

Anaplan Training Guide: Unit Budget Development

General Overview:

The purpose of this App is for Units to build and submit their Budgets during the Budget Development cycle for the next Fiscal Year. This App replaces the Web Based Budgeting system and will be available each year after the budget freeze.

Unit Budget Development encompasses the following sections/App pages:

2. Budget Development - Landing

2.01 – Budget Development - Landing

- This is a landing page which will provide Budget Office instructions and quick links to different sections of Budget Development.

2A. Budget Development – A Funds

2A.1 – Budget Development: A Funds

- This page will allow users to input changes to each A fund department and fund.
- Columbia Units:
 - A Funds must be balanced at the Department/Fund/Project Level.
 - Accounts 31900, 373xx/378xx, and 7xxxx can not be edited.
 - Accounts 31000, 31534, and 363xx/368xx must be budgeted to zero, if applicable.
 - Accounts 36400 and 36500 must balance at the unit level.
 - Accounts 37400 and 37500 must balance at the unit level.
 - Changes that are over thresholds set by the Central Budget Office will require comments.
- System Institutions:
 - A Funds must be balanced at the Unit level.
 - All 7xxxx and 3xxxx accounts (except for 31000) can not be edited.
 - Changes that are over thresholds set by the Central Budget Office will require comments.
 - System users may use account 31000 to budget a change in fund balance.
 - Increase fund balance with negative 31000 (\$X)
 - Decrease fund balance with positive 31000 +\$X

2B. Budget Development – Other Unrestricted

2B – Non-A Unrestricted Funds – Landing

- Using this page, users will decide and select a budgeting approach for Non-A Unrestricted funds. Units will have the option to budget these fund types at either:
 - The Department/Fund/Project level (detailed approach), or
 - The Unit/Fund Type level (aggregate approach)
 - For most units, the Budget Office recommends using the unit level option due to its simplicity.
- Once a budgeting approach is selected, this page provides quick navigation links to each budget input page.
- Some fund types may be blank if there are currently no valid CoA Combinations for your unit.
- Columbia Units:
 - Budgets must be balanced at whichever level/approach is selected
 - All 7xxxx and 3xxxx accounts (except for 31000) can not be edited.
 - Users may use account 31000 to budget a change in fund balance.

- Increase fund balance with negative 31000 (\$X)
 - Decrease fund balance with positive 31000 +\$X
 - Changes that are over thresholds set by the Central Budget Office will require comments.
- *System Institutions:*
 - Budgets must be balanced at the Unit level.
 - All 7xxxx and 3xxxx accounts (except for 31000) can not be edited.
 - Users may use account 31000 to budget a change in fund balance.
 - Increase fund balance with negative 31000 (\$X)
 - Decrease fund balance with positive 31000 +\$X
 - Changes that are over thresholds set by the Central Budget Office will require comments.

2B.1 – Budget Development: Non-A UR Fund (Unit Level Option)

- If the Unit/Fund Type level option was chosen for a Non-A Unrestricted fund, this page is where users will adjust budgets for those funds.

Budget Development: Non-A UR Funds Departmental Option

- If the Department/Fund/Project level option was chosen, users will enter their changes using the following pages:
 - 2B.2 – Budget Development: B Fund (Departmental Option)
 - 2B.3 – Budget Development: C Fund (Departmental Option)
 - 2B.4 – Budget Development: D Fund (Departmental Option)
 - 2B.5 – Budget Development: E Fund (Departmental Option)
 - 2B.6 – Budget Development: N Fund (Departmental Option)
 - 2B.7 – Budget Development: R Fund (Departmental Option)
 - 2B.8 – Budget Development: SU Fund (Departmental Option)

2C. Budget Development – Restricted

2C.1 – Budget Development: Restricted Funds

- This page will allow users to input changes to each Restricted fund type.
- Restricted Funds must be budgeted and balanced at the Unit/Fund Type level.
- All 7xxxx and 3xxxx accounts can not be edited.
- Changes that are over thresholds set by the Central Budget Office will require comments.

2D. Budget Development – Summary

2D.1 – Budget Development: Summary

- This page will allow users to view a consolidated report of changes and the new requested budget by fund type.

3. Budget Development Completion Status

3.01 – Departmental Budget Development Status

- This page provides an overview of all budgets completed using the departmental (detailed) budgeting approach. Users can review Department/Fund/Project combinations with failed budget checks (highlighted in red). Users can also review and update the completion status of each budget.
- The budget checks performed at this level are:
 - Budget is Balanced
 - Budgeted Margin = \$0 (*Columbia A Funds*)
 - Budgeted Margin = Budgeted Change in Fund Balance (*Columbia Non-A Funds*)
 - Any changes over thresholds have commentary provided

- Accounts 31000, 31534, and 363xx/368xx are budget at zero (*Columbia A Funds*)

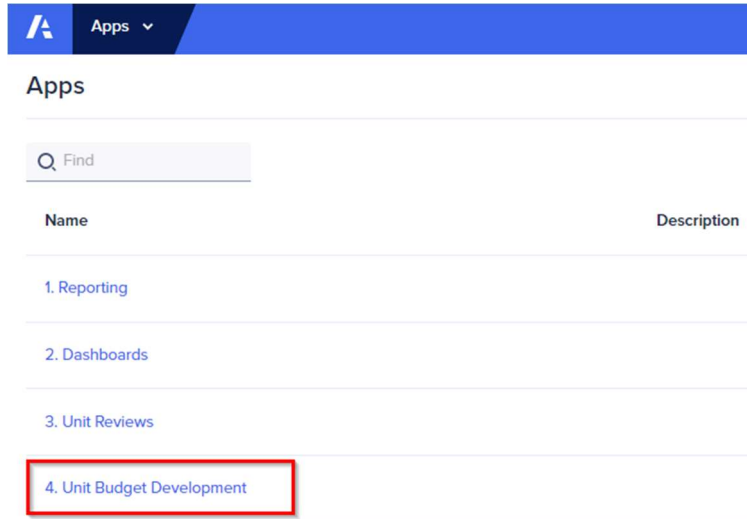
3.02 – Unit Level Budget Development Status

- This page provides a summary overview of the completion status for all fund types and also allows users to set the completion status for a fund type.
- If a fund type was completed at the departmental level, then it must pass all checks and have all combinations set as complete on page '3.01 – Department Budget Development' before it can be set to complete on this page.
- The budget checks performed at this level are:
 - 36400/36500 accounts balance at the unit level (*Columbia A Funds*)
 - 37400/37500 accounts balance at the unit level (*Columbia A Funds*)
 - Fund type is balanced at the unit level.
 - Any changes over thresholds have commentary provided
 - Department-Fund-Project budgets have been marked complete (if applicable)

