Annual Operating Budget Planning Process
Anaplan Department Approver User Guide
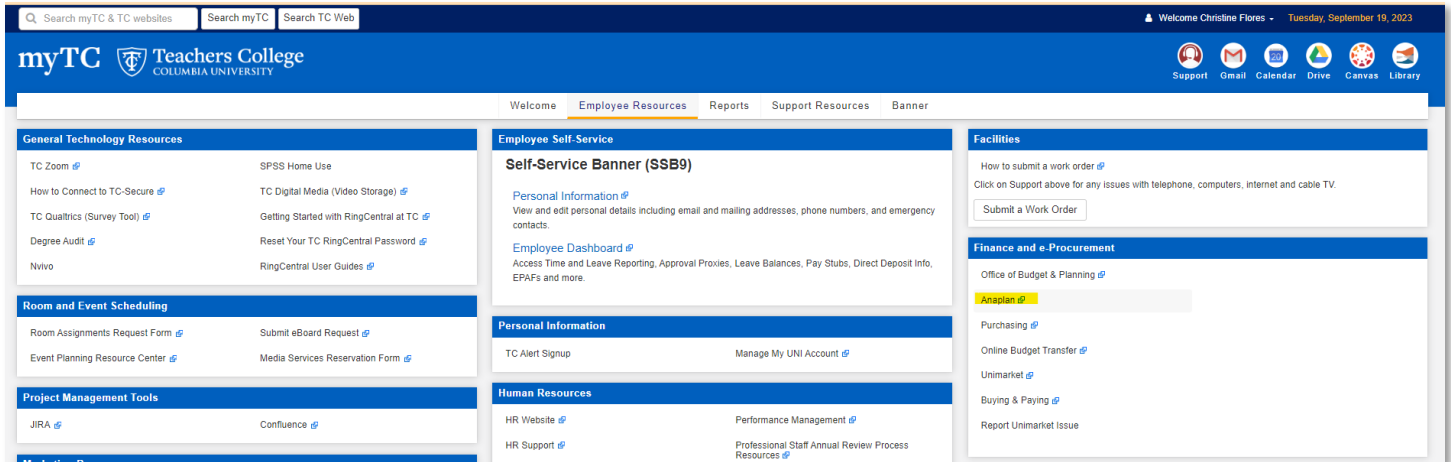
Contents

Accessing Anaplan

1. Log onto the TC Portal
2. Navigate to the Employee Resources tab
3. Navigate to the Finance and e-Procurement portlet. The Anaplan homepage will be the second link.

This will take you to Anaplan's applications home page. There should be two applications:

1. Annual Operating Budget Planning Training Space - This application is used for Training Purposes ONLY.
2. FY'*XX* Annual Operating Budget Planning - This application is used for TC's Annual Operating Budget Planning process. This application will not be available outside of the cycle timeline.

Selecting any one of these applications will take you to the application's content page. The content page contains the dashboards used for the Annual Operating Budget Planning process, grouped by category.

Anaplan Operating Budget Planning Process Workflow

The first category, Overview of the Annual Budget Planning Process, contains a dashboard of the Teacher's College welcome message and general instructions for completing the annual budget planning process. This section provides resources for completing the process, identifies your model user role, highlights the cycle deadline and provides an overview of the steps that need to be taken to complete the annual operating budget planning process.

Use the **Overview of the Annual Budget Planning Process page** to help guide you through the steps for completing the annual operating budget planning process.

Budget Development Overview	→	Budget Verification and Reallocation	→	Budget Review and Submission	→	New Requests Submission *(if applicable)*
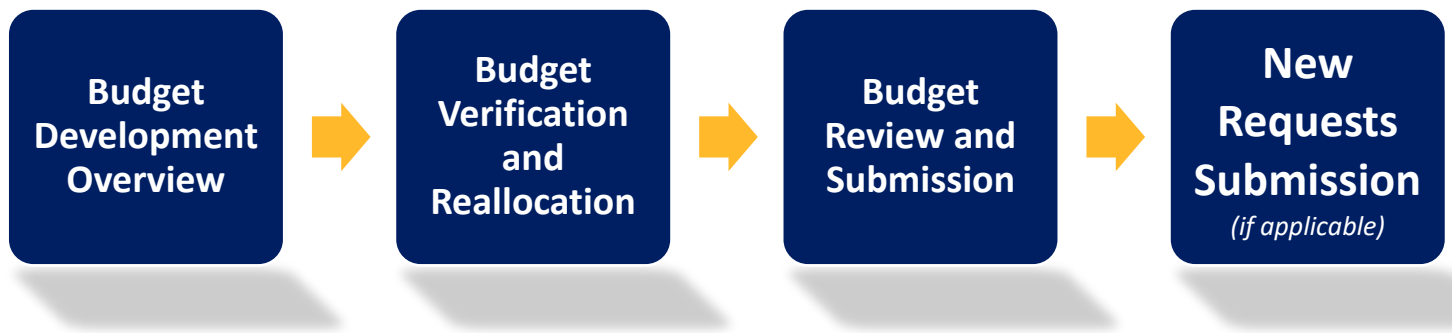
Operating Budget Development Overview
This category contains the pages used to review the timeline and completion status of the budget planning process and summaries of the budget reallocations made.

Operating Budget Verification and Reallocation
This category contains the pages used to verify and reallocate the fiscal year Full Time & Union, Part Time and OTPS budgets for the department(s) you are responsible for.

Operating Budget Adjustments
This category contains the pages used to create and submit departmental budget adjustments. These pages can be used as an alternative to the budget verification and reallocation pages.

Operating Budget Review & Submissions
This category contains the page used to do a final review of the Requested Budget, ensuring all reallocations net to zero or less, and to submit the budget to the next approval level.

New Operating Budget Requests
This category contains the pages used to submit requests for incremental increases to your base budget.

