Adaptive Planning
Operating Budget Manual

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

Sheets and Dashboards
Within ADP, you will use two primary means of interacting with and entering data: Sheets and Dashboards. Sheets are dynamic spreadsheets used for specific data entry purposes. Widgets provide small pieces of data summarized as a single number, table, or chart/graph. Dashboards allow for a combination of Sheets and Widgets across multiple tabs.

Versions
The system uses Versions to keep separate data sets within Adaptive Planning (ADP). Versions separate datasets by purpose or time frame related to a specific activity. For example, a Version for the 2022-23 Operating Budget Entry encompasses both Position Budgeting and Budget Entry. There are also Versions for individual pay periods for rate tracking purposes.

The system has a default Version, but you may have access to other versions with the menu in the top-right corner of the ADP screen. The system will remember your preferred Version after entering data and saving it.

Levels
Within OMNI Financials, Budget Preparer designations are made for individual Department IDs. These designations are reflected within Adaptive Planning (ADP) as “Levels.” For example, if John Smith is the Budget Preparer for Department 123000, his Levels will include Department 123000. Outside of Position Budgeting, Levels act as a security/access mechanism for Budget Entry and identify the Department ID within FSU’s department tree hierarchy.

Depending upon the Sheet or Dashboard you are using or the specific department you are entering the budget for, you may need to change your Level selection in the blue ribbon below the top of the screen. On some Sheets, the selection is made on the right side of the blue ribbon (below Version selection) or in the middle of the blue ribbon.
Preferences
Adaptive Planning will save a multitude of preferences as you use the system. These include saving selections for Version, Level, Display Options, Filters, and column widths, among many others. If you adjust a column’s width and wish to keep that column width as your default preference, click the save (diskette) icon in the toolbar.

Suppose you arrive on a screen where the data is unexpected. In that case, you may want to review your selections for Version, Level, Display Options, or other possibilities for why the information is not what you expected. Use the “Reset to Default View” option in the toolbar to reset any display options or filters currently enabled. Please keep these preference settings in mind when navigating the system.

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

<table>
<thead>
<tr>
<th>Font Style</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>Saved values</td>
</tr>
<tr>
<td>Green</td>
<td>Actuals</td>
</tr>
<tr>
<td>Blue</td>
<td>Unsaved values</td>
</tr>
<tr>
<td>HEADER*</td>
<td>Required cell</td>
</tr>
<tr>
<td>Bold</td>
<td>Totals/Roll-up values</td>
</tr>
</tbody>
</table>
Getting Started
The following section provides instructions for browser compatibility, logging in to Adaptive Planning, and user preferences.

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

Login
Authorized users may log in through the Adaptive Planning portal or myFSU (both via CAS/SSO). The direct URL to the Adaptive Planning portal is:


Alternatively, you may log in via the myFSU portal and use the ADP icon provided there.
Operating Budget Dashboard

Overview

The Operating Budget Dashboard provides a single access point for Budget Entry. From this dashboard, you can view your valid combinations (departments and associated funds), enter budget, enter non-exchange transfers, and adjust your non-E&G salary and benefit amounts from Position Budgeting. To access the Operating Budget Dashboard, select the “W” at the top left, select Dashboards from the lefthand menu, and then select “Operating Budget Dashboard” under perspectives.
**Ribbon**

After you’ve opened the dashboard, you will see a blue ribbon at the top and several tabs below those. The blue ribbon controls your perspective by Department ("Level") and Fund. Having “Top Level” and “All” funds selected provides an overview of all departments and funds.

To select a specific division, school, area, or department, select the downward arrow and either choose a level from the menu or use the search bar to find a specific level.

To select a fund, use the downward arrow next to Fund and select either “Fund” (which becomes “All” in the ribbon) or use the search bar to find an individual fund.
On the right-hand side of the Ribbon, there are some options for (1) filters, (2) refreshing, (3) snapshot, (4) grid mode, and (5) presentation mode.