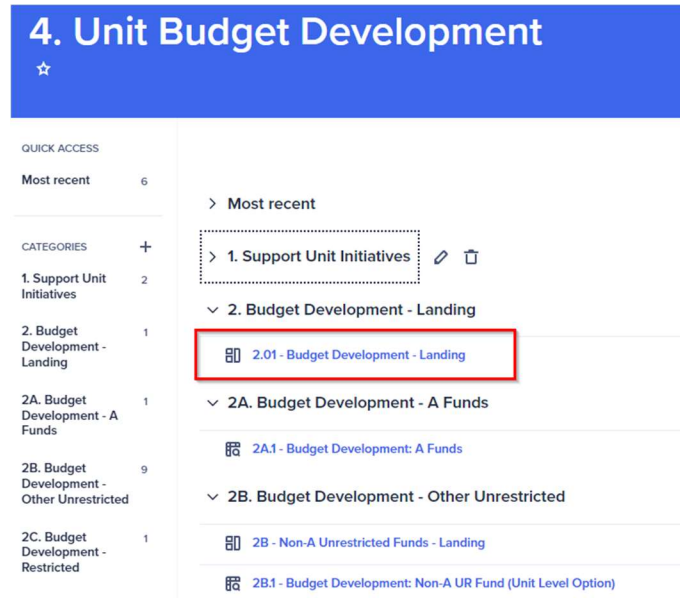
Process for Budget Development

A Funds

1. From the Apps home page, select the Unit Budget Development link:



2. Select the 2.01 – Budget Development – Landing link to begin:



3. This page provides overview instructions and navigation links to begin building and reviewing your budget.

The screenshot shows the '2.01 - Budget Development - Landing' page. At the top left is the UofSC logo. A 'General Announcements' box contains the text 'Budgets are now open!' with a callout stating 'Any announcements from the Budget Office will be displayed here'. Below this is 'Step 1) Enter Budget Changes', which includes instructions and a navigation bar with links for 'A Fund Budgets', 'Non-A Unrestricted Budgets', 'Restricted Budgets', and 'Consolidated Budget Report'. A callout points to these links, stating 'These are navigation links to various landing/Budget Development pages for ease of access.' The next section is 'Step 2) Review & Complete Budgets', with instructions and two callouts: one pointing to 'Departmental Budget Completion (1st Level)' and another pointing to 'Unit by Fund Type Completion (2nd Level) & Final Submissions', both stating 'These are navigation links to review and submit final budgets'.

4. Navigate to 2A.1 – Budget Development: A Funds. This will be where units will enter changes to their freeze budget.

- The drop-down selector at the top of the page will contain all active combinations that are currently in PeopleSoft, as well as inactive combinations if there has been Budget or Actual activity within the current year.

The screenshot shows a dropdown menu for budget selection. The selected item is 'CL060-800080-A0001 - GENERAL FUND E&G ALLOCATION'. The dropdown list includes various budget codes and descriptions such as 'CL060 - GEN INSTITUTIONAL SUPPORT', 'CL060-800150-A0001 - STRATEGIC RESERVE BUDGET', 'CL060-800155-A0001 - CAPITAL RESERVE BUDGET', 'CL060-800160-A0001 - READY RESERVE BUDGET', 'CL060-800000-A0001 - SUMMER SCHOOL - PRIOR YEAR D', 'CL060-800009-A0001 - BUDGET REALLOCATION', 'CL060-800012-A0001 - CARRYFORWARD SURTAX', 'CL060-800013-A0001 - BUDGET EFFICIENCY REALLOCAT', 'CL060-800016-A0001 - SCHOLARSHIP RESERVE', 'CL060-800020-A0001 - UTILITIES RESERVE', 'CL060-800046-A0001 - MARCHING BAND', 'CL060-800080-A0001 - GENERAL FUND E&G ALLOCATION', 'CL060-800082-A0001 - BOT RECURRING ALLOCATIONS', 'CL060-800083-A0001 - BOT SALARY AND FRINGE ALLOCA', and 'CL060-800085-A0001 - RESERVE - DMSB DEBT SERVICE'. A red arrow points from the selected item to the dropdown list.

- Along with the Freeze Budget column, which displays the current YTD budget as of the Freeze Date, additional reference columns are provided which include prior year actuals (PY Actuals), the current year original budget (CY Original Budget), and current year-to-date actuals (CY YTD Actuals).

Apps | 4. Unit Budget Development | 2A. Budget Development - A Funds / 2A.1 - Budget Development: A Funds

2A.1 - Budget Development: A Funds | CLO60-800046-A0001 - MARCHING BAND

Find...

	PY Actuals	CY Original Budget	CY YTD Actuals	Freeze Budget	Changes	Requested Budget	% Chg in Budget
31900 - COLUMBIA UNIT BASE BUDGET		500,000		500,000	-	500,000	-
31900 - COLUMBIA BASE BUDGET		500,000		500,000	-	500,000	-
TOTAL 3s		500,000		500,000	-	500,000	-
TOTAL RESOURCE		500,000		500,000	-	500,000	-
50001 - CURRENT ENT FISCAL YEAR UNDIST	-	(500,000)	-	(500,000)	-	(500,000)	-
5000X - MISC EXPENDITURES	-	(500,000)	-	(500,000)	-	(500,000)	-
TOTAL NON-PERSONNEL EXPENDITURE	-	(500,000)	-	(500,000)	-	(500,000)	-
TOTAL USE	-	(500,000)	-	(500,000)	-	(500,000)	-

- The right side of the page also contains the following items:
 - Quick links to the landing page
 - A high-level overview of the currently selected budget
 - A Fiscal Year reference key
 - The Budget Freeze date
 - An option to view all accounts
 - The ability to set the completion status for the currently selected department/fund/project combination.

Quick links

00 - Web Budget Landing

Additional insights

Requested Budget Summary

	BY Requested Budget
TOTAL RESOURCE	-
TOTAL USE	-
MARGIN	-
BUDGETED CHANGE IN FUND ...	-
NET	-

Budget Progress & Submission

Select Completion Status:

Budget Progress & Submission

Select Completion Status:

Fiscal Year Reference Key

Prior Yr: FY22

Current Yr: FY23

Freeze Budget

Freeze Date: Dec 22

Display All Accounts?

Check Box to Unsuppress Zeros

- Using the "Changes" column, users will enter incremental changes to their Freeze Budget.
 - If changes are entered that exceed set thresholds, then the comments field will be highlighted to indicate that comments are required for that line item.

