

IBM Planning Analytics (IBM PA, formerly TM1) Reference Guide

Beginning in the summer of 2021, in preparation of the FY2022 Budget, a new version of TM1 is being implemented.

The following is a guide for the Budget Preparation process.

Quick Page Guide:

Overview	2
Program Access	3
Program Navigation	5
Program Data Entry	8
Tab Description(s)	8
Clean-Up	11
Raises	14
Saving Data	15
Submitting Data	16
Reports	17
IBM PA Checklist	18

OVERVIEW:

The current software used by the University of Alabama to establish the annual budget is IBM Planning Analytics. IBM has made changes to its Financial Performance Management product and has rebranded TM1 (previously COGNOS) to IBM Planning Analytics. IBM Planning Analytics remains a spreadsheet-based product used for preparing the “new year” budget and establishing salary increases (if raises are awarded) for insertion into Banner.

The following pages will guide you through navigation and important steps while utilizing IBM Planning Analytics.

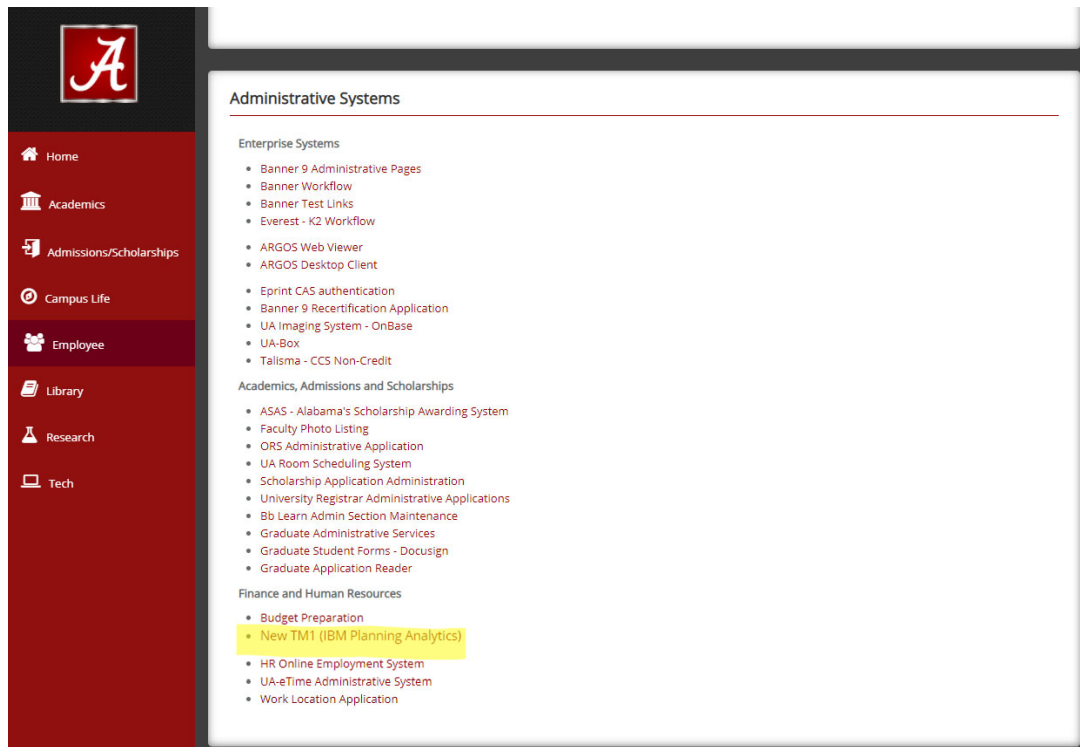
PROGRAM ACCESS:

For the applied security settings, and reporting functions of IBM PA to function properly users must access IBM PA via myBama.

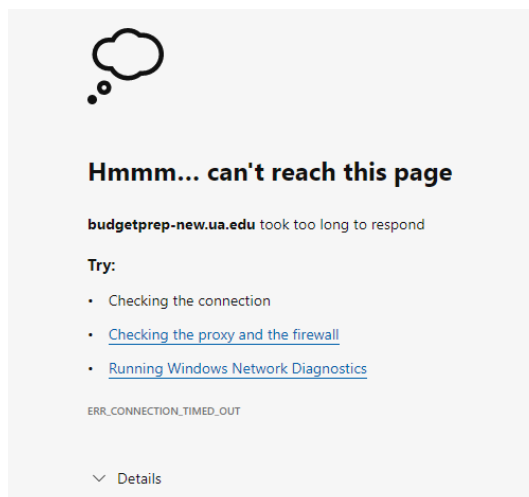
Log-in via <https://mybama.ua.edu>

If working remotely from campus user must access IBM PA via a Campus VPN.

