State of Hawaii
Department of Education

CHAP eHR
Financial Plan
Quick Sheets

5-1-2013

Table of Contents

Basics

Important Notes / Tips:

- DO NOT use the internet browser back arrow. 

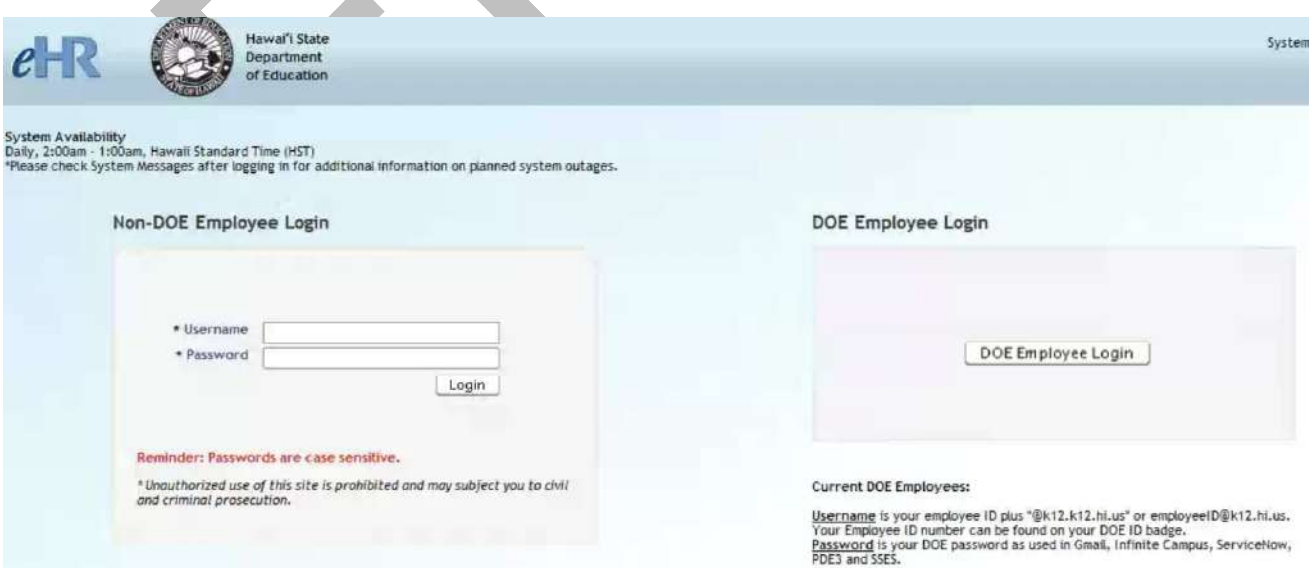
  - If you accidentally click the back arrow, try clicking on **refresh** to see if your connection can be re-established. 
- For security purposes the system will automatically time out after thirty (30) minutes of inactivity. Five minute warning messages will pop-up before you are logged out.
- 'Ctl F' will bring up a search function within your internet browser. This can be helpful when looking for data.

Logging into the CHAP eHR System via the CHAP Portal

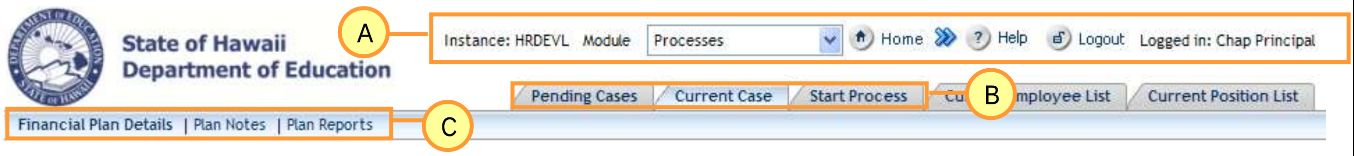
Important Notes:

- A DOE Azure AD Password is necessary. This the same password used for Gmail, PDE[3], Infinite Campus and ServiceNow.
- If you do not have a DOE Azure AD Password or are experiencing log in difficulties, please contact the Centralized Service Desk at (808)377-8320 between the hours of 7:45am and 4:30pm HST Monday through Friday except on State/Federal holidays.

1. Open up an **internet connection** (i.e. Edge, Chrome, Mozilla Firefox, and Safari).
2. Type in the URL address: **http://hidoeotm.org**
3. Click on **Launch eHR**.
4. Click on the DOE Employee Login button, you will need your Azure AD **User Name** and **Password.**
   - Your User Name is your Employee ID Number and @k12.hi.us. Your Employee ID may be listed on your DOE ID Badge.
   - Your Password is your DOE Azure AD Password which is the same as you use in DOE Gmail.
   - After clicking the DOE Employee Login button you will see the Azure AD user name and password screens.



Menus and Tabs



A Standard Module Navigation Menu

Title	Description
Module Dropdown Menu	Enables access to different modules.
Home	Returns user back to the Home Page from any module.
Help	Opens the Help feature (pop-up window) which provides useful information specific to the page being viewed. • For example, clicking on Help from the Financial Plan page will bring you to a Help page that contains a menu window which allows you to access a variety of Help topics such as the Financial Plan Screen Overview, Screen Actions, Quick Sheets, etc.; while clicking on Help from the Reports page will bring you directly to a Help document summarizing how to use the report functionality.
Login/Logout	Displays user name and enables user to log out from the system.

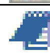
B Case Tabs

Title	Description
Process Case Definition: For each process that exists, a process case represents an instance of that process. For example, “Prepare Projected School Financial Plan” has been defined as a process. By creating a new case, the user will have created a unique process case for maintaining their Financial Plan.	
Pending Case	Displays cases that require some action by the user. Click on the checkbox next to “Show All Cases” to view all cases the user has been or is involved in.
Start Process	Enables user to create a new case.

C View Selections

Title	Description
Financial Plan Details	Screen to input Financial Plan Details by Plan Section and Character.
Plan Notes	Screen to input Notes.
Plan Reports	Lists all reports for the Financial Plan.

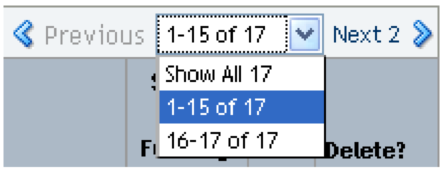
Icons and Navigation

Title		Description
Dropdown menus		Downward blue arrows indicate dropdown menus which are predefined options from which users may select.
Flashlight		The Flashlight icon indicates a "look up" feature that allows users to view and select specific information. Alternatively, information may be keyboarded directly into the field.
-Hide		Hides additional information about a specific record.
Memo Pad		Clicking on the Memo Pad icon will bring up a text editor window.
Page Title	Example: Fill Position	The Page Title is displayed at the upper left of the screen. The Page Title describes the action that is being performed. In this example, the page title is called "Fill Position".
Radio Button		Radio Buttons enable users to select specific items, in this case a specific record, on which to work.
Required Fields		The asterisk indicates this is a required field. The system prevents users from moving forward with a specific task if a required field is not completed.
+Show		Displays additional information about a specific record.
Keyboard Shortcut Keys (Alt+*shortcut letter*) or (Alt+Shift+*shortcut letter*)	Example: 	Buttons with text that contain an underlined letter indicate that the button can be executed with a keyboard shortcut key. Depending on the browser being used, this can be done by using Alt+*shortcut letter* or Alt+Shift+*shortcut letter*, where the shortcut letter is the letter underlined. Refer to your browser's documentation for more information. For example, in the Financial Plan Details screen, you can add a new row by using Alt+A or Alt+Shift+A.

Record Display

All Record Display
Some pages default to displaying all records.

Select Number of Record Display
Other pages default to a set number of records. For example, the Financial Plan displays just the first fifteen (15) records. Additional records may be displayed by using the dropdown menus, or the previous and next buttons.



Sorts and Filters

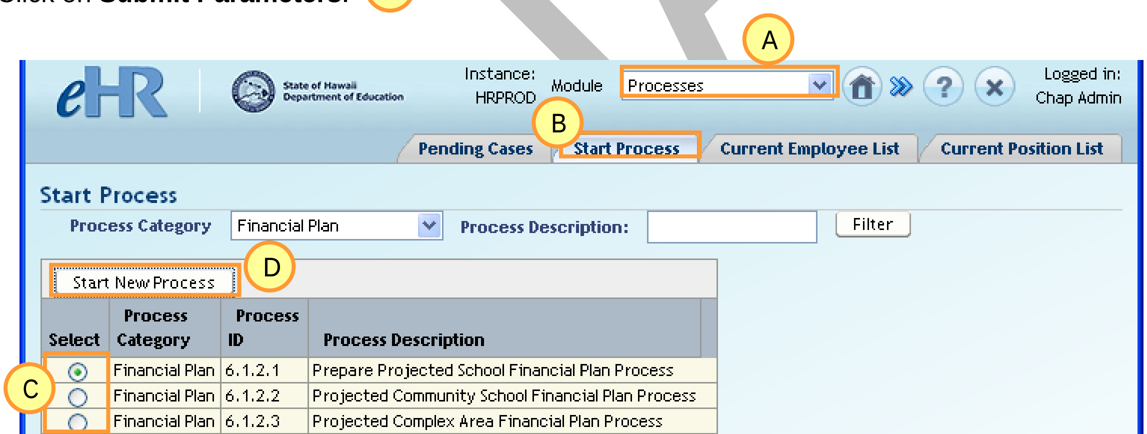
	How to Sort/Filter	How to Return Information back to original view
Sorting by Columns	Click the **column header** to quickly sort information displayed in a table. • For example, clicking on the column header for Prog ID, will sort records in ascending order numerically by Program ID. NOTE: Only column headers in *italics* are sortable. The **default sort order** for Plan Details is by Fund Source, HR Categ, Prog ID, Exp Obj, Line Item No, and Suborg, with user-added rows showing first.	Click **Reset Sort**.
Filters/ Quick Search	Specific modules have a basic search feature which allows for the entry of criteria for record selection. Filters may be a dropdown or a textbox. Enter text to search for into textboxes and/or select criteria from dropdowns and click on **Filter/Find**.	Erase the filter criteria and click **Filter/Find**. • The Reset Sort button does **<u>not</u>** apply to filters.
Advanced Search	Specific modules also have an advanced search feature which allows for the entry of multiple criteria with several options for record selection. Filters may be a dropdown or a textbox. Enter text to search for into textboxes and/or select criteria from dropdowns and click on **Find**.	Click **Quick Search**.
Searching Using Wildcards (%)	The % key is used as a wildcard and can be used in textboxes with **Quick Search** and **Advanced Search**. It can be used before and/or after a portion of the information you are looking for. For example, to see both 10 and 12 month Elementary positions, type in %elem% to pull up all positions that have “elem” as a part of their title.	

