

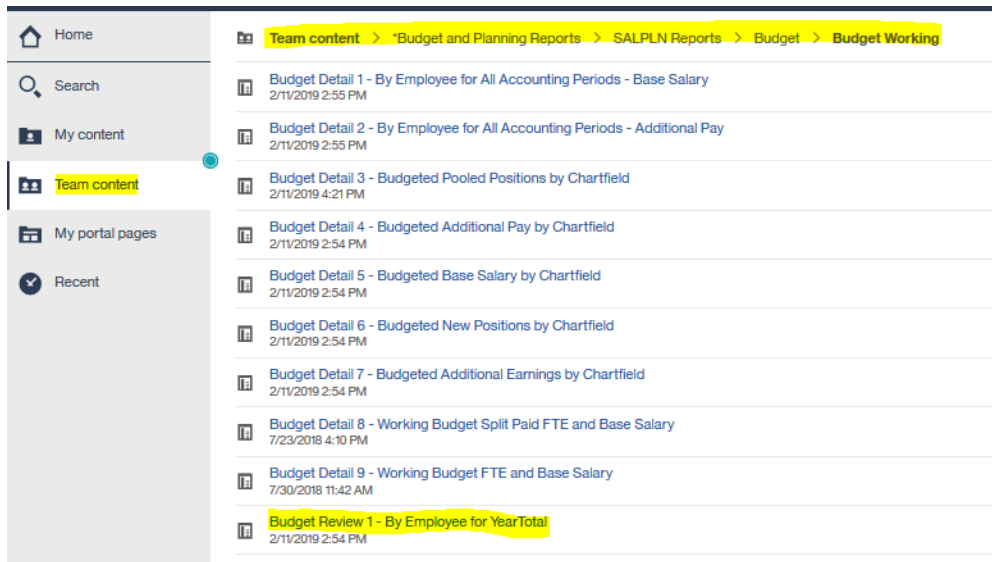
Table of Contents

Employees properly included and excluded.....	1
Budgeting by Pools.....	1
Salaries and hourly rates.....	2
Department and UM System FTE.....	2
Additional Earnings.....	2
Benefits and Taxes.....	2
Chartfield Allocations.....	3
Common Problems found on the Salary Review Forms.....	4
Reconciling SAL and FIN.....	5
Cognos SALPLN Exception Reports.....	5
Report Processing Timelines.....	6
Glossary of links referenced.....	9

Right People – Form SI01 or SI11 Manage Department Assignments

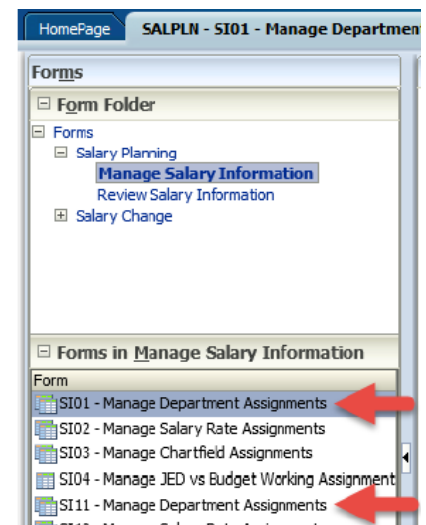
To start the budget process, first verify the correct people are displaying in your departments. Start by running a Cognos **Budget Review 1 – By Employee for YearTotal** report for your department.

<https://reports.umsystem.edu>



If any DPE (Department-Position-Employee) needs to be removed open the **Manage Department Assignments** form:

SALPLN training manual: see page 24



* Best practice is to budget part-time/temporary DPEs in a pool. Actuals based on mapping details (see Appendix B) will still roll to the pooled positions regardless if the pool was budgeted.

