

FINANCIAL SERVICES EDUCATION (FSE)

Rubix University Budget Guide

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Objectives

After completing this program, the learner will be able to:

- Describe the functions of the University Planning System (Rubix)
- Describe the components of the IBM Cognos TM1 application
- Access Rubix
- Contribute data in Rubix
- Generate reports based on Rubix data

Chapter 1: Overview

Finance organizations around the world face the same challenges. They struggle to drive growth and performance while simultaneously ensuring compliance with a myriad of legal, tax, and accounting requirements. Financial performance management solutions give Finance the tools to succeed at those challenges.

The vision for financial performance management focuses on the relationship between three critical processes in Finance:

- close, consolidate, and report
- plan, forecast, and control
- analyze and optimize

The University Planning System (Rubix) provides workflow for the submission and approval of budget information

Rubix Budget System Functions

Rubix Budget system consists of key applications for collecting and managing budget data. This guide will cover those features of the Capital Budget module.

Rubix Budget system is an On-Line Analytical Processing (OLAP) software tool that provides analysis of data stored in “cubes”. Rubix Budget lets users access multi-dimensional data quickly and efficiently to analyze time series and trends. It allows multi-user read/write access and performs ad hoc calculations, making it an ideal tool for planning, budgeting, and forecasting.

Multi-dimensional analysis improves on the limitations imposed by traditional two-dimensional analysis of data in rows and columns alone. By allowing more than two dimensions, you can more easily store and analyze larger amounts of data in one place, making it easier to identify trends in your organization.

Rubix Budget applications use a series of common dimensions sometimes referred to as F-O-M-O-P-P-L. These dimensions are:

- Fund
- Organization
- Mission
- Object
- Program
- Provider
- Location

In some applications, these dimensions are referenced in different locations in the cube.

A Fund-Organization or Project-Organization combination is the main driver for user security, and users are not able to budget to a combination that doesn't apply to them. One exception is the Capital Budget application, where users can key in any F-O-M-P-P-L combination this is correct. Your applications will use other dimensions as well for references to time, employees, and more.

Capital Budget Planning

The Capital Budget application allows you to enter project details and costs. It collects cash needs by Capital Project ID which indicates the fiscal year requested, the organization, and unique project

number. Each “fiscal year-organization-project number” combination is a separate node under the Contributions folder. For example, the following Capital Project ID “11-82440-001” represents the fiscal year 2011 in which the request was made, the organization 82440, and unique project number 001. This Capital Project ID is system generated and will be created as requests are submitted. The project data is then aggregated up an organization→subdivision→division→department→executive hierarchy.

Operating Budget Planning

The Operating Budget application collects contributions by fund and organization at the lowest level of detail. Each fund-organization combination is a separate node under the Contributions folder. For example, “0151-82440” represents the fund 0151 and organization 82440. The collected data is then aggregated up an organization→subdivision→division→department→executive hierarchy.

Budget Assumptions

The Budget Assumptions application holds data that is used by the other three applications. It is a read-only application. You can use it to reference assumptions but you will not enter data in this application.

IBM Cognos TM1 Systems Basics

Rubix is an application developed in a tool called IBM Cognos TM1. This section looks at the terminology for the different components of a TM1 application.

In Rubix, data is organized in “cubes”. Within the cube, data is stored in data points at the intersection of dimension elements, and is defined by the names of the dimension elements.

When you access the Rubix system, you will be assigned as member of the user community with pre-determined capabilities.

Finally, the name of the Web application that you will use to view and maintain planning data is called Contributor.

Dimensions


The fundamental building blocks of Rubix are dimensions. A dimension is a structured list of related items, called elements, which define the data stored in cubes. Examples of dimensions are locations, accounts, years, and employees.

A dimension organizes the elements of related items in a hierarchy. These elements define the data stored in cubes. For example, the Capital Projects Dept dimension consists of the Org elements that roll up to Total Depts. Similarly, the Capital Projects Measures dimension consists of accounts that roll up to Operating Costs and Incremental costs subtotals.

There are four classes of dimensions:

- foundation – organizes business information, like fund, organization or mission
- control – implements business processes, like budget version, scenario, or source
- time – provides different level of details for time periods, like year, quarter and month
- measures – tracks the key performance indicators for the organization, like object

Dimensions usually contain hierarchies to provide greater value to the data in the cube. Depending on the dimension and your business need, dimensions may be quite lengthy, and you typically don’t always need to work with all elements in a dimension.

Cognos allows for shifting the position of ‘dimensions’ to suit individual preference. If you ever want to ‘reset’ your view to the original structure, you only need to select  at the top of your toolbar.

Subsets

Subsets help you quickly select only the elements that you need. Use the Subset Editor to select elements or subsets of elements in a dimension. Subsets can include both consolidated and simple (leaf) elements. A leaf element is an item at the lowest level of a hierarchy – it has no child items that roll up.

The system administrators at Oregon Health & Science University have created a range of subsets you may select when you work with the dimensions.

Dimension subsets let you quickly focus on only the values that are most relevant or, of interest to you.

For example, you can focus on:

- employees that you manage
- specific months you want to populate
- a range of objects you commonly use
- job class assumptions that apply to you

Subsets can be static or dynamic.

A static subset contains a list of dimension elements that does not change unless you edit the subset manually.

A dynamic subset is a subset that can change over time as elements are added or removed from dimensions. The contents of the subset are based on filters the developers have used to define the subset, such as all elements from a particular level within a dimension hierarchy.

If you try to modify a dynamic subset, you may get a message about “breaking the subset”. This means you are making a selection beyond what the filter defines. You are not breaking the underlying dimension in the system in any way and may continue with your selection.

Elements

The individual items in each dimension used to define data in cubes. The elements of a dimension are used to define data in cubes. In Rubix, elements are classified as follows:

- Simple – represents the lowest level of numeric data in a dimension. It is also known as a leaf element. The lowest level is considered level zero.
- String – contains contain string, or text, information that are generally used for descriptive purposes such as comments or descriptions.
- Consolidated – consists or aggregated data in a cube. Two or more elements roll up to a consolidated element.

Cubes

In cubes, data is stored at the cell level, which is the intersection of dimension elements within the cube. The dimensions of the cube provide context to the numbers and strings stored in the cube.

In Rubix, cubes can be small, with only two dimensions, or very large, with many dimensions. The number of dimensions is driven by how your organization wants to analyze and report on the cube data. For example, a cube can consist of three dimensions: Projects, Capital Project Measures, and Years. The data would be stored in the cell, at the intersection of a project, a year, and measure item, such as Rent\Lease Operating Costs.

Data in a cube can be entered manually, or brought in through a turbo integrator process, or brought in through a replication process. Replication and turbo integrator processes are performed by system administrators.

Data Points

Data points are a placeholder at the intersection of the elements of the different dimensions of the cube.

