



# Getting the Most Out of Apptio Planning: Best Practices, Tips, and What's New.

Your Guides:



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# Introductions

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- Take 5 Minutes
- Turn to a Person Near You
- Introduce Yourself
- Business Cards




# Agenda

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- New Features/Latest Releases
- Summary Reports Pivots and Filters
- Expenses View Options
- When to use Custom Dimensions, Lists, Attributes and Columns
- Line-Item Filters (Dependent Drop Downs)
- Company Profile Options
- Q&A session

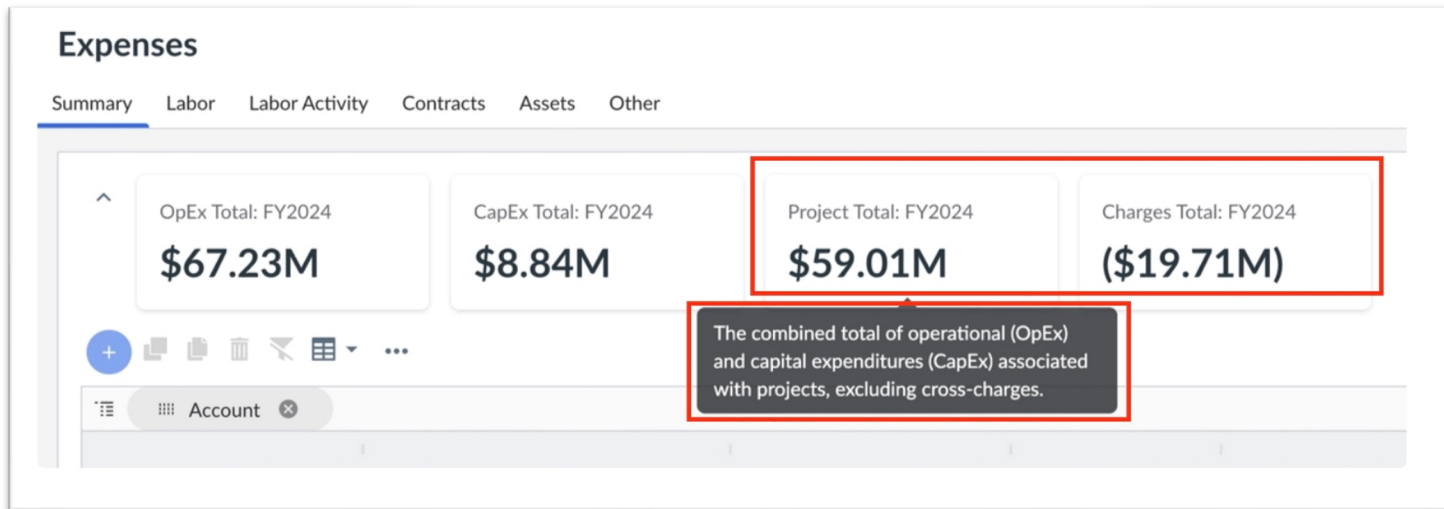
# Quick Poll

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-  How many of you are using IT Planning today?
-  Is there anything specific you want to get out of this session?
-  Any specific feature of ITP you want to dive deep on?



# Project Expense KPIs and Tooltips



- **New KPIs added:** Project Total (OpEx + CapEx) and Charges Total (labor activity credits), available in Expenses page when Integrated Investment Planning is enabled.
- **Tooltips introduced:** All KPIs now include in-app explanations for better clarity.

# Variable Contract Extension Adjustments

The screenshot shows the 'Expenses' interface with a table of contract line items. The 'Extension Settings' column is highlighted in red. The table includes columns for Line Item Code, Cost Center, Cost Type, Contract Type, Start Date, End Date, Duration, Extend, Amor..., and Extension Settings. The Extension Settings column contains 'Extend' links for each row.

Line Item Code	Cost Center	Cost Type	Contract Type	Start Date	End Date	Dura...	Extend	Amor...	Extension Settings	FY21 < Q1 FY21 <		
										Jan FY21	Feb FY21	Mar FY21
<input type="checkbox"/> C-107	Apps - Back Office	Run	Janitorial Services	1/1/21	6/1/21	6.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Extend	2,000	2,000	2,000
<input type="checkbox"/> C-2	Apps - Back Office	Run	Outsourcing Services	1/1/22	12/30/22	12.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Extend	0	0	0
<input type="checkbox"/> C-3	Apps - Back Office	Run	Business Software	1/1/20	12/30/22	36.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Extend	1,722	1,722	1,722
<input type="checkbox"/> C-4	Apps - Back Office	Run	Business Software	1/1/21	12/30/22	24.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Extend	1,542	1,542	1,542
<input type="checkbox"/> C-5	Apps - Back Office	Run	Software as a Service	1/1/21	12/30/21	12.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Extend	19,583	19,583	19,583
<input type="checkbox"/> C-6	Apps - Back Office	Run	Business Software	6/1/19	5/30/22	36.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Extend	2,556	2,556	2,556
<input type="checkbox"/> C-7	Apps - Back Office	Run	Business Software	6/1/21	5/30/23	24.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Extend	0	0	0
<input type="checkbox"/> C-8	Apps - Back Office	Run	Business Software	6/1/21	5/30/23	24.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Extend	0	0	0

- You can adjust contract cost, apply compounding increases, set different adjustment percentages for each renewal, and add comments to explain the changes.
- Extend a contract for a period shorter than the full plan length.

The screenshot shows the 'Configure Extension' dialog box. It includes fields for 'Line item code', 'Cost center', 'Cost type', and 'Duration'. There is a 'Disable Compounding' toggle, an 'Extend Until' date field, and an 'Extension Adjustment' percentage field. A table lists extension adjustments with columns for 'Extension Start Date', 'Extension End Date', 'Adjustment', and 'Comments'. A text input field is visible for adding comments.

Extension Start Date	Extension End Date	Adjustment	Comments
06/02/2021	10/31/2021	5%	Inflation adjustment
11/01/2021	04/01/2022	0%	
04/02/2022	08/31/2022	7%	Consumption led rate increase
09/01/2022	01/30/2023	3%	

# Remaining Forecast Total in Forecast Plans

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- An option to turn the **Remaining Forecast** column on or off in Forecast Plans in the **New View**.
- The Remaining Forecast shows the total of all forecast periods in the first plan year.

# Enhanced Variance Analysis

- Admins can compare **Forecasts vs Plans** in Open and New states for any time period. (Cost Center Owners cannot view comparisons with plans in New state.)
- All active plans are available in the Compare To Plan dropdown and an option to refresh calculations using “**Update Variance Analysis.**”
- An **Account Category** column is available in the table for better categorization.

**Variance Analysis**

Compare To Plan\*  
FY2024 May Forecast All active plans are available to compare to

Comparison Period\*  
Custom Select a custom time period, including forecast periods.

Start Period  
Jan FY24

End Period  
Dec FY24

Align by Matching Fiscal Year

Variance Threshold\*  
USD 5000

and

Variance Threshold\*  
% 5

[Delete Variance Analysis](#) [Preview](#) [Cancel](#) [Update](#)

**Update Variance Analysis**

⚠ Updating Variance Analysis may result in the deletion of existing thresholds and explanations

Name	Line Items To Be Updated	Update	Last Updated
FY24 vs FY2024 May Forecast	0	Up to date	2/19/25, 11:07 AM

[Cancel](#)

# Custom Variance Date Range

**Variance Analysis**

Compare To Plan\*  
FY2024 Budget

Comparison Period\*  
Custom

Start Period  
Jan FY24

End Period  
Dec FY24

Align by Matching Fiscal Year ?

Variance Threshold\*  
\$ 10000

Operator\*  
AND

Variance Threshold\*  
% 5

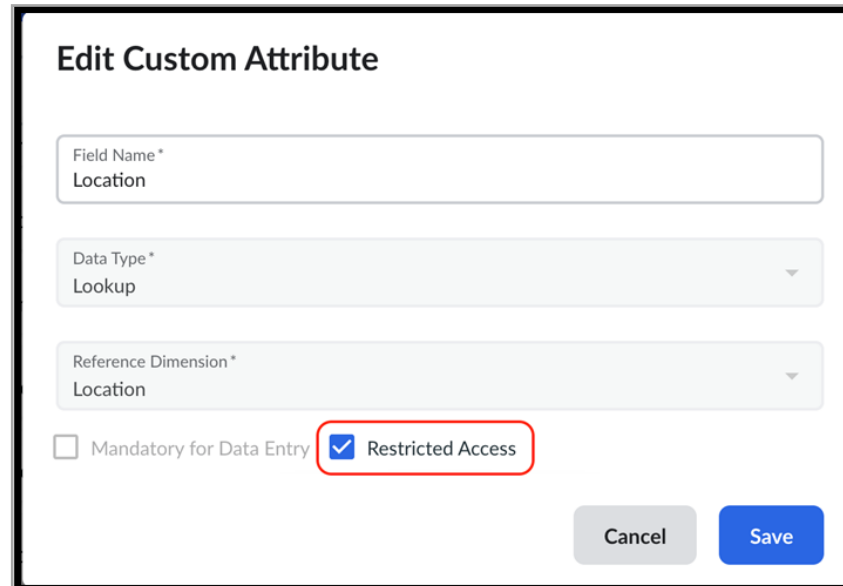
Delete Variance Analysis Preview Cancel Update

- Full Year Variance is now available.
- Previously, could only compare months with Actuals.
- Threshold Operator now "And/Or"

# Restricted Access Dimensions

⚠ Only users with the new EditRestrictedDimensions permission can edit these dimensions.

