

NUPlans Budgeting

Splitting the View in NUPlans Contributor

Introduction

- **Context**
- When budgeting in NUPlans Contributor you may wish to see how entries in one view affect another.
- You could click back and forth between views or use the Split View technique.

- **Objectives**
- By the end of this tutorial, you should be able to:
- Split the View allowing you to work in two views on one screen.
- Return to single view

Scenario

- You would like to see an updated total per employee as you enter estimates.
- To do this you would Create a Split View with Compensation Input and Compensation Totals.
- Start on the view you want to see on top.
- Locate the tab you want to add.

Rows:
 Employees plus Vacant Position [HR_Employee] | Position Listing [HR_Position] | Security [HR_DeptProject] | Lines [HR_CompInput]

Click, hold, and drag the tab to the bottom of the screen.

			FY17 Chart String	Chart St	tatus	FY16 FASIS Annual Rate	FY16 Distribution %	FY16 Chart String Distribution	FY17 Job Annual Rate	Method	% Char
Ashe,Benjamin-0800001	00039826 - Research Professor	1081001-40004293-F	1 450-1081001-40004293-60011	Active		100,000	50	50,000	103,000		0.0
		1081002-60026871-F	1 610-1081002-60026871-60011	Grant exists		100,000	25	25,000	103,000		0.0
	00039827 - Assoc Professor, Clinical	1081001-40004293-F	2 610-1081002-60026871-60020	Grant exists		100,000	25	25,000	103,000		0.0
		1081001-40004293-F	1 450-1081001-40004293-60011	Active		50,000	50	25,000	51,500		0.0
		1081002-60026871-F	1 610-1081002-60026871-60011	Grant exists		50,000	25	12,500	51,500		0.0
			2 610-1081002-60026871-60020	Grant exists		50,000	25	12,500	51,500		0.0
Attaway,Shirley-0800002	00039725 - Visiting Scholar	1081001-40004293-F	1 450-1081001-40004293-60011	Active		3,372	100	3,372	3,473		0.0
Auden,Mary-0800003	00031696 - NMFF Member	1081001-40004293-F	1 450-1081001-40004293-60011	Active		18,620	100	18,620	19,179		0.0
Avey-Conte,Jeanne-0800004	00053201 - Adjunct Lecturer	1081001-40004293-F	1 450-1081001-40004293-60011	Active		1,000	100	1,000	1,030		0.0
Awatrami,Ramadevi-0800005	00048673 - Professor Clinical	1081001-40004293-F	1 450-1081001-40004293-60011	Active		14,126	100	14,126	0		0.0
Baron-Cohen,Marie Claire-0800006	00033980 - Assoc Professor	1081001-40004293-F	1 450-1081001-40004293-60011	Active		39,878	100	39,878	0		0.0
Benjelloun,Jean Luc-0800007	00035210 - Research Associate	1081001-40004293-F	1 450-1081001-40004293-60011	Active		14,997	100	14,997	0		0.0
Bennani,Laurent-0800008	00033961 - Adjunct Professor	1081001-40004293-F	1 450-1081001-40004293-60011	Active		43,250	100	43,250	0		0.0
Cantrell,Michelle-0800009	00009298 - Lecturer	1081001-40000465-F	1 450-1081001-40000465-60011	Active		34,276	100	34,276	0		0.0
Crayton-Thomas,Yvonne-0800010	00032462 - Research Technologist 1	1081001-40004293-F	1 450-1081001-40004293-60011	Active		2,917	100	2,917	0		0.0
Cvekla,Mrkva-0800011	00039728 - Research Assistant Professor	1081001-40004293-F	1 450-1081001-40004293-60011	Active		3,700	100	3,700	0		0.0
Dam,Peter L-0800012	00039918 - Project Coordinator 1	1081001-40004293-F	1 450-1081001-40004293-60011	Active		42,420	100	42,420	0		0.0
Djurhuus,Elsa-0800013	00050570 - Asst Professor, Clinical	1081001-40004293-F	1 450-1081001-40004293-60011	Active		1,051	100	1,051	0		0.0
Dvorak,Karl Josef-0800014	00001990 - Health System Clinician	1081002-40000658-F	1 450-1081002-40000658-60011	Full chart string does not exist in NUPlans		57,408	100	57,408	0		0.0
Eposito,Giancarlo-0800015	00038203 - Clinical Research Nurse	1081001-40004293-F	1 450-1081001-40004293-60011	Active		90,100	100	90,100	0		0.0
Esterbrook,Brian T-0800016	00030454 - NRSA Postdoc Fellow	1081001-40004293-F	1 450-1081001-40004293-60011	Active		60,000	100	60,000	0		0.0
Farkas,James M-0800017	00043916 - Program Asst 2	1081001-40004293-F	1 450-1081001-40004293-60011	Active		1,051	100	1,051	0		0.0
Fournier,Michael-0800018	00036374 - Clerical Aide 4 WS	1081001-40004293-F	1 450-1081001-40004293-60011	Active		1,807	100	1,807	0		0.0
Francois,Marie Therese-0800019	00054579 - GME Resident - PGY 3	1081001-40004293-F	1 450-1081001-40004293-60011	Active		18,000	100	18,000	0		0.0
Gallo,Daniela M-0800020	00054716 - Visiting Asst Professor	1081002-60026242-F	1 610-1081002-60026242-60011	Grant exists		26,887	100	26,887	0		0.0
Gant,Crystal-0800021	00045117 - Community Service Aide WS	1081001-40004293-F	1 450-1081001-40004293-60011	Active		17,500	100	17,500	0		0.0
Getty,Ronald-0800022	00055889 - Clinical Research Associate	1081001-40004293-F	1 450-1081001-40004293-60011	Active		12,438	100	12,438	0		0.0
Guest-De Luca,Bianca-0800023	00009443 - GME Resident - PGY 1	1081001-40004293-F	1 450-1081001-40004293-60011	Active		60,850	100	60,850	0		0.0
Haight,Marilyn J-0800024	00037454 - Senior Lecturer	1081001-40004293-F	1 450-1081001-40004293-60011	Active		381	100	381	0		0.0