Reporting
This category provides useful reports summarizing the planned fiscal year budget data to assist in the review process.

Operating Budget Development Overview

1.0 Budget Development Status Dashboard

This dashboard provides the timeline and completion status of the budget planning at each step of the process.

The **Key Activities** and **Budget Timeline** display the budget submission deadline in both date and Gantt chart format.

The **Budget Development Status by Index** table displays:

- The overall *Completion Status* of the process
- The workflow submission statuses for the Requested Base Budget by *Program Approval*, *Department Approval*, *VP Area Review, VP Approval,* and *Budget Office Approval*.
- The status of *Approved New Budget Requests*

Budget Development Status by Index	Completion Status	Program Approval	Department Approval	VP Approval	Budget Office Approval	Approved New Budget Requests
Lions						-
Manhattan Lions						-
ML1111 - Administration	Under Review	Program Manager Approved	Department Manager Approved	Not Submitted	Not Submitted	-
ML2222 - Programs	Under Review	Program Manager Approved	Department Manager Approved	Available for Review	Not Submitted	-
Big Apple Lions						-
BA3333 - Operations	Under Review	Program Manager Approved	Available for Review	Not Submitted	Not Submitted	-
Columbia Blue						-
Knickerbocker Blue						-
KB4444 - General	Under Review	Program Manager Approved	Available for Review	Not Submitted	Not Submitted	-
Tiffany Blue						-
TB5555 - Silver and Bling	Under Review	Program Manager Approved	Available for Review	Not Submitted	Not Submitted	-

1.2 Budget Summary – Reallocations in Aggregate

This dashboard displays metrics for net changes between the Preliminary Budget and the Requested Budget for Full Time & Union, Part Time and OTPS reallocations. It also summarizes the inputted budget reallocations by Index and Program level, Department level, and VP level adjustments.

Use the context selector at the top right-hand corner of the dashboard to change the display information based on the selected department, program or index.

The Net Change metrics display the variances between the Preliminary Budget and the Requested Budget for Full Time & Union, Part Time and OTPS. *These metrics do not include fringe in the calculation.* The dot will turn red if net reallocations are greater than zero and green if net reallocations are zero or less.

The **Budget Summary** card provides a summary, by account category, of:

- *Actuals* for the preceding three fiscal years
- Current fiscal year's *Approved Budget*
- Planning year's *Preliminary Budget*
- *Reallocation ($)* reflects changes made in the Full Time & Union, Part Time and OTPS verification and reallocation screens
- *Departmental Adjustments* reflect reallocations made at the Department level via the Budget Adjustment Form, including changes in fringe
- *VP Adjustments* reflect reallocations made at the VP level via the Budget Adjustment Form, including changes in fringe
- *Adjusted Requested Base Budget* is the *Preliminary Budget + Reallocations ($) + Departmental Adjustments + VP Adjustments*
- *New Budget Requests* are the approved amounts from the New Budget Requests process
- *Approved Budget* reflects the final fiscal year planning budget approved by the Office of Budget and Planning. It is calculated as the *Adjusted Requested Base Budget + New Budget Requests* + any central Budget Office adjustments.

Budget Summary

	FY '20 Actuals	FY '21 Actuals	FY '22 Actuals	FY '23 Approved Budget	FY '24 Preliminary Budget	Reallocation ($)	FY '24 Departmental Adjustments	FY '24 VP Adjustments	FY '24 Adj Requested Base Budget	FY '24 New Budget Requests	FY '24 Approved Budget
Instructional Salaries	71,047.00	77,898.96	69,850.94	68,377.23	68,499.23	(23,260.00)	-	-	45,239.23	-	-
Staff Salaries	78,859.23	101,521.01	103,616.59	105,230.00	104,745.00	-	-	-	104,745.00	-	-
Student Employment	1,154.00	520.00	2,181.00	4,581.01	4,581.01	-	-	-	4,581.01	-	-
Benefits Expense	55,540.87	64,220.91	65,200.25	67,491.80	67,491.80	(5,622.62)	-	-	61,869.18	-	-
Professional & Contracted Services	2,050.00	779.00	5,647.00	5,625.69	5,625.69	-	-	-	5,625.69	-	-
Technology Support	536.28	233.00	652.91	787.00	787.00	-	-	-	787.00	-	-
All Other OTPS	3,049.00	4,845.00	4,048.00	5,098.82	5,098.82	-	-	-	5,098.82	-	-
Expenses	212,236.38	250,017.88	251,196.69	257,191.55	256,828.55	(28,882.62)	-	-	227,945.93	-	-

ML1111 - Administration

If you are looking at the **Budget Summary** at the department level, the lower **Reallocation Changes by Index** card will provide details of the selected account category reallocations by index.

Budget Summary

	FY '20 Actuals	FY '21 Actuals	FY '22 Actuals	FY '23 Approved Budget	FY '24 Preliminary Budget	Reallocation ($)	FY '24 Departmental Adjustments	FY '24 VP Adjustments	FY '24 Adj Requested Base Budget	FY '24 New Budget Requests	FY '24 Approved Budget
Instructional Salaries	71,047.00	77,898.96	69,850.94	68,377.23	68,499.23	(5,000.00)	-	-	63,499.23	-	-
Staff Salaries	492,658.75	488,924.91	254,537.87	256,059.29	189,621.10	57,821.70	-	-	247,442.80	-	-
Student Employment	1,154.00	520.00	2,181.00	4,581.01	4,581.01	-	-	-	4,581.01	-	-
Benefits Expense	204,195.02	202,633.92	122,455.96	123,357.31	123,357.31	4,504.57	-	-	127,861.88	-	-
Scholarship & Financial Aid	1,734.00	1,527.00	1,877.00	26,126.00	522,520.00	-	-	-	522,520.00	-	-
Professional & Contracted Services	16,099.83	7,144.31	19,906.00	41,232.69	41,232.69	-	-	-	41,232.69	-	-
Space & Facilities Operations	2,613.00	1,498.00	2,633.00	3,161.00	3,161.00	-	-	-	3,161.00	-	-
Technology Support	5,583.08	9,241.20	4,521.90	3,265.00	3,265.00	-	-	-	3,265.00	-	-
All Other OTPS	29,017.64	36,599.22	33,106.80	29,477.82	29,477.82	(1,607.00)	-	-	27,870.82	-	-
Debt Service and Finance Charges	354.00	2,577.00	277.00	540.00	540.00	-	-	-	540.00	-	-
Expenses	824,456.32	828,564.52	511,347.47	558,364.35	986,255.16	55,719.27	-	-	1,041,974.43	-	-

