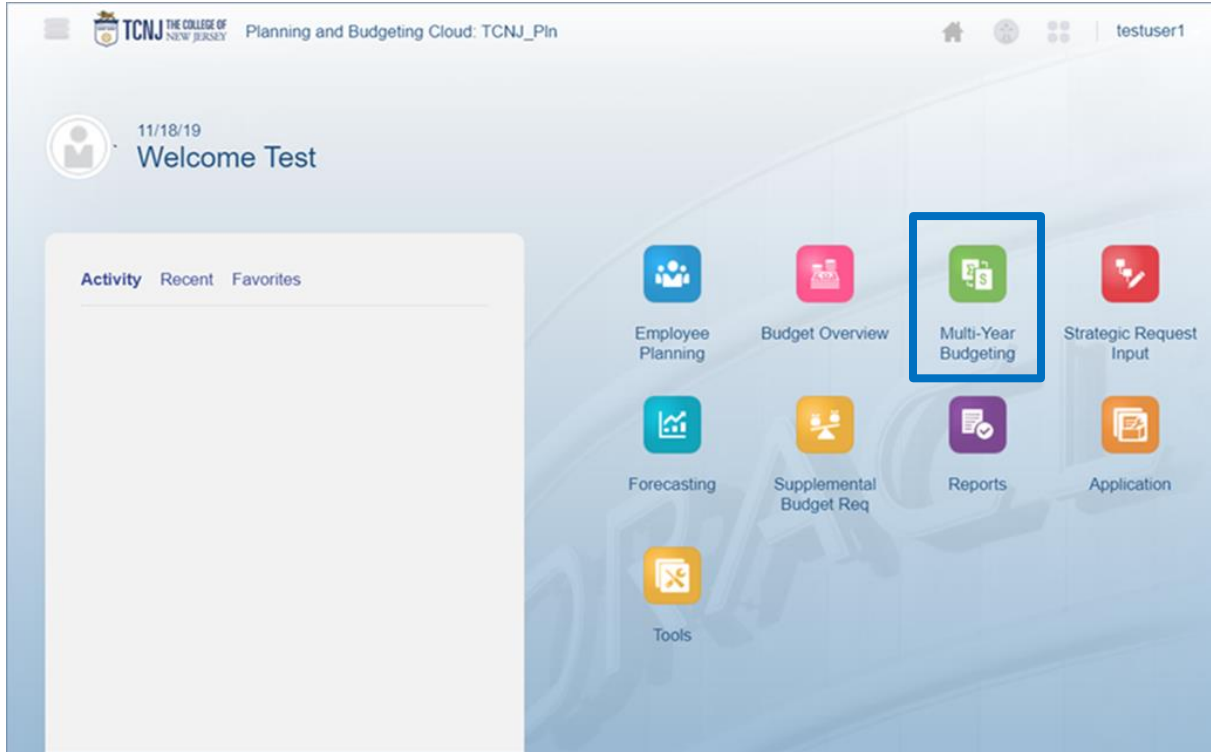




MULTI-YEAR BUDGETING

MULTI-YEAR BUDGETING OVERVIEW



Multi-Year Budgeting will include two out years beyond the upcoming fiscal year, for TCNJ to create a 3-year plan, every budget cycle. The out-years will be pre-populated based on global growth rates applied to the Next Year's Budget.

The users can edit the pre-population based on anticipated future revenues/expenses.

To access Multi-Year Budgeting:
Select the **Multi-Year Budgeting** Card

MULTI-YEAR BUDGETING FORMS




	Multi-Year Growth Rate Review
1	Multi-Year Budget 1 (Org in POV and in Rows)
2	Multi-Year Budget 2 (Org in POV and in Rows)
	Multi-Year Budget Review


Note: The multi-year budgeting process must follow the form sequence indicated in the upcoming slides to ensure the correct calculations are performed. This will ensure the final multi-year budget review is accurate.


MULTI-YEAR GROWTH RATE REVIEW FORM





TCNJ THE COLLEGE OF NEW JERSEY


Planning and Budgeting Cloud: TCNJ_Pln


Employee Planning


Budget Overview



Multi-Year Budgeting


Strategic Planning

Multi-Year Budget Growth Rate Input_ReadOnly ⓘ

1

2



	FY22	FY23			
Other Operating Revenue Multi-Year Growth %	2.5%	3%			
Other Operating Expense Multi-Year Growth %	2%	2.5%			

The **Multi-Year Growth Rate Review Form** is populated with Revenue and Expense Growth Rates, determined by the Treasurer’s Office, for the two out-years of the 3-Year Budget.

These Growth Rates are for users to review and understand the calculation of the pre-populated Multi-Year Budget.

