



WORKDAY ADAPTIVE PLANNING USER GUIDE

Version 4.0

(Updated September 2023)

Central Budget Office
Office of Financial Strategy & Planning (OFSP)
Brown University



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ABOUT WORKDAY ADAPTIVE PLANNING

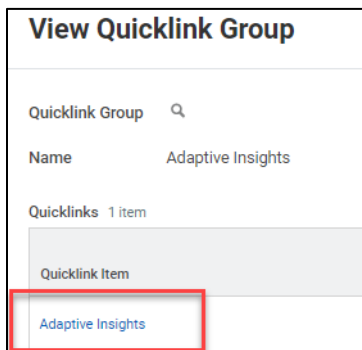
Workday Adaptive Planning is the University's planning solution designed for budget planning, forecasting and reporting. The system is integrated with Workday and allows Brown to leverage a unified process by utilizing human resources and financials data in support of the budget and forecasting processes.

Budget Managers requiring access to perform certain functions such as entering plan data on sheets or accessing reporting must have the appropriate role as well as Adaptive hands-on training. This guide assumes users have access to Adaptive, completed training and are knowledgeable of the University's financial processes.

USING ADAPTIVE PLANNING

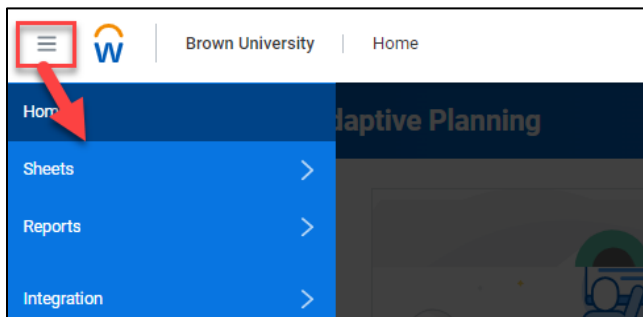
Logging into Adaptive

To log into Adaptive via single sign on, you must use the Adaptive link in Workday under Menu > Links to Other Applications > Adaptive Insights:



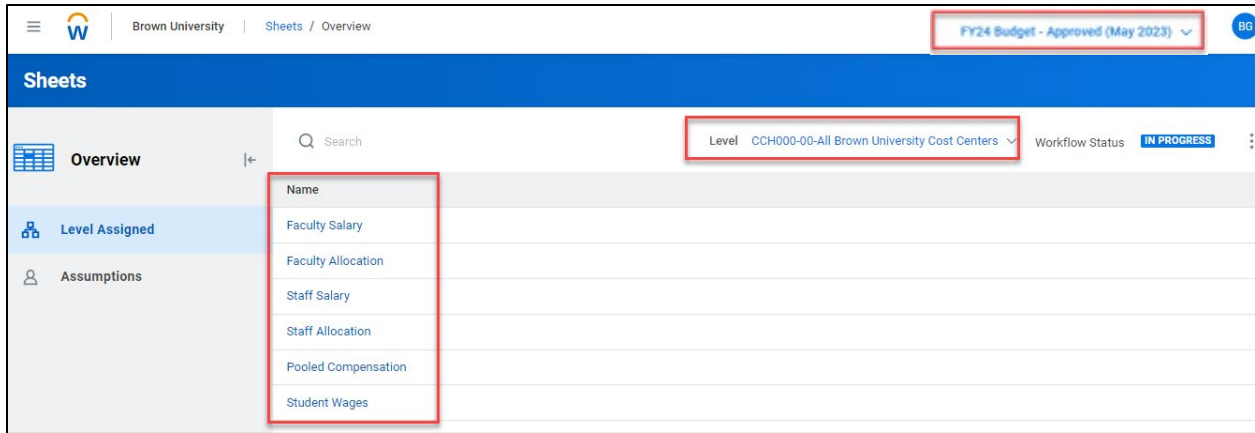
Navigating Adaptive

From the landing page, users will see what they have access to (i.e., **Sheets, Reports and Integrations**). Data in sheets and reports that users will have access to are determined by the Level (**cost center/cost center hierarchy**) assigned and the **Version** (i.e., **FY24 Budget – Approved (May 2023)**). Importing data is granted via **Integrations** and secured separately, which is not covered in this user guide.



