ANU Funds Allocation Solution

User Guide

Attention: All Users of Funds Allocation Solution

Client: ANU – Finance

Client reference: ECF Funds allocation

Contact: Richard Morley, Lead Consultant 0407 240 171
Capital Analytics Pty Ltd
## Change Control

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Author</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/03/2016</td>
<td>0.1</td>
<td>Richard Morley</td>
<td>Initial Draft Updated</td>
</tr>
</tbody>
</table>
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1. Purpose of Document

This document describes how to use the Funds Allocation Solution (FAS). How the system will operate covering inputs (data input screens; validation rules and controls), processes (maintenance tools and approval workflows) and outputs (reports).

1.1 Key Stakeholders

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrian Plumb</td>
<td>Associate Director – Financial Planning &amp; Analysis</td>
</tr>
<tr>
<td>Richelle Hilton</td>
<td>Associate Director, Performance, Planning and Measurement</td>
</tr>
<tr>
<td>Viki Zhi</td>
<td>Corporate Budgeting Manager</td>
</tr>
<tr>
<td>Neil Dawson</td>
<td>Corporate Finance Manager</td>
</tr>
</tbody>
</table>
2. Funds Allocation Overview

2.1 Background

A Funds Allocation solution has been developed to:

- Allow ANU to report and track notional funding allocations across Colleges and Schools, this tool has been developed initially to support the ECF project (Expenditure Control Framework) introduced because of a reduction in revenue, a consequence of the COVID19 travel restrictions
- The tool will support the colleges in tracking changes (adjustments or transfers) made to the funding allocated to them
- The tool can support colleges in tracking the notional funding they wish to allocate to schools and track any changes to the funding position
- The solution ensures a single source of the truth, that is secure and accessible by all key personnel
- The tool allows multiple user input and online approval workflow associated with adjustments and transfers
- The tool is fully auditable and secure
- Standardise the reports presented to management

This tool is to track executive decisions/agreements for the allocation, transfers and adjustments of ANU’s funds. The tool currently allows ANU to track:

1. Total Expenses
2. Total Capital
3. FTE

The solution has been locked down to limit funding allocations to the Year 2020, Funding Source is baseline/ECF only, all adjustments are terminating to 2020, there are no projects in the system as yet.

NB. The allocation of resources is across Colleges and Schools (and has been locked down to cater for the ECF (short term funding position) only.

The purpose of this tool is to report between actuals and funded allocation. NOT to re-allocate approved funding due to changes in forecasts, but to report the differences and allow colleges to articulate why. Only at major budget updates should the tool reflect the additional funding decisions (Board Decisions).

Re-allocations of resources between Colleges/Schools/Initiatives (projects) will require Senior Executive approval.
2.2 Overarching concept and business processes

The ANU funding tool is used to tracking and allocate resources across the organisation. The expenses are split into and tracked just 3 categories these are:

1. Total Expenditure
2. Total CAPEX
3. FTE

Diagram 1. The diagram below outlines the various scenarios and allocation adjustments to take place within the Funding tool (not an exhaustive list).
3. Log-In

3.1 Contact the Planning and Performance Measurement team for access

Complete the following Access Request Form


ANU Website for general TM1 access and support contacts:
[https://services.anu.edu.au/information-technology/software-systems/tm1-budgeting](https://services.anu.edu.au/information-technology/software-systems/tm1-budgeting)

The platform is maintained by the Planning and Performance Measurement Division and is owned by the Finance and Business Services Division.

There are 5 Specific Access types to consider:

1. **Edit College Adjustments** - allows the user to create College Adjustments (see Diagram 1 for the type of Adjustments)
2. **Approve College Adjustments** – allows the user to view and approve College Adjustments
3. **Edit School Adjustments** - allows the user to create School / Divisional Adjustments (see Diagram 1 for the type of Adjustments) currently a school edit capability allows a user to create adjustments for any College and the associated schools
4. **Approve School Adjustments** – allows the user to View and approve any school adjustments
5. **Reporting** – view the reports or browse the cubes in the WGTT

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1 A user can only transfer within the schools of the selected college. The adjustments still need to be approved before impacting the numbers of the Schools/College. The system is fully auditable any changes can be tracked by time by person (before and after inputs)
3.2 Home Page

