UNLV SELF-SUPPORTING
ANAPLAN BUDGET MANUAL

Training manual for the UNLV Campus to provide assistance with completing budgets for self-supporting accounts, for the next fiscal year.

Prepared February 2021

UNLV Financial Planning, Budget & Analysis
FPBA@unlv.edu
# UNLV Self-Supporting Anaplan Budget Manual

## Contents

- **Contact & Assistance** ................................................................. 3
- **Navigating Through Anaplan** .................................................. 4
- **Revenue** ................................................................................ 13
  - **Sales & Service Overview** ...................................................... 13
    - **Sales and Service in Anaplan** ........................................... 13
  - **Recharge Overview** ............................................................... 14
    - **Recharge in Anaplan** ....................................................... 14
  - **Gifts Overview** .................................................................. 15
    - **Gifts in Anaplan** ............................................................. 15
  - **Student Fees Overview** ....................................................... 16
    - **Special Course Fees in Anaplan** ...................................... 16
    - **Other Student Fees in Anaplan** ....................................... 18
  - **Indirect Cost Recovery Overview** ....................................... 18
    - **Indirect Cost Recovery in Anaplan** .................................. 19
  - **Transfers-In Overview** ......................................................... 20
    - **Transfers-In in Anaplan** .................................................. 20
  - **Other Revenue Overview** .................................................... 22
- **Expenses** ................................................................................ 23
  - **Operating Expenses (Non- FTE Personnel)** ......................... 23
    - **Operating Expenses in Anaplan** ....................................... 23
  - **Pooled Positions Expense** .................................................... 25
    - **Pooled Positions Expenses in Anaplan** ............................ 25
  - **Position Budgeting** ............................................................. 26
    - **Position Budgeting in Anaplan** ........................................ 28
    - **Professional Positions** ..................................................... 30
    - **Classified Positions** ....................................................... 39
Anaplan Overview

Anaplan is a budgeting and planning tool that utilizes more advanced technology and will provide greater value to the UNLV community. Anaplan is a cloud-based platform for developing, maintaining and reporting for budgets and forecasts. Benefits from Anaplan will provide improvements that reduce manual input and increase accuracy, as well as provide controls and approvals for activity that impacts other accounts.

Examples:
- Providing prior year actual data and actual year-to-date data from current fiscal year to reduce manual work and provide trend data
- Providing position information for all currently budgeted positions on an account to increase efficiency and reduce manual work
- Require approval for transfers of cash or moving positions between accounts to increase accountability

Anaplan consists of models and dashboards to collect data input from campus users, which is used to build the fiscal year budget.

Contact & Assistance

For budget related questions, please visit the Financial Planning, Budget & Analysis website for Analyst Assignments to identify analyst assigned to area.

For technical or system related questions please email the Financial Planning, Budget and Analysis department through the departmental email address: fpba@unlv.edu.

Current policy is that access to Anaplan will be given upon completion of training conducted by the Financial Planning, Analysis & Budget department. Anaplan training will be conducted throughout the year for new employees, as a refresher course, and to train on new features.
Navigating Through Anaplan

Signing On
The link to Anaplan is https://www.anaplan.com/ - bookmark for easy access.

Navigate to the Anaplan site

Click the ‘Login’ button located in the upper right-hand corner of the site

Next page has the log in options. Select ‘Log in with Single Sign-on (SSO)’.
Enter your UNLV email address – this should be the email associated with your ACE login credentials.

The next screen shows the same portal as Workday. Select UNLV (click on the UNLV logo). Next page will require entering ACE ID and Password.
After logging into Anaplan, select the ‘UNLV Budget Model’ tile from the available models. The number of available tiles for a particular user will vary depending on level of access.

UNLV Budget Model
The UNLV Budget Model will open and display the Contents menu, on the left-hand side, and the Landing Dashboard SSB dashboard.

- Contents panel is a list of the different dashboards within the Budget Model
The Landing Dashboard assist users by highlighting tasks in progress and providing links and descriptions to dashboards within the model.

Dashboards are a way to present data and information to the end user.

1. Pending Transfers and Positions

<table>
<thead>
<tr>
<th># of Pending Transfers in</th>
<th># of Pending Professional Submissions</th>
<th># of Pending Classified Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Pending Budget Approvals

<table>
<thead>
<tr>
<th># of Budgets</th>
<th># of Acct Mgr Approved Budgets</th>
<th># of Acct Mgr Budgets Pending</th>
<th># of Unit Mgr Approved Budgets</th>
<th># of Unit Mgr Budgets Pending</th>
<th># of Div Mgr Approved Budgets</th>
<th># of Div Mgr Budgets Pending</th>
<th># of Centrally Approved Budgets</th>
<th># of Central Budgets Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>13</td>
<td>0</td>
<td>13</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>41</td>
<td>0</td>
<td>41</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>58</td>
<td>0</td>
<td>58</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Annual Self-Supporting Budget Dashboards

- Revenue
- Expenses
- Transfers
- Unbalanced Transfer
- Foundation Transfers
- Professional Position Budget
- Professional Position Funding Submission
- Professional Position Funding Review
- Classified Position Budget
- Classified Position Funding Submission
- Classified Position Funding Review

Users can enter Self-Supporting Budget Revenues. Users will have the ability to add comments. Additionally, this dashboard shows a summary of opening balances, revenue, expenses, and ending balances.

Users will enter FY22 Projections. FY22 Budget for expenses. Users will have the ability to add comments. Additionally, this dashboard shows a summary of opening balances, revenue, expenses, and ending balances.

Users will submit FY22 budget transfer out expense. The user submitting the transfer must obtain approval from the business unit receiving the funds. The recipient of the transfer will need to approve in order for it to be realized in the FY22 budget.

Users will enter Transfers in or Out from Unbudgeted (Balance Controlled) accounts of the Operating level.

Users will submit Foundation transfers.

Allows the users to enter FY22 budget by each Professional position compensation (Base Pay and Stipends), funding distribution (FTE and Workplan). Additionally, it will allow the users to enter in new positions.

Allows users to submit for approval to use another unit/department Working to budget a position.

Allows the funding sources recipient to approve using their Working for the budget year.

Allows the users to enter FY22 budget by each Classified position compensation (Base Pay and Special Pay), funding distribution (FTE and Workplan). Additionally, it will allow the users to enter in new positions.

Allows users to submit for approval to use another unit/department Working to budget a position.

Allows the funding sources recipient to approve using their Working for the budget year.
Navigate Tabs

- Each dashboard opens in a new tab
- When the number of open tabs exceeds the width of the screen, arrows assist with navigation
  - Scroll left through the open tabs
  - Scroll right through the open tabs
  - Displays list of last 9 items accessed (plus any tabs user can access), select any item on list
- Tabs can be rearranged by dragging to the desired location – a green indicator displays above the tabs to help with placement

Entering Data

Whenever possible, descriptions and instructions are provided to assist with navigating and inputting data.

When navigating between tabs, double-check the worktags at the top of the page. This will ensure that the account information is accurate for that page before beginning to review or enter data.

Cells for data input are highlighted in various colors, to either denote cells for data entry (highlighted yellow), or require notes based on differences in amounts (highlighted red). Other cells could show data, but remain un-highlighted, and are either calculations based on inputted data or data from imports from other systems, for example Workday.
Information and Actions

Information provided related to the data shown on the page. Additionally,

- **YTD Actuals Through** identifies the period in which actuals are being pulled. As the current period will be used to pull actuals, the data will reflect the previous day’s information from Workday.

- **Suppress Zeros** option hides account lines that have no budget or actuals activity. This allows viewing of accounts more concisely and allows focus on only the lines with activity. If the account is planning to budget activity not occurred or budgeted in the past, the Suppress Zeros action will have to be taken off to show those lines and allow for data entry.

