

FY2021 Budget Development

**Training Manual and
Reference Guide for FY2021**

**“PLAN” (Non-Compensation)
Budgeting**

★ using Oracle Hyperion

Smart View

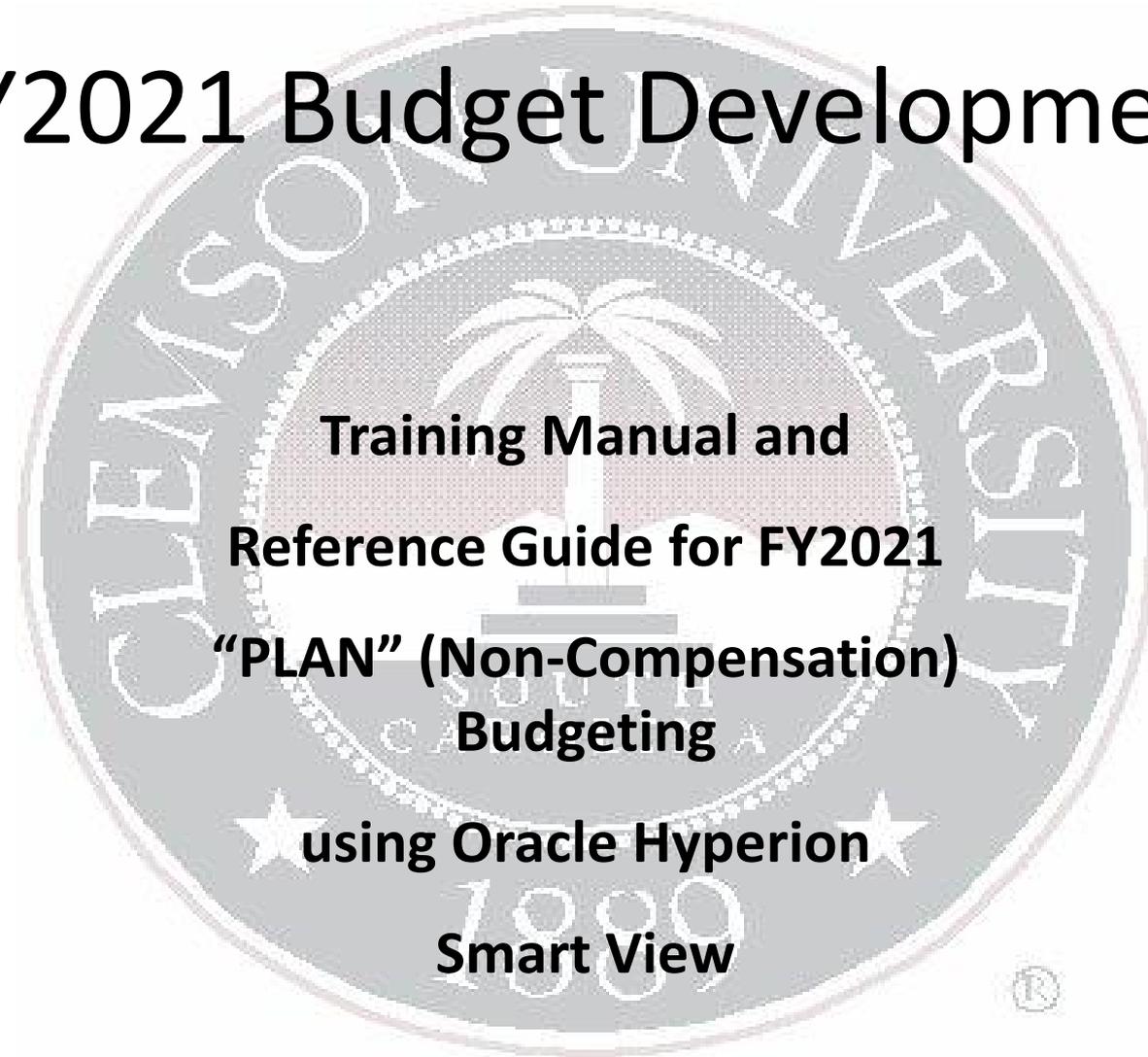


Table of Contents

Hyperion Log-In Instruction	3
Installation	4
Smart View Connection & URL	5
Connection Setup & Data Source Retrieval	7
Connection to the Data Source	9
Hyperion Helpful Hints	11
Test Group Templates	12
Dimension Drill-in Instructions	13
Suppressing Data	14
Data Entry	16
Alternative Drill-In Methods	17
Cascading	20
Submitting Data	22
Disconnection	23
FY2021 Budget Development Facts	24
FY2021 Proposed Fringe Rates	25
Instructions and Contacts by Fund Group	26
Lab Fees	29
Guidelines for Chartfield String Values	31
Chartfield String Values Chart	34

Hyperion Log-In Instructions:

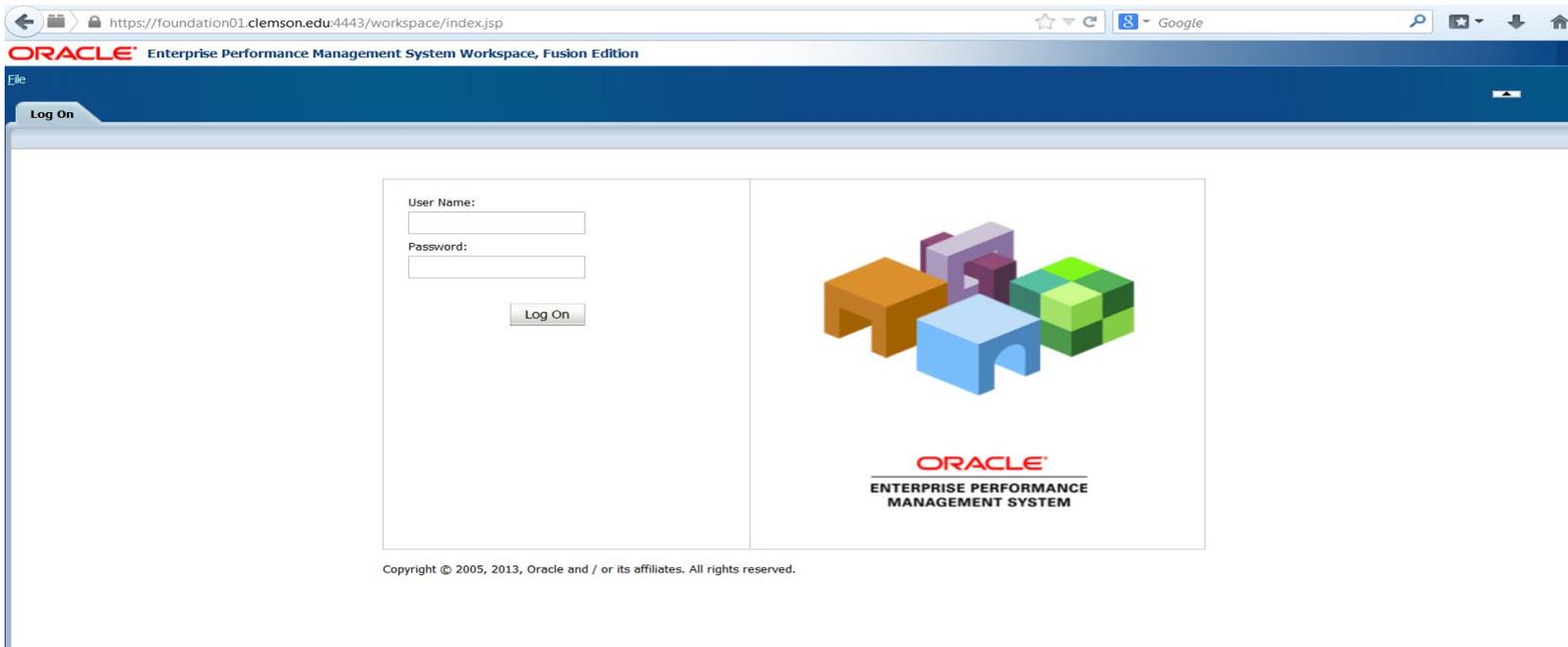
Supported Browsers:

Firefox (see next page) or Internet Explorer (version 9 or lower)

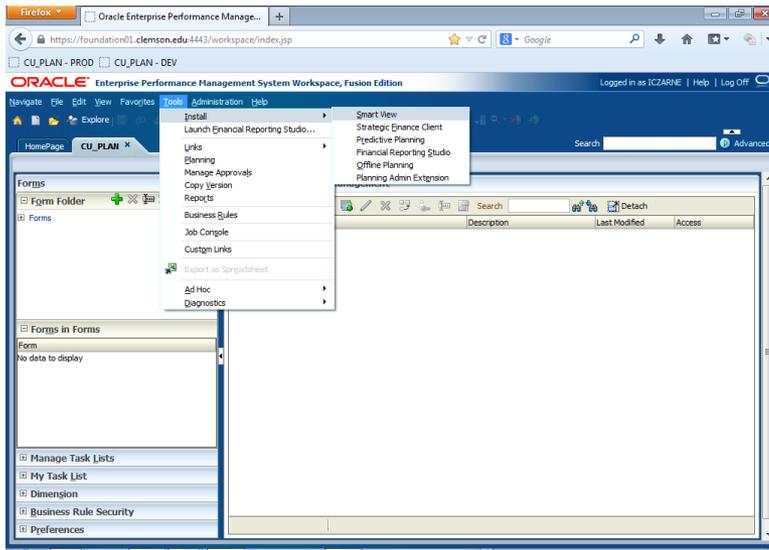
Hyperion URL:

<https://foundation01.clemson.edu:4443/workspace/index.jsp>

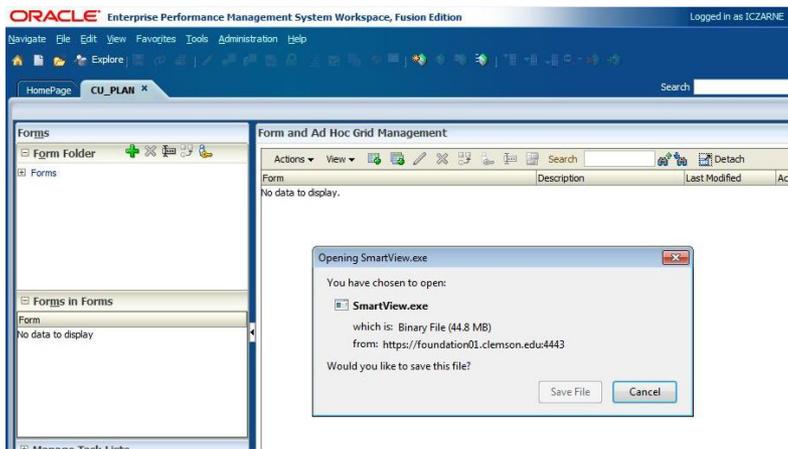
Log in with your Clemson user name and password



Installation of Oracle Smart View:



Once Hyperion has been made a trusted site and you have logged into the system using your Novell username and password, you will need to install Smart View. **NOTE:** Be sure that all Microsoft Office Windows are closed (Microsoft Outlook, Excel, Word, etc.)!! For installation, select Tools located on the Hyperion ribbon, Install and then Smart View, as shown to the left.



