SAND2008-7960P

Spend Plan Tool Training

SBS225

~ PRACTICES ~

Sandia Business School

Financial Management Branch

Dec. 2008

Refer to the job aid "Using the Spend Plan Tool" to complete the following practices:

Practice 1

Now that you have the new WBS set up (set up during SBS224, Project Setup and WBS Input Training), your project manager has requested that you input the current FY spend plan for the B61 RADAR NOSE DEVELOPMENT task.

NOTE: If you did not attend SBS224, Project Setup and WBS Input Training, use the Project number listed on your packet.

Complete the following steps to enter the spend plan detail on the project you set up:

Step	Action
1	Select the **current FY**, if necessary.
2	Select the **Task** number for the **B61 RADAR NOSE DEVELOPMENT** task.
3	Enter the following spend plan for Sandia **Employees**: • 2 FTEs for Org. 02111. • 1.5 FTEs for Org. 05335, using Band 9. • $100,000 burdened amount for JACK CURTIS using the Reverse Loaded $ feature.
4	Save your work.
5	Enter the following spend plan for **Other Labor** for Org 01746-2. • $10,000 raw amount for DAVID FISHGRAB. • $100,000 burdened amount for contractor labor. • $50,000 burdened amount for Limited Term Employees.
6	Save your work.
7	Enter the following spend plan for **Purchases**: • PO Items Purchased for Org. 09548, $10,000 burdened amount using the Reverse Loaded $ feature. • ICO Purchases for Org. 01433, $20,000 raw amount.
8	Save your work.

practice continued

Practice 1 continued

Step	Action
9	Enter the following spend plan for **Travel**: • Org. 02111, $10,000 raw amount for a SAN DIEGO TRIP. • Org. 05335, $20,000 burdened amount for a SAN FRANCISCO TRIP.
10	Save your work.
11	Enter the following **Chargebacks** to budget for a Service Order for facilities to renovate the project manager's office: • Labor for the renovation; i.e., ♦ Org. 05335, $5,000 raw amount for the OFFICE UPGRADE. ♦ Org. 01513, $2,000 raw amount for a NEW WINDOW. • Purchase for Org. 02111, $15,000 raw amount for a CORNER FIREPLACE.
12	Save your work.
13	 • Do **NOT** close your screens. • Wait for discussion. • Compare your screens to the monitor.

Practice 2

Complete the following steps to allocate and save your spend plan:

Step	Action
1	Allocate current year spend plan.
2	Save your work.
3	Save as a new version.
4	Upload the spend plan.
5	Close the form.
6	Reopen the Spend Plan Tool.
7	Reopen the project you just saved/uploaded.
8	 • Do **NOT** close your screen. • Wait for discussion. • Compare your screens to the monitor.

Using the Spend Plan Tool

SANDIA BUSINESS SCHOOL
Job Aid/TIP$
Financial Management Branch

November 19, 2008

Contents:

NOTE: The websites (URLs/links) for all referenced resources within this document are listed in the "Resources" section at the end of this document.

Introduction

The Spend Plan Tool is Sandia's internal budget process that reflects agreements between programmatic and organizational managers to perform specified work for specified dollars within a fiscal year (FY). The Spend Plan Tool provides a planning mechanism to ensure organizations have the resources necessary to satisfy customer deliverables and a management tool to assess year-to-date costs and commitments relative to planned expenditures for the FY. Initial spend plans are negotiated and input to the financial system during the May through August time frame for the next FY. All projects expecting funding in the next FY should have a spend plan submitted. As situations change and more accurate information become available, the individual spend plan estimates are expected to be adjusted throughout the year.

NOTE: Refer to the Spend Plan Tool Home Page for specific instructions on the spend plan process, obtaining and using the Spend Plan Tool, and/or Strategic Management Units (SMUs) requirements.

In order to use the Spend Plan Tool you **must**

- have access to Project Accounting (SNL PA PROJECTS USER). Access requires management approval; refer to the Process for Access to Sandia's Oracle Systems job aid or contact the Management Reporting Support Office (MRSO) at 845-8180 for additional information/assistance.
- be a key member (either project manager, primary project administrator, or project administrator) for the particular project to upload a spend plan.

NOTES:

- Once a project has been created and the Work Breakdown Structure (WBS) has been input in Oracle Project Accounting, you are ready to enter spend plan (budget) information.
- If you are not a key member for a given project, you can still use the Spend Plan Tool to create "What If" scenarios for project pricing.

Overview—Inputting a Basic Spend Plan

IMPORTANT! This section covers the seven **quick steps to input and save your spend plan** into the Spend Plan Tool. Using these steps also reduces the number of versions that are saved and runs the appropriate edits in the most efficient order.

CAUTION! Wait until the selected spend plan has completely opened before navigating or inputting data.

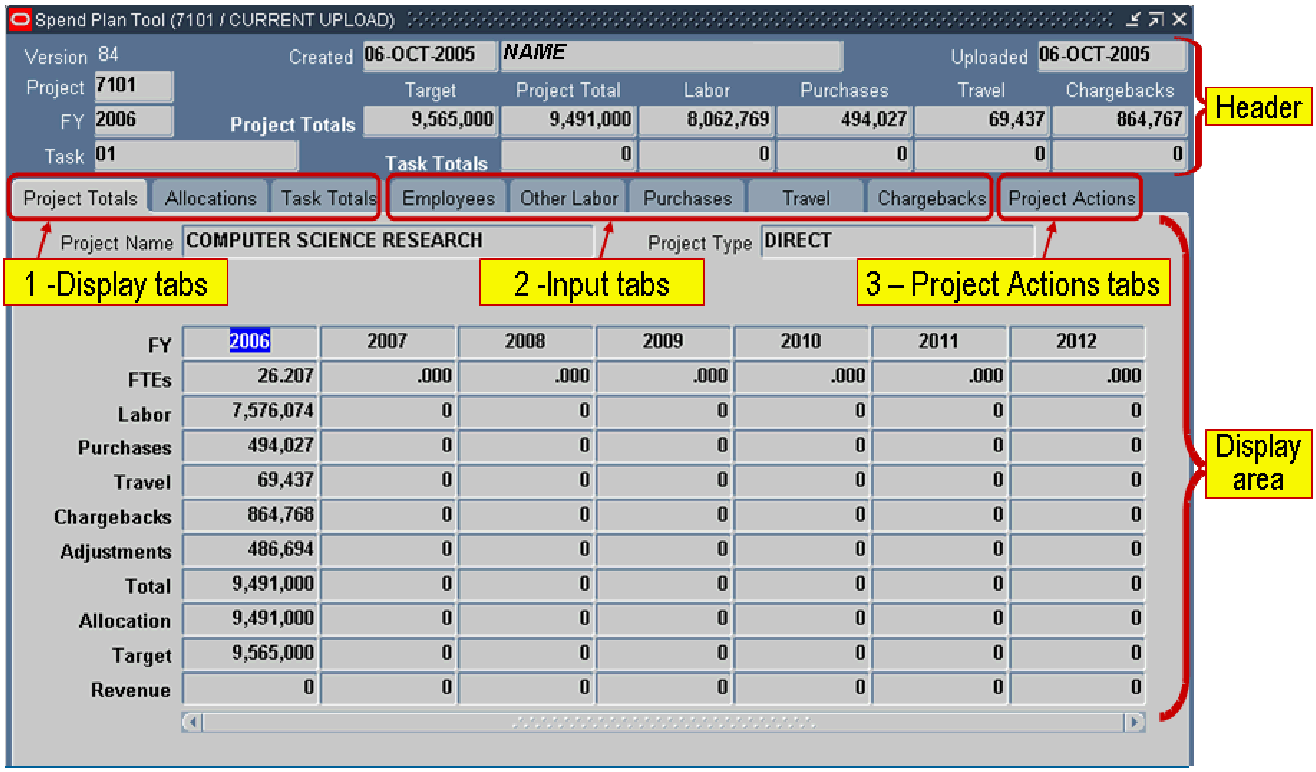
Step	Action
1	Input the spend plan. (Pages 9-17.)
2	**Save** your work; i.e., click or select **File**/**Save** on the menu bar. **NOTE:** This option only saves the screen input to a **temporary** file; it is not creating a **New Version** or uploading to the data warehouse. See notes below for more information.
3	Allocate the spend plan. (Pages 19-22.)
4	**Save** your work again.
5	Repeat Steps 1-4 for other FYs as necessary or use the Auto-Populate feature. (Page 22.)
6	Save as a **New Version**. Using this option saves to the database, creating a **New Version** number. (Page 23.)
7	Upload as needed. (Page 24.) **NOTE:** Only the most recent uploaded spend plan will display on financial reports.

NOTES:

- The referenced page numbers, in the table above, provide detailed information.
- Performing Step 2, above, only saves your work as a **temporary** version. If the Spend Plan Tool is exited without performing Step 6 (saving as a **New Version** or **What If** version), **ALL DATA entered during the session is LOST, including the temporary version**. (Only New Versions and What Ifs are stored in the database.)
- If you saved as a **New Version** and subsequently make additional changes to the spend plan, you **must** repeat Steps 2-4 and 6 before you can upload again (Step 7).

Getting Familiar with the Spend Plan Tool

The Spend Plan Tool displays seven fiscal years (FYs) of data in the body; i.e., current FY, next FY, and subsequent FYs. Review this section carefully in order to become familiar with the detailed look and feel of the Spend Plan Tool. The Spend Plan Tool screens contain header and display area. An explanation of the screens is provided below.



Header

The header displays project and task information (for the selected task); e.g., version number, who created the spend plan, project target, project totals, etc. The header is static and displays on each tab.

Display Area

The display area will vary depending on which tab is selected. There are three types of tabs:

1. Display tabs
   - Project Totals and Task Totals – Displays seven FYs of data.
   - Allocations – Displays allocations for the project. Allocations must equal the spend plan total. Allocations can be straight lined or entered for individual months. See the “Repricing and Allocating a Spend Plan” section starting on page 19 for more information.

2. Input tabs – Spend plan detail is input on the individual tabs; i.e. Employees, Other Labor, Purchases, Travel, or Chargebacks. The display area shows Org, Raw $, Adjustments, Notes, Burdens, and Totals. The Employee tab also includes FTE, Band, and Name information.

   The **Rates** and **Reverse Loaded $** buttons are features on each input tab; i.e., the
   - **Rates** button displays the “Burden Rates” window with the current rates that would be used to price out a new line of input.

     NOTE: The Charging Org number **must** be specified before the “Burden Rates” window will display.
   - **Reverse Loaded $** button calculates FTEs, burdens, and raw dollar amount based upon the organization, labor band, and the burdened dollar amount specified. See the “Reverse Loading” section starting on page 15 for more information.

     NOTE: The Charging Org number **must** be specified before the “Reverse Loaded Amount” window will display.

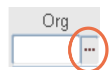
3. Project Actions tab – Used to perform a variety of project level actions; e.g., enter/view projected target and/or revenue, save and upload, allocate spend plan, etc. See the “Using the Project Actions Tab” section starting on page 17 for more information.

Tips for Using the Spend Plan Tool

This section addresses basic tips for inputting data and frequently used tool bar options.

Tips for Inputting Data

- When asked to enter a Name, enter the last name first, separated with a comma, **NO** spaces, or select from the List of Values (see explanation below).
- When instructed to select from the **List of Values (LOV)**, click in the data field (field changes to display three dots [see graphic]), click on the three dots or press **F9** to display the LOV.



  - ♦ Make your selection and click **OK**, or if selecting a name, enter the first few letters of the last name (the more letters you enter, the quicker the response time), click **Find**, click on the appropriate name, then click **OK**.
  - ♦ If you enter/select the wrong name and click **Find**, you must cancel out first, then start over and enter the correct name. (The tool will not allow you to search for a different name without canceling out of this window and starting over.)
- When entering or updating an Org number, enter the five-digit organization number; e.g., 03521.

Useful Toolbar Options

The following table shows frequently used Toolbar icons and the actions performed:

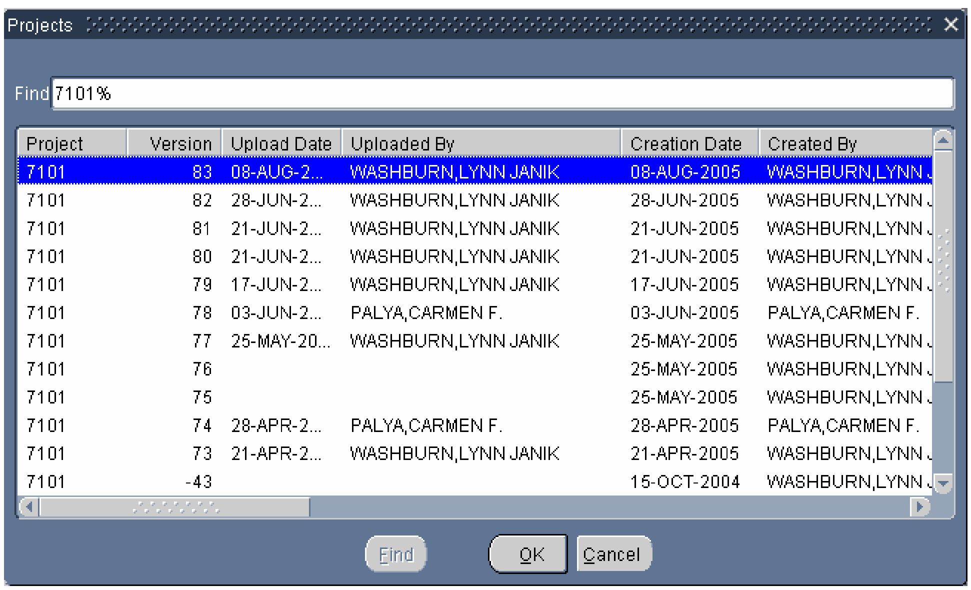
Item/Toolbar Icon	Action
Clear Record 	Removes the current record from the display but does not delete it from the database; i.e., the next time you save, the record will display.
Delete 	Deletes the current record from the database.
Save 	Saves any pending changes in the active form. **NOTE:** This option only saves the screen input to a **temporary** file; it is **not** creating a **New Version** or uploading to the data warehouse. The temporary version is deleted when the Spend Plan Tool is exited; therefore, if you want to permanently save your changes, you **must** save your work as a **New Version** or a **What If** version before you exit the Tool; i.e., select the **Project Actions** tab, click **Save as New Version**.

Logging On to the Spend Plan Tool and Selecting a Project

Use this section to log on to the Spend Plan Tool. Other sections of this job aid will help you perform specific activities; e.g., inputting, allocating and uploading a spend plan, etc.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Access Oracle from Sandia’s Techweb home page; i.e.,

click Oracle E-Business Suite (under the “My Links” section). The “Oracle E-Business Suite” window displays.
NOTE: If you customized your Techweb page, then click O on the index in the top right corner, and scroll down to Oracle.
click Oracle E-Business Suite for Windows in the “Oracle E-Business Suite” section. The “Navigator” window displays.
</td></tr>
<tr><td>2</td><td>
Click SNL PA PROJECTS USER if you are prompted to select an Application (aka Responsibility). An expanded list/column will display to the right.
Click Spend Plan Tool under “Budget Tools Suite”, if necessary. The "Projects" window displays.
</td></tr>
<tr><td>3</td><td>
Enter a project number or a partial project number in the Find field.
Click Find or press Enter. The “Projects” window is populated with valid projects.



NOTES:

The following table describes the most commonly used column data (project attributes) displayed in the “Projects” window.
Scroll right to see other column data included in the “Projects” window.
</td></tr>
</table>

3 (cont'd)

Column Heading	Description
Project	Project number.
Version	Unique identifier that is automatically assigned each time this project is modified and saved as a **New Version** or **What If** version. ➢ A positive version number identifies a spend plan that has been saved as a **New Version**. Up to 10 versions may be saved. When the 11th version is saved, the oldest/lowest numbered version will be dropped from the list unless it is the latest uploaded version. The highest version number is the most recently saved version. ➢ A negative version number identifies a spend plan that has been saved as a **What If** version. (**What If** versions are typically used for scenario analysis.) **What If** versions **cannot** be uploaded. They must first be saved as a **New Version** and then uploaded. Up to 5 **What If** versions may be saved. The lowest negative number represents the most recent **What If** version. ➢ If your spend plan session ends abnormally; e.g., power failure or improper exit from the spend plan, a zero version will be assigned. It will contain all entries from the last version selected and all saves done before the interruption. ➢ A new project will not have a Version number. ➢ Only the individual who created the version or the system administrator may retrieve the zero version. Call the MRSO at 845-8180 for assistance.
Upload Date	Date the version was uploaded.
Uploaded By	Name of the individual who uploaded the version. Only active project key members may upload a version.
Creation Date	Date the version was created.
Created By	Name of the individual who created the version.

<table>
<tr><td>3
(cont'd)</td><td>NOTES (cont'd):
➢ If projects are listed without data to the right, it means that spend plan has not been saved or uploaded.
➢ If you entered the wrong project number in the Find field and clicked Find or pressed Enter; you must
– click Cancel to close the "Projects" window (the "Spend Plan Tool" window will display with no data), then
– verify the cursor is in the Project field,
– click the ,
– enter the correct project number in the Find field and click Find or press Enter,
– select the project number with the lowest level task, and
– click OK.
▪ You can also click the , or select File/Close Form on the menu bar, and click Exit. The "Navigator - SNL PA PROJECTS USER" window will display; double click Budget Tools Suite, if necessary to expand the list, then double click Spend Plan Tool, and repeat Step 3.
▪ If the Task field is blank when a different project is selected/opened, select the appropriate Task from the "Tasks" window; i.e., verify the cursor is in the Task field and click . Refer to page 9 for detailed information.
➢ No Service Order projects will be listed.</td></tr>
<tr><td>4</td><td>• Select the Project, or select the Project and desired spend plan Version (if more than one project/version is listed).
• Click OK. The "Spend Plan Tool" window displays.

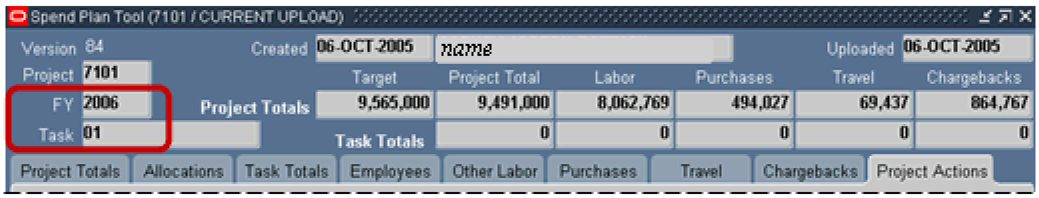
NOTES:
➢ The Tool allows only one person to work on a given project at a given time. A message will display if another person is in the project you selected. The message that displays will include the individual's name and phone number. You may want to contact this individual to determine when the project will be available for your input, or click OK to close the message and try accessing the project later.
– The Created By column could also list the person currently working on the project you are selected.
– The Creation Date for the zero version may also be helpful in determining whether the zero version is caused by someone currently in the system or if the zero version is a few days old and was caused when the system was exited abnormally. For additional assistance contact the MRSO at 845-8180.
➢ A message will display if a task, which has spend plan associated with it, is deleted or when spend plan was allocated to an employee and the employee's name no longer matches the expenditure type in the Oracle referential data; e.g., an employee that you budgeted for is no longer on roll. Click OK to close the message; the name will be removed and the associated spend plan for the deleted task will be deleted as soon as any line is modified and saved.</td></tr>
<tr><td>5</td><td>Go to the "Selecting a Fiscal Year and Task" section below.</td></tr>
</table>

Inputting Spend Plan Data

Selecting a Fiscal Year and Task

The Spend Plan Tool defaults to the current FY and the top-level task (usually Task 1 or 01). Spend plan (budget) may be input for current and/or subsequent FYs, as well as for any task level. It may be most effective to input spend plan at the desired reporting level.

Use the following table to change the FY or task:

Step	Action
1	• Click in the **FY** or **Task** field in the header.  • Click . (The tool will not allow you to type in the FY or Task number.) The "Spend Plans" or "Tasks" window displays. • Select the appropriate **FY** or desired **Task** number. **NOTES:** ➢ When changing FYs, the task remains as previously selected. ➢ If the desired Task number is not displayed, type the task number or type a partial task number in the **Find** field to move through the task list. • Click **OK**. **NOTES:** ➢ The **Task Totals** tab displays each time a new task is selected and displays totals, by FY, for the selected task. ➢ **Project Totals** and **Task Totals** – are displayed in the header. – are updated when the spend plan is saved. – for labor are derived from the combined totals of the **Employees** and **Other Labor** tabs.
2	Go to the "Inputting Spend Plan Details" section below.

