

<b>Introduction.....</b>	<b>4</b>
<b>Understanding and Using Common Features .....</b>	<b>5</b>
Title Bar: .....	5
Menu Bar: .....	5
Drop-Down Menu:.....	5
Folder Tabs:.....	5
Toolbar: .....	6
Scroll Bars: .....	6
Function Keys:.....	6
Maximum Number screen.....	8
Save before Exiting.....	8
<b>USE - Personnel Forecasting .....</b>	<b>9</b>
<b>Drop-down Menu .....</b>	<b>9</b>
Panels Available for User Input:.....	10
Panels Available for Reference Only: .....	10
Personnel Forecast Utilities that are available for user input are:.....	10
<b>Personnel Forecasting Flow Charts .....</b>	<b>11</b>
Personnel Forecast to Cost Plan System Process .....	11
Personnel Forecasting Process .....	13
Personnel Forecast to Cost Plan System Work Flow .....	14
<b>USE   Personnel Forecasting   Forecast Entry .....</b>	<b>15</b>
Update/Display screen.....	15
Forecast Entry Panels .....	17
<b>USE   Personnel Forecasting   Forecast Profile .....</b>	<b>24</b>
Forecast Profile Panel .....	24
<b>USE   Personnel Forecasting   Salary / Distribution.....</b>	<b>26</b>
Salary / Distribution Panel .....	26
<b>USE   Personnel Forecasting   Forecast Distribution .....</b>	<b>29</b>
Forecast Distribution Panel.....	29
<b>USE   Personnel Forecasting   Cost Plan Distribution.....</b>	<b>30</b>
Cost Plan Distribution Panel .....	30

<b>USE   Personnel Forecasting   Salary Adjustments .....</b>	<b>31</b>
Salary Adjustments Panel.....	31
<b>USE   Personnel Forecasting   Holidays.....</b>	<b>32</b>
Holidays Panel.....	32
<b>Forecast Utilities.....</b>	<b>33</b>
USE   Assign Dummy Employee .....	33
USE   Global Salary Adjustments .....	36
USE   Assign Forecast Groups .....	38
USE   Department Cross-Charges.....	38
<b>USE - Current Year Cost Plan.....</b>	<b>41</b>
<b>Drop-down Menu .....</b>	<b>41</b>
Panels Available for User Input:.....	42
Panels Available for Reference Only: .....	43
Cost Plan Utilities that are Available for User Input are: .....	44
Department Approval .....	44
Budget Office Approval .....	46
Project Funds Transfer.....	47
User Defined Fields – Project.....	48
Budget Mod Journal Entry (Funds Entry) .....	48
<b>Current Year Cost Plan Flow Charts.....</b>	<b>50</b>
Personnel Forecast to Cost Plan System Process .....	50
Current Year Cost Plan Process.....	52
<b>USE   Current Year Cost Plan   Budget Executable.....</b>	<b>54</b>
Section A – Project Boilerplate .....	54
Section B – Cost Plan Status.....	57
Section C – Project Level Summary .....	58
Section D – Activity Level Summary .....	59
Section E – Cost Plan Detail Input Area .....	60
<b>USE   Current Year Cost Plan   Project Budget Expense.....</b>	<b>65</b>
<b>USE   Current Year Cost Plan   Report Output.....</b>	<b>66</b>
<b>USE   Current Year Cost Plan   Allocations.....</b>	<b>70</b>
Section A – Allocation Process Steps .....	70
Section B – Target and Offset Property .....	70
Section C – Direct Resource Category .....	71
Section D – Indirect Resource Category.....	71

**USE | Current Year Cost Plan | Indirect Costs ..... 72**  
**USE | Current Year Cost Plan | Offset Costs..... 74**  
**USE | Current Year Cost Plan | Revenue ..... 75**

## **BNL Budget System**

# **Introduction**

This guide covers all the key features for the general user community with enough detail and illustrations to make learning the BNL Budget System easy. There are helpful tips and notes all along the way, and even some cautions.

The Budget module contains a complete set of applications and tools for creating and distributing a cost plan. The applications are integrated to provide both stand-alone and integrated solutions to developing comprehensive cost plans. The applications share a lot of features. Information entered in one area is often used in another.

To maximize the benefits of this guide, sign on and follow along with the guide by navigating through the system to each screen/panel that is talked about. You then get better acquainted with the capabilities of the system.

# Understanding and Using Common Features

All applications have certain elements in common. While each application will be discussed in detail in later chapters, several of the illustrations will appear when navigating through the Budget and Forecasting system.

## Title Bar:

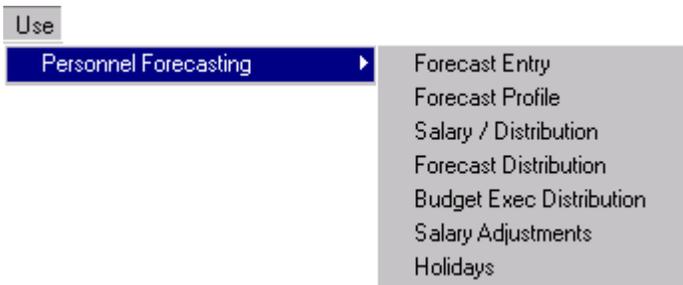


## Menu Bar:



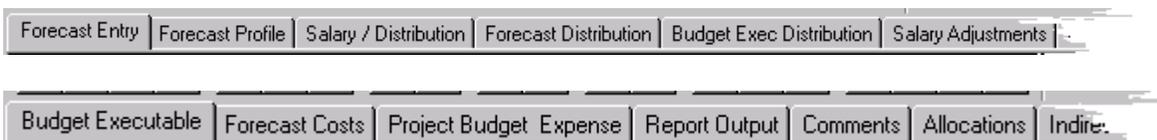
To use a menu, click on it with the mouse to display a drop-down list that can then be accessed.

## Drop-Down Menu:



Click on the item of from the drop-down menu.

## Folder Tabs:



*Note: These tabs provide an alternate route to each application. They reflect the same options that exist in the drop-down menu.*

## Understanding and Using Common Features (continued):

### Toolbar:



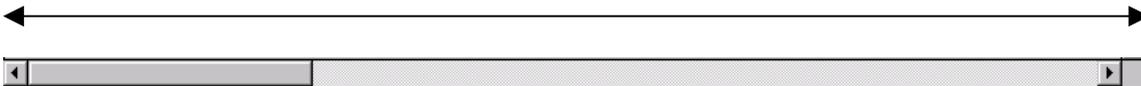
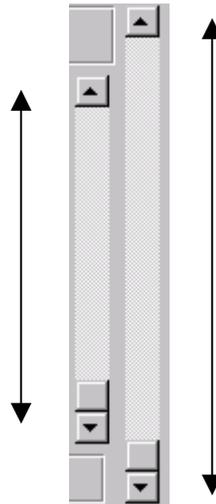
To use a toolbar, simply click on the button for the task to be performed. The picture on the button indicates its function. If the cursor points long enough to a specific button, a tool tip (a small box) will appear with the button's name.

### Scroll Bars:

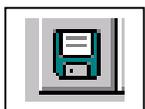
Some panels are much larger than the screen. To display parts of them, use the scroll bar to bring them into view.

The simplest way is to press the arrow keys.

Use the vertical scroll bar to scroll up and down, and the horizontal scroll bar to scroll left and right.



### Function Keys:



SAVE



RUN

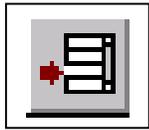


RUN with defaults – an existing run control can be used without modifying process scheduler.

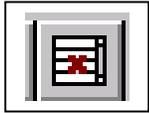


CANCEL – This will save the panel without saving your work and without prompting you to save your work.

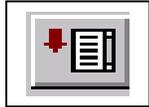
## Understanding and Using Common Features (continued):



Inserts a row.



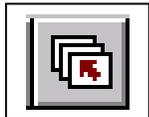
Deletes a row.



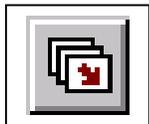
Moves to next row in list.



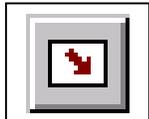
Moves to the previous row in the list.



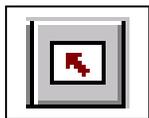
Moves to previous panel in panel group.



Moves to next panel in panel group.



Move to next panel in panel list.



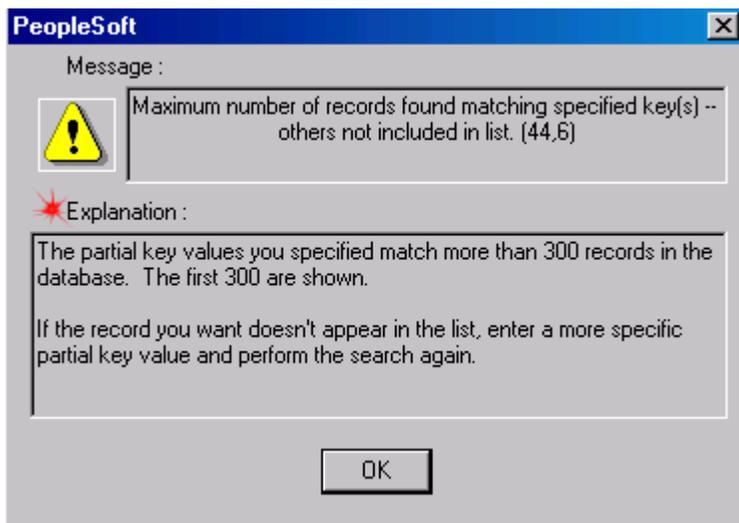
Move to previous panel.

Update/Display Panel Disabilities  
Use Query  
Create Query

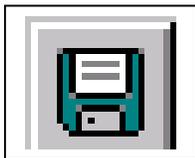
### Maximum Number screen



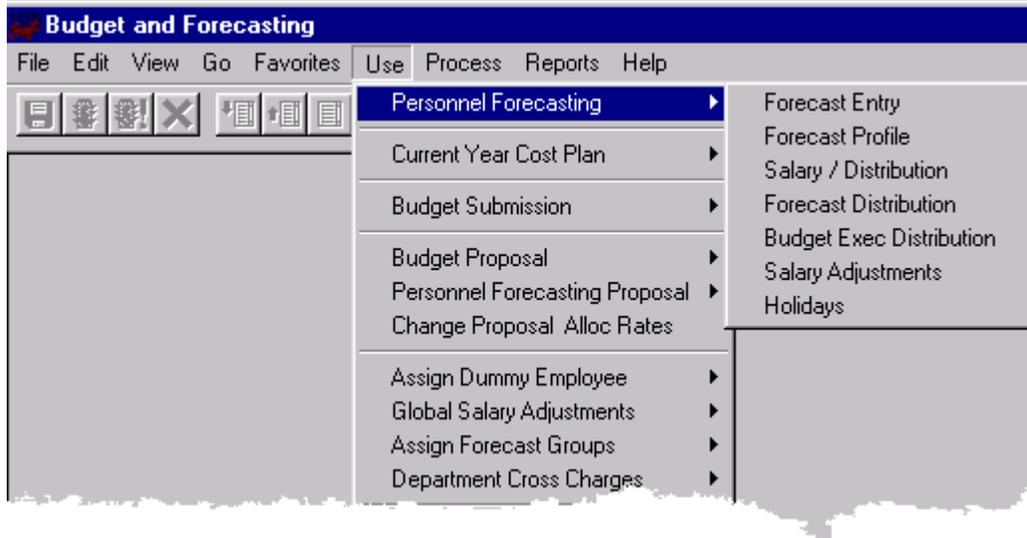
**CAUTION:** Try to avoid having the Maximum Number Screen panel appear.



### Save before Exiting



# USE - Personnel Forecasting



## Drop-down Menu

Access to Personnel Forecasting is limited to individuals authorized by the user organization. For those with access, either the scroll buttons or the mouse can be used to make the primary selections on the top toolbar, and pressing the enter key will “anchor” your selection.

*Note: Only if there is an arrow point to the right of the menu item, will there be another drop-down menu from which to choose.)*

**Personnel Forecasting**, the primary choice from the USE drop-down menu, is normally the first menu item within the Budget and Forecasting module that authorized users will select when developing a cost plan. This is where all labor dollars are allocated for the current fiscal year as well as the budget submission periods. The Forecast System keeps the history of an individual’s salary records, along with other personnel-related information and posts to the Forecast Entry Panel based on effective date.

The secondary menu selection includes only two panels that are available for input, while the other five panels are for reference only. There are also several Personnel Forecast utilities from which to choose and they are listed separately under the USE drop-down menu.

### **Panels Available for User Input:**

The **Forecast Entry Panel** accommodates both the Current Year Cost Plan, Budget Proposal and the DOE Budget Submission personnel assignments.

The **Forecast Profile Panel** provides a summary by accounting period of the assignments on the Forecast Entry Panel for the fiscal year selected. It allows the user to adjust the non-productive factor to be applied.

### **Panels Available for Reference Only:**

The **Salary/Distribution Panel** is a read-only panel that displays the salary adjustment history from HRIS as well as adjustments the user has made in the Global Salary Adjustments Utility that only affect forecasting.

The **Forecast Distribution Panel** is a read-only panel that displays a summary of the distribution to the project and activities.

The **Cost Plan Distribution Panel** is a read-only panel that displays a summary of the distribution to the projects and activities, as it currently exists in the fiscal year selected.

The **Salary Adjustments Panel** is a read-only panel that displays of the salary adjustments for the employee.

The **Holidays Panel** is a read-only panel that provides a listing of the holidays for each calendar year.

### **Personnel Forecast Utilities that are available for user input are:**

**Assign Dummy Employees**

**Salary Adjustments**

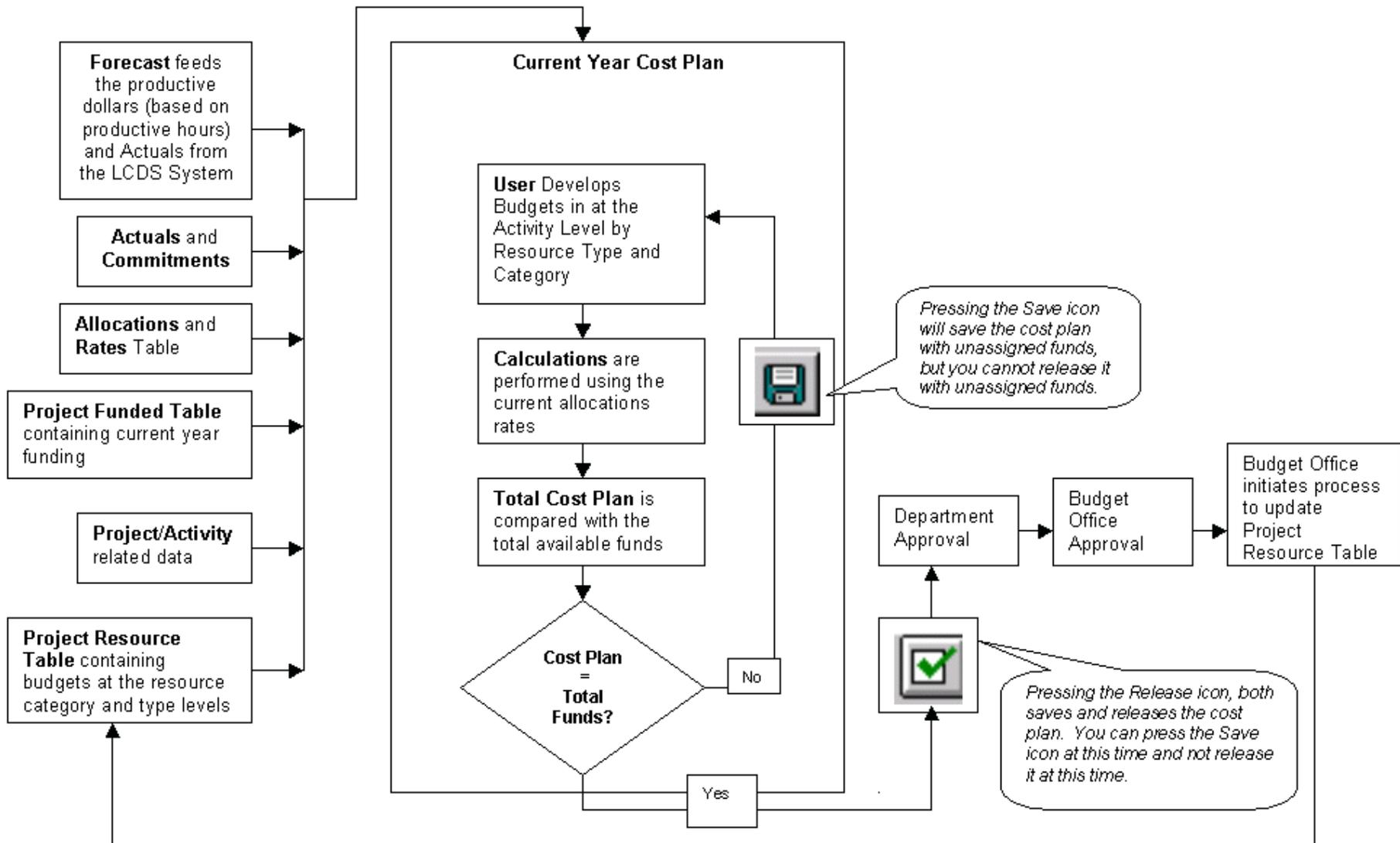
**Assign Forecast Groups**

**Department Cross-Charges**

Each utility function is explained in detail at the end of the Personnel Forecasting section.