	PY Actuals	CY Original Budget	CY YTD Actuals	Freeze Budget	Changes	Requested Budget	% Chg in Budget	Comments
31534 - CARRY-FORWARD SURPLUS		-		3,375,000	(3,375,000)		(100.00%)	
31533/31534 - CARRYFORWARD		-		3,375,000	(3,375,000)		(100.00%)	
TOTAL 3s		-		3,375,000	(3,375,000)		(100.00%)	
81000 - TRANSFERS IN	3,375,000	-	-	-	-	-	-	
TOTAL 81s	3,375,000	-	-	-	-	-	-	
TOTAL RESOURCE	3,375,000	-	-	3,375,000	(3,375,000)		(100.00%)	
50001 - CURRENT ENT FISCAL YEAR UNDIST	-	-	-	(3,375,000)	3,375,000		(100.00%)	
5000X - MISC EXPENDITURES	-	-	-	(3,375,000)	3,375,000		(100.00%)	
TOTAL NON-PERSONNEL EXPENDITURE	-	-	-	(3,375,000)	3,375,000		(100.00%)	
TOTAL USE	-	-	-	(3,375,000)	3,375,000		(100.00%)	
MARGIN	3,375,000	-	-	-	-		-	
NET	3,375,000	-	-	-	-		-	

If a comment field is required, users will be unable to set the completion status until comments have been entered. Comments are expected to provide a brief but clear description of why large budget changes are being made to an account.

Changes	Requested Budget	% Chg in Budget	Comments
-	500,000	-	
-	500,000	-	
-	500,000	-	
1,000,001	1,000,001		Comment to explain activity
1,000,001	1,000,001		
1,000,001	1,500,001	200.00%	
(1,000,001)	(1,500,001)	200.00%	Comment to explain activity
(1,000,001)	(1,500,001)	200.00%	
(1,000,001)	(1,500,001)	200.00%	
(1,000,001)	(1,500,001)	200.00%	

Additional insights

Requested Budget Summary

	Requested Budget
TOTAL RESOURCE	1,500,001
TOTAL USE	(1,500,001)
MARGIN	-
BUDGETED CHANGE IN FUND ...	-
NET	-

Budget Progress & Submission

Select Completion Status:

The amounts entered in the Changes column have exceeded the thresholds set by the central Budget Office. Comments are required for any lines which exceed these thresholds.

As all required commentary has been provided, this is now yellow to indicate it is now unlocked and can be set as completed.

- Columbia Only:** As changes are input, the Requested Budget column will continually check to see if the changes entered result in a net margin of zero. If the net margin does not equal zero (Total Resources = Total Uses) the column will become red to indicate the imbalance.

	PY Actuals	CY Original Budget	CY YTD Actuals	Freeze Budget	Changes	Requested Budget
31900 - COLUMBIA UNIT BASE BUDGET		500,000		500,000	-	500,000
31900 - COLUMBIA BASE BUDGET		500,000		500,000	-	500,000
TOTAL 3s		500,000		500,000	-	500,000
TOTAL RESOURCE	-	500,000	-	500,000	-	500,000
50001 - CURRENT ENT FISCAL YEAR UNDIST	-	(500,000)	-	(500,000)	500,000	-
5000X - MISC EXPENDITURES	-	(500,000)	-	(500,000)	500,000	-
TOTAL NON-PERSONNEL EXPENDITURE	-	(500,000)	-	(500,000)	500,000	-
TOTAL USE	-	(500,000)	-	(500,000)	500,000	-

The changes entered here do not have an offsetting decrease in Resources. This causes the Requested Budget column to turn red indicating an imbalance.

Additionally, users will be unable to change the completion status of the selected department/fund/project combination until the margin is zero.

Changes	Requested Budget	% Chg in Budget	Comments
-	500,000	-	
-	500,000	-	
-	500,000	-	
-	500,000	-	
-	500,000	-	
500,000	-	(100.00%)	
500,000	-	(100.00%)	
500,000	-	(100.00%)	
500,000	-	(100.00%)	

Requested Budget Summary

	Requested Budget
TOTAL RESOURCE	500,000
TOTAL USE	-
MARGIN	500,000
BUDGETED CHANGE IN FUND ...	-
NET	500,000

Budget Progress & Submission

Select Completion Status:

Here we can see that the margin for this dept/fund/project is \$500,000.

Due to the margin, this dept/fund/project is not balanced and therefore the completion status cannot be set

iii. **Columbia A Funds Only:** Accounts 31900, 373xx/378xx, and all 7xxxx accounts are disabled and will be unavailable for users to input changes.

	PY Actuals	CY	Freeze Budget	Changes	Requested Budget	% Chg in Budget	Comments
31900 - COLUMBIA UNIT BASE BUDGET		3,600,000	3,600,000	-	3,600,000	-	
31900 - COLUMBIA BASE BUDGET		3,600,000	3,600,000	-	3,600,000	-	
37400 - PERM INTRAFUND TRANSFER IN		-	2,000,000	-	2,000,000	-	
37400/37500 - PERMANENT TRANSFERS WITHIN UNIT		-	2,000,000	-	2,000,000	-	
TOTAL 3s		3,600,000	5,600,000	-	5,600,000	-	
TOTAL RESOURCE		3,600,000	5,600,000	-	5,600,000	-	
50001 - CURRENT ENT FISCAL YEAR UNDIST		(3,600,000)	(5,600,000)	-	(5,600,000)	-	
5000X - MISC EXPENDITURES		(3,600,000)	(5,600,000)	-	(5,600,000)	-	
TOTAL NON-PERSONNEL EXPENDITURE		(3,600,000)	(5,600,000)	-	(5,600,000)	-	
TOTAL USE		(3,600,000)	(5,600,000)	-	(5,600,000)	-	

Account 31900 is disabled. Therefore changes are not able to be made to this account.

iv. **Columbia A Funds Only:** Accounts 31000, 31534, and 363xx/368xx must be budgeted to zero, if applicable. *Failure to adjust these accounts will result in the user being unable to set the completion status for the selected department/fund/project combination.*

	PY Actuals	CY Original Budget	CY YTD Actuals	Freeze Budget	Changes	Requested Budget	% Chg in Budget	Comments
31534 - CARRY-FORWARD SURPLUS		-	-	26,362,974	-	26,362,974	-	
31534/31534 - CARRY-FORWARD		-	-	26,362,974	-	26,362,974	-	
TOTAL 3s		-	-	26,362,974	-	26,362,974	-	
TOTAL RESOURCE		-	-	26,362,974	-	26,362,974	-	
50001 - CURRENT ENT FISCAL YEAR UNDIST		(26,362,974)	(26,362,974)	(26,362,974)	-	(26,362,974)	-	
5000X - MISC EXPENDITURES		(26,362,974)	(26,362,974)	(26,362,974)	-	(26,362,974)	-	
TOTAL NON-PERSONNEL EXPENDITURE		(26,362,974)	(26,362,974)	(26,362,974)	-	(26,362,974)	-	
TOTAL USE		(26,362,974)	(26,362,974)	(26,362,974)	-	(26,362,974)	-	

