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

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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.

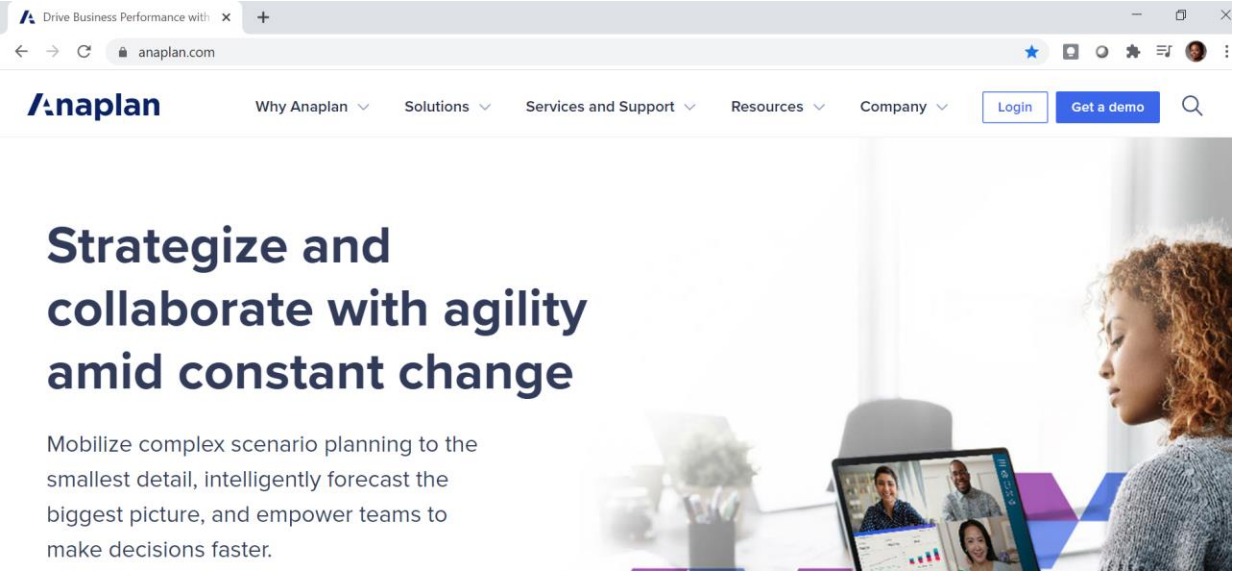
Current policy is that access to Anaplan will be given upon completion of training conducted by the Financial Planning, Analysis & Budget department. Anaplan training will be conducted throughout the year for new employees, as a refresher course, and to train on new features.

Navigating Through Anaplan

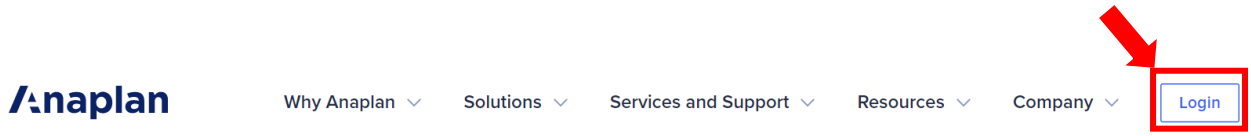
Signing On

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

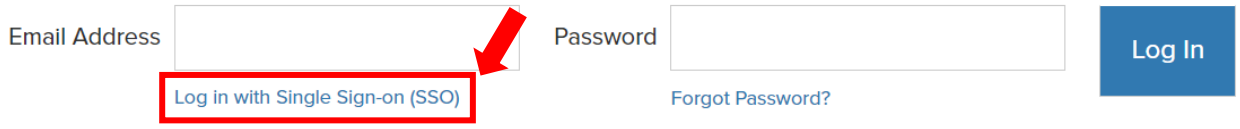
Navigate to the Anaplan site



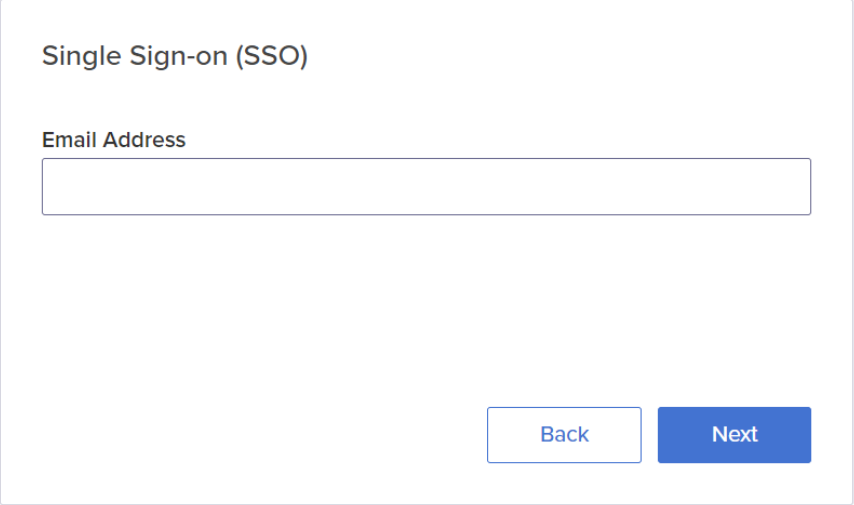
Click the 'Login' button located in the upper right-hand corner of the site



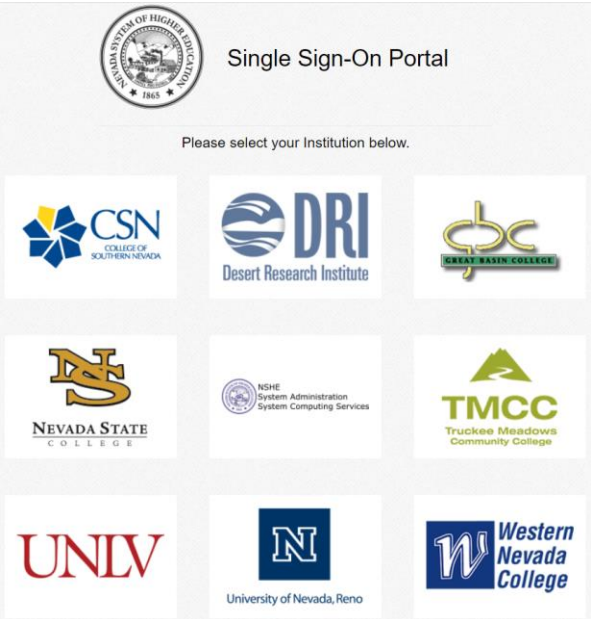
Next page has the log in options. Select 'Log in with Single Sign-on (SSO)'.

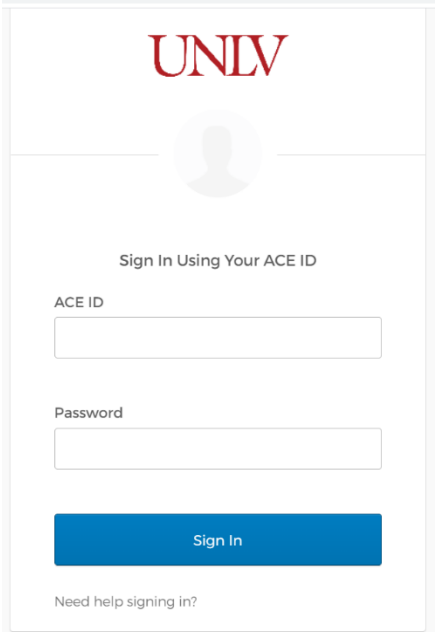


Enter your UNLV email address – this should be the email associated with your ACE login credentials.

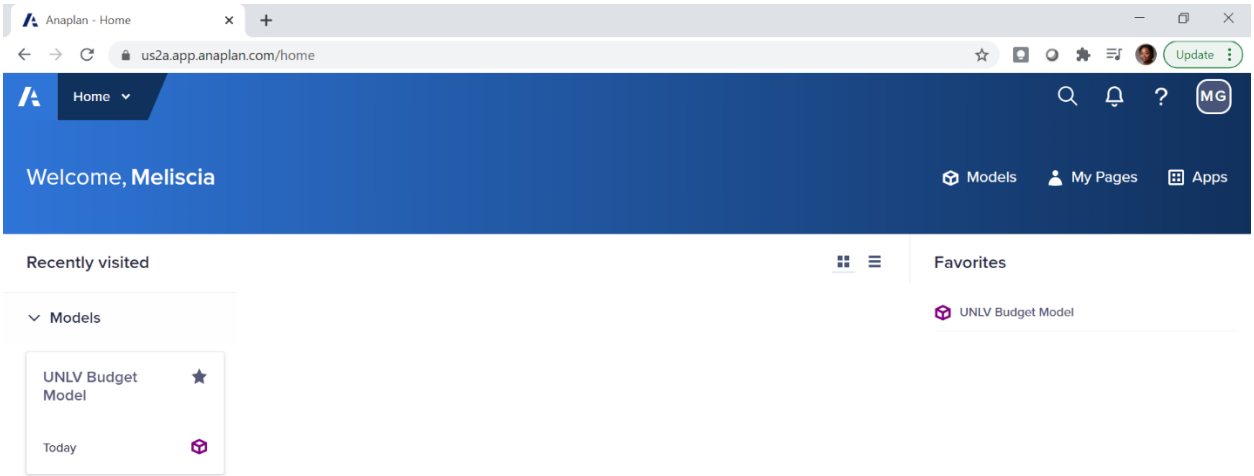


The next screen shows the same portal as Workday. Select UNLV (click on the UNLV logo). Next page will require entering ACE ID and Password.



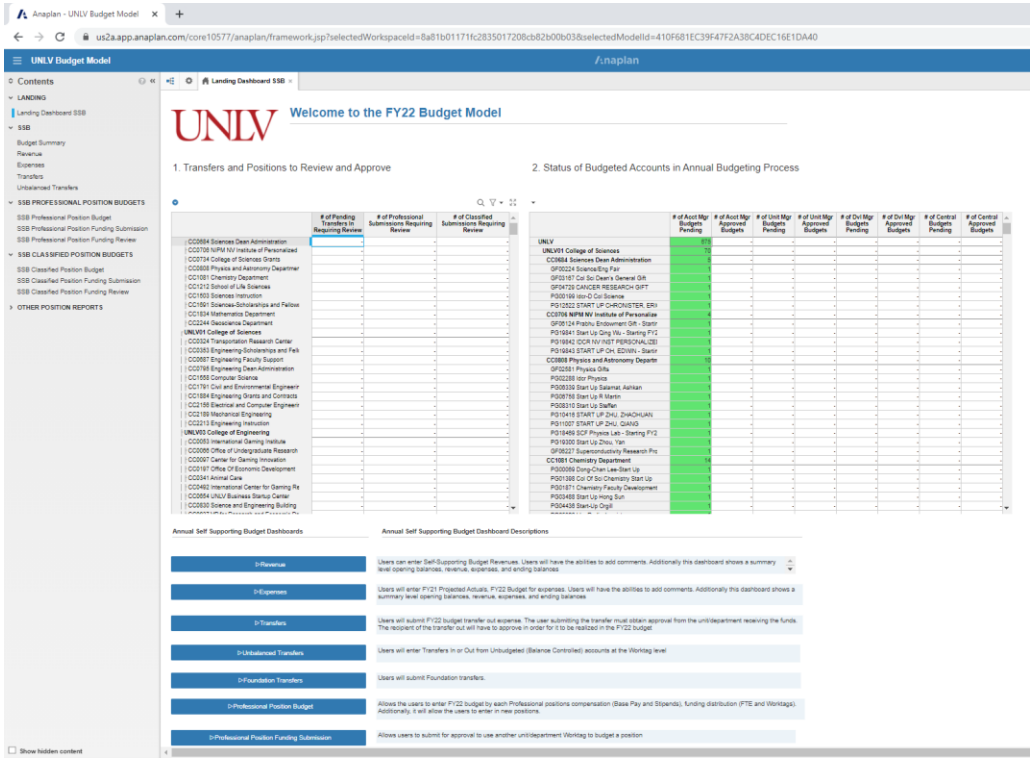


After logging into Anaplan, select the 'UNLV Budget Model' tile from the available models. The number of available tiles for a particular user will vary depending on level of access.



