

## BUDGET PREP (COGNOS) TRAINING

### I. OVERVIEW:

COGNOS is the software used by the University for budget preparation. It is a spreadsheet based product used for preparing the “new year” budget for insertion into Banner. It also has a reporting feature that provides daily reconciliation reports in an excel format under the “Reports Folder”.

### II. HOW TO LOG IN:

A. URL: <http://budgetprep.ua.edu>

B. Enter ID and Password

C. Click on “Cognos Content”

1. Click on “UA Permanent Budget” to update salaries and budgets.
  - a. In the left hand panel, click the org you wish to update or view.
  - b. Once the right hand panel is populated with your orgs, you may click the specific Org you wish to update (this loads the information into a spreadsheet) or you may click (*school/group*) "All" at the top of the right hand panel.
 

*If you select “All”, every org in your school/group is loaded into one spreadsheet. You can navigate between orgs via a drop down menu in the upper left hand area of your worksheet. Using the “All” feature takes longer to download but movement between ORGs is much faster.*
  - c. Take ownership of the worksheet by clicking on the ***‘person icon’*** underneath the File option on the main menu bar. The worksheet will be completely gray until you take ownership. The columns that remain gray after you take ownership will not allow data entry. If you are unable to take ownership it may be necessary to refresh your session by .....
2. Click on “Report Folder” to view you reconciliation report. Once in the folder, click your “Dailey Report”. Remember this report is only refreshed over night.

### III. TAB DESCRIPTION AND DATA ENTRY:

There are 4 tabs:

- Sal – Hourly: This tab reflects all filled hourly positions by Org. This tab’s sort order will be by Last Name, First Name and Fund. Once you have taken ownership, the data enterable cells will change to white while the non-data enterable cells will remain gray. To enter a new employee, you must scroll down the worksheet to find rows that are not gray.
- Sal – Monthly: This tab reflects all filled monthly positions by Org. This tab’s sort order will be by Last Name, First Name and Fund. Once you have taken ownership, the data enterable cells will change to white while the non-data enterable cells will remain gray. To enter a new employee, you must scroll down the worksheet to find rows that are not gray.

- **Vacant Positions:** This tab reflects unfilled positions with titles and budgets. This tab's sort order will be by Fund, Account and Position. It also includes graduate and undergraduate student lines. If you are moving a budget to/from the vacant tab to/from the hourly tab, monthly tab, or finance tab, entries should be made in the "Transfer" column with the offsetting entries in the same column on the appropriate hourly, monthly or finance tab. If you are adding a new vacant or student position, scroll down the worksheet to find rows that are not gray.
- **Fin Perm Bud:** Adjustments to operating (non-salary) budgets will be made on this tab. This tab's sort order will be by Fund and Account. These adjustments will be made in the "Allocation" or "Transfer" columns only. If you wish to add a new budget line, scroll down the worksheet to find rows that are not gray.

#### IV. **CLEAN-UP:**

*HINT: When entering data you must use the "enter" key and not the arrow or tab keys in order to update the worksheet. Updating is **NOT THE** same as saving your data (which you should do frequently). Since it takes time for the worksheet to update when you hit enter, you could wait until you have entered all your data (using the arrow or tab keys) and then hit enter. Selecting "Save" will also update your data.*

**Clean-up is extremely important during the initial phase of Budget Prep (Cognos). Allocations for salary increases will be based on this information**

**Clean-up** should be done before raises are entered. Clean-up involves (1) updating the DNUCPAO column, (2) correcting pre-raise rates, salaries or budgets so that the permanent budget equals the "New Cur Sal", (3) deleting employees who have left since the download to Budget Prep (Cognos), (4) adding employees who were hired after the download, (5) entering FTE's on Vacant tab, (6) completing the "Temporary Raise Form". Other corrections involving employee class, title changes, Job FTE, and reclassifications should be done by PA. These other changes **will** have to be made in Budget Prep (Cognos) as well, but these fields will not be updated when data is reloaded into Banner.

#### **Directions for clean-up:**

1. **Correct the DNUCPAO column.** If the employee was employed by the University as of April 30 and will still be employed on August 16, select "Continuing" from the drop down menu (this will be the default at download). If the employee is new and not eligible for a raise, select "New". If you are deleting this employee, select "Unfilled" (also, as explained below, remove the employee, zero budget and enter budget on the vacant tab). If the employee is a faculty member and is entitled to a promotion, select "Promotion" (this will automatically calculate a 10% salary increase and populate the "Faculty Promotion" column). If the faculty employee is a dean, select "Dean". If the line is for an administrative increment, select "Admin Incr". OAA will clarify the Faculty designations.

