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Introduction

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 replaces the Oracle Financial Analyzer (OFA) and the Financial Management Tool (FMT).

YBT is Yale’s customized version of software developed by Axiom EPM of 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.

1. Set up for success
   • Consistent and standard use of the Chart of Accounts
   • Budget development and commitment management at appropriate and consistent levels of detail
   • Clearly defined roles and responsibilities within and across offices
   • Train on both the “how” (processes, tools, timelines) and the “why” (roles/responsibilities, policies, risks, etc.)
   • Foster exceptional stewardship (strong internal control environment; policies and procedures clear, current, communicated)

2. Get it right the first time
   • Timely, accurate, and complete financial information and transaction processing
   • Standardized approval processes that ensure strong internal controls
   • Clear definition of what “approval” means
   • Budgeting and direct charging to all awards

3. Manage smart
   • Cost of implementing a control should not outweigh its benefit
   • Single source for reliable data
   • Transaction review processes that are optimized for the review of high-risk transactions
   • Standard, meaningful and timely financial reports
   • Workflow processes that are efficient and leverage economies of scale
   • Allow business managers to understand the intentions and capture the decisions of program leaders
   • Assess “all funds, full costs” needed to support activities over time and make well-informed decisions
   • Use standard financial reports to provide a common language across units – for faculty, staff, leadership
• Provide high quality analysis and advice (easy to understand and access; comprehensive; “transparent economics”)
Getting Started

System Requirements

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

- Windows Operating System (Windows XP SP3, Windows Vista SP2, Windows 7 or higher)
- Microsoft Internet Explorer 7 or higher
- Microsoft Excel 2007 SP2 (32-bit) or Microsoft Excel 2010 (32-bit)
- CPU: Dual core 2.0Ghz or higher
- RAM: 2GB
- 400MB available disk space

**YBT does not work on the Macintosh platform or with browsers other than Internet Explorer.**

In addition there are two YBT versions, or clients, available:

- The **YBT Excel client** operates with the basic look and feel of Microsoft Excel 2007 and 2010, providing the full suite of YBT functions and features.
- The **YBT web client** is available for users with Microsoft Excel 2003 or earlier. This version is more limited in functionality but is adequate for those who use YBT less frequently or for reporting only.
- To take full advantage of the software, it is recommended that those using Excel 2003 or earlier upgrade to Excel 2007 or 2010 before installing YBT. This upgrade is available on the ITS software library ([http://software.yale.edu/Library](http://software.yale.edu/Library)) at no cost.

Launching YBT

The software components needed for you to use YBT are automatically “pushed” to your computer in the background. When you need to use YBT, simply:

1. Go to the Yale portal ([https://portal.yale.edu](https://portal.yale.edu)).
2. Log in to the portal with your Yale NetID and password.
3. Click one of the **Yale Budgeting Tool** links under Yale Services.
   - YBT Excel Client
   - YBT Web Client
4. The YBT home page appears.

**NOTE:** If you encounter problems with the above process or are unable to launch the YBT application, call the ITS Help Desk at **203-432-9000**.
The YBT Home Page

What’s here?

<table>
<thead>
<tr>
<th>Section of Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigation area</td>
</tr>
<tr>
<td>2</td>
<td>Bulletin</td>
</tr>
<tr>
<td>3</td>
<td>Contacts</td>
</tr>
<tr>
<td>4</td>
<td>System Status</td>
</tr>
<tr>
<td>5</td>
<td>Budget Calendar</td>
</tr>
</tbody>
</table>

1. Navigation area: Links to training resources and related information
2. Bulletin: Time sensitive updates
3. Contacts: Key contacts for getting assistance
4. System Status: Latest updates and news
5. Budget Calendar: Due dates for planning and budgeting processes
YBT Tabs

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 allows you to access Excel files and common commands.

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Start a new file</td>
</tr>
<tr>
<td>Open</td>
<td>Open an existing file</td>
</tr>
<tr>
<td>Close</td>
<td>Close an open file</td>
</tr>
<tr>
<td>Print</td>
<td>Print a file</td>
</tr>
<tr>
<td>Save</td>
<td>Save a file</td>
</tr>
<tr>
<td>Help</td>
<td>Open online help</td>
</tr>
<tr>
<td>About Axiom</td>
<td>Axiom-related details (software version, etc.)</td>
</tr>
<tr>
<td>Close</td>
<td>Close the YBT application</td>
</tr>
</tbody>
</table>

The Axiom Tab

Major YBT files 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:

<table>
<thead>
<tr>
<th>Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Groups</td>
<td>Access files for labor planning, financial planning, and grant planning</td>
</tr>
<tr>
<td>Reports</td>
<td>Access existing reports</td>
</tr>
<tr>
<td>File Options</td>
<td>Perform actions such as saving the file, refreshing data, and inserting planning rows</td>
</tr>
<tr>
<td>File Output</td>
<td>Perform file output actions on YBT files, such as taking snapshot copies</td>
</tr>
<tr>
<td>Display</td>
<td>Manage display options. Show or hide the Home page, the formula bar, or sheet headings</td>
</tr>
<tr>
<td>Help</td>
<td>Open Help files</td>
</tr>
<tr>
<td>Exit</td>
<td>Close Yale Budgeting Tool</td>
</tr>
</tbody>
</table>

**Other Tabs**

YBT includes additional Excel functionality via the other tabs on the ribbon. These include:

- Home
- Insert
- Page Layout
- Formulas
- Data
- Review
- View
- Acrobat

**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.

---

**YBT Tip**

You can add Paste Special… Values as a button on your Excel quick access toolbar in the upper left-hand corner.

1. Right-click anywhere on the Excel toolbar and choose Customize Quick Access Toolbar.

2. Select All Commands from the Choose Commands From dropdown menu.

3. Scroll down the list and click on Paste Values.
Scrolling

Like Excel, you should be sure to scroll not only up and down, but left and right to ensure that all of your data is visible.

The GoTo Button

The GoTo button takes you to a specific section within YBT. Your options will vary depending on the module and tab that you are in.

Shortcuts

If you are using the YBT Excel client, the keyboard shortcuts available for Microsoft Excel are available when working in YBT.

Additionally, the following keyboard shortcuts will perform YBT-specific tasks:

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl+S</td>
<td>Save</td>
</tr>
<tr>
<td>F9</td>
<td>Refresh All</td>
</tr>
<tr>
<td>F12</td>
<td>Save As (Repository)</td>
</tr>
</tbody>
</table>

Colors in YBT

The following colors are used consistently in all YBT modules:

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow shading</td>
<td>Available for data input or modification. Yellow shaded PTAEO cells are Labor Suspense PTAEOs which can be overwritten with the valid PTAEO combination.</td>
</tr>
<tr>
<td>Gray or no shading</td>
<td>Locked (not editable)</td>
</tr>
<tr>
<td>Blue shading</td>
<td>Indicates that HR data has changed in Labor Plan</td>
</tr>
<tr>
<td>Red shading</td>
<td>Indicates a difference noted in the Allocations tab of the labor plan. See the Labor Planning section for details.</td>
</tr>
<tr>
<td>Red text</td>
<td>Shortcut that will do what is described in text (example: &lt;&lt; Insert a New Managerial / Professional Employee &gt;&gt;) Red numbers in the monthly allocation buckets mean that an Award is past the end date of the month in which the allocation is to hit (i.e., the PTAEO will not be charged).</td>
</tr>
</tbody>
</table>
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 expense type 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.

Where to Get Assistance

If you are unable to install or open the YBT application, please call the ITS Help Desk at **203.432.9000**.

For questions and issues regarding specific YBT functions or data:

- Email [ybtsupport@yale.edu](mailto:ybtsupport@yale.edu), or
- Call **203.436.5929**.
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.

You can open more than one plan at a time by holding down the Ctrl key and clicking on multiple files.

