USC Total Access for Research Administration
Financial Projections System (FiPS)
Quick FiPS – Help Guide

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Introduction

Quick FiPS is a module within the Total Access for Research Administration (TARA) system designed to provide users with the ability to easily access account balances and perform financial projections. The system leverages existing account level security and allows users to view summaries of their accounts, model various expense and income scenarios, as well as perform projected budget changes.

Projections created in Quick FiPS can be saved, versioned, and revisited or downloaded at any time.

This guide includes a walkthrough of each of the Quick FiPS screens. The same help information is available within the system by clicking the icon in the top left corner of the screen, next to the page name.

For login and technical support, the ITS Helpdesk can be reached at:

- Phone: (213) 740-5555
- Email: consult@usc.edu

For questions related to specific TARA applications, the TARA team can be reached at:

- Email tarahelp@usc.edu.
Logging in

Quick FiPS can be accessed through the TARA portal. To login to the TARA portal, go to: https://kc-int-prod.usc.edu/kc-prd/portal.jsp.

You will be prompted for your USC NetID and Password. This is the same login as other Shibboleth/USC Net applications such as myUSC, eCert, Blackboard, etc.

Accessing FiPS

To view a list of all your accounts or existing projections, click on the My Accounts or All My Projections links in the “Financial Projections” section of the TARA menu.
My Accounts

The Quick FiPS - My Accounts page displays a list of all your accounts based on your Kuali Financial System account level security permissions. For access issues related to your accounts, please contact your Senior Business Officer.

Toggling Through Results

The system displays twenty accounts at a time. To view additional accounts, click on the drop-down list above the “Action” column to toggle through additional results.

Filtering Accounts

There are a number of filtering options in the “Filter by:” drop-down. To filter your accounts, select a “Filter by” option and type the criteria into the text box next to the dropdown list. An asterisk (*) can be used as a wildcard for partial text searches.

The default account cut-off date is the end of the previous fiscal year and can be modified as desired. This date specifies the “Account End Date” to use to filter accounts. Accounts that end after the specified cut-off date and accounts that have no account end date will appear on your list.
**Sorting Accounts**
To sort accounts, click on the account column headers.

**Exporting Account Data**
To export your list of accounts, click the Excel link in the top right-hand corner of the page.
Projection Summary

The Quick FiPS “Projection Summary” page allows you to modify the “Projection Name” and “Projection End Date.” It also displays current and projected budget amounts, expenses/income, and balances by object code.

Starting a New Projection

To initiate a new projection, click the Quick FiPS link next to the account of your choice.

The FiPS document will open in the “Projection Summary” page. Fill in the “Projection Name” and “Projection End Date” and click the “create new” button. When the projection is first initiated, the “Projection Name” and “Projection End Date” will default to the “Account Name” and “Account Expiration Date” respectively.
Viewing Existing Data
The current budget, expenses, liens, and balance for the selected account will display from Kuali Financial System (KFS) for each object code budgeted to or expensed against.

Viewing Projected Data
Projected expenses/income and projected budget changes will display, combined with existing KFS data by object code.
Add Expenses/Income

The Quick FiPS “Add Expenses/Income” page allows you to update the F&A and Fringe rates for your award, add expenses and income by Kuali Coeus (KC) Cost Category or KFS object codes, and calculate monthly or bi-monthly salary using the Salary Calculator tool. Expenses/Income added here will be reflected in the Projection Summary and Projected Budget Change tabs.

F&A and Fringe Rates

F&A and Fringe Rates from KFS and KC will be populated as a default. These rates, in combination with the F&A Rate Type, will be used to apply F&A and Fringe rates to your expenses/income.

To update the rates, select a desired rate type from the F&A Rate Type drop down list, change the rates in the provided text boxes and click update.

Adding Expenses/Income

To add expenses/income, fill in the required fields in the “My Projected Expenses by Cost Category” section. An asterisk (*) signifies a required field.

