NUIT Northwestern University Information Technology | Administrative Systems

NORTHWESTERN UNIVERSITY

NUPlans

Contributor Basics

Manual

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Last Updated By:	MAC

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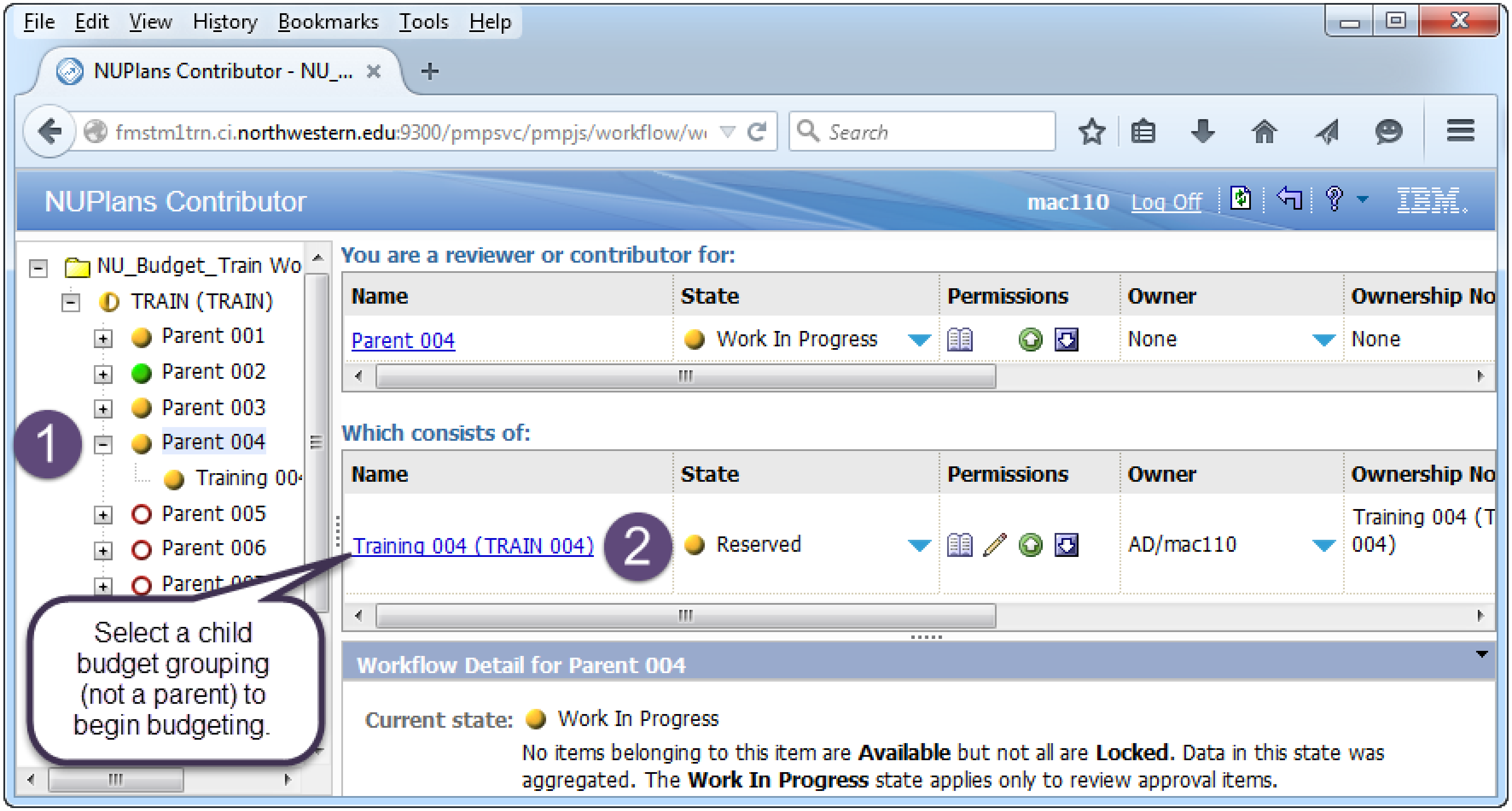
Contributor Dashboard



Steps: How to Open the Budget Preparation File

1. If you have access to both child and parent (rollup) levels, expand the tree to see all budget groupings to which you have access.
2. To enter budget data, click the name of the child budget grouping to open the budget preparation file in a new window.
   - Alternatively, you may right-click the child in the expandable tree at left and click Open TM1 Web Client.
   - You may be asked to log in again after clicking a child budget grouping. You can avoid the additional login in the future by selecting “Remember my Credentials” or “Save my Password” when your browser presents the option.

Navigational Icons

Icon	Name	Description
	Return	The Return icon takes you to a list of budgeting applications. Click NU Budget to find your way back.
	Refresh	Refresh is unnecessary for data entry, but it may be helpful to see state changes as a result of budgeting activity (yours or your colleagues). You may also use Refresh to reset the logoff timer.
Log Off	Logoff	It is recommended to log off after each session. Then click the browser's close icon to exit the application. If you are logged out due to inactivity, you may need to login again. Click Logoff > Log on again > My Home > IBM Cognos TM1 Contributor Applications > NU Budget.

State Icons

The dashboard tells you the progress of budget preparation in the State column.