# Personnel Forecasting Flow Charts

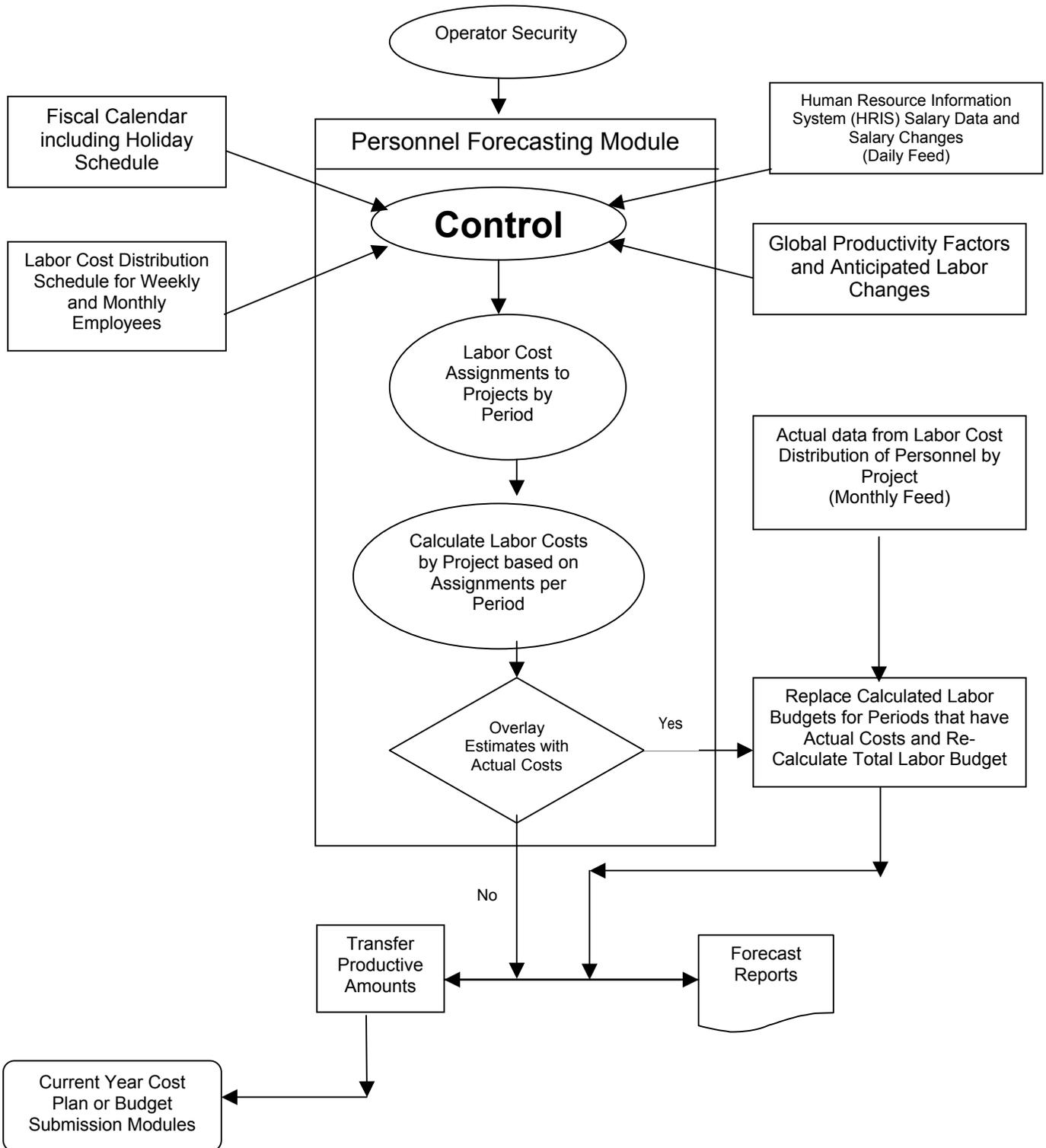
## Personnel Forecast to Cost Plan System Process





## Personnel Forecasting Process

The Personnel Forecast Flowchart below outlines the general flow of how information is developed by the user.



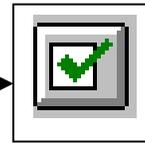
## Personnel Forecast to Cost Plan System Work Flow

### PERSONNEL FORECAST SYSTEM

Project ID	Activity ID	Type	Categ	Current Amt	Revised Amt	Released Amt	Dept	FTE	Reject
17001	17001	SCIEN	102	7,452.44	7,452.44	7,452.44	AD	0.2030	<input type="checkbox"/>
18031	18031	SCIEN	102	22,357.31	22,357.31	22,357.31	AD	0.6070	<input type="checkbox"/>

**CURRENT Amount** – reflects fully processed cost plan cycle information for personnel

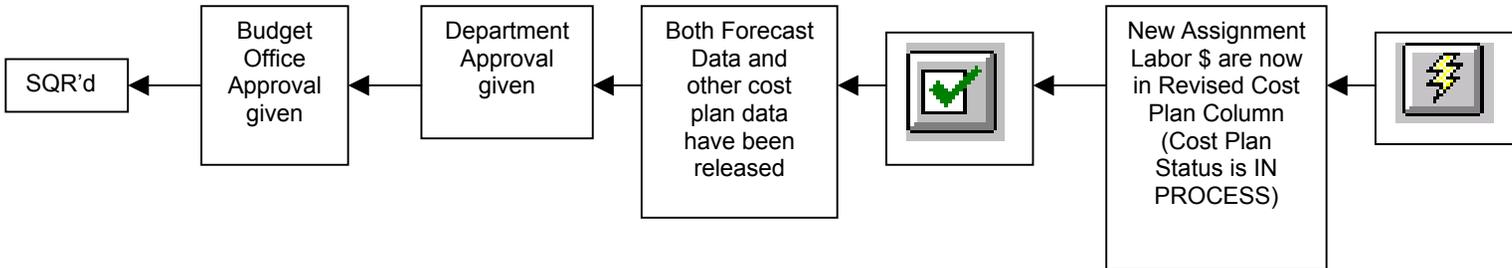
**REVISED Amount** – reflects assignments that are in the process of being developed



**RELEASED Amount** – are revised assignments that have been **released within Personnel Forecast ONLY**

Labor moves to "CURRENT" in both Personnel Forecast and Cost Plan Systems

### COST PLAN SYSTEM



## USE | Personnel Forecasting | Forecast Entry

### Update/Display screen

The Update/Display screen is the first screen to appear when choosing any of the Personnel Forecasting drop-down menu options for the first time during a session. If, however, you are already developing an individual's assignments, this screen does not appear.

Entering a department code (by typing it or using the drop down menu selection) will show all the employees within the department selected.

The screenshot shows a dialog box titled "Update/Display -- Personnel Forecasting". It contains several input fields and buttons. Annotations with arrows point to specific fields:

- "Automatically defaults to 'BNL'" points to the "SetID:" field which contains "BNL".
- "The employee ID, if known, can be entered here." points to the "EmplID:" field.
- "Automatically inputs the user's ID" points to the "Operator ID:" field.
- "The last name or the first few characters of the last name can be entered." points to the "Last Name:" field.

Buttons on the right side include "OK", "Cancel", "Use Query", and "New Query".

The results vary based on the input provided on this screen. Providing:

1. No input – provides a list of personnel based upon the operator/user's authorization (maximum number of entries).



*Tip: Try to avoid this, since there is no way to escape getting the listing of records that are then accessed.*

## Update/Display screen (continued)

2. Department Code input - provides list of personnel assigned to that department
3. Last name or first few characters of last name input – provides the personnel with that name
4. Employee ID input - provides only the employee with that ID assignment

None, one, or any combination of input fields may be populated, dependent upon the results you wish to find.

Each employee has their time for the entire fiscal year assigned against the appropriate projects and activities. The system calculates the dollar amounts, hours and full-time equivalents (FTE's) for the projects and activities and this is transferred to the Current Year Cost Plan and Budget Submission modules.

When budgeting personnel you have several options – you can budget time as:

- 1) a percentage of the period,
- 2) a number of days, or
- 3) as hours.

Also, anticipated overtime and premium time for eligible individuals can be budgeted. See **Page 22 and 23** for Effort Type definitions.

Labor can be budgeted for projects assigned to your organization and to projects assigned to other organizations, provided that prior authorization has been granted. This feature is used for reference purposes and can be done using one of the Forecast Utilities – Department Cross Charges, which will be discussed in further detail.

The user has the option to replace budgets with actual costs any time during the fiscal year for any previous period within the year. The Replace feature is discussed later in further detail.

## Forecast Entry Panels

This panel accommodates both the Current Year Cost Plan, Budget Proposal and the DOE Budget Submission personnel assignments.

**Budget and Forecasting - Use - Personnel Forecasting**

File Edit View Go Favorites Use Process Reports Help

Forecast Entry | Forecast Profile | Salary / Distribution | Forecast Distribution | Budget Exec Distribution | Salary Adjustments | Holidays

SetID: BNL    EmplID: EEPD10    Name: M-2925, POST DOC    Status: In Process

Current Year     Presidential Year     Revised Year     Budget Year     Out Year     First Year    Budget Year: 2003

Period	Date	Days	Hours	Earnings	Bal	St. Hrs	St. Amt	Prem Hrs	Prem Amt	Ind Amt	Total Hrs	SWF Amt
1	10/01/2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	10/21/2002	19.41	155.26	2,974.32	155.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	11/21/2002	18.56	148.51	2,845.01	148.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	12/21/2002	17.50	140.00	2,753.52	140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	01/21/2003	19.41	155.26	3,093.24	155.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	02/21/2003	16.88	135.01	2,689.80	135.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	03/21/2003	17.72	141.76	2,824.28	141.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	04/21/2003	18.56	148.51	2,958.76	148.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	05/21/2003	19.41	155.26	3,093.24	155.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	06/21/2003	16.88	135.01	2,689.80	135.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	07/21/2003	19.41	155.26	3,093.24	155.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	08/21/2003	24.47	195.76	3,900.13	195.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		208.21	1665.60	32,915.34	1665.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Pcnt     Hours     Days

From:    To:    Type: REGU    Chrg: N    Project ID:    Activity ID:    Pcnt/Hrs/Days:    Budget Amt:

## Forecast Entry Panels (continued)

(at two different stages)

SetID: BNL EmpID: NEPOSTDOC3 Name: RESEARCH, ASSOCIATE Status: In Process

Current Year Presidential Year Revised Year Budget Year Out Year First Year Budget Year: 2001

Period	Date	Days	Hours	Earnings	Bal	St. Hrs	St. Amt	Prem Hrs	Prem Amt	Ind Amt	Total Hrs	SWF Amt	
1	10/01/2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2	10/21/2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3	11/21/2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4	12/21/2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5	01/21/2001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6	02/21/2001	11.81	94.51	1,817.52	0.00	94.51	1,817.52	0.00	0.00	853.15	94.51	2,670.67	
7	03/21/2001	19.41	155.26	2,985.81	0.00	155.26	2,985.81	0.00	0.00	1,401.54	155.26	4,387.35	
8	04/21/2001	16.88	135.01	2,596.38	0.00	135.01	2,596.38	0.00	0.00	1,218.74	135.01	3,815.12	
9	05/21/2001	19.41	155.26	2,985.81	0.00	155.26	2,985.81	0.00	0.00	1,401.54	155.26	4,387.35	
10	06/21/2001	18.56	148.51	2,856.00	0.00	148.51	2,856.00	0.00	0.00	1,340.60	148.51	4,196.60	
11	07/21/2001	17.72	141.76	2,726.19	0.00	141.76	2,726.19	0.00	0.00	1,279.67	141.76	4,005.86	
12	08/21/2001	24.47	195.76	3,764.66	0.00	195.76	3,764.66	0.00	0.00	1,767.13	195.76	5,531.80	
				129.26	1026.07	19,732.37	0.00	1026.07	19,732.37	0.00	9,262.37	1,026.07	28,994.74

Pcnt Hours Days

From	To	Type	Chrg	Project ID	Activity ID	Pcnt/Hrs/Days	Budget Amt
6	12	REGU	N	05026	05026	61.00000	
6	12	REGU	N	17009	17009	39.00000	

Panel while in progress. Calculate button available. Release button not shown.

Panel after calculations and ready for release. Calculate button not showing. Release button available.

From	To	Type	Chrg	Project ID	Activity ID	Pcnt/Hrs/Days	Budget Amt
4	12	REGU	N	02537	02537	60.00000	16033.02
4	12	REGU	N	17009	17009	40.00000	10688.68

If checked, it means that actual data is reflected. Also, the Type Column will then end with "LC" (labor cost) suffix.

A drop-down listing of projects available based on the functional department code of the Employee you are currently assigning.

## Forecast Entry Panels (continued)

**Section A** - The top portion of the panel provides information about an individual employee, by both **EmpID** and **Name**, and their status in the personnel forecast.

**Status** 'In Process' means this employee's assignment changes have not been released.

**Status** 'Released' indicates that the employee is fully assigned and the data released and available to either the Current Year Cost Plan or Budget Submission. To release an employee, the balance column should be zero, but there's a tolerance of .1 hours.

This section provides you with a radio button selection to choose the applicable period. There are six years from which to choose, the choice being dependent upon when you are developing a Current Year Cost Plan or a Budget Submission request for funds. **Current Year** relates to the Current Year Cost Plan, while **Presidential Year, Revised Year, Budget Year, Out Year, and First Year** all relate to the Budget Submission cost plans.

*Note that the **Fiscal Year** choice that is made is reflected on the far right.*

**Section B** consists of 13 columns and includes 12 periods that coincide with the Labor Cost Distribution System (LCDS) cycles. This format facilitates having the option to overlay budgeted amounts with actual costs by **period**.

The "**Date**" column reflects the starting date for each LCDS period. Dependent upon whether an employee is classified as either weekly or monthly, these dates may vary.

*Note: Weekly employees start date for a new fiscal year may be prior to 9/30.*

For each LCDS period, the "**Days**" and "**Hours**" columns represent the available number of productive days and hours for the assigned employee. The system or the user can define the productive factor in the Forecast Profile Panel, Section C.

The columns that follow the "**Days**" and "**Hours**" columns provide several budgeting tools as outlined below:

**Earnings** – derived by multiplying the hourly rate by the number of productive hours for that period.

**Balance** – represents the number of unassigned hours for the employee for that period. *Tip - It is important to know that a labor assignment is complete only when the "**Balance**" Column is zero.*

## Forecast Entry Panels – Section B (continued)

**Straight Hours** and **Straight Amount** are populated based upon the number of assigned hours for each period posted at the bottom of the panel. *Tip – It is important to know that the “**Straight**” amounts shown exclude the paid absence burden since it is calculated when passed to the Current Year Cost Plan.*

**Straight Amount** (see **Straight Hours**)

**Premium Hours** and **Premium Amount** both rely on Effort Type input as to whether it is populated or not.

**Premium Amount** (see **Premium Hours**)

**Indirect Amount**, **Total Hours**, and **Salary Wage and Fringe (SWF)** Amount – display fully burdened labor assignments and are for reference purposes only.

