

## 2014-2015 Budget (Calendar Year 2013)



*IntegrYS Business Support*

# General Assumptions Training

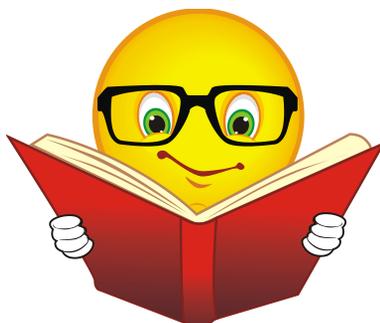
May 20, 2013  
May 21, 2013

GB/CHI/Online Meeting  
GB/CHI/Online Meeting

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*Integrus Business Support*

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# Corporate Labor

*Integrays Business Support*



<p>Today's <u>Training</u></p>	<p>Budget <u>Preparation</u></p>
------------------------------------	--------------------------------------

RC	Your own	Your own
Proc 1	Your own	Your own
Proc 2	5203	Optional
Product	Your own	Your own

In-Person Participants

Silence cell phones...

Live-Meeting Participants

\*6 Mute phone to listen

\*7 Unmute phone to talk





# Calendar by Company

*Integrus Business Support*

Activity							Date	
Cognos open for inputs (all Cognos companies)							6/3	
Deadlines	IBS	PGL / NSG	UPPCO	MERC / MGU	WPS	WRPC	TEG	Small Subs
FTE's & Headcounts finalized * and Labor \$'s distributed	7/19	8/9	8/9	8/9	8/9	8/9	N/A	N/A
Capital Budget Input	7/19	8/12	8/14	8/20	8/6	8/30	8/6	8/6
BSIN Budget Input**	8/4	8/30	8/30	8/30	8/22	9/15	9/15	8/22
O&M Budget Input	7/31	8/20	8/22	8/20	8/22	8/30	8/22	8/22
Depreciation Complete	7/31	8/21	8/29	9/10	8/26	9/12	8/20	8/20
Budget Review Meetings with TEG Staff	8/2	8/26 9/27	8/29 9/30	8/26 9/27	8/29 9/30	N/A	October (TBD)	October (TBD)
Financial Statements	8/23	9/12	9/19	9/23	9/24	9/30	9/27	8/30
Deadline for organizational changes to be reflected in Budget							7/19	
TEG Staff review of consolidated budgets							Beginning of Oct	
Finalize Budget							Oct/Nov	
Budget package mailed to TEG Board							12/5	
TEG Board approves 2014 Budget							12/12	
<p>DA's, DF's, and leaders may have earlier deadlines in order to review budgets prior to their sign-off of financial statements. In addition to the WPS deadline listed below, deadlines may be communicated directly to budget preparers for their respective companies.</p> <p>July 12 WPS O&amp;M / Capital due to Amy Jepson and Tricia Quandt</p> <p>* TEGE headcount also needs to be finalized and provided to the Budgets Group on 8/9</p> <p>** BSIN input deadline does not include the inputs for Taxes and Financing</p>								

# Calendar - IBS

## Integrus Business Support

Date	IBS Activity	Process Owner		
		Budget Coordinators	IBS Leader/Manager	Budget Group
Jan - June	Business Partner planning	X	X	
May	Ensure appropriate chartfields are set up in Cognos	X		
May	Begin reviewing trends, headcount, assumptions, & updates with Leaders/Managers	X		
May	Capital Target will be the Long Term Financial Plan (LTFP)	X	X	
May 7	Cognos open for Allocations input (responsible BC's notified via e-mail)	X		
June 3	General IBS Budget Assumptions Letter available	X		X
June 3	Cognos system opens for IBS Budget input	X		X
June 3 - July 19	Review HC budget details with Leaders/Managers and input into Cognos; must be approved by Leaders/Managers prior to July 19	X	X	
June 10	Updated Allocations input complete in Cognos, with documentation placed on T:\Drive (see 5-3-13 communication from ICAC Allocations Team)	X		
June 10	IBS Budget Assumptions/Targets - IBS Board of Directors (from June 5th IBS BOD meeting)		X	
July 19 (Tentative)	6-30-13 Balance Sheet balances loader into Cognos			X
July 19	IBS Labor, Non-Labor, and Capital review and input complete	X		
July 19	Cognos locked for IBS Labor, Non-Labor, and Capital *	X		X
July 19, 22, & 23	IBS Sr. Leader budget review with Charlie Schrock (check with your Sr. Leader for exact time) *		X	
July 23	Complete IBS review template (due date subject to Sr. Leader requirements)	X	X	
July 23	Provide backup data for budgeted capital > \$250K T:\DEPT\SIFA_FinanceAcctng\Private\IBS BC\Budget\2014-2015 Budget\Capital Spend	X		
July 23	Calculate/input IBS payroll taxes, NPT, and benefits			X
July 26	Review functional area budget monthly spread and e-mail Brittany Lawrence when review is complete or if monthly split updates need to occur T:\DEPT\SIFA_FinancialSys\Private\RPT_REG_OPERATIONS\2000\A_IBS CONSOLIDATED\2014-2015 BUDGET\BDT3076G or BDT3085	X		
Aug 2	IBS BOD review of preliminary IBS Budget *		X	
Aug 2 - 9	Review 2014 Budget cross charges vs. 2014 Budget completed last year and explain variances \$100K by BU; by Functional Area (BDT3075P)	X	X	
Aug 2	Cognos open for Benefits, incentives, charges into IBS (A00), taxes, and interest (IBS Labor, Non-Labor, and Capital remain locked) *			X
Aug 7	Final non-IBS headcount (IBS due July 19), benefits, and payroll taxes input for all Business Units			X
Aug 9	Taxes calculated			X
Aug 16	IBS Depreciation & ROA calculated			X
Aug 19	First view of IBS cross charges to business partners available (Tracy to communicate to DA's)			X
Aug 20	Financing calculated			X
Sep	Complete IBS Budget analysis and answer BU inquiries	X		
Oct	Significant updates to IBS Budget	X	X	X
Nov	Provide analysis and supplemental schedules to Consolidations Group			X
Dec	TEG Board of Directors reviews budget		X	

\* Cognos may be opened for individual home centers, if changes are required and approved by Sr. Leaders.



