

Planning Yearly Processing for Planners



INTRODUCTION

This document outlines the process that the Cost Center Planners and Cost Center Planners 2 will follow to complete their plans.

Budget Planning and Forecasting will now be distributed via Workday through a mechanism called “Plans”. Plans can be opened directly from the inbox or from Drive (by selecting the Profile image and selecting **Drive**. Drive is Workday’s virtual drive where Plans are stored for you to access and update). The Budget Office will be able to track the status of the Workbooks as they are being worked by the Cost Center Planners through the planning process. To access and work the Plan:

1. Access the Review Plans task from the inbox. Some users are Cost Center Planners and others are Cost Center Planners 2; and some users can be both Planner and Planner 2. The view presented in the inbox will vary depending on whether the user is the Cost Center Planner or Planner 2 for the selected workbook. The inbox view for the Cost Center Planner 2 is detailed in step 33. Cost Center Planners will open the workbook by selecting the [Open Plan Workbook](#) button from the Review Plan item.

A screenshot of the Workday inbox. At the top, it says "Review Plan" and "FY2020 Operating Budget V34 for FY2020 Operating Budget V34 for 1402 Executive Education 09/09/2018 08:47 AM Actions". Below this, there is a message from "Plan administrator" inviting the user to update the budget. A table titled "My Organizations" shows one item: "1402 Executive Education" with an "Open Plan Workbook" button. There is also a "Update Plan" button at the bottom.

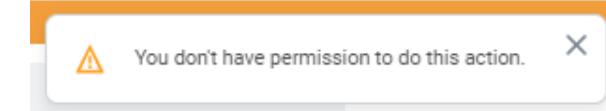
Regardless of how the workbook is accessed, either as Cost Center Planner or Cost Center Planner 2, the behavior of the workbooks, once opened, will be the same.

2. Workbooks look and behave similar to Excel; all data is entered in Worksheet cells. Changes are automatically saved
3. The Plan Workbook for the upcoming year consists of the following sheets:
 - a. Instructions
 - b. Budget Entry
 - c. Q2 Forecast
 - d. Additional Position Requests
4. The Plan Workbook for Q3 Forecast consists of the following sheets:

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- a. Instructions
 - b. Forecast Entry
5. Please note, the remaining steps in this document are focused on the Operating Budget Workbook. The Q3 Forecast behaves in the same way as the Q2 Forecast that will be described in this document.
6. The Instructions sheet provides detailed information on how to complete the *Budget Entry*, *Q2 Forecast* and *Additional Position Request* sheets. Before proceeding to enter the Cost Center budget, review the *Instructions* sheet and ensure you understand how to populate the Workbook.
7. The undo function (CTRL+Z) exists in Worksheets but there is a limit to how far back you can revert changes.
8. The *Budget Entry* sheet allows for reallocation of budget amounts between ledger accounts with existing budget.
9. Before beginning an allocation, select the filter in Cell Q14 and uncheck value "No". Setting this value to *No*, will only display those rows which have a budget amount or actuals activity.
10. When reallocating budget amounts on the *Budget Entry* sheet, enter values in the cells shaded in green, column G. Attempting to enter data in other cells will cause the following error message which indicates that data was entered in a cell that cannot be accessed or changed.



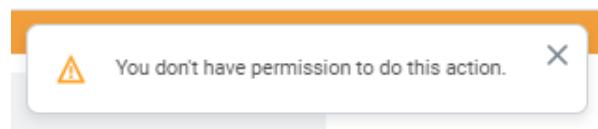
11. When reallocating budget amounts, ensure budget amounts added and reduced net to zero. The **Reallocation Total** in cell G9 will track total additions and reductions, ensure this value is zero once you complete all reallocations.
12. Any non-reallocation additions or reductions to the budget must be made in the Addition/Reduction Requests section at the bottom of the *Budget Entry* sheet. Once entered, the change will appear in column H in the financial data section. When changing a budget, ensure the **Variance from Request** in cell H10 is zero. Also note that cell H9 displays the total of all new additions. To see the additional requests in the table re-apply the filter in Q14.
13. As new additions are entered ensure that a **Description** for each amount is entered. If a Description is not entered, Cell Q6 ("Missing Addition Description") will display a Yes.
14. If either the reallocation total or the new additions variance from request values are not zero, the Worksheet check (in the top right hand of the sheet) will show:

Additions/Reductions
Reallocation Out of Balance: Yes

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15. Do not submit the Worksheet if the **Additions/Reductions** or the **Reallocation Out of Balance** shows a Yes. Correct the out of balance entries and only submit when this value shows a blank.
16. The *Q2 Forecast* sheet is used to record the forecast adjustments in column J, and a description as to the forecast adjustment is needed in column K.
17. The *Additional Position Request* sheet is used to record additional positions. For each additional position populate data in columns A through to E.
18. As with the *Budget Entry* sheet, any changes made to protected cells will also cause the following error message:



19. As you complete the budget entry, you may want to reach out to team members for questions or feedback. You can do this by sharing and adding comments to ask for feedback/ input.
20. To share the workbook with others, select the  icon at the top of the sheet and enter the name of the person/ people to participate in the planning process.

21. Also select the permissions to give to others. Other team members can have access to view only, to view and provide comments or to edit the workbook.

A screenshot of a "Share" dialog box. It has tabs for "Share" and "Who Has Access". Under "Share with Individuals", there is a text input field "Enter name" with "Shared with 5 people." below it. A toggle switch "Link Sharing Off" is shown. On the right, a dropdown menu lists "Can Edit", "Can View", "Can Comment", and "Can Edit" (which is selected). A "Close" button is at the bottom.

22. Once the workbook is shared, feedback or input can be requested by selecting the comments icon  at the top of the sheet and then entering @ to find the name of the person to provide input.
23. To direct the comments to a particular cell or range of cells, select the cells and then the  icon in the comment box.
24. Add a comment and select .
25. Comments will appear as a notification in the notification box of the person providing feedback/ input.

A screenshot of a comment notification. It shows a blue cloud icon, the name "Bettina Stevens", the date "09/09/2018 08:48 AM", and the comment text "@ACOOLE do these additions look good? #Budget Entry!D104:H104". Below the comment is a "View Workbook" button.

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26. Before submitting the Workbook for approval, ensure no validation errors exist. To do this, navigate to the *Instructions* sheet and ensure the **Workbook Checks** displays OK TO SUBMIT. If it displays ERRORS, then navigate to each worksheet, find the error and correct.

Workbook Checks: OK TO SUBMIT

27. On each worksheet, if Okay to Submit shows a green Yes, then no errors exist.

Okay to Submit: Yes

28. However, if **Okay to Submit** is blank, then errors need to be corrected. The errors are listed in the validation section at the top right of the sheet.

Okay to Submit:

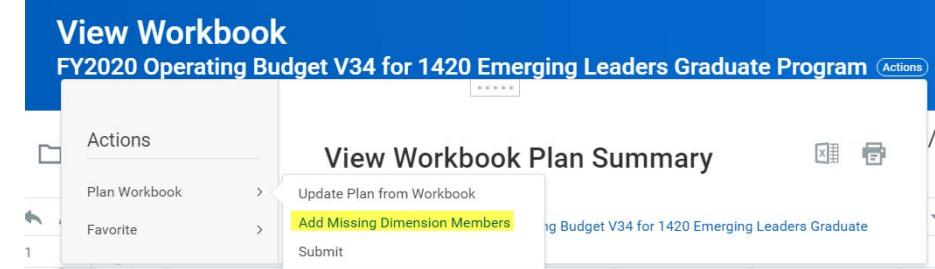
Needs Account Sync: Yes

Additions/Reductions

Reallocation Out of Balance: Yes

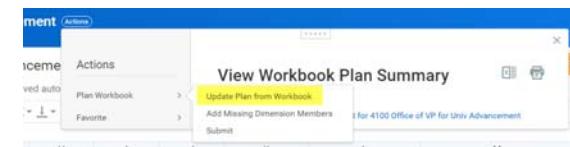
Missing Addition Description:

29. A Yes in the **Needs Account Sync** indicates that the additional budget rows (budget or position) need to be synced to the Workday Budget. To do this, select the Actions button near the Workbook name. Then select **Plan Workbook> Add Missing Dimension Members** and **OK**.