Views

To make large cubes easier to navigate, modelers create cube views, which are portions of a cube. For example, views may focus on specific accounts, departments, or locations. These views are what appear in the Contributor applications.

Cube Functions

You can enter data into the grid using multiple methods:

- typing directly in the cells
- using data spreading
- using copy commands

When data is entered into Contributor, the data is automatically saved in your own personal view of the data.

Data Spreading allows you to distribute numeric data to a selected contiguous group of cells in a cube.

You can select a single cell, a single linear range of cells or a single rectangular range of cells to spread data to.

The Data Spreading menu is dynamic, presenting only those options that are applicable to selected cells. For example, proportional or percent adjustments are not valid for leaf cells, and therefore, are not active when working with leaf cells.

The data spreading methods include:

- proportional spread
- equal spread
- repeat
- clear
- percent change
- straight line
- growth %
- relative proportional spread
- relative percent adjustment
- repeat leaves
- equal leaves spread

Some data spreading methods permit spreading in different directions. You can hold cells to prevent data from spreading into certain cells in a cube. The held cells can be edited manually, but will be ignored from spreading.

User Community

Every user logging into the University Planning System has a number of permissions that determine the data they can use and the role that they perform in working with the data. The University Planning System has four primary roles that a user can perform:

Modeler

The modeler designs and builds multi-dimensional applications, maps data flow, and applies business logic to the cubes. Modelers may also analyze data and perform predictive analysis, and may create and customize reports, templates, and applications.

Administrator

The administrator manages the technical deployment of applications, reviews hardware and software requirements, and plans and supports the overall system infrastructure, users, groups, and security.

Contributor

The contributor uses the Rubix system to answer questions by viewing reports, and inputs data into templates. Most users of Rubix will perform the role of contributor.

Explorer

The explorer uses Rubix to view reports and presentations to answer questions.

Contributor

The Rubix Web Client is a streamlined, web-based client used to browse and contribute data within the Contributor workflow application.

A single Rubix Contributor application can use one or more cubes. The cubes store data for reports or analysis, or they might store data to be used in further calculations. Data in one cube may come from a number of sources and be combined with data from other cubes.

A Contributor application can use multiple views from the same cube or views from many cubes. The Rubix Contributor can combine data from multiple views for management reporting.

The Workflow Screen

When you open an application, a workflow screen appears containing a tree and a table.

The tree hierarchy displays the areas that you are responsible for budgeting (known as Contributions) and the areas that you are responsible for reviewing (known as Reviews). Depending on your rights, you may see Contributions, Reviews, or both.

The table gives information about each area, such as the workflow state, the current owner and reviewer, and when the data was last committed.

An item in the tree or table is referred to as a node. Each application must use a different approval hierarchy. Examples include hierarchies producing nodes for each geographic region, sales division, or cost center.


When you click a node in the table, a Web grid appears containing data specifically for that node.

Workflow Processes

Throughout the planning process, the application moves through a cycle of planners, who input data, and reviewers, who review and either accept or reject the data entered by planners.

The cycle begins when a planner opens the Rubix System Contributor Web application to access and enter data for the nodes to which they have been assigned to by the administrator. After entering


data, the planner can choose to either save the data for additional work later, or submit the data for review. The following steps outline how to do this:

Step 1: Take Ownership 

When you open a grid for the first time, it will open in a read-only view because you do not have ownership of it. Cells of the grid will appear gray, meaning they cannot be edited. If you are a planner for the node, you must take ownership of the grid before you can start to enter data or edit it.

Once you take ownership of the grid, cells that can be edited will appear white. Some cells may still remain gray if they are a consolidated or calculated value.

You cannot take ownership of a grid that is locked.

Step 2: Commit the Changes 

When you are happy with the data you have entered, you can commit your copy of the data to the database.

After you commit your data, your node is still in a work in progress state and you can continue to work in your node.

When committing data, the entire grid is committed and not just the tab you are currently viewing.

Step 3: Submit the Grid for Review 

Data that you have entered into the grid is still only visible by you until you commit it to the database. When you have finished entering data into the grid and the entire plan is complete, you can submit the plan to the reviewer.

Once data has been submitted by the planner, the reviewer can reject the submitted plan, edit it if they have sufficient rights to take ownership, or submit it to the next reviewer in the approval hierarchy. If a reviewer rejects a plan, the workflow state returns to Work In Progress allowing the contributor to make changes.

Submitting the plan will also commit any changes back to the database.



Once you submit the plan, you can no longer edit any part of your grid. However, you can continue to view it.




During the planner/reviewer cycle, the workflow states of nodes change to indicate their status and to allow editing.

Note: A user can be both a planner and a reviewer for the same node. Also, you are not required to 'submit' your capital projects once complete. These requests will merge other work being done when completing your operating budget and will be submitted at that time. If you do 'submit,' you will be locked out of that project and will need to contact CFS Budgets and we will work to restore your access.

Workflow States

The Workflow state icons appear next to each node that you are responsible for contributing to or reviewing. The Workflow state indicates the stat of the data. The five basic Workflow states are:

-  Not Started - The node has not been opened and the data has not been changed or saved.
-  Work In Progress - The user has taken ownership of the node but has not submitted the node.

-  Incomplete - At least one child node of this parent node is Not Started and at least one other child node is Work in Progress, Locked, or Ready. The incomplete state applies only the Review items.
-  Ready - All child nodes of this parent node are locked. This parent node is ready to be submitted to the next level in the hierarchy.
-  Locked - The data is submitted and the node is locked. Data in this state is read only. If this node is rejected, its state returns to Work in Progress.

The Grid

When you click a node from the Workflow screen, the Contributor Grid opens containing data specifically for that node.

The Contributor Grid consists of:

- Tabs – Tabs represent a cube view in the application.
- Dimension Bar – Dimension bars are separated
- Row and Column Bars – The bars let you sort dimension items or display the dimension items in hierarchal or list format
- Grid – The grid is the area where you add or edit data.
- Grab Handles – Grab handles are points on a dimension item where you can move it within the grid.
- Hidden Objects Indicator - If you have more tabs or dimensions that can be displayed in the window, a chevron along with the number of hidden tabs or indicators appears.

You have the flexibility to arrange the grid and data organization to suit your needs. Within the Contributor Grid, you can:

- combine multiple views within a common window
- move dimensions
- nest dimensions
- sort data
- suppress zeros
- filter data
- and create and edit subsets

Your arrangement of the grid is retained after you close the grid.

Finally, you can reset the arrangement of the grid to its original state

When entering data into the Contributor grid, the text color changes according to the processing state of the data.

Green text means the user has typed text and used the tab key, arrow keys, or mouse to move within the grid.

Blue text means the user has pressed the Enter key since typing the text.

Black text means the text has been committed to the database.

If you have data that is blue, and you shut down your system without committing, your data will still be intact the next time you open your grid. This is also true if your system crashes while you are working on your budget.

