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
  - o Changes that are over thresholds set by the Central Budget Office will _require_ comments.
- *System Institutions*:
  - o Budgets must be balanced at the Unit level.
  - o All 7xxxx and 3xxxx accounts (except for 31000) can not be edited.
  - o 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
  - o 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:
  - o 2B.2 – Budget Development: B Fund (Departmental Option)
  - o 2B.3 – Budget Development: C Fund (Departmental Option)
  - o 2B.4 – Budget Development: D Fund (Departmental Option)
  - o 2B.5 – Budget Development: E Fund (Departmental Option)
  - o 2B.6 – Budget Development: N Fund (Departmental Option)
  - o 2B.7 – Budget Development: R Fund (Departmental Option)
  - o 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:
  - o Budget is Balanced
    - ▪ Budgeted Margin = $0 (*Columbia A Funds*)
    - ▪ Budgeted Margin = Budgeted Change in Fund Balance (*Columbia Non-A Funds*)
  - o Any changes over thresholds have commentary provided

o   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:
  o   36400/36500 accounts balance at the unit level (*Columbia A Funds*)
  o   37400/37500 accounts balance at the unit level (*Columbia A Funds*)
  o   Fund type is balanced at the unit level.
  o   Any changes over thresholds have commentary provided
  o   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:
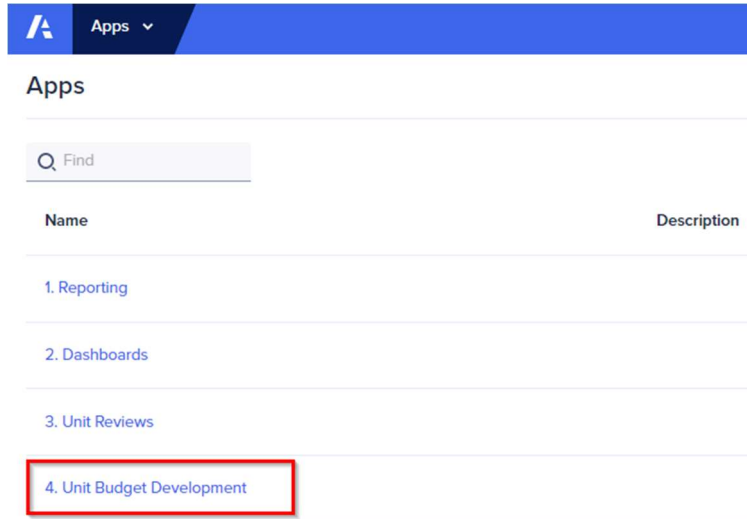
2. Select the <u>2.01 – Budget Development – Landing</u> link to begin:
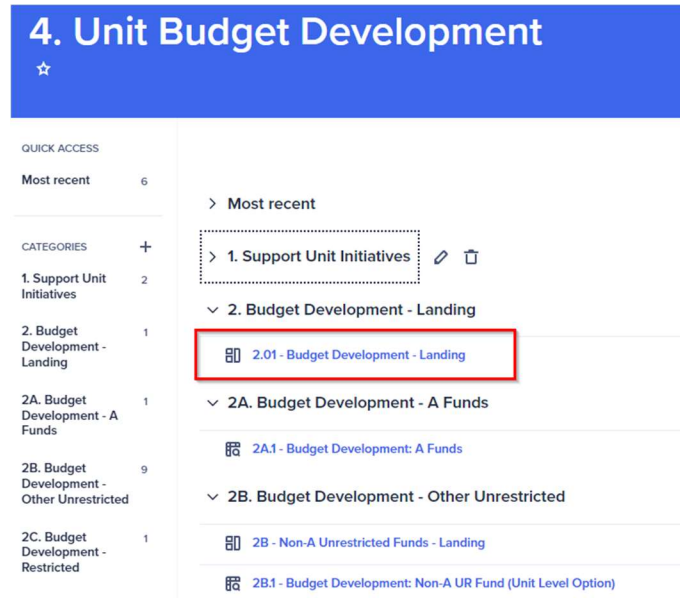
3. This page provides overview instructions and navigation links to begin building and reviewing your budget.

