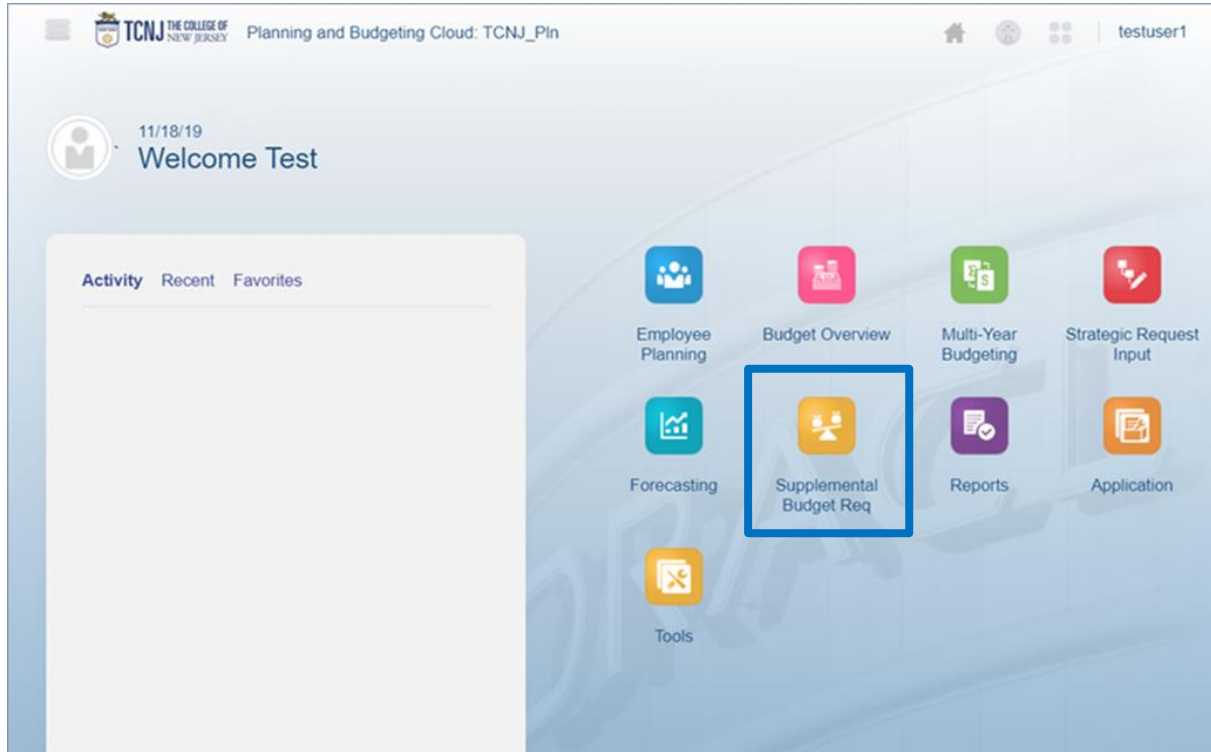




# **SUPPLEMENTAL BUDGET REQUESTS**

# SUPPLEMENTAL REQUEST OVERVIEW



Supplemental Budget Requests for the current fiscal Year that have a non-net-zero impact will now be made directly via PBCS for approval.

Upon approval, the request will be moved to a budget adjustment reflected in the total budget and ERP Budgetary Control.