Fields:

- **Description***: a free text field to indicate what the line item is. For example, if it is a salary line item for three GRAs, you may want to call it “3 GRA Salaries”.
- **Cost Category***: a list of cost categories from KC. These are broad categories for budgeting and projection purposes only.
- **Object Code**: the financial object code for the selected cost category. You can override the object code if you would like to use a different code.
- **Projected Start Date***: the start date for your expense/income line. This is used to calculate the Count for reoccurring expenses/income.
- **Projected End Date**: the end date for your expense/income line. This is used to calculate the Count for reoccurring expenses/income. For one time expenses, the End Date should equal the Start Date.
- **Quantity**: if budgeting for more than one item that costs the same in a given object code, quantity can be used. For example, if you are budgeting for three GRAs with the same salary, you can put Quantity: 3.
- **Cost**: the cost for the item. For salary, this would be the bi-weekly or monthly salary for the person(s) you are budgeting for.
- **Interval**: for reoccurring items, set the interval of reoccurrence. This is used to calculate the Count for reoccurring expenses/income.
- **Count**: the number of times you anticipate the expense/income.
- **Total Expense**: a system calculated value of the total amount of the expense/income line based on cost, quantity, and count.
- **Fringe**: total fringe calculated for the given line item. This is calculated based on the Total Expense and the Fringe Rate(s). The calculated value can be overridden if desired.
- **F&A**: total F&A calculated for the given line item. This is calculated based on the Total Expense, Fringe, F&A Rate Type, and F&A Rate. The calculated value can be overridden if desired.

Expenses that have either been completed or removed can be archived in the “Projected Expenses Marked Completed by Cost Category” and in the “Projected Expenses Marked Removed by Cost Category” sections. If marked as completed or removed, these expenses can be added back to projected expense. If desired, an expense/income line can be deleted. Deleting the line will make it irretrievable.
Salary Calculator

The Salary Calculator can be used to calculate the bi-weekly or monthly cost for a given employee. To access the calculator, click on the “salary calculator” button above the action column in the top left of the “My Projected Expenses by Cost Category” section.

The calculator will open as a pop-up. Fill in the fields for calculation and click “calculate” to generate the Cost. Click “add” to add the calculated value as the “Cost” of your new Projected Expense line item. When added, the “Cost” and “Interval” fields will be populated based on the pay frequency and calculated value.

Fields:

- **Annual Salary**: the annual salary for the given personnel.
- **Appointment Type**: the appointment type for the given personnel. For example, faculty can have 9, 10, 11, or 12 month appointments. This is used to calculate the monthly or bi-weekly pay.
- **Pay Frequency**: the pay frequency for the given personnel. This can be bi-weekly or monthly depending on the person. For example, non-exempt staff members are typically paid bi-weekly.
- **Percentage of Effort**: the percent of effort you would like to charge to the given account.
Projected Budget Change

The Quick FiPS – Projected Budget Change page displays current and projected information and provides a place for you to make increases and decreases to your budget by object code.

This page can be used to add funding for projections or to move money around between object codes for projection purposes.

Projected Budget Changes entered into Quick FiPS are for reference only and do not currently feed to the Kuali Financial System (KFS).

Current Account Data

The first two columns display current account information from KFS.
Projected Account Data
The second two columns display projected data from the “Add Expenses/Income” tab of the current projection.

Projected Budget Changes
The Projected Budget Change section includes fields for increase and decrease amounts, the data you anticipate to make this change, and a description, if desired.
To enter a projected budget change, fill in the desired data and click “update” at the bottom of the page. This will update the “Updated Balance Amount” and totals at the bottom of the page.

Exporting a Projection

To export a projection, click on the Excel link in the top right hand corner of the “Projection Summary,” “Add Expenses/Income,” or “Projected Budget Change” page. This link is located directly below the “my accounts” and “my projections” buttons.
All My Projections

The Quick FiPS - All My Projections, or Search Financial Projections, page allows you to search and retrieve your saved projections.

Searching and Filtering Existing Projections

To search your existing projections, enter your search criteria and click “search”. For the “Projection Name” and the “Account Number”, an asterisk (*) can be used as a wildcard for partial text searches.

The system will list 20 projections at a time. To page through your projections, use the page dropdown above the “Action” column.

Sorting Projections

To sort projections, click on the projection column headers.
Editing or Copying Existing Projections

To edit or copy your projection, click the edit or copy links in the “Action” column next to the projection you’d like to edit or copy. The edit link will open the existing projection and the copy link will create a new projection for the given account and copy over expenses/income already included.

