

Annual Operating Budget Planning Process Anaplan Index Input User Guide

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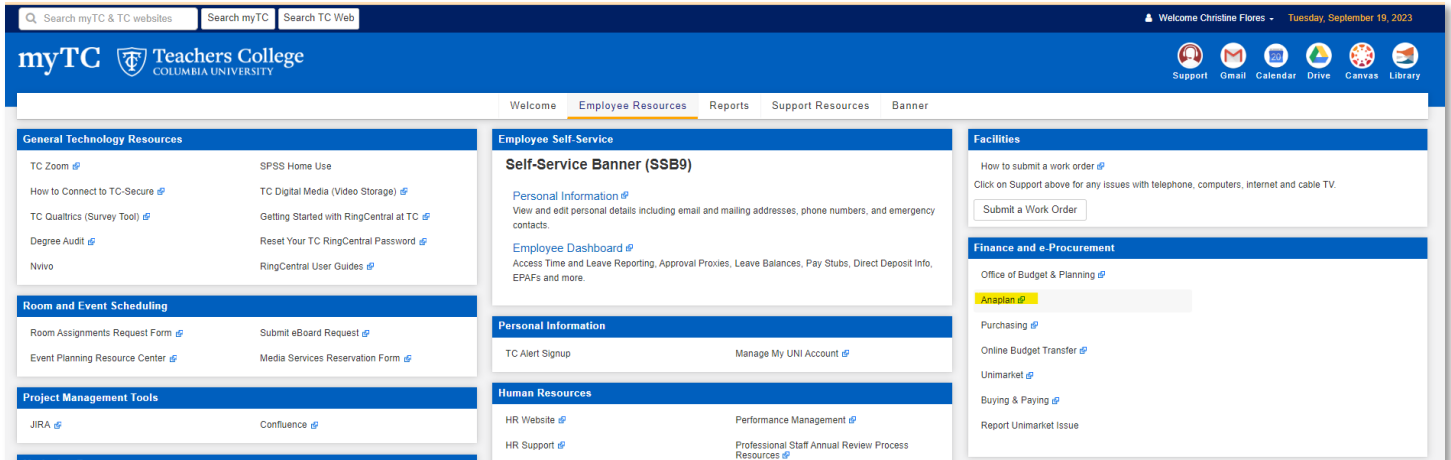
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Accessing Anaplan

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.

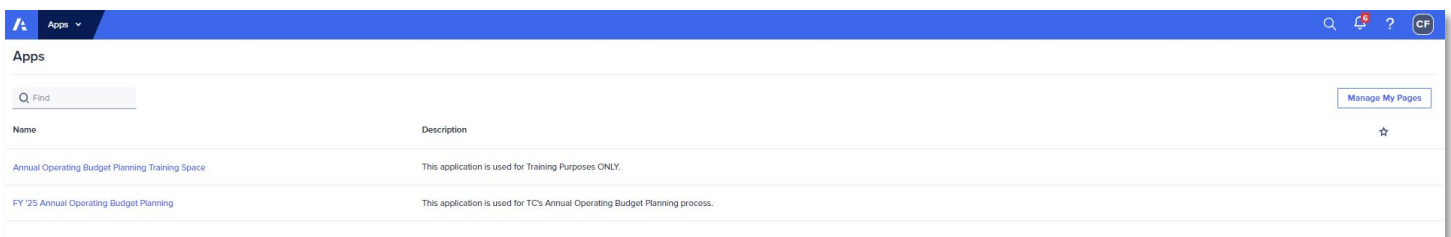


The screenshot shows the myTC Teachers College website interface. The top navigation bar includes search boxes and user information (Welcome Christine Flores, Tuesday, September 19, 2023). The main content area is divided into several portlets:

- General Technology Resources:** Links to TC Zoom, SPSS Home Use, How to Connect to TC-Secure, TC Digital Media (Video Storage), TC Qualtrics (Survey Tool), Getting Started with RingCentral at TC, Degree Audit, Reset Your TC RingCentral Password, Nvivo, and RingCentral User Guides.
- Room and Event Scheduling:** Links to Room Assignments Request Form, Submit eBoard Request, Event Planning Resource Center, and Media Services Reservation Form.
- Project Management Tools:** Links to JIRA and Confluence.
- Employee Self-Service:** Includes a Self-Service Banner (SSB9) for Personal Information and an Employee Dashboard.
- Personal Information:** Links to TC Alert Signup and Manage My UNI Account.
- Human Resources:** Links to HR Website, Performance Management, HR Support, and Professional Staff Annual Review Process Resources.
- Facilities:** Includes a link to Submit a Work Order and instructions on how to submit requests.
- Finance and e-Procurement:** This portlet is highlighted and contains the following links: Office of Budget & Planning, **Anaplan**, Purchasing, Online Budget Transfer, Unimarket, Buying & Paying, and Report Unimarket Issue.

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.



The screenshot shows the Anaplan Apps page. It features a search bar and a table of applications:

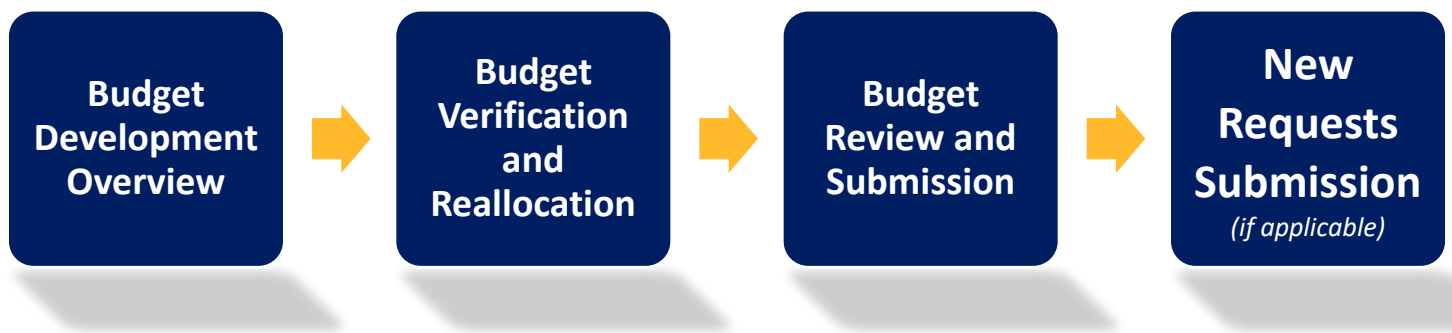
Name	Description
Annual Operating Budget Planning Training Space	This application is used for Training Purposes ONLY.
FY'25 Annual Operating Budget Planning	This application is used for TC's Annual Operating Budget Planning process.

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.



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 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.

Key Activities		
	From	To
Budget Submission Deadline	10/2/23	11/3/23



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

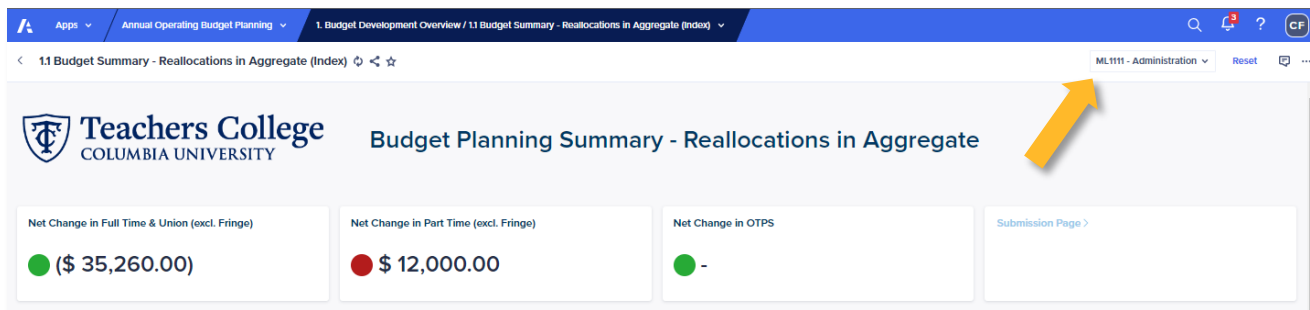
- The overall Completion Status of the process
- The workflow submission statuses for the Requested Base Budget by Program Approval, Department Approval, VP Area Review, VP Approval, and Budget Office Approval.
- The status of Approved New Budget Requests

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						-
Krickerbocker 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 - Index

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 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

The **Reallocation Changes by Account** card provides a list of reallocations made based on the selected account category. Select the account category from the **Budget Summary** card, or from the context selector at the bottom of the **Reallocation Changes by Account** card.