Requested Budget Summary

	Requested Budget
TOTAL RESOURCE	26,362,974
TOTAL USE	(26,362,974)
MARGIN	-
BUDGETED CHANGE IN FUND ...	-
NET	-

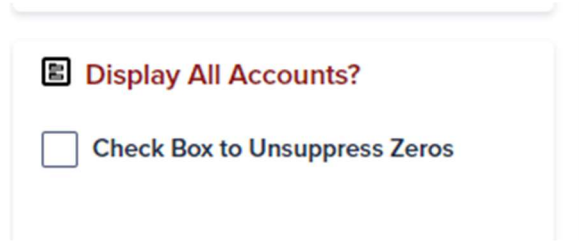
Budget Progress & Submission

Select Completion Status:

Account 31534 must be budgeted to \$0.

Users will be unable to set the completion status until all criteria are met. As 31534 has not been budgeted to \$0, the status box is red to indicate that it is locked.

- v. Anaplan automatically suppresses all accounts which do not contain data in any of the columns. To add a change to an account that is not listed users can unsuppress these accounts by checking the box shown below.



Checking this box will provide users with a view of all accounts. Due to the large volume of accounts that users can now enter changes for, it is highly recommended to use the Search function at the top left of the card to quickly navigate to the appropriate account(s). Once the account(s) have had their changes entered, simply un-check the box to suppress accounts with no data.

< 2A.1 - Budget Development: A Funds ↻ ⏪ ☆ CL060-80001

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17 results

Web Budget Acct		PY Actuals	CY Original Budget	CY YTD Actuals	Freeze Budget	Changes
45190 - HEALTH AND SAFETY FINES			-		-	-
51900 - FRINGE BENEFITS			-		-	-
51901 - STATE RETIREMENT STATE EMPLOYE			-		-	-
51906 - SOCIAL SECURITY FICA STATE EMP			-		26,362,974	-
51916 - FRINGE BENEFITS NON-USC EMPLOY			-		-	-
			-		26,362,974	-
31900 - COLUMBIA UNIT BASE BUDGET			-		-	-
31900 - COLUMBIA BASE BUDGET			-		-	-
36300 - ALLOCATION ONE TIME FR GEN FUN			-		-	-
36301 - ALLOC-ONE TIME FROM PRESIDENT			-		-	-
36302 - ALLOC-ONE TIME FROM PROVOST			-		-	-
36303 - ALLOC-ONE TIME FROM ATHLETIC A			-		-	-
36304 - ALLOC-ONE TIME FROM VP BUSINES			-		-	-

Note: This suppression/unsuppression will only affect the currently selected department/fund/project combination. You will need to repeat this process for other combinations as required.

Other Unrestricted Funds

5. Navigate to the 2B – Non-A Unrestricted Funds - Landing page. Using this page, users will decide and select a budgeting approach for Non-A Unrestricted funds.
 - To budget at the Unit/Fund Type level (aggregate approach), use the drop-down selector on the Select Budgeting Level line to select the 'OU-Fund Type' option.
 - To budget at the Department/Fund/Project level (detailed approach), use the drop-down selector on the Select Budgeting Level line to select the 'Dept-Fund-Project' option.

Non-A Budget Option Selections							
	B	C	D	E	R	N	SU
Select Budgeting Level:						OU-Fund Type	
Navigate to Dept-Fund-Project Page						Dept-Fund-Project	
Navigate to Unit Page						OU-Fund Type	
						Click Here!	

- Once a Budgeting level is selected, Anaplan provides quick navigation links to the appropriate pages based on the selection.

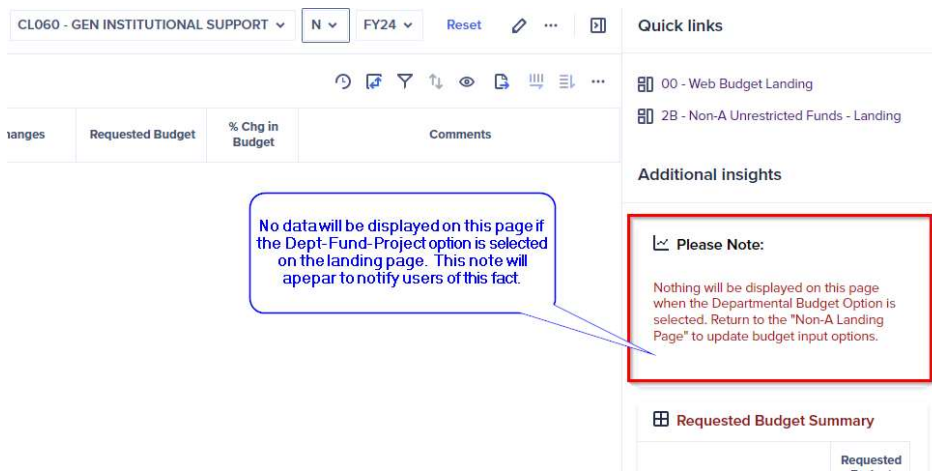
Non-A Budget Option Selections							
	B	C	D	E	R	N	SU
Select Budgeting Level:			Dept-Fund-Project	OU-Fund Type	Dept-Fund-Project	Dept-Fund-Project	
Navigate to Dept-Fund-Project Page			Click Here!	N/A	Click Here!	Click Here!	
Navigate to Unit Page			N/A	Click Here!	N/A	N/A	

- The Budget Office generally recommends budgeting these funds using the Unit/Fund Type level option due to its simplicity.

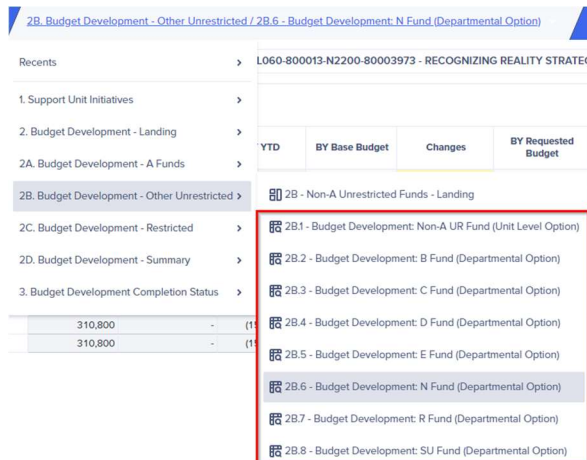
6. If the OU-Fund Type option is selected, use the navigation links or drop-down menu to navigate to 2B.1 – Budget Development: Non-A UR Fund (Unit Level Option).
 - This page will be where units will enter their changes to the Freeze Budget at the Unit/Fund Type level. If multiple fund types are being budgeted at this level, users can switch between those fund types using the Fund selector at the top of the page.