*Don't forget that "Promotion" is for FACULTY ONLY  
All I2 and J2 employees should be classified as "FAC-RENEW"  
All "PERM-PARTIAL must be on the vacant tab  
& must be annotated with Name and CWID on posn field*

2. Please adjust the budget **OR** the annual salary so they are equal. You will have to determine which one is correct. If you have smoothing errors (doesn't apply to split distributions) after you have verified that salaries downloaded correctly to Budget Prep (Cognos), you need to fix them in the "adj sal" column. **DO NOT "smooth" salaries via the smoothing column during clean-up.** The "smoothing" column is to be used **ONLY** when you are awarding raises using your salary allocation for raises.

***IF you have entered amounts in the smoothing column during clean-up, please zero those amounts out of the smoothing column and enter in the "adj sal" column before you begin entering raises.***

The "New Cur Sal" column should reflect the salary base to be used for calculating the raise. If, for some reason, an employee's line crossed over as a vacant position, you will need to move the budget from the vacant tab to either the Sal Hourly or Sal Monthly tab and input their salary information as indicated above.

**IT IS EXTREMELY IMPORTANT THAT YOU COMPLETE THIS STEP BEFORE ENTERING RAISES!**

3. Delete employees who are no longer employed by the University or employees who are not permanently funded. *Remember - If you are deleting someone, you need to zero out the salary and transfer the budget to the vacant tab, finance tab, or new salary line as appropriate.*
  - a. For hourly employees – enter a negative rate in the "Adj Rate" column and a negative budget in the transfer column.
  - b. For monthly employees – enter a negative salary amount in the "Adj Cur Sal" column and a negative budget in the transfer column.
  - c. If you move the budget for a deleted employee to a new position on the vacant tab, be sure to fill in the first eight columns on the first unblocked row and enter a positive budget amount in the transfer column.
  - d. If you move the budget for a deleted employee to a new account code in your operating budget (4<sup>th</sup> tab), be sure to fill out the first 6 columns on the first unblocked row and enter a positive budget amount in the transfer column.
4. Add employees who were employed by the University as of 4-30 in the current year but did not download into Budget Prep (Cognos). To do this you need to fill out the first 12 columns, Job FTE and Dist % on a new row for both hourly and monthly employees. You will have to scroll down to a line that is not grayed out.
  - a. For hourly employees you will also need to add the rate in the "Adj Rate" column.
  - b. For monthly employees you will need to add their annual salary in the "Adj Cur Sal" column.
5. Please enter FTE's on ALL vacant positions since that field downloads into Budget Prep (Cognos) as zero. The FTE on a vacant position should equate to the portion of a full time salary that the budget reflects. In other words, divide the budget by the full time salary for that type position. Make sure that FTE's for graduate students on the vacant tab are appropriate as per Academic Affairs guidelines. Use \$10,000 as the full time salary base for calculating **undergraduate** student FTEs.
6. Please remember to complete the "Temporary Raise Form" for temporary employees who are eligible for raises. This form is on our website (www.budget.ua.edu). Submit to Budget Office **by email**. Only fill out columns A-K at this time. This information will

be used to allocate funds for raises at the appropriate time. You will then re-submit this form after salary increases are awarded.

## V. RAISES:

**A. Split Distributions: Never use “ADJ RATE” Driver when giving raises to hourly employees with split distributions. In general, split distributions will generate smoothing errors that can’t be corrected.**

### B. Sal – Hourly:

1. Go to the “Sal Driver” column and make one of the following selections on drop down menu:

By Rate – Enter new rate in the next column “Sal Adj Input”

By Annual Adj – Enter the annual increase amount in the next column “Sal Adj Input”

These entries will automatically adjust the salary and the budget.

2. If there is a smoothing error it will flag in the last column under “Ck Sal/Rate”. The amount of the smoothing error is automatically calculated in the next-to-last column – “Sal Var”. If you are in the raise process – **not the clean-up process** - you will correct the smoothing error by entering the calculated variance in the “Smoothing Adj” column with the opposite sign. Remember, smoothing corrections made during the clean-up process need to be made in the “Adj Cur Sal” column.
3. The “Allocation” and “Transfer” columns can be used to make adjustments to the permanent budget during the clean-up process but should not be used during the raise process because when raises are entered, the permanent budget will automatically be adjusted in the “Sal Adj” column.

### C. Sal – Monthly:

1. Go to the “Sal Driver” column and make one of the following elections on drop down menu:

By Annual Adj – Enter the annual increase amount in the next column “Sal Adj Input”

These entries will automatically adjust the salaries and budgets.

