

## UIPlanner Security

## UIPlanner Security

- UIPlanner security will be established using the Financial Accountability Model hierarchy (ZBWCAM0000) and granted at the node level within each business unit/department
- Multiple roles or levels of security will be granted

- **Budget Security**

- Controls access to Budget-specific features and data
- Includes Application Rights, which control access to screens and tools, and Cost Center Rights which limit access to data based on the user's context within a "Center" hierarchy

- **Model Security**

- Controls access to create and delete system-wide model related objects (e.g. Entities, Attributes) and administrative tools (e.g. Manage Menus, Archive)

## Key UIPlanner Security Roles

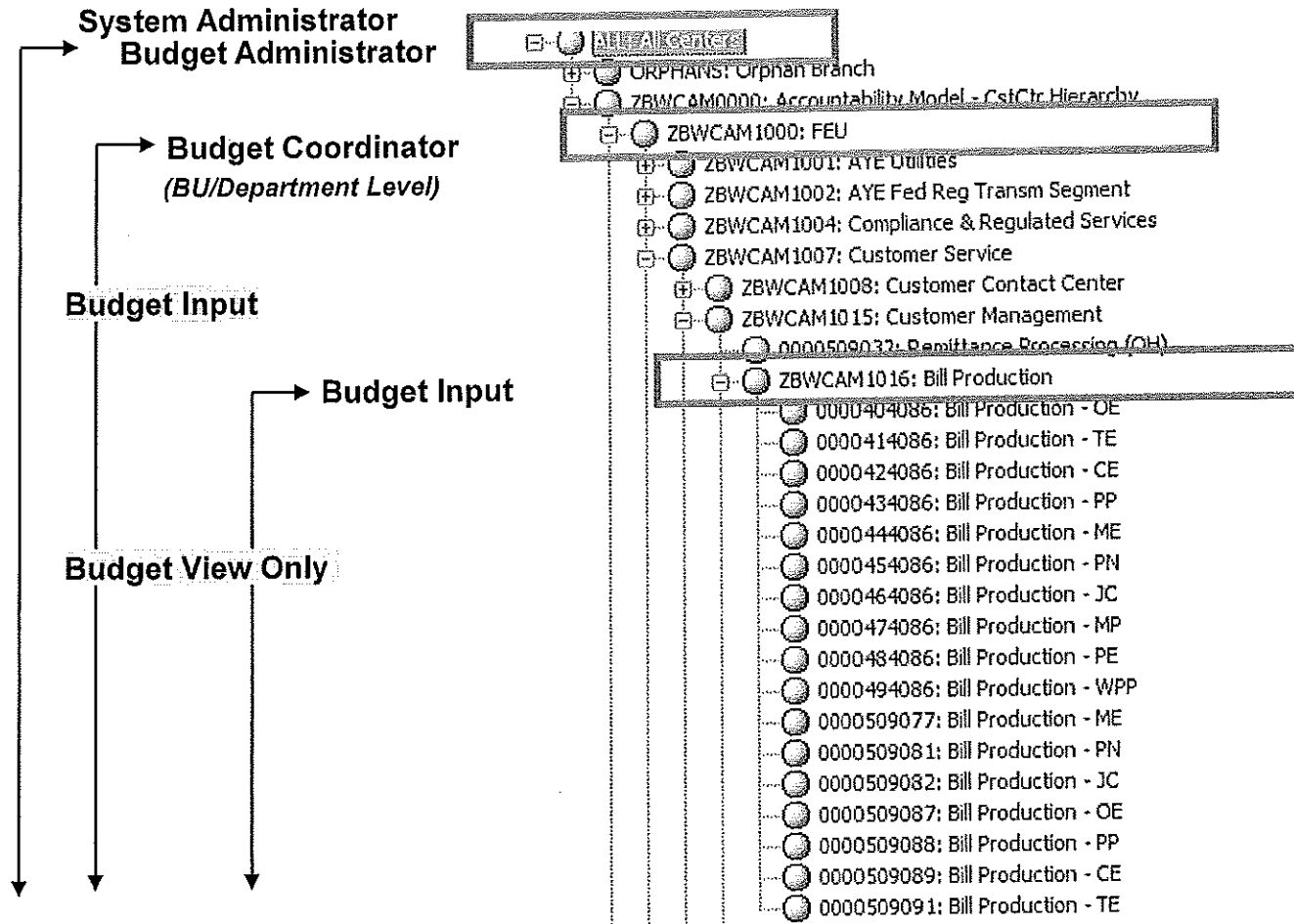
- **System Administrator:**
  - Centralized group that will manage and maintain both B2 and Financial Model
  - Individuals will have all rights to system and can perform functions the average user can not, such as: system configuration, bounce server, deploy new releases
  
- **Budget Administrator**
  - Centralized group that will manage and maintain B2 system
  - Individuals will have rights to system and can perform all system, business and process functions  
Examples include creating budget scenarios, running interfaces, process budget/forecast close, administer security, system admin locking, maintaining datasets, global assumptions, etc.
  
- **Budget Coordinator**
  - Individuals having rights to their entire business unit or department
  - Access to all user functions such as viewing and validating individual employee labor data, allocating labor and non labor, project planning, create budget group budget items, budget approval/center locking, and publish reports for their respective areas
  
- **Budget Input**
  - Individuals having rights to either their entire business unit or department or a specific group or center
  - Individuals will be granted access to all basic budget functions but will not be able to view individual employee labor data, create budget group budget items, and center lock
  
- **Budget View Only**
  - Individuals can only view published results and view reports

## Key UIPlanner Security Roles

- **Budget Coordinator / Model Input**
  - Individuals responsible for both managing labor and other than labor functions for their area and has responsibility for key model inputs
- **Model Administrator**
  - Individuals having rights to the financial model and can perform all model functions

## Cost Center Hierarchy and Security

- Budget Security will be established using the Financial Accountability Model hierarchy and granted at the node level within each business unit/department
- Multiple roles or levels of security will be granted



## UIPlanner Security Requests

- **UIPlanner Security requests will be managed via the IT Service Catalog**
  - Security requests include: establishing new security, changing security, and removing security for either data collection or financial modeling
  - This process is used for both employees and contractors
- **The IT Service Catalog can be accessed in one of two ways via the portal:**
  1. Path: Services and Support>Work Related>IT Service Desk>Link to the IT Service Catalog
  2. IT Service Catalog can also be accessed by typing 'ITcatalog' into the Internet Explorer Address Bar

### IT Service Desk

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Updated: 7/1/2013

The IT Service Desk is committed to providing customer focused computer and network support for our employees and contractors within FirstEnergy.

#### IT Service Catalog

[Link to the IT Service Catalog](#) ←

[IT Service Catalog Overview](#)

[Submitting a New Request](#)

[Checking the Status of a Request](#)

[Approver Instructions](#)

[Approver FAQ's](#)

## How to Request UIPlanner Security

- To request UIPlanner security for data collection or financial modeling perform the following processes once in the IT Service Catalog:

- Search for UIPlanner by selecting "UIPlanner" in the Category field of the Search (see #1 below)

OR

Navigate to

*Software>FE Business Applications>Corporate Business Applications>Finance Business Applications>UIPlanner*

- Select UIPlanner – Add/Change Access (see #2 below)
- Follow instructions on form
- For further information on UIPlanner security, refer to the UIPlanner Security Management Policy located at: Portal >Communities> Finance> Policies> FIT

### Service Catalog Entries

*If you need assistance, please contact the IT Service Desk at x811 (HELP) or 330-315-4337 or 800-637-7004. Not all IT-provided products and services are available through the IT Service Catalog. If you don't see what you are looking for, contact the IT Service Desk.*

The screenshot shows the IT Service Catalog interface. On the left is a navigation menu with categories: Home, Hardware, Mobile devices, Services, and Software. The 'Software' category is highlighted with a box and a callout bubble labeled '#2' that says 'Clicking on Software will ultimately direct you to UIP and other software in Service Manager'. To the right of the menu is a search box with a dropdown menu set to 'UI Planner' and a 'Search' button. A callout bubble labeled '#1' points to the search box and says 'Shortcut to UIP in Service Manager'. Below the search box is a 'Selected Items' section that says 'Your cart is currently empty.' and has buttons for 'View Cart/Checkout' and 'Cancel'. At the bottom of the page, there is a note: 'It is recommended that you order unrelated items separately to simplify the approval process and allow your order to be processed faster.'

## Requesting or Changing User Security

### After completing the form

1. Click "add to cart". A message box will appear that it has been added.
2. Click "view cart/checkout" when finished.
3. The request will be routed for approval.
4. To view the status of the request, follow the links on the left of the screen

Request from Catalog

Approve Requests

My Open Requests

My Closed Requests

Logout

**Utilities International Planner (UIP) - Add/Change Access**

**Item-Description:**  
 Request for add/change access to the UI Planner application - manager approval required

[Add to Cart](#)    [Back to Catalog](#)

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**Order Information**

*Enter the FE SAP ID or last name of the person this item is being requested for and then click the "fill" button to the right of the field you typed in.*

Requested For SAP ID: \*

Requested For Name: \*

Requested For PC: \*

*If more than one PC is assigned to you, you will be prompted to select a PC. For items that will result in a software distribution, be certain that you are selecting the PC to which the software should be deployed. If you do not have a PC assigned to you or you are requesting a new PC, you may leave the Requested For PC field blank.*

**\*\*\* Special Item Instructions \*\*\***

\*\*\*Additional text -- only if desired\*\*\*

**Item options**

Request Type:\*

New Access

Change Access

UIP Software Deployment Needed:\*

Yes

No

UIP User ID (required for changes to access only): \_\_\_\_\_

Class:\*

Employee

Contractor

User ID or User Name to Model After: \_\_\_\_\_

Data Entry: ability to budget, forecast and plan:\*

Yes

No

Data Entry Role (Complete if requesting Data Entry) select only one:\*

Administrator - limited to process owner only

Budget Administrator/Owner - ability to input data, build labor pools, create budget groups and items. Can see detailed salary data. Can also perform all functions of budget preparer.

Budget Preparer/Input - budget input for hours and dollars for labor and OTL, forecast plan etc.

Project Owner/Input - input other than labor for projects

Reporting Only - ability to view and report only (no input)

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UIPlanner - Budget Entry Advanced  
 Privileged & Confidential

February 2014

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## Removing UIPlanner Security

- **To Remove UIPlanner security for data entry and/or financial modeling perform the following process:**

- Search for UIPlanner by selecting "UIPlanner" in the Category field of the Search (see #1 below)

OR

Navigate to

Software>FE Business Applications>Corporate Business Applications>Finance Business Applications>UIPlanner  
(see #2 below)

- Select UIPlanner – Remove Access
- Follow instructions on form
- For further information on UIPlanner security, refer to the UIPlanner Security Management Policy located at: Portal >Communities> Finance> Policies> FIT

### Service Catalog Entries


If you need assistance, please contact the IT Service Desk at x0111-HELP or 330-315-4357 or 800-697-7004. Not all IT-provided products and services are available through the IT Service Catalog. If you don't see what you are looking for, contact the IT Service Desk.

The screenshot shows the Service Catalog interface. On the left is a navigation menu with categories: Home, Hardware, Mobile devices, Services, and Software. The 'Software' category is highlighted. A callout box labeled '#2' points to 'Software' and contains the text: 'Clicking on Software will ultimately direct you to UIP and other software in Service Manager'. On the right is a search form with a 'Search' input field containing 'UI Planner', a 'Category' dropdown menu, and a 'Search' button. A callout box labeled '#1' points to the search form and contains the text: 'Shortcut to UIP in Service Manager'. Below the search form is a 'Selected Items' section with the message 'Your cart is currently empty.' and links for 'View Cart/Checkout' and 'Cancel'. At the bottom of the page, there is a note: 'It is recommended that you order unrelated items separately to simplify the approval process and allow your order to be processed faster.'

## Removing UIPlanner Security

### After completing the form


1. Click "add to cart"
2. The request will be routed for approval.
3. To view the status of the request, follow the links on the left of the screen

 Catalog Item Details


Request From Catalog  
Approve Requests  
My Open Requests  
My Closed Requests  
Logout

### Utilities International Planner (UIP) - Remove Access

Item Description:

 Add to Cart


Request for access removal to the UIP application - manager approval required


 Back to Catalog


---

#### Order information

*Enter the FE SAP ID or last name of the person this item is being requested for and then click the "Fill" button to the right of the field you typed in.*

Requested For SAP ID: \*  

Requested For Name: \*  

Requested For PC: \*  

*If more than one PC is assigned to you, you will be prompted to select a PC. For items that will result in a software distribution, be certain that you are selecting the PC to which the software should be deployed. If you do not have a PC assigned to you or you are requesting a new PC, you may leave the Requested for PC field blank.*

#### Item options

UIP ID: \*

## Obtaining Help

- **IT Service Catalog help is available on the on the IT Service Desk Portal page as well as contacting the IT Service Desk**

### IT Service Desk

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Updated: 7/1/2013

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**New USB Removable Device Policy**

Please go to the [Cyber Security Policies](#) page to review the new policy listed as IT-SEC-POL-013 Computer and Network Usage - 08.15.13.

[USB Removable Media Device Restrictions FAQs](#)

**IT Service Catalog**

[Link to the IT Service Catalog](#)

[IT Service Catalog Overview](#)

[Submitting a New Request](#)

[Checking the Status of a Request](#)

[Approver Instructions](#)

[Approver FAQ's](#)



Contact the IT Service Desk by phone for immediate assistance, or send an email to [FE Help Desk](#) and your request will be addressed as quickly as

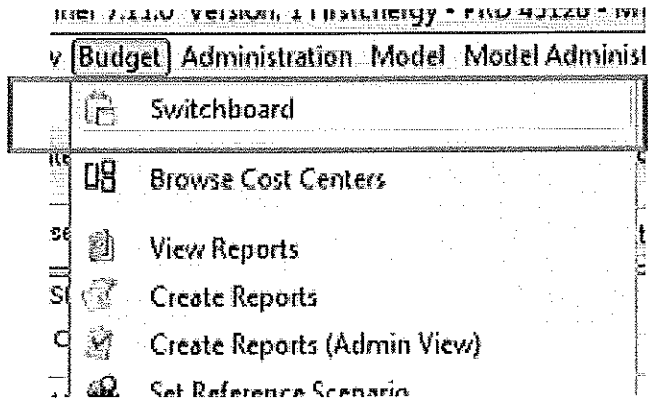
Internal	External	FAX
811-HELP 811-4357	330-315-4357 800-697-7004	801-6867 330-374-6867

- **For more information on requesting access refer to policies on the portal at:  
Communities > Finance > Polices & Procedures > FiT  
– UIPlanner – Security Management**

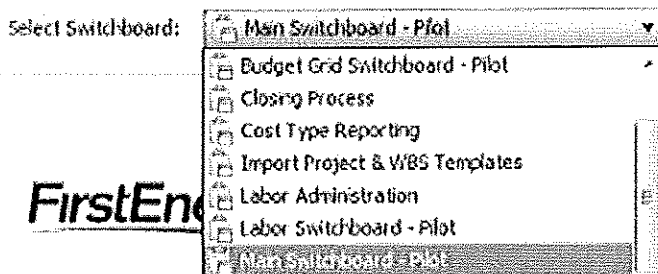
## **Navigating in UIPlanner – Browse Cost Center**

## Navigating in UIPlanner

- 1 • Select Budget  
• Click Switchboard

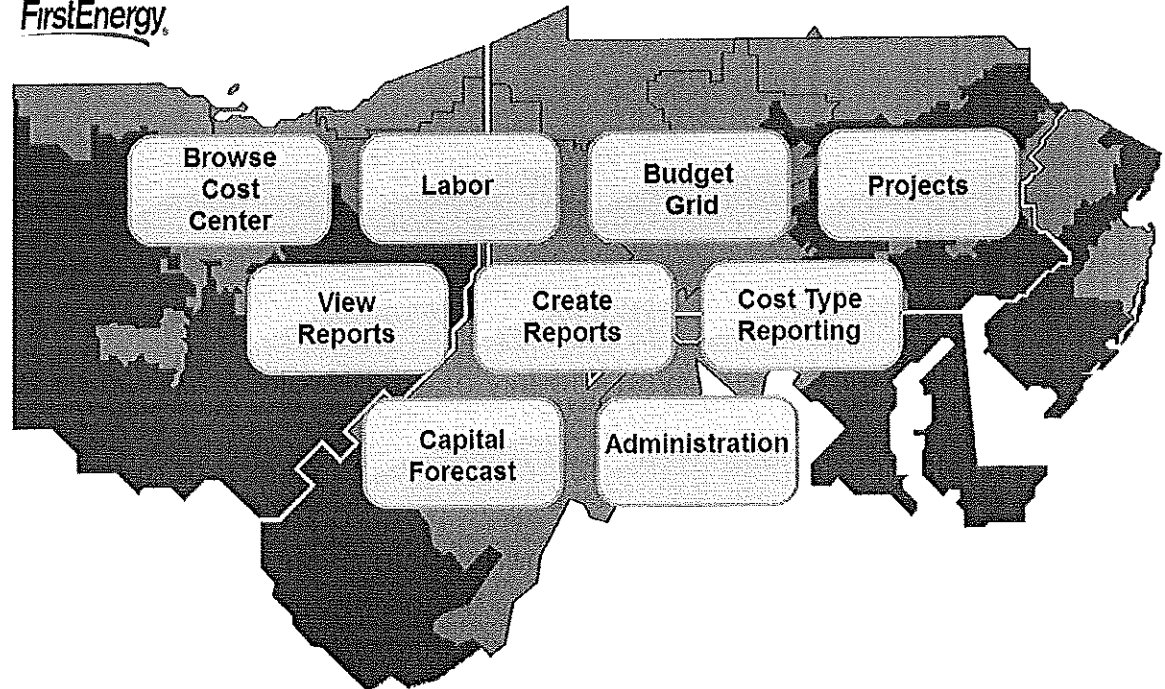


- 2 • Select Main Switchboard-Pilot



- Switchboards allow users to visually navigate through various screens
- User can map processes and features to a diagram created in Power Point or Visio
- Hot-spotted areas on a switchboard can open menu items, run reports, open files, and open other switchboards
- Switchboards will be maintained by the System Administrator

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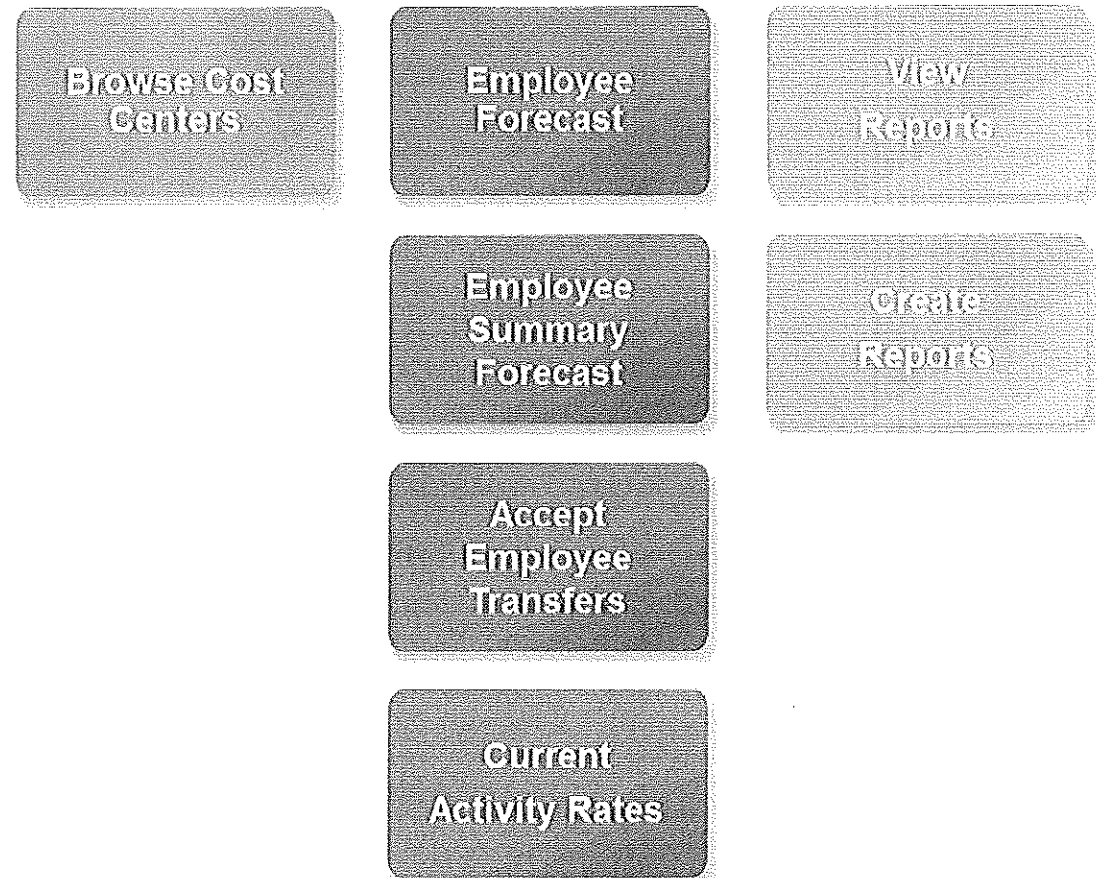
## Navigating in UIPlanner

Secondary switchboards exist for the following screens/activities:

- Labor
- Budget Grid
- Projects
- Import Projects
- Cost Type Reporting
- Capital Forecast
- Administration
- Labor Administration

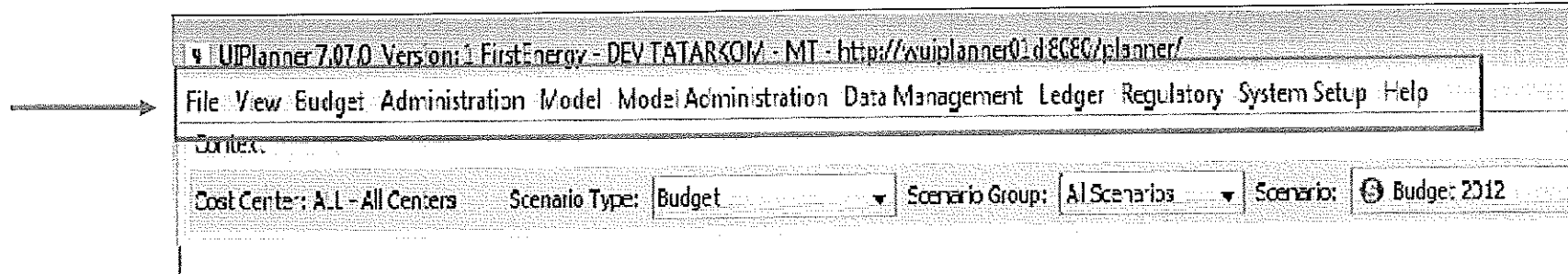
### Example of Labor switchboard:

#### Labor

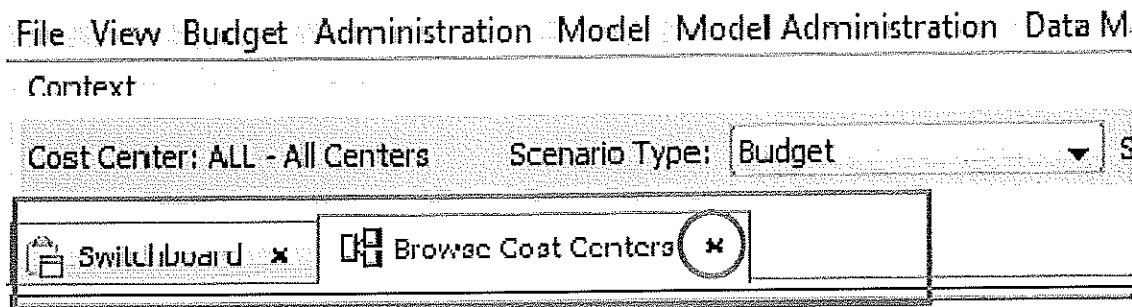


## Navigating In UIPlanner

- 3 • Once logged into UIPlanner, menu options will appear across the screen
- Depending on your security, certain menu items may not be available



- As menu items are opened, the tab for each menu item will stack across the screen
- Menu items can be closed by clicking the X



## Navigating In UIPlanner

- ④ • UIPlanner categories determine the environment to administer the budget, forecast and plan
  - Cost Center: Displays the Cost Center or Cost Center group level selected
  - Scenario Type: Budget or Model
    - Select Budget
  - Scenario Group: Grouping of like scenarios for either Budget or Model
    - Select All Scenarios
  - Scenario: Various iterations and versions of the budget, forecast and plan such as the 3+9, 2013 annual budget, etc. Scenarios will be available within the Scenario drop down box. Scenarios will be created and managed in B2
    - Select Budget 2014 Pilot Scenario

The screenshot shows a software interface with two dropdown menus. The first menu is labeled 'Scenario Group:' and has 'All Scenarios' selected. The second menu is labeled 'Scenario:' and has 'Budget 2014 Pilot Scenario' selected. A list of options is visible below the 'Scenario:' menu, including 'Budget 2014 (Integration / Business Process Test)', 'Budget 2014 Pilot Scenario', 'Budget 2014 Pilot Scenario v2', and 'Budget Scenario'. An arrow points from the 'Scenario Group:' menu to the 'Scenario:' menu.

## Browse Cost Center Overview

- The Browse Cost Centers function is used throughout UIPlanner to view data for budget, forecast and plan activities
- The Select Center screen is used to select a cost center or department, manage status and monitor changes within UIPlanner
- The Cost Center or Cost Center node selected is carried forward as a filter on department to all budget screens

UIPlanner 7.11.0 Version: 1 FirstEnergy - PRD Scenario: Budget

View Budget Administration Model Model Administration

Context Switchboard

Cost Center **Browse Cost Centers**

Browse View Reports

Locked Status Create Reports

Select Cost Center Create Reports (Admin View)

ZBWCA Set Reference Scenario

Locked Status

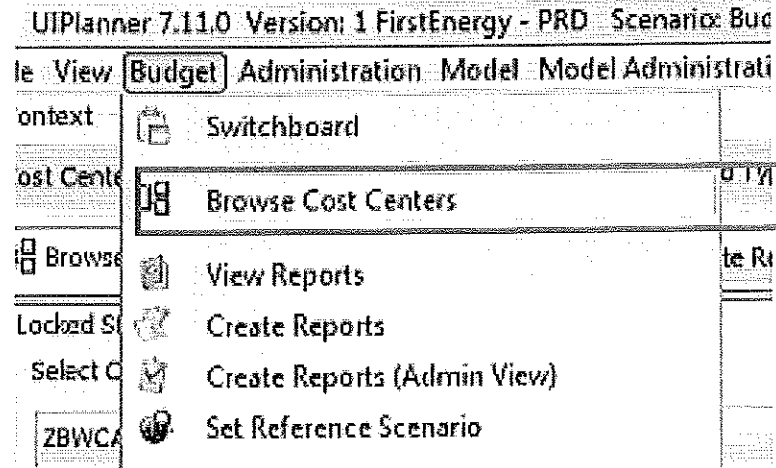
Select Cost Center

ZBWCAM4006: Finance Group

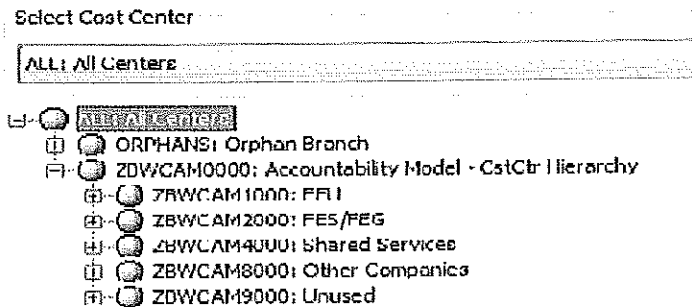
- ALL: All Centers
  - ORPHANS: Orphan Branch
  - ZBWCAM0000: Accountability Model - CstCtr Hierarchy
    - ZBWCAM1000: FEU
    - ZBWCAM2000: FES/FEG
      - ZBWCAM2001: FE Solutions
      - ZBWCAM3001: FE Generation
    - ZBWCAM4000: Shared Services
      - ZBWCAM4001: AYE Other/Corp
      - ZBWCAM4002: Executive Administration
      - ZBWCAM4006: Finance Group**
        - ZBWCAM4007: Finance Group - Controllers
        - ZBWCAM4027: Finance Group - Corp Risk Management
        - ZBWCAM4030: Finance Group - Business Dev
        - ZBWCAM4031: Finance Group - FES Finance
        - ZBWCAM4032: Finance Group - Internal Audit
        - ZBWCAM4035: Finance Group - Treasury
      - ZBWCAM4043: Human Resources Group
      - ZBWCAM4055: Legal and External Affairs
      - ZBWCAM4081: Special Items - Shared Services
      - ZBWCAM4085: Strategic Planning and Operations
    - ZBWCAM8000: Other Companies
    - ZBWCAM9000: Unused

## Browse Cost Center

- 5 • Select Budget
- Click **Browse Cost Centers**

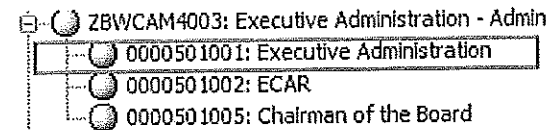


- 6 • Expand Hierarchy by clicking (+)



- The Financial Accountability Model hierarchy is available in UIPlanner and SAP
  - SAP transaction KSH3 – ZBWCAM0000
- Hierarchy is based on cost ownership
- The responsible cost center hierarchy will no longer be available starting 2014

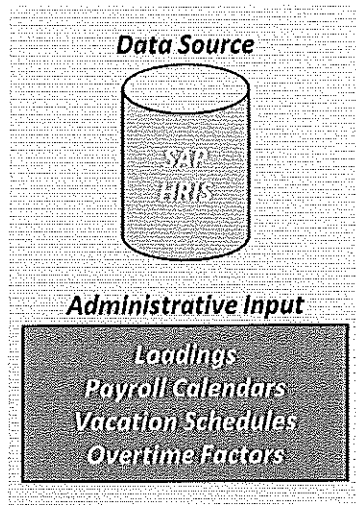
- 7 • Search Cost Centers in the Hierarchy
- Enter Cost Center or Cost Center description and Click **Find**



## Labor Overview

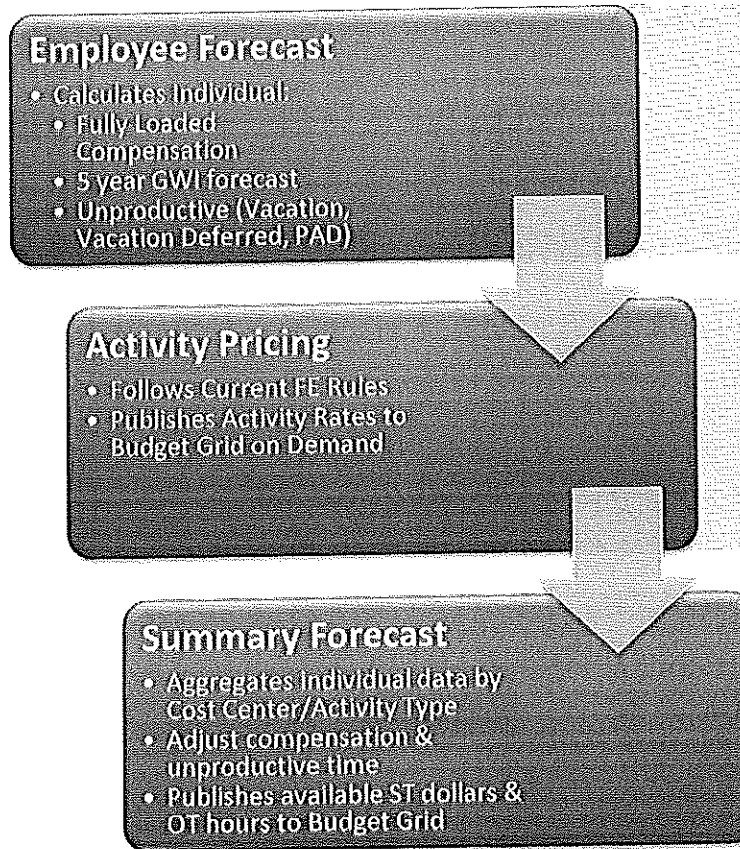
# UIPlanner Labor Schematic

## Source Data

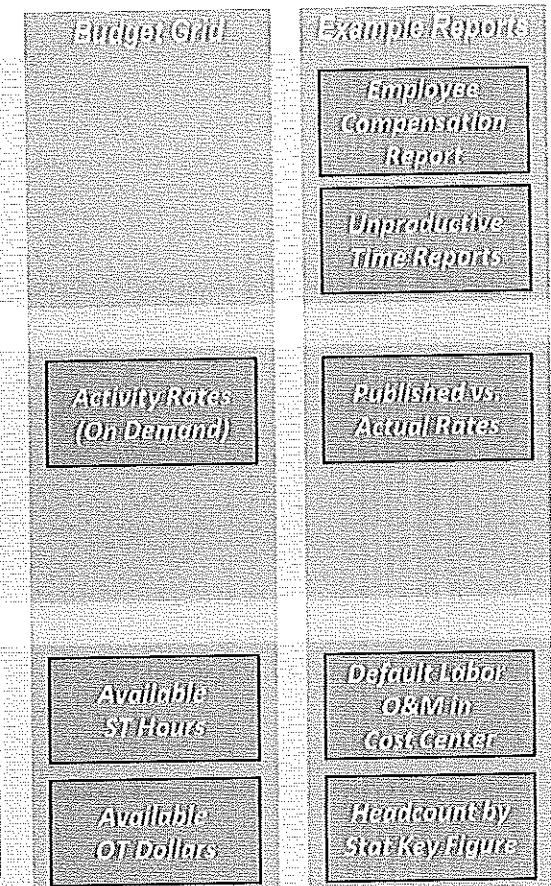


**Note:**  
 Manual Input data  
 may be calculated  
 in UIPlanner in the  
 future

## UIP Labor Processes



## Outputs



The new Labor process ensures that activity rates will be available prior to the budget process while enhancing data security and transparency

## System Entry - Budget Grid Functions

## Budget Grid Overview

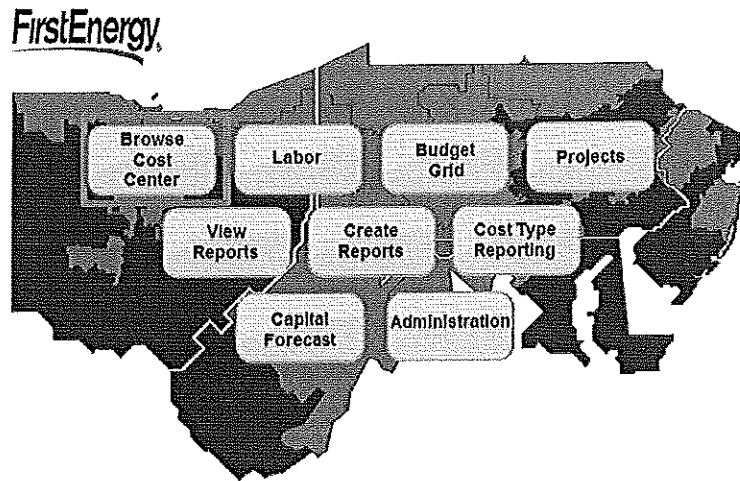
- The Budget Grid is where users enter their Labor and Other-Than-Labor (OTL) budget, forecast, and plan data by the various cost collectors.
- Used only for ALLOCATING hours and dollars --- use "View Reports" to see complete Cost Center view
- Specific budget grid fields comprise the code block combinations necessary to validate system entry

### Budget Grid Data Fields

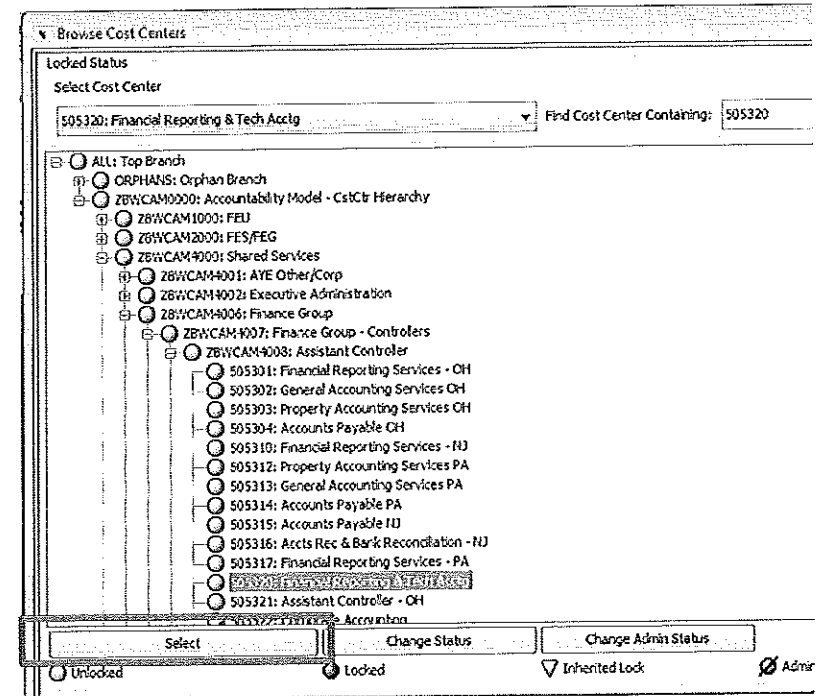
Field	Input vs. Derived	Notes
Cost Source	Input	Cost Source is the Cost Center where employee labor resides. Available Cost Centers will be limited based on user security
Cost Owner	Input	Cost collector owner. When budgeting Labor, this will be the Cost Center being billed for the Labor. When budgeting OTL, Cost Owner and Cost Source will be the same
Cost Collector Type	Input	Types : Cost Center, Internal Orders and WBS
Planning Project	Input	Project Definition of either SAP WBS or the UI Planning Project being budgeted
Planning WBS Element	Input	SAP WBS Elements or the UI Planning Project Elements
Internal Order	Input	Valid and budgetable internal orders
Activity Type	Input	Required only for Labor. Should be set to 'OTL' when budgeting OTL.
Cost Element	Input	Valid and budgetable cost elements
Budget Group	Input	Allows user to apply more detail to the budget. Budget Groups might include Travel or Office Supplies
Budget Item	Input	Allows user to apply more detail to the budget. Budget Items might include Airfare, Hotel and Meals for the Budget Group of Travel.
Comment	Input	Text field. Used for additional notes
Input Type	Derived	Hours if Labor and Dollars if OTL