Inputting Spend Plan Details

Spend plan details are input for each individual task by expenditure category; i.e., Labor, Purchases, Travel, or Chargebacks. Labor detail is input on two separate tabs; specifically, Employees or Other Labor.

CAUTION!

- All labor input is controlled by the radio button selected. If you select a different radio button on a line with budget, the amounts on that line could change based on the new selection. The Org, Band, Name relationship is controlled by these buttons. You change that relationship when you change the buttons; i.e., if
  - **Org** is selected, the Band number will always be the Org average band.
  - **Band** is selected, you have the option of modifying the Band controlled by the Org or the Name. Available only on the Employees input tab.
  - **Name** is selected on the Employees input tab, the Org and Band will always be those belonging to the individual selected. When **Name** is selected on the Other Labor input tab, the Org will always be the org belonging to the individual selected.
- The radio button selection remains active until changed.
- The expenditure type selected on the input tabs will determine the Burdens for the raw amounts entered. To determine the impact of the expenditure type selected, consult the job aid "How Sandia Burdens are Applied."
- Saving your work by clicking , or selecting **File**/**Save** on the menu bar, saves your work to a **temporary** version. The temporary version is deleted when the Spend Plan Tool is exited; therefore, you **must** save your work to a **New Version** or a **What If** version before you exit the Spend Plan Tool; i.e., select the **Project Actions** tab, click **Save as New Version**.

Inputting Labor for Sandia Employees

Use the table below to add spend plan for regular Sandia employees:

Step	Action
1	• Select the **Employees** input tab, if necessary. • Verify that the **FY** and **Task** displayed in the header are the ones you want to work with. If not, select the correct FY and Task as discussed on page 9.

2	Use the following table to enter spend plan detail:

IF you want to budget by …	THEN …
charging org; i.e., the average band rate for the charging org	• select the **Org** radio button, if necessary. • tab to, or click in, the **Org** field and enter the five-digit charging **Org** number, or select from the List of Values. • tab to, or click in, the **FTE** field and enter the number of **FTEs**. • press tab to automatically populate the **Raw $** field and to calculate the Burdens. **NOTES:** ➢ The **Raw $** amount will automatically calculate based on the Standard Labor Rate (SLR) average band for the Charging Org and the FTEs value. ➢ Burdens will automatically calculate. ➢ The Organization Average Rate for centers; e.g., 02100, represents the average Band for those individuals working in the center office. It is **NOT** the average labor Band for all employees in the center. ➢ If an Org becomes inactive after it has been entered into a spend plan version, the row using the inactive Org will remain in the version but users will only be allowed to edit the **Adjustment** and **Notes** fields.
band; i.e., replace the band associated with the charging org or the name selected	• tab to, or click in, the **Org** field and enter the five-digit charging **Org** number, or select from the List of Values. • tab to, or click in, the **FTE** field and enter the number of **FTEs**. • select the **Band** radio button. • tab to, or click in, the **Band** field and enter the **Band** number, or select from the List of Values. • press tab to automatically populate the **Raw $** field and to calculate the Burdens.

table continued

<table>
<tr><td>2
(cont'd)</td><td>Table continued:
<table>
<tr><th>IF you want to budget by …</th><th>THEN …</th></tr>
<tr><td>an individual's name</td><td>

select the Name radio button.
tab to, or click in, the FTE field and enter the number of FTEs.
tab to, or click in, the Name field and enter the name, or select from the List of Values.
press tab to automatically populate the Raw $ field and to calculate the Burdens.

NOTES:

The Org number and Band number will automatically populate based on employee Name.
When budgeting by person, the Org number will always be the Org number associated to the person; i.e., the Spend Plan Tool will NOT permit the Name and Org to be out of sync.
Project Load Exemptions; e.g., people on temporary assignment to Washington DC, are reflected in the spend plan. There is no need to process an adjustment for these Burden exemptions.

</td></tr>
</table>
</td></tr>
<tr><td>3
(optional)</td><td>Enter notes if desired; i.e.,

tab to, or click in, the Notes field.
click , or select Edit/Edit Field on the menu bar. The "Editor" window displays.

NOTE: The "Editor" window is limited to 250 characters and can be resized by dragging the edges of the box.

enter your note.
click OK.
tab to the next row to continue.

</td></tr>
<tr><td>4</td><td>Repeat Steps 2 and 3 if necessary.</td></tr>
<tr><td>5</td><td>Save your work; i.e., click or select File/Save on the menu bar. Saving causes your input to sort by org and updates the selected Project and Task Totals.

CAUTION! Saving your work by clicking , or selecting File/Save on the menu bar, saves your work to a temporary version. The temporary version is deleted when the Spend Plan Tool is exited; therefore, you must save your work to a New Version or a What If version before you exit the Spend Plan Tool; i.e., select the Project Actions tab, click Save as New Version.</td></tr>
</table>

Inputting Other Labor and Purchases, Travel, and Chargebacks Expenditure Categories

Use the table below to add spend plan for Other Labor (labor for contract associates, students/faculty/post doctorates, or limited term employees), Purchases, Travel, and Chargebacks:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Verify that the FY and Task displayed in the header are the ones you want to work with. If not, select the correct FY and Task as discussed on page 9.</td></tr>
<tr><td>2</td><td>Use the following table to enter spend plan detail:
<table>
<tr><th>IF you are budgeting for …</th><th>THEN …</th></tr>
<tr><td>Other Labor details (by charging org)</td><td>
select the Other Labor input tab.
select the Org radio button, if necessary.
verify/select the applicable Expenditure Type.
tab to, or click in, the Org field tab and enter the five-digit charging Org number, or select from the List of Values.
tab to, or click in, the Raw $ field and enter the Raw $ amount.
press tab to automatically calculate the Burdens.
</td></tr>
<tr><td>Other Labor details (by an individual’s name)</td><td>
select the Other Labor input tab.
select the Name radio button.
tab to, or click in, the Name field and enter the Name, or select from the List of Values.
tab to, or click in, the Raw $ field and enter the Raw $ amount.
press tab to automatically calculate the Burdens.

NOTE: The Org number and Expenditure Type will automatically populate based on individual’s name.</td></tr>
</table>
table continued</td></tr>
</table>

<table>
<tr><td>2
(cont'd)</td><td>Table continued:
<table>
<tr><th>IF you are budgeting for …</th><th>THEN …</th></tr>
<tr><td>Purchases details
Chargebacks details</td><td>

select the appropriate input tab; i.e., Purchases or Chargebacks,
verify/select the applicable Expenditure Type.

NOTES:

If you are budgeting for

a Procurement Card (P-card), select PO Items Purchased.
miscellaneous employee expenses, select Non PO Purchases.

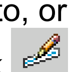
Burden exemptions will need to be processed for PO costs greater than $1M in one FY, on one project/task, on the same PO.

tab to, or click in, Org field and enter the five-digit charging Org number, or select from the List of Values.
tab to, or click in, the Raw $ field and enter the Raw $ amount.
press tab to automatically calculate the Burdens.
</td></tr>
<tr><td>Travel details</td><td>

select the Travel input tab.
tab to, or click in, the Org field and enter the five-digit charging Org number, or select from the List of Values.
tab to, or click in, the Raw $ field and enter the Raw $ amount.
press tab to automatically calculate the Burdens.

NOTE: There is no Expenditure Type to select for Travel. All Travel is burdened in the same manner.</td></tr>
</table>
NOTES:

Refer to the Expenditure Type Definitions list if you need help determining which Expenditure Type to select.
Once you tab past the Raw $ field, the Spend Plan Tool automatically applies and displays the burdens associated with the selected Expenditure Type.
The burden amounts displayed are for the selected FY.
</td></tr>
<tr><td>3</td><td>Enter notes for charges against purchases, travel, and/or chargebacks; i.e.,

tab to, or click in, the Notes field.
click , or select Edit/Edit Field on the menu bar. The "Editor" window displays.
NOTE: The "Editor" window is limited to 250 characters and can be resized by dragging the edges of the box.
enter your note.
click OK.
tab to the next row to continue.
</td></tr>
</table>

4	Repeat Steps 2 and 3 if necessary.
5	**Save** your work; i.e., click or select **File**/**Save** on the menu bar. Saving causes your input to sort by org and updates the selected Project and Task Totals. **CAUTION!** Saving your work by clicking , or selecting **File**/**Save** on the menu bar, saves your work to a **temporary** version. The temporary version is deleted when the Spend Plan Tool is exited; therefore, you **must** save your work to a **New Version** or a **What If** version before you exit the Spend Plan Tool; i.e., select the **Project Actions** tab, click **Save as New Version**.

<u>Using Reverse Loading</u>

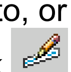
Reverse Loading calculates FTEs, Burdens, and Raw $ based upon the organization, labor band, and the burdened dollar amount specified.

Complete the following steps to enter spend plan detail using the Reverse Loaded $ feature:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Verify that the FY and Task displayed in the header are the ones you want to work with. If not, select the correct FY and Task as discussed on page 9.</td></tr>
<tr><td>2</td><td>Use the following table to enter spend plan detail:
<table>
<tr><th>IF you want to reverse calculate for …</th><th>THEN …</th></tr>
<tr><td>Employees (regular Sandia employees) using an Org Band rate</td><td>select the Employees input tab.
select the Org radio button, if necessary.
tab to, or click in, the Org field and enter the five-digit charging Org number, or select from the List of Values.
go to Step 3.</td></tr>
<tr><td>Employees (regular Sandia employees) using a Band rate different than the Org Band rate</td><td>select the Employees input tab.
select the Band radio button.
tab to, or click in, the Org field and enter the five-digit charging Org number, or select from the List of Values.
tab to, or click in, Band field and enter the Band number, or select from the List of Values.
go to Step 3.</td></tr>
<tr><td>Employees (regular Sandia employees) using a Name</td><td>select the Employees input tab.
select the Name radio button.
tab to, or click in, the Org field and enter the five-digit charging Org number, or select from the List of Values.
tab to, or click in, the Name field and enter the Name or select from the List of Values.
go to Step 3.</td></tr>
</table>
table continued</td></tr>
</table>

<table>
<tr><td>2
(cont'd)</td><td>Table continued:
<table>
<tr><th>IF you want to reverse calculate for …</th><th>THEN …</th></tr>
<tr><td>Other Labor (contract associates, student/faculty/post doctorates, or limited term employees) using an Org</td><td>• select the Other Labor input tab.
• select the Org radio button.
• tab to, or click in, the Org field and enter the five-digit charging Org number, or select from the List of Values.
• verify/select the appropriate Expenditure Type.
• go to Step 3.</td></tr>
<tr><td>Other Labor (contract associates, student/faculty/post doctorates, or limited term employees) using a Name</td><td>• select the Other Labor input tab.
• select the Name radio button, if necessary.
• tab to, or click in, the Org field and enter the five-digit charging Org number, or select from the List of Values.
• verify/select the appropriate Expenditure Type.
• tab to, or click in, the Name field and enter the Name, or select from the List of Values.
• go to Step 3.</td></tr>
<tr><td>Purchases
Travel
Chargebacks</td><td>• select the appropriate input tab; i.e., Purchases, Travel, or Chargebacks.
• verify/select the appropriate Expenditure Type, if applicable.

NOTE: There is no Expenditure Type to select for Travel.

• tab to, or click in, the Org field and enter the five-digit charging Org number, or select from the List of Values.
• go to Step 3.</td></tr>
</table>
</td></tr>
<tr><td>3</td><td>• Click Reverse Loaded $. The "Reverse Loaded Amount" window displays.
• Enter amount in the Burdened Amount field.
• Click OK.</td></tr>
<tr><td>4</td><td>Enter notes for charges against purchases, travel, and/or chargebacks; i.e.,
• tab to, or click in, the Notes field.
• click , or select Edit/Edit Field on the menu bar. The "Editor" window displays.

NOTE: The "Editor" window is limited to 250 characters and can be resized by dragging the edges of the box.

• enter your note.
• click OK.
• tab to the next row to continue.</td></tr>
</table>

5	Repeat Steps 2 and 4 if necessary.
6	**Save** your work; i.e., click or select **File**/**Save** on the menu bar. Saving causes your input to sort by org and updates the selected Project and Task Totals. **CAUTION!** Saving your work by clicking , or selecting **File**/**Save** on the menu bar, saves your work to a **temporary** version. The temporary version is deleted when the Spend Plan Tool is exited; therefore, you **must** save your work to a **New Version** or a **What If** version before you exit the Spend Plan Tool; i.e., select the **Project Actions** tab, click **Save as New Version**.

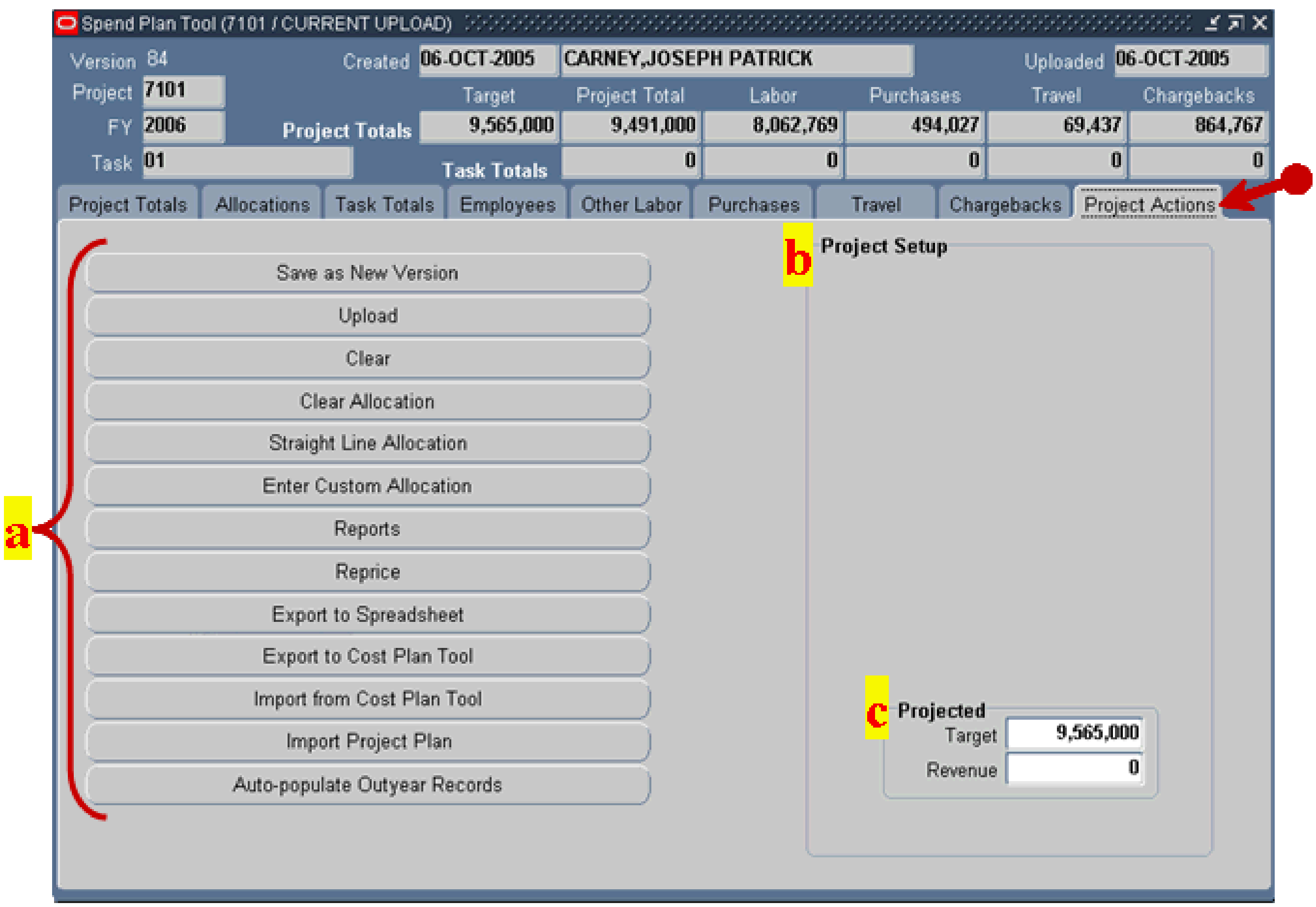
Using the Project Actions Tab

The Project Actions tab is divided into three sections:

a. Buttons to perform commonly used actions. See the table on the following page for a description of the buttons.

b. Project Setup – Displays inflation rates for next and subsequent FYs. Employee costs are calculated using future year Standard Labor Rates (SLRs).

c. Projected Target and Revenue – Displays projected target for NWSMU and LDRD projects. See “Inputting Projected Target and Projected Revenue” on page 19 for more information.



The following table describes the buttons available on the Project Actions tab:

Button	Description
Save as New Version	Saves your work to a **New Version** or a **What If** version before you exit the Spend Plan Tool. **CAUTION!** Saving your work by clicking , or selecting **File**/**Save** on the menu bar, saves your work to a **temporary** version. The temporary version is deleted when the Spend Plan Tool is exited; therefore, if you want your changes **permanently** saved, you must **Save as New Version**.
Upload	Uploads all data for the current version. The latest uploaded version will display on financial reports.
Clear	Deletes all records from the current working copy, allowing user to start over.
Clear Allocation	Removes all allocations in the selected FY.
Straight Line Allocation	Allocates spending evenly for the entire FY.
Enter Custom Allocation	Allocates spending on a user-defined, monthly basis for the entire FY.
Reports	Generates printable reports in Adobe Acrobat format; i.e., Portable Document Format (pdf).
Reprice	Applies the current Burdens and updates the existing Labor Band rates in the selected FY spend plan.
Export to Spreadsheet	Exports spend plan data for use in another software application; e.g., Excel, Access, Word, etc. Data for all FYs will be exported.
Export to Cost Plan Tool	Exports spend plan data to the Cost Plan Tool. The data will be exported as a "What if" version. For more information on the Cost Plan Tool, refer to the "Using the Cost Plan Tool" job aid.
Import from Cost Plan Tool	Imports cost plan data to the Spend Plan Tool. The data will be imported as a Zero/Temp version by selected FY to be combined with your spend plan for saving. For more information on the Cost Plan Tool, refer to the "Using the Cost Plan Tool" job aid.
Import Project Plan	Imports data from Excel spreadsheets or Microsoft Project files directly into the Spend Plan Tool.
Auto-populate Outyear Records	Allows you to move calendar year spend plan data into any of the outyears. Inflation rates and applicable Burdens will be applied.

Inputting Projected Target and Projected Revenue

Projected Target is mandatory for the NWSMU and LDRD projects and will be auto-populated; however, it is optional for other projects. Projected Revenue is optional for all projects. Entering Projected Revenue may be helpful in tracking revenue for the FY.

NOTE: Projected Target and Projected Revenue are displayed on financial reports.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Verify that the FY and Task displayed in the header are the ones you want to work with. If not, select the correct FY and Task as discussed on page 9.</td></tr>
<tr><td>2</td><td>Select the Project Actions tab, if necessary.</td></tr>
<tr><td>3</td><td>Use the following table to enter/delete projected target and/or revenue:
<table>
<tr><th>IF you want to …</th><th>THEN click in the …</th></tr>
<tr><td>enter projected target for a non-NWSMU or LDRD project</td><td>• Projected Target field.
• enter the projected target.
NOTE: The Projected Target must be greater than or equal to the project’s spend plan total for NWSMU or LDRD projects for a version to be uploaded.</td></tr>
<tr><td>enter projected revenue</td><td>• Projected Revenue field.
• enter the projected revenue.</td></tr>
</table></td></tr>
<tr><td>4</td><td>Save your work; i.e., click or select File/Save on the menu bar. Saving causes your input to sort by org and updates the selected Project and Task Totals.
CAUTION! Saving your work by clicking , or selecting File/Save on the menu bar, saves your work to a temporary version. The temporary version is deleted when the Spend Plan Tool is exited; therefore, you must save your work to a New Version or a What If version before you exit the Spend Plan Tool; i.e., select the Project Actions tab, click Save as New Version.</td></tr>
</table>

Repricing and Allocating a Spend Plan

Repricing applies the current Burdens and updates the existing labor band rates in the selected FY spend plan. At the beginning of each FY, labor bands should be updated, as necessary, and spend plans should be repriced to ensure current rates are recognized. Repricing is optional at other times.