You can view multiple cubes simultaneously by clicking on the tab for the cube view and drag down to the bottom of the page to display views one on top of the other

To undo the multi-cube view and return to the original view of the grid, use the Reset option on the toolbar.

Subset Editor

In the Subset Editor you can:

- View all items in the dimension
- Keep selected elements in the subset
- Delete selections from the subset
- Search for a specific item in the dimension
- Choose from a list of saved subsets
- Navigate through a long list of items

As a Finance professional at OHSU, you commonly hear the term “alias” which refers to the 8 digit code used for a Fund- Org-Mission sequence. In the budgeting app and throughout this training “alias’ refers to an alternative way of referencing an element name. It is set up by your Rubix modeler or administrator.

Aliases are used in the some dimensions in the OHSU solution such as Fund, Organization, Planning Year, Mission, and Object.

Your dimension elements may be displayed by:

- Number
- Description
- Number-Description
- Other reference depending on the application


While individual elements may go by different names, the Rubix System treats them as the same item. Aliases are useful in organizations where diverse IT systems may reference items differently.

Rubix Access

To log into Rubix, you need to do the following:

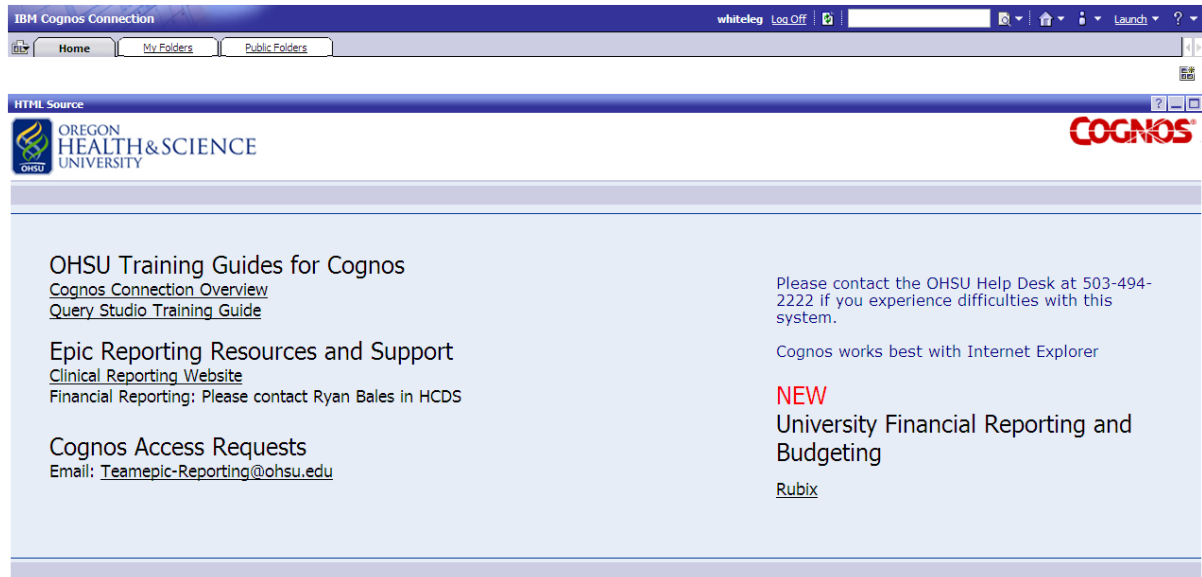
1. Open up Internet Explorer
2. Enter in "Cognos" into the browser.

The application will open and the following screen should appear:



The screenshot shows a 'Log on' dialog box with a blue header bar containing 'Log on' and 'Help X'. Below the header, it says 'Please type your credentials for authentication.' The 'Namespace:' is 'OHSU Active Directory'. There are input fields for 'User ID:' and 'Password:'. At the bottom, there are 'OK' and 'Cancel' buttons. A copyright notice at the bottom right reads: 'Copyright (C) 2008 Cognos ULC, an IBM Company. All rights reserved. Cognos (R) is a trademark of Cognos ULC, (formerly Cognos Incorporated).'

Then, type in your current network 'username' and 'password' and hit 'Ok.' The following screen will appear:

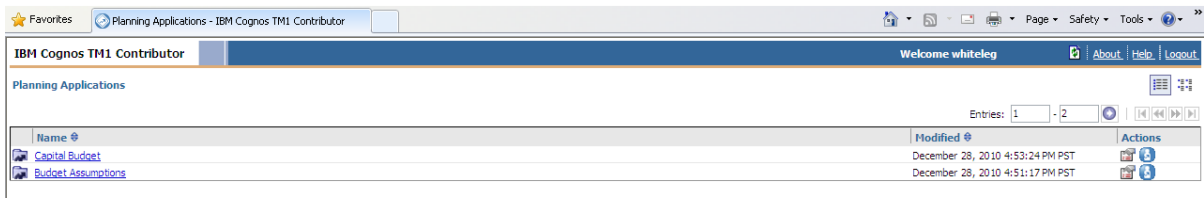


The screenshot shows the IBM Cognos Connection portal page. The browser title is 'IBM Cognos Connection' and the user is 'whiteleg'. The page has a blue header with the OHSU logo and 'COGNOS' logo. The main content area is light blue and contains several links and notices:

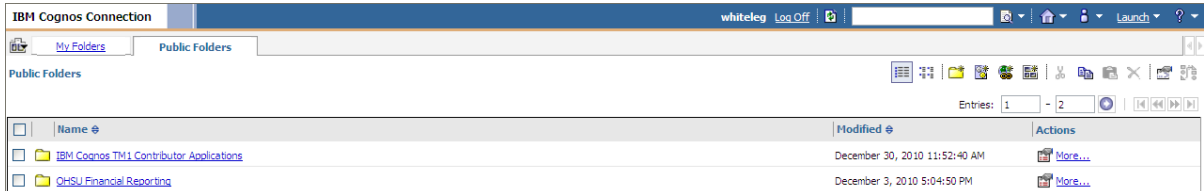
- OHSU Training Guides for Cognos
 - [Cognos Connection Overview](#)
 - [Query Studio Training Guide](#)
- Epic Reporting Resources and Support
 - [Clinical Reporting Website](#)
 - Financial Reporting: Please contact Ryan Bales in HCDS
- Cognos Access Requests
 - Email: Teamepic-Reporting@ohsu.edu
- Notice: Please contact the OHSU Help Desk at 503-494-2222 if you experience difficulties with this system.
- Notice: Cognos works best with Internet Explorer
- NEW** University Financial Reporting and Budgeting
 - [Rubix](#)

This will be the portal page to access Rubix. You will click on the link "Rubix." This will directly link to access to the Rubix Budgeting applications, as well as Rubix Financial Reporting.