4. Navigate to <u>2A.1 – Budget Development: A Funds</u>. 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.

- 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).

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

- Using the "Changes" column, users will enter incremental changes to their Freeze Budget.
  i. 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.

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.

  ii. **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.

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.

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

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*.

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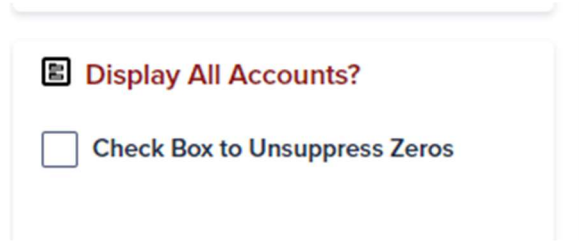
Checking this box will provide users with a view of *all* accounts. Due to the large volume of accounts that users can now enter changes for, it is highly recommended to use the Search function at the top left of the card to quickly navigate to the appropriate account(s). Once the account(s) have had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

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.

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

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

    • 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.
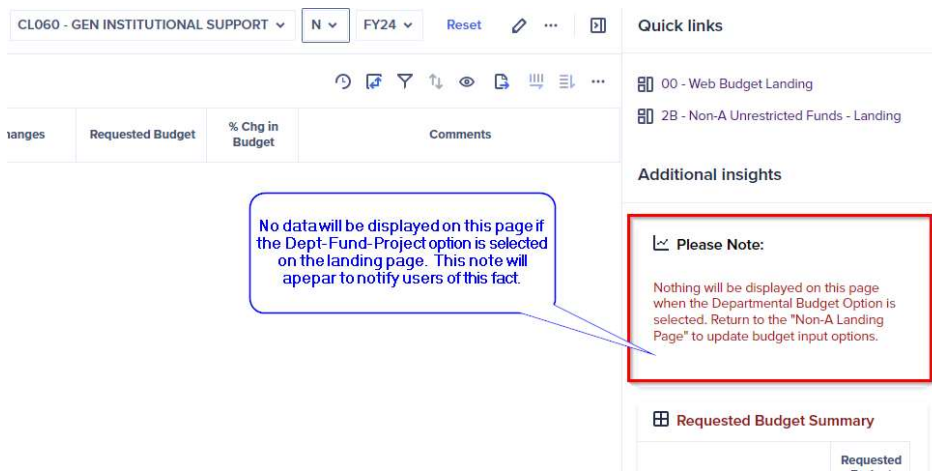
7. If the Dept-Fund-Project option is selected, use the navigation links or drop-down menu to navigate to the appropriate Fund type page.
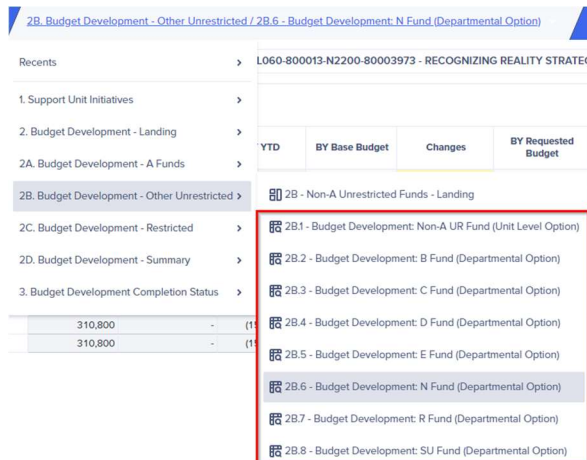
- The drop-down selector at the top of the page will contain all active combinations that are currently in PeopleSoft, as well as inactive combinations if there has been Budget or Actual activity within the current year.
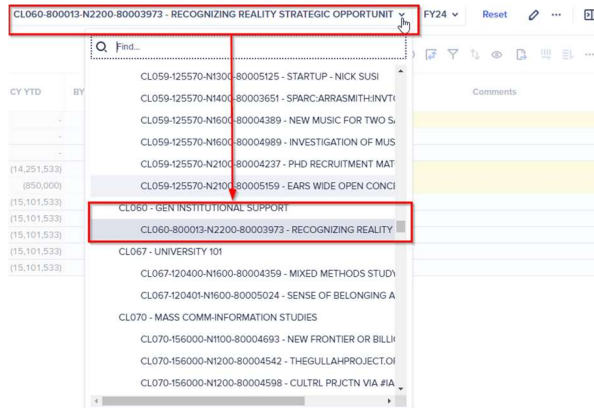
8. Regardless of the option selected for Non-A Unrestricted Funds, several reference columns are provided to assist the user. These include the Freeze Budget, which displays the current YTD budget as of the Freeze Date; prior year actuals (PY Actuals); the current year original budget (CY Original Budget); 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 <u>2C.1 – Budget Development: Restricted Funds</u>. 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.
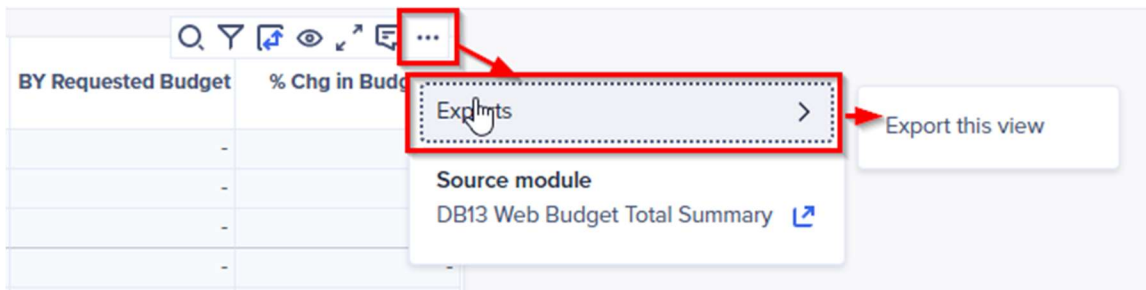
11. Navigate to 3.01 – Departmental Budget Development Status. This page provides a status overview of all budgets being completed at the Department-Fund-Project level.