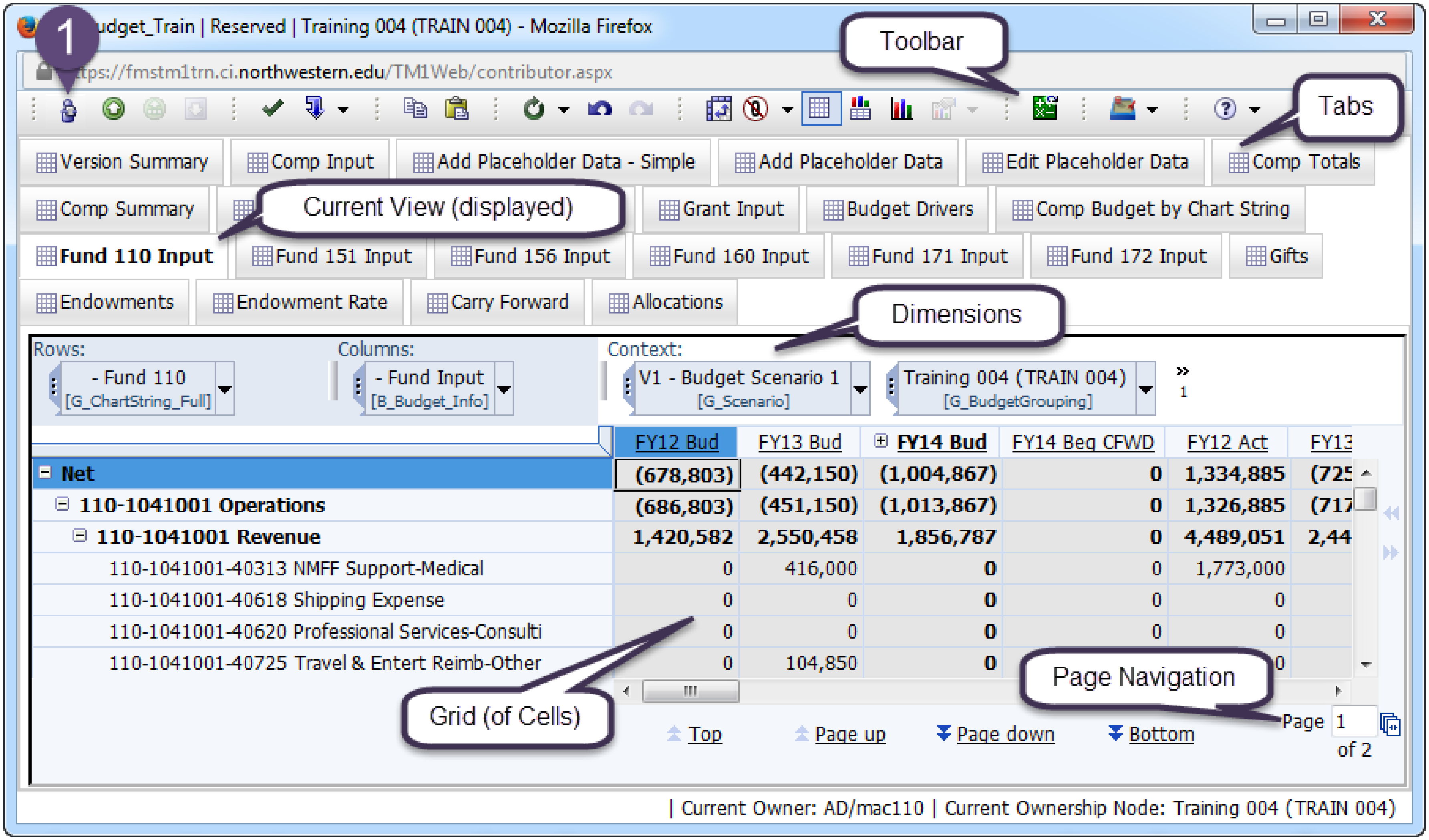
Icon	Name	Description
	Available	No one has yet taken ownership of the budget grouping in order to edit the budget.
	Reserved	The icon is yellow. A user has taken ownership of the budget grouping.
	Locked	The budget grouping was submitted and locked. Data in this state is read-only. If the budget grouping is rejected, its state returns to Reserved.
	Incomplete	At least one child budget grouping belonging to this parent is Available, and at least one other child is in a state of Reserved, Locked, or Ready. Data in this state was aggregated. This state applies only to parents.
	Ready	The icon is green. All children belonging to the parent budget grouping are locked. The data is ready to be submitted to the next level in the budgeting hierarchy.

Permissions Icons

Permissions were assigned to you by a Budget Manager in your area.

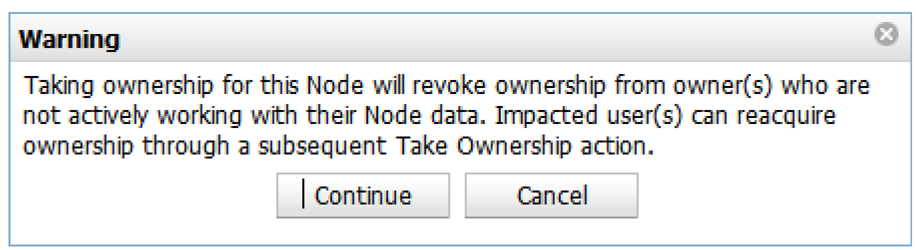
Icon	Name	Description
	Read	You have read access to the budget preparation file.
	Write	You have write access and may enter data.
	Submit	You have submit access and may initiate the review process.
	Reject	You have access to approve and reject budgets.

Contributor Budget Preparation File



Steps: How to Start Budgeting

1. Click the Take Ownership icon to begin data entry.
2. If someone currently has ownership, you see the Warning at right. Click Continue. Or click Cancel and talk to the person if necessary. The NetID is in the Current Owner field.



The Anatomy of a View in Contributor

Feature	Description
Toolbar	The most important icons on the toolbar (in order of use) are: Take Ownership, Recalculate, and Commit. A complete list of icons and their definitions follows on a subsequent page.
Tabs	Tabs represent a view within the budget. Use the tabs to navigate between views. The order of tabs imitates the budgeting process, starting with compensation, including grant expenses, progressing through funds, and finishing with summary views called Allocations and Carry Forward. Wait for a view to load before clicking another tab.
Current View	The illuminated tab whose name is bold indicates the current view on display.
Dimensions	The area of the view below the tabs in three sections: Rows, Columns, and Context. Dimensions enable you to manipulate the view. For example, you may want to filter rows, show/hide columns, or toggle between budget groupings. Basic procedures for using the dimensions are on subsequent pages.
Grid (of Cells)	The area of the view occupied by cells where you may add or edit data at the intersection of a column and row. All cells are gray and unenterable if you have read only access or if you have not taken ownership.
Page Navigation	Views may have multiple pages of data. On each page, you must normally scroll horizontally to see all columns and you must normally scroll vertically to see all rows. To navigate between pages, you may use the Page up, Page down, Bottom, and Top links. Or you may use the page navigator icon.

Security Access Roles in Contributor

This role	Gives access to these views and related functionality…
General	Access to fund and carry forward views for budget input, plus the ability to add chart strings and change chart string status
Planner	Access to fund and carry forward views for budget input
Salary	Access to compensation views for salary budgeting, plus the ability to add salary placeholders
Salary – Confidential	Access to compensation views for salary budgeting, plus the ability to add salary placeholders. Access to view confidential employees (those with an HR home department ID ending in 90 or 96).
Grants	Access to the grants view and access to NUPlans Web for adding grant proposals and for the Indirects Report
Prep File	Includes all other roles except Salary – Confidential. Intended for users who have responsibility for submitting the budget for their entire prep file area.

Contributor Toolbar Icons

Active icons are in color. Inactive icons are gray. Icons used by NU are described below.

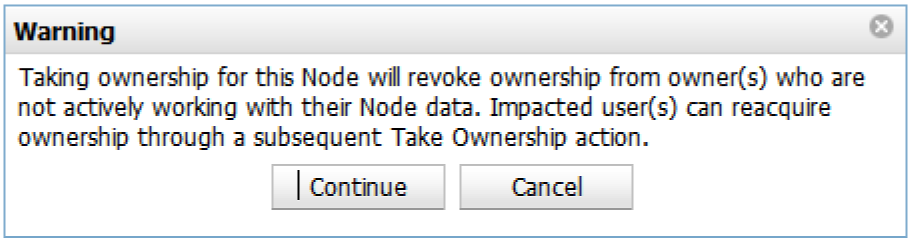
Icon	Name	Description
	Take Ownership	To add or edit data, you must first take ownership of the budget preparation file. There may be one owner at a time.
	Recalculate	Recalculate saves the data you entered, runs all related calculations, updates and saves all affected cells in the budget preparation file. A keyboard shortcut is the <Enter> or <Return> key. Recalculate allows you to see the effect of your data entry before making it public. Recalculated data is saved in a secure but personal folder on the NUPlans network server. You may close the budget preparation file knowing your data is saved for personal use and resume work on the budget at a later time. However, your data entry is not public. Colleagues cannot see it.
	Commit	Commit also saves and recalculates. Additionally, it makes your changes public. Commit does not lock the budget from additional changes. You should commit data early and often to ensure your colleagues see the most up-to-date budget preparation file.
	Submit	Submitting data saves the budget preparation file and locks it from further changes. It signals to the next reviewer to begin the review.
	Copy	Copy data to paste it to other cells. You may also right-click in a cell to find it.
	Paste	Paste copied data into cells. Use the toolbar, or right-click in a cell to find it.
	Reset	Resets the data and the layout of the view. There are several options inside the Reset menu: Reset View: Reset Current View, Reset All Views, Reset Tabs, Reset Both Views and Tabs, and Reset Data.Reset Data enables you to erase all changes you made since you last took ownership and committed data. Use this feature carefully, because all changes saved to your personal folder are lost. It erases data in green or blue.
	Export	Exports data in the following formats: Snapshot to Excel - Exports data to a new Excel spreadsheet, excluding the formulas. The spreadsheet does not maintain a connection with the server. Export to PDF - Exports data to a PDF file. The file does not maintain a connection with the server.
	Undo	Undo the last recalculated data change. If you recalculated multiple times, you can undo/redo multiple times. When you undo, all affected values are also undone, even in cells not visible on the active view. Undo/redo applies only to the current logged in session. After you commit data, you cannot undo.
	Redo	After you undo a data change, you can restore the change.
?	Help	Click Contributor Help for tips and links to more assistance from NUIT