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

	# of Pending Transfers In	# of Pending Professional Submissions	# of Pending Classified Submissions
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

2. Pending Budget Approvals

	# of Budgets	# of Acct Mgr Approved Budgets	# of Acct Mgr Budgets Pending	# of Unit Manager Aprvd Budget	# of Unit Mgr Budgets Pending	# of Dvl Mgr Approved Budgets	# of Dvl Mgr Budgets Pending	# of Centrally Approved Budgets	# of Central Budgets Pending
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	13	0	13	0	0	0	0	0	0
	1	0	1	0	0	0	0	0	0
	41	0	41	0	0	0	0	0	0
	1	0	1	0	0	0	0	0	0
	2	0	2	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	58	0	58	0	0	0	0	0	0

Annual Self-Supporting Budget Dashboards

Annual Self Supporting Budget Dashboards	Annual Self Supporting Budget Dashboard Descriptions
▷Revenue	Users can enter Self-Supporting Budget Revenues. Users will have the abilities to add comments. Additionally this dashboard shows a summary level opening balances, revenue, expenses, and ending balances
▷Expenses	Users will enter FY21 Projected Actuals, FY22 Budget for expenses. Users will have the abilities to add comments. Additionally this dashboard shows a summary level opening balances, revenue, expenses, and ending balances
▷Transfers	Users will submit FY22 budget transfer out expense. The user submitting the transfer must obtain approval from the unit/department receiving the funds. The recipient of the transfer out will have to approve in order for it to be realized in the FY22 budget
▷Unbalanced Transfers	Users will enter Transfers In or Out from Unbudgeted (Balance Controlled) accounts at the Worktag level
▷Foundation Transfers	Users will submit Foundation transfers.
▷Professional Position Budget	Allows the users to enter FY22 budget by each Professional positions compensation (Base Pay and Stipends), funding distribution (FTE and Worktags). Additionally, it will allow the users to enter in new positions.
▷Professional Position Funding Submission	Allows users to submit for approval to use another unit/department Worktag to budget a position
▷Professional Position Funding Review	Allows the funding sources recipient to approve using their Worktag for the budget year
▷Classified Position Budget	Allows the users to enter FY22 budget by each Classified positions compensation (Base Pay and Special Pay), funding distribution (FTE and Worktags). Additionally, it will allow the users to enter in new positions.
▷Classified Position Funding Submission	Allows users to submit for approval to use another unit/department Worktag to budget a position
▷Classified Position Funding Review	Allows the funding sources recipient to approve using their Worktag 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.

	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY20 YTD Actuals	FY21 Original Budget	FY21 Revised Budget	FY21 YTD Actuals	FY21 YTD Annualized	FY21 Projected Actuals CBO	FY21 Projected Actuals End User	FY21 Projected Actuals	FY22 Budget CBO	FY22 Budget End User	FY22 Budget	Comments
6000 General Operations - Budget Only	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6004 Purchased Services	-	8,641	469,521	-	-	-	-	-	-	-	-	-	-	-	
6008 Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6016 Maintenance and Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6020 Lease and Rental - Equipment and Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6022 Lease and Rental - Building or Facility (Off-Site)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6024 Equipment/Furnishings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6026 Building, Land, and Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6027 Intangible Purchases	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6028 Shipping and Mailing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6032 Food and Beverage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6040 Printed and Reference Materials	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6044 Promotion and Marketing Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6048 Licenses and Permits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6052 Insurance and Claims	132	151	1,259	1,259	-	-	-	-	-	-	-	-	-	-	
6056 Library Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6060 Bank and Investment Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6064 Other Operating Expense	79,386	66	41,529	-	-	-	-	-	-	-	-	-	-	-	
6065 PCard Transaction Clearing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6070 Grant Capital Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6071 Grant Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6100 Utilities - Budget Only	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6108 Utilities - Electric Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6112 Utilities - Oil Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6116 Utilities - Natural Gas Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6120 Utilities - Propane	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6124 Utilities - Trash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6128 Utilities - Water	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6132 Utilities - Sewage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6136 Utilities - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
General Operations	79,518	8,859	532,310	1,259	-	-	-	-	-	-	-	-	-	-	
6200 Hosting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

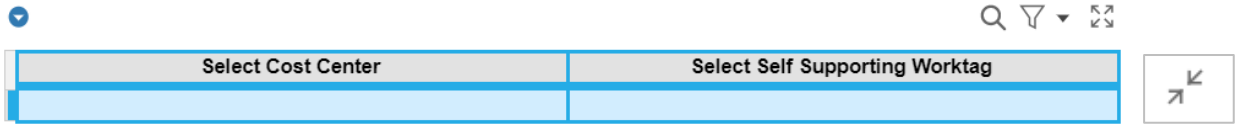
Information and Actions

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

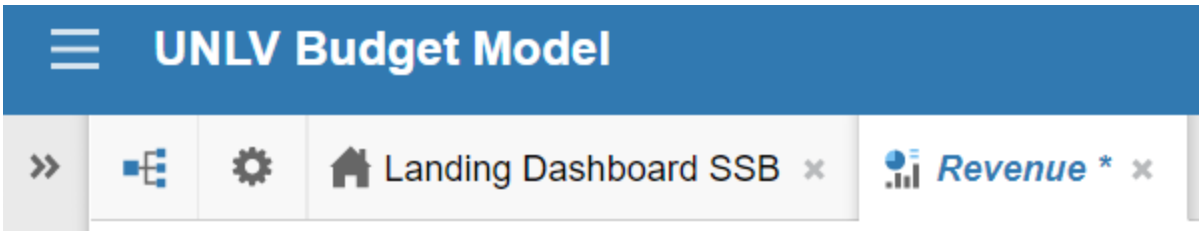
- **YTD Actuals Through** identifies the period in which actuals are being pulled. As the current period will be used to pull actuals, the data will reflect the previous day's information from Workday.
- **Suppress Zeros** option hides account lines that have no budget or actuals activity. This allows 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.

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 contains 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

	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Original Budget	FY21 Revised Budget	FY21 YTD Actuals	FY21 Projected Actuals	FY22 Budget
Opening Balance	862,635	1,397,050	1,668,039	1,722,853	1,722,853	2,033,472	2,033,472	2,033,472
Revenue	1,193,162	896,823	964,279	940,000	940,000	664,447	-	-
Expense	(31,276)	125,876	103,953	311,431	341,582	112,468	-	272,287
Contribution	1,224,438	770,947	860,326	628,569	598,418	551,979	-	(272,287)
Net Transfers	(443,252)	(499,958)	(494,893)	(504,660)	(613,664)	(450,430)	-	-
Non-Operating Revenue	-	-	-	-	-	-	-	-
Non-Operating Expense	-	-	-	-	-	-	-	-
Net Activity	781,186	270,988	365,433	123,909	(15,246)	101,550	-	(272,287)
Ending Balance	1,643,820	1,668,039	2,033,472	1,846,762	1,707,607	2,135,021	2,033,472	1,761,184
Reserved Actuals	-	-	-	-	-	-	-	-
Commitments	-	-	-	-	-	-	-	-
Obligations	-	-	-	-	-	57,819	-	-
Adjusted Ending Balance	1,643,820	1,668,039	2,033,472	1,846,762	1,707,607	2,077,202	2,033,472	1,761,184
Proposed SSB New Positions								265,270

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.

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.

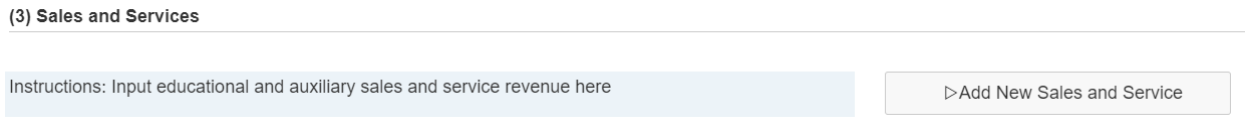
Revenue

Sales & Service Overview

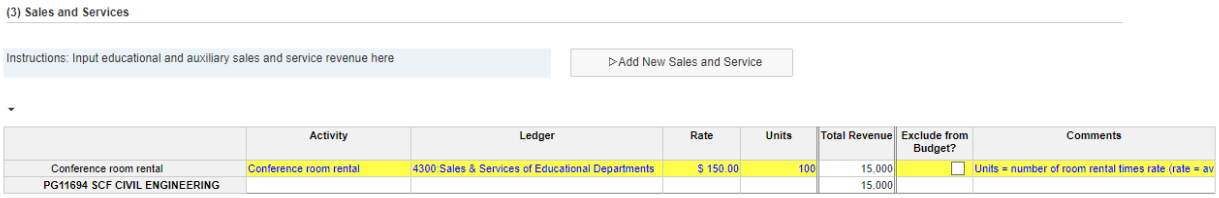
Sales & Service revenue is generated through conducting business with entities outside of the University. The Sales & Service budget is calculated based on units or items planned to sell and the rate charged. The rate should be determined by the department and the number of units or items can be based 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



- 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



	Activity	Ledger	Rate	Units	Total Revenue	Exclude from Budget?	Comments
Conference room rental	Conference room rental	4300:Sales & Services of Educational Departments	$ 150.00	100	15,000	☐	Units = number of room rental times rate (rate = av
PG11694 SCF CIVIL ENGINEERING					15,000		

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

(2) Expenses

Please enter data into the yellow highlighted fields for FY21 Projected Actuals and FY22 Budget End User. FY22 CBO Budget is budgeted by the Central Budget Office. If the Comments section changes to red, a comment is required for justification.