- The drop-down selector at the top of the page will allow users responsible for multiple units to switch between them.
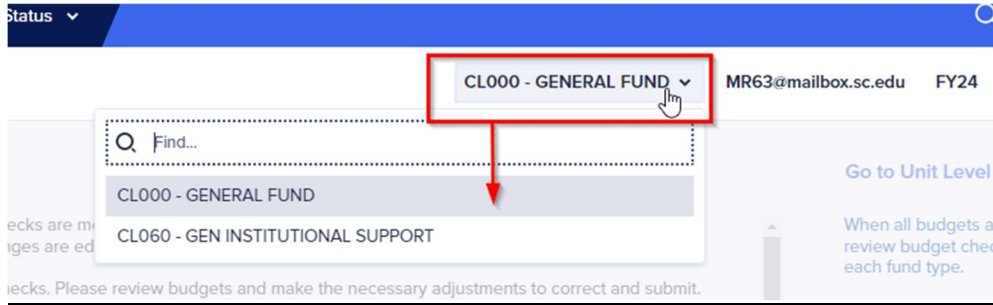
- The first table on the page provides an overview of the number of budgets that are completed versus incomplete. A Funds will always be shown here, while Other Unrestricted Funds will be determined based on the Budgeting Level selection made on the 2B – Non-A Unrestricted Funds – Landing page.