The Employees Tab

Use the Employees tab to manage information about employees, including:

- Employee name
- Position
- Plan start and end dates
- FTE %
- FTE salary

Employees listed are grouped by job class, with one block for each type of employee:

- Faculty
- Post Doctorates
- Managerial & Professional (M&P)
- Clerical & Technical (C&T)
- Service & Maintenance (S&M)
- Student/Casual
- Splits In

When your plan is built at the beginning of the fiscal year, all current employees will be added automatically; students and casuals will need to be added manually. Throughout the year as new employees join your department, and there are changes to existing employees, you will need to adjust the labor plan.
Summary View

The **Summary View** contains one row of data per person using the default column set as defined below:

<table>
<thead>
<tr>
<th>Column</th>
<th>Name</th>
<th>Description</th>
<th>Source</th>
<th>Updates</th>
<th>Comment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z</td>
<td>UPI</td>
<td>University Personal Identifier</td>
<td>Oracle</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>AA</td>
<td>Employee</td>
<td>Employee’s name (Last, First)</td>
<td>Oracle</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>AB</td>
<td>Position Name</td>
<td>Employee’s job title</td>
<td>Oracle</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>AC</td>
<td>Home ORG</td>
<td>Employee’s home organization</td>
<td>Oracle</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>AG</td>
<td>Plan Start Date</td>
<td>Effective date of the plan in YBT</td>
<td>Oracle</td>
<td>Daily</td>
<td>By default, plans in YBT have duration of 2 years.</td>
</tr>
<tr>
<td>AH</td>
<td>Plan End Date</td>
<td>End date of the plan in YBT</td>
<td>Oracle</td>
<td>Daily</td>
<td></td>
</tr>
</tbody>
</table>

**Current Employee Data**

<table>
<thead>
<tr>
<th>Column</th>
<th>Name</th>
<th>Description</th>
<th>Source</th>
<th>Updates</th>
<th>Comment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ</td>
<td>Job Class</td>
<td>Job class code (FAC, PDA, MP, CT, SM, etc.)</td>
<td>Oracle</td>
<td>Daily</td>
<td>Updated daily in YBT files.</td>
</tr>
<tr>
<td>AK</td>
<td>Fringe Code</td>
<td>Code for fringe associated with the job (H, S or P)</td>
<td>Oracle</td>
<td>Daily</td>
<td>Updated daily in YBT files.</td>
</tr>
<tr>
<td>AL</td>
<td>FTE %</td>
<td>Full Time Equivalent percentage</td>
<td>Oracle</td>
<td>Daily</td>
<td>Updated daily in YBT files.</td>
</tr>
<tr>
<td>AM</td>
<td>FTE Salary</td>
<td>Full Time Equivalent annual salary (assuming 100%)</td>
<td>Oracle</td>
<td>Daily</td>
<td>Updated daily in YBT files.</td>
</tr>
</tbody>
</table>

**Current Year Plan**

<table>
<thead>
<tr>
<th>Column</th>
<th>Name</th>
<th>Description</th>
<th>Source</th>
<th>Updates</th>
<th>Comment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>Employee Salary</td>
<td>Employee’s actual salary based on start date</td>
<td>Oracle</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>AQ</td>
<td>Allocated Salary</td>
<td>Portion of salary charged to a specific PTAEO</td>
<td>Oracle</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>AR</td>
<td>Variance Salary</td>
<td>Difference between employee salary and allocated salary</td>
<td>Oracle</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>AS</td>
<td>Other NonYale Salary</td>
<td>Any additional Yale salary (e.g., VA Hospital)</td>
<td>Oracle</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>AT</td>
<td>Total Salary</td>
<td>Total of employee and other salary</td>
<td>Oracle</td>
<td>Daily</td>
<td></td>
</tr>
</tbody>
</table>
### Table 1: Employees Tab – Summary View

<table>
<thead>
<tr>
<th>Column</th>
<th>Name</th>
<th>Description</th>
<th>Source</th>
<th>Updates</th>
<th>Comment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV</td>
<td>Salary Increase %</td>
<td>Percentage of employee’s salary increase</td>
<td>University Parameter</td>
<td>One-time</td>
<td></td>
</tr>
<tr>
<td>AW</td>
<td>Salary Increase Date</td>
<td>Effective date of employee’s salary increase</td>
<td>University Default</td>
<td>One-time</td>
<td></td>
</tr>
</tbody>
</table>

#### Next Year Plan

| AX     | Employee Salary      | Employee’s salary for next fiscal year, including planned increase                                     | Oracle       | Daily     |                       |
| AY     | Allocated Salary     | Portion of salary for next fiscal year charged to a specific PTAEO                                       | Oracle       | Daily     |                       |
| AZ     | Variance Salary      | Difference between employee salary and allocated salary for next fiscal year                           | Oracle       | Daily     |                       |
| BA     | Other NonYale Salary | Any additional Yale salary for next fiscal year                                                         | Oracle       | Daily     |                       |
| BB     | Total Salary         | Total of employee and other salary for next fiscal year                                                 | Oracle       | Daily     |                       |

**Detail View**

The **Detail View** contains the default column set defined above, plus some additional columns and rows to allow you more granular control of your data. Go to File Options >> Change View, and select Detail View.

<table>
<thead>
<tr>
<th>Column or Row</th>
<th>Name</th>
<th>Description</th>
<th>Source</th>
<th>Updates</th>
<th>Comment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BG-BR</td>
<td>Current Year Plan</td>
<td>Current year plan monthly buckets</td>
<td>User defined</td>
<td>User defined</td>
<td>One column for each month of the current fiscal year</td>
</tr>
<tr>
<td>BS-CD</td>
<td>Next Year Plan</td>
<td>Next year plan monthly buckets</td>
<td>User defined</td>
<td>User defined</td>
<td>One column for each month of the next fiscal year</td>
</tr>
<tr>
<td>CF-CG</td>
<td>9 Over 9 Program for Faculty</td>
<td>Provides 12 months of salary, allocated over 9 months.</td>
<td>User defined</td>
<td>User defined</td>
<td>Data is displayed over 2 columns (for current and next year plan)</td>
</tr>
<tr>
<td>CI-CJ</td>
<td>% Over Pension Cap</td>
<td>Faculty with salaries over a defined amount</td>
<td></td>
<td></td>
<td>Data is displayed over 2 columns (for current and next year plan)</td>
</tr>
<tr>
<td>CL</td>
<td>Job Family</td>
<td>Further classifications within a position name</td>
<td>Oracle</td>
<td>Daily</td>
<td>Updated in YBT once a year</td>
</tr>
<tr>
<td>CM</td>
<td>Grade Number</td>
<td>Employee’s salary band</td>
<td>Oracle</td>
<td>Daily</td>
<td>Updated in YBT once a year</td>
</tr>
<tr>
<td>CO</td>
<td>Position Control</td>
<td>An alpha/numeric field where users can track positions within their organizations</td>
<td>User defined</td>
<td>User defined</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Rows in Detail View**

<table>
<thead>
<tr>
<th>Column or Row</th>
<th>Name</th>
<th>Description</th>
<th>Source</th>
<th>Updates</th>
<th>Comment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE Percentage</td>
<td>The percentage that the employee will be working</td>
<td></td>
<td></td>
<td>For each employee, these rows are</td>
<td></td>
</tr>
</tbody>
</table>
Column or Row | Name | Description | Source | Updates | Comment(s)
--- | --- | --- | --- | --- | ---
 | FTE Salary | Employee’s annual salary, adjusted for their FTE percentage | | | added in Detail View |
 | Monthly Salary | FTE salary divided by 12, except for C&T and S&M 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) | | | |

Table 2: Employees Tab, Detail View

The Allocations Tab

Use the Allocations tab to charge employees to specific PTAEOs as needed.

Employees are listed alphabetically, Home Employees first, followed by Split-In Employees, and Other Salary Categories. Each section includes the Employee’s UPI, name and Home Org, as well as the PTAEOs used to pay for the employee’s salary.

Standard View

The Allocations tab has one Standard View in which all columns and rows are displayed as defined below.