1. **Filters**: Provides an alternative way to select the Time, Level, Currency, and Fund selections.
2. **Refresh**: Provides the ability to refresh the contents of the tab.
3. **Snapshot**: Provides a way to share a static “snapshot” of the current tab and its contents.
4. **Grid Mode**: Arranges the tab’s contents in a tile view.
5. **Presentation Mode**: Focus on a single widget/sheet while aligning the others vertically on the left.

**Toolbar**

Every sheet view in the Operating Budget Dashboard includes a toolbar. The tool includes the same functions as those found in the toolbar for Position Budgeting and Position Transfers. With this toolbar, you can add rows, delete rows, save, refresh, set specific display option preferences, filters, and download the data to Excel. The three vertical dots on the far right-hand side of the toolbar provide more options that may be hidden.

**Widgets**

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

Combinations Tab

The first tab is the “Combinations” tab. It serves multiple critical functions: (1) A starting point and overview for budget entry, (2) A means to keep notes and track your budget entry progress, and (3) A list of all valid combinations that you have access to for budget entry.

On the Combinations tab, there are several widgets and the “Department and Fund Tracker,” which displays all valid combinations of department and fund associated with your Budget Preparer designations.

Currently, there are four widgets on the Combinations tab.

1. **Valid Combinations Selected**: A total number of valid combinations based on your selections in the ribbon.
2. **Combinations by Fund Type**: A chart indicating the distribution of combinations by fund type.
3. **Total Budget Entry**: A chart indicating the total budget entered for valid vs. invalid combinations.
4. **Total Department Budget Entry by Fund**: A chart indicating the distribution of budget entry amounts by fund.

**Department and Fund Tracker.** The “Department and Fund Tracker” sheet displayed at the bottom of the Combinations tab provides a list of all current valid combinations and a means to set statuses and add comments.
For instance, if you are the College of Arts & Sciences Budget Preparer, you will see all valid combinations – department and funds – for the college if you’ve selected “Top Level” and “All” funds in the blue ribbon. As you make adjustments to the selections in the ribbon, you will notice the combinations changing accordingly. Suppose you selected a single department in the “Level” selector, you will only see the valid funds associated with the selected department.

While adding and deleting rows from the Department and Fund Tracker is possible, this will not impact the number of valid combinations. Please contact the Budget Office (budget@fsu.edu) for support if you need to adjust the list of valid combinations (i.e., add a new dept-fund combination).

The tracker can also organize, track, and comment on your budget entries. For instance, if you’re in the middle of budget entry and need to step away, you can set your status to “Pending/In Progress” and add a comment to remind yourself.

If you do not intend to request budget for a valid department and fund listed, please use the “No Entry/Request” status to let the Budget Office know that the valid combination has not been erroneously missed.
**Invalid Budget Entries.** Invalid budget entry would occur when budget is entered on a department and fund, which is not currently a valid combination. Invalid entries can occur in two ways: (1) Manually entering amounts on a department and fund combination that’s invalid or (2) a position in Position Budgeting funded on an invalid combination.

To identify specific department and fund combinations that have invalid budget entries, please use the “Invalid Budget Entries” report (Reports → Shared → Budget Entry Reports). You may run this report by division, school, area, or department.

You will need to review the invalid budget entries and determine whether they’re incorrect. If you believe that the department and fund is indeed a valid combination, please contact the Budget Office (budget@fsu.edu). Alternatively, if you believe the entries are invalid, you may manually remove them or override them (if the amounts are feeding over from Position Budgeting). If the amounts from Position Budgeting create an invalid entry, an alternative solution to overriding the amount would be to adjust the position(s) funding within Position Budgeting.

**Budget Entry Tab**

The second tab is for entering your budget request. There are two primary sheets visible on this tab: Balance Estimate and Budget Entry. The Department and Fund Tracker is also visible on this sheet, along with a widget calculating your “Ending Balance Estimate.”