Budget Data Entry Workflow

1. Take Ownership

If you are not the current owner, the budget preparation file opens in view-only mode. Before you can edit data, you must take ownership.

- Click the **Take Ownership** icon.
    - You see a warning if someone else currently has ownership.



    - You may want to click Cancel if you did not previously communicate the transfer of ownership.
    - You may click Continue to revoke ownership. Result: the budget grid changes from view-only to edit mode.
        - Cells that you can edit now have a **white** background.
        - Cells that are read-only have a **gray** background.

2. Edit Data

Edit a value in a white cell in one of the following two ways.

- **Replace a value** – Single-click a white cell and type any value to replace the existing value. The data you entered is **green** to indicate it is new but not saved. Exit the cell with the arrow keys on your keyboard to move left, right, up, or down; or use your mouse to move through the grid.
- **Selectively edit a value** – Double-click a white cell to insert the cursor so that you can selectively edit. Position the cursor with the left and right arrow keys, then add, change, or delete. Use the <Backspace> and <Delete> keys to remove one digit at a time. Exit the cell using <Tab> or <Shift>+<Tab>.

3. Recalculate Data

- When you are ready to save, click **Recalculate** or press the <Enter> (or <Return>) key on your keyboard. Result: The view refreshes and calculations occur. Your data entries and all data affected by the calculation are **blue** to indicate the edits are stored securely on the NUPlans application server in your private folder. *No one else can see your edits*.
- For efficiency in NUPlans, do not use the <Enter> (or <Return>) key to move through the grid, because pressing <Enter> causes NUPlans to save edits and refresh the webpage.

4. Commit data

- When you click the **Commit** icon ✔, all edits are written to the public folder for the budget group. All users with access to your budget group can see the changes and continue editing.
- After you commit, values are **black** to indicate they are public again. Anyone may continue to edit the values (including yourself).

Budget Review Workflow

The state of the budget grouping and your permissions are shown on the Contributor Dashboard.

Depending on the budget grouping you are working with and the permissions you have for it, you can submit a single child budget grouping, multiple children, or a parent budget grouping.

Name	State	Permissions	Owner	Ownership Node	Reviewer	Last Data Commit
Training 001 (TRAIN 001)	Reserved		AD\pca727	Training 001 (TRAIN 001)	Cognos\cpr826	March 4, 2015 11:36:0

Submit a Child Budget Grouping to Reviewers

Budget groupings must be submitted at the child level.

1. Click the **Name** of the child budget grouping to open the budget preparation file.
2. Click the **Take Ownership** icon .
3. Click the **Submit** icon to initiate a review of the budget grouping.
4. Click Yes to confirm. The result as it appears to reviewers is shown below.
   - When you click Submit, the node is locked from all further edits.
     - For that reason, do not click Submit until you are ready for the budget review.
     - If you mistakenly click Submit, you may ask your Reviewer to reject the budget grouping, which will unlock the budget for further edits.

Reject a Budget Grouping

Budget groupings must be rejected at the child level.

Name	State	Permissions	Owner	Ownership Node	Reviewer	Last Data Commit
Training 001 (TRAIN 001)	Locked		AD\pca727	Training 001 (TRAIN 001)	Cognos\cpr826	March 4, 2015 11:45:2

1. On the Dashboard, locate the **Name** of the child budget grouping.
2. Click the **Reject** icon next to the name to request further edits to budget grouping.
3. Click Yes to confirm.

   When you click Reject, the node is unlocked to allow further edits. For that reason, Reject is a solution if a budgeter click Submit by mistake.

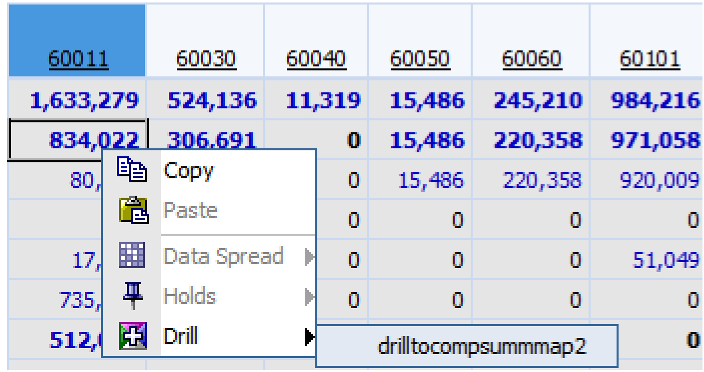
Submit a Parent Budget Grouping to Reviewers (Approve)

Name	State	Permissions	Owner	Ownership Node	Reviewer	Last Data Commit
Parent 001	Ready		None	None	Cognos\cpr826	Never committed

Budget groupings may be organized into parent levels that represent interim departmental or operational reviews. After the operational review, it is necessary to submit the parent budget grouping to a review by area finance. This is how you indicate approval.

1. On the Dashboard, locate the parent budget grouping and confirm the state is **Ready**.
2. Click the **Name** to open the budget.
3. Click the **Submit** icon .
4. Click Yes to confirm. Result: the next level of reviewers (area finance or the budget office) sees the state of the next parent level change to Ready.

Drill to Detail



From most fund and compensation summary views of NUPlans, drills are available in many cells that lead to supporting detail.

1. Right-click in the cell for which you want to view detail. Result: a submenu appears (shown at right).

- If a Drill is available, the word Drill is illuminated.

2. Mouse over the word Drill or the Drill icon. Result: the drill name appears.
3. Click the drill name. Result: the details appear in a new tab or window.
   - If the cell is associated with a single source of detailed data, the data opens in a new window.
   - If the cell is associated with two or more sources of detailed data, a list of the data sources appears. Drill again in the column corresponding to the source you need.

Below is a table of all drills in NUPlans Contributor.