# Roles & Responsibilities

## *Integrys Business Support*

- Budget Group
  - Maintain budget processes and systems (Budget Administrators)
  - Distribute budget assumptions
  - Develop and communicate schedule
  - Provide reports
  - Train on Cognos tools
  - Review data for integrity and income statement/balance sheet relationship
  - Coordinate with Regulatory Affairs to ensure budgets comply with regulatory mandates
  - Ensure chartfield requests comply with PeopleSoft rules
  - Support Budget Coordinators, DA's, DF's, leaders etc. for budget questions and rate cases



# Roles & Responsibilities

## *Integrays Business Support*

- Budget Coordinators & Preparers
  - Analyze data
  - Facilitate the budget process within business unit/home center
  - Understand budget process, timelines and dependencies
  - Solicit information from stakeholders to create budgets
  - Create Home Center level budgets
  - Budget for capital projects
  - Obtain approved business plans from leaders
  - Understand Common Account
  - Know and use Cognos system
  - Review and receive approval from appropriate leader(s) for budget information
  - Ensure data entered into budget system is accurate



# Roles & Responsibilities

*Integrays Business Support*

- Budget Coordinators & Preparers
  - Review individual company Assumptions Letters on the PowerNet
    - Determine if there are considerations to be made when preparing budgets
  - Consider whether a company will file a rate case
    - Create and retain proper documents and justification for audits
  - Review company income and capital targets with Directors of Accounting (DA's), Directors of Finance (DF's) and leaders
    - Provided to management at a company level
  - Consider possible organizational changes (i.e., employee or Home Center movement)
  - Start the budget process early
    - Review estimates with leaders
    - Adhere to early deadlines by DA's, DF's, and leaders within functional areas
    - Verify access to Cognos

## Assumptions - General

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- **Cognos**
  - Opens **June 3** for input
  - Incorporates use of Common account and FERC account; limited non-labor RT's
    - Common accounts are mapped together at various levels for budgeting
    - All FERC accounts are available for budgeting
  - Incorporates PowerPlant funding projects (work orders)
  
- June 30<sup>th</sup> actual account balances will be loaded in Cognos in mid-July, after the books are closed
  - Used in BSIN and Capital applications
  
- The Cognos Budget version for 2014 and 2015 will be open at the same time as the June Reforecast
  - Budget and Reforecast are in separate applications
    - Budget application is preceded with BDGT
    - Reforecast application is preceded with FCST
    - Additional instructions are found in Navigation Training
  - Select the correct application/version/year during the Budget and Reforecast processes
  - Reforecast version will be locked once completed



# Assumptions - General

## *Integrays Business Support*

- Monthly spreads should be accurate
  - Minimizes actual vs. budget variances caused by timing
  - Some costs may be limited to specific months
  - Explore using historical trends rather than straight-lining or dividing annual estimates by 12
  - New reporting in organization seeks to trend month-to-month variations to determine full-year forecasts
  - Analysis by Commission staff auditors of current year budget to actual variances can impact open rate cases
  
- IBS should ensure any changes that affect the Affiliated Interest Agreement (AIA) are captured in budgets
  - Commission needs a 60-day notice prior to moves if
    - New Product & Service is required
    - Allocation methodologies are impacted
  - Ex: Moving a group of employees to/from IBS
  
- IBS should not budget any direct charges for labor or non-labor to the following business units: 1710, 1711, 1720, 1721, 1730, 1731, 1800, 1885, 1900, 9920, 9930, 9940, 9996, 9997, 9998
  - 1001 (PE LLC) should only receive budgeted direct charges related to pensions

# Assumptions - General

*Integrus Business Support*

## LABOR

- Payroll data as of **May 28** will be loaded into Labor application
  
- **General Wage Increase (GWI)**
  - Includes merit, progressions, and promotions
  - **Administrative GWI effective March 1**
    - 2014 3.60% (3.05% plus 0.55%)
    - 2015 3.60% (3.05% plus 0.55%)
  - Union salary growth assumptions are per union contract plus 0.60% (Note: where contracts are up for negotiation, assume 3% GWI plus 0.60% for step adjustments and progressions)
  - Wage increases are system generated (applied to current salaries)

# Assumptions - General

*IntegrYS Business Support*

## LABOR

- IBS – July 19 – total FTE's, headcounts, and labor dollars must be finalized
  - Dollars must be distributed to chartfields
- Utilities – August 9 – total FTE's, headcounts, and labor dollars must be finalized
  - Dollars must be distributed to chartfields
- Complete the Labor application first (prior to Non-Labor and Capital)
- Labor is estimated by Home Center by employee
- Capital labor \$'s are budgeted within Home Centers in the Labor application
  - There is no direct tie between the Labor application and the Capital application; though it is assumed all capital project estimates include labor dollars, if applicable

# Assumptions - General

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## NON-LABOR

- Inflation Rates
  - General inflation rates for non-labor items
    - 2014 2.1%
    - 2015 2.4%
    - All companies are asked to keep costs down; remember to forecast cost reductions, process improvement savings, etc.
    - Real escalation estimates inferred by contractual agreements should be used where applicable
  - Nymex Price (per Henry Hub)
    - 2014-2015 (see business unit assumptions letters)
    - Contact the Budget Group for monthly estimates and future years, if needed
- Cell Phone Stipends
  - Budget in Common Account 645004
  - Use of RT 934 is optional
  - IBS report in T:\DEPTS\FA\_FinancialSys\Private\RPT\_REG\_OPERATIONS\2000\Z-MISCELLANEOUS\yyyy\mmm\GLNW3093C
- Travel
  - Rates →
  - Corporate Plane
    - Central budget