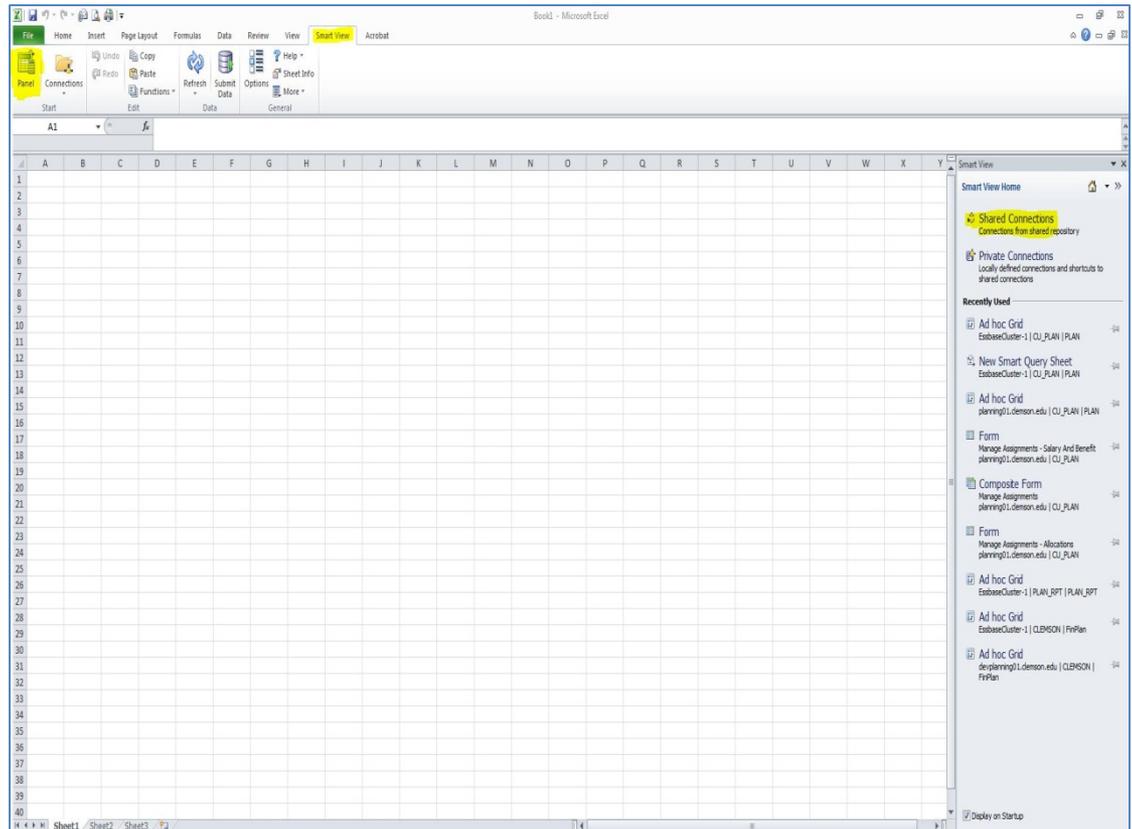
Making these selections will begin the set up wizard. You will need to select "Save File" in order to save the SmartView.exe file onto your computer (it is recommended that you save it to your desktop) and then open the file by double-clicking on the file icon. Select "Run" for installation and continue to click "Next" to complete system configuration. The installation is estimated to take approximately 5 to 10 minutes.

Smart View Connection and URL:

The next step is to replace the existing address with the correct Smart View URL address after attempting to connect by selecting the items listed below:

SELECT:

- Smart View ribbon
- Panel
- Shared connection

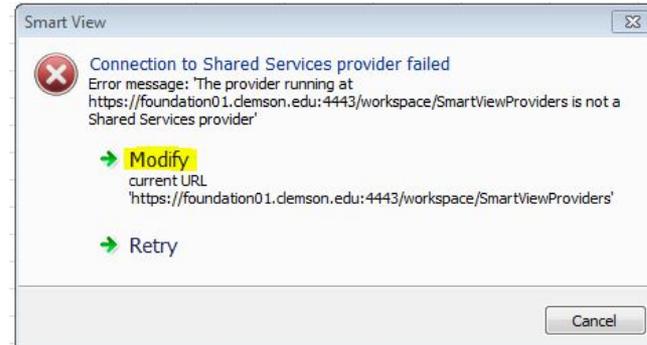


Smart View URL, cont'd:

(An error message may appear, if so replace the URL)

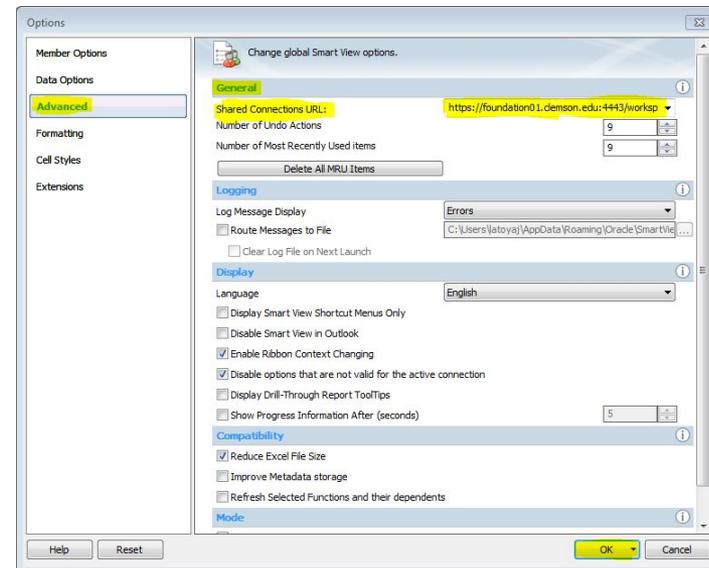
SELECT:

- Modify



(Options screen pop up)

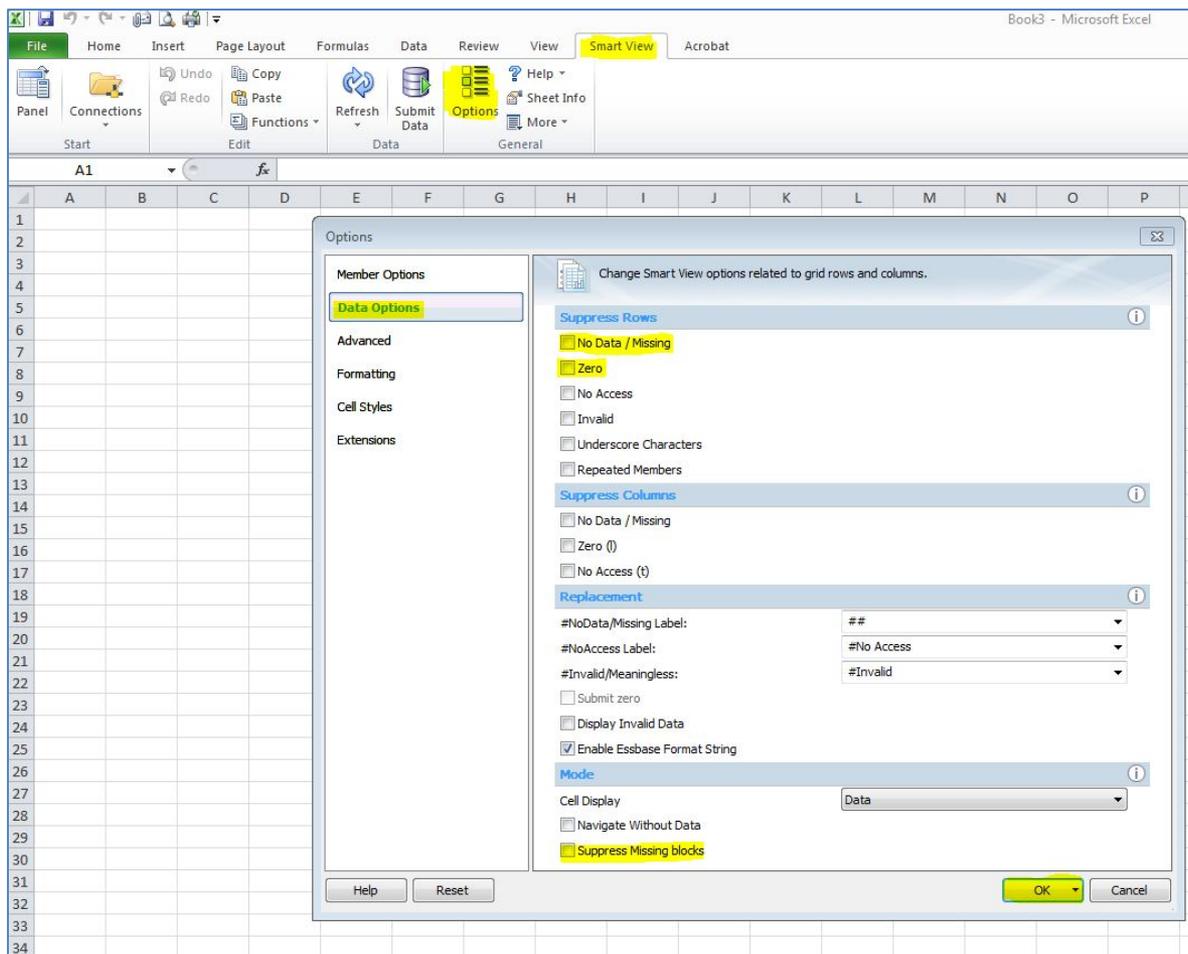
- Replace the existing url with : <https://foundation01.clemson.edu:4443/workspace/SmartViewProviders>
- Select the down arrow beside the OK to set as default, which will save these settings.