Reallocation Changes by Account

Index	Account	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	6111 - Salaries - Profess...	35,096.92	35,119.92	35,303.92	35,138.00	35,260.00	(35,260.00)	-	-	-	-	-
ML1111 - Administration	6132 - PT Adjunct Profe...	30,370.11	24,670.08	28,891.06	29,552.76	29,552.76	12,000.00	-	-	41,552.76	-	-
ML1111 - Administration	6891 - Fringe Benefits	55,540.87	64,220.91	65,200.25	67,491.80	67,491.80	(5,622.62)	-	-	61,869.18	-	-

ML1111 - Administration  All Account Depts

1.3 Budget Summary – Reallocations by Type – Index

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 planning section:

- 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
- Total All Changes 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	24,547.02	33,239.23	33,239.23	-	12,000.00	-	-	12,000.00	45,239.23	-	-
Instructional Salaries	71,047.00	77,898.96	69,850.94	68,377.23	68,499.23	(35,260.00)	12,000.00	-	-	(23,260.00)	45,239.23	-	-
Full Time Professional & Support Staff	61,973.01	72,575.01	65,260.59	78,313.00	77,828.00	-	-	-	-	-	77,828.00	-	-
Part Time Professional & Support Staff	16,886.22	28,946.00	38,356.00	26,917.00	26,917.00	-	-	-	-	-	26,917.00	-	-
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	-	-
Student Employment	1,154.00	520.00	2,181.00	4,581.01	4,581.01	-	-	-	-	-	4,581.01	-	-
Fringe Benefits	55,540.87	64,220.91	65,200.25	67,491.80	67,491.80	-	-	-	(5,622.62)	(5,622.62)	61,869.18	-	-
Benefits Expense	55,540.87	64,220.91	65,200.25	67,491.80	67,491.80	-	-	-	(5,622.62)	(5,622.62)	61,869.18	-	-
Consulting Services	1,971.00	658.00	3,933.00	5,163.10	5,163.10	-	-	-	-	-	5,163.10	-	-
Purchased Services	79.00	121.00	1,714.00	462.59	462.59	-	-	-	-	-	462.59	-	-
Professional & Contracted Services	2,050.00	779.00	5,647.00	5,625.69	5,625.69	-	-	-	-	-	5,625.69	-	-
Computer & IT Equipment	536.28	233.00	652.91	787.00	787.00	-	-	-	-	-	787.00	-	-

ML1111 - Administration


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 index(es) you manage.

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	Thoht, 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

CHARGED POSITIONS													
Distribution Index Code	Account Code	Planned Position	Current Position Budget	Current LD%	Zero Out LD%?	LD Override %	LD Override \$	Planned LD Budget	Planned Headcount	Variance	Comment	Home Index	Home Dept Program

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.

Position Budget Updates

Preliminary Position Budget: \$ 77,828.00

Permanent Change %: -

Leave Type: Find...

Total Permanent Reallocation: -

Permanent Change \$: -

Planned One-Time Savings: -

To Add a New Position Through Existing FT Salary Reallocation

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

Add New Position

HOME POSITIONS							
	Incumbent	Index Preliminary Budget	Index Requested Budget	LD %	Distribution Status	Planned Operating Headcount	Comments
ML1111 - Administration		113,088.00	107,650.78			2	
ML1111_PL6000 - FT Salary Pool		-	29,822.78	100.0%	Fully Distributed	1	change in position budgets
PO2917 - Office Administrator	Zulu, Brandon	77,828.00	77,828.00	100.0%	Fully Distributed	1	
SPO127 - Supplement	Zhang Boling Supplement	35,260.00	-	0.0%	Fully Distributed	0	equating position

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.