Manhattan Lions

Reallocation Changes by Index

	FY '20 Actuals	FY '21 Actuals	FY '22 Actuals	FY '23 Approved Budget	FY '24 Preliminary Budget	Reallocation ($)	FY '24 Departmental Adjustments	FY '24 VP Adjustments	FY '24 Adj Requested Base Budget	FY '24 New Budget Requests	FY '24 Approved Budget
ML1111 - Administration	78,859.23	101,521.01	103,616.59	105,230.00	104,745.00	3,000.00	-	-	107,745.00	-	-
ML2222 - Programs	413,799.52	387,403.90	150,921.28	150,829.29	84,876.10	54,821.70	-	-	139,697.80	-	-

Manhattan Lions   Staff Salaries

1.3 Budget Summary – Reallocations by Type

This dashboard is similar to the Reallocations in Aggregate dashboard, with a few changes to the **Budget Summary**. Instead of reallocations by approval level, reallocations are summarized by changes in Full Time & Union, Part Time and OTPS:

- *Change in Full Time & Union* reflecting total reallocations for Full Time & Union budgets made at all approval levels.
- *Change in Part Time* reflecting total reallocations for Part Time budgets made at all approval levels.
- Change in OTPS reflecting total reallocations for OTPS budgets made at all approval levels.
- Change in Fringe

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- <u>Total All Changes</u> calculated as the total of all change columns.

Budget Summary

	FY '20 Actuals	FY '21 Actuals	FY '22 Actuals	FY '23 Approved Budget	FY '24 Preliminary Budget	Change in Full Time & Union	Change in Part Time	Change in OTPS	Change in Fringe	Total All Changes	FY '24 Adj Requested Base Budget	FY '24 New Budget Requests	FY '24 Approved Budget
Full Time Faculty	35,096.92	35,119.92	35,303.92	35,138.00	35,260.00	(35,260.00)	-	-	-	(35,260.00)	-	-	-
Part Time Instructional Staff	35,950.08	42,779.04	34,547.02	33,239.23	33,239.23	-	1,000.00	-	-	1,000.00	34,239.23	-	-
Instructional Salaries	71,047.00	77,898.96	69,850.94	68,377.23	68,499.23	(35,260.00)	1,000.00	-	-	(34,260.00)	34,239.23	-	-
Full Time Professional & Support Staff	979,486.26	983,926.41	687,787.37	773,655.47	723,862.10	34,483.25	-	-	-	34,483.25	758,345.35	-	-
Overtime	1,615.00	1,066.00	632.00	649.71	682.20	-	2,000.00	5,320.50	-	7,320.50	8,002.70	-	-
Part Time Professional & Support Staff	69,056.50	70,947.04	51,041.95	80,890.17	83,141.25	-	(3,000.00)	-	-	(3,000.00)	80,141.25	-	-
Staff Salaries	1,050,157.76	1,055,939.45	739,461.32	855,195.35	807,685.55	34,483.25	(1,000.00)	5,320.50	-	38,803.75	846,489.30	-	-
Student Employment	1,154.00	520.00	2,181.00	4,581.01	4,581.01	-	-	-	-	-	4,581.01	-	-
Student Employment	1,154.00	520.00	2,181.00	4,581.01	4,581.01	-	-	-	-	-	4,581.01	-	-
Fringe Benefits	403,873.81	405,953.52	342,654.79	352,467.41	352,467.41	-	-	-	6,825.52	6,825.52	359,292.93	-	-
Benefits Expense	403,873.81	405,953.52	342,654.79	352,467.41	352,467.41	-	-	-	6,825.52	6,825.52	359,292.93	-	-
Scholarship & Aid	1,734.00	1,527.00	1,877.00	26,126.00	522,520.00	-	-	-	-	-	522,520.00	-	-
Scholarship & Financial Aid	1,734.00	1,527.00	1,877.00	26,126.00	522,520.00	-	-	-	-	-	522,520.00	-	-
Consulting Services	6,358.00	3,609.00	102,250.06	113,586.10	113,586.10	-	-	-	-	-	113,586.10	-	-

Lions ∨

Operating Budget Verification and Reallocation

2.0 Full Time & Union Position Budget

Use this dashboard to develop the Requested Budget for all Full Time & Union positions charged to the departments you manage. If a Program Approver has submitted the budget to you, use this page to make any necessary changes or return the budget for correction for the Program Approver to make the corrections.

There are five overall Full Time & Union planning metrics provided:

1. **Net Change in Full Time & Union (excl. Fringe)** - If this amount represents net reallocations at zero or less, the dot will turn green. Otherwise, it will be red.
2. **Planned Operating Headcount** – All Full-Time positions permanently charged to the operating budget, excluding all supplemental positions
3. **Requested Position Budget –** This metric shows the total requested position budget.
4. **Budgeted to Other Operating –** Total budget of positions you own that are split funded with other operating indices
5. **Budgeted to Non-Operating** – Total budget of positions you own that are split funded with other non-operating indices

Net Change in Full Time & Union (excl. Fringe)	Planned Operating Headcount	Requested Position Budget	Budgeted to Other Operating	Budgeted to Non-Operating
● -	68.00	6,156,871.33	-	-

Positions charged to your index(es) are listed in two sections:

- **Home Positions** – these are positions charged to your index that you own and can therefore make budget changes to.
- **Charged Positions** – these are split funded positions partially charged to your index that are owned by another index. You will need to contact the position's Home Index manager to make reallocations to the budget.