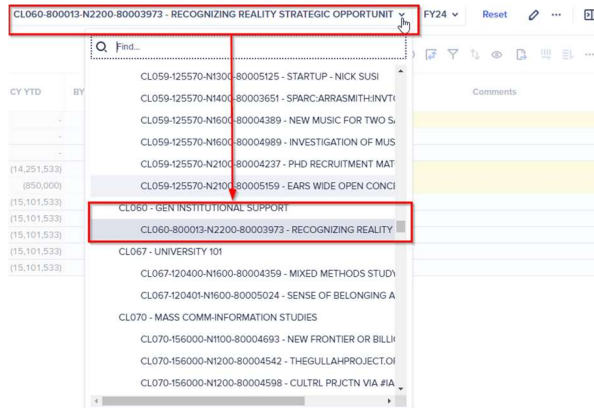
Note: If a fund is selected that has not been set to the OU-Fund Type option on the landing page, users will be unable to enter changes. Additionally, users will receive a message reiterating this on the “Please Note:” card located to the right of the page.



7. If the Dept-Fund-Project option is selected, use the navigation links or drop-down menu to navigate to the appropriate Fund type page.



- The drop-down selector at the top of the page will contain all active combinations that are currently in PeopleSoft, as well as inactive combinations if there has been Budget or Actual activity within the current year.



- Regardless of the option selected for Non-A Unrestricted Funds, several reference columns are provided to assist the user. These include the Freeze Budget, which displays the current YTD budget as of the Freeze Date; prior year actuals (PY Actuals); the current year original budget (CY Original Budget); and current year-to-date actuals (CY YTD actuals).

	PY Actuals	CY Original Budget	CY YTD Actuals	Freeze Budget	Changes	Requested Budget	% Chg in Budget	Comments
81100 - TRF FR E&G UCF (ADER)	3,000,000	-	-	-	-	-	-	
TOTAL 81s	3,000,000	-	-	-	-	-	-	
TOTAL RESOURCE	3,000,000	-	-	-	-	-	-	
86100 - TRF TO E&G UCF (ADER)	(2,689,200)	-	(14,251,533)	-	-	-	-	
86101 - TRF TO DEPT N FUNDS	-	-	(850,000)	-	-	-	-	
86110 - TRF TO INTERNAL SCHOL UCF	-	-	-	-	-	-	-	
86XXX - ALL OTHER TRANSFERS OUT	(2,689,200)	-	(15,101,533)	-	-	-	-	
TOTAL OTHER USES	(2,689,200)	-	(15,101,533)	-	-	-	-	
TOTAL USE	(2,689,200)	-	(15,101,533)	-	-	-	-	
MARGIN	310,800	-	(15,101,533)	-	-	-	-	
NET	310,800	-	(15,101,533)	-	-	-	-	

Restricted Funds

9. Navigate to 2C.1 – Budget Development: Restricted Funds. This page is where users will enter Restricted Fund budgets at the Unit-Fund Type level.

- There are two drop-down selectors at the top of the screen. If a user is responsible for multiple units, the left selector will allow them to switch between those units while the right selector will allow users to switch between the various restricted fund types.



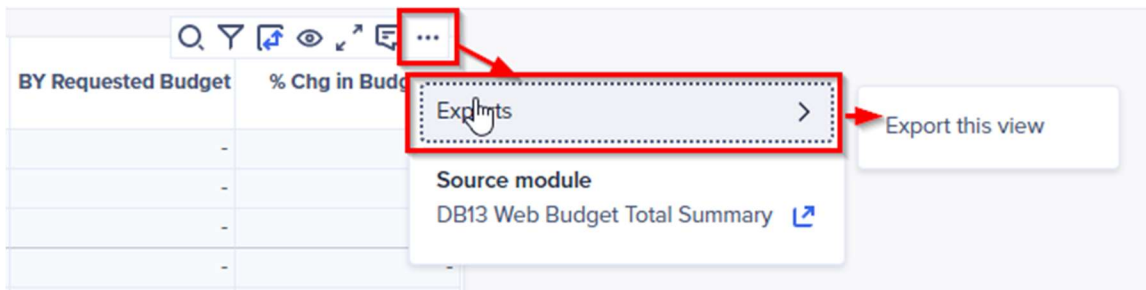
Budget Development Summary & Completion Status

10. Navigate to page 2D.1 – Budget Development Summary. This page provides a consolidated report and will allow users to export their requested budgets, by fund type, into their preferred format.

- There are two drop-down selectors at the top of the screen. If a user is responsible for multiple units, the left selector will allow them to switch between those units while the right selector will allow users to switch between the various Fund Types or fund roll-ups.

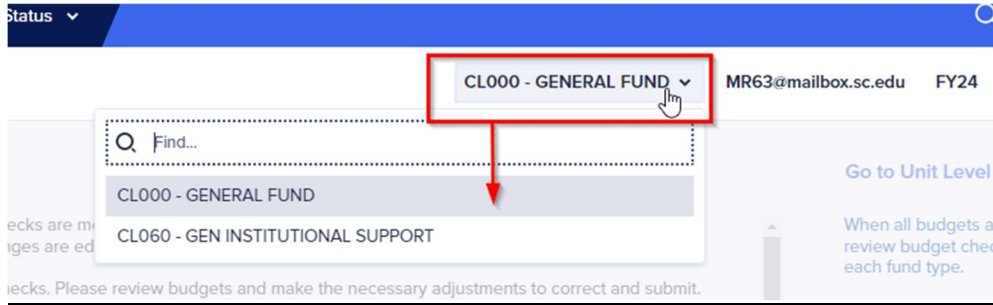


- Hovering the mouse cursor over the requested budget card will bring up a menu bar. Click the ellipses, then click Exports > Export this view, to export the current selection.



11. Navigate to 3.01 – Departmental Budget Development Status. This page provides a status overview of all budgets being completed at the Department-Fund-Project level.

- The drop-down selector at the top of the page will allow users responsible for multiple units to switch between them.