Estimates include Tax	Mileage	Rate/Mile	One Way	Round Trip
Train:				
Chicago to Milwaukee			\$24	\$46
Parking at train station				\$6/day
Driving:				
Chicago to Green Bay	230	\$0.565	\$130	\$260
Chicago to Milwaukee	105	\$0.565	\$59	\$119
Green Bay to Chicago	230	\$0.565	\$130	\$260
Green Bay to Milwaukee	125	\$0.565	\$71	\$141
Hotel Accommodations:				
Green Bay-average rate				\$82
Chicago-average rate				\$154



# Years and Versions

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## Labor and Non-labor Applications (Cognos - Chartfield Split tabs)

BU/Year Preloaded \$'s based on:

### IBS

2013	Last six months – 2013 March Reforecast remaining months
2014	2014 Filing Update
2015	2014 Filing Update

### MERC, MGU

2013	Last six months – 2013 March Reforecast remaining months
2014	2014 Budget from 2013 Budget prepared in 2012
2015	2014 Budget from 2013 Budget prepared in 2012

### NSG, PGL

2013	Last six months – 2013 March Reforecast remaining months
2014	2014 Filing Update
2015	2014 Filing Update

### UPPCO, WRPC

2013	Last six months – 2013 March Reforecast remaining months
2014	2012 Actuals
2015	2012 Actuals

### WPS Non-Labor (excluding Pulliam/Weston/Regional Generation/Fox)

2013	Last six months – 2013 March Reforecast remaining months
2014	2012 Actuals
2015	2012 Actuals

### WPS Non-Labor (Pulliam/Weston/Regional Generation/Fox)

2013	Last six months – 2013 March Reforecast remaining months
2014	2014 Filing Update
2015	2014 Filing Update

### WPS Labor (excluding Weston)

2013	Last six months – 2013 March Reforecast remaining months
2014	2012 Actuals
2015	2012 Actuals

### WPS Labor (Weston)

2013	Last six months – 2013 March Reforecast remaining months
2014	2014 Budget from 2013 Budget prepared in 2012
2015	2014 Budget from 2013 Budget prepared in 2012

### Non-Regs

2013	Last six months – 2013 March Reforecast remaining months
2014	Blank for all periods
2015	Blank for all periods

## Budget Years

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### BU / Application      Budget Years

- IBS, MERC, MGU, NSG, PGL, UPPCO, WPS, and WRPC
  - Labor/Non-Labor 2014-2015
  - BSIN 2013-2015
  - Capital 2013-2023
  
- Non-Regulated Companies
  - Non-Labor 2014-2015
  - BSIN 2013-2015
  - Capital 2013-2023

- 
- Labor/Non-Labor – all companies
    - After the June Reforecast is complete, the stub period July-December 2013 will be writeable
      - The starting point will be March Reforecast data (normally this is the June Reforecast)
  
  - Capital – all companies
    - Monthly cash flows (capital expenditures) are needed for the remainder of 2013, 2014 and 2015
    - Annual cash flows (capital expenditures) are needed for 2016-2023

# Business Units

## *Integrus Business Support*

- Numeric - Business Units will be shown as numeric within the Cognos string of chartfields
- Initials - Business Units may be referenced elsewhere by initials

<u>BU Initials</u>	<u>Numeric</u>
PGL	1100
NSG	1200
ITF	1700
IBS	2000
WPS	3000
WRPC	3020
UPPCO	3500
MGU	4000
MERC	4500
TEGE	9000
TEG	9999

- A complete listing of Business Units can be found on the Accounting Information web site



# Chartfield Additions

## Integrays Business Support

- Budget Coordinators & Preparers
  - Identify the HC's and applications which need new chartfield strings
  - Send e-mail request to Kara Cummings, Josh Frank, Mario Luna, Starlet Sannito, and Monica Winnekens
    - Group chartfield strings into a single e-mail request using the following format based on the company and Cognos application
    - Place the chartfield strings in the order listed below with one space between each field

Application	Chartfield String Order						
IBS - BSIN	FERC	RC	PROD	RT	COMMON	HC	AFFILIATE
IBS - Labor	BU	RC	PROD	FERC	PROC 1		
IBS - Non-Labor	BU	RC	PROD	FERC	PROC 1		
Utilities - BSIN	FERC	RC	PROD	RT	COMMON	HC	AFFILIATE
Utilities - Labor	RC	PROD	FERC				
Utilities - Non-Labor	RC	PROD	FERC				
Non-Regs - BSIN	COMMON	RC	PROD	RT	HC	AFFILIATE	
Non-Regs - Non-Labor	RC	PROD	COMMON				

- Budget Group
  - Evaluate requested chartfields strings
  - Verify chartfield strings comply with PeopleSoft
  - Update approved chartfield strings in Cognos (not all chartfield strings will be approved)
  - Notify budget preparer when complete

- Cognos Users – with Experience
  - **Optional - Navigation Training May 22 & 23**
    - Updated on Cognos navigation
    - Q&A
  
- Cognos Users – New
  - Request Cognos Security
    - Contact Budget Group
    - May take up to 4 days for access
  - **Attend new budget preparer training May 29**
    - Detailed navigation demonstration on multiple applications
    - Q&A
  
- Windows 7 Conversion
  - Users who have been upgraded to Windows 7, have new PC's, or PC's reimaged, and have issues with the Cognos installation, should contact the IT Help Desk



# Training Opportunities

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- **Cognos Navigation – Optional** (call-in # 4331483)
  - May 22 G3-1/19B-8/Online Mtg 9:00-10:00
  - May 23 G3-1/19B-8/Online Mtg 2:00-3:00
  
- **Cognos Navigation – New Budget Preparers**
  - May 29 A1-4/3D4 ITS Atlantis 8:30-12:00
  
- **Weekly Communications**
  - Reminders of upcoming deadlines
  - Updates on budget process
  - FAQ's
  
- **Training Manuals**
  - General Assumptions
  - Cognos Navigation
  - Cognos Get Data-BSIN
  - Cognos Get Data-Capital
  - Cognos Get Data-Labor
  - Cognos Get Data-Non-Labor



