



WAKE FOREST
UNIVERSITY



Office of Budget and Financial Planning

Budget System Manual

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Contacts

All questions and inquiries about Adaptive Insights and the budget process should be directed to our Budget Office.

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Logging In and User Roles

Login URL - <https://login.adaptiveinsights.com>



Forgotten Passwords (not necessary when using Single Sign-On)

Forgotten passwords may be reset by clicking the **Forgot your password?** link in the logon box. You will receive an email with reset instructions from Adaptive Insights.

Change Your Password (not necessary when using Single Sign-On)

To change your password:

1. Click the **User** dropdown arrow beside your avatar.
2. Click **Settings** to open the **My Profile** page.
3. Complete the fields in the **Password** box.



Password

Old password:

New password:

Verify new password:

4. **Save.**

User Security


Levels are the organizational structures of Wake Forest University. Levels are **Cost Centers**.

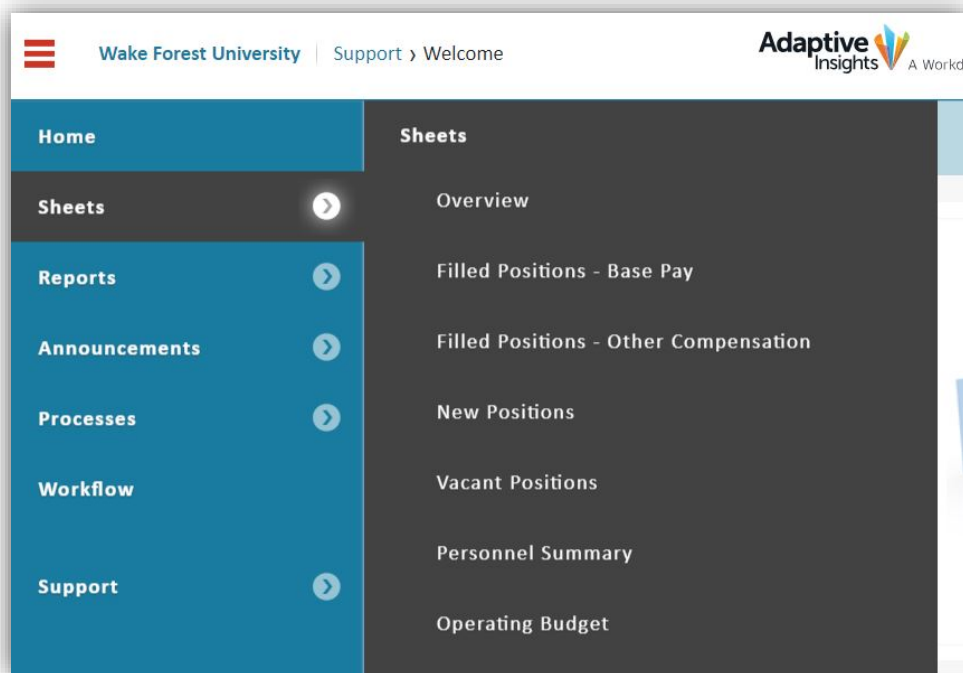
Level Rollups represent Cost Center hierarchy.

Each level contains the following user roles:

- **Level Budget Specialist**
The Level Budget Specialist has access to edit and submit levels which they are assigned. Once the Budget Specialist submits the level it is no longer editable by them, unless they recall the level. Levels can only be recalled by the Budget Specialist if they have not been approved by the Level Budget Manager.
- **Level Budget Manager**
The Level Budget Manager has access to edit, submit, or approve and lock any level or level roll-up which they are assigned. A Level Budget Manager can reject a level to make the data sheet editable again to themselves or the Budget Specialist. Level Budget Managers have access to Workflow (ability to see the Level status).

Navigating the Workspace

The **Navigation Menu** icon  sits in the upper left corner of your workspace. Click the icon to reveal your **Navigation Pane**. Click on a category in the Navigation Pane to access that category's menu items.



*Example Navigation Pane – some categories may not be applicable to our use of the system.

Navigation Categories:

- **Sheets** - interfaces to view, enter, and update data (such as actual ledger data, budgets, forecasts and personnel information).
- **Reports** - used for data analytics and balancing to guideline
- **Announcements** - used by system administrators to display WFU announcements
- **Workflow** - (available to Level Budget Managers) view level statuses and submit or approve
- **Support** - access to the Adaptive Insights home page and Adaptive News; ***Please contact the WFU Budget and Financial Planning office for all technical and budget support.***


To return to the homepage, click **Home** in the Navigation Pane or click the **Adaptive Insights logo** at the top of your workspace.



Sheets Tools and Features

Sheets Overview

Clicking the **Sheets** category or **Overview** from the **Sheets** category in the Navigation Pane opens the **My Sheets** page. All sheets available to you are listed here. Sheets are displayed based on your last active **Level**.



Important: Always verify that you are using the correct **Version** and your intended **Level**.

A **Version** is a collection of accounts, levels, and other data that represents a particular financial scenario such as current year **Guideline Budget** or **Working Budget**.

Helpful Tips on Versions:











The **Guideline Budget** is your FY19 budget, adjusted for merit and approved incremental changes. The **Working Budget** consists of your FY19 budget adjusted for predetermined amounts, including forecasted net tuition, internal charges, cost allocation and occupied positions. Initially, the **Working Budget** may not balance to your **Guideline Budget** when you get started. You should not submit your **Working Budget** until you are in balance with your **Guideline Budget**.


Sheets Display

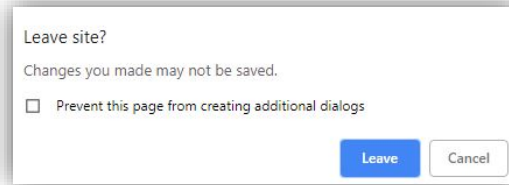
The sheets we use include the following toolbar features (some of which are not applicable to our use of the system).



Below are some of the tools we will use:

Formula Bar Button 	Expand and collapse the Formula Bar, toggling between the two display modes
Formula Assistant 	Opens the Formula Assistant dialogue box
Save 	Saves all changes made to the active sheet
Default View 	Resets the current view to the default
Display Options 	Presents available options for displaying the current sheet, i.e. Time Range, Month, Quarter, Year and others
Cell Explorer 	Drills into the contents of a cell for reviewing source data
Printable View 	Creates an Excel spreadsheet of the current sheet
Refresh Button 	Refreshes the current sheet, reflecting all changes saved by you and other users
Search 	Searches all accounts, dimensions and display values for your entered term
Sheet Notes 	<i>(Not pictured above)</i> Opens the Notes dialogue box for viewing and adding notes to the active Level and Version

 **Important:** If you attempt to navigate away from a sheet in which changes have been made, a **Leave Site?** warning appears. Click **Cancel**, and **Save** your changes. Changes are lost if you click **Leave**.




Display Options

Sheets display accounts down the first column as row headings, and time periods across the remaining columns.

