

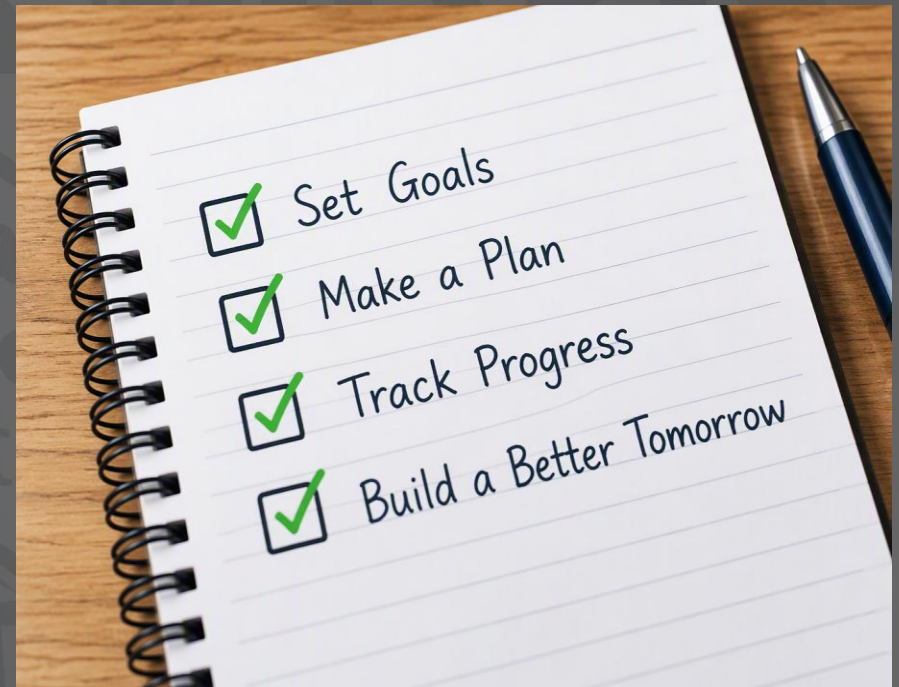
Anaplan

**Quarterly Projection
Report Training**

Budget and Planning Office

Topics to Cover

- Team Introductions
- Introduction to Anaplan
- Logging In
- User roles
- Fiscal Hierarchy
- Navigating Anaplan
- Commitments Page
- Quarterly projections
- Submitting projections



INTRODUCING THE BUDGET AND PLANNING TEAM...

Budget Team

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ILLINOIS
STATE

INTRODUCING



Anaplan is a cloud-based Financial Planning & Analysis (FP&A) platform that organizations use for budgeting, forecasting, workforce planning, scenario modeling and financial decision-making. It allows users across an organization to work from a single planning system rather than maintaining multiple spreadsheets and disconnected databases.

For Illinois State University, Anaplan is being implemented as the University's primary FP&A platform for:

- **Annual Budget development**
- **Revenue and Expense forecasting including quarterly projections**
- **Revenue Allocation**
- **Workforce planning**
- **Financial decision support**

The goal is to improve efficiency, transparency, and strategic resource allocation across the University.

PHASED FUNCTIONALITY

Phase 1 included:

- Data Integration from Colleague and iPeople
- Quarterly Projection Reports including the ability to consolidate for University level analysis
- Annual budget creation
 - Workforce planning data from iPeople to use for planning personnel expenditures
- Workflow for Budget submissions and approvals
- Revenue allocation including calculation of SCH and FTE rates for College revenue allocations

Phase 2 will include:

- Tuition revenue projections
- Multi-year planning
- Capital Expenditure planning

Anaplan will...

- **Bring together data from multiple University systems to allow for visibility of all data needed to make budgeting decisions**
- **Display prior-year information for comparison**
- **Calculate totals, percentages and projected variances**
- **Give the University the ability to replace manual processes for planning, projecting and budgeting**
- **Allow for easier review of the current fiscal position at all levels by University leadership**

Anaplan will NOT...

- **Replace Budget Center**
- **Determine the year end projection for you. Your insight is needed to provide meaningful projections. However, Anaplan will provide you the data needed to make strategic decisions for your units and departments.**
- **Know about anticipated revenue or expenses that are not recorded or encumbered in the financial system**

QUARTERLY PROJECTION REPORTS

Why do we do quarterly projections?