# Budgets Home Page

*Integritys Business Support*

- **2014-2015 Cycle**
  - Assumptions Letters
  - Budget Communications
- **Accepted Budget Reports**
  - Financial Reports by BU
  - Access to reports is limited
- **Allocations – IBS**
- **Budget Reference**
  - Common Account Mapping Files
  - Other
- **Budget Training Manuals**
- **Cognos Connection (one link to applications)**

**Budgets**

- [2014-2015 Cycle](#)
- [Accepted Budget Reports](#)
- [Allocations - IBS](#)
- [Budget Reference](#)
- [Budget Training Manuals](#)
- [Cognos Connection](#)

- 
- **Budgets**
    - Budget Support
    - Budget Preparers and Coordinators
    - Budget Schedule and Calendar
    - Filing Update/ Rate Case Schedule

PowerNet > [Finance & Accounting](#) >

**Budgets**

<b>Budget Support</b>	<a href="#">Budget Contacts</a>
<hr/>	
<b>Budget Preparers and Coordinators</b>	<a href="#">Budget Coordinators, Preparers, DA's</a>
<hr/>	
<b>Budget Schedule and Calendar</b>	<a href="#">Reforecast Schedule</a> <a href="#">Master Budget Schedule</a> <a href="#">Calendar by Company</a> <a href="#">Calendar - IBS</a>
<hr/>	
<b>Filing Update/ Rate Case Schedule</b>	<a href="#">MGU Filing Update Schedule - 2013 Test Year</a> <a href="#">PGL &amp; NSG Filing Update Schedule - 2013 Test Year</a> <a href="#">WPS Filing Update Schedule - 2013 Test Year</a>

# Budget Support

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Questions regarding budget preparation and the Cognos system should be directed to the Budget Group

<u>Budget Group</u>	<u>Phone</u>	<u>Location</u>	<u>Other Information</u>
Steve Frank	433-4996	GB	Director-Budgets & Forecasts
Mike O'Neil	240-3868	CHI	Manager-Budgets
Kara Cummings	240-3693	CHI	Supports Non-Regs
Josh Frank	433-1760	GB	Supports WPS/UPPCO/WRPC
Mario Luna	240-7396	CHI	Supports PGL/NSG/MGU/MERC
Starlet Sannito	240-4372	CHI	Supports PGL/NSG/MGU/MERC
Monica Winnekens	433-1483	GB	Supports IBS

Directors of Accounting

Chris Gregor	240-4760	CHI	PGL/NSG
Tracy Kupsh	433-2656	GB	IBS
Scott Maas	433-1421	GB	ITF
Jim Massoglia	483-4527	MI	UPPCO
Rick Moras	433-1547	GB	WPS/WRPC
Gary Simons	322-8925	MN	MERC/MGU



Directors of Finance

Mike Gerth	240-3998	CHI	PGL/NSG/MGU/MERC
George Wiesner	433-2648	GB	WPS/UPPCO/WRPC

Property Accounting Support Group

Sue Kajmowicz	240-4223	CHI	Gas Mains, (Distribution & Transmission), Services, TRCs
Maria Torres	240-4271	CHI	Gas, Gate, and Regulator Stations (incl Transmission), Gas Prod
Eudith Vacio	240-4208	CHI	Meters, House Regulators, Large Meter Sets
Nancy Van Straten	433-1095	GB	Electric Distribution-Electric Poles, Conductors, Street Lighting

Rebecca Bauer	433-2550	GB	Substations, WPS ATC Projects, UPPCO ATC Projects
Jeff Baumgartner	240-4315	CHI	Gas Underground Storage Plant & Gas Other Storage Plant
Matt Hoffman	433-2996	GB	Hydos, UPPCO/WRPC CT's
Melissa Seidel	433-4993	GB	Columbia/Edgewater
Kim Seidl	433-2986	GB	WPS CT's & Diesel, Fox Energy Center
Perry Wanner	433-1145	GB	Steam

Sue Ascher	433-1709	GB	Fleet/Off Furn & Equip/Comp Hdwr PC's/Telecom Equip
Jean Dessart	433-2662	GB	Land
Frank Niemi	240-3935	CHI	Structures
Mary Wilde	433-1082	GB	Tools
Tina Wuyts	433-4951	GB	Capital Software

<u>IBS Service Line</u>	555-8888
ITS	Press 1
HR, PR, Corporate Labor	Press 2
A/P and Accounting Helpline	Press 3
Supply Chain & Fleet Services	Press 4
Printing	Press 5



<u>PowerNet</u>
Budgets Home Page
Accounting Information Page

# Questions

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## 2014-2015 Budget (Calendar Year 2013)



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# Cognos Navigation Training

May 22, 2013

GB/CHI/Online Meeting

May 23, 2013

GB/CHI/Online Meeting



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# Corporate Labor

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## Today's Training      Budget Preparation

RC	Your own	Your own
Proc 1	Your own	Your own
Proc 2	5203	Optional
Product	Your own	Your own

### In-Person Participants

Silence cell phones...

