



## **BUDGET OFFICE**

FINANCE & ADMINISTRATION

# **Adaptive Planning Carryforward Spending Plan User Guide**

# Table of Contents

General Notes .....	3
Sheets and Dashboards .....	3
Versions .....	3
Security & Access .....	3
Preferences .....	3
Text and Cell Styles .....	4
Getting Started .....	5
Browser Compatibility .....	5
Login .....	5
Carryforward Spending Plan Dashboard .....	6
Overview .....	6
Ribbon .....	7
Toolbar .....	9
Widgets .....	9
Dashboard Tabs .....	10
Plan Overview (Multi-Year) .....	10
Plan Sheet .....	10
Budget Details (Current Year) .....	12
Budget Details Sheet .....	12
Control Totals .....	14
Control Totals Sheet .....	14
Reviews .....	16
Instructions and Definitions .....	16
Reconciliation Tabs .....	17
Quarterly Reconciliation Sheet .....	17
Reports .....	19
Reconciliation Reports .....	20

# General Notes

The following section includes general information about FSU’s implementation of Adaptive Planning and some summary explanations of critical components of how Adaptive Planning (ADP) works.

## Sheets and Dashboards

Within ADP, you will use three primary means of viewing and entering data: Sheets, Widgets, and Dashboards. Sheets are dynamic spreadsheets used for specific data entry purposes. Widgets summarize data as a single number, table, or chart/graph. Dashboards allow for a combination of Sheets and Widgets across multiple tabs.

## Versions

The use of Versions keeps datasets separate within Adaptive Planning (ADP). Versions distinguish datasets by purpose or time frame related to a specific activity. For example, the 2024-25 Carryforward Spending Plan Recon version encompasses all quarterly reconciliations for 2024-25. There are also separate Carryforward Spending Plan and Recon versions for each fiscal year.

The system has a default Version, but you may have access to other versions with the menu in the top-right corner. See Figure 1 for a screenshot of the Version selection. The system will remember your preferred Version after entering and saving data. **If the data you view is unexpected, please verify that you’ve selected the correct version. The Carryforward Spending Plan version changes each year to match the budget year you are planning for.**



Figure 1 View and select the “Version” in the top-right corner of the screen.

## Security & Access

Access to the Carryforward Spending Plan dashboard and related sheets currently follows the same security as those associated with the Operating Budget entry window. If you have any questions about access, please get in touch with Angela Crosby (644-1181, [acrosby@fsu.edu](mailto:acrosby@fsu.edu)).

## Preferences

Adaptive Planning will save preferences as you use the system. These include saving selections for Version, Level, Display Options and Filters, and column widths, among many others. If you adjust a column’s width and wish to keep that column width as your default preference, click the save (diskette) icon in the toolbar.

Suppose you arrive on a screen where the data is unexpected. In that case, you should review your selections for Version, Level, Display Option, or other possibilities for why the information is not what you expected. Please keep these preference settings in mind when navigating the system.

## Text and Cell Styles

Adaptive Planning uses text and cell style/colors to indicate the source or status of data. Bold text indicates whether the value is a total or roll-up amount. Unsaved data is indicated by blue text, and green text indicates Actuals data (i.e., Actuals data imported from OMNI Financials). Grey cells are locked, and blue cells are unlocked but associated with total/roll-up values. See Table 1 for examples.

*Table 1 Adaptive Planning identifies different statuses and data types by color and style.*

<b>Font Style</b>	<b>Description</b>
Black	Saved values
Green	Actuals
Blue	Unsaved values
<b>Bold</b>	<b>Totals/Roll-up values</b>

# Getting Started

The following section provides instructions for browser compatibility, logging in to Adaptive Planning, and user preferences.

## Browser Compatibility

Workday's recommended browsers are Chrome and Firefox, but others may also work. Please ensure your browsers are up to date before using Adaptive Planning. If you have any technical issues related to your browser use, please get in touch with the Budget Office ([budget@fsu.edu](mailto:budget@fsu.edu)).

## Login

Authorized users log in through the myFSU portal (via CAS/SSO) using the ADP icon provided there (Figure 2).

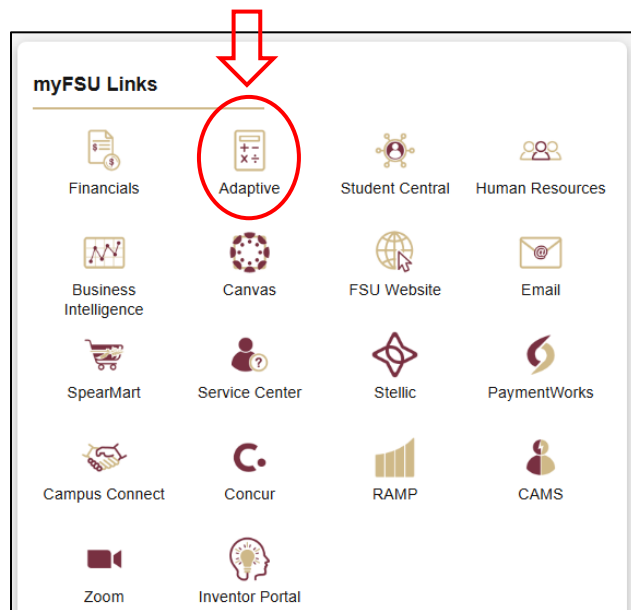


Figure 2 Access Adaptive Planning via the calculator icon on the myFSU portal.