The Budget Entry tab is contextually based upon your fund selection. Selecting an E&G fund (110, 121, 210, or 211) will adjust the Balance Estimate to display only estimates relevant for E&G funds. Likewise, selecting either a carryforward fund (140, 126, 240, or 241) or a non-E&G fund (auxiliary, tech fee, etc.) will adjust the display accordingly. Additionally, the Budget Entry sheet will display Recurring and Non-recurring budgetary and sub-budgetary accounts.

Since only E&G funds may be recurring, only by selecting an E&G fund will you see a separate set of budgetary and sub-budgetary accounts for Recurring and Non-Recurring within the Budget Entry pane. Any other selection for the fund will be limited to just Non-Recurring budgetary and sub-budgetary accounts.
Balance Estimate

The estimates listed on the Balance Estimate pane are contextually based upon your Fund selection. By selecting a specific fund code in the blue ribbon, you will see balance estimate accounts specific for that fund code.

**E&G Funds.** In the screenshot below, an E&G fund is selected, and therefore the estimates displayed are specific to that E&G fund. For E&G funds, amounts are broken out for E&G Rate, E&G Benefits, and Non-Salary. Note that there are two columns for Recurring and Non-Recurring amounts.

<table>
<thead>
<tr>
<th>#</th>
<th>ACCOUNTS BY RECURRENCE</th>
<th>RECURRING</th>
<th>NON-RECURRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total E&amp;G Rate Allocation</td>
<td>82,242.82</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Budgeted E&amp;G Rate Use</td>
<td>82,242.82</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>&gt;Total E&amp;G Rate Allocation Remaining</td>
<td>-0.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Total E&amp;G Benefits Allocation</td>
<td>44,258.79</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Budgeted E&amp;G Benefits Use</td>
<td>44,974.13</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>&gt;Total E&amp;G Benefits Allocation Remaining</td>
<td>-705.34</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Total Adjusted Non-Salary Allocation</td>
<td>43,294.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Total Non-Salary Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>&gt;Total Non-Salary Allocation Remaining</td>
<td>43,294.00</td>
<td></td>
</tr>
</tbody>
</table>

For E&G funds, the Total E&G Rate Allocation and Budgeted E&G Rate Use should net to zero either at the department, area, school, or division level. For instance, if you’re the Budget Preparer for the College of Arts & Sciences, you may have individual departments that are “out of balance,” but the Total E&G Rate Allocation and Budgeted E&G Rate Use nets to zero at the college level overall.

The amounts for E&G benefits (rows 4-6 in the screenshot above) may be generally ignored as they will be out of balance until the Budget Office completes a reconciliation process.

Total Non-Salary Allocation Remaining indicates the difference between the Total Adjusted Non-Salary Allocation and the Total Non-Salary Expense budget requested. Your Total Non-Salary Allocation Remaining should be 0.00. If there is a remaining positive amount, you may wish to enter an additional budget or offset it by another department within the Division, College, or Area.

**Carryforward Funds.** In the screenshot below, a Carryforward Fund is selected. The Balance Estimate accounts specifically related to Carryforward Funds are displayed. There is a single column for Non-Recurring amounts.

The E&G Available Balance is added to the E&G - Carryforward Available Balance for a Total Available Balance as of 03/31. Since some current-year E&G funds roll to carryforward, the balance estimate for carryforward includes E&G available balance. Details are provided for which amounts are included and excluded.
Budget Preparers may also enter adjustments for Estimated Revenues and Transfers In and Estimated Unencumbered Expenses & Transfers Out for the period between 4/1 and 6/30. Please keep in mind that the balances are only as of 3/31 and therefore you will need to account for any anticipated activity between 4/1 and 6/30 to arrive at an estimated 7/1 balance.