CAUTION! Impact of NOT repricing:
The following are two examples of what happens if you do not reprice:

1. The spend plan will **NOT** reflect the current burden rates and labor band rates.
2. If you modify and save a line only, **that line is automatically repriced–NOT the entire spend plan**; i.e., you will get a mix of some lines reflecting current burden amounts and other lines not reflecting current burden amounts.

Any time a spend plan is entered or modified and saved, the modified entry is repriced using current Corporate rates and the current labor band rate. In addition, if there has been a band rate change during the course of the year, any modification to a task will automatically reprice the labor rate even if the modification was made to a purchase, chargeback, or travel line and not to a labor line.

Before spend plan data can be uploaded, the Allocations total **must** equal the spend plan total. Allocations can be straight lined or entered for individual months. Allocations are automatically straight lined when a spend plan is repriced; therefore, individual month's allocations must be entered after the spend plan is repriced.

NOTES:

- If repricing changes the totals, you will need to allocate after repricing as well.
- Allocations are at the project level, **NOT** at the task level.
- Allocations **must** be resaved after any type of change has been made, even a zero sum change, to your spend plan before you will be able to successfully save as a New Version and Upload.

Complete the following steps to reprice or to allocate a spend plan:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Verify that the FY and Task displayed in the header are the ones you want to work with. If not, select the correct FY and Task as discussed on page 9.</td></tr>
<tr><td>2</td><td>Save all spend plan inputs; the Tool only reallocates what has been saved.</td></tr>
<tr><td>3</td><td>

Select the Project Actions tab, if necessary.
NOTE: Each FY with spend plan must be allocated before the spend plan can be uploaded.
Use the table below to determine your next step:

<table>
<tr><th>IF you want to …</th><th>THEN …</th></tr>
<tr><td>remove all allocations in the selected FY and start over</td><td>click Clear Allocation.</td></tr>
<tr><td>allocate individual amounts for particular months; e.g., you anticipate heavy spending at the first of the FY with none after February</td><td>

click Custom Allocation.
click OK.
enter the dollar amount in the appropriate month field(s) to show how you expect the costs to be incurred.

NOTES:

The Allocations total must equal the spend plan total.
When repricing a custom allocation, the repricing will revert the project to a straight-line allocation. You may manually re-apply a custom allocation after repricing has been completed.

</td></tr>
<tr><td>allocate spending evenly for the entire FY</td><td>

click Straight Line Allocation. The system will adjust the allocation for October to make the Allocation Total equal to the Spend Plan Total. A “Caution” window displays.
click OK. A “Note” window displays.
click OK.

NOTE: The Straight Line Allocation takes into account the number of weeks in an accounting month.
</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><td>4</td><td>Save your work; i.e., click  or select File/Save on the menu bar.</td></tr>
<tr><td>5</td><td>Repeat steps 1-4 for each FY that has spend plan.

NOTE: To see which FYs have spend plan data entered, select the Project Totals tab.</td></tr>
<tr><td>6
(optional)</td><td>
Use the table below to determine your next step if you wish to reprice the spend plan.
IMPORTANT! We recommend that you print a copy of the spend plan and a screen print of the allocation for reference before repricing.
<table>
<tr><th>IF you want to reprice …</th><th>THEN select …</th><th>AND ...</th></tr>
<tr><td>current FY records</td><td>the current FY, if necessary</td><td>click Reprice. A "Caution" window displays.
click OK.
select the appropriate month from which to begin repricing.
click OK. A "Note" window displays.
click OK.</td></tr>
<tr><td>subsequent FY records</td><td>a subsequent FY, if necessary</td><td>click Reprice. A "Caution" window displays.
click OK. A “Note” window displays.
click OK.
NOTE: Repricing beginning at a specific month is not an option when repricing future FYs.</td></tr>
</table>
NOTES:

Repricing impacts only the selected FY.
Labor band rates are updated when a spend plan is repriced; e.g., a band which priced at $61,866 when the spend plan was originally input may update to the new band price of $64,676 when repriced.
Repricing will adjust the Org and Band if an employee moves from one org or labor band to another. For example, if an employee moves from Band 12 to Band 13, and the spend plan has the employee priced at Band 12, repricing will update the row to Band 13.
The Org will update automatically on the Employee and Other Labor tabs if the Name radio button is selected.
The Band will update automatically on the Employee tab if the Name or Org radio buttons are selected.
Repricing occurs automatically when using the Auto-populate Outyears Records button and when exporting or importing versions from the Cost Plan Tool.
If repricing changes the burdens, and therefore your total spend plan, you will need to reallocate.
If a custom allocation has been performed and repricing needs to be done, the project will revert to a straight-line allocation and a manual custom allocation can then be completed.

Verify allocation total is equal to spend plan total; adjust allocation as necessary.
NOTE: The spend plan total is the amount shown in the header as Project Total.
</td></tr>
</table>

7	**Save** your work; i.e., click or select **File**/**Save** on the menu bar. Saving causes your input to sort by org and updates the selected Project and Task Totals. **CAUTION!** Saving your work by clicking , or selecting **File**/**Save** on the menu bar, saves your work to a **temporary** version. The temporary version is deleted when the Spend Plan Tool is exited; therefore, you **must** save your work to a **New Version** or a **What If** version before you exit the Spend Plan Tool; i.e., select the **Project Actions** tab, click **Save as New Version**.

Auto-Populating Outyears

To price spend plan for next and subsequent FYs, data may be entered for each FY or the Auto-Populate feature may be used. When auto-populate is activated, data entries will be automatically written to the specified year(s) with inflation rates and applicable burdens applied. The Auto-Populate feature can only be used to populate spend plan for next and subsequent FYs using data from the current FY. If this option is used, it will first clear any data that may exist in the selected outyears and populate those years with the FTE and raw dollar entries from the current FY and this data will be inflated and burdened using the rates for each year.

To Auto-Populate, complete the following steps:

Step	Action
1	Select the current FY, if necessary.
2	Select the **Project Actions** tab. If outyear data has been entered, it will be cleared during auto-populating. • Click **Auto-populate Outyear Records**. A “Caution” window displays. • Click **OK**. The “Auto-Populate Outyears” window displays. • Select the range of **FYs**. • Click **OK**. A “Note” window displays. • Click **OK**. **NOTE:** To see the results of the auto-populating process, select the Project Totals tab.
3	**Save** your work; i.e., click or select **File**/**Save** on the menu bar. Saving causes your input to sort by org and updates the selected Project and Task Totals. **CAUTION!** Saving your work by clicking , or selecting **File**/**Save** on the menu bar, saves your work to a **temporary** version. The temporary version is deleted when the Spend Plan Tool is exited; therefore, you **must** save your work to a **New Version** or a **What If** version before you exit the Spend Plan Tool; i.e., select the **Project Actions** tab, click **Save as New Version**.

NOTES:

- Auto-populate calculates data for the selected years based on values input for the current FY.
  - Simple escalation factors are applied to other labor and non-labor.
  - The labor band number will **not** change when auto-populating.
  - Employee costs will calculate using the current FY labor band and the future Standard Labor Rates.
- Projected Target and Projected Revenue will **not** auto-populate future years.

Saving as a New Version

Use the table below if you want to **Save As New Version**:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Verify that the FY and Task displayed in the header are the ones you want to work with. If not, select the correct FY and Task as discussed on page 9.</td></tr>
<tr><td>2</td><td>Save any work you have done in this session, i.e. click  or select File/Save on the menu bar.</td></tr>
<tr><td>3</td><td>Select the Project Actions tab, if necessary.</td></tr>
<tr><td>4</td><td>

Click Save as New Version. A “Caution” window displays stating the new version will not include any data that has not been saved.
Click OK. The "Select Version Type" window displays.
Use the table below to determine your next step:

<table>
<tr><th>IF you want to …</th><th>THEN click …</th></tr>
<tr><td>create a new version of the spend plan</td><td>New Version.</td></tr>
<tr><td>save a spend plan scenario; i.e., you are estimating costs for a similar project</td><td>What If.</td></tr>
</table>

Click OK when the “Note” window displays.

NOTES:

Key members (the project manager, primary project administrator, or project administrators) may save a spend plan as a New Version.
If New Version is not an option, then you are not an active key member on this project.
Anyone with access to the Spend Plan Tool may save What If versions.
What If versions are saved with a negative number and cannot be uploaded. They must first be saved as a New Version, and then uploaded.
Edit messages will warn the user when allocation imbalances exist, but the spend plan can still be saved.

</td></tr>
<tr><td>5</td><td>Complete other actions as appropriate; e.g., print a report, export/import data, exit, etc.</td></tr>
</table>

Uploading a Spend Plan

The most recent uploaded spend plan will be on the financial reports. Use the table below if you want to upload a spend plan:

Step	Action
1	Verify that the **FY** and **Task** displayed in the header are the ones you want to work with. If not, select the correct FY and Task as discussed on page 9.
2	Select the **Project Actions** tab, if necessary.
3	• Click **Upload**. A "Caution" window displays. • Click **OK**. A "Note" window displays. • Click **OK**. **NOTES:** ➢ Key members (the project manager, primary project administrator, or project administrators) may save a spend plan as a **New Version**. ➢ The upload function uploads only spend plan versions that have a positive number. It does not upload zero or negative numbered **What If** versions. ➢ To upload a **What If** or zero version, you must save as a **New Version**. ➢ When you upload, the data for **all** FYs will be uploaded.
4	Complete other actions as appropriate; e.g., upload spend plan, print a report, etc.

Printing Reports

Printable reports are generated in Adobe Acrobat format (.pdf). The following report options are available:

- Current Detail Reports - reports spend plan detail for the active FY, including all work saved since opening the version.
- Version Detail Reports - reports spend plan detail of the version retrieved, but will not include work done during the current session.
- Current Summary Reports - reports spend plan for the active FY, including work saved since opening the version. Data is rolled up to the charging organization and expenditure type.
- Work Version Creation Log - reports the records that comprise the work version of the spend plan, as well as the records that comprise the version of the spend plan from which the work version was selected. The user may compare the listings to identify any records or data that were lost as a result of database changes such as task deletions or organization or personnel status changes.

NOTES:

➢ Printing from the Spend Plan Tool is supported by Internet Explorer.

➢ Adobe Acrobat 4.0 or newer is required for printing reports. If older versions are present, all Adobe Acrobat versions **must** be deleted from your computer, and Adobe Acrobat 4.0 must be reloaded, prior to printing reports from the Spend Plan Tool. Call the Corporate Computing Help Desk (CCHD) at 845-2243 for assistance in deleting/reloading this software.

Use the table below to select and print a report:

Step	Action
1	Select the **Project Actions** tab, if necessary.
2	• Select the desired **FY**, if necessary. • Click **Reports**. A “Caution” window displays. • Click **OK**. The "Spend Plan Reports" window displays.
3	• Select the desired report option. Refer to the summary of the options above. • Click **OK**. A window displays indicating printing is taking place. • Click **OK**.
4	• Select **View**/**Requests** on the menu bar. The "Find Requests" window displays. • Select the desired option; i.e., My Completed Requests, My Requests in Progress, or All My Requests. **NOTE:** The Specific Requests option is **NOT** currently used in this application. • Click **Find**. The "Requests" window displays. • Select the appropriate report, if more than one is listed. **NOTE:** Ensure ‘Completed’ is displayed in the **Phase** column before you continue. • Click **View Output**, bottom right-hand corner of screen, to display the report. • Print the report if desired; i.e., click , or select **File**/**Print** on the menu bar. **NOTES:** ➢ If the request Phase is Pending or Running, press **F8** to refresh the screen until the report/download status is Completed. ➢ If red text displays, a system error has occurred. Contact the MRSO at 845-8180 to report the problem.

Exporting/Importing Data

Exporting to a Spreadsheet

Spend plan data may be exported for use in another software application; e.g., Excel, Access, Word, etc. Data for **all** FYs will be exported.

Complete the following steps to export spend plan:

Step	Action
1	Select the **Project Actions** tab, if necessary.
2	• Click **Export to Spreadsheet**. A “Caution” window displays. • Click **OK**. A “Select Version for Export” window displays. • Click **Work in Progress** or **Current Version**; i.e., ♦ Work in Progress includes all work saved by clicking , or selecting **File**/**Save** on the menu bar (**NOT** a **Save as New Version**). ♦ Current Version includes the data from the version displayed in the header. **NOTE:** A “Decision” window will display if there are more than 100 records to retrieve, click **Continue** or **Continue to End**. (Or click **Stop** to cancel the retrieval process.)

2 (cont'd)	• Click **Save** on the "File Download" window that displays. **NOTES:** ➢ When you select **Save**, the "Save As" window displays. Select the **Save in** file name/folder location. The default **File name** format is a .tsv file. If a .xls format is desired, change the extension to **.xls** and click **Save**. Click **Close** when the "Download Complete" window displays. ➢ When saving, remember or jot down the file name/location for later use.
3	Open the file in the application of your choice; e.g., Excel, Access, Word, etc. **CAUTION!** Depending on how the file is opened in other applications, the leading zero in some fields/cells may **not** be preserved. **NOTE:** When attempting to open the .txt file in Excel, the "Text Import Wizard" displays which consists of a three-step process (three screens); follow the steps to open the file and preserve the leading zeros. Refer to the "Exporting Oracle Data to Excel" job aid for more information.

Exporting to the Cost Plan Tool

Spend plan data may be exported to the Cost Plan Tool. The data will be exported as a "What if" version. For more information on the Cost Plan Tool, refer to the "Using the Cost Plan Tool" job aid.

Complete the following steps to export spend plan to the Cost Plan Tool:

Step	Action
1	Select the **Project Actions** tab, if necessary.
2	• Click **Export to Cost Plan Tool**. A "Caution" window displays. • Click **OK**. The "Export Spend Plan" window displays. • Select the **FYs** to export. • Click **OK**. A "Select Version for Export" window displays. • Click **Work in Progress** or **Current Version**; i.e., ♦ Work in Progress includes all work saved by clicking , or selecting **File**/**Save** on the menu bar (**NOT** a **Save as New Version**). ♦ Current Version includes the data from the version displayed in the header. • Click **OK** when the "Note" window displays.
3	Verify exported amounts in cost plan. • Select **View** / **Show Navigator**, on the menu bar, to return to the **Navigator** window. ♦ Select **Tools**, on the menu bar, and verify the box next to **Close Other Forms** is UNCHECKED. (This ensures the spend plan and cost plan can be open at the same time.) ♦ Double click **Budget Tools Suite** to expand the list. ♦ Double click **Cost Plan Tool**. The "Cost Plan Types" window displays.

3 (cont'd)

- Double click **COST PLAN**. The "Select Cost Plan" window displays.
- Enter the **Project** number.
- Click in the **Version** field.
  - ♦ Click the List of Values.
  - ♦ Select the What If version created from the export to Cost Plan.
- Click **Find**.

NOTE: If a default **Cost Plan Version** number does not display after entering the **Project** number and clicking **Find**, click the **Cost Plan Version** List of Values and select the Version you created in the spend plan (this should be the latest What If version), then click **Find** again.

- Click **OK** when the "Caution" window displays.
- Click in the **FY** field and click . The "Fiscal Years' window displays.
  - ♦ Select the next FY.
  - ♦ Click **OK**.

NOTES:

- ➢ Only five saved What if versions can be exported to the Cost Plan Tool. When the sixth What if version is exported, a version will be deleted. A "Note" window displays stating a What-if version is being deleted.
- ➢ Exports the:
  - ▪ spend plan as a What If or negative Cost Plan version. The What If version number displays on the "Forms" window. Refer to "Using the Cost Plan Tool" job aid for more information.
  - ▪ raw data as entered.
  - ▪ spend plan data for every FY entered.
- ➢ Raw data is automatically repriced by the Cost Plan Tool.
- ➢ Exporting will have rounding differences. The data in the Cost Plan Tool are stored at the accounting period and raw dollar level, whereas the data in the Spend Plan Tool are stored at the FY and raw dollar level. When financial burdens are applied, differences can result. Further, since the raw values are repriced at the time of export, there can be some significant changes in the data.
- ➢ If you export only future FYs, the new version created in the spend plan will be blank for the CFY. If you would like to add future FYs to an existing spend plan version, use the **Import from Cost Plan Tool** feature in the spend plan.

WARNING! If you save and upload the exported spend plan data, it will display only the years you exported on the cost plan reports. Be sure you do not upload without checking that the data for all the FYs you want are accounted for in this version.

Importing from the Cost Plan Tool

Cost plan data may be imported to the Spend Plan Tool. You will select the FYs you want to import and the data will be imported as part of the file you currently have open, overwriting the present data.

Complete the following steps to import from the Cost Plan Tool:

Step	Action
1	Select the **Project Actions** tab, if necessary.
2	• Click **Import from Cost Plan Tool**. A "Caution" window displays. • Click **OK**. An "Import Cost Plan" window displays. • Enter a **Version** number or select from the List of Values. • Select the **FYs** to import. • Click **OK**. A "Note" window displays. • Click **OK**. **NOTES:** ➢ Imports the raw data as entered. ➢ Raw data is automatically repriced by the Spend Plan Tool. ➢ Spend plan and cost plan totals may not agree because cost plans reflect actual costs for completed accounting periods. ➢ Importing will have rounding differences. The data in the Spend Plan Tool are stored at the FY and raw dollar level, whereas the data in the Cost Plan Tool are stored at the accounting period and raw dollar level. When financial burdens are applied, differences can result. Further, since the raw values are repriced at time of import, there can be some significant differences, depending on the old and new rates. **WARNING!** If you save and upload the imported cost plan data, the imported cost plan data (actuals) will display on the financial reports.

Importing Spreadsheet Data

The **Import Spreadsheet Data** feature allows users to import data from Excel spreadsheets directly into the Spend Plan Tool.

IMPORTANT! This is an **advanced** feature which requires the following **BEFORE** data can be imported:

- obtaining the Excel Formatting Plug-in.
- obtaining and completing the required templates.
- creating a folder to store the template and any spreadsheet.
- running the "Cost Plan Extract" report to prepare the spreadsheets.
- formatting Excel spreadsheets.
- uploading Excel project plans.

The following job aids describe the specific processes required to prepare spreadsheets for this type of import.

- Creating Resource & WBS template
- Excel Planning for Cost Plan
- MSProject Planning for Cost Plan & Spend Plan

Exiting Oracle Applications

Click **File/Exit Oracle Applications** on the menu bar to exit the Spend Plan Tool.

NOTE: When exiting the Tool, a message will **always** display (as a reminder) that all unsaved data will be lost (even if the data has been saved as a **New Version** or a **What If** version). Click **Exit** to continue with the logout process (if the data was not saved as a New Version or a What If version, all data will be lost.), or click **Do Not Exit** or **Cancel** to return to the Tool to save your work.

Contact

If you have questions/comments on this job aid, contact the Management Reporting Support Office (MRSO) at 845-8180.

Resources

The following table lists the URLs for the referenced resources within this document:

Name	URL
Spend Plan Tool Home Page	http://cfo.sandia.gov/finan/sp/spendplan.htm
"Process for Access to Sandia's Oracle Systems" job aid	http://cfo.sandia.gov/finan/sbs/access_webcars.doc
“Creating Resource & WBS template” job aid	http://cfo.sandia.gov/finan/cp/Creating%20Resource%20&%20WBS%20template.doc
“Excel Planning for Cost Plan” job aid	http://cfo.sandia.gov/finan/cp/Excel%20Planning%20for%20Cost%20Plan.doc
“Expenditure Type Definitions” list	http://cfo.sandia.gov/finan/oracle/expendtype_defin.doc
“Exporting Oracle Data to Excel” job aid	http://cfo.sandia.gov/finan/sbs/export_or_excel.doc
“How Sandia Burdens are Applied” job aid	http://cfo.sandia.gov/finan/sbs/how_burdens_apply.doc
“MSProject Planning for Cost Plan / Spend Plan” job aid	http://cfo.sandia.gov/finan/cp/MSProject%20Planning%20for%20Cost%20Plan%20&%20Spend%20Plan.doc
“Using the Cost Plan Tool” job aid	http://cfo.sandia.gov/finan/sbs/cost_plan_tool.doc

Spend Plan Tool Training

SBS225

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Financial Management Branch

Dec. 2008

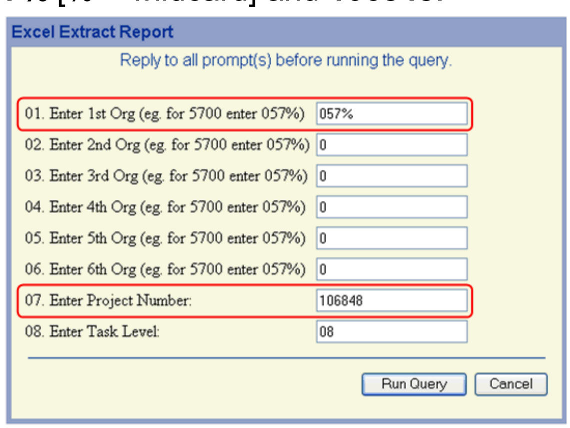
Step	Action
1	Input the spend plan.
2	**Save** your work; i.e., click  or select **File/Save** on the menu bar. **NOTE:** This option only saves the screen input to a **temporary** file; it does not create a **New Version** or upload to the data warehouse.
3	Allocate the spend plan.
4	**Save** your work again.
5	Repeat Steps 1-4 for other FYs as necessary or use the Auto-Populate feature.
6	Save as a **New Version**. Using this option saves to the database, creating a **New Version** number.
7	Upload as needed. **NOTE:** Only the most recent uploaded spend plan will display on financial reports.