- **Refresh** is used throughout the model to update the current data based on inputs. It is used on the expenses, revenue and position pages and should be used when the directions indicate so, or when selections have been changed, to manually update the section data.

| YTD Actuals Through | Jan 2020 | Suppress Zeros? | Refresh Expenses |

When cells are selected, options are available to help view data for review and selection. These options are available for most sections within Anaplan.

- The options are available either by selecting the down arrow on the top left-hand side or by using the icons on the right-hand side
  - Magnifying Glass – search for items within the section
  - Funnel – quick filter to isolate specific data based on criteria
  - Four Arrows – maximize the section to full screen
    - After the section is maximized to full screen, the icon is replaced with the minimize icon, to return to the original page

When a user makes a change to a dashboard — change the worktag selection, etc. — the dashboard name will change on the dashboard tab to a blue italic font with an asterisk at the end of the dashboard name.
Balance Summary
The Revenue, Expenses, and Budget Summary pages have a Balance Summary section at the beginning of each page. The Balance Summary sections are identical on each page and contain the following information:

- Three years trend of prior year data
- Original Budget for the current fiscal year
- Revised Budget for the current fiscal year
- Year-to-Date actuals for the current fiscal year
- Projected activity for the current fiscal year
- Budget for the next fiscal year
  - When data is entered in subsequent sections, the amounts will total and be displayed in the Balance Summary
- If new position requests are being included, the information will be shown, otherwise, if there are no requests, the line will not be visible

<table>
<thead>
<tr>
<th></th>
<th>FY19 Actuals</th>
<th>FY19 Projects</th>
<th>FY20 Actuals</th>
<th>FY20 Projects</th>
<th>FY21 Original Budget</th>
<th>FY21 Revised Budget</th>
<th>FY21 YTD Actuals</th>
<th>FY21 Projected Actuals</th>
<th>FY22 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>892,695</td>
<td>1,397,099</td>
<td>1,690,029</td>
<td>1,722,093</td>
<td>1,722,093</td>
<td>2,032,472</td>
<td>2,032,472</td>
<td>2,032,472</td>
<td>2,032,472</td>
</tr>
<tr>
<td>Revenue</td>
<td>1,193,162</td>
<td>895,523</td>
<td>964,279</td>
<td>940,000</td>
<td>940,000</td>
<td>940,000</td>
<td>940,000</td>
<td>940,000</td>
<td>940,000</td>
</tr>
<tr>
<td>Expenses</td>
<td>31,275</td>
<td>106,676</td>
<td>109,363</td>
<td>111,431</td>
<td>111,431</td>
<td>111,431</td>
<td>111,431</td>
<td>111,431</td>
<td>111,431</td>
</tr>
<tr>
<td>Contribution</td>
<td>1,224,438</td>
<td>707,547</td>
<td>864,326</td>
<td>625,958</td>
<td>598,416</td>
<td>598,416</td>
<td>598,416</td>
<td>598,416</td>
<td>598,416</td>
</tr>
<tr>
<td>Non-Operating Revenue</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Non-Operating Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Net Activity</td>
<td>781,186</td>
<td>270,848</td>
<td>364,451</td>
<td>123,000</td>
<td>(15,248)</td>
<td>161,558</td>
<td>-</td>
<td>-</td>
<td>(272,287)</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>1,943,020</td>
<td>1,660,039</td>
<td>2,033,472</td>
<td>1,846,762</td>
<td>1,797,687</td>
<td>1,352,021</td>
<td>2,033,472</td>
<td>1,761,164</td>
<td>1,761,164</td>
</tr>
<tr>
<td>Proposed SSE New Positions</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(268,279)</td>
</tr>
</tbody>
</table>

Budget Planning and Preparation
Recommended to prepare needed information for the account budgets prior to completing in Anaplan. Preparation includes finalizing current fiscal year projections and determining amounts for the next fiscal year budget.
UNLV Self-Supporting Anaplan Budget Manual

Current Year Projections
- Amount of revenue expected before year-end
- Amount from current encumbrances which will result in actual expense
- Reviewing department plans for positions, both filled and vacant

Next Year Budget
- Expected amount of annual revenue and from which sources
- Expected expenses – on-going and planned one-time
- Confirming agreements with other areas that impact account budgets
  - Funding transfers (how much? and when?)
  - Agreements to cover portion of FTE split with another area

Anaplan is not a replacement for outside communication with campus partners. Confirming agreements with other Account Managers ahead of time helps to decrease chances of a budget being submitted without having these included.
Sales & Service Overview

Sales & Service revenue is generated through conducting business with entities outside of the University. The Sales & Service budget is calculated based on units or items planned to sell and the rate charged. The rate should be determined by the department and the number of units or items can be based on historical trends or expected or known information. Accounts that receive Sales & Service as a monthly amount can still budget in this same manner.

Sales and Service in Anaplan

- From the Landing Dashboard or the Contents panel, navigate to the Revenue dashboard
- Sales and Service revenue is added to an account’s projections and budget under section (3) Sales and Service
- Click ‘Add New Sales and Service’ to add a new line

(3) Sales and Services

Instructions: Input educational and auxiliary sales and service revenue here

- Enter a description under Activity, select the appropriate ledger under Ledger, then enter the Rate charged and expected Units sold under the respective columns
- As an alternative, revenue can be inputted on a monthly basis – entering the month name and description with the rate as ‘1’.
- The Total Revenue will calculate based on the Rate and Units
  - Each line entered will be totaled under Total Revenue
- Enter comments related to the activity for each line
Recharge Overview
Recharge activity is similar to Sales & Service but used when conducting business with departments or area internal to the University. The rate charged is subject to review and oversight by the Controller’s Office to ensure that the departments only pay for the costs related to the service and not for additional department costs unrelated to the recharge service. Accounts primarily funded through Recharge activity should not have Transfers Out to fund unrelated activity and cannot use Recharge funds to pay for hosting. Recharge activity is shown as a decrease to expense and should be listed as a negative amount within the budget.

Full Policy can be found under Service Center - https://www.unlv.edu/controller/policies

Recharge in Anaplan
- From the Landing Dashboard or the Contents panel, navigate to the Expenses dashboard
- Recharge activity is completed on the expense page and entered as a negative to offset regular operating expenses
- The current fiscal year projections and next fiscal year budget are entered under section (2) Expenses on the 6400: Sales and Service Recharge line
- Include a comment if necessary
- Revenue schedules should be provided as backup to the amounts entered
Gifts Overview
Gift revenue refers to revenue that is received and held at the UNLV Foundation, then must be transferred to an appropriate Board of Regents account. In Workday, these are designated with ‘GF’ in the beginning of the account worktag and the fund worktag is either FD405 Gifts Restricted-Balance Control or FD415 Gifts Restricted-Budgeted.

Generally, funds are donated for a specific purpose (as scholarship funds, to support a specific program or department, etc.). The funds are required to be used in the manner specified by the donor; therefore, the following restrictions apply to gift accounts:

- All gifts must be coordinated through the UNLV Foundation
- Only gift revenue can be deposited to gift accounts
- Transferring funds in/out of gift accounts are not prohibited, but generally should be avoided
- Unique situations can occur and are evaluated on a case by case basis
- Hosting must be approved by the donor before Hosting is allowed to be charged to an account
  - In Workday, this is controlled by allowable spend types – Hosting must be added as an allowable spend type on the account
  - If not already added, can be requested by submitting the Workday Request form

Using the Gift revenue schedule is useful in determining plans for the account with expected draws to the Board of Regents account, expected donations to the UNLV Foundation account, and planned distributions from the UNLV Foundation account. Revenue schedule for Gift revenue can be found on the FPB&A website.

Gifts in Anaplan
- From the Landing Dashboard or the Contents panel, navigate to the Revenue dashboard
- Gift revenue is entered into Anaplan in section (4) Student Fees (other than Special Course Fees), IDCR Revenue, Investment Income, Other Revenue, and Proceeds from Bonds and Notes
Amounts for the current year projection and budget for the next fiscal year are entered as lump sums. Enter comments to provide more information regarding the activity. Revenue schedules should be provided as backup to the amounts entered.

