GM AIMS BUSINESS SERVICES
ACCOUNT PROJECTIONS

INSTRUCTION MANUAL

April 2013

The GM AIMS Account Projections program is a tool for faculty and business staff. The application pulls data from the Business Warehouse (BW), and gives users the opportunity to project on sponsored program accounts.

UNIT 1

ACCOUNT PROJECTION OVERVIEW

The GM AIMS Account Projection application allows you to project Salaries and Supplies & Expenses on sponsored program accounts. It is available from the SAP Portal https://erp-portal-prd.itap.purdue.edu/irj/portal. This tool has six screens; they are: Search Screen, Account List, Sponsored Program Salary Details, Sponsored Program Summary, Grant Summary and Employee Projection Overview. Additional information on each of these screens is documented in Units 3-8.

ACCOUNT PROJECTION RESOURCES

Account Projection resources can be found on the portal, or at the following website:

http://www.purdue.edu/business/bstraining/training/courselist/GM_AIMS.html

Resources include:

- Showcase PowerPoint Presentation
- Account Projection Manual
- Account Projections Checklist (also available from the Portal *AIMS > GM AIMS Business Services*)
- Quick Reference Cards (also available from the Portal *AIMS > GM AIMS Business Services*)
- Frequently Asked Questions (also available from the Portal AIMS > *GM AIMS Business Services*)

REVIEW OF TERMS

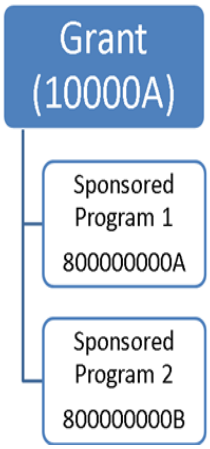
To understand the layout of the Account Projection application, you must understand grants and sponsored programs, as well as the relationship between the two.

Grant – Maintains details of a Sponsor's award

- Consolidated view of a total sponsor's award.

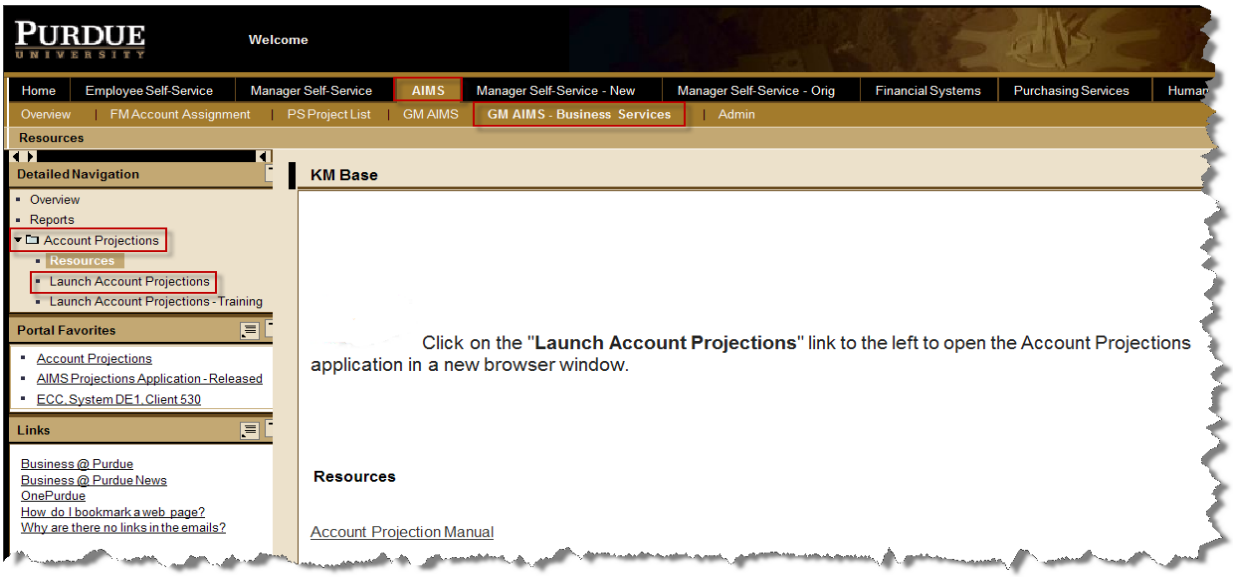
Sponsored Program – Collects transactions for accounting and reporting purposes.

- Used for detailed budgeting and expenditure activities.



UNIT 2

NAVIGATING TO GM AIMS ACCOUNT PROJECTIONS

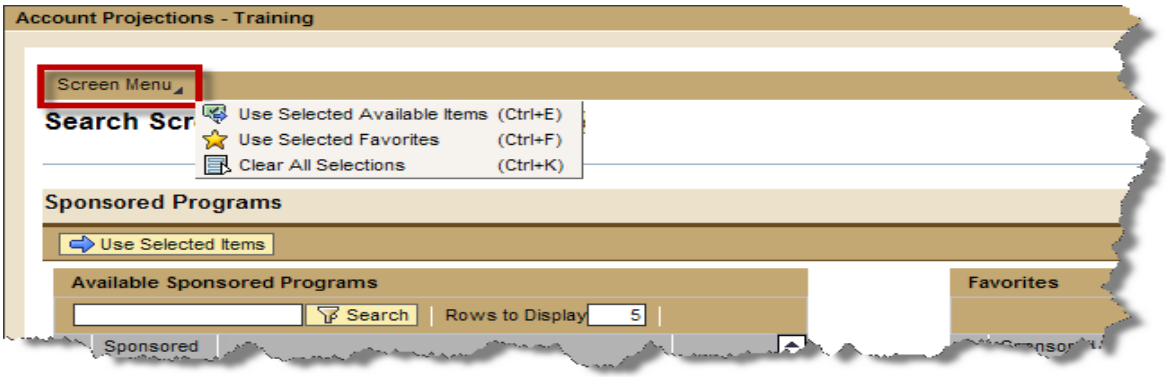


1. Log into the OnePurdue portal at https://erp-portal-prd.itap.purdue.edu/irj/portal.
2. Click on **AIMS** (top level navigation).
3. Click on **GM AIMS – Business Services** (second level navigation).
4. Click on **Account Projections** (left side under Detailed Navigation)
5. Click on **Launch Account Projections,** (left side under Detailed Navigations) this will open the **Search Screen**.

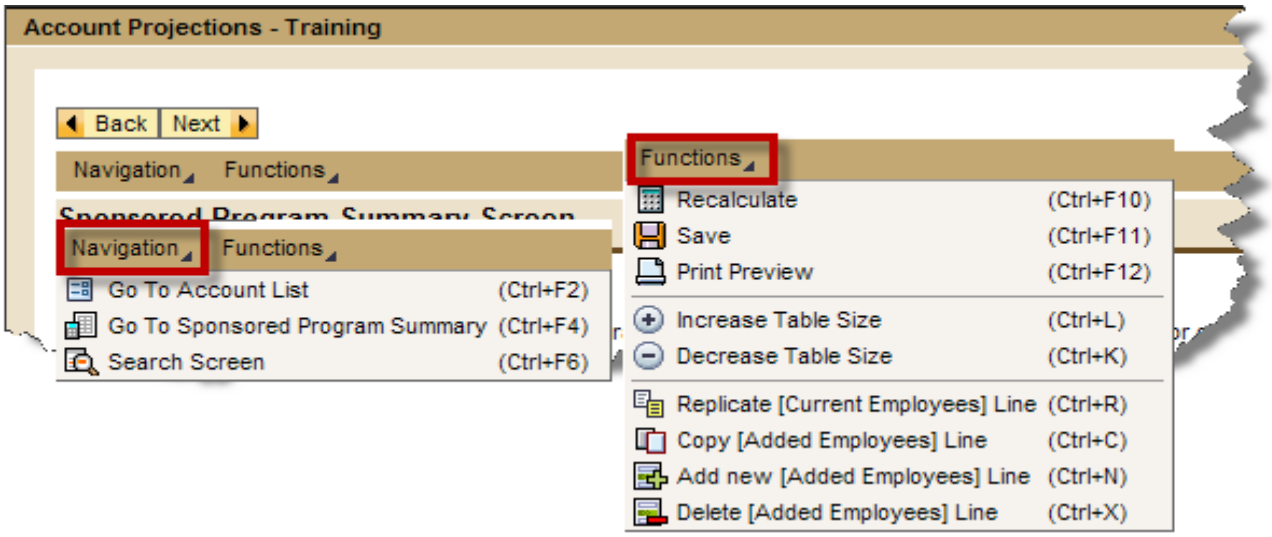
A training mode is also available. The training mode looks just like the actual application, except it has one additional grant number 999999 and one additional sponsored program number 9999999999. The data in this grant and sponsored program is fabricated and can be used for demonstrations or training documentation purposes.

BASIC APPLICATION NAVIGATION AND PRINTING

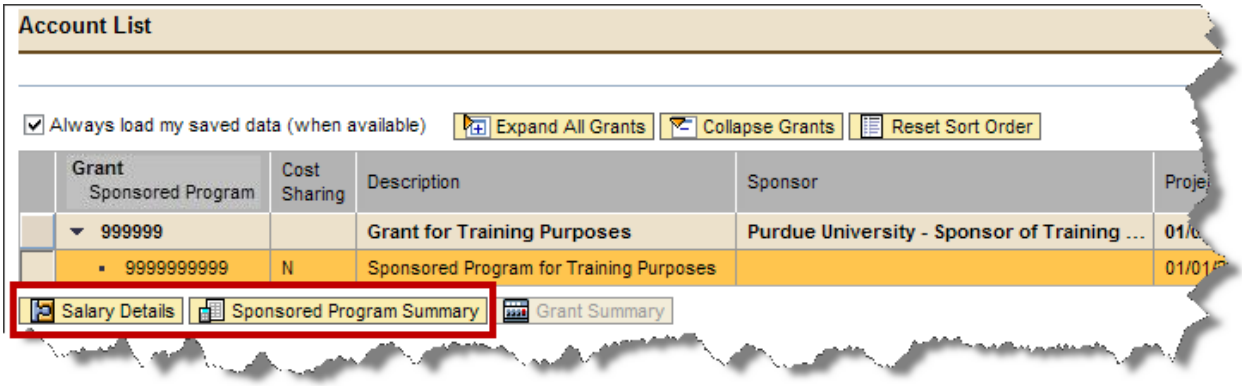
Screen Menu –The Screen Menu is located in the upper left corner of the Search Screen. You can use the Ctrl keys to move through the projection application. Click on **Screen Menu** to see the menu options.



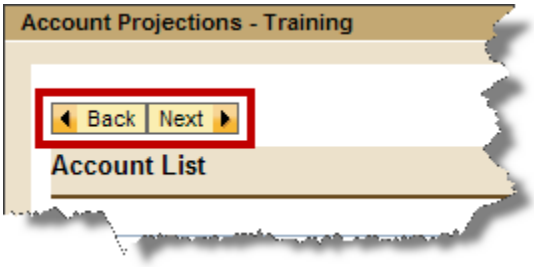
Navigation and Functions Menu – These two menus are located in the upper left corner of the Salary Details screen, Sponsored Program Summary screen and Grant Summary screen. You can use the Ctrl Function keys to move through the application. Click on **Navigation** or **Functions** to see the menu options.



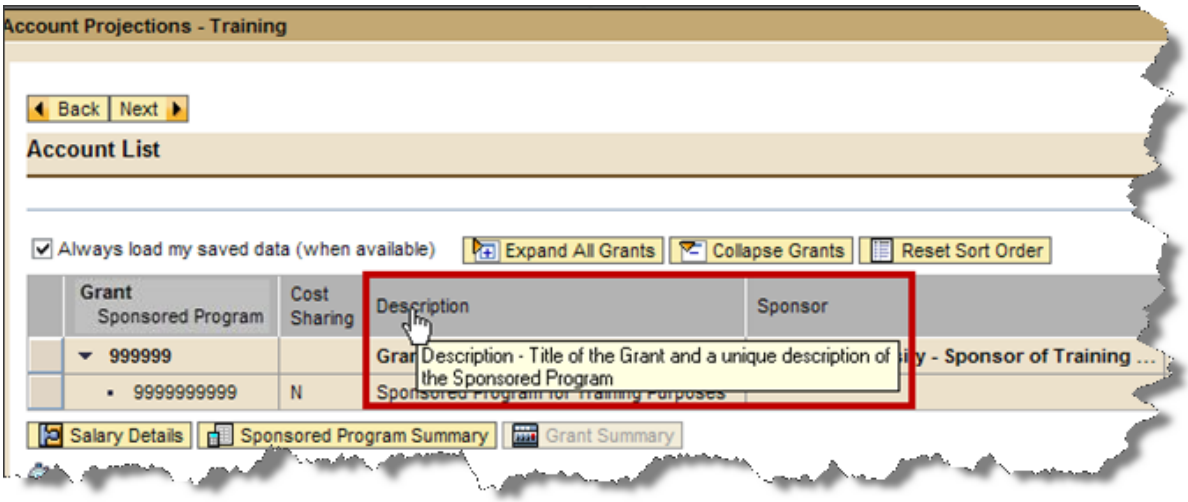
Specific Buttons - Each screen has buttons that allow you to select where you want to go within the account projection application. If you know what specific screen you want to go to next, you can click on that button. Different buttons are activated or available based on what screen you are on and what is selected. Below are some of the buttons you will see.



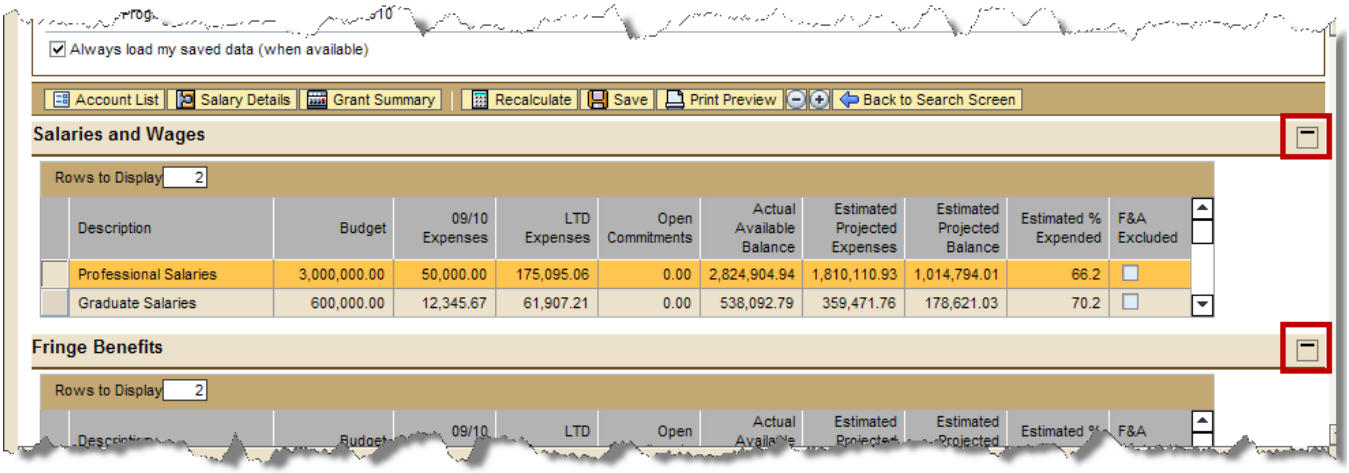
Back and Next buttons - The **Back** and **Next** buttons are located in the upper left corner. If you are not sure where to go as you move through the application, you can use the **Back** and **Next** buttons to help you. If you hover over either of the buttons, it will tell you what screen you will go to if you click on it.



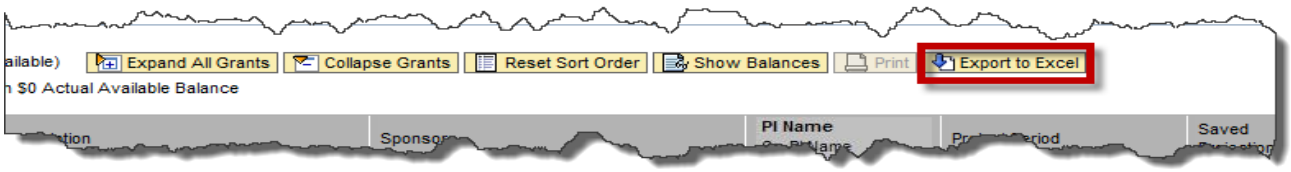
Column Headings – If you are not sure what a specific column contains, you can hover over the column and a short description will be displayed. See the example below.

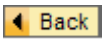


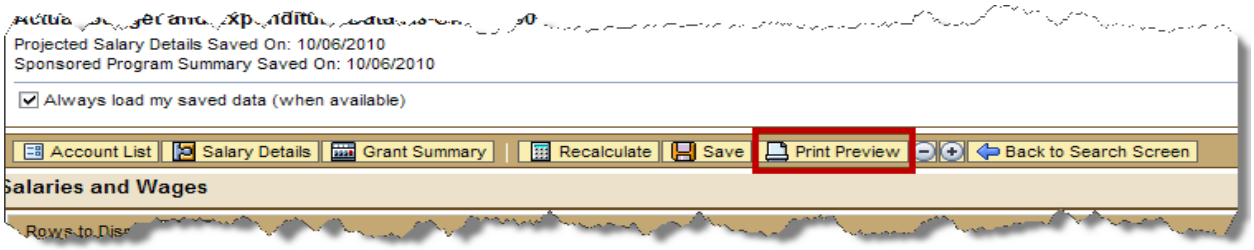
Collapsing sections of the screen – To hide (or show) any section of the screen, you can toggle the  icon. This icon is on the far right side of the screen for each section. Depending on your screen size, you may need to scroll to the right.



