Adaptive Planning Reporting

Adaptive Planning features real-time, robust reporting for all data within Adaptive Planning. Users with access to Adaptive Planning can favorite, modify, and create reports. Access to specific reports may be limited based on user designations/roles.

The following job aid provides a basic overview and tips for reporting within Adaptive Planning. Please see the glossary at the end of this job aid for details about data elements.
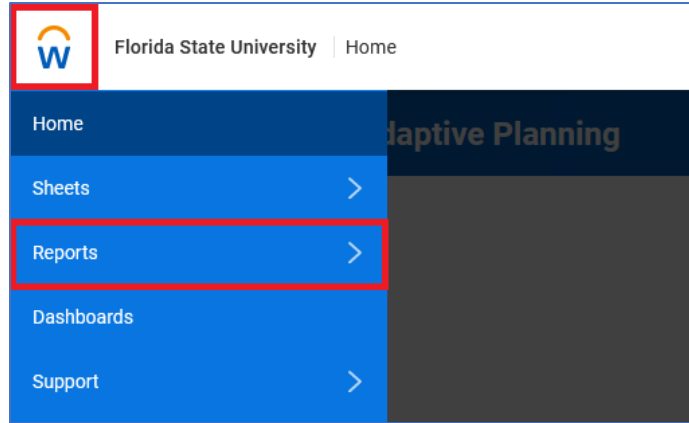
Table of Contents

Navigation

You can navigate to Reports by selecting the Workday "W" at the top left corner of your browser, selecting either Reports or the right-arrow next to Reports, and selecting "Overview."

Reports Overview, Options, and Folders. The "Add New" button allows users to create new reports, folders, or upload files within the Reports section of Adaptive Planning. You can view All reports, Personal Reports (those you have saved for yourself but have not shared), Shared reports, Favorites, and Reusable.

The Budget Office has created a variety of reports shared with users in the Shared reports. There are separate folders for Budget Entry Reports and E&G Rate Variance Reports.
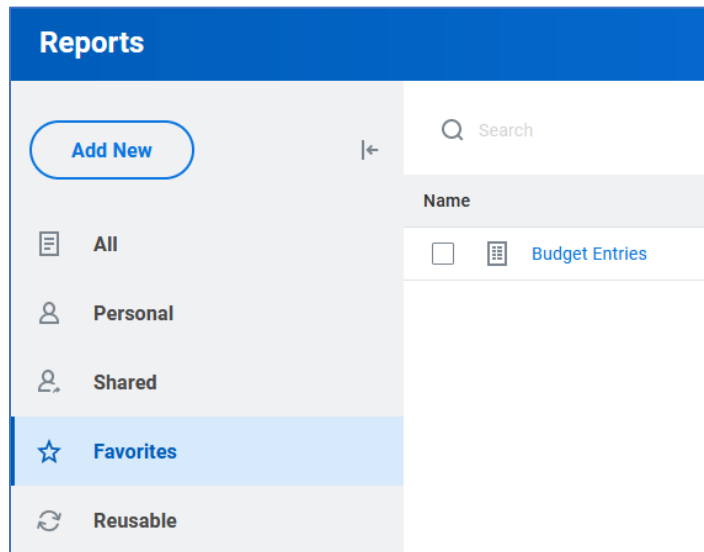
Favorite Reports. Favoriting reports you use frequently will provide easier access to those reports via your Favorites folder or the navigation pane.
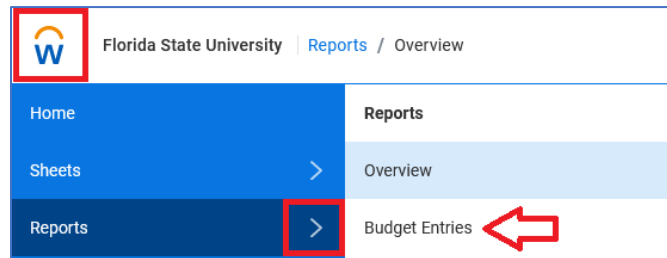
To add to your favorites, select the three dots next to the report and select "Add to Favorites."
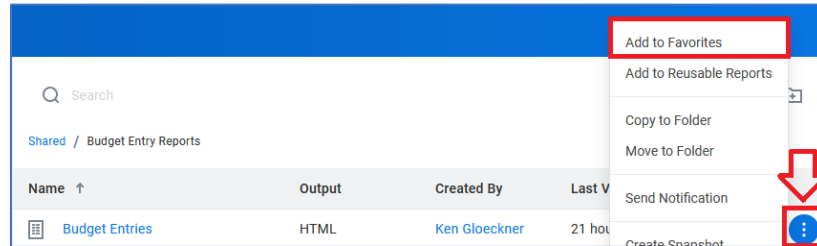
Once you have favorited a report, it will add the report to the navigation pane on the left-hand side for quicker access. To quickly access favorited reports, select the Workday "W" at the top left, select the arrow next to Reports, and then select the report within the menu.

Shared Reports. Reports can be shared with individual users or groups of users. There are sub-folders within the Shared reports folder containing various shared reports. The Budget Office Reports are currently not shared with campus users.
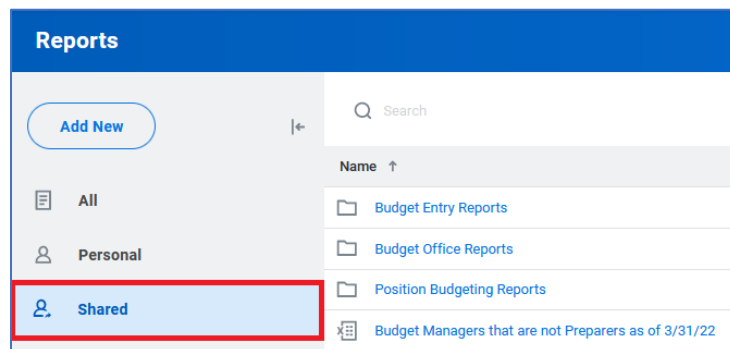
Modifying Reports

Rather than recreating a report from scratch, it may be easier to modify an existing report for personal use.

In the following example, we will modify the Budget Entries report to include only a particular set of departments. The steps here can be applied to any other report where Levels is a parameter (e.g., Budget Entries, Comparison of E&G Salary Totals (by Div, Schl,…), Historical Budget Requests, Invalid Budget Entries, etc.).

