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# PeopleSoft Enterprise EPM 9.1 Planning and Budgeting PeopleBook

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**April 2010**

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# PeopleSoft Enterprise Planning and Budgeting Preface

This PeopleBook describes how to set up and use Oracle's PeopleSoft Enterprise Planning and Budgeting.

This preface discusses:

- Oracle's PeopleSoft products.
- PeopleSoft application fundamentals.
- Deferred processing.
- Common elements used in this PeopleBook.

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## Oracle's PeopleSoft Products

This PeopleBook refers to the following PeopleSoft products:

- PeopleSoft Enterprise Workforce Rewards
- PeopleSoft Enterprise General Ledger
- PeopleSoft Enterprise Asset Management
- PeopleSoft Enterprise Commitment Control
- PeopleSoft Enterprise Project Costing
- PeopleSoft Enterprise Human Resources

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## PeopleSoft Application Fundamentals

The *PeopleSoft Enterprise Planning and Budgeting 9.1 PeopleBook* provides implementation and processing information for the Planning and Budgeting system. However, additional, essential information describing the setup and design of the system resides in companion documentation, *Enterprise Performance Management Fundamentals 9.1 PeopleBook*. The companion documentation consists of important topics that apply to PeopleSoft applications across the Enterprise Performance Management product lines.

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## Deferred Processing

Several Planning and Budgeting pages may operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking buttons, links, or tabs. Delayed processing has various implications for the field values on the page. For example, if a field contains a default value, any value that you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page. See the guidelines for designing pages in the *Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer*.

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## Common Elements Used in Planning and Budgeting

This section lists the following common elements used in Planning and Budgeting:

<b>As Of Date</b>	Indicates the last date for which the report or process includes data.
<b>Description</b>	Enter up to 30 characters of text describing what you are defining.
<b>Effective Date</b>	Establishes the date that the row in the table becomes effective. It determines when you can view and change the information. Pages and batch processes that use the information use the current row.
<b>Fiscal Year</b>	Specifies the fiscal year for your scenario or process run.
<b>Job ID</b>	Specifies an instance of an engine.
<b>Last Run On</b>	Indicates the date that you last ran the report or process.
<b>Period</b>	Specifies the accounting period for the object being defined or the process being run.
<b>Program Name</b>	Provides the Enterprise Performance Management program name for which you are running the report or process.
<b>Run Control ID</b>	Identifies specific run control settings for a process or report.
<b>SetID</b>	Provides the ID code for a TableSet, which is a group of tables (records) necessary to define your company's structure and processing options.
<b>Status</b>	Indicates whether a row in a table is active or inactive. You cannot select inactive rows on pages or use them for running batch processes.

<b>Dimension</b>	A field that stores a chart of accounts, resources, and so on, depending on the application. In PeopleSoft EPM, there are four categories of dimensions, most of which have corresponding OWE maintenance pages: Common, CRM, Supply Chain Mgmt, and HRMS. Dimension values/members represent individual account numbers, department codes, and so forth. Dimensions are also known as ChartFields in other PeopleSoft applications.
<b>Planning Center</b>	A planning center is typically the dimension that drives the type of plan or budget required for the process, such as by department or project. It will represent a unit of work and will also drive the approval structure of the activity scenario being prepared.
<b>Planning Center Dimension</b>	Dimension requiring a tree that is selected for workflow and approvals. Security will be assigned to members and nodes on the tree. The Planning Center Dimension tree requires it to be balanced and node oriented.
<b>Activity</b>	<p>An activity is a user-defined entity identifying the type it is (line item, position, or assets) that determines the planning components such as planning center and dimensionality necessary for plans and budgets. There are three types of activities:</p> <ul style="list-style-type: none"> <li>• <b>Line Item</b> – User-defined activity to view and change plan or budget amounts in a line item format using methods or manually entering values. You can also make adjustments to one or many line item rows, perform allocations, or alternatively enter via a spreadsheet add-in interface.</li> <li>• <b>Position</b> - Used to add, modify, or view position data details, including salary, earnings, benefits, and employer paid tax costs associated with positions. The position budget activity represents greater level of detail than a line item, and therefore it is typically summarized into a line item activity defined by activity relationships.</li> <li>• <b>Asset</b> - Used to create, modify, or view assets and depreciation costs associated with capital acquisition plans. The asset activity represents greater level of detail than a line item, and therefore it is typically summarized into a line item activity defined by activity relationships.</li> </ul>
<b>Activity Group</b>	An Activity Group will specify a collection of activities, the dimension hierarchies (such as trees), members, and the activity relationships between all activities within the group. Only one activity group can be assigned to a planning model, but different planning models can share the same group.
<b>Budget Period</b>	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The Dimension allows maximum flexibility to define operational accounting time periods without restriction to only one calendar. When you do not use the Budget Period dimension, one is created via the Time Hierarchy that concatenates the Fiscal Year and Accounting Period for the planning model's activity scenarios.
<b>Time Hierarchy</b>	Time hierarchies are required within the Scenario Group. They establish the relationship and period aggregation of time within the planning model for non-historical scenarios.

<b>Scenario</b>	A Planning and Budgeting defined scenario places the parameters, such as time and ledger, around historical and proposed data you will want to include within your planning model. A scenario determines what type of scenario it is (history, top-down plan, bottom-up budget, or forecast), the ledger to use (such as actual or budget ledger), the range of time you are referring (such as from/to fiscal year and accounting period), GL scenario data stored, and a rate combination when using multi-currency within your planning models. Scenarios can be shared across scenario groups and by planning models.
<b>Scenario Group</b>	A collection of scenarios that can be used to build the activity scenario combinations within a single planning model. Only one scenario group can be assigned to a planning model, but different planning models can share the same group.
<b>Activity Scenario</b>	Represents the intersection of an activity and scenario that make up a unit of work or planning center. The combination of an activity group and scenario group within a planning model auto generates a set of activity scenario combinations allowed in the model; then various rules, attributes, security, and so on, are applied to each activity scenario combination.
<b>GL Scenario</b>	This scenario is a field located in the budget ledger tables and represents a unique and related combination of data in the ledger that a planning and budgeting scenario ID is tied to based on ledger, calendar, and time.
<b>Account Category</b>	An account category defines a level in the account tree in which to use as a filter when working with line item entry and reporting.
<b>Planning Model ID</b>	A planning model is the framework used to develop plans and budgets. It includes the scenarios and activities required during a budget cycle. The planning model brings together all the parameters, scenarios, and activities that establish the beginning and end of a budget cycle. A centralized budget office or budget coordinator typically defines planning models, and each model contains a single Business Unit.

**Role**

Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work. Your business rules typically specify what user role needs to do an activity. There are only 6 roles used by the Planning and Budgeting application:

- **Coordinator:** The central budget office coordinator for an organization. This person determines parameters and guidelines, builds the planning model, coordinates the overall planning and budgeting process for the organization, and does high-level forecasting and analysis.
- **Analyst:** The user who has responsibility for a planning center, typically a unit, department, or division within an organization. This user may break a plan or budget into smaller units for distribution to lower levels and establish additional guidelines for those smaller units to follow in the budgeting process. Analysts also do some forecasting and modeling for their overall plans or budgets.
- **Reviewer:** The user who has responsibility for reviewing and approving submitted budgets or plans for a planning center. In many cases, an Analyst and a Reviewer may be the same person.
- **Preparer:** The user at the lowest level of preparation for a planning center. This user provides line item, asset, and position amounts, and justifications to higher-level users and does not usually perform allocations or aggregated analysis. When finished preparing a plan or budget, this user submits their work to a higher level planning center for review and approval.
- **Casual Preparer:** An additional user at the lowest level of preparation for a planning center. This user performs the same activities as the Preparer role when access is granted. The system does not, however, enable the casual preparer role to define their own private views for line item activities. When finished preparing a plan or budget, this user submits their work to a higher level planning center for review and approval.
- **System Administrator:** The person in charge of system security.

**Versions**

Planning and Budgeting delivers multiple versions for each planning center level for an activity scenario. Versions are unique to your planning center level. These versions include:

- Base Version (Version 0).

Contains the base budget or plan, or selected data source/seed scenario. All methods and amounts reflect the base budget (BASBUD) amounts from the data source/seed scenario for the rows, plus/minus the incremental percentage applied. No calculations are performed or required for the base version. It is always the same static amounts – and will never receive any updates or require calculation.

- Versions 1 through 3, 5 through 9, and A through Z.

These are unique working versions for the planning center and level, and are the version in which users can modify and update.

- Master Version (Version 4)

When users have finished working on their planning center activity scenario, they will submit the completed plan or budget that is delivered to the next planning center level. The master version is created based on the version that you submit. Alternatively, if the user is not ready to submit, they may copy any of their other versions into master.

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## PeopleBooks and the Online PeopleSoft Library

A companion PeopleBook called PeopleBooks and the Online PeopleSoft Library contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.
- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
- PeopleBooks that are common across multiple applications.
- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.



- How to manage the PeopleSoft online library including full-text searching and configuring a reverse proxy server.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Glossary of useful PeopleSoft terms that are used in PeopleBooks.

You can find this companion PeopleBook in your PeopleSoft online library.



## Chapter 1

# Getting Started With Planning and Budgeting

This chapter discusses:

- Planning and Budgeting overview.
- Business processes.
- Integrations.
- Implementation.

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## Planning and Budgeting Overview

Planning and Budgeting supports your strategic objectives by creating an interactive and collaborative planning and budgeting process. It enables companies to evaluate business alternatives, set financial targets, conduct scenario-based what-if analysis, prepare budgets, and adjust to changing economic environments. By delivering a shared business model with role-based access over the internet, every participant in the planning and budgeting process can interact with their portion of the plan or budget at any time, in any global location.

With Planning and Budgeting, you can:

- Perform multiple activities such as line item budgeting, position budgeting, and asset budgeting.
- Prepare, distribute, review, and approve budgets that use organization-defined time frames, account codes, and data field combinations.
- Build control and oversight into the budgeting process through user-defined rules and formulas to model your way of doing business.
- Use a responsive, driver-based methodology for developing budget plans.
- Use the budgeting spreadsheet add-in to facilitate budget entry.
- Interact with a role-based architecture, workflow-enabled for email notifications and approvals or rejections.
- Leverage an intuitive, spreadsheet-like interface for budget analysis using the web-based drag-and-drop feature to generate planning and budgeting reports on assets, positions, or line items. You can interactively view and analyze these reports online using the analytic grid feature of the Analytic Calculation Engine (ACE) tool.
- Use inquiry pages to generate reports against the data using the delivered SQR reports.

- Reconcile top-down plans with bottom-up budgets.
- Integrate data from Financial Management and HRMS.

You can also align budgets with all current and historical business data—PeopleSoft and non-PeopleSoft. Specifically, you can use Planning and Budgeting to create a complete planning and budgeting solution, aligning your top-down strategic planning with continuous forecasting and bottom-up budgeting. You can synchronize your budgets with your business plan, using your business plans as the foundation for your budget. In addition, you can easily compare actual results against budgets and plans, and then take action or adjust targets as necessary.

Planning and Budgeting is delivered within the PeopleSoft Enterprise Performance Management (EPM) product line, and it takes advantage of the Operational Warehouse. You first transfer the data from the Financial Management and HRMS systems into the Operational Warehouse Staging (OWS) tables using the IBM WebSphere DataStage tool. Then you use the ETL process to load the data from the OWS into the Operational Warehouse Enriched tables (OWE).

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**Note.** Planning and Budgeting does not require use of MDW (multidimensional warehouse) reporting tables within the EPM Warehouse; however, Planning and Budgeting does use the same OWS data sources that are used for loading MDW tables.

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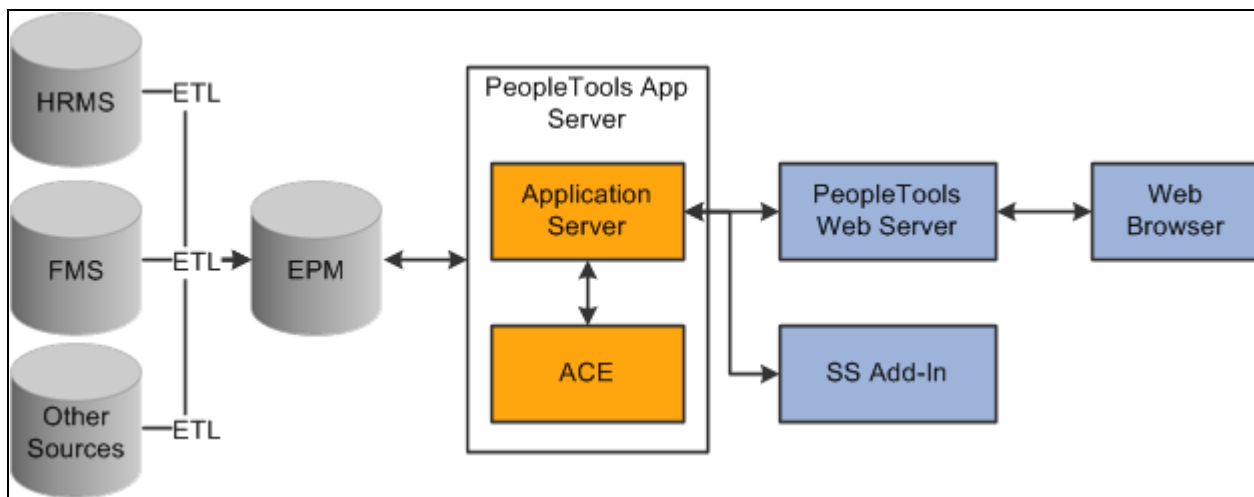
## Business Processes

Planning and Budgeting is part of the Strategic Planning and Performance Management business process, and is applicable to the Plan to Act phase. This phase creates forecasts and tests assumptions and scenarios. Strategic plans are used as targets to create operational line item budgets. Budgets are reviewed, approved and published.

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## Integrations

The following diagram illustrates how Planning and Budgeting integrates with HRMS, Financial Management, and other PeopleSoft applications through the ETL (extract transform and load) tool:



Planning and Budgeting integrations diagram

## Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

### **Other Sources of Information**

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources appears in the preface in *PeopleBooks and the Online Library*, with information about where to find the most current version of each.

### **See Also**

*Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager*

*Enterprise Performance Management Fundamentals 9.1 PeopleBook*



## Chapter 2

# Understanding PeopleSoft Planning and Budgeting

This chapter discusses:

- Planning and budgeting process.
- Application architecture.
- Rule-based methodology.
- Activities.
- Role-based processing.
- Workflow.
- Memory limitations and data considerations.

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## Planning and Budgeting Process

Planning and Budgeting is an analytical application that helps you set top-down targets and generate a bottom-up budget, which is at the foundation of your organization's operations. It helps management evaluate business alternatives and set financial targets, and it enables the organization to work cooperatively and efficiently through the budgeting iterative process—reevaluating expenses and revenue estimates; changing start and end dates; and modifying objectives.

Planning and Budgeting enables different departments to use compatible tools based on the same assumptions. By delivering a shared business model with role-based access over the internet, every participant can interact with his or her portion of the business plan or budget at any time, from any global location. You can respond quickly and efficiently to the changing business environment. Through what-if analysis and modeling, you can simulate headcount changes, expense control strategies, and capital investment plans before implementation. Marketing volatility and other deviations from the original plan can be handled proactively, in real time, rather than once a year.

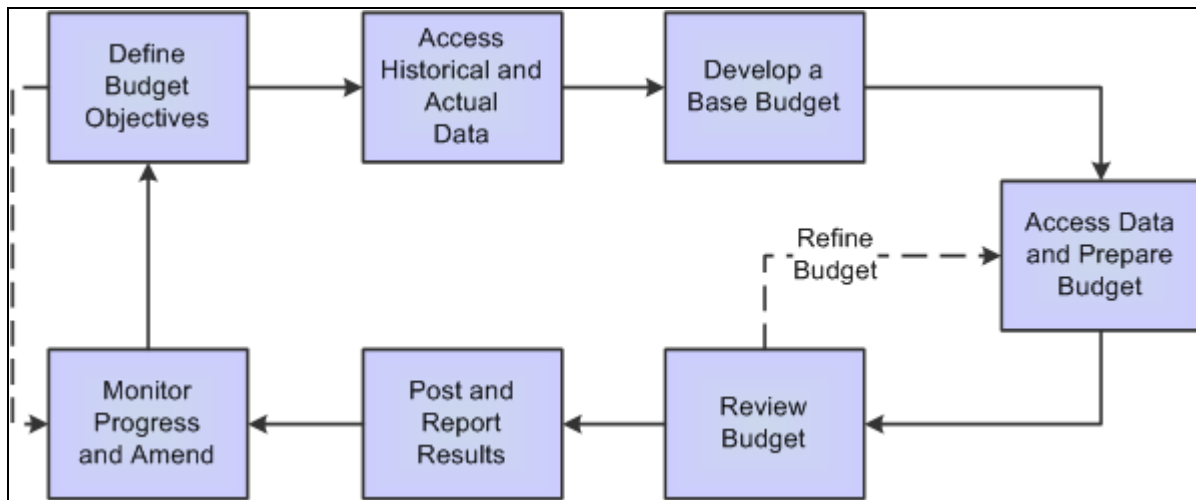
Use Planning and Budgeting to:

- Develop planning targets.
- Access and analyze historical and current data.
- Connect strategic objectives with daily processes.
- Link top-down targets with bottom-up budgets.

- Integrate and update financial statements as business conditions change.
- Conduct continuous forecasting.
- Perform real-time, multidimensional modeling of your planning and budgeting data.

Like other PeopleSoft applications, Planning and Budgeting stores data in relational database tables. You can extract, view, analyze, and modify this data and then move it back into the original tables. Understanding the concepts behind this process—and the tools that help you manipulate the data—helps you perform your role in the planning and budgeting process at your organization.

This flowchart illustrates the Planning and Budgeting process, which includes defining budget objectives; accessing historical and actual data; developing a base budget; preparing, reviewing and refining a budget; posting and reporting results; and monitoring progress and amending the budget.



Planning and Budgeting process

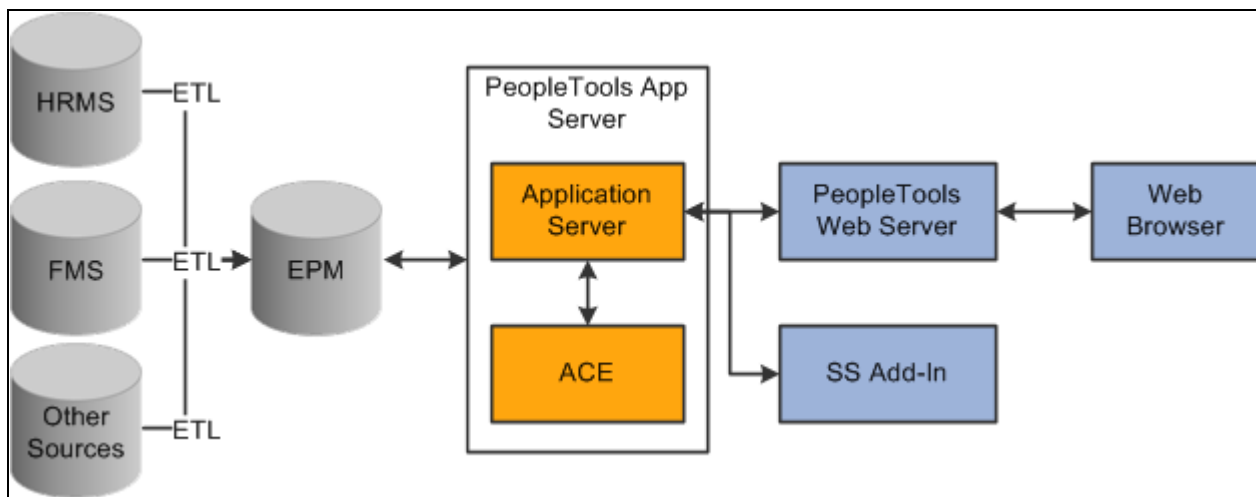
## Application Architecture

This section discusses:

- PeopleSoft Enterprise Performance Management data warehouse.
- PeopleSoft Pure Internet Architecture.
- PeopleSoft Analytic Calculation Engine.
- PeopleSoft HRMS and Financial Management databases.
- Reporting and analysis.

This diagram illustrates the Planning and Budgeting architecture:





Planning and Budgeting architecture

## PeopleSoft Enterprise Performance Management Data Warehouse

Planning and Budgeting is delivered with the PeopleSoft Enterprise Performance Management (EPM) data warehouse, which is the data repository for all source system, planning, and forecasting budget information that is created by your organization. The EPM data warehouse supports enterprise-wide business analytics and enables easy data migration from PeopleSoft and non-PeopleSoft systems.

The EPM data warehouse stores the historical data used in the planning and budgeting process, as well as the results of the planning and budgeting process.

The EPM data warehouse includes these components:

- Extract, transform, and load (ETL) tool.
- Operational Warehouse Staging (OWS) tables.
- Operational Warehouse Enriched (OWE) tables.

The extract, transform, and load process into the OWS and OWE tables collects data from dissimilar data sources such as PeopleSoft Financial Management system, Supply Chain Management, HRMS, and Customer Relationship Management so that analytical applications like Planning and Budgeting can access and use the data. Moving information from multiple sources onto one common platform lets managers and decision-makers more easily access their data for enrichment, analysis, and reporting.

### See Also

*Enterprise Performance Management Fundamentals 9.1 PeopleBook*

## PeopleSoft Pure Internet Architecture

PeopleSoft Pure Internet Architecture lets you access Planning and Budgeting online. Pure Internet Architecture is comprised of the PeopleTools Web Server and the PeopleTools Application Server. The PeopleTools Web Server serves pages to the browser and maintains states. The PeopleTools Application Server sends instructions to the web server and the PeopleSoft EPM database, and also implements the Planning and Budgeting business rules.

## PeopleSoft Analytic Calculation Engine

PeopleSoft Analytic Calculation Engine (ACE) is a decision support tool that provides real-time, multidimensional modeling. ACE is embedded in the Planning and Budgeting line item activity for data calculations, and is used in inquiry pages, where you can compare data across scenarios, versions, and time, as well as drag and drop dimensions to customize your analysis.

Use ACE to:

- Perform scenario-based modeling and multidimensional analysis of financial data.
- Generate accurate budget models using formulas to define rules and relationships across several dimensions.
- Implement multiuser, role-based security.
- Use interactive reporting to view, filter, group, and sort data to gain more insight into your enterprise.

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**Note.** You can use ACE to analyze line item, position, and asset activity data via analysis reports, but ACE is not used as part of data entry into your position and asset activities.

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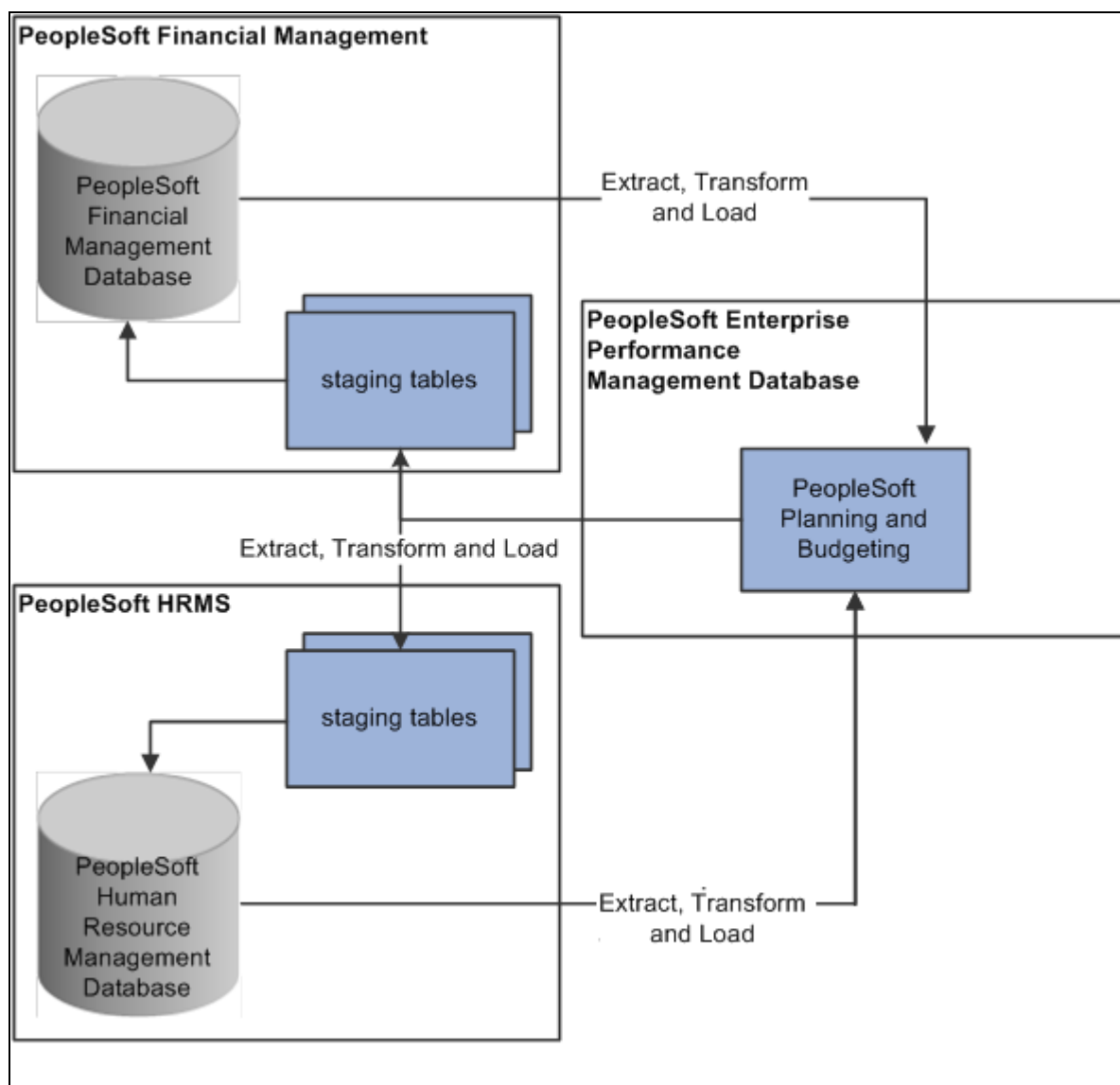
See *Enterprise PeopleTools PeopleBook: PeopleSoft Analytic Calculation Engine*.

## PeopleSoft HRMS and Financial Management Databases

The delivered ETL tool lets you import data from the PeopleSoft Human Resource Management System (HRMS) and PeopleSoft Financial Management System (FMS) databases into PeopleSoft EPM to help you prepare the budget and exchange data between Planning and Budgeting and these PeopleSoft applications:

- Asset Management
- General Ledger
- HRMS
- Projects

This diagram illustrates how Planning and Budgeting integrates with other PeopleSoft databases using ETL:



Planning and Budgeting integration points

You can also use data from third-party applications. Supplemental information about third-party application integrations is located on My Oracle Support.

## Reporting and Analysis

To help you assess and adjust your planning and budgeting process, a delivered reporting and analysis feature enables you to view query results online when you use any of these pages:

- Variance Analysis to compare scenarios for an activity and planning center in the planning model.
- Version Analysis to compare budget versions for an activity, scenario, and planning center in the planning model.
- Position Budgeting Analysis to access cost and full-time equivalent data by account, position, job code, and employee.

- Asset Analysis to access data about an asset account, capital acquisition plan, capital acquisition sequence, or asset catalog item.

These query results appear online in an ACE grid. Use the web-based drag-and-drop feature to refine your analysis, preview results, and modify the report format.

### **See Also**

Chapter 20, "Reporting and Analyzing Results," page 571

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## **Rule-Based Methodology**

Planning and Budgeting requires a general rule, formula, or method that specifies how to calculate each value in an activity. This rule, formula, or method provides a highly configurable framework in which to build formulas—from easy to complex. Each organization is unique, so the system allows you to configure formulas for your industry and business.

This flexible formula framework is presented in a wizard format that includes built-in validations. The formula framework spans planning centers, scenarios, and user-defined activities, defining relationships within the planning model.

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## **Activities**

Planning and Budgeting activities allow planning administrators and budgeting analysts to add and define each activity with the dimensionality that best fits their unique planning and budgeting needs. Activities may either be set up along functional areas or configured along lines of business such as geography or product line. Each activity can have unique or shared dimensions, and unique or shared planning and budgeting centers that support their own workflow and security. This flexibility extends to configurable review and approval processes for each activity.

The three types of activities are:

- Line item activity.

Used to view and change plan or budget amounts in a line item format.

- Position activity.

Used to add, modify, or view position data details, including salary, earnings, benefits, and employer-paid tax costs associated with positions.

- Asset activity.

Used to create, modify, or view assets and depreciation costs associated with capital acquisition plans.

The position activity and asset activity represent a greater level of detail than a line item; therefore, they are typically summarized into a line item activity defined by activity relationships.

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## Role-Based Processing

For each organization, the planning process may be an iterative process and it may involve many people at different levels of the organization. The types of activities performed may depend on the individual job responsibilities associated with the specific role. PeopleSoft Planning and Budgeting enables you to set up security based on user roles. Users can be assigned multiple roles that describe their part in the workflow. Planning and Budgeting uses these six roles:

- A coordinator manages the overall budgeting process, including setup, distribution, and consolidation of the budget; determines parameters and guidelines; and builds the planning model.
- An analyst is responsible for a planning center, typically a unit, department, or division, within an organization.

This user may break a plan or budget into smaller units for distribution to lower levels.

- A preparer, who is at the lowest level of preparation for a planning center, provides line item, asset, and position amounts and justifications to higher level users.

This user does not usually perform allocations or aggregated analysis.

- A casual preparer provides the same services as the preparer role when access is granted.

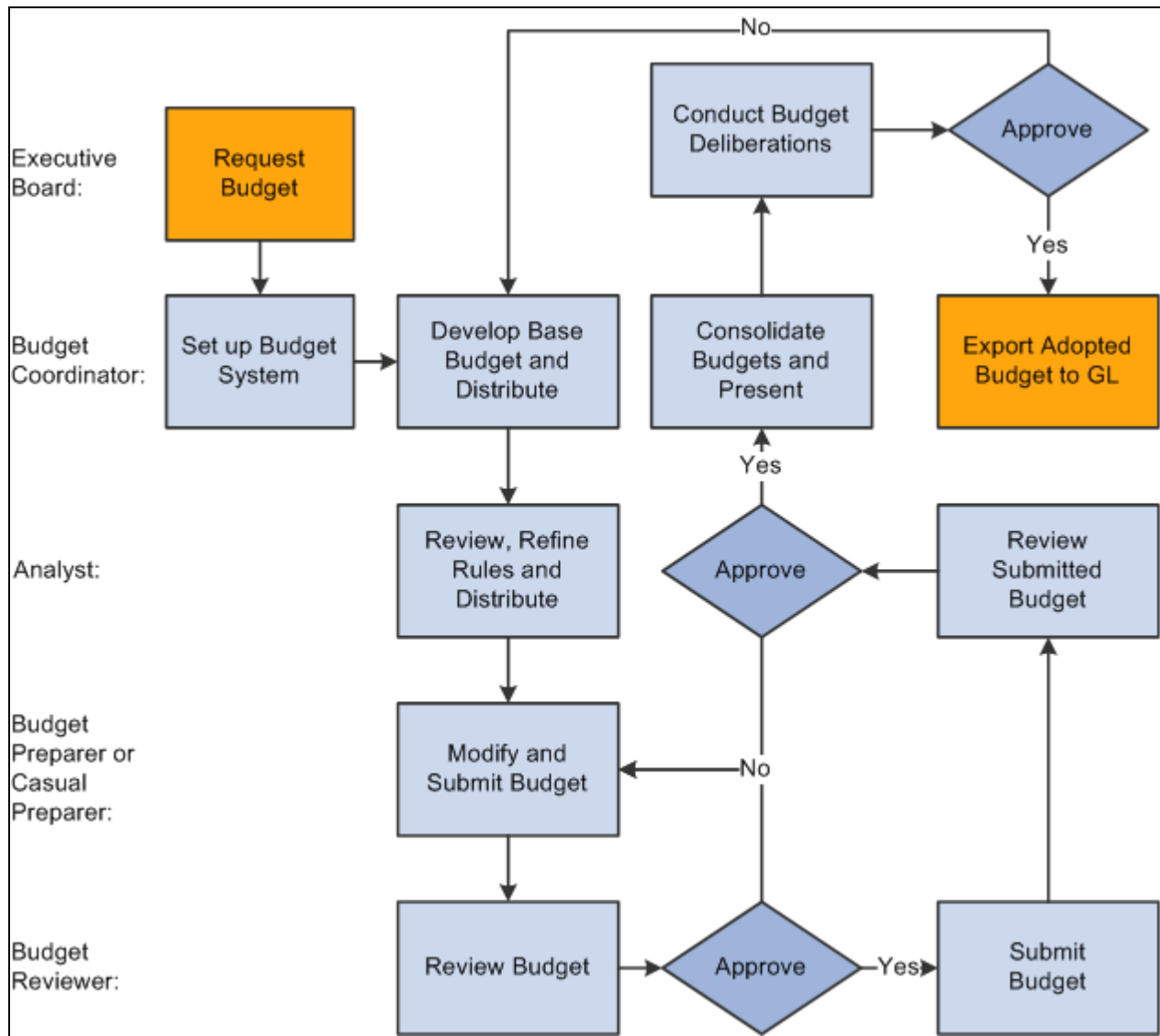
The system does not allow casual preparers to define their own private views for line item activities.

- A system administrator defines user security and access.
- A reviewer is responsible for reviewing and approving submitted budgets or plans for a planning center.

In many cases, an analyst and a reviewer may be the same person.

PeopleSoft Planning and Budgeting uses standard security definitions from PeopleTools and the PeopleSoft EPM Warehouses to provide the correct access to various areas of the application, depending on your role in the organization.

This diagram illustrates how these roles interact within the budgeting process:



Roles in the budgeting process

**See Also**

Chapter 3, "Setting Up Security and Roles," page 19

## Workflow

Workflow enables you to control and monitor the planning and budgeting review and approval process. You define workflow relationships for activities and use email to notify team members when milestone events occur during the preparation process, such as submit and reject. Trees are used to establish a routing hierarchy among the people notified.

Using workflow, you assign each user a role in the approval hierarchy, defining his or her planning centers, actions, and notifications. You can notify users when an action is required, such as entering or reviewing a budget. You communicate overall status through emails, alerts, and workspaces.

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## Memory Limitations and Data Considerations

Planning and Budgeting uses the integrated PeopleTools Analytic Calculation Engine (ACE), which is included in PeopleTools release 8.46 and higher. ACE functions primarily as the multi-dimensional calculation engine for line item type activities, including flexible formula methods. ACE is also used to display line item data in data entry views as well as read-only analysis views, such as variance analysis.

Planning and Budgeting customers with large amounts of data can encounter memory limitations when PeopleTools runs as a 32-bit process and as a result certain Planning and Budgeting processes and/or data views fail to complete or successfully load into pages that contain line item data. This is due to the use of ACE to create Planning and Budgeting models.

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**Note.** Position budgeting and asset detail activities are written using PeopleCode and are not dependent on ACE.

---

ACE is an in-memory model. Each activity-scenario combination in EPM Planning and Budgeting creates an underlying ACE model. ACE loads all the necessary data to complete a process. User security is respected and the system loads only the appropriate data based on a user's access. For instance, a data entry view for a preparer will typically require much less in-memory data than for a coordinator role.

Certain processes and data views fail to complete when the PeopleTools process runs out of available addressable memory. PeopleTools releases support multiple operating systems and operating system versions. Depending on the PeopleTools release, PeopleTools will run as a 32-bit process or as a 64-bit process. Even if an operating system version is 64-bit, PeopleTools may run only as a 32-bit process on that version.

Furthermore, each operating system has its own unique methods for handling and allocating addressable memory. As a result, each operating system has significantly different limits for handling data volumes on 32-bit operating systems.

### ACE Index Limit

When loading the multi dimension data in memory, ACE doesn't store the index array for the multi dimension data; instead it uses an algorithm to map the index array to a unique integer index that will be used as the index to store the cube cell data values in memory. This index is defined as a PSI64 type (the largest integer currently supported by PeopleTools). Since ACE will also need to use one bit of this PSI64 type as the mask for the modify/non-modify flag, the maximum integer number for this index will be  $2^{63}$  ( $\sim 9.2e^{18}$ ). Thus the unique mapping algorithm requires the cross product of the number of the dimension members in the cube to be less than  $2^{63}$ , otherwise the index will overflow and the in memory data storage cannot handle the overage.

When the number of the cross products is over  $2^{63}$ , the potential index overflow problem might cause problems in ACE internal in memory cube storage. There could be different unexpected behaviors depending on whether/how an overflowed index was created and how the system responds/accesses the memory pointed by that index. This depends on which cube cell needs to be indexed (it is possible that all the cube cells that have values and need to be indexed have the index value less than  $2^{63}$  even though the total cross product of the number of the dimension members are over  $2^{63}$ . You can think of it as to assign the integer for each of the dimension tuples, and that integer can range from 1 to  $2^{63}$ ). If that is the case, then the results will be correct. But most likely there could be integer index for cube cells that need to be indexed larger than  $2^{63}$  if the total cross product of the number of the dimension members are over  $2^{63}$ , and the result could be crashes or some incorrect results.

One common error is the "memory access error", which results in the following error in the message log: "BP\_ACT\_CALC.Calc.Calc engine abends during line item stage with the message: 'Initiated' or 'Processing' no longer running". Another common error is zero amounts in the analysis report grids.

## Impacts to EPM Planning and Budgeting Processes and Data Views

The data volume limitation applies to the following areas, which are generally limited to the coordinator role:

- Staging.

Each activity-scenario combination represents a single ACE model and is staged individually. If a particular activity-scenario is too large, the addressable memory for the operating system is exceeded and the activity-scenario (ACE model) does not get staged.

- Recalculation.

A full model recalculation, in application terms, includes ACE model loading, the GetRowCount function and calls, and the ACE cube collection. During recalculation, the internal ACE model routine named GetRowCount has to build many internal structures in memory. If the data volumes in the model are too great, addressable memory can be exceeded.

- Analysis views (especially coordinators that have access to all data).

When selecting all planning centers, or a large group of planning centers for a particular activity-scenario, the amount of data loaded may exceed the addressable memory for the operating system if the volume is too high.

- Data entry views (especially coordinators that have access to all data).

When selecting all planning centers or a large group of planning centers for a particular activity-scenario, the amount of data loaded may exceed the addressable memory for the operating system if the volume is too high.

## Data Volumes

The primary driver is the number of rows stored for a given activity-scenario (the ACE model). The number of rows is based on the number of dimensions and the number of members for each dimension, including budget periods. A separate row is created for each budget period (for example, Jan, Feb, Mar).

There are no known sizing issues that are caused by the raw number of planning centers.



The maximum number of rows that we were able to process for a single activity-scenario/ACE model varies by operating system, ranging between 380,000 and 800,000 when running as a 32-bit process. The wide variation by operating system is determined by the algorithms and number of segments used for managing addressable memory on that particular operating system. These limits do not apply to environments where PeopleTools runs as a 64-bit process.

See [Chapter 2, "Understanding PeopleSoft Planning and Budgeting," Operating System Considerations, page 17.](#)

## Estimating Data Volumes

The following factors determine the overall size, and therefore memory requirements, for a given activity-scenario:

- Number of dimensions and the number of members in a dimension.
- Planning time horizon, multiple years.
- Number of budget periods in a scenario (days, weeks, months, quarters, annual).
- Number of comparison scenarios.
- Number of FLEX formulas, especially where dimension selection is set to all members.
- Number of rows in data view.

The number of rows of data for a given ACE model is a function of the number of dimensions, the number of dimension members, and the sparsity factor of the data. Sparsity refers to the density of the dimension intersections. The equation for calculating data volume is:

$$\text{Data Volume} = \text{Total Possible Rows} \times \text{Sparsity Factor}$$

To calculate the approximate value for the number of total possible rows, compute the cross product of the number of dimension members by multiplying together the count of the number of members *in each* dimension, then multiply that amount by the number of periods, the number of currencies (use 1 if you are not using multiple currencies), and the number of budget centers. If department is the budget center, for example, then you will use department twice in the calculation (once in the count of dimension members, and once in the number of budget centers). The total should be less than  $2^{63}$  or  $9.2e^{18}$ .

The unknown factor in the equation is determining how sparsely populated the data will be for any given activity-scenario. If a 99% sparsity rate is assumed, this means that of all the possible data combinations, 99% of those combinations have a null value and they are not used. Only the physical rows of data are loaded into the ACE model. ACE has a feature called "explicit tuples" which handles the sparsity issue in terms of the size of the database. Having a very sparse model isn't an issue for ACE, unless the cross product of the number of dimension members (the total possible rows) exceeds the index limit of  $2^{63}$ .

See [Chapter 2, "Understanding PeopleSoft Planning and Budgeting," ACE Index Limit, page 13.](#)

Estimating data volumes using surrogate data is a practical approach when estimating size. In some cases a more straightforward approach is to look at the number of physical rows used for last year's actuals or a prior budget. Estimating based on historical data assumes the same dimensionality, number of dimension members including number of time periods, and so on. For instance, if the actuals are stated as annual amount and the budget model calls for 12 months, the number of rows in the actuals would need to be multiplied by a factor of 12, since data would presumably be stored in all 12 budget time periods. Similarly, you would multiply the number of rows in the actuals by the number of comparison scenarios, assuming each comparison scenario has the same combination of dimension members as the actuals.

On the other hand, if actual data did not have a product dimension and the budget has 58 products in a product dimension, not all data will be budgeted to all 58 products. You would not multiply the actual data rows by a factor of 58 to estimate the number of budget rows. Unlike time periods, the product dimension is sparse in relation to all the other dimensions. A sparsity assumption would need to be applied (for example,  $58 \times (1-95\%)$ ).

Using fewer dimensions in your budget model than exist in your source system also affects this calculation. If your actual data includes a dimension for region, but the region dimension is not included in your budget model, then those rows will be aggregated away, and you end up with fewer rows in Planning and Budgeting than exist in your actuals ledger.

## Implementation Design Options for Reducing Data Volume

The best solution for the memory limit issue is to implement Planning and Budgeting with PeopleTools running as a 64-bit process. However, the following design considerations should be taken into account as such an environment may not be available. In addition, an efficiently designed model will generally have better performance than a larger, less efficient model. This is the only solution for the index limit issue. The following list outlines implementation approaches to reduce data volumes:

- Use multiple activities.
  - Break up a Planning and Budgeting model into multiple activities. Since each ACE model represents a scenario-activity combination, more combinations have fewer rows of data than a single large activity.
  - Data that is distributed in multiple activities can be integrated into parent activities.
  - A collection of smaller activities leverages the Planning and Budgeting data model and distributed architecture, and helps to scale the model.
- Use fewer dimensions.
  - Consider concatenating some dimensions into valid dimension combinations (for example, operating unit with department for a planning center, or concatenate customer with channel or product or location).
  - Remove dimensions which are actually attributes and don't generate additional combinations. If those dimensions are needed only for exporting to General Ledger, they can be added later during the export process (this does, however, require some customization).
- Use fewer dimension members.
  - Reduce the number of accounts.
 

For example, if only one department has a corporate jet consider using a common travel account instead.
  - Reduce the number of time periods.
 

Weekly planning generates more rows of data than monthly planning.

Multi-year planning for a single scenario generates more data than a single or partial year
  - Use a single currency.
 

Single currency budgeting is less sparse than multiple currency models.

- Include fewer comparison scenarios.

Reducing the number of comparison scenarios brings less data into memory during staging.

- Create efficient FLEX formulas.

To maximize performance, use explicit member selection or 'same as target' rather than 'all members' when possible.

Following these implementation design recommendations will help resolve memory limits and index limits, and improve performance.

## Operating System Considerations

Running the application server as a 64-bit process should resolve memory limitation issues, but not the index limit issue. As stated previously, this may not help improve performance, but will keep the application from failing due to lack of addressable memory. 64-bit processes have a vastly greater amount of addressable memory available compared to 32-bit processes ( $2^{64}$  versus  $2^{32}$ ).

When running as a 32-bit process, in the calculation portion of the staging process at certain levels of data and complexity, we have seen the process requests memory, but no more addressable memory is available; the process dies. When running the same process on the same database as a PeopleTools 8.46 64-bit process, the process runs to completion.



## Chapter 3

# Setting Up Security and Roles

This chapter provides an overview of security setup, secondary security setup, lists prerequisites and discusses how to:

- Assign Planning and Budgeting roles to roles defined in PeopleTools.
- Define Planning and Budgeting users.
- Integrate with EPM Warehouse security.
- Set up Planning and Budgeting security groups and secondary security groups.
- Review security and secondary security by user.
- Review Planning and Budgeting security reports.

---

## Understanding Security Setup

You are required to set up security for Planning and Budgeting, which in turn defines how you configure and control your system. The ultimate goal is to develop an interface and functionality specific to your particular organization.

To implement Planning and Budgeting security setup, first link the Planning and Budgeting roles to a corresponding PeopleTools security role. You then designate users with these roles for access to the Planning and Budgeting system. The roles are associated with security groups that in turn grant user access to specific nodes on the planning center tree. The security groups are used in the building of model, scenario, and activity combinations.

---

## Understanding Secondary Security Setup

Secondary security setup is optional. You can create a secondary security group to grant users access to dimension members, and you can associate the secondary security group with the activity scenarios. You use a dimension other than your planning center dimension to establish secondary security.

There are two different kinds of secondary security definitions used by Planning and Budgeting, and only one type of secondary security definition can be used at a time by each line item activity in a planning model:

- EPM Warehouse security definitions.

---

**Note.** The EPM Warehouse security only refreshes the system version. If you copy the system version to another version, then you must manually update that version for any changes made to the system version.

---

When the EPM Warehouse security definitions are copied to the Planning and Budgeting database the following rules apply:

- If a previously copied permission for a dimension value and Planning and Budgeting user have been modified to read-only, this will not be overwritten by the warehouse security.
- The default user access for definitions copied from the warehouse is read-write.
- The system deletes a definition if it was previously copied from a warehouse security group and it does not currently exist in the warehouse.
- The system adds new definitions for those that do not exist in the Planning and Budgeting definitions.
- For all the copied warehouse security definitions, only the read and read-write permissions in the Planning and Budgeting database can be modified from the Planning and Budgeting application. You can neither add nor delete dimension values.
- Planning and Budgeting secondary security group definitions.

---

## Assigning Planning and Budgeting Roles to PeopleTools User Roles

PeopleSoft delivers predefined Planning and Budgeting roles. You may use these roles or optionally replace them with a role name more descriptive of your situation. Use the PeopleTools pages to define a user role.

## Understanding Planning and Budgeting Roles and Their Relationship to PeopleSoft Security Roles

This section provides an overview, lists prerequisites, and discusses how to associate Planning and Budgeting roles with PeopleSoft roles. Planning and Budgeting delivers the following predefined roles:

<b>Coordinator</b>	The central budget office coordinator for an organization, this individual determines budget parameters and guidelines, builds the planning model, coordinates the overall budget process for the organization, and performs high-level forecasting and analysis.
<b>Analyst</b>	With budget responsibility for a planning center—typically a unit, department, or division within an organization—this individual may break a budget into smaller units for distribution to lower levels and establish additional guidelines for those smaller units to follow in the budgeting process. Budget analysts also do some forecasting and modeling for their overall budget.
<b>Reviewer</b>	With responsibility for reviewing and approving submitted budget plans for a planning center, in many cases, a budget reviewer and a budget analyst may be the same individual.

<b>Preparer</b>	At the lowest level of budget preparation for a planning center, this individual provides line item, asset, and position budget amounts and justifications to higher-level users and does not usually perform budget allocations. When finished preparing a budget, the budget preparer submits a budget to a higher level planning center for review and approval.
<b>Casual Preparer</b>	An additional user at the lowest level of budget preparation for a planning center, when access is granted this individual performs the same activities as the budget preparer. The system does not, however, let the casual preparers define their own private views for line item budgeting. When finished preparing a budget, the casual preparer submits a budget to a higher level planning center for review and approval.
<b>System Administrator</b>	The system administrator is in charge of system security.
<b>Inactivated</b>	<p>When you delete the user profile of a user that is included as part of a Planning and Budgeting security group, his role must be updated to <i>inactivated</i> in that security group.</p> <p>The system automatically assigns this role to the user when you delete his user profile.</p>

## Prerequisites

Complete general PeopleSoft security setup including the following:

1. Define permission lists—the objects that control what a user can and cannot access.
2. Assign permission lists to user roles.

A user role is the link between a permission list and a user profile. A user role can use multiple permission lists, and a user profile can be assigned multiple roles. A user's system access is a combination of all of their user roles.

3. Set up a user profile to define an individual PeopleSoft user, and then link the user profile to one or more roles.

You must set up a user profile in the system before you can give a user access to the Planning and Budgeting system. In setting up a user profile, you create a user ID and associate roles with that user ID. The role assigns permission lists to the user.

### See Also

*Enterprise PeopleTools PeopleBook: Security Administration, "Working with Permission Lists"*

*Enterprise PeopleTools PeopleBook: Security Administration, "Roles"*

*Enterprise PeopleTools PeopleBook: Security Administration, "User Profiles"*

## Page Used to Assign Planning and Budgeting Roles to User Roles








Page Name	Definition Name	Navigation	Usage
Planning & Budgeting Roles	BP_ROLE_DEFN	Planning and Budgeting, System Administration, Administer User Security, Planning and Budgeting Roles	Assign Planning and Budgeting roles to PeopleTools specified roles.

## Assigning Planning and Budgeting Roles to User Roles

Access the Planning & Budgeting Roles page (Planning and Budgeting, System Administration, Administer User Security, Planning and Budgeting Roles).

### Planning & Budgeting Roles

Assign Planning & Budgeting roles to PeopleTools specified roles.

Planning & Budgeting Roles <a href="#">Customize</a> 		
Budgeting Roles	PeopleSoft Role	Description
Analyst	<input type="text" value="Analyst"/> 	Analyst
Coordinator	<input type="text" value="Coordinator"/> 	Coordinator
Preparer	<input type="text" value="Preparer"/> 	Preparer
Reviewer	<input type="text" value="Reviewer"/> 	Reviewer
System Administrator	<input type="text" value="System Administrator"/> 	System Administrator
Casual Preparer	<input type="text" value="Casual Preparer"/> 	Casual Budget Preparer

Planning and Budgeting Roles page

When you assign a user role to a budgeting role, you are essentially assigning permission lists to the budgeting role. This *optional* page lets you rename budgeting roles, which may be useful in enterprises where roles are labeled differently from the delivered Planning and Budgeting roles or where multiple languages are used.

### PeopleSoft Role

Enter a user role (defined in PeopleTools) for each of the delivered budgeting roles.

Preparer and casual preparer require a PeopleSoft role assigned. Other budgeting roles are optional. Leave these blank if you are not using in Planning and Budgeting.

See *Enterprise PeopleTools PeopleBook: Security Administration, Roles and permission lists, Roles*



---

## Defining Planning and Budgeting Users

Before granting access to the Planning and Budgeting system or sending automatic emails to those involved in the budgeting process, define and identify your budgeting system users from the user profiles you set up using PeopleTools.

### Page Used to Define Budget Users

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define Planning and Budgeting Users	BP_USER_SELECT	Planning and Budgeting, System Administration, Administer User Security, User List	Define specific user access to Planning and Budgeting and synchronize user profiles from PeopleSoft EPM Warehouse.

### Identifying Planning and Budgeting Users

Access the Define Planning and Budgeting Users page (Planning and Budgeting, System Administration, Administer User Security, User List).

## Define Planning & Budgeting Users

To assign Planning & Budgeting users, click each check box.

Update Users

Users in the list below only appear if they are associated with Planning and Budgeting Roles.

If you do not see a user you wish to select, please contact your security administrator.

System Users			
	Budget User	User ID	Description
1	<input checked="" type="checkbox"/>	BP01	BP01 User
2	<input checked="" type="checkbox"/>	BP02	BP02 User
3	<input checked="" type="checkbox"/>	BP03	BP03 User
4	<input checked="" type="checkbox"/>	BP04	BP04 User
5	<input checked="" type="checkbox"/>	BP05	BP05 User
6	<input checked="" type="checkbox"/>	BP06	BP06 User
7	<input type="checkbox"/>	HHCFO	Healthcare CFO
8	<input type="checkbox"/>	JOHN	Manager of Sales
9	<input type="checkbox"/>	KAREN	VP of Sales
10	<input type="checkbox"/>	RITA	VP of Marketing

Define Planning and Budgeting Users page

The Define Planning and Budgeting Users page displays all users that have a planning and budgeting role assigned in the system. You must designate which of these users may have access to Planning and Budgeting applications with a check.

**Update Users**

Once you have assigned a planning and budgeting role to a user, click this button to synchronize user profiles in the PeopleSoft EPM Warehouse.

**Note.** You should also update users any time you delete a user profile in PeopleTools security.

**Budget User**

Select to enable a user access to the budgeting system.

## Integrating with EPM Warehouse Security

The EPM Warehouse security defines:

- Users.

- Roles.

A user may be a member of one or more roles. A role typically has more than one user.

- Dimension access rules.

These access rules define who may access a dimension and members of a dimension. The rules may be defined for a role or for a user. A role or a user may be allowed to access only certain members of a dimension.

Access rights for a user are the combined access provided to them by their membership in roles.

To set up secured access for a dimension in the warehouse, the security administrator defines the access rules and then executes a batch program that processes the rules into flattened security join tables (SJTs). These tables are then queried by EPM applications to determine what data is accessible by a certain user.

Planning and Budgeting has its own set of security tables that contain information about users and their access rights. To leverage the warehouse security in Planning and Budgeting, we deliver a batch program (Request Security Processing) that accesses the SJTs and updates the Planning and Budgeting security tables with the same information. You must execute the Planning and Budgeting batch program after the warehouse security program has modified the SJTs.

To that end, you:

1. Define a jobstream containing both the warehouse and the Planning and Budgeting security batch processes, using the Jobstream page (EPM Foundation, Job Processing, Setup Engines and Jobstreams, Processes in Jobstreams).

### Jobstream

Jobstream ID: SECURITY1

Jobstream Definition

\*Effective Date: 02/16/2010

\*Status: Active

\*Description: Security

\*Jobstream Type: Warehouse Jobstream

Retry Enabled: ☐

Number of Attempts:

- ☐ Unlimited Attempts
- ☒ Maximum Number of Attempts:

Retry Interval (seconds):

Jobstream Information			Customize   Find      First   1-2 of 2   Last
*Jobstream Sequence	*Job ID	Description	
100	SECURITY	Security	
200	BPSEC	P&B EW Security	

\* Required Field

Jobstream page

2. Run the jobstream from the Request Security processing page (EPM Foundation, EPM Security, Advanced, Request Security Processing).

**Request Security Processing**

User ID: BP01 [Report Manager](#) [Process Monitor](#) [Run](#)

Run Control ID: Security1

**Process Information**

\*Description: Security EW and BP When: Always ☐ Send Email Notification [Specify Email Parameters](#)

EPM Role: User ID:

Dimension: ACCOUNT Warehouse:

\*As Of Date: 02/16/2010

Enter Business Unit to use for RecordSuite allocation:

\*Business Unit: US002

☒ Rerun Option

\*Jobstream ID: SECURITY1 Program: PF\_JOBSTREAM

Last Run On: As Of Date:

**Copy System Role to EPM**

- ☒ Rebuild Security Only
- ☐ Copy Roles, Rebuild Security
- ☐ Copy Roles Only

Request Security Processing page

The EPM batch process performs the following steps:

- Processes all warehouse dimensions or the dimension given as a parameter on the security run control page.
- For each warehouse dimension (OWE only), it attempts to find a matching dimension in the Planning and Budgeting application by querying the PS\_BP\_EW\_DIM\_MAP table.
- If it finds a dimension, it queries the PS\_BP\_ACTIVITY table to determine if the dimension is secured in the Planning and Budgeting application. Warehouse dimensions can only be used to secure secondary dimensions on an activity. The warehouse dimension security cannot be used for planning center dimensions.
- It then accesses the SJT for the corresponding warehouse dimension.
- It creates a secondary security group in Planning and Budgeting for this dimension. It tags the secondary security group as a warehouse security group. The name of the secondary security group is specified in the mapping table PS\_BP\_EW\_DIM\_MAP.
- The secondary security groups are keyed by setID. The setID is determined by the business unit or the setID of the dimension values in the SJT.
- It creates the secondary security group with an effective date of 01-01-1900. This effective date is updated every time you run the batch process. Note that if you create a new effective date for the warehouse security groups, the batch program still applies the 01-01-1900 definition.
- For each role found in the SJT, the program determines all the users belonging to that role, and then inserts a detail row in the secondary security group for each user. It gives the user read-write access by default.

- The update to the secondary security groups is destructive in nature, that is, all the rows from the secondary security group are deleted and inserted again. The only exception to this rule is if the secondary security group has been modified in Planning and Budgeting to change the access rights from read-write to read-only. In that case, the modified access rights are retained so you don't have to reapply your changes.
- If an access privilege exists in the Planning and Budgeting secondary security group, but it has been deleted from the warehouse, then the batch process also deletes the privilege from Planning and Budgeting. This happens even if the Planning and Budgeting privilege has been modified to read-only.

---

**Note.** Any security access granted to a user ID applies to all planning centers for that user. Additionally, there is no need to run the security processing program by business unit because security is run at the setID level.

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See *PeopleSoft Enterprise Performance Management Fundamentals 9.1 PeopleBook*, "Setting Up EPM Security."

See *PeopleSoft Enterprise Performance Management Fundamentals 9.1 PeopleBook*, "Streamlining Processing with Jobstreams."

---

## Setting Up Planning and Budgeting Security Groups and Secondary Security Groups

This section provides overviews of security groups, planning center version security, lists prerequisites, and discusses how to:

- Define security groups.
- Define secondary security groups.
- Report secondary security user permissions.

### Understanding Security Groups

Use security groups to grant access to user roles at the planning center level. You define the elements of the security group on the Security Group page and they will be displayed on the User Roles pages. Only those planning centers assigned to a user and role here will show up on the User Planning Centers page. A security group can be used on multiple activity scenarios and planning models.

You create a secondary security group to associate users with a particular non-planning center dimension that you specify when you define the activity on the Activity page. You can grant both read and read-write access within the secondary security group.

---

**Note.** Planning and Budgeting does not support secondary dimension security for positions or assets.

---

### Understanding Planning Center Version Security

A user who has read-only access to a secondary security group, will have only partial access to the planning center. For that reason the system draws a distinction between full and partial access:

- **Partial Access:** User has access to only some of the line items within a planning center version. A user has partial access to a line item planning center version if and only if:
  - The security group authorizes him/her for the planning center, for example, BP01 has access to Department SALES; and
  - The secondary security group bars him/her from at least one line item within the planning center version, for example, BP01 has no access to Account SALARY; and
  - The line item combination (Department SALES, Account SALARY) does currently exist in the planning center version.
- **Full Access:** User has access to all line items within a line item planning center version.

A planning center version is defined by a unique combination of these elements: business unit, planning model, activity, scenario, planning center, and version.

Users with partial access to a planning center version are not authorized to do the following:

- Submit budgets.
- See planning targets.
- See user views that display a tree on any dimension.
- Perform allocations.
- See analysis reports.

---

**Note.** The system may still allow a user to see or derive secured data via a driver for the RELATE method, or a flexible formula source. Such read access should be restricted to trusted users.

---

### ***Submit Status of Planning Centers***

All line item planning center versions must have at least one full access user, that is, either read-only or read-write access to all line items in that planning center. Planning centers that do not have at least one such user are deemed nonsubmissible.

The system does not prevent you from creating a nonsubmissible planning center. However, during the staging process, the system generates a warning for each nonsubmissible planning center. The User Access to Line Items page shows the status (in the Submit Allowed? column) of each planning center version; this page is available only after staging.

See [Chapter 11, "Building the Planning Model," Staging Scenarios and Activities in a Planning Model, page 284.](#)

### ***Resolving Nonsubmissible Status of Planning Centers***

The system provides tools so that the coordinator can ensure there is a full access user for every planning center version. Drilling down on a planning center version in the User Access to Line Items page takes you to the User Access to Line Items Detail page, that shows which users have access to each line item within the planning center version.

See [Chapter 11, "Building the Planning Model," Staging Scenarios and Activities in a Planning Model, page 284.](#)

See [Chapter 11, "Building the Planning Model," Viewing User Access to Line Items and to Line Item Details, page 298.](#)

## Prerequisites

To define a security group for your planning center dimension you must first define the following:

- Planning center tree based on the dimension you will be using for your activity scenarios in your planning model.
- User ID selected as a Planning and Budgeting user.
- Security role linked to a delivered Planning and Budgeting role

---

**Note.** If you are using the optional secondary security, define the dimension used to secure on the Activity page.

---

## Pages used to Define a Security Group

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Security Group	BP_SECURITY_GRP1	Planning and Budgeting, System Administration, Administer User Security, Security Groups	Assign user and role access to nodes on the planning center tree.
Secondary Security Group	BP_DIM_SECURITYGRP	Planning and Budgeting, System Administration, Administer User Security, Secondary Security Groups	Create a secondary security group to associate a user with a particular dimension.
Copy User Permissions	BP_DIM_USRPRM_COPY	Planning and Budgeting, System Administration, Administer User Security, Secondary Security Groups, and click Copy.	Select from a list of target users to whom you want to copy permissions.
Copy Secondary Security Group	BP_DIM_SECGRP_COPY	Planning and Budgeting, System Administration, Administer User Security, Secondary Security Groups, and click Copy Secondary Security Group.	Specify the name and effective date of the secondary security group to which you want to copy.

## Defining Security Groups

Access the Security Groups page (Planning and Budgeting, System Administration, Administer User Security, Security Groups).

**Security Groups** Copy Security Group

SetID: SHARE Security Group: ADM\_DEPTS

Security Group Find | View All First 1 of 1 Last

\*Effective Date: 01/01/2000 \*Status: Active

\*Description: Administrative Departments L3

\*Tree SetID: SHARE \*Tree Name: BUD\_ADMIN\_DEPTS \*Preparer Level: DEPT\_GROUP

First | Previous | Next | Last | Left | Right

Select the Planning Center from the Tree and assign User and Role access.

**ALL DEPTS - CC Department Tree**

- ADM000 - Administrative Division
  - ADM100 - Human Resources Group
  - ADM110 - Information Services Group
  - ADM120 - Public Affairs Group
  - ADM130 - Finance Group
  - ADM140 - Administration Group
  - ADM150 - Business Services Group
  - ADM500 - Purchasing Group

**User access assigned to selected Planning Center** Customize | Find | View All | First 1 of 1 Last

Planning Center	User ID	Role	Read Only		
			<input type="checkbox"/>	+	-

**User access assigned to selected Planning Centers** Customize | Find | View All | First 1-10 of 16 Last

Planning Center	*User ID	*Role Name	Read Only		
ADM000	BP05	Reviewer	<input type="checkbox"/>	+	-
ADM100	BP01	Preparer	<input type="checkbox"/>	+	-
ADM100	BP02	Preparer	<input type="checkbox"/>	+	-
ADM110	BP01	Preparer	<input type="checkbox"/>	+	-
ADM110	BP02	Preparer	<input type="checkbox"/>	+	-
ADM120	BP01	Preparer	<input type="checkbox"/>	+	-
ADM120	BP04	Preparer	<input type="checkbox"/>	+	-
ADM130	BP01	Preparer	<input type="checkbox"/>	+	-
ADM130	BP04	Preparer	<input type="checkbox"/>	+	-
ADM140	BP01	Preparer	<input type="checkbox"/>	+	-

### Security Groups page

Security groups define the relationship between a planning center, a user and a role assigned to that user. This page allows you to add new combinations of the centers, users and roles. Click a node on the tree to get the planning center for the node into the first grid to the right, and then assign one or more user roles. To assign more nodes/planning centers to users and roles, click the next node and assign users and roles. When you click the next node, the system moves the data for the previously selected node from the first grid into the second grid on the right. When you click the save button the data in the first grid (if any) is moved into second grid and the system saves all the data in the second grid.

**Copy Security Group** Click this button to create a copy of the group to facilitate development of a new security group.

**Tree name** Enter the planning center tree name. This tree must have levels defined and strictly enforced.

**Preparer Level** This level is for choosing planning centers for preparer role or casual preparer role. Other roles, reviewer or analyst or administrator, should pick planning center nodes from levels above the preparer level.

**Read Only** The planning center security group default access is read-write. You may grant read-only access by selecting the read-only check box for any user role and planning center row in the security group. This in turn grants read-only access to the planning centers on the My Planning Workspace page.



---

**Note.** You can directly add and delete user access from the grid on the right — 'User access assigned to selected planning centers' group box. It is not necessary to perform any security refresh process if access changes during the planning process, but if you add a new planning center node you will need to refresh Dimension members and worklists in the Update Data Stage Process.

---

**Warning!** You will receive the following error message if you attempt to modify or copy a security group that has a user flagged as inactivated:

*Inactivated users exist in this security group. Some of the users removed from the Planning and Budgeting user list still exist in this security group. This error can be resolved either by including inactivated users in Planning and Budgeting user list or by deleting inactivated users from the security group.*

---

## Defining Secondary Security Groups

Access the Secondary Security Groups page (Planning and Budgeting, System Administration, Administer User Security, Secondary Security Groups).

Secondary Security Groups

Copy Secondary Security Group

SetID: SHARE      Secondary Security Group: ACCOUNT2

Secondary Security Group

Find | View All | First 1 of 1 | Last

\*Dimension: ACCOUNT

\*Description: \$ACCOUNT

\*Effective Date: 02/16/2010

\*Status: Active

☐ EW security definition

Select user, assign dimension value(s) from a tree or value range(s) and set Read Only/Read-Write access.

Select Dimension Value

☒ By Value

☐ By Tree

Dimension Value Range

From Value: 01

To Value: 0101

Add

User Permissions

Select User BP01

Refresh

Copy

Delete R

Edit permissions

Customize | Find | View All | 1-5 of 5

Dimension Value	User ID	Read Only	
01	BP01	<input type="checkbox"/>	-
01000	BP01	<input type="checkbox"/>	-
01000333	BP01	<input type="checkbox"/>	-
01000777	BP01	<input type="checkbox"/>	-
0101	BP01	<input type="checkbox"/>	-

Existing permissions

Customize | Find | View All | 1 of 1

Dimension Value	User ID	Read Only	
		<input type="checkbox"/>	-

Secondary Security Groups page — Select Dimension Value by Value

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## Secondary Security Groups

[Copy Secondary Security Group](#)

SetID: **SHARE**      Secondary Security Group: **ACCOUNT2**

---

**Secondary Security Group** Find | View All | First 1 of 1 Last

\*Dimension:       \*Description:

\*Effective Date:       \*Status:       ☐ EW security definition

Select user, assign dimension value(s) from a tree or value range(s) and set Read Only/Read-Write access.

**Select Dimension Value**

☐ By Value      ☒ By Tree

**Tree Information**

Tree SetID:

Tree Name:

Level Name:       ☐ Detail Level

First | Previous | Next | Last | Left | Right

- 000000 - All Accounts
- EXPENSE - All Expenses
- REVENUE - All Revenue
- ASSETS - All Assets
- STATISTICS - All Statistics Accounts

**User Permissions**

Select User       Refresh      Copy      Delete R

**Edit permissions** Customize | Find | View All | First 1 of 4 Last

Dimension Value	User ID	Read Only	
EXPENSE	BP01	<input type="checkbox"/>	-
REVENUE	BP01	<input type="checkbox"/>	-
ASSETS	BP01	<input type="checkbox"/>	-
STATISTICS	BP01	<input type="checkbox"/>	-

**Existing permissions** Customize | Find | View All | First 1 of 1 Last

Dimension Value	User ID	Read Only	
		<input type="checkbox"/>	-

### Secondary Security Groups page — Select Dimension Value by Tree

Create a secondary security group to associate users with a particular dimension that you specify when you define the line item activity on the Activity page. You can grant both read-only and read-write access permissions to the secondary security group.

#### Copy Secondary Security Group

Upon clicking, the system transfers you to the Copy Secondary Security Group page where you can specify the name and effective date of the secondary security group to which you want to copy.

#### Dimension

Select the additional dimension for which you want to create a secondary security group.

#### Effective Date

Defaults to the current date. Ensure that the tree and dimension security group have the same effective date, so that if the tree changes the dimension security group also changes; or set the effective date to the past so that the dimension security group applies even if the tree changes.

<b>EW Security Definition (Enterprise Warehouse Security Definition)</b>	<p>Display-only check box, and it is checked for an Enterprise Warehouse (EW) secondary security definition.</p> <hr/> <p><b>Note.</b> You cannot update dimension values on the Secondary Security Group page if it came from EW security. You may only define read-only access, since by default it is read-write. To modify values and user access you should either refresh from EW security, or copy the secondary security group that would then no longer be tied to the EW definition.</p> <hr/>
<b>Select Dimension Value</b>	<p>Select By Value or By Tree to specify the dimension value range. The system activates the lower boxes on the page based on your selection.</p> <hr/> <p><b>Note.</b> The option that you select applies to all users. Switching from one option to the other will result in existing permissions being deleted for all users.</p> <p>You can copy a secondary security group established from EW security, but by default the definition uses values and not trees. By copying from EW security, it becomes a secondary security group for Planning and Budgeting and you can edit the way you want since it is no longer tied to the EW security definition.</p> <hr/>
<b>Dimension Value Range</b>	<p>If you selected By Value, then enter the From Value and To Value for the dimension. Click Add to populate the dimension value rows in the box to the right.</p> <hr/> <p><b>Note.</b> You must have a valid user selected before you can populate dimension members by value or tree.</p> <hr/>
<b>Tree Information</b>	<p>If you selected By Tree, then enter the Tree SetID, and Tree Name. Specify the tree Level Name, or select Detail Level to display all the lowest level dimension values (nodes and leaves). The system displays the dimension tree.</p> <p>Click any of the tree nodes to populate the Edit Permissions grid (to the right) and grant access to all the nodes and child nodes, at the specified level, to the selected user in the User Permissions group box.</p> <p>Select the Detail Level check box to populate the Edit Permissions grid (to the right) and grant access to all lowest level dimension values under the selected node to the selected user in the User Permissions group box.</p>
<b>Select User</b>	<p>Enter the User ID to assign permissions. Use the Edit Permissions group box to view the current permission selection and to modify read-only and read-write access for the current permission selection. Use the Existing Permissions group box to view a complete list of user permissions and to modify existing security access for the entire list.</p> <hr/> <p><b>Note.</b> Make sure you select a user to assign permissions to the selected dimension values.</p> <hr/>
<b>Read Only</b>	<p>Select if you are assigning read-only access to the dimension value row.</p> <p>Deselect for the user to have read-write access.</p>

<b>Refresh</b>	Refreshes the page with existing permissions for the selected user, and clears the Edit Permissions grid. You must enter a user before clicking Refresh.
<b>Copy</b>	<p>Transfers you to the Copy User Permissions page where you can select from a list of Target Users to whom you want to copy permissions. You must enter a user before clicking Copy.</p> <p>On the Copy User Permissions page, you can enter search criteria and click Refresh to narrow down the list of target users. You can also click Select All/Clear All to select or deselect all displayed users. If any of the selected users already has existing permissions, the system warns you that these permissions will be overwritten by the permissions from the source user.</p>
<b>Delete</b>	Deletes existing permissions for the selected user. You must select a user before clicking. The system displays a warning message before deleting.

---

## Reviewing Security by User

Review, assign, or delete access to security groups and planning centers based on the User ID. Selecting a User ID reveals the roles assigned to that user with a link to the active security groups. Clicking on that link gives a report of all the active security groups for the specific user and role combination. A link is available to go to the Planning Center page where you can designate planning center nodes for the selected user and role.

---

**Note.** The preparer level assigned in the security group **MUST** be at the same level as the planning center tree used in the activity and scenario definition. The model validator tool will check for this compatibility.

---

This section lists prerequisites and discusses how to:

- Review user roles.
- Review user security groups.
- Review user planning centers.

## Prerequisites

To review Planning and Budgeting security by user you must define the:

- Security group.
- User ID.
- Roles.

## Pages Used to Review Security by User

Page Name	Definition Name	Navigation	Usage
User Roles	BP_USER	Planning and Budgeting, System Administration, Administer User Security, User Roles	Review security group selections for a user's role. Also can access the planning center pages.
User Security Groups	BP_USER_SEC_GRP	Click the Security Group link on the User Roles page.	View all the security groups for the user role. Contains a link to the Planning Center page for the each security group.
User Planning Centers	BP_USER_APRVLUNITS	Click on the Planning Center link on the User Security Groups page.	View, assign, or delete planning center nodes of the selected security group to the selected user and role.

## Reviewing User Roles

Access the User Roles page (Planning and Budgeting, System Administration, Administer User Security, User Roles).

### User Roles

User ID: BP01 BP01 User

Secure user to planning center(s) for a role by clicking on 'Security Groups' link.

Roles	Customize   Find   View All   First   1-2 of 2   Last						
<table> <tr> <th>Role</th> <th>Security Group</th> </tr> <tr> <td>Analyst</td> <td><a href="#">Security Groups</a></td> </tr> <tr> <td>Preparer</td> <td><a href="#">Security Groups</a></td> </tr> </table>	Role	Security Group	Analyst	<a href="#">Security Groups</a>	Preparer	<a href="#">Security Groups</a>	
Role	Security Group						
Analyst	<a href="#">Security Groups</a>						
Preparer	<a href="#">Security Groups</a>						

☒ Allowed to do allocations?
 ☐ Allowed to do position delete?

☒ Allowed to do adjustments?
 ☐ Allowed to do position transfers?

User Roles page

This page reports the Planning and Budgeting roles assigned through PeopleTools Security. There are links to the active security groups definition assigned to this user id by role. Check boxes also indicate permissions to perform allocations, adjustments, position deletions, and position transfers.

<b>Security Groups</b>	Click this link to access the security groups assigned to the role.
<b>Allowed to do allocations?</b>	Grants the right to make allocation decisions in the budgeting process.
<b>Allowed to do adjustments?</b>	Grants the right to perform adjustments to the accounts. <hr/> <b>Note.</b> If these options are not selected to allow allocations or adjustments, access to allocate and mass adjust will not be available for all planning centers on the My Planning Workspace page. <hr/>
<b>Allowed to do position delete?</b>	Grants the right to delete positions that are created during the budgeting process. This option works in conjunction with the Position Delete Rules option on the Position Data Defaults page.  See <a href="#">Chapter 8, "Setting Up Position Budgeting," Defining Position Data Defaults, page 214.</a>
<b>Allowed to do position transfers?</b>	Grants the right to perform position transfers across planning centers. <hr/> <b>Note.</b> If the options to allow position transfer or delete are not selected, these actions will not be available on the Position Overview page - Actions menu. <hr/>

## Reviewing User Security Groups

Access the User Security Groups page (click the Security Group link on the User Roles page).

## User Security Groups

**User ID:** BP01 BP01 User

**Role:** Preparer

Secure user to the planning center(s) in the security group by clicking on the 'Planning Centers' Link for the security group.

Security Groups <span style="float: right;">Customize   Find   View All   First 1-16 of 16 Last</span>			
SetID	Security Group	Description	Planning Center
FEDRL	EGFUNLVL2	Fund Security Group - Level 2	<a href="#">Planning Centers</a>
FEDRL	EGFUNLVL3	Fund Security Group - Level 3	<a href="#">Planning Centers</a>
PLBUD	STD_CLASS3	Sec Grp for Class Dimension	<a href="#">Planning Centers</a>
PLBUD	STD_DEPT2	Sec Grp for Dept - Level 2	<a href="#">Planning Centers</a>
PLBUD	STD_DEPT3	Sec Grp for Dept - Level 3	<a href="#">Planning Centers</a>
PLBUD	STD_OU2	Sec Grp for Op Unit - Level2	<a href="#">Planning Centers</a>
PLBUD	STD_PROD2	Sec Group for Prdct Dim	<a href="#">Planning Centers</a>
PLBUD	STD_PROD3	Sec Group for Prdct Dim	<a href="#">Planning Centers</a>
SHARE	ADM_DEPTS	Administrative Departments L3	<a href="#">Planning Centers</a>
SHARE	BASIC1	Basic Sample Security Group	<a href="#">Planning Centers</a>
SHARE	BASIC2	Basic Security Group 2	<a href="#">Planning Centers</a>
SHARE	FHSEC1	Basic Sample Security Group	<a href="#">Planning Centers</a>
SHARE	FHSEC2	Basic Sample Security Group	<a href="#">Planning Centers</a>
SHARE	PLAN_L2	Top Down Planning for Level 2	<a href="#">Planning Centers</a>
SHARE	PLAN_LVL3	Top Down Planning for Level 3	<a href="#">Planning Centers</a>

User Security Groups page

This is a list of all the active security groups for a user role with a link to the Planning Centers page to review, assign, and delete planning center nodes of the selected security group.

**Planning Centers** Click to access the User Planning Center page.

## Reviewing User Planning Centers

Access the User Planning Center page (lick on the Planning Center link on the User Security Groups page).



### User Planning Centers

**User ID:** BP01 **BP01 User**  
**Role:** Preparer  
**SetID:** FEDRL **Security Group:** EGFUNLVL2 **Fund Security Group - Level 2**

**Security Group** Find | View All First 1 of 1 Last

**Effective Date:** 01/01/2000  
**Tree SetID:** FEDRL **Tree Name:** CC\_FUND\_WINTER **Preparer Level:** LEVEL2  
 First | Previous | Next | Last | Left | Right

Select the planning centers by clicking on the planning center nodes on the tree.

**F000 - All Funds**

- F100 - General Unrestricted Fund**
  - F110 - Nat'l Institute of Health Fund
  - F120 - Local Projects Fund
  - F130 - Donations
  - F140 - Local Donations
  - F150 - Current Restricted Fund
- F200 - General Grants Fund**
  - F210 - Federal Grants Fund
  - F220 - State Grants Fund
  - F230 - Research Agency Fund
  - F240 - Education Fund
  - F250 - Other Grants Fund
- F300 - Special Revenue Fund**
  - F310 - Environ & Nat'l Resource Fund
  - F320 - Transportation Fund
  - F330 - Local Revenue Fund
  - F340 - Endowment Fund
  - F350 - Annuity Fund
- F400 - Capital Projects Fund
- F500 - Agency Funds

**Planning Centers** Customize | Find | View All First 1-3 of 3 Last

Planning Center	Description	Read Only	
F100	General Unrestricted Fund	<input type="checkbox"/>	-
F200	General Grants Fund	<input type="checkbox"/>	-
F300	Special Revenue Fund	<input type="checkbox"/>	-

OK Cancel Apply

User Planning Centers page

The planning centers displayed for this user and role combination are those defined in the Security Group. Users may only have access at the level of the Planning Centers tree as defined in the Security Group. Click on the nodes of the tree at proper level for the role to assign them to the selected user and role. If the planning center node is not already assigned to the user and role, it will be added in the grid. Use save button to save the assigned or deleted planning center nodes in the grid to be saved. In this example the user BP01 for the Analyst role only has access to three planning centers.

## Reviewing Planning and Budgeting Security Reports

This section discusses how to:

- Review security by user and role.
- Review security by activity and scenario.
- Review security for a planning center associated with an activity scenario.
- Review secondary security by user.

## Pages Used to Review Planning and Budgeting Security Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Security by User and Role	BP_SEC_BY_USERROLE	Planning and Budgeting, System Administration, Administer User Security, Security by User and Role	Displays a list of Business Unit, Planning Model ID, Activity, Scenario and Planning Centers for a unique combination of User ID, Role, Business Unit, Planning Model ID, Activity and Scenario.
Security by Activity/Scenario	BP_SEC_BY_ACTSCEN1	Planning and Budgeting, System Administration, Administer User Security, Security by Activity/Scenario	Displays a list of planning centers and the total number of users of that center, for a unique combination of Business Unit, Planning Model ID, Activity and Scenario.
Security by Planning Center	BP_SEC_BY_ACTSCEN2	Click the Total Number of Users link on the Security by Activity/Scenario page.	Display the user IDs and roles associated with a specific planning center in a business unit, planning model ID, activity, and scenario.
Secondary Security by User	BP_DIM_SEC_BY_USER	Planning and Budgeting, System Administration, Administer User Security, Secondary Security by User.	Report existing permissions for a set of User IDs and dimension values.

## Reviewing Security by User and Role

Access the Security by User and Role page (Planning and Budgeting, System Administration, Administer User Security, Security by User and Role).

### Security by User and Role

User ID:  BP01 User  
 Role:

\*Business Unit:  \*Planning Model ID:

\*Activity:  Line Item Budgeting

\*Scenario:  2002 Forecast

[Refresh Report](#)

Planning Centers					
Business Unit	Planning Model ID	Activity	Scenario	Planning Center	Read Only
US001	2003_BUDGET	LINEITEM	2002FC	CENTRAL	<input type="checkbox"/>
US001	2003_BUDGET	LINEITEM	2002FC	CORPHQ	<input type="checkbox"/>
US001	2003_BUDGET	LINEITEM	2002FC	EAST	<input type="checkbox"/>
US001	2003_BUDGET	LINEITEM	2002FC	WEST	<input type="checkbox"/>

Security by User and Role page

The system displays a list of planning centers for a unique combination of user ID, role, business unit, planning model ID, activity and scenario.

## Reviewing Security by Activity and Scenario

Access the Security by Activity/Scenario page (Planning and Budgeting, System Administration, Administer User Security, Security by Activity/Scenario).

### Security by Activity/Scenario

\*Business Unit:  
 \*Planning Model ID:

\*Activity:  Line Item Budgeting

\*Scenario:  2002 Forecast

Number of Users		
Planning Center	Description	Total Number of Users
10000	Human Resources	<a href="#">1</a>
10500	Personnel	<a href="#">1</a>
11000	Marketing	<a href="#">1</a>
11500	Corporate Fleet	<a href="#">2</a>
12000	Public Affairs	<a href="#">3</a>
13000	Finance	<a href="#">3</a>
14000	Administration	<a href="#">1</a>
15000	Business Services	<a href="#">1</a>
20000	Sales Administration	<a href="#">1</a>
21000	Eastern Sales Region	<a href="#">3</a>

Security by Activity/Scenario page

Based on a selection of business unit, planning model ID, activity and scenario, the system displays a list of planning centers and the total number of users of that center. This list insures that all planning centers are covered by a role.

## Reporting Secondary Security by User

Access the Secondary Security by User page (Planning and Budgeting, System Administration, Administer User Security, Secondary Security by User).

Secondary Security by User

SetID:SHAREDemo setid

Secondary Security Group:\$ACCOUNT\$ACCOUNT

Secondary Security Group

Find | View All | First 1 of 1 Last

Effective Date:01/01/1900

Status:Active

☒ EW security definition

Dimension:ACCOUNT

Enter a range of User IDs and / or Dimension Values to refine your inquiry.

From User ID

To User ID

From Value:

To Value:

Refresh Report

Existing permissions

Customize | Find | View 100 | First 1-10 of 2696 Last

Dimension Value	Description	User ID	Description	Read Only
01	General Conditions	BP01	BP01 User	No
01000	Parking Lot	BP01	BP01 User	No
01000333	Idle	BP01	BP01 User	No
01000777	Weather	BP01	BP01 User	No
0101	General Conditions	BP01	BP01 User	No
010100	Engineer & Layout	BP01	BP01 User	No
010104	Rough Cleanup	BP01	BP01 User	No
010105	Final Cleaning	BP01	BP01 User	No
01011010	Superintendent	BP01	BP01 User	No
01011091	Survey Crew	BP01	BP01 User	No

Secondary Security by User page

Enter a range of user IDs or dimension values and then click Refresh Report to display existing permissions for the given search criteria.



## Chapter 4

# Setting Up the System

This chapter provides overviews of PeopleSoft trees and the Analytic Calculation Engine interface and discusses how to:

- Identify data integration sources.
- Configure dimensions for Planning and Budgeting.
- Activate inactive dimensions.
- Set up file transfer protocols.
- Set up single sign on.

---

## Understanding PeopleSoft Trees in Planning and Budgeting

When using PeopleTools trees for setup around planning centers and dimensions, there are specific tree requirements for Planning and Budgeting.

For the planning center dimension tree, all planning centers that require a detail plan or budget must reside on the same level of the tree, and there cannot be missing levels. Missing levels occur when some sections of the tree skip levels while other sections do not.

For all other dimension trees, when using members from the detail level of the tree for plans and budgets, it is not necessary they reside on the same level of the tree. But when using a non-detail level for dimension summarization, you may only pick one level and therefore the roll up values you wish to use should reside on the same level of the tree.

All trees used in Planning and Budgeting for dimensions or planning center trees, must be node-oriented trees. Standard detail trees cannot be used by Planning and Budgeting. For the planning center tree, you cannot pick the detail level to begin budget preparation.

The minimum requirement for a tree in Planning and Budgeting is for the planning center dimension. You also require a tree if you use the optional account category feature that serves as a filter for working and reporting on plans and budgets. The use of trees for defining other dimensions is optional.

---

**Note.** A node-oriented tree is one where all the members in the tree reside in the dimension table for all detail and node values. A standard detail tree uses the PS\_TREE\_NODE\_TBL table for nodes, which is not used by Planning and Budgeting.

---

See *Enterprise PeopleTools PeopleBook: PeopleSoft Tree Manager*.

---

## Understanding the Analytic Calculation Engine Interface

The PeopleTools ACE (Analytic Calculation Engine) is used in conjunction with Planning and Budgeting line item activities. The ACE tool is not used in conjunction with entering data into asset and position activity types; they are built using PeopleCode. The four delivered analysis reports that use the drag-drop feature for line item, assets, and position analysis use ACE.

The PeopleTools ACE is a delivered set of tools, and only requires analytic servers to be turned on as part of application server configuration.

See *Enterprise PeopleTools PeopleBook: PeopleSoft Analytic Calculation Engine*.

---

## Identifying Data Integration Sources

To identify the source of your general ledger, human resource, and asset data, use the BP\_INSTALLATION.GBL component.

### Page Used to Identify Data Sources

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Budgeting Installation Options	BP_INSTALLATION	Planning and Budgeting, System Administration, Maintain System Options, Installation Options	Specify the existing general ledger, human resource, asset management, and project applications used for data integration.

### Specifying Data Integration Sources

Access the Budgeting Installation Options page (Planning and Budgeting, System Administration, Maintain System Options, Installation Options).



## Budgeting Installation Options

### Budgeting Installation Options

Choose the Source of the Data Interface

**General Ledger Interface:** PeopleSoft

**HRMS Interface:** PeopleSoft

**Asset Management Interface:** PeopleSoft

**Project Interface:** PeopleSoft

### Sequence Number Generation

This option is applicable only to a DB2 OS390 installation. Check this option only if your database is configured to use the COUNTER() function to generate sequence numbers. This function is part of the member udf.c in sqllib/samples/c directory. Setup as per instructions in README member. Warning: If this option is turned on and your database is not configured appropriately, some jobs will fail. Contact your technical support for additional information.

☐ **Sequence Number Generation**

Budgeting Installation Options page

**General Ledger Interface, HRMS Interface, Asset Management Interface and Project Interface**

Select the source of the data interface:

*PeopleSoft:* Indicates integration with the PeopleSoft FMS (Financial Management Solutions) and HRMS (Human Resource Management Solutions) products. (FMS includes PeopleSoft Enterprise Asset Management, PeopleSoft Enterprise Project Management and PeopleSoft Enterprise General Ledger).

*Third Party Vendor:* Indicates integration with non-PeopleSoft applications.

See [Chapter 5, "Integrating with Other Applications," Understanding Planning and Budgeting Integrations, page 61.](#)

**Sequence Number Generation**

Select for a DB2 OS390 installation if your database is configured to use the COUNTER() function to generate sequence numbers.

This function is part of the member udf.c in the sqllib/samples/c directory. Follow the instructions in the README member to set up this function.

---

**Warning!** If you select this check box and your database is not configured appropriately, some jobs will fail. Contact technical support for additional information.

---

## Configuring Dimensions for Planning and Budgeting

This section provides an overview of dimension selection and discusses how to configure dimensions.

## Understanding Dimension Selection

The system accesses your data integration source selections from the Budgeting Installation Options page to determine which active and inactive dimensions are available for use as the planning center or as a dimension (also known as a ChartField) in the planning model. You cannot change these dimension options, only their status.

You should consider both integration sources for human resource data as well as for financial data when determining the available dimensions that you want to use for position budgeting. You may only want to use dimensions that are supported in both the financial data integration source and human resources data integration source. You defined these integration sources using the Budgeting Installation Options page under Maintain System Options.

The following table specifies with an X the dimensions that you can use as the planning center and those dimensions that are available from your source system. In some cases, the X is not an indicator that you cannot use the dimension, but rather it indicates the dimensions that are supported from your source system, as well as the dimensions that may provide data from the source systems via ETL. You should review this list in conjunction with the dimensions you want to use, and the data you want to send back to the source system.

See [Chapter 5, "Integrating with Other Applications," Understanding Planning and Budgeting Integrations, page 61.](#)

<b>Dimension</b>	<b>Planning and Budgeting</b>	<b>Dimensions (ChartFields) Used by Source Systems</b>		
		<b>Third-Party Applications (FMS and HRMS)</b>	<b>PeopleSoft FMS Applications</b>	<b>PeopleSoft HRMS Applications</b>
Account		X	X	X
Activity ID		X	X	X
Affiliate		X	X	X
Alternate Account		X	X	X
Budget Reference		X	X	X
ChartField 1	X	X	X	X
ChartField 2	X	X	X	X
ChartField 3	X	X	X	X

<b><i>Dimension</i></b>	<b><i>Planning and Budgeting</i></b>	<b><i>Dimensions (ChartFields) Used by Source Systems</i></b>		
	<b><i>Dimensions Allowed as Planning Center</i></b>	<b><i>Third-Party Applications (FMS and HRMS)</i></b>	<b><i>PeopleSoft FMS Applications</i></b>	<b><i>PeopleSoft HRMS Applications</i></b>
Class Field	X	X	X	X
Currency Code		X	X	X
Department	X	X	X	X
Dimension 1 (Note 1)		X		
Dimension 2 (Note 1)		X		
Dimension 3 (Note 1)		X		
Fund Affiliate		X	X	X
Fund Code	X	X	X	X
Operating Unit	X	X	X	X
Operating Unit Affiliate		X	X	X
Product	X	X	X	X
Program Code	X	X	X	X
Project	X	X	X	X
Resource Analysis Type		X	X	X
Resource Category		X	X	X
Resource Sub Category		X	X	X

<i>Dimension</i>	<i>Planning and Budgeting</i>	<i>Dimensions (ChartFields) Used by Source Systems</i>		
	<i>Dimensions Allowed as Planning Center</i>	<i>Third-Party Applications (FMS and HRMS)</i>	<i>PeopleSoft FMS Applications</i>	<i>PeopleSoft HRMS Applications</i>
Resource Type		X	X	X
Statistics Code		X	X	X
Subledger		X		
Subledger Type		X		

**Note.** (1) Dimension 1–3 are not dimensions/ChartFields used or available in other PeopleSoft source systems. They are exclusively used by Planning and Budgeting as a dimension that can be used and customized by an organization requiring different dimensions than those that integrate with other systems. These Dimensions 1–3 are only intended for Line Item Activity types. They cannot be exported back to PeopleSoft Enterprise source systems.

**Note.** Budget Period, Fiscal Year, and Accounting Period do not require a dimension definition because, by default, the element of time is part of the planning model and determined by the model's setup.

Planning and Budgeting does not support budgeting for the PC Business Unit dimension.

## Page Used to Configure Dimensions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Dimension Configuration	BP_CF_MAINT	Planning and Budgeting, System Administration, Maintain System Options, Dimension Configuration	Identify dimension (ChartFields) availability and define status for Planning and Budgeting.

## Configuring Dimensions

Access the Dimension Configuration page (Planning and Budgeting, System Administration, Maintain System Options, Dimension Configuration).

### Dimension Configuration

Dimension Configuration			
		Customize   Find	First 1-32 of 32 Last
Dimension (ChartField)	*Status	Planning Center Dimension	Dimension/ChartField
Account	Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alternate Account	Inactive	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating Unit	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fund Code	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Department	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Program Code	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class Field	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Budget Reference	Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Product	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Affiliate	Inactive	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fund Affiliate	Inactive	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating Unit Affiliate	Inactive	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Activity	Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Source Type	Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Dimension Configuration page

**Status** Select *Active* next to each dimension (ChartField) that you want to use in Planning and Budgeting or select *Inactive* next to each dimension (ChartField) that you do *not* want to use in Planning and Budgeting.

**Planning Center Dimension** When selected, indicates the dimension can be used to define a planning center.

**Dimension/ChartField** When selected, indicates the dimension can be used for the planning model.

**Note. IMPORTANT:** Merely setting a dimension to active status on the Dimension Configuration page may not make it an active dimension in the underlying relational tables or subrecords in the EPM database. This status controls only the availability of the dimension on various setup pages for building your planning model. You should review the next section — Activating Inactive Dimensions — to verify which dimensions are delivered as keys, and which may require activation. In some cases, you may have to forfeit an unused dimension to activate another you want to use.

## Activating Inactive Dimensions

Not all dimensions in the EPM database are active by default. Depending on the subrecord, five to eight dimensions are delivered as inactive because, on database platform DB2/OS390, indexes have a limit of 255 characters. If PeopleSoft were to activate all dimensions, then some indexes would exceed that limit. Furthermore, the maximum number of index columns is 32 for the Oracle database platform.

This section describes how to activate inactive dimensions. If you do not intend to use these inactive dimensions, then you can leave them inactive and ignore the remainder of this section. If you are unsure whether or not you will use a dimension, consider activating it. Not using an active dimension has minimal system impact; whereas, storing data in an inactive dimension could cause data integrity errors.

For subrecord BP\_CF9B\_AK\_SBR, the following eight dimensions are delivered as inactive:

<b><i>Dimension ID</i></b>	<b><i>Dimension Description</i></b>
AFFILIATE_INTRA1	Fund Affiliate
AFFILIATE_INTRA2	Operating Unit Affiliate
CHARTFIELD1	ChartField 1
CHARTFIELD2	ChartField 2
CHARTFIELD3	ChartField 3
DIMENSION1	Dimension 1
DIMENSION2	Dimension 2
DIMENSION3	Dimension 3

For subrecord CF9A\_PK\_SBR, the following five dimensions are delivered as inactive:

<b><i>Dimension ID</i></b>	<b><i>Dimension Description</i></b>
AFFILIATE_INTRA1	Fund Affiliate
AFFILIATE_INTRA2	Operating Unit Affiliate
CHARTFIELD1	ChartField 1
CHARTFIELD2	ChartField 2
CHARTFIELD3	ChartField 3

To activate a dimension:

1. Launch Application Designer.

2. Select File, Open.
3. In the Open Definition dialog box, set Definition to *Record* and Type to *Subrecord*.
4. Enter subrecord BP\_CF9B\_AK\_SBR, and then click Search.
5. To view the key field setting of the active subrecord, select View, Use Display.

Eight of the dimensions are not marked as keys.

6. Right-click each dimension that you want to activate, and then click Record Field Properties.
7. In the Record Field Properties dialog box, select Key and Search Key, and then click OK.

On a DB2/OS390 database platform, to keep indexes within the 255-character limit, for each dimension that you activate, be sure to deactivate any unused dimensions by clearing Key and Search Key.

On the Oracle database the maximum number of index columns is 32.

8. Save your changes to the subrecord.
9. For subrecord CF9A\_PK\_SBR, repeat the earlier steps. Use this subrecord if you are modifying LEDGER\_PROJ.
10. In Application Designer, select File, New to create a project.

11. Select Insert, Definitions Into Project, and then insert the following record IDs that contain either subrecord CF9A\_PK\_SBR or BP\_CF9B\_AK\_SBR:

LEDGER_PROJ	BP_LED_E00	BP_LN_PCANN_T
BP_ALLC_AMT_T	BP_LED_F00	BP_LN_PCPRD_T
BP_ALLC_TAM_T	BP_LED_KK_E00	BP_LN_PRDTL_T
BP_ASSET_T	BP_LED_KK_F00	BP_LNITMRPT_T
BP_ASST_DPR_T	BP_LED_KK_T	BP_TGT_LEDB_EX
BP_CF_LI_ERR	BP_LED_PROJ_E00	BP_TGT_LEDB_T
BP_DIM_DTL_AET	BP_LED_PROJ_F00	BP_TGT_LEDC_EX
BP_DIM_DTL_TBL	BP_LED_PROJ_T	BP_TGT_LEDC_T
	BP_LED_T	BP_TGT_LEDP_EX
BP_LD_BDG_TT	BP_LI_FLX_INFC	BP_TGT_LEDP_T
BP_LD_TT	BP_LINE_CF_SBR	BP_TGT_LINE
BP_LED_BUDG_E00	BP_LINE_ITM_T	BP_TGT_LINE_ERR
BP_LED_BUDG_F00	BP_LINE_WRK	BP_TGT_LINE_T
BP_LED_BUDG_T	BP_LN_AMUNT_T	

12. Save your changes.
13. Select Build, Project.
14. In the Build dialog box, select Create Indexes and Execute and build script.
15. Click Settings, and then select Recreate index only if modified.
16. Click OK.
17. In the Build dialog box, click Build.

---

**Note.** For database platforms DB2/OS390 and DB2/UNIX, you must recreate all views.

---

Any dimensions that are delivered as non-keys do not display on the Ledger Template page (EPM Foundation, EPM Setup, Ledger Setup, Ledgers, Ledger Template). To see the newly activated dimensions on the Ledger Template page, follow these additional steps:

1. Recompile the record metadata for the Ledger Template record(s) (EPM Foundation, Foundation Metadata, Metadata Creation and Editing, Record Metadata).



2. Navigate to the Ledger Template page (EPM Foundation, EPM Setup, Ledger Setup, Ledgers, Ledger Template). Ensure that all the active dimensions are displayed under the ChartFields folder. Click the Refresh Detail ChartFields icon (top right) to display all the dimensions, if necessary.
3. Click Save.

## Setting Up File Transfer Protocols

To set up file transfer protocols use the URL\_TABLE.GBL component.

This section describes how to set up file transfer protocols for attachments and lookup tables.

### Page Used for File Transfer Protocol Setup

Page Name	Definition Name	Navigation	Usage
URL Maintenance	URL_TABLE	Planning and Budgeting, System Administration, Maintain System Options, FTP Server	Set up file transfer protocol (FTP) to use file attachments and lookup tables.

### Setting Up File Transfer Protocols for Attachments and Lookup Tables

Access the URL Maintenance page (Planning and Budgeting, System Administration, Maintain System Options, FTP Server).

### URL Maintenance

URL Identifier: BP\_ATTACHMENT\_FTP\_SERVER

\*Description:

\*URL:

Comments:

[URL Properties](#)

URL Maintenance page

Use this page to set up server connectivity for file transfers. Use FTP when you use driver lookup tables or attach files and want to make them available to budget users. References uniform resource locators (URLs) saved here from page controls.

**URL**

Enter the full uniform resource locator for the following two required URL definitions:

*BP\_ATTACHMENT\_FTP\_SERVER* identifies the FTP address for Planning and Budgeting documentation attachments.

*CSV\_IMPORT\_APP\_SERVER\_DIR* identifies the directory to find and upload comma-delimited files for driver lookup tables used with methods.

See *Enterprise PeopleTools PeopleBook: Data Management, "PeopleTools Utilities," URL Maintenance*

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## Setting Up Single Sign On

Links to the Financial Management Solutions Portal are available from within PeopleSoft Planning and Budgeting, but they require that single sign on be set up between PeopleSoft Enterprise Performance Management and PeopleSoft Financial Management system databases.

Follow these steps to set up single sign on.

1. In the EPM database, navigate to the Portal tab of your ERP Node Definition using the path PeopleTools, Portal, Node Definitions.
2. Change the content of the Portal URI Text field and Content URI Text field to point to the web server of the Financial Management system database. Make sure the machine name, *psc*, and *psp* are in lowercase.
3. Click Save.
4. In the EPM database, navigate to Structure and Content using the path PeopleTools, Portal, Structure and Content.
  - a. Click the EPM Foundation link.
  - b. Click the EPM Setup link.
  - c. Click the Ledger Setup link.
  - d. Click the Ledgers link.
  - e. Click the Edit link next to the Ledger For A Unit (FMS) line item. The Content Ref Administration page appears.
5. In the Node Name field, enter the name of your ERP node.

6. (Optional) Set the Financial Management system pages to open in a new window. Enter information in the Content Reference Attributes section.
  - a. Enter *NAVNEWWIN* in the Name field.
  - b. Enter *True* in the Attribute Value field.
  - c. Save and exit the page.
7. Access the Content Ref Administration page for ComboEdit Budget Inquiry.
  - a. From the Structure and Content page, click the Planning and Budgeting link.
  - b. Click the Activity Preparation link.
  - c. Click the Edit link next to the ComboEdit Budget Inquiry line item. The Content Ref Administration page appears.
  - d. Repeat steps 5 and 6.
8. Access the Content Ref Administration page for ComboEdit Definition.
  - a. From the Structure and Content page, click the Planning and Budgeting link.
  - b. Click the Activity Preparation link.
  - c. Click the Edit link next to the ComboEdit Definition line item. The Content Ref Administration page appears.
  - d. Repeat steps 5 and 6.
9. Access the Content Ref Administration page for ComboEdit Group.
  - a. From the Structure and Content page, click the Planning and Budgeting link.
  - b. Click the Activity Preparation link.
  - c. Click the Edit link next to the ComboEdit Group line item. The Content Ref Administration page appears.
  - d. Repeat steps 5 and 6.
10. Access the Content Ref Administration page for ComboEdit Inquiry Selection.
  - a. From the Structure and Content page, click the Planning and Budgeting link.
  - b. Click the Activity Preparation link.
  - c. Click the Edit link next to the ComboEdit Inquiry Selection line item. The Content Ref Administration page appears.
  - d. Repeat steps 5 and 6.

11. Access the Content Ref Administration page for ComboEdit Rule.
  - a. From the Structure and Content page, click the Planning and Budgeting link.
  - b. Click the Activity Preparation link.
  - c. Click the Edit link next to the ComboEdit Rule line item. The Content Ref Administration page appears.
  - d. Repeat steps 5 and 6.
12. Access the Content Ref Administration page for ComboEdit Template.
  - a. From the Structure and Content page, click the Planning and Budgeting link.
  - b. Click the Activity Preparation link.
  - c. Click the Edit link next to the ComboEdit Template line item. The Content Ref Administration page appears.
  - d. Repeat steps 5 and 6.
13. Access the Content Ref Administration page for Commitment Control Setup.
  - a. From the Structure and Content page, click the Planning and Budgeting link.
  - b. Click the Activity Preparation link.
  - c. Click the Edit link next to the Commitment Control Setup line item. The Content Ref Administration page appears.
  - d. Repeat steps 5 and 6.
14. Access the Content Ref Administration page for Review Combo Edit Build.
  - a. From the Structure and Content page, click the Planning and Budgeting link.
  - b. Click the Activity Preparation link.
  - c. Click the Edit link next to the Review Combo Edit Build line item. The Content Ref Administration page appears.
  - d. Repeat steps 5 and 6.
15. Have your server administrator setup the web servers, portal configuration and security configuration for single sign on. This step requires server setup. (See PeopleTools PeopleBooks)
16. Make sure the Operator ID being used in EPM is also defined in the Financial Management system databases, with access to the components being referenced. Have your Security Administrator update Operator Security in the Financial Management system database to ensure that you have read-only access to the following components:

See *Enterprise PeopleTools PeopleBook: System and Server Administration*

<b>Menu</b>	<b>Component/Object ID</b>	<b>Item Label/Page Name</b>
ESTABLISH BUSINESS UNITS	BUSINESS_UNIT_LED	Ledgers for A Unit

<b>Menu</b>	<b>Component/Object ID</b>	<b>Item Label/Page Name</b>
DESIGN_CHARTFIELDS	COMBO_EDIT_TMPL1	ChartField Editing Template
DESIGN_CHARTFIELDS	COMBO_CF_DEFN	Combination Definition
DESIGN_CHARTFIELDS	COMBO_RULE	Combination Rule
DESIGN_CHARTFIELDS	COMBO_GROUP	Combination Group
DESIGN_CHARTFIELDS	COMBO_SEL_INQ	Review Combination Build
DESIGN_CHARTFIELDS	COMBO_INQ_SEL	Review Combination Selector Table Data
DESIGN_CHARTFIELDS	COMBO_INQ_BUDG	Review Budgets Combination Data
MANAGE_COMMITMENT_CONTROL	KK_BUDGET	Commitment Control Budget Definition

See *Enterprise PeopleTools PeopleBook: Security Administration*, "Setting up Digital Certificates and Single Signon"

See *Enterprise PeopleTools PeopleBook: PeopleTools Portal Technology, Configuring the Portal Environment*, "Defining Portal Nodes"

See *Enterprise PeopleTools PeopleBook: PeopleTools Portal Technology, Configuring the Portal Environment*, "Implementing Single Signon Functionality"

See *Enterprise PeopleTools PeopleBook: PeopleTools Portal Technology, Administering Portals*, "Administering Content References"



## Chapter 5

# Integrating with Other Applications

This chapter provides overviews of PeopleSoft Planning and Budgeting integrations and data import, lists prerequisites, and discusses how to:

- Integrate with PeopleSoft General Ledger.
- Use data from PeopleSoft Asset Management.
- Use data from PeopleSoft Project Costing.
- Use PeopleSoft Commitment Control.
- Integrate with third-party financial applications.
- Integrate with PeopleSoft HRMS.
- Integrate with PeopleSoft Workforce Rewards.
- Integrate with third-party human resource applications.

---

## Understanding Planning and Budgeting Integrations

Planning and Budgeting can integrate with:

- PeopleSoft General Ledger 8.8 or later.
- PeopleSoft Asset Management 8.8 or later.
- PeopleSoft Project Costing 8.8 or later.
- PeopleSoft HRMS 8.8 or later.
- Other PeopleSoft Enterprise Performance Management applications.
- Third-party applications.

This product is delivered with integration capabilities for PeopleSoft Financial Management applications and PeopleSoft HRMS products. When integrating with a PeopleSoft database, verify that your environment is up-do-date.

These integrations involve importing data from the transaction systems into the PeopleSoft EPM database for use by Planning and Budgeting. In many cases, you can also export this data back to the transaction databases when the planning and budgeting process is complete.

---

## Understanding Data Import Using ETL

In PeopleSoft Planning and Budgeting, use the extract, transform, and load (ETL) tool to import data from the PeopleSoft Financial Management and HRMS databases. The ETL process establishes a matching table structure between the PeopleSoft Enterprise Performance Management (EPM) database and other PeopleSoft product line databases. The PeopleSoft system delivers the ETL jobs (maps) that you need to load budget-specific data into the Operational Warehouse Staging (OWS) tables and the Operational Warehouse Enriched (OWE) tables in the PeopleSoft EPM database.

In summary, you use ETL jobs to copy data from the source database into the EPM OWS tables and then to move data from OWS tables to the OWE tables, where Planning and Budgeting uses the data.

---

**Note.** To transfer trees into PeopleSoft EPM warehouses, use the PeopleTools TreeMover utility.

---

Consider reviewing the delivered ETL jobs and maps that you use to load data for PeopleSoft Planning and Budgeting (by product), compared to the source, OWS, and OWE tables that you require, which are listed in Appendix A of this PeopleBook.

### See Also

*PeopleSoft Enterprise Performance Management Fundamentals 9.1 PeopleBook*, "Getting Started with Enterprise Performance Management"

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## Prerequisites

Before integrating the Financial Management data and the HRMS data, verify that your Financial Management and HRMS application environments are up-to-date with any objects related to Planning and Budgeting integration. Updates can be found on My Oracle Support.

Search My Oracle Support and apply to your PeopleSoft source system any updates that relate to integration with Planning and Budgeting.

To review a table of delivered updates, additional posted documentation, or red papers, visit My Oracle Support.

### See Also

*PeopleSoft Enterprise Performance Management Installation Guide*

---

## Integrating with PeopleSoft General Ledger

This section provides overviews of using data from PeopleSoft General Ledger, reporting itemization and notes data from the planning model, and exporting general ledger budget data from the planning model and discusses how to:



- Export budget data from the planning model.
- Move budget data back to PeopleSoft General Ledger.
- Import data into PeopleSoft General Ledger.

## Understanding Using Data from PeopleSoft General Ledger

In Planning and Budgeting, you can use data from the following ledgers in PeopleSoft General Ledger to seed a budget or to use as a reference during the planning and budgeting process:

- General ledger - Actuals (PS\_LEDGER)
- Standard budget ledger (PS\_LEDGER\_BUDG)
- Project budget ledger (PS\_LEDGER\_PROJ)
- Control budget ledger (PS\_LEDGER\_KK)

Before importing data from General Ledger using the delivered ETL tool, identify the ledger data that you want to import.

After the data is imported into the PeopleSoft EPM Warehouses, it is the input source during the planning model stage process.

Data staging recognizes these sources identified within the planning model by the Planning and Budgeting scenario group, which contains a collection of scenarios that are available for use. These scenarios are associated with the line item activity type, and they are also used on the Data Source page in the model to define a source/seed and comparison for the line-item activity scenario in the planning model.

After you complete a budget, you can export the budget data from Planning and Budgeting to the EPM database or directly into a staging table to move it into the Financial Management database using ETL.

---

**Note.** If you are using PeopleSoft Commitment Control data, Planning and Budgeting does not validate a child budget to verify that it does not exceed the parent budget. To validate this data and identify errors, use the journal posting process in the Financial Management database.

---

## Understanding Reporting Itemization and Notes Data from the Planning Model

When end users work with line item activities, they can enter public or private notes that apply to line item details, or they can use the itemization method (ITM) to provide underlying details to a line item amount. This information is not exported back to PeopleSoft Financial Management. The notes and itemization data are stored in the EPM database, which is accessible through custom reporting. These line item notes and itemization data are stored in PS\_BP\_LI\_NOTES and PS\_BP\_LI\_ITEMIZE, respectively.

---

**Note.** The notes and itemization data are not used as an input source for staging line item activities.

---

## Understanding Exporting General Ledger Budget Data from the Planning Model

After you complete the budget, you can export the data from the planning model into a stage table for transfer to PeopleSoft Financial Management or to the source budget ledger table in the PeopleSoft EPM database. To export the financial line-item budget data from the planning model, run the Export to General Ledger process (BP\_EXP).

### ***Export to General Ledger Budgeting Data Process (BP\_EXP)***

The Export to General Ledger process (BP\_EXP) is a PeopleSoft Application Engine process that extracts line item data from the planning model into PeopleSoft EPM database tables, such as the staging table PS\_BP\_LEDGER\_BDEXP or the budget F00 ledger used by Planning and Budgeting. Based on the request parameters that you define, the system exports planning model data that is located in the master version of the line-item activity scenario at the time of the export. For data being exported back to the general ledger source system, only activities that have the Export to GL option selected on the Activity page are exported to the staging table (PS\_BP\_LEDGER\_BDEXP), and then to the general ledger.

If you export to PeopleSoft Planning and Budgeting, these are the results in the PeopleSoft EPM database:

- The system extracts planning model data from the master version and places it in the corresponding budget F00 ledger used by PeopleSoft Planning and Budgeting.
- Depending on the budgeting type defined by the scenario group that is associated with the planning model, PeopleSoft Planning and Budgeting updates the relevant budget ledger F00 table located in the PeopleSoft EPM database—PS\_BP\_LED\_BUDG\_F00 (standard budget ledger), PS\_BP\_LED\_KK\_F00 (control budget ledger), or PS\_BP\_LED\_PROJ\_F00 (project budget ledger).
- For data that is associated with a balance sheet planning activity, when you export a multiyear budget back to the F00 ledger (and optionally to PeopleSoft General Ledger), the system generates the missing intermediate starting balance (the first chronological period). For example, when exporting a proposed 2008–2009 budget, the system generates the missing starting balance for 2009.
- A history table, PS\_BP\_EXPORT\_HIST, tracks each individual activity scenario that is exported to the Planning and Budgeting database.

This allows for incremental loading of activity data by scenario.

If you export to PeopleSoft General Ledger, the scenario in the planning model data is extracted from the master version and placed into the PS\_BP\_LEDGER\_BDEXP staging table in the EPM database in preparation for transfer to the PeopleSoft Financial Management database.

---

**Note.** The export process does not move data directly to the PeopleSoft Financial Management database. After data is placed in the staging table, you need to use the ETL tool to transfer the data to the financial database.

---

During the export process, the system uses the following logic:

- The system rounds amount values to the nearest decimal level based on the currency code defined in the Currency Code table.

The rounding equates the total line amount to the sum of the line period detail amounts. Any decimal-rounding difference found is moved to the last budget period line.

- If you select the Flip Sign setting defined for account types on the Account Type Options page in Planning and Budgeting, the system reverses the sign associated with data for the account type so that it is consistent with the ledger.
- For any activity in the scenario marked as Export to GL, the BP\_EXPORT\_TO\_GL field will contain a Y (yes) so that the ETL map to export the data back to the general ledger source system moves only the data rows to be included during export to general ledger.

---

**Note.** Running a process to export notes and itemizations created using PeopleSoft Planning and Budgeting is unnecessary because the system automatically stores the data in the PeopleSoft EPM Warehouses.

---

## Page Used to Integrate with PeopleSoft General Ledger

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Export to General Ledger	BP_EXPORT	Planning and Budgeting, Data Integration, General Ledger Integration, Export to General Ledger	Export budget ledger data from a planning model to the Planning and Budgeting ledger or the general ledger staging table in the PeopleSoft EPM database.

## Exporting Budget Data from the Planning Model

Access the Export to General Ledger page (Planning and Budgeting, Data Integration, General Ledger Integration, Export to General Ledger).

**Export to General Ledger**

User ID: BP01 [Report Manager](#)

Run Control ID: EXPORT1 [Process Monitor](#)

**Export Destination**

☒ PeopleSoft Budgeting ☐ PeopleSoft General Ledger

**Process Request Parameters**

\*Description: Export to PS GL and P&B

\*Business Unit: US002 US002 MASSACHUSETTS OPERATIONS

\*Planning Model ID: FHPOSBUD 2003 Standard Budget Model

\*Scenario: 2003PROP 2003 Proposed Budget

Activity: LINEITEM Line Item Budgeting

☐ Export Line Item Zero Amounts

☒ Override GL Scenario

GL Scenario: INITIAL

Override GL Scenario: FINAL

Export to General Ledger page

**PeopleSoft Budgeting**

Select to export data to the Planning and Budgeting ledger table in the EPM database.

If you select this check box, the Activity field is enabled, and the data can be exported by activity to the EPM Warehouse budget ledger. In this case, the Override GL Scenario field is enabled—that is, you can store the data in the EPM Warehouse budget ledger under a new scenario ID.

**PeopleSoft General Ledger**

Select to export data to the staging table in the EPM database in preparation for transference to the financial database.

If you select this check box, the Activity field is hidden and PeopleSoft Budgeting is selected automatically and made unavailable for entry. Then the entire scenario (only for those activities that have the Export to GL option selected on the Activity page) is exported to the General Ledger and EPM Warehouse budget ledger. In this case, the Override GL Scenario field is disabled—that is, you cannot choose to store the data in the EPM Warehouse budget ledger under a new GL scenario ID. The Override GL Scenario is never allowed for the activity scenarios that are exported to PeopleSoft General Ledger.

**Business Unit, Planning Model ID, Scenario, and Activity**

Enter values to define the model, scenario, and line item activity that you want to export.

Activity ID is allowed only when exporting to the EPM database when selecting the PeopleSoft Budgeting option.

<b>Export Line Item Zero Amounts</b>	<p>Select to export line item rows that contain zero amount values.</p> <p>Clear this check box to drop any rows containing a zero amount during the export process to the ledger or staging table.</p>
<b>Override GL Scenario</b>	<p>Select to export plan or budget data to the destination budget ledger table (*_F00 tables) using the scenario that you define on this page. Overriding the scenario lets you export planning and budgeting data to a different scenario (such as for reporting purposes).</p> <p>Clear this check box to export data using the GL scenario that was originally associated with the proposed plan or budget, as part of the planning and budgeting scenario definition.</p> <p>This check box appears only if you select PeopleSoft Budgeting as the export destination while the PeopleSoft General Ledger option is disabled.</p>

## Moving Budget Data Back to PeopleSoft General Ledger

Use the ETL tool to move the budget data back to the General Ledger. The ETL job moves data from the PS\_BP\_LEDGER\_BDEXP staging table in EPM Warehouse to the table with the same name in General Ledger. A second ETL job is also required to move planning model information to the PS\_BP\_LEDG\_DTL\_EXP table in General Ledger. This table does not exist in the EPM Warehouse, but a view (BP\_LEDG\_DTL\_VW) in EPM is leveraged by the ETL job to provide the criteria required in the source general ledger system to process the budget ledger data.

The criteria for running ETL back to General Ledger is destructive and based on the business unit and Planning and Budgeting scenario.

---

**Note.** The Ledger Name field (BP\_LEDGER\_NAME) of the staging table is equivalent to the Planning and Budgeting scenario field (BP\_SCENARIO).

---

## Importing Data into PeopleSoft General Ledger

If you exported data from the planning model into the staging table in the EPM database and ran the ETL job to transfer data to the PeopleSoft Financial Management database, you will now import this data back into the appropriate budget ledger table in PeopleSoft General Ledger by running the Import Budgeting Data (BPLEDGUPDATE) application engine process in the financial management database.

---

**Note.** The Planning and Budgeting *scenario* from the EPM database is the counterpart for *ledger name* on the run control in the PeopleSoft Financial Management database.

---

To run the Import Budgeting Data process in the Financial Management database, select the name of the ledger (Planning and Budgeting scenario) that you want to update.

To replace all ledger data associated with the selected business unit and ledger with the data in PS\_BP\_LEDGER\_BDEXP, select the Replace All Ledger Data check box. If this check box is clear, the system updates only the budget ledger table rows that have been updated since the last import process.

## Process Results

The Import Budgeting Data (BPLEDGUPDATE) application engine process moves a copy of the financial budget data from the ledger staging table (PS\_BP\_LEDGER\_BDEXP) to the appropriate budget ledger (PS\_LEDGER\_BUDG, PS\_LEDGER\_BUDG\_KK, or PS\_LEDGER\_PROJ) in the Financial Management database based on the budgeting type.

The criteria stored in the PS\_BP\_LEDG\_DTL\_EXP table is necessary to process the Import Budgeting Data application engine.

---

**Note.** For control budget types, the import process inserts data into the PS\_LEDGER\_BUDG\_KK table. Then you must run the General Ledger Allocation process to create, edit, and post journal entries to PS\_LEDGER\_KK.

---

See *PeopleSoft Enterprise Commitment Control PeopleBook*

---

## Using Data from PeopleSoft Asset Management

Using existing in-service asset and depreciation information from your source database is optional. This section lists prerequisites and discusses how to:

- Set up asset data sources.
- Stage asset data.

## Prerequisites

In addition to the prerequisites listed at the beginning of this chapter, you can activate the PeopleSoft Application Messaging Enterprise Integration Point (EIP), process asset depreciation calculations, and use asset catalog items in Asset Management by completing these steps:

1. To synchronize capital acquisition plan (CAP) data between Asset Management and Planning and Budgeting, activate the PeopleSoft Application Messaging EIP for BUDGET\_CAP\_SYNC using PeopleSoft Application Designer.

---

**Note.** Using the transformation program is an optional step in the EIP setup. Because Planning and Budgeting does not support transformations, Version 1 should be set as a default in both the EPM and Financial Management databases. The purpose is to subscribe and publish CAP information, when required, between the two databases because no asset or depreciation detail data is exported back to PeopleSoft Asset Management.

If you decide to use the CAP information in Planning and Budgeting, the CAP status values (Approval 1, Approval 2, Approval 3, Closed, Entered, On Hold, and Open) have no effect when used in an asset activity during budgeting.

---

2. Run the Depreciation Calculation process (AMDPCALC, but AM\_DEPR\_CAL application engine in later PeopleSoft releases) to populate the PS\_DEPRECIATION record with annual depreciation amounts.

This process moves stored depreciation amounts from department to department or category to category depending on the transaction that you are performing and the dimensions that you specify.

3. Run the Asset Period Allocation Setup process (AMALLOC application engine) in the Financial Management database to populate the PS\_DEPR\_ALLOC\_TBL with calendar information used to divide annual depreciation amounts into period amounts.

Run the Asset Period Allocation Setup process only once after you create a new calendar or modify an existing calendar. When you perform subsequent runs of the Depreciation Calculation process, you do not need to run the Period Allocation process again.

4. To import asset profiles into the Planning and Budgeting Asset Catalog asset profiles that you create using PeopleSoft Asset Management, run the Load Asset Catalog (AEBDASSTITEM) application engine process that populates the asset catalog record (PS\_BD\_ASSET\_ITEMS) with data from the profile tables (PS\_PROFILE\_DET\_TBL and PS\_PROFILE\_TBL) in PeopleSoft Asset Management.
5. Run the Budgets Interface (AMBD1000) SQR process to load in-service assets and their associated depreciation from PeopleSoft Asset Management into the assets (PS\_BD\_ASSET) and depreciation (PS\_BD\_ASSET\_DEPR) records for mapping to Planning and Budgeting in EPM database.

---

**Note.** Asset depreciation calculations that you run in your financial database for import into Planning and Budgeting should use the same number of periods as that defined for your proposed asset budget.

The asset activity in Planning and Budgeting cannot support the distribution of amounts across multiple dimensions (ChartFields) for a single asset ID. This rule applies to all in-service asset data from other data sources and newly added assets by preparers during the planning and budgeting process.

Asset information from any data source should have the same business unit as those used by your planning model.

---

After you have finished preparing the in-service asset and depreciation data for use by Planning and Budgeting, complete the following steps:

- Load the asset-related data into the PeopleSoft EPM Warehouses using the delivered ETL tool.
- In Planning and Budgeting, define asset and account defaults to be used by the asset activities in a planning model on the Asset Budgeting Defaults, Asset Accounts, and Depreciation Accounts pages. To access these pages, from the Planning and Budgeting menu, select Planning and Budgeting Setup, Asset Budgeting Defaults, Asset Budgeting Defaults.
- If you loaded the asset catalog table from PeopleSoft Asset Management, use the Asset Catalog maintenance page in Planning and Budgeting to update any required asset budget defaults or create new catalog items. To access this page, from the Planning and Budgeting menu, select Planning and Budgeting Setup, Asset Budgeting Defaults, Asset Catalog.
- Finally, when creating an asset activity in a planning model that will use the in-service asset and depreciation data, be sure to use a dimension for planning center that corresponds to what is available in the source data loaded from the asset management database.

For example, if *department* is the only dimension associated with the asset ID, you will need to use it as your planning center for the asset activity because no process is delivered to map the department ID to a different dimension.

### See Also

*PeopleSoft Asset Management PeopleBook, "Processing Depreciation"*

Chapter 9, "Setting Up Asset Budgeting," page 221

## Setting Up Asset Data Sources

In preparation for staging asset data, you must define the data sources for the asset activity scenario in the planning model. Select Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Planning Models, Activity Scenario, and then click the Data Source link for an asset activity scenario.

<b>Use Source Data</b>	Select to have the staging process pick up any in-service asset and depreciation data for inclusion in the asset activity. If you are not using source data from an asset management database, you do not need to select the check box.
<b>Asset Book Name</b>	Enter the asset book information for this business unit model and activity. Only a single asset book is supported for the asset activity scenario.
<b>Default Depreciation Account</b>	Enter the depreciation account for assets that do not have matching depreciation rows. The valid depreciation accounts are taken from those defined using the Depreciation Accounts page.

See Chapter 11, "Building the Planning Model," Defining Data Sources for Asset Activities, page 260.

**Note.** The imported, in-service asset data in the Planning and Budgeting interface tables is the source data during the model staging process.

You cannot edit in-service assets that you import from PeopleSoft Asset Management in PeopleSoft Planning and Budgeting.

## Staging Asset Data

The data staging process for an asset activity moves data in the following way:

<i>From</i>	<i>To</i>
PS_BD_ASSET	PS_BP_ASSET
PS_BD_ASSET_DEPR	PS_BP_ASSET_DEPR

**Note.** The asset catalog table does not require staging. When you select an asset catalog item for a new asset, the asset catalog defaults are retrieved from the PS\_BP\_ASSET\_ITEMS table.

The staging process assigns an account for a depreciation row for in-service assets when missing an account value for depreciation. The system populates the depreciation account according to the following hierarchy:

1. If the field is blank, the system uses the BP\_DEPR\_ACCOUNT from PS\_BP\_ASSET.
2. If the field is blank and the catalog item can be found, the system uses the BP\_DEPR\_ACCOUNT from the asset catalog for the profile ID assigned to the asset.
3. The system uses the depreciation account that you specify on the Data Source page.



These rules also apply to in-service asset data when you are running the staging process:

- Only in-service assets that have a related depreciation impact are supported and processed during data staging.
- When the dimension member for planning center is missing from the source data, the asset and depreciation rows are dropped and not processed.
- Only in-service assets that have a depreciation impact to the proposed budget year are processed. This means that the assets must have a budget impact in the time-frame defined by the bottom-up scenario to be staged for an asset activity.
- Any single asset ID shared by more than one planning center (or any other dimension) cannot be supported and, therefore, will not be processed into the budgeting tables.

These assets, and any other type of asset in an error condition, are stored in the error table PS\_BP\_CF\_ASSET\_ERR, if you want to review them.

---

## Using Data from PeopleSoft Project Costing

This section lists prerequisites and discusses how to:

- Process project costing data.
- Export and import project budgets.

### Prerequisites

In addition to the prerequisites listed at the beginning of this chapter, you can use your Project Costing budget data as a source for Planning and Budgeting. Before you can load the data into the EPM Warehouses using the delivered ETL tool, run the application engine process (PC\_PC\_BD\_B) in the Project Costing database from the Send to Budgeting page to move data from the PS\_PROJ\_RESOURCE table to PS\_LEDGER\_PROJ.

