

Using the FPF System for Forecast Maintenance

Objectives

In this chapter you will:

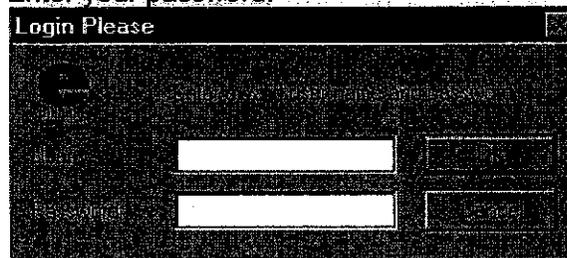
- Log on to the FPF System.
- Change the way data is displayed in the D-Cube window to make data inputting easier.
- Input forecast data by using commands and shortcuts.
- Print D-Cube information.

Using the FPF System for Forecast Maintenance

You must be logged on to the PEC local area network and Windows NT in order to use the FPF System.

Logging On to the FPF System

1. Double-click on the FPF Manager icon.
2. Enter your user name.
3. Enter your password.



4. Choose OK.

Passwords can only be changed by a System Administrator.

Understanding the D-Cube Window

It is important to understand how data is displayed in the D-Cube window before you begin to input or revise data within the FPF System. The D-Cube window resembles an Excel spreadsheet. It is composed of cells arranged as rows and columns. D-List item names are used as row and column heading labels in D-Cubes.

Formula item names appear in black text and detail item names appear in blue text. The same color coding is used for data within the D-Cube grid.

Each D-List of a D-Cube is given a *group box*. The group box displays the name of the active item in the D-List. If you move the mouse pointer over a group box, the D-List name appears.

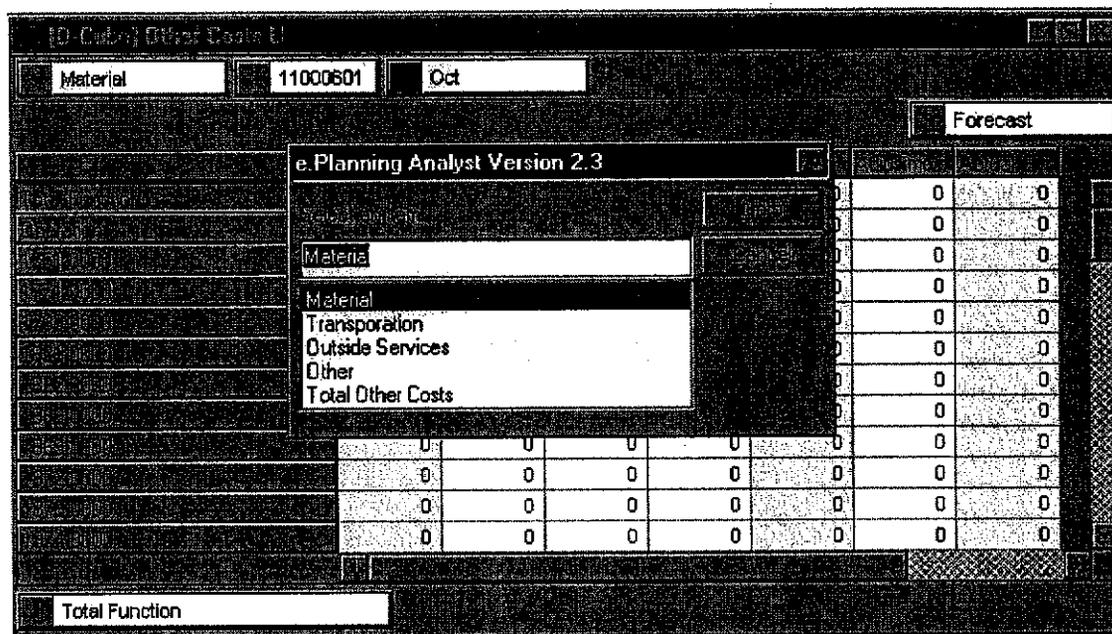
The D-Cube window for other costs is displayed on the next page. This D-Cube contains five D-Lists that appear as five group boxes in this D-Cube window. The group box located in the upper right hand-corner of a D-Cube window identifies the D-List that is used for column

Activating a Different D-List Item in the D-Cube Window

Follow the steps below to activate a different D-List item associated with a particular group box in the D-Cube window. For example, if you would like to enter transportation costs instead of material costs in the D-Cube window displayed on the previous page, you would follow the steps below.

1. Click on the white area within the appropriate group box.

The Select an Item list appears as shown below.



2. Select an item name from the list, or type the first part of the item name you want.
3. Click **Goto**.
The group box now displays the selected D-List item and the selected item is now active within the D-Cube window grid.

Rearranging the Group Boxes in the D-Cube Window

Unlike an Excel spreadsheet, the D-Cube window is multi-dimensional. The row and column items are easily interchangeable. Thus, the D-Lists within the D-Cube window may be moved to different positions simply by rearranging their associated group boxes.

1. Click on the square on the left side of the group box that you want to reposition.
2. Drag this group box on top of the group box that you want it to exchange positions with.

For example, using the D-Cube displayed on the previous page, if you would like the Other Costs D-List to be displayed as columns and the Versions D-List to be displayed as rows, then follow the steps above to change their position in the D-Cube window. The end result is shown below.