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)	-	-	-	✓	✓	☐		
CL060-800155-A0001 - CAPITAL RESERVE BUDGET	A	CL060 - GEN INSTITUTIONAL SUPPO...	6,320,000	(6,320,000)	-	-	-	✓	✓	☐		
CL060-800160-A0001 - READY RESERVE BUDGET	A	CL060 - GEN INSTITUTIONAL SUPPO...	8,000,000	(8,000,000)	-	-	-	✓	✓	☐		
CL060-800000-A0001 - SUMMER SCHOOL - PRIOR YEAR DISTRIBUTION	A	CL060 - GEN INSTITUTIONAL SUPPO...	5,500,000	(5,500,000)	-	-	-	✓	✓	☐		
CL060-800009-A0001 - BUDGET REALLOCATION	A	CL060 - GEN INSTITUTIONAL SUPPO...	29,670,000	(29,670,000)	-	-	-	✓	✓	☐		
CL060-800012-A0001 - CARRYFORWARD SURTAX	A	CL060 - GEN INSTITUTIONAL SUPPO...	26,362,974	(26,362,974)	-	-	-	✓	✓	☐		
CL060-800013-A0001 - BUDGET EFFICIENCY REALLOCATION	A	CL060 - GEN INSTITUTIONAL SUPPO...	62,633,656	(62,633,656)	-	-	-	✓	✓	☐		
CL060-800016-A0001 - SCHOLARSHIP RESERVE	A	CL060 - GEN INSTITUTIONAL SUPPO...	3,375,000	(3,375,000)	-	-	-	✓	✓	☐		
CL060-800020-A0001 - UTILITIES RESERVE	A	CL060 - GEN INSTITUTIONAL SUPPO...	5,600,000	(5,600,000)	-	-	-	✓	✓	✓		
CL060-800046-A0001 - MARCHING BAND	A	CL060 - GEN INSTITUTIONAL SUPPO...	500,000	(500,000)	-	-	-	✓	✓	✓		
CL060-800080-A0001 - GENERAL FUND E&G ALLOCATION	A	CL060 - GEN INSTITUTIONAL SUPPO...	34,844,603	(34,844,603)	-	-	-	✓	✓	☐		

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.

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.

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".