Drills in NUPlans Contributor

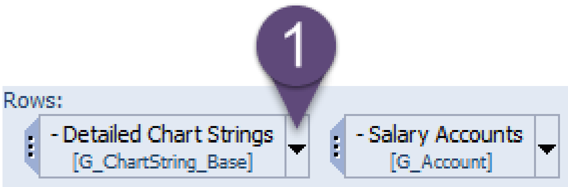
In this view	Right-click in these cells	And drill to
Compensation views - Comp Input - Add Placeholder Data - Edit Placeholder Data	Account Benefit Type Budgeted Benefits	Benefits Rate
Comp Summary	Any cell in the view	Comp Summ Map – Employee-level data
Comp Fund Overview	Any cell in the view	Comp Input – Funding source details per employee
Comp Budget by Chart String	Budgeted Salary from Comp Input	Compensation Input Map – Employee-level data
All Fund views	myHR Enc and myHR Act (salary accounts but not benefits accounts)	Compensation Input Map – Employee-level data
All Fund views	Linked from Compensation	Comp Budget by Chart String
All Fund views	Linked from Grants	Grant Drill Map – Grant details
All Fund views	Linked from Commitments	Commitment Map – Commitment transactions details

Filter Rows by Attribute or by Wildcard

A filter allows you to select the rows you want to display and hides the others.

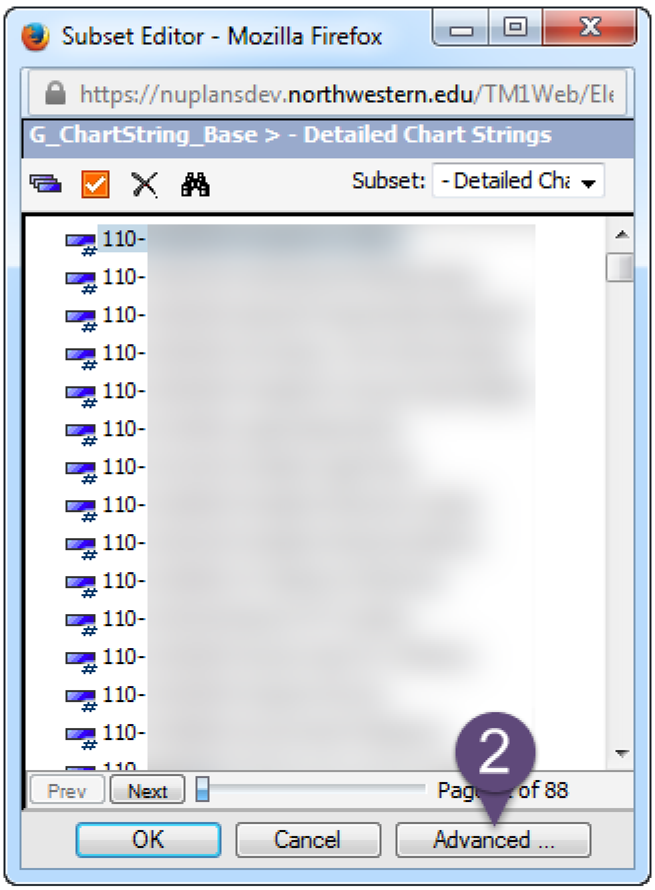
You may want to filter rows to make budget entry easier on your vision or to focus on a particular employee, chart string, or account.

In many views of NUPlans Contributor, the two dimensions available to filter rows are G_ChartString_Base and G_Account. In the example below, your see G_ChartString_Base.



Steps

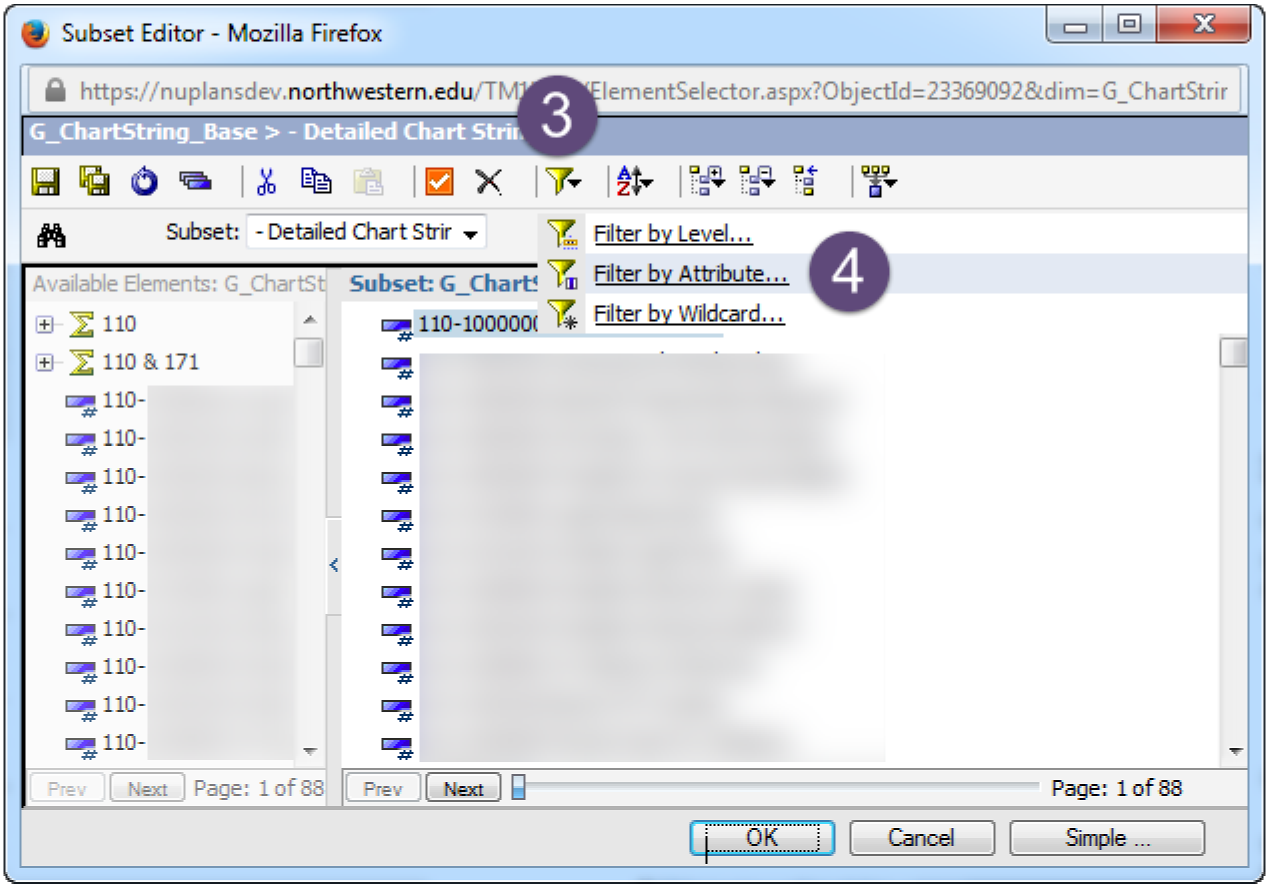
1. Click the black arrow on the Rows dimension. Result: the Subset Editor opens in a new window.



2. Click **Advanced**. Result: the expanded version of the Subset Editor appears.

   Additional functionality is available in the advanced view, include the Filter feature.