## Budget Grid Startup

- 1 Defining a Context Cost Center
  - Open the **FE Main Switchboard**
  - Click on **Browse Cost Center**



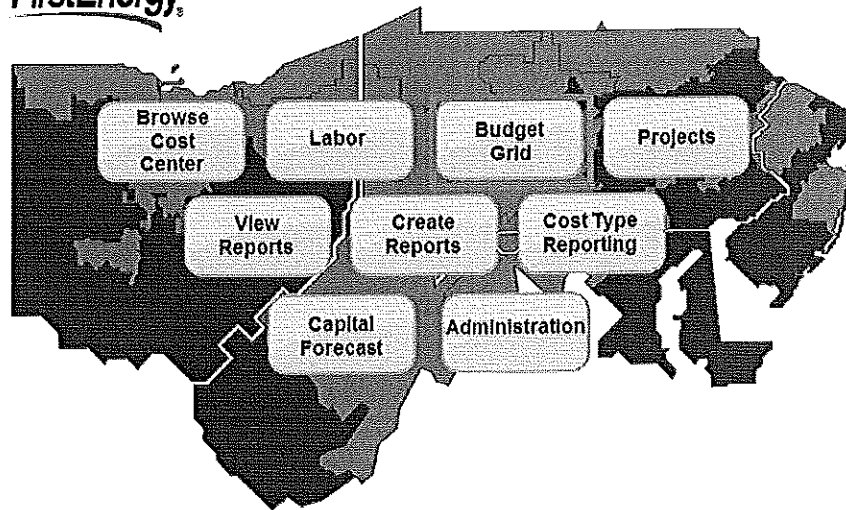
- 2 • Select a Cost Center (either double-click on or highlight a Cost Center and click the **Select** button at the bottom of screen)



## Budget Grid Startup

- 3 Opening the Budget Grid
- Open the **FE Main Switchboard**
  - Click on **Budget Grid**

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- 4 • Click **Budget Grid**

Budget Grid

Browse Cost Centers

**Budget Grid**

View Reports

Budget Group  
Budget Item  
Wrapper

Create Reports

Set Reference  
Scenario

## Budget Grid Layout Overview

- The Budget Grid consists of required and optional entries
- User can customize grid and maintain user preferences
- Attributes are listed on the left hand side (Accounting) of the Grid
- Data entry takes place on the right hand side of the Grid

Cost Source	Cost Owner	Cost Collector Ty	Project	WBS	Internal	Activity Type	Cost Element	Budget Group	Budget Item	Input Type	Comment	Amount Type	2014 2014 Total	2015 2015 Total	2016 2016 Total
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	NN/A:	N/A:	N/A:OTL: OTL	651010: Subscrip	NONE: none	NONE: none	D: Dollars		Dollars Ref	\$4,631	\$0	\$0
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	NN/A:	N/A:	N/A:OTL: OTL	540000: Employee	NONE: none	NONE: none	D: Dollars		Dollars Ref	\$3,404	\$0	\$0
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	NN/A:	N/A:	N/A:OTL: OTL	540100: OFFICE S	NONE: none	NONE: none	D: Dollars		Dollars Ref	\$2,374	\$0	\$0
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	NN/A:	N/A:	N/A:OTL: OTL	540105: TRAINING	NONE: none	NONE: none	D: Dollars		Dollars Ref	\$2,058	\$0	\$0
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	NN/A:	N/A:	N/A:OTL: OTL	540103: TRAINING	NONE: none	NONE: none	D: Dollars		Dollars Ref	\$2,058	\$0	\$0
Active Flags: In-Budget;												Column Totals			
												Dollars	\$14,524	\$0	\$0
												Ref	\$14,524	\$0	\$0

Codeblock combinations align with SAP actuals

User defined fields to facilitate budget, forecast, plan preparation and approvals

Rows displayed in red denote invalid combinations. Would occur if system validations were changed. User will not be able to enter invalid codeblock

651010: SUBS	540000: EMP	N/A:	N/A:	INTERNAL ORDER:	N/A:	No Project	N/A:	N/A:	651010: SUB
540100: OFF	540105: TRAI	N/A:	N/A:	INTERNAL ORDER:	N/A:	No Project	N/A:	N/A:	540100: OFF

## Budget Grid Functions - Display Options

- Column ordering
    - Select column and drag and drop
  - Display options for field name or code
    - Right-click in any ACCOUNTING column
    - Select **Accounting Display Options**
    - Select **Code Only**, **Name Only** or **Both**
  - Group columns with "+" and "-"
  - Drag column boundaries to resize

Active	Budget Group	Budget Group
Filter Off	NONE: none	none
OTL: NONE: none	OTL: NONE: none	OTL: NONE: none
OTL: NONE: none	OTL: NONE: none	OTL: NONE: none

- View Edit Log
- Copy to Excel
- Paste
- Year Forward >
- < Year Back
- < Year All >
- Forecast Forward >>
- << Forecast Back
- << All >>
- View Options
- Zoom
- Decimal Places
- Amount Width
- Comment Width
- Restore default column order
- Expand all accounting columns
- Sort by Amount
- Sort Invalid Last
- Accounting Display Options**
- Flags
- Comment Alt+C

- Code Only
- Name Only
- Both

Context

Cost Center: 505320 - Financial Reporting & Tech Accty Scenario Type: Budget Scenario Group: All Scenarios Scenario:

Browse Cost Centers x Edit Attributes x Project Wrapper x Switchboard x Budget Grid x

Save Add Edit Delete Reset All Edit in Excel Ref Scenario: Budget 2014 (Integration / Business Proc

Cost Source	Cost Owner	Cost Collector Ty	Project	WBS	Internal	Activity Type	Cost Element	Budget Group	Budget Item	Input Type
Filter Off	Filter Off	Filter Off	Fl...	...	Fit...	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	651010: Subscrip	NONE: none	NONE: none	D: Dollars
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	540000: Employed	NONE: none	NONE: none	D: Dollars
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	540100: OFFICE S	NONE: none	NONE: none	D: Dollars
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	540105: TRAININ	NONE: none	NONE: none	D: Dollars
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	540109: TRAININ	NONE: none	NONE: none	D: Dollars

Active Flags: In-Budget;

## Budget Grid Functions - Filters

- 6 • Column filtering (e.g. cost element, activity type, etc)
  - All columns have filtering available
  - Select a column to filter
  - Click on filter (column heading turns red when filter is on)
  - Drop down available to select options

Context  
 Cost Center: 505320 - Financial Reporting & Tech Actg    Scenario Type: Budget    Scenario Group: All Scenarios    Scenario: Budget 2014 Pilot Scenario

x   
  x   
  x   
  x   
  x

  
    
    
    
    
    
 Ref Scenario: Budget 2014 (Integraton / Business Process Test)   
 Record 0 of 0   
 Types: Filter Off   
 Zoom: 10...

Filters: --None--

Cost Source	Cost Owner	Cost Collector Ty	Project	WBS	Internal	Activity Typ	Amount Type	2014	2015	2016	
Filter Off	Filter Off	Filter Off	Fi...	...	Fit...	Filter Off		2014 Total	2015 Total	2016 Total	
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	Dollars	\$4,631	\$0	\$0	
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	Ref	\$4,631	\$0	\$0	
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	Dollars	\$3,404	\$0	\$0	
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	Ref	\$3,404	\$0	\$0	
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	Dollars	\$2,374	\$0	\$0	
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	Ref	\$2,374	\$0	\$0	
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	Dollars	\$2,058	\$0	\$0	
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	Ref	\$2,058	\$0	\$0	
Active Flags: In-Budget;								Dollars	\$14,524	\$0	\$0
								Ref	\$14,524	\$0	\$0

Select All  
 Deselect All  
 Current Value

540000: Employee Expenses  
 540100: OFFICE SUPPLIES  
 540103: TRAINING PARTICIPANT STUDENT EXP  
 540105: TRAINING GENERAL CORP EXP  
 551010: Subscriptions - Magazines And Other Peri

# Budget Grid Functions - Data Display

- 7 Monthly or annual view of data
  - Click on the year header to toggle between monthly and annual data

Context  
 Cost Center: 505320 - Financial Reporting & Tech Acctg    Scenario Type: Budget    Scenario Group: All Scenarios    Scenario: Budget 2014 Pilot Scenario

Browse Cost Centers   Edit Attributes   Project Wrapper   Switchboard   Budget Grid

Save   Add   Edit   Delete   Reset All   Edit in Excel   Ref Scenario: Budget 2014 (Integration / Business Process Test)   Record 0 of 0   Types: Filter Off   Zoom: 10...   Filter: --None--

Cost Source	Cost Owner	Cost Collector Ty	Project	WBS	Inte	Comment	Amount Type	2014 2014 Total	2015 2015 Total	2016 2016 Total	2017 2017 Total	2018 2018 Total
505320: Financial	505320: Financial	COST CENTER: Cos	N/A: No Project	N/A: N/A	N/A:		Dollars	\$4,631	\$0	\$0	\$0	\$0
							Ref	\$4,631	\$0	\$0	\$0	\$0
505320: Financial	505320: Financial	COST CENTER: Cos	N/A: No Project	N/A: N/A	N/A:		Dollars	\$3,404	\$0	\$0	\$0	\$0
							Ref	\$3,404	\$0	\$0	\$0	\$0
505320: Financial	505320: Financial	COST CENTER: Cos	N/A: No Project	N/A: N/A	N/A:		Dollars	\$2,374	\$0	\$0	\$0	\$0
							Ref	\$2,374	\$0	\$0	\$0	\$0
505320: Financial	505320: Financial	COST CENTER: Cos	N/A: No Project	N/A: N/A	N/A:		Dollars	\$2,058	\$0	\$0	\$0	\$0
							Ref	\$2,058	\$0	\$0	\$0	\$0
505320: Financial	505320: Financial	COST CENTER: Cos	N/A: No Project	N/A: N/A	N/A:		Dollars	\$2,058	\$0	\$0	\$0	\$0
							Ref	\$2,058	\$0	\$0	\$0	\$0
Active Flags: In-Budget;							Column Totals	Dollars	\$14,524	\$0	\$0	\$0
								Ref	\$14,524	\$0	\$0	\$0

Context  
 Cost Center: 505320 - Financial Reporting & Tech Acctg    Scenario Type: Budget    Scenario Group: All Scenarios    Scenario: Budget 2014 Pilot Scenario

Browse Cost Centers   Edit Attributes   Project Wrapper   Switchboard   Budget Grid

Save   Add   Edit   Delete   Reset All   Edit in Excel   Ref Scenario: Budget 2014 (Integration / Business Process Test)   Record 0 of 0   Types: Filter Off   Zoom: 10...   Filter: --None--

Cost Source	Cost Owner	Cost Collector Ty	Project	WBS	Inte	Comment	Amount Type	2014								
Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off			2014 - Jan	2014 - Feb	2014 - Mar	2014 - Apr	2014 - May	2014 - Jun	2014 - Jul	2014 - Aug	2014 - Sep
505320: Financial	505320: Financial	COST CENTER: Cos	N/A: No Project	N/A: N/A	N/A:		Dollars	\$386	\$386	\$386	\$386	\$386	\$386	\$386	\$386	\$386
							Ref	\$386	\$386	\$386	\$386	\$386	\$386	\$386	\$386	\$386
505320: Financial	505320: Financial	COST CENTER: Cos	N/A: No Project	N/A: N/A	N/A:		Dollars	\$284	\$284	\$284	\$284	\$284	\$284	\$284	\$284	\$284
							Ref	\$284	\$284	\$284	\$284	\$284	\$284	\$284	\$284	\$284
505320: Financial	505320: Financial	COST CENTER: Cos	N/A: No Project	N/A: N/A	N/A:		Dollars	\$198	\$198	\$198	\$198	\$198	\$198	\$198	\$198	\$198
							Ref	\$198	\$198	\$198	\$198	\$198	\$198	\$198	\$198	\$198
505320: Financial	505320: Financial	COST CENTER: Cos	N/A: No Project	N/A: N/A	N/A:		Dollars	\$171	\$171	\$171	\$171	\$171	\$171	\$171	\$171	\$171
							Ref	\$171	\$171	\$171	\$171	\$171	\$171	\$171	\$171	\$171
505320: Financial	505320: Financial	COST CENTER: Cos	N/A: No Project	N/A: N/A	N/A:		Dollars	\$171	\$171	\$171	\$171	\$171	\$171	\$171	\$171	\$171
							Ref	\$171	\$171	\$171	\$171	\$171	\$171	\$171	\$171	\$171
Active Flags: In-Budget;							Column Totals	Dollars	\$1,210	\$1,210	\$1,210	\$1,210	\$1,210	\$1,210	\$1,210	\$1,210
								Ref	\$1,210	\$1,210	\$1,210	\$1,210	\$1,210	\$1,210	\$1,210	\$1,210

## Budget Grid Functions - Comments

- 8 • Comment fields available on both grid and dollar/hour values
  - Right-click on the row you want to enter a Comment
  - Select Comment column and enter comment in window
  - Right-click on the actual dollar value and enter comment in window

Context

Cost Center: 505320 - Financial Reporting & Tech... Scenario Type: Show All Scenario Group: All Sc... Scenario:

Browse Cost Centers Labor - Employee Forecast Labor - Summary Forecast Budget Grid

Save Add Edit Delete Reset All Edit in Excel

Cost Source	Cost Owner	Cost Collector	Project	WBS	Item	In
505320: Financial	505320	COST CENTER	N/A	N/A	6	non-D:
505320: Financial	505320	COST CENTER	N/A	N/A	5	non-D:
505320: Financial	505320	COST CENTER	N/A	N/A	5	non-D:
505320: Financial	505320	COST CENTER	N/A	N/A	5	non-D:
505320: Financial	505320	COST CENTER	N/A	N/A	540103	non-D:

Edit Comment

This is a test

OK Cancel Delete

- View Edit Log
- Copy to Excel
- Paste
- Year Forward >
- < Year Back
- < Year All >
- Forecast Forward >>
- << Forecast Back
- << All >>
- View Options
- Zoom
- Decimal Places
- Amount Width
- Comment Width
- Restore default column order
- Expand all accounting columns
- Sort by Amount
- Sort Invalid Last
- Accounting Display Options
- Flags
- Comment Alt+C

- A red line denotes a comment exists with the value

2013 - Sep
(\$4,095,009)
(1118%)
\$1,000
0%

## Budget Grid Functions - Data Entry

- ⑨ • Enter values in data fields
- Change column or row level totals with automatic spread – annual or monthly
- Enter new column total for 2014 and press Enter
- Dollars spread proportionate to previous spread

Amount Type	2014
	2014 Total
Dollars	\$2,058
Dollars	\$3,404
Dollars	\$2,374
Dollars	\$2,058
Dollars	\$4,631

Existing total

Dollars	\$14,524
---------	----------

Amount Type	2014
	2014 Total
Dollars	\$14,166
Dollars	\$23,439
Dollars	\$16,347
Dollars	\$14,166
Dollars	\$31,882

Enter new total

Dollars	\$100,000
---------	-----------

## Budget Grid Functions - Forecasting Options

- 119 • Year Forward - Year Back
  - Year Forward - Copy value from one month to remaining months in year
  - Forecast Forward - Copy value in current year to outer year

View Edit Log  
 Copy to Excel  
 Paste

---

Year Forward >  
 < Year Back  
 < Year All >  
 Forecast Forward >>  
 << Forecast Back

---

<< All >>

View Options ▶  
 Zoom ▶  
 Decimal Places ▶  
 Amount Width ▶  
 Comment Width ▶  
 Restore default column order  
 Expand all accounting columns  
 Sort by Amount  
 Sort Invalid Last  
 Accounting Display Options ▶  
 Flags ▶  
 Comment Alt+C

2013	2014				
2013 Total	2014 - Jan	2014 - Feb	2014 - Mar	2014 - Apr	2014 - May
\$4,631	\$100	\$100	\$100	\$100	\$100
\$3,404	\$0	\$0	\$0	\$0	\$0
\$2,374	\$0	\$0	\$0	\$0	\$0
\$2,058	\$0	\$0	\$0	\$0	\$0
\$2,058	\$0	\$0	\$0	\$0	\$0



*Dollar value copies to remaining months*

## Budget Grid Functions - Reference Scenario

- UIP Grid allows for direct comparisons between scenarios (called "Reference Scenarios")
- Reference Scenarios are set by System Administrator
- Toggle by clicking on "Type" filter and selecting/deselecting "Ref"

Context: Cost Center: 505320 - Financial Reporting & Tech Acctg Scenario Type: Budget Scenario Group: All Scenarios

Buttons: Save, Add, Edit, Delete, Reset All, Edit in Excel

Ref Scenario: Budget 2014 (Integrat)

Filter: Filter On Zoom: 10...

Cost Source	Cost Owner	Cost Collector	Type	Project	WBS	Internal	Activity Type	Cost Element	Budget Group	Budget Item	Input Type	Amount Type	2014	2015	2016
Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	2014 Total	2015 Total	2016 Total
505320: Financial	505320: Financial	COST CENTER: Cos	N/A	N/A	N/A	N/A	OTL: OTL	651010: Subscrip	NONE: none	NONE: none	D: Dollars	Dollars	\$4,631	\$0	\$0
505320: Financial	505320: Financial	COST CENTER: Cos	N/A	N/A	N/A	N/A	OTL: OTL	540000: Employee	NONE: none	NONE: none	D: Dollars	Dollars	\$3,404	\$0	\$0
505320: Financial	505320: Financial	COST CENTER: Cos	N/A	N/A	N/A	N/A	OTL: OTL	540100: OFFICE	NONE: none	NONE: none	D: Dollars	Dollars	\$2,374	\$0	\$0
505320: Financial	505320: Financial	COST CENTER: Cos	N/A	N/A	N/A	N/A	OTL: OTL	540105: TRAININ	NONE: none	NONE: none	D: Dollars	Dollars	\$2,058	\$0	\$0
505320: Financial	505320: Financial	COST CENTER: Cos	N/A	N/A	N/A	N/A	OTL: OTL	540103: TRAININ	NONE: none	NONE: none	D: Dollars	Dollars	\$2,058	\$0	\$0
Column Totals												Dollars	\$14,524	\$0	\$0

Context: Cost Center: 505320 - Financial Reporting & Tech Acctg Scenario Type: Budget Scenario Group: All Scenarios Scenario: Budget 2014 Pilot Scenario

Buttons: Save, Add, Edit, Delete, Reset All, Edit in Excel

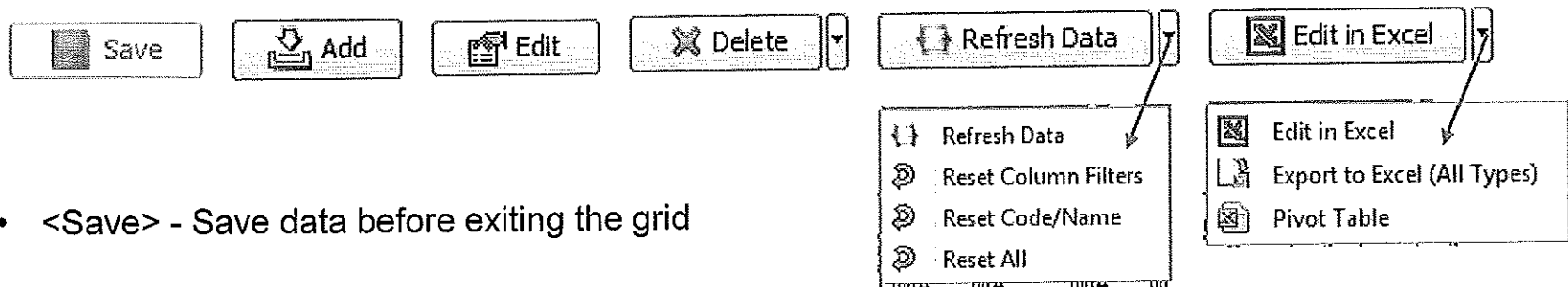
Ref Scenario: Budget 2014 (Integration / Business Process Test)

Filter: Filter On Zoom: 10...

Cost Source	Cost Owner	Cost Collector	Type	Project	WBS	Internal	Activity Type	Cost Element	Budget Group	Budget Item	Input Type	Amount Type	2014	2015	2016
Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	Filter Off	2014 Total	2015 Total	2016 Total
505320: Financial	505320: Financial	COST CENTER: Cos	N/A	N/A	N/A	N/A	OTL: OTL	651010: Subscrip	NONE: none	NONE: none	D: Dollars	Dollars	\$4,631	\$0	\$0
505320: Financial	505320: Financial	COST CENTER: Cos	N/A	N/A	N/A	N/A	OTL: OTL	540000: Employee	NONE: none	NONE: none	D: Dollars	Dollars	\$3,404	\$0	\$0
505320: Financial	505320: Financial	COST CENTER: Cos	N/A	N/A	N/A	N/A	OTL: OTL	540100: OFFICE	NONE: none	NONE: none	D: Dollars	Dollars	\$2,374	\$0	\$0
505320: Financial	505320: Financial	COST CENTER: Cos	N/A	N/A	N/A	N/A	OTL: OTL	540105: TRAININ	NONE: none	NONE: none	D: Dollars	Dollars	\$2,058	\$0	\$0
505320: Financial	505320: Financial	COST CENTER: Cos	N/A	N/A	N/A	N/A	OTL: OTL	540103: TRAININ	NONE: none	NONE: none	D: Dollars	Dollars	\$2,058	\$0	\$0
Column Totals												Dollars	\$14,524	\$0	\$0

## Budget Grid Functions - General

### 17 • Basic Functions



- <Save> - Save data before exiting the grid
- <Add> - Create new grid combo
- <Edit> - Change a cost collector combo
- <Delete> - Remove a cost collector combo
- <Refresh Data> - Update grid with most recent changes/data
- <Reset Column Filters> }  
• <Reset Code/Name> } - Restores accounting data columns to original settings  
• <Reset All> }
- <Edit in Excel> - Copies Grid data (Directs) to Excel for editing and then pastes it back into UIP.
- <Export to Excel (All Types)> - Sends ALL Budget Grid data to Excel to SAVE (can be imported).
- <Pivot Table> - Sends Budget Grid data to Excel and sets it up in Pivot Table format.

## Add Budget Grid Data Overview

Multiple ways to enter data to the Grid



Add button with Edit Combo drop down

Edit in Excel or  
 Right Click in grid and  
 select "Copy to Excel"



	A	B	C
1			
2	Cost Center	Receiving Cost Center	Cost Collector Type
3	0000401001: Central Reg	0000401001: Central Reg	COST CENTER: Cost Ce
4	0000401001: Central Reg	0000401001: Central Reg	COST CENTER: Cost Ce
5	0000401001: Central Reg	0000401001: Central Reg	COST CLNLR: Cost Ce
6	0000401001: Central Reg	0000401001: Central Reg	COST CENTER: Cost Ce

To import saved data return to Browse  
 Cost Center screen and right click –  
 select "Import" (file must be on C: drive)

Select Grid Instance: Budget Grid ▼

Excel Workbook (Active Sheet):

Last Active or First Excel Sheet:  Last Active  First

**All entries are validated prior to save to ensure accurate values were selected**

## Add Budget Grid Combination

### 1 <Add> button with drop down

Cost Centers will be limited based on the user security →

Cost Collector defaults "N/A" if Cost Collector Type not selected. A drop down of valid cost collectors for owner selected will display →

When budgeting Labor, this will be the Cost Center being billed for the Labor.  
 When budgeting OTL, this will be the same as the Cost Source →

Will be required only for Labor. Should be set to 'OTL' when budgeting OTL. Contractor hours and dollar value available →

Appropriate cost elements display (labor or OTL or Contractor/Prof Services). Ability to lock cost elements →

Allows user to apply more detail to the budget. Budget Groups might include Travel or Office Supplies. →

Allows user to apply more detail to the budget. Budget Items might include Airfare, Hotel and Meals for the Budget Group of Travel. →

Right click in box to either select value or enter directly

▼ Add Item [X]

Cost Source : **Cost Center where employee resides. Labor source**

Cost Collector Type : **Cost Center, Order, WBS**

Project : [ ]

WBS : **Available Cost Collectors**

Internal Order : [ ]

Cost Owner : **Cost Owner designated on cost collector**

Activity Type : **Select available labor activity type or OTL for non labor**

Cost Element : **Select available cost elements**

Budget Group : **Optional – business unit defined categories**

Budget Item : **Optional – business unit defined categories**

Input Type : **Defaulted to Dollars for OTL and Hours for Labor**

[Add] [Close]

## Add Budget Grid Combination

### 2 Edit in Excel

- Select **Edit in Excel** button
- When Excel opens, enter values in desired cells' dollars or make adjustments to existing values
- Click the "X" button to save back to the grid

A	B	C	D	E	F	G	H	I	J	K	L	M
Cost Sour	Cost Own	Cost Colle	Project	WBS	Internal O	Activity Ty	Cost Elem	Budget Gr	Budget It	Input Typ	Comment	2014 - Jan 20
505320: F	505320: F	COST CEN	N/A: N	N/A: N	N/A: N	OTL: OT	651010: S	NONE: r	NONE: r	D: Dollars		\$2,656.83 \$:
505320: F	505320: F	COST CEN	N/A: N	N/A: N	N/A: N	OTL: OT	540000: E	NONE: r	NONE: r	D: Dollars		\$1,953.24 \$:
505320: F	505320: F	COST CEN	N/A: N	N/A: N	N/A: N	OTL: OT	540100: C	NONE: r	NONE: r	D: Dollars		\$1,362.22 \$:
505320: F	505320: F	COST CEN	N/A: N	N/A: N	N/A: N	OTL: OT	540105: T	NONE: r	NONE: r	D: Dollars		\$1,180.52 \$:
505320: F	505320: F	COST CEN	N/A: N	N/A: N	N/A: N	OTL: OT	540103: T	NONE: r	NONE: r	D: Dollars		\$1,180.52 \$:

Save Grid Edits 83

Save Excel edits to Grid?

## Add Budget Grid Combination

### 3 Copy to Excel

- Right-click on data side of Grid and select **Copy to Excel**
- Enter values in desired cells
- When completed, highlight sheet, select "copy"
- Right-click on data side of Grid and select **Paste**

Context  
 Cost Center: 505320 - Financial Reporting & Tech Acctg      Scenario Type: Budget      Scenario Group: All Scenarios      Scene:

Browse Cost Centers x    Edit Attributes x    Project Wrapper x    Switchboard x    Budget Grid x

Save    Add    Edit    Delete    Reset All    Edit in Excel    Ref Scenario: Budget 2014 (Integration / Business)

Cost Source	Cost Owner	Cost Collector Ty	Project	WBS	Internal	Activity Type	Cost Element	Budget Group	Budget Item	Input Typ
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	651010: Subscrip	NONE: none	NONE: none	D: Doll
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	540000: Employee	NONE: none	NONE: none	D: Doll
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	540100: OFFICE	NONE: none	NONE: none	D: Doll
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	540105: TRAININ	NONE: none	NONE: none	D: Doll
505320: Financial	505320: Financial	COST CENTER: Cos	N/A:	N/A:	N/A:	N/A: OTL: OTL	540103: TRAININ	NONE: none	NONE: none	D: Doll

Active Flags: In-Budget;

View Edit Log  
 Copy to Excel  
 Paste  
 Year Forward >  
 < Year Back  
 < Year All >  
 Forecast Forward >>  
 << Forecast Back  
 << All >>  
 View Options  
 Zoom  
 Decimal Places  
 Amount Width  
 Comment Width  
 fault column order  
 accounting columns  
 Accounting Display Options  
 Flags  
 Comment      Alt+C

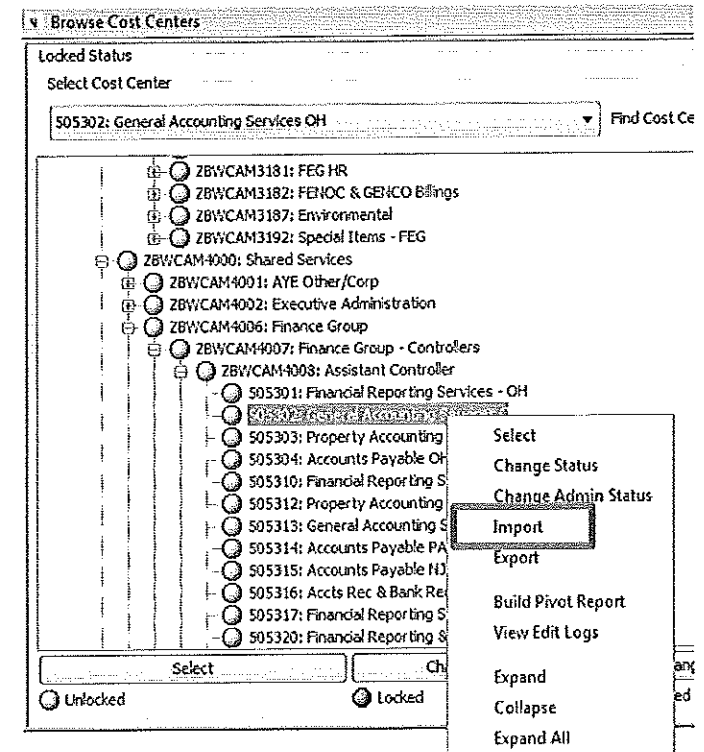
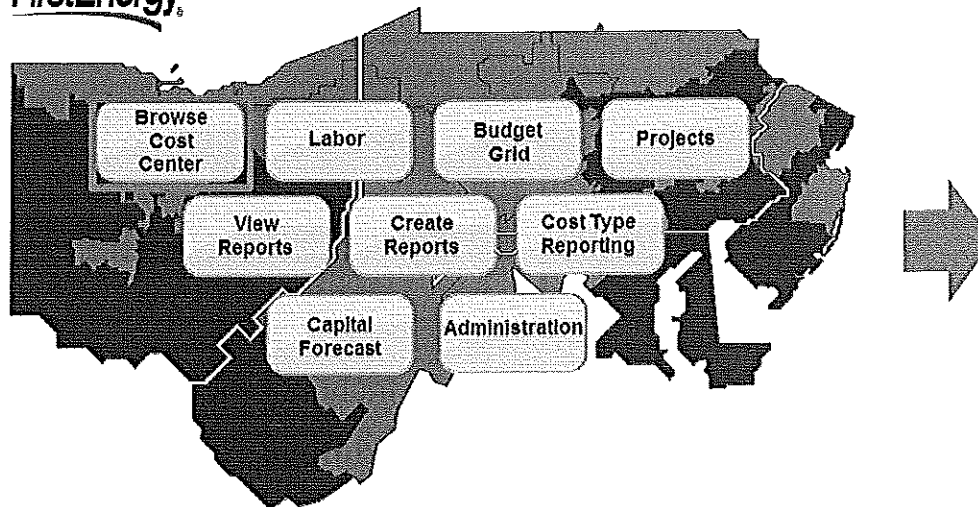
	A	B	C	D	E
1	Cost Source	Cost Owner	Cost Collector Type	Project	WBS
2	505320: Financial Reporting & Tech Acctg	505320: Financial Reporting & Tech Acctg	COST CENTER: Cost Center	N/A: No Project Assigned to this WBS	N/A: N/A N/A
3	505320: Financial Reporting & Tech Acctg	505320: Financial Reporting & Tech Acctg	COST CENTER: Cost Center	N/A: No Project Assigned to this WBS	N/A: N/A N/A
4	505320: Financial Reporting & Tech Acctg	505320: Financial Reporting & Tech Acctg	COST CENTER: Cost Center	N/A: No Project Assigned to this WBS	N/A: N/A N/A
5	505320: Financial Reporting & Tech Acctg	505320: Financial Reporting & Tech Acctg	COST CENTER: Cost Center	N/A: No Project Assigned to this WBS	N/A: N/A N/A
5	505320: Financial Reporting & Tech Acctg	505320: Financial Reporting & Tech Acctg	COST CENTER: Cost Center	N/A: No Project Assigned to this WBS	N/A: N/A N/A

## Add Budget Grid Combination

### 4 Import Budget Grid Data

- Open **FE Switchboard**
- Click **Browse Cost Center**
- Right click on any Cost Center
- Select "Import" from the menu window

FirstEnergy

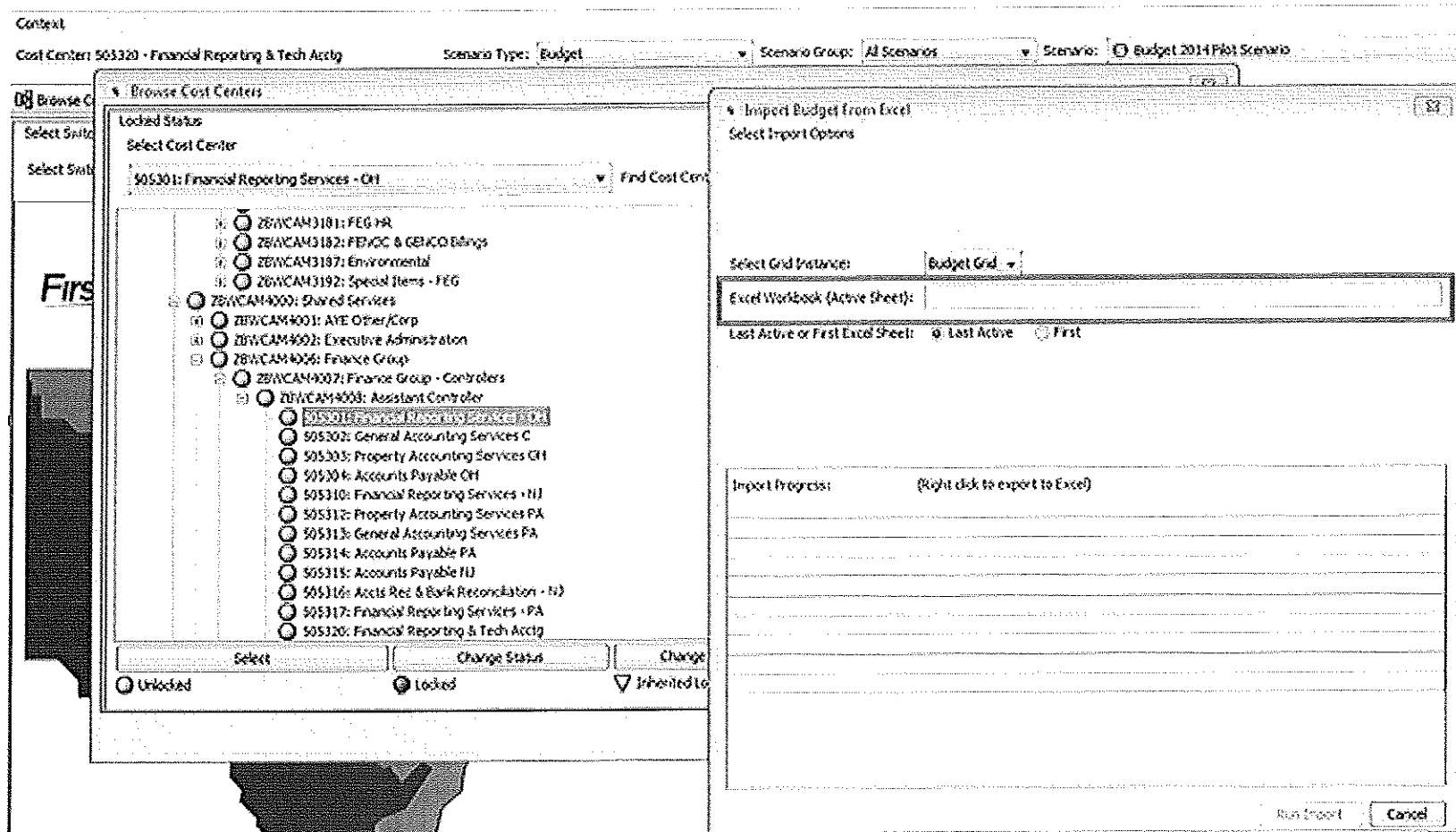


Note: This method is primarily used for data imports. Users should select the **Edit in Excel** button or **Copy to Excel** option for basic budget grid entry

## Add Budget Grid Combination

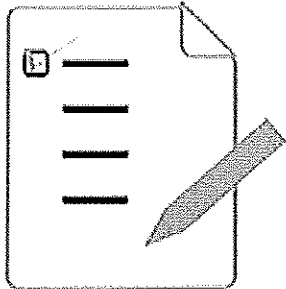
continued

- Click in the "Excel Workbook (Active Sheet)" window
  - Browse through "C:/" drive to find import spreadsheet
  - NOTE: Spreadsheet must have all the same fields as displayed on the budget grid



## Section Exercise

### Exercise #1 – Budget Grid Entry and Functionality



- Customize your Grid
- Add a budget grid combination by using the Add button
- Export the budget Grid to Excel and make additional changes. Populate multi-year. Copy back to Grid
- Perform other grid functions
- Add an existing Budget Group and Budget Item for a selected Cost Center
- Add comments to various Grid combinations
- Create a new Budget Group and Budget Item for a selected Cost Center
- Start developing your Budget Group and Budget Item categories for the 2014 budget process. *Users should complete their list on paper before creating in UIPlanner to ensure consistency and avoid duplication*

## Project Planning and Tracking

## Project Planning and Tracking Overview

- SAP Projects and WBS elements will be used for all current year projects
  - Project/WBS list from SAP will be refreshed every 60 minutes along with all attributes
- Planning Projects (conceptual projects) will be created and managed in UIPlanner for multi-year forecasts
  - Create Planning Projects using templates
  - UIPlanner will derive key attributes - user can populate remaining attributes
  - Some attributes will be required fields
- There is a process for when a Planning Project becomes "real", i.e., is in SAP
- Current list of attributes is on the next slide. Ability to create additional attributes