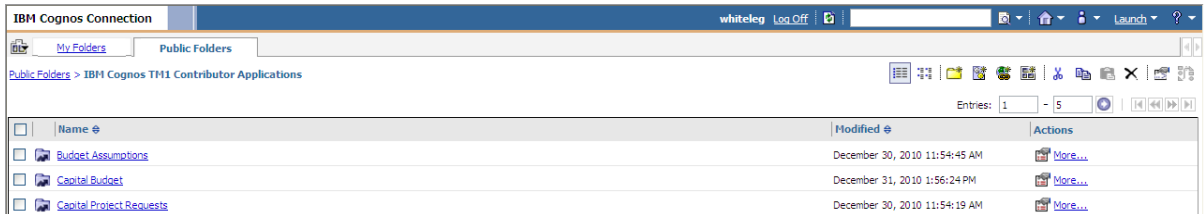
Once you access Rubix Budgeting, the following links should appear to get access into the forms.



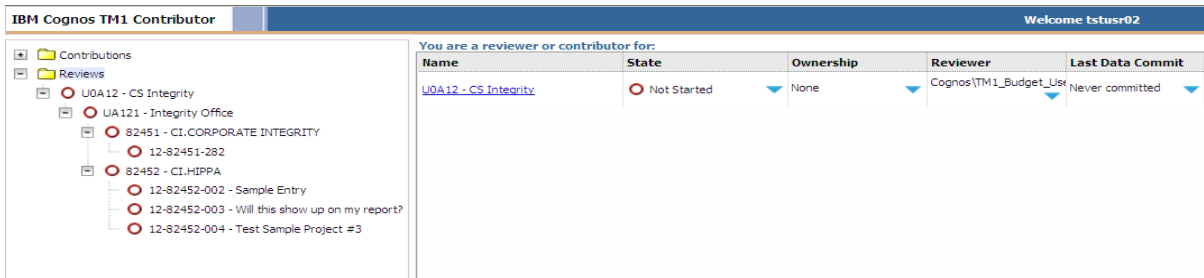
Depending on how you set up your folders, another view may be like the following:



If this is your view, you would then select 'IBM Cognos TM1 Contributor Applications.' This will open your public folders and you would then select 'Capital Budget.'



In either case, you will then select the link called 'Capital Budget' and the budgeting module will open and you will see those areas you are responsible for budgeting.



Rubix Reporting Tools

TM1 Web

You can view pre-defined reports on the Capital or Operating budget. These reports provide an organizational-wide perspective of the OHSU budget. The reports will open in the Web component of the Rubix System. Based on your security privileges, there may be portions of these reports that are not available for viewing.

PDF Reports

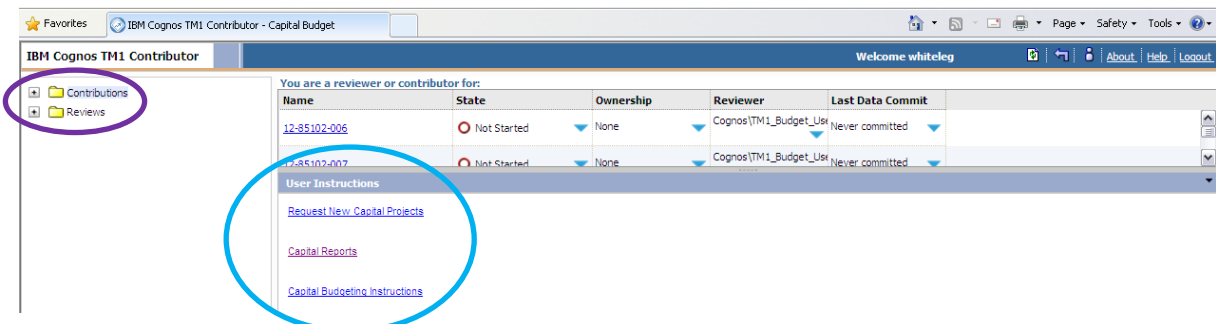
You can also create reports of your own budget data. In the Contributor grid, an Export option allows you to create, save, and print output in PDF format.

Link to Capital Reports

When you first log into Rubix Capital Budgeting, in the lower right-hand section, there is an area called "User Instructions." This will be a source for announcements similar to what was used in KBace.

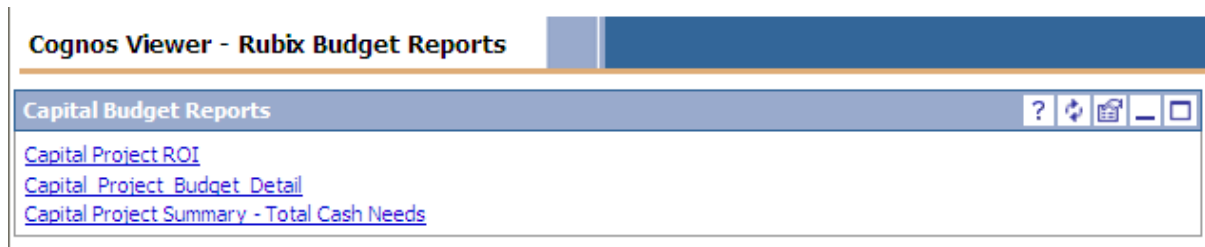
In order to view 'User Instructions,' you must be at either the 'Contributor' or 'Reviews' folder on the left-hand side of your screen (circled in purple below). Once there, 'User Instructions' will be visible in the lower right-hand panel of your screen.

Under 'User Instructions,' there will be a few hot links to provide access to certain functions that will be needed as you work to complete your capital budget (circled in blue below).



The first link under 'User Instructions' is entitled 'Request New Capital Projects,' which will be used when needing to add additional capital projects within Rubix. Further instructions can be found on this under 'Adding New Capital Projects' below.

The next link 'Capital Reports' will take you directly to those capital reports available. This list will grow as we continue to create reports that will help in the capital budgeting process.



The last link under 'User Instructions,' is called 'Capital Budgeting Instructions.' This link will take you to forms and resources to assist you as you work to complete your capital budget.

These can also be found on the University CFS Budget Website. Here is the link to the website: http://www.ohsu.edu/xd/about/services/financial-services/forms/forms-policies.cfm#CP_JUMP_122694.

System Support

If you have any questions regarding either access or support, please contact us at: Rubix@ohsu.edu

Chapter 2: Rubix Capital Budget Planning

Introduction

Rubix Capital Budget Planning is the primary tool for university capital budget planning. This module is designed to provide an all encompassing project/request approach to capital budgeting. The University is using Rubix to submit all capital requests.

Access to Rubix Budgeting will be provided to all departments for capital budgeting. Each applicable field within the capital forms should be completed in order to complete a capital request.