30. This action will set the **Okay to Submit** value to Yes. At this point, the Workbook is ready to be submitted.

31. Before submitting, the Plan must be updated. To do this, select the Actions button near the Workbook name and then select **Plan Workbook> Update Plan from Workbook** and **OK**.



32. To Submit, select the Actions button near the Workbook name and then select **Plan Workbook> Submit**. Enter a comment and Submit.



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Note: the Cost Center Planner 2 will not have a related action to submit, but instead will have a submit button when accessing the workbook from their inbox.

Plan administrator has invited you to update FY2020 Operating Budget V34.

My Organizations

Planning Organizations	Action
1420 Emerging Leaders Graduate Program	Open Plan Workbook

[Update Plan](#)

enter your comment

Process History

Bettina Stevens
Planning Participation Detail for FY2020 Operating Budget V34 for 1420 Emerging Leaders Graduate Program—
Awaiting Action

[Submit](#) [Cancel](#)

33. Once the Plan Workbook is submitted it is helpful to notify the Cost Center Planner 2 that the Workbook is available for their review. To do this add a comment and direct it to the Cost Center Planner 2.

34. Once submitted, The Cost Center Planner 2 will receive a single inbox item with a consolidated view of all Workbooks within their Hierarchy. The consolidated view displays two tabs:

- My Organizations
- Subordinate Organizations

35. The **My Organizations** sheet will display all the Workbooks that require action where the Level 2 Planner is a Cost Center Planner.

[My Organizations](#) [Subordinate Organizations](#)

Planning Organizations	Action
1111 Academic Affairs Service Center	Open Plan Workbook
1602 Office of Academic Services	Open Plan Workbook
1301 Business Ethics Center	Open Plan Workbook
1127 Alliance for Ethics & Social Resp.	Open Plan Workbook
1123 Assurance of Learning Initiative	Open Plan Workbook
1102 External Relations & Accred Service	Open Plan Workbook
1101 Office of Provost & VP Acad Affairs	Open Plan Workbook

[Update Plan](#) [Plan Reports](#)

[Submit](#) [Cancel](#)

36. The Sub Organizations sheet will display all the Workbooks for which other Planners are responsible, and where the Cost Center Planner 2 is the hierarchy reviewer/approver.

Plan administrator has invited you to update FY2020 Operating Budget V34.

[My Organizations](#) [Subordinate Organizations](#)

Organization	Participants	Participant State	Awaiting Persons	Plan Workbooks	Action
1422 Research Network	Brinda Sood	Awaiting Action	Brinda Sood	1	Complete
1223 First Year Freshmen Program	Kristen Nill	Awaiting Action	Kristen Nill	1	Complete
5103 Office of Diversity and Inclusion	Katherine Lampley	Awaiting Action	Katherine Lampley	1	Complete
1234 Strategic Research	Brinda Sood	Awaiting Action	Brinda Sood	1	Complete
1125 GB Core	Kristen Nill	Awaiting Action	Kristen Nill	1	Complete

[Update Plan](#) [Plan Reports](#)

[Submit](#) [Cancel](#)

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37. The Update Plan and Plan Reports buttons will be detailed below. Please note the Plan Reports button is not available when the Cost Center Planner is responsible for a single plan.
38. The Cost Center Planner 2 will also have access to see their subordinate Plans and the status of each Plan as it is submitted.
39. The Cost Center Planner 2 can also **Complete on Behalf** of the Cost Center Planner. The Level 2 Planner also has the ability to **Send Back**.

Plan administrator has invited you to update FY2020 Operating Budget V34.