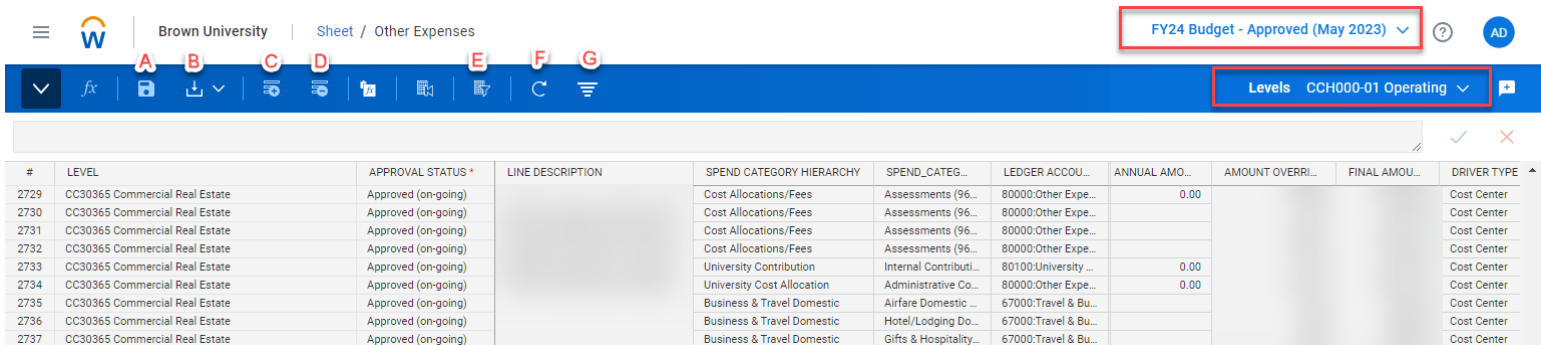
Sheets

Sheets provide an interface to view, enter, and update data (such as budget and forecasts). Our planning model is comprised of 11 **modeled** sheets that are used in the detailed planning of budgets and forecasts. When navigating into a sheet, user must select a **version** and a **level**. You must select a leaf level (i.e., **CC90070**) to change the data in cells.



Sheet Functionality

The following list of actions are available within modeled sheets:



- **(A) Save** - Submits your changes to the database. Once you save a sheet, other users can see your changes when they open this sheet. Other sheets that use the data are also updated.
- **(B) Download** - Downloads data to a spreadsheet in Microsoft Excel (*.xls).
 - The Download option includes all hidden values and codes.
 - The Printable View option excludes all hidden values and codes, and respects your current view state.
- **(C) Add Row** - Adds a new record to a modeled sheet.
- **(D) Delete Row** - Deletes the selected row or rows.
- **(E) Display Options**
 - Filter Rows based on available dimensions
 - Hide Columns that are not required in the process
- **(F) Refresh Sheet** - Updates sheet with any new changes that might have been made to the data by other users. Discards any changes that you have made before saving.
- **(G) Filter** - Opens a keyword field so you can enter numbers or words to display records that match within existing filters.

Modeled sheets also contain **"Right-click Actions"** that allow user to **Add, Copy, or Delete Row**. **Clear** option clears data for a selected range without deleting the lines.

#	APPROVAL STATU...	FISCAL BEGIN DATE	LINE DESCRIP
1	Approved (on-going)	7/1/2022	The Society for
2	Approved (on-going)	7/1/2022	Disability Mane
3	Approved (on-going)	7/1/2022	Amazon and W
4	Approved (on-going)	7/1/2022	
5	Approved (on-going)	7/1/2022	
6	Approved (on-going)	7/1/2022	
7	Approved (on-going)	7/1/2022	
8	Total		

Showing rows 1-7 of 7.

- Clear
- Add Row
- Copy Row
- Delete Row
- Row Details

Drop-down Lists – All columns except for numeric and freeform text columns are configured with drop-down lists of acceptable values. Users can enter partial data in the cell and the system will match to available values for that column. For example, if you enter “3010”, the system will return “General Office Supplies (3010)”.