### Live-Meeting Participants

\*6 Mute phone to listen

\*7 Unmute phone to talk



## Cognos Access

IntegrYS Business Support

- Log on to PowerNet

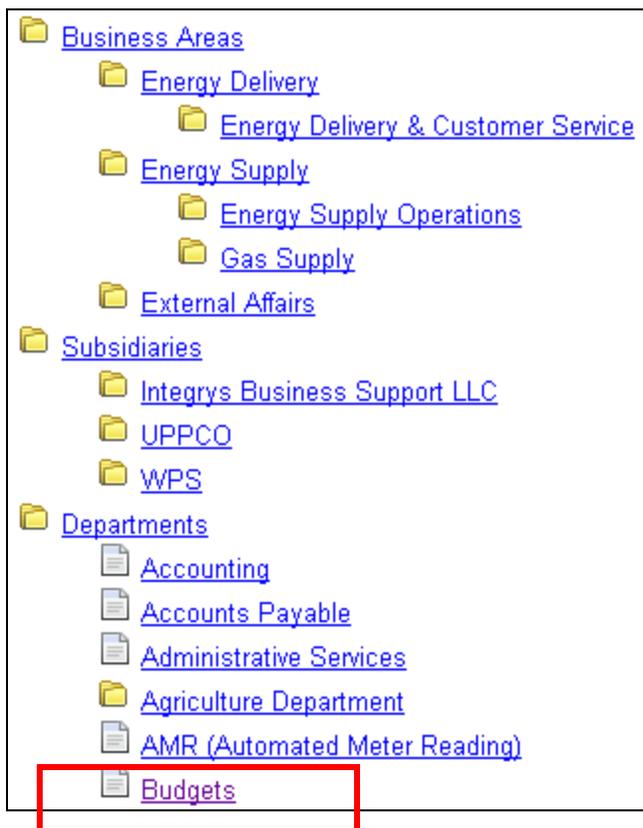


- Click on Business Areas, Depts, & Subsidiaries in the Main Navigation box
- Click on Budgets



Note: User may prefer to set up a Favorites link to Cognos Connection using the following:

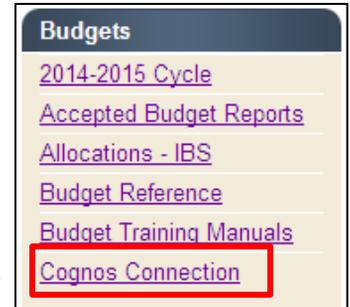
[http://dob-bgtp10/ibmcognos/cgi-bin/cognosisapi.dll?b\\_action=xts.run&m=portal%2fcc.xts&m\\_path=%2fcontent&go\\_home](http://dob-bgtp10/ibmcognos/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal%2fcc.xts&m_path=%2fcontent&go_home)



## Cognos Access

Integrays Business Support

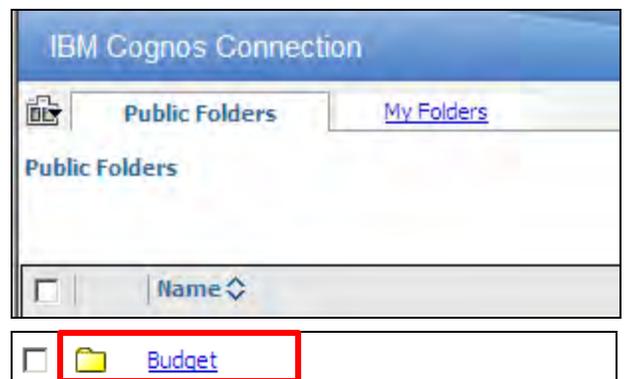
- Click on Cognos Connection in the Budgets box



- Click on My home in the My Content box



- Click on the Budget link in the Name list
  - Application/BU's are listed



- Select an Application/BU in the Name list
  - Budget applications begin with BDGT
  - Refer to Labor, Non-Labor, BSIN, Capital, Clearing, and Allocations Node Hierarchy pages for additional information on accessing these applications
  - Security to edit and view data for assigned nodes is controlled by the Budget Group
  - Based on security, users may have access to one or more nodes or a rollup of nodes
    - Click + sign to expand nodes
    - Click – sign to collapse nodes
  - User should verify that the list of nodes is correct
    - If nodes are missing or not needed, contact the Budget Group promptly



## ■ Open Multiple Nodes within Applications

EXAMPLE:

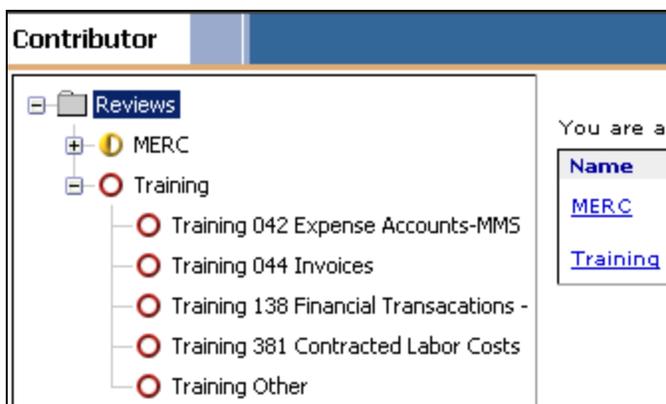
Note: Do not need to open multiple PowerNet sessions to have multiple nodes open.

- Click on the Training node in IBS Labor application to open it

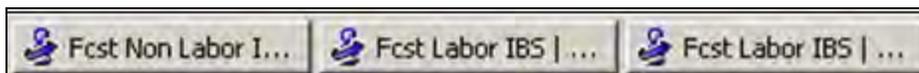


Example: User opens Training Node in IBS Labor Application, but would also like to open the MERC Training node in the Non-Labor application.

- Click on the browser Back button and select the Non-Labor application 
- Choose the MERC Training node