<b>Current Year</b>
<b>SAP Projects</b> <ul style="list-style-type: none"><li>• Approved projects in the current year</li><li>• Project definition and WBS elements exists in SAP</li><li>• Ability to track actuals vs. budget</li></ul>

<b>Multi-Year</b>
<b>UI Planning Projects</b> <ul style="list-style-type: none"><li>• Unapproved Projects in the queue</li><li>• Planning projects (project definition and WBS elements) mirror real SAP structures but utilize UIP naming conventions</li><li>• SAP project templates utilized as starting point</li></ul>

- Mirroring the SAP project to the UI Planning Project ensures important attributes such as the Costing Sheet data are applied accurately and automatically
- Budget close will work in the same manner for the multi-year planning process

## Project / WBS Element Attributes

### PROJECT / WBS ATTRIBUTES IN UIPLANNER

#### PROJECT

#### WBS

##### From SAP

- Budget Profile
- Changed By
- Changed On Date
- Company (Required)
- Cost Object
- Created By
- Created On Date
- Definition
- Description
- Estimated In Service Date
- Forecast Finish Date (FRCST)
- Forecast Start Date
- In SAP (Y/N)
- Integrated Planning
- Interest Profile
- Investment Profile
- Name of Person Responsible
- Network Profile
- Number
- Object Class
- Object Number
- Owning Center
- Person Responsible
- Plant
- Profit Center
- Start Date (Required)
- Tax Jurisdiction

##### xRPM

- xRPM Number
- Bucket Name
- Business Unit Sponsor
- CART Data Fields (determine which ones)
- CART ID Number
- Detailed Description
- Multi-Year Flag

##### RPA

- RPA Number
- Sponsor (bulk, region, other)
- Sponsor Need Date
- Status
- Initiative Code (used by Transmission to provide additional visibility)
- Lead (name)

##### One List

- One List Number
- Sponsor (actual name)
- Plant Designator
- Plant Unit # ( BV1, etc)
- Investment Profile Text Field (define a sub category)
- Program Manager (actual name)
- Nuclear Fuels (Y/N)
- Outage Code (denotes which outage)
- Text Field (EUCG capital category for benchmarking)
- Text Field (text box for reporting owner name)

##### Other

- Profile
- End Date (Required)
- Budgetable (Y/N)
- In-Budget Flag

##### From SAP

- Company Code
- Cost Center
- Project
- Profit Center
- Object Class
- Estimated In-Service Date (PRPS)
- Closing Option
- Costing Sheet
- Project Type
- Element String
- Element (PSPID)
- Element (PSPNR)
- Interest Profile
- Base/Recoverable/Major Projects
- Created On (date)
- Created By
- Changed On (date)
- Changed By
- Requesting Cost Center

##### PowerPlant

- Depr Group
- Estimated In-Service Date (PPLANT)
- Eligible for AFUDC
- Eligible for CPI
- AFUDC Type
- In PowerPlant

##### Other

- Budgetable (Y/N)
- Status
- Template (Y/N)
- Element Description

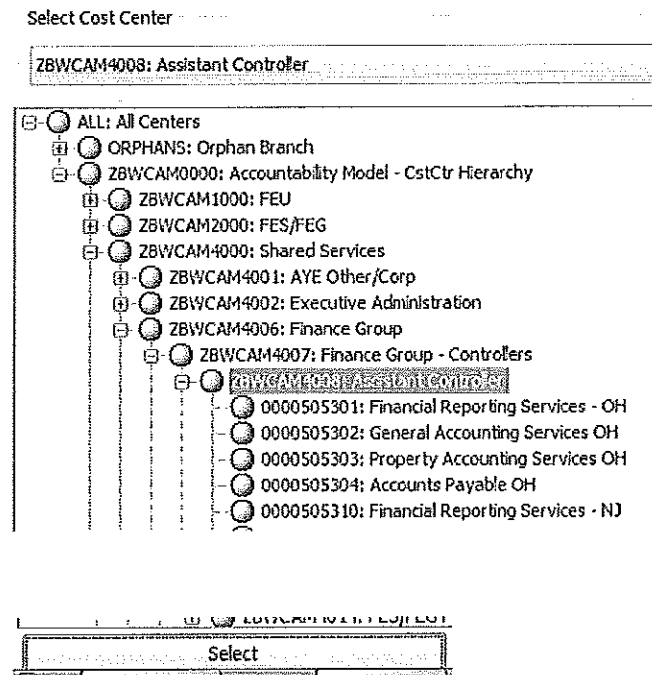
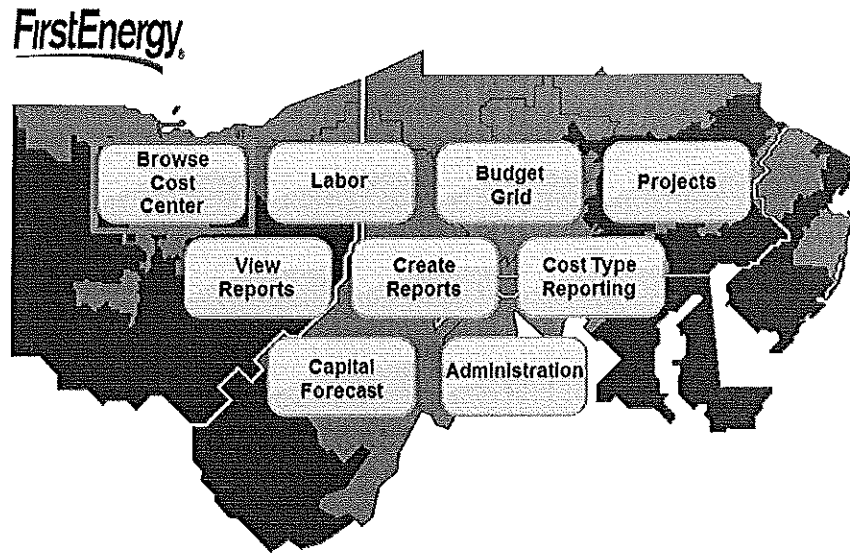
##### From SAP

- Investment Profile (mandatory, maintain, value add, improve)
- Scale of investment
- Reason for Environmental Investment
- Investment Reason
- Costing Variant
- Cost Object
- Object Number
- Planning Element
- Integrated Planning
- Priority
- Currency
- Level
- Technically Complete
- Tax Jurisdiction
- Name of Person Responsible
- Person Responsible
- Plant
- Overhead Key
- In SAP

## Project Planning and Tracking Startup

- 1 Define a Context Cost Center
  - Open the **FE Switchboard**
  - Click **Browse Cost Center**

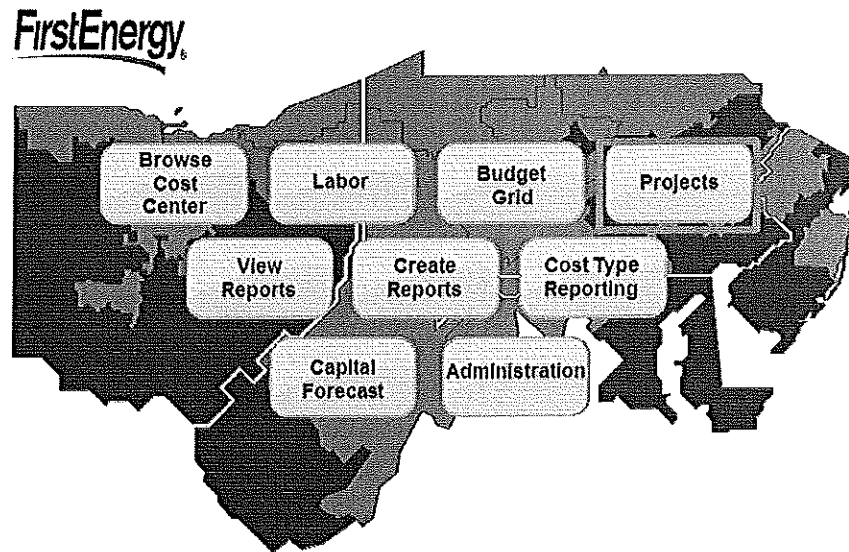
- 2
  - Select a Cost Center (either double-click Cost Center or highlight Cost Center and click the **Select** button on the bottom of screen)
  - **Note:** Select the ALL node to view a full list of projects



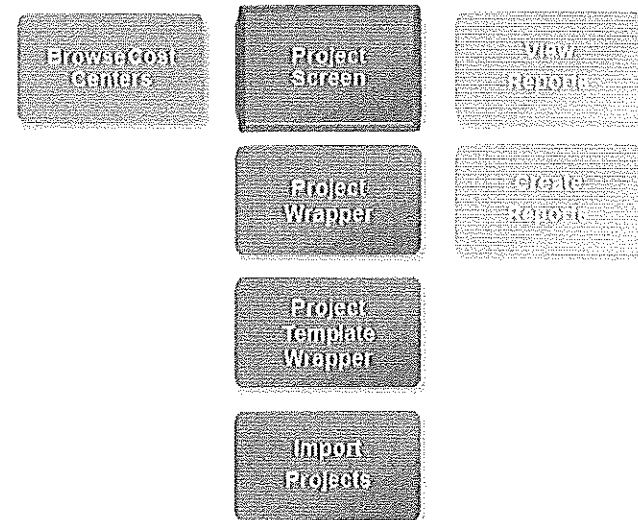
## Project Planning and Tracking Startup

- 3 Open Project Screen
- Return to the **FE Switchboard**
  - Click on the **Projects** button

- 4 • Click **Project Screen** menu item



### Projects



# Project Planning and Tracking Screen Navigation

- 5 • Move projects from year to year
  - Select dollar amount for a given project and drag to a different year
  - Changes will automatically update Grid keeping the Project Screen and Budget Grid in sync
  - Note: you cannot drag projects that have already started (i.e. have amounts in actuals months)
- Change the column display (Monthly, Quarterly, or Annual)

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File View Budget Administration Model ModelAdministration Ledger Data Management System Setup Help

Context

Cost Center: 611311 - 8/P Yard Scenario Type: Budget Scenario Group: All Scenarios Scenario: Budget 2014 Pilot Scenario

Project Screen

Summarized Project Budget

Selected Year: 2014 Target: \$0  
 Plan: \$2,922,235  
 Difference: (\$2,922,235)

Select Period Metric For Chart:  Monthly  Quarterly  Annually

Show or Hide Template Projects:  Show Templates

Id	Name	From SAP: Sta...	Input: In Service ...	Input...	From SAP: Company (...)	Input	Jan / 2014	Feb / 2014	Mar / 2014	Apr / 2014	May / 2014
GF-0003927	MNSF-1/5 RAIL UNLOADING EQUIPMENT	20030115			1101: FE Generation, LLC						
GF-0003955	CF R/P BUNKER RM DUST COLLECTOR	20030115			1101: FE Generation, LLC						
GF-0003961	R/P 2002 MISC CONVEYOR BELTS	20030115			1101: FE Generation, LLC						
GF-0003966	R/P 2002 MISC CONVEYOR BELTS	20030115			1101: FE Generation, LLC						
GF-0003967	R/P MISC CONVEYOR BELTS	20030115			1101: FE Generation, LLC						
GF-0003971	50 CONVEYOR STRUCTURE REPLACEMENT	20030115			1101: FE Generation, LLC						
GF-0003985	R/P 2003 MISC CONVEYOR BELTS	20030115			1101: FE Generation, LLC						
GF-0001187	MNSF-Komatsu #D 475A-3 Dozer	20040608			1101: FE Generation, LLC						
GF-0001618	MNSF-2004 R/P MISC. CONVEYOR BELTS	20040101			1101: FE Generation, LLC						
GF-0001626	MNSF-2004 R/P DUST COLLECTORS EN...	20040101			1101: FE Generation, LLC						
GF-0001640	MNSF R/P HSP Ladder Drive Boom & Chute	20040101			1101: FE Generation, LLC						
GF-0001646	MNSF R/P CBU BUCKETS & CHAINS	20040101			1101: FE Generation, LLC						
GF-0001651	MNSF-2004 R/P DOZER ENGINE	20040101			1101: FE Generation, LLC						
GF-0001653	MNSF-2004 R/P BARGE UNLOADER HOIST	20040101			1101: FE Generation, LLC						
GF-0001832	CAT#D10R DOZER	20040701			1101: FE Generation, LLC						
GF-0002182	MNSF-2005 R/P Misc Belts-EST \$24,000	20050101			1101: FE Generation, LLC						
GF-0002382	MNSF R/P DUST COLLECTORS-05	20050101			1101: FE Generation, LLC						
GF-0002786	MNCO-NO1BLK-2006 MISC. BELTS	20060101			1101: FE Generation, LLC						
GF-0002795	MNCO-NO1RPL - BUNKER RM DUST COLL	20060101			1101: FE Generation, LLC						
GF-0002865	MNCO-SS2RMI-4DS POND CLEANING H/S	20060101			1101: FE Generation, LLC						
GF-0003309	MNSF-06 Crusherhouse Pressurization Syst	20060314			1101: FE Generation, LLC						
GF-0003334	MNSF R/P Office Building-East Chiller	20060324			1101: FE Generation, LLC						
GF-0003632	MNCO-SS2RMI-CONVEYOR SYSTEMS BE...	20070101			1101: FE Generation, LLC						
GF-0003635	MNCO-SS2RMI-YARD CHUTES & FEEDERS	20070101			1101: FE Generation, LLC						
GF-0003645	MNCO-SS2RMI-HEAVY EQUIPMENT	20070201	03/2185		1101: FE Generation, LLC						
GF-0003651	MNCO-SS2RMI-YARD VAC WORK	20070101			1101: FE Generation, LLC						
GF-0003655	MNCO-SS2RMI-CRANE REPAIRS	20070101			1101: FE Generation, LLC						
--Totals--	135 projects						\$157,638	\$116,804	\$215,772	\$827,310	\$161,704

Save Budget Project Wrapper Copy Template Edit Attributes

# Project Planning and Tracking Screen Navigation

- 6 • Turn projects on and off (using the In-Budget flag)
  - The project spending will be grayed out
  - It will be excluded from the totals
  - Click on a column, and the top of the screen shows the totals against the target for that year

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File View Budget Administration Model Model Administration Ledger Data Management System Setup Help

Context

Cost Center: 611311 - BMP Yard Scenario Type: Budget Scenario Group: All Scenarios Scenario: Budget 2014 Pilot Scenario

Project Screen

Summarized Project Budget Selected Year: 2014 Targets: \$0 Plan: \$2,922,235 Difference: (\$2,922,235)

Select Period Metric For Chart:  Monthly  Quarterly  Annually

Show or Hide Template Projects:  Show Templates

Id	Name	From SAP: Sta...	Input...	Input...	From SAP: Company (...)	Input: In-Budg...	Jan / 2014	Feb / 2014	Mar / 2014	Apr / 2014	May / 2014
GF-0000927	MNSF - 1/S RAIL UNLOADING EQUIPMENT	20030115			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0000955	CF R/P BUNKER RM DUST COLLECTOR	20030115			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0000961	R/P 2002 MISC CONVEYOR BELTS	20030115			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0000966	R/P 2002 MISC CONVEYOR BELTS	20030115			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0000967	R/P MISC CONVEYOR BELTS	20030115			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0000971	50 CONVEYOR STRUCTURE REPLACEMENT	20030115			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0000985	R/P 2003 MISC CONVEYOR BELTS	20030115			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0001187	MNSF-Komatsu #D475A-3 Dozer	20040608			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0001618	MNSF-2004 R/P MISC. CONVEYOR BELTS	20040101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0001626	MNSF-2004 R/P DUST COLLECTORS BN...	20040101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0001640	MNSF-R/P HSP Ladder Drive Boom & Chute	20040101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0001646	MNSF-R/P CEU BUCKETS & CHAINS	20040101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0001651	MNSF-2004 R/P DOZER ENGINE	20040101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0001653	MNSF-2004 R/P BARGE UNLOADER HOIST	20040101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0001832	CAT#D10R DOZER	20040701			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0002182	MNSF-2005 R/P Misc Belts-EST \$24,000	20050101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0002382	MNSF-R/P DUST COLLECTORS-05	20050101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0002786	MNCO-KO18LK-2006 MISC. BELTS	20060101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0002795	MNCO-NO18PL-BUNKER RM DUST COLL	20060101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0002865	MNCO-SS2RMI-LDS POND CLEANING SYS	20070101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0003309	MNSF-06 Crusher-house Pressurization Syst	20060314			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0003334	MNSF R/P Office Building-East Chiller	20060324			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0003632	MNCO-SS2RMI-CONVEYOR SYSTEMS BE...	20070101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	\$35,644	\$35,644	\$35,646	\$35,644	\$35,644
GF-0003635	MNCO-SS2RMI-YARD CHUTES & FEEDERS	20070101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	\$417	\$417	\$416	\$417	\$417
GF-0003645	MNCO-SS2RMI-HEAVY EQUIPMENT	20070201	03/2165		1101: FE Generation, LLC	<input checked="" type="checkbox"/>	\$57,500	\$16,667	\$16,666	\$16,667	\$16,667
GF-0003651	MNCO-SS2RMI-YARD VAC WORK	20070101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	\$4,167	\$4,167	\$4,166	\$4,167	\$4,167
GF-0003655	MNCO-SS2RMI-CRANE REPAIRS	20070101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
--Totals--	135 projects						\$157,638	\$116,804	\$215,772	\$827,310	\$161,704

Save Budget Project Wrapper Copy Template Edit Attributes

1:23 AM 3/10/2014

# Project Planning and Tracking Budgeting

- 7 • Select Budget button on bottom of screen to view projects in the budget grid
- Use the droplist on the side of the button to choose whether to budget one project or multiple projects

Context

Cost Centers: 611311 - BMP Yard      Scenario Type: Budget      Scenario Group: All Scenarios      Scenario: Budget 2014 Pilot Scenario

---

**Project Screen**

Summarized Project Budget      Select Period Metric For Chart      Show or Hide Template Projects

Selected Year: 2014      Target: \$0      Monthly      Quarterly      Annually      Show Templates

Plan: \$2,922,235      Difference: (\$2,922,235)

Id	Name	From SAP: Sta...	Inpu...	Input...	From SAP: Company (...)	Input: In-Budg...	Jan / 2014	Feb / 2014	Mar / 2014	Apr / 2014	May / 2014
GF-0002795	MNCO-MOIRPL - BURKER RM DUST COLL	20060101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0002865	MNCO-SS2RMI-LDS POND CLEANING N/S	20060101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0003309	MNSF-06 Crusherhouse Pressurization Syst	20060314			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0003334	MNSF R/P Office Building- East Chiller	20060324			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					
GF-0003632	MNCO-SS2RMI-CONVEYOR SYSTEMS BE...	20070101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	\$35,644	\$35,644	\$35,644	\$35,644	\$35,644
GF-0003635	MNCO-SS2RMI-YARD CHUTES & FEEDERS	20070101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	\$417	\$417	\$416	\$417	\$416
GF-0003645	MNCO-SS2RMI-HEAVY EQUIPMENT	20070201	03/2165		1101: FE Generation, LLC	<input checked="" type="checkbox"/>	\$57,500	\$16,667	\$16,666	\$16,667	\$16,666
GF-0003651	MNCO-SS2RMI-YARD VAC WORK	20070101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	\$4,167	\$4,167	\$4,166	\$4,167	\$4,166
GF-0003655	MNCO-SS2RMI-CRANE REPAIRS	20070101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
GF-0003659	MNCO-SS2RMI-S1 S2 REPAIRS	20070201	03/2165		1101: FE Generation, LLC	<input checked="" type="checkbox"/>	\$834	\$834	\$832	\$834	\$832
GF-0003876	MNSF R/P 113 CONV. REPTS	20060401			1101: FE Generation, LLC	<input checked="" type="checkbox"/>					

---

Cost Center: 611311 - BMP Yard      Scenario Type: Budget      Scenario Group: All Scenarios      Scenario: Budget 2014 Pilot Scenario

**Budget Projects**

Save    Add    Edit    Copy    Delete    Refresh Data    Edit in Excel    Ref Scenario: Budget 2013 Pilot S... Record 0...    Types: Filter On    Zoom: 100%

Filter: --None--

Cost Source	Cost Owner	Cost Collector	Project	WBS	Internal Order	Activity Type	Cost Element	Budget Gr	Comment	Amount Type	2014		
											2014 - Jan	2014 - Feb	2014 - Mar
611311: BMP Yard	611311: BMP Yard	WBS: WBS	GF-0003632: MNCO	GF-0003632-2-1: M	N/A: N/A	OTL: OIL	560100: Materials	NONE: nd		Dollars	\$8,583	\$8,583	\$8,583
611311: BMP Yard	611311: BMP Yard	WBS: WBS	GF-0003632: MNCO	GF-0003632-2-1: M	N/A: N/A	OTL: OIL	560200: Materials	NONE: nd		Dollars	\$8,583	\$8,583	\$8,583
611311: BMP Yard	611311: BMP Yard	WBS: WBS	GF-0003632: MNCO	GF-0003632-2-1: M	N/A: N/A	OTL: OIL	550501: PRIMARY	NONE: nd		Dollars	\$18,478	\$18,478	\$18,478
<b>Column Totals</b>										Dollars	\$35,644	\$35,644	\$35,644

OK

Budget

Budget

Budget Multiple

## Project Planning and Tracking - Add Combo

- 8 • Budget Grid - Project View
  - All Grid functionality
    - Dollars, Hours
    - Enter or paste from Excel
    - Monthly, Annual
    - Grouping and filters
    - Right-click options
  - Add Combos
    - Project Validations - fills in the available choices for the next field
    - Some fields are prepopulated

**Add Item** OK

Project: GF-0006851: MNCO-SS2RMI-CONSUMABLES / HOUSEKEEPING

Cost Collector Type: WBS: WBS

WBS: GF-0006851-2-1: MNCO-SS2RMI-CONSUMABLES / HOUSEKEEPING / SAFET

Cost Owner: 0000611319: BMP-Mechanical - Outside

Cost Source: 0000611319: BMP-Mechanical - Outside

Internal Order: N/A: N/A

Activity Type: OTL: OTL

Cost Element: 0000550500: ON-SITE CONSULTANT/STAFF AUGMENTATION

Budget Group: NONE: none

Budget Item: NONE: none

Add/Save Close

Cost Source	Cost Owner	Cost Collector Ty	Project	WBS	Internal Ord	Activity	Cost Element	Comment	Amount Type	2013 Total	2014 Total	
Filter Off	Filter Off	Filter Off	Filter ...	Filter Off	Filter ...	Fi...	Filter Off					
0000611319: BMP-Med	0000611319: BMP-M	WBS: WBS	GF-0006851:	GF-0006851-2-1: MN	N/A: N/A	OTL: C	0000560200: Ma		Dollars	\$44,500	\$1	
0000611319: BMP-Med	0000611319: BMP-M	WBS: WBS	GF-0006851:	GF-0006851-2-1: MN	N/A: N/A	OTL: C	0000570053: Le		Dollars	\$11,000	\$1	
0000611319: BMP-Med	0000611319: BMP-M	WBS: WBS	GF-0006851:	GF-0006851-2-1: MN	N/A: N/A	OTL: C	0000560100: Ma		Dollars	\$712,050	\$1	
<b>Active Flags: In-Budget;</b>									<b>Column Totals &lt;</b>	<b>Dollars</b>	<b>\$767,550</b>	<b>\$</b>

# Project Planning and Tracking - Export to Excel / Pivot Table

- 9 • Select **Export to Excel/Pivot** button on bottom of screen to send the screen contents to Excel
  - Select the dropdown on the right of the button to choose raw Excel or a Pivot table

The screenshot displays a data table with columns for Project Name, Input: In-Budget Flag, From SAP: Interest Profile, and Input: End Date (Required). The data is organized by project and includes various operational and maintenance tasks.

Project	Input: In-Budget Flag	From SAP: Interest Profile	Input: End Date (Required)
GF-0002866: MN03-SS2RMI-SO2 CONTRACTOR U3	TRUE	PRDSTMO: Steam Fossil O&M (0000)	20,661,231
GF-0002872: MN01-SS2RMI-SO2 CONTRACTOR U1	TRUE	PRDSTMO: Steam Fossil O&M (0000)	20,661,231
GF-0002873: MN02-SS2RMI-SO2 CONTRACTOR U2	TRUE	PRDSTMO: Steam Fossil O&M (0000)	20,661,231
GF-0003520: MNCO-SS2RMI-SCR CLEANING UNIT 1, 2 & 3	TRUE	PRDSTMO: Steam Fossil O&M (0000)	20,471,231
GF-0004017: MNCO-SS2RMI-SBS LICENSE FEE BMP	TRUE	PRDSTMO: Steam Fossil O&M (0000)	20,480,118
GF-0004031: MNCO-SS2RMI-HYDROGEN BMP	TRUE	PRDSTMO: Steam Fossil O&M (0000)	20,480,118
GF-0004032: MNCO-SS2RMI-CO2 BMP	TRUE	PRDSTMO: Steam Fossil O&M (0000)	20,450,118
GF-0005041: MNCF-RP NO 1 JOY INTERCOOLERS 2007	TRUE		
GF-0005075: MNCO-HO1RPL-SHIFT SUPERVISOR OFFICE REN	TRUE		20,080,331
GF-0005118: MNSF PURCHASE KAWASAKI MULE-2007	TRUE		
GF-0005119: MNCO-TELEDYNE MODEL2750 H2 GAS ANALYZER	TRUE		
GF-0005357: MNCO-SS2RMI-LUBRICANTS & KEROSENE OPS	TRUE	PRDSTMO: Steam Fossil O&M (0000)	20,201,231
GF-0005358: MNCO-SS2RMI-FLOC STOCK OPERATIONS	FALSE	PRDSTMO: Steam Fossil O&M (0000)	20,201,607
GF-0006356: MNCO-SS2RMI-U13 UB2 TRAN CLG-OPS	TRUE	PRDSTMO: Steam Fossil O&M (0000)	20,691,231
GF-0006357: MN03-SS2RMI-U3 ABS-REACTOR-OPS	TRUE	PRDSTMO: Steam Fossil O&M (0000)	20,691,231
GF-0006358: MNCO-SS2RMI-REFRACEMENT-VC-P&LET	TRUE	PRDSTMO: Steam Fossil O&M (0000)	20,691,231

The pivot table below summarizes the data by project and month for the year 2014. The 'Grand Total' row shows a total value of 1,172,160 for 2014.

Project	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2014 Total	
GF-0002866: MN03-SS2RMI-SO2 CONTRACTOR U3	16667	16667	16666	16667	16667	16666	16667	16667	16666	16667	16667	16666	200000	
GF-0002866: MN03-SS2RMI-SO2 CONTRACTOR U3 Total	16667	16667	16666	16667	16667	16666	16667	16667	16666	16667	16667	16666	200000	
GF-0002872: MN01-SS2RMI-SO2 CONTRACTOR U1		74000											74000	
GF-0002872: MN01-SS2RMI-SO2 CONTRACTOR U1 Total		74000											74000	
GF-0003520: MNCO-SS2RMI-SCR CLEANING UNIT 1, 2 & 3	35417	35417	35416	35417	35417	35416	35417	35417	35416	35417	35417	35416	425000	
GF-0003520: MNCO-SS2RMI-SCR CLEANING UNIT 1, 2 & 3 Total	35417	35417	35416	35417	35417	35416	35417	35417	35416	35417	35417	35416	425000	
GF-0004032: MNCO-SS2RMI-CO2 BMP	2083	2083	2084	2083	2083	2084	2083	2083	2084	2083	2083	2084	25000	
GF-0004032: MNCO-SS2RMI-CO2 BMP Total	2083	2083	2084	2083	2083	2084	2083	2083	2084	2083	2083	2084	25000	
GF-0005357: MNCO-SS2RMI-LUBRICANTS & KEROSENE OPS	23389	23389	23387	23389	23389	23387	23389	23389	23387	23389	23389	23387	280660	
GF-0005357: MNCO-SS2RMI-LUBRICANTS & KEROSENE OPS Total	23389	23389	23387	23389	23389	23387	23389	23389	23387	23389	23389	23387	280660	
GF-0005358: MNCO-SS2RMI-FLOC STOCK OPERATIONS														
GF-0005358: MNCO-SS2RMI-FLOC STOCK OPERATIONS Total														
GF-0006957: MNCO-SS2RMI-NON-SO2 CONTRACTORS OPS								27917	27917	27916	27917	27917	27916	167500
GF-0006957: MNCO-SS2RMI-NON-SO2 CONTRACTORS OPS Total								27917	27917	27916	27917	27917	27916	167500
Grand Total	151,556	77,556	77,553	77,556	77,556	77,553	105,473	105,473	105,469	105,473	105,473	105,469	1,172,160	

# Project Planning and Tracking - Select Attributes

- Users can customize the project screen and view project attributes
- Select the **Select Attributes** button on bottom of screen
- Click on/off attributes you want to display
- Attributes can be sorted
- View only - attributes are edited on the Project Wrapper
  - In-Budget Flag can be changed right on the Project Screen)

The screenshot displays the 'Project Screen' in the UIPlanner software. At the top, it shows 'Cost Center: 611311 - BHP Yard' and 'Scenario Type: Budget'. Below this is a 'Summarized Project Budget' section with a table of project data. The table includes columns for 'Id', 'Name', 'From SAP: Sta...', 'Input...', 'From SAP: Company (...)', 'Input: In-Budg...', and monthly budget data for Jan/2014, Feb/2014, and Mar/2014. A 'Totals' row at the bottom of the table shows a total of 135 projects and budget amounts of \$157,638 for Jan, \$116,804 for Feb, and \$215,772 for Mar.

On the right side, a 'Select Attributes to Display on Screen' dialog box is open. It contains a list of attributes with checkboxes in the 'Display' column. The attributes listed are: Project Status, Project Owning Center, Project Company, Project -> Profit Center, Project -> Cost Center, Estimated In Service Date, Budgetable, and Blanket YN. The 'Budgetable' attribute is checked. The dialog also includes 'Move Up' and 'Move Down' buttons and an 'OK' button at the bottom.

At the bottom of the main screen, there is a toolbar with several buttons. The 'Select Attributes' button is circled in red, indicating its location as described in the instructions.

# Project Planning and Tracking - Filters

- 11 • Select the **Create Filter** button on the bottom of the screen to build an ad hoc filter
  - Filter on one or more attributes
  - NOTE:** when filter is active on Grid then **Create Filter** button changes to **Remove Filter**.

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File View Budget Administration Model ModelAdministration Ledger Data Management System Setup Help

Context

Cost Center: 611311 - BMP Yard Scenario Type: Budget Scenario Group: All Scenarios

**Project Screen**

Summarized Project Budget

Selected Year: 2014 Target: \$0  
 Plan: \$2,922,235  
 Difference: (\$2,922,235)

Select Period Metric For Chart:  Monthly  Quarterly  Annually

Id	Name	From SAP: Sta...	Input...	Input...	From SAP: Company (...)	Input: In-Budg...	Jar
GF-0002795	MNCO-NOIRPL - BUNKER RM DUST COLL	20060101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0002865	MNCO-SS2RMI-LDS POND CLEANING M/S	20060101			1101: FE Generation, LLC	<input type="checkbox"/>	
GF-0003309	MNSF-06 Crusherhouse Pressurization Syst	20060314			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0003334	MNSF R/P Office Building - East Chiler	20060324			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0003632	MNCO-SS2RMI-CONVEYOR SYSTEMS BE...	20070101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0003635	MNCO-SS2RMI-YARD CHUTES & FEEDERS	20070101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0003645	MNCO-SS2RMI-HEAVY EQUIPMENT	20070201	03/2165		1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0003651	MNCO-SS2RMI-YARD VAC WORK	20070101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0003655	MNCO-SS2RMI-CRANE REPAIRS	20070101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0003659	MNCO-SS2RMI-S1 S2 REPAIRS	20070201	03/2165		1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0003876	MN13-R/P US CONV. BELTS	20060401			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0003942	MN2-R/P #8 SHUTTLE CONV. BELT	20060606			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0003943	MNSF R/P #8 SEWAGE LIFT STATION VESSEL	20060607			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0003955	MN1-R/P #12 COAL TRANSPR BELT	20060601			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0004096	MN1-R/P DUST COLLECTOR BUNKER RO...	20070101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0004097	MN02-NOIRPL-DUST COLLECTORS BURL...	20070101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0004122	MNCO-SS2RMI-FUEL OIL SUPPLY HEADE...	20061013			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0004361	MNSF R/P #9 VIBRATING COAL FEEDER	20070201			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0004626	MNCO-NOIRPL-STACKER BUCKETS -SHA...	20080101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0004655	MNCO-NOIRPL-COAL UNLOADER BUCKE...	20080101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0004656	MNCO-NOIRPL-CRUSHER HOUSE FEED...	20080101			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0004841	MN2 I/S Mt Elrin Stack Thermocouples	20070801			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0005074	MNSF KOMATSU #0475A-3 DOZER	20071113			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0005117	MNCO R/P COAL YARD CHUTES 2007	20071210			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0005128	MNCO-NOIRPLS-PORTABLE VACUUM SYS...	20071220			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0005129	MNSF SWEEPER TRUCK	20071220			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
GF-0006112	MNCO-NOIRPL-DSC007R FOR SCRAP	20081006			1101: FE Generation, LLC	<input checked="" type="checkbox"/>	
-Totals-	135 projects						

\$157,638 \$116,804 \$215,772 \$827,310 \$161,704 \$1

**Filter Project Attributes**

Define Filter Values to Match

Associations

Description	Value
From SAP: Owing Center (Required)	
From SAP: Company (Required)	
From SAP: Profit Center	
Input: Status	
From SAP: Interest Profile	FRD5TMO: Steam Fossil OS/4 project settle to cc

Attributes

Delete	Description	Value
<input type="checkbox"/>	From SAP: Estimated In Service Date (Required)	
<input type="checkbox"/>	Input: Budgetable (Y/N)	
<input type="checkbox"/>	Input: In-Budget Flag	
<input type="checkbox"/>	From SAP: Start Date (Required)	
<input type="checkbox"/>	Input: End Date (Required)	
<input type="checkbox"/>	From SAP: Cost Object	
<input type="checkbox"/>	From SAP: Number	
<input type="checkbox"/>	From SAP: Definition	
<input type="checkbox"/>	Input: Multi-Year Flag	
<input type="checkbox"/>	Input: Budget Name	
<input type="checkbox"/>	From SAP: Changed On Date	
<input type="checkbox"/>	From SAP: Changed By	
<input type="checkbox"/>	From SAP: Budget Profile	
<input type="checkbox"/>	From SAP: Forecast Finish Date (FRCSI)	
<input type="checkbox"/>	From SAP: Created On Date	
<input type="checkbox"/>	From SAP: Created By	
<input type="checkbox"/>	From SAP: Investment Profile	

Comments

Memo Attribute: --Entity Comment--

OK Cancel

Save Budget Project Wrapper Copy Template Edit Attributes

**Create Filter** Select Attributes Export to Excel Refresh

## Project Planning and Tracking - Create New Project

- 12 • Create Planning Project / WBS
  - Planning Projects/WBS will be created in UIPlanner
  - Based on Template Projects brought in from SAP
  - Hit the Copy Template button at the bottom of the Project Screen
    - Select a template from the list (templates are at rollup CC; available to CC under)
    - Give the project a name (starts with a default Copy of . . . .)
    - Automatically populates key elements (Company, Cost Center, Project, etc.)
    - User can populate the rest. All attributes are editable in the Project Wrapper



The screenshot shows three main windows in the UIPlanner application:

- Copy from Template Project:** A dialog box with a search field and a list of template projects. The list includes:
  - FE-STD-001: FE Solutions TmpIt Capital Only 1100
  - FE-STD-002: FE Solutions TmpIt O&M Only 1100
  - GF-STD-002: Gen Fossil TmpIt O&M All Plants
  - GF-STD-003: Gen Fossil TmpIt Mixed All Plants
- Project Wrapper:** A tree view showing the project structure. The selected project is:
  - 0000611319: BNP-Mechanical - Outside
    - UIP-1101-000041-0: Total Project
    - UIP-1101-000041-1-1: Perform Project
    - UIP-1101-000041-1-99: AFUDC
    - UIP-1101-000041-1: Total Capital
- Project Attributes:** A table with columns for Attribute and Value. The table contains various attributes such as Name, Code, Company, Profit Center, Interest Profile, etc. A red arrow points to the table with the text "All attributes are editable".

Creates the new project and copies WBS structure from the Template

WBS structure copied successfully.  
 WBS structure copied from Project GF-STD-001 to Project UIP-1101-000041.  
 Created the following WBS Entities:  
 UIP-1101-000041-1-1: Perform Project  
 UIP-1101-000041-1-99: AFUDC  
 UIP-1101-000041-1: Total Capital  
 UIP-1101-000041-0: Total Project

# Project Planning and Tracking - Project Wrapper

- 13 • Select the Project Wrapper\_button to open the Project Wrapper
  - Separate tabs for Project attributes and WBS attributes
  - Shows all attributes
    - Grayed out if you can not edit them
  - Rules for what can be edited and what cannot
    - Projects/WBS from SAP - attributes brought over and cannot be edited
    - Planning Projects/WBS - can edit all attributes (except ones populated by UIPlanner)

Project Wrapper - All Projects

The screenshot shows the 'Project Wrapper' application interface. On the left is a list of projects, and on the right is a detailed view of attributes for a selected project: 'Attribute Values for GF-0003520: MICO-SS2RM1-SCR CLEANING UNIT 1, 2 & 3'. The attributes are categorized into 'Editable' and 'Not editable (SAP project)'.