The screenshot shows a window titled "[D-Cube] Other Costs U". At the top, there are three input fields: "11000949", "Total Function", and "Oct". Below these is a table with 10 rows and 6 columns. The first column is labeled "Material". The second column is labeled "Total Function" and the third column is labeled "Oct". The data in the table is as follows:

Material	Total Function	Oct			
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0

At the bottom left of the window, there is a button labeled "Actual". On the right side of the window, there is a group box labeled "Material".

Activating a Cell for Data Entry

Once the D-Cube window is arranged the way you want it, you can begin to enter or revise the data contained within the cube. First, you must select or activate the cell within the grid before you can enter or revise data within it. There are two ways to select a cell within the D-Cube grid.

1. Click the desired cell to select it.

Or

1. Click on the associated group box.
*The **Select an Item** list appears.*
2. Select an item name from the list, or type the first part of the item name you want.
3. Click **Goto**.

*To select a range of cells, click the first cell of the range and drag to include the other cells. You also can press the **SHIFT** key in conjunction with any of the keyboard shortcuts discussed next.*

Using Keyboard Shortcuts

You also can change the active cell using keyboard shortcuts. The most useful keyboard shortcuts are described below.

HOME	Move to beginning of current row.
END	Move to end of current row.
CTRL+HOME	Move to first cell in the grid (upper left corner).
CTRL+END	Move to last cell in the grid (lower right corner).
PAGE DOWN	Move down one screen.
PAGE UP	Move up one screen.

Editing Cell Content

Users are not allowed to change the content of all cells within the system's D-Cubes. Users themselves also can prevent the content of selected cells from being updated or revised by others or by the system itself by protecting, holding or locking the selected cells. If a cell is locked, it has a gray background. If a cell is protected, it has a yellow background. If a cell is held, it has a turquoise background. The difference between locked, protected and held cells will be explained in more detail later in this course.

The content of cells with a white background are not protected or locked and can be changed by users. Follow the steps below to change the contents of an unlocked or unprotected cell.

1. Select the cell.
2. Change the contents.
3. Press ENTER.

☞ To cancel cell changes, press ESC rather than ENTER.

Understanding Cell Color Coding Conventions

The FPF System has a standard color coding convention to show changed and unchanged cell data or content.

	Unchanged or Saved Data	Changed Data
Detail Items	Blue	Pink
Formula Items	Black	Red

☞ If you forget to press the ENTER key after you change the contents of a cell, the data you inputted will be green.

Saving Data Input

Before you exit or close the D-Cube you currently are working on, you must remember to save your changes. Otherwise, the information you entered will be lost and will need to be re-entered. There are two ways to save your data input.

 *Hint: Save often.*

1. Click on the **Save** icon (picture of a disk)  on the tool bar.

Or

1. Select **Save** from the **File** menu.

 *If you forget to save a report or D-Cube, a message will appear. The message will ask if you want to save the D-Cube or report before closing. If you do, choose "yes".*

Using Shortcuts to Input Large Numbers

You can enter data directly into a detail item cell within the D-Cube window grid to change its contents. You also can use a variety of data entry shortcuts and commands to speed up the data entry process. The system provides the following two shortcuts to make entering large numbers easier.

Command	Meaning	Example
K	Thousand	2K=2,000
M	Million	35M=35,000,000

Copying Cell Content

Data can be copied across columns and rows using standard copy-paste methods or by using the copy commands below.

Command	Meaning
>	Copy right
<	Copy left
^	Copy up
	Copy down
:	Break (Stop)

<= This symbol is located on the key below the Backspace key.

- Commands can be combined. For example, 2K>| copies the number 2,000 to the cells to the right and down from the current cell.

You do not have to include the number to be copied with the copy command. For example, if you type 2K in a cell and press ENTER, you could copy this number (2,000) to the right by typing only > in the same cell and pressing ENTER.

Copy commands are terminated when they find another command or a colon, or by unprocessed numbers. For example, if you enter 1K> in the October cell and a colon in the March cell, then 1,000 will be copied into the October through February cells.

Using Arithmetic Commands

The system provides eight arithmetic commands as outlined in the table below. These commands perform mathematical calculations as you enter them along with numbers into a cell. The arithmetic commands save time because the calculations do not have to be done prior to data entry. Instead, the calculations are done simultaneously with data entry.

The FPF System's arithmetic commands are very different than the commands used in Microsoft Excel. They must be entered in a special way. A number must be entered after each command listed below followed by depression of the ENTER key.

Command	Meaning	Example
a	Add to	4+5=4(ENTER)a5(ENTER)
s	Subtract from	10-5=10(ENTER)s5(ENTER)
m	Multiply by	6x7=6(ENTER)m7(ENTER)
div	Divide by	80/2=80(ENTER)div2(ENTER)
per	Take % of	25% of 100=25(ENTER)per100(ENTER)
inc	Increase by %	Increase 10 by 20%=10(ENTER)inc20(ENTER)
dec	Decrease by %	Decrease 30 by 5%=30(ENTER)dec5(ENTER)
pow	Raise to power	Raise 7 to the 4 th power=7(ENTER)pow4(ENTER)

Breaking Back a Total

A break-back is a specific amount allocated back to the cells that make up a total pro rata. Break-backs can only be used in cells containing formulas. Follow the steps below to break back a total.

1. Select the appropriate total cell.
2. Enter the number to be allocated back to the cells that make up the total pro rata.
3. Press ENTER.