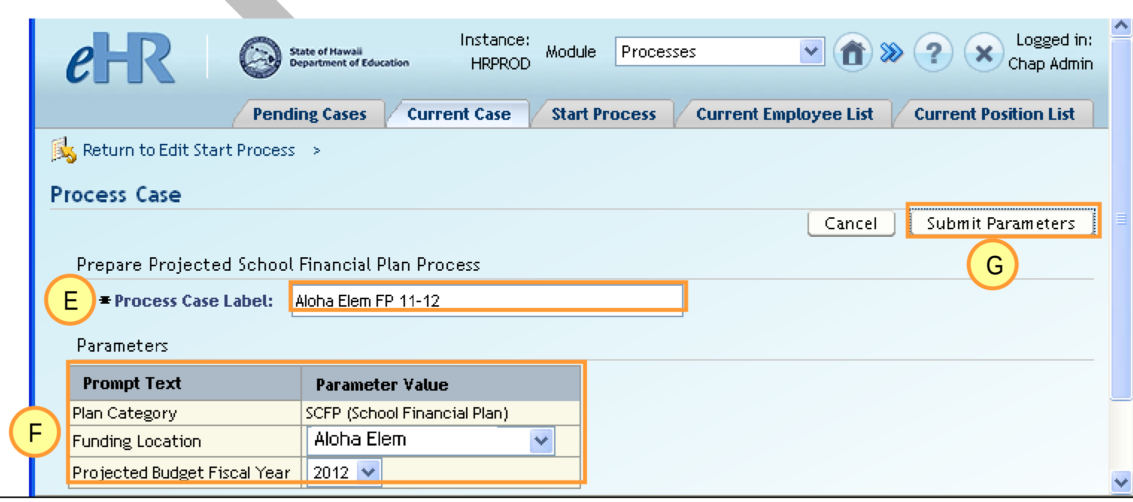
Getting Started

Initiating a Financial Plan

<u>Description:</u> This process is used to generate the Financial Plan.

1. Under ***Module*** dropdown, select **Processes**. A
2. Click on **Start Process** tab. B
3. Select one of the following options:
   6.1.2.1 - Prepare Projected School Financial Plan Process.
   6.1.2.2 - Projected Community School Financial Plan Process. C
   6.1.2.3 – Projected Complex Area Financial Plan Process.
4. Click on **Start New Process**. D
5. Enter a **Process Case Label**. E
   - For example, when you initiate a Financial Plan for the first time you may want to label your case ***<u>School Name</u>* <u>FP YY-YY</u>** (i.e. Aloha Elem FP 11-12).
6. Select your **Funding Location** and **Projected Budget Fiscal Year** from the dropdown lists. F
7. Click on **Submit Parameters**. G





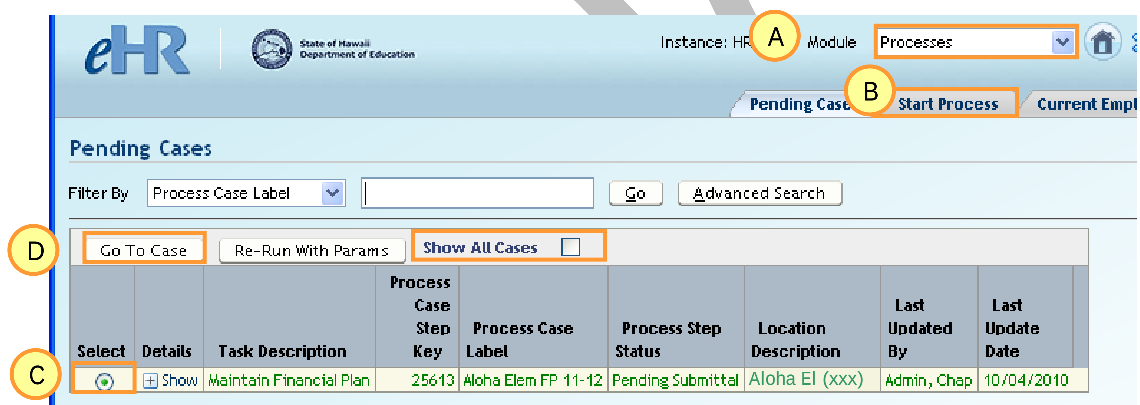
Logging Back into an Existing Financial Plan

Description: This process is used after a Financial Plan has been generated.

1. Under ***Module*** dropdown, select **Processes**. A
2. Click on **Pending Cases** tab. B
3. Click the "select" radio button for the desired Financial Plan case. C
4. Click on **Go To Case.** D

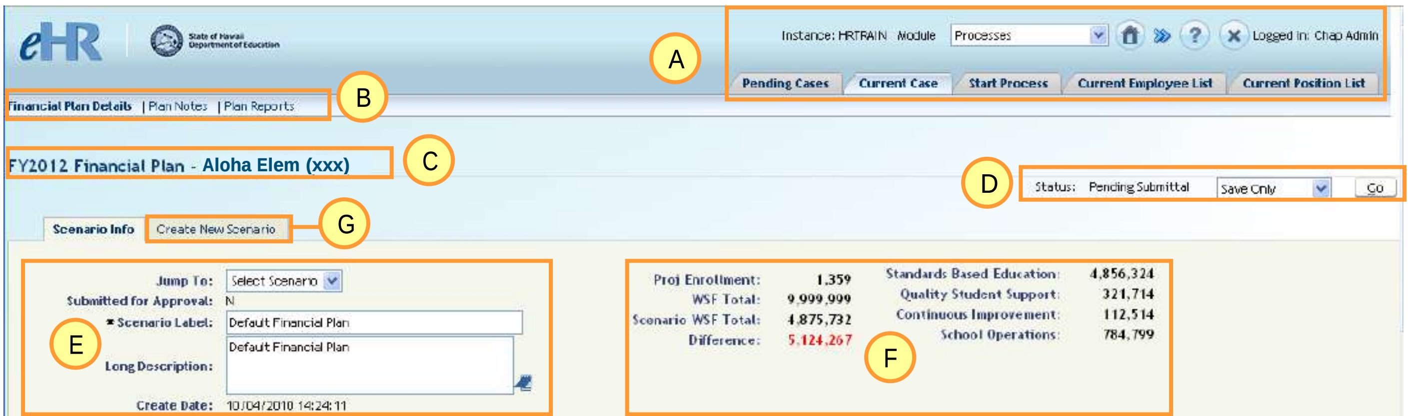
Notes:

- Alternatively, you can click on the "Go to Pending Tasks" button in the Messages box from the Home page for steps 1 and 2 above. The Task, Case Label, and Location columns will probably be the most helpful in finding the desired Financial Plan case.
- Immediately upon opening, the scenario shown will be the scenario submitted for approval or the scenario last created/modified.
- By default, the Pending Cases tab will only show Pending Cases that the user needs to take action on. For example, if a Financial Plan has already been approved, the case will not show in the Pending Cases tab by default. To see all cases, make sure that the "Show All Cases" checkbox is checked.



Screen Overview

The CHAP eHR Financial Plan process has several screens: the **Financial Plan Details**, **Plan Notes and Plan Reports** screens. Though the information provided on each of these screens may vary, the structure and functionality of these screens are very similar. The same navigational aids and summary information are repeated at the top of each Financial Plan screen.



A Aids that allow you to navigate throughout the CHAP eHR system.

B View menu bar that allows you to navigate through the Financial Plan screens.

C Title for the current Financial Plan Process Case.

D Indicates the status of the current Process Case and allows the user to take action on the current Process Case. The actions available to you are dependent upon your system authorization.

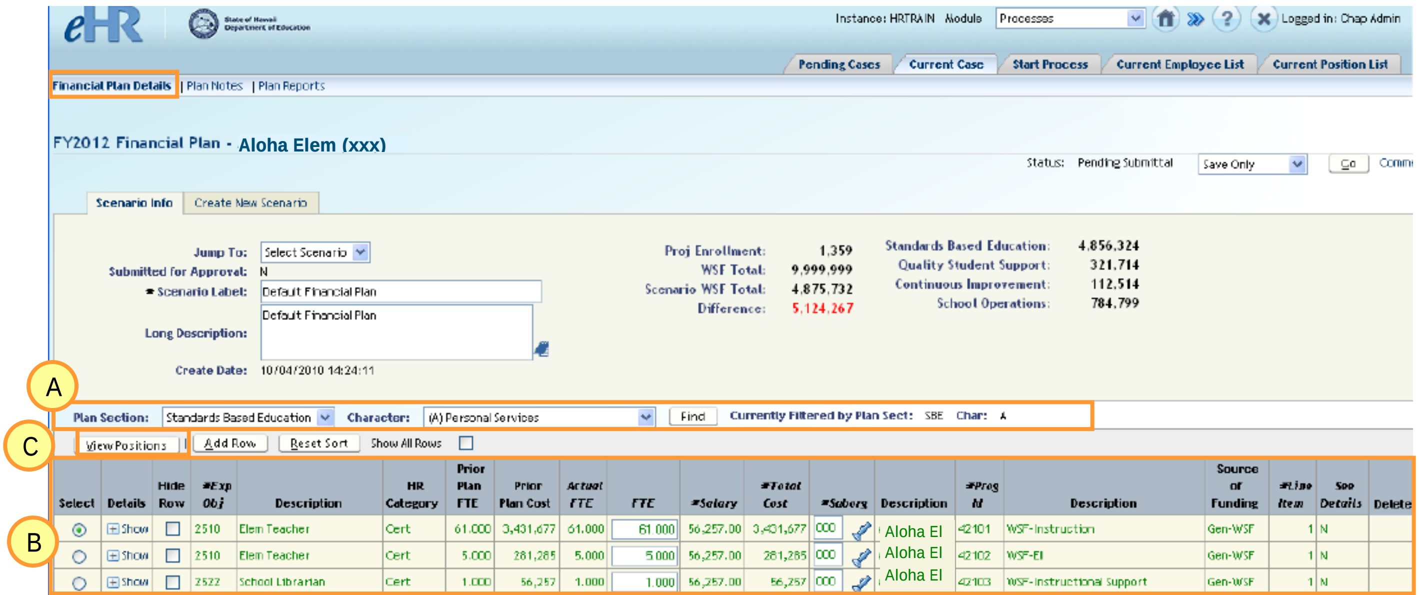
E The Scenario Info section provides basic information about the selected scenario and an aid that allows you to navigate through Financial Plan scenarios. **** The scenario being submitted for approval will be identified with a "Submitted for Approval" flag equal to "Y" and a check mark in a green circle. This indicates that the scenario was submitted for approval and does not necessarily mean that the scenario was approved.**

F The Plan Totals section summarizes the selected Financial Plan scenario's WSF total cost, scenario total cost, the difference between the WSF & scenario costs and the selected location's projected enrollment count.

