Adaptive Planning
2024-25 Position Budgeting Manual

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General Notes

Sheets and Dashboards

Within Adaptive Planning (ADP), you will use three primary means of viewing and entering data: Sheets, Widgets, 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 to be displayed on screen together. Due to the various benefits of using Dashboards, they are recommended for all your entry instead of using the sheets directly.

Versions

Versions distinguish datasets by purpose and/or time frame. For example, the 2024-25 Operating Budget Version encompasses both Position Budgeting and Budget Entry (see Figure 1). There are also Versions for individual pay periods for rate tracking purposes, Carryforward Spending Plans, and Merit Entry.

The system has a default Version, but you may have access to other versions with the menu in the top-right corner. The system will remember your preferred Version after entering and saving data. See below for a screenshot of the Version selection. If the data you're viewing is unexpected, please verify you've selected the correct version.

Figure 1View and select the "Version" in the top-right corner of the screen.

Position Budgeting Edit Access by Home Department

Home Departments are used to control access to edit/adjust data within Position Budgeting and Position Transfers. While a particular department may fund a position, the position "belongs" to the designated Home Department. Therefore, positions are listed by their Home Departments rather than their funding departments within Adaptive Planning.

Position Budgeting Access for Budget Preparers

If you are a Budget Preparer, you will have read-only access to Position Budgeting by Funding Department based on which departments you are designated as the Budget Preparer. If you are also a Salary Preparer, you will retain edit access to positions based on the Home Departments you are designated as Salary Preparer for. If you are both a Budget Preparer and Salary Preparer, you will have edit access to positions based on their Home Department and may have additional read-only access to portions of positions based on their Funding Department.

Levels

Within OMNI Financials, Budget Preparers are associated with individual Department IDs. These department "designations" are reflected within Adaptive Planning (ADP) as "Levels" (see Figure 2). 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.

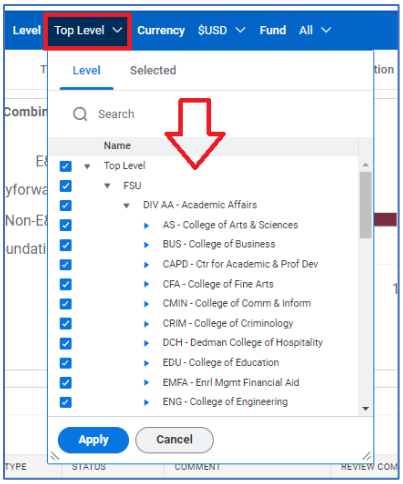


Figure 2 Some sheets have the Level selection on the right side of the ribbon.

Depending upon the 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 (see Figure 3).

Figure 3 On Dashboards, the Level selection is typically in the middle of the ribbon.

Multi-Select

Dashboards and Reports feature multi-select allowing you to choose more than one value from drop-down menus. Currently, this feature does not display sheet data on Dashboards; only widgets will show data when selecting multiple values. When completing your entry, please make sure you have selected a single value in Level, Fund, Home Department, or any other drop-down menu. Otherwise, you will see an error (see Figure 4).

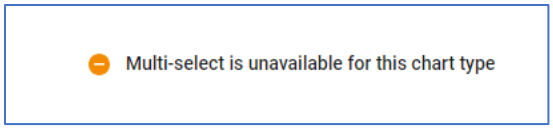


Figure 4 Multi-select does not currently work for sheet data ("Multi-select is unavailable for this chart type").

To make selections, use the drop-down menu, check the box next to the value you wish to select, and then click "Apply" at the bottom of the drop-down menu. See Figure 5.

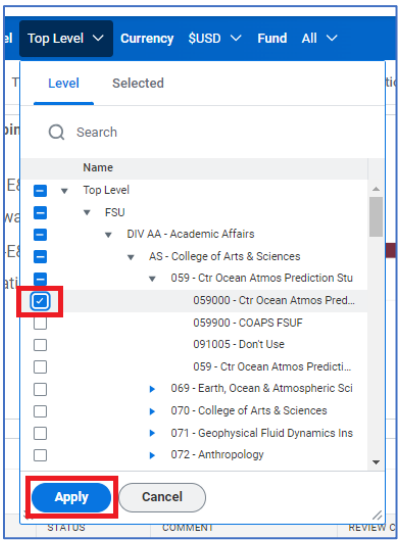


Figure 5 Select a level by checking the box next to it and clicking Apply.

To de-select a value, you can either check and uncheck the topmost value in the drop-down menu (thereby clearing all selections) or go to the "Selected" tab on the drop-down menu, click the X next to any selections to de-select them, and then click "Apply" at the bottom of the drop-down menu. See Figure 6.

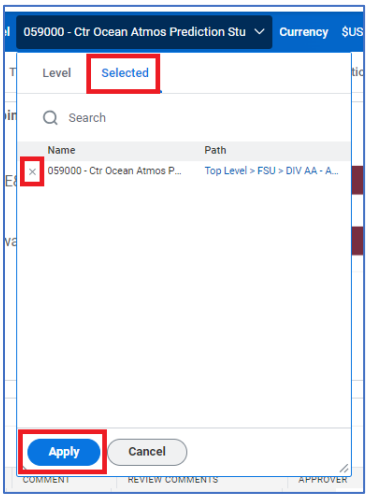


Figure 6 De-select a level by clicking the X next to it and clicking Apply.

Preferences

Adaptive Planning will save preferences as you use the system. These include saving selections for Version, Level, Display Options and 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 Option, or other possibilities for why the information is not what you expected. Please keep these preference settings in mind when navigating the system.

Text and Cell Styles

Adaptive Planning uses text and cell style/colors to indicate the source or status 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 Financials). Grey cells are locked, and blue cells are unlocked but associated with total/roll-up values. See Table 1 for examples.

Table 1 Adaptive Planning identifies different statuses and types of data by color and style.

Font/Background Style	Description
Black Font	Saved values
Green Font	Actuals
Blue Font	Unsaved values
Bold Font	**Totals/Roll-up values**
Grey Background	Locked cell
Blue Background	Totals/Roll-up values (Unlocked)

Resizing Column Widths

To quickly auto-resize a column's width to fit the data/values in the column, double-click the divider in the column header. See Figure 7.

