	Gift	Yale Des.	Fund	Program	Project	Assignee	Ldgr. Acc.	Ledger Account Description
Add New Lump Sum Other Salary Allocation									
<b>TOTAL FOR OTHER SALARY CATEGORIES</b>									-

- Go to the **Allocations** view in the Labor Planning tab and select Other Salary Categories.

- Go To >> **Employees** >> **Add Lump Sum**
- Salary Allocation

- Enter the COA information in the appropriate row.

- Enter the lump sum amount (20,000) in the appropriate fiscal period:

- CY Salary
- NY Salary

Other Salary Categories										CY FTE	CY Salary	
Cost Ctr	Grant	Gift	Yale Des.	Fund	Program	Project	Assignee	Ldgr. Acc.	Ledger Account Description			
Lump Sum	CC0001		YD000001	FD01	PG000004	PJ000001		72006	Pick LA	Casual/Temp Employee Wages	20.000	20,000
Add New Lump Sum Other Salary Allocation												
<b>TOTAL FOR OTHER SALARY CATEGORIES</b>											-	

- Enter 100% in the columns representing the months the casuals will work.

Yale University										FY18 July	FY18 August	FY18 September	FY18 October	No					
Employee										Planned Range					Current Position Data				
UPI	Employee Name	Job Profile Name	Start Date	End Date	Fringe Code	FTE %	FTE Salary	Job Category											
Other Salary Categories										100.00%	100.00%	100.00%	100.00%						
Lump Sum										100.00%	100.00%	100.00%	100.00%						
Add New Lump Sum Other Salary Allocation																			
<b>TOTAL FOR OTHER SALARY CATEGORIES</b>											-								

- Scroll across columns displaying salary dollars by month (Current Year Forecast (CYF)) to see the entire planned monthly salary.

Yale University										FY18 July	FY18 August	FY18 September	FY18 October						
Employee										Planned Range					Current Position Data				
UPI	Employee Name	Job Profile Name	Start Date	End Date	Fringe Code	FTE %	FTE Salary	Job Category											
Other Salary Categories										1,667	1,667	1,667	1,667						
Lump Sum										1,667	1,667	1,667	1,667						
Add New Lump Sum Other Salary Allocation																			
<b>TOTAL FOR OTHER SALARY CATEGORIES</b>											-								

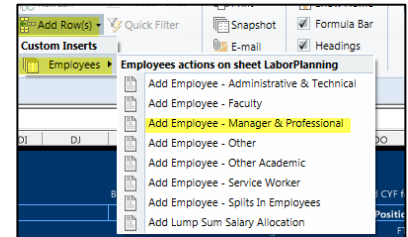
## Promotion from Administrative & Technical employee to Manager & Professional

**Situation:** An Administrative & Technical employee has accepted a new Manager & Professional position in your department, and you would like to plan for it.

1. Go to the **Roster** view on the Labor Planning Tab. Scroll down to locate the employee being promoted.
2. Select the **Planned End Date** field. Click the down arrow and indicate the last month the employee will be an Administrative & Technical employee.

Yale University									
LP_HDCC1345 MEDHIS History of Medicine									
Built with All Detail using Labor Commitments (LC2018) and CYF for NYP columns									
Employee			Planned Range		Current Position Data				
UPI	Employee Name	Job Profile Name	Start Date	End Date	Fringe Code	FTE %	FTE Salary	Job Category	Home Cost Center
10127347	Dedegoria, ChaCha	Administrative Assistant	Jul-2017	Jun-2019	H	100.00%	52,790	Administrative Support	CC0942
TOTAL FOR ADMINISTRATIVE & TECHNICAL									

3. On the Axiom ribbon, select **Add Row(s) >> Employees >> Add Employee – Manager & Professional** OR double click on the **<<Add Employee to Manager and Professional section>>**



4. Select the employee who is being promoted to the Manager & Professional position.
5. Enter the Job Profile name to identify the new Manager & Professional position.
6. To indicate when the employee will start the M&P role, click the down arrow in the **Plan Start Date** field and select the month and year of the promotion.

Yale University									
LP_HDCC1345 MEDHIS History of Medicine									
Built with All Detail using Labor Commitments (LC2018) and CYF for									
Employee			Planned Range		Current F				
UPI	Employee Name	Job Profile Name	Start Date	End Date	Fringe Code	FTE %	FTE Salary	Job Category	Home Cost Center
10318665	Murdoch, Kenickie	Administrative Supervisor 1, History of Me	Jul-2017	Jun-2019	S	100.00%	60,555		
10127347	Dedegoria, ChaCha	Manager	Sep-2017	Jun-2019	S	100.00%	75,000		
TOTAL FOR MANAGER & PROFESSIONAL									

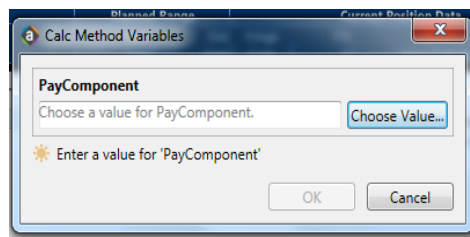
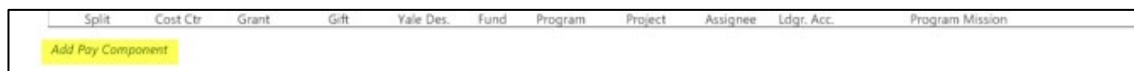
7. Change the Fringe Code, and Salary:
  - Type S in FTE % column
  - Type the Annual Salary in the FTE Salary column



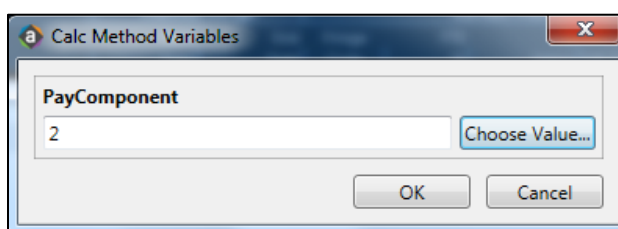
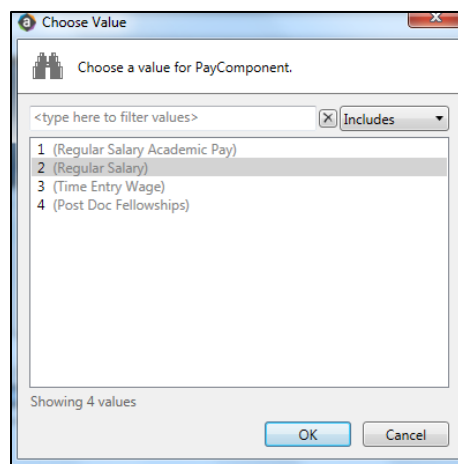
8. To add the new Pay Component (regular salary) to the employee's record, go to the ***Allocations*** view.

9. Double click on **<< Add Pay Component >>**.

The Calc Method Variables dialog window appears.



10. Click on the **Choose Value** button and select Regular Salary from the list and click OK.



11. Click <<Add Regular Salary Allocation Line(s)>> to add the COA block.

**NOTE:** To split charges across more than one COA, indicate the number of COAs which will be used in "Number of items to insert" box.

12. The Calc Method Variables box appears. Select the COA information for the allocations.

**Note:** You can also choose to click ok without choosing values and the row(s) will be added for manual input. This option will automatically generate the PCA! Error until values are entered into the COA segments

**YBT Tip**

If the COA you want to use is located elsewhere in the file, use Copy and Paste (Special/Values) to copy and paste.

**NOTE:** This is a 2-step process as fund is derived and cannot be copied. Be careful when copying COA values down as the values increase by one digit.

13. Scroll to the right to end the allocations to the old COA (Administrative & Technical) for Dec. 2017 and allocate the charges to the new COA (Manager & Professional) in Jan of 2018.

- Change '100' to '0' and '0' to '100' for the relevant months.

14. Scroll across the Columns to verify that the allocations and salary are correct from the current year's plan to the next.