Importing Data from Excel Spreadsheets

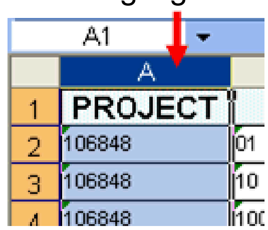
Installing the Import XML icon

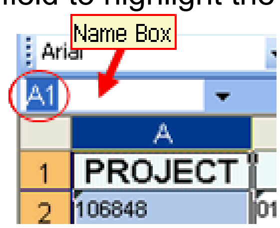
Step	Action
1	• Access the Spend Plan Tool Homepage (http://cfo.sandia.gov/finan/sp/spendplan.htm). • Click on the appropriate link under the **Installlation** section.
2	• Double click the **ExcelExportAddInSetup.msi** icon. • Click **Next** on each screen that displays until the “Installation Complete” window displays. • Click **Close**.
3	• Double click the **DIS.reg** icon (next to the **ExcelExportAddInSetup.msi** icon). • Click **Yes**. • Click **OK**. • Close the open window.
4	• Open **Excel**. • Verify the **Export XML** button () is displayed. • Leave Excel open and complete the steps in the following section.

Running the ‘Excel Extract Report’

Step	Action
1	Log In to **InfoView** via the Reportville website.
2	Access the **Excel Extract Report**; i.e., from the **Home** page, click **Financial** > **Spend Plan and Cost Plan** > **Excel Extract Report**.
3	• Click the **Refresh Document** icon (). The “Excel Extract Report” prompt window displays. • Type in **057%** for the **01** field. • Type in the **Project** number assigned to you for the **07** field. ***Example*** using **057%** [% = wildcard] and **106848**.  **NOTE:** Do **NOT** change any of the other fields. • Click **Run Query.**

<table>
<tr><td>4</td><td>Verify the data was refreshed; i.e., click on the WBS and then Labor Resources tabs (bottom of the screen) and ensure data is displayed.</td></tr>
<tr><td>5</td><td>Click the Save link (
) in the upper left corner of the screen.</td></tr>
<tr><td>6</td><td>
• Verify Microsoft Excel format (.xls) is selected.
• Click Save to my computer. The ‘File Download’ window displays.
• Click Open.
• Click Close once the download is complete.</td></tr>
<tr><td>7</td><td>Switch to Excel. The “Cost Plan Extract Report” should be open.</td></tr>
<tr><td>8</td><td>Click the WBS tab.
• Using the Example steps below, change the name in the Name Box for the following columns:
♦ column A – change A1 to PROJECT, and
♦ column B – change B1 to TASK.

Example (using column A, PROJECT):
▪ Click on the column header to highlight the <u>entire</u> column.


▪ Click in the Name Box field to highlight the text; e.g., A1.


▪ Type the name of the column listed in <u>row 1</u>; e.g., PROJECT.


▪ IMPORTANT! Press Enter. (This ensures the Name Box title is changed.)</td></tr>
</table>

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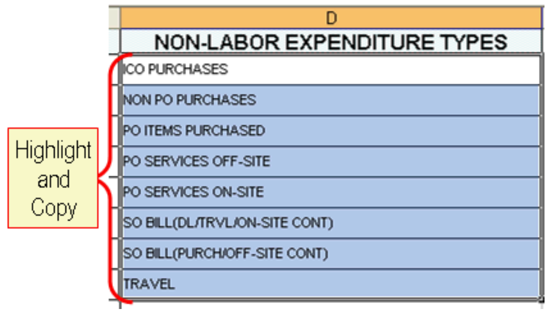
Click the **Labor Resources** tab.

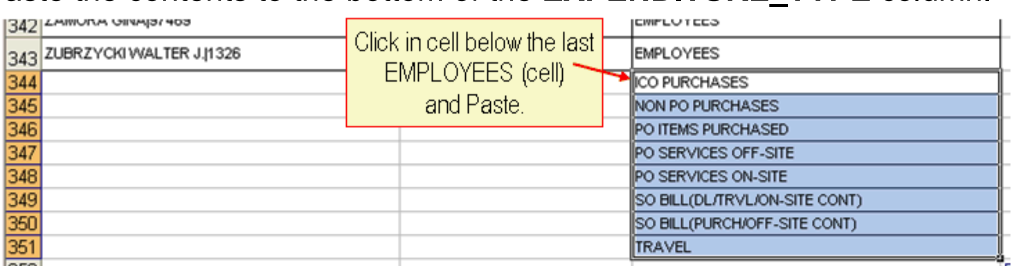
- Change the name in the **Name Box** for the following columns. (Refer to Step 8 for instruction on changing the Name Box if necessary.)
  - ♦ Column **A** to **EMPLOYEE_NAME**,
  - ♦ Column **B** to **EMPLOYEE_ORG**, and
  - ♦ Column **C** to **EXPENDITURE_TYPE**.

  IMPORTANT! Use the underscore to separate words; e.g., EMPLOYEE_NAME.

- Copy the contents of the **NON-LABOR EXPENDITURE TYPE** column.



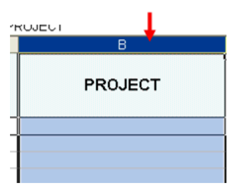
- Paste the contents to the bottom of the **EXPENDITURE_TYPE** column.



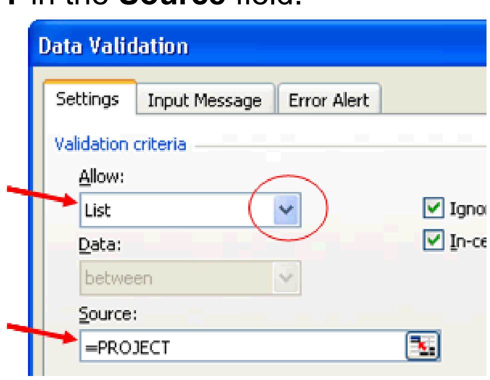
10

Click the **Spend Plan Export Template** tab.

- Click in the column header; e.g., click on the **B** (PROJECT), to highlight the <u>**entire**</u> column.

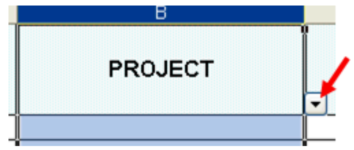


  - ♦ Select **Data** / **Validation** on the menu bar. The “Data Validation” window displays.
  - ♦ Select **List** from the **Allow** drop-down menu.
  - ♦ Type **=PROJECT** in the **Source** field.



10 (cont'd)

- Click **OK** or press **Enter**. If this is done correctly, a drop-down arrow will display next to the column; e.g.,



- Repeat the steps above to change the Data Validation **Source** for the following columns. (**List** should be selected from the **Allow** drop-down menu for ALL columns.)
  - Column **C** (TASK) – type in **=TASK**,
  - Column **D** (EXPENDITURE_TYPE) – type in **=EXPENDITURE_TYPE**,
  - Column **E** (EMPLOYEE_ORG) – type in **=EMPLOYEE_ORG**, and
  - Column **F** (EMPLOYEE_NAME) – type in **=EMPLOYEE_NAME**.

IMPORTANT! Use the underscore to separate words; e.g., EMPLOYEE_NAME.

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- Verify you are still on the **Spend Plan Export Template** tab.
- Type in (or select from the drop-down menus) the data that is displayed in the graphic below, **except** for the **PROJECT** number—type in the PROJECT number previously assigned to you.

Use your PROJECT number.

FISCAL_YEAR	PROJECT	TASK	EXPENDITURE_TYPE	EMPLOYEE_ORG	EMPLOYEE_NAME	EMPLOYEE_BAND	TOTAL_RAW_AMOUNT_OR_FTE
2009	106848	10	EMPLOYEES	05762	ANDERSON ARDEN T J67108		1
2009	106848	10	ICO PURCHASES	05733			100000
2009	106848	10	TRAVEL	05742			25000

12

- Save the file.
- Click the **Export XML** button (Export XML).
- Click **OK** when the "Export Completed Successfully" window displays.
- Select the **Spend Plan Export Template** from the Worksheet dropdown (at the Export Plan to XML).
- Click the **Spend Plan** radio button.
- Click the **Export** button.
- Click **OK** when the "Export completed successfully" window displays.

Importing Spreadsheet Data into the Cost Plan

Step	Action
1	• Return to Oracle. • Double click on **Budget Tools Suite**. • Double click on **Spend Plan Tool**. • Type in the **Project** number previously assigned to you. • Select the **Version** created in Practice 1. • Click **OK**.
2	• Click the **Project Actions** tab. • Click the **Import Project Plan** button. • Click **OK** when the "Caution" window displays. • Select the **Project**. • Select the **FY** entered in the Excel spreadsheet. • Click **OK**. • Click **OK** when the window displays indicating the number of rows imported. • Switch to the appropriate **Task** and verify that the spreadsheet rows were added correctly.

LEADER'S GUIDE

Spend Plan Tool Training

SBS225

Sandia Business School
Financial Management Branch

- Red text with yellow highlight = teaching points.
- Red text = part of course material, use as teaching points.
- Black text with blue highlight = note / reminder to instructor

PRIOR to class (at least 5 business days before class)

COURSE MANAGER (Melissa Demas):

- Contact MRSO Contact & notify of the class date(s) so date(s) can be noted on the **Oracle Tech Team Calendar** to ensure the system (QUAL) will be available for class.
- Send list of student names to MRSO Contact so Projects can be set up.

MRSO Contact (Norma DeAnda):

- Sets up the Projects for those that have NOT taken SBS224. (Use the same project structure as SBS224 courses); i.e., assign the
  - Active MRSO Manager (Gwen Pullen) as Project Manager.
  - Students as Primary Project Administrators.
- Send info to the Course Manager so she can note the student names & assigned project numbers on the portfolio covers.

INSTRUCTOR:

Review LG / student materials & note any changes; **remember to point out changes to students as you go through the class**.

BEFORE class – be at the classroom ~30 minutes before start time

NOTE: If you're unfamiliar with the room/equipment setup, ask Course Manager for assistance.

- Turn on computer; Open **PowerPoint** file/vugraphs & display **TITLE PAGE** on classroom monitor(s).
- Write your name / org / phone number on flipchart.

INSTRUCTOR (cont'd):

BEGIN ON TIME!!

Intro (keep brief)

- Current job assignment / experience
- Introduce other team members in room; e.g., proctor(s)
- Ask attendees to introduce themselves & very briefly describe their experience with Spend Plan.

Housekeeping

- Exits / Restrooms / Phone
- Roster – sign before leaving class to receive credit

Ground Rules

- **Please refrain from side conversations & refrain from checking email** during class instruction time; feel free to do this during breaks.
- Respect break time to keep class on track (class will be ~3 hours)
- In a few places I will ask you to **WATCH ME** – watching the instructor gives you a general overview of the process to be performed.
- For the majority of the time, you will be **DOING** things **WITH ME**.
- And then, you will be completing **PRACTICES;** i.e., do it on your own.
- If you get lost during the class, ask one of the Proctors for help!
- Participate -- Ask questions

Student materials

Packet includes:

- **Using the Spend Plan Tool** job aid
- **PRACTICE** packet
- **Importing Data from Excel Spreadsheets** exercise

Evaluations

Student will be sent evaluations via e-mail – please complete & return.

teaching points; part of student material | teaching points **NOT** in student material | note / reminder to instructor

SANDIA BUSINESS SCHOOL
Job Aid/TIP$
Financial Management Branch

Using the Spend Plan Tool

November 19, 2008

Contents:

NOTE: The websites (URLs/links) for all referenced resources within this document are listed in the "Resources" section at the end of this document.

page 1 continued …

Page 1 (continued) - 'Using the Spend Plan Tool' **JOB AID**

Introduction

The Spend Plan Tool is Sandia's internal budget process that reflects agreements between programmatic and organizational managers to perform specified work for specified dollars within a fiscal year (FY). The Spend Plan Tool provides a planning mechanism to ensure organizations have the resources necessary to satisfy customer deliverables and a management tool to assess year-to-date costs and commitments relative to planned expenditures for the FY. Initial spend plans are negotiated and input to the financial system during the May through August time frame for the next FY. All projects expecting funding in the next FY should have a spend plan submitted. As situations change and more accurate information become available, the individual spend plan estimates are expected to be adjusted throughout the year.

NOTE: Refer to the Spend Plan Tool Home Page for specific instructions on the spend plan process, obtaining and using the Spend Plan Tool, and/or Strategic Management Units (SMUs) requirements.

IMPORTANT! Remind the students that the course materials are not **Official Use Only (OUO)**; but the information they see on their screens is '**OUO Category 4 - Commerical/Proprietary'** information.

Let's **skip to page 6 of the job aid** (Leader's Guide: page 7) – everything on pages 2-5 will be covered during the course presentation or at the end of class.

Page 2 - 'Using the Spend Plan Tool' **JOB AID**

SKIP this page – covered later in class

In order to use the Spend Plan Tool you **must**

- have access to Project Accounting (SNL PA PROJECTS USER). Access requires management approval; refer to the Process for Access to Sandia's Oracle Systems job aid or contact the Management Reporting Support Office (MRSO) at 845-8180 for additional information/assistance.
- be a key member (either project manager, primary project administrator, or project administrator) for the particular project to upload a spend plan.

NOTES:

- Once a project has been created and the Work Breakdown Structure (WBS) has been input in Oracle Project Accounting, you are ready to enter spend plan (budget) information.
- If you are not a key member for a given project, you can still use the Spend Plan Tool to create "What If" scenarios for project pricing.

Overview—Inputting a Basic Spend Plan

This section is covered as part of review at the **END** of class

IMPORTANT! This section covers the seven **quick steps to input and save your spend plan** into the Spend Plan Tool. Using these steps also reduces the number of versions that are saved and runs the appropriate edits in the most efficient order.

CAUTION! Wait until the selected spend plan has completely opened before navigating or inputting data.

Step	Action
1	Input the spend plan. (Pages 9-17.)
2	**Save** your work; i.e., click [save icon] or select **File**/**Save** on the menu bar. **NOTE:** This option only saves the screen input to a **temporary** file; it is not creating a **New Version** or uploading to the data warehouse. See notes below for more information.
3	Allocate the spend plan. (Pages 19-22.)
4	**Save** your work again.
5	Repeat Steps 1-4 for other FYs as necessary or use the Auto-Populate feature. (Page 22.)
6	Save as a **New Version**. Using this option saves to the database, creating a **New Version** number. (Page 23.)
7	Upload as needed. (Page 24.) **NOTE:** Only the most recent uploaded spend plan will display on financial reports.

NOTES:

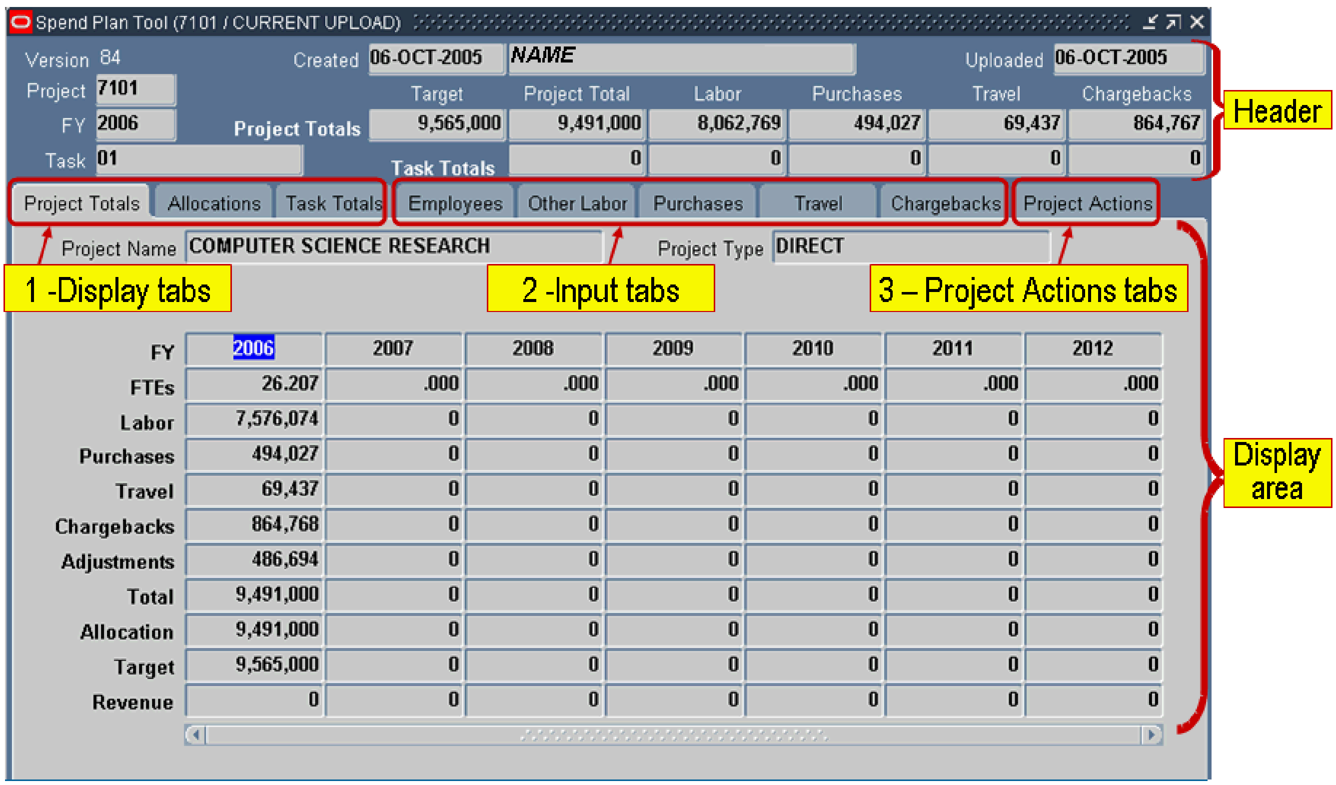
- The referenced page numbers, in the table above, provide detailed information.
- Performing Step 2, above, only saves your work as a **temporary** version. If the Spend Plan Tool is exited without performing Step 6 (saving as a **New Version** or **What If** version), **ALL DATA entered during the session is LOST, including the temporary version**. (Only New Versions and What Ifs are stored in the database.)
- If you saved as a **New Version** and subsequently make additional changes to the spend plan, you **must** repeat Steps 2-4 and 6 before you can upload again (Step 7).

Page 3 -- ‘Using the Spend Plan Tool’ **JOB AID**

SKIP this page – covered during the course of the class

Getting Familiar with the Spend Plan Tool

The Spend Plan Tool displays seven fiscal years (FYs) of data in the body; i.e., current FY, next FY, and subsequent FYs. Review this section carefully in order to become familiar with the detailed look and feel of the Spend Plan Tool. The Spend Plan Tool screens contain header and display area. An explanation of the screens is provided below.



<u>Header</u>

The header displays project and task information (for the selected task); e.g., version number, who created the spend plan, project target, project totals, etc. The header is static and displays on each tab.

Page 4 -- 'Using the Spend Plan Tool' **JOB AID**

SKIP this page – covered during the course of the class

Display Area

The display area will vary depending on which tab is selected. There are three types of tabs:

1. Display tabs
   - Project Totals and Task Totals – Displays seven FYs of data.
   - Allocations – Displays allocations for the project. Allocations must equal the spend plan total. Allocations can be straight lined or entered for individual months. See the "Repricing and Allocating a Spend Plan" section starting on page 19 for more information.