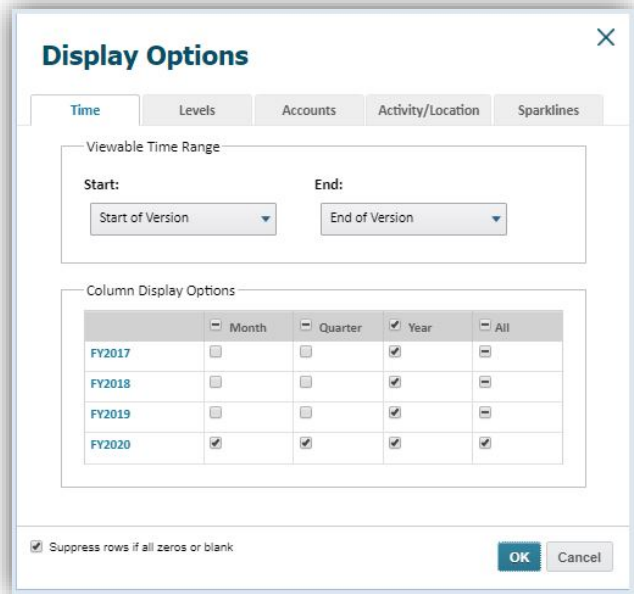
Wake Forest University Sheets > Operating Budget Adaptive Insights A Workday Company WAKE FOREST UNIVERSITY Working Budget

Levels: TRAIN1 Activity/Lo... Activity/Locatio...

#	Accounts by Time	FY2017	FY2018	FY2019	Jul-2019	Aug-2019	Sep-2019	Q1-FY20	Oct-2019	Nov-2019
82	Operating Expenses									
83	Personnel									
148	Non-Personnel									
149	Utilities									
155	53105:Telephone	483	493							
164	Maintenance, Repair, & Improvements									
165	53000:Maintenance	580	9,653							
169	Services & Professional Fees									
173	53250:Professional and Contract Services	930	3,720	8,400	700	700	700	2,100	700	700
177	Supplies, Equipment, & Furnishings									
178	54300:Supplies	12,227	24,953	13,500	1,125	1,125	1,125	3,375	1,125	1,125

Click the **Display Options Button**  on the toolbar if you wish to adjust your view of sheets. The **Display Options** dialogue box opens, and you may adjust the **Time Range**, **Levels** and **Accounts**.

**Display Options differ on some sheets.*



Display Options

Time | Levels | Accounts | Activity/Location | Sparklines

Viewable Time Range

Start: Start of Version | End: End of Version

Column Display Options

	Month	Quarter	Year	All
FY2017	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FY2018	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FY2019	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FY2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Suppress rows if all zeros or blank

OK Cancel



Important: To view an annualized budget, uncheck the **Month** and **Quarter** amounts for every year. The recommended display option is to include (check) the **Month** and **Year** for **FY2020** and only the **Year** for all other fiscal years.

Data Entry in Sheets

The following guidelines help you to understand how data is displayed and may be manipulated in sheets.

FY2017	FY2018	FY2019	Jul-2019	Aug-2019	Sep-2019	Q1-FY20
43						
4,753	3,857	5,000	417	417	550	1,383
14						
4,216	6,005	4,200	350	350	350	1,050
1,945	1,211	1,800	150	150	150	450
	34					

Cell Background Color:

- **White** = editable; type a value or enter a formula
- **Blue** = subtotals (i.e. quarter or year total)
- **Gray** = read-only, locked (may contain a value or formula)
- **Red** = contains an error

Cell Value:

- **Black** = data is saved within the Version
- **Blue** = the value has been modified since the last Save
- **Green** = Actuals value

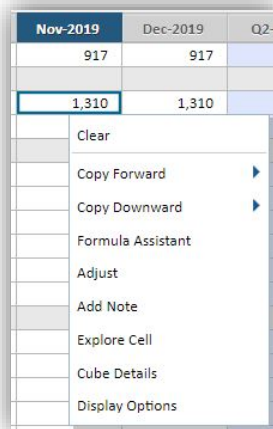
Triangle in Cell Corner:

- **Red** = a Cell Note is attached
- **Purple** = a formula is in the cell

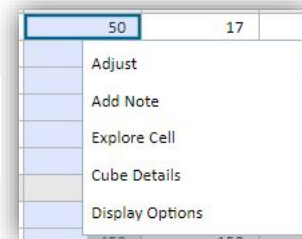
Right-click Menu

While in your sheet, you may access a **Right-click Menu** that displays a list of available options. The options vary depending on the active cell.

Right-click Menu
on an Editable Cell



Right-click Menu
on a Subtotal Cell



Copy Forward

Copy Forward and **Copy Downward** are **Right-click Menu** options used to copy content from one cell to consecutive editable cells across or down a sheet.

#	Accounts by Time	FY2019	Jul-2019	Aug-2019	Sep-2019	Q1-FY20
173	53250:Professional and Contract Services	11,000	917	917	917	2,750
177	Supplies, Equipment, & Furnishings					
178	54300:Supplies	15,725	1,310	1,310	1,310	3,931
181	54600:Land, Building, and Equipment		500			500
188	Other Non-Personnel					
190	54101:Books and Periodicals	200				
191	54150:Postage/Freight/Shipping	220				
192	54200:Dues/Licenses/Subscriptions	3,220				
195	54502:Copy and Printing Expense	1,500				
197	54504:Lease/Rent Expense	250				
203	54511:Marketing / Advertising	250				
226	Internal Charges					
233	70006:Svc Fee - Telecom and Cable Cost	600				
234	70007:Svc Fee - Maintenance	1,800				
236	70009:Svc Fee - Rent					
238	70012:Svc Fee - Mail Services	20				
239	70013:Svc Fee - Copy Center	500				
243	70017:Svc Fee - University Police	300	25	25	25	75
244	70018:Svc Fee - Information Services	300	25	25	25	75

1. Key a value in a cell.
2. Press Enter.
3. Right-click to bring up the **Right-click Menu**.

Your options for copying include:

Copy Forward

- **Copy to End** – copies current value to the last period in the sheet
- **Advanced** – copies current value with options to increase or decrease

Copy Downward (This feature is not recommended for the WFU model.)

- **Copy to End** – copies current value to the last row of the column

Copy Forward > Advanced brings up the **Advanced Copy Forward** dialogue box in which you enter a **Value**, select an option to **Copy until**, and if desired, select an option to **Increment by** and enter a **Value** for incrementing.

Advanced Copy Forward

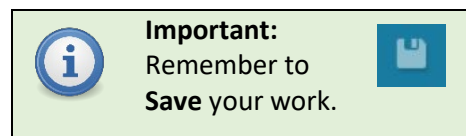
Value
500

Copy until
End Stop at 0

Increment by
Increment by percent

Value

OK Cancel



Breakback Spread Method

The **Breakback** feature allows you to enter a value in a time range roll-up field (subtotal) and spread it over the time periods in that range. For example, entering a value of 10,000 in the Q1-FY20 field for an account will open the **Breakback Rollup Value** dialogue box. You may then select how to spread that value over the entire quarter.