Connection Setup Requirements:

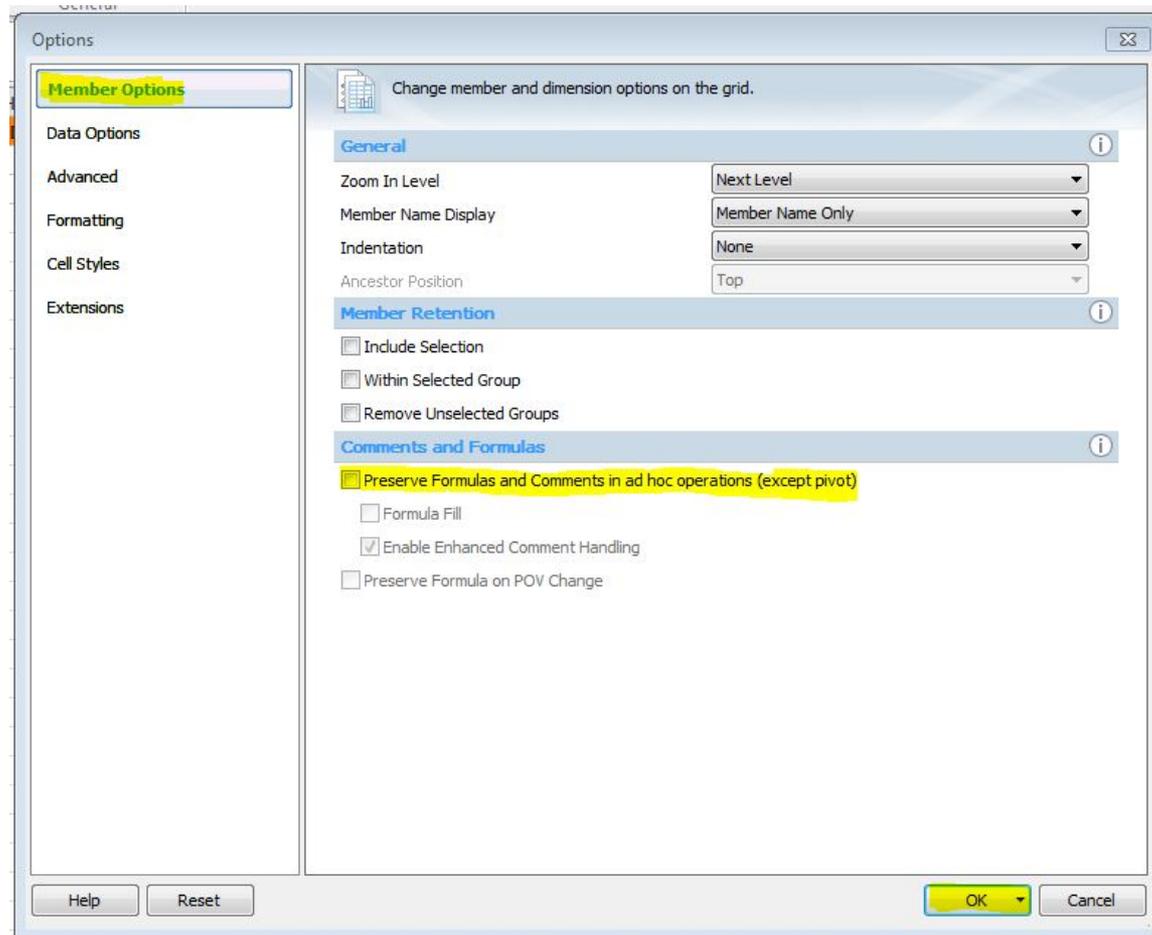
Connecting to Hyperion requires the system to allow for the retrieval of all data; therefore, special data options must be saved as default. The user may choose to “Suppress” data **after** information has been retrieved for read-only purposes.

Complete the following steps to assure connection is successful. Select Smart View – Options – Data Options. The “No Data/Missing” , “Zero”& “Suppress Missing blocks” selection boxes should **NOT** be checked. It is recommended that this selection is saved as default by clicking the down arrow located beside the “OK” button shown below and select “Save as Default” so that settings are saved for all future connections.



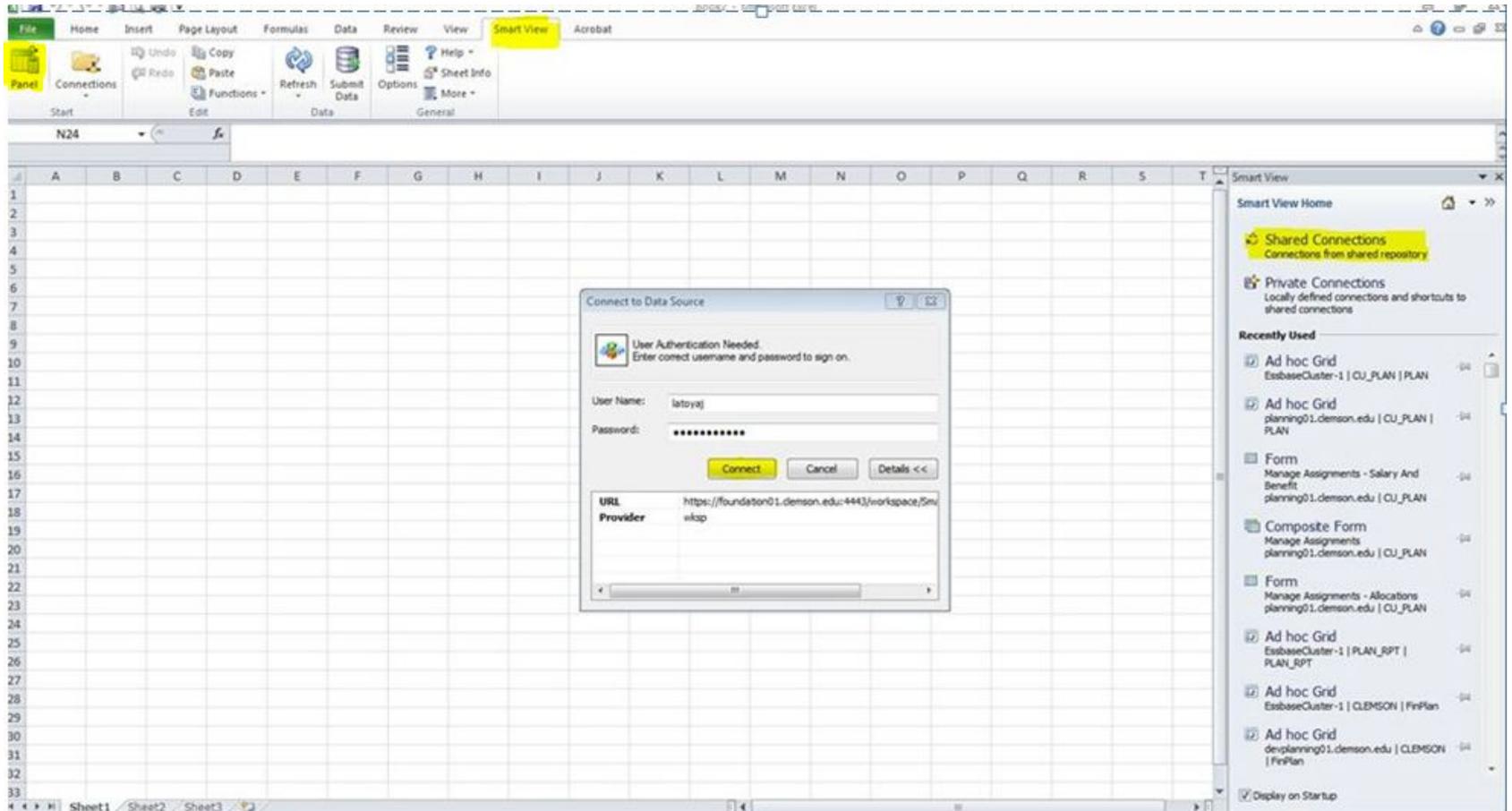
Connection Setup Requirements, cont'd:

While in the Options settings, you will need to select Member Options to assure the “Preserve Formulas and Comments in ad hoc operation (except pivot)” selection is NOT checked. This will help with the overall amount of time it takes for Smart View to return data. Again, save this setting as default.



