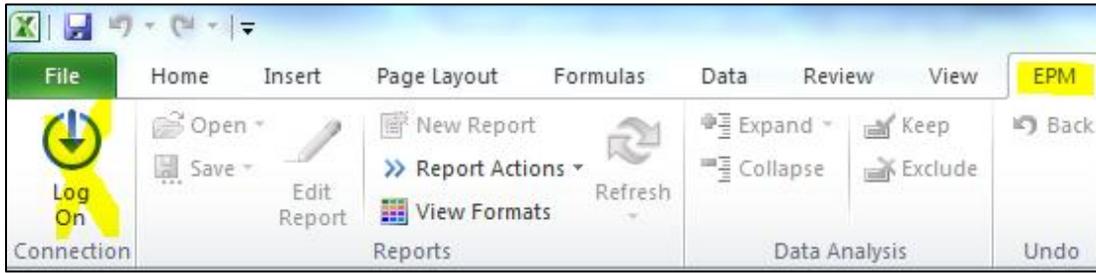
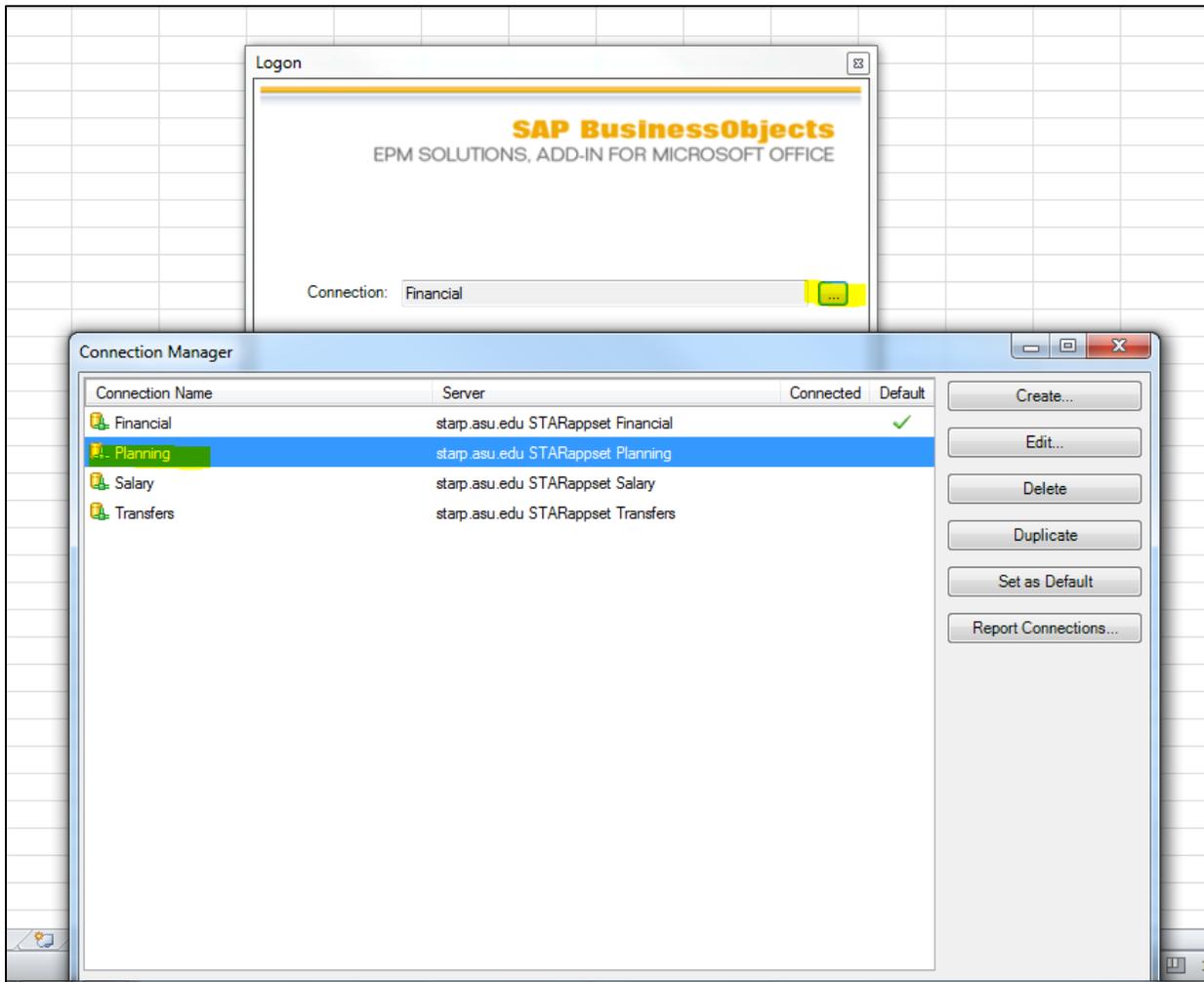