2. Input tabs – Spend plan detail is input on the individual tabs; i.e. Employees, Other Labor, Purchases, Travel, or Chargebacks. The display area shows Org, Raw $, Adjustments, Notes, Burdens, and Totals. The Employee tab also includes FTE, Band, and Name information.

   The **Rates** and **Reverse Loaded $** buttons are features on each input tab; i.e., the
   - **Rates** button displays the "Burden Rates" window with the current rates that would be used to price out a new line of input.

     NOTE: The Charging Org number **must** be specified before the "Burden Rates" window will display.
   - **Reverse Loaded $** button calculates FTEs, burdens, and raw dollar amount based upon the organization, labor band, and the burdened dollar amount specified. See the "Reverse Loading" section starting on page 15 for more information.

     NOTE: The Charging Org number **must** be specified before the "Reverse Loaded Amount" window will display.

3. Project Actions tab – Used to perform a variety of project level actions; e.g., enter/view projected target and/or revenue, save and upload, allocate spend plan, etc. See the "Using the Project Actions Tab" section starting on page 17 for more information.

Page 5 -- 'Using the Spend Plan Tool' **JOB AID**

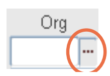
SKIP this page – covered during the course of the class

Tips for Using the Spend Plan Tool

This section addresses basic tips for inputting data and frequently used tool bar options.

Tips for Inputting Data

- When asked to enter a Name, enter the last name first, separated with a comma, **NO** spaces, or select from the List of Values (see explanation below).
- When instructed to select from the **List of Values (LOV)**, click in the data field (field changes to display three dots [see graphic]), click on the three dots or press **F9** to display the LOV.



  - Make your selection and click **OK**, or if selecting a name, enter the first few letters of the last name (the more letters you enter, the quicker the response time), click **Find**, click on the appropriate name, then click **OK**.
  - If you enter/select the wrong name and click **Find**, you must cancel out first, then start over and enter the correct name. (The tool will not allow you to search for a different name without canceling out of this window and starting over.)
- When entering or updating an Org number, enter the five-digit organization number; e.g., 03521.

Useful Toolbar Options

The following table shows frequently used Toolbar icons and the actions performed:

Item/Toolbar Icon	Action
Clear Record 	Removes the current record from the display but does not delete it from the database; i.e., the next time you save, the record will display.
Delete 	Deletes the current record from the database.
Save 	Saves any pending changes in the active form. **NOTE:** This option only saves the screen input to a **temporary** file; it is **not** creating a **New Version** or uploading to the data warehouse. The temporary version is deleted when the Spend Plan Tool is exited; therefore, if you want to permanently save your changes, you **must** save your work as a **New Version** or a **What If** version before you exit the Tool; i.e., select the **Project Actions** tab, click **Save as New Version**.

Page 6 -- 'Using the Spend Plan Tool' **JOB AID**

Logging On to the Spend Plan Tool and Selecting a Project

Use this section to log on to the Spend Plan Tool. Other sections of this job aid will help you perform specific activities; e.g., inputting, allocating and uploading a spend plan, etc.

Step	Action
Let's do this TOGETHER	
	If you haven't already done so, log in using your **userID** (do not log in with Student #) and open Internet Explorer
1	Access Oracle from Sandia's Techweb home page; i.e., • click **Oracle E-Business Suite** (under the "My Links" section). The "Oracle E-Business Suite" window displays. **NOTE:** If you customized your Techweb page, then click **O** on the **index** in the top right corner, and scroll down to Oracle. • click **POINT OUT** where they would <u>normally</u> click **Oracle E-Business Suite for Windows** in the "Oracle E-Business Suite" section to access **PROD**. Instead, point to & click the **Oracle Applications Quality (OAQA2)** link under the **Oracle Developer Links** section to launch **QUALITY.** The "Navigator" window displays.
still performing TOGETHER…	
	Spend plan is part of **SNL PA Projects Users**
2	• Click **SNL PA PROJECTS USER** if you are prompted to select an Application (aka Responsibility). An expanded list/column will display to the right. • Click **Spend Plan Tool** under "Budget Tools Suite", if necessary. The "Projects" window displays.

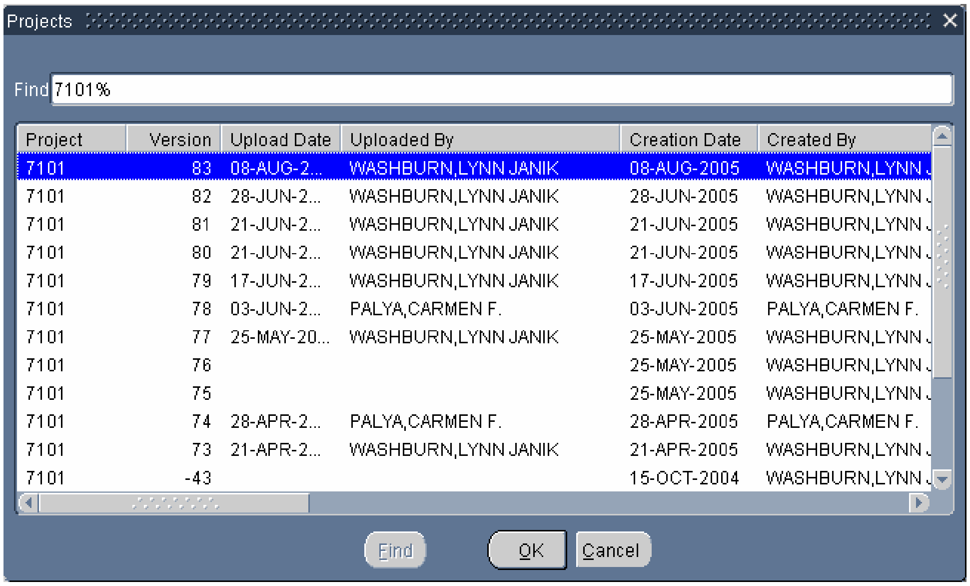
page 6 continued …

Page 6 (continued) -- 'Using the Spend Plan Tool' JOB AID

WATCH ME

3

- Enter a project number or a partial project number in the **Find** field. Works the same as in Projects.
- Click **Find** or press **Enter**. The "Projects" window is populated with valid projects.



Project	Version	Upload Date	Uploaded By	Creation Date	Created By
7101	83	08-AUG-2...	WASHBURN,LYNN JANIK	08-AUG-2005	WASHBURN,LYNN J
7101	82	28-JUN-2...	WASHBURN,LYNN JANIK	28-JUN-2005	WASHBURN,LYNN J
7101	81	21-JUN-2...	WASHBURN,LYNN JANIK	21-JUN-2005	WASHBURN,LYNN J
7101	80	21-JUN-2...	WASHBURN,LYNN JANIK	21-JUN-2005	WASHBURN,LYNN J
7101	79	17-JUN-2...	WASHBURN,LYNN JANIK	17-JUN-2005	WASHBURN,LYNN J
7101	78	03-JUN-2...	PALYA,CARMEN F.	03-JUN-2005	PALYA,CARMEN F.
7101	77	25-MAY-20...	WASHBURN,LYNN JANIK	25-MAY-2005	WASHBURN,LYNN J
7101	76			25-MAY-2005	WASHBURN,LYNN J
7101	75			25-MAY-2005	WASHBURN,LYNN J
7101	74	28-APR-2...	PALYA,CARMEN F.	28-APR-2005	PALYA,CARMEN F.
7101	73	21-APR-2...	WASHBURN,LYNN JANIK	21-APR-2005	WASHBURN,LYNN J
7101	-43			15-OCT-2004	WASHBURN,LYNN J

NOTES:

- The following table describes the most commonly used column data (project attributes) displayed in the "Projects" window.
- Scroll right to see other column data included in the "Projects" window.

The table on page 7 of your job aid LG: next page describes the most commonly used project attributes.

Page 7 -- 'Using the Spend Plan Tool' **JOB AID**

still WATCHING...

3 (cont'd)	**QUICKLY** cover the highlighted Column Headings & Descriptions

Column Heading	Description
Project	Project number.
Version	Unique identifier that is automatically assigned each time this project is modified and saved as a **New Version** or **What If** version. ➢ A positive version number identifies a spend plan that has been saved as a **New Version**. Up to 10 versions may be saved. When the 11th version is saved, the oldest/lowest numbered version will be dropped from the list unless it is the latest uploaded version. The highest version number is the most recently saved version. ➢ A negative version number identifies a spend plan that has been saved as a **What If** version. (**What If** versions are typically used for scenario analysis.) **What If** versions **cannot** be uploaded. They must first be saved as a **New Version** and then uploaded. Up to 5 **What If** versions may be saved. The lowest negative number represents the most recent **What If** version. An example of when you would use a **What If** is if you are asked to price a project that is similar to 7101 & the Project Manager wants to see labor priced for 2 Tech Staff vs. 1 Tech Project Lead & 1 Technician. ➢ If your spend plan session ends abnormally; e.g., power failure or improper exit from the spend plan, a zero version will be assigned. It will contain all entries from the last version selected and all saves done before the interruption. ➢ A new project will not have a Version number. ➢ Only the individual who created the version or the system administrator may retrieve the zero version. Call the MRSO at 845-8180 for assistance.

table & page 7 continued …

Page 7 (continued) -- 'Using the Spend Plan Tool' **JOB AID**

still WATCHING...

3 (cont'd)

table continued

Column Heading	Description
Upload Date	Date the version was uploaded.
Uploaded By	Name of the individual who uploaded the version. Only active project key members may upload a version.
Creation Date	Date the version was created.
Created By	Name of the individual who created the version.

Scroll right to show additional columns / info.

Page 8 -- 'Using the Spend Plan Tool' **JOB AID**

still WATCHING…

3 (cont'd)

NOTES (cont'd):

- If projects are listed without data to the right, it means that spend plan has not been saved or uploaded.
- If you entered the wrong project number in the **Find** field and clicked **Find** or pressed **Enter**; you **must**
  - click **Cancel** to close the "Projects" window (the "Spend Plan Tool" window will display with no data), then
  - verify the cursor is in the **Project** field,
  - click the ,
  - enter the correct project number in the **Find** field and click **Find** or press **Enter**,
  - select the project number with the lowest level task, and
  - click **OK**.
    - You can also click the , or select **File/Close Form** on the menu bar, and click **Exit**. The "Navigator - SNL PA PROJECTS USER" window will display; double click **Budget Tools Suite**, if necessary to expand the list, then double click **Spend Plan Tool**, and repeat Step 3.
    - If the **Task** field is blank when a different project is selected/opened, select the appropriate **Task** from the "Tasks" window; i.e., verify the cursor is in the **Task** field and click . Refer to page 9 for detailed information.
- **No Service Order projects will be listed.**

page 8 continued …

Page 8 (continued) -- 'Using the Spend Plan Tool' **JOB AID**

still WATCHING...

4	• Select the **Project**, or select the **Project** and desired spend plan **Version** (if more than one project/version is listed). • Click **OK**. The "Spend Plan Tool" window displays. **NOTES:** ➢ The Tool allows **only one** person to work on a given project at a given time. A message will display if another person is in the project you selected. The message that displays will include the individual's name and phone number. You may want to contact this individual to determine when the project will be available for your input, or click **OK** to close the message and try accessing the project later. – The Created By column could also list the person currently working on the project you are selected. – The Creation Date for the zero version may also be helpful in determining whether the zero version is caused by someone currently in the system or if the zero version is a few days old and was caused when the system was exited abnormally. For additional assistance contact the MRSO at 845-8180. ➢ A message will display if a task, which has spend plan associated with it, is deleted or when spend plan was allocated to an employee and the employee's name no longer matches the expenditure type in the Oracle referential data; e.g., an employee that you budgeted for is no longer on roll. Click **OK** to close the message; the name will be removed and the associated spend plan for the deleted task will be deleted as soon as any line is modified and saved.
5	Go to the "Selecting a Fiscal Year and Task" section below.

Let's do this TOGETHER,

we're on **Step 3, page 6** LG: page 8 of your job aid.

- Type in the **Project** Number previously assigned to you. on portfolio cover
- Click **Find**.

Since your project has never had spend plan input before, it will **NOT** have a Version number.

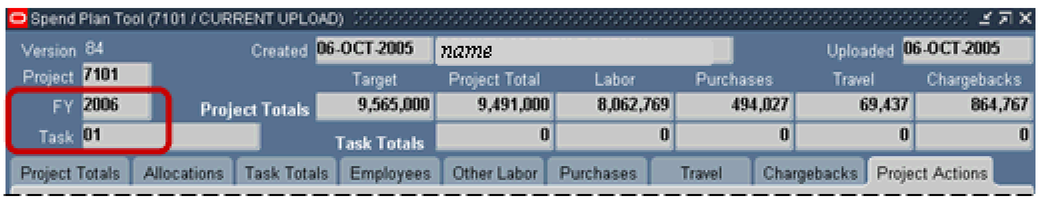
Page 9 -- 'Using the Spend Plan Tool' **JOB AID**

Inputting Spend Plan Data

Selecting a Fiscal Year and Task

The Spend Plan Tool defaults to the current FY and the top-level task (usually Task 1 or 01). Spend plan (budget) may be input for current and/or subsequent FYs, as well as for any task level. It may be most effective to input spend plan at the desired reporting level.

Use the following table to change the FY or task:

Step	Action
WATCH ME	
1	• Click in the **FY** or **Task** field in the header.  • Click . (The tool will not allow you to type in the FY or Task number.) The "Spend Plans" or "Tasks" window displays. • Select the appropriate **FY** select the next FY or desired **Task** number. **NOTES:** ➢ When changing FYs, the task remains as previously selected. ➢ If the desired Task number is not displayed, type the task number or type a partial task number in the **Find** field to move through the task list. • Click **OK**. **NOTES:** ➢ The **Task Totals** tab displays each time a new task is selected and displays totals, by FY, for the selected task. ➢ **Project Totals** and **Task Totals** – are displayed in the header. – are updated when the spend plan is saved. – for labor are derived from the combined totals of the **Employees** and **Other Labor** tabs.
2	Go to the "Inputting Spend Plan Details" section below.

Let's do this TOGETHER,

- we're on **Step 1, page 9** "Selecting a Fiscal Year & Task" section of your job aid.
- **complete Step 1, selecting a TASK.**

ANY QUESTIONS?

Page 10 -- 'Using the Spend Plan Tool' **JOB AID**

Inputting Spend Plan Details

Spend plan details are input for each individual task by expenditure category; i.e., Labor, Purchases, Travel, or Chargebacks. Labor detail is input on two separate tabs; specifically, Employees or Other Labor.

CAUTION!

- All labor input is controlled by the radio button selected. If you select a different radio button on a line with budget, the amounts on that line could change based on the new selection. The Org, Band, Name relationship is controlled by these buttons. You change that relationship when you change the buttons; i.e., if
  - **Org** is selected, the Band number will always be the Org average band.
  - **Band** is selected, you have the option of modifying the Band controlled by the Org or the Name. Available only on the Employees input tab.
  - **Name** is selected on the Employees input tab, the Org and Band will always be those belonging to the individual selected. When **Name** is selected on the Other Labor input tab, the Org will always be the org belonging to the individual selected.
- The radio button selection remains active until changed.
- The expenditure type selected on the input tabs will determine the Burdens for the raw amounts entered. To determine the impact of the expenditure type selected, consult the job aid "How Sandia Burdens are Applied."

page 10 continued …

Page 10 (continued) -- 'Using the Spend Plan Tool' **JOB AID**

- **EMPHASIZE!** Saving your work by clicking , or selecting **File/Save** on the menu bar, saves your work to a **temporary** version. The temporary version is deleted when the Spend Plan Tool is exited; therefore, you **must** save your work to a **New Version** or a **What If** version before you exit the Spend Plan Tool; i.e., select the **Project Actions** tab, click **Save as New Version**.

INSTRUCTOR, make sure you are using the <u>current</u> FY

<u>Inputting Labor for Sandia Employees</u>

Use the table below to add spend plan for regular Sandia employees:

Step	Action
WATCH ME	
1	• Select the **Employees** input tab, if necessary. • Verify that the **FY** and **Task** displayed in the header are the ones you want to work with. If not, select the correct FY and Task as discussed on page 9.

Page 11 -- 'Using the Spend Plan Tool' **JOB AID**

still WATCHING...

2	Use the following table to enter spend plan detail: <table><tr><th>IF you want to budget by …</th><th>THEN …</th></tr><tr><td>charging org; i.e., the average band rate for the charging org</td><td> - select the Org radio button, if necessary. - tab to, or click in, the Org field and enter the five-digit charging Org number enter 02913, or select from the List of Values. - tab to, or click in, the FTE field and enter the number of FTEs enter 1. - press tab to automatically populate the Raw $ field and to calculate the Burdens. NOTES: - The Raw $ amount will automatically calculate based on the Standard Labor Rate (SLR) average band for the Charging Org and the FTEs value. - Burdens will automatically calculate. - The Organization Average Rate for centers; e.g., 02100, represents the average Band for those individuals working in the center office. It is NOT the average labor Band for all employees in the center. - If an Org becomes inactive after it has been entered into a spend plan version, the row using the inactive Org will remain in the version but users will only be allowed to edit the Adjustment and Notes fields. </td></tr></table>

page 11 continued …

Page 11 (continued) -- 'Using the Spend Plan Tool' **JOB AID**

PERFORM together…

		Let's budget by band; i.e., replace the band associated with the charging org or the name selected	• tab to, or click in, the **Org** field and enter the five-digit charging **Org** **02910**, number, or select from the List of Values. • tab to, or click in, the **FTE** field and enter **1** number of **FTE**s. • select the **Band** radio button. • tab to, or click in, the **Band** field and enter the **Band** number The org average Band is 19. However, we know we will be hiring some new people; their starting wage will be lower, resulting in a lower Band average. So, let's change the Band **13** or select from the List of Values. • press tab to automatically populate the **Raw $** field and to calculate the Burdens. Point out the change in Raw & Burdened dollars.

table continued

Page 12 -- 'Using the Spend Plan Tool' **JOB AID**

PERFORM together Let's do one more…

2 (cont'd)

Table continued:

IF you want to budget by …	THEN …
an individual's name	• select the **Name** radio button. • tab to, or click in, the **FTE** field and enter **1** number of **FTE**s. • tab to, or click in, enter **Jack Curtis** in the **Name** field and, or select from the List of Values. • press tab to automatically populate the **Raw $** field and to calculate the Burdens. **NOTES:** ➢ The Org number **12334** and Band number will automatically populate based on employee Name. ➢ When budgeting by person, the Org number **will always** be the Org number associated to the person; i.e., the Spend Plan Tool will **NOT** permit the Name and Org to be out of sync. ➢ Project Load Exemptions; e.g., people on temporary assignment to Washington DC, are reflected in the spend plan. There is no need to process an adjustment for these Burden exemptions.

3 (optional)

Enter notes if desired; i.e.,

- tab to, or click in, the **Notes** field.
- click , or select **Edit**/**Edit Field** on the menu bar. The "Editor" window displays.
  NOTE: The "Editor" window is limited to 250 characters and can be resized by dragging the edges of the box.
- enter your note.
- click **OK**.
- tab to the next row to continue.

4 Repeat Steps 2 and 3 if necessary.

5 **Save your work**; i.e., click or select **File**/**Save** on the menu bar. Saving causes your input to sort by org and updates the selected Project and Task Totals.

CAUTION! Saving your work by clicking , or selecting **File**/**Save** on the menu bar, saves your work to a **temporary** version. The temporary version is deleted when the Spend Plan Tool is exited; therefore, you **must** save your work to a **New Version** or a **What If** version before you exit the Spend Plan Tool; i.e., select the **Project Actions** tab, click **Save as New Version**.

SUMMARY – Select FY, Task, enter employee labor - remember that you need to decide how you want to enter the details; i.e., by Charging Org, Band, or Name & select the correct radio button. **ANY QUESTIONS**

Page 13 -- 'Using the Spend Plan Tool' **JOB AID**

Inputting Other Labor and Purchases, Travel, and Chargebacks Expenditure Categories

Show each of the **Expenditure Tabs** & the associated **Expenditure Type**

Use the table below to add spend plan for Other Labor (labor for contract associates, students/ faculty/post doctorates, or limited term employees), Purchases, Travel, and Chargebacks:

Step	Action
PERFORM together…	
1	Verify that the **FY** and **Task** displayed in the header are the ones you want to work with. If not, select the correct FY and Task as discussed on page 9.
2	Use the following table to enter spend plan detail: Let's start by inputting "Other Labor", i.e., Contract Associates, Students/Faculty/Post Docs, & Limited Term Employees. Other labor can be input by Charging Org or by Name.