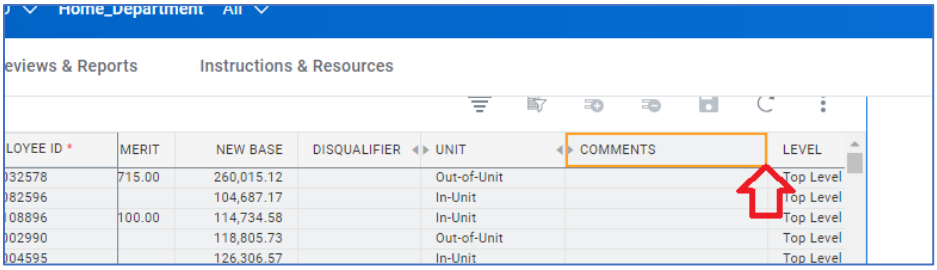


Figure 7 Double-click the divider to auto-resize the column's width.

Please keep in mind that once you begin editing data/values in the sheet, and then save the data, Adaptive Planning will save your column width preferences as well.

Getting Started

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:

> https://cas.fsu.edu/cas/idp/profile/SAML2/Unsolicited/SSO?providerId=https://login.adaptiveinsights.com:443/samlsso/RlNVMQ==

Alternatively, you may log in via the myFSU portal and use the ADP icon provided there (Figure 8).

Figure 8 Access Adaptive Planning via the calculator icon on the myFSU portal.

Position Budgeting Dashboard

Overview

The Position Budgeting Dashboard provides a single access point for all changes to positions. For example, changing the incumbent in a position, changing the base pay of a position, transferring a position between home departments, or adjusting the funding distribution of a position are all changes that may be made on the Position Budgeting Dashboard.

You can navigate to the Position Budgeting Dashboard by clicking the "hamburger" icon at the top-left of the screen, selecting "Dashboards" (Figure 9), and then selecting "Position Budgeting Dashboard" (Figure 10).

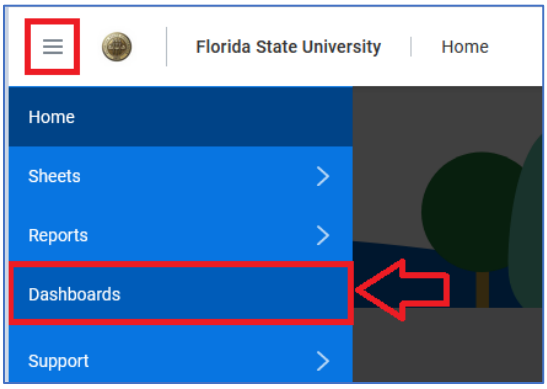


Figure 9 Select "Dashboards" from the left-hand menu.

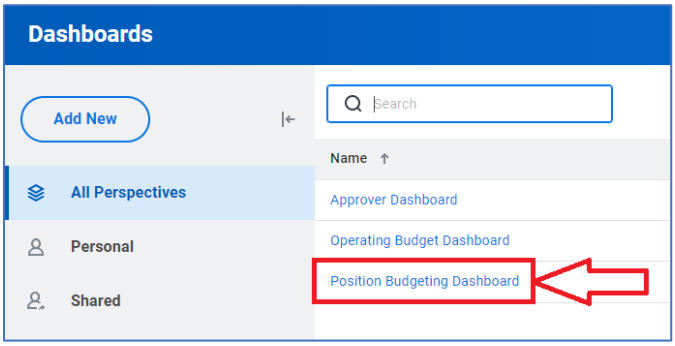


Figure 10 Select "Position Budgeting Dashboard" from the list of available dashboards.

The Position Budgeting Dashboard provides edit access to Salary Preparers and view only access to Budget Preparers. As a Salary Preparer, you will be able to view and edit all the positions associated with your Home Department designation(s) and their various funding sources. Please keep in mind that you may control a position whose funding resides outside of your purview.

Along the top of the dashboard, there is a blue ribbon that provides some useful ways of filtering your data (Figure 11).

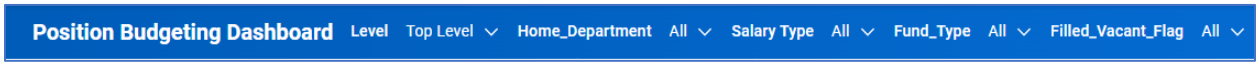


Figure 11 The blue ribbon provides an easy and quick means to filter data.

- **Level** – Filter by Funding Department
- **Home_Department** – Filter by Home Department
- **Salary Type** – Filter for Faculty, Staff, or both ("All")
- **Fund_Type** – Filter by E&G, Carryforward, Non-E&G, Foundation (FDN), C&G (CG), or DSO funds
- **Filled_Vacant_Flag** – Filter by whether the position is filled or vacant

There are four tabs on the Position Budgeting Dashboard: (1) Position Budgeting, (2) Position Transfers, (3) Information, and (4) Reviews & Reports. The Position Budgeting tab is the primary tab and contains all position data elements necessary to the budgeting process. The Position Transfers tab provides a means to request and/or record any position transfers between home departments. The Information tab provides some essential information and links to resources (including this user manual) all in one place. Lastly, the Reviews & Reports tab provides a guided self-review with links to useful reports. See Figure 12 for a screenshot.

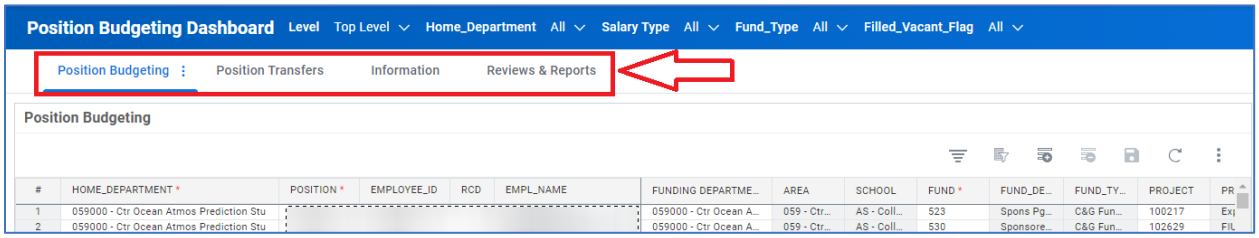


Figure 12 The Position Budgeting Dashboard has three tabs. Each serves a separate function.