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.
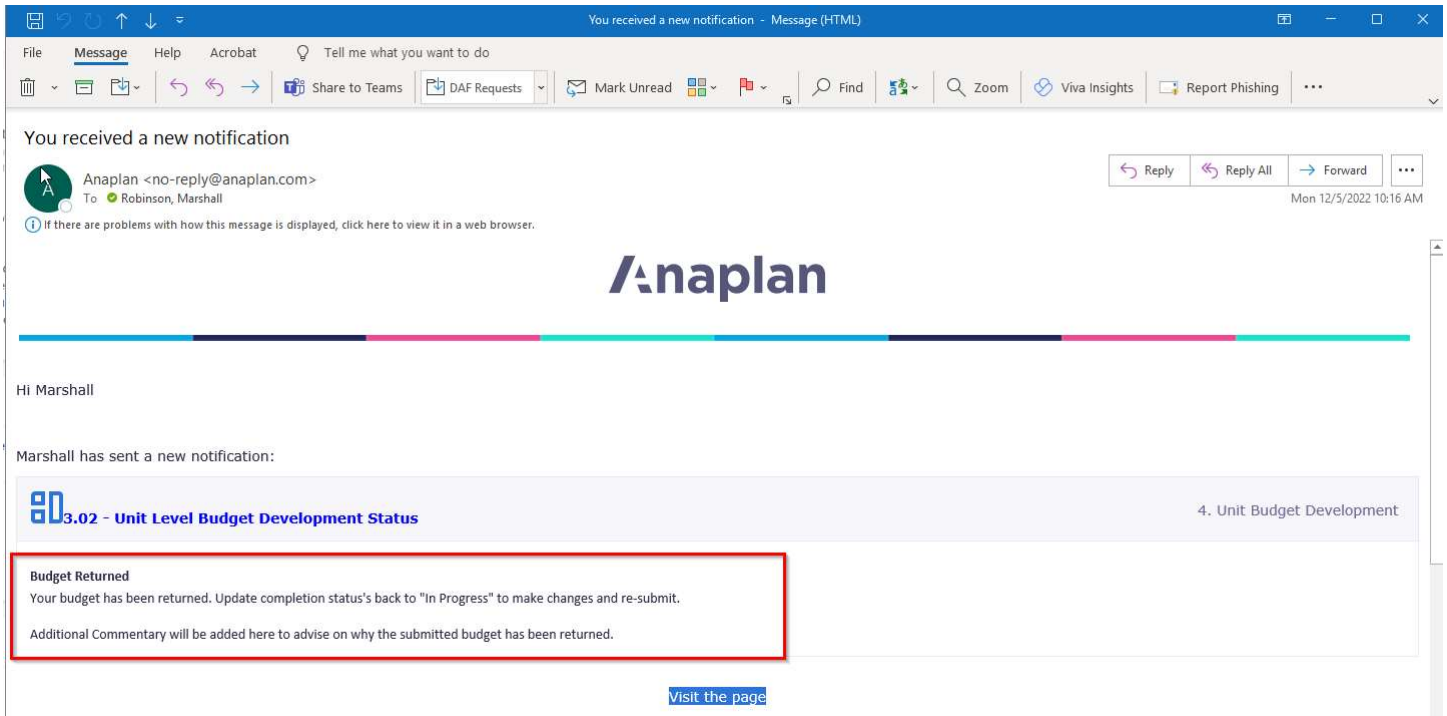
Please note that if you are unable to view the email, you will need to click on the item below and choose "Download Pictures" in order to view it.
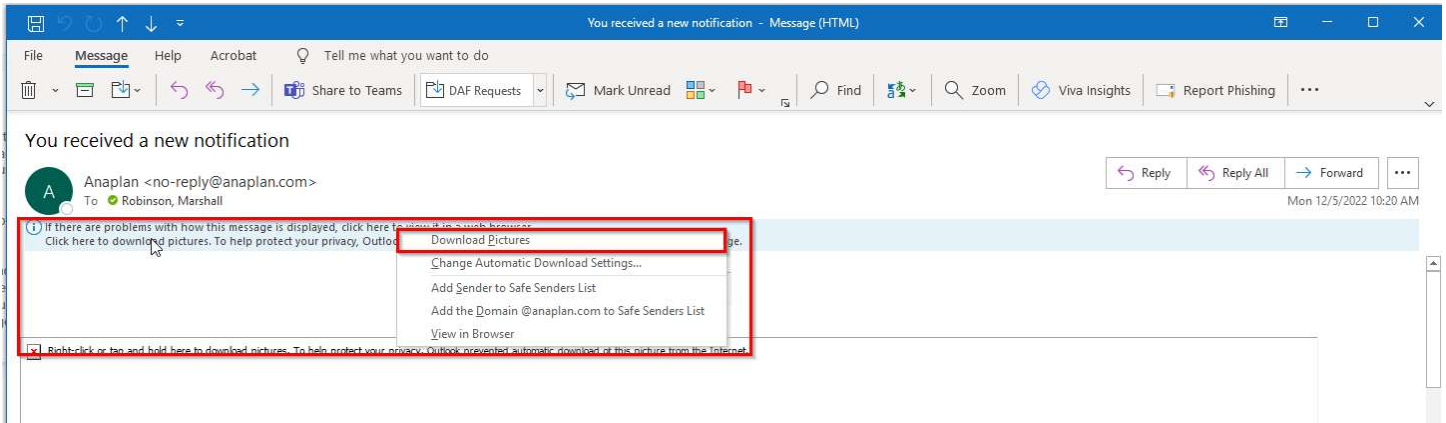
14. Users will then need to set the completion status for the fund to "In Progress" on app page 3.02 – Unit Level Budget Development Status.

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.

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.
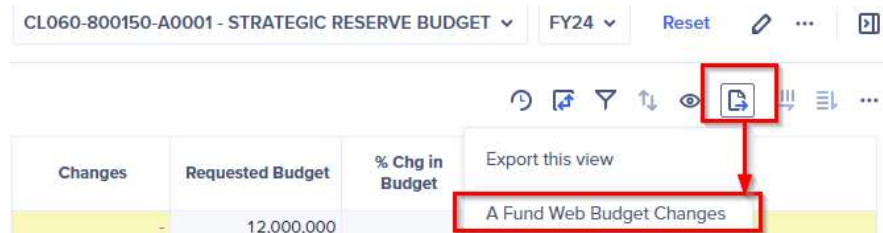
   Users will need to perform this action for each page required. Restricted funds will be exported together from the 2C.1 – Budget Development: Restricted Funds app page, while Non-A UR funds will be determined by which level the fund was budgeted at. If a fund was budgeted at the Department/Fund/Project 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.