G The Create New Scenario tab allows you to create new scenarios by either cloning the current scenario or creating a new default scenario.

Below is a general overview of the Financial Plan screens and some of their basic functionality.

Financial Plan Details

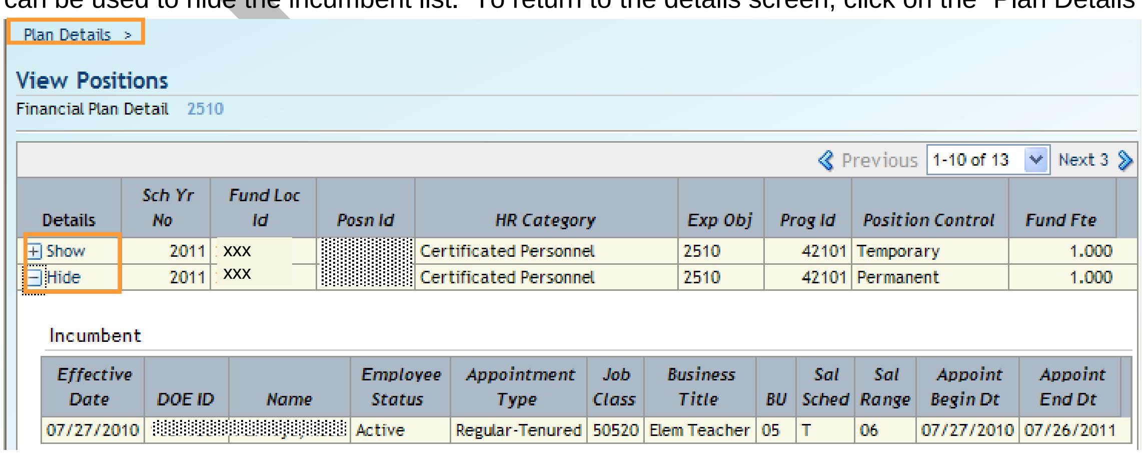


A The **Plan Section** and **Character** dropdown lists allows the user to select or filter Financial Plan Details by the specified **Plan Section** and **Character** values.

You must click the **Find** button to request a new selection. On the right of the **Find** button is an indicator for the **Plan Section** and **Character** currently being filtered.

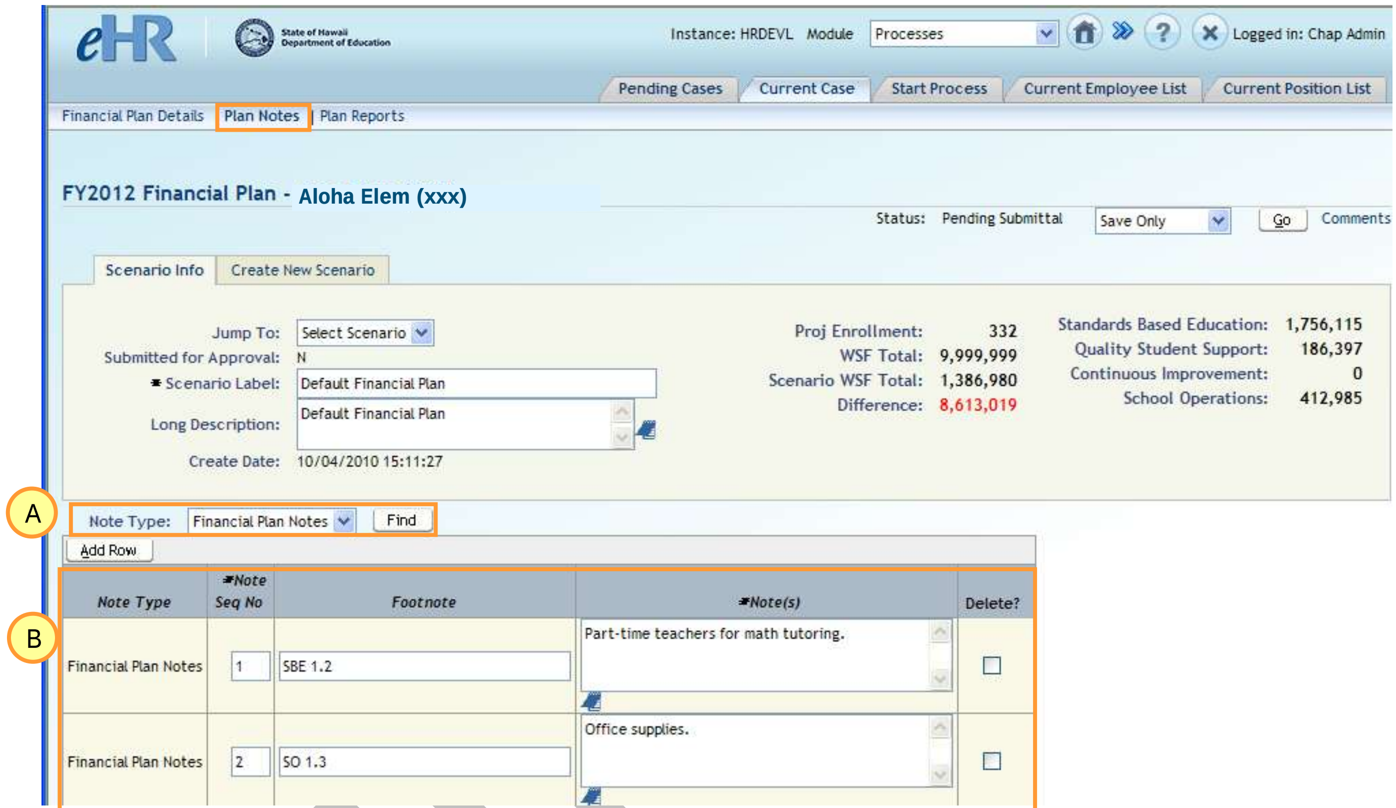
B The Plan Detail section is where you can view the prior year's detail values, enter current year values, insert new detail rows and in some cases remove detail rows. The data in this section can vary depending on the **Plan Section** and **Character** you are viewing.

C The View Positions button is visible if the selected detail row is in Character A. Clicking on the button will bring you to the **View Positions** screen, which lists all the positions associated with the selected Plan Detail row. From the **View Positions** screen, you can view an incumbent list by clicking on the show details icon for a specific position. Once clicked, the "Show" icon will change to the "Hide", which can be used to hide the incumbent list. To return to the details screen, click on the "Plan Details" link.



Plan Notes

The **Plan Notes** screen allows you to enter or view notes for the selected Financial Plan scenario. There are two different types of notes, Financial Plan Notes and Carryover Notes.



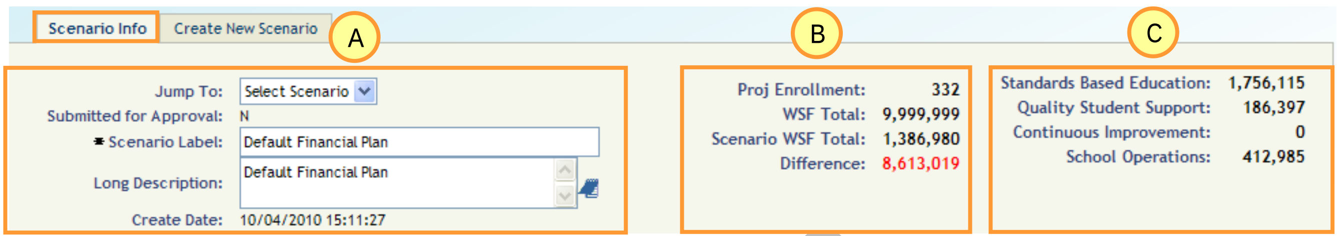
A — The **Note Type** dropdown list will allow the user to select or filter plan notes by the specified value. You must click the **Find** button to request a new selection.

B — The notes detail section is where you can view or update existing notes, insert new notes or delete notes.

Scenarios

Scenario Info

Description: Provides definitions for the header section on the top of the Financial Plan Details and Notes Screens.



Scenario Info – Contains information about the selected Scenario.

A

Title	Description
Jump To	Used to navigate between scenarios.
Submitted for Approval	Signifies whether or not current scenario has been submitted for approval. If 'Y' then a green circle with a checkmark will be shown.
Scenario Label	Short description of Financial Plan version. Assign label that is short, but easy to remember / decipher.
Long Description	User may utilize this section to enter additional details of current Financial Plan version.
Create Date	Date that the Scenario was created.

Plan Totals – Contains totals information for the selected Scenario.

B

Title	Description
Proj Enrollment	Projected Enrollment which determined the tentative allocation. **For Complex Area Plans: Indexed Need*
WSF Total	Total ***tentative*** WSF allocation amount for user location. **For Complex Area Plans: ICAA Total* **For Community School for Adult Plans: CSA PPF Total*
Scenario WSF Total	Current plan input total for WSF programs only. **For Complex Area Plans: Scenario ICAA Total* **For Community School for Adult Plans: Scen CSA PPF Total*
Difference	Amount left to input (the difference between WSF Total and Scenario WSF Total). If the Difference is not equal to zero, the number will be formatted in red font.

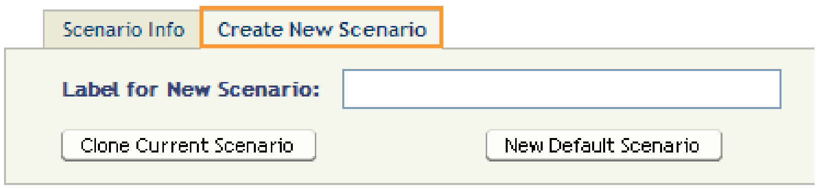
Plan Section Totals – Contains Plan Section totals information for the selected Scenario.