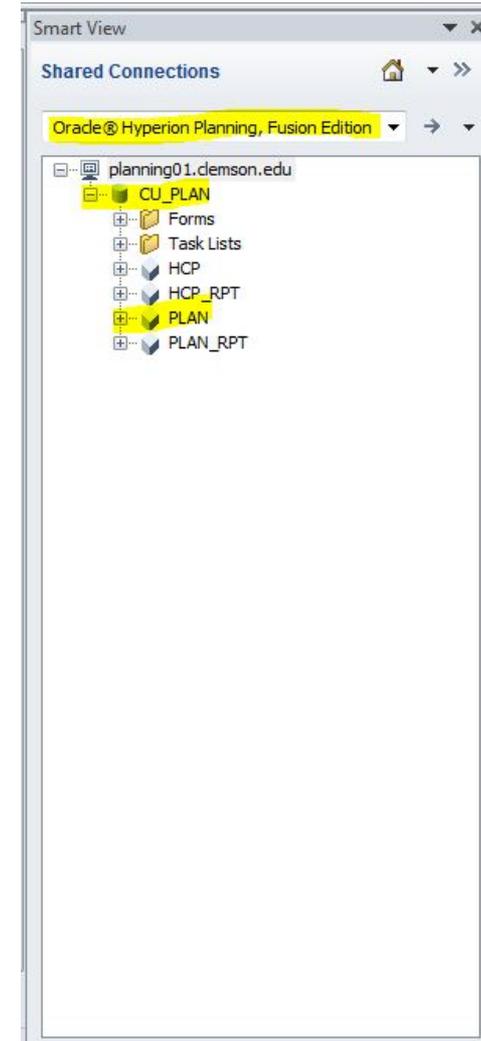
Connecting to the Data Source:

Once Data Options and Advanced settings are in place, go back to Panel located under the Smart View ribbon. The Smart View Home Panel will appear on the far right of your **NEW** Excel spreadsheet. It is necessary to begin connection using an unsaved/BLANK Excel spreadsheet. Select "Shared Connection" on the Smart View Home Panel. At this point, you will be prompted to log in using your Novell username and password.



Connecting to Data Source cont'd:

Once connected, the Shared Connections panel will appear. Select the data source, Oracle Hyperion Planning Fusion Edition. Use the Smart View Panel tree list to maneuver to the "Plan" connection as shown below and select it by double clicking. This will display the "Ad hoc analysis" option below the Shared Connection Panel to begin retrieving data. Ad Hoc Analysis is to be chosen only when wanting to begin from scratch and create your own report. Templates have been created for this fiscal year; therefore refreshing the data will suffice.



Hyperion Helpful Hints:

- Each Business Center will need to analyze previous and current year data within Smart View as they are completing FY2021 Initial Load Budgets.
- NEW more granular level budgeting is available for submitting expense budgets. Expense budget submissions prior to FY2016 has forced users to budget at the rollup account level (i.e. OTHER). Fortunately, more detail level budgeting at the four digit numeric account level for expense budgets can be submitted (i.e. budgeting at account 7032 within the OTHER account). Users can continue to budget at the rollup account level, if preferred. Revenues will continue to be budgeted at the four digit account number and the rollup program level. As mentioned previously, initial settings for Parent level member cells are necessary to assure budgeting at the child level is achieved.
- All data categories, such as each part of the chartfield string, fiscal year, etc., are stored and identified as Dimensions, i.e. fund, department, class, fiscal year, ledger, etc. Hierarchies are in place for each dimension for drill-in capability.

Smart View Dimensions:

- Scenario – Differentiates initial budget, budget amendments and journals (actuals)
- Version – Represents stages of budget development entry
- Ledger – i.e. Orgs, Revest, Approp budgets (i.e. LG_Total_Ledger)
- Period – each month is assigned an accounting period based on the University's fiscal year calendar (i.e. July 2020 = Period JUL and June 2021 = Period JUN)
- Year – represents the fiscal year (FY21)
- Short Description – RF (i.e. RF_Load)

Smart View allows users to search dimension hierarchies with a two letter identifier. The two digit identifier can be typed over the dimension at the initial point of connecting to Smart View by using the examples below.

- Fund – FD (i.e. FD_14)
- Entity (department) – DP (i.e. DP_0700)
- Account – AC (i.e. AC_Other)
- Program – PG (i.e. PG_INSTR)
- Class – CL (i.e. CL_130)
- Project – PJ (i.e. PJ_1500000)

Group Templates:

The screenshot below provides the level of detail presented in the templates that have been disbursed to each Business Center. It is understood that each user has personal preferences as to the processes taken to complete budget development. Depending upon your preference, rather than completing budget development by working on one fund at a time or by one department across all funds, there are several options of arriving to your desired format and will be discussed on the pages to follow. It will be necessary to “Refresh” the data after EACH change.

POV [NonComp-Expense-UNRES UAT (Test Environment).xls]Expense-Unrestricted_1

DP_ALL Load LG_Total_Ledger Refresh

B6 CL_ALL

	A	B	C	D	E	F	G	H	I	J	K	L	M
1					FY14	FY15							
2					Total Budget	Initial Budget							
3					Final	Working							
4					YearTotal	YearTotal	Jul						
5					AC_ALLEXP	AC_ALLEXP	AC_CLASS_PLAN	AC_UCLASS_PLAN	AC_GRAD_PLAN	AC_WAGES_PLAN	AC_FRINGE_PLAN	AC_TRAVEL_PLAN	AC_OTHER_PLAN
6	FD_10	CL_ALL	PG_ALL	PJ_10	32,040,813	35,586,696	579,314	797,254	6,981	148,869	507,794	142,126	6,883,774
7	FD_11	CL_ALL	PG_ALL	PJ_11	7,395,086	7,594,482	24,216	274,874	6,167	39,273	114,227	455,716	1,632,882
8	FD_12	CL_ALL	PG_ALL	PJ_12	35,742,681	22,239,536	204,777	121,238	6,540	339,842	221,233	206,750	11,237,333
9	FD_13	CL_ALL	PG_ALL	PJ_13	4,035,778	94,184	--	667	1,990	4,017	1,175	--	--
10	FD_14	CL_ALL	PG_ALL	PJ_14	196,150,607	55,607,748	489,316	373,375	234,275	818,079	539,292	1,869,158	12,014,209
11	FD_15	CL_ALL	PG_ALL	PJ_15	443,187,187	282,799,745	5,312,035	2,728,898	1,184,182	931,553	3,020,812	1,590,213	69,265,196
12	FD_16	CL_ALL	PG_ALL	PJ_16	164,127,610	45,516,268	986,767	1,165,622	19,069	632,102	901,867	--	98,567
13	FD_17	CL_ALL	PG_ALL	PJ_17	5,057,554	4,996,627	38,616	113,281	1,333	2,003	51,400	10,000	1,024,414
14	FD_18	CL_ALL	PG_ALL	PJ_18	67,390,603	67,502,583	10,579	103,380	1,135	86,590	66,312	49,800	1,317,307
15													

Dimension Drill-In Instructions:

The desired format shown below allows users to select the appropriate Budget Center or department using the Entity (department) dimension by clicking the down arrow beside the DP_ALL on the POV (Point of View) highlighted below. Hierarchy information will display after selecting the dots (...) from the drop down box. Check the box next to the desired level of detail and use the blue arrow highlighted below to select. Click Ok. It is required to always click the Refresh button (highlighted below) to populate results for selections made once returning to the spreadsheet. Columns B through D can be drilled in using the down arrow beside the DP_ALL or by double clicking the data cell.

The screenshot shows an Excel spreadsheet titled "POV [NonComp-Expense-UNRES UAT (Test Environment).xls]Expense-Unrestricted_1". The spreadsheet has columns A through G. Column A contains dimension codes (e.g., FD_10, FD_11, etc.). Columns B, C, and D contain dimension codes (CL_ALL, PG_ALL, PJ_10, etc.). Columns E, F, and G contain budget data for FY14, FY15, and FY15. A "Member Selection" dialog box is open over the spreadsheet, showing a tree view of departments under the "Entity" dimension. The tree view includes "UNMAPPED_DEPARTMENT" and "DP_A+A" (which is selected). Other departments listed include DP_AAH, DP_ATH, DP_BPA, DP_CAFLS, DP_CAMP, DP_CAPDS, DP_CES, DP_COES, DP_CURF, DP_DAPS, DP_DCIT, DP_ECDEV, DP_FAC, DP_FIN, DP_HEHD, DP_LBRY, DP_PRES, DP_PROV, DP_PSAG, DP_RES, DP_SEC, and DP_STUD. A blue arrow points to the selection arrow next to "DP_A+A". The dialog box also has a search field, "OK", and "Cancel" buttons.

	A	B	C	D	E	F	G
1					FY14	FY15	FY15
2					Total Budget	Initial Budget	Initial Budget
3					Final	Working	Working
4					YearTotal	YearTotal	Jul
5					AC_ALLEXP	AC_ALLEXP	AC_CLASS_PLA
6	FD_10	CL_ALL	PG_ALL	PJ_10	32,040,813	35,586,696	579,3
7	FD_11	CL_ALL	PG_ALL	PJ_11	7,395,086	7,594,482	24,2
8	FD_12	CL_ALL	PG_ALL	PJ_12	35,742,681	22,239,536	204,7
9	FD_13	CL_ALL	PG_ALL	PJ_13	4,035,778	94,184	--
10	FD_14	CL_ALL	PG_ALL	PJ_14	196,150,607	55,607,748	489,3
11	FD_15	CL_ALL	PG_ALL	PJ_15	443,187,187	282,799,745	5,312,0
12	FD_16	CL_ALL	PG_ALL	PJ_16	164,127,610	45,516,268	986,7
13	FD_17	CL_ALL	PG_ALL	PJ_17	5,057,554	4,996,627	38,6
14	FD_18	CL_ALL	PG_ALL	PJ_18	67,390,603	67,502,583	10,5

Suppressing Data:

Suppressing (removing) budget lines with no data can be done at this point by returning to the Data Options pop up menu and selecting the No Data/Missing boxes under Suppress Rows . Refresh data to remove budgets with no data. Leave the Zero box unselected to show existing budgets with no money. This setting is for viewing purposes only and can be selected when entering new year data.

The screenshot shows the Smart View interface with the 'Options' dialog box open. The 'Data Options' tab is selected, and the 'Suppress Rows' section is expanded. The 'No Data / Missing' checkbox is checked, while 'Zero', 'No Access', 'Invalid', 'Underscore Characters', and 'Repeated Members' are unchecked. The 'Suppress Columns' section is also expanded, with 'No Data / Missing', 'Zero (!)', and 'No Access (!)' all unchecked. The 'Replacement' section shows '#NoData/Missing Label' set to '--', '#No Access Label' set to '#No Access', and '#Invalid/Meaningless' set to '#Invalid'. The 'Mode' section shows 'Cell Display' set to 'Data', and 'Navigate Without Data' and 'Suppress Missing blocks' are unchecked. The 'OK' button is highlighted in yellow.