After the data is moved to the project budget ledger, run the ETL jobs to move the data from the financial database source to the PS\_LEDGER\_PROJ (OWS) table and then the PS\_BP\_LED\_PROJ\_F00 (OWE) table in the EPM database.

### Processing Project Costing Data

When processing data from Project Costing, consider the following guidelines:

- Due to index size constraints on some database platforms, the number of index fields (such as PS\_LEDGER\_PROJ) may be limited.

Consequently, LEDGER\_PROJ and PS\_BP\_LED\_PROJ\_F00 are delivered with the following fields marked as non-key: CHARTFIELD1, CHARTFIELD2, CHARTFIELD3, AFFILIATE\_INTRA1, AFFILIATE\_INTRA2, DIMENSION1, DIMENSION2, and DIMENSION3. The LEDGER\_PROJ table is the staging table for PS\_BP\_LED\_PROJ\_F00. The LEDGER\_PROJ table does not contain the DIMENSION1, DIMENSION2, and DIMENSION3 fields.

Consider evaluating your key requirements based on your data and reset these keys as appropriate to ensure that indexes are built correctly.

---

**Note.** Changing key requirements will affect the entire EPM database.

---

See [Chapter 4, "Setting Up the System," Activating Inactive Dimensions, page 52.](#)

- After you enable the required keys, access the Dimension Configuration page in Planning and Budgeting to set the status as *Active* for the dimensions that you plan to use with your project budgets.
- When implementing Planning and Budgeting using project budget types, implement with a one-to-one relationship between your warehouse business unit and your project business unit.

Because of the logic related to the project business unit and the project, do not consolidate the project business units or IDs.

- To define the planning center for your line item project budget, you can use any available dimension in Planning and Budgeting.

When you use the project dimension (ChartField) as the planning center, the same rules apply for defining trees when you must use a node-oriented tree.

- On the Budgeting Installation Options page, select your project costing interface as PeopleSoft when your source is PeopleSoft Project Costing.

When you define this as your interface, the project dimension will use the information about the project ID on the project integration template assigned to the project. The information about which project integration template is used is needed to determine which general ledger business unit the project ID will be mapped to. Planning models created in Planning and Budgeting are defined by a general ledger business unit, and not the project business unit.

- When adding a new project in the EPM Warehouses using the project maintenance page, the integration template value is required only if you are using project budget types.

Use the ETL tool to copy the project integration template table (PC\_INT\_TMPL\_TBL) into Planning and Budgeting.

- When integrating with Project Costing, no online validation exists between the project and activity ID.

To optionally accommodate this requirement, consider using combination edits in conjunction with the enforce budget flag enabled for the activity scenario in the planning model.

- When using the online analysis for line item activities, no descriptions or validations exist to filter—only the activity IDs associated and allowed with a project.

- For the Activity ID table, use the PS\_PROJ\_ACTIVITY table for Planning and Budgeting.

When moving data back to Project Costing, the Activity ID is required with the Project ID.

---

**Note.** When integrating with Project Costing, you should not use the PS\_FS\_ACTIVITY\_TBL table.

---



---

**Note.** When using the project budget ledger (PS\_BP\_LED\_PROJ\_F00) as the integration source for Planning and Budgeting, you can use only line item activity type in the planning model. Asset and position activities are not available when you are using budgeting type of project budget ledger, as defined on the Scenario Group page that is associated with the planning model.

---

### See Also

PeopleSoft Enterprise Project Costing 9.1 PeopleBook, "Budgeting Project Costs and Revenue," Integrating Budget Data with Planning and Budgeting.

## Exporting and Importing Project Budgets

After you complete the planning and budgeting process for a project budget, you can export the project data back to PeopleSoft Financial Management database. To send the data back into the PeopleSoft Project Costing application:

1. Access the Export to General Ledger page and run the process with an Export Destination of *PeopleSoft General Ledger* for the defined planning model and scenario.
2. Use the ETL tool to move the project budget data back to the Financial Management database.

The ETL jobs move data from the PS\_BP\_LEDGER\_BDEXP staging table in the EPM database to the table with the same name in PeopleSoft General Ledger, and from PS\_BP\_LEDG\_DTL\_VW in EPM to PS\_BP\_LEDG\_DTL\_EXP in General Ledger.

3. In PeopleSoft General Ledger, run the Import Budgeting Data (BPLEDGUPDATE) application engine process to transfer project budget data from the staging table to the project ledger (LEDGER\_PROJ).
4. Finally, to load the project budget data into the PeopleSoft Project Costing table (PS\_PROJ\_RESOURCE) in the Financial Management database, access and run the Retrieve from Budgeting page in Project Costing and run the application engine (PC\_BD\_TO\_PC) to move data from PS\_LEDGER\_PROJ to the PS\_PROJ\_RESOURCE table.

See [Chapter 5, "Integrating with Other Applications," Understanding Exporting General Ledger Budget Data from the Planning Model, page 64.](#)

See [Chapter 5, "Integrating with Other Applications," Importing Data into PeopleSoft General Ledger, page 67.](#)

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## Using PeopleSoft Commitment Control

PeopleSoft Commitment Control is an optional feature of the PeopleSoft Financial Management Solutions, Enterprise Services Automation, and Supply Chain Management product lines that enables you to actively control expenditures against predefined, authorized budgets. In PeopleSoft Planning and Budgeting, you can develop budget data for a control budget type while leveraging the rules from Commitment Control definitions that are set up in the PeopleSoft Financial Management database. This feature enables you to validate budget data according to rules that you are also using in PeopleSoft General Ledger. After you complete the development of a control budget, export the budget data to the Commitment Control ledger in PeopleSoft General Ledger.

This section discusses how to:

- Set up and use PeopleSoft Commitment Control.
- Use control budget rules.
- Use control budget options.
- Use the ruleset ChartField.
- Use keys and translations.
- Use the control ChartField.
- Use excluded account types.
- Export control budget data.

See the Commitment Control documentation delivered as part of your PeopleSoft Financial Management Solutions PeopleBooks library.

## Setting Up and Using PeopleSoft Commitment Control

Complete the following steps to set up and use the PeopleSoft Commitment Control rules and features in PeopleSoft Planning and Budgeting:

1. Use the delivered ETL tool to import ledger data from PS\_LEDGER\_KK into the OWS and OWE tables in the PeopleSoft EPM database.

Use the delivered ETL tool also to load other related information, such as control budget rules, into the warehouse.

---

**Note.** The ETL process loads the data from the Financial Management database into the OWS tables. After they are loaded to the OWS (PS\_LEDGER\_KK) table, run a second ETL job to load the data from the OWS tables into the OWE table (PS\_BP\_LED\_KK\_F00) for use by Planning and Budgeting.

---

2. Use the Scenario and Scenario Group pages in Planning and Budgeting to set up budget parameters for a Commitment Control budget type:
  - a. For a historical planning scenario, select *History* as the scenario type on the Scenario page that can be used as a seed/source for base budget and historical comparison scenarios. For a historical scenario type that uses a control budget ledger ID, you will need to select a transaction type (Trans Type).

PeopleSoft Planning and Budgeting uses the transaction type on the Scenario page to filter the data rows from the source commitment control ledger tables. Available transaction type options include original and final budget data. During the staging process, only those data rows associated with the selected transaction type are populated in the staging tables as you prepare for the model staging process.

---

**Note.** The transaction type applies only to ledgers associated with the Commitment Control budget ledger when integrated with PeopleSoft Financial Management General Ledger.

The calendar selected for each ledger in a scenario for which you want the system to enforce commitment control definitions determines the ruleset definitions used in PeopleSoft Planning and Budgeting. Planning and Budgeting supports a single calendar per defined scenario. Rulesets that do not use the selected calendar are not used in Planning and Budgeting. The rulesets and their related calendars apply only to PeopleSoft General Ledger.

---

- b. For the proposed planning type (a nonhistory scenario type), select the From and To budget period that represents the date range of your budgeting cycle on the Scenario page.
  - c. On the Scenario Group page, select *Controlled Budget Ledger* as the budgeting type.
3. Use the Activity and Activity Group pages in Planning and Budgeting to set up dimensions (ChartFields), trees, and members that are to be used in the Commitment Control budget type.

The setIDs used for dimensions should be the same as those used by your commitment control rules from PeopleSoft General Ledger.

---

**Note.** Using the same trees used by your commitment control rules is not necessary, but the dimension summarization defined for the activity scenario in the planning model should be consistent with the rules.

---

4. Define a planning model.

Using the Planning Model page, select the scenario group that you defined with the controlled budget ledger as the budgeting type.

5. Using the Activity Scenario Line Item Defaults page, select the Enforce Budget check box next to each line item activity scenario for which you want the system to enforce the control budget rules.
- 

**Note.** The Enforce Budget check box is available only for line item activity types, because ledger ID is a required field when recognizing the control budget rules for validation.

---

6. When the data staging process for the line item activity runs, the process will validate all ChartField (dimension) combinations against the control budget definitions that you mapped over from PeopleSoft General Ledger.

Any rows that do not pass the validation against the control budget ruleset will still be staged but will be marked in error when they are inserted into the proposed control budget.

After the budgeting process begins, a preparer who submits a line item budget to the next planning center level must correct any rows marked in error or delete them before submission; to do this, access the Dimension Error Corrections or Dimension Errors page.

---

**Note.** When the row marked in error is from a child activity (such as that in an asset or position type), you will need to make the dimension corrections in the child activity.

---

### See Also

[Chapter 7, "Defining Your Planning and Budgeting Parameters," Defining Scenarios, page 178](#)

## Using Control Budget Rules

When developing data for a controlled budget ledger for PeopleSoft General Ledger, PeopleSoft Planning and Budgeting uses rulesets to determine:

- Valid ChartField values for each dimension.
- Valid combinations of ChartFields and ChartField values.
- Valid rulesets for calendars used for a ledger.
- Account types and values excluded by the ruleset.

In the PeopleSoft Financial Management database using the Budget Definitions component, set up commitment control definitions—including the control ChartField, key ChartFields, and translation rules—for each commitment control ledger group. From this source, PeopleSoft Planning and Budgeting uses the relevant records to enforce the control budget definitions. The following table lists the specific records that Planning and Budgeting uses and the data entry point within PeopleSoft Financial Management:

<i>Record in FMS</i>	<i>Data Entry Page</i>
PS_KK_BUDGET_TYPE	Control Budget Options
PS_KK_SUBTYPE	Ruleset ChartField
PS_KK_FILTER	Ruleset ChartField
PS_KK_KEY_CF	Keys and Translations

<i>Record in FMS</i>	<i>Data Entry Page</i>
PS_KK_CF_VALUE	Control ChartField
PS_KK_EX_ACCT_TYPE	Excluded Account Types
PS_KK_EX_ACCT_VAL	Excluded Account Types

## Using Control Budget Options

For the PeopleSoft Financial Management database, the following field in the Control Budget Rules page applies for control budget types created in PeopleSoft Planning and Budgeting:

### **Enable Statistical Budgeting**

If you select this field, you can enter statistical budgets using the statistical code dimension in the line item activity. To make statistical codes available during budgeting, define the dimension details for statistics. You enable the use of the statistical code dimension on the Activity page, while the members are included in the activity group.

## Using the Ruleset ChartField

When you create control budgets in PeopleSoft Planning and Budgeting, the following rules from the RuleSet ChartField page in General Ledger apply:

- The ruleset ChartField and the associated ruleset definition, or group of ruleset definitions for a ledger group, are defined.

A ruleset ChartField can have multiple ruleset definitions; however, they must be mutually exclusive and cannot overlap. Rulesets can also be defined using different tree levels.

- When you select the tree used for the planning center ChartField (dimension) definition, PeopleSoft Planning and Budgeting requires that all planning centers requiring a detailed budget are on the same level of the tree.

In addition, a detail tree used for the planning center definition cannot have missing levels. The control budget definitions in PeopleSoft General Ledger must use a tree with the detail budget level on the same level as that used in Planning and Budgeting for the planning center tree. To meet this requirement, you may need to modify a new tree in Planning and Budgeting (such as create additional levels of approval).

---

**Note.** When using the Control Budget definitions from PeopleSoft General Ledger, you must also move into the PeopleSoft EPM database any trees used by the ChartField rulesets.

---

## Using Keys and Translations

When you create control budgets in PeopleSoft Planning and Budgeting, the following attributes from the Keys and Translations page in General Ledger apply:

### Calendar ID

Represents the level on which the ruleset is defined. Each ruleset can contain a different calendar; however, PeopleSoft Planning and Budgeting supports only a single calendar per scenario definition. You can define more than one proposed scenario within a scenario group that is associated with a planning model.

**Note.** You can specify multiple scenarios in the scenario group definition with each scenario using a different calendar.

The calendar that you select for the scenario as part of the control budget scenario group definition determines the rulesets that will be used for the line item activity associated with the scenario. Only those rulesets that use a calendar ID can be used to validate a scenario in Planning and Budgeting, because Calendar is a required field for the scenario definition.

If you selected the Enforce Budget check box on the Line Item Default page in the planning model, the system will refer to the PS\_KK\_KEY\_CF record to determine some of the validation rules for the control budget.

See [Chapter 11, "Building the Planning Model," Understanding the Combination Data Validation Process, page 313.](#)

When you run validations for control budgets in Planning and Budgeting, the following fields apply from the Keys and Translation page in Financial Management:

### ChartField

The ChartFields listed in the Keys and Translations grid are required ChartFields during budget preparation. If any of these listed ChartFields (dimensions) are blank, the system generates an error message when performing validations.

Also, you cannot budget (or enter budget data) on a ChartField that is not included in the Keys and Translations grid.

### Tree Name and Level Name

Defines the valid values—all those located on the specified tree level and above—for the ChartField based on the tree and tree level.

### *Single Calendar for Ledger for PeopleSoft Financial Management*

The calendar defined for the scenario (within the scenario group definition) determines the rulesets used for validation that is associated with that scenario. Only those rulesets that use the same calendar as that defined for the scenario are valid.

For example, suppose that you define this scenario group:

Scenario Group: 2006 Controlled Budget

Scenario: 2006 Dept Control Budget, where Calendar is MN (month)



2006 Dept Control budget has these three rulesets associated with it:

<b>Ruleset</b>	<b>Ruleset ChartField</b>	<b>Calendar ID</b>	<b>Default Ruleset</b>
Group1	50000–56000	MN	Y
Group2	60000–69999	MN	N
Group3	70000–79999	QT	N

PeopleSoft Planning and Budgeting considers as valid only those rulesets with a monthly calendar (MN). The ruleset Group3 is excluded from the control definition, and ChartField values of 70000–79999 are considered invalid. Optionally, you could define a second scenario that uses the quarterly (QT) calendar if planning and budgeting is required for Group3.

## Using the Control ChartField

In PeopleSoft General Ledger, the Control ChartField page lets you specify tolerance exceptions entered on the Control Budget Options page.

If the budget data entered does not fall within the Range From and Range To values, it is considered invalid. PeopleSoft Planning and Budgeting does not use any other options on this page.

To use all the control ChartField values, select the All Control Values check box.

## Using Excluded Account Types

In PeopleSoft General Ledger, the Excluded Account Types page enables you to specify account types and account values that you want to be excluded from the budget.

The budget data entered in Planning and Budgeting should not include Account Type and Account values that are a part of the excluded rule, and would be considered invalid when used.

## Exporting Control Budget Data

After you complete the planning and budgeting process, you can export the control budget data to PeopleSoft General Ledger. You do this by running the Export to General Ledger process, selecting the PeopleSoft General Ledger option to populate the staging table. Then, use the ETL tool to transfer the staged data to the corresponding staging table of the same name in PeopleSoft General Ledger.

When the data is exported to the General Ledger database, access this database and run the BPLEDGUPDATE process from the Import Budgeting Data page in the PeopleSoft General Ledger application to update the PS\_LEDGER\_BUDG\_KK table located in the PeopleSoft General Ledger application.

---

**Note.** In PeopleSoft General Ledger, use the Allocation process to create budget journals and allocate the budget data in PS\_LEDGER\_BUDG\_KK to the Commitment Control budget header and line tables (PS\_KK\_BUDGET\_HDR and PS\_KK\_BUDGET\_LN) and the Commitment Control ledger (PS\_LEDGER\_KK). You can also run the Commitment Control Posting process to edit and post the budget journals to PS\_LEDGER\_KK if you do not do so as part of the Allocation process.

The release of PeopleSoft Financial Management that you are using will determine the name of the allocation process (for example, GL\_ALLOC in PeopleSoft General Ledger 8.4 and FS\_ALLC in PeopleSoft General Ledger 8.8).

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See your PeopleSoft Enterprise Commitment Control PeopleBook for more information about using allocations and integration with Planning and Budgeting.

See [Chapter 5, "Integrating with Other Applications," Understanding Exporting General Ledger Budget Data from the Planning Model, page 64.](#)

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## Integrating with Third-Party Financial Applications

If you are using financial data from non-PeopleSoft applications, populate the Operational Warehouse Staging (OWS) and the Operational Warehouse Enriched (OWE) tables in the PeopleSoft EPM database, and then implement the other steps described in this chapter for integrating with PeopleSoft Financial Management applications.

---

**Note.** Be sure to store general ledger data for Planning and Budgeting in the PeopleSoft EPM database in the following OWE tables: PS\_LEDGER\_F00, PS\_BP\_LED\_BUDG\_F00, PS\_BP\_LED\_KK\_F00, and PS\_BP\_LED\_PROJ\_F00.

If you require your general ledger source data to be stored in the OWS tables, use the following tables: PS\_LEDGER, PS\_LEDGER\_BUDG, PS\_LEDGER\_KK, and PS\_LEDGER\_PROJ.

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See [Appendix A, "Source, Staging, and Target Tables for Planning and Budgeting," page 591.](#)

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## Integrating with PeopleSoft HRMS

This section provides overviews of:

- Preparation of HRMS job and position data for import to Planning and Budgeting.
- Loading of data from HRMS to Planning and Budgeting.
- Data source setup.
- Stage processing details.

This section also lists prerequisites and discusses how to:

- Map human resource (HR) business units to planning model.
- Map HR departments to planning centers.

- Set up earning codes.
- Include benefit plan types during stage.
- Correct dimension errors.
- Update position activity data after staging.
- Export position data from the planning model.
- Move position data back to HRMS.
- Import position data into HRMS.

## Understanding Preparation of PeopleSoft HRMS Job and Position Data for Import

You can use existing position and human resource setup data from PeopleSoft HRMS for position budgeting. Prepare the position and job data within the PeopleSoft HRMS database before importing the data into PeopleSoft Planning and Budgeting.

---

**Note.** As indicated in this chapter's prerequisites, you should verify that your PeopleSoft HRMS environment is up-to-date with any objects related to the Planning and Budgeting integration.

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### See Also

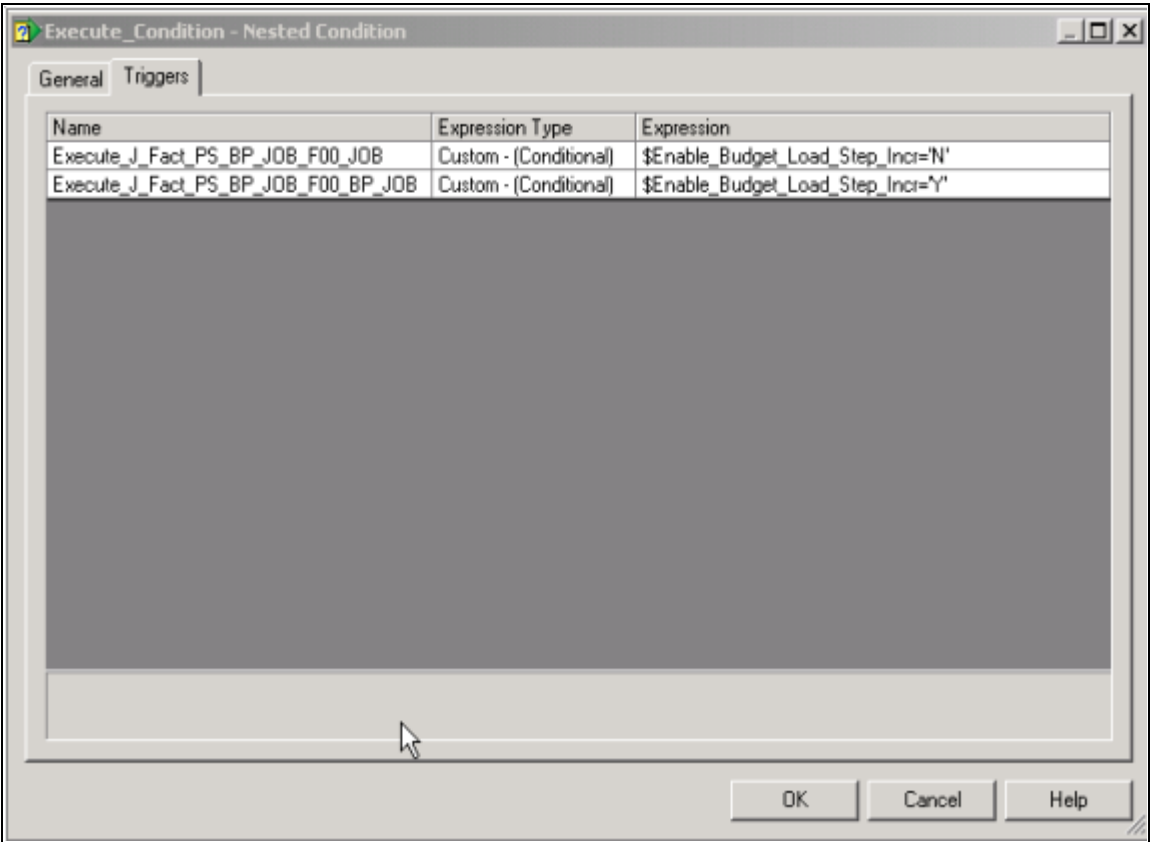
Chapter 8, "Setting Up Position Budgeting," Setting up Earning Codes and General Position Budgeting Defaults, page 200

## Understanding Loading of Data from HRMS into Planning and Budgeting

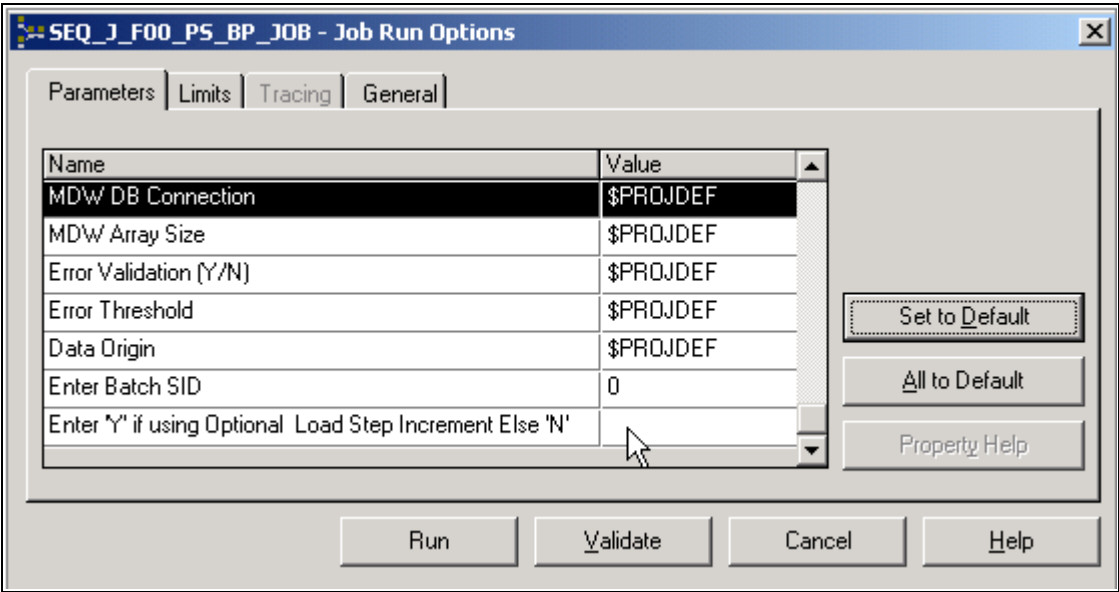
When transferring data from your PeopleSoft HRMS database to Planning and Budgeting, you extract, transform, and load (ETL) data into the EPM database. The ETL map that you use to process and transfer the employee job data into the OWE (Operational Warehouse Enriched) table uses a runtime parameter that you may need to enter. When running the map for employee job data for Planning and Budgeting, if you are using the Step Increment process in PeopleSoft HRMS to generate future-dated job rows based on step rules, you can use that Step Increment data (by setting the parameter to Y), or not use the Step Increment option (by setting the parameter to N).

- When you use the Step Increment process in PeopleSoft HRMS, the system extracts data from the PS\_S\_BP\_JOB table to PS\_BP\_JOB\_F00, the target OWE table.
- If you are not using the optional Step Increment process in PeopleSoft HRMS, then the system extracts data from the PS\_JOB table to PS\_BP\_JOB\_F00, the target OWE table. The default setting for the runtime parameter is N.

The following two sample pages illustrate using the Step Increment process when running the map for employee job data for Planning and Budgeting:



Step Increment Condition page



Runtime Parameter page

## Understanding Data Source Setup

Before you begin setting up your planning model and running data stage for a position activity, define your position budgeting defaults in PeopleSoft Planning and Budgeting.

The location of the source data that was mapped from your PeopleSoft HRMS system by the ETL tool is stored in the following PeopleSoft Planning and Budgeting tables:

- PS\_BP\_JOB\_F00
- PS\_BP\_POSITION\_D00
- PS\_BP\_COMP\_F00

The planning model can stage data for a specific activity scenario from multiple sources—HRMS, Workforce Rewards (WFR), or another activity scenario prepared and exported earlier. You can prioritize the list of sources that is used to provide the budget data. For each budget component (positions, jobs, salaries, earnings, benefits, and taxes), the staging process queries each source in the order specified by the priority. If a higher priority data source exists for the position component, then the current row will be skipped. Priority is determined by the uniqueness of a given position or job record, based on position number of the position, and position number, employee, and employee record for job and related compensation sources. For example, if data from HRMS has an earning code of B04 for a specific job or employee, and data from WFR has an earning code of B32 for a specific job or employee, then the data from the higher priority source will be written to the budgeting tables.

In preparation for staging job and position data, you must define the data source in the planning model. Select Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Planning Models, Activity Scenario and click the Data Source link (associated with a position activity) on the Activity Scenario page.

Define these options:

<b>Use Source Data</b>	<p>Select when you integrate employee job and position data from your human resource system, Workforce Rewards, or another planning scenario that you want to include during data staging. The flag indicates that data is located in the source human resource tables and corresponding data will be retrieved. You do not need to select the check box when you do not bring data from your human resource system for integration.</p> <p>Do not select Use Source Data when you want to start over for the position activity scenario.</p>
<b>Select Spreads</b>	Click to access the Spread Definition page and define the spread of amount options across periods, and to set the default spread for the activity scenario.
<b>Priority and Data Source</b>	Select from the data source drop-down list box by order of priority. Available options are <i>HRMS</i> , <i>WFA</i> , and <i>POSBUD</i> (Planning and Budgeting).
<b>Budgeting/WFA Scenario</b>	Select from the available scenarios for each of the data sources. An HRMS data source is always blank.

<b>Position Source Scenario</b>	<p>For each of the budgeting or WFA scenarios, select from one of the available scenarios (at the next level of granularity). This field is blank for an HRMS data source because data brought from that source system does not have or use scenarios.</p> <hr/> <p><b>Note.</b> Typically, the Scenario ID field is populated if you previously exported the data from another position activity scenario within the application. For example, you are preparing a second scenario for the same activity and want to modify the data stored in the first scenario to create and generate a second optional scenario. Basically, you will use this as your base budget or seed data for the second scenario.</p> <hr/>
<b>Include Tax Calculation</b>	<p>Select to perform employer paid tax calculations while loading the job and position data. The process uses the Employer Tax Group default from the Positions Data Defaults page if the information is not first associated with a corresponding job code assigned on the Job Code Defaults page.</p>
<b>Use Defaults for Employee Data</b>	<p>Select to assign the same compensation defaults to populate data at the employee level. If you do not want employee data rows populated with position defaults, clear this check box.</p> <hr/> <p><b>Note.</b> If you select this check box, the system uses job code and position data defaults to populate missing employee compensation components—benefit, earning, and tax types—when no other rows are associated with the employee for that compensation type. For example, if the employee has existing benefit data but no earnings data, the system picks up only earnings data, but no benefit data because it already exists.</p> <p>This check box is optional. It is particularly useful when you are not using PeopleSoft Human Resources payroll or total compensation and you want to prepopulate default compensation components beforehand at the employee level for earnings and benefits.</p> <hr/>
<b>Create New Positions</b>	<p>Select to create positions (and automatically generate position numbers) within PeopleSoft Planning and Budgeting for employees who do not have assigned positions. If you clear the check box, the system will locate only job records that also contain a corresponding position number from your human resource system—that is, only employee jobs that also have a position number will be staged.</p>
<b>Exclude Temporary Employees</b>	<p>Select to exclude employees designated as temporary in the source job table (PS_BP_JOB_F00) when creating positions. This check box is available when you select the Create Position check box.</p>
<b>Include Employee Contribution</b>	<p>Select to include the employer-paid portion of the employee's benefit retirement contribution.</p>

---

**Note.** PeopleSoft Planning and Budgeting does not use any existing employer-paid tax data from PeopleSoft Human Resources. All employer-paid tax information is defined as tax defaults in PeopleSoft Planning and Budgeting. Alternatively, if you have existing tax data that you want to use, populate the tax-related source table for compensation (PS\_BP\_COMP\_F00), and the system will use this data instead of the defaults during the data staging process. This compensation table is the same table that would store existing earnings or benefits data from your human resource system.

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See [Chapter 11, "Building the Planning Model," Defining Data Sources for Position Activities, page 267.](#)

## Understanding Stage Processing Details

The staging process populates the following position-related activity tables in PeopleSoft Planning and Budgeting:

- PS\_BP\_JOB\_TBL
- PS\_BP\_POSITION\_TBL
- PS\_BP\_SAL\_DIS\_TBL
- PS\_BP\_BNFT\_DIS\_TBL
- PS\_BP\_EARN\_DIS\_TBL
- PS\_BP\_TAX\_DIS\_TBL

---

**Note.** The preceding compensation category tables store data using annual amounts. Other tables that are populated during data staging include the annual amounts broken down by budget period for employee data (PS\_BP\_PBD\_CALC\_TBL) and the position defaults (PS\_BP\_PBD\_CLCD\_TBL).

---

When data staging occurs for a position activity, it will define the first effective date for all employee and position records staged. This date will be the start date of your proposed budget year, as defined by the planning and budgeting scenario. When your proposed budget uses a calendar year, this will be a January 1 effective date. However, if your planning and budgeting scenario does not have a begin date of January 1 (such as a fiscal year beginning July 1), a January 1 effective date that occurs just before the proposed budget scenario will be created instead. Creating the first effective date as January 1 provides the necessary information when you are using maximum gross rules for tax calculations. For example, suppose that you are preparing position data for the proposed budget year starting July 1, 2006, to June 30, 2007. In this case, the first effective date created for all employee and position data would be January 1, 2006.

This table describes the staging process:

<b>Staging Process</b>	<b>Type of Distribution</b>	<b>Table Search Order</b>	<b>Funding Distribution Hierarchy</b>
<p>For salary distributions, the stage process selects all current and future-dated job rows from PS_BP_JOB_F00 based on the start date of the planning and budgeting scenario. Current job rows are selected for employees with a status of <i>Active</i>, <i>Leave With Pay</i>, <i>Retired with Pay</i>, or <i>Terminated with Pay</i>.</p> <p>For benefits distributions, the stage process selects all current and future-dated rows from the total compensation table (PS_BP_COMP_F00) based on the start date of the planning and budgeting scenario.</p> <p>For retirement distributions, the stage process selects all current and future-dated rows from benefit participation and retirement plan records based on the start date of the planning and budgeting scenario.</p>	Salary, benefits, and retirement	<p>For salary distributions:</p> <ol style="list-style-type: none"> <li>1. PS_JOB_EARN_DST_D00</li> <li>2. PS_BP_JOB_F00</li> <li>3. PS_DEPT_BUDERN_D00</li> <li>4. PS_ACCT_CD_D00</li> </ol> <p>For benefits distributions:</p> <ol style="list-style-type: none"> <li>1. PS_BP_JOB_F00</li> <li>2. PS_DEPT_BUDGET_DED</li> <li>3. PS_ACCT_CD_D00</li> </ol> <p>For retirement distributions:</p> <ol style="list-style-type: none"> <li>1. PS_BP_JOB_F00</li> <li>2. PS_DEPT_BUDGET_DED</li> <li>3. PS_ACCT_CD_D00</li> </ol> <p>Tables updated:</p> <p>PS_BP_JOB_TBL PS_BP_SAL_DIS_TBL PS_BP_BNFT_DIS_TBL</p>	<ul style="list-style-type: none"> <li>• Appointment</li> <li>• Position</li> <li>• Job Code</li> <li>• Position Pool</li> <li>• Department</li> </ul>
<p>For earnings distributions, the stage process selects all current and future-dated rows from the total compensation table (PS_BP_COMP_F00) based on the start date of the planning and budgeting scenario. Current rows are selected for employees with the status of <i>Active</i>, <i>Leave With Pay</i>, <i>Retired with Pay</i>, or <i>Terminated with Pay</i>.</p>	Earnings	<ol style="list-style-type: none"> <li>1. PS_BP_JOB_F00</li> <li>2. PS_DEPT_BUDERN_D00</li> <li>3. PS_ACCT_CD_D00</li> </ol> <p>Tables updated:</p> <p>PS_BP_EARN_DIS_TBL PS_BP_JOB_TBL PS_BP_BNFT_DIS_TBL PS_BP_SAL_DIS_TBL</p>	<ul style="list-style-type: none"> <li>• Appointment</li> <li>• Position</li> <li>• Job Code</li> <li>• Position Pool</li> <li>• Department</li> </ul>



<b>Staging Process</b>	<b>Type of Distribution</b>	<b>Table Search Order</b>	<b>Funding Distribution Hierarchy</b>
If partial or full position management is in effect, the stage process selects all current and future-dated rows from PS_BP_POSITION_D00; otherwise, the process will automatically assign a Planning and Budgeting position number when one is not available.	Positions	1. PS_DEPT_BUDERN_D00  2. PS_ACCT_CD_D00  Tables updated: PS_BP_SAL_DIS_TBL PS_BP_POSITION_TBL	<ul style="list-style-type: none"> <li>• Appointment</li> <li>• Position</li> <li>• Job Code</li> <li>• Position Pool</li> <li>• Department</li> </ul>

If your position-related data does not use or contain account code information in records such as PS\_BP\_JOB\_F00, PS\_DEPT\_BUDERN\_D00, and PS\_DEPT\_BUDGET\_DED, or your organization does not use the account codes in the PeopleSoft HRMS system, you are not required to create one.

Alternatively, use the Distribution Profile option to assign a default distribution by job code on the Job Code Defaults page, or a global distribution on the Position Data Default page by business unit. The account values are not defined in these distribution profiles.

As a last step, when the account value for an appointment is unavailable for salary, earnings, or benefits from your job and position data, a default account can be assigned on the Position Data Default page by business unit when you are setting up your position budgeting defaults in Planning and Budgeting. On the Position Data Default page, assign a default account that is used by your position activity when one is not found. Complete the default account for each of the following fields on the Position Data Default page: Salary Account, Benefit Account, and Earning Account.

When you run the stage process to format and load employee and position data into the PeopleSoft Planning and Budgeting activity tables in the PeopleSoft EPM database, the system validates the dimension (ChartField) distributions imported from your source to ensure that the dimension members associated with each position exist and are available within the activity scenario in the planning model. After staging the position activity data for the planning model, you can correct any rows that you want to include in the activity before releasing to your end users.

---

**Note.** The stage process automatically creates and assigns a position number to an employee when the existing human resources data does not have a position number. System-generated and existing position numbers are used in position budgeting and can coexist within the PeopleSoft Planning and Budgeting application. To support position or job sharing, or to support vacant positions not currently filled with an employee, use a position number such as the position feature in the PeopleSoft HRMS application. Otherwise, when the format process generates the position number, a single employee ID that has multiple effective-dated rows is grouped into a single position number.

Position numbers are a requirement in the position activity for Planning and Budgeting, and are therefore automatically assigned by the data staging process.

---

### **See Also**

Chapter 8, "Setting Up Position Budgeting," Understanding Position Budgeting Setup, page 197

## Prerequisites

In addition to the prerequisites listed at the beginning of this chapter, complete the following steps to prepare position and job data in PeopleSoft HRMS:

1. Run the optional Copy Job Data process (BPJBCOPY) to move a copy of the existing data in the PS\_JOB, PS\_COMPENSATION, and PS\_JOB\_EARNS\_DIST tables to the PS\_BP\_JOB, PS\_BP\_COMPENSATION, and PS\_BP\_JOB\_ERN\_DIST tables. PeopleSoft Planning and Budgeting uses copies of these tables instead of HRMS tables to ensure that the step increment additions to the data occur in the Planning and Budgeting tables and do not affect any current HRMS job data when you are running the step increment process. You need to run this process only if you plan to perform the following step—Run the optional Load Step Increment process.
2. Run the optional Load Step Increment (BPCMP107) process for budgets to generate any future-dated job data to the PS\_BP\_JOB and PS\_BP\_JOB\_ERN\_DIST tables.
3. Run the optional Total Compensation process to extract deductions (HR\_TCBENEF) and additional pay (HR\_TCPYERN) to calculate benefits and earnings compensation that generates estimated annualized benefit and earning costs and adds job data rows to the TC\_EE\_DETAIL table in HRMS.
4. Use the delivered ETL tool to copy data into the Operational Warehouse Staging (OWS) tables, and the additional map to populate the Operational Warehouse Enriched (OWE) tables for Planning and Budgeting.

---

**Note.** Steps 1 through 3 are optional. If you do not require or use the PeopleSoft HRMS processes mentioned in steps 2 and 3 (Step Increment process for salary projections or Total Compensation to determine annual earning or benefit data), you can alternatively use the ETL jobs that map the PS\_JOB record to the PS\_BP\_JOB\_F00 record for Planning and Budgeting.

---

This table describes the various prerequisite options to leverage PeopleSoft HRMS salary, earnings, and benefit data:

<b>Salary Data</b>		<b>Benefit and Earnings Data</b>	
<b>Salary Only</b>	<b>Salary with Step Increment</b>	<b>Uses Total Compensation</b>	<b>Use Defaults</b>
Run ETL jobs that map PS_JOB to PS_BP_JOB_F00.	<ol style="list-style-type: none"> <li>1. Run the Copy Job Data process.</li> <li>2. Run the Load Step Increment process.</li> <li>3. Run ETL jobs that map PS_BP_JOB to PS_BP_JOB_F00. Set the optional load step increment processing to Y for the OWE map.</li> </ol>	<ol style="list-style-type: none"> <li>1. Run the Total Compensation process for additional pays and deductions to calculate annual amounts.</li> <li>2. Run ETL jobs that map PS_TC_EE_DETAIL to PS_BP_COMP_F00.</li> </ol>	This is defined in Planning and Budgeting. Defaults are defined at the job code level on the Job Code Defaults page, the business unit level on the Position Data Default page, or both.

After you have prepared the human resource data for use by PeopleSoft Planning and Budgeting and have run the ETL jobs, perform the following steps in preparation for running the data staging process:

- Define your position budgeting defaults—including salary, benefits, earnings compensation, employer-paid taxes, distributions, and job codes—in PeopleSoft Planning and Budgeting.
- Assign these position budgeting defaults to the Position Data Default and the Job Code Default pages.
- Add an employee record called DEFAULT (PERSONAL\_DOO)—for the setID that you are using. (Select EPM Foundation, Business Metadata, OW-E Dimension Maintenance, HRMS, Employee and Job, Personal Data).
- Define a planning model to include a position activity, and define the Data Source defaults.
- Map your HR business units to your Planning and Budgeting business unit.
- Map your HR departments to the Planning and Budgeting planning center that corresponds to your position activity in the model.
- Select the benefit plan types and the earnings codes to be retrieved from the human resource data during stage process.

The following steps apply before you release the position activity to the preparer but after you have run the data staging process for a position activity scenario:

- Access and correct dimension member errors.
- Update the staged employee and position activity data before releasing the scenario to end users.

## Pages Used to Integrate with PeopleSoft HRMS

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Map HR Business Units	BP_HR_TO_BU_MAP	Planning and Budgeting, Data Integration, Human Resource Information, Map HR Units and Departments, HR Business Units tab	Define HR business units to map to the business unit in the planning model that uses position activity. This is used during the staging process.
Map HR Departments to Planning Centers	BP_HR_SECURITY	Planning and Budgeting, Data Integration, Human Resource Information, Map HR Units and Departments, HR Departments tab	Define HR departments to map to the planning centers in a business unit model. This is used during the staging process.
Earning Codes and Plan Types - Earning Codes	BP_VALID_EARNCODES	Planning and Budgeting, Data Integration, Human Resource Information, Earning Codes and Plan Types, Earning Codes tab	Set up earning codes.  The earning codes are extracted during the stage process from the source compensation data for budgeting purposes.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Benefit Plan Types	BP_VALID_PLANTYPES	Planning and Budgeting, Data Integration, Human Resource Information, Earning Codes and Plan Types, Benefit Plan Types tab	Define the plan types that will be extracted during the stage process from the source compensation data for budgeting purposes.
Dimension Error Correction	BP_INTRFC_FIND	Planning and Budgeting, Data Integration, Human Resource Information, Dimension Error Corrections	Correct dimension member errors resulting from the position data staging process.
Dimension Errors	BP_INTRFC_FIND2	Click the Position link on the Dimension Error Corrections page.	Correct Dimension errors in compensation distributions.
Edit Employee Data	BP_SAL_STG_ADJ	Planning and Budgeting, Data Integration, Human Resource Information, Edit Employee Data	Adjust or update employee position data.
Edit Employee Data - Audit Trail	BP_EDT_AUDIT_TRAIL	Click the Audit Trail link on the Edit Employee Data page.	Review adjustments made to position data using the Edit Employee Data page.
Export to HR	BP_EXPORT	Planning and Budgeting, Data Integration, Human Resource Information, Export to HR	Transfer position budget data from planning model activity tables to the warehouse in preparation for moving it to a human resource application or using it as a data source for a new position activity scenario.

## Mapping HR Business Units to Planning Model

Access the Map HR Business Units page (Planning and Budgeting, Data Integration, Human Resource Information, Map HR Units and Departments, HR Business Units tab).

HR Business Units


HR Departments

### Map HR Business Units

Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

HR Business Unit		
EPUS1		<div><div>+</div><div>-</div></div>

Map HR Business Units page

Select one or multiple HR business units that map to a single business unit in Planning and Budgeting. The HR business units listed on this page apply to any planning model associated with the business unit shown in the header of the Map HR Business Units page. Any employee and position data from HR associated with the HR business unit data can be retrieved during the data staging process for a planning model.

## Mapping HR Departments to Planning Centers


Access the Map HR Departments to Planning Centers page (Planning and Budgeting, Data Integration, Human Resource Information, Map HR Units and Departments, HR Departments tab).




























HR Business Units

HR Departments

## Map HR Departments to Planning Centers

Business Unit: US002 US002 MASSACHUSETTS OPERATIONS

\*Planning Center Dimension:  

Map HR Department			
Customize   Find   View 100      First 1-13 of 421 Last			
HR Department	Department	Description	
00001	<input type="text" value="00001"/> 	Corporate Headquarters	
1	<input type="text" value="1"/> 	General	
10	<input type="text" value="10"/> 	Product Support Spec Pvt Prod	
10000	<input type="text" value="13000"/> 	Finance	
10001	<input type="text" value="10001"/> 	Human Resources - North	
10002	<input type="text" value="10002"/> 	Human Resources - South	
10003	<input type="text" value="10003"/> 	Human Resources - East	
10004	<input type="text" value="10004"/> 	Human Resources - West	
10100	<input type="text" value="10100"/> 	Payroll	
10200	<input type="text" value="10200"/> 	Recruiting	
10201	<input type="text" value="10201"/> 	Recruiting - North	
10202	<input type="text" value="10202"/> 	Recruiting - South	
10203	<input type="text" value="10203"/> 	Recruiting - East	

Map HR Departments to Planning Centers page

**Planning Center Dimension**

Select the dimension (ChartField) that is defined as the planning center in any planning model associated with a specific business unit.

**Note.** You can define only one dimension per business unit that is used as a planning center for position activities. For example, if you define *Department* as your planning center for Business Unit A, any position activities associated with planning models that are for Business Unit A should use *Department* as the planning center when human resource data is available.

**Auto Fill**

When your HRMS departments and planning centers have a one-to-one relationship (when *Department* is also your planning center), click Auto Fill to automatically populate all planning center values. Even when your PeopleSoft HRMS department and planning center are the same, this setup is still required.

**Show Blank Rows**

Click to display only the rows that do not contain a planning center. Any data associated with an HR department that is not mapped to a corresponding planning center cannot be mapped during the stage process.

**Department**

Select a planning center (for example, Department) value for each department from PeopleSoft HRMS.

The planning center description depends on the planning center definition. The stage process uses Map HR Department to Planning Center to map positions to planning centers. After you stage a position activity in a planning model and associate it with a planning center, you cannot change its relationship to the HR department.

**HR Department**

The HR department identifies the department that is associated with positions located in the source tables. The planning center description depends on the planning center definition. The stage process uses Map HR Department to Planning Center to map positions to planning centers. After you stage a position activity in a planning model and associate it with a planning center, you cannot change its relationship to the HR department.

---

**Note.** You can also think of this relationship as establishing ownership of position data from HR. Only one planning center has visibility to a single position number.

---

**See Also**

Chapter 8, "Setting Up Position Budgeting," Understanding Position Budgeting Setup, page 197

## Setting up Earning Codes

Access the Earning Codes and Plan Types - Earning Codes page (Planning and Budgeting, Data Integration, Human Resource Information, Earning Codes and Plan Types, Earning Codes tab).

Benefit Plan Types
Earning Codes

Earning Codes
Find | View All | First 1 of 1 Last

As of: 01/01/2000

Select All

Select the Earning Codes to be processed by stage for human resource data. Identify the selected Earning Codes either as Overtime/Shift Earning Code or Earning Code included in hourly rate calculation for Overtime/Shift earnings. The selected Earning Codes only apply to the staging of data, and will not restrict their use for data entry.

Earning Codes
Customize | Find | View 100 | First 1-20 of 832 Last

Include	Calculate by Hours or Shifts	Include in OT Calculation	Earnings Code	Description
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A05	Admin Uncontrollable OT 5%
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A10	Admin Uncontrollable OT 10%
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AAL	Automobile Allowance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ADJ	Adjustments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ADV	Advance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL	Allocated Tips
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANA	Annual Leave Adjustment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANL	Annual Leave
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AUT	Automobile Allowance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AVL	Availability Pay
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AWA	Award – Cash
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AWD	Award - Non Cash
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B01	Adjustments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B02	Adjusted SICK
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B03	Adjusted VAC

### Earning Codes and Plan Types - Earning Codes page

#### Include

Select to include the earning code for an effective date for human resource data that is to be processed by data staging. Your earning codes would have been copied from your HR system by means of the ETL tool. The earning codes that you select here apply only to the staging of the existing compensation data from the HR system, and do not restrict its use during data entry by end users.

#### Calculate by Hours or Shifts

Select to identify that the earning code is used for calculating costs by number of hours or number of shifts. When this option is selected, the earnings code will be available to use when creating earnings adjustments for overtime and shift pay. If you select this option, the Include in OT Calculations check box is unavailable for entry.



<b>Include in OT Calculation</b> (Include in overtime calculation)	Select to identify that amounts associated with the earning code are included with the employee base salary when calculating overtime. If you select this option, the Calculate by Hours or Shifts check box is unavailable for entry.
--	--

**See Also**

Chapter 8, "Setting Up Position Budgeting," Setting up Earning Codes for Overtime and Shift Pay, page 202

Chapter 18, "Preparing Position Budgets," Adjusting Overtime/Shift Pay Position Data, page 546

## Including Benefit Plan Types During Stage

Access the Benefit Plan Types page (Planning and Budgeting, Data Integration, Human Resource Information, Earning Codes and Plan Types, Benefit Plan Types tab).

Benefit Plan Types

Earning Codes

Benefit Plan Types

Find | View All | First 1 of 1 Last

As of: 01/01/2000

31

Select All

Select the benefit Plan Types to be processed by stage for human resource data. The selected Plan Types only apply to the staging of data, and will not restrict their use for data entry.

Benefit Plan Types

Customize | Find | View All | First 1-20 of 58 Last

Include	Plan Type	Description
<input checked="" type="checkbox"/>	00	General Deduction
<input checked="" type="checkbox"/>	01	Benefit Program
<input checked="" type="checkbox"/>	10	Medical
<input checked="" type="checkbox"/>	11	Dental
<input checked="" type="checkbox"/>	12	Medical/Dental
<input checked="" type="checkbox"/>	13	Major Medical
<input checked="" type="checkbox"/>	14	Vision
<input checked="" type="checkbox"/>	15	Domestic Partner Medical
<input checked="" type="checkbox"/>	16	Domestic Partner Dental
<input checked="" type="checkbox"/>	17	Domestic Partner Vision
<input checked="" type="checkbox"/>	1W	FEHB - Waiver
<input checked="" type="checkbox"/>	20	Life
<input checked="" type="checkbox"/>	21	Supplemental Life
<input checked="" type="checkbox"/>	22	AD/D
<input checked="" type="checkbox"/>	23	Life and AD/D

Benefit Plan Types page

Check the benefit plan types for an effective date for human resource data that is to be processed by the staging process, or click **Select All** to check all benefit plan types listed in the system. The plan types that you select here apply only to the staging of the existing compensation data, and do not restrict its use during data entry by end users.

## Correcting Dimension Errors

Access the Dimension Error Correction page (Planning and Budgeting, Data Integration, Human Resource Information, Dimension Error Corrections).

### Dimension Filters

To select an invalid dimension (ChartField) member, click the prompt table button for the dimension (for example, Department). After selecting an invalid dimension member, click **Find** to display the positions that contain that invalid dimension and member based on your search criteria. The system displays only invalid dimensions that are found within the Dimension Filter section.

**Position**

Click the position number link to access the Dimension Errors page, where you can correct the dimension errors.

**Note.** If many rows of data require dimension corrections, consider correcting the source position data or changing your defaults before running the data staging process. Otherwise, you must access the Dimension Error Correction page to correct invalid dimensions and members for each position row.

**Correcting Position Activity Dimension Errors**

Access the Dimension Errors page (click the Position link on the Dimension Error Corrections page).

Dimension Error Correction

Dimension Errors

Business Unit:

US002

Position:

NP\_10019

Planning Model ID

BUDGET

Employee ID:

DEFAULT

Activity

POSBUD

Empl Rec #:

0

Scenario

2003PROP

Job Details

Find | View AllFirst1 of 1Last

Effective Date:

01/01/2003

Effective Sequence:

0

Salary Distribution

Benefits Distribution

Earnings/Allowance Distribution

Tax Distribution

**Dimension Errors page****Salary Distribution, Benefits Distribution, Earnings/Allowance Distribution, and Tax Distribution**

The system displays only invalid data. When the data of a position appears in the Job Details grid, the information contains some incorrect dimension member information. For the dimension member in error for any salary, benefit, earning, or tax data, correct the data if you want it to be included within the position activity associated with a planning model.

After you correct and save the data entered on this page, the data is inserted into the position activity tables that were populated during the data stage process.

---

**Note.** Because the changes that you make are directly inserted into the staged tables, you do not need to run any additional processes.

You are allowed to perform these changes only before a position activity scenario is released to end users. After the activity scenario status leaves the staged state, you can no longer perform this operation, and any position data that contained errors is not included in your position budgeting activity.

---

## Updating Position Activity Data

Access the Edit Employee Data page (Planning and Budgeting, Data Integration, Human Resource Information, Edit Employee Data).

---

**Note.** Only coordinators can access this page.

---

**Note.** If the Edit Employee Data page fails to load, then you must ensure that an employee record called DEFAULT exists in the employee/personal data record (PERSONAL\_D00 table) for whatever setID you are using.

---

### Edit Employee Data

Business Unit: US002 US002 MASSACHUSETTS OPERATIONS

Planning Model ID: BCL2003CLASSMDL 2003 Standard Budget Model

Scenario: 2003PROP 2003 Proposed Budget [Audit Trail](#)

**Search and Filter Options**

\*Activity: POSBUD As of Date: 03/01/2003

\*Adj Action: Modify Data Adj. Type: Salary \*Version: Version 1

\*Currency: USD US Dollar Union Code:

Job Code:

PC From: 13000 PC To: 13000

Empl ID From: Empl ID To:

Position From: Position To:

Percentage: 10.00

Amount:

[Execute Request](#)

[Review](#)

[Clear/Hide Grid](#)

**Display the following:**

☒ Include Employee Data ☒ Apply to New Data Rows

☒ Include Position Default Data ☒ Apply to HR Data

**Adjustment Total for Selected Entries**

Before Adjustment: 250,000.00

Adjustment: 25,000.00

After Adjustment: 275,000.00

Row Count: 2

[Clear All](#) [Refresh](#)

Salary Adjustment											Customize   Find   View All		First	1-2 of 2	Last
	Selection Flag	Activity	Planning Center	Empl ID / Pos	Employee Record #	Position Number	Effective Date	Total Salary	Percent	Calc. Amt.	Manual Amt.	After Adj.			
1	<input checked="" type="checkbox"/>	POSBUD	13000	DEFAULT	0	EPUP5005	01/01/2003	70,000.000	10.00	7,000.00	0.00	77,000.00			
2	<input checked="" type="checkbox"/>	POSBUD	13000	EPU1012	0	EPUP5005	01/01/2003	180,000.000	10.00	18,000.00	0.00	198,000.00			

### Edit Employee Data page

This page enables you to make adjustments to position data for activity scenarios which are either in *Staged* or *On Hold* status for planning centers that have a status of *Open* or *Rejected*. You can make changes to existing rows of position data, add new effective-dated rows, or delete rows that were previously added to undo those changes.

You enter criteria in the Search and Filter Options to specify the position data to be adjusted, then click Review to retrieve the rows of data that match the criteria. Select the rows to apply the adjustments to, modifying amounts for individual rows if needed. Click Execute Request to apply the adjustments to the selected rows.

### Search and Filter Options

Use the fields within this section to indicate the type of adjustment to make and specify the criteria that the system uses to retrieve the subset of records to adjust. The records that meet this criteria appear in the adjustment grid at the bottom of the page when you click the Review button.

**Activity** Select the activity to update.

<b>Adj Action</b> (Adjustment Action)	<p>Specify the type of adjustment. Values are:</p> <ul style="list-style-type: none"> <li>• <i>Modify Data</i></li> </ul> <p>Select to make changes to existing human resources data and adjustment rows that were previously added.</p> <ul style="list-style-type: none"> <li>• <i>Add New Rows</i></li> </ul> <p>Select to add new effective-dated rows to both existing human resources data and rows that you previously added. Rows are retrieved based on the search and filter criteria. The system uses the current effective dated row for a position/employee as the source for the new rows. When a new row is created, all of the current job history information is carried forward into the new effective-dated row; associated earnings, benefits, and tax data are also carried forward and new rows are automatically created for the new effective date.</p> <ul style="list-style-type: none"> <li>• <i>Delete Rows</i></li> </ul> <p>Select to delete rows that were previously added. To delete rows, you must specify the <i>exact</i> effective date that was used when the rows were added. You can click the Audit Trail link to help you locate the rows to delete. When you select this adjustment action, the Adjustment Type field becomes unavailable for entry, because the system deletes the rows for all adjustment types.</p>
<b>Adjustment Type</b>	<p>Select <i>Salary</i>, <i>Earnings</i>, or <i>Benefits</i> to indicate the type of adjustment that you want to make.</p> <p>The Salary Adjustment, Earning Adjustment or Benefit Adjustment grid appears at the bottom of the page, depending on the adjustment type selected.</p> <p>This field is unavailable when the value for Adj Action is <i>Delete Rows</i>.</p> <hr/> <p><b>Note.</b> Taxes are not available for adjustments; they are calculated based on any adjustments you make.</p>
<b>Version</b>	<p>For staged models, this field is unavailable for entry, and the value is automatically set to <i>Master</i>. Only budget version 1 and the master version are updated. Base versions are <i>not</i> updated.</p> <p>For models that are on-hold, select the version of the model to make adjustments to.</p>
<b>Currency Code</b>	<p>Specify the currency code.</p>

<b>Job Code, Union Code, PC From, PC To,</b> (planning center from and to) <b>Empl ID From, Empl ID To,</b> (employee ID from and to) <b>Position From, and Position To</b>	(Optional) Use these fields to specify additional search parameters to limit the number of rows retrieved.
<b>Plan Type</b>	Select the type of benefit plan to make adjustments to. This field appears only when the adjustment type is <i>Benefits</i> .
<b>Earn Code</b> (earnings code)	Select the type of earnings to make adjustments to. This field appears only when the adjustment type is <i>Earnings</i> .
<b>Include Employee Data</b>	Select to include employee data rows when retrieving the records that match the search and filter options.
<b>Include Position Default Data</b>	Select to include position default rows when retrieving the records that match the search and filter options. .
<b>Apply to New Data Rows</b>	<p>Select to apply adjustments only to rows that you or other coordinators have added (in other words, do not make changes to any data that originated from a human resources system).</p> <p>To include <i>all</i> rows for the current effective date, select both this check box and the Apply to HR Data check box.</p>
<b>Apply to HR Data</b>	<p>Select to apply adjustments only to rows that originated from human resources data (in other words, do not make changes to any data that has been manually added). Typically you would select this option to make mass adjustments to the position data prior to releasing the model. This option is unavailable when the value for the Adj. Action field is <i>Delete Rows</i>.</p> <p>To include <i>all</i> rows for the current effective date, select both this check box and the Apply to New Data Rows check box.</p>
<b>Percentage or Amount</b>	<p>Enter the global adjustment to apply as a percentage or fixed amount. Use a negative sign to indicate a decrease. This value serves as an incremental adjustment for salary adjustment types. For the other adjustment types (earnings and benefits), this value replace the original number. For example, entering 5% for a benefit adjustment means that the amount calculated represents 5% of gross pay.</p> <p>The system applies the value to the Before Adjustment value for selected rows in the Adjustment grid.</p>
<b>Execute Request</b>	<p>Click to execute the adjustments.</p> <p>Typically you would click this button <i>after</i> you have clicked Review and selected and confirmed the adjustments. However, you can execute adjustments without reviewing the data by clicking this button first. This enables you to make adjustments to large amounts of data without impacting performance. If you prefer to review the adjustments first, and are concerned about the impact to system performance, consider modifying the search criteria so that fewer records are retrieved at one time, and work with the data in smaller groups.</p>

<b>Review</b>	Click to review the adjustments and modify them manually, if needed, prior to executing the adjustments.  Using this button is <i>not</i> recommended if the search and filter options specified will retrieve a large number of active employee/position data rows, as it can negatively impact system performance.
<b>Clear/Hide Grid</b>	Click to show or hide the adjustment rows grid. Hiding the grid improves performance during calculations; use this option when you don't need to see the calculated values.

### ***Adjustment Grid Actions***

<b>Select All or Clear All</b>	Click to select the check boxes associated with each row displayed in the adjustment grid. When you click Adjust Selected, the system adjusts each selected row. The system toggles between Select All and Clear All.
<b>Refresh</b>	Click to view the position rows that meet the criteria and their associated adjustment amounts. The Adjustment Total for Selected Entries section shows the overall adjustment amounts. Refresh does not apply adjustments; it just shows you what the net change will be. The Execute Request button applies the changes.

### ***Adjustment Grid (Salary Adjustment, Earning Adjustment, or Benefit Adjustment)***

This grid contains the rows that match the criteria you specified in the Search and Filter Options section.

<b>Selection Flag</b>	Select a row to include it in any adjustments that are made.
<b>Percent and Manual Amt</b> (manual amount)	Enter values to apply adjustments to the individual rows and override the amount calculated based on the global percentage or amount.

---

**Note.** No adjustment option exists for employer-paid taxes because they are calculated by the system.

---

### ***Audit Trail***

<b>Audit Trail</b>	Click to access the Audit Trail page and review adjustments that were made to the data specified in the search and filter options fields. This enables you to find adjustments that were made, so you can make modifications to them or delete them, depending on the selected adjustment type.
--------------------	---

## **Exporting Position Data from the Planning Model**

Access the Export to HR page (Planning and Budgeting, Data Integration, Human Resource Information, Export to HR).



Export to HR page

**Business Unit, Planning Model ID, Scenario, and Activity** Specify the parameters for the planning model containing the job and position budget data that you want to export.

**Export All Positions** Select to export all job and position costs saved in the planning model, including positions defined as Exclude from Budget Calc on the Position Data page. If you clear this check box, the system does not export positions specified as excluded from budget calculations.

**Override Position Scenario and Scenario** Select to export the employee job and position budget data to the destination tables using the new scenario (GL) that you define on this page. Overriding the scenario enables you to export planning and budgeting position data to a different scenario (such as for reporting purposes) or reuse by a new position activity scenario.

Clear this check box to export data using the original GL scenario associated with the proposed plan or budget, as part of the planning and budgeting scenario definition.

If a position transfer transaction exists for a position/employee, only the latest effective-dated position/employee information is exported. If a position/employee has no transfer transactions, then all rows (history and future rows) are exported.

The Export to HR process (BP\_EXP) exports position planning data from the master version in the planning model into the following tables located in the PeopleSoft EPM environment as its export destination:

- PS\_BP\_JOB\_F00
- PS\_BP\_POSITION\_D00

- PS\_BP\_COMP\_F00
- PS\_BP\_POSITION\_EXP

This record holds values for the Budget Factor field (defined on the Position Data Defaults page) and Exclude from Budget Calcfield (defined on the Position Data page) for exported positions. This data is used only when recycling data within Planning and Budgeting; it is not moved to the PeopleSoft HRMS database.

See [Chapter 8, "Setting Up Position Budgeting," Defining Position Data Defaults, page 214.](#)

---

**Note.** The export process does not directly move data to the PeopleSoft HRMS database. After data is placed in the preceding tables, you will need to use the ETL tool to transfer data to the human resource database.

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### See Also

[Chapter 18, "Preparing Position Budgets," Adding and Copying Positions, page 501](#)

## Moving Position Data Back to HRMS

Run the ETL process to move position data back to PeopleSoft HRMS. ETL moves the data from EPM Planning and Budgeting tables to the HRMS staging tables in the following way:

<i>From PeopleSoft EPM Warehouse Tables</i>	<i>To PeopleSoft HRMS Staging Tables</i>
PS_BP_JOB_F00	PS_BP_JOB_EXP
PS_BP_POSITION_D00	PS_BP_POSITION_EXP
PS_BP_COMP_F00	PS_BP_SAL_DIS_EXP PS_BP_BNFT_DIS_EXP PS_BP_EARN_DIS_EXP PS_BP_TAX_DIS_EXP

---

**Note.** The PS\_BP\_COMP\_F00 contains all the compensation information of salary, benefits, earnings, and tax; however, four separate staging tables in PeopleSoft HRMS have their own corresponding ETL job (map).

---

## Importing Position Data into PeopleSoft HRMS

After you export data from the planning model and run the ETL tool to map stage data back to the PeopleSoft HRMS database, you import this data into the appropriate PeopleSoft HRMS budget tables.

When the data is staged to PeopleSoft HRMS, you populate human resource budget tables by running the Import Budgeting Data (BPIMPORTHR) application engine process in the PeopleSoft HRMS database.

The process moves copied position budget data from the staging tables to the following budget tables in the PeopleSoft HRMS database:

- PS\_BD\_DISTR\_TBL
- PS\_BD\_JOB\_TBL
- PS\_BD\_POSITION\_TBL

---

**Note.** This Import Budgeting Data process does not transfer the compensation components for earning and employer-paid tax data for human resource budget tables.

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**Note.** The Ledger Name field (BP\_LEDGER\_NAME) of the staging table in PeopleSoft HRMS is equivalent to the planning and budgeting scenario field (BP\_SCENARIO) used by EPM Planning and Budgeting.

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## Integrating with PeopleSoft Workforce Rewards

In view of the trend in recent years for compensation to exceed 50 percent of overall expenses for large corporations, compensation planning has become a more complex and critical component of the budgeting process. With Planning and Budgeting, you can now integrate job and position data from HRMS as well as headcount and salary data from Workforce Rewards Compensation Planning and Simulation (CPS) Scenario, to enable more sophisticated budgeting of compensation costs.

This is the integration process flow between HRMS, Workforce Rewards, and Planning and Budgeting:

1. The ETL tool populates the HRMS Warehouse tables in EPM, such as PS\_JOB\_F00 and PS\_POSITION\_DATA.
2. WFR Compensation Strategy uses this data to project future compensation plan expenses.

The CPS module provides tools to plan, review, and analyze the total compensation costs and strategies for your workforce. With Compensation Strategy, you can automate and streamline the performance of these compensation strategy tasks:

- Use data extracted from multiple sources.
  - Define compensation rules for any type of compensation, such as base pay, variable compensation, or benefits compensation.
  - Use Workforce Simulation (WFS) to create scenarios of your organization's job growth and reduction, or headcount plans, and simulate new employees/positions.
  - Create and analyze multiple compensation scenarios involving combinations of compensation types, such as base pay, variable compensation, and benefits compensation.
  - Evaluate the impacts of these scenarios on compensation distribution, costs, and value.
3. When the CPS scenario is final, the CPS\_APPRV engine populates the position budgeting tables in the EPM database (PS\_BP\_JOB\_F00, PS\_BP\_COMP\_F00, PS\_BP\_POSITION\_D00) for Planning and Budgeting with the compensation scenarios data from Workforce Rewards CPS tables (WA\_CALC\_F00, WA\_JOB\_S00, and WA\_CALC\_TGT).

The data from Workforce Rewards includes future (not current) projections of employee, salary, and benefits information.

4. The data from the EPM database tables is used during data staging to seed planning centers for a position activity scenario in Planning and Budgeting for budget preparation.

As defined on the Data Source page for the position activity scenario, you can use HRMS, WFR, or another activity scenario as your data source.

5. The EPM database tables used to store the position activity data in Planning and Budgeting are updated while users complete, submit, and approve position budget information.
6. When the position budget is considered final, it is exported back to the Planning and Budgeting source tables either to be used by another activity scenario or to be exported to HRMS. The master version data is exported into these tables: PS\_BP\_JOB\_F00, PS\_BP\_POSITION\_D00, and PS\_BP\_COMP\_F00.
7. The final budget information from the position budgeting tables in the EPM database can be exported back to the source HRMS system. You use the ETL tool and maps to transfer the position and employee budget data back to the HRMS source system.

The planning model can stage data from multiple sources for a specific position activity scenario. You can select source data from HRMS, Workforce Rewards, or another activity scenario that was prepared and exported earlier. In preparation for staging job and position data from Workforce Rewards for an activity scenario, you must first define Workforce Rewards as a data source in the planning model.

See [Chapter 5, "Integrating with Other Applications," Understanding Data Source Setup, page 83.](#)

See *PeopleSoft Enterprise Workforce Rewards 9.1 PeopleBook*, "Managing Compensation Planning," Approving a Compensation Planning Scenario and Passing the Data to the Planning and Budgeting Application.

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## Integrating with Third-Party Human Resource Applications

If you are not using PeopleSoft applications as a data source for position and job data, you can use data from non-PeopleSoft applications by populating the Operational Warehouse Enriched (OWE) tables in the PeopleSoft EPM database (PS\_BP\_JOB\_F00, PS\_BP\_POSITION\_D00, and PS\_BP\_COMP\_F00), and then completing the other integration steps described under the integrating with PeopleSoft HRMS applications section of this chapter.

If you require your human resource source data to be stored in the OWS tables, use the following tables: PS\_S\_BP\_JOB, PS\_S\_POSITION\_DATA, and PS\_TC\_EE\_DETAIL.

See [Appendix A, "Source, Staging, and Target Tables for Planning and Budgeting," page 591.](#)

## Chapter 6

# Understanding Planning and Budgeting Activities

This chapter discusses:

- Considerations when creating activities.
- Properties and characteristics of activities.
- Activity relationships.
- Scenario relationships and activities.
- Activity versions.
- Considerations for using balance sheet planning.
- Considerations for using consolidated line item activities within scenarios.
- Prerequisites.

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## Considerations When Creating Activities

Activities are a large and central feature that drive the success of any Planning and Budgeting implementation. The term activity in Planning and Budgeting describes a related set of planning data that has some characteristics in common. Every implementation requires at least one activity. Choosing additional activities requires a thorough understanding of your goals, current and future scope, for a successful implementation.

Planning and Budgeting provides three activity types: line item, position, and asset. A line item activity is a collection of rows of data that share something in common, notably their metadata and budgeting and planning processes. You will probably have one to many line item type activities. Position and asset budgeting are designed to solve rather specific budgeting solutions. Position budgeting supports detailed bottom-up budgeting of employee and position data that encompasses all compensation, benefit and employee tax relationships, and includes integration with PeopleSoft Human Capital Management (HRMS system) as well as third-party human resource systems. Asset budgeting supports building up a capital spending plan based on asset catalog items, quantities to be purchased, acquisition and in-service dates, as well as depreciation methods and schedules. Asset budgeting integrates with PeopleSoft Asset Management and third-party capital asset systems. Planning and Budgeting supports multiple asset and position budgets in a model, when there are multiple corresponding line item activities.

This section discusses the following considerations:

- Volume.

- Approval and security.
- Dimensions.
- Modeling dependencies and timing.

### ***Volume Considerations***

Although there are no hard limits on the number of activities that a single model supports, the design and use cases have assumed an approximate maximum of 12 activities in a single model. If during the course of designing a model the candidates for activities exceed twelve, then consider making these items members of a dimension instead of an activity. Individual departments, products, projects and customers, for instance, would be good candidates for dimensions instead of activities.

Certain dimension-type data that should not be set up as an activity include: scenarios, versions, time periods, and currency. All of these items have special behaviors and are supported as distinct features in Planning and Budgeting.

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**Note.** Bear in mind that the more activities you define, the more activity scenario combinations you will need to manage during your planning process.

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See [Chapter 7, "Defining Your Planning and Budgeting Parameters," page 131.](#)

See [Chapter 13, "Using Multiple Currencies," page 347.](#)

See [Chapter 6, "Understanding Planning and Budgeting Activities," Activity Versions, page 125.](#)

### ***Approval and Security Considerations***

Each activity can have its own user security. A common requirement is to secure certain data for a common dimension (such as a department) by function or area. For instance, a person preparing or reviewing a department spending budget should be restricted to only viewing salary and compensation data at a rolled up level. Different users may access the position budgeting activity separately from the line item activity, thereby preserving employee compensation data anonymity. Likewise, certain users may require access to the revenue plan, some may require access to the spending plan, and others may require access to both. If most users have access to one or only a few activities, then they don't have to span multiple activities. The more intuitive the user-experience, the easier the training, and fewer user errors may occur.

The My Planning Workspace, data analysis and data entry views support a single activity at a time. This is the primary interface for all users. Consider segregating the model into separate activities to help filter what the users see and work with. Putting all data into a single activity may confuse users with irrelevant dimensions on certain rows, exposing more data to users than they need to see. My Planning Workspace was designed with multiple activities in mind, to quickly filter through a wide range of disparate data in a model. However, when analysis or data entry requires disparate data to be in a single view, then consider implementing fewer activities to get the most information on a page or at least consider the Includes Data From activity relationship option to copy certain key data from one activity to another.

See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Establishing Activities and Activity Groups, page 136.](#)

If different areas of the enterprise have different approval and security requirements, then consider grouping these areas into separate activities. For instance, the users' data and budgeting approval process can be quite distinct by function or geographic area. Revenue, project, and overhead spending often exhibit different characteristics for budgeting and planning purposes. Revenue may be planned by product, customer, or market. Revenue planners may require security based on their products. Revenue plans may get approved by product families. Projects will have their own approval paths and project groupings, as well as security requirements. Department overhead spending may be yet another area that is planned differently, by another set of users.

Another alternative to defining security is to assign secondary security for a given line item activity. This secondary security option, when enabled at the line item activity level, is equivalent to row level security for a specific dimension. For example, in addition to assigning department as the planning center and associating the security group to it, a secondary security could be applied at the account level. In this case, you can allow users access to certain accounts, or alternatively allow them to see the row, but not to update it. You should review this feature in conjunction with your security requirements around data entry and access within your activity, since users that do not have access to all the data in a given planning center will not be able to perform certain actions.

See [Chapter 3, "Setting Up Security and Roles," Setting Up Planning and Budgeting Security Groups and Secondary Security Groups, page 27.](#)

### ***Dimension Considerations***

Each activity supports optional dimensions. Dimensions enable analysis, formula building (methods), and reporting for various areas of an enterprise. Rather than putting all dimensions in a single activity, each activity can support a tailored set of dimensions and dimension members. A revenue activity may require product, customer, or sales region dimensionality to forecast future growth. An overhead expense activity may require cost center and geographic dimensionality. If the dimensions required for modeling, analysis, and reporting vary considerably from one area to another, then consider different activities by key areas.

### ***Modeling Dependencies and Timing Considerations***

You should also take into consideration modeling dependencies. The flexible formula (FLEX) method supports designing formulas that span multiple line item activities. However, there are certain order dependencies that disallow formula references between activities (to avoid systematic circular reference errors). In the case of multiple activities such as revenue and expense, an expense activity may reference and use data from the revenue activity, but the system will preclude the opposite condition where revenue references expense activity data. Formulas contained within a single activity have the fewest restrictions. The system also supports copying data from one activity to another (also known as the Includes Data From activity relationship).

See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Defining Activities, page 140.](#)

Worldwide deployment may be another criterion to consider when choosing multiple activities. The budgeting process and timing may vary based on data composition or enterprise culture. Financial and source systems and release versions as well as software vendors may vary by region, driving different data staging and export process requirements. Each activity can be staged and exported separately.

Each activity supports a start and end date. Depending on the budgeting process and data dependencies, certain areas of the enterprise may need to be complete before other areas can begin. There may be functionality dependencies such as completing the revenue plan before beginning the expense plan and finalizing the balance sheet and cash flow plan. Similarly, a worldwide enterprise may want certain key geographic regions to complete their budgets before other regions begin. Having separate activities makes the budgeting process clearer and easier to administer.

## See Also

Chapter 2, "Understanding PeopleSoft Planning and Budgeting," Memory Limitations and Data Considerations, page 13

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## Properties and Characteristics of Activities

This section discusses:

- General properties of activities.
- Line item activities.
- Position activities.
- Asset activities.

## General Properties of Activities

Activities are user-definable entities that you can associate with other activities, different scenarios, and different planning models.

In Planning and Budgeting, the single most important implementation decision you will undertake is defining and implementing the activities your organization requires. You should first create an implementation project plan that contains the following three elements:

- The activities and scenarios that you require, and their attributes.
- When you will define, stage, and release the required activities and scenarios.
- The requirements around the data when the activity edits are complete.

Planning and Budgeting provides three activity types: line item, position, and asset.

You select one of the predefined activity types (line item, position, or asset) on the Activity page (BP\_ACTIVITY). Activity type properties are implied and immutable, and you cannot create your own activity types. However, you can create new activities.

Each activity can use a different approval dimension called the *Planning Center dimension*. This means that you can define activities with different workflow, approval levels, users, dimensions, and members. Though you do not have to define activities with the same dimensions and members, you must define each activity with an account dimension and a planning center dimension.

---

**Note.** For two different activities with an Approval Includes relationship, the child activity *must* use the parent activity's defined planning center dimension. Two activities with an Includes Data from or References Data from relationship do not have to share the planning center dimension.

---

You also cluster activities into an *activity group*. This is a collection of activities and dimension hierarchies to apply across all the dimensions of the activities. You use the Activity Group component (BP\_ACTIVITY\_GRP) to perform the following tasks:



- Group activities.
- Create new activities for the group.
- Define hierarchies and members for dimensions, activity relationships, and relationship dependencies for grouped activities.
- Copy an activity group definition into a new definition.

You must associate line item activities with method groups on the Activity Groups component. However, you do not associate method groups to position and asset activities.

---

**Note.** If an activity group is associated with a staged planning model, you can add new activities, but you cannot delete any existing staged activities and their properties (such as method groups, dimension trees, and dimension members).

---

Use the Hierarchies page (BP\_ACTV\_GRP\_HIER) of the Activity Group component to establish dimension information:

- To ensure comparability, each of the dimensions must use the same tree (or no tree at all) across all of the affected activities.

For all dimensions, you must establish a dimension setID that controls which trees and dimension members the system displays as available for selection.

- The system automatically exports account dimensions and any dimensions used as the planning center dimensions to the General Ledger, as indicated by the Export to General Ledger run control page.

---

**Note.** In order to export the line item activity data back to General Ledger, you must also select the Export to GL option on the Activity page.

---

- You can perform *dimension member value mapping* on the Dimension Member Mapping page (BP\_DATA\_MAP).

For a specific activity group and dimension, this functionality enables you to define a range of dimension members that you map to a target dimension member. For example, you can define all dimension member IDs from 100 to 500 map to dimension member ID 600. This mapping is applicable to all scenarios associated with the activity.

Use the Members page (BP\_ACTV\_DIM\_MEM) of the Activity Group component to establish dimension member information. This page displays the dimensions (or ChartFields) for each activity of an activity group. You define whether one, all, or multiple dimension members are included in an activity, and specify member values. The default value is *All Members*.

After defining dimensions and members, you should verify if their as of date has changed. The as of date that you use on the activity group page determines all valid dimension trees and members for the planning model it is assigned. Once an activity has been staged, you will not be able to change it. This as of date can be future dated, in order to pick up dimension members that may not yet be active until the next year. Based on the as of date you enter, all dimension members at that point in time can be included in your planning model activities, even if the member becomes inactive after the as of date.

Use the Relationships page (BP\_ACTV\_DEPEND) of the Activity Group component to establish any dependencies. We discuss this in more detail in the Activity Relationships section.

See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Understanding Activity Relationships, page 137.](#)

## ***Working with Multiple Activities***

Each activity name is user-defined. Position and asset activities are always child activities (or they can be used as standalone activities) that can be aggregated to a line item activity. A line item activity can have only a single position and asset activity linked to it.

Line item activities can be either a child or parent (consolidating) activity. A parent line item activity can have more than one child line item activity. We have generally assumed only one or two levels of line item activities.

## ***Using Planning Centers***

Planning centers are a central concept supported by all activity types. Each activity can have a different planning center. The planning center is significant because it can have its own security, and the planning center hierarchical tree structure supports the approval workflow path. If a department dimension is used as a planning center, each department can be secured. The department tree also serves as the workflow approval path when users submit their plan for approval.

Approval Includes between two or more activities requires that the activities share a common planning center dimension, such as cost center (department). If when submitting a line item expense budget you want to automatically submit the associated position detail activity for a particular cost center, then the cost center dimension must be the planning center for both activities.

## ***Using Multiple Models***

Each activity and type are contained within the context of an activity group. Each Planning and Budgeting model supports a single activity group. However, a single activity group can be shared across multiple models. If your budgeting process calls for multiple Planning and Budgeting models, consider setting up a single activity group with many activities that may support different models.

All activities within an activity group share the same tree definitions and dimension setIDs and as of date. Depending on the requirements of the different Planning and Budgeting models, a single activity group may or may not be feasible. If for instance different models require different tree definitions, then you require multiple activity groups with unique activities.

## **Line Item Activities**

You source line item activities from ledger tables. Normally, you derive your line item source data from your organization's general ledger tables. However, you can use any data contained in a ledger structure as your line item activities' source data.

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**Note.** If you use the PeopleSoft General Ledger or a third-party general ledger system, you can use the actual ledger (LEDGER\_F00) for source data only in the EPM Warehouses. Planning and Budgeting cannot push changed data to the actual ledger. Planning and Budgeting can only submit changed or new data to one of the three available budget ledgers (BP\_LED\_BUDG\_F00, BP\_LED\_PROJ\_F00, or BP\_LED\_KK\_F00) in the EPM Warehouses, which can then be exported back to your source general ledger system.

---

Line item activities are user-defined, more than any other activity type. These activities have interrelationship and communication abilities that position and asset activities do not have, as follows:

- You can relate line item activities to other line item activities, and position and asset activities.

- You can define line item activities as reference data.

Line item activities can be separated into two categories: top-down and bottom-up.

- *Top-down activities:* Use when creating strategic long-term plans at a more summarized level.
- *Bottom-up activities:* Use when creating detailed annual budget plans.

See [Chapter 5, "Integrating with Other Applications," Integrating with PeopleSoft General Ledger, page 62.](#)

## Position Activities

You can source position activities from PeopleSoft or third-party human resources applications data, such as position and employee job data. These activities share the following characteristics:

- Position activities only have an expense impact.
- Position activities can be modified.

This means that you can work with existing and new data, such as when an employee receives a promotion and you use the previous and current compensation data, or you create new positions anticipated for the proposed budget year.

- Position and employee expense in the position activity can be shared across more than one planning center budget.
- Position activities are not sourced from a ledger.

But there can be an expense impact on the budget ledger, when the position activity is a child of a line item parent activity.

See [Chapter 5, "Integrating with Other Applications," Integrating with PeopleSoft HRMS, page 80.](#)

## Asset Activities

You can source asset activities from in-service asset data for your organization.

Unlike position activities, existing in-service assets in the asset activity cannot be modified or updated. Your users can only add new or update the new budgeted assets to capture the assets' depreciation expense and cost.

Asset activities have a twofold impact on your organization's accounts—depreciation accounts, asset accounts and optionally, the cash accounts. Asset activities may also potentially impact your organization's balance sheet and income statement.

The asset depreciation and cost in the asset activity cannot be shared across more than one planning center budget.

Asset activities are not sourced from a ledger. But there can be an expense and cost impact on the budget ledger, when the asset activity is a child of a line item parent activity.

See [Chapter 5, "Integrating with Other Applications," Using Data from PeopleSoft Asset Management, page 68.](#)

## Activity Relationships

Note the following rules about activity relationships:

- Activities can have one of two types of relationships: a workflow relationship or a data relationship.  
Data relationships can be further divided into two types: insert data or reference data. Each of these can have dependencies.
- Parent activities are always line item activities.
- Asset activities cannot have child activities.
- Position activities cannot have child activities.
- Parent line item activities can support any of the three activity types as its children: asset, position, and line item.
- One parent line item activity can have only one position activity child.
- One parent line item activity can have only one asset activity child.

However, one asset activity can insert data into more than one line item activity. But only one of the line item activities can have the Approval Includes relationship.

- Two line item activities can have a parent-child relationship.

However, you cannot define parent-child relationships between asset and position activity types. This means:

- You cannot define an asset activity that is the child of another asset activity.
- You cannot define a position activity that is the child of another position activity.
- You cannot define an asset activity that is the child of a position activity, or vice versa.
- You define activity relationships on the Relationships page (BP\_ACTV\_DEPEND) of the Activity Group component.
- You can define asset and position activity relationships in two ways:
  - Insert data with no defined workflow.
  - Insert data with the *Approval Includes* workflow option.

---

**Note.** The *References Data From* option is not valid for asset and position activities.

---

- You can define relationships across two line item activities in two ways:
  - Use the Insert Data option with no defined workflow or data insert option.
  - Use the References Data From option with no data inserts option.

---

**Note.** The Approval Includes option is not valid between two line item activities.

---

- The system ensures that asset and position activities always inherit the time and periods of the parent line item activity, as defined by the scenario.
- You must define a planning center dimension and an account dimension for each activity.

You must associate the planning center dimension with a node-oriented tree that is balanced down to the lowest level of preparation. You are required to associate an account dimension with a tree for the following three situations:

- When member levels differ between other related activities.
- When line items are being compared to each other for reporting, such as top-down and bottom-up plan comparisons.
- When using planning targets, such as a top-down scenario that is defined as another's planning target.

---

**Note.** For any other situation but the three situations noted above, you don't need to associate an account dimension with a tree.

---

## Activity Relationship Dependencies

You can define calculation and procedural dependencies between activities to ensure the system performs the calculations and approvals in the desired order.

The three dependency relationship types are as follows:

- The *Includes Data From* dependency option enables you to integrate asset, position, or line item activities as special lines to another line item activity.

This option essentially copies (or aggregates) activity data from one budget to another. As illustrated in the table, the system uses specific method IDs for each activity type to identify the integrated special lines in the budget.

<b>Activity Type</b>	<b>Method ID</b>
Asset	ASSET
Position	POSBUD
Line Item	LINEITEM

- The *References Data From* dependency option enables you to source data from different line item activities in a formulaic expression.

Instead of copying activity data from one budget to another, the system stores source activity data in an interface table, making the data available to use as formula source data by a defined flexible formula. You use this relationship only when one line item activity requires data from another line item activity to perform a calculation using a flexible formula. The system uses the Analytic Calculation Engine (ACE) functionality for line item activities when the reference data option is used with formula calculations.

The system uses a specific method ID, *FLEX*, in conjunction with formula IDs in the line item activity, to identify the location of data required for calculating formulas.

- The *Approval Includes* dependency option enables the target (parent) activity to control the workflow and working versions of the source (child) activities. The system ensures that the parent and child activities remain synchronized with one another in the following two ways:
  - Creating a new working version in the parent automatically triggers the creation of a new working version in the child activities.
  - Prevents user version actions of submit, reject, and copy functions to the child activity.

---

**Note.** The Approval Includes workflow option can only be used once against any child activity. For example, you define an asset activity to insert data into two activities: Balance Sheet activity and Expense Line Item activity. In this case, you can only assign the asset activity with the Approval Includes workflow option to either the Balance Sheet activity or the Expense Line Item activity. However, both activities can have a data insert relationship.

---

You establish dependencies on the Relationships page (BP\_ACTV\_DEPEND) of the Activity Group component. Be aware of the following:

- As activity relationship dependencies do not rely on the staging process, you can change them after staging the activity scenario.

However, if either of the related activities is currently staged, then you cannot delete the relationship row.

- You can add Includes Data From or References Data From relationship type to an existing relationship row if the activities were not previously checked in.
- After staging activities, you cannot add Approval Includes relationships.

The system disables certain relationship type check boxes for staged activities.

### **See Also**

Chapter 7, "Defining Your Planning and Budgeting Parameters," Establishing Activities and Activity Groups, page 136

## **Data Relationships**

There are two kinds of data relationships: insert data and reference data.

### ***Insert Data***

An insert data relationship between two activities means that the system inserts the data results of a child activity into the appropriate parent activity. An example of this is when the system inserts the sum (or aggregate) of position or asset activity data details into a line item activity, such as an expense activity.

As a child activity can have more than one parent, the system can insert the data results from one subordinate activity (the child) into multiple superior activities (the parents). For example, an asset activity can contain both expense and asset account types. In this situation the system can insert the resulting data into two activities: an expense activity and a balance sheet activity.

The system uses the following rules and runs the following audits when handling insert data relationships:

- When two activities have a data insert relationship:
  - The planning center dimension for each activity does not have to be the same when there is no defined workflow relationship.

However, if you define the Approval Includes workflow relationship, the planning center dimension must be the same for the activities.

- The activity providing the insert data (the child) must also include the parent activity's planning center dimension.
 

This means that you must include the parent activity's planning center dimension as a dimension in the child activity definition. Again, if you define the Approval Includes workflow relationship, the planning center dimension must be the same for the activities.
- You can define any additional dimensions, and the two activities do not have to share all of the same dimensions.
- When there are shared dimensions between activities, the child activity's dimension definitions must use members that are at the same level or lower levels of the tree.
- The Model Recalculation Application Engine process (BP\_MDL\_CALC) updates insert data relationships; for example, when you submit a budget but the child data source has changed.

You typically run this process overnight. For insert data relationships this process synchronizes data between related activities, and inserts any new row combinations needed in the target activity. Alternatively, if you edit a planning center for the parent activity, the insert and update from child activities will occur for that planning center when you edit online from My Planning Workspace.

See [Chapter 11, "Building the Planning Model," Understanding the Model Recalculation Process, page 313.](#)

## **Reference Data**

The reference data relationship (or calculation dependency) means that an activity only references the data or results from another activity. The system references—it does not insert—amounts or results from one activity to another to derive new results or amounts.

The system uses the reference data relationship only when you define the References Data From relationship dependency option between line item activities. A reference indicator is not required when the source and target of the reference data relationship are contained within the same activity. You use this option only when there is a data requirement across line item activities for calculation of the defined formulas.

The system uses the following rules and runs the following audits when handling reference data relationships:

- When two activities have a reference data relationship:
  - You do not have to define the same planning center dimension for the activities.
  - You can define additional dimensions, and the activities do not have to share these dimensions.
  - For the activity being referenced by the formula, there are no restrictions on members and levels on which data is entered and summarized.

- The system inserts data that is referenced across activities into an interface table. Activities using this information (data and formulas) access this interface table for the information; the system never directly inserts this reference data into an activity.
- The Model Recalculation Application Engine process (BPLINEUP) updates reference data relationships; for example, when you submit a budget but the child data source has changed. You typically run this process overnight. For reference data relationships, the process synchronizes data between related activities.

See [Chapter 11, "Building the Planning Model," Understanding the Model Recalculation Process, page 313.](#)

## Workflow Relationships

If you do not define a workflow relationship for activities, the system automatically defaults the workflow relationship to *None*. If you define a workflow relationship as *Approval Includes*, the system understands there is a relationship between two or more activities.

The workflow relationship for asset and position activities using Approval Includes is typically used in conjunction with the *Insert Data* option for data relationships. A workflow relationship is not required, but optional for those activities having Insert Data for data relationships. There are distinct differences between those activity relationships that also have Approval Includes, and they are as follows:

- Child activities are part of the defined workflow, and are controlled by the parent activity.
- At the preparer level, activity relationships share data across the corresponding version.
- You can only use the Approval Includes feature with child asset and position activities.

You cannot establish Approval Includes relationships between line item activities.

The system uses the following rules and runs the following audits when handling Approval Includes workflow relationships:

- You must define an account dimension and a planning center dimension for each activity.
- You must define both activities as sharing the same planning center dimension and members.

This is because only the parent activity controls the workflow; the child activity has no workflow.

- You must define the planning center dimensions at the same level for each of the Approval Includes-related activities, to enable the workflow functionality to run concurrently.

Any other dimensions can be the same or different between activities. However, when activities share the same dimension, the child dimension members must be at the same level or at lower levels.

- You can define different security groups for the individual activities.

However, you must define the activities to share the same planning center dimension and level as the child activities have no defined workflow. In this situation, the system directs workflow at the parent level to control security access.



- Specific version and submission rules for preparers:

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**Note.** These version and submit rules apply *only* at the preparer level. For all child activities (assets and positions), the system performs data entry and update only at the preparer or lowest level of preparation. Once the preparer has submitted the budget, roll up level users (such as reviewers and analysts) can make adjustments and allocations through the parent line item activities.

---

- For preparers, the parent activity is the only activity that has the submit actions available on the My Planning Workspace.

This means preparers cannot submit their budget plans through the child activities.

For example, when a position activity is defined as an Approval Includes workflow relationship to a line item activity, the budget submission occurs through the workspace for the line item activity; the system then includes position data totals in the line item and disables any edit or update options for both activities.

It also means you cannot submit different versions across the parent line item activity and child position. A submission of version 1 will also submit version 1 of the child activity when they are related through workflow.

- When preparers submit a parent activity, the system displays a message verifying that the user does want to submit the parent activity and all associated child activities.

If not, the user can cancel the submit action.

- For those users who review the preparers' submitted activities, a reject action rejects all the workflow related activities together.
- When preparers use the workspace copy functionality, the copy can only occur at the parent activity level, and the system creates the corresponding version for any associated child activities.

## Activity Relationship Examples

This section discusses:

- Reviewing a scenario with line item, asset, and position activities.
- Reviewing a scenario with three line item activities.
- Reviewing a scenario with five activities.
- Reviewing pessimistic and optimistic scenarios with activities.
- Reviewing bottom-up and top-down comparison scenarios.

### ***Reviewing a Scenario with Line Item, Asset, and Position Activities***

Example A illustrates a basic scenario: one scenario that includes one each of the three activities. This is a bottom-up scenario type, having one asset and one position child activity to a parent line item activity. The example makes use of only two activity relationships, namely Data Inserts and Approval Includes. Note the following important activity rules:

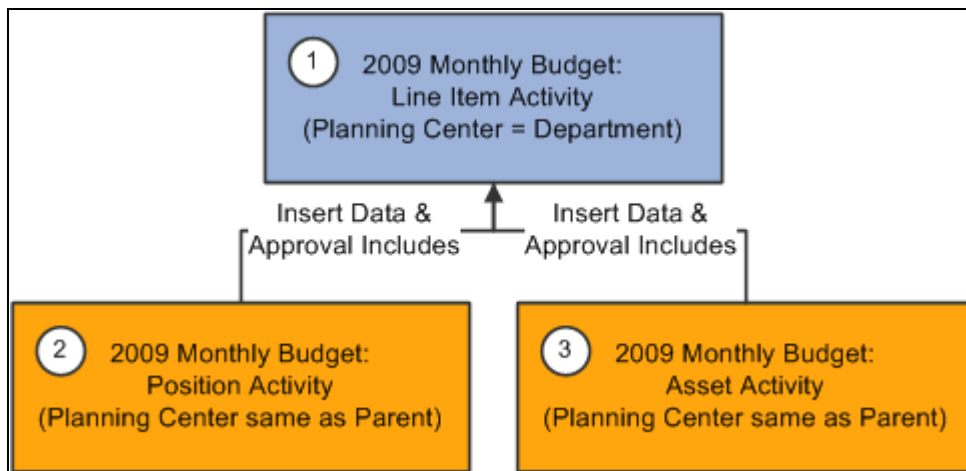
- One line item activity can only have one position child activity.

- One line item activity can only have one asset child activity.
- When using workflow, all child activities can have only one workflow relationship.
- Asset and position activity types can never be parent activities—they can only be child activities.
- You cannot enable workflow between two line item activities.

Workflow occurs only in scenarios involving asset and position activities.

- When using workflow, all planning center dimensions must share the same level, and child activities must share the same planning center dimension as that of the parent line item.
- For a child's activity data to update the parent's applicable line item rows, the line item account rows corresponding to data in the position and asset activity must use the POSBUD and ASSET method IDs, respectively.

Also note that the line item activity name is generic. This means a single line item activity captures all the revenue and expense impacts to the budget.



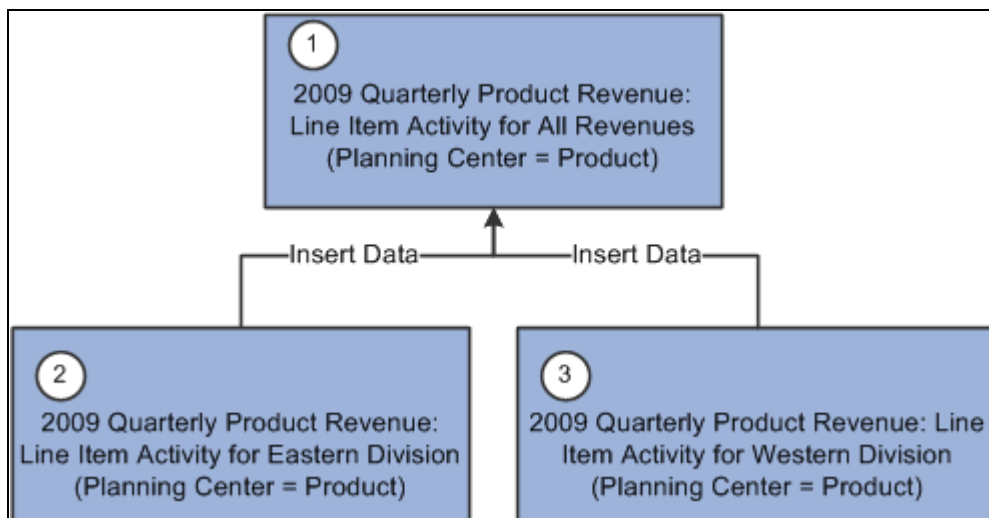
Example A: Scenario with line item, asset, and position activities

### ***Reviewing a Scenario with Three Line Item Activities***

Example B illustrates one scenario of three line item activities. This is a bottom-up scenario type that contains no asset or position activities. In scenarios comprised solely of line item activities, only data-type relationships—insert data and reference data—can exist between the line item activities. (This specific example only illustrates insert data relationships. However, one or both of the child line item activities could have a reference data relationship.)

Based on the defined relationship rules, there are two child activities inserting data into one parent line item activity. In addition, there is no workflow relationship as you cannot enable workflow between line item activities.

For data to be updated in parent line item activity from the child activities, the account rows corresponding to data must use the LINEITEM method ID.



Example B: Scenario with three line item activities

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**Important!** Be aware that consolidation activities in the same scenario have certain considerations when you export data back to the budget ledger.

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See [Chapter 6, "Understanding Planning and Budgeting Activities," Considerations for Using Consolidated Line Item Activities Within Scenarios, page 127.](#)

### ***Reviewing a Scenario with Five Activities***

Example C illustrates one scenario of five activities: one asset activity, one position activity, and three line item activities. This example shows how you can have two line item activities (such as one activity related to expense using department as its planning center dimension, and a second activity based on revenue using product as the planning center dimension) that insert data into a parent activity. This parent activity in turn uses higher dimension levels to create a consolidated activity (such as for income statement reporting), and this consolidated activity combines all the expense and revenue activities. In particular, note the calculation dependencies between the child line item activities.

Note the following activity rules:

- Each of the three line item activities uses a different planning center dimension, but the two child line items need to use operating unit as an additional dimension in order to be picked up by a parent line item that uses operating unit as its planning center dimension.
- For the expense and revenue data to be inserted into the consolidated line item activity, use the LINEITEM method ID on each corresponding account row in parent line item activity.
- For calculation dependencies between expense and revenue, these two line items have a References Data From relationship.

This means the expense activity has formulas (FLEX method ID) that require data from the revenue activity. You do not need to define this type of relationship (References Data From) if the data required for the formula exists within the same activity.

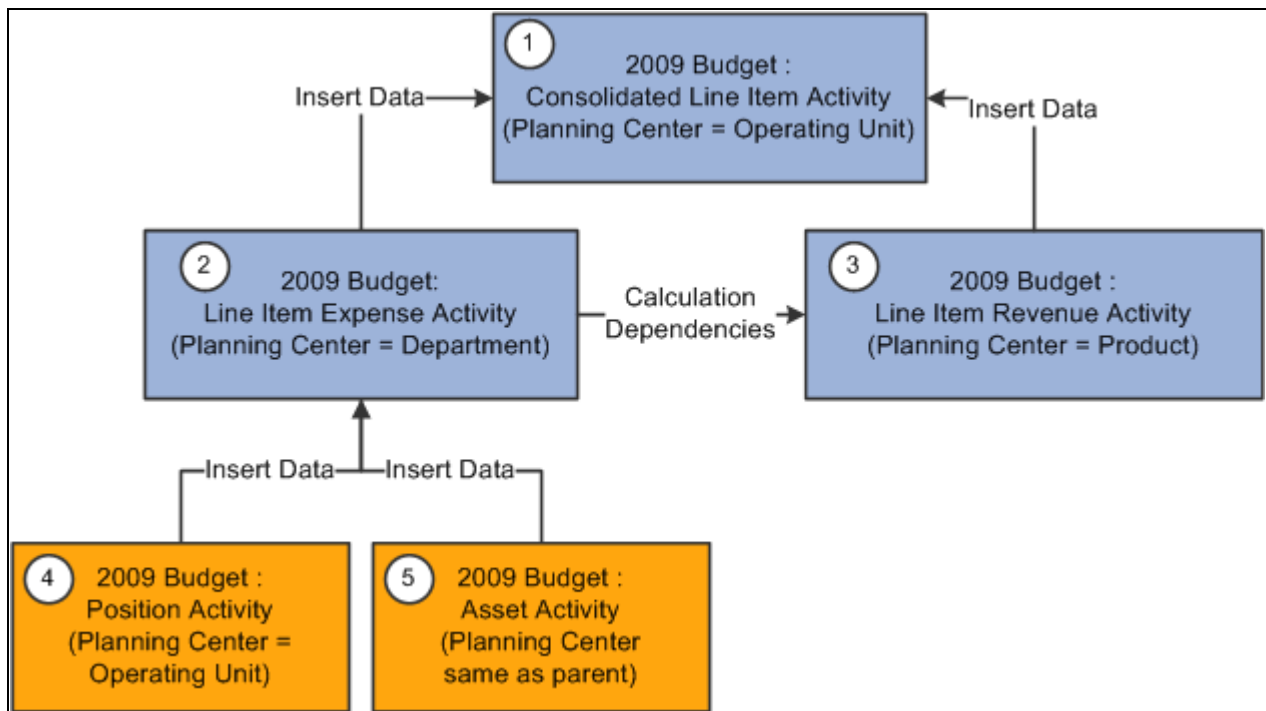
- Because the position activity is not defined as having a workflow relationship to its parent line item, it can use a different planning center dimension than the parent.

The position activity would still need to use the department dimension as one of its additional dimensions when preparing the position activity budget (for example, you would treat the parent's planning center dimension as a required dimension of the child activity, otherwise the data has no place to go).

- The asset activity has the same planning center dimension as the parent activity, but only has a data inserts relationship.

Alternatively, since the asset activity does have the same planning center dimension as the parent activity, you could include the workflow relationship to the parent line item activity.

**Note.** The system automatically prevents you from creating circular references between expense and revenue accounts when you set up relationships.



Example C: Scenario with five activities

**Important!** Be aware that consolidation activities in the same scenario have certain considerations when you export data back to the budget ledger.

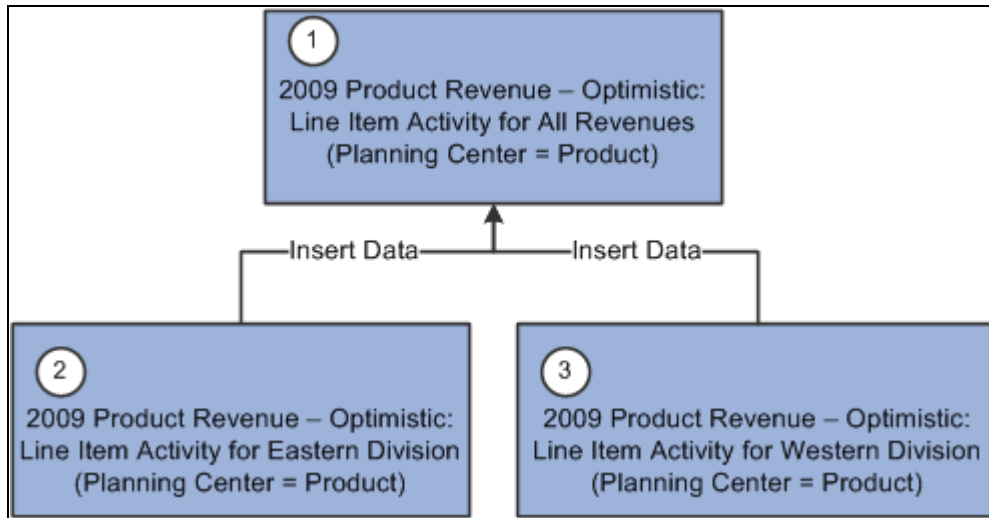
See [Chapter 6, "Understanding Planning and Budgeting Activities," Considerations for Using Consolidated Line Item Activities Within Scenarios, page 127.](#)

### ***Reviewing Pessimistic and Optimistic Scenarios with Activities***

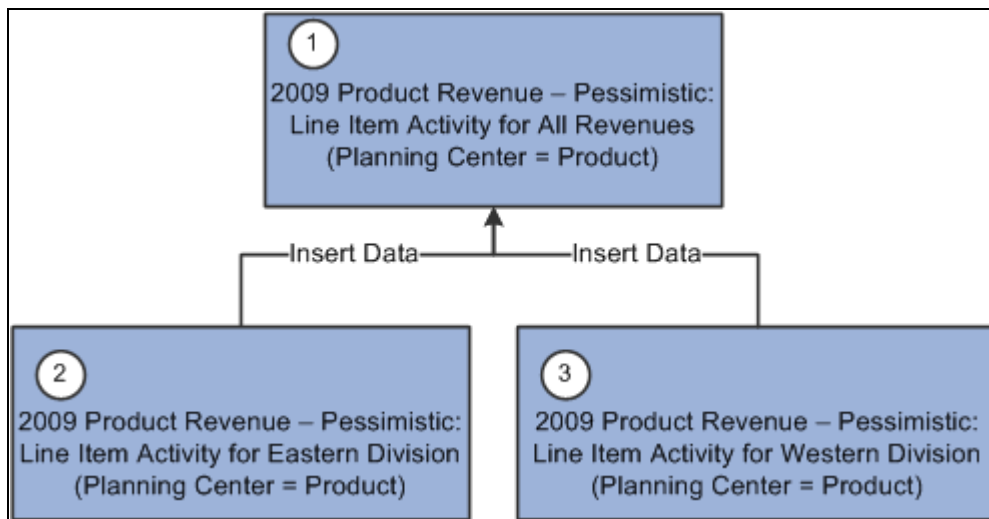
Example D illustrates two scenarios each with three line item activities. The dotted line separates the two scenarios. Like Example B, these are bottom-up scenario types that contain no asset or position activities. The line item activity names are similar between the two scenarios, except one scenario tracks an optimistic outcome, and one scenario tracks a pessimistic outcome.

When creating similar planning and budgeting scenarios (BP\_SCENARIO) within your scenario group (BP\_SCENARIO\_GRP) that have the same attributes for time, ledger, and calendar, you should assign a unique GL scenario to the planning and budgeting scenario. This will differentiate the two unique scenarios when the data is exported back to the budget ledger.

Because both scenarios use the same three line item activity definitions from the activity group, all line item activities with the same name across scenarios share the same selected dimensions, planning center dimension, trees, and members. Only the dimension level (when using a tree for dimensions) can be controlled at the unique activity scenario level in the planning model.



Example D: Optimistic scenario with activities



Example D: Pessimistic scenario with activities

### ***Reviewing Bottom-Up and Top-Down Comparison Scenarios***

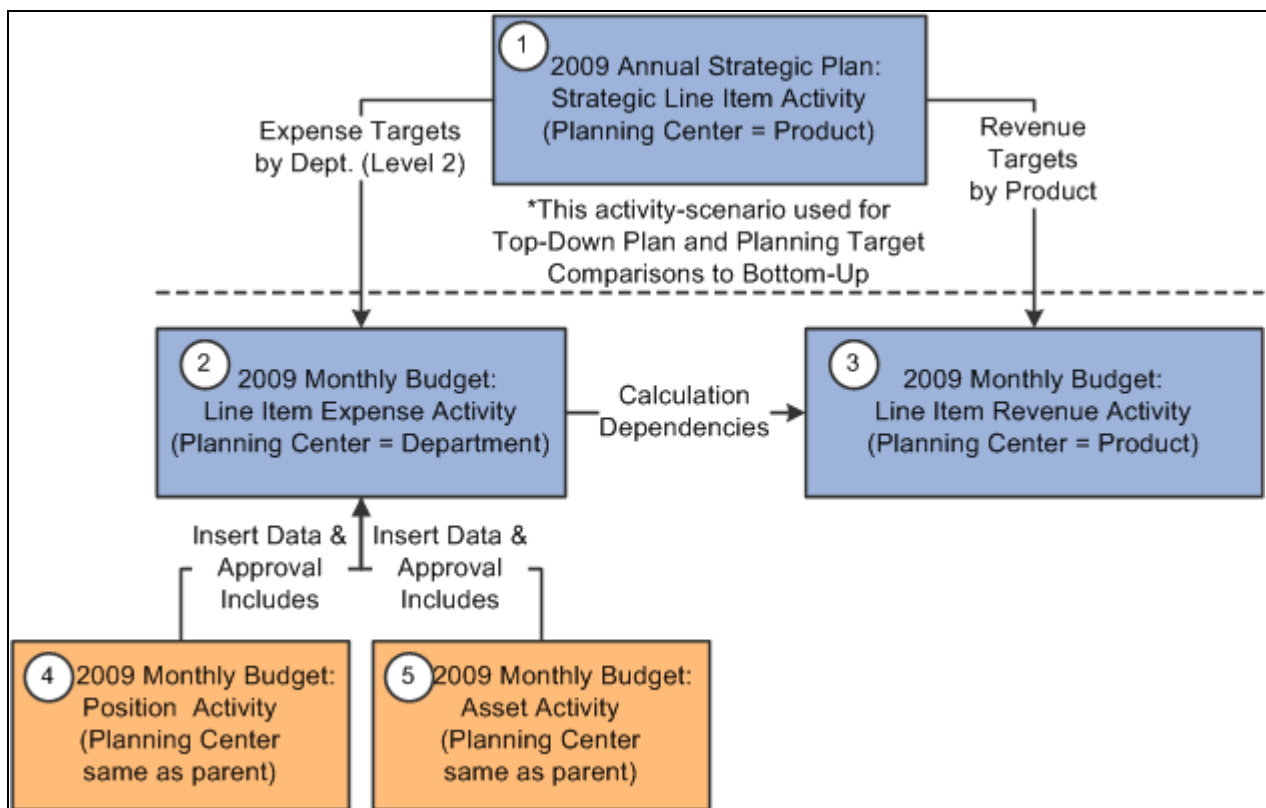
Example E illustrates two different scenarios and five activities. The dotted line separates the two scenarios. The first scenario is a top-down scenario type having one activity. The second scenario is a bottom-up scenario type having two line item activities, one position activity, and one asset activity.

What makes this activity different from the previous four examples is the use of a top-down scenario in conjunction with a bottom-up scenario. A top-down scenario typically prepares plans at a much higher level—dimension and/or time—than that of the bottom-up scenario (which is where the lowest level budgets are typically prepared and tracked). When using these two scenarios together in the same scenario group, you may use the top-down scenario as a target to budget up to when working with the bottom-up scenario. While working in your line item activity for the bottom-up scenario, you will be able to compare your budget revenue or expense to those planned in the top-down scenario (referred to as planning targets).

**Note.** Typically there is a business process around the order in which these two scenario types are used. For example, preparation of the top-down plan must be complete before it can be used as a planning target by the bottom-up budget.

See [Chapter 10, "Setting Up Planning Target Rules,"](#) page 233.

See [Chapter 15, "Preparing Line Item Activities,"](#) Working with Methods, page 411.



Example E: Bottom-up and top-down comparison scenarios

## Scenario Relationships and Activities

Be aware of the following relationships and dependencies between scenario relationships and activities:

- Activity relationships cannot cross scenarios.

When the system brings together activity relationships in the planning model at the scenario-activity level, these relationships are restricted to within the *same* scenario. This means that the relationships established in the Activity Group page will apply to all nonhistory scenarios in the scenario group. Some relationships are not allowed, such as:

- Forecast scenario types do not allow the use of position and asset activity types.
- Top-down scenario types do not allow the use of position and asset activity types.
- Scenario groups that are defined as a project budget ledger Budgeting Type allow only line item activity types.

---

**Note.** The system enforces the above rules when it creates the activity scenarios within a planning model.

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- The system assumes that time and periods are the same across all activities for the same scenario.

The system handles the top-down scenario differently from other scenarios when used in conjunction with a bottom-up scenario. (It is also known as the target scenario (or planning targets) when used with the bottom-up line item activity scenario.) You define this relationship of planning target and control information on the planning model's Data Source page, the same page where you select the seed data.

You do not have to use top-down and bottom-up scenarios together. This is optional. You can use the different scenarios independently of one another.

- You must establish planning targets for a fiscal year—this means you must define the target scenario for a single period (or annual calendar). The system does not compare or sum up quarterly planning targets to calculate a fiscal year total.

---

## Activity Versions

Activity versions have a relationship independent of the related activities. Note the following system behavior:

- For activities defined with the Approval Includes workflow option, the system ensures that they share the same corresponding versions as the parent activity.

Also note the following consideration for these relationships:

- The Approval Includes relationship shares the same versions across all activities.

For example, when you submit a parent activity that has a child activity defined with an Approval Includes workflow relationship, the version submitted at the parent activity level includes the same version of the child activity.

- You may only perform the version copy functionality at the parent activity level, and the system creates the corresponding version for any associated child activities.
- When you submit a parent activity, the system automatically submits the child activity.

- For activities defined solely as *Insert Data with no Workflow* relationship, the system uses the child's master version as the data source for the parent version.

This means the child activity must either submit or copy a version to master to provide the most current source data.

- For activities defined with a calculation dependency when using flexible formulas between line item activities, the system uses the master version as the data source.

The master version is also used as the source data when flexible formulas cross multiple planning centers within the same activity.

The master version is also used as the source data when flexible formulas cross different activities.

When the source for the formula is contained within the same planning center or slice of data, it will use the data within the version being worked on.

- For insert data relationships, the system uses data from the master version as the source data for all versions.

Because of this, when two activities are being prepared simultaneously the insert data may not be available, or may not be current. However, if you define the Approval Includes workflow relationship for an insert data relationship, the system does not use master. In this situation, the system inserts data across versions at the preparer level.

- For insert data relationships, once preparers submit asset and position activity types, roll up users (users assigned as reviewers and analysts to the roll up planning center) cannot edit the asset or position data, and can only access the data in read-only mode.

At the roll up planning center level, copying a version from the master version to a working version still displays the same data, and the working version data is still not editable for asset and position activities.

In the line item activity, reviewers and analyst can make adjustments to the line items.

- For reference data relationships, the system uses data from the master version as the source calculation data for all versions. For that reason, when two activities are being prepared simultaneously the source calculation data for the one may not be available, or may not be current.

---

**Note.** In all cases, the base version is never impacted by formulas or related activity calculations; whatever is staged for any activity remains intact. For line item activities, the data seed is selected as the data source (any line item activities will not reflect any impacts from related activities). The Base version for asset and position activities will also reflect the original amounts as they existed from the tables sourced during staging.

---



- Specific version and submission rules for reviewers and analysts:
  - As stated above, reviewers and analysts make allocations and adjustments through line item activities.

This means that any roll up planning center only works in one activity and only requires access to this one activity. Users at this roll up level can still drill down for details.

For example, asset and position activity details are the same for all working versions and master version at the roll up level, and reviewers and analysts at this roll up level cannot change the data as it is in read-only mode.

To change the data details, reviewers and analysts must reject the budget down to the preparer level. Otherwise, they may only apply adjustments and allocations in the line item activity against the aggregated detail information.

- When the roll up planning center level rejects a budget at the preparer level, the system makes all parent and child activities available again when workflow is enabled. When preparers resubmit at the parent activity level, parent and child activities are resubmitted together, as previously discussed.

---

## Considerations for Using Balance Sheet Planning

A flag on the Activity page, Includes Balance Sheet Planning, allows you to indicate whether the line item activity uses balance sheet accounting. If the flag is checked, then the system looks up every account in the activity to determine its account type. If the account type specifies that this is a balance forward account, then the system displays and stores a starting balance (also known as period 0) for the account. Likewise if a statistical account is flagged as a balance forward account, then the system displays and stores a starting balance for the statistical account.

Balance sheet planning stores a starting balance, and transactional amounts for each budget period. You can view through analysis reports the summary or aggregate time periods, such as quarters and years, which display the sum of the changes in the underlying periods. For example, if you have ten people in January and you plan on hiring two more in February, then Planning and Budgeting stores two (the transactional amount) for the month of February.

Balance sheet planning uses an additional time period in which is stored the starting balance. There is only one starting balance for a line item account row, even for a multiyear model. In a two-year model, for instance, there is one starting balance which precedes period 1 for the first year, while the starting balance for the second year is the ending balance for the first year.

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## Considerations for Using Consolidated Line Item Activities Within Scenarios

Carefully consider your use of line item activities that represent consolidated data from other line item activities within the same scenario. When all of these line item activities are stored under the same Planning and Budgeting scenario ID, they share all the same attributes, such as time, ledger, calendar, and general ledger scenario. Because they have all these attributes and fields in common, when you complete your activity and export the data back to the budget ledger, all the data is stored with all these attributes at the levels in which you prepared them.

The following three tables illustrate an example of three line item activities within one unique scenario, and represent the data rows stored within the activity that the Planning and Budgeting system exports to the budget ledger. In all cases it is an annual budget for 2008 (as all activities for one scenario only contain one element of time – annual calendar). The three line item activities include a detail expense budget, a detail revenue budget, and a consolidation activity as a place to review all the line item data together, in one activity. The three tables represent the underlying data that the system stores with the three activities.

The first two activities budget at the same dimension levels, primarily at a detail level to synchronize with the storage and data retrieval method used by the PeopleSoft General Ledger or third-party general ledger application.

The third activity—the consolidation or income statement—summarizes the majority of its dimensions (with the exception of operating unit). The system tracks net expense and revenue amount details by operating unit, and does not include department and product details, which are unnecessary in this calculation. The intent of the third activity (in this case) is to track, report, and provide an overview of the data as the budget process progresses; it may also be used for future strategic planning. However, it is not the intent of the third activity to transmit information to the General Ledger, as the general ledger system does not store information at the roll up or summarized dimension levels.

<b>Scenario: 2008 Annual Budget</b> <b>Line Item Activity: Department Expense Budget</b> <b>Dimension Levels Prepared: Account=Details; DeptID=Details; Operating Unit=Details</b>								
No.	Account	DeptID	Operating Unit	Product	Fiscal Year	Accounting Period	Scenario (GL)	Amount
1	613000	100	ATLANTA		2008	1	FINAL	200.00
2	618000	100	ATLANTA		2008	1	FINAL	35.00
3	622000	100	ATLANTA		2008	1	FINAL	125.00
4	624000	100	ATLANTA		2008	1	FINAL	380.00
5	613000	500	ATLANTA		2008	1	FINAL	275.00
6	618000	500	ATLANTA		2008	1	FINAL	115.00
7	622000	500	ATLANTA		2008	1	FINAL	205.00
8	624000	500	ATLANTA		2008	1	FINAL	450.00
								1785.00

<b>Scenario: 2008 Annual Budget</b> <b>Line Item Activity: Product/Revenue Budget</b> <b>Dimension Levels Prepared: Account=Details; DeptID=Details; Operating Unit=Details; and include Product=Details</b>								
No.	Account	DeptID	Operating Unit	Product	Fiscal Year	Accounting Period	Scenario (GL)	Amount
1	425000	100	ATLANTA	ABC	2008	1	FINAL	1500.00
2	445000	100	ATLANTA	ABC	2008	1	FINAL	3000.00
3	465000	100	ATLANTA	XYZ	2008	1	FINAL	2500.00
4	470000	100	ATLANTA	XYZ	2008	1	FINAL	5000.00
5	425000	500	ATLANTA	ABC	2008	1	FINAL	1800.00
6	445000	500	ATLANTA	ABC	2008	1	FINAL	4500.00
7	465000	500	ATLANTA	XYZ	2008	1	FINAL	3300.00
8	470000	500	ATLANTA	XYZ	2008	1	FINAL	5200.00
								26800.00

<b>Scenario: 2008 Annual Budget</b> <b>Line Item Activity: Income Statement (Consolidation Activity)</b> <b>Dimension Levels Prepared: Account=Summarized to Level 2; DeptID=Summarized to All/top node on tree; Operating Unit=Details; and include Product=Summarized to All/top node on tree</b>								
No.	Account	DeptID	Operating Unit	Product	Fiscal Year	Accounting Period	Scenario (GL)	Amount
1	EXPENSE	ALL	ATLANTA		2008	1	FINAL	1785.00
2	REVENUE	ALL	ATLANTA	ALL	2008	1	FINAL	26800.00

We can use the tables to illustrate another example. If (when you complete the budgeting preparation process) you export the data into the budget ledger, the system stores all the rows in all three tables under the same time, ledger, and scenario. Running a report against this budget ledger produces duplicated amounts, because the system stores the detail values and the summarized values in the same location.

---

**Important!** Be aware that the way you define activities and their associated dimensions and members is entirely your responsibility. The system does not prevent you from using overlapping dimensions and members when establishing dimensions and members for line item activities; the same accounts and departments can be in multiple places and at the same level of detail when using the same dimension and members. As you can establish activities for data consolidation and reporting, the system has no validations to prevent any overlapping activities and data.

---

We recommend that when you use multiple activities, especially those that are consolidation activities, you place a business process around each activity and define the purpose of the activity. For example, referring back to the three tables above, you may plan to only export back to your general ledger application (in your organization's financial system) the two detailed activities, expense and revenue. This is normal, as you typically prepare bottom-up budgets at the level in which they are tracked and stored in the source financial system. For the consolidated activity that you do not send back to the general ledger system, here are some suggestions:

- Disable the Export to GL flag on the Activity page for activities used as consolidated activities.

Disabling this flag for a consolidation activity will prevent the budget data from being exported back to the General Ledger, although the activity data can still be combined with other activities in the Enterprise Performance Management budget ledger for purposes of tracking, reviewing and reporting the budget data.

- Never use the export process to send this activity's data back to the budget ledger in the EPM Warehouses.

In this case, the activity may only be used for tracking, reviewing, and reporting as the budget process moves along. It is used as a consolidated view of the budget results that a select group of users or administrators of the budget will use.

- If you export the data back to budget ledger in the EPM Warehouses, be sure and take advantage of the *Override GL Scenario* option on the Export to General Ledger run control page.

Then select the new GL scenario ID you want to use to store it in a different location in the budget ledger from the other data. The general ledger scenario field makes this third activity's data unique compared to the first and second activities, which require that their data be not only exported back into the warehouse, but also to the general ledger in the Financial system.

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## Prerequisites

Prior to defining activities, you must ensure that you have correctly set up the Dimension Configuration page (BP\_CF\_MAINT). Values established here determine the global set of dimensions available to the Planning and Budgeting application. Make sure to also activate any dimension in the underlying relational tables and subrecords that are not delivered as active. Due to some database restrictions, not all dimensions can be delivered as active.

### See Also

[Chapter 4, "Setting Up the System," Configuring Dimensions for Planning and Budgeting, page 47](#)

*PeopleSoft Enterprise Performance Management Fundamentals 9.1 PeopleBook*, "Setting Up Models and Scenarios," Entering Historical Scenario Economic Assumptions

## Chapter 7

# Defining Your Planning and Budgeting Parameters

This chapter provides an overview of planning and budgeting parameters and discusses how to:

- Define the history (analysis base).
- Define time hierarchies.
- Establish activities and activity groups.
- Set up methods.
- Set up spread types.
- Specify rate combinations.
- Set up scenarios and scenario groups.
- Define account type options.
- Define account categories.
- Use Planning and Budgeting email templates.
- Attach documentation and guidelines.

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## Understanding Planning and Budgeting Parameters

To build and stage a planning model, first complete the setup by defining the planning and budget parameters so that you can budget for positions and assets as well as enter line item budgets. The planning and budgeting parameters and options that you define can optionally be shared across planning models. This chapter reviews how to configure the necessary parts that let you create an annual budget, a multiyear budget, and strategic plans for your planning models.

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## Defining the History (Analysis Base)

This section discusses how to specify history (analysis base) details.

## Page Used to Define the History (Analysis Base)

Page Name	Definition Name	Navigation	Usage
History (Analysis Base)	BP_ANAL_BASE	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, History (Analysis Base)	Specify the names of historical and budget information that you use as a reference (comparison scenarios) during the budgeting process by entering translate value descriptions on user-controlled analysis bases.

## Specifying History (Analysis Base) Details

Access the History (Analysis Base) page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, History (Analysis Base)).

### History (Analysis Base)

SetID: SHARE Demo setid

Effective Date
Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1900
\*Status: Active

#### Define Analysis Base Details

Analysis Base ID	Short Name	Description
1	Prior Act	Prior Year Actuals
2	YTD Act	Year To Date Actuals
3	Cur Budg	Current Year Budget
4	Cur Forcst	Current Year Forecast
5	History 1	
6	History 2	
7	History 3	
8	History 4	
9	History 5	

History (Analysis Base) page

<b>Analysis Base ID</b>	Displays the identifier of the historical or budget information that you use as a reference during the budgeting process. Use comparison scenarios to associate an analysis base with an activity scenario. Each comparison scenario is associated with a unique analysis base.
<b>Description</b>	<p>Displays the first four, predefined translate value descriptions. Values are: <i>Prior Year Actuals</i>, <i>Year To Date Actuals</i>, <i>Current Year Budget</i>, and <i>Current Year Forecast</i>.</p> <p>Optionally, enter the remaining five translate value descriptions, for History 1 through History 5, and then link the description to the comparison scenarios that you want to use in the planning model. For example, if you use prior-year budget data as an historical reference point (comparison scenario), you can enter <i>Prior Year Budget</i> as the description for History 1.</p>

---

## Defining Time Hierarchies

This section provides an overview of time hierarchies and discusses how to define time hierarchies.

### Understanding Time Hierarchies

The time hierarchy enables you to compare line item scenarios and activities with others within a defined scenario group. For example, you can roll up a scenario and activity using a monthly calendar into a quarterly view to compare it with a scenario and activity using a quarterly calendar. The time hierarchy allows for aggregation of budget transactions to increasingly summarized time periods (such as monthly transactions that are aggregated to quarterly).

You must include and define any calendar in your time hierarchy that is used in a nonhistory planning scenario within the scenario group. History-type scenario calendars are normalized through period mapping rules within the scenario group, and their calendars are not required.

The system includes three main calendar types: detail calendars, summary calendars, and budget period calendars. Because they differ substantially, only calendars of the same general type can exist in the same time hierarchy, as shown in this table:

<b>Calendar</b>	<b>Detail Calendar</b>	<b>Summary Calendar</b>	<b>Budget Period Calendar</b>
Detail	X	X	
Summary	X	X	
Budget Period			X

## Page Used to Define Time Hierarchies

Page Name	Definition Name	Navigation	Usage
Time Hierarchy	BP_TIME_HIER	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Time Hierarchy	Enter the identifier of the calendar and a unique delimiter for each time hierarchy level to generate the desired budget period.

## Defining Time Hierarchies

Access the Time Hierarchy page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Time Hierarchy ).