	FY21 Original Budget	FY21 Revised Budget	FY21 YTD Actuals	FY21 YTD Annualized	FY21 Projected Actuals CBO	FY21 Projected Actuals End User	FY21 Projected Actuals	FY22 Budget CBO	FY22 Budget End User	FY22 Budget	Commer
6000:General Operations - Budget Only	490,000	490,000	-	-	-	-	-	-	-	-	
6004:Purchased Services	-	-	18,180	31,166	-	-	-	-	-	-	
6008:Supplies	-	-	51	87	-	-	-	-	-	-	
6016:Maintenance and Repair	-	-	-	-	-	-	-	-	-	-	
6024:Equipment/Furnishings	-	-	-	-	-	-	-	-	-	-	
6027:Intangible Purchases	-	-	-	-	-	-	-	-	-	-	
6028:Shipping and Mailing	-	-	-	-	-	-	-	-	-	-	
6032:Food and Beverage	-	-	-	-	-	-	-	-	-	-	
6052:Insurance and Claims	-	-	1,669	2,861	-	-	-	-	-	-	
6064:Other Operating Expense	-	-	9,782	16,769	-	-	-	-	-	-	
General Operations	490,000	490,000	29,682	50,883	-	-	-	-	-	-	
6300:Travel - Budget Only	15,000	15,000	-	-	-	-	-	-	-	-	
Travel	15,000	15,000	-	-	-	-	-	-	-	-	
6400:Sales and Service Recharge	-	-	-	-	-	(400,000)	(400,000)	-	(412,000)	(412,000)	
Sales and Service Recharge	-	-	-	-	-	(400,000)	(400,000)	-	(412,000)	(412,000)	
Expenses	505,000	505,000	29,682	50,883	-	(400,000)	(400,000)	-	(412,000)	(412,000)	

- 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

	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Original Budget	FY21 Revised Budget	FY21 YTD Actuals	FY21 YTD Annualized	FY21 Projected Revenue	FY22 Budget	Comments
4000:Registration Fees - Budget Only	-	-	-	2,309,288	2,309,288	-	-	2,350,000	2,450,000	Provided Revenue Schedule
4004:Registration Fees	128,108	-	-	-	-	-	-	-	-	
4028:Surcharge	-	-	-	-	-	-	-	-	-	
Registration Fees	128,108	-	-	2,309,288	2,309,288	-	-	2,350,000		
4020:Non-Resident Tuition - Budget Only	-	-	-	-	-	-	-	-	-	
4024:Non-Resident Tuition	-	-	-	-	-	-	-	-	-	
Non-Resident Tuition	-	-	-	-	-	-	-	-		
4008:Application Fees	-	-	-	-	-	-	-	-	-	
4040:Miscellaneous Student Fees - Budget Only	-	-	-	-	-	-	-	-	-	
4044:Special Student Fees	-	-	-	-	-	-	-	-	-	
4048:Scholarship Allowance	-	-	-	-	-	-	-	-	-	
4052:Other Student Fees	2,101,979	2,242,230	2,280,625	-	-	2,152,645	3,690,248	-	-	
Miscellaneous Student Fees	2,101,979	2,242,230	2,280,625	-	-	2,152,645	3,690,248	-		
4400:Facilities & Administration Revenue	-	-	-	-	-	-	-	-	-	
Facilities & Administration Revenue	-	-	-	-	-	-	-	-		
4500:Investment Income - Budget Only	-	-	-	-	-	-	-	-	-	
4504:Investment Income	-	-	-	-	-	-	-	-	-	
4508:Investment Pool Distribution	-	-	-	-	-	-	-	-	-	
4512:Realized Gain(Loss) on Investments	-	-	-	-	-	-	-	-	-	
4516:Unrealized Gain(Loss) on Investments	-	-	-	-	-	-	-	-	-	
4580:Endowment Income	-	-	-	-	-	-	-	-	-	
4590:Additions to Endowments	-	-	-	-	-	-	-	-	-	
Investment/Endowment Income	-	-	-	-	-	-	-	-		

Student Fees Overview

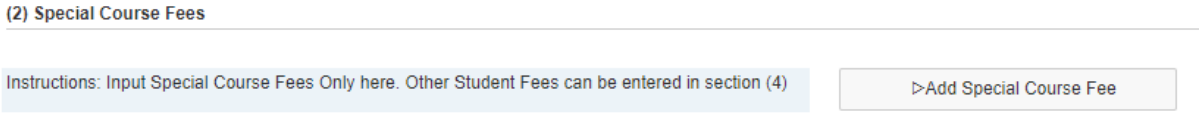
Student Fees revenue is generated through Board or Regent approved fees charged on courses or for programs. These fees should only be used to support the course or program as outlined in the proposal to the Board of Regents. Restrictions on these fees include activity such as general departmental hosting 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.

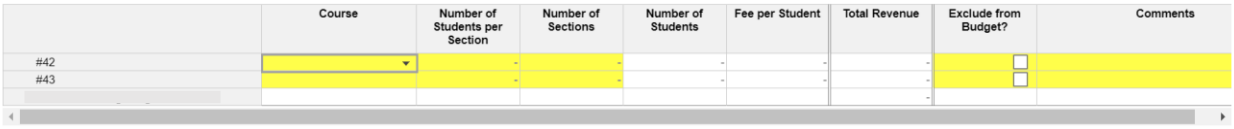
Special Couse Fees in Anaplan

- 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 labled (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)…

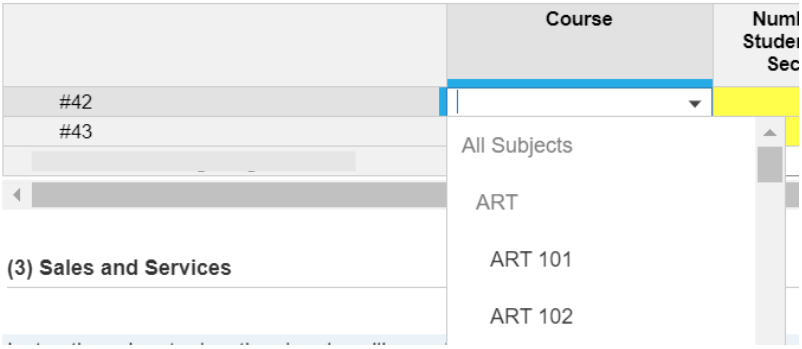
- Click the 'Add Special Course Fee' button to add lines for each course that has a Special Course Fee that will post to the account



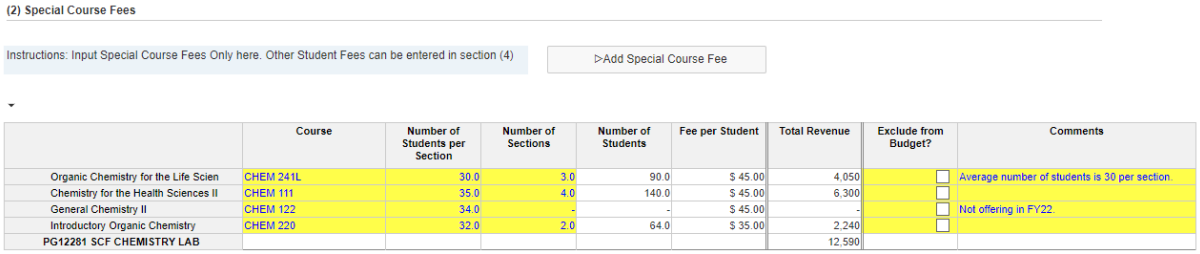
- After the lines are added, the sections that require information will be highlighted in yellow.



- 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

	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Original Budget	FY21 Revised Budget	FY21 YTD Actuals	FY21 YTD Annualized	FY21 Projected Revenue	FY22 Budget	Comments
4000:Registration Fees - Budget Only	-	-	-	2,309,288	2,309,288	-	-	2,350,000	2,450,000	Provided Revenue Schedule
4004:Registration Fees	128,108	-	-	-	-	-	-	-	-	
4028:Surcharge	-	-	-	-	-	-	-	-	-	
Registration Fees	128,108	-	-	2,309,288	2,309,288	-	-	2,350,000		
4020:Non-Resident Tuition - Budget Only	-	-	-	-	-	-	-	-	-	
4024:Non-Resident Tuition	-	-	-	-	-	-	-	-	-	
Non-Resident Tuition	-	-	-	-	-	-	-	-		
4008:Application Fees	-	-	-	-	-	-	-	-	-	
4040:Miscellaneous Student Fees - Budget Only	-	-	-	-	-	-	-	-	-	
4044:Special Student Fees	-	-	-	-	-	-	-	-	-	
4048:Scholarship Allowance	-	-	-	-	-	-	-	-	-	
4052:Other Student Fees	2,101,979	2,242,230	2,280,625	-	-	2,152,645	3,690,248	-	-	
Miscellaneous Student Fees	2,101,979	2,242,230	2,280,625	-	-	2,152,645	3,690,248	-		
4400:Facilities & Administration Revenue	-	-	-	-	-	-	-	-	-	
Facilities & Administration Revenue	-	-	-	-	-	-	-	-		
4500:Investment Income - Budget Only	-	-	-	-	-	-	-	-	-	
4504:Investment Income	-	-	-	-	-	-	-	-	-	
4508:Investment Pool Distribution	-	-	-	-	-	-	-	-	-	
4512:Realized Gain(Loss) on Investments	-	-	-	-	-	-	-	-	-	
4516:Unrealized Gain(Loss) on Investments	-	-	-	-	-	-	-	-	-	
4580:Endowment Income	-	-	-	-	-	-	-	-	-	
4590:Additions to Endowments	-	-	-	-	-	-	-	-	-	
Investment/Endowment Income	-	-	-	-	-	-	-	-		

Indirect Cost Recovery Overview

Indirect Cover 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,

college, 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

(4) Student Fees (other than Special Course Fees), IDCR Revenue, Investment Income, Other Revenue, and Proceeds from Bonds and Notes

Instructions: Input revenue sources here

PG11938 INTEGRATE SUPPORT TECH FEE

	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Original Budget	FY21 Revised Budget	FY21 YTD Actuals	FY21 YTD Annualized	FY21 Projected Revenue	FY22 Budget	Comments
4000:Registration Fees - Budget Only	-	-	-	2,309,288	2,309,288	-	-	2,350,000	2,450,000	Provided Revenue Schedule
4004:Registration Fees	128,108	-	-	-	-	-	-	-	-	
4028:Surcharge	-	-	-	-	-	-	-	-	-	
Registration Fees	128,108	-	-	2,309,288	2,309,288	-	-	2,350,000		
4020:Non-Resident Tuition - Budget Only	-	-	-	-	-	-	-	-	-	
4024:Non-Resident Tuition	-	-	-	-	-	-	-	-	-	
Non-Resident Tuition	-	-	-	-	-	-	-	-		
4008:Application Fees	-	-	-	-	-	-	-	-	-	
4040:Miscellaneous Student Fees - Budget Only	-	-	-	-	-	-	-	-	-	
4044:Special Student Fees	-	-	-	-	-	-	-	-	-	
4048:Scholarship Allowance	-	-	-	-	-	-	-	-	-	
4052:Other Student Fees	2,101,979	2,242,230	2,280,625	-	-	2,152,645	3,690,248	-	-	
Miscellaneous Student Fees	2,101,979	2,242,230	2,280,625	-	-	2,152,645	3,690,248	-		
4400:Facilities & Administration Revenue	-	-	-	-	-	-	-	-	-	
Facilities & Administration Revenue	-	-	-	-	-	-	-	-		
4500:Investment Income - Budget Only	-	-	-	-	-	-	-	-	-	
4504:Investment Income	-	-	-	-	-	-	-	-	-	
4508:Investment Pool Distribution	-	-	-	-	-	-	-	-	-	
4512:Realized Gain(Loss) on Investments	-	-	-	-	-	-	-	-	-	
4516:Unrealized Gain(Loss) on Investments	-	-	-	-	-	-	-	-	-	
4580:Endowment Income	-	-	-	-	-	-	-	-	-	
4590:Additions to Endowments	-	-	-	-	-	-	-	-	-	
Investment/Endowment Income	-	-	-	-	-	-	-	-		

Transfers-In Overview

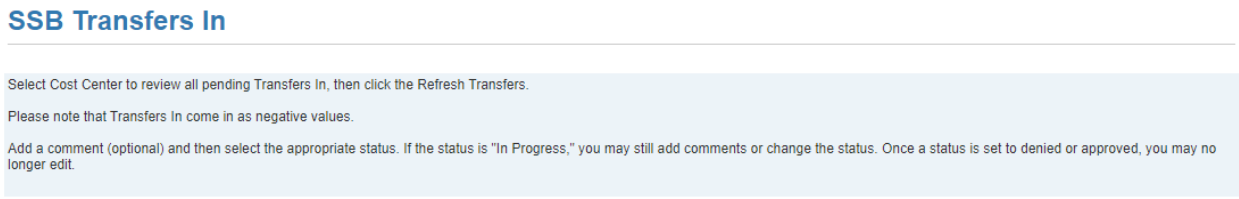
Cash can be transferred between accounts, provided the account has no restrictions to this type of activity. Examples of restrictions are accounts funded by Gift or Student Fee revenue. Accounts that are permitted to transfer cash or receive transferred cash, should include that planned activity in their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



- 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

(1) Pending Review

	From Worktag	Transfer Amount	Reviewed Comments	Reviewed Status
per agreement with Dean	PG00199 Idcr-D Col Science	15,000		

- Provide a comment regarding approval or denial

(1) Pending Review

	From Worktag	Transfer Amount	
per agreement with Dean	PG00199 Idcr-D Col Science	15,000	Amount is as expected - to be received in two transfers

- 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

Reviewed Comments	Reviewed Status	To Worktag	Final Transfer Amount
Amount is as expected - to be received in two transfers		PG08948 Idcr Vp Research	

In Progress
Approved
Denied

- Once status is changed to either Approved or Denied, and 'Refresh Transfers' is clicked, the activity will move to section (2) Reviewed

(2) Reviewed

	Transfer Amount	Reviewed Comments	Reviewed Status	To Worktag	Final Transfer Amount
per agreement with Dean	15,000	Amount is as expected - to be received in two transfers	Approved	PG08948 Idcr Vp Research	15,000

- The total of any approved transfers will show in the Transfer Summary on the Revenue Dashboard

(5) Transfer In Summary

Please enter Projected Actuals only. If you are expecting a Transfer In and its not reflected in the FY22 Budget column, please click the Transfers button. It may be waiting for your approval.