- ✓ Periodic view of projected revenues and expenses
- ✓ Identify budget constraints earlier in the year
- ✓ Aid in strategic decision making
- ✓ Support Transparency

What is different from the FY26 quarterly reports?

- ✓ Projecting will be done by fund at the same level that budgeting is done
- ✓ Revenue and expense accounts are listed on separate lines.
- ✓ Elimination of emails and manual consolidation of all departments by division

The background of the slide features a large, faded, circular seal of the University of Illinois. The seal contains the text "ILLINOIS STATE" at the top and "UNIVERSITY" at the bottom. In the center, there is a shield with a torch above it and an open book below it. The book has the text "Gladly" and "and teach" on its pages. The entire seal is rendered in a light gray color.

LET'S GET STARTED...

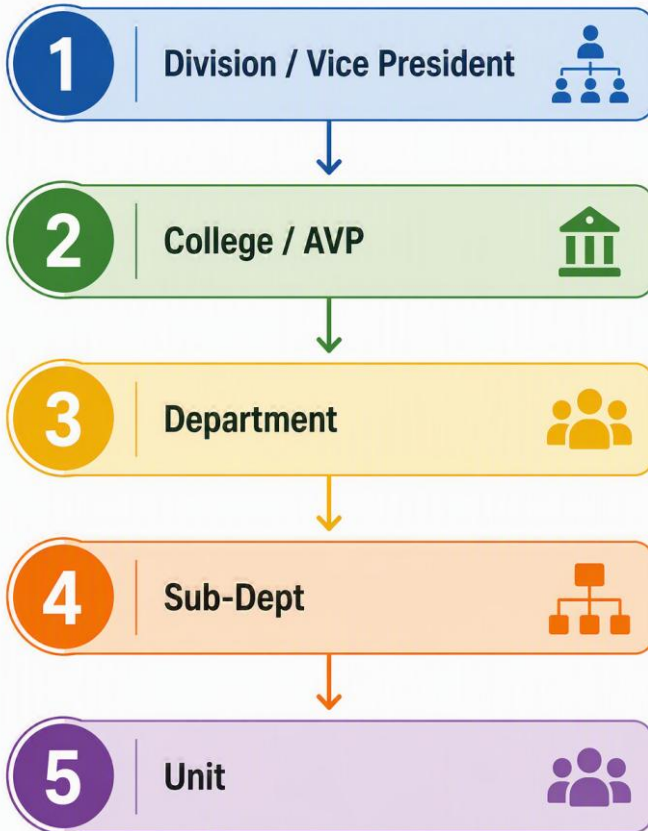
USER ROLES & RESPONSIBILITIES FOR QUARTERLY PROJECTION REPORTS

- Budget Managers
 - Input of revenue & expense projections
 - Tracking of expenses on commitments page (optional)
- College (Dean)/AVP
 - Review and submission of projections
 - A proxy can be identified by each AVP/Dean
- Division/VP
 - Review of division projections, as needed
 - Review of University consolidated projections

Note: During training or while completing the 1st Quarter Projection reports, any access issues can be sent to ISUAnaplanTeam@ilstu.edu

FISCAL HIERARCHY

FISCAL HIERARCHY LEVELS



Apps ▾ ISU Quarterly Pro... ▾ 2. Quarterly Projections / 2.1 Quarterly Projections

< 2.1 Quarterly Projection Report - GR 🔍 ⌂ ☆ 🔗

M1 FP&A Budget [TEST] ▾ 🔗 Total ISU ▾

Find... Find...

- ▾ Total ISU
 - ▾ President
 - ▾ General Counsel
 - 101000000 - Legal Services
 - 101100000 - Legal Contingency
 - ▾ Office of Equal Opp and Access
 - 128000000 - Office of Equal Opp Access
 - 128000002 - Diversity Outreach
 - 128000200 - Staff Accommodations
 - 216000000 - Title IX
 - ▾ CRCC
 - 105000000 - CRCC
 - ▾ Internal Auditor
 - 112000000 - Internal Auditing
 - 112001000 - Ethics
 - ▾ President Office