HOME POSITIONS							
	Incumbent	Index Preliminary Budget	Index Requested Budget	LD %	Distribution Status	Planned Operating Headcount	Comments
TB5555 - Silver and Bling		287,900.00	291,300.32			3	
PO1015 - Lecturer	Chaos, Chris	72,508.00	75,408.32	100.0%	Fully Distributed	1	Salary Increase
PO1043 - Professor	Butler, Nicholas	92,943.00	93,443.00	100.0%	Fully Distributed	1	Salary Increase
PO1047 - Associate Professor	Puth, Charlie	122,449.00	122,449.00	100.0%	Fully Distributed	1	Salary Increase

How To Add a New Position

- 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.



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%

Position Distribution KPI

● -

[Add Labor Distribution](#) [Process Changes \(ADMIN ONLY\)](#) [Remove Distribution](#)

LABOR DISTRIBUTIONS

Planned Position	Index	Account	Current Position Budget	Current LD %	Zero Out LD%?	LD Override %	LD Override \$	Planned LD Budget	Variance	Comments	Remove Distribution?	Charged Distribution?
PO2059 - Secretary	ML2222	6211	36,248.10	70.00%	<input type="checkbox"/>	60.00%	--	32,623.29	(3,624.81)	test	<input type="checkbox"/>	<input type="checkbox"/>
PO2059 - Secretary	500000	6211	15,534.90	30.00%	<input type="checkbox"/>	40.00%	--	21,748.86	6,213.96	test	<input type="checkbox"/>	<input type="checkbox"/>

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.

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ML2222 - Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BA3333 - Operations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
KB4444 - General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TB5555 - Silver and Bling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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, **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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ML2222 - Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BA3333 - Operations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
KB4444 - General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TB5555 - Silver and Bling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 2.0 Full Time and Union Position Verification and Reallocation, **Labor Distributions** card.

CHECK 3			Home Index	Distribution Status
PO2059 - Secretary	ML2222 - Programs			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%	<input type="checkbox"/>	60.00%	91,069.80	54,821.70		
PO2059 - Secretary	500000	6211	15,534.90	30.00%	<input type="checkbox"/>	30.00%	45,534.90	30,000.00		

2.2 Part Time Budget - Index

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

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 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.

Index	Account	FY '20 Actuals	FY '21 Actuals	FY '22 Actuals	FY '23 Approved Budget	FY '24 Preliminary Budget	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.

Index	Account	FY '24 Preliminary Budget	Reallocation Input	FY '24 Requested Base Budget	Comments
ML1111 - Administration	6132 - PT Adjunct Profes...	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 - Index

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

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 all OTPS accounts.

Net Change in PT from Reallocations for selection

● -

Show Accounts with All Zeros

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.

OTPS Reallocation Input													
Index	Account	FY '20 Actuals	FY '21 Actuals	FY '22 Actuals	FY '23 Approved Budget	FY '24 Preliminary Budget	Reallocation Input	FY '24 Requested Base Budget	FY '24 Departmental Adjustments	FY '24 VP Adjustments	FY '24 Adj Requested Base Budget	FY '24 New Budget Requests	Comments
ML1111 - Administration	7211 - Contractor/Consulting Svc-Other	1,971.00	658.00	3,933.00	5,163.10	5,163.10	-	5,163.10	-	-	5,163.10	-	
ML1111 - Administration	7221 - Purchased Services	79.00	121.00	1,714.00	462.59	462.59	-	462.59	-	-	462.59	-	
ML1111 - Administration	7116 - Computer Supplies	536.28	233.00	652.91	787.00	787.00	-	787.00	-	-	787.00	-	
ML1111 - Administration	7112 - Office Supplies	1,408.00	2,672.00	1,648.00	1,607.00	1,607.00	-	1,607.00	-	-	1,607.00	-	
ML1111 - Administration	7322 - Conf. Meetings & Oth Related Exp	282.00	1,070.00	19.00	1,966.00	1,966.00	-	1,966.00	-	-	1,966.00	-	
ML1111 - Administration	7196 - IDC - Duplicating	819.00	796.00	208.00	356.82	356.82	-	356.82	-	-	356.82	-	
ML1111 - Administration	7622 - Honorariums: Domestic US	540.00	307.00	2,173.00	926.00	926.00	-	926.00	-	-	926.00	-	
ML1111 - Administration	PL7000 - Operating Expenses Budget Pool	-	-	-	243.00	-	-	243.00	-	-	243.00	-	

ML1111 - Administration All Account Depts



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 Review & Submissions

4.0 Budget Review & Submission – Index

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: Program 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 and for any items that have been returned for correction, indicate that you have addressed any feedback.