### Time Hierarchy

**SetID:** SHARE Demo setid

**Time Hierarchy:** CONTROL1

**Description:** Budget Period - Y1/EQ/MT

Time Hierarchy Details				
Load sequence	Calendar ID	Description	Calendar Type	Delimiter
1 -				
2 Y1		<a href="#">Year Budget Period Calendar</a>	Budget Period Calendar	
3 EQ		<a href="#">EQ quarterly period calendar</a>	Budget Period Calendar	
4 MT		<a href="#">Monthly calendar starting 7/1</a>	Budget Period Calendar	

Time Hierarchy page



**Calendar ID**

Enter the identifier of the calendar (such as A1 for Annual or Q1 for Quarterly).

If you select the calendar ID using the prompt, the system displays only the calendars with the same setID as the time hierarchy. You define the list of available detail, summary, or budget period calendars by selecting EPM Foundation, EPM Setup, Common Definitions, Calendars. The calendars in the hierarchy must be of the same category, either all detail and summary or all budget period. After the time hierarchy is associated with a scenario group, you cannot change these calendar IDs (and they become unavailable) if they correspond to any planning scenarios in that scenario group. If any scenarios using the time hierarchy are staged, you cannot change anything in the time hierarchy except the description. Specified calendars must be in ascending level of summarization. (For example, the lowest level must be more detailed than the second lowest.) The calendars that are selected in the hierarchy must span the period ranges that are specified on all nonhistory scenarios that will use the time hierarchy (using a scenario group). Finally, ensure that the periods in each level align with each other. (For example, if monthly periods start on the first of the month, then the quarterly periods in the level above should also start on the first of a month.)

**Description**

Displays the description that is related to the selected calendar ID that is defined using the calendar definition pages.

Click this link to access the calendar definition page.

The maximum number of levels in a time hierarchy is four, including the default ALL\_TIME level that is displayed in the top row.

**Calendar Type**

Displays the type of calendar that is defined using the calendar definition page. Values are *Detail Calendar*, *Summary Calendar*, and *Budget Period Calendar*.

Budget period calendar is defined by a calendar start date and a calendar end date. Detail calendar is defined by accounting period (month, quarter, and so on) and fiscal year. Summary calendar is defined by a beginning budget period and ending budget period.

**Delimiter**

Enter a unique delimiter for each time hierarchy level that is associated with detail and summary type calendars to generate the desired budget period.

The system uses this value within the concatenation of the fiscal year and accounting period to form a budget period that is used later in the planning and budgeting process. For example, a delimiter of *M* within a monthly detail calendar forms periods such as *2004M1*. Having a single period field allows for the creation of a time hierarchy tree, the feature that facilitates aggregation of budgeting and planning transactions to higher levels of time.

Because budget period calendars already save their periods as single fields, delimiters are not required; however, all of the periods for the date range of a scenario group must be unique. That is, two budget period calendars in the same hierarchy cannot have the Period 1 name representing January 2004 and December 2004 respectively if the time span of the scenario group is January through December 2004. The system validates this during tree generation when you save the scenario group. If no scenario group spans that time period, then no conflict occurs.

The generated tree rounds periods to the nearest period available. Therefore, if the scenario group date range is April 1, 2001 to June 30, 2002 (Q2 2001 to Q2 2002), the calendar includes annual periods for 2001 and 2002 from the A1 calendar and the date range of the tree expands to January 1, 2001 to December 31, 2002.

---

## Establishing Activities and Activity Groups

This section provides overviews of activities and activity groups, activity relationships, dimension mapping, and the planning center and discusses how to:

- Define activities.
- Define activity groups.
- Assign dimension hierarchies.
- Define dimension member options that are used by each activity.
- Select dimension members.
- Define activity relationships for the activity group.

## Understanding Activities and Activity Groups

Activities are user-definable planning components such as revenue, expenses, and balance sheet that, combined with scenarios within a model, form the basic planning unit of work that is known as the activity scenario. Activity groups specify a collection of activities and the dimension setIDs and hierarchies to apply across all dimensions of the activities that are contained therein. They also frame dimension member mappings, dimension member selection, and activity relationships. Activity groups are associated with models. You can share a single activity group across multiple models.

Activity properties include dimensions, activity type, and the planning center dimension. Dimensions are the ChartFields across which you want to budget or plan. Activity type dictates whether the activity facilitates line item, position, or asset planning or budgeting. The planning center dimension is a special dimension that controls how the system slices the plan or budget for preparation (such as by department), and it dictates how the system secures the plan or budget.

If the activity or group is staged, you cannot modify it or its properties or delete attributes (such as the activities in an activity group). You can, however, add new attributes and, if the same entity is needed as a starting point for a new entity, you can copy functionality.

See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Selecting Dimension Members, page 146.](#)

## Understanding Activity Relationships

Three types of relationships exist: one is workflow-based, and the other two are data relationships. The collection of activities within the activity group, and the relationships defined, are applied to all activity scenario combinations within your planning model. The following paragraphs explain the three activity relationships.

Activities that are defined as *Approval Includes* represent a workflow relationship between activities. You can define this relationship type only between line item activities and assets, and line item activities and positions, as the related activities. You cannot define an Approval Includes workflow relationship between two line item activities. When you are associating asset and position activity types as related activities to a line item activity, they must also share the same planning center dimension and level. When budget preparers work on these activities, they can submit them only through the parent line-item activity.

An *Includes Data From* relationship indicates that the related activity contains data that the system includes or aggregates into the corresponding (or parent) activity. The system uses the following three specific methods to extract data from the related activity: POSBUD (from position budgeting), ASSETS (from asset budgeting), and LINEITEM (from line item) methods. Indicating this relationship means that the parent activity contains some of the same dimensions and possibly members of the child (or related) activity that the system can directly insert or aggregate into the parent activity. Activities that are defined with only the Includes Data From relationship do not need to share the same planning center dimension.

You use a *References Data From* relationship typically in conjunction with the flexible formula (FLEX) method. Note that you define this relationship only between line item activity types. In this case, the system does not insert or aggregate data into a parent activity, so no need exists for the related activities to contain the same dimensions, same members, or both the same dimensions and members. This relationship merely indicates that the system needs the data in the related activity to derive an amount in another activity. This relationship is defined only between line-item activity types.

See [Chapter 6, "Understanding Planning and Budgeting Activities," page 107.](#)

## Understanding Dimension Mapping

The system uses the dimension conversion table that you define here during the data staging process. Define dimension member mappings to ensure that the system locates the appropriate data in the staging tables. You can achieve various results, including:

- Retaining discontinued dimension members (ChartFields) by mapping them to valid members.

- Keeping historical data synchronized with current situations.

Modifications to accounting practices as well as reorganizations often result in changes to an organization's chart of accounts. For example, suppose that your organization reorganized the Administrative Division (DeptID 30310) of the History Department since the last budget cycle. In addition, the Administrative Division merged with the Central Administrative Office (DeptID 31000) of the Liberal Arts School. For the Department dimension, define the From Dimension Member as *30310* and the target or To Dimension Member as *31000*. When you map *30310* to *31000*, the system transfers historical data that is contained in *30310* to *31000* so that you do not lose the data that is related to the History Department's Administrative Division.

## Understanding the Planning Center

Planning centers define the roll up and approval structure for a planning or budgeting development process. You can view a planning center as a cost center that has authority, responsibility, and access to data that is required in developing the plan or budget for specific entities (or activities) that you define in your organization. As you define a planning center, consider what drives the budgeting process within the organization, whether it is department, product, project, or operating unit. You can have only one planning center per activity, and those activities that have an *Approval Includes* relationship also share the same planning center dimension and tree level.

The dimensions that are available as the planning center depend upon the integration source (established on the Budgeting Installation Options page), and the active dimensions (established on the Dimension Configuration page). Available dimensions can include:

- *Department*
- *Fund*
- *Operating Unit*
- *Product*
- *Program*
- *Class*
- *Project*
- *ChartField 1*
- *ChartField 2*
- *ChartField 3*

---

**Note.** You cannot change planning centers after you stage activities in the planning model. This means that before defining planning centers, you should carefully evaluate your organization's business processes around each activity and any required workflow relationships.

---

## Pages Used to Establish Activities and Activity Groups

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Activity	BP_ACTIVITY	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Activity	Define line item, asset, and position activities as well as select the activity dimensions and the planning dimension.
Activity Group	BP_ACTIVITY_GRP	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Activity Groups, Activity Group	Define a collection of activities and their relationships to be used by a planning model.
Planning Method Group	BP_MTHD_GROUP	Click the Details link on the Activity Group page.	Review the method group's details.
Hierarchies	BP_ACTV_GRP_HIER	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Activity Groups, Hierarchies	Work with the dimensions that are selected in the associated activity.
Dimension Member Mapping	BP_DATA_MAP	Click the Dimension Member Mapping link on the Hierarchies page.	Enter the range of dimension member values that you want to convert for the selected activity group as well as enter the target dimension member to which you are mapping data.
Members	BP_ACTV_DIM_MEM	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Activity Groups, Members	Define dimension member options to be used by each activity in the group.
Dimension Member Selection	BP_DIM_MEMSET	Select <i>Multiple Members</i> from the Selection Options drop-down list box on the Members page, and then click the Selected Members link.	Select dimension members by tree or value.
Relationships	BP_ACTV_DEPEND	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Activity Groups, Relationships	Define activity relationships within the specified activity group.

Defining Activities

Access the Activity page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Activity).

Activity

SetID:SHARE   Demo setid

Activity:BU\_LI1

\*Short Description:BottomUpLI1

\*Description:Bottom Up LI by Department

\*Planning Center Dimension:DEPTID

\*Activity Type:Line Item

Secondary Security Dimension:

☐ Include Balance Sheet Planning

☐ Export to GL

Copy Activity

Dimensions		
Select	Dimension	Description
<input checked="" type="checkbox"/>	ACCOUNT	Account
<input type="checkbox"/>	ACTIVITY_ID	Activity
<input type="checkbox"/>	ANALYSIS_TYPE	Analysis Type
<input checked="" type="checkbox"/>	BUDGET_REF	Budget Reference
<input type="checkbox"/>	CLASS_FLD	Class Field
<input checked="" type="checkbox"/>	DEPTID	Department
<input type="checkbox"/>	FUND_CODE	Fund Code
<input checked="" type="checkbox"/>	OPERATING_UNIT	Operating Unit
<input checked="" type="checkbox"/>	PRODUCT	Product
<input type="checkbox"/>	PROGRAM_CODE	Program Code
<input type="checkbox"/>	PROJECT_ID	Project
<input type="checkbox"/>	RESOURCE_CATEGORY	Category
<input type="checkbox"/>	RESOURCE_SUB_CAT	Subcategory
<input type="checkbox"/>	RESOURCE_TYPE	Source Type
<input checked="" type="checkbox"/>	STATISTICS_CODE	Statistics Code

Activity page

<b>Planning Center Dimension</b>	<p>Enter the planning center dimension.</p> <p>The value that you enter appears in the Dimension list with its check box selected; however, you are unable to clear it. If you change the planning center dimension, its previous value appears in the Dimension list with its check box cleared; however, you can select it.</p> <hr/> <p><b>Note.</b> If the activity is staged, the value in this field cannot change.</p> <hr/>
<b>Activity Type</b>	<p>Select the type of activity to use. Values are <i>Asset</i>, <i>Line Item</i>, and <i>Position</i>.</p> <p>The activity type determines functionality. That is, data sources are different depending on activity type.</p>
<b>Secondary Security Dimension</b>	<p>Enter the optional secondary dimension that you want to secure for this activity.</p>
<b>Include Balance Sheet Planning</b>	<p>Indicates whether the line item activity supports balance sheet planning. This indicates whether the rules that apply to the starting balance will be used throughout the activity. This option is set by the coordinator. When the activity is staged, this option is disabled.</p> <hr/> <p><b>Note.</b> Do not use the Include Balance Sheet Planning option if you are creating an activity for a Commitment Control budget type.</p> <hr/>
<b>Export to GL</b>	<p>A Y/N option that indicates whether the budget data is to be exported out of the planning model to the General Ledger database. The extract, transform, and load (ETL) map that exports data from the Planning and Budgeting source table (PS_BP_LEDGER_BDEXP) to the General Ledger target table with the same name, filters for the option (BP_EXPORT_TO_GL='Y'). If the option is set to <i>Y</i>, then the activity data is exported to the General Ledger staging tables and EPM Warehouse. If the option is set to <i>N</i>, then the activity data is exported only to the EPM Warehouse when selected for export on the run control page.</p>
<b>Select</b>	<p>Select to include the associated dimension in the staging and budget development process.</p>
<b>Dimension</b>	<p>Displays available dimensions, which are defined at the model level.</p> <p>Account is a required dimension that you <i>cannot</i> select as the approval dimension.</p> <p><i>After</i> staging, you cannot clear check boxes that are associated with dimensions included in the staging process.</p>
<b>Copy Activity</b>	<p>Click to copy the displayed activity definition so that you can create a new, similar activity.</p>

## Defining Activity Groups

Access the Activity Group page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Activity Groups, Activity Group).

Activity Group
Hierarchies
Members
Relationships

SetID: SHARE Demo setid  
Activity Group: BUDGETS\_LI Copy Activity Group  
\*Description: Line Item Budgets  
\*As Of Date: 01/01/2003

Activities							Customize	Find	First	1-3 of 3	Last
*Activity	Description	Activity Type	Planning Center Dimension	Method Group	Method Group Details						
BALSHEET	<a href="#">Balance Sheet</a>	Line Item	DEPTID	MG22	<a href="#">Details</a>						
INCOMESTMT	<a href="#">Income Stmt Act</a>	Line Item	DEPTID	MG22	<a href="#">Details</a>						
LINEITEM	<a href="#">Line Item</a>	Line Item	DEPTID	MG22	<a href="#">Details</a>						

Activity Group page

**As Of Date**

Enter the most appropriate as of date to select the desired dimension members and trees.

Effective-dated dimension members and trees are based on the as of date. Because member and tree selection occurs at the activity group/activity and activity group/dimension levels, activity group must be as of dated so that you can select the correct members and trees. Only those members and tree versions that are active and for which effective dates are prior or equal to the as of date are available for selection.

**Activity**

Enter the activity that you want to include in the activity group.

You cannot change or remove a group's staged activity. Adding an activity automatically draws in that activity's dimension information and creates, but does not select, activity scenarios in any models that use the activity group. Removing an activity from a group referenced in an unstaged model deletes any activity scenarios in any models that use the activity group.

If an activity group is associated with a staged model, you can add new activities; however, you cannot delete staged activities and their properties (such as method groups, dimension trees, and dimension members).

**Description**

Click the Create Activity link (if you haven't yet selected an activity for a row) to access the Activity page and define a new activity that the system automatically adds to the activity group.

If you already selected an activity, click its associated link to access the Activity page to search for and display the activity's details.

**Method Group**

Enter a planning method group for each line item activity.

You cannot enter a method group for position or asset activity types.



- Method Group Details

Click the Details link to access the Planning Method Groups page to search for and display the method group's details.
- Copy Activity Group

Click to create another activity group based on the current activity group.  
For example, to use the same set of activities with the same dimensions and activity dependencies for two models with different dimension hierarchies, click Copy Activity Group, change the hierarchy information, and then select the new activity group in the model.

Assigning Dimension Hierarchies

Access the Hierarchies page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Activity Groups, Hierarchies).

Activity Group

Hierarchies

Members

Relationships

SetID:

SHARE

Demo setid

Activity Group:

BUDGETS\_LI

Line Item Budgets

As Of Date:

01/01/2003

Dimensions					Customize	Find	First	1-4 of 4	Last
Dimension	*Dimension SetID	Tree Name	Export to GL	Map Rules					
ACCOUNT	SHARE	BUDGETING_ACCT2	<input checked="" type="checkbox"/>	<a href="#">Dimension Member Mapping</a>					
DEPTID	SHARE	BUDGETING_DEPT2	<input checked="" type="checkbox"/>	<a href="#">Dimension Member Mapping</a>					
OPERATING_UNIT	SHARE		<input checked="" type="checkbox"/>	<a href="#">Dimension Member Mapping</a>					
STATISTICS_CODE	SHARE		<input checked="" type="checkbox"/>	<a href="#">Dimension Member Mapping</a>					

Hierarchies page

- Dimension

Displays the dimensions that are selected in the associated activity.  
The rows in the Dimensions grid display the union of the dimensions that are selected in each of the activities, including the approval dimension.

**Dimension SetID**

Enter the desired dimension set identifier that the system uses to filter the trees that you can select as well as to filter the dimensions on the Members page.

The value that you enter overrides normal setID indirection for this page; therefore, verify that the setIDs that you select here by dimension match those that are established for the business units in which you use this activity group. Establish this setID indirection using the TableSet Controls page by selecting PeopleTools, Utilities, Administration.

---

**Note.** A model validator error occurs if the setID that is associated with a model (for each dimension) using this activity group does not match the dimension setID that is defined on this page.

---

The source table for a dimension comes from the BP\_CF\_DEFN system data table. You cannot update this table; however, you can access the Dimension Configuration page within Maintain System Options to display the valid dimensions, but it does not display the source table.

**Tree Name(optional)**

Enter the tree name that you want.

The system filters the list of available trees by the dimension setID that is specified for the same dimension.

To ensure comparability, each dimension must use the same hierarchy and tree across all activities.

**Export to GL**

Select to export the specified dimension to the general ledger.

The system automatically exports to the general ledger the account dimension and any dimensions that are used as approval dimensions. Their associated check boxes appear selected and you are unable to clear them.

**Map Rules**

Click the Dimension Member Mapping link to access the Dimension Member Mapping page and enter the range of dimension member values that you want to convert for the selected activity group as well as enter the target dimension member to which you are mapping data. Your entries are applicable to all scenarios that are associated with the activity. If you are summarizing data, enter a value in the Target Dimension Member field that is the same for both source members. In this case, the system aggregates all data that exists for the specified dimension member.

For example, you could map departments 100 through 200 to 300 by entering *100* in the From Dimension Member field, *200* in the To Dimension Member field, and *300* in the Target Dimension Member field.

## Defining Dimension Member Options That Are Used by Each Activity

Access the Members page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Activity Groups, Members).

Activity Group

Hierarchies

Members

Relationships

SetID:

SHARE

Demo setid

Activity Group:

BUDGETS\_LI

Line Item Budgets

As Of Date:

01/01/2003

Activity Dimension Member Selection

Find

First

1-3 of 3

Last

Activity:

BALSHEET

Balance Sheet Budgets

Dimension Member Selection

Customize

Find

View All

First

1-4 of 4

Last

Dimension	*Selection Options	Selected Members
ACCOUNT	Multiple Members	ASSETS,STATISTICS
DEPTID	All Members	All Members
OPERATING_UNIT	Multiple Members	ALBERTA-ALBERTA,BELGIUM-CALIF,FLORIDA-GERMANY...
STATISTICS_CODE	All Members	All Members

Activity:

INCOMESTMT

Income Statement Activity

Dimension Member Selection

Customize

Find

View All

First

1-4 of 4

Last

Dimension	*Selection Options	Selected Members
ACCOUNT	Multiple Members	EXPENSE,REVENUE,STATISTICS
DEPTID	All Members	All Members
OPERATING_UNIT	Multiple Members	ALBERTA-ALBERTA,BELGIUM-CALIF,FLORIDA-GERMANY...
STATISTICS_CODE	All Members	All Members

Activity:

LINEITEM

Line Item Budgeting

Dimension Member Selection

Customize

Find

View All

First

1-4 of 4

Last

Dimension	*Selection Options	Selected Members
ACCOUNT	Multiple Members	ASSETS,EXPENSE,REVENUE,STATISTICS
DEPTID	All Members	All Members
OPERATING_UNIT	Multiple Members	ALBERTA-ALBERTA,BELGIUM-CALIF,FLORIDA-GERMANY...
STATISTICS_CODE	All Members	All Members

Members page

**Dimension**

Displays the dimensions that are selected for each activity within the activity group.

**Selection Options**

Select the member criteria that you want to use to filter the dimension members to the most relevant ones. Values are:

*All Members:* Indicates that the system automatically includes all members for the dimension for the activity, based on the defined setID. When you define a tree on the Hierarchies page, the system includes all the tree values. However, if you do not define a tree, this value represents all members that are located in the dimension table for the defined setID.

*Multiple Members:* Displays the Select Members link that opens the Dimension Member Selection page so that you can select members either using a tree or a range.

*Single Member:* Displays a Value field that enables you to select a single dimension member.

---

**Note.** For asset and position activity types, the Account dimension will become *All Members* by default because the account defaults are set by category under Asset Budgeting Defaults and Position Budgeting Account, respectively.

---

**Selected Members**

Click to access the Dimension Member Selection page to select members by tree or value.

For example, in most instances, it may be more relevant for the revenue activity to be associated with a different set of account values than the expense activity; therefore, accessing the Dimension Member Selection page to select the revenue node on the account tree is more reasonable.

---

**Note.** This link appears when you select *Multiple Members* from the Selection Options drop-down list box.

---

See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Selecting Dimension Members, page 146.](#)

**Value**

Enter the specific dimension member.

---

**Note.** This field appears when you select *Single Member* from the Selection Options drop-down list box.

---

**Selecting Dimension Members**

Access the Dimension Member Selection page (select *Multiple Members* from the Selection Options drop-down list box on the Members page, and then click the Selected Members link).

**Dimension Member Selection**

SetID: SHARE Demo setid  
 Activity Group: BUDGETS\_LI Line Item Budgets  
 As Of Date: 01/01/2003  
 Activity: BALSHEET Balance Sheet Budgets  
 Dimension: ACCOUNT

Select Members

☒ By Tree ☐ By Value

BUDGETING\_ACCT2

First | Previous | Next | Last | Left | Right

- 000000 - All Accounts
  - EXPENSE - All Expenses
  - REVENUE - All Revenue
  - ASSETS - All Assets
  - STATISTICS - All Statistics Accounts

OK Cancel Refresh

Selected Nodes

Customize | Find | View All | First 1-2 of 2 Last

*Tree Node		
ASSETS		+ -
STATISTICS		+ -

Dimension Member Selection page (select members by tree)

The fields on the page vary based on your selection in the Select Members group box.

See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Understanding Dimension Mapping, page 137.](#)

### Select Members by Tree

Select the By Tree option to view and select dimension members by tree node.

---

**Note.** If no tree is associated with the dimension, the By Tree option is unavailable.

---

Dimension member relationships to one another (for example, node only, node and siblings, node and descendants, descendants, and siblings) are readily apparent. Click a node to add it to the Selected Nodes group box on the right. Click a folder icon to expand or collapse the tree node. The staging process uses selected nodes to select dimension members in the following way:

- If the specified tree level for the staged data is the *same* level as the tree node that is selected here, then the system selects dimension members that correspond to the tree node.
- If the specified tree level for the staged data is *below* the level of the tree node that is selected here, then the system selects dimension members that correspond to the children tree nodes (at the specified level) of the tree node that is selected here.
- If the specified tree level for the staged data is *above* the level of the tree node that is selected here, then the system selects dimension members that correspond to the parent tree nodes (at the specified level) of the tree node that is selected here.

<b>First, Previous, Next, Last, Left, andRight</b>	<p>Click to move between the various tree nodes.</p> <hr/> <p><b>Note.</b> These buttons are available when you select members by tree.</p> <hr/>
<b>Tree Node</b>	<p>Enter the tree node that you want.</p> <p>The highlighted node in the tree appears in this field; you can instead type one or select one from a list.</p> <p>To remove the selected tree node, click Delete.</p> <hr/> <p><b>Note.</b> This field is available when you select members by tree.</p> <hr/>

**Select Members by Value**

Select the By Value option to enter one or more dimension value ranges for the staging process to use in selecting dimension members for inclusion in the budget or plan.

Ranges that are entered here are alphanumeric, so the system includes any members with a value that is greater than or equal to the *from* value and less than or equal to the *to* value.

<b>From MemberandTo Member</b>	<p>Enter the beginning and ending range of the dimension members that you want to select.</p> <hr/> <p><b>Note.</b> These fields are available when you select members by value. The system filters these values according to the dimension setID that is specified on the Hierarchy page for the dimension.</p> <hr/>
--------------------------------	--

**Defining Activity Relationships for the Activity Group**

Access the Relationships page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Activity Groups, Relationships).

Activity Group		Hierarchies		Members		Relationships	
SetID:	SHARE	Demo setid					
Activity Group:	BUDGETS_LI	Line Item Budgets					
As Of Date:	01/01/2003						
Activity Relationships							
*Activity	Includes Data From	References Data From	Approval Includes	*Related Activity	View Relationship Information		
INCOMESTM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BALSHEET			
LINEITEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BALSHEET			
LINEITEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INCOMESTM			

Relationships page

**Activity**

Select the line item activity to which you want to establish a relationship.

You may refer to this activity as the parent activity, and regard the related activities as children activities. The activity cannot be a position or asset type activity, because these can only be related activities.

If the activity is staged in any model, you cannot change or remove relationships. You can, however, add new relationships, which triggers changes in the models that use the activity by automatically selecting activity scenarios involving the related activities. You may need to run a model recalculation to populate interface tables between activities with new relationships.

**Includes Data From**


Select to include data from another activity.

In addition to integrating position and asset budgets into a line item budget as special lines in the line item budget that are associated with POSBUD and ASSET method IDs respectively, line item budgets can also feed into other line item budgets that are associated with a LINEITEM method ID to indicate that the system copied the line from a different activity. The system pulls plan or budget amounts from the child activity into the parent activity during the staging process as separate line items if the child activity dimension members correspond to the parent activity's dimension members, and the parent activity uses LINEITEM method.

**References Data From**

Select to reference data from another source.

You can refer to data from different line item activities as flexible formula sources in a flexible formula expression; however, the source activity data must be stored in an interface table so that Analytical Calculation Engine (ACE) can reference it when it determines that the source is coming from a separate activity. Establishing this type of relationship ensures the availability of this data in the interface for use in flexible formulas.

<b>Approval Includes</b>	<p>Select to let the target (parent) activity control the workflow and working versions of the source (child) activities.</p> <p>The child activity cannot submit, reject, or copy versions, because the versions of the parent and children activities must match up with each other. Creating a new working version in the parent creates a working version in the child activity. A child can have only <i>one</i> parent activity controlling its workflow.</p>
<b>Related Activity</b>	Select an activity that may be considered the child activity in the relationship.
	Click to access the dynamically generated Activity Dependency page, which describes the defined relationships and their impact on the model.

---

## Setting Up Methods

You need to prepare method groups for use in the planning model for line item activities. This section provides overviews of methods and method drivers and discusses how to:

- Modify method names and view method attributes.
- Define method drivers.
- Describe driver lookup tables.
- Define driver lookup details.
- Establish planning method groups.
- Copy a planning method group.
- Define a method's drivers.

## Understanding Methods

The system assigns a method to every line in a line-item budget activity. This method defines how the system calculates the budget amount for the line or how the system derives the budget amount if a calculation is unnecessary.

Use the delivered methods as a basis for creating the planning model activities. You can change the method name and provide a description that is more meaningful to your organization. Changing the method name does not change the logic and rules that underlie the method itself.

Review the following table for a list of method ID system labels, names, descriptions, and usage:



<b>Method ID</b>	<b>Method Name</b>	<b>Description</b>	<b>Usage</b>
AMTFTE	Amount Per FTE (amount per full-time equivalent)	Define an amount to multiply times the number of full-time equivalents (either from a planning center or business unit) that is then picked up from the position budgeting activity.	Available for bottom-up scenario types when expense planning, and only used in conjunction with the Position Budgeting Activity.
AMTHC	Amount Per Headcount	Define an amount to multiply times the headcount (either from a planning center or business unit) that is then picked up from the position budgeting activity.	Available for bottom-up scenario types when expense planning, and only used in conjunction with the Position Budgeting Activity.
AMTPER	Amount Per Budget Period	Enter amounts in budget periods.	Available for bottom-up, top-down, and forecast scenario types, and can be used in conjunction with the spreadsheet add-in for data entry and balance sheet planning.
AMTUNT	Amount Per Defined Units (amount multiplied by defined units)	Apply amounts to units based on the driver definition for the units that the coordinator defined.	Available for bottom-up, top-down, and forecast scenario types. It can be used for balance sheet planning, but the coordinator can define no defaults for the starting balance.
ANN%	Annual Growth Percentage On History	Apply an annual percent increase for building proposed budget amounts based on the historical criteria that you select.	Available for bottom-up and top-down scenario types. It can be used for balance sheet planning, but starting balance will reflect the analysis base chosen and the percentage applied will not update this value.
ASSET	From Asset Budgeting	Specifies that the data from the row that you selected is carried into a line item from the detailed asset budgeting activity.	Available for bottom-up scenario types when preparing capital plans. This method is used when a line item relationship to an asset budgeting activity exists.
BASBUD	Base Budget Amount	Represents the seeded budget based on the history or scenario that you select as the data source to build the proposed budget. It can include multiple data sources, and incremental percent increases or decreases that you applied to each source.	This is the default method and is available for bottom-up, top-down, and forecast scenario types. It can be used for balance sheet planning, but starting balance depends on a data source being available.

<b>Method ID</b>	<b>Method Name</b>	<b>Description</b>	<b>Usage</b>
DISTR	Distributions	Distribute constant amounts defined by the coordinator for planning centers using the driver lookup tables.	Available for bottom-up, top-down, and forecast scenario types. It can be used for balance sheet planning, but the coordinator can define no defaults for the starting balance.
ECODRV	Economic Driver On History	Associate a specific driver value, such as inflation, with line items.	Available for bottom-up and top-down scenario types. It can be used for balance sheet planning, but starting balance will reflect the analysis base chosen and the percentage applied will not update this value.
FLEX	Flexible Formula	Represents derived amount that comes from a defined flexible formula.	Available for bottom-up, top-down, and forecast scenario types. It can be used for balance sheet planning.  See <a href="#">Chapter 12, "Building Flexible Formulas for Your Model," Understanding Flexible Formulas, page 327.</a>
ITM	Itemization	Define a list of items associated with an account.	Available for bottom-up, top-down, and forecast scenario types. It can also be used for balance sheet planning.
JOIN	AMTUNT multiplied by UNTAMT	Combines the amount and cost drivers that are defined by the coordinator for the AMTUNT and the UNTAMT methods.	Available for bottom-up, top-down, and forecast scenario types. It can be used for balance sheet planning, but the coordinator can define no defaults for starting balance.
LINEITEM	From Line Item Budgeting	Represents interface values that are coming from related line item type activities (Includes Data From relationship).	Available for bottom-up, top-down, and forecast scenario types. This method is used when a line item relationship to another line item activity exists.
METH=0	Zero Method Amount	Zero out values for the proposed budget or plan.	Available for bottom-up, top-down, and forecast scenario types.

<i>Method ID</i>	<i>Method Name</i>	<i>Description</i>	<i>Usage</i>
PER%	Period Growth Percentage On History	Apply different percent increases by period rather than applying one annual percentage to all periods.  <b>Note.</b> If you map a quarterly source scenario to an annual target scenario, then the PER% method applies the incremental % to the sum of the four quarters.	Available for bottom-up and top-down scenario types. It can be used for balance sheet planning, but starting balance will reflect the analysis base chosen and the percentage applied will not update this value.
POSBUD	From Position Budgeting	Specifies that the data from the row that you selected is carried into a line item from the detailed position budgeting activity.	Available for bottom-up scenario types when preparing detailed position plans. This method is used when a line item relationship to a position budgeting activity exists.
RELATE	Related to an Account or Statistical Code	Associate an account with a monetary or statistical amount and calculate a value using an amount or percentage.	Available for bottom-up, top-down, and forecast scenario types. It can be used for balance sheet planning, but the coordinator can define no defaults for starting balance.
UNTAMT	Units Per Defined Amount (units multiplied by defined amounts)	Apply units to the cost based on the driver definition for the amount that the coordinator defined.	Available for bottom-up, top-down, and forecast scenario types. It can be used for balance sheet planning, but the coordinator can define no defaults for starting balance.

**Note.** When using an activity defined to include balance sheet planning, the coordinator cannot assign a default value (or driver value) for the starting balance. But for those methods that allow the starting balance to be available, the end user can enter an amount when override is allowed by the coordinator.

The following methods are not supported with forecast scenario types: AMTFTE, AMTHC, POSBUD, ANN%, PER%, ECODRV, and ASSETS.

The following methods are not supported with top-down scenario types: AMTFTE, AMTHC, POSBUD, and ASSETS.

Planning models that are defined as project budgeting types, as indicated by the scenario group, do not use the following methods: AMTFTE, AMTHC, POSBUD, and ASSETS.

When you set up methods for the planning model you need to:

- (Optional) Modify method names.
- (Optional) Define driver lookup tables so that you can have variables by planning center associated with drivers.

- Define method groups that can be associated with line-item activity scenarios.
- Specify driver default values and lookup tables that are used for a method group.

## Understanding Method Drivers

Methods that require a system calculation use method drivers. A method driver is the calculation factor that is used in the algorithm of the method. You define method driver defaults that are used during line item budgeting. You can also enable override of the driver defaults when you set up line-item activity scenarios in the planning model.

You can also establish driver lookup tables that enable budget preparers to select alternate drivers; these alternate drivers reference values on defined planning centers. Define drivers for those methods that require them. For example, when you associate a lookup table with a driver, the system retrieves the driver parameter for the planning center from an established lookup table. If the system cannot locate a lookup value for the planning center, it uses the established default amount for the method driver.

The table lists predefined drivers that are delivered with the application. The budget coordinator can also define method drivers:

<i>Method Driver</i>	<i>Method Driver Name</i>
BCFTE	Driver for Planning (Budget) Center Amount Per Full-time equivalent
BCHC	Driver for Planning (Budget) Center Amount Per Headcount
BUFTE	Driver for Business Unit Amount Per Full-time equivalent
BUHC	Driver for Business Unit Amount Per Headcount
QTYXCOST	Driver for ITM (itemization) method, in which the number of units is multiplied by a cost per unit for a calculated amount for an item
PERSUM	Driver for ITM (itemization) method, in which you enter the total amount for an item

**Note.** The system does not display the QTYXCOST and PERSUM method drivers for the ITM (itemization) method when you define the Method Driver page in the group. Instead, these specific method values are available to you only on the Itemization Method detail page in the line item activity during budgeting.

When you define the default driver parameters that are required for certain method drivers, you can also define a driver lookup table that enables the budget coordinator to define different driver values based on planning center.

When you define method drivers and driver lookup tables, determine the number of decimal positions that the system uses to calculate the method amount during line item budgeting. Use statistical drivers that have values defined up to eight decimal positions, or use monetary drivers that have values defined by the associated currency code definition. The system uses the method driver definition, or driver ID, to determine the number of decimal positions that are used to calculate the method amount during line item budgeting regardless of the definition that is used for the driver-lookup table definition. If you want the system to use eight decimal positions during method amount calculations, use a driver ID that is defined as a statistical driver.

## Pages Used to Set Up Methods

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Planning Method	BP_MTHD	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Planning Methods	Modify a planning method name and view method attributes.
Method Driver	BP_MTHD_DRV	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Method Drivers	Define method drivers.
Driver Lookup Tables	BP_DIST_TYP	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Driver Lookup Tables	Define driver lookup tables and assign or distribute amounts to planning centers.
Driver Lookup Details	BP_DIST_DRV_PER	Click the Lookup Table Details link on the Driver Lookup Tables page.	Create or modify the driver lookup table details by planning centers and period.
Planning Method Group	BP_MTHD_GROUP	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Method Groups	Group the methods, method drivers, driver lookup tables, and driver parameters to be used by line item activities.
Copy Method Group page	BP_MTHDGRP_COPY	Click the Copy Method Group button on the Planning Method Group page.	Copy a planning method group.
Method Drivers	BP_MTHD_DRVR_GROUP BP_MTHD_DRVR_GRP_N	Click the Method Drivers link on the Planning Method Group page.	Define a method's drivers, driver parameters, and lookup ID.

## Modifying Method Names and Viewing Method Attributes

Access the Planning Method page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Planning Methods).

### Method Name

Enter a name for the method.

Changing the method name does not change the logic and rules that underlie the method.

### Driver Delivered

Indicates that the method uses one of the delivered Planning and Budgeting drivers.

<b>Driver Required</b>	Indicates that the method requires a driver to perform budget calculations.
<b>Allow New Driver</b>	Indicates that additional drivers are enabled for the method using the Method Driver page.
<b>Base Required</b>	Indicates that the method uses a base value, which you define, for the calculation. You define the base using the Method Defaults page in the planning model by activity scenario.

Defining Method Drivers

Access the Method Driver page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Method Drivers).

<b>Statistical Driver</b>	Indicates that the driver is based on units rather than on monetary amounts. You can enter values using up to eight digits to the right of the decimal for statistical method drivers. The system uses eight decimal positions when performing calculations for method amount during line item budgeting. It does not apply currency precision for drivers that are selected as statistical drivers.
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Describing Driver Lookup Tables

Access the Driver Lookup Tables page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Driver Lookup Tables).

<b>Statistical Driver</b>	Indicates that the driver lookup table is based on units rather than on monetary amounts. You can enter values using up to eight digits to the right of the decimal for statistical method drivers. <hr/> <b>Note.</b> If you want the system to use eight decimal positions when performing calculations for method amount during line item budgeting, also select a default driver ID that is defined as statistical driver. The system does not validate whether the lookup ID and driver ID defined for a method group are both defined as statistical drivers. <hr/>
<b>Lookup Table Details</b>	Click to access the Driver Lookup Details page to create or modify the driver lookup table details by planning centers and period.

Defining Driver Lookup Details

Access the Driver Lookup Details page (click the Lookup Table Details link on the Driver Lookup Tables page).

Driver Lookup Tables

Driver Lookup Details

Lookup ID:LOOKUP

Driver Lookup Details

Find | View All | First | 1 of 1 | Last

Effective Date:01/01/2000

Status:Active

Currency Code:USD

US Dollar

\*Distribution Type:USD

US Dollar

\*Planning Center SetID:SHARE

Demo SetID

Planning Center Dimension:DEPTID

Department

\*Calendar SetID:MODEL

Standard SETID

\*Calendar ID:01

Monthly Calendar - 01

Periods Per FY:12

Select All

Add All Planning Centers

Import from CSV

Refresh Total

Enter Driver Lookup Values

Customize | Find | View 100 | 1-15 of 488 | Last

	Select	*Planning Center	Description	Planning Center Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
1	<input checked="" type="checkbox"/>	10000	Human Resources	3,600.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00
2	<input type="checkbox"/>	10001	Human Resources - North	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	<input type="checkbox"/>	10002	Human Resources - South	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	<input type="checkbox"/>	10003	Human Resources - East	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	<input type="checkbox"/>	10004	Human Resources - West	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	<input type="checkbox"/>	10100	Management Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	<input type="checkbox"/>	10200	Treasury	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	<input type="checkbox"/>	10201	Recruiting - North	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	<input type="checkbox"/>	10202	Recruiting - South	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	<input type="checkbox"/>	10203	Recruiting - East	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	<input type="checkbox"/>	10204	Recruitment - West	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	<input type="checkbox"/>	10300	Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Driver Lookup Details page (1 of 2)

13	<input type="checkbox"/>	10400	Auditing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	<input type="checkbox"/>	10500	Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	<input type="checkbox"/>	105000	Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total

Customize | 1-11 of 11 | Last

Grand Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11
27,310.00	2,125.00	2,125.00	2,125.00	2,145.00	2,195.00	2,195.00	2,365.00	2,365.00	2,410.00	2,420.00	2,420.00

Return to:

Lookup Table Description

Driver Lookup Details page (2 of 2)

<b>Currency Code</b>	Enter the currency code that you want.
	<b>Note.</b> This field is available for monetary-based driver lookup tables.
	This field is unavailable if you select Statistical Driver on the Method Driver page.
<b>Distribution Type</b>	Select how the system calculates the budget amount per budget period. Values are:
	<i>Amount:</i> The system uses the predefined or constant amount that is unique to the planning center to calculate the budget amount by period when you select a method that uses a driver lookup ID. The table is populated with constant or monetary values.
	<i>Percent/Rate:</i> The system uses a percentage or rate that is unique to the planning center to calculate the budget amount by period when you select a method that uses a driver lookup ID. The table is populated with percentages.
<b>Planning Center SetID</b>	Enter a setID other than the setID that is defined for the lookup ID to define the planning centers for which you want to enter distribution values.
	The setID determines the prompt table that is used for Planning Center in the Enter Driver Lookup Values grid. The setID also determines the available values for driver lookup tables when you define the method group using the same setID.
<b>Planning Center Dimension</b>	Enter the dimension (ChartField) to use as the planning center dimension for this driver lookup.
	This value controls which planning centers are available in the grid to define driver lookup rules. The planning center dimension that you define here for the lookup table should also be the same dimension that you establish as an activity's planning center.
<b>Calendar SetID</b>	Enter a setID that is used to select the calendar.
	The calendar controls the periods across which the system applies the lookup values in the grid.
	This value does not need to be the same value as the planning center setID.
<b>Calendar ID</b>	Select the calendar ID, as filtered by the calendar setID, for the system to use to define the periods across the grid to which the system applies the lookup values.
	Detail calendars with fewer than 14 periods per year are available for selection.
<b>Add All Planning Centers</b>	Click to populate the grid with all of the valid values that are defined for the selected planning center setID and planning center dimension.



<b>Import from CSV</b> (import from comma-separated values)	<p>Click to populate setup data from files that are formatted with comma-separated values (CSV).</p> <hr/> <p><b>Note.</b> Create a CSV file using the Driver Lookup Tables page to prepopulate planning center values. The layout of the file is important for the import of data. When the import process updates information from a CSV file, the system updates only the planning center values that are defined in the file; any other original planning center values that are defined in the lookup table are not deleted or affected by the import.</p> <p>To use the import feature, set up the file transfer protocol (FTP) using the URL Maintenance page.</p> <hr/> <p><b>Note.</b> To download the information in the grid to create a CSV file, use the PeopleTools Download icon in the tools bar in the grid heading.</p> <hr/>
<b>Refresh Total</b>	<p>Click to update the totals in the grid.</p>
<b>Select</b>	<p>Select the check boxes next to the planning centers to which the system applies the distribution amount.</p> <p>Clear the check boxes next to the planning centers that should use the default driver amount.</p> <p>Alternatively, use the Select All button to select all planning centers in the grid area.</p>
<b>Planning Center</b>	<p>Enter the lookup values in each period for a planning center.</p>

Establishing Planning Method Groups

Access the Planning Method Group page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Method Groups).

## Planning Method Group

SetID: SHARE Demo setid

Method Group ID: MG01 Copy Method Group

**Method Group Parameters** Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1900 Status: Active

\*Planning Center SetID: SHARE

\*Currency: USD US Dollar

Clear All

**Planning Methods** Customize

Select	Method ID	Method Name	Method Drivers
<input type="checkbox"/>	BASBUD	Use Base Budget	
<input type="checkbox"/>	AMTPER	Amount / Period	
<input type="checkbox"/>	FLEX	Flex Formula	<a href="#">Method Drivers</a>
<input type="checkbox"/>	LINEITEM	From Line Item	
<input checked="" type="checkbox"/>	AMTFTE	Amount Per FTE	<a href="#">Method Drivers</a>
<input checked="" type="checkbox"/>	AMTHC	Amt / Headcount	<a href="#">Method Drivers</a>
<input checked="" type="checkbox"/>	ANN%	Annual Growth %	
<input checked="" type="checkbox"/>	ECODRV	Economic Driver	<a href="#">Method Drivers</a>
<input checked="" type="checkbox"/>	PER%	Period Grwth %	
<input checked="" type="checkbox"/>	RELATE	Relat Acct/Stat	<a href="#">Method Drivers</a>
<input checked="" type="checkbox"/>	DISTR	Distributions	<a href="#">Method Drivers</a>
<input checked="" type="checkbox"/>	AMTUNT	Amount / Unit	<a href="#">Method Drivers</a>
<input checked="" type="checkbox"/>	UNTAMT	Units Def Amt	<a href="#">Method Drivers</a>
<input checked="" type="checkbox"/>	JOIN	Uses 2 Methods	<a href="#">Method Drivers</a>
<input checked="" type="checkbox"/>	ASSET	From Asset	

Planning Method Group page

<b>SetID and Method Group ID</b>	<p>Displays the setID that is associated with the method group ID.</p> <p>Associate each method group ID with a single setID, planning center setID, and currency.</p>
<b>Copy Method Group</b>	<p>Click to copy the selected method group and associated method drivers into a new method group.</p> <p>Using this button saves you from having to manually create a second method group when you require more than one line item activity with different method groups in a single activity group.</p> <p>Clicking the Copy Method Group button accesses the Copy Method Group page, where you enter the new method group ID.</p> <hr/> <p><b>Note.</b> Only the most current row is copied into the target method group when a source method group contains more than one effective dated row.</p> <hr/>
<b>Effective Date</b>	<p>Enter the effective date that you want.</p> <p>If you add a new effective-dated row to the planning method group, the system copies the method attributes that you defined on the last active row to the new row.</p>
<b>Planning Center SetID</b>	<p>Enter the setID that the system uses to determine the valid values that you can select for Driver IDs on the Method Drivers page.</p> <p>The system displays a warning message when you modify Planning Center SetID indicating that, when you select a different setID, the system clears the Lookup Driver ID field for every driver ID on the Method Drivers page. Repopulate each lookup ID field based on the available values for the selected planning center setID.</p>
<b>Currency</b>	<p>Enter the default currency to use for all methods and drivers that you define.</p>

**Select**

Select the check box (system default) next to each method ID that you want to use with the activity scenario in the planning model.

Clear the check box next to each method that you do not want to use during the budget development process.

When you define a proposed line item activity, the system makes available all 18 delivered methods for monetary budgeting. For statistical budgeting, which is a line item budget that uses a statistical account or statistical code, you can use all delivered methods except for:

- ASSET
- POSBUD

When you prepare a line item budget that is a top-down scenario, you can use all delivered methods except for ASSET (from asset budgeting), POSBUD (from position budgeting), AMTFTE (amount per FTE), and AMTHC (amount per headcount).

When you prepare a line item budget that is a forecast scenario type, you can use all delivered methods except for ASSET (from asset budgeting), POSBUD (from position budgeting), AMTFTE (amount per FTE), AMTHC (amount per headcount), ECODRV (Economic driver), ANN% (Annual growth percentage), and PER% (Period growth percentage).

**Method Drivers**

Click to access the Method Drivers page to define a method's drivers, driver parameters, and lookup ID.

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**Note.** If a method ID does not require a driver, the Method Drivers link is unavailable.

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**Note.** The planning type that you define for the scenario affects the use of methods within an activity scenario in the planning model. For example, if you select all method IDs, certain methods are unavailable for the forecast planning types. This means that for the activity scenario for a planning model, the system displays only the *appropriate* methods (on the Define Method default page), not all *available* methods.

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## Copying a Planning Method Group

Access the Copy Method Group page (click the Copy Method Group button on the Planning Method Group page).

### Copy Method Group

Enter a new unique Method Group name you wish to copy.

Source		
SetID	SHARE	Demo setid
Method Group ID	MG01	
Effective Date	01/01/1900	

Target	
Method Group ID	<input type="text"/>
Effective Date	<input type="text" value="02/17/2010"/> 

Copy Method Group page

**Source**

- Set ID

Displays the set ID of the original method group.
- Method Group ID

Displays the method group ID of the original method group.
- Effective Date

Displays the effective date for the original method group.

**Target**

- Method Group ID

Enter a method group ID for the new method group you are creating.
- Effective Date

Enter an effective date for the new method group you are creating.
- OK

Click OK to create a new method group and return to the Planning Method Group page.

Before the system returns you to the Planning Method Group page, it checks key values for the target method group ID to ensure the keys are valid and are not identical to your existing keys.

Defining a Method's Drivers

Access the Method Drivers page (click the Method Drivers link on the Planning Method Group page).

Planning Method Group

Method Drivers

SetID: SHARE Demo setid

Method Group ID: MG01

Planning Center SetID: SHARE Currency: USD US Dollar

Method Details

Effective Date: 01/01/1900 Status: Active

Method ID: AMTFTE Amount Per FTE

Calendar SetID: MODEL \*Annual Calendar ID: A1 Annual

Method Drivers Details

Customize | Find | First 1-8 of 8 Last

	*Driver ID	*Year	Sum/Average	Lookup ID	Amount		
1	BCFTE	2003	Sum/Period		120.00	+	-
2	BCFTE	2004	Sum/Period		132.00	+	-
3	BCFTE	2005	Sum/Period		180.00	+	-
4	BCFTE	2006	Sum/Period		180.00	+	-
5	BUFTE	2003	Sum/Period		12.00	+	-
6	BUFTE	2004	Sum/Period		12.00	+	-
7	BUFTE	2005	Sum/Period		12.00	+	-
8	BUFTE	2006	Sum/Period		12.00	+	-

OK Cancel Apply

Method Drivers page

**Note.** The fields that appear in the Method Drivers Details group box depend on the selected method ID.

**Calendar SetID**

Enter a setID that is used for the calendar.  
This value does not have to be the same value that is in the Planning Center SetID field.

**Calendar ID and Annual Calendar ID** Enter a time value for the driver ID.

Options depend on the selected method ID and your organization's business practices as defined in the Detail Calendar (located under EPM Foundation, EPM Setup, Common Definitions). Typical calendar selections include monthly, quarterly, and annually.

Select an annual calendar if you are defining a driver ID for one of the following methods that use only an annual time frequency:

- ECODRV
- DISTR
- AMTFTE
- AMTHC
- RELATE

Select monthly, quarterly, or annual calendars for the following methods:

- AMTUNT
- UNTAMT
- FLEX

The JOIN method uses the default time frequency from the AMTUNT and UNTAMT defaults.

**Driver ID**

Enter the desired driver ID to specify whether to enter the associated amount or value as a monetary amount or statistical value.

The driver ID overrides the statistical definition in the driver lookup table. For example, if you select a lookup ID on this page that is defined as a statistical driver on the Driver Lookup Tables page, but you select a driver ID that is defined as monetary, the system uses the monetary setting.

The following methods require additional driver-related information:

- AMTFTE
- AMTHC
- ECODRV
- RELATE
- DISTR
- AMTUNT
- UNTAMT
- JOIN
- FLEX (when using Driver as Flexible Formula Source)

<b>Relate Type</b>	<p>Select whether the RELATE method driver is associated with an account or statistical code. Values are <i>Account</i> and <i>Stat Code</i> (statistics code).</p> <p>The value that you select displays either the Account or Stat Code column.</p>
<b>Account</b>	<p>Enter the desired account to base the related calculation on (such as when position benefits represent 30 percent of the defined salary account).</p> <p>This value applies to the Relate method only when the relate type is <i>Account</i>.</p>
<b>Year</b>	<p>Select the desired accounting year as defined by your organization.</p> <p>Select a year for all methods that require a driver ID.</p>
<b>Sum/Average</b>	<p>Select how to define the Amount field. Values are:</p> <p><i>Avg/Period</i>: The fraction of the total sum that is received by dividing the amount by the number of periods. The specified values are recognized in each period. For example, UNTAMT uses a quarterly calendar ID. When a driver called HOTEL is defined as 100 USD in quarter one, then 100 USD applies for all months in the first quarter when you are preparing a monthly budget.</p> <p><i>Sum/Period</i>: The total sum that is reflected in each of the periods. The specified values are recognized as a total amount across each period. For example, AMTUNT uses a quarterly calendar ID. When a driver called OTHOURS is defined as 180 in quarter one, then 60 applies for all months in the first quarter when you are preparing a monthly budget.</p> <p>Use <i>Avg/Period</i> and <i>Sum/Period</i> for the RELATE, AMTFTE, AMTHC, DISTR, UNTAMT, AMTUNT, and FLEX methods.</p> <hr/> <p><b>Note.</b> When you are using forecast scenario types, no matter what the calendar for the budget driver, the amounts are calculated based on all budget periods, both closed and open.</p> <hr/>
<b>Value Type</b>	<p>Select the nature of the Value field for the RELATE method. Values are <i>Amount</i> and <i>Percent</i>.</p>
<b>Lookup ID</b>	<p>Select a lookup ID to override global default amounts that are defined for the RELATE, AMTFTE, AMTHC, DISTR, UNTAMT, AMTUNT, and FLEX methods.</p> <p>The JOIN method uses the default lookup IDs from both AMTUNT and UNTAMT defaults.</p> <p>Define and select distribution values using the Driver Lookup Tables page.</p> <hr/> <p><b>Note.</b> The valid values for Lookup ID depend on the planning center setID that you select using the Planning Method Group page.</p> <hr/>



<b>Value</b>	<p>Enter the value that you want.</p> <p>For the RELATE method, depending on the value type that you select, the value that you enter is either a percentage or an amount.</p> <p>For the DISTR method, the value that you enter is either a sum or average of the total. The system uses this as the default value when planning centers use lookup tables for the defined method driver.</p>
<b>Stat Code</b> (statistics code)	<p>Enter a statistical code for the RELATE method so that you can use predefined variables for budgeting against statistical accounts.</p> <hr/> <p><b>Note.</b> This field is available when you select <i>Stat Code</i> as the relate type for a RELATE method.</p> <hr/>
<b>Amount</b>	<p>Enter a monetary sum or average of the total for the AMTFTE and AMTHC methods.</p>
<b>Values Total</b>	<p>Enter the total value.</p> <p>For the AMTUNT method, enter the total number of units.</p> <p>For the UNTAMT method, enter the individual cost per unit.</p>
<b>Unit Driver ID</b>	<p>Enter the AMTUNT driver that is defined for the JOIN method group.</p> <hr/> <p><b>Note.</b> You must first define the driver ID for AMTUNT.</p> <hr/>
<b>Amount Driver ID</b>	<p>Enter the UNTAMT driver that is defined for the JOIN method group.</p> <hr/> <p><b>Note.</b> You must first define the driver ID for UNTAMT.</p> <hr/>
<b>Annual Value</b>	<p>Enter a percentage that is used to calculate an annual value using the ECODRV method.</p>

---

## Setting Up Spread Types

This section provides an overview of spread types and discusses how to:

- Define spread types with a detail calendar.
- Define ratios by period using a detail calendar.
- Define ratios by period using a budget period calendar.

## Understanding Spread Types

To reflect position-related expenses in a way other than spread evenly across the budget year, set up spread types that distribute expenses that more accurately reflect your business process. For example, if a position-related expense should be spread across the budget year based on the number of work days per period or number of pay periods per month, set up spread types accordingly. The coordinator defines custom spread types to be used by budget preparers of position budgeting, the POSBUD method type.

Alternatively, you can use spread types in conjunction with the amount per period (AMTPER) method when entering amounts for a line item budget. For example, instead of using an even spread, use the spread type IDs to specify how to spread the amount across the period during data entry in the line item activity (AMTPER method type only).

You can set up spread types using a detail calendar or a budget-period calendar. The Periods Ratio Entry page differs based on the calendar that you select.

## Pages Used to Set Up Spread Types

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Spread ID Definition	BP_SPREAD_TBL	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Spread Types	Define custom spread types for position distribution or the amount-per-period method of data entry.
Periods Ratio Entry	BP_SPREAD_PERIOD	Click the Spread Periods Ratio link on the Spread ID Definition page.	Define the ratio by period that the activity scenario uses in the planning model to spread amounts for position budgeting data, or to use with the amount-per-period method.

## Defining Spread Types with a Detail Calendar

Access the Spread ID Definition page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Spread Types).

### Spread ID Definition

SetID:

SHARE

Spread ID:

WORKDAYS

Effective Date

Find | View All | First | 1 of 1 | Last

\*Effective Date:

01/01/2000

\*Status:

Active

Calendar SetID:

MODEL

Calendar ID:

01

Monthly Calendar - 01

\*Description:

Workdays / Month

Notes:

Workdays per month

Go to:

[Spread Periods Ratio](#)

Spread ID Definition page with detail calendar

- Calendar SetID**

Enter the setID that the system uses to locate the detail or budget-period calendar.
- Calendar ID**

Enter the calendar ID to use for your proposed budget or plan to specify the number of periods in which you can enter the spread type.
- Note.** The calendar setID and calendar ID should be the same as those used by the planning scenarios (nonhistory scenario types) that are defined in the scenario group that is associated with the model. If they differ, the system may not be able to find spread IDs during activity scenario setup in the planning model.

## Defining Ratios by Period Using a Detail Calendar

Access the Periods Ratio Entry page (click the Spread Periods Ratio link on the Spread ID Definition page).

Spread ID Definition

Periods Ratio Entry

SetID: SHARE

Spread ID: WORKDAYS

Effective Date

Find | View All | First 1 of 1 | Last

Effective Date: 01/01/2000

Periods Per FY: 12

Calendar ID: 01

Calendar Type: Detail Calendar

Periods Ratio

Customize | Find | View All | First 1-4 of 4 | Last

Fiscal Year	Spread Total	1	2	3	4	5	6	7	8	9	10	11	12		
2003	261.00	23.00	20.00	21.00	22.00	22.00	21.00	23.00	21.00	22.00	23.00	20.00	23.00	+	-
2004	263.00	23.00	20.00	23.00	22.00	21.00	22.00	22.00	22.00	22.00	21.00	22.00	23.00	+	-
2005	260.00	21.00	20.00	23.00	21.00	22.00	22.00	21.00	23.00	22.00	21.00	22.00	22.00	+	-
2006	260.00	22.00	20.00	23.00	20.00	23.00	22.00	21.00	23.00	21.00	22.00	22.00	21.00	+	-

Return to: [Spread ID Definition](#)

Periods Ratio Entry page

- Fiscal Year**

Enter the fiscal year of the defined detail calendar ID.  
  
Enter fiscal years for the proposed budget if they should be available for the activity scenario in a planning model during budget preparation.  
  
Assigning a fiscal year can be advantageous. For example, a single proposed monthly budget could have 5 years, or 60 periods. By assigning the fiscal year, you confine the grid to a more manageable number of columns.
- Spread Total and Total**

Displays row or column totals.  
  
When you use detail calendars to define spread ID, the system displays a row total. When you use budget period calendars, the system displays a column total.

Defining Ratios by Period Using a Budget Period Calendar

Access the Periods Ratio Entry page (click the Spread Periods Ratio link on the Spread ID Definition page).

## Spread ID Definition

### Periods Ratio Entry

SetID: SHARE      Spread ID: WORKDAYS

Effective Date: 01/01/2000      Periods Per FY: 4

Calendar ID: Q2      Calendar Type: Budget Period Calendar

Start Budget Period: 2003Q1      Through: 2005Q4

Show Periods      Generate Periods

Periods Ratio			
Budget Period	Period Name	Spread Ratio	
2003Q1	Period 1 - 2003-01-01	0.00	+ -
2003Q2	Period 2 - 2003-04-01	0.00	+ -
2003Q3	Period 3 - 2003-07-01	0.00	+ -
2003Q4	Period 4 - 2003-10-01	0.00	+ -
2004Q1	Period 1 - 2004-01-01	0.00	+ -
2004Q2	Period 2 - 2004-04-01	0.00	+ -
2004Q3	Period 3 - 2004-07-01	0.00	+ -
2004Q4	Period 4 - 2004-10-01	0.00	+ -
2005Q1	Period 1 - 2005-01-01	0.00	+ -
2005Q2	Period 2 - 2005-04-01	0.00	+ -
2005Q3	Period 3 - 2005-07-01	0.00	+ -
2005Q4	Period 4 - 2005-10-01	0.00	+ -

Return to: [Spread ID Definition](#)

Periods Ratio Entry page with budget period calendar

**Start Budget Period and Through** Enter a start and end period range when using a budget period calendar for control budgets.

The system uses these dates to generate the periods that define the ratio for the spread ID.

**Note.** These fields are unavailable when you are using detail calendars instead of budget period calendars. Using a detail calendar defines the number of periods that are available in the grid for data entry.

<b>Show Periods</b>	Click to display the periods that are already defined for the spread ID using a budget-period calendar.
<b>Generate Periods</b>	Click to generate all of the rows that are defined in the start and end period range when using budget period calendars.  If rows already exist, the system generates the rows that are not yet defined in the range. Any existing rows are unaffected.
<b>Budget Period and Period Name</b>	Displays the budget period and description for the start and end range that are defined for the spread ID of a budget period calendar.  You can enter additional budget periods.
<b>Spread Ratio</b>	Enter the value (or ratio) that represents the method of spreading values across periods to simulate a seasonal spread.  Enter zero if some periods do not receive any amounts. <hr/> <b>Note.</b> You do not need to define a spread ID for evenly spread amounts. The system defines evenly spread, and it is always available for the position budgeting (POSBUD) and amount-per-period (AMTPER) methods. <hr/>

## Specifying Rate Combinations

This section provides an overview of rate combinations and discusses how to define rate combinations.

### Understanding Rate Combinations

You must define rate combinations as part of setting up multiple currency planning models. After you define rate combinations, you then reference or link them to proposed planning scenarios so that the system can apply different exchange rates to different scenarios within the models. Rate types (such as current, commercial, floating, average, and historical) enable you to specify different exchange rates to use with different account types. These rate types further categorize market rates. For example, you can use an average rate for expense accounts and a current rate for balance sheet accounts. Use effective dates to define different rates for different budget periods under EPM Foundation maintenance pages.

### Page Used to Specify Rate Combinations

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Rate Combinations	BP_RATE_COMBO	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Rate Combinations	Define the currency rate combinations to use for the proposed planning scenario.

## Defining Rate Combinations

Access the Rate Combinations page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Rate Combinations).

**Rate Combinations**

SetID: SHARE Demo setid

Rate Combo Name: RATE1

**Define Rate Index**

Index: MODEL Rate Category: Exchange Rate

**Rate Definition** [Customize](#)

	Account Type	Rate Type		
1	ASSET	AVG	+	-
2	EXPENSE	CRRNT	+	-
3	LIABILITY	AVG	+	-
4	REVENUE	CRRNT	+	-

Rate Combinations page

**Index and Rate Category** Select the rate index that you want.

The system derives the valid values for Index from the PS\_RT\_INDEX\_TBL that you import from PeopleSoft Financial Management. The rate category depends on the selected index.

You can edit the table using the Market Rate Definition page as part of setting up the PeopleSoft Performance Warehouse system.

**Account Type and Rate Type** Select the account and rate type combination that you want.

Several types of conversion rates may exist for any pair of currencies. These different types of rates are appropriate for different types of accounts.

You can assign only one rate type per account type; however, each account type can use a different rate type. For example, you can assign the *CRRNT* (current) rate type to the *Expense* account type, and then assign the *AVG* (average) rate type to the *Assets* account type.

---

**Note.** Associate rate combinations to proposed (nonhistory) scenario types on the Scenario page to link account types to rate types for the activity scenarios of your planning model. You can define a unique rate combination rule for each scenario definition. Use the Currency Options page of your planning model to define the currencies that the system uses in all the activity scenarios of the planning model.

---

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## Setting Up Scenarios and Scenario Groups

This section provides overviews of:

- Scenarios, scenario groups, and period maps.
- Scenario types.

This section also discusses how to:

- Define scenarios.
- Define scenario groups.
- Define scenario period mapping.

## Understanding Scenarios, Scenario Groups, and Period Maps

This section discusses:

- Scenarios and scenario groups.
- Period maps.

### **Scenarios and Scenario Groups**

When preparing a plan or budget, you might want to use data that exists in different ledgers. For example, you might want to display prior-year actual and current-year budget data for reference or comparison purposes against a proposed budget to be prepared. Do this by defining a *scenario* to capture prior-year actuals, a second scenario for the current-year budget, and a third for your proposed budget. You can then gather these scenarios together within a common *scenario group*. When creating scenario groups, you can include an unlimited number of scenarios. Though you can link a planning model to just one scenario group, models can share the same scenario group.

Scenarios provide the time element to a budget or plan, or history for source or comparison purposes. You select a calendar to use that controls periodicity of the plan and specify the beginning and ending periods of the proposed budget or plan. The scenario also includes a *ledger* that the system associates with a *ledger template*. Ledger templates (in conjunction with the general ledger scenario), dictate the physical source of the historical data that the system uses to seed a budget or plan (and the physical target location of the plan or budget); this frames the actual dimensions (ChartFields) that are enabled for use. The dimensions must exist on the physical ledger table. For the planning scenario specifically, this dictates the target of the plan or budget data when it is exported.



Scenario groups enable you to collect related scenarios for use within a planning model. Only scenarios in the scenario group that are associated with the model can be used as source, proposed plan or budget, target, and comparison scenarios. Scenario groups also have *time hierarchy* and *budgeting type* functionality. The time hierarchy represents a series of calendars that are collected in increasing levels of detail and that form a time tree. All the proposed scenarios within a scenario group must be associated with calendars that are contained in the time hierarchy. This enables you to group scenarios for various plans (for example, monthly plans, quarterly plans, and annual plans), but prevents you from grouping scenarios for disparate time periods. The budgeting type controls whether the scenarios that are contained in the group represent standard, project, or control type plans. Specific functionality exists for each of these types. Regardless of the budgeting type, all scenario groups can contain scenarios associated with the actual general ledger because it is not updatable by Planning and Budgeting. For example, when you use the control budgeting type for a scenario group, then only scenarios included in the group are associated with Commitment Control ledgers and actual ledgers.

---

**Note.** After staging is complete, you cannot change the properties of existing scenarios or scenario groups, and period mapping between staged scenarios becomes display-only. However, you can add new scenarios.

---

### ***Period Maps***

To populate budget period mapping, you *must* establish (by linking) the data combinations in your model to facilitate any analysis, reporting, target setting, and data sourcing across the various scenarios within a scenario group for a planning model.

---

**Important!** The system requires that you establish data combinations to populate budget period mapping.

---

You can achieve various results. You can:

- Retain prior-year budget periods by mapping the historical scenario to the budget periods that are used in the proposed budget or plan in the planning model.

- Define the relationship between data and ledgers that do not use the same budget period levels.

If you map actual ledger data based on monthly periods to a budget ledger based on quarterly budget periods, identify each of the three months in the first ledger (actual) to map to a single quarter in the second ledger (budget). The amount for a quarter is equal to the sum of the amounts for the three months that you map to the quarter. Refer to the following table for a mapping of monthly periods to quarterly budget periods:

<i>Periods in Ledger A</i>	<i>Budget Periods in Ledger B</i>
Fiscal year 2007, month 1	Fiscal year 2008, quarter 1
Fiscal year 2007, month 2	Fiscal year 2008, quarter 1
Fiscal year 2007, month 3	Fiscal year 2008, quarter 1
Fiscal year 2007, month 4	Fiscal year 2008, quarter 2
Fiscal year 2007, month 5	Fiscal year 2008, quarter 2
Fiscal year 2007, month 6	Fiscal year 2008, quarter 2

To map a budget ledger with an annual budget period to a budget ledger based on quarterly budget periods, the system can divide the total value for the year by four to calculate the amounts to place in each quarter by using the available multiplication factor.

---

**Note.** The multiplication factor can also be set to 0, allowing you to use zero amounts for specific budget periods.

---

## Understanding Scenario Types

Depending upon your business requirements for building plans and budgets, three scenario types are available that allow update in Planning and Budgeting:

- Top-down

Typically used for single or multiyear strategic planning at higher levels, and can be used as planning targets or guidelines when you are entering detailed bottom-up budgets. You cannot define a top-down scenario as a partial year plan.

- Bottom-up

Used for annual or multiyear detailed budget plans, which can also include areas such as asset and position budgeting. You cannot define a bottom-up scenario as a partial year budget.

- Forecast

The forecast scenario can be used to reforecast strategic or detailed plans or budgets. It has the unique distinction of allowing partial year planning scenarios and requiring a start date for updates (Data Source page for the activity scenario), thereby locking down or closing certain periods that cannot be updated.

See [Chapter 11, "Building the Planning Model," Defining Data Sources for Line Item Activities, page 261](#).

See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Defining Scenarios, page 178](#).

### ***Budget Periods — Data Entry Grid***

For all line item activities, the source or seed data populating the proposed plan or budget is referred to as the base budget (BASBUD method). The Base version of the budget contains all the base budget amounts after data staging, but the other versions (all working versions and Master) will apply any method defaults assigned by the coordinator.

For planning scenarios that are not more than 13 periods (such as a one-year monthly budget), all periods will fit into the data entry grid for line items. But if you are working with multiyear budgets that contain more than 13 periods, an additional Page field will appear above the grid so that you can toggle between the different fiscal years or groups of budget data.

For all line item activities under the forecast scenario type, the periods that are locked are unavailable for entry; that is, no updates are allowed for these closed periods. When you stage the data for closed periods, the amounts that are displayed are those from the source or seed data, as defined on the Data Source page. You are responsible for defining both the data sources and the defaults for closed periods, because no updates will be allowed for those periods in a forecast scenario.

The amounts that you see for the closed periods in the line item activity are really the base budget (BASBUD) amounts that were inserted during data staging, and they are not updatable. The amounts remain the same across all budget versions (Base, Master, and working versions).

---

**Note.** When you export data for a forecast scenario type, all periods are exported, both closed and open periods. This gives you the option of choosing the forecast as a data source for another activity, allowing all periods to be sourced and staged into the new line item activity.

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## **Pages Used to Set Up Scenarios and Scenario Groups**

<b><i>Page Name</i></b>	<b><i>Definition Name</i></b>	<b><i>Navigation</i></b>	<b><i>Usage</i></b>
Scenario	BP_SCENARIO	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Scenarios	Define planning, budgeting, forecast, and historical scenarios to use in a planning model.
Scenario Group	BP_SCENARIO_GRP	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Scenario Groups	Define a collection of related scenarios to use in planning models.

Page Name	Definition Name	Navigation	Usage
Scenario Period Mapping	BP_PERIOD_MAP	<ul style="list-style-type: none"> <li>Click the Edit Period Maps link on the Scenario Group page.</li> <li>Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Scenario Period Mapping</li> </ul>	Correlate periods between scenarios both for comparison purposes (such as the numbers that the preparer sees for last year's budget next to the entry field for this year's proposed budget) and for seeding purposes (such as providing beforehand the new proposed budget's entries based on last year's entries). Edit the automatically generated scenario period mappings or create new ones.

## Defining Scenarios

Access the Scenario page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Scenarios).

### Scenario

SetID: SHARE Demo setid

Scenario: 2007FC [Copy Scenario](#)

\*Short Description: 2007Forecast

\*Description: 2007 Forecast

#### Scenario Details

\*Scenario Type: Forecast

\*Ledger ID: BUDGETS [BUDGETS](#)

GL Scenario: FORECAST Business Planning Forecast

\*Calendar ID: 01 [Monthly Calendar - 01](#)

Start Fiscal Year: 2007 Start Period: 1

End Fiscal Year: 2007 End Period: 12

Rate Combo Name: RATE1 [RATE1](#)

Scenario page

**Copy Scenario**

Click to copy the scenario and create a new scenario with similar properties.

In the page that appears, enter a new, unique scenario ID and short description for the scenario that you want to create, and then click OK.

---

**Note.** The short description of the scenario must also be unique, because the scenario ID is unique. For example, you can have two scenarios that have unique IDs, but their descriptions must also be unique and cannot have the same short description name.

---

**Scenario Details****Scenario Type**

Select the type of scenario. Values are:

*Bottom Up:* Intended for detailed budget preparation, during which you can edit data for all periods that are defined within the scenario. You can apply all available method types to the bottom-up scenario type except those that you exclude from the method group ID that is defined for an activity in a planning model. It does not allow you to define partial years in your scenario date range.

*Forecast:* Intended for reforecasting your budget, you can edit data in open periods within the scenario starting on and after the first period to update; however, you cannot edit data before that period. The first period to update is defined in the planning model on the Data Source page for the activity scenario, and you can define partial years in your scenario date range. You can apply all delivered methods except for the following: ASSET (from asset budgeting), POSBUD (from position budgeting), AMTFTE (amount per FTE), AMTHC (amount per headcount), ECODRV (Economic driver), ANN% (Annual growth percentage), and PER% (Period growth percentage).

*History:* This scenario type is intended as a source or for comparison purposes and does not require any update. You cannot edit any of the data. Because this data does not allow edit, use of methods does not apply. But remember that many methods may reference history as a source for the formula or method calculation, and need to be available as a scenario.

*Top Down:* Intended for strategic or higher-level planning, you can edit data in all periods that are defined within the scenario. It does not allow you to define partial years in your scenario date range. You can apply all available methods to a Top Down Scenario type except the following: ASSET (from asset budgeting), POSBUD (from position budgeting), AMTFTE (amount per FTE), and AMTHC (amount per headcount).

---

**Note.** If you require a scenario that contains a period range that does not equal a full fiscal or calendar year, you must use the Forecast Scenario type. For example, assume that you need to prepare an 18-month budget (1.5 years). Because the last six months represent a partial year, the system needs to consider this six-month time period as a Forecast Scenario type, even though it updates all time periods.

---

**Ledger ID**

Enter the ID of the ledger that you want to associate with the scenario.

The setID of the scenario determines the valid options. The system derives the ledger ID from the ledger table (PS\_LED\_DEFN\_TBL) that you import from Financial Management using your ETL process. When you run the ETL process, the system populates the corresponding EPM Warehouse table PS\_PF\_LED\_DEFN\_TBL. Modify the ledger that is associated with the ledger ID using the Detail Ledger: Definition page as part of setting up the operational structure within Performance Warehouse. Ultimately, ledgers are associated with ledger templates that specify the physical ledger table that is used. This ledger table, such as BP\_LED\_BUDG\_F00, controls which dimensions the system can read from or the system can write to. The ledger that you select here determines which type of calendar you can select to associate with this scenario. Commitment Control type ledgers enable you to select budget period calendars only; otherwise, you can select detail and summary calendars only.

**GL Scenario** (general ledger scenario)

Select a general ledger scenario to identify a unique combination or assumption that is related to historical or proposed financial data.

This scenario, which differs from the Planning and Budgeting scenario that you are creating using this page, is used as a filter for selecting data from the source ledger tables. Similarly, it is the value that is written to the ledger tables upon export, unless overridden, whereas the Planning and Budgeting scenario is not stored in ledger tables. If you are using data from another Planning and Budgeting scenario to assign planning targets to the proposed budget, create a unique general ledger scenario for the planning target scenario. If you are using another Planning and Budgeting scenario to seed your proposed budget, define an additional general ledger scenario after populating the general ledger scenario with the seed data.

---

**Note.** The general ledger scenario is not required and is, in fact, hidden when the ledger represents actuals; that is, the LEDGER\_F00 table does not contain the general ledger scenario field.

---

**Calendar ID**

Enter the calendar ID that you want to assign to this scenario.

Your choices are limited by the setID of the calendar (driven off of the setID of the scenario) and by the type of ledger that is selected. (For example, only budget period calendars are available with a commitment control ledger type.) The type of calendar that you select dictates whether the From and To period ranges represent fiscal year and accounting period combinations (as in the case of detail and summary calendars) or budget periods (as in the case of Budget Period calendars). Budget period calendars also make available the transaction type for entry.

---

**Note.** Detail calendars make available the fiscal year and accounting period drop-down list boxes.

Budget calendars make available the transaction type and budget period drop-down list boxes.

---

<b>Start Fiscal Year and Start Period</b>	<p>Select the fiscal year and accounting period that represents the start of the range that you want to associate with this scenario (such as 2008 and 1 for period 1 of fiscal year 2008).</p> <hr/> <p><b>Note.</b> These drop-down list boxes are available when you select a detail calendar.</p> <hr/>
<b>End Fiscal Year and End Period</b>	<p>Select the fiscal year and accounting period that represents the end of the range that you want to associate with this scenario (such as 2009 and 12 for period 12 of fiscal year 2009).</p> <hr/> <p><b>Note.</b> These drop-down list boxes are available when you select a detail calendar.</p> <hr/> <p><b>Note.</b> Generally, you should define from and to period ranges as representing a full year or multiple years, rather than partial years. For example, for a 2008 proposed monthly budget you define the following values: Start Fiscal Year and End Fiscal Year values are the same, <i>2008</i>; Start Period is <i>1</i>; and End Period is <i>12</i>. These values represent a full year for the proposed budget. If you require partial year budgets, such as 18 months for a 1.5 year budget, you need to use the Forecast Scenario type for the months past the 12<sup>th</sup> month.</p> <hr/>
<b>Trans Type</b> (transaction type)	<p>Select a transaction type for controlled budget scenario types to determine from the ledger which data the system references during data staging and is used for comparison purposes. Values are:</p> <ul style="list-style-type: none"> <li>• <i>Original</i>: Represents the original adopted budget. The system selects ledger rows with 0, 3, and 5 as transaction types located in PS_BP_LED_KK_F00.</li> <li>• <i>Final</i>: Represents the current or amended budget. The system selects ledger rows with 0, 1, 2, 3, and 5 as transaction types located in PS_BP_LED_KK_F00.</li> </ul> <p>Do <i>not</i> select a transaction type for the proposed budget ledger. (The system assigns the new original budget a zero value during the export process for transaction type to indicate that it is the original budget.) The system uses the selected transaction type to filter ledger data into the planning model during the data staging process for the historical analysis base types. Transaction types are located in the commitment control ledger in the Performance Warehouse (PS_BP_LED_KK_F00) and stored as translate values in this way:</p> <ul style="list-style-type: none"> <li>• 0 = Original</li> <li>• 1 = Adjustment</li> <li>• 2 = Transfer Adjustment</li> <li>• 3 = Transfer Original</li> <li>• 4 = Closing</li> <li>• 5 = Roll Forward</li> </ul> <hr/> <p><b>Note.</b> This drop-down list box is available when you select a budget period calendar.</p> <hr/>

**From Budget Period and To Budget Period** Select the budget periods that represent the start and end of the range that you want to associate with this scenario (such as 2005M01 and 2006M12 for the first period of the 2005 budget year to the 12<sup>th</sup> period of the 2006 budget year).

**Note.** These drop-down list boxes are available when you select a budget period calendar.

**Rate Combo Name**(rate combination name) Select the rate combination name that you want from those that you defined using the Rate Combinations page.

**Note.** For History scenario types, this field is unavailable.

**Note.** If any change is made to existing values in this section, a warning message appears that states: *Time periods in the scenario have been changed. You will have to regenerate the time hierarchy tree in all scenario groups that use this scenario.*

## Defining Scenario Groups

Access the Scenario Group page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Scenario Groups).

### Scenario Group

SetID: SHARE Demo setid

Scenario Group: 2003BUDGET [Copy Scenario Group](#)

\*Description: 2003 Proposed Budget

\*Budgeting Type: Standard Budget Ledger

\*Time Hierarchy: STANDARD [Annual, Quarterly, Monthly](#) [Create New Time Hierarchy](#)

[Generate Period Maps](#) [Edit Period Maps](#) [Generate Time Hierarchy](#)

Scenario			Customize   Find      First 1-7 of 7 Last	
*Scenario	Description	Scenario Type		
2001ACTUAL	<a href="#">2001Actuals</a>	History	<a href="#">+</a>	<a href="#">-</a>
2001BUDG	<a href="#">2001Budget</a>	History	<a href="#">+</a>	<a href="#">-</a>
2002BUDG	<a href="#">2002Budget</a>	History	<a href="#">+</a>	<a href="#">-</a>
2002FC	<a href="#">2002Forecast</a>	Forecast	<a href="#">+</a>	<a href="#">-</a>
2002YTDACT	<a href="#">2002YTDActuals</a>	History	<a href="#">+</a>	<a href="#">-</a>
2003PLAN	<a href="#">2003Plan</a>	Top Down	<a href="#">+</a>	<a href="#">-</a>
2003PROP	<a href="#">2003Proposed</a>	Bottom Up	<a href="#">+</a>	<a href="#">-</a>

Scenario Group page



<b>Copy Scenario Group</b>	<p>Click to copy the scenario group.</p> <p>When prompted, enter a new, unique scenario group ID. The new scenario group inherits copies of all elements, including scenario associations and period maps, and transfers you to the new group to update as necessary.</p>
<b>Budgeting Type</b>	<p>Select the desired budgeting type. Values are:</p> <ul style="list-style-type: none"> <li>• <i>Controlled Budget Ledger:</i> The planning model uses commitment control tables and budget periods from the commitment control ledger (PS_BP_LED_KK_F00). The controlled budget ledger supports multiple currencies, statistical budgeting, and planning targets for monetary values. You can define and use the following activity types for a control budget: line item, position budgeting, and asset budgeting.</li> <li>• <i>Project Budget Ledger:</i> The planning model uses the tables that contain project budgeting ChartFields (or dimensions), fiscal year, and accounting period from the Project Budget ledger (PS_BP_LED_PROJ_F00). The Project Budget ledger supports multiple currencies, statistical budgeting, and planning targets for monetary values. You can define and use only line item activity types for a project budget.</li> <li>• <i>Standard Budget Ledger:</i> The planning model uses standard budget tables, fiscal year, and accounting period from the Budget ledger (PS_BP_LED_BUDG_F00). The standard Budget ledger supports multiple currencies, statistical budgeting, planning targets for monetary values, and statistical accounts. You can define and use the following activity types for a standard budget: line item, position budgeting, and asset budgeting.</li> </ul> <hr/> <p><b>Note.</b> Balance sheet planning that uses a starting balance period can be used in project and standard budgeting types, but controlled budget types do not support this starting balance period.</p> <hr/>
<b>Time Hierarchy</b>	<p>Enter the time hierarchy that you want.</p> <p>The system filters available time hierarchies by setID as driven by the setID of the scenario group.</p> <hr/> <p><b>Note.</b> You cannot change the time hierarchy after any scenario in the group is staged nor can you select or change to a time hierarchy that does not fit the scenarios within the group. That is, the time hierarchy must be defined with calendar IDs that match those that are used by the nonhistory scenarios in the group.</p> <hr/>
<b>Create New Time Hierarchy</b>	<p>Click to access the Time Hierarchy page and create a new time hierarchy if one does not already exist.</p> <p>The system enters the new time hierarchy that you create in the Create Time Hierarchy field.</p> <p>See <a href="#">Chapter 7, "Defining Your Planning and Budgeting Parameters," Defining Time Hierarchies, page 133.</a></p>

**Generate Period Maps**

Click to have the system automatically create scenario period mappings for all combinations of scenarios within the group (except history type scenarios that you can map from but can never map to, because they cannot be edited).

For you to stage a scenario, the planning scenario must have all of its periods mapped by the source scenario. If you save the scenario group without mapping the periods for the scenarios therein, a warning message appears.

A system algorithm creates the generated period mappings that attempt to align source and target periods. (For example, period 1 of 2004 in a source scenario maps to period 1 of 2005 in the target scenario.) However, if the number of periods in the source (from) and target (to) are not the same, the system fills in mappings for all the periods that are necessary in the target scenario as place holders. You must edit the period mappings to confirm their accuracy and to update them as needed.

---

**Note.** If too many scenarios are in the scenario group, and if a problem occurs saving the scenario group, then change the time-out value parameter to provide the system sufficient time to complete the process.

---

**Edit Period Maps**

Click to access the Scenario Period Mapping page and edit the automatically generated scenario period mappings or create new ones.

---

**Note.** If you have generated your period maps but later add an additional scenario to the scenario group, clicking the Generate Period Maps button does not overwrite anything you have already manually added or adjusted. The period map generation functionality creates new maps. You should verify that the maps suit your business needs, and make any necessary manual adjustments.

---

See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Defining Scenario Period Mapping, page 185.](#)

**Generate Time Hierarchy**

Click to regenerate the time hierarchy when you add or remove a scenario from the scenario group or when you modify time periods in one of the scenarios.

This process synchronizes the changes with the existing time hierarchy.

After the generation process completes, the following confirmation message appears: *Time hierarchy generation is complete.*

**Scenario**

Enter the desired scenario.

Click the Create Scenario link to add a new scenario. The system enters the new scenario in the Scenario field.

You can add scenarios to scenario groups at any time; however, you cannot change or remove them if the affected scenario is staged. When you add scenarios to a scenario group, they automatically become available within any model that uses the group. All nonhistory type scenarios in a group must conform to the calendars that are included in the time hierarchy that is associated with the scenario group.

See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Defining Time Hierarchies, page 133.](#)

Description

Click to access the Scenario page and review details about the scenario.

Defining Scenario Period Mapping

Access the Scenario Period Mapping page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Scenario Period Mapping).

Scenario Period Mapping

SetID: SHARE Demo setid [Period Map Search](#)

Scenario Group: 2003BUDGET [2003 Proposed Budget](#)

From Scenario: 2001ACTUAL [2001 Actuals](#)

To Scenario: 2002FC [2002 Forecast](#)

Scenario Period Mapping

Customize | Find | View All | First 1-13 of 13 Last

Start Fiscal Year	From Period	Multiplication Factor	End Fiscal Year	To Period		
2001	0	1.0000	2002	0	+	-
2001	1	1.0000	2002	1	+	-
2001	2	1.0000	2002	2	+	-
2001	3	1.0000	2002	3	+	-
2001	4	1.0000	2002	4	+	-
2001	5	1.0000	2002	5	+	-
2001	6	1.0000	2002	6	+	-
2001	7	1.0000	2002	7	+	-
2001	8	1.0000	2002	8	+	-
2001	9	1.0000	2002	9	+	-
2001	10	1.0000	2002	10	+	-
2001	11	1.0000	2002	11	+	-
2001	12	1.0000	2002	12	+	-

Scenario Period Mapping page

Period Map Search

Select this link to return to the Scenario Period Mapping search page.

**Start Fiscal Year and From Period**

Select the fiscal year and accounting period for the source scenario that you want to map from (such as 2005 and 1 for fiscal year 2005, period 1).

You can map multiple periods to a target scenario period. The system aggregates amounts in the source periods into the target period (such as aggregating months 1 through 3 from the source scenario into the first quarter of the target scenario).

The nonhistory scenario (the To Scenario field) requires that all its periods have a map, but all periods in the From Scenario field do not need to be used.

For balance sheet accounts, the starting balance will *always* be the first chronological period, because the system automatically generates it. A start and end fiscal year are associated with the starting balance, and you can map multiple periods into the starting balance (period 0), or use an existing source that may be defined as Period 0 in the ledger.

---

**Note.** These drop-down list boxes are available when you select a detail calendar.

---

**End Fiscal Year and To Period**

Select the fiscal year and accounting period for the target scenario that you want to map to (such as 2006 and 1 for period 1 of fiscal year 2006).

You can map a source period to multiple targets. Use the multiplication factor to divide the amount of a source period among several target periods. Or assign 0 (zero) as the multiplication factor when you want no starting amounts for the period, because all target periods require a period map.

For balance sheet accounts, only the first fiscal year on the target side can have a starting balance (period 0). Although each fiscal year on the source side may have a period 0, only one fiscal year can have a period 0 on the target side. Furthermore, the end fiscal year period supports 0 only if the value for the end fiscal year is the first year (lowest value) within all the end fiscal years.

You can map the same source period into multiple target periods.

---

**Note.** These drop-down list boxes are available when you select a detail calendar.

---

**From Budget Period and To Budget Period**

Select the budget period for the source scenario from which you want to map and for the target scenario to which you want to map.

You can map multiple source periods to a single target period. The system aggregates the source period amounts into the single target period.

You can map multiple target periods from a single source period. Use the multiplication factor to divide the amount of the source period among several target periods.

---

**Note.** These drop-down list boxes are available when you select a budget calendar.

---



---

**Note.** If you map a quarterly source scenario to an annual target scenario, the PER% method will apply an incremental % to the sum of the four quarters.

---

**Multiplication Factor** Enter the multiplication factor that you want.

The stage process multiplies the amounts for the source period by the multiplication factor and inserts it into the amount of the target period. For example, to increase the amounts of last year by 5 percent, you can map the periods of last year to those of this year and use 1.05 for the multiplication factor. Similarly, you could cut the amount of a period by a percentage if you were splitting the amounts of one period across several target periods (such as splitting a quarterly amount across three monthly periods). You can also use a zero multiplication factor to have no amounts apply.

---

**Note.** If your source has a period 0 (starting balance) that you want to ignore for purposes of mapping to the target, you can map the period 0 to any other period in the target, or you can apply a multiplication factor of 0.0. For example, you may want to do this when working with a Commitment Control budget, because it does not recognize period 0.

---

---

## Defining Account Type Options

This section provides an overview of account type options and discusses how to assign signs and calculation rules for account types.

### Understanding Account Type Options

Use account type options to specify how the system handles the mathematical operator that is associated with certain ledger amounts during the data staging and export processes. You can also specify the rules that the system uses for data analysis and reporting calculations.

For example, if your organization stores monetary values for the Revenue account type as negative numbers in the ledger but you want to view revenues as positive numbers during line item budgeting and analysis, you can specify that the system reverse the sign for revenues during the data staging process. The system reverses the sign again when you export the budgeting data from the model back to the budget ledger tables to ensure that the signs are consistent within the ledger for the account type.

---

**Note.** For analysis purposes—processes that you run from the Variance Analysis and Version Analysis pages—you can specify the calculation rules that are used for account types. For example, to view a net total of accounts that include both revenue and expense accounts, define the calculation rules that the system uses to deduct expenses from revenues to calculate a net total.

The Version Analysis, Scenario Comparison, Summary of Methods, and Budget Comparison Structured Query Report (SQR) reports use the *add* or *deduct* indicator for account types when displaying amounts on reports.

---

## Page Used to Define Account Type Options

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Account Type Options	BP_ACCT_TYP_OPT	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Account Type Options	Define mathematical signs for monetary amounts by account type that are used in Planning and Budgeting and determine budget data analysis and reporting calculation rules.

## Assigning Signs and Calculation Rules for Account Types

Access the Account Type Options page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Account Type Options).

## Account Type Options

**SetID:** SHARE      Demo setid

**Effective Date** Find | View All First 1 of 1 Last

**Effective Date:** 07/19/2002 31      **Status:** Active v + -

**Standard Budget Type** Customize | Find | 1 First 1-9 of 9 Last

Description	Flip Sign	Analysis Calculation
ASSET	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>
Balance Sheet	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>
DETAIL	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>
EXPENSE	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>
Force Balancing	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>
Income Statement	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>
LIABILITY	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>
EQUITY	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>
REVENUE	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>

**Control Budget Type** Customize | Find | 1 First 1-9 of 9 Last

Description	Flip Sign	Analysis Calculation
ASSET	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>
Balance Sheet	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>
DETAIL	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>
EXPENSE	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>
Force Balancing	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>
Income Statement	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>
LIABILITY	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>
EQUITY	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>
REVENUE	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 0 5px;">v</span>

Account Type Options page

Define the options by account type for a Standard Budget Type or Control Budget Type, depending on the budgeting type that you use.

---

**Note.** Use the Standard Budget Type grid to set up account type options for both the Standard Budget type and the Project Budget Ledger budget type.

---

### **Flip Sign**

Select to reverse the sign that is associated with the account type data. Use this functionality to avoid the confusion of viewing negative numbers when you are budgeting.

The system multiplies ledger amounts by  $-1$  and references this selection when you:

- Stage data (BP\_STAGE).
- Export budgeting data to the budget ledger or General Ledger staging table (BP\_EXP).
- View any planning target setup pages or the Planning Target page accessed through the Line Item Details page.

When you select the Flip Sign check box and save data in the ledger with a negative sign, the system changes the sign to positive during the data staging process for use in the planning model. When you export the budgeting data, the system changes the sign back to negative.

When you save the account type data as a positive number in the ledger and you select this check box, the same values appear as negative numbers throughout the budgeting process. If you clear this check box, the same numbers appear as positive numbers just as they exist in the ledger.

---

**Note.** Any existing position-related or job-related data from PeopleSoft Human Resources or another system does not reference the flip sign during data stage, or export processes.

Any existing asset-related data from PeopleSoft Asset Management or another system does not reference the flip sign during data stage process.

---



**Analysis Calculation**

Select how the system calculates values for the account type during analysis and reporting, and within the Line item grid on the Line Item Details page. Values are *Add* and *Deduct*.

The system references your selection when you use the following pages:

- Variance Analysis
- Version Analysis
- Line Item Details

For the following SQR reports, the system references this selection when you view by account:

- Version Analysis (BPS1001 SQR)
- Scenario Comparison (BPS1002 SQR)
- Summary of Methods (BPS1004 SQR)
- Budget Comparison (BPS1005 SQR)

See [Chapter 20, "Reporting and Analyzing Results," page 571](#).

---

## Defining Account Categories

This section provides an overview of account categories and discusses how to specify account categories.

### Understanding Account Categories

Account categories are ranges or related categories of accounts that you group together in a tree for budgeting and inquiry purposes. Define account categories that facilitate line item budgeting and analysis. To define account categories, you need a tree because account categories use a single level on an account tree. To minimize tree maintenance, use the same account tree that defines the account dimension for your planning model.

A line item activity scenario can use the account categories that you define when setting up your planning model. During budget preparation, all budget users can work with and view line-item activity-scenario data by account groups by using the account category as a data filter. Defining and using account categories is optional for all line-item activity scenarios.

## Page Used to Define Account Categories

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Account Category	BP_BUDGET_CATEGORY	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Account Categories	Select an account tree and tree level to define an account category for viewing and reporting in line item activities.

## Specifying Account Categories

Access the Account Category page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Account Categories).

**Tree Name** Enter the name of an available tree that you want to associate with the budget category.

---

**Note.** Click the Lookup Tree Node icon to access the Tree Viewer page and view the selected tree. Modify the tree using PeopleSoft Tree Manager.

---

**Level Name** Select to identify the level to capture the nodes on the tree that you define for the account category.

The tree structure specifies the hierarchy of accounts that are included in each account category. Tree definitions map specific account members to categories (or nodes). For example, if you have a tree node that includes accounts such as office supplies or facsimile and equipment repair, you can select that level to set up an account category for office maintenance.

### See Also

*Enterprise PeopleTools PeopleBook: PeopleSoft Tree Manager*

---

## Using Planning and Budgeting Email Templates

This section provides an overview of Planning and Budgeting email templates and discusses how to define email templates.

### See Also

Chapter 14, "Working with Planning and Budgeting Activities," page 357

## Understanding Planning and Budgeting Email Templates

Create email templates to communicate with budget users about specific events that take place during the budgeting process. Use email templates when you stage, submit, or reject budgets and when budgets are submitted that are outside of planning targets.

Use the Email Template Definitions page to define the template, and then use the Assign Email Templates page to assign the templates to the specific events within a line-item activity scenario for a planning model. The system sends the assigned email after the event occurs.

See [Chapter 11, "Building the Planning Model," Assigning Email Templates, page 281.](#)

## Page Used to Define Email Templates

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Email Template Definitions	BP_EM_TMPL_DEFN	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Email Templates	Define email templates that are used for submit and reject actions or that are associated with planning targets and model staging, and specify the users to whom you want to send the email (or a copy of the email) depending on the budget event.

## Defining Email Templates

Access the Email Template Definitions page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Email Templates).

## Email Template Definitions

Template ID:

REJECT

Template Details

Description:

Planning Center Rejected

\*Email Template:

Budget Reject

Email Details

\*Subject:

Planning Center Rejected

To use bind variables in email text, enter the bind variable (% and the letter) in place of a particular value. For example, to display a Business Unit value in the email text, type "%A" where the Business Unit value would occur. Refer to the legend on the right to retrieve the appropriate bind variable.

Email Text:

Planning Center %D for Business Unit %A has been rejected by %H on this date: %E.  
Please review, modify, and resubmit when complete.

Text Bind Variable Legend

%A

Business Unit

%B

Planning Model

%C

Activity

%D

Planning Center

%E

Date/Time

%F

Scenario

%G

Primary Recipients

%H

Current User

%I

Budget Version

Email Template Definitions page (1 of 2)

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Select any budget users from the address list that should receive a copy of this email notification.

Address List		
Select	User	Description
<input type="checkbox"/>	BP01	BP01 User
<input type="checkbox"/>	BP02	BP02 User
<input type="checkbox"/>	BP03	BP03 User
<input type="checkbox"/>	BP04	BP04 User
<input type="checkbox"/>	BP05	BP05 User
<input type="checkbox"/>	SAMPLE	Clone of BP01

Email Template Definitions page (2 of 2)

### Email Template

Select the email template that you want. Values are:

*Budget Reject*

*Budget Submit*

*Model Stage*

*Planning Target*

After you select a template, the Text Bind Variable Legend list box displays content that is relevant to the selected template.

### Subject

Enter the default subject description that is used for the email template.

### Email Text

Enter text bind variables from the Text Bind Variable Legend list box to define the default text for the template and indicate the data that you want the system to find and insert in the completed email message.

For example, if you want specific users to receive emails each time a model stages, create the following default message: The %B (Planning Model) staged by %H (Current User) completed on %E (Date/Time).

### Select

Select the check box next to each budget user to whom you want to send the email.

If you select *Budget Reject*, *Budget Submit*, or *Planning Target* from the Email Template drop-down list box, the system sends a copy of the email to the selected users in addition to those who receive the email as defined by the event, role, and position in the planning center tree. Only users whom you define as budget users appear as available options.

If you select *Model Stage* from the Email Template dropdown list box, select the users to whom you want to send the email. The system uses the selected users as the email distribution list.

## Attaching Documentation and Guidelines

This section discusses how to attach planning documentation and guidelines.

### Page Used to Attach Documentation and Guidelines

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Documentation and Guidelines	BP_FILE_ATTACH_PNL	Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Documentation and Guidelines	Define and upload guidelines, policies, and other planning documentation for all planning and budgeting users to access.

### Attaching Planning Documentation and Guidelines

Access the Documentation and Guidelines page (Planning and Budgeting, Planning and Budgeting Setup, Define Parameters, Documentation and Guidelines).

<b>Attach</b>	Click to locate, select, and upload a file in any format.
<b>File Name</b>	Displays the name of the attached file that you can click to view the attachment.
<b>Delete</b>	Click to remove the attachment and make it unavailable to users.

---

**Note.** To attach files, set up file transfer protocol using the URL Maintenance page.

---

#### **See Also**

Chapter 4, "Setting Up the System," Setting Up File Transfer Protocols, page 55

## Chapter 8

# Setting Up Position Budgeting

This chapter provides an overview of position budgeting setup and discusses how to:

- Set up general position budgeting defaults.
- Set up job code defaults.
- Set up position data defaults.
- Review human resource default data.

---

## Understanding Position Budgeting Setup

To use position budgeting activities, you define defaults at the coordinator level that the system uses when you import position and employee job data and add new positions during the budgeting process. As you define the defaults, you can allow override of default information for position budget preparers.

This section lists a prerequisite and discusses compensation and distribution defaults.

### Prerequisite

You need position and employee defaults before you can use position budgeting. Before you can start entering new positions directly into Planning and Budgeting, you may want to import existing data from the PeopleSoft Human Resource Management System or another human resource system into the PeopleSoft EPM interface tables that Planning and Budgeting accesses. Alternatively, you can use data from a prior position activity scenario, or data from the Workforce Rewards (WFR) application in the EPM database.

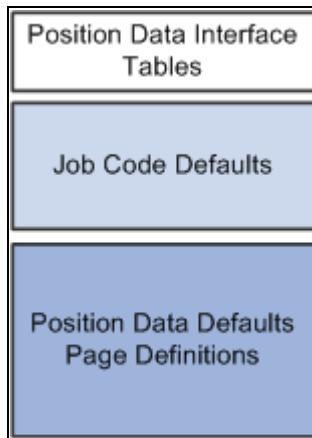
### Compensation and Distribution Defaults

When you load position and employee job data from your human resource system into the Planning and Budgeting database, you bring in compensation amounts and distributions that are associated with each job. Positions and jobs are associated with the planning centers in your planning model by assigning your human resource departments to planning centers as part of the human resource data integration process.

See [Chapter 5, "Integrating with Other Applications," Integrating with PeopleSoft HRMS, page 80.](#)

If a position or job in your human resource system does not have compensation or distributions associated with it, the system assigns these values using defaults that the coordinator defines. If a position has salary distributions associated with it, the system generates earnings, benefits, and employer-paid tax distributions using the same dimensions as the salary distribution, with the exception of the account. If a position does not have a salary distribution, the system uses the job code that is associated with the position to determine the salary, earnings, benefits, and tax defaults. If these compensation and distribution defaults are unavailable in the job code definition, the system uses the defaults that you define using the Position Data Defaults page by business unit.

The hierarchy of position data, including compensation and distribution defaults for existing positions and jobs that are loaded into Planning and Budgeting from your human resource system, are position data interface tables, job code defaults, and position data default page definitions, as illustrated as in this diagram:



Hierarchy of position data defaults for existing positions

Your organization may fund a position or job from one or many department budgets. Your organization may also use different budgets for different position compensation costs. Use the distribution pages to distribute position costs across multiple planning centers or dimension values in position budgeting. To distribute costs to the appropriate dimensions, define the dimension distributions for salary, earnings, benefits, and taxes. You can distribute salary and earnings costs to one budget and distribute benefit and tax costs to a different budget. Define position cost distributions according to your organization's business practice regarding the budgeting and tracking of employee costs.

The sources of defaults on the distribution pages depend on the type of position—existing, copied, or added—as listed in the following table:



<b>Field</b>	<b>Default Source for Existing Position and Job</b>	<b>Default Source for Copied Position</b>	<b>Default Source for Added Position</b>
Account	<ol style="list-style-type: none"> <li>1. Account associated with position and job data as imported from human resource system.  For position and job data imported from PeopleSoft Human Resource Management System, the account is part of the defined Account Code (ACCT_CD) field.</li> <li>2. Account defaults defined for job code defaults.</li> <li>3. Account defaults defined by business unit using the Position Data Defaults page.</li> </ol>	Account associated with the copied position.	<ol style="list-style-type: none"> <li>1. Account defaults defined for job code defaults.</li> <li>2. Defaults defined by business unit using the Position Data Defaults page.</li> </ol>
Distributions by Percentage	<ol style="list-style-type: none"> <li>1. Distributions associated with position and job data as imported from the human resource system.</li> <li>2. Distribution profile associated with job code defaults.</li> <li>3. Default distribution profile defined by business unit using the Position Data Defaults page.</li> </ol>	Distributions associated with the copied position.	<ol style="list-style-type: none"> <li>1. Distribution profile associated with job code defaults.</li> <li>2. Default distribution profile defined by business unit using the Position Data Defaults page.</li> </ol>

<b>Field</b>	<b>Default Source for Existing Position and Job</b>	<b>Default Source for Copied Position</b>	<b>Default Source for Added Position</b>
Position Amounts	<ol style="list-style-type: none"> <li>1. Amounts associated with position and job data as imported from the human resource system.</li> <li>2. Salary, earnings, benefits, and tax amounts associated with job code defaults, when defined.</li> <li>3. Earnings, benefits, and tax defaults defined by business unit using the Position Data Defaults page, when defined.</li> </ol>	Salary, earnings, benefits, and tax amounts associated with the copied position.	<ol style="list-style-type: none"> <li>1. Salary, earnings, benefits, and tax amounts associated with job code defaults, when defined.</li> <li>2. Survey salary amounts associated with the job code as imported from the human resource system.</li> <li>3. Earnings, benefits, and tax defaults defined by business unit using the Position Data Defaults page, when defined.</li> </ol>

**See Also**

Chapter 5, "Integrating with Other Applications," page 61

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## Setting up Earning Codes and General Position Budgeting Defaults

You must define general defaults for position activities, including system-generated position numbers and the accounts that are used for position budgeting.

This section discusses how to:

- Set up auto numbering for positions.
- Set up earning codes for overtime and shift pay.
- Identify accounts for position account categories.

## Pages Used to Set Up Earning Codes and General Position Budgeting Defaults

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Position Number Default	BP_HRMS_INSTALL	Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Position Number Default, Position Number Default	Set up auto numbering for positions by entering the position prefix and the last assigned position number that is used by all position activities for planning models.
Position Salary Account Defaults	BP_POS_BUDG_ACT	Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Position Budgeting Accounts, Position Salary Account Defaults	Identify salary accounts related to position budgeting that are used to define the personnel line item budgets.
Earning Codes	BP_EARNING_TBL	Planning and Budgeting, Planning and Budgeting Setup, Human Resource Default Inquiry, Earning Codes	Set up earning codes for overtime and shift pay.
Position Benefits Account Defaults	BP_POS_BNFT_ACT	Click the Benefits Account link on the Position Salary Account Defaults page.	Identify benefits accounts related to position budgeting that are used to define the personnel line item budgets.
Position Earnings Account Defaults	BP_POS_EARN_ACT	Click the Earnings Account link on the Position Salary Account Defaults page.	Identify earnings accounts related to position budgeting that are used to define the personnel line item budgets.
Position Tax Account Defaults	BP_POS_TAX_ACT	Click the Tax Account link on the Position Salary Account Defaults page.	Identify employer-paid tax accounts related to position budgeting that are used to define the personnel line item budgets.

## Setting Up Auto Numbering for Positions

Access the Position Number Default page (Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Position Number Default, Position Number Default).

<b>Position Prefix</b>	<p>Enter a prefix for the system to attach to each new position number so that new positions are distinguished from positions that are imported from the human resource system.</p> <p>The user cannot override this prefix; it applies to all positions that are created during the budgeting process.</p>
<b>Last Assigned Position Number</b>	<p>Enter the last assigned position number.</p> <p>The system assigns the next number in sequence, and then adds the position prefix for newly created positions. The user cannot override this default.</p>

**Note.** The PeopleSoft Position Management application in the PeopleSoft Human Resource Management System is not a required component of Planning and Budgeting integration. However, because Planning and Budgeting uses a position number to manage data within the planning model and activity, the system also uses the default position prefix and last assigned position number during the Data Staging Application Engine process (BP\_STG) to assign a position number when none is present.

Setting up Earning Codes for Overtime and Shift Pay

Access the Earnings Code page (Planning and Budgeting, Planning and Budgeting Setup, Human Resource Default Inquiry, Earning Codes).

Earning Codes

Earnings Code:OTS

Earning Codes Information

Find | View All | First1 of 1Last

\*Effective Date:01/01/198031

Status:Active

Description:Straight Overtime

Short Description:StraightOT

☐ Add to Gross Pay

Multiplication Factor1.5

Flat Amount

Earning Codes page

Use this page to add earning codes, or update existing earning codes.

<b>Add to Gross Pay</b>	Select to indicate amounts associated with this earning code are added to gross pay.
<b>Multiplication Factor and Flat Amount</b>	Enter either the multiplication factor or flat amount to apply when using this earnings code. You cannot enter a value in both fields; you can define either one or the other, not both. The entered values are used to calculate salary adjustments such as overtime or shift pay.

**Note.** To enable earning codes to be used for overtime or shift pay, you must establish options using the Earning Codes and Plan Types - Earning Codes page.

See [Chapter 5, "Integrating with Other Applications," Setting up Earning Codes, page 93.](#)

## Identifying Accounts for Position Account Categories

Access the Position Salary Account Defaults page (Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Position Budgeting Accounts, Position Salary Account Defaults).

**Position Salary Account Defaults**

**Business Unit:** US002 US002 MASSACHUSETTS OPERATIONS

Salary Account <span>Customize  </span>					
	*From Account	Description	To Account	Description	
1	610001	Employee Salaries	610002	Additional Pays	+ -

**Go to:**
[Salary Account](#)
[Benefits Account](#)
[Earnings Account](#)
[Tax Account](#)

Position Salary Account Defaults page

Identify position budgeting accounts to:

- Determine the salary, earnings, benefits, and tax accounts that are used for position budget activities by account category.
- Determine the account members that are allowed for the position budgeting activity by business unit.

### From Account and To Account

Enter one account value or a range of values to define your available salary, benefits, earnings, and employer-paid tax expense accounts by business unit.

The system associates the accounts on these pages with the corresponding salary, benefits, earnings, and tax expense categories in position budgeting.

### Salary Account

Click to access the Position Salary Account Defaults page and identify salary accounts that are related to your position budgeting activity that are used to define the personnel expenses.

### Benefits Account

Click to access the Position Benefits Account Defaults page and identify benefits accounts related to your position budgeting activity that are used to define the personnel expenses.

### Earnings Account

Click to access the Position Earnings Account Defaults page and identify earnings accounts related to your position budgeting activity that are used to define the personnel expenses.

### Tax Account

Click to access the Position Tax Account Defaults page and identify employer-paid tax accounts related to your position budgeting activity that are used to define the personnel expenses.

**Note.** Because these account default rules represent the dimension members for the position activities in your business unit planning model, make sure that the values all exist on the same level of an account tree that you use in your activity group. You want all the accounts that are used for position budgeting to be consistent with the account tree, dimension leveling, and parent line item activity, within the activity scenario of your business unit's planning model. Users may not be able to add positions or run reports when the accounts that are used are at varying levels of an account tree.

## Setting Up Job Code Defaults

This section provides an overview of job code defaults and discusses how to:

- Define distribution profiles.
- Define salary defaults.
- Define benefit plan defaults.
- Define earnings defaults.
- Define employer-paid tax defaults.
- Assign defaults to job codes.

## Understanding Job Code Defaults

Job code defaults link in Planning and Budgeting compensation, distribution, and union code information. When you attach a job code to a position, you assign the compensation costs and define how the system distributes those costs to specific dimensions. If job code defaults are defined to allow override at the coordinator level, budget preparers can override these defaults at the position-detail level.

Use these defaults for existing positions, loaded from your human resource system, that do not have compensation costs associated with them and for new positions that are created using position budgeting activities.

## Pages Used to Set Up Job Code Defaults

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Distribution Profile	BP_DISTR_PRFL	Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Distribution Profile	Set up distribution profiles that include default distributions for salary, earnings, benefits, and tax costs.
Salary Group	BP_SAL_GRP	Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Salary Group	Define salary default groups.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Salary Grade Data	WA_SAL_GRADE_D00	EPM Foundation, Business Metadata, OW-E Dimension Maintenance, HRMS, Salary, Grade, Salary Grade Data	Inquire and update existing grades that are associated with a salary administration plan.
Salary Step Data	WA_SAL_STEP_D00	EPM Foundation, Business Metadata, OW-E Dimension Maintenance, HRMS, Salary, Grade, Salary Step Data	Inquire and update existing steps that are associated with a salary administration plan.
Benefit Group	BP_BNFT_GRP	Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Benefit Group	Define benefit default groups.
Earnings Group	BP_EARN_GRP	Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Earnings Group	Define earnings default groups.
Employer Tax Group	BP_TAX_GRP	Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Employer Tax Group	Define employer-paid tax default groups.
Job Code Defaults	BP_ASSIGN_JOB_CD	Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Job Code Defaults	Assign the salary, benefits, earnings, and tax default groups to job codes, and associate distribution profile and union code defaults.
Job Code - Maintain Dimension	JOBCODE_D00	EPM Foundation, Business Metadata, OW-E Dimension Maintenance, HRMS, Employee and Job, Job Code, Maintain Dimension	Inquire, update, or add a job code.

## Defining Distribution Profiles

Access the Distribution Profile page (Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Distribution Profile).

**Distribution Profile**

SetID: SHARE Demo setid

Distribution Profile: NEW1

Effective Date: 01/01/2000 \*Status: Active

\*Description: New Position

**Distribution Options**

☒ Salary Distribution ☒ Earning Distribution

☒ Benefit Distribution ☒ Tax Distribution

**Default Distribution**

Percentage	Oper Unit	Fund Code	Department	Program Code	Class Field	Budget Reference	Product	Project
100.00								

Distribution Profile page

### ***Distribution Options***

**Salary Distribution, Benefit Distribution, Earning Distribution, and Tax Distribution**

Select to apply the default dimension distributions for salary, benefits, earnings, and tax costs respectively.

You can select any combination of distribution options to specify the distribution type. Each selected distribution option uses the same default distribution.

If you deselect the check box for a distribution option, the system uses the planning center that is associated with the position to populate the dimensions for the distribution lines.

### ***Default Distribution***

Enter percentage values for the dimensions to define a dimension distribution.

Enter these values on each distribution row to define the portion of the compensation costs that use the defined dimension distributions. The distribution profile can contain one or multiple distribution lines. This enables you to distribute the cost of a position to multiple budgets. You can have an unlimited number of distribution lines for a distribution profile. The dimensions that appear depend on the dimensions that you use for budgeting purposes, as defined on the Dimension Configuration page.

If you leave a dimension value blank for your planning center, the system populates the dimension with the planning center value when you add a new position. In this situation, the distribution default percentage is 100 percent.

If you enter dimensions, the system uses the dimension values from the distribution profile. The coordinator can assign the distribution profile to a job code that is associated with the position to which you want to assign the default dimension values. A distribution default that is associated with a job code is global for all positions that are added by all planning centers for a job code. Leave the distribution profile default option blank on the Job Code Defaults page when your distributions are not global across job codes and planning centers.



Distributions do not include the account dimension. Assign the account defaults for salary, earnings, benefits, and tax costs for these compensation components using the salary, earnings, benefits, and employer tax group pages respectively. The preparer can override the account default at the position level if override capability is enabled in the salary, earnings, benefits, and employer tax group definitions. The account dimension values that are used are determined by the values that are assigned to salaries, benefits, earnings, or taxes at the time that the distributions are created.

**Note.** If your organization's labor distribution program does not support or use multiple dimension distributions for a position, define at least one distribution line with a percentage of *100.00*. Assign this single distribution profile on the Position Data Defaults page for the business unit because you do not need to associate a distribution default with each job code.

## Defining Salary Defaults

Access the Salary Group page (Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Salary Group).

**Salary Group**

SetID: SHARE Demo setid

**Salary Group Details**

\*Salary Group ID: SAL1

Description: Salary Group 1

**Effective Date** View All First 1 of 1 Last

\*Effective Date: 01/01/2000 Status: Active \*Currency Code: USD

**Salary Defaults**

Salary Plan: Grade: Step:

Account: 610001 Survey Salary:

**Select Override Flag**

☒ Account Override Allowed

☒ Amount Override Allowed

Salary Group page

### Currency Code

Enter the same currency code as the one that is used for the job code defined in the planning model.

You cannot modify or convert currency code defaults for the job code record during the position budgeting process. Additionally, when you are staging data or creating new positions, if the job code's default currency is not an entry currency of the planning model, it will be converted to the business unit's base currency.

<b>Salary Plan, Grade, and Step</b>	<p>Enter values to establish and further define the starting salary for positions by job code and the overall salary plan.</p> <p>Available selections depend on the salary plans, salary grades, and salary steps that are imported from your human resource system.</p>
<b>Account</b>	<p>Enter the desired account to be used as the default for salary cost distributions.</p> <p>The system uses only one account for salary distributions for a single position.</p>
<b>Survey Salary</b>	<p>Enter or modify the desired survey salary.</p> <p>When you define the salary plan, grade, and step to add a new position, the system displays a Survey Salary value if one is available for the selected job code. You can modify this value.</p> <hr/> <p><b>Note.</b> You can use the salary plan, grade, or step value, if available, to define the survey salary on the Salary Group page. If none are available, you can manually enter a survey salary value. When you decide not to use the optional Salary Group page, or indicate a survey salary, then the position's salary may result in 0 (zero) if a survey salary is not defined on the job code maintenance page. The survey salary on the Job Code - Maintain Dimension page in EPM Warehouse is used when none is available through Planning and Budgeting defaults. Therefore, you should consider entering an amount in the Survey Salary field for Salary Group when there is none available on the job code maintenance page, or you may update your job code defaults from your human resource management system.</p> <hr/>
<b>Account Override Allowed</b>	<p>Select to enable override capability of the salary account at the position default and employee job levels.</p> <p>If this check box is selected, a preparer can override the account that is used to distribute a position and employee's salary costs.</p>
<b>Amount Override Allowed</b>	<p>Select to enable override capability of the salary amount at the position and employee job levels.</p> <p>If you select this option, you can override the salary amount that is defined for the position and employee.</p>

---

**Note.** Access the Salary Grade Data and Salary Step Data pages under EPM Foundation to review and update existing grades and steps that are associated with a salary plan that is imported from your human resource system.

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## Defining Benefit Plan Defaults

Access the Benefit Group page (Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Benefit Group).

## Benefit Group

SetID: SHARE Demo setid

Benefit Group ID: BENE1

**Benefit Group Details**

Description:

**Effective Date** Find | View All First 1 of 1 Last

\*Effective Date:  Status: Active \*Currency Code: USD + -

**Benefit Defaults** Customize | Find | First 1-2 of 2 Last

*Plan Type	*Account	Account Override Allowed	Amount	% of Salary	Amount Override Allowed		
<input type="text" value="01"/>	<input type="text" value="616000"/>	<input checked="" type="checkbox"/>	<input type="text"/>	22.00	<input checked="" type="checkbox"/>	+	-
<input type="text" value="40"/>	<input type="text" value="616000"/>	<input checked="" type="checkbox"/>	10000.000	<input type="text"/>	<input checked="" type="checkbox"/>	+	-

Benefit Group page

<b>Currency Code</b>	Enter the same currency code as the one that is used for the job code defined in the planning model.
<b>Plan Type</b>	Enter a benefits plan type default defined as translate values similar to those in PeopleSoft Human Resource Management System.
<b>Account</b>	Enter the default account for benefits cost distributions.
<b>Account Override Allowed</b>	<p>Select to enable override capability of the benefits account at the position default and employee job levels.</p> <p>If this check box is selected, a preparer can override the account that is used to distribute a position and employee's benefits costs.</p>
<b>Amount</b>	Enter a flat amount to define the lump sum cost of benefits for positions and employees.
<b>% of Salary</b> (percentage of salary)	<p>Enter a percentage of salary to have the system calculate the benefits costs by applying the percentage against a position or employee's gross pay.</p> <p>Enter an amount or percentage, but not both.</p> <hr/> <p><b>Note.</b> Gross pay is defined as the salary amount plus any earnings marked as added to gross pay. The Add Gross field in the earnings table is visible to an end user in position budgeting on the Earnings/Allowance page.</p> <hr/>

**Amount Override Allowed**

Select to enable override capability of the benefit plan amount at the position default and employee levels.

If this check box is selected, a preparer can override the amount that is used to distribute a position or employee's benefits costs.

## Defining Earnings Defaults

Access the Earnings Group page (Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Earnings Group).

**Earnings Group**

SetID: SHARE Demo setid

Earnings Group ID: EARN1

**Earnings Group Details**

Description: Earnings Group 1

**Effective Date** Find | View All First 1 of 1 Last

\*Effective Date: 01/01/2000 Status: Active \*Currency Code: USD

**Earnings Defaults** Customize | Find First 1-4 of 4 Last

*Earnings Code	*Account	Account Override Allowed	Amount	% of Salary	Amount Override Allowed		
ADV	614000	<input checked="" type="checkbox"/>	750.000		<input checked="" type="checkbox"/>		
AUT	614000	<input checked="" type="checkbox"/>	500.000		<input checked="" type="checkbox"/>		
AWD	614000	<input checked="" type="checkbox"/>	50.000		<input checked="" type="checkbox"/>		
BNS	614000	<input checked="" type="checkbox"/>		5.00	<input checked="" type="checkbox"/>		

Earnings Group page

**Currency Code**

Enter the same currency code as the one that is used for the job code defined in the planning model.

**Earnings Code**

Enter the default earnings code.

**Account**

Enter the default account for earnings cost distributions.

**Account Override Allowed**

Select to enable override capability of the earnings account at the position default and employee job levels.

If this check box is selected, a preparer can override the account that is used to distribute a position or employee's earnings costs.

<b>Amount</b>	Enter a flat amount to define the lump sum cost of earnings for positions and employees.
<b>% of Salary</b> (percentage of salary)	Enter a percentage of salary to have the system calculate the earnings costs by applying the percentage against a position or employee's base pay.  Enter an amount or percentage, but not both.
<b>Note.</b> Base pay is the default position or employee's salary amount.	

The Amount and % of Salary fields are not required for earning codes that have the Include in OT Calculation or Calculate by Hours or Shifts option selected on the Earning Codes and Plan Types - Earning Codes page.

See [Chapter 5, "Integrating with Other Applications," Setting up Earning Codes, page 93.](#)

<b>Amount Override Allowed</b>	Select to enable override capability of the earnings amount at the position default and employee job levels.  If this check box is selected, a preparer can override the amount that is used to distribute a position or employee's earnings costs.
--------------------------------	---

## Defining Employer-Paid Tax Defaults

Access the Employer Tax Group page (Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Employer Tax Group).

**Employer Tax Group**

SetID: SHARE Demo setid

Tax Group ID: TAX1

**Tax Group Details**

Description: Tax Group 1

**Effective Date** Find | View All First 1 of 1 Last

\*Effective Date: 01/01/2000 Status: Active \*Currency Code: USD

**Tax Defaults** Customize | Find First 1-2 of 2 Last

*Tax Class	*Account	Account Override Allowed	Amount	Maximum Gross	% Salary	Amount Override Allowed
OASDI/ER - tips	615000	<input checked="" type="checkbox"/>	3500.000			<input checked="" type="checkbox"/>
Unemployment ER	615000	<input checked="" type="checkbox"/>		75000	2.50	<input checked="" type="checkbox"/>

Employer Tax Group page

<b>Currency Code</b>	Enter the same currency code as the one that is used for the job code defined in the planning model.
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<b>Tax Class</b>	<p>Select the default employer-paid tax.</p> <p>The available options are those that are defined as translate values similar to those in the PeopleSoft Human Resource Management System.</p>
<b>Account</b>	Enter the default account for employer-paid tax distributions.
<b>Account Override Allowed</b>	<p>Select to enable override capability of the tax account at the position default and employee job levels.</p> <p>If this check box is selected, a preparer can override the account that is used to distribute a position or employee's employer-paid tax costs.</p>
<b>Amount</b>	<p>Enter a tax amount to define the lump sum cost for positions and employees.</p> <p>Enter an amount or percentage, but not both.</p>
<b>Maximum Gross</b>	<p>Enter the amount that the system uses to control the maximum gross pay amount against which employer-paid taxes are applied.</p> <p>For example, suppose that you define maximum gross as 56,000 USD and taxes as 5 percent of salary. The system calculates taxes for positions up to 56,000 USD in gross salary costs. Thus, the maximum amount that is applied to employer-paid taxes is 2,800 USD, or 5 percent of 56,000 USD. The system does not apply taxes for salary costs that are above 56,000 USD.</p>
<b>% of Salary</b> (percentage of salary)	<p>Enter a percentage of salary to have the system calculate the tax by applying this value against a position or employee's gross pay.</p> <hr/> <p><b>Note.</b> Gross pay is defined as the salary amount plus any earnings marked as added to gross pay. The Add Gross field in the earnings table is visible to an end user in position budgeting on the Earnings/Allowance page.</p> <hr/>
<b>Amount Override Allowed</b>	<p>Select to enable override capability of the tax default at the position default and employee job levels.</p> <p>If this check box is selected, a preparer can override the employer-paid tax amount defined to distribute a position or employee's costs.</p>

## Assigning Defaults to Job Codes

Access the Job Code Defaults page (Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Job Code Defaults, Job Code Defaults).

**Job Code Defaults**

SetID: SHARE Demo setid

**Job Code Search**

From Jobcode: 0101 Find

To Jobcode: 1002

**Effective Date** Find | View All | First 1 of 1 | Last

\*Effective Date: 01/01/2001 Status: Active

Job Code Default Details <span style="float: right;">Customize   Find   View All      First 1-4 of 4   Last</span>								
Job Code	Description	Currency Code	Salary Group ID	Benefit Group ID	Earnings Group ID	Tax Group ID	Union Code	Distribution Profile
0101	General Manager	USD	SAL1	BENE1	EARN1	TAX1		NEW1
0110	Secretary of the District	USD	SAL1					
1001	Director of Administration	USD	SAL1		EARN1	TAX1		NEW1
1002	Exec Secty to the President	USD		BENE1				

Job Code Defaults page

**Salary Group ID,  
Benefit Group ID,  
Earnings Group ID, and  
Tax Group ID**

Enter optional group ID information for each job code.

The available options for these fields are effective-dated and depend on the data that you enter using the Salary Group, Benefit Group, Earnings Group, and Employer Tax Group pages, respectively, and the currency code that is associated with the job code. The currency code for salary, benefit, earnings, and tax groups must match the currency code that is assigned to the job code.

If you do not enter a value for one of the fields, the system searches for any corresponding defaults that are established at the next level within the hierarchy, which is on the Position Data Defaults page by business unit. If the system does not find appropriate defaults, it does not supply the information. You can manually enter the data at the position level.

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**Note.** You cannot modify or convert currency code defaults for the job code default record during the position budgeting process. Currencies are converted only during staging and the creation of new positions when the job code's default currency is not an entry currency of the planning model.

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**Union Code**

Enter union code information for each job code as appropriate.

The available union code options depend on those in the union code interface table (UNION\_TBL) when loaded into EPM Warehouse for Planning and Budgeting.

**Distribution Profile**

Enter distribution profile information for each job code as appropriate.

The available options for the distribution profile depend on the data that you enter using the Distribution Profile page.

**Note.** Even if you do not want to assign any defaults at the job codes level, you must select at least one effective date to display available job codes, and then save the page to populate the record that is used for position budgeting activity. All defaults will then be extracted from the Position Data Defaults page by business unit.

If you have more than one set of accounts (more than one setID for account dimensions) for multiple models that use a single set of job code data (one setID), define any account-related defaults at the business unit level using the Position Data Defaults page.

**Note.** Access the Job Code - Maintain Dimension page in EPM Warehouse to inquire, update, or add job codes.

## Setting Up Position Data Defaults

The distributions associated with each job or position that is imported from your human resource system are the primary defaults that are used in Planning and Budgeting. If a position and employee job in your human resource system does not have compensation or distributions associated with it, the system uses other defaults that you define. The system first looks to the job code definition, and then to the defaults by business unit on the Position Data Defaults page.

This section discusses how to define position data defaults.

### Page Used to Set Up Position Data Defaults

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Position Data Defaults	BP_HRMS_DEFAULT	Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Position Data Default	Establish defaults for importing position and employee job data and performing position budgeting activities. The system applies these defaults when they are unavailable from your human resource system or job code default definitions.

### Defining Position Data Defaults

Access the Position Data Defaults page (Planning and Budgeting, Planning and Budgeting Setup, Position Budgeting Defaults, Position Data Default).