# Carryforward Spending Plan Dashboard

## Overview

The Carryforward Spending Plan Dashboard provides a single access point for developing your Carryforward Spending Plan. From this dashboard, you can enter your multi-year plan details, current-year budget requirements, view the control totals (i.e., beginning carryforward balances) for the fiscal year, and complete your quarterly reconciliations. Additionally, tabs for reviews, instructions, and definitions are provided.

**NOTE:** A separate version is used for reconciliations. For example, there is a “2024-25 Carryforward Spending Plan” version and a related “2024-25 Carryforward Spending Recon” version.

You can navigate to the Carryforward Spending Plan Dashboard by clicking the “hamburger” icon at the top-left of the screen, selecting “Dashboards” (Figure 3), and then selecting “Carryforward Spending Plan Dashboard” (Figure 4).

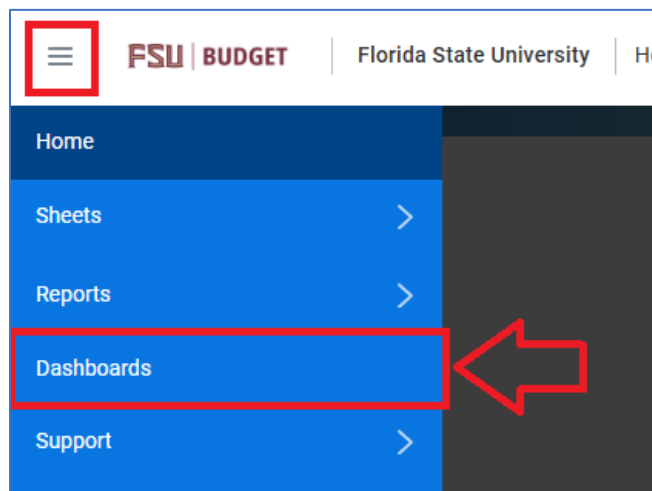


Figure 3 Select “Dashboards” from the left-hand menu.

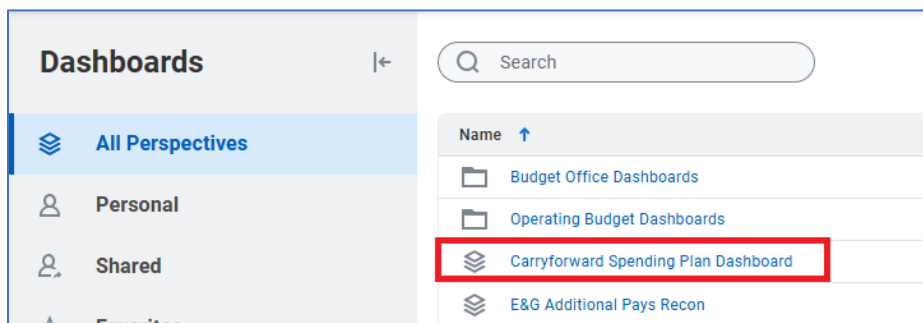


Figure 4 Select “Carryforward Spending Plan Dashboard” from the list of available dashboards.

## Ribbon

The blue ribbon controls your perspective by Department (“Level”), Fund, Fund Type, and CFSP Line. Having “Top Level,” “All” funds, and “All” CFSP lines selected provides an overview of all departments and funds. Set the time set to June based on the fiscal year of the CFSP version (e.g., set to “Jun-2027” for the “2026-27 Carryforward Spending Plan” version). Please leave the Fund Type set to “Carryforward Funds” as this will filter the list of Funds listed, making selecting the appropriate fund easier.

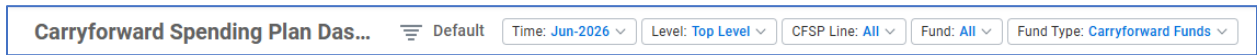


Figure 5 The blue ribbon provides an easy and quick means to filter data.

To select a specific division, school, area, or department, select the downward arrow and either choose a level from the menu or use the search bar to find a specific level (Figure 6). Make sure to click “Apply” after making your selection.

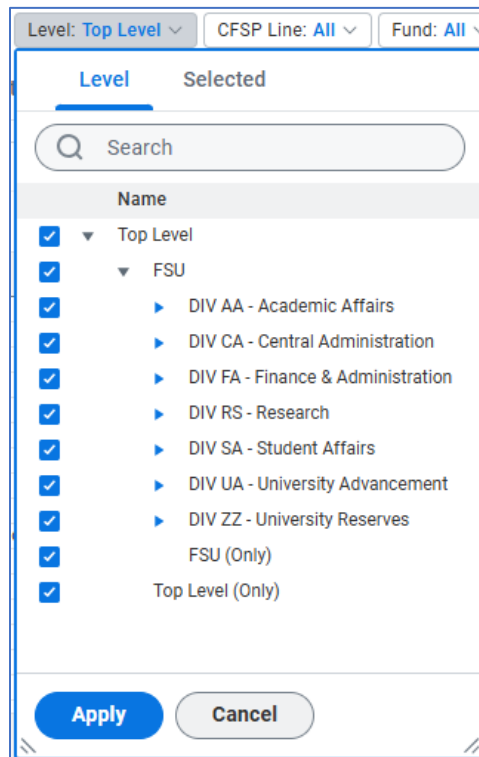


Figure 6 Expand or collapse the department level tree and select a level, or use the search bar to find a specific department.