Modify. To modify a report, you can either select the three dots on the far-right side or open the report, run it, and select "Edit" from the toolbar.

Adjust Levels. To adjust the reports' available Levels, right-click "Levels" in the parameters section at the top of the report area.
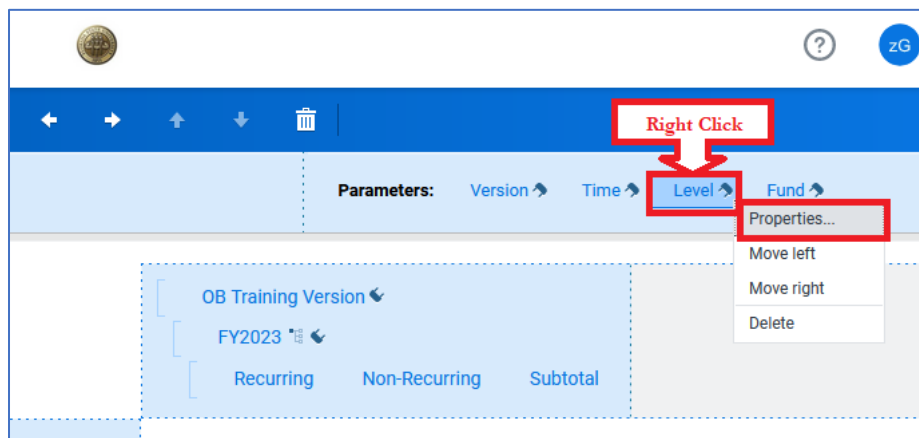
Once you have selected Properties of the Levels parameter, a popup box for the Parameter Settings will appear. You can unselect all Levels and then re-select only the specific Levels you want to include in your report.
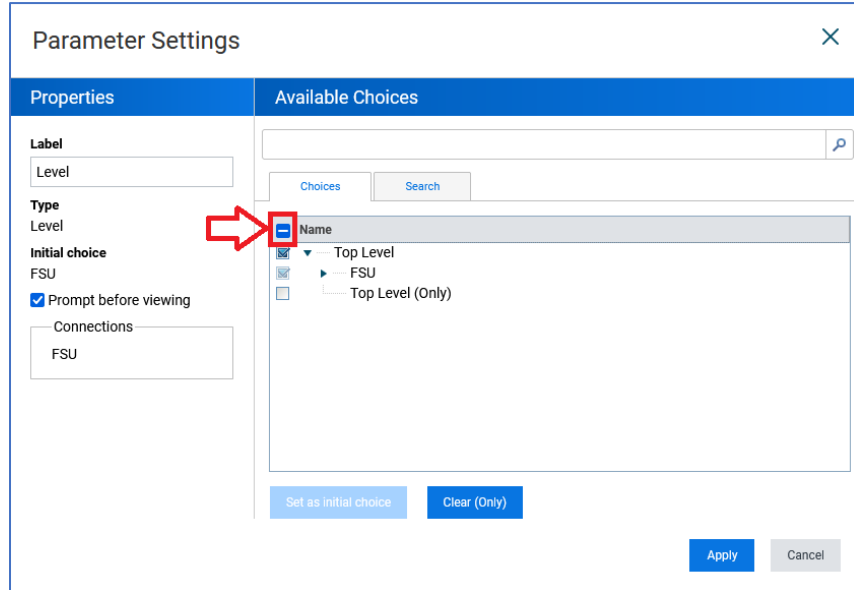
Use the check box next to "Name" above the levels to select or unselect all levels. (Note: You may need to click this twice to unselect everything.) Once you have unselected all levels, you can select specific Divisions, Colleges, Areas, and Departments that you wish to include in the report.
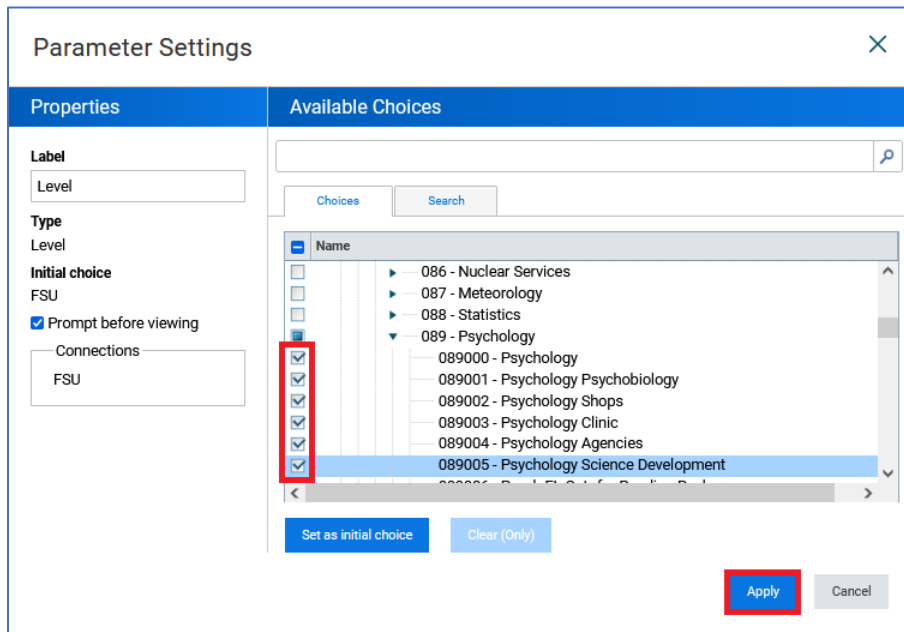
You may also unselect "Prompt before viewing." When this option is checked, the parameter will be displayed before you run the report. You may prefer to uncheck this option if you always want to run the report for the same parameters.

Click Apply on the Parameter Settings window.