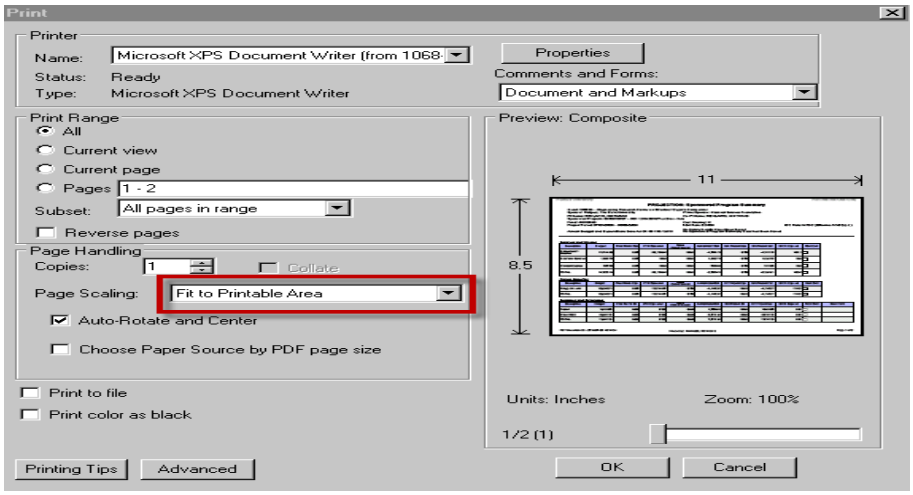
Export to Excel - Click the **Export to Excel** button. You have the option to Open, Save or Cancel, if you click Open, Excel will automatically open, click "yes" to open the file. The screen you were originally on is still open and you can go directly back to that screen. All screens do not have the option to export to excel.



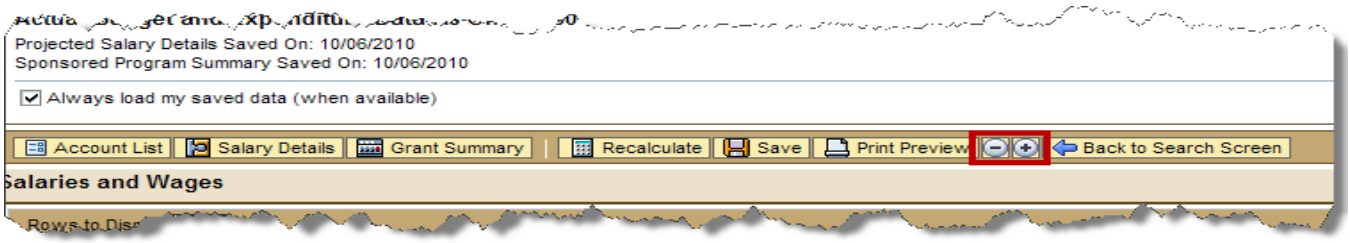
Printing – Click the **Print Preview** button. A PDF version of the viewed screen appears. Once you have the PDF version, you can use the **Printer** icon  in the upper left to print the PDF version. Click the **Save** icon  to save the PDF version. Use the **Back** button  to return to the previous screen.



Depending on the type of printer you have, some of the data may get cut off the page. To correct this, click the **Print Preview** button to get your PDF version of your screen, click the **Printer** icon and change the Page Scaling to **"Fit to Printable Area"**, and click **OK**. See picture below.



Adjusting the Column Width – To adjust the column width, use the **minus** and **plus** buttons.

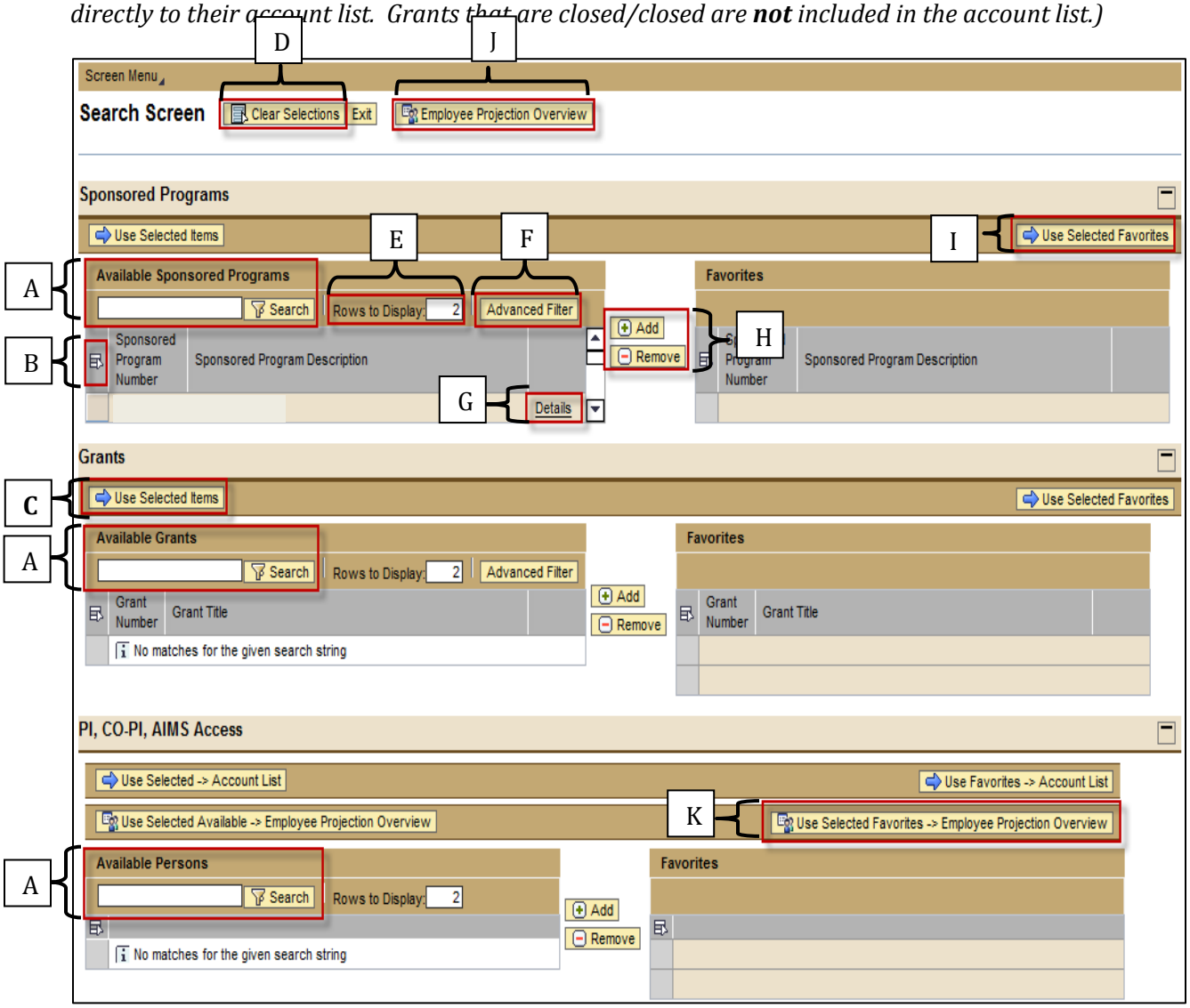


UNIT 3

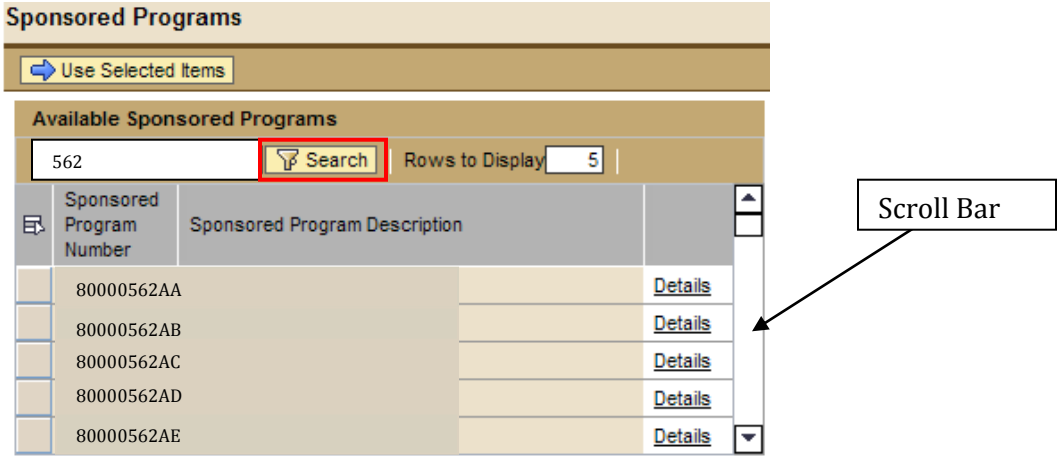
ACCOUNT PROJECTION SEARCH SCREEN

The Search Screen is broken down into three sections and allows you to search by Sponsored Program, Grant or Person. Once you find the sponsored program, grant or person you are looking for, click the box to the left of the results (items should be highlighted) and click the **Use Selected Items** button. This will take you to the Account List.

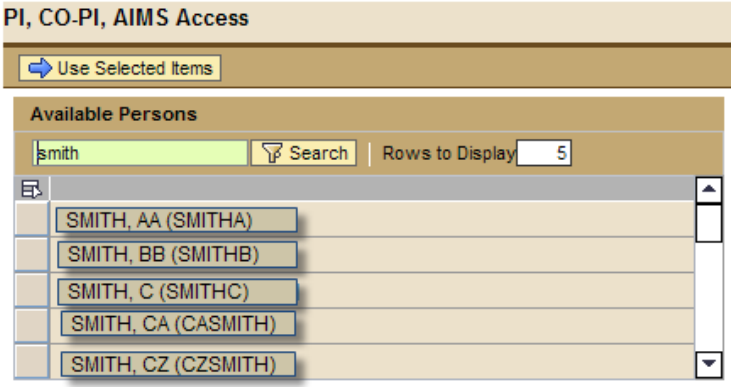
(NOTE: PI's, Co-PI's and employees with AIMS access do not have a Search Screen; the application takes them directly to their account list. Grants that are closed/closed are ***not*** *included in the account list.)*



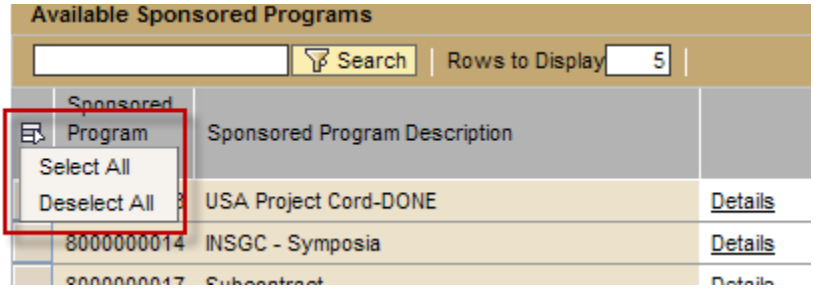
SEARCHING (A) – The search option is "contains". When searching for a sponsored program or grant, you are searching for the number. When searching for a sponsored program, since the search option is "contains", you can enter the numbers following the 8 and leading zeros and hit your Enter key on your keyboard, or click the **Search** button. Example – if you are searching for sponsored program 8000000562, you could enter 562. If there were other sponsored programs that contain 562, those would also appear in your results. You may have to scroll down the list to find the sponsored program you are looking for.



Example – If you are searching for a specific person, you can enter any part of their name; last name, first name or even their user name. It is **not** case sensitive.

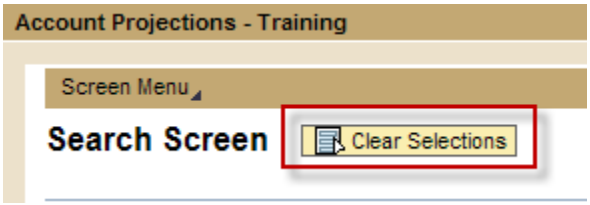


SELECTING AND DESELECTING (B) – If you have multiple items selected and you only want to select one of those items, you can use the **Selection** icon to **Deselect All** or you can highlight all items by clicking **Select All**.

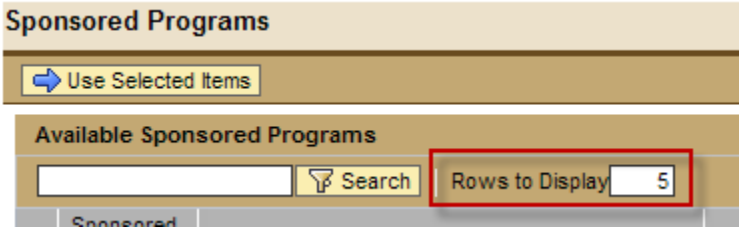


USE SELECTED ITEMS BUTTON (C) – To select multiple items in the list of Sponsored Programs, Grants, or Persons section, hold the Ctrl key down and click the boxes next to the items. Click the **Use Selected Items** button to display the information. This will take you to the Account List.

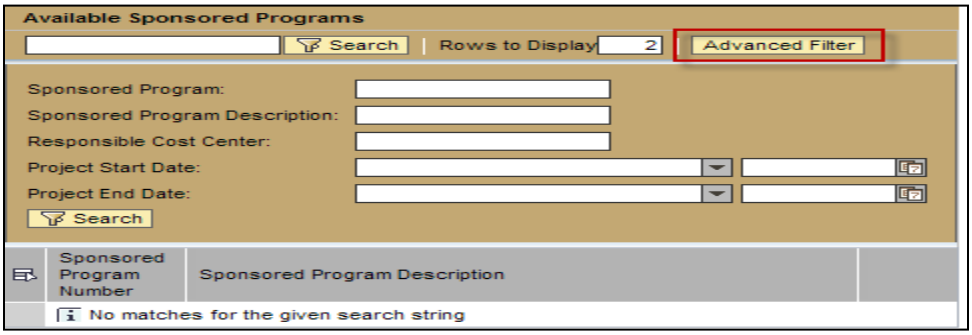
CLEAR SELECTIONS BUTTON (D) – When multiple items are selected, click the **Clear Selections** button to deselect all of the items on the screen.



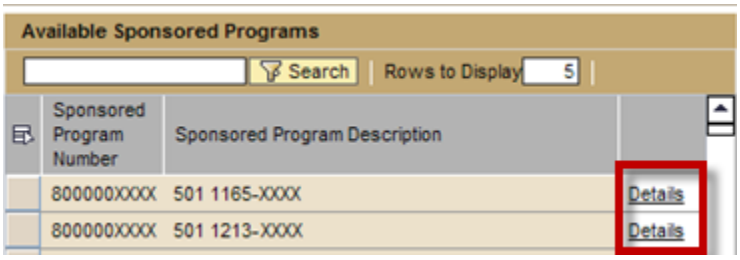
ROWS TO DISPLAY (E) – Each search item (sponsored program, grant or person) has a **Rows to Display** box; this is the number of rows displayed for each search item. The default is five. This can be increased or decreased to show more or less of each search item.



ADVANCED FILTER (F) – You can click the "**Advanced Filter**" button; this will allow you to search by a description, responsible cost center, project start date and/or project end date. This option is available in the Sponsored Program and Grant searches. Example, if you want to see what grants in your area that are going to expire on December 31; you would enter your responsible cost center, for the project end date, click the drop down box and select Equal To and enter 12/31/20XX.

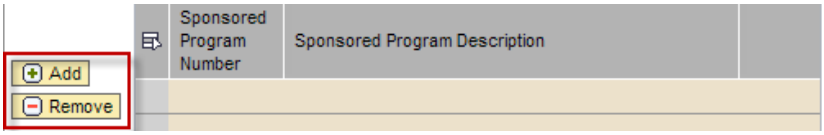


DETAILS BUTTON (G) – You can click "**Details**" to the right of your sponsored program or grant to find the associated grant number, sponsor, title, PI and/or Co-PI, plus the project period. These details may help you identify the grant or sponsored program you need.



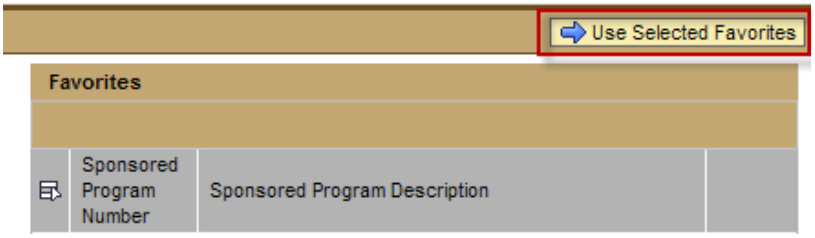
USING FAVORITES (H) - Favorites can be saved on any of the search options, to use again without searching. If you have specific sponsored programs, grants, or people that you work with routinely, you can add these to your favorites.

To add items to your favorites, search for the sponsored program, grant or person. Once you have the result you are looking for, select the item by clicking the box to the left of the result (your result should be highlighted), and click the **Add** button. Your result is now listed in the favorites section of the search screen. To remove an item from your favorites, highlight the item you want to remove (your item should be highlighted), click the Remove button.

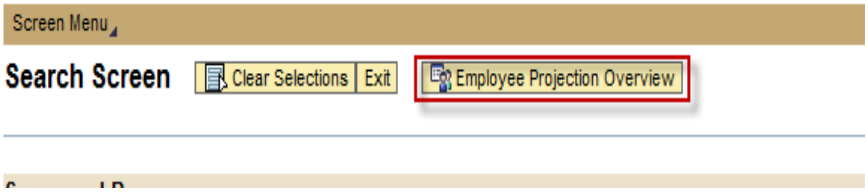


If you are managing accounts for a specific person, it is advantageous to set a favorite for that person. This is a great way to view all of his/her accounts. As new accounts are established, they will automatically be added to his/her account list if you have a favorite for that person.