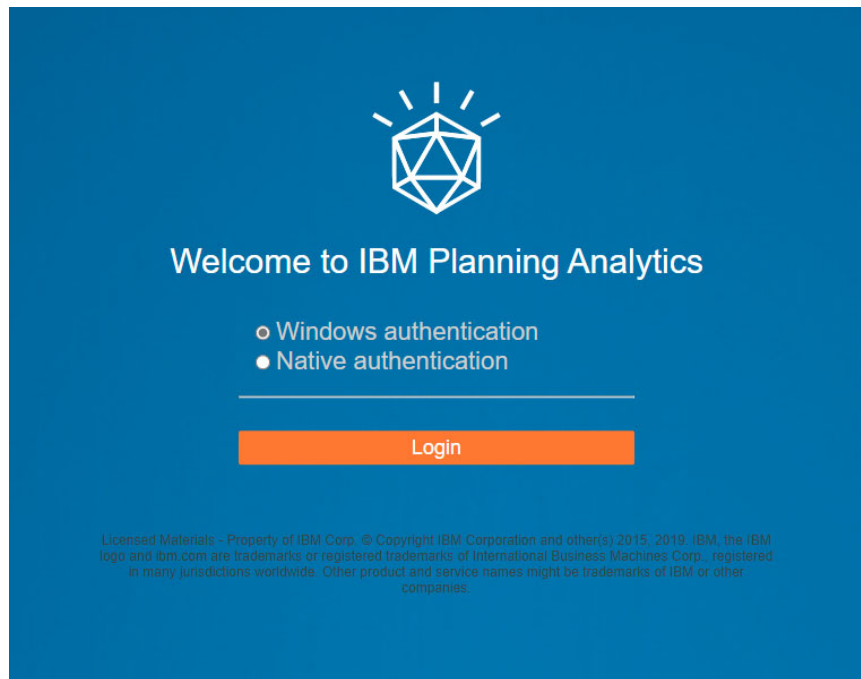
Once logged into myBama navigate to the “Employee Tab”, then under “Administrative Systems” you will see a link labeled “New TM1 (IBM Planning Analytics)” (highlighted below)



After following the “New TM1 (IBM Planning Analytics)” link if you see the following screen please try again after connecting to a Campus VPN.



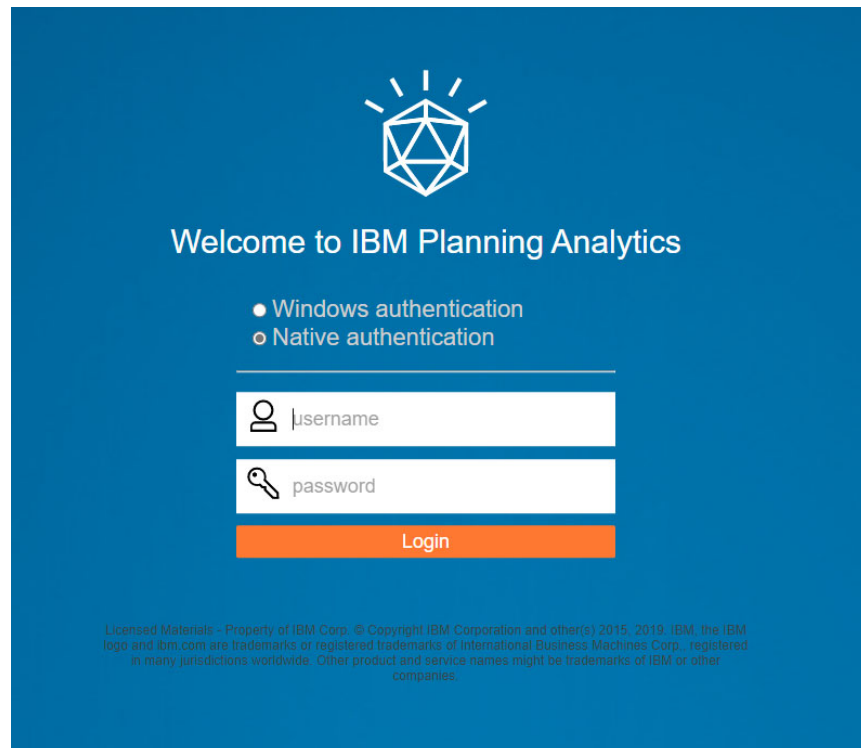
After following the “New TM1 (IBM Planning Analytics)” link if you see the following screen you will need to select the Native authentication option.