PLANNED COMMITMENT INSTRUCTIONS

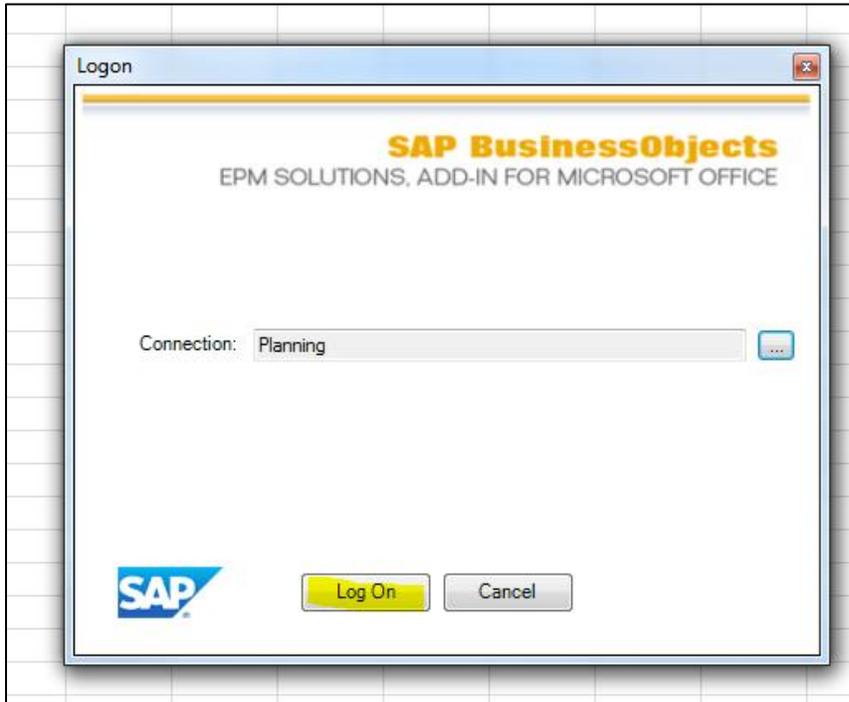
1. Above the ribbon, click on the EPM tab and hit “Log On”



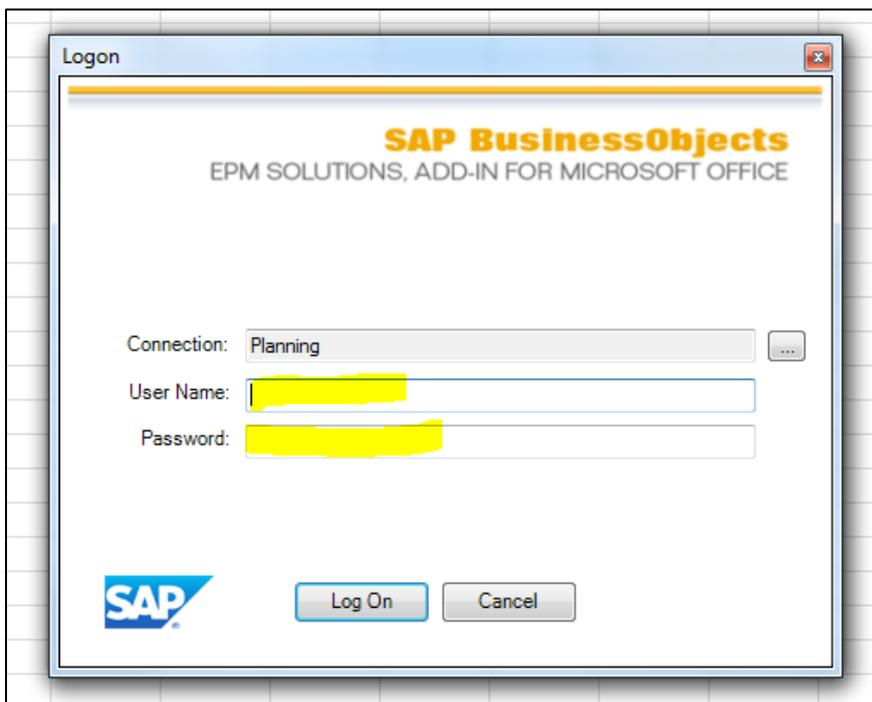
2. Click on “...” and double-click “Planning”