<table>
<thead>
<tr>
<th>Action</th>
<th>Account #</th>
<th>Account Name</th>
<th>Projection Name</th>
<th>Account Start Date</th>
<th>Projected End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>edit</td>
<td>34</td>
<td>Smith</td>
<td>QuickFIPS Demo</td>
<td>2/21/2013</td>
<td>6/30/13</td>
</tr>
<tr>
<td>copy</td>
<td>53</td>
<td>Widget</td>
<td>Account Projection</td>
<td>7/1/12</td>
<td>3/28/13</td>
</tr>
<tr>
<td>edit</td>
<td>53</td>
<td>Widget</td>
<td>Account Projection</td>
<td>7/1/12</td>
<td>2/28/13</td>
</tr>
<tr>
<td>copy</td>
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<td>Widget</td>
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<td>7/1/12</td>
<td>3/31/13</td>
</tr>
<tr>
<td>edit</td>
<td>53</td>
<td>Widget</td>
<td>Account Projection</td>
<td>7/1/12</td>
<td>2/28/13</td>
</tr>
<tr>
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<td>Widget</td>
<td>Account Projection</td>
<td>7/1/12</td>
<td>3/31/13</td>
</tr>
</tbody>
</table>
Business Use Cases

Below are business use cases that highlight the functionality provided by the system.

Use Case 1: Resource Planning

<table>
<thead>
<tr>
<th>Brief Description</th>
<th>A user would like to assess the amount of funds left on a particular account in order to determine if he or she may need to find additional funding to support his or her staff.</th>
</tr>
</thead>
</table>
| Pre-Conditions    | - The user has multiple sponsored projects accounts with funding for tuition, and health benefits.  
                           - The user has access to and has already logged in to the system.                                                                 |
| Post-Conditions   | - Based on the results from the user’s projection, he or she will be able to determine how many people, at what percentage, and for how long he or she can afford of the given account. |

Actor | Actor's Roles
---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
FiPS User | The scenario is representative of a Principal Investigator or a Research Administrator performing financial analysis on a given account.

Basic Overview – Resource Planning on a given account

| Actor | Action
---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
FiPS User | - Logs into the system  
                           - Clicks ‘My Accounts’  
                           - Searches for the desired account  
                           - Clicks the Quick FiPS link next to the given account

System | Launches the Quick FiPS Projection Summary for the associated account.

FiPS User | - Enters the ‘Projection Name’ and ‘Projection End Date’ as desired.  
                           - Note: these are prepopulated with the ‘Account Name’ and ‘Account Expiration Date’ from KFS and can be overridden by the user.  
                           - Clicks [create new] button under ‘Projection End Date’

System | Initiates new Quick FiPS eDoc. This eDoc can now be accessed in the ‘My Projections’ search link.

FiPS User | - Clicks ‘Add Expenses/Income’  
                           - Updates rate information, if necessary and clicks [update]  
                           - Clicks [salary calculator] to calculate the rate at which a given employee is paid.  
                           - Clicks [add]
Basic Overview – Resource Planning on a given account

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>System</td>
<td>Adds the calculated rate to the first line of ‘My Projected Expenses by Cost Category’</td>
</tr>
</tbody>
</table>
| FiPS User | • Fills in ‘Cost Category,’ ‘Projected Start Date,’ ‘Projected End Date,’ and ‘Quantity’  
  Note: if more than one person has the same criteria, the user enters the number of people in the ‘Quantity’ section. Otherwise, the ‘Quantity’ is 1. Also, Object Codes can be directly typed into the ‘Object Code’ section rather than selected from the ‘Cost Category’ list.  
• Clicks [add] to add the line to the projection  
• Repeat for as many personnel categories or individual personnel as necessary |
| System    | Stores projected expenses and income and displays projected amounts in the ‘Projection Summary’ and ‘Projected Budget Change’ tabs. |
| FiPS User | • Clicks ‘Projection Summary’ tab  
• Views ‘Projection Account Balance’ to determine if the projection is feasible. |

Use Case 2: Calculating Monthly Expenditures

<table>
<thead>
<tr>
<th>Brief Description</th>
<th>A user would like to determine how much he or she can spend per month on a given account. This example will focus on planning monthly materials and supplies expenditures for a given account over time.</th>
</tr>
</thead>
</table>
| Pre-Conditions    | • The user has at least one sponsored project account with budget for general materials and supplies.  
• The user has access to and has already logged in to the system. |
| Post-Conditions   | • Based on the results from the user’s projection, he or she will be able to determine an estimated monthly amount that he or she can spend on materials and supplies. |