			FY17 Chart String	Chart String Status	FY16 FASIS Annual Rate	FY16 Distribution %	FY16 Chart String Distribution	FY17 Job Annual Rate	Method	% Char
	00039827 - Assoc Professor, Clinical	1081001-40004293-F	1 450-1081001-40004293-60011	Active	50,000	50	25,000	51,500		0.0
		1081002-60026871-F	1 610-1081002-60026871-60011	Grant exists	50,000	25	12,500	51,500		0.0
			2 610-1081002-60026871-60020	Grant exists	50,000	25	12,500	51,500		0.0
Attaway, Shirley-0800002	00039725 - Visiting Scholar	1081001-40004293-F	1 450-1081001-40004293-60011	Active	3,372	100	3,372	3,473		0.0
Auden, Mary-0800003	00031696 - NMFF Member	1081001-40004293-F	1 450-1081001-40004293-60011	Active	18,620	100	18,620	19,179		0.0
Avey-Conte, Jeanne-0800004	00053201 - Adjunct Lecturer	1081001-40004293-F	1 450-1081001-40004293-60011	Active	1,000	100	1,000	1,030		0.0
Awatrami, Ramadevi-0800005	00048673 - Professor Clinical	1081001-40004293-F	1 450-1081001-40004293-60011	Active	14,126	100	14,126	0		0.0
Baron-Cohen, Marie Claire-0800006	00033980 - Assoc Professor	1081001-40004293-F	1 450-1081001-40004293-60011	Active	39,878	100	39,878	0		0.0
Benjelloun, Jean Luc-0800007	00035210 - Research Associate	1081001-40004293-F	1 450-1081001-40004293-60011	Active	14,997	100	14,997	0		0.0
Bennani, Laurent-0800008	00033961 - Adjunct Professor	1081001-40004293-F	1 450-1081001-40004293-60011	Active	43,250	100	43,250	0		0.0
Cantrell, Michelle-0800009	00009298 - Lecturer	1081001-40000465-F	1 450-1081001-40000465-60011	Active	34,276	100	34,276	0		0.0
Crayton-Thomas, Yvonne-0800010	00032462 - Research Technologist 1	1081001-40004293-F	1 450-1081001-40004293-60011	Active	2,917	100	2,917	0		0.0
Cvekda, Mirka-0800011	00039728 - Research Assistant Professor	1081001-40004293-F	1 450-1081001-40004293-60011	Active	3,700	100	3,700	0		0.0
Dam, Peter L-0800012	00039918 - Project Coordinator 1	1081001-40004293-F	1 450-1081001-40004293-60011	Active	42,420	100	42,420	0		0.0
Djurhuus, Elsa-0800013	00050570 - Asst Professor, Clinical	1081001-40004293-F	1 450-1081001-40004293-60011	Active	1,051	100	1,051	0		0.0
Dvorak, Karl Josef-0800014	00001990 - Health System Clinician	1081002-40000658-F	1 450-1081002-40000658-60011	Full chart string does not exist in NUPlans	57,408	100	57,408	0		0.0
Esposito, Giancarlo-0800015	00038203 - Clinical Research Nurse	1081001-40004293-F	1 450-1081001-40004293-60011	Active	90,100	100	90,100	0		0.0
Esterbrook, Brian T-0800016	00030454 - NRSA Postdoc Fellow	1081001-40004293-F	1 450-1081001-40004293-60011	Active	50,000	100	50,000	0		0.0
Farkas, James M-0800017	00043916 - Program Asst 2	1081001-40004293-F	1 450-1081001-40004293-60011	Active	1,051	100	1,051	0		0.0
Fournier, Michael-0800018	00036374 - Clerical Aide 4 WS	1081001-40004293-F	1 450-1081001-40004293-60011	Active	1,807	100	1,807	0		0.0
Francois, Marie Therese-0800019	00054579 - GME Resident - PGY 3	1081001-40004293-F	1 450-1081001-40004293-60011	Active	18,000	100	18,000	0		0.0
Gallo, Daniela M-0800020	00054716 - Visiting Asst Professor	1081002-60026242-F	1 610-1081002-60026242-60011	Grant exists	26,887	100	26,887	0		0.0
Gant, Crystal-0800021	00045117 - Community Service Aide WS	1081001-40004293-F	1 450-1081001-40004293-60011	Active	17,500	100	17,500	0		0.0
Getty, Ronald-0800022	00055889 - Clinical Research Associate	1081001-40004293-F	1 450-1081001-40004293-60011	Active	12,438	100	12,438	0		0.0
Guest-De Luca, Bianca-0800023	00009443 - GME Resident - PGY 1	1081001-40004293-F	1 450-1081001-40004293-60011	Active	60,850	100	60,850	0		0.0
Haight, Marilyn J-0800024	00037454 - Senior Lecturer	1081001-40004293-F	1 450-1081001-40004293-60011	Active	381	100	381	0		0.0
Hasanovic, Aleksandar-0800025	00035380 - Technical Research 2	1081001-40004293-F	1 450-1081001-40004293-60011	Active	69,584	100	69,584	0		0.0
Havlecek, Viktor-0800026	00046853 - Animal Care Technician 1	1081001-40004293-F	1 450-1081001-40004293-60011	Active	27,334	100	27,334	0		0.0
Hawthorne, James M-0800027	00035812 - Adjunct Assoc Professor	1081001-40004293-F	1 450-1081001-40004293-60011	Active	4,104	100	4,104	0		0.0
Hensley, George L-0800028	00035765 - Visiting Postdoctoral Fellow	1081002-60029368-F	1 610-1081002-60029368-60011	Grant exists	2,995	100	2,995	0		0.0