⚠ The Currency column in the Expenses table can also be restricted



**Edit Custom Attribute**

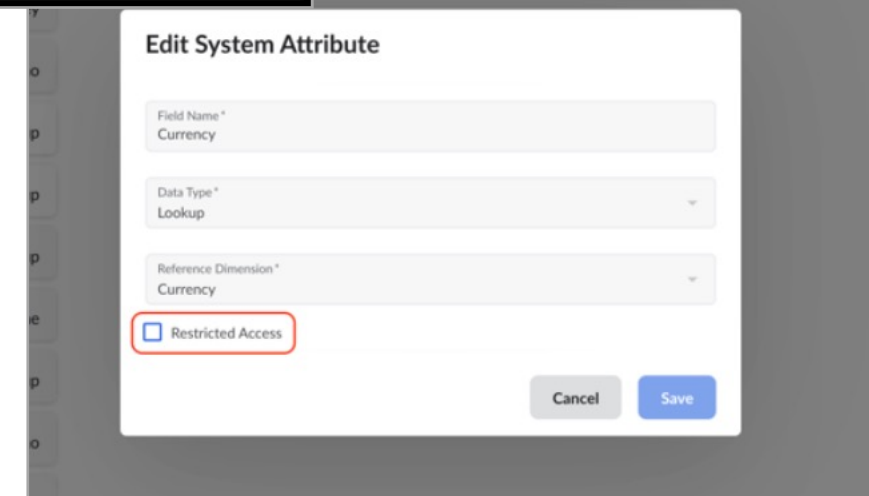
Field Name\*  
Location

Data Type\*  
Lookup

Reference Dimension\*  
Location

Mandatory for Data Entry  Restricted Access

Cancel Save



**Edit System Attribute**

Field Name\*  
Currency

Data Type\*  
Lookup

Reference Dimension\*  
Currency

Restricted Access

Cancel Save

# Export Variance Commentary

- You can export variance commentary as a .csv file directly from the Variance Analysis report

**Variance Analysis** Department: All Departments | Project: All Projects

All Variances Actions

Cost Object	Account Category	Account Category Code	Drivers	Sep FY24 Actuals	Sep FY24 - FY2024 Budget Final			YTD Actuals	Jan FY24 - Sep FY24 - FY2024 B			FY24	Export Variance Commentary		
					Total	Var	Var %		Total	Var	Var %		Total	Var	Var %
> Apps - Back Office	10 unique	10 unique	⊖	0	852,851.4	-852,851.4	-100%	2,669,361	9,896,678	-7,227,316	-73%	4,584,176	12,379,69	-7,795,514	-63%
> Apps - Line of Business	9 unique	9 unique	⊖	0	514,409.3	-514,409.3	-100%	1,163,805	4,477,242	-3,313,437	-74%	3,402,180	6,828,195	-3,426,015	-50%
> Apps - Sales & Ops	10 unique	10 unique	⊖	0	969,174.1	-969,174.1	-100%	2,530,112	7,950,952	-5,420,840	-68%	5,569,905	10,990,74	-5,420,840	-49%
> Data Center Ops	8 unique	8 unique	⊖	0	413,183.0	-413,183.0	-100%	991,889	3,399,909	-2,408,020	-71%	2,074,293	4,443,470	-2,369,177	-53%
> Network Services	10 unique	10 unique	⊖	0	321,019.2	-321,019.2	-100%	831,887	2,713,673	-1,881,786	-69%	2,279,594	4,161,380	-1,881,786	-45%
> Voice and Call Center	9 unique	9 unique	⊖	0	379,440.0	-379,440.0	-100%	743,048	2,689,168	-1,946,120	-72%	2,069,924	4,017,244	-1,947,320	-48%

# Expenses View: New columns

- New **Last Updated** and **Modified By** columns are now available in all Plan Line Item tables.
- They show the latest edit date, time, and the last user.

FY2025 Budget Budget: New

Department: All Departments Project: All Projects Range: FY25 - FY27

Summary Labor Labor Activity Contracts Assets Other

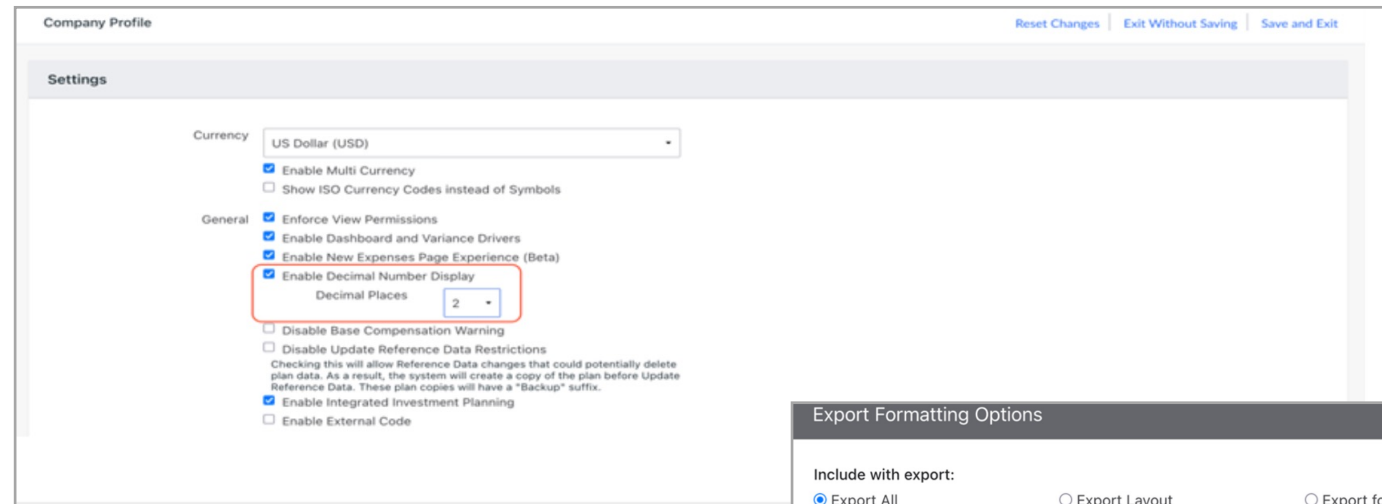
OPEX TOTAL: FY2025 **\$27.33M** CAPEX TOTAL: FY2025 **\$0** PROJECT TOTAL: FY2025 **\$3.7M**

Layout

Business Initiative	Description	Comment	Last Updated	Modified By	Currency	Jan FY25	Feb FY25	Mar FY25	Q1 FY25	Apr FY25	May FY25	Jun FY25	Q2
Compliance			4/2/25, 11:11 AM	ngoc.le@ibm.com	USD	2,334	2,333	2,333	7,000	3,083	3,083	3,083	
Compliance	Training		4/2/25, 11:11 AM	ngoc.le@ibm.com	USD	1,334	1,333	1,333	4,000	1,258	1,221	1,192	
Compliance			4/2/25, 11:11 AM	ngoc.le@ibm.com	USD	6,834	6,833	6,833	20,500	6,833	6,833	6,833	
Compliance	Travel		4/2/25, 11:11 AM	ngoc.le@ibm.com	USD	2,167	2,167	2,166	6,500	2,000	2,000	2,000	
Customer Growth			4/2/25, 11:11 AM	ngoc.le@ibm.com	USD	13,334	13,333	13,333	40,000	19,583	19,583	19,583	

# Decimal Precision Configuration

➤ Admins can set up to **8 decimal places** for numbers displayed in the UI (applies to all users).



Company Profile

Settings

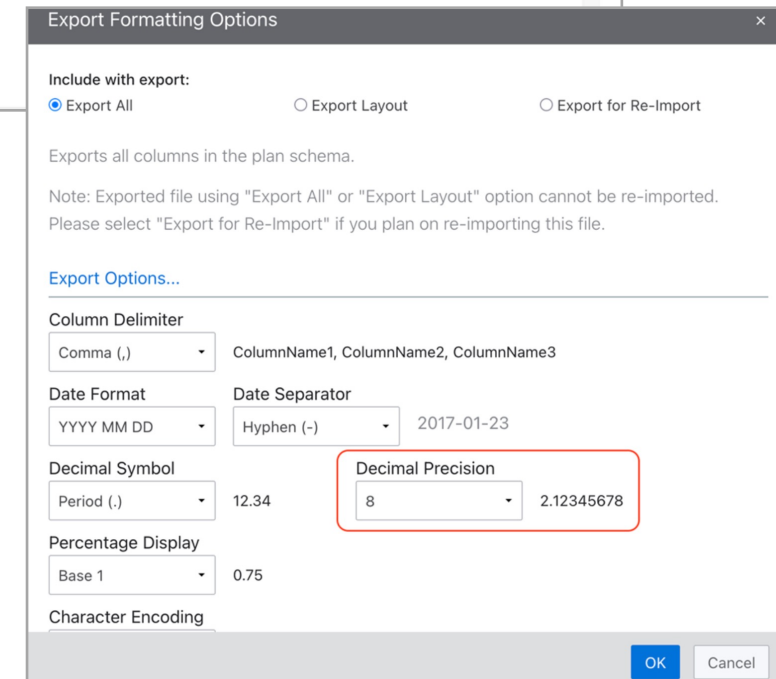
Currency: US Dollar (USD)

- Enable Multi Currency
- Show ISO Currency Codes instead of Symbols

General

- Enforce View Permissions
- Enable Dashboard and Variance Drivers
- Enable New Expenses Page Experience (Beta)
- Enable Decimal Number Display
  - Decimal Places: 2
- Disable Base Compensation Warning
- Disable Update Reference Data Restrictions
  - Checking this will allow Reference Data changes that could potentially delete plan data. As a result, the system will create a copy of the plan before Update Reference Data. These plan copies will have a "Backup" suffix.
- Enable Integrated Investment Planning
- Enable External Code

➤ Users can choose decimal precision during export;



Export Formatting Options

Include with export:

Export All     Export Layout     Export for Re-Import

Exports all columns in the plan schema.