Once the Native authentication option is selected

Username: will be your myBama username (not full email)

Password: will be your myBama password

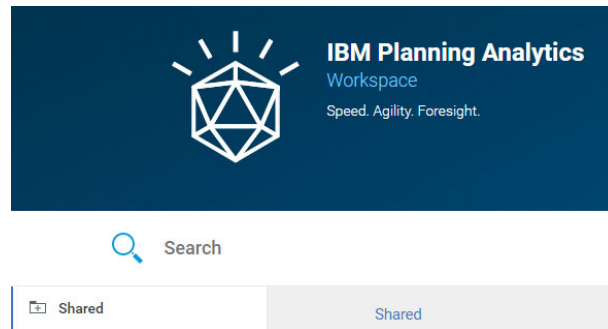


PROGRAM NAVIGATION:

Once in the program you will notice the visual differences in TM1 and IBM PA. Navigation will be the main difference between the two programs.

You will see the following options:

On the left side of the screen you will have an option of “Shared”

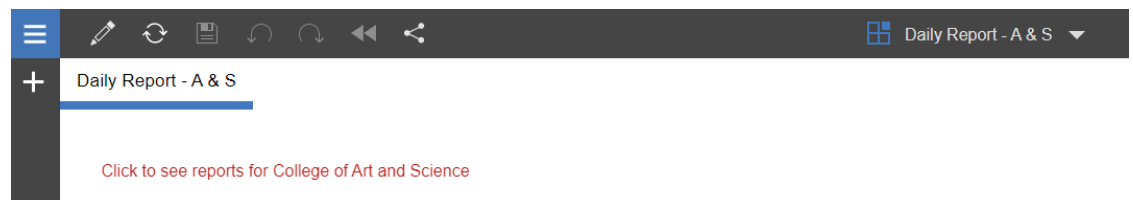


When selecting “Shared” it will serve as your “home” button and will bring you back to your “home screen” as your shared folder contains the folders you may remember from TM1, “Report Folder” and “Budget Preparation Applications”.

“Report Folder”

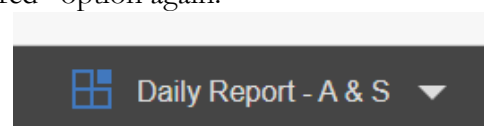
The “Report Folder” folder will contain your over-night reconciliation report, “UA Reconciliation Report”, along with your annotation report, “UA Annotation Report”. Further detail on these reports can be found on page 17.

When selecting “Report Folder” you will see another link to your Daily Report. Selecting this link will take you to a screen like the one referenced below:



**** Navigation Note ****

You will notice the “Shared” option is no longer on the left side of screen. Now at the top center you will see an option to select as referenced below. Select this and the select “Welcome” to return to the Report Folder and gain access to the “Shared” option again.



When selecting “Click to see reports for College of Art and Science” link you will then go to a screen like the one referenced below:

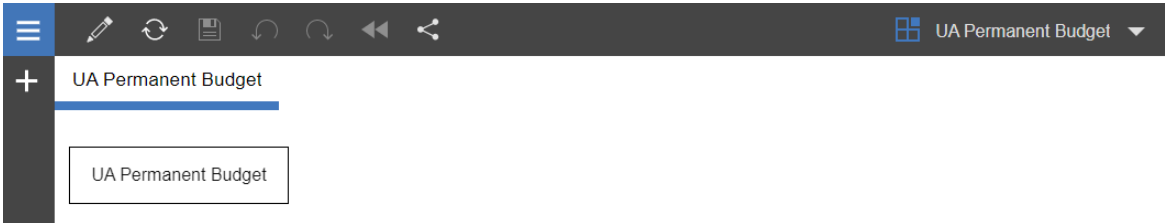
Report Name	Modified	File Size
UA Annotation Report_AS.pdf	06-10-2020 10:47 AM	119,381 bytes
UA Reconciliation Report_AS.csv	04-18-2021 03:27 AM	269,452 bytes

This screen should look familiar as it appears the same as the TM1 software.