Release when the dashed border appears.



Rows: Employees plus Vacant Position [HR_Employee] | Position Listing [HR_Position] | Security [HR_DeptProject] | Lines [HR_CompInput]

Columns: Existing Employees [HR_Comp_Pos_Info]

Context: V1 - Budget Scenario 1 [G_Scenario] | Training 008 (TRAIN 008) [G_BudgetGrouping]

	FY17 Chart String	Chart String Status	FY16 FASIS Annual Rate	FY16 Distribution %	FY16 Chart String Distribution	FY17 Job Annual Rate	Method	% Char	
Benjelloun, Jean Luc-0800007	00035210 - Research Associate	1081001-40004293-F	1 450-1081001-40004293-60011	Active	14,997	100	14,997	0	0.0
Bennani, Laurent-0800008	00033961 - Adjunct Professor	1081001-40004293-F	1 450-1081001-40004293-60011	Active	43,250	100	43,250	0	0.0
Cantrell, Michelle-0800009	00009298 - Lecturer	1081001-40000465-F	1 450-1081001-40000465-60011	Active	34,276	100	34,276	0	0.0
Crayton-Thomas, Yvonne-0800010	00032462 - Research Technologist 1	1081001-40004293-F	1 450-1081001-40004293-60011	Active	2,917	100	2,917	0	0.0
Cvekla, Mrkva-0800011	00039728 - Research Assistant Professor	1081001-40004293-F	1 450-1081001-40004293-60011	Active	3,700	100	3,700	0	0.0
Dam, Peter L-0800012	00039918 - Project Coordinator 1	1081001-40004293-F	1 450-1081001-40004293-60011	Active	42,420	100	42,420	0	0.0
Djurhuus, Elsa-0800013	00050570 - Asst Professor, Clinical	1081001-40004293-F	1 450-1081001-40004293-60011	Active	1,051	100	1,051	0	0.0
Dvorak, Karl Josef-0800014	00001990 - Health System Clinician	1081002-40000658-F	1 450-1081002-40000658-60011	Full chart string does not exist in NUPlans	57,408	100	57,408	0	0.0
Esposito, Giancarlo-0800015	00038203 - Clinical Research Nurse	1081001-40004293-F	1 450-1081001-40004293-60011	Active	90,100	100	90,100	0	0.0
Esterbrook, Brian T-0800016	00030454 - NRSA Postdoc Fellow	1081001-40004293-F	1 450-1081001-40004293-60011	Active	60,000	100	60,000	0	0.0

The view has split. If you wish to resize, grab the bar in the middle of your screen and adjust up or down.