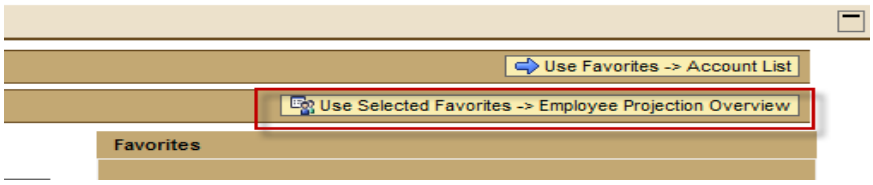
USE SELECTED FAVORITES BUTTON (I) – Select an item (or items) in the **Favorites** list and click the **Use Selected Favorites** button to view the information for the item selected. This will take you to the Account List.



EMPLOYEE PROJECTION OVERVIEW (J)- When you click the Employee Projection Overview button, this will take you to the search screen and allow you to search on any Person by name, PERNR, Sponsored Program number, or Grant number. Additional information on the Employee Projection Overview screen is available in Unit 8.



USE SELECTED FAVORITES ->EMPLOYEE PROJECTION OVERVIEW (K)- Select an item (or items) in the **Favorites** list and click the **Use Selected Favorites- Employee Projection Overview** button to view the information for the item selected. This will take you to the Employee Projection Overview screen.



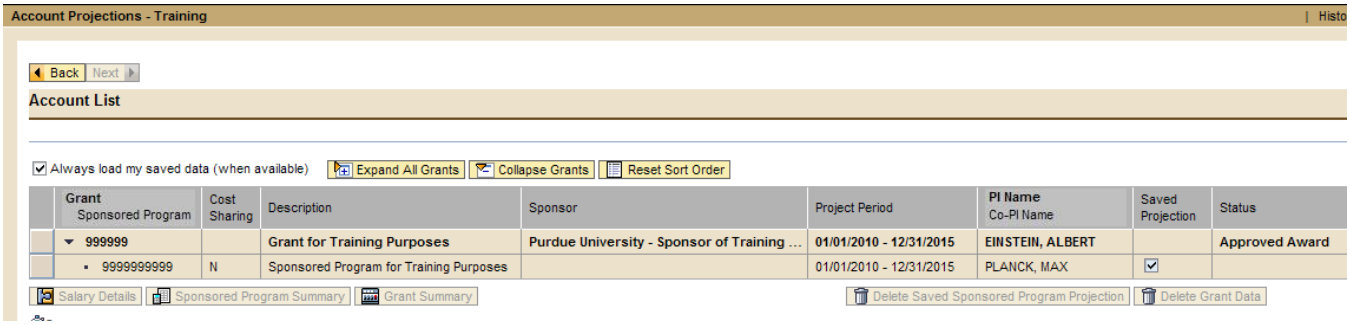
UNIT 4

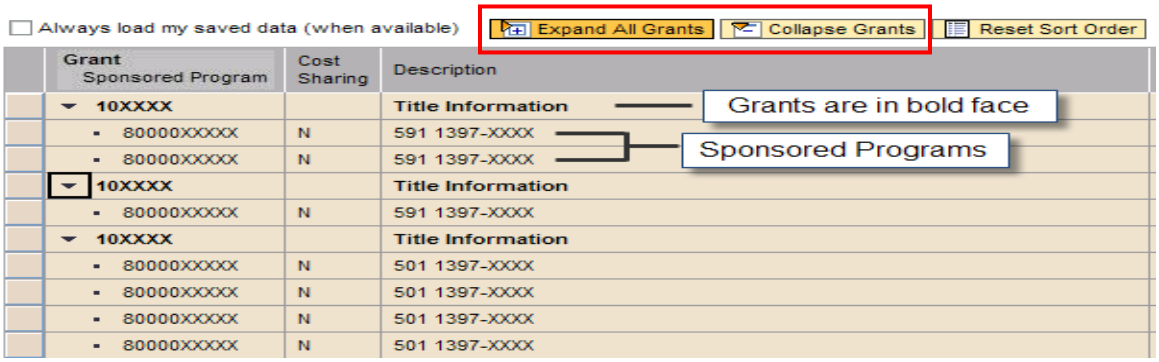
ACCOUNT LIST

The **Account List** displays the grant, sponsored program, cost sharing flag (Y/N), description, grant title and sponsored program description, sponsor name, project period for the grant and for the sponsored program, PI name, Co-PI name, saved projection (box checked or not), and status.

Your **Account List** will contain different data depending on the selection you made on the search screen. If you selected a person, it will bring back an account list that contains all of the accounts that the selected person is a PI, Co-PI or has AIM access for, and the grant is NOT in "Closed"/"Closed" status. (NOTE: The grant status can be found by using the t-code GMGRANTD – Display Grant Master Data.) The grant will always display on the Account List, even if you only entered a sponsored program. You will need to look at the PI and Co-PI Name to see if the person has access to the grant or if they only have access to the sponsored program. The grant is listed to provide additional information. A Co-PI or a person with AIMS access at the sponsored program level can see a Grant Summary screen, but it is limited to the sponsored programs he/she has access to. The Business Office and SPS staff does have access to all grants and sponsored programs, so you will always have access to the Grant Summary. If you selected a sponsored program, the account list will display the grant and only the sponsored program you selected. There may be more sponsored programs for that grant, but since you selected the one sponsored program, only that one will be listed with the grant. To see all of the sponsored programs for a specific grant, select the grant and then go to the Account List.

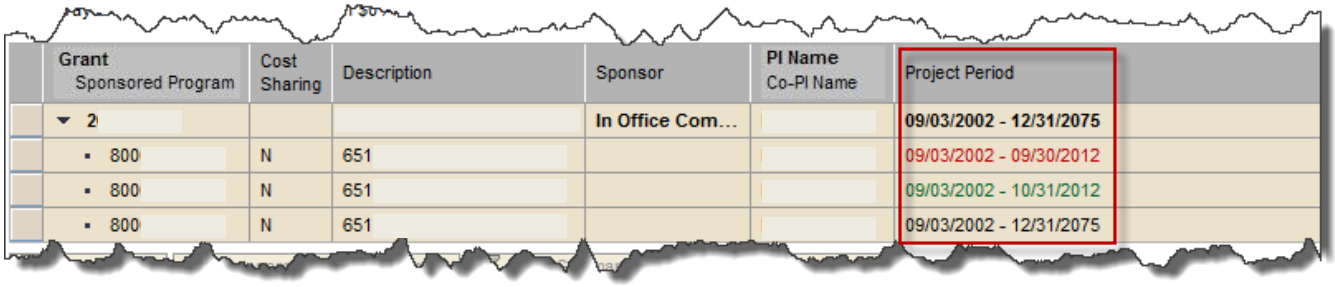
The **Account List** is organized by grants with associated sponsored programs listed below each grant. The grants are in bold face. Click on the triangle next to a grant to view the related sponsored programs.





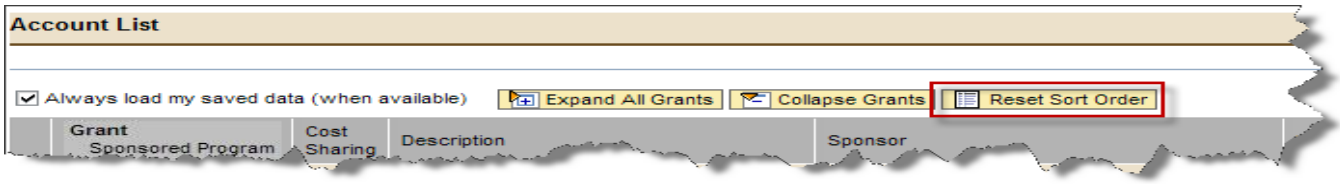
To view all of the sponsored programs, click the **Expand All Grants** button to view the sponsored programs listed under each. To return to the listing of only grants, click the **Collapse Grants** button.

The Project Period dates are listed for each grant and sponsored program. If the grant or sponsored program end date is expired, the project period date will be red; the project period end date will turn green if it is within 90 days of expiration.

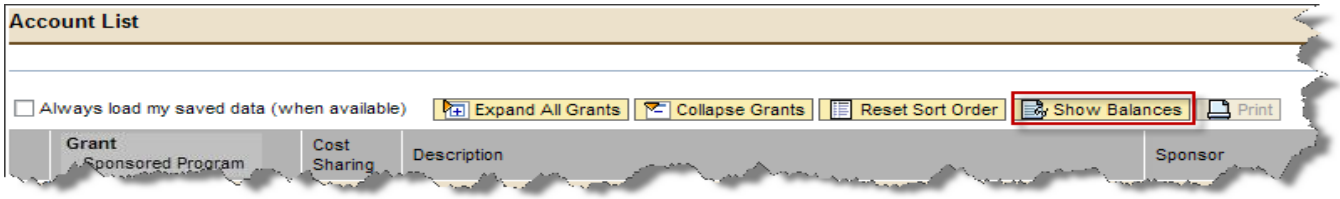


Grant / Sponsored Program	Cost Sharing	Description	Sponsor	PI Name / Co-PI Name	Project Period
2			In Office Com...		09/03/2002 - 12/31/2075
800	N	651			09/03/2002 - 09/30/2012
800	N	651			09/03/2002 - 10/31/2012
800	N	651			09/03/2002 - 12/31/2075

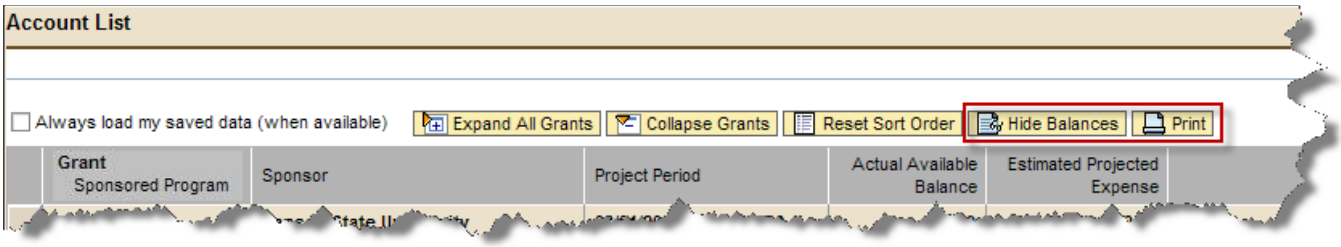
SORTING - Click on the title of the column to sort in ascending and descending order by the contents of the column. For example: click on the column heading "Sponsor", the list is sorted by sponsor. Not all of the headings will sort. To return the order of display to the original setting, click Reset Sort Order. The default sort is by **Status**, then by **Grant** number. Within each grant, the **Sponsored Program** numbers are sorted by cost sharing and then by sponsored program number.



VIEWING ACCOUNT BALANCES – When you click the **Show Balances** button, it will display the Actual Available Balance (as of the previous month end), Estimated Projected Expenses and Estimated Projected Balances for each grant and sponsored program. If you have multiple versions of projections, the projected expense and balances will be based on the highest version projection for each sponsored program.

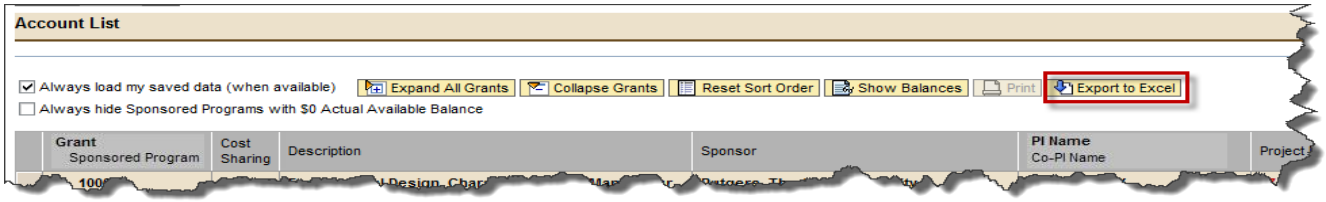


When the balances are added to the Account List, the **Print** button becomes active. The Print button is only active when the balances are included on the Account List. Click the **Hide Balances** button to remove the balances from the Account List; the Print button then becomes inactive.



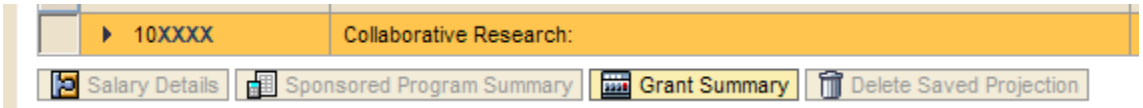
EXPORTING TO EXCEL – When you click the **Export to Excel** button, it will display the account list with balances in Excel; this will allow you to add additional information such as non-sponsored account balances to this list.

*TIP- If the amount is a negative number, the export to excel will convert with the negative sign at the end of the number (i.e. 25004-); to change the format of the negative number to have the negative sign in front of the number (i.e. -25004), highlight the column that needs to be converted, click on the **Data** tab, click "**Text to Columns**" (this is in "Data Tools") a new window will open, click "**Next**" several times, then click "**Finish**".*

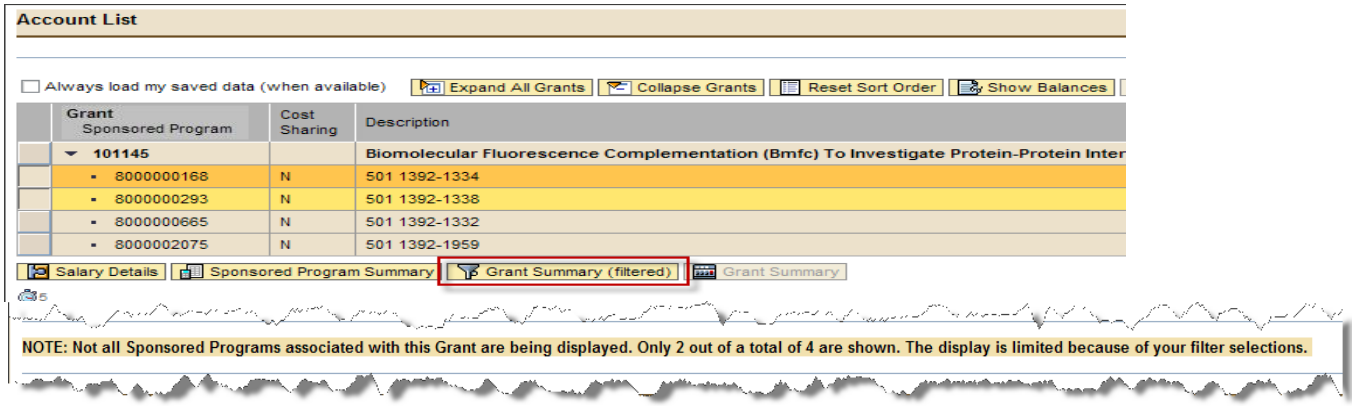


SELECTING A SPONSORED PROGRAM – When a sponsored program is selected, the **Salary Details** and **Sponsored Program Summary** buttons become active. Click the **Salary Details** button to calculate the cost of potential salaries. Click the **Sponsored Program Summary** button to calculate the impact of supplies and expenses.

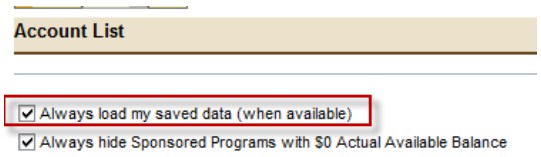
SELECTING A GRANT - Selecting a grant will activate the **Grant Summary** button. Click the **Grant Summary** button to access the information for that grant.



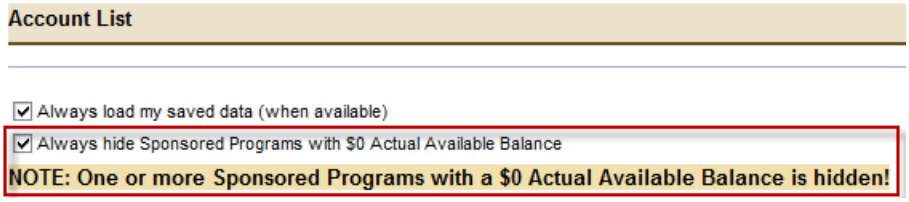
FILTERED GRANT SUMMARY – A **Grant Summary (filtered)** is an option on the Account List. This will allow you to select specific sponsored programs within the same grant to view a Grant Summary screen. Select a sponsored program, hold down your Ctrl key and select other sponsored programs within the same grant; this will activate the Grant Summary (filtered) button. Once you have selected the sponsored programs you want to view; click the Grant Summary (filtered) button; this will take you to the Grant Summary with a note letting you know that this does not include all of the sponsored programs for this grant.

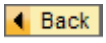


ALWAYS LOAD SAVED DATA - Checking this box will load any saved projection without being prompted. If you click the box again to uncheck, you will be prompted to load your saved projections each time you go to a different screen. This box **Always load my saved data (when available)** is available on the Account List, Salary Details Screen, Sponsored Program Summary and Grant Summary screens. If the box is checked, it is checked on all screens where available.