**Total Hours** (see **Indirect Amount**)

**Salary Wage and Fringe (SWF) Amount** (see **Indirect Amount**)

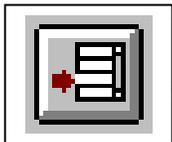
The assignment is ready to be released only when the total of the “**Balance**” column is equal to “0” and pressing the Calculator Button has performed the final calculations.

**Section C** offers the option to assign an individual’s time as a percentage, a number of hours or a number of days within a specific project/activity. Several buttons follow.

*Note: Not all the button selections are available on the Forecast Entry Panel at one time.*

The selections available are dependent upon what stage in the process in which you are currently. (Compare the first and second Forecast Entry Panels to see the differences.)

<http://intranet.bnl.gov/bsd/files/pdf/PSquickref.pdf> or provide as separate section at end of manual C:/mydocuments/word/documentation/buex.../quickref.doc.

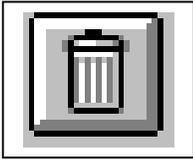


**Row** button inserts a blank row below the existing line.

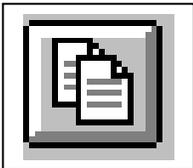
*The Insert Row and Delete Row buttons are available in the top toolbar*

*Tip – You can use the F8 function key to perform the delete row function, and the F7 function key to perform the insert row function; however the lower Insert Row icon needs to be used for inserting lines into Section C.*

## Forecast Entry Panels – Section C (continued)



The **Trashcan** button clears all assignments. A confirmation panel will appear to verify the action requested.



The **Copy** button is used to copy the assignments previously made for another employee and brings up a panel to accomplish this selection.

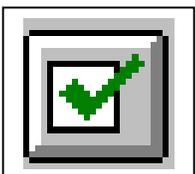
*Note: This panel is addressing the data to be copied FROM, not to.*

A screenshot of a 'Copy Forecast' dialog box. It contains several input fields: 'Operator ID' with the value 'PGIACALO', 'BNL Dept Code' with 'PD', 'Fiscal Year' with '2003', 'Budget Year type' with a dropdown menu set to 'Current Year', and 'EmplID' with a dropdown arrow. There is also a checked checkbox for 'Append Copy Sw'. On the right side, there are 'OK' and 'Cancel' buttons. Two arrows point from the text above to the 'Append Copy Sw' checkbox and the 'Budget Year type' dropdown.

The Append Copy Switch will add to current assignments, if checked. If the switch field is unchecked, all current assignments are cleared and replaced.

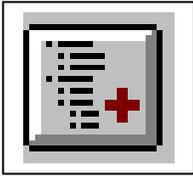


The **Calculator** button will appear if a change has been made to the employee's assignments. It will re-calculate the data to reflect the changes. It calculates hours and dollar amounts according to the current assignments on the panel and spreads the information to the projects and activities by period.



The **Release** button will release productive amounts to the assigned projects/activities in the related fiscal year. An assignment is ready for release only when 1) the total of the 'Balance' column is zero and 2) the final calculation has been performed using the Calculator button.

## Forecast Entry Panels – Section C (continued)



The **Display** button offers the option to have the assignment lines for those periods replaced with actual amounts to not appear.

Replace Budget with Actual From Period:  To:

The **Replace** box (a toggle), if checked, will direct the system to replace any budgeted amounts with the posted actual amounts, or can replace actuals with budgeted amounts. When checked, a section will appear to indicate which periods should be affected.

*Note: Actuals are in dollars and hours.*

*Tip: You have the option to undo either at the individual or global level.*

The bottom of Section C is where the assignments are made.

The release checkmark reappears when re-entering this panel even though the data may have already been released.

From	To	Type	Chrg	Project ID	Activity ID	Pcnt/Hrs/Days	Budget Amt	
<input checked="" type="checkbox"/>	11	11	STLC	N	08226	08366	16.00	623.07
<input checked="" type="checkbox"/>	11	11	STLC	N	18037	18037	120.00	4673.04
<input type="checkbox"/>	12	12	REGU	N	08226	08366	75.00000	5717.47
<input type="checkbox"/>	12	12	REGU	N	18037	18037	25.00000	1905.82

If these boxes are checked, it means actual data is reflected, rather than budgeted amounts.

Blank lines can be inserted using Insert Row button.

The “**From**” and “**To**” columns denote the beginning and ending accounting periods for the assignment. The choices are 1 through 12, with 1 referring to the first month of the fiscal year (October) and so on.

The “**Type**” column indicates Effort Type, i.e., regular time, shift time, overtime, etc. The acceptable codes are displayed by hitting the down arrow at the right end of the field. The Effort Types available are:

AWDS (awards) is direct only portion of the charge applied to Resource Category 150

REGU (regular) is the assignment at a regular rate (Resource Category 100,102, and 105)

## Forecast Entry Panels – Section C (continued)

Effort Types ending with “LC” are from actual data in LCDS (and are system-driven):

- ADLC – actual “blue card” adjustments
- OPLC – actual overtime premium amount
- OTLC – actual overtime amount
- SHLC – actual shift amount
- STLC – actual straight time amount

Effort Types beginning with “OT” denote Overtime codes and are all charged to Resource Category 120:

- OT00 at a regular rate
- OT15 at 1.5 x rate
- OT20 at 2.0 x rate
- OT25 at 2.5 x rate

Effort Types beginning with “SH” denote Shift codes and are all charges to Resource Category 110:

- SH10 at 10% Premium
- SH15 at 15% Premium

In the ‘**Chrg**,’ column ‘N’ indicates this assignment is for a Project/Activity that is within the given employee’s organization. A ‘Y’ entry indicates that this assignment is for a Project/Activity assigned to another organization. If an employee is to be charged to another organization, the Department Cross-Charge Panel needs to be populated by the accepting organization prior to inputting project assignments. After assignments have been made, the affected organization still has the option to accept or reject any such assignments in the Current Year Cost Plan or Budget Submission.

The next two columns are for the Project and Activity ID input.

The next column reflects either the percentage, hours or days assigned dependent upon the radio buttons selected by the user.

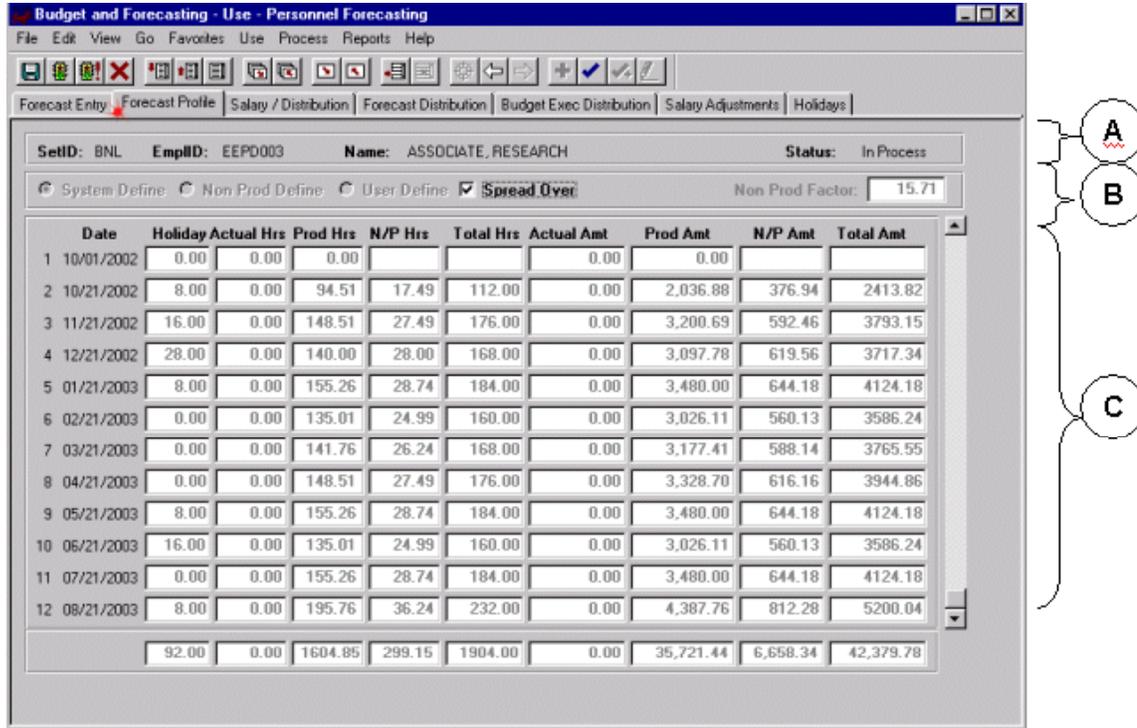
The last column displays the calculated budgeted amount and does not require any input; it is a calculated field. It will only be populated when the calculate button is pressed.

*Note: It is not a total budgeted amount it only reflects the amount for that specific line’s input.*

*Tip: If amount doesn’t appear, you may have to exit this screen and then re-enter this screen.*

# USE | Personnel Forecasting | Forecast Profile

## Forecast Profile Panel



The Forecast Profile Panel shows a summary by accounting period of the assignments on the Forecast Entry Panel for the Current Year Cost Plan or Budget Submission period selected.

**Section A** has employee information and the status of the assignments.

**Section B** has three radio buttons that allow the user to determine how this employee's non-productive time will be allocated. Only one choice can be made.

The “**System Define**” button, which is the default, uses the system-generated non-productive factor that is shown in the box to the right in this section.

$$\frac{\text{Total Laboratory Average of Non-Productive Hours}}{\text{Total Productive Hours}} = \% \text{ of hours}$$

*Note: The rate is based upon the non-productive hours and should not be confused with the published paid absence burden rate, which is based on the total labor dollars.*

## Forecast Profile Panel (continued)

The "**Non Prod Define**" button will allow the user to modify the non-productive factor in the box. This may be needed to refine a particular individual's productivity when it deviates out of the normal range.

The "**User Define**" button allows the user to enter the number of productive hours for an individual in the "Prod Hrs" column below and the system will calculate the appropriate non-prod hours for that period.

*Tip – This feature can be utilized for individuals that are on extended leave for various reasons.*

*Tip – When loading actuals, user-defined personnel will not be successfully uploaded.*

In the case where actual amounts have replaced budgeted amounts on the Forecast Profile Panel, a check box, Spread Over, will appear in this section after the radio buttons. It gives the user the option to

1. Spread the difference in actual productive time and the estimated non-productive time over the remaining budgeted periods, or
2. Take only the remaining budgeted non-productive time (when unchecked) and spread that over the remaining periods.

*Tip: It is advisable to uncheck the Spread Over Box if you are revising your cost plan in the last quarter of the fiscal year. If an individual tends to be over-productive and the Spread Over Box is checked, their estimated unproductive time will continue to accumulate throughout the fiscal year, causing a distortion at the end of the fiscal year.*

**Section C** shows the details of the assignments for the employee by accounting period with totals for the fiscal year at the bottom.

## USE | Personnel Forecasting | Salary / Distribution

### Salary / Distribution Panel

Project ID	Activity ID	Resource Type	Resource Category	Revised Hours	Actual Hour
------------	-------------	---------------	-------------------	---------------	-------------

This read-only panel displays the salary adjustment history from HRIS as well as adjustments the user has made in the Global Salary Adjustments Utility Panel that only affect forecasting. No modifications can be made here.

**Section A** has employee information, based upon input for that individual from either the Request for Personnel (Req), or the Request for Change in Employee Status (108). The number of hours budgeted for the individual for the period selected in the Forecast Entry Panel, the standard number of hours for the period and the number of remaining hours yet to be assigned for that period are also reflected here.

**Section B** represents, for the most part, Human Resource codes assigned to the employee from either the Personnel Req or the 108. It displays the salary information for the employee and the pertinent information used in calculating the labor costs.

As the default, the highest effective dated information is reflected, as noted by the “**Effective Date**”, with history information available by using the scroll bar on the right of the section.

*Note: This may include escalation for future years.*

## Salary / Distribution Panel (continued)

The “**Sys Flag**” displays the origin of the data as either generated by this system or HRIS. The following information about the employee is captured from a feed from the HRIS system or an update via the Personnel Forecast:

“**Department**” refers to the organizational assignment of the employee.

“**Workgroup**” is optional, and is a subset of the department assignment.

“**Pay Plan ID**” refers to the employee’s job classification, i.e. A2.

“**Pay Plan Type2**” provides a job function subset to the Pay Plan ID.

“**Title**” refers to the employee’s position.

“**SPO Code**” offers 6 choices: Scientific, Professional, Other, Manager, Tech, and Union.

“**Freq Code**” refers to the time-keeping/pay periods for the employee: hourly, weekly, or month.

“**Exempt Code**” refers being exempt or non-exempt from overtime pay

“**Percentage**” refers to the part-time (or full-time) factor of the employee.

“**Employee Status**” classifies the individual as a regular, long-term (disabled), or temporary employee.

“**FTE Status**” refers to either a Full-, or Part-time, or Leave of Absence (LOA) status.

“**Union Code**” refers to a non-union or union affiliation, with there being 3 union choices – IBEW, LIGU, and OCAW.

“**Multiplier**” is the factor used for calculating shift premium for BNL Firefighters.

In this panel the “**Start Date**” and “**End Date**” parameters are specific to salary and /or position. “**Current Salary**” changes can be viewed using the scroll bar on the upper right. The **Hourly Rate** is calculated by period using the current effective salary. If the End Date field for the current salary is populated, and there are no other salary records, it is considered either the termination or transfer date. If that’s the case, you may not see any forecast hours after the End Date posted.

The “**Full Time Equivalent**” represents the amount of time in a fiscal year the employee has been assigned. *Currently isn’t being populated.* The “**Credit Flag**” indicates whether the employee’s charges are credited elsewhere.

**Section C** posts the “**HRIS Standard Hours**” for the employee and gives the assignment information for the employee for each of the 12 accounting periods of the budget cycle selected on the Forecast Entry Panel.

*Note: The “**Post Doc Flag**” may show both “Y” and “N” entries for the same employee, but for different periods.*

## Salary / Distribution Panel (continued)

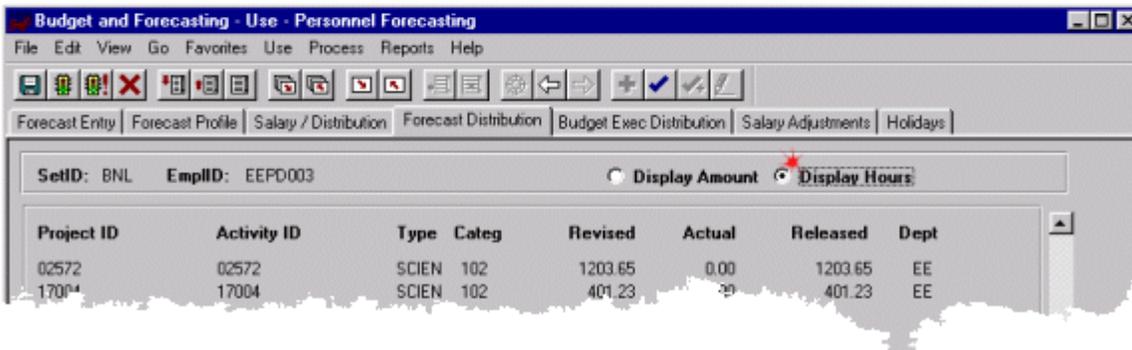
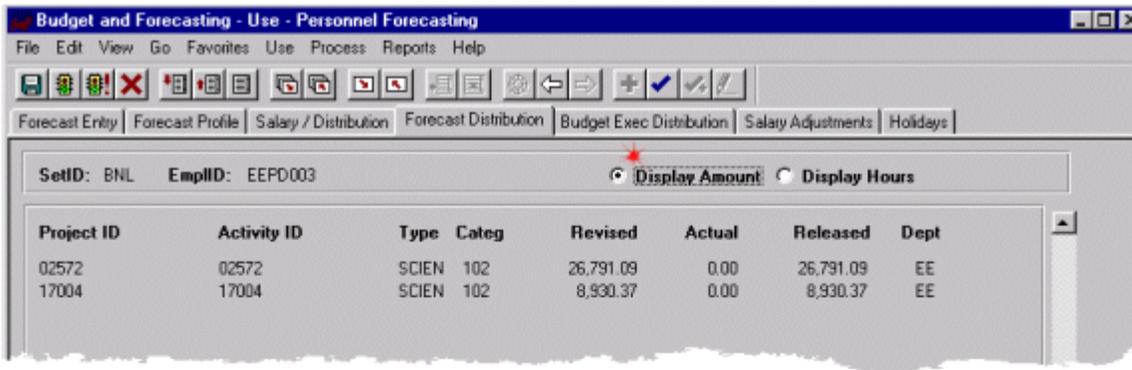
Using the outside scroll bar, the various time fields change – The “**Date From**” and “**Date To**” fields reflect the beginning and ending of the accounting period selected. The “**Budget Days**”, “**Budget Hours**”, and “**Budget Amt**” are dependent upon the assignment for a given period and will reflect that assignment in the specified units. The “**Fiscal Year**” and the “**Accounting Period**” for that fiscal year can also be viewed in this section.