To select a specific fund, use the downward arrow next to Fund and select either “Fund” (which becomes “All” in the ribbon) or an individual fund and click “Apply”. See Figure 7.

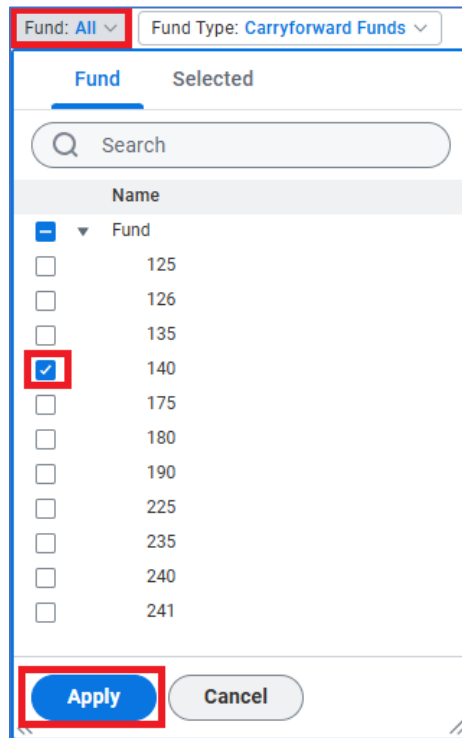


Figure 7 Select a specific fund or select “Fund” to see all funds combined.

On the right-hand side of the Ribbon, there are some options for (1) filters, (2) refreshing, (3) snapshot, (4) grid mode, and (5) presentation mode. See Figure 8.

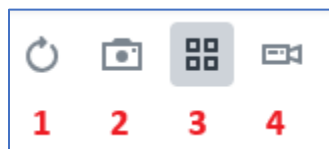


Figure 8 The Ribbon also includes other tools to view and filter data.

1. **Refresh:** Provides the ability to refresh the tab’s contents.
2. **Snapshot:** This provides a way to share a static “snapshot” of the current tab and its contents.
3. **Grid Mode:** Arranges the tab’s contents in a tile view.
4. **Presentation Mode:** Focus on a single widget/sheet while aligning the others vertically on the left.

## Toolbar

Every sheet in the Carryforward Spending Plan Dashboard includes a toolbar (see Figure 9). The toolbar includes functions like those found for all other sheets within Adaptive Planning. With this toolbar, you can add rows, delete rows, save, refresh, set specific display option preferences, filters, and download the data to Excel. The three vertical dots on the far right-hand side of the toolbar provide more options that may be hidden.



*Figure 9 Every sheet has a toolbar with Filter, Display Options, Add/Remove rows, Save (diskette), and other options.*

## Widgets

There are a variety of widgets available on the Carryforward Spending Plan Dashboard. Some of these provide information in charts or individual amounts. Please see the relevant tab section for specific details about a particular widget.

# Dashboard Tabs

The first six tabs of the Carryforward Spending Plan Dashboard are focused on the spending plans. The subsequent five tabs deal with quarterly reconciliations. For more information about the reconciliation tabs, please skip to the Reconciliation section of this user manual.

## Plan Overview (Multi-Year)

The first tab is the “Plan Overview (Multi-Year)” tab. It serves as the primary entry point for each line of your carryforward spending plan and provides amounts necessary for your carryforward spending plan entry. See Figure 10.

#	LINE #	CATEGORY	TITLE	DEPARTMENT ID	FUND	LINE TOTAL	ENCUMBERED	RESTRICTED	COMMITTED	CURRENT YR BUDG.	TOTAL YEA.	CURRENT YE.
80	CFSP0080	Faculty Research and Public Service Support and St...			140	122,770.73	0.00	0.00	122,770.73	122,770.73	1	1
81	CFSP0081	Faculty Research and Public Service Support and St...			140	122,686.37	0.00	0.00	122,686.37	122,686.37	1	1
82	CFSP0082	Faculty Research and Public Service Support and St...			140	98,099.00	0.00	0.00	98,099.00	98,099.00	1	1
83	CFSP0083	Faculty/Staff Instructional and Advising Support an...			126	109,463.44	0.00	0.00	109,463.44	109,463.44	1	1
84	CFSP0084	Faculty/Staff Instructional and Advising Support an...			140	132,164.44	116,400.00	0.00	15,764.44	132,164.44	1	1
85	CFSP0085	Faculty/Staff Instructional and Advising Support an...			140	2,500.00	0.00	0.00	2,500.00	2,500.00	1	1
86	CFSP0086	Fixed Capital Outlay			140	155,025.00	0.00	0.00	155,025.00	155,025.00	1	1
87	CFSP0087	Faculty Research and Public Service Support and St...			140	246,955.31	0.00	0.00	246,955.31	246,955.31	1	1
88	CFSP0088	Fixed Capital Outlay			140						1	1
89	CFSP0089	Faculty/Staff Instructional and Advising Support an...			140						1	1
90	CFSP0090	Faculty Research and Public Service Support and St...			140						1	1
91	CFSP0091	Faculty/Staff Instructional and Advising Support an...			126						1	1
92	CFSP0092	Faculty Research and Public Service Support and St...			140						1	1
93	CFSP0093	Faculty/Staff Instructional and Advising Support an...			140						1	1
94	Total					16,447,098.61	385,714.42	0.00	16,061,384.19	16,447,098.61		

**PLAN INSTRUCTIONS**  
(For more detailed instructions, please see the instructions tab.)

Use the "Plan" sheet above to create a list of carryforward spending plan lines. Complete all fields for each row. Make selections in the Blue Ribbon (at the top) to filter for specific departments (Level), fund, or CFSP line.