Based on your security access you will see a combination of the following options and links:

http://udsdwappdatap02.anu.edu.au:9510/tm1web

The solution menu provides access to:

**Creating Adjustments**—two options either ‘Create School/Div Adjustment’ or ‘Create College Adjustment’ with a status of ‘Draft’, you can view an adjustment that has been submitted or approved

**Edit Adjustment** - ‘Edit a College or School Adjustment’ with a status of ‘Draft’, you can view an adjustment that has been submitted or approved

**Update Adjustment Status** – Change the status of an adjustment, the options are from Draft to Submitted or Approved (the Administrator can update to withdrawn under certain circumstances)

**Reports** – there are currently 3 reports available for standard users (for more advanced reporting discuss with the HR DWI team)
4. Reporting

The tool has 3 specific reports. These reports are to support users entering in Adjustments (Colleges or Schools) to view the existing available Expenditure (CAPEX/OPEX) or FTE across ANU’s organisational structures.

The four reports are:

1. **Control Unit by Year** – this report shows the user a summary of the expense category types by ANU Control Unit Structure, with the current year and 4 forward years (a user can select a number and then click on the adjustment detail report to view transactions)

2. **Control Unit by Expense** – this report shows the opening baseline position from the last budget update and the adjustments made in the current budget version impacting the Colleges expense categories and FTE numbers (the tool has multiple filtering options)

3. **Adjustment Details** – the report is focused on the user to view allocations by a College/School by the Expense Category

4. **Error Message** – the report allows a user to view the error message associated with ‘validating’ adjustments and status updates.
4.1 Report - Control Unit By Year port

This report provides a summary of the allocated expenditure across ANU’s funding structure (control units) for the 5 year annual estimates, the numbers are based on the current Internal Budget Round. A user can see the closing position of the expenditure (any account category) by selecting the relevant financial period (the report shows the current funding position based on ALL approved adjustments).

The report allows the user to filter on several key report parameters, these are:

1. Internal Budget Round – this has options such as ECF 2020 Envelope LTD. These options reflect all the adjustments over the Budget Rounds “Life To Date”. The default period is the current ‘Budget Round’ LTD. If you wish to see the expense closing balance for a previous budget round select the relevant one year ie 2014-15 LTD

2. Status The funding is based on adjustments entered into the system. These adjustments have a status. For reporting purposes we are interested in those adjustments that have been “approved”.

3. Project - a user can select an individual project or a summary/consolidation.

4. Account category - a user can filter the report to a single account category or consolidation if available

5. Control Unit - a user can filter the report to a single College or whole of ANU

Click on image to drill down College

The fund solution has 5 annual periods to view select forward years here and ‘Refresh’

The numbers for the 5 annual periods are based on the Financial Period Selected ie ECF 2020 LTD will have a different 5 annual period profile than if 2021 Review LTD was selected.

REFRESH Report - after ANY selection change
4.2 Report – Control Unit by Year – Cont.

![Control Unit by Year Table]

<table>
<thead>
<tr>
<th>Parameters</th>
<th>ANU - Australian National University</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Budget Round</td>
<td>ECF 2020 initial envelope LTD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Approved</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjustment ID</td>
<td>All Adjustment IDs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control Unit</td>
<td>ANU - Australian National University</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANU - Australian National</td>
<td>Account Category</td>
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<td></td>
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</tr>
<tr>
<td>School</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Academic Portfolio</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACAD - Unallocated</td>
<td>Academic Portfolio</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Arts &amp; Social Sciences</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>GASS - Unallocated</td>
<td>College Arts &amp; Social Sciences</td>
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<td>Research School of Humanities &amp; the Arts</td>
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<td></td>
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</tr>
<tr>
<td>Research School of Social Sciences</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>College of Health &amp; Medicine</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Research School of Business</td>
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</tr>
</tbody>
</table>

Select to navigate to HOME page
4.3 Report – Divisional Summary

A user can see the allocated funding across Projects across by the funding type (account Category). These figures are the current approved funding allocation and will update automatically if any adjustments are approved. Other Statuses can be chosen and the corresponding funding allocation can be viewed.