C

Title	Description
Plan Section	Plan Section.
Plan Section Total	Current plan input total for that Plan Section (all Funds).

Create New Scenario

Description: Provides definitions for the header section on the top of the Financial Plan Details and Notes Screens.



New Financial Plan Scenario – Area where you can create a Clone or New Default Scenario.

Title	Description
Label for New Scenario ***(REQUIRED)***	If creating a Clone or New Default, enter short description of version. This field is required BEFORE creating new scenario.

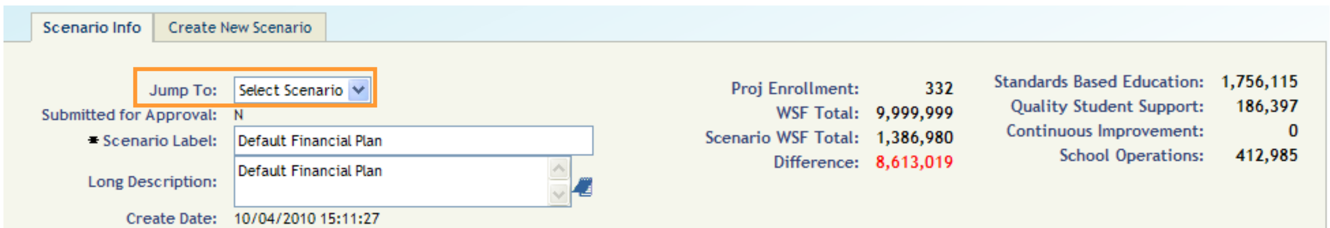
Navigating to a Scenario

Description: These instructions illustrate how to navigate to a scenario.

1. Select the desired scenario from the dropdown list next to "**Jump To**".

Notes:

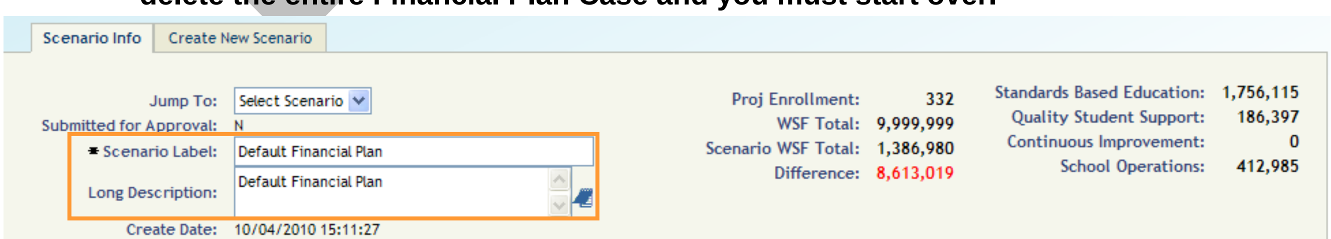
- Scenarios are listed in the dropdown in the order they were created.
- If you have made changes to your scenario, remember to save your changes before navigating.

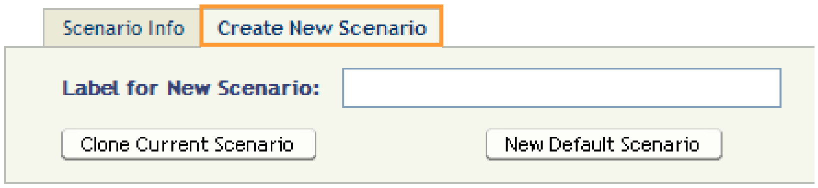


Modifying a Scenario Label or Description

Description: These instructions illustrate how to modify the label or description of a Scenario.

1. Navigate to the desired Scenario.
2. Modify the **Scenario Label** and/or **Description**.
3. Ensure that **Save Only** is selected in the ***Select Action*** dropdown and use the keyboard shortcut **Alt+G** or **Alt+Shift+G**, depending on your browser.
   - OR -
   From the ***Select Action*** dropdown, select **Save Only** and click **Go**.
   - The ***Select Action*** *dropdown menu is located* next to the ***Status*** field.
   - **IMPORTANT NOTE: If you choose Cancel Process or Start Over it will permanently delete the entire Financial Plan Case and you must start over.**





Creating a New Default Scenario

Description: These instructions illustrate how to create a new default scenario.

A default scenario is an “original” Financial Plan prior to any changes being made. Use this option to create a brand new version of their Financial Plan, with original information.

1. Click on the **Create New Scenario** tab.
2. Enter a **Scenario Label**.
3. Click on **New Default Scenario**.

Cloning the Current Scenario

Description: These instructions illustrate how to clone an existing scenario.

A cloned scenario is an exact copy of an existing scenario. Use this option to create a modified version of an existing scenario.

1. Navigate to the desired Scenario.
2. Click on the **Create New Scenario** tab.
3. Enter a **Scenario Label**.
4. Click on **Clone Current Scenario**.

Note: If you have made changes to your scenario, remember to save your changes first.

Plan Detail

Column Headers

Description: Provides definitions for the headers on the Financial Plan Details Screen.

A **Column Headers**

Select	Details	Hide Row	Exp Obj	Description	HR Category	Prior Plan FTE	Prior Plan Cost	Actual FTE	FTE	Salary	Total Cost	Suborg	Description	Prog Id	Description	Source of Funding	Line Item	See Details	Delete?
◉	⊞ Show	☐	2510	Elem Teacher	Cert	61.000	3,431,677	61.000	61.000	56,257.00	3,431,677	000	Aloha El	42101	WSF-Instruction	Gen-WSF	1	N	
○	⊞ Show	☐	2510	Elem Teacher	Cert	5.000	281,285	5.000	5.000	56,257.00	281,285	000	Aloha El	42102	WSF-EII	Gen-WSF	1	N	
○	⊞ Show	☐	2522	School Librarian	Cert	1.000	56,257	1.000	1.000	56,257.00	56,257	000	Aloha El	42103	WSF-Instructional Support	Gen-WSF	1	N	

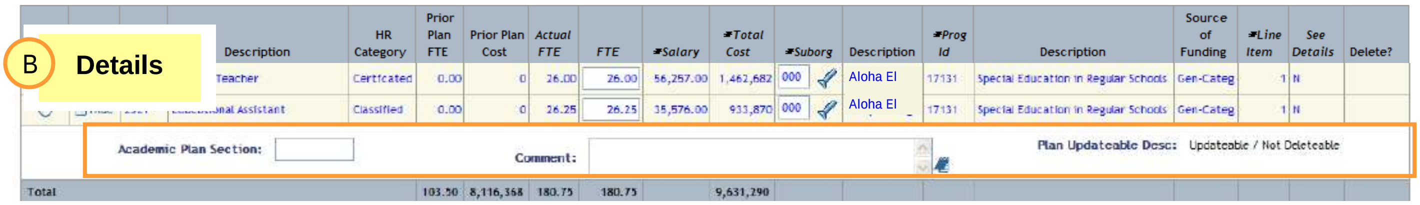
Listed below are the column headers and a brief description of the elements of the Financial Plan Details screen.

A

Column Header	Description
Select	Radio button to select the row to view positions.
Details	Click on 'Show' for additional row details.
Hide Row	Check this checkbox to hide rows with Total Cost = $0.
Exp Obj	Object code
Description	Object description
HR Category	Type of position (Certificated, Classified, or SSP)
Prior Plan FTE (or Hrs/Days)	Number of FTEs (or Hrs/Days) included in prior year's plan
Prior Plan Cost	Total cost of item included in prior year's plan
Actual FTE	Current number of FTEs established (reflects current, real-time info).
FTE	Number of FTEs
Salary	Salary cost per FTE
Total Cost	Total cost of item in current plan
Suborg	Allows user to create plan down to the SubOrg detail level. Initial loading of expenditure plan will also process FMS Plan Adjustment based on SubOrg detail.
Prog ID	Funding program ID (program to charge)
Description	Funding program description
Source of Funding	Specifies Means of Financing and type of program (i.e. Gen-WSF)
Line Item	Each row within the Financial Plan needs to be unique. If creating two or more rows with exactly the same information, use this field to differentiate the lines.
See Details	Equals 'Y' when there is data in the Acad Plan or Comments fields.
Delete	Check box to select the row to delete.

Row Details

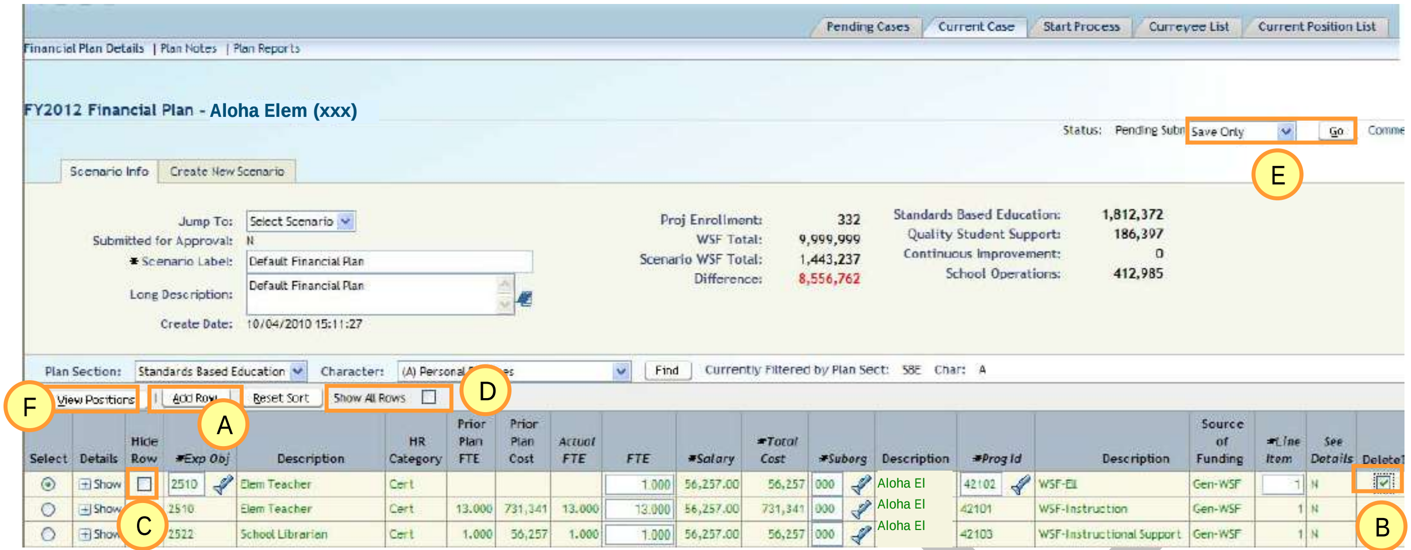
Description: Provides definitions for the Details found in each row.