Note: Exported file using "Export All" or "Export Layout" option cannot be re-imported. Please select "Export for Re-Import" if you plan on re-importing this file.

Export Options...

Column Delimiter: Comma (,)    ColumnName1, ColumnName2, ColumnName3

Date Format: YYYY MM DD    Date Separator: Hyphen (-)    2017-01-23

Decimal Symbol: Period (.)    12.34    Decimal Precision: 8    2.12345678

Percentage Display: Base 1    0.75

Character Encoding

OK Cancel

# Multi-Level Approval Workflows

- Departments can define custom approval paths
- Supports up to 10 approval levels per Department.

Cost Object Permissions

Permissions | Departments

View:  Hierarchy  List

Cost Object	User Name	Edit Level	Approval Level	Can View Sensitive Columns	Can View Sensitive Financials
CC-200 - Apps - Back Office	mlee@ibm.com	Edit & Submit	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CC-200 - Apps - Back Office	john.doe@ibm.com	Edit	Level 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CC-200 - Apps - Back Office	sbrown@ibm.com	View Only	Level 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			None	<input type="checkbox"/>	<input type="checkbox"/>
			Level 1		
			Level 2		
			Level 3		
			Level 4		
			Level 5		
			Level 6		
			Level 7		
			Level 8		
			Level 9		
			Level 10		

FY2025 Budget

Status

Department: All Departments

View:  Hierarchy  List

Actions

Cost Object Code	Cost Object Name	Owner(s)	Status	Approval Level	Last Action	Actions
<input type="checkbox"/> CC-200	<a href="#">Apps - Back Office</a>	Admin Only	L1 Approved	1 of 2	8/3/25, 7:57 PM	<input type="button" value="Comment"/> <input type="button" value="Return"/>
<input type="checkbox"/> CC-210	<a href="#">Apps - Line of Business</a>	Admin Only	In Progress		L1 Approved on 8/3/25, 7:57 PM by John.doe@ibm.com	<input type="button" value="Comment"/> <input type="button" value="Submit"/>
<input type="checkbox"/> CC-220	<a href="#">Apps - Sales &amp; Ops</a>	Admin Only	In Progress			<input type="button" value="Comment"/> <input type="button" value="Submit"/>

# New Expenses View - Updates

- Improved Grouping - Drag columns into the **Group By** panel to apply or rearrange grouping quickly.

FY2025 Budget Budget: New

Expenses

Department: All Departments Project: All Projects Range: FY25 - FY27

Summary Labor Labor Activity Contracts Assets Other

OpEx \$63.94M CapEx \$1.1M Project \$34.73M Charges -\$1.2M

All OpEx CapEx

Cost Center Account Drag and drop dimensions to apply grouping

Group	FY25 <												Columns		
	Q1 FY25 <			Q2 FY25 <			Q3 FY25 <			Q4 FY25 <					
	Jan FY25	Feb FY25	Mar FY25	Q1 FY25	Apr FY25	May FY25	Jun FY25	Q2 FY25	Jul FY25	Aug FY25	Sep FY25	Q3 FY25	Oct FY25	Nov FY25	Dec F...
> Operations Center	37,556	145,166	145,391	328,112	129,744	130,354	140,222	400,320	208,168	208,157	208,849	625,174	203,686	203,127	203,686
▼ Apps - Line of Business	354,982	357,814	352,321	1,053,782	352,311	352,188	418,961	1,123,459	418,996	421,374	421,312	1,264,016	447,885	447,970	447,861
> Contract Tech labor	50,000	50,000	50,000	150,000	50,000	50,000	50,000	150,000	50,000	50,000	50,000	150,000	50,000	50,000	50,000
> Labor Transfer Out	(48,000)	(48,000)	(48,000)	(144,000)	(48,000)	(48,000)	(48,000)	(144,000)	(48,000)	(48,000)	(48,000)	(144,000)	0	0	0
▼ Travel Expense - Ot...	10,069	10,104	4,464	13,302	4,557	4,488	4,452	13,496	4,510	6,984	7,012	20,839	4,685	4,715	4,691
	746	759	783	2,287	788	767	792	2,348	808	822	802	2,433	802	771	780
	1,338	1,376	1,418	4,132	1,424	1,427	1,457	4,307	1,481	1,528	1,504	4,513	1,501	1,468	1,487
	2,317	2,302	2,263	6,882	2,345	2,294	2,202	6,841	2,220	2,300	2,373	6,894	2,382	2,475	2,424
	3,334	3,333	3,333	10,000	3,334	3,333	3,333	10,000				0			
	1,667	1,667	1,666	5,000	1,667	1,667	1,666	5,000	1,667	1,667	1,666	5,000			
	667	667	666	2,000	667	667	666	2,000	667	667	666	2,000			
> Other Admin Support	552	538	556	1,646	575	583	595	1,753	613	622	642	1,877	662	644	645
> Meals & Entertainm...	497	490	480	1,466	499	486	490	1,475	506	495	498	1,499	495	498	487

# New Expenses View - Updates

- Expenses table dropdowns, dimension values is now displayed as **Code – Name**

FY2025 Budget ▼ Budget: New ⚙️ 💬

## Expenses

Summary Labor Labor Activity Contracts Assets Other

OPEX TOTAL: FY2025  
**\$27.32M**

CAPEX TOTAL: FY2025  
**\$0**

PROJECT TOTAL: FY2025  
**\$3.7M**

Layout ▼

Account: Expense	Vendor	Location	PO Number	Spend Type	Portfolio Epic
OpEx	Atlassian	▼	▼	Run	▼
OpEx	▼	▼	▼	Transform	▼
OpEx	-None-	▼	▼	Run	▼
OpEx	V3700 - 365 Main	▼	▼	Transform	▼
OpEx	V2024 - Accenture	▼	▼	Run	▼
OpEx	V0001 - Acme Inc.	▼	▼	Run	▼
OpEx	V2510 - Adobe	▼	▼	Run	▼
OpEx	V2503 - Akamai	▼	▼	Transform	▼
OpEx	V4295 - Amazon Web Services, Inc.	▼	▼	Run	▼
OpEx	V2014 - Apptio	▼	▼	Run	▼
OpEx	V1851 - Aspect	▼	▼	Run	▼
OpEx	V3890 - AT&T	▼	▼	Run	▼
OpEx	V3975 - Atlassian	▼	▼	Run	▼
OpEx	V2159 - Avaya	▼	▼	Run	▼

ved Grouping in New View

# New Expenses View - Updates

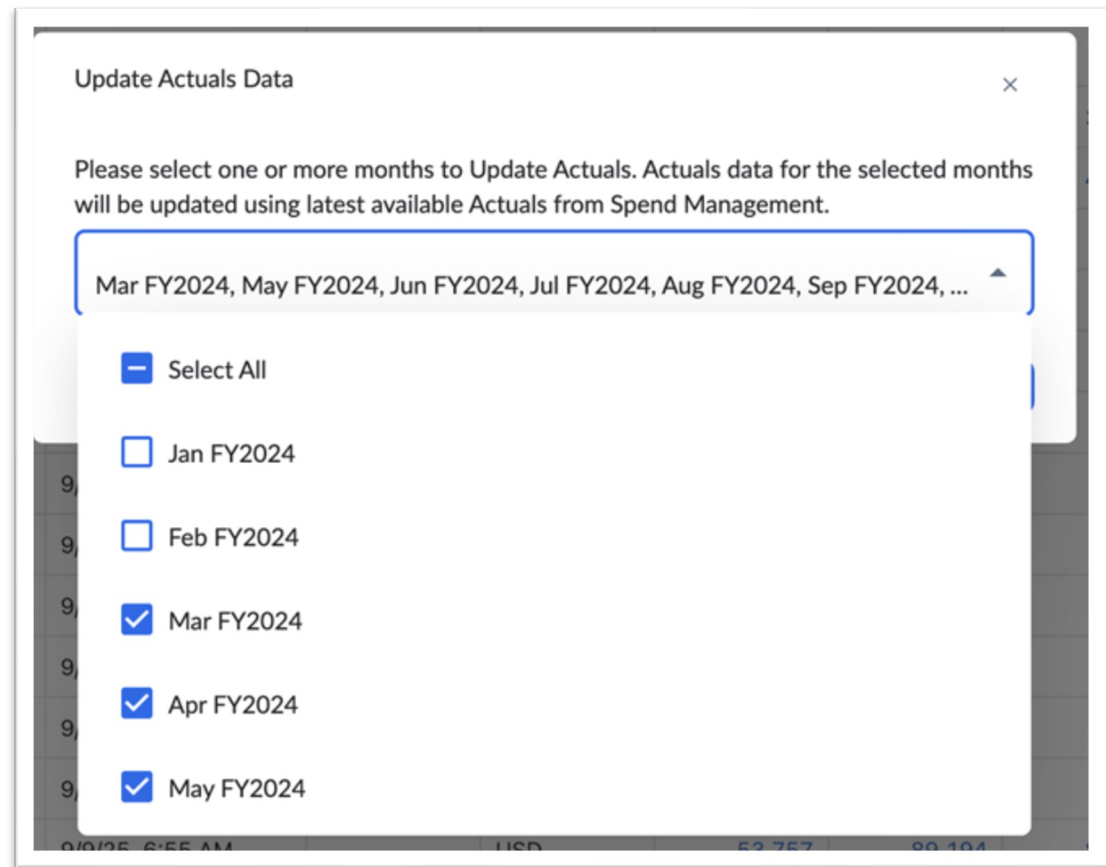
- **Add Rows** at the bottom or insert above/below via right-click in New View

The screenshot displays the 'Expenses' view with the following data:

Account	Acco...	Busin...	Busin...	Com...	Cost
<input type="checkbox"/> Salaries	OpEx	Mission C...	Compliance		Collabo
<input type="checkbox"/> Salaries	OpEx	Mission C...	Digitalizat...		Collabo
	OpEx	User Prod...	Operation...		Collabo
	OpEx	Business ...	EMEA Ma...		Collabo
	OpEx	Mission C...	Compliance		Collabo

# New Expenses View - Updates

## ➤ Update Actuals Data – Multi-Month Selection



# New Expenses View - Updates

- Bulk publishing of user permissions across all plans or to reference data.