Attribute	Value
--- Name ---	MICO-SS2RM1-SCR CLEANING UNIT 1, 2 & 3
--- Code ---	GF-0003520
From SAP: Company (Required)	1501: PE Generation, LLC
From SAP: Profit Center	0000056127: FE Gen-Maint Fed (w/o Corpora Cost) 1501
From SAP: Interest Profile	PRDSTMO: Steam Fossil O&M project settle to cost center only
From SAP: Costing Center (Required)	0000611353: RCP - Unit Operators
Input: Status	
Input: Budgetable (Y/N)	← Editable
Input: In Budget Flag	Yes
From SAP: Start Date (Required)	
Input: End Date (Required)	20471231
From SAP: Cost Object	
From SAP: Number	GF-0003520
From SAP: Definition	
Input: PUB-Year Flag	
Input: Bucket Name	
From SAP: Charged On Date	
From SAP: Changed By	15430
From SAP: Budget Profile	
From SAP: Forecast Finish Date (FRCST)	
From SAP: Created On Date	
From SAP: Created By	← Not editable (SAP project)
From SAP: Investment Profile	FE02
From SAP: Object Number	
From SAP: Integrated Planning	X
From SAP: Description	
Input: Profile	GF00001
From SAP: Object Class	
From SAP: Forecast Start Date	
From SAP: Tax Jurisdiction	PA1507700
From SAP: Name of Person Responsible	
From SAP: Person Responsible	00900019
From SAP: Network Profile	
From SAP: Plant	G102
Input: Plant Designator	
Input: Plant Unit: # (BVI, etc)	
Input: Outage Code (denotes which outage)	
Input: Investment Profile Text Field (define a sub category)	FE02
Input: Program Massover (actual name)	

## Project Planning and Tracking - Create New Project

- 14 • Certain fields for Projects and WBS are required
  - Needed in order to perform key calculations (closings, assessments, etc.)
  - Already populated for Projects/WBS from SAP
  - Need to make sure these are populated when you create a Planning Project

The screenshot shows the 'Project Wrapper' application interface. On the left, a tree view displays the project hierarchy for 'UIP-1101-000041: Copy of Gen Fossil Tmplt Capital All Plants', including sub-items like 'Total Project', 'Perform Project', 'AFUDC', and 'Total Capital'. The main area shows a table of 'Attribute Values' for the selected project. A dialog box titled 'Required Values Missing' is displayed, listing the following missing attributes:

- Input: End Date (Required)
- From SAP: Estimated In Service Date (Required)
- From SAP: Start Date (Required)

The attribute table in the background includes the following rows (with some values populated):

Attribute	Value
--- Name ---	Copy of Gen Fossil Tmplt Capital All Plants
--- Code ---	UIP-1101-000041
From SAP: Company (Required)	1101: FE Generation, LLC
From SAP: Profit Center	0000006127: FE Gen-Mansfield ( w/o Corpora Cost)1...
From SAP: Interest Profile	
From SAP: Owning Center (Required)	0000611319: BMP-Mechanical - Outside
Input: Status	
From SAP: Estimated In Service Date (Required)	
Input: Budgetable (Y/N)	
Input: In-Budget Flag	
From SAP: Start Date (Required)	
Input: End Date (Required)	
From SAP: Cost Object	
From SAP: Number	
From SAP: Integrated Planning	
From SAP: Description	
Input: Profile	
From SAP: Object Class	
From SAP: Forecast Start Date	
From SAP: Tax Jurisdiction	
From SAP: Name of Person Responsible	

## Project Planning and Tracking - Project/WBS Element Attachments

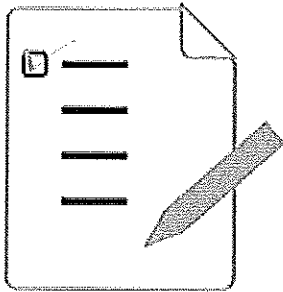
- 15 • Project Wrapper - Attachments
  - Select the View and Edit Attachment Tab
  - You can attach any document (DOC, XLS, etc.) to the project
  - Stored in the database and archived

The screenshot displays the 'Project Wrapper' application window. The left pane shows a tree view of project elements, including various GF (General Fund) and UIP (Utility Investment Program) codes. The right pane is titled 'Project Attributes' and 'View & Edit Attachments'. It shows a table of attached files for the project 'Project Wrapper (0000511353: BWP - Unit Operations)/GF-0003520: MNCO-SS2RMI-SCR CLEARING UNIT 1, 2 & 3'. The table has columns for 'Type', 'File', 'Last Edited By', and 'Last Edited On'. One file is listed: 'REQUIRED FIELDS - PROJECT-WBS.DOC' edited by 'C15411' on 'Wed Jul 31 19:44:54 EDT 2013'. Below the table is a 'Manage File Attachments' section with buttons for 'Open File', 'Attach File', 'Delete File', and 'Audit Edits to Save'. The 'Attach File' button is highlighted with a red circle.

Type	File	Last Edited By	Last Edited On
DOC	REQUIRED FIELDS - PROJECT-WBS.DOC	C15411	Wed Jul 31 19:44:54 EDT 2013

## Section Exercise

### Exercise #2 – Project Budget and Tracking

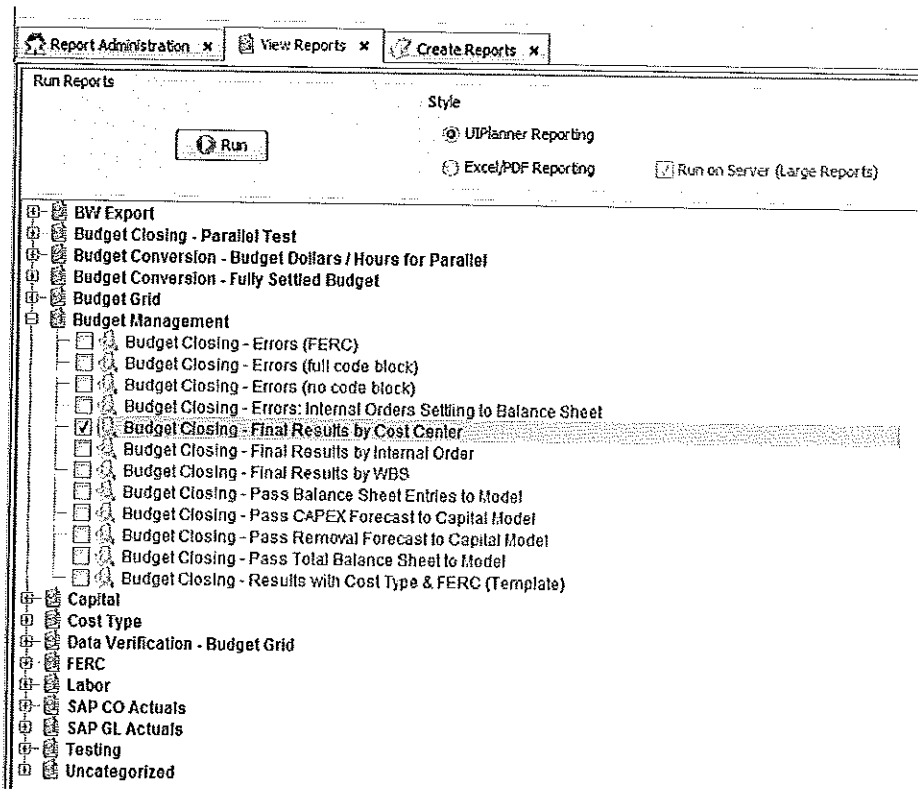


- Customize your Project Screen
  - Select attributes you would like to view
- Open the Budget Grid and make changes for a specific project
- Open Project Wrapper and view/edit project and WBS element attributes
- Export project to Excel pivot
- Create planning project using template

## Reporting – Development and Usage

## View Reports Screen

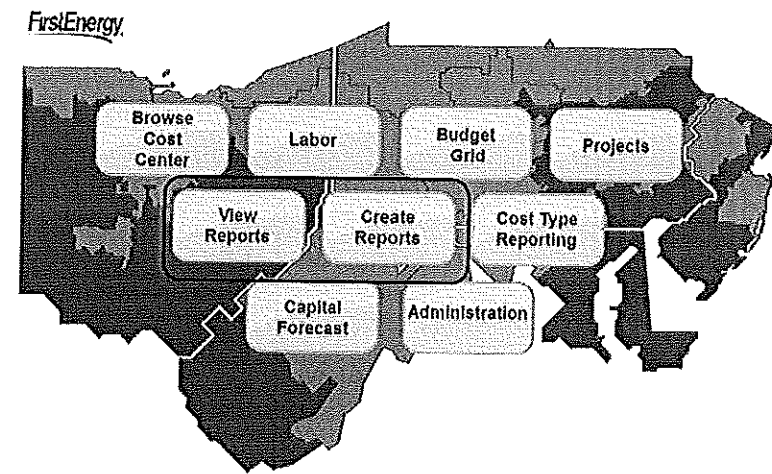
- Access View Reports screen by pressing Ctrl+F12 and typing "View Reports" or through a Report link from a Switchboard
- Reports are published into thematic sections which can be expanded or collapsed by clicking on the +/- icon next to the section titles



**View Reports screen**

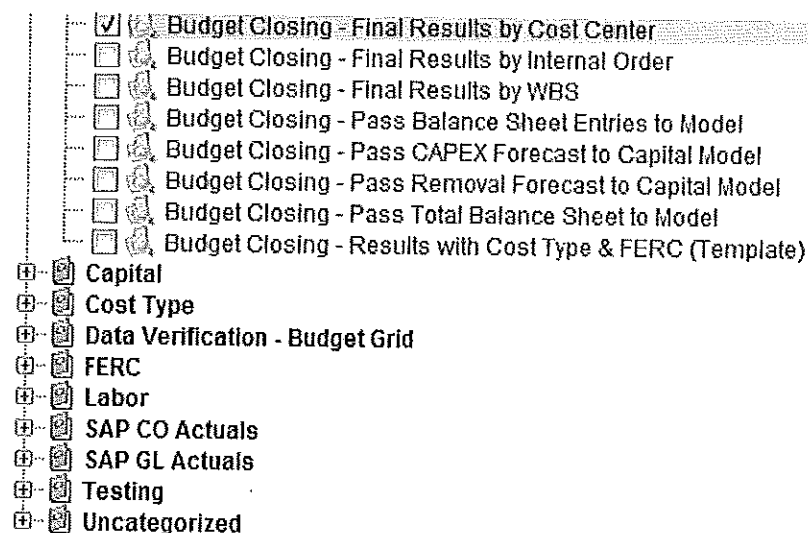
*Tip:  
 Make sure that you  
 have selected the  
 correct Scenario before  
 running reports.*

## Switchboard Reports



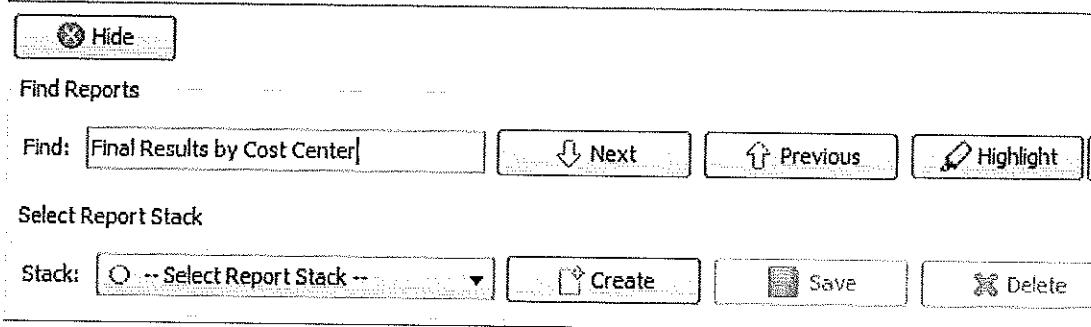
## Finding Your Report

- Open Search controls by clicking the Search button at the bottom of the screen.
- Search by typing the name of your report. You can perform a “wildcard” search by adding “\*” to your search terms. E.g. “\*cost center\*” will find any report that contains the phrase “cost center” within its name.
- Press the “Next” and “Previous” buttons to jump back and forth to the next results.



**Tip:**  
Click the downward facing arrow icon next to the “Highlight” button, and select “Unselect All Reports” to de-select previously selected reports.

Select Highlighted Reports  
Select Only Highlighted Reports  
Unselect Highlighted Reports  
Select Non-Highlighted Reports Only  
Unselect All Reports



## Running a Report from View Reports Screen

- Select the report style by checking the box next to the report and click Run
- Report Styles:
  - Excel/PDF for printing, saving locally, or if the data is too large.
  - UIPlanner style for the fully featured UIPlanner reporting screen

**Tip:**  
For extremely large data, you may need to run the report in Excel/PDF style with the "Run on Server" option checked.

Report Administration x View Reports x Create Reports x

Run Reports

Run

Style

UIPlanner Reporting

Excel/PDF Reporting

Run on Server (Large Reports)

- + BW Export
- + Budget Closing - Parallel Test
- + Budget Conversion - Budget Dollars / Hours for Parallel
- + Budget Conversion - Fully Settled Budget
- + Budget Grid
- Budget Management
  - Budget Closing - Errors (FERC)
  - Budget Closing - Errors (full code block)
  - Budget Closing - Errors (no code block)
  - Budget Closing - Errors: Internal Orders Settling to Balance Sheet
  - Budget Closing - Final Results by Cost Center
  - Budget Closing - Final Results by Internal Order

## Create Reports Screen

- The Create Reports screen is more flexible than the View Reports screen and allows for greater functionality enabling the user to develop and save versions of reports using these views.
- A Report Administrator can create a View on a set of data and enable features.
- Users can create, delete, view, design, copy, lock, and publish reports to reporting sections by User Role.

### Create Reports screen

Report	Report View	Locked	Created by	Published i...	Publish at ...	... Available to All...	Budget Co...	Budget Co...	Budget Co...	Budget Ac
Data Verification - Budget Grid - Activity Type Errors	Data Verification - Budget Grid - Activity Type Errors - View: Data Ver...	<input checked="" type="checkbox"/>	C14652	Data Verific...	ALL: Top Br...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Data Verification - Budget Grid - Actuals Errors	Data Verification - Budget Grid - Actuals Errors - View: Data Verificati...	<input checked="" type="checkbox"/>	C14652	Data Verific...	ALL: Top Br...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GL Actuals - Errors	GL Actuals - Errors: GL Actuals - Errors	<input checked="" type="checkbox"/>	C14652	SAP GL Actuals	ALL: Top Br...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GLT0 data	GL Actuals - GLT0: GL Actuals - GLT0	<input checked="" type="checkbox"/>	C14652			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO Actuals - COSS / COSP	Budget Closing (on disk) - Fully Settled Actuals: Budget Closing (on d...	<input type="checkbox"/>	C14652	SAP CO Act...	ALL: Top Br...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO Actuals - COSS / COSP by Cost Center	Budget Closing (on disk) - Fully Settled Actuals: Budget Closing (on d...	<input type="checkbox"/>	C14652	SAP CO Act...	ALL: Top Br...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO Actuals - COSS / COSP by Internal Order	Budget Closing (on disk) - Fully Settled Actuals: Budget Closing (on d...	<input type="checkbox"/>	C14652	SAP CO Act...	ALL: Top Br...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO Actuals - COSS / COSP by WBS	Budget Closing (on disk) - Fully Settled Actuals: Budget Closing (on d...	<input type="checkbox"/>	C14652	SAP CO Act...	ALL: Top Br...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GL Mapping results	Budget Closing - FICO GL Mapping results: Budget Closing - FICO GL ...	<input type="checkbox"/>	C14652			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Create Reports Screen – Creating a Report from Scratch

- Click the “Create” button, you will be prompted to select the dataset View on which you wish to build a report.

Report	Report View	Locked	Created-by	Published i...	Publish at ...
BC Chase - Assessments for Cost Centers	Budget Closing - Results: Budget Closing - Results	<input checked="" type="checkbox"/>	C14652		
Budget Closing - FERC Records Subject to Clearing Group	Budget Closing - FERC Records Subject to Clearing Group - View: Bud...	<input checked="" type="checkbox"/>	C14656	FERC	ALL: Top Br...
Budget Closing - FERC Results (Template)	Budget Closing - Results with Cost Type & FERC - View: Budget Closi...	<input checked="" type="checkbox"/>	C14656	FERC	ALL: Top Br...

- Give your report a name but pay close attention to the preferred naming conventions to help organize your report.

## Create Reports Screen - Creating a Report from a Template

- Select the report from the list on the Create Report screen; should have "(Template)" in the name.
- Note that the Locked checkbox should be checked to prevent someone from accidentally saving their changes to the template itself.
- Press the Design button to bring up the report in design mode, which limits the data being returned to 200 records and allows for faster edits.
- The View button will return ALL records, which can be slow for very large datasets.

Report		Report View	Locked	Created-by	Published i...	Publis
Budget Grid - Activity Prices by Cost Center	Budget Grid - Activity Prices - View: Budget Grid - Activity Prices - View		<input checked="" type="checkbox"/>	C14655	Budget Grid	ALL: Tc
Budget Grid - Actual Direct Dollars/Hours (Template)	Budget Grid - Actual Direct Dollars/Hours - View: Budget Grid - Acti...		<input checked="" type="checkbox"/>	C14656	Budget Grid	ALL: Tc
Budget Grid - Contractor Activity Rates Report	Budget Grid - Contractor Activity Rates - View: Budget Grid - Contrac...		<input checked="" type="checkbox"/>	C14655	Budget Grid	ALL: Tc
Budget Grid - Direct Dollars / Hours (Template)	Budget Grid - Direct Dollars / Hours - View: Budget Grid - Direct Dollar...		<input checked="" type="checkbox"/>	C14656	Budget Grid	ALL: Tc

## Create Reports Screen – Adding Row Headers

- Select “Row Headers” chevron from the “Report Settings” column to view available fields within the data set view. Highlight the field name and click the Arrow button to add the header to the report.
- You can expand some headers to select a header’s attributes to be added. (e.g. Company Planning Entity)
- There is an option to add subtotals and trailing rows to each row added to the report by clicking the text under “Show Total” and “Trailing Row” labels.

Pivot Data in Testing - Demo Report

Report Settings

- Row Headers
- Column Head...
- Time Setting
- Scenarios
- Filter
- Attributes
- Sorting & De...
- Formatting
- Excel Settings
- Footnote
- Comments
- Column Math
- Row Math
- Drilldown
- Save & Print

Row Headers

Available Report Dimensions

Field	Time
Company	
Company: Planning Entity	
Cost Center	
Activity Type	
Profit Center	
Stat Key Figure	

Define Report Rows

Row Grouping	Show Total	Trailing Row
Company	No Total	No Trailing Row

Move Up Move Down

Testing - Demo Report

AMERICAN TRANSM SYS INC  
CLEVELAND ELECTRIC CO  
FE Generation, LLC  
FE NUCLEAR OPER CO  
FF Solutions Corp

**Tip:**  
Note that the order of Row Headers added matters. Row headers added first will limit the data of those that are added below it. Order can be changed by using the “Move Up” and “Move Down” buttons.

## Create Reports Screen – Adding Column Headers

- Add Column Headers to view the time data.
- You can add additional columns to total the time period by checking the “Show Total” box.

Pivot Data in Testing - Demo Report

**Report Settings**

- ▶ Row Headers
- ▶ **Column Hea...**
- ▶ Time Setting
- ▶ Scenarios
- ▶ Filter
- ▶ Attributes
- ▶ Sorting & De...
- ▶ Formatting
- ▶ Excel Settings
- ▶ Footnote
- ▶ Comments
- ▶ Column Math
- ▶ Row Math
- ▶ Drilldown
- ▶ Save & Print

**Column Headers**

Available Report Dimensions

Field	Time
Year 0 Annual	
Year 0 Dec	
Year 0 monthly	
Year 1 Annual	
Year 1 Dec	
Year 1 monthly w annual total	
Year 1 monthly w beg bal	
Year 1 monthly w beg bal and annual	
Year 1 Nov	
Year 2 Annual	
Year 2 Monthly	
Years 0 - 1 Monthly	
Years 0 - 20 with annual total	
Years 1 - 5 Monthly	
Years 1-5 Annual	

**Define Report Columns**

Column	Show Total
Years:0 - 1 Monthly	<input checked="" type="checkbox"/>

Testing - Demo Report	Dec - 2013	Jan - 2014	Feb - 2014	Mar - 2014	Apr - 2014	May - 2014	Jun - 2014	Jul - 2014
AMERICAN TRANSM SYS INC								
Supervisor-Wadsworth Control Ctr Dispatc								
Employee Count-Full-time NonBargaining	2	2	2	2	2	2	2	2
System Dispatch - OH								
Employee Count-Full-time NonBargaining	16	16	16	16	16	16	16	16

## Create Reports Screen – Changing Row Value Descriptions

- From the "Sorting and Descriptions" chevron, you can toggle a row header to display the "Name," "Code," or both values. E.g. The company code named "FE Solutions Corp" has a code of 1100, and either or both values can be displayed.
- The Filters in the following section work off of the "Code" values.

**Tip:**  
 All of the features in the Report Configuration (chevrons) can be turned on and off by the Report Administrator.

Element	Sort Style	Description Style
Statistical Key Figure	Alpha Order	Name & Code
Cost Center	Alpha Order	Code Only
Company	Alpha Order	Code Only

	13	Jan - 2014	Feb - 2014	Mar - 2014	Apr - 2014	May - 2014
611295						
EMPFTB: Employee Count-Full-time Bargaining	9	9	9	9	9	9
611311						
EMPFTN: Employee Count-Full-time NonBargaining	5	5	5	5	5	5
611312						



## Create Reports Screen – Adding Filters (List Type Example)

- The Filter menu is for selecting Named Filters defined in the “Multidimensional Filter Editor” screen.
- There is a simple filter editor that allows you to select a dimension (one of the row headers) and select a filter type (list, tree, attribute, range, code-between, and code-like).
- The example pictured is an example of a List type filter on Company. Company 1100 is selected from the list and is described in the Filter Description box.

**Filter**

Filter:  -- None --

Select Dimension to Filter

Select Dimension:

Filter Type:   Inverse

Selected	Entity
<input type="checkbox"/>	1000: FIRSTENERGY CORP
<input type="checkbox"/>	1003: Allegheny Pittsburgh Coal
<input type="checkbox"/>	1006: Energy Insurance Serv
<input checked="" type="checkbox"/>	1100: FE Solutions Corp
<input type="checkbox"/>	1101: FE Generation, LLC
<input type="checkbox"/>	1102: GPU ADVANCED RES INC
<input type="checkbox"/>	1103: PENN POWER ENERGY

**Filter Description**

Company is limited to elements included in this list:  
 1100: FE Solutions Corp

*Tip: To remove any filter, simply change the Filter type to "Not Filtered"*

Company	Cost Center	Stat Key Figure	Jan - 2014	Feb - 2014	Mar - 2014	Apr - 2014	May - 2014	Jun - 2014	Jul - 2014	Aug - 2014	Sep - 2014	Oct - 2014	Nov - 2014
1100	600002	EMPFTN: Employee...	2	2	2	2	2	2	2				
1100	600002	EMPPTN: Emplo...											
1100	600002	EMPSIN: Employee ...											

## Create Reports Screen – Adding Filters (Code-Between Type Example)

- The example pictured is an example of a Code-Between type filter on Cost Center range. Cost Center Ranges from 600002 to 601000 is filtered.
- Note that the previous Company List type filter is still being applied

**Filter Configuration:**

- Filter:  None
- Select Dimension to Filter: **Cost Center**
- Filter Type: **Code-Between**
- Default Code Between: **600002** and **601000**

**Filter Description:**

Company is limited to elements included in this list:  
 1100: FE Solutions Corp

Cost Center is limited to elements with codes between  
 '600002' and '601000'

Company	Cost Center	Stat Key Figure	Jan - 2014	Feb - 2014	Mar - 2014	Apr - 2014	May - 2014	Jun - 2014	Jul - 2014	Aug - 2014	Sep - 2014	Oct - 2014
1100	600002	EMPFTN: Employee Count-Full-time NonBar...	2	2	2	2	2	2	2	2	2	2
1100	600002	EMPPTN: Employee Count-Part-time NonBa...										
1100	600002	EMPSIN: Employee Count-Student Intern-No...										
1100	600002	EMPTPN: Employee Count-Temporary NonB...										
1100	600015	EMPFTN: Employee Count-Full-time NonBar...	1	1	1	1	1	1	1	1	1	1
1100	600020	EMPFTN: Employee Count-Full-time NonBar...	4	4	4	4	4	4	4	4	4	4
1100	600043	EMPFTN: Employee Count-Full-time NonBar...	1	1	1	1	1	1	1	1	1	1
1100	600044	EMPFTN: Employee Count-Full-time NonBar...	11	11	11	11	11	11	11	11	11	11
1100	600101	EMPFTN: Employee Count-Full-time NonBar...	7	7	7	7	7	7	7	7	7	7
1100	600101	EMPPTN: Employee Count-Part-time NonBa...										
1100	600101	EMPSIN: Employee Count-Student Intern-No...										
1100	600145	EMPFTN: Employee Count-Full-time NonBar...	2	2	2	2	2	2	2	2	2	2
1100	600205	EMPFTN: Employee Count-Full-time NonBar...	7	7	7	7	7	7	7	7	7	7
1100	600210	EMPFTN: Employee Count-Full-time NonBar...	6	6	6	6	6	6	6	6	6	6
1100	600211	EMPFTN: Employee Count-Full-time NonBar...	5	5	5	5	5	5	5	5	5	5
1100	600214	EMPFTN: Employee Count-Full-time NonBar...	3	3	3	3	3	3	3	3	3	3
1100	600215	EMPFTN: Employee Count-Full-time NonBar...	13	13	13	13	13	13	13	13	13	13
1100	600216	EMPFTN: Employee Count-Full-time NonBar...	21	21	21	21	21	21	21	21	21	21
1100	600217	EMPFTN: Employee Count-Full-time NonBar...	7	7	7	7	7	7	7	7	7	7

*Tip:  
 The Filter Description window will show which filters are being applied.*

## Create Reports Screen – Adding Filters (Code-Like Type Example)

- The example pictured is an example of a Code-Like type filter on Activity Type range. Activity Types matching the pattern “SPRF\*” are filtered.
- The wildcard “\*” denotes that any characters that follow “SPRF” will match the pattern. “SPRF1” and “SPRF2” match the pattern. “SPFR” would not match nor would “123SPFR” due to the placement of the wildcard character.

**Filter Configuration:**

- Filter:  -- None --
- Select Dimension to Filter:
  - Select Dimension: Activity Type
  - Filter Type: Code-Like
  - Default Code (\* as wildcard): SPRF\*

**Filter Description:**

Company is limited to elements included in this list:  
 1100: FE Solutions Corp

Cost Center is limited to elements with codes between '600002' and '601000'

Activity Type is limited to elements with codes like 'SPRF\*'

Company	Cost Center	Activity Type	Stat Key Figure	Jan - 2013	Feb - 2013	Mar - 2013	Apr - 2013	May - 2013	Jun - 2013	Jul - 2013
1100	600002	SPRF1	EMPFTN: Employee Cou...							
1100	600044	SPRF1	EMPFTN: Employee Cou...							
1100	600044	SPRF2	EMPFTN: Employee Cou...							
1100	600101	SPRF1	EMPFTN: Employee Cou...			2				
1100	600101	SPRF1	EMPPTN: Employee Cou...			1				
1100	600101	SPRF1	EMPSIN: Employee Cou...			1				

## Create Reports Screen – Adding Filters (Attribute Type Example)

- The example pictured is an example of an Attribute type filter on Cost Center. The filter is checking against the value of the Cost Center's "Budgetable (Y/N)" attribute to only include Cost Centers where this attribute = "Y". It is also possible to use other operators such as >, >=, <, <=, or <> (not equal)
- Note that although the previous filters are still being applied, the Attribute filter on Cost Center has replaced the Cost Center Range type filter.

Company	Cost Center	Activity Type	Stat Key Figure	Jan - 2014	Feb - 2014	Mar - 2014	Apr - 2014	May - 2014	Jun - 2014	Jul - 2014	At
1100	600101	SPRF1	EMPFTN: Employee Cou...	2	2	2	2	2	2	2	2
1100	600101	SPRF1	EMPTTN: Employee Cou...								
1100	600101	SPRF1	EMPSIN: Employee Coun...								
1100	600145	SPRF1	EMPFTN: Employee Cou...	1	1	1	1	1	1	1	1

## Create Reports Screen – Adding Filters (Tree Type Example)

- Tree filters can only be used on hierarchical elements like Cost Centers. The filter will include any element that appears at or below the selected node on the tree structure.
- Note that although the previous filters are still being applied, the Tree filter on Cost Center has replaced any other Cost Center filters.

**Filter**

Filter:  -- None --

Select Dimension to Filter

Select Dimension:

Filter Type:   Inverse

Selected: ZBWCAM2016: FES VP

- 600015: VP FES Strategy & Planning
- ZBWCAM2016: FES VP**
- 600006: FES Rewards and Recognition
- 600002: FES - VP - Operations Strategy & Develop
- ZBWCAM2017: FE Solutions - Other
- 703055: Competitive Eliminations - Pleasants
- 703059: Competitive Eliminations - Gans

Tree:

Filter Description

Company is limited to elements included in this list:  
1100: FE Solutions Corp

Activity Type is limited to elements with codes like 'SPRF\*'

Cost Center is limited to elements at or below  
'ZBWCAM2016: FES VP' in tree 'Cost Center Tree: Cost Center Tree'

Company	Cost Center	Activity Type	Stat Key Figure	013	Dec - 2013	Jan - 2014	Feb - 2014	Mar - 2014	Apr - 2014	May - 2014	Jun - 2014
1100	600002	SPRF1	EMPFTN: Employee Cou...			1	1	1	1	1	1

## Create Reports Screen – Inverse Filters

- For any Filter type, you can inverse the filter logic by checking the “Inverse” box. E.g. By inverting a Company List filter type set to “1100 - FE Solutions Corp”, the results will include every company in the data set EXCEPT the company selected.

Pivot Data in Testing - Demo Report

Report Settings

- ▶ Row Headers
- ▶ Column Headers
- ▶ Time Setting
- ▶ Scenarios
- ▶ Filter
- ▶ Attributes
- ▶ Sorting & Descrip...
- ▶ Formatting
- ▶ Excel Settings
- ▶ Footnote
- ▶ Comments
- ▶ Column Math
- ▶ Row Math
- ▶ Drilldown
- ▶ Save & Print

**Filter**

Filter:  -- None --    Design Mode - Return First 200 Recor...

Select Dimension to Filter

Select Dimension:

Filter Type:   Inverse

Selected	Entity
<input type="checkbox"/>	1000: FIRSTENERGY CORP
<input type="checkbox"/>	1003: Allegheny Pittsburgh Coal
<input type="checkbox"/>	1006: Energy Insurance Serv
<input checked="" type="checkbox"/>	1100: FE Solutions Corp
<input type="checkbox"/>	1101: FE Generation, LLC
<input type="checkbox"/>	1102: GPU ADVANCED RES INC
<input type="checkbox"/>	1103: PENN POWER ENERGY
<input type="checkbox"/>	1104: FE Nuclear Gen Cor Tier 1
<input type="checkbox"/>	1105: FE Nuc Generation, LLC
<input type="checkbox"/>	1106: FE Aircraft Leasing Corp
<input type="checkbox"/>	1107: Green Valley Hydro, LLC

Filter Description

Company is limited to elements included in this list:  
 1000: FIRSTENERGY CORP,1003: Allegheny Pittsburgh Coal,1006: Energy Insurance Serv,1101: FE Generation, LLC,1102: GPU ADVANCED RES INC,1103: PENN POWER ENERGY,1104: FE Nuclear Gen Cor Tier 1,1105: FE Nuc Generation, LLC,1106: FE Aircraft Leasing Corp,1107: Green Valley Hydro, LLC,1108: Alleg. Energy Supply, LLC,1109: Alleg. Generating Company,1110: AE Supply Capital, LLC,1111: Acadia Bay Energy Co. LLC,1112: Buchanan Energy, VA LLC,1114: Development Service Corp,1115: AE Supply Renaissance LLC,1116: AE Supply Ren. SW, LLC,1120: Nautica Phase 2 LP,1121: FE Gen Mansf Unit 1 Corp,1191: Mansf Unit 1 Elim Entity,1198: FE Generation Adj Co,1199: AE Supply Adjustment,1200: FE NUCLEAR OPER

Company	Cost Center	Activity Type	Stat Key Figure	Jan - 2014	Feb - 2014	Mar - 2014	Apr - 2014	May - 2014	Jun - 2014	Jul - 2014
1101	611024	MGR	EMPFTN: Employeee Cou...	1	1	1	1	1	1	1
1101	611072	SPRF2	EMPFTN: Employeee Cou...	6	6	6	6	6	6	6
1101	611152	SYARD	EMPFTB: Employeee Cou...	14	14	14	14	14	14	14
1101	611251	MGR	EMPFTN: Employeee Cou...	2	2	2	2	2	2	2
1101	611263	MGR	EMPFTN: Employeee Cou...	7	7	7	7	7	7	7

## Create Reports Screen – Using Drill Down

- By selecting the Drill Down chevron, you can drill down into the data and trace the data back to the calculation, formula applied, and constituent data.
- Highlight the data cell and click the linked values to keep drilling back to the data source.

Report Settings  
 Row Headers  
 Column Headers  
 Time Setting  
 Scenarios  
 Filter  
 Attributes  
 Sorting & Descri...  
 Formatting  
 Excel Settings  
 Footnote  
 Comments  
 Column Math  
 Row Math  
 Drilldown  
 Save & Print

**Drilldown**  
 Select a Cell to Drill Into

Source of Record

Source Cal...	Source Lin...	Company	Cost Center	Payrol Cal...	Personnel ...	Activity Type	Employee	Dec 2013
LB C Employee	WH:Post Stat K	1101: FE Gener	611152: Eastfa	S-4: Mon-Sun Bi	0270: UWU270	SYARD: SYARD	52104: 52104,	1
LB C Employee	WH:Post Stat K	1101: FE Gener	611152: Eastfa	S-4: Mon-Sun Bi	0270: UWU270	SYARD: SYARD	56527: 56527,	1
LB C Employee	WH:Post Stat K	1101: FE Gener	611152: Eastfa	S-4: Mon-Sun Bi	0270: UWU270	SYARD: SYARD	55621: 55621,	1
LB C Employee	WH:Post Stat K	1101: FE Gener	611152: Eastfa	S-4: Mon-Sun Bi	0270: UWU270	SYARD: SYARD	57936: 57936,	1
LB C Employee	WH:Post Stat K	1101: FE Gener	611152: Eastfa	S-4: Mon-Sun Bi	0270: UWU270	SYARD: SYARD	55305: 55305,	1
LB C Employee	WH:Post Stat K	1101: FE Gener	611152: Eastfa	S-4: Mon-Sun Bi	0270: UWU270	SYARD: SYARD	54702: 54702,	1
LB C Employee	WH:Post Stat K	1101: FE Gener	611152: Eastfa	S-4: Mon-Sun Bi	0270: UWU270	SYARD: SYARD	56389: 56389,	1
LB C Employee	WH:Post Stat K	1101: FE Gener	611152: Eastfa	S-4: Mon-Sun Bi	0270: UWU270	SYARD: SYARD	65831: 65831,	1
LB C Employee	WH:Post Stat K	1101: FE Gener	611152: Eastfa	S-4: Mon-Sun Bi	0270: UWU270	SYARD: SYARD	63152: 63152,	1
LB C Employee	WH:Post Stat K	1101: FE Gener	611152: Eastfa	S-4: Mon-Sun Bi	0270: UWU270	SYARD: SYARD	62732: 62732,	1

Browse Calcula... LB C Employee Forecast [Budget 2014 Pilot Scenario]

Line: LB C Employee Forecast	2013	a Nov 2013	a Dec 2013	Jan 2014	Feb
A: [Total]	0	0	0	0	0
B: [Pilot Scenario Date]	Jan 2013	Jan 2013	Jan 2013	Jan 2013	Jan 2013
C: [Add Employee]	1	1	1	1	1
D: [Current Period]	5	10	15	12	12
E: [Current Period (for Display)]	10	11	12	13	13
F: [Current Date]	Oct 2013	Nov 2013	Dec 2013	Jan 2014	
G: [Round Current Date]	201,300	201,300	201,300	201,400	
H: [Current Year]	2013	2013	2013	2014	
I: [Best Actual Period]	11	11	11	11	
J: [Best Actual Date]	Dec 2013	Dec 2013	Dec 2013	Dec 2013	
K: [Best Actual Date Rounded]	201,300	201,300	201,300	201,300	

Dimensions in LB C Employee For...

Dimension	Value
1101: FE Generation, LLC	
611152: Eastlake Yard	
S-4: Mon-Sun Bi-weekly	
0270: UWU270	
SYARD: SYARD	
52104: 52104, Employee	

Drill back [Drill Forward]  
 Drilldown WH:Post Stat Key Figure - Dec 2013  
 Equation [XZ:[End Employee Count]]

Pivot Data in Testing - Demo Report (Template)

Report Settings  
 Row Headers  
 Column Headers  
 Time Setting  
 Scenarios  
 Filter  
 Attributes  
 Sorting & Descri...  
 Formatting  
 Excel Settings  
 Footnote  
 Comments  
 Column Math  
 Row Math  
 Drilldown  
 Save & Print

**Drilldown**  
 Select a Cell to Drill Into

Scenario	Company	Cost Center	Activity Type	Profit Center	Stat Key Figure	Dec 2013
Budget 2014 Pilot Scen...	1101: FE Genera...	611152: Eastlake Yard	SYARD: SYARD	6104: FEGen-Eastlake/...	EMPFTB: Employee Co...	14

Testing - Demo Report (Template)	Dec - 2013	Jan - 2014	Feb - 2014	Mar - 2014
611024 EMPFTN: Employee Count-Full-time NonBargaining	1	1	1	1
611072 EMPFTN: Employee Count-Full-time NonBargaining	6	6	6	6
611152 EMPFTB: Employee Count-Full-time Bargaining	14	14	14	14
611251				

## Create Reports Screen – Save and Print Screen

- If you are editing a previously configured report, you can save changes provided that the report is not locked and the “Save” function is enabled by the Report Administrator.

