



PLANNED COMMITMENT INSTRUCTIONS

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

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File	Home	Insert	Page Layout	Formulas	Data	Review	View	EPM
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Connection			Reports		. 3	Data Analys	is	Undo

2. Click on "..." and double-click "Planning"

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		Logon						B			
			EPM	SOLUTION	SAP E NS, ADD-I	N FOR MIC	SSObj Rosoft	ects Office			
		Cor	nnection: Fi	nancial							
	Connection Manager										-
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- 1	Reference Planning			starp.asu.e		set Planning					
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3. Click "Log on"

EP	SAP BusinessObje M SOLUTIONS, ADD-IN FOR MICROSOFT OI	Cts FICE
Connection:	Planning	
SAP	Log On Cancel	

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

EPI	SAP Business	SOFT OFFICE
Connection:	Planning	
User Name:		
Password:		

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5. Your screen should look like this:

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



Server information			
Connected to:	Core Model: STARappset - Mo	del: Manning	
Server Folder:	SFATeam\WEBEXCEL\TEAMTE	IPLATELIBRARY\	<u>D</u> isplay mode
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SalaryTeam	⊕ Books ⊕ Input Schedules ⊕ PDBooks ⊕ REPORTS		
SFATeam			
TrainingTeam			
File Name:		All Excel Files (* xls;* xlt;* x	lsx;*xlsm;*xltx;*xltm) 🔹

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":

Open Server informati Connected to: Server Folder:	on Core Model: STARappset - Model: Planning SFATeam\WEBEXCEL\TEAMTEMPLATELIBRARY\REPORTS\ Display	mode
Salary Team Selary Team SFATeam Training Team	 TEAMTEMPLATELIBRAF Books Input Schedules PDBooks FY11 Planned Commitments Report xls FY12 Budget Allocation and State Balancing Report (Adjusted ERE)xls FY12 Planned Commitments Report xls FY12 Planned Commitments Report xls FY13 Budget Allocation and State Balancing Report v7.5 xls FY13 Planned Commitments Report xls FY14 Budget Allocation and State Balancing Report v7.5 xls FY15 Planned Commitments Report xls FY16 Planned Commitments Report xls FY17 Planned Commitments Report xls FY17 Planned Commitments Report xls FY18 Planned Commitments Report xls FY15 Planned Commitments Report xls FY15 Planned Commitments (Statt Year in Columns) xls FY16 Planned Commitments Report xlsx 	Size 1607(4249(1648(1607(5017(5052) 5068(5990) 5068(3574(1909) 3179) ▼
File Name:	FY15 Planned Commitments Report xlsx All Excel Files (*xls;*xlt;*xlsx;*xlsm;*xlbx;*xltm Open Ca	ncel

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

Hierarchy	Ŧ	•	7	80
Dimension Members				

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

EPM - Member Selector - Entity_Planning		_ 0	23
Hierarchy 🔹 🔲 🔻 🍸 🏦 Member Prop	perties		
Dimension Members			
	Member Name		
 ■ INPPR00_BP - PRESIDENT ALL CAMPUSES (632) ■ All_State_AZ_Prog_BP - State of AZ Programs (8) NO_PLAN_ENT - No Budget Planning Entity (0) ■ All_Budget_Units_BP - All Budget Units (673) 	Find Find What: Match Case Find Whole Words Only Find		
	ОК	Can	cel

13. You should arrive at this screen:

-	ARIZONA STATE UNIVERSITY		Star Strategic Tracking, Analysis and Reporting				
Double-click on cell below to select entity.	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	Demonstration					
-	Executive Salary Increase	Permanent Duration					
	Administrative and Support	Permanent Duration					
-	Career Services	Permanent Duration					
-	Counseling and Consultation	Permanent Duration					
-	International Student Support Services	Permanent Duration					
	Total All State Fund Sources	r officient Defation					
	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						