**Student Fees Overview**

Student Fees revenue is generated through Board or Regent approved fees charged on courses or for programs. These fees should only be used to support the course or program as outlined in the proposal to the Board of Regents. Restrictions on these fees include activity such as general departmental hosting and transfers cash into or out of the account. However, programmatic hosting, that is integral to the student program such as student orientation or graduation events is allowable.

If the residual balance (that is balance remaining at the end of the fiscal year) is significant, the fee should be reviewed to determine if the amount should be reduced or eliminated.

**Special Course Fees in Anaplan**

- Navigate to the Revenue section, either from the Landing Dashboard SSB tab or from the Contents Panel under the SSB menu.
- On the Revenue tab, Special Course Fees are entered in the section labeled (2) Special Course Fees. Only input Special Course Fee revenue in this section, other student fees are entered in section (4) Student Fees (other than Special Course Fees)…
Click the ‘Add Special Course Fee’ button to add lines for each course that has a Special Course Fee that will post to the account.

After the lines are added, the sections that require information will be highlighted in yellow.

Under the Course field, use the drop down menu to select the course. The course can be selected either by scrolling through the options, searching for the course or entering the course directly into field, be sure the selection is found and shows highlighted, then click enter.

Number of Students, Fee per Student and Total Revenue fields will calculate based on the Number of Students per Section and Number of Sections data entered.

Enter comments where appropriate.

Enter current year projected revenue for Special Course Fees update the projected budgeted revenue for current fiscal year on ledger number 4000.
Other Student Fees in Anaplan

- From the Landing Dashboard or the Contents panel, navigate to the Revenue dashboard
- Other Student Fees, not Special Course Fees, are entered into Anaplan in section (4) Student Fees (other than Special Course Fees), IDCR Revenue, Investment Income, Other Revenue, and Proceeds from Bonds and Notes
- Amounts for the current year projection and budget for the next fiscal year are entered as lump sums
- Enter comments to provide more information regarding the activity
- Revenue schedules should be provided as backup to the amounts entered

Indirect Cost Recovery Overview

Indirect Cost Recovery (IDCR) revenue is generated based on established grant accounts. (Grant accounts are managed by Office of Sponsored Programs (OSP)). These accounts are unrestricted at the University level but are generally designated for a specific purpose and should be used according to the purpose of the account.

The F&A rate is charged to cover the cost for using university services. From the Research and Economic Development website –

"Facilities and administrative (F&A) costs are infrastructure and administration costs associated with the conduct of research and other sponsored projects that cannot be readily and specifically identified with a particular project. F&A costs are synonymous with “indirect costs” and “overhead” and are incurred for expenses such as utilities; buildings; operation and maintenance; library-related expenditures; university services, such as telephones and computer infrastructure; department,
collected, and service unit administrative costs; and federally mandated research compliance."

Funded through either 4400: Facilities & Administration (F&A), if posted from Grant account or 8012: Transfers In – F&A, if funded from distribution account to individual PI or area account. Revenue schedules can use trends and averages when there are many small revenue streams, like Indirect Cost Revenue from multiple grants, but should not be substituted for more accurate projections where rates and volumes are available.

**Indirect Cost Recovery in Anaplan**

- From the Landing Dashboard or the Contents panel, navigate to the Revenue dashboard
- Indirect Cost Recovery revenue when posted directly to the account, and not via a Transfer-In activity, is entered into Anaplan in section (4) Student Fees (other than Special Course Fees), IDCR Revenue, Investment Income, Other Revenue, and Proceeds from Bonds and Notes
- Amounts for the current year projection and budget for the next fiscal year are entered as lump sums
- Enter comments to provide more information regarding the activity
- Revenue schedules should be provided as backup to the amounts entered
UNLV Self-Supporting Anaplan Budget Manual

Transfers-In Overview
Cash can be transferred between accounts, provided the account has no restrictions to this type of activity. Examples of restrictions are accounts funded by Gift or Student Fee revenue. Accounts that are permitted to transfer cash or receive transferred cash, should include that planned activity in their budgets.

The actual transfer of cash is completed by submitting a journal in Workday. The journal will be reviewed and requires approval by the Controller’s Office before the cash is moved.

If the account expected to transfer cash is managed by a different Account Manager, it is recommended to confirm the transfer activity and the amount with the other area’s account manager.

Transfers-In in Anaplan
- From the Landing Dashboard or the Contents panel, select either the Transfers dashboard – if both accounts involved are budgeted, or Unbalanced Transfers dashboard – if one of the accounts involved is balance-controlled
  - For Transfer-In activity from a budgeted account to be included, the Transfer-Out activity must be initiated by the account manager of the account transferring the funds
  - Submitted Transfer-Out activity for review and approval will show under the SSB Transfers In section on the Transfers dashboard

SSB Transfers In
- To approve Transfer-In activity, enter the account’s Cost Center and select Refresh Transfers to populate submitted transfer activity
- Submitted Transfer-In activity will show under section (1) Pending Review
For each Transfer-In item, review the activity to determine if it should be approved as entered, or denied

- Review the activity to determine if it should be approved as entered, or denied.
- Provide a comment regarding approval or denial.
- Select the status from the drop down under Reviewed Status as either In Progress, Approved or Denied then select ‘Refresh Transfers’.
  - In Progress – no action is taken
  - Approved – amount is added to the account’s revenue budget under Transfers-In
  - Denied – the amount is not added to the account’s revenue budget
- Once the status is selected, it cannot be changed – if a Transfer-In is inadvertently denied, the Transfer-In will have to be resubmitted.
- Once status is changed to either Approved or Denied, and ‘Refresh Transfers’ is clicked, the activity will move to section (2) Reviewed.
- The total of any approved transfers will show in the Transfer Summary on the Revenue Dashboard.

<table>
<thead>
<tr>
<th>Reviewed Comments</th>
<th>Reviewed Status</th>
<th>To Worktag</th>
<th>Final Transfer Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount is as expected - to be received in two transfers</td>
<td>In Progress</td>
<td>PG08948 ldr Vp Research</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Denied</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer Amount</th>
<th>Reviewed Comments</th>
<th>Reviewed Status</th>
<th>To Worktag</th>
<th>Final Transfer Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>15,000</td>
<td>Amount is as expected - to be received in two transfers</td>
<td>Approved</td>
<td>PG08948 ldr Vp Research</td>
<td>15,000</td>
</tr>
</tbody>
</table>
Other Revenue Overview

Other Revenue includes sources that do not fit into the other categories of revenue. Majority of revenue received by self-supporting accounts is categorized under the specific Revenue detail. Example of transactions that would post to Other Revenue includes Reimbursements, therefore this type of revenue should not be regularly included in the account budget.

Any questions regarding budgeting revenue, especially in regard to budgeting Other Revenue, please contact the assigned analyst for your area for assistance.
Operating Expenses (Non-FTE Personnel)

Expenses not transferring cash out or are position-related, are categorized as Operating expenses and include items such as General Operating, Hosting, Travel. These items can be projected or budgeted based on specific plans and/or following spending trends.

Travel and Hosting expense should be based on planned activity – what trips/events are planned and how much did those trips/events cost in the past or use best estimate for trips/events not usually included. General Operating expense usually includes regular expenses that are incurred each year, like office supplies, services, mailing expense, lease/rent payments, etc.

Whenever possible, expenses should be coded using spend categories that most closely related to the activity and avoid using items that roll up under ‘Other Expense’, for example SC0461 – Other non-operating expense, unless directed otherwise.