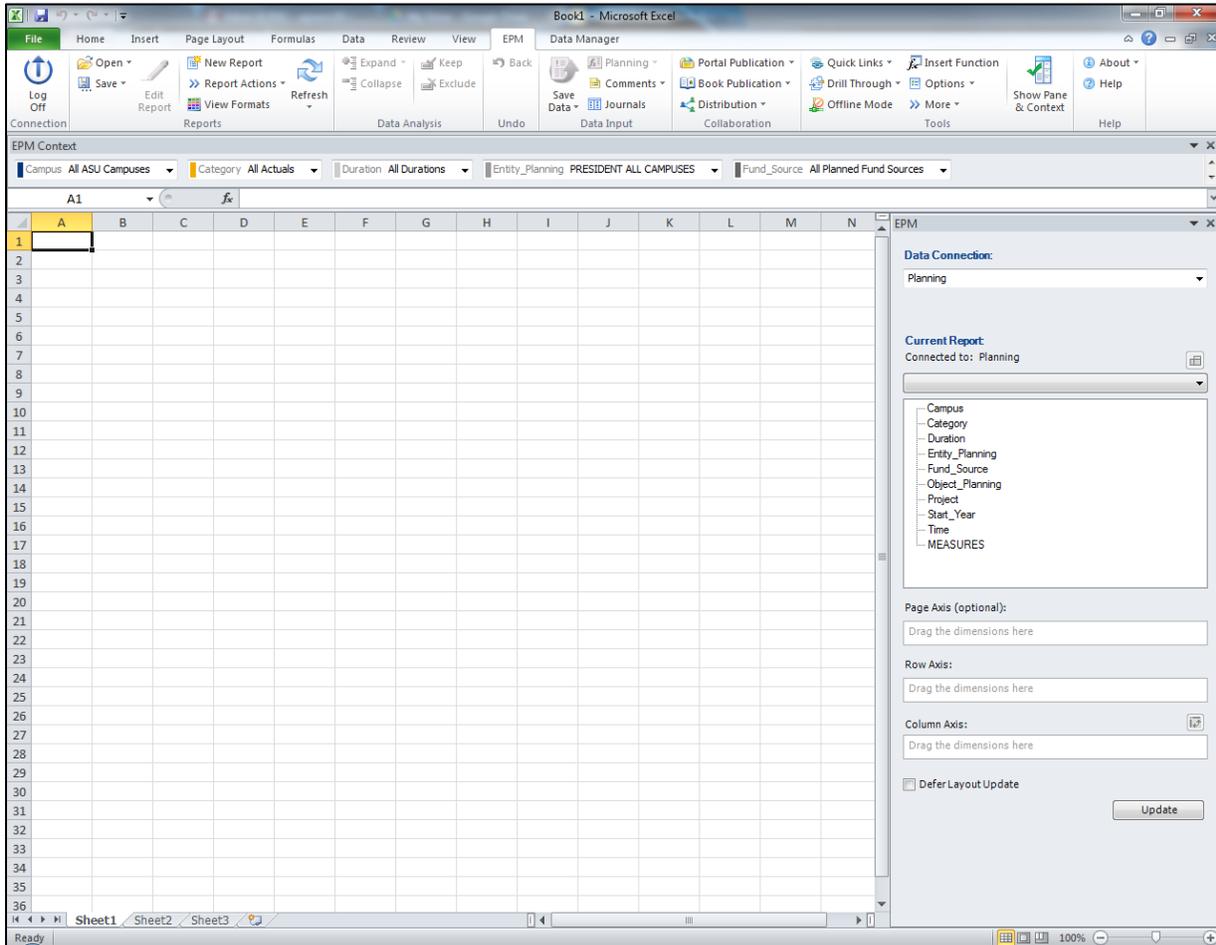
3. Click "Log on"



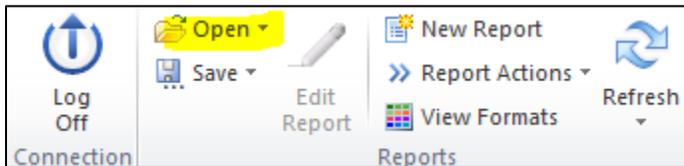
4. Log on with your **user ID** and your **10-digit STAR password**