The report allows the user to filter on several key report parameters, these are:

1. **Adjustment Status** – the default is set to Approved and this reflects the funding allocated based on all Approved adjustments.
2. **Funding Source** – filter adjustments to reflect a particular funding source.
3. **College/School** – a user can filter the report any relevant Node.

**Account Category summary**

**REFRESH Report - after ANY selection change**
4.4 Report – Adjustment Details

This report provides a list of the Adjustments in the current select Internal Budget Round. A user can see the opening Expenditure position ‘baseline’ for the previous Budget Round and the current closing position of the selected account category (CAPEX/OPEX/FTE). The report shows the adjustments entered between the selected internal Budget Rounds.

The report default is to report the adjustments for the ‘current’ round.

The report allows the user to filter on several key report parameters, these are:

- **Internal Budget Round** – the default is the previous LTD Internal Budget Version – select a previous period to view older adjustments. The report will show the transactions posted between these financial updates.
- **Closing Internal Budget Round** – the default is the current budget round. Select a valid closing and opening LTD budget rounds to view the adjustments that occurred between these budget rounds.
- **Status** – select a valid status. The approved status is the default but a user can see the financial position of Draft/Submitted and Approved.
- **Control Unit** - a user can filter the report to a single College/School or whole of ANU.
- **Funding Source** – this would reflect the funding sources (ie Student EFTSL; RBG etc) currently the only available option is ‘Initial allocation’.

Select a valid Account Category:
- Total Expense
- Capital Expense
- FTE

This figure is the baseline or closing position based on the selection in the ‘Start Internal Budget Round LTD’

REFRESH Report - after ANY selection change
4.5 Report – Adjustment Details - Cont.

If you wish to view the Adjustment originally created select the relevant adjustment and then click on the ‘View Adjustment’ report link. This will open up the following report:

Options to export to PDF/Excel
Choose Snapshot or PDF

Select relevant Adjustment ID in these columns only

Then Click on ‘View Adjustment’ reports link

Adjustment status details who and when
5. College Adjustments

When would you create a College Adjustment? There are several scenarios that require a College Adjustment to be made, such as:

1. Executive Board agreement to Increase or decrease in agreed allocated expenditure (OPEX or CAPEX and associated FTE)
   a. Budget Management Board approval
   b. Investment Board approval
   c. Major funding round (ie student Load model signed-off, research round etc)
2. A senior executive decision to move resources to reflect a new long-term priority (over a full year or more)
3. Organisational restructure (College move or School/Division move or inactivation)

The fundamental concept within the Funding solution is that every adjustment follows a double entry method (like accounting ☺☺) SOURCE and TARGET.

College Adjustments - Rules

1. Adjustments requires a Source (-) and Target (+) entry
2. An Adjustment must NET to ZERO
3. You cannot allocate OPEX/CAPEX/FTE from a Source that has NO resources to allocate - check the College/School has enough Funds (OPEX/CAPEX/FTE) to allocate
4. A college adjustment can only allocate to the equivalent ‘College – unallocated’ school
5. Sources are Negative numbers – taking resources away from a College/School/Project combination (that has resources to allocate)
6. Targets – are positive numbers and you are assigning those resources to a combination of College/School/Project
7. Enter all mandatory fields in the Adjustment entry screen (all fields in a single row are mandatory)
8. Validate the adjustment, if successful update the adjustment status to Submitted / Approved

5.1 Step 1. Check School Source

Prior to transferring resources between Colleges check that the resources are available. Clarify the College, ‘College – Unallocated’ and Project combination that will be the source of your adjustment. Use any of the reports to check what resources are available.

If the adjustment is an increase or a decrease to the ANU funding position based on an external entity ie Commonwealth funding or a Grant round then the source or target group should be either ‘Commonwealth’, ‘NHMRC’, ‘ARC’, ‘Investment’ and ‘Own Source’.

If you know the specific College/School/Project details of where the OPEX/CAPEX/FTE is the target or source, then enter the full details.