Control: Plan Total

**\$18,827,796.06**

⇌ FY2025

Control: Encumbrance Total

**\$1,335,930.51**

⇌ FY2025

Remaining Plan Total

**\$2,380,697.45**

⇌ FY2025

Remaining Encumbrance

**\$950,216.09**

⇌ FY2025

Unallocated (Futures Year...)

**\$0.00**

⇌ FY2025

Figure 10 The Plan Overview (Multi-Year) tab for the Carryforward Spending Plan Dashboard is the primary entry point for your multi-year plan lines.

On the Plan Overview tab is the Plan sheet and several supporting widgets. In the Plan sheet, you may enter a row of data associated with each unique line of your Carryforward Spending Plan.

**Plan Sheet.** The “Plan” sheet at the top of the Plan Overview tab is the primary entry point for your multi-year plan details. See Figure 11.

#	LINE #	▲	CATEGORY	TITLE	DEPARTMENT ID	FUND	LINE TOTAL	ENCUMBERED	RESTRICTED
1	CFSP0001						843,280.56		
2	CFSP0002						3,000,000.00		
3	CFSP0003						2,472,187.88		
4	CFSP0004						500,000.00		
5	CFSP0005						525,000.00	0.00	
6	CFSP0006						125,000.00		
7	CFSP0007						72,000.00	0.00	
8	CFSP0008						65,000.00	0.00	
9	CFSP0009						57,000.00	0.00	
10	CFSP0010						34,000.00	0.00	
11	CFSP0012						67,000.00	0.00	
12	CFSP0013						80,000.00	0.00	
13	CFSP0014						500.00		
14	CFSP0015						500,000.00		
15	CFSP0016								
16	CFSP0017								
17	Total						8,340,968.44	0.00	0.00

Figure 11 The Plan sheet is the primary entry point for your multi-year plan details.

The sheet includes multiple columns of information. Users can add new rows or edit/delete existing rows. To add/delete rows, use the toolbar at the top right corner of the sheet. All columns must be completed. Descriptions for each column are provided below:

1. **Line #:** An arbitrary plan number used to balance each plan.

**RECOMMENDATION:** Use a unique line # for each row on the Plan sheet.

2. **Category:** Functional category brought forward from the Carryforward Spending Plan reporting template. Categories are defined on the "Definitions" tab.
3. **Title:** Detailed title of planned expenditure item or project, with sufficient details to be tracked individually through the expenditure cycle to completion.
4. **Line Total:** The total plan line amount across all years of the plan line's activity. This amount is constrained to the control total provided on the "Control Totals" tab by fund code.
5. **Encumbered:** Amount of unpaid balances remaining in active purchase orders, travel authorizations, etc., to be paid using E&G carryforward funds.
6. **Committed:** Amount designated for a specific purpose which is not yet encumbered/contracted/restricted. Discretion may still be exercised with respect to the use of these funds.
7. **Restricted:** Amount supported by documentation that memorializes an agreement with another party (e.g., contract, offer letter, construction contract/project number, etc.).
8. **Current Yr Budget:** The total estimated cost to be expended in the current fiscal year for the specific plan line number.
9. **Total Years:** The total fiscal years the plan line will span.
10. **Current Year:** The current fiscal year in the plan completion timeline (e.g., two if it's the 2nd year of a four-year plan).
11. **Est. Completion Year:** Estimated fiscal year for total expenditure of E&G carryforward funds for the specific expenditure plan line number.
12. **Comments/Explanation:** Additional information to assist the user of the report, including, but not limited to, a description of the expenditure item / project and how it supports the university's mission and operations.

Currently, there are five widgets on the Plan Overview tab. Please note that these widgets are dynamic and may adjust based on your selections in the blue ribbon and any amounts you enter within the sheets.

1. **Control: Plan Total** – This is the total Control Total amount (detailed on the Control Totals tab) associated with the department(s) and fund(s).
2. **Control: Encumbrance Total** – This is the total Encumbrance (detailed on the “Beg. Enc.” column on the Control Totals tab) associated with the department(s) and fund(s).
3. **Remaining Plan Total** – This is the Control Total minus the sum of all Line Totals associated with the department(s) and fund(s).
4. **Remaining Encumbrance** – The Encumbrance Total minus the “Beg. Enc.” column from the Control Totals tab.
5. **Unallocated (Future Year Spending)** – This is the sum of all Line Totals less the "Current Yr Budget" column on the Plan tab. In other words, what amount associated with your plan lines will be associated with spending in future fiscal years.

Once you've completed your entry on the Plan Overview tab, we recommend using the blue ribbon to filter for your specific department, fund, and CFSP line before proceeding to the Budget Details tab.

## Budget Details (Current Year)

The second tab is for entering the budget requirements for the current fiscal year. There is a Budget Details sheet and several widgets with supporting amounts to assist with balancing. See Figure 12.