- The first table on the page provides an overview of the number of budgets that are completed versus incomplete. A Funds will always be shown here, while Other Unrestricted Funds will be determined based on the Budgeting Level selection made on the 2B – Non-A Unrestricted Funds – Landing page.

of Budgets to be Completed

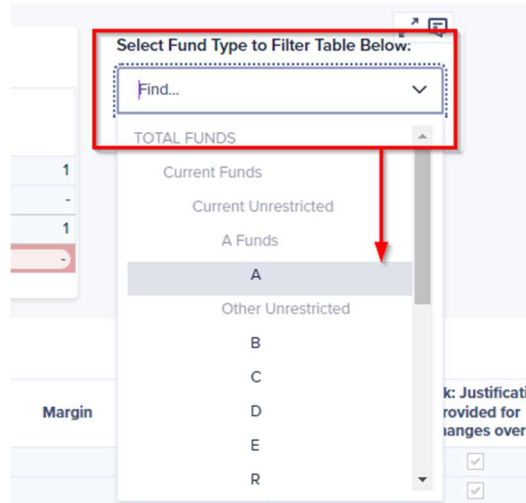
	Current Funds	A	E	
# of Incomplete Budgets	67	64	3	
# of Budgets Complete	4	4	-	
# of Total DFP Level Budgets	71	68	3	
% Complete	6%	6%	-	

- The second table provides an overview of all budgets currently being completed at the Department-Fund-Project level.

Departmental Budget Checks & Progress

	Fund Type	Unit	Total Resources	Total Uses	Margin	Budgeted Chg in Fund Balance	Net	Check: Justification Provided for Changes over...	Check: Balanced at Dept-Fund...	Check: 3x Accts Budgeted at...	Select Completion Status:	Notes
CL060-800150-A0001 - STRATEGIC RESERVE BUDGET	A	CL060 - GEN INSTITUTIONAL SUPPO...	16,727,400	(16,727,400)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800155-A0001 - CAPITAL RESERVE BUDGET	A	CL060 - GEN INSTITUTIONAL SUPPO...	6,320,000	(6,320,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800160-A0001 - READY RESERVE BUDGET	A	CL060 - GEN INSTITUTIONAL SUPPO...	8,000,000	(8,000,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800000-A0001 - SUMMER SCHOOL - PRIOR YEAR DISTRIBUTION	A	CL060 - GEN INSTITUTIONAL SUPPO...	5,500,000	(5,500,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800009-A0001 - BUDGET REALLOCATION	A	CL060 - GEN INSTITUTIONAL SUPPO...	29,670,000	(29,670,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800012-A0001 - CARRYFORWARD SURTAX	A	CL060 - GEN INSTITUTIONAL SUPPO...	26,362,974	(26,362,974)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800013-A0001 - BUDGET EFFICIENCY REALLOCATION	A	CL060 - GEN INSTITUTIONAL SUPPO...	62,633,656	(62,633,656)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800016-A0001 - SCHOLARSHIP RESERVE	A	CL060 - GEN INSTITUTIONAL SUPPO...	3,375,000	(3,375,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800020-A0001 - UTILITIES RESERVE	A	CL060 - GEN INSTITUTIONAL SUPPO...	5,600,000	(5,600,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CL060-800046-A0001 - MARCHING BAND	A	CL060 - GEN INSTITUTIONAL SUPPO...	500,000	(500,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CL060-800080-A0001 - GENERAL FUND E&G ALLOCATION	A	CL060 - GEN INSTITUTIONAL SUPPO...	34,844,603	(34,844,603)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Only one fund type will be shown in this table at a time. To view other fund types, please use the drop-down selector above the table to view the appropriate fund. A selection must be entered into this field, so if it is cleared no data will show in the table until a fund type has been selected.



If a Department-Fund-Project combination has failed any of its checks, users will be unable to set the completion status. Users will need to go back to the appropriate page and make the necessary corrections to complete their budget.

Departmental Budget Checks & Progress

	Fund Type	Unit	Total Resources	Total Uses	Margin	Budgeted Chg in Fund Balance	Net	Check: Justification Provided for Changes over...	Check: Balanced at Dept-Fund...	Check: 3x Accts Budgeted at...	Select Completion Status	Notes
CL060-800150-A0001 - STRATEGIC RESERVE BUDGET	A	CL060 - GEN INSTITUTIONAL SUPPO...	16,727,400	(16,727,400)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800155-A0001 - CAPITAL RESERVE BUDGET	A	CL060 - GEN INSTITUTIONAL SUPPO...	6,320,000	(6,320,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800160-A0001 - READY RESERVE BUDGET	A	CL060 - GEN INSTITUTIONAL SUPPO...	8,000,000	(8,000,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800000-A0001 - SUMMER SCHOOL - PRIOR YEAR DISTRIBUTION	A	CL060 - GEN INSTITUTIONAL SUPPO...	5,500,000	(5,500,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800009-A0001 - BUDGET REALLOCATION	A	CL060 - GEN INSTITUTIONAL SUPPO...	29,670,000	(29,670,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800012-A0001 - CARRYFORWARD SURTAX	A	CL060 - GEN INSTITUTIONAL SUPPO...	26,362,974	(26,362,974)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800013-A0001 - BUDGET EFFICIENCY REALLOCATION	A	CL060 - GEN INSTITUTIONAL SUPPO...	62,633,656	(62,633,656)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800016-A0001 - SCHOLARSHIP RESERVE	A	CL060 - GEN INSTITUTIONAL SUPPO...	3,375,000	(3,375,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800020-A0001 - UTILITIES RESERVE	A	CL060 - GEN INSTITUTIONAL SUPPO...	5,600,000	(5,600,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800046-A0001 - MARCHING BAND	A	CL060 - GEN INSTITUTIONAL SUPPO...	500,000	(500,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CL060-800080-A0001 - GENERAL FUND E&G ALLOCATION	A	CL060 - GEN INSTITUTIONAL SUPPO...	34,844,603	(34,844,603)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

12. Once all budgets at the Department-Fund-Project level have been completed, navigate to the 3.02 – Unit Level Budget Development Status page. This page provides a status overview by fund type.

- The drop-down selector at the top of the page will allow users responsible for multiple units to switch between them.
- The table on this page provides an indication of any budget checks that the unit has passed or failed at the unit level. If a fund type has failed any of the checks, users will be unable to set a completion status for the fund.

Unit Level Budget Checks & Progress

	Total Resources	Total Uses	Margin	Check: Dept-Fund-Project Complete (if applicable)	Check: 364/365 Net Zero at Unit	Check: Net Ze	Select Completion Status
A	214,315,924	(214,315,924)	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
N	-	-	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Other Unrestricted	-	-	-				
Current Unrestricted	214,315,924	(214,315,924)	-				
Current Funds	214,315,924	(214,315,924)	-				

As all Dept-Fund-project combinations have not been completed, these funds have failed this check.