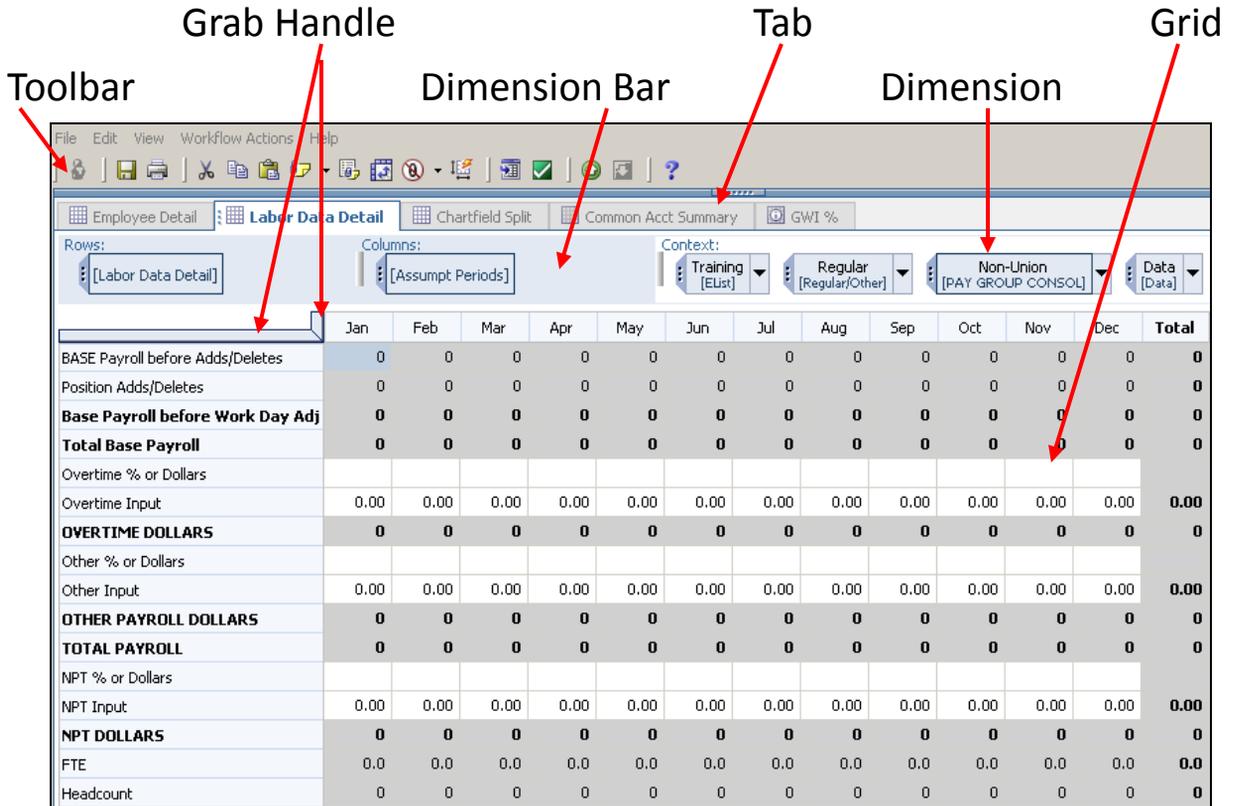


- For each node the user has open, a window appears in the Task Bar at the bottom of the screen
  - Example below shows three nodes are open
  - Click on windows to swap between nodes



# Contributor Workspace

Integrays Business Support



**Toolbar:** standard dropdown lists and icons used to perform Cognos commands

**Grab Handle:** points where to grab a dimension or tab to move it within the grid

**Dimension Bar:** shows the dimensions that are in the rows, columns, or context

**Tab:** a collection of dimensions that represents a cube

**Dimension:** defines the grid of the tab, forming the rows, columns, and context; a group of related data

Note: All dimensions within a tab determine the information shown in the grid. While dimensions in rows or columns display all of the items in their lists, context dimensions filter the grid to display only information for the active item.

**Grid:** area where data is added or edited

# Contributor Toolbar

Integrays Business Support



Take Ownership: allows user to add, edit, and submit data

Save: save work periodically and before exiting Cognos; allows user to return and edit data until estimates are complete

Print: allows user to print data at anytime

Cut, Copy, Paste: standard commands (can also use standard keyboard commands - Ctrl X, Ctrl C, Ctrl V)

Add Commentary: allows user to add notes or attach documents

Browse Commentary and Documents: view comments and attached documents

Swap Rows and Columns: rows become columns; columns become rows

Suppress Zeros: hides rows, columns, or pages with all zeros

Autosize Visible Range: resizes rows and columns to fit data

Get Data: Create, manage and run local links, or run system links

Validate: ensures data is entered in correct format

Submit: locks the cube with current data; no more changes allowed

Reject: changes cube from locked to work in progress; must be done by an administrator in Budget Group

Help: offers on-line product documentation (Contributor Web Client User Guide)

# Contributor User Guide

Integrays Business Support



Name	State	Ownership	Reviewer	Last Da
<a href="#">Utility Services</a>	Locked	None	<a href="#">Email All</a>	8:44:44 A

Which is made up of:

Name	State	Ownership	Reviewer
<a href="#">Utility Services (All)</a>		<a href="#">Email All</a>	
<a href="#">AB2 Utility Group Exec Office</a>	Locked	None	
<a href="#">TEG Gas Engineering</a>	Locked	<a href="#">a-Bud_IBS_Gas</a>	

**Workflow information for Utility Services:**

Current state: Locked.  
This e.List item has been submitted. [More...](#)

Time of last state change: 7:05:18 PM - Wednesday, March 09, 2011

- Access to User Guide
- Click on Help
  - Click on ?
  - Click on More...

- For contents, select:
- Index
  - Glossary
  - Search

**Planning Contributor Web Client User Guide**

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- ⊕ Troubleshooting
- IBM Cognos Planning Release Notes
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# Color Codes

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## Font Colors

Green	Data typed in cell but not processed: Press <b>ENTER</b> to process Press <b>ESC</b> to cancel
Blue	Processed data (after ENTER)
Black	Saved data

## Background Colors

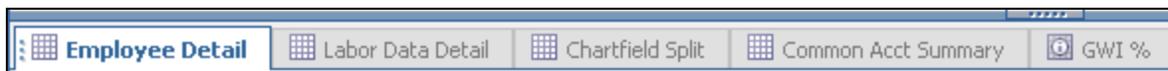
White	Allows user to input or edit data
Gray	Read-only data (not current owner or cells are locked)
Aqua	Hold (protected against breakback)
Light Blue	Locked cells (write protected system lists or calculations)

## Bold Numbers

Cells contain calculations

## Tab Colors

White/Blue	Active tab
Gray	Inactive tabs



## Take Ownership Icon

Blue	User does not have ownership	
Gray	User has ownership	

Note: User must take ownership of cube to gain access and input or update data.