Operating Expenses in Anaplan

- From the Landing Dashboard or the Contents panel, navigate to the Expenses dashboard
- Under section (2) Expenses is where the amounts will be entered
  - Operating expenses like General Operating, Travel and Hosting are entered in lump sums on the associated ledger lines
- The current year projections and next fiscal year budget amounts will both be entered in the same section
- Include comments related to the projections or budget
  - Red highlight requires a comment due to the change from prior years
## UNLV Self-Supporting Anaplan Budget Manual

<table>
<thead>
<tr>
<th>FY19 Actuals</th>
<th>FY20 Actuals</th>
<th>FY21 Actuals</th>
<th>FY22 Actuals</th>
<th>FY23 Actuals</th>
<th>FY24 Actuals</th>
<th>FY25 Actuals</th>
<th>FY26 Actuals</th>
<th>FY27 Actuals</th>
<th>FY28 Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,200,000.00</td>
<td>$1,200,000.00</td>
<td>$1,200,000.00</td>
<td>$1,200,000.00</td>
<td>$1,200,000.00</td>
<td>$1,200,000.00</td>
<td>$1,200,000.00</td>
<td>$1,200,000.00</td>
<td>$1,200,000.00</td>
<td>$1,200,000.00</td>
</tr>
</tbody>
</table>

### Comments
- The table above shows the budget allocations for various fiscal years from FY19 to FY28. The amounts are all set to $1,200,000.00, indicating no variation in budget over the years.

---

**UNLV FPB&A**  
**Page | 24**  
**February 4, 2021**
Pooled Positions Expense

Pooled positions include Letter of Appointment (LOA), Hourly Wages (includes Student Wages), and Graduate Assistants. In Workday, these type of positions are referred to as Job Management Positions. Job-Management positions are tied to the job, where once the incumbent leaves, the position and position number (PN) are no longer active in Workday. Once another employee is hired for that same type of job, a new PN is generated for that employee. Since there is not a permanent, on-going position number to tie to the position, the expenses for the various employees expected to be hired, is pooled, and budgeted as a lump sum.

The amount of Grant-In Aid expected to be paid is also budgeted as a lump sum.

Pooled Positions Expenses in Anaplan

- From the Landing Dashboard or the Contents panel, navigate to the Expenses dashboard
- Under section (4) LOA’s, Graduate Assistant, Hourly Wages and Grant-In-Aid is where the amounts will be entered

(4) LOA’s, Graduate Assistant, Hourly Wages and Grant-In-Aid

Please enter date into the yellow highlighted fields for FY21 Projected Actuals, FY22 Budget, Headcount and Comments.

- Expenses are entered in lump sums on the associated ledger lines
- Enter comments as necessary, if the comment box is highlighted red, a comment is required due to amount change from prior years
Position Budgeting

The position budget is the funding plan for the account. To reflect actual changes, those will need to be submitted in Workday. Permanent positions are required to be budgeted by position number (PN) on accounts with a budgeted fund. This results in departments conducting an annual review of permanent positions in their areas.

Permanent positions are those under the following job families: Administrative Faculty, Academic Faculty, Classified, Classified (Hourly), Postdoctoral Scholar, and Resident. These positions are also identified in Workday as Position-Management positions, the position and position number (PN) remain available after an incumbent vacates, to allow the position to be backfilled.

Since permanent positions, or position-management positions, have the ability to hire employees into the specific position and PN as necessary, and these types of positions are planned to have employees fill for years at a time, they are required to be tracked and reported.

When reviewing positions, please consider the following:

- If position is filled and will continued to be filled, account for any salary changes, if applicable
- If a Cost of Living Adjustment (COLA) is approved by the State Legislation for that fiscal year, the COLA increase will be automatically applied for filled positions
- Employees currently on self-supporting accounts who are doing the equivalent work of a state position, consider moving the employee to the state position number to consume state funding
- If position is currently vacant, or will be vacant going into the new fiscal year, determine if there is a need to keep the position open to backfill
  - If planned to search and fill, determine approximate timeframe on when the position will be filled
  - If position is no longer needed, consider eliminating the position from the budget to free up budget allocation
- Employees can be moved between self-supporting and state positions
Should utilize vacant positions and move the employee from one position to another
- If not moving to existing vacant position, new position number will need to be requested for permanent move - do not change the costing allocation

- Changes in department structure or with workloads
  - Results in need to move position to another self-supporting account
  - Results in need to increase or decrease position FTE – change to/from part-time status
  - Reclassify or promotion of Classified position results in change to Grade
  - Addition or removal of special pay for Classified employees
  - Change in salary for professional position – promotion or addition of stipend

Positions can be eliminated from accounts if the position is no longer needed to fulfill responsibilities. Eliminations are permanent and cannot be reversed, so it’s important to have a full understanding of the department plans, and where positions do and do not fit into it. If a department realizes an eliminated position is needed, the position would have to be requested following the normal create position process. The benefit of eliminating non-needed positions, is to free up budget allocation for other department/area priorities.

Throughout the year and in preparation for completing fiscal year budgets, review positions in Workday to ensure information is accurate. If not correct in Workday, submit requests to correct following the appropriate process. If a filled position shows actuals less than budget (or prorated budget if filled for a partial year), then research the reason why and provide a comment to explain the situation. If an adjustment to fix is necessary, then initiate to correct per the proper process, and provide a comment within Anaplan. An example is if the full salary, or a portion, was paid from a different account than budgeted, but it was temporary for the current fiscal year only, i.e. salary reassignment from a self-supporting account to a state account.
Position Budgeting in Anaplan

Budgeting Professional Positions
Budgeting Classified Positions
Including New Positions
Eliminating Existing Positions

In Anaplan, positions are budgeted on what is known as the Default Worktag.

- Any portion of FTE is budgeted on a State account – the State account is the primary Worktag
- FTE budget is split between Self-Supporting and Grant – the Self-Supporting account is the primary Worktag
- FTE budget is split on more than one account, all within the same funding source – the account with the larger FTE is the primary Worktag
  - FTE budget split is equal – default worktag follows the Supervisory Organization in Workday

- From the Landing Dashboard or the Contents panel, click on the dashboard related to the action that needs to be taken
  - Recommend reviewing each section to check data is as expected
  - Example - no positions included if account is not budgeting positions
- Professional and Classified positions are separated out with each position type having the same type of dashboards
  - Position Budget dashboard shows all currently budgeted positions and allows for changes to be made
  - Position Funding Submission dashboard shows positions on current budget submitted for funding change to accounts outside home Unit
  - Position Funding Review dashboard shows positions submitted for funding change from accounts outside home Unit
Recommended to begin with the Position Budget dashboard
Whether in the Professional or Classified Position Budget dashboard, select the account’s Cost Center, then select the worktag
Click Refresh Professional Position or Refresh Classified Position

SSB Professional Position Budget

SSB Classified Position Budget
Professional Positions

1. **No changes to position budget**
2. **Change position budget salary or retirement plan**
3. **Increase or decrease budgeted FTE**
4. **Add, remove or modify stipend**
5. **Change position budget distribution**
6. **Review position budget distribution from another Unit**

**No Changes to Professional Position Budget**
- From the Landing Dashboard or the Contents panel, navigate to the Professional Position Budget dashboard
- In the section (1) Base Pay, all positions with the selected worktag as the default worktag will populate
- Check current position and employee information to ensure it is correct
- If correct in Workday, but not in Anaplan, contact the assigned analyst in your area to report the issue
- Position information related to the employee filling the position comes from Workday, i.e. Tenure
- If fields are highlighted in red, then the position is not budgeted correctly
  - Either missing distributions to budget the position properly
    - Includes submitted distributions awaiting approval
  - FTE is budgeted over the maximum 1.00
  - Once these items are corrected, the red highlight will be removed, indicating the position is now budgeted correctly
- Closed positions are included for historical purposes, but are not permitted to be budgeted due to not being active positions in Workday
- Review the positions to ensure the positions are budgeted correctly

**Change base salary or retirement of a position budget**
- From the Landing Dashboard or the Contents panel, navigate to the Professional Position Budget dashboard
- If needed, the Retirement Plan, Budgeted Position FTE, and Salary Adjustment can be changed to reflect needed changes
In section (1) Base Pay, the base salary is adjusted by indicating the increase or decrease in the Salary Adjustment column.

