



Wayne State's New Budgeting Tool

User Training

March and April, 2019



Adaptive Insights

Today's Training Agenda

- *Introduction to Adaptive Insights – What's The Same and What's Different*
- *Into the Application – Log in and Navigation*
- *The Planning Cube*
- *Reporting*
- *What's Next*



Adaptive Insights

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Adaptive Insights

- Adaptive Insights is Wayne State's new budgeting tool, replacing Hyperion.
- Adaptive is a web accessible, cloud-based software that requires very few overhead IT resources from WSU.
- We are rolling out functionality in phases.
 - First phase is budget development, focused on FY 2020 budget prep
 - Next phase will integrate the revised Chart of Accounts and build out RCM
 - Potential future phases could include position management and multi-year strategic financial planning.
- Today's presentation is intended to provide the necessary skills to manage budget entries for FY 2020 budget development.



Adaptive Insights – What’s the Same

Some aspects of the budget development entry process will remain very similar to what was done with Hyperion:

- Data entry at the lowest organization/fund/program level.
- Current budget pool structure remains the same.
- Data is at an aggregated, not transaction, level.
- Security within the application is based on Organization access.



Adaptive Insights – What’s Different

There are some changes implemented with Adaptive:

- The base time period is “month” rather than year, to align with our fiscal periods. Year is displayed as a roll-up of 12 months.
- Users can now view YTD Actuals along with budget data.
- FOP elements (fund code, organization, program) are now independent. No more “entity.”
- Data entry for total budget rather than incremental change to budget. For example, to increase \$10K budget line by +\$1,000, enter \$11K.
- Some changes in terminology used in Adaptive compared to Hyperion.



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Adaptive Insights – Sign On

WSU's Adaptive Insights is set up to use your Access ID and Password like other WSU systems but you must use the following URL:

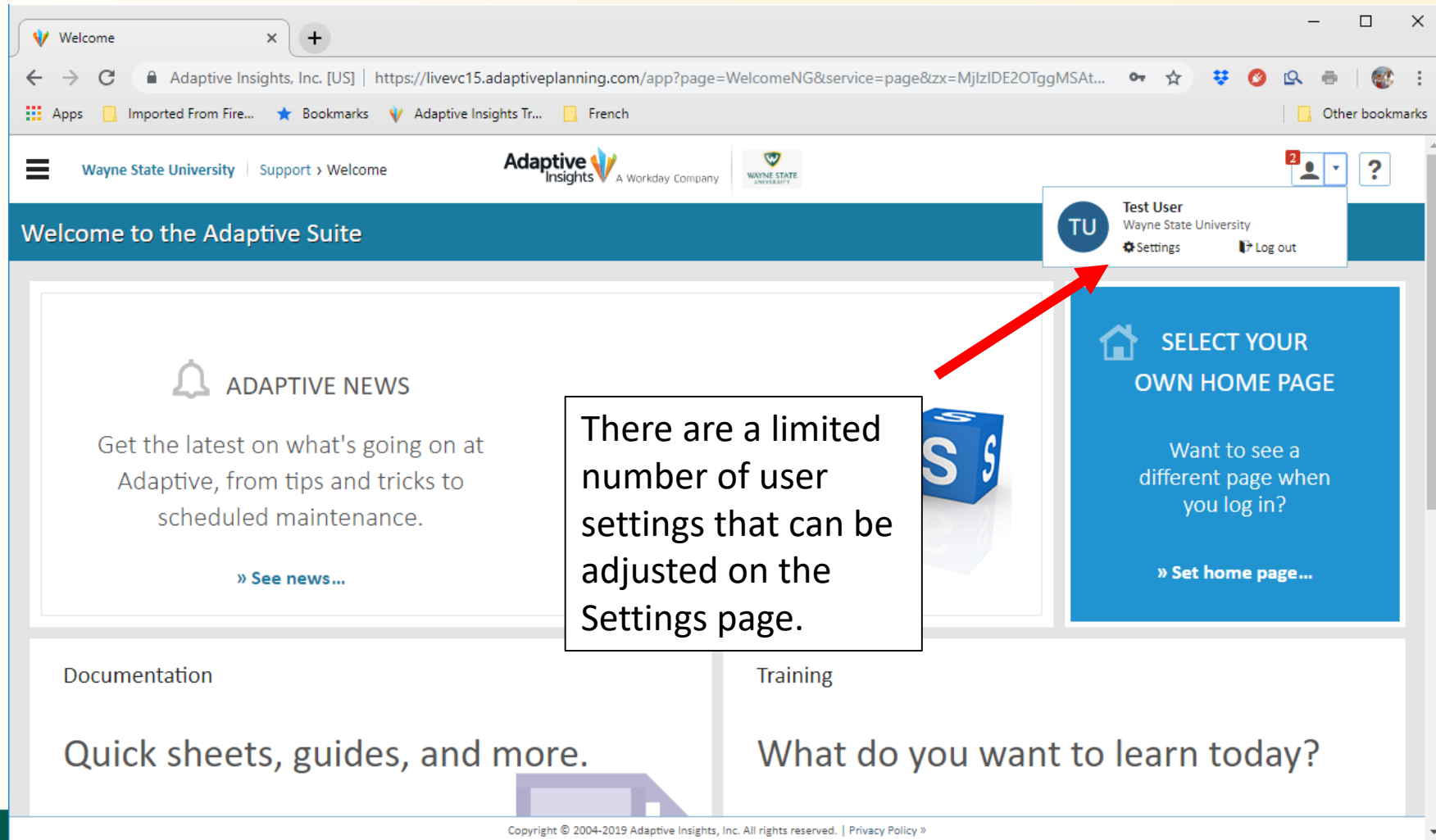
<http://budget.wayne.edu/adaptive>

This URL will take you to a WSU log in screen and then to Adaptive, after successfully logging in. This is the primary log in method.

It is possible to log in directly to the application but will require a password to be managed within the application. Contact OUB regarding log in options.



Adaptive Insights – Settings



The screenshot shows a web browser window with the Adaptive Insights application. The user is logged in as 'Test User' from Wayne State University. A red arrow points to the 'Settings' link in the user profile dropdown menu. A text box explains that only a limited number of user settings can be adjusted on this page.

There are a limited number of user settings that can be adjusted on the Settings page.



Adaptive Insights – Settings

Wayne State University Adaptive Insights A Workday Company

My Profile

Name, Position.

Name: Test User
Position: Testing

Username: alanjacobson1@sbcglobal.net
Email: Use username as email
 alanjacobson1@sbcglobal.net

Home page: Welcome
Time zone: (GMT-05:00) Eastern Time (US & Canada)
Country: United States
State: Michigan

My avatar:

TU Default avatar
 TU No file chosen
(Image requirements: JPG, PNG. Your avatar will be resized to 50x50 pixels)

Save

My avatar: An avatar can be uploaded if desired.

Password: * Required

Old password:
New password:
Verify new password:

The password length must be greater than or equal to 8.