“Budget Preparation Applications”

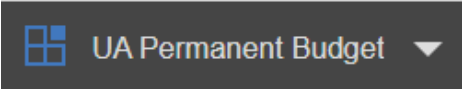
The “Budget Preparation Applications” folder will contain the links to the IBM PA application along with the Real Time Recon Report.

“UA Permanent Budget” book will link you to the application



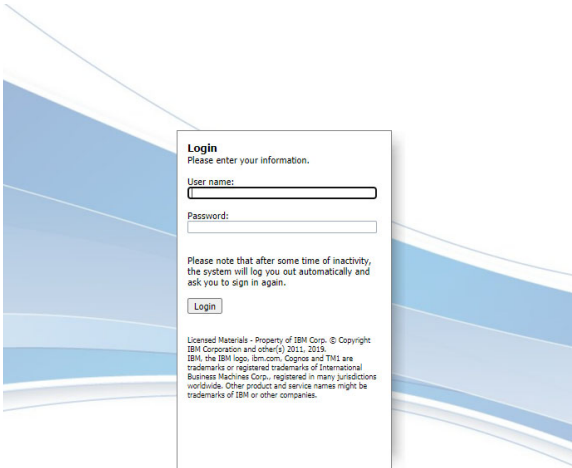
**** Navigation Note ****

You will notice the “Shared” option is no longer on the left side of screen. Now at the top center you will see an option to select as referenced below. Select this and the select “Welcome” to return to the Budget Preparation Applications and gain access to the “Shared” option again.

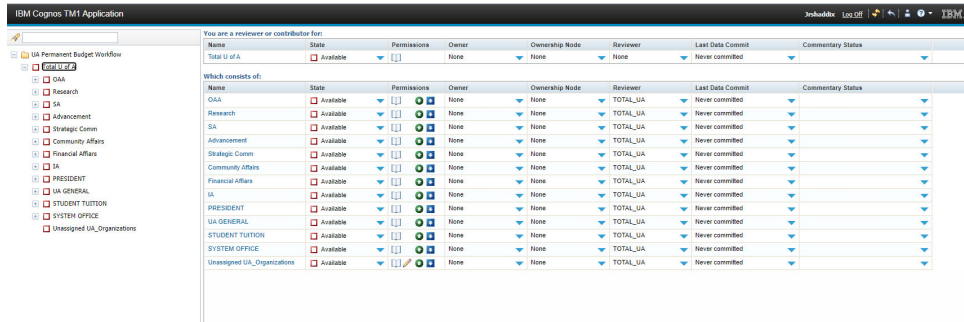


Upon selecting UA Permanent Budget link, you will be sent to the following screen:

- Username: will be your myBama username (not full email)
- Password: will be your myBama password



You will begin to see a familiar screen now as the application was kept as close to previous TM1 application as possible.



On the left side of screen, you will see your list of orgs available to you. Select the org you wish to update or view

Once the right side of screen is populated with your orgs, you may select the specific org you wish to update (this loads the information into a spreadsheet within the application).

To make updates you must take ownership of the org within the application. If all fields are gray, you need to take ownership by clicking the “person icon” at the top left of the screen. Once you have ownership, the data enterable fields will no longer be grayed out.

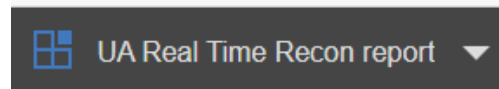


“UA Realtime Recon Report” book will link you to the real time reconciliation report. Details for exporting the “UA Realtime Recon Report” are on page 17.

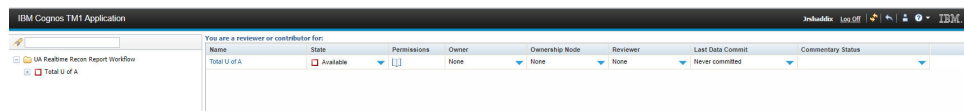


** Navigation Note **

You will notice the “Shared” option is no longer on the left side of screen. Now at the top center you will see an option to select as referenced below. Select this and the select “Welcome” to return to the Budget Preparation Applications and gain access to the “Shared” option again.



Here too you will begin to see a familiar screen now as the application was kept as close to previous TM1 application as possible.



PROGRAM DATA ENTRY:**Tab Description(s):**

Once you enter the “UA Permanent Budget” application referenced previously found in the “Budget Preparation Applications” folder and have navigated your way to your desired org to apply updates or corrections, you will find five tabs within the opened org.