Please be aware that, depending on your security rights, you may only see a 'Contributions' folder. Only someone who is listed with 'Reviewer' security rights will see both folders as shown in the left-hand pane below. Expand the 'Contributions' folder, a list of Projects that you have security rights to work on will be displayed (circled in blue below). If you are a reviewer, you can expand the 'Reviews' folder to see those projects as entered within your area of review (circled in purple below).

Click on any 'Project' in the right hand pane to begin working in Rubix (circled in green below). A window will open and the application will load. Workflow details will be listed below.

The screenshot shows the IBM Cognos TM1 Contributor web interface. On the left, a tree view shows folders for 'Contributions' and 'Reviews'. The 'Contributions' folder is circled in blue, and the 'Reviews' folder is circled in purple. Below these are several project entries with IDs like 12-82452-002, 12-82452-003, and 12-82452-004. On the right, a table titled 'You are a reviewer or contributor for:' lists these projects with their states (Locked, Work In Progress) and owners. The entry for '12-82452-003 - Test Project #2' is circled in green. Below the table, a 'Workflow Detail for 12-82452-002 - Sample Entry' section shows the current state as 'Locked' and provides details on when and by whom the state was changed.

Name	State	Owners
12-82452-002 - Sample Entry	Locked	OHSU Ac Directory
12-82452-003 - Test Project #2	Work In Progress	None
12-82452-004 - Test Sample Project #3	Work In Progress	None

Workflow Detail for 12-82452-002 - Sample Entry

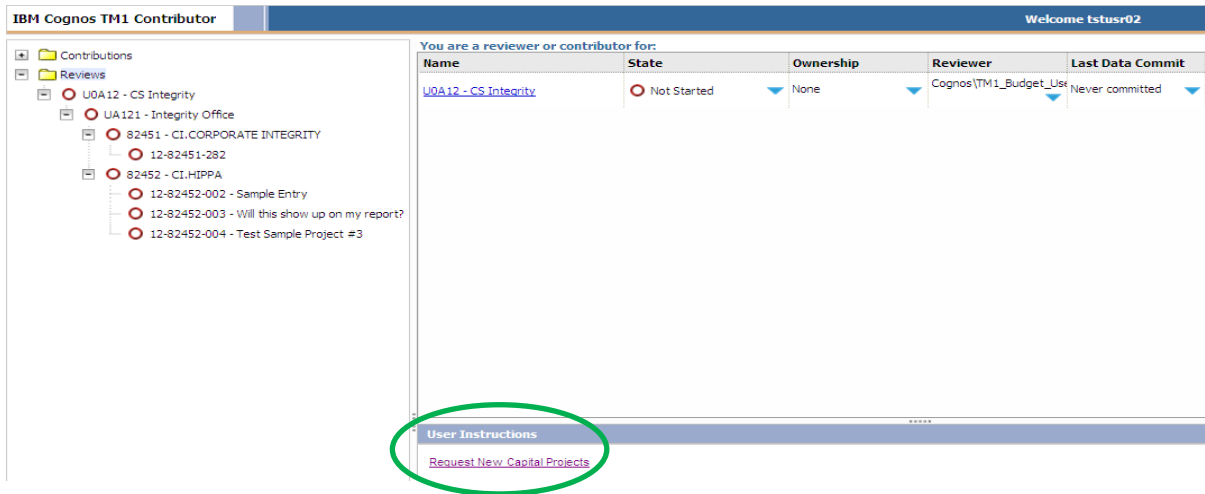
Current state: Locked
The data was submitted and the approval item was locked state returns to **Work in progress**.

Changed time: December 29, 2010 3:08:46 PM PST
Changed by: OHSU Active Directory\tstusr02
Viewed: yes
Reviewed: yes

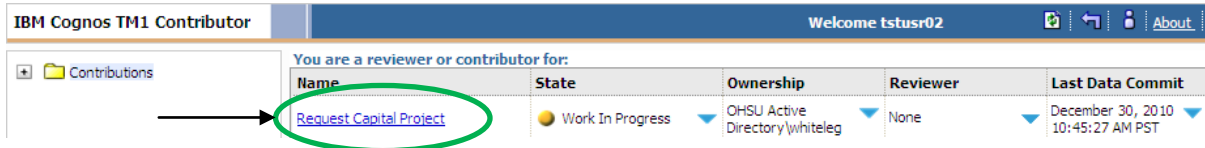
Adding New Capital Projects

As noted above, once the application is open you should see projects already created within your area of responsibility and ready for input. If you do not see any projects or require more projects, please select "Request New Capital Requests" as shown below to add additional files.

To request and add new capital requests, go to the “Review” folder within your hierarchy and you will see the link to request new capital under ‘User Instructions’ (circled in green below).



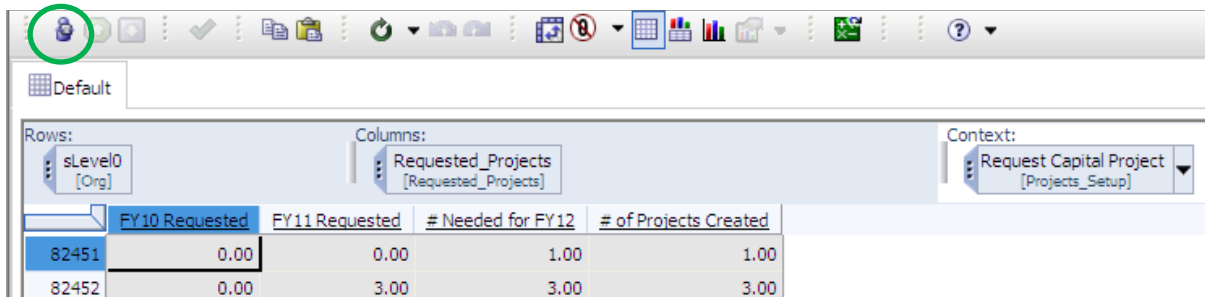
Once selected, this will open up a new screen as shown next. Select “Request Capital Project.”



The following table will open which shows historically the number of requests submitted for each the orgs within your area of responsibility, as well as the number created for the current year.

If you need to adjust and add projects, take ownership of this form. The column marked ‘# Needed for FY 12’ will no longer be grayed out (shown below) and you will be able to adjust the total # of requests. Once adjusted, commit the changes.

When scheduled processes run at night, the additional projects **will be created** and **reflected** within your area **no later than 6am** the following morning. If you need them sooner or have questions, please contact Gene Whiteley-Ross at ext. #47158.



Default

Rows: sLevel0 [Org] Columns: Requested_Projects [Requested_Projects] Context: Request Capital Project [Projects_Setup]

	FY10 Requested	FY11 Requested	# Needed for FY12	% of Projects Created
82451	0.00	0.00	1.00	1.00
82452	0.00	3.00	3.00	3.00
82453	0.00	0.00	0.00	0.00
82454	0.00	0.00	0.00	0.00

Default

Rows: sLevel0 [Org] Columns: Requested_Projects [Requested_Projects] Context: Request Capital Project [Projects_Setup]

	FY10 Requested	FY11 Requested	# Needed for FY12	% of Projects Created
82451	0.00	0.00	2.00	1.00
82452	0.00	3.00	3.00	3.00
82453	0.00	0.00	0.00	0.00
82454	0.00	0.00	0.00	0.00

Inputting Capital Projects

Once in the system, you can select any 'Project' in the right-hand pane to begin working in Rubix (circled in green below). A window will open and the application will load. Workflow details will be listed below.