SPEND_CATEGORY *
General Office Supplies (3010)
Casualty Insurance (3120)
Dues & Memberships (3110)
Dues & Memberships (3110)
Laptop Computers <\$5k (3073)
Dues & Memberships (3110)
Dues & Memberships (3110)

3010

Reporting

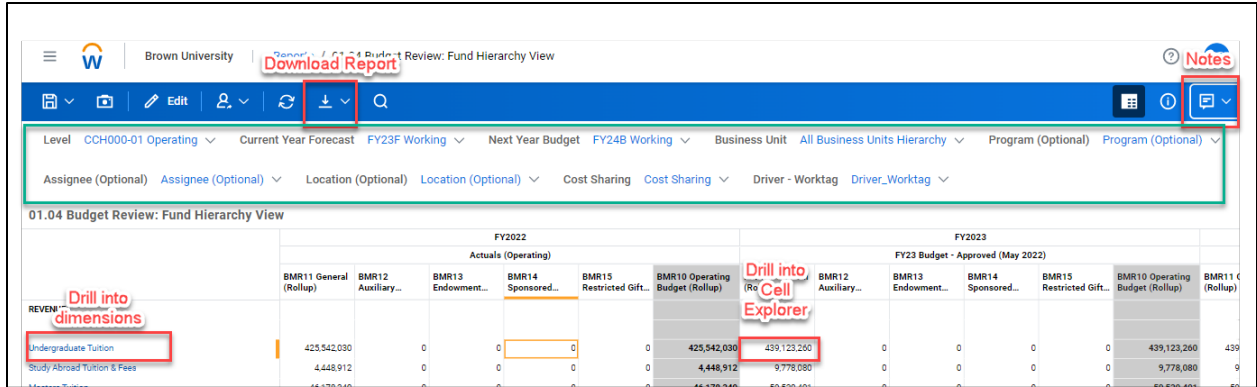
You can use reports to display Workday Adaptive Planning data, based on your report parameters. Reports combine data from all sheets and accounts as well as actuals. You can only view data to which you have access based on the Level assigned. When you run a report in HTML mode, the result displays in the Report Viewer.

Reports	
Add New	Search
All	Name ↑
Personal	Output
Shared	01.01 Budget Review: Consolidated View
Favorites	01.02 Budget Review: Business Unit View
Reusable	01.04 Budget Review: Fund Hierarchy View
	01.05 Budget Review: Fund Hierarchy by Level
	01.06 Budget Review: Operating Export by Driver ...
	01.10 Budget Review: Consolidated View by Level

Report Viewer

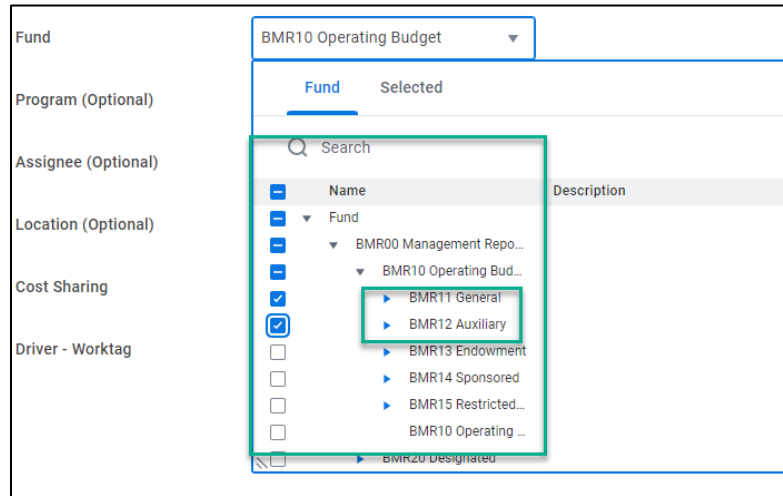
From the Report Viewer, you can:

- Add notes to the report or line items.
- Download the report to Excel or PDF. For PDF, you need the Download to Excel permission.
- Drill down into dimensions for additional details.
- Change the parameter values to see different data.
- Click values in the report to launch the Cell Explorer.