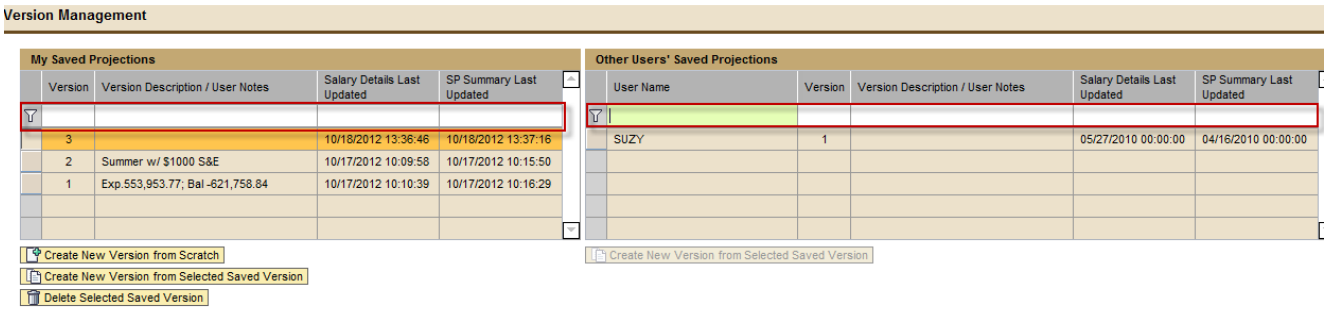


ALWAYS HIDE SPONSORED PROGRAMS WITH $0 ACTUAL AVAILABLE BALANCE – When this box is checked, any Sponsored Program with an Actual Available Balance of zero will not be displayed. Click the box to uncheck to display those Sponsored Programs. A Note will be displayed to let you know that one or more sponsored programs with a $0 Actual Available Balance are hidden.

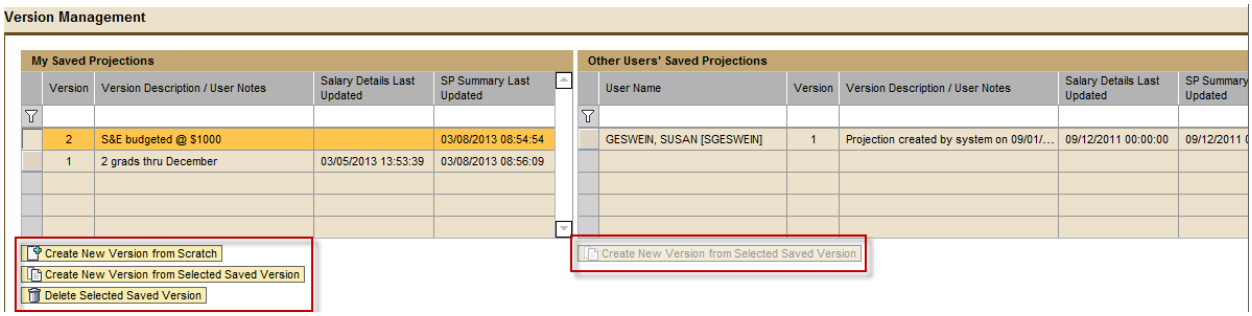


Return to the Search Screen - Click the  button to get back to the **Search Screen**.

VERSION MANAGEMENT – This section of the Account List allows you to do a couple of things <u>once you select a sponsored program from the account list</u>. The left side allows you to create and view multiple versions of a sponsored program projection; the right side allows you to view other users saved sponsored program projections. You can select other users saved projection and create your own version. Users can search in each section by using the top row (the row that is white); use the * before and after your entry when you are searching for text.

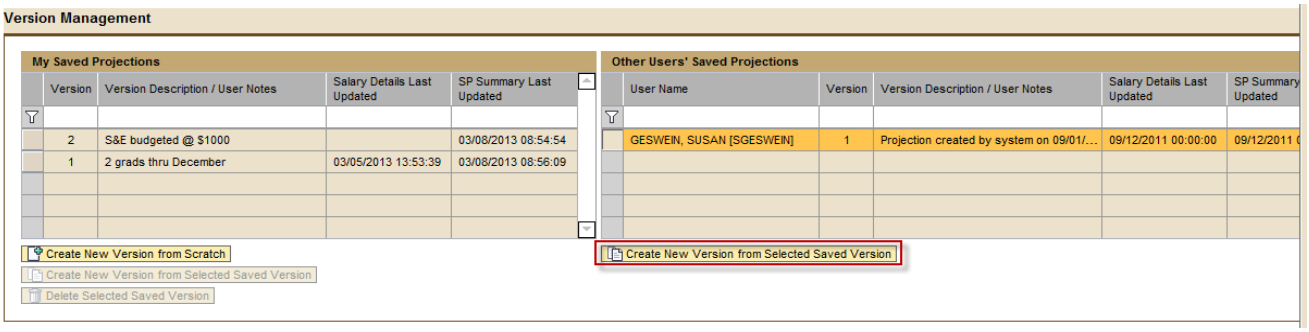


When you select a version, different buttons become activate; click the appropriate button to continue.



If you want to only view another users saved projection, you will need to select the sponsored program from the account list, then select the other users saved projection and click either the **Next** button to go to the Salary Details screen, click the **Salary Details** button, click the **Sponsored Program Summary** button, or click the **Grant Summary filtered** button.

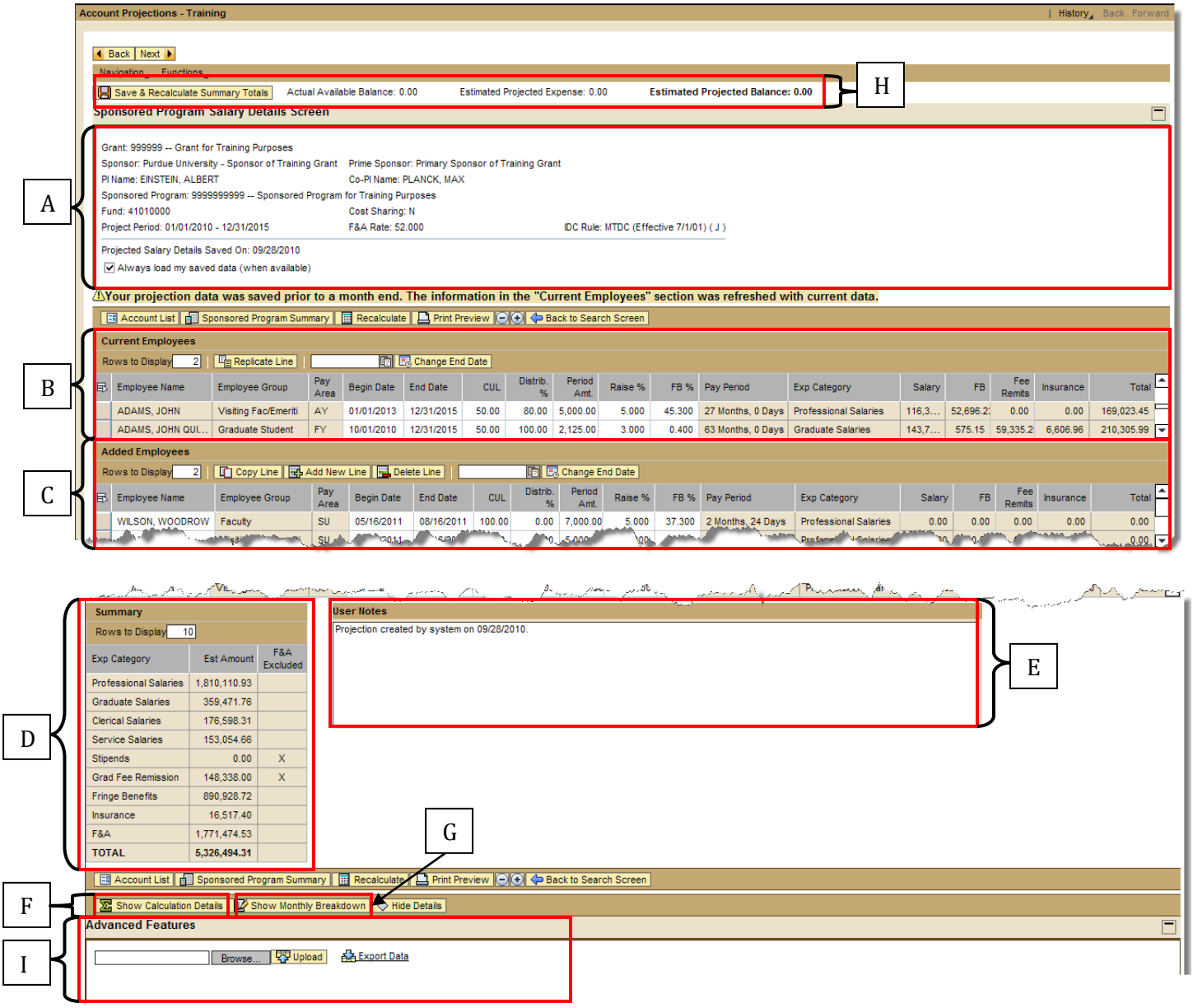
When viewing other users saved projection, all buttons to make changes to the projection will be inactivate. If you need to make changes to other users saved projections; create a new version for yourself by clicking **Create New Version from the Selected Saved Version** button.



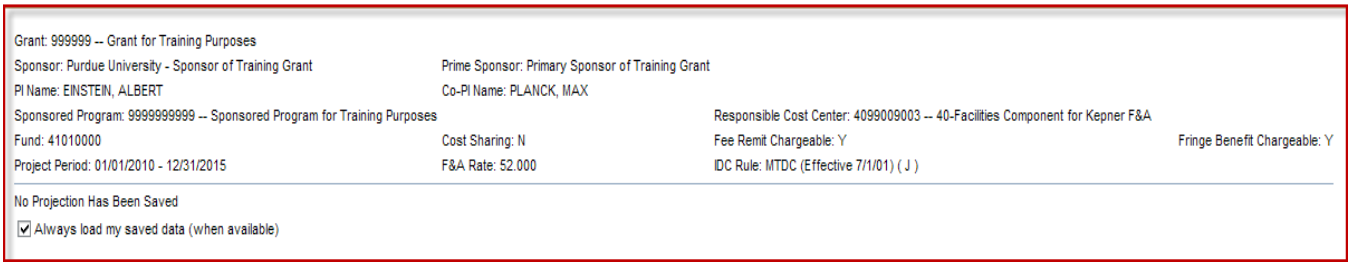
UNIT 5

SPONSORED PROGRAM SALARY DETAILS SCREEN

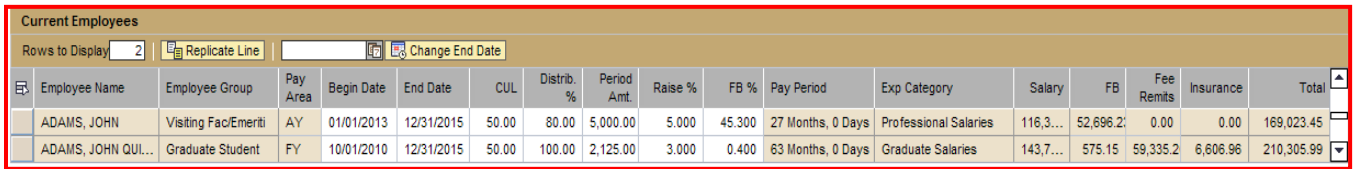
The **Salary Details Screen** allows you to project salary and associated fringe benefits, add employees and make changes to default information. The data can be manipulated in different ways to view different scenarios. Any changes made on this screen ARE NOT transferred to ECC (ECC = PA30 infotype 0027 for cost distribution changes). Cost Distribution changes must be entered by the Cost Administrator in ECC to implement any identified changes. This screen has two main sections, Current Employees and Added Employees; any field with a white background can be changed.



HEADER INFORMATION (A) – The header of this screen contains the **Grant Number** and **Name**, **Sponsor Name**, **Prime Sponsor Name** (**Sponsor** and **Prime Sponsor** could be different if we are receiving this grant as a subcontract. Example: If the University of Illinois receives a grant from National Institute of Health and Purdue is going to be working on this grant, the Sponsor would be the University of Illinois, and the Prime Sponsor would be the National Institute of Health), **PI Name**, **Co-PI Name**, **Sponsored Program Number** and **Description**, **Responsible Cost Center, Fund Number**, **Cost Sharing flag Y/N** (if the Cost Sharing flag is yes, then the Fund is blank; there is no master data that identifies the fund for cost sharing accounts.), **Fee Remit Chargeable flag Y/N**, **Fringe Benefit Chargeable flag Y/N**, **Project Period** (this is the sponsored program project period which could be different then the grant project period), **F&A Rate**, and **IDC Rule**. The **Projected Salary Details Saved On** date is also included in the header. If nothing has been saved, this is not displayed.



CURRENT EMPLOYEES SECTION (B) - This section identifies employees that are currently being paid on the selected sponsored program. The data is pulled as of the night before from IT0027 for active and inactive employees. The employees are sorted by Employee Group and then by Last Name. Any area with a white background can be changed.



Employee Name	Employee Group	Pay Area	Begin Date	End Date	CUL	Distrib. %	Period Amt.	Raise %	FB %	Pay Period	Exp Category	Salary	FB	Fee Remits	Insurance	Total
ADAMS, JOHN	Visiting Fac/Emeriti	AY	01/01/2013	12/31/2015	50.00	80.00	5,000.00	5.000	45.300	27 Months, 0 Days	Professional Salaries	116,3...	52,696.2	0.00	0.00	169,023.45
ADAMS, JOHN QUI...	Graduate Student	FY	10/01/2010	12/31/2015	50.00	100.00	2,125.00	3.000	0.400	63 Months, 0 Days	Graduate Salaries	143,7...	575.15	59,335.2	6,606.96	210,305.99

Pay Area - Employee with an **AY Pay Area** will also be listed in the Added Employee section with a **SU** (summer) **Pay Area**. The **SU Pay Area** allows you to project summer salaries. Employees with an **AY Pay Area** will exclude mid-May through mid-August. No summer payroll is pulled from ECC.

Begin Date - The **Begin Date** will default to the first day of the current month, unless the begin date in IT0027 is greater than the first day of the current month. This can be changed.

End Date - The **End Date** is based on what is in IT0027; unless the end date in IT0027 is greater than the end of the sponsored program project period, and then the default end date will be the sponsored program project end date. This can be changed. If the end date in IT0027 is greater than five years, the default will be five years. This can be changed.

CUL - The **CUL** is based on what is in ECC as of the night before. Employee Groups equal to Temporary Clerical, Temporary Service and Students will default to 100.00 CUL. ECC does not contain a true CUL for these employee groups. The CUL for these employees will need to be entered based on the number of hours worked per week, (i.e. 2 hours per day for 5 days per week = 25.00 CUL).

Distrib. % - The **Distribution %** is based on what is in IT0027 as of the night before. This can be changed.

Period Amount - The **Period Amount** is the employee's monthly or hourly rate from IT0008 as of the night before.

- FY and AY pay areas - this is the employee's monthly rate based on their CUL; if the employee has an *administrative adjustment*, this is included in their period amount. Example: An employee has a CUL of 100.00 with a monthly rate of 4,000. This same employee changes their CUL to 50.00. Their Period Amount would then be 2,000. If you change a FY or AY employee's CUL, you must change their Period Amount to correspond; if you don't, the projected salary is incorrect. When you change the CUL, you will get a pop up reminder that changing the CUL does not change the Period Amount. Please check to make sure the period amount is still valid for the new CUL.
- BW pay areas - the Period Amount is the employee's hourly rate.
- Fellowships – Fellowships are listed at 0.00 for their period amount. The individual's period amount can be found using t-code **PA20 Infotype 0014** – Recurring Payments with **Sty 1305**. Another option is to run t-code **zhr_recurring_pmts** for your area on employee group F & G.
  - *TIP: Each monthly refresh, the period amount will revert back to 0.00. To get around this, you can highlight the fellowship line from the **Current Employee** section and click **Replicate Line**. This will add the fellowship line to the **Added Employees** section; enter the Period Amount. When the data is refreshed, the **Added Employees** section is not refreshed.*
  - *Reminder: The period amount for fellowships may be different at specific times of the year due to insurance being included in the period amount.*

Raise % - The **Raise %** is the default raise percent used in COEUS. This percent can be changed. If you have changed the default raise percent and saved your projection, when you go back into this projection the next month, the raise percent you entered will be projected. The raise is applied at the start of the new fiscal year following the Begin Date. So if the begin date is July 1 or after, a raise is not applied until July 1 of the next year.

FB % - The **Fringe Benefit %** is the default raise percent used in COEUS. This percent can be changed. If you have changed the default fringe benefit percent and saved your projection, when you go back into this projection the next month, the fringe benefit percent you entered will be projected. The Fringe Benefit Chargeable flag Y/N in the header will let you know if fringe benefits are chargeable (allowable) to this sponsored program.

Pay Period - The **Pay Period** is a calculated number of months and days based on the Begin Date and End Date.

Exp Category - The **Expense Category** is the sponsored program class that the employee's salary will be charged to. The Expense Category is reflected in the Summary section of this report. The Expense Category is also reflected in the Sponsored Program and Grant Summaries.

Salary - The **Salary** is the calculated projected salary using the formulas below.

ADDED EMPLOYEES SECTION (C) - This section allows you to project future employees and summer salary. Employees with an AY pay area in the Current Employee section will automatically populate in the Added Employees section with a SU pay area. This is where summer salary is projected; the pay area must be SU for summer salary to project. The Distrib. % for these employees will default to 0.00; no salary is being projected by default; this is a reminder that employees with an AY pay area excludes summer pay (mid-May – mid-August). Employees with an "inactive" status in the system will be listed in this section. These employees need to be reviewed to see if any, salary needs to be projected. Any column in this section that has a white background can be changed.