IF you are budgeting for …	THEN …
Other Labor details (by charging org)	• select the **Other Labor** input tab. • select the **Org** radio button, if necessary. • verify/select the applicable **Expenditure Type**. The default expenditure type is Contract Associates. • tab to, or click in, the **Org** field tab and enter the five-digit charging **Org** **02613** number, or select from the List of Values. • tab to, or click in, the **Raw $** field and enter the **Raw $** amount **$50K**. • press tab to automatically calculate the Burdens.
Other Labor details (by an individual's name)	• select the **Other Labor** input tab. • select the **Name** radio button. • tab to, or click in, the **Name** field and enter the **Name** **Erica Baca**, or select from the List of Values. • tab to, or click in, the **Raw $** field and enter the **Raw $** amount **$25K**. • press tab to automatically calculate the Burdens. **NOTE:** The Org number and Expenditure Type will automatically populate based on individual's name. Point out that Erica is a student & in Org 10265

table continued

Page 14 -- 'Using the Spend Plan Tool' **JOB AID**

PERFORM together...

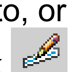
2 (cont'd)	Table continued:

IF you are budgeting for ...	THEN ...
QUICKLY do examples for **Purchases** & **Chargebacks**. Point out the expenditure types.	
Purchases details ----- Chargebacks details	• select the appropriate input tab; i.e., **Purchases** or **Chargebacks**, • verify/select the applicable **Expenditure Type**. **NOTES:** ➢ If you are budgeting for – a Procurement Card (P-card), select **PO Items Purchased**. – miscellaneous employee expenses, select **Non PO Purchases**. ➢ Burden exemptions will need to be processed for PO costs greater than $1M in one FY, on one project/ task, on the same PO. Negative amounts of the burdens >$1M are place in the Adjustment column. • tab to, or click in, **Org** field and enter the five-digit charging **Org** number, or select from the List of Values. • tab to, or click in, the **Raw $** field and enter the **Raw $** amount. • press tab to automatically calculate the Burdens.
Travel details	• select the **Travel** input tab. • tab to, or click in, the **Org** field and enter the five-digit charging **Org** 02613number, or select from the List of Values. • tab to, or click in, the **Raw $** field and enter the **Raw $** amount. • press tab to automatically calculate the Burdens. **NOTE:** **EXPLAIN** this works the same as the other; however, There is **no** Expenditure Type to select for Travel. All Travel is burdened in the same manner.

page 14 continued….

Page 14 (continued) -- 'Using the Spend Plan Tool' **JOB AID**

PERFORM together…

2 (cont'd)	**NOTES:** ➢ Refer to the Expenditure Type Definitions list if you need help determining which Expenditure Type to select. The URL is available in the 'Resources' section of your job aid. ➢ Once you tab past the **Raw $** field, the Spend Plan Tool automatically applies and displays the burdens associated with the selected Expenditure Type. ➢ The burden amounts displayed are for the selected FY.
3	**IMPORTANT!** Enter notes for charges against purchases, travel, and/or chargebacks; i.e., • tab to, or click in, the **Notes** field. • click , or select **Edit**/**Edit Field** on the menu bar. The "Editor" window displays. **NOTE:** The "Editor" window is limited to 250 characters and can be resized by dragging the edges of the box. • enter your note. • click **OK**. • tab to the next row to continue.

Page 15 -- 'Using the Spend Plan Tool' **JOB AID**

PERFORM together…

4	Repeat Steps 2 and 3 if necessary.
5	**Save your work**; i.e., click or select **File**/**Save** on the menu bar. Saving causes your input to sort by org and updates the selected Project and Task Totals. **CAUTION!** Saving your work by clicking , or selecting **File**/**Save** on the menu bar, saves your work to a **temporary** version. The temporary version is deleted when the Spend Plan Tool is exited; therefore, you **must** save your work to a **New Version** or a **What If** version before you exit the Spend Plan Tool; i.e., select the **Project Actions** tab, click **Save as New Version**.

ANY QUESTIONS?

page 15 continued …

Page 15 (continued) -- 'Using the Spend Plan Tool' **JOB AID**

Using Reverse Loading

Reverse Loading calculates FTEs for employee labor, Burdens, and Raw $ based upon the organization, labor band for employee labor, and the burdened dollar amount specified. Now let's see how it works.

Complete the following steps to enter spend plan detail using the Reverse Loaded $ feature:

Step	Action
WATCH ME	verify you're on the **Employees** tab
1	Verify that the **FY** and **Task** displayed in the header are the ones you want to work with. If not, select the correct FY and Task as discussed on page 9.
Go through some examples in the table below completing Steps 2 & 3 to show how Reverse Loading works.	
2	Use the following table to enter spend plan detail:

IF you want to reverse calculate for …	**THEN …**
Employees (regular Sandia employees) using an Org Band rate	• select the **Employees** input tab. • select the **Org** radio button, if necessary. • tab to, or click in, the **Org** field and enter the five-digit charging **Org** number, or select from the List of Values. • go to Step 3.
Employees (regular Sandia employees) using a Band rate different than the Org Band rate	• select the **Employees** input tab. • select the **Band** radio button. • tab to, or click in, the **Org** field and enter the five-digit charging **Org** number, or select from the List of Values. • tab to, or click in, **Band** field and enter the **Band** number, or select from the List of Values. • go to Step 3.
Employees (regular Sandia employees) using a Name	• select the **Employees** input tab. • select the **Name** radio button. • tab to, or click in, the **Org** field and enter the five-digit charging **Org** number, or select from the List of Values. • tab to, or click in, the **Name** field and enter the **Name** or select from the List of Values. • go to Step 3.

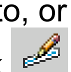
table continued

Page 16 -- 'Using the Spend Plan Tool' **JOB AID**

still WATCHING…

Step	Action
2 (cont'd)	Table continued:

IF you want to reverse calculate for …	THEN …
Other Labor (contract associates, student/faculty/post doctorates, or limited term employees) using an Org	• select the **Other Labor** input tab. • select the **Org** radio button. • tab to, or click in, the **Org** field and enter the five-digit charging **Org** number, or select from the List of Values. • verify/select the appropriate **Expenditure Type**. • go to Step 3.
Other Labor (contract associates, student/faculty/post doctorates, or limited term employees) using a Name	• select the **Other Labor** input tab. • select the **Name** radio button, if necessary. • tab to, or click in, the **Org** field and enter the five-digit charging **Org** number, or select from the List of Values. • verify/select the appropriate **Expenditure Type**. • tab to, or click in, the **Name** field and enter the **Name**, or select from the List of Values. • go to Step 3.
Purchases Travel Chargebacks	• select the appropriate **Purchases** input tab; i.e., **Purchases**, **Travel**, or **Chargebacks**. • verify/select the appropriate **Expenditure Type**, if applicable. **NOTE:** There is **no** Expenditure Type to select for Travel. • tab to, or click in, the **Org** field and enter the five-digit charging **Org** number, or select from the List of Values. • go to Step 3.

Step	Action
3	• Click **Reverse Loaded $**. The "Reverse Loaded Amount" window displays. • Enter amount in the **Burdened Amount** field. • Click **OK**.
4	Enter notes for charges against purchases, travel, and/or chargebacks; i.e., • tab to, or click in, the **Notes** field. • click , or select **Edit**/**Edit Field** on the menu bar. The "Editor" window displays. **NOTE:** The "Editor" window is limited to 250 characters and can be resized by dragging the edges of the box. • enter your note. • click **OK**. • tab to the next row to continue.

Page 17 -- 'Using the Spend Plan Tool' **JOB AID**

still WATCHING…

5	Repeat Steps 2 and 4 if necessary.
6	**Save** your work; i.e., click or select **File/Save** on the menu bar. Saving causes your input to sort by org and updates the selected Project and Task Totals. **CAUTION!** Saving your work by clicking , or selecting **File/Save** on the menu bar, saves your work to a **temporary** version. The temporary version is deleted when the Spend Plan Tool is exited; therefore, you **must** save your work to a **New Version** or a **What If** version before you exit the Spend Plan Tool; i.e., select the **Project Actions** tab, click **Save as New Version**.

continue with page 17 ***AFTER*** *Practice….*

SUMMARY When entering spend plan for other Labor, Purchases, & Chargebacks, make sure you select the correct FY, Task, & Expenditure Type.

Again, you should refer to the **Expenditure Type Definitions** list if you need help determining which Expenditure Type to select. (URL is available in the 'Resources' section of your job aid.)

ANY QUESTIONS?

PRACTICE 1

Let's 'practice' what you've learned so far. Refer to the **PRACTICES** handout & complete **Practice 1** – entering **Labor**, **Purchases**, **Travel** & **Chargebacks**.

Page 1 - PRACTICE 1 (practice packet)

REMEMBER, you should use the Project you set up in SBS224 (Project Setup & WBS Input Training). If you did not attend SBS224, then use the Project listed on your packet.

ALLOW TIME for students to complete before reviewing.

INSTRUCTOR should complete Practice too.

Display completed practice/spend plan details on monitor(s) – use when reviewing Practice with students.

See next page for review questions/comments.

Refer to the job aid "Using the Spend Plan Tool" to complete the following practices:

Practice 1

Now that you have the new WBS set up (set up during SBS224, Project Setup and WBS Input Training), your project manager has requested that you input the current FY spend plan for the B61 RADAR NOSE DEVELOPMENT task.

NOTE: If you did not attend SBS224, Project Setup and WBS Input Training, use the Project number listed on your packet.

Complete the following steps to enter the spend plan detail on the project you set up:

Step	Action
1	Select the **current FY**, if necessary.
2	Select the **Task** number for the **B61 RADAR NOSE DEVELOPMENT** task.
3	Enter the following spend plan for Sandia **Employees**: • 2 FTEs for Org. 02111. • 1.5 FTEs for Org. 05335, using Band 9. • $100,000 burdened amount for JACK CURTIS using the Reverse Loaded $ feature.
4	Save your work.

*Practice, **PAGE 1**, continued on next page*

Page 1 – PRACTICE 1 *continued*

5	Enter the following spend plan for **Other Labor** for Org 01746-2. • $10,000 raw amount for DAVID FISHGRAB. • $100,000 burdened amount for contractor labor. • $50,000 burdened amount for Limited Term Employees.
6	Save your work.
7	Enter the following spend plan for **Purchases**: • PO Items Purchased for Org. 09548, $10,000 burdened amount using the Reverse Loaded $ feature. • ICO Purchases for Org. 01433, $20,000 raw amount.
8	Save your work.

practice continued

Page 2 – PRACTICE 1 *continued*

Practice 1 continued

Step	Action
9	Enter the following spend plan for **Travel**: • Org. 02111, $10,000 raw amount for a SAN DIEGO TRIP. • Org. 05335, $20,000 burdened amount for a SAN FRANCISCO TRIP.
10	Save your work.
11	Enter the following **Chargebacks** to budget for a Service Order for facilities to renovate the project manager's office: • Labor for the renovation; i.e., ♦ Org. 05335, $5,000 raw amount for the OFFICE UPGRADE. ♦ Org. 01513, $2,000 raw amount for a NEW WINDOW. • Purchase for Org. 02111, $15,000 raw amount for a CORNER FIREPLACE.
12	Save your work.
13	 • Do **NOT** close your screens. • Wait for discussion. • Compare your screens to the monitor.

REVIEW -- Go through Practice with students.

Did you use the job aid to complete the Practice?

ANY QUESTIONS??

Page 17 (continued) - 'Using the Spend Plan Tool' **JOB AID**

Let's go back to page 17 of the job aid, **Using the Project Actions Tab.**

Using the Project Actions Tab

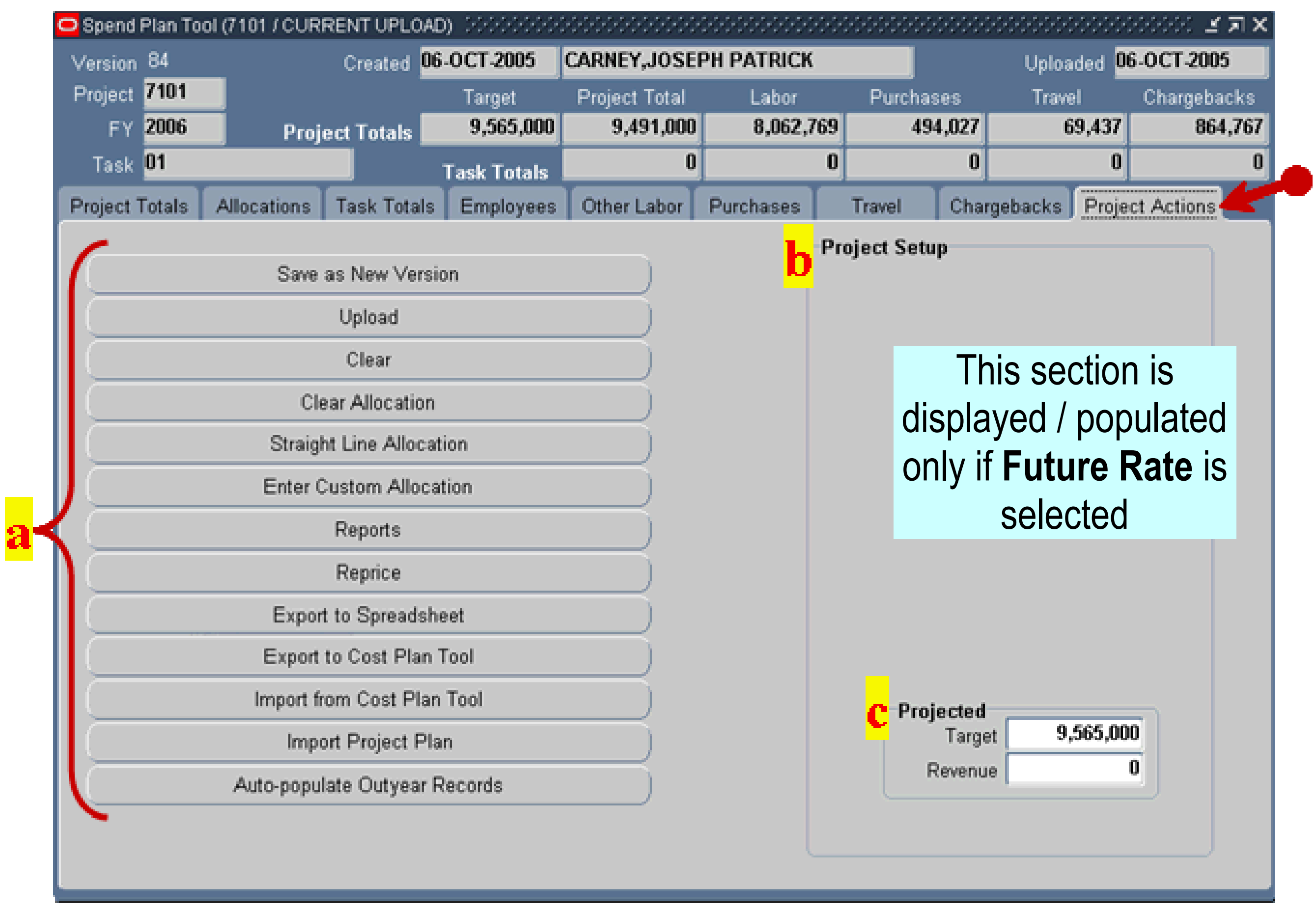
CLICK on the Project Actions tab

The Project Actions tab is divided into three sections:

a. Buttons to perform commonly used actions. I'll describe these buttons in a minute, & we'll be covering these buttons during the remainder of the class. See the table on the following page for a description of the buttons.

b. Project Setup – Displays inflation rates for next and subsequent FYs. Employee costs are calculated using future year Standard Labor Rates (SLRs).

c. Projected Target and Revenue – Displays projected target for NWSMU and LDRD projects. See "Inputting Projected Target and Projected Revenue" on page 19 for more information.



Page 18 -- 'Using the Spend Plan Tool' **JOB AID**

Let's quickly go thru the button descriptions; refer to the table on page 18 of your job aid.

The following table describes the buttons available on the Project Actions tab:

Button	Description
Save as New Version	Saves your work to a **New Version** or a **What If** version before you exit the Spend Plan Tool. **CAUTION!** Saving your work by clicking , or selecting **File**/**Save** on the menu bar, saves your work to a **temporary** version. The temporary version is deleted when the Spend Plan Tool is exited; therefore, if you want your changes **permanently** saved, you must **Save as New Version**.
Upload	Uploads all data for the current version. The latest uploaded version will display on financial reports.
Clear	Deletes all records from the current working copy, allowing user to start over.
Clear Allocation	Removes all allocations in the selected FY.
Straight Line Allocation	Allocates spending evenly for the entire FY.
Enter Custom Allocation	Allocates spending on a user-defined, monthly basis for the entire FY.
Reports	Generates printable reports in Adobe Acrobat format; i.e., Portable Document Format (pdf).
Reprice	Applies the current Burdens and updates the existing Labor Band rates in the selected FY spend plan.
Export to Spreadsheet	Exports spend plan data for use in another software application; e.g., Excel, Access, Word, etc. Data for all FYs will be exported.
Export to Cost Plan Tool	Exports spend plan data to the Cost Plan Tool. The data will be exported as a "What if" version. For more information on the Cost Plan Tool, refer to the "Using the Cost Plan Tool" job aid.
Import from Cost Plan Tool	Imports cost plan data to the Spend Plan Tool. The data will be imported as a Zero/Temp version by selected FY to be combined with your spend plan for saving. For more information on the Cost Plan Tool, refer to the "Using the Cost Plan Tool" job aid.
Import Project Plan	Imports data from Excel spreadsheets or Microsoft Project files directly into the Spend Plan Tool.
Auto-populate Outyear Records	Allows you to move calendar year spend plan data into any of the outyears. Inflation rates and applicable Burdens will be applied.

Page 19 -- 'Using the Spend Plan Tool' **JOB AID**

Inputting Projected Target and Projected Revenue

Projected Target is mandatory for the NWSMU and LDRD projects and will be auto-populated; however, it is optional for other projects. Projected Revenue is optional for all projects. Entering Projected Revenue may be helpful in tracking revenue for the FY. The project you are working with is in the NWSMU so you have a Projected Target of $1M. You **CANNOT** change this amount.

NOTE: Projected Target and Projected Revenue are displayed on financial reports.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">WATCH ME…
INSTRUCTOR, switch to Project 106846</td></tr>
<tr><td>1</td><td>Verify that the FY and Task displayed in the header are the ones you want to work with. If not, select the correct FY and Task as discussed on page 9.</td></tr>
<tr><td>2</td><td>Select the Project Actions tab, if necessary.</td></tr>
<tr><td>3</td><td>Use the following table to enter/delete projected target and/or revenue:
<table>
<tr><th>IF you want to …</th><th>THEN click in the …</th></tr>
<tr><td>enter projected target for a non-NWSMU or LDRD project</td><td>• Projected Target field.
• enter the projected target.

NOTE: The Projected Target must be greater than or equal to the project's spend plan total for NWSMU or LDRD projects for a version to be uploaded.</td></tr>
<tr><td>enter projected revenue</td><td>• Projected Revenue field.
• enter the projected revenue.</td></tr>
</table></td></tr>
<tr><td>4</td><td>Save your work; i.e., click or select File/Save on the menu bar. Saving causes your input to sort by org and updates the selected Project and Task Totals.
CAUTION! Saving your work by clicking , or selecting File/Save on the menu bar, saves your work to a temporary version. The temporary version is deleted when the Spend Plan Tool is exited; therefore, you must save your work to a New Version or a What If version before you exit the Spend Plan Tool; i.e., select the Project Actions tab, click Save as New Version.</td></tr>
</table>

page 19 continued …

Page 19 (continued) -- 'Using the Spend Plan Tool' **JOB AID**

still WATCHING…

Repricing and Allocating a Spend Plan

Repricing applies the current Burdens and updates the existing labor band rates in the selected FY spend plan. At the beginning of each FY, labor bands should be updated, as necessary, and spend plans should be repriced to ensure current rates are recognized. Repricing is optional at other times.