	FY16 Salary (FYTD + Enc)	FY16 Chart String Distribution Total	% Char	FY17 Salary Budget	FY17 Benefits Budget	FY17 Salary & Benefits
Total Positions	3,507,217	3,507,217		0.0	0	0
00001990 - Health System Clinician	57,408	57,408		0.0	0	0
00003554 - Research Associate Senior	6,229	6,229		0.0	0	0
00005843 - Temp Ret Ben Eligible	16,576	16,576		0.0	0	0
00006186 - Computer Consulting Aide 1 WS	47,144	47,144		0.0	0	0
00006644 - Department Associate	55,787	55,787		0.0	0	0
00007354 - Pool Lifeguard WS	87,144	87,144	0.00%	0.0	0	0
00007923 - Research Aide 1 WS	1,459	1,459	0.00%	0.0	0	0
00008864 - Research Administrator	41,355	41,355	0.00%	0.0	0	0
00009235 - Visiting Lecturer	38,716	38,716	0.00%	0.0	0	0
00009298 - Lecturer	34,276	34,276	0.00%	0.0	0	0

As you budget, you may need to click into each view and recalculate them individually.

Rows: Employees plus Vacant Position [HR_Employee] | Position Listing [HR_Position] | Security [HR_DeptProject]

Columns: Existing Employees [HR_Comp_Pos_Info] | Context: V1 - Budget Scenario 1 [G_Scenario] | Training 008 (TRAIN 008) [G_BudgetGrouping]

Employee	Position	Rate	FY16 Distribution %	FY16 Chart String Distribution	FY17 Job Annual Rate	Method	% Change	Amount	FY17 Distribution %	FY17 Chart String
Benjelloun, Jean Luc-0800007	00035210 - Research Associate	1.97	100	14,997	0	Apply % Change to FY16 Distribution	3.00%		0	450-1081001-40004293-60011
Bennani, Laurent-0800008	00033961 - Adjunct Professor	1.50	100	43,250	0	Apply % Change to FY16 Distribution	2.50%		0	450-1081001-40004293-60011
Cantrell, Michelle-0800009	00009298 - Lecturer	1.76	100	34,276	0	Apply % Change to FY16 Distribution	2.75%		0	450-1081001-4000465-60011
Crayton-Thomas, Yvonne-0800010	00032462 - Research Technologist	1.17	100	2,917	0		0.00%		0	450-1081001-40004293-60011
Cvekla, Mrvka-0800011	00039728 - Research Assistant Professor	1.00	100	3,700	0		0.00%		0	450-1081001-40004293-60011
Dam, Peter L-0800012	00039918 - Project Coordinator 1	1.20	100	42,420	0		0.00%		0	450-1081001-40004293-60011
Djurhuus, Elsa-0800013	00050570 - Asst Professor, Clinical	1.51	100	1,051	0		0.00%		0	450-1081001-40004293-60011
Dvorak, Karl Josef-0800014	00001990 - Health System Clinician	1.08	100	57,408	0		0.00%		0	450-1081002-40000658-60011
Esposito, Giancarlo-0800015	00038203 - Clinical Research Nurse	1.00	100	90,100	0		0.00%		0	450-1081001-40004293-60011
Esterbrook, Brian T-0800016	00030454 - NRSA Postdoc Fellow	1.00	100	60,000	0		0.00%		0	450-1081001-40004293-60011

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Comp Totals

Rows: All Employees [HR_Employee] | All Positions [HR_Position] | -Comp Totals [HR_Comp_Pos_Info] | Context: V1 - Budget Scenario 1 [G_Scenario] | Training 008 (TRAIN 008) [G_BudgetGrouping] | Total [HR_CompInput] | All Security Elements [HR_DeptProject]

