Anaplan is a newly implemented, cloud based tool that enables financial planning, budgeting, and analysis. This easy-to-use tool will be used to fulfill budgeting and reporting needs across various units on campus.

The following topics will be discussed throughout this manual:

- Logging into Anaplan
- Reporting
- Budget Workflow, Entry, & Reporting
- Salary Recommendation Process
- Anaplan General Navigation & Tips

**Important Items to Note**

- No saving required! Anaplan saves all information automatically.
- All data entry cells are recognizable by blue formatting.
- Data can be copied and pasted straight from Excel.
- Dashboards and data modules can easily be exported to Excel, Adobe, and other formats.
- Blue instruction boxes can be found throughout the dashboards to provide guidance.
Contents

Logging into Anaplan...................................................................................................................................................... 1

Reporting........................................................................................................................................................................... 3

Budget Workflow, Entry, & Reporting.......................................................................................................................... 5
  High Level Budget Entry (First or Second Pass ONLY).......................................................................................... 6
  Entering High Level Budget Data............................................................................................................................ 8

Detail Level Budget Entry ........................................................................................................................................... 9

New Fund/Org Requests............................................................................................................................................. 11

Additional Reporting................................................................................................................................................... 14

Positional Budgeting..................................................................................................................................................... 15
  College Totals.......................................................................................................................................................... 17
  Export to Excel......................................................................................................................................................... 18
  Adjust Position Distribution by FOAP.................................................................................................................. 18
  Adding a NEW FOAP to Position Distribution....................................................................................................... 19

Submitting Budget for Approval.................................................................................................................................. 20

Salary Recommendation Process................................................................................................................................... 22
  Salary Recommendations Workflows & Approvals............................................................................................... 22
  Salary Increase Recommendation............................................................................................................................ 23

Adding Merit and One Time Amounts.......................................................................................................................... 23

Exporting and Importing using Excel........................................................................................................................... 24

Adjusting Labor Distribution Percent.......................................................................................................................... 25

Labor Distribution Percent Master List.......................................................................................................................... 26

Adding New FOAPS to Position Distribution................................................................................................................ 26

New Employee Requests............................................................................................................................................ 27

Submitting Salary Recommendations for Review........................................................................................................ 28
Logging into Anaplan

To Access Anaplan

- Go to: https://www.anaplan.com
- Click Login in the upper right hand corner of webpage.
- Enter Email Address and Password.
After logging into Anaplan, select the **Budget Development Model** tile from the available models. The number of available tiles for a particular user will vary depending on the level of access.
Upon logging in, Anaplan opens up to a landing dashboard that contains areas segmented based upon functional reporting needs.

Quarterly Reporting Packages

Several reporting options are available and can be accessed simply by clicking the blue buttons which display the name of the report. The reports were designed to give various representations of financial data. Available reports include:

- Graphical representations of current and historical data.
- Actual vs. Budget comparison at income statement level year over year.
- Monthly view of income statement level detail.
• Proportional data to illustrate budget allocations as they pertain to a unit.

• Illustrates Variable Trends by various metrics used in the budgeting process

Note: All graphs are customizable by changing the dimension selections found on each graph.

Historical Trend Reports

Actuals Reporting & Navigation

This reporting segment of the landing dashboard provides a quick, high level financial snapshot of a particular unit. It offers a Gross Margin view by department.

Actuals Reporting & Navigation

Go to: Actuals Report

• The Actuals Report, which can be accessed via the above button, gives a full income statement view by total unit, customizable by time period and fund type.
Budget Workflow, Entry and Reporting

Go to the **Budget Workflow, Entry and Reporting** section of the dashboard.

*Note: Instructions are located in the shaded boxes next to each action.*

- Select appropriate budget pass.
- Change Submission Status field to **In Progress**.

Go to the **Budget Entry – Revenues and Non Personnel Expenses** section below.

*Note: Budget data during the first and second pass of budget submission may be entered at either the high level or detail level at the discretion of the budget owner.*

- Select **High Level** or **Detail Level** from the drop down box next to the pass at which data will be entered.
Click the Go To button for the corresponding entry type selected in the drop down box (High Level or Detailed).