## Row & Column Dimensions

Integrus Business Support

### Basic Layout

- Includes one row and one column dimension on the dimension bar

The screenshot shows the 'Labor Data' grid in a software application. The 'Rows' dimension is set to '[Labor Data Detail]' and the 'Columns' dimension is set to '[Assumpt Periods]'. The grid displays payroll data for months from Jan to Dec, with a 'Total' column. Rows include 'BASE Payroll before Adds/Deletes', 'Position Adds/Deletes', 'Base Payroll before Work Day Adj', 'Total Base Payroll', 'Overtime % or Dollars', 'Overtime Input', 'OVERTIME DOLLARS', 'Other % or Dollars', 'Other Input', 'OTHER PAYROLL DOLLARS', 'TOTAL PAYROLL', 'NPT % or Dollars', 'NPT Input', 'NPT DOLLARS', 'FTE', and 'Headcount'. All numerical values are 0.00 or 0.00.

### Context Dimensions

- Does not appear as rows or columns
- Filters the context of the grid
- Displays only active item in the dimension
  - Example: Executive is active

The screenshot shows the 'Labor Data' grid with the 'Context' dropdown menu open. The 'Context' dimension is set to 'Executive'. The dropdown menu shows a list of paygroups: 'Total All Paygroups', 'Union', 'Non-Union', 'Exempt', and 'Executive'. The 'Executive' item is highlighted in blue, indicating it is the active context. The grid displays payroll data for months from Jan to Sep, with a 'Total' column. Rows include 'BASE Payroll before Adds/Deletes', 'Position Adds/Deletes', 'Base Payroll before Work Day Adj', 'Total Base Payroll', 'Other % or Dollars', 'Other Input', 'OTHER PAYROLL DOLLARS', 'TOTAL PAYROLL', 'NPT % or Dollars', 'NPT Input', 'NPT DOLLARS', 'FTE', and 'Headcount'. Numerical values are shown for the first nine months, with a total of 197.80 for NPT Input and 0.00 for FTE and Headcount.

# Row & Column Dimensions

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- **Nested Layout**

- Includes multiple rows or columns visible on grid
- Allows user to view more specific information
- Repeats items of the child dimension within each item of the parent dimension
  - Click on a row or column grab handle
  - Drag and drop dimensions into other areas of the dimension bar or grid

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
BASE Payroll before Adds/Deletes	Total	15,585	15,585	16,193	16,193	16,193	16,193	16,193	16,193	16,193	16,193	16,193	16,193	193,098
	Regular	15,585	15,585	16,193	16,193	16,193	16,193	16,193	16,193	16,193	16,193	16,193	16,193	193,098
	Seasonal/Temp	0	0	0	0	0	0	0	0	0	0	0	0	0
Position Adds/Deletes	Total	0	0	0	0	0	0	0	0	0	0	0	0	0
	Regular	0	0	0	0	0	0	0	0	0	0	0	0	0
	Seasonal/Temp	0	0	0	0	0	0	0	0	0	0	0	0	0
Base Payroll before Work Day Adj	Total	15,585	15,585	16,193	16,193	16,193	16,193	16,193	16,193	16,193	16,193	16,193	16,193	193,098
	Regular	15,585	15,585	16,193	16,193	16,193	16,193	16,193	16,193	16,193	16,193	16,193	16,193	193,098
	Seasonal/Temp	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Base Payroll	Total	15,764	15,048	16,379	15,634	17,123	15,634	16,379	17,123	14,890	17,123	16,379	15,634	193,112
	Regular	15,764	15,048	16,379	15,634	17,123	15,634	16,379	17,123	14,890	17,123	16,379	15,634	193,112
	Seasonal/Temp	0	0	0	0	0	0	0	0	0	0	0	0	0

- Move row or column dimensions back to the dimension bar by selecting the dimension on the grab handle and dragging it onto the dimension bar
- Click on View, Reset Views, Reset both Tabs and Grids to reset all dimensions

Note: Nesting dimensions and filtering context, can make data entry and grid navigation easier

# Row & Column Dimensions

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## ■ Replacing Dimensions

- Drop and drag an alternative dimension on top of another dimension
  - Select the grab handle from one dimension and drop it on the grab handle of another dimension
  - Release dimension when drop zone appears

	Jan	Feb	Mar
Other Misc O&M Actuals	0	0	0
Other A505 Actuals	0	0	0
2000 A02 300 921000 A505	0	0	0
<b>Total A505 Exec Mgmt Gen &amp; Admin</b>	<b>0</b>	<b>0</b>	<b>0</b>

	Jan	Feb
2013 Budget		
2014 Budget	<b>0</b>	<b>0</b>
2015 Budget	<b>0</b>	<b>0</b>

- Swap rows and columns using the toolbar icon to view data differently



	Jan	Feb	Mar
Other Misc O&M Actuals	0	0	0
Other A505 Actuals	0	0	0
2000 A02 300 921000 A505			
<b>Total A505 Exec Mgmt Gen &amp; Admin</b>			

	Other Misc O&M Actuals	Other A505 Actuals	2000 A02 300 921000 A505	Total A505 Exec Mgmt Gen & Admin
Jan		0	0	0
Feb		0	0	0
Mar		0	0	0

## ■ Sorting Dimensions

- Right-click on a row or column grab handle, select Sort, then Sort Ascending or Sort Descending
- Right-click on row or column grab handle and select No Sort from the menu to remove sorting

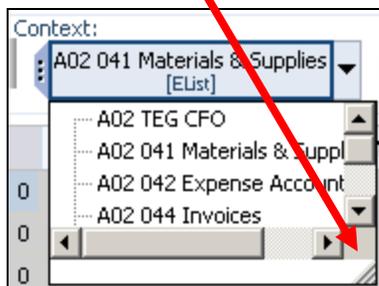
Sam, Uncle	
Winfrey, Oprah	
Letterman, David	
Leno, Jay	DeGeneres, Ellen
DeGeneres, Ellen	Furlough
O'Brian, Conan	Leno, Jay
Philbin, Regis	Letterman, David
	O'Brian, Conan
	Philbin, Regis
	Sam, Uncle
	Winfrey, Oprah