Listed below are the column headers and a brief description of the elements of the Financial Plan Details screen.

B

Detail	Description
Academic Plan	Academic Plan section to which the Financial Plan row corresponds. *For Complex Area Plans: Operational Plan*
Comment	Allows user to add comments to rows items. May also be used in conjunction with Plan Notes.
Plan Updateable Desc	Designates whether or not the row may be updated, edited, or deleted.



Adding a Plan Detail Row

Description: These instructions illustrate how to add a new Plan Detail row.

1. Navigate to the desired Scenario, Plan Section and Character.
2. (A) Click on **Add Row - OR -** use the keyboard shortcut **Alt+A** or **Alt+Shift+A**, depending on your browser.
3. Modify the row.
4. Ensure that **Save Only** is selected in the ***Select Action*** dropdown and use the keyboard shortcut key **Alt+G** or **Alt+Shift+G**, depending on your browser.
   - OR -
   (E) From the ***Select Action*** dropdown, select **Save Only** and click **Go**.
   - The ***Select Action*** *dropdown menu is located* next to the ***Status*** field.
   - **IMPORTANT NOTE: If you choose Cancel Process or Start Over it will permanently delete the entire Financial Plan Case and you must start over.**

Note: Added rows will be displayed at the top.

Modifying a Plan Detail Row

Description: These instructions illustrate how to modify a Plan Detail row.

1. Navigate to the desired Scenario, Plan Section and Character.
2. Modify / Edit the row as needed.
3. Ensure that **Save Only** is selected in the ***Select Action*** dropdown and use the keyboard shortcut key **Alt+G** or **Alt+Shift+G**, depending on your browser.
   - OR -
   (E) From the ***Select Action*** dropdown, select **Save Only** and click **Go**.
   - The ***Select Action*** *dropdown menu is located* next to the ***Status*** field.
   - **IMPORTANT NOTE: If you choose Cancel Process or Start Over it will permanently delete the entire Financial Plan Case and you must start over.**

Deleting a Plan Detail Row

<u>Description:</u> These instructions illustrate how to delete a Plan Detail row.

1. Navigate to the desired Scenario, Plan Section and Character.

B 2. Click on the checkbox under the **Delete?** column for the row you want to delete.

3. Ensure that **Save Only** is selected in the ***Select Action*** dropdown and use the keyboard shortcut key **Alt+G** or **Alt+Shift+G**, depending on your browser.
   - OR -
   E From the ***Select Action*** dropdown, select **Save Only** and click **Go**.
   - The ***Select Action*** *dropdown menu is located* next to the ***Status*** field.
   - **IMPORTANT NOTE: If you choose Cancel Process or Start Over it will permanently delete the entire Financial Plan Case and you must start over.**

Note: Only rows added by the user can be deleted.

Hiding a Plan Detail Row

<u>Description:</u> These instructions illustrate how to hide a Plan Detail row.

1. Navigate to the desired Scenario, Plan Section and Character.

C 2. Click on the checkbox under the **Hide Row** column for the row you want to hide.

3. Ensure that **Save Only** is selected in the ***Select Action*** dropdown and use the keyboard shortcut key **Alt+G** or **Alt+Shift+G**, depending on your browser.
   - OR -
   E From the ***Select Action*** dropdown, select **Save Only** and click **Go**.
   - The ***Select Action*** *dropdown menu is located* next to the ***Status*** field.
   - **IMPORTANT NOTE: If you choose Cancel Process or Start Over it will permanently delete the entire Financial Plan Case and you must start over.**

D 4. Check the **'Show All Rows'** checkbox to show hidden rows. Uncheck the **'Show All Rows'** checkbox to hide the rows.

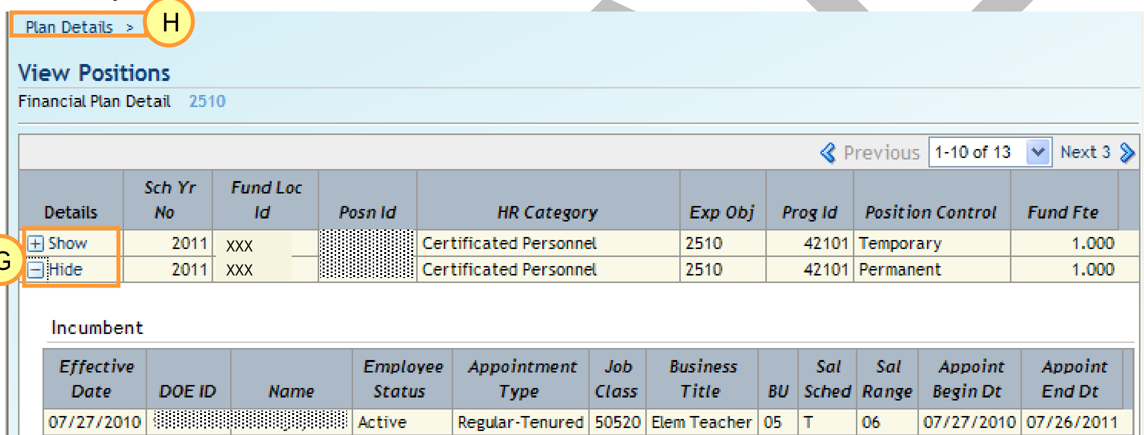
Note: Only rows with Total Cost <> $0 can be hidden.

Viewing Positions for a Plan Detail Row

Description: These instructions illustrate how to view position data for a Plan Detail row.

1. Navigate to the desired Scenario and Plan Section and Character (Char A).
2. Select the **radio** button of the plan detail row you would like view positions for.
3. F Click on **View Positions** (located above the Details column).
4. G To view the Incumbent information for a position click on +**Show** for that row.
5. H To return, click on **Financial Plan Details**.

Note: You are only able to View Positions for Character A. DO NOT use the internet browser back arrow.



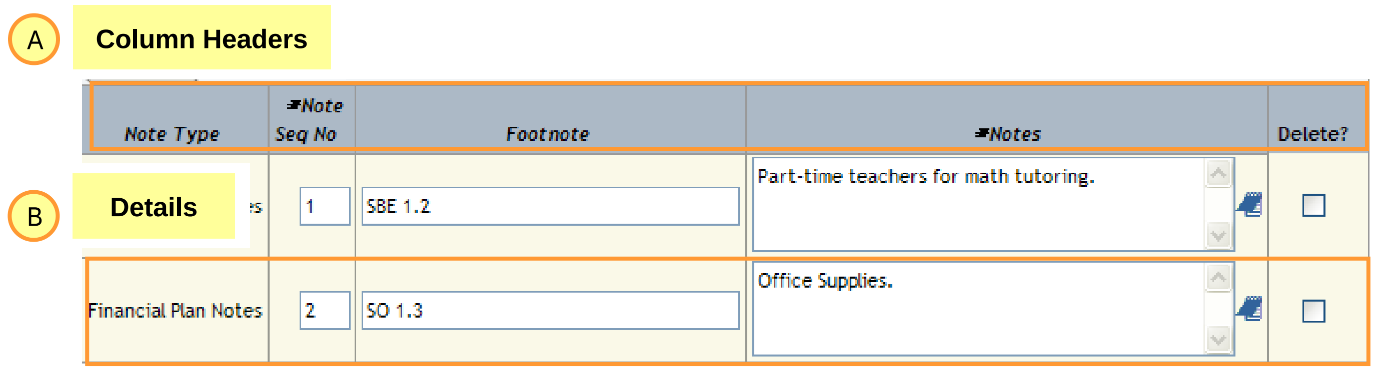
Details	Sch Yr No	Fund Loc Id	Posn Id	HR Category	Exp Obj	Prog Id	Position Control	Fund Fte
+ Show	2011	XXX		Certificated Personnel	2510	42101	Temporary	1.000
− Hide	2011	XXX		Certificated Personnel	2510	42101	Permanent	1.000

Effective Date	DOE ID	Name	Employee Status	Appointment Type	Job Class	Business Title	BU	Sal Sched	Sal Range	Appoint Begin Dt	Appoint End Dt
07/27/2010			Active	Regular-Tenured	50520	Elem Teacher	05	T	06	07/27/2010	07/26/2011

Plan Notes

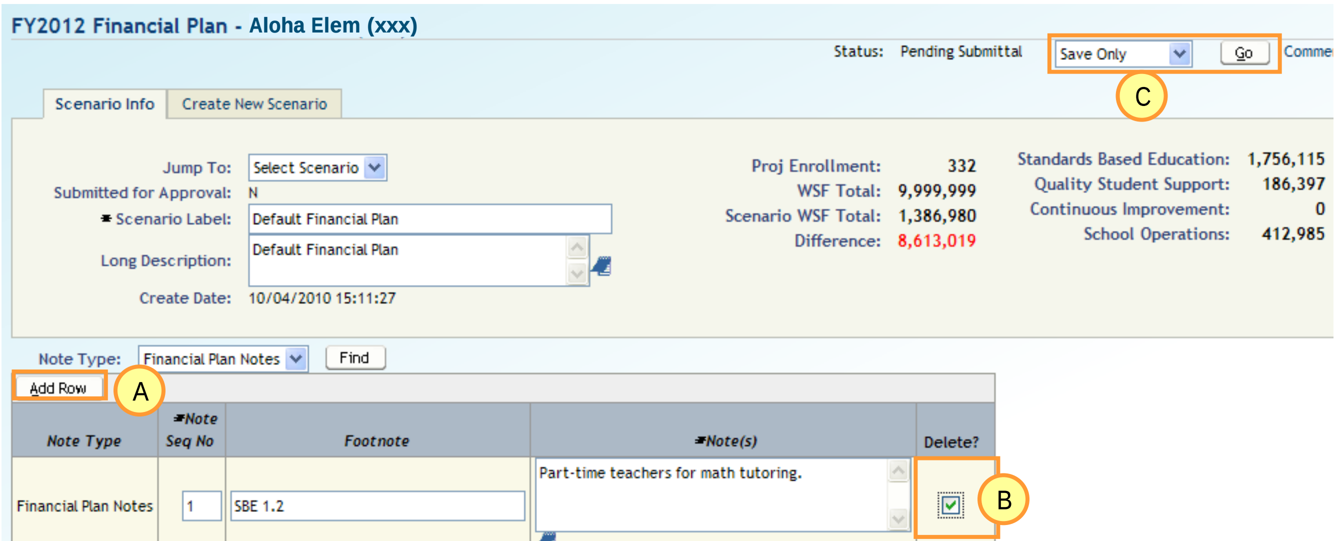
Column Headers

Description: Provides definitions for the headers on the Financial Plan Notes Screen.