**High Level Entry (First or Second Pass ONLY)**

Selecting the Go To : Budget Entry – High Level button above to open a budget entry dashboard for revenue and expenses.

- Select the appropriate budget pass from the drop down box located at the top of the dashboard.
• Select a **Fund Type** from the drop down box located at the top of the dashboard.
  - Unrestricted
  - Restricted
  - Auxiliary
  - Service Centers

A **FY Budget** summary box is located at the top of the budget entry dashboard.

• Automatically updates during budget entry process and reflects the total budget (all funds).
• The **FY Budget** summary box contains revenue that is historically provided by Budget & Planning Services.
Entering High Level Budget Data

- Go to Revenue Budget Entry section of dashboard.
- Enter budget data in the Input $ column that are blue under the section for the appropriate budget pass.
- Explanations can be entered in the Comments column as needed.

Note: Any amounts entered will be formatted in blue. Data entry will only be permissible in the pass of the budget that has been deemed open for input. No saving required.

Revenue Budget Entry

Expense Budget Entry

- Go to Expense Budget Entry section of dashboard.
- Enter data in the same manner as the revenue section.
- Enter budget data in the Input $ column that are blue under the section for the appropriate budget pass.
- Explanations can be entered in the Comments column as needed.
**Detail Level Budget Entry**

Go to the **Budget Entry – Revenues and Non Personnel Expenses** section of the Reporting & Navigation dashboard.

- Select **Detail Level** from the drop down box next to the pass at which data will be entered.

Click the **Go To** button for **Revenue Budget Entry – Detailed** or **Expense Budget Entry – Detailed**.
Select the appropriate budget pass at the top of the dashboard.

Go to the Revenue or Expense Budget Entry section located below the summary box.

Select a Fund-Org combination in the left pane.

- Must select the fund org combination, NOT the department.
  - Can be searched or entered using the magnifying glass icon on the Budget Entry Fund-Org Filter or by clicking into the Fund-Org combination selector at top of module (formatted in blue).
- Enter revenue or expense in the CY Budget Input $ column for each fund/org combination in the appropriate pass of the budget.
- Explanations can be entered in the Comments column as needed.

*Note: Any amounts entered will be formatted in blue. Data entry will only be permissable in the pass of the budget that has been deemed open for input. No saving required.*
New Fund-Org Requests

If a Fund/Org combination is missing in Anaplan, please use the following instructions to request it be created.

Click on the Go To : New Fund-Org Request button in the Budget Entry – Revenues and Non Personnel Expenses section under the Budget Workflow, Entry and Reporting area of the dashboard.

Note: Instructions are located in the shaded boxes next to each action button.
• Using the drop down on the first entry box, select an Org.
  • If the Org Status is I (Inactive), please select a different org.
  • If the Org Status is A (Active), proceed to the next step.

• Upon confirming the org is active, select the Org from dropdown list next to Step 2.

• Click the **Create New Budget Fund-Org Request** button.
  • A new row will be added with the Org populated.

• Type the fund in the **Enter Fund Code** column.
  • If the code entered is valid, it will show in either the **Fund L4?** or **Fund L5?** column.
  • A row can also be deleted by selecting the row, go to Menu Options of module => Edit => Delete => OK.

• Repeat process for all additional Fund/Org combinations needed.

• Once complete, go to the **Send Email** section and **Click Here** to send a pre-populated email to Budget & Planning Services.

*Note: If errors occur when utilizing the link to email Budget & Planning Services, it may be necessary to adjust the default mail options on your computer. Please reference the instructions on page 21 for further details.*
An informational table is also available at the bottom of the dashboard to check if Fund/Org exists.

- Type fund/org combination in the search box below to activate a search.
**Additional Reporting**

**Budget Entry - Revenues and Non Personnel Expenses**

- Displays the current budget entry at income statement level detail by fund type and budget version.
- Contains helpful red conditional formatting on *Margin After Mission Enhancement Fund* line item to identify out of balance budgets.

