This application displays continuing base budgets and reducible base amounts used in planning the prospective budget.

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Chapter 1: Introduction

The Planning Analytics (PA) base budget reconciliation (BBR) model is used by Office of Planning and Budgets (OPB) to allocate continuing base budget, which is included in planning the prospective budget. MAU budget allocations are reduced for program efficiency and reinvestment funds (PERF), which is calculated using the Reducible Base amount from this model. Currently, allocations are at the MAU Organization of Interest (OOI) level and does not extend lower to the U1 or U2 levels, though may do so in the future.

The following are definitions for data shown in Base Budget Reconciliation:

**Continuing Base Budget** – Represents recurring allocation amount that carries forward from the previous year after making adjustments for faculty markets, promotions and ongoing transfers.

**Separately Reviewed Items (SRI)** – Represents institutional allocations determined through the Administrative Profile process as opposed to the general fund academic and administrative unit budget process. An example of a separately reviewed allocation is health care where the annual budget is determined through ongoing monitoring of numerous variables.

**Reducible Base** – Calculated by Continuing Base minus Separately Reviewed Items (SRI).  

**Program Efficiency and Reinvestment Fund (PERF)** – Represents each unit’s assessed percentage reduction, routinely 1. The funds generated through this process reallocated across the University for initiatives identified through the planning process.

The image below shows applications used to develop the annual general fund budget allocation.

**Applications within Cognos Planning Analytics (PA)**
Chapter 2: Security Groups

Security Roles
Access to this application is determined through security roles granted by Security Contacts within D6501 or through an Access Request Memo (ARM) form. Workflow screens will be different depending on the security role assigned for each application.

- Planning Analytics **Viewer** – users get “view only” rights in system.
- Planning Analytics **Submitter** – users may view, edit and save changes, as well as commit data for their organization(s) for central approval. This role is appropriate for MAU fiscal officers, deans or administrators, as identified by MAU.

Security Groups in D6501
Planning Analytics security groups’ management decentralized for MAU’s to input directly within D6501.

- The following is the path to the ARM form for requesting access to the application in Cognos Planning Analytics: http://aissecuritycontact.ais.msu.edu/arms/index-ebs.html
  - At the bottom of this screen, you will find Planning Analytics section.
  - Select the PDF link in the last column: EBSUnitCognosEPRoles.pdf (Planning Analytics access using same ARM form as used for Cognos EP).

- Contact the Help Desk (ithelp@msu.edu) with questions about completing ARM forms.
- Contact Denice Beckwith (beckwi37@msu.edu or call 353-0864) or Val Thebeau (thebeau@msu.edu or call 432-0219) with questions on security roles.

Security roles for Planning Analytics are by organization and application. The following is the format for security groups in D6501:

- PA / MAU or Organization / SUBMIT or VIEW.
- PA / Application / SUBMIT or VIEW.

Example of security groups for Base Budget Reconciliation (only MAU level):

- /group/EBS/PA/10002000-SUBMIT
- /group/EBS/PA/10002000-VIEW
- /group/EBS/PA/BR-SUBMIT
- /group/EBS/PA/BR-VIEW

There are a number of security groups in D6501 for Planning Analytics. **Using a filter within the “Title” field will help to show a listing of groups for your MAU. Example of filter: %PA/10002% or “%PA/BR%.

**Note:** Both Base Budget Reconciliation (BBR) and Salary and Wage Allocations (SWA) applications share the same security role access.
Chapter 3: Steps to Open Application

1. Enter URL for the Planning Analytics site: https://pal.itservices.msu.edu/pmpsvc/ or log in through the EBS portal (ebs.msu.edu) and click on the “Planning and Budgets” tile.
   a. Please note that Planning Analytics prefers the following browsers: Chrome, Edge, Firefox.
   b. Appendix A provides overview of adjustments necessary if using Internet Explorer.

