

# Instructions for Building the FY10 Budget in Pillar

In this Pillar plan file, you will have access to all accounts that are currently part of your budget. It includes your original base budget through the close of January 2009. It also includes the detail for your staffing plan through the month of January. Budget or staffing plan changes that were made after January close will not be reflected in the Pillar file. Plan files must be updated to reflect your FY10 budget.

Pillar is currently only used as a data entry tool to build your budget, and will not make automatic calculations for line items such as benefits. Calculations must be made outside of Pillar and then entered into the appropriate subcodes in the Pillar file.


These instructions assume basic knowledge of Pillar. If you need additional help, you may refer to the "Pillar Users Guide" on our web site or contact the Budget Office.

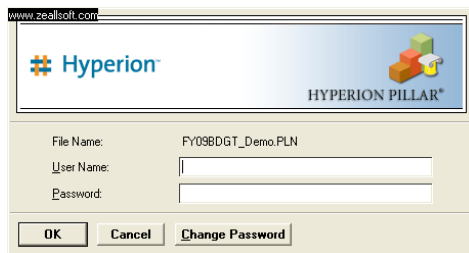
In this document you will find step-by-step instructions that will guide you in updating and completing your Fiscal Year 2010 budget submission.

- Entering/Updating the Staffing Plan
- Entering/Updating Non-Staffing Line Items (benefits, student wages, supplies, etc) thru data entry, copy/paste, or importing.
- Printing Budget Submission Reports

## Opening your Pillar Plan File

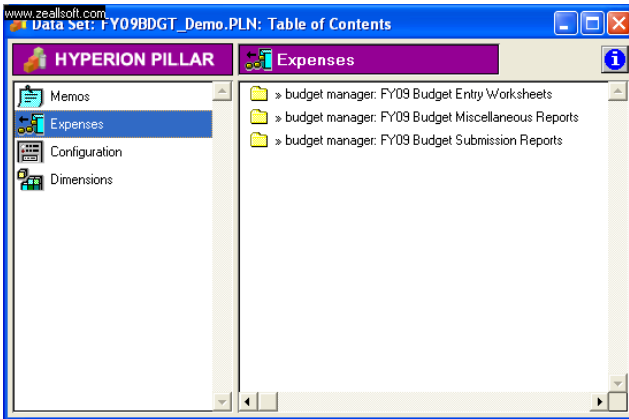
### ➤ To open Pillar plan file

1. Double-click on the Pillar plan file  FY09BDGT\_Demo.PLN



2. Enter the user name and password (included in budget packet to senior officer)

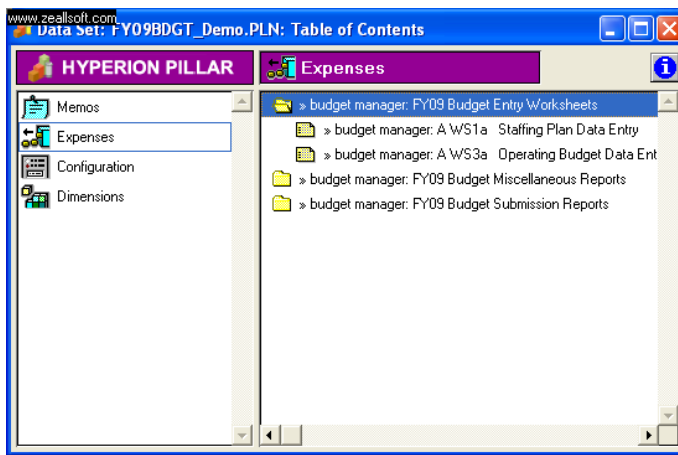
Once you have logged in, you will see the **Table of Contents** as shown below. Click on the "**Expenses**" module on left-hand side to show its contents. These are the reports/worksheets that will be used to build your budget.



## Entering/Updating the Staffing Plan

The Staffing Plan contains all budgeted positions thru January month end. Any changes to staffing plans made after the end of January may not be reflected on this staffing plan. Through this process, you will update staffing plan line items to reflect your plans for FY10.