Listed below are the column headers and a brief description of the elements of the Financial Plan Notes Screen.

Column Header	Description
Note Type	Type of Note. Can either be a Financial Plan Note or Carryover Note.
Note Seq No	Sequence number for the note row.
Footnote	If using Plan Notes in conjunction with Comments (see Plan Details), use this field to designate location of Plan Detail row.
Notes	Free text field. Use this field to enter as much information as desired for a Plan Detail line.
Delete	Check box to select the row to delete.



Adding a Plan Notes Row

Description: These instructions illustrate how to add a new Plan Notes row.

1. Navigate to desired Scenario and Plan Note Type.
2. (A) Click on **Add Row**.
3. Modify the row.
5. Ensure that **Save Only** is selected in the ***Select Action*** dropdown and use the keyboard shortcut key **Alt+G** or **Alt+Shift+G**, depending on your browser.
   - OR -
   (C) From the ***Select Action*** dropdown, select **Save Only** and click **Go**.
   - The ***Select Action*** *dropdown menu is located* next to the ***Status*** field.
   - **IMPORTANT NOTE: If you choose Cancel Process or Start Over it will permanently delete the entire Financial Plan Case and you must start over.**

Modifying a Plan Notes Row

Description: These instructions illustrate how to modify a Plan Notes row.

1. Navigate to desired Scenario and Plan Note Type.
2. Modify / Edit the row as needed.
6. Ensure that **Save Only** is selected in the ***Select Action*** dropdown and use the keyboard shortcut key **Alt+G** or **Alt+Shift+G**, depending on your browser.
   - OR -
   (C) From the ***Select Action*** dropdown, select **Save Only** and click **Go**.
   - The ***Select Action*** *dropdown menu is located* next to the ***Status*** field.
   - **IMPORTANT NOTE: If you choose Cancel Process or Start Over it will permanently delete the entire Financial Plan Case and you must start over.**

Deleting a Plan Notes Row

Description: These instructions illustrate how to delete a Plan Notes row.

1. Navigate to desired Scenario and Plan Note Type.

B 2. Click on the checkbox under the **Delete?** column for the row you want to delete.

7. Ensure that **Save Only** is selected in the ***Select Action*** dropdown and use the keyboard shortcut key **Alt+G** or **Alt+Shift+G**, depending on your browser.
   - OR -
   C From the ***Select Action*** dropdown, select **Save Only** and click **Go**.
   - The ***Select Action*** *dropdown menu is located* next to the ***Status*** field.
   - **IMPORTANT NOTE: If you choose Cancel Process or Start Over it will permanently delete the entire Financial Plan Case and you must start over.**

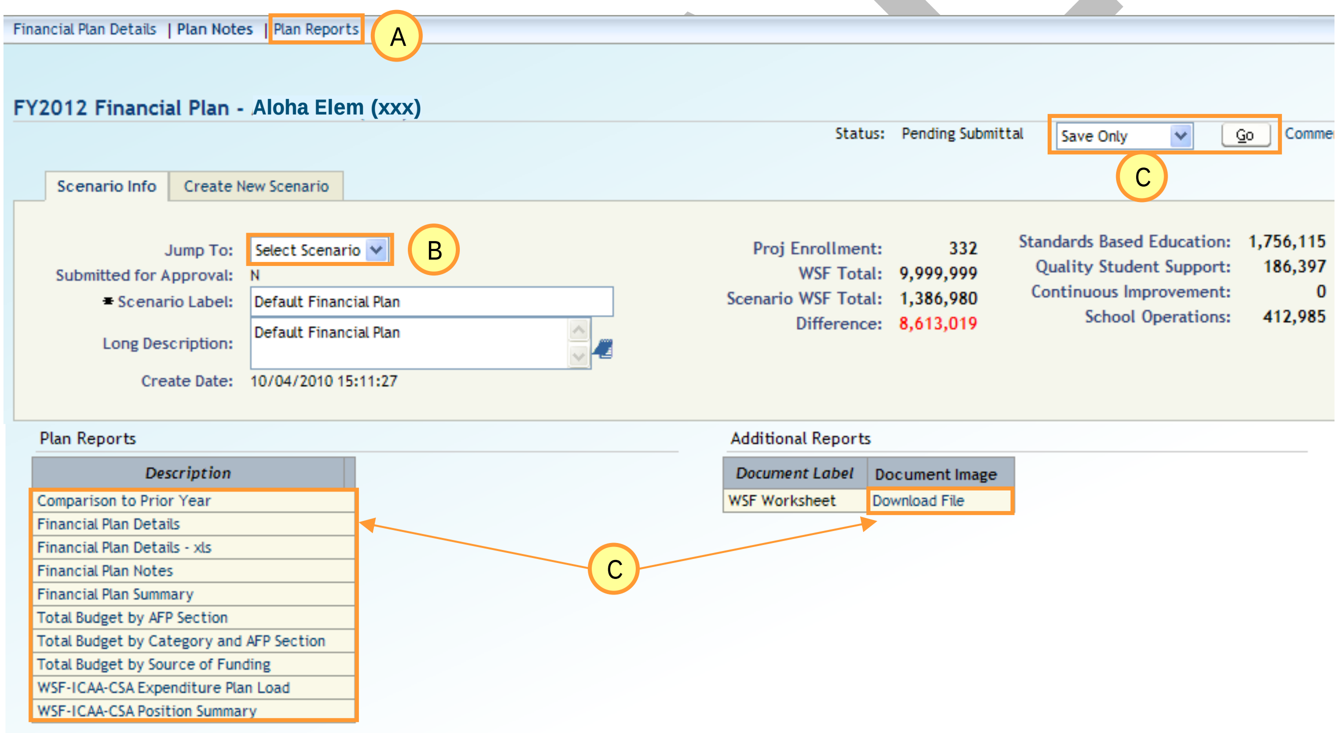
Plan Reports

Viewing Reports

The **Plan Reports** screen allows you to produce a variety of reports for a given Financial Plan scenario. The reports will reflect the selected scenario's last saved data.

As reports are run, they will appear in a new browser window. To close any reports you run, simply close the browser window containing the report. From the Plan Reports screen you have the option of running additional reports or navigating to another screen.

Important Notes: Pop-up blockers need to be disabled for the CHAP eHR website. For assistance disabling pop-up blockers, refer to your internet browser's Help. If Adobe Acrobat Reader 6.0 or above is not installed, you will be prompted to install it. This is needed to view the PDF format for reports. For assistance downloading Adobe Acrobat Reader, click on the Help button from the Plan Reports screen.



A 1. Click on **Plan Reports**.

B 2. Navigate to desired Scenario.

C 3. Click on the name of the report you want to view or click on Download File.

4. The report will open as a pdf file in a new browser window/tab.
5. User may either Print or Save a copy of the pdf file.
   Tip: If you are using Firefox as your Browser, select "Save Page As" from the File Menu to save using the default report name.
6. To exit report, close window.

Listed below are the Reports available for viewing:

Plan Reports

Report Name	Description
Financial Plan Details	Detail of Financial Plan data by AFP Section and Character.
Financial Plan Details – xls	Same as the Financial Plan Details Report but in spreadsheet format.
Financial Plan Notes	Detail of Financial Plan Notes by Note Type.
Comparison to Prior Year	Compares total WSF Financial Plan funding for current year and prior year.
Financial Plan Summary	Summary of all items included in the current scenario, by Source of Funding, Prog ID and AFP Section.
Total Budget by AFP Section	Summary of all items in the current scenario, by AFP Section and Expenditure Category, for all Sources of Funding. Also includes charts for total budget, by Expenditure Category *within* each AFP Section.
Total Budget by Category and AFP Section	Summary of all items in the current scenario, by Expenditure Category and AFP Section, for all Sources of Funding. Also includes charts for total budget, by AFP Section and by Expenditure Category.
Total Budget by Source of Funding	Summary of all items in the current scenario, by Source of Funding and Expenditure Category, for all Sources of Funding. Also includes charts for total budget, by Source of Funding.
WSF Expenditure Plan Load	Detail of WSF amounts to be loaded into the Budget System and Expenditure plan screens, based on current scenario.
WSF Position Summary	Summary of WSF funded FTEs in current scenario compared to actual *current* FTEs established. Shows net increases / decreases for each position type. Sorted by AFP Section, Program ID, Object Code

Additional Reports

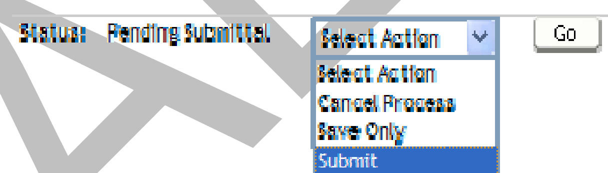
Report Name	Description
WSF Allocation Details Spreadsheet	Consists of three tabs containing the following information: 1) line by line calculation of a school's WSF Tentative Allocation (for FinPlan), 2) year to year comparison (current year's Tentative vs prior year's OEC) of a school's WSF allocation, line by line, 3) Template to provide estimations of how a school's WSF allocation may be affected due to anticipated changes in enrollment or dollars per student.
WSF OEC Allocation Details Spreadsheet	Consists of three tab containing the following information: 1) line by line calculation of a school's WSF Official Allocation (based on August OEC), 2) Official vs. Tentative comparison for a school's WSF allocation, line by line, 3) year to year comparison (current year's OEC vs prior year's OEC) of a school's WSF allocation, line by line

Submitting a Financial Plan

Description: These instructions illustrate how to submit your Financial Plan.

Important Notes: Once the Financial Plan is submitted, changes cannot be made unless the CAS returns your Financial Plan to you for modifications.