These five-tab options are as follows:

Hourly Positions:

- This tab contains hourly positions that will be filled by an individual UFN to be loaded back to Banner.
- The sort order will be by Last Name, First Name then Fund.
- Only Bi-Weekly paid E-Classes will be allowed on this tab.
- As mentioned previously ownership must be taken to edit data. Ownership is not per tab, but rather by org. Once ownership has been taken, the cells that are able to be edited will change to white while the non-data enterable cells will remain gray.

To Enter Data:

- Take ownership
- You can enter updates manually in each field by typing in the data or selecting an entry from a drop-down menu
- If you are entering a large amount of data, we suggest you do not hit enter to move from line to line, as hitting enter makes the system calculate may slow your process.

Monthly Positions:

- This tab contains monthly positions that will be filled by an individual UFN to be loaded back to Banner.
- The sort order will be by Last Name, First Name then Fund.
- Only Monthly paid E-Classes will be allowed on this tab.
- As mentioned previously ownership must be taken to edit data. Ownership is not per tab, but rather by org. Once ownership has been taken, the cells that are able to be edited will change to white while the non-data enterable cells will remain gray.

To Enter Data:

- Take ownership
- You can enter updates manually in each field by typing in the data or selecting an entry from a drop-down menu
- If you are entering a large amount of data, we suggest you do not hit enter to move from line to line, as hitting enter makes the system calculate may slow your process.

Vacant Positions:

- This tab contains vacant positions that will not be filled by an individual. The position will be filled in the future and the permanent budget is to be retained for the position number. No individual will be loaded back to Banner for these positions, but budget for the position will be loaded.
- The sort order will be by Fund, Account then Position Number.
- All E-Classes will be allowed on this tab.
- As mentioned previously ownership must be taken to edit data. Ownership is not per tab, but rather by org. Once ownership has been taken, the cells that are able to be edited will change to white while the non-data enterable cells will remain gray.

To Enter Data:

- Take ownership
- You can enter updates manually in each field by typing in the data or selecting an entry from a drop-down menu
- If you are entering a large amount of data, we suggest you do not hit enter to move from line to line, as hitting enter makes the system calculate may slow your process.

Finance:

- This tab contains non-salary lines (Revenue 5#####, Operating 7##### and Finance Only Payroll 6#####3 account codes).
- The sort order will be by Fund then Account.
- As mentioned previously ownership must be taken to edit data. Ownership is not per tab, but rather by org. Once ownership has been taken, the cells that are able to be edited will change to white while the non-data enterable cells will remain gray.

To Enter Data:

- Take ownership
- You can enter updates manually in each field by typing in the data or selecting an entry from a drop-down menu
- If you are entering a large amount of data, we suggest you do not hit enter to move from line to line, as hitting enter makes the system calculate may slow your process.

Input:

- This tab will be used to enter new data into IBM PA or “move” data between the Hourly/Monthly/Vacant/Finance tabs.
- You will notice in below reference that the Hourly/Monthly/Vacant/Finance tabs are referenced on the Input tab.

	SOURCE	Org	COA	Fund	Account	Prog	Position	Position Title	Suffix	CWD	E Class	Last Name	First Name	Completion
N_001	HOURLY	204101												
N_002	HOURLY	204101												
N_003	HOURLY	204101												
N_004	HOURLY	204101												
N_005	HOURLY	204101												
N_006	MONTHLY	204101												
N_007	MONTHLY	204101												
N_008	MONTHLY	204101												
N_009	MONTHLY	204101												
N_010	MONTHLY	204101												
N_011	VACANT	204101												
N_012	VACANT	204101												
N_013	VACANT	204101												
N_014	VACANT	204101												
N_015	VACANT	204101												
N_016	FINANCE	204101												
N_017	FINANCE	204101												
N_018	FINANCE	204101												
N_019	FINANCE	204101												
N_020	FINANCE	204101												

There are five input rows for each tab, defined by the “SOURCE” column. You will notice some cells remain gray for the Vacant and Finance rows. This is because the Suffix, CWID, E Class, Last Name and First Name do not appear as options on the Vacant tab. In addition to these Position and Position Title also do not appear on the Finance tab.

The final column of “Completion” must be marked as “Complete” and “Commit” selected for the data to be moved from Input tab to the respective tab referenced.



“Commit (at top left of screen):

If the data is incompatible with the referenced tab you will notice the “Completion” column will change from “Complete” to “Input Error”

Check the formatting, e-class, account code of data entered

- As mentioned previously ownership must be taken to edit data. Ownership is not per tab, but rather by org. Once ownership has been taken, the cells that are able to be edited will change to white while the non-data enterable cells will remain gray.