5.2 Step 2. Create the Adjustment

Navigate to Home Page and Click on: Create – College Adjustment
Select ‘Continue’
This will error if you do not have the correct access
5.3 Step 3. Data Input the Adjustment information

Adjustment Details

The solution will automatically create the next Adjustment ID and open the Edit Adjustment Screen. Start inputting the key details of the Group Adjustment:

1. **Title** – enter free text form short title for the adjustment (please avoid entering %$@’ characters)
2. **Adjustment Description** – free form data input (please avoid entering %$@’ characters)
3. **Additional Source/Target Rows** – this input field can be amended to show the number of empty rows in the input screen. The system is currently set to allow 500 Target and Source transactions in a single adjustment
4. **File reference** – this should be a reference code from the content / file management system that contains support documentation.
5. **Adjustment Status** – defaults to ‘draft’ – cannot change the status in this window
6. **Created by** – this is the user first created the adjustment ID. Any user can update and submit this adjustment. Details of who, what and when are all captured throughout ALL changes made to the adjustment
7. **Created Date** – a date stamp is entered based on when the user create the adjustment. This cannot be changed by the user
**Adjustment Entry**

Start inputting the adjustment details the **Source** and **Target** (Where and To)

1. **Populate the SOURCE** – where the expense / FTE is being allocated FROM.
   - Select a College (Code and Description) from the drop down –
     1. if the expenditure relates to an increase to ANU as a whole select relevant external entity ie Commonwealth, ARC, NHMRC, Investment etc, the School option will reflect the same name ie Commonwealth, ARC, NHMRC, Investment. If the project is known allocate resources to a valid project code (create it if necessary discuss with the administrator, **see project statement in yellow below**)
   2. Select a valid **School** from the drop down
      - a. The drop down includes only the College’s ‘unallocated’ school equivalent.
   3. Select a valid **Project** from the drop down - **the business owners are yet to clarify the project/program/initiative level to be captured and reported on**.
   4. Enter a **Comment** – this is to help users to clearly understand what the transfer relates to – for future reporting/analysis needs you may want to keep these consistent across some of your transactions
   5. **Funding Life** – enter the length of the decision, if this is an ‘ongoing’ decision or a ‘terminating’ decision. The solution allows 20 years’ worth of forward years within each financial year.

   When the data is updated for the new financial year the system only has 4 years of expense / FTE allocated, the system will loop through the decisions to assess if the data in **year 4** should be carried over to year 5 ie ongoing, terminating or any data.
   - **a. NB. If year 4 is empty (no funding will be carried over into the new forward year) even if the decision is ongoing.**
NB. The ‘Funding Life’ has been defaulted to ‘Terminating’. Due to the solution being focused on the ECF and the year 2020 only.

Next step is to populate the target.

**Populate the TARGET – where the Expense / FTE is being allocated TO.**

1. Select a College (Code and Description) from the drop down –
   
   a. if the expenditure relates to an increase to ANU select the relevant College or if ANU is decreasing funding then select a valid External Entity i.e. Commonwealth, ARC, NHMRC, Investment. If the project is known allocate resources to a valid project code (create it if necessary discuss with the administrator, see project statement in yellow below)

2. Select a valid School (Code and Description) from the drop down
   
   a. The drop down shows only a single School based on the College selected

3. Select a valid Project from the drop down - **the business owners are yet to clarify the project/program level to be captured and report on.**

4. Enter a Comment – Link the text with the Source Row Comment, this is to help ANU Colleges to clearly understand what the funding transfer related to – for future reporting/analysis needs you may want to keep these consistent across some of your transactions

5. Reference – enter a valid reference, this is not mandatory as it may not be known until approved

6. Funding Life – enter the length of the decision, if this is an ‘ongoing’ decision or a ‘terminating’ decision. The solution allows 20 years’ worth of forward years within each financial year

   When the data is updated for the new financial year the system only has 4 years of funding allocated, the system will loop through the decisions to assess if the data in year 4 should be carried over to year 5 i.e ongoing, terminating or any data.

   a. **NB. If year 4 is empty (no funding will be carried over into the new forward year) even if the decision is ongoing.**
5.4 Short Cuts – data input

There are several options for inputting the data into the tool. A useful short cut is entering the greater than symbol ‘ > ‘ and then the number as per the example below. This will populate all the years to the right of the entry point. There are several options available, the basic concept is below:

The **method code** is a one- or two-character code for a data spreading method. For example, S is the method code for the Equal Spread spreading method. All method codes are listed in the table below.

