WORKDAY ADAPTIVE
PLANNING USER GUIDE

Version 2.0

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

Adaptive Planning
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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. Importing data is granted via Integrations and secured separately, 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 21+ 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.

![Image](image_url)

**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)".

![Image](image_url)

**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 HTM mode, the result displays in the Report Viewer.
Report Viewer
From the Report Viewer, you can:

- View the data.
- 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.

Budget and Forecast Processes
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 (i.e., FY23F Working) and/or one for next year’s budget (i.e., FY24B Working).

All other historical versions are accessible via sheets and reports as “read-only”. For example, the FY23 Budget - Approved (May 2022) version reflects the budget that was approved by the Brown Corporation in May 2022.
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 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 with the exception of compensation that may be entered in the **Sponsored & Departmental Research (by Spend Category)**.

Compensation Sheets

<table>
<thead>
<tr>
<th>Adaptive Sheet</th>
<th>Description</th>
<th>Key Reminders</th>
</tr>
</thead>
</table>
| 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  
  ○ Budget – Reflected in Pooled Compensation  
  ○ Forecast – Reflected in Positions  
● 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 FY23 increases based on Bargaining Agreements. Departments can opt to enter in Pooled Compensation as pooled if contracts are not yet finalized.

<table>
<thead>
<tr>
<th>Faculty /Staff Salary Allocations</th>
<th>This sheet uses data from the salary sheet to calculate annual plans based on allocation percentages entered per funding source line.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Faculty Ledger Accounts:</strong></td>
</tr>
<tr>
<td></td>
<td>50100:Regular Faculty Salaries</td>
</tr>
<tr>
<td></td>
<td>50150:Faculty Administrative Supplement</td>
</tr>
<tr>
<td></td>
<td>50200:Non-Regular Faculty Salaries</td>
</tr>
<tr>
<td></td>
<td>50300:Adjunct/Visiting Faculty Salaries</td>
</tr>
<tr>
<td></td>
<td>50400:Faculty Summer Salary</td>
</tr>
<tr>
<td></td>
<td><strong>Staff Ledger Accounts:</strong></td>
</tr>
<tr>
<td></td>
<td>51300:Exempt Salaries</td>
</tr>
<tr>
<td></td>
<td>51350:Exempt Coach Salaries</td>
</tr>
<tr>
<td></td>
<td>51410:Non-Exempt Coach Wages</td>
</tr>
<tr>
<td></td>
<td>52100:Bargaining Unit Wages</td>
</tr>
</tbody>
</table>

- 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)

**Ledger Accounts:**
- 50200: Non-Regular Faculty Salaries
- 50300: Adjunct/Visiting Faculty Salaries
- 50400: Faculty Summer Salary
- 51300: Exempt Salaries
- 51350: Exempt Coach Salaries
- 51410: Non-Exempt Coach Wages
- 51430: Non-Exempt Coach Overtime
- 51440: Non-Exempt Coach Overtime
- 52000: Staff Wages
- 52100: Bargaining Unit Wages
- 52150: Bargaining Unit Overtime
- 52200: Seasonal/Intermittent Staff Wages

- 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.

- 52510: Undergraduate Wages

- 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.
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.

- **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 Allocation 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.

- **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/.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**

- 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 (*).

- **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. Most 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. *Exception: Travel and Event sheets are designed for planning based on specific drivers such as trips and associated costs without the ability to override.*

Example:

- Driver-based in red
- Override in green
### Expense Planning Sheets

<table>
<thead>
<tr>
<th>Adaptive Sheet</th>
<th>Description</th>
<th>Key Reminders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies &amp; General</td>
<td>Supplies and General sheet supports planning for supply and general expenses including general supplies, computing supplies, furniture under 5K, and postage. 63000: Supplies &amp; General</td>
<td></td>
</tr>
<tr>
<td>Purchased Services</td>
<td>Purchased Services Sheet defines services purchased from suppliers outside Brown University including marketing and communications, design, and consulting. 64000: Purchased Services</td>
<td></td>
</tr>
</tbody>
</table>
| Other Expenses | The Other Expenses sheet supports planning for spend categories not supported by other sheets, primarily Debt Service, Undergraduate Scholarships and Other Expenses. Ledger Accounts: 53790:Graduate Health Insurance Buyout, 57920:Student Fringe Benefits, 64500:Debt Service – Interest, 64510:Debt Service – Principal, 64520:Debt Service Swap Payments, 65000:Undergraduate Scholarships, 65280:Medical Student Aid, 67000:Travel & Business Domestic 67100:Travel & Business International | The Other Expenses sheet should be reviewed and updated  