Preview Report. It is recommended that you preview the results before saving the report. To do so, use the Run Report button on the toolbar. Run the report to verify that the results are what you expected.
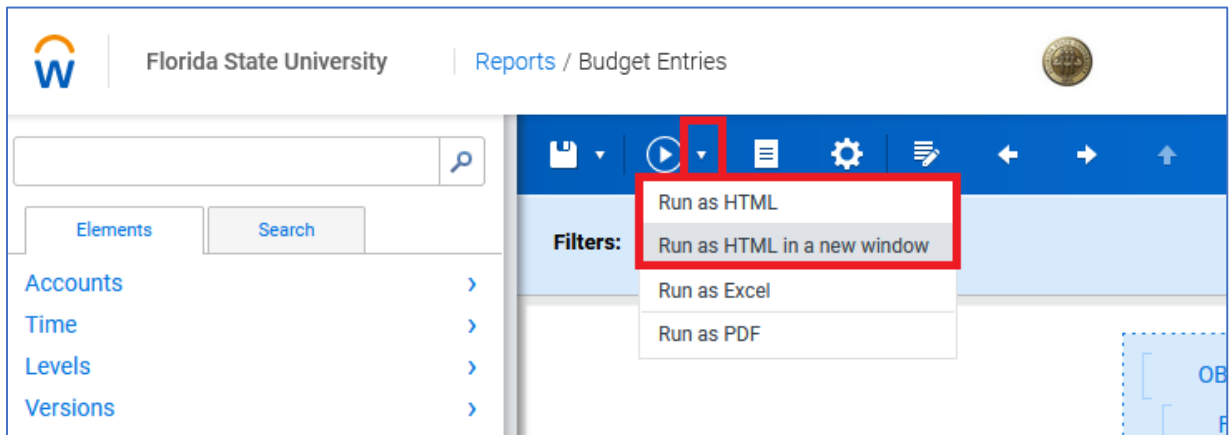
Save Report. If you wish to save the report, use the diskette icon to Save As.
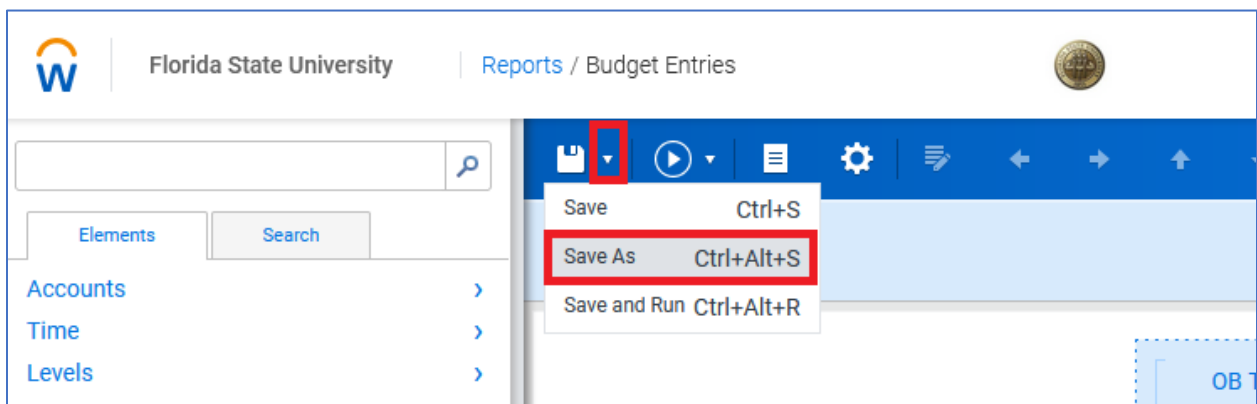
Please rename the report to something distinct (e.g., "Budget Entries (Arts & Sciences)") that will identify it as something different than the original report you have selected to modify.

You also can save the report as a Personal report or Shared report. If you choose Personal report, the report will be visible only to you within your Personal Report folder. If you choose to share the report, you can select individual users or groups with whom you want to share the report. Please also make sure you name the report something distinct if you share it so that users will recognize the difference between this report and other shared reports.

Creating a Matrix Report

Users can create Matrix or Model Reports. Model reports display information from Modeled Sheets and lack flexibility in reporting data other than what is available on the related sheet(s). Matrix reports provide more flexibility, added dimensionality, and can include custom calculations.

The following section includes an example of creating a Matrix report for Budget Entry.