The **data action** indicates whether spread values should replace, be added to, or be subtracted from the existing cell values.

- Replace - If you do not specify an action, the existing cell values are replaced with the spread values.
- Add - Plus sign (+) adds spread values to the existing cell values.
- Subtract - Tilde (‘~’) subtracts spread values from the existing cell values.

The **direction indicators** indicate the direction to spread data relative to the point of insertion. The cell from which you initiate data spreading is always included in the spreading. You can use any combination of direction indicators in an expression.

- Pipe (‘|’) - Spreads values below the point of insertion
- Caret (^) - Spreads values above the point of insertion
- Right arrow (’>’) - Spreads values to the right of the point of insertion
- Left arrow (<) - Spreads values to the left of the point of insertion

The following table provides details for some spreading methods that you can apply with the spreading syntax.

<table>
<thead>
<tr>
<th>Data Spreading Method</th>
<th>Code</th>
<th>Required Method Parameters</th>
<th>Data Action (Optional) *</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proportional Spread</td>
<td>P</td>
<td>Value to be spread</td>
<td>+, ~</td>
<td>P&lt;100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Proportionally spreads the value 100 to all leaf cells on the row of insertion, and replaces the existing cell values.</td>
</tr>
<tr>
<td>Equal Spread</td>
<td>S</td>
<td>Value to be spread</td>
<td>+, ~</td>
<td>S+</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Equally spreads the value 200 to all leaf cells on the column of insertion, and adds the product of spreading to the existing cell values.</td>
</tr>
<tr>
<td>Repeat</td>
<td>R</td>
<td>Value to be spread</td>
<td>+, ~</td>
<td>R~&gt;50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Subtracts the value 50 from all leaf cells to the right of the insertion point.</td>
</tr>
<tr>
<td>Percent Change</td>
<td>P%</td>
<td>Percentage</td>
<td>+, ~</td>
<td>P%+</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Applies a percent change of 10% to all leaf values in the view, adds the product to the existing cell values, and increments all leaves in the view by 10%.</td>
</tr>
<tr>
<td>Straight Line **</td>
<td>SL</td>
<td>Start Value and End Value</td>
<td>+, ~</td>
<td>SL&gt;100:200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Replaces all leaf values to the right of the point of insertion, with a start value of 100 and an end value of 200.</td>
</tr>
<tr>
<td>Growth % **</td>
<td>GR</td>
<td>Start Value and Growth Percentage</td>
<td>+, ~</td>
<td>GR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Applies a 25% growth percentage to the starting value of 300 and replaces all leaf values below the point of insertion.</td>
</tr>
<tr>
<td>Clear</td>
<td>C</td>
<td>N/A</td>
<td>N/A</td>
<td>C</td>
</tr>
</tbody>
</table>
Direction Indicators for all items are: |, ^, <, >
* The default data action is Replace. The spreading syntax uses a tilde (~) to denote the Subtract data action, and a plus sign (+) to denote the Add data action.
** You can use the Straight Line and Growth % methods across a single row or column, but not across rectangular ranges. You can use direction combinations of up and down (|^) or left and right (< >), which are the only combinations allowed for these spreading methods.

### 5.5 Step 4. VALIDATE ADJUSTMENT

When inputting the Adjustment and prior to validating the Adjustment check:

- There are not red cells appearing in the adjustment
- The NET BALANCE is ZERO (not red)

When completed click on ‘Validate Adjustment’.

The validation process checks:

- All the correct fields have the correct data inputted
- The solution checks that the SOURCE, the College/School/Project/Account Category (CAPEX/OPEX/FTE) has enough to transfer, if not then the Adjustment will fail.

If an error occurs go to the ERROR LOG. Click on the icon to view the error message.
5.6 Step 5. CHECK ERROR LOG – if applicable

If an error occurs in the Adjustment Validation, then go to the ‘error log’ for details.

The error log will open, as per the image below:

1. Checks all fields are populated

   ![Error Log Image]

   Input Errors will appear first in the Error Log. Providing details of the input fields that failed.

2. Validates the balances in the source College/School, Year and Expense Type

   ![Error Log Image]

   USE THE TABS at the top of the screen to navigate between the screens. Refresh the page to update the ERROR message.