	Jan - 2014	Feb - 2014	Mar - 2014	Apr - 2014	May - 2014	Jun - 2014	Jul - 2014	Aug - 2014	Sep - 2014	Oct - 2014	Total
600307 EMPFTN: Employee Count-Full-time NonBargaining	3	3	3	3	3	3	3	3	3	3	30
801118 EMPFTN: Employee Count-Full-time NonBargaining	5	5	5	5	5	5	5	5	5	5	50

- If you are editing a locked “Template,” use the “Save Report As.” The “Save” button should be disabled for all Locked reports.

	Jan - 2014	Feb - 2014	Mar - 2014	Apr - 2014	May - 2014	Jun - 2014	Jul - 2014	Aug - 2014	Sep - 2014	Oct - 2014	Total
600307 EMPFTN: Employee Count-Full-time NonBargaining	3	3	3	3	3	3	3	3	3	3	30
801118 EMPFTN: Employee Count-Full-time NonBargaining	5	5	5	5	5	5	5	5	5	5	50

- Some reports will be Read-Only and all Save functionality will be disabled by the Report Administrators.

## Create Reports Screen – Publishing Reports

- Push the “Categorize & Publish” button, and select or create a Category.
- Before saving, select the User Role checkboxes that should have access to the report.
- Be aware of your Cost Center Tree Context since your report will inherit it.

**Save & Print**

Save Changes to Report | Save Report As | Categorize & Publish | Export to Excel | Rerun Model

Publish/Unpublish Testing - Demo Report

Specify Report Category for 'Testing - Demo Report'

Category:  --- Choose From Existing Categories ---  Add to My Favorites

Publish Report to Make Available to Other Users

Published To	User Role
<input type="checkbox"/>	--- Available to All Users ---
<input type="checkbox"/>	BCMIC : Budget Coordinator/Model Input Corp
<input type="checkbox"/>	BCMIF: Budget Coordinator/Model Input FEU FET
<input type="checkbox"/>	BCMIG: Budget Coordinator/Model Input FES FEG
<input type="checkbox"/>	BUDA: Budget Administrator
<input type="checkbox"/>	BUDC: Budget Coordinator
<input type="checkbox"/>	BUDF: FERC COC - Budget Input
<input type="checkbox"/>	BUDI: Budget Input
<input type="checkbox"/>	BUDV: Budget View Only
<input type="checkbox"/>	CAPP: Capital Forecast
<input type="checkbox"/>	IMPL: Implementer
<input type="checkbox"/>	MODA: Model Administrator
<input type="checkbox"/>	MODA_E: Model Administrator FEU FET
<input type="checkbox"/>	MODA_G: Model Administrator FES FEG
<input type="checkbox"/>	MODI_C: Model Input Corp
<input type="checkbox"/>	MODI_E: Model Input FEU FET
<input type="checkbox"/>	MODI_G: Model Input FES FEG Gen Only
<input type="checkbox"/>	MODI_Tax: Model Input Tax
<input type="checkbox"/>	MODI_Trsy: Model Input Treasury
<input type="checkbox"/>	MODV: Model View Only
<input type="checkbox"/>	SYSA: System Administrator

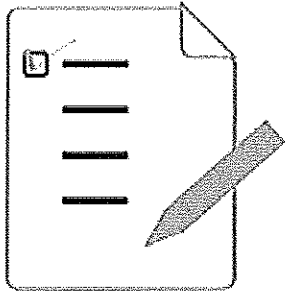
Cost Center Tree Location of Report

Report Stored on Cost Center Node: -- Not Specified --

Save

## Section Exercise

### Exercise #3 – Reporting

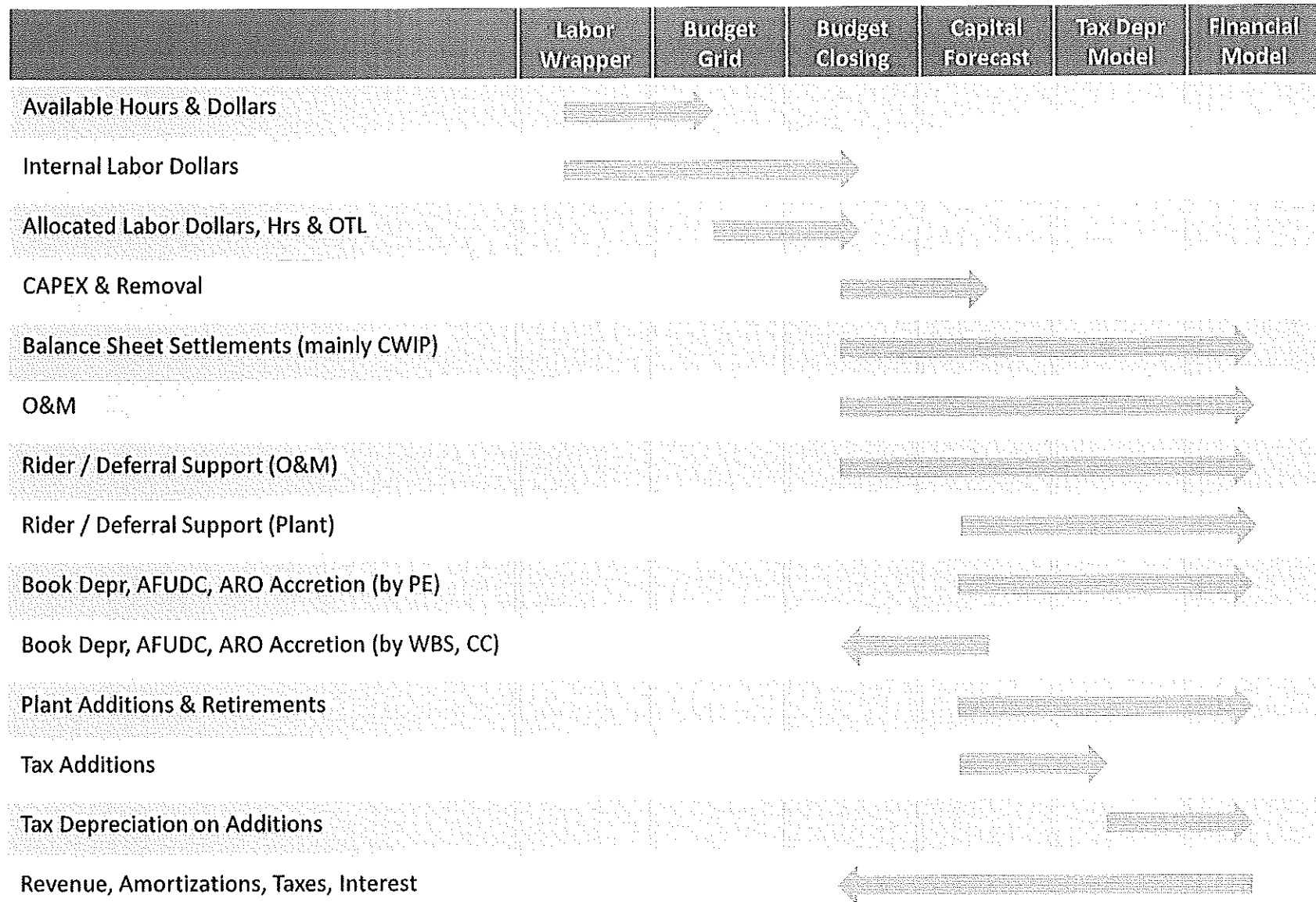


- Select View Reports and a category
  - Run various reports and review the output for selected areas
- Select Create Reports
  - Select dataset view
  - Create report name
  - Select the various reporting chevrons and customize your report
    - Add column headers
    - Change row value descriptions
    - Change formatting
    - Add a filter
    - Publish report



**Data Flow**

# Data Flow

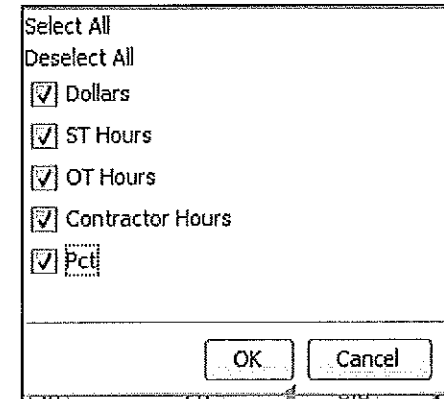


## Multi-Year Plan / Forecast

## Multi-Year Plan / Forecast Overview

### Multi-Year Forecast Requirements

- Ability to properly run the budget close process for years 1-5 (cost collector detail needed for this to occur)
- Allows users the ability to develop a detailed forecast or adjust at a summary level
- Ability for System Administrator to set global assumptions



Cost Source	Cost Owner	Cost Element	Activity Type	Internal Ord	Cost Collector	Project	WBS	Budget Gro	Budget I	Comment	Amount	Type
00005:1312:	00C051	1312:00005632C0: M	OTL: OTL	N/A: N/A	W35: W35	GF-0008853	GF-000885	NONE: non	NONE		Dollars	

### Filters available to target specific areas to change

- Filter on common categories (e.g. Cost Element groupings, O&M other than labor, Labor, etc.)
- Filter on dollars or hours
- Grid filters for each code block data field (specific Cost Elements, specific Cost Source, etc)

## Multi-Year Plan / Forecast Options

### Available options to perform multi-year plan/forecast

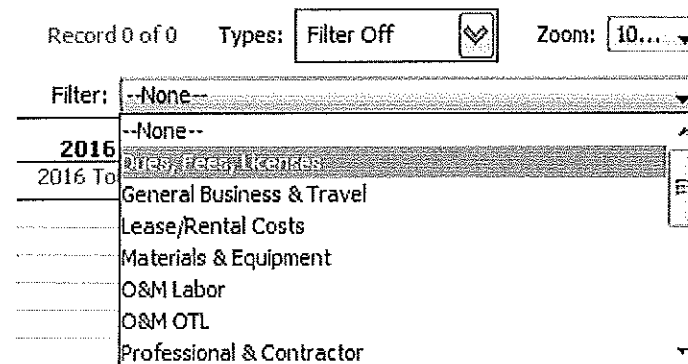
#### Detailed

- Labor automatically calculates for planning horizon
- Copy current year grid to Excel for entire group or specific Cost Centers (years 1-5)
- Make detailed adjustments at any level in Excel
- Copy data back to grid (grid validates)
- User can then use the "column total" feature in the grid to adjust the forecast

#### Summary

- Labor automatically calculates for planning horizon
- Utilize available filters
  - Using the cost element hierarchy, users can easily select the cost element node and then make adjustments to the related code block (e.g. O&M non-capital) or create filters based on the income statement groups
- User can then use the "column total" feature in the grid to adjust the forecast

*Users can view filters in the Budget Grid by using the drop down to select a group*



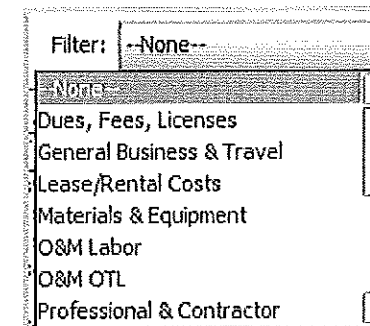
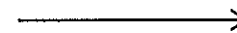
## Current and Multi-Year Forecast Filters

## Current and Multi-Year Forecast Filters

- Grid filters are available to assist with the current and multi-year forecast process
- Filters utilize various nodes within the internal income statement cost element hierarchy
  - The cost element hierarchy is maintained in SAP
  - Transaction KAH3 – Cost Element Group = ZBWIS0000
- Additional filters include leveraging attributes on master data
  - Projects and WBS Elements
- When a grid filter is selected, only the data that matches the filter will display
  - Example: Labor – only displays grid combinations that contain labor cost elements



- Budget Grid
  - Select a grid filter
  - Edit on screen or Excel



## Available Grid Filters

### O&M OTL Filters

- **O&M OTL**
  - ZBWIS2192
- **Dues, Fees Licenses**
  - ZBWIS2193
- **General Business & Travel**
  - ZBWIS2202
- **Lease/Rental Costs**
  - ZBWIS2198
- **Materials & Equipment**
  - ZBWIS2214
- **Professional & Contractor**
  - ZBWIS2220
- **Tree Trimming Total**
  - ZBWIS2232
- **Uncollectible Expense**
  - ZBWIS2242

### O&M Labor Filter

- **O&M Labor**
  - ZBWIS2161

### Project Filters

#### Project Definition

##### Investment Profile

- Project = Mandatory (FE01)
- Project – Maintain (FE02)
- Project = Improve (FE03)
- Project = Value (FE04)

## Available Grid Filters

### WBS Element Filters

#### • Interest Profile = Blanket

ACCTWO	Blkt Accounting Orders 107345	TL138B	Blkt Transmission Lines 138KV 107308 / 108526
COMMEQB	Blkt Comm Equipment 107328 / 108529	TL23KVB	Blkt Transmission Lines 23KV 107305 / 108526
CORPB	Blkt Corporate Items - Manual Settlement Rules	TL34KVB	Blkt Transmission Lines 34KV 107306 / 108526
DATAPRB	Blkt Data Process Equip 107326 / 108532	TL69KVB	Blkt Transmission Lines 69KV 107307 / 108526
DLLANDB	Blkt Dist Lines Site & R of W 107343 / 108527	TLLANDB	Blkt Trans Lines Site & R of W 107341 / 108526
DLOHB	Blkt Dist Lines OH 107314 / 108527	TLO115B	Blkt Project TX OH Lines 115KV 107000 / 108000
DLUGB	Blkt Dist Lines UG 107315 / 108527	TLO11B	Blkt Project TX OH Lines 11.8KV 107000 / 108000
DSTOTHB	Blkt Dist Other 107319 / 108527	TLO13B	Blkt Project TX OH Lines 13.8KV 107000 / 108000
DSTSUBB	Blkt Dist Sub 107313 / 108527	TLO230B	Blkt Project TX OH Lines 230KV 107000 / 108000
ESIPOHB	Blkt Street Lighting ESIP OH 107320 / 108528	TLO25B	Blkt Project TX OH Lines 25KV 107000 / 108000
ESIPUGB	Blkt Street Lighting ESIP UG 107321 / 108528	TLO345B	Blkt Project TX OH Lines 345KV 107000 / 108000
GENOTHB	Blkt Other General Plant 107329 / 108529	TLO36B	Blkt Project TX OH Lines 36KV 107000 / 108000
GENPLTB	Blkt Office Furn,Tools & Test Eq 107323 / 108529	TLO46B	Blkt Project TX OH Lines 46KV 107000 / 108000
GNLANDB	Blkt General Plant Site & R of W 107344 / 108529	TLO500B	Blkt Project TX OH Lines 500KV 107000 / 108000
JCOTHB	Blkt Jobbing & Contract Other 186001	TLO765B	Blkt Project TX OH Lines 765KV 107000 / 108000
JOBCONB	Blkt Jobbing & Contract 186001	TLOT HB	Blkt Transmission Lines Other 107311 / 108526
MTRTRFB	Blkt Project Meters Only 107318 / 108527	TLU115B	Blkt Project TX URD Lines 115KV 107000 / 108000
MUTASTB	Blkt Mutual Assistance Storms 186789	TLU11B	Blkt Project TX URD Lines 11.8KV 107000 / 108000
NONULB	Blkt Non-Utility Land 121341 / 122302	TLU138B	Blkt Project TX URD Lines 138KV 107000 / 108000
NONUTFB	Blkt Non-Utility Fiber Optics 121342 / 122303	TLU13B	Blkt Project TX URD Lines 13.8KV 107000 / 108000
NONUTLB	Blkt Non-Utility Property 121341 / 122302	TLU230B	Blkt Project TX URD Lines 230KV 107000 / 108000
NONUTOB	Blkt Non-Utility Other 121341 / 122302	TLU23B	Blkt Project TX URD Lines 23KV 107000 / 108000
OTHLNDB	Blkt Other Site & R of W GEN ONLY 107339 / 108524	TLU25B	Blkt Project TX URD Lines 25KV 107000 / 108000
PRDHYDB	Hydro Blanket Proj 107303 / Removal Use Ferc CC	TLU345B	Blkt Project TX URD Lines 345KV 107000 / 108000
PRDNUCB	Nuclear Blanket Proj 107301 / Removal Use Ferc CC	TLU34B	Blkt Project TX URD Lines 34KV 107000 / 108000
PRDOTHB	Peaker Blanket Proj 107302 / Removal Use Ferc CC	TLU36B	Blkt Project TX URD Lines 36KV 107000 / 108000
PRDSTMB	Steam Fossil Blanket Proj 107300 / Removal Use Fe	TLU46B	Blkt Project TX URD Lines 46KV 107000 / 108000
PSIB	Blkt Preliminary Survey & Investigation 183000	TLU500B	Blkt Project TX URD Lines 500KV 107000 / 108000
PWROPER	Blkt Power Operated Equipment 107325 / 108531	TLU69B	Blkt Project TX URD Lines 69KV 107000 / 108000
SLOHB	Blkt Street Lighting Overhead 107316 / 108527	TLU765B	Blkt Project TX URD Lines 765KV 107000 / 108000
SLUGB	Blkt Street Lighting Underground 107317 / 108527	TLUGB	Blkt Trans Lines UG <69KV 107310 / 108526
STRUCTB	Blkt Buildings & Related Projects 107322 / 108529	TRANSB	Blkt Transportation Equipment 107324 / 108530
SUBBLLB	Blkt Billings to Subsidiaries 186415	TRANSFB	Blkt Project Transformers Only 107318 / 108527
TEMPB	Blkt Temporary Facilities 185000	TRANUGB	Blkt Trans Lines UG <69KV 107310 / 108526
		TRNSUBB	Blkt Transmission Substations 107304 / 108526
		GENPLOB	GENERAL PLANT OPERATIONS % MAINTENANCE

## Available Grid Filters

### WBS Element Filters

- Interest Profile = Program

COMMEQP	Prgm Comm Equipment 107328 / 108529
DLLANDP	Prgm Dist Lines Site & R of W 107343 / 108527
DLOHP	Prgm Dist Lines OH 107314 / 108527
DLUGP	Prgm Dist Lines UG 107315 / 108527
DSTOTHP	Prgm Dist Other 107319 / 108527
DSTSUBP	Prgm Dist Sub 107313 / 108527
ESIPOHP	Prgm Street Lighting ESIP OH 107320 / 108528
ESIPUGP	Prgm Street Lighting ESIP UG 107321 / 108528
GENOTHP	Prgm Other General Plant 107329 / 108529
GNLANDP	Prgm General Plant Site & R of W 107344 / 108529
MTRTRFP	Prgm Project Meters Only 107318 / 108527
SLOHP	Prgm Street Lighting Overhead 107316 / 108527
SLUGP	Prgm Street Lighting Underground 107317 / 108527
TEMPP	Prgm Temporary Facilities 185000
TL23KVP	Prgm Transmission Lines 23KV 107305 / 108526
TL34KVP	Prgm Transmission Lines 34KV 107306 / 108526
TL69KVP	Prgm Transmission Lines 69KV 107307 / 108526
TLLANDP	Prgm Trans Lines Site & R of W 107341 / 108526
TLOTHP	Prgm Transmission Lines Other 107311 / 108526
TLUGP	Prgm Trans Lines UG <69KV 107310 / 108526
TRANSFP	Prgm Project Transformers Only 107318 / 108527
TRANSP	Prgm Transportation Equipment 107324 / 108530
TRANUGP	Prgm Trans Lines UG <69KV 107310 / 108526
TRNSUBP	Prgm Transmission Substations 107304 / 108526

## Available Grid Filters

### WBS Element Filters

#### • Interest Profile = Specific

INTANG	Intangible Plant 107346	STMLNDS	Spc Fossil Site & R of W 107337 / 108522
TXOMOH	Trans O&M - Overhead Lines 563 / 571	STRUCTS	Spc Buildings & Related Projects 107322 / 108529
BLGLEAS	Spc Leased Bldg & Related Equip 107327 / 108529	SUBBLLS	Spc Billings to Subsidiaries 186415
COMMEQS	Spc Comm Equipment 107328 / 108529	TEMPS	Spc Temporary Facilities 185000
CORPS	Spc Corporate Items - Manual Settlement Rules	TL138S	Spc Transmission Lines 138KV 107308 / 108526
DATAPRS	Spc Data Process Equip 107326 / 108532	TL230S	Spc Transmission Lines 230KV 107347 / 108526
DEFSTMS	Spc New Jersey Storm Deferral 182316	TL23KVS	Spc Transmission Lines 23KV 107305 / 108526
DLLANDS	Spc Dist Lines Site & R of W 107343 / 108527	TL345S	Spc Transmission Lines 345KV 107309 / 108526
DLOHS	Spc Dist Lines OH 107314 / 108527	TL34KVS	Spc Transmission Lines 34KV 107306 / 108526
DLUGS	Spc Dist Lines UG 107315 / 108527	TL500S	Spc Transmission Lines 500KV 107348 / 108526
DSLANDS	Spc Dist Sub Site & R of W 107342 / 108527	TL69KVS	Spc Transmission Lines 69KV 107307 / 108526
DSTOTHS	Spc Dist Other 107319 / 108527	TLLANDS	Spc Trans Lines Site & R of W 107341 / 108526
DSTSUBS	Spc Dist Sub 107313 / 108527	TLO115S	Spc Project TX OH Lines 115KV 107000 / 108000
ESIPOHS	Spc Street Lighting ESIP OH 107320 / 108528	TLO11S	Spc Project TX OH Lines 11.8KV 107000 / 108000
ESIPUGS	Spc Street Lighting ESIP UG 107321 / 108528	TLO13S	Spc Project TX OH Lines 13.8KV 107000 / 108000
GENOTHS	Spc Other General Plant 107329 / 108529	TLO25S	Spc Project TX OH Lines 25KV 107000 / 108000
GNLANDS	Spc General Plant Site & R of W 107344 / 108529	TLO36S	Spc Project TX OH Lines 36KV 107000 / 108000
JCOTHS	Spc Jobbing & Contract Other 186001	TLO46S	Spc Project TX OH Lines 46KV 107000 / 108000
JOBCONS	Spc Jobbing & Contract 186001	TLO765S	Spc Project TX OH Lines 765KV 107000 / 108000
MTRTRFS	Spc Project Meters Only 107318 / 108527	TLOTHS	Spc Transmission Lines Other 107311 / 108526
MUTASTS	Spc Mutual Assistance Storms 186789	TLU115S	Spc Project TX URD Lines 115KV 107000 / 108000
NFLEAS	Spc Nuclear Fuel Capital Lease 120600	TLU11S	Spc Project TX URD Lines 11.8KV 107000 / 108000
NONULS	Spc Non-Utility Land 121341 / 122302	TLU138S	Spc Project TX URD Lines 138KV 107000 / 108000
NONUTFS	Spc Non-Utility Fiber Optics 121342 / 122303	TLU13S	Spc Project TX URD Lines 13.8KV 107000 / 108000
NONUTLS	Spc Non-Utility Property 121341 / 122302	TLU230S	Spc Project TX URD Lines 230KV 107000 / 108000
NONUTOS	Spc Non-Utility Other 121341 / 122302	TLU23S	Spc Project TX URD Lines 23KV 107000 / 108000
NUCFLS	Spc Nuclear Fuel 120100	TLU25S	Spc Project TX URD Lines 25KV 107000 / 108000
NUCLDS	Spc Nuclear Site & R of W 107338 / 108523	TLU345S	Spc Project TX URD Lines 345KV 107000 / 108000
OTHLNDS	Spc Other Site & R of W GEN ONLY 107339 / 108524	TLU34S	Spc Project TX URD Lines 34KV 107000 / 108000
PRDHYS	Hydro Specific Proj 107303 / Removal Use Ferc CC	TLU36S	Spc Project TX URD Lines 36KV 107000 / 108000
PRDNUCS	Nuclear Specific Proj 107301 / Removal Use Ferc CC	TLU46S	Spc Project TX URD Lines 46KV 107000 / 108000
PRDOTHS	Peaker Specific Proj 107302 / Removal Use Ferc CC	TLU500S	Spc Project TX URD Lines 500KV 107000 / 108000
PRDSTMS	Steam Fossil Specific Proj 107300 / Removal Use Fe	TLU69S	Spc Project TX URD Lines 69KV 107000 / 108000
PSI	Spc Preliminary Survey & Investigation 183000	TLU765S	Spc Project TX URD Lines 765KV 107000 / 108000
REASDEV	Spc Research & Development 188000	TLUGS	Spc Trans Lines UG <69KV 107310 / 108526
SLOHS	Spc Street Lighting Overhead 107316 / 108527	TRANSFS	Spc Project Transformers Only 107318 / 108527
SLUGS	Spc Street Lighting Underground 107317 / 108527	TRANUGS	Spc Trans Lines UG <69KV 107310 / 108526
		TRLANDS	Spc Trans Sub Site & R of W 107340 / 108526
		TRNSUBS	Spc Transmission Substations 107304 / 108526

## Available Grid Filters

### WBS Element Filters

- Interest Profile = Other

DXOMMIC	Dist O&M - Misc Exps 588 / 598
DXOMMTR	Dist O&M - Meter Exps 586 / 597
DXOMOH	Dist O&M - Overhead Lines 583 / 593
DXOMSTL	Dist O&M - Street Lighting 585 / 596
DXOMSUB	Dist O&M - Substation 582 / 592
DXOMURD	Dist O&M - Underground Lines 584 / 594
DXOMXFM	Dist O&M - Overhead Transformers 583 / 595
INDA&G	Undist Const Overheads - Admin & General 107334
INDENG	Undist Const Overheads - Engineering 107335
INDSH	Undist Const Overheads - Stores Handling 107330
INDSUPV	Undist Const Overheads - Supervision 107332
INDTRAN	Undist Const Overheads - Transportation 107331
PRDHYDO	Hydro O&M Proj SETTLE TO COST CENTERS ONLY
PRDNUCO	Nuclear O&M Proj SETTLE TO COST CENTERS ONLY
PRDOTHO	Peaker O&M Proj SETTLE TO COST CENTERS ONLY
PRDSTMO	Steam Fossil O&M Proj SETTLE TO COST CENTERS ONLY
PRDSUBS	All Gen Trans Subst 107304 / Removal Use Ferc CC
TOTPRJ	Total Project Place Holder Only
TXOMMIS	Trans O&M - Misc Exps 566 / 573
TXOMSUB	Trans O&M - Substation 562 / 570
TXOMURD	Trans O&M - Underground Lines 564 / 572

## **Roles and Responsibilities**

## Roles and Responsibilities

### HRIS – (B2)

1

- Create HR information file for interface

### IBP – (B2)

2

- Create scenario/cases
- Maintenance of hierarchy trees
- Monitoring/validation of UIPlanner interfaces (on-demand)
  - Master data
  - Companies
  - Power Plant

### Business Services / Planning & Analysis / Operations – (B2)

3

- Input controlled and assigned labor (overtime), OTL and Capital dollars into UIP
- Labor pool validation

### General Acct (PA) – (B2)

4

- Update of costing sheets (OH)
- Create cost center assessments, variants and cycles

### IBP – (B2)

5

- Application of overheads
- Execution of settlements (Plan vs. Actual)
- Update variants in UIP (provided by GA-PA)
- Execution of assessments
- Run data validation reports
- Run financial reports
- Execution of FERC process
- Run FERC derivation validation reports

### FEU Long Term Planning – (Model)

6

- Run Rider/Deferral reports
- Validate results and review with Acctg.

### Property Accounting – (Model)

7

- Powerplant interface validation
- Existing plant depreciation calculation validation
- Existing plant AFUDC calculation validation
- Plant addition depreciation/AFUDC calculation validation

### Treasury – Debt/Interest (Model)

8

- Update debt transactions, debt amortizations and reacquired debt projections

### Tax Planning (Model)

9

- Validation of apportionment factor interface
- Unitary tax calculation validation
- Schedule M item confirmation
- Existing and additions tax depreciation and deferred tax calculation validation
- Tax sharing agreements

## Roles and Responsibilities

### Roles and Responsibilities – Labor Planning

- Labor pool preparation – gross payroll, unproductive/productive hours and activity pricing will be developed within UIPlanner
- Finalize labor pool – shift differentials, headcount adjustments
- Labor pool validation – balance labor among capital and cost center, lock budget node

	Labor Pool Prep	Finalize Labor Pool	Develop & Enter Labor for Cost Center	Develop Labor for Blankets	Enter Labor for Blankets	Develop Labor for Specifics & Programs	Enter Labor for Specifics & Programs	Final Labor Pool Validation
UI Planner	FES, FEG FEU/ FET Corp							
Business Services		FES, FEG FEU/ FET Corp	FES, FEG FEU / FET Corp	FEU/FET	FEU/FET	FEG, Corp, FES, FEU/FET	FEG, Corp	FES, FEG FEU/FET Corp
Operations							FES, FEU/FET	

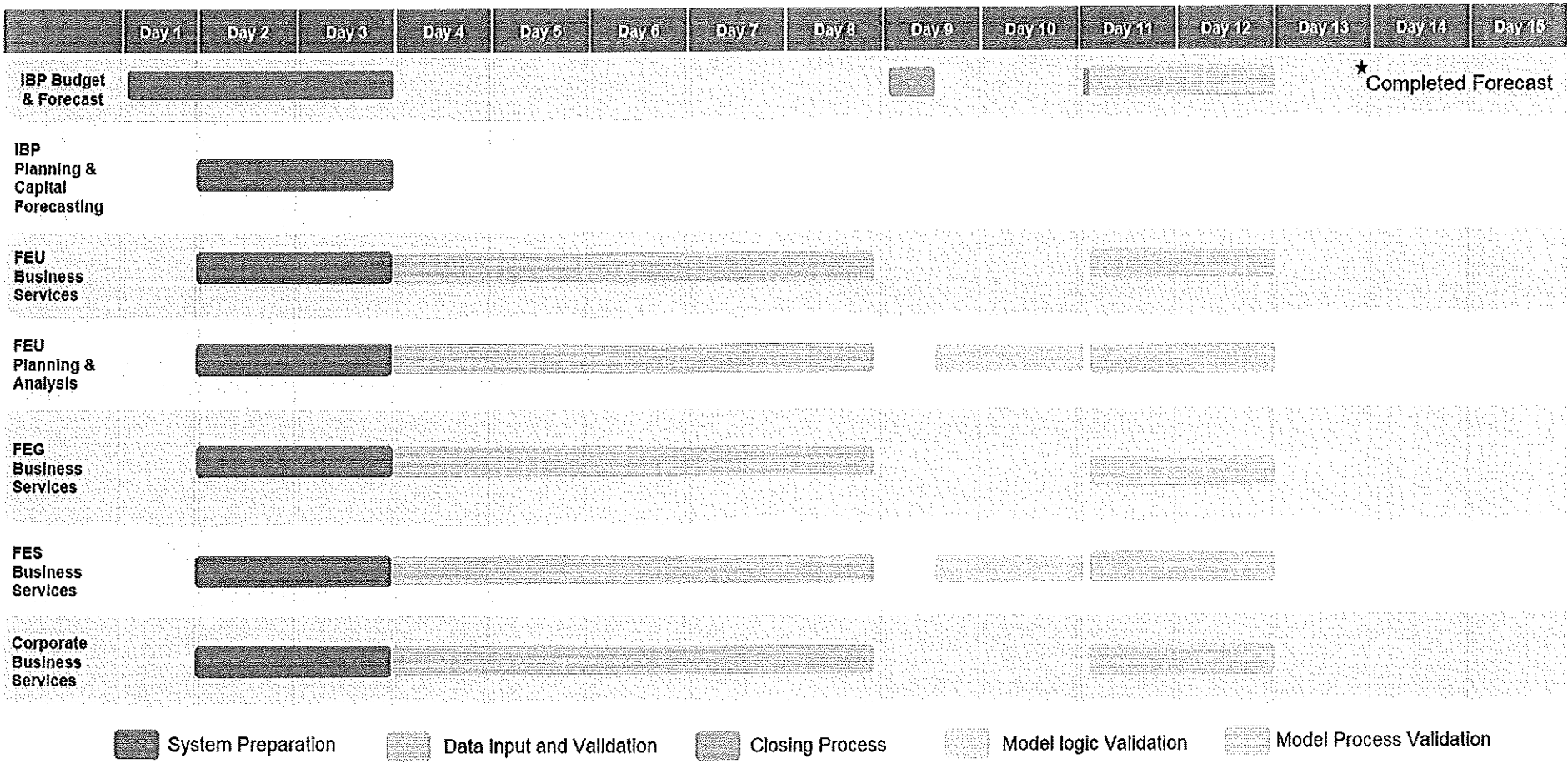
## Roles and Responsibilities

### Roles and Responsibilities – OTL Planning

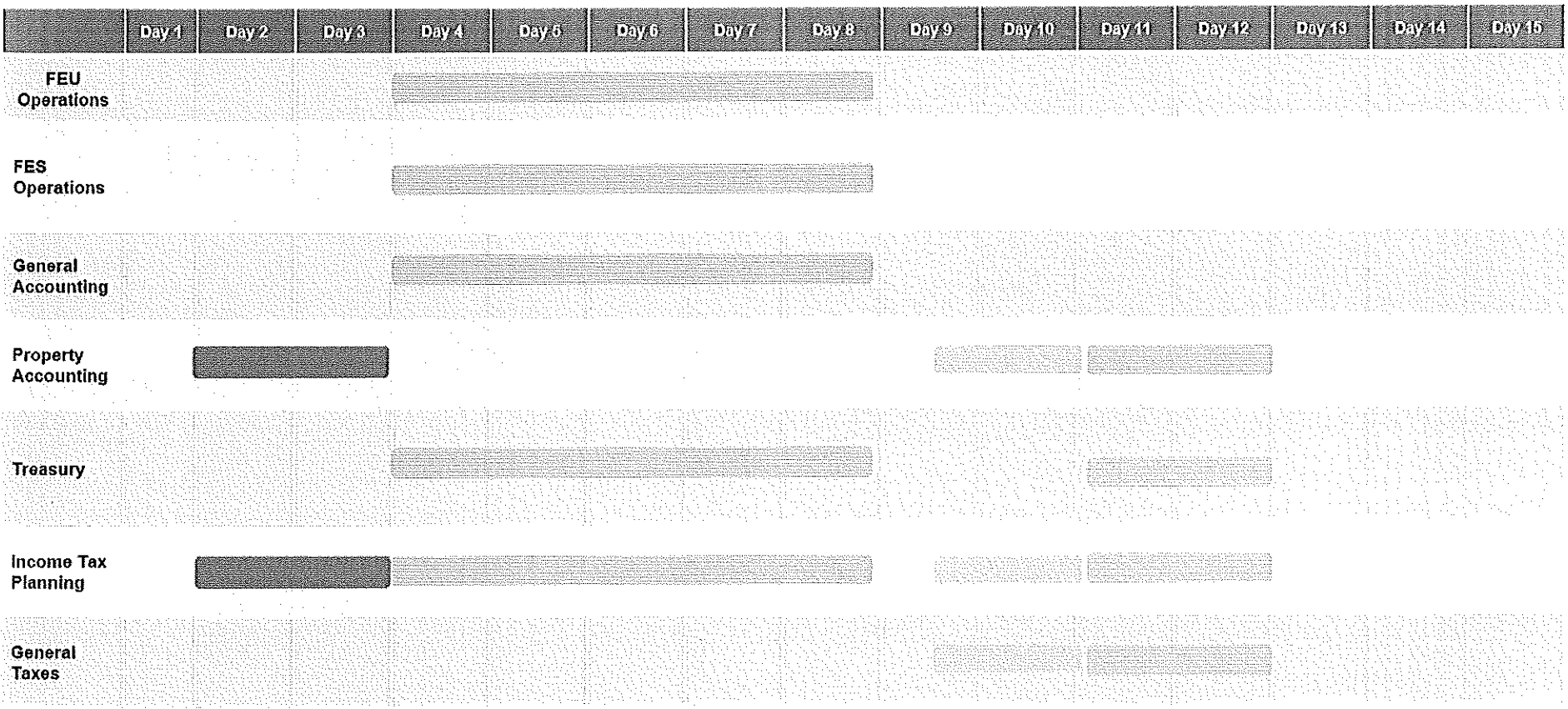
- Reference – users will review previous forecast and actual data within UIPlanner to aid in the development of current forecast
- Development and Validation – users will utilize budget templates or UIPlanner directly for creating and executing reports to ensure data is correctly entered

	Reference Actuals / Prior Forecasts	Develop and Enter Cost Center OTL	Develop Blankets & Outage OTL	Enter Blankets & Outage OTL	Develop Specific & Program OTL	Enter Specific & Program OTL	Final OTL Validation
<b>UI Planner</b>	FES, FEG FEU / FET Corp						
<b>Business Services</b>		FES, FEG, FEU/FET, Corp	FES, FEG FEU / FET	FES, FEG, FEU/FET	FES, FEG, FEU/FET, Corp	FES, FEG, FEU/FET, Corp	FES, FEG FEU / FET Corp
<b>Operations</b>						FEU / FET	

# UIP Work Flow Schedule



# UIP Work Flow Schedule



System Preparation
  Data Input and Validation
  Closing Process
  Model logic Validation
  Model Process Validation

## Cost Center Locking

## Cost Center Locking Overview

- Budget Administrators can lock their cost centers prior to system processing
- Cost Center locking will serve as part of the budget, forecast and plan approval process
- System Administrator can view user status and perform a global cost center lock
- Cost Center locking also prevents users from entering data to the grid

### Budget Owner/Budget Administrator Lock

Select Cost Center

ZBWCAM4006: Finance Group

- ALL: All Centers
- ORPHANS: Orphan Branch
- ZBWCAM0000: Accountability Model - CstCtr Hierarchy
  - ZBWCAM1000: FEU
  - ZBWCAM2000: FES/FEG
  - ZBWCAM4000: Shared Services
    - ZBWCAM4001: AYE Other/Corp
    - ZBWCAM4002: Executive Administration
    - ZBWCAM4006: Finance Group
      - ZBWCAM4007: Finance Group - Controllers
      - ZBWCAM4027: Finance Group - Corp Risk Management
      - ZBWCAM4030: Finance Group - Business Dev
      - ZBWCAM4031: Finance Group - FES Finance
      - ZBWCAM4032: Finance Group - Internal Audit
      - ZBWCAM4035: Finance Group - Treasury
    - ZBWCAM4043: Human Resources Group
    - ZBWCAM4055: Legal and External Affairs
    - ZBWCAM4081: Special Items - Shared Services
    - ZBWCAM4085: Strategic Planning and Operations
  - ZBWCAM8000: Other Companies
  - ZBWCAM9000: Unused