The screenshot displays the APPTIO user permissions settings page. The left sidebar shows the navigation menu with 'Settings' selected. The main content area is titled 'Settings' and 'User Permissions'. Below this, there is a 'Departments' section with a table of user permissions. A context menu is open over the table, highlighting the 'Publish To All Plans' and 'Publish To Reference Data' options.

	Department	User Name	Edit Level	Approval Level	
<input type="checkbox"/>	APP-LOB - Apps - Line of Business	bpo@sp5132hf.com	Owner	Level 2	
<input checked="" type="checkbox"/>	APP-LOB - Apps - Line of Business	cco11@sp5132hf.com	Owner	Level 3	
<input type="checkbox"/>	APP-SALES - Apps - Sales & Ops	cco2@sp5132hf.com	Edit & Submit	None	
<input checked="" type="checkbox"/>	CIO - CIO Office	bpo@sp5132hf.com	Edit & Submit	None	
<input type="checkbox"/>	CIO - CIO Office	cco3@sp5132hf.com	Edit	Level 9	<input checked="" type="checkbox"/>
	Select Department	Select User Name	Select Edit Level	Select Approval Level	<input type="checkbox"/>

Context Menu Options:

- Import Permission
- Export Permission
- Export Template
- Publish To All Plans**
- Publish To Reference Data**
- Remove Permission
- Close Show/Hide Columns

# New Expenses View - Updates

- Layouts now sync automatically between Legacy and New View, and users can easily view, search, rename, change visibility, or delete layouts

The screenshot shows the 'Expenses' view with a navigation bar including 'Summary', 'Labor', 'Labor Activity', 'Contracts', 'Assets', 'Cloud', and 'Other'. Below the navigation bar, there are two summary boxes: 'OpEx \$23.25M' and 'CapEx \$0'. A 'Layout' dropdown menu is open, showing 'Default Layout' and a 'See All' link. Below the menu, a table of expenses is visible with columns for 'Line Item Code' and 'Cost Center'.

Line Item Code	Cost Center
<input type="checkbox"/> F-393	Apps - Back Office
<input type="checkbox"/> F-280	Apps - Back Office
<input type="checkbox"/> F-282	Apps - Back Office
<input type="checkbox"/> F-285	Apps - Back Office
<input type="checkbox"/> F-287	Apps - Back Office
<input type="checkbox"/> F-288	Apps - Back Office
<input type="checkbox"/> F-290	Apps - Back Office
<input type="checkbox"/> F-506	Apps - Back Office

The screenshot shows the 'Expenses' view with the 'Manage Layouts' dialog open. The dialog has tabs for 'All Layouts', 'Private Layouts', and 'Public Layouts', and a search bar. Below the search bar, there is a list of layouts with their visibility status and actions.

Layout Name	Visibility	Actions
0_Other_by CC	Public	Rename
1_Other_Proj_Workday	Public	Copy
1_Other_All Projects	Public	Delete
Default Layout	Public	Make Private

# New Expenses View - Updates

- > Users can append new line items without overwriting existing data
- > Filter imports by selected dimensions (e.g., Project, Account) to update and replace specific line items only.

**Import File**

Drag and drop files here or click

Import type:

Replace All Data  Update Data  Append Data

Select Dimension Account

Select Dimension Vendor

+ Add Dimension Filter

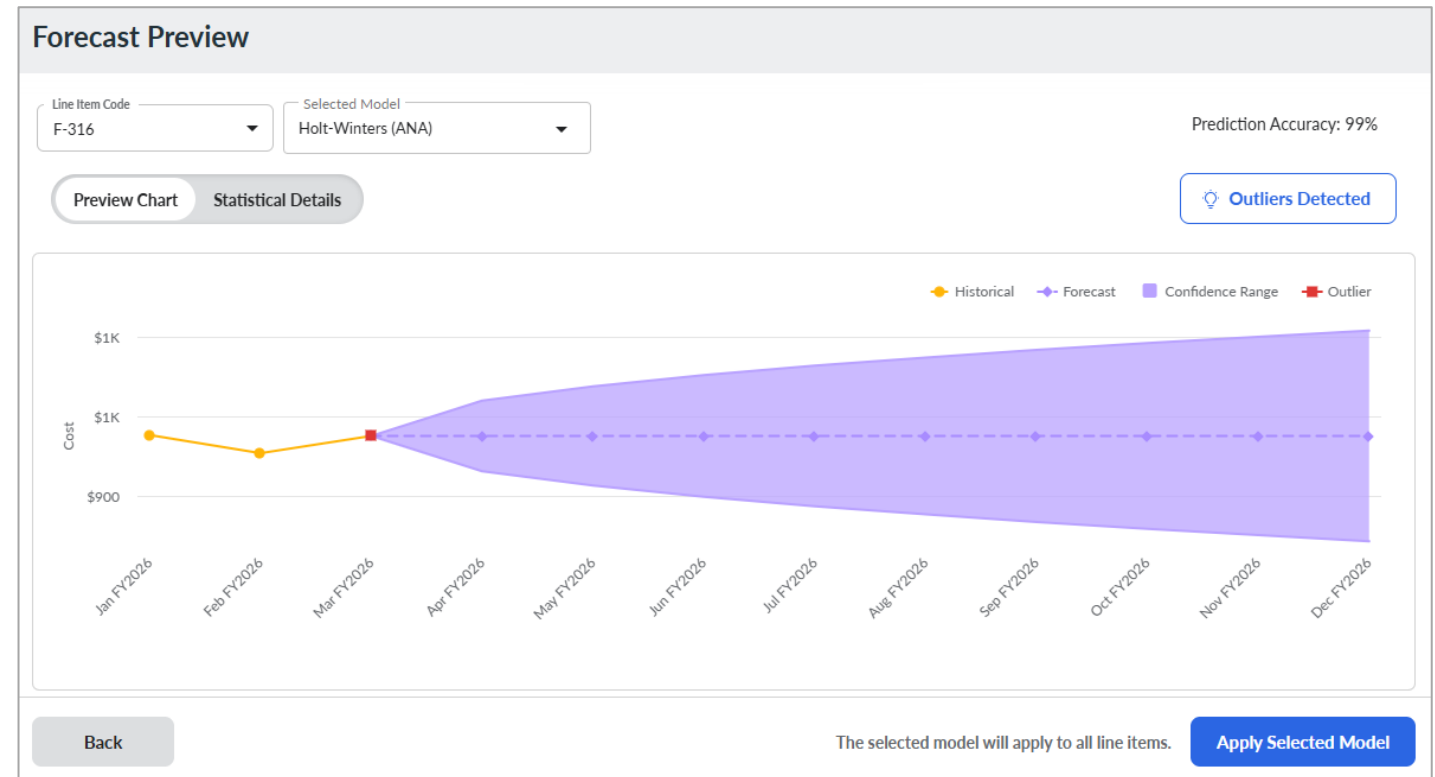
Select this option to replace any existing data in this table.

> Format options

Cancel Import

# New Expenses View – Intelligent Forecasting

- Advanced time-series forecasting.
- Select the line items to apply intelligent forecasting to.
- Preview to see different models.
- Apply the selection.



# Connect to Cloudability Financial Planning

- In the Company Profile enable Cloud Planning.
- Connect to Cloudability in the Plan Settings.
- Update Mapping in Plan Settings.
- On the Cloud tab, import from Cloudability.