Member Options	Data Options	Advanced	Formatting	Cell Styles	Extensions
	Suppress Rows				
	<input checked="" type="checkbox"/> No Data / Missing				
	<input type="checkbox"/> Zero				
	<input type="checkbox"/> No Access				
	<input type="checkbox"/> Invalid				
	<input type="checkbox"/> Underscore Characters				
	<input type="checkbox"/> Repeated Members				
	Suppress Columns				
	<input type="checkbox"/> No Data / Missing				
	<input type="checkbox"/> Zero (!)				
	<input type="checkbox"/> No Access (!)				
	Replacement				
	#NoData/Missing Label: --				
	#No Access Label: #No Access				
	#Invalid/Meaningless: #Invalid				
	<input type="checkbox"/> Submit zero				
	<input type="checkbox"/> Display Invalid Data				
	<input checked="" type="checkbox"/> Enable Essbase Format String				
	Mode				
	Cell Display: Data				
	<input type="checkbox"/> Navigate Without Data				
	<input type="checkbox"/> Suppress Missing blocks				

Suppressed data cont'd:

The screenshot below is an example of how data will flow through when data is **NOT** suppressed.

POV [NonComp-Expense-UNRES UAT (Test Environment).xls]Expense-Unrestricted_1													
DP_ALL Load LG_Total_Ledger Refresh													
B6 CL_PSAPP													
	A	B	C	D	E	F	G	H	I	J	K	L	M
1					AC_ALLEXP	AC_ALLEXP	AC_ALLEXP	AC_CLASS_PLAN	AC_CLASS_PLAN	AC_CLASS_PLAN	AC_UCLASS_PLAN	AC_UCLASS_PLAN	AC_UCLASS_PLAN
2					FY14	FY15	FY15	FY14	FY15	FY15	FY14	FY15	FY15
3					Total Budget	Initial Budget	Initial Budget	Total Budget	Initial Budget	Initial Budget	Total Budget	Initial Budget	Initial Budget
4					Final	Working	Working	Final	Working	Working	Final	Working	Working
5					YearTotal	YearTotal	Jul	YearTotal	YearTotal	Jul	YearTotal	YearTotal	Jul
6	FD_10	CL_PSAPP	PG_ACDEM	PJ_1000000	43,944	44,610	3,717	--	--	--	33,291	33,291	2,774
7	FD_10	CL_PSAPP	PG_ACDEM	PJ_1000009	105,553	--	--	--	--	--	26,661	--	--
8	FD_10	CL_PSAPP	PG_ACDEM	PJ_1000012	99,645	97,952	31,079	34,978	33,789	2,816	17,202	17,546	1,462
9	FD_10	CL_PSAPP	PG_ACDEM	PJ_1000013	10,000	10,000	10,000	--	--	--	--	--	--
10	FD_10	CL_PSAPP	PG_ACDEM	PJ_1000532	56,579	56,938	4,745	42,863	42,491	3,541	--	--	--
11	FD_10	CL_PSAPP	PG_NONEX	PJ_1000012	4,600	--	--	--	--	--	--	--	--
12	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000000	8,888,176	9,003,894	1,237,956	1,047,185	1,003,348	83,612	4,781,555	4,890,727	404,490
13	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000001	81,277	344,597	344,597	0	--	--	53,097	--	--
14	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000002	0	264,847	264,847	0	--	--	--	--	--
15	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000003	--	500,000	500,000	--	--	--	--	--	--
16	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000007	400	--	--	--	--	--	--	--	--
17	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000010	19,360	19,219	12,602	--	--	--	--	--	--
18	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000011	561,425	409,090	34,091	138,738	138,973	11,581	--	--	--
19	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000012	612,049	588,830	73,648	191,138	205,981	17,165	187,784	191,280	15,940
20	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000013	299,381	286,916	186,057	74,479	82,111	6,843	--	--	--
21	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000071	58,563	59,710	4,976	--	--	--	44,366	44,560	3,713
22	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000176	32,992	33,491	2,791	24,994	24,993	2,083	--	--	--
23	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000216	3,210	--	--	--	--	--	--	--	--
24	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000228	0	500	500	--	--	--	--	--	--
25	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000230	79,203	114,321	31,026	50,605	67,811	5,651	--	--	--
26	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000338	20,872	--	--	--	--	--	--	--	--
27	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000339	114,594	117,493	9,791	--	--	--	86,814	87,682	7,307
28	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000384	758,627	--	--	--	--	--	--	--	--
29	FD_10	CL_PSAPP	PG_PUBSV	PJ_1000387	35,118	--	--	17,206	--	--	--	--	--

Data Entry:

Data cannot be suppressed and must be drilled in at the lowest level to successfully enter new year budgets. Lowest level budgets are identified by white cells and are shown below.

POV [NonComp-Expense-UNRES UAT (Test Environment).xls]Expense-Unrestricted_1

DP_5310 Load LG_LOAD Refresh

A1 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1					AC_ALLEXP	AC_ALLEXP	AC_ALLEXP	AC_CLASS_PLAN	AC_CLASS_PLAN	AC_CLASS_PLAN	AC_UCLASS_PLAN	AC_UCLASS_PLAN	AC_UCLASS_PLAN	AC_GRAD_PLAN	AC_GRAD_PLAN	AC_GRAD_PLAN
2					FY14	FY15	FY15	FY14	FY15	FY15	FY14	FY15	FY15	FY14	FY15	FY15
3					Total Budget	Initial Budget	Initial Budget	Total Budget	Initial Budget	Initial Budget	Total Budget	Initial Budget	Initial Budget	Total Budget	Initial Budget	Initial Budget
4					Final	Working	Working	Final	Working	Working	Final	Working	Working	Final	Working	Working
5					YearTotal	YearTotal	Jul	YearTotal	YearTotal	Jul	YearTotal	YearTotal	Jul	YearTotal	YearTotal	Jul
6	FD_15	CL_130	PG_INSSP_PLAN	PJ_1500000	--	24,045	24,045	--	--	--	--	--	--	--	--	--
7																
8																

Figures entered into cells will be highlighted in yellow (and are referred to as “dirty cells”) until the data is submitted, which will be discussed in more detail later. The screenshot below shows a dirty cell at cell J6 in the amount of \$25,000. The yellow highlight will return to white once the new budget has been submitted/saved.

POV [NonComp-Expense-UNRES UAT (Test Environment).xls]Expense-Unrestricted_1

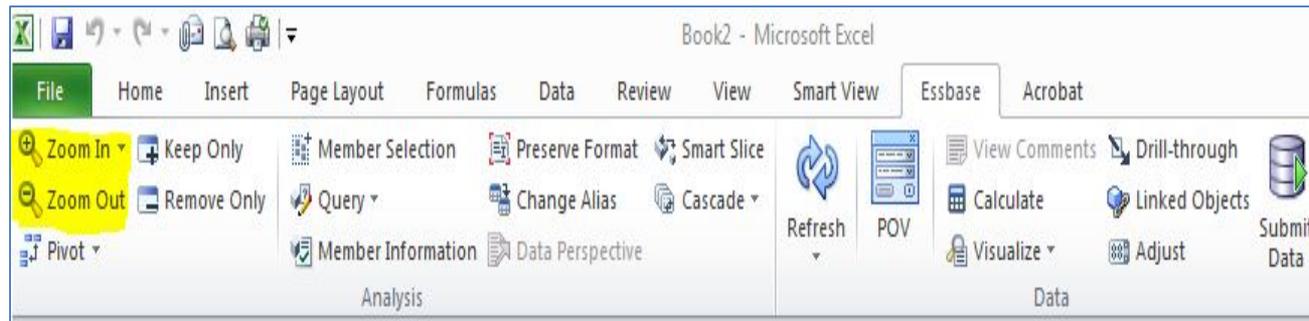
DP_5310 Load LG_LOAD Refresh

H17 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1					AC_ALLEXP	AC_ALLEXP	AC_ALLEXP	AC_CLASS_PLAN	AC_CLASS_PLAN	AC_CLASS_PLAN	AC_UCLASS_PLAN	AC_UCLASS_PLAN	AC_UCLASS_PLAN	AC_GRAD_PLAN	AC_GRAD_PLAN	AC_GRAD_PLAN
2					FY14	FY15	FY15	FY14	FY15	FY15	FY14	FY15	FY15	FY14	FY15	FY15
3					Total Budget	Initial Budget	Initial Budget	Total Budget	Initial Budget	Initial Budget	Total Budget	Initial Budget	Initial Budget	Total Budget	Initial Budget	Initial Budget
4					Final	Working	Working	Final	Working	Working	Final	Working	Working	Final	Working	Working
5					YearTotal	YearTotal	Jul	YearTotal	YearTotal	Jul	YearTotal	YearTotal	Jul	YearTotal	YearTotal	Jul
6	FD_15	CL_130	PG_INSSP_PLAN	PJ_1500000	--	24,045	24,045	--	--	25,000	--	--	--	--	--	--
7																
8																

Alternative Drill-in Method #1 -- Zoom In/Zoom Out:

An alternative method to using the department dimension within the POV (Point of View) would be to use the Zoom In & Zoom Out icons highlighted below. The Zoom In icon will allow drilling-in to the hierarchy by double clicking on the data cell. Zoom Out allows moving backwards after drilling-in to the lowest level.



Alternative Drill-in Method #1, cont'd:

Zooming In has options that will allow zooming to one level at a time or going directly to the desired level.