Employee			Planned Range		Current Position Data			ALLOCATION - Current Year Forecast (CYF) - FY18											
UPI	Employee Name	Job Profile Name	Start Date	End Date	Fringe Code	FTE %	FTE Salary	Job Category	FY18 August	FY18 September	FY18 October	FY18 November	FY18 December	FY18 January	FY18 February				
10127347	Dedegonia, ChaCha	Manager	Jan-2018	Jun-2019	S	100.00%	75,000	Manager						100.00%	100.00%				
C0942 MEDHS History Of Medicine-All									0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%				
Change Cost Center									-	-	-	-	-	75,000	75,000				
									-	-	-	-	-	6,250	6,250				
														S	S				
Allocations for 10127347 Dedegonia, ChaCha																			
Split Cost Ctr Grant Gift Yale Des. Fund Program Project Assignee Ldgr. Acc. Program Mission																			
Regular Salary																			
Home C0942 GEO04905 FD23 PG00220 PG029818 72000 Pct LA Education									0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%				
Add Regular Salary Allocation Line(s)									0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%				
Regular Salary Total									0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%				
Add Pay Component																			
Add Employee to Manager & Professional section																			
TOTAL FOR MANAGER & PROFESSIONAL																			
Administrative & Technical																			
10127347	Dedegonia, ChaCha	Administrative Assistant	Jul-2017	Dec-2017	H	100.00%	52,790	Administrative Supp	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%				
C0942 MEDHS History Of Medicine-All									52,790	52,790	52,790	52,790	52,790	-	-				
									4,399	4,399	4,399	4,399	4,399	-	-				
									H	H	H	H	H	-	-				
Allocations for 10127347 Dedegonia, ChaCha																			
Split Cost Ctr Grant Gift Yale Des. Fund Program Project Assignee Ldgr. Acc. Program Mission																			
Time Entry Wage																			
Home C0942 GEO04905 FD23 PG00220 PG029818 72001 Education									100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%				
Add Time Entry Wage Allocation Line(s)									100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%				
Time Entry Wage Total									100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%				

## What is a Split?

If the employee's salary is split over multiple COAs, all COAs will be listed here, along with monthly allocations for each COA. You'll also find links to add a new allocation and add a new Pay Component.

### Split Out

A **Split Out** is your employee, but another department's COA. Split out employees are listed in the section appropriate for their job category (Faculty, Other Academic, M&P, A&T, SW, etc.).

Like all employees, split-out employees have a record in the **Allocations** view of the labor plan. At least one of their allocations will be labeled "Split Out". Split out information is not shown in YBT reports but entering Split Out information into the Labor Plan allows you to see that 100% of an employee's salary is allocated. Split Out allocations may be submitted to Workday using Make It So.

The Split-out indicator is derived based on the (outside) Cost Center selected in the COA string.

To split out an existing Faculty employee:

1. Locate the employee's record in the **Allocations** view of the Labor Plan.
2. Double-click the **<< Add Regular Salary Academic Pay Allocation Lines >>** link in the employee's record.
3. Enter the COA.

The screenshot shows the 'Yale University' Labor Plan interface. The top section displays employee information for '14450702 Zuko, Danny', an Assistant Professor, with a planned range from July 2017 to June 2019. Below this, the 'Allocations for 14450702 Zuko, Danny' section is visible. It includes a table with columns for Split, Cost Ctr, Grant, Gift, Yale Des., Fund, Program, Project, Assignee, and Ldgr. Acc. The 'Split Out' checkbox is highlighted with a red circle. Below the table, there is a link to 'Add Regular Salary Academic Pay Allocation Line(s)'.

4. Allocate the appropriate % across the COA rows.

The screenshot shows the 'Yale University' Labor Plan interface. The top section displays employee information for '14450702 Zuko, Danny', an Assistant Professor, with a planned range from July 2017 to June 2019. Below this, the 'Allocations for 14450702 Zuko, Danny' section is visible. It includes a table with columns for Split, Cost Ctr, Grant, Gift, Yale Des., Fund, Program, Project, Assignee, and Ldgr. Acc. The 'Split Out' checkbox is highlighted with a red circle. Below the table, there is a link to 'Add Regular Salary Academic Pay Allocation Line(s)'. The bottom section shows the 'Regular Salary Academic Pay Total' table, which includes columns for CY FTE, CY Salary, NY FTE, and NY Salary. The 'Split Out' row is highlighted with a red circle, showing a 50.00% allocation to the 'Split Out' COA.

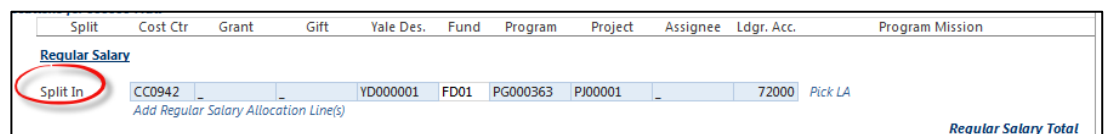
## Split In

A **Split In** is another department's employee, who is allocated to your COA. Split-in employees are listed at the bottom of the labor planning tab. Split In information will show in YBT reports. Most Split In allocation percentages will not equal 100 % as you are only entering the percentage of salary that your department is responsible for.

To add a new split-in employee, use the [<< Add Employee to Splits In Employee section>>](#) link at the end of the Split In section at the bottom of the labor planning tab.



1. Enter the Employee information
2. Add an Allocation row
3. Enter the COA
4. Allocate the appropriate % across the COA rows



# 4

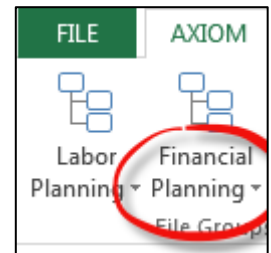
## Financial Planning in YBT

### How the FP Working Plan is Built

In August of every year, the FP Working Plans are built. The Current Year Forecast in every plan file is seeded from the Next Year Plan data that was in the previous year's file (LYNYP). Exceptions to this are: Central Load data which is loaded from Budget; Labor data which is coming from the current year Labor Plans; Assessment data which is calculated based on the Current Year Forecast Revenue data for certain Ledger Accounts, and Beginning Balance data which comes from the Actuals.

### Opening Your Financial Plan

1. Click the Financial Planning button on the Axiom ribbon.
2. Click FP Working Plan.
3. Select from the plans available to you.



### The FP Working Plan

The FP Working Plan displays information about any COAs in your department which has activity during the year.

### Rows on the FP Working Plan

COAs are displayed in blocks, below. Each block displays information for one COA in the following rows:

- Beginning Balance
- Revenue
- Revenue Assessments
- Labor Expense (from Labor Plans)
- Non-Labor Expense
- Transfers
- Ending Balance

Cost Center	Grant	Gift	File Designated	Program	Project	Fund	Assignee
CC0942 MEDHIS History Of Medicine-All			YD000002 General Appropriations	PG000001 Education - Doctoral Program (10)	PJ000001 General Project	FD30 GA Fund	
Beginning Balance				-	-	-	-
Revenues							
Add Revenues account							
Total Revenues				-	-	-	-
Revenue Assessments							
Add Revenue Assessments account							
Total Revenue Assessments				-	-	-	-
Labor							
Total Labor				-	-	-	-
Expenses							
Add Expenses account							
Total Expenses				-	-	-	-
Transfers							
Add Transfers account							
Total Transfers				-	-	-	-
Ending Balance				-	-	-	-

## Columns on the FP Working Plan

The FP Working Plan displays the columns as defined below:

Name	Description	Source	Updates	Comment(s)
Ledger Account/Description	Code for the Ledger Account	Workday		
LY Actuals	Total actuals from last fiscal year	Workday		
CYTD Actuals	Total of all actuals for closed months in current fiscal year	Workday	Monthly	
CY Budget	Total Current year budget			
CY Forecast (total)	Total Current Year Forecast			(actuals plus projections)
Variance CYF vs. CYB	Difference between current year forecast and current year budget			
CY Forecast (monthly)	Monthly projections for current year forecast (closed months are actuals; open months are projections).			After a month-end process, projections are replaced with actuals.
CYF Comments	Remarks related to current year forecast			Comments are saved to the database.
CY Dept Plan	Total Current year Department Plan			Data entry is optional
NY Dept Plan	Total Next Year Department Plan			Data entry is optional
NY Plan (total)	Total Next Year Plan			
NY Plan/Budget (monthly)	Monthly projections for Next Year Plan/Budget for the next fiscal year			
NYP Comments	Remarks related to Next Year Plan/Budget for the next fiscal year			Comments are saved to the database

# Total Input vs. Monthly Input

A **Calc Method** (CM) is a row that has been saved back to a central location for re-use. The Calc Method can contain formatting, formulas and values, and needs to be adaptable for use in any relevant plan.