The Home Index for a position is defaulted to the index with the highest allocation. In scenarios with 50% 50% split funding, the Home Index will default to the first in numerical order.

Home Positions

HOME POSITIONS	Incumbent	Index Preliminary Budget	Index Requested Budget	LD %	Distribution Status	Planned Operating Headcount	Comments
BA3333 - Operations		614,662.00	614,662.00			8	
BA3333_PL6000 - FT Salary Pool		214.00	214.00	100.0%	Fully Distributed	0	
PO2017 - Program Coordinator	Rex, Johnny	65,016.00	65,016.00	100.0%	Fully Distributed	1	
PO2026 - Assistant Director	Hall, Tony	74,587.00	74,587.00	100.0%	Fully Distributed	1	
PO2045 - Assistant Director	Alberti, Eva Allen	70,184.00	70,184.00	100.0%	Fully Distributed	1	
PO2049 - Director	Booker, James	90,200.00	90,200.00	100.0%	Fully Distributed	1	
PO2089 - Associate Director	Thomas, Irma	85,679.00	85,679.00	100.0%	Fully Distributed	1	
PO2091 - Assistant Director	Domino, Fats	81,863.00	81,863.00	100.0%	Fully Distributed	1	
PO6028 - Analyst	Thoth, Sammy	59,803.00	59,803.00	100.0%	Fully Distributed	1	
PO6031 - Part-Time Secretarial/Clerical	Vacant - Dodge, Grace Hoadley	35,132.00	35,132.00	100.0%	Fully Distributed	0	
PO6035 - Custodian II	Vacant - Vanderbilt, William	51,984.00	51,984.00	100.0%	Fully Distributed	1	

Charged Positions

How To Update Position Budgets

Update the Index Requested Budget from the **Position Budget Updates** section after selecting the position from the **Home Positions** section.

Enter a *Permanent Change %* (percentage) or *Permanent Change ($)* (dollar amount). Changes made to these two fields are summarized in the *Total Permanent Reallocation* field.

You can calculate *Planned One-Time Savings* for planned leave by selecting the applicable *Leave Type* from the drop down. This is used for reporting purposes only; it does not update Requested Budget.

Please be sure to offset the new position budget by lowering salary budgets for other positions.

Note: All reallocations require a comment of the change. The *Comment* column will turn red if a comment is needed.

How To Add a New Position

1. Click on the green "Add New Position" Button. You will be prompted to enter a:

a. *Display Name* – Use the following format: "Index - Position Title" (e.g. 100000-Professor).
   b. *Permanent Change ($)* – this is optional. This information can also be updated on the Position Budget Updates card after the position is created.
2. Click Submit
3. Select the position from the Home Positions card and use the Add Labor Distribution button to assign the index and account number.
4. Click Submit
5. Enter the labor distribution percentage in the *LD Override %* field.
6. Enter a Comment regarding the change.

To Add a New Position Through Existing FT Salary Reallocation
1. Click on the button below.
2. When prompted, enter in a Display Name in the following format: "Index - Position Title" (e.g. 100000-Professor).
3. Enter in a salary, if known, then click "Submit".
4. Once entered, use the Add Labor Distribution button below to assign the index and account number.
5. Please be sure to offset the new position budget by lowering salary budgets for other positions.

⊕ **Add New Position**

Note: If a position was created in error, reach out to budget@tc.columbia.edu who will be able to remove the position.

How To Update Position Labor Distributions

After selecting the position from the **Home Positions** section, scroll down to the **Labor Distributions** section.

HOME POSITIONS	Incumbent	Index Preliminary Budget	Index Requested Budget	LD %
ML2222 - Programs		66,504.10	62,879.29	
ML2222_PL6000 - FT Salary Pool		30,256.00	30,256.00	100.0%
PO2059 - Secretary	Potter, William Appleton	36,248.10	32,623.29	60.0%

Enter a new percentage in the *LD Override %* column or enter a new amount in the *LD Override $* column.

To add a new labor distribution, click on the blue "Add Labor Distribution" button. You will be prompted to

1. Select the Index Code
2. Select an Account Code
3. Select Submit
4. Enter a new percentage in the *LD Override %* column or enter a new amount in the *LD Override $* column for the new distribution.

To remove a new labor distribution (only newly added labor distributions can be removed):

1. Check the *Remove Distribution* check box
2. Click the red "Remove Distribution" button

Note: If a position is under distributed, the *Distribution Status* in the **Home Positions** section will be highlighted red and will read "Under Allocated", indicating that corrections need to be made.

2.1 Full Time & Union Position Budget Summary

Use this dashboard to review the changes that were made on the Full Time & Union Position Verification and Reallocation page and make any necessary corrections to reallocations based on the checks provided. If a Program Approver has submitted the budget to you, use this page to make any necessary changes or updates, or return the budget for correction for the Program Approver to make the corrections.

The **Full Time & Union Position Checks** card displays four budget checks for all the indices you manage.

1. Check 1: All Reallocations Net to Zero or Less *(Note: Ultimately, the VP area should net to zero or less, and will not be able to submit otherwise).*
2. Check 2: All Reallocations Have Comments
3. Check 3: All Positions are Fully Distributed
4. Check 4: All Distribution Changes Have Comments

If any index does not pass a check, the associated cell will be highlighted in red. Passed checks will be check marked and highlighted green. The *Reviewed?* check box is not required. Use this column if you have a lot of indexes and want to keep track of the ones you've completed review for.