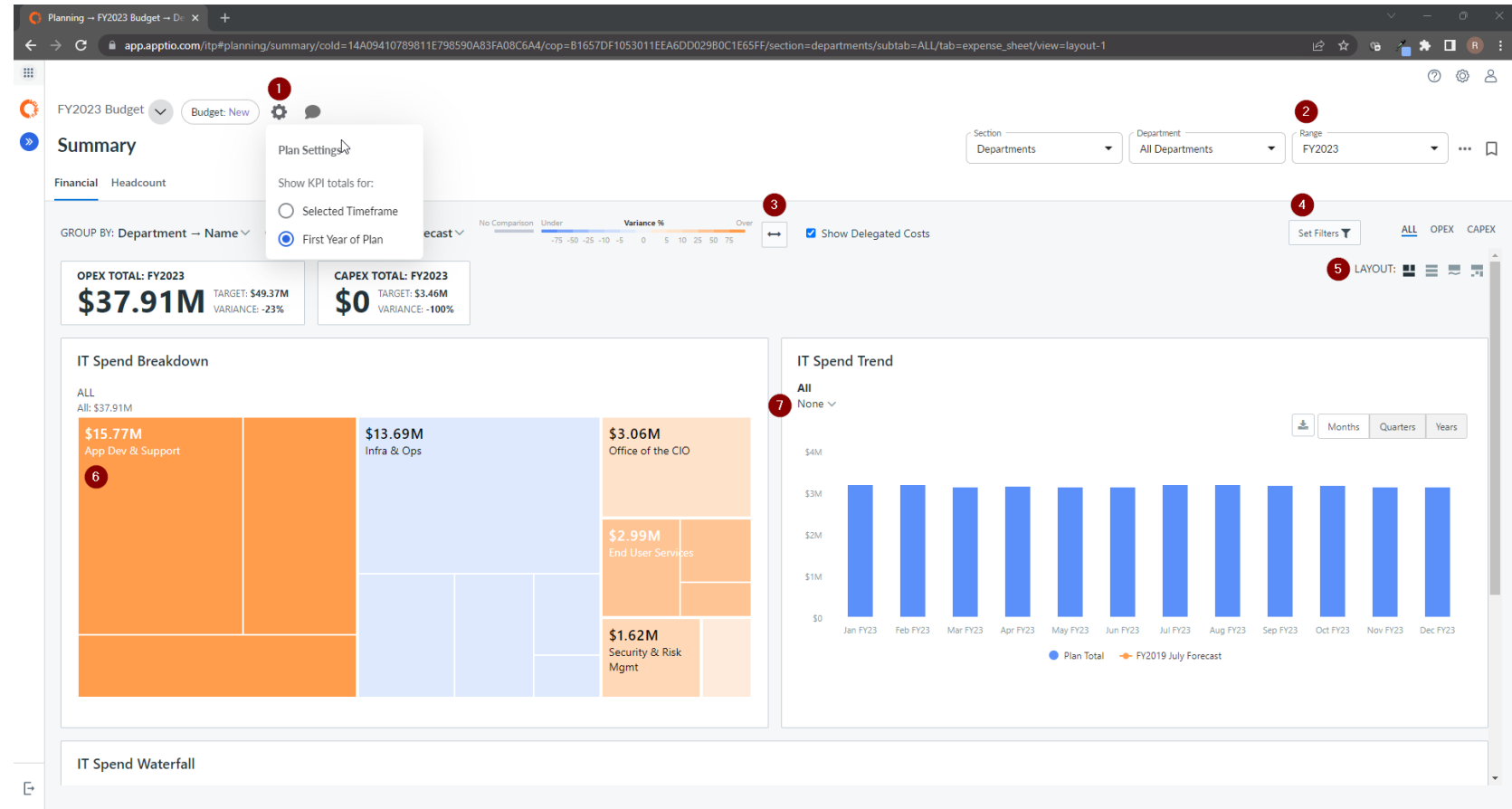
The screenshot shows the AppPointo web interface for the 'FY2026 Budget' plan. The 'Expenses' section is active, and the 'Cloud' tab is selected. The 'Cloudability Financial Planning - Forecast Details' window is open, displaying a forecast table for FY26.

		Q1 FY26 <		Q2 FY26 <				
		Jan FY26	Feb FY26	Mar FY26	Q1 FY26	Q2 FY26		
		Apr FY26	May FY26	Jun FY26				
tz1	Baseline	\$436.22	\$399.81	\$439.29	\$1,275.32	\$440.85	\$442.10	\$443
tz1	Adjustment	\$66.67	\$66.67	\$66.67	\$200.00	\$0.00	\$0.00	\$0
tz1	Test	\$10,000.00	\$10,000.00	\$10,000.00	\$30,000.00	\$10,000.00	\$10,000.00	\$10,000
tz1	Test 2	\$1,000.00	\$1,000.00	\$1,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$1,000

# Part II: Best Practices

# Summary Reports

1. KPI Settings
2. Adjust Date Range
3. Change Variance
4. Adjust Filters
5. Adjust View
6. Drill into Hierarchy
7. Break out by Dimension



# Summary Reports – Waterfall Chart

1. Drill into grouping
2. Variance Detail Pop-up

The screenshot displays a web interface for budget management. At the top, there's a navigation bar with 'FY2023 Budget' and 'Budget: New'. Below it, a 'Summary' section is visible with filters for 'Section: Departments', 'Department: All Departments', and 'Range: FY2023'. A main chart area shows a waterfall chart for 'End User Services' with a total of \$2,299.91M and a variance of \$1.62M for 'Security & Risk Mgmt'. To the right, a bar chart compares 'Plan Total' and 'FY2019 July Forecast' from Jan to Dec FY23. A pop-up window titled 'Compare with FY2019 July Forecast for Apps - Back Office' is open, showing a table of cost objects and their variances.

Cost Object	Account	Description	Currency	Total	Total	Var	Var %
Apps - Back Office	Bonus Incentive Plan	Inique	USD	94,500	96,010	(1,510)	-1.57%
Apps - Back Office	Business Software	Inique	USD	705,298	810,000	(104,702)	-12.93%
Apps - Back Office	Capitalized Facilities			0	10,000,000	(10,000,000)	-100%
Apps - Back Office	Capitalized Hardware			0	750,000	(750,000)	-100%
Apps - Back Office	Consulting Services		USD	56,000	71,473	(15,473)	-21.65%
Apps - Back Office	Contract Tech labor	Inique	USD	800,004	1,065,962	(265,958)	-24.95%
Apps - Back Office	Depr - Computer Equipment	Inique	USD	131,600	691,402	(559,802)	-80.97%
Apps - Back Office	Depr - Computer Software			0	1,179,313	(1,179,313)	-100%
Apps - Back Office	Depr - Leasehold Improvements			0	277,778	(277,778)	-100%
Apps - Back Office	Depr - Software Development	Software Development-USILCH1	USD	76,560	394,370	(317,810)	-80.59%
Apps - Back Office	Employee Benefits	Inique	USD	95,580	97,107	(1,527)	-1.57%
Apps - Back Office	Employee Training & Developm	Inique	USD	154,574	411,570	(256,996)	-62.44%
Apps - Back Office	FUI - Federal Unemployment Ins	Inique	USD	40,500	41,147	(647)	-1.57%
Apps - Back Office	Incentive Stock	Inique	USD	84,375	85,723	(1,348)	-1.57%
Apps - Back Office	Insurance - Dental Plan	Inique	USD	17,550	17,830	(280)	-1.57%
Apps - Back Office	Insurance - Group Medical	Inique	USD	53,325	54,177	(852)	-1.57%
Apps - Back Office	Labor Transfer Out	Inique	USD	(496,440)	(198,022)	(298,418)	-150.7%
TOTAL			USD	3,518,233	18,076,515	(14,558,282)	-81%

# Expenses View

1. KPI Settings and Comments
2. Setup Compare Shortcuts
3. Bookmark Pages
4. Create Layouts
5. Adjust Filters

Planning - FY2023 Budget - D: x

app.apptio.com/ftp#planning/expenses/cop=B1657DF1053011EEA6DD029B0C1E65FF/section=departments/sharedview=\_DEFAULT\_VIEW/\_subtab=ALL/tab=summary\_sheet

FY2023 Budget Budget: New

Expenses

Section: Departments Department: All Departments Range: FY2023

Summary Labor Contracts Assets Other

OPEX TOTAL: FY2023 **\$39.25M** TARGET: \$49.37M VARIANCE: -20%

CAPEX TOTAL: FY2023 **\$0** TARGET: \$3.46M VARIANCE: -100%

5 ALL OPEX CAPEX

Show Delegated Costs Set Filters Actions

Layout 4

Cost Center	Description	Test	Cost Center: IT	Account	Account: Cost Pool	Account: Expense	Vendor	Location	Comment	Currency	Expense Delegation	From Project Cost Center	Jan FY23	F
Apps - Back Office	37 unique		Alex Smith	23 unique	5 unique	OpEx	12 unique	4 unique		USD	4 unique		350,142	
Apps - Line of Business	46 unique		Alex Smith	21 unique	4 unique	OpEx	12 unique	5 unique		USD	4 unique		625,335	
Apps - Sales & Ops	44 unique		Alex Smith	23 unique	5 unique	2 unique	11 unique	3 unique		USD	3 unique		431,349	
CC for Collaboration & Comr	5 unique		Evan Strollo	14 unique	3 unique	OpEx	4 unique	3 unique		USD			44,243	
Data Center Ops	25 unique		Ian Larrosa	22 unique	6 unique	OpEx	6 unique	4 unique		USD	3 unique		169,688	
Enterprise Compute & Storag	28 unique		Ian Larrosa	20 unique	3 unique	OpEx	6 unique	4 unique		USD	3 unique		220,670	
Field Supprt - NA	10 unique		Evan Strollo	15 unique	3 unique	OpEx	4 unique	5 unique		USD			131,513	
Network Services	19 unique		Ian Larrosa	20 unique	4 unique	OpEx	4 unique	3 unique		USD	2 unique		129,424	
Office of the CIO	30 unique		Ciara Klein	20 unique	3 unique	OpEx	7 unique	2 unique		USD	3 unique		264,901	
Operations Center	21 unique		Ian Larrosa	19 unique	4 unique	OpEx	6 unique	6 unique		USD			654,729	
Program Office	16 unique		Paula Plotz	17 unique	2 unique	OpEx	2 unique	5 unique		USD			71,874	
Security & Risk Mgmt	23 unique		Sam Severson	19 unique	4 unique	OpEx	5 unique	3 unique		USD	2 unique		134,610	
Service Desk	18 unique		Evan Strollo	18 unique	3 unique	OpEx	3 unique	3 unique		USD			77,201	
Voice and Call Center	15 unique		Ian Larrosa	17 unique	2 unique	OpEx	3 unique	4 unique		USD			45,984	
<b>TOTAL</b>										USD			3,351,662	3

# Expenses View

1. Import External Financials vs Import Financials
2. Adjust Amounts

The screenshot displays the 'Expenses' view in AppPointo for FY2023. The interface includes a navigation bar with 'Summary', 'Labor', 'Contracts', 'Assets', and 'Other' tabs. A summary section shows 'OPEX TOTAL: FY2023 \$2.37M' and 'CAPEX TOTAL: FY2023 \$0'. A table lists various cost objects with columns for Cost Object, Test, Cost Center, Account, Vendor, Description, Comment, Currency, and Expense Delegation. A dropdown menu is open, showing options like 'Import External Financials...', 'Import Financials...', 'Export Financials...', 'Delete All External Financials...', 'Export Financials Template...', and 'Adjust Amounts...'. The 'Adjust Amounts...' option is highlighted with a red circle and a '2'.