Recommended Options

Breakback Rollup Value

Select the type of breakback to apply to the value
10,000

Breakback Proportionally

Breakback Proportionally Using Prior Year

Breakback Evenly

4-4-5

4-5-4

5-4-4

Assumption

Your **Breakback** values appear in blue as recently edited fields.

#	Accounts by Time	Jul-2019	Aug-2019	Sep-2019	Q1-FY20
197	54504:Lease/Rent Expense	21	21	21	63
203	54511:Marketing / Advertising	3,333	3,333	3,333	10,000

Adjust Values

When there is a need to adjust values of a range of cells, you may use the **Adjust** feature found in the **Right-click Menu**.

1. Select a range of values.
2. Right-click on the highlighted range.
3. Select **Adjust** from the menu.

#	Accounts by Time	Jul-2019	Aug-2019	Sep-2019	Q1-FY20
173	53250:Professional and Contract Services	917	917	917	
177	Supplies, Equipment, & Furnishings				
178	54300:Supplies	1,310	1,310	1,310	
188	Other Non-Personnel				
190	54101:Books and Periodicals	17	17	17	
191	54150:Postage/Freight/Shipping	18			
192	54200:Dues/Licenses/Subscriptions	268			
195	54502:Copy and Printing Expense	125			
197	54504:Lease/Rent Expense	21			

Right-click menu options: Clear, Adjust, Display Options

This opens the Adjust Values dialogue box, where you will select the type of adjustment – **Change proportionally by** a certain amount, **Change evenly by** a certain amount or an **Increment by** or **Decrement by** value or percentage.

Important: Adjusting values of cells that contain formulas overwrites the formulas.

Splits

We can use **Splits** to break down values in an account into further categories or create sub-rows in sheets that roll-up to the original row. For instance, you can reassign costing allocation from 100% in one department to some other percentage over multiple departments. We can use Splits in the **Filled Positions** and **New Positions** sheets.

To add a Split (ex: costing allocation):

1. Right-click the cell that should be split.
2. Select **Split Row** from the **Right-click Menu**.
3. Edit the **Allocation %**, and press Enter.
4. Repeat steps 2 and 3.
5. Ensure you've selected the correct **Level** for each allocation.
6. Your original row should recalculate to 100%.
7. **Save** your changes.

Important:
Be sure to select the correct department for the Split.

i Coordinate merit and funding changes with the other budget manager.

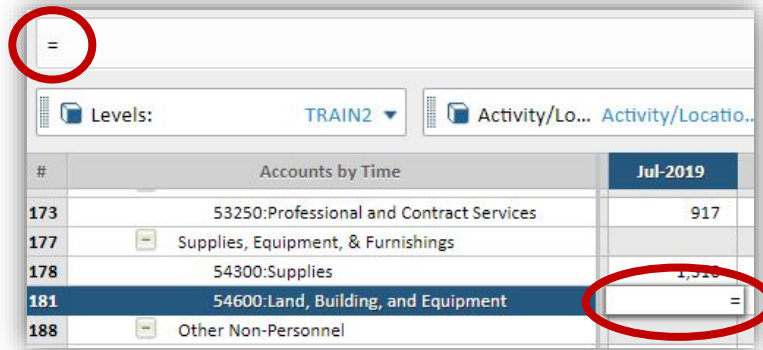
The *Copy Row* feature is **not** the same as a Split.

Jettson, Judy	10000029	P000029	Chief Officer	100.00%	TRAIN2
Jettson, Judy	10000029	P000029	Chief Officer	75.00%	TRAIN2
Jettson, Judy	10000029	P000029	Chief Officer	25.00%	TRAIN3

Splits may be deleted using the **Right-click Menu >Delete Row**. In this example, deleting a costing allocation Split will leave the Allocation % at the percentage of the remaining row. Edit the Allocation % to ensure it is the correct value.

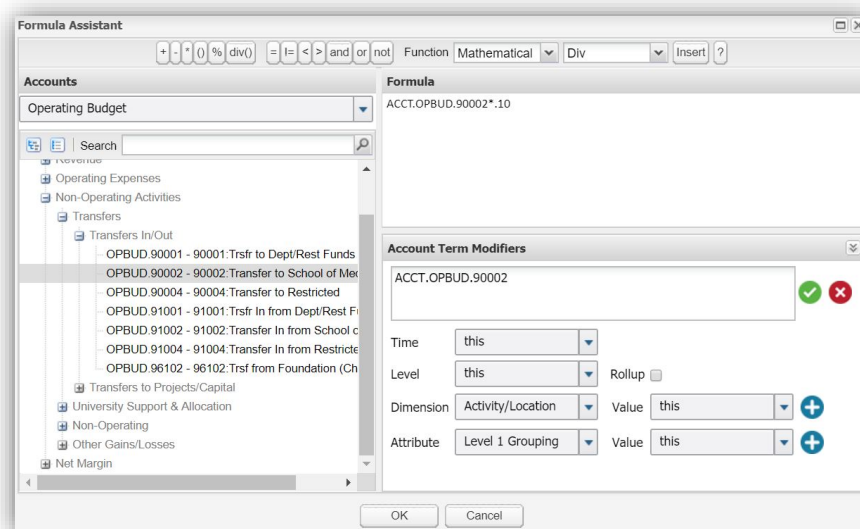
Formulas

Calculated cells are created by using formulas, which are typed either directly in the cell or in the **Formula Bar**. Begin all calculations with the equal symbol, and notice how it appears in both the active cell and in the **Formula Bar**.



Complete your formula and press Enter, or click the green **Confirm** button  on the far right of the **Formula Bar** to complete your entry. Upon reselecting that cell, you will see the formula in the **Formula Bar**, and a formula indicator **f(x)?** in the cell. Click **Save** on the sheet toolbar to see the formula results displayed in the calculated cell. The red **Clear** button  removes the formula and cell contents.

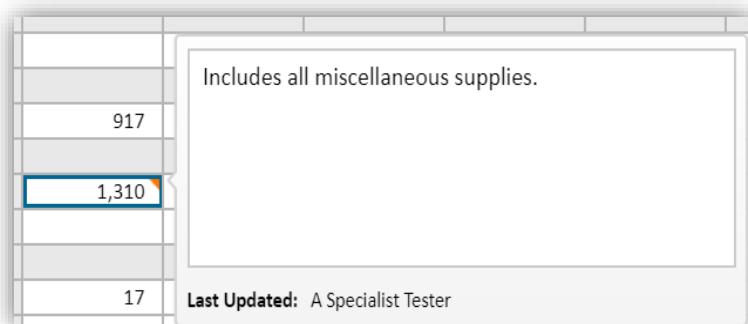
The **Formula Assistant** is an optional method for creating calculated cells. Right-click a cell to open the **Right-click Menu**, and select **Formula Assistant**. The Formula Assistant dialogue box contains your accounts and mathematical operators allowing you to point and click to build your formula.