Subordinate Organizations

26 items

Organization	Participants	Participant State	Awaiting Persons	Plan Workbooks	Action
Corporate Communication		Awaiting Action		1	Complete on Be...
1226 Information and Process Management	Kristen Nill	Awaiting Action	Kristen Nill	1	Complete on Be...
1401 Graduate School	Bettina Stevens	Submitted		1	Send Back
1402 Executive Education	Bettina Stevens	Submitted		1	Send Back
1420 Emerging Leaders Graduate Program	Bettina Stevens	Submitted		1	Send Back
1421 Bentley MBA Program	Bettina Stevens	Awaiting Action	Bettina Stevens	1	Complete on Be...

Update Plan **Plan Reports**

Submit **Cancel**

40. Before submitting the Plan, it is recommended that the Level 2 Planner review the Instructions sheet and verify that Cell M2 displays "**OK TO SUBMIT**". If instead "**ERRORS**" is displayed, then navigate to the Budget Entry tab and review where the error

exists. At this point the Level 2 Planner can either correct the error or send the Plan back to the Cost Center Planner for them to correct. The Cost Center Planner 2 can only submit their collection of cost centers when each individual cost center has been submitted,

41. Any Plan in *Awaiting Action* status indicates that the Cost Center Planner still needs to work the Plan. The Cost Center Planner 2 can wait for the Planner to update the Plan or complete on their behalf.
42. Any Plan in *Submitted* status indicates that the Cost Center Planner has worked the Plan and it is ready for review. Any updates can be communicated by the send back button. This will notify the Planner that additional work is needed via an inbox item.

Send Back to Planner

Plan Workbook to Send Back: FY2020 Operating Budget V34 for FY2020 Operating Budget V34 for 1420 Emerging Leaders Graduate Program 09/09/2018 08:47 AM

Comment: You've requested budget for contracted services but haven't indicated what this is for, can you please provide specifics - thanks!

43. The Cost Center Planner, can make the changes and submit the Plan again.

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My Organizations

1 item

Planning Organizations	Action
1420 Emerging Leaders Graduate Program	Open Plan Workbook

[Update Plan](#)

enter your comment

[View Comments \(1\)](#)

Donna Maria Blanero 1 minute ago
Send Back Reason: You've requested budget for contracted services but haven't indicated what this is for, can you please provide specifics - thanks!

Bettina Stevens ~ 10 hours ago
Planning Participation Detail for FY2020 Operating Budget V34 for 1420 Emerging Leaders Graduate Program- Step Completed

Donna Maria Blanero ~ 1 minute ago
says: You've requested budget for contracted services but haven't indicated what this is for, can you please provide specifics - thanks!
Planning Participation Detail for FY2020 Operating Budget V34 for 1420 Emerging Leaders Graduate Program- Sent Back

[Submit](#) [Cancel](#)

- 44.** All Cost Center Planners will have access to the Planning Dashboard from their home page.



Planning

- 45.** The first time you access the Planning Dashboard you will need to set the Worklet report parameters and do so each fiscal year.

- 46.** To set the Worklet report parameters select the gear icon for each Worklet and select Edit Settings.

The screenshot shows a report titled "PLN - Expense Budget Summary by Cost ...". A warning message says "Report parameter Period is required." An "Edit Settings" button is visible, accompanied by a gear icon.

- 47.** In the Organization prompt, select the Cost Center(s) you would like to view; and select the appropriate Plan in the Current Year and Prior Year Plan prompts. For Period, select the current period. Leaving the Organizations blank, will return the requested budget for all cost centers for which you are the Cost Center Planner/Planner2.

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Edit Worklet Settings
PLN - Expense Budget Summary by Cost Center

Edit Settings

Organization	
Period	* FY2021 - Dec
Current Plan Year	* FY2021 Operating Budget
Next Plan Year	* FY2022 Operating Budget
Forecast Plan	* FY2021 Q2 Forecast
Worktags	
Ledger Account/Summary	

OK Cancel

48. Continue to Edit Settings for all the Worklets on the Dashboard.
49. In addition to the Cost Center Worklets, the following additional reports will allow you to view the budget by Ledger Account; and view requested Headcount.

Reports

- PLN - Expense Budget Summary by Ledger Account >
- PLN - Revenue Budget Summary by Ledger Account >
- PLN - View Headcount >