Zoom In Options

- Next Level – to retrieve data for the children of the selected members
- All Levels – to retrieve data for all descendants of the selected members
- Bottom Levels – to retrieve data for the lowest level of members in a dimension

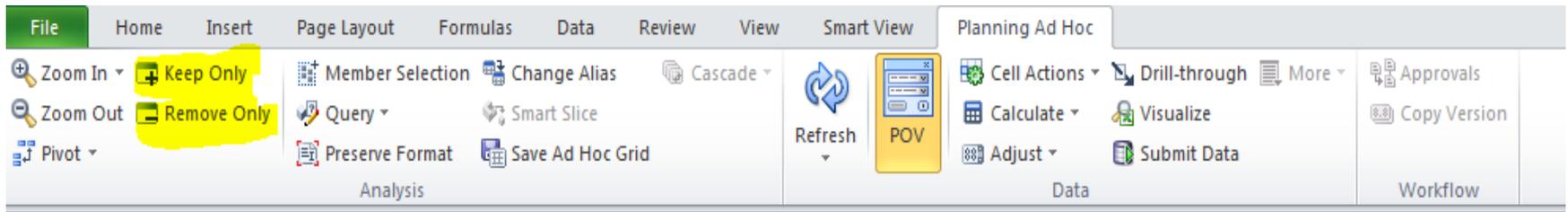
Zoom Out Options

- Zooming Out has only Next level capability, unlike the Zoom In option.

Alternative Drill-In Method #2

- Keep Only/Remove Only:

The next alternative to drilling in to the desired level would be to use the Keep Only and Remove Only icons located on the Planning Ad Hoc ribbon.



Keep Only – To keep only a selected range of data, put your cursor on the member cells that you want to keep. Then from the data source ribbon, click Keep Only. All other members in the dimension is removed.

Remove Only - To keep only the currently selected data, put your cursor on the member cell that you want removed. Then from the data source ribbon, click Remove Only. Only the cells selected will be removed.

Cascading Data:

You can create separate reports for any or all of the members of one dimension from the template provided by Cascading the data using one of the following options:

- Same Workbook - to use the current workbook
- New Workbook - to use a new workbook
- Different Workbooks - to cascade each report to a different workbook

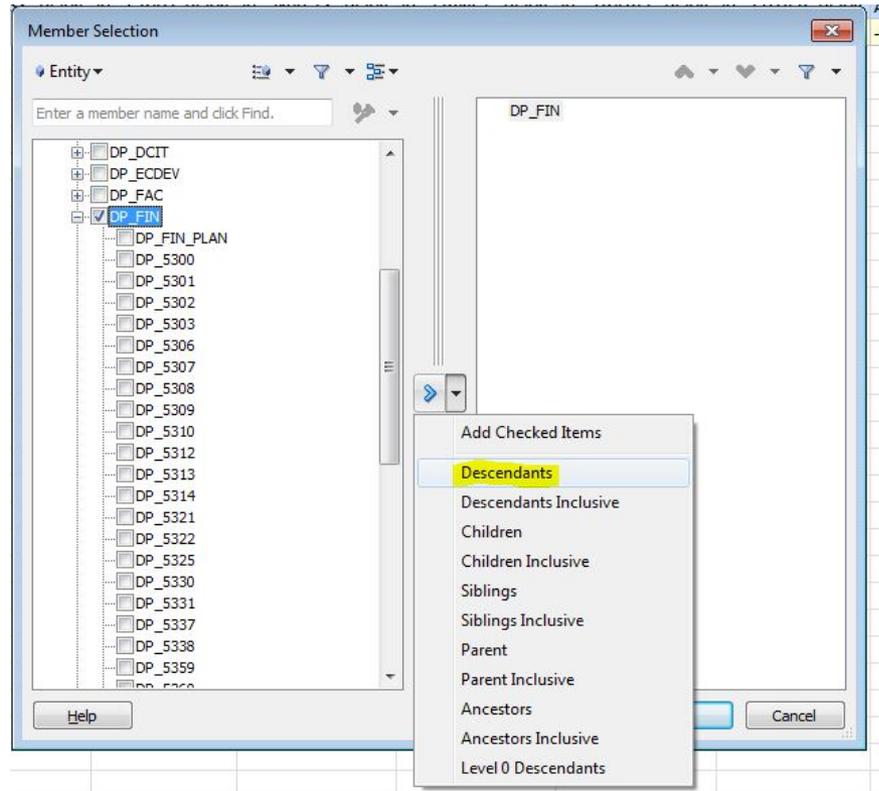
Select Cascade located on the Planning Ad Hoc panel to create each report by department.

The screenshot shows the Microsoft Excel interface with the 'Planning Ad Hoc' ribbon active. The 'Cascade' button is highlighted in yellow. Below the ribbon, the 'POV' panel shows 'DP_A+A' and 'ORG_BD_Perm'. The active cell is D6, containing the formula '=PJ_1500352'. The data table below shows budget information for various departments and plans.

	A	B	C	D	E	F	G	H	I
1					FY14	FY15	FY15	FY15	FY15
2					Total Budget	Initial Budget	Initial Budget	Initial Budget	Initial Budget
3					Final	Working	Working	Working	Working
4					YearTotal	YearTotal	Jul	Jul	Jul
5					AC_ALLEXP	AC_ALLEXP	AC_CLASS_PLAN	AC_UCLASS_PLAN	AC_GRAD_PLAN
6	FD_15	CL_430	PG_INSSP_PLAN	PJ_1500352	--	179,466	11,161	--	--
7	FD_15	CL_126	PG_INSTR_PLAN	PJ_1550385	--	7,019	--	--	556
8	FD_15	CL_130	PG_INSSP_PLAN	PJ_1500000	5,280	4,088,439	215,655	34,409	--
9	FD_15	CL_130	PG_INSSP_PLAN	PJ_1500086	-70,079	1,181,598	62,417	11,449	--
10	FD_15	CL_130	PG_INSSP_PLAN	PJ_1501096	--	58,278	2,917	708	--
11	FD_15	CL_130	PG_INSSP_PLAN	PJ_1500119	-3,470,573	3,575,319	55,774	163,103	--
12	FD_15	CL_130	PG_INSSP_PLAN	PJ_1500127	--	14,856	--	--	--
13	FD_15	CL_130	PG_INSSP_PLAN	PJ_1500132	--	657,989	27,500	11,737	--
14	FD_15	CL_130	PG_INSSP_PLAN	PJ_1500133	--	388,111	12,170	7,986	1,514
15	FD_15	CL_130	PG_INSTR_PLAN	PJ_1500000	--	107,669	398	5,512	1,000
16	FD_15	CL_130	PG_OPMAN_PLAN	PJ_1500000	--	34,840	2,167	--	--
17	FD_15	CL_130	PG_PUBSV_PLAN	PJ_1500000	--	769,807	45,213	--	--
18	FD_15	CL_130	PG_PUBSV_PLAN	PJ_1501714	--	163,372	5,578	--	--
19									

Cascading Data, cont'd:

Cascading requires the selection of only one dimension located within the POV (i.e. Entity as shown below). Users have the option of selecting one department or each department within a Budget Center. Selecting all departments within a Budget Center will require clicking the down arrow and selecting "Descendants." NOTE: Departments with no data to retrieve will cause an error message to appear. Simply select OK to allow the process to continue.



Submitting Data to Hyperion:

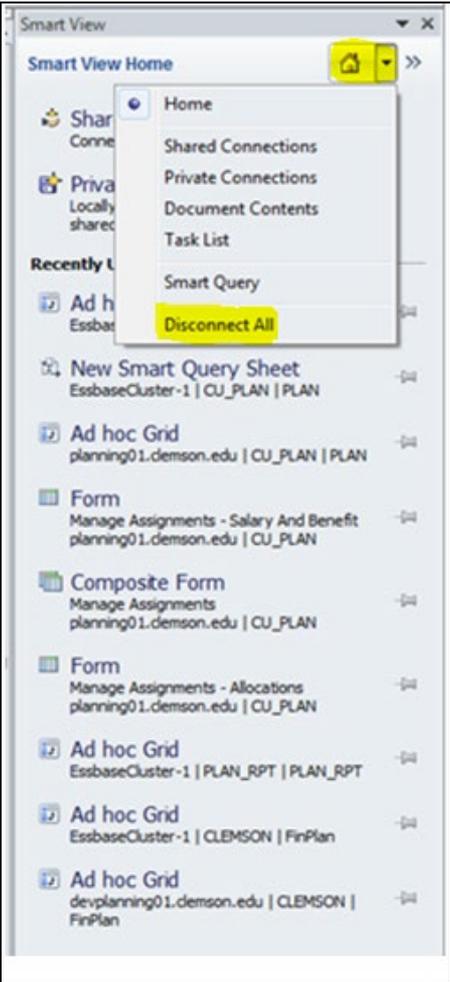
You can upload new data by clicking the “Submit Data” located on the Planning Ad Hoc panel within the Excel spreadsheet. The dirty cell (yellow highlighted cell) will then turn to white notifying you changes were successfully changed.

The screenshot shows the Microsoft Excel interface with the 'Planning Ad Hoc' tab selected. The 'Submit Data' button is highlighted in yellow. Below the ribbon, the following data table is visible:

	A	B	C	D	E	F	G	H	I	J	K	L
1					FY14	FY15						
2					Total Budget	Initial Budget						
3					Final	Working						
4					YearTotal	YearTotal	Jul	Jul	Jul	Jul	Jul	Jul
5					AC_ALLEXP	AC_ALLEXP	AC_CLASS_PLAN	AC_UCLASS_PLAN	AC_GRAD_PLAN	AC_WAGES_PLAN	AC_FRINGE_PLAN	AC_TRAVEL_PLAN
6	FD_15	CL_130	PG_INSSP_PLAN	PJ_1500000	72,600	616,345	37,580	--	--	954	12,828	60,000
7												

Disconnection:

Disconnecting from Smart View is accomplished by selecting the down arrow beside the Home Icon on the Smart View Action Panel. The popup menu will provide the option to Disconnect All.



FY2021 Budget Development Facts:

- Each Business Center received templates during the training process, i.e.: Unrestricted Expenses, Restricted Expenses and Revenues.
- Security controls are in place to assure Position Budgets are not altered in Smart View. Any changes to positions budgets will require the user to return to the Hyperion HCP web forms.
- **Zero budgets for the OTHER, TRAVEL and EQUIP accounts will continue to be loaded. Simply replace the two dashes (--) with a zero.**
- Smart View will not allow sorting data. The system automatically retains the order of data and will submit data based on this order and not after sorting. Filtering would assist in focusing in on one department/program/project at a time. Drill In, Keep Only and Remove Only are the preferred options for working with the data.