Continued…



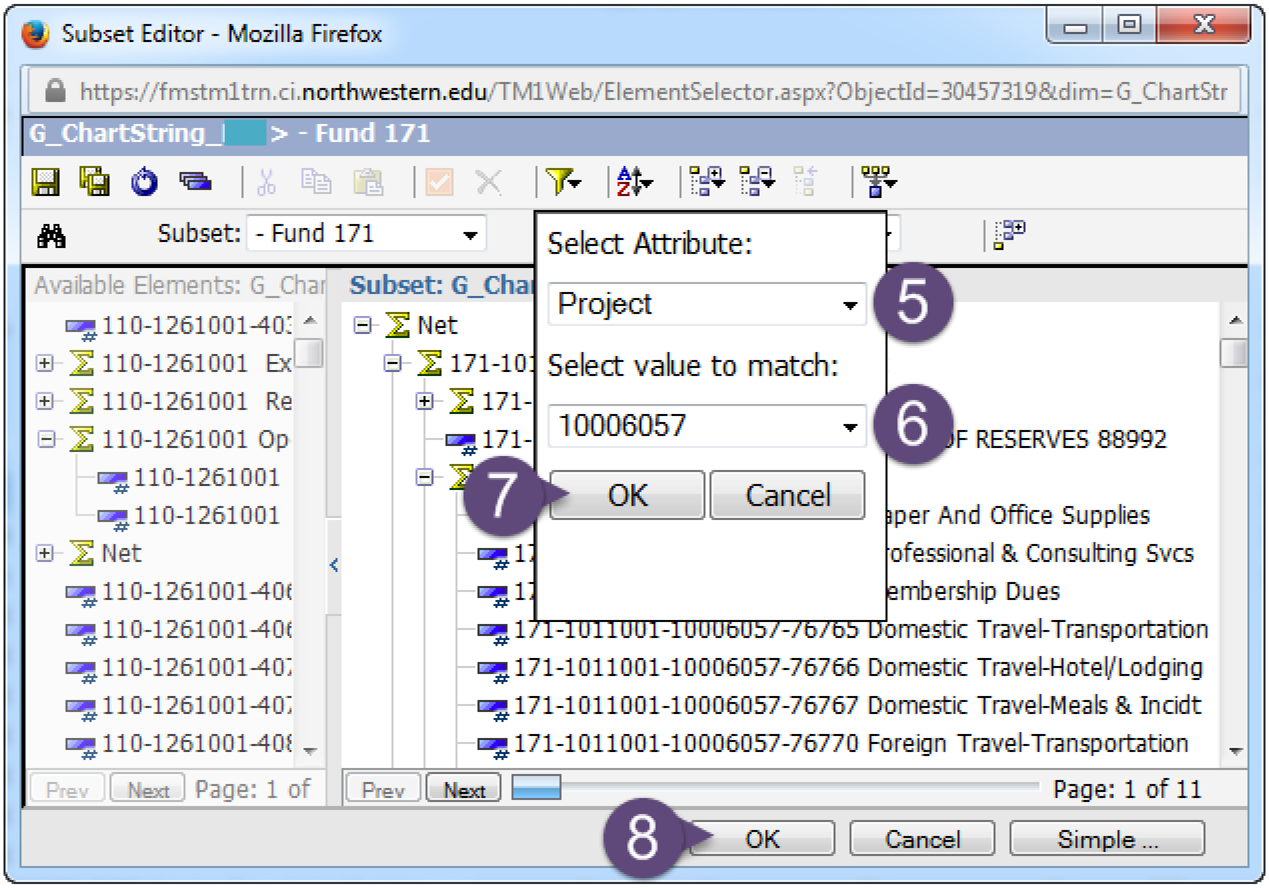
3. Click the Filter icon .
4. Select **Filter by Attribute** or **Filter by Wildcard**.

Option	Description
Filter by Attribute	In G_ChartString_Base, the attributes available are Department, Project, and Status (chart string status). In G_Account, the attributes available are Description, Account Type (R or E), and Grant Info.
Filter by Wildcard	The wildcard in NUPlans is the asterisk (*). You can place it before and/or after a string of text or numbers to find matches. For example, a wildcard search with project number *10006074* will return all rows that contain the project number. Some other search examples are: • ChartField description or part: *chemistry* *bio-engineering* *piano* • ChartField ID or part: *10001071* or *4011* • Name or partial name: *smith* *langley* *Wes* The wildcard search is not case sensitive.

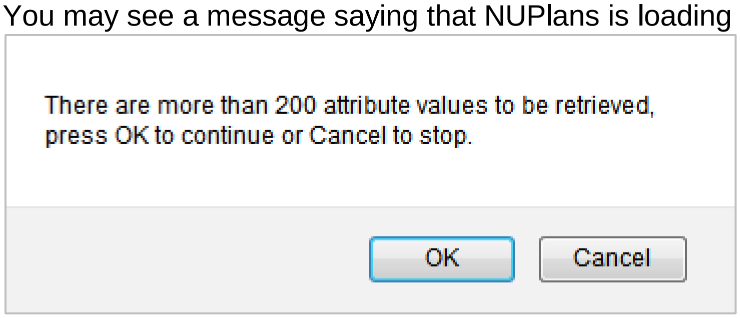
Continued…

Filter by Attribute

Continued from Step 4 (previous page).



5. In the Select Attribute drop-down menu, select Department, Project, or Account.
   - The example above shows Project.
   - You may see a message saying that NUPlans is loading values. If so, click OK to continue.