<table>
<thead>
<tr>
<th>Column</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>UPI</td>
<td>University Personal Identifier</td>
</tr>
<tr>
<td>AV</td>
<td>Employee Name / Project</td>
<td>Project_Task</td>
</tr>
<tr>
<td>AW</td>
<td>Award</td>
<td>Award associated with project</td>
</tr>
<tr>
<td>AX</td>
<td>EXPTYPE</td>
<td>Expense Type is associated with Earnings Elements</td>
</tr>
<tr>
<td>AY</td>
<td>HomeOrg</td>
<td>Employee’s home organization</td>
</tr>
<tr>
<td>Org</td>
<td></td>
<td>Org in the PTAO charged</td>
</tr>
<tr>
<td>AZ</td>
<td>Project/ET Description</td>
<td>Project or expense type description</td>
</tr>
</tbody>
</table>
### Table 3: Allocations Tab

<table>
<thead>
<tr>
<th>Column</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>LOB</td>
<td>Line of Business</td>
</tr>
<tr>
<td>BC</td>
<td>CY Plan FTE Total</td>
<td>Current Year Plan FTE total</td>
</tr>
<tr>
<td>BD</td>
<td>CY Plan Salary Total</td>
<td>Current year plan salary total</td>
</tr>
<tr>
<td>BE</td>
<td>NY Plan FTE Total</td>
<td>Next year plan FTE total</td>
</tr>
<tr>
<td>BF</td>
<td>NY Plan Salary Total</td>
<td>Next year plan salary total</td>
</tr>
<tr>
<td>BH-BS</td>
<td>CY Plan Allocation</td>
<td>Current year plan percentage allocation (monthly)</td>
</tr>
<tr>
<td>BT-CE</td>
<td>NY Plan Allocation</td>
<td>Next year plan allocation (monthly)</td>
</tr>
<tr>
<td>CG-CR</td>
<td>CY Plan Salary</td>
<td>Current year plan salary (monthly)</td>
</tr>
<tr>
<td>CS-DD</td>
<td>NY Plan Salary</td>
<td>Current year plan salary (monthly)</td>
</tr>
<tr>
<td>DF</td>
<td>CY Plan Fringe Total</td>
<td>Current year plan fringe total</td>
</tr>
<tr>
<td>DG</td>
<td>NY Plan Fringe Total</td>
<td>Current year plan fringe total</td>
</tr>
<tr>
<td>DH-DS</td>
<td>CY Plan Fringe</td>
<td>Current year plan fringe (monthly)</td>
</tr>
<tr>
<td>DT-EE</td>
<td>NY Plan Fringe</td>
<td>Next year plan fringe (monthly)</td>
</tr>
<tr>
<td>EG</td>
<td>CY Plan Burden Total</td>
<td>Current year plan burden total (see the Glossary at the end of this document for more information)</td>
</tr>
<tr>
<td>EH</td>
<td>NY Plan Burden Total</td>
<td>Current year plan burden total</td>
</tr>
<tr>
<td>EI-ET</td>
<td>CY Plan Burden</td>
<td>Current year plan burden (monthly)</td>
</tr>
<tr>
<td>EU-FF</td>
<td>NY Plan Burden</td>
<td>Next year plan burden (monthly)</td>
</tr>
</tbody>
</table>

### UPI Hyperlink

When in Labor Plan, you can click the UPI hyperlink to easily navigate between the same employee’s records. The UPI hyperlink is located in:
- Column Z in Employee tab
- Column AU in Allocations tab

### Difference Noted

At the top of the Allocations tab in the Labor Plan, you may see a cell highlighted in red which reads **DIFFERENCE NOTED: Row - X**, where X is the row number. In the cell below, you can click on the hyperlink to view the row in question, highlighted in red.

In the example above, the employee’s CY Plan Salary Total is different than the Salary Total listed on the Employees Tab. It is missing 7% of the total amount, as evidenced by the .93 in the FTE Total column. Notice that the second PTAEO line has 0 in both the FTE and Salary columns, even though there is a 30% allocation on that PTAEO line during Sept-Nov 2012. In addition, the ExpType displays 724700, the default ExpType for Labor Suspense (indicated by the yellow shading on the PTAEO). This PTAEO is in suspense, so the 724700 was loaded by Oracle.
**Resolution:** Once a valid PTAEO with the correct ExpType (721000 in this case) is entered, the FTE % and the Salary attributed to this PTAEO will calculate and display. This will correct the difference, and the red shade will go away.
Common Processes

**Terminating an Employee**

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

1. Go to the Employees tab of the Labor Planning Workbook.
2. Change from Summary to Detail view:
   - Click the **Change View** button on the Axiom ribbon.
   - Select **Detail**. When you scroll to the right, you will see the additional detail data.

   **Note:** While you can perform this process in Standard View, the Detail View is recommended.

3. Select the **Plan End Date** (column AH) for the employee being terminated, then click the dropdown button to choose the date.

4. Scroll to the right to see the effect on monthly allocations. In this example, you will see that the employee is still allocated 100% in the months before the end date, but is no longer allocated in the months after the end date.

   **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 Managerial/Professional employee a 10% salary increase in September.

1. Go to the Employees tab of the Labor Planning Workbook. You can be in Summary or Detail view.

2. Select the Salary Increase column (AV).
   - Type 10.
   - Press the Tab key.

3. By default, the increase will take effect on September 1. To change the effective date, select column AW and type over the date.

4. To verify this transaction in the Detail view, scroll right to check that the amount after the selected date is 10% higher than the amount before the selected date.

**Salary Increase ($)**

**Situation:** Following a recently completed job audit, a Managerial/Professional employee in your department will receive a $5,000 increase in January 2013.

1. Go to the Employees tab of the Labor Planning Workbook.

2. Scroll to the right to access the monthly buckets provided in Detail view.
   - Highlight the cell in Column BY in the FTE Salary row.
   - Press F2 to edit the formula in this cell.
   - Position the cursor between the two ending parentheses in the formula. Type +5000, then press Enter.

3. Compare the salaries in Column BX and BY. The value in Column BY should be $5,000 larger.
Plan for an Unpaid Leave of Absence

Situation: A Managerial/Professional employee has been granted an unpaid Leave of Absence (LOA) from January 2013 through March 2013.

1. Go to the Employees tab of the Labor Planning Workbook. Go to Detail view (Change View >> Detail).
2. Scroll to the right to access the monthly buckets; then scroll down to access the specific employee.
3. Select the FTE Percent cell in Column BY for this employee.
4. Type 0 over the 100 in the highlighted column to indicate the employee will be 0% while on LOA.
   - Notice the 0 FTE is propagated through the rest of the fiscal year.
5. Next, go to Column CB 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).

Add a New To Be Named Position (TBN)

Situation: You have an approved open Managerial/Professional position and would like to plan for it. The position, a Financial Analyst 23, will be filled in January 2013 and the annual salary will be $52,000.

1. Go to the Employees tab of the Labor Planning Workbook.
2. On the Axiom ribbon, select Add Row(s) >> Employees >> Add a new Employee/Group – Managerial/Professional.
   - 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 pick list.
3. Choose the position name:
   - Double-click the Position Name Pick List
   - Enter a search phrase to filter the list
   - Select Financial Analyst 23
   - Click OK.

4. Select the Plan Start Date from the pull-down menu in Column AG.

5. Confirm that the fringe code (column AK) and FTE % (column AL) are correct.
   
   Tab to Column AM. Type the annual salary and press Enter.

6. On the Axiom ribbon, select Add Row(s) >> Allocations >> Home Employee.

   A new record displays on the Allocations tab.

7. Go to the Employees tab and click on the UPI column of the newly added record. Choose Copy (Ctrl + C or Right click, Copy).

8. Go back to the Allocations Tab and use the Paste Specials Values command to enter the UPI value.
9. Double click on << Add New Earnings Element >>.

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

10. Select Regular from the list and click OK.

The Calc Method Variables dialog window appears.

11. Click the Choose Value... button.

The Choose Value dialog window appears.

12. Select Regular Salary; click OK.

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

The new Allocations row will be added into your workbook.

14. Enter the Project Task, Award, ExpType, and Org information. To pick the ExpType from a list, use the EXPTYPE Pick List link. The Home / Split Out value will be assigned based on the org number entered.

15. Scroll right to the NY Plan cells and allocate the TBN at 100% beginning February 2013 (the start date for this example).
Add a C&T To Be Named Position (TBN) with Split Charging

**Situation:** You are filling a TBN clerical & technical position (administrative assistant) with split charging to two Home PTAEOs allocated at 50% each.

1. Go to the Employees tab of the Labor Planning Workbook.

2. On the Axiom ribbon, select Add Row(s) >> Employees >> Add a new Employee/Group – Clerical /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 pick list.

3. Choose the position name:
   - Double-click the Position Name Pick List
   - Enter a search phrase to filter the list
   - Select Administrative Assistant
   - Click OK.

4. Select the **Plan Start Date** from the pull-down menu in Column AG (in this case, November 2012).

5. Confirm that the fringe code (column AK) and FTE % (column AL) are correct.
   
   Tab to Column AM. Type the annual salary and press Enter.

6. On the Axiom ribbon, select Add Row(s) >> Allocations >> Home Employee.

   A new record displays on the Allocations tab.

7. Go to the Employees tab and click on the UPI column of the newly added record. Choose Copy (Ctrl + C or Right click, Copy).

8. Go back to the Allocations Tab and use the Paste Specials Values command to enter the UPI value.
9. Double click on << Add New Earnings Element >>.
The Insert Calc Method(s) in Sheet Allocations dialog window appears.