To access Supplemental Budget Requests:  
Select the **Supplemental Budget Req** Card

# SUPPLEMENTAL REQUEST FORMS



	Supplemental Budget Request Selection
	Supplemental Budget Request Input
	Supplemental Budget Request Review

# SUPPLEMENTAL REQUEST SELECTION FORM



TCNJ THE COLLEGE OF NEW JERSEY Planning and Budgeting Cloud: TCNJ\_Pln

Employee Planning Budget Overview Multi-Year Budgeting Strategic Request Input

## Supplemental Budget Request Selection- Planners

Period	Years	Scenario	Version	Organization	Category	Fund	Program	LEntity	
BegBalance	FY20	Budget	Working	ORG_0000	CAT_000	FND_000000	PRG_0000	TCNJ	
		SuppAdj_WhoRequesting	SuppAdj_Appr_St						
SuppBud_Req1_Planner		Housing	Approved						
SuppBud_Req2_Planner		Academic Affairs	Approved						
SuppBud_Req3_Planner		Office of Advancement	In Process						
SuppBud_Req5_Planner		School of Business	In Process						
SuppBud_Req4_Planner									
SuppBud_Req6_Planner									

The **Supplemental Request Selection Form** is the starting point for Users to make Supplemental Budget Requests for the current fiscal year that have a non-net-zero impact.

Users will make selections in the first open/available Supplemental Request Row and become the owner of that Supplemental Request.

Supplemental Requests with the Status of Approved or In Process will no longer be open for input.

# SUPPLEMENTAL REQUEST AREA OWNER



Period BegBalance	Years FY20	Scenario Budget	Version Working	Organization ORG_0000	Category CAT_000	Fund FND_000000	Program PRG_0000	LEntity TCNJ
		SuppAdj_WhoRequesting	SuppAdj_Appr_St					
		SuppBud_Req4_Planne						
		SuppBud_Req6_Planne						

Entries

Search

Name

- Office of Advancement
- Office of Diversity, Equity & Inclusion
- Office of Enrollment Management
- Office of Facilities Management
- Office of General Counsel
- Office of Human Resources
- Office of Information Technology & Campus Safety

Similar to Strategic Requests, The **Supplemental Request Area Owner Drop-Down Menu** contains a list of Level-2 and Level-3 Organizations for users to select the appropriate owner of the Supplemental Request.

# SUPPLEMENTAL REQUEST APPROVAL STATUS



Period BegBalance	Years FY20	Scenario Budget	Version Working	Organization ORG_0000	Cate CAT
		SuppAdj_WhoRequesting	SuppAdj_Appr_St		
SuppBud_Req2_Planner		Academic Affairs	Approved		
SuppBud_Req3_Planner		Office of Advancement	In Process		
SuppBud_Req5_Planner		School of Business	In Process		
SuppBud_Req4_Planner					
SuppBud_Req6_Planner					

Similar to Strategic Requests, The **Supplemental Request Approval Status** will be updated by the Treasurer's Office as Supplemental Requests are reviewed.

## Approval Statuses Include:

Approved – Added to Budget and Sent to ERP  
In Process  
Pending Review  
Not Approved

Supplemental Requests with an **Approved** or **In Process** status will be closed to the Users for editing.

# SUPPLEMENTAL REQUEST DIRECT LINK TO INPUT



TCNJ THE COLLEGE OF NEW JERSEY Planning and Budgeting Cloud: TCNJ\_Pln

Employee Planning Budget Overview Multi-Year Budgeting Strategic Planning

### Supplemental Budget Request Selection- Planners

Period	Years	Scenario	Version	Organization	Category	Fund	Program	LEntity
BegBalance	FY20	Budget	Working	ORG_0000	CAT_000	FND_000000	PRG_0000	TCNJ
		SuppAdj_WhoRequesting	SuppAdj_Aprpr_St					
SuppBud_Req3_Planner		Office of Advancement	In Process					
SuppBud_Req4_Planner		School of Business	In Process					
SuppBud_Req5_Planner		School of Education						

Upon making a Supplemental Request Area Owner Selection, Users should move to the **Supplemental Request Input Form**.

In order to move to the **Input Form**, Users should right-click on their Supplemental Request and then select “**Go to Supplemental Budget Request Input Form**” from the top of the pop-up menu. Right-clicking is the preferred method because it will automatically put the correct Supplemental Request in the POV.