CAUTION! Impact of NOT repricing:

The following are two examples of what happens if you do not reprice:

1. The spend plan will **NOT** reflect the current burden rates and labor band rates.
2. If you modify and save a line only, **that line is automatically repriced–NOT the entire spend plan**; i.e., you will get a mix of some lines reflecting current burden amounts and other lines not reflecting current burden amounts.

Any time a spend plan is entered or modified and saved, the modified entry is repriced using current Corporate rates and the current labor band rate. In addition, if there has been a band rate change during the course of the year, any modification to a task will automatically reprice the labor rate even if the modification was made to a purchase, chargeback, or travel line and not to a labor line.

Page 20 -- 'Using the Spend Plan Tool' **JOB AID**

still WATCHING…

Before spend plan data can be uploaded, the Allocations total **must** equal the spend plan total. Allocations can be straight lined or entered for individual months. When we talk about allocating the spend plan, we are talking about distributing costs to the project on a monthly basis. Allocations are automatically straight lined when a spend plan is repriced; therefore, individual month's allocations must be entered after the spend plan is repriced.

NOTES:

- If repricing changes the totals, you will need to allocate after repricing as well.
- Allocations are at the project level, **NOT** at the task level.
- Allocations **must** be resaved after any type of change has been made, even a zero sum change, to your spend plan before you will be able to successfully save as a New Version and Upload.

Complete the following steps to reprice or to allocate a spend plan:

Step	Action
1	Verify that the **FY** and **Task** displayed in the header are the ones you want to work with. If not, select the correct FY and Task as discussed on page 9.
2	Save all spend plan inputs; the Tool **only** reallocates what has been saved.

WATCH ME

- Show straight line first -- click **Allocations** tab & note how no allocations exist.
- Return to the Project Actions -- click **Project Actions** tab.
- Click **Straight line Allocation** button.
- Return to the Allocations -- click **Allocations** tab & note how the allocations have been spread across months in the selected fiscal year. Also note that the number of accounting weeks in each month are incorporated into the allocation. This is why longer months (like January) have greater allocations than shorter months (like December).
- Return to the Project Actions -- click **Project Actions** tab.
- Click **Clear Allocation** button & move to the next step.

REMEMBER, this takes time…

page 20 continued….

Page 20 (continued) -- 'Using the Spend Plan Tool' **JOB AID**

still WATCHING...

<table>
<tr><td>3</td><td>

- Select the **Project Actions** tab, if necessary.

  NOTE: Each FY with spend plan **must** be allocated before the spend plan can be uploaded.

- Use the table below to determine your next step:

IF you want to …	THEN …
remove all allocations in the selected FY and start over	click **Clear Allocation**.
allocate individual amounts for particular months; e.g., you anticipate heavy spending at the first of the FY with none after February	• click **Custom Allocation**. ♦ subtract 100K from October ♦ add 100K to September • click **OK**. • enter the dollar amount in the appropriate month field(s) to show how you expect the costs to be incurred. **NOTES:** ➢ The Allocations total **must** equal the spend plan total. ➢ When repricing a custom allocation, the repricing will revert the project to a straight-line allocation. You may manually re-apply a custom allocation after repricing has been completed.
allocate spending evenly for the entire FY	• click **Straight Line Allocation**. The system will adjust the allocation for October to make the Allocation Total equal to the Spend Plan Total. A "Caution" window displays. • click **OK**. A "Note" window displays. • click **OK** again. **NOTE:** The Straight Line Allocation takes into account the number of weeks in an accounting month.

</td></tr>
</table>

Page 21 -- 'Using the Spend Plan Tool' **JOB AID**

still WATCHING…

<table>
<tr><td>4</td><td>Save your work; i.e., click  or select File/Save on the menu bar.</td></tr>
<tr><td>5</td><td>Repeat steps 1-4 for each FY that has spend plan.

NOTE: To see which FYs have spend plan data entered, select the Project Totals tab.</td></tr>
<tr><td>6
(optional)</td><td>

- Use the table below to determine your next step if you wish to reprice the spend plan.

IMPORTANT! We recommend that you print a copy of the spend plan and a screen print of the allocation for reference **before** repricing.

<table>
<tr><th>IF you want to reprice …</th><th>THEN select …</th><th>AND …</th></tr>
<tr><td>current FY records</td><td>the current FY, if necessary</td><td>

- click **Reprice**. A "Caution" window displays.
- click **OK**.
- select the appropriate month from which to begin repricing.
- click **OK**. A "Note" window displays.
- click **OK** again.

</td></tr>
<tr><td>subsequent FY records</td><td>a subsequent FY, if necessary</td><td>

- click **Reprice**. A "Caution" window displays.
- click **OK**. A "Note" window displays.
- click **OK**.

NOTE: Repricing beginning at a specific month is **not** an option when repricing future FYs.

</td></tr>
</table>

Review **NOTES** on next page

</td></tr>
</table>

page 21 continued….

Page 21 (continued) -- 'Using the Spend Plan Tool' JOB AID

still WATCHING...

6 (cont'd)	**NOTES:** ➢ Repricing impacts **only** the selected FY. ➢ Labor band rates **are updated** when a spend plan is repriced; e.g., a band which priced at $61,866 when the spend plan was originally input may update to the new band price of $64,676 when repriced. ➢ Repricing will adjust the Org and Band if an employee moves from one org or labor band to another. For example, if an employee moves from Band 12 to Band 13, and the spend plan has the employee priced at Band 12, repricing will update the row to Band 13. – The Org will update automatically on the Employee and Other Labor tabs if the Name radio button is selected. – The Band will update automatically on the Employee tab if the Name or Org radio buttons are selected. ➢ Repricing occurs automatically when using the **Auto-populate Outyears Records** button and when exporting or importing versions from the Cost Plan Tool. ➢ If repricing changes the burdens, and therefore your total spend plan, you will need to reallocate. ➢ If a custom allocation has been performed and repricing needs to be done, the project will revert to a straight-line allocation and a manual custom allocation can then be completed. • Verify allocation total is equal to spend plan total; adjust allocation as necessary. **NOTE:** The spend plan total is the amount shown in the header as Project Total.

Page 22 -- 'Using the Spend Plan Tool' **JOB AID**

still WATCHING…

7	**Save your work**; i.e., click or select **File**/**Save** on the menu bar. Saving causes your input to sort by org and updates the selected Project and Task Totals. **CAUTION!** Saving your work by clicking , or selecting **File**/**Save** on the menu bar, saves your work to a **temporary** version. The temporary version is deleted when the Spend Plan Tool is exited; therefore, you **must** save your work to a **New Version** or a **What If** version before you exit the Spend Plan Tool; i.e., select the **Project Actions** tab, click **Save as New Version**.

Auto-Populating Outyears

To price spend plan for next and subsequent FYs, data may be entered for each FY or the Auto-Populate feature may be used. When auto-populate is activated, data entries will be automatically written to the specified year(s) with inflation rates and applicable burdens applied. The Auto-Populate feature can only be used to populate spend plan for next and subsequent FYs using data from the current FY. If this option is used, it will first clear any data that may exist in the selected outyears and populate those years with the FTE and raw dollar entries from the current FY and this data will be inflated and burdened using the rates for each year.

page 22 continued….

Page 22 (continued) -- 'Using the Spend Plan Tool' **JOB AID**

To Auto-Populate, complete the following steps:

Step	Action
WATCH ME	
1	Select the current FY, if necessary.
2	Select the **Project Actions** tab. If outyear data has been entered, it will be cleared during auto-populating. • Click **Auto-populate Outyear Records**. A "Caution" window displays. • Click **OK**. The "Auto-Populate Outyears" window displays. • Select the range of **FYs**. • Click **OK**. A "Note" window displays. • Click **OK** again. **NOTE:** To see the results of the auto-populating process, select the Project Totals tab.
3	**Save your work**; i.e., click or select **File**/**Save** on the menu bar. Saving causes your input to sort by org and updates the selected Project and Task Totals. **CAUTION!** Saving your work by clicking , or selecting **File**/**Save** on the menu bar, saves your work to a **temporary** version. The temporary version is deleted when the Spend Plan Tool is exited; therefore, you **must** save your work to a **New Version** or a **What If** version before you exit the Spend Plan Tool; i.e., select the **Project Actions** tab, click **Save as New Version**.

NOTES:

- Auto-populate calculates data for the selected years based on values input for the current FY.
  - Simple escalation factors are applied to other labor and non-labor.
  - The labor band number will **not** change when auto-populating.
  - Employee costs will calculate using the current FY labor band and the future Standard Labor Rates.
- Projected Target and Projected Revenue will **not** auto-populate future years.

Page 23 -- 'Using the Spend Plan Tool' **JOB AID**

Saving as a New Version

Use the table below if you want to **Save As New Version**:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">WATCH ME</td></tr>
<tr><td>1</td><td>Verify that the FY and Task displayed in the header are the ones you want to work with. If not, select the correct FY and Task as discussed on page 9.</td></tr>
<tr><td>2</td><td>Save any work you have done in this session, i.e. click or select File/Save on the menu bar.</td></tr>
<tr><td>3</td><td>Select the Project Actions tab, if necessary.</td></tr>
<tr><td>4</td><td>

Click Save as New Version. A "Caution" window displays stating the new version will not include any data that has not been saved.
Click OK. The "Select Version Type" window displays.
Use the table below to determine your next step:

<table>
<tr><th>IF you want to …</th><th>THEN click …</th></tr>
<tr><td>create a new version of the spend plan</td><td>New Version.</td></tr>
<tr><td>save a spend plan scenario; i.e., you are estimating costs for a similar project</td><td>What If.</td></tr>
</table>

Click OK when the "Note" window displays.

NOTES:

Key members (the project manager, primary project administrator, or project administrators) may save a spend plan as a New Version.
If New Version is not an option, then you are not an active key member on this project.
Anyone with access to the Spend Plan Tool may save What If versions.
What If versions are saved with a negative number and cannot be uploaded. They must first be saved as a New Version, and then uploaded.
Edit messages will warn the user when allocation imbalances exist, but the spend plan can still be saved.

</td></tr>
<tr><td>5</td><td>Complete other actions as appropriate; e.g., print a report, export/import data, exit, etc.</td></tr>
</table>

Page 24 -- 'Using the Spend Plan Tool' **JOB AID**

Uploading a Spend Plan

The most recent uploaded spend plan will be on the financial reports.
Use the table below if you want to upload a spend plan:

Step	Action
WATCH ME	
1	Verify that the **FY** and **Task** displayed in the header are the ones you want to work with. If not, select the correct FY and Task as discussed on page 9.
2	Select the **Project Actions** tab, if necessary.
3	• Click **Upload**. A "Caution" window displays. • Click **OK**. A "Note" window displays. • Click **OK** again. **NOTES:** ➢ Key members (the project manager, primary project administrator, or project administrators) may save a spend plan as a **New Version**. ➢ The upload function uploads only spend plan versions that have a positive number. It does not upload zero or negative numbered **What If** versions. ➢ To upload a **What If** or zero version, you must save as a **New Version**. ➢ When you upload, the data for **all** FYs will be uploaded.
4	Complete other actions as appropriate; e.g., upload spend plan, print a report, etc.

*continue with page 24 **AFTER** Practice….*

ANY QUESTIONS?

PRACTICE 2

Refer to the **PRACTICES** handout & complete **Practice 2** – allocating, saving, uploading & navigating.

Page 2 - PRACTICE 2 (practice packet)

ALLOW TIME for students to complete before reviewing.

Practice 2

Complete the following steps to allocate and save your spend plan:

Step	Action
1	Allocate current year spend plan.
2	Save your work.
3	Save as a new version.
4	Upload the spend plan.
5	Close the form.
6	Reopen the Spend Plan Tool.
7	Reopen the project you just saved/uploaded.
8	 • Do **NOT** close your screen. • Wait for discussion. • Compare your screens to the monitor.

REVIEW Practice with students.

ANY QUESTIONS??

Let's go back to page 24 of the job aid, **Printing Reports**.

Page 24 (continued) -- 'Using the Spend Plan Tool' **JOB AID**

Printing Reports

Let's do this TOGETHER…

- Select the **Project Actions** tab.
- Click **Reports.**
- Click **OK** on the "Caution" window that displays.

The "Spend Plan Reports" window displays with a list of the various report output options.

Printable reports are generated in Adobe Acrobat format (.pdf).
Read the following and/or explain the different report outputs
The following report options are available:

- **Current Detail Reports** - reports spend plan detail for the active FY, including all work saved since opening the version.
- **Version Detail Reports** - reports spend plan detail of the version retrieved, but will not include work done during the current session.
- **Current Summary Reports** - reports spend plan for the active FY, including work saved since opening the version. Data is rolled up to the charging organization and expenditure type.
- **Work Version Creation Log** - reports the records that comprise the work version of the spend plan, as well as the records that comprise the version of the spend plan from which the work version was selected. The user may compare the listings to identify any records or data that were lost as a result of database changes such as task deletions or organization or personnel status changes.

NOTES:

- Printing from the Spend Plan Tool is supported by Internet Explorer.
- Adobe Acrobat 4.0 or newer is required for printing reports. If older versions are present, all Adobe Acrobat versions **must** be deleted from your computer, and Adobe Acrobat 4.0 must be reloaded, prior to printing reports from the Spend Plan Tool. Call the Corporate Computing Help Desk (CCHD) at 845-2243 for assistance in deleting/reloading this software.

ANY QUESTIONS?

Continue with Step 3, next page.

Page 25 -- 'Using the Spend Plan Tool' **JOB AID**

Use the table below to select and print a report:

still PERFORMING…

Step	Action
1	Select the **Project Actions** tab, if necessary.
2	• Select the desired **FY**, if necessary. • Click **Reports**. A "Caution" window displays. • Click **OK**. The "Spend Plan Reports" window displays.
3	• Select the **Current Detail Report** desired report option. Refer to the summary of the options above. • Click **OK**. A window displays indicating printing is taking place. • Click **OK again**.
4	• Select **View/Requests** on the menu bar. The "Find Requests" window displays. • Select the desired option; i.e., My Completed Requests, My Requests in Progress, or All My Requests. **NOTE:** The Specific Requests option is **NOT** currently used in this application. • Click **Find**. The "Requests" window displays. • Select the appropriate report, if more than one is listed. **NOTE:** Ensure 'Completed' is displayed in the **Phase** column before you continue. • Click **View Output**, bottom right-hand corner of screen, to display the report. • Print the report if desired; i.e., click , or select **File/Print** on the menu bar. **NOTES:** ➢ If the request Phase is Pending or Running, press **F8** to refresh the screen until the report/download status is Completed. ➢ If red text displays, a system error has occurred. Contact the MRSO at 845-8180 to report the problem.

ANY QUESTIONS?

page 25 continued….

Page 25 (continued) -- 'Using the Spend Plan Tool' **JOB AID**

Exporting/Importing Data

Exporting to a Spreadsheet

Spend plan data may be exported for use in another software application; e.g., Excel, Access, Word, etc. Data for **all** FYs will be exported.

Complete the following steps to export spend plan:

still PERFORMING...

Step	Action
1	Select the **Project Actions** tab, if necessary.
2	• Click **Export to Spreadsheet.** A "Caution" window displays. • Click **OK.** A "Select Version for Export" window displays. • Click **Work in Progress** or **Current Version**; i.e., ♦ Work in Progress includes all work saved by clicking , or selecting **File**/**Save** on the menu bar (**NOT** a **Save as New Version**). ♦ Current Version includes the data from the version displayed in the header. **NOTE:** A "Decision" window will display if there are more than 100 records to retrieve, click **Continue** or **Continue to End**. (Or click **Stop** to cancel the retrieval process.)

Page 26 -- 'Using the Spend Plan Tool' **JOB AID**

still PERFORMING…

2 (cont'd)	• Click **Save** on the "File Download" window that displays. **NOTES:** ➢ When you select **Save**, the "Save As" window displays. Select the **desktop as the Save in** file name/folder location. The default **File name** format is a .tsv file. If a .xls format is desired, change the extension to **.xls** and click **Save.** Click **Close** when the "Download Complete" window displays. ➢ When saving, remember or jot down the file name/location for later use.
3	Open the file in the application of your choice; e.g., Excel, Access, Word, etc. **CAUTION!** Depending on how the file is opened in other applications, the leading zero in some fields/cells may **not** be preserved. **NOTE:** When attempting to open the .txt file in Excel, the "Text Import Wizard" displays which consists of a three-step process (three screens); follow the steps to open the file and preserve the leading zeros. Refer to the "Exporting Oracle Data to Excel" job aid for more information.

ANY QUESTIONS?

page 26 continued….

Page 26 (continued) -- 'Using the Spend Plan Tool' **JOB AID**

Exporting to the Cost Plan Tool

Spend plan data may be exported to the Cost Plan Tool. The data will be exported as a "What if" version. For more information on the Cost Plan Tool, refer to the "Using the Cost Plan Tool" job aid.

Complete the following steps to export spend plan to the Cost Plan Tool:

still PERFORMING…

Step	Action
1	Select the **Project Actions** tab, if necessary.
2	• Click **Export to Cost Plan Tool**. A "Caution" window displays. • Click **OK**. The "Export Spend Plan" window displays. • Select the **FYs** to export. • Click **OK**. A "Select Version for Export" window displays. • Click **Work in Progress** or **Current Version**; i.e., ♦ Work in Progress includes all work saved by clicking , or selecting **File**/**Save** on the menu bar (**NOT** a **Save as New Version**). ♦ Current Version includes the data from the version displayed in the header. • Click **OK** when the "Note" window displays.
3	**Verify exported amounts in cost plan.** • Select **View / Show Navigator**, on the menu bar, to return to the **Navigator** window. ♦ Select **Tools**, on the menu bar, and verify the box next to **Close Other Forms** is UNCHECKED. (This ensures the spend plan and cost plan can be open at the same time.) ♦ Double click **Budget Tools Suite** to expand the list. ♦ Double click **Cost Plan Tool**. The "Cost Plan Types" window displays.

Page 27 -- 'Using the Spend Plan Tool' **JOB AID**

still PERFORMING...

3 (cont'd)

- Double click **COST PLAN**. The "Select Cost Plan" window displays.
- Enter the **Project** number. Previously assigned to you
- Click in the **Version** field.
  - Click the List of Values.
  - Select the What If version created from the export to Cost Plan.
- Click **Find**.

  NOTE: If a default **Cost Plan Version** number does not display after entering the **Project** number and clicking **Find**, click the **Cost Plan Version** List of Values and select the Version you created in the spend plan (this should be the latest What If version), then click **Find** again.
- Click **OK** when the "Caution" window displays.
- Click in the **FY** field and click . The "Fiscal Years' window displays.
  - Select the next FY.
  - Click **OK**.

NOTES:

- Only five saved What if versions can be exported to the Cost Plan Tool. When the sixth What if version is exported, a version will be deleted. A "Note" window displays stating a What-if version is being deleted.
- Exports the:
  - spend plan as a What If or negative Cost Plan version. The What If version number displays on the "Forms" window. Refer to "Using the Cost Plan Tool" job aid for more information.
  - raw data as entered.
  - spend plan data for every FY entered.
- Raw data is automatically repriced by the Cost Plan Tool.
- Exporting will have rounding differences. The data in the Cost Plan Tool are stored at the accounting period and raw dollar level, whereas the data in the Spend Plan Tool are stored at the FY and raw dollar level. When financial burdens are applied, differences can result. Further, since the raw values are repriced at the time of export, there can be some significant changes in the data.
- If you export only future FYs, the new version created in the spend plan will be blank for the CFY. If you would like to add future FYs to an existing spend plan version, use the **Import from Cost Plan Tool** feature in the spend plan.

WARNING! If you save and upload the exported spend plan data, it will display only the years you exported on the cost plan reports. Be sure you do not upload without checking that the data for all the FYs you want are accounted for in this version.

Page 28 -- 'Using the Spend Plan Tool' **JOB AID**

Importing from the Cost Plan Tool

WATCH ME…

QUICKLY cover the text in red – **DO NOT** go into details.

Cost plan data may be imported to the Spend Plan Tool. You will select the FYs you want to import and the data will be imported as part of the file you currently have open, overwriting the present data.