- Double-click on folder ">>budget manager: FY10 Budget Entry Worksheets"



- Double-click on ">>budget manager: A WS1a Staffing Plan Data Entry" to start updating your staffing plan for FY10

Account #	Account Description	Subcode #	Position #	Line Item (Employee Name)	Position Title	FY08	FY09	Grade ID	FTE ID
2-99920	ENGLISH	1010	New	Vacant, 11289	New Position	\$40,000	\$0	10	1.00
2-99920	ENGLISH	1010	New	Employee 6	New Position	\$50,000	\$0	11	0.75
2-99920	ENGLISH	1010	New	Vacant, 10697	New Position	\$45,000	\$0	09	1.00
2-99920	ENGLISH	1010	New	Filled	New Position	\$48,000	\$0	08	1.00
2-99920	ENGLISH	1010				\$183,000	\$0		
2-99920	ENGLISH	1820	42730	Vacant, 42465	Administrative Assistant	\$138,038	\$0	0	1.00
2-99920	ENGLISH	1820	42765	Employee 09	Secretary/Receptionist	\$152,487	\$0	0	1.00
2-99920	ENGLISH	1820				\$290,525	\$0		
2-99920	ENGLISH					\$473,525	\$0		
						\$0	\$0		
						\$473,525	\$0		

## Updating Existing Line Items

- 1) **Account #** - to change the account #, enter the new number or choose from choices list
- 2) **Account Description** - updates automatically based on account # selection
- 3) **Subcode #** - Verify that this is the subcode to which salaries will be charged in FY10. If it is not, make sure it is corrected to match what you have on the PAFs.
- 4) **Position #** – Position # is assigned to positions by Human Resources. Do not change these unless they have been changed by HR. If a position has not been assigned, enter “New”.
- 5) **Line Item (Employee Name)** – If a position has become vacant, enter “vacant” here. Or if it has been filled by someone else, change the employee name.
- 6) **Position Title** – updates automatically based on position # selection.
- 7) **FY09 Budget** – Original budget as of January 31. Do not change.
- 8) **FY10 Budget** – This is the base salary that will be charged to this account in FY10. Be sure to budget the full year’s salary.
- 9) **Grade ID** – Any change in position grade should be reflected here.
- 10) **FTE ID** - The FTE should reflect the employees’ percent time of work. Employees paid from multiple accounts should be budgeted in each account, with the FTE in each account reflecting the percentage of their distribution from that account. The total FTE should not be greater than 1.00.

## Adding a New Position

- 1) Scroll to the bottom of the report and on the first available row, enter the account #
- 2) Fill in the rest of the fields as indicated above “Updating Existing Line Items” steps 3- 10.
- 3) Once all fields are completed for the line item, it will sort into place by account.

## Deleting a Position

- 1) Click on the black square at the far left of the row to be deleted. This will select the entire line item. Go to **Line-item > Delete Expense**

## Budgeting Staff on New Accounts

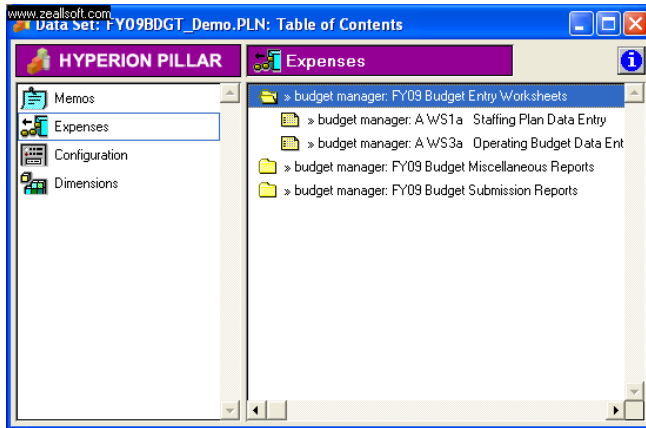
- 1) You will not be able to add positions to new accounts if we have not added the accounts to your Pillar plan file. Pillar is updated with new accounts through the end of January. Any accounts created after that date will need to be manually added by the Budget Office.
  - a) To get an account added/changed on your Pillar file, call the Budget Office and drop your Pillar file in your budget folder. Once account information is changed, the Pillar file will be sent back to user via the server for completion.

Once all staffing plan line items are up-to-date, **save the file and close the report**. Now you will need to update all non-salary line items.