IBM Cognos TM1 Contributor - Capital Budget - Windows Internet Explorer

http://cogtm1st.ohsu.edu:8080/pmpsvc/pmpjs/workflow/workflow.jsp?aid=%7B358b33de-5471-47a2-9137-6b5864fb364c%7D

File Edit View Favorites Tools Help

Convert Select

Favorites IBM Cognos TM1 Contributor - Capital Budget

IBM Cognos TM1 Contributor

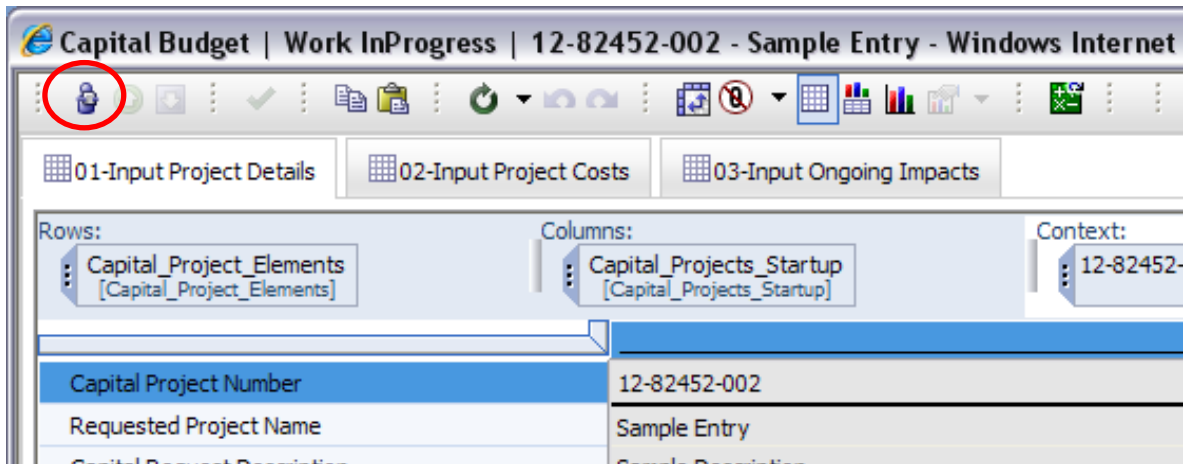
- Contributions
 - 12-82452-002 - Sample Entry
 - 12-82452-003 - Test Project #2
 - 12-82452-004 - Test Sample Project #3
- Reviews
 - U000A - Amy Wayson
 - U00A1 - CS Integrity
 - U0A12 - CS Integrity

You are a reviewer or contributor for:

Name	State	Owners
12-82452-002 - Sample Entry	Locked	OHSU Ac Directory
12-82452-003 - Test Project #2	Work In Progress	None
12-82452-004 - Test Sample Project #3	Work In Progress	None

Once open, you can begin inputting capital projects details into the selected project you selected. You first need to take Ownership (circled in red below) of the budget to begin.

Once open, you should see something similar to this:



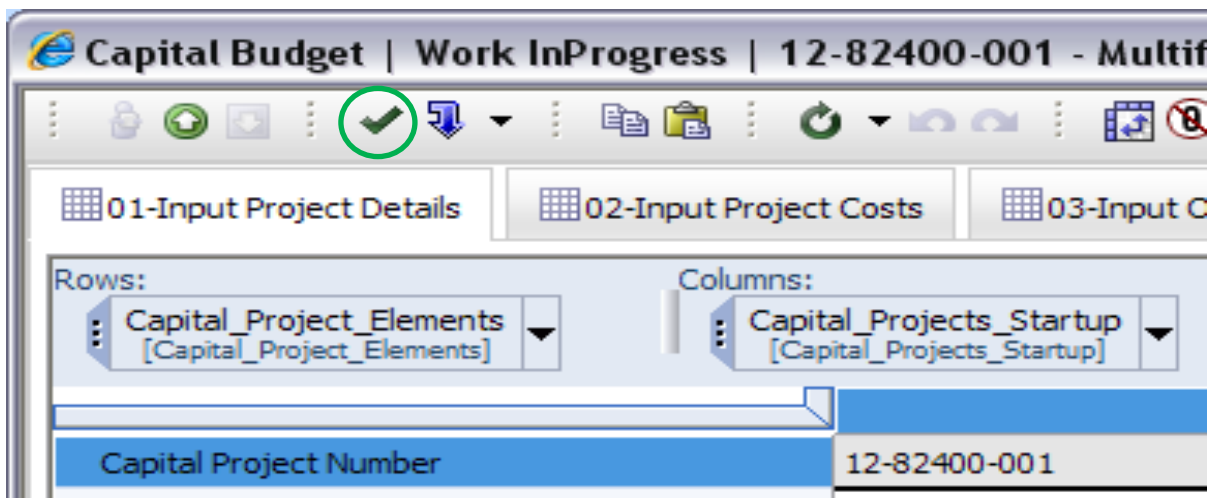
For each capital request, there are three main 'input' screens. 01-Input Project Details, 02-Input Project Costs and 03-Input Ongoing Impacts. These three forms are similar to those that were listed within KBase. Additional information behind these three forms are covered further in this document, however they essentially summarize the following information:

01-Input Project Details: This form captures the main narrative details of the capital project.

02-Input Project Costs: This form is used to capture the main implementation costs needed to implement the project. These amounts are reviewed and considered in the final allocation. Please be sure to include all expected implementation impacts, both capital and operating.

03-Input Ongoing Impacts: This form is used to identify directly related incremental benefits and costs you anticipate once the capital project is put into place. Please keep in mind, identified impacts will be used in the development of operating targets in the following fiscal year.

After entering the applicable details, you must, 'Commit' the data so your data will be saved (circled in green).



01-Input Project Details Form

This form essentially captures the main narrative details of the capital project. This form allows you to enter information about the project, such as project name and description, start date, organization purpose, request nature, and more. The form and fields are similar to what was used within KBace. This first form will look like this:

Capital Project Elements [Capital_Project_Elements]	Capital Projects Startup [Capital_Projects_Startup]
Capital Project Number	12-82452-004
Requested Project Name	Test Sample Project #3
Capital Request Description	This is just another sample project to test functionality
Justification for Request	
Other Factors/Assumptions	
Does this fulfill a commitment or is it legally required?	
Anticipated Start Date	
Completion Date	
Other Capital Reference	
Econ. Life Years	
Request Category	
Organizational Purpose	
Request Nature	

The following summarize what the fields represent:

Field #1 - Capital Project Number: The Capital Project Number is system generated and will be populated for you. This ID indicates the fiscal year requested, the organization, and a unique project number. Each “fiscal year-organization-project number” combination is a separate node under the Contributions folder. This ID will also flow through to reports.