<table>
<thead>
<tr>
<th>Actor</th>
<th>Actor’s Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>FiPS User</td>
<td>The scenario is representative of a Principal Investigator or a Research Administrator performing financial analysis on a given account.</td>
</tr>
<tr>
<td><strong>Actor</strong></td>
<td><strong>Action</strong></td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| FiPS User  | • Log into the system  
• Click ‘My Accounts’  
• Search for the desired account  
• Click the Quick FiPS link next to the given account                                                                                                                                                                      |
| System     | Launches the Quick FiPS Projection Summary for the associated account.                                                                                                                                                                                                 |
| FiPS User  | • Enters the ‘Projection Name’ and ‘Projection End Date’ as desired.  
*Note: these are prepopulated with the ‘Account Name’ and ‘Account Expiration Date’ from KFS and can be overridden by the user.*  
• Clicks [create new] button under ‘Projection End Date’                                                                                                                                                                                                 |
| System     | Initiates new Quick FiPS eDoc. This eDoc can now be accessed in the ‘My Projections’ search link.                                                                                                                                                                                                 |
| FiPS User  | • Clicks ‘Add Expenses/Income’  
• Updates rate information, if necessary and clicks [update]  
• Selects ‘Other Direct – Materials and Supplies’ from Cost Category drop down list.  
*Note: The 15100 object code can be directly typed into the ‘Object Code’ section rather than selecting from the ‘Cost Category’ list. When an existing object code is entered, the corresponding ‘Cost Category’ will populate.*  
• Enters ‘Projected Start Date,’ ‘Projected End Date’  
• Enters ‘Quantity – 1’ and selects ‘Interval – Monthly’  
• Clicks [add] to add the line to the projection                                                                                                                                                                                                 |
| System     | Stores projected expenses and income and displays projected amounts in the ‘Projection Summary’ and ‘Projected Budget Change’ tabs.                                                                                                                                                                                                 |
| FiPS User  | • Clicks ‘Projection Summary’ tab  
• Views ‘Projection Account Balance’ to determine if the projected amount is feasible.  
• Adjusts projected monthly amount until the ‘Projection Account Balance’ in the ‘Projection Summary’ page is within a reasonable amount (close to $0).                                                                                                                                 |

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*Basic Overview – Resource Planning on a given account*

**Actor** | **Action**
---|---
FiPS User | • Log into the system  
• Click ‘My Accounts’  
• Search for the desired account  
• Click the Quick FiPS link next to the given account

System | Launches the Quick FiPS Projection Summary for the associated account.

FiPS User | • Enters the ‘Projection Name’ and ‘Projection End Date’ as desired.  
*Note: these are prepopulated with the ‘Account Name’ and ‘Account Expiration Date’ from KFS and can be overridden by the user.*  
• Clicks [create new] button under ‘Projection End Date’

System | Initiates new Quick FiPS eDoc. This eDoc can now be accessed in the ‘My Projections’ search link.

FiPS User | • Clicks ‘Add Expenses/Income’  
• Updates rate information, if necessary and clicks [update]  
• Selects ‘Other Direct – Materials and Supplies’ from Cost Category drop down list.  
*Note: The 15100 object code can be directly typed into the ‘Object Code’ section rather than selecting from the ‘Cost Category’ list. When an existing object code is entered, the corresponding ‘Cost Category’ will populate.*  
• Enters ‘Projected Start Date,’ ‘Projected End Date’  
• Enters ‘Quantity – 1’ and selects ‘Interval – Monthly’  
• Clicks [add] to add the line to the projection

System | Stores projected expenses and income and displays projected amounts in the ‘Projection Summary’ and ‘Projected Budget Change’ tabs.

FiPS User | • Clicks ‘Projection Summary’ tab  
• Views ‘Projection Account Balance’ to determine if the projected amount is feasible.  
• Adjusts projected monthly amount until the ‘Projection Account Balance’ in the ‘Projection Summary’ page is within a reasonable amount (close to $0).