**Tip: File > Save often to avoid losing your work.**

## Entering/Updating Non-Salary Line Items

- Double-click on the folder ">>budget manager: FY10 Budget Entry Worksheets"



- Double-click on ">>budget manager: A WS3a Operating Budget Data Entry" to start building your operating budget line items.

Account #	Account Description	Subco...	Subcode Descripti...	FY07 Actuals	FY08	FY09	Line Item (Employee Name)
2-99920	ENGLISH	1820	SECR/CLERICAL ...	\$0	\$138,038	\$142,869	Vacant, 42465
2-99920	ENGLISH	1820	SECR/CLERICAL ...	\$0	\$121,118	\$125,357	Employee 2
2-99920	ENGLISH	1820	SECR/CLERICAL ...	\$317,045	\$0	\$0	
2-99920	ENGLISH	1950	BENEFITS-STAFF	\$327,034	\$572,948	\$0	
2-99920	ENGLISH	2510	STU SVC-UNDRD	\$5,966	\$12,750	\$0	
2-99920	ENGLISH	2520	WAGES - STU SVC...	\$500	\$0	\$0	
2-99920	ENGLISH	2710	WAGES-MISC	\$48,013	\$95	\$0	
2-99920	ENGLISH	2950	BENEFITS-MINIMUM	\$5,217	\$1,157	\$0	
2-99920	ENGLISH	3010	SUPPLIES-GENE...	\$39,386	\$38,000	\$0	
2-99920	ENGLISH	3020	POSTAGE	\$1,057	\$1,815	\$0	
2-99920	ENGLISH	3030	EXPRESS POSTAGE	\$1,999	\$1,512	\$0	
				\$7,320,822	\$10,896,218	\$2,090,352	

This report is formatted so that you can enter non-staffing plan line items directly into it. At the beginning of each account, you will see staffing plan line items that were updated on the staffing plan worksheet ">>budget manager: A WS1a Staffing Plan Data Entry".

On this worksheet, you are also provided with actuals from the prior year and the current year original base budget, which may be helpful in determining how much to budget for the next fiscal year. You do not need to update these numbers. You will only be entering a budget for FY10.

### Updating existing line items

- 1) Line items that had activity in FY08 or FY09 are included on this worksheet.
- 2) Go through the report and enter budgets for line items that you want to budget for FY10.
- 3) There are no calculations associated with any line items, so remember to budget total benefits associated with staff salaries.

### Adding new line items

- 1) Scroll to the bottom of the report until you see a blank row.
- 2) Enter an account number by typing it in or select it from the choices list by clicking on the "up" arrow.
- 3) Tab to Subcode and enter the new subcode or choose from the list.

- 4) Tab to FY10 and enter the budget amount
- 5) Do not enter any information under **"Line item (Employee Name)"** field. This field is only used by line items that are part of the staffing plan.

## Deleting a line item

- 1) Click on the black square to the left of account # to select the row
- 2) Go to **Line-Item > Delete Line Item**
  - a) To undo a "Delete", select **Edit > Undo Delete Expense**. You can only undo the last action.

## Deleting an entire account

- 1) Selecting a range of line items
  - a) Click on the black box to the left of the first line item to be deleted, and keeping the mouse button pressed; drag the mouse downward until you have selected the range of line items to be deleted. (You can also use ctrl-click and shift-click to select multiple items.)
  - b) Go to **Line-Item > Delete Line Item**
- 2) Searching for entire account to delete
  - a) Go to **View > Search**
  - b) Search for the account # you want to delete (use search instructions in section below)
  - c) Go to Edit > **Select All** to select all visible line items
  - d) Go to **Line-Item > Delete Line Item**

## Working with one account at a time

- 1) Go to **View > Search**
  - a) Type "Account #" into the blank box under Field, or click on blank box under Field and click the up arrow to the right. Click on Dimensions and then Account # and click OK.
  - b) Under Condition, enter "equal" from drop down menu
  - c) Under Value, enter the account # you want, including the dash (ex. 2-99920), or select from the drop down menu.
  - d) Click Search

See example:

Field	Condition	Value
Account #	Equal	2-99920
	or	

Shift+Alt+G into/out of the grid    Alt+0/Shift+Alt+0 to move between -OR-

Delete Row    Insert Row    Copy Criteria    Paste Criteria

Search    Cancel    Security

This search will yield all those line items that make up the budget for Account # 2-99920 only. To search for multiple accounts, enter a second line after the "or" operator in the search window.