2. Login using MSU Net ID and Password.

3. Select Base Budget Reconciliation.

4. When you log on to Contributor, you see a graphical overview of all the areas you are responsible for on the left side of the Contributor screen; the colored icon represents the status of the data entry.

5. To start using Contributor, in the tree on the left side of the screen, click an organization and a table will appear on the right side of the screen. Your screen might look different from what shows below.

6. To start working, click an organization within the “You are a reviewer or contributor for:” section of the screen (right side of the screen). This opens the organization in a grid where you can view and enter data.

7. Take Ownership of ( ) once the application is open to enter data. Icon located at the top left of the screen. This allows the user to make changes within the module.

8. A person can Release Ownership by going to index screen and clicking on this icon ( ). In addition, someone can bounce a user by taking ownership ( ).
Chapter 4: Application Overview

Base Budget Reconciliation Application

The Base Budget Reconciliation application is used to arrive at the Continuing Base and Reducible Base for an MAU, which are the starting point for the coming year’s allocations. The Continuing Base is the recurring budget amount after various recurring adjustments. The Reducible Base is the Continuing Base minus separately reviewed items. Separately Reviewed Items are institutional allocations that are exempt from the 1% efficiency factor. Recurring adjustments, such as faculty markets, promotions, transfers, from the Base Budget Reconciliation application feed into the Salary and Wage Allocations application. The Base Budget Reconciliation application also transfers data into the Budget Allocation application.

Prior Year shown as PY; Coming Year shown as CY within this application.

Base Budget Reconciliation Data Flow

MAU fiscal officers review the data to confirm all Provost Market, Promotion, and SRI adjustments are within the application. Corrections entered in the model.

Contact Office of Planning and Budget to update Transfers between MAUs.
Base Budget Reconciliation is the first step in allocation process. Prior year’s budget begins allocation for following year. Amounts from Base Budget Reconciliation application show on the Allocation Letter. The image below displays the link between prior year budget amount, base budget reconciliation and allocation letter.

- The **Continuing Base** is the recurring budget amount after ongoing adjustments.
- The **Separately Reviewed Items** are institutional level allocations that are exempt from the 1% efficiency factor.
- The **Reducible Base** is the Continuing Base minus the separately reviewed items.

Recurring budget changes such as Promotions, Provost Markets, and Transfers are included in following year’s allocation.
Chapter 5: Data in Application

Base Budget Reconciliation and Salary and Wage Application Cubes

Viewing and/or Revising an Entry

After reviewing the entries on the Provost Market and Promotions or SRI Input tabs, enter corrections in the model. Revision history kept by adding an entry rather than updating the existing record. Keep in mind not to deleted entries.

Steps
1. **View** the BBR Letter MAU and BBR-MAU Base Budget Reconciliation tabs.
2. **Select** the correct fiscal year as BBR contains historical data beginning with 2012-13.
3. If any column is too narrow or wide, select the column and click on Autofit icon ( ).
4. **Check** the Provost Market and Promotion Funding total. If adjustment needed, enter data on last line within the cube. Enter your name within the “Revised by” and “Revised Date” fields.
5. Be sure to **complete** the following fields: Employee Group, eDoc, Description, Revised by and Date.
6. **Check** the BBR-SRI total. If adjustment needed, enter data on last line within the cube. Enter your name within the “Revised by” and “Revised Date” fields.
7. **Contact** Office of Planning and Budget for Transfer allocation entries between MAUs. This data viewed within the Base Budget Reconciliation Letter (BBR Letter MAU).
8. The BBR-MAU sheet contains a link to Salary and Wage Allocations for review.
9. **Commit** ( ) your work.
Chapter 6: Cube and Web Sheets

Tabs showing icons that look like a spreadsheet (         ) are web sheets containing selection fields. Those that display icons that look like a cube (        ) are dimensional which can be changed to show different data in grid.

Below is an image that swaps the Fiscal Year and Adjustment dimension. Since historical data had been loaded within the models, this type of summary is possible.