## Position Data Defaults

**Business Unit:** US002      US002 MASSACHUSETTS OPERATIONS

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**HR Default Information**

<b>Distribution Profile:</b>	NEW1	🔍	New Position
<b>*Salary Account:</b>	610001	🔍	<b>*Standard Hours:</b> <span style="border: 1px solid #ccc; padding: 2px 10px;">40.00</span>
<b>*Benefit Account:</b>	616000	🔍	<b>*Budget Factor:</b> <span style="border: 1px solid #ccc; padding: 2px 10px;">1.000000</span>
<b>*Earning Account:</b>	614000	🔍	<b>Using HR Position Numbers:</b> <input checked="" type="checkbox"/>
<b>*Tax Account:</b>	615000	🔍	<b>Use Position Delete Rules:</b> <input checked="" type="checkbox"/>

---

**Benefit Group** [Customize](#) |

#	Benefit Group ID	Benefit Group	Currency Code	Edit		
1	BENE1 ▼	Benefit Group 1	USD			

---

**Earnings Group** [Customize](#) |

#	Earnings Group ID	Earning Group	Currency Code	Edit		
1	EARN1 ▼	Earnings Group 1	USD			

---

**Employer Tax Group** [Customize](#) |

#	Tax Group ID	Tax Group	Currency Code	Edit		
1	TAX1 ▼	Tax Group 1	USD			

Position Data Defaults page

**Distribution Profile**

Enter the distribution profile default that is used to assign dimension distributions for compensation costs for newly added positions or those associated with existing positions that are imported from your human resource system that do not have complete distribution information.

The options depend on the distribution profiles that you set up. Override the distributions at the position level.

**Salary Account**

Enter the salary account default.

The option includes those accounts that you define as your default salary accounts using the Position Salary Account Defaults page. Override this default at the position level.

**Benefit Account**

Enter the benefits account default.

The option includes those accounts that you define as your default benefit accounts using the Position Benefits Account Defaults page. Override this default at the position level.

<b>Earning Account</b>	<p>Enter the earnings account default.</p> <p>The option includes those accounts that you define as your default earning accounts using the Position Earnings Account Defaults page. Override this default at the position level.</p>
<b>Tax Account</b>	<p>Enter the tax account default.</p> <p>The option includes those accounts that you define as your default tax accounts using the Position Tax Account Defaults page. Override this default at the position level.</p>
<b>Standard Hours</b>	<p>Enter the default value for positions that do not have standard hours associated with them.</p> <p>Use this field for unfilled and new positions. Override this default at the position level.</p>
<b>Budget Factor</b>	<p>Enter the budget factor that you want to calculate position costs for unfilled and new positions.</p> <p>If the budget factor is <i>1.00</i>, the system budgets 100 percent of the position costs. To prorate the position costs, enter a fraction of the position cost. For example, for a new position effective-dated at the first of the budget year that goes unfilled for 3 out of 12 months into the budget year, enter a budget factor of <i>0.75</i>. The system calculates 75 percent (9 months of expense) of the position costs as expense to spread across the budget year. Override this default at the position level.</p> <hr/> <p><b>Note.</b> Budget factor is treated as a percent applied to the overall position costs. As an alternative, use effective dating instead and add the position on the anticipated fill date. For the same example with a 1.00 budget factor and an effective date starting after the third month, the budget expense is the same for the position. With an effective date, the expense is recognized in the last 9 months; using the budget factor spreads the expense across all 12 months.</p> <hr/>
<b>Using HR Position Numbers</b> (using human resource position numbers)	<p>Select if the customer populated the POSITION_DATA table either from PeopleSoft Position Management or a third-party system.</p> <p>Enabling this option is an indication that you use position numbers in conjunction with employee job records in your human resource system.</p> <hr/> <p><b>Note.</b> Using position numbers (or PeopleSoft Position Management) is optional. The option used in conjunction with Use Position Delete Rules will prevent your end users from deleting positions in their position budgeting activity when the position still exists in the POSITION_DATA table.</p> <hr/>
<b>Use Position Delete Rules</b>	<p>Select to enable the user to delete positions.</p> <p>From the Position Overview page in the activity, the user can select <i>Delete a Position</i>. The <i>Delete a Position</i> dropdown list item is available only if you select Use Position Delete Rules for this business unit.</p>

**Benefit Group ID**

Select a benefit group ID for each unique currency code that is required for position budgeting within the planning model for a business unit.

Valid benefit groups include those that you define using the Benefit Group page.

The system uses the benefit plan defaults that you define to calculate budget amounts for newly added or unfilled positions if no benefit data is associated with them. Optionally, you can have the benefit plan defaults inserted for existing employee data when this information is not sourced from your human resource system.

Define default benefit plan types as part of the job code definition, or you can use this page for a more global default. End users can override the benefit plan defaults, when allowed, at the position level.

See [Chapter 8, "Setting Up Position Budgeting," Defining Benefit Plan Defaults, page 208.](#)

**Earnings Group ID**

Select an earnings group ID for each unique currency code that is required for position budgeting within the planning model for a business unit.

Valid earnings groups include those that you define using the Earnings Group page.

The system uses the earnings type defaults that you define to calculate budget amounts for newly added or unfilled positions if no earnings codes are associated with them. Optionally, you can have the earnings type defaults inserted for existing employee data when this information is not sourced from your human resource system.

Define default earnings as part of the job code definition, or you can use this page for a more global default. End users can override the earnings code defaults, when allowed, at the position level.

See [Chapter 8, "Setting Up Position Budgeting," Defining Earnings Defaults, page 210.](#)

**Tax Group ID**

Select a tax group ID for each unique currency code that is required for position budgeting within the planning model for a business unit.

Valid tax groups include those that you define using the Employer Tax Group page.

The system uses the tax defaults that you define to calculate budget amounts for newly added or unfilled positions if no taxes are associated with them. You can also assign employer tax information to existing employee job data.

Define default taxes as part of the job code definition, or you can use this page for more global default. End users can override the tax defaults, when allowed, at the position level.

See [Chapter 8, "Setting Up Position Budgeting," Defining Employer-Paid Tax Defaults, page 211.](#)

---

**Note.** Calculated tax information is not sourced from the PeopleSoft Human Resource Management System; therefore, you can choose to apply employer-paid tax defaults to both unfilled position defaults and existing employee job data.

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Click to access the Benefit Group page, the Earnings Group page, or the Employer Tax Group page.

## Reviewing Human Resource Default Data

Budget coordinators can use inquiry pages to verify that human resource data (such as job codes and benefit plan types) that are needed for position budgeting setup and user defaults exist in the PeopleSoft Enterprise Performance Management database. If the information does not exist, import it from your human resource database.

This section discusses how to review human resource default data.

### Pages Used to Review Human Resource Default Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Job Code	BP_JOBCODES	Planning and Budgeting, Planning and Budgeting Setup, Human Resource Default Inquiry, Job Codes	Inquire about existing job codes and defaults imported from your human resource system and assigned by the coordinator.
Benefit Plan Type	BP_PLAN_TYPE	Planning and Budgeting, Planning and Budgeting Setup, Human Resource Default Inquiry, Benefits Plan Type	Inquire about existing benefit plan types from the human resource system. The system stores benefits as translate values.
Earning Codes	BP_EARNING_TBL	Planning and Budgeting, Planning and Budgeting Setup, Human Resource Default Inquiry, Earning Codes	Maintain earning codes.
Tax Defaults	BP_TAX_CLASS	Planning and Budgeting, Planning and Budgeting Setup, Human Resource Default Inquiry, Tax Class	Inquire about existing tax codes from the human resource system. The system stores tax codes as translate values.
Union Code	BP_UNION_CD	Planning and Budgeting, Planning and Budgeting Setup, Human Resource Default Inquiry, Union Codes	Inquire about existing union codes imported from your human resource system.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Action Reason	BP_ACTION_REASON	Planning and Budgeting, Planning and Budgeting Setup, Human Resource Default Inquiry, Action Reason	Inquire about existing codes imported from your human resource system that are used to track actions that are performed on position budgets.

## Reviewing Human Resource Default Data

Access any human resource default inquiry page.

All of the pages are view-only and display similar information.

---

**Note.** Because you can define job code defaults for position budgeting at business unit and setID levels, all defaults may not be visible on the Job Code page.

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## Chapter 9

# Setting Up Asset Budgeting

This chapter provides an overview of asset budgeting setup and discusses how to specify asset budgeting defaults.

---

## Understanding Asset Budgeting Setup

In Planning and Budgeting, asset budgeting enables you to enter new assets into the budget as efficiently as possible while still giving the budget coordinator the control to ensure accuracy of asset data entry.

If you are using PeopleSoft Enterprise Asset Management, you can import in-service asset data from Asset Management into Planning and Budgeting.

This section lists a prerequisite and provides overviews of:

- Dimensions used in asset budgeting and the relationship to line item activities.
- Asset catalog.
- Capital acquisition planning.

## Prerequisite

Before you set up asset budgeting activity in Planning and Budgeting, import asset data into the Enterprise Performance Management (EPM) database if you wish to leverage your existing asset's depreciation costs to apply to an expense budget.

## Dimensions Used in Asset Budgeting and the Relationship to Line Item Activities

The flexibility around activity types in Planning and Budgeting requires particular attention to defining dimensionality and relationship to other activities. The following information can help you determine your rules around the dimensions that you work with and the activity relationships to an asset budgeting activity:

- The available dimensions are those selected for use in Planning and Budgeting using the Dimension Configuration page.

- The collection of dimensions used by the planning model are defined by the activity group.

The dimensions used between an asset activity and its parent line item activity do not need to be identical. For the shared dimensions, the asset activity (child/detailed activity) must budget at the same data or tree level or lower than the line item parent.

- When defining activity relationships, asset activity types cannot be a parent activity.
- Use the asset activity for detailed asset and depreciation information summarized and inserted into a line item activity.
- An asset activity can only have one primary parent line item activity when defining a workflow relationship.
- When there is a workflow relationship, both the asset and line item activities must use the same planning center dimension and level.
- If there is only a data relationships (no workflow) between an asset and a line item activity, the planning center dimension can be different between the two activities.

The only requirement is that the asset activity, which is the child activity, must include as a dimension the line item parent's planning center dimension.

- If you want your in-service asset account costs (purchase price) to appear as a starting balance in your line item activity, you must select the 'Include Balance Sheet Planning' option for the line item activity to allow this additional starting balance column in your line item grid.
- Asset activities cannot have workflow or data relationships with other asset activities.

---

**Note.** Even though only one line item activity can be defined as a workflow relationship for an asset activity, it could potentially have a secondary data relationship to another line item activity. An example of this is when you have a line item expense activity and a separate balance sheet activity; data from assets can be inserted into both activities, but only one can be defined as a workflow relationship.

---

## Asset Catalog

An asset catalog entry stores basic information about each type of asset such as asset class, accounts, cost, depreciation method, life, salvage value, and currency code. Each type of asset that you create in Planning and Budgeting needs an entry in the asset catalog (PS\_BP\_ASSET\_ITEMS).

As a budget preparer during the budgeting cycle, you select an asset catalog item before you add a new asset. The asset catalog information that appears on the Asset Data page is based on default values defined at the coordinator level.

If you are using Asset Management, you can import most of the catalog information into Planning and Budgeting. You can also populate the asset catalog in the EPM database by using the asset budgeting default pages in Planning and Budgeting. At a minimum within Planning and Budgeting, the coordinator defines the default values for asset account, depreciation account, and cost.



## Capital Acquisition Planning

Managing and projecting capital expenditures requires that you track each acquisition and estimate change. Capital acquisition planning lets you view a running balance as you budget fixed assets based on the master plan and subsidiary plans. When you acquire assets, you associate them with the capital acquisition plan (CAP) and maintain a current view as your business makes expenditures included in the plan.

To appropriate funds for a CAP, provide details about the ChartFields (also known as dimensions) affected by the plan, and then enter a cost estimate and a cost limit. Each plan can consist of a single level of detail or have multiple detail lines. A sequence number distinguishes each line of detail.

If you set up CAPs in Asset Management or Planning and Budgeting, each time you add an asset, you can assign it a CAP number and a CAP sequence number that links it to an open CAP and CAP detail line. You can also make this link in Purchasing when you create requisitions or purchase orders to purchase assets. Assets created using the interface from Purchasing are automatically associated with the CAP assigned on the requisition.

If you change the CAP in the EPM or PeopleSoft Enterprise Financial Management databases, the system synchronizes the databases using the publish and subscribe features in PeopleSoft Enterprise Application Messaging.

See [Chapter 5, "Integrating with Other Applications," page 61](#).

See *PeopleTools PeopleBook: PeopleSoft Integration Broker*

---

## Specifying Asset Budgeting Defaults

You must define the asset budgeting defaults that are used for the planning model. The default settings determine the level of autonomy that budget preparers have as they plan for new assets. Preparers can enter only the accounts specified on the setup pages in asset budgeting. The override check boxes control the preparers' ability to modify information as they add assets.

This section discusses how to:

- Define asset budgeting defaults.
- Select asset accounts.
- Select depreciation accounts.
- Specify asset catalog items.
- Define capital acquisition plans.

## Pages Used to Specify Asset Budgeting Defaults

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Asset Budgeting Defaults	BP_ASSET_OPTIONS	Planning and Budgeting, Planning and Budgeting Setup, Asset Budgeting Defaults	Establish defaults used when working with assets, enable override capability for CAP and cash account information, and specify cash accounts.
Asset Budgeting Defaults - Asset Accounts	BP_ASSET_ACCOUNT	Click the Asset Accounts link on the Asset Budgeting Defaults or Asset Budgeting Defaults - Depreciation Accounts pages.	Define the asset accounts through which preparers perform asset budgeting.
Asset Budgeting Defaults - Depreciation Accounts	BP_DEPR_ACCOUNT	Click the Depreciation Accounts link on the Asset Budgeting Defaults or Asset Budgeting Defaults - Asset Accounts pages.	Specify depreciation accounts or enable override capability for useful life, salvage value, and the depreciation method associated with assets.
Asset Catalog	BP_ASSET_CATALOG	Planning and Budgeting, Planning and Budgeting Setup, Asset Budgeting Defaults, Asset Catalog	Set up asset profiles that comprise an asset catalog. Profiles include default accounts, cost, depreciation method, useful life, salvage value, and currency code.
Capital Acquisition Planning Details	BP_CAP_DETAILS	Planning and Budgeting, Planning and Budgeting Setup, Asset Budgeting Defaults, Capital Acquisition Planning	Add new or view existing CAPs that you can use in the planning model.

## Defining Asset Budgeting Defaults

Access the Asset Budgeting Defaults page (Planning and Budgeting, Planning and Budgeting Setup, Asset Budgeting Defaults, Asset Budgeting Defaults).

## Asset Budgeting Defaults

SetID: SHARE Demo setid

### Asset Numbering Options

\*Asset Prefix:

Last Assigned Asset Nbr:

### Capital Acquisition Plan Options

Capital Acquisition Plan #:  Budget CAP Plan

Sequence:

☒ Budgets User Can Override ☐ Capital Acquisition Plan Req

### Cash Account Options

Default Cash Account:

☒ Budgets User Can Override

Cash Accounts
Customize | Find | First 1-3 of 3 Last

Account	Description		
1 <input type="text" value="100001"/>	Cash-BOA		
2 <input type="text" value="100002"/>	Cash-Lloyd's Bank		
3 <input type="text" value="100003"/>	Cash-Sumitomo		

Go to: [Asset Budgeting Defaults](#) [Asset Accounts](#) [Depreciation Accounts](#)

Asset Budgeting Defaults page

**Asset Prefix** Enter the prefix assigned to assets that you add in Planning and Budgeting.

**Last Assigned Asset Nbr** Enter the last assigned asset number so that the system can determine the next number to use.  
(last assigned asset number)

The system automatically increments this value by one each time you save an asset in the planning model.

---

**Note.** To ensure that your asset numbers align properly, determine the number of digits that you need, and then enter the desired numerals as necessary.

---

**Capital Acquisition Plan #** Enter a plan number to which all budgeted assets are attributed.

**Sequence** Enter a CAP sequence number to which all budgeted assets are attributed.

**Budgets User Can Override** Select to enable preparers to specify a CAP number or CAP sequence number other than the default when using the Asset Data page.

**Capital Acquisition Plan Req** (capital acquisition plan required) Select to require the CAP number for any assets added in Planning and Budgeting.

**Default Cash Account** Enter the acquisition cost stored in the default cash account for accurate projected cash outflows.

Select Budgets User Can Override to let preparers override this account on the Asset Data page. If override capability is enabled, you can select from the list of cash accounts that you enter in the Cash Accounts grid.

**Account** Enter the cash accounts affected by the acquisition of an asset.  
Select the cash accounts that can be used for asset budgeting activity.

## Selecting Asset Accounts

Access the Asset Budgeting Defaults - Asset Accounts page (click the Asset Accounts link on the Asset Budgeting Defaults or Asset Budgeting Defaults - Depreciation Accounts pages).

**Asset Budgeting Defaults**

**Asset Accounts**

SetID: SHARE Demo setid

Asset Accounts				Customize	
	Account	Description	Affects Cash Account Indicator		
1	150000	Land	<input type="checkbox"/>	+	-
2	151000	Buildings and Improvements	<input type="checkbox"/>	+	-
3	152000	Leasehold Improvement	<input type="checkbox"/>	+	-
4	153000	Prop/Plant/Equip	<input type="checkbox"/>	+	-
5	154000	Office Equipment	<input type="checkbox"/>	+	-
6	155000	Automobiles	<input type="checkbox"/>	+	-
7	156000	Computer Software	<input type="checkbox"/>	+	-
8	156500	Computer Software	<input type="checkbox"/>	+	-
9	157000	Construction in Progress	<input type="checkbox"/>	+	-
10	159000	Leased Equipment	<input type="checkbox"/>	+	-

Go to:
[Asset Budgeting Defaults](#)
[Asset Accounts](#)
[Depreciation Accounts](#)

Asset Budgeting Defaults - Asset Accounts page

**Account** Enter the accounts used for asset budgeting activity.

**Affects Cash Account Indicator**

Select to specify that the asset account affects cash accounts.

If selected, when preparers add or edit a new asset, Planning and Budgeting updates the cash account information.

If cleared, you can create new assets without creating cash accounting entries.

## Selecting Depreciation Accounts

Access the Asset Budgeting Defaults - Depreciation Accounts page (click the Depreciation Accounts link on the Asset Budgeting Defaults or Asset Budgeting Defaults - Asset Accounts pages).

**Asset Budgeting Defaults**  
**Depreciation Accounts**

SetID: SHARE Demo setid

**Depreciation Options**

- ☒ Asset Life - Override Allowed
- ☒ Salvage Value - Override Allow
- ☒ Depr Method - Override Allowed

**Depreciation Accounts** [Customize](#)

	Account	Description		
1	681100	Dep Expense - Bldgs and Improv	+	-
2	681200	Dep Expense - Leasehold Improv	+	-
3	681300	Dep Expense - Furn and Fix	+	-
4	681400	Dep Expense - Mach and Equip	+	-
5	681500	Dep Expense - Automobiles	+	-
6	681550	Dep Expense - Hardware	+	-
7	681600	Dep Expense - Software	+	-
8	681700	Dep Expense - Financial Asset	+	-
9	681750	Dep Expense - Leased Equipment	+	-
10	681800	Dep Expense - Derogatoy	+	-

Go to: [Asset Budgeting Defaults](#) [Asset Accounts](#) [Depreciation Accounts](#)

Asset Budgeting Defaults - Depreciation Accounts page

<b>Asset Life - Override Allowed</b>	Select to let preparers edit the useful life when adding or editing a new asset. Clear to restrict preparers from changing the default value that you specify for an asset catalog item using the Asset Catalog page.
<b>Salvage Value - Override Allow</b>	Select to let preparers edit the salvage value when adding or editing a new asset. Clear to restrict preparers from changing the default values that you specify using the Asset Catalog page.
<b>Depr Method - Override Allowed</b> (depreciation method - override allowed)	Select to let preparers edit the depreciation method when adding or editing a new asset. Clear to restrict preparers from changing the default values that you specify using the Asset Catalog page.
<b>Account</b>	Enter the accounts used for depreciation expense in asset budgeting.

## Specifying Asset Catalog Items

Access the Asset Catalog page (Planning and Budgeting, Planning and Budgeting Setup, Asset Budgeting Defaults, Asset Catalog).

The screenshot shows the 'Asset Catalog' page with the following details:

- SetID:** SHARE
- Asset Profile ID:** COMPUTERS
- Asset Catalog Header:** Find | View All | First | 1 of 1 | Last
- \*Effective Date:** 01/01/1900
- \*Status:** Active
- \*Description:** Desktop Computer Profile
- Asset Class:** DESKTOP
- Depreciation Account:** 681550 (Dep Expense - Hardware)
- Asset Account:** 156000 (Computer Software)
- \*Cost:** 3,500.00
- \*Method:** Sum of the Years
- Useful Life:** 4.00000
- Salvage Value:** 500.00
- \*Currency Code:** USD (US Dollar)

Asset Catalog page

Defaults that you define for an Asset Profile ID using this page appear on the Asset Data page when you select an asset catalog item.

---

**Note.** If you use Asset Management and import asset catalog data into Planning and Budgeting, most of the fields on this page display the asset profile data from Asset Management. However, some information, such as depreciation account, asset account, and cost is required for budgeting purposes and unavailable in Asset Management.

If you are not using asset data from Asset Management, use this page to define a catalog item (Asset Profile ID) for each type of asset that you want to enter in Planning and Budgeting.

---

<b>Asset Class</b>	Enter the asset profile that groups default values for the asset class.
<b>Depreciation Account</b>	Enter the desired depreciation account.  The available values come from the accounts that you enter using the Asset Budgeting Defaults - Depreciation Accounts page. You cannot override this value using the Asset Data page.
<b>Asset Account</b>	Enter the desired asset account.  The available values come from the accounts that you enter using the Asset Budgeting Defaults - Asset Accounts page. You cannot override this value using the Asset Data page.
<b>Cost</b>	Enter the cost of the asset for this asset class.
<b>Method, Useful Life, and Salvage Value</b>	Override these defaults at the preparer level if you enabled override capability using the Asset Budgeting Defaults - Depreciation Accounts page. <hr/> <b>Note.</b> The system expresses the asset's Useful Life in years. For assets that require partial year depreciation, use a decimal instead of rounding to the nearest year. For example, an asset with an 18-month useful life would be expressed as 1.5000. <hr/>
<b>Currency Code</b>	Enter the currency related to the asset's default cost and salvage value.

---

**Note.** Since these account default rules represent the dimension members for the asset activities in your planning model, make sure that all values exist on the same level of an account tree you use in your activity group. You want all the accounts used for asset budgeting to be consistent with the account tree, dimension leveling, and parent line item activity, within the scenario of your business unit's planning model. Users may not be able to add assets or run reports when the accounts used are at varying levels of an account tree. This applies for all the above listed pages which use account defaults, namely: Asset Budgeting Defaults, Asset Budgeting Defaults - Asset Accounts, Asset Budgeting Defaults - Depreciation Accounts, and Asset Catalog pages.

---

## Defining Capital Acquisition Plans

Access the Capital Acquisition Planning Details page (Planning and Budgeting, Planning and Budgeting Setup, Asset Budgeting Defaults, Capital Acquisition Planning).

**Capital Acquisition Planning Details**

Business Unit: US001      Capital Acquisition Plan #: BP00001

**Details**

\*Description: Budget CAP Plan      Capital Acquisition Plan Class: New

Sequence	*Original/Adjustment Switch	*Description	Capital Acquisition Plan Type	Operating Unit	Fund Code	Department	Program Code	Class Field	Bu Re
1	Original	New CAP Plan		ADMIN					

**Totals**

Current Estimated Cost: 125,000.000      Current Cost Limit: 137,500.000

### Capital Acquisition Planning Details page

The Details group box displays details about the CAP. When you add an asset, you can select a combination of CAP number and CAP sequence number to further identify the plan row to which the asset is associated. For example, if the CAP is for a new building, sequence 1 could have a description of *Office Space*, sequence 2 could be *Cafeteria*, and sequence 3 could be *Conference Rooms*.

**Capital Acquisition Plan Class** Select the capital acquisition plan class: Values are: *Cost Reduction*, *Expansion*, *Necessity*, or *New*.

**Original/Adjustment Switch** Select the type of information that you are entering. Values are:

- *Adjustment*: Use this value if you are revising existing plans
- *Original*: Use this value if you are entering a new plan

**Description** Enter a description for the plan detail.

This may be similar to the high-level plan description if your plan contains only one sequence number.

**Capital Acquisition Plan Type** Select from the CAP types that you defined when you established asset processing.

Specify the ChartFields (dimensions) for each CAP plan sequence if the CAP plan sequence can be associated only with these ChartField values.

**Status** Select the desired CAP status.

The CAP must have a status of *Open* for you to be able to associate assets with it in Purchasing or Asset Management. A CAP that is still in the approval phases cannot have actual assets linked to it; however, preparers can link budgeted assets to a CAP regardless of its status.

**Estimated Completion Date** Enter a date to track this plan.

**Date Closed** Enter the completion date after all of the items in this plan have been acquired.



<b>Estimated Cost</b>	Enter a different cost to adjust the cost estimate.  Enter this value only after selecting <i>Adjustment</i> from the Original/Adjustment Switch dropdown list box.
<b>Cost Limit and % Over Allowed</b> (percentage over allowed)	Enter one or the other value to define cost thresholds.  The system automatically calculates the cost limit when you enter the percentage over allowed cost. The system allows you to add an asset to the plan that raises your acquisition costs over the limit. The capital acquisition planning standard query reports reflect the disparity.



## Chapter 10

# Setting Up Planning Target Rules

This chapter provides an overview of planning targets for bottom-up scenarios, lists prerequisites, and discusses how to define planning target defaults.

---

## Understanding Planning Targets for Bottom-Up Scenarios

This section discusses:

- Planning target defaults.
- The association of planning target rules in the planning model with a bottom-up budget.
- The treatment of starting balances in targets.

### ***Planning Target Defaults***

When a scenario group used by the planning model contains a top-down scenario type, it can be used to do one of the following:

- Set targets or spending limits for bottom-up budgets, such as limits placed on expenses by an operating unit or department.
- Create a budget base for a proposed bottom-up budget.

The budget base serves as a starting point for the proposed bottom-up budget or plan (nonhistory scenario type). In this case, dimension levels of the bottom-up budget must be at the same level or at a higher level in the tree than the top-down plan.

### ***Association of Planning Target Rules in the Planning Model With a Bottom-Up Budget***

To use the planning target rules in the planning model with a bottom-up budget, perform the following steps:

- Open the planning model in the Planning Model component and verify the scenario group tied to the model contains scenario types for both a top-down plan and bottom-up budget.
- For a line item activity and bottom-up scenario in the planning model, link the planning target control definition and top-down target scenario.

This is done by accessing the Data Source page for the bottom-up activity scenario.

- In order to view the targets and use them with the bottom-up budget, the top-down scenario must first be exported back to the budget ledger.

- Select the View Targets link to define and review the dimensions used as targets to include in validation, view target details, and allow any target overrides by the planning center during budget submission.

---

**Note.** To use planning targets with a control budget type, you must define an annual budget period that represents the proposed budget year, then associate that budget period with the scenario when you define the top down target scenario. For example, if the proposed budget period range is 2004M01 to 2004M12, which represents July 1, 2003 through June 30, 2004, you would need to define a single budget period, such as 2004MALL, with a start date of July 1, 2003 and an end date of June 30, 2004. With control budgets, it is not possible to set the target for *each* year in a multiyear scenario. Therefore, In the case of a proposed control budget that contains multiple years, if you enter a range of yearly budget periods in the top down target scenario, the process will aggregate the periods. This is in contrast to standard or project budget types, which can distinguish between and summarize the different fiscal years when planning targets are set at that level.

---

**Note.** A formal business process should be placed around the use and order in which top-down plans and bottom-up budgets are prepared. For example, target data must be available to the bottom-up plan, but if this top-down target data changes during the preparation of the bottom-up plan, the target data can be refreshed by rerunning the export process. But if using active control around budget submissions, keep in mind that budgets may already be in differing states of approval and submission.

---

See [Chapter 11, "Building the Planning Model," Defining the Planning Model, page 242.](#)

### ***Treatment of Starting Balances in Targets***

Because targets are always annual totals, they are in essence ending balances for all accounts. Whether the starting balance (period 0) of balance sheet accounts is included in the annual totals depends on whether the target is defined at an account node value that is a balance forward account (as defined by the account type). For example, if the planning target is set against an account node called ASSETS, but the balance forward flag is not enabled for the ASSETS account node, then the starting balance is excluded from the aggregated annual total amount that serves as the ASSETS target.

---

**Note.** The line item activity must be flagged as including Balance Sheet Planning to use a starting balance.

---

## **Prerequisites**

Complete these prerequisites before setting up planning targets:

1. Set up the scenario group in which to include the planning target rules by defining a unique top-down scenario and by linking it to the bottom-up scenario.
2. Use Allocation Manager in PeopleSoft EPM Warehouses to allocate to the appropriate level in order to use the data as the budget base when top-down plans exist at a higher level on the dimension tree than bottom-up budgets.

Allocate this data to parameters (such as fiscal year, ledger, and GL scenario) recognized by a scenario within the scenario group that can be selected and used as the data source or seed for a bottom-up budget.

---

**Note.** Top-down scenario types or plans cannot use planning targets; only bottom-up scenario type budgets can reference planning targets by indicating which top-down plan is its target.

---

## Defining Planning Target Defaults

This section discusses how to:

- Validate and verify planning target details.
- Define planning target tolerance rules.
- Assign planning target controls.

## Pages Used to Define Planning Target Defaults


<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Planning Target Inquiry	BP_TGT_STD_INQ	Planning and Budgeting, Planning and Budgeting Setup, Planning Target Defaults, Planning Target Validation, Planning Target Inquiry	Validate and verify planning target details.
Planning Target Tolerance	BP_TGT_TOLNCE	Planning and Budgeting, Planning and Budgeting Setup, Planning Target Defaults, Planning Target Tolerance, Planning Target Tolerance	Define planning target tolerance rules.
Planning Target Control	BP_TGT_CONTROL	Planning and Budgeting, Planning and Budgeting Setup, Planning Target Defaults, Planning Target Control, Planning Target Control	Define planning target control and assign tolerance rules.

## Validating and Verifying Planning Target Details

Access the Planning Target Inquiry page (Planning and Budgeting, Planning and Budgeting Setup, Planning Target Defaults, Planning Target Validation, Planning Target Inquiry).

## Planning Target Inquiry

**Business Unit:** US002 US002 MASSACHUSETTS OPERATIONS  
**Planning Model ID:** 2003\_US2BUDGET 2003 Standard Budget Model  
**Activity:** LINEITEM Line Item Budgeting  
**Scenario:** 2003PLAN 2003 Strategic Plan  
**GL Scenario:** PLAN01 **Currency Code:** USD

Filter Target Values		Customize   
	From Value	To Value
Account	<input type="text"/>	<input type="text"/>
Operating Unit	NEWYORK	NEWYORK
Department	<input type="text"/>	<input type="text"/>
Fiscal Year	<input type="text"/>	<input type="text"/>

[View Target Details](#)

Inquiry Details					Customize   Find   View All      First 1-9 of 9 Last
Planning Center	Account	Operating Unit	Fiscal Year	Planning Target	
11500	REVENUE	NEWYORK	2003	10,369,742.54	
12000	REVENUE	NEWYORK	2003	10,348,369.27	
13000	REVENUE	NEWYORK	2003	10,600,000.00	
21000	REVENUE	NEWYORK	2003	11,000,000.00	
21100	REVENUE	NEWYORK	2003	10,348,369.27	
21200	REVENUE	NEWYORK	2003	10,369,742.54	
21300	REVENUE	NEWYORK	2003	10,302,723.41	
22000	REVENUE	NEWYORK	2003	10,302,723.41	
Total:				83,641,670.44	

### Planning Target Inquiry page

The system displays only the details from the top-down scenario to be used as a planning target for a bottom-up budget. The planning target details are associated with the planning model ID, activity, and scenario that you select.

#### From Value and To Value

Enter the dimension value range of the planning target detail rows that you want to display.

If you leave the fields blank, the system displays all valid rows.

**View Target Details**

Click to display valid rows in the Inquiry Details grid.

The system validates that the target planning centers exist on the same tree level and displays the valid rows. If the planning center does not exist on the same tree level, then no rows appear. Additionally, no rows appear if the budget coordinator has not yet exported the top-down scenario data back to the budget ledger table in the EPM Warehouses.

**Note.** Planning targets created by using Allocation Manager should be stored in the budgeting ledger using the ledger's natural signage (that is positive [+] or negative [-]) for its account type. When you view the target data in Planning and Budgeting, the system manages the signage according to the account type option settings.

**Defining Planning Target Tolerance Rules**

Access the Planning Target Tolerance page (Planning and Budgeting, Planning and Budgeting Setup, Planning Target Defaults, Planning Target Tolerance, Planning Target Tolerance).

Planning Target Tolerance

SetID: SHARE Demo setid

Tolerance ID: TOLERANCE1

Effective Date

Find | View All | First 1 of 1 Last

\*Effective Date: 01/01/2001

\*Status: Active

\*Currency Code: USD

Define Planning Target Tolerance

Customize | Find | 1-2 of 2

	*From Account	*To Account	*Tolerance Type	Percentage	And/Or	Amount		
1	EXPENSE	EXPENSE	Above Target	10.00000	And	150,000.00	+	-
2	REVENUE	REVENUE	Below Target	25.00000	Or	300,000.00	+	-

Planning Target Tolerance page

- Currency Code

Enter a currency code that is the base currency identified for the business unit.
- From Account and To Account

Enter the account range, which must include the value or roll-up value associated with the planning center target amounts.

The system does not permit overlapping account ranges.
- Tolerance Type

Select whether the planning target is allowed to be above target or below target.
- Percentage and Amount

Enter the percentage and/or the amount that the tolerance type is allowed to be above or below the planning target.

**And/Or**

Select whether the percent or amount variances must pass one (*Or*) or both (*And*) the percentage and amount values that you specify.

If you do not enter a value in either the Percentage or Amount fields, the system uses only one value to validate the planning target tolerance.

If you are specifying either the percentage or the amount, do *not* select a value from the And/Or dropdown list box.

## Assigning Planning Target Controls

Access the Planning Target Control page (Planning and Budgeting, Planning and Budgeting Setup, Planning Target Defaults, Planning Target Control, Planning Target Control).

### Planning Target Control

SetID: SHARE Demo setid

Target Control: CONTROL1

Effective Date

Find | View All First 1 of 1 Last

\*Effective Date: 01/01/2001 \*Status: Active

\*Currency Code: USD

Define Planning Target Control

Customize

*Role Name	Target Control	Tolerance ID		
Analyst	No Control			
Casual Preparer	Active Control	TOLERANCE1		
Preparer	Active Control	TOLERANCE1		
Reviewer	Passive Control	TOLERANCE1		

Planning Target Control page

**Currency Code**

Enter the currency code that is the base currency identified for the business unit.

**Role Name**

Select the role to which you are assigning the planning target control.



**Target Control**

Select the target control. Values are:

*Active Control:* Requires that you validate the budget against the planning targets before submitting it. If the budget totals are not within the tolerance levels, the system indicates that the status is invalid and you cannot submit the budget until you modify the budget and the amount is within the tolerance range of the planning target.

*No Control:* The system tracks the budget against the defined planning targets but does not generate any warnings or validations. You can still compare their planning targets against the budget amounts using the Planning Targets page in line item budgeting.

*None* (or if field is left blank): The system does not track or validate planning targets against the budget. The system does not display the Planning Targets page link in line item budgeting. Also, the role is unable to run a Planning Target Analysis report.

*Passive Control:* Enables you to submit a budget even if the budget is not within the planning target and its tolerance rules. If you selected to use an email template for the Planning Target event on the Assign Email Templates page, the system sends an email to the user of the next planning center level indicating that the budget exceeded tolerance levels.

**Tolerance ID**

Select the desired tolerance ID for role names with active or passive target control.

You define tolerance IDs using the Planning Target Tolerance page. The tolerance ID must use the same currency code as the defined target control. You cannot assign a tolerance ID to user roles with *No Control*, *None*, or a blank setting in the Target Control field.

---

**Note.** Regardless of the target control defined for each of the role names, planning target validation and control for the budget will only occur or start at the level in which preparation began in the top-down scenario.

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**Note.** If the coordinator has setup secondary security for the line item activity, you will not be able to access planning target information from the Line Item Details page when it is available. Users with only partial access to the data for a planning center budget will not be able to access the page.

---



## Chapter 11

# Building the Planning Model

This chapter provides an overview of the planning model and discusses how to:

- Define the planning model.
- Stage scenarios and activities in a planning model.
- Use Model Manager and Scenario Manager.
- Update the scenarios and activities in a planning model.

---

## Understanding the Planning Model

This section provides an overview of the planning model and discusses common elements used in this chapter.

A planning model is your framework to develop plans and budgets. It includes the time periods and activities that are used during your budget cycle, sources of data available to users, rules (including methods and formulas) that apply to line item budgets, and other budget options and control parameters. The planning model synthesizes all earlier defined budget parameters and establishes the beginning and end of the overall planning and budgeting cycle. Creating a model involves collecting the necessary parts by business unit.

Define and stage a planning model for activities and scenarios using the coordinator role. When you define the model, you specify data requirements such as position, asset, and line item activity data. You select data sources and the source to seed the base budgets. Finally, you stage the data and release the activities and scenarios in the model to distribute the plans and budgets to users.

## Common Elements Used in This Chapter

<b>Account Category</b>	A set of related accounts grouped together to facilitate and serve as a filter during budget preparation, inquiry, and reporting.
<b>Planning Model ID</b>	The name of a planning model used to perform budget and plan development of scenarios and activities for a business unit.
<b>Scenario</b>	A set of attributes that determines the financial data used in the planning model. A planning model contains a collection of scenarios as defined by the scenario group that is associated with the model. Each scenario definition includes a ledger ID, GL scenario, start and end budget period or start and end fiscal year, and accounting periods, calendar, scenario type, and rate combination name.

---

## Defining the Planning Model

This section provides overviews of how to set up the planning model and activity scenario combinations and discusses how to:

- Define planning model defaults.
- Copy existing planning models.
- Manage activities and scenarios in the planning model.
- Send email to users.
- Define dimension levels for planning centers and prepare activities and scenarios.
- Define data sources for asset activities.
- Define data sources for line item activities.
- Assign planning target scenarios and controls.
- Associate spread types with line item activities.
- Define data sources for position activities.
- Associate spread types with position activities.
- Assign planning method defaults to line item activities.
- Define views.
- Specify user view details.
- Specify row display filters.
- Specify row display options.
- Specify column display options.
- Assign email templates.
- Define currency options.

## Understanding How to Set Up the Planning Model

Define the framework for the budget by performing the following tasks:

1. Define the planning model.
2. Assign an activity group to the planning model.
3. Assign a scenario group to the planning model.

4. Activity scenario combinations are created based on the groups associated with the planning model.

For these combinations define:

- Dimension levels or summarization for planning center and other dimensions.
  - Data sources for activities.
  - Comparison scenarios and target scenarios for line item activities.
  - Default values for line-item activity types, including account category, enforce budget and zero base budget options, method defaults, and public views.
5. Assign a security group and (optionally) a secondary security group to each activity scenario.
  6. Assign email templates.
  7. Define currency options for a multiple currency planning model.
  8. Enter any notes about the planning model.

## Understanding Activity Scenario Combinations

You can use activity scenarios to organize the timing of different plans or budgets at similar or varying times throughout your organization's budget cycle. Each activity scenario combination is like its own independent data repository. Activity scenario combinations are automatically created in your planning model when you choose an activity group and scenario group definition in your model. You can leverage some of the same setup data defined by the model, with the scenario's main attribute using the time-related data and the main attribute of the activity using the dimension-related data. The intersection of the two (activity scenario) provides multiple plans and budgets that can be related or independent. The unique activity scenario combinations control the information that you can view and modify under the umbrella of a planning model, which is defined for a business unit. You can have one or many activity scenario combinations within each planning model that you create. Each activity scenario that you define can be staged, released to end users, or placed on hold at any time you define.

---

**Note.** When using a Commitment Control planning model, ensure that the activity group you assign contains no activities allowing balance sheet planning, because it is not supported by Commitment Control.

---

For example, detailed revenue and expense budgets are prepared at the greatest level of detail, and the data is sent back to the general ledger system for storing and tracking. Prior to the commencement of the following year's budget, a higher-level strategic plan may be developed first, covering anywhere from one to five years. As a business process, this information is prepared and reviewed prior to creating a more detailed budget for the following year. In the following example, the first two columns indicate the activity scenario combinations. It includes three line item activities and two scenarios. Because the Strategic Two-Year Plan is associated with a different scenario (2007–2008 Plan), it may use a different element of time, such as an annual calendar. This strategic plan is prepared well before any detail plans are created, having a start date and end date of April 1 and April 30, respectively, for preparation. It is completed before the revenue and expense detail plans are prepared. Using the start and end dates with the activity scenario enables you to open up preparation of the data based on your organization's requirement for the information, or the phase or stage of the budgeting cycle that you are in. You can overlap or stagger the preparation of activity scenarios. No restrictions are placed on the start and end dates. The 2007 Budget Scenario has the two activities, revenue and expense. The start and end dates of budget preparation of these two activity scenarios are not the same, but are overlapping. The following table illustrates the use of start and end dates for activity scenario combinations in your planning model:

<b>Line Item Activity</b>	<b>Scenario (Calendar Years)</b>	<b>Start Date</b>	<b>End Date</b>
Strategic Two-Year Plan	2007–2008 Plan	April 1, 2006	April 30, 2006
Projected Revenue	2007 Budget	July 1, 2006	August 31, 2006
Expense Budget	2007 Budget	August 1, 2006	September 30, 2006

Use the Activity-Scenario page in your planning model to define rules and indicate the start and end dates for preparation of the activity scenarios by users.

See [Chapter 7, "Defining Your Planning and Budgeting Parameters," page 131.](#)

### **See Also**

[Chapter 7, "Defining Your Planning and Budgeting Parameters," Establishing Activities and Activity Groups, page 136](#)

## **Pages Used to Define the Planning Model**

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Model	BP_MODEL	Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Planning Models	Create a planning model and assign the related default parameters.
Copy Model	BP_MODEL_COPY	Click the Copy Model button on the Model page.	Copy an existing planning model to use as a starting point for a new planning model.
Activity Group	BP_ACTIVITY_GRP	<ul style="list-style-type: none"> <li>Click the link next to the Activity Group drop-down list box on the Model page.</li> <li>Click the Create Activity Group button on the Model page.</li> <li>Click the link next to the Activity Group field on the Activity Scenario page.</li> </ul>	Edit or create an activity group.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Scenario Group	BP_SCENARIO_GRP	<ul style="list-style-type: none"> <li>Click the link next to the Scenario Group drop-down list box on the Model page.</li> <li>Click the Create Scenario Group button on the Model page.</li> <li>Click the link next to the Scenario Group field on the Activity Scenario page.</li> </ul>	Edit or create a scenario group.
Activity Scenario	BP_ACTV_SCEN	Planning and Budgeting, Planning and Budgeting Setup, Planning and Budgeting Setup, Setup Model, Planning Models, Activity Scenario	Set up and manage activities and scenarios in the planning model.
Scenario Manager	BP_SCENARIO_MGR	Click the View Scenario Manager link on the Activity Scenario page.	Manage and update status for activities and scenarios in a planning model.
Compose Mail	BP_EMAIL	Click the Email link on the Activity Scenario page.	Send email to users about budgets and plans.
Dimension Level Summarization	BP_ACT_SCN_LVL	Click the Dimension Level link on the Activity Scenario page.	Define dimension levels, including the planning center dimension, in which an activity scenario is prepared.
Display and Select TreeNodes	PSTREEVIEWER	Click the Tree View icon on the Dimension Level Summarization page.	Select a tree node to define the level of preparation, summarization, or both for the dimension.
Data Source	BP_DATSRC_ASSET	Click the Data Source link (associated with an asset activity) on the Activity Scenario page.	Define data sources for asset activities.
Data Source	BP_SOURCE_SCEN	Click the Data Source link (associated with a line item activity) on the Activity Scenario page.	Define data sources for line item activities.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Spread Definition	BP_ACTVSCN_SPRD	<ul style="list-style-type: none"> <li>Click the Select Spreads link on the Data Source page (associated with a line item activity).</li> <li>Click the Select Spreads link on the Data Source page (associated with a position budgeting activity).</li> </ul>	<p>Enter spread IDs for a line item activity when AMTPER Method ID is used.</p> <p>Enter defaults and available spread IDs for a position activity.</p>
Planning Target Control	BP_TGT_CONTROL	Click the View Target Control link on the Data Source page (associated with a line item activity).	Review target control definitions.
Planning Targets	BP_TGT_SUMMARY	Click the View Targets link on the Data Source page (associated with a line item activity).	Define planning target details for the activity scenario in the planning model.
Data Source	BP_POS_SRC_SCEN	Click the Data Source link (associated with a position activity) on the Activity Scenario page.	Define data sources for position activities.
Planning Method Group	BP_MTHD_GROUP	Click the link in the Method Group column on the Line Item Defaults tab on the Activity Scenario page.	Review the planning method group defaults.
Assign Planning Method Defaults	BP_MTH_GRP_DFLT	Click the Method Defaults link on the Line Item Defaults tab on the Activity Scenario page.	Assign method defaults by account to line item activities.
Override Controls Help	BP_MTH_DFLT_OVRIDE	Click the Override Controls Help link on the Assign Planning Method Defaults page.	Review how to override controls.
Define View	BP_DEFINE_VIEW	Click the Define View link on the Line Item Defaults tab on the Activity Scenario page.	Create or edit a public view definition to determine how users view data in line item activities. Enter a view name and description.
User View Details	BP_USRVIEW_DEFN1	Click the Edit or Create link on the Define View page.	Enter a description to identify the public view details.



<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Row Display Filter	BP_USRVIEW_DEFN2	Click the Edit or Create link on the Define View page, and then select the Row Display Filter tab.	Define dimension defaults that appear in a line item activity.
Row Display Options (help page)	BP_USRVIEW_TEXT	<ul style="list-style-type: none"> <li>Click the Row Display Help link on the Row Display Filter page.</li> <li>Click the Row Display Help link on the Row Display Options page.</li> </ul>	View help documentation for row display view definition options.
Row Display Options	BP_USRVIEW_DEFN3	Click the Edit or Create link on the Define View page, and then select the Row Display Options tab.	Define whether dimension values appear in line item activities at the detail or summary level. Define amount types and currency display options.
Column Display Options	BP_USRVIEW_DEFN4	Click the Edit or Create link on the Define View page, and then select the Column Display Options tab.	Define the type of data that appears in line item activity columns.
Column Display Options (help page)	BP_USRVIEW_TEXT2	Click the Column Display Help link on the Column Display Options page.	View help documentation for column display view definition options.
Assign Email Templates	BP_MDL_TMPL_DEFN	Click Email Templates on the Security and Email tab on the Activity Scenario page.	Assign email templates for specific actions for the line item activity scenario.
Currency Options	BP_MODEL_CURR	Planning and Budgeting Setup, Setup Model, Planning Models, Currency Options	For a multicurrency model, select entry and target currency codes used in the planning model.
Notes	BP_MODEL_NOTES	Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Planning Models, Notes	Enter notes for the planning model.

## Defining Planning Model Defaults

Access the Model page (Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Planning Models).

Model

Activity Scenario

Currency Options

Notes

Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

Planning Model ID:

VLTEST

Copy Model

\*Description:

2003 Standard Budget Model

Planning Model

\*Status:

Active

Activity Group:

BUDGET01

Budgeting Activity Group

Create Activity Group

Scenario Group:

2003BUDGET

2003 Proposed Budget

Create Scenario Group

Base Currency:

USD

☒ Multi-Currency

Model page

Copy Model	Click to copy the model to a new planning model or business unit
Status	<p>Select the desired status. Values are <i>Active</i> (default) and <i>Inactive</i>.</p> <hr/> <p><b>Note.</b> You can change the status to <i>Inactive</i> only if no activity scenario in the model has a status of Released.</p> <hr/>
Activity Group	<p>Select the desired activity group.</p> <p>Click the link next to the drop-down list box to access the Activity Group page and edit or view the selected activity group.</p> <p>See <a href="#">Chapter 7, "Defining Your Planning and Budgeting Parameters," Establishing Activities and Activity Groups, page 136.</a></p> <hr/> <p><b>Note.</b> This drop-down list box is unavailable when at least one of the activities or scenarios is staged.</p> <hr/>
Scenario Group	<p>Select the desired scenario group.</p> <p>Click the link next to the drop-down list box to access the Scenario Group page and edit or view the selected scenario group.</p> <p>See <a href="#">Chapter 7, "Defining Your Planning and Budgeting Parameters," Setting Up Scenarios and Scenario Groups, page 174.</a></p> <hr/> <p><b>Note.</b> This drop-down list box is unavailable when at least one of the activities or scenarios is staged.</p> <hr/>
Create Activity Group	<p>Click to create a new activity group.</p> <p>See <a href="#">Chapter 7, "Defining Your Planning and Budgeting Parameters," Establishing Activities and Activity Groups, page 136.</a></p>

**Create Scenario Group** Click to create a new scenario group.  
 See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Setting Up Scenarios and Scenario Groups, page 174.](#)

**Multi-Currency** Select to enable setup of currency options for the model, which displays the Currency Options tab. Whether or not you select this option, the business unit base currency is the default currency for the model.

---

**Note.** If you clear the Multi-Currency check box, the system removes any definition that you create using the Currency Options page.

---

## Copying Existing Planning Models

Access the Copy Model page (click the Copy Model button on the Model page).

Copy an existing planning model to use as a starting point for a new planning model, open the new planning model, and then modify the parameters for the new model as needed.

**Business Unit and Planning Model ID** Enter a business unit and planning model ID to create the new target model that you want to create.

When creating a new model for a different business unit, you may want to use one that shares the same setID defaults. Otherwise, the new business unit model may require changes before it will pass model validation or run data staging.

## Managing Activities and Scenarios in the Planning Model

Access the Activity Scenario page (Planning and Budgeting, Planning and Budgeting Setup, Planning and Budgeting Setup, Setup Model, Planning Models, Activity Scenario).

Model

Activity Scenario

Currency Options

Notes

Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

Planning Model ID:

VLTEST

Activity Group:

BUDGET01

Budgeting Activity Group

Scenario Group:

2003BUDGET

2003 Proposed Budget

\*Show:

All Activity Scenario

Email

Activity Scenarios

Customize | Find | First 1-5 of 5 Last

Details

Line Item Defaults

Security and Email

Select	Activity	Scenario	Scenario Type	Dimension Level	Data Source	Start Date	End Date	Activity Scenario Status
<input type="checkbox"/>	<a href="#">Assets</a>	<a href="#">2003Proposed</a>	Bottom Up	Dimension Level	Data Source	01/01/2003 31	12/31/2003 31	
<input type="checkbox"/>	<a href="#">Line Item</a>	<a href="#">2002Forecast</a>	Forecast	Dimension Level	Data Source	01/01/2003 31	12/31/2003 31	
<input type="checkbox"/>	<a href="#">Line Item</a>	<a href="#">2003Plan</a>	Top Down	Dimension Level	Data Source	01/01/2003 31	12/31/2003 31	
<input type="checkbox"/>	<a href="#">Line Item</a>	<a href="#">2003Proposed</a>	Bottom Up	Dimension Level	Data Source	01/01/2003 31	12/31/2003 31	
<input type="checkbox"/>	<a href="#">Positions</a>	<a href="#">2003Proposed</a>	Bottom Up	Dimension Level	Data Source	01/01/2003 31	12/31/2003 31	

Activity Scenario page

- Show

Select which activity scenario combinations you want to display. Values are:  
*All Activity Scenario:* Displays all valid activity and scenario combinations for the planning model.  
*Selected Activity Scenario:* Displays only the selected activity scenario combinations.
- Edit/View Activity Group

Click to access the Activity Group page and edit or view the selected activity group.
- Edit/View Scenario Group

Click to access the Scenario Group page and edit or view the selected scenario group.
- View Scenario Manager

Click to access the Scenario Manager page and manage, update, change status, or review process results of the activity scenarios defined.
- Email

Click to access the Compose Mail page and send emails to planning and budgeting users.  
See [Chapter 11, "Building the Planning Model," Sending Email to Users, page 257.](#)

Details

Access the Details tab of the Activity Scenario page.

Model	Activity Scenario	Currency Options	Notes
<b>Business Unit:</b>	US002	US002 MASSACHUSETTS OPERATIONS	
<b>Planning Model ID:</b>	VLTEST	2003 Standard Budget Model	
<b>Activity Group:</b>	BUDGET01	<a href="#">Budgeting Activity Group</a>	
<b>Scenario Group:</b>	2003BUDGET	<a href="#">2003 Proposed Budget</a>	
<b>*Show:</b>	<input type="button" value="All Activity Scenario"/>	<a href="#">View Scenario Manager</a>	<a href="#">Email</a>

Activity Scenarios								
Customize   Find      First   1-5 of 5   Last								
Details   Line Item Defaults   Security and Email								
Select	Activity	Scenario	Scenario Type	Dimension Level	Data Source	Start Date	End Date	Activity Scenario Status
<input type="checkbox"/>	<a href="#">Assets</a>	<a href="#">2003Proposed</a>	Bottom Up	<a href="#">Dimension Level</a>	<a href="#">Data Source</a>	01/01/2003	12/31/2010	Initiated
<input checked="" type="checkbox"/>	<a href="#">Line Item</a>	<a href="#">2002Forecast</a>	Forecast	<a href="#">Dimension Level</a>	<a href="#">Data Source</a>	01/01/2003	12/31/2010	Initiated
<input checked="" type="checkbox"/>	<a href="#">Line Item</a>	<a href="#">2003Plan</a>	Top Down	<a href="#">Dimension Level</a>	<a href="#">Data Source</a>	01/01/2003	12/31/2010	Initiated
<input checked="" type="checkbox"/>	<a href="#">Line Item</a>	<a href="#">2003Proposed</a>	Bottom Up	<a href="#">Dimension Level</a>	<a href="#">Data Source</a>	01/01/2003	12/31/2010	Initiated
<input checked="" type="checkbox"/>	<a href="#">Positions</a>	<a href="#">2003Proposed</a>	Bottom Up	<a href="#">Dimension Level</a>	<a href="#">Data Source</a>	01/01/2003	12/31/2010	Initiated

Activity Scenario page: Details tab

Based on the selected activity group and scenario group, the following table depicts all the permitted combinations of activity scenarios. The combinations allowed are driven by the budgeting type of the scenario group, each of the scenario types in the group, and the activity types allowed with each:

Budgeting Type	Activity Type	Scenario Type			
		History	Bottom Up	Forecast	Top Down
Standard Budget Ledger	Line Item	X	X	X	X
	Position		X		
	Assets		X		
Controlled Budget Ledger	Line Item	X	X	X	X
	Position		X		
	Assets		X		
Project Budget Ledger	Line Item	X	X	X	X
	Position				
	Assets				

<b>Select</b>	Select to include and display the links on the associated row so that you can set up the activity scenario.
<b>Activity</b>	<p>Displays the short description of the activity that you can click to access the Activity page and review the activity's definition.</p> <p>See <a href="#">Chapter 7, "Defining Your Planning and Budgeting Parameters," Establishing Activities and Activity Groups, page 136.</a></p>
<b>Scenario</b>	<p>Displays the short description of the scenario that you can click to access the Scenario page and review the scenario's definition.</p> <p>See <a href="#">Chapter 7, "Defining Your Planning and Budgeting Parameters," Setting Up Scenarios and Scenario Groups, page 174.</a></p>
<b>Dimension Level</b>	<p>Click to access the Dimension Level Summarization page and define dimension levels for the planning center and other dimensions associated with a tree for the specified activity scenario to be prepared.</p> <p>If you did not set up the Dimension Level Summarization page, then staging assumes the lowest level for processing.</p> <p>See <a href="#">Chapter 11, "Building the Planning Model," Defining Dimension Levels for Planning Centers and Preparing Activities and Scenarios, page 258.</a></p> <hr/> <p><b>Note.</b> This link is available when you select the activity scenario row on the Details tab.</p> <hr/>
<b>Data Source</b>	<p>Click to access the Data Source page and define data sources for the activity scenario.</p> <p>See <a href="#">Chapter 11, "Building the Planning Model," Defining Dimension Levels for Planning Centers and Preparing Activities and Scenarios, page 258.</a></p> <hr/> <p><b>Note.</b> This link is available when you select the activity scenario row on the Details tab.</p> <hr/>
<b>Start Date and End Date</b>	<p>Enter the date range within which your users will access the activity scenario for preparation, submission, or approval.</p> <p>If the current date is outside of the start and end date range, the activity scenario is unavailable to the end users.</p> <p>You can change the dates as necessary, because model processes are not associated with them.</p>

**Activity Scenario Status** Displays the status of the activity scenario.

Values are:

*Initiated:* Appears when you select the row's Select check box, but have not yet processed or staged the activity scenario. End users cannot see their planning centers on the My Planning Workspace page while an activity scenario is initiated.

*Staged:* Appears automatically when the activity scenario has been successfully staged. End users cannot see their planning centers on the My Planning Workspace page while an activity scenario is staged.

*Released:* Appears when you change the status to Released on the Scenario Manager page. End users can see and work with their planning centers on the My Planning Workspace page.

*On Hold:* Appears when you change the status to On Hold on the Scenario Manager page. End users cannot see their planning centers on the My Planning Workspace page while an activity scenario is on hold.

*View Only:* Appears when you change the status to View Only on the Scenario Manager page. End users cannot edit the planning center data when it is in View Only status.

---

**Note.** The status can be changed manually on the Scenario Manager page, or automatically when the complete data staging process is run (the process sets an Initiated activity scenario to Staged).

---

### ***Line Item Defaults***

Access the Line Item Defaults tab of the Activity Scenario page.

ModelActivity ScenarioCurrency OptionsNotes

Business Unit:US002US002 MASSACHUSETTS OPERATIONS

Planning Model ID:VLTEST2003 Standard Budget Model

Activity Group:BUDGET01[Budgeting Activity Group](#)

Scenario Group:2003BUDGET[2003 Proposed Budget](#)

\* Show:All Activity ScenarioView Scenario ManagerEmail

Activity ScenariosCustomizeFind1-5 of 5Last

DetailsLine Item DefaultsSecurity and Email

Select	Activity	Scenario	Account Category	Enforce Budget	Zero Base Budget	Method Group	Method Defaults
<input type="checkbox"/>	<a href="#">Assets</a>	<a href="#">2003Proposed</a>					
<input checked="" type="checkbox"/>	<a href="#">Line Item</a>	<a href="#">2002Forecast</a>	SHARECATEGORY	<input type="checkbox"/>	<input type="checkbox"/>	MG01	<a href="#">Method Defaults</a>
<input checked="" type="checkbox"/>	<a href="#">Line Item</a>	<a href="#">2003Plan</a>	LEVEL2	<input type="checkbox"/>	<input type="checkbox"/>	MG01	<a href="#">Method Defaults</a>
<input checked="" type="checkbox"/>	<a href="#">Line Item</a>	<a href="#">2003Proposed</a>	SHARECATEGORY	<input type="checkbox"/>	<input type="checkbox"/>	MG01	<a href="#">Method Defaults</a>
<input type="checkbox"/>	<a href="#">Positions</a>	<a href="#">2003Proposed</a>					

Activity Scenario page: Line Item Defaults tab

**Account Category**

(Optional) Enter the desired account category default for a line item activity.  
After you stage the activity scenario, end users can use the account category as a way to filter on data within their line item grid as a view option or for reporting.



**Enforce Budget**

Select to have the staging process validate dimension (ChartField) combinations or controlled budget rules for line-item activity scenarios. Any combination rows marked in error are indicated with the error icon in the line item activity grid. End users are responsible for correcting the invalid combination or deleting the row before submitting their plan or budget. Any new rows added during the preparation of the line item activity need to be valid to be saved.

When the check box is not selected, the system does not enforce dimension combinations or controlled budget rules.

You can disable the option after a stage, which enables users to submit budgets with invalid rows.

---

**Note.** Enforce budget applies only to line item activity types. If invalid rows are created in child activities such as assets and positions, users will need to modify the dimension combinations in the child to update the parent line item with the correct and valid combinations.

---

See [Chapter 11, "Building the Planning Model," Understanding the Combination Data Validation Process, page 313.](#)

**Zero Base Budget**

Select to enable preparers to develop budgets without a base amount as a starting point.

The system distributes to preparers a line-item activity scenario that contains all the rows from the base budget (data source) selected, except that all the budget amounts are zero.

---

**Note.** After you stage the data, this check box is unavailable.

---

**Method Group**

Click to access the Planning Method Group page and view the method and driver defaults in the group.

See [Chapter 11, "Building the Planning Model," Defining the Planning Model, page 242.](#)

**Method Defaults**

Click to access the Assign Planning Method Defaults page and assign planning method defaults to line item activities by account, or account and an optional dimension.

See [Chapter 11, "Building the Planning Model," Assigning Planning Method Defaults to Line Item Activities, page 271.](#)

**Define View**

Click to access the Define View page and define the public view for line item activities.

See [Chapter 11, "Building the Planning Model," Defining Views, page 274.](#)

**Security and Email**

Access the Security and Email tab of the Activity Scenario page.

Model Activity Scenario Currency Options Notes

Business Unit: US002 US002 MASSACHUSETTS OPERATIONS

Planning Model ID: 2003\_US2BUDGET 2003 Standard Budget Model

Activity Group: BUDGET01 [Edit/View Activity Group](#)

Scenario Group: 2003BUDGET [Edit/View Scenario Group](#)

\*Show: All Activity Scenario [View Scenario Manager](#) [Email](#)

Activity Scenarios Customize | Find | First 1-5 of 5 Last

Select	Activity	Scenario	Security Group	Description	Security Group	Use EW Security	Secondary Security Group	Description	Secondary Security Group	Email Templates
<input checked="" type="checkbox"/>	<a href="#">Assets</a>	<a href="#">2003Proposed</a>	BASIC1	<a href="#">Basic Sample Security Group</a>						
<input checked="" type="checkbox"/>	<a href="#">Line Item</a>	<a href="#">2003Plan</a>	BASIC1	<a href="#">Basic Sample Security Group</a>		<input type="checkbox"/>			<a href="#">Create</a>	<a href="#">Email Templates</a>
<input checked="" type="checkbox"/>	<a href="#">Line Item</a>	<a href="#">2003Proposed</a>	BASIC1	<a href="#">Basic Sample Security Group</a>		<input type="checkbox"/>			<a href="#">Create</a>	<a href="#">Email Templates</a>
<input checked="" type="checkbox"/>	<a href="#">Positions</a>	<a href="#">2003Proposed</a>	BASIC1	<a href="#">Basic Sample Security Group</a>						
<input type="checkbox"/>	<a href="#">Line Item</a>	<a href="#">2002Forecast</a>	BASIC1	<a href="#">Basic Sample Security Group</a>	<a href="#">Create</a>	<input type="checkbox"/>			<a href="#">Create</a>	<a href="#">Email Templates</a>

Activity Scenario page: Security and Email tab

### Security Group

Enter the desired security group. This field is available when you select the Select check box in the applicable activity scenario row.

**Note.** This field is disabled when the activity scenario has been staged.

You can update or add planning and budgeting users within the security group after stage, without running any further processes.

### Description

Click to access the Security Group page and display details about the associated security group.

### Create Security Group

Click to access the Security Group page and create a new security group.

### Use EW Security

This check box is available only for line item activities that are associated with a secondary security dimension. Select to use the EW (EPM Warehouse) security definition, based on the secondary security dimension that is specified for the activity on the Activity page. If this option is selected, you cannot select a secondary security group from the drop-down list box, because the system uses a predefined secondary security group name based on the EW security definition.

If you do not select this check box, then you can select a secondary security group from a list defined in Planning and Budgeting, based on the secondary security dimension that was specified for the activity on the Activity page. You can also create a secondary security group by clicking Create in the Secondary Security Group column.

## Secondary Security Group

This field is active only for line item activities that are associated with a secondary security dimension. Select the desired secondary security group from the drop-down list box.

---

**Note.** When you are associating an activity scenario with the secondary security group, the dimension level (Dimension Level Summarization page) must be the same as the selected secondary security group tree level.

---

## Create Secondary Security Group

Click to access the Secondary Security Group page and create a new secondary security group in Planning and Budgeting.

The following rules apply when you are associating a secondary security group with an activity scenario:

- The dimension on which the secondary security group is based must be the same as the secondary security dimension specified for the activity.
- The secondary security group must be effective as of the as of date of the activity group.
- If you use trees for the dimension both in the secondary security group definition and the activity group hierarchies, then they must be the same and the dimension levels must be the same as well. This is to ensure that the dimension is secured at the same level as the level at which it is budgeted.

---

**Note.** If you are unable to access any line item rows that you were intended to access, check whether the preceding rule was violated.

---

## Email Templates

Click to access the Assign Email Templates page and assign email templates to the associated activity scenario for line item types.

See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Using Planning and Budgeting Email Templates, page 192.](#)

## Sending Email to Users

Access the Compose Mail page (click the Email link on the Activity Scenario page).

### Compose Mail

**Email Details**

**Subject:**

**Email Text:**  

Use this page to write and send emails to users.

**Select Recipients**

Select	User Description	Email Address	
<input type="checkbox"/>	BP01 User	peoplesoft@peoplesoft.com	
<input checked="" type="checkbox"/>	BP02 User	peoplesoft@peoplesoft.com	
<input type="checkbox"/>	BP03 User	peoplesoft@peoplesoft.com	
<input type="checkbox"/>	BP04 User	peoplesoft@peoplesoft.com	
<input type="checkbox"/>	BP05 User	peoplesoft@peoplesoft.com	

Role Name	Business Unit	Planning Center
Preparer	CITY1	ADM100
Preparer	CITY1	ADM110
Preparer	CITY1	ADM500
Preparer	CORP1	20900

Compose Mail page (displaying the User Planning Centers group box)

Users designated as Planning and Budgeting users who have email addresses appear on this page. Enter email subject and text information in the Email Details section.

**Subject and Email Text** Enter the desired subject and main text of your email.

**Send Email** Click to send the email to the selected recipients.

**Select All** Click to specify that all displayed recipients should receive the email.

**Select** Select to specify that the associated recipient should receive the email.

**User Details (button)** Click to display the associated recipient's Role Name, Business Unit, and Planning Center.

## Defining Dimension Levels for Planning Centers and Preparing Activities and Scenarios

Access the Dimension Level Summarization page (click the Dimension Level link on the Activity Scenario page).

### Dimension Level Summarization

Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

Planning Model ID:

2003\_US2BUDGET

2003 Standard Budget Model

Activity:

ASSETS

Asset Budgeting Activity

Scenario:

2003PROP

2003 Proposed Budget

For each Dimension associated with a tree, either select the level in the tree to which summarization of source data should occur, or select the no summarization option to avoid any summarization of source data. Clicking a tree node within the View Tree page will select that node's level as the summarization level.

Planning Center Dimension

Customize | Find | View All | First 1 of 1 Last

Dimension	Tree Name	No Summarization	Summarize Data to Level	View Tree
DEPTID	BUDGETING_DEPT2	<input checked="" type="checkbox"/>	<input type="text"/>	

Other Dimensions

Customize | Find | First 1-2 of 2 Last

Dimension	Tree Name	No Summarization	Summarize Data to Level	View Tree
ACCOUNT	BUDGETING_ACCT2	<input checked="" type="checkbox"/>	<input type="text"/>	
OPERATING_UNIT		<input checked="" type="checkbox"/>		

Dimension Level Summarization page

The system displays all dimensions selected for the activity as well as the trees defined on the Activity Group Hierarchies tab.

<b>Dimension</b>	<p>Displays a dimension field ID (ChartField) located in the source tables.</p> <p>Displays the dimension ID values that were selected for the specified activity. Only dimensions defined as <i>active</i> on the Dimension Configuration page in Planning and Budgeting could have been selected for the activity.</p>
<b>Tree Name</b>	<p>Displays the name of the tree with which the dimension is associated on the Hierarchies tab of the activity group page.</p>
<b>No Summarization</b>	<p>Select to have the system avoid summarizing any table row that contains source data for the associated dimension during the data staging process. This will be the level at which the activity will be prepared by end users.</p> <hr/> <p><b>Note.</b> Optionally, you can use the Dimension Member Mapping page on the Hierarchies tab of the Activity Group page to define any special mapping rules or summarization of specific dimension members that you want included in the planning model.</p> <hr/>

<b>Summarize Data to Level</b>	Enter the level in the tree to which you want the system to summarize the source data during the staging process. This will be the level at which the activity will be prepared by end users. This option is available only when a tree is associated with the dimension. <div><b>Note.</b> Any dimension not used in the activity, but with corresponding data for the dimension not included in the source table, will be aggregated and becomes a blank value. You cannot budget against this dimension in the activity.</div>
<b>View Tree</b> (icon)	Click to access the Display and Select Tree Nodes page and select a tree node to assign that node's level as the summarization level, which also enters the selected value into the Summarize Data to Level field.

**Note.** Any activities associated with the planning model require dimensions for account and the planning center dimension.

If you have staged the activity scenario, you should not change the fields on this page.

Defining Data Sources for Asset Activities

Access the Data Source page (click the Data Source link (associated with an asset activity) on the Activity Scenario page).

Data Source

Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

Planning Model ID:

2003\_US2BUDGET

2003 Standard Budget Model

Activity:

ASSETS

Asset Budgeting Activity

Scenario:

2003PROP

2003 Proposed Budget

Scenario Group:

2003BUDGET

Asset Data Source

☒ Use Source Data

Asset Book Name:

CORP

Default Depreciation Account:

681100

Data Source page

The Data Source page for asset-related defaults is available only when you have defined an asset activity type that is used in conjunction with a bottom-up scenario type.

<b>Use Source Data</b>	<p>Select to stage data from your source asset management system when you integrate data for assets and depreciation.</p> <p>When the check box is selected, data is located in the source tables BD_ASSET and BD_ASSET_DEPR, and the stage process will retrieve any related data. You do not need to select the check box when you do not bring data from your source system for assets and depreciation.</p>
<b>Asset Book Name</b>	<p>Enter the book name for the asset information that you want to retrieve for the business unit.</p>
<b>Default Depreciation Account</b>	<p>Enter to populate the default depreciation account for assets that do not have matching depreciation rows. The valid depreciation accounts are taken from those defined using the Depreciation Accounts page.</p>

## Defining Data Sources for Line Item Activities

Access the Data Source page (click the Data Source link (associated with a line item activity) on the Activity Scenario page).

### Data Source

**Business Unit:** US002 US002 MASSACHUSETTS OPERATIONS  
**Planning Model ID:** 2005\_USBUDGET 2005 Multi Year Budget Model  
**Activity:** LINEITEM1 Line Item Budgeting  
**Scenario:** 200506PROP 2005 - 06 Proposed Budget  
**Scenario Group:** 2005MULTIYEAR [Select Spreads](#)

**Source**

☒ Use Multiple Data Sources

Source Scenario Details							Customize	Find	First	1-2 of 2	Last
Source Scenario	Start Fiscal Year	Start Period	End Fiscal Year	End Period	Incremental %						
2004Budget	2005	1	2006	12							
2003Actuals	2005	1	2006	12							

**Comparison Scenarios**

Customize Find First 1-4 of 4 Last

*Comparison Scenario	Description	Analysis Base	Use as Additional Source		
2003Actuals	2003ACTUAL	Prior Year Actuals	<input type="checkbox"/>		
2004Budget	2004BUDG	Current Year Budget	<input type="checkbox"/>		
2004Forecast	2004FC	Current Year Forecast	<input checked="" type="checkbox"/>		
2004YTDAActuals	2004YTDACT	Year To Date Actuals	<input checked="" type="checkbox"/>		

**Target Scenario**

Target Scenario:

Target Control:

Data Source page for line items

### Select Spreads

Click to access the Spread Definition page and enter a spread ID for an activity.

See Chapter 11, "Building the Planning Model," Associating Spread Types with Line Item Activities, page 266.

### Source

#### Use Multiple Data Sources

Select to choose more than one source scenario to seed or create the base budget for the line item activity.

**Note.** You can use multiple data sources for all planning scenario types.



<b>Source Scenario</b>	<p>This is a scenario (or multiple scenarios when you select Use Multiple Data Sources) that you select that was defined within your scenario group, and serves as your seed data or budget base during the stage process. This data source scenario is the starting point for your proposed budget and plan development process.</p> <hr/> <p><b>Note.</b> You will define a source scenario even when using zero base budgets so that the stage process can establish dimension combination rows as a starting point for entering amounts and data into the line item activity.</p> <hr/>
<b>Start Fiscal Year, Start Period, End Fiscal Year, and End Period</b>	If you select Use Multiple Data Sources for a standard or project budgeting type, you must enter your from/to year and period range for each source scenario that you pick. From/to ranges should not overlap.
<b>Start Budget Period and End Budget Period</b>	If you select Use Multiple Data Sources for a control budgeting type, you must enter your from/to year and period range for each source scenario that you pick. From/to ranges should not overlap.
<b>Incremental %</b> (incremental percentage)	Specify an incremental increase or decrease to be applied using a percentage that is applied globally to the source scenario data that creates or seeds your budget base. The calculated result is what is distributed in the base budget to end users. If you leave the Incremental % field blank, the system treats it as a zero percent increase or decrease factor, so the plan or budget base remains unchanged from the source scenario that you select. When using multiple source scenarios, you can apply an incremental increase or decrease for each source that you select.
<b>1st Period to Update</b>	Enter the first period to update when defining the source for a scenario defined as a forecast scenario type. You enter a budget period within the defined scenario specifying the period in which you want update to begin for users. Any period prior to this period will not allow update in the scenario for the related activity.
<b>1st Fiscal Year to Update</b>	When you define a source for a forecast scenario type, you must indicate to which year the first period to update applies. If you are using a single year plan or budget, only one year will be available. For multiyear budgets, more than one option may be available.

### ***Comparison Scenarios***

<b>Comparison Scenario</b>	Select scenarios from the scenario group that you want to use in conjunction with the specified line item scenario. These are scenarios that are used as a source for methods, comparison in line item, additional seed, inquiry, and reporting. These scenarios will be ones that end users can access and use when working with their proposed plan or budget, such as using them in conjunction with method bases, comparison during analysis, and reporting. For staging, the source scenarios can be used as additional budget base source.
<b>Description</b>	Click to access the Scenario page and review the scenario definition.

<b>Analysis Base</b>	<p>Select the desired analysis base.</p> <p>You can select from one that you may have defined earlier, or one of the predefined values of <i>Current Year Budget</i>, <i>Current Year Forecast</i>, <i>Prior Year Actuals</i>, or <i>Year To Date Actuals</i>.</p> <p>See <a href="#">Chapter 7, "Defining Your Planning and Budgeting Parameters," page 131</a>.</p>
<b>Use as Additional Source</b>	<p>Select to use the selected comparison scenario to generate historical row combinations for your proposed plan or budget. The data staging process recognizes this flag. If this option is selected, then during the data staging process any rows in this scenario that do not exist in the source scenario will be created for every missing dimension combination, creating a zero-amount base budget row.</p> <hr/> <p><b>Note.</b> When using comparison scenarios (for example, to compare history to budget for reporting), you cannot view related history when no row exists in the activity scenario for which you are preparing plans or budgets.</p> <hr/>
<b>Target Scenario</b>	
<b>Target Scenario</b>	<p>(Optional) Select a target scenario. Only top-down scenario types can be selected here.</p> <p>If you select a target scenario, you must select a target control group.</p> <p>Click the adjacent link to access the Scenario page and view the scenario definition.</p>
<b>Target Control</b>	<p>Select a target control group for the planning target scenario, which assigns submission controls by user role.</p> <p>Available values include data that you enter using the Planning Target Control page.</p>
<b>View Target Control</b>	Click to access the Planning Target Control page and review the associated target control definition.
<b>View Targets</b>	Click to access the Planning Targets page and specify dimensions to include for validating planning targets, or to allow users to override when submitting their budgets.

## Assigning Planning Target Scenarios and Controls

Access the Planning Targets page (click the View Targets link on the Data Source page (associated with a line item activity)).

Planning Targets

Business Unit:US002US002 MASSACHUSETTS OPERATIONS

Planning Model ID:TESTDECIMALS2010 Standard Budget Model

Activity:LINEITEMLine Item Budgeting

Scenario:2009FC2009 Forecast

Target Scenario2010PLAN2010 Strategic Plan

GL Scenario:PLAN01Currency Code: USD

Targets to Include in Validation

Account	Department	Fiscal Year
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Filter Target ValuesCustomize

	From Value	To Value
Account	<input type="text"/>	<input type="text"/>
Department	<input type="text"/>	<input type="text"/>
Fiscal Year	<input type="text"/>	<input type="text"/>

View Target Details

Planning Targets page

Account	<p>The system automatically selects this dimension and validates the account node at the planning center level.</p> <hr/> <p><b>Note.</b> Account is a required dimension with planning targets.</p> <hr/>
<planning center dimension>	<p>The system automatically selects the dimension that you use to define the planning center.</p> <p>Because the dimension that you use as your planning center is required, the displayed dimension may be different. For example, if Department is your planning center, the system validates planning targets for the detail or roll-up Department dimension and the account roll-up. Dimensions available as the planning center depend on your source financial system and can include Department, Fund, Operating Unit, Product, Program, Class, Project, ChartField 1, ChartField 2, and ChartField 3.</p> <hr/> <p><b>Note.</b> You can select one additional dimension (other than fiscal year) to validate at the planning center level. If you select an additional dimension, the system validates planning targets for this dimension at the defined account roll-up, planning center level, and the other dimension level.</p> <hr/>

<b>Fiscal Year</b>	<p>Select to indicate that targets are validated by each year (if you defined a multiyear budget or forecast).</p> <p>If you do not select this check box, the system uses the sum of all years as the planning target.</p>
<b>View Target Details</b>	<p>Click to view target values for all valid rows associated with the line-item activity scenario.</p> <p>The system displays the complete planning center tree and the parent and child relationship. It displays detail only for actual rows in the planning target ledger and for the summary levels displayed at the rollup for a total of the planning target amounts.</p>
<b>Select</b> (allow target override)	Select to enable users to submit their budgets when the activity scenario falls outside the defined planning target tolerance range.

## Associating Spread Types with Line Item Activities

Access the Spread Definition page (click the Select Spreads link on the Data Source page (associated with a line item activity)).

**Data Source**  
**Spread Definition**

**Business Unit:** US002 US002 MASSACHUSETTS OPERATIONS  
**Planning Model ID:** TESTDECIMALS 2010 Standard Budget Model  
**Activity:** LINEITEM Line Item Budgeting  
**Scenario:** 2009FC 2009 Forecast

**Spread ID for the Activity** [Customize](#) | [Find](#) | | [First](#) | **1 of 1** | [Last](#)

*Spread ID	Description		
WORKDAYS	Workdays / Month		<a href="#">+</a> <a href="#">-</a>

Spread Definition page for line item

For the proposed line-item activity scenario, you can associate spread IDs to be used in conjunction with the amount per period (AMTPER) methods for budget preparation. When the scenario for the line item activity is a Forecast scenario type, the page is still available to allow for the AMTPER definitions.

**Spread ID**

Select the desired custom spread IDs that will be available to the user during the plan and budget preparation as an option for the AMTPER method.

Because the calendar ID is already defined for the spread ID using the Periods Ratio Entry page, only those spread IDs that use the same calendar ID are available.

The AMTPER does not require a default setting. The spread IDs defined and selected here for the AMTPER method are merely used as a data entry tool for this method (similar to the hot keys). The system uses this field only if it contains a value when you are using the AMTPER method, and not for any adjustment type options. No default setting exists for the AMTPER method.

---

**Note.** A spread ID for spread evenly is delivered with the system. You do not need to define a custom ID for evenly spread.

---

**Description**

Displays the description of the spread ID, as defined on the Spread ID Definition page, that you can click to access and view the spread ID page where you defined this information.

## Defining Data Sources for Position Activities

Access the Data Source page (click the Data Source link (associated with a position activity) on the Activity Scenario page).

### Data Source

**Business Unit:** US002 US002 MASSACHUSETTS OPERATIONS  
**Planning Model ID:** 2003\_US2BUDGET 2003 Standard Budget Model  
**Activity:** POSBUD Position Budgeting Activity  
**Scenario:** 2003PROP 2003 Proposed Budget  
**Scenario Group:** 2003BUDGET

☒ **Use Source Data** [Select Spreads](#)

Source

Data Source
Customize | Find | First 1-3 of 3 Last

Priority	*Data Source	Budgeting/WFA Scenario	Position Source Scenario		
1	HRMS			+	-
2	POSBUD	2002BUDG	FINAL	+	-
3	WFA	ACTUAL	ACTUAL	+	-

Position Source Options

☒ Include Tax Calculation  
☒ Use Defaults for Employee Data  
☒ Create New Positions  
☐ Exclude Temporary Employees  
☒ Include Employee Contribution

Data Source page for position activity

The Data Source page for position-related defaults is available only when you have defined a position activity type that is used in conjunction with a bottom-up scenario type.

#### Use Source Data

Select when you integrate data for position and employee jobs and want to stage the data from your source human resources system, Workforce Analytics and Workforce Rewards (WFA), or another position activity scenario. The flag enabled indicates that data is located in the source tables (BP\_JOB\_F00, BP\_COMP\_F00, and BP\_POSITION\_D00) and the stage process will retrieve any corresponding data. You do not need to select the check box when you do not bring data from your source system, WFA, or another activity scenario for existing position and employee job data.

#### Select Spreads

Click to access the Spread Definition page and define the spread of amounts across periods.

**Priority and Data Source** Select from the data source drop-down list by order of priority. Available options are *HRMS*, *WFA*, and *POSBUD* (Planning and Budgeting).

The budget model can stage data from multiple sources for an activity scenario, and you can prioritize the list of sources that is used to populate the budget data. For each budget component (positions, jobs, salaries, earnings, benefits and taxes), the staging process queries each source in the order specified by the priority.

**Budgeting/WFA Scenario** Select from the available scenarios for each of the data sources, except for an HRMS data source, which is always blank.

**Position Source Scenario** For each of the Budgeting or WFA scenarios, select from one of the available scenarios (at the next level of granularity). This field is blank for an HRMS data source because data brought from that source system does not have or use scenarios.

---

**Note.** Typically, the scenario ID field is populated if you previously exported the data from another position activity scenario within the application. For example, you are preparing a second scenario for the same activity and want to modify the data stored in the first scenario to create and generate a second optional scenario. Basically, you will use this as your base budget or seed data for the second scenario.

---

**Include Tax Calculation** Select to have the system perform tax-related calculations while loading the position data.

The process uses the tax information from the Job Codes Default page by default, or the Positions Data Defaults page by business unit.

**Use Defaults for Employee Data** Select this option to also assign the same compensation defaults to populate data at the employee level.

This check box is optional. It is particularly useful when you are not using PeopleSoft Human Resources payroll or total compensation and want to prepopulate compensation components at the employee level because you did not bring the source data for earnings and benefits from the human resources system.

If you select this option, the system uses job code and position data defaults to populate missing employee compensation components. These compensation components (benefit and earning types) are populated with position defaults when no other rows are associated with the employee for that compensation type. For example, if the employee has existing benefit data, but no earnings data, only earnings data will be picked up from the position defaults for earnings when defined, and benefit data will not because something already exists. If you do not want employee data rows populated with position defaults, do not select this option.

**Create New Positions** Select to have the system create positions within PeopleSoft Planning and Budgeting for employees who do not have assigned positions.

The system automatically generates a position number for the employee. If you do not select this option, only vacant positions and employees assigned a position number will be staged.

<b>Exclude Temporary Employees</b>	Select this check box if you want the system to include those employees who are designated as temporary on the BP_JOB_F00 table when creating positions.  <b>Note.</b> This check box is available when you select Create New Positions.
<b>Include Employee Contribution</b>	Select to include the employer-paid portion of the employee's benefit retirement contribution.

Associating Spread Types with Position Activities

Access the Spread Definition page (click the Select Spreads link on the Data Source page (associated with a position budgeting activity)).

Data Source

Spread Definition

Business Unit:US002US002 MASSACHUSETTS OPERATIONS

Planning Model ID:2003\_US2BUDGET2003 Standard Budget Model

Activity:POSBUDPosition Budgeting Activity

Scenario:2003PROP2003 Proposed Budget

Position Budgeting Spread

☒ Spread Evenly

☐ User Defined Spread ID

☒ Allow Override

Spread ID for the Activity

CustomizeFindFirst1 of 1Last

*Spread ID	Description		
	Spread ID Defn	+	-

Spread Definition page for position activity

For the proposed position activity scenario, you can associate spread IDs to be used in conjunction with the position budgeting (POSBUD) method for budget preparation.

The Position Budgeting Spread group box sets the global default for all positions in the activity scenario. This group box is available when:

- A position activity is associated with a bottom-up scenario type.

**Note.** The position activity is not supported with forecast or top-down scenario types.

- The associated scenario is not using an annual calendar.
- A standard or control budget type exists, as defined by the scenario group.

Project type budgets do not allow position budgeting.



<b>Spread Evenly</b>	Select to have position expenses spread evenly across budget periods as the global default during data staging and when adding new positions.
<b>User Defined Spread ID</b>	<p>Select to assign your own custom spread ID as the global default during data staging and when adding new positions.</p> <hr/> <p><b>Note.</b> A spread ID for spread evenly is delivered with the system. You do not need to define a custom ID for evenly spread.</p> <hr/>
<b>Allow Override</b>	<p>Select to let the budget preparer, within position activity at the position level, define a different spread ID than that set at the global level.</p> <p>The preparer can select from the additional spread IDs selected by the coordinator in the Spread ID for the Activity grid.</p> <p>If you clear this check box, no user intervention is allowed and one global setting applies to the entire position activity scenario. The Spread ID for the Activity grid is unavailable.</p> <hr/> <p><b>Note.</b> Whether you spread evenly or specify a custom spread ID, these options are unavailable after staging a model. The system uses the default spread ID to stage position data for the activity scenario; all existing positions staged use this global default. After position budgeting begins, new positions added will also use the default spread ID. The Allow Override check box is still available after you stage a model. You can select it to allow users to select different spread IDs during position budgeting.</p> <hr/>
<b>Spread ID</b>	<p>Select the desired additional custom spread IDs that will be available to the user during the position budget preparation as an option for assigning to a position.</p> <p>The use of a custom spread, or even spread evenly, is a default used against the annual position and employee job amounts that dictates how the data is spread across periods when inserted into a parent line-item activity.</p> <p>Because the calendar ID is already defined for the spread ID (using the Periods Ratio Entry page), only those spread IDs that use the same calendar ID are available.</p> <hr/> <p><b>Note.</b> After the position activity scenario has been staged, you will not be allowed to delete any custom spread ID rows that are defined on the page. You will be allowed to add new rows only.</p> <hr/>
<b>Description</b>	Displays the description of the spread ID (as defined on the Spread ID Definition page) that you can click to access the spread ID page where you defined this information.

## Assigning Planning Method Defaults to Line Item Activities

Access the Assign Planning Method Defaults page (click the Method Defaults link on the Line Item Defaults tab on the Activity Scenario page).

### Assign Planning Method Defaults

Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

Planning Model ID:

2003\_US2BUDGET

2003 Standard Budget Model

Activity:

LINEITEM

Line Item Budgeting

Scenario:

2003PROP

2003 Proposed Budget

Method Group ID:

MG01

Select additional dimensions for assigning method defaults.

Dimensions

Department	Operating Unit	Statistics Code
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign the Destination accounts (and/or additional dimension values) that your methods and formulas will apply to. Click Override Controls tab to set what users can override on the data entry pages. [Override Controls Help](#)

Planning Method Defaults

Customize |

Assign Methods

Override Controls

From Account	To Account	From Department	To Department	*Method ID	Flexible Formula ID	Driver ID	Analysis Base		
100000	100003			ASSET					
150000	159000			ASSET					
401000	430000			AMTPER					
610000	617000			POSBUD					
681100	681100			ASSET					

Assign Planning Method Defaults page

To review and edit any of the planning method group defaults that are available for the line item activity, you can click the Method Group ID link (method group ID assigned in the activity group) in the Method Group column on the Line Items Defaults tab.

The Method Defaults link on the Line Item Defaults tab is used to assign any exceptions by account in the line item activity. Without a method default for an account, the system automatically assigns the BASBUD (base budget amount) method to every line item in a base budget and allows override for each row. Use the Assign Planning Method Defaults page to define exceptions by account, including override restrictions on methods.

Dimensions

(Optional) Select an additional dimension for assigning method defaults for the line item activity. The dimensions that you can select include any dimensions that are associated with your activity.

If you select any of these values, the system makes available associated range fields in the Planning Method Defaults group box.

Note.

After defining a method that uses an additional dimension, you should not change the settings.

Override Controls Help

Click to access the Override Controls Help page and review how to override controls.

## Assign Methods

<b>From Account and To Account</b>	Enter the account range to which you assign a method and related defaults that apply.  Values for the account dimension are based on the setID used for the dimension.
<b>From &lt;Dimension&gt; and To &lt;Dimension&gt;</b>	Enter the additional dimension range to which your method and related defaults will apply. <hr/> <b>Note.</b> These columns and fields are available when you select an additional dimension. <hr/>
<b>Method ID</b>	Select the desired method ID (defined using the Method Group ID page and selected for the line item activity). <hr/> <b>Note.</b> Depending upon the method ID chosen, you may need to define the following options: Flexible Formula ID, Driver ID, and Analysis Base. <hr/>
<b>Flexible Formula ID</b>	Select the desired flexible formula ID from the valid IDs that are associated with the FLEX method ID when you select it.
<b>Driver ID</b>	Select the desired driver ID from the valid driver IDs that are associated with the method ID that you select (if the selected method requires a driver).
<b>Analysis Base</b>	Select the desired method base against which you want to apply the driver (if the selected method requires a base).

## Override Controls

Select or clear the following check boxes to specify which method and related defaults (that you assign to each account row in the line item activity) the preparers can override using the data entry pages. Insert rows to identify exceptions to the base budget default method.

<b>Override Method, Override Driver, Override Base, or Driver Parameter</b>	Select to enable preparers to override the method, driver, base, or parameter associated with the specified account or account and additional dimension.
<b>Adjustments</b>	Select to enable incremental or mass adjustments for all users in the line item activity, specified account, or account and additional dimension.  If you clear this check box, users cannot perform line item adjustments or mass adjustments.
<b>Hold</b>	Select as a default for the specified accounts used in the line item activity during data staging that any user can change.  Assigning a Hold flag causes the mass adjustment feature to ignore the row when applied by users.

**Note.** If you do not change the system defaults for methods and method override controls assigned to a line item in the base budget, the system allows override of all method details.

**See Also**

Chapter 12, "Building Flexible Formulas for Your Model," page 327

Defining Views

Access the Define View page (click the Define View link on the Line Item Defaults tab on the Activity Scenario page).

Views defined here are public and available options when using a line item activity. Users can select these public views from the line item entry page while working on the activity.

<b>View Name and Description</b>	Enter a name for the view before clicking the Create link to define details for it. If the view already exists, select the Edit link to update the defaults.
<b>Casual Preparer</b>	Select to enable users with this role to use predefined public views when preparing line item activities.  If you clear this check box, the system uses a flat view of the model when casual preparers access line items.
<b>Default</b>	Select to provide a default view that will be used when accessing the line item activity until changed by the end user. You can define one default for Casual Preparer role, and one default that can be used for non-Casual Preparer roles when selected.  <b>Note.</b> If a user view has a planning center filter on it, you cannot select the default check box. The system displays an error message if you do. You must either change the view or choose another public view as the default.

**Edit**

Click to access the User View Details, Row Display Filter, Row Display Options, and Column Display Options pages and further define view details.

---

**Note.** The link will say *Create* instead if it is a new public view. You must first enter a view name before clicking this link.

---

If a secondary security group is on the activity scenario, and the default user view displays a tree, then the system does not save the page and displays an error message indicating that a default user view with a tree is not allowed with a secondary security group; you cannot use a secondary security group in combination with a default user view that has a dimension level. To resolve this, you can either clear the dimension levels of the default user view, or remove the secondary security group from the activity scenario.

See [Chapter 11, "Building the Planning Model," Specifying User View Details, page 275](#); [Chapter 11, "Building the Planning Model," Specifying Row Display Filters, page 275](#); [Chapter 11, "Building the Planning Model," Specifying Row Display Options, page 277](#) and [Chapter 11, "Building the Planning Model," Specifying Column Display Options, page 280](#).

## Specifying User View Details

Access the User View Details page (click the Edit or Create link on the Define View page).

**Copy**

Click to duplicate an existing public view definition if you accessed this page through the line item activity and you can access private views.

**Description**

Enter a description for the view definition.

If you are defining the view at the coordinator level, the description for the view is supplied by default from the information that you enter using the Define View page.

## Specifying Row Display Filters

Access the Row Display Filter page (click the Edit or Create link on the Define View page, and then select the Row Display Filter tab).

User View Details

Row Display Filter

Row Display Options

Column Display Options

View Name:


Test

Description:

Test

[Row Display Help](#)

Dimension Filters

Customize | Find |  First 1-5 of 5 Last

Dimensions

Filter Dimension Members

	Dimension Level	Show Code	Show Description
Account	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>
Currency Code		<input type="checkbox"/>	<input type="checkbox"/>
Department	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating Unit	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>
Statistics Code		<input type="checkbox"/>	<input type="checkbox"/>

Row Display Filter page

**Row Display Help**

Click to access the Row Display Help page and review information about each page element.

**Dimensions****Dimensions**

Displays dimensions included in the line item activity.

**Dimension Level**

Select the order in which to display dimension data summarized, up to three dimensions in a row. Values are *First*, *Second*, and *Third*.

The dimension that you assign as the first dimension must use a tree that you define using the Activity Group, Hierarchy page. If you do not assign any dimension levels to the dimensions, users see only a flat view of the activity data when preparing line items.

If a secondary security group is on the activity scenario, and the default public view displays a tree, then the system does not save the page and displays an error message indicating that a default user view with a tree is not allowed with a secondary security group; you cannot use a secondary security group in combination with a default user view that has a dimension level. To resolve this, you can either clear the dimension levels of the default user view, or remove the secondary security group from the activity scenario.

---

**Note.** You cannot assign a dimension level to the statistic code or currency code dimensions.

---

**Show Code**

Select to display the value code for the dimension in line item activity.

**Show Description**

Select to display the description of the dimension in line item activity.

---

**Note.** For a flat view, do not select any dimension levels.

In a flat view, some rows may appear to be duplicate rows unless you define a view that includes all the dimensions. Selecting one of each of these check boxes enables the user to view a distinction between the rows. You can also use these check boxes to view dimensions to which you did not assign a dimension level. For these dimensions to appear, you must select either a code or a description for those dimensions with defined dimension levels.

---

***Filter Dimension Members*****From and To**

Enter specific values or a range of values to display and work within your line-item activity view.

If you do not enter values, the system displays all valid dimension values.

---

**Note.** If end users of the default public view attempt to assign a filter to the Planning Center dimension, the system errors out.

---

**Account Category**

Select a value to view a similar group of accounts on a specified level of an account tree.

---

**Note.** You cannot use a filter for statistics code and currency code at the same time. Using this combination produces zero rows on the Line Item Details page.

---

**Specifying Row Display Options**

Access the Row Display Options page (click the Edit or Create link on the Define View page, and then select the Row Display Options tab).

**User View Details** **Row Display Filter** **Row Display Options** **Column Display Options**

**View Name:** Test

**Description:** Test

[Row Display Help](#)

**Summary/Detail**

☐ Row Summary

☒ Row Detail

☐ Hide Zero Total Amounts for Proposed Budget/Forecast

**Amount Types**

☒ Method Amount

☐ Adjustment Amount

☐ Allocation Amount

☐ Total Amount

**Currency/Statistics Options**

☒ Display Entry Currency

☐ Display Statistic Rows

☐ Display Target Currency

☐ One

☒ All

Row Display Options page

- |   |   |
|---|---|
| <b>Row Summary</b>  | Select to display only the node-level summary values for the dimension that you define as the first dimension level using the Row Display Filter page.  |
| <b>Row Detail</b>   | Select to display editable, detailed cells for all row dimensions.  |
| <b>Hide Zero Total Amounts for Proposed Budget/Forecast</b> | <p>Select to hide rows in the line item activity total amounts that equal zero.</p> <p>This selection applies only to the Line Item Details page; the analysis and reporting options do not recognize it.</p>   |
| <b>Method Amount</b>  | <p>Select to display the amount based on the method that is assigned to a line item row.</p> <p>If this option is selected, users can access method details in the line item activity. For example, if you enable override capability of the BASBUD method at the coordinator level, budget users can access the method details and modify the method to AMTPER, which enables them to enter a budget value manually for the line item.</p> |
| <b>Adjustment Amount</b>                                    | <p>Select to display any incremental or mass adjustment amounts associated with the line item row.</p> <p>If you enable adjustments for line item activity, budget users can apply adjustments to a line item budget row.</p>   |



<b>Allocation Amount</b>	Select to display any amount defined by the allocations activity. Users cannot edit this value.
<b>Total Amount</b>	Select to display the total budget amount for a line item row, which includes the method, adjustment, and allocation amounts. Users cannot edit this value.
<b>Display Entry Currency</b>	Select to display all entry currency values during line item preparation.
<b>Display Statistic Rows</b>	Select to have the system add the statistics code to the view definition and display statistical amounts by account during line item preparation. Budget users cannot view both statistical accounts and target currency amounts.
<b>Display Target Currency</b>	Select to display one target currency or all target currencies in line item activity defined in the model.
<b>One</b>	Select to view a specific target currency in the line item activity defined for the model, and then use the Row Display Filter page to select the currency code that you want to view as the single target currency value for the model.
<b>All</b>	Select to view all target currencies in the line item defined for the model. If you define target currency values for the view, then you cannot display statistic rows during line item preparation.

---

**Note.** If the model is not defined as a multicurrency model, the currency options are unavailable.

---

The system does not add statistical amounts to totals or display statistical amounts at the summary level of a node. If you select Display Entry Currency, the system does not summarize statistical amounts. To summarize statistical amounts at the node level, select a specific dimension value for statistics code. The following table shows the data that you view during line item preparation based on the filter dimension values and currency options that you specify for statistical codes:

<i>To display:</i>	<i>Set these filter dimension values:</i>	<i>Set these currency and statistics options:</i>
No currency 1 statistics code	Select a statistics code	Display Statistic Rows
No currency All statistics	None	Display Statistic Rows
All entry currency All statistic codes	None	<ul style="list-style-type: none"> <li>• Display Entry Currency</li> <li>• Display Statistic Rows</li> </ul>

<b>To display:</b>	<b>Set these filter dimension values:</b>	<b>Set these currency and statistics options:</b>
1 entry currency No statistic codes	Select a currency code	<ul style="list-style-type: none"> <li>• Display Entry Currency</li> <li>• Display Target Currency (optional)</li> </ul>
All entry currency No statistics	None	<ul style="list-style-type: none"> <li>• Display Entry Currency</li> <li>• Display Target Currency (optional)</li> </ul>

When you use statistical accounts, if you select Display Statistic Rows, the system displays statistical accounts, but these accounts are not rolled up or summarized with currency data. If you leave the dimension value blank, when displaying currency or statistics, the system displays all values.

Use the Row Display Options page to set currency and statistics options.

## Specifying Column Display Options

Access the Column Display Options page (click the Edit or Create link on the Define View page, and then select the Column Display Options tab).

**User View Details** | **Row Display Filter** | **Row Display Options** | **Column Display Options**

**View Name:** Test

**Description:** Test

[Column Display Help](#)

**Budget Periods**

☐ Period Summary

☒ Period Detail

**Analysis Base to Display**

☐ Prior Year Actuals

☐ Year To Date Actuals

☐ Current Year Budget

☐ Current Year Forecast

Column Display Options page

**Column Display Help** Click to access the Column Display Help page and review information about each check box.

<b>Period Summary</b>	Select to display only summary nodes for the period dimension, such as annual total and quarterly subtotals for a monthly budget.  To summarize the period, the system uses the time hierarchy defined and associated with the scenario group used by the planning model.
<b>Period Detail</b>	Select to display only detailed, editable cells for the period dimension.
<b>Prior Year Actuals</b>	Select to display defined actual expenditures or revenues received for the last completed year in line items.
<b>Year to Date Actuals</b>	Select to display defined actual expenditures or revenues received form the beginning of the year to the present in line items.
<b>Current Year Budget</b>	Select to display defined budget plans approved for the current year in line item budget.
<b>Current Year Forecast</b>	Select to display previously defined forecast projections for the current year.
<hr/>	
<b>Note.</b> These four analysis bases—Prior Year Actuals, Year to Date Actuals, Current Year Budget, and Current Year Forecast—are predefined and system-delivered. Coordinators can use these as part of their models, in addition to five others they can define themselves.	
<hr/>	
<b>History 1– 5</b> (optional and variable label)	The coordinator can include additional analysis bases, which when defined, are also available for selection in the user view.

---

**Note.** The system displays ledger data associated with the analysis base that you define using the Data Source page for the line-item activity scenario.

The coordinator defines analysis bases that determine historical periods included in the view. The historical information appears as annual totals in the columns.

---

## Assigning Email Templates

Access the Assign Email Templates page (click Email Templates on the Security and Email tab on the Activity Scenario page).






### Assign Email Templates

**Business Unit:** US002

**Planning Model ID:** 2003\_US2BUDGET

**Activity:** LINEITEM

**Scenario:** 2003PLAN

Email Template Options <span>Customize   </span>			
Actions	Use Email	Template ID	
Model Stage	<input type="checkbox"/>	<input type="text" value=""/>	
Budget Reject	<input checked="" type="checkbox"/>	REJECT	
Budget Submit	<input checked="" type="checkbox"/>	SUBMIT	
Planning Target	<input type="checkbox"/>	<input type="text" value=""/>	

Assign Email Templates page

**Use Email**

Select to send a predefined email when the associated action occurs.

**Template ID**

Select the predefined email template that you want the system to use when the associated action occurs.

You create the predefined email text using the Email Template Definitions page. Values are:

*Model Stage:* After the activity, scenario, and planning model is successfully staged, the system sends the specified email to all users whom you select using the Email Template Definitions page.

*Budget Reject:* After a budget is rejected, the system sends the specified email to those users who submitted the rejected budget and to any users whom you select using the Email Template Definitions page.

*Budget Submit:* After a budget is submitted, the system sends the specified email to users who are assigned at the next level of the planning center (approval hierarchy) as determined by the tree definition for the planning center and to users whom you select using the Email Template Definitions page for the template.

*Planning Target:* After a budget is submitted that includes data outside the planning target tolerance definitions and if the planning target is defined as passive control, the system sends the specified email to users who are assigned at the next level of the planning center hierarchy as determined by the tree definition for the planning center and to users whom you select using the Email Template Definitions page.

You use the Planning Target Tolerance and Planning Target Control pages to set up planning target definitions.

Email Templates  
(button)

Click to access the Email Template Definitions page that you defined when you set up planning and budgeting parameters.

See Also

- Chapter 10, "Setting Up Planning Target Rules," page 233
- Chapter 7, "Defining Your Planning and Budgeting Parameters," Using Planning and Budgeting Email Templates, page 192

Defining Currency Options

Access the Currency Options page (Planning and Budgeting Setup, Setup Model, Planning Models, Currency Options).

ModelActivity ScenarioCurrency OptionsNotes

Business Unit:US002US002 MASSACHUSETTS OPERATIONS

Planning Model ID:2011\_USBUDGET2011 Standard Budget Model

Activity Group:BUDGET01[Edit/View Activity Group](#)

Scenario Group:2011BUDGET[Edit/View Scenario Group](#)

Base Currency:USD

Currency OptionsCustomizeFind1-3 of 3FirstLast

*Currency Code	Entry Currency	Entry Default	Target Currency		
CAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
GBP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Currency Options page

**Note.** The Currency Options tab is available when you select multicurrency on the Model page.

See Chapter 13, "Using Multiple Currencies," page 347.

If you are working with a multicurrency planning model, the Currency Options grid displays the one or more rows that you define, and the three available check boxes, in which the base business unit currency definition is the default. After one activity scenario has been staged, you cannot delete any rows or change any check boxes.

Currency Code

Enter the desired currency code.  
Create rows for each currency code used in the planning model.

<b>Entry Currency</b>	<p>Select to designate the currency code to perform data entry.</p> <p>You can specify an unlimited number of entry currencies.</p> <p>If the transaction currency is not defined as an entry currency, the system translates it into the default currency during the data staging process. At the same time, the system maintains the original transaction currency so that you can export data to external applications with the original currency.</p>
<b>Entry Default</b>	<p>Designates the currency code as the default.</p> <p>The base currency of the business unit is the default currency for the planning model.</p>
<b>Target Currency</b>	<p>Select to designate the currency code as the one into which the system translates entry currency values. This option is used for reporting and analyzing.</p> <p>You can specify an unlimited number of target currencies.</p>

---

**Note.** After you stage a model, you cannot change the values on the Currency Options page. To add or delete currencies, you cannot have a single activity or scenario staged in the planning model.

---

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## Staging Scenarios and Activities in a Planning Model

This section provides overviews of:

- The steps to stage activities and scenarios in a planning model.
- The data staging process.
- Model Validator rules.
- How to view dimension exceptions after data staging.
- How to view dimension members after data staging.

This section also lists prerequisites and discusses how to:

- Stage data for scenarios and activities in a planning model.
- Run the Model Validator.
- View the results of the model validation process.
- Verify dimension exceptions after the data staging process.
- Verify model dimension values from the data staging process.
- View user access to line items and to line item details.

## Understanding the Steps to Stage Activities and Scenarios in a Planning Model

When you run the complete data staging process for an activity scenario in a planning model, the system performs steps to:

1. Validate the model and locate any errors made during setup of activities and scenarios that you can correct.
2. Determine the dimension member list for all the dimensions used.
3. Map dimension values to target values on the Dimension Member Mapping page.

Mapping occurs for both seed and historical data.

4. Generate the base version for the budgeting activity.

Validate combinations of dimension members for any line-item activity scenario detail when enforce budgets is enabled.

Report invalid ChartField (dimension) values.

Report ChartField (dimension) values that are found in the source ledger for a line item activity, and not included in the planning model.

Seed the activity scenario detail with amounts from the source aggregating the source amounts to match the level at which the budget activity is being performed.

Reverse the sign associated with the account type amounts as defined on the Account Type Options rule for line item activities.

5. Convert seed and historical amounts to the base currency of the business unit/model when the amounts are in a currency that is not supported by the planning model.
6. Generate future currency exchange rates for the set of currencies supported within the model.
7. Copy the completed base version for the activity scenario to the master version.
8. Perform a model recalculation and then create the first working version at the preparer level.
9. Generate the worklist entries for reviewers.

---

**Note.** The system supports any additional incremental staging processes.

---

## Understanding the Data Staging Process

Data staging uses application engine processing that places source data into tables used by your activities for the preparation of plans and budgets by users in PeopleSoft Planning and Budgeting.

### ***General Processing Details***

During the data stage process, the following rules apply:

- The system considers dimension summarization definitions that you set up using the Dimension Level Summarization page to bring lower-level dimension values to a level consistent with the tree level defined for the activity/scenario in the planning model.
  - If you are summarizing dimension values to a higher level on the tree, the account types for the monetary dimension values are ignored. That is to say, you could be adding expense accounts to revenue accounts if they both exist at the tree level to which you are aggregating.
  - If your tree contains different levels for statistical accounts, dimension summarization will also occur during stage if you have chosen to plan at a higher level. When this occurs, the aggregated amount may not be very meaningful because the processing does not consider the different units of measure for detail statistical accounts. That is to say, no validation occurs on the unit of measure or the tree level.
  - If the higher dimension value (or node) to which you are summarizing is a monetary account type, it will not include or add any statistical accounts or amounts. The same applies if the higher dimension value is a statistical account—the aggregated total will not include any monetary accounts or amounts.
- The system considers dimension mapping or conversion definitions that you set up using the Dimension Member Mapping page in the activity group to map dimension values in the planning model for all activity data.

When staging existing in-service asset, position, and line item data, the system recognizes these mapping rules defined on the Dimension Member Mapping page in the activity group.

- The system determines valid dimension values based on the as of date in the activity group that is associated with the model.

Data that is not staged populates the Dimension Exception Inquiry table for review by the coordinator.

- The Flip Sign setting that you determine for account types using the Account Type Options page applies to line item ledger data.

If Flip Sign is selected, the system reverses the sign associated with the account type amounts. For example, if you store revenue account type amounts as negative values in the imported ledger, and you select Flip Sign for revenues, the system changes the amounts from negative to positive numbers within the staging table. When the system stages to the planning model, you view revenues as positive numbers.

---

**Note.** Assets and positions staged from existing source data, such as PeopleSoft Asset Management and PeopleSoft Human Resource Management, ignore the flip sign option. This also applies to statistical account types—they ignore the flip sign option.

---

- For statistical account types staged to line item activities, the system does not allow a value in the currency code fields or statistical code field.

If values are in either field, the data is not staged.

- For statistical codes staged to line item activities, the system does not allow a value in the currency code field.

If a value is in this field, the data is not staged.



- For in-service assets with values that are missing for the dimension used as the planning center, the asset and depreciation rows are dropped and not processed during data staging.

Only assets that have a depreciation impact on the proposed budget, as defined by the scenario, are retrieved from the source tables.

- For existing job data with values missing for the dimension used as the planning center, staging references the defaults specified using the Map HR Depts to Planning Centers page, along with the position's human resource department, to populate the planning center dimension value.

If the information is unavailable and the dimension value is still missing, these distribution rows are dropped and not processed during data staging.

- When you are using the Enforce Budget flag on a line item activity, dimension combination edits are performed using combination edit rules and controlled budget rulesets for a control budgeting type.
- For multicurrency models, the system creates future exchange rate tables for the model, and conversion takes place on any transaction currency when the source is not defined as an entry currency using the Currency Option page in the planning model.
- The system performs a copy of the analytic calculation engine (ACE) model and formulas for line item activities, and all drag-and-drop analysis reports for all three activity types.
- The system creates the following versions: base, master, and version one.

Version one is created last because a model recalculation is performed against the master version before copying to the working version.

- The system performs a validation for nonsubmissible planning centers prior to copying versions and model recalculation.

The engine issues a warning if nonsubmissible planning centers exist, which indicates that no user has access to all the line items in those planning centers. You need access to all line items in a planning center to submit it. Use the User Access to Line Items page to review which users have access to which line items in those planning centers. To resolve this issue, you could perform one of these tasks:

- Give the user access to the offending line items using the Secondary Security Group page.
- Exclude these line items from the budget, for example by filtering out problematic dimension members in the activity group, and restaging.
- Remove the secondary security group from the activity scenario.

See [Chapter 11, "Building the Planning Model," Viewing User Access to Line Items and to Line Item Details, page 298.](#)

- The system generates a workspace list for each activity in the scenario to enable user access to plans and budgets.

See [Chapter 13, "Using Multiple Currencies," page 347.](#)

Run the data staging process from the Data Staging page.

### ***Balance Sheet Planning Processing Details***

The staging process picks up the starting balance, period 0, and the following conditions apply:

- If the activity is flagged to support balance sheet planning, the system creates a new row with a value of 0 for any line items that do not have a row for the starting balance in the source tables.

This applies only to account codes that have the balance forward flag enabled, as indicated by their account type.

- If the activity is not flagged to support balance sheet planning on the Activity page, then the starting balance row is not staged, even if the account on the line item is a type that supports balance sheet planning.
- On the Data Source page, you can specify a multiplication factor that is applied to the data source as the starting value.

This enables you to create a budget that is, for example, 10 percent greater than the previous year.

- The defaults on the Account Type Options page are referenced for the flip sign logic.

Because an account type indicator determines these rules, the flip sign logic is global by account type. For example, data that is stored in PeopleSoft General Ledger typically has the asset and expense accounts stored as positive values, whereas the liability, equity, and revenue account types are stored as negative values (this supports the debit/credit logic of a ledger). The system flips the negative signs so that you can enter budgets as positive values.

When the budgets are exported back to the source ledger and General Ledger staging tables, the system reverses the signs, depending on the Account Type Options rule for data stored in the ledger.

- The system includes period 0 (starting balance) for the dimension summarization at a roll-up level only if the account balance forward attribute is set at the node roll-up level.

For example, if you prepare a top-down plan at level 2 node, and that account node does not have the balance forward indicator, any child values that are aggregated in the roll up will not include the starting balance.

## Understanding Model Validator Rules

Model Validation is an application engine program that ensures that the activity scenario rules are set up accurately in the planning model prior to staging. It validates the model for activities, activity groups, related activities, scenarios, security groups, dimensions, dimension levels, calendars, default accounts, multicurrency options, and so on. The data staging process assumes that data is prepared and valid. Rather than performing exhaustive error handling throughout the staging process, this separate process validates the setup for a scenario and activities in the planing model.

The model validation process can be called from within the staging process, but users can also run model validation outside of the larger staging process to identify setup errors prior to running the data stage process to help validate setup as you go. This process can be run at any time during the model creation process, not only when it is complete. You should run the validation process any time that you make a change to a model.

Results of the model validation process are displayed on the Model Validation Report page. For a list of model validation errors, select PeopleTools, Utilities, Administration, Message Catalog and look up messages under the Message Set Number 9370, mostly in the range of message numbers 380–430.

These are some of the rules that are checked by the model validation process:

- The account dimension must be selected for every activity.

- The tree setID for the dimension must match the setID defined for the dimension table.
- The following items must be defined and valid: activity group, security group, calendar periods for scenario ranges, currency options, source scenarios, comparison scenarios, target scenario.
- The security group associated with the activity must be active and valid.
- A period map must be defined for all comparison scenarios associated with the activity and planning scenario, and a period map must be defined for all source scenarios associated with the activity and planning scenario.
- Position and asset activity types must have at least one default account defined.
- The planning center dimension between an activity and its approval includes activity must match.
- Only line item activity types can have activity relationships defined.

Other types of activities can be referenced only within a line item activity.

- An activity must not contain more than one related position activity or more than one related asset activity.
- All the calendars associated with the individual scenarios within the scenario group must be included in the time hierarchy.
- The approval dimension hierarchy must match security group hierarchy for an activity scenario.
- The approval dimension hierarchy level must match the security group hierarchy level for an activity scenario.
- The dimension summary level for the planning center must match the level in all the related activities if the relationship is *Approval Includes*.
- The planning center dimension of the primary activity must exist on related activities if the relationship is *Includes Data From* or *References Data From*.
- The activity dimension hierarchies must be valid and active trees.
- The activity dimension levels must be at or higher than dimension levels of any related activity.
- The target scenario dimensions must be at or above the level of planning scenario dimensions.
- The level specified for the security group hierarchy must exist in the tree.
- Planning Center must be a selected dimension.
- Activity must exist in activity group, and scenario must exist in scenario group, associated with model.
- If you are using the Commitment Control budget type, then no activities in the activity group allow balance sheet planning.

You must either disable the balance sheet flag on the activity, or remove the activity from the activity group.

- The target scenario calendar must have one period per year.
- The level specified for a dimension must be in the version of the hierarchy that matches the as of date of the activity group.

- The business unit for the model must be assigned to the ledger associated with the planning scenario.

## Understanding How to View Dimension Exceptions After Data Staging

After you resolve any dimension exceptions, run the data staging process again. Repeat these steps until you are satisfied with the data in the staging tables that you then release by activity scenario in the planning model for access by end users.

When you run the data staging process, the system verifies and selects valid dimensions, members, and trees defined by the activity and activity group against the detail data sources for sourcing/seeding the base budget amounts. For example, if you defined a *department* dimension, for which your as of date is 01/01/2006 for the activity group, the system uses this information to validate each dimension value against the source data that is used as the source to seed the budget. For example, it uses this information to verify that the following conditions are met:

- If a dimension member is invalid and a row exists in the ledger/source, an *Invalid Dimension* appears in the Exception column.
- If ledger/source data for a dimension member is not defined by the activity, then a *Missing From Dimension* message appears in the Exception column.

The following list contains the possible dimension exceptions that may appear on this report:

- Invalid statistical account found in scenario for planning center period/fiscal year (scenario, planning center, and period/fiscal year will be indicated).
- Invalid statistical account found in scenario for planning center budget period (scenario, planning center, and budget period will be indicated).
- Member not defined for the dimension.
- Missing from the dimension selection.
- Asset crosses multiple planning centers.
- This depreciation account is not in the dimension.
- Member not found in the dimension hierarchy.
- Child member account is not the same account type as parent/node account.

Use the Dimension Exception Inquiry page to view dimension exceptions that are generated during the data staging process.

---

**Note.** Even if exception rows show up in your Dimension Information grid, they may not necessarily indicate errors. For example, you may have defined the activity dimension rules to exclude the data on purpose.

---

### See Also

Chapter 4, "Setting Up the System," page 45

## Understanding How to View Dimension Members After Data Staging

The set of valid members for each dimension for the activity scenario are available using the Dimension Member Inquiry page. The Data Staging processes must check the dimension value set definition for each dimension for the scenario/activity being staged and determine the set of valid detail dimension member IDs. This list of detail dimension members will be used to seed the activity details with data from the source ledger. Additionally, the valid dimension members are stored in a table that is used for the prompt views for the dimension on the activity entry pages.

Use the Dimension Member Inquiry page to review and verify that the dimensions and members that are staged and used to select, seed, and prepare activity scenarios are those that you expect.

## Prerequisites

Before staging activities and scenarios in the planning model:

- User roles must be set up properly.

Typically, the coordinator performs the steps to set up and stage the planning model.

- Hardware capabilities must be evaluated.

Consider evaluating your hardware capabilities before using parallel processing to run the data staging process. If you are using hardware that does not have sufficient CPU capacity and memory to run parallel processes, your processing performance will not be improved.

- Planning model setup must be reviewed and complete.

Review your planning model setup before staging because some of your definitions will not be available to update after you stage an activity scenario in the planning model, such as selected activity dimensions, scenarios, and multicurrency options.

## Pages Used to Stage Scenarios and Activities in a Planning Model

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Data Staging	BP_STAGE	Planning and Budgeting, Planning and Budgeting Setup, Process Model, Data Staging	Import and stage data for planning model activities and scenarios.
Model Validation	BP_MODEL_VALIDATOR	Planning and Budgeting, Planning and Budgeting Setup, Process Model, Model Validator	Validate components of a planning model.
Model Validation Report	BP_MDLVAL_LOG1	Planning and Budgeting, Planning and Budgeting Setup, Process Model, Model Validator Report	Review Model Validator results for a given planning model activity scenario.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Dimension Exceptions Inquiry	BP_CF_EXCEP_INQ	Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Dimension Exceptions Inquiry	Inquire about dimension members that are flagged as exceptions during the data staging process.
Dimension Member Inquiry	BP_CF_VAL_INQ	Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Dimension Member Inquiry	Inquire on dimensions and members that are associated with the planning model for a scenario activity.
User Access to Line Items	BP_UAXS_LI_HDR	<ul style="list-style-type: none"> <li>Planning and Budgeting, Planning and Budgeting Setup, Setup Model, User Access to Line Items</li> <li>Select Review Access in the Action drop-down list box on the Scenario Manager page.</li> </ul>	Review the staged data and investigate nonsubmissible planning centers.
User Access to Line Items Details	BP_UAXS_LI_DTL	Click the Details icon on the User Access to Line Items page.	Review the staged data and investigate nonsubmissible planning centers.

## Staging Data for Scenarios and Activities in a Planning Model

Access the Data Staging page (Planning and Budgeting, Planning and Budgeting Setup, Process Model, Data Staging).

## Data Staging

User ID: BP01
[Report Manager](#)

Run Control ID: BCLDATASTAGE
[Process Monitor](#)

Run

### Process Request Parameters

\*Description:

DATASTAGE\_EGVL1

[Validation Results](#)

\*Process Frequency:

Always

[Scenario Manager](#)

\*Business Unit:

EGVL1

Education & Govt Legal Entity

\*Planning Model ID:

BCL2004EGVL1

[EGVL1 Control Model](#)

\*Scenario:

2004MNP

2 Year Proposed Monthly Budget

☒ All Activities

Activity:

\*Staging Type

Standard Staging

\*Process Type:

Parallel by Activity

Select the functions you wish performed by this Request.

☒ Validate Model

☒ Load Dimensions

☒ Load Exchange Rates

☒ Seed Activity

☒ Copy ACE Model

☒ Full Model Calculation

Data Staging page

**Business Unit, Planning Model ID, Scenario, and Activity** Select the appropriate values to define the model that you want to stage.

**Staging Type** Select the desired type of staging.

Values are:

*Partial Staging:* Enables you to select the check boxes next to the specific functions that you want performed.

*Standard Staging:* Automatically selects and performs all functions.

**Process Type** Select the desired type of process.

Values are:

*Parallel by Activity:* Enables you to process the activities in parallel.

*Single Processing:* Processes budget data to staging tables in a single processing instance.

**Validate Model** Select to validate the model.

See [Chapter 11, "Building the Planning Model," Understanding Model Validator Rules, page 288.](#)

**Load Dimensions** Select to load dimensions and members used by the scenario activities.

<b>Load Exchange Rates</b>	Select to load the exchange rates that will be used by the scenario for a multicurrency planning model.
<b>Seed Activity</b>	Uses a source scenario to seed your proposed plan or budget as a starting point. It will also generate your worklist.
<b>Copy ACE Model</b>	Generates the ACE model that is required for line item activities and analysis reports.
<b>Full Model Calculation</b>	Creates the master version and performs full model recalculation based on model, scenario, and activities selected. The first working version is created after the calculation is performed.

## Running the Model Validator

Access the Model Validation page (Planning and Budgeting, Planning and Budgeting Setup, Process Model, Model Validator).

**Model Validation**

User ID: BP01 [Report Manager](#)

Run Control ID: MODELVALIDATION1 [Process Monitor](#)

**Process Request Parameters**

\*Description: Model Validation 1

Process Frequency: Always

\*Business Unit: US002 US002 MASSACHUSETTS OPERATIONS

\*Planning Model ID: 2003\_US2BUDGET 2003 Standard Budget Model

\*Scenario: 2002FC 2002 Forecast

☒ All Activities

Activity:

Model Validation page

Enter the appropriate values in the Business Unit, Planning Model ID, Scenario, and optionally all or one Activity field to define the model that you want to validate.


You can run the Model Validator on its own any time. This includes during the setup of the planning model, during the staging process, or even after activities and scenarios have been released to end users. In this last case, you would run this when you have made some setup changes that might affect available activity scenarios.



See [Chapter 11, "Building the Planning Model," Staging Data for Scenarios and Activities in a Planning Model, page 292.](#)

## Viewing the Results of the Model Validation Process

Access the Model Validation Report page (Planning and Budgeting, Planning and Budgeting Setup, Process Model, Model Validator Report).

Model Validation Report		
<b>Business Unit:</b>	US002	US002 MASSACHUSETTS OPERATIONS
<b>Planning Model ID:</b>	2003_US2BUDGET	<a href="#">2003 Standard Budget Model</a>
<b>Scenario:</b>	2002FC	2002 Forecast
<b>Activity:</b>	LINEITEM	Line Item Budgeting
<b>Time Stamp:</b>	02/18/2010 8:37:19PM	<b>Process Instance:</b> 561
Validation Details		
Customize   Find    First 1 of 1 Last		
Validation Type	Message Text	
Model	No Validation Exceptions reported for this Scenario and Activity.	

Model Validation Report page

This page displays the results of the model validation process by activity scenario. Click the planning model link to go to that planning model page.

## Verifying Dimension Exceptions After the Data Staging Process

Access the Dimension Exceptions Inquiry page (Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Dimension Exceptions Inquiry).

### Dimension Exceptions Inquiry

**Business Unit:** US002 US002 MASSACHUSETTS OPERATIONS  
**Planning Model ID:** 2003\_US2BUDGET 2003 Standard Budget Model  
**Scenario:** 2003PLAN 2003 Strategic Plan  
**Activity:** LINEITEM Line Item Budgeting

**Select Search Criteria**

**Dimension:** Department

Dimension Information <span>Customize   Find   1-8 of 8</span>		
Member Value	Description	Exception
11500	Corporate Fleet	Member not found in the Dimension Hierarchy
12000	Public Affairs	Member not found in the Dimension Hierarchy
13000	Finance	Member not found in the Dimension Hierarchy
21000	Eastern Sales Region	Member not found in the Dimension Hierarchy
21100	Central Sales Region	Member not found in the Dimension Hierarchy
21200	Sales - USA NE Region	Member not found in the Dimension Hierarchy
21300	Sales - Corporate Headquarters	Member not found in the Dimension Hierarchy
22000	Sales and Services	Member not found in the Dimension Hierarchy

#### Dimension Exceptions Inquiry page

The system searches and retrieves dimension exceptions related to the type of activity—asset budgeting, line item budgeting, or position budgeting—and associated scenario.

**Dimension** Select the desired dimension to search for its associated member exceptions.

**Find** Click to search for exceptions associated with the selected dimension.  
The system displays the exceptions for the dimension by member value in the Dimension Information grid.

---

**Note.** If no dimensions are available in the drop-down list box, no exceptions were found for the activity scenario.

---

The system reports an exception if any of the following conditions exist in the history data:

- The account is identified as a statistic account and the currency code has a value or the base currency has a value.
- The account is identified as a statistic account and the posted base amount contains a value.
- The account is not identified as a statistic account but the statistic code field has a value and the base currency has a value or the currency code has a value.

- The account is not identified as a statistic account, the statistic code field does not have a value, and the currency code is missing.

## Verifying Model Dimension Values from the Data Staging Process

Access the Dimension Member Inquiry page (Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Dimension Member Inquiry).