Multi-Select

Multi-select allows users to view reports by multiple parameters which don't necessarily correlate. This may be useful in situations where Adaptive updates haven't caught up with in-process organization changes, or simply for special use cases. Please note that when using multi-select while choosing report parameters, default selections must be de-selected before individual selections can be made.



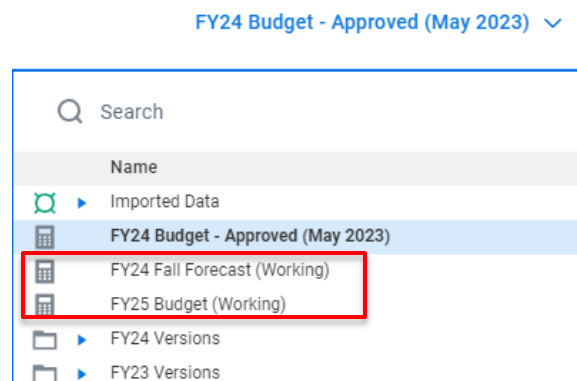
BUDGET AND FORECAST PROCESS

Budgeting and forecasting are two of the University's financial processes that take place in Adaptive Planning during the fiscal year. These two processes are managed by the use of versions in the system. During the planning cycle, two working versions may be available, one for current year forecast, for example **FY24 Forecast (Working)** and/or one for next year's budget **FY25 Budget (Working)**.

All other historical versions are accessible via sheets and reports as "read-only". For example, the **FY24 Budget - Approved (May 2023)** version reflects the budget that was approved by the Brown Corporation in May 2023.

Version Availability

In the Fall, only the forecast version is available for planning. However, in the Winter, both versions (forecast and budget) will be open simultaneously for planning. It is important to be to mindful when selecting the version that you will be working on. As you navigate through the process between sheets, ensure that the correct version continues to display on the top-right corner of the sheet as shown below:



Understanding and Updating Compensation Sheets

General Information

Compensation planning consists primarily of the following sheets below.

Faculty Salary / Staff Salary

Faculty and Staff Salary sheet supports planning for faculty and staff salaries at the position level. Sheet contains position level information such as annual salary, effective start and end dates. This information is used by the Faculty and Staff Salary Allocation sheets to calculate amounts by funding source.

- Salary lines should be updated to reflect Effective Start and End Dates based on time periods employees will be paid during the fiscal year.
- Pay Rate - Effective should reflect FTE Base Salary for the fiscal year.
- Merit and Equity is budgeted in Pooled Compensation and moved to positions during the Forecast period.
- New positions (approved by the Staff Vacancy Review Committee) should be added both in Salary and Allocations sheets. (applies only to Staff)
- Remove vacant positions that will no longer be filled.
- Positions partially vacant during the fiscal year should be updated using Effective Start and End Dates to drive budget/forecast.
- Compensation such as Non-Regular Faculty Salaries and Seasonal Staff Salaries can be entered in Pooled Compensation as pooled amounts.
- Union positions should be updated for salary increases based on bargaining agreements. Departments can opt to enter in Pooled Compensation as pooled if contracts are not yet finalized.

Faculty / Staff Allocation

This sheet uses data from the salary sheet to calculate annual plans based on allocation percentages entered per funding source line.

- All positions added to the salary sheet must have at least one corresponding allocation line.
- Ensure positions are allocated at 100%.

Pooled Compensation

Pooled Compensation sheet supports planning for additional compensation needs that are not at the position level (i.e., overtime)

- All seasonal positions should be entered on the pooled compensation sheet; either as a lump sum or on individual lines for each position.
- Other compensation such as overtime and shift differentials should be budgeted as pooled compensation.

Student Wages

The Student Wages sheet supports the planning of wages paid to students for on-campus employment. This includes hourly jobs for undergraduate or graduate students as well as non-stipend, non-fellowship, lump sum wages paid to undergraduate or graduate students.

- Student wage calculations should be reviewed to verify that the start and end dates, number of students, hourly rates, and hours worked are correct.