Field #2 – Requested Project Name: This is a text field. This field must be completed. Please enter in a meaningful title for the project being requested that can be referred back to as necessary that will set the project apart for other capital requests. In the main screen, you will see both the capital project number and the title. This will also carry through to reports.

Field #3 – Capital Request Description: This is a text field. This field must be completed. Please enter in an informative description for the project being requested. This is your opportunity to communicate to those using this information why this request is essential

Field #4 – Justification for the Request: This is also a text field. Please enter in any business justification for this request, if applicable.

Field #5 – Other Factors/Assumptions: This is a text field. This is where you can list other matters that you deem necessary to communicate. An example would be if you wanted to list additional benefits to accepting this request as well as risks associated with not approving this project.

Field #6 – Does this fulfill a commitment or is it legally required: This is a text field and should be completed, as necessary.

Field #7 – Anticipated Start Date: This is a drop down list. Please click on the box and select from the drop down list the appropriate date (MMM-YY) the project is expected the project will begin. If unsure, you should select the first period of the fiscal year being budgeted, such as 'Jul-11.'

Field #8 – Completion Date: This is a drop down list. Please click on the box and select from the drop down list the appropriate date (MMM-YY) the project is expected the project complete. If unsure, you should select the last period of the fiscal year being budgeted, such as 'Jun-12.'

Field #9 – Other Capital Reference: This is a text field and can be completed as necessary. This could be used to indicate an existing project number you would like to reference, such as 'F123456,' or any other reference you would like to include.

Field #10 – Economic Life Years: This is a drop down list. Please click on the box and select from the drop down list the appropriate economic life of the project. This is not the depreciable life, but rather how long this asset may be in place. Traditionally, we have used either a "5-year" or "10-year" life.

Field #11 – Request Category: This is a drop down list. Please click on the box and select from the drop down list the appropriate category. If you feel the need for another category than what is listed, please contact CFS Budgets and we can work to include this for your use.

Field #12 – Organizational Purpose: This is a drop down list. Please click on the box and select from the drop down list the appropriate purpose. If you feel the need for another purpose than what is listed, please contact CFS Budgets and we can work to include this for your use.

Field #13 – Request Nature: This is a drop down list. Please click on the box and select from the drop down list the appropriate category. The request is either going to be a "routine" request or align with a "strategic purpose."

Please take the time to enter in useful information into these fields. As the requests are reviewed, these details are taken heavily into consideration. If you have any questions on where certain should be included, please refer to our budgeting website for additional resources and contact information.

02-Input Project Costs Form

This form is where you enter capital and operating expense information for each project.

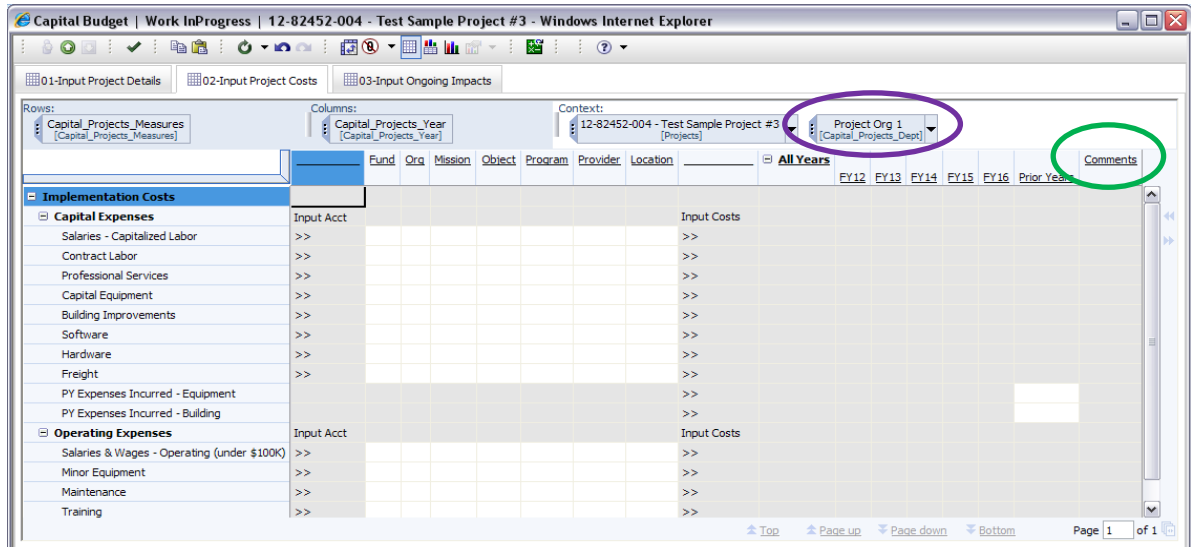
First, you can define project expenses by Fund, Organization, Mission, Object, Program, Provider, and Location (F-O-M-O-P-P-L), as well as by year. Enter in these segments to the right of "Input Acct."

The form allows you to enter data for up to five funding organizations for each project. The first 'Project Org 1' should be the organization managing the project. The 'Add'l Project Org 2–5' should reflect the other funding orgs who will share the responsibility of funding this project. You will be able to toggle between the funding orgs (circled in purple below).

The FY cells will remain read only (grayed out) until you enter data for all the F-O-M-O-P-P-L items and committed the string. The Input Acct and Input Costs cells stay read-only in the cue.

For each of the segments of the accounting string, there is a drop down list to select from. For 'Project Org 1,' should be those segments within your area of responsibility. For 'Add'l Project Org 2–5,' the drop down list reflects all possible segments based on what is within Oracle.

Once the accounting string is committed, enter in cash needs to the right of "Input Costs" under the fiscal year the cash is needed. You can also add notes to each in the field to the right (circled in green).



Please keep in mind, all details will flow through to your capital reports as well as be reflected in the financial calculations, such as Internal Rate of Return (IRR%) and Payback period.

If you have any further questions on how to complete this form, please refer to our budgeting website for additional resources and contact information.

03-Input Outgoing Impacts Form

This form is used to identify related incremental benefits and costs you anticipate once the capital project is put into place. These impacts are such things as 'Additional Revenue' that may be earned once the project is complete, or even additional expenditures that will be required.