Select

Change Status

Change Admin Status

Unlocked

Locked

Inherited Lock

Admin Locked

Inherited Admin Lock

### System Administrator Lock

Locked Status

Select Cost Center

ALL: All Centers

- ALL: All Centers
- ORPHANS: Orphan Branch
- ZBWCAM0000: Accountability Model - CstCtr Hierarchy
  - ZBWCAM1000: FEU
  - ZBWCAM2000: FES/FEG
  - ZBWCAM4000: Shared Services
    - ZBWCAM4001: AYE Other/Corp
    - ZBWCAM4002: Executive Administration
    - ZBWCAM4006: Finance Group
      - ZBWCAM4007: Finance Group - Controllers
      - ZBWCAM4027: Finance Group - Corp Risk Management
      - ZBWCAM1030: Finance Group - Business Dev
      - ZBWCAM4031: Finance Group - FES Finance
      - ZBWCAM4032: Finance Group - Internal Audit
      - ZBWCAM4035: Finance Group - Treasury
    - ZBWCAM4043: Human Resources Group
    - ZBWCAM4055: Legal and External Affairs
    - ZBWCAM4081: Special Items - Shared Services
    - ZBWCAM4085: Strategic Planning and Operations
  - ZBWCAM8000: Other Companies
  - ZBWCAM9000: Unused

## Cost Center Locking

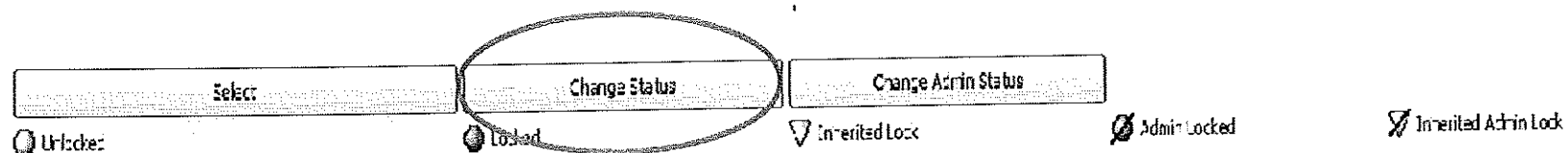
- 1 Highlight the cost center or cost center node you want to lock
- Click **Change Status** button on bottom of screen
- The selected group will lock at the node level (red circle) and perform an inherit lock for all cost centers under that node. Click **Change Status** again to unlock
- Cost center locking can also be done at the individual cost center level
- WHEN TRAINING, PLEASE DO NOT LEAVE ANY COST CENTERS LOCKED

### Budget Coordinator Lock

Select Cost Center

ZBWCAM4006: Finance Group

- ALL: All Centers
  - ORPHANS: Orphan Branch
  - ZBWCAM0000: Accountability Model - CstCtr Hierarchy
    - ZBWCAM1000: FEU
    - ZBWCAM2000: FES/FEG
    - ZBWCAM4000: Shared Services
      - ZBWCAM4001: AYE Other/Corp
      - ZBWCAM4002: Executive Administration
      - ZBWCAM4006: Finance Group**
      - ZBWCAM4007: Finance Group - Controllers
      - ZBWCAM4027: Finance Group - Corp Risk Management
      - ZBWCAM4030: Finance Group - Business Dev
      - ZBWCAM4031: Finance Group - FES Finance
      - ZBWCAM4032: Finance Group - Internal Audit
      - ZBWCAM4035: Finance Group - Treasury
    - ZBWCAM4043: Human Resources Group
    - ZBWCAM4055: Legal and External Affairs
    - ZBWCAM4081: Special Items - Shared Services
    - ZBWCAM4085: Strategic Planning and Operations
  - ZBWCAM8000: Other Companies
  - ZBWCAM9000: Unused



## Cost Center Locking

- 2 • The System Administrator will have the ability to lock the entire system (scenario). This action would typically be done once the budget or forecast is ready to close and process
- Highlight the cost center or cost center node you want to lock
- Click **Change Admin Status** button on bottom of screen. A strike will be appear across the circle and triangles. Click **Change Admin Status** again to unlock
- The selected group will lock at the node level (red circle) and perform an inherit lock for all cost centers under that node. Cost center admin locking can also be done at the individual cost center level
- Your security level may not allow you to do a system lock
- **WHEN TRAINING, PLEASE DO NOT LEAVE ANY COST CENTERS LOCKED**

### System Administrator Lock

Locked Status

Select Cost Center

ALL: All Centers

- ~~ALL: All Centers~~
- ~~ORPHANS: Orphan Branch~~
- ~~ZBWCAM0000: Accountability Model - CstCtr Hierarchy~~
  - ~~ZBWCAM1000: FEU~~
  - ~~ZBWCAM2000: FES/FEG~~
  - ~~ZBWCAM4000: Shared Services~~
    - ~~ZBWCAM4001: AYE Other/Corp~~
    - ~~ZBWCAM4002: Executive Administration~~
    - ~~ZBWCAM4006: Finance Group~~
      - ~~ZBWCAM4007: Finance Group - Controllers~~
      - ~~ZBWCAM4027: Finance Group - Corp Risk Management~~
      - ~~ZBWCAM4030: Finance Group - Business Dev~~
      - ~~ZBWCAM4031: Finance Group - FES Finance~~
      - ~~ZBWCAM4032: Finance Group - Internal Audit~~
      - ~~ZBWCAM4035: Finance Group - Treasury~~
    - ~~ZBWCAM4043: Human Resources Group~~
    - ~~ZBWCAM4055: Legal and External Affairs~~
    - ~~ZBWCAM4081: Special Items - Shared Services~~
    - ~~ZBWCAM4085: Strategic Planning and Operations~~
  - ~~ZBWCAM8000: Other Companies~~
  - ~~ZBWCAM9000: Unused~~

Select

Change Status

Change Admin Status

Unlocked

Locked

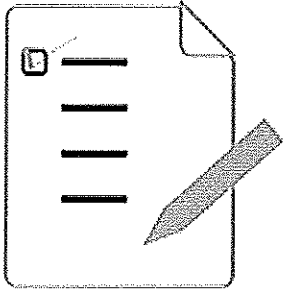
Inherited Lock

Admin Locked

Inherited Admin Lock

## Section Exercise

### Exercise #4 – Browse Cost Center and Center Locking



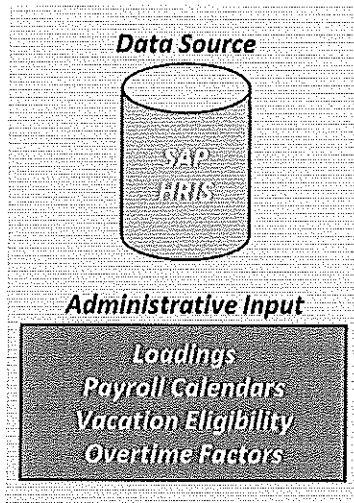
*Use the previous slides to perform the following tasks*

- Review the new cost center hierarchy for your Business Unit/Department
- Expand and collapse the hierarchy
- Search a cost center
- Perform a cost center lock for an individual cost center or group
  - Remember to unlock all cost centers before exiting the screen

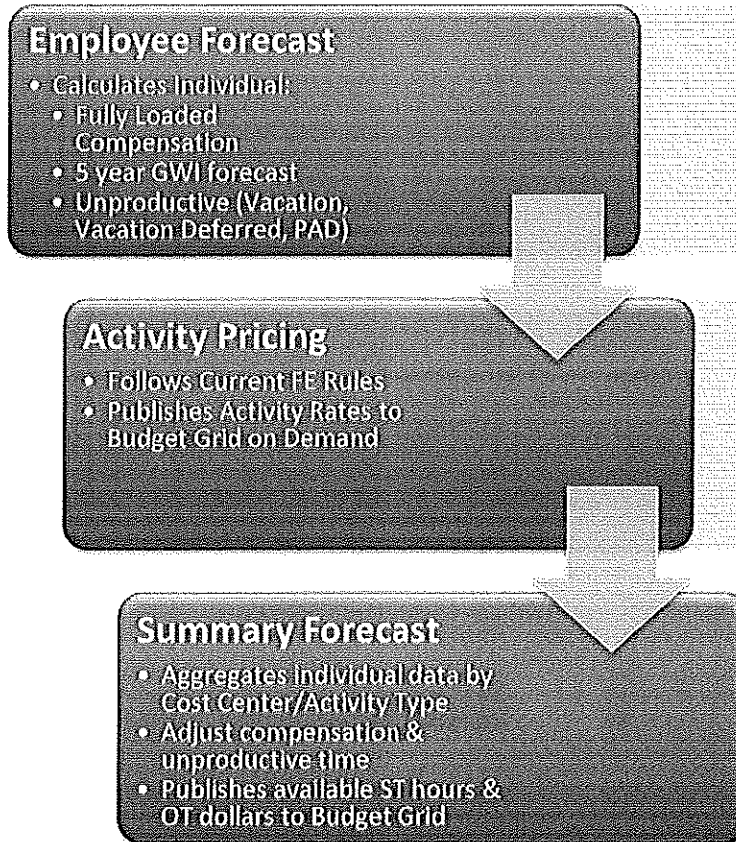
**Employee Labor**

# UIPlanner Labor Schematic

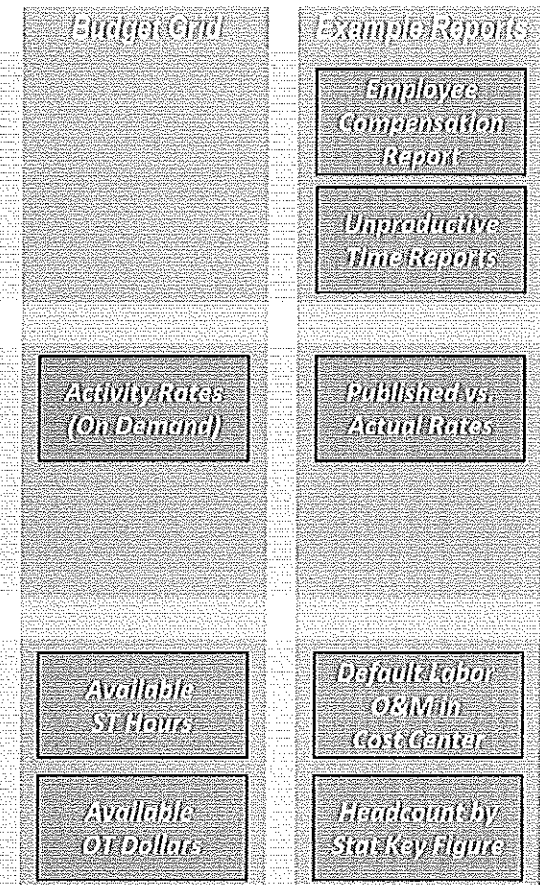
## Source Data



## UIP Labor Processes



## Outputs



**Note:**  
 Manual Input data may be calculated in UIPlanner in the future

*The new Labor process ensures that activity rates will be available prior to the budget process while enhancing data security and transparency*

## Employee Labor Overview - Benefits

### Edit Forecasts at Multiple Levels

- Interact with labor data and edit forecasts at the individual employee or cost center level

### Activity Prices Prior to Budgeting

- UIPlanner will calculate activity prices prior to the start of the annual budget process. In addition, SAP HR data will be interfaced to UIPlanner monthly

### Calendars & Loadings Auto Calculated

- Additional employee information such as vacation eligibility, available payroll hours, etc... will be summarized to help facilitate building of the labor budget

### Enhanced Data Security

- Access to the labor screens will be secured based on user role and business unit/department

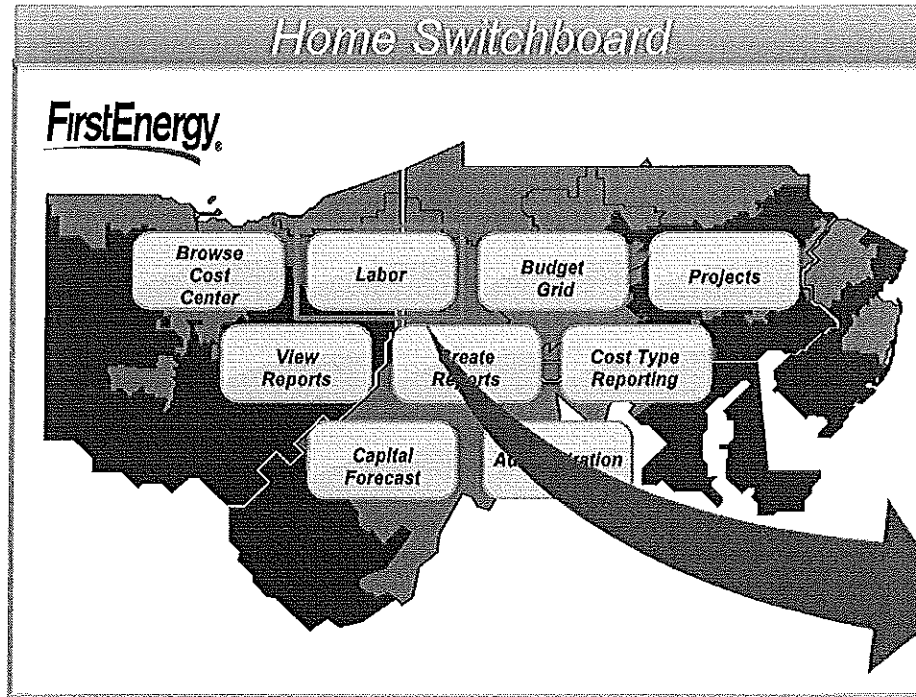
### Automated 5 Year Labor Forecast

- The correct business rules are applied producing calculated results across the planning horizon for each employee

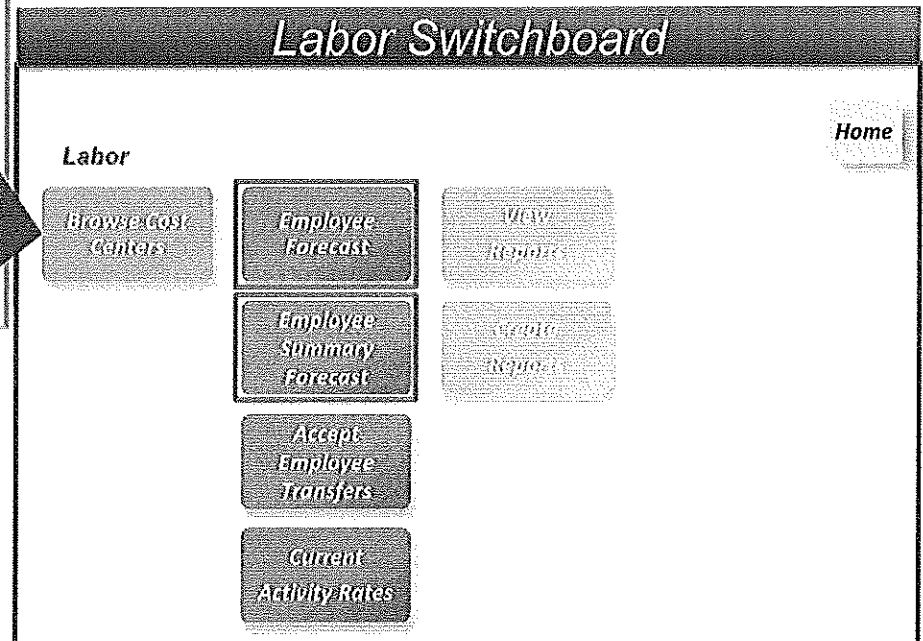
### Labor Attributes Imported from SAP

- Employee Number
- Employee Name
- Company
- Organization
- Personnel Area
- Personnel Sub Area
- Position
- Job
- Job Group
- Region
- Employee Group
- Employee Subgroup
- Cost Center
- Activity Type
- Pay Scale Type
- Pay Scale Area
- Annual Salary
- Unit Pay
- Vacation Eligibility Date
- Latest Hire Date
- Vacation Used to Date
- PAD Used to Date
- Vacation Rolled Over from Previous Year

## Employee Labor Overview - Navigation



1. Click the "Labor" button to open the Labor Switchboard



2. Select "Browse Cost Centers" to select the center you wish to view/edit
3. Then click "Employee Forecast"
4. Then click "Summary Forecast"

# Employee Labor Overview - Wrappers

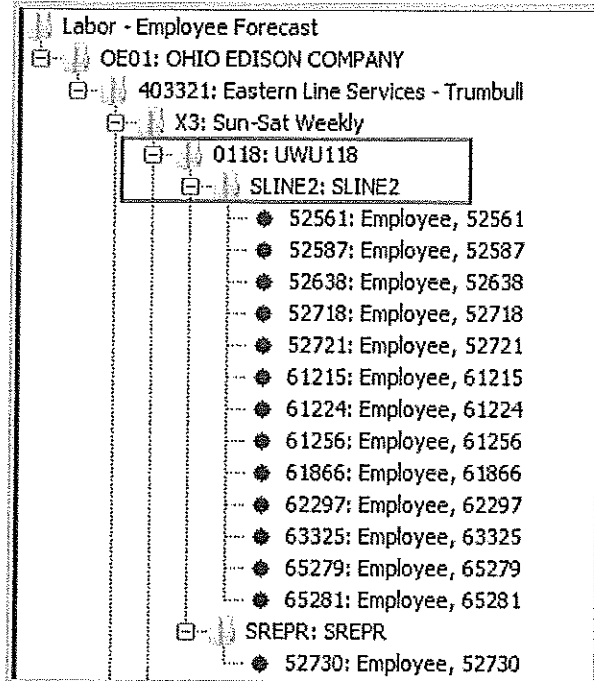
## The Two Labor Wrappers have Three Main Sections

The screenshot displays the UIPlanner application interface. On the left, a 'Labor Tree' shows a hierarchical structure of organizational units, with 'MGR: MGR' selected. The main area is divided into two tabs: 'Calculation Tab' and 'Attributes Tab'. The 'Attributes Tab' shows a table of employee attributes for employee 59128.

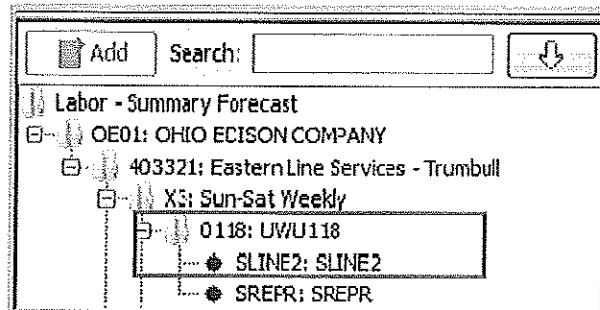
Attribute	Value
Employee -> Company (Required)	1100: FE Solutions Corp
Employee -> Cost Center (Required)	600101: Commodity Operations - Admin
Employee -> Payroll Calendar (Required)	X4: Sun-Sat Biweekly
Employee -> Personnel Sub-Area (Required)	0000: Exempt
Employee -> Activity Type (Required)	MGR: MGR
Employee -> Work Schedule (Required)	NORM: NORM
Employee -> Bargaining Flag (Required)	Non-Bargaining: Non-Bargaining
Employee -> Pay Scale Area (Required)	E1: Exempt
Employee -> Employee Group (Required)	E: Exempt
Employee -> Employee Sub-Group (Required)	40: Reg Full Time (FT)
Employee -> Job	62249610: Analyst V
Employee -> Job Group	Analyst: Analyst
Employee -> Organization	62268928: Portfolio Hedging & Analyss
Employee -> Pay Scale Type	6A: Tier 6A Mid-Mgmt
Employee -> Personnel Area	AK34: AK-West Akron Campus
Employee -> Position	62272785: Analyst V
Employee -> Region	OH: OH
Employee -> Superior Employee	62352: 62352, Employee
Employee -> Forecast Employee Added?	NO: No
Employee -> From SAP?	YES: Yes
Employee -> Transfer Accepted?	
Employee -> Transfer to Activity Type	
Employee -> Transfer to Cost Center	
Employee -> Transfer to Payroll Calendar	
Employee -> Transfer to Personnel Sub-Area	
Employee -> Transfer Date	

# Employee Labor Overview - Trees

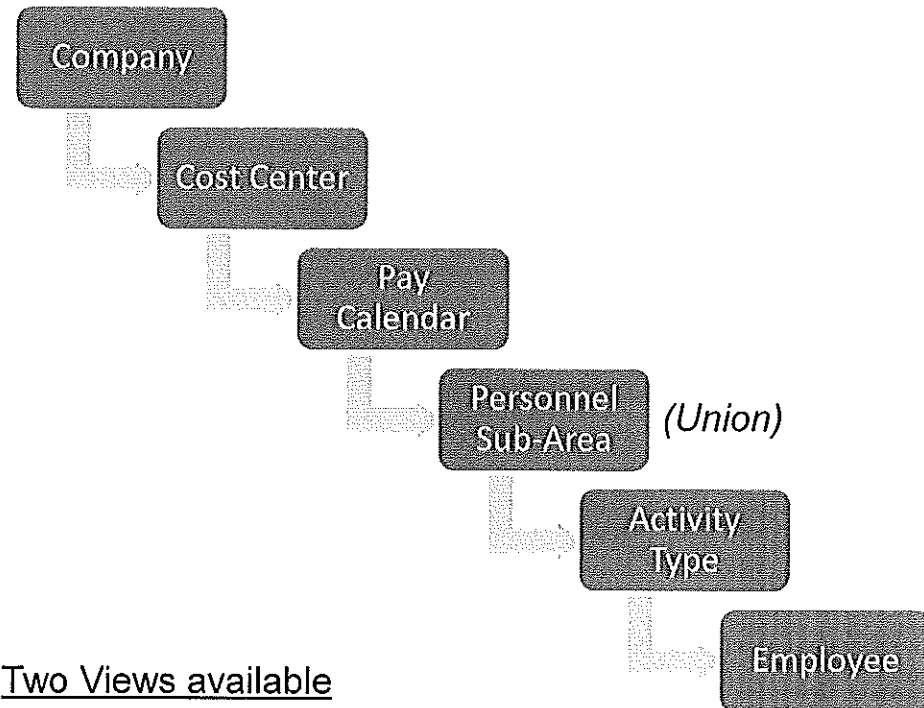
## Employee Forecast



## Summary Forecast



Labor data will be organized and presented in a tree format by:



### Two Views available

- Labor - Employee Forecast
- Labor - Summary forecast

### To View Data

- **Employee Forecast:** Open tree to employee level and click on an employee
- **Summary Forecast:** Open tree to activity type level and click on an activity type

# Employee Labor Overview – Attributes Tab

The Employee Attributes tab contains a list of each employee's attributes including imported SAP and those that can be set by users

**Three Types of Inputs**  
**Attributes:** Opens a dropdown list of attributes  
**Dates:** UIPlanner date fields open in a pop-up calendar in MM/YYYY format  
**Numbers:** Numbers in UIPlanner can be entered freeform. Note SAP dates in UIPlanner are entered as numbers in YYYYMMDD format

Employee Attributes Calculation: UO G Employee Forecast

Attribute Values for 52561: Employee, 52561

Attribute	Value
Employee -> Activity Type (Required)	SI INF 7: SI INF 7
Employee -> Bargaining Flag (Required)	Bargaining: Bargaining
Employee -> Company (Required)	OE01: OHIO EDISON COMPANY
Employee -> Cost Center (Required)	103321: Eastern Line Svcs/Trumbul
Employee -> Employee Group (Required)	D: Darg/Physical
Employee -> Employee Sub-Group (Required)	40: Reg Full Time (FT)
Employee -> Forecast Employee Added?	NO: No
Employee -> From SAP?	YES: Yes
Employee -> Job	60001666: Line Troubleshooter-U1
Employee -> Job Group	Lineworker/Uneworker
Employee -> Organization	G0000195: RegOPE: Operations-Warren (OE)
Employee -> Pay Scale Area (Required)	U1: UWUJA Local 118/126
Employee -> Pay Scale Type	O1: Bargaining
Employee -> Payroll Calendar (Required)	X4: Sun-Sat Weekly
Employee -> Personnel Area	K101: Knsman Line Shop
Employee -> Personnel Sub-Area (Required)	O118: UWU118
Employee -> Position	61000182: Line Troubleshooter
Employee -> Region	O1: O1
Employee -> Superior Employee	52573: Employee_52573
Employee -> Transfer Accepted?	
Employee -> Transfer to Activity Type	
Employee -> Transfer to Cost Center	
Employee -> Transfer to Payroll Calendar	
Employee -> Transfer to Personnel Sub-Area	
Employee -> Work Schedule (Required)	FLEX12HR: Flex 12hrs
Employee -> Annual Salary (Required)	20800
Employee -> Exit Date	
Employee -> Latest Hire Date (YYYYMMDD) (Required)	19681028
Employee -> PAD Used to Date	48

Select Employee -> Exit Date

Selected Month:

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2013	1/2...	2/2...	3/2...	4/2...	5/2...	6/2...	7/2...	8/2...	9/2...	10/...	11/...	12/...
2014	1/2...	2/2...	3/2...	4/2...	5/2...	6/2...	7/2...	8/2...	9/2...	10/...	11/...	12/...
2015	1/2...	2/2...	3/2...	4/2...	5/2...	6/2...	7/2...	8/2...	9/2...	10/...	11/...	12/...
2016	1/2...	2/2...	3/2...	4/2...	5/2...	6/2...	7/2...	8/2...	9/2...	10/...	11/...	12/...
2017	1/2...	2/2...	3/2...	4/2...	5/2...	6/2...	7/2...	8/2...	9/2...	10/...	11/...	12/...
2018	1/2...	2/2...	3/2...	4/2...	5/2...	6/2...	7/2...	8/2...	9/2...	10/...	11/...	12/...
2019	1/2...	2/2...	3/2...	4/2...	5/2...	6/2...	7/2...	8/2...	9/2...	10/...	11/...	12/...
2020	1/2...	2/2...	3/2...	4/2...	5/2...	6/2...	7/2...	8/2...	9/2...	10/...	11/...	12/...
2021	1/2...	2/2...	3/2...	4/2...	5/2...	6/2...	7/2...	8/2...	9/2...	10/...	11/...	12/...

- White attributes are editable
- Grey attributes are not editable

# Employee Labor Overview – Calculations (Overview)

## Employee Forecast Calculations

- 1 Employee Headcount & FTE
- 2 PAD
- 3 Vacation
- 4 Vacation Deferred
- 5 Unit Pay
  - a BI-Weekly (Exempt)
  - b Hourly (Non-Exempt)
- 6 Compensation
  - a Monthly Compensation
  - b Annual Compensation
- 7 Loadings (Admin Maintained)
  - a Incentive Compensation Plan
  - b Payroll Tax
  - c Benefits Loading
- 8 Fully Loaded Compensation
- 9 Productive Time (Activity Pricing)      Hours Available (for Budget Grid)
- 10 Overtime Factors

- Select the Calculation Tab
- Listed are the key data fields and activity price calculation
- Only rows highlighted in yellow can be edited

Employee Activities    Calculations: E.C Employee Forecast

Select lines to edit:      Calculator Overlay

Select All     Edit in Excel     Save On Screen Entries     Report     Show Line References

Edit Line: E.C Employee Forecast	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012
<b>Calculate Annual Compensation</b>					
Beginning Salary	\$25,000	\$26,000	\$26,000	\$25,500	\$26
WGL - Wage Increase	0.000%	2.000%	2.000%	0.000%	0.00
WGL (Compensation Increase)	\$0	\$0	\$520	\$0	
<input checked="" type="checkbox"/> Manual Compensation Adjustment	\$0	\$0	\$0	\$0	
Ending Salary of Last Annual Period	\$0	\$0	\$0	\$0	
Ending Salary of Forecast Period	\$25,000	\$26,000	\$26,520	\$25,500	\$26
Ending Annual Salary	\$26,000	\$26,000	\$26,520	\$26,520	\$26
<b>Calculate Unit Pay</b>					
Pay Scale Area	Exempt-1.C.	Exempt-1.C.	Exempt-1.C.	Exempt-1.C.	Exempt-1.C.
Beginning Unit Pay	\$1,000.000	\$1,000.000	\$1,000.000	\$1,000.000	\$1,000
Unit Pay Increase	\$0.000	\$0.000	\$0.000	\$0.000	\$0
<input checked="" type="checkbox"/> Manual Unit Pay Adjustment	\$0.000	\$0.000	\$0.000	\$0.000	\$0
Ending Unit Pay	\$1,000.000	\$1,000.000	\$1,000.000	\$1,000.000	\$1,000
<b>Calculate Monthly Compensation</b>					

## Employee Labor Calculations – Headcount & FTE

### 1 Calculate Headcount & FTE Level

Edit	Line: LB C Employee Forecast	Jan 2014	Feb 2014	Mar 2014	Apr 2014
	<b>Calculate Employee Headcount</b>				
	Begin Employee Count	1	1	1	
	Employee Added				
	Employee Exited				-1
	Transfer Employee Out				
	Transfer Employee In				
	End Employee Count	1	1		
	<b>Calculate FTE</b>				
	Begin FTE Count	1.0	1.0	1.0	
	Initial FTE Count				
	FTE Added				
	FTE Exited				-1.0
	Transfer FTE Out				
	Transfer FTE In				
<input checked="" type="checkbox"/>	<b>FTE Adjustment</b>				
	Final FTE Count	1.0	1.0		

- “1” displays for the beginning headcount in the employee labor forecast regardless of employee status
- “1” displays if the employee is considered full time
- “0.5” defaults if the employee status is part-time
- Only part-time employee FTE levels are editable

## Employee Labor Calculations – Unproductive Time

- 2 Calculate PAD
- 3 Calculate Vacation
- 4 Calculate Vacation Deferred

Edit	Line: LB C Employee Forecast	Jan 2013	Feb 2013	Mar 2013
	<b>Calculate PAD</b>			
	Begin Available PAD Count		32	32
	Annual PAD Allocation	32		
<input checked="" type="checkbox"/>	<b>Forecasted PAD Use</b>			
	PAD Used to Date			
	End Available PAD Count	32	32	32
<b>Vacation Allocation Data</b>				
	Vacation Eligibility Date (YYYYMM)	Oct 1968	Oct 1968	Oct 1968
	Vacation Eligibility Year (YYYY)	1969	1969	1969
	Months of Credit	531	532	533
	Years of Credit for Vacation	44	44	44
<b>Vacation Allocation Calculation</b>				
	Beginning Vacation Available		160	160
	Vacation Allocation	200		
<input checked="" type="checkbox"/>	<b>Forecasted Vacation Use</b>	40		
	Vacation Used to Date (Last Actual Period)			
	Ending Vacation Available	160	160	160
<b>Vacation Deferred Calculation</b>				
	Beginning Vacation Deferred		80	80
	Vacation Deferred Allocated	80		
<input checked="" type="checkbox"/>	<b>Forecasted Vacation Deferred Use</b>			
	Vacation Deferred from Previous Year (Used to...)			
	Ending Vacation Deferred Available	80	80	80

- PAD eligibility displays for each employee
- Forecast PAD for employee by entering the number of hours forecasted each month
- Vacation hours available
- Vacation calculation based on employee service
- Forecast Vacation for employee by entering the number of hours forecasted each month
- Hours reduced for following month
- Vacation Deferred available
- Forecast Vacation Deferred for employee by entering the number of hours forecasted each month

## Employee Labor Calculations - Compensation

5 Unit Pay (w/ GWI Increases)

6 Calculate Compensation

Edit	Line: LB C Employee Forecast	Oct 2014	Nov 2014	Dec 2014
	<b>Calculate Unit Pay</b>			
	Pay Scale Area	Exempt-1.0...	Exempt-1.0...	Exempt-1.0...
	Beginning Unit Pay	\$2,118,469	\$2,118,469	\$2,118,469
	GWI - Wage Increase (%)			
	Unit Pay Increase			
<input checked="" type="checkbox"/>	<b>Manual Unit Pay Adjustment</b>			
	Ending Unit Pay	\$2,118,469	\$2,118,469	\$2,118,469
<b>6a</b>	<b>Calculate Monthly Compensation</b>			
	Weeks in Month	4	4	4
	Hours Per Week	40	40	40
	Total Hours in Month	160	160	160
	Monthly Compensation (Exempt)	\$4,237	\$4,237	\$4,237
	Monthly Compensation (Hourly)			
	Annual Direct Salary			\$54,872
	Total ST Hours in Year			2,080

- Display pay scale are and unit pay
- Enter pay adjustments if applicable (promotion, non ICP bonus, etc...)
- Based on employee, number of hours available displays
- Total monthly compensation calculated

Edit	Line: LB C Employee Forecast	Oct 2014	Nov 2014	Dec 2014
<b>6b</b>	<b>Calculate Annual Compensation</b>			
	Annual Employee Hours	2,080	2,080	2,080
	Current Month ST Hours	160	160	160
	Beginning Annual Salary	\$55,080	\$55,080	\$55,080
	GWI - Wage Increase (%)			
	GWI - Compensation Increase			
	Ending Annual Salary	\$55,080	\$55,080	\$55,080
<input checked="" type="checkbox"/>	<b>Bonus Compensation Allocation</b>			
	<b>Bonus Compensation</b>			

- Annual compensation calculated
- Add additional bonus pay

## Employee Labor Calculations - Loadings

### 7 Compensation Loadings

Edit	Line: LB C Employee Forecast	Oct 2014	Nov 2014	Dec 2014
	<b>Compensation Loadings</b>			
<b>7a</b>	<b>Incentive Compensation Loading</b>			
	Monthly Compensation	\$4,237	\$4,237	\$4,237
	* Incentive Compensation Loading (%)	10.00%	10.00%	10.00%
	Incentive Compensation Allocated	\$424	\$424	\$424
<b>7b</b>	<b>Payroll Tax Loading</b>			
	Monthly Compensation	\$4,237	\$4,237	\$4,237
	* Payroll Tax Loading (%)	7.54%	7.54%	7.54%
	Payroll Tax for Base Compensation	\$319	\$319	\$319
	Incentive Compensation Allocated	\$424	\$424	\$424
	* Payroll Tax Loading (%)	7.54%	7.54%	7.54%
	Payroll Tax for ICP	\$32	\$32	\$32
	Payroll Tax for Base Compensation	\$319	\$319	\$319
	Payroll Tax for ICP	\$32	\$32	\$32
	Payroll Tax Allocated	\$351	\$351	\$351
<b>7c</b>	<b>Benefits Loading</b>			
	Monthly Compensation	\$4,237	\$4,237	\$4,237
	* Benefits Loading (%)	22.14%	22.14%	22.14%
	Benefits Allocated	\$938	\$938	\$938

- Compensation loadings calculated
- Incentive Compensation, Payroll Tax, and Benefits percentages stored in multidimensional dataset

## Employee Labor Calculations – Total Loaded Compensation

### 8 Fully Loaded Compensation

Edit	Line: LB C Employee Forecast	Oct 2014	Nov 2014	Dec 2014
	<b>Total Compensation Loadings</b>			
	Incentive Compensation Loading (%)	10.00%	10.00%	10.00%
	+ Payroll Tax Loading (%)	7.54%	7.54%	7.54%
	+ Payroll Tax Loading (%) * ICP (%)	0.75%	0.75%	0.75%
	+ Benefits Loading (%)	22.14%	22.14%	22.14%
	<b>Total Loading Percent</b>	<b>40.43%</b>	<b>40.43%</b>	<b>40.43%</b>
	<b>8a Loaded Monthly Compensation</b>			
	Incentive Compensation Allocated	\$326	\$326	\$326
	+ Payroll Tax Allocated	\$271	\$271	\$271
	+ Benefits Allocated	\$723	\$723	\$723
	<b>Total Loading Dollars</b>	<b>\$1,320</b>	<b>\$1,320</b>	<b>\$1,320</b>
	+ Monthly Compensation	\$3,264	\$3,264	\$3,264
	<b>Loaded Monthly Compensation</b>	<b>\$4,584</b>	<b>\$4,584</b>	<b>\$4,584</b>
	<b>8b Loaded Annual Salary for Activity Pricing</b>			\$59,364
	<b>Loaded Bonus Compensation Allocation</b>			
	Bonus Compensation			
	* Payroll Tax Loading (%)	7.54%	7.54%	7.54%
	<b>Total Loaded Bonus Compensation</b>			

- Compensation loadings listed totaling labor additives

- Compensation dollars totaling for labor additives

- Loadings applied to Bonus Compensation dollars

## Employee Labor Calculations – Available Hours

### 9 Calculate Available Hours

Edit	Line: LB C Employee Forecast	Oct 2014	Nov 2014	Dec 2014
	<b>Calculate Productive Time for Activity P...</b>			
	Straight-time Hours in Months	160	160	160
	Meeting Hours	3.33	3.33	3.33
	Unproductive Time (Additional)			
	Total Hours in Year			2,080
	Meeting Hours in Year			40
	Unproductive Time (Additional) in Year			
	Vacation Allocation			85
	PAD Allocation + Holiday			96
	Productive Time in Year			<b>1,859</b>
	<b>Hours Available for Budgeting</b>			
	Total Hours in Month	160	160	160
	Vacation Budgeted/Used			
	Vacation Deferred Budgeted/Used			
	PAD Hours Budgeted/Used			
	Holiday Hours			16
<input checked="" type="checkbox"/>	<b>Miscellaneous Unproductive Time in Budget</b>			
	Time Available for Budgeting	160	160	144