MULTI-YEAR 1 INPUT (Org in POV) FORM



MYB 1 | MYB 1 - Orgs in Rows

Multi-Year Budget +1

1

LEntity: The College of New Jersey | Fund: 100000 - General Fund | Program: 0000 - Default Program | Category: 100 - Instruction - General | Organization: 1701 - Nursing

Actions Save Refresh

Data Ad hoc Format

	Total Plan Element	Total Plan Element	Total Plan Element	Total Plan Element	Inputted Data	Total Plan Element	Total Plan Element	Total Plan Element
	FY19	FY20	FY20	FY21	FY22	FY22	FY22	FY22
	Total Actuals & Encumbrances	Budget	Forecast	Budget	Budget	Budget	MY+1 Budget vs NY Budget (\$)	MY+1 Budget vs NY Budget (%)
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
604050 - Departmental Postage	862	1,250	1,247	1,247		1,272	25	2.00%
604060 - Express Shipping	255	400	500	399		407	8	2.00%
604070 - Media Center Charges	57	300	299	299		305	6	2.00%
604260 - Duplicating	7,732	600	599	599		610	12	2.00%
604280 - Supplies	17,706	6,500	14,364	14,364		14,651	287	2.00%
604290 - Procurement Card Charges	3,376							
604340 - Instructional Supplies	51,612	14,226	14,190	14,190		14,474	284	2.00%
604580 - Reception & Entertainment		500	499	499		509	10	2.00%
604630 - Conference Center Charges	5,796	3,700	3,691	3,691		3,765	74	2.00%
604710 - Travel - Faculty & Staff	6,250							
604720 - Travel - Academic Student	3,998	1,371	1,368	1,368		1,395	27	2.00%
604820 - Telephone Expense	6,209							
General Operating Expenses	105,939	29,647	37,554	37,453		38,202	749	2.00%

The **Multi-Year 1 Input Form (Org in POV)** is populated based on the Next Year's Budget, from the Budget Overview Input Form, and the Multi-Year 1 Growth Rates. The calculated amount will appear in Calculated Data, and the Input column will allow users to make incremental changes. It should be used by users with an Org User Variable above a Level 2 member.

MULTI-YEAR 1 INPUT (Org in Rows) FORM



MYB 1 **MYB 1 - Orgs in Rows**

Multi-Year Budget +1_Orgs in Rows

LEntity: The College of New Jersey Fund: 100000 - General Fund Program: 0000 - Default Program Category: 100 - Instruction - General

		Total Plan Element	Total Plan Element	Total Plan Element	Total Plan Element	Inputted Data	Loaded Data
		FY19	FY20	FY20	FY21	FY22	FY22
		Total Actuals & Encumbrances	Budget	Forecast	Budget	Budget	Budget
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
	1703 - Public Health	63	350	349	349		
	School of Nursing, Health & Exercise Science	142	950	948	948		
604260 - Duplicating	1701 - Nursing	7,732	600	599	599		
	1702 - Health & Exercise Science	3,740					
	1703 - Public Health	62					
	School of Nursing, Health & Exercise Science	11,535	600	599	599		
604280 - Supplies	1701 - Nursing	17,706	6,500	14,364	14,364		
	1702 - Health & Exercise Science	23,781	4,000	6,327	6,327		
	1703 - Public Health	5,193	4,000	11,272	11,272		
	School of Nursing, Health & Exercise Science	46,680	14,500	31,963	31,963		
604290 - Procurement Card Charges	1701 - Nursing	3,376					
	1702 - Health & Exercise Science	4,697					
	1703 - Public Health	1,447					
	School of Nursing, Health & Exercise Science	9,520					

The **Multi-Year 1 Input Form (Org in Rows)** has the same layout and functionality of the previous form. It can be used by users with an Org User Variable at or below a Level 2 member.

MULTI-YEAR 1 INPUT COLUMNS



Total Plan Element	Total Plan Element	Total Plan Element	Total Plan Element	Inputted Data
FY19	FY20	FY20	FY21	FY22
Total Actuals & Encumbrances	Budget	Forecast	Budget	Budget
YearTotal	YearTotal	YearTotal	YearTotal	YearTotal

Prior Year Actuals

Current Year Budget

Current Year Forecast

Next Year Budget
From Budget Overview Input

Multi-Year 1 Budget
Incremental Input to adjust pre-populated Multi-Year Budget

Loaded Data	Calculated Data	Total Plan Element	Total Plan Element	Total Plan Element	Inputted Data
FY22	FY22	FY22	FY22	FY22	FY22
Budget	Budget	MY+1 Budget vs NY Budget (\$)	MY+1 Budget vs NY Budget (%)	Budget	Budget
YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Comments

Multi-Year 1 Budget
Loaded from Employee Cube

Multi-Year 1 Budget
Calculated using MY 1 Growth Rates

Multi-Year 1 Budget
Total (Input, Load & Calc)