If any position is missing (positions created after 2/7/19 or positions that were open on 2/7/19), you could budget this position by a pool or create the individual position by:

SALPLN manual: see page 21 to add a DPE
see page 26 to add a pool

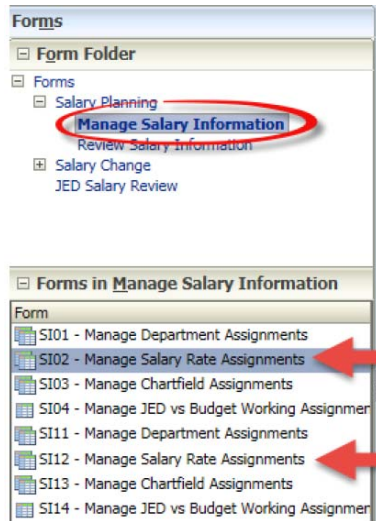
* It is important to review the full list of staff, students and faculty. Please verify you do not have any positions budgeted by employee and also included in a pool.

* In rare cases where both benefit components are needed on a pool position, the 'Pool Rate Benefits' can be populated with 14.07% which is the percentage equivalent of the \$10,000 Per Person Benefit on form 'SI01 or SI11' see Page 28.

Right Pay – Form SI02 or SI12 Manage Salary Rate Assignments

- 1) Next review the seeded salary using the Cognos **Budget Review 1 – By Employee for YearTotal** report. (Same Cognos report as above)

If the employee's salary is not correct, open the **Manage Salary Rate Assignments** form in SAL. You can change the 'Salary Rate Amount' lines to correct their FY18 starting amount and any September 1st increases.



There are four ways outlined in your training manual to adjust an employee's pay.

SALPLN manual: see page 32

- 2) Verify if any **Additional Earnings** need to be added. To add additional earnings see [Page 39](#).

Types of Additional Earnings

Additional Pay-Auto
Additional Pay-Incentive Academic
Additional Pay-Incentive MPIP
Additional Pay-Incentive Staff
Additional Pay-Moving Expense
Additional Pay-Summer 9mo
Additional Pay-Summer Academic
Additional Pay-SOM Call Pay
Additional Pay-SOM Other Clinical Comp
Additional Pay-Other Academic
Additional Pay-Other Staff
Additional Pay-Other

Defaulted Salary Account

705500 - S&W-Non-Benefit Eligible Staff
708425 - S&W-Incentive Pay Other
708400 - S&W-MPP Incentive Pay
708425 - S&W-Incentive Pay Other
715000 - SB-Moving Expense
701000 - S&W-Tenure/Tenure-Track Faculty
703500 - S&W-Non-Ben Elg Faculty excl TNR
705500 - S&W-Non-Benefit Eligible Staff
708415 - Other Clinical Comp
703800 - S&W-Non-Ben Elg Acad (Non-Faculty)
705500 - S&W-Non-Benefit Eligible Staff
700000 - Unspecified Financial Account

- 3) Review the '**Department and UM System FTE**' in the **Manage Salary Rate Assignments** form.

FTE can be adjusted and changed throughout the year if necessary. [Page 37](#)

* Weekly hours are used in the compensation calculation for hourly employees and Department FTE is used for monthly employee compensation calculation.

- 4) Review '**Benefits and Taxes**' in the **Manage Salary Rate Assignments** form

The computing of benefits and taxes for budgeting are controlled by the Yes/No on the 'Benefit Eligible' and 'Taxable Item' columns. [Page 34](#)

Right Funding Source – Form SI03 or SI13 Manage Chartfield Assignments

Next review the chartfield allocations using the Cognos **Budget Review 1 – By Employee for YearTotal** report.

If any of the allocations need to be updated use the **Manage Chartfield Assignments** form.

SALPLN manual: see page 44

*Only budget funds controlled by your Department.

** If the financial account/deptid is showing in red, expand the column to see the drop-down box to edit these fields. If the dummy account and deptid are not changed, this error will prevent the SAL information pushing to FIN. **Page 41**

Financial Account	DeptID	Fund	Program	Project	Job
700000 - Unspecified Financial Account ▼	000000000 - Unspecified	0000 - Operations	0 - Unspecified Program	00 - Unspecified Project	00000 - Unspecified

Error Checks

After you have finished budgeting the compensation, you will want to run RV33 and RV35 review reports in SALPLN. This will ensure you have completed the budgeting process and the correct data is pushing to FIN. [Page 60](#)

*Remember these reports will update anytime the save action is used in SALPLN forms (SI01-SI03 – SI11-SI13).