**Go to: FY Full Budget**

- Displays the current budget entry at income statement level detail by fund type and budget version.
- Contains helpful red conditional formatting on *Margin After Mission Enhancement Fund* line item to identify out of balance budgets.

**Go to: Budget Revenue Allocations**

- Outlines metrics used in determining allocations for budget revenue by budget by budget version.

**Go to: Central Unit Allocations**

- Lists variables and drivers used in calculating central unit allocations by budget version.

**Go to: Budget Variance Reporting**

- Variance reporting designed to illustrate variances between each pass of the budget process.
Displays the budget at income statement level detail by budget version, five digit department, and time dimensions.

Displays the current budget at income statement level detail by budget version, fund/org combinations, and time dimensions.

Note: All graphs are customizable by changing the dimension selections found on each report.

Positional Budgeting

On the Budget Workflow, Entry and Reporting section of the dashboard under Personnel Budgeting, select Go to: Positional Budgeting.

Note: Instructions are located in the shaded boxes next to each action button.
Select the **Budget Entry-Pass** located below the school name.

*Note: The position file will be loaded at the beginning of budget development. Budget & Planning Services will update the file for new positions periodically during the budget process. Any updates will not overwrite any changes that have been entered by an end user. If there is a new position not shown in the list, budget the position on a vacant position until the position is updated in Anaplan.*

*Any changes to positions will be saved automatically.*

There are several ways to change the budget on a position.

- Use the **Budget % Increase** section (green arrow) to apply a standard increase to all single incumbent filled positions.
  - The percentage will **not** be systematically applied to multi-filled, vacant positions, or to positions that you share funding with another area that are not housed under your unit’s Bud Org.
  - The mass applied increase will show in the **Mass Apply Budget % Increase** column (purple arrow). You will not be able to enter a Manual Budget Increase for positions that have the Mass % applied.
- If the mass percentage should not be applied to a particular position, check the **Mass Applied % Override** box for that position (blue arrow). This will remove the mass applied percentage and you will be able to enter an amount in the **Manual Budget Increase** column. (orange arrow).
- Any anticipated job family, faculty promotion or position adjustment increases should be entered in the **Other Adjustment** column highlighted in blue. (red arrow)
Note: The Mass Applied % Increase and Manual Budget Increase columns will feed the Salary Enhancement Awarded summary box at the top of the dashboard. If the total is greater than the Salary Enhancement Cap, the difference will be highlighted in red. You will need to adjust the merit so that it is equal to or less than the cap. Cap amounts will be entered by Budget & Planning Services.

- If a position is shown on the list, but the Bud Org does not belong to your unit, **DO NOT** adjust the budget on the position. The mass apply % will not calculate on this position for your unit and will not be included in the salary enhancement totals. It is there to let you know a portion of the salary will be charged to your unit.

- You can adjust your unit’s portion of the position distribution. You will need to work with the unit owner of the position to ensure the position distribution is correct.

**College Totals**

Below the Budget Position Entry screen will be a College Totals section. This shows a running total of the adjustments made to positions.

*Note: These totals will not include any positions that are not in a Bud Org owned by your unit even though they will show in the Budget Position Entry Screen.*
Export to Excel

*Note: The data table may be exported into Excel for personal use, but may not be imported back into Anaplan. Formulas will not be downloaded to the Excel file. Changes, however, can be copied and pasted from Excel into Anaplan.*

- Go to the Position Distribution by FOAP section.
- Click on the Position Dist. – Export to Excel button.

To Adjust Position Distribution by FOAP

- Click on the position. The current distribution will appear below in the Position Distribution by FOAP section.
- Key any necessary percentage adjustments in the Labor Distribution % Adjustment column (blue arrow).