▷Transfers

OP7 CALC Transfers In PG11938 INTEGRATE SUPPORT TECH FEE FY22 Original Budget

	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Original Budget	FY21 Revised Budget	FY21 YTD Actuals	FY21 YTD Annualized	FY21 Projected Actuals	FY22 Budget	Comments
8000 Transfers In - Voluntary	-	-	-	-	-	-	-	-	150,000	
8004 Transfers In - Mandatory/Debt	-	-	-	-	-	-	-	-	-	
8008 Intercompany Transfers In	-	-	-	-	-	-	-	-	-	
8012 Transfers In - F&A	-	-	-	-	-	-	-	-	-	
8016 Transfers In - State Discretionary	-	-	-	-	-	-	-	-	-	
8020 Transfer In - Administrative Overhead Assessment	-	-	-	-	-	-	-	-	-	
Transfers In	-	-	-	-	-	-	-	-	150,000	

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.

Expenses

Operating Expenses (Non- FTE Personnel)

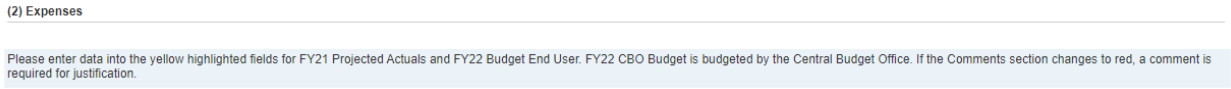
Expenses not transferring cash out or are position-related, are categorized as Operating expenses and include items such as General Operating, Hosting, Travel. These items can be projected or budgeted based on specific plans and/or following spending trends.

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

	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY20 YTD Actuals	FY21 Original Budget	FY21 Revised Budget	FY21 YTD Actuals	FY21 YTD Annualized	FY21 Projected Actuals CBO	FY21 Projected Actuals End User	FY21 Projected Actuals	FY22 Budget CBO	FY22 Budget End User	FY22 Budget	Comments
6000:General Operations - Budget Only	-	-	-	-	225,681	225,681	-	-	-	-	-	-	-	-	
6004:Purchased Services	143,653	93,358	46,248	46,230	-	-	26,700	45,772	-	45,000	45,000	-	46,500	46,500	
6008:Supplies	1,502	889	2,140	1,794	-	-	84	143	-	100	100	-	150	150	
6027:Intangible Purchases	72	72	72	72	-	-	72	123	-	95	95	-	115	115	
6028:Shipping and Mailing	504	602	395	344	-	-	112	191	-	130	130	-	150	150	
6032:Food and Beverage	337	59	(20)	(20)	-	-	-	-	-	-	-	-	-	-	
6040:Printed and Reference Materials	-	223	-	-	-	-	-	-	-	-	-	-	-	-	
6044:Promotion and Marketing Services	-	1,355	780	-	-	-	13,500	23,143	-	15,000	15,000	-	28,000	28,000	
6052:Insurance and Claims	84	173	76	76	-	-	112	192	-	150	150	-	150	150	
6064:Other Operating Expense	62,989	13,164	7,825	4,708	-	-	-	-	-	-	-	-	-	-	
General Operations	209,141	109,874	57,516	53,204	225,681	225,681	40,580	69,566	-	60,475	60,475	-	75,065	75,065	
6200:Hosting	-	48,625	31,089	19,749	28,500	28,500	-	-	-	25,000	25,000	-	27,000	27,000	
Hosting	-	48,625	31,089	19,749	28,500	28,500	-	-	-	25,000	25,000	-	27,000	27,000	
6300:Travel - Budget Only	-	-	-	-	17,000	17,000	-	-	-	15,000	15,000	-	15,000	15,000	
Travel	25,575	11,712	14,981	14,981	17,000	17,000	-	-	-	15,000	15,000	-	15,000	15,000	
6610:Participant Support	-	5	-	-	-	-	-	-	-	-	-	-	-	-	
Participant Support	-	5	-	-	-	-	-	-	-	-	-	-	-	-	
Expenses	234,715	170,216	103,586	87,934	271,181	271,181	40,580	69,566	-	100,475	100,475	-	117,065	117,065	

	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY20 YTD Actuals	FY21 Original Budget	FY21 Revised Budget	FY21 YTD Actuals	FY21 YTD Annualized	FY21 Projected Actuals CBO	FY21 Projected Actuals End User	FY21 Projected Actuals	FY22 Budget CBO	FY22 Budget End User	FY22 Budget	Comments
6000:General Operations - Budget Only	-	-	-	-	225,681	225,681	-	-	-	-	-	-	-	-	
6004:Purchased Services	143,653	93,358	46,248	46,230	-	-	26,700	45,772	-	45,000	45,000	-	46,500	46,500	
6008:Supplies	1,502	889	2,140	1,794	-	-	84	143	-	100	100	-	150	150	
6027:Intangible Purchases	72	72	72	72	-	-	72	123	-	95	95	-	115	115	
6028:Shipping and Mailing	504	602	395	344	-	-	112	191	-	130	130	-	150	150	
6032:Food and Beverage	337	59	(20)	(20)	-	-	-	-	-	-	-	-	-	-	
6040:Printed and Reference Materials	-	223	-	-	-	-	-	-	-	-	-	-	-	-	
6044:Promotion and Marketing Services	-	1,355	780	-	-	-	13,500	23,143	-	15,000	15,000	-	28,000	28,000	Large increase for FY22 due to new regulations
6052:Insurance and Claims	84	173	76	76	-	-	112	192	-	150	150	-	150	150	
6064:Other Operating Expense	62,989	13,164	7,825	4,708	-	-	-	-	-	-	-	-	-	-	Not expected in FY22
General Operations	209,141	109,874	57,516	53,204	225,681	225,681	40,580	69,566	-	60,475	60,475	-	75,065	75,065	
6200:Hosting	-	48,625	31,089	19,749	28,500	28,500	-	-	-	25,000	25,000	-	27,000	27,000	
Hosting	-	48,625	31,089	19,749	28,500	28,500	-	-	-	25,000	25,000	-	27,000	27,000	
6300:Travel - Budget Only	-	-	-	-	17,000	17,000	-	-	-	15,000	15,000	-	15,000	15,000	
Travel	25,575	11,712	14,981	14,981	17,000	17,000	-	-	-	15,000	15,000	-	15,000	15,000	
6610:Participant Support	-	5	-	-	-	-	-	-	-	-	-	-	-	-	
Participant Support	-	5	-	-	-	-	-	-	-	-	-	-	-	-	
Expenses	234,715	170,216	103,586	87,934	271,181	271,181	40,580	69,566	-	100,475	100,475	-	117,065	117,065	

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 data 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

	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Original Budget	FY21 Revised Budget	FY21 YTD Actuals	FY21 Projected Actuals	FY22 Budget	Comments
5100:Letter of Appointment Base Pay	-	-	1,001	-	-	-	2,500	2,500	
Letter of Appointment Salaries	-	-	1,001	-	-	-	2,500	2,500	
5400:Graduate Assistant Base Pay	-	30,848	3,375	-	9,270	9,270	12,000	12,000	
Graduate Salaries	-	30,848	3,375	-	9,270	9,270	12,000	12,000	
5700:Hourly Base Pay	-	-	-	-	-	5,023	5,050	5,000	
Hourly Wages	-	-	-	-	-	5,023	5,050	5,000	
5854:Graduate Assistant Grant-In-Aid	-	8,025	(499)	-	-	-	-	-	
Non Rate Based Fringe Costs	-	8,025	(499)	-	-	-	-	-	

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

  - 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

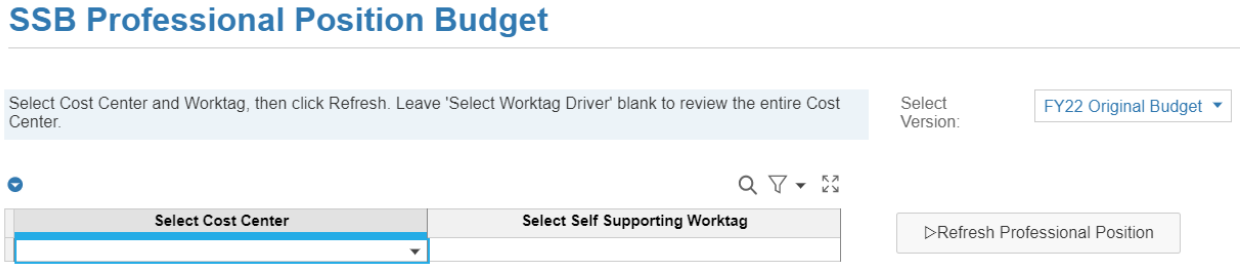
In Anaplan, positions are budgeted on what is known as the Default Worktag.

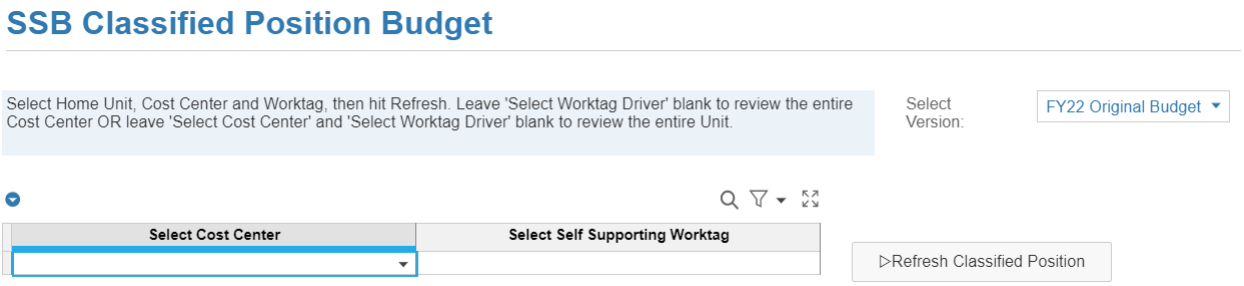
- Any portion of FTE is budgeted on a State account – the State account is the primary Worktag
- FTE budget is split between Self-Supporting and Grant – the Self-Supporting account is the primary Worktag
- FTE budget is split on more than one account, all within the same funding source – the account 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