Besides using the blue ribbon options to filter data, you can create custom filters using the "Display Options" settings in the toolbar above the sheet (Figure 13). Please see the Display Options and Filters section for more information.

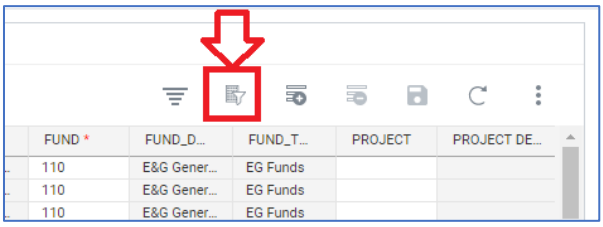


Figure 13 Select the "Display Options" icon to customize how you filter data.

Changes to Positions/Employees

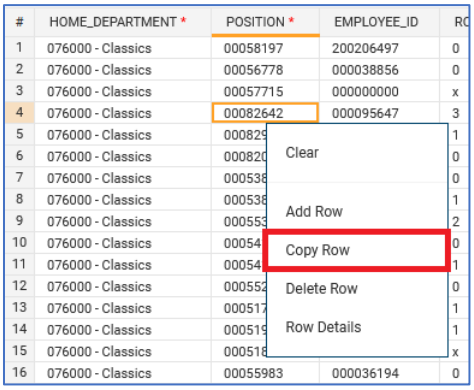
Except for transferring positions, all changes to a position will be made on the Position Budgeting tab. The sections below include step-by-step instructions for various actions you may need to take to adjust your positions, salary, and benefits.

Add a "To Be Hired" (placeholder) Position

A "To Be Hired" position is used as a placeholder for new positions which have not yet been established in OMNI HR. If you know there will be a new position created in the upcoming fiscal year, then creating a "To Be Hired" position will be necessary.

To add a "To Be Hired" position, you may add a new row or copy an existing row. It will typically save time to copy an existing position with similar characteristics rather than adding a new position and filling in all the details from scratch. This section will describe the copy row method.

1) Identify a position that is similar to the position you'd like to create. Right-click on the position you wish to copy and select "Copy Row" from the drop-down menu to create a copy. (Alternatively, you can click the "add row" icon in the blue toolbar to create a blank row).



#	HOME_DEPARTMENT *	POSITION *	EMPLOYEE_ID	RC
1	076000 - Classics	00058197	200206497	0
2	076000 - Classics	00056778	000038856	0
3	076000 - Classics	00057715	000000000	x
4	076000 - Classics	00082642	000095647	3
5	076000 - Classics	000829		1
6	076000 - Classics	000820		0
7	076000 - Classics	000538		0
8	076000 - Classics	000538		1
9	076000 - Classics	000553		2
10	076000 - Classics	00054		0
11	076000 - Classics	00054		1
12	076000 - Classics	000552		0
13	076000 - Classics	000517		1
14	076000 - Classics	000519		1
15	076000 - Classics	000518		x
16	076000 - Classics	00055983	000036194	0

Figure 14 Right-click and select "Copy Row" from the drop-down menu.

The copied row will be added to the bottom. The blue text indicates the data has not been saved.

14	076000 - Classics	00051959	000099092	1
15	076000 - Classics	00051891	000000000	x
16	076000 - Classics	00055983	000036194	0
17	076000 - Classics	00051867	000066173	1
18	076000 - Classics	00051869	000000000	x
19	076000 - Classics	00051870	000007707	0
20	076000 - Classics	00051872	000006295	0
21	076000 - Classics	00051875	000000000	x
22	076000 - Classics	00054919	000113036	0
+	076000 - Classics	00082642	000095647	3

Figure 15 The new copied row will be added to the bottom of the sheet.

2) Change the position number of the copied row (indicated by blue text) to a "TBH" position. Select the down arrow next to the position number and type "TBH" into the search bar at the top. Select one of the TBHxxxxx positions listed.

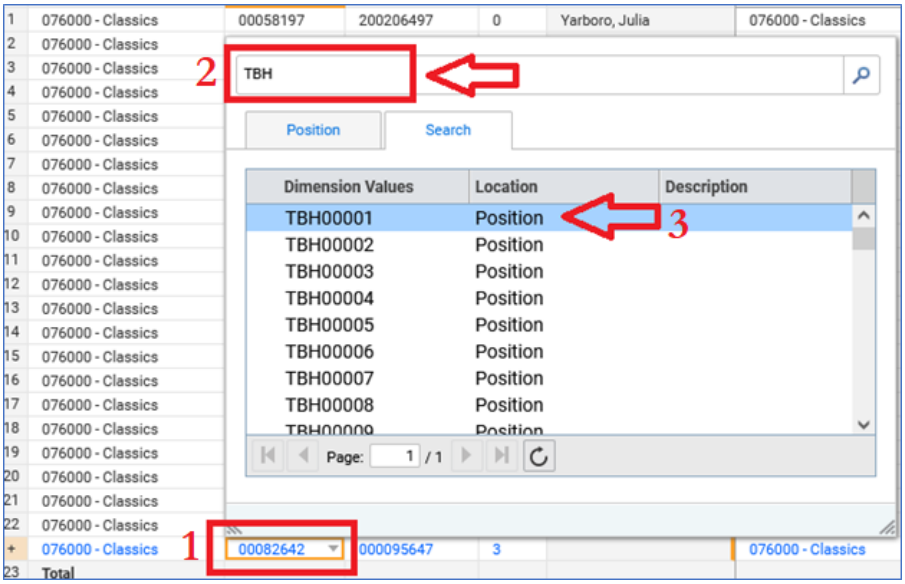


Figure 16 Select a "TBH" position from the available list. You can select any as long as they're unique for each Home Department.

3) Change the Employee ID of the new row. You may use the vacant placeholder ("000000000") or the "To Be Hired" placeholder ("999999999"). If you select the vacant placeholder ("000000000"), please make sure to adjust the Employee Rcd to "x" for consistency with the other vacancies.

076000 - Classics	00051867	000066173	1	
076000 - Classics	00051869	000000000	x	
076000 - Classics	00051870	000007707	0	
076000 - Classics	00051872	000006295	0	
076000 - Classics	00051875	000000000	x	
076000 - Classics	00054919	000113036	0	
076000 - Classics	TBH00001	999999999	0	To Be Hired
Total				

Figure 17 Change the employee ID as needed.