Submission Checks & Status			
	Net Zero Reallocations?	Index Submission	Feedback Addressed?
ML1111 - Administration	❌		<input type="checkbox"/>
ML2222 - Programs	✅		<input type="checkbox"/>
BA3333 - Operations	✅	Submitted	<input type="checkbox"/>
KB4444 - General	✅		<input type="checkbox"/>
TB5555 - Silver and Bling	✅		<input type="checkbox"/>

The **Submission Notes / Commentary** card is used to leave any *Index Level Notes* on the budget submission (all other Notes fields are not editable by an Index Input User). Select the index to leave a note for on the Submission Checks & Status card first, which will update the Commentary card.

Submission Checks & Status				Submission Notes / Commentary
	Net Zero Reallocations?	Index Submission	Feedback Addressed?	
ML1111 - Administration	❌		<input type="checkbox"/>	
ML2222 - Programs	✅		<input type="checkbox"/>	Index Level Notes <input type="text" value="Enter index notes here"/>
BA3333 - Operations	✅	Submitted	<input type="checkbox"/>	Program Level Notes <input type="text"/>
KB4444 - General	✅		<input type="checkbox"/>	Department Level Notes <input type="text"/>
TB5555 - Silver and Bling	✅		<input type="checkbox"/>	VP Level Notes <input type="text"/>
				Budget Office Notes <input type="text"/>

ML2222 - Programs

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.

Submission Check Summary for ML1111 - Administration

	Change Category	FY '24 Preliminary Budget	Reallocation (\$)	Reallocation Input	FY '24 Departmental Adjustments	FY '24 VP Adjustments	FY '24 Adj Requested Base Budget	Comments	Index
7112 - Office Supplies	OTPS	1,607.00	1,607.00	1,607.00	-	-	3,214.00		ML1111 - Administration

ML1111 - Administration FY24

How To Submit Your Budget

Once all checks have been reviewed, click the drop-down option on the *Index Submission* column and select “Submitted”. 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 planning screens after submitting.

Submission Checks & Status

	Net Zero Reallocations?	Index Submission	Feedback Addressed?
ML1111 - Administration	<input type="checkbox"/>		<input type="checkbox"/>
ML2222 - Programs	<input checked="" type="checkbox"/>		<input type="checkbox"/>
BA3333 - Operations	<input checked="" type="checkbox"/>	Submitted	<input type="checkbox"/>
KB4444 - General	<input checked="" type="checkbox"/>		<input type="checkbox"/>
TB5555 - Silver and Bling	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Not Started
Submitted

Tip! – If you have many indexes and want to approve a few at a time, right click on the *Index Submission* column for an index that has already been submitted and select the Copy Down option, to copy the status down.

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

Judy Chen
x v

Recipient's Email

jc5754@tc.columbia.edu

Send Email Notification

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

If a budget has been returned for correction, the Index Submission Status will clear and the Feedback Addressed? column will be highlighted in red.

Submission Checks & Status			
	Net Zero Reallocations?	Index Submission	Feedback Addressed?
ML1111 - Administration	<input checked="" type="checkbox"/>		<input type="checkbox"/>
ML2222 - Programs	<input type="checkbox"/>	Submitted	<input type="checkbox"/>
BA3333 - Operations	<input checked="" type="checkbox"/>	Submitted	<input type="checkbox"/>
KB4444 - General	<input checked="" type="checkbox"/>	Submitted	<input type="checkbox"/>
TB5555 - Silver and Bling	<input checked="" type="checkbox"/>	Submitted	<input type="checkbox"/>

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 by checking off the Feedback Addressed? checkbox.
4. Resubmit your budget by clicking the drop-down option on the Index Submission column and selecting "Submitted".