By default, Financial Planning Workbooks are built in the **total** input method.

- Enter a total yearly amount in one column (blue cell)
- The total amount spread evenly across unclosed months

Planning Cycle: WP	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36
	Actuals	CYTD Actuals	CY Budget	CY Forecast	CY vs CYB	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals
Expenses																				
00000 Supplies and Materials Expense				5,000	(5,000)															
Total Expenses				5,000	(5,000)															

**NOTE:** In the total input method, monthly amounts are:

- Not directly editable
- Automatically adjusted when actuals hit (the unclosed months are adjusted such that the Total Amount remains unchanged)

Any row can be changed to Monthly Input; this could be useful with large one-time purchases.

- Enter amounts in specific month(s) they are expected
- Monthly amounts, including any actuals, are summed and displayed in the Total column
- Total Column is not editable

Planning Cycle: WP	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36
	Actuals	CYTD Actuals	CY Budget	CY Forecast	CY vs CYB	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals
Expenses																				
00000 Supplies and Materials Expense				5,000	(5,000)															
Total Expenses				5,000	(5,000)															

YBT refers to the input method (total or monthly) as the **Calc Method**.

Available Calc Methods include:

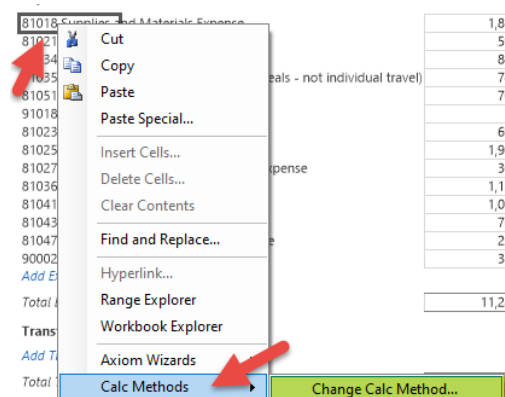
- 1.) Default Monthly
- 2.) Default Total
- 3.) Detail Monthly (this option allows the users to enter specific notes that roll-up to the Ledger Account row).
- 4.) Detail Total (this option allows the users to enter specific notes that roll-up to the Ledger Account row).

To Change the Calc Method of a row:

**Method 1 -**

Right click on the Ledger Account you want to change.

Select **Calc Methods >> Change Calc Method >>**

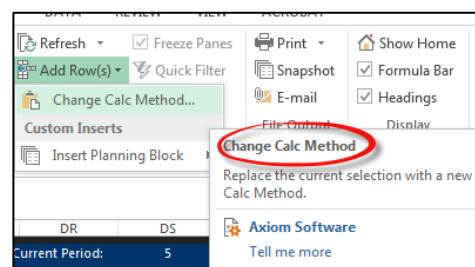


**Method 2 -**

Click on the Ledger Account you want to change.

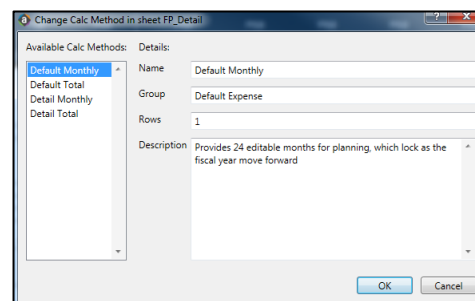
On the Toolbar in the File Options section, click

**Add Rows>> Change Calc Method >>**.

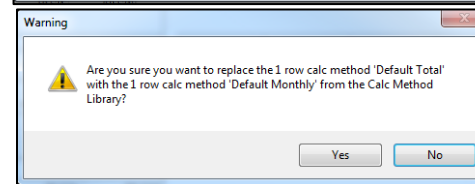


After choosing **Change Calc Method** using either method,

Select the desired Calc Method; click **OK**.



Click **Yes** to confirm your decision.





# Common Processes

## Add a New Row/Ledger Account

1. Double-click on the appropriate link:

<<Add Revenue Account>>

<<Add Expenses Account>>

<<Add Transfers Account>>

2. A dialog box showing the available Calc Methods displays.

- Select the appropriate **Calc Method**.
- Click **OK**.

3. In the Calc Method Variables window, select a **Ledger Account** by clicking the **Choose Value...** button.

4. A dialog box showing the available **Ledger Account** displays.

- Choose the **Ledger Account type** and click OK (you can also type in the box at the top to select a Ledger Account).
- Confirm your choice by clicking **OK** again.

5. Repeat the same process as it applies to the appropriate sections.

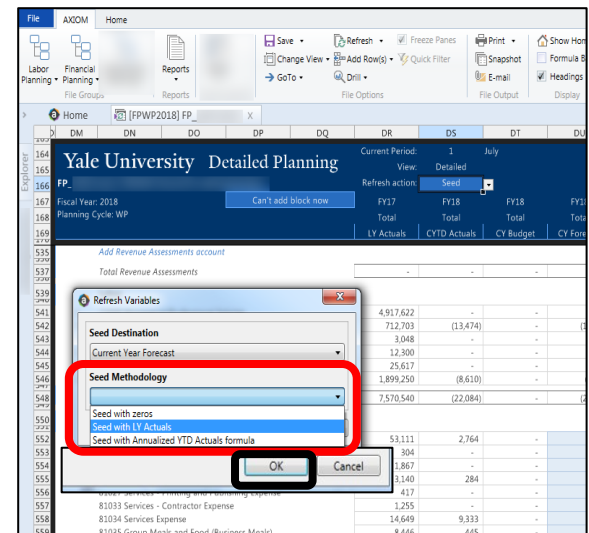
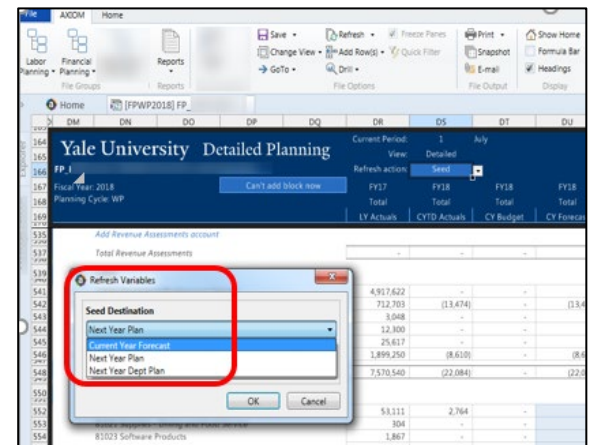
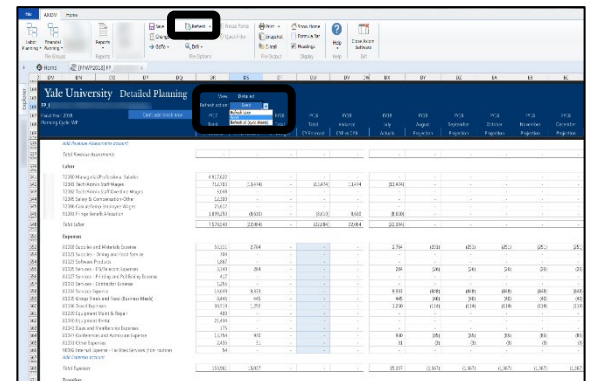
## Seeding

Seeding is a method of pre-populating numbers into the CY Forecast or NY Plan structures based on specific criteria.

Example: Current Year Forecast (CYF) from Last Year Actuals (LYA)

You can populate your Current Year Forecast (CYF) with Last Year Actuals (LYA), all zeros, Annualized YTD actuals formula, or CY Department Plan. The Next Year Plan (NYP) can be populated with the Current Year Forecast. This process is known as “seeding.”