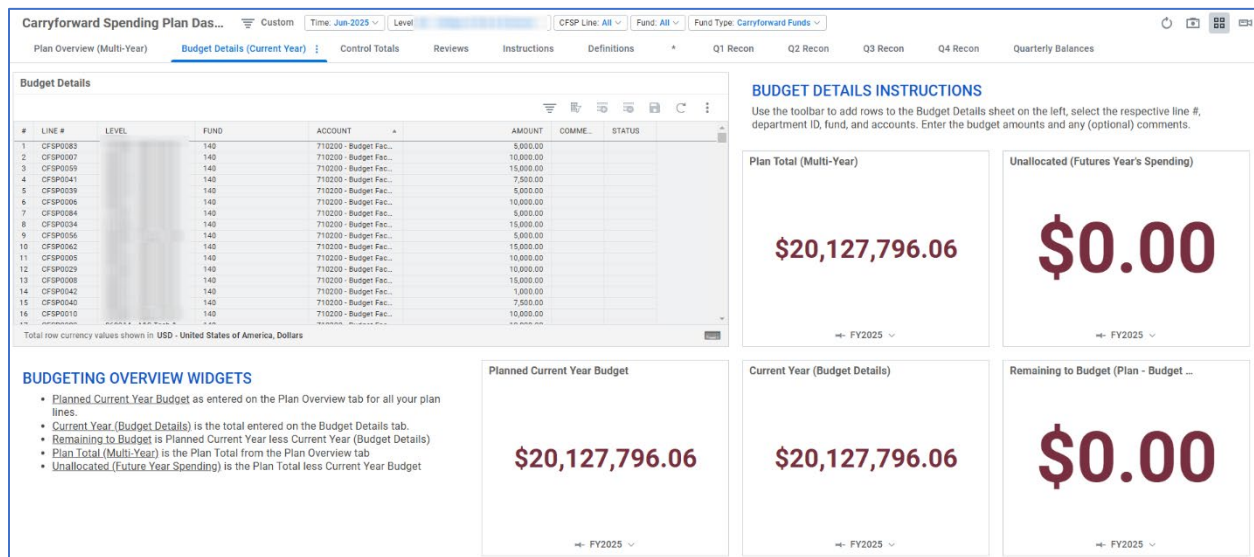


Figure 12 The Budget Details tab is the entry point for your current fiscal year carryforward budget needs.

**Budget Details Sheet.** Use the toolbar (top right corner of the sheet) to add rows, distributing the Current Year Budget needs to their respective budgetary and sub-budgetary accounts. For example, suppose you entered \$300,000 as the Current Year Budget on the Plan Overview tab for a particular department, fund, and plan line. In that case, we require that the \$300,000 is fully distributed to the applicable budgetary and sub-budgetary accounts on the Budget Details sheet.

**RECOMMENDATION:** We recommend using the blue ribbon to filter for the specific department, fund, and plan line # for which you are entering the budget details. While not required, this will assist with the balancing by isolating the specific dept-fund-line. The widgets will update accordingly.

A column for Comments is provided but not required. Please remember that we will retain these details for your later use in Adaptive Planning. Leaving comments/notes to yourself for future reconciliation or plan development may be helpful.

Currently, there are five widgets on the Budget Details tab. Please note that these widgets are dynamic and may adjust based on your selections in the blue ribbon and any amounts you enter within the sheets.

1. **Plan Total (Multi-Year):** This sum of all Line Totals from the Plan Overview tab associated with the department(s), fund(s), and line(s).
2. **Unallocated (Future Year's Spending):** The sum of all Line Totals minus the Current Year's Budget from the Plan Overview tab associated with the department(s), fund(s), and line(s).
3. **Planned Current Year Budget:** The sum of all Current Year Budget amounts from the Plan Overview tab.

4. **Current Year (Budget Details):** The sum of all amounts from the Budget Details tab.
5. **Remaining to Budget (Plan – Budget Details):** The difference between the Current Year Budget indicated on the Plan tab and the amounts on the Budget Details tab associated with the department(s), fund(s), and line(s).

# Control Totals

The third tab provides the beginning carryforward balance (“Control Totals”) by which your Plan Line Totals will be constrained. This tab is read-only and used for informational purposes only. Please see Figure 13.