Notes

A **Note** is a way to provide additional information regarding a cell or a sheet. There are two types of notes: **Cell Note** and **Sheet Note**.

A **Cell Note** is specific to an Account, Time, Level and Version, and is attached to one cell. A red triangle in the upper right corner of a cell is an indicator that a note is present. Hovering over the triangle reveals the Note.



To add a Cell Note:

1. Right-click a cell.
2. Click **Add Note** from the **Right-click Menu**.
3. Type your note.
4. Click **OK**.


Other Note options in the Right-click Menu include **Edit Note** and **Remove Note**.

Cell Note Facts:

- Cell Notes can be viewed in the cell, by using the **Explore Cell** feature (see next section), on reports, or by using the **Search Cell Notes** feature on the **My Sheets** page of **Sheets Overview**.
- The Note on each cell is visible and editable by all users who have access to the sheet. Editing the Note changes what others see.
- Each Note displays who created or last edited it.
- Cell Notes have a character limit of 4,000.
- A Cell Note is editable as long as the cell is editable.

A **Sheet Note** is specific to a Level and Version, and is attached to the sheet. The Sheet Notes icon changes after a Note is added.


To add a Sheet Note:

1. Click the **Sheet Notes** icon  in the upper right corner your sheet toolbar.
2. Type your note.
3. Click **OK**.

Sheet Note Facts:

- Sheet Notes are editable and viewable by users with view/edit access to the sheet.
- There is only one Sheet Note per sheet.
- Sheet Notes have a character limit of 4,000.
- Date and name stamps appear on the Note.
- Sheet Notes cannot be included on reports.

Explore Cell / Cell Explorer

You may review the details of a cell by using the **Cell Explorer**  found on your toolbar, or by accessing **Explore Cell** from the **Right-click Menu** of a cell. The **Explore Cell** dialogue box opens and presents information related to that cell.

Explore Cell	
Account: 51500:Staff - Regular Salaries Code: OPBUD.51500 Type: Link Rollup type: Sum	Value: 237,142 View Audit Trail
Level: TRAIN2 Rolls up to: Training Levels	Visible on the following sheets: Operating Budget
Dimensions: Activity/Location: Activity/Location (Uncategorized) Rolls up to: All	
Year: FY2019	
Time Rollup: FY2019	
CONTRIBUTING TIME	VALUE
Q1-FY19	55,853
Q2-FY19	58,348
Q3-FY19	60,616
Q4-FY19	62,326

Use Cell Explorer / Explore Cell to:

- View formulas
- View Notes
- View / access contributing data
- Link to other sheets on which an account is visible



Important:
Remember to
Save your work.



Sheets: Filled Positions – Base Pay

#	Employee Name	Employee	Position	Title	Home Cos...	Manager	Sch Hrs	Base	Frequency
1	Dog, Clifford	10000023	P000023	Manager	TRAIN2	Jettson, Ju...	0.48	15.00	Hourly
2	Dog, Clifford	10000023	P000023	Manager	TRAIN2	Jettson, Ju...	0.48	15.00	Hourly
3	Dog, Clifford	10000023	P000023	Manager	TRAIN2	Jettson, Ju...	0.48	15.00	Hourly
4	Flintston, Wilma	10000028	P000028	Program Coordinator	TRAIN2	Jettson, Ju...	37.50	45,000.00	Annual
5	Flintston, Wilma	10000028	P000028	Program Coordinator	TRAIN2	Jettson, Ju...	37.50	45,000.00	Annual
6	Rubble, Betty	10000024	P000024	Program Coordinator	TRAIN2	Jettson, Ju...	30.00	15.38	Hourly

The **Filled Positions – Base Pay** sheet contains data from Workday. This sheet feeds the **Personnel Summary** sheet, which feeds the **Operating Budget** sheet. Some important tips for this sheet include the following:

- **Scheduled Hours**
 - Drives **Fringe Rate**
 - Impacts **Annual Comp** for non-exempt employees
 - Use hours from **Scheduled Hours report**
- **Frequency**
 - **Base Pay** amount is shown as annual or hourly
- **% Increase**
 - Used for merit adjustments
- **\$ Increase**
 - Used for promotional increases
 - Market adjustments
 - Living wage
 - Decrease in hours for exempt
 - Other lump sum adjustments
 - For positions with an hourly frequency, any change to this amount is incremental to the hourly rate
 - For promotions, use this column to zero out the **Annual Comp** on this position, by entering a negative amount. Use the **New Position sheet** to budget for the new position.
 - For positions that are ending, use this column to zero out **Annual Comp** on this position, by entering a negative amount.
- **Reason Code**
 - Listed in the dropdown menu
 - Merit Increase
 - Market Adjustment
 - Merit & Market Increase
 - Living Wage
 - Merit & Living Wage

- Costing Allocation Change Only
- Promotion (WD)
- Change in Hours (WD)
- Exemption Status Change (WD)
- **Reason Codes** with (WD) require dual entry into Workday
- Available report, ***Changes in Base Pay that Require Workday Action***

Merit, market and living wage will be loaded into Workday via EIB.

- **Funding**
 - **Level**
 - Positions that are split funded are editable at the Home Cost Center Level, but available as read-only view for budget impact – coordinate changes with applicable Budget Specialist or Budget Manager
 - Unrestricted Operating Cost Center
 - Restricted Worktags
 - Splits may be added (see [Splits](#), page 14)

Cost allocations will be loaded via EIB into Workday.

- **Comments** – used to confirm your intentions of changes that might be questioned at a higher level or by the Budget Office; Comments may be useful for reference in the future as to why you made a certain change.
- **Fringe Rate** – calculates based on **Scheduled Hours**
- **Annual Fringe** – calculated amount annualized
- **Attributes**
 - **Proposed hourly rate**
 - Applicable to non-exempt staff, but displayed for all positions
 - **Group** (you can use this column to sort the sheet if this makes planning easier)
 - Non-exempt staff
 - Exempt staff
 - Faculty
 - **Family** - used for driving calculations to operating accounts
 - **Pay Frequency** – used for calculations that feed to the operating accounts on the **Personnel Summary** sheet; biweekly payments will budget as they are expected to post to the general ledger

Sheets: Filled Positions – Other Compensation

#	Employee Name	Employee	Position	Position Title	Home Cost Center	Manager	Compensation_Plan	Current Amount
1	Jettson, Judy	10000029	P000029	Chief Officer	TRAIN2	Duck, Dasiy	Mobile Communicatio...	1,080
2	Total							

The **Filled Positions – Other Compensation** sheet is used for planning allowances such as faculty stipend and Mobile Communication Device (MCD). It includes data from Workday. Some important tips for this sheet include the following:

- **Reason Code**
 - List available in the dropdown menu
 - No Change
 - Merit Increase
 - Costing Allocation Change
 - Remove Allowance
 - Change MCD Amount
 - Any change to MCD level requires Workday action
 - Increases or decreases in an allowance will be loaded into Workday via EIB
 - New allowances should be entered on the **New Position** sheet

- **Funding**
 - **Level**
 - Positions that are split funded are editable at the Home Cost Center Level, but available as read-only view for budget impact – coordinate changes with applicable Budget Specialist or Budget Manager
 - Unrestricted Opening Cost Center
 - Restricted Worktag
 - Splits may be added (see [Splits](#), page 14)

Costing allocations will be loaded via EIB into Workday.