The screenshot shows the 'Forms' menu in the SALPLN system. Under the 'Form Folder' section, there is a 'Forms' sub-menu, which contains 'Salary Planning'. Under 'Salary Planning', there are two options: 'Manage Salary Information' and 'Review Salary Information'. The 'Review Salary Information' option is highlighted with a blue border. Below this, there is a section titled 'Forms in Review Salary Information'. Under this section, there is a list of forms: RV31 - Review Total Annual Compensation Results, RV32 - Review Annual Compensation by Period, RV33 - Review Total Chartfield Allocations (highlighted in yellow), RV34 - Review Financial Data Feed, RV35 - Review Compensation Vs Chartfield Allocation (highlighted in yellow), RV36 - Review New Department Assignments, RV37 - Review Employees over Benefits and FICA Limits, RV38 - Review FTE Assignment, and RV41 - Summary Compensation Vs Chartfield Allocation.

RV33 - Review Total ChartField Allocations will identify any chartfields that are still using dummy defaults. Please correct the errors in red to allow the information to push to FIN. *Note: Default job codes are shown in orange to highlight that it is a default but these do **not** stop transfer to FIN.

RV35 – Review Compensation vs ChartField Allocation will help highlight any conflicts between what compensation is budgeted and what is pushing to FIN. (Differences between amounts/dates in SI02- Manage Salary Rate Assignments vs SI03 – Manage Chartfield Assignments)

Common Problems found in RV35:

Problem:

There are amounts in both the 'Annual Compensation' and 'Compensation Allocation' fields, but they do not equal.

Cause:

- 1) The chartfield allocations do not equal 100% OR
- 1) The budgeted dates (either on the base salary or the additional earnings) do not match the dates attached to the chartfield allocation lines.

Annual Compensation	700000	⊕ SALARY & WAGE	⊕ BENEFIT EXPENSES	Compensation Allocation	Variance
102,215.40		70,000.00	15,179.50	85,179.50	17,035.90

Solution:

- 1) **Manage Chartfield Assignments** > Correct the percentages to equal 100 in the 'Chartfield Input Value' column. If using the 'amount' option under 'Chartfield Input Type' all of the DPEs lines must equal the total 'Annual Salary' from form **Manage Salary Rate Assignments**
- 2) Check the **Manage Salary Rate Assignments** > 'Salary Rates Start and End' date range. Compare to **Manage Chartfield Assignments** > 'Chartfield Start & End' date range.

Problem:

'Total Annual Compensation' field is blank.

Cause:

An allocation was not entered for this amount budgeted.

Annual Compensation	700000	+ SALARY & WAGE	+ BENEFIT EXPENSES	Compensation Allocation	Variance
0.00		70,000.00		70,000.00	-70,000.00

Solution:

Manage Salary Rate Assignments > edit 'Salary Rate Amount'

Reconciling SAL & FIN

When you are satisfied with your budget, you will want to verify all of your SAL budget is pushing to FIN. [Lesson 8 on page 64](#) guides you through the reconciliation process.

Cognos SALPLN Exception Reports

Home	Team content > *Budget and Planning Reports > SALPLN Reports > Exceptions
Search	SALPLN Exception 10 - Budget Working FTE Exceptions 10/25/2018 9:01 AM
My content	SALPLN Exception 2 - Employees with CY Actual but no NY Budget 10/4/2018 9:38 AM
Team content	SALPLN Exception 4 - New Positions with No Benefits or Taxes Budgeted 10/25/2018 11:26 AM
My portal pages	SALPLN Exception 5 - SALPLN Department vs FIN Deptid Mismatches 10/19/2018 1:59 PM
Recent	SALPLN Exception 6 - Existing Positions with No Benefits or Taxes Budgeted 1/28/2019 7:33 PM
	SALPLN Exception 7 - Budget Working FTE over 1 and Hours over 40 10/19/2018 1:59 PM
	SALPLN Exception 8 - Budget Working System FTE and Dept FTE do not match 11/15/2018 5:05 PM
	SALPLN Exception 9 - Budget Working FTE - Overlapping Periods 10/25/2018 11:17 AM

Report Processing Timelines

Automatic processing in SALPLN and the transfer to FINPLN will run periodically during the day in TST and PRD. These processes will kick off at 6 AM, Noon, 6 PM, 9:30 and Midnight.