4) Change any remaining elements for the position such as Funding Department, Fund, Salary, Distribution %, etc.

5) Once you have made all your changes, click the save (diskette) icon on the blue toolbar at the top.

Change the properties of a Position

To change the properties of a position, make your changes within the desired rows. The specific element(s) that you've changed will turn from black to blue, indicating that the data is not saved.

1) Depending on the properties you wish to change, you may select the drop-down menu to change the property or type in the amount. For example, if you wish to change the Fringe Pool selection, hover over the cell you wish to change, left-click the down arrow, and select the new Fringe Pool from the menu. Once you've made your changes, click the save (diskette) icon.

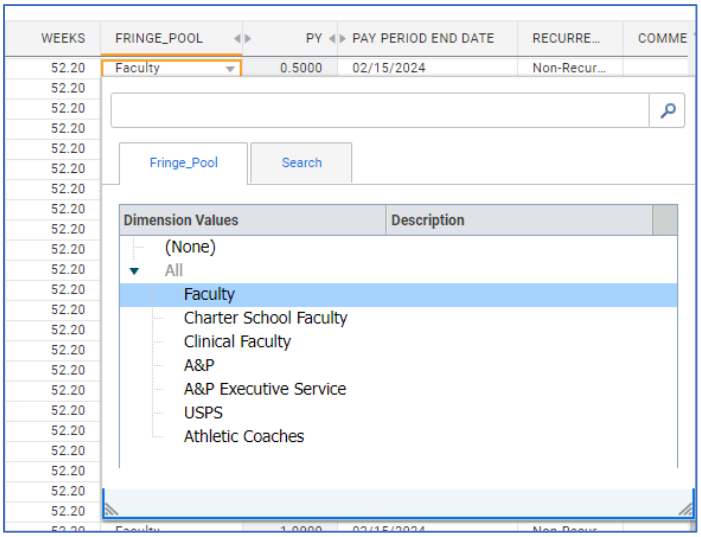


Figure 18 Select the Fringe Pool selection from the menu.

Alternatively, for amounts, type the new value into the cell. Below is a change to FTE.

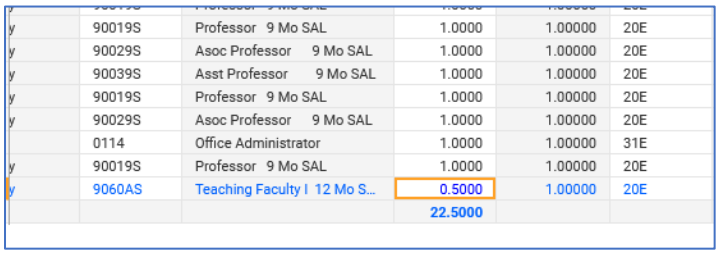


Figure 19 Amounts can be entered directly into each white cell (grey cells are locked).

NOTE: If a position is split funded, please make sure all applicable rows are adjusted and all distribution percentages add up to 100%.

Transfer a Position to a different Home Department

To transfer a position to a different home department, you will select the Position Transfer tab on the Position Budgeting Dashboard. This is true even if the position transfer is between two home departments that you control. The Position Transfer sheet acts as a record for all transfers.

1) To request or record a position transfer, click the Add Row icon in the toolbar to create a new row.

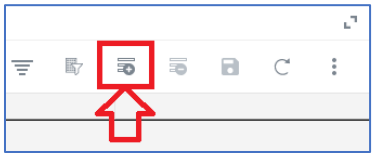


Figure 20 Add a row to the Position Transfer sheet by clicking the Add Row button.

2) In the new row, select the position number you wish to transfer. Then select the home department you wish to transfer it from (note: this should be the current home dept) and the home department to transfer it to. The fourth column ("Home Dept (Y/N)") is a flag that will let you know whether the To Home Department is a home department. Set the status to Requested and enter any comments. Once you've made your entries, click the save (diskette) icon in the toolbar.

#	POSITION	FROM HOME DEPARTMENT	TO HOME DEPARTMENT	HOME_DEPT_(Y/N)	STATUS	COMMENTS
1	00058004	058000 - Instruction & Research Reserve	074000 - Biological Science	Y	Completed	
2	00058035	046005 - Institutional Research	046006 - Institutional Rsrch Overhead	N	Completed	
3	00058645	058000 - Instruction & Research Reserve	057000 - Provost & VP Academic Affairs	Y	Completed	
4	00051001	001000 - President's Office	001009 - Student Veterans Center	Y	Completed	
5	00051017	057000 - Provost & VP Academic Affairs	047000 - University Relations	Y	Completed	
+	00051166	076000 - Classics	083000 - Philosophy	Y	Requested	Transfer to Philos...

Figure 21 Complete the transfer details and click save.

3) If the To Home Department is within your control, you may navigate back to the Position Budgeting tab and complete the transfer yourself. Otherwise, the Budget Office will do that for you.

Zero out a Position

If you wish to zero out the budgetary effects of a position, this can be done by simply setting the salary to $0.00. This will also zero out any benefits (which are based upon a Fringe Benefits Pool percentage).

SALARY	SAL ADJ %	ADJUSTED SALARY
0.00	0.0000%	33,005.08
53,355.78	0.0000%	53,355.78
43,803.80	0.0000%	43,803.80

Figure 22 To zero out a position, simply change the salary amount to $0.00 and save.

NOTE: Do not delete rows from the Position Budgeting tab. If you mistakenly click this icon, it will prompt you to confirm before the deletion.

Change the amount of a Base Pay or Additional Pay

To change base pay or additional pay amounts, change the amounts in the cells. The text will turn blue, letting you know that the data is unsaved.

1) If you're changing the base pay or ADS pay amount, enter the new amount in the Salary column. (**Note**: If the position has an additional pay, please make sure you're adjusting the correct cell. Shift differential amounts – SF1 and SF5 – will be automatically calculated in the Adjusted Salary column based upon any changes made in the Salary column.) The pay type is indicated in the column immediately before the Salary column.

SC	PAY_TYPE	SALARY	SAL ADJ %	ADJUSTED SALARY
	Base Pay	76,120.97	0.0000%	76,120.97
	Base Pay	200,000.00	0.0000%	181,533.84
	ADS	23,274.00	0.0000%	23,274.00
	Base Pay	174,613.69	0.0000%	174,613.69

Figure 23 Enter the new salary amount into the Salary column and click Save.