**Non-E&G Funds.** In the screenshot below, a Non-E&G Fund is selected. The Balance Estimate accounts specifically related to Non-E&G Funds are displayed. There is a single column for Non-Recurring amounts. The Fund Balance is provided as of 03/31 less Encumbrances. Users can include any Estimated Revenues and Transfers In, or Estimated Unencumbered Expenses & Transfers Out for the period between 4/1/22 and 6/30/22.
Foundation Funds. In the screenshot below, a Foundation Fund is selected. The Balance Estimate accounts specifically related to Foundation Funds are displayed. There is a single column for Non-Recurring amounts.

The Balance Estimate accounts are for the Revenue and Expense entry totals followed by a difference.

<table>
<thead>
<tr>
<th>#</th>
<th>ACCOUNTS BY RECURRENCE</th>
<th>NON-RECURRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total Revenue Budget Entry</td>
<td>5,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Total Expense Budget Entry</td>
<td>4,750.00</td>
</tr>
<tr>
<td>3</td>
<td>&gt;Foundation Fund Balance Estimate</td>
<td>250.00</td>
</tr>
</tbody>
</table>

Budget Entry

The Budget Entry pane provides a list of all relevant budgetary and sub-budgetary accounts and the ability to enter your budget request amounts. You must select a specific department and fund for budget entry.

Note that the accounts are collapsible and follow their respective hierarchies for sub-budgetary and budgetary accounts. Furthermore, the account structure rolls up separately for recurring and non-recurring. It is essential to keep this in mind when viewing your entries, particularly for E&G funds that are typically recurring, whereas non-E&G funds are always non-recurring.

Type or copy and paste values into the white cells to enter budget. Grey cells are read-only cells. However, you may copy and paste values from read-only cells. Unsaved values are denoted by blue text, and actuals are denoted with green text. Click the save (diskette) icon in the toolbar to save your entry.
There are a variety of tools available for entering and notating your budget. By right-clicking on a cell, you can Copy Forward, Copy Downward, Adjust, Add Note, Explore Cell, and Display Options.

- **Copy Forward**: This tool is not currently relevant to FSU’s implementation of Adaptive Planning as it applies to multiple periods (e.g., months or quarters).
- **Copy Downward**: This tool copies a value downward to the end. It may be helpful in certain situations, but it is generally **not recommended** for the Budget Entry sheet.
- **Adjust**: This tool allows you to adjust an individual or a range of values systematically. Select an individual or range of cells and use the popup box to adjust the values proportionally, evenly, or apply some individual value or percentage changes.
- **Add Note**: This tool allows you to enter notes for a specific cell. These notes can also be referenced in reports.
• **Explore Cell**: This tool provides some additional details about the cell. If the cell’s value is derived by a formula or from the value of another sheet or cells, the Explore Cell details would indicate those.

• **Display Options**: This tool adjusts display options (same as the Display Options on the toolbar).

### Breakback Methods

As an alternative to entering values at the sub-budgetary account level, you can enter totals at the budgetary account level and “breakback” in a variety of ways. By default, you can breakback proportionally or evenly. Enter a value in a blue shaded cell and press enter to start this process. A popup box will provide you with breakback method options.

Suppose you wish to budget some value proportionally based on prior year actuals. In that case, you’ll first need to copy and paste the prior year’s actuals into the associated cells for the budget year.

Once you’ve copied and pasted the prior year’s actuals, you can change the value in the blue shaded cell to the total you wish to budget and use the “Proportionally” option to budget your total amount based on the prior year’s actuals.
Below is a screenshot of the final result of proportionally budgeting $220,000 based on prior year actuals.

Another approach would be to enter amounts that add up to 100 to simulate a percentage distribution. Once you’ve entered the total you want to breakback in the blue cell, it will be distributed accordingly.
Below is a screenshot of $220,000 being distributed proportionally based on a simulated percentage.