The error log below provides details of the Adjustment error.

1. It checks that the Adjustment has a status of Draft

2. the adjustment has not been populated correctly, the message will give you details of the Row that failed and which fields failed.

3. the adjustment (source) impacts or results in an over-allocation of funding or FTE; ie sends the relevant College/School or Project into a negative position; the error will provide which combination and by how much it fails the business rule.
5.7 Step 6. Update Adjustment STATUS

Updating the status of an adjustment, the user must go the Status update screen, accessible from the Home page.

The Status page allows the user to filter adjustments based on:

1. the user who has created the adjustment
2. the year, the current Internal Budget Round is the default
3. the type of adjustment, either a Group adjustment or a Divisional adjustment
4. the adjustment status ie Draft, Submitted, Approved etc.

The report shows the Adjustment:

1. Current status
2. Adjustment code and description
3. Adjustment Level ie College or Schools
4. Created by, Submitted by and Authorised by

If you wish to view the adjustment details prior to submitting/approving, select a adjustment in the rows below and then click on ‘Edit Adjustment’ first.
Update the adjustment status by going to the Orange column and selecting the new status and then clicking on 'Update Status'.

1. Select the status of the adjustment/s

2. Click on Update Status
   The status will only change if the adjustment meets the validation rules

3. Current Status will update and fields updated

First - Select the Adjustment in this column

SECOND - Click on 'Edit Adjustment' link
6. School Adjustments

When would you create a School Adjustment? There are several scenarios that require a School Adjustment to be made, such as:

1. Allocate resources to the agreed level of granularity School/Project
2. A senior executive decision to move resources to reflect a new long term priority (over a full year or more)
3. Organisational restructure (Divisional move or inactivation)
4. General funding changes

The fundamental concept within the Funding solution is that every adjustment follows a double entry method (similar to accounting ☺ 😊).

### Divisional Adjustments - Rules

1. Adjustments requires a Source (-) and Target (+) entry
2. An Adjustment must NET to ZERO
3. You cannot allocate resources from a Source that has NO resources to allocate - check the College/School has sufficient expense/ FTE to allocate
4. A school adjustment can only allocate within a Single College
5. Sources are Negative numbers – taking resources away from a School/Project combination (that has resources to allocate)
6. Targets – are positive numbers and you are assigning those resources to a combination of School/Project
7. Enter all mandatory fields in the Adjustment entry screen
8. Validate the adjustment, if successful update the adjustment status
   - If the executive do not know where to allocate the resources to then they can be allocated to a ‘notional’ unallocated College, Project (BAU) the code is set to ‘-‘.

### 6.1 Step 1. Check Allocation Source

Prior to transferring resources between Schools check that the funding resources are available. Clarify the School and Project combination that will be the source of your adjustment. Use the Summary Reports to assess if the funding is available.
6.2 Step 2. Create the School Adjustment

Navigate to Home Page and Click on: Create – School Adjustment
Answer Question and Select ‘Continue’
6.3  Step 3. Data Input the SCHOOL Adjustment information

Adjustment Details

The solution will automatically create the next Adjustment ID and open the Edit Adjustment Screen. Start inputting the key details of the Group Adjustment:

1. **Title** – enter free text form short title for the adjustment (please avoid entering %$@’ characters)
2. **Adjustment Description** – free form data input (please avoid entering %$@’ characters)
3. **ANU Level** – School or College, the adjustment level controls what a user can see in the adjustment and is validated using specific security groups
4. **Additional Source/Target Rows** – this input field can be amended to show the number of empty rows in the input screen. The system is currently set to allow 500 Target and Source transactions in a single adjustment
5. **File reference** – this should be a reference code from the content / file management system that contains support documentation.
6. **Adjustment Status** – defaults to ‘draft’ – cannot change the status in this window
7. **Created by** – this is the user first created the adjustment ID. Any user can update and submit this adjustment. Details of who, what and when are all captured throughout ALL changes made to the adjustment
8. **Created Date** – a date stamp is entered based on when the user create the adjustment. This cannot be changed by the user

![Funds - Edit Adjustment](image)
Adjustment Entry

Start inputting the adjustment details the Source and Target (Where and To)