Added Employees

Rows to Display 2 | Copy Line | Add New Line | Delete Line | Change End Date

Employee Name	Employee Group	Pay Area	Begin Date	End Date	CUL	Distrib. %	Period Amt.	Raise %	FB %	Pay Period	Exp Category	Salary	FB	Fee Remits	Insurance	Total
WILSON, WOODROW	Faculty	SU	05/16/2011	08/16/2011	100.00	0.00	7,000.00	5.000	37.300	2 Months, 24 Days	Professional Salaries	0.00	0.00	0.00	0.00	0.00
ADAMS, JOHN	Visiting Fac/Emeriti	SU	06/01/2011	07/31/2011	50.00	100.00	5,000.00	5.000	45.300	2 Months, 0 Days	Professional Salaries	10,147.50	4,596.82	0.00	0.00	14,744.32

Copy Line - The **Copy Line** button allows you to select a row from the Added Employee section, click the Copy Line button. The selected row will be copied in the Added Employee section. If the row you selected has an AY pay area, two rows will be added, one for AY and one for SU. The Employee Name column can be changed; any column that has a white background can be changed.

Add New Line – When you click the **Add New Line** button, a New Employee Information Entry window will open.

New Employee Information Entry

** Please note: All fields are required.*

Employee Name: TBD

Employee Group: Graduate Student

Payroll Area: FY

CUL: 50.00

Distribution Percentage: 100.00

Begin Date (MM/DD/YYYY): 09/01/2011

End Date (MM/DD/YYYY): 12/31/2011

Period Amount(Monthly Salary): 2000.00

Raise Percentage: 3.000

Benefit Percentage: 0.400

Create | Cancel

Employee Name - Free Text field – max. 30 char.

Employee Group – select from a drop down list that best describes the type of employee

Payroll Area – select FY = Fiscal Year, AY = Academic Year, SU = Summer or BW = Biweekly. Different options will be available based on the Employee Group selected.

CUL - also known as FTE, Help button is also available. The Help button can help you calculate the CUL based on the number of hours worked each week.

Distribution Percentage - enter the percent of the employee's CUL that they will work on this project.

Begin Date & End Date – enter a date, or use the calendar icon to select a date.

Period Amount – enter a monthly rate for FY, AY or SU; enter an hourly rate for BW. Help button is also available. The Help button can help you calculate the period amount based on an hourly rate, etc.

Raise & Benefit Percentages – defaults percentages are entered based on the type of employee group selected; they can be changed.

Once all of the data is entered, click the **Create** button. A TBD employee is displayed in the Added Employee section as shown below. When the TBD employee is hired and entered into ECC, they will show up in the Current Employee section; you will need to delete the TBD row. If you don't delete the row, you will be over-projecting on this sponsored program.

Employee Name	Employee Group	Pay Area	Begin Date	End Date	CUL	Distrib. %	Period Amt.	Raise %	FB %
TBD	Graduate Student	FY	01/01/2011	12/31/2011	50.00	100.00	2,000.00	3.000	0.400

Delete Line – The **Delete Line** button allows you to select an employee in the Added Employees section, click the Delete Line button. You will get a prompt to verify you want to delete the row. Click **Delete Line(s)** to remove the row, or click **Do Not Delete** to cancel. Multiple rows can be deleted by holding down the CTRL key and selecting the rows to be deleted.

Change End Date – The **Change End Date** button allows you to change multiple end dates at once. Enter a date or click the calendar icon and select a date, then select multiple employees (hold down the CTRL key); once the employees have been selected, click the Change End Date button. The End Date for the selected employees will be changed to the date selected.

Formulas Used for Projecting Salaries –

1. FY and AY - Period Amount (monthly rate) x Number of Months being projected x Distrib. % = Projected Salary

2. BW – Period Amount (hourly rate) x 8 x Number of Days being projected x CUL x Distrib. % = Projected Salary

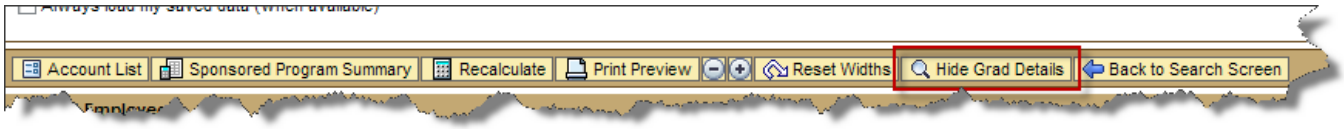
FB - The **Fringe Benefit** is an amount that is calculated by taking the Salary times the FB%.

Fee Remits & Insurance - The **Fee Remits** and **Insurance** only apply to the Graduate Students Employee Group; it is calculated based on the Begin Date and End Dates and a table that is stored in the background of this application. **Insurance** for AY graduate student is charged in January – April and September – December. The Fee Remit Chargeable flag Y/N in the header will let you know if fee remits are chargeable (allowable) to this sponsored program. *Note: If you project a graduate student for a portion of a month, the fee remits and insurance will **not** be prorated.*

If fee remits and/or insurance needs to be adjusted, click the **Show Grad Details** button. This button allows you to change the fee remits and insurance percentage that is being projected. When the button is clicked, additional columns to the far right will appear, check the box if the total CUL of all appointments for the graduate student is 25%. If the box is checked, 100% fee remits and 0% insurance are projected. The default settings are listed below; percentages can be manually changed.

- If a graduate student has a CUL of 25%, the default will be 50% fee remits and 50% insurance.
- If a graduate student has a CUL greater than 25%, the default will be 100% fee remits and 100% insurance.

Click the **Hide Grad Details** button to hide the additional columns.



Total - The **Total** is a calculated amount that is figured by taking the Salary + FB + Fee Remits + Insurance = Total.

Replicate Line – The **Replicate Line** button allows you to select an employee from the Current Employee section (click the box to the left of the employee's name, the row will be highlighted) and click the Replicate Line button. The selected employee will be replicated in the Added Employee section. In the example below, graduate student Madison, James has been replicated. In the Added Employee section, you see Madison, James_CP (CP identifies the line as being copied). To change the name, highlight the name of the person copied, and enter the name of the new person.

Current Employees

Rows to Display 2 | Replicate Line | Change End Date

Employee Name	Employee Group	Pay Area	Begin Date	End Date	CUL	Distrib. %	Period Amt.
MADISON, JAMES	Graduate Student	FY	09/01/2010	12/31/2015	25.00	100.00	2,125.00
MONROE, JAMES	Graduate Student	FY	09/01/2010	12/31/2015	50.00	50.00	2,125.00

Added Employees

Rows to Display 10 | Copy Line | Add New Line | Delete Line | Change End Date

Employee Name	Employee Group	Pay Area	Begin Date	End Date	CUL	Distrib. %	Period Amt.
MADISON, JAMES_CP	Graduate Student	FY	09/01/2010	12/31/2015	25.00	100.00	2,125.00

SUMMARY SECTION (D) – The Summary section displays the Expense Categories rolled up. If you have multiple graduate students projected, you can see what the total projected salary is for all of the graduate students. The total summary amount is the amount reflected on the Sponsored Program Summary screen, if the Salary Details Screen is saved.

Summary

Rows to Display 10

Exp Category	Est Amount	F&A Excluded
Professional Salaries	1,810,110.93	
Graduate Salaries	359,471.76	
Clerical Salaries	176,598.31	
Service Salaries	153,054.66	
Stipends	0.00	X
Grad Fee Remission	148,338.00	X
Fringe Benefits	890,928.72	
Insurance	16,517.40	
F&A	1,771,474.53	
TOTAL	**5,326,494.31**	

USER NOTES (E) – The User Notes section is a free text box to put additional information about what is being projected or any other information.

User Notes

Change identified by Professor X on September 12, 2010 to incorporate hiring new graduate students.

SHOW CALCULATION DETAILS (F) – The **Show Calculation Details** button will display each employee's salary per semester (for AY) or per half a fiscal year (for FY and BW). To hide the details, click the Hide Details button. The **Show Calculation Details** button is located towards the bottom of the screen.

Calculation Details (Employee Salary per Semester)

Rows to Display 25

Employee Name	Start Date	End Date	Months	Monthly Rate	Days	Daily Rate	Projected Sal
B	04/01/2010	06/30/2010	3	3,500.00			10,500.
B	07/01/2010	11/30/2010	5	3,675.00			18,375.
N	04/01/2010	06/30/2010	3	1,558.34			4,675
N	07/01/2010	11/30/2010	5	1,636.25			8,181.
P	04/01/2010	05/17/2010	1	4,888.89	11	222.22	7,333.
P	08/17/2010	11/30/2010	3	5,133.33	11	233.33	17,966
B	04/01/2010	06/30/2010	3	2,125.00			6,375
B	07/01/2010	11/30/2010	5	2,188.75			10,94

SHOW MONTHLY BREAKDOWN (G) – The **Show Monthly Breakdown** button shows projected total salary costs on a month by month basis. To hide the details, click the Hide Details button. The **Show Monthly Breakdown** button is located towards the bottom of the screen. This report may be helpful in identifying differences in posted expenses and projected expenses.

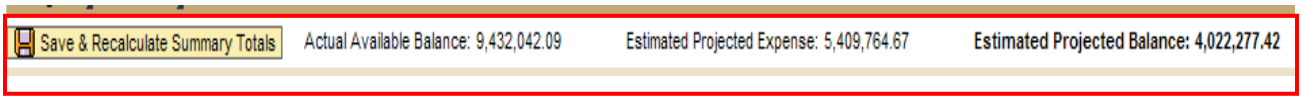
Show Calculation Details | Show Monthly Breakdown | Hide Details

Rows to Display 25

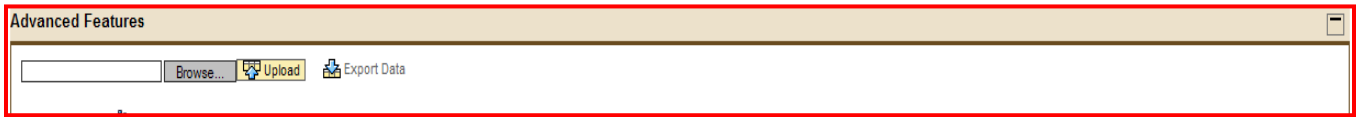
Month	Professional Salaries	Graduate Salaries	Clerical Salaries	Service Salaries	Stipends	Grad Fee Remission	Fringe Benefits	Insurance	F&A	Line Total
04/2010	9,947.23	7,437.50	761.64	1,232.00	0.00	2,299.50	5,264.35	275.63	12,957.54	**40,175.39**
05/2010	7,502.76	7,437.50	727.02	1,176.00	0.00	2,299.50	4,123.89	275.63	11,046.25	**34,588.55**
06/2010	5,058.34	7,437.50	761.64	1,232.00	0.00	2,299.50	3,049.68	275.63	9,263.69	**29,377.98**
07/2010	5,311.25	7,660.63	784.52	1,268.96	0.00	2,530.50	3,187.04	275.63	9,613.79	**30,632.32**
08/2010	7,877.88	7,660.63	784.52	1,268.96	0.00	2,530.50	4,349.72	275.63	11,553.03	**36,300.87**
09/2010	10,444.58	7,660.63	784.52	1,268.96	0.00	2,530.50	5,512.44	300.44	13,505.21	**42,007.28**
10/2010	10,444.58	7,660.63	748.86	1,211.28	0.00	2,530.50	5,478.34	300.44	13,438.93	**41,813.56**
11/2010	10,444.58	7,660.63	320.94	1,268.96	0.00	2,530.50	5,132.77	300.44	13,066.72	**40,725.54**
TOTAL	**67,031.20**	**60,615.65**	**5,673.66**	**9,927.12**	**0.00**	**19,551.00**	**36,098.23**	**2,279.47**	**94,445.16**	**295,621.49**

*Note: Small rounding differences may occur when viewing the calculated data by month.

SAVE AND RECALCULATE SUMMARY (H) - Once all of the changes are in place, click the **Save and Recalculate Summary Totals** button in the top left corner. This will update the Available Balance and Estimated Projected Balance while saving your changes for review and editing later.



EXPORT SALARY DETAIL SCREEN (I) – The **Advanced Features** section is at the bottom of the Salary Detail Screen and the Sponsored Program Summary Screen. This **Advanced Feature** allows you to export these screens and mail them to another individual for them to upload, or to upload a file sent to you from someone else. This is not an export to Excel, but an export of coded data for use only within the Account Projections program. *The version management section from the Account List can also be used.*



You must click save before exporting. Click "Export Data" and save the file. Email the file to the individual you want to share it with.

To upload a file that has been sent to you, open the email and save the file to your local or shared drive. In the Account Projections program, go to the Salary Detail Screen or the Sponsored Program Summary screen for the sponsored program you want to upload data for. Click "Browse" to find the file that was emailed to you and click "Upload". You must be on the same sponsored program for the file you are uploading and you must identify the correct file. If they don't match, you will get an error. Example: If you are the Salary Details Screen for sponsored program 80000012345, you can only upload a Salary Detail Screen for sponsored program 80000012345.

If you only have salaries projected that you want to share, then you can email just the Salary Details Screen and the individual receiving the file can upload just that screen. If you have Supplies and Expenses projected, you will need to send the Sponsored Program Summary Screen too.

To leave the screen, click on the Back, Next, Sponsored Program Summary, Account List or Back to Search Screen button. A dialog box will appear as you exit the screen asking you if you want to save before continuing.

UNIT 6

SPONSORED PROGRAM SUMMARY SCREEN

The Sponsored Program Summary screen displays the Budget, Expenses, Open Commitments and Available Balance **as of the end of the previous month end**. It includes any of your saved projected salaries and allows you to project supplies and expenses to see a total projected balance for a specific sponsored program.

Account Projections - Training

Back | Next

Navigation | Functions

Sponsored Program Summary Screen

A

Grant: 999999 -- Grant for Training Purposes
Sponsor: Purdue University - Sponsor of Training Grant
Prime Sponsor: Primary Sponsor of Training Grant
PI Name: EINSTEIN, ALBERT
Co-PI Name: PLANCK, MAX
Sponsored Program: 9999999999 -- Sponsored Program for Training Purposes
Fund: 41010000
Cost Sharing: N
Project Period: 01/01/2010 - 12/31/2015
F&A Rate: 52.000
IDC Rule: MTDC (Effective 7/1/01) (J)

Actual Budget and Expenditure Data As Of: 09 / 30 / 2010
Projected Salary Details Saved On: 10/06/2010
Sponsored Program Summary Saved On: 10/06/2010

☑ Always load my saved data (when available)

Account List | Salary Details | Grant Summary | Recalculate | Save | Print Preview | Back to Search Screen

Salaries and Wages

B

Rows to Display 10

Description	Budget	09/10 Expenses	LTD Expenses	Open Commitments	Actual Available Balance	Estimated Projected Expenses	Estimated Projected Balance	Estimated % Expended	F&A Excluded
Professional Salaries	3,000,000.00	50,000.00	175,095.06	0.00	2,824,904.94	1,810,110.93	1,014,794.01	66.2	☐
Graduate Salaries	600,000.00	12,345.67	61,907.21	0.00	538,092.79	359,471.76	178,621.03	70.2	☐
Clerical Salaries	200,000.00	0.00	0.00	0.00	200,000.00	176,598.31	23,401.69	88.3	☐
Service Salaries	200,000.00	150.00	2,345.67	0.00	197,654.33	153,054.66	44,599.67	77.7	☐
Stipends	500,000.00	2,999.04	78,945.21	0.00	421,054.79	0.00	421,054.79	15.8	☑
TOTAL	**4,500,000.00**	**65,494.71**	**318,293.15**	**0.00**	**4,181,706.85**	**2,499,235.66**	**1,682,471.19**	**62.6**	☐

Fringe Benefits

Rows to Display 10

Description	Budget	09/10 Expenses	LTD Expenses	Open Commitments	Actual Available Balance	Estimated Projected Expenses	Estimated Projected Balance	Estimated % Expended	F&A Excluded
Grad Fee Remission	400,000.00	1,876.98	17,195.00	0.00	382,805.00	148,338.00	234,467.00	41.4	☑
Fringe Benefits	1,000,000.00	1,492.00	28,899.34	0.00	971,100.66	907,446.12	63,654.54	93.6	☐
TOTAL	**1,400,000.00**	**3,368.98**	**46,094.34**	**0.00**	**1,353,905.66**	**1,055,784.12**	**298,121.54**	**78.7**	☐

C

Supplies and Expenses

D

Rows to Display 10 | Add New Line | Delete Line

Description	Budget	09/10 Expenses	LTD Expenses	Open Commitments	Actual Available Balance	Estimated Projected Expenses	Estimated Projected Balance	Estimated % Expended	F&A Excluded	User Text
Communications	0.00	0.00	182.06	0.00	-182.06	0.00	-182.06	100.0	☐	
Travel	50,000.00	0.00	28,791.96	0.00	21,208.04	0.00	21,208.04	57.6	☐	
Publication / Duplic	0.00	0.00	31.16	0.00	-31.16	0.00	-31.16	100.0	☐	
Other S&E	25,628.00	0.00	27,618.89	10,103.95	-12,094.84	0.00	-12,094.84	147.2	☐	
Capital Equipment	50,000.00	0.00	26,215.00	0.00	23,785.00	0.00	23,785.00	52.4	☑	
TOTAL	**125,628.00**	**0.00**	**82,839.07**	**10,103.95**	**32,684.98**	**0.00**	**32,684.98**	**74.0**	☐	

Totals

E

Description	Budget	09/10 Expenses	LTD Expenses	Open Commitments	Actual Available Balance	Estimated Projected Expenses	Estimated Projected Balance	Estimated % Expended
Total Direct Costs	6,025,628.00	68,863.69	447,226.56	10,103.95	5,568,297.49	3,555,019.78	2,013,277.71	66.6
Indirect Costs	4,000,000.00	0.00	131,001.35	5,254.05	3,863,744.60	1,771,474.53	2,092,270.07	47.7
TOTAL	**10,025,628.00**	**68,863.69**	**578,227.91**	**15,358.00**	**9,432,042.09**	**5,326,494.31**	**4,105,547.78**	**59.0**

F

Add Expected Funds | Delete Expected Funds

User Notes

G

Projection created by system on 09/28/2010.