▷Professional Position Budget	Allows the users to enter FY22 budget by each Professional positions compensation (Base Pay and Stipends), funding distribution (FTE and Worktags). Additionally, it will allow the users to enter in new positions.
▷Professional Position Funding Submission	Allows users to submit for approval to use another unit/department Worktag to budget a position
▷Professional Position Funding Review	Allows the funding sources recipient to approve using their Worktag for the budget year
▷Classified Position Budget	Allows the users to enter FY22 budget by each Classified positions compensation (Base Pay and Special Pay), funding distribution (FTE and Worktags). Additionally, it will allow the users to enter in new positions.
▷Classified Position Funding Submission	Allows users to submit for approval to use another unit/department Worktag to budget a position
▷Classified Position Funding Review	Allows the funding sources recipient to approve using their Worktag for the budget year

- 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





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

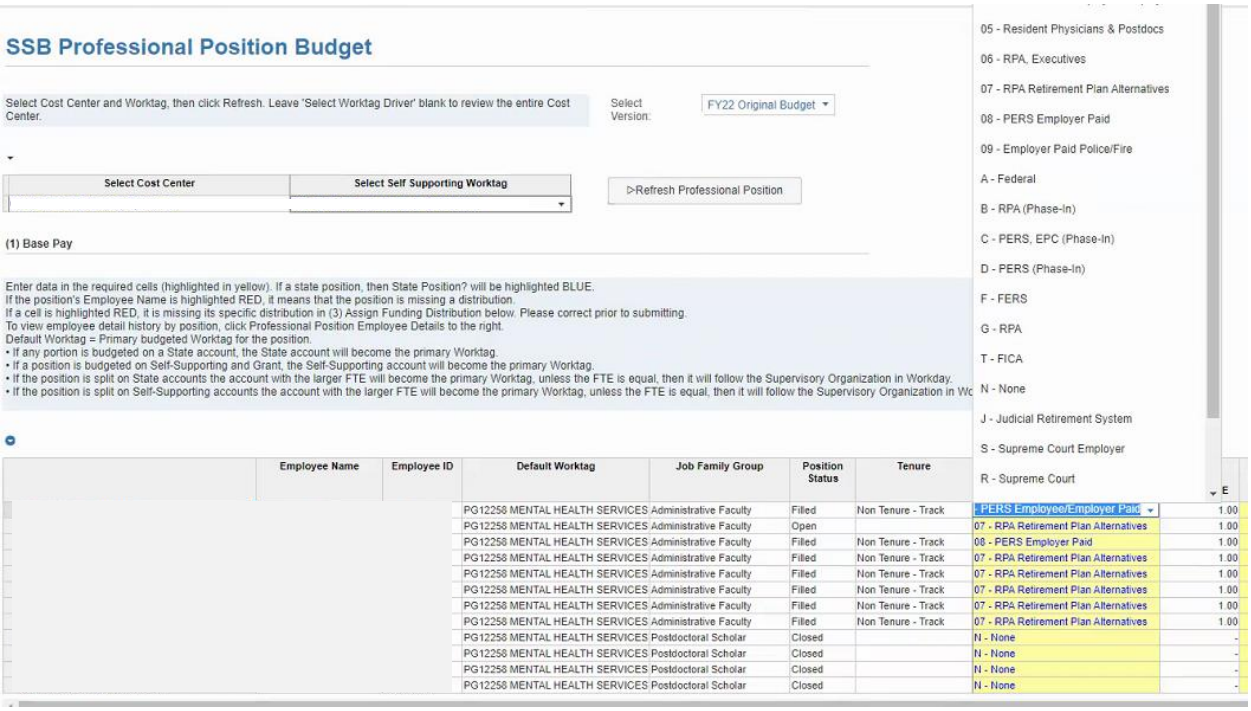
Change base salary or retirement of a position budget

- 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

Current Base Pay	Salary Adjustment	COLA	Adjusted Base Pay	EPR Adjustment	Budgeted Base Pay	Budgeted Fringe	Budgeted Compensation
125,000	(25,000)	-	100,000	-	100,000	29,400	129,400
85,000	-	-	85,000	-	85,000	24,990	109,990

- 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

	Original Position Budget FTE	Budgeted Position FTE	Current Base Pay	Salary Adjustment	COLA	Adjusted Base Pay	EPR Adjustment	Budgeted Base Pay	Budgeted Fringe	Budgeted Compensation
P0026435-Assistant Coach, Football	1.00	1.00	125,000	-	-	125,000	-	125,000	36,750	161,750
P0040096-Associate Athletic Director, Busines	1.00	0.50	85,000	-	-	42,500	-	42,500	12,495	54,995
P0040164-Assistant Coach, Football	1.00	1.00	-	-	-	-	-	-	-	-

- 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

(2) Other Compensation

To budget Other Compensation, select the position in the table (1) Base Pay above.
Enter the dollar amount for Other Compensation (highlighted in yellow) in the table (2) then Budget Other Compensation and Budget Fringe will update automatically.
The "Other Comp?" column in table 1 above will be highlighted blue if the specific position has Other Compensation.

P0026435-Assistant Coach, Football

	Flat Amount Stipend	Total Other Compensation
Other Compensation	-	-
Budgeted Other Compensation	-	-
Budgeted Fringe	-	-
Budgeted Total Other Compensation	-	-

P0026435-Assistant Coach, Football

	Flat Amount Stipend	Total Other Compensation
Other Compensation	2,500	2,500
Budgeted Other Compensation	2,500	2,500
Budgeted Fringe	735	735
Budgeted Total Other Compensation	3,235	3,235

- 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

(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.

▷Add Professional Distribution ▷Refresh Professional Position

- 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

	Funding Ledger Account	Funding Worktag
P0026739-Budget Distribution	5000:Faculty Base Pay	PG00199 Idcr-D Col Science
P0026739-Budget Distribution	5020:Faculty Flat Amount Stipend	PG00199 Idcr-D Col Science
P0026739-Communications/Writer, Senior		

	Funding Ledger Account	Funding Worktag
P0026739-Budget Distribution	5000:Faculty Base Pay	PG00199 Idcr-D Col Science
P0026739-Budget Distribution	5020:Faculty Flat Amount Stipend	PG02288 Idcr Physics
P0026739-Communications/Writer, Senior		

- 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

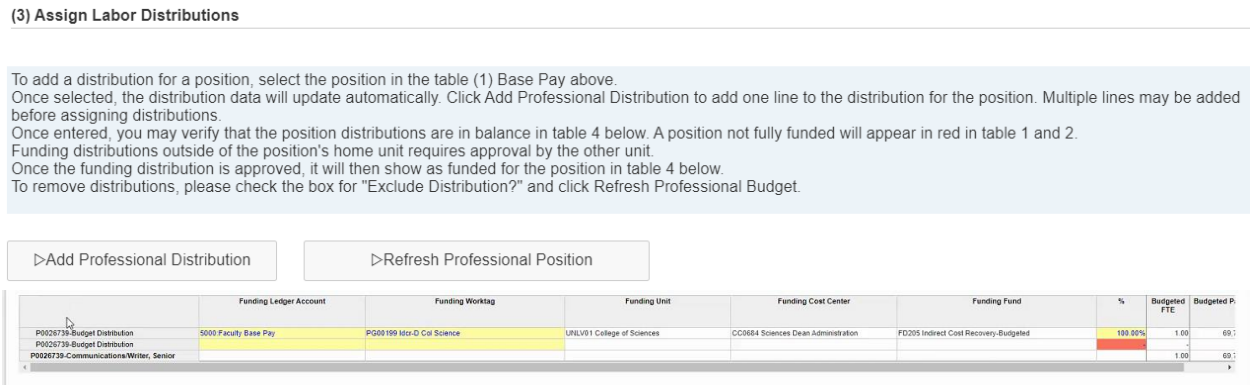
	%	Budgeted FTE	Budgeted P
	100.00%	1.00	69.
	100.00%	-	1.
		1.00	70.

- 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

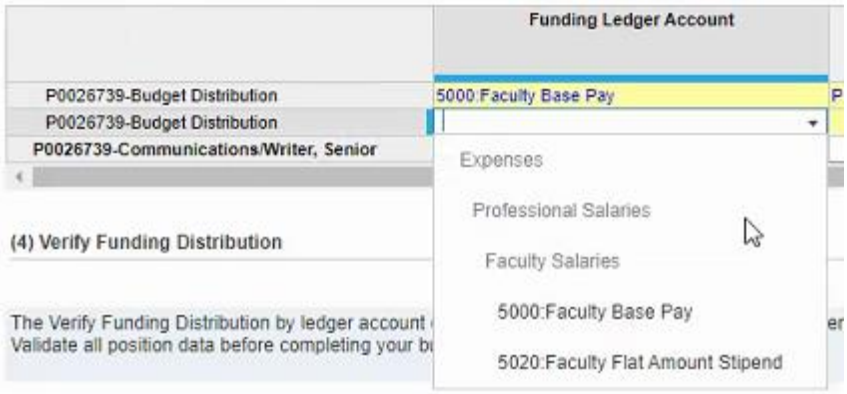
<u>Change the position budget distribution</u>

- 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



- 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

	Funding Ledger Account	Funding Worktag	Funding Unit	
P0036715-Budget Distribution	5000:Faculty Base Pay	PG00199 Idcr-D Col Science	UNLV01 College of Sciences	CC
P0036715-Budget Distribution	5000:Faculty Base Pay	PG12258 MENTAL HEALTH SERVICES		
P0036715-Analyst, Budget		PG12258 MENTAL HEALTH SERVICES		

- 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%

Funding Ledger Account	Funding Worktag	%	Budgeted FTE	Budgeted Pay	Budgeted Fringe	Budgeted Total Compensation
5000:Faculty Base Pay	PG02238 UNLV Football	75.00%	0.75	93,750	27,563	121,313
5000:Faculty Base Pay	PG00199 Idcr-D Col Science	25.00%	0.25	31,250	9,188	40,438
5020:Faculty Flat Amount Stipend	PG02238 UNLV Football	100.00%	-	2,500	735	3,235
			1.00	127,500	37,485	164,985

- 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

Select Home Unit, Cost Center and Worktag, then hit Refresh. Leave 'Select Worktag Driver' blank to review the entire Cost Center OR leave 'Select Cost Center' and 'Select Worktag Driver' blank to review the entire Unit.