Create a New Report. To create a new Matrix report, navigate to the Reports Overview page in Adaptive Planning. Click the "Add New" button and select Matrix from the dropdown menu.
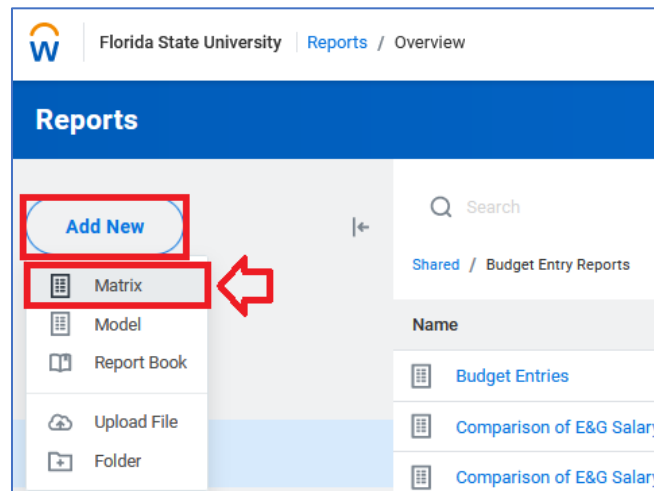
Add Data Elements. Once you have started a new report, you must add data elements. The first element we can add is Levels. On the left-hand menu, select Level to see the contents.
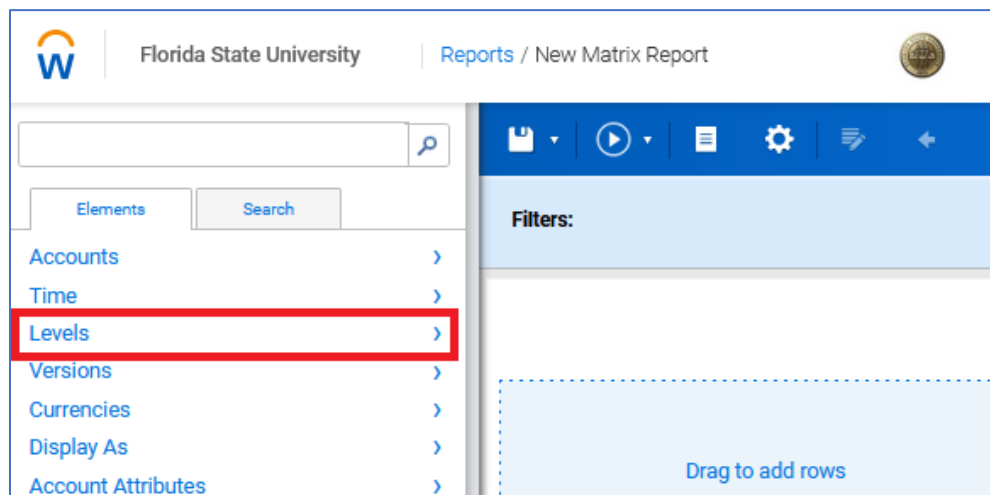
You should see "Top Level," which can be expanded. Use the arrows to expand/collapse the department tree. You can drag and drop specific divisions, schools, areas, or departments to add rows. To drag and drop, left-click and hold an element, move your mouse over the blue shaded area (where it says "Drag to add rows"), and release the mouse button. In the screenshots below, the entire division of Research is added.
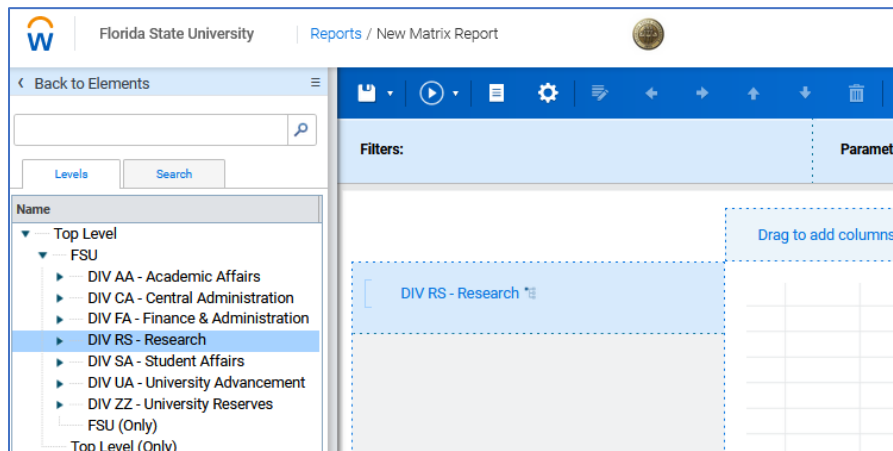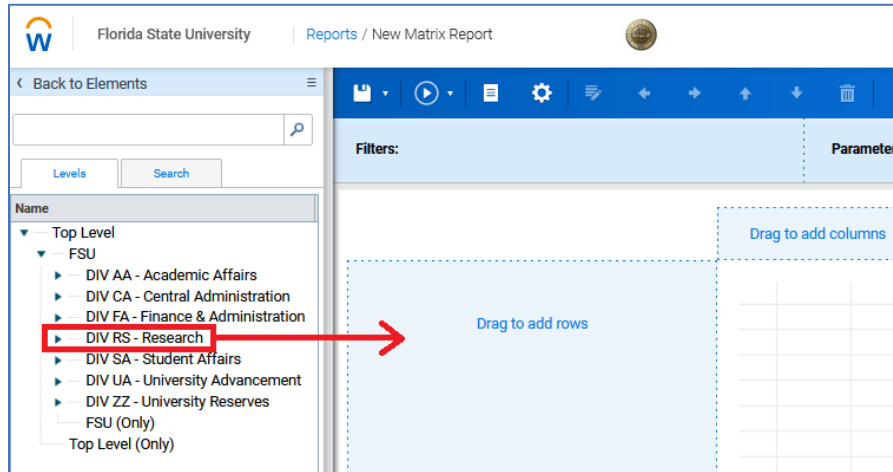
Navigate to all data elements by clicking "Back to Elements" at the top.
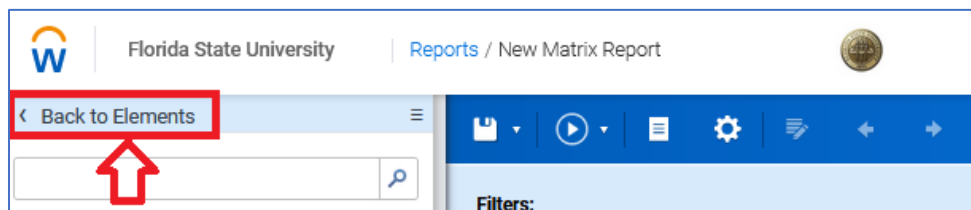
Fund and Budgetary Accounts will also be necessary. To add Fund, select Dimension from the left-hand menu, then drag and drop Fund to the blue shaded area. Alternatively, you may select a specific fund code.
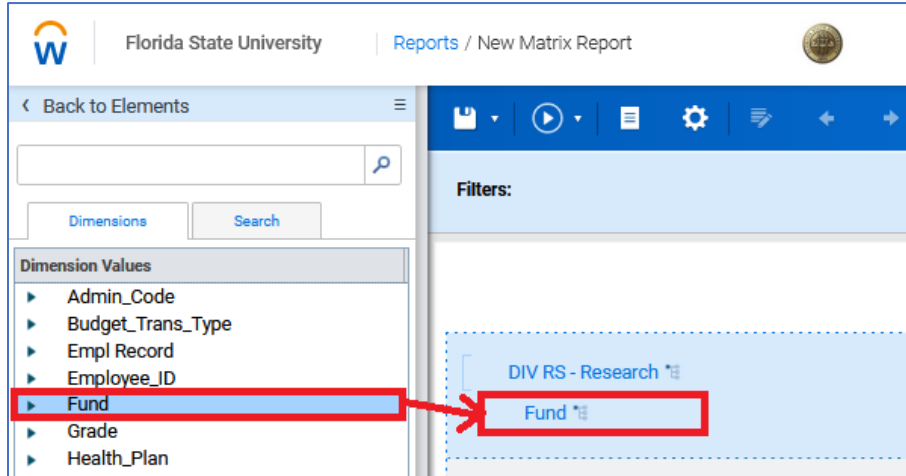
To add budgetary accounts, navigate back to Elements and then select Accounts. Various accounts are available in the system, depending on what information is needed for the report (please see the Glossary for more information). Accounts are essential to the results you wish to see in the report. For budgetary accounts, these reside under Cube → Budget Entry → Revenue/Expense Budget Entry. You can drag all Revenue or Expense Budget Entry accounts or specific accounts.
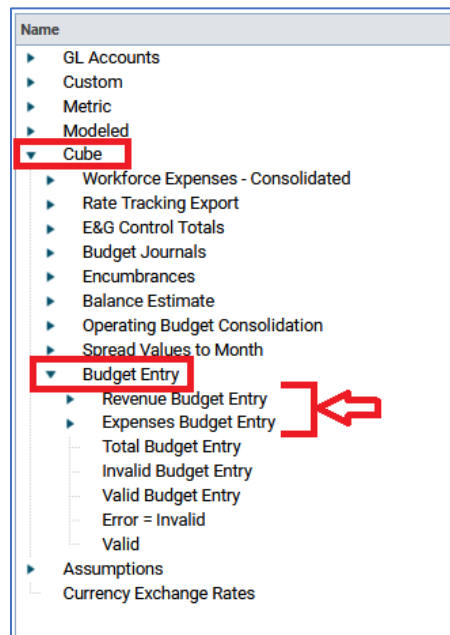
Drag and drop the specific accounts or groups of accounts you wish to have on your report.
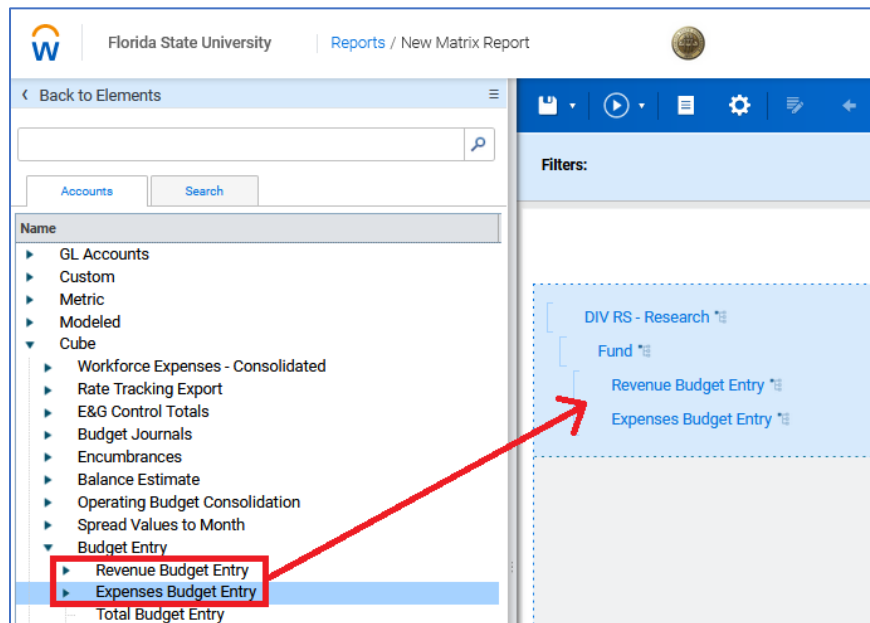
The remaining two data elements to add are Version and Time. Navigate back to Elements, and under Version, identify the specific version you wish to use in the report. If you are building a report to query data from the 2022-23 Operating Budget version used for OB budget entry, that is the version you would need to select.