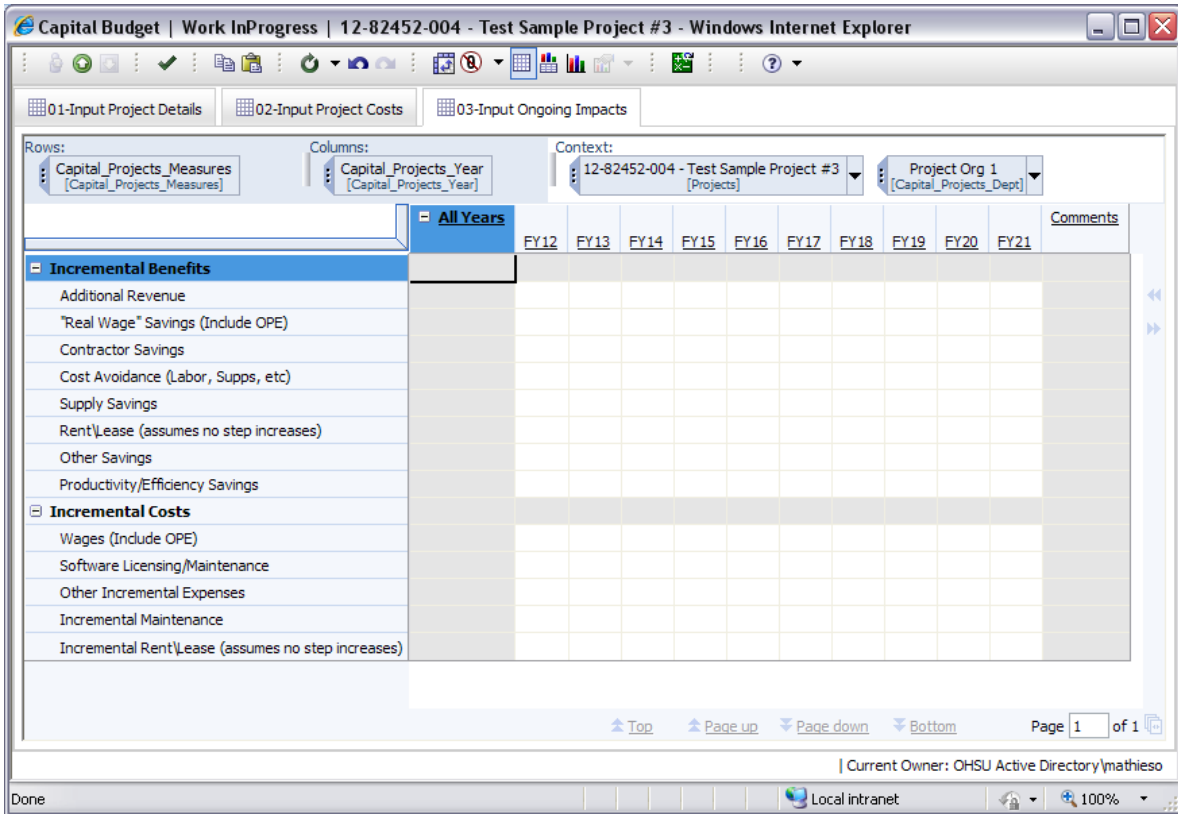
These are critical elements that need to be included to assist in the evaluation and review of your request.

This form does not require the respective account string (F-O-M-O-P-P-L) receiving the impact. You are only required to enter in the total amount of incremental benefits and costs by fiscal year.

These details will flow through to your capital reports as well as be reflected in the financial calculations, such as Internal Rate of Return (IRR%) and Payback period. You can include any comments that you may feel will help in the analysis.

Please keep in mind, identified impacts will be used in the development of operating targets in the following fiscal year.

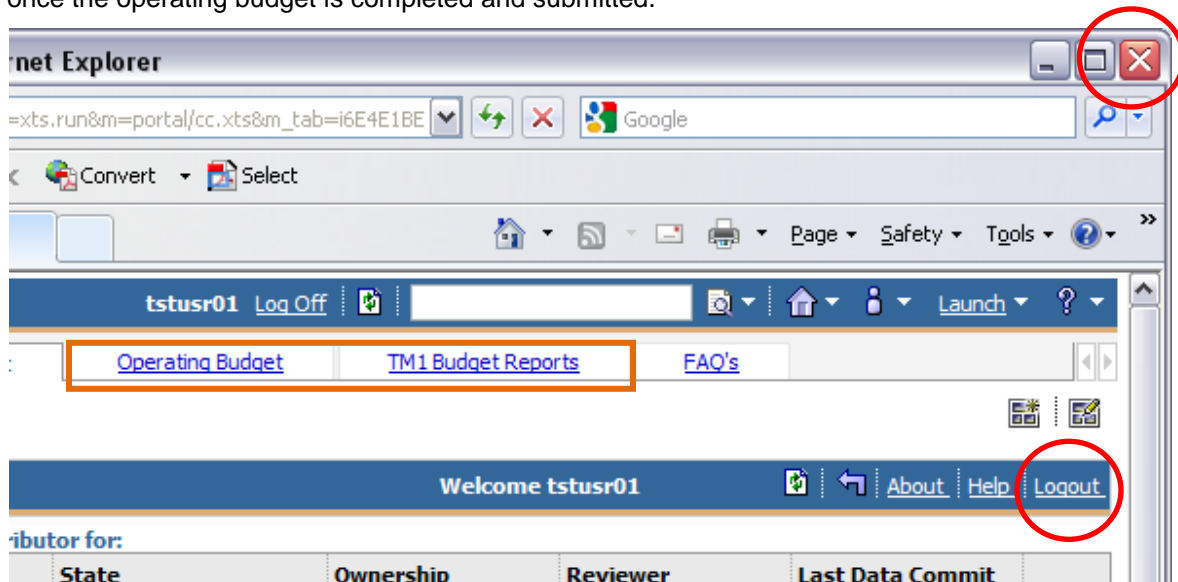
If you have any further questions on how to complete this form, please refer to our budgeting website for additional resources and contact information.



Exiting the Application

When you are ready to leave the Capital application you can either click on the Operating Budget or TM1 Budget Reports tab to move to another part of the system (orange highlight below).




If you want to exit the system you can click on the, 'X' out of the window or "logout" (both circled in brown below). For capital, there is no requirement to "submit" the budget for approval. This will occur once the operating budget is completed and submitted.



Chapter 3: Helpful Tips to Capital Budgeting

Helpful Tips

The following are few things to keep in mind when working to complete your capital budgets requests within Rubix”

- In order to make changes to a form, you must take Ownership  of the form.
- Once changes are made, you need to Commit  to save work. You can return to the work and change later as this will save to the database. If you don't 'commit,' others won't be able to view work.
- Do not Submit  your capital, you will be locked out. If this happens, contact CFS Budgets and we will work to restore access.
- Don't forget to enter the entire FOMOPPL string and then hit 'enter' before total cash needs can be entered.
- If you have any questions – ***Please ask!***

We appreciate all your time and effort in completing your capital budget requests.