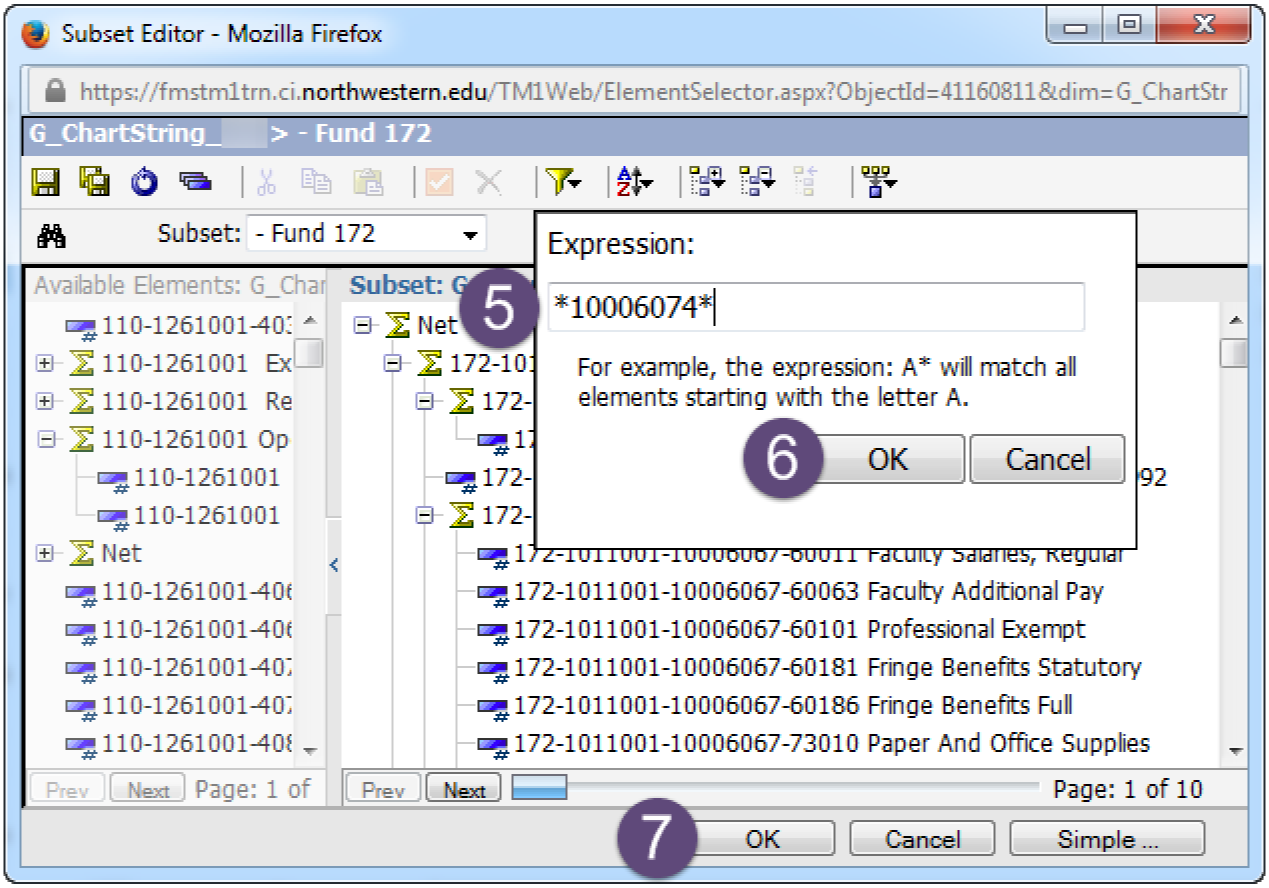


6. Select a value to match from the list inside the drop-down box.
7. Click OK.
8. Click OK. Result: the rows that match the attribute you selected appear in the view.

   If your search is invalid is, a message appears saying, “You cannot use a subset with no elements in this context.” It means that there are no matches for the attribute or wildcard you specified.
9. After you finish, click Reset View to restore the original layout.

Filter by Wildcard

Continued from Step 4 (two pages previous).



5. In the Expression field, type a string surround by the wildcard (*), as appropriate.

   The example above shows a project number surrounded by asterisks, though you may enter all or any part of any text string you want to match.
6. Click OK.
7. Click OK. Result: the rows that match the attribute you selected appear in the view.

   If your search is invalid is, a message appears saying, “You cannot use a subset with no elements in this context.” It means that there are no matches for the attribute or wildcard you specified.
8. After you finish, click Reset View to restore the original layout.

Subset Editor Icons

Below are some useful icons in the Advanced view of the Subset Editor.

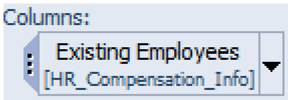
Icon	Name	Description
	Delete	Hide selected elements, instead of showing. It deletes nothing, which is good.
	Reload	Reload the list of elements in the central pane of the Subset Editor, for example, to try again after hiding or showing the wrong list of elements.
	Save As	After creating a subset of elements in the center right portion of the Subset Editor, you can save the subset and give it a name for reuse later.

Show/Hide Columns in Compensation Views

NUPlans makes it possible to choose the columns to show or hide with the Subset Editor.

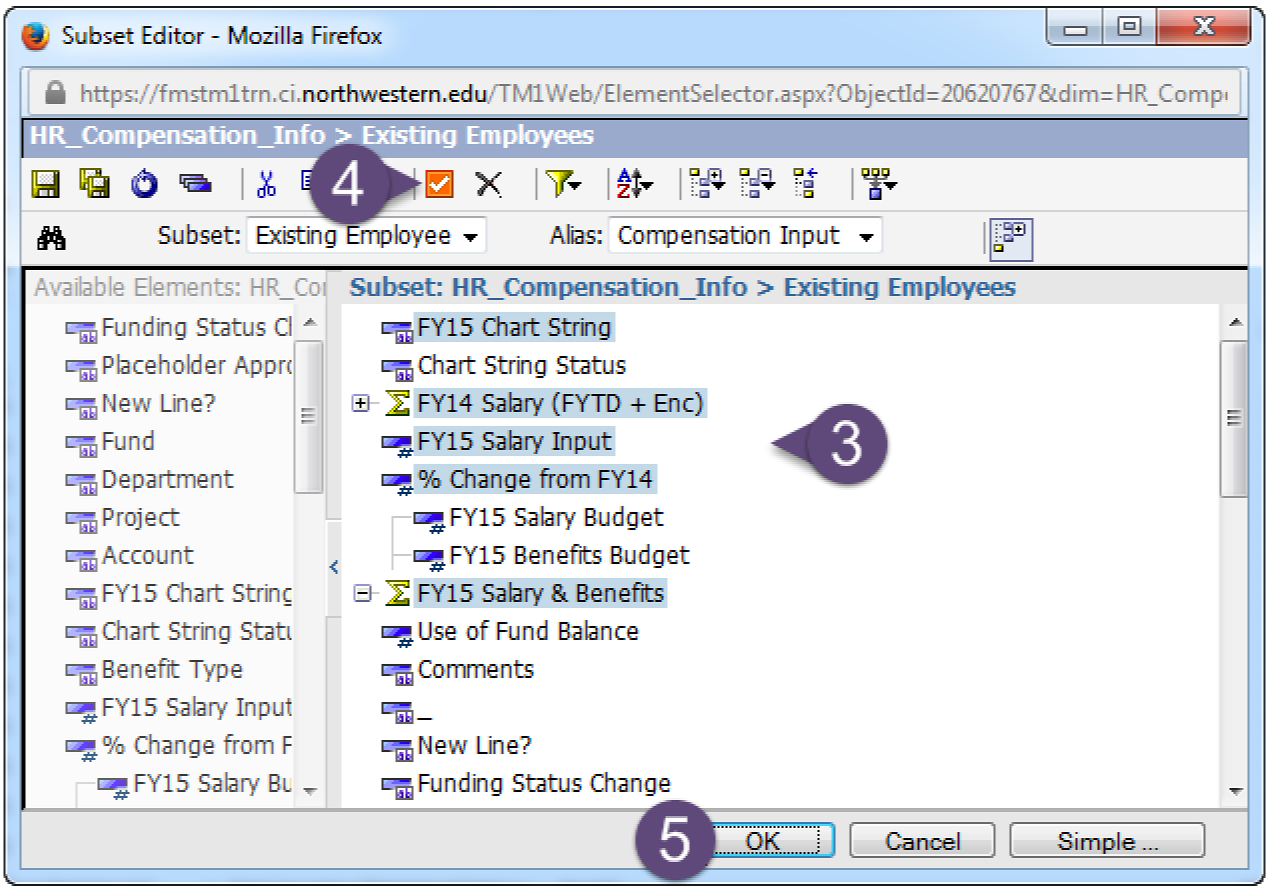
Within the Subset Editor, you may also drag and drop columns into a different order. Any arrangement that you create can be named, saved, and reused again later.

For example, you may want to show fewer columns in the Compensation views to create a simpler visual experience. In the Comp Input view, the Columns dimension is called HR_Compensation_Info.