Below is an image of web sheets and cube within Base Budget Reconciliation application.

- **BBR Letter MAU**: Base Budget Reconciliation Letter by fiscal year.
- **BBR-MAU**: Web sheet view of BBR. Also includes a link to Salary and Wage Application (SWA).
- **BBR-Provost Mkt and Promotion**: Listing of recurring funds that also links to SWA.
- **BBR SRI Input**: Summary of Separately Reviewed Items.
- **BBR MAU Default**: Cube view of BBR data.
Any cube dimension ( ) can be changed to display a few or many values.

**Steps to Change Displayed Values:**
1. Select drop-down arrow
2. Select values to display from section on the “Right”
3. Click on OK

**Steps to Return to Default Values:**
1. Select drop-down arrow
2. Select Subset “Default”
3. Click on OK

**Steps to Reset Tabs and Grid:**
1. Select Action Menu icon ( )
2. Right Click and Reset view
3. Select any Reset Option
Chapter 7: Submit or Reject

Submit Application to the Office of Planning and Budgets

Once during the fiscal year, the Office of Planning and Budgets will request that MAU fiscal officers review data within the Base Budget Reconciliation application and confirm all entries are correct. When requested, we will ask you to “Submit” your approval. A final review and approval done in May.

Steps

1. Open your MAU organization within the Base Budget Reconciliation application workflow screen.
2. Verify all non-recurring entries are correct; also check that faculty markets, promotions, and transfers are correct.
3. Select Submit icon (Submit).

Reject Budget Plan

You will need to contact either Beckwith (beckwi37@msu.edu or call 353-0864) or Val Thebeau (thebeau@msu.edu or call 432-0219) if you need to reject your submission so you can enter more content.
Chapter 8: Print Data

Quick Load to Excel

You can quickly export data to a tab in Excel. Access the quick export from the Action menu by right clicking, selecting Export, and then Snapshot to Excel. **Snapshot to Excel contains static values not linked to the server.** Export to PDF may be useful is providing summary reports/information to various stakeholders. **Please do not use the Slice to Excel function.**

Export Data for Printing:

4. Select Action Menu icon ( )
5. Right Click and Select Export
6. Select Snapshot to Excel
7. Click on OK
8. Select Open
9. Format sheet and print
Chapter 9: Summary

Data Flow of Process

The following is a view of how the cubes within the Base Budget Reconciliation application link.

Steps

1. Review Base Budget Reconciliation (BBR Letter MAU or BBR-MAU).
2. Within Base Budget Reconciliation application, review Provost Markets, Promotions, and SRI data. Enter updates.
3. Contact Office of Planning and Budget for Transfer allocation entries between MAUs. This data viewed within the Base Budget Reconciliation Letter (BBR Letter MAU).
4. Review Salary and Wage Allocations. The BBR-MAU sheet contains a link to Salary and Wage Allocations for review.
5. Save your data (✔️) as about 30 minutes before system times out.

REMEMBER – Take Ownership to Enter Data and Save Often
For Questions, Contact

For Planning Analytics Questions, Contact

Denice Beckwith  
beckwi37@msu.edu  
353-0864  
or  
Val Thebeau  
thebeau@msu.edu  
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Additional Planning Analytics Resource Contacts  
Available to run through any/all trainings with you/other users in your area

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For Funding and Allocation Questions, Contact

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Appendix A: Internet Explorer Settings

Steps

1. Select “Tools” from Internet Explorer (IE) Menu.
2. Select “Delete browsing history” and delete history.
3. Remove msu.edu from “Compatibility View settings”.
4. Select F12 Developer Tools.
5. Select Emulation tab (image on next page).
6. For User Agent String select select Internet Explorer 11 (Default).
7. For Document Mode select 11 (Default).
8. For ( ) select 11 (Default).
9. For Persistent Emulation Setting ( ) select to activate.
Image of adjustments within F12 Developer Tools