*You will not want to review any of your data in the SALPLN review reports during any of the yellow processing times, however you are still able to enter data during any of the yellow and green times.

Hyperion SALPLN Processing Schedule					
<div> <div></div> <div>= Data is available for review in SALPLN Review Forms, FINPLN and SALPLN Cognos Reports.</div> </div>					
<div> <div></div> <div>= Data entered during each yellow/green cycle, will not update or feed until the completion of the next 30 minute yellow processing time or Nightly Process.</div> </div>					
30 Min		30 Min	30 Min	30 Min	Nightly Process
6 a.m to Noon	Noon - 6 p.m.	6 p.m. to 9:30 p.m.	9:30 p.m. to Midnight	Midnight to 5 a.m.	5 a.m. to -6 a.m.
Data entry is available all times except when the nightly process is running (shown in red).					

After the above processes have completed, your SAL budget information will be updated in the **FINPLN form '1.00 NY Budget Data Entry'** and the Cognos **'SALPLN report's'**.

UM System Cognos Analytics - Production

Home

Search

My content

Team content

My portal pages

Recent

Team content > Budget and Planning Reports > SALPLN Reports > Budget > Budget Working

Budget Detail 1 - By Employee for All Accounting Periods - Base Salary
2/11/2019 2:55 PM

Budget Detail 2 - By Employee for All Accounting Periods - Additional Pay
2/11/2019 2:55 PM

Budget Detail 3 - Budgeted Pooled Positions by Chartfield
2/11/2019 4:21 PM

Budget Detail 4 - Budgeted Additional Pay by Chartfield
2/11/2019 2:54 PM

Budget Detail 5 - Budgeted Base Salary by Chartfield
2/11/2019 2:54 PM

Budget Detail 6 - Budgeted New Positions by Chartfield
2/11/2019 2:54 PM

Budget Detail 7 - Budgeted Additional Earnings by Chartfield
2/11/2019 2:54 PM

Budget Detail 8 - Working Budget Split Paid FTE and Base Salary
7/23/2018 4:10 PM

Budget Detail 9 - Working Budget FTE and Base Salary
7/30/2018 11:42 AM

Budget Review 1 - By Employee for YearTotal
2/11/2019 2:54 PM

Budget Review 2 - By Employee by Accounting Period
2/11/2019 2:54 PM

Budget Review 3 - By Employee for All Accounting Periods
2/11/2019 2:54 PM

Budget Review 4 - Department Summary for YearTotal
2/11/2019 2:54 PM

Budget Review 5 - Department Summary by Accounting Period
2/11/2019 2:54 PM

Budget Review 6 - Department Summary for All Accounting Periods
2/11/2019 2:54 PM

Budget Review 7 - By Chartfield and Account
2/11/2019 2:54 PM

Budget Review 8 - For Individual Employee By Chartfield
2/11/2019 2:54 PM

HomePage

FINPLN - 1.00 NY Budget Data Entry

Forms

Form Folder

Forms

Budget Planning

Planner

CBOs

Review

Budget Change

Budget Forecast

Forms in Planner

Form

1.00 NY Budget Data Entry

1.80 NY Copy Budget Data

2.00 NY What If Data Entry

The Cognos 'FIN Reports' and 'Ad-Hoc Reports' are only updated through the overnight process.