When Budget Development worksheet panels are complete for all funds, please notify your Budget Office Liaison via email so the review of the submission in Hyperion can begin. Please email the VP and Division Head Budget Target (All Funds spreadsheet) with signatures to budgets@clemson.edu, with CC: to saas@clemson.edu and gball@clemson.edu once you have been notified that your budget is ready for the load process. Interoffice mail the original to Greg Ball, Budget Office, G-12 Sikes Hall. The receipt will be verified by email reply, but if you have not received a reply in a reasonable amount of time, please inquire by phone or email. Please adhere to the deadlines listed below as this process requires much planning and coordination, and late submittals require all plans to be reworked. **We appreciate all of your hard work!**

Deadlines for Budget Submission and Loading into CUBS

- 4/10/2020 (Friday) Absolute deadline for the budget workbook submittal to the Budget Office
- 5/01-12/2020 All unrestricted Appropriation, Organization and Revenue Estimate budgets will be mass-loaded into CUBS. Any changes after this date will require a budget amendment after July 1.
- 5/01-12/2020 All restricted parent and child budgets will be mass-loaded into CUBS. Any changes after this date will require a budget amendment after July 1.

FY2021 Proposed Fringe Rates

Benefit Program Code	Pooled Fringe Category	Description	PS Financials Account Code	FY20 Rate	FY21 Rate	Change
9MO	9 Month	9 month faculty	5220 - Pooled Fringes - 9 Month Emp	36.2%	36.8%	0.6%
AT9	9 month	Temporary and intermittent staff and faculty. Working 9 months	5220 - Pooled Fringes - 9 Month Emp	36.2%	36.8%	0.6%
MT9	9 Month	Measuring 30+ per ACA processes and working 9 months. Would be applied as alternative to TMP and TLR	5220 - Pooled Fringes - 9 Month Emp	36.2%	36.8%	0.6%
FED	Admin/Staff	Federal employees	5221 - Pooled Fringes - 12 Mo Emp	43.9%	45.1%	1.2%
STA	Admin/Staff	12 month faculty and staff	5221 - Pooled Fringes - 12 Mo Emp	43.9%	45.1%	1.2%
GST	Admin/Staff	Temporary grant employees	5221 - Pooled Fringes - 12 Mo Emp	43.9%	45.1%	1.2%
ATP	Admin/Staff	Temporary and intermittent staff and faculty	5221 - Pooled Fringes - 12 Mo Emp	43.9%	45.1%	1.2%
MTP	Admin/Staff	Measuring 30+ per ACA processes. Would be applied as alternative to TMP and TLR	5221 - Pooled Fringes - 12 Mo Emp	43.9%	45.1%	1.2%
GRD	Graduate Students	Graduate students (includes hourly and grad assistants)	5226 - Pooled Fringes - Grad Students	7.1%	4.0%	-3.1%
NEL	Students	Undergraduate students	5223 - Pooled Fringes - Students	1.1%	1.5%	0.4%
TLR	Part -time Temp	Temporary employees	5222 - Pooled Fringes - Pt/Temp	23.5%	25.2%	1.7%
TMP	Part -time Temp	Permanent part-time employees	5222 - Pooled Fringes - Pt/Temp	23.5%	25.2%	1.7%

We are including specific instructions for specified fund groups below with a specified contact person for questions. If you are unsure as to whom you should contact, you may contact Greg Ball in the Budget Office at 864-656-9816, and we will be happy to route your call to the proper person.

Current Unrestricted Funds

E&G Funds (Funds 13, 14, 15, & 18) – Tyler Saas (saas@clemsom.edu)

- All Funds Target sheets for funds 13, 14, 15, and 18 provide the bottom line of funding for these funds after adjusting for projections in revenue.
- Revenue and expenditure balance:
Funds 13, 14, 15 – Budget accurate expected revenues and expenses. Use intra budget center transfers as needed to move surpluses from one fund to cover deficits in another fund. For example transfer fund 14 surplus revenues to cover a fund 15 deficit.
Net surpluses in fund 14 and 15 will carryover to FB and PC worksheets.
- Balancing to Target
Fund 18 – The sum of the expenditure budgets must equal the target, which is calculated based on changes in revenues.
- The Budget Office will audit your budgets for accuracy and process them for upload but cannot rework them for you. It is suggested that each Budget Center refer to the SmartView Summary Templates covered during training sessions to check for accuracy before transmitting budgets as completed.

PSA Funds (Funds 10, 11, 12 & 17) – Melissa Kelley (melissk@clemsom.edu)

- The All Funds Spreadsheet will provide target amounts and should be referenced when checking whether budgets have exceeded or not fully exhausting all available funding.
- Budgeting small amounts or \$0 simply to activate a chart field string is strongly discouraged. The functionality of the BSR reports is diminished if a token budget of \$0 appears on the reports.

Restricted Clemson University Funds (Funds 21, 22 & 23) – Cathy Lamb (clamb@clemson.edu)

- Parent budgets (PA_CNTL) will be added by Accounting for all active projects. Budget centers should provide child budgets (CH_CNTL).
- **Fund 21** – Most scholarships and fellowships (STUAID) are budgeted through the Financial Aid Office (5123). Fellowships funded by endowments should be coordinated through that office. Determine who will be responsible for the paperwork and budget. **One department should turn in a budget, but not both.**
- Please add lines in your budget development panels for these new projects.

New Projects:

	<u>FY2020</u>	<u>FY2021</u>	} Please add lines in your budget development panels for these new projects.
Pell Grant	2102185	2103185	
SEOG	2101270	2101370	

- **Fund 22** – Restricted projects funded by endowments usually spend from CLASS, UCLASS, GRAD, WAGES, FRINGE, OTHER, and TRAVEL. CHILD budgets should total the approved endowment budget in the *Total Target Amt* column. **If you spend part of a CUF endowment budget in CUF and part in CU, reduce the CU target amount for that project on the Budget Target panel by what you budget in CUF.**
- **Fund 23** – Restricted projects funded by gifts should be budgeted based on cash available now or expected to be received during FY2021.

New Projects:

	<u>FY2020</u>	<u>FY2021</u>
Federal Work Study	2302250	2302350
Fed W/S America Reads	2302251	2302351

- Consider what types of expenditures can be made from particular funds or projects. The majority of expenditures on discretionary fund 23 and 55 projects are for TRAVEL and OTHER. **Don't add a budget for every category if it is not likely to be used.**
- Do NOT budget DEDUCT or TRSOUT categories in restricted funds.

Clemson University Foundation Funds (CUF) – Cathy Lamb (clamb@clemson.edu)

- **Fund 50** – the Clemson University Foundation will not meet until late June to deliberate on the FY2021 CUF Board funded budget. If you traditionally receive an allocation from the Clemson University Foundation, you may enter budget categories with a \$1 amount. A special budget load will be done in early July with the approved Foundation budget allocations for each project. Those projects which generate revenue should budget based on the expected revenue for the year.
- **Fund 55** – like fund 23 in the University, is funded by gifts and should be budgeted based on the cash available now or expected to be received during FY2021. Budgets for the monthly Foundation draw for restricted discretionary funds will be added centrally (budgets with department 5696).
- **Funds 51, 57, 58, and 70** – are endowment spending funds. Only those departments that spend endowment funds directly from the Foundation need to enter a budget. **Remember to consider what will be spent on the related university project and do not exceed the Total Target Amt for the endowment.** Budgets for the quarterly Foundation draw for endowments will be added centrally (budgets with department 5696).

Clemson University Research Foundation Funds (CURF) – Cathy Lamb (clamb@clemson.edu)

- **Fund 80** – the Clemson University Research Foundation board will meet in June to allocate budgets for projects in this fund. You may budget \$1 to activate a budget line for the budget load. Notification of your allocation from the CURF Board will be sent in July and amendments can be made at that time. Incentive fund projects 808xxxx may be budgeted based on cash available now. Budget increases will be allowed after July 1.
- **Fund 81** – like fund 23 in the University, is funded by gifts or program revenues and should be budgeted based on the cash available now or expected to be received during FY2021. CURF projects which expend funds using CU companion projects should budget account FDN with the appropriate ORG for estimated CU expenditures that will be reimbursed through the monthly DRAW.

Guidelines for Chartfield String Values in FY2021 Budget Development

LAB FEES

Lab fees are allocated in fund 14. This includes both the portion allocated by Academic Affairs for lab/classroom infrastructure and the remaining portion allocated directly to the colleges by the iROAR allocation process. The Budget Office has established a range of lab fee projects as requested by the Colleges, which are provided below. Please use the general lab fee project unless you need to distinguish lab courses within the departments.

Also, lab fees will be distributed to each department, rather than as a lump sum to the college. For FY2021 budget development purposes, each department receiving lab fee revenue needs to establish at least one REVEST budget for account 4017 (laboratory student fees) in the lab fee project(s) for the remaining allocation of lab fees distribution. Note: Distributions will occur on a daily basis.

Budgets to establish for 50% lab fee allocation:

- REVEST (revenue) – Use fund 14, account 4017, program NONEX, class **100**, project 1401248 or an appropriate lab fee project in list below. The total of budgets should match the college's projected revenue allocation.
- ORG (expense) – Use fund 14, class 130, project 1401248 or an appropriate lab fee project in list below. The total of budgets should match the college's projected allocation.