Example: Your area plans to spend \$12,000 over a 1-year period. The costs are to be spread equally over the 12 months within that 1-year period. Enter 12000 in the total cell for the 1-year period. The system will break back the total equally over the cells that make up the total. The end result--\$1,000 will be contained in each of the 12 cells that correspond to the months within the 1-year period.

If you want to allocate the \$12,000 back to only 3 months out of the year, enter a 1 in each of the cells for the 3 months followed by the ENTER key. A 3 will appear in the fiscal year total cell. Then enter 12000 in the fiscal year total cell and 4000 will appear in each of the cells for the 3 months.

Holding, Protecting or Locking Cell Content

A hold on a cell prevents its content from being changed by break-backs. A lock on a cell prevents its content from being overwritten by automatic system updates or by links. Input changes cannot be made on a protected cell, but it can be overwritten by system updates and links. If one of these commands is in effect, the cell's background color changes to provide a visual alert to the user. Use the appropriate command below to prevent cell content from being changed a certain way.

Command	Meaning	Background Color
hold or h	Prevents a cell from being changed by a break-back.	turquoise
protect or p	Prevents a cell from input change, but allows break-backs and updates through links.	yellow
lock or l	Locks a cell so that it cannot be updated by a link. A locked cell can be changed by a break-back.	gray
release or r	Removes the cell from hold. (See other options below.)	

Removing Protection, Lock or Hold on Cell Content

Follow the steps below to remove protection, lock or hold on cell content.

1. Select or highlight the cell.
2. Select the **Commands** option from the **D-Cube** menu on the menu bar.
3. Select the desired option—**Unprotect, Unlock or Release**.

Or

1. Right click on the desired or highlighted cell.
2. Select the desired option—**Unprotect, Unlock or Release**.

Growing Cell Content by an Inflation Factor

Operating areas commonly apply inflation factors when predicting non-labor costs for future forecast years. This easily can be done within the FPF System using the grow command.

1. Input the current cost amount in the appropriate cell.
2. Press ENTER.
3. Type "growxc" in the same cell, where x represents the inflation factor to be applied. The c refers to compounding.
4. Press ENTER.

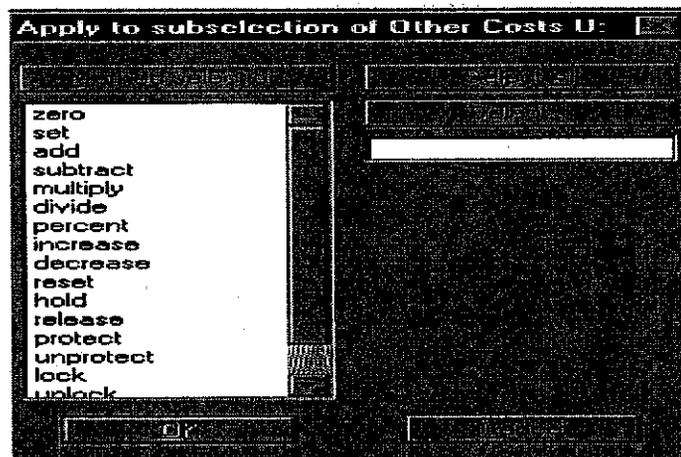
Example: The command "grow3c" will cause the corresponding costs for future forecast years to grow by 3% compounded each year.

The organization of the D-Cube window is important when using the grow command. Refer to the 'Special Tips' section of this manual for guidance when using this command to inflate Other Costs in future forecast years.

Zeroing Cell Content

Occasionally, you might have the need to zero out the contents of a cell, a group of cells or all of the cells in an entire D-Cube. You can do this by following the steps below using the zero command.

1. Choose **Commands** from the **D-Cube** menu on the menu bar.
A pick list of commands with the associated command options appears as shown below.



2. Select **zero** from the command pick list.
Zero should now be highlighted.
3. Click on the appropriate command option button.
Choose:

Marked Selection if you previously selected or highlighted the cell or cells you would like zeroed out.

Or

Select if you have not yet selected or highlighted the cell or cells you would like zeroed out.

*When you choose this option, a tab will be provided for each D-List within the D-Cube that is currently active. To select the desired D-List, click on its corresponding tab. A pick list of the items contained in the selected D-List will be displayed. Highlight the D-List item(s) you would like zeroed out. Then, move the selected item(s) to the right by clicking on **move >**. If you selected an item incorrectly, simply move it back to the left by highlighting it and clicking on **move <**. Click **OK** when your selection is complete.*

Or

Select All if you would like to zero out the contents of the entire D-Cube.

◆* **Warning:**

*All cells within all dimensions of the active D-Cube will be cleared out when you choose the **Select All** option. This option should be rarely, if ever, used.*

4. Click **OK**.

Copying Data into a D-Cube from Another Application

You can copy data into a D-Cube from other sources such as an Excel spreadsheet, an Access database, or a Word text file. Use the Windows clipboard to copy data into a D-Cube from another application using the steps below.

1. Highlight the information within the source application that you want to copy.
2. Copy the selected information to the Windows clipboard using standard copy-paste methods. *(Click on the **copy** icon on the tool bar or press CTRL and C simultaneously.)*
3. Return to the FPF System. *(Click on FPF Manager in the task bar or press ALT and TAB simultaneously until FPF Manager appears.)*
4. Paste the information from the Windows clipboard to the target D-Cube within the FPF System using standard copy-paste methods. *(Click on the **paste** icon on the tool bar or press CTRL and V simultaneously.)*

Don't forget to save the information you just copied to the D-Cube.