- **Attributes**
 - **Group** (you can use this column to sort the sheet if this makes planning easier)
 - Non-exempt staff
 - Exempt staff
 - Faculty
 - **Family** - used for calculations that feed to the operating accounts on the **Personnel Summary** sheet
 - **Pay Frequency** – used for feeding to operating accounts as biweekly will budget as expected to post to the general ledger

Sheets: New Positions & Allowances

#	Job Family	Title	Employee	Employee Name	Hire Date	Sch Hrs	Compensation Plan	Compensation
1	Staff > Operational and Facility Staff	Director	**New Hire		7/1/2019	37.50		50,000
2	Total							50,000

The **New Positions & Allowances** sheet is used for positions approved in the Annual Budget Committee Review process and are part of the Guideline Budget. It will also be used to record positions related to promotions and exemption changes or new allowances for current employees or when associated with new positions. Some important tips for this sheet include the following:

- First, you will need to add a new row by clicking the add row button 

- **Employee ID** – select current employee or choose New Hire

- **Employee Name** – will populate if **Employee ID** is selected

- **Hire Date** – estimated date of hire

This does not prorate the budgeted salary as the annualized amount will be added to the budget. To prorate you can make adjustments on the **Personnel Summary** sheet on the appropriate **Unallocated** line.

- **Scheduled Hours**

- Drives **Fringe Rate**
- Impacts **Annual Pay** calculation for non-exempt employees
- Use hours from **Scheduled Hours report**

- **Compensation Plan**

- List available in the dropdown menu
 - Base Pay
 - Communication Hierarchy
 - Faculty Hierarchy
 - Faculty & Staff Hierarchy
 - Staff Hierarchy
 - Other Hierarchy
 - Global AWAKEings Program Exchange
 - Global AWAKEings



Important: 'Hierarchy' plans are expandable lists. Be sure to expand the list and select a plan from the list.

Do not choose **Compensation Plan** hierarchies. Select a sub-plan beneath the hierarchy.

- **Compensation**

- Hourly rate for non-exempt or Annual amount for exempt staff and faculty

- **Frequency**

- Annual or Hourly
- **Pay Frequency**
 - Monthly or Bi-Weekly
- **Reason Code**
 - New approved position
 - Repurposing vacant position
 - Assigning open funding
 - Adding new allowance
 - New position for promotion
 - New position for exemption change
- **Funding**
 - **Level**
 - Unrestricted Operating Cost Center
 - Restricted Worktags
 - Splits may be added (see [Splits](#), page 14)

Cost allocations will be loaded via EIB into Workday.

- **Fringe Rate** – based on **Scheduled Hours**
- **Annual Fringe** – calculated amount annualized
- **Approved Position ID** – *if already set up in Workday*



Important:
Remember to
Save your work.

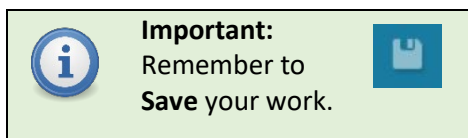


Sheets: Vacant Positions

#	Position ID	Position Title	Home Cost Center	Manager	Previous Incumbent	Open Job Requisition	Target Hire Date	Action
1	P00001	Coordinator	TRAIN1	Smurf, Papa		R00000001	7/1/2019	Budget Po...
2	P129150	Attendant	TRAIN1	Smurf, Papa		R00000002	7/1/2019	Budget Po...
3	P141567	Assistant	TRAIN1	Smurf, Papa	Doe, John (Terminated)			Close Posi...
4	P140191	Manager	TRAIN1	Smurf, Papa	Doe, Jane (Retired)			Close Posi...

The **Vacant Positions** sheet is for positions to be active in Workday as of 7/1/19 with no incumbent. Some important tips for this sheet include the following:

- **Action**
 - Positions that are to be used in calculating the budget require that **Budget Position** is selected from the dropdown menu
- **Scheduled Hours** – required
- **Proposed Amount** – required
- **Funding %** - required
 - **Splits** may be added (see [Splits](#), page 14)
- Managers and talent liaisons should use the **Close Position Task** in Workday to make a position inactive



Sheets: Personnel Summary

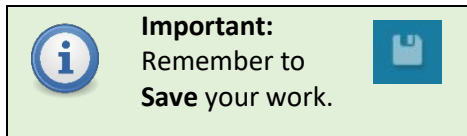
Levels: TRAIN2 ▾		Activity/Lo... All ▾			
#	Accounts by Time	Jul-2019	Aug-2019	Sep-2019	Q1-FY20
2	[-] Faculty				
3	[+] 51000:Faculty - Academic	0	0	0	0
9	[+] 51001:Faculty - Administrative	0	0	0	0
15	51002:Faculty - Adjunct & Part-time				
16	51004:Faculty Overload Teaching				
17	[+] 51007:Faculty - Chair Allowance	0	0	0	0
22	[+] 51009:Faculty - Director Allowance	0	0	0	0
27	[+] 51010:Faculty - Administrative Allowance	0	0	0	0
32	[+] 51011:Faculty - Other Allowance	0	0	0	0
37	51012:Faculty - Summer				
38	51013:Faculty - Budget Unallocated				

The **Personnel Summary** sheet summarizes plan information in the general ledger accounts that will be transferred to the **Operating Budget** sheet. Some important tips for this sheet include the following:

- **Level and Activity/Location** fields must be selected correctly. Use **Activity/Location Uncategorized** for anything with no activity attached.
- **Unallocated lines**
 - Used for adjustments for faculty and staff that need to be made based on data coming from other personnel sheets
 - **Example:** You may want to adjust a monthly amount if the employee will not be hired until January.
 - **Example:** For staff that are non-exempt, but will work overtime, the amount of 37.5 hours to 40 hours should be entered in the **Unallocated** line under **51500**.
- **Other Pooled personnel expense accounts:**
 - **51012** Faculty – Summer
 - **51013** Faculty – Budget Unallocated
 - Open budget not dedicated to a vacant/new position or contingency/retention funds
 - **51505** Staff – Pooled Budget
 - Positions that are job management

[-] Staff
[-] 51500:Staff - Regular Salaries
Existing Positions - Base
Existing Positions - Allowances
Requested Positions
Vacant Positions
Unallocated


- **51506** Staff – Budget Unallocated
 - Open budget not dedicated to a vacant/new position or contingency/retention funds
- **51502** Staff – Teaching
- **51700** Student personnel expense
- **51750** Graduate Stipends
- **Overtime, Bonus & Supplemental** accounts