Sheet Examples

Review important information about using the salary and allocation sheets as well as their design and functionality. Staffing sheets are more complex and it is important to understand how they work together.

Staff Salary Sheet

#	POSITION *	CURRENT EMPLOYEE	LEDGER TY.	LEDGER ACCOU.	FRINGE_TYPE	EXEMPT_STA.	STANDARD COMPENSATION PERIODS	FTE - EFFECTIVE	PAY RATE - EFFECTIVE	EFFECTIVE START DATE	EFFECTIVE END DATE	COMMENT
1	Administrative Coordinator 2...		Staff	52000:Staff Wages	Full	Non-Exempt	12	1.0000		7/1/2023	6/30/2024	
2	Total							1.0000				

- When creating new lines or updating existing, ensure you have selected the appropriate **Version** and **Level** as shown above in red. The level must be a cost center when creating new lines.
- **Required Fields** - All white fields should be filled out. Some of the fields are required by the system and users cannot save changes until those fields are filled out. See green arrow as example of a required field which is indicated by a red asterisk (*). For additional information on Adaptive required fields, reference the Adaptive Required Fields List in Adaptive Shared Reports.
- **FTE - Effective** - Enter appropriate FTE for the position, but keep in mind, it does not calculate the **Pay Rate Effective**.
- **Pay Rate Effective** - This field should reflect the base salary for the FTE, which must be calculated outside of the system. It is essentially an override value to ensure the correct salary is budgeted. *For example: a position with an annual full-time base salary of \$100,000 working part-time at a .92 FTE would result in a \$92,000 Pay Rate Effective. ($\$100,000 * 0.92 = \$92,000$).*
 - If the field is left blank or "0" entered, the salary calculation on the allocations sheet defaults to the **Pay Rate - Current** amount. Delete salary and allocation lines no longer needed in the staffing plan.
- **Effective Start Date** and **Effective End Date** - These dates should be within the fiscal year that the salary is being planned for. These dates in combination with the "Pay Rate Effective" calculate the amount displayed under "**Salary - Year 1**" on the corresponding allocation. *Reminder: The system does not use FTE in the calculation.*

Staff Salary Allocation

#	APPROVAL STATUS *	FRINGE_TY.	LEDGER ACCOU.	DRIVER TYPE	DRIVER_WORKT.	FUND	BUSINESS UNIT	COST SHAR.	PROGRAM (OPTIONAL)	ALLOCATION TOTAL - YEAR 1	SALARY - YEAR 1	ALLOCATED SALARY - YEAR 1	FRINGE - YEAR 1	ALLOCATED FRINGE - YEAR 1	ALLOC
1		Full	\$1300:Exempt...	Cost Center	CC18865 Mens...	FD100 G.	BU1060 ASCA...		PRG171 Club Sports	50.00%					
2					\$ Mens...	FD100 G.	BU1060 ASCA...		PRG171 Club Sports	50.00%					
3					\$ Mens...	FD100 G.	BU1060 ASCA...		PRG171 Club Sports	100.00%	138,457	79,210	38,151	19,784	
4										200.00%					

