

SPENDING PLAN TOOL USER GUIDE



Administrator's Guide

The Spending Plan Tool (SPlaT) was created to assist study abroad program directors with the financial portion of their program planning. It requires them to enter all their anticipated costs, and as the program directors will need specific information about program **personnel salaries and appointments**, we are encouraging them to connect with their departmental administrators early in the planning process. To facilitate this, we will automatically give administrators **view only access** to their spending plans in SPlat. This guide is intended to help you use this tool.

SPlat url: <https://depts.washington.edu/provdata/planner/>

UW Study Abroad FLP Spending Planner

This online tool is used to plan program spending for a UW Study Abroad Faculty-led Program.

To begin, please select from the options below:

Retrieve a Planner

1

This is the launch page for the Spending Plan Tool.

Click on "Retrieve a Planner". One or two of these choices will display.

Planners Available for Edit:

Select Planner to Edit...

Continue

Archived/Completed Planners:

Archived or Completed Planners...

Continue

Planners Available for Edit are still being built and have not been submitted to the Study Abroad office.

Archived/Completed Planners have been submitted.

2

Choose a program from the dropdown list and click "Continue"

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A pop-up window will open with a summary of this spending plan.

3

Click "Show Program Details" to show basic information about this study abroad program.

Your Planner Summary:

Show Program Details

Program Personnel and Salaries:

Show Personnel / Salaries

Click "Hide Program Details" to collapse

Your Planner Summary:

Hide Program Details

Program Title	Sydney's Pilot
Quarter	SPR
Year	2018
Department	Jackson School of International Studies
Country	Turkey
City/Region	Istanbul, Izmir
Starts / Ends	03/27/2017 / 06/10/2017

4

Repeat this process to view the Program Personnel and Salaries section.

Program Personnel and Salaries:

Hide Personnel / Salaries

Name	Home Department	Role	Appt Type	Salary Start / End	Earnings type	Salary (OPUS)	Total Program Salary	Benefits Cost
Fleur, Jane	Jackson School of International Studies	Program Director	Faculty (permanent)	03/27/2017 / 06/09/2017	REG	\$5500.00	\$1400.00	\$340.20
Rose, Liliane	Jackson School of International Studies	Program Director	Faculty (permanent)	03/27/2017 / 06/09/2017	REG	\$5000.00	\$1200.00	\$291.60
Sub-Total: \$3,231.80								

Questions? Email or call the Study Abroad Finance & Administration team.

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