H

Account List | Salary Details | Grant Summary | Recalculate | Save | Print Preview | Back to Search Screen

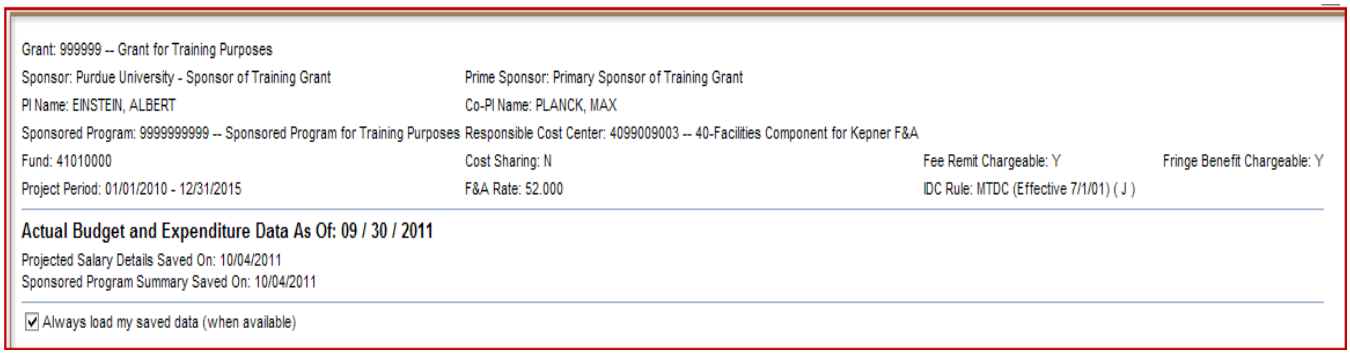
Advanced Features

I

Browse... | Upload | Export

HEADER INFORMATION (A) – The header of this screen contains the **Grant Number** and **Name**, **Sponsor Name**, **Prime Sponsor Name, PI Name**, **Co-PI Name**, **Sponsored Program Number** and **Description**, **Responsible Cost Center**, **Fund Number**, **Cost Sharing flag Y/N**, **Fee Remit Chargeable flag Y/N**, **Fringe Benefit Chargeable flag Y/N**, **Project Period**, **F&A Rate**, and **IDC Rule**.

A reminder that **Actual Budget and Expenditures Data As Of: XX/XX/XX** is displayed. The **Projected Salary Details Saved On** and **Sponsored Program Summary Saved On** date is included in the header.



COLUMN HEADINGS (B)

Description	Budget	09/10 Expenses	LTD Expenses	Open Commitments	Actual Available Balance	Estimated Projected Expenses	Estimated Projected Balance	Estimated % Expended	F&A Excluded

Description - This represents the sponsored class or expense category.

Budget – This represents the amount for this sponsored program as of the end of the previous month. You cannot change this amount.

XX/XX Expenses – This is the amount of only the previous month's expenses. You cannot change this amount.

LTD Expenses – This is the amount of the Life to Date (LTD) Expenses since the beginning of the project. You cannot change this amount.

Open Commitments - This amount is any outstanding commitments and only applies to S&E. You cannot change this amount.

Actual Available Balance – This is the actual balance as of the end of the previous month. This amount is calculated by taking the **Budget** less **LTD Expenses** less **Open Commitments** = **Actual Available Balance**. You cannot change this amount.

Estimated Projected Expenses – This column is populated two ways. The **Salaries and Wages** and **Fringe Benefits** sections are populated from the Salary Detail Screen; if you want to make any changes to this column for these two sections, go back to the Salary Detail Screen, make your changes, save and come back to the Sponsored Program Summary screen. The Supplies and Expenses section can be updated on this screen, by highlighting the amount and entering a projected amount.

Estimated Projected Balance – This amount is calculated by taking the **Actual Available Balance** less **Estimated Projected Expenses** = **Estimated Projected Balance**.

Estimated % Expended – This percent is calculated by taking (**LTD Expenses** plus **Estimated Projected Expenses**) divided by **Budget** = **Estimated % Expended**.

F&A Excluded – If this box is checked, Facilities and Administrative (F&A), this expense category is excluded from the F&A rate. If the box is blank, then F&A is being charged on the expense category based on the IDC Rule and F&A rate. The IDC Rule and the F&A rate can be found in the header of the Sponsored Program Summary and Salary Detail Screen.

SALARIES AND WAGES & FRINGE BENEFITS SECTIONS (C) – These two sections are populated from the **Salary Detail Screen**. If any changes are needed in these two sections, go to the **Salary Detail Screen** and make the change, save the **Salary Detail Screen** and go back to the **Sponsored Program Summary** screen.

Salaries and Wages

Rows to Display 2

Description	Budget	09/10 Expenses	LTD Expenses	Open Commitments	Actual Available Balance	Estimated Projected Expenses	Estimated Projected Balance	Estimated % Expended	F&A Excluded
Professional Salaries	3,000,000.00	50,000.00	175,095.06	0.00	2,824,904.94	1,810,110.93	1,014,794.01	66.2	☐
Graduate Salaries	600,000.00	12,345.67	61,907.21	0.00	538,092.79	359,471.76	178,621.03	70.2	☐

Fringe Benefits

Rows to Display 2

Description	Budget	09/10 Expenses	LTD Expenses	Open Commitments	Actual Available Balance	Estimated Projected Expenses	Estimated Projected Balance	Estimated % Expended	F&A Excluded
Grad Fee Remission	400,000.00	1,876.98	17,195.00	0.00	382,805.00	148,338.00	234,467.00	41.4	☑
Fringe Benefits	1,000,000.00	1,492.00	28,899.34	0.00	971,100.66	907,446.12	63,654.54	93.6	☐

Sup[illegible] and Expenses

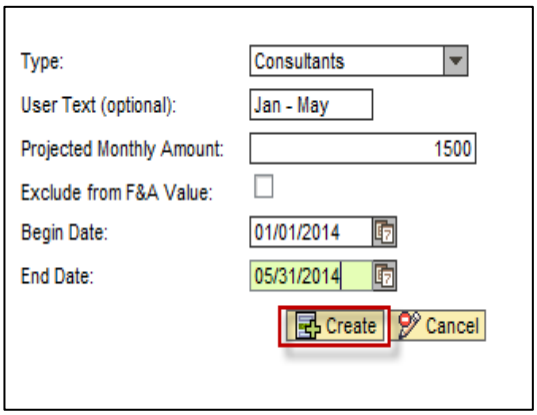
SUPPLIES AND EXPENSES (S&E) (D) - To project future S&E, go to the Supplies and Expenses section of the screen. Reviewing the "Description" column to identify what row, and then move to the "Estimated Projected Expenses" column. Click in the box and enter the projected amount, then hit **Enter** to recalculate.

Supplies and Expenses

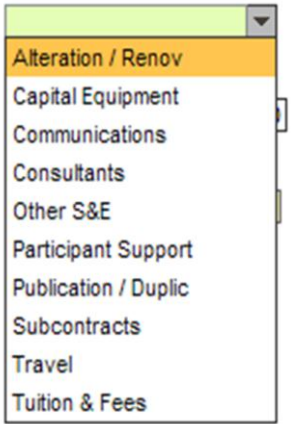
Rows to Display 10 | Add New Line | Delete Line

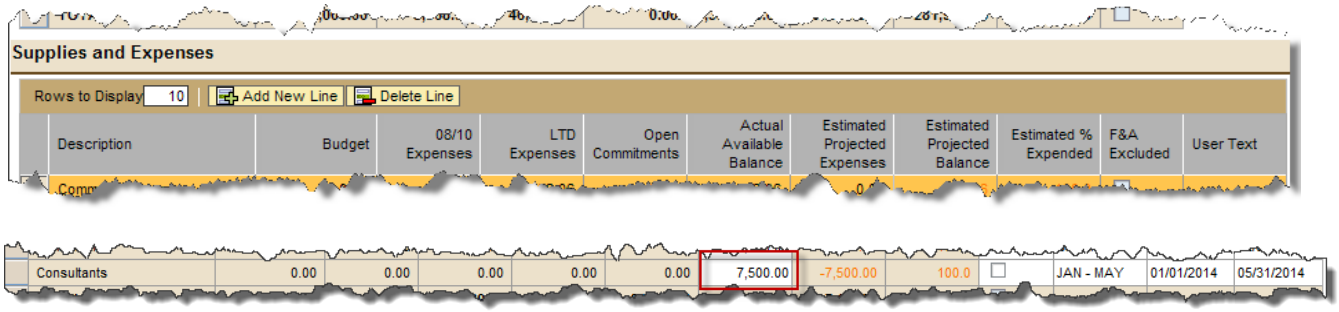
Description	Budget	09/10 Expenses	LTD Expenses	Open Commitments	Actual Available Balance	Estimated Projected Expenses	Estimated Projected Balance	Estimated % Expended	F&A Excluded	User Text
Communications	0.00	0.00	182.06	0.00	-182.06	0.00	-182.06	100.0	☐	
Travel	50,000.00	0.00	28,791.96	0.00	21,208.04	0.00	21,208.04	57.6	☐	
Publication / Duplic	0.00	0.00	31.16	0.00	-31.16	0.00	-31.16	100.0	☐	
Other S&E	25,628.00	0.00	27,618.89	10,103.95	-12,094.84	0.00	-12,094.84	147.2	☐	
Capital Equipment	50,000.00	0.00	26,215.00	0.00	23,785.00	0.00	23,785.00	52.4	☑	
TOTAL	**125,628.00**	**0.00**	**82,839.07**	**10,103.95**	**32,684.98**	**0.00**	**32,684.98**	**74.0**	☐	

ADD NEW S&E LINE - To add an S&E line, click the Add New Line button, a dialog box will appear. From the drop down box for **Type** select one of the options that best identify the type of expense you want to project. Enter a note in the optional **Text** field (limited to 10 characters). Enter an amount in the **Projected Monthly Amount** field. Click the **Create** button to add the row. A confirmation dialog box will appear to verify the projected total amount. Click **YES** to continue or **NO** to make any adjustments. When entering additional S&E, be mindful of whether or not the line item is excluded from F&A charges. It will make a difference in the final total.



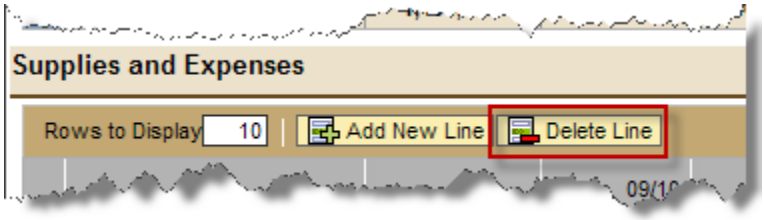
Type options from the drop down list.





NOTE: $1,500 was enter with a begin & end date of January – May; the projected amount is $7,500 (1,500 x 5 months)

DELETE NEW S&E LINE - To remove a row that has been added, select the row to delete, click the **Delete Line** button.



TOTALS (E) - This section is the total for each column and it includes the **Total Direct Costs** plus **Indirect Costs (F&A)** = **TOTAL.**

Totals

Description	Budget	09/10 Expenses	LTD Expenses	Open Commitments	Actual Available Balance	Estimated Projected Expenses	Estimated Projected Balance	Estimated % Expended
Total Direct Costs	6,025,628.00	68,863.69	447,226.56	10,103.95	5,568,297.49	3,555,019.78	2,013,277.71	66.6
Indirect Costs	4,000,000.00	0.00	131,001.35	5,254.05	3,863,744.60	1,771,474.53	2,092,270.07	47.7
TOTAL	**10,025,628.00**	**68,863.69**	**578,227.91**	**15,358.00**	**9,432,042.09**	**5,326,494.31**	**4,105,547.78**	**59.0**

Add Expected Funds | Delete Expected Funds

ADD & DELETE EXPECTED FUNDS (F) – This button allows you to add additional funding you are expecting to receive. Click the **Add Expected Funds** button to open the **Expected Funds** section. Type the expected funds amount into the **Budget** column of the **Expected Funds** row, identify the effective date (month) that the additional funds are expected to be received. Press **Enter**. The sums will be added into the **Grand Total**. The **Total** line will retain the original numbers. To remove the expected funds, click the **Delete Expected Funds** button.

Click the **Add Expected Funds** button as many times as needed to identify multiple months additional funding is expected to be received.

Add Expected Funds | Delete Expected Funds

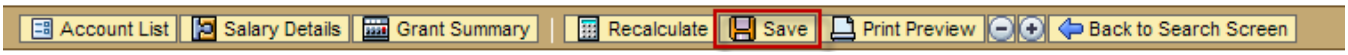
Expected Funds

Description	Budget	03/13 Expenses	LTD Expenses	Open Commitments	Actual Available Balance	Estimated Projected Expenses	Estimated Projected Balance	Estimated % Expended	User Text	Effective Date
Total	10,025,628.00	68,863.69	578,227.91	15,358.00	9,432,042.09	1,710,151.70	7,721,890.39	23.0		
Expected Funds	50,000.00	0.00	0.00	0.00	50,000.00	0.00	50,000.00	0.0		05/01/2013
Expected Funds	50,000.00	0.00	0.00	0.00	50,000.00	0.00	50,000.00	0.0		12/01/2013
Grand Total	10,125,628.00	**68,863.69**	**578,227.91**	**15,358.00**	**9,532,042.09**	**1,710,151.70**	**7,821,890.39**	**22.8**		

VERSION DESCRIPTION/USER NOTES (G) – The Version Description/User Notes section is a free text box to put additional information about what is being projected or any other information. The first part of this section will be displayed on the Account List for that specific version to help identify the projection. If you only enter text in this section, you will need to click the **Save** button, you will not be prompted if you forget to save.

Version Description / User Notes

SAVING (H) - Once all of the changes are in place, click the **Save** button in the line under the Header Information. The **Sponsored Program Summary** will be saved and available for review and editing later.



EXPORT SPONSORED PROGRAM SUMMARY SCREEN (I) – The **Advanced Features** section is at the bottom of the Salary Detail Screen and the Sponsored Program Summary Screen. This **Advanced Feature** allows you to export these screens and mail them to another individual for them to upload, or to upload a file sent to you from someone else. *The version management section from the Account List can also be used.*

Once you have the projection data complete and are ready to export the screen, click "Export Data" and save the file. Email the file to the individual you want to share it with.

To upload a file that has been sent to you, open the email and save the file to your local drive. Then, in the Account Projections program, go to the Salary Detail Screen or the Sponsored Program Summary screen for the sponsored program you want to upload data for. Click "Browse" to find the file that was emailed to you and click "Upload". You must be on the same sponsored program for the file you are uploading and you must identify the correct file. If they don't match, you will get an error. Example: If you are in sponsored program 80000012345 and on the Sponsored Program Summary screen, then you can only upload a Sponsored Program Summary screen for sponsored program 80000012345.

If you only have salaries projected that you want to share, then you can email just the Salary Details Screen and the individual receiving the file can upload just that screen. If you have Supplies and Expenses projected, then you will want to also send the Sponsored Program Summary Screen.