- When creating new lines or updating existing, ensure you have selected the appropriate **Version** and **Level** as shown above in red. The level must be a cost center when creating new lines.
- **Required Fields** - All white fields should be filled out. Some of the fields are required by the system and users cannot save changes until those fields are filled out. See green arrow as example of a required field which is indicated by a red asterisk (*).
- **Approval Status** – This is a required field, both by the system and by the process, implemented in the Fall 2022 forecast process. Field is required by all sheets except Faculty and Staff Salary sheets.
 - **Approved (on-going):** item was approved in the budget by the Brown Corporation or the Staff Hiring Committee (if a new position). The item will likely be necessary in future years, but subject to zero-basing its budget impact.
 - **Approved (one-year):** item was approved in budget by the Brown Corporation or the Staff Hiring Committee (if a new position). The item will likely only be necessary in the fiscal year identified.
 - **Pending Approval (on-going):** item was not included in the approved budget by the Brown Corporation or has not yet been approved by the Staff Hiring Committee (if a new position). The item will likely be necessary in future years, but subject to zero-basing its budget impact.
 - **Pending Approval (one-year):** item was not included in the approved budget by the Brown Corporation or has not yet been reviewed or approved by the Staff Hiring Committee (if a new position). The item will likely only be necessary in the fiscal year identified.
- **Salary - Year 1** - Equals the “**Pay Rate - Effective**” from the Salary Sheet prorated based on the effective start and effective end dates entered.
- **Fringe - Year 1** - Fringe amount based on above line times the fringe rate.
- **Allocation Total - Year 1** - Input field to indicate the percentage of “**Salary - Year 1**” that will be charged to the specified Ledger Account and funding sources (Driver Worktag and Optional Worktags) on the allocation line. Positions with multiple funding sources require additional allocation lines ensuring that allocation is 100% for all lines.
- **Allocated Salary - Year 1** - Total calculated salary based on allocation inputs.
- **Allocated Fringe - Year 1** - Total calculated fringe based on allocation inputs.
- **Allocation Check - Year 1** - This is important to ensure the position is allocated 100%.
- **Over/Under - Year 1** - This field indicates if the position is over/under allocated regardless of what department has the allocations. All positions should be 100% allocated. Shared positions with funding sources across multiple departments can only be reported on by staff with access at levels above departments. *Contact the Budget Office with any issues on over/under allocated positions outside your department.*

Understanding and Updating Expense Sheets

General Information

Non-compensation expense planning consists of several sheets as shown below that should be reviewed and updated, if applicable to your department. Some sheets are designed to support driver-based planning (Quantity x Rate (\$)) to derive the **annual amount** as well as supporting non-driver planning through the use of the **Annual Override**, if needed. If **Annual Override** is entered, **Final Amount** will calculate based on that value.

QUANTITY	RATE (\$)	QUANTITY DESCRIPTION	ANNUAL AMOUNT	ANNUAL OVERRIDE	FINAL AMOUNT	DRIVER TYPE	DRIVER_WORKTAG
1	4,500.00	Photo Usage, etc	4,500.00	0.00	4,500.00	Cost Center	CC36720 Brown ...
5							
1							
1							
5							
13	108,000.00		508,000.00	0.00	508,000.00		

Example:

- Driver-based in red
- Override in green

Other Expenses

The **Other Expenses** sheet supports planning for spend categories not supported by other sheets, primarily Graduate Student Aid, Undergraduate Student Aid and Student Wages.

Note: Coordinate with OFSP if changes are needed to University Contributions.

Undergraduate Student Aid

The **Undergraduate Student Aid** sheet supports the planning of student prizes and awards granted within the defined budget period. Hourly wages are not supported on this sheet and are defined on the Student Wages Sheet.

Graduate Student Aid

The **Graduate Student Aid** Sheet supports the user to define graduate student aid including stipends, health insurance, dental insurance and living allowances granted within the defined budget period.

Understanding and Updating Revenue Sheets

General Information

Revenue planning consists of two planning sheets as listed below that should be reviewed and updated, if applicable to your department. Similar to expense sheets, revenue sheets are designed to support driver-based planning (Quantity x Rate (\$)) to derive the **Annual Amount** as well as supporting non-driver planning through the use of the **Annual Override**, if needed.

#	LEVEL	APPROVAL STATUS	FISCAL BEGIN DATE	LINE DESCRIPTION	REVENUE SALES ITE...	LEDGER_ACCO...	NUMBER OF STUDEN...	TUITION & FEES	ANNUAL AMO...	AMOUNT OVERR...	FINAL AMOU...	DRIVER TYPE	DRIVER_WORKT...	FUND	BUSINESS UNIT
1	CC12318 Undergraduate Programs - PCS...	Approved (on-going)	7/1/2023	Wintersession: Tuition	Tuition - Summer/Winte...	40100: Tuition & F...	250					Cost Center	CC12318 Undergr...	FD100 Ge...	BUG055 AUX-Pr...
2	Total						250			0					

Tuition & Enrollment

This sheet supports the planning of all tuition revenue such as Undergraduate, Masters, and PhDs and should reflect the Corporation approved rates and the most recent enrollment projections. Verify that program codes are correct and that tuition & enrollment for any new programs are added.