Cost Object	Test	Cost Center: IT	Cost Center	Account	Account: Expense	Vendor	Description	Comment	Currency	From Project Cost Center	Jan FY23		
Apps - Back Office		Alex Smith	Apps - Back Office	7 unique	OpEx		14 unique		USD	3 unique	33,969		
Apps - Line of Busir		Alex Smith	Apps - Line of Business	7 unique	OpEx	2 unique	12 unique		USD	3 unique	39,000		
Apps - Sales & Ops		Alex Smith	Apps - Sales & Ops	8 unique	2 unique		15 unique		USD	3 unique	7,111	7,024	7.0
Data Center Ops		Ian Larrosa	Data Center Ops	6 unique	OpEx		11 unique		USD		4,842	4,870	4.8
Enterprise Compute		Ian Larrosa	Enterprise Compute & Storage	5 unique	OpEx		6 unique		USD		2,473	2,483	2.4
Network Services		Ian Larrosa	Network Services	6 unique	OpEx		11 unique		USD		10,813	10,899	10.9
Office of the CIO		Ciara Klein	Office of the CIO	7 unique	OpEx		13 unique		USD		18,046	18,154	17.9
Operations Center		Ian Larrosa	Operations Center	7 unique	OpEx		12 unique		USD		43,459	42,862	43.3
Program Office		Paula Plotz	Program Office	6 unique	OpEx		11 unique		USD		5,090	5,139	5.1
Security & Risk Mgr		Sam Severson	Security & Risk Mgmt	6 unique	OpEx		11 unique		USD		11,349	11,413	11.3
Service Desk		Evan Strollo	Service Desk	6 unique	OpEx		11 unique		USD		8,825	8,878	8.9
Voice and Call Cent		Ian Larrosa	Voice and Call Center	6 unique	OpEx		11 unique		USD		12,210	12,427	12.3
TOTAL									USD		197,282	197,307	197.3

# Adjust Amounts

1. Make Adjustments in a New status
2. Only available on Other tab

[Help Section on Adjustment Amounts](#)

### Adjust Amounts ✕

Adjustment Type  
 Percentage  Absolute

Adjustment Amount  
 Enter a positive or negative number

Apply To  
 Select a set of line items to adjust

Period Range  
From   Specify a start and end period  
Through

# Customizations

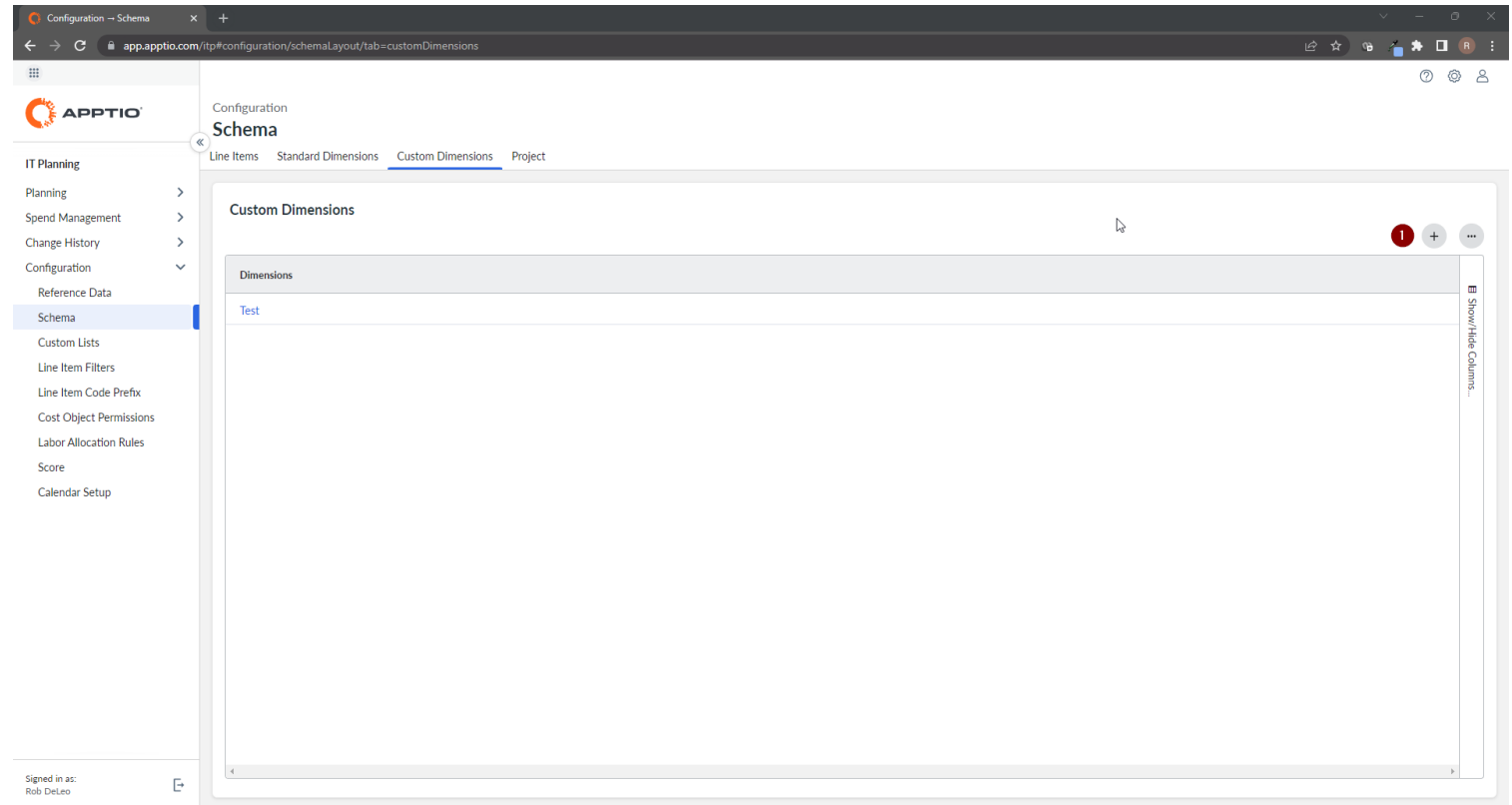
1. Custom Dimensions
2. Custom Lists
3. Custom Columns
4. Custom Attributes

[Help Section on Custom Dimensions and Lists](#)

The screenshot displays the APPTIO Configuration interface. The left sidebar contains a navigation menu with the following items: Planning, Plan, Spend Management, Change History, Configuration, Reference Data (highlighted), Schema, Custom Lists (highlighted with a red box), Line Item Filters, Line Item Code Prefix, Cost Object Permissions, Labor Allocation Rules, and Calendar Setup. The main content area is titled 'Reference Data' and has a sub-tab 'Custom Dimensions' (highlighted with a red box) selected. Below this, there is a section for 'Standard Dimensions' with a list of dimensions: Account, Account Category, Actuals Currency Rate, Asset Class, and Contract Type.