10. Select Regular from the list and click OK.
The Calc Method Variables dialog window appears.

11. Click the Choose Value... button.
The Choose Value dialog window appears.

12. Select Regular Wages; click OK.
A regular wages block displays in the employee’s record.

The Home / Split Out Calc Method will be added. The Home or Split Out label will be populated based on the Org chosen.
14. Enter the Project_Task, Award, ExpType, and Org information for each PTAEO. To pick the ExpType from a list, use the EXPTYPE Pick List link.

15. Scroll right to the November 2013 cells and allocate each line appropriately.
Lump Sum Planning for Other Salary Categories

Casuals

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

> Staff Other
> Staff C&T Overtime
> Staff S&M Overtime
> Student Research Assistant
> Additional categories available

1. Go to the Allocations tab of the Labor Planning workbook and select Other Salary Categories.
   - GoTo >> Allocations >> Other Salary Categories

2. Enter the PTAO information in the appropriate row.
   - In this example, it would be the Casual Employee row; note that the row already contains the Expense Type appropriate for casuals.

3. Enter the lump sum amount (20,000) in the appropriate fiscal period:
   - BC for CY Plan
   - BE for NY Plan (used in this example)
4. Enter 100% in the columns representing the months the casuals will work.

5. Scroll to column BF (NY Plan Salary Total) to see the entire planned salary.

Promotion from C&T to M&P

**Situation:** A Clerical & Technical (C&T) employee has accepted a new Managerial & Professional (M&P) position in your department, and you would like to plan for it.

1. Go to the Employees tab of the Labor Planning Workbook. Scroll down to locate the employee being promoted.

2. Select the Plan End Date field (Column AH). Click the down arrow and indicate the last month that the employee will be a C&T.
3. On the Axiom ribbon, select Add Row(s) >> Employees >> Add a new Employee/Group – Managerial/Professional.

YBT scrolls to the bottom of the M&P section and displays the new record.

4. To define the M&P employee, you need to link the employee’s C&T record to the new M&P record.
   - Copy the UPI from the CT record.
   - Paste Special the Value into the MP record’s UPI cell. YBT displays the employee’s name, position and ORG.

5. Double-click the Position Name Pick List link to identify the new M&P position. Select the new position name and click OK.

6. To indicate when the employee will start the M&P role, click the down arrow in the Plan Start Date field (column AG) and select the month and year of the promotion.
7. Change the Job Class, Fringe Code, and Salary:
   - Type MP into column AJ.
   - Type S in Column AK.
   - Type the annual salary in Column AM.

8. Navigate to the Allocations tab to add the new earnings element (regular salary) to the employee’s record.
   - Double-click the hyperlink in the UPI column of the employee’s C&T record.
   - The employee’s record is displayed on the Allocations tab.

9. Double-click the **<<Add New Earnings Element>>** link.
   
   The Insert Calc Method(s) in sheet Allocations dialog window appears.

10. Select **Regular**, and click OK.
    
    The Calc Method Variables dialog window appears.
11. Click the Choose Value… button.

The Choose Value dialog window appears.

12. Select the Regular Salary item, and click OK.


14. Double-click the << Add New Regular Salary Allocation>> link. The new Allocations row will be added into your workbook. Enter the information for Project_Task, Award, ExpType and Org in the space provided. The Home / Split Out value will be assigned based on the Org entered.

If the PTAEO you want to use is located elsewhere in the file, use Excel’s Copy and Paste (Special/Values) commands to copy and paste.
15. Scroll to the right to end the allocations to the old PTAEO (C&T) and allocate the charges to the new PTAEO (M&P) in Jan of 2013.
   • Change ‘100’ to ‘0’ and ‘0’ to ‘100’ for the relevant months.

16. Scroll back to Columns BC - BF to verify that the allocations and salary are correct from the current year’s plan to the next.

What is a Split?
If the employee’s salary is split over multiple PTAEOs, all PTAEOS will be listed here, along with monthly allocations for each PTAEO. You’ll also find links to add a new allocation and add a new earnings element.

Split Out
A Split Out is your employee, but another department’s PTAO. Split out employees are listed in the section appropriate for their job class (faculty, post docs, M&P, C&T, S&M) on the Employees tab in the labor plan.

Like all employees, split-out employees have a record in the Allocations tab of the labor plan. At least one of their allocations will be labeled “Split Out” in Column AU of the Allocations tab.

To split out an existing employee:
1. Locate the employee’s record in the Allocations tab of the Labor Plan.
2. Double-click the << Add New Regular Salary Allocation >> link in the employee’s record.
3. Enter the Project_Task, Award, Expense Type, and Org information. The Split Out value will be assigned based on the Org entered.
4. Enter the Allocation % in each month as appropriate.

<table>
<thead>
<tr>
<th></th>
<th>BX</th>
<th>BY</th>
<th>BZ</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2013</td>
<td>FY 2013</td>
<td>FY 2013</td>
<td></td>
</tr>
<tr>
<td>NY Plan</td>
<td>NY Plan</td>
<td>NY Plan</td>
<td></td>
</tr>
<tr>
<td>Allocation</td>
<td>Allocation</td>
<td>Allocation</td>
<td></td>
</tr>
<tr>
<td>Nov-2012</td>
<td>Dec-2012</td>
<td>Jan-2013</td>
<td></td>
</tr>
<tr>
<td>50.00</td>
<td>50.00</td>
<td>50.00</td>
<td></td>
</tr>
</tbody>
</table>

**Split In**

A Split In is another department’s employee, but your PTAO. Split-in employees are listed at the bottom of the Employees tab in the labor plan.

Each split-in employee will have a record in the Allocations tab of the labor plan.

To add a new split-in employee, use the << Add New Splits In >> link at the end of the Split In section at the bottom of the Employees tab in the labor plan.
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 PTAEO(s) in your department which has activity during the year.

Rows on the FP Working Plan

PTAEOs are displayed in blocks, as shown in the illustration to the right. Each block displays information for one PTAEO in the following rows:

- Beginning Balance
- Revenue
- Labor Expense (from Labor Plans)
- Non-Labor Expense
- Transfers
- Ending Balance
The FP Working Plan displays several columns as defined below:

<table>
<thead>
<tr>
<th>Column</th>
<th>Name</th>
<th>Description</th>
<th>Source</th>
<th>Updates</th>
<th>Comment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI</td>
<td>EXPTYPE</td>
<td>Code for the expense type</td>
<td>DWH</td>
<td>Monthly</td>
<td></td>
</tr>
<tr>
<td>AJ</td>
<td>Description</td>
<td>Description of expense type</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AK</td>
<td>LOB</td>
<td>Line of Business</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td>LY Actuals</td>
<td>Total actuals from last fiscal year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AN</td>
<td>CYTD Actuals</td>
<td>Total of all actuals for closed months in current fiscal year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP</td>
<td>CY Budget</td>
<td>Current year budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AQ</td>
<td>CY Forecast</td>
<td>Current year forecast (actuals plus projections)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AR</td>
<td>Variance CYP vs. CYB</td>
<td>Difference between current year plan and current year budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AT-BE</td>
<td>CY Forecast</td>
<td>Monthly projections for current year forecast (closed months are actuals; unclosed months are projections).</td>
<td></td>
<td></td>
<td>After month-end process, the data warehouse replaces projections with actuals.</td>
</tr>
<tr>
<td>BF</td>
<td>CY Forecast Comments</td>
<td>Remarks related to current year forecast</td>
<td></td>
<td></td>
<td>Comments are saved to the database and available for reporting.</td>
</tr>
<tr>
<td>BH</td>
<td>CY Dept Plan</td>
<td>Current year department plan</td>
<td></td>
<td></td>
<td>For FY13, the CY Dept Plan has been pre-populated with the current year Budget.</td>
</tr>
<tr>
<td>BI</td>
<td>Commitments</td>
<td>DWH Non Labor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Column</td>
<td>Name</td>
<td>Description</td>
<td>Source</td>
<td>Updates</td>
<td>Comment(s)</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------</td>
<td>--------------------------------------------------</td>
<td>--------</td>
<td>---------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>BJ</td>
<td>Commitments</td>
<td>Projections Curr</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BK</td>
<td>Commitments</td>
<td>Proj Future</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BM</td>
<td>NY Dept Plan</td>
<td>Total</td>
<td></td>
<td></td>
<td>Total for next year department plan</td>
</tr>
<tr>
<td>BN</td>
<td>NY Target Plan</td>
<td>Total</td>
<td></td>
<td></td>
<td>Total for next year target plan</td>
</tr>
<tr>
<td>BO</td>
<td>NY Plan Total</td>
<td>Total</td>
<td></td>
<td></td>
<td>Total for next year plan</td>
</tr>
<tr>
<td>BP</td>
<td>Variance NYP vs TGT</td>
<td>Difference between next year plan and target plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BR-CC</td>
<td>NY Plan Budget</td>
<td>Monthly budget for next year plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD</td>
<td>NY Plan Budget</td>
<td>Comments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remarks related to budget for next year plan</td>
<td></td>
<td></td>
<td>Comments are saved to the database and available for reporting.</td>
</tr>
</tbody>
</table>

**Table 4: Financial Working Plan**

**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, your Financial Planning Workbook is set up for total input.
- Enter a total yearly amount in one column (yellow cell)
- The total amount is spread evenly across unclosed months

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

**NOTE:** Monthly amounts are:
- Not directly editable
- Automatically adjusted when actuals hit (the unclosed months are adjusted such that the Total Amount remains unchanged)
YBT refers to the input method (total or monthly) as the **Calc Method**.