2. If there is a smoothing error (last column will tell you and the next to last column will tell you how much) make the adjustment in the “Smoothing Adj” column.
3. The “Allocation” and “Transfer” columns will be used to make adjustments to the permanent budget during the clean-up process but this should not be necessary during the raise process. When raises are entered, the permanent budget will automatically be adjusted in the “Sal Adj” column.

D. Once updates have been made and reconciled, please submit your worksheets by clicking the green arrow on the tool bar and notifying either OAA or the budget office that your group/school is complete. You will then be locked out of the system unless we grant you access again.

E. ANNOTATIONS (to provide explanations of entries/adjustments/corrections made into Budget Prep):

*There are two types of annotation and two methods to annotate:*

1. If you are making a change that applies to all records within a tab you can:
  - a. Go to the edit menu at the top of the screen and select “Annotate”/”Tab”  
OR
  - b. You can right click and select “Annotate”/”Tab” from the pop-up menu
2. If you are making a change that affects a specific record, you only need to annotate a particular cell. Follow the instructions in #1 but select “Cell” instead of “Tab”.

**REMEMBER:**

- a. When annotating a cell your cursor must be in the cell you wish to annotate before you complete the steps in # 1.
- b. The only cells you can annotate are:
  - Position
  - Transfers
  - Allocations
- c. If you are changing any field other than those listed above, you can make annotations in the “Position” field. For example, if you are correcting a CWID, you would click the “Position” field for the record you are updating and right click for the pop-up menu.

It is important to make annotations **only** on the Tab or the position, allocation or transfer cells because these will be the only annotations preserved for future reference.

**VI. RAISES FOR TEMPORARY EMPLOYEES:**

- A. If you have temporary employees who are eligible for a raise, please fill out the “Temporary Raise Form” and send it to the Budget Office for salary allocations when you finalize the “alphabet soup” cleanup. This form is available on the Budget Office web site.
- B. If raise allocations are received for temporary employees, enter those budget allocations for the temporary employee raises on the vacant position tab under the “Allocation” column for the appropriate positions (or as instructed by your Division).
- C. You must prepare PA’s to award raises to temporary employees. You should enter the budget for these increases in the appropriate vacant position in Budget Prep (Cognos). Temporary employees should **NOT** be entered in Budget Prep (Cognos).

**VII. DAILY RECONCILIATION REPORTS:**

Cognos Reporting is no longer a separate module with a unique web address. If you have access to these reports, you can view them by clicking on your “Report Folder”. You should have two options:

“Daily Report: (your department)” (*refreshed nightly*)

“Daily Report – original (your department)” *(which is your baseline report and doesn't change)*

**Remember:** This report is refreshed each evening and is not updated instantaneously when you make changes in Cognos. Also, this is not the same as the excel download feature (see VIII) that allows you to download a particular tab to excel with current changes.

### **VIII. EXCEL DOWNLOADS (tool within Budget Prep (Cognos) to view data in a worksheet environment):**

- A. For one Org:
1. Select Org within Contributor
  2. Click on Tools in the Menu bar
  3. Click on “Export to Excel”
  4. In the wizard that pops up, select “Current View” if you just want the tab you are working on downloaded. The worksheet will pop up and you can save as an excel file. However, if you want all the tabs within an org you must select “Define a report” and go through the following steps:
    - a. Next
    - b. After New Selection, give the download a name
    - c. Next
    - d. Move tabs you want downloaded from the first column to the second column via arrows. You can select all tabs by using the double arrows. All the tabs you select will be downloaded as separate workbooks
    - e. Next
    - f. (no changes on this block) – Next
    - g. Leave page/column/row set up the same
    - h. Finish
  5. A workbook will be created for each tab you downloaded. You will need to save each workbook as an excel workbook.
- B. For a Summary Org:
1. Select the “All Org” in the bottom right hand window of contributor. Do not worry about the info that is downloaded. It will not make sense.
  2. Click on Tools in the Menu bar
  3. Click on “Export to Excel”
  4. In the wizard that pops up:
    - a. Select “Define a report”
    - b. Next
    - c. After New Selection, give the download a name
    - d. Next
    - e. Move tabs you want downloaded from the first column to the second column via arrows. You can select all tabs by using the double arrows. All the tabs you select will be downloaded as separate workbooks
    - f. Next
    - g. (Ignore this block) – Next
    - h. Leave page/column/row set up the same
    - i. Finish

5. One workbook will be created for each tab with worksheets within the workbook for each org that belongs to the summary org. Save each workbook as an excel workbook.

## **IX. LOGGING OFF**

- A. The link to log off of the Budget Prep tool can be found at the very top of the webpage in the middle. Please log off each time when exiting Budget Prep.