2) For split funded positions, be sure to change the base pay on each funding distribution row.
3) Once you've made your changes, click the save (diskette) icon in the toolbar.

NOTE: You may also use the SAL ADJ% to provide a simple percentage increase to the salary amount. However, you will need to apply this SAL ADJ% to all rows if the position is split funded.

Change an existing Funding Distribution

This section will provide step-by-step instructions for changing the funding distribution of a current split funded position. (Note: For adding a *new* funding split, please see the next section for instructions.)

To change the funding split of existing funding distributions, type in the new funding distribution amounts related to the position so that the total distribution amount for the pay type totals 100%. Click the save (diskette) icon to save your changes.

PAY_TYPE	SALARY	SAL ADJ %	ADJUSTED SALARY	DIST %
Base Pay	78,000.00	0.0000%	78,000.00	100.000%
Base Pay	52,000.00	0.0000%	52,000.00	100.000%
Base Pay	42,864.00	0.0000%	42,864.00	100.000%
Base Pay	125,000.00	0.0000%	125,000.00	100.000%
Base Pay	75,987.79	0.0000%	75,987.79	10.000%
Base Pay	75,987.79	0.0000%	75,987.79	90.000%

Figure 24 Enter the new distribution percentage for split funded positions in the Dist% column and click Save.

Add a new Funding Distribution

To add a new funding distribution, you will need to create a new row for a position and add the new funding source, fund, and distribution.

1) Right-click on the position you wish to add a new funding source for and select Copy Row from the popup menu. (Note: Copied rows will appear in the last row of data. If you have many rows, you may need to scroll down.)

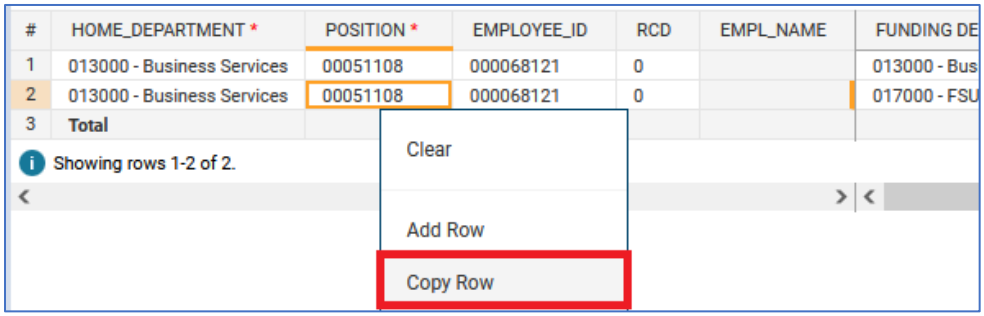


Figure 25 Copy an existing row for the position you wish to split-fund.

2) Adjust the funding department and fund associated with the copied row.

FUNDING DEPARTMENT	AREA	SCHOOL	FUND *
013000 - Business Services	013 - Busi...	FIN - AVP Financ...	320
017000 - FSUCard Center	017 - Bus ...	FIN - AVP Financ...	110
017001 - FSUCard Center Auxiliary	017 - Bus ...	FIN - AVP Financ...	320

Figure 26 Adjust the copied row to the correct funding and distribution.

3) Finally, adjust the funding distribution percentages accordingly. The total distribution should add up to precisely 100%.

PAY_TYPE	SALARY	SAL ADJ %	ADJUSTED SALARY	DIST %
Base Pay	75,987.79	0.0000%	75,987.79	5.000%
Base Pay	75,987.79	0.0000%	75,987.79	80.000%
Base Pay	75,987.79	0.0000%	75,987.79	15.000%
				100.000%

Figure 27 Adjust the original funding distribution(s) to the correct funding distribution. Total funding should always add up to 100%.

4) Click the save (diskette) icon to save your changes.

Add/Remove Employee to/from a Position

To add or remove an employee to/from a position, adjust the employee ID in the associated position. Note: If the position is split funded, you must change each row.

1) To add an employee to a vacant position, you can either enter the Employee ID directly into the cell or select the down arrow next to the Employee ID and a search box will appear with the employee's name in the description. Once you've made your changes, click the save (diskette) icon in the toolbar.

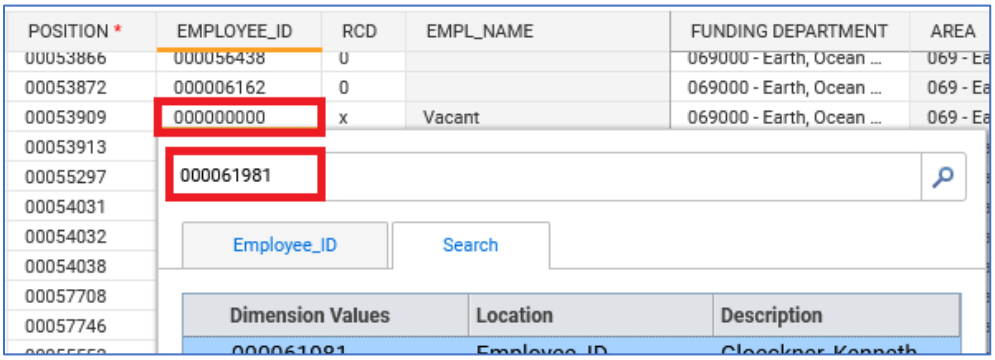


Figure 28 Select the down arrow next to the Employee ID you wish to change.

2) To make a position vacant, change the employee ID to "000000000." To make a position "To Be Hired", change the employee ID to "999999999."

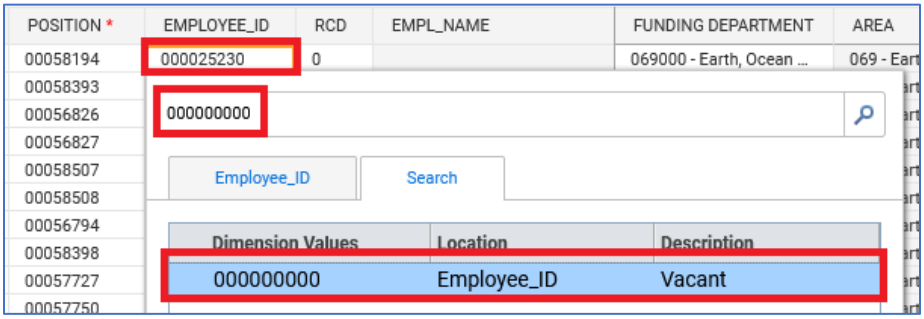


Figure 29 Select the desired Employee ID and click Save.