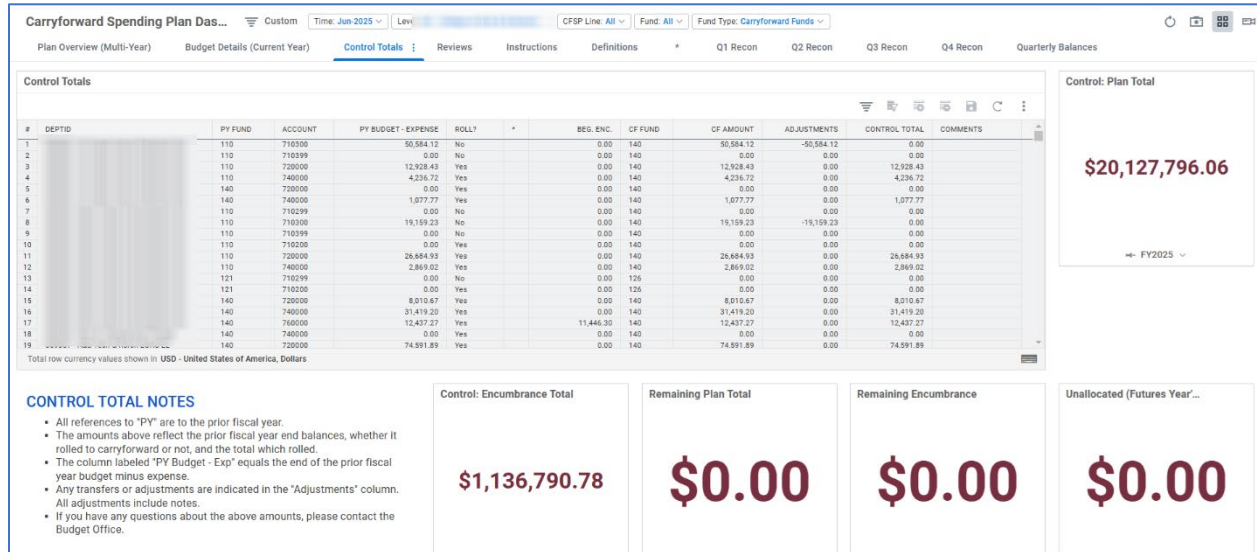


Figure 13 The Control Totals tab provides a read-only view of your carryforward control totals.

This tab includes the Control Totals sheet and several widgets to summarize details.

**Control Totals Sheet.** The Control Total sheet provides information about where your carryforward balances originated from. The first column indicates the Department ID, followed by the prior year's fund (“PY Fund”) and budgetary account. The column “PY Budget – Expense” indicates the amount unexpended at the end of the prior fiscal year. The “Roll?” column indicates whether the amount rolls to carryforward. (Note: Certain budgetary accounts, like E&G benefits and staff salaries, do not roll to carryforward.) The carryforward encumbrances rolled forward from the prior year are listed in the “Beg. Enc.” column. The related carryforward fund is indicated in the “CF Fund” column, followed by the carryforward amount. Finally, there is an “Adjustments” column, indicating any adjustments made centrally or by request (any adjustments will include a comment in the “Comments” column), and a “Control Totals” column, which provides the final carryforward control total for your carryforward spending plan.

Currently, there are five widgets on the Control Totals tab. Please note that these widgets are dynamic and may adjust based on your selections in the blue ribbon and any amounts you enter within the sheets.

1. **Control: Plan Total** – This is the total Control Total amount (detailed on the Control Totals tab) associated with the department(s) and fund(s).
2. **Control: Encumbrance Total** – This is the total Encumbrance (detailed on the “Beg. Enc.” column on the Control Totals tab) associated with the department(s) and fund(s).
3. **Remaining Plan Total** – This is the Control Total minus the sum of all Line Totals associated with the department(s) and fund(s).
4. **Remaining Encumbrance** – This is the Encumbrance Total minus the “Beg. Enc.” column from the Control Totals tab.

5. **Unallocated (Future Year Spending)** – This is the sum of all Line Totals less the "Current Yr Budget" column on the Plan tab. In other words, what amount associated with your plan lines will be associated with spending in future fiscal years.

# Reviews

The Reviews tab provides a guided, step-by-step review of your Carryforward Spending Plan entry. Please see Figure 14.

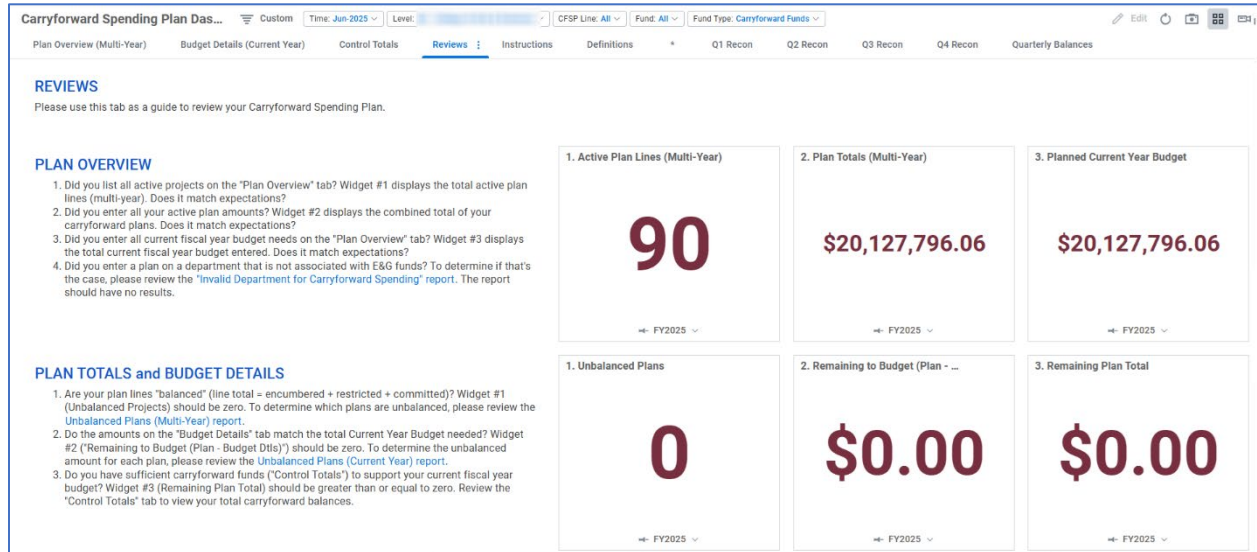


Figure 14 The Reviews tab provides a guided, step-by-step review of your Carryforward Spending Plan entry.

Each section provides numbered review steps. In some cases, the numbered review step has a corresponding widget (for example, the first Plan Overview review has an associated widget, “1. Active Plan Lines (Multi-Year)”). Additionally, links are provided directly to reports useful for your reviews.