To Enter Data:

- Take ownership
- You can enter updates manually in each field by typing in the data or selecting an entry from a drop-down menu
- If you are entering a large amount of data, we suggest you do not hit enter to move from line to line, as hitting enter makes the system calculate may slow your process.
- You can also copy/paste data from other tabs into this tab.
 - From Hourly Positions, first eleven fields
 - From Monthly Positions, first eleven fields
 - From Vacant Positions, first six fields

PROGRAM DATA ENTRY:**Clean-Up:**

The Budget Office will notify users that IBM PA is loaded and ready for updating. The Budget Office will pull the most current budget and salary data from Banner and load to IBM PA. Once notified campus users begin the clean-up process.

Clean-up means:

- Correcting rates of pay, salaries and/or budgets so that the permanent budget equals the salary referenced in the “Revised Distr Sal” column.
- Updating the DNUCPAO (sometimes referred to as “Alpha Soup”) column
- Deleting employees who have terminated since the download to IBM PA. “Remove” will be the DNUCPAO to use to effectively delete a line. Do not select “Vacant” as “Vacant” should be a position to remain unfilled with a budget.
- Adding employees who were hired after the download
- Entering FTE’s on the Vacant tab
- Corrections involving employee classes, title changes, Job FTE, and reclassifications.
These changes will also require an EPA to be processed.
- Other budget alignments as needed.

Guidelines for Clean-Up:**Correcting Salaries/Budgets:**

The first step for each department is to verify that the downloaded salaries are correct. If the salaries are not correct, the user will need to make corrections within IBM PA.

To correct the salary:

Hourly positions

Correct the rate in the “Adj DL-Rate” column

or

Correct the total salary in the “Adj DL-Dist Sal” column

Monthly positions

Correct the total salary in the “Adj DL-Dist Sal” column

To correct the budget:

Once the salary corrections have been made, verify that the “New Budget” column equal to new salary. If any corrections need to be made, use the “Budget Transfers” column, and then make the appropriate offsetting entry also in the “Budget Transfers” column.

** Remember, once the salary and budget are corrected, the “New Salary” must equal the “New Budget” **

Smoothing Errors:

A “Smoothing Error” will be present if the salary variance column does not calculate to zero. Meaning the salary is not evenly divisible.

“Smoothing Errors” will only be corrected via the “Smoothing Adj” column when a raise is applied to the individual. This includes Promotions.

If no raise being applied, corrections should be made in the “Adj DL-Dist Sal” column.

“Revise Distr Sal” Column:

This column should reflect the salary base to be used for calculating a potential raise.

DNUCPAO Column:

Options available in this column include

Dean	If the faculty employee is a dean
New	If the employee was not employed by the University as of March 31. Not eligible for a raise. * Employees new to the University (after 3/31) have been marked as “New” at download.
Remove	If the employee/line is being deleted (previously “Unfilled”) (also, as explained below, “Remove” the employee, zero out any salary, zero out the budget via transfer column and zero out the FTE)
Continuing	If the employee was employed by the University as of March 31, and will still be employed on October 1 (this will be the default at download)
Admin Incr	If the line is for an administrative increment. Administrative increments accounts begin with 6 and end in 5. These lines have been marked as “Admin Incr” at download.
Other	Same as “Continuing” but for non 11000 funds
Vacant	Should only appear on the Vacant Positions tab. For position that is unfilled, but permanent budget for position to remain.
MPP	For reporting of employees that participate in a pay plan across campus.
Promo05	If the employee is entitled to a 5% promotion (this will automatically calculate a 5% salary/budget increase and populate the “Promotion” column) Example, 5% Senior Instructor Promotions
Promo10	If the employee is a faculty member and is entitled to a 10% promotion (this will automatically calculate a 10% salary/budget increase and populate the “Promotion” column) Example, 10% Faculty Promotions

Deleting Employees:

If an employee has terminated since the download to IBM PA or employee is not permanently funded and you want to delete the line of data associated with this employee.

You will select DNUCPAO of “Remove”

You will zero the salary

Hourly Positions Tab:

Enter a negative rate in the “Adj DL-Rate” column

Monthly Positions Tab:

Enter a negative salary amount in the “Adj DL-Distr Sal” column

You will zero the budget by utilizing the budget transfer column (negative transfer) to move the budget to another line item

If moving to new Tab you will utilize the “Input Tab”

You will zero the FTE.