Rather than dragging and dropping the Version and Time under the Accounts, drag the Version and Time to the column.
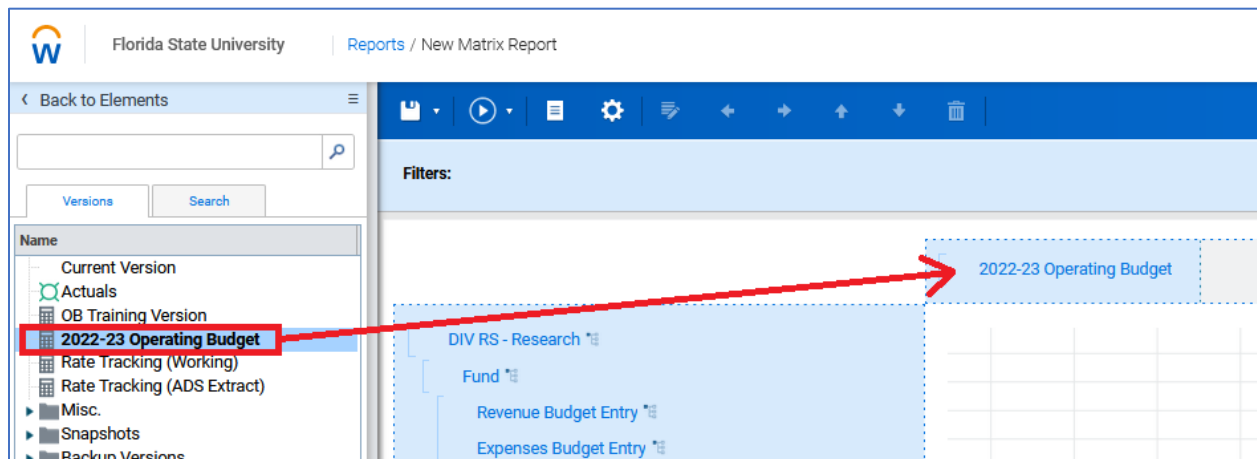
The final layout includes the Department, Fund, and Budgetary Accounts on the rows and Version and Time on the columns. Below is a screenshot.
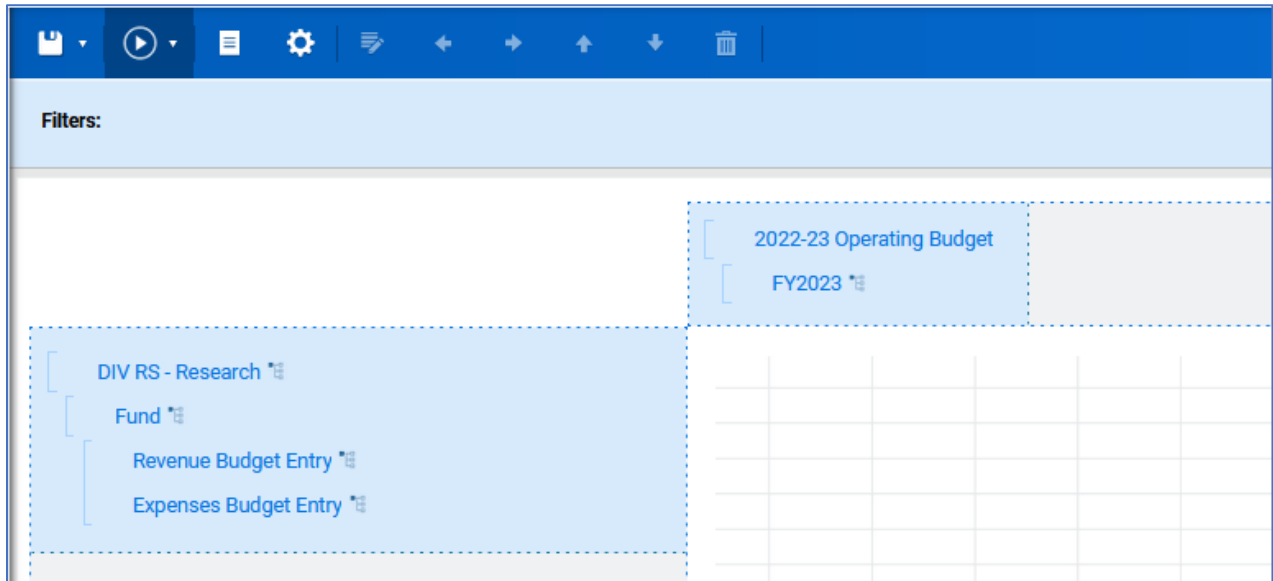
Data Element Settings. Before saving and running the report, there are some settings you may want to adjust. The first settings are those associated with each Data Element. Right-click on each Data Element to adjust Properties, Manage Hierarchy, Move Up/Down, or Delete.
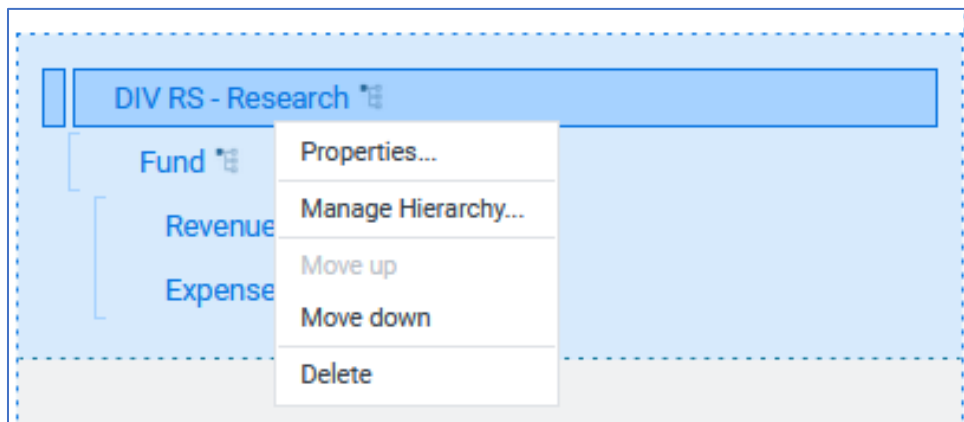
Use Properties to give the data element a label, style (such as bold, italics, etc.), conditional formatting (based on specific values in the report), or number formatting (e.g., decimal places, thousands separator, etc.).