- Productive time calculated for activity pricing

- Hours available for budgeting

- Include additional unproductive time

*Under development - Descriptions will display*

## Employee Labor Calculations – Overtime Inputs

### 10 Overtime Loadings

Edit	Line: LB C Employee Forecast	Jan 2013	Feb 2013	Mar 2013
	Monthly Base Salary	\$3,200.00	\$3,200.00	\$4,000.00
	Escalation Factor	1.67780	1.67780	1.67780
	Monthly Overtime Base Salary	\$5,368.96	\$5,368.96	\$6,711.20
	Incentive Compensation Loading	5.00%	5.00%	5.00%
	Incentive Compensation for Overtime	\$268.45	\$268.45	\$335.56
	Monthly Overtime Base Salary	\$5,368.96	\$5,368.96	\$6,711.20
	+ Incentive Compensation for Overtime	\$268.45	\$268.45	\$335.56
	Taxable Overtime Compensation	\$5,637.41	\$5,637.41	\$7,046.76
	* Tax Loading	7.54%	7.54%	7.54%
	Taxes On Base Salary for Overtime	\$425.06	\$425.06	\$531.33
	Monthly Loaded Salary for Overtime	\$6,062.47	\$6,062.47	\$7,578.09
	Monthly Hours for Overtime	160	160	200

- Escalation factors are used to inflate base salaries to approximate hourly overtime rates

## Employee Labor - How to Update Data

### Two options to update Employee Labor

#### Edit on Screen

Save On Screen Edits

- Inputs can be made directly in the screen.
- Select save on screen edits

#### Edit in Excel

Edit in Excel

	B	C	D	E
1	Line Item to Edit	Jan 2013	Feb 2013	Mar 2013
2				
3	VR:[Forecasted PAD Use]			
4	WY:[Forecasted Vacation Use]			
5	YI:[Forecasted Vacation Deferred Use]			
6	ZC:[Manual Unit Pay Adjustment]			
7	ABM:[Bonus Compensation]			
8	AEL:[Miscellaneous Unproductive Time in Budget]			

- You can edit the rows highlighted in yellow or Select the **Edit in Excel** to update
  - When editing in Excel simply close out to save
  - Column headings will need to remain in tact in order to properly save

## Employee Labor – Forecasting Headcount Changes

## Employee Labor – Add a Forecast Employee

*Forecast Employees are employee entities which can be added to the labor forecast to forecast new employees in a department. Forecast Employees should be used when either: 1.) the position has been filled and the employee has not started yet, or 2.) the Cost Center/Activity Type does not exist within FE.*

### Process: To add Forecast Employee

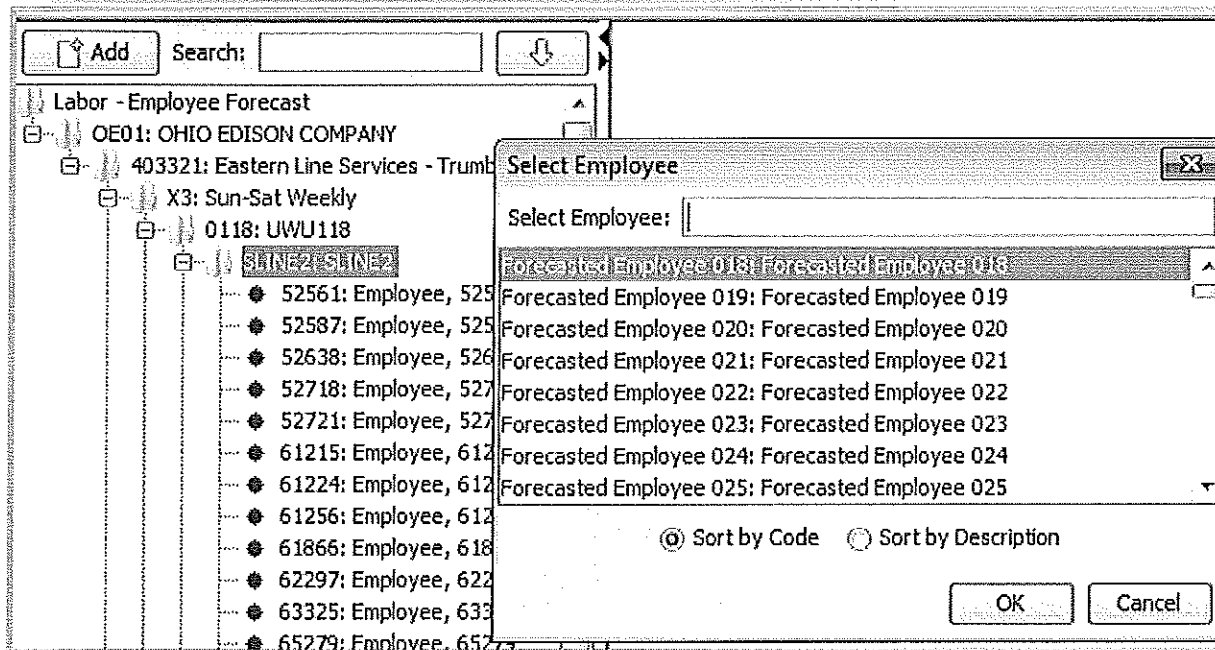
- Highlight the activity type
- Click the Add button
- Select a forecast employee to add
- Fill in required attributes

### Required Attributes

- Company
- Cost Center
- Payroll Calendar
- Personnel Sub-Area
- Activity Type
- Work Schedule
- Pay Scale Area
- Employee Group
- Employee Sub-Group

### Required Inputs

- Annual Salary
- Unit Pay
- Latest Hire Date (YYYYMMDD)
- Vacation Eligibility Date (YYYYMMDD)



## Employee Labor – Add a Forecast Employee

- **Enter all required fields**
    - Searchable drop boxes appear for attributes
    - Monthly Calendars appear for UIPlanner Date fields
    - Type directly into number fields (including SAP date formats – YYYYMMDD)
  - **Select Save Attribute Edits when complete**
- Note:** An error message will occur if required fields are left blank

Employee Attributes Calculation: LB C Employee Forecast

Attribute Values for Forecasted Employee 005: Forecasted Employee 005

Save Attribute Edits

Attribute	Value
Employee -> Company (Required)	
Employee -> Cost Center (Required)	
Employee -> Payroll Calendar (Required)	
Employee -> Personnel Sub-Area (Required)	
Employee -> Activity Type (Required)	
Employee -> Work Schedule (Required)	
Employee -> Bargaining Flag (Required)	
Employee -> Pay Scale Area (Required)	
Employee -> Employee Group (Required)	
Employee -> Employee Sub-Group (Required)	
Employee -> Job	
Employee -> Job Group	
Employee -> Organization	
Employee -> Pay Scale Type	
Employee -> Personnel Area	
Employee -> Position	
Employee -> Region	
Employee -> Superior Employee	
Employee -> Forecast Employee Added?	
Employee -> From SAP?	
Employee -> Transfer Accepted?	
Employee -> Transfer to Activity Type	
Employee -> Transfer to Cost Center	
Employee -> Transfer to Payroll Calendar	
Employee -> Transfer to Personnel Sub	
Employee -> Transfer Date	
Employee -> Exit Date	
Employee -> Annual Salary (Required)	
Employee -> Unit Pay (Required)	
Employee -> Latest Hire Date (YYYYMM)	
Employee -> Vacation Eligibility Date (YYYYMMDD)	
Employee -> Vacation Used to Date	
Employee -> Vacation Deferred From Pr	
Employee -> Vacation Deferred From Pr	
Employee -> PAD Used to Date	

Employee Group

Select Employee Group:

B: Barg/Physical

E: Exempt

N: Nonexempt

O: Executive

OK Cancel

Required Values Missing

Entity 'Forecasted Employee:018: Forecasted Employee:018' has required attributes that do not have values. Please provide values for

Employee -> Pay Scale Area (Required)

Employee -> Vacation Eligibility Date (YYYYMMDD) (Required)

Employee -> Unit Pay (Required)

Would you like to add them now.

Yes No

## Employee Labor – Add a Forecast Employee

- Select the **Calculation: LB C Employee Forecast** tab
- View auto populated data

Employee Attributes **Calculation: LB C Employee Forecast**

Attribute Values for Forecasted Employee 018: Forecasted Employee 018

Edit	Line: LB C Employee Forecast	Feb 2014	Mar 2014	Apr 2014
<b>Calculate Employee Headcount</b>				
	Begin Employee Count		1	1
	Employee Added	1		
	Employee Exited			
	Transfer Employee Out			
	Transfer Employee In			
	End Employee Count	1	1	1
<b>Calculate FTE</b>				
	Begin FTE Count		1.0	1.0
	Initial FTE Count			
	FTE Added	1.0		
	FTE Exited			
	Transfer FTE Out			
	Transfer FTE In			
<input checked="" type="checkbox"/>	<b>FTE Adjustment</b>			
	Final FTE Count	1.0	1.0	1.0

Line: LB C Employee Forecast	Feb 2014	Mar 2014	Apr 2014	May 2014
<b>Calculate Unit Pay</b>				
Pay Scale Area	IBEW Local ...	IBEW Local ...	IBEW Local ...	IBEW Local ...
Beginning Unit Pay	\$25.750	\$25.750	\$25.750	\$25.750
GWI - Wage Increase (%)				
Unit Pay Increase				
<b>Manual Unit Pay Adjustment</b>				
Ending Unit Pay	\$25.750	\$25.750	\$25.750	\$25.750
<b>Calculate Monthly Compensation</b>				
Weeks in Month	4	4	4	5
Hours Per Week	40	40	40	40
Total Hours in Month	160	160	160	200
Monthly Compensation (Exempt)				
Monthly Compensation (Hourly)	\$4,120	\$4,120	\$4,120	\$5,150
Annual Direct Salary				
Total ST Hours in Year				
<b>Calculate Annual Compensation</b>				
Annual Employee Hours	2,080	2,080	2,080	2,080
Current Month ST Hours	160	160	160	200
Beginning Annual Salary		\$53,560	\$53,560	\$53,560
GWI - Wage Increase (%)				
GWI - Compensation Increase				
Ending Annual Salary	\$53,560	\$53,560	\$53,560	\$53,560

# Employee Labor -- Transfer Individual Employee

- Select the Employee to Transfer
- Enter ALL "Transfer" required fields
  - Activity Type
  - Cost Center
  - Payroll Calendar
  - Personnel Sub-Area
  - Transfer Date
- Select Save Attribute Edits

55903: 55903, Employee
57433: 57433, Employee
57564: 57564, Employee
58164: 58164, Employee
58286: 58286, Employee
58815: 58815, Employee
58902: 58902, Employee
58939: 58939, Employee
59066: 59066, Employee
59872: 59872, Employee
60290: 60290, Employee
60367: 60367, Employee
61334: 61334, Employee
61490: 61490, Employee
61849: 61849, Employee
62268: 62268, Employee
62819: 62819, Employee
63173: 63173, Employee
63702: 63702, Employee
64529: 64529, Employee
64686: 64686, Employee
64727: 64727, Employee
Forecasted Employee 005: I

Employee Attributes Calculation: LB C Employee Forecast  
 Attribute Values for 64669: 64669, Employee

Save Attribute Edits

Attribute	
Employee -> Company (Required)	
Employee -> Cost Center (Required)	
Employee -> Payroll Calendar (Required)	
Employee -> Personnel Sub-Area (Required)	
Employee -> Activity Type (Required)	
Employee -> Work Schedule (Required)	
Employee -> Bargaining Flag (Required)	
Employee -> Pay Scale Area (Required)	
Employee -> Employee Group (Required)	
Employee -> Employee Sub-Group (Required)	
Employee -> Job	
Employee -> Job Group	
Employee -> Organization	
Employee -> Pay Scale Type	
Employee -> Personnel Area	
Employee -> Position	
Employee -> Region	
Employee -> Superior Employee	
Employee -> Forecast Employee Added?	
Employee -> From SAP?	
Employee -> Transfer Arranged?	
Employee -> Transfer to Activity Type	
Employee -> Transfer to Cost Center	
Employee -> Transfer to Payroll Calendar	
Employee -> Transfer to Personnel Sub-Area	
Employee -> Transfer Date	
Employee -> Exit Date	
Employee -> Annual Salary (Required)	
Employee -> Unit Pay (Required)	
Employee -> Latest Hire Date (YYYYMMDD) (Required)	20020109
Employee -> Vacation Eligibility Date (YYYYMMDD) (Required)	20020109
Employee -> Vacation Used to Date	
Employee -> Vacation Deferred From Previous Year	
Employee -> Vacation Deferred From Previous Year (Used to Date)	
Employee -> PAD Used to Date	

Select Activity Type

Select: Activity Type:

- OBLDMK: Bldg Mntce OT
- OBLDMP: Bldg Maint OT MLP
- OCHEM: Plant Chemical OT
- OCHEMK: Plant Chemical OT
- OCLRK: Clerical OT
- OCLRKK: Clerica OT
- OCUSR: Customer Rep OT
- OCUSRK: Cust Rep OT

Sort by Code  Sort by Description

CK Cancel

FLEX12HR: Flex 12hrs
Bargaining: Bargaining
16: IBEW Local 272
B: Barg Physical
40: Reg Full Time (F1)
60001592: Electrician
Electrician: Electrician
62236059: MI Electrical Crew 3
01: Bargaining
SH05: SH Bruce Mansfield Plant
61003083: Electrician
PA: PA
62304: 62304, Employee
NO: No
YES: Yes
YFFRA: Transfer Arranged

# Employee Labor – Transfer Individual Employee

## Step 1

- Open the switchboard tab
- Click **Accept Employee Transfers**

**Labor Switchboard**

Home

**Labor**

Browse Cost Centers    Employee Forecast    View Reports

Employee Summary Forecast    Create Reports

**Accept Employee Transfers**

Current Activity Rates

## Step 2

- Highlight transfer employee
- Select **Yes** to accept transfer
- Select **Save Attributes**

Add    Search:     ↓

Labor - Pending Employee Xfers

- OE01: OHIO EDISON COMPANY
  - 403321: Eastern Line Services - Trumbull
    - X4: Sun-Sat Biweekly
      - 0000: Exempt
        - MGR: MGR
          - 52561: Employees - 52561

Employee Attributes    Calculation: LE C Employee Forecast

Attribute Values for 52561: Employee, 52561

Save Attribute Edits

Attribute	Value
Employee -> Activity Type (Required)	SLINE2: SLINE2
Employee -> Company (Required)	OE01: OHIO EDISON COMPANY
Employee -> Cost Center (Required)	403321: Eastern Line Services - Trumbull
Employee -> Payroll Calendar (Required)	X3: Sun-Sat Weekly
Employee -> Personnel Area	K101: Kirsman Line Shop
Employee -> Personnel Sub-Area (Required)	0118: UWU118
Employee -> Transfer Accepted?	
Employee -> Transfer Date	02/20/13
Employee -> Transfer to Activity Type	MGR: MGR
Employee -> Transfer to Cost Center	403321: Eastern Line Services - Trumbull
Employee -> Transfer to Payroll Calendar	X4: Sun-Sat Biweekly
Employee -> Transfer to Personnel Sub-Area	0000: Exempt

## Employee Labor – Verify Transfer

- Select Employee Forecast Wrapper
- Employee displays in both old and new cost center
- Record adjusts to reflect transfer date, new pay area and activity type
- Preserves the employee's PAD, Vacation, etc...

### Original Record

403321: Eastern Line Services - Trumbull  
 X3: Sun-Sat Weekly  
 0118: UWU118  
 SLINE2: SLINE2  
 52561: Employee, 52561

Edit	Line: LB C Employee Forecast	Apr 2014	May 2014	Jun 2014
<b>Calculate Employee Headcount</b>				
	Begin Employee Count	1	1	1
	Employee Added			
	Employee Exited			
	Transfer Employee Out			-1
	Transfer Employee In			
	End Employee Count	1	1	
<b>Calculate FTE</b>				
	Begin FTE Count	1.0	1.0	1.0
	Initial FTE Count			
	FTE Added			
	FTE Exited			
	Transfer FTE Out			-1.0
	Transfer FTE In			
<input checked="" type="checkbox"/>	<b>FTE Adjustment</b>			
	Final FTE Count	1.0	1.0	

### Transfer Record

X4: Sun-Sat Biweekly  
 0000: Exempt  
 MGR: MGR  
 52561: Employee, 52561

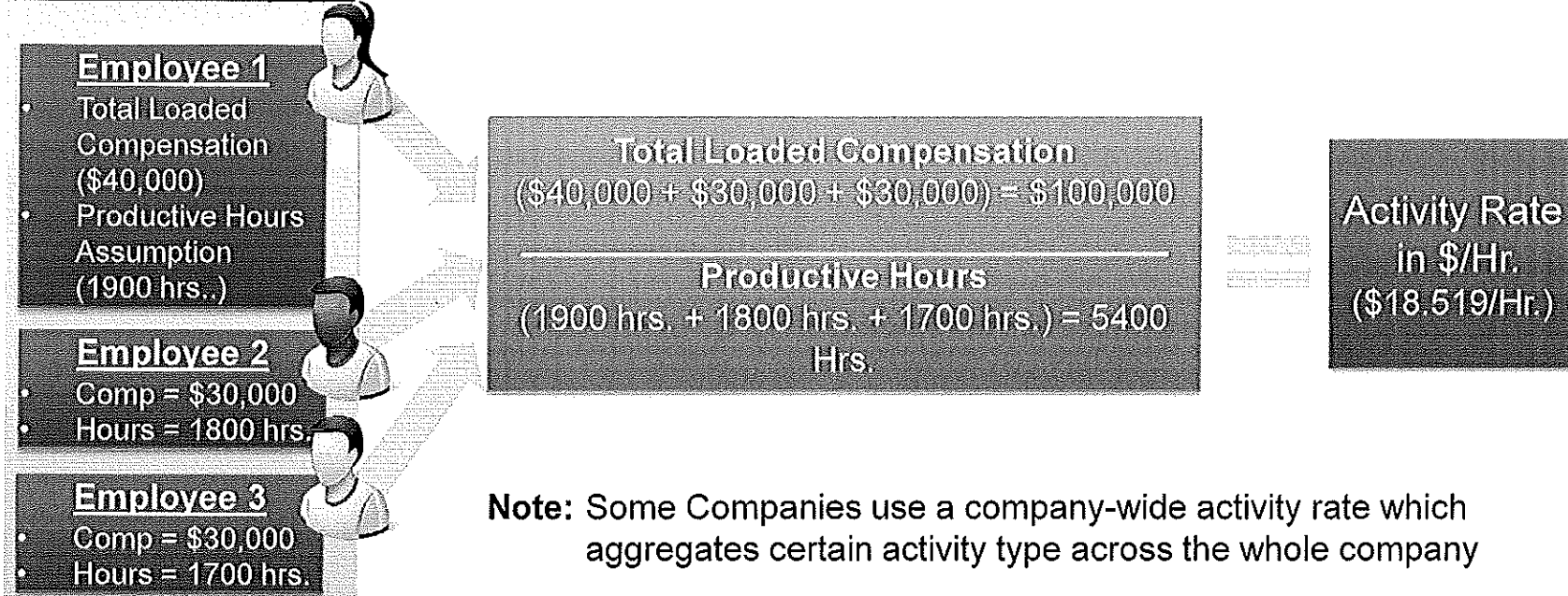
Edit	Line: LB C Employee Forecast	Jun 2014	Jul 2014
<b>Calculate Employee Headcount</b>			
	Begin Employee Count		1
	Employee Added		
	Employee Exited		
	Transfer Employee Out		
	Transfer Employee In	1	
	End Employee Count	1	1
<b>Calculate FTE</b>			
	Begin FTE Count		1.0
	Initial FTE Count		
	FTE Added		
	FTE Exited		
	Transfer FTE Out		
	Transfer FTE In	1.0	
<input checked="" type="checkbox"/>	<b>FTE Adjustment</b>		
	Final FTE Count	1.0	1.0

## Employee Labor – Activity Pricing in UIPlanner

## Employee Labor – Activity Pricing

Activity Rates are used to allocate labor to projects, orders, and cost centers other than the employees' home center.

### Cost Center/ Activity Type



**Note:** Some Companies use a company-wide activity rate which aggregates certain activity type across the whole company

### Activity Pricing FAQ

**Does Forecasting Vacation Use Affect Activity Rates?**

No. The unproductive time in the Activity Pricing Calculation uses assumptions for unproductive time including assumed meeting hours and utilization of all vacation & PAD earned in a year.

**Does Adding Compensation Affect Activity Rates?**

It depends. If a future raise or promotion for an employee is known, it could be added to the employee prior to the activity pricing process. However, forecast compensation changes made during the annual budget process or reforecasting will not affect rates

**Does Adding an Employee Affect Activity Rates?**

No. Activity Rates are set and published prior to users being able to edit and add employees

## Employee Labor – Summary Forecast

## Employee Labor – Summary Forecast

Employee Summary wrapper summarizes individual employee information to the cost center activity type level for each cost center

Labor - Employee Forecast

- OE01: OHIO EDISON COMPANY
  - 403321: Eastern Line Services - Trumbull
    - X3: Sun-Sat Weekly
      - 0118: UWU118
        - SLINE2: SLINE2**
          - 52561: Employee, 52561
          - 52587: Employee, 52587
          - 52638: Employee, 52638
          - 52718: Employee, 52718
          - 52721: Employee, 52721
          - 61215: Employee, 61215
          - 61224: Employee, 61224
          - 61256: Employee, 61256
          - 61866: Employee, 61866
          - 62297: Employee, 62297
          - 63325: Employee, 63325
          - 65279: Employee, 65279
          - 65281: Employee, 65281
        - SREPR: SREPR
          - 52730: Employee, 52730

Labor - Summary Forecast

- OE01: OHIO EDISON COMPANY
  - 403321: Eastern Line Services - Trumbull
    - X3: Sun-Sat Weekly
      - 0118: UWU118
        - SLINE2: SLINE2**
        - SREPR: SREPR

Information related to SLINE2 activity type is summarized in the Employee Summary wrapper

## Employee Labor – Summary Forecast

- Select Activity Type Attributes
- Information auto populated

Activity Type Attributes Calculator: LBC Summary Employee Forecast New

Attribute Values for SLINE2; SLINE2

Save Attribute Edits

Attribute	Value
Name	SLINE2
Code	SLINE2
Cost Element	840010: Standard Activity Allocation-NonProf-ST
Overtime Activity Type	OLINE2: Lreman Level II CT
Resource Pooled	

Add Search:    
 Labor - Summary Forecast  
 OE31: OHIO EDISON COMPANY  
 40332: Eastern Line Services - Trumbull  
 X3: Sun-Sat Weekly  
 0118: UWU118  
 SREPR: SREPR  
 0126: UWU126  
 SLINE2: SLINE2  
 X4: Sun-Sat Biweekly  
 0000: Exempt  
 MGR: MGR  
 SPRF2: SPRF2  
 000: Non-Earg/Non-Ex  
 ADM: ADM  
 1194: JEE1194  
 SLINE1: SLINE1  
 SLINE2: SLINE2

# Employee Summary

## Select Summary Employee Forecast

The screenshot shows a software interface for managing employee forecasts. On the left is a tree view under 'Labor - Summary Forecast'. The tree is expanded to show a hierarchy: OED1: OHIO EDISON COMPANY > 403521: Eastern Line Services - Trumbul > X3: SLR-Sa: Weekly > 0118: UWJ118 > SLINE2: SLINE2. A 'Save Attribute Edits' button is visible above the table.

Activity Type Attributes: Calculation: LBC Summary Employee Forecast new

Attribute Values for SLINE2: SLINE2

Attribute	Value
-- Name --	SLINE2
-- Code --	SLINE2
Cost Element	840C1C: Standard Activity Allocator: NonProf-ST
Overtime Activity Type	OLINE2: Linear Level O OT
Resource Pooled	

To add a new activity type to a cost center either:

- Add a forecast employee with the desired Cost Center/Activity Type combination
- Transfer an employee into the Cost Center/Activity Type combination (if the new combo occurs as a result of a transfer)

# Employee Summary – Calculations (Overview)

## Summary Forecast Calculations

- 1 Headcount & FTE
- 2 PAD
- 3 Vacation
- 4 Vacation Deferred
- 5 Compensation
  - a Monthly Compensation
  - b Annual Compensation
- 6 Loadings (Admin Maintained)
  - a Incentive Compensation Plan
  - b Payroll Tax
  - c Benefits Loading
- 7 Bonuses
- 8 Straight Time Hours (for Budget Grid)
- 9 Overtime Dollars (for Budget Grid)

- Select the Calculation Tab
- Listed are the key data fields and activity price calculation
- Only rows highlighted in yellow can be edited

Employee Attributes		Calculations: E.C. Employee Forecast				
Select new to edit:		Calculator Display				
<input checked="" type="checkbox"/> Search All <input checked="" type="checkbox"/> Edit in Excel <input type="checkbox"/> Save On Screen Entries <input checked="" type="checkbox"/> Report <input type="checkbox"/> Show the References						
Edt	Line	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012
<b>Calculate Annual Compensation</b>						
	Beginning Salary	\$21,000	\$26,000	\$32,000	\$25,500	\$30,000
	WFL - Wage Increase	0.000%	2.000%	2.000%	0.000%	0.000%
	WFL (Compensation Increase)	\$0	\$0	\$520	\$0	\$0
	<input checked="" type="checkbox"/> Manual Compensation Adjustment	\$0	\$0	\$0	\$0	\$0
	Ending Salary of Last Actual Period	\$0	\$0	\$0	\$0	\$0
	Ending Salary of Forecast Period	\$21,000	\$26,000	\$32,520	\$25,500	\$30,000
	Ending Annual Salary	\$26,000	\$26,000	\$26,520	\$26,520	\$26,000
<b>Calculate Unit Pay</b>						
	Pay Size Area	Exempt-I.C., Exempt-I.O., Exempt-I.O., Exempt-I.C., Exempt-I.O.				
	Beginning Unit Pay	\$1,000.000	\$1,000.000	\$1,000.000	\$1,000.000	\$1,000.000
	Unit Pay Increase	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000
	<input checked="" type="checkbox"/> Manual Unit Pay Adjustment	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000
	Ending Unit Pay	\$1,000.000	\$1,000.000	\$1,000.000	\$1,000.000	\$1,000.000
<b>Calculate Monthly Compensation</b>						

## Employee Summary

### 1 Calculate Headcount & FTE Level

- Summary wrapper summarizes data from employee wrapper by cost center, pay area and activity type
- Information auto populated
- Similar to the employee forecast wrapper, users can edit rows highlighted in yellow

Edit	Line: LB C Summary Employee Forecast...	Apr 2014	May 2014	Jun 2014
	<b>Calculate Employee Count</b>			
	Begin Headcount	3	3	3
	Employee Forecast Headcount Change			
<input checked="" type="checkbox"/>	<b>Regular FT Headcount Change</b>			
<input checked="" type="checkbox"/>	<b>Regular PT Headcount Change</b>			
<input checked="" type="checkbox"/>	<b>Student/Intern Headcount Change</b>			
<input checked="" type="checkbox"/>	<b>Temporary Employee Headcount C...</b>			
	End Headcount	3	3	3
	<b>Calculate FTE Count</b>			
	Begin FTE Count	3.00	3.00	3.00
	+ Employee Forecast FTE Change			
<input checked="" type="checkbox"/>	<b>Regular FT FTE Change</b>			
<input checked="" type="checkbox"/>	<b>Regular PT FTE Change</b>			
<input checked="" type="checkbox"/>	<b>Student/Intern FTE Change</b>			
<input checked="" type="checkbox"/>	<b>Temporary Employee FTE Change</b>			
	End FTE Count	3.00	3.00	3.00

## Employee Summary – Available Hours for Grid

- ② Calculate PAD
- ③ Calculate Vacation
- ④ Calculate Vacation Deferred

Edit	Line: LB C Summary Employee Forecast...	Apr 2014	May 2014	Jun 2014
	<b>PAD Forecast</b>			
	Beginning PAD Available	96	96	96
	+ PAD Allocation			
	+ Change in PAD Allocation from EF Tran...			
<input checked="" type="checkbox"/>	+ <b>Additional PAD Allocation</b>			
	- Actual PAD Used			
	- Employee Forecast PAD Use			
<input checked="" type="checkbox"/>	- <b>Forecasted PAD Use</b>			
	End Available PAD Hours	96	96	96
	<b>Vacation Forecast (VPAD)</b>			
	Beginning Vacation Available	360	360	360
	+ Vacation Allocation			
	+ Change in Vacation Allocation from EF ...			
<input checked="" type="checkbox"/>	+ <b>Additional Vacation Allocation</b>			
	- Actual Vacation Used			
	- Employee Forecasted Vacation Use			
<input checked="" type="checkbox"/>	- <b>Forecasted Vacation Use</b>			
	End Available Vacation Hours	360	360	360
	<b>Vacation Deferred Forecast</b>			
	Begining Vacation Deferred Available	64	64	64
	+ Vacation Deferred Allocation from Empl...			
	+ Change in Vacation Deferred Allocatio...			
<input checked="" type="checkbox"/>	+ <b>Additional Vacation Deferred Allo...</b>			
	- Actual Vacation Deferred Used to Date			
	- Employee Forecasted Vacation Deferre...			
<input checked="" type="checkbox"/>	- <b>Forecasted Vacation Deferred Use</b>			
	End Available Vacation Deferred Hours	64	64	64

## Employee Summary – Compensation

### 5 Compensation

Edit	Line: LB C Summary Employee Forecast...	Apr 2014	May 2014	Jun 2014
	<b>Calculate Monthly Compensation</b>			
	Weeks in Month	4	4	4
	Pay Periods in Month	2	2	2
	GWI - Wage Increase			
	Hours/Week per FTE	40	40	40
	Initial Direct Compensation	\$32,892	\$32,892	\$32,892
	Employee Direct Compensation Increase			
	Compensation Change due to FTE Change			
	Adjusted Previous Manual Direct Compens...			
<input checked="" type="checkbox"/>	<b>Manual Direct Compensation Incre...</b>			
	Direct Compensation Available for Budge...	\$32,892	\$32,892	\$32,892
	Annual Direct Compensation			

## Employee Summary – Compensation

### 6 Loadings

Edit	Line: LB C Summary Employee Forecast...	Apr 2014	May 2014	Jun 2014
	<b>Compensation Loadings</b>			
	<b>6a Incentive Compensation Loading</b>			
	Monthly Compensation	32,892	32,892	32,892
	* Incentive Compensation Loading (%)	10.00%	10.00%	10.00%
	Incentive Compensation Allocated	\$3,289	\$3,289	\$3,289
	<b>6b Compensation Tax Loading</b>			
	Direct Compensation	\$32,892	\$32,892	\$32,892
	* Payroll Tax Loading (%)	7.54%	7.54%	7.54%
	Payroll Tax for Direct Compensation	\$2,480	\$2,480	\$2,480
	Incentive Compensation	\$3,289	\$3,289	\$3,289
	* Payroll Tax Loading (%)	7.54%	7.54%	7.54%
	Payroll Tax for ICP	\$248	\$248	\$248
	Payroll Tax for Direct Compensation	\$2,480	\$2,480	\$2,480
	Payroll Tax for ICP	\$248	\$248	\$248
	Payroll Tax Allocated	\$2,728	\$2,728	\$2,728
	<b>6c Benefits Loading</b>			
	Direct Compensation	\$32,892	\$32,892	\$32,892
	* Benefits Loading (%)	22.14%	22.14%	22.14%
	Benefits Allocated	\$7,282	\$7,282	\$7,282

## Employee Summary – Compensation

### 6 Loading Percentages

Edit	Line: LB C Summary Employee Forecast...	Oct 2014	Nov 2014	Dec 2014
<b>6a</b>	<b>Benefits Loading</b>			
	Direct Compensation	\$32,892	\$32,892	\$32,892
	* Benefits Loading (%)	22.14%	22.14%	22.14%
	Benefits Allocated	\$7,282	\$7,282	\$7,282
<b>6b</b>	<b>Total Compensation Loadings</b>			
	Incentive compensation Loading (%)	10.00%	10.00%	10.00%
	+ Payroll Tax Loading (%)	7.54%	7.54%	7.54%
	+ Payroll Tax Loading (%) * ICP (%)	0.75%	0.75%	0.75%
	+ Benefits Loading (%)	22.14%	22.14%	22.14%
	Total Loading Percent	40.43%	40.43%	40.43%
<b>6c</b>	<b>Loaded Monthly Compensation</b>			
	Incentive compensation Allocated	\$3,289	\$3,289	\$3,289
	+ Payroll Tax Allocated	\$2,728	\$2,728	\$2,728
	+ Benefits Allocated	\$7,282	\$7,282	\$7,282
	Total Loading Dollars	\$13,300	\$13,300	\$13,300
	+ Monthly Direct Compensation	\$32,892	\$32,892	\$32,892
<b>5a</b>	Loaded Monthly Compensation	\$46,191	\$46,191	\$46,191
<b>5b</b>	Loaded Annual Compensation			\$598,224

*Note: Annual Totals only appear in December*

## Employee Summary – Compensation

### 7 Bonuses

**Bonuses are entered in the Bonus line, and Payroll Tax for Bonus Compensation is calculated to yield Total Bonus Compensation**

Edit	Line: LB C Summary Employee Forecast...	Oct 2014	Nov 2014	Dec 2014
	<b>Bonus Compensation</b>			
	Employee Forecast Bonus Compensation			
<input checked="" type="checkbox"/>	<b>Bonus Compensation</b>	\$1,000		
	Total Bonus Compensation	<del>\$1,000</del>		
	* Payroll Tax Loading	7.54%	7.54%	7.54%
	Bonus Compensation Payroll Taxes	\$75		
	+ Total Bonus Compensation	\$1,000		
	Total Loaded Bonus Compensation	\$1,075		

## Employee Summary – Compensation

- 8 Straight Time Hours for Budget Grid
- 9 Overtime Dollars for Budget Grid

Edit	Line: LB C Summary Employee Forecast...	Jan 2014	Feb 2014	Mar 2014	Apr 2014
	<b>Budgeting</b>				
	Payroll Calendar				
	Weeks in Month	6	4	4	4
	Pay Periods in Month	3	2	2	2
	FTE	5	5	5	5
	<b>Hours Available for Budgeting</b>				
	Total ST Hours in Month	1,200	800	800	800
	+ ST Hours due to Change in FTE				
	- PAD Hours Used				
	- Vacation Used				
	- Vacation Deferred Used				
	- Holiday Hours	120			
	- Holiday Hours due to Change in FTE				
	- Miscellaneous Unproductive Hours in Bu...				
<input checked="" type="checkbox"/>	- <b>Miscellaneous Unproductive Hour...</b>			120	
	Hours Available for Budgeting	1,080	800	680	800
	<b>Overtime Budgeting</b>				
	<b>Activity Price</b>				
	Overtime Activity Type	Prof Level II...	Prof Level II...	Prof Level II...	Prof Level II...
	Overtime Activity Price	\$67.113	\$67.113	\$67.113	\$67.113
	<b>Budget Overtime</b>				
<input checked="" type="checkbox"/>	<b>Overtime Hours</b>	120.0			
	* Overtime Activity Rate	\$67.113	\$67.113	\$67.113	\$67.113
	Overtime Dollars	\$8,054			

## Employee Summary – Wrapper Reports

- View total hours and dollars by activity type at the cost center level
- Report will be view only

**Row Headers**

Available Report Dimension

Field	Time
<input type="checkbox"/> Cost Center	
<input type="checkbox"/> Activity Type	

**Define Report Rows**

Row Grouping	Show Total	Trailing Row
Cost Center	Show Total	No Trailing Row
Activity Type	No Total	No Trailing Row

Buttons: Move Up, Move Down, Remove

Labor - Summary Forecast Dollars	Jan - 2013	Feb - 2013	Mar - 2013	Apr - 2013	May - 2013	Jun - 2013
<b>Eastern Line Services - Trumbull</b>						
MGR	\$5,617	\$7,864	\$11,965	\$7,977	\$7,977	\$7,977
SADM	\$4,494	\$4,584	\$6,876	\$4,584	\$4,584	\$4,584
SLINE1	\$12,965	\$12,965	\$19,448	\$12,965	\$12,965	\$12,965
SLINE2	\$74,667	\$72,506	\$99,816	\$72,506	\$81,449	\$72,506
SPRF2	\$16,852	\$16,852	\$25,784	\$17,189	\$17,189	\$17,189
SREPR	\$2,161	\$2,161	\$2,701	\$2,161	\$2,701	\$2,161
<b>Total</b>	<b>\$116,757</b>	<b>\$116,932</b>	<b>\$166,590</b>	<b>\$117,382</b>	<b>\$126,865</b>	<b>\$117,382</b>

Buttons: Labor - Summary Forecast Dollars, Labor - Summary Forecast Hours

## Employee Summary to Budget Grid

- The grid is used to allocate hours and dollars
- If labor is not activity allocated, then labor dollars will not show on the grid. Information is available via report

Cost Source	Cost Owner	Cost Collector Ty	Project	WBS	Internal Order	Activity Type	Cost Element	Comment	Amount Type	2013	
Filter Off	Filter Off	Filter Off	Filter Off	...	Filter Off	Filter On	Filter Off			2013 - Jan	
403321: Eastern L	401221: Centre	WBS	WBS	OE-900083: N-Line	OE-9000	N/A: N/A	SLINE: Lineman-a	840010: Stand		Dollars	\$5,193
										Hours	95.0

Labor - Summary Forecast

- OE01: OHIO EDISON COMPANY
  - 403321: Eastern Line Services - Trumbull
    - X3: Sun-Sat Weekly
      - 0118: UWU118
        - SLINE2: SLINE2
        - SREPR: SREPR
      - 0126: UWU126
        - SLINE2: SLINE2
    - X4: Sun-Sat Biweekly
      - 0000: Exempt
        - MGR: MGR
        - SPRF2: SPRF2
      - 0001: Non-Barg/Non-Ex
        - SADM: SADM
      - 1194: IBE1194
        - SLINE1: SLINE1
        - SLINE2: SLINE2

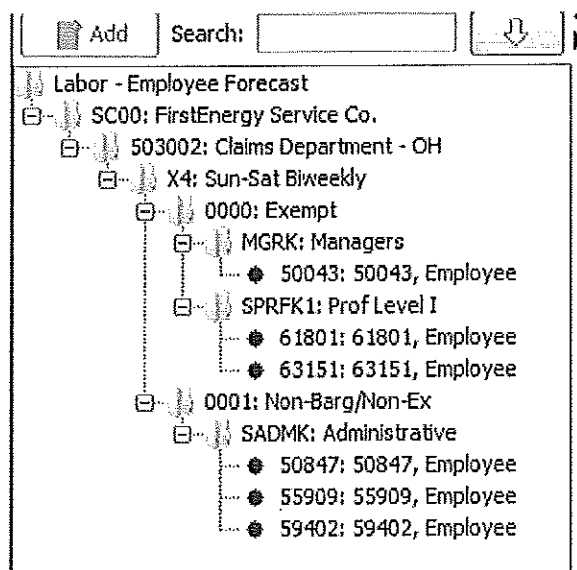
Column Totals	Dollars	\$247,939
	Hours	4,583.8
Available Amounts	Available Hours	11.0

- Subtotal for SLINE2 will display and total on the available amounts row
- As hours are activity allocated out the available hours row will adjust

## Budget Grid - How to Handle Labor Dollars/Hours

### After the labor pool has been built:

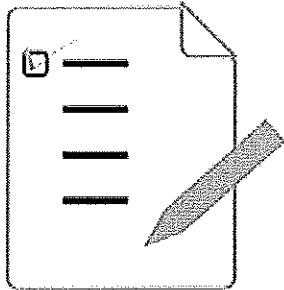
- View the labor and hour report which will show the total calculated hours and dollars by activity type for each cost center
- Open the Budget Grid:
  - If labor has been allocated from your cost center, verify that the total labor pool matches the pool calculated in the **Summary Forecast**
  - Next users can start activity allocating labor hours and dollars.