Full Time & Union Position Checks

	Check 1: Reallocations Net Zero or Less?	Check 2: All Position Changes Have Comments?	Check 3: All Positions Fully Distributed?	Check 4: All Distribution Changes Have Comments?	Reviewed?
ML1111 - Administration	☑	☑	☑	☑	☐
ML2222 - Programs	☐	☐	☑	☐	☑
BA3333 - Operations	☑	☑	☑	☑	☐
KB4444 - General	☑	☑	☑	☑	☐
TB5555 - Silver and Bling	☑	☑	☑	☑	☐

Use the sections below to review and/or make any necessary corrections.

The **Check 1 and 2** card allows you to make corrections to satisfy these two checks. The card displays all position reallocations made for the index selected in the **Full Time & Union Position Checks** card. Enter any changes to the *Requested Position Salary* by updating the *Permanent Change ($)* column. Enter any missing comments in the *Comments* column. Alternatively, corrections can be made back in the 2.0 Full Time and Union Position Verification and Reallocation dashboard, **Position Budget Updates** card.

Full Time & Union Position Checks

	Check 1: Reallocations Net Zero or Less?	Check 2: All Position Changes Have Comments?	Check 3: All Positions Fully Distributed?	Check 4: All Distribution Changes Have Comments?	Reviewed?
ML1111 - Administration	☑	☑	☑	☑	☐
ML2222 - Programs	☐	☐	☑	☐	☑
BA3333 - Operations	☑	☑	☑	☑	☐
KB4444 - General	☑	☑	☑	☑	☐
TB5555 - Silver and Bling	☑	☑	☑	☑	☐

Index Level Comments

Index Submission Comments

ML2222 - Programs

CHECK 1 and 2

	Home Index	Permanent Change $	Requested Position Salary	Comments
PO2059 - Secretary	ML2222 - Programs	$ 100,000.00	$ 151,783.00	

The **Check 3** card displays any positions that are not 100% distributed. You will need to go back to the 2.1 Full Time and Union Position Planning dashboard to make any corrections for this check.

The **Check 4** card displays all position labor distribution changes missing comments. Enter any missing comments in the *Comments* column. Alternatively, comments can be entered back in the 2.1 Full Time and Union Position Planning dashboard, **Labor Distributions** card.

CHECK 3

PO2059 - Secretary	ML2222 - Programs				Home Index			Distribution Status		
								Under Allocated		

CHECK 4

Planned Position	Index	Account	Current Position Budget	Current LD %	Zero Out LD%?	LD Override %	Planned LD Budget	Variance	Comments
PO2059 - Secretary	ML2222	6211	36,248.10	70.00%	☐	60.00%	91,069.80	54,821.70	
PO2059 - Secretary	500000	6211	15,534.90	30.00%	☐	30.00%	45,534.90	30,000.00	

2.2 Part Time Budget

Use this dashboard to develop the Requested Budget for all Part Time accounts for the department index(es) you manage.

If a Program Approver has submitted the budget to you, use this page to make any necessary changes or updates, or return the budget for correction for the Program Approver to make the corrections. (Alternatively, Department Approvers can utilize the Operating Budget Adjustments form to make adjustments to the submitted budget. These adjustments will appear in the Departmental Adjustments column in the Part Time Budget Verification and Reallocation pages, and Budget Planning Summary - Reallocations in Aggregate page.)

This **Net Change in Part Time Reallocations** metric will stay green if the net allocations are zero or less. It will turn red if the net allocations are greater than zero.

By default, the **Part Time Reallocations Input** card is filtered to only those accounts that have Actuals within the last three years, a current year Approved Budget, a planning year Preliminary Budget or a Reallocation Input. If needed, select the **Show All Accounts** checkbox to display and make reallocations to all part time accounts.

Net Change in PT from Reallocations for selection

🟢 ($ 2,000.00)

☐ Show All Accounts

How To Reallocate Part Time Budgets

In the **Part Time Reallocation Input** card, enter a reallocation amount in the _Reallocation Input_ column. The _Requested Based Budget_ will update accordingly. Enter a _Comment_ for each reallocation made. Please ensure to offset any reallocations.

| Part Time Reallocation Input | | | | | | | | |
Index	Account	FY '20 Actuals	FY '21 Actuals	FY '22 Actuals	FY '23 Approved Budget	FY '2... ...liminary Bu...	Reallocation Input	FY '24 Requested Base Budget
ML1111 - Administration	6122 - PT Instructors Exe...	5,579.97	18,108.96	5,655.96	3,686.47	3,686.47	-	3,686.47
ML1111 - Administration	6132 - PT Adjunct Profes...	30,370.11	24,670.08	28,891.06	29,552.76	29,552.76	(5,000.00)	24,552.76
ML1111 - Administration	6254 - Temporary Profes...	16,886.22	28,946.00	38,356.00	26,917.00	26,917.00	3,000.00	29,917.00
ML1111 - Administration	6422 - TA/RA - Part-Time	1,154.00	520.00	2,181.00	4,581.01	4,581.01	-	4,581.01

Refresh the page to populate the summary of changes on the **Part Time Reallocations Summary** card. This populates all list of accounts with reallocations made. Changes to the _Requested Base Budget_ can be made in the _Reallocation Input_ column of this card as well.

| Part Time Reallocations Summary | | | | | |
Index	Account	FY '24 Preliminary Budget	Reallocation Input	FY '24 Requested Base Budget	Comments
ML1111 - Administration	6132 - PT Adjunct Profess...	29,552.76	(5,000.00)	24,552.76	test
ML1111 - Administration	6254 - Temporary Professi...	26,917.00	3,000.00	29,917.00	

2.3 OTPS Budget

Use this dashboard to develop the Requested Budget for all OTPS accounts for the department index(es) you manage.