# Changes to the Grid

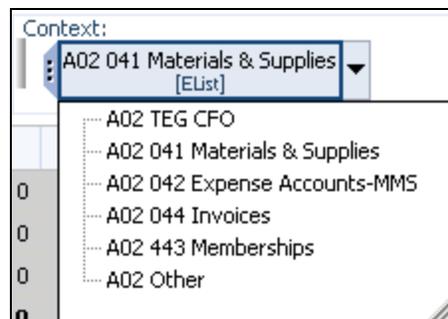
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- Flexibility to
  - Arrange the grid and organize data
  - Work with many tabs at one time
  - Freeze pains for easier scrolling
  - Modify tab placement, data sorting, and zero suppression
  - Save settings and retain for future use (unless reset by user or Administrator)
  - Revert back to default grid or tab view
  - Zoom in and out of grid (highlight row or column)
    - Click Ctrl += to zoom in (do not use number pad)
    - Click Ctrl \_- to zoom out (do not use number pad)
  - Expand lists for more on-screen viewing
    - Grab bottom right corner and drag for larger view

**Before**



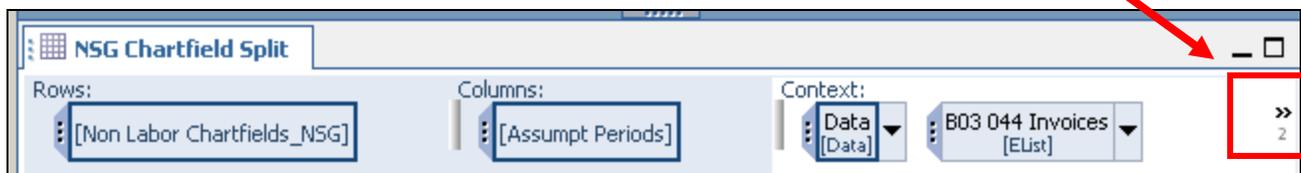
**After**



# Working with Tabs

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- Tabs can be moved, reordered, minimized or maximized
- If there are too many tabs to be displayed in the window, the hidden tabs appear in the hidden tab control area indicated by a chevron >> with the number of hidden tabs
  - Click on the chevron to select a tab to view



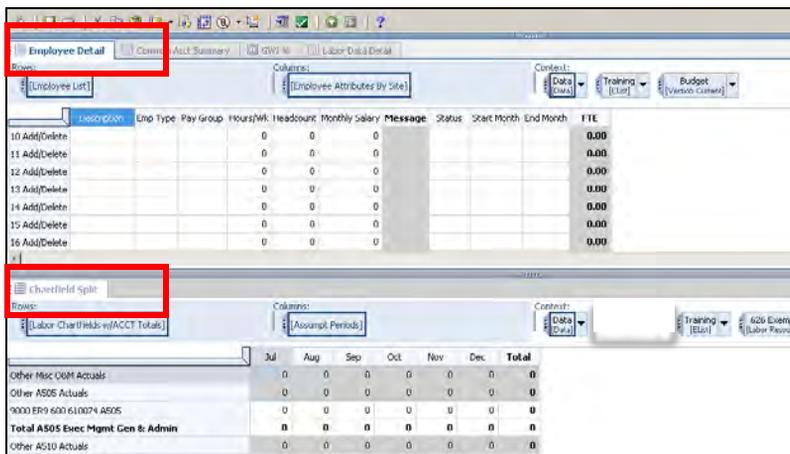
- Choose one of the hidden tabs
  - Common Acct List
  - Year/Version



## Working with Tabs

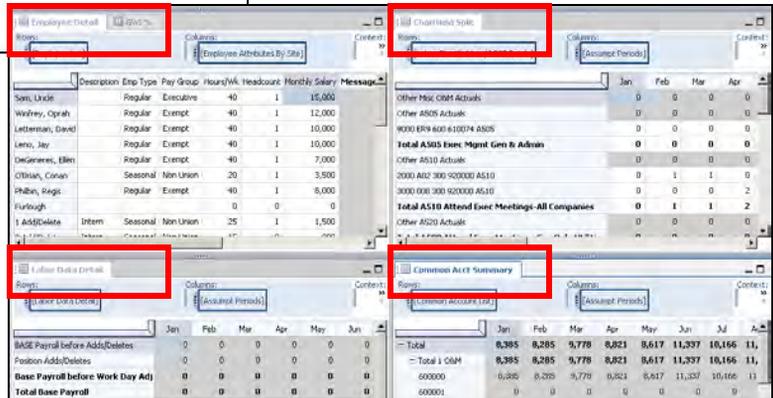
Integrus Business Support

- **Tear Off a Tab (view multiple tabs simultaneously)**
  - Grab a tab and drag it to the bottom of the grid
    - Cursor will appear as multiple folders 
    - Drop area will be highlighted
    - Arrow indicates the placement
  - Drop the tab into place
    - Tabs are displayed one above the other or side by side
    - Click on any tab to make it active



Example of one tab torn off; two tabs are visible

Example of three tabs torn off; four tabs are visible



- Input data and press Enter
  - User will see data update in all appropriate tabs

# Working with Tabs

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- Replace Torn Off Tab
  - Drag the tab to the center of another tab, or
  - Revert the view by selecting View, Reset Views, Reset Tabs only
  
- Maximize/Minimize a Tab that's Torn Off
  - Maximize a tab to view details of a tab without having to dock the tab back on tab bar
    - Double-click on tab name
      - Tab maximizes to take up grid window
  - Minimize a tab so multiple tabs appear again
    - Double-click tab name to restore display
    - Restore a minimized torn off tab by clicking the restore button in upper right corner
  
- Reset tabs and return to defaults
  - Click View, Reset Views, Reset both Tabs and Grids
  
- Reset tabs or grids to last saved version
  - Click View, Reset Views, Reset Tabs only
  - Click View, Reset Views, Reset Grids only