1. From the ***Select Action*** column dropdown, select **Submit**.
   - The ***Select Action*** *dropdown menu is located* next to the ***Status*** field.
   - **If you choose Cancel Process or Start Over it will permanently delete the entire Financial Plan Case and you must start over.**
2. **Enter comments** for your CAS in the box next to Submit. Click on **More** for additional space for comments.
3. Click **Go**.



Checking the Status of a Financial Plan

Description: These instructions illustrate how to check the status of a Financial Plan.

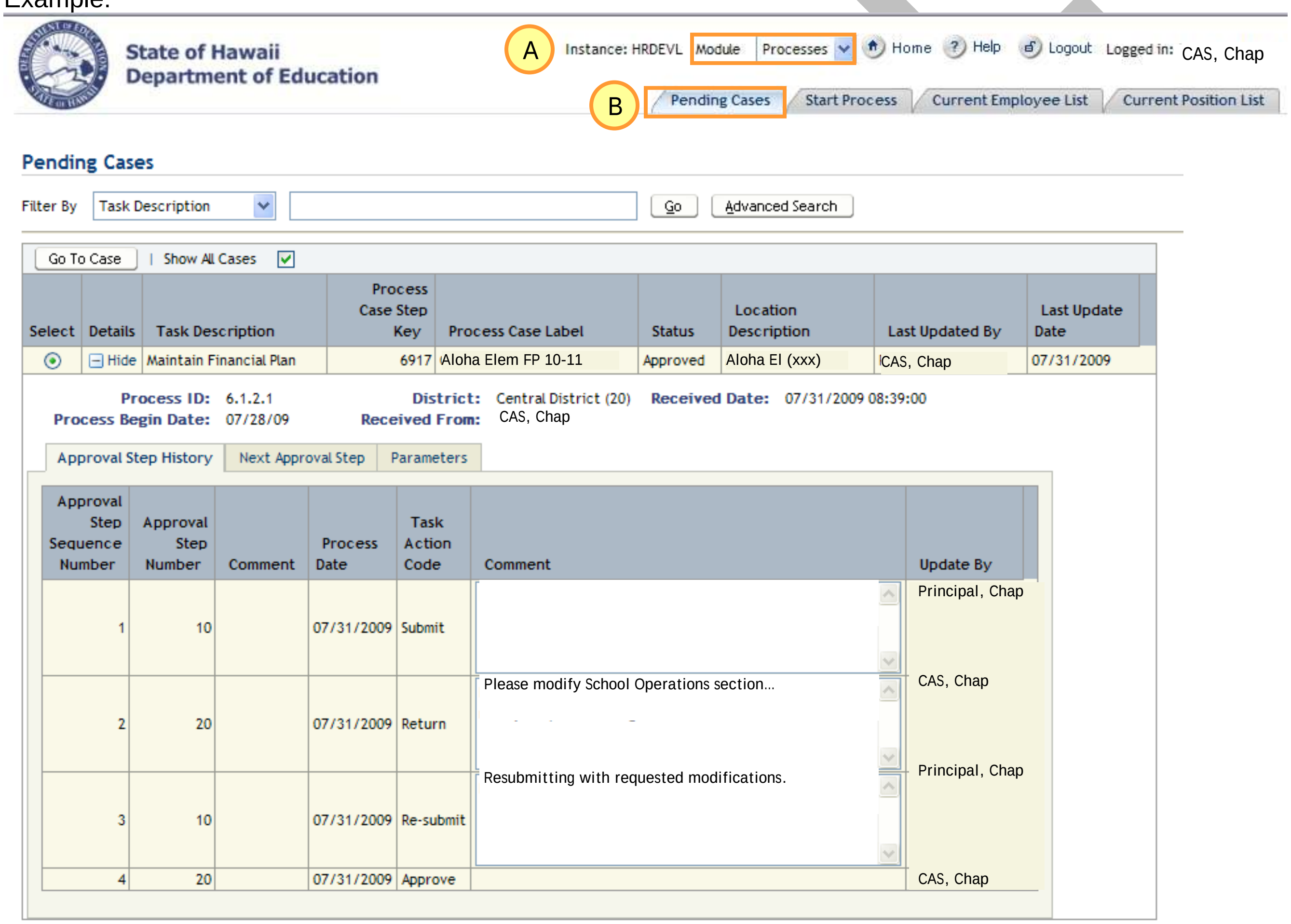
A 1. Under ***Module*** dropdown, select **Processes**.

B 2. Click on the **Pending Cases** tab. Click on the "Show All Cases" checkbox if you don't see the desired Financial Plan Case.

3. Click on **+Show** icon for the desired Financial Plan case.

In the example below, the **Approval Step History** shows that the Financial Plan was submitted by the Principal, Returned by the CAS, Resubmitted by the Principal, and then Approved by the CAS. Click on **Next Approval Step** to see what is required next. Click on **Parameters** to see what parameters were submitted for the Case.

Example:

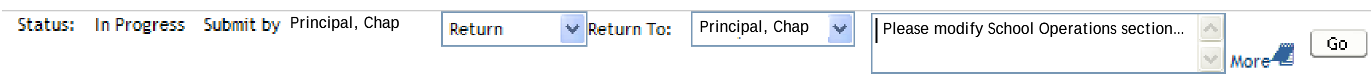


Returning a Financial Plan (For CAS Use Only)

Description: These instructions illustrate how to Return a Financial Plan back to the Principal.

Important Notes: After the Financial Plan is submitted by the Principal, changes cannot be made unless the CAS returns the Financial Plan for modifications.

1. From the ***Select Action*** column dropdown, select **Return**.
   - The ***Select Action*** *dropdown menu is located* next to the ***Status*** field.
2. From the ***Return To*** column dropdown, select the Principal's name.
3. **Enter comments** for the Principal in the box next to Return. Click on **More** for additional space for comments.
4. Click **Go**.

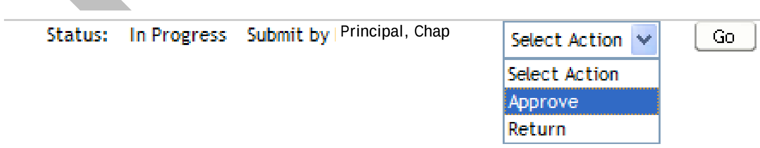


Approving a Financial Plan (For CAS Use Only)

Description: These instructions illustrate how to Approve a Financial Plan.

Important Notes: Once the Financial Plan is approved by the CAS, changes cannot be made.

1. From the ***Select Action*** column dropdown, select **Approve**.
   - The ***Select Action*** *dropdown menu is located* next to the ***Status*** field.
2. **Enter comments** in the box next to Approve. Click on **More** for additional space for comments.
3. Click **Go**.



AMENDED FINANCIAL PLANS

The purpose of the Amended Financial Plan is to provide a planning tool to use throughout the school year to reflect changes in the uses of resources available at the school.

There is no submittal / approval process for the Amended Financial Plans.

IMPORTANT NOTE: The Amended Financial Plan is **for planning purposes only**. Any changes made in the Amended Financial Plan **do not interface** with Budget, FMS, or initiate the establishment or abolishment of positions.

Basic information

- Projected Plan Rows cannot be edited or deleted.
- If Total Cost of an existing row = 0, row can be hidden.
- To create Plan Amendments, user adds new plan detail or plan notes rows to reflect the change.
- User cannot add character “A” rows using WSF or CSA Program IDs.
- Any completed buy/sell requests will automatically add a character “A” row in the Amended Financial Plan.
- The “DIFFERENCE” amount in the Scenario Info section will change based on adjustments made to plan detail rows using WSF or CSA Programs in the Amended Plan.
- Financial Plan Amendments may be made from June through May.
- Amended Financial Plans are not official and do not need to be submitted to or approved by your CAS.

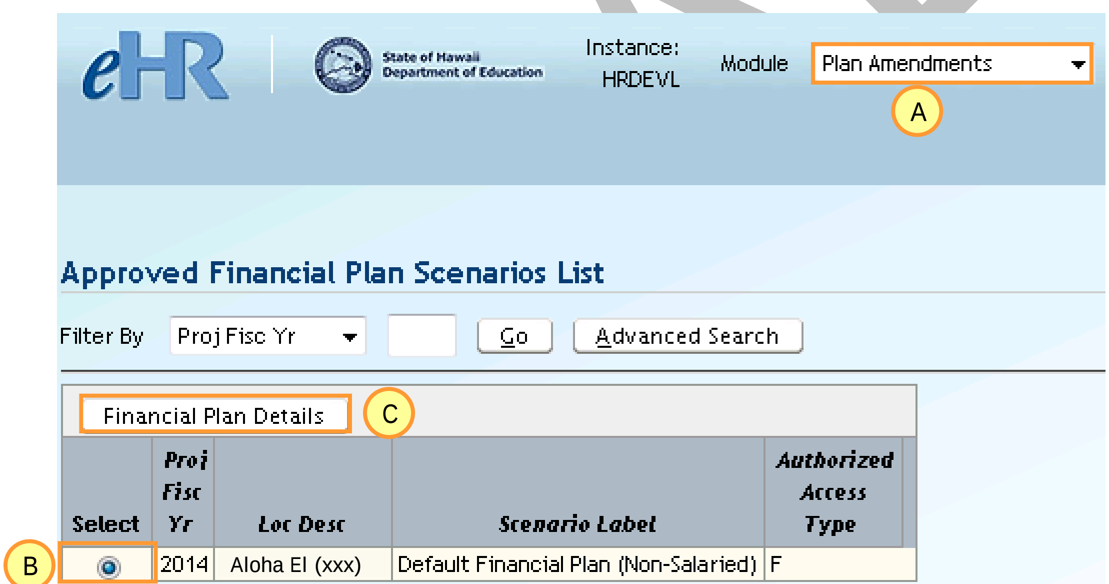
Getting Started

The Amended Financial Plan is not process driven, so users will not have to start a process case before accessing their Amended Financial Plan. However, a school will need to have a final, approved Comprehensive Financial Plan before an Amended Financial Plan is available.

Accessing the Amended Financial Plan

Description: This process is used to access the Amended Financial Plan module.