- Adjusted Bay Pay column will reflect to show the new annual base pay and the Budgeted Fringe will update based on the next fiscal year’s fringe rates.

- The Retirement Plan can be changed as well.

- Example, if an EPC position is planned to become vacant, then the Retirement Plan should be changed to a non-EPC plan.

For any changes made, a comment should be provided.

**Increase or decrease the budgeted FTE**

- In section (1) Base Pay, the FTE is changed by updating the FTE in the Budgeted Position FTE column.
  - Budgeted Position FTE is for the actual position itself.
  - To change how the position is funded (i.e. split funded), the position distribution would be updated.

- Overwrite the Budgeted Position FTE value to the new position FTE for the next fiscal year.
Example – position is moving from part-time to full-time, or vice-versa, the position FTE should be adjusted to reflect the situation

- Increasing the FTE will increase the position expense on the default worktag account, unless the distribution is updated to other accounts
- For any changes made, a comment should be provided

Add, remove, or modify stipend on position budget

- In the section (2) Other Compensation, stipends can be added, removed or the amount changed
- First, select the row of the position in (1) Base Pay, then (2) Other Compensation will update to reflect the selection position information
- Once a stipend is adjusted, the amount in section (2) Other Compensation and the line in section (1) Base Pay will have red highlights due to the change not reflected in the distribution of the position

Continue to section (3) Assign Labor Distributions, keeping the position selected from section (1) Base Pay
- Click ‘Add Professional Distribution’ to add lines – click to add as many lines as needed
Select the Funding Ledger Account as 5020: Faculty Flat Amount Stipend
Select the Funding Worktag, then the Funding Unit, Cost Center, and Fund will auto populate
If another account is paying for a portion of the position budget, the account(s) should be included
  - If an account included is not within the default worktag’s home Unit, then additional approval will be needed before the distribution is approved
Enter the % that should be allocated to the worktag for the stipend
  - Example – if the full stipend amount should be paid on a single account, then the % would be 100%
  - Example – if the stipend is split evenly between two accounts, then the % would be 50% for each account worktag
Any red highlighted cells for the position, should have been removed after updating the distribution, unless additional approval is needed from the other account’s Account Manager

**Change the position budget distribution**
In the section (3) Assign Labor Distributions, the position compensation is outlined by funding worktag(s)
  - Example – when a stipend is added, the account where the stipend will be budgeted needs to be included
  - Labor Distributions is equivalent to Costing Allocations in Workday, when broken up between compensation items
To update the Labor Distributions, the position has to be selected in section (1) Base Pay first, then the distribution data will update automatically

- Click ‘Add Professional Distribution’ to add lines – click to add as many lines as needed

(3) Assign Labor Distributions

To add a distribution for a position, select the position in the table (1) Base Pay above. Once selected, the distribution data will update automatically. Click Add Professional Distribution to add one line to the distribution for the position. Multiple lines may be added before assigning distributions. Once entered, you may verify that the position distributions are in balance in table 4 below. A position not fully funded will appear in red in table 1 and 2. Funding distributions outside of the position’s home unit requires approval by the other unit. Once the funding distribution is approved, it will then show as funded for the position in table 4 below.

To remove distributions, please check the box for “Exclude Distribution?” and click Refresh Professional Budget.

- Select the Funding Ledger Account
  - If adding distribution for a stipend, chose 5020: Faculty Flat Amount Stipend
  - If choosing to change position budget funding between accounts, chose 5000: Faculty Base Pay

- Select the Funding Worktag – then the Funding Unit, Cost Center, and Fund will auto populate

- If another account(s) is paying for a portion of the position budget, the account(s) should be included
  - If an account included is not within the default worktag’s home Unit, then additional approval will be needed before the distribution is approved
Enter the planned distribution percentages for each account for each Funding Ledger

- Example – base pay is split between two accounts, but stipend is paid from one account – each account paying base pay would have percentages less than 100%, but stipend would reflect 100%

- Any red highlighted cells for the position, will disappear after updating the distribution, unless additional approval is needed from the other account’s Account Manager

- From the Landing Dashboard or the Contents panel, navigate to the SSB Professional Position Funding Submission dashboard

- Review the Cost Center and Worktag information at the top of the dashboard
  - If the worktags are not correct, update Cost Center and Worktag to the proper account

- Click Refresh Professional Position Funding Submission

- Section (1) List of Funding Distributions Requiring Review lists positions where the distribution is moving to another account in a different Unit

(1) List of Funding Distributions Requiring Review

Each distribution below has a different Funding Unit than the position’s Home Unit.

- Confirm the information is correct – position, distribution and amounts
- Enter Submission Comments to provide information to the reviewing Account Manager
Positions cannot be submitted for review until comments are entered.
- Once comments are entered, Ready for Submission highlights green and contains a checkmark – this position is ready to be submitted.
- Exclude Distribution? can be used if the line should not be included.
- The distribution added on the Professional Position Budget dashboard should then be removed or updated.

<table>
<thead>
<tr>
<th>Submission Comments</th>
<th>Ready for Submission?</th>
<th>Submission Status</th>
<th>Exclude Distribution?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement to cover 50% per J. Smith</td>
<td>Yes</td>
<td>In Progress</td>
<td>No</td>
</tr>
</tbody>
</table>

- When ready to submit, click ‘Submit Professional Positions for Review’.

- Click ‘Run’ to proceed or ‘Cancel’ to return to the dashboard.

- A status screen will provide the results of the submission:
  - Success indicates that all transfers submitted, were completed without errors.

- Position(s) move to section ‘(2) Submitted Funding Distributions’ and are awaiting review by the other account’s Account Manager.
• The status can be reviewed from this dashboard or at the top section of the Landing Dashboard SSB

<table>
<thead>
<tr>
<th>Position Funding Review</th>
<th># of Professional Submissions Requiring Review</th>
<th># of Classified Submissions Requiring Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC0000 Sciences Dean Administration</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC0076 NIPM NV Institute of Personalized</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC0073 College of Sciences Grants</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC0102 Physics and Astronomy Department</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC0101 Chemistry Department</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC0121 School of Life Sciences</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC0150 Sciences Instruction</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC1001 Sciences-Scholarships and Fellowships</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC1834 Mathematics Department</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC2224 Geoscience Department</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>UNLV01 College of Sciences</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

• Once approved by the other account’s Account Manager, the Submission Status and reviewed fields will be updated

Review of Position Distributions from other Unit Accounts

• Positions with distribution changes that require review will be highlighted on the Landing Dashboard, broken out by Cost Center

<table>
<thead>
<tr>
<th>Position Funding Review</th>
<th># of Professional Submissions Requiring Review</th>
<th># of Classified Submissions Requiring Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC0000 Sciences Dean Administration</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC0076 NIPM NV Institute of Personalized</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC0073 College of Sciences Grants</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC0102 Physics and Astronomy Department</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC0101 Chemistry Department</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC0121 School of Life Sciences</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC0150 Sciences Instruction</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC1001 Sciences-Scholarships and Fellowships</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC1834 Mathematics Department</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC2224 Geoscience Department</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>UNLV01 College of Sciences</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

• From the Landing Dashboard or the Contents panel, navigate to the SSB Position Funding Review dashboard – for Professional or Classified
• Review the Cost Center and Worktag information at the top of the dashboard
If the worktags are not correct, update Cost Center and Worktag to the proper account

- Click Refresh Position Funding Submission – either Professional or Classified

  - Review the positions to ensure the information is as expected – the position number, distribution %, total amount, etc.
  - Enter Reviewer Comments to explain either approving or deny the request
  - After entering comments, Reviewer Status becomes active and allows update of status
    - In Progress – no action on the position
    - Approved – the distribution submission is accepted and both account’s budgets are updated
    - Denied – the distribution submission is not accepted, and no further action is taken
      - Be sure to include comments explaining why the request was denied and if necessary, contact the Account Manager for further action