Adding, Changing, Viewing or Deleting a Cell Annotation

An annotation is a note added to a cell by a user. Annotations are useful for providing additional information about a particular cell. If an annotation exists for a cell, a red flag appears in the upper left-hand corner of the cell. Follow the steps below to add, change, view or delete a cell annotation.

1. Right-click on the appropriate cell.
2. Select **Add Annotation** to add a new annotation, **Edit Annotation** to change an existing annotation, **Show Annotation** to look at an existing annotation, or **Delete Annotation** to remove an existing annotation.
3. Type in the new or changed annotation, when appropriate.
4. Click OK.

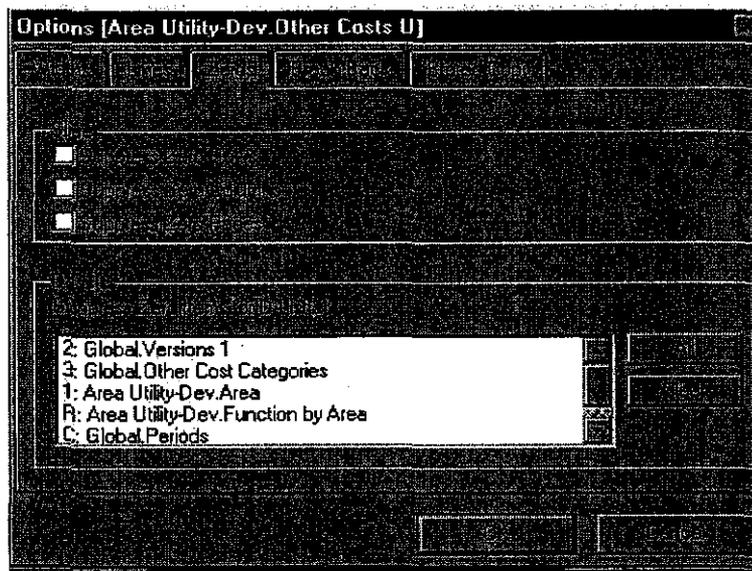
Or

1. Highlight or select the appropriate cell.
2. Select **Annotations** from the **D-Cube** menu on the menu bar.
3. Select **Add/Edit** to add a new annotation or change an existing annotation, **Show** to look at an existing annotation, or **Delete** to remove an existing annotation.
4. Type in the new or changed annotation, when appropriate.
5. Click OK.

Suppressing Zeros in a D-Cube

You might find it helpful to see only relevant non-zero information displayed in the D-Cube window. You can hide D-Cube rows, columns and pages that do not contain relevant information by following the steps below.

1. Open the appropriate D-Cube.
2. Select **Options** from the **D-Cube** menu on the menu bar. (*Various tabbed options will be displayed.*)
3. Click on the **Zeros** tab.



4. Select **Suppress Zero Rows**, **Suppress Zero Columns**, **Suppress Zero Pages** or any combination of these three options.
Or, to hide all zero items in a particular D-List, highlight the desired D-List in the **Suppress Zero Items for D-List(s)** box. (To remove zero suppression from the d-list click **Clear**.)
Or click on **All** to hide all zero items in all D-Lists pertaining to the current D-Cube.
 5. Click **OK**.
- Save the D-Cube if you want irrelevant information to remain suppressed. Use **Suppress Zero Pages** to prevent blank pages from being printed or exported to another file. If you suppressed zero rows, then all zero rows will be hidden regardless which D-List makes up the rows in the D-Cube window.*

Printing D-Cube Information

Although the FPF System does not provide users with a print screen option, it does provide options for printing D-Cube information. You can print all or selected parts of the information contained within a D-Cube by following the steps below.

1. Select **Print** from the **File** menu on the menu bar. A box containing various tabbed options will appear. The box will allow you to select the information to be printed from the various D-Cube dimensions.
2. Select the information you would like printed using one or more tabbed options.

To select specific data to be printed, highlight the data you wish to print and move it to the **Items Included** area.

If you do not select anything, then all of the items will print and the report may be very large.

3. Click **OK**.

Including a Cell Annotation with Printed D-Cube Information

If you would like a cell annotation to print at the bottom of the page, follow the steps below before you print the D-Cube information.

1. Select the annotated cell.
2. Select **Print** from the **File** menu on the menu bar.
3. Select the items to be printed by moving them to the items included box. The items containing the annotations must be selected.
4. Select **Print at the bottom of the page** in the **Annotations** area.
5. Click **OK**.

The annotation will print at the bottom along with the cell's location, creator's name, date, and time.

Viewing Linked Information Using the Drill Down Feature

The system's drill down feature lets you analyze D-Cube data that was imported into a D-Cube cell by a D-Link. You can drill down on any single cell in a D-Cube. If the cell contains data transferred by a D-Link, drill down opens a view of the source data. If the data was imported from another D-Cube, drill down opens the appropriate selection from the source D-Cube. If the data was imported from an external source (a mapped ASCII file or an ODBC database), drill down extracts the relevant data from the source file and displays it in a special drill-down results dialog box. You can also drill down on any two-dimensional range of cells in a D-Cube. Follow the steps below to drill down and view data linked to a cell.