**Note:** The Budget Grid is only for allocating hours and dollars. It will not show the labor dollars and hours allocated to the primary cost center.

## Session Exercise

### Exercise #5 – Employee Labor



- Select a cost center and review an individual employee labor profile
- Under the Employee Attribute tab:
  - Transfer an employee
  - Exit an employee
- Under the Calculation: Labor Budget Employee Forecast
  - Add a salary adjustment on the screen
  - Enter vacation and PAD allocations
- View Summary Wrapper
  - Add a salary adjustment on the screen
  - Enter vacation and PAD allocations

**Budget Group / Budget Item Wrapper**

## Budget Group / Budget Item Wrapper Overview

- Standard Budget Group and Budget Item groupings will be made available for all users
- Specific business unit budget groups and items can easily be created
- Ability to create Budget Group and Budget Item at the Cost Center level
- Business Unit/Department Budget Coordinators will create and maintain Budget Groups and Budget Items for their areas

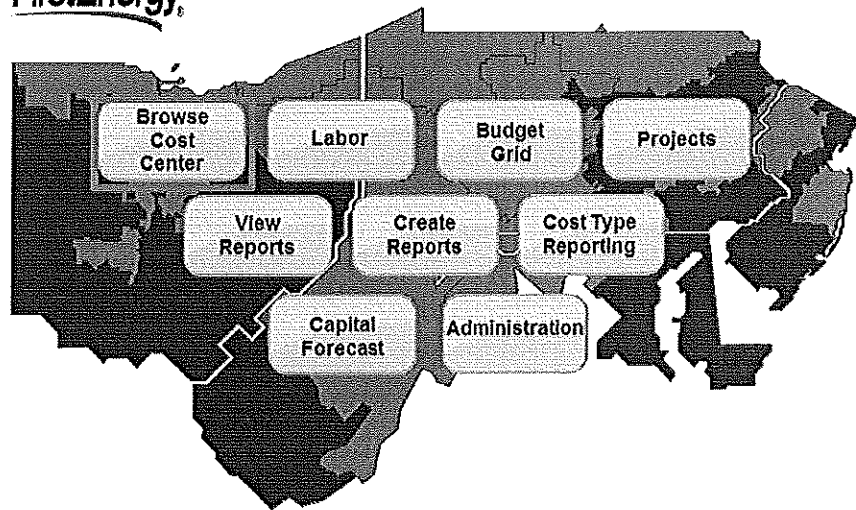
The image displays two screenshots from a software application. The left screenshot shows a tree view titled "Budget Groups / Budget Item Wrapper". The tree is divided into two sections by a horizontal line. The top section, labeled "Company Wide", includes categories like "Training" (with sub-items: Compliance Training, Continuing Education - online, Offsite Training) and "Travel" (with sub-items: Airfare, Car Rental, Hotel). The bottom section, labeled "Business Unit Specific", includes categories like "Vehicles" (with sub-items: Gas, Maintenance, Oil Change, Tires) and "Test #2". A red circle highlights the "Budget Groups / Budget Item Wrapper" title bar. The right screenshot shows an "Add Item" dialog box with the following fields: Cost Source (401103: Central Forestry Services), Cost Collector Type (COST CENTER: Cost Center), Project (N/A: No Project Assigned to this WBS), WBS (N/A: N/A), Internal Order (N/A: N/A), Cost Owner (401103: Central Forestry Services), Activity Type (OTL: OTL), Cost Element (550310: Outside Services/Contractors - Tree Trim), Budget Group (TRNSM: Transmission), Budget Item (TRNSFM: Transformers), and Input Type (D: Dollars). Buttons for "Add" and "Close" are at the bottom.

## Budget Group / Budget Item Wrapper Startup

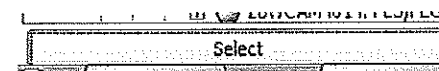
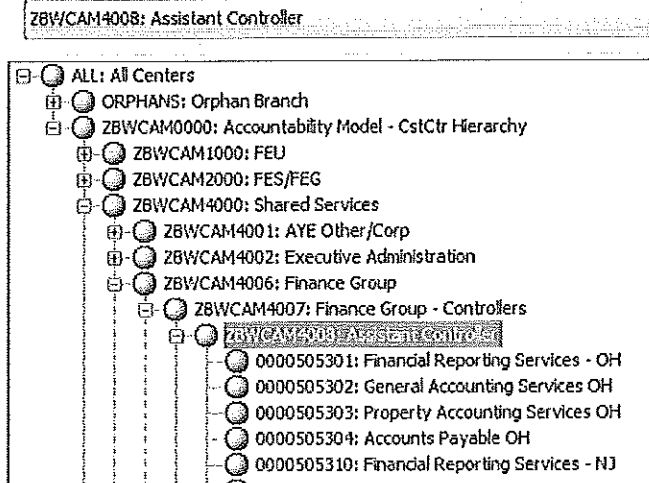
### 1. Using the Budget Group/Budget Item Wrapper

- Open **FE Main Switchboard**
- Select a Cost Center using **Browse Cost Centers** (either double-click a Cost Center or highlight Cost Center and click the Select button at the bottom of the screen)
- NOTE: Any Budget Group/Budget Item assigned to a rollup node will be available for use for any Cost Center children of this node

FirstEnergy



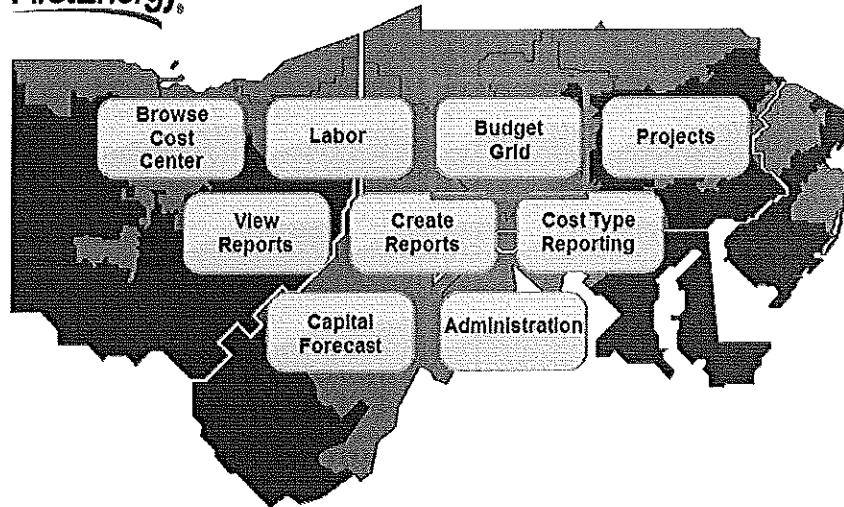
Select Cost Center



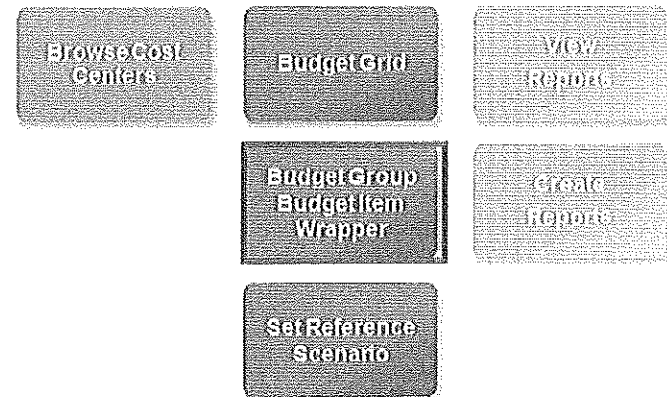
## Budget Group / Budget Item Wrapper Startup

- 2 • Return to the FE Main Switchboard
- Click **Budget Grid**
- Click **Budget Group Budget Item Wrapper**

FirstEnergy

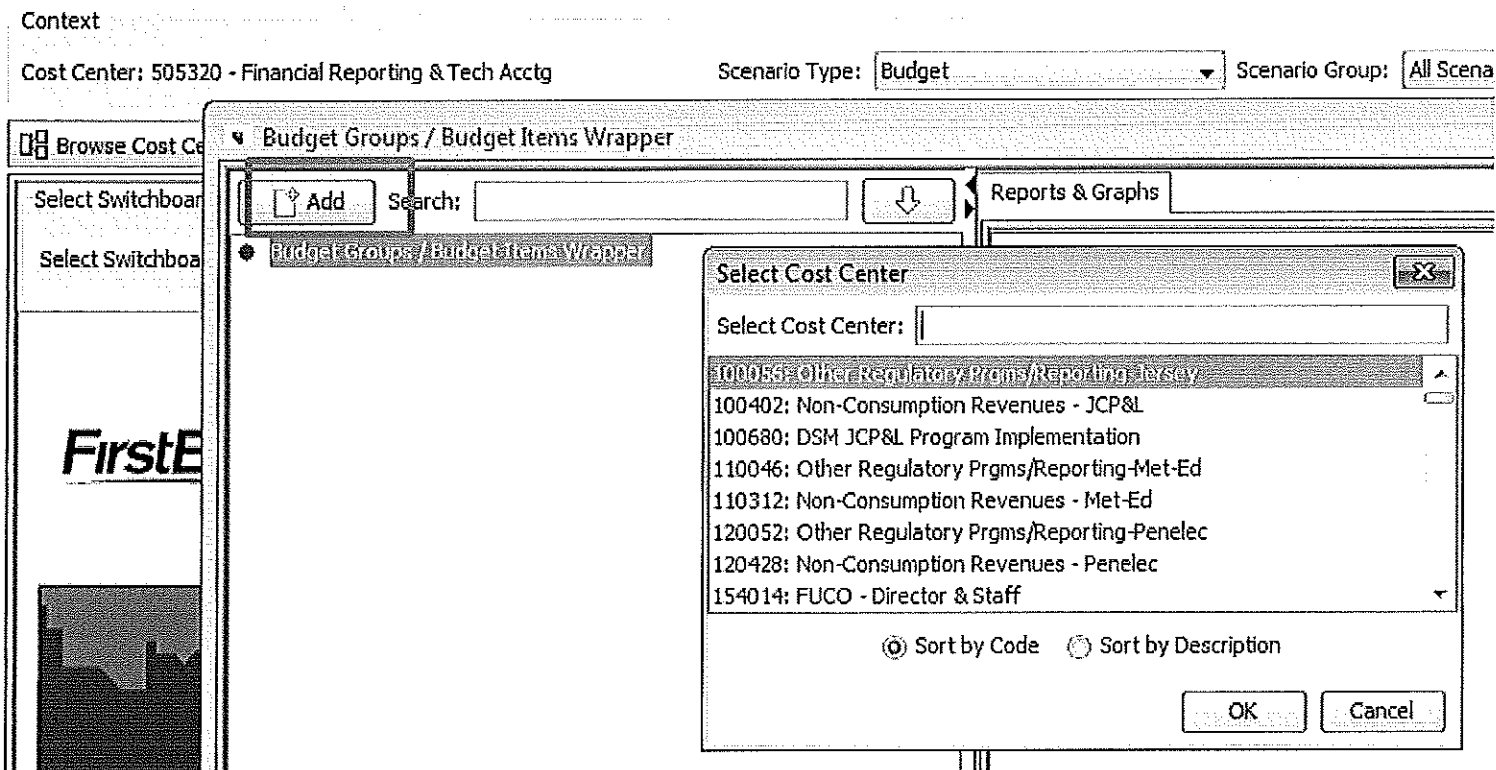


Budget Grid



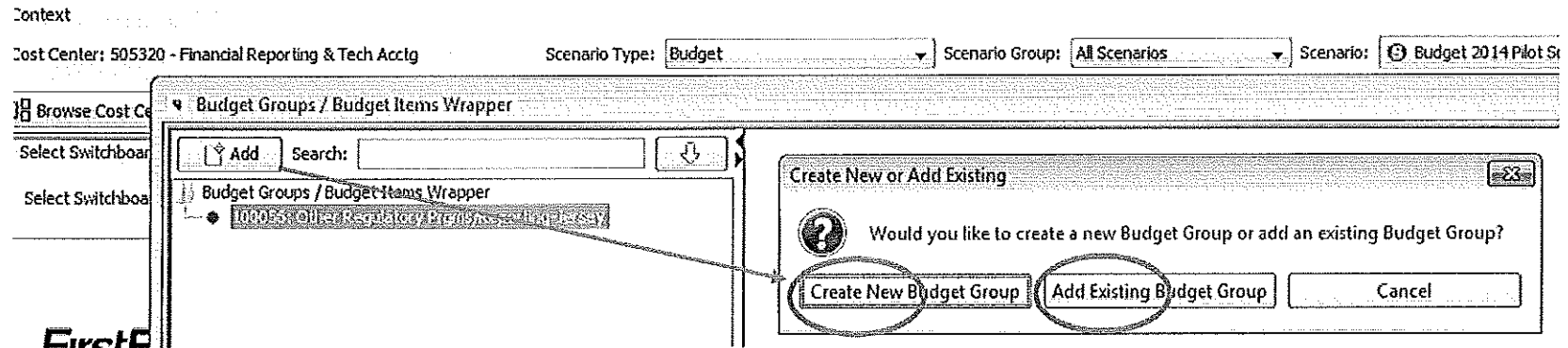
## Adding a Cost Center

3. If the Wrapper Tree is empty and no Cost Center is readily available, select "Budget Groups / Budget Items Wrapper" and click on the Click the **Add** button.
- Scroll through the list of Cost Centers and select one (use Select Cost Center window to search). Click **OK** when finished.

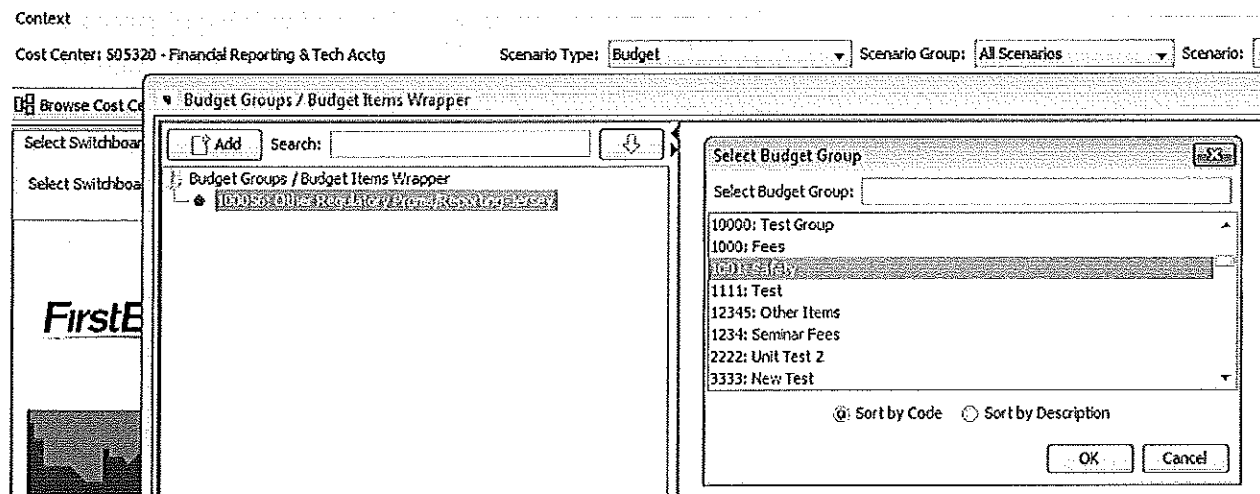


## Add Existing Budget Group

4. Select the Cost Center where a Budget Group and its associated Budget Item will be added and click **Add** button.
- Select either "Create New" or "Add Existing" Budget Group.



- If adding an existing Budget Group, simply select from the popup window and click **OK**.



## Create a New Budget Group

4. Enter a unique Budget Group Code using process as defined by FE.
- Enter Name of Budget Group (MAX length = 80 characters)
- Click **OK**.

Context  
Cost Center: 505320 - Financial Reporting & Tech Acctg Scenario Type: Budget Scenario Group: All Scenarios Scenario: Budget 2014 Pilot Scenario

Budget Groups / Budget Items Wrapper

Select Switchboard Add Search: [ ] [ ]

Select Switchboard Budget Groups / Budget Items Wrapper

**Create New Budget Group**

Provide Name & Code  
Code: FRNTRE Name: Office Furniture

Provide Initial Attribute Values

Associations

Delete	Description	Value

Attributes

Delete	Description	Value

Comments

Memo Attribute: Entity Comment

OK Template Existing Budget Group Cancel

## Adding / Creating Budget Items

- 5 • Follow a similar process for creating or adding Budget Items
- NOTE: Budget Items must have an associated Budget Group

Context

Cost Center: 505320 - Financial Reporting & Tech Acctg      Scenario Type: Budget      Scenario Group: All Scenarios      Scenario: Budget 2014

Browse Cost Center

Select Switchboard

Select Switchboard

Budget Groups / Budget Items Wrapper

Add      Search:      ↓

Budget Groups / Budget Items Wrapper

- 100056: Other Regulatory Prgrms/Reporting-Jersey
  - ENTIRE OTHER BUDGET

Create New or Add Existing

Would you like to create a new Budget Item or add an existing Budget Item?

Create New Budget Item      Add Existing Budget Item      Cancel

FirstEnergy

## Budget Group / Budget Item Guidelines

- Budget Coordinators will have the ability to create Budget Groups Budget and Items for their respective areas



### Guidance on codes and names

- 
- **Budget Group Budget Item Codes**

- **ALL CAPS**
- **Up to 12 alpha characters**

- 
- **Budget Group Budget Item Descriptions**

- **Upper and lower case**
  - **Up to 80 characters in length**
- 

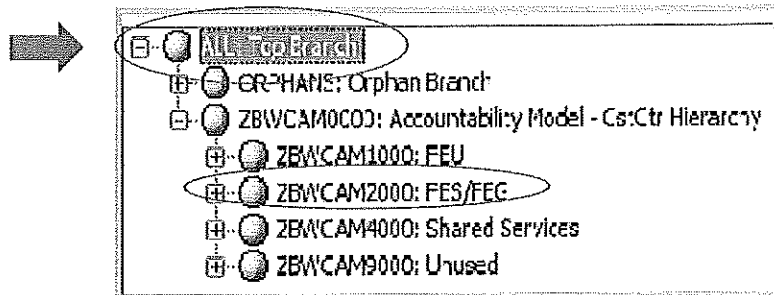
### Example

Budget Group	• <b>TRAIN</b>	<b>Training</b>	<i>Avoid creating similar Budget Groups and Budget Items</i>
Budget Items	• SAFETY	Safety	
	• COMPL	Compliance	
	• OPER	Operations	
	• CONTEdu	Continuing Education	

- Codes should be meaningful so when the accounting name is turned off on the Budget Grid the user can easily identify the Budget Group and Budget Item

## Budget Group / Budget Item Guidelines

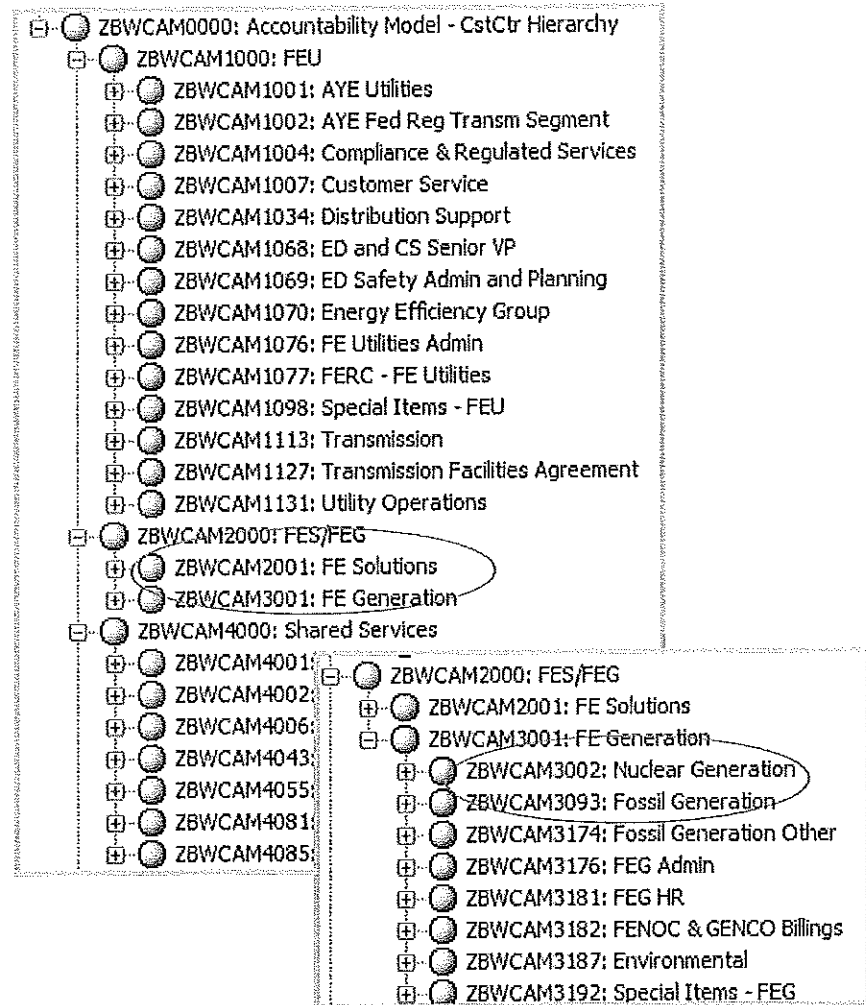
- Budget Group / Budget Items will be created at the ALL NODE (created by Budget Administrator) and the Business Unit level (created by the Budget Coordinator)



- Budget Groups / Budget Items can also be created at the second and third levels of the cost center tree

**Note:**

- DO NOT** create budget groups and budget items at the cost center level



## Normalizing Entries

## Normalizing Items

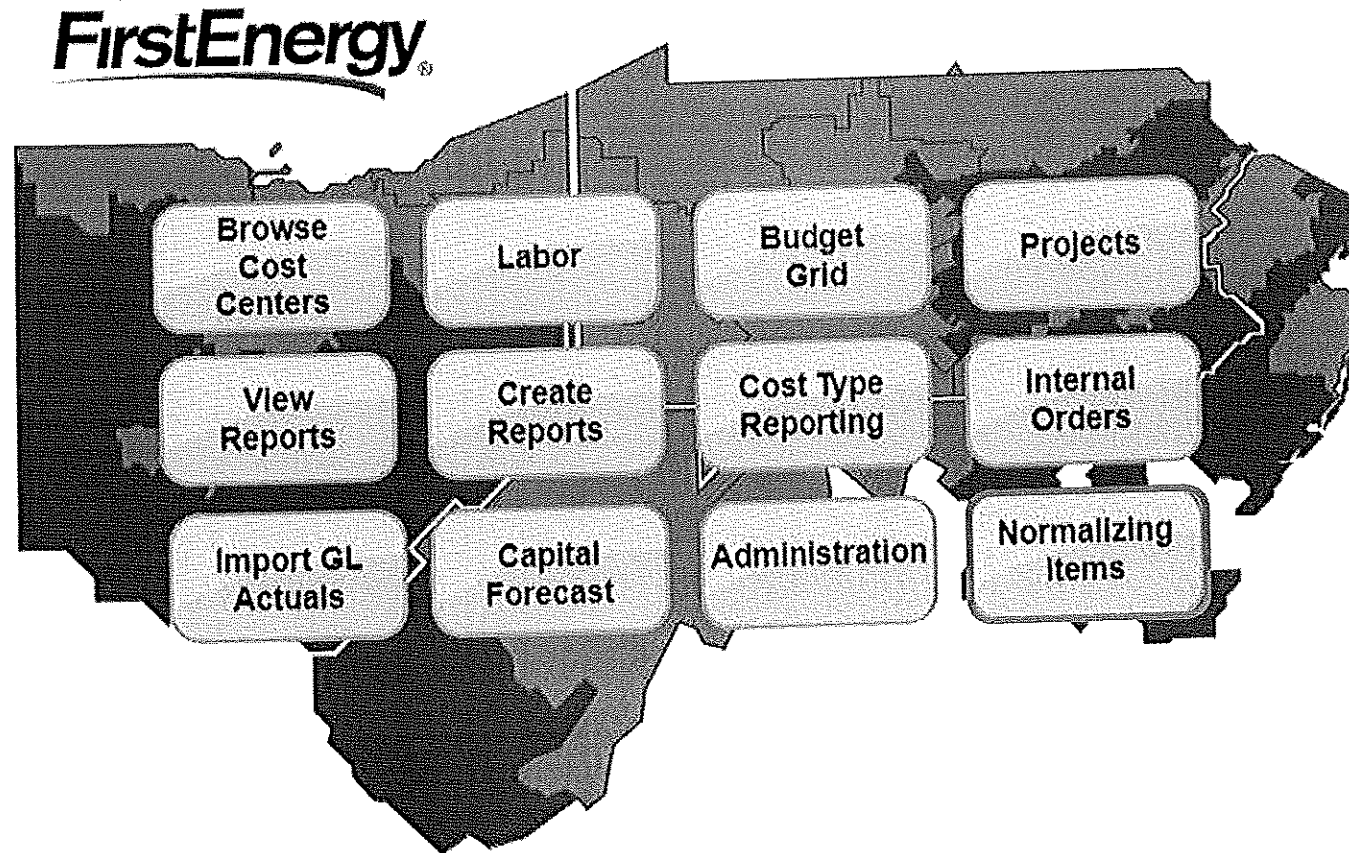
- **Normalizing Items**

- Separate grid for normalized items
- Normalized items will be applied to budget after closing process
- GAAP budget and normalized items will be sent to the model, taxes will then be calculated by the model
- Normalized budget will then be sent to BW

*Note: The new budget entry process in UIP will be on a GAAP basis*

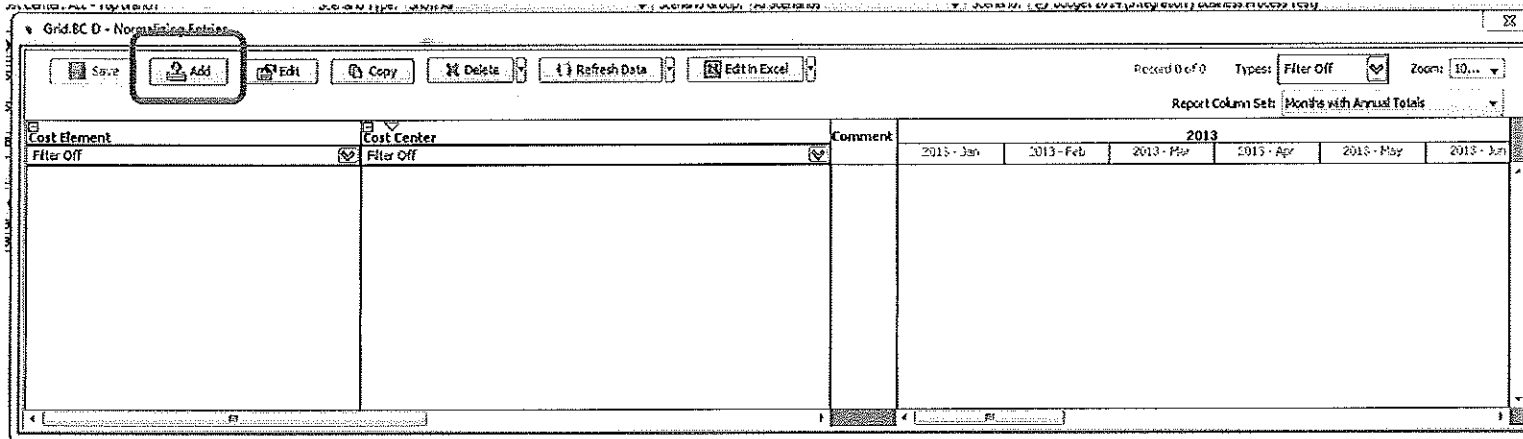
## Normalizing Items

- From the Switchboard, select 'Normalizing Items'

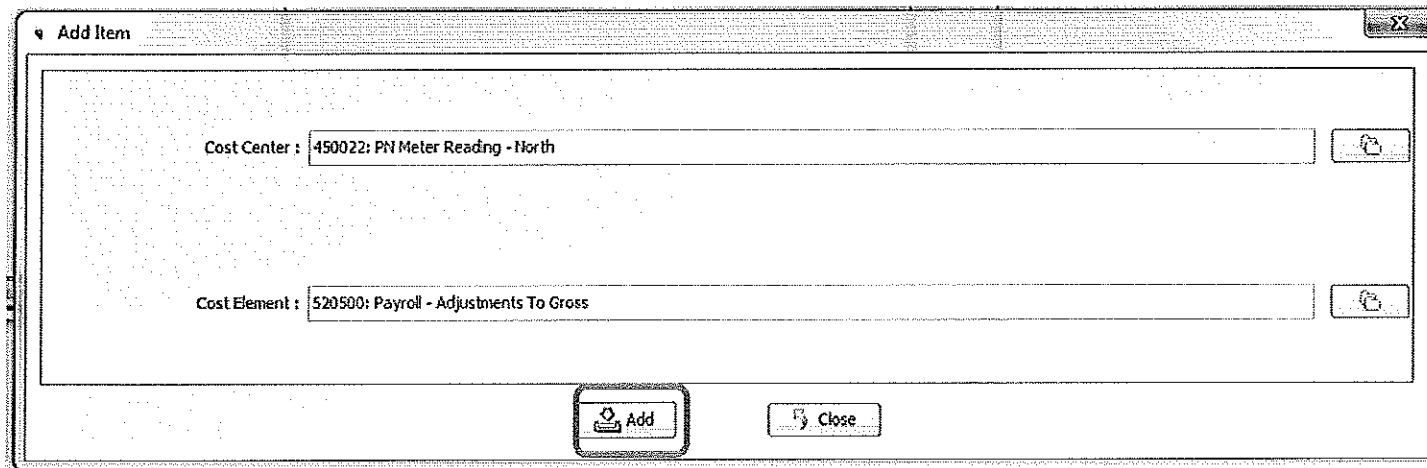


## Normalizing Items

- The window below will open from the switchboard. Click Add to assign the code block.



- Users can assign the Cost Center and Cost Element. Then click Add to save to grid.



## Normalizing Items

- The new code block combination will be applied to the grid
- User can then update dollars in grid for entries

Cost Element	Cost Center	Comment	2013					
			2013 - Jan	2013 - Feb	2013 - Mar	2013 - Apr	2013 - May	2013 - Jun
Filter Off	Filter Off		0.0	0.0	0.0	0.0	0.0	0.0
520500: Payroll - Adjustments To Gross	450022: PN Peter Reading - North							
Column Totals			Amt	0.0	0.0	0.0	0.0	0.0

- Or, users can Edit in Excel to add rows...just like the usual grid.

## Reference Materials

## Commonly Used Terms in UIPlanner

### Attribute

- **Facts about an entity. Attributes are assigned to the Entity Group. Attribute data is then entered for each entity**

### B2

- **The internal name given to the multidimensional calculation budget system when it was first developed (UIPlanner's second generation budget system)**

### Codeblock

- **Codeblock consists of the budget grid data fields (cost source, cost owner, cost collector type, cost element, activity type, etc.)**

### Combo

- **A budget data entry, comprised of the required code block elements**

### Cost Owner

- **Owning cost center of the cost collector**

### Cost Source

- **Cost Center where employee labor resides**

### Entities

- **Building blocks for structured data within UIPlanner. Entities are specific elements of an Entity Group. Example: Generation plants are "Entities" in the Generation Entity Group**

## Commonly Used Terms in UIPlanner

### Financial Model

- UIPlanner's modeling tool. Generates the key financial statements (income statement, balance sheet, cash flow)

### Grid

- Budget Grid where users can allocate labor and other than labor. The Grid requires valid codeblock for entry

### Java Console

- Java window that echoes back information about the user's UIPlanner session, including java error messages. Also known as the Stack Trace

### Menu Item

- Row at the top of the UIPlanner screen contains menu items. Each menu item contains a drop list of screens or options

### Scenario

- Scenarios are essentially collections of cases. Similar to SAP versions (V20, V12, etc.), but can be in various formats (Name, Description, etc.)

### Switchboard

- Graphical object with hotspots that invoke actions in UIPlanner. Hot-spott areas on a switchboard and can open menu items, run reports, open files, and open other switchboards

## Commonly Used Terms in UIPlanner

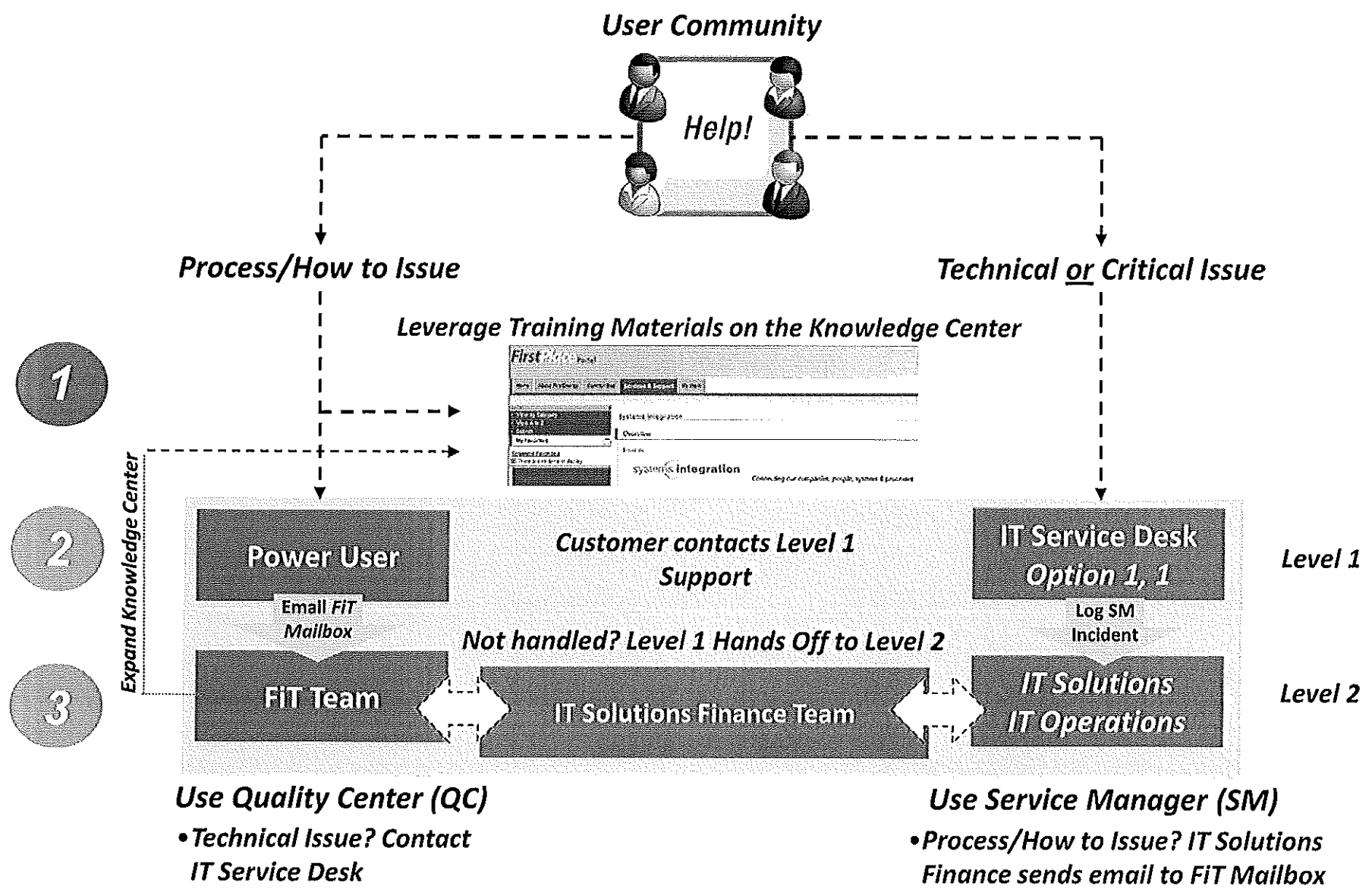
### UIPlanner Add In

- UIPlanner utilizes an Excel Add In function

### Wrapper

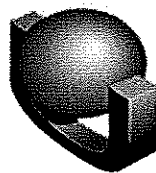
- An interface that is built to present a calculation to the end user in a more user-friendly fashion

# Where do I go for help?



Thank You

Thank You for Attending



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