<table>
<thead>
<tr>
<th>200000 - Budget OPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>20001 - Budget OPS-Graduate Assistants</td>
</tr>
<tr>
<td>20002 - Budget OPS-Proc: Doc Associates</td>
</tr>
<tr>
<td>20003 - Budget OPS-OPS Faculty</td>
</tr>
<tr>
<td>20004 - Budget OPS-Temporary Employment</td>
</tr>
<tr>
<td>20005 - Budget OPS-Student Employment</td>
</tr>
<tr>
<td>20006 - Budget OPS-OPS Fringe Benefits</td>
</tr>
<tr>
<td>20007 - Budget OPS-Other OPS</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Transfers
The third tab is for entering non-exchange transfers and viewing any overhead assessment amounts. Transfer Requests are entered by adding a row and selecting the transfer accounts, amounts, and the department you are transferring to/from. Several widgets provide high-level details associated with transfers and a Transfer Request sheet for entering your transfers.

Step by step:

2) Level: Select a department. If you already have a specific department selected in the ribbon, skip to step 3.
3) Fund: Select a fund.
4) Transfer Account: Select a transfer account. If you’re unsure of the account to use, please contact Mary Alice Bullard (m.bullard@fsu.edu).
5) Status: Select the “Requested” status. Once the transfer has been reviewed, the Budget Office will change the status to “Completed”, and the amount will appear on the Budget Entry sheet.
6) Transfer To/From Department: Select the reciprocal department for the transfer.
7) Comment: Enter any additional details related to the transfer.
8) Fiscal Year Amount: Enter the amount.
Salary & Benefit Adjustments

The fourth tab is for overriding amounts from Position Budgeting for non-E&G funded positions. If you want to budget salary and benefits differently than the amounts populated from Position Budgeting, this sheet will replace your budget amounts with any amounts entered.

Step by step:

1) Select the specific department and fund in the blue ribbon for which salary and benefits will be overridden.

2) Enter an override amount in the blue cell corresponding with the budgetary account you wish to override. For example, if you wish to override the Budget A&P salary amount, you will enter a value into “710300 – Override.”

**NOTE:** The override amount will replace the amount from Position Budgeting. For example, if the amount from Position Budgeting is $59,766.20 and you enter an override amount of $57,000.00, the amount budgeted for is $57,000.00.
Toolbar, Display Options and Filters

Sheets within Adaptive Planning support robust filtering and display options. This section will demonstrate adjusting the number of prior year’s actuals on the Budget Entry sheet on the Operating Budget Dashboard. The same principles apply to any sheet where Display Options and Filters are available.

The Display Options and Filters tool can be found in the toolbar at the top of any sheet within the Operating Budget Dashboard. Below is an example from the Budget Entry sheet.

1. **Find:** This tool provides a means to search for amounts or names.
2. **Display Options:** This button provides a tool for detailed filters.
3. **Save:** This tool is used to save changes made for data entry or visual preferences like column width.
4. **Refresh:** This tool is used to refresh the data. Useful if multiple users are making entries concurrently.
5. **More Options:** Selecting the three dots will show more options available such as Download, Sheet Notes, Change Dimensions, and Swap Columns and Rows.

Display Options are a valuable tool for filtering data. When using Display Options for the Budget Entry sheet, you can adjust which prior year’s actuals are displayed, suppress empty rows, adjust which accounts are visible.

![Display Options](image-url)
By default, the past 5 years’ actuals are displayed. If you wish to only see a certain set of prior year’s actuals, simply uncheck the boxes associated with the years you wish to hide.

While not recommended, you have the ability to adjust which Accounts, Levels, Funds, Fund Types, and Recurrence are displayed. Please note that any changes made will remain in effect until disabled. If you hide a certain set of accounts, but need to see these later, you will need to manually reenable them in display options.
Reports

A variety of reports are available during the Operating Budget Entry Window. You can navigate to the Reports by clicking the Workday W at the top-left of the screen, clicking the arrow next to Reports, and selecting “Overview” or any favorited reports listed on the menu.

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