1. Choose the **Seed** option in the Refresh Action dropdown menu, as shown.
2. Click the **Refresh** button on the Axiom toolbar.
3. The **Refresh Variables** dialog box will appear.



4. Select a Seeding Destination and Methodology. The available options are listed below:

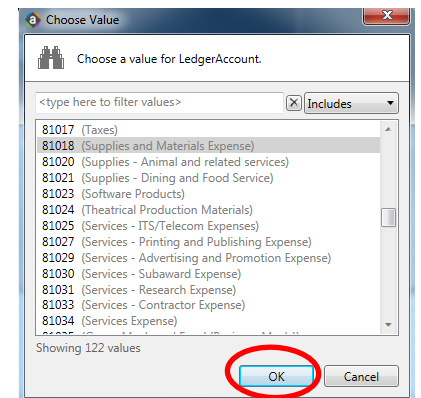
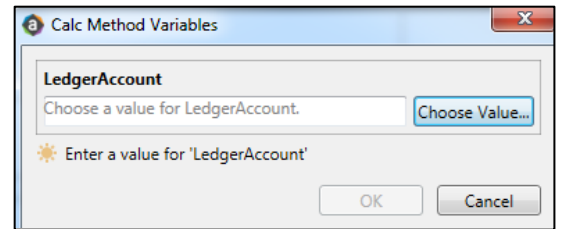
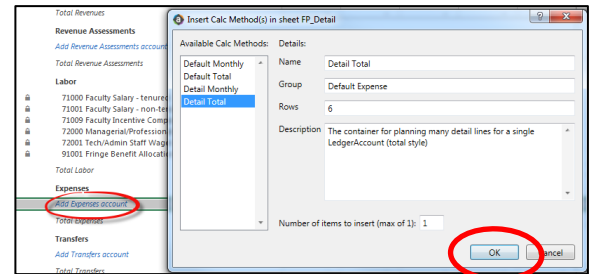
Seeding Destination: The column into which data will go	
CY Forecast	
NY Plan	
NY DPT Plan	
Seeding Methodology: The destination and source columns	
CYF with zeros	Current Year Forecast will be zero
CYF with Last Year Actuals	Current Year Forecast from Last Year Actuals
CYF with Annualized YTD actuals formula	Current Year Forecast with Annualized YTD actuals formula <b>Note: this formula is dynamic and will change with every month that closes.</b>
CYF with CY Dept Plan	Current Year Forecast will be populated with data from the Current Year Department Plan
Next Year Plan with CY Forecast	Next Year Plan from Current Year Forecast
NY Dept Plan with Next Year Plan	Next Year Dept Plan from Next Year Plan
NY Dept Plan with CY Dept Plan	Next Year Dept Plan from Current Year Dept Plan

5. Click **OK**.

The following is an example of seeding CY Forecast from Last Year Actuals:

## Enter a Detail Total Block

1. Double click the << **Add Expenses Account** >> link.
2. Click **Detail Total** block; click **OK**.
3. Enter the value for the Ledger Account, if known. Otherwise, click **Choose Value** to use the Ledger Account lookup.
4. Select **81018** (Supplies and Materials Expense); click **OK**.



Yale University Detailed Planning										Current Period: \$ November									
Planning Cycle: WP										View: Detailed									
Refresh action: Seed										Can't add block now									
Expenditures																			
81018 Supplies and Materials Expense																			
Detail 1: General Expense Detail (default)																			
Add detail lines																			
Add Expenses account																			
Total Expenses																			

5. Click on the blue shaded cell in the top row of the detail block; enter the amount of the planned expense (10,000). Note the changes in the columns to the right.

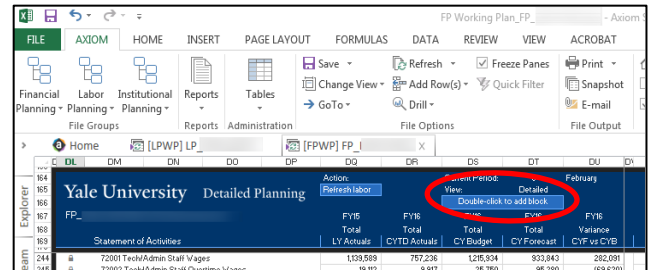
Yale University Detailed Planning										Current Period: \$ November									
Planning Cycle: WP										View: Detailed									
Refresh action: Seed										Can't add block now									
Expenditures																			
81018 Supplies and Materials Expense																			
Detail 1: Dr. Smith supplies																			
Add detail lines																			
Add Expenses account																			
Total Expenses																			

*Note: Notice that the cell in the second row of the block is not editable. This cell's value changes as you enter additional travel expenses and continues to decrease as you add additional trip expense lines.*

## Add a New COA Block

**Situation:** You want to plan for a new funding source which is about to come in. To help you plan, enter a new COA.

1. In the Workbook header, double click in the **“Double click to add block”** box. The “add a dimension block” will appear to populate your COA.



2. Once the COA block is added, build out the various sections as needed, using the links provided in each section to add revenue, expenses and transfers.

The screenshot shows the 'Add a dimension block' dialog box. It has a header with the Yale logo and the text 'Add a dimension block'. Below the header is a table with columns for 'Field', 'Entry', and 'Validation'. The fields are: Grant, Gift, Yale Designated, Cost Center, Program, Project, Fund, and Assignee. The 'Entry' column contains dropdown menus, and the 'Validation' column contains the word 'Required' for each field. At the bottom right are 'Cancel' and 'Submit' buttons.

3. Enter the COAs

**Note:** You can not edit the COA block once you click <submit> and it is added to the workbook.

The screenshot shows the 'Yale University Detailed Planning' workbook. The 'Current Period' is set to 'July'. The 'Refresh actions' button is highlighted. The 'Double click to add block' button is also visible. Below the header is a table with columns for 'Cost Center', 'Grant', 'Gift', 'Yale Designated', 'Program', 'Project', 'Fund', and 'Assignee'. The table contains data for 'CC0942', 'MEDHIS History of Medicine-All', 'Y0000001', 'PG00002', 'P0000001', and 'FD01'. Below the table are sections for 'Beginning Balance', 'Revenues', 'Revenue Assessments', 'Labor', 'Expenses', 'Transfers', and 'Ending Balance', each with input fields for 'Total' and 'CY Forecast'.

## Central Load (CL) Ledger Account Codes

**Central Load data** are budgeted revenue and expense dollars that come from central departments such as Facilities, ITS, Gift Administration (Endowments), etc. and are allocated to departments. For example, Facilities prepares a file of utility expenses projected for next year for all University departments. The budgeted amounts will be loaded directly into departmental FP working plans, subject to certain rules.

### *For Current Year Forecast (CYF):*

- The central load Ledger Accounts are “pre-seeded” with data from the current year budget and are noted with the “CL” icon in the FP workbook.
- This data is populated in the monthly buckets and summed into the total. Some are loaded evenly across the months; others have different distributions in different months.
- Some Ledger Accounts are locked and some are unlocked allowing for data entry. If you need to make an adjustment to a locked account, please contact your budget analyst.

### *For Next Year Plan (NYP):*

- The central load Ledger Accounts are editable from the time the workbook is built until the central load data for Budget is interfaced into the workbooks (in the December timeframe), when the lock/unlock rules are applied (if a code is locked in CY Forecast, it will be locked in NY Plan. The same is true for unlocked CL codes).
  - If you choose to seed NYP from CYF before the central load data is interfaced, the central load Ledger Accounts will be populated with CYF data.
  - After the budget central load data is loaded in YBT, any data that was populated prior to this will be zeroed out or replaced with the new information and the central load lock/unlock rules apply.
- The central load budget data will be loaded into NYP in the workbooks, replacing any data on central load codes. Any data that was entered into a budget-only code as a placeholder for additional central load data may need to be adjusted or removed based on the new interfaced data.

## Drilling into a Labor Ledger Account

In an FP, double click on a labor Ledger Account to launch the 'Labor Drill Report.' This report will automatically open and display the person level data for the FP labor row that was drilled.