Use Manage Hierarchy to set the default display hierarchy to always expanded, always collapsed, or custom. For instance, if you want all the Areas displayed under a School by default when the report is run, you can use the Custom option. If you wish to see the most level of detail (e.g., individual departments), select "Always expanded" as the option.
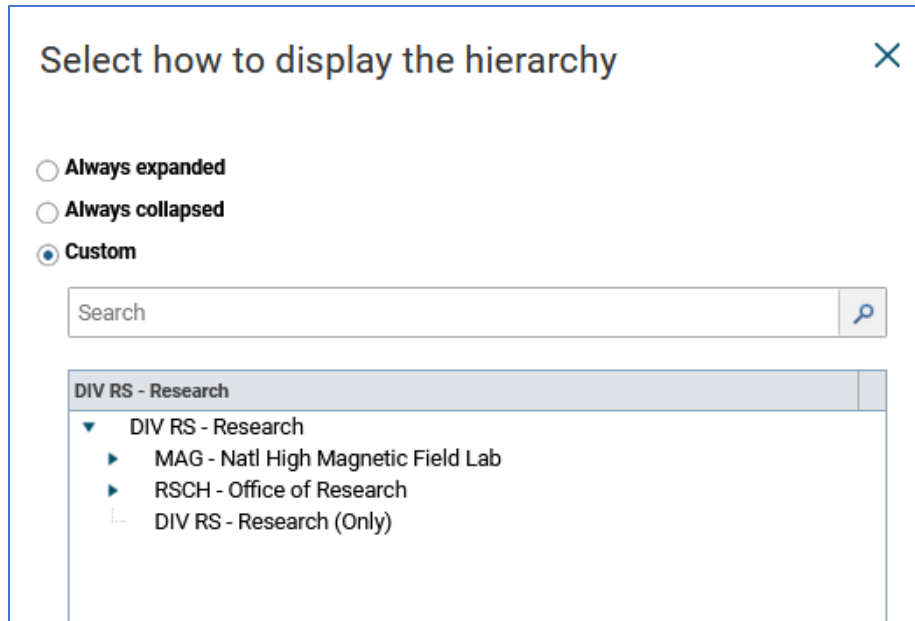
Report Properties. Additional settings are available in the Report Properties. To adjust the Report Properties, select the gear icon in the toolbar.
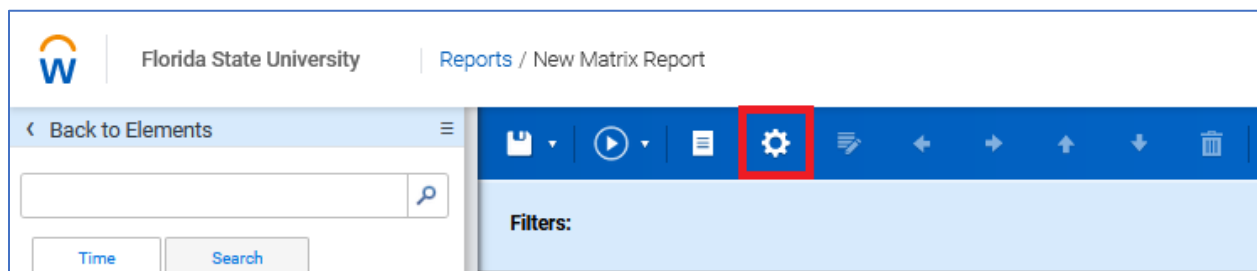
While there are many settings available, some that you may be interested in are the following:

- Display → Totals and headers → **Repeat row labels in Excel** – If left unchecked, rows will only contain labels in the first row where the label is unique when the report is exported to Excel.

