Cognos Enterprise Planning (EP)  
Budget Application – Fiscal Year 2017-18  

General Information

MSU Budget Control Allocation Application

1. New users will need to install the Cognos Contributor Client before they can open applications. To install the Contributor Client, follow instructions within the following document filed on the Office of Planning and Budgets portal under “Required Software”. URL Link: https://opb.msu.edu/functions/budget/cognos.html.

2. Be sure all staff entering budgets has appropriate security rights for the organizations they will be entering.

3. MAU fiscal officer should log on to the Planning and Budget site on the EBS Portal using MSU netID; choose MSU Budget Control Allocation application for appropriate MAU and begin to enter allocation at the organization/account level.

4. Open application; take ownership to show white entry spaces on the screen.
   - No entry is permitted unless user takes ownership; click on little blue person icon on far left of task bar.

5. Enter allocation amounts within ORG Control Number column.

6. Total of control figures entered must match allocation letter total; validation rule in effect will not allow final submittal of data unless total matches.

7. If control figures are less than committed salaries than justification is needed; validation rule in effect will not allow final submittal of data unless reason is entered.

8. **While entering data, save often**; users will be timed out after 30 minutes with no activity and unsaved work will be lost.
   - Save data while working; it may be submitted later.

9. Control figures may be copied in from spreadsheet if planning has been done outside the Cognos EP application.
10. When data entry is complete, click the validation icon (✓) on the task bar (green background and white check mark).
   - A message should return that all validation checks passed successfully, in which case user should respond with “OK”.

11. Submit data by clicking on the up green arrow (✓) on the task bar.

12. Control figures will be linked to the MSU General Fund Unit Budget Planning application, where detailed organization/account budgets will be developed.
   - Either MAU fiscal officer can run a System Link to populate control numbers within the budget planning application or an Administrative Link will be automatically run beginning early August.

MSU GF Unit Budget Planning

13. Units may begin entering data into the MSU GF Unit Budget Planning application once the control figures have been established and linked.
   - The MAU fiscal officer or designate should inform units when they may begin entering data.

14. Unit fiscal officer or their designate should log on to the Planning and Budgets site on the EBS Portal using MSU netID.
   - Choose the MSU General Fund Unit Budget Planning application; organization(s) that fiscal officer has rights to will appear on the left of the screen.
   - Choose organization for which data will be entered; select hyperlink on from the right side by choosing either an organization/account or group.
15. The MSU GF Unit Budget Planning application will be populated with GF salary commitments related to each organization, and the supporting detail will be contained in each organization’s model on the Salary Distribution tab.

- Units should verify that salary commitments reflect appointments as intended.
- No changes can be made to the salary commitments on the Salary Distribution tab; any corrections should be made on the Committed Position Adjustments tab.

16. Units should enter data for open salary dollars on the Open Position Adj tab, revisions to committed salary dollars on the Committed Position Adj tab, contingency funds (if applicable) on the Contingency Adjustments tab, and operating supplies and services budgets on the Operating SS Adjustment tab.

17. Budgeting will be by object code; on both position adjustments tabs, an employee group must be entered as well as total dollars for each line. Validation rules will prevent submittal of budget unless both employee group and total are entered.

- From the dropdown on the employee group space, choose the appropriate group and the object code will be automatically inserted.
- Users will need to budget for Grad health and tuition allocations within the application on the OPEN Position Adjustment tab by selecting either Grad SI Health or Grad SI Tuition Fees within the Employee Group column. The budget for these fees will be either loaded in object codes 7230-OPEN-GRD TF or 7516-OPEN-GRD HL.
- Student labor allocations are to be entered within the OPEN Position Adjustment tab. This budget will be loaded in object code 7591-OPEN-STUDENT.
- If users wish, additional data may be entered to include description or other GL string information (sub account, sub object code, etc.), but this is not mandatory.
- If sub account, sub object Code or project code are included then entered exactly as shown in KFS (upper case only) or the budget load will fail.
- Anytime Org Ref ID code is entered within the budget application it can only be 8 characters.
18. **Operating SS Adjustments similarly require an object code and total dollars** for successful data entry.

   - From the dropdown on the object code space, choose the appropriate object code from the list.
   - Additional data may be entered by users if they wish to include other GL string information (sub account, sub object code, etc.), but this is not mandatory.
   - You may choose object code 6428 for general operating supplies and services, and place your budget(s) there.

19. **Contingency Adjustments (for dean or VP specials) similarly require an object code and total.**

   - Only one object code is provided and prefilled (7502 OPEN-DEAN, VP) but additional data (sub account, sub object code, etc.) may be entered by users if they wish to include other GL string information.
   - No salary or operating budgets may be established on these accounts.

20. **Data should be saved regularly;** users will be timed out of the system after 30 minutes without activity, and at this time any unsaved data will be lost.

   - Users may save data and close out of the application as needed until data entry is complete.

21. When data entry is complete, click the validation icon (✔️) on the task bar (green background and white check mark).

   - A message should return that all validation checks passed successfully, in which case user should respond with “OK”.
   - If an error message returns, it will indicate the tab(s) and cell(s) where there are errors. Users may click on the error message to return to the problem spot(s) and enter corrections.
22. Users should complete the budget-to-budget variance explanation on the Consolidation tab for any variances.
   - This should be completed at the time the budgets are established.
   - Supporting documentation may be attached.

23. When validation is complete and reasons for variances noted, the budget should be submitted to the appropriate reviewer, generally the MAU fiscal officer or designate, by clicking on the up green arrow icon on the task bar ( ).
   - At this time, the budget is locked and no further entry is permitted without the next reviewer in the hierarch rejecting the budget.
   - Budgets may be modified after they are rejected; this may be done upon request from the next reviewer in the hierarchy.

24. **MAU budget in total MUST match the allocation letter**; they may be saved but cannot be submitted unless they match.

25. Contacts:
   - **For Cognos EP Questions**, contact either Denice Beckwith (email beckwi37@msu.edu; phone 353-0864) or Val Thebeau (email thebeau@opb.msu.edu; or phone 432-0219)
   - **For Funding and Allocation Questions**, contact Brent Johnston (email john1096@msu.edu; or phone 353-5519)

**REMEMBER**
- Save Often
- Take Ownership to Enter Data
- Verify All Chart of Account Fields are Correct