## Automatic Gift Assessment and Offset Calculation

The GA offset to the Gift Assessment is automatically calculated on a hidden row in the Financial Plans. It should not be manually entered. Please note that this data does not show in the Financial Plans, but is available in reports.

Ledger Account/Description	Method of Entry
43000 Contributions	Data Entry
51000 Assessment Debit - Administration of Spendable Gifts	Calculated
51004 Assessment Credit - Administration of Spendable Gifts	Calculated and hidden

## Adding a Labor Row into an FP to Enter Dept Plan Data only

A Labor row can be added into Financial Plan files only for the purpose of entering data into CY or NY Dept Plan. There are no automatic calculations associated with these rows so any Fringe or other information that is automatically calculated in an LP will need to be manually calculated and entered. Note that all CY Forecast and NY Plan cells in this added row will be locked just as labor rows that come from the LP are.

## Reporting in YBT

YBT has two types of reports available to the entire University:

- **University Submission Reports** are the reports used to complete forecasts and budgets and the reports provided to the Budget Office as part of the submission.
- **University Standard Reports** are financial management reports that can be run ad-hoc to assist with financial analysis. Some of these may also be used as Submission Reports at the determination of the budget office.

The School of Medicine has an additional suite of reports located in the **YSM Report Library**

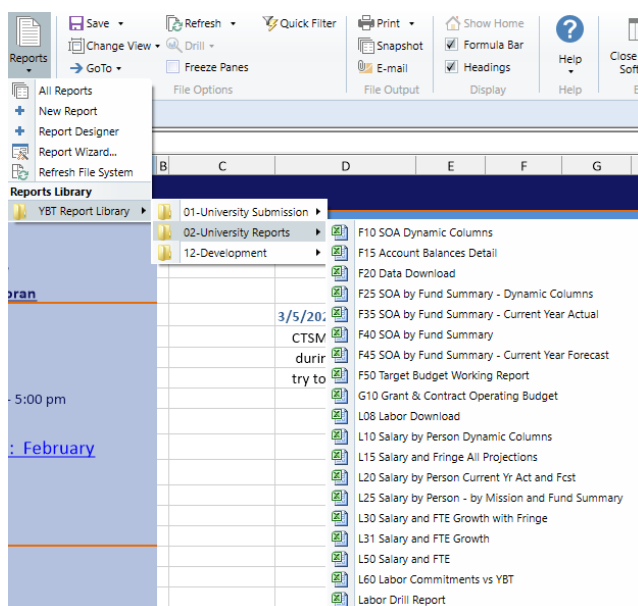
### YBT Reports Library

Reports are stored in the folder structure known as the **YBT Report Library** where each report is assigned to a folder. You can navigate through the Report Library structure to quickly locate the report you want.

#### To Open a Report

1. On the Axiom tab, click **Reports** to bring up the menu. Use the YBT Reports Library folder at the bottom of the menu to navigate to the specific report that you want to open.
2. Click on the **subfolder** containing your report.
3. Click on the **name of the report** you want to open.

**Note:** The list of folders you see in the YBT Report Library may differ slightly from this screen.

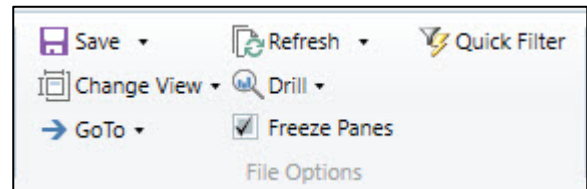




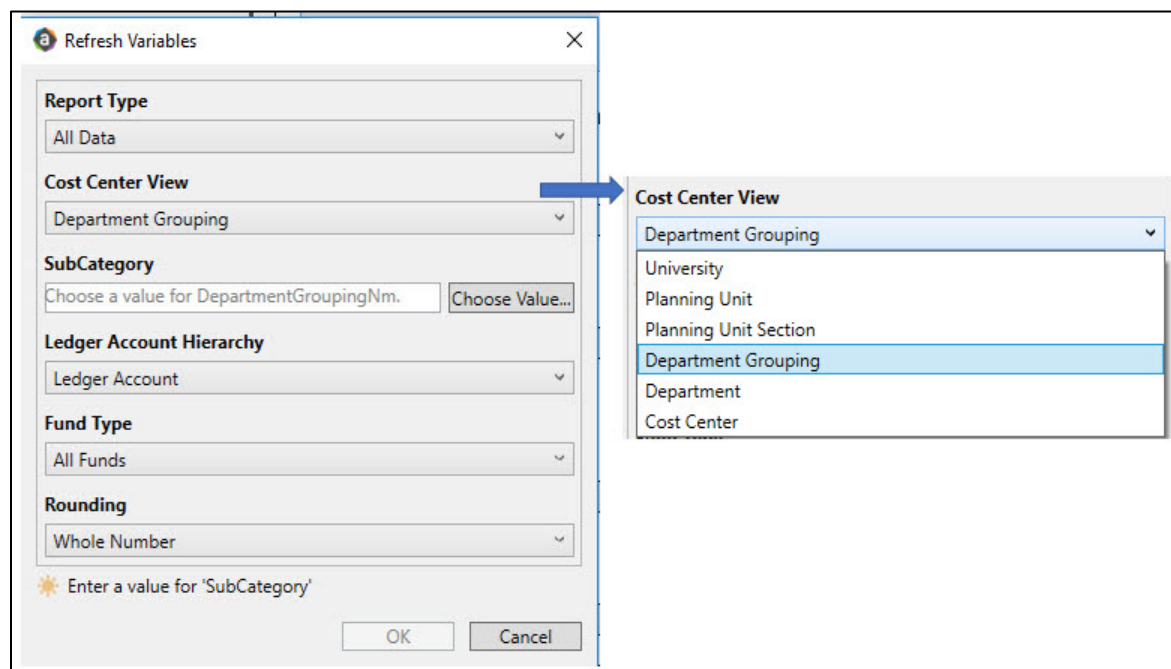
Most reports will initially open with just column headings, (i.e., there will be no data).

### To Retrieve Data

1. Click the **Refresh** button on Axiom Tab  
>> **File Options area >> Refresh**



2. The **Refresh Variables** dialog box appears, prompting you to specify the values for the variables needed in the chosen report. The items included will vary from report to report. A sample is displayed below:



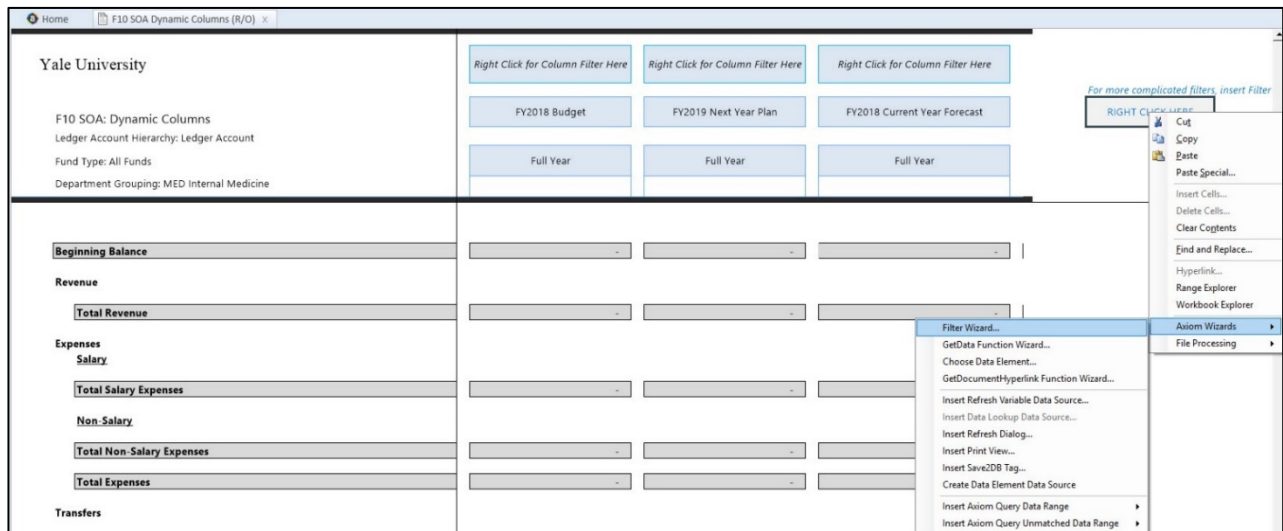
The **Cost Center View** option allows you to filter this report on any level of the University Hierarchy shown in the callout above. For instance, if you choose to filter the report on Department, the SubCategory Choose Value variable will populate with the list of departments from which you can choose. This approach provides significant flexibility in reporting, enabling you to look at the data from many different angles.