Due to the failed check, the completion status can not be updated.

Once all fund types have passed their checks and been marked as completed, the box at the bottom left of this page will say “Ready for Submission”.

Unit Level Budget Checks & Progress

	Total Resources	Total Uses	Margin	Budgeted Chg in Fund Balance	Net	Check: Dept-Fund-Project Complete (# applicable)	Check: 364/365 Net Zero at Unit	Check: 374/375 Net Zero at Unit	
A	3,412,897	(3,412,897)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
E	-	-	-	-	-	<input checked="" type="checkbox"/>			
R	53,800	(53,800)	-	-	-	<input checked="" type="checkbox"/>			
Other Unrestricted	53,800	(53,800)	-	-	-				
Current Unrestricted	3,466,697	(3,466,697)	-	-	-				
SR	-	-	-	-	-			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Current Restricted	-	-	-	-	-				
Current Funds	3,466,697	(3,466,697)	-	-	-				

All funds have passed their respective checks and completion status has been set to complete

Select Completion Status

- Complete
- Complete
- Complete
- Complete

Ready for Submission!

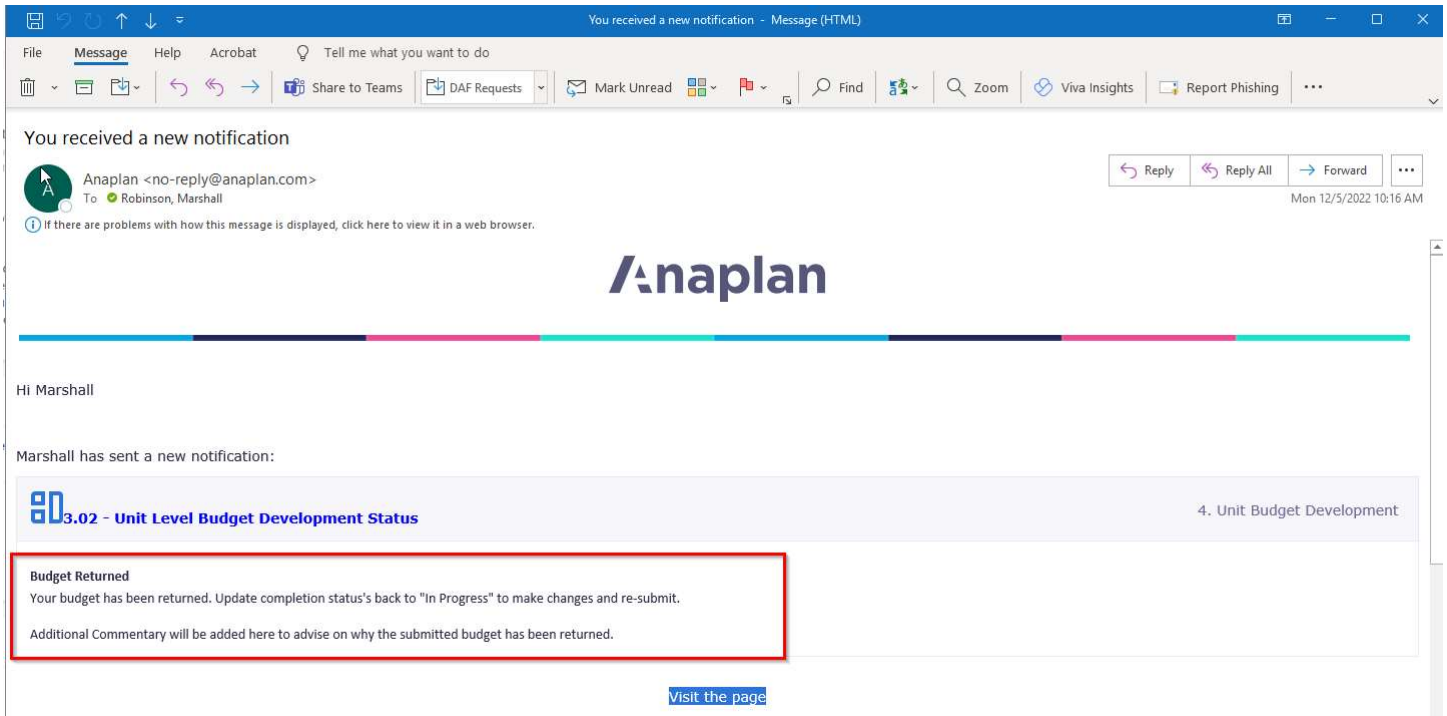
This box lets the user know that everything has been completed and they can submit their budgets

Once everything has been completed, users will be able to click this button to submit their budgets

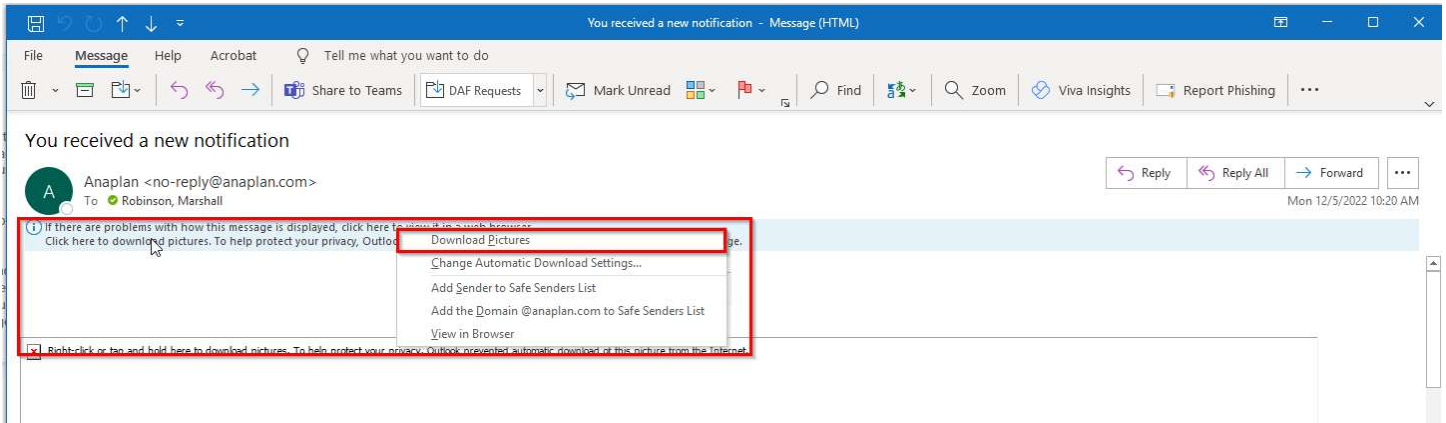
Click Here to Submit Budgets!