Variance \$
Multi-Year 1 Budget vs. Next Year Budget

Variance %
Multi-Year 1 Budget vs. Next Year Budget

Comments
Input of comments about MYB 1

MULTI-YEAR 2 INPUT (Org in POV) FORM



1

2

MYB 2 | MYB 2 - Orgs in Rows

Multi-Year Budget +2

Entity

Fund

Organization

Program

Category

The College of New Jersey

100000 - General Fund

1701 - Nursing

0000 - Default Program

100 - Instruction - General

Actions

Save

Refresh

	Total Plan Element	Total Plan Element	Total Plan Element	Total Plan Element	Total Plan Element	Inputted Data	Total Before Suppl Req	Total Plan Element
	FY19	FY20	FY20	FY21	FY22	FY23	FY23	FY23
Total Actuals & Encumbrances	Budget	Forecast	Budget	Budget	Budget	Budget	Budget	MY+2 Budget vs NY Budget (\$)
YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
604260 - Duplicating	7,732	600	599	599	610		626	27
604280 - Supplies	17,706	6,500	14,364	14,364	14,651		15,018	654
604290 - Procurement Card Charges	3,376							
604340 - Instructional Supplies	51,612	14,226	14,190	14,190	14,474		14,836	646
604580 - Reception & Entertainment		500	499	499	509		521	23
604630 - Conference Center Charges	5,796	3,700	3,691	3,691	3,765		3,859	168
604710 - Travel - Faculty & Staff	6,250							
604720 - Travel - Academic Student	3,998	1,371	1,368	1,368	1,395		1,430	62
604820 - Telephone Expense	6,209							
General Operating Expenses	105,939	29,647	37,554	37,453	38,202		39,157	1,704
608000 - Advertising Expense	750	3,600	3,591	3,591	3,663		3,754	163
Advertising & Recruitment	750	3,600	3,591	3,591	3,663		3,754	163

The **Multi-Year 2 Input Form (Org in POV)** includes the same columns, plus Multi-Year 1 Budget, and is populated based on the Multi-Year 1 Budget, and the Multi-Year 2 Growth Rates. Multi-Year 2 is dependent on the completion Multi-Year 1 and therefore must be completed sequentially in order to properly calculate.

MULTI-YEAR 2 INPUT (Org in Rows) FORM



MYB 2 **MYB 2 - Orgs in Rows**

Multi-Year Budget +2_Orgs in Rows ⓘ

LEntity: The College of New Jersey Fund: 100000 - General Fund Program: 0000 - Default Program Category: 100 - Instruction - General

1 2

		Total Plan Element	Total Plan Element	Total Plan Element	Total Plan Element	Total Plan Element	Inputted Data
		FY19	FY19	FY20	FY21	FY22	FY23
		Total Actuals & Encumbrances	Budget	Forecast	Budget	Budget	Budget
		Final	Final	Working	Working	Working	Working
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
	1703 - Public Health		150	150	270	275	
	<input checked="" type="checkbox"/> School of Nursing, Health & Exercise Science	312	700	698	819	835	
604070 - Media Center Charges	1701 - Nursing	57	300	299	299	305	
	1702 - Health & Exercise Science	22	300	299	299	305	
	1703 - Public Health	63	350	349	349	356	
	<input checked="" type="checkbox"/> School of Nursing, Health & Exercise Science	142	950	948	948	967	
604260 - Duplicating	1701 - Nursing	7,732	600	599	599	610	
	1702 - Health & Exercise Science	3,740	4,000				
	1703 - Public Health	62	2,000				
	<input checked="" type="checkbox"/> School of Nursing, Health & Exercise Science	11,535	6,600	599	599	610	
604280 - Supplies	1701 - Nursing	17,706	6,500	14,364	14,364	14,651	
	1702 - Health & Exercise Science	23,781	2,600	6,327	6,327	6,454	

The **Multi-Year 2 Input Form (Org in Rows)** has the same layout and functionality of the previous form. It can be used by users with an Org User Variable at or below Level 2.

MULTI-YEAR BUDGET REVIEW FORM



1

2

Multi-Year Budget Review ?

Version Working	PlanElement Total Plan Element	Organization 1701 - Nursing	Category 100 - Instruction - General	Fund 100000 - General Fund	Program 0000 - Default Program	LEntity The College of New Jersey	
				Budget FY21	Budget FY22	Budget FY23	
				YearTotal	YearTotal	YearTotal	
	604020 - Graphic Design			798	814	834	
	604050 - Departmental Postage			1,247	1,272	1,304	
	604060 - Express Shipping			399	407	417	
	604070 - Media Center Charges			299	305	313	
	604260 - Duplicating			599	610	626	
	604280 - Supplies			14,364	14,651	15,018	
	604340 - Instructional Supplies			14,190	14,474	14,836	
	604580 - Reception & Entertainment			499	509	521	
	604630 - Conference Center Charges			3,691	3,765	3,859	
	604720 - Travel - Academic Student			1,368	1,395	1,430	
	General Operating Expenses			37,453	38,202	39,157	
	608000 - Advertising Expense			3,591	3,663	3,754	
	Advertising & Recruitment			3,591	3,663	3,754	
	614000 - Speakers & Honorariums			1,496	1,526	1,564	
	Professional Services Fees			1,496	1,526	1,564	
	632000 - Subscriptions & Memberships			2,394	2,442	2,503	
	Subscriptions & Memberships			2,394	2,442	2,503	

The **Multi-Year Budget Review Form** has the same layout and functionality of the Multi-Year Income Statement Review Form. It acts a spot for users to review and analyze their 3-Year Budget.