Steps

1. Click the black arrow next to the Columns dimension. Result: the Subset Editor opens in a new window. The Subset Editor displays a list of all columns in the view.
2. Click Advanced. Result: the expanded version of the subset editor appears (below).



3. Press the <Ctrl> key and click to select the columns to hide or show.

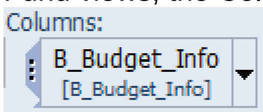
   In the example above, the columns selected facilitate salary input. Another example that facilitates ChartField edits is: Fund, Department, Project, Account, and Chart String Status.
4. Click Keep Selected Elements to show the columns you selected.

   Optionally, you may drag and drop the columns into a new sequence. You may also name and save the arrangement you created for reuse later. See the steps on a subsequent page to do so.
5. Click OK. Result: The view displays the columns you selected in the sequence you created.
6. After you finish, click Reset View to restore the original layout.

Show/Hide Columns in Fund Views

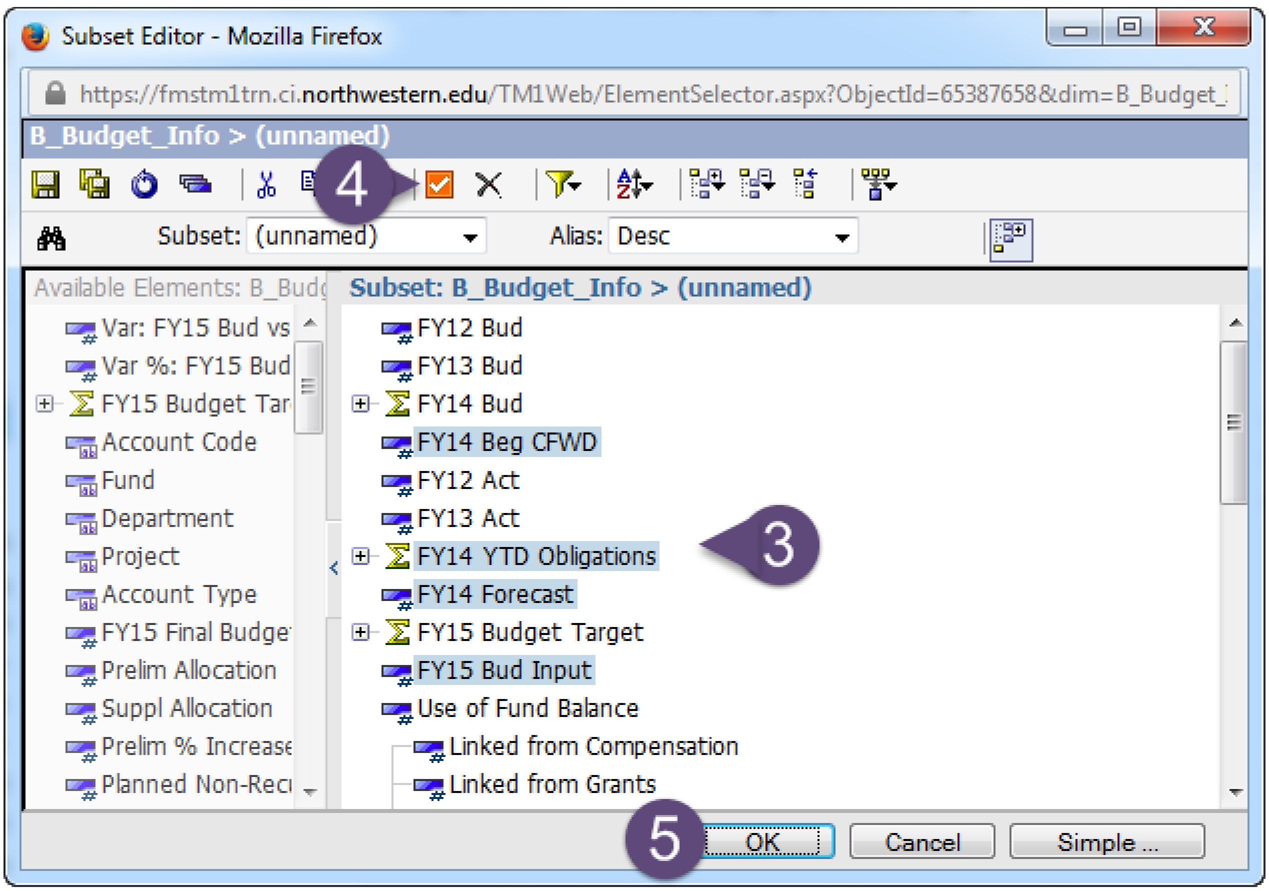
NUPlans makes it possible to choose the columns to show or hide with the Subset Editor.

For example, you may want to hide columns in the Fund views that do not apply to your area. In the Fund views, the Columns dimension is called B_Budget_Info.



Steps

1. Click the black arrow next to the Columns dimension. Result: the Subset Editor opens in a new window. The Subset Editor displays a list of all columns in the view. Columns can be selected to show or hide. You may also drag and drop the columns into a new and different order.
2. Click Advanced. Result: the expanded version of the subset editor appears (below).



3. Press the <Ctrl> key and click to select the columns to hide or show.

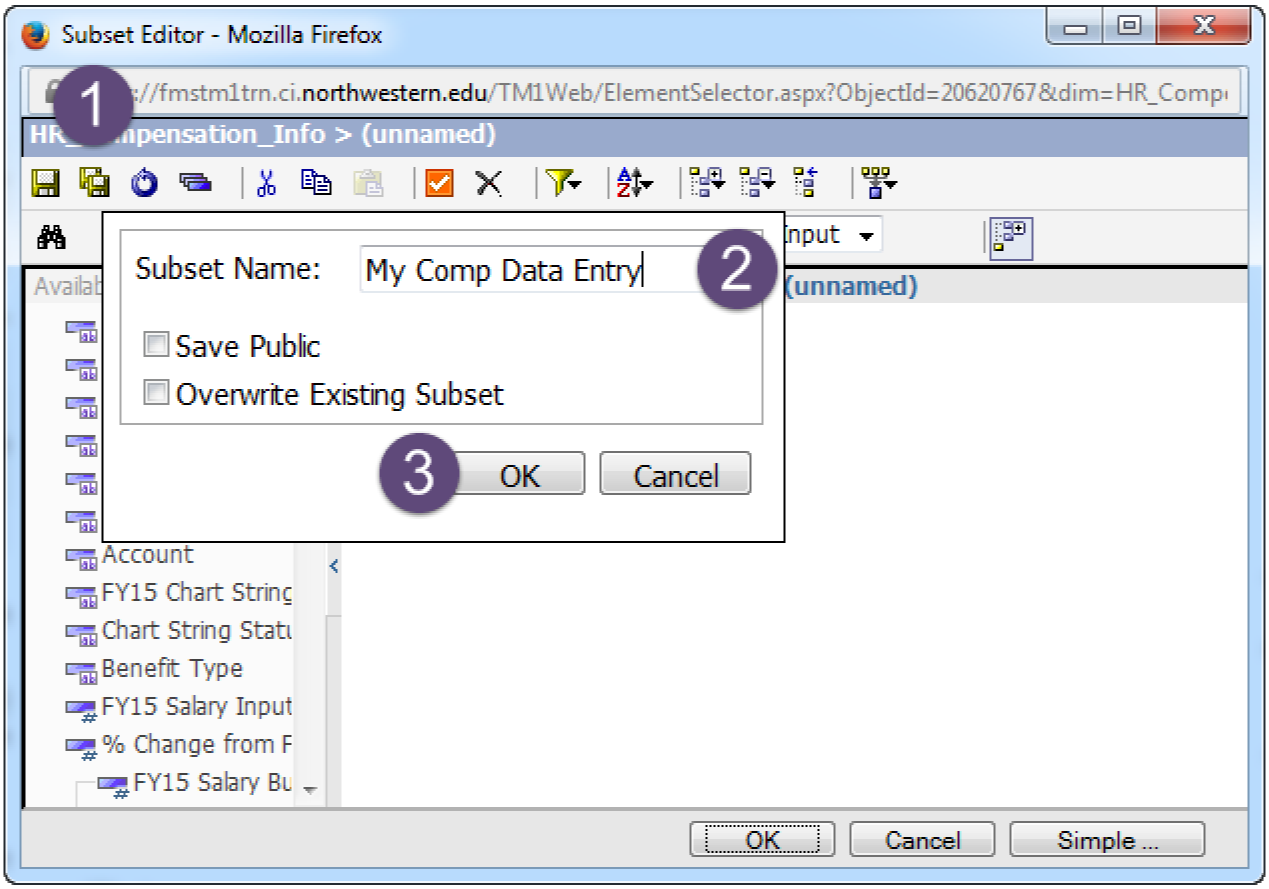
   In the example above, the columns selected create a simpler view of budget input for a self-supported school or unit that forecasts at the account level.
4. Click Keep Selected Elements to show the columns you selected.