Right-click context menu options:

- Go to Supplemental Budget Request Input Form
- Edit
- Adjust
- Supporting Detail
- Change History
- Lock/Unlock Cells
- Filter
- Sort
- Analyze
- New Ad Hoc Grid
- Predictive Planning
- Business Rules
- Smart Push Details
- Grid Validation Messages

# SUPPLEMENTAL REQUEST INPUT FORM



The **Supplemental Request Input Form** will be the location for Users to input Revenues and Expenses.

This form can be accessed via Right-Click from the previous form and the Supplemental Request # that was right-clicked on should match the Supplemental Request # in the POV.

**Supplemental Budget Request Input - Planners**

Supplemental Budget Request Selection- Planners > Supplemental Budget Request Input - Planners

Version Working PlanElement Supplemental Budget Request 6 LEntity The College of New Jersey

**NEW Supplemental Request Form with no data yet**

	FY20	FY20	FY21	FY21	FY22	FY22
	Budget	Budget	Budget	Budget	Budget	Budget
	YearTotal	Comments	YearTotal	Comments	YearTotal	Comments

**Supplemental Budget Request Input - Planners**

Supplemental Budget Request Selection- Planners > Supplemental Budget Request Input - Planners

Version Working PlanElement Supplemental Budget Request 4 LEntity The College of New Jersey

**Strategic Request Input Form with data entered by a User**

					FY20	FY20	FY21	FY21
					Budget	Budget	Budget	Budget
					YearTotal	Comments	YearTotal	Comments
0000 - Default Organization	602000 - Fringe Benefits Expense	000 - Default Category	100000 - General Fund	0000 - Default Program	500		500	
1701 - Nursing	510010 - Capitalized Interest Subsidy	000 - Default Category	100000 - General Fund	0000 - Default Program	300		100	
All Organizations	Surplus (Deficit)	All Categories	Budgeted Funds	All Programs	-200		-400	

# SUPPLEMENTAL REQUEST INPUT **ADD ROW**



The **Supplemental Request Input Form** will be blank upon opening when starting a new Supplemental Request.

To begin inputting data, Users can right-click on any cell in the form and select **“Add New Row to Supplemental Budget Request”** from the top of the pop-up menu. Additionally, Users can access the same pop-up menu by clicking on **Actions**.

**“Add New Row to Supplemental Budget Request”** will open a window for Users to select Account, Organization, Category, Program, and Fund. Users can key in member names or use the Member Selector.

# SUPPLEMENTAL REQUEST INPUT ADD ROW



## Consol\_AddRow\_SuppAdj



Launch

Cancel

\* Select Accounts

\* Select Category

\* Select Legal Entity

\* Select Organization

\* Select Program

\* Select Fund

**NOTE: All members selected must be Level-0 to allow for input**

Upon making selections, by either keying in the member name or using the Member Selector, Users should click **“Launch”**. This will create a row on the **Supplemental Request Input Form** for the user to input data and comments for 3 years. Users can add as many rows as needed for their Supplemental Request.

### Supplemental Budget Request Input - Planners

Supplemental Budget Request Selection- Planners > Supplemental Budget Request Input - Planners

Version	PlanElement	LEntity	
Working	Supplemental Budget Request 6	The College of New Jersey	

	FY20	FY20	FY21	FY21	FY22
	Budget	Budget	Budget	Budget	Budget
	+ YearTotal	Comments	+ YearTotal	Comments	+ YearTotal
1204 - Music	644010 - Other Scholarship Expense	100 - Instruction - General	100000 - General Fund	0000 - Default Program	0

# SUPPLEMENTAL REQUEST REVIEW FORM



Supplemental Budget Request Review - Planners

The **Supplemental Request Review Form** allows Users to view All Supplemental Requests, grouped by approval status, within their Organization alongside the Prior Year Actuals, Current Year Forecast and Current Year Budget. Any requests within **Approved Supplemental Requests** have been sent to ERP Budgetary Control.