If actual charges exist, they are fed to this panel from LCDS. The distribution of forecasted amounts and hours can be compared with actual amounts and hours by Project by period. Summary of the released data can be viewed on the “Release Distribution” Panel. Accounting period 1 is displayed as the default with the other periods available by using the scroll bar on the right.

*Note: The Effort Type codes used for actual costs in the LCDS differ from those used by the Budget Module*

# USE | Personnel Forecasting | Forecast Distribution

## Forecast Distribution Panel



This panel is a read-only panel that displays a summary of the distribution to the projects and activities.

*Note: To reflect the most current update, an assignment release is necessary.*

The user has the ability to select the display in hours or dollar amounts using the radio buttons at the top of the panel.

The assignment entries are summarized by resource category for the year selected in the Forecast Entry Panel. No modifications can be made here.

# USE | Personnel Forecasting | Cost Plan Distribution

## Cost Plan Distribution Panel

Project ID	Activity ID	Type	Categ	Current Amt	Revised Amt	Released Amt	Dept	FTE	Reject
02572	02572	SCIEN	102	26,791.09	26,791.09	26,791.09	EE	0.6820	<input type="checkbox"/>
17004	17004	SCIEN	102	8,930.37	8,930.37	8,930.37	EE	0.2280	<input type="checkbox"/>

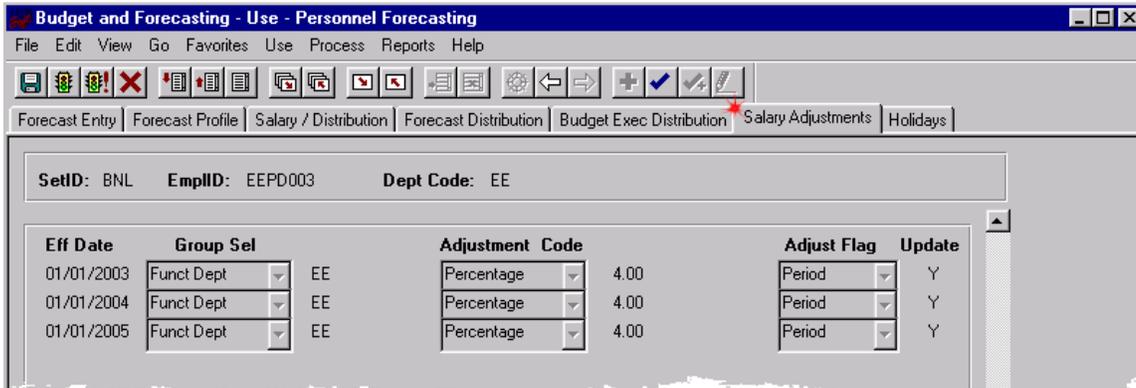
This read-only panel displays a summary of labor assignments that have been released and represent the labor that will be released to either the current year cost plan or one of the budget submission cost plans. Any modifications in progress but not yet released will not be reflected.

The assignment entries are summarized by resource category for the year selected in the Forecast Entry Panel.

If a project from another department is part of the labor assignment, the receiving department has the ability to either accept or reject that portion of the assignment. If the box in the reject column is checked, clicking on that box will display the comments entered when the rejection was made. If rejected, the individual's labor is no longer fully distributed and must be returned to the home department for re-assignment.

# USE | Personnel Forecasting | Salary Adjustments

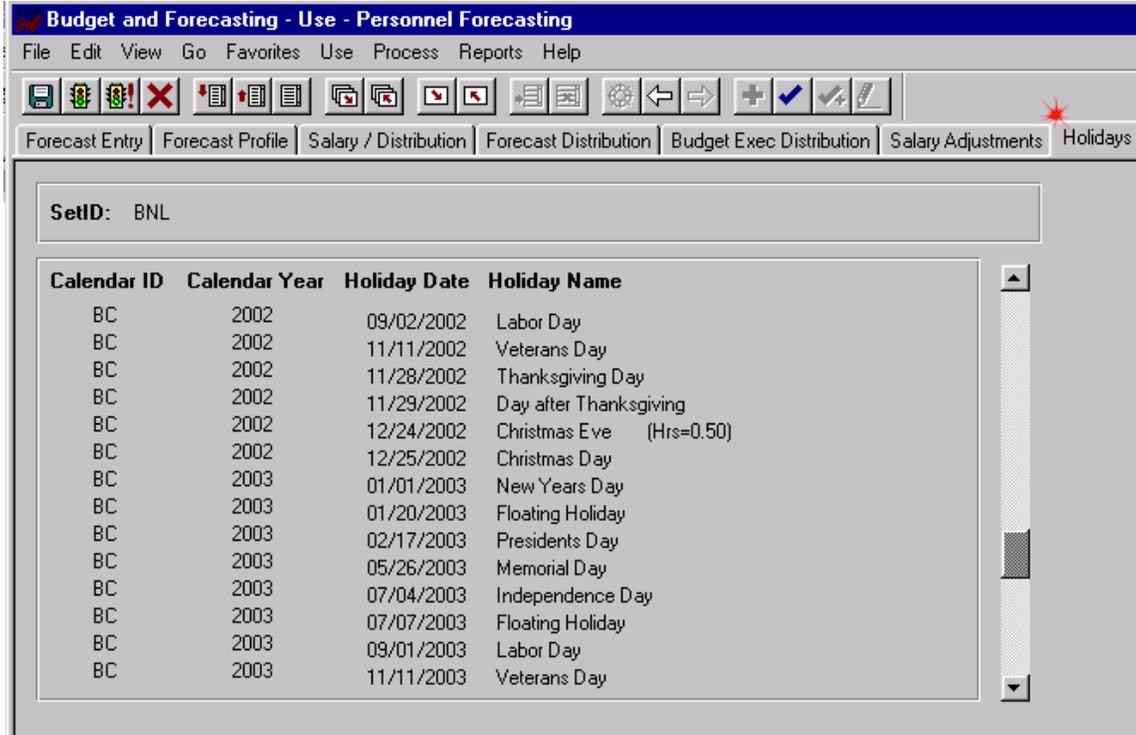
## Salary Adjustments Panel



This panel is an information panel that displays a listing of the salary adjustments for this employee. No modifications can be made here.

# USE | Personnel Forecasting | Holidays

## Holidays Panel

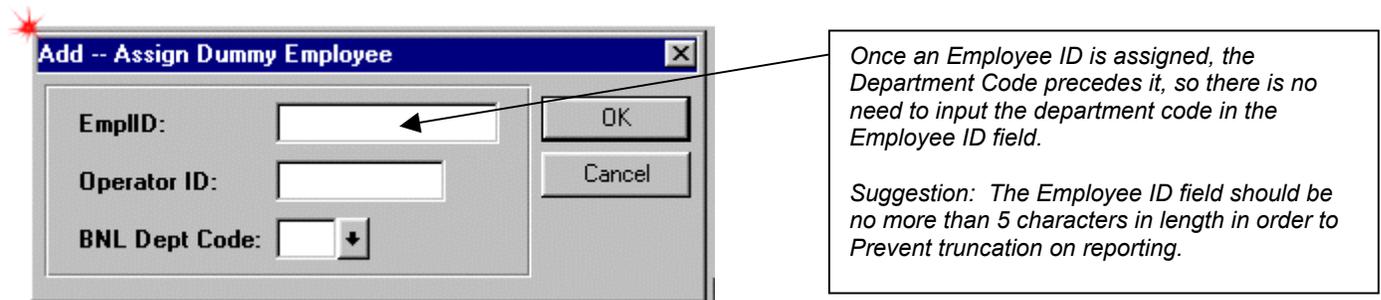


A listing of the holidays for each calendar year is displayed on this panel for information purposes only. This is a central file that cannot be modified by user organizations.

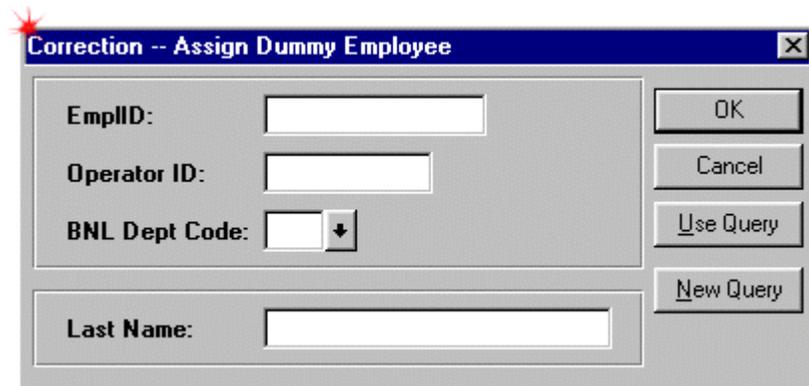
## Forecast Utilities

### USE | Assign Dummy Employee

This panel could be accessed using the USE menu and selecting “Assign Dummy Employee” option, and then selecting either the Add or Correction option. It is used for creating dummy or phantom employees and is necessary when you have potential open requisitions, or if you are creating a proposal during budget submission and would like to budget labor for that project.



There is no need to input the Department Code in the Employee ID field. The Department Code precedes the Employee ID (EmplID) when it is assigned. And, it is suggested that the ID field be 5 characters or less in length to prevent truncation on reporting.



There are times during cost plan development for the current fiscal year and during development of new proposals where you may need to create a phantom employee record. These phantom (or dummy) employees are treated as any other regular employee for all labor assignments.

*Tip: It may be beneficial to use the Last Name and First Name fields for description of the Dummy Employee, since it offers the flexibility of changing.*

## USE | Assign Dummy Employee (continued)

Start date needs to be equal to or greater than the Date of Entry (effective date).

Can only be a positive number and can be greater than 1.0.

Only Open or Closed status values are available.

The drop-down menu provides the choice of none, daily, hourly, weekly or monthly. Only the weekly or monthly options should be used.

Optional Input

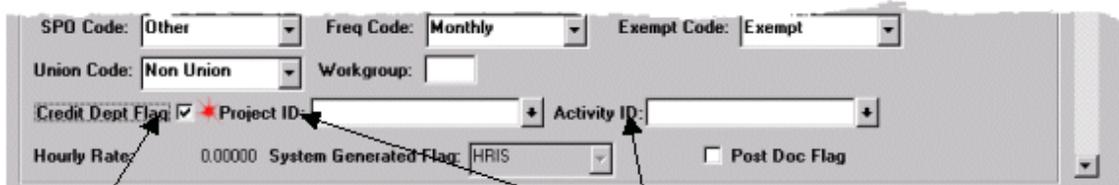
If checked, no FTE's are calculated for this dummy employee.

*Tip: Using the Close status eliminates access to any assignment data. However, if this assignment has been previously released to either the Current Year or Budget Submission data with an open status, it will remain there after the status has changed to closed.*

A dummy employee can be used to represent more than one, or a fraction of a full time equivalent (FTE) employee. In this case, the salary amount and the FTE factor is calculated based on the value that this employee represents.

## USE | Assign Dummy Employee (continued)

The Credit Department Flag is used to offset the amounts and the FTE within your own organization by entering a project where the credit should go.



If checked, the specified project gets an FTE credit as well as the corresponding dollar amount generated by the dummy employee(s).

The new fields that appear – Project and Activity ID's, when the Credit Flag is checked, are used to identify where the offsetting entries are to be applied.

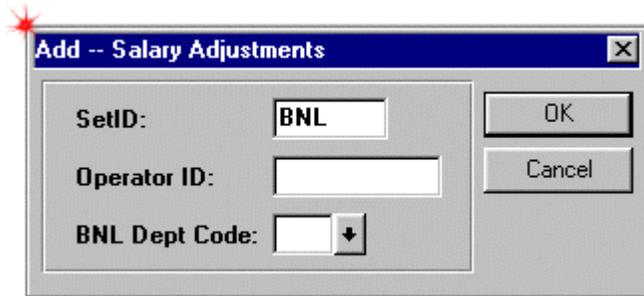
*Tip: This is useful when planned cross-charges are anticipated, but specific employees have not been identified.*

*Note: In the case of a reduction in force, an offsetting entry would be assigned to a project entitled "Unsupported Personnel" within the department.*

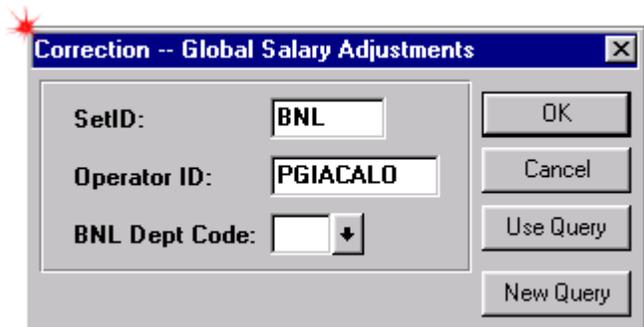
*Note: Remember -  (SAVE) before exiting the panel.*

## USE | Global Salary Adjustments

This panel could be accessed using the USE menu and selecting “Assign Dummy Employee” option, and then selecting either the Add or Correction option. It allows you to make the future salary adjustments, which are not reflected on the salary records from HRIS.



The screenshot shows a dialog box titled "Add -- Salary Adjustments". It contains three input fields: "SetID:" with the value "BNL", "Operator ID:" which is empty, and "BNL Dept Code:" with a dropdown arrow. To the right of the input fields are two buttons: "OK" and "Cancel".



The screenshot shows a dialog box titled "Correction -- Global Salary Adjustments". It contains three input fields: "SetID:" with the value "BNL", "Operator ID:" with the value "PGIACALO", and "BNL Dept Code:" with a dropdown arrow. To the right of the input fields are four buttons: "OK", "Cancel", "Use Query", and "New Query".

The Forecast system allows you to make these future amount adjustments by creating a log of these expected changes and calculating the forecasted amounts, taking these changes into account.

These adjustments can be made active or inactive at any time. If at some point in the future, HRIS records are updated for the individual or group, you can delete or inactivate these entries.

It also comes in handy when you know in advance, that a certain individual or group of individuals may be more or less productive during a certain period, or in cases where their salary may change after a certain date.