- Display → Data Visibility → **Suppress rows if all zeros or blank** – Removes rows with zero values or blank. This setting is handy if you run a report that includes a lot of departments, funds, and accounts that may be zero/blank.
- Display → Data Visibility → **Suppress rollups** – Removes rows not at the lowest level of detail. For instance, if you want budget entry amounts at the specific department, fund, and budgetary accounts only, this option will suppress amounts for the area, school, or division (depending on

Filters and Parameters. Adding Filters and Parameters to reports is recommended. Both improve performance by limiting the amount of data and providing flexibility in what data is desired.

While Filters and Parameters are similar, there are some key differences.

Filters will limit results to specific values. For example, suppose you created a report of your Budget Entries and only wanted to see E&G and Carryforward Funds. In that case, you can drag and drop the Fund Types (Dimension Attributes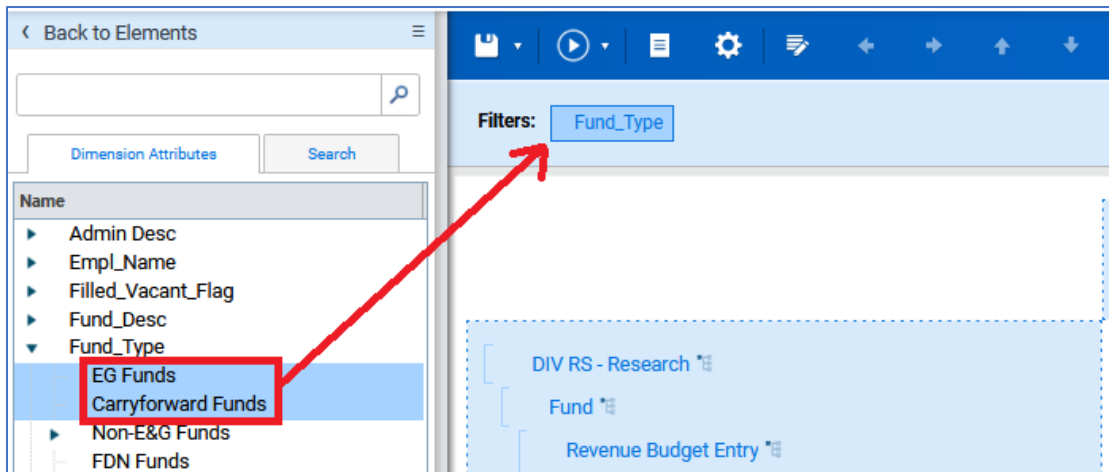) for EG Funds and Carryforward Funds into the Filters area. Filters cannot be an existing data element assigned to the report's rows or columns.

Once added to the filters section, you can right-click on the item to view the contents of the filter. You can also add custom labels to the filter.

(**Note**: To move multiple values into the Filters area, please use multi-selection by holding the CTRL key and left-clicking on each value you wish to include.)

Parameters provide additional flexibility for reports by allowing users to control which values are included in the report. They limit results to the selections made in the parameter. Parameters can also be prompted before viewing the results, which enhances the performance of extensive reports by limiting the data queried upfront before the report is run.

To add a parameter to your report, it must be a current data element in the report. Left-click the data element and drag it to the Parameters section of the report.
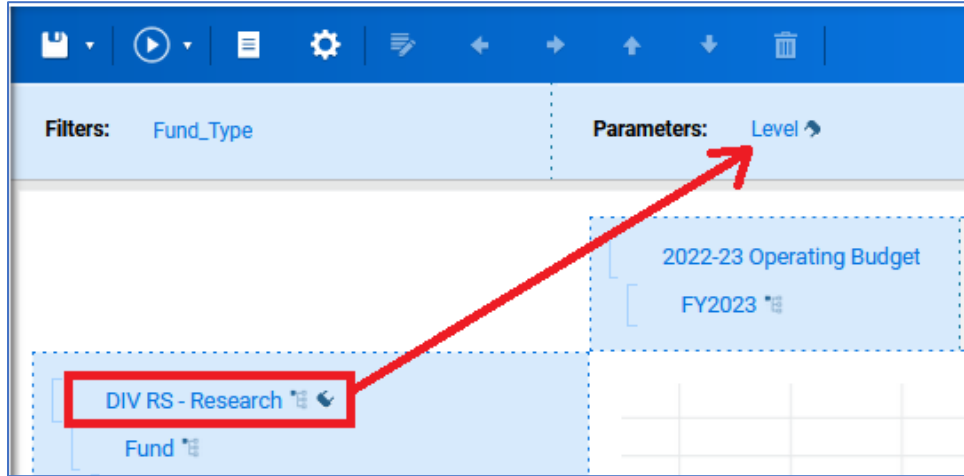
Once you have added the parameter, you can right-click on the Parameter (e.g., right-click on the word "Level") and select Properties. You can select the individual parameter values you wish to be included in the parameter.
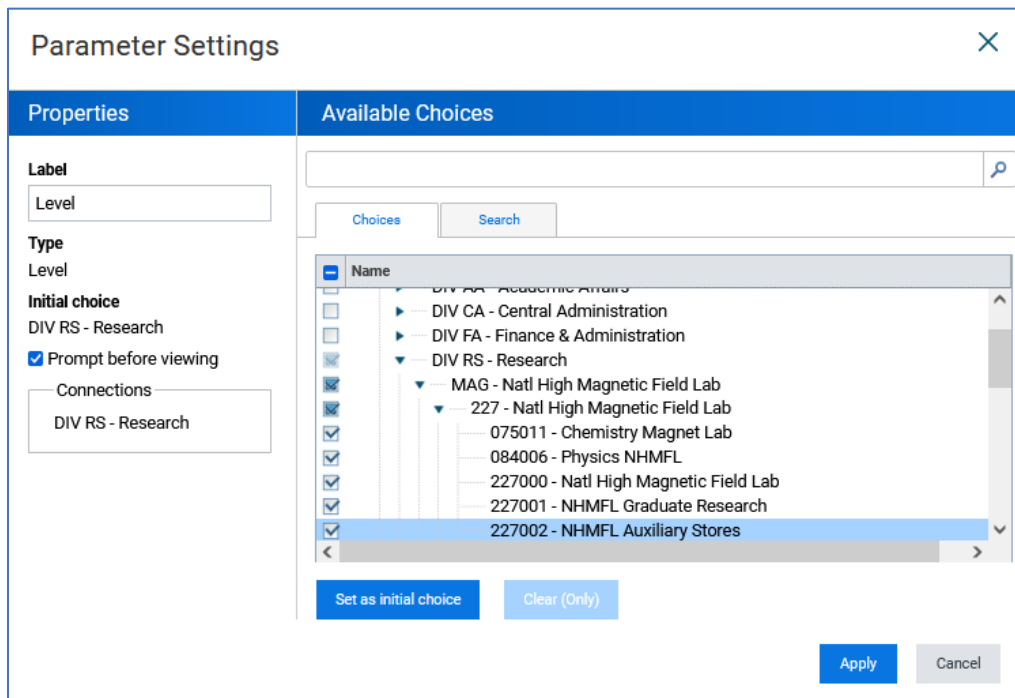
Glossary