*Note: If the labor distribution percentages do not add up to 100%, the total will be highlighted in red (red arrows). When the percentages are corrected and total 100%, the red highlighted items will turn to green.*
To Add a New FOAP to the Position Distribution

- Go to the Add New FOAP section of the dashboard.
- Select a position from the list on the left.
- Click Add New FOAP button.
- In the table below the Add New FOAP button, enter the new FOAP details on the newly created line. Select applicable fund, organization, account, and program number.
- After entering FOAP details, click Update FOAP List button.
- Click Run in the pop up window and close results page.
- Return to Position Distribution by FOAP section to view the new FOAP and adjust the distribution percent.
Note: If the FOAP is invalid it will highlight in red. Double check to make sure the FOAP was entered correctly. If this is a new FOAP, go to the New Fund-Org Request button located in the Budget Workflow, Entry and Reporting section in Anaplan. Please allow 24 hours for the update to take effect.

* If Bud Org changes are required for a position, please contact Budget & Planning Services to initiate the change.

Submitting Budget for Approval

Upon completion of budget entry, return to the Reporting and Navigation dashboard to the Budget Workflow, Entry and Reporting section.

- Change the Submission Status column to Complete.
- Add any comments for the next approver in the Budget Owner – Enter Comments field.
- Use the Click Here link under the Send Email to Approvers to generate an email to notify completion.
- Click Send.
If the email does not open, it may be necessary to adjust the default mail options for your computer. Right click on the desktop and select **Personalize**.

In the search box, type “**Default**” and a list should pop up. Select Default App Settings.

Under Email select Outlook 2016 for the list that pops up.
Salary Recommendation Process

Click the **Go to: Salary Increases** button located in the **Salary Recommendations** section of the dashboard.

A summary of the merit caps and awards is located to the right of the instruction box.

*Note: Instructions are located in the shaded boxes next to each action button.*

### Salary Recommendations

<table>
<thead>
<tr>
<th>FY20</th>
<th>Merit Cap</th>
<th>One-Time Supplement Cap</th>
<th>Merit Awarded</th>
<th>One-Time Supplement Awarded</th>
<th>Merit Over Cap</th>
<th>Merit Amount Over Cap</th>
<th>One-Time Over Cap</th>
<th>One-Time Amount Over Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Nursing</td>
<td>150,000</td>
<td>100,000</td>
<td>3,500</td>
<td>500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### Salary Recommendations Workflow & Approvals

The **Salary Recommendations Workflow & Approvals** section is the starting point for the Salary Recommendation Process. This section provides visibility to where the budget owner is in the salary merit process and insight into approval status.

- In the **Submission Status (Select from Dropdown)** column, click on the dropdown and select **In Progress**. (The box will be highlighted in yellow one you select **In Progress**).
• Once the merit recommendations are complete, return to this section and change the Submission Status to Complete. (The box will be highlighted in green once complete is selected).

• Upon completion, use the Click Here option under the Send Email to Approvers to submit to the next level approver.

• An email will open pre-populated with the next approver. Attach any merit justification forms required by Human Resources to the email before submission.

**Salary Increase Recommendation**

This section presents the totals of the Merit and One-Time caps. Totals will calculate in both the merit and one time tables upon entering amounts for each employee. The difference line will be highlighted in red if the caps are exceeded.

### Salary Increase Recommendation

![Salary Increase Recommendation Table]

**Adding Merit and One-Time Amounts to Individual Employees**

- Only individuals eligible for a merit or one-time supplement will be shown.
- Columns highlighted in orange will be populated with the employee name and ID number.
- Enter data and comments in blue highlighted cells.
- Approved job family promotions, faculty promotions, faculty market equity and post 5/31 adjustments will be loaded by Budget & Planning Services. If additional Faculty Market/Equity Adjuments or Post 5/31 Adjustments are needed, there are columns highlighted in blue for any additional adjustments. Contact Budget & Planning Services if a change is needed to a job family or faculty promotion.
- Enter the merit amount for both merit and one-time instead of the percentage. Total salary must round to the nearest $10. If it does not round to the nearest $10, the cell will be highlighted in pink.
- Merit Increase % and One-Time % columns will highlight in pink if percentage is 0% or greater than 6%. These employees will require a merit justification form be submitted with the Salary Recommendation worksheet.
• Merits and one time amounts can be entered individually or you can use Excel to upload the information.
• The section below the merit entry screen will keep a running total of the proposed total merit and one time and salary amounts for the unit as a whole (red arrow).