Please note that the Reviews tab has several sections that are not immediately visible and will require scrolling down to view.

# Instructions and Definitions

The next two tabs are Instructions and Definitions.

The Instructions tab provides a general set of instructions for using the Carryforward Spending Plan dashboard, links to resources, and valuable reports. Additionally, contact information is provided to those at the Budget Office who can answer any questions about policies, procedures, or the dashboard.

The Definitions tab defines each column on the Plan and Budget Details sheets. It also provides the Board of Governors' definitions for the categories and other terminology used in the Carryforward Spending Plan process.

## Reconciliation Tabs

There are four (4) quarterly reconciliation tabs (“Q1 Recon”, “Q2 Recon”, etc.) and an “Quarterly Balances” tab. These tabs are used to assist you with the quarterly reconciliation process requirements. Each reconciliation tab includes a reconciliation sheet with columns specific for each quarter as well as widgets with supporting information. The Quarterly Balances tab is read only and populated with quarterly data to assist with the reconciliations.

**NOTE:** A separate version is used for reconciliations. For example, there is a “2024-25 Carryforward Spending Plan” version and a related “2024-25 Carryforward Spending Recon” version.

Figure 15 The quarter reconciliation tabs include columns specific for each quarter.

For each reconciliation, the quarterly columns must be completed to reflect budget, encumbrances, and expenses in the respective quarter. The available balance (“Avail Bal”) column is automatically calculated for you as the budget less encumbrances and expenses.

**NOTE:** The budget amount must also include any unallocated budget associated with the plan line.

**Quarterly Reconciliation Sheet.** Enter the amounts in each respective column – Budget, Encumbrance, Expenses -- for each carryforward spending plan line. Once completed, make sure to click the save (diskette) icon in the toolbar. The available balance is calculated for you for each row.

	DEPARTMENT ID	FUND	LINE TOTAL	Q2 BUDGET	Q2 ENCUMB	Q2 EXPENSE	Q2 AVAILBAL	* COMM
expense			22,721.94	406,361.51		406,361.51	0.00	Non-re
			101,606.00	101,606.00	3,264.00	37,006.06	61,335.94	Non-re
			124,327.94	507,967.51	3,264.00	443,367.57	61,335.94	

Figure 16 Amounts should be entered for the budget, encumbrance, and expense for each quarter.

The quarterly reconciliation amounts should match the values provided on the Quarterly Balances tab for the respective reconciliation quarter. The widgets at the bottom of the screen for each quarter will assist with this. You may also use the [quarterly reconciliation report](#) to identify any differences.

Available Balances								
#	LEVEL	FUND	ACCOUNT	BUDGET	ENCUMB	EXPENSE	AVAIL BAL	QUARTER
1			710300 - Budget Staff	49,200.00	0.00	14,000.00	35,200.00	Q2
2			710399 - Budget Staff Benefits	3,860.00	0.00	1,047.75	2,812.25	Q2
3			720000 - Budget OPS	15,000.00	3,264.00	2,286.00	9,450.00	Q2
4			740000 - Budget Expense	33,546.00	0.00	19,672.31	13,873.69	Q2
5			740000 - Budget Expense	406,361.51	0.00	406,361.51	0.00	Q2
6	<b>Total</b>			<b>507,967.51</b>	<b>3,264.00</b>	<b>443,367.57</b>	<b>61,335.94</b>	

Showing rows 1-5 of 5.

Figure 17 The Quarterly Balances tab provides the quarterly balances for budget, encumbrance, expense, and available balance.

Please notice in the screenshot above (from the Quarterly Balances tab) that the total Budget equals \$507,967.51 which matches the total Q2 Budget entered on the quarterly recon tab. Therefore, the remaining quarterly budget widget would indicate \$0.00.

DEPARTMENT ID	FUND	LINE TOTAL	N YR	Q2 BUDGET	Q2 ENCUMB	Q2 EXPENSE	Q2 AVAILBAL	COMMENTS/EXPLANATION
		22,721.94		406,361.51		406,361.51	0.00	
		101,606.00		101,606.00	3,264.00	37,006.06	61,335.94	
		<b>124,327.94</b>		<b>507,967.51</b>	<b>3,264.00</b>	<b>443,367.57</b>	<b>61,335.94</b>	

Identified dept-fund-line for the reporting period	<b>Q2 Budget Remaining</b>	<b>Q2 Encumbrance Remaining</b>	<b>Q2 Expense Remaining</b>
Reconciliation amounts by department	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Figure 18 When your reconciliation is complete, the widgets at the bottom of recon tab should indicate \$0.00.

As an example of when the reconciliation is not balanced, suppose your department and fund had \$50,000 in budget for Q1, and you entered only \$40,000 total budget for the dept-fund, then the “Q1 Budget Remaining” widget would indicate \$10,000 remaining budget. To completely reconcile your plan for the quarter, all the widgets should indicate \$0.00 remaining.

# Reports

Currently, there are six (6) reports related to the Carryforward Spending Plan. These can be navigated to via the Reports page within Adaptive Planning. Please see Figures 19 and 20 below for navigation.