**To Change the Calc Method of a row:**
1. Click on the row for the ExpType you want to change.
2. Right-click to access the Add Rows menu. Click Add Rows>> Change Calc Method from the File Options section.
3. Choose the desired Calc Method (total or monthly); click **OK**.
4. Click **Yes** to confirm your decision.

---

**Common Processes**

**Add a New Row**
1. Double-click on the appropriate link:

   <<Add New Revenue Line>>
   <<Add New Non-Labor Expense Line>>
   <<Add New Transfer Line>>

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 an ExpType by clicking the Choose Value… button.

4. A dialog box showing the available EXP types displays.
   - Choose the EXP type and click OK.
   - Confirm your choice by clicking OK again.
Add a New Expense Type

**Situation:** You need to add a new expense type within the correct category of a PTAO’s P&L. In this example, you will add a line for conference and seminar fees (non-Labor expense type). Use the Financial Planning workbook to add the expense type.

1. Locate the PTAO block to which you will add the new expense type.

2. Double-click **<<Add New Non-Labor Expense Line>>**. (If adding a new Revenue or Transfer line, scroll until the relevant link appears.)

3. Choose among the available calculation methods; click **OK**.

4. Click the **Choose Value...** button to choose the expense type.

5. Choose the Expense Type Code; click **OK**.

6. Select the yellow input cell and enter the total amount for the year; press **Enter**.

7. Scroll right to look at the monthly buckets to confirm that the amount you entered is spread evenly across the unclosed months.

**Note:** This is valid for total method only, not monthly.

Add a New Revenue Line

**Situation:** Your department has a new Revenue line to add. In this example, we will use Tuition and plan for $100,000 in the next fiscal year plan.

1. In an FP workbook, double click the **<< Add New Revenue Line >>** link.
2. Enter the value for the ExpType, if known. Otherwise, click **Choose Value...** to use the ExpType lookup.

3. Type a search phrase (in this case, YNHH) to filter the list.
   - Select the desired ExpType (in this case, YNHH Contract Income)
   - Click **OK**.

4. To add the total amount in the NY Plan column:
   - Scroll to the right on the revenue line to column BO and add $100000.
   - Notice the monthly buckets to the right of your entry. The total amount of the revenue has been split even across them, since we chose the Revenue Total Method. We enter a total and its spread evenly across all remaining months of the year.
Seeding: (e.g. Current Year Plan (CYP) from Current Year Budget)

You can populate your current year forecast with Last Year Actuals or Current Year Budget. The Next Year Plan can be populated with the current year projection forecast. This process is known as “seeding.”

1. Choose the **Seed the Workbook** option in the Refresh Action dropdown menu, as shown below.

2. Click the **Refresh** button on the Axiom toolbar.

3. The **Refresh Variables** dialog box will appear.

4. Select a seeding destination and methodology:

   **Seeding Destination:** The column into which data will go
   - CY Forecast: Column AQ
   - NY Plan: Column BO
   - CY DPT Plan: Column BH
   - NY DPT Plan: Column BM
   - Scenario 1: What If analysis in Column CF
   - Scenario 2: What If analysis in Column CG

   **Seeding Methodology:** The destination and source columns
   - CYP From LYA: Current year plan from last year actuals
   - NYP From CYP: Next year plan from current year plan
   - CY DPT Plan Column BH from AQ
   - NY DPT Plan Column BM from BO
   - Scenario 1: For What If analysis in Column CF from AQ
   - Scenario 2: For What If analysis in Column CG from AQ

5. Click OK.

NOTE: For FY13, the CY DPT Plan column (BH) has been seeded with the current year (FY13) Budget.
Enter a Detail Block

Situation: You want to plan for expenses for international travel which will include multiple trips for many different faculty. You can enter a detail block to help you plan. In this example, we will add a detail block for International Travel for $25,000.

1. Double click the << Add New Non-Labor Expense Line >> link.

2. Click Detail Block Total; click OK.

3. Enter the value for the ExpType, if known. Otherwise, click Choose Value to use the ExpType lookup.

4. Select 872010 (International Travel – Air/Rail); click OK.

5. In Column AQ, click on the yellow shaded cell in the top row of the detail block; enter the amount of the planned expense (25000).

   Note the changes in the columns to the right.

   In column AQ, 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 PTAO Block

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

1. On the Axiom ribbon, select Add New Row(s) > Insert New CM Lines > Insert a New PTAO.  
   A New PTAO block is added at the bottom of the worksheet.

2. Enter the Project Task, Award and Org.

3. Build out the various sections as needed, using the links provided in each section to add revenue, non-labor expense and transfers.  
   Use the PTAO block to plan expenses, revenues, and transfers.

### Drilling in YBT

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 school, you can drill the row to see the values for each individual department in that school. This type of drilling is known as "drilling down."

Drilling down can be used in report files or in the Labor section of the Financial Plan (FP) files, but the most typical use case is in reports. In plan files, most data is already at the lowest level of detail, so drilling down is only useful in the aforementioned Labor section of the Financial Plan.

If a row is eligible for drilling, you can drill down hierarchies that have been set up for the data. For example, drill on a total salary number in the labor section of the Financial Plan to see information about the specific employees who receive part of that salary total.
To drill down a row of data:

1. Place your cursor in the row of data that you want to drill.

2. On the Axiom tab, in the File Options group, click Drill, and then select the desired drill level from the Drill Down submenu.

   A temporary file opens, 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 row 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. Note: new reports will be prioritized and completed when/if time permits.

**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.

For more information on drilling, please see Appendix 2.
Central Load Expense Type Codes

Central load data are budgeted revenue and expense dollars that come from central departments such as Facilities, ITS, Funds Management (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. This file is loaded into YBT in December for next year’s budget.

For Current Year Plan (CYP):

- The central load expense types are “pre-seeded” with data from the current year budget, and are shaded a light grey 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.

- If the expense type code is locked, you can make adjustments using the appropriate budget-only ET code; others will be open to allow for adjustments to be made. The CL Codes tab shows which codes should be locked or unlocked for the current year plan.

For Next Year Plan (NYP):

- The central load expense types are editable from the time the workbook is built until the true central load data is interfaced into the workbooks (in the December timeframe), when the lock/unlock rules in Column F of the CL Codes tab prevail.
  - If you choose to seed NYP from CYP between before the central load data is interfaced, the central load expense types will be populated with CYP data.
  - After the central ET codes are loaded in YBT, the central load rules apply.

- The central load budget data will be loaded into NYP in the workbooks, replacing any data with 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.

- Once NYP is submitted to NYB:
  - The Central Load Codes in NYP remain locked until the budget is approved.
  - The Central Load Codes in NYB will remain locked to all users.
Grant Planning in YBT

Opening Your Grant Plan

1. Click the Grant Planning button on the Axiom ribbon.
2. Click GP Working Plan.
3. Select from the plans available to you. Your selected plan displays in the

The GP Working Plan

The GP Working Plan offers flexibility to provide as much or as little detail as desired.

- Grant budgets can be entered in up to ten installment columns.
- Budgets can be planned to a few general expenditure types (ExpTypes), or to many specific ExpTypes.

Budgets will be posted nightly to the data warehouse. This will be available the next day in the Account Holder Report in the Grant budget column.