### Dimension Member Inquiry

<b>Business Unit:</b>	US002	US002 MASSACHUSETTS OPERATIONS
<b>Planning Model ID</b>	BCL_CLASS	2003 Standard Budget Model
<b>Scenario</b>	2003PLAN	2003 Strategic Plan
<b>Activity</b>	LINEITEM	Line Item Budgeting

**Specify Dimension**

**Dimension:**

**Inquiry Details**
[Customize](#) | [Find](#) | | 
First 1-30 of 30 Last

Dimension Value	Description
10500	Personnel
11000	Marketing
11500	Corporate Fleet
12000	Public Affairs
13000	Finance
15000	Business Services
21000	Eastern Sales Region
21100	Central Sales Region
21200	Sales - USA NE Region
21300	Sales - Corporate Headquarters
21400	Southern Sales Region
21500	Asia-Pacific Sales Region
21600	Europe Sales Region
22000	Sales and Services
25000	Marketing

Dimension Member Inquiry page

The system searches and retrieves dimension values by an activity scenario in the planning model. Each dimension list by scenario will display the valid values that are staged and available for preparation by end users. This report is a result of the activity group and dimension level summarization rules that you have defined.

<b>Dimension</b>	<p>Select the desired dimension to search for information about it. Available dimensions and values are those that have been selected in the corresponding activity that is defined.</p> <p>Only dimensions associated with the business unit, planning model ID, scenario, and activity are available.</p>
<b>Find</b>	<p>Click to search for information about the selected dimension.</p> <p>The system displays information about the dimension members in the Inquiry Details grid.</p>
<b>Dimension Value and Description</b>	<p>Displays the dimension values and their descriptions.</p> <p>Use the Dimension Member Inquiry page to display available dimension values generated and staged for the planning model, which you can evaluate to resolve data or staging errors.</p>

**Viewing User Access to Line Items and to Line Item Details**

Access the User Access to Line Items page (Planning and Budgeting, Planning and Budgeting Setup, Setup Model, User Access to Line Items).

## User Access to Line Items

**Business Unit:** US002 US002 MASSACHUSETTS OPERATIONS  
**Planning Model ID:** FHFALSE 2003 Standard Budget Model  
**Activity:** FHLINELV3 Line Item Budgeting  
**Scenario:** 2003PROP 2003 Proposed Budget  
**Secondary Security Group:**

[Refresh](#)

Planning Centers							Customize   Find   View All   First 1-30 of 34 Last
Planning Center	Description	Budget Version	Description	Status	Submit Allowed?	Details	
NYC	New York City Office	Base	Base Version	✗	Cannot Submit		
NYC	New York City Office	Version 1	Version One	✗	Cannot Submit		
NYC	New York City Office	Master	Master Version	✗	Cannot Submit		
SANFRAN	San Francisco Office	Base	Base Version	✗	Cannot Submit		
SANFRAN	San Francisco Office	Version 1	Version One	✗	Cannot Submit		
SANFRAN	San Francisco Office	Master	Master Version	✗	Cannot Submit		
10000	Human Resources	Base	Base Version	✓	Yes		
10000	Human Resources	Version 1	Version One	✓	Yes		
10000	Human Resources	Master	Master Version	✓	Yes		
14000	Administration	Base	Base Version	✓	Yes		
14000	Administration	Version 1	Version One	✓	Yes		
14000	Administration	Master	Master Version	✓	Yes		
20000	Sales Administration	Base	Base Version	✓	Yes		
20000	Sales Administration	Version 1	Version One	✓	Yes		
20000	Sales Administration	Master	Master Version	✓	Yes		
42000	Manufacturing Support	Base	Base Version	✓	Yes		
42000	Manufacturing Support	Version 1	Version One	✓	Yes		

### User Access to Line Items page

This page is read-only. It lists all the planning center versions within the selected activity scenario. It includes all levels within the planning center tree. The grid is sorted so that the nonsubmittable planning center versions appear at the top. The Status column shows whether each planning center version is submittable. The Submit Allowed? Column displays an explanation for the status. Use the Details icon in the grid at the row level to access the User Access to Line Items Details page. Use the link to navigate directly to the appropriate Secondary Security Group page.

Access the User Access to Line Items Details page (click the Details icon on the User Access to Line Items page).

User Access to Line Items Details

Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

Planning Model ID:

FHFALSE

2003 Standard Budget Model

Activity:

FHLINELV3

Line Item Budgeting

Scenario:

2003PROP

2003 Proposed Budget

Planning Center:

SANFRAN

San Francisco Office

Budget Version:

Master

Master Version

Secondary Security Group:

No user has access to all line items within this planning center. Users with only partial access cannot submit.

Line Items						<a href="#">Customize</a>	<a href="#">Find</a>	<a href="#">View All</a>			First	1-10 of 10	Last
Account	Operating Unit	Department	Product	Statistics Code	Users								
653000		SANFRAN											
400000		SANFRAN											
400000	NEWYORK	SANFRAN											
610000		SANFRAN											
610000	CALIF	SANFRAN											
630001		SANFRAN											
630001	CALIF	SANFRAN											
640001		SANFRAN											
640001	CALIF	SANFRAN											
653000	CALIF	SANFRAN											

User Access to Line Items Details page

This page is read-only and shows which users have access to which line items within a planning center version. Use the link to navigate directly to the appropriate Secondary Security Group page.

## Using Model and Scenario Manager

This section provides an overview of Model Manager and Scenario Manager and discusses how to:

- Use Model Manager.
- Use Scenario Manager.
- Manage locks in a planning model.
- Review the process summary.

## Understanding Model Manager and Scenario Manager

You can manage multiple models and multiple scenarios within each model using the Model Manager and the Scenario Manager. These pages provide a comprehensive view of your models and can help you determine which models you own, the status of each model, and whether any scenario activities within a model have errors associated with them.

## Pages Used to Access Model and Scenario Manager

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Model Manager	BP_MDL_MANAGER	Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Model Manager	Manage and review planning models and access Scenario Manager.
Scenario Manager	BP_SCENARIO_MGR	<ul style="list-style-type: none"> <li>Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Scenario Manager</li> <li>Click the Manage Scenarios link on the Model Manager page.</li> </ul>	Manage activity scenario status and progress by planning model.
View Current Locks	BP_LOCKLIST	<ul style="list-style-type: none"> <li>Planning and Budgeting, Planning and Budgeting Setup, Setup Model, View Current Locks</li> <li>From the Action drop-down list box on the Scenario Manager page, select <i>Manage Locks</i>, and then click Go.</li> </ul>	Review or modify lock information for a scenario.
Process Summary	BP_PROCESS_SUMMARY	From the Action drop-down list box on the Scenario Manager page, select <i>Process Summary</i> , and then click Go.	View the various stage functions processed, last run dates, and list of formulas staged by activity scenario.
Data Staging	BP_STAGE	<ul style="list-style-type: none"> <li>Planning and Budgeting, Planning and Budgeting Setup, Process Model, Data Staging</li> <li>From the Action drop-down list box on the Scenario Manager page, select <i>Stage</i>, and then click Go.</li> </ul>	Import and stage data for planning model activities and scenarios.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Update Staged Data	BP_STAGE	<ul style="list-style-type: none"> <li>Planning and Budgeting, Planning and Budgeting Setup, Process Model, Update Staged Data</li> <li>From the Action drop-down list box on the Scenario Manager page, select <i>Update Stage</i>, and then click Go.</li> </ul>	Validate models and update dimension members, exchange rates, worklist entries, and comparison scenarios.
Model Validation	BP_MODEL_VALIDATOR	<ul style="list-style-type: none"> <li>Planning and Budgeting, Planning and Budgeting Setup, Process Model, Model Validator</li> <li>From the Action drop-down list box on the Scenario Manager page, select <i>Validate</i>, and then click Go.</li> </ul>	Validate components of a planning model.
Model Validation Report	BP_MDLVAL_LOG1	<ul style="list-style-type: none"> <li>Planning and Budgeting, Planning and Budgeting Setup, Process Model, Model Validator Report</li> <li>Click the Exceptions link on the Process Summary page.</li> </ul>	Review Model Validator results for a given planning model activity scenario.

## Using Model Manager

Access the Model Manager page (Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Model Manager).



Model Manager				
Planning Models				
Business Unit	Planning Model ID	Planning Model	Validator Exceptions	Manage Scenarios
CITY1	2005-07BUDGET	<a href="#">2005-2007 Annual Budget</a>	No	<a href="#">Manage Scenarios</a>
CORP1	2001_CORP1BUDG	<a href="#">2001 Standard Budget Model</a>		<a href="#">Manage Scenarios</a>
EGVL1	2004EGVL1	<a href="#">EGVL1 Control Model</a>	No	<a href="#">Manage Scenarios</a>
EGVL1	2004_EGBUD	<a href="#">EGVL1 Control Model</a>		<a href="#">Manage Scenarios</a>
EGVL1	BCL2004EGVL1	<a href="#">EGVL1 Control Model</a>	No	<a href="#">Manage Scenarios</a>
EGVL1	FHEGVL1	<a href="#">EGVL1 Control Model</a>	No	<a href="#">Manage Scenarios</a>
PBNA1	2006_AUTOPARTS	<a href="#">2006 Automotive Parts Plan</a>	No	<a href="#">Manage Scenarios</a>
PBNA1	2006_PLAN	<a href="#">2006 Plan</a>	No	<a href="#">Manage Scenarios</a>
PBNA1	2006_STRATPLAN	<a href="#">2006 Strat Sales &amp; Margin Plan</a>	No	<a href="#">Manage Scenarios</a>
US001	2003_BUDGET	<a href="#">2003 Standard Budget Model</a>		<a href="#">Manage Scenarios</a>
US001	2YEARBUDGET	<a href="#">Two-Year Monthly Budget</a>		<a href="#">Manage Scenarios</a>
US001	BUDGETS_QTRLY	<a href="#">Quarterly Budgets &amp; 5-Yr Plan</a>		<a href="#">Manage Scenarios</a>
US001	FHQ1A	<a href="#">2003 Standard Budget Model</a>		<a href="#">Manage Scenarios</a>
US002	2003_US2BUDGET	<a href="#">2003 Standard Budget Model</a>	No	<a href="#">Manage Scenarios</a>
US002	2004_US2BUDGET	<a href="#">2004 Standard Budget Model</a>		<a href="#">Manage Scenarios</a>

Model Manager page

**Planning Model**

Click to access the Model page for the selected planning model to review and update.

See Chapter 11, "Building the Planning Model," Defining Planning Model Defaults, page 247.

**Validator Exceptions**

Displays *Yes* or *No* to indicate whether one or more errors were found within the model.

**Manage Scenarios**

Click to access the Scenario Manager page for a specific planning model to manage, update, perform actions, change status, or review process results of the activity scenarios defined.

## Using Scenario Manager

Access the Scenario Manager page (Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Scenario Manager).


















### Scenario Manager

Business Unit: EGVL1

Planning Model: 2004EGVL1 [EGVL1 Control Model](#)

Model Actions

[Edit Activity Scenarios](#)
[Stage](#)
[Validate](#)
[Recalculate](#)
[Stage Formulas](#)

Activity Scenarios							Customize   Find    First 1-8 of 8 Last
Activity	Scenario	*Status	Validator Exceptions	Formulas Require Re-staging	Locked	*Action	
<a href="#">ASSESTS1</a>	<a href="#">2004Annual Prop</a>	Initiated 		No	No	Process Summary 	<a href="#">Go</a>
<a href="#">ASSESTS1</a>	<a href="#">2Y Mnthly Prop</a>	Initiated 		No	No	Process Summary 	<a href="#">Go</a>
<a href="#">EXPENSES1</a>	<a href="#">2004Annual Plan</a>	Initiated 	No	No	No	Process Summary 	<a href="#">Go</a>
<a href="#">EXPENSES1</a>	<a href="#">2004Annual Prop</a>	Initiated 	No	No	No	Process Summary 	<a href="#">Go</a>
<a href="#">EXPENSES1</a>	<a href="#">2 Year Plan</a>	Initiated 	No	No	No	Process Summary 	<a href="#">Go</a>
<a href="#">EXPENSES1</a>	<a href="#">2Y Mnthly Prop</a>	Initiated 	No	No	No	Process Summary 	<a href="#">Go</a>
<a href="#">POSITIONS1</a>	<a href="#">2004Annual Prop</a>	Initiated 		No	No	Process Summary 	<a href="#">Go</a>
<a href="#">POSITIONS1</a>	<a href="#">2Y Mnthly Prop</a>	Initiated 		No	No	Process Summary 	<a href="#">Go</a>

Scenario Manager page

**Planning Model** (link) Click to access the Model page and view or edit the planning model.

See Chapter 11, "Building the Planning Model," Defining Planning Model Defaults, page 247.

**Edit Activity Scenarios** Click to access the Activity Scenario page and modify the activity scenarios.

See Chapter 11, "Building the Planning Model," Managing Activities and Scenarios in the Planning Model, page 249.

**Stage** Click to access the Data Staging run control page to perform the process against any activity scenario with an *initiated* status.

See Chapter 11, "Building the Planning Model," Staging Data for Scenarios and Activities in a Planning Model, page 292.

**Validate** Click to access the Model Validation run control page to validate the accuracy of your model setup.

See Chapter 11, "Building the Planning Model," Understanding Model Validator Rules, page 288.

<b>Recalculate</b>	<p>Click to access the Model Recalculation run control page to perform the recalculation process on activities and scenarios.</p> <p>See <a href="#">Chapter 11, "Building the Planning Model," Recalculating the Scenarios and Activities in a Planning Model, page 321.</a></p>
<b>Stage Formulas</b>	<p>Click to stage any new or revised formulas into line item activities. When you update or add formulas, they are not available in line items until they are staged, making them available for use in conjunction with the ACE tool.</p> <hr/> <p><b>Note.</b> When you stage formulas for line item activities, you must set them to On Hold status first, select Stage Formulas, then set them back to the Released state. No locks can be on the data when you are running this Stage Formula process, and therefore setting the activity to On Hold also forces all locks to be released.</p> <hr/>
<b>Activity</b>	Click the desired activity name to access the Activity page.
<b>Scenario</b>	Click the desired link to access the Scenario page.
<b>Status</b>	<p>Enter the current status of the scenario. You can select from the following values:</p> <p><i>Initiated:</i> The scenario is in the creation or staging process and the corresponding planning centers are not available on the My Planning Workspace page.</p> <p><i>Released:</i> The scenario has been staged and is accessible for editing. The corresponding planning centers are visible on the My Planning Workspace page.</p> <p><i>Staged and On Hold:</i> The corresponding planning centers are not available on the My Planning Workspace page.</p> <p><i>View Only:</i> The corresponding planning centers are visible on the My Planning Workspace page, but no editing is allowed.</p> <hr/> <p><b>Note.</b> Updating staged data is preferable to restaging, which deletes previously generated data from the tables, and effectively returns the status of the scenario to initiated.</p> <hr/>
<b>Validator Exceptions</b>	Displays <i>Yes</i> or <i>No</i> to indicate whether errors occurred.
<b>Formulas Require Restaging</b>	Displays <i>Yes</i> or <i>No</i> to indicate whether the scenario requires restaging.
<b>Locked</b>	<p>Displays <i>Yes</i> or <i>No</i> to indicate whether the scenario is locked.</p> <p>If the scenario is locked, changes are not allowed to any attributes (and children) of the locked group.</p>

**Action**

Select an action to perform on the activity scenario, and click Go.

Values are:

*Manage Locks:* Accesses the View Current Locks page to enable you to review or release locked planning centers for a scenario.

*Process Summary:* Accesses the Process Summary page to enable you to view the various stage functions processed, last run dates, and list of formulas staged by activity scenario.

*Stage:* Accesses the Data Staging page to enable you to import and stage data for planning model activities and scenarios.

*Review Access:* Applies only to line item activities that have been staged (not in Initiated status). Accesses the User Access to Line Items page.

See [Chapter 11, "Building the Planning Model," Viewing User Access to Line Items and to Line Item Details, page 298.](#)

See [Chapter 11, "Building the Planning Model," Staging Data for Scenarios and Activities in a Planning Model, page 292.](#)

*Update Stage:* Accesses the Update Staged Data page to enable you to validate models and to update dimension members, exchange rates, worklist entries, and comparison scenarios.

The Update Staged Data page is discussed in the "Updating the Scenarios and Activities in a Planning Model" section of this chapter.

See [Chapter 11, "Building the Planning Model," Updating Staged Data, page 318.](#)

*Validate:* Accesses the Model Validation page to enable you to validate components of a planning model.

**Go**

Click to implement the selected action.

## Managing Locks in a Planning Model

Access the View Current Locks page (Planning and Budgeting, Planning and Budgeting Setup, Setup Model, View Current Locks).

### View Current Locks

**Business Unit:** EGVL1 Education & Govt Legal Entity  
**Planning Model ID:** FHEGVL1 EGVL1 Control Model  
**Scenario:** 2004A\_PROP 2004AnnualProp  
**Activity:** All ▼

Lock List					
Customize   Find   View All   First 1 of 1 Last					
Locks Lock Details					
Unlock	Planning Center	Description	Version	Lock Type	Activity
<input type="checkbox"/>	F110	Nat'l Institute of Health Fund	Version 1	Locked	ExpenseForEG

View Current Locks page

- Activity** Select the desired activity.
- Values for this field are user-defined and supplied by default from the row where you selected the action of manage locks. Change the activity to one of the other available activities in the scenario, or select all to view all planning center locks for all activities in the defined scenario.
- Select All to Unlock** Click to release all locked planning center activities.
- Save the page to carry out the simultaneous release of all selected locked activities.
- Unlock** Select to unlock an individual planning center activity.
- Save the page to carry out the release of all selected locked activities.

Other lock details include the planning center and user associated with the lock, status, and lock type.

## Reviewing the Process Summary

Access the Process Summary page (from the Action drop-down list box on the Scenario Manager page, select *Process Summary*, and then click Go).

### Process Summary

<b>Business Unit:</b>	EGVL1	Education & Govt Legal Entity
<b>Planning Model:</b>	2004EGVL1	EGVL1 Control Model
<b>Activity:</b>	POSITIONS1	POSITIONS1
<b>Scenario:</b>	2004ANPROP	2004Annual Prop

**Model Validator**

<b>Last Run:</b>	11/21/2008 11:55:43AM	<b>Results:</b>	<a href="#">Exceptions</a> <a href="#">Run Model Validator</a>
------------------	-----------------------	-----------------	--

**Stage**

Function	Last Run	Requires Re-Load
Load Dimensions		
Load Exchange Rates		
Seed Activity		
Copy ACE Model		
Full Model Calculation		
Validate Model	11/21/2008 11:55:43AM	

[Run Staging](#)
[Update Staged Data](#)

**Formula Staging**

Formula	Last Updated	Last Staged	Requires Re-staging
			No

[Stage Formulas](#)

#### Process Summary page

#### Exceptions

Click to access the Model Validation Report page and review Model Validator results for a given planning model activity scenario.

See [Chapter 11, "Building the Planning Model," Viewing the Results of the Model Validation Process, page 295.](#)

#### Run Model Validator

Click to access the Model Validation page and validate a model.

#### Run Staging

Click to access the Data Staging page and stage data for scenarios and activities in a planning model.

See [Chapter 11, "Building the Planning Model," Staging Data for Scenarios and Activities in a Planning Model, page 292.](#)

#### Update Staged Data

Click to access the Update Staged Data page and recalculate a staged model.

**Stage Formulas**

Click to stage any new or revised formulas into line item activities after placing them on hold. When you update or add formulas, they are not available in line items until they are staged, making them available for use in conjunction with the ACE tool.

Set the line item activities back to Released state when the formula stage is complete so that users can again access their planning center data.

---

## Updating the Scenarios and Activities in a Planning Model

This section provides overviews of:

- How to update the scenarios and activities in a planning model.
- Model validation in the update process.
- Update dimension members process.
- Update exchange rates process.
- Update worklist entries process.
- Update comparison scenario process.
- Copy ACE model process.
- Model recalculation process.
- Run combination data validation process.
- The refresh driver parameters process.
- Update budget amounts from source process.

This section also discusses how to:

- Update staged data.
- Run the Copy ACE model.
- Recalculate the scenarios and activities in a planning model.
- Run the combination data validation.
- Update driver parameters.
- Update budget amounts from source.

## Understanding How to Update the Scenarios and Activities in a Planning Model

After a model has been released, you should be updating only the staged data, never restaging. A complete restage is a start-over and removes everything from the previous staged/released tables, returning the status to *Initiated*. Coordinators should evaluate carefully before restaging, instead of updating, staged data that requires no status change. Updates to staged data can occur in any state except *Released*.

After successfully staging the planning model, you can update the data included in the model by running the following processes:

- Validate models (BP\_STG).
- Update dimension members (BP\_STG).
- Update exchange rates (BP\_STG).
- Update the worklist entries for an activity scenario (BP\_STG).
- Update comparison scenarios (BP\_STG).
- Copy ACE models (BP\_COPY\_MDL).
- Recalculate models (BP\_MDL\_CALC).
- Run combination data validations (BP\_KK\_COMBO).
- Refresh driver parameters (BP\_DRPRRF).
- Update budget amounts.

## Understanding Model Validation in the Update Process

The Model Validation process (BP\_STG) can be run at any time, including during the building of the planning model and after activity scenarios are released to end users. You would use the option here, for the Update Staged Data process, after updating a model when activity scenarios have already been released to end users. Model Validation is discussed in another section of this chapter.

See [Chapter 11, "Building the Planning Model," Understanding Model Validator Rules, page 288.](#)

## Understanding the Update Dimension Member Process

The Update Dimension Member process (BP\_STG) updates the dimension values that are used in your activity and scenarios.

The system retrieves updated dimension values based on the rules defined in your Activity Group on the Member page. The process is primarily intended to be run after an activity scenario is released, and additional dimension members are required to complete plans and budgets. Oracle recommends that you not delete any dimension members that may have data associated with them because the update process cannot remove any corresponding history associated with the removal of the dimension member.



When you add new dimension members in your planning center tree, you will want to run this process. When updating your planning center dimension, you should run the Update Worklist Entries process in addition to the Update Dimension Members process.

---

**Note.** Tree reorganizations are not supported, and should not be made after an activity in the Activity Group page has been staged.

---

Follow these steps to run the Update Dimension Member process:

1. Unlock the planning center on the View Current Locks page (Planning and Budgeting, Planning and Budgeting Setup, Setup Model, View Current Locks).
2. Run the Update Dimension Members process on the Update Staged Data page (Planning and Budgeting, Planning and Budgeting Setup, Process Model, Update Staged Data).
3. Release the activity on the Scenario Manager page (Planning and Budgeting, Planning and Budgeting Setup, Scenario Manager).

## Understanding the Update Exchange Rates Process

When you run the Update Exchange Rates process (BP\_STG), the system updates the scenario with modified exchange rates for a multicurrency model. Exchange rates are stored by scenario; meaning all activities in one scenario share the same exchange rate data.

Use the Update Exchange Rates page to initiate this process.

## Understanding the Update Worklist Entries Process

You can select the Update Worklist process (BP\_STG) to update the table used by the My Planning Workspace page that, based on your security access, displays the available planning centers for a given model, scenario, and activity.

When you add a new planning center to the dimension tree used by the activity scenario, you will need to run this process to update the worklist (workspace) table that enables end users to access their work.

The Update Worklist and Update Dimension Member process should be used together when members are updated for the planning center dimension. During the process when new planning center members are available, the system:

- Updates the status of the planning center in conjunction with the new one added.

For example, when you submit a planning center, the status at the reviewer level is *Open*. If you add a new planning center that affects the reviewer level, the system changes the budgeting status to *Not Ready*. This is because the new planning center has not yet been submitted, and the reviewer level cannot edit their planning center until all child planning centers have submitted.

- Creates a new base budget version that includes the new planning centers.

Preparers of a new planning center must create their first working version; the system does not automatically create working versions.

To add a new planning center, you:

1. Modify the existing tree structure by using Tree Manager to add your new planning center to the tree.

You can enter new detail level planning centers, or new node or roll up values. You should not reorganize the planning center tree; which is not supported for an activity scenario that has already been staged.

2. Update the Security Group page with the users who are associated with activities using the group definition.
3. Run the Update Staged Data process, selecting the functions of Update Dimension Members and Update Worklist Entries.
4. Access the Scenario Manager page and release your updated activity scenario.

---

**Note.** Planning centers that you add after the original staging process do not contain historical data because the data did not exist as part of the original tree definition.

The system does not update existing working versions with newly added planning centers.

---

## Understanding the Update Comparison Scenario Process

When you run the Update Comparison Scenario process (BP\_STG), the system updates the selected comparison scenario. The comparison scenarios that are available are those associated with your line-item activity scenario on the Data Source page in the planning model.

Run this process using the Update Staged Data page.

---

**Note.** Planning target data from a top-down scenario is not updated by this Update Comparison Scenario process. Planning target data is dynamic, referencing the data from the source budget ledger table. If you are still actively updating your top-down plan that provides targets, you will need to run the Export to General Ledger process to have access to the most current information.

---

Use the Update Staged Data page to initiate the Update Comparison Scenario process.

## Understanding the Copy ACE Model Process

When you run the Copy ACE Model process (BP\_COPY\_MDL), the system regenerates the ACE (Analytic Calculation Engine) model required to use your line item activities and analysis reports.

This process is already performed when the Data Staging process occurs, and will typically not be necessary to run after your activities and scenarios have been released. The only time that running this process is necessary is when an ACE model update exists for the Planning and Budgeting application or you have created your own configuration. When you are running the Copy ACE Model process, no locks against the scenario and activities should exist, and you should place the activity scenario in On Hold status. The check box of Unlock on the run control page will perform this for you automatically when selected.

---

**Note.** You do not need to run the Copy ACE Model process for new or updated flexible formulas. Instead, you can stage your formulas from the Scenario Manager page for the planning model. But you are still required to release locks and put the line item activities on hold before running the Stage Formula process. When the process is complete, set the activities back to Released state so that end users can work with new or revised formulas.

---

## Understanding the Model Recalculation Process

When you are working with a planning model, the system recalculates the data every time you enter a new piece of information or change a budget figure. When you make line item modifications at the lowest planning center level in the model—at the preparer level—the recalculations take place immediately. This is possible because the budget changes are isolated within the planning center.

However, when using position and asset budgeting, to make modifications that affect multiple planning centers or to generate new dimension combination rows from details into line item budgets, run the Model Recalculation process to update the model. If the dimension combination rows already exist in the line item activity when you add new positions or assets, you do not need to run the Model Recalculation process.

Additionally, when you have various data or calculation relationships between activities that affect multiple planning centers, you may need to run the Model Recalculation process to synchronize data and generate any new combination rows from the details.

The Model Recalculation process (BP\_MDL\_CALC) calculates and distributes data throughout the planning model. The system recalculates the data for multiple planning center versions and activities simultaneously. Recalculate the planning model at any time during the budgeting process. You can perform this process against the entire model, a specific scenario, or scenario activities. The model recalculation will unlock planning centers that are still locked when you run the process by selecting the Unlock check box option. If you do not select this check box, you may not be able to run the process if any locks are applied against the data to be recalculated.

Whether you submit a planning center or not, recalculation affects all versions by inserting new dimension combination rows into corresponding activities. The system creates these new rows that reflect the amounts budgeted in those activities. For example, when you distribute position budgeting expenses to other planning centers in the activity, the budget data does not get inserted into the other planning centers unless the amounts are in the master version. Data gets inserted into the master version when the budget is submitted; alternatively, you can copy a working version into the master if you are not ready to submit.

---

**Note.** You may also want to consider running this model recalculation process before distributing a budget to preparers to ensure that all dimension combinations are synchronized between line item activities, line item details from asset and position data, and other data relationships such as flexible formulas, particularly when you have not staged the scenario activities at the same time.

---

Use the Model Recalculation page to initiate the Model Recalculation process.

## Understanding the Combination Data Validation Process

In Planning and Budgeting you can develop a controlled budget using Commitment Control definitions that you set up in the PeopleSoft Financial Management database. This enables you to validate budget data according to rules that you are also using in PeopleSoft General Ledger. When the rules are imported into the EPM (Enterprise Performance Management) database through ETL (extract, transform and load process), you can configure a controlled planning model to perform validation against these rules to ensure compliance before exporting budget data back to PeopleSoft General Ledger.

Combination Editing compares ChartField (dimension) combinations to the definitions and rules governing ChartField combinations that you define and import from your PeopleSoft Financial Management database. In Planning and Budgeting you can set up line-item budget activities to have combination editing performed against them to ensure that ChartField (dimension) combinations are valid. Combination editing can be enabled for standard, controlled, and project planning models. Before running data staging for your line item activities, verify that you have selected the Enforce Budget option if you want to have combinations validated during staging.

When you run the Combination Data Validation process (BP\_KK\_COMBO), the system uses combination edit rules to validate against line item activities that have the Enforce Budget flag enabled for the activity scenario on the Line Item Default tab in the planning model. If your planning model is a control budgeting type (as defined by the scenario group assigned to the model), the system uses the commitment control ruleset information. Any invalid combination found will be marked in error, and the end users will need to either modify or delete the row before their planning center can be submitted.

The combination edit and commitment control rules should exist in the EPM database, and would have been brought over from your source system through ETL maps. Because the Data Staging process initially performs this validation, the combination data validation process can be repeated when the rules have been updated from your source general ledger system after an activity scenario has been released to your end users. The process performs the validation against all versions and planning centers in the activity scenario for which you run the process.

---

**Note.** Validations are not performed against asset or position activity types. The validation is performed against the rows inserted into a line item activity from those detailed activities.

---



---

**Note.** If both commitment control and combination edit rules are imported into the EPM database, then a controlled planning model could potentially have both types of ChartField (dimension) validation performed against it. In this case, if ChartField validation processing is enabled, the system will always perform both commitment control and combination edit validation, and you cannot disable one or the other.

---

The following sections discuss:

- Validation setup.
- Validation processing.
- Validation error correction.

## **Validation Setup**

Validation setup comprises the following steps:

1. Import combination edit rules, or commitment control rulesets, into the EPM database.

Define a scenario group of budgeting type Controlled Budget Ledger when using the commitment control rulesets. (Select Planning and Budgeting, Define Parameters, Scenario Groups.)

Combination edits are typically used in conjunction with a scenario group of budgeting type Standard Budget Ledger or Project Budget Ledger.

See [Appendix A, "Source, Staging, and Target Tables for Planning and Budgeting," Combination Edit Records, page 597.](#)

See [Appendix A, "Source, Staging, and Target Tables for Planning and Budgeting," Commitment Control Records, page 596.](#)

2. Associate the defined scenario group with a planning model.
3. Enable validation processing for line-item activity scenarios. To enable ChartField (dimension) validation for a specific line-item activity scenario, navigate to the Activity Scenario tab of the Planning Model component and select the Enforce Budget check box. You can select and clear this check box any time during the budgeting process to toggle validation processing.

---

**Note.** Only line-item type activities can have ChartField (dimension) validation processing enabled.

---

### **Validation Processing**

You can run validation either online or through a batch process.

The online ChartField (dimension) validation occurs when a user performs any of these tasks on a line-item activity scenario that has the Enforce Budget check box selected:

- Adds a new budget entry.  
Add will fail if the new entry is found to be invalid.
- Modifies the dimension member values for an existing budget entry.  
Modify will fail if the new entry is found to be invalid.
- Submits a budget.  
Submitting a budget does not actually trigger the validation process but instead interprets the validation flag for each budget entry that was marked in error by either the Staging or the Combination Data Validation Application Engine process. Any rows marked in error will cause the budget submittal to fail.

The batch validation occurs when any of the following actions occur on a line-item activity scenario that has the Enforce Budget check box selected:

- You stage the activity scenario.  
The staging process validates all the staged line item entries and updates the validation flag. Line item entries that are flagged in error must be corrected before you can submit their budgets for approval. Those found in error will appear with an error icon in line item budgets, indicated by a red X at the beginning of each line item row. Those with a green check icon are valid.
- You run the Combination Data Validation Application Engine process (BP\_KK\_COMBO).  
Run the process by selecting Planning and Budgeting, Planning and Budgeting Setup, Process Model, Combination Data Validation and creating a new run control for the line-item activity scenarios that you want to validate. As with the staging process, the combination data validation process validates all the staged line item entries and updates the validation flag. Those found in error will appear with an error icon in line item budgets, indicated by a red X at the beginning of each line item row. Those with a green check icon are valid. If the budget has already been submitted successfully to a reviewer level, the budget will remain submitted even if lines are now determined to be invalid by the process. Viewing the message log for the process will provide a count of the number of line item entries that were determined to be in error.

---

**Note.** If the combination edit or commitment control rules are changed and reimported into the EPM database after a model is staged, then you must run this process to validate the existing line item entries against the new rules, and update the validation flag.

---

### **Validation Error Correction**

When working on your budget, you need to correct any line item rows marked in error before you can submit your budget for approval. Entries found in error will appear with a red X icon at the beginning of the row. To correct errors, click the icon. This will take you to the Dimension Errors page where you can perform one of the following tasks:

- Choose new dimension values that will satisfy the validation rules.
- Delete the entry.

In addition, if you determine that the validation rules themselves are in error, then you can correct them in the source system and re-import into the EPM database. When this is done, you should rerun the combination data validation process to update the line item entries based on the new rules.

## **Understanding the Refresh Driver Parameters Process**

When you run the Refresh Driver Parameters process (BP\_DRPRRF), the system updates driver parameters in the line-item activity scenarios in a planning model. Drivers will not be refreshed for those that allow override, because users can change the values themselves. You will be able to update all driver parameters that are defined by the Planning Method Group when using the Initialize All check box.

Use this process to update driver parameters that are not enabled for method and driver parameter override.

Use the Refresh Driver Parameter page to initiate this process.

## **Understanding the Update Budget Amounts from Source Process**

The Update Budget Amounts from Source process enables budget coordinators to update in-process budget data with ongoing changes in the production (source) system to keep budgets synchronized. The system will insert new rows or update existing rows in a line item activity when new budget accounts have been added in the source system. Only budget base amounts (BP\_AMT\_BASE) are updated; line item rows previously created during the budgeting process are retained.

The following requirements apply to this process:

- You can run this process only for planning centers with a status of either open or rejected.
- The status for the line item activity scenario must be either on hold or staged.
- You can run this process only for base and/or working versions of the budget.
- The source ledger data must be from PeopleSoft Enterprise General Ledger, or be in the same format (ledger and journal tables).
- Because this process is based on incremental load logic, the ETL servers and process scheduler servers must be set to the same time zone.

Keep the following considerations in mind regarding the Update Budget Amounts from Source process:

- Any line items that have been previously deleted, which are reintroduced by the update process, must be manually deleted.

- If the source scenario is also used as comparison scenario, you will need to run the update staged data process for the comparison scenario separately.
- Updated rows from scenarios that are used as additional sources in the model won't be considered by the Update Budgets from Source process.
- If an updated row is in a child line item activity that has an include data from relationship with a parent line item, you will need to run the model recalculation process to synchronize the data between the two activities.
- The Update Budget Amounts from Source process does not change any adjustments or allocations, so you do not need to reapply them after you run the process.
- If a line item is used as a flexible formula source and you run the Update Budgets from Source process, you must copy the updated version to the master version before you can use the line item as a flexible formula source.

## Pages Used to Update the Scenarios and Activities in the Planning Model

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Update Staged Data	BP_STAGE	Planning and Budgeting, Planning and Budgeting Setup, Process Model, Update Staged Data	Validate models and update dimension members, exchange rates, worklist entries, and comparison scenarios.
Copy ACE Model	BP_COPY_MDL	Planning and Budgeting, Planning and Budgeting Setup, Process Model, Copy ACE Model	Update the ACE rules in the line item activities and analysis reports.
Model Recalculation	BP_MDL_CALC	Planning and Budgeting, Planning and Budgeting Setup, Process Model, Model Recalculation	Recalculate and distribute data throughout the planning model.
Combination Data Validation	BP_KK_COMBO_REQ	Planning and Budgeting, Planning and Budgeting Setup, Process Model, Combination Data Validation	Perform validation against combination edits and commitment control rules when they have changed.
Combination Data Inquiry	BP_COMBO_DATA_INQ	Planning and Budgeting, Activity Preparation, Combination Data Inquiry	Click on the links to access Combination Edit tables and Control Budget Setup pages.
Refresh Driver Parameters	BP_DRPRRF	Planning and Budgeting, Planning and Budgeting Setup, Process Model, Refresh Driver Parameters	Update driver parameters in the line-item activity scenarios that are not enabled for method and driver parameter override.

Page Name	Definition Name	Navigation	Usage
Update Budgets from Source	BP_UPDT_BUDG	Planning and Budgeting, Planning and Budgeting Setup, Process Model, Update Budgets from Source	Update budget amounts from source data.
Budget Update Results	BP_BUDG_UPD_RES	Planning and Budgeting, Planning and Budgeting Setup, Process Model, Budget Update Results	Review the results of the Update Budgets from Source process.

## Updating Staged Data

Access the Update Staged Data page (Planning and Budgeting, Planning and Budgeting Setup, Process Model, Update Staged Data).

### Update Staged Data

User ID: BP01 [Report Manager](#)

Run Control ID: UPDATE [Process Monitor](#) Run

#### Process Request Parameters

\*Description: Update staged data

\*Process Frequency: Always [Scenario Manager](#)

\*Business Unit: US002 [US002 MASSACHUSETTS OPERATIONS](#)

\*Planning Model ID: 2003\_US2BUDGET [2003 Standard Budget Model](#)

\*Scenario: 2003PLAN [2003 Strategic Plan](#)

☒ All Activities

Activity:

\*Staging Type: Update Staged Data

Select the functions you wish performed by this Request.

☐ Validate Model

☐ Update Dimension Members ☐ Update Exchange Rates ☐ Update Worklist Entries

☐ Update Comparison Scenario Comparison Scenario [Comparison Scenario](#)

Update Staged Data page

### Business Unit, Planning Model ID, Scenario, and Activity

Select the appropriate values to define the model, scenario, and activities that you want to update.

Select the All Activities check box to process all activities for the selected scenario. Alternatively, process one activity at a time.



<b>View Results</b>	Click to access the Budget Update Results page, where you can review the line items that have been updated as a result of running the Update Budgets from Source process. This link appears only after the process has been run.
<b>Scenario Manager</b>	Click to access the Scenario Manager page and review and update the status of the activity scenario.
<b>Staging Type</b>	Displays the type of data being updated.
<b>Validate Model</b>	Select to validate the selected model.  See <a href="#">Chapter 11, "Building the Planning Model," Understanding Model Validator Rules, page 288.</a>
<b>Update Dimension Members</b>	Select to update the dimension values that are used in your scenario and activities.
<b>Update Exchange Rates</b>	Select to update the scenario with modified exchange rates for a multicurrency model.
<b>Update Worklist Entries</b>	Select to update the table used by the My Planning Workspace page that displays the available planning centers for a given model, scenario, and activity.
<b>Update Comparison Scenario</b>	Select to update a specific comparison scenario that contains revised historical data in which you want to update to a planning model, scenario, or activity.
<b>Comparison Scenario</b>	Select the comparison scenario that you want to update.

---

**Note.** The process does not automatically generate new dimension combination rows in the proposed plan or budget scenario activity in line items for any of the versions that you are working with. When new comparison scenario rows are inserted into historical data during this update process, and similar dimension combinations did not exist during the original stage process, the row may not be visible in line item activities or reporting. This does not mean that the row is not stored as history for the model, but rather it is visible when a correlating row exists for the line item activity that you are updating. Preparers can add a new row in their line item activity and the correlating new historical amounts will then become visible.

---

### ***Viewing Results of the Update Budgets from Source Process***

Click View Results on the Update Staged Data page (or, from the main menu, select Planning and Budgeting, Planning and Budgeting Setup, Process Model, Budget Update Results) to access the Budget Update Results page.

### Budget Update Results

**Business Unit:** US002 US002 MASSACHUSETTS OPERATIONS  
**Planning Model ID:** BB\_MID\_SIMPLE 2003 Standard Budget Model  
**Scenario:** 2005PROP 2005 Proposed Budget  
**Activity:** LINEITEM Line Item Budgeting

**Process Instance:** 424 **Run Dttm** 04/14/2009 10:48:04PM

**Net Change to Line Item** |

Currency Code	Amount
USD	107.0000

[Purge History](#)

Account	Currency Code	Statistics Code	Operating Unit	Department	Budget Period	Fiscal Year	Accounting Period	Amount
402000	USD			13000	2005M4	2005	4	107.0000

[Cancel](#)

#### Budget Update Results page

This report lists the total change in the Net Change to Line Item section, and the associated detail amounts in the grid below.

#### Purge History

Because this process can be run multiple times for a given model, the resulting table can grow in volume. Click Purge History to delete the budget update results for the model, scenario, and activity from previous runs.

If there are no changes to the line item amounts as a result of running the update process, no rows appear in the report.

## Running the Copy ACE Model

Access the Copy ACE Model page (Planning and Budgeting, Planning and Budgeting Setup, Process Model, Copy ACE Model).

## Copy ACE Model

User ID: BP01
[Report Manager](#)

Run Control ID: demo2
[Process Monitor](#)

Run

### Process Request Parameters

\*Description:

Request Number: 1

\*Process Frequency

\*Business Unit:

US002 MASSACHUSETTS OPERATIONS

\*Planning Model ID:

2003 Standard Budget Model

\*Scenario:

2003 Proposed Budget

☐ All Activities

\*Activity:

Line Item Budgeting

Check the 'Unlock' box to unlock all the open checkouts and keep all the activity/scenario in 'On-Hold' status while processing calculations. If not checked, all the activity/scenario should be manually set to 'On-Hold' status.

☒ Unlock

Copy ACE Model page

**Business Unit, Planning Model ID, Scenario, and Activity**

Select the appropriate values to define the model, scenario, and activities for which you want to run copy ACE model.

Select the All Activities check box to process all activities for the selected scenario. Alternatively, process one activity at a time.

**Unlock**

Select to unlock all the open checkouts and keep all the activity scenario in *On-Hold* status while the system processes calculations.

If you do not select the check box, all the activity scenario should be set manually to an *On-Hold* status, and all locks must be released before the process can be run.

## Recalculating the Scenarios and Activities in a Planning Model

Access the Model Recalculation page (Planning and Budgeting, Planning and Budgeting Setup, Process Model, Model Recalculation).

### Model Recalculation

User ID:BP01

[Report Manager](#)

Run Control ID: FHPOSITIONS

[Process Monitor](#)

Run

Process Request Parameters

\*Description

FHPOSITIONS

\*Process Frequency

Always

\*Business Unit

US002

US002 MASSACHUSETTS OPERATIONS

\*Planning Model ID

FHPOSITIONS

2003 Standard Budget Model

☒ All Scenarios

Scenario

☒ All Activities

Activity

Check the 'Unlock' box to unlock all the open checkouts and keep all the activity/scenario in 'On-Hold' status while processing calculations. If not checked, all the activity/scenario should be manually set to 'On-Hold' status.

☒ Unlock

[Manage Scenarios](#)

Model Recalculation page

- Business Unit, Planning Model ID, Scenario, and Activity**

Select the appropriate values to define the model, scenarios and activities, or both on which you want to perform model recalculation.  
  
Select the All Scenarios check box to process all scenarios in the planning model.  
  
Select the All Activities check box to process all activities for the selected scenario.
- Manage Scenarios**

Click to access the Scenario Manager page if you want to review locks or change the status against the activities and scenarios in the planning model.
- Unlock**

Select to unlock all the open checkouts and keep all the activity scenario in *On-Hold* status while the system processes calculations.  
  
If you do not select the check box, all the activity scenarios should be set manually to an *On-Hold* status, and all locks must be released before the process can be run.

## Running the Combination Data Validation

Access the Combination Data Validation page (Planning and Budgeting, Planning and Budgeting Setup, Process Model, Combination Data Validation).

Combination Data Validation

User ID:BP01

Run Control ID:ComboValidation

[Report Manager](#)

[Process Monitor](#)

Run

Process Request Parameters

\*Description:

Combination Data Validation

\*Process Frequency:

Always

\*Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

\*Planning Model ID:

2003\_US2BUDGET

2003 Standard Budget Model

\*Scenario:

2003PLAN

2003 Strategic Plan

☒ All Activities

Activity:

Combination Data Validation page

**Business Unit, Planning Model ID, Scenario, and Activity**

Select the appropriate values to define the model, scenario, and line item activities against which you want to run combination edits, commitment control validation, or both.  
  
Select the All Activities check box to process all line item activities for the selected scenario.

Updating Driver Parameters

Access the Refresh Driver Parameters page (Planning and Budgeting, Planning and Budgeting Setup, Process Model, Refresh Driver Parameters).

### Refresh Driver Parameters

User ID:BP01

[Report Manager](#)

Run Control ID:DriverParamsRefresh

[Process Monitor](#)

Run

Process Request Parameters

\*Description:

Refresh Drivers

\*Process Frequency

Always

\*Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

\*Planning Model ID:

2003\_US2BUDGET

2003 Standard Budget Model

\*Scenario:

2003PLAN

2003 Strategic Plan

\*Activity:

LINEITEM

Line Item Budgeting

Check the 'Initialize All' box to refresh all line items with the current values of the drivers. Any manual changes that preparers have made to the drivers will be overwritten.  
Clear the 'Initialize All' box to only refresh those line items where preparers are not allowed to change the driver's parameters.

☐ Initialize All?

Refresh Driver Parameters page

- Business Unit, Planning Model ID, Scenario, and Activity**

Select the values to define the model, scenario, and line item activities for which you want to refresh the method driver parameter values, as defined by the corresponding Planning Method Group defaults.
- Initialize All**

Select to refresh all line items with the current values of the drivers.  
  
If you select this check box, you overwrite any manual changes that preparers have made to the drivers.  
  
Deselect this check box to refresh only those line items where preparers are not allowed to change or override the parameters for the driver, as defined by the corresponding Assign Planning Method Default page.

For methods that use drivers, the coordinator can refresh the parameter by running the Refresh Parameter process. If the coordinator does not initialize the parameter, the driver parameter remains the same, but if the coordinator initializes the parameter, the driver parameter may be different the next time the budget is opened.

## Updating Budget Amounts from Source Data

Access the Update Budgets From Source page (Planning and Budgeting, Planning and Budgeting Setup, Process Model, Update Budgets from Source).

### Update Budgets From Source

User ID: BP01 [Report Manager](#)

Run Control ID: UpdateFromSource [Process Monitor](#) [Run](#)

---

**Process Request Parameters**

\*Description: Update from source

\*Process Frequency: Always [Scenario Manager](#)

\*Business Unit: US002 US002 MASSACHUSETTS OPERATIONS

\*Planning Model ID: BCL2003\_US2BUDG 2003 Standard Budget Model

\*Scenario: 2003PLAN 2003 Strategic Plan

Activity: LINEITEM Line Item Budgeting

\*Staging Type: Update Budgets from Src

☒ Select All ☐ Clear All [Refresh](#)

Planning Centers						Customize   Find   First 1-5 of 5 Last	
	Selection Flag	*Planning Center	Description	*Budget Version	Status		
1	<input checked="" type="checkbox"/>	12000	Public Affairs	Base Version	Open	+	-
2	<input checked="" type="checkbox"/>	13000	Finance	Base Version	Open	+	-
3	<input checked="" type="checkbox"/>	21000	Eastern Sales Region	Base Version	Open	+	-
4	<input checked="" type="checkbox"/>	21100	Central Sales Region	Base Version	Open	+	-
5	<input checked="" type="checkbox"/>	25000	Marketing	Base Version	Open	+	-

☒ Select All ☐ Clear All

#### Update Budgets From Source page

**Business Unit, Planning Model ID, Scenario, and Activity** Select the values to define the model, scenario, and line item activities for which you want to update budget amounts.

**View Results** Click to view the Budget Update Results page, where you can review the line items that have been updated.

**Refresh** Click to update the Planning Centers grid with a list of all of the valid planning centers associated with the specified model.

In the Planning Centers grid, check the selection flag for each planning center you want to update, and select the Budget Version from the list. Click Run to run the process.





## Chapter 12

# Building Flexible Formulas for Your Model

This chapter provides an overview of flexible formulas and discusses how to:

- Define a flexible formula source.
- Define a flexible formula.
- Assign a flexible formula.
- Copy flexible formulas.
- Updating the planning model when you edit flexible formulas.

---

## Understanding Flexible Formulas

Planning and Budgeting has a formula-writing feature that enables you to define your own calculations. With flexible formulas you can be creative and imaginative when developing models that adhere to both internal and statutory accounting policies, as well as industry best practices. Typically, a coordinator defines these 'free-form' formulas used within a scenario, that can then be associated with an account as a default, or available to end-users to pick from during the preparation of their plans or budgets. Flexible formulas apply only within or across line item activities in your proposed scenarios. You can also use flexible formulas in top-down, bottom-up and forecast scenario types.

## Considerations when Creating a Flexible Formula

The flexible formula interface is a simple three-step wizard that guides you through the creation of a flexible formula method (FLEX). You assign to each FLEX an identifier (ID) that is referenced when assigning the method to a line item. Like the other methods, you can assign FLEX IDs on a row-by-row basis in the data entry grid or you can set them up as a default method with the option to allow or disallow the default to be overwritten in the data entry grid.

The flexible formula wizard provides for documentation of the FLEX ID, what is its purpose, and how the formula calculates. Documenting any dependent or referential details is optional but considered best practice.

FLEX IDs have an active/inactive flag. Consider using this feature whenever you wish to inactivate an existing formula (because it no longer applies), or whenever creating new FLEX IDs that are not to be 'released' (activated) until a future budget or plan cycle.

Some of the more powerful features of the FLEX method include the ability to span activities and scenarios. Most other methods have a limited or no ability to build a calculation that references data from one scenario to another. The Annual Growth Rate method (ANN%) for instance, does support 'growing' the proposed budget based on a historical scenario and a percentage amount that the user enters using the delivered algorithm:  $((\text{Method base}) \times [1 + (\text{Growth rate})]) = (\text{Method amount})$ .

The FLEX method allows you to calculate a proposed budget from any 'comparison scenario' for the same activity that the coordinator has previously set up. Using a FLEX ID, a formula can calculate the current proposed budget based on last year's budget, the top-down plan, as well as history. The expression can be modified in the FLEX ID user interface to whatever you require, without having to do a customization. For instance, the ANN% algorithm above could be modified to:  $((\text{Method base}) \times [1 + (\text{Growth Value})]) = (\text{Method amount})$ , or a driver amount could be used. To extend the formula further, you can capture multiple accounts together, sum them up, and then perform an annual percentage increase.

The FLEX method should be used when a Planning & Budgeting model has multiple line item type activities and there is a requirement to reference data in one activity to drive calculations in another activity. For example, if a customer has a revenue activity, then the budget data for revenue may be referenced to calculate data in another activity, such as expenses or balance sheet items. The coordinator must set up the Planning & Budgeting model to support 'data references' between activities.

Once you set up a data reference relationship between activities, that reference is one-way. In the above example, revenue data can be referenced in both the expense and balance sheet activities, but expense or balance sheet data cannot also be referenced in the revenue activity, because this may result in a circular logic error.

Data that is referenced between activities is only for the method amounts. Adjustments, allocations and the total amounts are not used in the data references nor in the FLEX method.

Data sources that are referenced from other line item activities, or across other planning centers, will use values from the master version. It may be necessary to submit or copy a working version to master in order to have the most current data sources when using flexible formulas. Data sources from within the same activity scenario for the planning center (or slice of data), comes from within the corresponding version.

## Functions, Sources and Drivers

Functions are similar to pre-delivered methods when you consider that functions support a relatively complex algorithm where the user merely has to supply the necessary data (arguments) in order to complete the calculation. The reason these are designated separately as 'functions' is because these calculations are part of ACE (analytic calculation engine) and are exposed to the Planning & Budgeting application through the FLEX method. Multiple functions can be a component of a larger FLEX method expression. We support conditional logic functions, financial functions, time-based functions, depreciation methods, as well as truncating and rounding functions.

See [Chapter 12, "Building Flexible Formulas for Your Model," Using Built-In Functions, page 340.](#)

Although the Planning & Budgeting application does not impose any limits on how many levels deep an IF function can go, be aware that there are performance implications (calculation times) when creating deeply nested expressions. In general, avoid exceeding three levels on nested IF functions. Alternatives to deeply nested IF functions may be to add more FLEX IDs, more rows to calculate intermediate values, as well as method drivers and driver lookup tables.

Sources are another powerful feature used in conjunction with the FLEX method. A 'source' is a user-defined range of data within a single line item activity—also referred to as a 'region' or 'data slice'. One capability of the FLEX method is to select a 'node-level' member—also known as a parent-level member. This feature supports defining a source at a roll-up level. For instance, you can have a source defined for an account called Total Salary. Defining a source at the roll-up level eliminates having to pick individual detail accounts that comprise total salary.

Sources can be defined narrowly or broadly depending on the modeling requirements. Another example of a source is North American Product Sales—a broad area of data that encompasses product sales data for all products, customers, channels, etc. This named source could be used in multiple FLEX IDs, for example to drive marketing budgets, revenue and cost allocations and so forth. A more narrow source would specify product sales for product XYZ in the Western Sales Region. This source may be used to help calculate direct cost of sales as well as selling costs and regional promotions and discounts. Sources behave like a variable in a formula expression. They can be used in many different FLEX formulas, and a single expression can be made up of many different sources. Whereas the existing RELATE method can include only one monetary account, the FLEX method has no such limit.

Drivers and lookup tables are supported in FLEX methods and provide another way to create a consistent set of assumptions across one or more Planning & Budgeting models, when assigned to method groups under the FLEX method. A single FLEX ID expression can support multiple drivers and lookup tables. Drivers are an alternative to using statistical and currency accounts, because they do not get exported back to general ledger.

## Process Flow

To create a flexible formula:

1. Define the flexible formula source and driver. You can search for an existing source and driver or you can create a new source and driver.

---

**Note.** Optionally, you can create the formula source and driver during the formula-building process itself.

---

2. Define the general properties of the formula. You can also copy from an existing formula.
3. Build the formula expression in a free-form entry text box. You can search for and insert a built-in function, source and driver. If you haven't already done so, at this point you can create a new source or driver as necessary.
4. Validate the formula.
5. Review the formula.
6. Assign the flexible formula ID as a method default in the model.
7. If necessary, rework the formula, or create a new formula.
8. If your line item activity and scenario have already been staged and released, go to the Scenario Manager and place the line item activity scenario on hold, stage the new or revised formula, then release the activity scenario when stage is complete.

## Terminology

Following are commonly used terms:

<b>Term</b>	<b>Definition</b>
planning activities	A named unit of work that is defined by dimensional boundaries and specifications (for example, department expense planning activity). A formula target is always associated with a single line item activity, but in some cases can reference values (sources) from other line item planning activities.
destination	The destination of a formula resolved calculation—that is, the formula's result. The target can be a single destination or a destination range.
source	The inputs (arguments) used to derive targets. Can be specified as either a multidimensional area of data (total salaries for North America Budget FY08) or a constant value (currency amount, statistic, percentage, etc.) or a combination of both.
operands/operators	Mathematical constructs that can be combined to manipulate source data into target data; for example, (Source 1 <i>plus</i> Source 2) <i>multiplied</i> by 3 = Target A.
unary operators	A single mathematical operator used against one source. Used in aggregations and roll ups. Can be a formula (for example, Target B = <i>minus</i> 5).
bidirectional calculations	When formulas reference both <i>to and from</i> the same pair of activities, bidirectional calculations can potentially create circular formula dependencies.
nesting	Used to specify the calculation order within a single formula. Typically, a formula's calculation order is derived by the operand types used in the formula. Parenthesis are used to specify the calculation order. The innermost sources enclosed in multiple parentheses are calculated first.
Boolean logic	Also referred to as conditional logic. It provides the conditions around when and how a formula is calculated. It follows an 'IF, THEN ELSE' type of logic. Additional operands such as 'greater than', 'less than', 'equal to', 'AND', 'OR' and various combinations of these operands support the definition of the condition.
functions	Prebuilt formulas that are frequently used and/or support standard accepted methods. To tailor function to your specific use, the editor provides required and optional inputs (arguments) so that the function can calculate a result.
arguments	Used in functions to calculate a result. For example, a financial function to calculate interest payments needs to have the following arguments: interest rate, principle amount, term of the loan.

## Prerequisites

Before you create a flexible formula you must:

- Define activities and activity groups.

- Define scenarios and scenario groups.
- Create planning models that are associated with an activity group and scenario group.

## Defining a Flexible Formula Source

When you build a flexible formula, you must bind its components as valid sources or drivers.

You can define the sources ahead of time, or you can define them on the fly as you build your formula. A source can be used by multiple flexible formulas defined for an activity scenario in a planning model.

You can also define drivers before or during the creation of formulas. You create drivers via the Method Driver page and associate them in the Planning Method Group page under the FLEX method, which is associated with a given activity.

## Pages Used to Define a Flexible Formula Source

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Flexible Formula Source	BP_FF_SRC_DIM	Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Flexible Formula Sources	Define data sources for flexible formulas by planning model and activity scenario.
Dimension Member Selection	BP_FF_SRC_MEMSET	Click the Selected Members link next to a dimension that uses the Multiple Members selection option.	Define dimension members by using a tree or entering a range of values.
Copy Source	BP_FF_SRC_COPY	Click the Copy Source button on the Flexible Formula Source page.	Copy an existing formula source to create a new source.

## Creating a Flexible Formula Source

Access the Flexible Formula Source page (Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Flexible Formula Sources).

Flexible Formula Source

Copy Formula Source

Source Properties

Business Unit: US002

Planning Model ID: 2003\_US2BUDGET

Scenario: 2003PROP

Flexible Formula Source: EECOMP

\*Activity: LINEITEM

Line Item Budgeting

\*Description: Employee Compensation - Total

☐ Use Comparison Scenarios

Dimension Member Selection

Customize | Find | View All | First 1-6 of 6 Last

Dimension	*Selection Options	Selected Members
ACCOUNT	Multiple Members	610001,610002,614000,615000,616000,616100,617000
BUDGET_PERIOD	Same as Target	Same as Target
CURRENCY_CD	Same as Target	Same as Target
DEPTID	Same as Target	Same as Target
OPERATING_UNIT	Same as Target	Same as Target
STATISTICS_CODE	Same as Target	Same as Target

Flexible Formula Source page

**Activity**

If you are working with more than one line item activity within your scenario, you may choose as a source one of the other line item activities, by entering it in this field. For other line item activities to be available when prompted, they must be used within the same scenario and there must be a "References Data From" relationship in the activity group.

**Use Comparison Scenarios and Analysis Base**

If you select the Use Comparison Scenarios check box, the system displays the Analysis Base field in which you can choose a source. For example, some of the options might include: *Current Year Budget*, *Current Year Forecast*, *Prior Year Actuals*, *Year To Date Actuals*, or an Analysis Base defined by the coordinator. The Analysis Bases available in the dropdown will be only those defined in the Comparison Scenarios grid on the Data Source page for the line item activity scenario. We provide this check box so that you can span across scenarios for data sources.

See [Chapter 11, "Building the Planning Model," Defining Data Sources for Line Item Activities](#), page 261.

See [Chapter 6, "Understanding Planning and Budgeting Activities,"](#) page 107.

See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Establishing Activities and Activity Groups](#), page 136.

In the Dimension Member Selection box on the Flexible Formula Source page you indicate the source (or inputs) from each dimension that is associated with the activity scenario in which you are defining a source and formula.

**Dimension and Selection Option** For each listed dimension specify the selection option. The default is *Same as Target*.

Examples of the Selection Options include:

<b>Selection Option</b>	<b>Result</b>
All Members	Sources all values associated with the dimension.
Single Member	Allows you to define one value used as the source. You enter this member under the last column called From Value.
Same as Target	Indicates that the source value/member is the same value as the target or destination when the formula is used. This is the default value.
Multiple Members	Requires you to define which values are to be used as the source. Click the selected members in the Selected Members column to access the Dimension Member Selection page.

You should qualify at least one dimension on the Flexible Formula Source page as Single Member or Multiple Members, but it is not required. Defining all dimensions on the Flexible Formula Source page as Same as Target is only applicable when used in conjunction with the PREV and NEXT functions. Additionally, do not select the same value for a dimension on the Flexible Formula Source page as the account to which you apply the formula on the Line Item Details page, as this will create a circular reference, resulting in a zero amount. For example, selecting All Members for the account dimension on the source would create a circular reference.

---

**Note.** For example, PREV and NEXT would be used with a Flexible Formula source that has all selection options set to Same as Target when working with the element of time, or budget period, that is defined as a driver source. If you are using a monthly calendar for your plan or budget, you may want to specify the three previous periods for each month to derive an average. In order to define the three previous budget periods for a formula, create a driver using the same calendar and assign 1 to the first period, 2 to the second period, 3 to the third period, and so on. This way you can capture in your flexible formula calculation each of the three previous (PREV) periods for each budget period in your plan or budget.

---

For the Currency Code dimension (CURRENCY\_CD), if you are working with monetary amounts, then set the Selection Option for the Currency CD to *Same As Target*. If you are trying to retrieve statistical values, then set the Selection Option to *Single Member* and set it to blank, since statistics have blank currency codes. This is to avoid adding different currencies together, which the system does not support. The system does not support currency conversion from source to target within flexible formulas.

If you want to use flexible formula sources with the built-in functions of PREV, NEXT, IRR or NPV, you set the Budget Period dimension member to Same as Target.

**From Value** Define the source value for the *Single Member* option.

**Selected Members**

For the *Multiple Members* option, click the Select Members link to access the Dimension Member Selection page.

**Selecting Dimension Members for the Flexible Formula Source**

Access the Dimension Member Selection page (click the Selected Members link next to a dimension that uses the Multiple Members selection option).

Dimension Member Selection

Business Unit:US002

Activity:LINEITEM

Flexible Formula Source:EECOMP

Dimension:ACCOUNT

Planning Model ID:2003\_US2BUDGET

Scenario:2003PROP

Select Members

☒ By Tree

☐ By Value

BUDGETING\_ACCT2

First | Previous | Next | Last | Left | Right

000000 - All Accounts

EXPENSE - All Expenses

REVENUE - All Revenue

ASSETS - All Assets

STATISTICS - All Statistics Accounts

OK

Cancel

Selected Nodes

Customize | Find | View All | First | 1-7 of 7 | Last

\*Tree Node

610001

610002

614000

615000

616000

616100

617000

Dimension Member Selection page

For a dimension that uses the Multiple Members option, you define members either By Tree or By Value.

<b>From Value and To Value</b>	Fields display when you select the By Value option for member selection. Specify a range or values for the selected members. Add rows as needed.
<b>Tree Node</b>	Fields display when you are using the By Tree option for member selection. Pick values from the tree that you want to use as the source.
<div><div><div>Note.</div><div>You can select the dimension members by node, but if there are many members associated with this node it could impact processing. Anytime there are many dimension members and/or nodes, this could impact processing.</div></div></div>	

Click OK to return to the Flexible Member Source page which now displays the range you have specified.

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**Note.** When constructing the formula, be mindful that the formula does not do any currency conversion.



### ***Copying a Formula Source***

Access the Copy Source page (click the Copy Source button on the Flexible Formula Source page).

#### Copy Source

Enter a new, unique Flexible Formula Source ID you wish to create.

Copy From		
Business Unit:	US002	US002 MASSACHUSETTS OPERATIONS
Planning Model ID:	2003_US2BUDGET	2003 Standard Budget Model
Activity:	LINEITEM	Line Item Budgeting
Scenario:	2003PROP	2003 Proposed Budget
Flexible Formula Source:	EECOMP	

Copy To		
Business Unit:	US002	US002 MASSACHUSETTS OPERATIONS
Planning Model ID:	2003_US2BUDGET	2003 Standard Budget Model
*Activity:	<input type="text" value="LINEITEM"/> 	Line Item Budgeting
*Scenario:	<input type="text" value="2003PLAN"/> 	2003 Strategic Plan
*Flexible Formula Source:	<input type="text" value="EECOMP"/>	

Copy Source page

You can copy a flexible formula source ID from one scenario to another. The target Activity ID, Scenario ID, and Flexible Formula Source ID default to the same Activity ID, Scenario ID, and Flexible Formula Source ID as the source; however, you can override the Activity ID and Scenario ID by selecting from the dropdown list. Scenarios in the target dropdown list are restricted to those within the same activity as the source scenario.

You can specify the same Flexible Formula Source ID for the target as the Flexible Formula Source ID for the source, if you are copying from one scenario to a different scenario. But if you are copying within the same scenario, then you must enter a different Flexible Formula Source ID.

## Defining Flexible Formulas

The flexible formula wizard lets you build the expression for the formula using a free-format entry text box, or you may use the insert buttons to build the expression. However, you must bind whatever you enter as a valid source or driver. If you don't find a relevant source or driver in the prompt list, you can create a new one on the fly (please refer to the section above).

This section discusses how to:

- Define the general properties.
- Define the expression.
- Review the flexible formula.
- Copy the flexible formula.

### Pages Used to Define Flexible Formulas

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define General Properties	BP_FF_GENERAL_PROP	Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Flexible Formulas.  Click step 1 in the Flexible Formula Wizard when editing an existing formula.	Define general properties of a flexible formula for line item activity scenario in a planning model.
Define Expression	BP_FF_EXPR	Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Flexible Formulas.  Click step 2 in the Flexible Formula Wizard when editing an existing formula.	Define the expression for calculation of the formula.
Review	BP_FF_REVIEW	Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Flexible Formulas.  Click step 3 in the Flexible Formula Wizard when editing an existing formula.	Review the flexible formula and make changes as necessary.

Page Name	Definition Name	Navigation	Usage
Save Confirmation	BP_FF_SAVE	Click Save on the Review page.	Choose one of three options: create another formula, continue editing the current formula, or go to the Assign Planning Method Defaults page.
Copy Formula	BP_FF_COPY	Click Copy Formula on the Define General Properties page.	Copy the formula by replicating it to a new flexible formula ID, which you can then modify as needed.
Flexible Formula Group Copy	BP_FF_GRP_COPY	Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Flex Formula Group Copy	Copy a group of flexible formulas.

## Defining General Properties of a Flexible Formula

Access the Define General Properties page of the Flexible Formula Wizard (Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Flexible Formulas).

**Flexible Formula Wizard**

**Define General Properties**

1 2 3

Next > Cancel Copy Formula

**Define General Properties**

Business Unit: US002 Planning Model ID: 2003\_US2BUDGET

Activity: LINEITEM Scenario: 2003PROP

Flexible Formula ID: 3PCT30

\*Description: 3 Percent - 30 Day

\*Status: Active

Owner ID: BP03 Budget User BP03

Notes: Interest Income for 3% Annual Rate - 30 Day

Last Updated: 02/07/2005 12:00:55AM Last Staged: 02/05/2010 10:21:20AM

Next > Cancel

Define General Properties page

<b>Description</b>	Enter a short description of this formula. Consider using a meaningful description, since this is the description the end users will see when picking from a list of formula ID's that have been created.
<b>Status</b>	The Inactive status can be used when you no longer require the formula for the activity scenario in a planning model.
<b>Notes</b>	Optionally enter any free-form text describing the various pieces of the formula's expression.
<b>Copy Formula</b>	Click to copy an existing formula, which you can replicate or modify as necessary.

## Defining the Expression of a Flexible Formula

Access the Define Expression page of the Flexible Formula Wizard (click step 2 in the Flexible Formula Wizard).

Flexible Formula Wizard

123

Define Expression

< BackNext >SaveCancel

General Formula Properties

Formula Expression

Type your expression directly into the expression box below. You can also lookup a Function, Source or Driver and click Insert to place it into the expression box. When you are finished, click Validate to ensure that the expression is valid.

Type: 

Insert into Expression

Create New

3 Percent - 30 Day =

(.03 \* (30/360)) \* AVGBAL\_30

( )

+ -

\* /

Validate

Expression Components

Map expression components to Sources or Drivers.

CustomizeFindView All1 of 1FirstLast

Component	Type	ID	Description	Create New
AVGBAL_30	Driver	AVGBAL_30	Average Balance - 30-day	Create New

< BackNext >SaveCancel

Define Expression page

Expand the box at the top of the page to view the General Formula Properties defined in the first step of the Flexible Formula Wizard.

Formula Expression

Type your expression directly into the expression box, or use the available insert and operator buttons to insert into the expression box. The expression builder supports all mathematical and comparison operators as well as the Boolean operators like IF, AND, OR, and NOT.

Type

Use the Type field and associated lookup prompts to incorporate into the expression a *Driver*, *Function* , or *Source*.

Insert into Expression

Use to append the function or driver or source at the end of the text in the expression box. To minimize errors, the preferred method for inserting a function into the expression box is to look up the function and use the insert button, rather than typing it in.

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Create New	Use to define a <i>Driver</i> or <i>Source</i> type that does not exist. Alternatively, you can define the new driver or source after entering it into the expression, by going to the Expression Components grid at the bottom of the page.
Validate	Click to verify that the expression parameters and syntax are valid, that the built-in function, if you have inserted one into the expression, exists, and that the type of function parameters are properly bound.

**Validating the Expression**

When you click validate, if the system does not recognize a source or driver, it populates the grid in the Expression Components box below with that source or driver, where you can resolve it.

Component	This system displays the unresolved components found in the expression builder.
Type	Use the dropdown field to designate the <i>Source</i> or <i>Driver</i> for this component.
ID	Use the lookup prompt to designate the ID for this source or driver.
Description	Click to go to the Method Driver page where you can view and edit the driver, or to the Flexible Formula Source page where you can view and edit the source.
Create New	If you don't find a relevant source or driver in the prompt list, click to a create new one. For a source type, the system takes you to the Flexible Formula Source page where you can define a new source (see Flexible Formula Source page discussion above). For a driver type, the system takes you to the Method Driver page where you can define a new driver ID.

After creating a new driver ID, be sure to associate it with the FLEX method in the Planning Method Group page related to the corresponding line item activity scenario.

See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Setting Up Methods, page 150.](#)

**Using Built-In Functions**

The table below lists the functions that are delivered for building formulas. You cannot define any new functions.

---

**Note.** If you want to use the built-in functions PREV, NEXT, IRR or NPV, you must create a flexible formula source with the Budget Period dimension member selection set to Same as Target.

---

See [Chapter 12, "Building Flexible Formulas for Your Model," Functions, Sources and Drivers, page 328.](#)

Financial functions	FV (Future Value) IRR (Internal Rate of Return) NPER (Number of payment periods) NPV (Net Present Value) PMT (Payment required) PV (Present Value) RATE (Rate required) SLN (Straight Line Depreciation) STTD (Summarized Total to Date) SYD (Sum-of-the-Years-Digits) DDB (Double Declining Balance) TTD (Total to Date)
Mathematical functions	ROUND (Round to the nearest whole number) TRUNC (Truncate)
Looking backwards and forwards functions (Restricted to time dimension.)	NEXT (Next) PREV (Previous)
Conditional function	IF (If statement)

The following is an illustration of how to use the same function more than once in an expression: Suppose you want to build a formula

`ROUND(NUM_UNITS) × ROUND(COST)`

and you select the `ROUND` built-in function from the prompt, and insert it into the expression. The system populates the expression statement box with

`ROUND(DATA)`

and drops `DATA` in the grid below. You can then associate `DATA` to a driver ID called `NUM_UNITS`. If you then choose `ROUND` a second time and insert it into the expression, the system populates another `ROUND(DATA)` into the expression box and it does not place the second token `DATA` into the grid since a token with the label `DATA` already exists in the grid. So the expression is now bound to

`ROUND(NUM_UNITS) × ROUND(NUM_UNITS)`

and this is incorrect. In order to create a placeholder for the second token `DATA` in the grid, you can rename the token as `ROUND(DATA1)` in the expression statement box and click `Validate` to add `DATA1` to the grid. You can then bind `DATA1` to driver ID `COST` and this yields the desired expression

`ROUND(NUM_UNITS) × ROUND(COST)`

## Reviewing the Flexible Formula

Access the Review page of the Flexible Formula Wizard (click step 3 in the Flexible Formula Wizard).

Flexible Formula Wizard

1

2

3

Review

< Back

Save

Cancel

General Formula Properties

Business Unit:

US002

Planning Model ID:

2003\_US2BUDGET

Edit

Activity:

LINEITEM

Scenario:

2003PROP

Flexible Formula ID:

3PCT30

Description:

3 Percent - 30 Day

Notes:

Interest Income for 3% Annual Rate - 30 Day

Last Updated:

02/07/2005 12:00:55AM

Last Staged:

02/05/2010 10:21:20AM

Expression

3 Percent - 30 Day =

Edit

(.03 \* (30/360)) \* AVGBAL\_30

Destination

This formula is assigned to the following accounts (or additional dimension) as the default.

Edit

Destination

Customize | Find | First 1 of 1 Last

From Account	To Account

< Back

Save

Cancel

Review page

- General Formula Properties

Use the Edit button in this box to update the general properties page you defined in step 1 of the wizard.
- Expression

Use the Edit button in this box to modify the expression defined in step 2 of the wizard.
- Destination

Use the Edit button in this box to change the accounts (or additional dimension when used) to which the formula is assigned. When you click this button the system takes you to the Assign Planning Method Defaults page for the activity scenario to which the formula is assigned.



When you are done, click Save.

On the Save Confirmation page the system gives you these options: Create New Formula, Continue with Current Formula, or Assign Method Defaults. The Assign Method Defaults option takes you to the Assign Planning Method Defaults page (see 'Assigning the Flexible Formula' discussion below).



## Copying the Flexible Formula

Access the Copy Formula page (click Copy Formula on the Define General Properties page).

### Copy Formula

Enter a new, unique Flexible Formula Id you wish to create.

Source		
Business Unit:	US002	US002 MASSACHUSETTS OPERATIONS
Planning Model ID:	2003_US2BUDGET	2003 Standard Budget Model
Activity:	LINEITEM	Line Item Budgeting
Scenario:	2003PROP	2003 Proposed Budget
Flexible Formula ID:	3PCT30	

Target		
Business Unit:	US002	US002 MASSACHUSETTS OPERATIONS
Planning Model ID:	2003_US2BUDGET	2003 Standard Budget Model
*Activity:	<input type="text" value="LINEITEM"/> 	Line Item Budgeting
*Scenario:	<input type="text" value="2003PLAN"/> 	2003 Strategic Plan
*Flexible Formula ID:	<input type="text" value="3PCT30"/>	

Copy Formula page

Copy a flexible formula ID from one scenario to another by specifying the Scenario ID and Flexible Formula ID for the target. The target Activity ID, Scenario ID, and Flexible Formula ID default to the same Activity ID, Scenario ID, and Flexible Formula ID as the source; however, you can override the Activity ID and Scenario ID by selecting from the dropdown list. Scenarios in the target dropdown list are restricted to those within the same activity as the source scenario.

You can specify the same Flexible Formula ID for the target as the source Flexible Formula ID if you are coping from one scenario to a different scenario. But if you are copying within the same scenario, then you must enter a different Flexible Formula ID.

The system checks whether the flexible formula you are copying uses any sources in its expression. If there are any sources in the expression, the system checks whether each source already exists for the business unit, model, activity and new scenario. If it does not, then the system copies the flexible formula source into the new scenario. Since copying a flexible formula copies the sources into the target line item and target scenario, before you copy a flexible formula from one line item to another, make sure all expression components are mapped to a valid flexible formula source.

**Note.** The Copy Model feature which copies an existing planning model to a new model, also copies all flexible formulas used within that model.

See [Chapter 11, "Building the Planning Model," Copying Existing Planning Models, page 249.](#)

## Copying a Group of Flexible Formulas

Access the Flexible Formula Group Copy page (Planning and Budgeting, Planning and Budgeting Setup, Setup Model, Flex Formula Group Copy).

### Flexible Formula Group Copy

**Business Unit:** US002 US002 MASSACHUSETTS OPERATIONS

**Planning Model ID:** 2003\_US2BUDGET 2003 Standard Budget Model

**Source**

**Activity:** LINEITEM Line Item Budgeting

**Scenario:** 2003PROP 2003 Strategic Plan

**Target**

**\*Activity:**  Line Item Budgeting

**\*Scenario:**  2003 Proposed Budget

**Function Evaluator** Customize | Find | First 1-3 of 3 Last

Select	Flexible Formula ID	*New Flexible Formula ID	Description	Formula Status
<input checked="" type="checkbox"/>	3PCT30	<input type="text" value="3PCT30"/>	3 Percent - 30 Day	
<input checked="" type="checkbox"/>	4PCT30	<input type="text" value="4PCT30"/>	4 Percent - 30 Day	
<input checked="" type="checkbox"/>	PCTEECOST	<input type="text" value="PCTEECOST"/>	10% of Employee Costs	

☒ [Select All](#)
☐ [Clear All](#)

Flexible Formula Group Copy page

This page enables you to copy flexible formulas of a given model/activity/scenario combination to another activity/scenario within the model.

The target activity and scenario default to the source activity and scenario, but you can specify a different activity and scenario as the target for the flexible formulas.

The Function Evaluator grid contains all of the flexible formulas that are defined in the source activity/scenario. Click the Select check box for each formula you want to copy.

<b>Activity</b>	Specify the target activity ID.
<b>Scenario</b>	Specify the target scenario ID.
<b>Flexible Formula ID</b>	The formula ID in the source activity/scenario.
<b>New Flexible Formula ID</b>	Enter a new ID for the formula. If you are copying the formula to the same activity/scenario, you must enter a new ID, otherwise you can use the original ID or change it, depending on your requirements.
<b>Copy Formula</b>	Click to copy the selected formulas to the target scenario and activity. The Formula Status field is updated when the copy is complete.
<b>Formula Status</b>	<p>This field is initially blank. It updates when a formula is copied. Values are:</p> <p><i>Valid</i>: Indicates the copy was successful, and the formula is valid.</p> <p><i>Invalid</i>: Indicates the copy was not successful. The following conditions cause an <i>Invalid</i> formula status:</p> <ul style="list-style-type: none"> <li>• Copying a flexible formula between activities that have different planning center dimensions.</li> <li>• Copying a flexible formula with an invalid source or driver.</li> </ul>

---

## Assigning the Flexible Formula

Once you have created a flexible formula and saved it, you have the option of associating it with a destination.

Navigate to the Assign Planning Method Defaults page to assign the FLEX method and Flexible Formula ID to an account or set of accounts. When you are using the Additional Dimension option, you can also associate a defined flexible formula using the second dimension; account dimension is always required and available. For a detailed discussion of the Assign Planning Method Defaults page please see 'Building the Planning Model' chapter.

When you are using a Flexible Formula ID that uses a driver ID, be sure to include that Method Driver ID in the Planning Method Group under the FLEX method. Assign any attributes (for example, fiscal year, lookup tables, and amounts) that apply to the driver ID, which in turn is used by the Flexible Formula ID.

All formulas are automatically staged if they are defined prior to the stage process. You need to run the stage formula option only if formulas are revised or created post stage. For a discussion of the staging process see the discussion on Scenario Manager and Process Summary in 'Building the Planning Model' chapter.

See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Establishing Planning Method Groups, page 159.](#)

See [Chapter 11, "Building the Planning Model," Using Model and Scenario Manager, page 300.](#)

See [Chapter 11, "Building the Planning Model," Assigning Planning Method Defaults to Line Item Activities, page 271.](#)

### ***Assigning FLEX to Multiple Dimensions***

When assigning a FLEX ID using the Assign Planning Methods Default page, you attach or assign the FLEX ID to an account or range of accounts. There is also an option to assign the FLEX ID to an additional dimension – such as a cost center or range of cost centers. Assigning a FLEX ID to both an account and an additional dimension creates fairly specific default criteria (rules) where the FLEX ID is to be applied. When the assignment cannot be specified in sufficient detail using account and the additional dimension, then consider assigning the FLEX ID using row-level assignments, or allow user-overrides at the row level. The method defaults are dynamic (rule-based) and will update when new accounts or additional dimension members are added to the Planning & Budgeting application, whereas the row-level assignments are static.

### ***Overriding Controls***

After a formula is assigned to an account, the coordinator can still define whether to allow override of the method and/or formula ID or not for the specified account (and additional dimension, if defined). For example, you can assign a formula to an account on the Override Controls page, and check the Method box leaving the method unlocked. The preparer, when editing their planning center for the corresponding activity scenario, can then override the formula for any individual line item using that account. For a detailed discussion of the Override Controls page, see the 'Building the Planning Model' chapter.

See [Chapter 11, "Building the Planning Model," Assigning Planning Method Defaults to Line Item Activities, page 271.](#)

---

## **Updating the Planning Model when You Edit Flexible Formulas**

FLEX IDs change over time and need to be maintained. For instance, changes to the expression (operators, sources and drivers) or the addition of a new FLEX ID require that you update the Planning & Budgeting model. The Scenario Manager tracks whether there have been updates to the flexible formulas associated with line item activities and whether or not the planning model needs to be updated to accept the changes. To update the planning model, change any affected line item activity scenario status to *On Hold* and select 'Stage Formulas' from the Scenario Manager page. After staging the formulas, set the line item activity scenarios back to the *Released* status to allow users update access. Note that this formula stage process does not perform a calculation. Furthermore, some formulas may require the working version to be copied to master in order to take effect and display the right numbers in a related line item activity, for example when formulas cross planning centers or line item activities. Model-wide calculations are done via the Model Recalculation batch process. To update drivers select the Refresh Driver Parameters batch process.

## Chapter 13

# Using Multiple Currencies

This chapter provides overviews of multiple currencies and how multiple currencies are processed, and discusses setting up multiple currency rules.

---

## Understanding Multiple Currencies

This section discusses:

- Multiple currencies.
- Currency quotation methods.
- How exchange rates are calculated.

## Prerequisites

Before you begin using multiple currencies in Planning and Budgeting, understand how foreign currency processing works in PeopleSoft applications and how to set up your system for multiple currencies. You can define and maintain tables that describe currency codes, exchange rates, market rates, and currency rate types. All PeopleSoft applications use the same market rate and currency pages and tables, enabling you to administer centralized currency controls throughout our integrated product lines.

## Multiple Currencies

The PeopleSoft system enables you to manage financial information in multiple currencies for standard, project, and control budget types.

Planning and Budgeting supports multiple *entry* and *target* currencies. Use an entry currency to enter budget data. A target currency is a currency into which you can translate, report, and view monetary amounts within the planning model.

Planning and Budgeting uses the multiple currency setup and transactions that you completed in PeopleSoft Financial Management. Use the extract, transform, and load (ETL) process to import related data into the PeopleSoft EPM Warehouse tables. If you are not using PeopleSoft General Ledger, you can set up multiple currency processing within the PeopleSoft Enterprise Performance Management database.

Multicurrency affects data in Planning and Budgeting when you:

- Stage data for the planning model.
- Work with line item budgeting, asset budgeting, and position budgeting.

- Refresh exchange rates in the planning model.
- Export budget data from the planning model.
- Use Analytical Calculation Engine (ACE) analysis reports and SQR reports.

Once budget development is complete, post budget journal entries in PeopleSoft General Ledger.

### See Also

*PeopleSoft Enterprise General Ledger PeopleBook, "Processing Multiple Currencies in PeopleSoft General Ledger".*

*PeopleSoft Global Options and Reports PeopleBook, "Processing Multiple Currencies".*

## Currency Quotation Methods

Define and maintain currency quotations within PeopleSoft Financial Management or as part of PeopleSoft EPM Warehouse setup. This table shows the direct rate quotation that Planning and Budgeting uses to convert and manage multicurrency processing:

<b>Conversion Type</b>	<b>Formula</b>	<b>Example</b>
Direct	$(\text{From currency} / \text{RATE\_DIV}) \times (\text{RATE\_MULT}) = \text{To currency}$	10 USD to French Francs: $(10/1) \times 5 = 50$

In Planning and Budgeting, the system calculates exchange rates with a model based on the currency criteria defined for the planning model. After the budgeting process begins, run the Update Staged Data Application Engine process (BP\_STG) to load and update exchange rates and revalue entry-target currency rates in a planning model.

---

**Note.** Planning and Budgeting uses the direct rate quotation but does not use other conversion types that are available in the EPM Warehouse, such as indirect and triangulation.

---

## How Exchange Rates Are Calculated

Planning and Budgeting uses effective-dated exchange rates to convert historical ledger and asset data and to generate exchange rates to view budget data. The initial source of exchange rates comes from the PS\_RT\_RATE\_TBL table. Planning and Budgeting uses three exchange rate concepts:

- Average period rate.
- Average rate for a budgeting cycle.
- Effective dates.

### **Average Period Rate**

The first concept is the average period exchange rates, which are calculated for each budget period that is used by the planning model and is stored in PS\_BP\_ACTV\_SCEN\_RT. For example, if the planning model is monthly, contains two years of historical data, and defines one year for a proposed budget, you need 36 exchange rates for entry-target currency. If the planning model uses quarterly budgets instead, each entry-target currency would use 12 exchange rates (three years multiplied by four quarters). The model uses these exchange rates for entry-target currency views in line item, inquiry, reporting, and the exporting of data from the planning model.

Use the following examples to look at how the system derives these values. The process takes effective-dated rates and converts them into average period rates prorated by number of days. For example, suppose that you have the following rate data in the PS\_BP\_ACTV\_SCEN\_RT:

<b>From Currency</b>	<b>To Currency</b>	<b>Effective-Date</b>	<b>Rate</b>
USD	GBP	12/13/2000	1.45
USD	GBP	2/15/2001	1.47

Assuming that the planning model is built for a proposed one-year budget, with monthly periods of January through December, the process must calculate an average rate for each month required for the planning model.

Based on the data that is presented in the table, the following shows how to calculate the average rate for the month of February 2001. February 2001 has 14 days (2/1/2001 to 2/14/2001) using the 1.45 rate, which is effective from 12/13/2000. Another 14 days within the month of February 2001 (2/15/2001 to 2/28/2001) use the 1.47 rate, which is effective from 2/15/2001. The average rate for the month of February 2001 is as follows:

$$((14 \text{ days} \times 1.45) + (14 \text{ days} \times 1.47)) \div 28 \text{ days} = (20.30 + 20.58) \div 28 = 1.46$$

The system stores the derived average period rate in the PS\_BP\_ACTV\_SCEN\_RT table by planning model, scenario, period, account type, and analysis base. This example is intended for illustrative purposes only and does not consider actual currency precision.

### **Average Rate for a Budgeting Cycle**

The second exchange rate concept derives a single average rate for the budgeting cycle. The system uses this exchange rate for any conversion that might be required on position data from human resources to be included in the planning model.

To illustrate, assuming that the start and end dates of the budgeting year are 1/1/2001 to 12/31/2001, the system process must derive one average rate for the entire budget year. Using the same data presented earlier, the following shows how to calculate the average annual rate for the 2001 budgeting cycle. There are 45 days between 1/1/2001 to 2/14/2001 using the 1.45 rate, which is effective from 12/13/2000. Another 320 days from 2/15/2001 to 12/31/2001 use the 1.47 rate, which is effective from 2/15/2001. The average annual rate for the budget year is:

$$((1.45 \times 45 \text{ days}) + (1.47 \times 320 \text{ days})) \div 365 \text{ days} = 65.25 + 470.40 \div 365 = 1.4675$$

The system stores the derived average rate for position data in the PS\_BP\_POS\_RATE table by planning model, scenario and account type.

### ***Effective Dates***

To convert historical data, the system uses the exchange rates based on the scenario and the scenario group to define average budget period rate and average budgeting cycle rates. These rates are used to convert ledger or asset data by average budget period rate, and position data using the average exchange rate of the budgeting cycle, during staging when the original currency is unavailable for entry in the planning model.

Using the earlier example, if the budget uses Calendar Year 2001 for comparison purposes or source data (defined by a history scenario), the historical data requiring conversion will use the effective dates of 12/13/2000 and 2/15/2001 to create the average budget period and average budgeting cycle rates.

---

## **Understanding How Multiple Currencies Are Processed**

This section provides overviews of how multiple currencies are processed during:

- Line item budgeting.
- Asset budgeting.
- Position budgeting.
- Data staging.
- Model update.
- Inquiry and reporting.
- Data export.
- Ledger posting.

### **Line Item Budgeting**

During line item budgeting, you can view up to nine historical monetary amounts with the proposed budget and forecast planning types that you define when you setting up the planning model. View these historical and proposed amounts in any target currency. Define your view using the View Definitions page. When you are working with line item budgets, Planning and Budgeting performs online conversion of the ledger data to target currencies using exchange rates by period.

### ***How Exchange Rates Are Used***

Planning and Budgeting uses rates that are stored in the PS\_BP\_ACTV\_SCEN\_RT table, which was derived when the staging process was run before the planning model was published.

Planning and Budgeting converts the monetary amounts to the target currency; it does not use the total amount as the basis for the conversion. Rather, it converts the data period-by-period using historical rates, and then adds the amounts to provide a total in the target currency.



For example, suppose that you have the following exchange rate data:

<i><b>From Currency</b></i>	<i><b>To Currency</b></i>	<i><b>Effective-Date</b></i>	<i><b>Rate</b></i>
USD	GBP	12/13/2000	1.45
USD	GBP	2/15/2001	1.47
USD	GBP	8/1/01	1.48

---

**Note.** The Rate column represents the value derived from PS\_RT\_RATE\_TBL when the RATE\_MULT (rate multiplier) field is divided by the RATE\_DIV (rate divisor) field.

---

After the stage process runs, it updates the PS\_BP\_ACTV\_SCEN\_RT table. For a monthly budget, the following represents the values in the table for rate data by budget period that line item budgeting uses:

<i><b>Year</b></i>	<i><b>Month</b></i>	<i><b>Average Period Rate</b></i>
2001	January	1.45
2001	February	1.46
2001	March	1.47
2001	April	1.47
2001	May	1.47
2001	June	1.47
2001	July	1.47
2001	August	1.48
2001	September	1.48
2001	October	1.48
2001	November	1.48

<b>Year</b>	<b>Month</b>	<b>Average Period Rate</b>
2001	December	1.48

Suppose that you want to view the prior year actuals analysis base total in British pounds (GBP). Currently, the prior year actuals appear in U.S. dollars (USD) as shown here for account 5000:

<b>Account</b>	<b>Currency</b>	<b>Prior Year Actuals</b>
5000	USD	1,200,000 (or 100,000 per month)

Based on this example data, using a monthly budget the system converts the prior year actuals analysis base total using the following formula with the following results:

<b>Year</b>	<b>Month</b>	<b>Rate</b>	<b>Prior Year Actuals (USD)</b>	<b>Prior Year Actuals (GBP)</b>
2001	January	1.45	100,000	68,965
2001	February	1.46	100,000	68,493
2001	March	1.47	100,000	68,027
2001	April	1.47	100,000	68,027
2001	May	1.47	100,000	68,027
2001	June	1.47	100,000	68,027
2001	July	1.47	100,000	68,027
2001	August	1.48	100,000	67,567
2001	September	1.48	100,000	67,567
2001	October	1.48	100,000	67,567
2001	November	1.48	100,000	67,567
2001	December	1.48	100,000	67,567

<i>Year</i>	<i>Month</i>	<i>Rate</i>	<i>Prior Year Actuals (USD)</i>	<i>Prior Year Actuals (GBP)</i>
Total			1,200,000	882,995

**Note.** If you are using activities that include Balance Sheet Planning, the period 0 (starting balance) rate will be based on the minimum effective date rate for the planning scenario you are working with. Using the example above, it would be 1.45 for a budget scenario that begins 1/1/2001.

## Asset Budgeting

During the staging process, for in-service assets that use currencies that are not defined as entry currencies, the system converts asset values with the exchange rate using the average budget period rate. This is the same methodology that is used by line item budgeting data.

When you use the asset budgeting activity, the entry currencies that are defined by the planning model are available for adding new assets.

## Position Budgeting

When you use the position budgeting activity, only the entry currencies that are defined by the planning model are available for adding positions. A single currency code is associated with a job code when adding a position, and it cannot be changed when entered. When existing positions have currencies that are not defined as an entry currency, they are converted during staging into the planning model using the average exchange rate of the budgeting cycle in the model. Currency codes for existing position and job rows cannot be changed during the edit process.

## Data Staging

When you run the Data Staging Application Engine (BP\_STG)), the system uses ledger data that you import from your Financial Management Solutions database. Specifically, Planning and Budgeting takes the ledger values from POSTED\_TRAN\_AMT (posted transaction amount) located in PS\_LED\_F00 (actual ledger), PS\_BP\_LED\_BUDG\_F00 (standard budget ledger), PS\_BP\_LED\_KK\_F00 (control budget ledger), or PS\_BP\_LED\_PROJ\_F00 (project budget ledger).

During this stage, if the transaction currency of the source data is not defined as an entry currency for the planning model, the data staging converts the transaction amounts to the base currency of the business unit. For line item ledger data and asset data transaction, the conversion is based on the exchange rate as-of date. For position data transaction, the conversion is based on the average rate of the budgeting cycle.

## Model Update

Use the Update Staged Data process and select the Update Exchange Rates function to update exchange rates that changed since the planning model was originally published. When you run this process, the system updates exchange rates and the average period rates for entry-target currency for a planning model and scenario that have already been staged. The update can impact new data entry and target currency viewing.

This process updates the exchange rates and stores them in PS\_BP\_ACTV\_SCEN\_RT for use during budgeting. The process takes the effective-dated rates and converts them into average budget period rates used in the model, prorated by number of days.

**See Also**

Chapter 11, "Building the Planning Model," page 241

## Inquiry and Reporting

Planning and Budgeting enables you to define parameters to use the ACE analysis reports to view the results online or to download the results to a Microsoft Excel spreadsheet. Use the Select View Currency field to specify the currency. Available ACE analysis reports for line item budgeting include Version Analysis and Variance Analysis.

Additionally, use the standard delivered SQR reports with Planning and Budgeting. The reporting options enable you to compare line item budget activities within a version, across budget versions, and across budget periods using a defined entry or target currency when a planning model has enabled multicurrency options.

When entering budget selection criteria for the SQR reports, three currency inquiry options are available:

- All Entry in a Single Target

You select which target currency to view or report all entry budget data.

- One Entry Only

You select which entry currency code to view or report budget data.

- One Entry in a Single Target

You first select the entry currency code and then select which target currency to view or report budget data.

Available SQR report options for line item budgeting include Version Analysis, Ledger Type Comparison, Budget Comparison, and Summary of Methods.

---

**Note.** Reporting options for multicurrency, line item budgeting, do not generate reports or views containing multiple target or multiple entry currencies.

---

**See Also**

Chapter 5, "Integrating with Other Applications," Using Data from PeopleSoft Asset Management, page 68

## Data Export

When you run the Export to General Ledger or Export to HR application engine process (BP\_EXP), the system extracts budget data from the planning model into the general ledger stage table PS\_BP\_LEDGER\_BDEXP for line item data (and one of the following source budget ledgers in EPM — BP\_LED\_BUDG\_F00, BP\_LED\_PROJ\_F00, or BP\_LED\_KK\_F00), and for position-related data PS\_BP\_JOB\_F00, PS\_BP\_POSITION\_D00, and BP\_COMP\_F00.

For line item ledger data, the system exports budget amounts in the entry currency that is used during the budgeting process and saves them in POSTED\_TOTAL\_AMT and POSTED\_TRAN\_AMT. For POSTED\_BASE\_AMT, the system converts and saves the currency as the business unit base currency.

For data that is exported to human resources, the system exports position budget data amounts in the entry currency used during the budgeting process. For those positions originally converted to an entry currency when the source currency was unavailable, the system converts it to its original source currency.

---

**Note.** Asset activity data does not have a data export process like line items and positions.

---

## Ledger Posting

After you import the budget data into the appropriate ledger tables in the PeopleSoft Financial Management database, you can use the Allocation process (GL\_ALLOC) in PeopleSoft General Ledger to create journal entries that post the budget amounts in the POSTED\_TOTAL\_AMT (posted total amount) field in the base currency. The system may update or create new rows with the budget amounts in POSTED\_TRAN\_AMT converted to base currency and stored in the POSTED\_TOTAL\_AMT field.

---

## Setting Up Multiple Currency Rules

To set up multicurrency:

1. Define the following multicurrency definitions when you set up the following general options in PeopleSoft Financial Management:
  - Currency codes.
  - Market rates.
  - Currency quotations.
  - Currency controls, including a base currency for the business unit.
  - Currency precision.

---

**Note.** Alternatively, you can define these multicurrency definitions within the Enterprise Performance Management database; however, you cannot export these definitions back to the Financial Management database.

---

2. Use the ETL process to update the PeopleSoft Enterprise Performance Management database.

The multiple currency tables that are used by all PeopleSoft applications are populated.

3. Import data to use in Planning and Budgeting.
4. Set up multiple currency options in Planning and Budgeting as you define your budgeting parameters and build the model.

This step includes defining:

- Rate combinations to associate market rate types with each account type that is assigned to a scenario.
- The planning model as a multiple currency budget using the Planning Model page.
- View definitions to specify how currencies appear on line item budgeting pages.
- Currency options to specify entry, entry default, and target currencies for a planning model.

Rate combination is an attribute of a nonhistory scenario. A planning model can have a unique rate combination for each scenario, since the model's scenario group can have many scenarios for planning and budgeting. This allows you to use scenarios for planning different assumptions about future exchange rates. All scenarios share the same currency option for entry, default, and target.

### **See Also**

Chapter 11, "Building the Planning Model," page 241

Chapter 7, "Defining Your Planning and Budgeting Parameters," Specifying Rate Combinations, page 172

## Chapter 14

# Working with Planning and Budgeting Activities

This chapter provides an overview of planning and budgeting activities and discusses how to:

- Use the planning workspaces.
- Create working versions.
- Access planning and budgeting activities.
- Send Planning and Budgeting users emails.
- Access Planning and Budgeting documentation.
- Submit and reject plans and budgets.

---

## Understanding Planning and Budgeting Activities

Use activities to develop your plans and budgets. Your role(s) and user ID definition determine your access to the various activities and scenarios. The coordinator selects the activities and scenarios to be used in the planning model for a business unit on the Activity Scenario page. In PeopleSoft Planning and Budgeting, you can perform the following activities in a scenario for a planning model through My Planning Workspace:

<b>Activity</b>	<b>Description</b>
Line item	<p>Used to view and change plan or budget amounts in a line item format using methods or manually entering amounts. You can also make fixed amount adjustments to individual line items. Alternatively, use this activity to edit line items via a spreadsheet as an alternative way to enter line item data.</p> <p>Use the <i>Edit Adjustments</i> options against any working version to apply line item amount modifications to one or many line item rows at a time that can be applied or reversed.</p> <p>Use the <i>Edit Allocations</i> option against the master version to distribute amounts across line items. Allocations enable you to transfer amounts from one or many line item rows to another, such as transferring one planning center's amounts to another planning center. After the system processes an allocation, the source line item rows reflects a decrease and the target line item shows an increase as a result of the executed allocation.</p>
Position budgeting	<p>Used to add, modify, or view position data details, including salary, earnings, benefits, and employer paid tax costs associated with positions. After you complete position budgeting, you may need to recalculate the planning model to summarize the position data into your personnel line item activity.</p>
Asset budgeting	<p>Used to create, modify, or view assets and depreciation costs associated with capital acquisition plans. After you complete asset budgeting, you may need to recalculate the planning model to summarize the asset and depreciation data into your line item activity.</p>

PeopleSoft Planning and Budgeting uses *roles*, *models*, *activities*, and *scenarios* to manage access to the planning centers and their versions. My Planning Workspace helps ensure that the system retrieves the appropriate type and volume of data from the database at any one point in time in which you have access. This keeps the data organized and maximizes system performance. *Versions* enable you to use multiple variations of your plan or budget by planning center for data manipulation and comparison purposes before you decide which variation is the one you want to submit as your final plan or budget. When you submit a planning center version, you are submitting a plan or budget for a specified activity and scenario within a planning model. The role associated with your planning center you are submitting is typically related to the level in which you prepare your plan or budget. For example, a preparer or casual preparer is the detail or lowest level in which the activity scenario is prepared. A non-preparer role (analyst, reviewer, and coordinator) is a roll up or higher planning center level that represents a collection of one or many detail planning centers. Users with these roles review, adjust, approve, or reject the plans or budgets.

If the coordinator has defined the secondary security option in Planning and Budgeting as a part of your line item activity plans, access to your planning centers for these activity types may be restricted. The use of secondary security does not change the page layout of My Planning Workspace, but it can limit actions and access for users with partial access. Specifically, users with partial access cannot:

- Submit plans or budgets.



- Access planning targets from Line Item Details page.
- Create private views that display a tree.
- Use the Variance Analysis and Version Analysis reports.
- Perform allocations.

---

**Note.** The coordinator should evaluate the organization's requirements and take into consideration user access with respect to row level security and the definition of secondary security for line item activities. When using this type of row-level security, you should have at least one user per planning center who has full access and can perform the actions required for budget preparation.

---

### **See Also**

[Chapter 7, "Defining Your Planning and Budgeting Parameters," page 131](#)

## **Common Elements Used in This Chapter**

<b>Activity</b>	Select an available activity value and scenario value, then click the Refresh button.  Available activities depend on security and the values specified in the Activity Group page, but selected on the Activity Scenario page in the planning model.
<b>Business Unit</b>	An identification code that represents a high-level organization of business information. Valid values depend on the business units associated with planning models. A planning model can be associated with only one business unit within your organization. However, a business unit can have multiple planning models.
<b>Email</b>	Click to access the Compose Mail page, and create and send emails to other planning and budgeting contacts.
<b>Planning Center</b>	Dimension (ChartField) defined to represent the cost center, balance sheet, or revenue planning center of the organization that also facilitates the approval structure of the budget or plan. Valid dimensions used to define a planning center include Department, Operating Unit, Product, Project, Fund, Program, Class, ChartField 1, ChartField 2, and ChartField 3. A planning center drives how activities are performed. If a planning center is defined as department, the system sorts and performs planning and budgeting activities by Department.
<b>Planning Guidelines</b>	Click to access the Documentation and Guidelines page, and access documents related to the plans and budgets.
<b>Planning Model ID</b>	Refers to the name of a planning and budgeting model used to perform budget development of activities and scenarios for a business unit.
<b>Refresh</b>	Click to refresh the page with new or updated information. Refresh the page after selecting new activity and scenario values, or new version and status values.

<b>Role Name</b>	Role assignments defined for your user ID. The role values include <i>Preparer</i> , <i>Casual Preparer</i> , <i>Analyst</i> , <i>Reviewer</i> , and <i>Coordinator</i> . Your selection determines which planning centers you can access.
<b>Scenario</b>	<p>A planning and budgeting definition to group a unique set of assumptions or type of plan or budget information to be prepared. Click Refresh to update the page.</p> <p>Available scenarios depend on security and the values specified in the Scenario Group page, but selected on the Activity Scenario page in the planning model.</p>
<b>Status</b>	<p>Current status of the planning center for an activity scenario:</p> <p><i>Approved:</i> A planning center version that has been submitted to a higher planning center level becomes approved.</p> <p><i>Complete:</i> A budget or plan at the highest planning center level defined for the activity scenario in a planning model is submitted.</p> <p><i>In Review:</i> A budget version that is currently being reviewed.</p> <p><i>Not Ready:</i> The budget version is not available because not all of the budget versions at the lower budget levels are submitted. Once all lower-level budgets have submitted their budgets, then the status changes to Open. Individual versions that have been submitted at the lower-level budget have a <i>Submitted</i> status.</p> <p><i>Open:</i> Budget version is open and available to be worked on.</p> <p><i>Rejected:</i> Submitted version is rejected at the higher budget level. All versions at lower budget level are unlocked and in <i>Rejected</i> status and allow update.</p> <p><i>Submitted:</i> Budget version is submitted to the next budget level and ready for reject or approve action. All versions at the submitted budget level are locked and cannot be modified. The system creates a master budget version based on the submitted version.</p> <hr/> <p><b>Note.</b> The coordinator submitting at the highest planning center level will prevent any further edits or rejections to the activity scenario in a planning model. There is no reject available for the highest level of a plan or budget if submitted.</p> <hr/>
<b>User Preferences</b>	Click to access the User Preferences page, and set defaults for the My Planning Workspace view pages for a specific user ID. Setting default preferences here for your planning model, business unit, role name, activity, and scenario enables you to bypass the Workspace Search page. If you do not establish this default information, you must select the model, activity, and scenario for the user role on the Workspace Search page prior to accessing the My Planning Workspace page.
<b>Version</b>	Select one version to submit as your final budget or plan. Versions are different variations of a planning center's plan or budget the system uses for data manipulation and comparison.
<b>Workspace Search</b>	Enter search parameters to retrieve different workspaces. Your user access definition determines the available options for role, business unit, model, activity and scenario.

**Status Icon**

Indicates the status of a planning center's activity scenario.

*Not Ready:* Displays as a yellow inverted triangle; indicates the planning center is not yet ready for submittal.

*Rejected:* Displays as a red square; indicates the planning center has been rejected.

**See Also**

Chapter 14, "Working with Planning and Budgeting Activities," Submitting and Rejecting Plans and Budgets, page 382

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## Using the Planning Workspaces

This section provides an overview of understanding the two types of planning workspaces and discusses how to:

- Use the My Planning Workspace: My Preparation Workspace.
- Use the My Planning Workspace: My Review Workspace.

## Understanding the Planning Workspaces

This section gives an overview of My Planning Workspace and discusses the two types of workspaces:

- My Planning Workspace: My Preparation Workspace.
- My Planning Workspace: My Review Workspace.

My Planning Workspace is a summary and point of access for plans and budgets that you can access to update and submit, review, reject, and approve. These plans or budgets are controlled by role, model, activity, scenario, and planning center. In general, activities and scenarios represent the plan or budget for a planning model, and your role and planning center in which you have access to work or review. After selecting an activity scenario for a model, you determine the planning center to work with by selecting or creating a working version of the plan or budget. With the planning workspace, we deliver the following two workspace views:

- *My Planning Workspace: My Preparation Workspace:* Use this view to update and work on your plans and budgets.
- *My Planning Workspace: My Review Workspace:* Use this view to review the progress of plans and budgets that roll into your area of authority in which you have access to review, adjust, reject, or approve.

Preparers (or casual preparers) are the user roles that the plan or budget preparation begins with first, and is the lowest level of detail entered and provided. Any non-preparer role will have an additional workspace page to review the progress of the plan or budget, and perform their own adjustments of those submitted. Any user may have one to many activities, scenarios, and planning centers to work with from their workspace. For example, if *Department* represents your planning center and you are responsible for two departments, you will have at least two planning centers—with their associated versions—to work with using the My Planning Workspace: My Preparation Workspace page, based on your login user ID and role name.

---

**Note.** During the planning model stage process, the system automatically creates, for preparers, the first working version of each planning center activity scenario. For all planning centers the system also creates *Base* and *Master* versions.

---

### ***My Planning Workspace: My Preparation Workspace***

To access, update, and submit plans or budgets, use the My Planning Workspace: My Preparation Workspace page.

<b>Page</b>	<b>Usage</b>
My Planning Workspace: My Preparation Workspace	<p>Displays all planning center versions for a model, activity, and scenario for your user ID and role that you can update and work with.</p> <p>Use this page to:</p> <ul style="list-style-type: none"> <li>• View all versions of all planning centers for which the selected user ID is responsible for preparation and submittal.</li> <li>• Lock and release planning centers for an activity scenario.</li> <li>• Submit plans or budgets tied to your planning center by an activity scenario.</li> <li>• Review status of each planning center you have access.</li> <li>• Send email to other planning and budgeting users.</li> <li>• Access the various activities for a scenario to update and review amount information, such as: <ul style="list-style-type: none"> <li>• Line Item Details page to access a line item activity type. For the line item activity types you may also access Adjustment and Allocation pages when you have access.</li> <li>• Position Overview page to access the details of a position budgeting activity type.</li> <li>• Asset Overview page to access the details of an asset budgeting activity type.</li> </ul> </li> <li>• Access the Copy Version page where you copy version information from one version to another for a specific planning center.</li> <li>• Access the My Planning Workspace: My Review Workspace page when you are a nonpreparer.</li> </ul> <p><b>Note.</b> Activities options include: Line Item (and Line Item Mass Adjustments), Asset Budgeting, and Position Budgeting. Budget Allocation is only available when selecting a master version to work with.</p>

### ***My Planning Workspace: My Review Workspace***

To view and reject plans or budgets, use the My Planning Workspace: My Review Workspace page.

<b>Page</b>	<b>Usage</b>
My Planning Workspace: My Review Workspace	<p>Displays all higher level planning centers for a model, activity, and scenario for your user ID and role that you can review and reject.</p> <p>Use this page to:</p> <ul style="list-style-type: none"> <li>• View all versions of all planning centers for which the selected user ID is responsible for review and potential rejection. For the activity scenario you view for a planning center, the system takes you to one of the following pages, depending on the selected activity type: <ul style="list-style-type: none"> <li>• Line Item Details page to view a line item activity type.</li> <li>• Position Overview page to view the details of a position budgeting activity type.</li> <li>• Asset Overview page to view the details of an asset budgeting activity type.</li> </ul> </li> <li>• Reject plans or budgets tied to a planning center by an activity scenario.</li> <li>• Access the Planning Center Details page where you can view the details of any planning center and version that rolls into your level of authority.</li> <li>• Access the My Planning Workspace: My Preparation Workspace page.</li> <li>• Expand higher level planning centers to view or reject lower level planning centers.</li> </ul> <p><b>Note.</b> Preparer and Casual Preparer are the only role types that do not have access to the My Review Workspace.</p>

## Pages Used to Manage the Planning Workspaces

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
My Planning Workspace: My Preparation Workspace	BP_DASHBOARD1	<ul style="list-style-type: none"> <li>Planning and Budgeting, Activity Preparation, My Planning Workspace</li> <li>Click the My Preparation Workspace link on the My Planning Workspace page.</li> </ul>	View summary and related information for plans or budgets in which you have access to. Manage your planning centers by activity scenario for a model. Perform edits, unlocks, version copy, and submits of your plans and budgets for your planning center versions by activity scenario. For line item activity types, access adjustments and allocations when you are granted access. Page field and links may vary depending upon your role, access, and status.
My Planning Workspace: My Review Workspace	BP_DASHBOARD2	<ul style="list-style-type: none"> <li>Planning and Budgeting, Activity Preparation, My Planning Workspace</li> <li>Click the My Review Workspace link on the My Planning Workspace page.</li> </ul>	View summary and related information for plans or budgets to which you have access. Manage your planning centers by activity scenario for a model. View planning center status, version information, and reject plans or budgets that report or roll into your planning center level. Page field and links may vary depending upon your role, access, and status.  <b>Note.</b> Only users with nonpreparer roles can access this page.
Planning Center Details	BP_WSCTR_DTL	Click the Details link on the My Planning Workspace: My Review Workspace page.	View status, action information, and access and view planning center details by version.
User Preferences	BP_USER_PREF	Click the User Preferences link on the My Planning Workspace page.	Set up the default values that the system uses to directly access the My Planning Workspace page based on your user ID.

Using the My Planning Workspace: My Preparation Workspace

Access the My Planning Workspace: My Preparation Workspace page (Planning and Budgeting, Activity Preparation, My Planning Workspace then click the My Preparation Workspace link).

My Planning Workspace

Role Name:Preparer

Business Unit:US002

Planning Model ID:BCL\_CLASS2003 Standard Budget Model

Activity:Line Item

Scenario:2003Proposed

Refresh

Workspace Search

User Preferences

Email

To view or change your budget or plan, select Edit or View for the desired Planning Center version. To copy a version, click Copy. To submit the completed budget or plan for approval, select the desired version for each Planning Center and click Submit.

Submit

Version:All

Status:All

Refresh

My Planning Workspace

WorkspaceDetails

CustomizeFindView AllFirst1-10 of 15Last

Select	Planning Center	Description	Version	Description	Status	Locked Date	Locked By	Unlock	Edit	View	Copy	Allocations	Notes
<input type="checkbox"/>	12000	Public Affairs	Base	Base Version	Open					<a href="#">View</a>	<a href="#">Copy</a>		
<input checked="" type="checkbox"/>	12000	Public Affairs	Version 1	Version One	Open	02/19/10 11:49:44AM	BP01	<a href="#">Unlock</a>	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Copy</a>	<a href="#">Edit Adjustment</a>	
<input type="checkbox"/>	12000	Public Affairs	Master	Master Version	Open					<a href="#">View</a>	<a href="#">Copy</a>	<a href="#">Edit Allocations</a>	
<input type="checkbox"/>	13000	Finance	Base	Base Version	Open					<a href="#">View</a>	<a href="#">Copy</a>		
<input type="checkbox"/>	13000	Finance	Version 1	Version One	Open				<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Copy</a>	<a href="#">Edit Adjustment</a>	
<input type="checkbox"/>	13000	Finance	Master	Master Version	Open					<a href="#">View</a>	<a href="#">Copy</a>	<a href="#">Edit Allocations</a>	
<input type="checkbox"/>	21000	Eastern Sales Region	Base	Base Version	Open					<a href="#">View</a>	<a href="#">Copy</a>		
<input type="checkbox"/>	21000	Eastern Sales Region	Version 1	Version One	Open				<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Copy</a>	<a href="#">Edit Adjustment</a>	
<input type="checkbox"/>	21000	Eastern Sales Region	Master	Master Version	Open					<a href="#">View</a>	<a href="#">Copy</a>	<a href="#">Edit Allocations</a>	
<input type="checkbox"/>	21100	Central Sales Region	Base	Base Version	Open					<a href="#">View</a>	<a href="#">Copy</a>		

Submit

☒ Select All

☐ Clear All

My Planning Workspace: My Preparation Workspace page

**Note.** Your security access, role, and status determine whether the system displays certain fields and links for your planning centers.

- Unlock

Click to unlock a planning center version that is locked by you. The system displays this button only to those users who have access to the planning center, but it is disabled if you are not the user who originally locked the version.
- Edit

Available only to the user who has an 'Open' status. Click to go to the Line Item Details page where you can edit the method IDs and budget amounts for a line item activity, access the Position Overview page for a position activity, or the Asset Overview page for an asset activity.



**Submit**

Select the desired planning center version, then click to submit the completed budget for approval. The system checks whether you have full access to each selected planning center version. If you have only partial access to any of the selected planning center versions, submission does not take place, and the system displays an error message indicating that you need access to all line items in a planning center in order to submit it.

---

**Note.** The submit option will not be available for position and asset activities when workflow relationships are defined with the parent line item. Submit the planning center version at the line item parent level.

---

**Release**

Click to release a view-only lock of a planning center version.

Clicking the View link also releases a lock and creates a new view-only.

**Copy**

Click to access the Copy Version page and copy data into a new version for the selected planning center. The system enables this link only when you have an open status for the planning center. If you prepare your planning center at a higher level, you must wait for all the children of your planning center to submit their plans or budgets before your status is open. After you have submitted a planning center, the system disables this link.

---

**Note.** The copy option will not be available for position and asset activities when workflow relationships are defined with the parent line item. Copy a new version for the planning center at the line item parent level.

---

**Edit Adjustments**

Click to access and edit the Mass Adjustment List page and apply or reverse adjustments to line item rows.

This option is available when your planning center status is either 'Open' or 'Rejected'.

**View Adjustment**

Click to review the Mass Adjustment List page to view adjusted line items.

The option is available when you no longer have write access to the planning center.

See [Chapter 16, "Using Line Item Mass Adjustments," Selecting Line Items for Mass Adjustment, page 469.](#)

**Edit Allocations**

Click to access the Allocation List page and execute or reverse an allocation to line item rows. When you click Edit Allocations the system checks whether you have full access to the planning center version. If you have only partial access, the system displays an error message indicating that you need access to all line items in a planning center in order to edit allocations.


<b>View Allocations</b>	<p>Click to access the Allocation List page to review line items that have been allocated.</p> <p>The option is available when you no longer have write access to the planning center.</p> <hr/> <p><b>Note.</b> The links to edit or view adjustments or allocations are only available when the 'Allowed to do adjustments?' and 'Allowed to do allocations?' options are enabled on the User Roles page for the user ID.</p> <hr/>
<b>Notes</b>	<p>Click the note icon to add or edit a note.</p>

**Using the My Planning Workspace: My Review Workspace**

Access the My Planning Workspace: My Review Workspace page (Planning and Budgeting, Activity Preparation, My Planning Workspace then click the My Review Workspace link on the My Planning Workspace page).


























Your security access, role, and status determine whether the system displays certain fields and links for your planning centers.

### My Planning Workspace

Role Name: Analyst [Workspace Search](#)  
 Business Unit: US002 [User Preferences](#)  
 Planning Model ID: BCL\_CLASS 2003 Standard Budget Model [Email](#)   
 Activity:   
 Scenario:

To view a budget or plan for a Planning Center, select the desired version and click View. To reject a budget or plan that has been submitted, click Reject.

[My Preparation Workspace](#) | [My Review Workspace](#)

My Review Workspace									
Customize   Find      First 1-12 of 12 Last									
	Select	Planning Center	Description	Status	*Version	View	Details	Notes	
	<input type="checkbox"/>	EAST	Eastern Region	▼ Not Ready	Master <input type="text" value=""/>	<a href="#">View</a>	<a href="#">Details</a>		
	<input type="checkbox"/>	..ATLANTA	Atlanta Office	▼ Not Ready	Master <input type="text" value=""/>	<a href="#">View</a>	<a href="#">Details</a>		
	<input type="checkbox"/>	..BOSTON	Boston Office	▼ Not Ready	Master <input type="text" value=""/>	<a href="#">View</a>	<a href="#">Details</a>		
	<input type="checkbox"/>	..NYC	New York City Office	▼ Not Ready	Master <input type="text" value=""/>	<a href="#">View</a>	<a href="#">Details</a>		
	<input type="checkbox"/>	WEST	Western Region	▼ Not Ready	Master <input type="text" value=""/>	<a href="#">View</a>	<a href="#">Details</a>		
	<input type="checkbox"/>	..SANFRAN	San Francisco Office	▼ Not Ready	Master <input type="text" value=""/>	<a href="#">View</a>	<a href="#">Details</a>		
	<input type="checkbox"/>	CENTRAL	Central Region	▼ Not Ready	Master <input type="text" value=""/>	<a href="#">View</a>	<a href="#">Details</a>		
	<input type="checkbox"/>	..20000	Sales Administration	▼ Not Ready	Master <input type="text" value=""/>	<a href="#">View</a>	<a href="#">Details</a>		
	<input type="checkbox"/>	CORPHQ	Corporate Headquarters	▼ Not Ready	Master <input type="text" value=""/>	<a href="#">View</a>	<a href="#">Details</a>		
	<input type="checkbox"/>	..14000	Administration	▼ Not Ready	Master <input type="text" value=""/>	<a href="#">View</a>	<a href="#">Details</a>		
	<input type="checkbox"/>	..10000	Human Resources	▼ Not Ready	Master <input type="text" value=""/>	<a href="#">View</a>	<a href="#">Details</a>		
	<input type="checkbox"/>	..42000	Manufacturing Support	▼ Not Ready	Master <input type="text" value=""/>	<a href="#">View</a>	<a href="#">Details</a>		

[My Preparation Workspace](#) | [My Review Workspace](#)  
☒ [Select All](#) ☐ [Clear All](#)

#### My Planning Workspace: My Review Workspace page

**Select** Select a check box for the planning center plan or budget you want to reject. You can select multiple planning centers at the same time.

**Select All** Click this link to automatically select all check boxes and planning centers.

**Clear All** Click this link to automatically clear all selected check boxes and planning centers.

**Version** Select a planning center version, then click the View link to access the specified planning center version and view details of the defined activity scenario.

<b>Details</b>	Click to access the Planning Center Details page and view planning center versions for the activity scenario, or to check the status, who performed the last action, and what that action was.
<b>Reject</b>	Click to reject the plan or budget for a planning center, and send it back to the activity scenario for revisions.  Clicking this button accesses the Reject Confirmation page.

---

## Creating Working Versions

This section provides an overview of versions and discusses how to copy versions.

## Understanding Working Versions

This section discusses:

- Working versions.
- Base and master versions.
- Create working versions using copy version functionality.

### ***Working Versions***

For each planning center you can have up to 36 versions of a plan or budget. System Version 0 and Version 4 are the *base version* and *master version*, respectively. System Versions 1 through 3, 5 through 9, and A through Z are considered *working versions* that you use to modify your plan or budget data.

The system labels for each version are as follows:

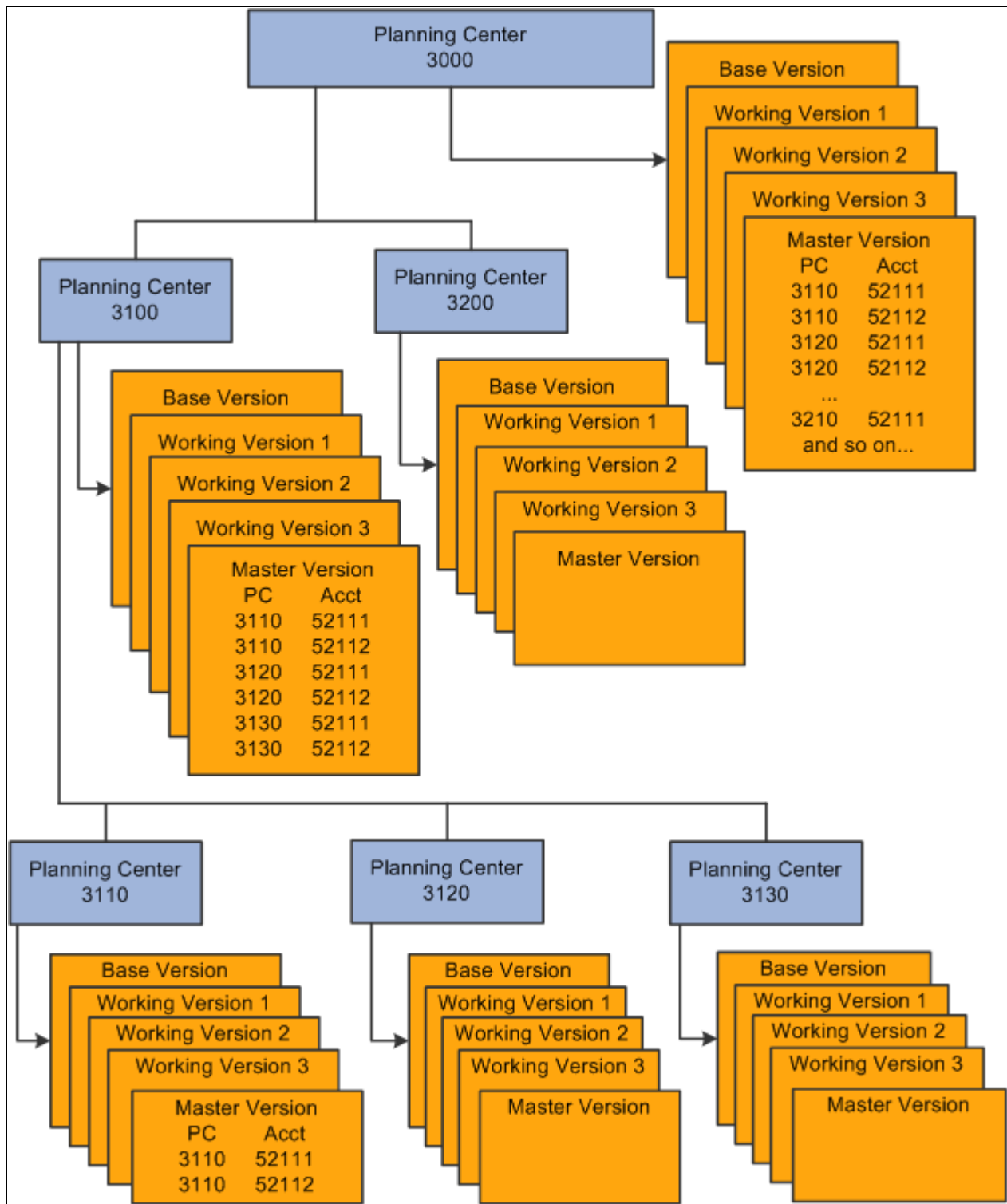
<b><i>System Label</i></b>	<b><i>Version</i></b>
Version 0	Base version
Version 1	Working version 1
Version 2	Working version 2
Version 3	Working version 3
Version 4	Master version
Version 5 through 9, and A through Z	Working versions 5 through 35

Because there are multiple available versions for every planning center or level defined for your activity scenario in the planning model, users assigned to the same planning center share the same versions.

For example, suppose that Department represents your planning center. Define Department 3100 as a rollup planning center level in your activity scenario. Departments 3110 (Administration), 3120 (Engineering and Design), and 3130 (Maintenance) roll up to define Department 3100 for submission and approval purposes. If you have more than one preparer role assigned to multiple users for Department 3110, those preparers share the versions for planning center 3110. If you have more than one reviewer role assigned to multiple users for Department 3100, those reviewers share the versions for planning center 3100. The versions for planning center 3000 represent different sets of data for its versions because they reside at different levels and have unique planning center IDs.

All versions at every planning level contain data at the activity's detail level. Only the versions at the lowest plan or budget level (the preparer level) contain editable method details for line item activity types, asset details for asset activity, and position details for position budgeting activity, if applicable for the scenario.

The following diagrams, using a line item activity, illustrate how the system associates versions with planning levels in an activity scenario within a planning model that has 3 working versions:



Line Item Activity and Versions for Each Planning Level

### Base and Master Versions

Use the base version as the starting point for preparing a plan or budget and distribute it to preparers. The base budget (data source or seed) is the *base version* (version 0). Users can view the base version, but cannot modify it or copy data into it.

The base remains constant in all the planning levels defined for your activity scenario in your planning model. This means the base looks the same whether you are viewing it as the preparer, reviewer, coordinator, or other planning level or role. During the model stage process, the system copies the base version into the master version, applies the method defaults for line item activity scenarios, and from the master version recalculates and copies into the first working version as a starting point for preparers.

---

**Note.** Preparers can submit the base version to the next planning level, if they do not want to modify the data before submitting.

---

The *master version* (system Version 4) is similar to the base version in that the data in the master version looks the same regardless of the planning level or role from which you are viewing it. However, unlike the base version, the data in the master version is not static. It reflects any method defaults and also changes as your planning and budgeting development process evolves.

The master version is updated when you:

- Submit a working version from one planning level to another, the system copies the data in the working version into the master version.
- Copy a version to the master version.
- Perform line item allocations, working directly with data in the master.

There are occasions to copy data into the master version before actually submitting it. For example, suppose you want the system to recalculate and distribute position budgeting amounts to multiple planning centers. The coordinator can initiate the Model Recalculation Application Engine (BP\_MDL\_CALC) process. This process uses the data located in the master version, so you need to copy the data from your working version into the master version before you run the process. Other reasons to copy your working version into master is when you have relationships between line item activities, and when you are using flexible formulas that source other line item activities or planning centers. By copying to master version, you provide the most current and up to date information for other planning centers that your data may impact.