10400_99_301000963_410234 | Entitle CEG Diff 301000963 - Income Fund

ACCESSING ANAPLAN

1. Log into Anaplan.com using your ISU e-mail address and ISU password



Welcome to

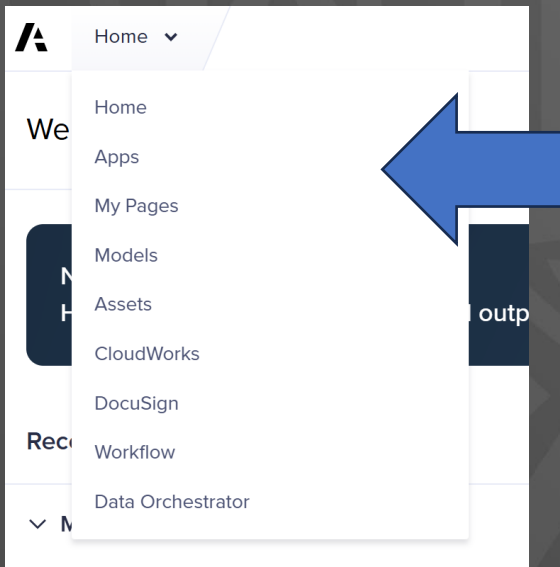
Anaplan

Log in

Email address

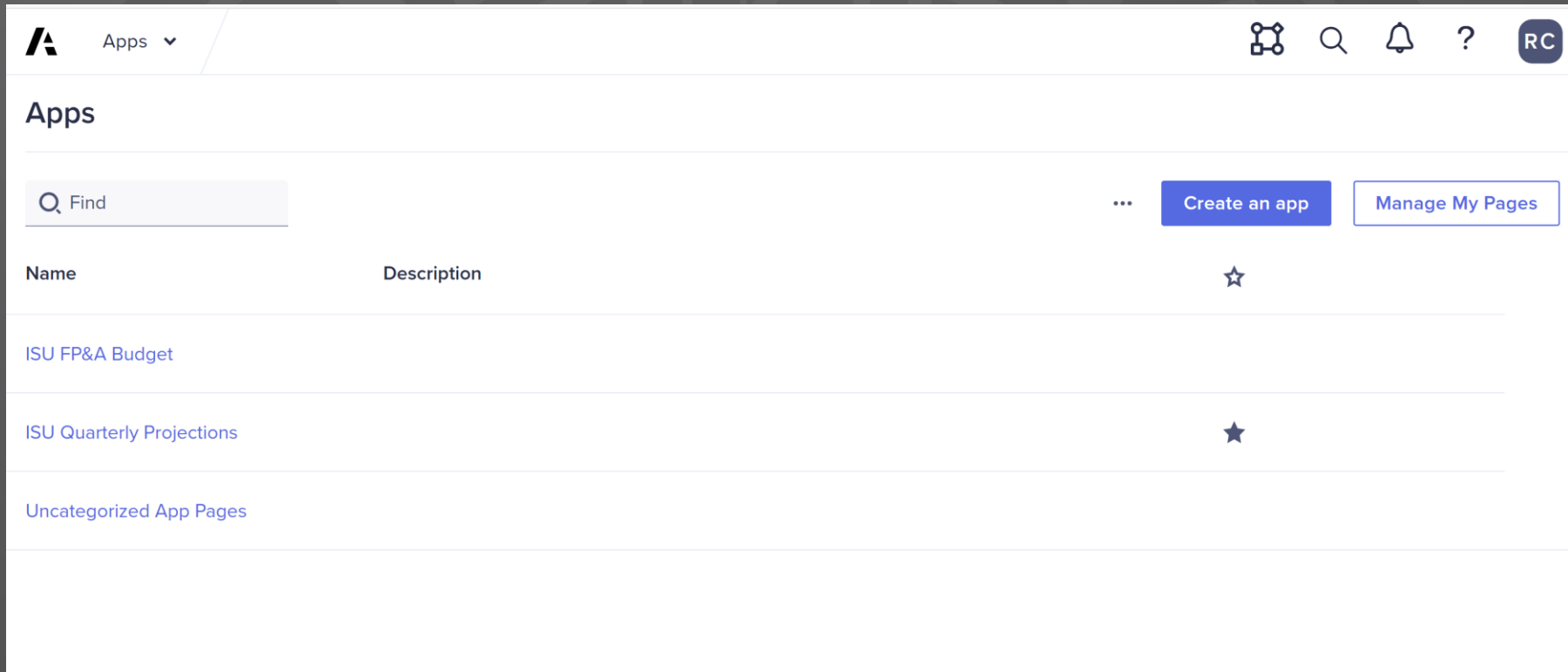
☒ Remember my email and login method
Undo this later by manually logging out