Rows on the GP Working Plan

The GP Working Plan contains standard rows as shown below:

- Project_Task
- Manager
- Award
- Principal Investigator
- Org
- Installment Number
- Installment Start Date
- Installment End Date
- Award End Date
- Months Remaining
- IDC Rate
- Lists ExpType(s) and corresponding information, one per row. <<Add New Exp Line>> follows the ExpTypes.
- Total expenses
- Charges – G&C Indirect Cost
- Total Budget
- Funded Amount
### Columns on the GP Working Plan

<table>
<thead>
<tr>
<th>Column</th>
<th>Name</th>
<th>Description</th>
<th>Comment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV</td>
<td>Burden?</td>
<td>Indicates whether burden is associated with the expense type</td>
<td></td>
</tr>
<tr>
<td>AX</td>
<td>ExpType</td>
<td>Expense Type</td>
<td></td>
</tr>
<tr>
<td>AY</td>
<td>Description</td>
<td>Description of expense type</td>
<td></td>
</tr>
<tr>
<td>BA</td>
<td>Inception Budget</td>
<td>Inception-To-Date Budget</td>
<td>Sum of installations up to the current installment; does not include future installments.</td>
</tr>
<tr>
<td>BC-BL</td>
<td>Budget Instalments</td>
<td>Budget for installments 1-10</td>
<td>Enter budgets as applicable in these columns.</td>
</tr>
<tr>
<td>BN</td>
<td>Month Actuals</td>
<td>Actuals for the current year month</td>
<td></td>
</tr>
<tr>
<td>BO</td>
<td>YTD Actuals</td>
<td>Actuals for the current year to date</td>
<td></td>
</tr>
<tr>
<td>BP</td>
<td>DWH Non-Labor Commits</td>
<td>Data warehouse non-labor commitments</td>
<td></td>
</tr>
<tr>
<td>BQ</td>
<td>Current Month Projection</td>
<td>Projections sent to data warehouse for the current open month</td>
<td></td>
</tr>
<tr>
<td>BR</td>
<td>Future Projection</td>
<td>Projections sent to data warehouse for future months</td>
<td></td>
</tr>
<tr>
<td>BU-CB</td>
<td>Burden Instalments</td>
<td>Burden for installments 1-10</td>
<td>Burden will be calculated</td>
</tr>
<tr>
<td>DA</td>
<td>CYGC Total</td>
<td>Current year grants &amp; contracts fiscal total</td>
<td>Current year fiscalized slice of the grant.</td>
</tr>
<tr>
<td>DB</td>
<td>NYC Total</td>
<td>Next year grants &amp; contracts fiscal total</td>
<td>Next year fiscalized slice of the grant.</td>
</tr>
</tbody>
</table>
GC Indirect Cost

1. The overhead expense type code 964400 (Charges-G&C Indirect Cost) will calculate based on the award’s actual indirect (overhead) rate.
   Column AV indicates whether or not the ExpType in that row is charged overhead.
   Use GB Overhead ExpType 964499 to correct for adjustments to the indirect totals.

2. Enter the correction as either a positive or negative number in the yellow cell. (You may do “Excel Math” in the cell to arrive at your correction) The amounts will roll up on your reports to one Overhead line item.

3. IDC rates for each installment of an award can be changed by the user. The award’s current IDC rate will appear in IDC Rate row. Use the yellow cells to enter any changes to change the IDC rates.

YBT Projections

Projections can be entered manually in your grant budget to appear as YBT projections in DWH reports.
Oracle non-Labor commitments appear in Column BP as a reference only. You can enter current month projections in column BQ and future projections in column BR for projections to appear correctly in Account Holder reports. You can use Excel math to make these projections dynamic, so that future projections decrease as the year progresses. Data warehouse reports pull labor projections from your labor plan. Do not enter labor projections in Columns BQ and BR.

Note: You cannot delete a PTAEO block. If necessary, just zero out the plan. To remove a block, contact your YBT System Administrator.

Common Processes

Add a New PTAO

**Situation:** You want to add a new PTAO block to your plan so you can budget for a newly received grant.

1. Double click the << Add New PTAO >> link. Alternatively, you can click as follows on the Axiom tab: Add Row(s) >> Insert PTAO >> Add New PTAO.

   The new PTAO block displays.
2. Type the Project Task in the Project cell, and type the award in the Award cell.

Press Enter. Notice that data automatically appears in these fields:
- Install Start
- Install End
- Award End
- Start and end dates of installment periods

3. Type the Org in the Org cell; press Enter.

4. Type in the IDC Rate; press Enter.

Notice that five expense type codes and their descriptions are initially included in the PTAO block.

You can use the lines provided or add new expense lines and amounts as appropriate.

5. There are five default expense types provided. Budget to these expense types, or:
   - To add new expense types, click the << Add New Exp Line >> link and indicate the number of new lines in the dialog box, then enter the expense code or <<Double click to select the ExpType>> to search from the ET number.
   - When you add a new PTAO block, you can overwrite the default expense lines because they have no budget/commitments attached to them.
Add a New Expense Line

**Situation:** You need to budget for three new expenses on your grant: Staff M&P, Staff C&T, and Graduate Student Stipend.

1. Double click the **<< Add New Expense Line >>** link.
2. Enter the number of lines you want to add. (In this example, 3 lines are added.) Click **OK**.

3. Double click the **<< Double Click to Select ExpType >>** link.
4. Type a search phrase to filter the list.
5. Select an expense type (in this example, Staff M&P).
6. Click **OK**.

**YBT Tip**

You can also type an expense type directly into the **ExpType** cell in column AX. The description will appear after you press Enter.

**NOTE:** A ‘Y’ will appear in the Burden column (AV) to indicate that when a budget is added to an installment, the correct amount will appear in the row labeled **Charges - G&C Indirect Cost**. An ‘N’ in this cell indicates that charges for indirect costs should not be included.
7. Add budget amounts to the newly added rows. Notice that the G&C indirect cost charges increase appropriately.

Press Enter.
Reporting in YBT

YBT has three types of reports available:

- **University Submission** reports are the reports submitted to the Budget Office for forecasts and budget submissions.
- **Standardized reports** (such as the Standard Summary report) are reports with fixed columns that were previously found in various Excel-based workbooks such as the Excel Budget Templates and the FTE workbooks.
- **Flexible reports** allow you to pull the data you need for your own analysis. Bug Reports, OFA and/or FMT were historically used to receive this data. With flexible reports, you choose the time periods on which to report.

Reports Library

Reports are stored in the folder structure known as the **Reports Library**. Each report is assigned to a folder. Navigate through the Reports Library structure to quickly locate the report needed.

**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 the report.

3. Click on the name of the report to open.

*Note: The list of folders 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 (Axiom Tab >> File Options >> Refresh.

 ![](YBT_Tip.png)

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.

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

![](Refresh_Variables.png)

3. Make your choices using the dropdown menus provided. Some variable fields are initially blank (such as the Select Filter item highlighted above). These will be populated once you make a choice in the preceding variable (in this case, Filter Report on).

The Filter Report option allows you to filter this report on any level of the Organizational Hierarchy shown in the callout above. For instance, if you choose to filter the report on Department, the Select Filter variable will populate with the list of departments from which you can choose. This approach provides significant flexibility in reporting, enabling a view of the data from many different angles.

When presented with a Refresh Variables dialog box similar to the one above, you’ll be able to summarize the data at the Major, Minor or ExpType level. Some report variables will prompt for a year, others may ask whether to include actuals or budget figures in the report. When clicking Refresh, each report will prompt you by 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 Orgs 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 above 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.

Remember: Yellow cells in YBT are editable. Many reports have yellow cells allowing you to choose options for your report. View the screen shot below for an example.
**To Save a Report**

1. Open a report from the Report Library as shown in the Open a Report section on page 55. (In this example, we will use **L702 Natural Hierarchy by Project**.)

![Report Library Screenshot]

2. Enter any report specific parameters and refresh the report:

![Report Parameters Screenshot]

3. Select the drop down next to **Save** to view the save options (seen to the right.) We’ll choose **Save As (Repository)**.

![Save Options Screenshot]
4. Here 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 F702) and click Save.

![Report Folders]

**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 on the previous page to open and refresh a report.
2. After the report results appear, select the desired option in the File Output section (Axiom Tab >> File Output)

   a. **Print** - Opens the Print Sheets dialog box (shown below). Choose the print options. Click OK when finished selecting options.

   b. **Snapshot** - To save a snapshot to a local folder, click the down arrow 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.
Available Reports

This list of reports is subject to change, as the YBT team continues to enhance reporting. The list is current as of 2/5/13.