## USE | Global Salary Adjustments (continued)

Effective Date	Group Selection	Adjustment Code	Status	Flag		
06/26/2000	Emplid	TTEE2415	Salary	83200.00	Active	O
09/18/2000	Emplid	TTEE2415	Terminate	09/29/2006	Active	O
10/01/2000	Funct Dept	TT	Percentage	1.00	Active	P
01/01/2001	Funct Dept	TT	Percentage	5.56	Active	P
01/01/2002	Funct Dept	TT	Percentage	5.00	Active	P
01/01/2003	Funct Dept	TT	Percentage	5.00	Active	P

Full/Part  
Multiplier  
Percentage  
Salary  
Terminate

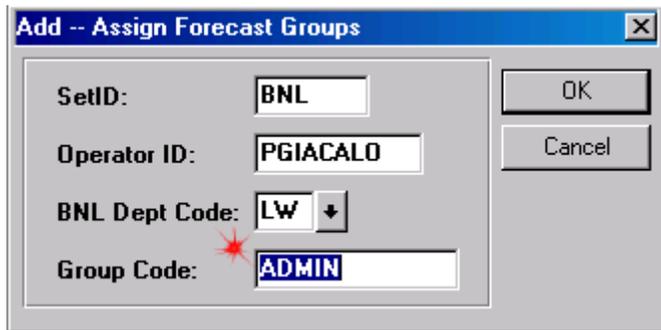
Code	Description
E	Effect Date
O	Override HRIS
P	Forecast Ending Period

The Adjustment Code drop-down menu offers five choices as to how to manipulate the personnel data.

The Valid Values drop-down menu provides three choices; however, only the Override HRIS, which overrides anything; and the Forecast Ending Period, which can be overridden by HRIS, options should be used.

*(The Effective Date option should be removed, per discussions.)*

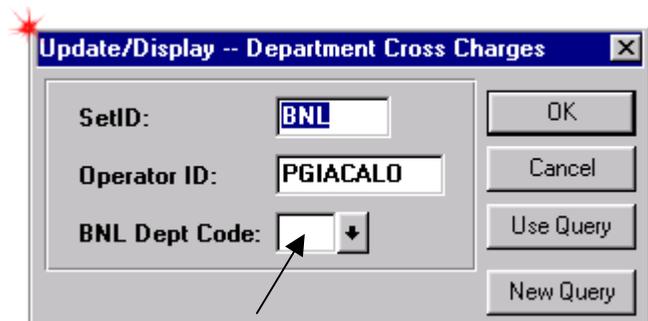
## USE | Assign Forecast Groups



This utility provides the option of reclassifying personnel in groupings other than those previously defined, such as by project or work group.

## USE | Department Cross-Charges

This screen is the first panel in the process.



The Department Code entered here represents the department that is **authorizing** select projects to be charged by other departments for labor assignments/cross-charges.

Note: Remember -  (SAVE) before exiting the panel.

## USE | Department Cross-Charges (continued)

There are various degrees of authorization that can be granted, as seen in the next panel:

Dept	Project ID	Activity ID	EmpID	Ceiling Hours	Ceiling Amount
DA	05100	05100	13505	176.00	
DA	05281				
DA	17004	17004	22157	1044.00	
DA	17004	17004	22323	1044.00	
DA	86028	86351			
DA	87576				
DA	87579	87579	10210		
DA	87594				
DO	05000	05000			
IO	02519	02519	14448	40.00	
MA	05241	05241	22653	1762.00	
MO	05281	05281	MO25004		43999.00
NE					
NN	15040	15040	13548	120.00	
PO	02519	02519	16867	80.00	
SM	05000	05000	17930		

Blanket Authorization is given to the charging department.

Authorization is given at the Project Level (regardless of activity).

Authorization is given only at the activity level.

Authorization to charge a specific employee only.

These ceilings are currently only guidelines.

The left-most department code represents the charging organization.

This panel is used in situations when an organization expects to utilize manpower from other organizations (internal to the lab). As exemplified above, authorization can be granted to the organization that will fulfill the manpower needs at various different levels – the department level, the project level, the activity level, and the employee level. Ceiling hours and amounts can be entered here; however, they do not limit the amount of incoming charges. This can only be used as a reference guideline.

## **USE | Department Cross-Charges (continued)**

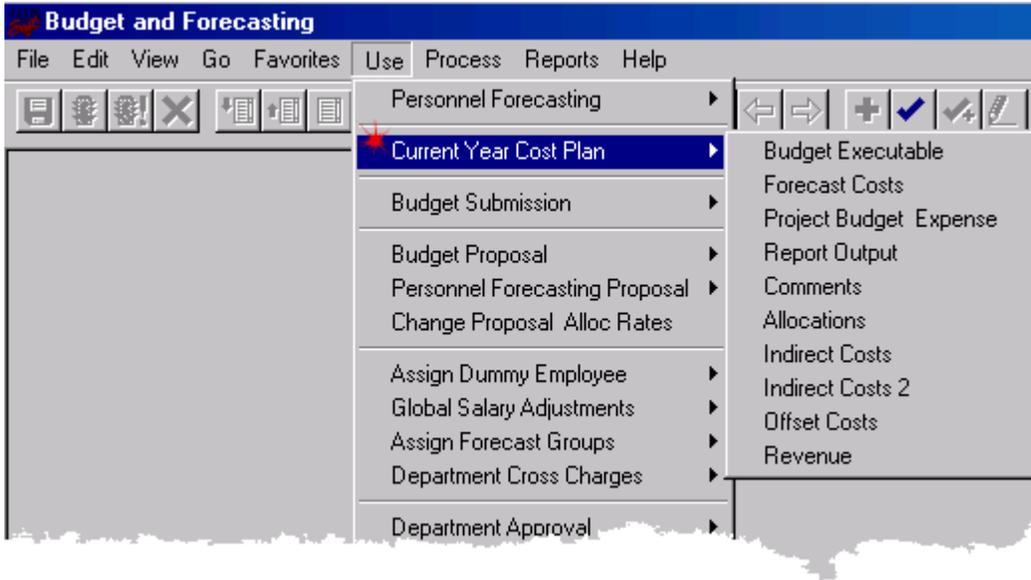
The Project ID field specifies the project that is authorized for charges. It is one of the projects from the authorizing department. The Activity ID, if required, can be entered here to further restrict the charges. If a particular employee is authorized to charge, then the Employee ID can be entered. If any of the charging department's employees are acceptable, then this field can be left blank.

Once a project is authorized or "opened" for a cross charge, the authorized department can assign the labor to your project and develop their forecast. This panel is available to only authorized users.

If a project from another department is part of this labor assignment, the receiving department has the ability to either accept or reject that portion of the assignment. If rejected, the individual's labor is no longer fully distributed and must be returned to the home department for re-assignment.

## BNL Budget System

# USE - Current Year Cost Plan

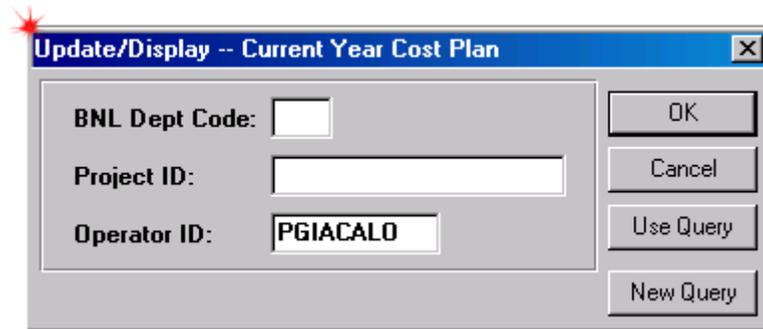


## Drop-down Menu

Cost plan development has two steps – a labor forecast as well as the other costs related to the project being built up. This is the section where the full cost plan for the current year is developed. All cost plans are developed at the activity level and then summarized by the system at the project level. All labor assignments must be made in the Personnel Forecast section and released. From the Current Year Cost Plan section the labor cost updates can then be extracted; and all labor resource categories that have costs built up will then be included in the cost plan.

## Panels Available for User Input:

The **Update/Display** Panel is the first to appear for each of the drop-down choices – Budget Executable, Forecast Costs, etc. You can either key in the department code or the project number, you don't have to input both fields. The Operator ID field is automatically populated based upon the user's ID.



Update/Display -- Current Year Cost Plan

BNL Dept Code:

Project ID:

Operator ID:

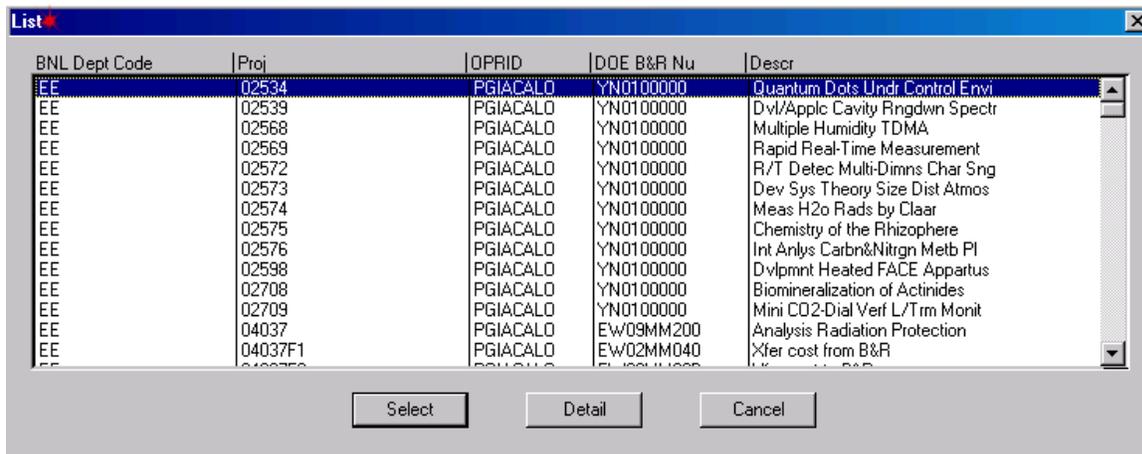
OK

Cancel

Use Query

New Query

The **List Panel** pops up once either a BNL Dept Code and/or a Project ID is entered in the Update/Display Panel. From the List Panel, you have three options; however, only the first choice, "Select" will direct you to a user input panel with update access. "Detail" provides read-only access.

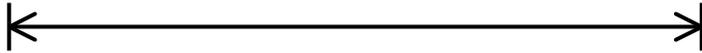


List

BNL Dept Code	Proj	OPRID	DOE B&R Nu	Descr
EE	02534	PGIACALO	YN010000	Quantum Dots Undr Control Envi
EE	02539	PGIACALO	YN010000	Dvl/Applic Cavity Ringdwn Spectr
EE	02568	PGIACALO	YN010000	Multiple Humidity TDMA
EE	02569	PGIACALO	YN010000	Rapid Real-Time Measurement
EE	02572	PGIACALO	YN010000	R/T Detec Multi-Dimns Char Sng
EE	02573	PGIACALO	YN010000	Dev Sys Theory Size Dist Atmos
EE	02574	PGIACALO	YN010000	Meas H2o Rads by Claar
EE	02575	PGIACALO	YN010000	Chemistry of the Rhizosphere
EE	02576	PGIACALO	YN010000	Int Anlys Carbn&Nitrn Metb Pl
EE	02598	PGIACALO	YN010000	Dvlpmt Heated FACE Appartus
EE	02708	PGIACALO	YN010000	Biomineralization of Actinides
EE	02709	PGIACALO	YN010000	Mini CO2-Dial Verf L/Trm Monit
EE	04037	PGIACALO	EW09MM200	Analysis Radiation Protection
EE	04037F1	PGIACALO	EW02MM040	Xfer cost from B&R

Select Detail Cancel

## Panels Available for User Input: (continued):



The **Budget Executable Panel** is the panel where the cost plan is developed at the activity level, and summarized at the project level.

The **Forecast Costs Panel** displays the labor assignments for a specific project that were made in the Personnel Forecast module.

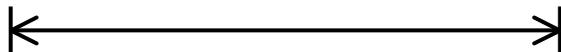
The **Project Budget Expense Panel** shows both the cost plan and the year-to-date expenses, commitments, and requisitions at the

project level. Most users input relates to defining the report format for output to a local printer.

The **Report Output Panel** provides choices as to the mode of output – distribution, format, location of output, and retention of reporting.

The **Comments Panel** provides an area for notes related to the project that can be input by the user.

## **Panels Available for Reference Only:**



The **Allocations Panel** is a display-only panel that shows what rates are applied to each project for each Direct Resource Category Level (and Indirect Resource Category) by fiscal year. It also provides information on the offsetting entries that would be applied.

The **Indirect Costs Panel** reflects the indirect amounts as they apply to the resource categories in the **cost plan**.

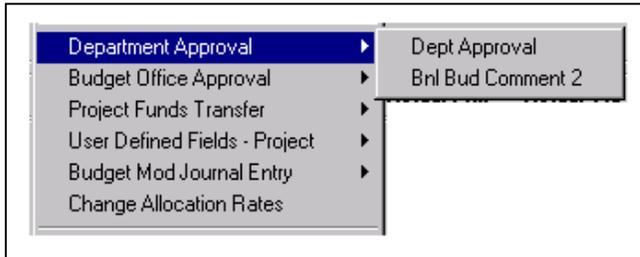
The **Indirect Costs 2 Panel** reflects the actual indirect charges applied to **actual direct costs**.

The **Offset Costs Panel** reflects the offsetting entries to overhead projects based on the current year cost plan.

The **Revenue Panel** will only reflect entries against the current year cost plan if the project currently being accessed is collecting revenue via a rate; i.e., organizational burden type projects.

**Cost Plan Utilities that are Available for User Input are:**

**Department Approval**



Once the department has completed a cost plan and released it, it is ready to be granted Department Approval, which can be done using this utility.

Dept Approval   Bnl Bud Comment 2							
SetID: BNL      BNL Dept Code: EE Environmental Sciences							
B&R Number:		Prog Task:			Budget Ref:		
	Project ID	Approved	Rejected	Current Cost Pla	Revised Cost Plan	Current Carry Forward	Revised
1	85723	<input type="checkbox"/>	<input type="checkbox"/>	4500.00	4500.00		
2	86554	<input type="checkbox"/>	<input type="checkbox"/>		35.80		
3	86555	<input type="checkbox"/>	<input type="checkbox"/>	90902.31	90902.31		
4	86583	<input type="checkbox"/>	<input type="checkbox"/>		3.85		
5	EE-U01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	140363.34	129223.24		

Dept Approval   Bnl Bud Comment 2							
BNL      BNL Dept Code: EE Environmental Sciences							
Number:		Prog Task:			Budget Ref:		
Low Funding	Expected Funding	Cost Plan Status	Dept Relea	Dept Release Date	Approval Oprid	Approval Dat	▲
		Cost Plan Released by Dept	CARRERAS	01/02/2003			
		Cost Plan Released by Dept	CARRERAS	01/02/2003			
	90000.00	Cost Plan Released by Dept	CARRERAS	01/02/2003			
		Cost Plan Released by Dept	CARRERAS	01/02/2003			
	129223.24	Cost Plan Released by Dept	CARRERAS	01/02/2003	PGIACALO	01/06/2003	

Cost Plan Utilities that are Available for User Input are: (continued)

**Update/Display -- Department Approval**

Operator ID:

BNL Dept Code:

Cost Plan Status:

- Cost Plan Approved by Budget
- Cost Plan Approved by Dept
- Cost Plan Released by Dept
- Current Cost Plan
- In Process
- Rejected by Budget Office
- Rejected by Dept

Dept Approval | Bnl Bud Comment 2

BNL

**Business Unit:** BNL    **Project:** 85723    **Release No:** 6    **Cost Plan Stat:** CR

**Department Comments**

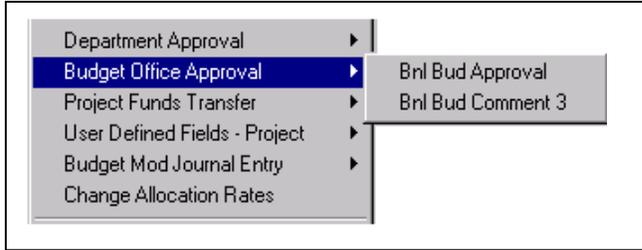
**Comment #:** 1        **Dept Approval Comments**    **Date Modify:** 01/06/2003

**Send to Dept Release Official**     **Send to Budget Office**

**Budget Office Comments**

**Cost Plan Utilities that are Available for User Input are: (continued)**

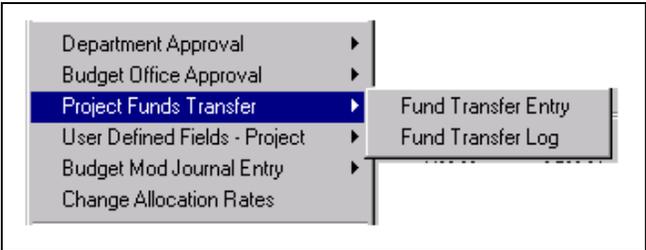
**Budget Office Approval**



When projects are fully budgeted, released, and given department approval, the Budget Office approves the cost plans, and runs the SQR process to update the central file (project resource table). The information is then posted to the Project Tables and General Ledger.