**Tip: File > Save often to avoid losing your work.**

# Building Your Operating (Non-Salary) Budget by Copying or Importing

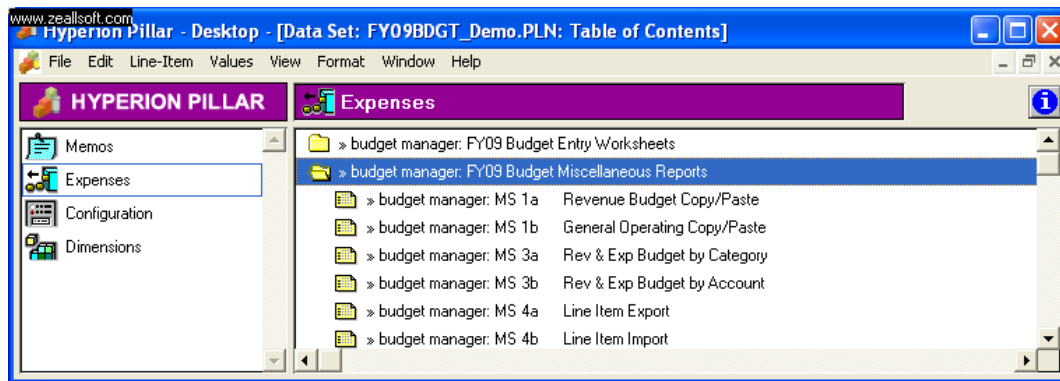
For larger budgets, there are options other than manually inputting budgets into report ">>budget manager: A WS3a Operating Budget Data Entry".

- You can copy prior year budget and paste into FY10 budget column. You can also adjust by a percentage if necessary.
- You can export Pillar data and work on Excel, then import the budget back into FY10.

Regardless of what method you use to build your operating budget, it is recommended that you follow the data entry steps for Staffing Plan line items as indicated at the top in section "*Entering/Updating the Staffing Plan*".

## Copying FY09 Budget into FY10

- Open the "FYXX Budget Miscellaneous Reports" folder



In this folder you will need to use the first two reports (MS 1a and MS 1b) to update the budget for both Revenue and Expenses. If you do not have revenue line items, simply skip MS 1a.

- To Copy Revenue Line Items

- 1) Double-click on ">>budget manager: MS 1a Revenue Budget Copy/Paste". This report searches for all line items that hold revenue budgets. Note that subtotals are turned off at the account level.
  - a) Click on the FY09 Header to select column
  - b) Edit > Copy**
  - c) Click on FY10 Header to select where amounts need to be pasted
  - d) Edit > Paste.**

The screenshot shows the Hyperion Pillar software interface displaying a report titled "budget manager: MS 1a Revenue Budget Copy/Paste". The report shows a table with columns for Account, Account Description, Subcode, Subcode Description, FY08, and FY09. The data is as follows:

Accou...	Account Description	Subco...	Subcode Descripti...	FY08	FY09
3-99910	SUMMER PROGRAMS	0100	INCOME	-\$150,000	-\$150,000
3-99910	SUMMER PROGRAMS	9800	INTERNAL BILLING	-\$2,002,500	-\$2,002,500
3-99910	SUMMER PROGRAMS				
				-\$2,152,500	-\$2,152,500

At the bottom of the window, there are buttons for "Calculate All" and "Calculate Module".

➤ **To Copy Expense Line Items**

- 1) Double-click on ">>budget manager: MS 1b General Operating Copy/Paste"
  - a) Repeat steps a through d as indicated above. The General Operating Copy/Paste report searches for all Expense Line items that currently do not have information on the "**Line Item (Employee Name)**" field. This report excludes any expense line items that are part of the staffing plan, which have already been updated/completed.