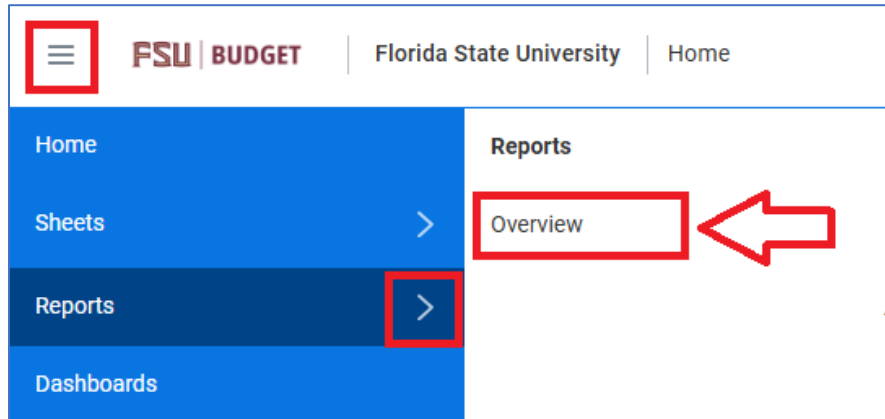


Figure 19 Select the “bamburger” icon in the top left, then “Reports,” then “Overview” from the left-side menu.

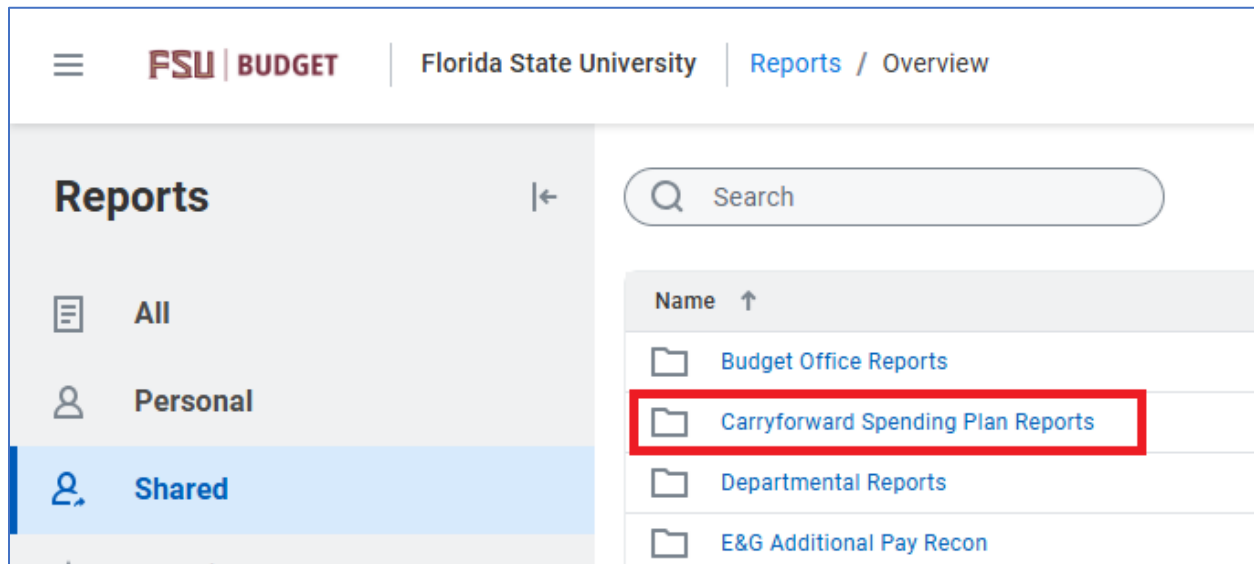


Figure 20 On the left, select “Shared” to view all shared reports. The reports are organized into folders.

Below is a list of the current Carryforward Spending Plan reports and a brief description:

1. **Carryforward Totals by Fund:** This report can be run by Fund and returns the Control Total, Plan Total, and Remaining Carryforward amounts by that Fund.
2. **Future Year Plan Lines with No Remaining Budget:** This report returns any dept-fund-line combinations with future plan years but no remaining budget. For instance, if a plan were indicated

to run through next fiscal year, but all the budget were entered only in the current fiscal year, then this report would return a result for that.

3. **Invalid Department for Carryforward Plan:** This report will return any results if an invalid department is used. For example, if a non-E&G department is mistakenly used for the Carryforward Spending Plan. If the report does not return any results, that means there are no invalid departments used.
4. **Plan Years Needing Review:** This report returns potential errors or conflicts in the plan years entered. For example, if the total years indicated on the plan were 3, and the current year is 1, but the estimated completion year is the current fiscal year, this would be an error and return a result on this report.
5. **Unbalanced Current Year Budget (Plan <> Budget Details):** This report will provide a list of any plans that do not balance for the current year budget. No results mean all plans are balanced.
6. **Unbalanced Plan (Line Total <> Enc + Restr + Comm):** This report will list any plans where the Line Total does not equal the sum of Encumbered, Restricted, and Committed amounts listed on the Plan Overview tab.

**Reconciliation Reports.** There are also quarterly reconciliation reports available in the “Reconciliation Reports” folder. There is a separate report for each quarter. Once you have completed your quarterly, you may run the respective report to identify any differences between budget, encumbrances, or expenses for the department and fund.

Depending upon the report, specific prompts may need to be selected to return data. Please refer to the Budget Office’s website for the relevant job aids for details about individual reports. Also, please be aware that there is an option for end-users to create/modify personal reports. That topic is also covered in a separate job aid on the Budget Office’s website.