So, all “Remove” line should be zero salary, budget, and FTE. This will demonstrate to the Budget Office that this line should not be loaded back to Banner. As we cannot delete lines of data from IBM PA from an auditing and security standpoint.

Add Employee:

- Via the “Input Tab” fill in the available cells for the corresponding Hourly or Monthly tab.
- Be sure the select “Complete” in the “Completion” column.
- Select commit check mark on top left of page.
- If data entered correctly and validated, it will move from “Input Tab” to the corresponding tab referenced in the “SOURCE” column.
- Once new line has posted to the correct tab you will fill in the remaining data
DNUCPAO, FTE, Dist %, Salary and Budget (via Transfer column)
Salary:
For hourly employees add the rate in the “Adj DL-Rate” column
For monthly employees add annual salary in the “Adj DL-Distr Sal” column

Vacant Position FTE's:

Vacant positions do not load to IBM PA with an FTE value. You will need to enter an FTE for each vacant position that will remain “Vacant” with a budget.

FTE on a vacant position should equate to the portion of a full-time salary that the budget reflects. In other words, divide the budget by the full-time salary for that type of position. Make sure that FTE's for undergraduate and graduate students on the Vacant Positions Tab are appropriate as per Academic Affairs guidelines.

PROGRAM DATA ENTRY:**Raises:**

**** If a raise program is available, the Budget Office will notify you of your allocation amounts after the Board of Trustee's meeting in June. ****

Hourly Positions Tab raise entry:

You will enter via "Raise Input" column, enter the annual increase amount.

This entry will automatically adjust both the salary and budget (via Budget Allocations).

If there is a smoothing error, the column of "Ck Sal/Rate" will show "Smoothing Error".

The amount of the smoothing error is automatically calculated in the "Sal Var" column. As previously mentioned only during a raise process (**not the clean-up process**) the smoothing error should be corrected by entering the calculated variance in the "Smoothing Adj" column with the opposite sign of the value in "Sal Var".

Monthly Positions Tab raise entry:

You will enter via "Raise Input" column, enter the annual increase amount.

This entry will automatically adjust both the salary and budget (via Budget Allocations).

If there is a smoothing error, the column of "Ck Sal/Rate" will show "Smoothing Error".

The amount of the smoothing error is automatically calculated in the "Sal Var" column. As previously mentioned only during a raise process (**not the clean-up process**) the smoothing error should be corrected by entering the calculated variance in the "Smoothing Adj" column with the opposite sign of the value in "Sal Var".

SAVING DATA:

There are three colors of lettering within IBM PA that signal the data save location.

Green lettering when entering or editing data, not saved

Blue lettering once hit enter, data saved to local computer only

Black lettering after you select the “Commit” check mark at the top left of the screen your data will be saved to the server and accessible by other users with security access to the org.

The exception is for the data on the “Input Tab”. If you have entered data on the “Input Tab” and marked “Complete”, then “Committed” data but the data cannot be validated due to formatting or system checks the line will change from “Complete” to “Input Error”. If “Input Error” and black lettering this has not been saved to server. You will know your data is saved to server once the data is cleared from the input tab and posted to the corresponding correct tab.

**** REMEMBER** clicking the “Commit” icon on any tab saves ALL your updated data within the org except for “Incomplete” or “Input Error” data on the input tab. ******

SUBMITTING DATA

Once all your updates have been made and reconciled, please submit your data. The “Submit” option is at the top left of the screen. “Submit” button reference:



Once submitting IBM PA will lock your orgs. You will effectively be locked out of the system unless the Budget Office or OAA grants access back into the system.

Please notify either OAA or the Budget Office that your College/Department complete and submitted. We will begin reviewing the data.

REPORTS:

The “UA Realtime Recon Report” is found in the “Budget Preparation Applications” folder listed as the “UA Realtime Recon Report”. This report contains current “Committed” data, and data appears in the report instantaneously.

Once you enter the report the first screen looks like the contributor application. When you drill down to a specific org (you can also select the all feature) you will see that the data from all the tabs has been consolidated into one worksheet.

To export the report to excel:

Select the hamburger icon in the top left of screen



Select “Export”

Select “Snapshot to Excel”

Select “Export all rows in the view (##) rows”

The “UA Reconciliation Report” is found in the “Reports Folder” folder. This report may be referred to as the Static or Over-night recon report.

This report will process in the overnight hours and will reflect all the “Committed” data in the system. This report is the preferred report to reconcile your adjustments in IBM PA.