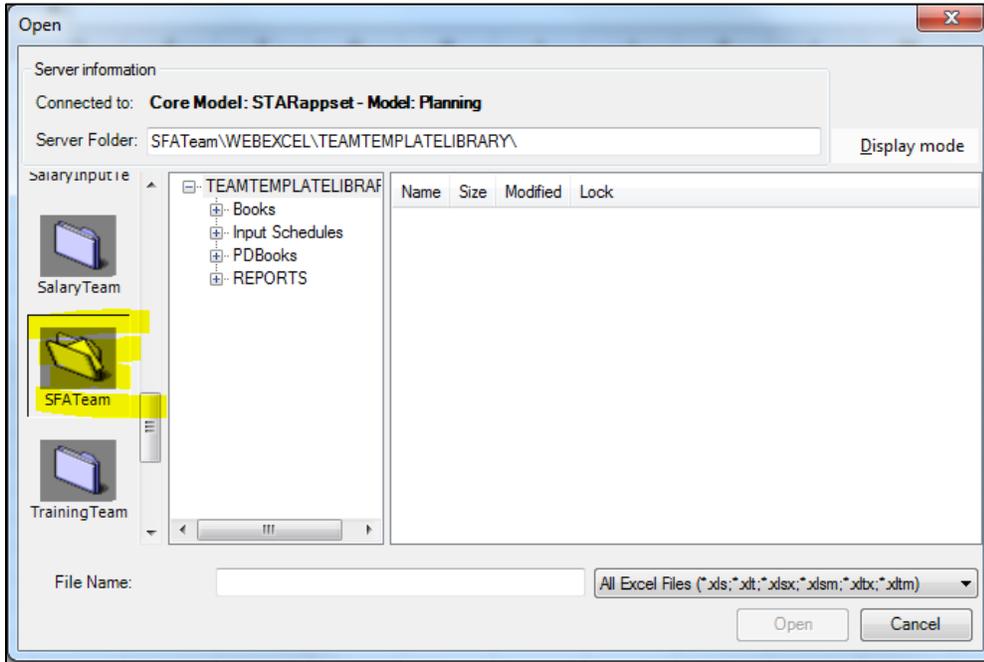
5. Your screen should look like this:



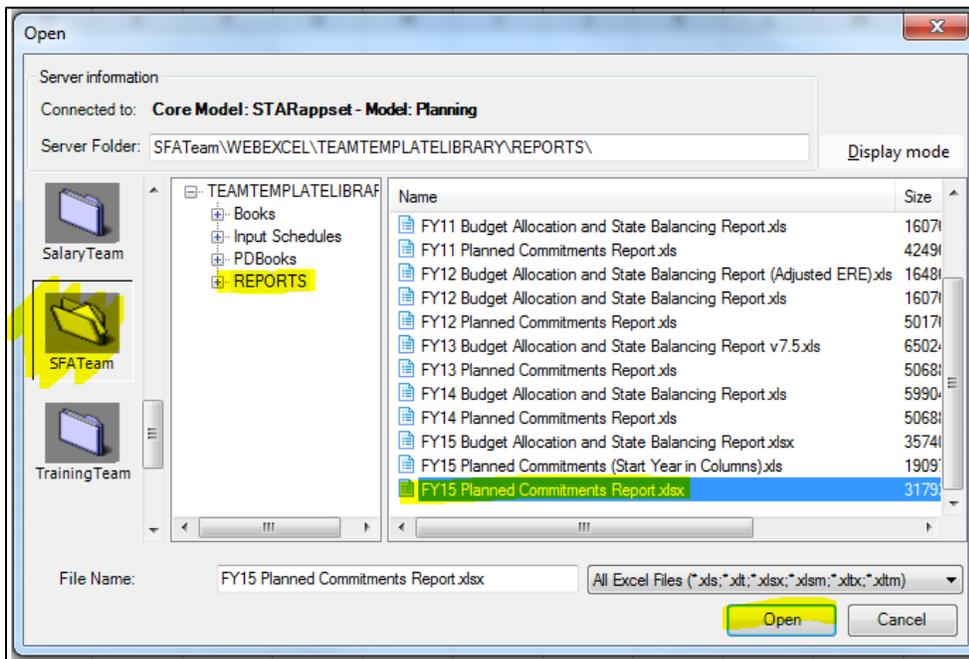
6. Go up to the ribbon again and click on open.