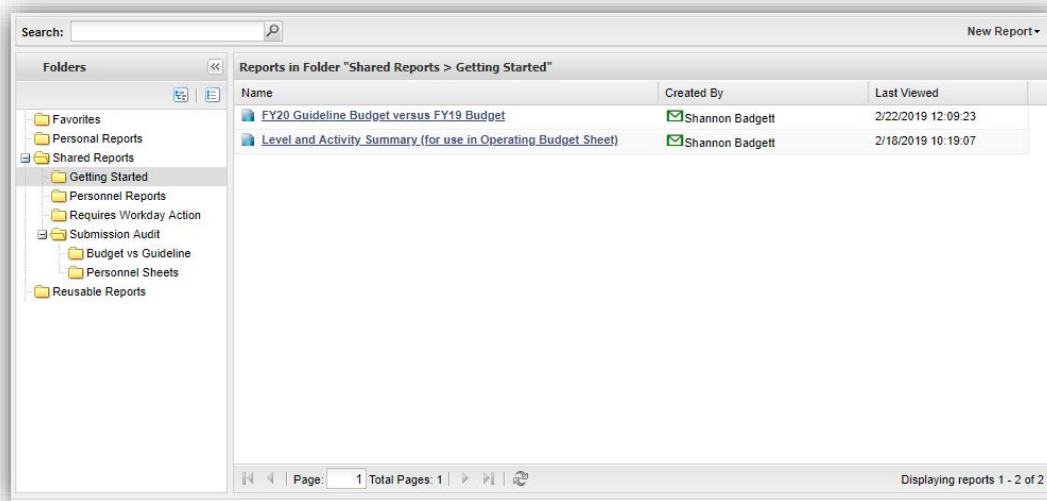
Sheets: Operating Budget

#	Accounts by Time	FY2019	Jul-2019	Aug-2019	Sep-2019	Q1-FY20
82	Operating Expenses					
83	Personnel					
97	Staff					
98	51500:Staff - Regular Salaries	237,142	12,680	12,680	12,680	38,039
103	Student					
104	51700:Student	11,000				
106	Overtime Bonus & Supplemental					
111	51801:Bonus, Awards, Addt'l Comp-Staff					
116	Fringe Benefits					
143	52611:Non-Taxable Benefit	0	90	90	90	270
147	52899:Fringe Expense/Recovery	67,348	3,598	3,598	3,598	10,795
148	Non-Personnel					
149	Utilities					

The **Operating Budget** sheet is for planning revenue and non-personnel expenses by **Level** (cost center) and **Activity/Location**. The personnel expenses lines are calculations pulling from the **Personnel Summary** sheet. Some important tips for this sheet include the following:

- **Level and Activity/Location** fields must be selected correctly. Use **Activity/Location Uncategorized** for anything with no activity attached. The **Activity/Location** field is searchable.
- **Level and Activity Summary** report found in the **Getting Started** folder, shows cost centers with previous budget and activity that will help in your navigation to the activities for which you may want to update or plan.
- Selecting **Activity/Location – All** will summarize all activities including no activity, and is not editable.
- **Display**
 - Green number represents actuals; black represents plan
 - White cells are editable
 - Gray cells pull data from other sheets
 - Blue cells are subtotals
- **Available Data Entry Options**
 - **Breakback**
 - **Copy Forward**
- **Display Options**  - when displaying a new account, uncheck the option to **Suppress rows if all zeros or blank** option. Budget in the new account, then return to the **Display Options** to turn on the **Suppress rows if all zeros or blank** option.

Reports



Any reports available to your Levels are accessed from the **Shared Reports** folder on the **Reports** page. Below is a list of some commonly used folders and their contents.

Getting Started:

- Adaptive Insights Training Manual
- Budget Calendar
- Budget Checklist
- Scheduled Hours Report
- Level and Activity Summary – *use this report to verify which activities or locations have budget or actual in them to utilize during the operating budget process*
- FY20 Guideline Budget vs FY19 Budget – review your FY20 budget guideline as it compares to the FY19 budget. The FY20 Guideline represents your FY19 permanent budget plus any approved incremental changes (like merit) or additional funding requested and approved during the 5 year planning process.

Personnel Reports:

These reports are used for reconciling data inputs and posting to the Operating Budget.

- Base Pay – Employee Increase Summary – compares current compensation to proposed compensation showing % change
- These other reports were developed as we audited the accuracy of the calculations, feel free to use them if needed
 - Base Pay – Fringe Calculation Detail
 - Base Pay – Sheet to Ledger Reconciliation
 - New Request – Fringe Calculation Detail
 - New Request – Sheet to Ledger Reconciliation
 - Other Compensation – Fringe Calculation Detail
 - Other Compensation – Sheet to Ledger Reconciliation
 - Vacant – Fringe Calculation Detail
 - Vacant- Sheet to Ledger Reconciliation

Requires Workday Action:








- Changes in Base Pay that Require Workday Action
 - Budget changes that require dual entry in Workday
 - Promotions
 - Changes in scheduled hours
 - Exemption status change
 - Ending job and Terminating Employment
- New Positions that may Require Workday Action
 - Create new positions and requisitions in Workday
- Other Compensation Changes that Require Workday Action
 - New allowances or changes to MCD amount will require entry into workday
- Vacant Positions that Require Workday Action to Close
 - To inactivate a position in Workday use the Close Position Task

Submission Audit:

- **Budget vs Guideline**
 - Operating Summary Report by Account
 - Operating Surplus/(Deficit) by Level vs Guideline
- **Personnel Sheets**
 - Other Compensation Change should be on New Position Sheet
 - Positions in Base Pay Sheet w/no increase & conflicting reason
 - Positions in Base Pay Sheet with decrease in salary
 - Positions in Base Pay Sheet with no reason code selected
 - Selected Hierarchy Comp Plan instead of Comp Plan

To run and view a report, click once on a report link. Your report opens with the most current content. Each report's toolbar may differ depending on the report type.


Commonly used tools include:

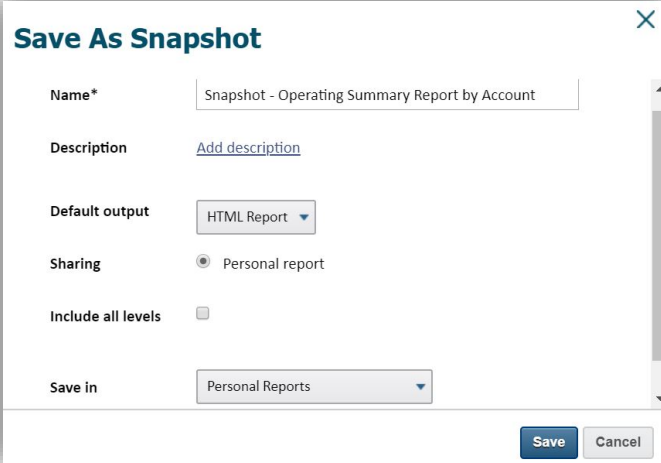
 Save As	Save as a new report into your Personal Reports folder as either HTML, Excel or PDF	 Export	Export the report as an Excel file or PDF
 Snapshot	Save the report as a snapshot into your Personal Reports folder	 Email	Email the report to individuals, groups or Levels
 Filter	Set criteria by which to filter the report's contents	 Information	View report information such as Version and how the content is sorted
 Printable View	Downloads the report as an Excel file		

Alternatively, you may access some of these features by right-clicking a report's link to reveal the **Right-click Menu**.