Other Revenue

This sheet supports the planning of all other major revenue streams as well as fees that are part of Tuition & Fees ledger account. All restricted revenue must equal total expenses by Driver Worktag.

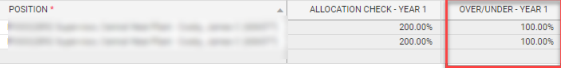
Other Revenue should be reviewed and updated based on the following:

- Auxiliary revenue (based on enrollment) should be calculated using Corporation approved rates and the most recent enrollment projections.
- Other revenue budgets should reflect known changes with assumptions or year-to-date actuals.
- Restricted revenue (i.e., endowment, contributions, sponsored funding) should be recognized when spent regardless if the spending is from the current year payout or from a prior year’s unspent balance. Restricted revenue must equal total restricted expenses at the Driver Worktag level.

Data/Worktag Accuracy Review

Table includes list of changes/corrections made to versions opening for the forecast/budget process (i.e., *FY24 Budget (Working) & FY23 Forecast (Working)*). Departments must review and ensure data is accurate for submission. If you need assistance, please contact Bonny Gonzalez.

#	Data/Worktag	Description	Changes Made by OFSP
1	Fiscal Year Dates	Fiscal Year Dates are used in planning to drive the fiscal year in which the data will be reported. When planning, ensure that the dates correspond to the year/version that you’re working with. Department should review and adjust dates as needed, particularly in staffing sheets where multiple lines may exist in the Staff/Faculty Salary sheets for a given position.	<u>FY25 Budget (Working)</u> All sheets have been reset to reflect the new fiscal year 7/1/24 – 6/30/25
2	Level vs Driver_Worktag Cost Center	When entering data in sheets, the Driver_Worktag must equal the Level if Driver Type = Cost Center If Driver Type is not Cost Center, the Driver_Worktag (i.e., Endowment) must belong to the Level (cost center) Exception: If Endowment, Spendable Gift or Grant is expected to move, use the Level (cost center) to which the Driver_Worktag will be moving into.	<u>FY24 Forecast (Working)</u> Level in plan lines for Endowments, Spendable Gifts and Grants that moved were updated to match the cost center on the driver worktag. This will be in sync with Workday.
3	Data in Cost Center Hierarchy	Data should never be entered at a cost center hierarchy level, only at cost center.	No action taken

4	Closed Positions	<p>Positions that have been closed in Workday should not be included in staffing sheets. These will not load into Workday.</p> <p>For a list of closed positions in Workday, please use the Workday report "Position Maintenance by Supervisory Organization".</p>	Moved data to pooled compensation in both versions - FY24 Forecast (Working) and FY25 Budget (Working) .
5	Unallocated Positions	All positions in Staff and Faculty Salary sheets must have a corresponding allocation in the Allocations sheet in order to be included in the budget/forecast.	No action taken; Must be reviewed by Department
6	Over/Under allocated positions	<p>Positions should not be over/under allocated or budgets can be over/understated. Example of position allocated twice:</p> 	No action taken; Must be reviewed by Department
7	Using Inactive Worktags, Sales Items and Spend Categories	<p>Lines with inactive worktags will not load into Workday. Ensure data is using only active worktags and/or accounts.</p> <p>For a list of active Programs, Spend Categories and Sales Items, including mapping to Ledger Accounts, please visit the Controller's Office</p> <p>For additional assistance, contact Bonny Gonzalez.</p>	No action taken; Must be reviewed by Department

Reporting

For a list of Adaptive Planning Reports and descriptions, download "List of Adaptive Planning Reports.xlsx" shared through Adaptive Reporting.

HELP & CONTACTS

- For support on using Adaptive, including importing functionality and reporting, please submit a training request via Adaptive Training and Support Request [Form](#). For technical issues, submit a [Workday Ticket](#) with Workday Category "**Adaptive Insights**" and someone in our team will be in contact.
- For support on financial processes, please contact your budget liaison via email. For a list of contacts, see our listing under [About Us](#) on our website.