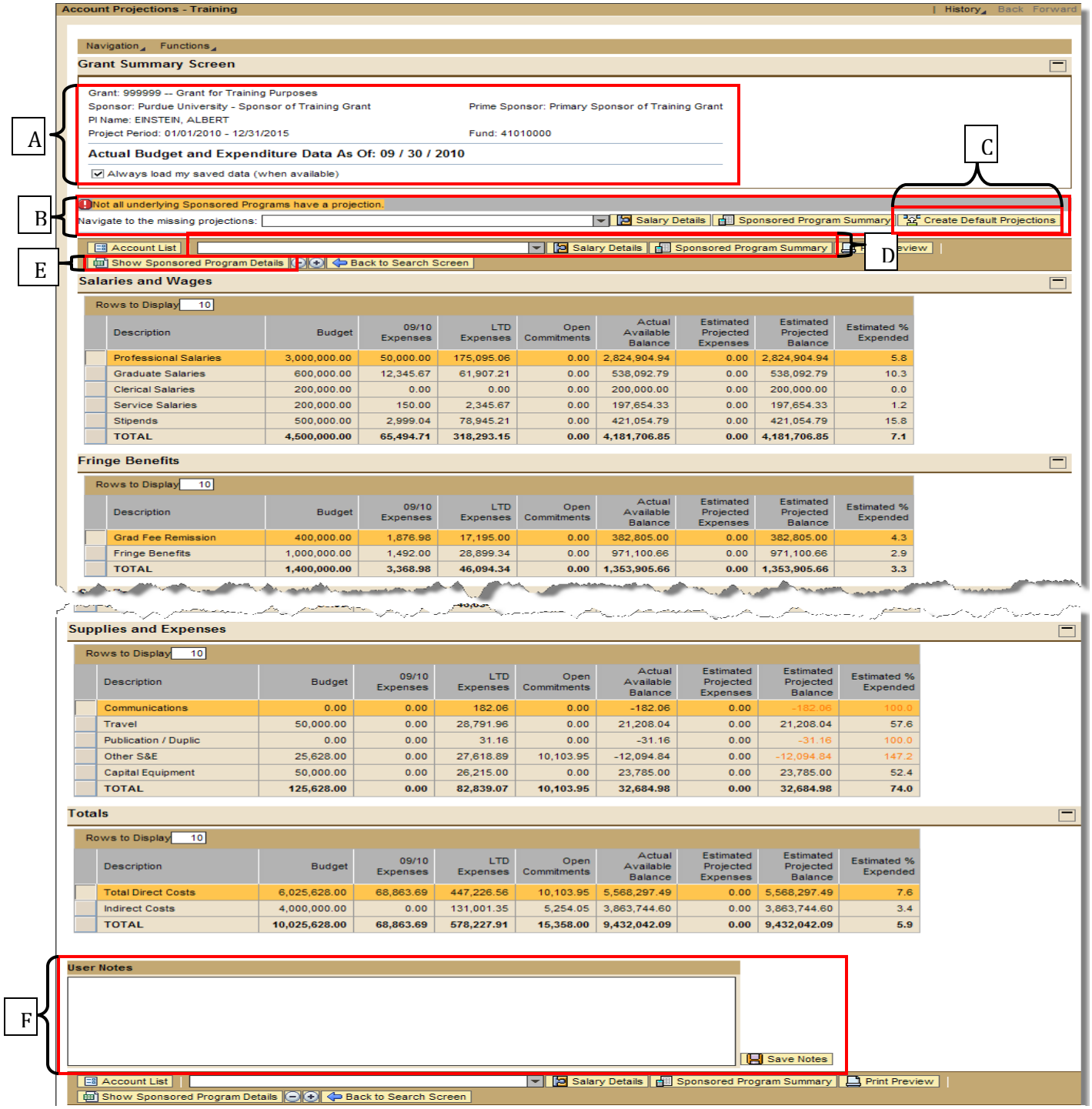
You can also use this feature to save multiple versions of a projection. You can export the file and save it, and then create another version and save that one. If the PI or CO-PI decides to use the first one you exported, then you can go back and upload the first one you exported.

To leave the screen, click on the Back, Next, Account List, Salary Details, Grant Summary or Back to Search Screen button. A dialog box will appear as you exit the screen asking you if you want to save before continuing.

UNIT 7

GRANT SUMMARY SCREEN

The **Grant Summary** screen is a consolidated view of all of the related Sponsored Programs for the selected grant. This summary screen displays the Budget, Expenses, Open Commitments and Available Balance **as of the previous month end** for all of the related Sponsored Programs.

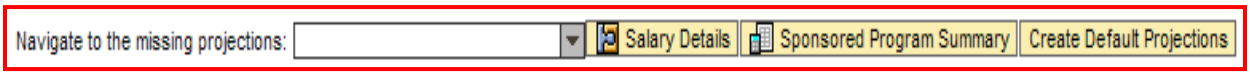


HEADER INFORMATION (A) – The header of this screen contains the **Grant Number** and **Name**, **Sponsor Name**, **Prime Sponsor Name**, **PI Name**, **Project Period**, **Fund,** and **Responsible Cost Center**.

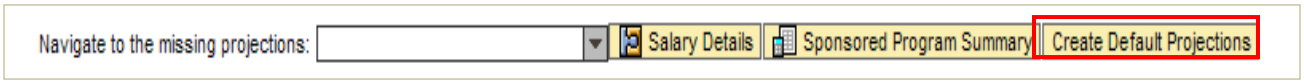
A reminder that **Actual Budget and Expenditures Data As Of: XX/XX/XX** is displayed.

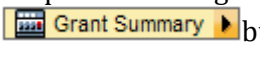
*Please see the **Sponsored Program Summary Screen (Unit 6)** for additional information about each column and section of this screen.*

NAVIGATE TO THE MISSING PROJECTIONS (B) – The **Navigate to the missing projections** bar shows only when some sponsored programs do not have a saved projection and identifies those sponsored programs. The drop-down box lists available **Sponsored Programs** for the displayed grant. A **Sponsored Program** must be selected for the **Salary Details** and **Sponsored Program Summary** buttons to function. After selecting a Sponsored Program from the drop-down list, clicking the **Salary Details** button will take you to the Salary Details Screen. Click the **Sponsored Program Summary** button to view information.

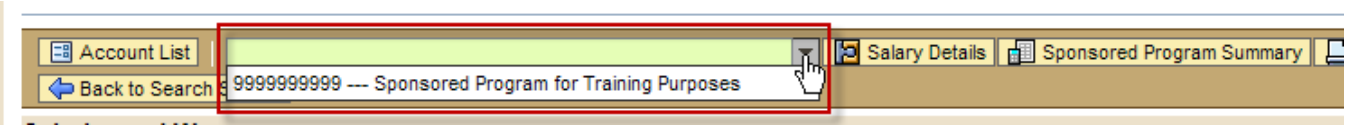


CREATE DEFAULT PROJECTIONS (C) – The **Create Default Projections** will automatically generate projections for any sponsored programs of this grant that do not already have a projection saved. The generated projections can then be edited. Once the **Create Default Projections** button is clicked, this set of buttons disappears.



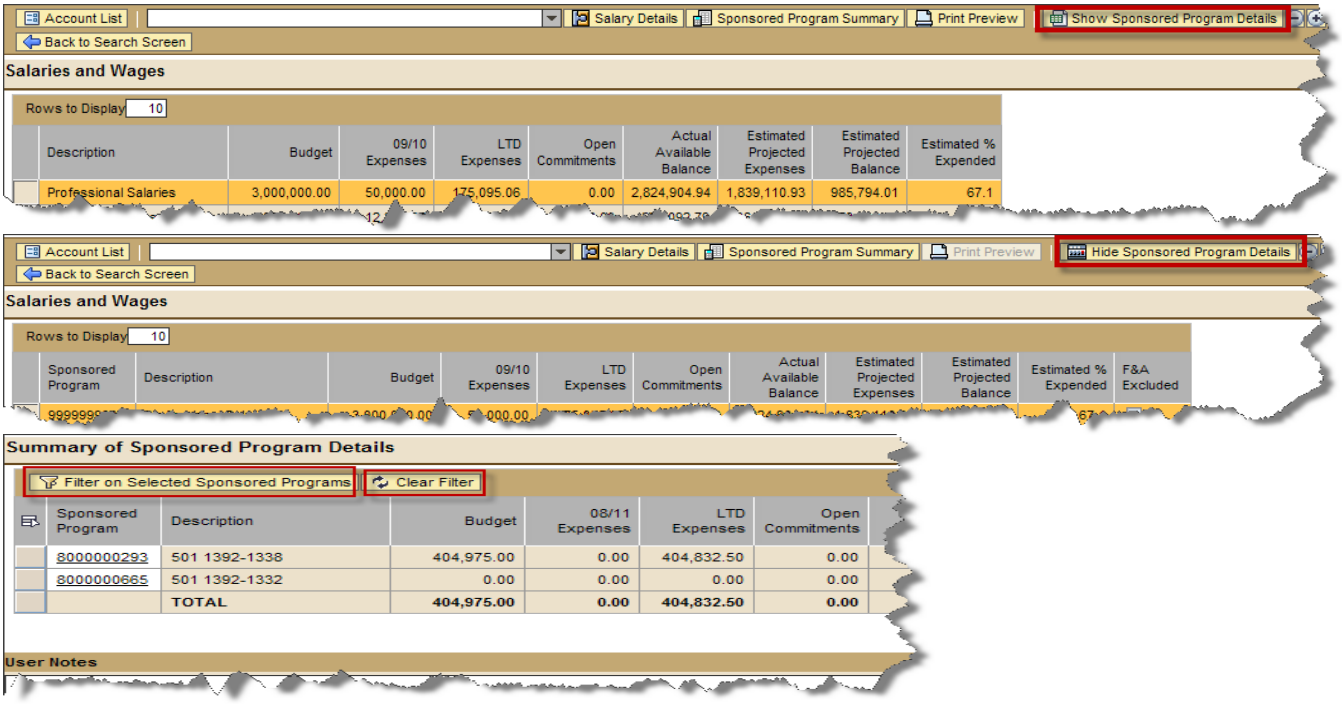
SELECTING A SPONSORED PROGRAM (D) - To view a **Sponsored Program Summary** from the **Grant Summary** screen; select a Sponsored Program from the drop-down list. Click the Sponsored Program Summary button. The Sponsored Program Summary screen appears. Click the 

button to return to the Grant Summary.



Show & Hide Sponsored Program Details (E) – When you click on the **Show Sponsored Program Details** button, a column will be added on the left to display the **Sponsored Programs** that have a Budget or an Expense. A section titled **Summary of Sponsored Programs Details** is added under the Totals section. In this section, you can click on a sponsored program number and it will take you to the Sponsored Program Summary screen. You also have an option to select 2 or more of the sponsored programs (the row will be highlighted once it is selected) and click the **Filter on Selected Sponsored Programs** button. This will give you a Grant Summary view of the selected sponsored programs. A note will be added to the top of the screen to let you know that only X number of sponsored programs is included in this Grant Summary view. Click the **Clear Filter** button to remove the filter.

Click the **Hide Sponsored Program Details** button to hide the added column.



User Notes (F) – The User Notes section is a free text box to put additional information about a grant. Enter your information then click the **Save Notes** button.

To leave the screen, click on the **Account List** or **Back to Search Screen** button. A dialog box will appear as you exit the screen asking you if you want to save before continuing.

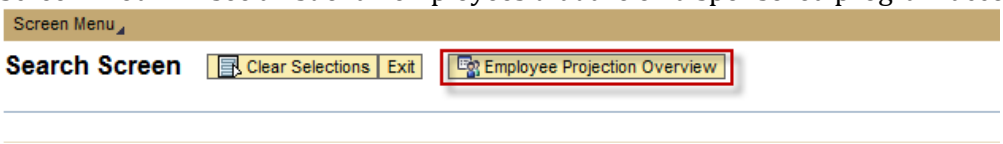
UNIT 8

EMPLOYEE PROJECTION OVERVIEW

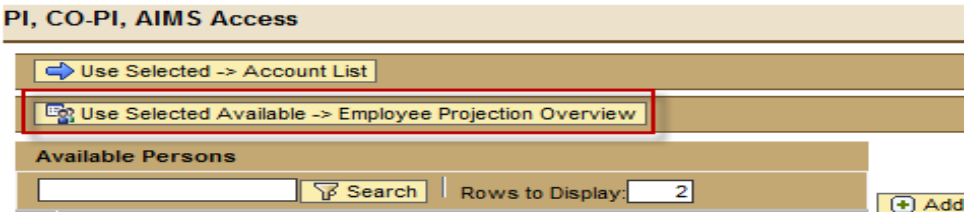
The **Employee Projection Overview** screen allows you to view an employee or a group of employees by month to see how they are being projected. The sponsored account data is pulled from the Salary Details screen using the highest version. The non-sponsored accounts are included on this screen; this data is pulled from IT0027. This will not show employees who are paid completely on non-sponsored accounts.

ACCESSING THE EMPLOYEE PROJECTION OVERVIEW SCREEN – There are multiple ways to access the Employee Projection Overview screen.

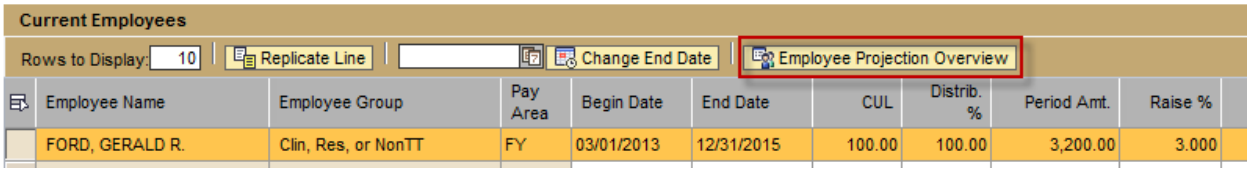
- Search Screen – Click the **Employee Projection Overview** button from the top of the Search Screen. You will see a list of all employees that are on a sponsored program account.



- Search Screen – Select a person; click the **Use Selected Available – Employee Projection Overview** button. You will see a list of all employees for the selected person that is on a sponsored program account. This will not show employees who are paid completely on non-sponsored accounts.



- Salary Details Screen – From the Salary Details screen, select a person from the Current Employee's section; click the **Employee Projection Overview** button. This will show all of the accounts this employee is projected on for sponsored accounts and paid on for non-sponsored accounts.



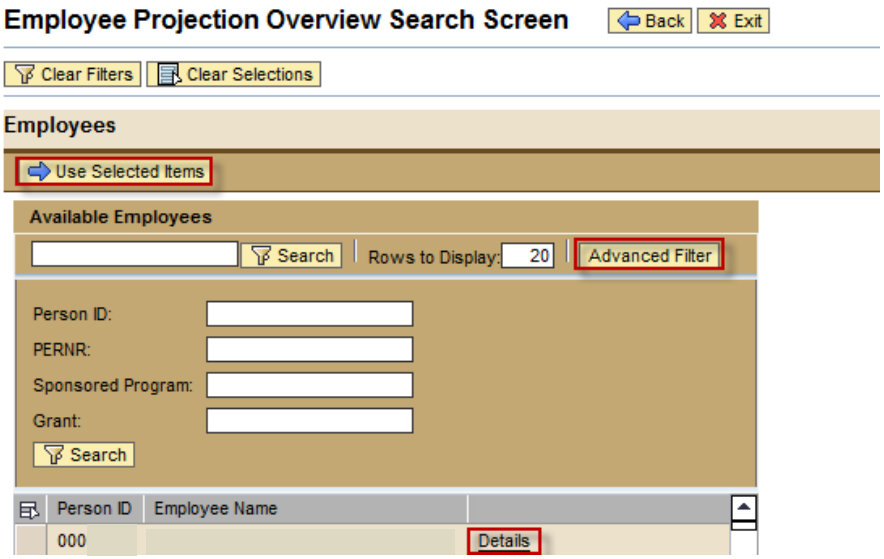
Employee Name	Employee Group	Pay Area	Begin Date	End Date	CUL	Distrib. %	Period Amt.	Raise %
FORD, GERALD R.	Clin, Res, or NonTT	FY	03/01/2013	12/31/2015	100.00	100.00	3,200.00	3.000

EMPLOYEE PROJECTION OVERVIEW SEARCH SCREEN – The first screen will be a display of employees, the default search option is by Employee; click the **Advanced Filter** button to search by Person ID, PERNR, Sponsored Program, or Grant.

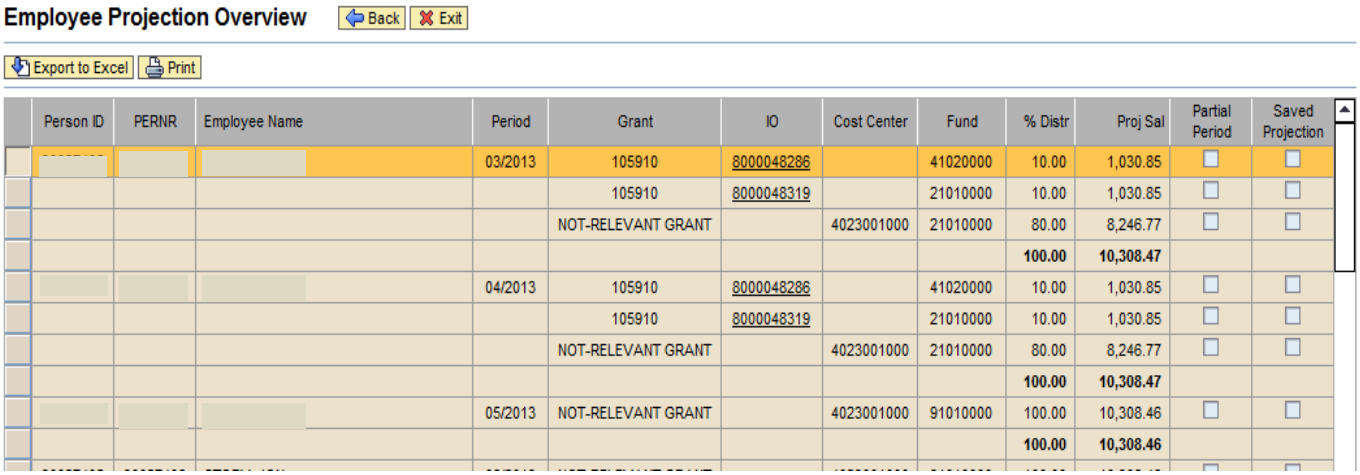
Searching by Sponsored Program or Grant will give you a list of employees projected on the sponsored program or grant.

Click the **Details** button to view the employee's PERNR, Employee Group, Org. Unit, and Pay Area.

Select the employee; click the **Use Selected Items** button to view the employee's projected salary by month.



EMPLOYEE PROJECTION OVERVIEW SCREEN – This is a monthly summary screen to view how an employee is projected to be paid. This will include sponsored and non-sponsored accounts.



Person ID	PERNR	Employee Name	Period	Grant	IO	Cost Center	Fund	% Distr	Proj Sal	Partial Period	Saved Projection
			03/2013	105910	8000048286		41020000	10.00	1,030.85		
				105910	8000048319		21010000	10.00	1,030.85		
				NOT-RELEVANT GRANT		4023001000	21010000	80.00	8,246.77		
								100.00	**10,308.47**		
			04/2013	105910	8000048286		41020000	10.00	1,030.85		
				105910	8000048319		21010000	10.00	1,030.85		
				NOT-RELEVANT GRANT		4023001000	21010000	80.00	8,246.77		
								100.00	**10,308.47**		
			05/2013	NOT-RELEVANT GRANT		4023001000	91010000	100.00	10,308.46		
								100.00	**10,308.46**		

If the monthly total % Distribution column is more or less than 100%, that total for that month will turn red.