Take a **Snapshot** of a report:



To preserve your original data before making changes, take a Snapshot of the report and save in your **Personal Folder** to compare later reports.

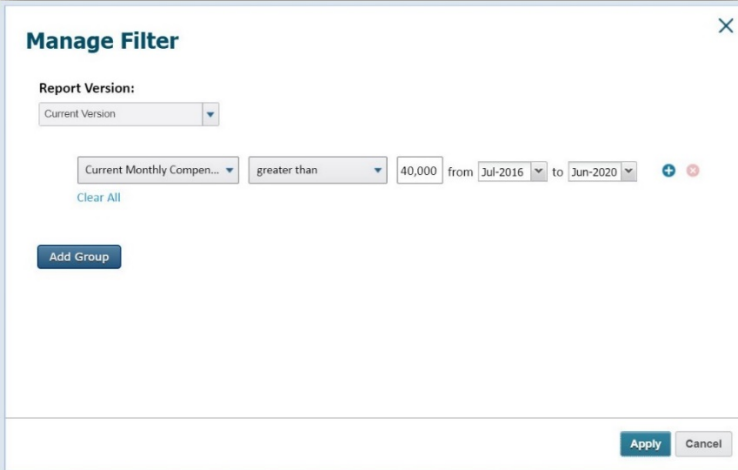
1. Open your report.
2. Click the **Save As Snapshot** button  . The Snapshot dialogue box opens.





3. Add the current date to the Name.
4. **Save.**

To add a **Filter** to a report:


1. Click a report link to open it.
2. Click the **Filter** button  on your toolbar.
3. Select your criteria from the dropdown menus.
4. To add another filter criteria, click the **Add Filter** button  and enter your criteria.
5. Click **Apply**, and the report should refresh with your filter applied.



To remove a **Filter** from a report:


1. With the report open, click the **Filter** button  on the toolbar.
2. Click **Clear All** to remove all Filters at once.
3. To remove an individual Filter, click the **Delete Filter** button  beside that Filter.
4. Click **Apply**.

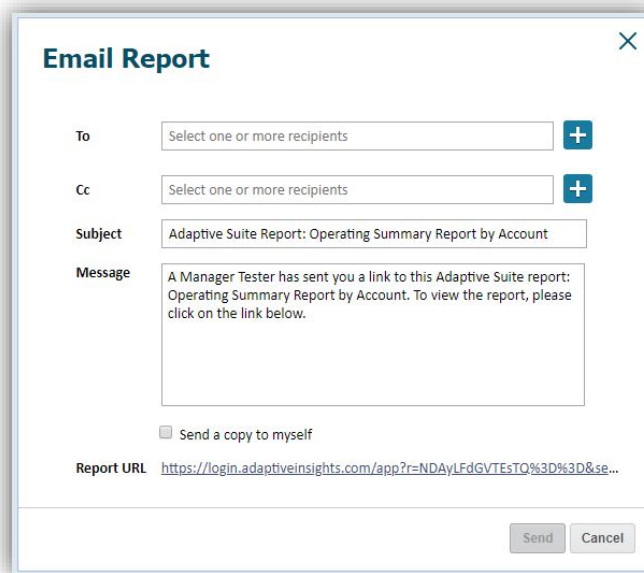
To **Export** a report to Excel or PDF:

1. Hover over the **Export** button  on the report toolbar.
2. Select **Export to Excel** or **Export to PDF**.
3. Navigate to your desired location, and **Save**.

For a report exported to Excel, the report data appears on one sheet. Another sheet contains the report Information.

To **Email** a report:

1. Click the **Email Report** button  on the toolbar. The **Email Report dialogue box** opens.
2. Click inside the **To** field or the plus at the end of the field.



Email Report ✕

To +

Cc +

Subject

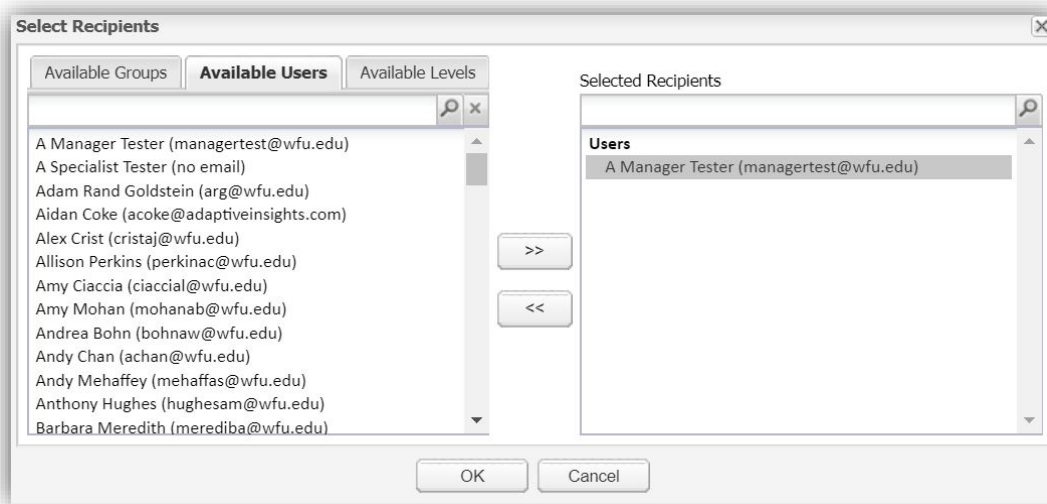
Message

A Manager Tester has sent you a link to this Adaptive Suite report: Operating Summary Report by Account. To view the report, please click on the link below.

Send a copy to myself

Report URL <https://login.adaptiveinsights.com/app?r=NDAYLfdGVTEsTO%3D%3D&se...>

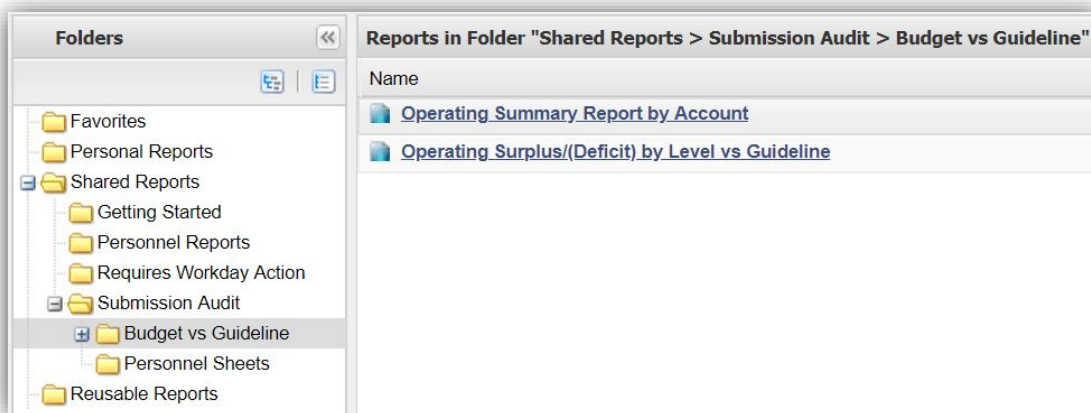
The **Select Recipients** dialogue box opens.