### YBT Tip

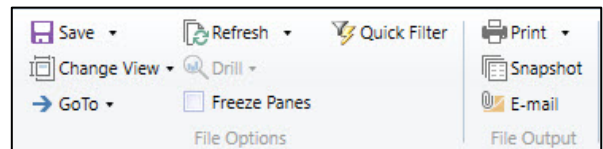
Remember: to run a report, click the **Refresh** button. When you have finished making your choices, click the OK button in the Refresh Variables Dialog box to run the report. Your report will be populated with data according to your YBT permissions and access rights.

When presented with a Refresh Variables dialog box similar to the one above, you'll be able to summarize the data at the Ledger Account Summary, Ledger Account Grouping or Ledger Account level. Some report variables will prompt for a year, others may ask whether you want to include actuals or budget figures in the report. Each report will prompt you (when you click Refresh,) displaying the variables appropriate for the report.

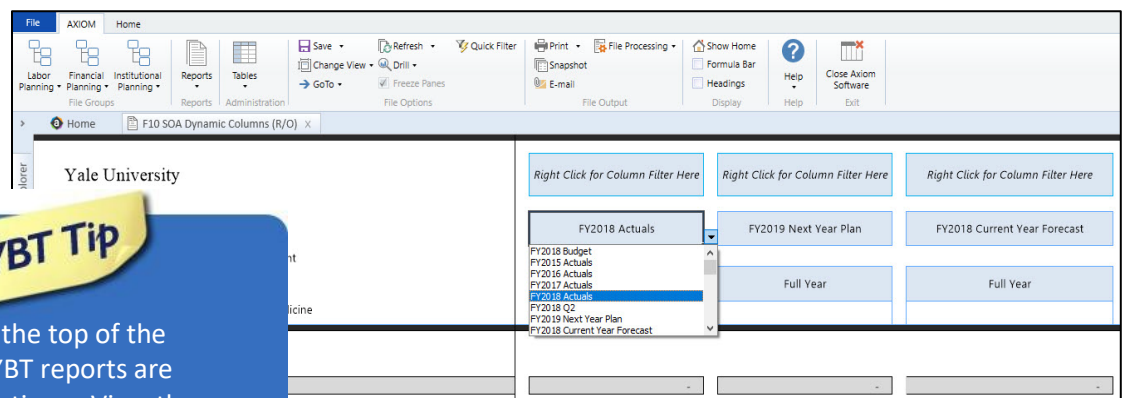
Many reports offer the option of more complex filtering. Say, for example, you want to filter on multiple Cost Centers and a Project. Use the Filter Wizard box at the top-right of the report (see screen shot below.). Right click on the box that says, "**RIGHT CLICK HERE**", select **Filter Wizard**, and create the appropriate filter for the report. This filter will be applied, along with whatever other filters are selected in the Refresh Variables box.



NOTE: The screen shot shows part of the Axiom Ribbon. Many of the buttons shown above provide added functionality within reporting.



Use the Change view button to switch between available views in a report. Drilling shows the detail behind summary figures. When using "Quick filter" you cannot save your selections.



**YBT Tip**

Blue cells at the top of the columns in YBT reports are selectable options. View the screenshots for an example.

## Drilling in YBT Reports

You can drill down a row in many YBT reports to view the data at a different level of detail. For example, if a row of data in the report shows budget totals for the Department, you can drill the row to see the values for each individual Cost Center in that Department. This type of drilling is known as "drilling down."

If a row is eligible for drilling, you can drill down hierarchies that have been set up for the data. For example, drill on an account summary row to get to the ledger detail.

### To drill down a row of data:

1. Place your cursor in the cell of data that you want to drill.
2. You can click the Axiom tab, in the **File Options** group, click **Drill**, and then select the desired drill level from the Drill Down sub-menu.

A temporary file will open, named Drill\_Filename.xlsx. This file contains a drill sheet which shows the results of the selected drill. If you want to continue to drill, you can either:

- Return to the original sheet (or a different sheet) in the original file, and then select a new drill level; or
- Select a cell in the drill sheet and continue drilling to a lower level of detail. A new drill sheet will be created in the temporary file with the results.
- When you are finished viewing the drill results, close the temporary file. (You do not need to save the file.)
- If you want to share the drill results with someone else, the best approach is to create a snapshot copy of the temporary drill file.

### Double-click drilling

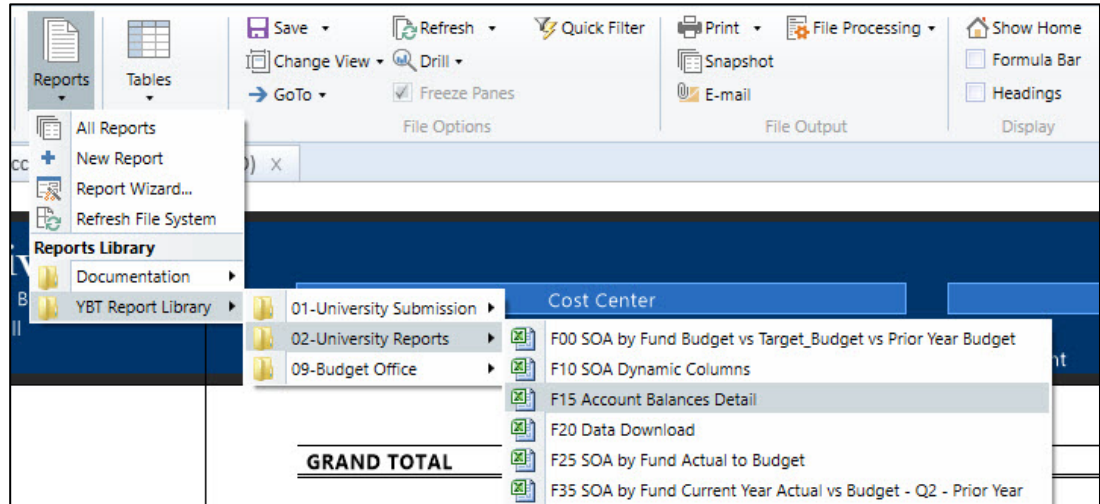
You can drill a row of data by double-clicking it. In this case, a dialog box opens, listing the drilling options for the current row selection. Select the **desired drill level** and then click **OK**.