Note: Merits for Development employees assigned to a unit will be entered by the office of The Vice President for Development. The Development employees will show under the units they are assigned, but will not be enterable by the unit. The merits entered by Development will adjust the unit’s cap.

Exporting and Importing using Excel
• Select the Export to Excel button located above the employee listing (blue arrow above) and click on Run to complete the download.
• The formulas and formatting will not be downloaded in Excel. DO NOT insert or delete any columns.
• Re-enter formulas to calculate percentages and totals.
• Enter merit and one time amounts.
• Save as a CSV file.
• Select Salary Rec-Import from Excel button to re-import the data. Select Choose File in the pop up box and locate the CSV file and select Run to re-import data.
• Check merits for any cells that are highlight in red and adjust merit to round to the nearest $10.

  Note: Data can be copied and pasted directly from Excel into Anaplan instead of using the re-import feature.

Adjusting the Labor Distribution Percent

• Click on the employee and the current distribution will appear below in the Merit Increase: Labor Distribution Percent and the One-Time Increase: Labor Distribution sections.
• Key any necessary percentage adjustments in the Labor Distribution % Adjustment column.
• If a new FOAP is needed, scroll down to the Add New FOAPS section. This section works the same as the position budgeting section.

  Note: If the percentages do not add up to 100%, the total will be highlighted in red. When the percentages are corrected and total 100%, the total will no longer be highlighted in red.
**Labor Distribution Percent Master List**

This section of the dashboard is a list of employees and their labor distributions. Changes made in the fields above will be reflected on this screen. Changes can also be made directly in this section and will populate the merit and one-time sections above. This data can also be exported by selecting the **Labor Dist Master List - Export to Excel**, however the data cannot be re-imported into Anaplan.

*Note: The Labor Distribution Percent Master List includes all of a unit’s employees, regardless of whether the employee is eligible for a merit or one time. This enables an end user to make adjustments to labor distributions for any employee, despite eligibility status.*

**Add New FOAPs**

*Note: There are specific directions in the blue shaded box on the dashboard.*

**To Add a New FOAP to the Position Distribution:**

- Click **Add Employee FOAP**.
- Enter **Employee Name**: Last Name, First name; Status will change to In-Progress.
- Enter **FOAP information** - Status will change to Complete.
- Click **Update Employee FOAPs**.
- Click **Run** on the pop-up box.
• The Process Completed screen below will open.
  a. Ignore the first line with the yellow triangle.
  b. The green check mark means the FOAP was loaded. Close the box to complete update.
• The Position Distribution by FOAP should update in the labor distribution sections above.

New Employee Requests

*Note: There are specific directions in the shaded box on the dashboard.*

To Add a New Employee

• Click on the **New Employee Request** to initiate program.
• Enter **Position number** by directly typing the position or by double clicking the dropdown arrow to bring up a list of positions.
• Enter **Employee ID** number.
• Enter **Employee Name**.
• Enter **Supervisor Name**.
• Enter **Base Pay**.
• The request will route to Budget & Planning Services and once approved, the employee will be updated in the Merit Recommendation Section and will be removed for the New Employee Request List.
• If there is an issue adding the employee, there will be comments from Budget & Planning Services in the New Employee Request section.
Submitting Salary Recommendations for Review

- Return to the Salary Recommendations Workflow & Approvals.
- Change the Submission Status to Complete (box will turn to green). You cannot make any changes when status is complete. If changes are needed, change status back to In Progress and make needed adjustments.
- Under Send Email to Approvers, select the Click Here option to open an email.
- Email will be pre-populated with the next approver.
- Attach all merit justification forms needed in PDF format. You can also add additional comments to the email.
- If Salary Recommendations are approved, they will be routed to Human Resources for final approval.
- If Salary Recommendations are not approved, an email will be returned listing any changes that are needed.
  - Set Submission Status back to In Progress and make changes. Change Submission Status back to Complete and resubmit.