Continue



2. Choose Apps from the drop down menu

ACCESSING APPS IN ANAPLAN



The screenshot shows the Anaplan 'Apps' page. At the top, there is a navigation bar with the Anaplan logo, a dropdown menu for 'Apps', and icons for a network diagram, search, notifications, help, and a user profile labeled 'RC'. Below the navigation bar, the page title 'Apps' is displayed. A search bar with the placeholder 'Find' is on the left. To the right of the search bar are three elements: an ellipsis menu, a blue button labeled 'Create an app', and a button labeled 'Manage My Pages'. Below these elements is a table with three columns: 'Name', 'Description', and an empty column for actions. The table contains three rows of data: 'ISU FP&A Budget', 'ISU Quarterly Projections', and 'Uncategorized App Pages'. The 'ISU Quarterly Projections' row has a star icon in the action column, while the other two rows have empty star icons.

Name	Description	
ISU FP&A Budget		☆
ISU Quarterly Projections		★
Uncategorized App Pages		

 **Tip: By Clicking on the star on the line titled ISU Quarterly Projections, the app will show on your Home page the next time you log in**

ANAPLAN PAGE BASICS

The screenshot shows the Anaplan interface for the '2.1 Quarterly Projection Report - GR'. The breadcrumb trail is '2. Quarterly Projections / 2.1 Quarterly Projection Report - GR'. The page title is '2.1 Quarterly Projection Report - GR'. The filters are 'M1 FP&A Budget [TEST]' and '301000963 - Income Fund'. The fiscal year is 'Q1 FY27'. A search bar is labeled 'Find...'. A table with columns 'Unit', 'Object Class', 'Object Desc', and '2026 QTR to D' is shown. A large blue arrow points from the 'Unit' column header to the '301000963 - Income Fund' dropdown menu.

Unit	Object Class	Object Desc	2026 QTR to D
10400_99_301000963_410002 Graduate Waivers	301000963 - Income Fund	REVENUES	410002 - Graduate Waivers

Navigation Basics

- Fiscal Hierarchy dropdown
- Cell History
- Filtering
- Sorting
- Show/Hide
- Exporting
- Comments
- Additional Insights

TIPS:

- Hovering over any of the items in the tools bar will show a description of the function.
- You can also right click on a column header to get a menu of functions available.
- Any formatting changes made to columns will remaining on the worksheet until changed back. If you are not seeing all the data you think you should, check and make sure there are no filters on any columns.

QUARTERLY PROJECTION PAGES

ISU Quarterly Projections ☆

▼ My Pages

There are no pages in this category.

▼ 2. Quarterly Projections

 [2.1 Quarterly Projection Report - GR](#)

 [2.2 Quarterly Projection Report - Agency](#)

 [2.3 Quarterly Projection Report - Bond Revenue](#)

 [2.4 Quarterly Projection Report - Lab Schools](#)

 [2.5 Quarterly Projection Report - Service Accounts](#)

 [2.8 Quarterly Projection Report - Bond Reserves](#)

 [2.9 Commitments](#)

Note: AEF projections
will not need to be
completed for 1st
Quarter of FY27

COMMITMENTS PAGE

The Commitments page is a worksheet where you can track expenditures that have not been paid or encumbered in Colleague as of the end of the quarter.

Apps

ISU Quarterly Projections

2. Quarterly Projections / 2.9 Commitments

2.9 Commitments

M1 FP&A Budget [TEST]

120000000 - Comptroller's Office

Reset

...

...

Find...

...

	Unit	Object	Fund Type	GL Account	Description	Amount
120000000 - Comptroller's Office						

Note:

- To add a line on the Commitments page, users must first click on the Unit and

Note:

- To add a line on the Commitments page, users must first click on the Unit and then right click to open the menu.
- Choose Insert Multiple items from open menu.
- After lines are displayed, enter the GL account, description and amount.
- Entered amounts will appear in the Commitment column on the respective Quarterly Projection page.