## Drilling options

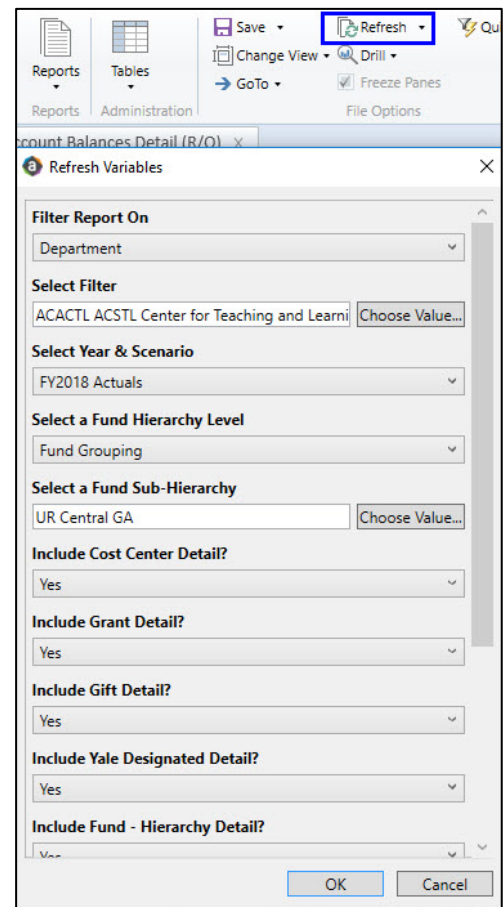
Drill option	Description
Hierarchies	<p>Hierarchies are defined per dimension (on the relevant reference table), and YBT has defined hierarchies that outline logical drilling paths which maps to the Yale Chart of Accounts (see the COA website <a href="http://coa.yale.edu">coa.yale.edu</a> for more information).</p> <p>On the Drill menu, hierarchies are listed first if defined. Only hierarchies relating to the current data are shown.</p>
All Detail	<p>Selecting All Detail takes you directly to the very "bottom" of the data. Essentially, you are drilling based on all dimensions at once, rather than on one specific dimension.</p> <p>The drill sheet will contain one column for each dimension (key column) in the data, including a description column for each (if applicable).</p> <p>NOTE: If the row contains data from more than one data table, then this option is only available if the tables share the exact same key columns and all of the key columns are lookup columns.</p>
Choose Columns	<p>Selecting Choose Columns allows you to drill based on any relevant column for the current data, including non-lookup key columns.</p> <p>In the Select Columns dialog, select the column (or columns) that you want to drill by. You can select from any column in the primary data table, as well as any column in linked reference tables.</p> <p>This drilling option is entirely free form. There is no validation to determine if a particular column selection makes sense in relation to the current data.</p> <p>NOTES:</p> <p>Calculated fields do not display and cannot be used for drilling.</p>

## To Save a Report

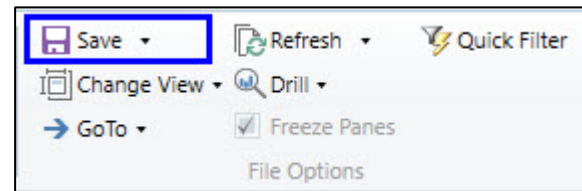
1. Open a report from the Report Library as shown in the Open a Report section in the beginning of the Reporting section of this manual. (In this example, we will use **F15 Account Balances Detail**.)



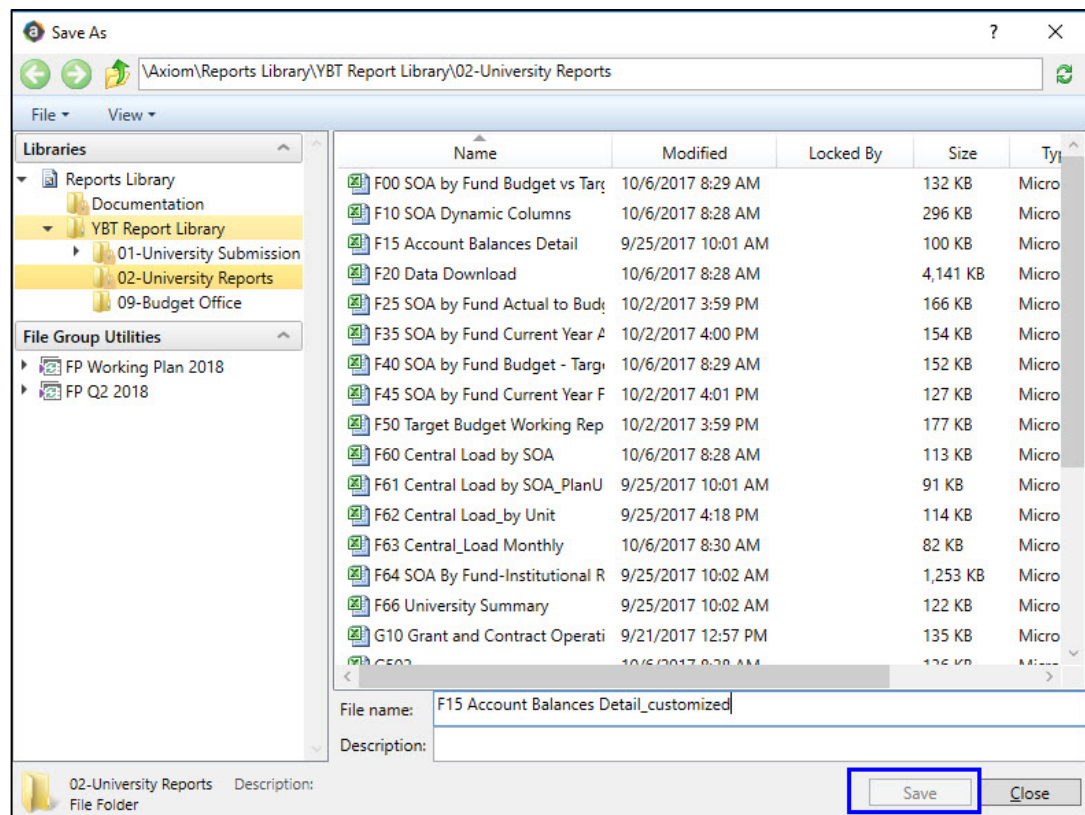
2. Enter any report specific parameters and **Refresh** the report:



3. Select the drop down next to Save to view the save options. We'll choose Save As (Repository).



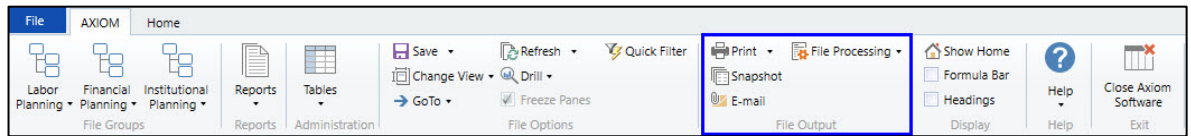
4. You will see the report folders to which you have access (i.e., the YBT Report Library and subfolders). Report folders display depending on department based on security. Rename the report as desired, but be sure to preserve the report numbering convention (in this case F15) and click **Save**.



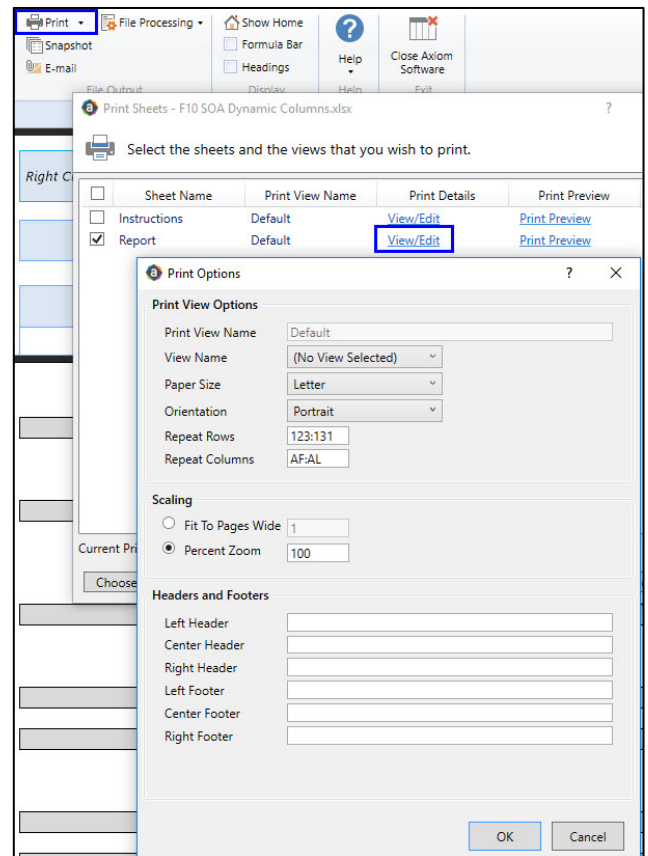
**Note:** If no reports have been previously saved to the departmental folder it will appear “un-enabled” until one report has been saved there.