Select Version: FY22 Original Budget

Select Cost Center	Select Self Supporting Worktag

▷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

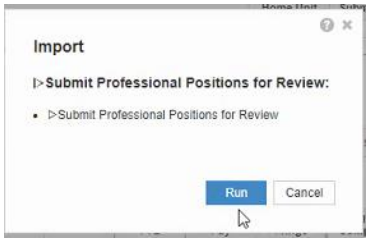
- Positions cannot be submitted for review until comments are entered
- Once comments are entered, Ready for Submission highlights green and contains a checkmark – this position is ready to be submitted

- 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

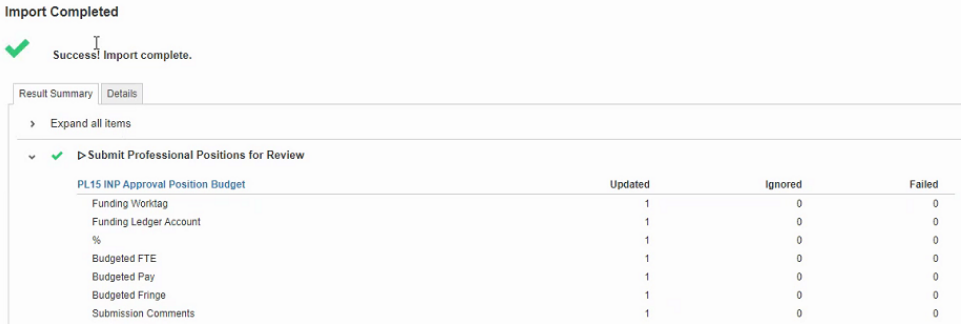
Submission Comments	Ready for Submission?	Submission Status	Exclude Distribution?
Agreement to cover 50% per J. Smith	✓	In Progress	☐

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

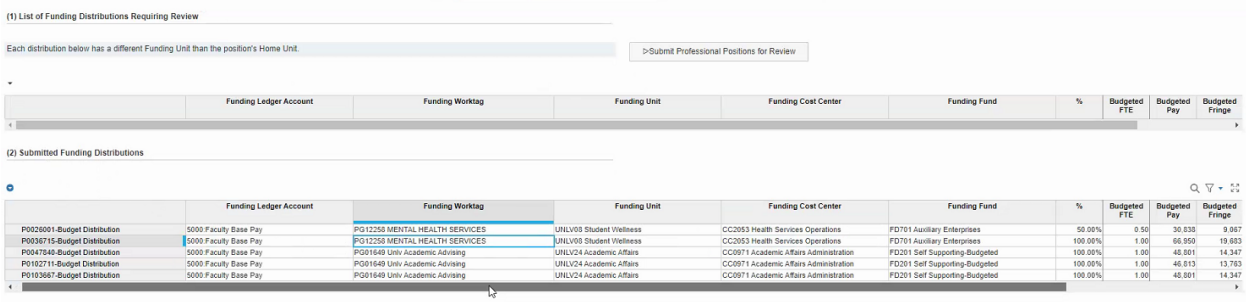
- Click 'Run' to proceed or 'Cancel' to return to the dashboard



- 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



(1) List of Funding Distributions Requiring Review

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

>Submit Professional Positions for Review

Funding Ledger Account	Funding Worktag	Funding Unit	Funding Cost Center	Funding Fund	%	Budgeted FTE	Budgeted Pay	Budgeted Fringe

(2) Submitted Funding Distributions

	Funding Ledger Account	Funding Worktag	Funding Unit	Funding Cost Center	Funding Fund	%	Budgeted FTE	Budgeted Pay	Budgeted Fringe
P0026001-Budget Distribution	5000:Faculty Base Pay	PG12258:MENTAL HEALTH SERVICES	UNLV08:Student Wellness	CC2053:Health Services Operations	FD701:Auxiliary Enterprises	50.00%	0.50	30,838	9,067
P0036715-Budget Distribution	5000:Faculty Base Pay	PG12258:MENTAL HEALTH SERVICES	UNLV08:Student Wellness	CC2053:Health Services Operations	FD701:Auxiliary Enterprises	100.00%	1.00	66,950	19,683
P0047049-Budget Distribution	5000:Faculty Base Pay	PG01649:Univ Academic Advising	UNLV24:Academic Affairs	CC0971:Academic Affairs Administration	FD201:Self Supporting-Budgeted	100.00%	1.00	48,801	14,347
P0102711-Budget Distribution	5000:Faculty Base Pay	PG01649:Univ Academic Advising	UNLV24:Academic Affairs	CC0971:Academic Affairs Administration	FD201:Self Supporting-Budgeted	100.00%	1.00	46,813	13,763
P0103667-Budget Distribution	5000:Faculty Base Pay	PG01649:Univ Academic Advising	UNLV24:Academic Affairs	CC0971:Academic Affairs Administration	FD201:Self Supporting-Budgeted	100.00%	1.00	48,801	14,347

- The status can be reviewed from this dashboard or at the top section of the Landing Dashboard SSB

	# of Pending Transfers In Requiring Review	# of Professional Submissions Requiring Review	# of Classified Submissions Requiring Review
CC0684 Sciences Dean Administration	-	1	-
CC0706 NIPM NV Institute of Personalized	-	-	-
CC0734 College of Sciences Grants	-	-	-
CC0808 Physics and Astronomy Departmer	-	-	-
CC1081 Chemistry Department	3	-	-
CC1212 School of Life Sciences	-	1	1
CC1503 Sciences Instruction	-	-	-
CC1691 Sciences-Scholarships and Fellows	-	-	-
CC1834 Mathematics Department	-	-	-
CC2244 Geoscience Department	-	-	-
UNLV01 College of Sciences	3	2	1

- 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

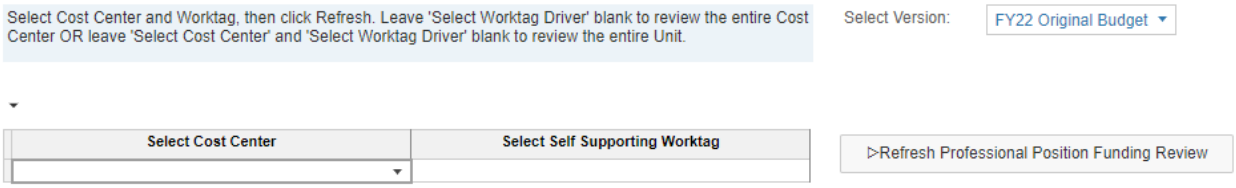
- Positions with distribution changes that require review will be highlighted on the Landing Dashboard, broken out by Cost Center

	# of Pending Transfers In Requiring Review	# of Professional Submissions Requiring Review	# of Classified Submissions Requiring Review
CC0684 Sciences Dean Administration	-	1	-
CC0706 NIPM NV Institute of Personalized	-	-	-
CC0734 College of Sciences Grants	-	-	-
CC0808 Physics and Astronomy Departmer	-	-	-
CC1081 Chemistry Department	3	-	-
CC1212 School of Life Sciences	-	1	1
CC1503 Sciences Instruction	-	-	-
CC1691 Sciences-Scholarships and Fellows	-	-	-
CC1834 Mathematics Department	-	-	-
CC2244 Geoscience Department	-	-	-
UNLV01 College of Sciences	3	2	1

- 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

	Current Grade	Current Step	Merit Step	Grade/Step Override?	Proposed Grade	Proposed Step	Proposed Merit Step
P0026430-Dental Assistant 3	27	07	08	☐			
P0031340-Dental Assistant 2	25	08	09	☑	25	01	02

- 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

Current Grade	Current Step	Merit Step	Grade/Step Override?	Proposed Grade	Proposed Step	Proposed Merit Step	Merit Date	Original Position Budget FTE	Budgeted Position FTE	Base Pay	Merit
27	07	08	☐				3/21/2021	1.00	1.00	47,189	-
25	08	09	☑	25	01	02	7/1/2022	1.00	1.00	33,972	-
31	07	08	☐				6/15/2021	1.00	1.00	55,958	-
25	07	08	☐				11/18/2021	1.00	1.00	43,347	1,197
25	05	06	☐				12/16/2021	1.00	1.00	39,943	950
25		01	☐				7/1/2020	1.00	-	33,972	-
25	02	03	☐				3/8/2021	1.00	1.00	35,329	-

- 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

<u>Increase or decrease the budget FTE</u>

- 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

	Proposed Merit Step	Merit Date	Original Position Budget FTE	Budgeted Position FTE	Base Pay	Merit	COLA	Adjusted Base Pay	EPR Adjustment	Budgeted Base Pay	Budgeted Fringe	Budgeted Compensation
P0026430-Dental Assistant 3		3/21/2021	1.00	1.00	47,189	-	-	47,189	-	47,189	20,480	67,669
P0031340-Dental Assistant 2		7/1/2022	1.00	.50	45,143	-	-	45,143	-	45,143	19,592	64,735
P0032519-Program Officer 1		6/15/2021	1.00	1.00	55,958	-	-	55,958	-	55,958	24,286	80,244
P0078224-Dental Assistant 2		11/18/2021	1.00	1.00	43,347	1,197	-	44,544	-	44,544	19,332	63,876

- 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

(2) Other Compensation

To budget Other Compensation, select the position in the table (1) Base Pay above.
Select the Budget? check box (highlighted in yellow) in the table (2) then Budget Other Compensation and Budget Fringe will update automatically.
The "Other Comp?" column in table 1 above will be highlighted blue if the specific position has Other Compensation.
UNLV only budgets Bilingual Allowance and Shift Differential. If the prior year's Total Other Compensation does not equal the amounts in Bilingual and Shift Differential, then the employee may have had a temporary compensation like Working Out of Class.

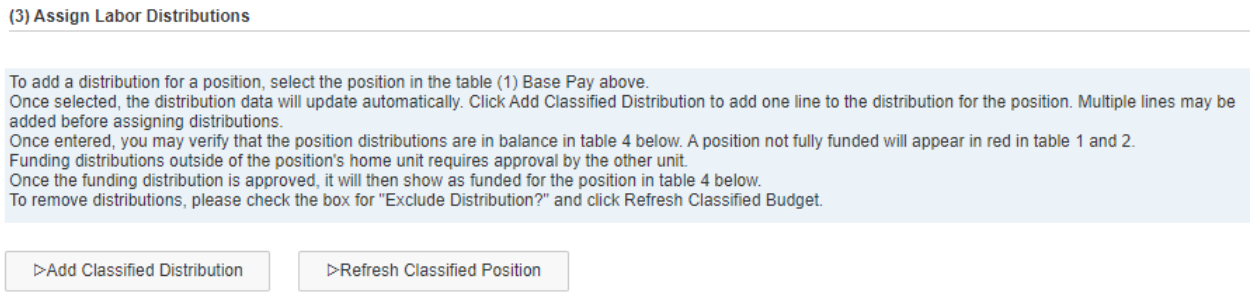
P0078224-Dental Assistant 2

	Bilingual Allowance	Shift Differential	Other Compensation	Total Other Compensation
FY21 Original Budget	-	-	-	-
FY21 Current Employee Pay	-	-	-	-
FY21 YTD Actuals	-	-	-	-
Budget?	☐	☐		
Other Comp/Cell Phone			-	-
Budgeted Other Compensation	-	-	-	-
Budgeted Fringe	-	-	-	-
Budgeted Total Other Compensation	-	-	-	-

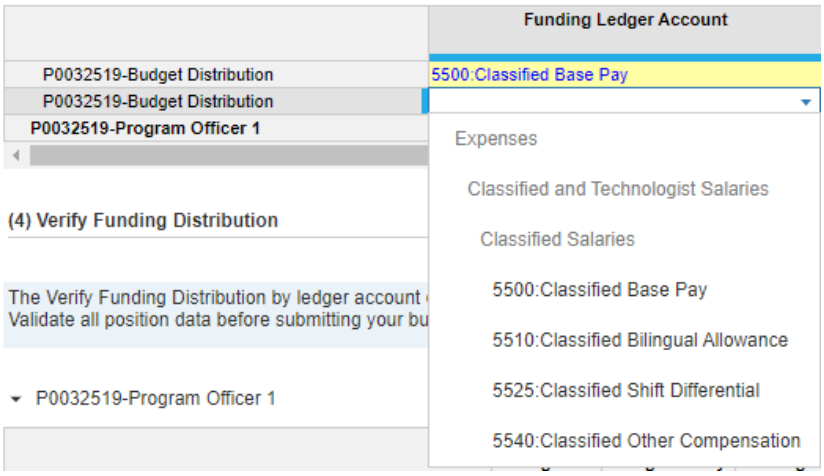
P0078224-Dental Assistant 2

	Bilingual Allowance	Shift Differential	Other Compensation	Total Other Compensation
FY21 Original Budget	-	-	-	-
FY21 Current Employee Pay	-	-	-	-
FY21 YTD Actuals	-	-	-	-
Budget?	☑	☐		
Other Comp/Cell Phone			-	-
Budgeted Other Compensation	2,227	-	-	2,227
Budgeted Fringe	967	-	-	967
Budgeted Total Other Compensation	3,194	-	-	3,194

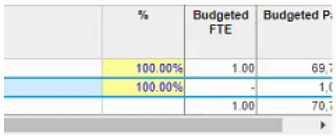
- Continue to section (3) Assign Labor Distributions, keeping the position selected from section (1) Base Pay
- Click 'Add Classified Distribution' to add lines – click to add as many lines as needed