QUARTERLY PROJECTION PAGES

Apps ▾ ISU Quarterly Projections ▾ 2. Quarterly Projections / 2.1 Quarterly Projection Report - GR ▾

< 2.1 Quarterly Projection Report - GR ↻ ⏪ ⏩ ⭐ [⏏] M1 FP&A Budget [TEST] ▾ 🔗 120000000 - Comptroller's Office ▾ Q1 FY27 ▾ Reset ✎

Q Find... ✕

	Unit	Object Class	Object Desc	2026 QTR to Date	2027 QTR to Date	2026 Total Actuals
10100_06_120000000_991120 UMB - Personal Services	120000000 - Comptroller's Office	EXPENDITURES	991120 - UMB - Personal Services	\$ 277,421.59	\$ 143,652.00	\$ 857,059.08
10100_06_120000000_991200 UMB - Contractual	120000000 - Comptroller's Office	EXPENDITURES	991200 - UMB - Contractual	\$ 85,527.63	\$ 81,619.25	\$ 586,283.92
10100_07_120000000_991200 UMB - Contractual	120000000 - Comptroller's Office	EXPENDITURES	991200 - UMB - Contractual	-	-	-
10100_06_120000000_991290 UMB - Travel	120000000 - Comptroller's Office	EXPENDITURES	991290 - UMB - Travel	-	\$ 2,377.86	\$ 3,362.04
10100_06_120000000_991300 UMB - Commodities	120000000 - Comptroller's Office	EXPENDITURES	991300 - UMB - Commodities	-	-	\$ 191.33
10100_06_120000000_991500 UMB - Equipment	120000000 - Comptroller's Office	EXPENDITURES	991500 - UMB - Equipment	-	-	-
10100_06_120000000_991700 UMB - Telecomm	120000000 - Comptroller's Office	EXPENDITURES	991700 - UMB - Telecomm	-	-	-

 **Tip: When moving between pages, always reselect the unit from the drop down to make sure you are seeing the most updated information.**

Note: By using the Fiscal Hierarchy drop down on this page, users can view one unit at a time or navigate to a higher level to see a whole department or college.

QUARTERLY PROJECTION REPORT DATA

- Full GL Account (Umbrella object code)
- Unit
- Object Class (Expense or Revenue)
- Object Desc
- FY26 Quarter to Date Expenses/Revenues
- FY27 Quarter to Date Expenses/Revenues
- FY26 Total Annual Expenses/Revenues
- FY27 Current Budget
- FY27 Encumbrances
- Projected Commitments
- Total Quarter to Date actuals, encumbrances and commitments
- **FY27 Total Annual Projected Expenses/Revenues**
- FY27 Projection vs Current Budget \$\$
- FY27 Projections vs Current Budget %
- FY26 Quarter vs Annual %
- FY27 Quarter vs Annual %
- **Comment**

Note: Description of the columns can be found at <https://budget.illinoisstate.edu/anaplan/#training> in the Overview of Anaplan Quarterly Reporting Documentation

Items in yellow are user inputs. Remaining values are pre-populated in the reports.

 **Tip:** Detailed descriptions of the data in each of the columns can be found in training documents on the website at <https://budget.illinoisstate.edu/anaplan/>

PROJECTION SUBMISSION

- Quarterly Budget Projections can only be submitted by an AVP/Dean or their proxy
- The submission status of a unit can be found in the **Additional Insights** panel on each Quarterly Projection Report page. You must be at a unit level in the Hierarchy drop down.

A screenshot of the 'Additional Insights' panel in a web application. The panel is titled 'Quick links' and contains several sections. The first section is '2.9 Commitments'. The second section is 'Additional insights'. The third section is 'Submission Status', which shows a green circle and the word 'Open'. The fourth section is 'Projection input Instructions', which contains two numbered steps: 1. Review pre-populated columns to analysis current revenue and expense totals. 2. Enter the annual revenue or expense projection in the projection column. The panel is outlined with a red border.

Quick links

2.9 Commitments

Additional insights

Submission Status

Open

100000019 - COVID19 Testing Lab
Q1 FY27

Projection input Instructions

1. Review pre-populated columns to analysis current revenue and expense totals.
2. Enter the annual revenue or expense projection in the projection column.

PROJECTION SUBMISSION

The additional insights panel has expandable instruction cards for the input of the projection amounts submission of the completed projections as well as how to re-open a submission.

The submission card appears at the bottom of the Additional Insights section.