Add/Remove an Additional Pay

To add an additional pay, copy an existing base pay row, adjust the pay type, and salary amount. To remove an additional pay, simply delete the additional pay row.

1) Right-click on the position you wish to add an additional pay to and select Copy Row.

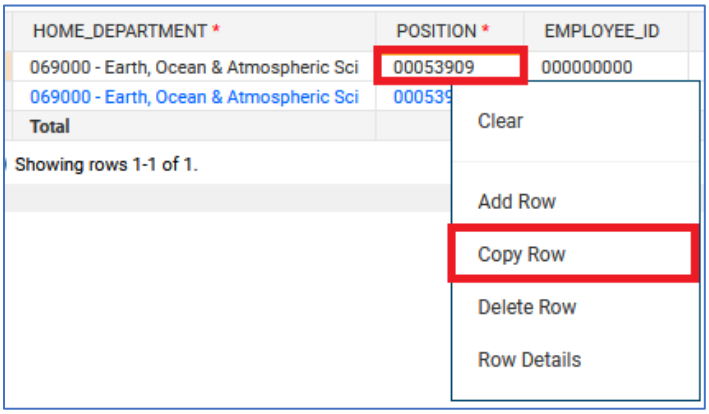


Figure 30 Copy an existing row of the position you wish to add an additional pay to.

2) Change the pay type and salary amount associated with the copied row to the desired values. Click the save (diskette) icon in the toolbar to save your changes.

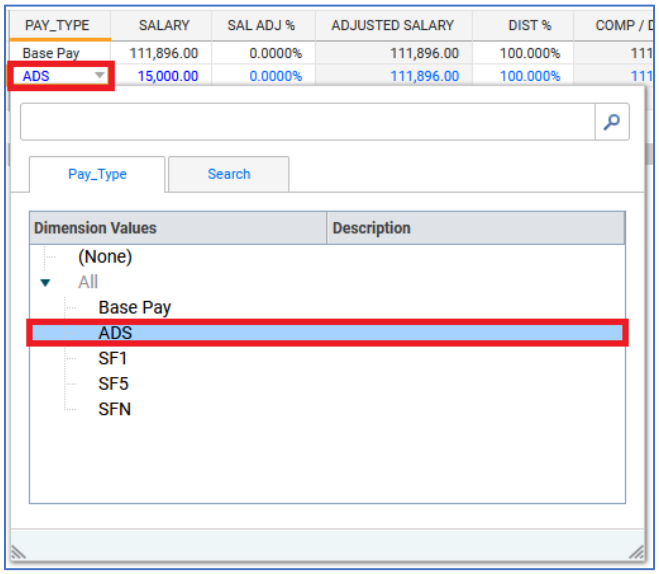


Figure 31 Change the Pay Type to the desired additional pay.

3) To delete an additional pay, right-click on the specific row associated with the additional pay and select Delete Row. Once the row has been deleted, click the save (diskette) icon in the toolbar to save your changes.

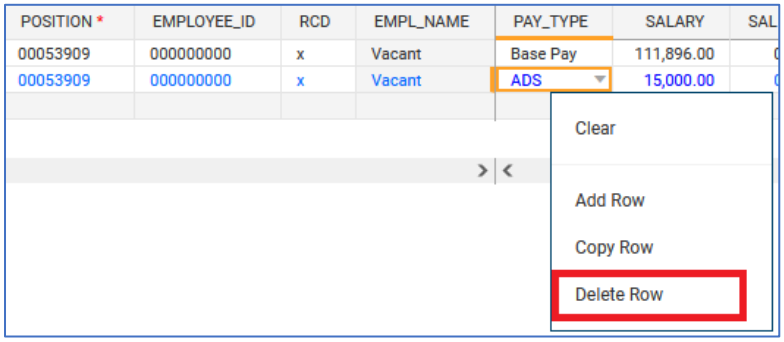


Figure 32 Right-click on the existing additional pay row you wish to delete and click Delete Row.

Reviews & Reports

The Reviews & Reports tab provides a guided self-review. Once you have completed all your anticipated changes to Position Budgeting and/or Position Transfers, select the Reviews & Reports tab for 6 items to review. Scroll down on the tab to see all 6 items. Use the blue ribbon to isolate specific home departments, funding departments, salary types, fund types, or filled/vacant status.

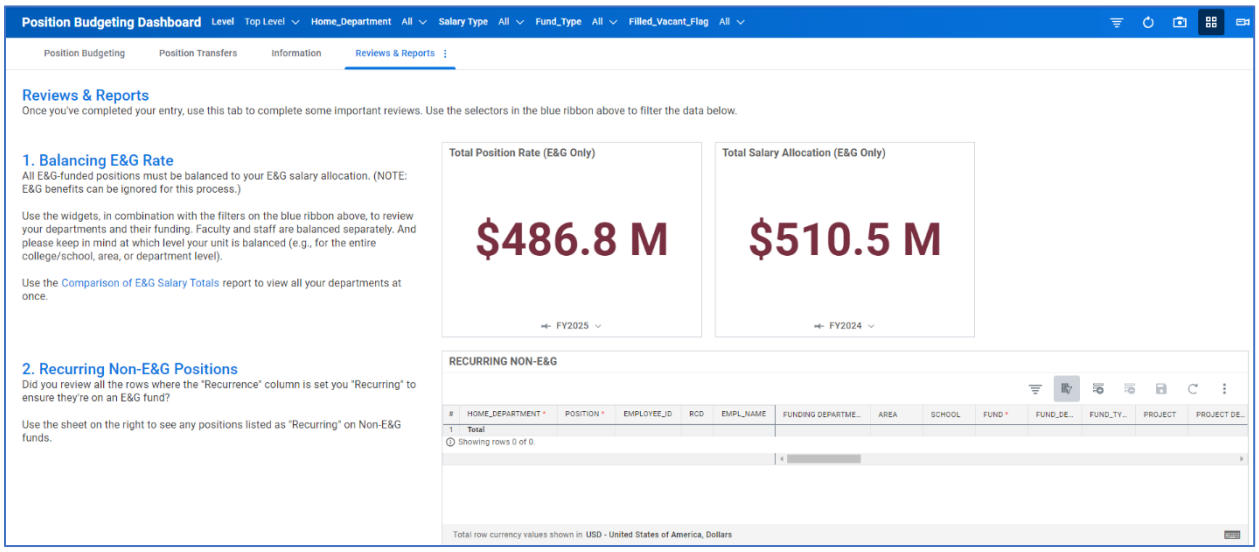


Figure 33 Use the Reviews & Reports tab to check your Position Budgeting changes.