Employee Projection Overview Back Exit

Export to Excel Print

Person ID	PERNR	Employee Name	Period	Grant	IO	Cost Center	Fund	% Distr	Proj Sal	Partial Period	Saved Projection
			04/2013	NOT-RELEVANT GRANT		4008006000	21010000	10.00	769.77	☐	☐
				NOT-RELEVANT GRANT	5200018670		24060251	20.00	1,539.53	☐	☐
				104025	8000032105		41010000	20.00	1,539.53	☐	☐
				104939	8000038965		41040000	30.00	2,309.30	☐	☑
								80.00	6,158.13		

Click on a specific sponsored program number; this will take you to the **Salary Details** screen to view additional detail. You can make any changes on the **Salary Details** screen, save them and go back to the **Employee Projection Overview** screen for an updated summary view.

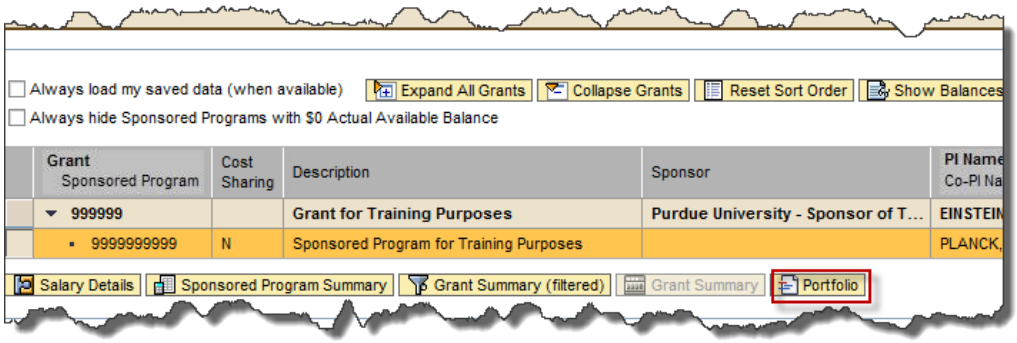
TIPS/REMINDERS –

- Information in the Added Employee section of the Salary Details screen will not be reflected in the Employee Projection Overview screen; this includes lines that are replicated from the Current Employee section; lines that are copied in the Added Employee section. Exception – the original summer (SU) pay areas entries for AY employees can be viewed in the Employee Projection Overview screen.
- Data is pulled from IT0027 for non-sponsored accounts.
- Data is pulled from the highest version of the Salary Detail screen for sponsored accounts.
- IT0027 could have an employee on a sponsored account throught 12/31/9999, but the Salary Detail screen will default to the end of the project period.

Unit 9

PORTFOLIO –The **Portfolio** is a monthly view of projected expenditures and available balances for a grant and/or sponsored program. The portfolio is using the highest projected version; pulling salary and fringe benefit data from the Salary Details screen; S&E and Expected funds data is being pulled from the Spnsored Program Summary screen.

Access the portfolio from the **Account List**; select a grant or sponsored program from the account list; click the **Portfolio** button.



Screen shot of the Portfolio screen.

Portfolio Back Exit

Export to Excel

Always hide Sponsored Programs with $0 Current Balance

Start Date: 04/05/2013

End Date: 04/05/2015

Screen last refreshed: 4/5/2013 2:34:18 PM.

Select a Grant or Sponsored Program to view Monthly Details:

Grant / Sponsored Program	Cost Sharing	Sponsor	PI Name / Co-PI Name	Description	Current Budget	Current Expense	Current Commitments	Current Balance	Estimated Projected Expense
999999		**Purdue University - Spon...**	**EINSTEIN, ALBERT**	**Grant for Training Purposes**	**10,025,628.00**	**578,227.91**	**15,358.00**	**9,432,042.09**	1,710,151.70
9999999999	N		PLANCK, MAX	Sponsored Program for Training Purposes	10,025,628.00	578,227.91	15,358.00	9,432,042.09	1,710,151.70

Grant Totals

Grant	Cost Share Budget	Cost Share Expenses	Cost Share Commitments	Cost Share Balance	Sponsor Budget	Sponsor Expenses	Sponsor Commitments	Sponsor Balance
999999	**0.00**	**0.00**	**0.00**	**0.00**	**10,025,628.00**	**578,227.91**	**15,358.00**	**9,432,042.09**

Monthly Detail

Period	Sponsored Program	Expected Funds	Projected Salaries & Wages	Projected Fringe Benefits	Projected Supplies & Expense	Projected F&A	Total Projected Expenses	Projected Balance
04/2013	9999999999	0.00	38,240.50	13,685.89	10,000.00	32,201.72	94,128.11	9,337,913.98
05/2013	9999999999	50,000.00	32,964.50	11,581.51	0.00	23,163.93	67,709.94	9,320,204.04
06/2013	9999999999	0.00	26,792.50	9,048.65	0.00	18,637.39	54,478.54	9,265,725.50
07/2013	9999999999	0.00	28,628.44	9,788.83	0.00	19,977.02	58,394.29	9,207,331.21
08/2013	9999999999	0.00	34,172.72	12,000.56	0.00	24,010.14	70,183.42	9,137,147.79
09/2013	9999999999	0.00	39,717.00	14,212.32	2,000.00	29,083.27	85,012.59	9,052,135.20
10/2013	9999999999	0.00	40,178.44	14,432.98	2,000.00	29,437.98	86,049.40	8,966,085.80
11/2013	9999999999	0.00	39,717.00	14,212.32	2,000.00	29,083.27	85,012.59	8,881,073.21
12/2013	9999999999	50,000.00	39,947.72	14,322.64	2,000.00	29,260.62	85,530.98	8,845,542.23

EXPORT TO EXCEL - The Portfolio can be exported to excel if additional manipulation of the data is needed.

START DATE & END DATE – The default **Start Date** is today's date, the **End Date** defaults to 2 years from today's date. The start and end dates can be changed. The **Start Date** cannot be prior to the current month; an error message will display if a prior month is entered as a **Start Date**.

MONTHLY DETAIL – The Monthly Detail section displays each months expected funds, projected Salary & Wages, Fringe Benefits (this includes fringes, graduate insurance & graduate fee remits), Supplies & Expenses, F&A and a Total Projected Expenses. The monthly Projected Balance is also available; this allows you to quickly see your projected balance at the end of each month. (i.e. Do I have enough funds available to cover my expenses until the end of the project or until additional funds are received?)

CHARTS – Three charts are available based on the projected expenses.

The **Expected Balance** line chart is a display the monthly projected balance.

The **Expense** stacked column chart displays the projected S&W, projected fringes, projected S&E and projected F&A.

The **Expense/Budget Comparison** column chart displays the starting budget and expected funds with the total expenses.

Click the **Back** button to return to the Account List or click **Exit** to close the application.

UNIT 10

USAGE REPORT – The Usage Report records the activity of the GM AIMS Account Projection application by users. The report is available to individuals with GM AIMS Business Services access.
To run this report click on **AIMS > GM AIMS – Business Services > Account Projections > Account Projections Usage Report**.

Review the **Start** and **End Dates**; this is the time frame that will be used to generate the report.

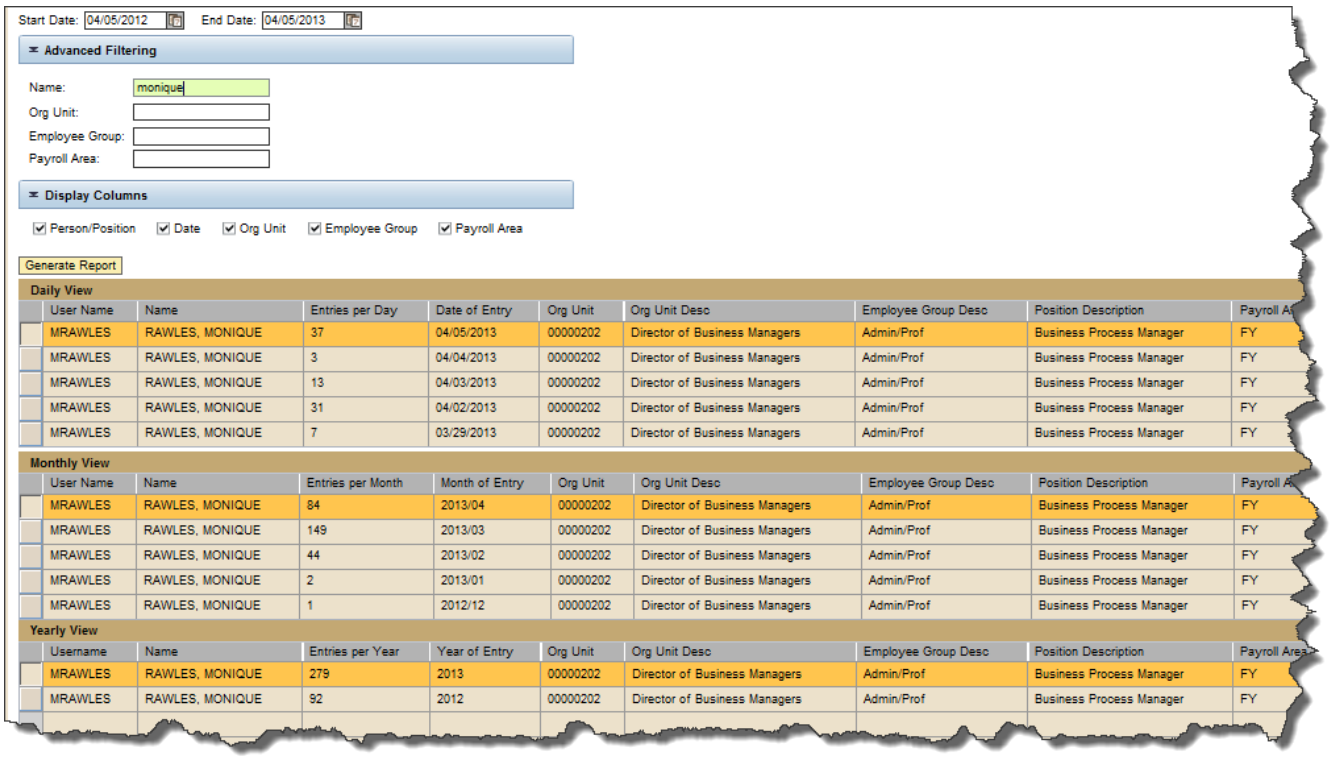
Click **Advanced Filtering** to expand this section; if nothing is entered the report will be generated for the whole University. The report can be filtered an individual's name, an Org. Unit number, an Employee Group or a Pay Area; any combination can be used.

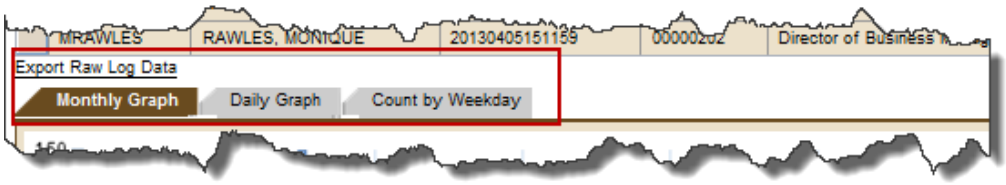
Click **Display Columns** to expand this section; uncheck the box to remove it from the report.

Click **Generate Report** to populate the Daily, Monthly & Yearly Views. All columns can be sorted.

Optional – Click **Export Raw Log Data** – the "raw" data can be exported to excel if needed.

Charts - multiple charts are available; Monthly Graph, Daily Graph, and Count by Weekday.





UNIT 11

CREATING A PROJECTION FOR THE FIRST TIME

1. Log into the OnePurdue portal at https://erp-portal-prd.itap.purdue.edu/irj/portal.
    a. Click on **AIMS** (top level navigation).
    b. Click on **GM AIMS – Business Services** (second level navigation).
    c. Click **on Account Projections** (left side under Detailed Navigation)
    d. Click on **Launch Account Projections** (left side under Detailed Navigation)

2. Go to the Salary Details Screen
    a. Enter the Sponsored Program number, Grant number or Person name on the **Search Screen**, highlight the Sponsored Program number and click on **Use Selected Item**. This will take you to the **Account List**.
    b. Highlight the Sponsored Program on the **Account List** and click the **Next** button or the **Salary Details** button. This will take you to the **Sponsored Program Salary Details Screen**.

    NOTE: If you have a grant that has several sponsored programs, you may want to start by going to the Grant Summary screen and click on **Create Default Projections**.

3. Review the **Salary Details Screen**
    a. Review each employee in the **Current Employee** section
        i. Verify Begin and End Dates
        ii. Verify Distrib. %
        iii. Are there any employees with an AY Pay Area?
            1. If yes, are they going to be working during the summer? If yes, their salary needs to be projected in the Added Employee section with a Pay Area of SU.
            2. Summer Salary (SU) - **<u>No</u>** salary is projected for AY employees in the summer. A new Summer (SU) payroll area is used. So if you add an AY employee from July 1 until July 31, their projected salary will be $0.00.
        iv. Are there any students with a BW Pay area?
            1. If yes, adjust their CUL to reflect the number of hours they are working per week. Example: 10 hrs./wk. = 25.00 CUL; 20 hrs./wk. = 50.00 CUL
        v. Are there any fellowship appointments?
            1. If yes, enter a Period Amt. (monthly stipend). To find the period amount, see *Unit 5 – Current Employees Section – Period Amount – Fellowships*
        vi. Are there any graduate students appointments?
            1. Click the **Show Grad Details** button to review the fee remit and insurance percentages being projected; is this correct? If not, make the appropriate adjustments.

vii. Reminder – If you change a FY or AY employee's CUL, you must change their Period Amount to correspond; if you don't, the projected salary is incorrect. You will get a pop up if you change the CUL without changing the period amount, this will remind you to validate the period amount.

b. Review the **Added Employees** Section

i. Any employees listed in the **Current Employees** section that have **AY Pay Area** will automatically be listed in this section with a **Pay Area** of **SU (summer)**; but no salary is projected. Review these employees and determine if any summer salary needs to be projected.

ii. Employees with an "inactive" status in the system will be listed in this section. These employees need to be reviewed to see if any, salary needs to be projected.

iii. Do you have anyone that is not listed in the **Current Employee** section that will be working on this sponsored program? If yes, select the **Add new Line** button to include the individual(s).

c. Click the **Save & Recalculate Summary Totals** button to save your data.

d. Click the **Next** button or the **Sponsored Program Summary** button.

4. Review the **Sponsored Program Summary** screen.

a. Review the **Project Period** dates.

i. Will there be additional funding?

ii. Is a no cost extension needed?

b. Is this a **Cost Sharing** account? (this is reflected in the header on the sponsored program)

i. If yes, is the cost sharing commitment going to be met?

5. Review the **Estimated Projected Expenses** column; does this look correct based on what salaries were projected on the **Salary Details Screen**?

a. Project Supplies & Expenses. Start by looking at what has posted to the sponsored program for the current month. Reminder, the Sponsored Program Summary data is as of the end of the previous month end. When entering additional S&E, be mindful of whether or not the line item is excluded from F&A charges; this can make a big difference in the final total.

MONTHLY UPDATING A PROJECTION

1. Review the **Salary Details Screen**

a. Review each employee in the **Current Employee** section

i. Verify Begin and End Dates.

ii. Verify Distrib. %

iii. Are there any students with a BW Pay area? If yes, adjust their CUL to reflect the number of hours they are working per week. Example: 10 hrs/wk = 25.00 CUL; 20 hrs/wk = 50.00 CUL

iv. Are there any fellowship appointments? If yes, enter a Period Amt. (monthly stipend). See *Unit 5 – Current Employees Section – Period Amount – Fellowships, for additional information about fellowships.*

NOTE: If any changes were made in the previous month to an employee's Fringe Benefit %, review and update as needed.

2. Review the **Added Employees** Section
   a. Review employees with summer salary for accuracy.
   b. Review employees with an "inactive" status in the system and make any necessary changes.
   c. Did you add a new line for a new hire? If so, is this employee listed in the **Current Employees** section? If so, delete the line in the **Added Employees** section.
   d. Review all projected salaries with a begin date prior to the current month. If a previous month is entered as the begin date, this projected salaries & associated expenses will **<u>not</u>** be reflected in the **Portfolio** screen.

3. Click the **Save & Recalculate Summary Totals** button to save your data.

4. Review the **Sponsored Program Summary** screen.
   a. Click on the **Next** button or the **Sponsored Program Summary** button.
   b. Review the **Project Period** dates.
      i. Did you add Expected funds? If yes, review the **Add Expected Funds** section to see if any adjustments need to be made.
      ii. Is a no cost extension needed?
   c. Is this a **Cost Sharing** account? (this is reflected in the header on the sponsored program)
      i. If yes, is the cost sharing commitment going to be met?
   d. Review the **Estimated Projected Expenses** column; does this look correct based on what salaries were projected on the **Salary Details Screen**?
   e. Review any projected **Supplies & Expenses** and make adjustments as needed. Review the Begin Date, if this date is prior to the current month, this projected S&E and associated expenses will **<u>not</u>** be reflected on the **Portfolio** screen.
   f. Review the **Add Expected Funds**; has the funds been budgeted? If so, delete that line. Review the Effective Date, if this date is prior to the current month, this will **<u>not</u>** be reflected on the **Portfolio** screen.
   g. Use the GM AIMS Reports to research any differences in the last projection versus what has posted to the sponsored program.