**Cost Plan Utilities that are Available for User Input are: (continued)**

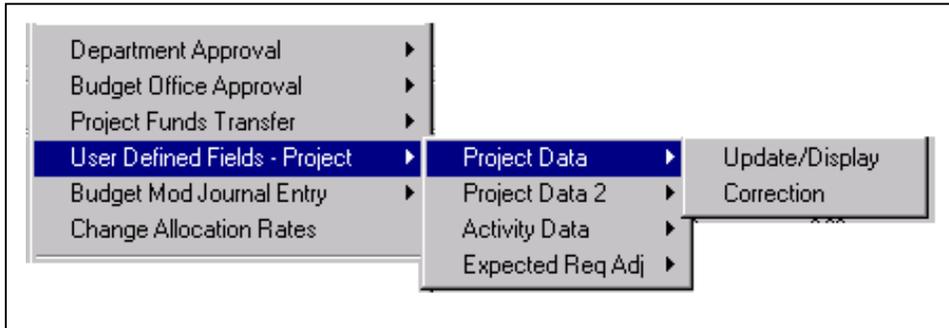
**Project Funds Transfer**



## Cost Plan Utilities that are Available for User Input are: (continued)

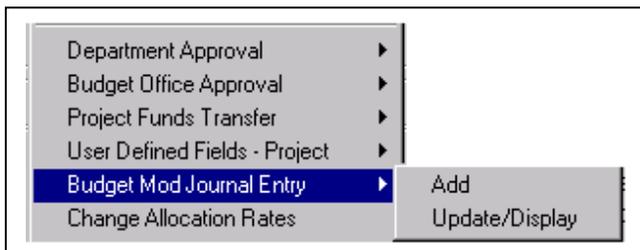
### User Defined Fields – Project

Update project- or activity-related data or expected requisition amount by the user.



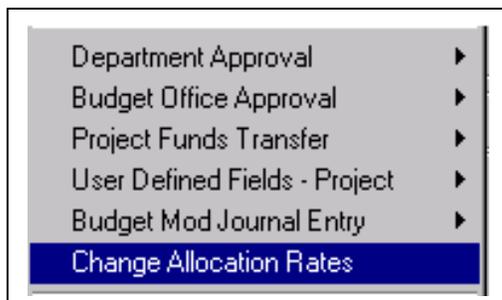
### Budget Mod Journal Entry (Funds Entry)

Entry of new funding, carryover, or expected funding with the related B&R at the department level (and the project level, if known).



### Change Allocation Rates

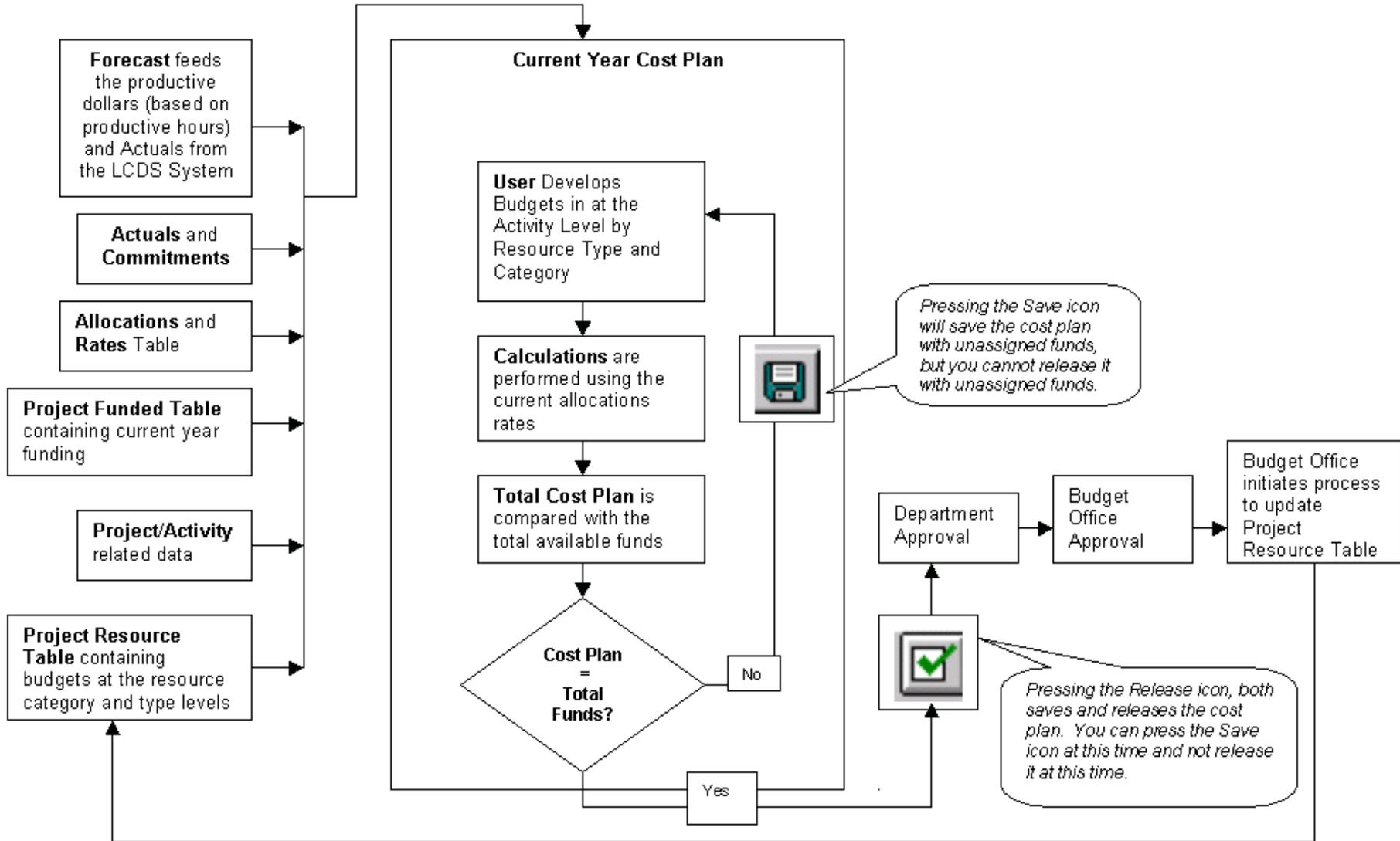
Provides the user with the ability to change existing allocation rates derived at the organizational level, such as electric power, space, and organizational burden.





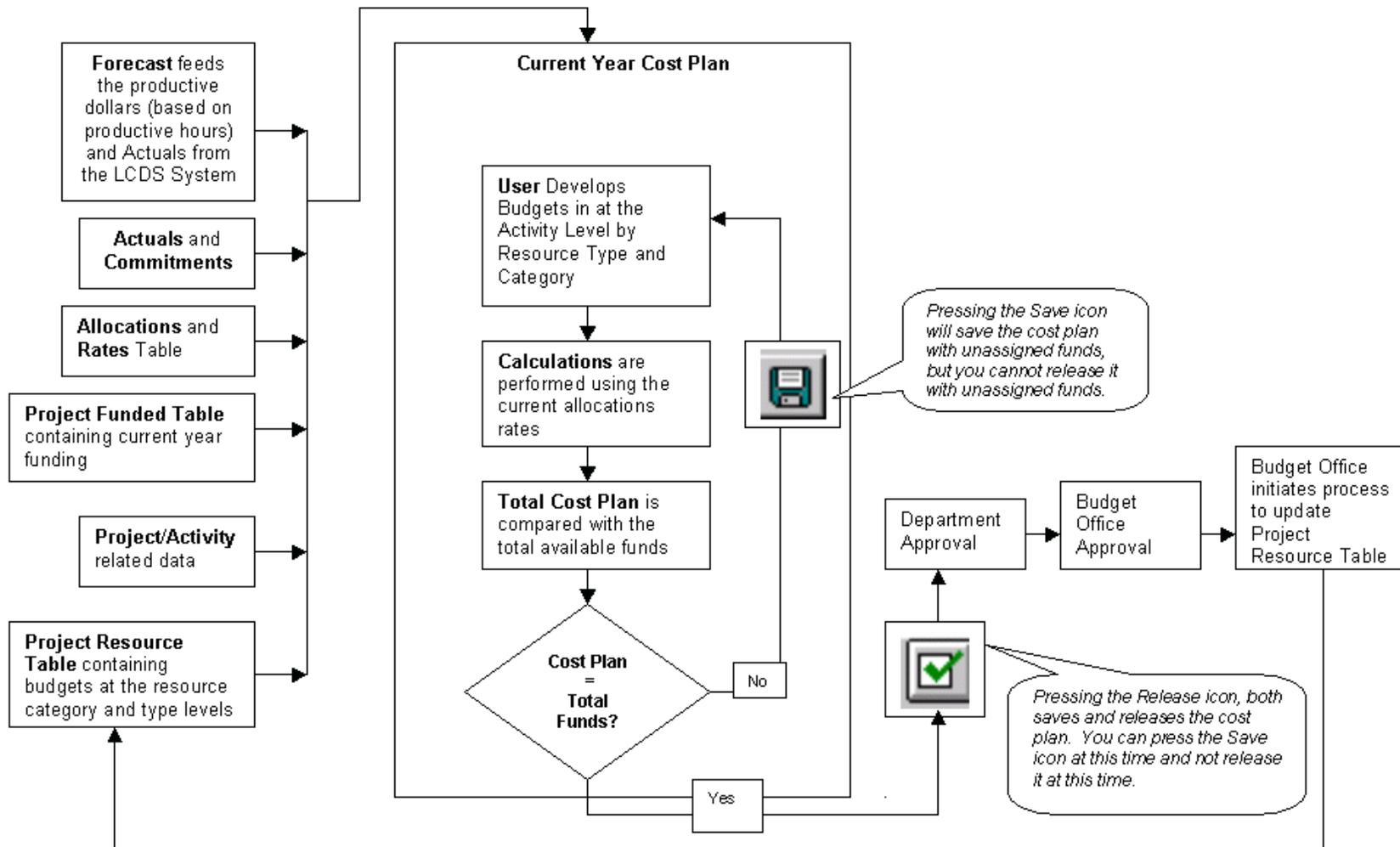
# Current Year Cost Plan Flow Charts

## Personnel Forecast to Cost Plan System Process



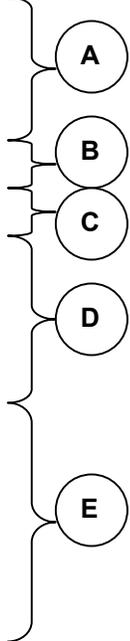


## Current Year Cost Plan Process





# USE | Current Year Cost Plan | Budget Executable



The user enters the direct amount only for anticipated costs other than labor. All burdens and overhead charges are automatically calculated and included. Current boilerplate information about the project is retrieved from the project tables and any new funding during the year is read from the distribution uploaded by the Budget Office and further refined by the department.

## Section A – Project Boilerplate

The Project Number and Title are followed by the

Status, which could be:

- Budgeted** - project (and/or activity) is in existence, but will not accept costs, commitments, or requisitions.  
*Note: This status accommodates the need to budget expected funding on projects anticipated, but not yet funded.*
- Open** - project (and/or activity) is “Open” and authorized to accept all costs and commitments

## Section A – Project Boilerplate (continued)

- Hold - project (and/or activity) on “Hold” and will not allow new requests or commitments to be placed against it. Payments will be allowed on existing commitments, telephone expenses, labor, etc.
- Closed - project (and/or activity) is “Closed” and will not accept additional costs and commitments
- Journal - project (and/or activity) is temporarily put into “J” status so that a journal voucher which includes reference to this specific activity can take effect; however, no other costs, commitments or requisitions from applications other than from a JV generated by only the Budget Office or Fiscal will be accepted.
- froZen - project (and/or activity) is complete and any remaining funds have been reallocated or deobligated. This means there are NO funds available to accept further charges.

*Note: Projects and Activities that have a "Z" status are not included in standard reports.*

Dept., represents the 2-character department code; and it can be further Defined (as an option) at a lower level within the organization – namely Division, which is 4-character field with the first two characters being the department code. It is used to assist an organization in segregating and reporting information within their organization.

B&R No. (Budget and Reporting Number) correlates with DOE activities and are used for the reporting and controlling accounting activity. If the project is for an indirect activity, the B&R will always be YN0100000. Also, User projects and some Inter-Laboratory projects do not have B&R's, they are left blank.

Task No. refers to the Program Task Number which is required on all projects that are funded by the DOE EM program. This is commonly referred to as the Activity Data Sheet (ADS) number.

Bud Ref refers to the Budget Reference Number assigned by DOE. It is a supplementary data code that further defines the nature of funds and can include the following:

- AIP - Accelerator Improvement Project
- EQU - All capital not related to construction, which could be followed by an identification number for a major item of equipment (MIE)

## Section A – Project Boilerplate (continued)

- GPE - General Purpose Equipment
- GPP - General Plant Project
- PRN - Construction Project number, followed by the identification number for a line item

Start Date refers to the date the project is activated.

Proj Type relates to the type of project, which fall into these categories -- YTD (year-to-date) or LTD (life-to-date) or miscellaneous.

CAP ( <i>Capital</i> )	CONST ( <i>Construction</i> )	ERROR ( <i>when blank, computer populates field</i> )
IND ( <i>Indirect</i> )	FAB ( <i>Fabrication</i> )	
INV ( <i>SPS Inventory</i> )	NFA ( <i>Non-Federal Agencies</i> )	FT ( <i>Fund Type</i> )
OFA ( <i>Other Federal Agencies</i> )	NORPT ( <i>Non-reportable</i> )	
OP ( <i>Operating</i> )	OLABS ( <i>Other Laboratories</i> )	
RGRNT ( <i>Research Grant</i> )	OTHER ( <i>miscellaneous</i> )	
STORE ( <i>S&amp;M Inventory</i> )	WN ( <i>Non-Federal Agencies without advance payment required</i> )	
UNSPT ( <i>Unsupported</i> )		

Agreement No. refers to all Inter-Laboratory Work Order (IWO), Reimbursable Agreement Number (AGR) for Work for Others (both Federal and non-Federal agencies) and Collaborative Research and Development Agreement (CRADA) projects.

*Note: The requesting organization is required to provide the agreement number for all CRADA projects or activities, while the Budget Office will provide the required agreement number for all IWOs and WFOs.*

PI refers to the Principal Investigator, which is populated by the owner organization using the User Defined Field option.

End Date may or may not be specified, dependent on the term of the project (or lack thereof).

Fund Type refers to the 2-character assignment given by DOE and corresponds to the B&R assigned to the project/activity.

WFO Project Type is a further breakdown of all Work for Other projects, which provides more detail on the source of funding being utilized.

Cost Center is the node definition for a project used to identify what indirect rates are to be applied to the project.

## Section A – Project Boilerplate (continued)

Fund Year defines when the project is initially funded.

FWP No refers to the Field Work Proposal number that is assigned to each and every DOE project that is created. This is extremely useful during Budget Submission, when requests for funds are submitted via an FWP (or other proposal) format to Headquarters.

Reimbursable Work refers to the number required for all programs within the 40, 60 and 65 series B&R structure. With the exception of the NRC Programs, the Budget Office will provide this number. The NRC task number must be provided by the requesting organization.

FCR represents the Full Cost Recovery to be charged for all work performed against non-DOE research programs.

*Note: Waivers of FCR for non-DOE research programs are detailed in DOE Order 481.1B.*

## Section B – Cost Plan Status

In Process (IP) - a revision to a cost plan has been made but it has not yet been released.

**Cost Plan Status:** In Process



*Note: The revised cost plan can be saved with Unassigned Funds while in the “In Process” status.*

Cost Plan Released by Dept (CR) – a revised cost plan is released by the department.