If a Program Approver has submitted the budget to you, use this page to make any necessary changes or updates, or return the budget for correction for the Program Approver to make the corrections. (Alternatively, Department Approvers can utilize the Operating Budget Adjustments form to make adjustments to the submitted budget. These adjustments will appear in the Departmental Adjustments column in the OTPS Budget Verification and Reallocation pages, and Budget Planning Summary - Reallocations in Aggregate page.)

This **Net Change in OTPS Reallocations** metric will stay green if the net allocations are zero or less. It will turn red if the net allocations are greater than zero.

By default, the **OTPS Reallocations Input** card is filtered to only those accounts that have Actuals within the last three years, a current year Approved Budget, a planning year Preliminary Budget or a Reallocation Input. If needed, select the **Show All Accounts** checkbox to display and make reallocations to all OTPS accounts.

How To Reallocate OTPS Budgets

In the **OTPS Reallocations Input** card, enter a reallocation amount in the *Reallocation Input* column. The *Requested Based Budget* will update accordingly. Enter a *Comment* for each reallocation made.

Refresh the page to populate the summary of changes on the **OTPS Reallocations Summary** card. This populates all list of accounts with reallocations made. Changes to the *Requested Base Budget* can be made in the *Reallocation Input* column of this card as well.
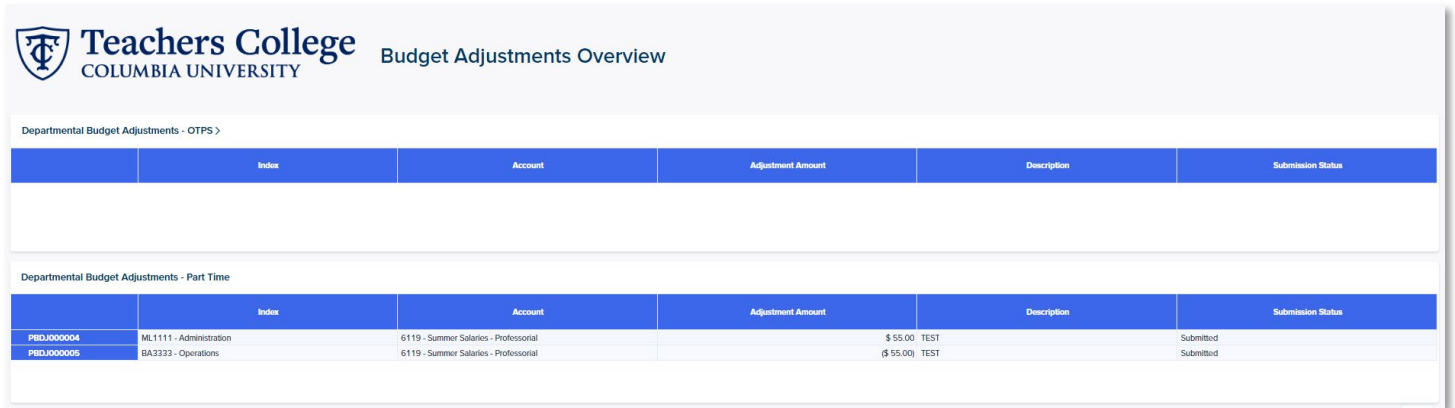
OTPS Reallocations Summary

Index	Account	FY '24 Preliminary Budget	Reallocation Input	FY '24 Requested Base Budget	Comments
ML1111 - Administration	7112 - Office Supplies	1,607.00	(1,607.00)	-	

Operating Budget Adjustments

3.0 Budget Adjustment Dashboard

This dashboard provides an overview of all budget adjustments submitted by the Department Approver, VP Approver or Budget Office along with their submission status.

3.1 Budget Adjustments Form - Department

This dashboard is used to create and submit departmental budget adjustments. This dashboard can be used instead of the verification and reallocation pages for Part Time and OTPS adjustments. Submitted adjustments will appear in the Departmental Adjustments column in the Part Time and OTPS Budget Verification and Reallocation pages, and Budget Planning Summary - Reallocations in Aggregate page.

How to Enter a Budget Adjustment

1. Click on the appropriate "Add" button to make an adjustment for either an OTPS account or a Part Time Account
2. When prompted, enter in an Index and Account. These can be changed after an adjustment has been created.
3. Click "Submit"
4. Once an adjustment line is created, enter in an amount and a description.
5. Select "Submitted" in the _Submission Status Input_ column once these items have been entered.

Operating Budget Review & Submissions

4.0 Budget Review & Submission – Department

This dashboard is used to do a final review of the Requested Base Budget and submit it to the next step in the approval process: VP Area or VP Approval. You are required to submit the budget for each index.

The **Submission Checks & Status** card will do an overall check for _Net Zero Reallocations_. This check ensures all reallocations net to zero or less. If any index does not pass the check, the associated cell will be highlighted in red. Passed checks will be check marked and highlighted green.

In this card, you will also be able to submit your budget. For any items that have been returned for correction, indicate that you have addressed any feedback.

The **Submission Notes / Commentary** card is used to leave any _Department Level Notes_ on the budget submission (all other Notes fields are not editable by a Department Approver). Select the index to leave a note on from the Submission Checks & Status card first, which will update the Commentary card.

If the Net Zero Reallocations check does not pass, the **Submission Check Summary** will populate with a list of all reallocations made by account number and planning category (FT & Union, Part Time & OTPS). Changes to reallocations

can be made in the _Reallocation Input_ column for Part Time & OTPS. Changes to reallocations for Full Time & Union need to be made in the 2.0 Full Time & Union Position Budget dashboard.

How To Submit and/or Approve Your Budget

If you are submitting the budget in lieu of a Program Approver, two steps must be taken before approving as Department Level:

1. Click the drop-down option on the _Index Submission_ column and select "Submitted".
2. Click the drop-down option on the _Program Approval Status_ column and select "Approved".