1. Select the cell you want to drill down to view its linked data.

2. Click on the drill down icon on the tool bar.



Viewing and Printing A Summary Report

Objectives

In this chapter you will:

- View a summary report.
- Change the way the report is displayed.
- Add a scroll bar to a summary report.
- Print a summary report.
- Exit the FPF System.

Viewing and Printing A Summary Report

The FPF System provides five types of summary reports to contributors. The reports pertain to labor costs, other costs, total costs, inter-company billing percentages and redistribution. The pages that follow discuss ways for users to change the appearance of these reports to best suit their needs.

Changing a Summary Report Display

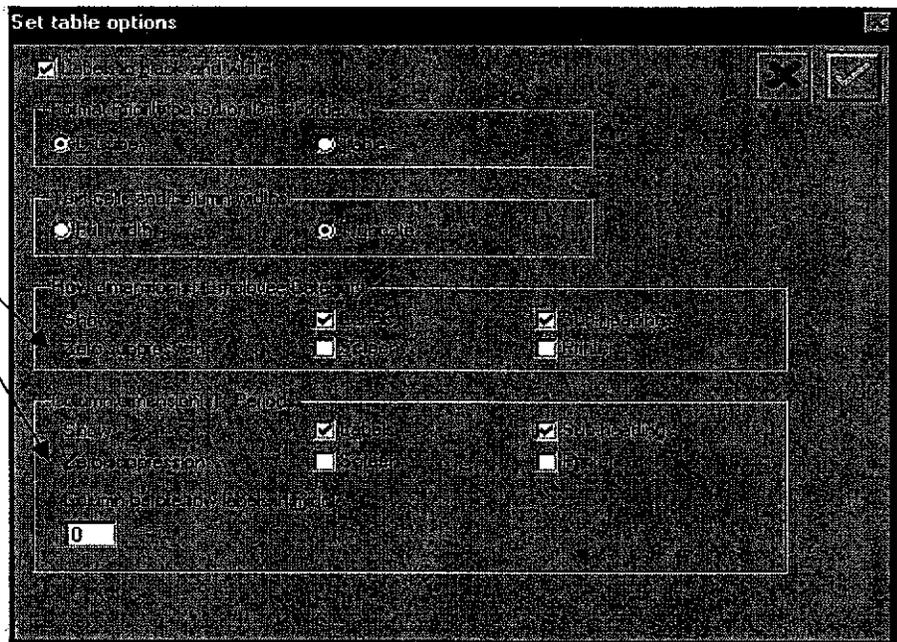
Just as data can be rearranged within the D-Cube window, data can also be rearranged within a summary report. The procedures are the same. Thus, you can specify the D-List items to be displayed in a report, as well as select the D-Lists that are used as the report rows and columns. Users can change the report display for viewing purposes or prior to submitting the report to be printed.

- ☞ *Refer to the sections in the previous chapter entitled "Activating a Different D-List Item in the D-Cube Window" and "Rearranging the Group Boxes in the D-Cube Window" for help with these procedures.*

Suppressing Zeros in a Summary Report

Just as irrelevant data can be suppressed within the D-Cube window, irrelevant data also can be suppressed within a summary report. Zeros can be suppressed either when viewing a report on the screen, when printing or both. Follow the steps below to prevent report rows and columns that contain irrelevant (zero) data from appearing in a report.

1. Navigate through the FPF System user menus until the desired report is displayed on the screen.
2. Select **Options** from the **Table** menu on the menu bar.



3. Select **Screen**, **Printer** or both for **Zero suppression** by row or column within the corresponding **Row dimension(s)** or **Column dimension(s)** section.
4. Click on the **Check** button.

Printing a Summary Report

Follow the steps below to print one of the FPF System's summary reports.

1. Navigate through the FPF System user menus until the desired report is displayed on the screen.
2. Select **Print Report** from the **File** menu on the menu bar.
3. Select the desired D-List items from the pick list to change the report display if desired.

☞ If nothing is selected from the D-List item pick list, the report will print as it appears on the screen.

4. Click **OK**.

Exiting the FPF System

Similar to other PC applications, there are three ways to exit the FPF System as described below.

1. Click on the **Exit** button located in the upper right-hand corner of any user menu within the FPF System.

Or

1. Click on the **X** located in the right corner of the screen's title bar.

Or

1. Choose **Exit** from the **File** menu on the menu bar.

Glossary of Terms

Actual Data	Actual data reflect costs after they are incurred. Actual data is brought into the FPF System from the General Accounting System, SAP and PeopleSoft after the month's final financial statements have been prepared.
Arithmetic Command	An arithmetic command is a shortcut that enables a user to perform a mathematical calculation while inputting data into a cell.
Annotation	An annotation consists of additional notes provided by a user about a cell and its content. A red flag appears in the upper left-hand corner of a cell if the cell is annotated.
Budget	A budget is a prediction of an area's future financial status for the current fiscal year. It is set through officer approval at the end of the previous fiscal year. Once set, the budget cannot be changed. It is used throughout the year to compare variances between the initial prediction and the actual financial outcome.
Break-Back	A break-back is a user-specified total amount that is inputted into a formula cell that contains a total. The break-back amount is allocated back to the cells that make up the total pro rata.
Capital Expense	A capital expense is an outflow of cash associated with the improvement to or addition of assets.
Copy Command	A copy command is a data entry shortcut that copies data in a cell to the right, left, up and/or down the rows and/or columns of the grid displayed in the D-Cube window.
D-Cube	A D-Cube is a multidimensional table made up of two or more D-Lists. The D-Lists supply the D-Cube row, column and page labels, as well as the formulas for calculations.
D-Link	A D-Link transfers data between D-Cubes or from an outside source into a D-Cube. The outside source may be an ASCII file or ODBC file, including SQL database, Excel and Access files.
D-List	A D-List is a list of related items such as products, customers, months, etc.
Detail Item	A detail item is an item in a D-List that does not contain a formula and is usually composed of input data.
Expense	An expense is an outflow of cash or other assets, or incurring liability that applies to a specific time period and results from carrying out on-going business.