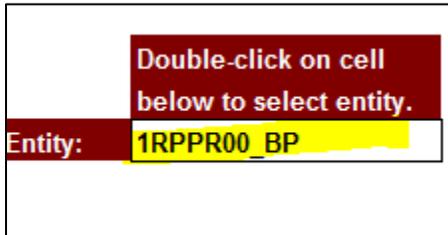
7. Select “Server Root Folder”, and scroll down to select “SFA Team” on the left pane



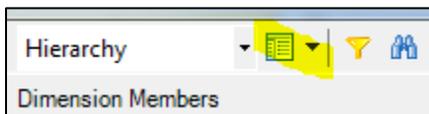
8. Select “REPORTS”, and double click on the corresponding year’s planned commitments report, i.e. “FY15 Planned Commitments Report.xlsx”:



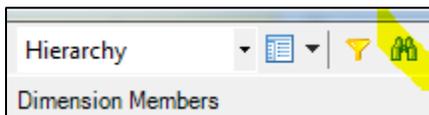
9. After the report has been loaded, double-click the cell on top left corner:



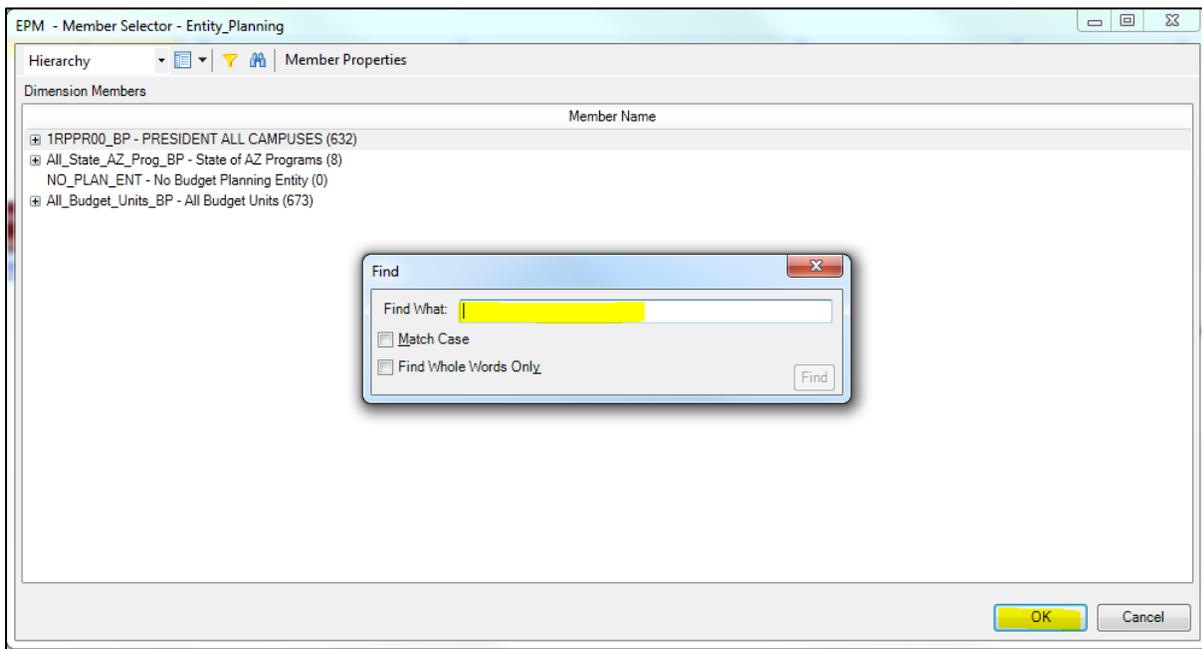
10. Make sure you have selected "ID – Description":



11. Hit the "search" icon



12. Type-in your roll up and hit the "enter" key. Press "OK":



13. You should arrive at this screen:

ASU ARIZONA STATE UNIVERSITY		Star Strategic Tracking, Analysis and Reporting
FY 2015 PLANNED COMMITMENTS (Dollars including related ERE) Educational Outreach and Student Services		
		All Uses
All State Fund Sources (Incremental to Base Budget)		
Salary & Related ERE Adjustments		
General/Merit Salary Adjustments		
Executive Salary Allocation		
Executive Salary Increase	Permanent Duration	
Salary & Related ERE Increase	Permanent Duration	
Administrative and Support		
Career Services	Permanent Duration	
Counseling and Consultation	Permanent Duration	
International Student Support Services	Permanent Duration	
Total All State Fund Sources		
Local Fund Sources (Incremental to Base Budget)		
Facility Costs		
New Facility Projects		
Student Services/Recreational Facilities	Permanent Duration	
Administrative and Support		
Student Recreation/Intramurals	Permanent Duration	
Counseling and Consultation	Permanent Duration	
International Student Support Services	Permanent Duration	
Total Local Fund Sources		