Although you can copy data into the master version, you cannot work directly on the master version to perform data manipulations such as line item modifications, mass adjustments, asset budgeting, and position budgeting. If you want to make mass adjustment, line item modifications, asset or position budgeting changes to the data in the master version, make a copy of the master version and select a working version to copy the data into. Then perform your modifications on the working version you created.

When you want to work with allocations, select the master version for a line item activity. The allocations are reflected only in the master version. At the preparer level (and other levels), use the master version to view allocations that are applied to the lowest planning level. At the higher planning levels, you can also view the allocations in the working versions for your planning center. Budget data changes that result from allocations performed at a higher level are applied to all working versions so that the allocations remain consistent throughout your planning level.

The master version contains the data that is loaded into the general ledger or your human resource systems after you complete your planning and budgeting development process.

### **Create Working Versions Using Copy Version Functionality**

Create a working version by copying the base, master, or another working version that exists for your planning center. You cannot copy working versions from a different planning center or level.

The planning center version from which you are performing the copy process determines the level, type, and volume of data copied. In the preparer role—the lowest planning level in your activity scenario—data you copy from one version to another is specific to your planning center and includes the detailed data for the activity being copied — such as position budgeting, asset budgeting, and line items. When your position or asset activities have workflow relationship to a parent line item, the copy process includes those child activities, and create a corresponding version to the parent.

In other roles—those at higher planning levels—the copied data includes all line items associated with all planning centers defined for your planning center or level. For example, suppose your planning center is 2000 and comprises planning centers of 2400, 2500, and 2600. Planning center 2400 has 10,000 line items; 2500 has 8,000 line items; and 2600 has 11,150 line items. The lower planning center levels have submitted their plans and the master version is updated. Now you want to adjust the data, so you copy the master version into a working version for planning center 2000. The data you copy includes 2400, 2500, and 2600, with 29,150 line items. For users with nonpreparer roles, the system only permits read-only mode access to data for position and asset budgeting activity types.

---

**Note.** During the Data Staging for a scenario in a planning model process, the system generates a working version 1 as a copy of the master version for preparers and casual preparers. Users in other roles (that are not at the lowest planning level) must create their first working version from the master when their planning center status becomes 'Open' for the first time. Open status for the higher level planning center occurs when all lower level planning centers have submitted their plans.

---

## Pages Used to Copy Versions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Copy Version	BP_COPY_VERSION	<ul style="list-style-type: none"> <li>Planning and Budgeting, Activity Preparation, My Planning Workspace</li> <li>Click the Copy link on the My Planning Workspace: My Preparation Workspace page.</li> </ul>	Copy planning center data from one version to the master version or one of three working versions.

## Copying Version Information

Access the Copy Version page (Planning and Budgeting, Activity Preparation, My Planning Workspace, then click the Copy link).



**Copy Version**

Business Unit: US002

Planning Model ID: 2003\_US2BUDGET 2003 Standard Budget Model

Activity: Line Item Budgeting

Scenario: 2003 Strategic Plan

Planning Center: 13000

From Version: Base Base Version

\*To Version: Version 2

\*Description: Version 2

OK Cancel Apply

Copy Version page

**To Version** Select the version to copy to.

Copy a version to the master version (which updates data from the copied version into the master version) if the master version is not ready to be submitted to a higher planning level.

If you select to copy to a working version that already exists, the system copies over the selected version.

---

**Note.** If more than one user is working with the same planning center budget, ensure that all users are coordinating their efforts and using the same assumptions and versions, so as not to overwrite each other's budgets when copying or submitting.

---

## Accessing Planning and Budgeting Activities

This section provides an overview of how activities are accessed and discusses how to edit and view activities.

### Understanding How Activities are Accessed

The process of accessing activities and replacing updated data back into the planning model is referred to as *locking* and *unlocking* when performing an edit action.

To access the planning center activities, you need to:

1. Select a planning center version for an activity scenario.
2. Edit the activity for the selected planning center version.
3. After you finish working with the planning center version, you need to unlock.

Data is accessed according to roles, models, activities, scenarios, and planning centers. Each user needs a unique ID to sign into the system and access the correct data. User IDs should not be shared.

### ***Locking Activities***

Select **Edit** for the planning center for an activity scenario you want to work with from the preparation workspace view. The system automatically locks the activity scenario for that planning center and version, preventing other users from editing at the same time you are editing. An activity scenario for a version can be locked out and edited (in read-write access) to only one user at a time for each planning center version. Other users who want to access the same information for the same version you locked out can do so in read-only access (View link).

For example, suppose user A locks out a planning center for a line item activity for version 2 and modifies it while user B edits the position budgeting activity—that has workflow relationship enabled—for version 2 and adds a new position. Both line item activity and position budgeting activity are saved and locked. In this example, the system calculates the line item amounts for personnel related expense, headcount, and FTE (when used), based upon the position data that existed at the time of the lock. Based on this, line item activity will not apply any new or modified personnel related amounts from position budgeting activity that were completed by user B. If user A wants to apply revised position amounts to the line items, user B must unlock the position budgeting activity, and user A would unlock and lock again by selecting *Edit* for the line item activity to capture the most current information being inserted from the position activity details.

---

**Note.** Use different versions to work on different assumptions but when you are ready to submit a version, you can only submit one version. When you have workflow relationship enabled for a child asset or position activity, you cannot submit portions of multiple activity versions. For example, you cannot submit line item activity from Version 1 and position budgeting activity from Version 3. You can only do this when there is no workflow relationship defined between the activities. With workflow relationships, Version 1 submitted for the line item also submits Version 1 for the child asset or position activity.

---

### ***Unlocking Activities***

When you finish your work, you must save your work and unlock the version. All versions for a planning center for an activity scenario in a planning model must be saved and unlocked for the system to recalculate amounts and update activity data as necessary.

Coordinators can check in all planning center versions by:

- Running model update processes, such as Model Recalculation and Copy ACE Model.

These processes optionally provide the ability to clear locks automatically when the option is selected on the run control page.

- Selecting versions that are locked on the View Current Locks page to clear all locks.

---

**Note.** The system may delete Application Calculation Engine (ACE) instances for locked items when you restart the application server, or when you exceed the maximum system inactivity time for working on locked out items (meaning, after a period of inactivity, the system times you out of working on locked items). However, when you reedit locked items, the system retains these locks and uses them to reload the ACE instances.

---

**Note.** If you make modifications that affect multiple activities, or planning levels that comprise multiple planning centers, all the versions must be unlocked for the system to perform the recalculation when they are related. Then the coordinator must run the Model Recalculation process.

---

**See Also**

Chapter 11, "Building the Planning Model," page 241

**Pages Used to Access Planning and Budgeting Activities**

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
My Planning Workspace: My Preparation Workspace	BP_DASHBOARD1	<ul style="list-style-type: none"> <li>Planning and Budgeting, Activity Preparation, My Planning Workspace</li> <li>Click the My Preparation Workspace link on the My Planning Workspace page.</li> </ul>	View budget status, information, and manage the planning center with lock, edit, adjustment, allocation, and copy functions.
Asset Overview	BP_ASSET_OVERVIEW	Click the Edit link or the View link on the My Planning Workspace: My Preparation Workspace page for an asset activity.	View in-service asset information and add or edit new assets for a planning center.
Position Overview	BP_POS_OVERVIEW	Click the Edit link or the View link on the My Planning Workspace: My Preparation Workspace page for a position activity.	View, add, and edit existing or new position data for a planning center.
Line Item Details	BP_LI_GRID	<ul style="list-style-type: none"> <li>Click the Edit link on the My Planning Workspace: My Preparation Workspace page to update a selected line item activity.</li> <li>Click the View link on the My Planning Workspace: My Preparation Workspace page or the My Planning Workspace: My Review Workspace page to view selected line item activity information.</li> </ul>	Review and update line item activity information.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Mass Adjustment List	BP_LINE_ADJ_LST	Click the Edit Adjustment link on the My Planning Workspace: My Preparation Workspace page for a line item activity.	Apply, reverse, and maintain line item adjustment information.
Allocation List	BP_ALLOCATIONS	Click the Edit Allocation link on the My Planning Workspace: My Preparation Workspace page for a line item activity.	Execute, reverse, or review line items marked for allocation.  <b>Note.</b> You can only perform line item allocations on master versions.

## Editing and Viewing Activities

Access the My Planning Workspace: My Preparation Workspace page (Planning and Budgeting, Activity Preparation, My Planning Workspace then click the My Preparation Workspace link).

---

**Note.** Displayed fields depend on your security access, and the selected activity, scenario, version, and status values.

---

### **Workspace Tab**

**Edit** Click to access the Line Items Detail page, Position Overview page, or Asset Overview page, and edit and update line item, position, and asset activity data, respectively, for the selected planning center and version.

**View** Click to access the Asset Overview, Line Items Detail, or Position Overview page, and search and view information in read-only mode.

---

**Note.** The selected activity type determines the page you can access.

---

**Copy** Click to access the Copy Version page, and copy the selected planning center version to another version.

---

**Note.** You can only copy a planning center version if the activity scenario is at the open status for the planning center and user. You can also copy to master to copy data into this version without actually having to submit a working version.

---

**Note.** For activities with workflow relationships, copying one version to another also creates the same corresponding version copy for the related versions of the selected planning center.

---

**Edit Adjustment** Click to access the Mass Adjustment List page, and update and maintain line item adjustment information.

<b>View Adjustment</b>	Click to view the Mass Adjustment List page, and view line item adjustment information. This option is available when you no longer have update access.
<b>Edit Allocation</b>	Click to access and edit the Allocation List page, and set allocations for the budget line items.
<b>View Allocation</b>	Click to access the Allocation List page, and view allocations for the budget line items. This option is available when you no longer have update access.
<hr/>	
<b>Note.</b> If you want to perform line item allocations, select the master version for a line item activity.	
<hr/>	

### ***Details Tab***

This page displays summary information about the budget.

**Locked Date and Locked By** Displays date and time and user ID information if the budget is locked.

**Last Action Date and Last Action By** Displays date and time and user ID information about when the budget item was last submitted or rejected.

### ***See Also***

[Chapter 15, "Preparing Line Item Activities," page 389](#)

[Chapter 15, "Preparing Line Item Activities," Maintaining Line Item Data Entry Details, page 396](#)

[Chapter 19, "Using Asset Budgeting," page 555](#)

[Chapter 16, "Using Line Item Mass Adjustments," page 467](#)

[Chapter 18, "Preparing Position Budgets," page 489](#)

[Chapter 17, "Applying Allocations," Maintaining Allocations, page 477](#)

[Chapter 16, "Using Line Item Mass Adjustments," Maintaining Mass Adjustment Definitions, page 468](#)

---

## **Sending Planning and Budgeting Users Emails**

You can send an email on an ad hoc basis to other planning and budgeting users while you are working with planning center versions and activities.

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**Note.** Automatic emails occur when email templates have been assigned by the coordinator for milestone events that occur during the preparation process, such as submit and reject.

---

**See Also**

Chapter 11, "Building the Planning Model," page 241

**Page Used to Send Planning and Budgeting Users Emails**

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Compose Mail	BP_EMAIL	<ul style="list-style-type: none"> <li>Planning and Budgeting, Activity Preparation, My Planning Workspace</li> <li>Click the Email link on the My Planning Workspace: My Preparation Workspace or the My Planning Workspace: My Review Workspace pages.</li> </ul>	Create and send emails to contacts defined in the planning and budgeting application. You can also view user detail information for all users associated to a user description.

**Sending Emails**

Access the Compose Mail page (click the Email link on the My Planning Workspace: My Preparation Workspace or the My Planning Workspace: My Review Workspace pages).

Compose Mail

Email Details

Subject:

Email Text:

Send Email

Select Recipients

Select All

Select Recipients

Customize | Find | View All | First 1-5 of 6 Last

Select	User Description	Email Address	
<input type="checkbox"/>	BP01 User	peoplesoft@peoplesoft.com	
<input type="checkbox"/>	BP02 User	peoplesoft@peoplesoft.com	
<input type="checkbox"/>	BP03 User	peoplesoft@peoplesoft.com	
<input type="checkbox"/>	BP04 User	peoplesoft@peoplesoft.com	
<input type="checkbox"/>	BP05 User	peoplesoft@peoplesoft.com	

User Planning Centers

Customize | Find | View All | First 1-4 of 33 Last

Role Name	Business Unit	Planning Center
Preparer	CITY1	ADM100
Preparer	CITY1	ADM110
Preparer	CITY1	ADM500
Preparer	CORP1	20900

Compose Mail page

- Email Details

Enter a subject and text for the email.
- Select Recipients

Select to indicate which users will receive the email.
- User Details

Click to show the User Planning Centers for a user ID, and to view the roles, business unit, and planning center access for the selected user.

**Note.** Only users who have been given Budget User access on the Define Planning & Budgeting Users page appear in the recipient grid.

## Accessing Planning and Budgeting Documentation

You can review documentation and guidelines provided by the coordinator.

## Page Used to View Planning Guidelines

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Documentation and Guidelines	BP_FILE_ATTACH_PG2	<ul style="list-style-type: none"> <li>Planning and Budgeting, Activity Preparation, My Planning Workspace</li> <li>Click the Planning Guidelines link on the My Planning Workspace: My Preparation Workspace or the My Planning Workspace: My Review Workspace pages.</li> </ul>	Review documentation and guidelines for which the coordinator created an attachment.

---

## Submitting and Rejecting Plans and Budgets

This section gives overviews of:

- Budget reviewer versions and activities.
- Budget submission and rejection.

This section also discusses how to:

- Submit budgets.
- Reject budgets.

## Understanding Budget Reviewer Versions and Activities

This section discusses:

- Data in the budget reviewer's versions.
- Activities at the budget reviewer level.

### ***Data in the Budget Reviewer's Versions***

Budget reviewers and analysts typically have responsibility for more than one planning center, so you require broader access to budget data than that required by a preparer. When you select the planning center you want to work with, the system retrieves line items at the detailed ChartField level just as if you were the budget preparer. The difference is that you have more line item budgets to work with because your planning center consists of all the line items that comprise all the lower planning center levels. If you want to view the line item budgets at a summarized level use the analysis reports, or to edit and work with line item budgets use views such as public (when defined) or private.



Your planning center consists of all lower-level planning centers to which you are assigned. For example, suppose that you are responsible for the western region budget. You require each operating unit within the organization to prepare its own detailed budget. The western region office is planning center 1000. Planning center 1100 is administration; 1200 is information services; and so on. The budget for the western region comprises 1100, 1200, and the remaining lower-level planning centers. Planning center 1000 does not have its own specific line item budgets. Suppose the administration's budget has 250 line items, information services has 700 line items, and the remaining lower-level planning centers add up to 2,000 line items. When these planning centers submit their budget plans, the western region has a master version with 2,950 unique lines.

### ***Activities at the Budget Reviewer Level***

As a budget reviewer and budget analyst, you can perform activities similar to those performed at the budget preparer level. Although the line items you access reside at the detailed ChartField level, you cannot modify some of the details. You can, however, modify line items across planning centers because your planning center consists of all lower-level planning centers. The following lists the activities and the types of actions you can perform at the reviewer and analyst levels.

You can perform the following with the *line item mass adjustment activity*:

- Modify a budget using an amount or percentage change. Use this modification to increase or decrease one or many line item budgets at once.
- Modify personnel line item budgets that were created using data entered in position budgeting. When you make changes to personnel line items, these changes are not reflected in the position budgeting details entered at the budget preparer level.
- Modify operating and maintenance line item budgets that were created using data populated from asset budgeting. When you make changes to asset line items, these changes are not reflected in the asset budgeting details entered at the budget preparer level.

Perform the following with the *budget allocations activity*:

- Allocate line item budgets across planning centers to which you have access.
- Allocate personnel line item budgets that were created using data entered in position budgeting. When you make allocations to personnel line items, these changes are not reflected in the position budgeting details entered at the budget preparer level.
- Allocate operating and maintenance line item budgets that were created from data populated from asset budgeting. When you make allocations to asset line items, these changes are not reflected in the asset budgeting details entered at the budget preparer level.

Perform the following with the *line item budgeting activity*:

- Modify a budget using an adjustment amount to decrease or increase one line item budget row at a time. The total amount will reflect the incremental adjustment, but not change the underlying details or amount of the defined method for the budget
- Modify personnel-related costs at the line item row level. When you make changes to personnel line items, the changes are not updated in position budgeting but appear as adjustment amounts on the personnel line item budgets you modify.
- Modify asset-related costs at the line item row level. When you make changes to asset line items, the changes are not updated in asset budgeting but appear as adjustment amounts on the asset line item budgets you modify.

- View the method and method details associated with each line item budget.

---

**Note.** PeopleSoft Planning and Budgeting does not include the ability to change line item method and method details directly at the reviewer level. This is because your planning centers are potentially associated with much larger volumes of budget data, and providing this functionality would negatively affect performance.

---

With *position budgeting*, you can view position budgeting details that make up the personnel line item budgets when you have access.

With *asset budgeting*, you can view asset budgeting details that make up the asset line item budgets when you have access.

---

**Note.** If you want to work directly with the position budgeting details, asset budgeting details, or method details for a particular planning center, you must sign in as a preparer to work with planning center details. If you sign in as a budget preparer to access lower planning center levels, you are sharing budget versions with other preparers assigned to the planning center you select. Versions are unique to planning center levels and roles and are not specific to a user ID.

---

## Understanding Budget Submission and Rejection

You move plans through your organization's development and approval process by submitting budget versions for approval to a higher planning center.

When you are finished preparing a proposed budget, submit the version to a higher planning center level defined by the approval structure within your planning model. The system validates commitment control rules, combination editing rules, and planning targets, if the coordinator defined them for the model. If the budget fails any of these validations, you cannot submit it. The reviewer or analyst at the next planning center level reviews, modifies, and submits a budget version comprised of lower-level planning centers to the next planning center level, and so on, until the budget for the organization is complete.

When a budget is submitted:

- The budget data in the submitted version is copied into the master version.
- The master version of the budget is passed up to the next planning center level.
- The working versions at your planning center level are locked.

The reviewer, analyst, or coordinator role can reject the entire budget or any individual budget submitted by a lower-level planning center. Reject a lower-level budget associated with a higher-level planning center if the budget has been submitted.

When a submitted budget is rejected by a reviewer, analyst, or coordinator:

- The budget data that has been copied into the master version remains in the master version until a budget version is submitted again.
- The budget version is returned to the lower planning center level that submitted it.
- The budget versions assume a *Rejected* status and are unlocked until a budget version is submitted again. At that time, the master version is updated with the information in the most recent submitted version.

You must have access to the My Planning Workspace: My Preparation Workspace page to submit your planning centers, and to the My Planning Workspace: My Review Workspace page to reject your planning centers. When you submit or reject, the workspace display changes for the appropriate planning center, as follows:

- The status icon only appears in certain cases. The following applies to planning centers that are approved, rejected, or not ready:
  - A red square indicates rejected planning centers. The term displays next to the submitted version.
  - A yellow inverted triangle indicates pending planning centers that are not yet ready for update, since lower-level planning centers have not yet submitted.
  - A green check mark indicates planning centers that have been approved.
- The Status field displays *Submitted* for the specific planning center version and master version you submitted.

The system prevents you from editing and submitting or rejecting any other versions after submit occurs.

- The Status field displays *Rejected* only for the master version and version submitted before it was rejected.

You have edit access when your planning center has been rejected.

You can select multiple individual planning centers for submittal at the same time. But you cannot submit multiple versions of the same planning center; the system displays an error message when you attempt this action.

---

**Note.** If a position activity with a transferred position is submitted, both the planning center that the position was transferred from and the planning center that the position was transferred to must submit the same version.

---

When you submit planning centers, the system performs the following actions:

- Validates commitment control rules, combination editing rules, and planning targets, if the budget coordinator defined these rules and targets. You cannot submit the budget if it fails any of these validations.
- Copies data in the submitted version to the master version.
- Automatically submits the master version to the next highest planning center level.
- Sets the planning center versions to read-only mode.

---

**Note.** All versions for the planning center you wish to submit must be unlocked before you can successfully submit a version.

---

Users in the reviewer, analyst, or coordinator role can reject the entire budget or any individual budget submitted by a lower-level planning center. When you reject planning centers, be aware of the following:

- Data that the system automatically copies into the master version remains in the master version until you resubmit another budget version. When you resubmit, the system updates the master version with this new data.
- The system returns rejected budget versions to the planning center level it was rejected at.

## Pages Used to Submit and Reject Budgets

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
My Planning Workspace: My Preparation Workspace	BP_DASHBOARD1	<ul style="list-style-type: none"> <li>Planning and Budgeting, Activity Preparation, My Planning Workspace</li> <li>Click the My Preparation Workspace link on the My Planning Workspace page.</li> </ul>	View summary and related information for a budget, manage lock, edit, and copy functions, and submit planning centers. Page field and links change depending on your user access, status, and role.
Submit Confirmation	BP_WS_SUBMIT	Click the Submit button on the My Planning Workspace: My Preparation Workspace page.	Submit a planning center for approval.
My Planning Workspace: My Review Workspace	BP_DASHBOARD2	<ul style="list-style-type: none"> <li>Planning and Budgeting, Activity Preparation, My Planning Workspace</li> <li>Click the My Review Workspace link on the My Planning Workspace page.</li> </ul>	View budget status information and reject planning centers. Page field and links change depending on your user access, status, and role.  <b>Note.</b> Users of the Preparer and Casual Preparer roles cannot access this page.
Reject Confirmation	BP_WS_REJECT	Click the Reject button on the My Planning Workspace: My Review Workspace page.	Reject a planning center that has a status of Submitted, Approved, or Under Review.

## Submitting Budgets

Access the My Planning Workspace: My Preparation Workspace page (Planning and Budgeting, Activity Preparation, My Planning Workspace then click the My Preparation Workspace link).

### Submit

Select one planning center version and click to access the Submit Confirmation page, and continue or cancel the submittal.

Once you have submitted one planning center version, the system prevents you from resubmitting the same version or submitting any other versions. You can also select multiple planning centers at the same time for mass submittal, but it must be only one version of each planning center.

## Rejecting Budgets

Access the My Planning Workspace: My Review Workspace page (Planning and Budgeting, Activity Preparation, My Planning Workspace then click the My Review Workspace link).

### **Reject**

Click to access the Reject Confirmation page, and reject a planning center that has a status of *Submitted*, *Approved*, or *Under Review*.



## Chapter 15

# Preparing Line Item Activities

This chapter provides an overview of line item activities and discusses how to:

- Work with line item activities.
- Work with methods.
- Check bottom-up budgets against top-down plans.
- Make adjustments.
- Use Spreadsheet Add-In functionality.
- Import line items.
- Submit a line item activity.

---

## Understanding Line Item Activities

In Planning and Budgeting, *preparers* or *casual preparers* are budget users at the lowest-level planning center defined for the planning model. Budget preparers are responsible for preparing, modifying, and submitting a detailed, line item budget for their respective planning centers. If applicable, they also prepare, modify, and submit position and asset budgets.

Preparers start with a base budget that the budget coordinator develops. A coordinator usually works in the central budget office. The base budget may be populated with proposed budget data (based on prior year actuals, prior year budget figures, or some other basis). Alternatively, the base budget may be blank for zero-based budgeting. In that case, you must build the budget plan from the ground up.

In Planning and Budgeting, you work with line item activities in *data slices* based on the planning center definition. This increases the efficiency of the system and lets other budget users access other data slices of the planning model at the same time. When you work with a data slice, you're doing so for a specific planning center for a specific activity and scenario combination. (Remember that you can define multiple line item activities, and also define whether individual line item activities do or do not include data from associated assets and position budgeting activities.)

The sum of the line items for every planning center in the business unit comprises the organization's entire budget. Line item budgets include personnel, capital, non-personnel expenditures and revenue estimates for a defined period of time, and related position and asset data. If you use position budgeting, the system uses the data entered in position budgeting to calculate the personnel line items for salary, earnings, benefits, and employer-paid taxes. If you use asset budgeting, the system uses the data that you enter in asset budgeting to calculate asset and depreciation expenses.

**See Also**

Chapter 6, "Understanding Planning and Budgeting Activities," page 107

**Common Elements Used in this Chapter**

<b>Adjustment Amount</b>	<p>Displays the net total of adjustments (percentage or fixed amount changes) applied to a line item.</p> <hr/> <p><b>Note.</b> An override column exists at the coordinator setup level, and the coordinator can disable the adjustment column. Prohibiting overrides in the adjustment column prevents manual entry of values to modify budget amounts. It also prevents mass adjustments from being applied to the item.</p> <hr/>
<b>Allocation Amount</b>	<p>Displays the net total of allocations (distributions to and from planning centers) applied to a line item.</p> <p>The system displays an allocation applied to a planning center as a positive amount. The system displays an allocation applied from another planning center as a negative amount.</p>
<b>Base Budget</b>	<p>Displays the starting budget amount.</p> <p>A coordinator establishes this budget amount, which cannot be modified. The base budget is budget version 0 for each planning center level.</p>
<b>Line Item Properties</b>	<p>The information in the Line Item Properties group box identifies the business unit, model, activity, scenario, planning center, and version on which you are working.</p> <p>The defaults are based on the selected planning center version you selected from My Planning Workspace for a given model, activity, and scenario.</p>
<b>Dimensions and Members</b>	<p>The information in the Dimensions and Members group box identifies the dimensions used in the line item activity in which you are working.</p> <p>You can select how to display these dimensions, such as using codes, descriptions, or both. Additionally, you can use the group box to filter on members you wish to work with in the line item grid.</p>
<b>Current Year Budget</b>	<p>Displays the budget plan approved for the current fiscal year.</p>
<b>Current Year Forecast and Current Year Estimate</b>	<p>Displays the calculated projection for the current fiscal year.</p> <p>A forecast usually contains year-to-date actuals and current-year remaining budget amounts.</p>
<b>Driver</b>	<p>Displays the factor used in a method's algorithm.</p> <p>For example, in the ECODRV (economic driver on history) method, the driver can be the inflation rate.</p>



<b>Historical Values</b>	<p>Displays prior year actuals, year-to-date actuals, current year budget, and current year forecast.</p> <p>This data is associated with the analysis base definition for the planning model. A coordinator defines the values. You can compare your line item budget amount to the current and historical data.</p>
<b>Method Amount</b>	<p>Displays the budget amount resulting from the application of a method on a line item budget but before the system applies any adjustments or allocations.</p> <p>For methods involving a calculation, the system performs the calculation by applying the method and method details, if applicable, to a line item budget. For methods that do not require a calculation, the method amount is defined by the method definition that you select. For example, if you select BASBUD (base budget) as the method, the method amount is equal to the base budget amount.</p> <p>The method amount can represent the method amount for a single line item or the total method amounts for a group of line item budgets.</p>
<b>Method Base</b>	<p>Displays the value to which a method is applied.</p> <p>A coordinator can initially assign a base for a method to a line item budget. For example, if you want the system to calculate the line item budget for travel expenses by applying an inflation factor to the prior year actual expenditure for travel, the method base is the prior year actual expenditure figure.</p>
<b>Method Default, Default Method, and Default</b>	<p>Displays the method initially assigned to the line item budget at the coordinator level.</p>
<b>Prior Year Actuals</b>	<p>Displays actual expenditures or revenues received for the last full year.</p>
<b>Spread Amount</b>	<p>Displays the adjustment amount to apply to the line item.</p>
<b>Spread Type</b>	<p>Select to determine how the system applies the spread amount. Values are:</p> <p><i>Apply to All:</i> The system populates each budget period with the amount that you enter.</p> <p><i>Spread Evenly:</i> The system distributes the spread amount equally across the budget periods for the line item.</p> <p><i>Weighted Method:</i> The system adjusts the amount on a proportional basis against the method total that appears when performing the spread.</p> <p><i>Weighted Total:</i> The system adjusts the amount on a proportional basis against the current total amount that appears when performing the spread.</p> <hr/> <p><b>Note.</b> For the two methods using percentage calculations—ANN% (annual growth percentage on history) and ECODRV—there are two spread type choices: <i>Spread Weighted</i> and <i>Spread Evenly</i>.</p> <hr/>

<b>Total or Total Amount</b>	<p>Displays the current budget amount for a line item.</p> <p>It is the sum of the method amount, adjustment amount, and allocation amount.</p> <p>The information includes the method amount, adjustment amount, allocation amount, total, prior year actuals, year-to-date actuals, current budget, and forecast for the line item. The total amount can represent the total budget for a single line item or the total budget for group of selected line item budgets.</p>
<b>Year-to-Date Actuals</b>	<p>Displays actual expenditures or revenues received from the beginning of the fiscal year to the present.</p>

## Dimensions Used in Line Items and their Relationship to Other Activities

Planning and Budgeting supports integration with Financial Management and third-party financial applications. The dimensions that you work with in line item activities must be:

- Selected for use in Planning and Budgeting and activated.
- Available in the financial application with which you integrate Planning and Budgeting.
- Included as dimensions in the planning model.

The dimensions that are defined as dimensions in the planning model appear in line item activity.

### ***Dimensions Configured for Planning and Budgeting***

Use the Dimension Configuration page to select the dimensions that you want to make available in Planning and Budgeting. Select dimensions independent of the data sources with which you integrate Planning and Budgeting. However, if you select a dimension that an integration source does not support, you should evaluate the use of the dimension in the planning model in conjunction to your requirement in sending data back to the source system.

### ***Dimensions Available by Financial Integration Source***

Define the financial integration source using the Budget Installation Options page.

---

**Note.** As you can define multiple line item activities, you can define activities that do transfer data back to your financial management application, and other activities that do not transfer data back to your financial management application. For the line item activities that do not transfer data, you can specify any dimension, and you select dimensions at the planning model level.

In cases when you define activities that use non-general ledger ChartField dimensions, first associate these activities to the planning model, then restrict the activities that transfer data back to the general ledger to contain ChartField dimensions recognized by your financial application.

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See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Defining the History \(Analysis Base\), page 131.](#)

See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Defining Activities, page 140.](#)

### ***Changing Dimension Combinations in Line Item Activity***

When changing dimension combinations for a row in line item activity as a preparer, the system retains the associated method details as defined by the original dimension combinations. The following conditions apply:

- When changing the dimension combination for a row in line item activity, a message indicates that the related method details will be retained when you save changes.

Click OK to proceed or click Cancel. Exceptions to this include:

- If the default method defined in the planning model does not allow override of the method, it changes to the new method and the system does not retain any of the original values.

If the original method is the same as the new method for the dimension combination, the system checks for other override controls such as driver, base, and driver parameter. If an override is not allowed on any of these, the system does not retain the method details. Click OK to proceed or click Cancel.

- When a row is assigned as either the source or the target of the RELATE method, the system does not allow dimension changes.
- Any adjustments originally made on the line item row are also retained when you make and save the dimension changes.

In this case, the system ignores the adjustment flag option on the Method Default page in the planning model for the line item activity.

- Changes to the dimension combination are not allowed after you apply mass adjustments or allocations.

You must reverse mass adjustments or allocations before changing the dimension combination in the line item budget row.

- For methods that are calculated based on an historical value, even though the system retains the method details, the method amounts are different if the history amounts for the modified line are different from the history amounts for the original line. If history data does not exist for the modified line, the history and method amounts are zero.

## **Inquiring on Combination Edit and Commitment Control Rules**

When enforcing valid ChartField (dimension) combinations during planning and budgeting in your line item activity, an online check will be performed when adding any new ChartField combinations. You will not be able to save an invalid combination when the enforce budget is enabled for the line item activity and scenario. The budget coordinator uses the Activity Scenario page in the planning model to turn on enforcement of valid ChartField combinations for a line item activity. The staging process performs this validation check, and will mark an invalid rows in error with the red x symbol instead of a green check-mark when the row is in error and needs to be corrected. If you fail to correct this error online, the system will prevent you from submitting your budget, and does not allow submission if there are invalid combination rows.

---

**Note.** The use of the enforce budget flag for combination edits and commitment control rules is only valid for a line item activity, since a ledger is associated with type of data. Any data inserted into the line item from invalid combinations entered in position and asset budgeting activities will need to be corrected in the activity the combination is coming from.

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When using single sign on options to the PeopleSoft Financial Management system, you can access the Combination Edit and Commitment Control Setup Inquiry page that has available links directly to PeopleSoft General Ledger. The links on this page are useful when troubleshooting to determine valid ChartField combinations. Once you know the Process Groups used for validation, you can click Review Budgets Combo Data to display a list of all valid combinations for each Process Group. For further analysis, the combination setup pages are also available.

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**Note.** Refer to the Ledger for a Unit page regarding validation. The system requires the process group you define on this page as the rules are driven (or keyed) by process group.

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See [Chapter 4, "Setting Up the System," Setting Up Single Sign On, page 56.](#)

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## Working with Line Item Activities

This section provides an overview of line item amounts and methods and discusses how to:

- Maintain line item data entry details.
- Add a new line item entry.
- Review planning targets.
- Manage user views.
- Enter row display filter information.
- Enter row display option information.
- Enter column display option information.
- Fix combination errors and change dimension members.
- Add notes to line item activities.
- View line item activities by budget period and adjust line amounts.

### **See Also**

[Chapter 11, "Building the Planning Model," page 241](#)

[Chapter 14, "Working with Planning and Budgeting Activities," page 357](#)

## Understanding Line Item Amounts and Methods

Primarily using the Line Items Detail page, you can enter fixed budget amounts into line items directly or have the system calculate budget amounts by assigning each line item a method. To manually enter a budget amount for a line item, use hot key functions to quickly enter data, enter amounts directly into each budget period, or assign the AMTPER (amount per budget period) method, and then enter a fixed budget amount by budget period.

Apply the rules-based methodology using the appropriate method types when possible. If you use methods to calculate budget amounts, select from a set of delivered methods. Override the methods and method details assigned to line items in the base budget if the coordinator enables override capability using the Assign Planning Method Defaults: Override Control page.

Enter characters in the Hot Keys column to help you quickly enter budget data across periods.

To indicate increases, perform line item budgeting using positive values. To indicate decreases in expenditures or revenues, use negative values.

## Pages Used to Work with Line Item Activities

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Line Item Details	BP_LI_GRID	Click the Edit link on the My Planning Workspace page.	View, add, and modify budget amounts using methods; manually enter budget amounts for a line item; add notes; and protect a line item budget from mass adjustments.
Add Line Item	BP_LINE_ITEM_ADD	Select <i>Add Entry</i> from the Action dropdown list box on the Line Item Details page, and then click Go.	Add one or more new line item budget entries and specify the ChartFields for the entry.
Planning Targets	BP_TGT_REVIEW	Select <i>Planning Target</i> , from the Action dropdown list box on the Line Item Details page, and then click Go.	View the tolerances rules, status summary, planning target details, and errors for the budgeting version that you selected. The page is only available if the coordinator defined planning targets for planning model.
Line Item Hot Key Help	BP_HOTKEYS_TEXT	Click the Hot Keys Help link on the Line Item Details page.	Access a help page that lists hot key codes.
User View Details	BP_USRVIEW_DEFN1	Click the Create link in the User View group box on the Line Item Details page.	Add a new private view.
Private View Maintenance	BP_USRVIEW_MAINT	Planning and Budgeting, My Profile, User View Maintenance.	Modify or update private view preferences.
Row Display Filter	BP_USRVIEW_DEFN2	Select the Row Display Filter tab on the User View Details page.	Specify the dimensions that the system displays, and the dimensions' display options.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Row Display Options	BP_USRVIEW_DEFN3	Select the Row Display Options tab on the User View Details page.	Specify detailed row display options, such as amount types and currency and statistics options.
Column Display Options	BP_USRVIEW_DEFN4	Select the Column Display Options tab on the User View Details page.	Specify column display options, such as budget period information by summary or in detail, and analysis base display options.
Modify Dimensions	BP_LINE_ITEM_MOD	Click the Modify Dimensions button on the Line Item Details page.	Change dimension values for an existing line item.
ChartField Errors	BP_LINE_ITEM_MOD	Click Review Error on the Line Item Details page.	View and correct errors resulting from the ChartField validation process.
Line Item Notes	BP_LINE_NOTES	Click the Notes icon on the Line Item Details page.	Enter or review notes and attachments for a line item.
Adjustment Details	BP_LINE_ADJ_DTL	Click the Adjustment Details link on a budget method details page.	View a list of all adjustments for a line item budget.

**See Also**

[Chapter 14, "Working with Planning and Budgeting Activities," Using the Planning Workspaces, page 361](#)

## Maintaining Line Item Data Entry Details

Access the Line Item Details page (Planning and Budgeting, Activity Preparation, My Planning Workspace then click the Edit link).

**Line Item Details**

Go to Planning Workspace: [Don't Unlock](#) [Unlock](#) This version is locked to others while you are editing.

▶ Line Item Properties

▶ Dimensions and Members

▼ Action Menu

Action:   Analysis:   [Hot Keys Help](#)

User View

☐ Private ☒ Public View:   View Create

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Line Item Details											Customize   Find	
	Account	Operating Unit	Department	Product	Currency	Stat	Default	Method ID	Hot Keys	Total Amount		January
<input checked="" type="checkbox"/>	402000		21000		USD		AMTPER	<input type="text"/>		832,250.95		75,826.35
<input checked="" type="checkbox"/>	402000		21000	CONFIG	USD		AMTPER	<input type="text"/>		832,250.95		75,826.35
<input checked="" type="checkbox"/>	402000		21000	MMEDIA	USD		AMTPER	<input type="text"/>		832,250.95		75,826.35
<input checked="" type="checkbox"/>	402000	ALAMO	21000		USD		AMTPER	<input type="text"/>		832,250.95		75,826.35
<input checked="" type="checkbox"/>	402000	ALAMO	21000	CONFIG	USD		AMTPER	<input type="text"/>		832,250.95		75,826.35
<input checked="" type="checkbox"/>	402000	ALAMO	21000	MMEDIA	USD		AMTPER	<input type="text"/>		832,250.95		75,826.35
<input checked="" type="checkbox"/>	402000	BERKELEY	21000		USD		AMTPER	<input type="text"/>		832,250.95		75,826.35
<input checked="" type="checkbox"/>	402000	BERKELEY	21000	CONFIG	USD		AMTPER	<input type="text"/>		832,250.95		75,826.35
<input checked="" type="checkbox"/>	402000	BERKELEY	21000	MMEDIA	USD		AMTPER	<input type="text"/>		832,250.95		75,826.35
<input checked="" type="checkbox"/>	402000	DANVILLE	21000		USD		AMTPER	<input type="text"/>		832,250.95		75,826.35
<input checked="" type="checkbox"/>	402000	DANVILLE	21000	CONFIG	USD		AMTPER	<input type="text"/>		832,250.95		75,826.35
<input checked="" type="checkbox"/>	402000	DANVILLE	21000	MMEDIA	USD		AMTPER	<input type="text"/>		832,250.95		75,826.35
<input checked="" type="checkbox"/>	402000	DIABLO	21000		USD		AMTPER	<input type="text"/>		832,250.95		75,826.35

### Line Item Details page

Add and edit line item budgets. If you use additional line item activities, the system can derive line item data (LINEITEM) from other line item activities associated with the same scenario. If you use the position or asset budgeting activities, the system derives these line item budgets from detailed position or asset budgeting data. If you have the necessary permissions for these activities, access the position and asset budgeting activities by clicking the total amount for the POSBUD or ASSET method total.

If you have only partial access to the planning center version, then the Analysis dropdown and its Go button are hidden, the Action dropdown excludes Planning Targets, and the User View dropdown excludes all user views that display a tree.

See [Chapter 20, "Reporting and Analyzing Results," page 571](#).

### Dimensions and Members

The Dimensions and Members collapsible group box lets you set up filters to control the amount of data that appears on the Amount Summary page. The values on the Dimension and Filter Dimension Members tabs come from the line item selection criteria that you define using the Row Display Filter page when using User Views. In fact, this group box has the same functionality as that used when defining user views, on the Row Display Filter page.

See [Chapter 15, "Preparing Line Item Activities," Entering Row Display Filter Information, page 404](#).

See [Chapter 15, "Preparing Line Item Activities," Entering Row Display Option Information, page 406](#).

### Show Code

Select to enable the dimension's code to display.

<b>Show Description</b>	Select to enable the dimension's description to display.
<b>Refresh Dimensions</b>	Click to refresh the page with dimension information.

### **Action Menu**

The options that appear in the Action Menu collapsible group box depend on the view definition that you set up using the Select Line Items Budgets page.

<b>Action</b>	<p>Select the desired action, and then click Go. Values are:</p> <p><i>Add Entry:</i> Access the Add Line Item page to add one or more new line item budget entries and specify the ChartFields for the entry.</p> <p>See <a href="#">Chapter 15, "Preparing Line Item Activities," Adding a New Line Item Entry, page 401.</a></p> <p><i>Planning Target:</i> Access the Planning Targets page to view the tolerances rules, status summary, planning target details, and errors for the budgeting version that you selected.</p> <p>See <a href="#">Chapter 15, "Preparing Line Item Activities," Reviewing Planning Targets, page 402.</a></p>
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<b>Analysis</b>	<p>Select the type of analysis that you want, and then click Go. Values are:</p> <p><i>Variance Analysis:</i> Access the Variance Analysis page and compare scenarios, versions, or time periods (and combinations of these items) by amount or percentage variance.</p> <p><i>Version Analysis:</i> Access the Version Analysis page and compare planning center budget versions.</p> <p>See <a href="#">Chapter 20, "Reporting and Analyzing Results," page 571.</a></p>
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<b>Hot Keys Help</b>	Click this link to access a help page that lists the hot key codes.
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### **User View**

<b>Private</b>	Select to display the current private view definition.
<b>Public</b>	Select to display the current public view definition.
<b>View</b>	Select the desired private or public view, and then click Refresh.
<b>Refresh</b>	Click to update the grid with the selected private or public view.
<b>Edit</b>	Click this link to access the page and modify the selected private view.

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**Note.** This link is available only when you select Private.

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<b>View</b>	Click this link to access the page and display the selected public view. <hr/> <b>Note.</b> This link is available only when you select Public. <hr/>
<b>Create</b>	Click this link to access the User View Details page and add a new private view. <hr/> <b>Note.</b> This link is available only when you select Private. <hr/>

**Line Item Grid**

The budget data for each line item appears on this grid. If the system displays 0 rows, you need to go back to the Dimensions tab and check the Show Statistics Code box, and go to the Filter Dimension Members tab and define the Account Category and From and To range; you can access the Dimensions tab and the Filter Dimension Members tab from either one of two places: on the Line Item Details page, or on the Row Display Filter page.

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**Note.** If you click a link or button that opens another page, the system saves your data before you access the new page.

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**Note.** You can also use the individual method details pages associated with a line item budget to work with line item details, including adjustments.

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<b>View All</b>	Click to view all line items in the data slice. The system displays this button only when there are more than fifty (50) rows to display.
<b>Hold All</b>	Click to select all Hold check boxes and exclude all line items from mass adjustments.
<b>Unhold All</b>	Displays if you select the Hold All option. Click to clear all Hold check boxes and include all line items in mass adjustments.
<b>Find</b>	Click Find to search the grid.
<b>Fiscal Year/Page</b>	Field displays when there are more than 20 periods in the budget data. Use the dropdown list to specify the period columns in which you want to display the data—select Fiscal Year for multiyear budgets, or Page for non-fiscal year data.
<b>Account, Operating Unit, Department, and Currency</b> and others	System displays the related information for each line item row.
<b>Stat</b>	Displays the statistical code associated with this line item.
<b>Default</b>	Displays the calculation method assigned to each line item by the coordinator (such as BASBUD or POSBUD).

**Method ID**

Select to access the associated method page.

If the method is ASSET and you click the Amount link for the method row, the system displays the Asset Overview page and checks out the asset budgeting activity for the budget version.

If the method is POSBUD and you click the Amount link for the method row, the system displays the Position Overview page and checks out the position budgeting activity for the budget version.

If you apply a formula (FLEX method) in a planning center, whose results directly impact another planning center, you must copy the version (that uses that formula) to the master version of that planning center (on the My Planning Workspace page). When formula sources for a planning center come from another planning center or a different line item activity, that source planning center needs to copy to master since master is the source for formulas across slices of data.

See Chapter 12, "Building Flexible Formulas for Your Model," [Defining a Flexible Formula Source](#), page 331.

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**Note.** If you do not have access to either position or asset budgeting, the Amount link accesses the detailed method page instead of checking out an activity.

The results of changes to an asset or position budgeting activity do not appear until you check in the activity and check out the line item activity again.

You cannot override the default method if the coordinator restricts override capability for the initial method assigned to the line item.

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**Hot Keys**

Enter the hot key character for the type of distribution that you want to perform, enter the amount or percentage, and then click Save.

For example, enter *R100* to enter 100 in all periods. Enter *R100,1:3* to enter 100 in periods 1 through 3 only.



*R* (repeat): Repeats across all cells to the right of the input.

*S* (spread evenly): Spreads a value evenly across all cells to the right of the input.

*P* (pro-rata spread): Spreads a value across all cells to the right of the input using the same percent-to-total relationship of existing data.

*I* (increased percentage): Increases all cells to the right of the input by the percentage specified.

*D* (decreased percentage): Decreases all cells to the right of the input by the percentage specified.

<b>Total Amount</b>	<p>Click to access the detailed method page associated with the line item and review the method parameters.</p> <p>The budget amounts that appear are the line item totals for the budget cycle defined in the planning model. If you define the planning model with four budget periods that compose one budget cycle, the values include the sum of all four budget period amounts. They are not broken down by budget period.</p> <hr/> <p><b>Note.</b> If you work with the base version or a copy of the base version and select this link, the Base Budget page displays the method details associated with the line item.</p> <hr/>
 or 	<p>Click the Notes icon button to access the Line Item Notes page where you can enter or view comments and justifications for a line item budget, and append them to the notes log, and attach or view relevant files.</p> <p>See Chapter 15, "Preparing Line Item Activities," <a href="#">Reviewing or Adding Notes and Attachments to Line Item Activities</a>, page 409.</p>
<b>Period Columns</b>	Individual columns displaying amounts for each budget period, for example monthly or quarterly.
<b>Total Amount</b>	Duplicates the Total Amount column (described above) that precedes the Period Columns. It is the line item budget periods total.
<b>Hold</b>	Select to exclude the line item from mass adjustments.
<b>Starting Balance</b>	System displays the starting balance only for those accounts marked as balance forward when the activity is defined as including Balance Sheet Planning.
<b>Totals</b>	
<b>Totals</b>	<p>Displays summary information about the line item budgets displayed in the grid. These totals in the bottom grid represent a total by currency code of the rows displayed in the grid based on view options or defined filters.</p> <hr/> <p><b>Note.</b> The system uses the value of the Analysis Calculation field (<i>Add</i> or <i>Deduct</i>) on the Account Type details page to determine if amounts are added or deducted.</p> <hr/>

### See Also

[Chapter 7, "Defining Your Planning and Budgeting Parameters," Setting Up Methods, page 150](#)

## Adding a New Line Item Entry

Access the Add Line Item page (select *Add Entry* from the Action dropdown list box on the Line Item Details page, and then click Go).

---

**Note.** If you have enabled the *Enforce Budget* option for the planning model at the activity scenario level, the system automatically validates the staged data being inserted into the line item activity. For standard or project type scenarios, the system performs combination edit validations; for control budget type scenarios, the system also validates against the defined Commitment Control rulesets. A red *X* icon appears for the line items the system cannot validate, instead of a green check mark.

---

Fields display here based on the selected dimension of this activity and scenario.

Account

Enter the desired dimension value for the new line item budget.

The value that you enter determines the default method. The system uses the method that the coordinator assigns to the account using the Assign Planning Method Defaults page.

---

**Note.** The account dimension is required when you add a new budget entry.

Other dimension values available for entry depend on the dimensions included in the activity by the coordinator.

If your coordinator has applied secondary security to the activity scenario, you will only be able to add new rows for values you have access to.

---

## Reviewing Planning Targets

Access the Planning Targets page (select *Planning Target* from the Action dropdown list box on the Line Item Details page, and then click Go).

### Planning Targets

**Business Unit:** US002 US002 MASSACHUSETTS OPERATIONS  
**Planning Model ID:** BCL2003CLASSMDL 2003 Standard Budget Model  
**Activity:** LINEITEM Line Item Budgeting  
**Scenario:** 2003PROP 2003 Proposed Budget  
**Planning Center:** 13000 Finance  
**Version:** Version 1 Version 1

Tolerance Rules					
<b>Control Level:</b>	Active		<b>Currency Code:</b>	USD	

Details <span>Customize   [a]</span>					
From Account	To Account		Target Tolerance %		Target Tolerance Amount
EXPENSE	EXPENSE	Above Target	10.00000	And	150,000.00
REVENUE	REVENUE	Below Target	25.00000	Or	300,000.00

Status Summary	
<b>Target Status:</b>	Valid
<b>Submit Allowed:</b>	Yes

Planning Target Details <span>Customize   Find   View All   [a]   First 1-3 of 3 Last</span>								
	Budget Center	Account	Operating Unit	Fiscal Year	Planning Target	Budget Total	Amount Difference	% Variance
✓	. . . 13000 - Finance				21,100,000.00	19,927,322.92	-1,172,677.08	-5.56
✓	. . . 13000 - Finance	EXPENSE		2003	1,300,000.00	479,844.20	-820,155.80	-63.09
✓	. . . 13000 - Finance	REVENUE		2003	19,800,000.00	19,447,478.72	-352,521.28	-1.78

Planning Targets page

### Tolerance Rules

**Target Tolerance %** (target tolerance percent) and **Target Tolerance Amount** Display values that are established at the coordinator level.

### Planning Target Details

The system displays the line item budget according to the planning center and account or account node. When displaying data, the system recognizes the sign definitions that you specify using the Account Type Options page.

Compare the planning target and budget total with the amount difference and percentage variance.

If the control level is set to active and the line item does not comply with the planning target rules and tolerances, you cannot submit the budgets.

**Note.** If you budgeted for items that do not roll to the target node or account, these line items appear in the Planning Target Error Details group box.

If you do not have full access to the details in your planning center due to secondary security being applied to the activity, you will not be able to access the Planning Target Details page.

**See Also**

Chapter 10, "Setting Up Planning Target Rules," page 233

**Managing User Views**

Access the User View Details page (click the Create link in the User View group box on the Line Item Details page).

User View DetailsRow Display FilterRow Display OptionsColumn Display Options

Business Unit:US002US002 MASSACHUSETTS OPERATIONS

Planning Model ID:BCL2003CLASSMDL

ActivityLINEITEM

Scenario2003PROP

View Name:VP View

Public/Private:PrivateCopy

View Details

\*Description:VPs Private View

OKCancelApply

User View Details page

- Enter a description for the view definition.
- Click Copy to copy the user view.

**Entering Row Display Filter Information**

Access the Row Display Filter page (select the Row Display Filter tab on the User View Details page).

User View DetailsRow Display FilterRow Display OptionsColumn Display Options

View Name:VP View

Description:VPs Private View

[Row Display Help](#)

Dimension FiltersCustomizeFind1-5 of 5FirstLast

DimensionsFilter Dimension Members

	Dimension Level	Show Code	Show Description
Account	Second	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Currency Code		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Department	Second	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating Unit	First	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Statistics Code		<input checked="" type="checkbox"/>	<input type="checkbox"/>

OK

Cancel

Apply

Row Display Filter page

**Note.** If your user role is casual preparer, you cannot define any private views. You may only select public views defined by the coordinator.

<b>Dimensions</b>	Displays only those dimensions available to you, defined by the activity.
<b>Dimension Level</b>	<p>Select up to three dimensions to display on the row, nested hierarchically in the order in which you select them. Values are <i>First</i>, <i>Second</i>, and <i>Third</i>.</p> <p>This field is grayed out if all of the following conditions are true:</p> <ul style="list-style-type: none"><li>You navigate to this page from the Line Item Details page.</li><li>You have only partial access to the planning center version from which you are navigating.</li><li>User view is private.</li></ul>
<b>Show Code</b>	Select to display the associated dimension's value code.
<b>Show Description</b>	Select to display the associated dimension's description.
<b>Filter Dimension Members tab</b>	Specify the From and To range and the Account Category that you want to display for each of the dimension rows.

Entering Row Display Option Information

Access the Row Display Options page (select the Row Display Options tab on the User View Details page).

User View DetailsRow Display FilterRow Display OptionsColumn Display Options

View Name:VP View

Description:VPs Private View

[Row Display Help](#)

Summary/Detail

☐ Row Summary

☒ Row Detail

☐ Hide Zero Total Amounts for Proposed Budget/Forecast

Amount Types

☒ Method Amount

☐ Adjustment Amount

☐ Allocation Amount

☐ Total Amount

Currency/Statistics Options

☒ Display Entry Currency

☐ Display Statistic Rows

☐ Display Target Currency

☐ One

☒ All

OK

Cancel

Apply

Row Display Options page

- Row Summary

Select to display only summary nodes for the first row dimension.
- Row Detail

Select to display only detailed (editable) cells for all row dimensions.
- Hide Zero Total Amounts for Proposed Budget/Forecast

Select to hide line items for which the total amount is zero (0). If you select this option, the system displays only those line items with entered values.
- Method Amount

Select to display the assigned method rows for accessing method details or entering budget amounts.
- Adjustment Amount

Select to display rows for incremental or mass adjustment amounts when applied.



<b>Allocation Amount</b>	Select to display amount rows that you cannot modify using the line item activity; these amounts are applied through the Edit Allocation option when available on My Planning Workspace for the master version.
<b>Total Amount</b>	Displays the total of the method, adjustment, and allocation amount. <hr/> <b>Note.</b> Access to modifying the method, adjustment, and allocation amount must be granted. <hr/>
<b>Display Entry Currency</b>	Select to display all entry currency rows.  Alternatively, enter a currency value in the Filter Dimension Members grid on the Row Display Filter page to display only one entry currency.
<b>Display Statistic Rows</b>	Select to display the statistical amount rows, and then enter a statistical value in the Filter Dimension Members grid on the Row Display Filter page to display only one statistical type.
<b>Display Target Currency</b>	Select to display one or all target currencies.  You cannot view statistical rows and target currencies at the same time.
<b>One</b>	Select to display one target currency, and then select the currency from the dropdown list box.
<b>All</b>	Select to display all target currencies.

## Entering Column Display Option Information

Access the Column Display Options page (select the Column Display Options tab on the User View Details page).

User View DetailsRow Display FilterRow Display OptionsColumn Display Options

View Name:VP View

Description:VPs Private View

[Column Display Help](#)

Budget Periods

☒Period Summary

☐Period Detail

Analysis Base to Display

☐Prior Year Actuals

☐Year To Date Actuals

☐Current Year Budget

☒Current Year Forecast

OK

Cancel

Apply

Column Display Options page

- Period Summary

Select to display only summary nodes for the budget periods.
- Period Detail

Select to display only detailed (editable) cells for all budget periods.
- Prior Year Actuals,  
Year To Date Actuals,  
Current Year Budget,  
Current Year Forecast  
and any other history  
periods defined by the  
coordinator

Select which columns of historical data you want to display during line item preparation.  
  
Historical information appears as full year totals in the columns.

Fixing Combination Errors and Changing Dimension Members

Access the ChartField Errors page (click Review Error on the Line Item Details page) or the Modify Dimensions page (click the Modify Dimensions button on the Line Item Details page).

If you access this page by clicking the Review Error link (icon that includes a red x) on the Line Item Details page, the dimension error resulting from the dimension validation process appears. The type of error for the line item appears to the right of the dimension that resulted in an error.

- To Value

Enter a different dimension value for an existing line item.

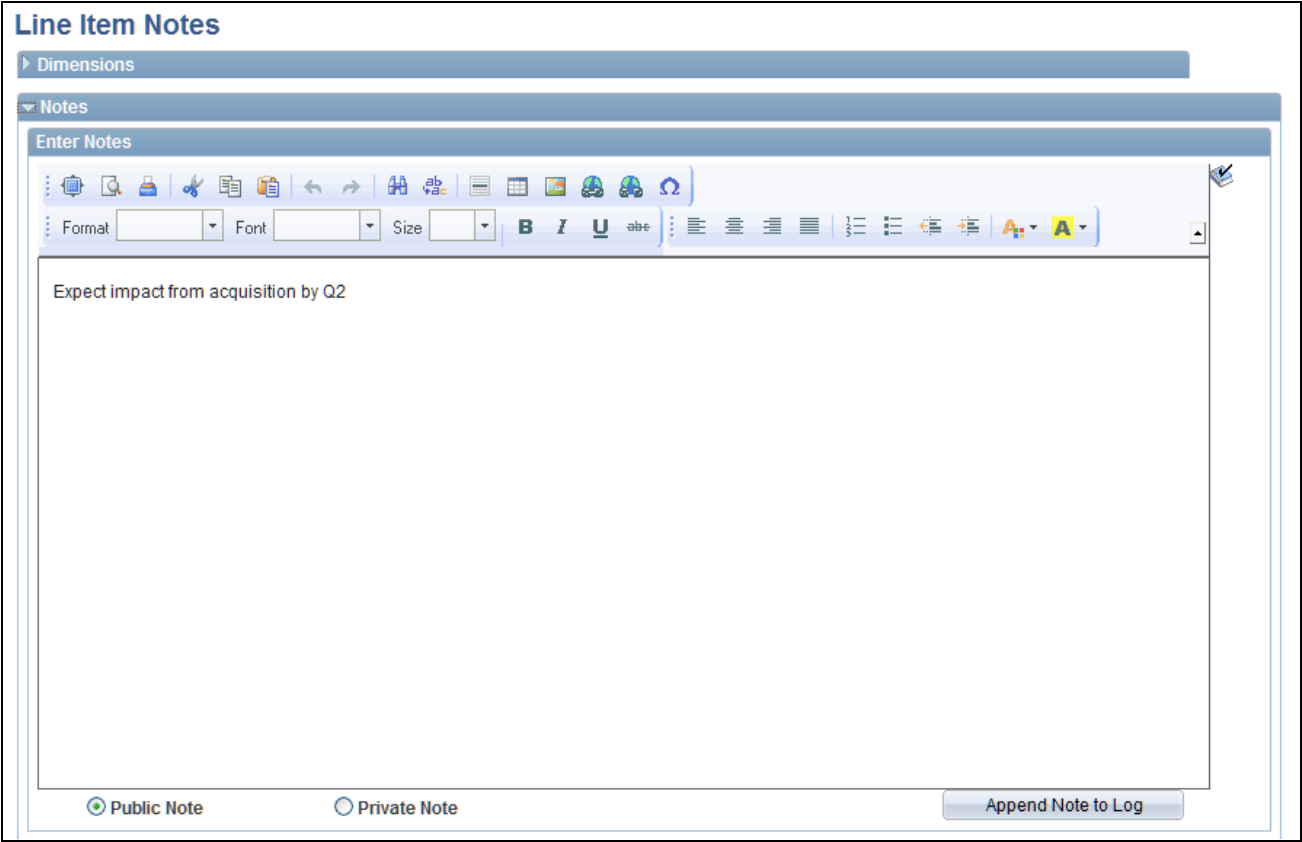
**Delete**

Click to delete a specific line item activity row.

**Important!** The system does not have the ability to compare to historical data without an existing row in the line item activity. When deleting rows with associated historical data, you will not be able to view the corresponding history for any deleted rows.

**Reviewing or Adding Notes and Attachments to Line Item Activities**

Access the Line Item Notes page (click Notes on the Line Item Details page).



Line Item Notes page (1 of 2)

Notes Log

Find | View All | First | 1 of 1 | Last

☐ Public Note

☐ Private Note

User ID: BP01

Date/Time Stamp:

Edit Notes

▼ Attach Documents

To attach a new document, click Add. Enter a brief description of the document then click the attach icon.

To view a document, click the File Name link

To remove a document, click the Delete button.

File Details

Customize |

File Name	Description		User ID	Date/Time Stamp	
	<input type="text"/>	Attach			<div><div>+</div></div>

Line Item Notes page (2 of 2)

Notes

Use the fields in the Enter Notes section to add a note. Type your note in the edit box.

**Public Note**                      Select to let other users view your notes.

**Private Note**                      Select so that only you can view your notes.

**Append Note to Log**              Click to save and attach a note to the notes log.

**Date Time Stamp**                The system applies a date and time stamp, attaches a user ID to the note, and indicates whether the note is private or public.

Click the Delete This Row icon to delete a note that you create.  
Other users cannot delete your notes.

Use the fields in the Notes Log section to review stored notes. Click the arrows to browse through the notes, or click View All to see all notes of the selected type on one page.

## Attach Documents

Use the fields in this section to manage attachments.

<b>File Name</b>	Contains the name of the file. This field is populated automatically when you attach the file. Click the name to view the file.
<b>Description</b>	Enter a description of the attachment.
<b>Attach</b>	Click to upload a file. A window appears that enables you to browse to and select the file, or enter the path and filename.
<b>Delete</b>	Click to delete an attachment.

---

**Note.** You must define an FTP server using the PeopleTools URL Maintenance page for the attachments feature to work. To access this page, select PeopleTools, Utilities, Administration, URL Maintenance. Update the *BP\_ATTACHMENT\_FTP\_SERVER* URL Identifier with your FTP Server information.

---

See [Chapter 4, "Setting Up the System," Setting Up File Transfer Protocols, page 55.](#)

## Viewing Line Item Rows by Budget Period and Adjusting Line Amounts

Access the individual method pages to view the budget period details and adjust line item amounts.

See [Chapter 7, "Defining Your Planning and Budgeting Parameters," Setting Up Methods, page 150.](#)

---

## Working with Methods

Every line within a budget has a method assigned to it. A method defines how the system calculates the budget amount for the line or derives the amount if a calculation is not necessary.

This section provides an overview of method calculations, method attributes, and how methods work, lists common elements, and discusses how to use the:

- AMTFTE (amount per full-time equivalent) method.
- AMTHC (amount per headcount) method.
- AMTPER (amount per budget period) method.
- AMTUNT (amount times defined units) method.
- ANN% (annual growth percentage) method.
- ASSET (from asset budgeting) method.
- BASBUD (base budget) method.
- DISTR (distribution) method.

- ECODRV (economic driver) method.
- FLEX (flexible formula) method.
- LINEITEM (from line item) method.
- ITM (itemization) method.
- JOIN method.
- METH=0 (zero method amount) method.
- PER% (period growth percentage) method.
- POSBUD (from position budgeting) method.
- RELATE (related account or statistical code) method.
- UNTAMT (units times defined amount) method.

## Understanding Method Calculations

The method group ID associated with a line item activity from the Activity Group page defines the methods that are available during the planning and budgeting development process.

The following methods require a calculation:

- AMTFTE: The system uses a defined amount for each full-time equivalent (FTE).
- AMTHC: The system uses a defined amount for each headcount.
- ANN%: The system applies an annual growth rate to an historical or current base value.
- ECODRV: The system applies a growth rate to an historical or current base value.
- PER%: The system uses a defined growth rate for a budget period.
- RELATE: The system multiplies a percentage or amount by a line item entry.
- FLEX: The system calculates the budget amount using the user-defined formula specified for this line item

The following methods do *not* require a calculation because the system derives the budget amounts through other means:

- AMTPER: Enter a budget amount by budget period.
- ASSET: The system derives budget amounts from the details in the asset budgeting activity.
- BASBUD: The system uses the base budget as the budget amount.
- POSBUD: The system derives budget amounts from the details in the position budgeting activity.
- LINEITEM: The system derives the budget amounts from the associated line item child activity.

A method can have an associated driver, driver parameter, and base. Coordinators create drivers for the methods that require them.

Methods that use delivered drivers include AMTFTE and AMTHC.

For example, you can use the BC FTE (planning center full-time equivalent) driver or the BU FTE (business unit full-time equivalent) driver for the AMTFTE method. You cannot change or add a driver for this method.

The value that you use as the driver—the driver parameter—determines the line item budget calculation. For example, suppose that the AMTFTE method uses the BC FTE driver. The coordinator defines the driver parameter as 100.00 USD. The system calculates the number of FTEs based on the position budgeting activity, and then multiplies it by 100.00 USD. You can change the driver amounts for the BC FTE driver only if the coordinator enables overrides. You cannot change the FTE count for this AMTFTE method. The system calculates it based on information in the position budgeting activity.

The following seven methods allow the use a lookup table for their driver parameters:

- AMTFTE
- AMTHC
- AMTUNT
- DISTR
- FLEX
- RELATE
- UNTAMT

Coordinators use lookup tables to assign specific driver values to each planning center in the organization. Coordinators can choose to use these lookup tables to assign driver parameters or to define a default value for the method driver.

A method can also have a base against which the method is applied. Define the following types of method bases:

- Prior year actuals
- Year-to-date actuals
- Current year budget
- Current year forecast
- History (up to five optional values that the coordinator defines)

---

**Note.** The following methods cannot be used with top-down scenario types: ASSETS, AMTFTE, AMTHC, and POSBUD.

The following methods cannot be used with forecast scenario types: ASSETS, AMTFTE, AMTHC, POSBUD, ANN%, PER%, and ECODRV.

---

### ***Inflation Factors***

If you want the system to calculate the line item budget for travel expenses by applying an inflation factor to the prior year actual expenditure for travel, the method base is the prior year actual expenditure figure.

The ECODRV method, which applies a growth rate to an historical value on an annual basis, uses both a driver parameter and a method base. For this method, define a growth rate (driver parameter) and an historical value (method base) on which to apply the growth rate. For example, you could specify a 5 percent growth rate (driver parameter) and apply it to the prior year budget value of 88,000.00 USD (method base) for the vehicle maintenance budget. The system calculates 92,400.00 USD as the proposed vehicle maintenance budget. For budgets that contain more than one period, such as quarterly periods, you may choose to spread the amount evenly or weight it.

### Overrides

Coordinators define the default methods and the method details (driver, driver parameter, and base) for line items in the planning model. A preparer can override the defaults if the coordinator enables overrides for the method. Each method criterion has its own override check box. Overriding a method is not the same as overriding the driver, driver parameter, or method base associated with the method. For the ANN% and PER% methods, the driver parameter is not defined by the coordinator; instead, the preparer enters the parameter when preparing the budget.

## Understanding Method Attributes

The following table shows the method attributes of the delivered methods. Change the method name to suit your organization's needs.

For budget preparers, detailed method definitions appear on a separate page. The method pages display similar information with variations in the use of drivers, driver parameters, and base fields depending on the method type. For the ASSET, POSBUD, METH=0, and BASBUD methods, the method detail pages are used only to make adjustments (when applicable) and to view total and period details.

<i><b>Method ID</b></i>	<i><b>Delivered Drivers</b></i>	<i><b>Coordinator-Defined Drivers</b></i>	<i><b>Coordinator-Defined Driver Parameter</b></i>	<i><b>Required Method Base</b></i>	<i><b>User Action</b></i>
AMTFTE	BC FTE BU FTE	No	Yes  The coordinator can define the amount per FTE. The system calculates the FTE count using position-budget data.	NA	Update the amount if override is allowed.



<i>Method ID</i>	<i>Delivered Drivers</i>	<i>Coordinator-Defined Drivers</i>	<i>Coordinator-Defined Driver Parameter</i>	<i>Required Method Base</i>	<i>User Action</i>
AMTHC	BC HC BU HC	No	Yes The coordinator can define the amount per headcount. The system calculates the headcount using position-budget data.	NA	Update the amount if override is allowed.
AMTPER	NA	NA	NA	NA	Enter the amount per period.
AMTUNT	No	Yes	Yes	NA	Enter the cost for predefined units.
ANN%	NA	NA	NA	Yes	Enter the growth rate.
ASSET	NA	NA	NA	NA	NA
BASBUD	NA	NA	NA	NA	NA
DISTR	No	Yes	Yes	NA	Update the amount if override is allowed.
ECODRV	No	Yes	Yes	Yes	No user action is required unless override is allowed.
ITM	QTY*COST PERSUM	No	NA	NA	Enter the number of units and cost per unit, or enter the calculated amount.

<i>Method ID</i>	<i>Delivered Drivers</i>	<i>Coordinator-Defined Drivers</i>	<i>Coordinator-Defined Driver Parameter</i>	<i>Required Method Base</i>	<i>User Action</i>
JOIN	No	Yes	Yes	NA	No user action is required unless override is allowed.
LINEITEM	NA	NA	NA	NA	NA
METH=0	NA	NA	NA	NA	NA
PER%	NA	NA	NA	Yes	Enter the growth rate by budget period.
POSBUD	NA	NA	NA	NA	NA
RELATE	No	Yes	Yes	NA	No user action is required unless override is allowed.
UNTAMT	No	Yes	Yes	NA	Enter the number of units for predefined cost.
FLEX	No	Yes	NA	NA	Specify the Flexible Formula

## Understanding How Methods Work

This section reviews how methods work and provides examples. The methods available and their attributes, such as drivers, parameters, and analysis base, are defined by the coordinator. They can be assigned to specific accounts as a default, or available for the end users' use during line item preparation.

---

**Note.** We do not discuss the AMTPER, ASSET, BASBUD, METH=0, and POSBUD methods here because these methods do not use a driver, driver parameter, or method base.

---

**AMTFTE**

Position budgeting data defines the number of FTEs for a planning center or business unit, and is only used in conjunction with a position activity. The coordinator defines the cost per FTE to be calculated against the number of FTEs by budget period. The AMTFTE method does not use a method base. The formula for the AMTFTE method is:

$$(\text{Cost per FTE for a budget period}) * (\text{Number of FTEs}) = (\text{Calculated amount for a budget period})$$

After the system calculates the amounts for each budget period and the totals for all budget periods, it adds them together to calculate the total method amount for the line item:

$$(\text{Sum of all calculated budget period amounts}) = (\text{Method amount for line item})$$

For example, suppose that you are responsible for developing the office supplies budget for a new department that is starting up at the beginning of 2008. You want to accomplish this by budgeting 33.00 USD for each FTE in the department. You figure that, with the discount that your organization receives from the vendor, 33.00 USD for each FTE should be enough to cover the one-time costs of new office supplies and the ongoing costs of supplies for a year.

Use the AMTFTE method to budget for the office supplies line item and use the following data:

<i>Field</i>	<i>Value</i>
Budget Period	<i>Annual</i>
Amount	<i>33 USD</i>
Driver	<i>BC FTE</i>

Suppose that the planning center FTE value is 10. This is the number of FTEs that comes from the position budgeting data. The planning center (the new department) has 10 FTEs because that is the number of FTEs authorized to staff the new department.

The system calculates the following 2008 office supplies budget amount:

<i>Line Item</i>	<i>2008 Total Budget Amount</i>
Office Supplies	330 USD

**Note.** When using the system delivered BU FTE driver with this method, the FTE count comes from the sum of all FTEs for the scenario and depends on the FTE count in the master version to capture this information. Therefore, an FTE value and calculated amount could vary until all related information is in the master version from planning center details.

## AMTHC

The position budgeting data defines the headcount for a planning center or business unit, and is only used in conjunction with a position activity. The coordinator defines the cost per headcount to be calculated against the headcount by budget period. The AMTHC method does not use a method base. The formula for the AMTHC method is:

$$(\text{Cost per headcount for a budget period}) \times (\text{Headcount}) = (\text{Calculated amount for a budget period})$$

After the system calculates method amounts for all budget periods, it adds them together to calculate the total method amount for the line item:

$$(\text{Sum of all calculated budget period amounts}) = (\text{Method amount for line item})$$

For example, suppose that you are budgeting for a business unit's annual employee recognition reception. You want to budget 7.00 USD per person for the beverages line item; so you enter 7.00 as the amount. You know that every employee within the business unit center plans to attend the event. The position budgeting data calculates a headcount of 2,670 employees in the planning center. The calculated line item budget amount is 18,690.00 USD, which is 2,670 multiplied by 7.00 USD.

---

**Note.** When using the system delivered BU HC driver with this method, the headcount (HC) comes from the sum of all headcounts for the business unit model and depends on the total headcount located in the master version to capture this information. Therefore, your headcount value and calculated amount could vary until all related information is located in the master version from planning center details.

---

## AMTUNT

Using the AMTUNT method, the coordinator controls the number of units, and the preparer enters the cost per unit. The AMTUNT method uses a driver and driver parameters. Coordinators define drivers and driver parameters. For example, a coordinator can define drivers and driver values for such quantities as the number of trade shows planned, training classes, or items produced. Use any of these drivers and driver parameters to estimate a budget for a particular method. The method does not use a method base.

The formula for the AMTUNT method is:

$$(\text{Cost per unit for a budget period}) * (\text{Number of units for a budget period}) = (\text{Calculated amount for a budget period})$$

After the system calculates the method amounts for all budget periods, it adds them together to calculate the total method amount for the line item:

$$(\text{Sum of all calculated budget period amounts}) = (\text{Method amount for line item})$$

For example, suppose that you want to budget for supplies in the Customer Training Center. You want to estimate a certain amount for every student enrolled per quarter (assuming that the budget period is quarterly). The coordinator defines the number of students enrolled per quarter.

Enter the amount per enrolled student that you want to budget per quarter, and the system calculates the budget amounts for you as shown in the following table:

<b><i>Budget Period</i></b>	<b><i>Amount per Unit (USD)</i></b>	<b><i>Number of Units (Defined at the Coordinator Level)</i></b>	<b><i>Calculated Amount (USD)</i></b>
2008 Q1	2.00	2,000	4,000
2008 Q2	1.50	2,000	3,000
2008 Q3	2.00	2,500	5,000
2008 Q4	2.50	2,400	6,000
2008 Total			18,000

### ***ANN%***

The ANN% method uses a method base. It does not use a driver or driver parameter. Enter an annual growth rate that the system applies to the method base to calculate the method amount. The formula for the ANN% method is:

$$(\text{Method base}) * [1 + (\text{Growth rate})] = (\text{Method amount})$$

For example, suppose that you use the ANN% method to estimate office supply expenses for 2008 (assuming that there are no adjustments or allocations). To apply a 5 percent growth rate to the 2001 actual expenditure for office supplies, enter *Prior Year Actuals* as the base and 5 for the percentage. If the annual 2001 actual expenditure for office supplies was 5,000.00 USD, the 2008 budget amount calculation is 5,250.00 USD for the year.

### ***DISTR***

Use the DISTR method to distribute or assign constant budget amounts by planning center when the activity scenario is staged for end users to work with their budgets. The DISTR method does not use a method base.

In line item budgeting, view the default values assigned to the planning center in the Amount column. If no overrides are allowed, you cannot change the driver. If overrides are allowed, select another driver. When overrides are allowed for the driver parameter, you can also change the amounts in the Amount column.

For example, suppose that the central budget office is responsible for the distribution of rent expenses across the organization. This expense is typically assigned and pushed down to the planning centers. In this case, constant dollar amounts are already assigned to an account by planning center when you copy from the base version.

## ECODRV

The Economic Driver method uses a driver, driver parameter, and method base. Coordinators define the drivers, driver parameters, and method base when assigned to a specific account. For example, a coordinator can define drivers and driver values for economic indicators such as inflation rate, gross domestic product, unemployment rate, employment cost index, business licenses, and housing construction starts. Use any of these drivers and driver parameters to estimate a budget for a particular line item. The method is based on annual budget periods. It also uses a method base. Select a method base, and then enter the percentage rate that you want to apply against the base to calculate the method amount for the line item. The formula for the ECODRV method is:

$$(\text{Method base}) * [1 + (\text{Percentage})] = (\text{Method amount})$$

For example, suppose that you want to use the ECODRV method to estimate revenue growth based on the projected increase in sales in a region. Define a driver as *regional growth* and assign a driver parameter of 5 percent to it. The base is 1.5 million USD—the actual revenue figure for the prior year. The system calculates a budget amount for revenue of 1.575 million USD.

## ITM

The ITM method does not use driver parameters or a method base. Define an item, select one of the delivered drivers, and then enter values for each item that the system uses to calculate the method amount. The formula for the ITM method using QTY\*COST is:

$$(\text{Number of units}) * (\text{Cost per unit}) = (\text{Calculated amount})$$

The formula for the ITM method using PERSUM is:

$$(\text{Sum of calculated amounts for all items}) = (\text{Method amount})$$

The following table shows an example of a 2008 annual budget by quarter (the budget period) for travel expenses using the ITM method:

<i>Line Item</i>	<i>2008 Quarter 1</i>	<i>2008 Quarter 2</i>	<i>2008 Quarter 3</i>	<i>2008 Quarter 4</i>	<i>2008 Total Budget Amount</i>
Travel Expenses (USD)	2,000	8,000	2,000	5,000	17,000

If you access the Itemization page for this example, you see the following data that supports the travel expense line item results:

<i>Line Item</i>	<i>Description</i>	<i>Number of Units</i>	<i>Cost Per Unit (USD)</i>	<i>Spread Type</i>	<i>From Budget Period</i>	<i>To Budget Period</i>
1	Annual conference trips	5	1,200	Spread	2008-Q2	2008-Q2

<i>Line Item</i>	<i>Description</i>	<i>Number of Units</i>	<i>Cost Per Unit (USD)</i>	<i>Spread Type</i>	<i>From Budget Period</i>	<i>To Budget Period</i>
2	Bus transportation for the employee appreciation event	6	500	Spread	2008-Q4	2008-Q4
3	Trips to national city and county managers' conferences	2	4,000	Spread	2008-Q1	2008-Q4

## JOIN

The JOIN method combines the existing methods UNTAMT and AMTUNT into one method. It multiplies the defined amount by the defined unit. The JOIN method provides the driver parameter values for the amount per unit and number of units. Coordinators define the drivers and driver parameters. A coordinator can define drivers and set standard costs or number of units. This method requires a known number of units (such as number of computers) and the cost per unit must be defined. These components have already been linked and assigned a driver ID such as *COMPUTERS*. For example, when you select *COMPUTERS* as the driver ID, the system provides information by period for units and cost.

If the coordinator allows overrides of the driver parameter, change the parameters by entering new amounts in place of existing ones. If the coordinator allows driver overrides, change the driver, but only if there are other JOIN drivers defined. If overrides are not allowed, both the Number of Units column and the Cost Per Unit column are display-only.

This method can be associated with a driver lookup table by default.

For example, suppose that the coordinator defines the number of units per budget period as 2 and the cost per unit of travel as 2,500.00 USD. For any type of employee travel, the standard cost estimate per trip is 2,500.00 USD. The new travel policy for the department allows only two trips per month.

The coordinator defines a driver called TRAVEL to calculate two trips per month per department at a cost of 2,500.00 USD each. You know that in December there will be three authorized trips and that in August there will be only one. In this case, you could select the TRAVEL driver, and then override the entries for the 8<sup>th</sup> and 12<sup>th</sup> budget periods.

<i>Budget Period</i>	<i>Number of Units (Defined at the Coordinator Level)</i>	<i>Amount Per Unit (USD) (Defined at the Coordinator Level)</i>	<i>Calculated Amount (USD)</i>
2008 Month 1	2	2,500	5,000
2008 Month 2	2	2,500	5,000

<b><i>Budget Period</i></b>	<b><i>Number of Units (Defined at the Coordinator Level)</i></b>	<b><i>Amount Per Unit (USD) (Defined at the Coordinator Level)</i></b>	<b><i>Calculated Amount (USD)</i></b>
2008 Month 3	2	2,500	5,000
2008 Month 4	2	2,500	5,000
2008 Month 5	2	2,500	5,000
2008 Month 6	2	2,500	5,000
2008 Month 7	2	2,500	5,000
2008 Month 8	1	2,500	2,500
2008 Month 9	2	2,500	5,000
2008 Month 10	2	2,500	5,000
2008 Month 11	2	2,500	5,000
2008 Month 12	3	2,500	7,500
2008 Total			60,000

***PER%***

The PER% method uses a method base. The PER% method does not use a driver or driver parameter. Enter a growth rate value for each budget period. The system applies the growth rate to the method amount for the prior budget period. The formula for the PER% method is:

$(\text{Prior budget period calculated amount}) * [1 + (\text{Budget period growth rate})] = (\text{Next budget period calculated amount})$

There is one exception to this formula. No prior budget period calculated amount exists for the first budget period calculated amount. The calculated amount for the first budget period uses the defined method base. The system uses this formula to calculate the first budget period calculated amount:

$(\text{Last budget period of method base}) * [1 + (\text{Budget period growth rate})] = (\text{Calculated amount for the first budget period})$

After the system calculates the amounts for all budget periods, it adds them together to calculate the total method amount for the line item.



(Sum of all calculated budget period amounts) = (Method amount for line item)

For example, suppose that you want to generate a 2008 budget amount for telephone expenses using the PER% method and you have quarterly budget periods. Assume there are no adjustments or allocations. You define base as *Current Year Budget*, which has a Q4 budget amount of 100.00 USD. You define the method using the following data:

<b>Budget Period</b>	<b>Percentage</b>
Q1	20
Q2	10
Q3	50
Q4	25

Your 2008 budget for telephone expenses using the PER% method would be as follows:

<b>Line Item</b>	<b>2008 Quarter 1</b>	<b>2008 Quarter 2</b>	<b>2008 Quarter 3</b>	<b>2008 Quarter 4</b>	<b>2008 Total Budget Amount</b>
Telephone Expenses (USD)	120.00	132.00	198.00	247.50	697.50

## **RELATE**

The RELATE method lets you define a line item budget by associating it with other account or statistical code amounts. Define these line item amounts or rates at a single, global level or value, or assign a lookup table driver to reference values specific to a planning center. The RELATE method accommodates the following scenarios in a line item activity:

To calculate anticipated overtime expenses, you could use the RELATE method to define a global percentage of 5 percent to be multiplied times account 610000 for employee salary. In this case, the driver is associated with the driver ID name, account, and percent value. The account reference is display-only if the coordinator prohibits driver parameter overrides.

An example using a statistical code follows:

To calculate the anticipated overtime expenses using the statistical code, the budget office could assign a lookup ID to the driver and use a statistical code instead of an account. In this case, the Basis and Value Type columns display the statistical source value used to calculate total overtime hours. The Value column represents an amount or rate applied against this statistical amount. In this case, the value is drawn from the driver lookup table (if a value exists for the planning center).

## UNTAMT

In the UNTAMT method, the coordinator controls the costs per unit and the preparer enters the number of units. The UNTAMT method uses a driver and driver parameter. Coordinators define the drivers and driver parameters. A coordinator can define drivers and set standard costs for such items as airfare, hotel accommodations, computers, desk furniture, and vehicles. Use these drivers and driver parameters to estimate a budget for these items. The method does not use a method base. The preparer enters the number of units to be calculated against the cost per unit by budget period.

The formula for the UNTAMT method is:

(Number of units for a budget period) \* (Cost per unit for a budget period) = (Calculated amount for a budget period)

After the system calculates the method amounts for all budget periods, it adds them together to calculate the total method amount for the line item:

(Sum of all calculated budget period amounts) = (Method amount for line item)

Suppose that the coordinator defines the cost per unit of travel as 2,500.00 USD for all budget periods. For any type of employee travel, the standard cost estimate per trip is 2,500.00 USD. You do not override this predefined cost per trip. You have monthly budget periods. You enter the number of trips estimated for the planning center for each month, and the budget amounts per budget period are calculated as shown in the following table:

<b><i>Budget Period</i></b>	<b><i>Number of Units</i></b>	<b><i>Amount Per Unit (USD) (Defined at the Coordinator level)</i></b>	<b><i>Calculated Amount (USD)</i></b>
2008 Month 1	0	2,500	0
2008 Month 2	2	2,500	5,000
2008 Month 3	1	2,500	2,500
2008 Month 4	0	2,500	0
2008 Month 5	4	2,500	10,000
2008 Month 6	0	2,500	0
2008 Month 7	2	2,500	5,000
2008 Month 8	3	2,500	7,500
2008 Month 9	7	2,500	17,500

<b><i>Budget Period</i></b>	<b><i>Number of Units</i></b>	<b><i>Amount Per Unit (USD) (Defined at the Coordinator level)</i></b>	<b><i>Calculated Amount (USD)</i></b>
2008 Month 10	1	2,500	2,500
2008 Month 11	0	2,500	0
2008 Month 12	5	2,500	12,500
2008 Total	25	2,500	62,500

## Common Elements Used in this Section

### Dimensions

The information in this collapsible group box identifies the version and specific line item budget on which you are working.

The defaults are determined by the information associated with the version you edit, and by the user preferences or defaults for the line item activity that you select from My Planning Workspace.

### Totals

The budget data in this collapsible group box provides detailed information about the line item budget amount.

### Historical Values

The current and historical data in this group box lets you compare the a line item budget amount with historical values.

This data is associated with the analysis base definition for the planning model and is defined at the coordinator level.

**Adjustment**

Select how you want to automatically apply the spread amount over the budget periods, and then click Spread. The calculated adjustment appears in the Adjustment Amount field until it is saved. Values are:

*Apply to All:* The system populates each budget period with the spread amount that you enter.

*Spread Evenly:* The system distributes the spread amount equally across the budget periods for the line item.

*Weighted Method:* The system adjusts the amount on a proportional basis against the method total that appears when performing the spread.

*Weighted Total:* The system adjusts the amount on a proportional basis against the current total amount when performing the spread.

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**Note.** The Adjustment you specify here does not apply to the starting balance for balance sheet accounts. You can manually enter adjustments to balance sheet starting balances in the Budget Period Details grid of the method detail page, in the Adjustment Amount column.

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See See individual method detail page discussions for more details.

**Analysis 1 and Analysis 2**

Select these tabs to display budget comparisons by budget period.

The Analysis 2 tab is available only if the coordinator defines analysis bases for History 1 through 5.

**Pages Used to Work with Methods**

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Line Item Details	BP_LI_GRID	Click the Edit link on the My Planning Workspace page.	View, add, and modify budget amounts using methods; manually enter budget amounts for a line item; protect a line item budget from mass adjustments.
Amount Per FTE (amount per full-time equivalent)	BP_LI_AMTFTE	<ul style="list-style-type: none"> <li>Select <i>AMTFTE</i> from the Method ID dropdown list box.</li> <li>Click the Amount link on the Line Item Details page.</li> </ul>	View and modify the driver and cost per FTE used to calculate the method amount for a line item. Enter an adjustment amount by budget period.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Amount Per Headcount	BP_LI_AMTHC	<ul style="list-style-type: none"> <li>Select <i>AMTHC</i> from the Method ID dropdown list box</li> <li>Click the Amount link on the Line Item Details page.</li> </ul>	View and modify the driver and cost per headcount used to calculate the method amount for a line item. Enter an adjustment amount by budget period.
Amount Per Period	BP_LI_AMTPER	<ul style="list-style-type: none"> <li>Select <i>AMTPER</i> from the Method ID dropdown list box</li> <li>Click the Amount link on the Line Item Details page.</li> </ul>	View and manually enter a line item budget amount by budget period. Enter an adjustment amount by budget period.
Amount x Defined Units	BP_LI_AMTUNT	<ul style="list-style-type: none"> <li>Select <i>AMTUNT</i> from the Method ID dropdown list box</li> <li>Click the Amount link on the Line Item Details page.</li> </ul>	Add and modify the cost per unit used to calculate the method amount for a line item. Also override the driver and the defined number of units. Enter an adjustment amount by budget period.
Annual Growth Percentage	BP_LI_ANNP	<ul style="list-style-type: none"> <li>Select <i>ANN%</i> from the Method ID dropdown list box</li> <li>Click the Amount link on the Line Item Details page.</li> </ul>	Add and modify the base value and add the annual growth percentage rate to calculate the method amount for a line item. Enter an adjustment amount by budget period.
Distribution Details	BP_LI_DISTRB	<ul style="list-style-type: none"> <li>Select <i>DISTR</i> from the Method ID dropdown list box.</li> <li>Click the Amount link on the Line Item Details page.</li> </ul>	View and modify the driver and driver amount used to calculate the method amount for a line item. Enter an adjustment amount by budget period
Economic Driver	BP_LI_ECODRV	<ul style="list-style-type: none"> <li>Select <i>ECODRV</i> from the Method ID dropdown list box.</li> <li>Click the Amount link on the Line Item Details page.</li> </ul>	View and modify the annual growth rate applied to a defined base. Override the base and driver. The system uses these values to calculate the method amount for a line item. Enter an adjustment amount by budget period.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Flexible Formula	BP_LI_FLEXFORM	<ul style="list-style-type: none"> <li>Select <i>FLEX</i> from the Method ID dropdown list box.</li> <li>Click the Amount link on the Line Item Details page.</li> </ul>	View and modify the Flexible Formula used to calculate the values for this line item. Enter an adjustment amount by budget period.
Method Detail (page name varies with the method selected)	BP_LI_PRD_DTL	<ul style="list-style-type: none"> <li>Select from the Method ID dropdown list box any of the following methods: <i>LINEITEM</i>, <i>ASSET</i>, <i>POSBUD</i>, <i>METH=0</i>, or <i>BASBUD</i>.</li> <li>Click the Amount link on the Line Item Details page.</li> </ul>	<p>View and optionally adjust any of the following methods that share the characteristic of deriving their definition from another activity: <i>LINEITEM</i>, <i>ASSET</i>, and <i>POSBUD</i>.</p> <p>View and optionally adjust <i>METH=0</i> and <i>BASBUD</i> methods.</p>
Itemization	BP_LI_ITM	<ul style="list-style-type: none"> <li>Select <i>ITM</i> from the Method ID dropdown list box.</li> <li>Click the Amount link on the Line Item Details page.</li> </ul>	Add and modify the items used to calculate the method amount for a line item. Enter a value or calculate a value by entering the number of units and cost per unit. Enter the spread type and budget period range for each item to be included in the method amount for a line item. Enter an adjustment amount by budget period.
AMTUNT x UNTAMT	BP_LI_JOIN	<ul style="list-style-type: none"> <li>Select <i>JOIN</i> from the Method ID dropdown list box.</li> <li>Click the Amount link on the Line Item Details page.</li> </ul>	View and modify the driver or driver parameters for cost and units used to calculate the method amount for a line item. Enter an adjustment amount by budget period.
Percent Per Period	BP_LI_PERP	<ul style="list-style-type: none"> <li>Select <i>PER%</i> from the Method ID dropdown list box.</li> <li>Click the Amount link on the Line Item Details page.</li> </ul>	View and modify the base value and add any budget period growth rate used to calculate the method amount for a line item. Enter an adjustment amount by budget period.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Related Account/Statistic Code	BP_LI_RELATE	<ul style="list-style-type: none"> <li>Select <i>RELATE</i> from the Method ID dropdown list box.</li> <li>Click the Amount link on the Line Item Details page.</li> </ul>	View and modify a percentage or amount with which an account or statistic code is associated and calculated. The system uses these values to calculate the method amount for a line item. You can also modify the account or statistic code if override is not prevented. Enter an adjustment amount by budget period.
Units x Defined Amount	BP_LI_UNTAMT	<ul style="list-style-type: none"> <li>Select <i>UNTAMT</i> from the Method ID dropdown list box.</li> <li>Click the Amount link on the Line Item Details page.</li> </ul>	Add and modify the number of units used to calculate the method amount for a line item. Also override the driver and the defined cost per unit. Enter an adjustment amount by budget period.

## Using the AMTFTE Method

Access the Amount Per FTE page (from the Line Item Details page, select *AMTFTE* from the Method ID dropdown list box, then click the Amount link).

**Amount Per FTE**

Dimensions

**Totals**

Base Budget:	98,979.30
Method Amount:	120.00
Adjustment Amount:	0.00
Allocation Amount:	0.00
Total Amount:	120.00

**Historical Values**

**Method**

Default: POSBUD From Pos Budget

Method ID: AMTFTE Amount Per FTE

Driver ID: BCFTE FTE Per Planning Center

Currency: USD

**Adjustment**

Spread Amount:

Spread Type:

**Amount Per FTE Per Period** Customize

Budget Period Details Analysis-1

Budget Period	Cost Per FTE	Number of FTEs	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2003M1	10.00	1.000	10.00				10.00	9,018.00
2003M2	10.00	1.000	10.00				10.00	8,100.00
2003M3	10.00	1.000	10.00				10.00	7,020.00
2003M4	10.00	1.000	10.00				10.00	8,100.00
2003M5	10.00	1.000	10.00				10.00	7,290.00
2003M6	10.00	1.000	10.00				10.00	8,100.00
2003M7	10.00	1.000	10.00				10.00	9,018.00
2003M8	10.00	1.000	10.00				10.00	8,910.00
2003M9	10.00	1.000	10.00				10.00	9,090.00
2003M10	10.00	1.000	10.00				10.00	7,740.00
2003M11	10.00	1.000	10.00				10.00	9,177.30
2003M12	10.00	1.000	10.00				10.00	7,416.00

### Amount Per FTE page

The AMTFTE method uses a driver and driver parameter. Select one of the delivered drivers as the driver of the method. The coordinator cannot add other drivers since they are system defined.

**Default** Displays the same default method that appears on the Line Item Details page.

**Method ID** Displays *AMTFTE* to override the default method.

**Driver ID** Select from the delivered drivers for the AMTFTE method. Values are:

*BC FTE*: The number of FTEs for the planning center.

*BU FTE*: The number of FTEs for the business unit.

**Cost Per FTE** (cost per full-time equivalent) Enter a value to override the default for each budget period.

The system multiplies this amount by the number of FTEs to determine the calculated amount for a budget period.

When working with balance sheet planning activities, no starting balance is available with the method. You must use the adjustment option if a starting balance is necessary.



<b>Adjustment Amount</b>	<p>For all budget period rows the system displays the calculated adjustment amount based on the Spread Amount and Spread Type you selected in the Adjustment box, or optionally make incremental adjustment by budget period.</p> <p>When working with an activity that includes balance sheet planning, you must manually enter a change to the starting balance for a balance sheet account, because the use of the Spread Amount and Spread Type do not apply to the starting balance.</p> <p>The coordinator may set the account default on the Assign Planning Method Defaults page to prevent any adjustments on the Amount Per FTE page.</p>
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**Note.** If your organization does not use position budgeting, the coordinator can disable the AMTFTE method to make it unavailable.

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## Using the AMTHC Method

Access the Amount Per Headcount page (from the Line Item Details page, select *AMTHC* from the Method ID dropdown list box, then click the Amount link).

**Amount Per Headcount**

Dimensions

Totals Historical Values

Method

Default: BASBUD Use Base Budget

Method ID: AMTHC Amt / Headcount

Driver ID: BCHC Headcount Per Planning Center

Currency: USD

Adjustment

Spread Amount:

Spread Type:

Amount Per Headcount Per Period

Budget Period Details Analysis-1

Budget Period	Cost Per Headcount	Headcount	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2003M1	12.00	1.000	12.00				12.00	337.50
2003M2	12.00	1.000	12.00				12.00	327.38
2003M3	12.00	1.000	12.00				12.00	361.13
2003M4	12.00	1.000	12.00				12.00	330.75
2003M5	12.00	1.000	12.00				12.00	344.25
2003M6	12.00	1.000	12.00				12.00	367.87
2003M7	12.00	1.000	12.00				12.00	330.75
2003M8	12.00	1.000	12.00				12.00	357.75
2003M9	12.00	1.000	12.00				12.00	354.38
2003M10	12.00	1.000	12.00				12.00	371.25
2003M11	12.00	1.000	12.00				12.00	347.62
2003M12	12.00	1.000	12.00				12.00	351.11

OK Cancel Apply

### Amount per Headcount page

The AMTHC method uses a driver and driver parameter. Select one of the delivered drivers as the driver of the method. The coordinator cannot add other drivers since they are system defined.

**Default** Displays the same default method that appears on the Line Item Details page.

**Method ID** Displays *AMTHC* to override the default method.

**Driver ID** Select from the delivered drivers for the AMTHC method. Values are:

*BC HC*: The headcount number for the planning center.

*BU HC*: The headcount number for the business unit.

**Cost Per Headcount** Enter a value to override the default for each budget period.

The system multiplies this amount by the headcount to determine the calculated amount for a budget period.

When working with balance sheet planning activities, no starting balance is available with the method. You must use the adjustment option if a starting balance is necessary.

<b>Adjustment Amount</b>	<p>For all rows the system displays the calculated adjustment amount based on the Spread Amount and Spread Type you selected in the Adjustment box.</p> <p>When working with an activity that includes balance sheet planning, you must manually enter a change to the starting balance for a balance sheet account, because the use of the Spread Amount and Spread Type do not apply to the starting balance.</p> <p>The coordinator may set the account default on the Assign Planning Method Defaults page to prevent any adjustments on the Amount Per Headcount page.</p>
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**Note.** If your organization does not use position budgeting, the coordinator can disable the AMTHC method to make it unavailable.

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## Using the AMTPER Method

Access the Amount Per Period page (from the Line Item Details page, select *AMTPER* from the Method ID dropdown list box, then click the Amount link).

**Amount Per Period**

Dimensions

Totals Historical Values

Method

Default: BASBUD Use Base Budget Spread Amount:

Method ID: AMTPER Amount / Period Spread Type:

Currency: USD Spread

Adjustment

Spread Amount:

Spread Type:

Spread

Amount Per Period Customize | 21

Budget Period Details Analysis-1

Budget Period	Amount	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2003M1	34.50	34.50				34.50	34.50
2003M2	33.47	33.47				33.47	33.47
2003M3	36.91	36.91				36.91	36.91
2003M4	33.81	33.81				33.81	33.81
2003M5	35.19	35.19				35.19	35.19
2003M6	37.60	37.60				37.60	37.60
2003M7	33.81	33.81				33.81	33.81
2003M8	36.57	36.57				36.57	36.57
2003M9	36.23	36.23				36.23	36.23
2003M10	37.95	37.95				37.95	37.95
2003M11	35.53	35.53				35.53	35.53
2003M12	35.89	35.89				35.89	35.89

OK Cancel Apply

### Amount Per Period page

The AMTPER method does not use a driver, driver parameter, or method base. Use the AMTPER method to enter budget amounts by budget period to determine the amount for the line item. Applying the AMTPER method to a line item lets you manually control the amount to budget per budget period.

**Default** Displays the same default method that appears on the Line Item Details page.

**Method ID** Displays *AMTPER* to override the default method.

**Spread Amount** Enter the total amount to spread across budget periods.

**Spread Type** Select the desired spread type. Values are: *Apply to All* or *Spread Evenly*.

In addition to the system delivered spread types, custom spread types may be available if the coordinator defined them.

**Amount** Enter a value manually for each period.

When working with a balance sheet planning activity, the first budget period row displayed is the starting balance (period 0) for balance sheet accounts.

The sum of all the budget period amounts is the method amount for the line item.

**Adjustment Amount** For all rows the system displays the calculated adjustment amount based on the Spread Amount and Spread Type you selected in the Adjustment box.

When working with an activity that includes balance sheet planning, you must manually enter a change to the starting balance for a balance sheet account, because the use of the Spread Amount and Spread Type do not apply to the starting balance.

The coordinator may set the account default on the Assign Planning Method Defaults page to prevent any adjustments on the Amount Per Period page.

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**Note.** The AMTPER method is the only one that allows update into a spreadsheet interface when using the spreadsheet add-in option for line item activities.

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See [Chapter 15, "Preparing Line Item Activities," Using Spreadsheet Add-In Functionality, page 454.](#)

**See Also**

[Chapter 11, "Building the Planning Model," page 241](#)

## Using the AMTUNT Method

Access the Amount x Defined Units page (from the Line Item Details page, select *AMTUNT* from the Method ID dropdown list box, then click the Amount link).

**Amount x Defined Units**

▸ Dimensions

▸ Totals      ▸ Historical Values

▼ Method

Default: BASBUD      Use Base Budget

Method ID:       Amount / Unit

Driver ID:       Units

Currency: USD

▼ Adjustment

Spread Amount:

Spread Type:

Amount Per Driver For Each Budget Period Customize |

Budget Period Details      Analysis-1

Budget Period	Cost Per Unit	Number of Units	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2003M1	<input type="text"/>	<input type="text" value="10.000"/>			<input type="text" value="200.00"/>			337.50
2003M2	<input type="text"/>	<input type="text" value="10.000"/>			<input type="text" value="200.00"/>			327.38
2003M3	<input type="text"/>	<input type="text" value="10.000"/>			<input type="text" value="200.00"/>			361.13
2003M4	<input type="text"/>	<input type="text" value="11.000"/>			<input type="text" value="200.00"/>			330.75
2003M5	<input type="text"/>	<input type="text" value="11.000"/>			<input type="text" value="200.00"/>			344.25
2003M6	<input type="text"/>	<input type="text" value="11.000"/>			<input type="text" value="200.00"/>			367.87
2003M7	<input type="text"/>	<input type="text" value="12.000"/>			<input type="text" value="200.00"/>			330.75
2003M8	<input type="text"/>	<input type="text" value="12.000"/>			<input type="text" value="200.00"/>			357.75
2003M9	<input type="text"/>	<input type="text" value="12.000"/>			<input type="text" value="200.00"/>			354.38
2003M10	<input type="text"/>	<input type="text" value="13.000"/>			<input type="text" value="200.00"/>			371.25
2003M11	<input type="text"/>	<input type="text" value="13.000"/>			<input type="text" value="200.00"/>			347.62
2003M12	<input type="text"/>	<input type="text" value="13.000"/>			<input type="text" value="200.00"/>			351.11

### Amount x Defined Units page

**Default**      Displays the same default method that appears on the Line Item Details page.

**Method ID**      Displays *AMTUNT* to override the default method.

**Driver ID**      Select the desired driver.  
Available driver options include those assigned by the coordinator.

**Cost Per Unit and Number of Units**      Enter values to override the defaults for each budget period.  
When working with a balance sheet planning activity, the balance sheet accounts have a starting balance row (period 0) which defaults to 0 for cost per unit and number of units. You can override the defaults if override is allowed.  
The system multiplies these values to determine the method amount for each budget period.

**Adjustment Amount**      For all rows the system displays the calculated adjustment amount based on the Spread Amount and Spread Type you selected in the Adjustment box.  
When working with an activity that includes balance sheet planning, you must manually enter a change to the starting balance for a balance sheet account, because the use of the Spread Amount and Spread Type do not apply to the starting balance.  
The coordinator may set the account default on the Assign Planning Method Defaults page to prevent any adjustments on the Amount x Defined Units page.

Using the ANN% Method

Access the Annual Growth Percentage page (from the Line Item Details page, select ANN% from the Method ID dropdown list box, then click the Amount link).

Annual Growth Percentage

Dimensions

TotalsHistorical Values

Method

Default: BASBUD Use Base Budget

Method ID: ANN% Annual Growth %

Base: Current Year Budget 427.46

Spread Type: Spread Weighted

Currency: USD

Adjustment

Spread Amount: 15.00

Spread Type: Apply to All

Spread

Growth Percentage Per YearCustomize

Fiscal Year	Growth Percentage	Calculated Amount
2003	12.00	478.76

Method AmountCustomize

Budget Period DetailsAnalysis-1

Budget Period	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2003M1	38.64	10.00	15.00		48.64	34.50
2003M2	37.49	10.00	15.00		47.49	33.47
2003M3	41.34	10.00	15.00		51.34	36.91
2003M4	37.87	10.00	15.00		47.87	33.81
2003M5	39.41	10.00	15.00		49.41	35.19
2003M6	42.11	10.00	15.00		52.11	37.60
2003M7	37.87	10.00	15.00		47.87	33.81
2003M8	40.96	10.00	15.00		50.96	36.57
2003M9	40.58	10.00	15.00		50.58	36.23
2003M10	42.50	10.00	15.00		52.50	37.95
2003M11	39.79	10.00	15.00		49.79	35.53
2003M12	40.20	10.00	15.00		50.20	35.89

OKCancelApply

Annual Growth Percentage page

- Default

Displays the same default method that appears on the Line Item Details page.
- Method ID

Displays ANN% to override the default method.
- Base

Select the analysis base to which the method is applied.
- Spread Type

Select the desired spread type. Values are: *Spread Evenly* or *Spread Weighted*.

<b>Growth Percentage</b>	<p>Enter the annual growth rate that you want applied to the base.</p> <p>When working with a balance sheet planning activity, this growth percentage does not apply to the starting balance (budget period 0) of balance sheet accounts. You can use the adjustment column when it is necessary to change the starting balance.</p>
<b>Budget Period</b>	<p>For balance sheet planning activities the starting balance row for balance sheet accounts defaults to the amount stored in the analysis base (if available) or 0.</p>
<b>Adjustment Amount</b>	<p>For all rows the system displays the calculated adjustment amount based on the Spread Amount and Spread Type you selected in the Adjustment box.</p> <p>When working with an activity that includes balance sheet planning, you must manually enter a change to the starting balance for a balance sheet account, because the use of the Spread Amount and Spread Type do not apply to the starting balance.</p> <p>The coordinator may set the account default on the Assign Planning Method Defaults page to prevent any adjustments on the Annual Growth Percentage page.</p>

## Using the ASSET Method

Access the Line Item Details page (Planning and Budgeting, Activity Preparation, My Planning Workspace then click the Edit link).

The ASSET method does not use a driver, driver parameter, or method base. Assign the ASSET method to line items on the Line Item Details page in the budget to indicate that the budget amounts are calculated from asset data. When working with a balance sheet planning activity, the starting balance for balance sheet accounts can be populated from the Asset activity when including in-service assets from your source system. This starting balance represents the asset's original cost. Dimension combinations within line item activity pick up asset values defined in detail within the Asset Budgeting activity. The coordinator typically assigns the ASSET method as a default to all asset and depreciation accounts, and optionally the cash account when used.

The preparer cannot modify a method amount for a line item with the ASSET method. However, authorized users can apply adjustments, apply allocations, and select to hold the line item from mass adjustments. Preparers can also override the ASSET method assigned to a line item if the coordinator enables method overrides.

---

**Note.** If your organization does not use asset budgeting, the coordinator can disable the ASSET method to make it unavailable.

---

## Using the BASBUD Method

Access the Line Item Details page (Planning and Budgeting, Activity Preparation, My Planning Workspace then click the Edit link).

For all line item activities, the source or seed data populating the proposed plan or budget is referred to as the base budget (BASBUD method).



The BASBUD method does not use a driver, driver parameter, or method base. The coordinator assigns the BASBUD method to line items to indicate that the budget amounts are derived from some historical base or historical amount. This base budget can serve as a starting point to prepare line item activities. The starting balance for balance sheet accounts defaults from the analysis base amount when available. Apply adjustments and allocations, and then select to hold the line item from mass adjustments. If the budget includes line items assigned the BASBUD method, preparers can override the method if the coordinator enables method overrides.

## Using the DISTR Method

Access the Distribution Details page (from the Line Item Details page, select *DISTR* from the Method ID dropdown list box, then click the Amount link).

Distribution Details

BP01

Dimensions

Totals

Historical Values

Method

Default:

BASBUD

Use Base Budget

Method ID:

DISTR

Distributions

Driver ID:

AVGNBR

Average Number

Currency:

USD

Adjustment

Spread Amount:

15.00

Spread Type:

Apply to All

Spread

Distribution Amount Per Period

Customize

Budget Period Details

Analysis-1

Budget Period	Amount	Method Amount	Current Adjustment		Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2003M1	8.33	8.33	10.00		15.00		18.33	338.18
2003M2	8.33	8.33	10.00		15.00		18.33	303.75
2003M3	8.33	8.33	10.00		15.00		18.33	263.25
2003M4	8.33	8.33	10.00		15.00		18.33	303.75
2003M5	8.33	8.33	10.00		15.00		18.33	273.38
2003M6	8.33	8.33	10.00		15.00		18.33	303.75
2003M7	8.33	8.33	10.00		15.00		18.33	338.18
2003M8	8.33	8.33	10.00		15.00		18.33	334.13
2003M9	8.33	8.33	10.00		15.00		18.33	340.87
2003M10	8.33	8.33	10.00		15.00		18.33	290.25
2003M11	8.33	8.33	10.00		15.00		18.33	344.15
2003M12	8.37	8.37	10.00		15.00		18.37	278.10

OK

Cancel

Apply

Distribution Details page

- Default** Displays the same default method that appears on the Line Item Details page.
- Method ID** Displays *DISTR* to override the default method.
- Driver ID** Select from the drivers assigned at the coordinator level.

<b>Amount</b>	<p>Enter a value for each budget period.</p> <p>When working with a balance sheet planning activity, the starting balance row for balance sheet accounts defaults to 0, which you can modify if override is allowed.</p>
<b>Adjustment Amount</b>	<p>For all rows the system displays the calculated adjustment amount based on the Spread Amount and Spread Type you selected in the Adjustment box.</p> <p>When working with an activity that includes balance sheet planning, you must manually enter a change to the starting balance for a balance sheet account, because the use of the Spread Amount and Spread Type do not apply to the starting balance.</p> <p>The coordinator may set the account default on the Assign Planning Method Defaults page to prevent any adjustments on the Distribution Details page.</p>

## Using the ECODRV Method

Access the Economic Driver page (from the Line Item Details page, select *ECODRV* from the Method ID dropdown list box, then click the Amount link).

Economic Driver

BP01

Dimensions

Totals

Historical Values

Method

Default:

BASBUD

Use Base Budget

Method ID:

ECODRV

Economic Driver

Base:

Current Year Budget

4,849.97

Driver ID:

GROWTH

Growth Rate

Spread Type:

Spread Weighted

Currency:

USD

Adjustment

Spread Amount:

45.00

Spread Type:

Spread Evenly

Spread

Percentage of Economic Driver Per Year

Customize | i2

Fiscal Year	Growth Percentage	Calculated Amount
2003	10.00	5,334.97

Method Amount

Customize | i2

Budget Period Details

Analysis-1

Budget Period	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2003M1	486.07	1.25	3.75		487.32	441.88
2003M2	436.59	1.25	3.75		437.84	396.90
2003M3	378.38	1.25	3.75		379.63	343.98
2003M4	436.59	1.25	3.75		437.84	396.90
2003M5	392.93	1.25	3.75		394.18	357.21
2003M6	436.59	1.25	3.75		437.84	396.90
2003M7	486.07	1.25	3.75		487.32	441.88
2003M8	480.25	1.25	3.75		481.50	436.59
2003M9	489.95	1.25	3.75		491.20	445.41
2003M10	417.19	1.25	3.75		418.44	379.26
2003M11	494.65	1.25	3.75		495.90	449.68
2003M12	399.72	1.25	3.75		400.97	363.38

OK

Cancel

Apply

## Economic Driver page

- Default** Displays the same default method that appears on the Line Item Details page.
- Method ID** Displays *ECODRV* to override the default method.
- Base and Driver ID** Select different values to override the defaults assigned at the coordinator level.
- Spread Type** Select how the system applies the calculated annual amount to the budget periods. Values are: *Spread Evenly* or *Spread Weighted*.
- Growth Percentage** Enter the annual growth rate that you want to apply to the base.
- The growth percentage does not apply to the starting balance of balance sheet accounts. You can use the adjustment column when it is necessary to change the starting balance.
- The rate is for an annual basis. The system calculates the entered growth rate against the base to determine the calculated amount for the year.

<b>Budget Period</b>	For balance sheet planning activities, the starting balance row of balance sheet accounts defaults to the amount stored in the analysis base (if available) or 0.
<b>Adjustment Amount</b>	<p>For all rows the system displays the calculated adjustment amount based on the Spread Amount and Spread Type you selected in the Adjustment box.</p> <p>When working with an activity that includes balance sheet planning, you must manually enter a change to the starting balance for a balance sheet account, because the use of the Spread Amount and Spread Type do not apply to the starting balance.</p> <p>The coordinator may set the account default on the Assign Planning Method Defaults page to prevent any adjustments on the Economic Driver page.</p>

## Using the FLEX Method

Access the Flexible Formula page (from the Line Item Details page, select *FLEX* from the Method ID dropdown list box, then click the Amount link).

### Flexible Formula

Dimensions

Totals

Base Budget:

832,250.95

Method Amount:

27,000.00

Adjustment Amount:

0.00

Allocation Amount:

0.00

Total Amount:

27,000.00

Historical Values

Method

Default:

AMTPER

Amount / Period

Method ID:

FLEX

Flex Formula

Formula:

3PCT30

3 Percent - 30 Day

Currency:

USD

Adjustment

Spread Amount:

Spread Type:

Spread

Flex Formula Period Details

Budget Period Details

Analysis-1

Budget Period	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2003M1	2,250.00				2,250.00	75,826.35
2003M2	2,250.00				2,250.00	68,107.50
2003M3	2,250.00				2,250.00	59,026.50
2003M4	2,250.00				2,250.00	68,107.50
2003M5	2,250.00				2,250.00	61,296.75
2003M6	2,250.00				2,250.00	68,107.50
2003M7	2,250.00				2,250.00	75,826.35
2003M8	2,250.00				2,250.00	74,918.25
2003M9	2,250.00				2,250.00	76,431.75
2003M10	2,250.00				2,250.00	65,080.50
2003M11	2,250.00				2,250.00	77,165.80
2003M12	2,250.00				2,250.00	62,356.20

OK

Cancel

Apply

## Flexible Formula page

- Default** Displays the same default method that appears on the Line Item Details page.
- Method ID** Displays *FLEX* to override the default method, and select a Formula field value.
- Formula** Select the desired flexible formula for this activity. The budget coordinator establishes the available formulas. Click the flexible formula link to view the formula details.
- For example, select *DEPR\_EXP* to calculate depreciation expense.

---

**Note.** For balance sheet planning activities, when formula sources find no starting balance, 0 amounts are assumed for the calculation.

---

<b>Adjustment Amount</b>	<p>For all rows the system displays the calculated adjustment amount based on the Spread Amount and Spread Type you selected in the Adjustment box.</p> <p>When working with an activity that includes balance sheet planning, you must manually enter a change to the starting balance for a balance sheet account, because the use of the Spread Amount and Spread Type do not apply to the starting balance.</p> <p>The coordinator may set the account default on the Assign Planning Method Defaults page to prevent any adjustments on the Flexible Formula page.</p>
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## Using the LINEITEM Method

Access the Line Item Details page (Planning and Budgeting, Activity Preparation, My Planning Workspace then click the Edit link).

The LINEITEM method does not use a driver, driver parameter, or method base. Assign the LINEITEM method to line items in the budget to indicate that the budget amounts are calculated from another line item activity. Dimension combinations within the line item activity pick up values defined in detail within the other line item activity. The coordinator typically assigns the LINEITEM method to accounts when data is from another line item activity.

If the line item using this method is a balance sheet line item, then the system displays a starting balance row. If the source/child for this line item does not have a starting balance, then the starting balance defaults to 0. Use the Adjustment Amount field to manually override the starting balance amount.

The preparer cannot modify a method amount for a line item with the LINEITEM method. However, authorized users can apply adjustments, apply allocations, and select to hold the line item from mass adjustments. Preparers can also override the LINEITEM method assigned to a line item if the coordinator enables method overrides.

---

**Note.** When using the LINEITEM method, keep in mind this relationship requires that the source data from the child activity must come from the master version. Therefore, it may be necessary for a user to copy their budget to master in order to reflect the most current information in the parent line item activity.

---

## Using the ITM Method

Access the Itemization page (from the Line Item Details page, select *ITM* from the Method ID dropdown list box, then click the Amount link).

**Itemization** BP01

▸ Dimensions

▸ Totals ▸ Historical Values

**Method**

Default: BASBUD Use Base Budget

Method ID: ITM Itemization

Driver ID: QTYXCOST

Currency: USD

**Adjustment**

Spread Amount: 20.00

Spread Type: Apply to All

Spread

**Itemization** Customize | Find | View All | 1 of 1 | First | Last

*Description	*Driver ID	Number of Units	Cost Per Unit	Calculated Amount	*Spread Type	*From Budget Period	*To Budget Period		
1	QTYXCOST				Repeat	2003M1	2003M1	+	-

**Method Amount** Customize | 1 of 1

Budget Period Details Analysis-1

Budget Period	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2003M1		10.00	20.00		10.00	34.50
2003M2		10.00	20.00		10.00	33.47
2003M3		10.00	20.00		10.00	36.91
2003M4		10.00	20.00		10.00	33.81
2003M5		10.00	20.00		10.00	35.19
2003M6		10.00	20.00		10.00	37.60
2003M7		10.00	20.00		10.00	33.81
2003M8		10.00	20.00		10.00	36.57
2003M9		10.00	20.00		10.00	36.23
2003M10		10.00	20.00		10.00	37.95
2003M11		10.00	20.00		10.00	35.53
2003M12		10.00	20.00		10.00	35.89

OK Cancel Apply

## Itemization page

- Default** Displays the same default method that appears on the Line Item Details page.
- Method ID** Displays *ITM* to override the default method.
- Driver ID** Select from the delivered drivers for the ITM method. Values are:
- QTY\*COST* (quantity times cost): Multiplies the number of units by the cost per unit, displays the result in the Calculated Amount field, and then spreads or repeats the amount across budget periods.
- PERSUM* (sum of periods): Enters a total value in the Calculated Amount field, and then spreads or repeats the amount across budget periods.
- Number of Units and Cost Per Unit** Enter values if you select *QTY\*COST* as the driver.  
The system uses the values to determine the calculated amount for the item.
- Calculated Amount** Enter a constant value if you select *PERSUM* as the driver.
- Spread Type** Select how the system applies the calculated amount to the budget period. Values are: *Spread* and *Repeat*.

<b>From Budget Period and To Budget Period</b>	<p>Enter the range of the budget periods for the item.</p> <p>The system uses the budget period to budget the item entirely within the defined budget period range.</p> <p>When working with balance sheet planning activities, you create a row for starting balance for balance sheet accounts, by selecting period 0 from the dropdown lists.</p>
<b>Adjustment Amount</b>	<p>For all rows the system displays the calculated adjustment amount based on the Spread Amount and Spread Type you selected in the Adjustment box.</p> <p>When working with an activity that includes balance sheet planning, you must manually enter a change to the starting balance for a balance sheet account, because the use of the Spread Amount and Spread Type do not apply to the starting balance.</p> <p>The coordinator may set the account default on the Assign Planning Method Defaults page to prevent any adjustments on the Itemization page.</p>

## Using the JOIN Method

Access the AMTUNT x UNTAMT page (from the Line Item Details page, select *JOIN* from the Method ID dropdown list box, then click the Amount link).



**AMTUNT x UNTAMT** BP01

► Dimensions ► Historical Values

► Totals

▼ Method

Default: BASBUD Use Base Budget

Method ID: JOIN Uses 2 Methods

Driver ID: AVGNBR Average Number

Currency: USD

▼ Adjustment

Spread Amount: 23.00

Spread Type: Weighted Method

Spread

Number of Units x Cost per Unit For Each Budget Period Customize |

Budget Period Details Analysis-1

Budget Period	Number of Units	Cost Per Unit	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2003M1	10.000	300.00	3,000.00					34.57
2003M2	10.000	300.00	3,000.00					31.05
2003M3	10.000	300.00	3,000.00					26.91
2003M4	11.000	400.00	4,400.00					31.05
2003M5	11.000	400.00	4,400.00					27.94
2003M6	11.000	400.00	4,400.00					31.05
2003M7	12.000	500.00	6,000.00					34.57
2003M8	12.000	500.00	6,000.00					34.16
2003M9	12.000	500.00	6,000.00					34.84
2003M10	13.000	450.00	5,850.00					29.67
2003M11	13.000	450.00	5,850.00					35.18
2003M12	13.000	450.00	5,850.00		23.00			28.43

OK Cancel Apply

### Amtunt x Untamt page

- Default** Displays the same default method that appears on the Line Item Details page.
- Method ID** Displays *JOIN* to override the default method.
- Driver ID** Select a different driver to override the default assigned at the coordinator level.
- Number of Units and Cost Per Unit** Enter or override values for any of the budget periods.
- When working with balance sheet planning activities, the balance sheet accounts have a starting balance row which defaults to 0 for cost per unit and number of units. You may override the value if allowed by coordinator.
- The system multiplies this amount to determine the calculated method amount for a budget period.
- Adjustment Amount** For all rows the system displays the calculated adjustment amount based on the Spread Amount and Spread Type you selected in the Adjustment box.
- When working with an activity that includes balance sheet planning, you must manually enter a change to the starting balance for a balance sheet account, because the use of the Spread Amount and Spread Type do not apply to the starting balance.
- The coordinator may set the account default on the Assign Planning Method Defaults page to prevent any adjustments on the Amtunt x Untamt page.

## Using the METH=0 Method

Access the Line Item Details page (Planning and Budgeting, Activity Preparation, My Planning Workspace then click the Edit link).

The METH=0 method does not use a driver, driver parameter, or method base. Because you cannot delete existing, detailed line item rows, assign the METH=0 method to a line item to indicate that the budget amount is 0. The method amount for a line item using METH=0 has a 0 value. Apply adjustments, allocations, and then select to hold the line item from mass adjustments. If the budget includes line items assigned the METH=0 method, preparers can override the method if the coordinator enables method overrides.

For balance sheet accounts, the system displays a row for the starting balance, which defaults to 0. Use the Adjustment Amount field to manually override the starting balance default, unless the account default, as defined in the Assign Planning Method Defaults page, does not permit adjustments.

## Using the PER% Method

Access the Percent Per Period page (from the Line Item Details page, select *PER%* from the Method ID dropdown list box, then click the Amount link).

**Percent Per Period** BP01

Dimensions

Totals Historical Values

**Method**

Default: BASBUD Use Base Budget

Method ID: PER% Period Grwth %

Base: Current Year Budget 742.33

Currency: USD

**Adjustment**

Spread Amount: 15.00

Spread Type: Apply to All

Spread

**Growth Rate By Percentage** Customize | ?

Budget Period Details Analysis-1

Budget Period	Percentage	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2003M1				15.00			67.63
2003M2				15.00			60.75
2003M3				15.00			52.65
2003M4				15.00			60.75
2003M5				15.00			54.67
2003M6				15.00			60.75
2003M7				15.00			67.63
2003M8				15.00			66.82
2003M9				15.00			68.18
2003M10				15.00			58.05
2003M11				15.00			68.83
2003M12				15.00			55.62

OK Cancel Apply

Percent Per Period page

- Default** Displays the same default method that appears on the Line Item Details page.
- Method ID** Displays *PER%* to override the default method.
- Base** Select the base value to which the method is applied.
- Budget Period Details** When working with a balance sheet planning activity, the starting balance row of balance sheet accounts defaults to the amount stored in the analysis base (if available) or 0.
- Percentage** Enter the growth rate to calculate the amount for each budget period that you defined in the planning model.
- The growth rate cannot be applied to the starting balance row of a balance sheet account. You can make a manual change using the adjustment option for the starting balance (period 0).

<b>Adjustment Amount</b>	<p>For all rows the system displays the calculated adjustment amount based on the Spread Amount and Spread Type you selected in the Adjustment box.</p> <p>When working with an activity that includes balance sheet planning, you must manually enter a change to the starting balance for a balance sheet account, because the use of the Spread Amount and Spread Type do not apply to the starting balance.</p> <p>The coordinator may set the account default on the Assign Planning Method Defaults page to prevent any adjustments on the Percent Per Period page.</p>
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## Using the POSBUD Method

Access the Line Item Details page (Planning and Budgeting, Activity Preparation, My Planning Workspace then click the Edit link).

The POSBUD method does not use a driver, driver parameter, or method base. Assign the POSBUD method to line items in the budget to indicate that the budget amounts are calculated from position budgeting data. The coordinator typically assigns the POSBUD method to all personnel accounts (salary, earnings, and benefits accounts). The preparer cannot modify a method amount for a line item with the POSBUD method. However, authorized users can apply adjustments, apply allocations, and select to hold the line item from mass adjustments. Preparers can override the POSBUD method assigned to a line item on the Line Item Details page if the coordinator enables method overrides.

There is no starting balance available for this type of method, since POSBUD only supports expense planning.

---

**Note.** If your organization does not use position budgeting, the coordinator can disable the POSBUD method to make it unavailable.

---

## Using the RELATE Method

Access the Related Account / Statistics Code page (from the Line Item Details page, select *RELATE* from the Method ID dropdown list box, then click the Amount link).

Related Account / Statistics Code

BP01

Dimensions

Totals

Historical Values

Method

Default: BASBUD Use Base Budget

Method ID: RELATE Relat Acct/Stat

Driver ID: AIRFARE Airfare

Currency: USD

Adjustment

Spread Amount: 50.00

Spread Type: Spread Evenly

Spread

Related Account/Statistics Code and Percentage/Amount Per Year

Customize

Budget Period Details

Analysis-1

Budget Period	Related	Account/Statistics Code	Basis	Value Type	Value	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2003M1	Account	650020		Percent	20.000			4.17			441.00
2003M2	Account	650020		Percent	20.000			4.17			427.77
2003M3	Account	650020		Percent	20.000			4.17			471.87
2003M4	Account	650020		Percent	20.000			4.17			432.18
2003M5	Account	650020		Percent	20.000			4.17			449.82
2003M6	Account	650020		Percent	20.000			4.17			480.69
2003M7	Account	650020		Percent	20.000			4.17			432.18
2003M8	Account	650020		Percent	20.000			4.17			467.46
2003M9	Account	650020		Percent	20.000			4.17			463.05
2003M10	Account	650020		Percent	20.000			4.17			485.10
2003M11	Account	650020		Percent	20.000			4.17			454.23
2003M12	Account	650020		Percent	20.000			4.13			458.77

OK

Cancel

Apply

Related Account / Statistics Code page

If overrides are allowed for the driver parameter, changes to the Account/Statistics Code column and the Value Type column can affect the calculated amount.

An override option set by coordinator lets you select a different driver ID to associate with another account predefined by the budget coordinator. When override is enabled for the driver, selecting a different driver can change the lookup ID and account or statistics code to the code that the coordinator defined for the driver.

**Default**

Displays the same default method that appears on the Line Item Details page.

**Method ID**

Displays *RELATE* to override the default method.

**Driver ID**

Select a different driver to override the default assigned at the coordinator level.

**Account**

Select if the driver is associated with a monetary account, which is then tied to an amount.

The coordinator must include these monetary accounts in the dimension details for the planning model.

Alternatively, you can associate the driver with a statistical account, which is then tied to a rate. The coordinator must include these statistical accounts in the dimension details for the planning model.

For the starting balance row of balance sheet accounts, the Account defaults in from the associated driver.

**Statistics Code**

Select if the driver is associated with a statistical code.

The system adds together all rows associated with this statistical code to apply the defined rate. The coordinator must include these statistical codes in dimension details to be included in the model.

For the starting balance row of balance sheet accounts, the Statistics Code defaults in from the associated driver.