Forecast	An area's fiscal year forecast is the same as its budget at the onset of the fiscal year. As the year progresses, forecasted data is replaced with actual financial data on a month-by-month basis. Eventually, at year-end, the entire forecast is comprised of actual data.
Forecast+1	The forecast+1 is a prediction of an area's future financial status for the fiscal year one year beyond the current fiscal year.
Forecast+2	The forecast+2 is a prediction of an area's future financial status for the fiscal year two years beyond the current fiscal year.
Forecast+3	The forecast+3 is a prediction of an area's future financial status for the fiscal year three years beyond the current fiscal year.
Formula Item	A formula item is an item in a D-List that contains a formula for calculation.
Group Box	Each D-List displayed in a D-Cube window is given a group box. The group box displays the name of the active item in the D-List. If you move the mouse pointer over a group box, the D-List name appears.
Hold	A hold on a cell prevents the cell's contents from being changed by a break-back. When a hold is placed on a cell, the cell's background is turquoise.
Internal Order	An internal order is an additional break down of costs used by diversified companies within the SAP system. Internal orders are used to capture all costs for assets under construction, project costs that are not capital in nature, or additional information. Internal orders are used when the general ledger account and cost center alone or together do not provide enough detail to adequately describe the nature of the costs.
Lock	A lock on a cell prevents the cell's contents from being changed by user input or through a link. However, locked cells are still vulnerable to break-backs. The cell's background turns gray when it's locked.
Macro	A macro is a set of commands used to automatically complete a list of pre-recorded instructions in one step.
Operating Revenue	Operating revenue is revenue earned through the daily course of doing business, such as cash received for the sale of goods and services.
Protect	Protect on a cell prevents the cell content from input change, but allows updates by break-backs and links. The cell's background is yellow when it is protected.

Release

A release removes a hold on cell content.

Revenue

Revenue is an inflow or an enhancement of assets incurred during a specific time period resulting from carrying out on-going business.

Code Definitions

This section of the manual defines some of the codes most frequently used within the FPF System.

Operating Area and Cost Center Codes

Each operating area or cost center has an eight-digit number associated with it. The numbering scheme is the same as that used in the SAP system. The first four numbers denote the PEC subsidiary. The last four numbers represent the operating area or cost center.

Example: 11000849 => 1100 0849

1100 denotes PGL.

0849 denotes the Executive Office of Accounting and Finance.

Overtime Status Codes

Code	Definition
N	Non-exempt (pay at time and a half)
E	Exempt (not paid for overtime)
X	Normal (pay at straight time rate)

Employee Status Codes

Code	Definition
AF	Active full-time
AP	Active part-time
IF	Inactive full-time
IP	Inactive part-time

Union Worker Employee Category Codes

Code	Definition	Code	Definition
Union Salaried		Union Wage	
UNS 13	Senior Clerk-Operating (Tier 1)	UNW P42	Truck Loader
UNS 14	Senior Clerk-Operating (Tier 2)	UNW P44	Welder
UNS 5	Meter Reader	UNW P45	Gas Mechanic
UNS 6	Meter Reader-PT	UNW P46	Gas Surveyor
UNS 7	Meter Reader-Temp	UNW P48	Gas Surveyor-Temporary
Union Wage		UNW P49	Utility Specialist
UNW N03	Clerk Dispatcher (Tier 1)	UNW P50	Utility Specialist-Temporary
UNW N04	Clerk Dispatcher	UNW P51	Senior Service Specialist
UNW N05	Collector	UNW P52	Crew Leader Stores
UNW N08	Distribution Operator (Tier 1)	UNW P53	Junior Vault Mechanic
UNW N10	Fitter	UNW P54	Storekeeper
UNW N11	Gas Equipment Operator 2	UNW P55	Senior Storekeeper
UNW N13	Meter Reader	UNW P56	Vault Mechanic
UNW N16	Operations Clerk	UNW P57	Vault Inspector
UNW N18	Regulator Repairer 1st Class	UNW P58	Bill Collector
UNW N19	Regulator Repairer 2nd Class	UNW P59	Senior Bill Collector
UNW N20	Storekeeper	UNW P60	Clerk Family
UNW N23	Transportation Mechanic 1 Class	UNW P61	Material Deliverer
UNW N24	Transportation Mechanic 2 Class	UNW P62	Lead Material Handler
UNW N25	Utility Fitter	UNW P63	Material Handler
UNW N27	Welder	UNW P64	Vault Mechanic
UNW N36	Distribution Operator-over 9 mos	UNW P65	Gas Surveyor- 1
UNW N37	Distribution Operator-over 2 yrs	UNW P66	Utility Specialist- 1
UNW N38	Distribution Operator-over 3 yrs	UNW P67	Meter Reader-Temp
UNW N39	Operations Apprentice	UNW P68	Meter Reader- T2
UNW P01	Auto Mechanic	UNW P69	Meter Reader- T1
UNW P02	Blacksmith	UNW P70	Meter Reader- Part Time
UNW P03	Carpenter	UNW P71	Gas Mechanic-T1
UNW P04	Chauffeur Truck	UNW P72	Laborer-2
UNW P07	Crew Leader Distribution	UNW P73	Meter Mechanic-1
UNW P09	Crew Leader Welding	UNW P74	Meter Prover
UNW P10	Electrician	UNW P75	Meter Reader-1
UNW P11	Equipment Operator 1		
UNW P16	Garage Crew Leader Nights		
UNW P18	Laborer-First 180 Days		
UNW P19	Laborer		
UNW P20	Laborer-Temporary		
UNW P21	Machinist		
UNW P24	Master Meter Mechanic		
UNW P26	Mechanic Operator		
UNW P27	Meter Handler		
UNW P28	Meter Prover		
UNW P29	Meter Technician		
UNW P30	Senior Stockkeeper		
UNW P31	Service Specialist		
UNW P32	Senior Service Specialist 1		
UNW P33	Senior Service Specialist 2		
UNW P35	Street Mechanic No 1		
UNW P38	Station Mechanic		
UNW P40	Tool Repairer		
UNW P41	Tool Keeper		