The report will download as a CSV file and can be easily saved as an excel worksheet.

The “UA Annotation Report” is found in the “Reports Folder” folder.

This report will process in the overnight hours and will reflect all the saved comments entered on the Allocation, Transfer and Position cells. Comments entered in other cells in the application will not make their way to the annotation report.

To add a comment in the application:

right clicking the cell for which the commentary is related

select the “Add Comment” option from the drop-down menu

a new window will pop up to allow commentary entry

enter your comments in the pop up and click “Ok”

A red mark will show up in any boxes that have comments

To view comments in the application:

right click on any box with one of these red marks, select “Browse Comments”

IBM PA CHECKLIST:

The following are a guide of the items to be aware of and check for during the Budget Preparation process. This list of “checks” can be performed on your reconciliation reports **before** submission to check for various errors. We suggest you create separate tabs to perform the various “sorts”.

IN GENERAL (on reconciliation report):

- Totals
 - Make sure cross totals are correct
 - Perm Budget + Salary Adj - Bud + Allocations + Transfers = New Budget
 - New Current Salary + Salary Adj – Sal = New Adjust Salary
- Check for blank fields on all columns
- IA & Auxiliaries no permanent budget in account codes 508###
- Remainder of UA no permanent budget in account codes 507XXX
- If salaries are permanently budgeted for self-funded areas (auxiliaries, endowments, chairs, designated fund balances), fringes **MUST** also be permanently budgeted.
- Never budget “5XXXXX” revenue account codes as a source of funding in endowment and gift funds because this interferes with monthly mechanicals.

SALARIES:

Sort by account code column to pull salary lines, and then sort by name or CWID to separate filled from unfilled positions.

- For reconciliation purposes only, insert a column in your recon report that subtracts the “New Adjust Salary” from the “New Budget”. The difference for individual salary lines should be zero which indicates that the new budget equals the new salary. The difference **should never be** a negative amount. Differences for vacant or pooled positions should have a positive amount.
- Sort by Position Title to make sure each position has title
- Sort by “New Salary” to make sure there are **NO** negatives in “New Salary” field
- Sort by FTE to make sure all positions have FTE (all filled positions and positions marked as “Vacant” should have up to 1.0 FTE). Positions marked as “Remove” should have 0 FTE. (FTE should not be entered with more than 3 digits to the right of decimal)
- Sort by E-class and check E-class against FTE. All 1.0 FTEs should have an E-class that designates a full-time position (A1, H1, etc.). Any FTE’s less than 1.0 should have E-classes that designate a part-time position (B3, H3, etc.)
- Sort by Dist % to make sure all filled positions have dist %
- Sort by “Ck Sal/Rate” (smoothing error) to verify all salaries all smooth
- Make sure “position title” in TM1 matches exactly to the “job title” in HR
- Make sure all salary account codes have position #s except for overtime (603101) and those that end in 3 (6####3)
- Make sure **NO** commas in the “Last Name” or “First Name” field
- Make sure only one active employee per position number

DNUCPAO:

- Make sure all “Continuing”, “New”, “Dean”, “Promo05”, “Promo10”, “Admin Incr”, “MPP” and “Other” have a position #, person, CWID, New Salary and New Budget. For reconciliation purposes only, insert a column in your recon report that subtracts the “New Adjust Salary” from the “New Budget”. The difference for individual salary lines should be zero which indicates that the new budget equals the new salary. The difference **should never be** a negative amount. Differences for vacant or pooled positions should have a positive amount.

- Verify all “Remove” have no salary, no budget, and no FTE.
- Verify all “Vacant” positions have budget and FTE up to 1.0

SPLIT DISTRIBUTIONS:

Split distribution percentages are a calculated field on the overnight recon and Dist % is only updated over-night.

Sort by Distribution % to obtain lines with % less than 100%

Then sort those lines by Position # to verify that:

The sum of the distribution % equals 100%

Total salary is smooth (can have smoothing errors on individual lines of a split distribution)

NOTES:

- **Raise Eligible if Hire Date is 3/31 or prior**
- **Raises Effective 10/1**
- **EPA’s MUST be prepared for any employee with an end date or if 9/9 FACULTY**
- **EPA’s MUST be processed to update the following (TM1 will not update these fields to Banner. To avoid load issues do not send EPA’s before notification, Reject List, by Budget Office.):**
 - **Employee Class**
 - **Job FTE**
 - **Job Title**
 - **End Date Fields**