**University Standard Reports**

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Reports for Budget Process</td>
<td>Detailed description coming soon.</td>
</tr>
<tr>
<td>• L308 Salary and FTE Growth for Budget</td>
<td></td>
</tr>
<tr>
<td>• F106 SOA &amp; Standard Summary for Forecast</td>
<td></td>
</tr>
<tr>
<td>Standard Reports for Forecast Process</td>
<td>Financial report with fixed columns showing prior year actual (Year to Date), current year budget (full year), current year forecast (which consists of actuals for closed months, projection for future months) and a column with current year forecast for each of the following source groups – G&amp;C, Endow, Gifts, SPPRO, Clinical, and GA).</td>
</tr>
<tr>
<td>• F107 Current Year Forecast by Source</td>
<td></td>
</tr>
<tr>
<td>• L307 Salary and FTE Growth for Forecast</td>
<td></td>
</tr>
<tr>
<td>Workflow Reports</td>
<td>Detailed description coming soon.</td>
</tr>
<tr>
<td>• FP Workflow Stages</td>
<td></td>
</tr>
<tr>
<td>• LP Workflow Stages</td>
<td></td>
</tr>
<tr>
<td>• F100 Monthly Monitoring</td>
<td>Financial report with fixed columns showing prior year actual (full year), current year month compared to budget, and current year forecast (full year) compared to budget. Select whether the rows are at the Expenditure Type, Minor or Major level.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>F101 Current Year Forecast</strong></td>
<td>Financial report with fixed columns showing prior year actual (full year), current year budget (full year), current year forecast by month (actuals for closed months, projection for future months) and current year forecast b/w current year budget. Select whether the rows are at the Expenditure Type, Minor or Major level.</td>
</tr>
<tr>
<td><strong>F102 - Actuals vs Budget Monitoring Report</strong></td>
<td>Similar to the ‘(Core 1) Actuals vs Budget – Monitoring Report’ in OFA, this report can be used for monitoring actual results and projections vs budget on a monthly basis. The report has fixed columns including the last three years of actual financial data, current year-to-date actual results, the current year budget, and the current year forecast from the YBT financial plan. Select whether the rows are at the Expenditure Type, Minor or Major level, and a variance column indicates whether forecast is better or worse than budget.</td>
</tr>
<tr>
<td><strong>F104 Department Plan</strong></td>
<td>Similar to the ‘Position Plan’ DWH report, this report should be used to monitor actuals against your department plan. The report has fixed columns including this year’s department plan, year-to-date actual results, remaining forecast and a sum of YTD Actual Results and remaining forecast. You can select whether the rows are at the Expenditure Type, Minor or Major level, a column shows YTD Actuals as a percent of your department plan, and a variance column indicates whether your actuals + projection is better or worse than your department plan.</td>
</tr>
<tr>
<td><strong>F105 Current Year Forecast with YTD Actuals</strong></td>
<td>Similar to F101, but contains 2 additional columns – YTD actuals from Last Year, and YTD actuals from Current Year. Financial report with fixed columns showing prior year actual (full year), current year budget (full year), current year forecast by month (actuals for closed months, projection for future months) and current year forecast b/w current year budget. Select whether the rows are at the Expenditure Type, Minor or Major level.</td>
</tr>
<tr>
<td><strong>G500 Grant &amp; Contract Operating Budget – non-ARRA</strong></td>
<td>This report is designed to assist users in creating their operating grant budget and then enter that budget into their financial workbook (FP). The report shows, by award, Total Direct Costs for three years of actuals, the fiscal slice of the grant installment budgets entered into GP, and labor dollars charged to grants for Current Year Forecast and Next Year Plan. The user enters the non-labor dollars into the report, generating a summary of what needs to be entered into the FP workbook on the tab “Load to FP”. G500 is for non-ARRA awards only. See the Quick Guide for this report on the training materials page on the YBT YaleBiz site.</td>
</tr>
<tr>
<td><strong>G501 Grant &amp; Contract Operating Budget - ARRA</strong></td>
<td>This is the same as report G500, but filtered for ARRA (Stimulus) awards only.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>L300 Salary by Source</strong></td>
<td>Labor report with one row per employee and fixed columns showing how each employee’s salary is charged across source groupings. You can select the time period. Employees are grouped according to their comp class (Faculty, M&amp;P, C&amp;T, S&amp;M, etc).</td>
</tr>
<tr>
<td><strong>L301 Salary Planned LD – All Charges</strong></td>
<td>Labor report sorted by employee last name, with one row for every PTAEO (charging instruction). Report shows current year and next year working plan, with full year dollars and LD by month. The report brings back all charges, including splits in from other departments and home employees split out to other departments.</td>
</tr>
<tr>
<td><strong>L302 Salary Planned LD – My Charges</strong></td>
<td>Labor report sorted by employee last name, with one row for every PTAEO (charging instruction). Report shows current year and next year working plan, with full year dollars and LD by month. The report brings back all charges that hit the selected Org(s), including splits in from other departments, but NOT home employees split out to other departments.</td>
</tr>
<tr>
<td><strong>L303 Salary Planned LD – My People</strong></td>
<td>Labor report sorted by employee last name, with one row for every PTAEO (charging instruction). Report shows current year and next year working plan, with full year dollars and LD by month. The report brings back all charges associated with employees in the selected Home Org(s), including home employees split out to other departments, but NOT splits in from other departments.</td>
</tr>
<tr>
<td><strong>L304 Salary Plans with Fringe</strong></td>
<td>Labor report sorted by employee last name, with one row for every PTAO (charging instruction). Report shows current year and next year working plan, current year Q2 forecast and next year budget, with columns for Salary, Extra Comp, and Fringe. The report excludes splits out to other departments.</td>
</tr>
<tr>
<td><strong>L305 Actual Salaries vs. Projections</strong></td>
<td>Labor report that compares the projected salary in labor plans versus the actual salary paid in each month, by employee, at a PTAEO level determined by the user. Users should reference this report to help identify variances in Labor Plans in closed month, allowing them to make sure Labor Plans in future months are accurate.</td>
</tr>
<tr>
<td><strong>L306 Salary – Current Year Working Plan</strong></td>
<td>Labor report sorted by employee last name, with one row for every PTAEO (charging instruction). Report shows prior year actual (full year), current year budget (full year), current year forecast by month (actuals for closed months, projection for future months) and current year forecast b/(w) current year budget. The report excludes splits out to other departments.</td>
</tr>
</tbody>
</table>
### Flexible Reports

<table>
<thead>
<tr>
<th></th>
<th>Financial report that allows you to select up to 13 time periods and up to 2 variance columns. You can select whether the rows are at the Expenditure Type, Minor or Major level.</th>
</tr>
</thead>
<tbody>
<tr>
<td>F700 Natural Hierarchy w Dynamic Columns</td>
<td>Financial report that allows you to select a time period and up to 25 Orgs to become the columns of the report. You can select whether the rows are at the Expenditure Type, Minor or Major level.</td>
</tr>
<tr>
<td>F701 Natural Hierarchy by Org</td>
<td>Financial report that allows you to select a time period and up to 10 Projects to become the columns of the report. You can select whether the rows are at the Expenditure Type, Minor or Major level.</td>
</tr>
<tr>
<td>F702 Natural Hierarchy by Project</td>
<td>Financial report that allows you to select a time period and up to 10 customized column filters (using YBT’s filter wizard) to become the columns of the report. You can select whether the rows are at the Expenditure Type, Minor or Major level.</td>
</tr>
<tr>
<td>F703 Natural Hierarchy w Column Filters</td>
<td>Financial report that mimics the Bug403 that many people use in Brio. Report contains columns for Org, Award and Project, and the Expenditure Types are sorted into Beginning Balance, Transfers, External Income, Internal Income, Salary &amp; Benefits, Non-Salary Expenses, Internal Expenses, and Net. You can select any time period, or choose to focus on a single Expenditure Type.</td>
</tr>
<tr>
<td>F704 Account Balance by PTAO</td>
<td>Financial report showing the University’s Statement of Activities or Standard Summary, depending on the view selected. Dynamic columns allow the user to compare different financial data side-by-side, with an optional variance calculation.</td>
</tr>
<tr>
<td>F705 Dynamic SOA &amp; Standard Summary</td>
<td>Financial report with fixed columns showing budgeted, actual and projected data at varying PTAEO levels, as selected by the user. Use views to create a report useful for continuous monitoring or during the annual budget process.</td>
</tr>
<tr>
<td>F706 Budget and Projection Report</td>
<td>Financial report with fixed columns showing budgeted or projected data by source group at varying PTAEO levels, as selected by the user. Use report to analyze how efficiently restricted funds are being used.</td>
</tr>
<tr>
<td>F707 Budget and Projection Report by Source</td>
<td></td>
</tr>
<tr>
<td>• F708 Data Download</td>
<td>This report allows users to create a customized download of financial data. The user can bring in up to 30 columns of data, including both Chart of Account attributes and Fiscal Periods. After running the report, users can bring the data into Excel for analysis as they would data from a Brio. They can also use the pivot tab of the report if they want to create a pivot table within the report (note: this functionality does not work in the YBT Web Client).</td>
</tr>
<tr>
<td>• F800 Salary report w Dynamic Columns</td>
<td>Labor report that allows you to select up to 13 time periods and up to 2 variance columns. It is sorted by employee last name, and you can choose whether or not to include detail by Project, Award, ExpType and Org. The report excludes splits out to other departments.</td>
</tr>
</tbody>
</table>
Make-It-So

Make It So is a standalone application which takes the work you’ve completed in the YBT labor plan and pushes it to Labor Distribution (LD), saving you time and effort, as well as preventing duplication and text entry errors. YBT does not process labor distribution adjustments in this push to LD.