Projection input Instructions

1. Review pre-populated columns to analysis current revenue and expense totals.
2. Enter the annual revenue or expense projection in the projection column.

Commitments

Submission Instructions

Submission can only be completed by AVP/Dean or a proxy.

1. Open the Submission grid and select **Submit** next to the unit projections you wish to submit

2. Run the action **Submit**

Submission by AVP/Dean

 [Submit Quarterly Projection](#)

 [Re-Open Quarterly Project...](#)

PROJECTION SUBMISSIONS

1. When the Submission by AVP/Dean card is selected, the submission screen will open in the main grid.
2. Once the projections have been reviewed and are ready to be submitted to the Budget Office, the Submit checkbox can be selected.
3. Checking the Submit checkbox will enable the blue action button
4. To confirm submission, click on blue Submit Quarterly Projection button.

Submission by AVP/Dean

Q1 FY27

Q Find... x

General Revenue

	Submit	Re-Open	Status
120000000 - Comptroller's Office	☒	☐	Open

1. Open the Submission grid and select **Submit** next to the unit projections you wish to submit

2. Run the action **Submit Quarterly**

Submission by AVP/Dean

Submit Quarterly Projection

Re-Open Quarterly Projecti...

PROJECTION SUBMISSIONS

For Multiple Units

Submission by AVP/Dean		Q1 FY27		
Find...				
		General Revenue		
		Submit	Re-Open	Status
101000000 - Legal Services	☐	☐	☐	Open
101100000 - Legal Contingen...	☐	☐	☐	Open
112000000 - Internal Auditing	☐	☐	☐	Open
100000000 - President's Offi...	☐	☐	☐	Open
100100000 - Ebd Strategic In...	☐	☐	☐	Open
100200000 - Ombuds	☐	☐	☐	Open
100300000 - Presidential Init...	☐	☐	☐	Open

Note: By selecting a whole department or College in the Fiscal Hierachy box, all units will display in the Submission box. If all units have been reviewed and are ready for submission, a user can highlight the Submit column header and press the space bar. This will select (add a checkmark) in each box for all units.

RE-OPENING A SUBMITTED REPORT

If a Quarterly Projection Report has been submitted but it is still prior to the due date, the AVP/Dean (or proxy) may re-open the report and make changes. The Re-open action is in the same section of the submit checkbox. Once a report has been re-opened, it can be updated and then resubmitted.

Submission by AVP/Dean Q1 FY27 X

Find... X

	General Revenue		
	Submit	Re-Open	Status
101000000 - Legal Services	☒	☐	Submitted
101100000 - Legal Contingen...	☐	☐	Open
128000000 - Office of Equal ...	☐	☐	Open
128000200 - Staff Accommo...	☐	☐	Open
128000300 - ...	☐	☐	Open

 **Tip:** If a unit's projection is submitted, it can be re-opened and updated anytime prior to the due date. After the due date, the status will be updated by the Budget Office to Finalized. See Quarterly Projection Process document at <https://budget.illinoisstate.edu/anaplan/> for more information on Re-opening a submitted projection

SUBMISSION STATUSES

 Submission Status

 **Open**

- Ready for input of projections
- This status will also show if unit has been re-opened by AVP/Dean

 Submission Status

 **Submitted**

- Submitted by AVP/Dean or proxy
- Updates cannot be made to projected expense or revenue

 Submission Status

 **Returned**

- Returned by Budget Office after Submitted
- Projections are open for updates and must be corrected before resubmitting

 Submission Status

 **Finalized**

- Budget office has reviewed and Finalized
- No updates can be made. Projected amount will roll to consolidated ISU reports.

WHAT COMES NEXT???

1. October 19th – Communication will be sent to notify when Quarterlies are ready to be completed.
2. Week of October 19 – October 23 – Virtual office hours at 9-11am and 2-4pm everyday.
3. Quarterly Projection Reports are due on Friday October 30th
4. Early Spring 2027– Annual Budget Creation will occur in Anaplan. Look for additional training opportunities in early 2027!



QUESTIONS ???

Send Anaplan inquires to
ISUAnaplanTeam@ilstu.edu

Send Budget Inquiries to
UniversityBudgetOffice@ilstu.edu

Check the Anaplan website

<https://budget.illinoisstate.edu/anaplan/>