**Cost Plan Status:** Cost Plan Released by Dept



Cost Plan Approved by Dept (CA) – a revised cost plan is approved by the Department after it has been released.

**Cost Plan Status:** Cost Plan Approved by Dept

**Section B – Cost Plan Status (continued)**

Cost Plan Approved by the Budget Office (CB) – a revised cost plan that has been approved by the department can now be approved by the Budget Office and then SQR'd.

Current Cost Plan (CP) – Once an SQR is done (after the Budget Office has given its approval, the revised cost plan becomes the current cost plan.

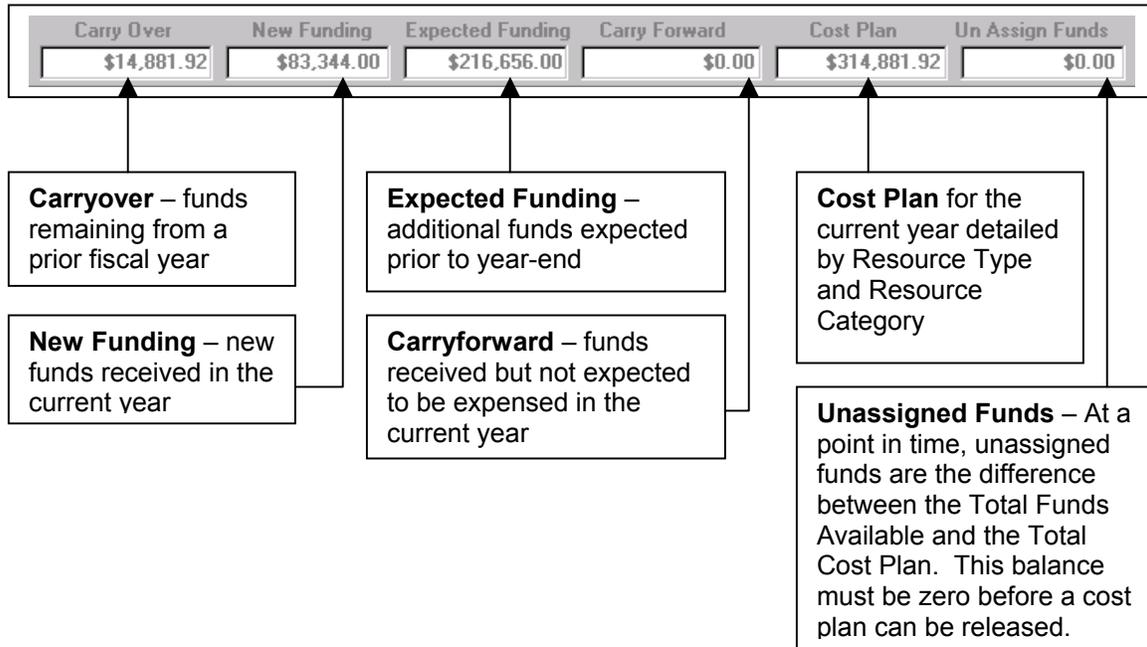
**Cost Plan Status:** Current Cost Plan

**Cost Plan Status:** Current Cost Plan 

Rejected by Budget Office (RB) – a rejection by the Budget Office automatically sends it back to the department.

Rejected by Dept (RD) – a rejection by the department automatically sends it back to the originating department. When cross-charges are used, this cost plan status is used to reject unacceptable charges.

**Section C – Project Level Summary**



## Section D – Activity Level Summary

Carry Over	New Funding	Expected Funding	Carry Forward	Cost Plan	Un Assign Funds
\$14,881.92	\$83,344.00	\$216,656.00	\$0.00	\$314,881.92	\$0.00

Activity id: 05044	Direct Costs: \$0.00	\$103,116.83	<b>User Options</b> <input type="checkbox"/> On-line Calculation <input type="checkbox"/> Auto Assign Funds <input type="checkbox"/> Calculate all Rows
Anthropognc Aerosol Pertur	Indirect Costs: \$0.00	\$211,765.09	
Status: 0	Fcr Costs: \$0.00	\$0.00	
\$14,881.92	\$83,344.00	\$216,656.00	

<p><i>Is available for user input, allowing the user to allocate the total carryover, new funding and expected funding at the activity level.</i></p>	<p><i>Only display the project level totals. It is not available for user input.</i></p>	<p><b>On-line Calculation</b> – when checked the system updates the overheads (bottom line cost plan for each entry)</p> <p><b>Auto Assign Funds</b> – will automatically assign the balance of funds to the active resource revised cost plan cell.</p> <p><i>Note: You can only use this option to assign positive amounts, not negative.</i></p> <p><b>Calculate all Rows</b> – provides the ability to recalculate all rows project-wide as well as its offsetting entries.</p> <p><i>Note: Pressing the calculate button, when it pops up recalculates the current activity level entries ONLY.</i></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Section E – Cost Plan Detail Input Area

This is the 1<sup>st</sup> snapshot of three, which depicts the 1<sup>st</sup> eight lines of cost plan entries that have been made from the leftmost view.

	Type	Category	Current Cost Plan	Revised Cost Plan	Current Carry Fwd	Revised Carry Fwd	Balance	Act
1	DSTUT	271	300.00	300.00			249.36	
2	MATER	300	500.00	500.00			500.00	
3	MATER	319	1,331.72	1,331.72			1,331.72	
4	MGTAD	100	6,790.65	59,035.22			6,055.39	
5	PROF	100	10,923.79	13,399.93			9,598.79	
6	PURHI	213	1,000.00	1,000.00			200.02	
7	RECHG	608					-2.11	
8	RECHG	609					-105.09	
9	SCIE	100	80,150.67	80,150.67			67,360.87	

Note: The salary and wage resource categories are populated through the Forecast System and are not accessible for revision using this panel; therefore, they are "grayed out".

Note: The white areas shown above are available for user input. The cost plan entries for the current year are entered in the Revised Cost Plan column, while costs to be incurred in a subsequent fiscal year are to be entered in the Revised Carry Fwd column.

This is the 2<sup>nd</sup> and middle snapshot of the three, which shows you more information regarding the cost plan, but is not available for user input. Again it is displaying the 1<sup>st</sup> through 8<sup>th</sup> lines of cost plan entries.

	Actual Amt	Actual Amt Mth	Commit Amt	Req Amt	Indirect CP Cost	Composite CP Rate	Indirect CF Costs
1	50.64				117.60	39.20000000	
2					241.24	48.24800000	
3		-9382.67			642.53	48.24794702	
4	735.26				14,586.16	214.79776354	
5	1,325.00				23,464.06	214.79777321	
6	799.98				170.48	17.04800000	
7	2.11	2.11					
8	105.09	105.09					
9	12,807.80				170,182.24	214.70274028	

The Indirect CP Cost column shows a summary of indirect costs applied to the direct cost plan entry for a specific resource category.

The Composite CP Rate column provides the approximate rate used by calculating:

$$\frac{\text{Indirect CP Costs}}{\text{Direct CP Costs}}$$

## Section E – Cost Plan Detail Input Area (continued)

This is the 3<sup>rd</sup> snapshot of three, which depicts the 1<sup>st</sup> eight lines of cost plan entries that have been made from the rightmost view.

	Commit Amt	Req Amt	Indirect CP Cost	Composite CP Rate	Indirect CF Costs	Indirect CF Rate
\$1			117.60	39.20000000		
			241.24	48.24800000		
			642.53	48.24794702		
			14,586.16	214.79776354		
			23,464.06	214.79777321		
			170.48	17.04800000		
			473,483.21	244.70774028		

**Budget and Forecasting - Use - Current Year Cost Plan**

File Edit View Go Favorites Use Process Reports Help

Budget Executable Forecast Costs Project Budget Expenses **Insert Row** Input Comments Allocations

Project: 05044 Anthropogenic Aerosol Pertur Status: Open

B&R No.: KP1202010 Task No: Bud Ref:  
 Proj Type: OP Agreement No: PI: SCHWARTZ, S  
 Fund Type: WA NREC Proj Type: Cost Center: FULL&A - YEM

*After highlighting a row and pressing the Insert Row button, an additional line can be inserted in the cost plan panel.*

Status: 0		Fcr Costs:			\$0.00	\$0.00
		\$14,881.92	\$83,344.00	\$216,656.00	\$13,466.99	\$301,414.92
Type	Category	Current Cost Plan	Revised Cost Plan	Current Carry Fwd		
1	DSTUT 271	300.00	300.00			
2	MATER 300	500.00	500.00			
3	MATER 319	1,331.72	1,331.72			
4			6,781.58			
5	MGND 100	6,790.65	10,889.88			
6	PROF 100	10,923.79	10,889.88			
7	PURHI 213	1,000.00	1,000.00			
8	RCALC 770		-0.01			

**Section E – Cost Plan Detail Input Area (continued)**

	Type	Category	Current Cost Plan	Revised
1	DSTUT	271	300.00	
2	MATER	300	500.00	
3	MATER	319	1,331.72	
4				

Valid Values	
Res Type	Descr
ALOSV	Central Allocated Services
BUD	Budget
CAPEQ	Capital Equipment
DSTUT	Distributed Utilities
ERROR	Mapping errors - category 000
MATER	Material
MODC	Miscellaneous Oth Direct Costs
OALSV	Allocated Services - Other
ORCHG	Recharge Services - Other
OSP	Other Spare Parts
OVER	Overhead
PURHI	Purchased - High Value
PURLB	Purchased Labor
PURLO	Purchased - Low Value
PURMID	Purchased - Mid Value

These snapshots show you both the Resource Type drop down menu and the Resource Category drop down menu from which to make your choices.

*Note: The Resource Category menu is not available until you choose a Resource*

	Type	Category	Current Cost Plan	Revised Cost
1	DSTUT	271	300.00	
2	MATER	300	500.00	
3	MATER	319	1,331.72	
4	MATER			

Valid Values	
Category	Descr
300	PO Purchases
310	Stores Material
311	Sensitive Equipment
312	Equipment - Low Value
315	Demurrage/Deposits
316	Freight
318	Cr. Card Purch - Taxable LV Eq
319	Credit Card Purchases

## USE | Current Year Cost Plan | Forecast Costs

This panel gives the user information regarding the status of labor assignments coming in from the Personnel Forecast.

Activity ID	Type	Categ	Current Amt	Revised Amt	Released Amt	FTE	Dept	EmplID	Reject
02572	SCIEN	102	26,791.09	26,791.09	26,791.09	0.6820	EE	EEPD003	<input type="checkbox"/> <input type="checkbox"/>
02572	TECH	100	12,183.31	12,183.31	12,183.31	0.3490	EE	EETECH	<input type="checkbox"/> <input type="checkbox"/>
02572	SCIEN	100	3,344.14	3,136.50	3,136.50	0.0560	EE	21994	<input type="checkbox"/> <input type="checkbox"/>
<b>Total:</b>			<b>42,318.54</b>	<b>42,110.90</b>	<b>42,110.90</b>	<b>1.0870</b>			

The **Current Amt** column reflects the fully approved and released data to the BNL budget.

The **Revised Amt** column can be brought into the Current Year Cost Plan once the lightning bolt button has been pressed.

The **Released Amt** column displays the salary and wage data that has been sent to the Current Year Cost Plan from the Personnel Forecast.

This button allows you (if you have the security access) to either show the employee name(s) or life number(s). It is a toggle switch.

If checked, this entry's labor cost is not passed on to the cost plan, but it does not impact the Personnel Forecast entry.

*Note: The user would need to revise the Personnel Forecast entry for this revision to be complete.*

If pressed, this provides a short cut to the Personnel Forecast for that specific individual.



# USE | Current Year Cost Plan | Project Budget Expense

The system also extracts actual costs and displays them for the user to facilitate interim adjustments.

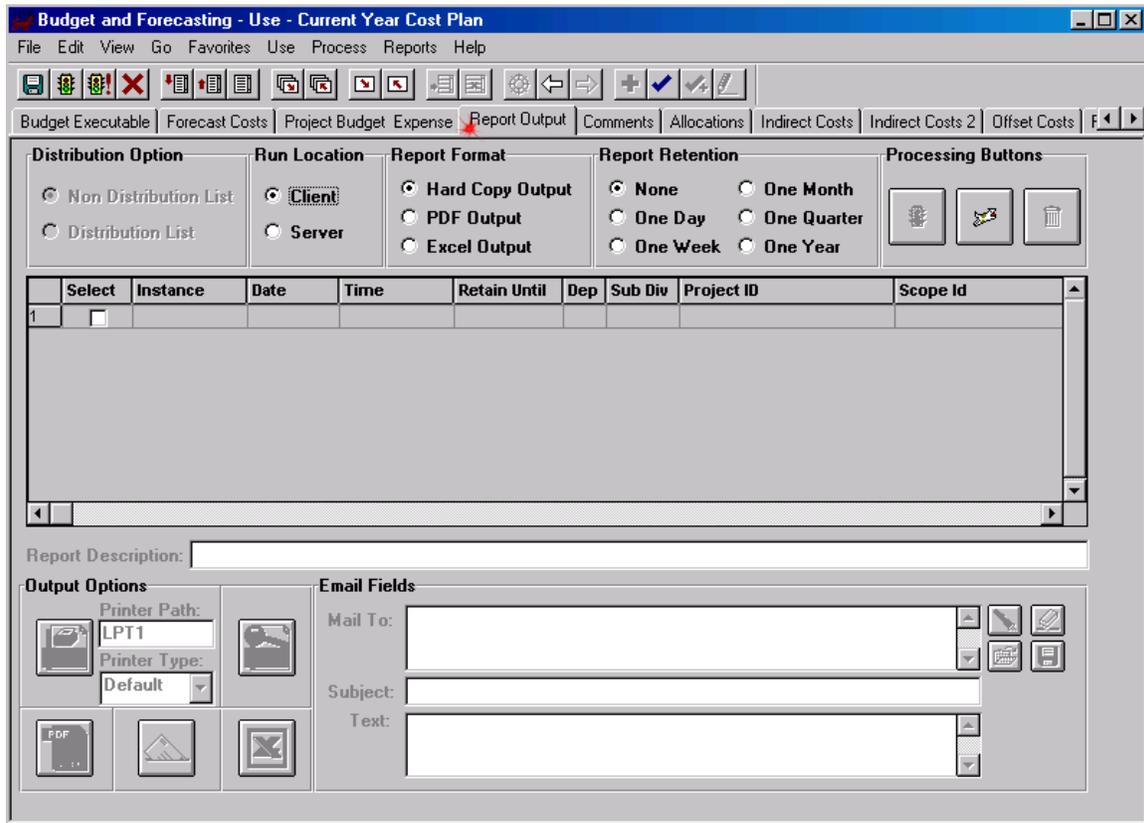
Category	Cost Plan Carry Forward	Actual Mth	Actual Ytd	Commitment	Requisition	Balance
100 Base Salary	15,319.81	0.00	0.00	0.00	0.00	15,319.81
102 Base Salary - Research Assoc	26,791.09	0.00	0.00	0.00	0.00	26,791.09
130 Paid Absence	2,834.16	0.00	0.00	0.00	0.00	2,834.16
131 Research Assoc. Paid Absence	4,956.35	0.00	0.00	0.00	0.00	4,956.35
140 Fringe Benefit	7,025.58	0.00	0.00	0.00	0.00	7,025.58
141 Fringe - Research Associate	9,079.77	0.00	0.00	0.00	0.00	9,079.77
<b>Sub Total ---&gt;</b>	<b>66,006.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66,006.76</b>
<b>Grand Total ---&gt;</b>	<b>99,999.99</b>	<b>0.00</b>	<b>306.07</b>	<b>306.07</b>	<b>0.00</b>	<b>99,587.42</b>

SetID	Group Name
BNL	ADAM
BNL	BU-1
BNL	BU-2
BNL	BU-TB1
BNL	BU-TBMB
BNL	EXP FUNDS
BNL	NRC-1
BNL	RHIC-1

Group Names are pre-defined groupings of resource categories and their corresponding subtotals that accommodate specific reporting requirements.