Special Tips

This section of the manual provides special tips to help you use the FPF System for forecast maintenance. The tips are grouped into two categories—labor costs, and other costs—similar to the way costs are organized within an operating area or cost center's forecast. It is recommended that you review the tips below before you begin the forecast maintenance process. If you need additional assistance, feel free to call one of the System Administrators listed below.

FPF System Administrators

Name	Phone
Terry Fleming	3934
Beth Ann Castaneda	7340
Kara Cummings	3693
Diana Cantway	4275

Tips for Working With Labor Costs

Accounting for Employee Promotions

Users may forecast the promotion of individual employees in their area by changing their employee category and using the promotional increase percentage field. Users need to copy these changes across the future months so that the forecast reflects the promotion for all the future months. Then, users need to lock the employee category and promotional percentage to avoid it being overwritten when the PeopleSoft information is brought in the next month. However, when the locked month becomes an actual month, the lock must be removed from that month or the actual data will not flow through to the actual month's employee category or promotional cells in the d-cube. The actual month's data will then be incorrect if the lock is not removed.

In order for the employee's STIC and merit percentages to change to reflect his or her new category, the user must save and exit the d-cube and go back in. When a user reopens the d-cube, the new STIC and merit percentages should be reflected. A user must also exit and re-enter the d-cube if an employee status was changed as well in order for the

fringe benefits rate to change. The fringe benefits calculation in this d-cube is informational only and not used anywhere else in the FPF.

The system will not be able to calculate pay increases based on the employee category when an employee is promoted to a new level. The user will have to estimate what the employee's pay rate will be with the promotion. The user will enter the pay increase into the d-cube as a promotional percentage. The d-cube formula will then take the percentage and multiply it by the employee's starting hourly rate to arrive at the employee's new pay rate after promotion.

Accounting for Employee Reductions

If an employee reduction is planned, the regular hours worked in a period need to be zeroed out for an employee or employees within the given employee category. Then, no additional data will generate for that employee or employees within the FPF system and they will not be contained in the forecast.

Although data will be entered for a specific employee, this does not have to be the individual that is reduced.

Adding or Setting Up New Employees

Users will enter the new employee's name if known, job description, employee category, status, and overtime status. This information should be entered in the month the new employee is predicted to be hired. Employee category, status, and overtime status need to be carried across to all future months. The information should be copied across all the future months so that the new employee's labor costs are included in all the forecasted months and years.

Assuring New Employees are not Double-Counted

When the new employee becomes part of the area's payroll, the new employees' d-cube needs to reflect this occurrence. Otherwise, the new employee will be double counted in the area's forecast. The new

employee's name will appear in the existing employees' d-list, which is copied from PeopleSoft each month, once he or she has been added to the payroll. In the new employees d-cube, a "YES" needs to be inputted into the "**Now an existing employee**" cell in the month the employee begins and is added to the existing list. Hence, there will be a one month lag in the forecast, since the existing list will not include the new employee until he or she has begun working. Also, the forecast is done a month in advance.

For example, the November forecast is due in October. The November forecast contains the existing employee list for October actual. A new employee may begin work on November 1st and will appear on the existing employee list for November actual, which will be used for December's forecast. Therefore, the new employee will be marked existing in the month of November as part of the December forecast since the December forecast contains November actuals. If a user does not mark the new employee as existing for November in December's forecast, he or she will be double counted in the area's or cost center's forecast.

If a user predicts a new employee in October's forecast with a July start date, and in April he or she realizes the new employee will not start until August instead, the forecast may be adjusted. The user must zero out the new employees starting hourly rate for July so that no labor costs are forecasted for that month. The new employee's costs will then be forecasted from August and beyond instead of beginning in July.