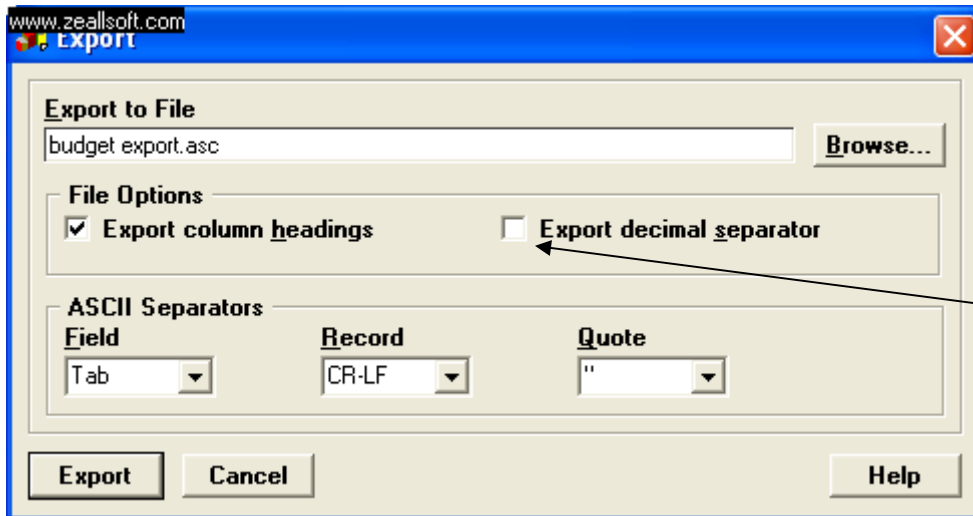
## Exporting/Importing

Follow these steps to export your budget to Excel and then re-import into Pillar. It is not recommended to import staffing plan line items. It is best to manually update them as indicated above.

From the miscellaneous reports folder, you will use both Line Item Export and Line Item Import. Both reports are already set up with the required columns for exporting and importing. Note that this report will exclude any line items that are part of the Staffing Plan.

➤ **Exporting the budget**

- 1) Open ">>budget manager: MS 4a Line Item Export"
  - a) Go to **File > Export**
  - b) Fill in the File Options, asc separators, and file name as indicated below. Click "**Browse**" to choose what directory to export and give the file a title. **Click Export.**



Make sure to uncheck this

## 2) Working with Excel or "Asc" file

- a) Using Excel, navigate to the location indicated above during the export and open "budget export.asc" thru the wizard.
- b) When the wizard prompts, open the file using the same options as those on the exported file.
- c) **Subcode #** column **must** be opened as "text" to avoid losing any preceding zeros in subcodes such as revenue code 0100. Pillar requires a 4 digit subcode number.
- d) Once in Excel, save file as **Budget Import.xls**. This is where you will do your budget updating for FY10

➤ **Preparing the Import "txt" file**

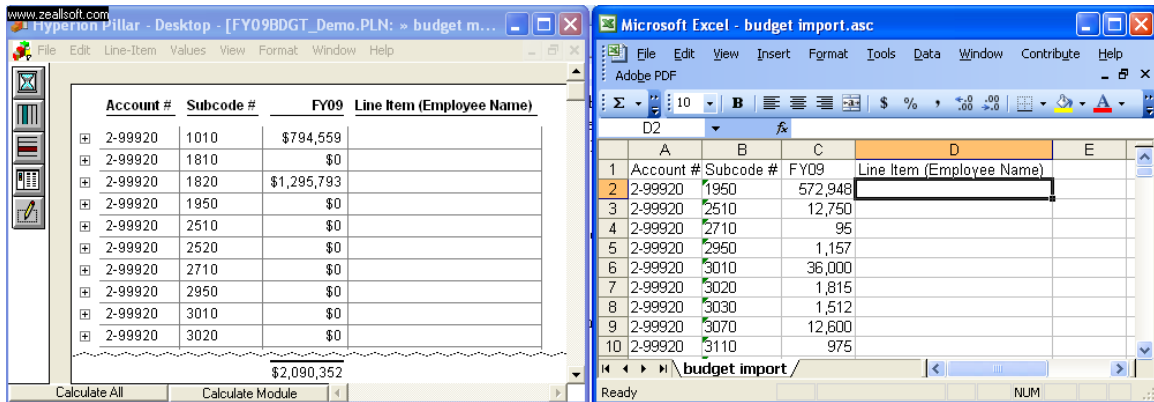
Once the budget has been updated in Excel the file must be converted to "txt" prior to importing into Pillar. You will also need to format the report to show only the required columns (Account #, Subcode #, FY10, and Line Item (Employee Name)). See example below.