- After review, select either Approved or Denied from the Reviewer Status drop down
  - Once the Status is selected, except for In Progress, the status cannot be changed

- Click Refresh Position Funding Review

The position(s) have moved from section (1) List of Funding Distributions Requiring Review to section (2) List of Reviewed Funding Distributions
Classified Positions

1. **No changes to position budget**
2. **Change Grade-Step, Retirement, Merit Date on position budget**
3. **Increase or decrease budget FTE**
4. **Change position budget distribution**
5. **Add, remove or modify special pay**
6. **Review position budget distribution from another Unit**

**No Changes to Classified Position Budget**

- Check current position and employee information to ensure it is correct
- If correct in Workday, but not in Anaplan, contact the assigned analyst in your area to report the issue
- In the section (1) Base Pay, all positions with the selected worktag as the default worktag, will populate
- Position information related to the employee filling the position comes from Workday, i.e. Grade-Step, Merit Date, etc.
- If fields are highlighted in red, then the position is not budgeted correctly
  - Either missing distributions to budget the position properly
  - FTE is budgeted over the maximum 1.00
  - Once these items are corrected, the red highlight will be removed, indicating the position is now budgeted correctly
- Closed positions are included for historical purposes, but are not permitted to be budgeted due to not being active positions in Workday
- Review the positions to ensure the positions are budgeted correctly

**Change the Grade-Step, Merit Date, and Retirement of a position budget**

- If needed, the Retirement Plan, Budgeted Position FTE, and Salary Adjustment can be changed to reflect needed changes
- In section (1) Base Pay, the base salary is adjusted by indicating a Grade-Step Override is needed to change the current Grade-Step
- Add checkmark to the Grade/Step Override? column for the position that needs to be changed
- The Proposed Grade and Proposed Step columns will highlight yellow to show data entry is available
Enter the next fiscal year’s proposed Grade and Step and enter comments

When updating the Proposed Grade-Step, be sure to factor in the Merit Date, if that needs to be changed
  - Position that is set to be vacant should be budgeted at Step 01 and the Merit Date should be advanced, so no Merit is calculated

<table>
<thead>
<tr>
<th>Grade</th>
<th>Step</th>
<th>Merit Date</th>
<th>Original</th>
<th>Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>07</td>
<td>03</td>
<td>3/31/2021</td>
<td>1.00</td>
</tr>
<tr>
<td>25</td>
<td>06</td>
<td>09</td>
<td>7/1/2022</td>
<td>1.00</td>
</tr>
<tr>
<td>31</td>
<td>07</td>
<td>03</td>
<td>5/15/2021</td>
<td>1.00</td>
</tr>
<tr>
<td>25</td>
<td>07</td>
<td>08</td>
<td>11/18/2021</td>
<td>1.00</td>
</tr>
<tr>
<td>25</td>
<td>05</td>
<td>06</td>
<td>12/16/2021</td>
<td>1.00</td>
</tr>
<tr>
<td>25</td>
<td>01</td>
<td>03</td>
<td>7/1/2020</td>
<td>1.00</td>
</tr>
<tr>
<td>25</td>
<td>02</td>
<td>03</td>
<td>3/8/2021</td>
<td>1.00</td>
</tr>
</tbody>
</table>

The Merit Date should match what is currently in Workday, if the merit date needs to be changed, the date can be overwritten
  - Merit amount will update based on changes made to the Merit Date
  - Position that is set to be vacant should be budgeted at Step 01 and the Merit Date should be advanced, so no Merit is calculated

The Retirement Plan can be changed as well
  - Example, if an EPC position is planned to become vacant, then the Retirement Plan should be changed to a non-EPC plan

Increase or decrease the budget FTE

In section (1) Base Pay, the FTE is changed by updating the FTE in the Budgeted Position FTE column
  - Budgeted Position FTE is for the actual position itself
  - To change how the position is funded (i.e. split funded), the position distribution would be updated
  - Overwrite the Budgeted Position FTE value to the new position FTE for the next fiscal year
Example – position is moving from part-time to full-time, or vice-versa, the position FTE should be adjusted to reflect the situation.

- Increasing the FTE will increase the position expense on the default worktag account, unless the distribution is updated to other accounts.
- For any changes made, a comment should be provided.

Add, remove, or modify special pay on position budget:

- In the section (2) Other Compensation, special pay can be added or removed.
- First, select the row of the position in position needs to be selected in (1) Base Pay, then (2) Other Compensation will update to reflect the selection position information.
- Once special pay is added or removed, the amount in section (2) Other Compensation and the line in section (1) Base Pay will have red highlights due to the change not reflected in the distribution of the position.

Continue to section (3) Assign Labor Distributions, keeping the position selected from section (1) Base Pay.

- Click ‘Add Classified Distribution’ to add lines – click to add as many lines as needed.
Select the Funding Ledger Account to correspond to the Special Pay
  - 5510: Classified Bilingual Allowance
  - 5525: Classified Shift Differential

Select the Funding Worktag, then the Funding Unit, Cost Center, and Fund will auto populate
Enter 100% to allocate the full amount of Special Pay to the worktag

Any red highlighted cells for the position, should have been removed after updating the distribution, unless additional approval is needed from the other account’s Account Manager

Change the position budget distribution
In the section (3) Assign Labor Distributions, the position compensation is outlined by funding worktag(s)
  - Labor Distributions is equivalent to Costing Allocations in Workday, when broken up between compensation items
- To update the Labor Distributions, the position has to be selected in section (1) Base Pay first, then the distribution data will update automatically
- Click ‘Add Classified Distribution’ to add lines – click to add as many lines as needed

(3) Assign Labor Distributions

To add a distribution for a position, select the position in the table (1) Base Pay above. Once selected, the distribution data will update automatically. Click Add Classified Distribution to add one line to the distribution for the position. Multiple lines may be added before assigning distributions.

Once entered, you may verify that the position distributions are in balance in table 4 below. A position not fully funded will appear in red in table 1 and 2.

Funding distributions outside of the position’s home unit requires approval by the other unit. Once the funding distribution is approved, it will then show as funded for the position in table 4 below.

To remove distributions, please check the box for “Exclude Distribution?” and click Refresh Classified Budget.

(4) Verify Funding Distribution

The Verify Funding Distribution by ledger account validates all position data before submitting your budget.

- Select the Funding Ledger Account
  - If choosing to change position budget funding between accounts, chose 5500: Classified Base Pay

- Select the Funding Worktag – then the Funding Unit, Cost Center, and Fund will auto populate
- If another account(s) is paying for a portion of the position budget, the account(s) should be included
  - If an account included is not within the default worktag’s home Unit, then additional approval will be needed before the distribution is approved
Enter the planned distribution percentages for each account for each Funding Ledger

- Example – base pay is split between two accounts, each account paying base pay would have percentages less than 100%

Any red highlighted cells for the position, will disappear after updating the distribution, unless additional approval is needed from the other account’s Account Manager

From the Landing Dashboard or the Contents panel, navigate to the SSB Classified Position Funding Submission dashboard

Review the Cost Center and Worktag information at the top of the dashboard

- If the worktags are not correct, update Cost Center and Worktag to the proper account

Click Refresh Classified Position Funding Submission

Section (1) List of Funding Distributions Requiring Review lists positions where the distribution is moving to another account in a different Unit

(1) List of Funding Distributions Requiring Review

Each distribution below has a different Funding Unit than the position’s Home Unit.

- Confirm the information is correct – position, distribution and amounts
- Enter Submission Comments to provide information to the reviewing Account Manager

- Positions cannot be submitted for review until comments are entered
Once comments are entered, Ready for Submission highlights green and contains a checkmark – this position is ready to be submitted.

- Exclude Distribution? can be used if the line should not be included.
  - The distribution added on the Classified Position Budget dashboard should then be removed or updated.