**University Contributions- Coordinate with OFSP if changes are needed.**  

**Administrative Cost Allocation (9610)**  
- OFSP is currently evaluating and reviewing the central facilities and administrative fees. Departments that are assessed these central fees will be notified at a later date with updates on this evaluation and corresponding guidance.  
- These fees should remain at FY23 levels until change is communicated by OFSP, if any.  
- Fees previously budgeted in separate spend categories (security, telecom and admin) have been consolidated into one line as Administrative Cost Allocation. |
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Ledger Accounts</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>80000: Other Expenses &amp; Transfers</td>
<td></td>
<td></td>
<td>Building Maintenance Costs (6170) – These fees should remain at FY23 levels until change is communicated by OFSP, if any.</td>
</tr>
<tr>
<td>80100: University Contributions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>86000: Sponsored Award Bank Fees.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80200: Designated Fund Transfers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal Services</td>
<td>Sheet supports the planning of Internal Service spend categories including Brown Dining, Faculty Club, Health Services, and Computer Usage.</td>
<td>68000: Internal Services</td>
<td><strong>Internal Transfers sheet identifies transfers between Brown worktags and/or funding sources.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Sub-set of spend categories with in Ledger Accounts:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>80000: Other Expenses &amp; Transfers,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>80300: Revenue Transfers,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>80400: Internal Funding Transfers</td>
</tr>
<tr>
<td>Internal Transfers</td>
<td></td>
<td></td>
<td>The Internal Transfer sheet should be reviewed to confirm that transfers and commitments are net zero within the consolidated University budget and that the correct spend category is used. A list of spend categories with descriptions can be found on the Controller's website.</td>
</tr>
<tr>
<td>Travel</td>
<td>Travel sheet supports planning for international or domestic travel spend in the budget period. This sheet is driver based and can use the driver quantity to multiply the total rate per driver to target an annual spend for the driver and budget year.</td>
<td>67000: Travel &amp; Business Domestic and</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>67100: Travel &amp; Business International</td>
<td>Travel and Events should be entered at the trip and event level, using the expense hierarchies provided in Adaptive. Adaptive will allocate the budget to the spend categories within each of these hierarchies based on prior year actuals.</td>
</tr>
<tr>
<td>Events</td>
<td>The event sheet supports planning for university funded events.</td>
<td></td>
<td>Travel and Events should be entered at the trip and event level, using the expense hierarchies provided in Adaptive. Adaptive will allocate the budget to the spend categories within each of these hierarchies based on prior year actuals.</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>Sponsored &amp; Departmental Research (by Spend Category)</td>
<td>The Sponsored &amp; Departmental Research sheet supports planning at the grant or the fund level by specifying a generic value. Sponsored &amp; Departmental Research should not overlap with any other expense-based sheets to avoid duplication of expenses. Budgeting at the Sponsored &amp; Departmental Research sheet is optional.</td>
<td>For additional guidance on planning for Sponsored &amp; Departmental Research, please refer to the &quot;Sponsored Worktag Best Practices&quot; document.</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Student Aid</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Student Aid</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Capital | Capital sheet supports planning non-project capital expenses such as Equipment (4010)  
- Desktop / Laptop Computers >$5k (4091)  
- Computer Servers >$5k (4903)  
- IT Storage Systems >$5k (4904)  
- 7000:Capital Expenses | |
Property sheet supports the planning of expenses for utilities such as Light and Power, Natural Gas, etc.

64000: Property Costs

Plant sheet supports planning for expenses related to project management such as Special Consultant Fees (8190), primarily used by Facilities.

72000: Plant Fund Expenditures

Sheet Examples

Travel Sheet

Travel sheet is designed for planning for all travel needs based on specific drivers and associated costs such as lodging and food per person. All costs are spread into specified spend categories by the system based on university-wide assumptions.

As with most expense sheets, this sheet is driven by a Travel Date as shown in green below which drives the fiscal year for the plan. In yellow, you will find all the necessary inputs that must be entered in order to calculate total Travel. **Note:** the fields in yellow are not required by the system as with other fields, but they required to calculate the Total Travel.
Events Sheet

The Events sheet is the same design as Travel.

Supplies & General

Supplies & General, like most other expense planning sheets, is designed to use the fiscal begin date as well as options for Drivers and Override options. As opposed to Travel and Events, in these sheets, the user specifies the spend category as shown below.

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.

Revenue Planning Sheets

<table>
<thead>
<tr>
<th>Adaptive Sheet</th>
<th>Description</th>
<th>Reminders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Enrollment</td>
<td>This sheet supports the planning of all tuition revenue such as Undergraduate, Masters, and PhDs.</td>
<td>Tuition &amp; Enrollment should reflect the FY23 Corporation approved rates and the most recent enrollment projections. Verify that program codes are correct and that tuition &amp; enrollment for any new programs are added.</td>
</tr>
</tbody>
</table>
40100: Tuition & Fees

This sheet supports the planning of all other major revenue streams as well as fees that are part of Tuition & Fees ledger account.

LedgerAccounts:

40100: Tuition & Fees *(Fees only)*
40200: Contributions,
40450: Endowment Income,
40500: Auxiliary Services,
40600: Other Income,
40350: Indirect Cost Income,
40350: Sponsored Grants & Contracts

Other Revenue

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 the FY23 Corporation approved rates and the most recent enrollment projections.
- Other revenue budgets should account for any estimated impacts from COVID
- Restricted revenue (i.e., endowment, contributions, sponsored funding) should be recognized when spent regardless if the spending is from the FY23 payout or from a prior year’s unspent balance. Restricted revenue must equal total restricted expenses at the Driver Worktag level.

Sheet Examples

**Tuition & Enrollment**

Similar to most expense planning sheets, revenue sheets are designed to use the fiscal begin date as well as options for Drivers and Override options. On revenue sheets, a sales item is specified by the user.
Common Mistakes in Adaptive

- Not including positions on both salary and allocation sheets
- Over/under allocation of position salaries
- Planning for restricted funds that do not belong to the business unit/cost center
- Entering data at Cost Center Hierarchy level instead of leaf level (cost center)
- Not filling out all fields that drive the calculation of plan lines.

Reporting
Refer to the “List of Workday Adaptive Planning Reports”. Please reference the report "Adaptive Required Fields by Sheet" for complete listing of required fields for inputting or importing data into sheets.

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.