- 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

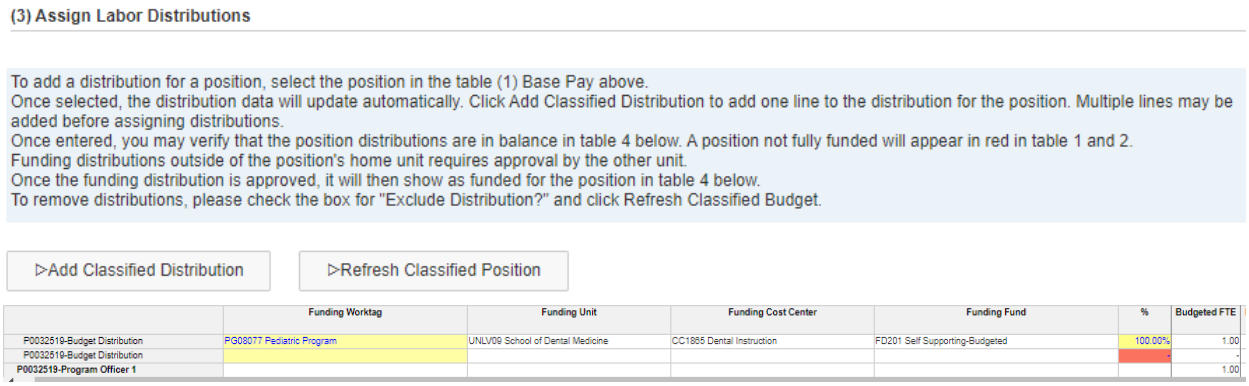


- Any red highlighted cells for the position, should have been removed after updating the distribution, unless additional approval is needed from the other account's Account Manager

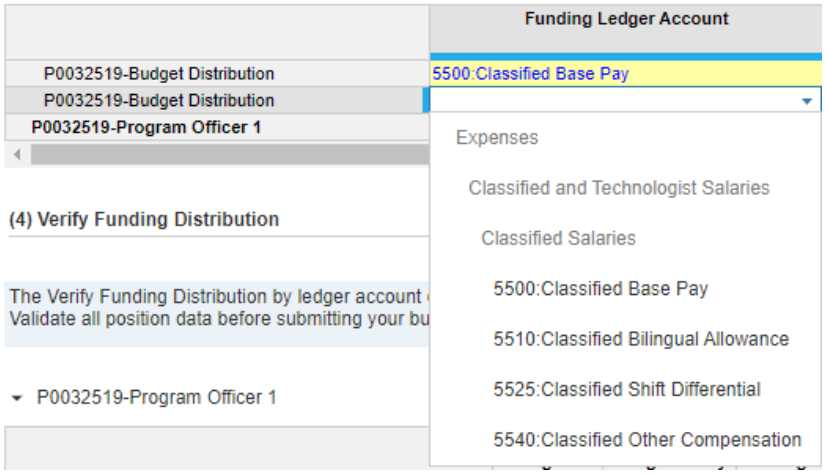
<u>Change the position budget distribution</u>

- 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



- 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

	Funding Ledger Account	Funding Worktag
P0032519-Budget Distribution	5500:Classified Base Pay	PG08077 Pediatric Program
P0032519-Budget Distribution	5500:Classified Base Pay	PG04642 UNLV Student Wellness
P0032519-Program Officer 1		

PG04642 UNLV Student Wellness

- 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%

	Funding Ledger Account	Funding Worktag	%	Budgeted FTE	Budgeted Pay	Budgeted Fringe
P0032519-Budget Distribution	5500:Classified Base Pay	PG08077 Pediatric Program	50.00%	0.50	27,979	12,143
P0032519-Budget Distribution	5500:Classified Base Pay	PG04642 UNLV Student Wellness	50.00%	0.50	27,979	12,143
P0032519-Program Officer 1				1.00	55,958	24,286

- 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

Select Cost Center and Worktag, then click Refresh. Leave 'Select Worktag Driver' blank to review the entire Cost Center.

Select Version: FY22 Original Budget

Select Cost Center	Select Self Supporting Worktag

▷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

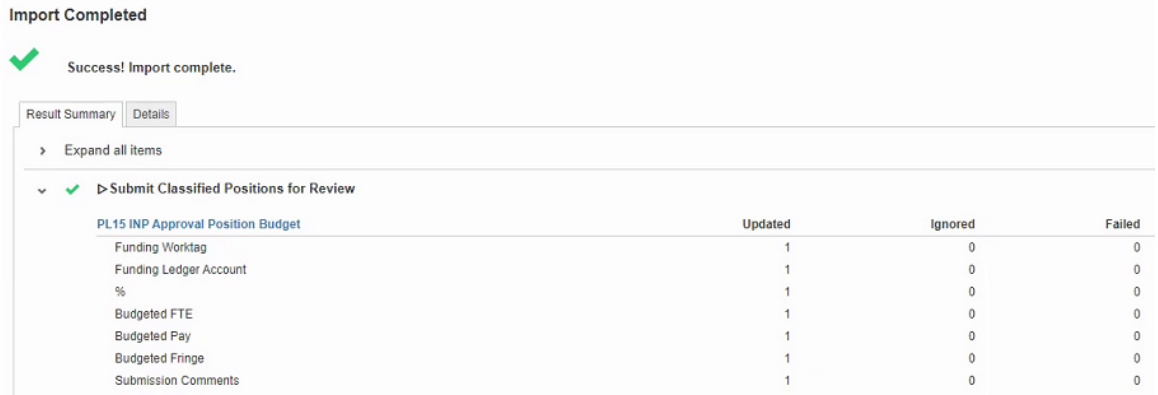
- Exclude Distribution? can be used if the line should not be included
  - The distribution added on the Classified Position Budget dashboard should then be removed or updated

Submission Comments	Ready for Submission?	Submission Status	Exclude Distribution?
Agreement to cover 50% per J. Smith	☑	In Progress	☐

- 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



PL15 INP Approval Position Budget	Updated	Ignored	Failed
Funding Worktag	1	0	0
Funding Ledger Account	1	0	0
%	1	0	0
Budgeted FTE	1	0	0
Budgeted Pay	1	0	0
Budgeted Fringe	1	0	0
Submission Comments	1	0	0

- Position(s) move to section '(2) Submitted Funding Distributions' and are awaiting review by the other account's Account Manager

(2) Submitted Funding Distributions

	Funding Ledger Account	Funding Worktag	Funding Unit	Funding Cost Center	Funding Fund	%	Budg F
P0027572-Budget Distribution	5500 Classified Base Pay	PG02230 Sponsored Programs Operations	UNLV05 VP Research and Economic Develop	CC1530 Sponsored Programs Administration	FD201 Self Supporting-Budgeted	100.00%	

- 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

	# of Pending Transfers In Requiring Review	# of Professional Submissions Requiring Review	# of Classified Submissions Requiring Review
CC0684 Sciences Dean Administration	-	1	-
CC0706 NIPM NV Institute of Personalized	-	-	-
CC0734 College of Sciences Grants	-	-	-
CC0808 Physics and Astronomy Departmer	-	-	-
CC1081 Chemistry Department	3	-	-
CC1212 School of Life Sciences	-	1	1
CC1503 Sciences Instruction	-	-	-
CC1691 Sciences-Scholarships and Fellows	-	-	-
CC1834 Mathematics Department	-	-	-
CC2244 Geoscience Department	-	-	-
UNLV01 College of Sciences	3	2	1

- 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

Select Cost Center and Worktag, then click Refresh. Leave 'Select Worktag Driver' blank to review the entire Cost Center OR leave 'Select Cost Center' and 'Select Worktag Driver' blank to review the entire Unit.

Select Version: FY22 Original Budget

Select Cost Center	Select Self Supporting Worktag

▷Refresh Professional Position Funding Review

- 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

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.

▷Add New SSB Position

- 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.

	Position Title	Job Family Group	Salary	Grade	Step	Proposed FTE	Proposed Pay	Proposed Fringe	Proposed Total Comp	Exclude?	Comments
PG00199 Idcr-D Col Science						1.00	100,000	29,400	129,400		
PG00199_Associate Professor Psychiat	Associate Professor Psychiatry	Academic Faculty	100,000			1.00	100,000	29,400	129,400	☐	
PG00199_						-	-	-	-	☐	

- 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 budgeted year, it's because of a negative balance. Please correct prior to submitting.

	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Original Budget	FY21 Revised Budget	FY21 YTD Actuals	FY21 Projected Actuals	FY22 Budget
Opening Balance	862,635	1,397,050	1,668,039	1,722,853	1,722,853	2,033,472	2,033,472	2,033,472
Revenue	1,193,162	896,823	964,279	940,000	940,000	664,447	-	-
Expense	(31,276)	125,876	103,953	311,431	341,582	112,468	-	272,287
Contribution	1,224,438	770,947	860,326	628,569	598,418	551,979	-	(272,287)
Net Transfers	(443,252)	(499,958)	(494,893)	(504,660)	(613,664)	(450,430)	-	(1,000)
Non-Operating Revenue	-	-	-	-	-	-	-	-
Non-Operating Expense	-	-	-	-	-	-	-	-
Net Activity	781,186	270,988	365,433	123,909	(15,246)	101,550	-	(273,287)
Ending Balance	1,643,820	1,668,039	2,033,472	1,846,762	1,707,607	2,135,021	2,033,472	1,760,184
Proposed SSB New Positions								265,270
Reserved Actuals	-	-	-	-	-	-	-	-
Commitments	-	-	-	-	-	-	-	-
Obligations	-	-	-	-	-	72,274	-	-
Adjusted Ending Balance	1,643,820	1,668,039	2,033,472	1,846,762	1,707,607	2,062,747	2,033,472	1,760,184

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 (-)

	Retirement Plan	Original Position Budget FTE	Budgeted Position FTE	Current Base Pay
P0026001-Coordinator, Miscellaneous	08 - PERS Employer Paid	1.00	1.00	70,696
P0026739-Communications/Writer, Senior	07 - RPA Retirement Plan Alternatives	1.00	1.00	69,797
P0036715-Analyst, Budget	07 - RPA Retirement Plan Alternatives	1.00	-	66,950

- Add comment confirming elimination of FTE and the reason for eliminating

Adjusted Base Pay	EPR Adjustment	Budgeted Base Pay	Budgeted Fringe	Budgeted Compensation	Other Comp?	Notes
70,696	(9,020)	61,676	18,133	79,809	☐	
69,797	-	69,797	20,520	90,317	☐	
-	-	-	-	-	☐	The Position is no longer needed

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.