<table>
<thead>
<tr>
<th>Submission Comments</th>
<th>Ready for Submission?</th>
<th>Submission Status</th>
<th>Exclude Distribution?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement to cover 50% per J. Smith</td>
<td>✔️</td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>

- When ready to submit, click ‘Submit Professional Positions for Review’

- Click ‘Run’ to proceed or ‘Cancel’ to return to the dashboard.

- A status screen will provide the results of the submission.
  - Success indicates that all transfers submitted, were completed without errors.

- Position(s) move to section ‘(2) Submitted Funding Distributions’ and are awaiting review by the other account’s Account Manager.
• The status can be reviewed from this dashboard
• Once approved by the other account’s Account Manager, the Submission Status and reviewed fields will be updated

Review of Position Distributions from other Unit Accounts
• Positions with distribution changes that require review will be highlighted on the Landing Dashboard, broken out by Cost Center

<table>
<thead>
<tr>
<th>Cost Center</th>
<th># of Pending Transfers In Requiring Review</th>
<th># of Professional Submissions Requiring Review</th>
<th># of Classified Submissions Requiring Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC0884 Sciences Dean Administration</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC0706 NFMV NV Institute of Personalized</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC0734 College of Sciences Grants</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC0898 Physics and Astronomy Department</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC1081 Chemistry Department</td>
<td>3</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC1212 School of Life Sciences</td>
<td>-</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>CC1503 Sciences Institution</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC1691 Sciences-Scholarships and Fellow</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC1834 Mathematics Department</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CC2244 Geoscience Department</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>UNLV01 College of Sciences</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

• From the Landing Dashboard or the Contents panel, navigate to the SSB Position Funding Review dashboard – for Professional or Classified
• Review the Cost Center and Worktag information at the top of the dashboard
  o If the worktags are not correct, update Cost Center and Worktag to the proper account
• Click Refresh Position Funding Submission – either Professional or Classified

• Review the positions to ensure the information is as expected – the position number, distribution %, total amount, etc.
• Enter Reviewer Comments to explain either approving or deny the request
• After entering comments, Reviewer Status becomes active and allows update of status
  o In Progress – no action on the position
Approved – the distribution submission is accepted and both account’s budgets are updated

Denied – the distribution submission is not accepted, and no further action is taken
  ▪ Be sure to include comments explaining why the request was denied and if necessary, contact the Account Manager for further action

- After review, select either Approved or Denied from the Reviewer Status drop down
  ▪ Once the Status is selected, except for In Progress, the status cannot be changed

- Click Refresh Position Funding Review
- The position(s) have moved from section (1) List of Funding Distributions Requiring Review to section (2) List of Reviewed Funding Distributions
Add New Positions

New Positions can be included in the budget review but will not be added to the account’s fiscal year budget because there is not a position number to associate with the position budget. Adding New Positions is for informational and planning purposes, to allow for review of account support for the additional expense.

- From the Landing Dashboard or the Contents panel, navigate to the Expenses dashboard
- Check the Unit/Cost Center/Worktag information is correct, if not, update to the proper account worktag
- New positions are added in section (7) New Positions

(7) New Position

Select Add New Self Supporting Position. Position will not be formally included in budget until approved in Workday.

- Click ‘Add New SSB Position’
- Select the planned Position Title from the drop-down list
  - The Position Title is based on Job Profiles from Workday
  - The Position Title can be searched to narrow down the results
- Enter the annual planned expense
- Enter the expected FTE to be budgeted on the account
- Enter comments to provide more information and context for review
  - If the position will be part-time or if it will be split, etc.

- After entering the needed information, the Balance Summary on the Revenue, Expenses Budget Summary dashboards will populate a line for the expense
- The amount is separated out to show it is not included in the fiscal year budget, but allows for review to indicate if the account can support the additional expense
## (1) Balance Summary

The Balance Summary will update automatically upon choosing a Unit, Cost Center or Worktag. As you enter information into the sections below, the table will also update to reflect your entries. Please note: If Ending Balance is highlighted RED for the current budget year, it's because of a negative balance. Please correct prior to submitting.

<table>
<thead>
<tr>
<th></th>
<th>FY18 Actuals</th>
<th>FY19 Actuals</th>
<th>FY20 Actuals</th>
<th>FY21 Original Budget</th>
<th>FY21 Revised Budget</th>
<th>FY21 YTD Actuals</th>
<th>FY21 Projected Actuals</th>
<th>FY22 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>2,622,630</td>
<td>1,207,930</td>
<td>1,060,930</td>
<td>1,722,953</td>
<td>1,722,953</td>
<td>2,033,472</td>
<td>2,033,472</td>
<td>2,033,472</td>
</tr>
<tr>
<td>Revenue</td>
<td>1,185,162</td>
<td>586,635</td>
<td>564,376</td>
<td>840,306</td>
<td>840,306</td>
<td>654,447</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Expenses</td>
<td>312,275</td>
<td>125,976</td>
<td>193,952</td>
<td>314,423</td>
<td>249,502</td>
<td>112,466</td>
<td>-</td>
<td>272,287</td>
</tr>
<tr>
<td>Contribution</td>
<td>1,324,030</td>
<td>770,947</td>
<td>663,308</td>
<td>625,569</td>
<td>599,018</td>
<td>551,919</td>
<td>-</td>
<td>(272,287)</td>
</tr>
<tr>
<td>Net Transfer</td>
<td>1,443,252</td>
<td>499,958</td>
<td>494,000</td>
<td>594,064</td>
<td>594,064</td>
<td>450,430</td>
<td>-</td>
<td>(1,800)</td>
</tr>
<tr>
<td>Non-Operating Revenue</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Non-Operating Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Net Activity</td>
<td>781,188</td>
<td>270,918</td>
<td>265,332</td>
<td>323,009</td>
<td>323,009</td>
<td>191,554</td>
<td>-</td>
<td>(273,287)</td>
</tr>
<tr>
<td>Closing Balance</td>
<td>1,263,020</td>
<td>1,066,016</td>
<td>2,033,472</td>
<td>1,784,967</td>
<td>1,784,967</td>
<td>2,195,021</td>
<td>2,033,472</td>
<td>1,784,184</td>
</tr>
</tbody>
</table>

**Proposed 556 New Positions**: 285,274

<table>
<thead>
<tr>
<th></th>
<th>FY18 Actuals</th>
<th>FY19 Actuals</th>
<th>FY20 Actuals</th>
<th>FY21 Original Budget</th>
<th>FY21 Revised Budget</th>
<th>FY21 YTD Actuals</th>
<th>FY21 Projected Actuals</th>
<th>FY22 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve Revenue</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Commitments</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Obligations</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>72,574</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Adjusted Closing Balance</td>
<td>1,545,620</td>
<td>1,066,016</td>
<td>2,033,472</td>
<td>1,840,762</td>
<td>1,787,967</td>
<td>2,682,747</td>
<td>2,033,472</td>
<td>1,706,184</td>
</tr>
</tbody>
</table>
Eliminate Existing Positions

Positions no longer needed to fulfill department responsibilities, can be eliminated from the account’s budget. An eliminated position is permanently closed in Workday and will not be re-opened. To replace the position, a new position will have to be requested.

- From the Landing Dashboard or the Contents panel, navigate to the Position Budget dashboard for the position type – Professional or Classified
- In the section (1) Base Pay, all positions with the selected worktag as the default worktag, will populate
- Select the position to be eliminated and change the FTE to zero (-)

- Add comment confirming elimination of FTE and the reason for eliminating
Transfers-Out Overview
Cash can be transferred between accounts, provided the account has no restrictions to this type of activity. Examples of restrictions are accounts funded by Gift or Student Fee revenue. Accounts that are permitted to transfer cash or receive transferred cash, should include that planned activity in their budgets.

The actual transfer of cash is completed by submitting a journal in Workday. The journal will be reviewed and requires approval by the Controller’s Office before the cash is moved. If the transferring account is budgeted, the account should have a Voluntary Transfer Out line with sufficient budget.