---

**Note.** If the related account or statistical code row does not exist, you may need to add the budget line item.

For a line item budget row that uses a statistical code, apply the RELATE method. You cannot apply a RELATE method to a statistical code line item budget that also derives its value from using the RELATE method.

---

**Percent or Amount Values**

Enter a percentage and an account code to which you want to apply the percentage.

The percentage is a percentage of the related account value; it is not a growth rate applied to the account.

Enter an amount or rate and an account or statistical code to which you want to apply the rate. The amount is multiplied by the related account or statistical code value.

The formulas for this method are as follows:

$(\text{Related account}) \times (\text{Percentage}) = (\text{Method amount})$

or

$(\text{Related statistical code}) \times (\text{Amount}) = (\text{Method amount})$

**Account/Statistics Code**

Enter a code to locate and calculate the method amount for this line item against an account or statistical code.

**Basis and Value Type**

Displays the budget period total of the source amount and the value type if an amount or percentage is applied against the source.

**Value**

Enter a value to express the calculation against the related account or statistics code indicated by the basis.

When working with a balance sheet planning activity, the starting balance row of balance sheet accounts, the Value field defaults to 0 .

**Adjustment Amount**

For all rows the system displays the calculated adjustment amount based on the Spread Amount and Spread Type you selected in the Adjustment box.

When working with an activity that includes balance sheet planning, you must manually enter a change to the starting balance for a balance sheet account, because the use of the Spread Amount and Spread Type do not apply to the starting balance.

The coordinator may set the account default on the Assign Planning Method Defaults page to prevent any adjustments on the Related Account/Statistics page.

Using the UNTAMT Method

Access the Units x Defined Amount page (from the Line Item Details page, select *UNTAMT* from the Method ID dropdown list box, then click the Amount link).

Units x Defined Amount

BP01

Dimensions

Totals

Historical Values

Method

Adjustment

Default: BASBUD Use Base Budget

Method ID: UNTAMT Units Def Amt

Driver ID: AIRFARE Airfare

Currency: USD

Spread Amount: 15.00

Spread Type: Spread Evenly

Spread

Amount Per Driver For Each Budget Period

Customize

Budget Period Details

Analysis-1

Budget Period	Number of Units	Cost Per Unit	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2003M1		300.00			1.25			67.50
2003M2		300.00			1.25			65.48
2003M3		300.00			1.25			72.23
2003M4		400.00			1.25			66.15
2003M5		400.00			1.25			68.85
2003M6		400.00			1.25			73.57
2003M7		500.00			1.25			66.15
2003M8		500.00			1.25			71.55
2003M9		500.00			1.25			70.87
2003M10		450.00			1.25			74.25
2003M11		450.00			1.25			69.52
2003M12		450.00			1.25			70.22

OK

Cancel

Apply

Units x Defined Amount page

- Default

Displays the same default method that appears on the Line Item Details page.
- Method ID

Displays *UNTAMT* to override the default method.
- Driver ID

Select a different driver to override the default assigned at the coordinator level.
- Number of Units and Cost Per Unit

Enter the number of units that you want to budget based on the driver (cost per unit).

The system multiplies this value by the cost per unit to determine the method amount for each budget period. The coordinator defines the default cost per unit.

When working with a balance sheet planning activity, the starting balance for balance sheet accounts defaults to 0 for Number of Units and Cost Per Unit. You can override the defaults if override is allowed.

<b>Adjustment Amount</b>	<p>For all rows the system displays the calculated adjustment amount based on the Spread Amount and Spread Type you selected in the Adjustment box.</p> <p>When working with an activity that includes balance sheet planning, you must manually enter a change to the starting balance for a balance sheet account, because the use of the Spread Amount and Spread Type do not apply to the starting balance.</p> <p>The coordinator may set the account default on the Assign Planning Method Defaults page to prevent any adjustments on the Units x Defined Amount page.</p>
--------------------------	---

---

## Making Adjustments

In addition to using the methods, you can apply incremental adjustments to single line item budgets, as well as update multiple rows at a time when granted access to mass adjustments. With mass adjustments, apply amount or percentage changes to multiple line item budgets at once. Apply adjustments to line items that span multiple planning centers. Use adjustments in any role—preparer, reviewer, analyst, or coordinator—but the range of line item budgets that you can access depends on your user ID security access. You must also be authorized to perform the Mass Adjustment activity.

### See Also

[Chapter 16, "Using Line Item Mass Adjustments," page 467](#)

---

## Using Spreadsheet Add-In Functionality

This section gives an overview of Spreadsheet Add-In (SSAI) functionality and discusses how to:

- Access spreadsheets for data entry.
- Review a spreadsheet example.

## Understanding Spreadsheet Add-In Functionality

The Planning and Budgeting SSAI functionality enables you to retrieve and update budgeting and planning models using Microsoft Excel, instead of logging into the PeopleSoft Planning and Budgeting application. SSAI is a spreadsheet workbook that consists of a set of worksheets you use to retrieve and update budgeting and planning models.

The workbooks contain the following worksheets:

- *Coversheet*: Describes the sheets in the workbook, and describes the functionality available in each worksheet.



- **Connect Information:** Contains the connect information for communicating with a PeopleSoft server, such as the Web Server machine name, protocol, and PeopleSoft site name. The system uses this data to access the server and load budgeting data into the worksheets.
- **Search Criteria:** Defines the budgeting data the system retrieves based on the selected search criteria. You can filter data based on business units, planning models, activity, scenario, planning centers, and budget versions.
- **Edit & Submit:** (edit and submit) Contains the budgeting data the system retrieves, and also contains functionality to save the planning model and submit the model for approval. Note that you can only update and save AMTPER values.

---

**Important!** To use the SSAI functionality, you must first install the Planning and Budgeting Spreadsheet Add-In program Excel file, *ExcelToCI-BP.xls*. This spreadsheet can be available on all user machines that will use the Spreadsheet Add-In Program to work with the PeopleSoft Enterprise Planning and Budgeting application. Alternatively, you can access SSAI from a network drive as well as from a local drive, which will not require every machine to have the program.

For installation information, see the *EPM 9.1 Installation Guide*, posted on My Oracle Support.

---

## Accessing Spreadsheets for Data Entry

To use a spreadsheet:

1. Access the SSAI functionality, which opens a workbook.
2. Select values for each search criteria field on the Search criteria worksheet: business unit, planning model ID, activity, scenario, planning center, and budget version ID.
3. Click the Find Rows button in the Search Criteria sheet. This retrieves the budget model data into the Edit & Submit sheet.

The system locks the planning center to prevent data integrity errors after it retrieves the data.

---

**Note.** If a user attempts to check out a planning center in SSAI that is checked out (write-locked) by another user in SSAI or Planning and Budgeting, it is accessible in read-only mode in SSAI. The system displays a message that the model is locked and in read-only mode. The Save, Submit, Unlock, Add Private Note, and Add Public Note actions on the Edit and Submit worksheet are not available in read-only mode.

---

4. Modify line items.

---

**Note.** You can only enter data for line items that use the AMTPER method.

---

You can save your work as an .xls file. To reopen the .xls file, select the Microsoft Excel File, Open command.

5. Click the Unlock button in the Edit & Submitsheet to unlock the planning center. This makes it available to other users.

6. Click the Submit button in the Edit & Submit sheet to submit the budget model for approval.

---

**Note.** When you click Submit the system checks whether you have full access to the planning center version. If you have only partial access, the system displays an error message indicating that you need access to all line items in a planning center in order to submit it.

---

## Reviewing a Spreadsheet Example

The following is an example of what data can look like once downloaded to a spreadsheet. The system validates the amounts you enter. You can only enter numbers, up to a maximum of fifteen (15) digits of precision; these are Microsoft Excel limitations. The functionality supports a maximum number of four (4) decimal digits. However, if a currency has a defined number of decimal digits of less than four digits (for example, two (2) digits), the system rounds the values to two digits when you save the worksheet.

---

**Note.** You can copy and paste data into a *locked* spreadsheet; however, you must ensure that the correct data is pasted into the correct cells. For locked spreadsheets, Microsoft Excel does not validate the data for you.

---

### **Connect Information Worksheet**

Use the Connect Information worksheet to review connection information.

Microsoft Excel - ExcelToCI-BP.xls [Read-Only]

File Edit View Insert Format Tools Data Window Help Acrobat

D10 =

Web Server Machine Name: adas0101.peoplesoft.com

Protocol: http

HTTP Port: 80

Portal: EMPLOYEE

PeopleSoft Site Name: bg890dwl

Node: PT\_LOCAL

Language Code: ENG

Chunking Factor: 40

Error Threshold:

Action: GET

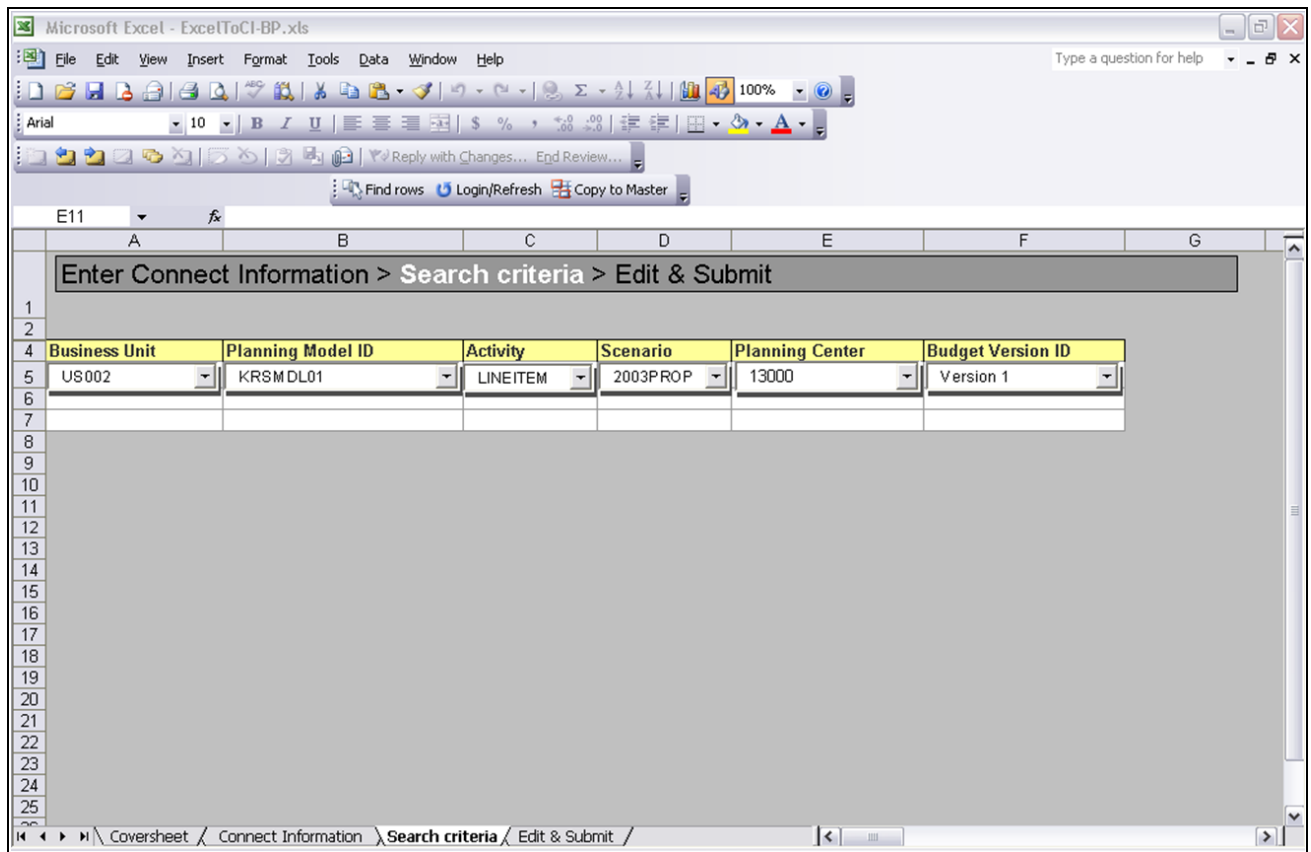
Coversheet **Connect Information** Search criteria Edit & Submit

Connect Information worksheet

### ***Search Criteria Worksheet***

Use the Search criteria worksheet to specify the search parameters of the data for download.

The selected business unit value determines the available values of the remaining search criteria fields. Specify values starting with the Business Unit field, and continuing, in field order, to the right until you have selected all values.



Search criteria worksheet

Use the Copy to Master button to copy working activity data into the master version. Copying working data to the master can be useful when you need to quickly update the master version with new data or are using the recalculation process (the Model Recalculation Application Engine: BP\_MDL\_CALC) to recalculate flexible formula amounts across planning centers and activities. flex formula amounts across planning centers and activities

### **Edit & Submit Worksheet**

Use the Edit & Submit worksheet to edit the data and submit the budget for approval. Only one user at a time can edit the spreadsheet; all other concurrent users can access it in read-only mode.

Enter Connect Information > Search criteria > Edit & Submit						
Status	Line No	Account	Account Description	Operating Unit	Operating Unit Description	Department
OK	1	402000	Freight Revenue			13000
	2	402000	Freight Revenue	NEWYORK	New York	13000
	3	403000	Other Revenue			13000
	4	403000	Other Revenue	NEWYORK	New York	13000
	5	403003	Project Revenue			13000
	6	403003	Project Revenue	NEWYORK	New York	13000
	7	403004	Activity Revenue			13000
	8	403004	Activity Revenue	NEWYORK	New York	13000
	9	610001	Employee Salaries			13000
	10	610001	Employee Salaries	CALIF	California	13000
	11	610002	Additional Pays			13000
	12	610002	Additional Pays	CALIF	California	13000
	13	614000	Sales Commissions & Bonuses			13000
	14	614000	Sales Commissions & Bonuses	CALIF	California	13000
	15	615000	Employer Payroll Taxes			13000
	16	615000	Employer Payroll Taxes	CALIF	California	13000
	17	616000	Benefits - Pre-Tax			13000
	18	616000	Benefits - Pre-Tax	CALIF	California	13000
	19	630000	Office Supplies			13000
	20	630000	Office Supplies	CALIF	California	13000
	21	633000	Dues & Subscriptions			13000
	22	633000	Dues & Subscriptions	CALIF	California	13000
	23	641000	Telephone			13000
	24	641000	Telephone	CALIF	California	13000
	25	642000	Utilities			13000
	26	642000	Utilities	CALIF	California	13000

Edit &amp; Submit Worksheet (1 of 2)

Department description	Method ID	Currency Code	Method Amount	2003M1	2003M2
Finance	AMTPER	USD	832250.95	75,826.35	68,107.50
Finance	AMTPER	USD	937,635.95	75,675.00	73,404.75
Finance	AMTPER	USD	7,835,861.25	713,925.00	641,250.00
Finance	AMTPER	USD	8,828,088.75	712,500.00	691,125.00
Finance	AMTPER	USD	283,080.80	25,791.48	23,166.00
Finance	AMTPER	USD	318,926.33	25,740.00	24,967.80
Finance	AMTPER	USD	193,562.30	17,635.45	15,840.23
Finance	AMTPER	USD	218,072.40	17,600.25	17,072.24
Finance	POSBUD	USD	.00	.00	.00
Finance	POSBUD	USD	.00	.00	.00
Finance	POSBUD	USD	.00	.00	.00
Finance	POSBUD	USD	.00	.00	.00
Finance	POSBUD	USD	.00	.00	.00
Finance	POSBUD	USD	.00	.00	.00
Finance	POSBUD	USD	.00	.00	.00
Finance	POSBUD	USD	.00	.00	.00
Finance	POSBUD	USD	.00	.00	.00
Finance	POSBUD	USD	.00	.00	.00
Finance	BASBUD	USD	3,711.75	338.18	303.75
Finance	BASBUD	USD	4,181.76	337.50	327.38
Finance	BASBUD	USD	379.44	34.57	31.05
Finance	BASBUD	USD	427.49	34.50	33.47
Finance	BASBUD	USD	3,711.75	338.18	303.75
Finance	BASBUD	USD	4,181.76	337.50	327.38
Finance	BASBUD	USD	742.37	67.64	60.75
Finance	BASBUD	USD	836.37	67.50	65.48

Edit & Submit Worksheet (2 of 2)

The following information describes elements of the spreadsheet and how the spreadsheet functions:

**Heading Information** Displays locked details including business unit, model name, activity, scenario, planning center, and version ID.

**Method ID** Displays the method ID for this line item data.

You can only edit line item budget amounts that have the AMTPER (amount per period) method assigned to it. When working with forecast planning (scenario) types, there may be closed periods you cannot enter data for. You may only update periods that allow update, as defined by the first period to update by the coordinator on the data source page.

<b>Dimensions</b>	<p>Displays all dimensions associated with the planning model. However, the system does not display those dimensions not applicable to the selected model.</p> <p>These dimensions contain both a code column and a description column. You should not delete these columns, but you can hide them to condense your view. To hide a column, go to the menu item Tools, Protection, and select Unprotect Sheet; then go to the menu item Format, Column, and select Hide.</p> <hr/> <p><b>Note.</b> You cannot use the hide option when the spreadsheet is protected. However, when updating budget data in preparation for submission, you should not use the unprotect option. Keeping the sheet protected prevents data entry into cells that should not be modified. If you require the unprotect option, it is recommended you use it after you have completed your data entry.</p> <hr/>
<b>Enter Note</b>	Use this column to enter text for a line item row. This column is hidden if user has read-only access.
<b>All Notes</b>	Displays all the public and private notes for a specific line item. This column is always read-only. You cannot delete or edit notes after you append them to the All Notes log. However, private notes are viewable only by the user who created them.
<b>Add Public Note</b>	Click to append the current note text as a public note to the notes log. You may add multiple notes at a time.
<b>Add Private Note</b>	Click to append the current note text as a private note to the notes log. You may add multiple notes at a time.
<b>Save</b>	<p>Click to save edits you made to AMTPER line item activity data.</p> <p>You can enter amounts and notes only for line item rows with the AMTPER method; all other methods are read-only rows.</p> <p>You will receive the following confirmation message when you successfully save your data:</p> <p><i>Modified data is saved in the Server successfully.</i></p>
<b>Unlock</b>	<p>Click to unlock the planning center when you have finished, and enable other users to edit the data.</p> <p>You will receive the following confirmation message when you have successfully unlocked the planning center:</p> <p><i>The locked model is released successfully.</i></p>
<b>Release</b>	Click to release a view-only lock of the planning center when you have finished.

**Submit for Approval**

Click to submit the planning center for approval.

You will receive the following warning message if you click the Submit for Approval button without first saving any new data:

*You have unsaved data in this sheet. Click OK to go back and save. Click Cancel to ignore the changes and continue.*

You will receive the following confirmation message when the data has been successfully submitted:

*The model is submitted successfully.*

The page elements, Save, Unlock, Submit for Approval, Add Public Note, and Add Private Note, are unavailable when the spreadsheet is in read-only mode. These page elements are also unavailable after you submit the spreadsheet for approval.

**Spreadsheet Considerations**

When you are working with line item budgets in the spreadsheet format, consider the following:

- You can check out (lock) only one activity to one Microsoft Excel workbook.  
The stage changes process cannot distinguish which sheet to check in if more than one checkout exists within the workbook.
- The system displays the login dialog on the Login/Refresh button on the Search Criteria worksheet. Use this feature to change the user in SSAI. Note that the specified SSAI user determines the available business unit, planning model ID, activity, scenario, and planning center values on the Search Criteria page.
- The system displays status and errors in the status column as a balloon popup, on the Edit & Submit worksheet.
- When you define user preferences for a specific user, the system uses these preferences to populate the Search Criteria fields (as applicable) when that user logs in.
- Both the Search Criteria worksheet and the Edit & Submit worksheet display toolbars, each with their respective actions.
- You can view the same data and any changes you make to it from either the Line Item grid page or from the Excel spreadsheet add-in page.
- The spreadsheet feature is intended for preparers and casual preparer roles for budgeting.
- Any locks made from the spreadsheet interface can be released by the same user from the My Planning Workspace.

---

## Importing Line Items

This section provides an overview of importing line items and discusses how to run the Budget Data Load Import process.



## Understanding Importing Line Items

The Budget Data Load Import process enables you to import multiple AMTPER method line items at one time. This process imports line item data from a CSV file into the specified business unit, planning model, scenario, activity, planning center, and budget version. Target line items must have the method AMTPER (Amount Per Period) or, for new line items, allow the AMTPER method to be assigned. Keep the following considerations in mind when using this process:

- All locks to the model need to be released prior to running the engine and the model must be in the *Released* state.
- Only method amounts are updated (adjustment and allocation amounts are not updated).
- Target line items must have the method AMTPER (Amount Per Period) or, for new line items, allow the AMTPER method to be assigned.
- For forecast scenarios, the system validates the first period to update and first year to update.
- Any line items that have been manually deleted after the model was released will be reintroduced by the import process if the combination exists in the input CSV file.
- Locking is not performed by this process.
- The system does not prevent multiple concurrent processes from writing data to the same Planning Center; if you are processing multiple import files for the same Planning Center, you should run them sequentially.
- After the import process is complete, you must run the Model Recalculation process to synchronize the model data.

### CSV File Requirements

The CSV file must meet the following requirements:

- The first row of the CSV file must be a header row that names the ChartFields, then the budget periods to be loaded, in order.

The ChartField names must exactly match those specified in the activity definition for the model; and all of the model's selected activity dimensions, including CURRENCY\_CD must be included in the header row.

- Each ChartField member in the CSV file must already exist in Planning and Budgeting.
- Budget period amounts should not contain currency symbols nor commas.
- If the value for a budget period is zero, you must enter the number zero as a blank value will generate errors.

## Validations

During the import process, the system checks that the data in the CSV file meets various requirements for Planning and Budgeting, such as ChartField combinations, for example. Only rows that pass the requirements are imported. You can view the details for rows that do not import by viewing the Budget Data Load Error Report page.

The method ID default will be updated for ChartField combinations provided in the CSV file. The method ID will be updated to AMTPER if the method override flag is enabled.

## Pages Used to Import Line Item Activities

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Budget Data Load run control	BP_FILE_UPLD	Planning and Budgeting, Planning and Budgeting Setup, Process Model, Budget Data Load	Run the Budget Data Load process.
Budget Data Load Error Report	BP_LIIMPT_ERR	Planning and Budgeting, Planning and Budgeting Setup, Process Model, Budget Data Load Error Report	Review budget data load errors.

## Running the Budget Data Load Process

Access the Budget Data Load run control page (Planning and Budgeting, Planning and Budgeting Setup, Process Model, Budget Data Load).

## Budget Data Load

User ID: BP01
[Report Manager](#)

Run Control ID: BDG\_DATA\_LOAD
[Process Monitor](#)

Run

### Process Request Parameters

\*Description:

Budget Data Load

\*Process Frequency:

Always

\*Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

\*Planning Model ID:

2003\_US2BUDGET

\*Scenario:

2003PROP

2003 Proposed Budget

\*Activity:

LINEITEM

Line Item Budgeting

\*Planning Center:

13000

Finance

\*Budget Version:

Version One

Source File:

Add

View

Delete

Budget Data Load run control page

Specify the Business Unit, Planning Model ID, Scenario, Activity, Planning Center and Budget Version that you are importing data to.

**Add** Click to specify the CSV file to import. A modal window appears where you can either enter the filename or click Browse to select the file. Click Upload to use the file.

**View** Click to view the source file.

**Delete** Click to clear the filename from the Source File field.

**Run** Click to run the process.

To review a report that contains information on any errors encountered during the import process, access the Budget Data Load Error Report (Planning and Budgeting, Planning and Budgeting Setup, Process Model, Budget Data Load Error Report).

## Submitting a Line Item Activity

Use the My Planning Workspace: My Preparation Workspace to submit line item budgets to the next planning center level. When you submit a budget version, the system sends it up to the next planning center level and updates the master budget version with data from the submitted version. The master version contains the most current budget submissions. You may submit more than planning center at a time, but the system prevents you from submitting more than one version per planning center.

If defined, validation occurs for three types of rules:

- Verifies no rows marked in error due to commitment control validation.
- Verifies no rows marked in error due to combination edit validation.
- Verifies totals are within planning targets rules.

Any of these rules can be applied. When these rules are applied against the activity scenario in a planning model, validation occurs during submission. Prior to working on your line items, the staging process would have marked any rows in error if they did not pass combination edit or commitment control validation when used and enforced for a line item activity. All rows marked in error must be corrected or deleted prior to submission.

For planning targets, you must access the Planning Targets page to review where your amounts are not within the rules defined for targets, and make any necessary adjustments within your line item entry grid. Submission is not allowed if the validation fails the criteria defined for any one of these rules when active control is applied for the user role.

**See Also**

Chapter 14, "Working with Planning and Budgeting Activities," Submitting and Rejecting Plans and Budgets, page 382

## Chapter 16

# Using Line Item Mass Adjustments

This chapter provides an overview of line item mass adjustments and discusses how to perform line item mass adjustments.

---

## Understanding Line Item Mass Adjustments

The line item mass adjustment functionality enables you to apply an amount or percentage change to one or many line items at the same time. As a budget preparer, you can perform this functionality on line items that span one or many budget periods and dimensions for your planning center. When you are a nonpreparer, such as reviewer or analyst, you can also perform adjustments across one or many planning centers.

To perform line item mass updates on working versions and for planning centers, access the Mass Adjustment List page from the My Planning Workspace page.

You can use the mass adjustments functionality in any role—preparer, reviewer, analyst, or coordinator—as long as the Allowed to do adjustments? option on the User Roles page is selected for your User ID. The line item activities that you have access to depends on your authority to access the activity and planning center for your user ID and role name.

Note that the system considers adjustment IDs unique at the planning center version level, (the hierarchy level is first, followed by business unit, planning model, activity, scenario, planning center, and finally version.) In contrast, the system considers allocation IDs unique at the scenario level, (the hierarchy level is first followed by business unit, planning model, activity, and finally scenario).

### See Also

[Chapter 3, "Setting Up Security and Roles," Assigning Planning and Budgeting Roles to PeopleTools User Roles, page 20](#)

---

## Performing Line Item Mass Adjustments

This section discusses how to:

- Maintain mass adjustment definitions.
- Select line items for mass adjustment.
- Enter mass adjustment details.

## Pages Used to Perform Line Item Mass Adjustments

Page Name	Definition Name	Navigation	Usage
Mass Adjustment List	BP_LINE_ADJ_LST	Click the Edit Adjustment link on the My Planning Workspace page.	Add, edit, and delete adjustment IDs, and perform apply and reverse actions to adjustment IDs.
Mass Adjustment Selection	BP_LINE_ADJ_SEL	Click the Go button on the Mass Adjustment List page.	Specify and edit the selection of line items to which you want to apply mass adjustments. The system uses the dimension and member ranges defined here to retrieve the associated line item data.
Mass Adjustment Details	BP_LINE_MASS_ADJ	Click the Mass Adjustment Details link on the Mass Adjustment Selection page.	Enter a positive or negative adjustment percentage or amount to apply to the selected line item rows.

## Maintaining Mass Adjustment Definitions

Access the Mass Adjustment List page (click the Edit Adjustment link on the My Planning Workspace page).

### Mass Adjustment List

Business Unit: US002 US002 MASSACHUSETTS OPERATIONS

Planning Model ID: BCL2003CLASSMDL 2003 Standard Budget Model

Activity: LINEITEM Line Item Budgeting

Scenario: 2003PROP 2003 Proposed Budget

Planning Center: 12000 Public Affairs

Version: Version 1 Version One

Adjustments							Customize	Find	View All	First	1 of 1	Last
	*Adjustment ID	Description	Statistical Budgeting		Adjustment Amount	Currency Code						
1	COST OF LIVING ADJ		<input type="checkbox"/>	Go	403,693.92	USD	Apply	Reverse	+	-		

Go to Planning Workspace: [Don't Unlock](#) [Unlock](#)

Mass Adjustment List page

### Adjustment ID

Enter a unique adjustment ID.

You cannot use the word *SYSTEM* as a prefix because the application automatically prefixes system-generated adjustments with *SYSTEM*. (For example, you cannot enter an adjustment ID of SYSTEM123.)

---

**Note.** You cannot change selection parameters or the mass adjustment definition for an existing adjustment ID that you applied or reversed.

---

<b>Statistical Budgeting</b>	Select to adjust statistical accounts or codes.
<b>Go</b>	Click to add or modify the adjustment parameters for the adjustment ID.
<b>Adjustment Amount</b>	Displays the value of the applied adjustment. The system saves the mass adjustment modifications for the selected line items.
<b>Currency Code</b>	Displays the adjustment's currency code.
<b>Apply</b>	Click to perform the mass adjustment that you define on the Mass Adjustment Details page.
<b>Reverse</b>	Click to reverse a previously applied mass adjustment.
	<hr/> <b>Note.</b> You do not have to reverse mass adjustment IDs in the order in which you created them. When the system applies or reverses an adjustment, it uses the value defined when you checked out the activity and created and saved the adjustment ID. <hr/>

---

**Note.** You can delete an existing adjustment ID that you have not yet applied by deleting the line item row. If you have applied it, you can reverse the mass adjustment and then delete it.

---

## Selecting Line Items for Mass Adjustment

Access the Mass Adjustment Selection page (click the Go button on the Mass Adjustment List page).

### Mass Adjustment Selection

Go to:

[Mass Adjustment List](#)

Mass Adjustment Selection

[Mass Adjustment Details](#)

Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

Planning Model ID:

BCL2003CLASSMDL

2003 Standard Budget Model

Activity:

LINEITEM

Line Item Budgeting

Scenario:

2003PROP

2003 Proposed Budget

Planning Center:

12000

Public Affairs

Version:

Version 1

Version One

Mass Adjustment Description

Adjustment ID:

COST OF LIVING ADJ

Choose Individual or Range of Values

Account Category:

Salaries & Wages

Chartfield Range

Customize

ChartField	From	To
Account		
Department	12000	12000
Operating Unit		
Currency Code	USD	

Mass Adjustment Selection page

- Adjustment ID

Enter a description for the line item mass adjustment in this free-form text field.
- Account Category

Select to narrow your line item selection criteria to a similar group of accounts (such as building expenses).
- From and To (from and to ChartField values)

Enter a range of values to narrow your line item selection criteria.

If you are adjusting statistical amounts, you must enter a statistical code dimension value. You cannot adjust more than one statistical code in the same adjustment ID.

When adjusting monetary amounts for a multicurrency model, enter a single currency code. You cannot adjust more than one currency code in the same adjustment ID.



Entering Mass Adjustment Details

Access the Mass Adjustment Details page (click the Mass Adjustment Details link on the Mass Adjustment Selection page).

Mass Adjustment Details

Go to:

[Mass Adjustment List](#)

[Mass Adjustment Selection](#)

Mass Adjustment Details

Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

Planning Model ID:

BCL2003CLASSMDL

2003 Standard Budget Model

Activity:

LINEITEM

Line Item Budgeting

Scenario:

2003PROP

2003 Proposed Budget

Planning Center:

12000

Public Affairs

Version:

Version 1

Version One

▼ Mass Adjustment Description

Adjustment ID: COST OF LIVING ADJ

▼ Mass Adjustment Total

Before Adjustment:

5,767,055.39

USD

Adjustment:

403,693.92

After Adjustment:

6,170,749.31

► Dimensions

▼ Mass Adjustment Parameters

Percentage:

7.00

Adjustment Amount:

Budget Period From:

2003M1

To Budget Period:

2003M12

Clear All

Mass Adjustment Details page (1 of 2)

Mass Adjustment Distribution										Customize	Find	View 100	1-20 of 120	Last
	Select	Account	Operating Unit	Department	Currency Code	Statistics Code	Budget Period	Before Adjustment	Adjustment	FTE Adj. Salary				
6	<input checked="" type="checkbox"/>	610001		12000	USD		2003M6	366,345.01	25,644.15	391,989.16				
7	<input checked="" type="checkbox"/>	610001		12000	USD		2003M7	366,345.01	25,644.15	391,989.16				
8	<input checked="" type="checkbox"/>	610001		12000	USD		2003M8	366,345.01	25,644.15	391,989.16				
9	<input checked="" type="checkbox"/>	610001		12000	USD		2003M9	366,345.01	25,644.15	391,989.16				
10	<input checked="" type="checkbox"/>	610001		12000	USD		2003M10	366,345.01	25,644.15	391,989.16				
11	<input checked="" type="checkbox"/>	610001		12000	USD		2003M11	366,345.01	25,644.15	391,989.16				
12	<input checked="" type="checkbox"/>	610001		12000	USD		2003M12	366,344.89	25,644.14	391,989.03				
13	<input checked="" type="checkbox"/>	610001	CALIF	12000	USD		2003M1							
14	<input checked="" type="checkbox"/>	610001	CALIF	12000	USD		2003M2							
15	<input checked="" type="checkbox"/>	610001	CALIF	12000	USD		2003M3							
16	<input checked="" type="checkbox"/>	610001	CALIF	12000	USD		2003M4							
17	<input checked="" type="checkbox"/>	610001	CALIF	12000	USD		2003M5							
18	<input checked="" type="checkbox"/>	610001	CALIF	12000	USD		2003M6							
19	<input checked="" type="checkbox"/>	610001	CALIF	12000	USD		2003M7							
20	<input checked="" type="checkbox"/>	610001	CALIF	12000	USD		2003M8							

## Mass Adjustment Details page (2 of 2)

- Before Adjustment** Displays the total amount of all selected line item rows.
- Adjustment** Displays the total amount calculated as your mass adjustment for all selected line items, based on your specified adjustment parameters.
- After Adjustment** Displays the sum of the before and after adjustment amounts. This sum represents the line item amount total after applying the mass adjustments' total.
- Percentage** Enter the relative increase or decrease to apply an amount to each of the selected line item rows.  
Enter the percentage as a number with two decimal places. Enter a positive number to indicate a percentage increase and a negative number to indicate a percentage decrease. For example, enter *2.00* for a two percent increase, or *-2.50* for a two and one-half percent decrease.
- Adjustment Amount** Enter the increase or decrease amount to apply to each of the selected line item rows.
- Budget Period From and To Budget Period** Enter the budget period range to which you want to apply the mass adjustment.  
If you do not enter beginning and ending budget periods, the mass adjustment applies to all budget periods defined in the planning model for the selected line items.
- Include Starting Balance** This check box is active only if you have not selected the Budget Period From field.  
Select this check box to include the starting balance for balance sheet accounts in the Mass Adjustment Distribution grid.

**Select** Select the check box next to each line item row that you want to include in the mass adjustment process.

---

**Note.** In the activity scenario's planning model , you can exclude line items from mass adjustments by clearing the Adjustments check box on the Assign Planning Method Defaults - Override Controls page. If the check box is cleared for the corresponding account dimension member, then the system excludes it from any mass adjustments and the line item does not appear on the Mass Adjustments Details page.

If you select the Hold check box for line item rows on the Line Item Details page, the system excludes selected line items from any mass adjustment changes and does not display them on the Mass Adjustment Details page.

When you have only partial access to planning center data due to secondary security rules applied by the coordinator, you will be able to only see and adjust those rows to which you have access. The adjustments cannot apply to rows you do not have access to.

---



## Chapter 17

# Applying Allocations

This chapter provides an overview of line item allocations and discusses how to allocate line item amounts.

---

## Understanding Line Item Allocations

You use allocations to distribute or transfer amounts from and to other planning centers, budget periods, and dimension members. From the My Planning Workspace page, for a line item activity perform allocation tasks using the Edit Allocations link on a planning center's master version.

Allocate budget amounts to cover, or offset, the costs in one planning center by charging them to another planning center. An amount that you charge to another planning center displays as a negative amount in your planning center. This same amount displays as a positive amount in the other planning center that is intended to cover the cost.

For example, suppose that you are responsible for a print shop's budget. Your planning center name is X defined as a department ID. Your customers are internal to your organization and your costs must be fully covered. Your operating budget is 450,000 USD for the year that you are ready to allocate. You are authorized to allocate 50 percent to planning center A, 35 percent to planning center B, and 15 percent to planning center C. When you complete your allocations, your total budget amount nets to zero, and the budget amounts for planning centers A, B, and C increase according to the allocations transferred to them as follows:

<i><b>Planning Center</b></i>	<i><b>Budget Amount Before Allocations (USD)</b></i>	<i><b>Allocation Amount (USD)</b></i>	<i><b>Budget Amount After Allocations (USD)</b></i>
X	450,000	–450,000	0
A	800,000	225,000	1,025,000
B	500,000	157,500	657,500
C	750,000	67,500	817,500

Consider defining a distinct time frame during your budgeting process specifically for making allocations. The time period for this activity can occur before the bulk of your budget work or after you submit all budgets. In this way, you can be assured that when you perform allocations, they are synchronized with your budget amounts. If you apply allocations while other users continue to modify budget amounts, you are likely to encounter allocation amounts inconsistent with your budget amounts because the budget amounts are still changing. This circumstance is more likely to occur if you apply allocations using percentages rather than fixed amounts.

You can apply line item allocations at any planning center level for the master version, provided that your User ID is configured with the Allowed to do allocations? option on the User ID page. The line items that you have access to depends on your authority to access the activity and planning center for your user ID and role name.

See [Chapter 3, "Setting Up Security and Roles," Assigning Planning and Budgeting Roles to PeopleTools User Roles, page 20.](#)

When you want to apply allocations, check out the master version when your status is *Open* to access the planning center. Use line item data in the master version when you perform allocations. The system reflects the allocations that you apply across different planning center levels in the master version and in the working budget versions at planning center levels above the budget preparer level.

---

**Note.** If the coordinator has set up secondary security on the line item activity, you must have full access to the planning center in order to use the allocation feature. Users with only partial access to a planning center budget will not be able to use allocations.

---

---

## Allocating Line Item Amounts

This section discusses how to:

- Maintain allocations.
- Select the allocation source line items.
- Determine allocation source amount.
- Select the allocation target line items.
- Determine allocation target amounts.

## Pages Used for Applying Allocations

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Allocation List	BP_ALLOCATIONS	Click the Edit Allocations link for a line item activity and planning center on the My Planning Workspace page.  To display this link, you must select the master version.	Add, edit, or delete an allocation ID and execute an allocation defined by an allocation ID.
Allocation Source	BP_ALLOC_SOURCE	Click the Go button in the desired allocation ID row on the Allocation List page.	Specify the line items that you want to allocate. The system uses the dimensions and members that you define on this page to retrieve the line item data associated with them.
Source Amount	BP_ALLOC_SRC_AMT	Click the Source Amount link on the Allocation Source, Allocation Target, or Target Amount page.	Define the allocation source amount as a fixed amount or a percentage of the amount.
Allocation Target	BP_ALLOC_TARGET	Click the Allocation Target link on the Allocation Source, Source Amount, or Target Amount page.	Specify the line items used in the activity to receive the allocation amounts calculated for an allocation ID.
Target Amount	BP_ALLOC_TGT_AMT	<ul style="list-style-type: none"> <li>Click the Target Amount link on the Allocation Source, Source Amount, or Allocation Target page.</li> <li>Enter a value in the Copy From field, and then click Copy on the Allocation Target page.</li> </ul>	Specify the amounts of selected line item rows to receive the allocation source amounts. Determine how the total source allocation should be distributed to each selected line item. Define the allocation target amount as a fixed amount or as a percentage of the total amount to be allocated.

## Maintaining Allocations

Access the Allocation List page (click the Edit Allocations link for a line item activity and planning center on the My Planning Workspace page for the master version).

Allocation List

Business Unit:US002US002 MASSACHUSETTS OPERATIONS

Planning Model ID:BCL2003CLASSMDL2003 Standard Budget Model

Activity:LINEITEMLine Item Budgeting

Scenario:2003PROP2003 Proposed Budget

Planning Center:12000Public Affairs

Version:MasterMaster

Deselect All

Execute

Allocation List

Select

\*Allocation ID

Statistical Allocation

Allocated Amount

Allocation Type

Executed

☒

FEES

☐

Go

0.00

USD

Percentage

Yes

+

-

Go to Planning Workspace:

[Don't Unlock](#)

[Unlock](#)

Allocation List page

- Execute

Click to process the selected allocation IDs.  
The system updates the amounts for each line item row to equal the sum of the method/adjustment amount and allocation target amount specified for the allocation ID.
- Select

Check to select the associated allocation ID.
- Allocation ID

Displays the allocation ID that is unique to the business unit, planning model, activity, and scenario.  

Note.

You cannot use the same ID again for the model. Create unique naming conventions when establishing allocation IDs, such as using the initials of the user and a department number.
- Statistical Allocation

Select to allocate statistical data.
- Go

Click to enter the allocation source and target information.
- Allocated Amount

Displays the target allocation amount.  
After you update the allocation, the system adjusts the allocated amount to match the new source line item amount; the Update Amt field, Update Amount button, and Update Percent button may no longer display.
- Allocation Type

Indicates whether the allocation ID is defined to use percentages or amounts. The system displays the allocation type as either *Percentage* or *Amount*.



**Update Amount**

Displays the difference between the prior line item amount and the changed line item amount.

---

**Note.** If a value displays in the updated amount field, you cannot carry out the allocation until you update either the amount or the percentage for the allocation.

---

**Update**

Click to update the Allocated Amount for the source allocation. The system performs the required calculation based on whether it is an amount or percentage allocation type.

- For allocated amounts, the system uses the allocation percentage that you enter on the Source Amount page and applies it to the method/adjustment amount. The target allocation percentage remains the same, but the target allocation amount reflects the new amount being allocated.

For example, suppose that you have an allocated amount for a line item of 25,000 USD based on a 50 percent allocation percentage and a 50,000 USD method/adjustment amount displaying on the Source Amount page. Also suppose that you modify the method amount to equal 100,000 USD. When you click Update Amount, the system updates the allocated amount to 50,000 USD, which is 50 percent of 100,000 USD.

- For allocated percentages, the system uses the allocation amount that you enter on the Source Amount page to determine the amount to allocate. The system updates the allocation percentage to ensure that, when it is applied to the method/adjustment amount, the entered allocation amount remains unchanged. The target allocation amount remains the same, but the target allocation percentage reflects the new percentage used for the allocation.

For example, suppose again that you have an allocated amount of 25,000 USD, but the amount is derived from a 25,000 USD fixed allocation amount that you enter on the Source Amount page. Suppose that you modify the method/adjustment amount to equal 100,000 USD and you want to retain 25,000 USD as the allocation amount. When you click Update Percent, the system updates the allocation percentage to 25 percent.

---

**Note.** If you prefer, you can manually change the allocation amount or percentage using the Source Amount page.

---

**Executed**

Displays *Yes* if the system adjusted the associated allocation ID or *No* if the system did not adjust the associated allocation ID.

---

**Note.** To reverse the execution of an allocation, clear the Select check box next to the desired executed allocation, and then click Execute.

---

## Selecting the Allocation Source Line Items

Access the Allocation Source page (click the Go button in the desired allocation ID row on the Allocation List page).

### Allocation Source

Go to step   [1: Allocation List](#)   2: Allocation Source   [3: Source Amount](#)   4: Allocation Target   5: Target Amount

Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

Planning Model ID:

BCL2003CLASSMDL

2003 Standard Budget Model

Activity:

LINEITEM

Line Item Budgeting

Scenario:

2003PROP

2003 Proposed Budget

Planning Center:

13000

Finance

Version:

Master

Master

▼ Allocation ID

\*Allocation ID:

OVERHEAD COSTS

Budget Period:

Choose Individual or Range of Values

Account Category:

Building Expense

Chartfield Range	From Value	To Value
Account		
Department	13000	13000
Operating Unit		
Currency Code	USD	USD

Allocation Source page

- Budget Period**

Select a budget period if you want to allocate a particular budget period amount for a line item.  
  
If you do not select a budget period, the system retrieves line items for the allocation source using all budget periods defined for the activity scenario in the planning model.
- Include Starting Balance**

Select if you want to include the starting balance (period 0) row for balance sheet accounts on the Source Amount page.  
  
You can either select a Budget Period, or select Include Starting Balance, or neither, which brings in all budget periods.  
  

**Note.** This option is available if the activity was defined as including balance sheet planning.
- Account Category**

Select the desired account category to select a similar group of accounts.

**From Value and To Value**(from value and to value for dimensions)

Enter the desired range to narrow your line item selection criteria.

If you are allocating statistical codes, select one statistical code value. You cannot allocate for more than one statistical code.

When allocating budget amounts for a multicurrency model, select a single currency code. You cannot allocate more than one currency code in the same allocation.

## Determining Allocation Source Amount

Access the Source Amount page (click the Source Amount link on the Allocation Source, Allocation Target, or Target Amount page).

### Source Amount

Go to step [1: Allocation List](#) [2: Allocation Source](#) 3: Source Amount [4: Allocation Target](#) 5: Target Amount

Business Unit: US002 US002 MASSACHUSETTS OPERATIONS

Planning Model ID: BCL2003CLASSMDL 2003 Standard Budget Model

Activity: LINEITEM Line Item Budgeting

Scenario: 2003PROP 2003 Proposed Budget

Planning Center: 13000 Finance

Version: Master Master

Allocation Source

\*Allocation ID: OVERHEAD COSTS

Budget Period:

Choose Individual or Range of Values

Account Category: Building Expense

ChartFields	From Value	To Value
Account		
Department	13000	13000
Operating Unit		
Currency Code	USD	USD

Enter Optional Percentage or Amount to Apply to All Lines

Total Available: 1,578.67 USD Allocation Type: Percentage

Total Source Allocation: 236.78 Percentage: 15.00

Refresh

Source Amount page (1 of 2)

Deselect All										
Enter Individual Amount or Percentage to Allocate To						Customize	Find	View All	First	1-20 of 48
Select	Method/Adj Amount	Allocation Amount	Allocation Percentage	Calculated Source Amount	Account	Operating Unit	Department	Statistics Code	Budget Period	
1	<input checked="" type="checkbox"/>	67.63	10.14	15.00000	10.14	642000		13000		2003M1
2	<input checked="" type="checkbox"/>	67.50	10.13	15.00000	10.13	642000	CALIF	13000		2003M1
3	<input checked="" type="checkbox"/>	0.00	0.00	15.00000	0.00	643000		13000		2003M1
4	<input checked="" type="checkbox"/>	0.00	0.00	15.00000	0.00	643000	CALIF	13000		2003M1
5	<input checked="" type="checkbox"/>	0.00	0.00	15.00000	0.00	643000	CALIF	13000		2003M2
6	<input checked="" type="checkbox"/>	60.75	9.11	15.00000	9.11	642000		13000		2003M2
7	<input checked="" type="checkbox"/>	65.48	9.82	15.00000	9.82	642000	CALIF	13000		2003M2
8	<input checked="" type="checkbox"/>	0.00	0.00	15.00000	0.00	643000		13000		2003M2
9	<input checked="" type="checkbox"/>	0.00	0.00	15.00000	0.00	643000		13000		2003M3
10	<input checked="" type="checkbox"/>	72.23	10.83	15.00000	10.83	642000	CALIF	13000		2003M3
11	<input checked="" type="checkbox"/>	52.65	7.90	15.00000	7.90	642000		13000		2003M3
12	<input checked="" type="checkbox"/>	0.00	0.00	15.00000	0.00	643000	CALIF	13000		2003M3
13	<input checked="" type="checkbox"/>	0.00	0.00	15.00000	0.00	643000	CALIF	13000		2003M4
14	<input checked="" type="checkbox"/>	60.75	9.11	15.00000	9.11	642000		13000		2003M4
15	<input checked="" type="checkbox"/>	66.15	9.92	15.00000	9.92	642000	CALIF	13000		2003M4

## Source Amount page (2 of 2)

The page displays each line item row that meets the selection criteria for the allocation source.

**Total Available** Displays the sum of the method/adjustment amount for the selected allocation source line items defined for the allocation ID.

**Total Source Allocation** Displays the sum of the calculated source amount for selected line items defined for the allocation ID.

The total amount that you want to allocate cannot be greater than the total amount available for allocation.

**Allocation Type** Select *Percentage* or *Amount* to apply allocations by percentages or amounts to all lines.

When you select *Percentage*, enter a percent value. In addition, the system disables the Allocation Amount fields.

When you select *Fixed Amount*, enter an amount value. In addition, the system disables the Refresh button and the Allocation Percentage field.

**Percentage** Enter a percentage to determine the amount of the allocations that the system applies to the selected line items.

The system default is zero percent. You can enter a positive value that does not exceed 100 to indicate the percentage. The system applies the percentage to the current budget amount—the sum of the method/adjustment amount—for each selected line item.

**Amount** Enter a fixed amount of the allocations that the system applies to the selected line items.

<b>Refresh</b>	Click to recalculate the total available and total source allocation values.
<b>Select</b>	Select the check box to include the line item row in the allocation source amount.
<b>Method/Adj Amount</b> (method/adjustment amount)	Displays the amount available from line items to allocate, the sum of the method amount and adjustment for that line.
<b>Allocation Amount</b>	<p>Enter a fixed amount that overrides the default.</p> <p>Enter a positive amount that does not exceed the line item amount.</p> <p>If you do not enter an allocation amount, the system uses the default percentage to determine the source amount for each selected line item.</p>
<b>Allocation Percentage</b>	<p>Enter a percentage that overrides the default.</p> <p>Enter a positive value that does not exceed 100.</p> <p>If you do not enter an allocation percentage, the system uses the default percentage to determine the source amount for each selected line item.</p>
<b>Calculated Source Amount</b>	<p>Displays the calculated source amount for each selected line item after you enter an amount or percentage.</p> <p>For example, suppose that you select all of the line items that appear on the page, and then enter 50 as the default percentage. One of the selected line items has a current budget amount of 900 USD. The system generates a calculated source amount of 450.50 USD percent of the method/adjustment amount for the line item rows. 450 USD is the amount of the line item that you distribute to other planning centers.</p>

---

**Note.** The allocation for a line item can change if the source line item amount changed since you created the allocation. The change occurs when you use the Allocation List page to update the allocation amount or percentage.

---

## Selecting the Allocation Target Line Items

Access the Allocation Target page (click the Allocation Target link on the Allocation Source, Source Amount, or Target Amount page).

### Allocation Target

Go to step   [1: Allocation List](#)   [2: Allocation Source](#)   [3: Source Amount](#)   4: Allocation Target   [5: Target Amount](#)

Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

Planning Model ID:

BCL2003CLASSMDL

2003 Standard Budget Model

Activity:

LINEITEM

Line Item Budgeting

Scenario:

2003PROP

2003 Proposed Budget

Planning Center:

13000

Finance

Version:

Master

Master

▼ Allocation ID

Allocation ID:

OVERHEAD COSTS

Budget Period:

Copy From:

Total to Allocate:

236.78

USD

Copy

Choose Individual or Range of Values

Account Category:

Miscellaneous Expense

Chartfield Range

Customize

	From Value	To Value
Account		
Department	13000	13000
Operating Unit		
Currency Code	USD	USD

Allocation Target page

- Budget Period**

Select the desired budget period to define the allocation target with a single budget period.  
  
If you do not select a budget period, the system defines the allocation target using all budget periods defined for the activity scenario in the planning model and displays one line for each budget period for every line item.  
  

**Note.** You can define a budget period for the allocation target that differs from the budget period for the allocation source. For example, if you want to isolate the distribution of a line item allocation amount defined for a full budget cycle to a particular budget period, specify this budget period using the Allocation Target page.
- Include Starting Balance**

Select if you want to include the starting balance (period 0) row for balance sheet accounts.  
  
You can either select a Budget Period, or select Include Starting Balance, or neither.
- Copy From** (button)

Select the desired allocation ID (that you defined) to specify your allocation target using line items previously defined for another allocation ID.

<b>Copy</b>	Click to populate the dimensions on this page with values defined for the selected Copy From allocation ID and access the Allocation Target page.
<b>Account Category</b>	Select the group of accounts from the line item rows that you want to allocate.
<b>From Value and To Value</b> (from value and to value for dimensions)	Enter a range to narrow your line item selection criteria for the target rows.

**Determining Allocation Target Amounts**

Access the Target Amount page (click the Target Amount link on the Allocation Source, Source Amount, or Allocation Target page).

**Target Amount**

Go to step [1: Allocation List](#) [2: Allocation Source](#) [3: Source Amount](#) [4: Allocation Target](#) 5: Target Amount

Business Unit: US002 US002 MASSACHUSETTS OPERATIONS  
 Planning Model ID: BCL2003CLASSMDL 2003 Standard Budget Model  
 Activity: LINEITEM Line Item Budgeting  
 Scenario: 2003PROP 2003 Proposed Budget  
 Planning Center: 12000 Public Affairs  
 Version: Master Master

Allocation Target

Choose Individual or Range of Values

Totals

Total to Allocate: 0.00 USD Allocate Spread: Spread Weighted  
 Total Allocated: 0.00  
 Remaining: 0.00

Select All

Enter Individual Amount or Percentage to Receive Allocation

	Select	Method/Adj Amount	Allocation Amount	Percentage of Total	Target Amount	Account	Operating Unit	Department	Statistics Code	Budget Period
1	<input checked="" type="checkbox"/>	62,485.37	0.00	4.24797	0.00	402000		12000		2003M12
2	<input checked="" type="checkbox"/>	78,887.77	0.00	5.36307	0.00	402000	NEWYORK	12000		2003M12
3	<input checked="" type="checkbox"/>	587,656.20	0.00	39.95092	0.00	403000		12000		2003M12
4	<input checked="" type="checkbox"/>	741,915.95	0.00	50.43804	0.00	403000	NEWYORK	12000		2003M12
5	<input type="checkbox"/>	23,484.00	0.00	0.00000	0.00	403003		12000		2003M12
6	<input type="checkbox"/>	29,648.55	0.00	0.00000	0.00	403003	NEWYORK	12000		2003M12
7	<input type="checkbox"/>	14,578.62	0.00	0.00000	0.00	403004		12000		2003M12

### Target Amount page

#### Total to Allocate

Displays the amount to distribute as determined by the information entered on the Source Amount page.

You must allocate the entire displayed amount.

#### Total Allocated

Displays the amount that you distributed to line items using this page.

This running total lets you monitor the allocation target amounts as you use this page.

#### Remaining

Displays the amount left to distribute to line item rows using this page.

This running total lets you monitor the allocation target amounts as you use this page. This value must equal zero when you save the information on this page.



**Allocate Spread**

Select the desired spread allocation. Values are:

*Weighted:* Distributes the Total to Allocate amount based on the weighted percentage of each selected line item row.

The system calculates the weighted percentage for each line item. The weighted percentage for each line item is the sum of the method amount and adjustment amount for that line divided by the sum of the method amounts and adjustment amounts for the selected line items on this page. After the system determines the weighted percentage, it distributes to the selected line item rows the total amount to allocate based on these percentages.

For example, suppose that you select three line items displayed on this page to distribute the total allocation source amount. The value in the Total to Allocate field is 10,000 USD. The method and adjustment amount total for the first line is 10,000 USD; for the second line, it is 5,000 USD; and for the third selected line item, the amount is 5,000 USD. The system calculates a weighted percentage for the first line of 50 percent and a weighted percentage of 25 percent for the second and for the third lines. Based on the weighted percentage, the system distributes the total amount to allocate as follows: 5,000 USD (50 percent) to the first selected line, 2,500 USD (25 percent) to the second selected line, and 2,500 USD (25 percent) to the third selected line.

*Even:* Distributes the total amount to allocate evenly across all selected line item rows.

For example, suppose that you select 20 line items displayed on this page to distribute the total allocation source amount. The total amount to allocate is 5,000 USD. For each selected line item, the system calculates an allocation amount of 250 USD and a percentage of total of 5 percent.

**Refresh**

Click to recalculate the values for the Total to Allocate, Total Allocated, and Remaining fields.

**Select**

Select the check box to apply the allocation ID to the line item row.

**Method/Adj Amount**  
(method/adjustment  
amount)

Displays the amount available to allocate after defining the source amount.

**Allocation Amount and  
Percentage of Total**

Enter a different amount or percentage to override the allocation spread value for individual line items.

If you enter a percentage of total, the system calculates the allocation target amount by applying the percent to the total amount that must be allocated.

**Target Amount**

Displays the amount distributed to the line items based on the information that you enter.

The system displays the allocation target amounts as positive amounts.



## Chapter 18

# Preparing Position Budgets

This chapter provides an overview of position budgeting and discusses how to:

- Use the Position Overview page.
- Add and copy positions.
- Modify and distribute position costs.
- Fill positions.
- Terminate employee jobs and positions.
- Delete employee positions.
- Apply compensation adjustments and analyze position costs.
- View position budgeting default data.

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## Understanding Position Budgeting

This section lists prerequisites, common elements that are used in this chapter, and discusses the dimensions used in position budgeting and their relationships to line item activities.

In PeopleSoft Planning and Budgeting, *position budgeting* refers to the activity of budgeting for personnel costs by position. Use position budgeting to develop personnel line item budget activities for salaries, earnings, benefits, and employer-paid taxes.

To perform position budgeting in Planning and Budgeting, you can use actual position and employee job data that you import from your human resource system. When you import positions into Planning and Budgeting, define the planning center for positions using the Map HR Departments to Planning Centers - HR Departments page. The system uses this information to assign ownership of positions by human resource department to a planning center. This is a one-time process performed by business unit.

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**Note.** After the system assigns an existing position to a planning center, the human resource department data becomes informational-only.

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If your organization shares the cost of a position across more than one planning center, split the funding of the position by distributing the costs across multiple planning centers. If you belong to a planning center that is contributing to the cost of a shared position but you are not the owner, you can view your share of the costs within your personnel line items. The planning center in which you create a new position is the owner of the new position. Only the owner of the position can see the full complement and details of the position costs either through the position budgeting activity or online inquiry. Once the planning center owner of the position copies or submits their budget to the master version, run the model recalculation process. The contributing planning center sees its share of the expense in the personnel line item budgets.

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**Note.** For security purposes, only the owning planning center of the position can see position-related details. If the contributor of position costs does not own the position but needs to see the details of position expense, they must also be granted access to the owning planning center's position activity.

When you add new positions within your planning center, your planning center owns added positions by default. You can transfer position ownership after you stage a position activity in the planning model.

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Position budgets include filled and unfilled positions unless the preparer selects to exclude a specific position from budget calculation using the Position Data page. If excluded, the system does not include the position's costs and distributions in the position budget amounts for position budgeting or within your related personnel line item activity.

Budget amounts in position budgeting represent annual figures; so adjustments must also be made using an annual amount. Your personnel line item activity reflect the results of applying the amounts across time spans defined for your proposed budget.

In Planning and Budgeting, you work with slices of your position budgets one at a time based on your planning center definition. This increases the efficiency of the system and enables other budget users to access other data slices of the position activity and scenario at the same time. To work with position budgets, use the Edit link for a selected planning center version on My Planning Workspace for a defined position activity and scenario. After accessing the Position Overview page, select the type of position budgeting activity to perform. After you finish budgeting positions, unlock the activity. The parent line item activity will reflect position budgeting amounts. It may be necessary to perform a model recalculation.

### **See Also**

[Chapter 5, "Integrating with Other Applications," page 61](#)

[Chapter 11, "Building the Planning Model," page 241](#)

## **Prerequisites**

Before you begin working with position budgeting, the coordinator must complete the following tasks:

1. Load data into PeopleSoft Enterprise Performance Management using the delivered maps for the extract, transform, and load (ETL) process.

The system uses the jobs and maps to migrate position-related data from your PeopleSoft Human Resource Management System or other data source.

2. Set up position budgeting defaults at the coordinator level.

Set up defaults for existing positions and employee jobs from your human resource system and for new positions added in position budgeting.

This information includes defaults like position number, position budgeting accounts, position data, and job codes.

3. Set up and run stage for an activity and scenario in the planning model that will include your position data at the coordinator level.

The stage will format and load employee job and position data for use in Planning and Budgeting. The position-related information in the tables is static because you import it at one point in time. You can change the data online after you begin working with the position activity.

Examples of the types of position and human resource information that you import into the tables are:

- Existing filled and unfilled positions including position and employee numbers, incumbents, compensation, and cost distributions.

When an employee job has no position number, one will be created and assigned during data staging if the Create New Positions option is selected on the Data Source page for the position activity scenario.

- Job codes and defaults that you can use for different types of positions.
  - Union code information.
  - Salary plans (including grades and steps) that you can use to project base salaries and merit increases.
  - Benefit plans and codes that you can use to project employer costs for benefit and retirement costs.
  - Earning codes that you can use to calculate special earnings paid to employees in addition to base salary.
  - Employer paid taxes that you can use to calculate employer liability such as the Federal Insurance Contributions Act, Medicare, and Social Security.
4. (Optional) Update the existing employee data that was staged from PeopleSoft Human Resource Management System before releasing the activity scenario at the coordinator level.
5. Release the activity scenario for the planning model from the Scenario Manager page so that end users can access their budgets.

To begin working with position budgeting at the preparer level, perform the following tasks:

1. At the preparer level, have a working version of the position activity for a planning center to which you have access.

The system generates the first working version for the preparer level (lowest level of preparation) when the coordinator stages the activity scenario. You can also create one by copying the base version or another version.

2. Select Edit for a working version of the planning center for the position budgeting activity.

After you complete your position budgeting modifications, consider unlocking the version. You must release all locked versions when the system performs the recalculation for the planning model at the budget coordinator level.

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**Note.** If you do not release all the versions, the system can automatically unlock the versions during the model recalculation process. Recalculation generates distribution rows that do not exist in line item for personnel-related expense.

Recalculation calculates all position budgeting amounts per period. This is useful when you change the spread ratios for a spread ID that is already in use on several positions. After you change the ratios and recalculate, the system updates all of the positions with the new calculated results.

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## Common Elements Used in this Chapter

<b>Benefits Plan Type or Plan Type</b>	<p>Defines a specific compensation structure for fringe or retirement benefits.</p> <p>An organization has a different benefits plan type for each unique benefit program.</p>
<b>Budget Factor</b>	<p>The system uses a budget factor to calculate the portion of the position costs for an unfilled position that are included in the budget.</p> <p>For example, if the budget factor is <i>1.00</i>, the system calculates 100 percent of the position costs as the position budget amount. If the budget factor is <i>0.75</i>, the system calculates 75 percent of the position costs in determining the position budget amount. The budget factor cannot be greater than <i>1.00</i>.</p>
<b>Earnings Code</b>	<p>Defines compensation associated with an employee that is paid in addition to base salary.</p> <p>These earnings can be defined in PeopleSoft Human Resource Management System as included or excluded from gross salary that is subject to taxes. Earnings can be defined as flat amounts or as a percentage of base salary.</p>
<b>Effective Sequence</b>	<p>Used to distinguish two effective-dated, active job entries that are on the same effective date for one employee.</p>
<b>Empl Rec# or Empl Rcd</b> (employee record number)	<p>Employee job sequence number that is used in the PeopleSoft Human Resource Management System to distinguish multiple jobs that are concurrently assigned to an employee.</p>
<b>FTE</b> (full-time equivalent)	<p>Represents the full-time, permanent, standard number of work hours per week defined for a job classification or job code calculated based on the employee history from human resources.</p> <p>If the coordinator does not select Salary Override Allowed for the job code defaults and you modify the full-time employee (the FTE), the system automatically updates the salary amount for the employee based on the salary plan, grade, and step defaults.</p>

<b>Full/Part Time</b>	<p>Classifies a position as a full-time position or a part-time position.</p> <p>If you define a position as full-time and fill it with two part-time employees, you have job-sharing. If you define two part-time positions and fill them with one employee, you have an employee with concurrent jobs.</p>
<b>Headcount or Head Count</b>	<p>Represents the number of people.</p> <p>A position that is shared equally by two people has a headcount of 2 and an FTE of 1.00.</p> <hr/> <p><b>Note.</b> The system does not use the headcount field to perform model calculations for position amounts. Unlike headcount, the system uses FTE for calculating amounts. For example, if you have two FTEs assigned to an unfilled position with an annual default salary of 25,000 USD, the amount reflected in your personnel line item budget for this position is 50,000 USD (2 FTE positions multiplied by 25,000 USD).</p> <hr/>
<b>Job Code</b>	<p>Refers to one job classification or a group of job classifications that are grouped together because they have similar compensation structures.</p>
<b>Position Number</b>	<p>Identifies a position, which equates to a job requisition.</p> <p>A position can be 1.00 FTE and assigned to more than one employee as long as the sum of their assignments to the position does not exceed 100 percent. For example, a position that is shared equally by two people has a headcount of 2 and an FTE of 1.00.</p>
<b>Regular/Temporary</b>	<p>Classifies a position as either regular-permanent or temporary.</p>
<b>Salary Plan</b>	<p>Defines a specific compensation structure for salaries.</p> <p>An organization has a different salary plan for each salary structure. For example, if you have a salary structure for exempt employees that is different from nonexempt employees, you have at least two salary plans. A salary plan comprises grades and steps.</p>
<b>Salary Grade</b>	<p>Defines a specific salary range within a salary plan.</p> <p>For example, suppose you have a salary plan with 15 grades, and each grade has a unique salary range. Grade A has a minimum salary of 10,000 and a maximum salary of 20,000; grade B has a minimum salary of 13,000 and a maximum salary of 23,000; grade C has a minimum salary of 18,000 and a maximum salary of 30,000; and so on.</p>
<b>Salary Step</b>	<p>Defines a specific salary rate within a salary range.</p> <p>For example, suppose that you have a salary range with a minimum salary of 10,000. Salary steps for this range are defined in 10 percent increments. Therefore, step 1 is 10,000, step 2 is 11,000, step 3 is 12,100, step 4 is 13,310, and so on.</p>

<b>Standard Hours</b>	Represents the total work hours per week that is defined for a position and calculated based on the employee history from human resources.  The system uses the standard hours field to determine the number of hours defined for an FTE. Typical values for standard hours are 40.0, 37.5, 30.0, 20.0, and 56.0.
<b>Union Code</b>	Represents positions with similar compensation plans and members of the same labor union that are subject to the same benefit structures.

## Dimensions Used in Position Budgeting and their Relationship to Line Item Activities

Planning and Budgeting supports integration with PeopleSoft Human Resources Management System and third-party human resource applications. The dimensions that you work with in position budgeting are:

1. Selected for use in Planning and Budgeting.
2. Available in both the financial and human resource applications with which you are integrating.
3. Defined and included as dimensions by activity in the planning model definition.
4. Related to line item activities.

### ***Dimensions Configured for Planning and Budgeting***

Use the Dimension Configuration page in Planning and Budgeting (under Maintain System Options) to select the dimensions that you want to use in the application. Select dimensions that are independent of the data sources with which you are integrating. In this way, you can select a dimension that is not supported by a selected integration source and use it in the planning model.

See [Chapter 4, "Setting Up the System," Configuring Dimensions for Planning and Budgeting, page 47.](#)

See [Chapter 4, "Setting Up the System," Activating Inactive Dimensions, page 52.](#)

### ***Dimensions Available by Integration Source***

You should consider both integration sources for human resource data as well as for financial data when determining the available dimensions that you want to use for position budgeting. You may only want to use dimensions that are supported in both the financial data integration source and human resource data integration sources in position budgeting. You defined these integration sources using the Budgeting Installation Options page under Maintain System Options.

Refer to the table of dimensions by integration point in the "Setting up the System Options" chapter to determine which dimensions you want to use in conjunction with position budgeting activities based on your integration sources, and the requirements around exporting data back to that source system.

See [Chapter 4, "Setting Up the System," Identifying Data Integration Sources, page 46.](#)



### ***Dimensions Defined and Included as Dimensions in the Planning Model***

Define the dimensions that you want to include in the planning model by activity using the Activity Group page. By activity, select from the dimensions that are available based on the selected *active* dimensions defined on the Dimension Configuration page. When you define your dimensions used during position budgeting, it will be up to you to synchronize only those dimensions that are supported in both the financial and human resource data integration sources. You should only use the subset of dimensions that are available in both applications with position budgeting, especially when exporting data back to the source systems.

### ***Dimension Relationship to Line Item Activity***

Before working on your position budgeting activity, the coordinator defines each activity's relationship to other activities, namely line item types. When a data or workflow relationship exists between a position and line item activity, the position is considered the child and the line item is the parent activity. Both of these activities can be defined using the same dimensions or slightly different combinations of dimensions for each activity.

For data relationships, expense data from personnel costs in your position activity will be aggregated and inserted into the parent line item based on its defined dimension and member rules. If you have extra dimensions in your position activity that are not defined in your parent line item, the data associated with that specific dimension will be aggregated away, and expense data will be inserted and associated with dimensions and members that do exist in the line item activity. When using the same dimension between activities, member values you use in your position activity must be the same as the parent line item, or a lower value on the tree when used. Your position activity is required to contain the account dimension, and dimension considered the planning center for the parent line item activity.

The use of *workflow* relationship will drive which version of the position activity is inserted into the line item activity when there is a data relationship:

- Workflow not enabled

All the data inserted into the parent line item activity is sourced from the master version. You must either submit or copy your position activity data into the master version before the current personnel expenses can be brought into the line item activity.

- Workflow enabled

All the data inserted into the parent line item activity is sourced across each corresponding version. For example, all data located in version 1 of the position activity is inserted into the version 1 of the parent activity. You cannot submit a position activity by itself, or copy it to a new version, when workflow is enabled. The submit and copy actions occur at the parent line item activity level when workflow is enabled between the activities. Therefore, submitting the version 1 for line item activity also submits version 1 of the position activity, or when copying from version 1 to version 2 for the line item activity the version 2 is also created for the position activity.

### ***See Also***

Chapter 6, "Understanding Planning and Budgeting Activities," page 107

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## Using the Position Overview Page

This section lists the pages used to access the Position Overview page and discusses how to work with position budgeting activities.

### Pages Used to Access the Position Overview Page

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
My Planning Workspace	BP_DASHBOARD1	Planning and Budgeting, Activity Preparation, My Planning Workspace, My Planning Workspace	Access the plans and budgets to which you have been granted access. View, edit, and manage your planning centers by activity scenario for a planning model.
Position Overview	BP_POS_OVERVIEW	Click the Edit link on the My Planning Workspace page for an available position activity and scenario.	Access position budgeting pages that enable you to manage, edit, adjust, add, copy, delete, terminate, analyze, or inquire on position data. This page is the main menu for position budgeting activities.

### Working with Position Budgeting Activities

Access the Position Overview page (click the Edit link on the My Planning Workspace page for an available position activity and scenario).

Position Overview

Go to Planning Workspace:

[Don't Unlock](#)

[Unlock](#)

This version is locked to others while you are editing.

Planning Center

Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

Planning Model:

2003\_US2BUDGET

2003 Standard Budget Model

Activity:

POSBUD

Position Budgeting Activity

Scenario:

2003PROP

2003 Proposed Budget

Viewing Planning Center:

13000

Version:

Version 1

Action Menu

Position:

Go

Adjust:

[Position Budgeting Analysis](#)

By:

Go

View HR Defaults:

Go

Search and Filter Options

\*Show:

Positions and Employees

\*Include:

All

☐ Show Excluded Positions

Job Code:

Position Number:

Employee ID:

Name:

Union Code:

Search

Position Overview page (1 of 2)

Positions 1 to 1 of 1

Expand All

Collapse All

Positions and Employees

Overview

Jan 2003 - Jun 2003

Jul 2003 - Dec 2003

Customize

Find

	Description	Position Number	Empl ID	Empl Rcd#	Vacancy	Job Code	Union Code	Budget Calc	Budget Impact	Currency Code	Notes
	<a href="#">SVP/ Div Mgr - Human Resource</a>	EPUP5005			No	U1024		Include			
	<a href="#">..Default Employee</a>	EPUP5005	DEFAULT			U1024			0.00	USD	
	<a href="#">..Abott Waren</a>	EPUP5005	EPU1012			U1024					
	....Salary								180,000.00		
	....Earnings								10,300.00		
	....Benefits								51,855.00		
	....Tax								5,375.00		
	....FTE								1.000		
	..Employee Total	EPUP5005	EPU1012						247,530.00	USD	
	Position Total	EPUP5005							247,530.00	USD	

Positions 1 to 1 of 1

Expand All

Collapse All

Total Budget Impact

Customize

Currency Code	Position Default	Employee	Budget Impact
USD	0.00	247,530.00	247,530.00

Go to Planning Workspace:

[Don't Unlock](#)

[Unlock](#)

Return to:

[Line Item Budgeting](#)

Position Overview page (2 of 2)

## Action Menu

### Position

Select the action that you want to take to manage your position activity, and then click Go. Values are:

*Add*: Displays the Position Data page, where you can add a new position.

See [Chapter 18, "Preparing Position Budgets," Adding Positions, page 503.](#)

*Copy*: Displays the Position Copy page, where you can copy an existing position to create a new one.

See [Chapter 18, "Preparing Position Budgets," Copying Positions, page 506.](#)

*Delete*: Displays the Position Data - Delete Position page, where you can delete the position.

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**Note.** The *Delete* value appears only when the coordinator has enabled the Use Position Delete Rules option on the Position Data Defaults page, and granted permission to delete positions on the User Roles page.

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See [Chapter 18, "Preparing Position Budgets," Deleting Employee Positions, page 536.](#)

*Fill*: Displays the Position Data - Fill Position page, where you can select an employee and then assign them to a position.

See [Chapter 18, "Preparing Position Budgets," Filling Positions, page 527.](#)

*Terminate*: Displays the Position Data - Terminate Employee and Position page, where you can terminate employee jobs and positions.

See [Chapter 18, "Preparing Position Budgets," Terminating Jobs and Positions, page 534.](#)

*Transfer*: Displays the Position Data - Transfer Position page, where you can transfer positions and employees to another budget center.

See [Chapter 18, "Preparing Position Budgets," Transferring Employee Positions, page 538.](#)

**Adjust**

Select the type of adjustment and category that you want to perform. Start by selecting the type of data you want to adjust. Values are:

*Benefits:* Displays the Position Data - Benefit Adjustment page, where you can modify the benefit amount for employees and positions by job code, position number, union code, or all positions.

*Earnings:* Displays the Position Data - Earning Adjustment page, where you can modify the earning amount for employees and positions by job code, position number, union code, or all positions.

*Overtime/Shift Pay:* Displays the Position Data - Overtime Earnings Calculation page, where you can modify the overtime or shift pay amount for employees and positions by job code, position number, union code, or all positions.

*Salary:* Displays the Position Data - Salary Adjustment page, where you can modify the salary amount for employees and positions by job code, position number, union code, or all positions.

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**Note.** The system applies adjustments to base salary when selecting adjust salary. When using adjust earnings or benefits, the defined change is a replacement of the original value. All amount adjustments or changes are applied using an effective date.

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See Chapter 18, "Preparing Position Budgets," Applying Compensation Adjustments and Analyzing Position Costs, page 541.

**By**

After selecting the type of data you want to adjust, select the categories by which you want to perform the adjustments, and then click Go. Values are: *All*, *Job*, *Position*, or *Union*.

**Position Budgeting Analysis**

Click to access the Position Budgeting Analysis page and perform inquiries and download position budget data to a spreadsheet.

See Chapter 18, "Preparing Position Budgets," Applying Compensation Adjustments and Analyzing Position Costs, page 541.

<b>View HR Defaults</b> (view human resources defaults)	Select the type of human resources default data available for use in the position budgeting activity that you want to search for, and then click Go. Values are:  <i>Action:</i> Displays the Action Reason page, where you can display codes for actions.  <i>Job Code:</i> Displays the Job Code page, where you can display job codes and defaults.  <i>Earning:</i> Displays the Earning Codes page, where you can display earnings codes.  <i>Plan:</i> Displays the Benefit Plan Type page, where you can display benefit plan types.  <i>Tax:</i> Displays the Tax Defaults page, where you can display tax codes and classes.  <i>Union:</i> Displays the Union Code page, where you can display union codes.  See <a href="#">Chapter 18, "Preparing Position Budgets," Viewing Position Budgeting Default Data, page 552.</a>
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Search and Filter Options

<b>Show</b>	Select the options that you want to include in your search results for the grid on the Position Overview page. Values are: <i>Employees</i> or <i>Positions and Employees</i> .
<b>Include</b>	Select what types of positions you want to include in your search results. Values are: <i>All</i> , <i>Filled</i> , or <i>Vacant</i> . <hr/> <b>Note.</b> This dropdown list box is available only when you select <i>Positions and Employees</i> from the Show dropdown list box. <hr/>
<b>Show Excluded Positions</b>	Select to expand your search results to include positions that are defined as excluded from budget calculations.
<b>Job Code, Position Number, Employee ID, Name, and Union Code</b>	Enter the optional search criteria that you want.
<b>Search</b>	Click to display all search results in the Positions and Employees or Employees grid that match the selection criteria that is associated with the planning center.

Positions and Employees

The grid displays the amounts related to the scenario you are working with. When the scenario contains more periods than will fit into the grid, a filter between fiscal years is available. If all periods in the scenario fit within the grid, the fiscal year field is hidden from the page. For example, for a three-year annual budget, the grid displays all three years in the grid because they all fit.

<b>Fiscal Year</b>	<p>Select the desired fiscal year from the dropdown list box.</p> <p>If the budget has more than 12 periods (such as a two-year monthly budget), this dropdown list box appears above the grid with the valid fiscal years. When all periods fit within the grid, the Fiscal Year field is not visible.</p>
<b>Description</b>	<p>Click a position title to access the Position Data page or an employee name to access the Position Data - Employee Job History page and modify position attributes and access distribution details for a position.</p> <p>See <a href="#">Chapter 18, "Preparing Position Budgets," Adding Positions, page 503.</a></p> <p>See <a href="#">Chapter 18, "Preparing Position Budgets," Assigning an Employee to a Position, page 529.</a></p>
<b>Vacancy</b>	<p>Displays <i>Yes</i> if the position is vacant or <i>No</i> if the position is unfilled or has an employee assigned to it for at least a portion of the scenario or fiscal year.</p>
<b>Budget Calc</b> (budget calculations)	<p>Displays whether the position is treated as <i>Include</i> or <i>Exclude</i> from budget calculations.</p> <p>Select Exclude from Budget Calc on the Position Data page to define the budget calculation status for the position.</p>
<b>Budget Impact</b>	<p>Displays the subtotals and total cost impact by expense type for the budgeted position for the defined scenario or fiscal year.</p> <p>The Employee Total and Position Total fields include salary, earnings, benefits, and employer-paid taxes.</p>
<b>Expand All</b>	<p>Click to display all hierarchies in the grid.</p> <hr/> <p><b>Note.</b> This expands all levels in the first dimension only.</p> <hr/>
<b>Collapse All</b>	<p>Click to hide all hierarchies in the grid.</p>
<b>Total Budget Impact</b>	
<b>Currency Code, Position Default, Employee, and Budget Impact</b>	<p>Displays totals for the position criteria selected and displayed within the grid, including the fiscal year when available. The totals amounts are summarized by the currency code in which they are entered.</p>

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## Adding and Copying Positions

This section provides an overview of calculations for position budgeting and discusses how to:

- Add positions.
- Copy positions.

## Understanding Calculations for Position Budgeting

The Position Data page captures the most essential data that the system uses to develop position budget activities in Planning and Budgeting. The system uses some of the data for calculation purposes and some of it only for informational purposes. This table lists some of the data by primary budget calculations or information:

<i><b>Budget Calculations</b></i>	<i><b>Information</b></i>
Effective Date.	Status
Job Code.	Reason
FTE .	Standard Hours
Budget Factor.	Human Resources Department
Exclude from Budget Calc (excludes calculated budget amounts from line item budget activity).	Full/Part Time
Spread ID.	Regular/Temporary
	Max Head Count
	Currency
	Union Code

**Note.** You can use the total FTE and headcount values in line item activity for method calculation when using the AMTFTE and AMTHC method types. Headcount is not used as part of the calculation for position-related costs within the position activity.

See [Chapter 15, "Preparing Line Item Activities," page 389](#).

Each position record can contain basic information from your human resource system and default information that is defined in Planning and Budgeting by the coordinator. An existing position that you import from your human resource system contains information that is extracted by the application stage process from data that is associated with that position in human resources. A new position that you add in position budgeting contains defaults from one of the following:

- If you add the position by copying it from an existing position, the system uses the information that is associated with the position that you copy as a default for the new position.
- If you add the position directly and do not copy it from an existing position, the system uses the defaults that the coordinator defined as part of position budgeting setup.



## Pages Used to Add and Copy Positions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Position Data	BP_POSITION	From the Position dropdown list box in the Action Menu on the Position Overview page, click Add and then click Go.	Add a new position by selecting a job code for the position.
Position Copy	BP_COPY_POSITION	From the Position dropdown list box in the Action Menu on the Position Overview page, click Copy and then click Go.	Add one or many new position by copying from an existing position.

## Adding Positions

Access the Position Data page (from the Position dropdown list box in the Action Menu on the Position Overview page, click Add and then click Go).

## Position Data

▶ Planning Center

**Position**

Position Number:  ☐ Exclude from Budget Calc

▼ Position Data Find | View All First 1 of 1 Last

\*Effective Date:  Status: Active Reason:

Description:  Short Desc:

\*Job Code:  HR Department:

Full/Part Time:  Regular/Temporary:

Standard Hours:  Currency:

FTE:  Union Code:

Max Head Count:  Budget Factor:

\*Spread ID:

**Salary Defaults**

Salary Plan:

Grade:

Step:

**Distribution Defaults**

[Salary Distribution](#)

[Earnings/Allowance Defaults](#)

[Benefits Defaults](#)

[Tax Default](#)

Return to: [Position Overview](#) [Line Item Budgeting](#)

## Position Data page

**Position Number**

Displays *DEFAULT* when you add a position until you save the position record, at which time the system-generated number for the new position appears.

**Exclude from Budget Calc** (exclude from budget calculations)

Select to have the system withhold this position when calculating budget amounts, FTE, and headcount used for a parent line item activity.

The position attributes and cost information of an excluded position remain in the database for your reference.

**Effective Date**

Enter the desired effective date.

All position data is effective-dated and the system picks up costs that are associated with the position in the personnel line item activity in the periods that they occur.

<b>Status</b>	Displays <i>Active</i> because only active positions are permitted in position budgeting.
	<hr/> <b>Note.</b> Since you cannot change the status to <i>Inactive</i> for a position, select the Exclude from Budget Calc option to eliminate the expense from line items, or use the <i>Delete</i> action from the Position dropdown when available. <hr/>
<b>Reason</b>	Enter the desired reason that you can export to your human resource system. The reason code is not used for calculating budget amounts.
<b>Job Code</b>	Enter the desired job code.  The available options depend on the job code defaults that are defined at the coordinator level. The value that you select affects the distributions and compensation values of the position. You can view and override these details, when allowed, by clicking the Salary Distribution, Earnings/Allowance Defaults, Benefits Defaults, and Tax Default .links.
<b>HR Department</b> (human resources department)	Displays the name of the human resources department that is associated with an existing position.  When you imported an existing position into Planning and Budgeting, the system used the human resources department to determine the planning center that owns the position. If you export position data from Planning and Budgeting, the system exports the original human resources department value that your human resource system can use.
<b>Currency</b>	Displays the job code's default currency code for the new position when selecting a job code.  After you add a position during position budgeting, you cannot change the currency code that is associated with the job code. <hr/> <b>Note.</b> If the default currency for the job code is a currency not allowed as an entry currency, it will be converted to the business unit base entry currency. <hr/>
<b>Spread ID</b>	Select the spread ID to apply to the distribution by budget period in the proposed position budget and personnel expenses in line item activity.  Select <i>Spread Evenly</i> or select a custom spread ID that is defined by the coordinator when override is allowed.  When you use a custom spread ID, the system still recognizes a position's effective date within a period and uses that effective date in the calculation. Any one-time-pay (OTP) earning components do not use the spread ID. <hr/> <b>Note.</b> You will see the effect of the spread ID by budget period in your scenario on Position Overview page, line item activity, and position budgeting inquiry; however, you might first need to unlock and select Edit again for any related activities that receive data from your position budget activity. It might also be necessary to run the model recalculation process if you need to create distribution rows in a related line item activity. <hr/>

<b>Salary Plan, Grade, and Step</b>	<p>Enter the desired salary plan, grade, and step.</p> <p>You can modify the salary defaults that are defined for the job code if the coordinator selected the Amount Override Allowed field using the Salary Group page.</p>
<b>Salary Distribution</b>	<p>Click to access the Position Data - Salary Distribution page and override the default dimension distributions and salary costs of a position.</p> <p>See <a href="#">Chapter 18, "Preparing Position Budgets," Viewing and Modifying Salary Distributions, page 510.</a></p> <hr/> <p><b>Note.</b> When you add a position, the default salary costs use the job code's survey salary if an amount is not defined as part of the salary group default.</p> <hr/>
<b>Earnings/Allowance Defaults</b>	<p>Click to access the Position Data - Earnings/Allowance page and override the default dimension distributions and earnings costs of a position.</p> <p>See <a href="#">Chapter 18, "Preparing Position Budgets," Entering Earnings, page 513.</a></p> <p>See <a href="#">Chapter 18, "Preparing Position Budgets," Viewing and Modifying Distributions for Earnings and Allowance Costs, page 516.</a></p>
<b>Benefits Defaults</b>	<p>Click to access the Position Data - Benefit Plan page and override the default dimension distributions and benefits costs of a position.</p> <p>See <a href="#">Chapter 18, "Preparing Position Budgets," Entering Benefits Data, page 519.</a></p> <p>See <a href="#">Chapter 18, "Preparing Position Budgets," Viewing and Modifying Distributions for Benefit Costs, page 521.</a></p>
<b>Tax Default</b>	<p>Click to access the Position Data - Tax Rate page and override the default dimension distributions and tax costs of a position.</p> <p>See <a href="#">Chapter 18, "Preparing Position Budgets," Entering Employer-Paid Taxes, page 523.</a></p> <p>See <a href="#">Chapter 18, "Preparing Position Budgets," Viewing and Modifying Distributions for Employer-Paid Tax Costs, page 525.</a></p>

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**Note.** The compensation and distribution defaults are associated with the job code definition and defaults assigned by the coordinator.

---

## Copying Positions

Access the Position Copy page (from the Position dropdown list box in the Action Menu on the Position Overview page, click Copy and then click Go).

**Position Copy**

► Planning Center

**Copy from Position**

\*Effective Date: 02/11/2010 \*Number of Positions to Create: 1

\*Copy From Position: EPUP5005 [Copy](#)

**New Positions Created:** [Customize](#) | [Find](#) | | First 1 of 1 Last

Position	Effective Date	
NP_10829	02/11/2010	<a href="#">Position Data</a>

Return to: [Position Overview](#) [Line Item Budgeting](#)

Position Copy page

Copy a position to create one or many new positions with the same attributes. The defaults that are associated with the new positions come from the position that you select to copy from. The system assigns a default employee to a new position. After the copy process is complete, you can override the defaults and fill the position as appropriate.

<b>Effective Date</b>	Enter the date on which the position is to become active. Expenses for the position begin on the date entered.
<b>Number of Positions to Create</b>	Enter the number of positions to create based on the selected position.
<b>Copy From Position</b>	Enter the ID of the position that you want to copy from.
<b>Copy</b>	Click to execute the copy process and display all of the added positions in the New Positions Created grid.
<b>Position</b>	<p>Displays the system-generated position number for each new position.</p> <p>The Position number for each new position is system-generated using autonumbering and, if defined by the coordinator during position budgeting setup, can begin with a prefix that distinguishes the position as new.</p>
<b>Position Data</b>	<p>Click this link to access the Position Data page for the new position and to view or modify attributes and access distribution details.</p> <p>The dimension distributions and compensation values for salary, benefits, earnings, and taxes for the new positions come from those that are associated with the position that you copy. If allowed by the coordinator, you can override these defaults at the position level and modify the position attributes.</p>

---

**Note.** The position copy feature does not copy the existing employee (or incumbent) from the copied position into the new position. The new position is unfilled.

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## Modifying and Distributing Position Costs

This section provides an overview of how the system distributes position costs and discusses how to:

- View and modify salary distributions.
- Enter earnings.
- View and modify distributions for earnings and allowance costs.
- Enter benefits data.
- View and modify distributions for benefit costs.
- Enter employer-paid taxes.
- View and modify distributions for employer-paid tax costs.

## Understanding How the System Distributes Position Costs

You can distribute position costs across multiple planning centers. For example, if your planning center is defined as *Department*, you can distribute position costs across multiple planning centers when one or more departments share the cost of a position. In the case of a shared position, you assign one planning center as the owner of the position. The planning center owner of the position must enter the distributions for other planning centers. Users of the other planning centers see the distributions in their personnel line item activity after the planning center owner copies or submits their master version and the system recalculates the planning model.

Distributions are a percentage of the position cost to be distributed. Dimensions and members that are available for use on the distribution pages are dependent on those defined for positions in the Activity Group and related account default setup.

Use the Position Data - Salary Distribution, Earnings/Allowance Distribution, Benefits Distribution, and Tax Distribution pages to view and modify distributions for a position or for an employee assigned to a position. If you are working with distributions for a position, the system uses the distribution definition for each whole and partial FTE that is assigned to the position. The total FTE for a position appears on the Position Data page. If you are defining distributions for an employee that is assigned to the position, the system uses the distribution definition for the FTE that is associated with the employee ID, employee record number, and position. The FTE for the employee appears on the Position Data - Employee Job Detail page. The Position Data - Salary Distribution page also displays the FTE for a position or employee.

**Note.** If you add a position but the coordinator has not defined a distribution profile for the job code default, then the salary, earnings, benefits, and tax distributions at the position level default to use 100 percent for the planning center dimension. You must enter any other dimension distributions for the position using the distribution pages.

If the coordinator sets up the system to use the default dimension values in a distribution profile, the system populates the dimension values on the Position Data - Salary Distribution, Earnings/Allowance Distribution, Benefits Distribution, and Tax Distribution pages after you save a new position.

There is no online validation for dimension combination in the position activity during save. If you select Enforce Budgets on the parent line item activity, the system validates dimension combinations when inserted into that activity. If the system finds an invalid dimension combination in line item, the system displays an error message. You will need to make the correction to the dimension combination in the position activity, the source of the combination in error.

**Warning!** If you distribute compensation costs for a position across different line item ledgers, you will need to enter the data into each of the scenarios separately with its prorated share of the position costs. One position activity is associated with only one parent line item activity that is tied to a single ledger ID for the scenario. For this reason, there is no system constraint on the distribution pages that force 100 percent distribution of the position costs. You can enter distribution percentages for the position that do not total 100 percent on the distribution pages. Therefore, ensure that the distribution percentages that you enter across multiple scenarios add up to 100 percent. Within a planning model, the system does validate that the entered distribution percentage does not exceed 100 percent.

## Pages Used to Modify and Distribute Position Costs

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Position Data - Salary Distribution	BP_SALARY_DISTR	<ul style="list-style-type: none"> <li>Click the Salary Distribution link on the Position Data page.</li> <li>For an employee, click the Salary amount link on the Position Data - Employee Job History page.</li> </ul>	View and modify dimension distributions for the salary costs of a position or for an employee assigned to a position.
Position Data - Earnings/Allowance	BP_EARN_CD	<ul style="list-style-type: none"> <li>Click the Earnings/Allowance Defaults link on the Position Data page.</li> <li>For an employee, click the Subject Earnings, Allowance, or OTP amount link on the Position Data - Employee Job History page.</li> </ul>	View and modify earnings and allowance costs for a position or for an employee assigned to a position. Define earnings as part of gross pay.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Position Data - Earnings/Allowance Distribution	BP_EARN_DISTR	Click Distribution on the Position Data - Earnings/Allowance page.	View and modify dimension distributions for the earnings and allowance costs that are associated with a position or an employee who is assigned to a position.
Position Data - Benefit Plan	BP_BNFT_PLAN	<ul style="list-style-type: none"> <li>Click the Benefits Defaults link on the Position Data page.</li> <li>For an employee, click the Benefits amount link on the Position Data - Employee Job History page.</li> </ul>	View and modify benefits for a position or for an employee assigned to a position.
Position Data - Benefits Distribution	BP_BNFT_DISTR	Click Distribution on the Position Data - Benefit Plan page.	View and modify dimension distributions for the benefits costs that are associated with a position or an employee who is assigned to a position.
Position Data - Tax Rate	BP_TAX_RATE	<ul style="list-style-type: none"> <li>Click the Tax Default link on the Position Data page.</li> <li>For employee, click the Tax amount link on the Position Data - Employee Job History page.</li> </ul>	View and modify employer-paid taxes for a position or for an employee who is assigned to a position.
Position Data - Tax Distribution	BP_TAX_DISTR	Click the Distribution button on the Position Data - Tax Rate page.	View and modify dimension distributions for the employer-paid tax costs that are associated with a position or an employee who is assigned to a position.

## Viewing and Modifying Salary Distributions

Access the Position Data - Salary Distribution page (click the Salary Distribution link on the Position Data page).



Position Data

Salary Distribution

Go to: [Position Data](#) [Salary](#) [Earnings/Allowance](#) [Benefits](#) [Tax](#)

Planning Center

Employee Information

Position Number: NP\_10821

Salary

Account Default: 610001 Employee Salaries

Budget Impact

Total Salary: 63,767.12 Total FTE Adj. Salary: 63,767.12

Effective Dated Distributions

☐ Select Flag \*Start Date 04/01/2003

FTE 1.000000 Account 610001 Employee Salaries ☒ Apply Salary Distributions

Amounts

Total Salary: 65,000.00 USD

Total Salary Applied: 48,972.60

FTE Adj. Salary: 48,972.60

Unapplied Percentage: 0.00

Distribution

	Operating Unit	Department	*Percentage	Amount	FTE Adj. Salary		
1		21000	100.00	48,972.60	48,972.60	<input type="button" value="+"/>	<input type="button" value="-"/>

☐ Select Flag \*Start Date 01/01/2003  End Date 03/31/2003

FTE 1.000000 Account 610001 Employee Salaries ☒ Apply Salary Distributions

Amounts

Total Salary: 60,000.00 USD

Total Salary Applied: 14,794.52

FTE Adj. Salary: 14,794.52

Unapplied Percentage: 0.00

Distribution

	Operating Unit	Department	*Percentage	Amount	FTE Adj. Salary		
1		21000	100.00	14,794.52	14,794.52	<input type="button" value="+"/>	<input type="button" value="-"/>

Return to: [Position Overview](#) [Line Item Budgeting](#)

Position Data - Salary Distribution page

Salary

Account Default

The default account that salary distribution amounts are associated with. You cannot edit this field.

Budget Impact

Total Salary

The total salary amount for the position or employee for all of the effective dated rows. You cannot edit this field.

Total FTE Adj. Salary  
(total full time equivalent adjusted salary)

The total FTE adjusted salary amount for the position or employee for all of the effective dated rows. You cannot edit this field.

## ***Effective Dated Distributions***

Use this section to view and modify salary distributions over time. If changes occur during the budgeting cycle, click the Add icon to insert additional effective-dated rows and enter the new values. Click View All button to view all of the distributions on a single page, or use the arrows to scroll through them individually. Each row contains distributions amounts for the period of time defined by the start date and end date for that row. Rows are arranged in descending order from top to bottom. The End Date field does not appear for the most current row, or if there is only one effective dated row. You can add future-dated rows but if the start date is beyond the last day of the budget year then no values are calculated since there is no budget impact, otherwise the amounts are calculated for the time period defined by that row. Each effective-dated distribution row includes the following fields:

<b>Select Flag</b>	Click to select a row so that you can duplicate it or delete it by clicking the appropriate action button.
<b>Start Date</b>	The first date for which the distribution applies.
<b>End Date</b>	The last date for which the distribution applies. If blank, the distribution applies from the start date through the budget end date. When you add a new effective-dated row, this value is automatically populated with the date that is one day less than the start date of the next sequential effective dated row.
<b>FTE</b> (full time equivalent)	Lists the full time equivalent value for each job row. You cannot edit this field.
<b>Account</b>	Lists the expense account used for salary costs. You can modify the account only if the coordinator selected Allow Account Override for the salary on the Salary Group page.
<b>Apply Salary Distributions</b>	<p>Select to apply the same salary distributions to all of the other cost components (such as earnings, benefits, and tax).</p> <p>The Apply Salary Distributions option, and grids to alter the distributions on the earnings, benefits, and tax pages are unavailable when you select this check box. If you want to apply different dimensions distributions to the other cost components, deselect this check box.</p>
<b>Distribution</b>	<p>For each distribution line, select values for the dimensions that represent the budget to which you are distributing the salary costs. Click the Add icon to insert additional distribution lines. You may distribute position costs to multiple planning centers as the owner of the position.</p> <p>Enter the Percentage of the total salary to be charged to each distribution line.</p>
<b>Total Salary</b>	The actual salary amount for the position or employee assigned to the position. You can only edit this amount only if the coordinator selects Amount Override Allowed for the salary on the Salary Group page.
<b>Total Salary Applied</b>	The actual amount of salary distributed for the position or an employee assigned to the position for all of the distribution lines. You cannot edit this field.

<b>FTE Adj. Salary</b> (Full time equivalent adjusted salary)	The calculated amount of FTE times the Total Salary Applied. You cannot edit this field.
<b>Unapplied Percentage</b>	The percentage of the salary that is not applied. You cannot edit this field.

### ***Action Buttons***

<b>Delete Selected Rows</b>	Click to delete the selected effective-dated distribution rows.
<b>Duplicate Selected Rows</b>	Click to copy the selected effective-dated distribution rows and insert them as new effective-dated distribution rows (to save data entry time). Edit the new rows as needed after you copy them.
<b>Recalculate Budget Impact</b>	Click to update the budget impact amounts for Total Salary and Total FTE Adj. Salary to reflect any changes you make to the effective-dated distributions.

## **Entering Earnings**

Access the Position Data - Earnings/Allowance page (click the Earnings/Allowance Defaults link on the Position Data page).

Position Data

Earnings/Allowance

Go to: [Position Data](#) [Salary](#) [Earnings/Allowance](#) [Benefits](#) [Tax](#)

Planning Center

Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

Planning Model:

2003\_US2BUDGET

2003 Standard Budget Model

Activity:

POSBUD

Position Budgeting Activity

Scenario:

2003PROP

2003 Proposed Budget

Viewing Planning Center:

13000

Version:

Version 1

Employee Information

Position Number:

EPUP5005

Effective Date:

01/01/2003

Effective Sequence:

0

Earnings/Allowance

Customize |

	% Salary	Fixed Amount	Earnings Amount	*Earning Code	Add Gross	One-Time pay	*Account			
1	<input type="text"/>	<input type="text" value="750.00"/>	750.00	ADV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	614000	Distribution	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text"/>	<input type="text" value="500.00"/>	500.00	AUT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	614000	Distribution	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="text"/>	<input type="text" value="50.00"/>	50.00	AWD	<input type="checkbox"/>	<input type="checkbox"/>	614000	Distribution	<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="text" value="5.000"/>	<input type="text"/>	8,600.00	BNS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	614000	Distribution	<input type="button" value="+"/>	<input type="button" value="-"/>

Gross Salary:

172,000.00

Earnings (Added to Gross):

9,850.00

Allowance:

50.00

Total Earnings:

9,900.00

USD

One Time Pay:

0.00

Return to:

[Position Overview](#)

[Line Item Budgeting](#)

Position Data - Earnings/Allowance page

- % Salary (percentage of salary) and Fixed Amount

Enter the earnings amount as a percentage of salary or as a fixed amount, but not both.

You can only modify these fields if the coordinator selected Amount Override Allowed for the earnings code on the Earnings Group page.
- Earnings Amount

Displays the earnings or allowance cost based on the percentage or fixed amount definition that you enter.

**Earning Code**

Select an earnings code for the position if the coordinator selected the Amount Override Allowed for the earnings code or allowance on the Earnings Group page.

If you are modifying earnings for a position, the earnings code displays the defaults for the position. If you are defining earnings for an employee who is assigned to the position, the earnings code displays for the employee ID, employee record number, and position.

---

**Note.** You cannot make changes to earning codes that are identified as used for overtime calculations or hours/shift calculations by hours/shifts earning codes using this page; instead you must use the Position Data - Overtime Earnings Calculation page.

---

See [Chapter 18, "Preparing Position Budgets," Adjusting Overtime/Shift Pay Position Data, page 546.](#)

**Add Gross**

Displays as either selected or cleared based on the earnings code definition, which you can view using the Earnings Code page. This field is not modifiable.

For position data calculations based on gross pay, the system determines the gross pay amount by summing the base salary and all earnings defined as Add Gross. Allowances are those earnings that are not defined as part of gross pay.

**One-Time pay**

If the one-time payment uses an earning code that is marked as Add Gross, the amount is added to gross pay amount for percent calculations using gross pay. The system includes the one-time payment amount for that period but does not annualize the amount. One-time payments are associated with the effective date.

If you are assigning an employee to a new position that contains a one-time payment and the employee is entitled to the one-time payment, both the employee's effective date and the new position effective date must be the same so that the system can capture and create the one-time payment for the employee. If you have one-time payments that are defined for an existing employee who fills a position, the system does not carry forward one-time payments when inserting a different effective-dated row. The system captures one-time payments when effective dates are equal but the sequence number is different.

**Account**

Enter the expense account used for earning costs if the coordinator selected Allow Account Override for the earnings code on the Earnings Group page.

**Distribution**

Click to access the Position Data - Earnings/Allowance Distribution page and view and modify dimension distributions for the earnings and allowance costs that are associated with a position or an employee who is assigned to a position.

See [Chapter 18, "Preparing Position Budgets," Viewing and Modifying Distributions for Earnings and Allowance Costs, page 516.](#)

**Gross Salary**

Displays the value that the system uses to calculate earnings that are defined as a percentage of salary.

**Earnings (Added to Gross)**

Displays the sum of all earnings that are included with gross salary the system uses to calculate benefits and taxes that are defined as a percentage of gross pay.

<b>Allowance</b>	Displays a value representing all earning totals that are not added to gross pay.
<b>Total Earnings</b>	Displays the calculated sum of all earnings and allowance costs associated with the position or an employee assigned to the position.
<b>One Time Pay</b>	Displays the sum of those earnings that are selected as one-time payments for the current effective date.

## Viewing and Modifying Distributions for Earnings and Allowance Costs

Access the Position Data - Earnings/Allowance Distribution page (click Distribution on the Position Data - Earnings/Allowance page).

Position Data

Earnings/Allowance Distribution

Go to: [Position Data](#) [Salary](#) [Earnings/Allowance](#) [Benefits](#) [Tax](#)

Planning Center

Employee Information

Position Number:EPUP5005

Effective Date: 01/01/2003      Effective Sequence: 0

Earnings/Allowance

Find First 1-4 of 4 Last

Account: 614000      Sales Commissions & Bonuses

Earning Code: ADV      Advance

Earnings Amount: 750.00

Earnings Applied: 750.00

Amount Remaining: 0.00    USD

Apply Salary Distribution

Distribution

Customize | [icon]

	*Percent	Amount	Operating Unit	Department
1	100.00	750.00		13000

Account: 614000      Sales Commissions & Bonuses

Earning Code: AUT      Automobile Allowance

Earnings Amount: 500.00

Earnings Applied: 500.00

Amount Remaining: 0.00    USD


Apply Salary Distribution

Distribution


Customize | [icon]

	*Percent	Amount	Operating Unit	Department
1	100.00	500.00		13000

Position Data - Earnings/Allowance Distribution page (1 of 2)

<b>Account:</b>	614000	Sales Commissions & Bonuses
<b>Earning Code:</b>	AWD	Award - Non Cash
<b>Earnings Amount:</b>	50.00	
<b>Earnings Applied:</b>	50.00	
<b>Amount Remaining:</b>	0.00	USD
<a href="#">Apply Salary Distribution</a>		
<b>Distribution</b> <a href="#">Customize</a> 		
	<b>*Percent</b>	<b>Amount</b>
1	100.00	50.00
		<b>Operating Unit</b>
		<b>Department</b>
		13000

---

<b>Account:</b>	614000	Sales Commissions & Bonuses
<b>Earning Code:</b>	BNS	Bonus
<b>Earnings Amount:</b>	8,600.00	
<b>Earnings Applied:</b>	8,600.00	
<b>Amount Remaining:</b>	0.00	USD
<a href="#">Apply Salary Distribution</a>		
<b>Distribution</b> <a href="#">Customize</a> 		
	<b>*Percent</b>	<b>Amount</b>
1	100.00	8,600.00
		<b>Operating Unit</b>
		<b>Department</b>
		13000

---

**Total Earnings:** 9,900.00

**Total Earnings Applied:** 9,900.00

---

**Amount Remaining:** 0.00 USD

**Return to:** [Position Overview](#) [Line Item Budgeting](#)

## Position Data - Earnings/Allowance Distribution page (2 of 2)

**Account, Earning Code, and Earnings Amount** Displays default values from the Position Data - Earnings/Allowance page.

The earnings amount is the earning cost that is associated with a particular earning code.

**Earnings Applied and Amount Remaining** Displays a running total of the earnings applied and amount remaining.

Compare the earnings amount (the total earnings for the earning code) with the earnings applied (the distributed amount). The amount remaining is the difference between the earnings amount and earnings applied. It is the amount of earning costs that remains to be distributed to dimensions.

**Apply Salary Distribution**

Click to use the same dimension values that you used for the salary distribution. If the option is disabled, it indicates you are already applying the salary distributions. You will need to go to the Position Data - Salary Distribution page to clear the Apply Salary Distributions check box if you want to apply a different dimension distribution.



<b>Percent</b>	<p>Enter a percentage to indicate the portion of the earnings amount that you want to charge to the associated dimension distribution.</p> <p>Enter the percentage as a whole number. For example, enter <i>30</i> for 30 percent.</p> <hr/> <p><b>Note.</b> If the Percent field is disabled, it may mean that the Apply Salary Distributions check box is selected on the Position Data - Salary Distribution page.</p> <hr/>
<b>Amount</b>	<p>Displays the amount of the earning cost as determined by the percentage that you enter.</p> <p>For example, if the earnings amount is <i>20,000 USD</i> and you want to charge 100 percent to one dimension distribution, the default amount is <i>20,000 USD</i>. To split the earning cost between two dimension distributions, enter <i>50</i> for one and <i>50</i> for the other. The default amount for each line is <i>10,000 USD</i>.</p> <p>For each distribution line, select values for the dimensions that represent the budget to which you are distributing the earning amounts. You may distribute these earning amounts and other related position costs across multiple planning centers.</p>
<b>Total Earnings</b>	<p>Displays the sum of the calculated earnings amount for all earnings that are assigned to the position or an employee assigned to the position.</p>
<b>Total Earnings Applied</b>	<p>Displays the sum of all earnings distributed for the position or an employee assigned to the position.</p>
<b>Amount Remaining</b>	<p>Displays the difference between the total earnings and total earnings applied. It is the earning amount for all earning codes that remain to be distributed to dimensions.</p>

## Entering Benefits Data

Access the Position Data - Benefit Plan page (click the Benefits Defaults link on the Position Data page).

**Position Data**

**Benefit Plan**

Go to: [Position Data](#) [Salary](#) [Earnings/Allowance](#) [Benefits](#) [Tax](#)

▶ Planning Center

Employee Information

Position Number: EPUP5005  
Effective Date: 01/01/2003      Effective Sequence: 0

Benefits Customize |

	% Salary	Fixed Amount	Benefits Amount	*Plan Type	*Account			
1	22.000		40,007.00	Benefit Program	616000		Distribution	
2		10,000.00	10,000.00	401(k)	616000		Distribution	

Gross Pay: 181,850.00  
Total Benefits: 50,007.00 USD

Return to: [Position Overview](#) [Line Item Budgeting](#)

## Position Data - Benefit Plan page

**% Salary** (percent of salary) and **Fixed Amount**

Enter the benefits amount as a percentage of the gross pay amount or as a fixed amount, but not both.

You can only modify these fields if the coordinator selected Amount Override Allowed for the plan type on the Benefit Group page.

**Benefits Amount**

Displays the benefits cost amount based on the percentage or fixed amount definition that you enter.

**Plan Type**

Select a benefits plan type if the coordinator selected Amount Override Allowed for the plan type on the Benefit Group page.

If you are modifying benefits for a position, the plan type displays the benefit defaults for the position. If you are defining benefits for an employee who is assigned to a position, the plan type displays the benefit defaults for the employee ID, employee record number, and position.

**Account**

Enter the expense account used for the benefit if the coordinator selected Account Override Allowed for the Plan Type on the Benefit Group page.

**Distribution**

Click to access the Position Data - Benefits Distribution page and view and modify dimension distributions for the benefits costs that are associated with a position or an employee who is assigned to a position.

See [Chapter 18, "Preparing Position Budgets," Viewing and Modifying Distributions for Benefit Costs, page 521.](#)

<b>Gross Pay</b>	Displays the amount that determines the benefits amount if the plan type is defined as a percentage of salary.  It is the sum of the base salary and earnings that are defined as Add to Gross pay.
<b>Total Benefits</b>	Displays the calculated sum of all benefit costs associated with the position or an employee assigned to the position.

**Viewing and Modifying Distributions for Benefit Costs**

Access the Position Data - Benefits Distribution page (click Distribution on the Position Data - Benefit Plan page).

Position Data

Benefits Distribution

Go to: [Position Data](#) [Salary](#) [Earnings/Allowance](#) [Benefits](#) [Tax](#)

Planning Center

Employee Information

Position Number:EPUP5005

Effective Date: 01/01/2003      Effective Sequence: 0

Benefits

Find First 1-2 of 2 Last

Account: 616000      Benefits - Pre-Tax

Plan Type: 01      Benefit Program

Benefits Amount: 40,007.00

Benefits Applied: 40,007.00

Amount Remaining: 0.00    USD

Apply Salary Distribution

Distribution

Customize

	*Percent	Amount	Operating Unit	Department
1	100.00	40,007.00		13000

Account: 616000      Benefits - Pre-Tax

Plan Type: 40      401(k)

Benefits Amount: 10,000.00

Benefits Applied: 10,000.00

Amount Remaining: 0.00    USD

Apply Salary Distribution

Distribution

Customize

	*Percent	Amount	Operating Unit	Department
1	100.00	10,000.00		13000

Total Benefits: 50,007.00

Total Benefits Applied: 50,007.00

Amount Remaining: 0.00    USD

Return to: [Position Overview](#) [Line Item Budgeting](#)

Position Data - Benefits Distribution page

**Account, Plan Type, and Benefits Amount**

Displays default values from the Position Data - Benefit Plan page.  
The benefits amount is the benefit cost that is associated with a particular benefit plan type.

<b>Benefits Applied and Amount Remaining</b>	<p>Displays a running total of the benefits applied and amount remaining.</p> <p>Compare the benefits amount (the total benefit for the plan type) with the benefits applied (the amount that has been distributed). The amount remaining is the difference between the benefits amount and benefits applied. It is the amount of benefit costs that remains to be distributed to dimensions.</p>
<b>Percent</b>	<p>Enter a percentage to indicate the portion of the benefit amount that you want to charge to the associated dimension distribution.</p> <p>Enter the percentage as a whole number. For example, enter <i>30</i> for 30 percent.</p> <hr/> <p><b>Note.</b> If the percent field is disabled, it may mean you have the Apply Salary Distributions check box selected on the Position Data - Salary Distribution page.</p> <hr/>
<b>Amount</b>	<p>Displays the amount of the benefit cost as determined by the percentage that you enter.</p> <p>For example, if the benefit amount is <i>20,000 USD</i> and you want to charge 100 percent to one dimension distribution, the default amount is <i>20,000 USD</i>. To split the benefit cost between two dimension distributions, enter <i>50</i> for one and <i>50</i> for the other. The default amount for each line is <i>10,000 USD</i>.</p> <p>For each distribution line, select values for the dimensions that represent the budget to which you are distributing the benefit amounts. You may distribute these benefit amounts and other related position costs across multiple planning centers.</p>
<b>Apply Salary Distribution</b>	<p>Click to use the same dimension values that you used for the salary distribution. If the option is disabled, it indicates you are already applying the salary distributions. You will need to go to the Position Data - Salary Distribution page to clear the Apply Salary Distributions option if you want to apply a different dimension distribution.</p>
<b>Total Benefits</b>	<p>Displays the sum of the calculated benefit amount for all benefits assigned to the position or an employee assigned to the position.</p>
<b>Total Benefits Applied</b>	<p>Displays the sum of all benefits distributed for the position or an employee assigned to the position.</p>
<b>Amount Remaining</b>	<p>Displays the difference between the total benefits and total benefits that have been applied.</p> <p>It is the benefits amount for all plan types that remains to be distributed to dimensions.</p>

## Entering Employer-Paid Taxes

Access the Position Data - Tax Rate page (click the Tax Default link on the Position Data page).

**Position Data**

**Tax Rate**

Go to: [Position Data](#) [Salary](#) [Earnings/Allowance](#) [Benefits](#) [Tax](#)

▶ Planning Center

Employee Information

Position Number: EPUP5005  
Effective Date: 01/01/2003      Effective Sequence: 0

Tax Defaults Customize |

	%Salary	Maximum Gross	Fixed Amount	Tax Amount	*Tax Class	*Account			
1	<input type="text"/>	<input type="text"/>	<input type="text" value="3,500.00"/>	3,500.00	OASDI/ER - tips	615000	Distribution	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="2.500"/>	<input type="text" value="75,000"/>	<input type="text"/>	1,875.00	Unemployment ER	615000	Distribution	<input type="button" value="+"/>	<input type="button" value="-"/>

Gross Pay: 181,850.00  
Total Tax: 5,375.00 USD

Return to: [Position Overview](#) [Line Item Budgeting](#)

## Position Data - Tax Rate page

**% Salary** (percent of salary) and **Fixed Amount**

Enter the employer-paid tax amount as a percentage of the gross pay amount or a fixed amount, but not both.

You can only modify these fields if the coordinator selected Amount Override Allowed for the tax class on the Employer Tax Group page.

**Maximum Gross**

Enter the maximum gross pay amount against which employer-paid taxes are applied.

This amount can be defined at the coordinator level using the Employer Tax Group page.

**Tax Amount**

Displays the system-derived amount for employer-paid taxes.

The system determines the tax amount based on the percentage of gross pay or fixed amount definition that you enter, without exceeding the maximum gross amount defined.

**Tax Class**

Select the employer-paid tax defaults if the coordinator selected Amount Override Allowed for the tax class on the Employer Tax Group page.

If you are modifying tax for a position, the tax class displays the defaults for the position. If you are defining tax for an employee who is assigned to a position, the tax class displays defaults for the employee ID, employee record number, and position.

**Account**

Enter the expense account used for the tax costs if the coordinator selected Account Override Allowed for the Tax Class on the Employer Tax Group page.

<b>Distribution</b>	<p>Click to access the Position Data - Tax Distribution page and view and modify dimension distributions for the employer-paid tax costs that are associated with a position or an employee who is assigned to a position.</p> <p>See <a href="#">Chapter 18, "Preparing Position Budgets," Viewing and Modifying Distributions for Employer-Paid Tax Costs, page 525.</a></p>
<b>Gross Pay</b>	<p>Displays the amount that determines the tax amount if the tax class is defined as a percentage of salary.</p> <p>It is the sum of the base salary and earnings that are defined as add to gross pay.</p>
<b>Total Tax</b>	<p>Displays the calculated sum of all tax costs associated with the position or an employee assigned to the position.</p>

## Viewing and Modifying Distributions for Employer-Paid Tax Costs

Access the Position Data - Tax Distribution page (click the Distribution button on the Position Data - Tax Rate page).

**Position Data**

**Tax Distribution**

Go to: [Position Data](#) [Salary](#) [Earnings/Allowance](#) [Benefits](#) [Tax](#)

► Planning Center

Employee Information

Position Number: EPUP5005

Effective Date: 01/01/2003      Effective Sequence: 0

**Tax Defaults** Find First 1-2 of 2 Last

Account: 615000      Employer Payroll Taxes

Tax Class: J      OASDI/ER - tips

Tax Amount: 3,500.00

Tax Applied: 3,500.00

Amount Remaining: 0.00      USD Apply Salary Distribution

**Distribution** Customize | [icon]

	*Percentage	Amount	Operating Unit	Department
1	100.00	3,500.00		13000

Account: 615000      Employer Payroll Taxes

Tax Class: U      Unemployment ER

Tax Amount: 1,875.00

Tax Applied: 1,875.00

Amount Remaining: 0.00      USD Apply Salary Distribution

**Distribution** Customize | [icon]

	*Percentage	Amount	Operating Unit	Department
1	100.00	1,875.00		13000

Total Tax: 5,375.00

Total Tax Applied: 5,375.00

Amount Remaining: 0.00      USD

Return to: [Position Overview](#) [Line Item Budgeting](#)

## Position Data - Tax Distribution page

**Account, Tax Class, and Tax Amount**      Displays the default values from the Position Data - Tax Rate page.  
 The tax amount is the tax cost that is associated with the particular tax class.

**Tax Applied and Amount Remaining**      Displays a running total of the taxes applied and amount remaining.  
 Compare the tax amount with the tax applied. The amount remaining is the difference between the tax amount and the tax applied. It is the amount of the tax costs that remains to be distributed to dimensions.



<b>Apply Salary Distribution</b>	Click to use the same dimension values that you use for the salary distribution. If the option is disabled, it indicates you are already applying the salary distributions. You will need to go to the Position Data - Salary Distribution page to clear the Apply Salary Distributions option if you want to apply a different dimension distribution.
<b>Percentage</b>	<p>Enter a percentage to indicate the portion of the tax amount that you want to charge to the associated dimension distribution.</p> <p>Enter the percentage as a whole number. For example, enter 30 for 30 percent.</p> <hr/> <p><b>Note.</b> If the Percent field is disabled, it may mean that Apply Salary Distributions check box is selected on the Position Data - Salary Distribution page.</p> <hr/>
<b>Amount</b>	<p>Displays the amount of the tax cost as determined by the percentage that you entered.</p> <p>For each distribution line, select values for the dimensions that represent the budget to which you are distributing the taxes. You may distribute these tax amounts and other related position costs across multiple planning centers.</p>
<b>Total Tax</b>	Displays the sum of the calculated tax amount for all taxes that are assigned to the position or an employee assigned to the position.
<b>Total Tax Applied</b>	Displays the sum of all taxes that are distributed for the position or an employee assigned to the position.
<b>Amount Remaining</b>	<p>Displays the difference between the total tax and the total tax applied.</p> <p>This value is the tax amount for all tax classes that remains to be distributed to dimensions.</p>

---

## Filling Positions

This section discusses how to:

- Select an employee.
- Assign an employee to a position.
- Update employee job details.

## Pages Used to Fill Positions

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Position Data - Fill Position	BP_FILL_POSITION	From the Position dropdown list box in the Action menu on the Position Overview page, select <i>Fill</i> , and then click Go.	Select an employee to assign to a position.
Position Data - Employee Job History	BP_EMPL_HISTORY	<ul style="list-style-type: none"> <li>Click the Empl Rec# link on the Position Data - Fill Position page.</li> <li>Click the Add New/Concurrent Job link on the Position Data - Fill Position page.</li> </ul>	Enter an effective date and the position to create the employee record. View the total position costs for an employee. These costs are categorized by salary, earnings, benefits, and taxes.
Position Data - Employee Job Detail	BP_JOB_DTL	Click the Job Detail link on the Position Data - Employee Job History page.	View and update the job history detail for a employee. Access salary, earnings, benefits, taxes, and job history for an employee.

## Selecting an Employee

Access the Position Data - Fill Position page (from the Position dropdown list box in the Action menu on the Position Overview page, select *Fill*, and then click Go).


## Position Data

### Fill Position


Planning Center

Employee Info

Step 1: Enter an employee. The current position(s) held by this employee will show under Step 2.

Employee ID:   Fieldhouse, Warner

Step 2: To perform an employee transfer, click Employee Record Number. To access position data, click Position.

Employee Job		Customize   	
Position Data	Effective Date	Employee ID	Empl Rec#
<a href="#">NP 10824</a>	01/01/2010	EPU1011	<a href="#">0</a>

Step 3: Add a new/concurrent job. The system will automatically create an Employee Record Number for the concurrent job.

[Add New/Concurrent Job](#)

Return to: [Position Overview](#) [Line Item Budgeting](#)

Position Data - Fill Position page

**Employee ID**

Enter the employee ID to assign to a position. The Employee Job grid will display any current position data and employee record numbers associated with that employee.

If the system cannot locate any positions or employee record numbers associated with the selected employee ID, the list is empty.

---

**Note.** When employee job data exists for the employee, you may access that information in step 2. Click the Position Data number link to access the Position Data page that the employee is assigned. Click the Empl Rec# link to access the Position Data - Employee Job History page.

---

**Add New/Concurrent Job**

Click the link to access the Position Data - Employee Job History page and assign an effective date and position number to the employee to automatically generate their new employee record number.

## Assigning an Employee to a Position

Access the Position Data - Employee Job History page (click the Empl Rec# link on the Position Data - Fill Position page).

Position Data

Employee Job History

Planning Center

Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

Planning Model:

FH2010

2010 Standard Budget Model

Activity:

POSBUD

Position Budgeting Activity

Scenario:

2010PROP

2010 Proposed Budget

Viewing Planning Center:

21000

Version: Version 1

Employee Info

Employee ID:

EPU1011

Fieldhouse, Warner

Empl Rec #:

0

Job History

Customize | Find | First 1-2 of 2 Last

General Details

*Effective Date	Effective Sequence		Action	*Position	Position Data	Job Code	Description		
02/12/2010	1	Active	POS	NP_10824	Supv Janitorial Services	U1019	Supv Janitorial Services		
01/01/2010	0	Active	HIR	NP_10824	<a href="#">Supv Janitorial Services</a>	U1019	Supv Janitorial Services		

## Position Data - Employee Job History page

The information in the Job History grid is associated with the selected employee ID and employee record number.

**General****Effective Date**

Enter the date in which the position is to be active for the employee. Expenses for the employee's position begin on the date entered.

**Position**

Enter a value to assign the employee to a position, which adds them to the new position.

The system populates default compensation and distributions for the employee based on the job code associated with the selected position. You can override the job code using the Position Data - Employee Job Detail page. You can also change the distributions for the employee using the distribution pages.

If you add a new, effective-dated row for an employee position and use the same job code, the system uses the data from the previous row to populate the distributions for the employee.

**Position Data**

Click the position name link under this column to view incumbent employees and modify attributes that are assigned to a position.

**Details**

<b>Salary</b>	Displays the total base salary amount for the employee as defined by the salary plan, grade, and step. Click the amount link to access the Position Data - Salary Distribution page.
<b>Subject Earnings</b>	Displays the total cost of earnings that are associated with the employee.  These earnings costs are in addition to the base salary and are considered part of gross pay. Click the amount link to access the Position Data - Earnings/Allowance page.
<b>Gross Pay</b>	Displays the sum of the salary and subject earnings.
<b>Allowance</b>	Displays the total cost of earnings associated with the employee but not defined as part of gross pay.  These earnings costs are exempt from tax and benefit calculations. Click the amount link to access the Position Data - Earnings/Allowance page.
<b>Benefits</b>	Displays the total cost of benefit plan types that are associated with the employee. Click the amount link to access the Position Data - Benefits Plan page.
<b>Tax</b>	Displays the total cost of employer paid taxes that are associated with the employee. Click the amount link to access the Position Data - Tax Rate page.
<b>OTP (one-time pay)</b>	Displays a value representing payments that occur once on the effective date and are not annualized like salary, benefits, earnings, and tax costs. Click the amount link to access the Position Data - Earnings/Allowance page.
<b>Currency</b>	Displays the default currency for the employee position costs.
<b>Job Detail</b>	Click the link to access the Position Data - Employee Job Detail page.
<b>FTE (full-time equivalent)</b>	Displays the FTE applied to the employee record number and sequence for the effective date.  The FTE default for the position is 1.00, except when less than 1.00 FTE is available. If the position that you select has less than 1.00 FTE available, the system uses the available FTE amount as the default. This FTE value appears on the Detail tab and Position Data - Employee Job Detail page. If no FTEs are available for the position, the system displays a warning message indicating that the position could exceed the maximum FTE if filled. Change the FTE for the employee who is assigned to the position using the Position Data - Employee Job Detail page. Change the total default FTE for a position using the Position Data page.

---

**Note.** If you assign an employee to a position for which the unfilled FTE portion is greater than 0 but less than 1.0, the system assigns the available portion to the employee FTE and salary. If you exceed the maximum FTEs for the position, the system displays a warning message.

---

## Updating Employee Job Details

Access the Position Data - Employee Job Detail page (click the Job Detail link on the Position Data - Employee Job History page).

**Position Data**

**Employee Job Detail**

Go to: [Position Data](#) [Salary](#) [Earnings/Allowance](#) [Benefits](#) [Tax](#) [Job Detail](#) [Job History](#)

▶ Planning Center

**Employee Info**

Position Number: NP\_10824  
Empl ID: EPU1011 Empl Rec #: 0  
Effective Date: 01/01/2010 Sequence: 0

**Job Details**

Employee Status: Active \*Action/Reason: Hire  
Job Code: U1019 Union Code:  
Full/Part Time: Full-Time \*Reg/Temp: Regular  
Standard Hours: 40.00 FTE: 1.000000  
Sal Plan: EP01 Grade: 001 Step: 3  
Total Salary: 57,200.00 USD

Return to: [Position Overview](#) [Line Item Budgeting](#)

Position Data - Employee Job Detail page

<b>Action/Reason</b>	Select the reason for the modification. All codes are for informational purposes, except the terminate action, which will discontinue using the job record and pick up the position default instead.
<b>Job Code</b>	Enter the job code associated with the existing employee. The default comes from the job code located on the Position Data - Employee Job History page. When a position is not filled, the job code default for a position is initially defined on the Position Data page.  The system updates the compensation and distribution defaults based on the job code defaults if you change the job code for an existing employee.
<b>Standard Hours</b>	Displays the hours calculated based on the employee history from human resources.

<b>FTE</b> (full-time equivalent)	Displays the FTE calculated based on employee history from human resources. If the coordinator does not select Salary Override Allowed for the job code defaults and you modify the FTE, the system automatically updates the salary amount for the employee, based on the salary plan, grade, and step defaults. Click Apply FTE to update the salary based on your FTE change.
<b>Sal Plan</b> (salary plan), <b>Grade</b> , and <b>Step</b>	Displays the salary data defaults from the Position Data page and is associated with the job code. If the Amount Override Allowed option is selected for the salary group on the Salary Group page, you can modify the salary plan.