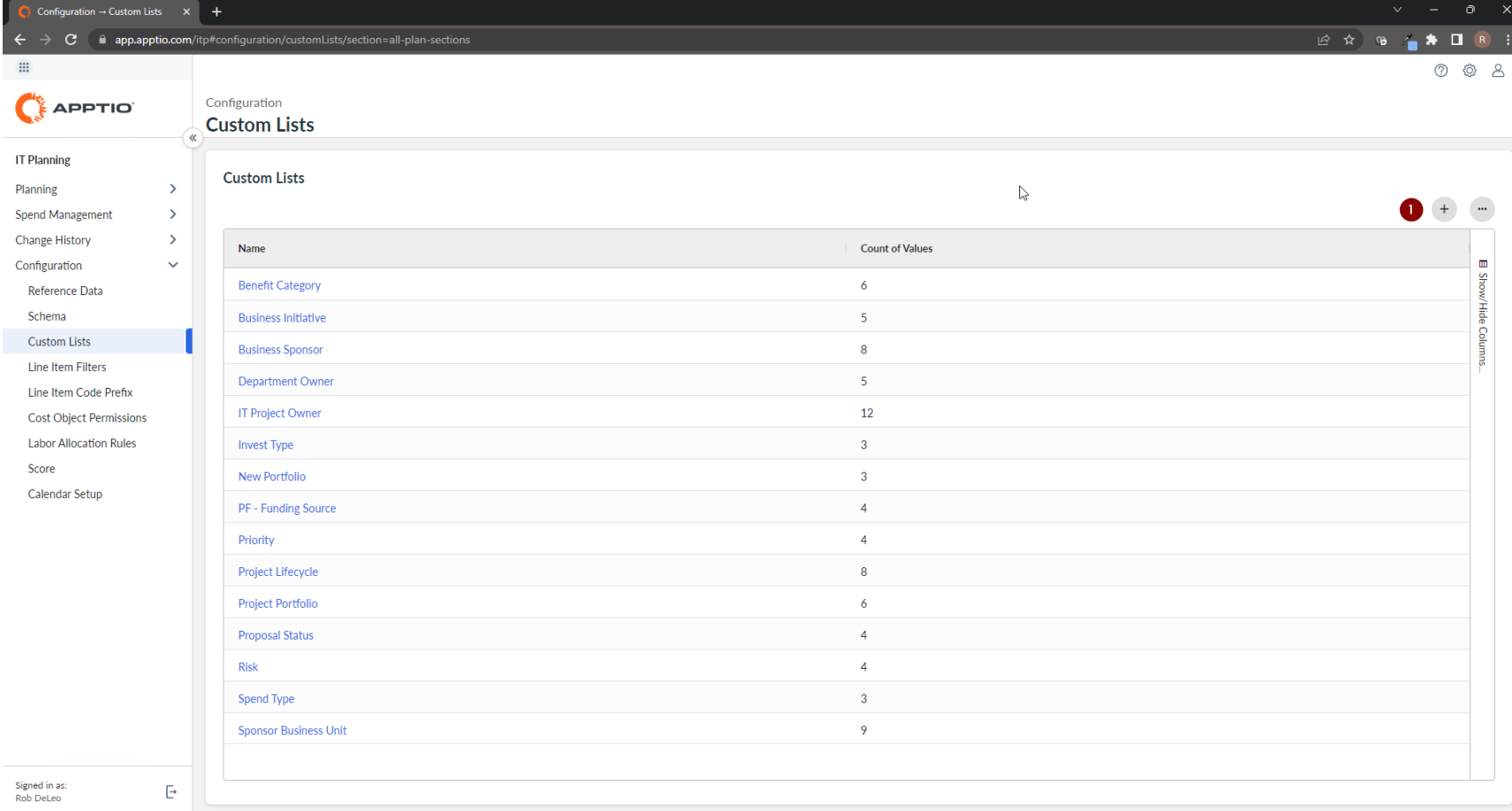
# Custom Dimension

1. Configuration > Schema > Custom Dimension > Add



# Custom List

1. Configuration > Custom List > Add  
(Need to add at least one value, then can import a csv)



The screenshot shows the APPTIO Configuration interface for Custom Lists. The left sidebar contains a navigation menu with the following items: IT Planning, Planning, Spend Management, Change History, Configuration (expanded), Reference Data, Schema, Custom Lists (highlighted), Line Item Filters, Line Item Code Prefix, Cost Object Permissions, Labor Allocation Rules, Score, and Calendar Setup. The main content area displays a table of Custom Lists with the following data:

Name	Count of Values
Benefit Category	6
Business Initiative	5
Business Sponsor	8
Department Owner	5
IT Project Owner	12
Invest Type	3
New Portfolio	3
PF - Funding Source	4
Priority	4
Project Lifecycle	8
Project Portfolio	6
Proposal Status	4
Risk	4
Spend Type	3
Sponsor Business Unit	9

The interface also includes a top navigation bar with the APPTIO logo and a breadcrumb trail: Configuration > Custom Lists. A 'Signed in as: Robi DeLeo' notification is visible in the bottom left corner. The table has a 'Show/Hide Columns...' button on the right side.

# Custom Attributes & Columns

## 1. Configuration > Schema

1. Add Column
2. List is Custom List
3. Lookup is Custom Dimension

The screenshot shows the APPTIO Configuration Schema interface for 'Financial Line Item'. The main area displays a list of 'Available Attributes' with their respective data types:

Attribute Name	Data Type
Account	Lookup
Amount	Money
Comment	Memo
Cost Center	Lookup
Cost Object	Lookup
Created	Date Time
Currency	Lookup
Description	Memo
External	Boolean
Line Item Code	Integer

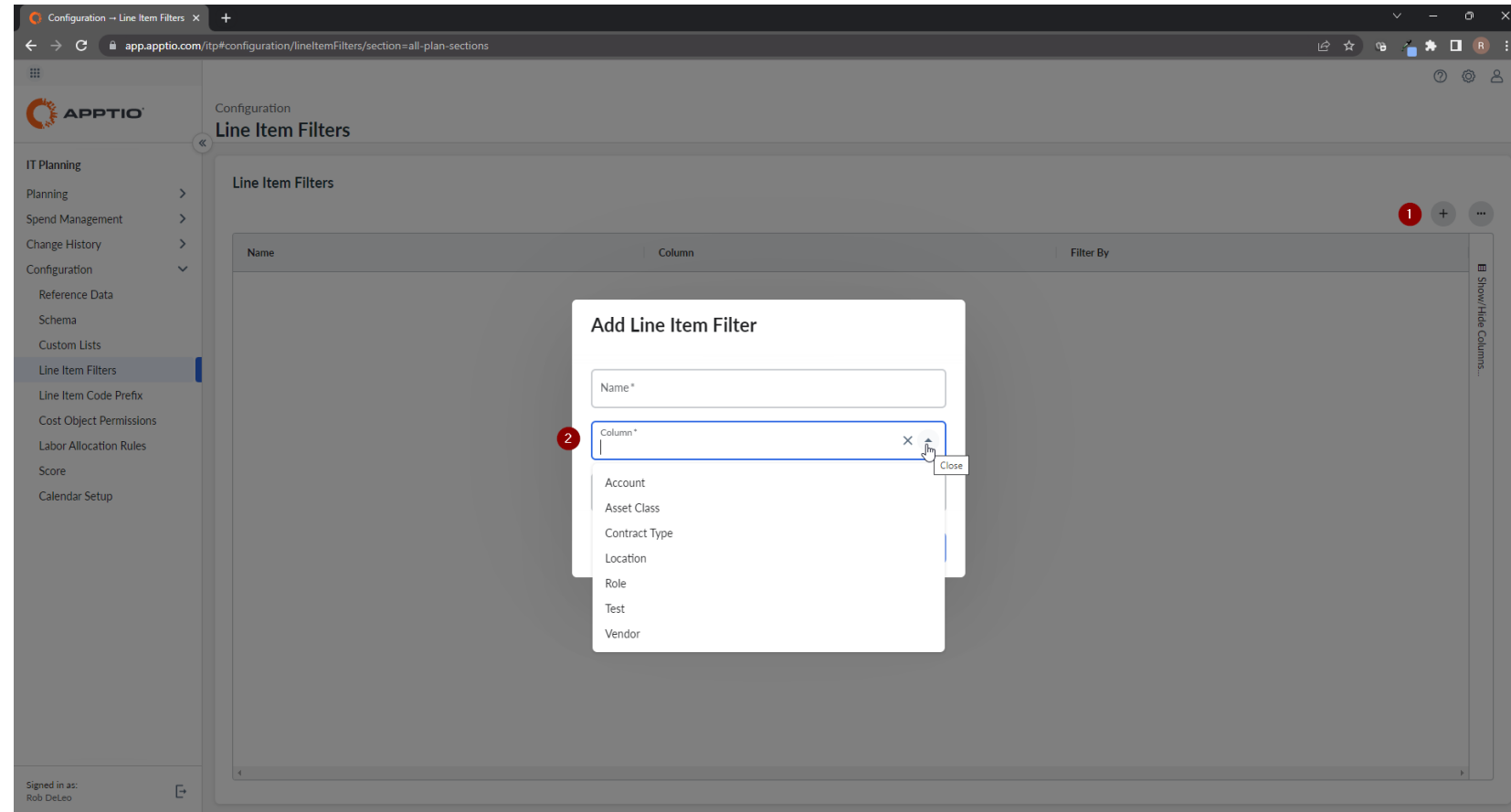
An 'Add Custom Attribute' dialog box is open, showing the following fields:

- Field Name \*
- Data Type \* (with a dropdown menu open showing options: String, Date, Integer, Number, Percentage, Memo, List, User, Boolean, Lookup)

Red circles with numbers 1, 2, and 3 are overlaid on the interface to indicate the steps: 1. Click the 'Add' button in the 'Available Attributes' section. 2. Select 'List' in the 'Data Type' dropdown. 3. Click the 'Add' button in the 'Add Custom Attribute' dialog.

# Line Item Filters (Dependent Drop Downs)

1. Configuration > Line Item Filters
  1. Add Line Item Filter
  2. Choose Dimension to filter
  3. Then filter down by Dimension or List



# Company Profile

1. Gear Icon > Company Profile
  1. General Configuration
  2. Upgrade & Maintenance

Plan - FY2026 Budget - Depo

app.apptio.com/tp#admin/company-profile/tab=GENERAL\_CONFIG

Company Profile

Reset Changes Exit Without Saving Save and Exit

1 General Configuration

Labor Planning

Contract Planning

Asset Planning

Cloud Planning

Project Planning

Vendor Object Type

Vendor Object Type

Cost Type

Cost Center

Portfolio Epic

Location

Resource Type

Account

Cost Object

ML Test

Vendor

Project Test

Comment\_last updated

PO Number

Description

Data Management

Enable External Code

Disable Update Reference Data Restrictions

Checking this will allow Reference Data changes that could potentially delete plan data. As a result, the system will create a copy of the plan before Update Reference Data. These plan copies will have a "Backup" suffix.

Enable Automated Data Management Integration

DO NOT check the Automated Data Management checkbox if Automated Data Management application is not provisioned in your Frontdoor environment. We are rolling it out in phases. Please contact your customer success manager, in case of any questions.