The _Ready for Dept Approval?_ column will turn green when all indexes that roll up to your department have been submitted.

Once the _Ready for Dept Approval?_ column is green, you will be able to approve the budget by clicking the drop-down option on the _Dept Approval Status_ column and select "Approved. This will move the item to the next step in the approval process. You will not be able to edit your budget via the Full Time & Union, Part Time or OTPS verification and reallocation dashboard or the Department Adjustment dashboards after submitting.

Tip! – Use the "Bulk Approve" button to approve all indices at once.

Note: The 1.0 Budget Development Status Dashboard will update to show the changes in the approval workflow.

If needed, you can send someone an email notification related to the submission process:

1. Select an Email Recipient from the drop-down list. This will populate the Recipient's Email.
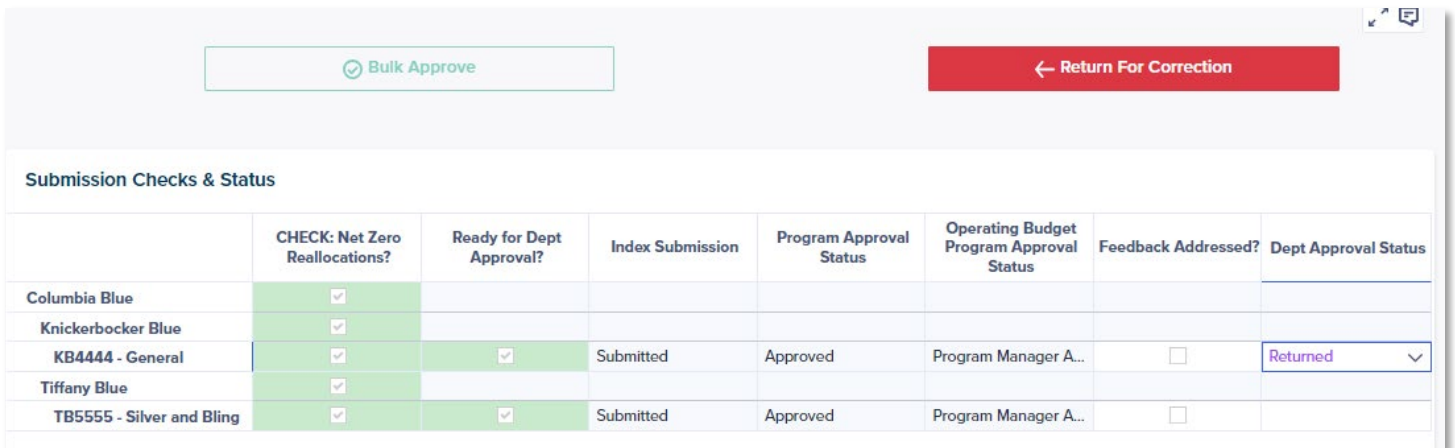
2. Click on the "Send Email Notification" button. A prompt will appear.
3. You can add to the prepopulated message ("Please review budget submissions") by typing in the Message box.
4. Click Send.
5. The recipient will receive the email with your note which will include a link that will take them back to the submissions page.

Select Email Recipient	Recipient's Email	
Judy Chen ✕ ∨	jc5754@tc.columbia.edu	✉ Send Email Notification

How to Return a Budget for Correction

Enter a comment on the *Department Level Notes* section in the **Submission Notes /Commentary** card related to the corrections that need to be made. Alternatively, you can send an email notification with this information.

Once the *Ready for Dept Approval?* column is green, you will be able to return the budget by clicking the drop-down option on the *Dept Approval Status* column and select "Return". Then select the "Return for Correction" button.

| | ⊘ Bulk Approve | | | | | ← Return For Correction | |

Submission Checks & Status

	CHECK: Net Zero Reallocations?	Ready for Dept Approval?	Index Submission	Program Approval Status	Operating Budget Program Approval Status	Feedback Addressed?	Dept Approval Status
Columbia Blue	☑						
Knickerbocker Blue	☑						
KB4444 - General	☑	☑	Submitted	Approved	Program Manager A...	☐	Returned ∨
Tiffany Blue	☑						
TB5555 - Silver and Bling	☑	☑	Submitted	Approved	Program Manager A...	☐	

How To Resubmit Your Budget After it has Been Returned for Correction

If a budget has been returned for to you for correction, the *Dept Approval Status* will clear and the *Feedback Addressed?* column will be highlighted in red.

Submission Checks & Status

	Net Zero Reallocations?	Ready for Program Approval?	Index Submission	Program Approval Status	Feedback Addressed?
Manhattan Lions	☐				
ML1111 - Administration	☑	☑	Submitted		☐
ML2222 - Programs	☐	☑	Submitted	Approved	☐
Big Apple Lions	☑				
BA3333 - Operations	☑	☑	Submitted	Approved	☐
Knickerbocker Blue	☑				
KB4444 - General	☑	☑	Submitted	Approved	☐
Tiffany Blue	☑				
TB5555 - Silver and Bling	☑	☑	Submitted	Approved	☐

1. Review any notes left in the **Submission Notes / Commentary** card for the index that was returned.
2. Make any necessary corrections in the **Submission Check Summary** card or in the related planning section.
3. Indicate that the corrections were made my checking off the *Feedback Addressed?* checkbox.
4. Resubmit your budget by clicking the drop-down option on the *Dept Approval Status* column and selecting "Submitted".