Submission Checks & Status			
	Net Zero Reallocations?	Index Submission	Feedback Addressed?
ML1111 - Administration	<input checked="" type="checkbox"/>	Submitted	<input checked="" type="checkbox"/>
ML2222 - Programs	<input type="checkbox"/>	Submitted	<input type="checkbox"/>
BA3333 - Operations	<input checked="" type="checkbox"/>	Submitted	<input type="checkbox"/>
KB4444 - General	<input checked="" type="checkbox"/>	Submitted	<input type="checkbox"/>
TB5555 - Silver and Bling	<input checked="" type="checkbox"/>	Submitted	<input type="checkbox"/>

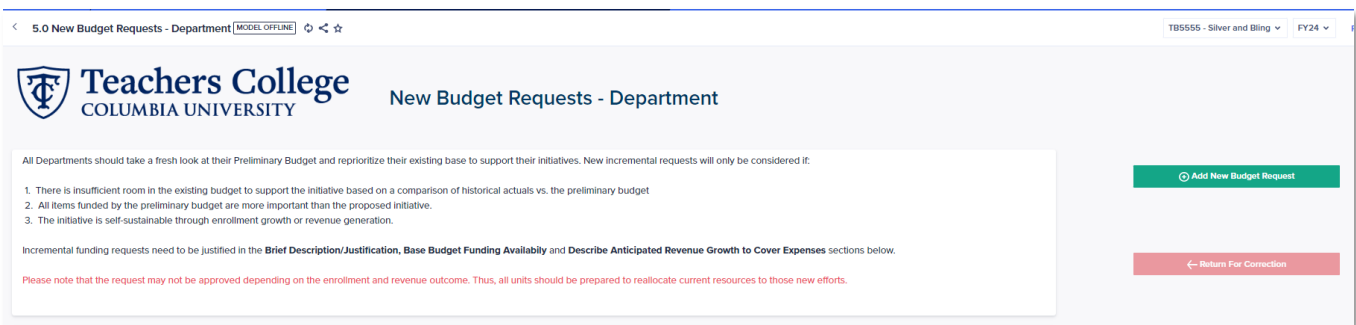
New Operating Budget Requests

5.0 New Budget Requests - Index

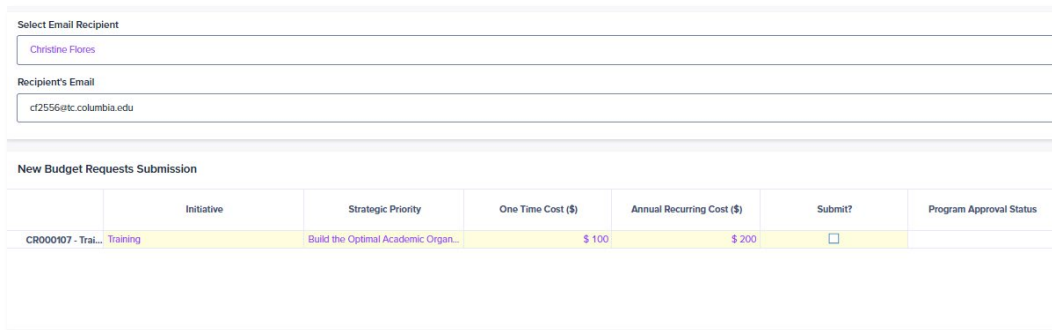
This dashboard is used to create requests for incremental increases to your base budget and monitor the approval status of the requests. Review the requirements for new budget request considerations before moving forward.

To Create and Submit a New Budget Request

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.



New Budget Requests Submission						
	Initiative	Strategic Priority	One Time Cost (\$)	Annual Recurring Cost (\$)	Submit?	Program Approval Status
CR000107 - Trai...	Training	Build the Optimal Academic Organ...	\$ 100	\$ 200	<input type="checkbox"/>	

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.

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.

Position Budget Updates

Preliminary Position Budget:

Permanent Change %:

Zero Based Position Adjustment \$:

Leave Type:

Total Permanent Reallocation:

Permanent Change \$:

Zero Based Budget Justification:

Leave Savings:

To Add a New Position

1. Click on the button below.
2. When prompted, enter in a Display Name in the following format: "Index - Position Title" (e.g. 100000-
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