**IMPORTANT**

There is an importing bug on Pillar, where it will not upload data unless the "Line Item (Employee Name)" field contains text. We use this field for the Staffing Plan only and do not want text imported into it. In order to get around this, prior to converting the Excel file to "txt", enter blank spaces "..." in the "Line Item (Employee Name)" field. Enter it once on the first row and then copy the contents of that field and paste onto the entire column.

To create the "txt" file, go to File > Save as Excel. Change the file type to "txt" and label the file "budget import.txt". Include the same file options as those required by Pillar. See file import options below.

➤ **Importing the "budget import.txt" file into Pillar**



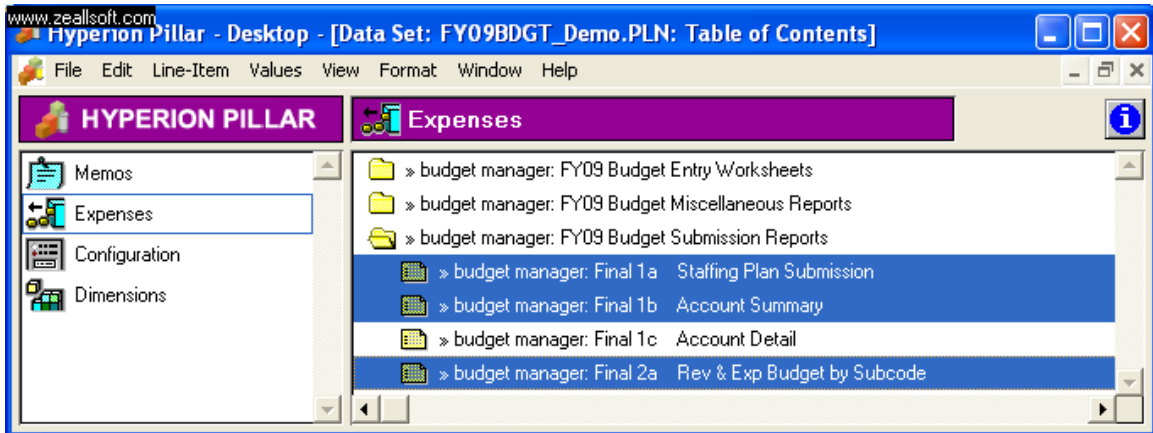
- 1) Open ">>budget manager: MD 4b Line Item Import"
  - a) The Pillar report is already formatted with the required columns for it to import an "asc" or "txt" file.

**Tip:** It is always a good idea to write down totals already on Pillar prior to importing new data. Add up the current totals to what you plan to import and make sure that the sum of the two is correct once the import is complete. If the totals are not what you expected, something might have been overwritten, not imported, or may not be visible due to current search criteria on the report (if any).

- 2) Go to **File > Import** and locate the formatted "budget import.txt".
  - a) Click **Import**.

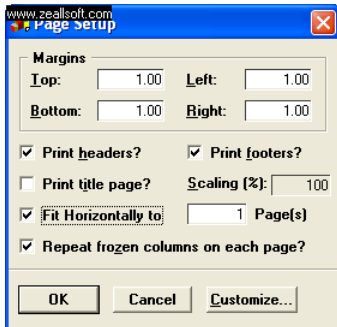


- Open the folder >>budget manager: FY10 Budget Submission Reports



## Print Setup

Print set up may change between different platforms. When you open a submission report, make sure it fits the page horizontally before printing. If you see a page break going down the report it indicates that the report goes over to a second page horizontally. To fix this prior to printing, go to **File > Page Setup** and select "**Fit Horizontally to 1 Page (s)**". Click **OK** and then print report.



The Pillar plan file must be submitted to the budget office via the depts2 server using a Novell connection or Netstorage. For instructions on how to connect to the server, go to our web site and enter the following URL:

<http://www.brown.edu/Administration/Budget/systems/ConnectingDepts2.html>

If you have additional questions on how to connect to the server or how to use Pillar, please contact the Budget Office. You may also refer to the Pillar Users Guide on our web site on how to use Pillar.