---

**Note.** The currency code associated with the salary and related compensation expenses for the position cannot be changed during the edit position budgeting process.

---

You can also access additional pages for salary, earnings, allowances, benefits, and job history using the links at the top of the page.

---

## Terminating Employee Jobs and Positions

This section provides an overview of job and position terminations in the position budgeting activity and discusses how to terminate jobs and positions.

### Understanding Job and Position Terminations in the Position Budgeting Activity

Suppose that you are budgeting for 2006 and have a few positions that would no longer exist in May 2006 (due to office closures, for example). You would need to budget for these positions for only four months of the 2006 budget year.

To terminate these positions, you could:

- Use the budget factor on the Position Data default page.

Use this option depending on how you want to spread the expense. For example, if you are creating an annual budget, you can enter a budget factor of .3333 to represent one third of the year. The result is that only this amount of expense gets into the line item activity and is distributed across all budget periods defined in the scenario.

- Manually terminate the current employee from the position on a defined end date on the Position Data - Employee Job History page.

If the position is filled, use the Action/Reason of *Terminate* on the Position Data - Employee Job History page to terminate the employee on the defined effective date. You may need to add a new effective date on the Position Data - Employee Job History page if a different effective date is required than available. Performing no action against the position default will allow expenses to be picked up from the position default beyond the employee termination date and forward.

- Terminate the current employee and/or position on the effective date defined on the Position Data - Terminate Employee and Position page.

When you have multiple employee and positions to terminate on the same effective date, use this page to perform terminations of employees and/or positions.

## Page Used to Terminate Employee Jobs and Positions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Position Data - Terminate Employee and Position	BP_POS_TERMINATE	From the Position dropdown list box in the Action menu on the Position Overview page, select <i>Terminate</i> , and then click Go.	Terminate employee jobs and positions.

## Terminating Jobs and Positions

Access the Position Data - Terminate Employee and Position page (from the Position dropdown list box in the Action menu on the Position Overview page, select *Terminate*, and then click Go).



**Position Data**  
**Terminate Employee and Position**

Planning Center

Enter the date on which on the Termination will take effect.  
**Effective Date:** 02/12/2010

**Search Criteria**  
 Enter criteria and click Search to search for the Position and/or Employee you wish to terminate.  
**Position:** NP\_10824 **Job Code:** **Employee ID:** **Union Code:**  
 ☒ Include Position Default Data

Select the Positions and/or Employees you wish to terminate and click Terminate.  
☒ Select All ☐ Clear All

Position Details									
	Position	Empl ID	Description	Empl Rcd#	Job Code	Union Code	Effective Date	Seq	FTE
<input type="checkbox"/>	1 NP_10824	DEFAULT	Supv Janitorial Services		U1019		01/01/2010		1.000000
<input type="checkbox"/>	2 NP_10824	EPU1011	Fieldhouse, Warner		U1019		01/01/2010		1.000000

☒ Select All ☐ Clear All

Return to: [Position Overview](#) [Line Item Budgeting](#)

### Position Data - Terminate Employee and Position page

#### Effective Date

Enter the date that you want to terminate the employee jobs or positions.

#### Position, Employee ID, Job Code, or Union Code

Enter the desired search criteria to search for the employee job or position that you want to terminate.

#### Include Position Default Data

Select to include the position default data associated with the employees in your search.

You cannot terminate only a position when an employee is filling the position. You must also terminate the employee to terminate the position.

**Note.** If you no longer want the position default expense to be picked up after the employee is terminated, you will want to also terminate the position default record so the system does not treat it as an unfilled position the remainder of the budget year.

#### Terminate

Click to terminate all employee jobs or positions that are selected in the Position Details grid.

When performing the termination, you will be required to confirm the action before the process is executed.

**Note.** You can transfer positions between planning centers. Alternatively, you can use this terminate page to remove position-related expense from your planning center, and then the other planning center would need to insert position data by adding a new position.

## Deleting Employee Positions

This section provides an overview of deleting employee positions and discusses how to delete positions.

### Understanding Deleting Employee Positions

When you delete positions, you are removing any record of a position number that was defined within your planning center. Any employee job records associated with the position are also removed. Unlike the terminate action that is applied on a specific effective date, no date is associated with deletions. No record or audit trail will exist when you use the Position Data - Delete Position page.

### Page Used to Delete Employee Positions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
User Roles	BP_USER	Planning and Budgeting, System Administration, Administer User Security, User Roles	Grant permission to delete positions.
Position Data - Delete Position	BP_POS_DELETE	From the Position dropdown list box in the Action menu on the Position Overview page, select <i>Delete</i> , and then click Go.	Delete employee positions.

### Deleting Positions

Access the Position Data - Delete Position page (from the Position dropdown list box in the Action menu on the Position Overview page, select *Delete*, and then click Go).

Position Data

Delete Position

Planning Center

Search Criteria

Enter criteria and click Search to search for Position(s) you wish to delete.

Position:

NP\_10829

Job Code:

Union Code:

Search

Select positions you wish to Delete and click Delete.

☒ Select All
☐ Clear All

Position Details

Customize | Find | View All | First 1 of 1 Last

	Position Number	Description	Job Code	Union Code	Effective Date	FTE
<input type="checkbox"/>	1 NP_10829	SVP/ Div Mgr - Human Resource	U1024		02/11/2010	1.000000

☒ Select All
☐ Clear All

Delete

Return to:
[Position Overview](#)
[Line Item Budgeting](#)

Position Data - Delete Position page

**Position, Job Code, or Union Code**

Enter the desired search criteria to search for the positions that you want to delete.

**Delete**

Click to delete all positions selected in the Position Details grid.

When performing the position deletion, you will be required to confirm the action before the process is executed.

**Note.** You may not be able to delete position numbers from the activity when a corresponding position number exists in PeopleSoft Human Resources Management System. The position would not appear in the grid.

**Note.** If you delete a position, the system removes from the position activity all effective-dated rows for that position. If you select the Using HR Position Numbers option on the Position Data Defaults page, you can only delete positions that are *not* in the POSITION\_DATA table. This option prevents you from deleting positions that were imported from human resources. If you do not use position numbers with your human resource data, or for newly added position within the activity, you will be able to delete any of the positions.

Permission for a role to delete positions is granted using the User Roles page.

See [Chapter 3, "Setting Up Security and Roles," Reviewing User Roles, page 36.](#)

---

## Transferring Employee Positions

This section provides an overview of transferring employee positions and discusses how to transfer positions.

### Understanding Transferring Employee Positions

When you transfer positions, you are transferring the ownership of the position from one budget center to another. A position can be owned by only one budget center regardless of the distributions of all of the position costs. In other words, a position's ownership is independent of its cost distribution(s). Distributions must be updated manually to reflect any necessary changes.

---

**Note.** When submitting budgets that have transferred positions, each planning center must submit the same version, or the position data will be incorrect.

---

Positions can be transferred only if the following conditions are met:

- The position must be active.
- Both the source and target budget centers must be in open status.
- Transfers can take place only within the same budget version; transfers cannot be applied across versions.
- The role that is associated with the current UserID must have the authority to transfer positions.

Permission to transfer positions is granted using the User Roles page (Planning and Budgeting, System Administration, Administer User Security, User Roles).

See [Chapter 3, "Setting Up Security and Roles," Reviewing User Roles, page 36.](#)

---

**Note.** You can transfer filled positions, but all of the corresponding distributions for both position and incumbent must be corrected manually.

---

Keep the following considerations in mind regarding position transfers:

- A position that has been transferred can only be modified by the original budget center preparer(s) up to the effective date of the transfer.

As of the effective date of the transfer, only the target budget center preparer(s) may modify the position. Adjustments made prior to a future-date position transfer will not apply to the position beyond the effective date of the transfer. Adjustments that are necessary beyond this date must be done in the target budget center.

- When a position is transferred to a different budget center, the corresponding HR Dept will be changed to the one that is associated or mapped to the target budget center.
- When a position is transferred, all of its associated attributes (earnings, taxes, and so on) and incumbent(s) are transferred.

---

**Note.** Any employees in terminated status as of the transfer date are not transferred.

---

- After a position has been transferred, it can be transferred back to the original budget center using the same effective date.
- If more than one active employee is associated with a position, each of the employees will be transferred.
- Amounts calculated towards max-gross tax are *not* carried over from one planning center to another during a transfer, therefore tax amounts could be incorrect.
- All position transfer transactions are logged in PS\_BP\_POS\_XFER\_TBL for audit purposes. You can use this table to build a custom report or PS/Query of position transfer activity. A page is not available for viewing position transfer transactions.
- If the effective date of the position transfer is the same as the scenario start date, the position will no longer appear in the originating planning center.

## Page Used to Transfer Positions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Position Data - Transfer Position	BP_POS_TRANSFER	From the Position dropdown list box in the Action menu on the Position Overview page, select <i>Transfer</i> , and then click Go.	Transfer positions.

## Transferring Positions

Access the Position Data - Transfer Position page (From the Position dropdown list box in the Action menu on the Position Overview page, select *Transfer*, and then click Go).

Position Data

Transfer Position

Planning Center

Business Unit:	US002	US002 MASSACHUSETTS OPERATIONS
Planning Model:	BCL2003CLASSMDL	2003 Standard Budget Model
Activity:	POSBUD	Position Budgeting Activity
Scenario:	2003PROP	2003 Proposed Budget
Viewing Planning Center:	21000	Version: Version 1

Enter the date on which on the Transfer will take effect.

Effective Date

02/24/2010

Search Criteria

Position From

NP\_10821

Position To

NP\_10823

Search

Transfer Budget Center

Planning Center

21500

HR Department

21500

Select position you wish to Transfer and click Transfer

Select All

Clear All

Transfer Position

Customize

Find

View All

First

1-3 of 3

Last

	Position Number	Effective Date	Description	Planning Center	HR Department	Description
<input checked="" type="checkbox"/>	NP_10821	01/01/2003	Systems Analyst	21500	21500	Systems Analyst
<input type="checkbox"/>	NP_10822	01/01/2003	Computer Operator	21500	21500	Computer Operator
<input checked="" type="checkbox"/>	NP_10823	01/01/2003	Data Analyst	21500	21500	Data Analyst

Select All

Clear All

Transfer

Position Data - Transfer Position page

### Specifying the Transfer Parameters

Complete the following fields to specify the position transfer parameters.

**Effective Date** Enter the date the transfer takes effect.

**Position From and Position To** Select the position(s) to include in the Transfer Position selection grid.

**Planning Center and HR Department** Optionally, select the planning center and human resources department to transfer the positions to. If you specify values, then those values will be automatically populated as the target planning center and HR department in the selection grid.

**Description** The description automatically populates with the position description from the source planning center . Modify it if you want to use a different description in the target planning center.

Click Search to populate the Transfer Position selection grid with the positions that match the search criteria.

### ***Executing the Transfer***

Select one or more positions within the Transfer Position selection grid, and then click Transfer. If you did not specify the target planning center and HR department in the search criteria, then you will need to select the values in those fields before you can transfer the positions. When the transfer is successful, a position note with details of the transfer is automatically added to both the source and target planning centers.

---

## **Applying Compensation Adjustments and Analyzing Position Costs**

This section provides overviews of how to make compensation adjustments and adjustment methodologies and discusses how to:

- Adjust salary, benefit, or earnings position data.
- Adjust overtime/shift pay position data.
- Analyze position costs.

### **Understanding How to Make Compensation Adjustments**

Use the salary, earning, and benefit adjustment pages to modify these amounts. Make these compensation adjustments for the entire planning center or by job code, position, or union code. Apply these changes to the employee, default position data or all within the planning center based on your search criteria. The system withholds from all adjustments activities or positions that are selected to be excluded from budget calculations.

In Planning and Budgeting, adjustments to salary increase or decrease the base salary amount. This is not the case for earnings and benefits. Earnings and benefits adjustments are not applied against a *base* earnings or benefits amount. If you are using the percentage basis, you change the percentage that is applied to the salary to calculate the earnings and benefits amounts. If you are using the amount basis, you change the fixed amount used as the earnings and benefits amounts. You cannot make mass adjustments to employer paid taxes using this option.

Make cost adjustments to:

- Modify the salary amount for employees and position defaults.
- Modify the overtime/shift pay amount for employees and positions defaults.
- Modify the earnings amount for employees and position defaults.
- Modify the benefits amount for employees and position defaults.

### **Understanding Adjustment Methodologies**

This table presents examples of the different methodologies that Planning and Budgeting uses for making adjustments:

<b>Adjustment Type</b>	<b>Example</b>
Salary	<p>For employee ID 10854, enter 2 in the Percentage field. The base salary for the position assigned to employee ID 10854 is 45,000 USD. The system calculates the salary adjustment amount by multiplying 2 percent by 45,000 USD. The salary adjustment is 900 USD. Starting on the As Of Date that you specify, the base salary associated with the employee ID is 45,900 USD.</p> <p>As another example, enter 500 USD in the Amount field for employee ID 10854 rather than a percentage. The salary adjustment is 500 USD. On the As Of Date, the system adds 500 USD to the base salary of 45,000 USD to calculate the new base salary associated with the employee ID, which is 45,500 USD.</p> <p>To enter an adjustment that is a decrease in the salary, use a negative sign in front of the number when you enter the percentage or amount value.</p>
Earnings	<p>For employee ID 99991, enter 5 in the Percent field. The gross salary for the position assigned to employee ID 99991 is 28,000 USD. The system uses the 5 percent that you enter to calculate the new amount for the earnings type that you are adjusting. The new earnings amount is calculated by multiplying the gross salary for the position by 5 percent. Starting on the As Of Date, the total earnings amount for the employee ID is 1,400 USD.</p> <p>As another example, enter 1,000 USD in the Amount field for employee ID 99991 rather than a percentage. Starting on the As Of Date, the earnings amount is 1,000 USD.</p>



<b>Adjustment Type</b>	<b>Example</b>
Benefit	<p>For employee ID 25252, enter 1.65 in the Percent field to indicate a benefit rate for Medicare. The gross salary for the position assigned to employee ID 25252 is 35,000 USD. Employee ID 25252 has an earnings amount (subject to taxes) of 2,000 USD associated with it. To calculate the new benefits amount, the system applies the 1.65 percent to the gross pay associated with the employee ID. The gross pay is the sum of the gross salary and earnings subject to taxes. Starting on the defined As Of Date, the new benefits amounts are a result of 35,000 USD plus 2,000 USD multiplied by a 1.65 percent factor:</p> <p>Employee ID: 25252</p> <p>Gross salary: 35,000</p> <p>Subject earnings amount (amount basis): 2,000</p> <p>Calculated gross salary: 37,000</p> <p>Apply benefits adjustment (percentage basis): 1.65</p> <p>New benefits amount: 610.50</p> <p>If you use a fixed amount for the benefits adjustment of 1,000 USD for example, starting on the As Of Date, the new benefits amount for the plan type is 1,000 USD.</p>

## Pages Used to Apply Compensation Adjustments and Analyze Position Costs

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Position Data - Benefit Adjustment	BP_BNFT_ADJUSTMENT	From the Adjust dropdown list box in the Action menu on the Position Overview page, select <i>Benefits</i> , then from the By dropdown list box select <i>All</i> , <i>Job</i> , <i>Position</i> , or <i>Union</i> , and then click Go.	Modify the benefit amount for employees and positions by job code, position number, union code, or all positions.
Position Data - Earning Adjustment	BP_EARN_ADJUSTMENT	From the Adjust dropdown list box in the Action menu on the Position Overview page, select <i>Earnings</i> , then from the By dropdown list box, select <i>All</i> , <i>Job</i> , <i>Position</i> , or <i>Union</i> , and then click Go.	Modify the earning amount for employees and positions by job code, position number, union code, or all positions.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Position Data - Salary Adjustment	BP_SAL_ADJUSTMENT	From the Adjust dropdown list box in the Action menu on the Position Overview page, select <i>Salary</i> , then from the By dropdown list box select <i>All</i> , <i>Job</i> , <i>Position</i> , or <i>Union</i> , and then click Go.	Modify the salary amount for employees and positions by job code, position number, union code, or all positions.
Position Data - Overtime Earnings Calculation	BP_HRS_ADJUSTMENT	From the Adjust dropdown list box in the Action menu on the Position Overview page, select <i>Overtime/Shift Pay</i> ; then from the By dropdown list box select <i>All</i> , <i>Job</i> , <i>Position</i> , or <i>Union</i> , and then click Go.	Modify the overtime or shift pay amount for employees and positions by job code, position number, union code, or all positions.
Position Budgeting Analysis	BP_PBD_INQUIRY	Click the Position Budgeting Analysis link in the Action menu on the Position Overview page.	Enter the criteria to perform inquiries and download position budget data to a spreadsheet.
Position Budgeting Analysis	BP_PBD_INQUIRY2	Click Run on the Position Budgeting Analysis page.	Display position budget data for analysis or to download to a spreadsheet.

## Adjusting Salary, Benefit, or Earnings Position Data

Access the Position Data - Salary Adjustment, Benefit Adjustment, or Earning Adjustment pages (on the Position Overview page select values from the Adjust and By dropdown list boxes in the Action menu and the click Go).

Position Data

Salary Adjustment

Planning Center

Search Criteria

As Of Date: 02/12/2010
Currency Code: USD
Display the following:
☒ Employee Data
☐ Include Position Default Data
Find

Adjustment Options

Row Count: 0
Percentage:
Amount:
Refresh
Execute Adjustment

Adjustment Total

Before Adjustment: 0.00
Adjustment: 0.00
After Adjustment: 0.00

Adjustment Details

Select	Empl ID/Position	Emp Name	Empl Rec #	Position Number	Effective Date	Before Adjustment	Percentage	Calculated Amount	Amount	After Adjustment
<input type="checkbox"/>	EPU1012	Abott, Waren		EPUP5005	01/01/2003	180,000.00				

☒ Select All
☐ Clear All

Return to:
[Position Overview](#)
[Line Item Budgeting](#)

### Position Data - Salary Adjustment page

The Position Data - Benefit Adjustment, Earning Adjustment, and Salary Adjustment pages use the same process. The terms below are applicable for all these pages; however, adjustment total terms represent the type of adjustments.

**As Of Date** Enter a date for the adjustment to take place.

**Currency Code** Enter a currency code for the position information that you want to retrieve.

**Plan Type or Earnings Code** Enter a Plan Type if you are performing a benefit adjustment, or an Earnings Code if you are performing an earnings adjustment.

**Employee Data and Include Position Default Data** Select to display employee data, position default data, or both associated with the search criteria.

**Find** Click to display the employee data and positions to which you want to make adjustments (salary, earnings, or benefits) based on your search criteria.  
The search criteria vary depending on whether you perform adjustments by job code, position, or union code.

<b>Percentage or Amount</b>	<p>Enter a percentage or amount to apply and adjustment for all rows or individual rows selected in the adjustment details grid.</p> <p>Use a percentage or amount adjustment factor, but not both. If you enter an amount, use an annual adjustment amount and not an amount that is categorized by budget period.</p> <p>The amount entered for a salary adjustment is an increase or decrease to the annual base salary. For adjustments to earnings and benefits it is a replacement of the original amount.</p> <p>The system displays a row count indicating the number of rows to be impacted.</p>
<b>Before Adjustment</b>	<p>Displays the total amount of the selected rows before making any salary adjustments.</p> <p>If you are making an earnings adjustment, the term is Current Earnings.</p> <p>If you are making a benefit adjustment, the term is Current Benefit.</p>
<b>Adjustment</b>	<p>Displays the sum of the proposed salary changes.</p> <p>If you are making earning or benefit adjustments, the term is "Net Change".</p>
<b>After Adjustment</b>	<p>Displays the end results if the salary adjustment is executed.</p> <p>If you are making an earnings adjustment, the term is Proposed Earnings.</p> <p>If you are making a benefit adjustment, the term is Proposed Benefit.</p>
<b>Refresh</b>	<p>Click to view suggested adjustments before processing.</p> <p>Database values are not executed and changed when you use Refresh.</p>
<b>Execute Adjustment</b>	<p>Click to execute the change after you are satisfied with your selected rows and adjustment amounts.</p> <p>Once executed, new rows are generated for the effective date indicated.</p> <p>You cannot undo this adjustment once it is executed.</p>

The Adjustment Details grid shows the results of the search criteria you entered. Values in the grid will vary depending upon the type of adjustment you are performing. The grid provides information for before, proposed, and projected adjustments for each row.

---

**Note.** If you are adjusting earnings, you are required to specify the earnings code. If you are adjusting benefits, you are required to specify the plan type. You cannot adjust one-time payments. Adjustments to employer-paid taxes are not available.

---

## Adjusting Overtime/Shift Pay Position Data

Access the Position Data - Overtime Earnings Calculation page (from the Adjust dropdown list box in the Action menu on the Position Overview page, select *Overtime/Shift Pay*; then from the By dropdown list box select *All*, *Job*, *Position*, or *Union*, and then click Go).

**Position Data**

**Overtime Earnings Calculation**

Planning Center

**Search Criteria**

As Of Date: 01/01/2003 \*Earnings Code: Z02 BCL Holiday Overtime  
 \*Currency Code: USD Rate or Amount: 2.0000  
 Position Number: EPUP5005 ☒ Assign Earnings Codes  
 Display the following:  
☒ Employee Data ☒ Include Position Default Data **Find**

**Adjustment Options**

Row Count: 0  
 Number of Units: 2.00  
**Refresh** **Execute Adjustment**

**Adjustment Total**

Current Earnings: 0.00  
 Net Change: 615.39  
 Proposed Earnings: 615.39

**Adjustment Details**

Select	Empl ID/Position	Personal Name	Employment Rcd Nbr	Position Number	Hourly Rate	Current Earnings	Number of Units	Amount	*Spread Type
<input checked="" type="checkbox"/>	EPUP5005	SVP/ Div Mgr - Human Resource	0	EPUP5005	33.653846		2.00	134.62	<<EVEN>>
<input checked="" type="checkbox"/>	EPU1012	Abbott, Warren	0	EPUP5005	120.19230		2.00	480.77	<<EVEN>>

☒ **Select All** ☐ **Clear All**

Position Data - Overtime Earnings Calculation page

**Search Criteria**

Enter values in these fields to specify the positions you want to make adjustments to. The positions that match these criteria appear in the Adjustment Details grid when you click the Find button.

**As Of Date** Enter the earliest date in the budget period for which overtime or shift pay costs will be calculated.

**Currency Code** Enter a currency code for the position information that you want to retrieve.

**Employee Data and Include Position Default Data** Select to view employee data, position default data, or both in the Adjustment Details grid.

**Earnings Code** Enter an earnings code. Only earnings code that have been enabled for hours/shift-based calculations in the Earning Codes and Plan Types - Earning Codes page are valid.  
 See [Chapter 5, "Integrating with Other Applications," Setting up Earning Codes, page 93.](#)

**Rate or Amount** Lists the rate or flat amount associated with the earnings code. This information is established using the Earnings Code page  
 See [Chapter 8, "Setting Up Position Budgeting," Setting up Earning Codes for Overtime and Shift Pay, page 202.](#)

**Assign Earnings Code** Select this check box to assign a new earnings code. When this check box is selected, all rows with the selected position number are retrieved. This enables you to assign the earning code when making adjustments.

When deselected, the system retrieves only those positions that have the specified earnings code already assigned, either through staging or other position budgeting pages.

**Find** Click to display the positions that match your search criteria.

### ***Adjustment Options***

**Default Number of Units** Enter a default number of units (hours or shifts) to apply to all positions in the Adjustment Details grid in the Total Units column. You can override this value within the grid.

**Refresh** Click to view suggested adjustments before processing. No amounts are stored in the database when the Refresh button is used. Preparers may view the results and enter any overriding values in the grid and click Refresh again to view the results.

**Execute Adjustment** Click to initiate the adjustment calculation, assign the earnings code to the employee (if Assign Earnings Code is selected) and generate the amounts to be distributed to the line item activity.

### ***Adjustment Details***

**Select** Select this check box to include the row in adjustment calculations when you click Refresh or Execute Adjustment

.

**Name** The employee or position title.

**Position** The position ID of the employee's current position. If the employee is assigned to more than one position, use the prompt button to select a different position.

<b>Hourly Rate</b>	<p>The calculated hourly rate for the position or employee.</p> <p>The hourly rate for overtime incorporates all additional earnings and allowances that have the Include in OT Calculation option selected in the Earning Codes and Plan Types - Earning Codes page. The standard formula to calculate hourly rate is:</p> $(Annual\ Salary + Annualized\ Earnings\ and\ Allowances) \div (Hours\ per\ week \times 52)$ <p>Calculations are based on the hourly rate for the period. Effective-dated salary increases or decreases will be factored in as each period is calculated. For unfilled positions, the hourly rate is calculated using the salary and earnings defaults assigned to the position.</p>
<b>Current Earnings</b>	amount will be shown here if earning amounts were brought in from the Total Compensation tables or if amounts were previously calculated for the employee and/or position
<b>Total Units</b>	Enter the total number of units the adjustment applies to. The value you enter represents the number of hours for multiplier-based earnings codes, or shifts for flat amount payments.
<b>Amount</b>	The monetary amount calculated based on the earnings code, hourly rate, multiplier or flat amount, and units. The amount calculated will replace any amount previously recorded as earnings for this earnings type. Budget preparers can override the system-calculated amount.
<b>Spread Type</b>	Select the spread type to specify how the amounts are applied to the periods.

## Analyzing Position Costs

Access the Position Budgeting Analysis page (click the Position Budgeting Analysis link in the Action menu on the Position Overview page.)

Position Budgeting Analysis

Select Analysis Criteria

\*Role Name:

Preparer

\*Business Unit:

US002

US002 MASSACHUSETTS OPERATIONS

\*Planning Model ID:

2003\_US2BUDGET

2003 Standard Budget Model

\*Activity:

POSBUD

Position Budgeting Activity

\*Scenario:

2003PROP

2003 Proposed Budget

\*Planning Center:

12000

\*Budget Version:

Version One

Display Options

\*Labels:

Code

Run

Position Budgeting Analysis page (1 of 2)

<b>Role Name, Business Unit, Planning Model ID, Activity, Scenario, Planning Center, and Budget Version</b>	Select the desired criteria to run a position budgeting analysis report. When you access the page from the Position Overview page, the criteria are auto-populated based on the planning center, activity scenario and version you are working with.
<b>Labels</b>	Select the type of labels to display in the analysis report. Values are: <i>Code</i> , <i>Code and Description</i> , or <i>Description</i> .
<b>Run</b>	Click to display the results of your selected analysis criteria.



## Position Budgeting Analysis

**Select Analysis Criteria**

<b>Role Name:</b>	Preparer	<b>Activity:</b>	POSBUD
<b>Business Unit:</b>	US002	<b>Scenario:</b>	2003PROP
<b>Planning Model ID:</b>	2003_US2BUDGET	<b>Planning Center:</b>	12000
		<b>Budget Version:</b>	Version One

Return to: [Selection Criteria](#)   [Workspace](#)

Preferences | View All | 
 First ◀ 1-13 of 13 ▶ Last

Planning Center: 12000   
 Currency Code: USD   
 Empl ID: EMPLOYEE\_TOTAL

Job Code: JOB\_TOTAL   
 Account: 000000   
 Budget Period: ALL\_TIME

	Salary Amount	Earnings Amount	Allowance	One Time Pay	Benefits Amount	Tax Amount	FTE
<b>POSITION_TOTAL</b>	\$4,746,140	\$253,583	\$624		\$1,229,933	\$69,845	13.00000
EPUP5001	\$1,070,000	\$54,752	\$48		\$257,445	\$5,375	1.00000
EPUP5002	\$906,000	\$46,552	\$48		\$219,561	\$5,375	1.00000
EPUP5003	\$1,124,000	\$57,452	\$48		\$269,919	\$5,375	1.00000
EPUP5006	\$930,000	\$47,752	\$48		\$225,105	\$5,375	1.00000
EPUP9100	\$70,000	\$4,752	\$48		\$26,445	\$5,369	1.00000
EPUP9101	\$140,000	\$9,504	\$96		\$52,890	\$10,738	2.00000
EPUP9110	\$70,000	\$4,752	\$48		\$26,445	\$5,369	1.00000
EPUP9111	\$70,000	\$4,752	\$48		\$26,445	\$5,369	1.00000
EPUP9999	\$80,000	\$5,252	\$48		\$28,755	\$5,375	1.00000
NP_10818	\$81,000	\$5,302	\$48		\$28,986	\$5,375	1.00000
NP_10819	\$127,140	\$7,609	\$48		\$39,644	\$5,375	1.00000
NP_10825	\$78,000	\$5,152	\$48		\$28,293	\$5,375	1.00000

Position Budgeting Analysis page (results of running your analysis criteria) (2 of 2)

## Selection Criteria

Click to access the Position Budgeting Analysis page to modify your criteria for analysis and reporting.

## Workspace

[Click to access and return to My Planning Workspace.](#)

## Preferences

Click to access the Preferences dialog box and hide or display values in specific grid columns, save your layout, or delete your settings.

**Job Code, Account,  
EmplID (employee ID),  
and Budget Period**

Select the desired values to dynamically update the grid with the corresponding information.

**Note.** You can drag the sphere icon to the left of any dropdown list box and label and drop it in the left column or header of the grid to dynamically update the grid's layout.

**Salary Amount,  
Earnings Amount,  
Allowance, One Time  
Pay, Benefits Amount,  
Tax Amount, FTE, and  
Budget Impact**

Displays the corresponding values.

**Note.** You can drag the cube icon to the left of any column label or drop it above the grid among the dropdown list boxes to dynamically update the grid's layout.

## Viewing Position Budgeting Default Data

This section discusses how to view position budgeting default data.

### Pages Used to View Position Budgeting Default Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Action Reason	BP_ACTION_REASON	Select <i>Action</i> from the View HR Defaults dropdown list box in the Action menu on the Position Overview page, and then click Go.	Display codes for actions that are available for use in the position budgeting activity.
Earning Codes	BP_EARNING_TBL	Select <i>Earning</i> from the View HR Defaults dropdown list box in Action menu on the Position Overview page, and then click Go.	Display earnings codes that are available for use in position budgeting activity.
Job Code	BP_JOBCODES	Select <i>Job Code</i> from the View HR Defaults dropdown list box in Action menu on the Position Overview page, and then click Go.	Display job codes and defaults that are available for use in the position budgeting activity.
Benefit Plan Type	BP_PLAN_TYPE	Select <i>Plan</i> from the View HR Defaults dropdown list box in Action menu on the Position Overview page, and then click Go.	Display benefit plan types that are available for use in the position budgeting activity.
Tax Defaults	BP_TAX_CLASS	Select <i>Tax</i> from the View HR Defaults dropdown list box in the Action menu on the Position Overview page, and then click Go.	Display tax codes that are available for use in the position budgeting activity.
Union Code	BP_UNION_CD	Select <i>Union</i> from the View HR Defaults dropdown list box in Action menu on the Position Overview page, and then click Go.	Display union codes that are available for use in the position budgeting activity.

## Viewing Position Budgeting Default Data

Access any human resource defaults page (select *Action*, *Earning*, *Job Code*, *Tax*, or *Union* from the View HR Defaults dropdown list box in the Action menu on the Position Overview page, and then click Go).

Action Reason

Reason Code: ADL

Action: ADL

Action Reason Information

Find | View All | First | 1 of 1 | Last

Effective Date: 01/01/1900

Status: Active

Description: Additional Job

Short Description: Addl Job

Action Reason page

With the exception of the Earnings Code page, all of the human resource defaults pages are view-only and display attributes and default information available to the user in the position budgeting activity.

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## Chapter 19

# Using Asset Budgeting

This chapter provides overviews of asset budgeting activities, the relationship to line item activities, and depreciation methods, lists prerequisites, and discusses how to work with assets.

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## Understanding Asset Budgeting Activities

Establish the starting point for developing a capital budget by importing from PeopleSoft Asset Management or another application the existing in-service assets and their depreciation expenses.

Planning and Budgeting enables you to view running totals as you budget fixed assets within your proposed budget. After the budget coordinator establishes the starting point and asset-related defaults, add new assets that you plan to purchase during the proposed budget period. For your proposed capital budget, the system reflects the new depreciation expenses along with existing assets. View or edit these newly added assets as necessary; however, you cannot edit existing in-service assets.

After you add and save new assets to the budget, the effect of the asset is reflected in line item budgeting. The inclusion of existing, in-service assets can also affect your line item budget for depreciation expense, and your starting balance if you are including asset accounts in conjunction with an activity that allows balance sheet planning. When a line item activity for balance sheet planning includes the asset accounts, the in-service asset purchase price will be included in the starting balance of the asset account with which it is associated. The system stores the details of an asset, including the cost and depreciation information that can impact a line item activity budget.

The new asset IDs are not sent back to Asset Management, but you can view the details online by analyzing the data or running a custom report against the EPM Warehouse records.

---

**Note.** The in-service asset amounts that appear in the starting balance of a line item activity is the full original purchase price of the asset (cost multiplied by quantity), it does not include or subtract any accumulated depreciation.

The starting balance column is available in your line item activity when you select the Include Balance Sheet Planning option on the Activity page.

---

To budget assets:

- Search for and view existing assets for the planning center.
- Add assets to the asset budgeting activity.
- Inquire about the asset budgeting default values.

**See Also**

Chapter 14, "Working with Planning and Budgeting Activities," page 357

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## Understanding the Relationship to Line Item Activities

Planning and Budgeting supports integration with Asset Management and third-party asset management applications. The dimensions that you work with in asset budgeting are:

- Selected for use in Planning and Budgeting.
- Available in the financial applications with which you are integrating.
- Defined and included as dimensions by activity in the planning model definition.
- Related to line item activities.

### ***Dimensions Configured for Planning and Budgeting***

Use the Dimension Configuration page in Planning and Budgeting (under Maintain System Options) to select the dimensions that you want to use in the application. You can select dimensions that are independent of the data source with which you are integrating. Because of this, you can select a dimension that is not supported by a selected integration source and use it in the planning model.

See Chapter 4, "Setting Up the System," Configuring Dimensions for Planning and Budgeting, page 47.

See Chapter 4, "Setting Up the System," Activating Inactive Dimensions, page 52.

### ***Dimensions Available by Integration Source***

You should consider integration sources for financial data when determining the available dimensions that you want to use for asset budgeting. You may only want to use in asset budgeting dimensions that are supported in the financial data integration source. You defined this integration source using the Budgeting Installation Options page under Maintain System Options.

Refer to the table of dimensions by integration point in the Setting up the System Options chapter to determine which dimensions you want to use in conjunction with asset budgeting activities based on your integration source. This is a requirement when you use the publish and subscribe feature between Enterprise Performance Management for your capital acquisition plan and your source system.

See Chapter 4, "Setting Up the System," Identifying Data Integration Sources, page 46.

### ***Dimensions Defined and Included as Dimensions in the Planning Model***

Define the dimensions that you want to include in the planning model by activity using the Activity Group page. By activity, select from the dimensions that are available based on the selected *active* dimensions defined on the Dimension Configuration page. When you define the dimensions used during asset budgeting, it is up to you to synchronize only those dimensions that are supported in the financial source system. You should only use the subset of dimensions that are available in the application with asset budgeting.

### ***Dimension Relationship to Line Item Activity***

Before working on your asset budgeting activity, the coordinator defines the activities' relationship to other activities, namely line item types. When a data or workflow relationship exists between an asset and line item activity, the asset is considered the child and the line item is the parent activity. Both of these activities can be defined using the same dimensions, or slightly different combinations of dimensions for each activity.

For data relationships, asset accounts and depreciation expense data in your asset activity are aggregated and inserted into the parent line item based on its dimension and member rules. If you have extra dimensions in your asset activity that are not defined in your parent line item, the data associated with that specific dimension are aggregated away, and asset and expense data are inserted and associated with dimensions and members that do exist in the line item activity. When using the same dimension between activities, member values you use in your asset activity must be the same as the parent line item, or a lower value on the tree when applicable. Your asset activity is required to contain the account dimension, and the dimension that is considered the planning center for the parent line item activity.

The use of the *workflow* relationship drives which version of the asset activity is inserted into the line item activity when a data relationship exists. (This relationship is set by the 'Approval Includes' option on the Relationships page.) These rules apply:

- Workflow not enabled.

All the data inserted into the parent line item activity are sourced from the master version. You must either submit or copy your data into the master version before the current asset and depreciation expenses can be brought into the line item activity.

- Workflow enabled.

All the data inserted into the parent line item activity are sourced across each corresponding version. For example, all data located in version 1 of the asset activity are inserted into the version 1 of the parent activity. You cannot submit an asset activity by itself when workflow is enabled. The submit action occurs at the parent line item activity level when workflow is enabled between the activities. Therefore, submitting the version 1 for line item activity also submits version 1 of the asset activity.

---

**Note.** If the coordinator defines separate parent line item activities, one to capture balance sheet accounts, and another for expense account types, only one parent line item can have the workflow relationship with the asset. The second line item activity can have only a data relationship (set by the 'Includes Data From' option on the Relationships page).

---

### **See Also**

Chapter 14, "Working with Planning and Budgeting Activities," page 357

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## **Understanding Depreciation Methods**

Planning and Budgeting enables you to use the following depreciation methods and calculates the per-period depreciation based on the following formulas:

<b>Depreciation Method</b>	<b>Formula</b>
Straight Line	$\text{Net Book Value} \div (\text{Number of Periods in a Year} \times \text{Life})$
Sum of the Years' Digits	$[(\text{Remaining Years of Life} \div \text{Sum of Years Remaining}) \times \text{Net Book Value}] \times \text{Percent of Year to Depreciate}$
Declining Balance	$(1 \div \text{Life}) \times (\text{Cost} \times \text{Accumulated Depreciation}) \div (\text{Number of Periods in a Year})$
Double Declining Balance	$(2 \div \text{Life}) \times (\text{Cost} \times \text{Accumulated Depreciation}) \div (\text{Number of Periods in a Year})$

Select from these depreciation methods using the Asset Data page when override is allowed.

A 'None' option is also available in the dropdown for the depreciation method when depreciation expense is not necessary or is not applied to an asset.

---

## Prerequisites

Before you begin asset budgeting, complete the following setup steps:

1. Import asset data into Planning and Budgeting from Asset Management or another data source at the coordinator level.
2. Set up asset budgeting defaults at the coordinator level.
3. Create a planning model and define the asset activity's data source before staging and releasing the activity at the coordinator level.
4. Edit a working version for the asset budgeting activity at the preparer level.

---

**Note.** After you complete your asset budgeting modifications, be sure to unlock the version.

---

### See Also

[Chapter 9, "Setting Up Asset Budgeting," page 221](#)

[Chapter 5, "Integrating with Other Applications," Using Data from PeopleSoft Asset Management, page 68](#)

[Chapter 14, "Working with Planning and Budgeting Activities," page 357](#)

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## Working with Assets

This section discusses how to:

- Search for, edit, and display assets.



- Add assets to the budget.
- Analyze asset budgets.

See [Chapter 14, "Working with Planning and Budgeting Activities,"](#) page 357.

## Pages Used to Work with Assets

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Asset Overview	BP_ASSET_OVERVIEW	Planning and Budgeting, Activity Preparation, My Planning Workspace  Click the Edit link to update or the View link for read-only access.	Search for, edit, and display assets meeting your criteria. You can also access the following pages: Asset Data, Asset Analysis, Capital Acquisition Planning Details, Asset Catalog, and Asset Budgeting Defaults.
Asset Data	BP_ASSET_DATA	Click the Add Asset button on the Asset Overview page or select one of the existing assets to edit or review.	Enter details about a new asset, update an asset already added, or review the details of an in-service asset.
Asset Analysis	BP_AST_INQUIRY	Click the Asset Budgeting Analysis link on the Asset Overview page.	Enter selection criteria to find the asset data that you want to analyze or download to a Microsoft Excel spreadsheet.
Asset Analysis	BP_AST_INQUIRY2	Click Run on the Asset Analysis page.	View results of the asset data analysis process.
Capital Acquisition Planning Details	BP_CAP_DETAILS	From the View Asset Defaults dropdown list box on the Asset Overview page, select <i>Capital Acquisition Plan</i> , and then click Go.	Displays defaults for capital acquisition plans.
Asset Catalog	BP_ASSET_CATALOG	From the View Asset Defaults dropdown list box on the Asset Overview page, select <i>Asset Catalog</i> , and then click Go.	Displays defaults defined for the asset catalog.
Asset Budgeting Defaults	BP_ASSET_OPTIONS	From the View Asset Defaults dropdown list box on the Asset Overview page, select <i>Asset Budgeting Defaults</i> , and then click Go.	Displays defaults defined for asset budgeting.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Asset Budgeting Defaults - Asset Accounts	BP_ASSET_ACCOUNT	Click the Asset Accounts link on the Asset Budgeting Defaults page.	Displays the accounts that you can use while adding or updating assets.
Asset Budgeting Defaults - Depreciation Accounts	BP_DEPR_ACCOUNT	Click the Depreciation Accounts link on the Asset Budgeting Defaults page.	Displays the accounts that you can use while adding or updating assets and lets you override settings related to asset life, salvage value, and depreciation method.

## Searching for, Editing, and Displaying Assets

Access the Asset Overview page (Planning and Budgeting, Activity Preparation, My Planning Workspace, then click the Edit or View link for an asset activity).

Asset Overview

Go to Planning Workspace:

Don't Unlock

Unlock

This version is locked to others while you are editing.

Planning Center

Action Menu

Add Asset

[Asset Budgeting Analysis](#)

View Asset Defaults: Go

Search Criteria

Asset Status: 

In Service

☐ Show Excluded Assets

Search

Asset ID:

Asset Account:

Depreciation Account:

Catalog Item:

Capital Acquisition Plan #:

Capital Acquisition Plan Seq:

Assets

Customize

Find

View All

First

1-4 of 4

Last

Asset ID	Description	Quantity	Cost	Purchase Price	Depreciation Amount	Currency Code	CAP #	Budget Calc
<a href="#">US_000000069</a>	Computer	1.0000	1,324.00	1,324.00	643.56	USD		Include
<a href="#">US_000000090</a>	Automobile	1.0000	62,000.00	62,000.00	12,000.00	USD		Include
<a href="#">US_000000111</a>	Executive Desk	1.0000	2,356.00	2,356.00	336.60	USD		Include
<a href="#">US_000000122</a>	Chairs	200.0000	106.87	21,374.00	3,053.52	USD		Include

Go to Planning Workspace:

Don't Unlock

Unlock

Return to:

[Line Item Budgeting](#)

Asset Overview page

Action Menu

Add Asset

Click to select an asset profile from the catalog and access the Asset Data page to add a new asset.

See [Chapter 19, "Using Asset Budgeting," Adding Assets To the Budget, page 563.](#)

Asset Budgeting Analysis

Click to access the Asset Analysis page and enter selection criteria to find the asset data that you want to analyze or download to a Microsoft Excel spreadsheet.

See [Chapter 19, "Using Asset Budgeting," Analyzing Asset Budgets, page 567.](#)

<b>View Asset Defaults</b>	<p>Select the desired asset default type, and then click Go. Values are:</p> <ul style="list-style-type: none"> <li>• <i>Capital Acquisition Plan</i> to access the Capital Acquisition Planning Details page and display defaults for capital acquisition plans.</li> <li>• <i>Asset Catalog</i> to access the Asset Catalog page and display defaults defined for the asset catalog.</li> <li>• <i>Asset Budgeting Defaults</i> to access the Asset Budgeting Defaults page and display defaults defined for asset budgeting.</li> </ul> <p>The asset budgeting defaults are defined at the coordinator level.</p> <p>See <a href="#">Chapter 9, "Setting Up Asset Budgeting," page 221</a>.</p>
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### Search Criteria

**Asset ID, Asset Account, Depreciation Account, Catalog Item, Capital Acquisition Plan #, and Capital Acquisition Plan Seq** Enter your search criteria, and then click Search to display in the Assets group box the assets meeting your criteria.

<b>Asset Status</b>	<p>Select the desired asset status. Values are:</p> <ul style="list-style-type: none"> <li>• <i>Budgeted</i>: Assets that are entered in Planning and Budgeting.</li> <li>• <i>In-Service</i>: Assets that are entered in Asset Management.</li> </ul>
---------------------	--

**Show Excluded Assets** Select to expand your search results to include assets that are excluded from budget calculations.

---

**Note.** To exclude an asset from budget calculations, use the Asset Data page.

---

**Search** Click to display in the Assets group box the assets meeting your criteria.

### Assets

**Asset ID** Click to access the Asset Data page and edit the asset (budgeted assets only) or display the asset (only assets that are in service).

**Don't Unlock** Click to return to the My Planning Workspace page for this activity scenario without releasing the lock so that others *cannot* edit this planning center for this activity scenario.

**Unlock** Click to return to the My Planning Workspace page for this activity scenario after releasing the lock so that others *can* edit this planning center for this activity scenario.

## Adding Assets To the Budget

Access the Asset Data page (click the Add Asset button on the Asset Overview page or select one of the existing assets to edit or review.)

Asset Data

Planning Center

Asset ID: DEFAULT

☐ Exclude from Budget Calc

Asset Information

\*Catalog Item:

AUTO

Auto Profile

\*Asset Account:

155000

Automobiles

\*Depreciation Account:

681500

Dep Expense - Automobiles

Cash Account:

100001

Cash-BOA

\*Budget Period:

\*Quantity:

\*Cost:

20,000.00

USD

Purchase Price:

0.00USD

Depreciation Information

\*Useful Life:

3.00000

Salvage Value:

500.00

USD

\*Depreciation Method:

Straight Line

Budget Period From:

Capital Acquisition Plan Information

Capital Acquisition Plan #:

BP00001

Budget CAP Plan

Capital Acquisition Plan Seq:

Chartfield Distribution

Account

155000

Currency Code

USD

Department

13000

Operating Unit

Depreciation Details

Customize

Budget Period	Depreciation Amount
	0.000

Return to

[Asset Overview](#)

[Line Item Budgeting](#)

Asset Data page

## Planning Center

<b>Asset ID</b>	Displays <i>DEFAULT</i> when you first add an asset before saving, and displays the system-generated asset identifier after you save the asset record.
<b>Exclude from Budget Calc</b> (exclude from budget calculation)	Select to withhold the asset from line item budget calculations. The asset's attributes remain in the activity scenario.

## Asset Information

<b>Catalog Item</b>	Select an asset catalog item with which to associate the asset ID.  If you access this page from the Asset Overview page, the selected catalog item on the Asset Overview page displays here.
<b>Asset Account and Depreciation Account</b>	Displays values based on the selected asset catalog item defined by the coordinator using the Asset Catalog page.
<b>Cash Account</b>	Enter the desired cash account.  The coordinator uses the Asset Budgeting Defaults page to define default and override capability. You can override the account value if override capability is enabled at the coordinator level.
<b>Budget Period</b>	Select when the asset will be acquired.
<b>Quantity</b>	Enter the number or units of assets.
<b>Cost</b>	Enter the cost per unit.
<b>Purchase Price</b>	Displays the total price based on quantity multiplied by cost. <hr/> <b>Note.</b> If you use a multiple currency planning model and you modify the Currency Code, click Refresh to display the translated cost, salvage value, and total price amounts. <hr/>

## Depreciation Information

<b>Useful Life</b>	Enter the useful life in years.  You can enter a partial year.  Based on the selected asset catalog item (defined by the coordinator using the Asset Catalog page), you can override this value if you enabled override capability on the Depreciation Accounts page.
<b>Salvage Value</b>	Displays the salvage value.

<b>Depreciation Method</b>	<p>Select a different depreciation method (based on the asset catalog item selected by the coordinator using the Asset Catalog page) if the coordinator enabled override capability on the Depreciation Accounts page. Values are:</p> <ul style="list-style-type: none"><li>• <i>Straight Line</i></li><li>• <i>Sum of the Years' Digits</i></li><li>• <i>Declining Balance</i></li><li>• <i>Double Declining Balance</i></li><li>• <i>None</i></li></ul>
----------------------------	--

<b>Budget Period From</b>	<p>Select a depreciation start period for depreciation calculations.</p> <hr/> <p><b>Note.</b> If you specify a depreciation start period, the system calculates the depreciation based on the specified cost, depreciation method, useful life, and budget period from. If you use a multiple-year budget, the system calculates the depreciation for all remaining periods within the budget, taking into account the life of the asset.</p> <p>If you do <i>not</i> want the system to calculate depreciation in the current budget year, do not enter a value into this field. Alternatively, select the <i>None</i> option for depreciation method. If you use a multiple year budget, specify a start period for a year subsequent to the acquisition year as long as the period is contained within the proposed budget.</p> <hr/>
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**Capital Acquisition Plan Information**

<b>Capital Acquisition Plan #</b> (capital acquisition plan number)	<p>Enter a different value to identify the plan row if the coordinator enabled override capability and defined defaults at the coordinator level using the Asset Budgeting Defaults page.</p> <hr/> <p><b>Note.</b> If the Capital Acquisition Plan Number Req option is selected on the Asset Budgeting Defaults page, you <i>must</i> enter a capital acquisition plan number to save.</p> <hr/>
<b>Capital Acquisition Plan Seq</b> (capital acquisition plan sequence)	<p>Enter a different value to identify the plan row if the coordinator enabled override capability and defined defaults at the coordinator level using the Asset Budgeting Defaults page.</p>



**ChartField Distribution**

<b>Account and Currency Code</b>	Displays the account and currency code value defaults based on the selected asset catalog item defined by the coordinator using the Asset Catalog page. If the coordinator included other dimensions (ChartFields) in the asset activity in the planning model, you can use them during data entry.
<hr/>	
<b>Note.</b> New assets that you add are associated with the planning center in which they were created. You cannot distribute or split the amounts for a single asset ID across additional planning centers or dimension values.	
<hr/>	

**Depreciation Details**

<b>Budget Period and Depreciation Amount</b>	Displays the depreciation rows that you add.
	The sum of these depreciation amounts corresponds to the depreciation amount displayed on the Asset Overview page for this asset.
<hr/>	
<b>Note.</b> To ensure that the per-period depreciation value equals the annual depreciation total, the system adds or deducts the variance from the last period when the life of the asset has ended.	
<hr/>	

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**Note.** The system does not apply any ChartField validation rules when saving assets. The validation for assets occurs in the parent line item activity if you select Enforce Budget for the line item activity.

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**Note.** If you add an asset for a dimension combination that did not previously exist in the line item activity, it is possible that the new row will not immediately appear in the line item until you run the planning model recalculation application engine process at the coordinator level. To view the new asset line items immediately, add the dimension combination first in line item budgeting, select the ASSET method, and then create the assets for that combination.

---

**Analyzing Asset Budgets**

Access the Asset Analysis page (click the Asset Budgeting Analysis link on the Asset Overview page).

### Asset Analysis

Select Analysis Criteria

*Role Name:	Preparer	
*Business Unit:	US002	US002 MASSACHUSETTS OPERATIONS
*Planning Model ID:	2003_US2BUDGET	2003 Standard Budget Model
*Activity:	ASSETS	Asset Budgeting Activity
*Scenario:	2003PROP	2003 Proposed Budget
*Planning Center:	13000	
*Budget Version:	Version One	

Display Options

\*Labels: Code

Run

Return to: [Workspace](#)

Asset Analysis page

**Role Name** Select the planning and budgeting role associated with the asset activity that you want to analyze.

**Business Unit, Planning Model ID, Activity, Scenario, and Planning Center** Enter values associated with the asset activity that you want to analyze.

**Budget Version** Select the budget version associated with the asset that you want to analyze.

**Labels** Select the desired label display option. Values are:

- *Code*
- *Code and Description*
- *Description*

**Run** Click to review the results of your search.

Note that the New Cost data pertains only to new assets and does not include in-service assets, while the Purchase Price column reflects both the new assets and in-service assets.

The Purchase Price reflected for the in-service assets on the report will only show up in a line item activity that allows balance sheet planning. When using the asset activity in conjunction with a line item activity for balance sheet planning, the asset's original purchase price will appear in the starting balance column for the corresponding asset account row.



## Chapter 20

# Reporting and Analyzing Results

This chapter provides overviews of Planning and Budgeting predefined reports, custom reports, and reporting tables.

This chapter also discusses how to use online reporting and analysis.

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## Understanding Predefined Reports

We deliver with Planning and Budgeting some basic and fairly generic predefined reports. These reports include:

- Structured Query Reports.
- PS/nVision report samples.
- Online analysis reports that you can use with any planning model.

### ***Structured Query Reports***

We deliver predefined Structured Query Reports (SQR) that can be used directly against the planning model data stored in an activity scenario for your planning center. There are no modifications required; the reports can be used immediately against your staged planning model data.

The SQR reports perform a read-only lock against the activity data to which the user has access, as defined by the user role name and security group associated with the activity scenario. A preparer generates the report at the detail level, but a non-preparer can alternatively choose a summary level for most of the reports delivered. The dimensions available to generate the report (the View By option available for most reports) are determined by those defined for the planning model and activity scenario selected for reporting.

These SQR reports can be copied and customized to your organization's requirements, if they do not meet your needs as delivered.

See [Appendix B, "Planning and Budgeting Reports," page 611](#).

### ***PS/nVision Report Samples***

We deliver three sample PS/nVision reports that are only intended to be examples. These sample reports can be referenced or copied, as a starting point when building your own PS/nVision reports. You can run the PS/nVision reports against both the planning model data staging tables (activity details) or the source OWE (Operational Warehouse Enriched) tables where ledger data is stored for actuals and budget ledger types.

For balance sheet planning accounts, the PS/nVision report totals include the starting balances when available.

The following table is a summary of the sample report name, the activity type to which the report applies, the PS/nVision layout ID as it appears in your sample PS/nVision/layout folder, and a short description of what the report provides. These sample reports were written against the source ledger data for Planning and Budgeting, namely the standard budget ledger called BP\_LED\_BUDG\_F00.

<b>Sample Report Name</b>	<b>Related Activity Type</b>	<b>Layout ID</b>	<b>Description</b>
Forecasted Income Statement	Line Item	BL_INCSTMT.XNV	Annual budget amounts in an income statement format.
Forecasted Balance Sheet	Line Item	BL_BALSHEET.XNV	Annual budget amounts in a balance sheet format.
Forecasted Stmt of Cash Flows	Line Item	BL_CASHFLOW.XNV	Annual budget amounts in a statement of cash flow format.

See For information regarding the running of PS/nVision reports, refer to the Enterprise PeopleTools PeopleBook on PS/PS/nVision.

### **Online Analysis Reports**

We deliver Planning and Budgeting with online reporting and analysis functionality. These online analysis reports can be used directly against the planning model data stored in an activity scenario for your planning center. There are no modifications required; the analysis reports can be used immediately against your staged planning model data. With this feature you use inquiry pages to generate planning and budgeting reports on assets, positions, or line items. You can view the data by user-defined activities, planning dimensions, and scenarios. You run the report to load the data to an ACE (Analytic Calculation Engine) grid. The analytic grid allows you to drag and slice the data elements, to modify or expand the view of the data, as needed for your analysis.

See [Chapter 20, "Reporting and Analyzing Results," Using Online Reporting and Analysis, page 577.](#)

### **See Also**

[Appendix B, "Planning and Budgeting Reports," page 611](#)

*Enterprise PeopleTools PeopleBook: PeopleSoft Analytic Calculation Engine*

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## **Understanding Custom Reports**

You can write your custom reports against the planning model tables which are updated during the budgeting process, or against the source/final tables, also known as OWE (Operational Warehouse Enriched) tables.

Use any delivered reporting tools (such as PS/nVision, PS Query, and Crystal) or third party reporting tools to write your reports. Your reporting requirements will depend upon where you will access the data.

Although Planning and Budgeting does not support the ability to calculate the summary (aggregate) time periods as an average of the underlying months, this functionality can be achieved through an PS/nVision report.

## Understanding Reporting Tables

In general, you must consider two data storage areas when reporting against planning and budgeting data:

- The planning model tables, also known as the activity detail tables, where activity details are stored during the budgeting process.

While the budgeting process is under way, the activity details are stored in a series of tables. These are the tables that get updated after a staging process has been performed, and when users are entering budget data during the budget process.

- The source/final tables, also known as the OWE (Operational Warehouse Enriched) tables, where both the source and final (master version) data are stored.

Once the budget is finalized, the coordinator will want to run the export process for line item or position activity data, the master data is exported to the OWE tables.

### *Planning Model Tables*

The planning model tables – known as the activity detail tables – are populated by the data staging process or by end users updating budget/plan data. These activity detail tables contain all version data, and are actively updated by users when an activity scenario is in a released state. You should evaluate the contents of each of the tables to determine what tables you need to combine in order to generate meaningful reports. For example, combining two sets of tables, you could create a query-based PS/nVision report that joins the Line Item Activity table (PS\_BP\_LI\_TBL) with the Dimension Detail Key table (PS\_BP\_DIM\_DTL\_TBL) to produce a report for total method amounts. Of course, it would not contain the total budget amount unless you also included the Line Item Adjustments table (PS\_BP\_LI\_ADJ\_TBL).

The following table provides the table names where line item data and details are stored:

<i>Line Item Data</i>	<i>Table Name</i>
Line Item Activity (contains total amounts for methods and allocations)	PS_BP_LI_TBL
Line Item Period Details	PS_BP_LI_PRD_DTL
Line Item Adjustments	PS_BP_LI_ADJ_TBL
Line Item Adjustment Period Details	PS_BP_LI_ADJ_DTL
Historical Scenarios	PS_BP_LI_HISTORY
Line Item Notes	PS_BP_LI_NOTES
Itemizations (ITM Method details)	PS_BP_LI_ITEMIZE

The following is a list of tables populated by the data staging process, that may also be referenced for reporting:

<b>Additional Staging Data</b>	<b>Table Name</b>
Dimension Detail Key Table	PS_BP_DIM_DTL_TBL
Dimension Members	PS_BP_CF_MBR_TBL
Dimension Exceptions	PS_BP_CF_ERR_TBL
Currency Conversion Rates	PS_BP_ACTV_SCEN_RT
Scenario Budget Periods	PS_BP_SCEN_BUD_PER
Activity Workflow Tables	PS_BP_WRKLIST_TBL
	PS_BP_WRKLIST_VER
Model Status Table	PS_BP_MDL_STATUS
Activity Scenario Status Table	PS_BP_MDL_STAT_DTL

The position activity data is stored in the following tables. The distribution tables listed for salary, earnings, benefits, and tax represent the annual amount of expense by effective date, whereas if you were looking for the breakdown of the annual amount by budget period, you would find that information in the period detail table referred to as the Employee/Default Expense by Period table (PS\_BP\_PBD\_CALC\_TBL).

<b>Position Activity Data</b>	<b>Table Name</b>
Job Details/Attributes	PS_BP_JOB_TBL
Position Details/Attributes	PS_BP_POSITION_TBL
Salary Distributions – Total Amounts	PS_BP_SAL_DIS_TBL
Benefit Distributions – Total Amounts	PS_BP_BNFT_DIS_TBL
Earnings Distributions – Total Amounts	PS_BP_EARN_DIS_TBL
Employer Paid Tax Distributions – Total Amounts	PS_BP_TAX_DIS_TBL
Employee/Default Expense by Period	PS_BP_PBD_CALC_TBL
Position Default Amounts	PS_BP_PBD_CLCD_TBL

The two main tables in which asset data is stored are the asset detail table containing information like cost, and the depreciation table containing the corresponding depreciation rows by period for the asset:



<b>Asset Activity Data</b>	<b>Table Name</b>
Asset Details and Cost	PS_BP_ASSET
Asset Depreciation	PS_BP_ASSET_DEPR

The asset catalog data for default details is stored in the PS\_BP\_ASSET\_ITEMS table. Additionally, you can find the capital acquisition plan and corresponding details in the PS\_CAP and PS\_CAP\_DET tables.

Finally, there are several views used in Planning and Budgeting to generate the analytic or analysis (ACE) reports. If you choose to write your own custom analytic reports, or modify the analysis reports, the following table provides a list of views that can be useful in extracting the information you require for reporting. A read-only lock based on your security access is performed on the data.

<b>Description</b>	<b>Related Activity Type</b>	<b>Table Name</b>
Budgeted Line Item Data	Line Items	PS_BP_LI_INQ_VW
Historical Line Item Data	Line Items	PS_BP_LIHIS_INQ_VW
Relates Account to Account Type	Line Items	PS_BP_ACE_ACCT_VW
Currency Conversion for an Account Type	Line Items	PS_BP_ACE_RATE_VW
Position Data	Positions	PS_BP_PBD_ACE_VW
Asset Cost	Assets	PS_BP_AST_ACE_VW
Asset Depreciation Data	Assets	PS_BP_AST_ACE_VW2

**Note.** All of the views have the PROBINST field from the PS\_BP\_SLICE\_TBL and PS\_BP\_SLICE\_DTL records as a foreign key. For purposes of custom reporting, PROBINST is a surrogate key for the following fields (where applicable): BP\_BUDGET\_CENTER1 and BP\_BUDGET\_VERSION.

### **Source/Final Tables**

The source/final tables used by Planning and Budgeting are the same as the OWE (Operational Warehouse Enriched) tables, and are used as both a source of data to be staged into the planning model, and a final or target table when data is exported back from the planning model.

The following table provides the table names where financial ledger data is stored. The data located in these tables (OWE) can be populated by your ETL jobs from your source general ledger system, or by exporting a planning model's line item activity scenario back to the source budget ledger (master version). When you decide to export the data back to the general ledger, a different export table is used as a staging table (PS\_BP\_LEDGER\_BDEXP). This table is used in conjunction with an ETL job to move data back to the general ledger source system.

<b>Financial Data</b>	<b>Source/Final (OWE) Tables</b>
Actual General Ledger	PS_LEDGER_F00  <b>Note.</b> Data cannot be exported from the planning model to the actual ledger. Actual ledger data cannot be anything other than a history scenario type, which does not allow update or revision.
Standard Budget Ledger	PS_BP_LED_BUDG_F00
Project Budget Ledger	PS_BP_LED_PROJ_F00
Commitment Control Ledger	PS_BP_LED_KK_F00
Planning and Budgeting Export/Staging Ledger	PS_BP_LEDGER_BDEXP

The following table provides a list of the primary table names used where position-related data is stored. The data located in these tables (OWE) can be populated by your ETL jobs from your source human resource system, or by exporting a planning model's position activity scenario back to the source position-related tables (master version). When you decide to export the data back to the human resource system, the same tables are used in conjunction with ETL jobs and views that move data back to the source system.

<b>Position-Related Data</b>	<b>Source/Final (OWE) Tables</b>
Job Data	PS_BP_JOB_F00
Position Data	PS_BP_POSITION_D00
Compensation Data	PS_BP_COMP_F00

There is no delivered export process to move asset and asset depreciation data back to your source tables or asset management system. You may only keep your capital acquisition plan (CAP) data synchronized between PeopleSoft Asset Management and Planning and Budgeting by activating the PeopleSoft Application Messaging Enterprise Integration Point (EIP) for BUDGET\_CAP\_SYNC using PeopleSoft Application Designer. The CAP tables that are updated by this EIP are listed in the following table.

<b>Capital Acquisition Plan Data</b>	<b>Source/Final (OWE) Tables</b>
Capital Acquisition Plan	PS_CAP
Capital Acquisition Plan Details	PS_CAP_DET

See [Chapter 5, "Integrating with Other Applications,"](#) page 61.

## Using Online Reporting and Analysis

The delivered online analysis reports perform a read-only lock against the activity data to which you have access, as defined by the user role name and the security group associated with the activity scenario being accessed. The dimensions available in the line item activity analysis reports are determined by those defined for the planning model and activity scenario selected for reporting. The analysis reports for position and asset data only provide the account dimension, but contain additional parameters specific to these two types of reports.

The following sections discuss how to:

- Analyze position data.
- Analyze asset data.
- Analyze variance.
- Compare budget versions.

## Pages Used for Online Reporting and Analysis

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Position Budgeting Analysis	BP_PBD_INQUIRY	Planning and Budgeting, Reporting and Analysis, Analysis, Position	Specify parameters for an online position activity report and run the report.
Position Budgeting Analysis	BP_PBD_INQUIRY2	Click on the Run button on the Position Budgeting Analysis page.	View a report based on the inquiry parameters you define on the Position Analysis page. Loads the report results to an analytic grid.
Asset Analysis	BP_AST_INQUIRY	Planning and Budgeting, Analysis and Reporting, Analysis, Asset Analysis	Specify parameters for an online asset activity report and run the report.
Asset Analysis	BP_AST_INQUIRY2	Click the Run button on the Asset Analysis page.	View a report based on the inquiry parameters you define on the Asset Analysis page. Loads the report results to an analytic grid.
Variance Analysis	BP_LI_VAR_INQUIRY	Planning and Budgeting, Reporting and Analysis, Analysis, Variance Analysis	Specify the parameters for an online budget comparison across versions and historical periods.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Variance Analysis	BP_LI_VAR_INQUIRY2	Click Run on the Variance Analysis page.	View a report based on the inquiry parameters you define on the Variance Analysis page. Loads the report results to an interactive analytic grid.
Version Analysis	BP_LI_VER_INQUIRY	Planning and Budgeting, Analysis and Reporting, Analysis, Version Analysis	Specify the parameters for an online report that compares budget versions.
Version Analysis	BP_LI_VER_INQUIRY2	Click the Run button on the Version Analysis page.	View a report based on the inquiry parameters you define on the Version Analysis page. Loads the report results to an analytic grid.

## Analyzing Position Data

Access the Position Analysis page (Planning and Budgeting, Reporting and Analysis, Analysis, Position).

Use the online inquiry page to access and load position activity data to an analytic grid for analysis. You can access cost and FTE data by account, position, job code, and employee.

---

**Note.** You must have access to the position activity to run the analysis report.

---

### Position Budgeting Analysis

Select Analysis Criteria

\*Role Name:

Preparer

▼

\*Business Unit:

US002

🔍

US002 MASSACHUSETTS  
OPERATIONS

\*Planning Model ID:

2003\_US2BUDGET

🔍

2003 Standard Budget Model

\*Activity:

POSBUD

🔍

Position Budgeting Activity

\*Scenario:

2003PROP

🔍

2003 Proposed Budget

\*Planning Center:

12000

🔍

\*Budget Version:

Version One

▼

Display Options

\*Labels:

Code

▼

Run

Position Budgeting Analysis page

Specify the parameters for the report by entering the Role Name, Business Unit, Planning Model ID, Activity, Scenario, Planning Center, and Budget Version. Select the row and column headings in the Labels field. The Labels options are *Code*, *Code and Description*, or *Description*.

Click Run to generate the report online.

### Report Results

When you execute the report the system displays the results in an analytic grid.

Position Budgeting Analysis

Select Analysis Criteria

Role Name:

Preparer

Activity:

POSBUD

Business Unit:

US002

Scenario:

2003PROP

Planning Model ID:

2003\_US2BUDGET

Planning Center:

12000

Budget Version:

Version One

Return to:

Selection Criteria

Workspace

Preferences

View All

First

1-13 of 13

Last

?

Planning Center:

12000

Currency Code:

USD

Empl ID:

EMPLOYEE\_TOTAL

Job Code:

JOB\_TOTAL

Account:

000000

Budget Period:

ALL\_TIME

	Salary Amount	Earnings Amount	Allowance	One Time Pay	Benefits Amount	Tax Amount	FTE
POSITION_TOTAL	\$4,746,140	\$253,583	\$624		\$1,229,933	\$69,845	13.00000
EPUP5001	\$1,070,000	\$54,752	\$48		\$257,445	\$5,375	1.00000
EPUP5002	\$906,000	\$46,552	\$48		\$219,561	\$5,375	1.00000
EPUP5003	\$1,124,000	\$57,452	\$48		\$269,919	\$5,375	1.00000
EPUP5006	\$930,000	\$47,752	\$48		\$225,105	\$5,375	1.00000
EPUP9100	\$70,000	\$4,752	\$48		\$26,445	\$5,369	1.00000
EPUP9101	\$140,000	\$9,504	\$96		\$52,890	\$10,738	2.00000
EPUP9110	\$70,000	\$4,752	\$48		\$26,445	\$5,369	1.00000
EPUP9111	\$70,000	\$4,752	\$48		\$26,445	\$5,369	1.00000
EPUP9999	\$80,000	\$5,252	\$48		\$28,755	\$5,375	1.00000
NP_10818	\$81,000	\$5,302	\$48		\$28,986	\$5,375	1.00000
NP_10819	\$127,140	\$7,609	\$48		\$39,644	\$5,375	1.00000
NP_10825	\$78,000	\$5,152	\$48		\$28,293	\$5,375	1.00000

Position Budgeting Analysis results page

<b>Selection Criteria</b>	Click the link to return to the Position Analysis page where you can redefine the report parameters and rerun the report.
<b>Workspace</b>	Click the link to go to the My Planning Workspace page with these parameters.
<b>Preferences</b>	Click to access a window where you can modify the layout of the grid by hiding some of the columns.
<b>Job Code</b>	Select the job code ID that you want to display.
<b>Employee ID</b>	Select the employee ID that you want to display.
<b>Account</b>	Select the account ID that you want to display.
<b>Budget Period</b>	Select the budget period that you want to display.

In the analytic grid you can modify the view of the data by dragging any dimension from the row axis to the slicer bar or column axis, and by dragging cubes from the column axis to the slicer bar or row axis.

When viewing data by budget period, the results reflect the spread ratio defined by the Spread ID assigned to the position. Positions selected as Exclude from Budget Calc on the Position Data page may appear in the Position Analysis report. However, the budget amounts and FTE associated with the positions are excluded. These values are zeroes for positions selected as Exclude from Budget Calc.

**Note.** If the report errors out when you run it, then dimension leveling may be an issue; that is, you may have accounts with data stored at more than one level on the dimension tree. For that reason, you should only import data at the detail level and not at the node level.

## Analyzing Asset Data

Access the Asset Analysis page (Planning and Budgeting, Analysis and Reporting, Analysis, Asset Analysis).

Use the online inquiry page to access and load asset activity data to an analytic grid for analysis. You can access data on an asset, asset account, capital acquisition plan, capital acquisition sequence, or asset catalog item.

When viewing the asset data, the system automatically performs a checkout of the asset information, temporarily placing a read-only lock on the data in PS\_BP\_ASSET and PS\_BP\_ASSET\_DEPR for the planning center under review. Asset inquiries are based on the data contained in those records.

**Note.** You must have access to the Asset activity to run the analysis report.

The screenshot shows the 'Asset Analysis' web page. It has a title bar 'Asset Analysis' and a section 'Select Analysis Criteria' with several input fields and their corresponding descriptions:

- \*Role Name:** A dropdown menu with 'Preparer' selected.
- \*Business Unit:** A text box with 'US002' and a magnifying glass icon. To the right, it says 'US002 MASSACHUSETTS OPERATIONS'.
- \*Planning Model ID:** A text box with '2003\_US2BUDGET' and a magnifying glass icon. To the right, it says '2003 Standard Budget Model'.
- \*Activity:** A text box with 'ASSETS' and a magnifying glass icon. To the right, it says 'Asset Budgeting Activity'.
- \*Scenario:** A text box with '2003PROP' and a magnifying glass icon. To the right, it says '2003 Proposed Budget'.
- \*Planning Center:** A text box with '13000' and a magnifying glass icon. To the right, it says 'Finance'.
- \*Budget Version:** A dropdown menu with 'Base Version' selected.

Below the selection criteria is a section 'Display Options' with one input field:

- \*Labels:** A dropdown menu with 'Code' selected.

Asset Analysis page

Specify the parameters for the report by entering the Role Name, Business Unit, Planning Model ID, Activity, Scenario, Planning Center, and Budget Version ID. Specify the row and column headings in the Labels field.

Click Run to generate the report online.

Report Results

When you execute the report the system displays the results in an analytic grid.

Select Analysis Criteria

Role Name:Preparer

Activity:ASSETS

Business Unit:US002

Scenario:2003PROP

Planning Model ID:2003\_US2BUDGET

Planning Center:13000

Budget Version:Base Version

Return to: Selection CriteriaWorkspace

PreferencesView All

First1-5 of 5Last?

Account:000000

Asset Status:STATUS\_TOTAL

Asset Profile ID:CATALOG\_TOTAL

Capital Acquisition Plan #:CAP\_TOTAL

CAP Sequence:CAP\_SEQUENCE\_TOTAL

Currency Code:USD

Budget Period:ALL\_TIME

Planning Center:13000

	New Cost	Depreciation Amount	Purchase Price
ASSET_TOTAL		\$16,033.68	\$87,054.00
US_000000069		\$643.56	\$1,324.00
US_000000090		\$12,000.00	\$62,000.00
US_000000111		\$336.60	\$2,356.00
US_000000122		\$3,053.52	\$21,374.00

Asset Analysis results page

- Selection Criteria

Click the link to return to the Asset Analysis page where you can redefine the report parameters and rerun the report.
- Workspace

Click the link to go to the Planning Workspace page with these parameters.
- Preferences

Click to access a window where you can modify the layout of the grid by hiding some of the columns.
- Account

Select the account ID that you want to display.
- Asset Status

Select the asset status that you want to display. Options include Budgeted, In-service, or all.
- Asset Profile ID

Select the asset profile that you want to display.
- Capital Acquisition Plan #

Select the capital acquisition plan number that you want to display.
- Capital Acquisition Sequence

Select the capital acquisition sequence that you want to display.
- Budget Period

Select the budget period that you want to display.

In the analytic grid you can modify the view of the data by dragging any dimension from the row axis to the slicer bar or column axis, and by dragging cubes from the column axis to the slicer bar or row axis.



---

**Note.** Assets selected as Exclude from Budget Calc on the Asset Data page may appear in the Asset Budgeting Inquiry report. However, the budget amounts associated with the asset are excluded.

---

---

**Note.** If the report errors out when you run it, then dimension leveling may be an issue; that is, you may have accounts with data stored at more than one level on the dimension tree. For that reason, you should only import data at the detail level and not at the node level.

---

## Analyzing Variance

Access the Variance Analysis page (Planning and Budgeting, Reporting and Analysis, Analysis, Variance Analysis).

Use the online inquiry page to access and load line item activity data to an analytic grid for analysis. You can compare any two scenarios for a single activity and planning center in the planning model. The scenarios are further qualified by selecting the versions and time periods for each scenario.

---

**Note.** You must have full access to the Line Item Budgeting activity for your planning center to run these analysis reports. When you click Run the system checks whether you have full access to the planning center version. If you have only partial access, the system displays an error message that you cannot run this report unless you have access to every account in this planning center.

---

For line item analysis, Planning and Budgeting uses the analysis calculation definition that you enter for account types on the Account Type Options page. Depending on the calculation rules that you define, the system adds or subtracts account values that you include in the analysis and stores the results in the totals field. For example, if you deduct expense accounts and add revenue accounts during analysis calculations, the total reflects revenues minus expenses.

## Variance Analysis

Select Analysis Criteria

\*Role Name:  ▼

\*Business Unit:  US002 MASSACHUSETTS OPERATIONS

\*Planning Model ID:  2003 Standard Budget Model

☐ Statistical Account Analysis

\*Activity:  Line Item Budgeting

\*Scenario:  2003 Proposed Budget

\*Planning Center:  Finance

\*Budget Version:  ▼

Select Variance Criteria

☐ Compare to Self    Comparison Scenario:  ▼ 2002 Budget

Budget Version:  ▼

Budget Period:  ▼

Display Options

\*Labels:  ▼

\*Select View Currency:  ▼ US Dollar

Variance Analysis page

Specify the parameters for the report on this page.

**Select Analysis Criteria** Specify the Role Name, Business Unit, Planning Model ID, Activity, Scenario, Planning Center, and Budget Version ID.

Select Statistical Account Analysis for inquiries on statistical line items (budget line items with either a statistical account or a statistics code). When this check box is selected, the Select View Currency field is cleared and disabled.

**Select Variance Criteria** Indicate in this group box whether you want to Compare to Self and specify the Budget Version ID and Budget Period against which you want to compare; or select a Comparison Scenario.

**Display Options** Select the row and column headers in the Labels field and enter the Select View Currency if applicable.

Click Run to generate the report online.

## Report Results

When you execute the report the system displays the results in an analytic grid.

### Variance Analysis

Select Analysis Criteria

Role Name: Preparer

Business Unit: US002

Planning Model ID: 2003\_US2BUDGET

Activity: LINEITEM

Scenario: 2003PROP

Planning Center: 13000

View Currency: USD

Display Variance: Amount and Percent

Variance Filter Criteria

Amount Any 0 And

Percent Any 0.00 Refresh

☒ Period Activity

☐ Ending Balance

Return to: [Selection Criteria](#) [Workspace](#)

Preferences | View All |

First 1-8 of 8 Last ?

Currency Code: ALL\_CURRENCY\_CD

Operating Unit: ALL\_OPERATING\_UNIT

Department: ALL\_DEPARTMENT

Budget Period: ALL\_TIME

Budget Version: 1 Version 1

	2003PROP-1	2002BUDG	Variance Amount	Variance Percentage
000000 All Accounts	18,967,614	18,825,537	142,077	0.75
EXPENSE All Expenses	-479,853	-621,930	142,077	-22.84
610000 Salaries & Wages	-247,530	-405,651	158,121	-38.98
653000 Travel - Other	-127,836	-127,836	0	0.00
630001 Office Expense	-86,862	-86,862	0	0.00
640001 Building Expense	-1,581	-1,581	0	0.00
681001 Depreciation Expense	-16,044	0	-16,044	0.00
REVENUE All Revenue	19,447,467	19,447,467	0	0.00

Variance Analysis results page

- Display Variance** Specify whether you want to view the variance as an *Amount*, *Amount and Percent*, or *Percent*.
- Variance Filter Criteria** You can choose to display all variances or specific variance amounts or ranges. Click Refresh to display new data after you modify the variance filter criteria.
- Selection Criteria** Click the link to return to the Variance Analysis page where you can redefine the report parameters and rerun the report.
- Workspace** Click the link to go to the Planning Workspace page with these parameters.
- Preferences** Click to access a window where you can modify the layout of the grid by hiding some of the columns.
- Budget Period** Select the budget period against which you want to compare.
- Currency Code** Specify the entry currency that you want to view in your analysis. This field is hidden when Statistical Account Analysis is selected on the criteria page.
- Statistics Code** Specify the statistics code that you want to display.

In the analytic grid you can modify the view of the data by dragging any dimension from the row axis to the slicer bar or column axis, and by dragging cubes from the column axis to the slicer bar or row axis.

The available dimensions are based on the selected dimensions for the activity.

## Comparing Budget Versions

Access the Version Analysis page (Planning and Budgeting, Analysis and Reporting, Analysis, Version Analysis).

Use the online inquiry page to access and load line item activity data to an analytic grid for analysis. You can compare all versions for a single activity, scenario and planning center in the planning model.

---

**Note.** You must have full access to the Line Item Budgeting activity for your planning center to run these analysis reports. When you click Run the system checks whether you have full access to the planning center version. If you have only partial access, the system displays an error message that you cannot run this report unless you have access to every account in this planning center.

---

For line item analysis, Planning and Budgeting uses the analysis calculation definition that you enter for account types on the Account Type Options page. Depending on the calculation rules that you define, the system adds or subtracts account values that you include in the analysis and stores the results in the totals field. For example, if you deduct expense accounts and add revenue accounts during analysis calculations, the total reflects revenues minus expenses.

## Version Analysis

Select Analysis Criteria

**\*Role Name:** Preparer

**\*Business Unit:** US002 US002 MASSACHUSETTS OPERATIONS

**\*Planning Model ID:** 2003\_US2BUDGET 2003 Standard Budget Model

☐ **Statistical Account Analysis**

**\*Activity:** LINEITEM Line Item Budgeting

**\*Scenario:** 2003PROP 2003 Proposed Budget

**\*Planning Center:** 13000 Finance

Versions Available
Customize | Find | View All | First 1-3 of 3 Last

	Budget Version	Description
<input checked="" type="checkbox"/>	Base	Base Version
<input checked="" type="checkbox"/>	Version 1	Version One
<input type="checkbox"/>	Master	Master Version

☒ [Select All](#)    ☐ [Clear All](#)

Display Options

**\*Labels:** Code and Description

**\*Select View Currency:** USD US Dollar

Run

Version Analysis page

Specify the parameters for the report on this page.

**Select Analysis Criteria** Specify the Role Name, Business Unit, Planning Model ID, Activity, Scenario, and Planning Center.

Select Statistical Account Analysis for inquiries on statistical line items (budget line items with either a statistical account or a statistics code). When this check box is selected, the Select View Currency field is cleared and disabled.

**Versions Available** This grid lists all of the budget versions that exist. Select one or more versions to compare.

**Display Options** Select the row and column headers in the Labels field and enter the Select View Currency if applicable.

Click Run to generate the report online.

## Report Results

When you execute the report the system displays the results in an analytic grid.

Version Analysis

Select Analysis Criteria

Role Name:PreparerScenario:2003PROP

Business Unit:US002Planning Center:13000

Planning Model ID: 2003\_US2BUDGETView Currency:USDUS Dollar

Activity:LINEITEM☒ Period Activity☐ Ending Balance

Return to: [Selection Criteria](#) [Workspace](#)

Preferences

View All

First

1-20 of 38

Last

Currency Code: ALL\_CURRENCY\_CD

Budget Version: 0 Base

Operating Unit: ALL\_OPERATING\_UNIT

Total Amount

Department: ALL\_DEPARTMENT

	ALL_TIME					
	2003A1					
			<div><div></div>2003Q1</div>	<div><div></div>2003Q2</div>	<div><div></div>2003Q3</div>	<div><div></div>2003Q4</div>
<div><div></div>000000 All Accounts</div>	18,825,537	18,825,537	4,605,770	4,588,058	4,903,588	4,728,121
<div><div></div>EXPENSE All Expenses</div>	-621,930	-621,930	-152,157	-151,576	-161,999	-156,198
<div><div></div>610000 Salaries &amp; Wages</div>	-405,651	-405,651	-99,246	-98,861	-105,662	-101,882
<div><div></div>610001 Employee Salaries</div>	210,492	210,492	51,498	51,300	54,828	52,866
<div><div></div>610002 Additional Pays</div>	41,187	41,187	10,077	10,037	10,729	10,344
<div><div></div>614000 Sales Commissions &amp; Bonuses</div>	41,327	41,327	10,111	10,071	10,765	10,380
<div><div></div>615000 Employer Payroll Taxes</div>	99,228	99,228	24,276	24,184	25,846	24,922
<div><div></div>616000 Benefits - Pre-Tax</div>	13,417	13,417	3,284	3,269	3,494	3,370
<div><div></div>653000 Travel - Other</div>	-127,836	-127,836	-31,275	-31,158	-33,298	-32,105
<div><div></div>650135 Laundry</div>	8,001	8,001	1,958	1,950	2,084	2,009
<div><div></div>650055 Meals</div>	93,351	93,351	22,838	22,751	24,316	23,446
<div><div></div>650045 Entertainment Other</div>	1,683	1,683	412	410	439	422
<div><div></div>650040 Entertainment - Meals</div>	1,121	1,121	274	273	292	282
<div><div></div>650033 Parking</div>	3,788	3,788	926	924	987	951
<div><div></div>650031 Gasoline Charges</div>	6,825	6,825	1,670	1,664	1,777	1,714
<div><div></div>650030 Ground Transportation</div>	2,155	2,155	527	526	561	541
<div><div></div>650000 Hotel/Lodging</div>	10,314	10,314	2,524	2,514	2,686	2,590
<div><div></div>650020 Airfare</div>	598	598	146	146	156	150
<div><div></div>630001 Office Expense</div>	-86,862	-86,862	-21,250	-21,171	-22,627	-21,814
<div><div></div>633000 Dues &amp; Subscriptions</div>	808	808	197	197	211	203

Version Analysis results page

### Selection Criteria

Click the link to return to the Version Analysis page where you can redefine the report parameters and rerun the report.

### Workspace

Click the link to go to the Planning Workspace page with these parameters.

### Preferences

Click to access a window where you can modify the layout of the grid by hiding some of the columns.

### Budget Period

Select the budget period against which you want to compare.

### Currency Code

Specify the entry currency that you want to view in your analysis. This field is hidden when Statistical Account Analysis is selected on the criteria page.

### Statistics Code

Specify the statistics code that you want to display.

In the analytic grid you can modify the view of the data by dragging any dimension from the row axis to the slicer bar or column axis, and by dragging cubes from the column axis to the slicer bar or row axis.

The available dimensions are based on the selected dimensions for the activity.





## Appendix A

# Source, Staging, and Target Tables for Planning and Budgeting

Planning and Budgeting is delivered with the Extract, Transform, and Load (ETL) jobs and maps used to import data into the PeopleSoft EPM Warehouse. Additionally, we provide a spreadsheet-based utility that provides information about the ETL jobs that are required for PeopleSoft Enterprise Planning and Budgeting. This appendix discusses:

- Source, staging, and target tables for PeopleSoft Financial Management data.
- Source, staging, and target tables for PeopleSoft Human Resource Management data.
- Tables used to move data from Planning and Budgeting to source systems.
- The EPM Planning and Budgeting ETL lineage spreadsheet.

---

**Note.** The PeopleSoft system delivers close to 6,000 jobs and maps that are used to load data into the PeopleSoft EPM Warehouse.

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### See Also

Chapter 5, "Integrating with Other Applications," Understanding Planning and Budgeting Integrations, page 61

*PeopleSoft Enterprise Performance Management Fundamentals 9.1 PeopleBook*, "Bringing Source Data Into EPM Using Extract, Transform, and Load (ETL)"

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## Source, Staging and Target Tables for PeopleSoft Financial Management Data

This section lists the source PeopleSoft Financial Management Solutions (FMS) tables, and PeopleSoft EPM Warehouse Staging (OWS) and target Operational Warehouse Enriched (OWE) tables for financial management-related data. The use of *target* tables here refers to the records and tables that are used by the Planning and Budgeting application. In some cases, you might use online maintenance pages to access and update the data. The list is organized by:

- General ledger records.
- Dimension (ChartField) records.
- Multiple currency records.

- Asset budgeting records.
- Commitment Control records.
- Combination edit records.

### General Ledger Records

<b>Financial Management Solutions Source Table</b>	<b>Description</b>	<b>Staging (OWS) Table</b>	<b>Target (OWE) Table</b>
PS_BU_LED_COMB_TBL	Ledger group combo edit definition	PS_S_BU_LED_CB_TBL	PS_BU_LED_COMB_TBL
PS_BU_LED_GRP_TBL	Ledger group for business unit definition	PS_S_BU_LED_GRP_TBL	PS_BU_LED_GRP_TBL
PS_BUS_UNIT_TBL_GL	General ledger business units	PS_S_BUS_UNIT_GL	PS_BUS_UNIT_TBL_GL
PS_BUS_UNIT_TBL_FS	Financial business units	PS_S_BUS_UNIT_FS	PS_BUS_UNIT_TBL_FS
PS_CAL_BP_TBL	Calendars for Commitment Control budget periods	PS_S_CAL_BP_TBL	PS_CAL_BP_TBL
PS_CAL_DEFN_TBL	Detail and budget period calendar definition	PS_S_CAL_DEFN_TBL	PS_CAL_DEFN_TBL
PS_CAL_DETP_TBL	Detail calendar period details	PS_S_CAL_DETP_TBL	PS_CAL_DETP_TBL
PS_LED_DEFN_TBL	Detail ledger definition	PS_S_LED_DEFN_TBL	PS_PF_LED_DEFN_TBL
PS_LED_GRP_LED_TBL	Ledger group / detail ledger definition	PS_S_LEDGRPLED_TBL	PS_PF_LED_GRP_LED
PS_LED_GRP_TBL	Ledger group definition	PS_S_LED_GRP_TBL	PS_PF_LED_GRP_TBL
PS_LEDGER	Actuals ledger	PS_LEDGER	PS_LEDGER_F00
PS_LEDGER_BUDG	Standard budget ledger	PS_LEDGER_BUDG	PS_BP_LED_BUDG_F00

<i>Financial Management Solutions Source Table</i>	<i>Description</i>	<i>Staging (OWS) Table</i>	<i>Target (OWE) Table</i>
PS_LEDGER_PROJ	Project budget ledger	PS_LEDGER_PROJ	PS_BP_LED_PROJ_F00

---

**Note.** There are no ETL jobs or maps for the Ledger Template records (PS\_PF\_TMPLT\_TBL, PS\_BP\_TMPLT\_TBL, and PS\_GC\_TMPLT\_TBL) which are delivered as system data. If your organization uses different names, you can create new ledger template definitions in the EPM database.

---

**Note.** PeopleSoft Planning and Budgeting provides portal navigation that takes you directly to the Ledger For A Unit page within PeopleSoft Financial Management Solutions (FMS) where you can view setup information. Edit access in FMS is only allowed if your security permits it, but any changes would require you to rerun the map for the PS\_BU\_LED\_GRP\_TBL record.

This page does not exist in the EPM database, but the data is used in PeopleSoft Planning and Budgeting and is brought over during the ETL process. Use the Ledger For A Unit (FMS) link to view and understand data relationships; for example, if you are using combination editing and need to understand valid combination edit groups, scroll down to the budgeting ledger for your business unit, and then click Journal Edit Options. You can then determine the Combination Edit Process Groups that will be validated for that ledger. To access the Ledger For A Unit (FMS) link, navigate from EPM Foundation, EPM Setup, Ledger Setup, Ledgers menu. You must have single sign on set up to use this link.

---

### ***Dimension (ChartField) Records***

<i>FMS SourceTable</i>	<i>Description</i>	<i>Staging (OWS) Table</i>	<i>Target (OWE) Table</i>
PS_ADJUST_TYPE_TBL	Adjust Type	PS_S_ADJ_TYPE_TBL	PS_ADJUST_TYPE_TBL
PS_ALTACCT_TBL	Alternate account	PS_S_ALTACCT_TBL	PS_ALTACCT_TBL
PS_BD_SCENARIO_TBL	Scenario-Budget	PS_S_BD_SCEN_TBL	PS_BD_SCENARIO_TBL
PS_BOOK_CODE_TBL	Book code	PS_S_BOOK_CODE_TBL	PS_BOOK_CODE_TBL
PS_BUD_REF_TBL	Budget reference	PS_S_BUD_REF_TBL	PS_BUD_REF_TBL
PS_CHARTFIELD1_TBL	ChartField 1	PS_S_CF1_TBL	PS_CHARTFIELD1_TBL
PS_CHARTFIELD2_TBL	ChartField 2	PS_S_CF2_TBL	PS_CHARTFIELD2_TBL

<b>FMS SourceTable</b>	<b>Description</b>	<b>Staging (OWS) Table</b>	<b>Target (OWE) Table</b>
PS_CHARTFIELD3_TBL	ChartField 3	PS_S_CF3_TBL	PS_CHARTFIELD3_TBL
PS_CLASS_CF_TBL	Class field	PS_S_CLASS_CF_TBL	PS_CLASS_CF_TBL
PS_DEPT_TBL	Department	PS_DEPT_TBL	PS_DEPARTMENT_TBL
PS_FUND_TBL	Fund code	PS_S_FUND_TBL	PS_FUND_TBL
PS_FS_ACTIVITY_TBL	Activity	PS_FS_ACTVTY_TBL	PS_FS_ACTIVITY_TBL
PS_GL_ACCOUNT_TBL	Account	PS_S_GL_ACCT_TBL	PS_GL_ACCOUNT_TBL
PS_OPER_UNIT_TBL	Operating unit	PS_OPER_UNIT_TBL	PS_OPER_UNIT_D00
PS_PC_INT_TMPL_GL	Integration template GL (used for Project Costing integration)	PS_S_PC_INT_TML_GL	PS_PC_INT_TMPL_GL
PS_PRODUCT_TBL	Product	PS_S_PRODUCT_TBL	PS_PRODUCT_TBL
PS_PROGRAM_TBL	Program code	PS_S_PROGRAM_TBL	PS_PROGRAM_TBL
PS_PROJECT	Project	PS_PROJECT	PS_PROJECT_D00
PS_PROJ_ACTIVITY	Project activity	PS_S_PROJ_ACTIVITY	PS_PROJ_ACTIVITY
PS_PROJ_ATYPE_TBL	Analysis type	PS_S_PROJ_ANTP_TBL	PS_PROJ_ATYPE_TBL
PS_PROJ_CATG_TBL	Resource category	PS_S_PROJ_CATG_TBL	PS_PROJ_CATG_TBL
PS_PROJ_RES_TYPE	Resource type	PS_S_PROJ_RES_TYPE	PS_PROJ_RES_TYPE
PS_STAT_TBL	Statistics code	PS_S_STAT_TBL	PS_STAT_TBL

<i>FMS SourceTable</i>	<i>Description</i>	<i>Staging (OWS) Table</i>	<i>Target (OWE) Table</i>
PS_PROJ_SUBCAT_TBL	Resource subcategory	PS_S_PROJ_SCAT_TBL	PS_PROJ_SUBCAT_TBL

**Note.** You must ensure that the department data you load into the OWE target table (PS\_DEPARTMENT\_TBL) in the Enterprise Performance Management (EPM) database is the data that you want to use for planning and budgeting purposes. The ETL map you use to populate the PS\_DEPARTMENT\_TBL table with PeopleSoft HRMS department data is the same one used to populate the table with PeopleSoft Financial Management department data. This is because the respective ETL jobs for source HRMS and Financial Management department data store data in the same OWS table.

When the departments are the same in your HRMS and Financial Management source, choose one source to run your ETL job.

When the departments are unique for your HRMS and Financial Management source, run the ETL jobs from each source. Since the departments are unique, you will not be required to use Dimension Mapper.

**Note.** Planning and Budgeting does not use the PF\_SCENARIO\_DFN page or ETL maps; instead it supports scenarios from the PS\_BD\_SCENARIO\_TBL source and target table, and any scenarios defined within the EPM database on the Scenario-Budget maintenance page.

**Note.** The budget ledgers used by Planning and Budgeting include three additional dimensions called Dimension 1, Dimension 2, and Dimension 3. These fields in the budget ledgers have no source record, are not stored in the source budget ledgers, and don't have any maintenance page; therefore, no ETL jobs are delivered for these dimensions. These fields (DIMENSION1, DIMENSION2, and DIMENSION3) can only be found in the following budget ledger records: PS\_BP\_LED\_BUDG\_F00, PS\_BP\_LED\_PROJ\_F00, and PS\_BP\_LED\_KK\_F00.

See [Chapter 4, "Setting Up the System," Configuring Dimensions for Planning and Budgeting, page 47.](#)

See [Chapter 4, "Setting Up the System," Setting Up Single Sign On, page 56.](#)

**Note.** PeopleSoft Planning and Budgeting uses the PS\_PRODUCT\_TBL table within the application, which is referred to as the Product-General Ledger menu item for maintenance. Planning and Budgeting does not use the PRODUCT\_ID field in the PS\_PRODUCT\_D00 table in the EPM database.

### **Multiple Currency Records**

<i>FMS Source Table</i>	<i>Description</i>	<i>Staging (OWS) Table</i>	<i>Target (OWE) Table</i>
PS_RT_INDEX_TBL	Rate index	PS_S_RT_INDEX_TBL	PS_RT_INDEX_TBL
PS_RT_RATE_TBL	Market rate	PS_S_RT_RATE_TBL	PS_RT_RATE_TBL

### **Asset Budgeting Records**

<b>FMS Source Table</b>	<b>Description</b>	<b>Staging (OWS) Table</b>	<b>Target (OWE) Table</b>
PS_BD_ASSET	Assets	PS_S_BD_ASSET	PS_BD_ASSET
PS_BD_ASSET_DEPR	Actual budget depreciation	PS_S_BD_ASSET_DEPR	PS_BD_ASSET_DEPR
PS_BD_ASSET_ITEMS	Asset catalog	PS_S_BD_ASSET_ITEM	PS_BP_ASSET_ITEMS
PS_BU_BOOK_TBL	Asset book	PS_S_BU_BOOK_TBL	PS_BU_BOOK_TBL
PS_BUS_UNIT_TBL_AM	Business units related to assets	PS_S_BUS_UNIT_AM	PS_BUS_UNIT_TBL_AM
PS_CAP	Capital acquisition plans	PS_S_CAP	PS_CAP
PS_CAP_DET	Capital acquisition plan details	PS_S_CAP_DET	PS_CAP_DET
PS_CAP_TYPE_TBL	Capital acquisition plan types	PS_S_CAP_TYPE_TBL	PS_CAP_TYPE_TBL

### **Commitment Control Records**

<b>FMS Source Table</b>	<b>Description</b>	<b>Staging (OWS) Table</b>	<b>Target (OWE) Table</b>
PS_BUL_CNTL_BUD	Commitment Control ledger group definition	PS_S_BUL_CNTL_BUD	PS_BUL_CNTL_BUD
PS_KK_ACT_TYPE_SE T	Commitment Control type	PS_S_KK_ACT_TYPE_S	PS_KK_ACT_TYPE_SE T
PS_KK_BD_DFLT_ACC T	Commitment Control default accounts	PS_S_KK_BD_DFLT_A C	PS_KK_BD_DFLT_ACC T
PS_KK_BD_SETID	Commitment Control SetID	PS_S_KK_BD_SETID	PS_KK_BD_SETID
PS_KK_BUDGET_TYP E	Commitment Control budget type	PS_S_KK_BUDGET_TY P	PS_KK_BUDGET_TYP E

<b>FMS Source Table</b>	<b>Description</b>	<b>Staging (OWS) Table</b>	<b>Target (OWE) Table</b>
PS_KK_CF_VALUE	Commitment Control ChartField values	PS_S_KK_CF_VALUE	PS_KK_CF_VALUE
PS_KK_EX_ACCT_TYPE	Commitment Control excluded account types	PS_S_KK_EX_ACCT_TYPE	PS_KK_EX_ACCT_TYPE
PS_KK_EX_ACCT_VALUE	Commitment Control excluded account values	PS_S_KK_EX_ACCT_VALUE	PS_KK_EX_ACCT_VALUE
PS_KK_FILTER	Commitment Control budget subtype filter	PS_S_KK_FILTER	PS_KK_FILTER
PS_KK_KEY_CF	Commitment Control keys	PS_S_KK_KEY_CF	PS_KK_KEY_CF
PS_KK_SUBTYPE	Commitment Control budget subtype	PS_S_KK_SUBTYPE	PS_KK_SUBTYPE
PS_LEDGER_KK	Commitment Control budget ledger	PS_LEDGER_KK	PS_BP_LED_KK_F00

### **Combination Edit Records**

<b>FMS Source Table</b>	<b>Description</b>	<b>Staging (OWS) Table</b>	<b>Target (OWE) Table</b>
PS_COMBO_CF_DEFN	Combination edit definitions	PS_S_COMBO_CF_DEFN	PS_COMBO_CF_DEFN
PS_COMBO_CF_TBL	Combination edit tables	PS_S_COMBO_CF_TBL	PS_COMBO_CF_TBL
PS_COMBO_CF2_REQ	Nonanchor ChartFields	PS_S_COMBO_CF2_REQ	PS_COMBO_CF2_REQ
PS_COMBO_CF2_TBL	Combination edit tables	PS_S_COMBO_CF2_TBL	PS_COMBO_CF2_TBL
PS_COMBO_DATA_BDP	Combination edit data table	PS_S_COMBO_DAT_BDP	PS_COMBO_DATA_BDP

<b><i>FMS Source Table</i></b>	<b><i>Description</i></b>	<b><i>Staging (OWS) Table</i></b>	<b><i>Target (OWE) Table</i></b>
PS_COMBO_DATA_BUDG	Combination edit data table	PS_S_COMBO_DAT_BUD	PS_COMBO_DATA_BUDG
PS_COMBO_EDIT_TMPL	Combination edit template	PS_S_COMBO_EDIT_TMPL	PS_COMBO_EDIT_TMPL
PS_COMBO_FLDS_TBL	Combination edit ChartFields	PS_S_COMBO_FLDS	PS_COMBO_FLDS_TBL
PS_COMBO_GROUP_TBL	Combination edit groups	PS_S_COMBO_GROUP	PS_COMBO_GROUP_TBL
PS_COMBO_GRRUL_TBL	Combination edit group rules	PS_S_COMBO_GRRUL	PS_COMBO_GRRUL_TBL
PS_COMBO_RULE_TBL	Combination edit rules	PS_S_COMBO_RULE	PS_COMBO_RULE_TBL
PS_COMBO_SEL_01 through PS_COMBO_SEL_30	Main selector tables	PS_S_COMBO_SEL_01 through PS_S_COMBO_SEL_30	PS_COMBO_SEL_01 through PS_COMBO_SEL_30
PS_COMBO_VAL2_TBL	Combination edit tables	PS_S_COMBO_VAL2_TBL	PS_COMBO_VAL2_TBL

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## Source, Staging, and Target Tables for Human Resource Data

This section lists the source PeopleSoft Human Resource Management System (HRMS) tables and Enterprise Performance Management staging (OWS) and target (OWE) tables for human resource-related data. The use of *target* tables here refers to the records and tables that are used by the Planning and Budgeting application. In some cases, you might use online maintenance pages to access and update the data. The list is organized by:

- Job and Compensation.
- Jobcodes and Position.
- Salary Plan.
- Other Human Resource.

### ***Job and Compensation Records***



<b>HRMS Source Table</b>	<b>Description</b>	<b>Staging (OWS) Table</b>	<b>Target (OWE) Table</b>
PS_TC_EE_DETAIL	Benefit and additional pay (earnings) compensation	PS_TC_EE_DETAIL	PS_BP_COMP_F00
PS_BP_JOB	Job data	PS_S_BP_JOB	PS_BP_JOB_F00
PS_JOB	Job data	PS_JOB	PS_BP_JOB_F00

### **Jobcodes and Position Records**

<b>HRMS Source Table</b>	<b>Description</b>	<b>Staging (OWS) Table</b>	<b>Target (OWE) Table</b>
PS_JOBCODE_TBL	Job code	PS_JOBCODE_TBL	PS_JOBCODE_D00
PS_POSITION_DATA	Position data	PS_S_POSITION_DATA	PS_BP_POSITION_D00
PS_POSITION_DATA	Position data	PS_S_POSITION_DATA	PS_POSITION_DATA

### **Salary Plan Records**

<b>HRMS Source Table</b>	<b>Description</b>	<b>Staging (OWS) Table</b>	<b>Target (OWE) Table</b>
PS_SAL_PLAN_TBL	Salary plan	PS_SAL_PLAN_TBL	PS_SAL_PLAN_R00
PS_SAL_GRADE_TBL	Salary grade	PS_SAL_GRADE_TBL	PS_SAL_GRADE_D00
PS_SAL_STEP_TBL	Salary step	PS_SAL_STEP_TBL	PS_SAL_STEP_D00

### **Other Human Resource Records**

<b>HRMS Source Table</b>	<b>Description</b>	<b>Staging (OWS) Table</b>	<b>Target (OWE) Table</b>
PS_ACCT_CD_TBL	Account code	PS_ACCT_CD_TBL	PS_ACCT_CD_D00
PS_BUS_UNIT_TBL_H R	Business unit	PS_S_BUS_UNIT_HR	PS_PS_BUS_UNIT_TBL_HR
PS_DEPT_BUDGET_DE D	Department deduction	PS_S_DEPT_BDGT_DE D	PS_DEPT_BUDGET_DE D
PS_DEPT_BUDGET_ER N	Department earning	PS_DEPT_BUDGET_ER N	PS_DEPT_BUDERN_D00

<b>HRMS Source Table</b>	<b>Description</b>	<b>Staging (OWS) Table</b>	<b>Target (OWE) Table</b>
PS_DEPT_TBL	Department	PS_DEPT_TBL	PS_DEPARTMENT_TBL
PS_EARNINGS_TBL	Earnings	PS_S_EARNINGS_TBL	PS_EARNINGS_TBL
PS_JOB_EARNS_DIST	Job earning	PS_JOB_EARNS_DIST	PS_JOB_EARNDST_D00
PS_PERS_DATA_EFFDT PS_NAMES PS_PERSON	Employee personal data	PS_PERS_DATA_EFFDT PS_S_NAMES PS_PERSON	PS_PERSONAL_D00
PS_RTRMNT_PLAN	Retirement plan	PS_S_RTRMNT_PLAN	PS_RTRMNT_PLAN
PS_RTRMNT_PLAN_TBL	Retirement plan	PS_S_RTMNT_PLN_TBL	PS_RTRMNT_PLAN_TBL
PS_UNION_TBL	Union code	PS_S_UNION_TBL	PS_UNION_TBL
PS_ACTN_REASON_TBL	Action reason	PS_S_ACTN_RSN_TBL	PS_ACTN_REASON_TBL
PS_PAYGROUP_TBL	Payroll group	PS_S_PAYGROUP_TBL	PS_PAYGROUP_TBL

**Note.** You must ensure that the department data you load into the OWE target table (PS\_DEPARTMENT\_TBL) in the EPM database is the data that you want to use for planning and budgeting purposes. The ETL map you use to populate the PS\_DEPARTMENT\_TBL table with HRMS department data is the same one used to populate the table with FMS department data. This is because the respective ETL jobs for source HRMS and FMS department data store data in the same OWS staging table.

When the departments are the same in your HRMS and FMS source, choose one source to run your ETL job.

When the departments are unique for your HRMS and FMS source, run the ETL jobs from each source. Since the departments are unique, you will not be required to use Dimension Mapper.

## Tables Used to Move Data From Planning and Budgeting Back to Source Systems

After you have exported the data out of the planning model, you can use the ETL tool to move the data from Planning and Budgeting back to the source systems.

See [Chapter 5, "Integrating with Other Applications," Understanding Exporting General Ledger Budget Data from the Planning Model, page 64.](#)

See [Chapter 5, "Integrating with Other Applications," Exporting Position Data from the Planning Model, page 102.](#)

### **Records Used To Send Data Back to Financial Management System**

<b>Planning and Budgeting OWE Record</b>	<b>Description</b>	<b>FMS Record</b>
PS_BP_LEDGER_BDEXP	Budget ledger data (standard, Project Costing, Commitment Control).	PS_BP_LEDGER_BDEXP
<b>Note.</b> There is no OWE Source Record, but rather a view that is used by the ETL job to move the budget ledger data attribute information to general ledger for processing (PS_BP_LEDG_DTL_VW).	Attributes for budget ledger data.	PS_BP_LEDG_DTL_EXP

### **Records Used to Send Data Back to Human Resources Management System**

<b>Planning and Budgeting OWE Record</b>	<b>Description</b>	<b>HRMS Record</b>
PS_BP_POSITION_F00	Position data	PS_BP_POSITION_EXP
PS_BP_JOB_F00	Job data.	PS_BP_JOB_EXP
PS_BP_COMP_F00	Compensation distribution for HR data (salary, benefits, earnings, taxes).	PS_BP_SAL_DIS_EXP PS_BP_BNFT_DIS_EXP PS_BP_EARN_DIS_EXP PS_BP_TAX_DIS_EXP

**Note.** For the PS\_BP\_COMP\_F00 source record in the OWE for Planning and Budgeting, the ETL jobs to export data to HRMS use views to extract compensation distributions by category, they include: PS\_BP\_SAL\_DIS\_VW, PS\_BP\_BNFT\_DIS\_VW, PS\_BP\_EARN\_DIS\_VW, and PS\_BP\_TAX\_DIS\_VW.

## The EPM Planning and Budgeting ETL Lineage Spreadsheet

This section provides an overview of the PeopleSoft EPM Planning and Budgeting ETL Lineage spreadsheet and discusses how to use the spreadsheet to view and generate lineage information:

### Understanding the EPM Planning and Budgeting ETL Lineage Spreadsheet

The EPM Planning and Budgeting ETL lineage spreadsheet provides information about the ETL jobs that are required for PeopleSoft Enterprise Planning and Budgeting. This spreadsheet acts like a reverse-engineering tool or family tree; it enables you to view the ancestry of source, target, and lookup tables and their relevant ETL jobs. The filename of the Budgeting ETL Lineage spreadsheet is *ETL\_P&B\_Lineage\_Spreadsheet.xls*.

By using this spreadsheet, you can:

- View lineage information for staging and OWE ETL jobs (namely D00 jobs and F00 jobs).
- Generate lineage information for one or more ETL jobs, or for a specific budget type.

#### Spreadsheet Structure

The *ETL\_P&B\_Lineage\_Spreadsheet.xls* spreadsheet includes several worksheets. The following table provides a description of each worksheet, by name, listed in the order in which it appears:

<b>Worksheet</b>	<b>Description</b>
Template	This worksheet contains overview information, a legend, and a definition of the columns used in the worksheets.
OWS_FMS	This worksheet contains the ETL lineage information for all of the staging jobs that are required for the Financials Warehouse.
OWS_HCM	This worksheet contains the ETL lineage information for all of the staging jobs that are required for the HCM Warehouse.
OWS_SCM	This worksheet contains the ETL lineage information for all of the staging jobs that are required for the SCM Warehouse.
Setup_OWS_FMS	This worksheet contains ETL lineage information for all of the setup jobs that are required for the Financials warehouse
Setup_OWS_HCM	This worksheet contains ETL lineage information for all of the setup jobs that are required for the HCM warehouse
Setup_OWE	This worksheet contains ETL lineage information for all of the setup jobs that are required for the OWE category.
Setup_Dim_Mapper	This worksheet contains ETL lineage information for the jobs that are required for setting up the dimension mapper.

<b>Worksheet</b>	<b>Description</b>
OWE_Global_D00	This worksheet contains ETL lineage information for all of the jobs that are required for the OWE global dimensions category.
OWE_FMS	This worksheet contains ETL lineage information for all of the jobs that are required for the OWE FMS category.
OWE_HCM	This worksheet contains ETL lineage information for all of the jobs that are required for the OWE HCM category.
Dynamic_Lineage_Generator	This worksheet provides a macro that enables you to enter the name of one or more ETL jobs and automatically generate a list of the complete lineage for those jobs. It also enables you to select one more budget types and automatically generate the list of the complete lineage for the selected budget types.

### **Column Descriptions**

The following table provides descriptions of the columns in the worksheets.

<b>Column</b>	<b>Description</b>
SequencerJob	The name of the job sequencer, which is responsible for invoking and running other ETL server jobs.
ServerJob	The name of the server job that is called by the job sequencer.
ServerJobCategory	The location of the server job in the IBM WebSphere DataStage project.
TargetTable	The name of the target table used in the server job.
TargetUpdateAction	The target load strategy for the server job.
SourceTable	The name of the source table used in the server job
SourceExtractionType	The type of extraction from the source table in the server job (for example, incremental date time or cyclical redundancy check).
LookupTables	The name of the lookup tables that are used in the server job. Lookups can be hashed files or direct DRS lookups.  The lineage information captures the table names from which the hash files are populated and the table names for the direct DRS lookup.
SetupJobs	The name of the setup job that populates the source and/or the lookup table.
SetupSequencer	The name of the job sequencer that calls the setup server job.

<b>Column</b>	<b>Description</b>
MDW	The name of the MDW server job. This column has an entry if the source table or lookup table is populated from an MDW server job.
MDWSequencer	The name of the MDW sequence job
OWS	The name of the OWS server job. This column has an entry if the source table or lookup tables are populated from an OWS server job.
OWSSequencer	The name of the OWS sequence job
OWE	The name of the OWE server job. This column has an entry if the source table or lookup tables are populated from an OWE server job.
v	The name of the OWE sequence job
EPMFoundation	The application or EPM foundation setup page that populates the source table or the lookup table, such as Global Consolidations, Dimension Mapper, or setup PIA pages.
Category	The categories in which the setup jobs, MDW jobs, OWS jobs or OWE jobs are placed.
Comments	Any additional comments, if applicable.

## Generating Lineage Information

This section discusses how to use the spreadsheet to:

- Find lineage information for a server job.
- Generate lineage information for one or more jobs.
- Generate lineage information for one or more budget types.

### ***Finding Lineage Information for a Server Job***

To find lineage information for a server job:

1. Access the worksheet in which the job is categorized.

2. Use Excel's Find feature to find the server job name in column B:
  - a. Type Ctrl-F to access the Find and Replace Dialog box.
  - b. Enter the name of the server job in the Find what edit box.
  - c. Click Find Next until the job name is found in the ServerJob column (column B).
  - d. Click Find Next until the job name is found in the ServerJob column (column B).
3. Review the lineage information in the adjacent columns.

The SequencerJob column (column A) lists the sequencer which calls this job. The ServerJobCategory column (column C) lists the category this job is associated with. The TargetTable, TargetUpdateAction, SourceTable, and SourceExtractionType for this server job are listed in columns D, E, F, and G respectively. The LookupTables column (Column H) lists all the lookups used by this job.

The source tables and the lookup tables are placed in separate rows. This enables you to find the lineage information for each of these tables by navigating through the other subsequent columns in the same row. Columns I through R list the dependent jobs that are required to populate the source and lookup tables, and entries in these columns indicate whether the table is populated by Setup jobs, (column I), MDW jobs (column K), OWS jobs (column M), OWE jobs (column O), or Foundation setup / Apps (column Q). The Category column (column R) lists the category that the dependent job is associated with.

Source tables that are from a different datamart (inter-mart) or different warehouse (cross-warehouse) are indicated by the colors specified in the legend on the Template worksheet page.

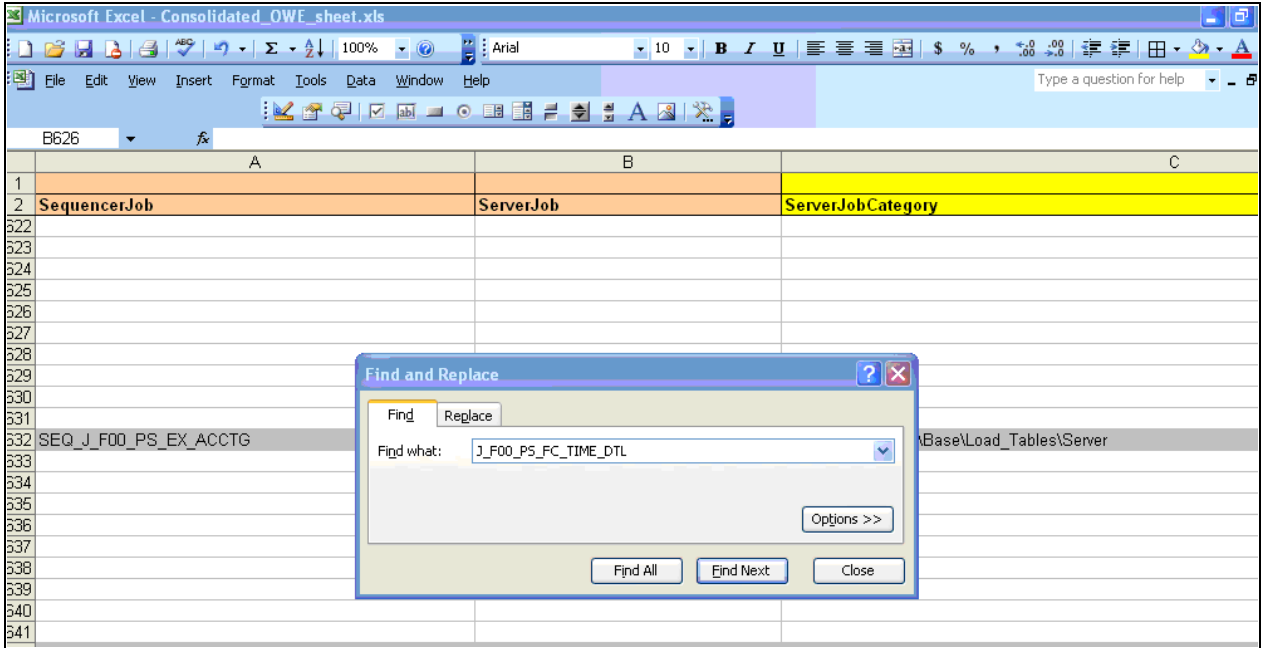
The spreadsheet lists the lineage of a source or lookup table to the level of the job that directly populates it. The lineage information does *not* extend to the level of the last staging job. To get the complete lineage for a fact (F00) or dimension (D00) job fully extended through the lowest staging level, you can use the dynamic lineage generator tool, which generates a list of all the required dependent jobs that need to be run in order to load a particular F00 or D00 table.

### **Example**

This example, takes you through the tasks you would complete to review the information for the F00 job J\_F00\_PS\_FC\_TIME\_DTL.

1. Navigate to the OWE\_FMS worksheet page.

2. Type Ctrl-F and type J\_F00\_PS\_FC\_TIME\_DTL into the Find and Replace dialog box.



Entering J\_F00\_PS\_FC\_TIME\_DTL into the Find and Replace dialog box

3. Click Find Next until you access the cell in the Server Job column that contains the J\_F00\_PS\_FC\_TIME\_DTL.
4. Close the Find and Replace dialog box. You should see the following information:

	A	B	C
1			
2	SequencerJob	ServerJob	ServerJobCategory
40			
41			
42	SEQ_J_F00_PS_FC_TIME_DTL	J_F00_PS_FC_TIME_DTL	OWE_E\FMS\F00\Base\Load_Tables\Server
43			
44			
45			
46			
47			
48	SEQ_J_F00_PS_ITEM_VOL	J_F00_PS_ITEM_VOL	OWE_E\FMS\F00\Base\Load_Tables\Server
49			

Results of Find Next



5. Scroll to the right to review the columns shown here:

D	E	F	G
TargetTable	TargetUpdateAction	SourceTable	SourceExtractionType
PS_FC_TIME_DTL_F00	Insert new rows or update existing ones	PS_FC_TIME_DTL	DateTime Incremental

Scrolling to TargetTable, TargetUpdateAction, SourceTable columns

The Target Table, Target Update Action, Source Table, and Source Extraction Type for the J\_F00\_PS\_FC\_TIME\_DTL server job are listed in columns D, E, F, and G, respectively.

6. Continue to scroll to the right to view the remaining columns. The Lookup Tables column (Column H) lists all the lookups used in J\_F00\_PS\_FC\_TIME\_DTL.

F	G	H
<b>SourceTable</b>	<b>SourceExtractionType</b>	<b>LookupTables</b>
PS_FC_TIME_DTL	DateTime Incremental	PS_PERSONAL_D00 PS_PF_BUS_UNIT_MAP PS_PROJ_ACTIVITY PS_PROJECT_D00

Viewing remaining columns

In this example there is one source table: PS\_FC\_TIME\_DTL. There are multiple lookup tables: PS\_PERSONAL\_D00, PS\_PF\_BUS\_UNIT\_MAP, PS\_PROJ\_ACTIVITY and PS\_PROJECT\_D00. The source tables and the lookup tables are each placed in a unique row one after the other. This enables you to view the lineage information for each of these tables by navigating through the succeeding columns within the same row.

Columns I through R list the dependent jobs that are required to populate these source and lookup tables. In this example, the source table PS\_FC\_TIME\_DTL has an entry in the OWS column, which means that it is populated from the OWS Job J\_Stage\_PS\_FC\_TIME\_DTL, which is placed in the category FMS\_E\OWS\Base\Load\_Tables\Server.

M	N
<b>OWS</b>	<b>OWSSequencer</b>
J_Stage_PS_FC_TIME_DTL	SEQ_J_Stage_PS_FC_TIME_DTL

OWS and OWSSequencer

Similarly, the lookup table PS\_PERSONAL\_D00 is populated from the D00 job J\_D00\_PS\_PERSONAL placed in the category OWE\_E\Global\_D00\Base\Load\_Tables\Server.

H	O	P	Q
<b>LookupTables</b>	<b>OWE</b>	<b>OWESequencer</b>	<b>Category</b>
PS_PERSONAL_D00	J_D00_PS_PERSONAL	SEQ_J_D00_PS_PERSONAL	OWE_E\Global_D00\Base\Load_Tables\Server
PS_PF_BUS_UNIT_MAP	J_Hash_PS_PF_BUS_UNIT_MAP		I\Shared_Lookups\DimensionMapper_Lookups
PS_PROJ_ACTIVITY	J_BASE_PS_PROJ_ACTIVITY	SEQ_J_BASE_PS_PROJ_ACTIVITY	OWE_E\Global_D00\Base\Load_Tables\Server
PS_PROJECT_D00	J_D00_PS_PROJECT	SEQ_J_D00_PS_PROJECT	OWE_E\Global_D00\Base\Load_Tables\Server

PS\_Personal\_D00 information

Generating Lineage Information for One or More Jobs

The Dynamic\_Lineage\_Generator worksheet contains a macro that generates a list of all the dependent jobs that are required for any ETL job. This will easily help you identify all of the required jobs that must be run for a specific F00 or D00 job.

To use the Dynamic Lineage Generator:

- 1. Access the Dynamic\_Lineage\_Generator worksheet.
- 2. Enter the job name in cell B1.
- 3. Click the Get Job Lineage button.

The macro retrieves the lineage required for running this ETL job from the setup, staging, and other categories and displays it in the cells below. The macro also copies the entire list of dependent jobs to the JobOrder worksheet, so you can identify the complete list to be run in sequence.

Enter Job Name	J_F00_PS_REVENUE	Get Job Lineage
Select Budget Type	<div>Asset Budgeting Line Item Budgeting Position Budgeting Commitment Control Budge Control Chart Fields</div>	
Sequencer Job	Server Job	Server Job Category
SEQ_J_D00_PS_CHANNEL	J_D00_PS_CHANNEL	OWE_EtGlobal_D00kBaseLoad_TablestServer
SEQ_J_D00_PS_LOCATION	J_D00_PS_LOCATION	OWE_EtGlobal_D00kBaseLoad_TablestServer

Dynamic Lineage Generator example

Lineage for multiple jobs can be retrieved by listing multiple job names in column B1, separated by a comma sign and then clicking the Get Job Lineage button.

Generating Lineage Information for One or More Budget Types

Lineage for a specific budgeting type can be retrieved by selecting the budgeting type from the list box (for example Asset Budgeting, Line Item Budgeting, Position Budgeting).

To generate lineage information for one or more budget types:

- 1. Clear any existing data in cell B1.
- 2. Select the Budget Type in cell B2.

3. Click the Get Job Lineage button.

This will generate the complete list of ETL jobs required to be run for the selected budgeting type.

A		B		C	
Enter Job Name				Get Job Lineage	
Select Budget Type		<div>Asset Budgeting Line Item Budgeting Position Budgeting Commitment Control Budge Control Chart Fields</div>			
Sequencer Job		Server Job		Server Job Category	
SEQ_J_Stage_PS_S_BD_SCEN_TBL		J_Stage_PS_S_BD_SCEN_TBL		FMS_EIOWS\BasetLoad_TablestServer	
SEQ_J_Stage_PS_S_BU_BOOK_TBL		J_Stage_PS_S_BU_BOOK_TBL		FMS_EIOWS\BasetLoad_TablestServer	
SEQ_J_Stage_PS_S_BU_LED_GR_TBL		J_Stage_PS_S_BU_LED_GR_TBL		FMS_EIOWS\BasetLoad_TablestServer	
SEQ_J_Stage_PS_S_LEDGRPLEDTBL		J_Stage_PS_S_LEDGRPLEDTBL		FMS_EIOWS\BasetLoad_TablestServer	

Lineage for a specific budgeting type

Lineage for multiple Budgeting types can be generated by selecting multiple budgeting types from the list box and then clicking the Get Job Lineage button. The entire list of dependent jobs to be run in sequence is copied to the JobOrder worksheet.

## Appendix B

# Planning and Budgeting Reports

This appendix lists the standard Planning and Budgeting Structured Query Reports.

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**Note.** For report samples, see the Portable Document Format (PDF) files published on the CD-ROM with your documentation.

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## Report Definitions

The following list of standard Planning and Budgeting reports is organized by report ID. These are all SQR reports.

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**Note.** Some reports recognize the Add or Deduct indicator for account types from the Account Type Options page when you use the View by option for Account. Version Analysis, Summary of Methods, and Budget Comparison reports use this information for viewing by account. The Add or Deduct indicator is also leveraged to calculate net amounts when viewing by other dimension values.

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**Note.** Not all reports can be viewed by currency code or statistics code even if they are defined as the dimensions of the model.

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See [Chapter 13, "Using Multiple Currencies," Inquiry and Reporting, page 354.](#)

<i><b>Report ID and Report Name</b></i>	<i><b>Description</b></i>	<i><b>Navigation</b></i>	<i><b>Run Control Page</b></i>
BPS1001 Version Analysis	Compares ALL Versions—base, versions 1-3, and master. You can generate this report at the detail or summary level and can view the data by the dimensions defined in the model.	Planning and Budgeting, Analysis and Reporting, Reports, Version Analysis	BP_RUN_BPS1001
BPS1002 Scenario Comparison	Compares budget data across scenarios within a model.	Planning and Budgeting, Reporting and Analysis, Reports, Scenario Comparison	BP_RUN_BPS1002

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
BPS1004 Summary of Methods	Displays the methods used and their related dimension combinations and amounts. You can generate this report at the detail or summary level. It displays the dimension distribution, default method, override method, method amount, adjustment/allocation amount, and total amounts for each line item.	Planning and Budgeting, Reporting and Analysis, Reports, Summary of Methods	BP_RUN_BPS1004
BPS1005 Budget Comparison	Compares the proposed budget against an analysis base or historical budget. You can generate this report at the detail or summary level. It displays the amount and percentage variance between the two scenarios. You can view data by the dimensions defined in the model.	Planning and Budgeting, Reporting and Analysis, Reports, Budget Comparison	BP_RUN_BPS1005
BPS1007 Position Information	Summarizes position budgeting details. You can generate this report at the detail or summary level. It includes the salary, earnings, benefits, employer paid taxes, and total cost for a planning center and version. You can view data by job code, position, or dimensions defined in the model.	Planning and Budgeting, Reporting and Analysis, Reports, Position Information	BP_RUN_BPS1007
BPS1008 Planning Target Analysis	Compares proposed budgets (bottom-up scenario) to planning targets (top-down scenario). You can generate this report at the detail or summary level. If available, you can view data based on how you set up your planning targets.	Planning and Budgeting, Reporting and Analysis, Reports, Planning Target Analysis	BP_RUN_BPS1008
BPS1009 Business Unit Comparison	Summarizes and compares budget information for multiple business units. You can view this data by the dimensions defined in the model.	Planning and Budgeting, Reporting and Analysis, Reports, Business Unit Comparison	BP_RUN_BPS1009

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