Before entering transfers that impact accounts in other areas, it is recommended to confirm the amount with the other area’s account manager.

Transfers Out in Anaplan
- From the Landing Dashboard, there are two dashboards that are used for Transfer activity
  - Transfers dashboard should be used when both accounts involved are budgeted
  - Unbalanced Transfers dashboard should be used one of the accounts involved is balance-controlled

Using the Transfer dashboard:
- If both accounts are budgeted, the transfer activity is required to be submitted for approval
- The transfer can only be initiated by the account that is transferring (sending) the funds
- As with other dashboards used, the account for the activity should be indicated at the top – in this case, the account that is transferring out cash should be indicated
  - Once the Worktag is indicated in the “Select Unit, Cost Center, or Worktag” section, then the section below will populate
- Under section (1) In Progress, is where the Transfer-Out activity will be entered for submission

- Click on ‘Add Transfer Out’ to add a line to enter the Transfer-Out activity

- Add the necessary information
  - Description of the transfer, including account worktag
  - Transfer Amount agreed upon by both account managers
  - Worktag of the account where the funds will be transferred
  - Unit and Fund will auto populate
  - Submission Status defaults to In Progress
  - Ready to Submit will remain red until all the required fields are populated, afterwards it will automatically add the checkmark
  - Exclude Transfer? is only used if an entered transfer activity should not be included

- After all transfers are entered, click ‘Submit Transfers Out for Approval’
- The Import run screen will display
- Click ‘Run’ to submit for approval, or Cancel to go back to the dashboard
A status screen will provide the results of the submission
  - Success indicates that all transfers submitted were completed without errors

- Click the ‘Close’ button to return to the dashboard
- Review section (2) Submitted for all the transfers submitted for approval
  - If there is a change needed to a submitted transfer, contact the account manager of the other account and request they deny the pending transfer, then submit a new, corrected transfer
- Before the account can be approved, the submitted transfers need to be approved by the other accounts
- The Review Status can be checked by viewing the section (2) Submitted on the Transfers dashboard
  - Section includes Reviewed Comments, for comments from the Account Manager of the account receiving the transfer activity
  - Once the status shows as Approved, the expense will be included on the transferring account’s Transfer-Out budget
  - If the Review Status is Denied for any transfer, and it’s not expected, the Reviewed Comments should include an explanation, if still needed, contact the Account Manager

For Review and Approval of Transfer-In Activity - Transfers-In in Anaplan

Using the Unbalanced Transfers dashboard:
- To include transfer activity from/to a balance-controlled account, the activity is lined out so total expense is included in the budgeted account’s budget
- As with other dashboards, the account to include the activity should be indicated at the top – in this case, the budgeted account that is involved in the transfer activity
Unbalanced Transfers (Transfers to/from Unbudgeted Accounts)

- Click ‘Add Unbalanced Transfers’ to add line for transfer activity

- Add the necessary information
  - Description of why the transfer is occurring
  - Amount agreed upon by both account managers
    - The amount entered should be positive and will be reflected accurately based on the Ledger Account
      - Example – if Transfer-In ledger is selected, the amount will be a Transfer-In revenue on the budgeted account
      - Example – if Transfer-Out ledger is selected, the amount will be a Transfer-Out expense on the budgeted account
  - Ledger Account associated with the type of transfer activity for the budgeted account
    - Example – if the budgeted account is expecting a Voluntary Transfer-In from a balance-controlled account then 8000: Transfers In – Voluntary would be selected
    - Example – if the budgeted account is expecting to transfer out F&A revenue to a balance-controlled account then 8112: Transfers Out – F&A would be selected
  - Worktag of the balance-controlled account

- Opening Balance is for the next fiscal year and will populate with the current amount for the balance-controlled account

- Projected Net Transfers is the sum of all projected transfers in and out of the indicated balance-controlled account

- Projected Ending Balance is the balance of the balance-controlled account after all projected transfer activity

- Exclude Transfer? is only used if an entered transfer activity should not be included
Once all required information is entered, the transfer activity will be included in the budgeted account.

The transfer activity can be reviewed on the Budget Summary dashboard.
Review of Account before Submission

The Self-Supporting Budget Summary is used for indicating approval and providing a summary of account information and contains the following sections:

- Approvals – names and dates of those approving the account budget
- Balance Summary – top section is the same as seen on the Revenue and Expenses page
- Detailed Balance Summary – account detail by the specific categories

Once all the sections have been completed for the account, a final review by the account manager should take place. The review should consist of the following:

1. Review of the Budget Summary page
   a. Confirm the revenue for the current fiscal year projection and next fiscal year budget show as expected
   b. Confirm the expenses for the current fiscal year projection and next fiscal year budget show as expected
   c. Ensure the Ending Balance is positive
2. Review both Professional and Classified positions
   a. All positions required to be budgeted are accounted for
   b. The information included is correct and accurate
   c. Change to position(s) distribution(s) have been approved by all parties
3. Review Transfer-In and Transfer-Out activity
   a. Transfer-Out activity submitted to fund other accounts has been approved
   b. Transfer-In activity submitted from other accounts has been approved
Submitting for Review & Approval

After completing a final review, the account budget should be submitted for review and approvals, as designated by the account’s area. Depending on access granted, the user will either have access to specific account(s), cost center(s), or Unit(s).

- Once the account is ready for submission, the user fills out the information – name and date – related to their role
  - If a user is completing the account budget and is serving in a role that is required to provide subsequent approvals, then the name and date should be completed for both roles by that individual
  - Example – if accounts are completed in Anaplan centrally by the Unit Manager, the Unit Manager would complete both the Account Manager information, as well as the Unit Manager information
- Indicating approval by adding a user’s name and approval date, the next user knows the account is ready for their review
- Once all approvals from campus are entered, that notifies the Financial Planning, Budget & Analysis Analyst that the account is ready for review
- The FPB&A Analyst will complete their review, reaching out to ask questions for clarification and making notes on any changes that are needed
- Once Budget Final Approval is received the account budget is finalized, and those budget amounts will be loaded into Workday for the next fiscal year

<table>
<thead>
<tr>
<th>Account Manager Approval Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Manager Approval Date</td>
</tr>
<tr>
<td>Unit Manager Approval Name</td>
</tr>
<tr>
<td>Unit Manager Approval Date</td>
</tr>
<tr>
<td>Divisional Manager Approval Name</td>
</tr>
<tr>
<td>Divisional Manager Approval Date</td>
</tr>
<tr>
<td>Budget Final Approval Name</td>
</tr>
<tr>
<td>Budget Final Approval Date</td>
</tr>
</tbody>
</table>
Helpful Tips for Using Anaplan

The logo in the top right-hand corner of the Anaplan screen provides access to a drop-down menu with a multitude of helpful options. Anapedia is a viable resource for Anaplan users to search and browse feature overviews, instructions, and best practices for all levels of users.

Managing Dashboard Tabs

*Detach Tabs*

- To detach a tab, right-click and select Undock or drag and release the tab
- To have two tabs open on screen at the same time, side-by-side, drag and release the tab and then use the resize arrows to adjust the size
- Once detached, the tabs can be dragged around to where desired
**Re-attach Tabs**

- To dock a floating tab, double-click the tab

**Rearrange Tabs**

- To rearrange the order of tabs, drag them to the desired location and to assist, a green indicator displays above the tabs to help with placement

**Close Dashboard Tabs**

- To close individual tabs, click the ‘x’ next to the tab name, or right-click the tab and click Close
- To close all open tabs (including landing dashboard), right-click any tab and then select Close All

**Hide and Unhide Menu**

- Clicking on the chevrons will close the Contents Panel and provide more workspace to view data. Clicking the chevrons again when open the Contents Panel
Clicking on the symbol to the left of the Contents heading will expand or collapse the menus underneath.

![Unlv budget model](image-url)