Some of the reports linked on the Review & Reports tab are error reports. In other words, if the report has no results, that means there are no errors. In that case, you will see a cactus icon:

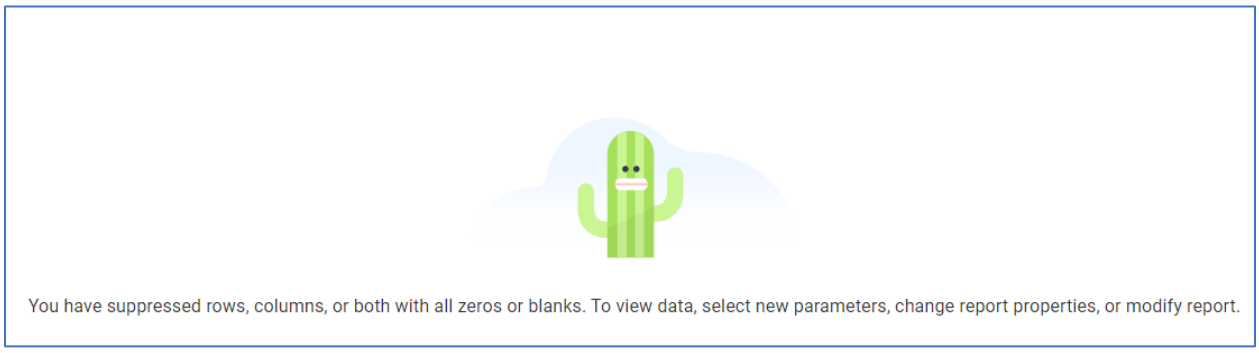


Figure 34 Do not fret! Error reports will display a cactus if there are no errors!

Display Options and Filters

Adaptive Planning supports filtering and display options. This section will use Position Budgeting as the basis for examples, but the same principles apply to any Sheet where Display Options and Filters are available.

The tools for Display Options and Filters can be found in the toolbar at the top right of any sheet (Figure 35). In the screenshot below, there are buttons to (1) Filter, (2) Display Options, and (3) Sheet Menu. Detailed explanations of each are provided below the screenshot.

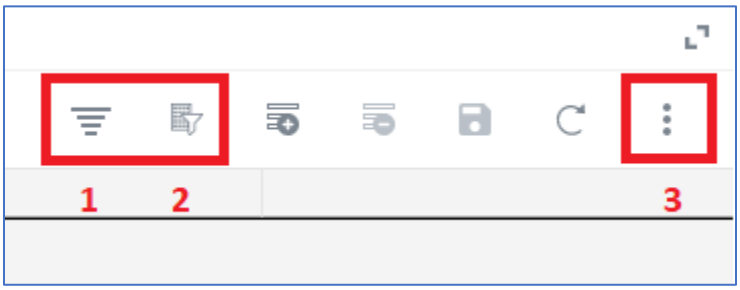


Figure 35 Display Options can be found in the toolbar above any sheet.

1. **Filter:** This tool is used for simple/quick filtering.
2. **Display Options:** This button provides a tool for detailed filters.
3. **Sheet Menu:** A menu of all sheet options

Display Options are a valuable tool for filtering data with specific criteria. The tool can use multiple arguments for multiple columns of data. The Column field is used to select the column, Comparison Type is the type of argument (e.g., Begins With, Contains, Less Than, etc.), and the value is the criteria value. You may add multiple "AND" filters by clicking the plus button to the right of the Value field. Alternatively, you can add numerous "OR" filters by clicking the "Add Group" button. See Figure 36 for a screenshot.

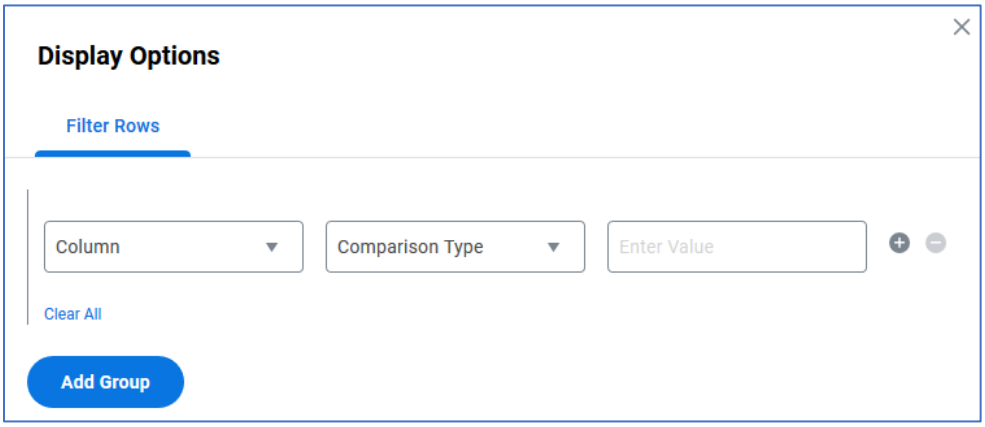


Figure 36 Display Options can be found in the toolbar above any sheet.

Using Position Budgeting as an example, if you want to filter for all positions funded within the College of Arts & Sciences, the criteria would be as depicted in Figure 37.