Accessing Make-It-So

1. Go to the Yale portal (https://portal.yale.edu).
2. Log in to the portal with your Yale NetID and password.
3. Click the BMS/Make-It-So link.
4. Make-It-So opens to the Employee List screen, as shown below.
5. Enter your BMS/Make It So username and Password and click Connect.

Using Make-It-So

1. Make-It-So opens to the Employee List screen. You may use the Workbook Filter to select just one workbook or leave it blank to see everyone within your YBT security access. (The default is to see all employees; however, you can select Show Changed YBT to see only those newly changed in YBT.)

Need Assistance?

If you cannot install or open YBT or Make-It-So, please call the ITS help desk at 203.432.9000.

For questions and issues about specific YBT functions or data:

- Email ybtsupport@yale.edu
- Call the YBT help desk at 203.436.5929

System documentation and training materials can also be found on the YBT home page, as well as at http://yalebiz.yale.edu/yale-budgeting-tool.
2. You may use the **Check All** button to select all employees. Once checked, you can select **Uncheck All** and manually check just the employees you want to submit in the column to the right. You may submit to LD from this screen by selecting **Submit**.

3. To see detail for one employee, simply double click on the employee’s name. This will bring you to four detail screens.

4. The **Proposed LD** screen shows the employee’s information and then the proposed changes to LD at the Assignment and Earnings element levels. MIS will show lines that will be excluded from being sent to LD and give the reason in the Exclude Reason box.

   You may also click to exclude a line. You may submit checked lines from this screen by clicking one of the three buttons at the bottom: All, Assignment Only or Element Only.

5. If you double click on any line, you will see this detail box.
6. The second tab, **YBT Plans**, shows the PTAEO lines for this employee as they currently appear in YBT. If these lines are not what you expect, check to be sure you had a complete save in YBT.

7. The third tab, **Current LD**, shows the employee’s distribution currently in Oracle LD as a reference. Once you submit your changes in Make-It-So, you may return to this screen to see the changes in LD.

   If you select the All button at the bottom of the screen, you will see historical data in LD for this employee.

8. Finally, as a reference, there is a tab to show the start and end dates of **Pay Periods** for the Employee in question.
## Appendix 1: Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actuals</td>
<td>Amount already expended or revenue already received.</td>
</tr>
<tr>
<td>Allocated Salary</td>
<td>Percents Allocated By PTAEO</td>
</tr>
<tr>
<td>Axiom EPM</td>
<td>Enterprise Performance Management</td>
</tr>
<tr>
<td>Budget</td>
<td>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.</td>
</tr>
<tr>
<td>Burden</td>
<td>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.</td>
</tr>
<tr>
<td>CM</td>
<td>Calculation Method; a row in spreadsheet that has been saved back to a central location for re-use</td>
</tr>
<tr>
<td>CYA</td>
<td>Current Year Actual</td>
</tr>
<tr>
<td>CYB</td>
<td>Current Year Budget</td>
</tr>
<tr>
<td>CYP</td>
<td>Current Year Projection (Forecast for the current year) or Current Year Plan</td>
</tr>
<tr>
<td>Detail Block</td>
<td>Allows additional detail information to be added below the level of expenditure types (example: 871010 Domestic Travel – Air/Rail can add detail for individual trips)</td>
</tr>
<tr>
<td>Employee Salary</td>
<td>Full Salary X FTE %</td>
</tr>
<tr>
<td>Forecast</td>
<td>Activity whereby a business units 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).</td>
</tr>
<tr>
<td>FTE</td>
<td>Full Time Equivalent</td>
</tr>
<tr>
<td>FTE Salary</td>
<td>Salary for Full Time Employee</td>
</tr>
<tr>
<td>FP Working Plan</td>
<td>Various Financial worksheets for your unit</td>
</tr>
<tr>
<td>GP Working Plan</td>
<td>Various Grant worksheets for your unit</td>
</tr>
<tr>
<td>IDC</td>
<td>Indirect Cost Rate for Grants &amp; Contracts</td>
</tr>
<tr>
<td>Input By Total or</td>
<td>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</td>
</tr>
<tr>
<td>Monthly Columns</td>
<td></td>
</tr>
<tr>
<td>Installment</td>
<td>The periods over which a grant is paid.</td>
</tr>
<tr>
<td>IP</td>
<td>Institutional Plan</td>
</tr>
<tr>
<td>LP Working Plan</td>
<td>Various Labor Plan worksheets for your unit</td>
</tr>
<tr>
<td>LYA</td>
<td>Last Year Actual</td>
</tr>
<tr>
<td>LYP</td>
<td>Last Year Plan</td>
</tr>
<tr>
<td>Monitoring</td>
<td>Continuous process of reviewing variances and adjusting activities or forecast as necessary.</td>
</tr>
<tr>
<td>NYB</td>
<td>Next Year Budget</td>
</tr>
<tr>
<td>NYP</td>
<td>Next Year Plan (Allows for planning for the next year)</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Projections</td>
<td>Educated estimates of future revenues and expenditures informed by past actuals and commitments. A projection would encompass commitments. Think of this as something that <em>is likely</em> to happen (e.g., a position that you plan to hire).</td>
</tr>
<tr>
<td>Regular Salary</td>
<td>Monthly Salary for Faculty and M&amp;Ps</td>
</tr>
<tr>
<td>Regular Wages</td>
<td>Individuals that are paid weekly, such as C&amp;Ts</td>
</tr>
<tr>
<td>Seeding</td>
<td>You can populate your Forecast or Next Year Budget, with Last Year Actual or Current Year Budget</td>
</tr>
<tr>
<td>Split In</td>
<td>Percent of Labor cost for a person allocated from another department or division that your unit pays for (other department's employee, my PTAO)</td>
</tr>
<tr>
<td>Split Out</td>
<td>Percent of Labor cost for a person you allocate to another department or division (my employee, other department's PTAO)</td>
</tr>
<tr>
<td>SME</td>
<td>Subject Matter Expert</td>
</tr>
<tr>
<td>UPI</td>
<td>University Person Identifier (a unique, numeric identifier for each member of the Yale community)</td>
</tr>
<tr>
<td>YBT</td>
<td>Yale Budgeting Tool (replaces OFA and FMT)</td>
</tr>
</tbody>
</table>
# Appendix 2: Drilling Options

<table>
<thead>
<tr>
<th>Drill option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hierarchies</td>
<td>Hierarchies are defined per dimension (on the relevant reference table), and YBT has defined hierarchies that outline logical drilling paths. On the Drill menu, hierarchies are listed first if defined. Only hierarchies relating to the current data are shown.</td>
</tr>
<tr>
<td>All Detail</td>
<td>Selecting All Detail takes you directly to the very &quot;bottom&quot; of the data. Essentially, you are drilling based on all dimensions at once, rather than on one specific dimension. The drill sheet will contain one column for each dimension (key column) in the data, including a description column for each (if applicable). 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.</td>
</tr>
<tr>
<td>Choose Columns</td>
<td>Selecting Choose Columns allows you to drill based on any relevant column for the current data, including non-lookup key columns. 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. This drilling option is entirely free-format. There is no validation to determine if a particular column selection makes sense in relation to the current data. NOTES: Calculated fields do not display and cannot be used for drilling. If the row contains data from multiple data tables, then only</td>
</tr>
</tbody>
</table>