LAB Fee Projects for FY2021

Lab Fee Projects for FY2021:

1401247	Intro Biology	1401280	Lab/Class Infrastructure Fund
1401248	Lab Fee-Revenue Share	1401282	Lab COES CE Fluids Lab
1401249	Lab-COS General Chemistry	1401283	Lab COES CE Mechanics
1401250	Lab-COS Physical Chemistry	1401284	CE Materials Lab
1401251	Lab-COS Chemistry Analytical	1401285	Lab COES CE Geotechnical Lab
1401252	Lab-COS Chem. Instrumental	1401286	Lab COES Measurement/Geomatics
1401253	Lab-COS Chemistry Organic Lab	1401287	Lab COES CE Capstone Lab
1401254	Lab-COS Chem. X-Ray Facility	1401288	Lab COES Machine and Carpenter
1401255	Lab-COS Chem. NMR Facility	1401412	Lab Fee-COE
1401256	Lab-COS Chem.MassSpectrometer	1401528	Lab Fee-COE Field Exp Other
1401257	Lab-COS Chemistry Stock Room	1401653	Lab Fees
1401258	Lab-COS Advanced Synthesis	1401935	COS Lab Class Infrastructure
1401259	Lab-COS Thermal Analysis Lab	1402242	BE Lab Fees
1401260	Lab-COS Squid Magnetometer	1402388	BIOL3060/3070 Invertebrate Bio
1401261	Lab-COS Electronic Shop	1402389	BIOL3151/3161 Anatomy/Physiolo
1401267	Lab Fee-CBSHS		
1401268	Lab Fee-CBSHS PRTM EDGE		
1401269	Lab Fee-COE Field Exp St Teach		

A portion of lab fee revenues will continue to be allocated by Academic Affairs to the colleges for lab/classroom infrastructure, but in Fund 14 with project 1401280.

Guidelines for Chartfield String Values in FY2021 Budget Development (Continued)

OFF-CAMPUS DISTANCE EDUCATION (ODE)

Distance Education revenues will be budgeted using a 40XX revenue account number tied to your specific Budget Center. Budget centers will have to receive and spend the revenues in fund 14. An ODE project in fund 14 has already been established, 1401145 (Distributed Distance Education).

Budgets to establish for ODE allocation:

- REVEST (revenue) – Use fund 14, account 40XX (See Appendix B for a listing of ODE revenue account numbers for Budget Centers), program NONEX, class **100**, project 1401145. The total of budgets should match the college's FY2021 revenue estimate. Contact the Budget Office if you need assistance in estimating FY2021 ODE revenue. If you have departments which need for this ODE allocation to be in a specific project other than 1401145, cash transfers will need to be processed from the 1401145 project to the specified project.
- ORG (expense) – Use fund 14, class 130, project 1401145. The total of budgets should match the college's FY2021 revenue estimate. Contact the Budget Office if you need assistance in estimating FY2021 ODE revenue. If you have departments which need for this ODE allocation to be in a specific project other than 1401145, cash transfers will need to be processed from the 1401145 project to the specified project.

GRADUATE STUDENT SUPPORT (SPONSORED GADs)

Revenues from sponsored GADs, or Graduate Student Support, will continue to be distributed from Central Campus with cash transfers. Budget centers will have to receive and spend the revenues in fund 14. A project in fund 14 has already been established, 1400832 (Graduate Student Support).

Budgets to establish for Sponsored GAD allocation:

- REVEST (revenue) – Use fund 14, account 9214, program NONEX, class 130, project 1400832. The total of budgets should match the college's FY2021 revenue estimate from Academic Affairs/Budget Office. Contact the Budget Office if you need assistance in estimating FY2021 Sponsored GAD revenue. If you have departments which need for this Sponsored GAD allocation to be in a specific project other than 1400832, cash transfers will need to be processed from the 1400832 project to the specified project.
- ORG (expense) – Use fund 14, class 130, project 1400832. The total of budgets should match the college's FY2021 revenue estimate from Academic Affairs/Budget Office. Contact the Budget Office if you need assistance in estimating FY2021 Sponsored GAD revenue. If you have departments which need for this Sponsored GAD allocation to be in a specific project other than 1400832, cash transfers will need to be processed from the 1400832 project to the specified project.

Guidelines for Chartfield String Values in FY2021 Budget Development (Continued)

E&G F&A (RESEARCH SUPPORT/INFRASTRUCTURE)

E&G F&A will continue to be allocated with cash transfers in fund 14. The F&A project range is 148XXXX, and the class is **127** for “E&G Research Infrastructure.”

Budgets to establish for E&G F&A:

- REVEST (revenue) – Use fund 14, account 9214, program NONEX, class 127, project range 148XXXX. The total of budgets should match the college’s current F&A **30%** allocation.
- ORG (expense) – Use fund 14, class 127, project range 148XXXX. The total of budgets should match the college’s current F&A **30%** allocation.
- FUND BALANCE (expense or revenue) – When budgeting fund balance, always use CLASS 427

STARTUP COSTS FOR FACULTY

All budget centers with faculty startup costs should use the designated project ranges. Startups in fund 15 should use the 156XXXX project range, startups in fund 14 should use the 146XXXX project range, and startups in fund 12 should use the 127XXXX project range. Budget centers should have converted existing startup projects to this project numbering convention effective in FY2012-13.

STATE APPROPRIATIONS

State appropriations will continue to be budgeted and spent in fund 18, with class **128**.

Budgets to establish for State Appropriations:

REVEST (revenue) – No budget center other than CAMP should have a revenue budget in fund 18.

ORG (expense) – Use fund 18, accounts UCLASS and FRINGE, program INSTR, class 128, project 1800000. An exception to this rule would be for the President’s salary in PRES, which should use program INSSP.

EMPLOYEE TUITION ASSISTANCE PROGRAM (ETAP)

Revenue from Employee Tuition Assistance Program.

- REVEST (revenue) – Use fund 14, account 4033, program NONEX, class 130, project 1401933. The total budgets should match the college’s FY2021 revenue estimate. Contact the Budget Office if you need assistance in estimating FY2021 ETAP revenue.
- ORG (expense) – Use fund 14, class 130, project 1401933. The total budgets should match the college’s FY2021 revenue estimate. Contact the Budget Office if you need assistance in estimating FY2021 ETAP revenue.

Guidelines for Chartfield String Values in FY2021 Budget Development (Continued)

TRADITIONAL MASTERS GRADUATE PROGRAM

Revenue from traditional masters graduate programs.

- REVEST (revenue) – Use fund 14, account 4009, program NONEX, class 100, project 1401802. The total budgets should match the college's FY2021 revenue estimate. Contact the Budget Office if you need assistance in estimating FY2021 traditional masters graduate programs revenue.
- ORG (expense) – Use fund 14, class 130, project 1401802. The total budgets should match the college's FY2021 revenue estimate. Contact the Budget Office if you need assistance in estimating FY2021 traditional masters graduate programs revenue.

Chartfield String Values to Use in FY2021 Budget Development								
Updated: January 2020								
	Account	Fund	Dept	Program	Class	Project	Notes	
Lab Fees								
REVEST (revenue)	4017	14	XXXX	NONEX	100	Refer to Project List	College's 50% direct revenue share	
ORG (expense)	XXXX	14	XXXX	XXXXX	130	Refer to Project List	College's 50% direct revenue share	
Off-Campus Distance Education (ODE)								
REVEST (revenue)	40XX	14	XXXX	NONEX	100	1401145	Revenue sharing allocation	
ORG (expense)	XXXX	14	XXXX	XXXXX	130	1401145	Revenue sharing allocation	
Graduate Student Support (Sponsored GADs)								
REVEST (revenue)	9214	14	XXXX	NONEX	130	1400832	Revenues collected from sponsored programs	
ORG (expense)	XXXX	14	XXXX	XXXXX	130	1400832	Revenues collected from sponsored programs	
E&G F&A (Research Support/Infrastructure)								
REVEST (revenue)	9214	14	XXXX	NONEX	127	148XXXX		
ORG (expense)	XXXX	14	XXXX	XXXXX	127	148XXXX		
Fund Balance Budget	XXXX	14	XXXX	XXXXX	427	148XXXX		
Startup Costs for Faculty								
REVEST (revenue)								
ORG (expense)	XXXX	15, 14 OR 12	XXXX	XXXX	XXX	156XXXX 146XXXX OR 127XXXX		
State Appropriations								
REVEST (revenue)	**REVEST BUDGET ONLY IN CAMP BUDGET CENTER**							
ORG (expense)	UCLASS OR FRINGE	18	XXXX	INSTR	128	1800000		
Employee Tuition Assistance Program (ETAP)								
REVEST (revenue)	4033	14	XXXX	NONEX	130	1401933		
ORG (expense)	XXXX	14	XXXX	INSTR	130	1401933		
Traditional Masters Graduate Programs								
REVEST (revenue)	4009	14	XXXX	NONEX	100	1401802	Revenues collected for traditional masters graduate programs	
ORG (expense)	XXXX	14	XXXX	INSTR	130	1401802		

OFF-CAMPUS DISTANCE EDUCATION (ODE)

Distance Education revenues will be budgeted using a 40XX revenue account number tied to your specific Budget Center.

4061	StFees:ODE - HEHD
4062	StFees:ODCE B&PA MBA
4063	Stu Fees: ODCE B&PA-Other
4064	StFees:ODE - BBS
4065	StFees:ODE - CAFLS
4066	StFees:ODCE AG - Other
4067	StFees:ODE Contract Courses
4068	StFees:ODE - SOE
4069	StFees:ODE - COES
4070	StFees:ODE - SCI
4071	StFees:ODE - PROV
4072	StFees:ODE - CCIT
4073	StFees:ODE - AAH

Academic Program Fee

Academic program fees revenues will be budgeted using a 40XX revenue account number tied to a specific major program. The budget center should Budget the revenue to a holding department using the designated account code and corresponding project.

StFees:Engineering Major Fee	Account Code: 4043
StFees:Computer Sci Major Fee	Account Code: 4044
StFees:Nursing Major Fee	Account Code:4045
StFees:Packaging Sci Major Fee	Account Code:4046
StFees:Food Sci & HN Major Fee	Account Code:4047
StFees:Design Major Fee	Account Code:4048
CECAS Engineering Major Fees	1402343
CECAS Computer Science Major Fees	1402344
CBSHS Nursing Major Fees	1402345
CAFLS Packaging Science Major Fees	1402346
CAFLS Food Science & Human Nutrition Major Fees	1402347
CAAH Design Major Fees	1402348
CBus Major Fees	1413030
CBus Course Fees	1413031

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