3. Select the **Available Users** tab, and search for and highlight the name(s) of your recipient(s).
4. Click the add recipients button **>>** to add the selected names to the **Selected Recipients** box.
5. Click **OK** to return to the **Email Report dialogue box**.
6. If desired, edit the **Subject** field and **Message**.
7. You may elect to send a copy to yourself.
8. Click **Send**.

Submission and Budget Guidelines

All Working Budgets at the Level or Level Roll-up must be in balance with the fiscal year Guideline before submission. In preparation for submitting your Level, run the reports in the **Submission Audit** folder. Compare the current fiscal year's Budget to the Guideline. Are you in balance or less?



Level Budget Specialists can see their Level progress from the **Sheets Overview** page. A **Level Workflow Status** section is visible with the previously accessed Level's status information.

Use the Level dropdown menu to view other Levels.

In Progress Levels can be submitted, or a **Note** added and saved.

The screenshot shows the 'My Sheets' page. Under the 'Level Workflow Status' section, the following information is displayed: Name: TRAIN2, Updated by: N/A, Updated on: N/A. There is a 'Note:' field with a text area below it. The status is 'In Progress' with a yellow circle icon. At the bottom, there are two buttons: 'Submit' and 'Save Note Only', both of which are highlighted with a red box.

Submitted Levels can be recalled as long as they are in a **Submitted for Review** status.

Level Workflow Status

Name: TRAIN2
 Updated by: A Specialist Tester
 Updated on: Feb 22, 2019

Note:

Status: Submitted for Review

Level Workflow Status

Name: TRAIN2
 Updated by: A Manager Tester
 Updated on: Feb 22, 2019

Note:
 Please verify the Miscellaneous Supplies values for Q1-FY2020.

Status: Rejected

A rejected Level can be resubmitted upon any required revisions or adjustments. A Budget Level Manager may **Reject** a Level and include a **Note** with concerns or instructions.

An **Approved** Level is no longer editable by the Budget Level Specialist.

Level Workflow Status

Name: TRAIN2
 Updated by: A Manager Tester
 Updated on: Feb 22, 2019

Note:
 Please verify the Miscellaneous Supplies values for Q1-FY2020.

Status: Approved

An **Approved and Locked Status** is an indication that the Budget Level Manager has submitted the Level Roll-up, locking all Levels.

Level Workflow Status

Name: TRAIN2
Updated by: A Manager Tester
Updated on: Feb 22, 2019

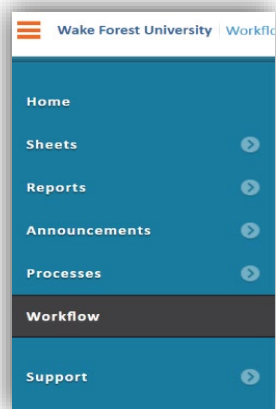
Note:
Please verify the Miscellaneous Supplies values for Q1-FY2020.

Status: Approved and Locked



Important: There are no automatic emails or notifications sent when Levels are submitted.

Workflow for Level Budget Managers








The **Workflow** feature is available for Level Budget Managers. The manager can manage submission, approval and rejection of Levels.

The **Workflow page** displays all Levels (including Roll-ups) for which the Level Budget Manager is responsible.


Name	Status	Last Updated By	Last Updated On
Levels			
Training Level	In Progress		
TRAIN1	In Progress		
TRAIN2	In Progress		
TRAIN3	In Progress		
TRAIN4	In Progress		

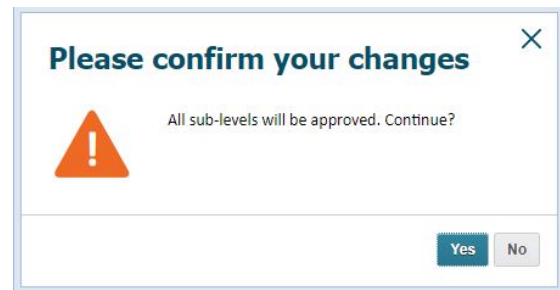
The **Workflow Status** tab displays the **Name** of all Levels and Level Roll-ups, **Status**, **Last Updated By** and **Last Updated On**. The **Detail** pane on the right is associated with the selected Level. **Notes** may be added to that Level.

Possible Statuses:








	In Progress
	Submitted for Review
	Approved
	Approved and Locked (Levels must be Approved prior to being Approved and Locked.)
	Rejected (Levels must be submitted prior to being Rejected.)

Warning message when submitting a Level Roll-up

 **Important:** Submitting a Level Roll-up automatically sets all Levels to the **Approved and Locked** status. To unlock, the manager must **Recall** the Roll-up. This resets all Levels to **Approved** status, allowing the manager to **Reject** any.



Submitted Roll-up, and Approved and Locked Levels.

Workflow Status			
<input type="text"/> 			
Workflow Status		Search	
Name	Status	Last Updated By	Last Updated On
<ul style="list-style-type: none">  Levels <ul style="list-style-type: none">  Training Levels Submitted for review A Manager Tester Feb 22, 2019 <ul style="list-style-type: none">  TRAIN1 Approved and Locked A Manager Tester Feb 22, 2019  TRAIN2 Approved and Locked A Manager Tester Feb 22, 2019  TRAIN3 Approved and Locked A Manager Tester Feb 22, 2019  TRAIN4 Approved and Locked A Manager Tester Feb 22, 2019 			

Sheets Overview Page and Level Workflow Status for Managers

Level Budget Managers may also view the Level **Status**, **Submit**, **Approve** or enter and **Save Note Only** for a Level from the **Sheets Overview** page. A **Level Workflow Status** section is visible with the previously accessed Level's status information.

Use the Level dropdown menu to view other Levels.

My Sheets

- > [Filled Positions - Base Pay](#)
- > [Filled Positions - Other Compensation](#)
- > [New Positions](#)
- > [Vacant Positions](#)
- > [Personnel Summary](#)
- > [Operating Budget](#)

Level Workflow Status

Name: TRAIN2
 Updated by: N/A
 Updated on: N/A

Note:

Status: ● In Progress

Level Workflow Status

Name: TRAIN2
 Updated by: A Specialist Tester
 Updated on: Feb 22, 2019

Note:

Status: ● Submitted for Review

Submitted Levels from Level Budget Specialists
 Managers may use the **Level Workflow Status** area of the **Sheets Overview** page to take action on Levels that have been submitted to them by Level Budget Specialists. The options are to **Approve**, **Reject** or enter and **Save Note Only**.