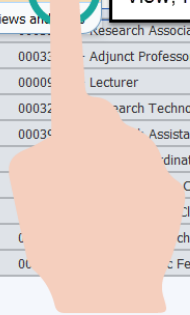
	FY16 Salary (FYTD + Enc)	FY16 Chart String Distribution Total	% Change from FY16	FY17 Salary Budget	FY17 Benefits Budget	FY17 Salary & Benefits
Total Positions	3,507,217	3,507,217	-97.29%	94,997	25,840	120,837
00001990 - Health System Clinician	57,408	57,408	0.00%	0.0	0	0
00003554 - Research Associate Senior	6,229	6,229	0.00%	0.0	0	0
00005843 - Temp Ret Ben Eligible	16,576	16,576	0.00%	0.0	0	0
00006186 - Computer Consulting Aide 1 WS	47,144	47,144	0.00%	0.0	0	0
00006644 - Department Associate	55,787	55,787	0.00%	0.0	0	0
00007354 - Pool Lifeguard WS	87,144	87,144	0.00%	0.0	0	0
00007923 - Research Aide 1 WS	1,459	1,459	0.00%	0.0	0	0
00008864 - Research Administrator	41,355	41,355	0.00%	0.0	0	0
00009235 - Visiting Lecturer	38,716	38,716	0.00%	0.0	0	0
00009298 - Lecturer	34,276	34,276	2.75%	35,219	9,580	44,799

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Export
Reset Data
Reset View
Close

Reset Current View
Reset All Views
Reset Tabs
Reset Both Views and Tabs

To reset the view to its default appearance, click into the Actions menu, select Reset View, Reset Tabs.



Columns: Existing Employees [HR_Comp_Pos_Info]
Context: V1 - Budget Scenario 1 [G_Scenario] Training 008 (TRAIN 008) [G_BudgetGrouping]

	Distribution %	FY16 Chart String Distribution	FY17 Job Annual Rate	Method	% Change	Amount	FY17 Distribution %	FY17 Chart String
Benjelloun, Jean L...	100	14,997	0	Apply % Change to FY16 Distribution	3.00%		0	450-1081001-40004293-60011
Bennani, Laurent-0800008	100	43,250	0	Apply % Change to FY16 Distribution	2.50%		0	450-1081001-40004293-60011
Cantrell, Michelle-0800009	100	34,276	0	Apply % Change to FY16 Distribution	2.75%		0	450-1081001-4000465-60011
Crayton-Thomas, Yvonne-0800010	100	2,917	0		0.00%		0	450-1081001-40004293-60011
Cvekla, Mrkva-0800011	100	3,700	0		0.00%		0	450-1081001-40004293-60011
Dam, Peter L-0800012	100	42,420	0		0.00%		0	450-1081001-40004293-60011
Djurhuus, Elsa-0800013	100	1,051	0		0.00%		0	450-1081001-40004293-60011
Dvorak, Karl Josef-0800014	100	57,408	0		0.00%		0	450-1081002-40000658-60011
Esposito, Giancarlo-0800015	100	90,100	0		0.00%		0	450-1081001-40004293-60011
Esterbrook, Brian T-0800016	100	60,000	0		0.00%		0	450-1081001-40004293-60011

Rows: All Employees [HR_Employee] | All Positions [HR_Position]
Columns: -Comp Totals [HR_Comp_Pos_Info]
Context: V1 - Budget Scenario 1 [G_Scenario] | Training 008 (TRAIN 008) [G_BudgetGrouping] | Total [HR_CompInput] | All Security Elements [HR_DeptProject]

	FY16 Salary (FYTD + Enc)	FY16 Chart String Distribution Total	% Change from FY16	FY17 Salary Budget	FY17 Benefits Budget	FY17 Salary & Benefits
Total Positions	3,507,217	3,507,217	-97.29%	94,997	25,840	120,837
00001990 - Health System Clinician	57,408	57,408	0.00%	0.0	0	0
00003554 - Research Associate Senior	6,229	6,229	0.00%	0.0	0	0
00005843 - Temp Ret Ben Eligible	16,576	16,576	0.00%	0.0	0	0
00006186 - Computer Consulting Aide 1 WS	47,144	47,144	0.00%	0.0	0	0
00006644 - Department Associate	55,787	55,787	0.00%	0.0	0	0
00007354 - Pool Lifeguard WS	87,144	87,144	0.00%	0.0	0	0
00007923 - Research Aide 1 WS	1,459	1,459	0.00%	0.0	0	0
00008864 - Research Administrator	41,355	41,355	0.00%	0.0	0	0
00009235 - Visiting Lecturer	38,716	38,716	0.00%	0.0	0	0
00009298 - Lecturer	34,276	34,276	2.75%	35,219	9,580	44,799

Summary

- **Recap**
- In this demonstration you learned how to split two views on one screen in NUPlans Contributor.
- **Review**
- If one of the views doesn't automatically update, you'll need to recalculate it.