☞ Changes cannot be made to months that already became actual months. Hence, in the example above, the forecasts for October, November, December, January, February and March will all contain new employee information for July and beyond. April will be the first month forecasting the new employee will begin in August.

Accounting for Overtime by Employee Category

This button opens the overtime by employee category d-cube. Users may input the **average overtime hours** employees will work by their category such as

PSE 1 or UNW N03. **Do not enter total overtime hours** for all employees within the category.

Each employee in that category will receive the amount entered in his or her category once the update buttons explained below are executed. Therefore, each employee's overtime does not have to be entered individually. However, some degree of accuracy will be lost using this method.

Users will input data for all forecasted years. The FPF will update the d-cube with budget information.

The update buttons are explained below:

Update New Employees with Overtime Hours

This button updates the new employees' cube with overtime hours entered in the overtime by employee category d-cube.

✶ This update must be run each time a new employee is added or the new employee will not be assigned any overtime.

Update Existing Employees with Overtime Hours

This button updates the existing employees' cube with overtime hours entered in the overtime by employee category d-cube.

Working with Function Work Order Splits by Employee Category

This button opens the function work order split by employee category d-cube. Employees' functional distribution will be entered by employee category in this screen for the Utility companies. Users will enter the percent of an employee category's total time associated with a particular function and copy distribution across to all forecasted months. This option will save users time by not having to update each individual's function work order distribution. However, some degree of accuracy will be lost with this method.

Users will input data in all forecasted years only.

The update button is explained below:

Allocate Labor By Employee Category

This button allocates the function work order percentage back to all new and existing employees based on their employee category.

If a user utilizes the function work order split or overtime hours by employee category, he or she may change individual employee's information if necessary by accessing the regular d-cubes. However, he or she must <click> "Yes" when opening the function work order split cubes for new or existing employees when asked if the function work order split by employee category was used. The d-cubes will then update according to the function work order split by employee category.

For instance, the user may have allocated ten hours of overtime to all PSE 2's. However, the user knows John Smith never works overtime. The user may go into John Smith's record in the existing employees labor cube and set John's overtime to zero. The order in which this process is done is extremely important. The user must then lock John's overtime to prevent it from being overwritten each month.

If user changes individuals records for overtime or function work order split and use the OPTIONAL short cuts, he or she must **lock the information**. Otherwise, each time the short-cut update buttons run, they will overwrite the information he or she changed. However, the information must be **unlocked once the month becomes an actual month** or the actual information will not update that cell.

If a user uses the function work order category split, labor reports and new and existing employee function work order split d-cubes will be updated automatically even if they are not re-opened.

Each individual area or cost center will contain only functions or accounts they have previously charged instead of all functions or accounts that exist. If an area or cost center needs an **existing function or account** added, the user must contact Planning and Control to have it added to their list. If an area or cost center needs a **new account or function** set up, the

user must contact General or Corporate Accounting as well as Planning and Control.

Accounting for Function Work Order Splits for Existing Employees

Message appears when opening the d-cube asking "Are you using Function Work Orders Split by Employee Category?"

Choose "Yes" - See note on previous page under function work order split by employee category

Choose "No" - The PeopleSoft function or account distribution will default for actual months. If the user wants to use the default percentages, the user must then copy these percentages across all the future forecasted months so that all the years contain information.

WARNING: Be Careful with Function Work Order Split or the Errors Below May Occur

If choose "Yes" and did not use Function Work Order Split by Employee Category - All function work order splits will be zeros even if the user previously entered information here. However, the actual months will still contain the correct information since they will default from PeopleSoft.

If "No" and used the Function Work Order Split by Employee Category - The d-cube will still be updated with the information in the category split. The information will populate the d-cube because the Allocate Labor by Employee Category button explained previously updates the d-cubes for both new and existing employees.

☞ If an employee books time worked in more than one area or cost center, then his or her function work order or account split should still equal one hundred percent. However, the employee's regular working hours should only equal the actual amount of time he or she worked for that area or cost center and not the monthly total. In addition, this employee will be counted in each area's or

cost center's headcount. Each employee in an area that books any regular hours worked in a period will be counted as one in the headcount.

Accounting for Function Work Order Splits for New Employees

See Accounting for Function Work Order Splits for Existing Employees because the same notes apply here.

Tips for Working With Other Costs

Making Adjustments to Other Costs

In this d-cube, all of the forecast region is protected. The current year budget information will default here for forecasted months. Otherwise, actual information will populate this region. If a user needs to adjust the current forecast, he or she may do so in the adjustments region. Hence, the information in the forecast region will then contain budget plus adjustments for forecasted months.

☞ Users may only adjust forecasted months, not actual months.

Using the Grow Command

In the previous system, an inflation table applied to inputted other costs calculated inflation for the forecasted years. However, in the FPF, inflation can be accounted for using the grow command in the other costs cube. Users must enter the current cost (ie. \$1,000) in forecast+1 and hit enter. Then, type the grow command, "grow 3c" for example, in the same cell, and hit enter. The other costs will then grow and compound by three percent in forecast+2 (ie. \$1,030), and forecast+3 (ie. \$1,061). The organization of the d-cube window is important when using the grow command. The versions d-list, which contains forecast +1, forecast+2, and forecast+3, must be displayed as a column or row in order to use the grow command. In addition the command should be applied to the Total Function item in the Function by Area d-list and the Fiscal Year Total d-list after all other costs have been