Accounts

The Accounts element includes three groups: GL Accounts, Modeled, and Cube.

The GL Accounts include all GL accounts, budgetary accounts, and sub-budgetary accounts. GL accounts would be essential for reporting budget entries, actuals, or historical budget requests.

The Modeled accounts include any custom accounts related to modeled sheets. These would be particularly useful for reports, including details from Position Budgeting, Position Transfers, Valid Combinations, Non-Exchange Transfers, or the Department and Fund Tracker.

The Cube Accounts include all accounts associated with Cube sheets. These would include the amounts on the Salary & Benefit Adjustments (from the Operating Budget Dashboard; also known as "Workforce Expenses – Consolidated"), E&G Control Totals, Budget Journals, Encumbrances, Balance Estimate, and Budget Entry.

Accounts, Dimensions, Time, and Levels, are essential components of all Matrix Reports.

Account Attributes

There are a few Account attributes used to "tag" specific accounts. Currently, only two account attributes exist in FSU's implementation of Adaptive Planning: Budget_Entry_Account and Budgetary_Only. (Note: There is another Account Attribute – Trading Partner –included "out-of-the-box" but is not used.)

Attributes

Attributes are used to "tag" information to a specific account, dimension, or level values. For example, Fund Type is an attribute of the Fund Code dimension. The Fund Codes 110, 121, 210, and 211 (among others) are "tagged" with the "EG Funds" Fund Type attribute. Levels and Accounts also have attributes. For example, Division, School, and Area are provided as attributes of the Level.

Attributes can be used for reporting additional details or in alternate ways.

Calculations

Calculations can be added to Matrix Reports. There are two pre-made calculations: Subtotal and Difference. Subtotal will total all values that are not included in another subtotal. Difference will provide the difference between two preceding rows or columns.

Custom calculations can be created using the formula assistant. Please use Adaptive Planning's product documentation for a comprehensive guide on formula syntax and rules for custom calculations.

Currencies

The Currency element is optional. The only currency available in Adaptive Planning is US dollars. Leaving this off reports will not inhibit results. All values will always be in US dollars.

Dimensions

Dimensions are essential pieces of "metadata" that identify a characteristic of the specific data. For instance, Salary Admin Plan determines whether a position is a faculty, A&P, or USPS position. As an additional example, Recurrence Type – recurring or non-recurring – is a crucial budget characteristic.

Dimensions, Accounts, Time, and Levels are essential components of all Matrix Reports.

Dimension Attributes

There is a variety of dimension attributes currently available in Adaptive Planning. These mainly relate to Position Budgeting (e.g., Admin Description, Rank Description, Salary Type, etc.), but a few are generally applicable (Fund Description, Fund, Project Description, etc.).

Display As

The Display As data element can convert, modify, or adjust values based on specified criteria. One particular use is to display a value as a percentage of a total.

Filters

Filters can be added to reports to filter data by other data elements not listed in the rows/columns. For example, if you want a Budget Entries report to only return Recurring values, you can drag and drop the Recurring (Dimensions → Recurrence) value to the Filters area.

Filters and Parameters are similar but have different characteristics. Filters are applied to the whole report and cannot be toggled without modifying the report itself. Parameters are applied to the whole report and can be adjusted without modifying the report.

Levels

The Levels element represents the department tree. For Position Budgeting, Levels also represent the Funding Department of a position.

Levels, Dimensions, Time, and Accounts, are essential components of all Matrix Reports.

Level Attributes

Attributes provide an alternative way to display or report information. There are several "attributes" associated with each Level. The generally applicable ones are Division, School, and Area. Funding Department mirrors (1:1) the Department ID and Description.

Matrix Report

A Matrix report allows for the use of multiple dimensions in rows and columns as well as calculations. This type of report is the most flexible but has limitations regarding performance and the number of dimensions displayed.

Model Report

A Model report provides a means to display, filter, and report information from Modeled sheets. This report has the fastest performance but is limited to reporting data only from Modeled sheets, cannot perform calculations, and cannot not display level or dimension attributes.

Parameters

Parameters can be applied to a report that enables a user to change the report's results based on the selections. For example, if you added Level as a parameter, you could select a specific Division, School, Area, or Department when running the report.

Filters and Parameters are similar but have different characteristics. Filters are applied to the whole report and cannot be toggled without modifying the report itself. Parameters are applied to the whole report and can be adjusted without modifying the report.

Reusable Reports

Reports saved as Reusable identify them as those with frequently used components. Data elements associated with Reusable Reports are saved in the Reusable Reports data elements menu.

Time

The Time element includes the entire strata for time: Fiscal Year, Quarter, and Month. Typical usage would be for a particular year with an optional prompt so that years could be selected before running the report.

Time, along with Dimensions, Levels, and Accounts, are essential components of all Matrix Reports.

Versions

The Versions element determines which data to draw data from—for example, the Operating Budget, Rate Tracking reports, Historical Budget Requests, or Actuals.