The screenshot shows the Cognos Team content page. The left sidebar contains navigation links: Home, Search, My content, Team content (highlighted), My portal pages, and Recent. The main content area displays a breadcrumb trail: Team content > *Budget and Planning Reports > FIN Reports > Budget Development Validation. Below the breadcrumb, a list of reports is shown:

- BudDev Validation 1 – Inactive Chartfield Members (2/12/2019 6:54 AM)
- BudDev Validation 2 - New Year Budgeted Chartfields Not Used in Current or Prior Year Actuals (2/12/2019 6:54 AM)
- BudDev Validation 3 - Prior and Current Year Actuals without New Year Budget Working (2/11/2019 8:50 AM)
- BudDev Validation 3d - Prior and Current Year Actuals without New Year Budget Working (Detail Accounts) (2/11/2019 9:51 AM)
- BudDev Validation 4 – Chartfield Strings Not Budgeted (2/6/2019 2:37 PM)

The screenshot shows the Cognos Team content page. The left sidebar contains navigation links: Home, Search, My content, Team content (highlighted), My portal pages, and Recent. The main content area displays a breadcrumb trail: Ad-hoc Reports for Users > COLUM > Budget Development. Below the breadcrumb, a list of reports is shown:

- Comparison CY Actuals vs CY Working (11/28/2018 3:22 PM)
- GRA_BASE (12/11/2018 8:53 AM)
- LRP (11/19/2013 4:16 PM)
- Transfers (10/29/2018 2:43 PM)

The Explore reports in Hyperion are also updated overnight, but if you wish to update them through the day, you will have to run a **Budget Aggregation** in FINPLN form '1.00 NY Budget Data Entry' by using the right-click option.

The screenshot shows the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The main window displays the '1.00 NY Budget Data Entry' form. The left sidebar shows the 'Forms' tree with 'Budget Planning' > 'Planner' > '1.00 NY Budget Data Entry' selected. The main area shows a table with columns for 'Next Year', 'Current Year', 'FY15', and 'FY16'. A context menu is open over the table, showing options like 'Add Budget Chartfield', 'Run Aggregation (Entity)', 'Edit', 'Adjust', 'Comments', 'Supporting Detail', 'Change History', 'Attachments', 'Lock/Unlock Cells', 'Select All', 'Data Validation Messages', and 'Apply'. The table data includes values for 'YearTotal' and 'Original' for various entities.

https://it-training.missouri.edu/TrainingMaterialsWebsites/FIN_FINPLN_Planner_All_QRG/QRG_Running_Budget_Aggregation_for_an_Entity.pdf

The SALPLN Review forms will automatically update anytime the save action is used in any of the forms under Manage Salary Information (SI01-SI03 – SI11-SI13).

HomePage SALPLN - RV31 - Review Total Annual Compensation Results

Forms

Form Folder

- Forms
 - Salary Planning
 - Manage Salary Information
 - Review Salary Information**
 - Salary Change
 - Salary Core
 - JED Salary Review

Forms in Review Salary Information

Form

- RV31 - Review Total Annual Compensation Results
- RV32 - Review Annual Compensation by Period
- RV33 - Review Total Chartfield Allocations
- RV34 - Review Financial Data Feed
- RV35 - Review Compensation Vs Chartfield Allocations
- RV36 - Review New Department Assignments
- RV37 - Review Employees over Benefits and FICA
- RV38 - Review FTE Assignment
- RV41 - Summary Compensation Vs Chartfield Allocations

Hyperion Production:

<https://hypprd.umsystem.edu:4443/workspace/index.jsp>

Hyperion Test:

<https://hyptst.umsystem.edu:4443/workspace/index.jsp>

Cognos Reports:

<https://reports.umsystem.edu/>

SALPLN Training materials:

https://it-training.missouri.edu/TrainingMaterialsWebsites/FIN_SALPLN/SALPLN_Training_Course_All_Lessons_2020_Budget.pdf

Running Budget Aggregation for an Entity:

https://it-training.missouri.edu/TrainingMaterialsWebsites/FIN_FINPLN_Planner_All_QRG/QRG_Running_Budget_Aggregation_for_an_Entity.pdf