<table>
<thead>
<tr>
<th>Source Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row</td>
</tr>
<tr>
<td>001</td>
</tr>
<tr>
<td>002</td>
</tr>
<tr>
<td>003</td>
</tr>
<tr>
<td>004</td>
</tr>
<tr>
<td>005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Target Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row</td>
</tr>
<tr>
<td>001</td>
</tr>
<tr>
<td>002</td>
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<tr>
<td>007</td>
</tr>
<tr>
<td>008</td>
</tr>
</tbody>
</table>

**SOURCE entry**
Where is the funding being allocated from?

**TARGET entry**
Where is the Expense / FTE is being allocated to?

Populate the **SOURCE** – where the Expense / FTE is being allocated FROM.

6. Select a **Account Category** (OPEX/CAPEX/FTE) from the drop down. The validation rules will check that the NET BALANCE across these categories is maintained.

7. Select a **College** from the drop down –

8. Select a valid **School** from the drop down. It includes all active Schools.

9. Select a valid **Project** from the drop down - the business owners are yet to clarify the project/program level to be captured and report on.

10. Enter a **Comment** – this is to help ANU to clearly understand what the transfer related to – for future reporting/analysis needs you may want to keep these consistent across some of your transactions

11. **Funding Life** – enter the length of the decision, if this is an ‘ongoing’ decision or a ‘terminating’ decision. The solution allows 5 years’ worth of forward years within each financial year.

When the data is updated for the new financial year the system only has 5 years of funding allocated, the system will loop through the decisions to assess if the data in year 4 should be carried over to year 5 ie ongoing, terminating or any data.

a. **NB. If year 4 is empty (no funding will be carried over into the new forward year) even if the decision is ongoing.**

**Ongoing or Terminating**
If Terminating specify the year the decision finishes. Based on the terminating date the years will be grey out and locked
Next step is to populate the target.

Populate the **TARGET** – where the Expense / FTE is being allocated TO.

7. Select the **College** – this drop down is limited to the college selected in the Source. A School adjustment can only transfer funding within the same College.

8. Select a valid **School** (Long Name) from the drop down.

9. Select a valid **Project** from the drop down - the business owners are yet to clarify the project/program level to be captured and report on.

10. Enter a **Comment** – Link the text with the Source Row Comment, this is to help ANU to clearly understand what the transfer related to – for future reporting/analysis needs you may want to keep these consistent across some of your transactions.

11. **Reference** – enter a valid reference, this is not mandatory as it may not be known until approved, the business owners are yet to clarify the process of updating this field.

12. **Funding Life** – enter the length of the decision, if this is an ‘ongoing’ decision or a ‘terminating’ decision. The solution allows 5 years’ worth of forward years within each financial year.

   When the data is updated for the new financial year the system only has 4 years of expense/FTE allocated, the system will loop through the decisions to assess if the data in **year 4** should be carried over to year **5** ie ongoing, terminating or any data.

   a. **NB. If year 4 is empty (no funding / FTE will be carried over into the new forward year) even if the decision is ongoing.**
6.4 Step 4. Validate School adjustment

When inputting the Adjustment and prior to validating the Adjustment check:

- There are not red cells appearing in the adjustment
- The NET BALANCE is ZERO (not red)

When completed click on ‘Validate Adjustment’.

The validation process checks:

- All the correct fields have the correct data inputted
- The solution checks that the SOURCE, the College/School/Project/Account Category (CAPEX/OPEX/FTE) has enough to transfer, if not then the Adjustment will fail.

If an error occurs go to the ERROR LOG. Click on the icon to view the error message.
6.5 Step 5. CHECK ERROR LOG – if applicable

If an error occurs in the Adjustment Validation, then go to the ‘error log’ for details.

The error log will open, as per the image below:

3. Checks all fields are populated

4. Validates the balances in the source College/School, Year and Expense Type

The error log below provides details of the Adjustment error.

4. It checks that the Adjustment has a status of Draft

5. the adjustment has not been populated correctly, the message will give you details of the Row that failed and which fields failed.

6. the adjustment (source) impacts or results in an over-allocation of funding or FTE; ie sends the relevant College/School or Project into a negative position; the error will provide which combination and by how much it fails the business rule.

6.6 Step 6. – Update Adjustment Status

Got to 5.7