Automatically publish reference data imported from Apptio Costing

2 Upgrade & Maintenance

Upgrade Day

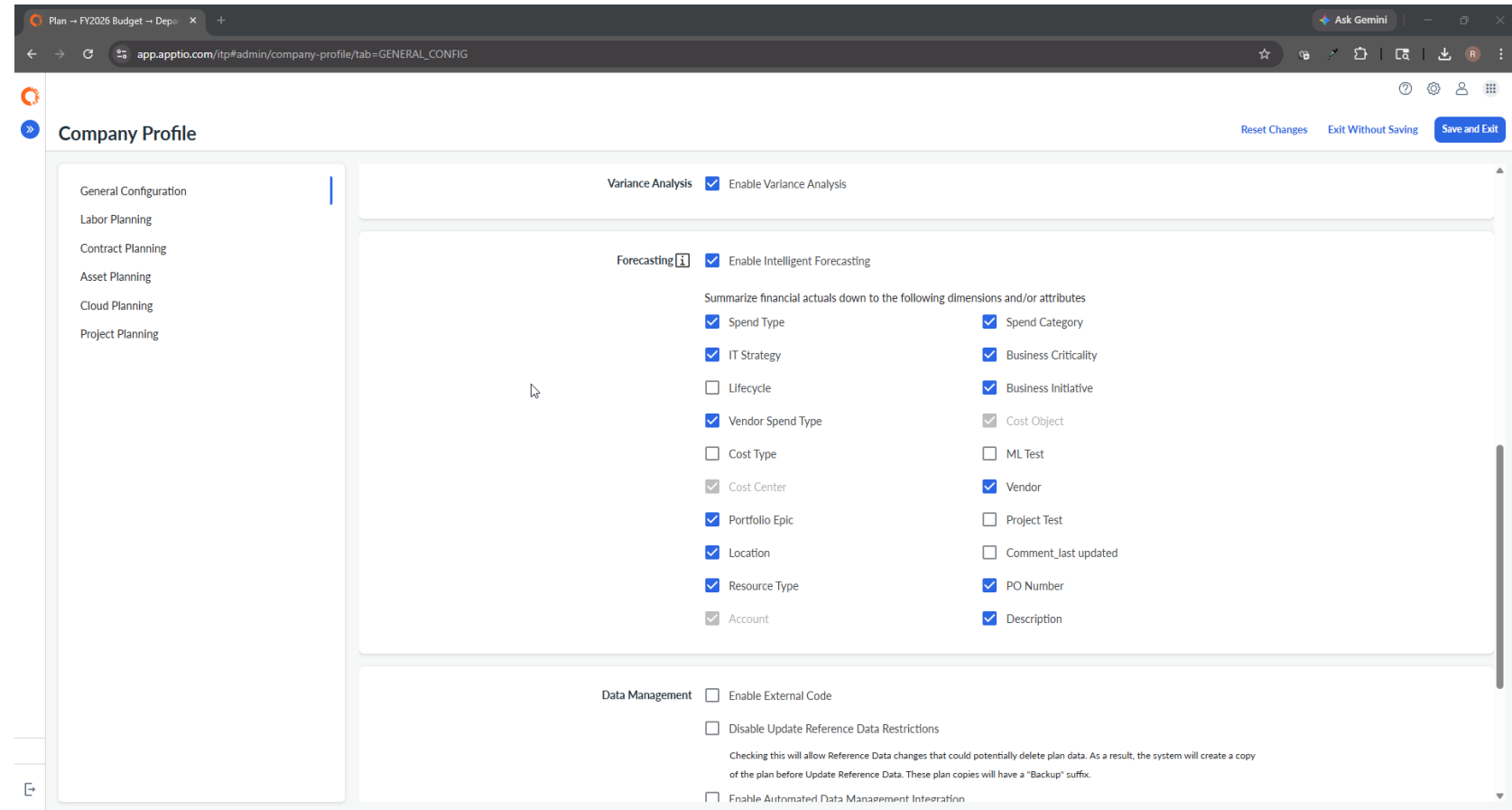
Monday

This is the day you are currently scheduled to receive product upgrades. For more information, see the [product upgrades and system maintenance schedule page](#).

# Company Profile continued

## 1. Gear Icon > Company Profile

1. General Configuration
2. Forecasting



The screenshot displays the 'Company Profile' configuration page in a web browser. The page is titled 'Company Profile' and has a navigation menu on the left with options: General Configuration, Labor Planning, Contract Planning, Asset Planning, Cloud Planning, and Project Planning. The main content area is divided into three sections:

- Variance Analysis:** Includes a checked checkbox for 'Enable Variance Analysis'.
- Forecasting:** Includes a checked checkbox for 'Enable Intelligent Forecasting'. Below this, there is a heading 'Summarize financial actuals down to the following dimensions and/or attributes' followed by a list of dimensions and attributes with checkboxes:
  - Spend Type
  - IT Strategy
  - Lifecycle
  - Vendor Spend Type
  - Cost Type
  - Cost Center
  - Portfolio Epic
  - Location
  - Resource Type
  - Account
  - Spend Category
  - Business Criticality
  - Business Initiative
  - Cost Object
  - ML Test
  - Vendor
  - Project Test
  - Comment\_last updated
  - PO Number
  - Description
- Data Management:** Includes checkboxes for 'Enable External Code', 'Disable Update Reference Data Restrictions', and 'Enable Automated Data Management Interoperation'. A note below the 'Disable Update Reference Data Restrictions' checkbox states: 'Checking this will allow Reference Data changes that could potentially delete plan data. As a result, the system will create a copy of the plan before Update Reference Data. These plan copies will have a "Backup" suffix.'

At the top right of the page, there are buttons for 'Reset Changes', 'Exit Without Saving', and 'Save and Exit'.

# Company Profile continued

## 1. Gear Icon > Company Profile

1. Labor Planning
2. Group Labor Financials

The screenshot displays the 'Company Profile' web application interface. The browser address bar shows the URL: `app.apptio.com/ftp#admin/company-profile/tab=LABOR_PLANNING`. The page title is 'Company Profile'. On the left, a navigation menu lists several options: General Configuration, Labor Planning (selected), Contract Planning, Asset Planning, Cloud Planning, and Project Planning. The main content area is titled 'LABOR PLANNING' and contains the following settings:

- Disable Base Compensation Warning
- Compensation Adjustment  Variable Compensation Adjustment
  - Adjustment Cycles: May, November
- Labor Summarization  Labor Summarization
 

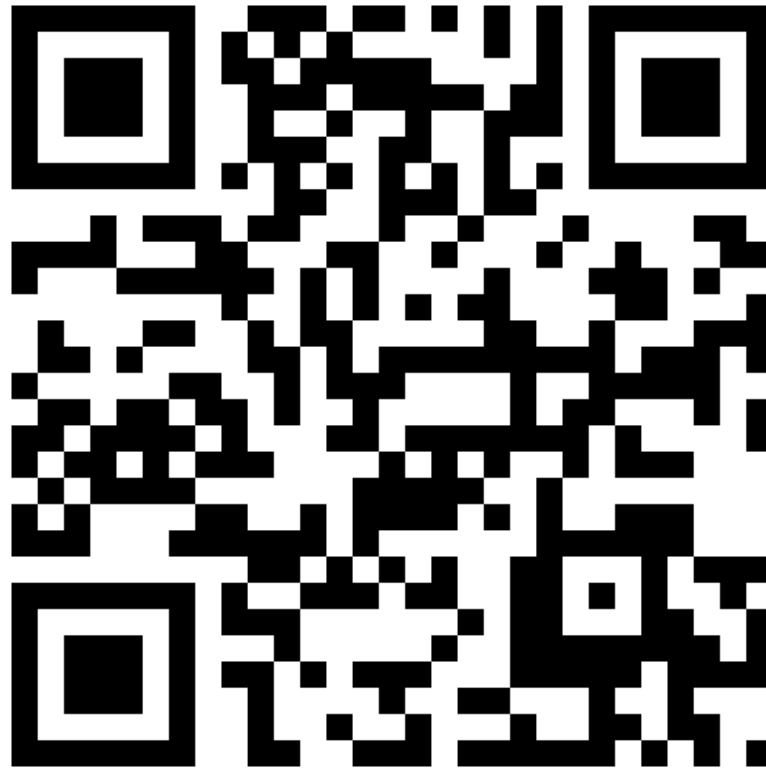
<input checked="" type="checkbox"/> Account	<input checked="" type="checkbox"/> Business Criticality
<input checked="" type="checkbox"/> Business Initiative	<input checked="" type="checkbox"/> Comment
<input type="checkbox"/> Comment_last updated	<input checked="" type="checkbox"/> Cost Center
<input checked="" type="checkbox"/> Cost Object	<input type="checkbox"/> Cost Type
<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Employee Name
<input checked="" type="checkbox"/> IT Strategy	<input type="checkbox"/> Lifecycle
<input checked="" type="checkbox"/> Location	<input type="checkbox"/> ML Test
<input type="checkbox"/> PO Number	<input checked="" type="checkbox"/> Portfolio Epic
<input checked="" type="checkbox"/> Project Test	<input checked="" type="checkbox"/> Resource Type
<input checked="" type="checkbox"/> Spend Category	<input checked="" type="checkbox"/> Spend Type
<input checked="" type="checkbox"/> Vendor	<input checked="" type="checkbox"/> Vendor Spend Type

At the top right of the application, there are buttons for 'Reset Changes', 'Exit Without Saving', and 'Save and Exit'.



# Surveys

Please take a few moments to fill out the class survey.  
Your feedback is extremely important for future events.



# Thank You For Attending Rego University

## Instructions for PMI credits

- Access your account at [pmi.org](http://pmi.org)
- Click on **Certifications**
- Click on **Maintain My Certification**
- Click on **Visit CCR's** button under the **Report PDU's**
- Click on **Report PDU's**
- Click on **Course or Training**
- Class Provider = **Rego Consulting**
- Class Name = **regoUniversity**
- Course **Description**
- Date Started = **Today's Date**
- Date Completed = **Today's Date**
- Hours Completed = **1 PDU per hour of class time**
- Training classes = **Technical**
- Click on **I agree** and **Submit**



Let us know how we can improve!  
Don't forget to fill out the class survey.



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### Website

[www.regouniversity.com](http://www.regouniversity.com)