*Note: The most commonly used group name, and default, is BU-1.*

## USE | Current Year Cost Plan | Report Output



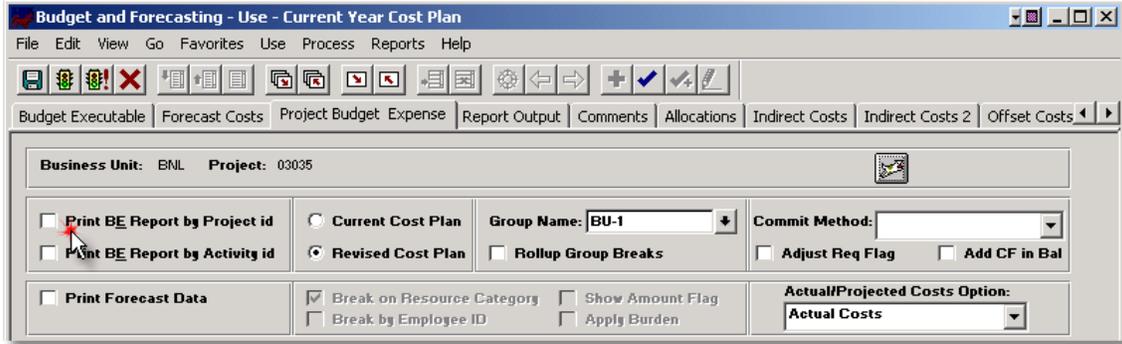
The Reporting option in the Budget System is accessible in two ways. First option is through the Current Year Cost Plan panels and the other through Report Option on the Main Task Bar of Budget and Forecast system. The later is normally used for Batch operations where you can print Summaries, Multiple Projects using Scope definitions (Scopes are explained elsewhere). Both Reporting options offer the same interface.

### Reporting through Current Year Cost Plan Panels.

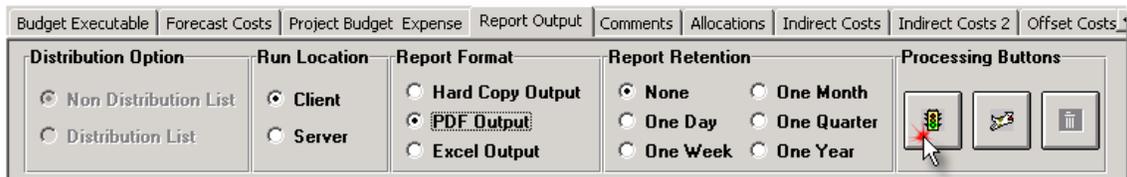
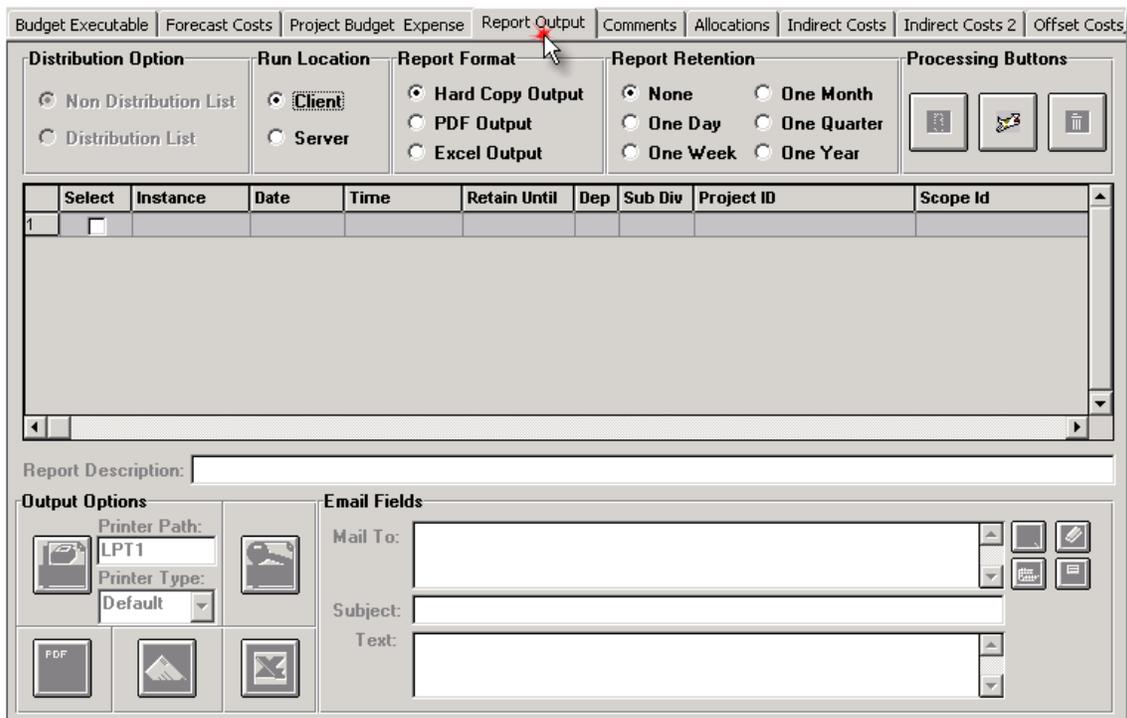
The 'Report Output' panel is active only when the type of report that you want to print is selected including other criteria that you can specify. This selection is available in 'Project Budget Expense' tab.

You are required to chose between Report By Project ID and Report by Activity ID. This selection will set the final report in either Project Level or in Project/Activity level.

Other options include: Current Versus Revised Cost Plan, Selection of different Group Break Downs (BU-1 being the default), Rollup Group Breaks (Summarizes on the Group Level) and Commitment Method. You can opt to print related Forecast details with Actual labor, Actual + Projected cost or Projected costs.



Once the report parameters are set in the Project Budget Expense panel, the Report Output panel can be used to produce reports.



Budget Executable | Forecast Costs | Project Budget Expense | Report Output | Comments | Allocations | Indirect Costs | Indirect Costs 2 | Offset Costs

**Distribution Option**  
 Non Distribution List  
 Distribution List

**Run Location**  
 Client  
 Server

**Report Format**  
 Hard Copy Output  
 PDF Output  
 Excel Output

**Report Retention**  
 None  
 One Day  
 One Week  
 One Month  
 One Quarter  
 One Year

**Processing Buttons**

**Commit Method:**  Adjust Req Flag (none) **Category Type Commit**  
 Forecast Release Commit  
**Actual/Projected Costs Option:**

**Actual/Projected Costs Option:**  
 Actual Costs  
 (none)  
 Actual + Projected Costs  
 Actual Costs  
 Projected Costs

**Budget and Forecasting - Use - Current Year Cost Plan**

File Edit View Go Favorites Use Process Reports Help

Budget Executable | Forecast Costs | Project Budget Expense | Report Output | Comments | Allocations | Indirect Costs | Indirect Costs 2 | Offset Costs

**Business Unit:** BNL **Project:** 03035

Print BE Report by Project id  
 Print BE Report by Activity id  
 Print Forecast Data

Current Cost Plan  
 Revised Cost Plan

**Group Name:** BU-1  
 Rollup Group Breaks

Adjust Req Flag  
 Add CF in Bal

Break on Resource Category  
 Break by Employee ID  
 Show Amount Flag  
 Apply Burden

**Actual/Projected Costs Option:**  
 Actual Costs

Select	Instance	Date	Time	Retain Until	Dep	Sub Div	Project ID	Scope Id
1								

**Report Description:**

**Output Options**  
 Printer Path: LPT1  
 Printer Type: Default

**Email Fields**  
 Mail To:  
 Subject:  
 Text:

# USE | Current Year Cost Plan | Comments

**Budget and Forecasting - Use - Current Year Cost Plan**

File Edit View Go Favorites Use Process Reports Help

Budget Executable Forecast Costs Project Budget Expense Report Output **Comments** Allocations Indirect Costs Indirect Costs 2 Offset Costs

Business Unit: BNL Project: 02572 Release No: 2

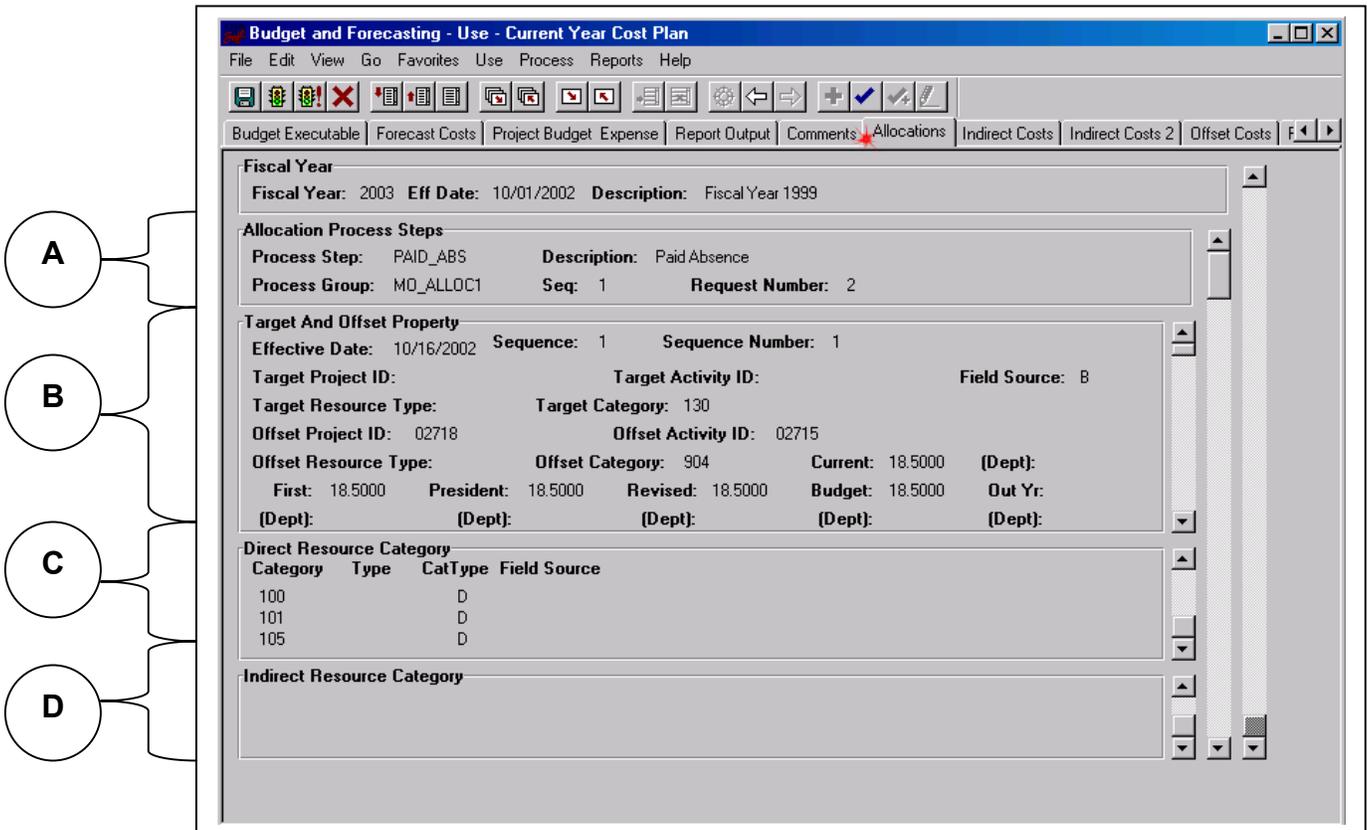
Comment #: 1 Department Comments Date Modify: 11/05/2002

Send to Dept Approver  Send to Budget Office

Dept Approval Comments

Budget Office Comments

## USE | Current Year Cost Plan | Allocations



Each project, depending upon the cost center, has applicable overheads detailed on this panel. The section descriptions are as follows:

### Section A – Allocation Process Steps

This section provides the name and description of the indirect rate. Use the second (middle) scroll bar to navigate between rates.

### Section B – Target and Offset Property

This section provides effective date for current indirect rates, as well as target resource type and category. It also gives offset project and activity, resource type and category, and rates for all years. Use the inside scroll bar to navigate through all the rates that apply to this project.

*Tip: Toggle the inside scroll bar buttons to receive the history on the current indirect rate.*

**USE | Current Year Cost Plan | Allocations (continued)**

**Section C – Direct Resource Category**

This section displays the direct resource categories on which a rate is applied.

**Section D – Indirect Resource Category**

This section displays the indirect resource categories on which a rate is applied.

## USE | Current Year Cost Plan | Indirect Costs

Activity ID	Type	Categ	Type Ref	Cat Ref	Cost Plan	Carry Fwd	Act Mth	Com Amt	Req Amt
02572	OVER	745	TRAV	290		6.50			6.50
02572	OVER	745	MATER	300		498.52			
02572	SCIEN	130	SCIEN	100		580.25			
02572	SCIEN	140	SCIEN	100		1438.38			
02572	DSTUT	251	SCIEN	100		115.99			
02572	ALOSV	501	SCIEN	100		180.43			
02572	OVER	700	SCIEN	100		1031.03			
02572	SPCHG	481	SCIEN	100		592.84			
02572	ALOSV	508	SCIEN	100		64.44			
02572	SCIEN	131	SCIEN	102		4956.35			
02572	SCIEN	141	SCIEN	102		9079.77			
02572	DSTUT	251	SCIEN	102		918.61			
02572	ALOSV	501	SCIEN	102		1428.95			
02572	OVER	700	SCIEN	102		8165.44			
02572	SPCHG	481	SCIEN	102		4695.13			
02572	ALOSV	508	SCIEN	102		510.34			
02572	TECH	130	TECH	100		2253.91			
02572	TECH	140	TECH	100		5587.20			
02572	DSTUT	251	TECH	100		450.55			
02572	ALOSV	501	TECH	100		700.85			

This panel provides indirect cost detail as it applies to the cost plan that has been developed.

## USE | Current Year Cost Plan | Indirect Costs 2

Budget Executable   Forecast Costs   Project Budget Expense   Report Output   Comments   Allocations   Indirect Costs   Indirect Costs 2   Offset									
Business Unit: BNL Project: 08906									
Offset Cost									
Activity ID	Type	Category	Project ID	Ref	Cost Plan	Carry Fwd	Act Amt	Act Mth	Act Ytd
08906	DSTUT	251	000000				277.58	124.77	152.81
08906	OVER	700	000000				2394.89	1076.49	1318.40
08906	OVER	710	000000				2026.76	911.02	1115.74
08906	OVER	720	000000				7904.36	3552.98	4351.38
08906	SCIEN	130	000000				2006.29	945.91	1060.38
08906	SCIEN	140	000000				4973.38	2344.81	2628.57
08906	TECH	130	000000				575.75	214.71	361.04
08906	TECH	140	000000				1427.22	532.24	894.98

This panel provides the indirect cost detail as it applies to the actual costs incurred.

## USE | Current Year Cost Plan | Offset Costs

Activity ID	Type	Category	Cost Plan	Carry Fwd	Act Amt	Com Amt	Req Amt
03115	DSTUT	251	-115.99				
03115	ALOSV	501	-180.43				
03108	RECOV	205	-1031.03				
03115	SPCHG	481	-592.84				
03115	ALOSV	508	-64.44				
03115	DSTUT	251	-918.61				
03115	ALOSV	501	-1428.95				
03108	RECOV	205	-8165.44				
03115	SPCHG	481	-4695.13				
03115	ALOSV	508	-510.34				
03115	DSTUT	251	-450.55				
03115	ALOSV	501	-700.85				
03108	RECOV	205	-4004.88				
03115	SPCHG	481	-2302.81				
03115	ALOSV	508	-250.31				
02715	SCIEN	904	-580.25				
FRNG_ADMIN	FRNGE	923	-1438.38				
02715	SCIEN	904	-4956.35				
FRNG_ADMIN	FRNGE	923	-9079.77				
02715	TECH	904	-2253.91				

This panel provides information regarding the Indirect Costs panel's offsetting entries.

# USE | Current Year Cost Plan | Revenue

Business Unit: BNL Project: 02572

Activity ID	Type	Category	Cost Plan	Carry Foward
			0.00	0.00