Users can then click the “Click Here to Submit Budgets!” button to submit their budgets to be reviewed by the Budget Office. Once submitted, users will be unable to make changes.

- 13. Upon review, the Budget Office may deem it necessary to return a submitted budget. Should this occur, the user will be notified via an email that the budget has been returned. The Budget Office will also provide additional commentary on why the budget was returned. Below is an example of the notification.



Please note that if you are unable to view the email, you will need to click on the item below and choose “Download Pictures” in order to view it.



14. Users will then need to set the completion status for the fund to “In Progress” on app page 3.02 – Unit Level Budget Development Status.

The screenshot shows the "3.02 - Unit Level Budget Development Status" page. It includes instructions on how to use the completion status column and a status key explaining the colors (Yellow for all checks met, Red for failed checks, Green for complete). Below is a table titled "Unit Level Budget Checks & Progress".

	Total Resources	Total Uses	Margin	Budgeted Chg in Fund Balance	Net	Check: Dept-Fund-Project Complete (# applicable)	Check: 364/365 Net Zero at Unit	Check: 374/375 Net Zero at Unit	Check: Balanced at Unit	Check: Justification	Select Completion Status:	Notes
A	30,701,814	(30,701,814)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	
D	-	-	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress	
E	5,188,185	(5,188,185)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete	
R	40,050	(40,050)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete	
N	3,000,000	(3,000,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete	
Other Unrestricted	8,228,235	(8,228,235)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete	
Current Unrestricted	38,930,049	(38,930,049)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete	
F	28,000,000	(28,000,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete	
G	400,000	(400,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete	
H	800,000	(800,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete	
J	300,000	(300,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete	
K	5,166,200	(5,166,200)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete	
L	395,000	(395,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete	
SR	135,000	(135,000)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete	

If the fund was budgeted using the departmental level option, then the completion status will also need to be set to “In Progress” on page 3.01 – Departmental Budget Development Status for any departments that require correction.

The screenshot shows the "3.01 - Departmental Budget Development Status" page. It includes a summary table for "# of Budgets to be Completed" and a detailed table for "Departmental Budget Checks & Progress".

	Current Funds	A	D	R
# of Incomplete Budgets	1	1	-	-
# of Budgets Complete	47	39	4	4
# of Total DFP Level Budgets	48	40	4	4
% Complete	98%	98%	100%	100%

	Fund Type	Unit	Total Resources	Total Uses	Margin	Budgeted Chg in Fund Balance	Net	Check: Justification Provided for Changes over...	Check: Balanced at Dept-Fund...	Check: 3x Accts Budgeted at...	Select Completion Status:
CL034-115300-A0001 - DEPARTMENT OF EXERCISE SCIENCE	A	CLO34 - PUBLIC HEALTH	4,668,141	(4,668,141)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Progress
CL034-115308-A0001 - EXER SCI-DP OF PHYSICAL THERAPY PGM	A	CLO34 - PUBLIC HEALTH	1,388,234	(1,388,234)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete
CL034-115321-A0001 - ATHLETIC TRAINING OPERATING	A	CLO34 - PUBLIC HEALTH	1,000,078	(1,000,078)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete
CL034-115322-A0001 - ATHLETIC TRAINING COURSE FEES	A	CLO34 - PUBLIC HEALTH	187,047	(187,047)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete
CL034-115323-A0001 - DEPT OF THEATRE AND DANCE/GA	A	CLO34 - PUBLIC HEALTH	4,200	(4,200)	-	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete

Frequently Asked Questions:

- 1. **Question:** My unit will have a new department and/or project added for the upcoming Fiscal Year. How will I enter a budget for this department?

Answer: Anaplan will only allow budget changes to be entered for combinations that are currently active in PeopleSoft or have current year budget/actual activity. Please contact your Budget Analyst.

- 2. **Question:** When switching between pages, the completion status is already set even though I did not set it.

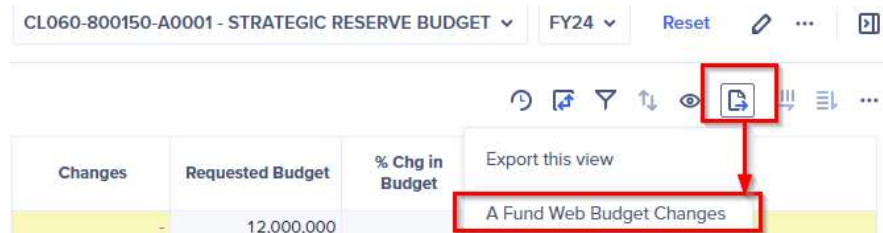
Answer: If entering budgets at the Department-Fund-Project level, the Budget Progress & Submission box displays the last selected item. For example, a user finishes E Fund budgets for a department and sets the completion status to “Complete”. If the user then navigates to their A fund page, the Budget Progress & Submission box will not update as it is still referencing the last selected Department-Fund-Project. To update this, simply use the drop-down selector at the top of the page and select a combination. This can be the same combination that is currently displayed. Doing so will update the Budget Progress & Submission box. To avoid any issues, it is advised to always use the drop-down selector to make a selection once navigating to a page.

- 3. **Question:** If Anaplan requires me to budget certain accounts to zero (e.g., 31534, 363xx, 368xx), why do I need to also provide commentary?

Answer: Anaplan requires comments for any changes outside of the thresholds that the Budget Office has set. It does not currently make an exception for accounts that are required to be budgeted at zero. However, comments do not need to be descriptive for these accounts. Comments such as “NA” or “Carryforward Reversal” are sufficient in these instances.

- 4. **Question:** Is it possible for me to export all chart-fields for my requested budget at one time?

Answer: Yes, Anaplan does allow users the ability to export final budgets by chart-string at once. However, this is accomplished through each individual app page in which you have the ability to input budget changes. For example, to export all A Fund changes, users will select the “A Fund Web Budget Changes” from the export action button found on the 2A.1 Budget Development: A Funds app page.



Users will need to perform this action for each page required. Restricted funds will be exported together from the 2C.1 – Budget Development: Restricted Funds app page, while Non-A UR funds will be determined by which level the fund was budgeted at. If a fund was budgeted at the Department/Fund/Project level, then users will need to go to the respective Departmental Option app page. All Non-A UR funds budgeted at the Unit/Fund level will be included when exporting from the 2B.1 – Budget Development: Non-A UR Fund (Unit Level Option) app page.