## To Export a Report

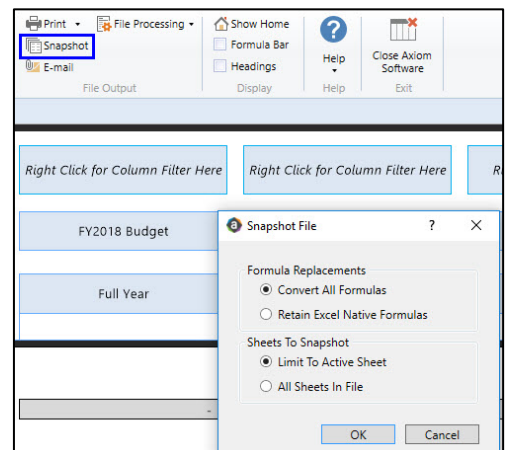
1. Repeat steps 1 and 2 described in previous section on How to Open report.
2. After the report results appear, select the desired option in the File Output section in the Axiom Tab >> **File Output**).



- a. **Print**- Opens the Print Sheets dialog box. Select **View/Edit Print Details** to open the Print Options dialog box. Click **OK** when finished selecting options.

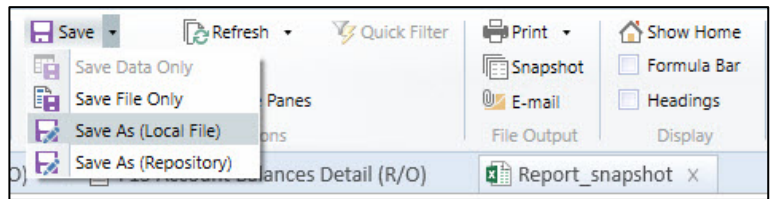


- b. **Snapshot**- Saves a snapshot to a local folder. Choose the Snapshot options. Select **OK** to create snapshot.

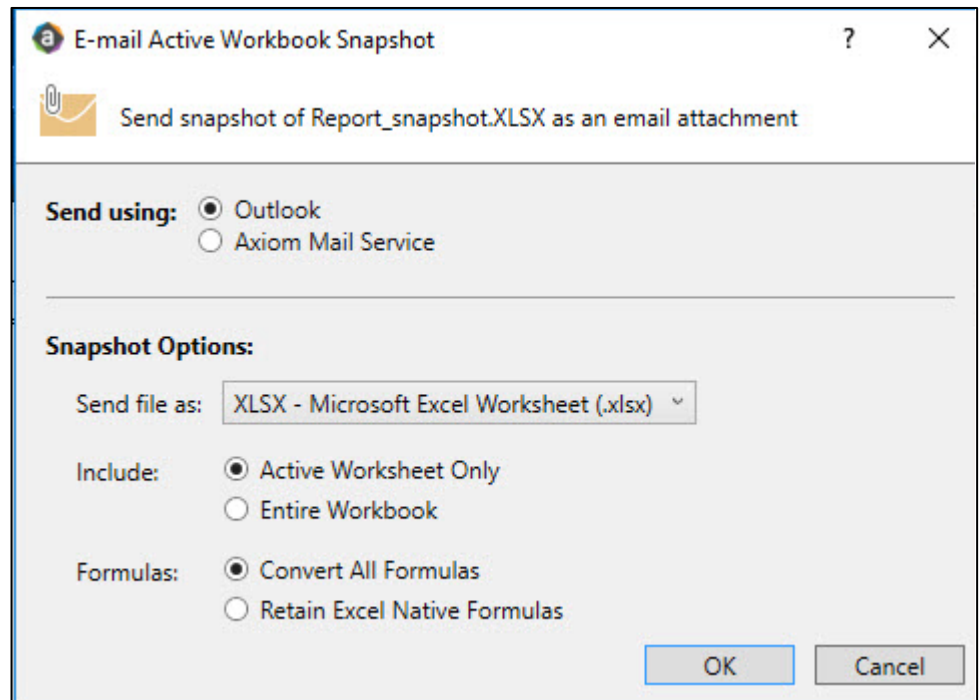




To save a report snapshot, Click the down area on the Axiom Save button and select **Save As (Local File)**.



- c. **Email-** Opens the Email Active Workbook dialog box, shown below, where you can set options. Click **OK** when finished selecting options (it is recommended that you use the 'Convert All Formulas' selection).





## Available Reports

This is the set of reports available as of this posting of the User Guide.

### University Reports

Report Name	Comments
F00 SOA by Fund Summary - Budget vs Target	Budget vs Prior Year Budget (University Submission - Budget Submission folder)
F10 SOA Dynamic Columns	
F15 Account Balances Detail	
F20 Data Download	
F25 SOA by Fund Summary – Dynamic Columns	In both University Reports and University Submission folders
F35 SOA by Fund - Current Year Actual	(B/(W) Budget, Q2 and Prior Year Actuals). In both University Reports and University Submission folders.
F40 SOA by Fund Summary Budget, Target and Next Year Plan	Report can be run for the following cycle selections: CY Forecast, NY Plan, Q2 Forecast, Budget, Q0 Plan. In both University Reports and University Submission folders.
F45 SOA by Fund Summary - Current Year Forecast	
F50 Target Budget Working Report	(GA Only)
G10 Grant & Contract Operating Budget	
L08 Labor Data Download	
L10 Salary by Person Dynamic Columns	
L15 Salary and Fringe All Projections	
L20 Salary by Person Current Yr Act and Fcst	
L25 Salary by Person – by Mission and Fund Summary	
L30 Salary and FTE Growth with Fringe	
L31 Salary and FTE Growth	Report can be run for the following cycle selections: CY Forecast, NY Plan, Q2 Forecast, Budget, Q0 Plan
L50 Salary and FTE	In both University Reports and University Submission folders
L60 Labor Commitments vs YBT	

# 6

## Appendices

### Appendix 1: Glossary of Terms

Term	Definition
Actuals	Amount already expended or revenue already received
Allocated Salary	Percent Allocated By COA
Axiom EPM	Enterprise Performance Management
Budget	An estimate of costs, revenues and resources over a specified period. Also serves as a plan of action, and a standard for measuring performance. Budgets generally need to be approved by an authorized party.
Burden	The Indirect Direct Costs (IDC) associated with a grant. Based on the IDC rate, determined by the funding source, the university collects a percentage of the budgeted dollars.
CM	Calculation Method; a row in spreadsheet that has been saved back to a central location for re-use
CYA	Current Year Actual
CYB	Current Year Budget
CYF	Current Year Forecast which is Current Year Actuals + Projections (Forecast for the current year)
Detail Block	Allows additional detail information to be added below the level of Ledger Account (example: 81036 Travel Expenses can add detail for individual trips)
Employee Salary	Full Salary X FTE %
Forecast	Activity whereby a business unit states its expected year-end financial position based on actual and projections. Snapshots of a forecast are saved (versioned) for required cyclical reporting (quarterly forecasting).
FTE	Full Time Equivalent
FTE Salary	Salary for Full Time Employee
FP Working Plan	Various Financial workbooks for your unit
Input By Total or Monthly Columns	Total allows you to put in the amount into one column in the Financial Workbook, and it automatically spreads data over the remaining months; Monthly input allows you to distribute the dollars over 12 months
IP	Institutional Plan
LP Working Plan	Various Labor Plan workbooks for your unit
LYA	Last Year Actual
LYNYP	The Next Year Plan columns in the prior year's workbook (Last Year Next Year Plan)

Term	Definition
Monitoring	Continuous process of reviewing variances and adjusting activities or forecast as necessary.
NYP	Next Year Plan (Allows for planning for the next year)
Projections	Educated estimates of future revenues and expenditures informed by past actuals and commitments. A projection would encompass commitments. Think of this as something that <i>is likely</i> to happen (e.g., a position that you plan to hire).
Regular Salary	Salary for Faculty and M&Ps
Regular Wages	Monthly salary for individuals that are paid weekly, such as C&Ts
Seeding	Populating your Forecast or Next Year Plan, with various options
Split In	Percent of Labor cost for a person allocated from another department or unit that your unit pays for (other department's employee, my COA)
Split Out	Percent of Labor cost for a person you allocate to another department or unit (my employee, other department's COA)
SME	Subject Matter Expert
UPI	University Person Identifier (a unique, numeric identifier for each member of the Yale community)
YBT	Yale Budgeting Tool