HOME POSITIONS

	Incumbent	Index Preliminary Budget	Index Requested Budget	LD %	Distribution Status
BA3333 - Operations		614,662.00	528,983.00		
BA3333 - Test Position		-	-	0.0%	Fully Distributed
BA3333 - New Analyst		-	-	0.0%	Fully Distributed
BA3333_PL6000 - FT Salary Pool		214.00	214.00	100.0%	Fully Distributed
PO2017 - Program Coordinator	Rex, Johnny	65,016.00	65,016.00	100.0%	Fully Distributed
PO2026 - Assistant Director	Hall, Tony	74,587.00	74,587.00	100.0%	Fully Distributed
PO2045 - Assistant Director	Alberti, Eva Allen	70,184.00	70,184.00	100.0%	Fully Distributed
PO2049 - Director	Booker, James	90,200.00	100,200.00	100.0%	Fully Distributed
PO2089 - Associate Director	Thomas, Irma	85,679.00	-	0.0%	Fully Distributed

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 - Index

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.

Index	Account	FY '20 Actuals	FY '21 Actuals	FY '22 Actuals	FY '23 Approved Budget	FY '24 Preliminary Budget	Reallocation Input	FY '24 Requested Base Budget	FY '24 Departmental Adjustments	FY '24 VP Adjustments	FY '24 Adj Requested Base Budget	Comments	Zero Based Budget Adjustment	Effective Minimum Zero Based Budget Request	Zero Based Budget Justification
6122 - PT Instructors Exempt	ML1111 - Adminis... 6122 - PT Instruct...	5,579.97	18,108.96	5,655.96	3,686.47	3,686.47	(3,000.00)	686.47	-	-	686.47	Adjunct hire	-	686.47	
6132 - PT Adjunct Professor ...	ML1111 - Adminis... 6132 - PT Adjunct...	30,370.11	24,670.08	28,891.06	29,552.76	29,552.76	6,000.00	35,552.76	-	-	35,552.76	Adjunct hire	-	35,552.76	
6244 - PT Professional Non-E...	ML1111 - Adminis... 6244 - PT Professl...	-	-	-	-	-	-	-	1,000.00	-	1,000.00	Training	-	1,000.00	
6254 - Temporary Profession...	ML1111 - Adminis... 6254 - Temporary ...	16,886.22	28,946.00	38,356.00	26,917.00	26,917.00	(26,000.00)	917.00	-	(1,000.00)	(83.00)	Training	-	(83.00)	
6422 - TA/RA - Part-Time	ML1111 - Adminis... 6422 - TA/RA - Par...	1,154.00	520.00	2,181.00	4,581.01	4,581.01	35,000.00	29,581.01	-	-	29,581.01	Training	(24,000.00)	5,581.01	Per Historical

2.4 Zero Based OTPS Budget - Index

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.

Index	Account	FY '20 Actuals	FY '21 Actuals	FY '22 Actuals	FY '23 Approved Budget	FY '24 Preliminary Budget	Reallocation Input	FY '24 Requested Base Budget	FY '24 Departmental Adjustments	FY '24 VP Adjustments	Comments	Zero Based Budget Adjustment	Effective Minimum Zero Based Budget Request	Zero Based Budget Justification
ML1111 - Administration	7112 - Office Supplies	1,408.00	2,672.00	1,648.00	1,607.00	1,607.00	-	1,607.00	-	-		(1,607.00)	1,607.00	Would not be
ML1111 - Administration	7116 - Computer Supplies	536.28	233.00	652.91	787.00	787.00	-	787.00	-	-		-	787.00	
ML1111 - Administration	7196 - IDC - Duplicating	819.00	796.00	208.00	356.82	356.82	-	356.82	-	-		-	356.82	
ML1111 - Administration	7211 - Contractor/Consult...	1,971.00	658.00	3,933.00	5,163.10	5,163.10	-	5,163.10	-	-		-	5,163.10	need at least 3000
ML1111 - Administration	7221 - Purchased Services	79.00	121.00	1,714.00	462.59	462.59	-	462.59	-	-		-	462.59	
ML1111 - Administration	7322 - Cont. Meetings & ...	282.00	1,070.00	19.00	1,966.00	1,966.00	-	1,966.00	-	-		-	1,966.00	
ML1111 - Administration	7622 - Honorariums; Dom...	540.00	307.00	2,173.00	926.00	926.00	-	926.00	-	-		-	926.00	
ML1111 - Administration	PL7000 - Operating Expe...	-	-	-	243.00	243.00	-	243.00	-	-		-	243.00	