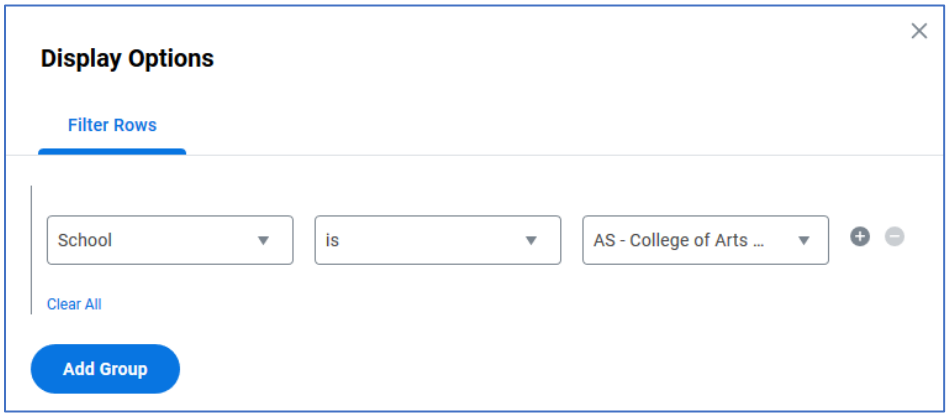


Figure 37 Display Option settings to view the College of Arts & Sciences.

If you want to see all faculty positions within the College of Arts & Sciences, you will need to click the plus button to the right of the Value field and add a new row of "AND" criteria. (NOTE: Please note the "AND" in grey text between the two filter criteria.) That filter is depicted in Figure 38.

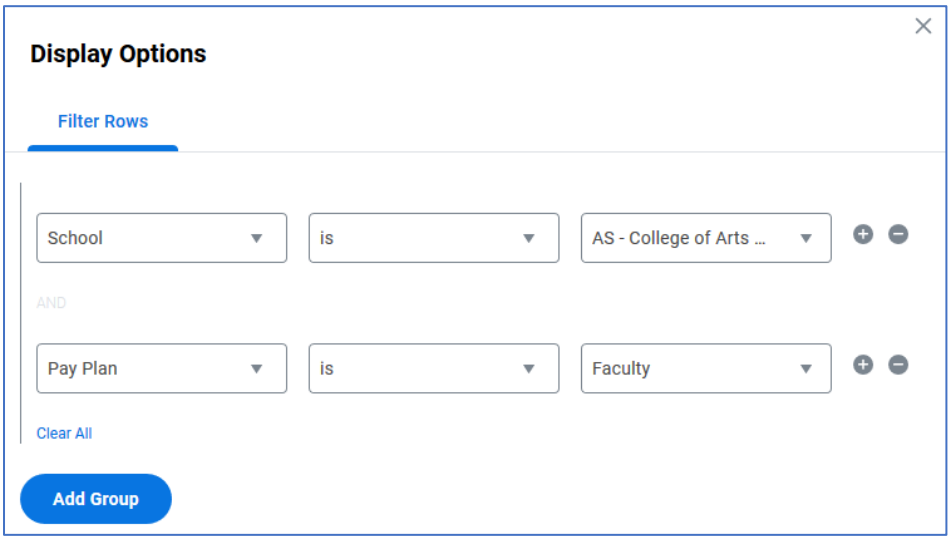


Figure 38 Display Option settings to view only faculty in the College of Arts & Sciences.

Alternatively, if you wish to see all positions within the College of Arts & Sciences "OR" the College of Education, Health, and Human Sciences, you must click the "Add Group" button and add a new row of "OR" criteria.

Reports

During the Operating Budget Entry Window, a variety of reports are available. You can also create your own reports, modify existing reports, or request new reports from the Budget Office.

You can navigate to the Reports by clicking the "hamburger" icon at the top left of the screen, and clicking either "Reports" or the arrow next to Reports, and selecting "Overview." Select "Shared" on the left to view all shared reports. See Figures 39 and 40 below. Reports can be added to favorites and will display below "Overview" for quicker access.

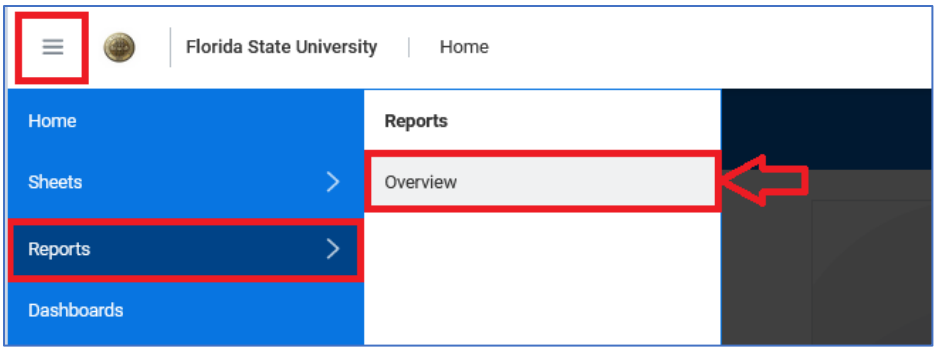


Figure 4 Select the "hamburger" icon in the top left, then "Reports," then "Overview" from the left-side menu.

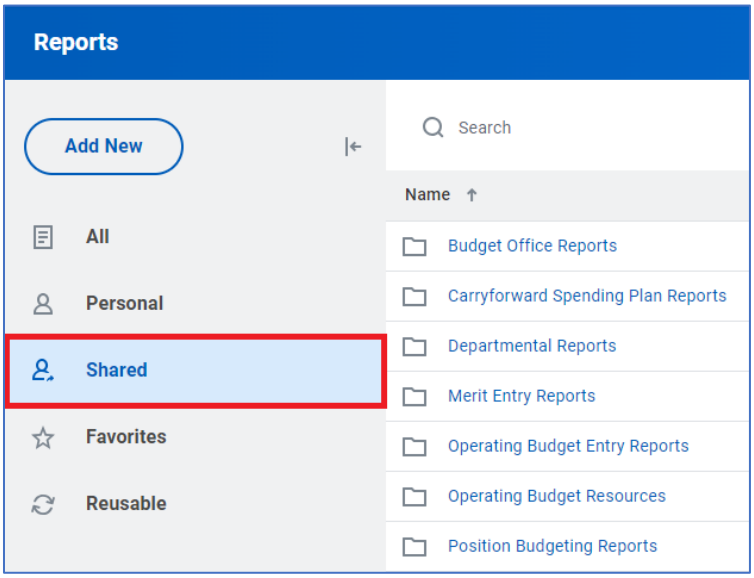


Figure 40 On the left, select "Shared" to view all shared reports. The reports are organized into folders.

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.