Complete the following steps to import from the Cost Plan Tool:

Step	Action
1	Select the **Project Actions** tab, if necessary.
2	• Click **Import from Cost Plan Tool**. A "Caution" window displays. • Click **OK**. An "Import Cost Plan" window displays. • Enter a **Version** number or select from the List of Values. • Select the **FYs** to import. • Click **OK**. A "Note" window displays. • Click **OK**. **NOTES:** ➢ Imports the raw data as entered. ➢ Raw data is automatically repriced by the Spend Plan Tool. ➢ Spend plan and cost plan totals may not agree because cost plans reflect actual costs for completed accounting periods. ➢ Importing will have rounding differences. The data in the Spend Plan Tool are stored at the FY and raw dollar level, whereas the data in the Cost Plan Tool are stored at the accounting period and raw dollar level. When financial burdens are applied, differences can result. Further, since the raw values are repriced at time of import, there can be some significant differences, depending on the old and new rates. **WARNING!** If you save and upload the imported cost plan data, the imported cost plan data (actuals) will display on the financial reports.

ANY QUESTIONS?

The most common reason you would want to import from cost plan is to bring in data from future fiscal years that exist in cost plan but NOT in spend plan. This button brings cost plan data into the version of spend plan that is currently open.

page 28 continued AFTER Importing Exercise….

Page 1 – 'Importing Data from Excel Spreadsheets' handout

– IF time permits –

Perform steps below -- tell students they have a copy of the 'Importing Data from Excel Spreadsheets' instructions in their packet.

IF time does NOT permit, skip to page 57 of the Leader's Guide.

Let's do this TOGETHER

Instruct students to

- **save work** and **close Oracle**,
- ensure they are logged on with **their userID**; if not, they should
  - log off the 'Student' account, and
  - log back in using their **own userID** and **Kerberos password**. (Students need to be logged on as themselves in order to login to InfoView and run the 'Excel Extract Report'.)

page 1 continued….

Page 1 (CONTINUED) – 'Importing Data from Excel Spreadsheets' handout

Importing Data from Excel Spreadsheets

still PERFORMING…

Installing the Import XML icon

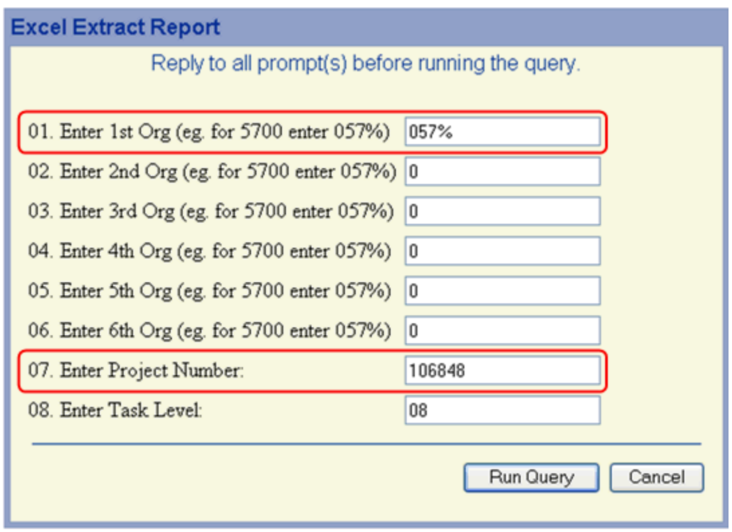
Step	Action
1	• Access the Spend Plan Tool Homepage (http://cfo.sandia.gov/finan/sp/spendplan.htm). • Click on the appropriate link under the **Installlation** section.
2	• Double click the **ExcelExportAddInSetup.msi** icon. • Click **Next** on each screen that displays until the "Installation Complete" window displays. • Click **Close**.
3	• Double click the **DIS.reg** icon (next to the **ExcelExportAddInSetup.msi** icon). • Click **YES**. • Click **OK**. • Close the open window.
4	• Open **Excel**. • Verify the **Export XML** button () is displayed. • Leave Excel open and complete the steps in the following section.

page 1 continued….

Page 1 (CONTINUED) – 'Importing Data from Excel Spreadsheets' handout

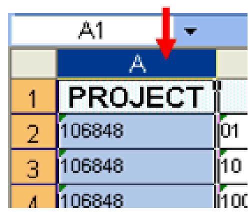
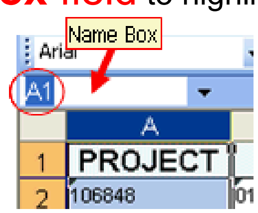
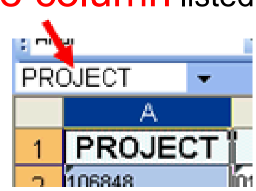
still PERFORMING…

Running the 'Excel Extract Report'

Step	Action
1	Log In to **InfoView** via the Reportville website.
2	Access the **Excel Extract Report**; i.e., from the **Home** page, click **Financial** > **Spend Plan and Cost Plan** > **Excel Extract Report**.
3	• Click the **Refresh Document** icon ( ). The "Excel Extract Report" prompt window displays. • Type in **057%** for the **01** field. • Type in the **Project** number assigned to you for the **07** field. ***Example*** using **057%** [% = wildcard] and **106848**.  **NOTE:** Do **NOT** change any of the other fields. • Click **Run Query**.

Page 2 – ‘Importing Data from Excel Spreadsheets’ handout

still PERFORMING…

<table>
<tr><td>4</td><td>Verify the data was refreshed; i.e., click on the WBS and then Labor Resources tabs (bottom of the screen) and ensure data is displayed.</td></tr>
<tr><td>5</td><td>Click the Save link (Edit Save Send) in the upper left corner of the screen.</td></tr>
<tr><td>6</td><td>Verify Microsoft Excel format (.xls) is selected.
Click Save to my computer. The ‘File Download’ window displays.
Click Open.
Click Close once the download is complete.</td></tr>
<tr><td>7</td><td>Switch to Excel. The “Cost Plan Extract Report” should be open.</td></tr>
<tr><td>8</td><td>Click the WBS tab.
Using the Example steps below, change the name in the Name Box for the following columns:
column A – change A1 to PROJECT, and
column B – change B1 to TASK.
Example (using column A, PROJECT):
Click on the column header to highlight the <u>entire</u> column.

Click in the Name Box field to highlight the text; e.g., A1.

Type the name of the column listed in <u>row 1</u>; e.g., PROJECT.

IMPORTANT! Press Enter. (This ensures the Name Box title is changed.)</td></tr>
</table>

Page 3 – 'Importing Data from Excel Spreadsheets' handout

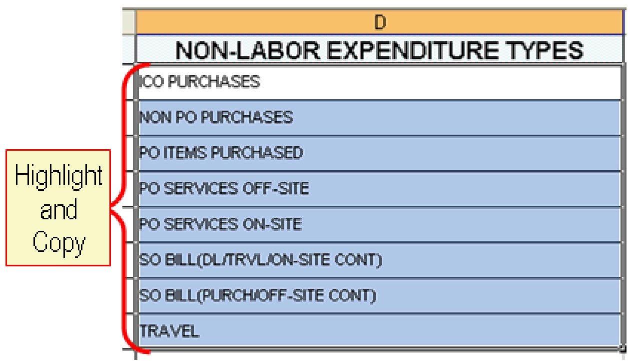
still PERFORMING...

9 Click the **Labor Resources** tab.

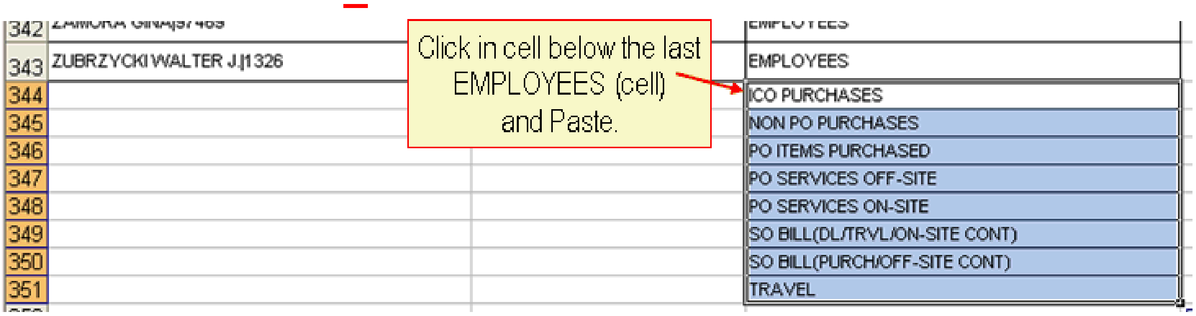
- Change the name in the **Name Box** for the following columns. (Refer to Step 8 for instruction on changing the Name Box if necessary.)
  - Column **A** to **EMPLOYEE_NAME**,
  - Column **B** to **EMPLOYEE_ORG**, and
  - Column **C** to **EXPENDITURE_TYPE**.

  IMPORTANT! Use the underscore to separate words; e.g., EMPLOYEE_NAME.

- Copy the contents of the **NON-LABOR EXPENDITURE TYPE** column.



- Paste the contents to the bottom of the **EXPENDITURE_TYPE** column.



page 3 continued….

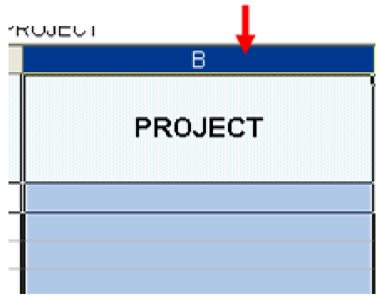
Page 3 (continued) – ‘Importing Data from Excel Spreadsheets’ handout

still PERFORMING…

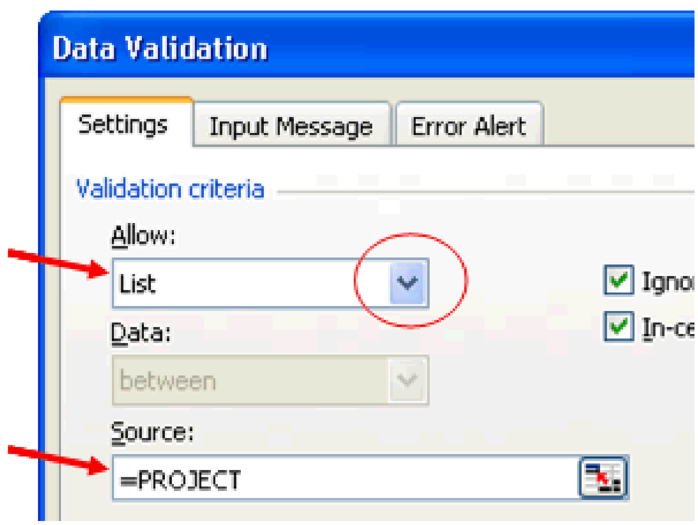
10

Click the **Spend Plan Export Template** tab.

- Click in the column header; e.g., click on the **B** (PROJECT), to highlight the **entire** column.



- Select **Data / Validation** on the menu bar. The “Data Validation” window displays.
- Select **List** from the **Allow** drop-down menu.
- Type **=PROJECT** in the **Source** field.

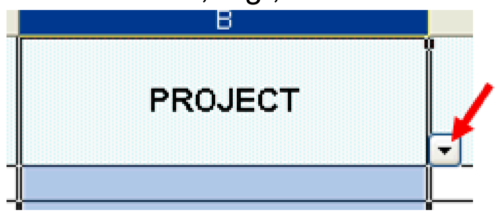


Page 4 – 'Importing Data from Excel Spreadsheets' handout

still PERFORMING…

10 (cont'd)

- Click **OK** or press **Enter**. If this is done correctly, a drop-down arrow will display next to the column; e.g.,



- Repeat the steps above to change the Data Validation **Source** for the following columns. (**List** should be selected from the **Allow** drop-down menu for ALL columns.)
  - Column **C** (TASK) – type in **=TASK**,
  - Column **D** (EXPENDITURE_TYPE) – type in **=EXPENDITURE_TYPE**,
  - Column **E** (EMPLOYEE_ORG) – type in **=EMPLOYEE_ORG**, and
  - Column **F** (EMPLOYEE_NAME) – type in **=EMPLOYEE_NAME**.

If students do not see the dropdown,

- verify that the column names were correctly saved by hitting ENTER on the 'WBS' and 'Labor Resources' tabs.
- verify have entered the '=' in the 'Data:' dropdown in the Validation window.
- verify that they selected the entire column on the 'Cost Plan Export Template' and not just the top cell.

IMPORTANT! Use the underscore to separate words; e.g., EMPLOYEE_NAME.

page 4 continued….

Page 4 – (continued) -- ‘Importing Data from Excel Spreadsheets’ handout

still PERFORMING…

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- Verify you are still on the **Spend Plan Export Template** tab.
- Type in (or select from the drop-down menus) the data that is displayed in the graphic below, **except** for the **PROJECT** number—type in the PROJECT number previously assigned to you.

Use your PROJECT number.

FISCAL_YEAR	PROJECT	TASK	EXPENDITURE_TYPE	EMPLOYEE_ORG	EMPLOYEE_NAME	EMPLOYEE_BAND	TOTAL_RAW_AMOUNT_OR_FTE
2009	106848	10	EMPLOYEES	05762	ANDERSON ARDEN T.J67108		1
2009	106848	10	ICO PURCHASES	05733			100000
2009	106848	10	TRAVEL	05742			25000

If students receive an error message(s), refer to the following list of common errors:

- Fill in any blank columns or correct any incorrect values.
- The ADJUSTMENTS column may require zeroes to be entered.
- Typing Org numbers or Tasks in rather than using dropdowns will omit leading zeroes causing errors.
- Entering Names without SNLIDs.
- Forgetting to enter required fields.

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- Save the file.
- Click the **Export XML** button (

).
- Click **OK** when the ”Export Completed Successfully” window displays.
- Select the **Spend Plan Export Template** from the Worksheet dropdown (at the Export Plan to XML).
- Click the **Spend Plan** radio button.
- Click the **Export** button.
- Click **OK** when the “Export completed successfully” window displays.

Page 5 -- 'Importing Data from Excel Spreadsheets' handout

Importing Spreadsheet Data into the Cost Plan

Once students have successfully exported spreadsheets,

- logon to **SNL PA CUSTOM** in Oracle.
- run the **Concurrent Manager** job to process these files; i.e.,
  - scroll down to **Other:Request->Run** (bottom of Oracle responsibilities).
  - select **Single Request** (once Oracle opens).
  - click **OK.**
  - select **PRC:SNL Spend Plan Interface** in the **Name** field.
  - click **Submit**.
  - click **OK** when the "Caution" window displays.

Once the job completes, continue with the instructions below.

still PERFORMING…

Step	Action
1	• Return to Oracle. • Double click on **Budget Tools Suite**. • Double click on **Spend Plan Tool**. • Type in the **Project** number previously assigned to you. • Select the **Version** created in Practice 1. • Click **OK**.
2	• Click the **Project Actions** tab. • Click the **Import Project Plan** button. • Click **OK** when the "Caution" window displays. • Select the **Project**. • Select the **FY** entered in the Excel spreadsheet. • Click **OK**. • Click **OK** again when the window displays indicating the number of rows imported. • Switch to the appropriate **Task** and verify that the spreadsheet rows were added correctly.

ANY QUESTIONS?

END of the "Importing Data from Excel Spreadsheets" exercise

Return to page 28 of the JOB AID (if you performed the "Importing Data from Excel Spreadsheets" exercise)

Page 28 (continued) -- 'Using the Spend Plan Tool' **JOB AID**

Importing Spreadsheet Data

Cover the text in red ONLY IF you did NOT have time to go through the 'Importing Data from Excel Spreadsheets' exercise – **DO NOT** go into details.

WATCH ME…

The **Import Spreadsheet Data** feature allows users to import data from Excel spreadsheets directly into the Spend Plan Tool.

IMPORTANT! This is an **advanced** feature which requires the following **BEFORE** data can be imported:

- obtaining the Excel Formatting Plug-in.
- obtaining and completing the required templates.
- creating a folder to store the template and any spreadsheet.
- running the "Cost Plan Extract" report to prepare the spreadsheets.
- formatting Excel spreadsheets.
- uploading Excel project plans.

Cover the following:

The following job aids are available that describe the specific processes required to prepare spreadsheets for this type of import.

- Creating Resource & WBS template
- Excel Planning for Cost Plan
- MSProject Planning for Cost Plan & Spend Plan

Page 29 -- 'Using the Spend Plan Tool' **JOB AID**

still WATCHING...

QUICKLY cover the text in red – **DO NOT** go into details.

Exiting Oracle Applications

Click **File/Exit Oracle Applications** on the menu bar to exit the Spend Plan Tool.

NOTE: When exiting the Tool, a message will **always** display (as a reminder) that all unsaved data will be lost (even if the data has been saved as a **New Version** or a **What If** version). Click **Exit** to continue with the logout process (if the data was not saved as a New Version or a What If version, all data will be lost.), or click **Do Not Exit** or **Cancel** to return to the Tool to save your work.

Contact

If you have questions/comments on this job aid, contact the Management Reporting Support Office (MRSO) at 845-8180.

Resources

The following table **on page 29 of your job aid** lists the URLs for the resources referenced **in the job aid** within this document:

Name	URL
Spend Plan Tool Home Page	http://cfo.sandia.gov/finan/sp/spendplan.htm
"Process for Access to Sandia's Oracle Systems" job aid	http://cfo.sandia.gov/finan/sbs/access_webcars.doc
"Creating Resource & WBS template" job aid	http://cfo.sandia.gov/finan/cp/Creating%20Resource%20&%20WBS%20template.doc
"Excel Planning for Cost Plan" job aid	http://cfo.sandia.gov/finan/cp/Excel%20Planning%20for%20Cost%20Plan.doc
"Expenditure Type Definitions" list	http://cfo.sandia.gov/finan/oracle/expendtype_defin.doc
"Exporting Oracle Data to Excel" job aid	http://cfo.sandia.gov/finan/sbs/export_or_excel.doc
"How Sandia Burdens are Applied" job aid	http://cfo.sandia.gov/finan/sbs/how_burdens_apply.doc
"MSProject Planning for Cost Plan / Spend Plan" job aid	http://cfo.sandia.gov/finan/cp/MSProject%20Planning%20for%20Cost%20Plan%20&%20Spend%20Plan.doc
"Using the Cost Plan Tool" job aid	http://cfo.sandia.gov/finan/sbs/cost_plan_tool.doc

END OF JOB AID

ANY QUESTIONS?

Let's go back to page 2 of the JOB AID

Review **7 basic steps** with the students as a summary of what they have learned.

Overview—Inputting a Basic Spend Plan

still WATCHING…

Display **VUGRAPH 2** (table below)

IMPORTANT! This section covers the seven **quick steps to input and save your spend plan** into the Spend Plan Tool. Using these steps also reduces the number of versions that are saved and runs the appropriate edits in the most efficient order.

CAUTION! Wait until the selected spend plan has completely opened before navigating or inputting data.

Step	Action
1	Input the spend plan. (Pages 9-17.)
2	**Save** your work; i.e., click or select **File**/**Save** on the menu bar. **NOTE:** This option only saves the screen input to a **temporary** file; it is not creating a **New Version** or uploading to the data warehouse. See notes below for more information.
3	Allocate the spend plan. (Pages 19-22.)
4	**Save** your work again.
5	Repeat Steps 1-4 for other FYs as necessary or use the Auto-Populate feature. (Page 22.)
6	Save as a **New Version**. Using this option saves to the database, creating a **New Version** number. (Page 23.)
7	Upload as needed. (Page 24.) **NOTE:** Only the most recent uploaded spend plan will display on financial reports.

NOTES:

- The referenced page numbers, in the table above, provide detailed information.
- Performing Step 2, above, only saves your work as a **temporary** version. If the Spend Plan Tool is exited without performing Step 6 (saving as a **New Version** or **What If** version), **ALL DATA entered during the session is LOST, including the temporary version**. (Only New Versions and What Ifs are stored in the database.)
- If you saved as a **New Version** and subsequently make additional changes to the spend plan, you **must** Steps 2-4 and 6 before you can upload again (Step 7).

ANY QUESTIONS?

teaching points; part of student material — teaching points **NOT** in student material — note / reminder to instructor

This page is NOT in the student materials

Before you leave,

- DELETE the Excel file you saved to the desktop.
- SAVE all work and close all screens and logout out of Oracle if you haven't already done so.
- Close Internet Explorer.
- **Log OFF the computer.**

REMINDERS:

Corp Learning & Profession Development (CL&PD) has implemented an electronic evaluation form. In the next few days you will receive an e-mail with a link to the form. Please complete the evaluation. Your feedback is important to our training team.

IF you signed up for the SBS228 class, Using the Cost Plan Tool, please be sure to bring these course materials to the class.

Thank you for coming …