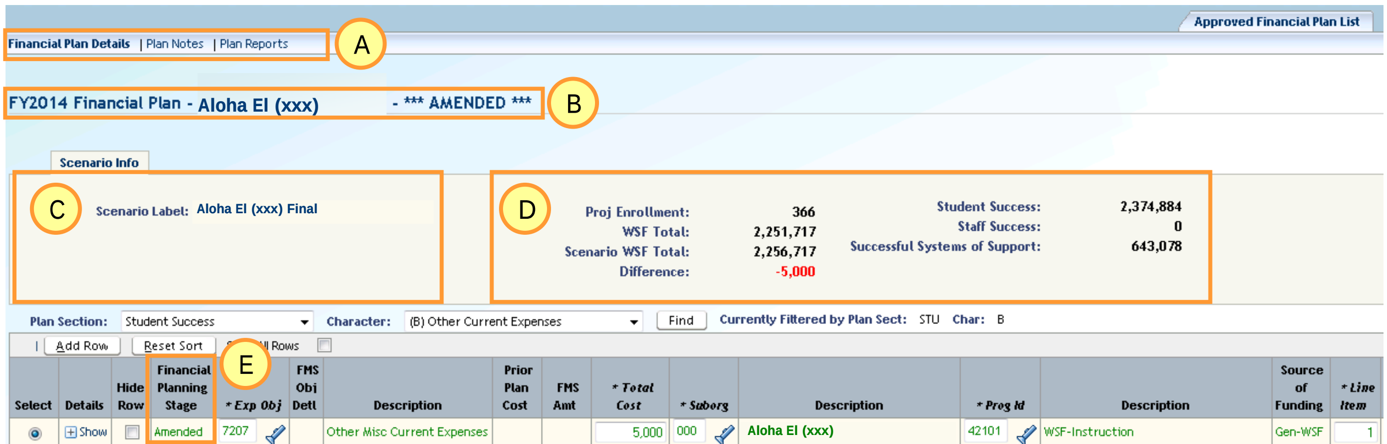
1. Under ***Module*** dropdown, select **Plan Amendments**. A
2. Select the Financial Plan to amend. B
3. Click on **Financial Plan Details**. C



Screen Overview

The Amended Financial Plan is based on the school's approved scenario from their Comprehensive Financial Plan. eHR creates a READ-ONLY copy of the all the rows and plan notes contained in the approved scenario.

The layout of the Amended Financial Plan screens is almost identical to the Projected Financial Plan screens. However, at this time, the Amended Plan will consist of one scenario only. Users will be unable to create multiple scenarios within the Amended Financial Plan.



- **A** View menu bar that allows you to navigate through the Amended Financial Plan screens.
- **B** Title for the current Financial Plan; indicates ***** AMENDED ***** to reflect the Amended Financial Plan.
- **C** The Amended Plans only contain ONE scenario.
- **D** The Plan Totals section summarizes the Amended Financial Plan's WSF total cost, scenario total cost, the difference between the WSF & scenario costs and the selected location's projected enrollment count.
- **E** Shows the stage of the row created:
    - **Projected** = Projected Financial Plan (Salaried and / or Comprehensive)
    - **Amended** = Amended Financial Plan

Creating Plan Amendments

IMPORTANT NOTE: The Amended Financial Plan is **for planning purposes only**. Any changes made in the Amended Financial Plan **do not interface** with Budget, FMS, or initiate the establishment or abolishment of positions.

Plan Details in the Amended Financial Plans

Adding / Modifying / Deleting a Plan Detail Row in the Amended Financial Plan

To **ADD** a row:

1. Navigate to the desired Plan Section and Character.
2. Click on **Add Row - OR -** use the keyboard shortcut **Alt+A** or **Alt+Shift+A**, depending on your browser.
3. Modify the row.
4. Click on **Save** to save your changes.

To **MODIFY** a row:

1. Navigate to the desired Plan Section and Character.
2. Modify / Edit the row as needed
3. Click on **Save** to save your changes.
   Note: Only rows added in the Amended FinPlan can be edited (Plan Stage shows **Amended**).

To **DELETE** a row:

1. Navigate to the desired Plan Section and Character.
2. Click on the checkbox under the **Delete?** column for the row you want to delete.
3. Click on **Save** to save your changes.
   Note: Only rows added in the Amended Financial Plan can be deleted.

Plan Notes in the Amended Financial Plans

Adding / Modifying / Deleting a Plan Notes Row in the Amended Financial Plan

To **ADD** a row:

1. Navigate to desired Plan Note Type.
2. Click on **Add Row - OR -** use the keyboard shortcut **Alt+A** or **Alt+Shift+A**, depending on your browser.
3. Modify the row.
4. Click on **Save** to save your changes.

To **MODIFY** a row:

1. Navigate to desired Plan Note Type.
2. Modify / Edit the row as needed.
3. Click on **Save** to save your changes.
   Note: Only rows added in the Amended FinPlan can be edited (Plan Stage shows **Amended**).

To **DELETE** a row:

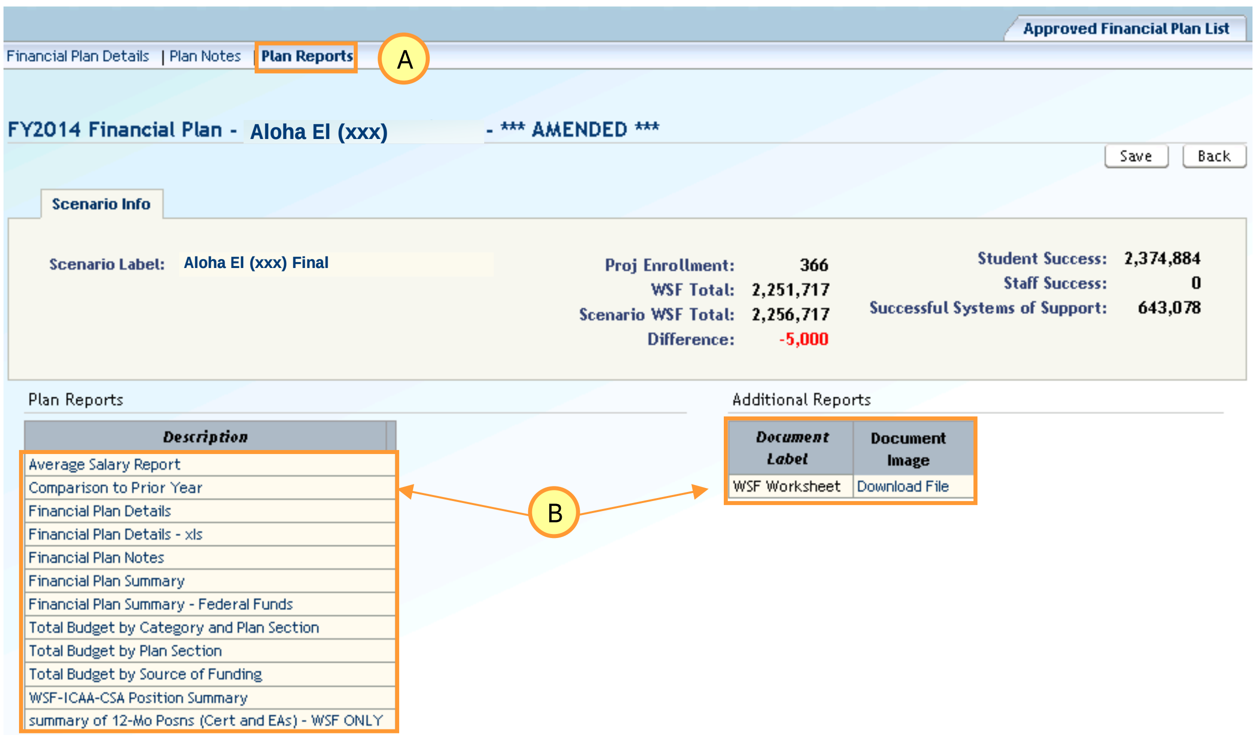
1. Navigate to desired Plan Note Type.
2. Click on the checkbox under the **Delete?** column for the row you want to delete.
3. Click on **Save** to save your changes.
   Note: Only rows added in the Amended Financial Plan can be deleted.

Plan Reports in the Amended Financial Plan

Viewing Reports in the Amended Financial Plan

The **Plan Reports** screen allows you to produce a variety of reports for the Amended Financial Plan. The reports will reflect the Amended Plan's last saved data.

Reports generated from the Amended Financial Plan will not have the DOE seal, since these reports are for planning purposes only.



Amended Financial Plan Reports

A 1. Click on **Plan Reports**.

B 2. Click on the name of the report you want to view.

3. The report will open as a pdf file in a new browser window/tab.
4. User may either Print or Save a copy of the pdf file.
   Tip: If you are using Firefox as your Browser, select "Save Page As" from the File Menu to save using the default report name.
5. To exit report, close report viewer (Adobe) window.

Glossary

Title	Description
Module	Different areas / functions in eHR.
Process	A Process is a task or series of tasks involving a workflow. The Financial Plan process, for example, may consist of starting, submitting and approving a Financial Plan.
Case or Process Case	For each process that exists, a process case represents an instantiation of that process. For example, "Prepare Projected School Financial Plan" has been defined as a process. By creating a new case, the user will have created a unique process case for maintaining their Financial Plan.
Start Process	Go to the "Start Process" screen to start a new Financial Plan Process Case.
Pending Case	Cases that require action by you.
Current Case	The selected case.
Scenario	A version of a School's Financial Plan. A School can have multiple Scenarios. For example, a School may want to have a version with emphasis on reading and another version with emphasis on math.
Clone Scenario	A cloned scenario is an exact copy of an existing scenario. Use this option to create a modified version of an existing scenario.
Default Scenario	A default scenario is an "original" Financial Plan prior to any changes being made. Use this option to create a brand new version of the Financial Plan, with original information.
Save Only	The Principal would select "Save Only" from the Actions dropdown list to Save all changes on the page for the selected Financial Plan Scenario.
Submit	The Principal would select "Submit" from the Actions dropdown list to Submit the selected Financial Plan Scenario to the CAS.
Re-submit	The Principal would select "Re-submit" from the Actions dropdown list to Re-submit the selected Financial Plan Scenario to the CAS.
Return	The CAS would select "Return" from the Actions dropdown list to Return the selected Financial Plan Scenario to the Principal for modifications.
Approve	The CAS would select "Approve" from the Actions dropdown list to Approve the submitted Financial Plan Scenario.
Cancel Process	Select "Cancel Process" from the Actions dropdown list to cancel the Process and ***permanently delete the entire Financial Plan Case***. To restart the Financial Plan, you must start all over.
Start Over	This is similar to "Cancel Process". This will cancel the Process and ***permanently delete the entire Financial Plan Case***. To restart the Financial Plan, you must start all over. The only data that will retained is the Process Case Name.