   Optionally, you may drag and drop the columns into a new sequence. You may also name and save the arrangement you created for reuse later. See the steps on a subsequent page to do so.
5. Click OK. Result: The view is refreshed to show only the columns that you selected in your subset.
6. After you finish, click Reset View to restore the original layout.

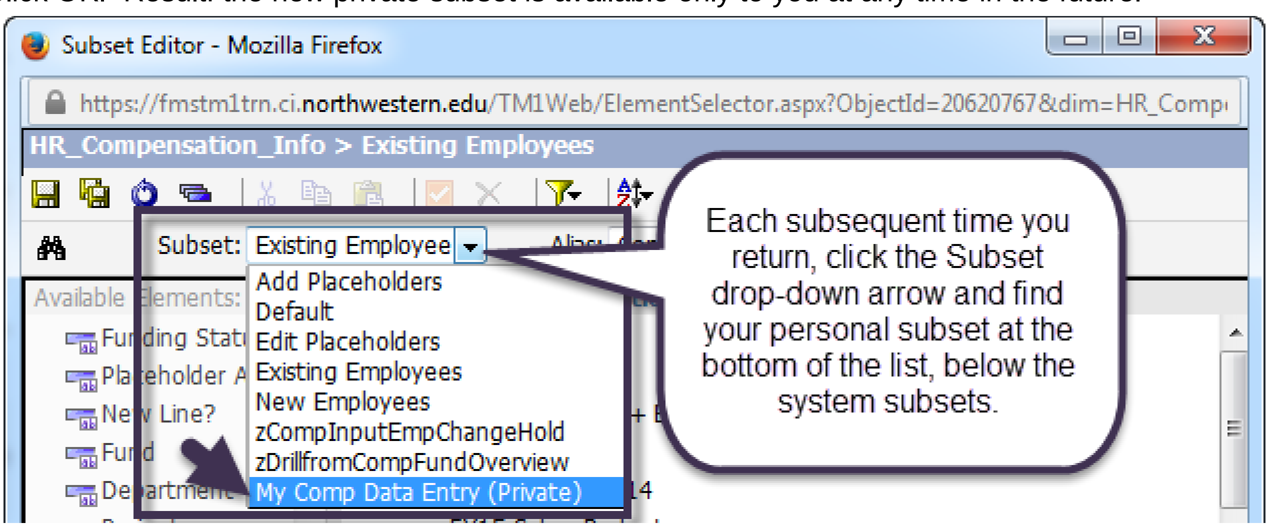
Save a Subset for Personal Reuse

After you create a subset of columns (to show or to hide), you can save and name it for reuse later. Find the steps to show/hide columns on previous pages and begin with a subset of columns on display.

Steps



1. Click Save As.
2. Enter a Subset Name.
3. Click OK. Result: the new private subset is available only to you at any time in the future.



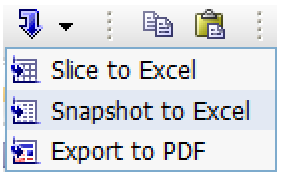
4. Select the subset and click OK.

Export Data to Excel

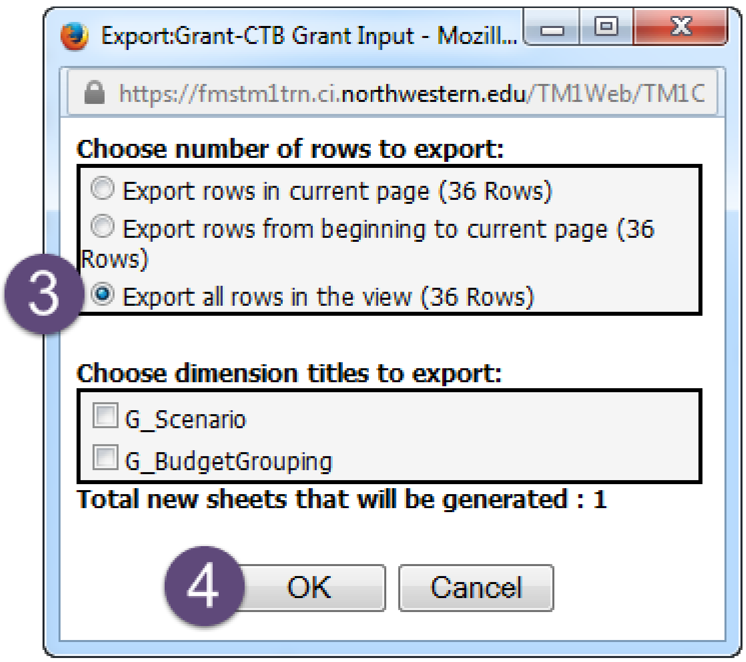
You can export data from Contributor views to Excel spreadsheets.

On the toolbar, locate the Export icon.

Steps



1. Click the Export icon.
2. Click Snapshot to Excel.



3. Below the heading “Choose a number of rows to export,” select the option that best encompasses the data you want to see.
   - Export all rows in the current page.
   - Export all rows from beginning to current page.
   - Export all rows in the view.

Ignore the heading “Choose dimension titles to export.”

4. Click OK. Result: The browser’s file download dialog appears.
5. In the download dialog, select:
   - Open with Microsoft Excel (default) or
   - Save File to save the file in a directory on your computer or network.
6. Click OK. Result: You may view, save, and print the spreadsheet.

Note

By default, exporting a snapshot report to Excel displays the spreadsheet in a web browser window. For details on configuring your computer to open reports into the full, stand-alone version of Excel, see the Microsoft support web site.