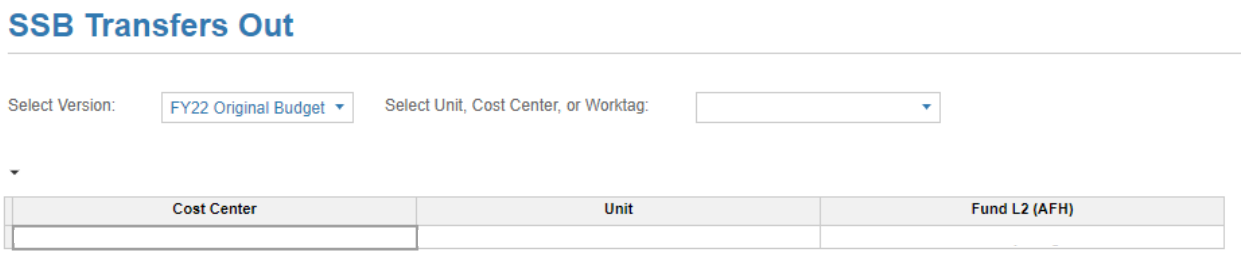
Transfers Out in Anaplan

- 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

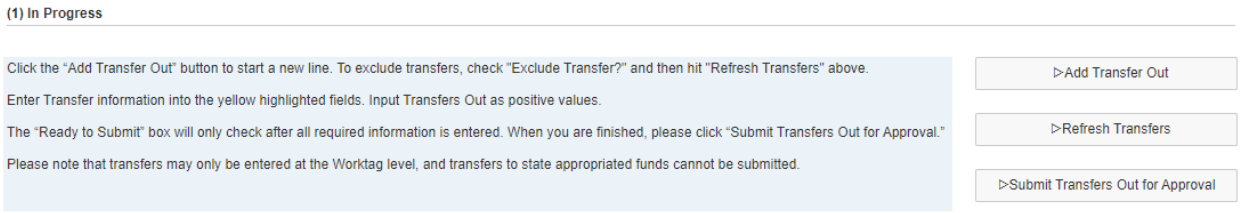
▷Transfers	Users will submit FY22 budget transfer out expense. The user submitting the transfer must obtain approval from the unit/department receiving the funds. The recipient of the transfer out will have to approve in order for it to be realized in the FY22 budget
▷Unbalanced Transfers	Users will enter Transfers In or Out from Unbudgeted (Balance Controlled) accounts at the Worktag level

Using the Transfer dashboard:

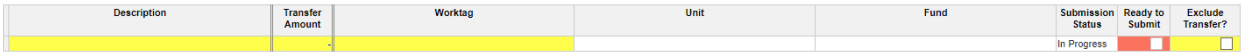
- If both accounts are budgeted, the transfer activity is required to be submitted for approval
- The transfer can only be initiated by the account that is transferring (sending) the funds
- As with other dashboards used, the account for the activity should be indicated at the top – in this case, the 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



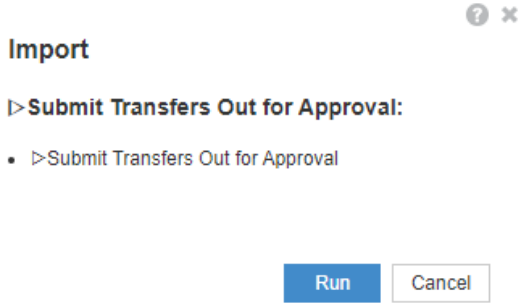
- Under section (1) In Progress, is where the Transfer-Out activity will be entered for submission



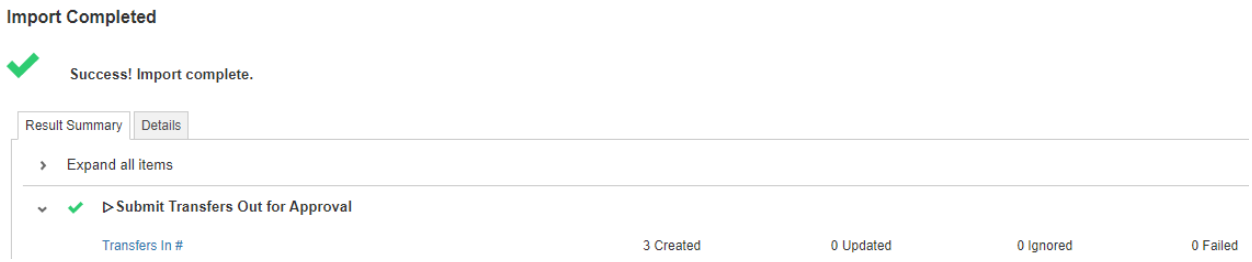
- Click on 'Add Transfer Out' to add a line to enter the Transfer-Out activity



- 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)

Select a Unit, Cost Center or Worktag from the drop down menu below. Please note: Transfers may only be entered at the Worktag level.

Select Version: FY22 Original Budget

Select Unit, Cost Center, or Worktag:

- Click 'Add Unbalanced Transfers' to add line for transfer activity

	Description	Amount	Ledger Account	Source/Destination Worktag	Opening Balance	Contribution	Net Transfers	Ending Balance	Exclude Transfer?
#104		-			-	-	-	-	
PG04436 Start-Up Orgill									

- 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

Account Manager Approval Name	
Account Manager Approval Date	
Unit Manager Approval Name	
Unit Manager Approval Date	
Divisional Manager Approval Name	
Divisional Manager Approval Date	
Budget Final Approval Name	
Budget Final Approval Date	

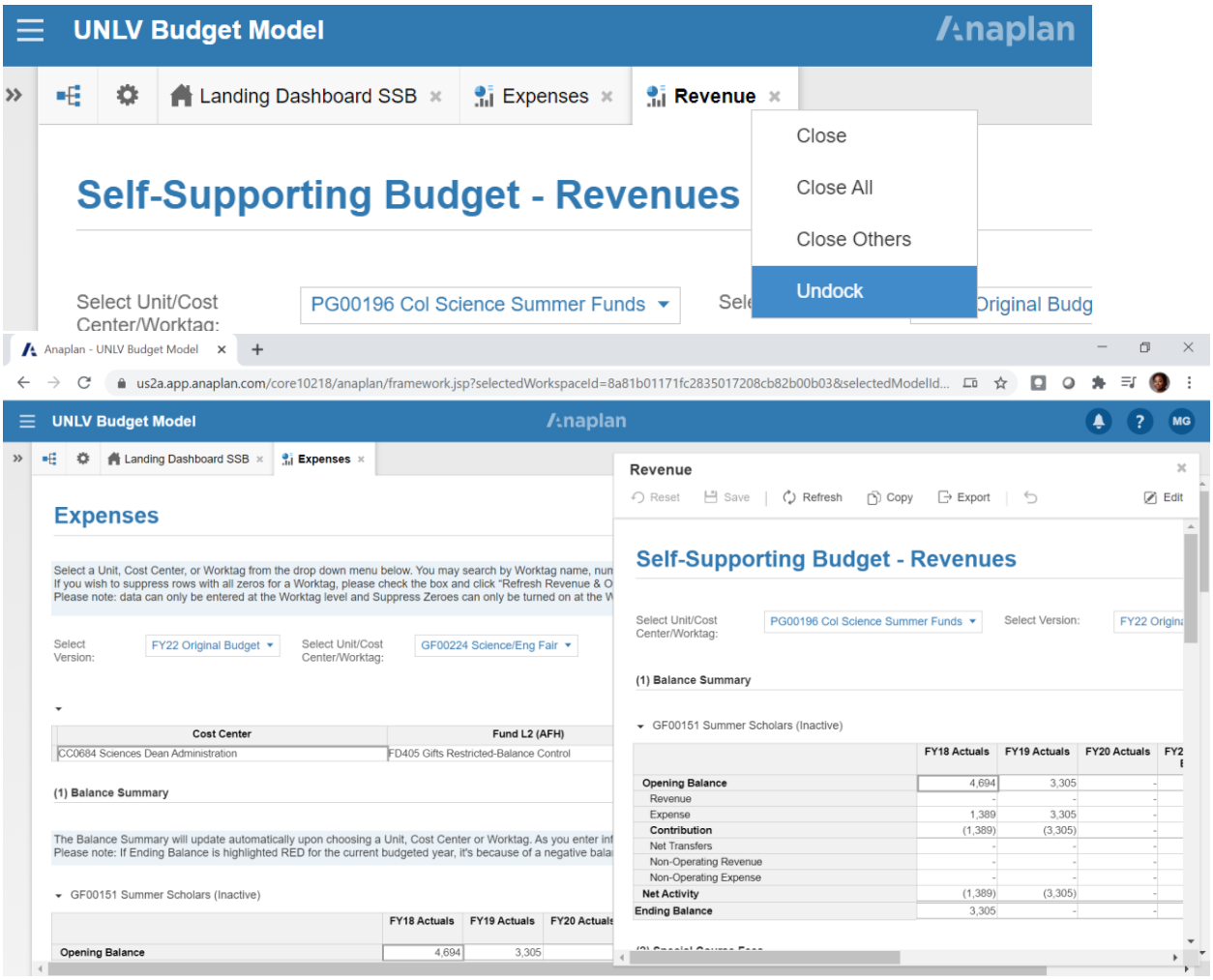
Helpful Tips for Using Anaplan

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

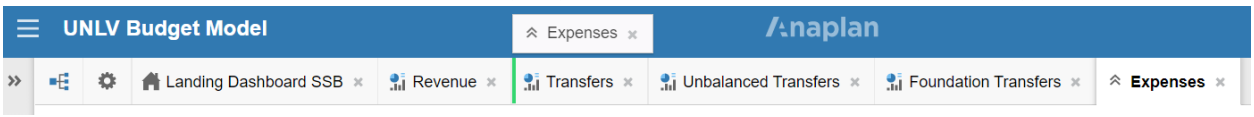


Re-attach Tabs

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

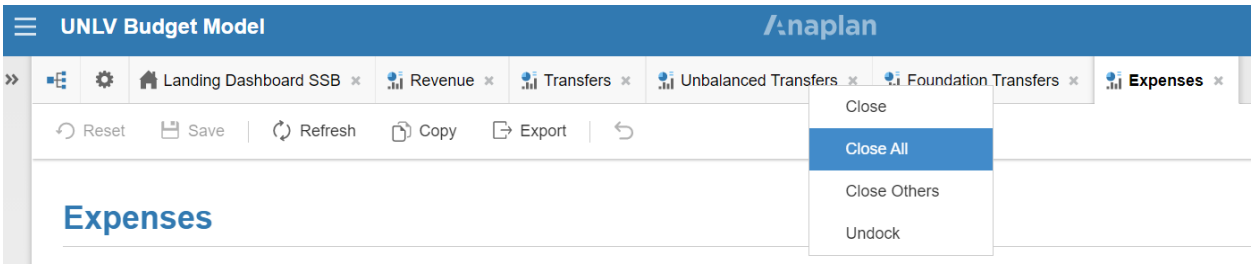
Rearrange Tabs

- 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



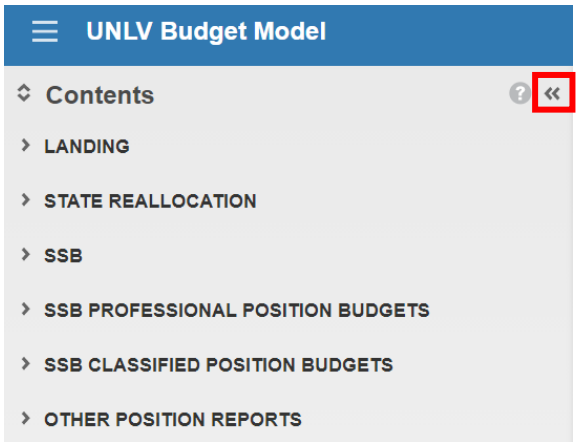
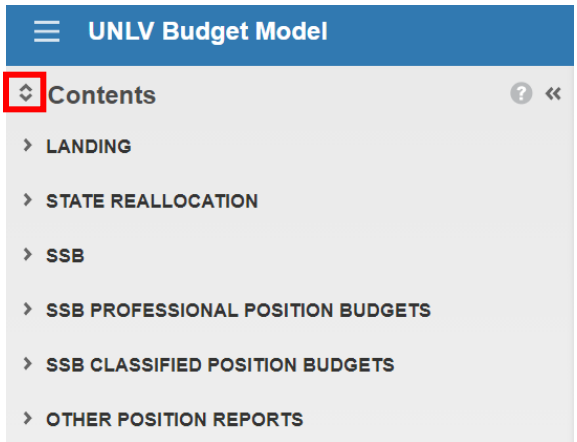
Close Dashboard Tabs

- 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