Submission Checks & Status

	Net Zero Reallocations?	Index Submission	Feedback Addressed?
ML1111 - Administration	☑	Submitted	☑
ML2222 - Programs	☐	Submitted	☐
BA3333 - Operations	☑	Submitted	☐
KB4444 - General	☑	Submitted	☐
TB5555 - Silver and Bling	☑	Submitted	☐
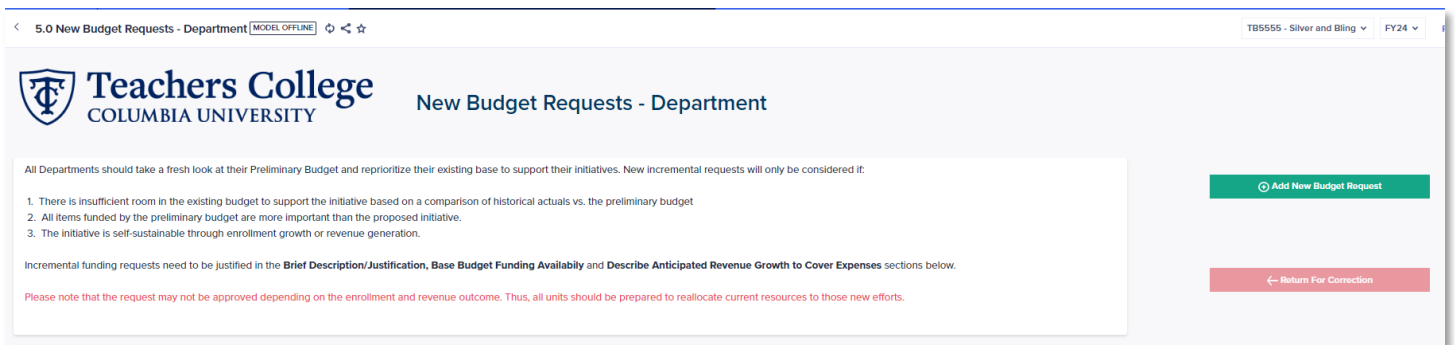
New Operating Budget Requests

5.0 New Budget Requests - Department

This dashboard is used to review, approve or create requests for incremental increases to your base budget and monitor the approval status of the requests. Review the requirements for new budget request considerations before moving forward.

<u>To Create a New Budget Request</u>

1. Click on the "Add New Budget Request" button.

2. In the pop-up screen, you will need to enter:
    a. The relevant **Departmental Program**
    b. A short title for the **Initiative** (less than 60 characters)
    c. **Strategic Priority** type
    d. **One Time Cost ($)** - Enter requested one-time funding *AND*/*OR*
    e. **Annual Recurring Cost ($)** - Enter requested recurring funding
    f. **Brief Description/Justification**
    g. **Base Budget Funding Availability**
    h. **Describe Anticipated Revenue Growth to Cover Expenses**
3. Select "Submit" after all relevant fields have been entered
4. After reviewing your request, select the *Submit?* check box to move it to the Program level for approval.
5. Change *Program Approval Status* to Approved. This will move the request to the department level.

Note: An amount must be entered in at least one of the **One Time Cost ($)** and **Annual Recurring Cost ($)** fields to be able to submit the request.

To Approve, Deny or Return a New Budget Request

Index Input Users and Program Approvers have the ability to create new budget request for Department review and approval. New requests submitted will be shown in the **New Budget Requests Submissions** card.

1. As a Department Approver, rank each new budget requests created from highest priority to lowest, with 1 being the highest priority. Do this on the *Dept Rank* column.
2. From the *Department Approval Status* column, you can choose to Approve, Deny or Return the request.
   a. If you want to return the request, after selecting the Return status, click on the Return for Correction button.
   b. If you want to Approve or Deny the request, select the appropriate status. This will move the requests to the VP level for approval.

New Budget Requests Submission

Initiative		Department	Strategic Priority	One Time Cost ($)	Annual Recurring Cost ($)	Submit?	Dept Rank (1 being highest priority)	Department Approval Status	VP Rank (1 being highest priority)	VP Area Review Status	VP Approval Status	Review Status
CR000060 - L...	Lise Test	Lions	Diversity, Equity & Inclusion	$ 2,424	$ 3,535	☑	0	Approved	0	Returned		Pending
CR000061 - D...	Digital intiative	Lions	Lead in Digital Innovation	-	$ 15,000	☑	0	Approved	0	Returned		Pending
CR000063 - ...	Additional fund	Lions	Enhance Student Pathways	$ 4,000	$ 33,000	☑	3		0			Pending

Instructions for Zero-Based Budget Planning

After completing the Reallocation Input entries, Zero-based budget units are expected to complete the Zero-Based Budget Adjustment columns to identify potential expense savings/cuts that can be achieved should the College experience an enrollment shortfall or a deficit. These adjustments should enable your area to maintain minimum resource needs to meet your critical operation needs. All zero budget requests should be justified through the Zero-Based Budget Justification column.

2.1 Zero Based Full Time & Union Position Budget

How To Make a Zero-Based Position Adjustment

Update the Zero-Based Budget Request from the **Position Budget Updates** section after selecting the position from the **Home Positions** section.

Enter an amount to adjust the Index Preliminary Budget by in the *Zero-Based Position Adjustment $* field. All Zero-based adjustments require a justification of the change. Enter a justification in the *Zero-Based Budget Justification* column.

Any Zero-based Position Adjustments without a justification will be picked up in page **2.2 Zero Based Position Budget Summary,** in Check 5: All Zero-Based Budget Changes Have Comments. Enter any missing justifications in the **Check 5** card.

2.3 Zero Based Part Time Budget

How To Make a Part-Time Zero-Based Budget Adjustment

In the **Part Time Reallocation Input** card, enter an adjustment amount in the *Zero-Based Budget Adjustment* column. The *Effective Minimum Zero-based Budget Request* column will update accordingly. Enter a *Zero-Based Budget Justification* for each adjustment made.

2.4 Zero Based OTPS Budget

How To Make an OTPS Zero-Based Budget Adjustment

In the **OTPS Reallocation Input** card, enter an adjustment amount in the *Zero-Based Budget Adjustment* column. The *Effective Minimum Zero-based Budget Request* column will update accordingly. Enter a *Zero-Based Budget Justification* for each adjustment made.