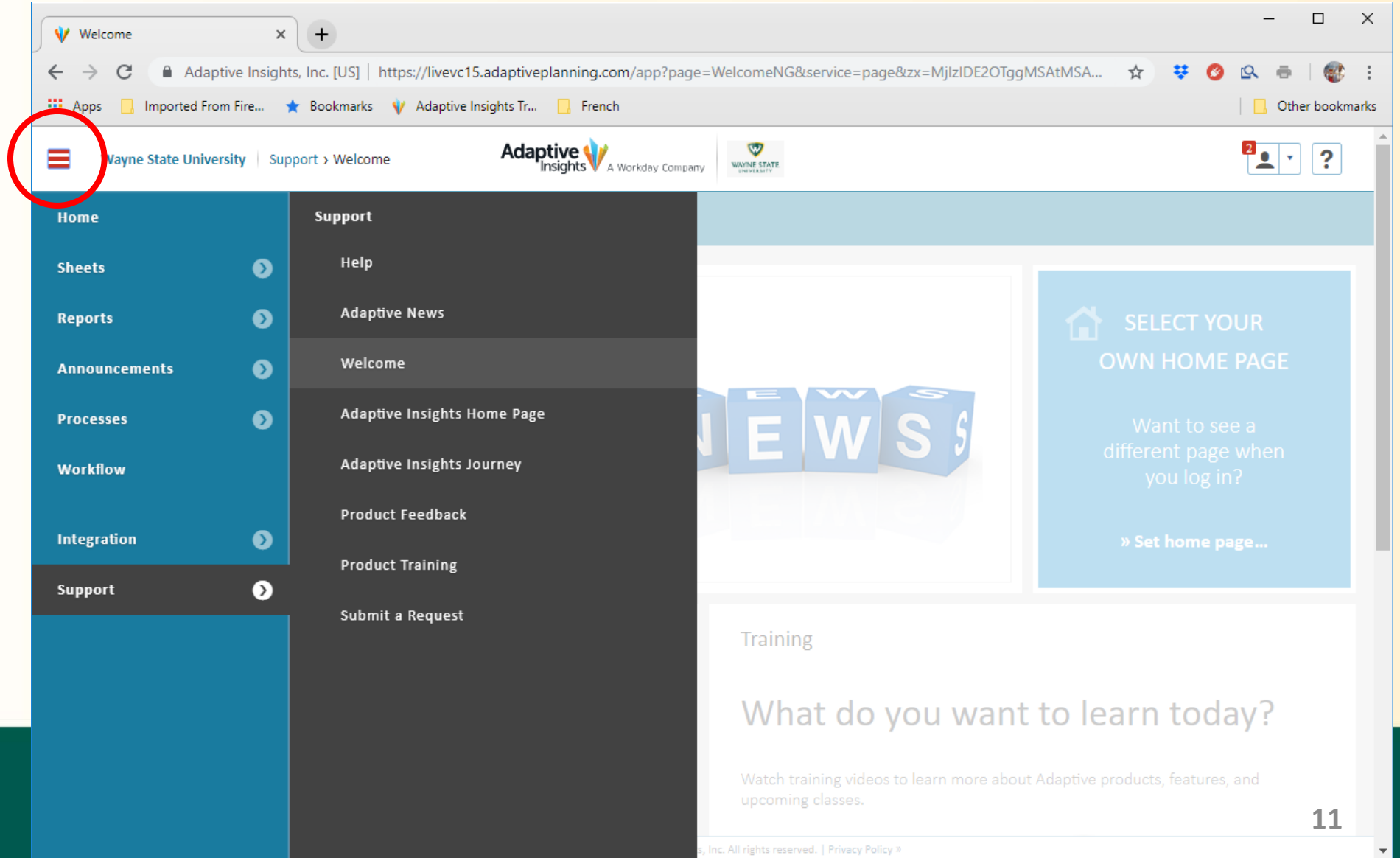


Adaptive Insights – Menu

The Menu is accessed by clicking the three-bar graphic at the top of the page.

The primary elements to focus on for now are:

- Sheets
- Reports



The screenshot shows a web browser window displaying the Adaptive Insights application. The browser's address bar shows the URL: <https://livevc15.adaptiveplanning.com/app?page=WelcomeNG&service=page&zx=MjlzIDE2OTggMSAtMSA...>. The page header includes the Wayne State University logo, the Adaptive Insights logo (A Workday Company), and a user profile icon. A red circle highlights the three-bar menu icon in the top left corner. The menu is open, showing a list of navigation options:

- Home
- Sheets
- Reports
- Announcements
- Processes
- Workflow
- Integration
- Support

The 'Support' menu item is currently selected, and its sub-menu is visible, containing the following items:

- Help
- Adaptive News
- Welcome
- Adaptive Insights Home Page
- Adaptive Insights Journey
- Product Feedback
- Product Training
- Submit a Request

The main content area of the page features a 'NEWS' section with a 'SELECT YOUR OWN HOME PAGE' prompt and a 'Training' section with the heading 'What do you want to learn today?' and a link to watch training videos.



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Adaptive Insights – Terminology

Levels	The Organization code as used in the WSU Chart of Accounts
Plan	Signifies budget data, as compared to Actual data
Sheets	A structured interface to the data
Version	A particular financial scenario
Dimension	A defined logical category of values



Adaptive Insights – Framework of Structure

Sheets

Provides the Adaptive Insights interface for financial managers and planners to view, enter and update financial data such as actuals and budgets or forecasts. There are three types of sheets: **standard**, **modeled** and **cube**. Each type has its own display and data entry options. WSU budget build primarily involves “cube” sheets.

Versions

A collection of accounts, levels, and other data that represents a particular financial scenario. For example, a version can be current-year actuals, or a budget for next year, or a three-year plan, etc. There are two types of versions: **Actuals** and **Plan**. Actuals versions contain your actual financial results for a given period of time while Plan versions may contain annual budgets, forecasts, or what-if scenarios.



Adaptive Insights – Sheets

Clicking on Sheets on the Menu brings you to the Sheets Overview, showing the available sheets.

The Planning – Pool sheet is where budget development activity will take place.

Actuals are shown on the Income Statement sheet.



A screenshot of a web browser displaying the 'Overview Sheet' interface. The browser address bar shows the URL: https://livevc15.adaptiveplanning.com/app?component=goToSheetListener&page=NavigationJson&service=... The page header includes 'Wayne State University | Sheets > Overview' and the 'Adaptive Insights A Workday Company' logo. A dropdown menu shows 'Budget FY19 - Working'. The main content area is titled 'My Sheets' and lists several sheets: 'Income Statement', 'Planning - Pool', 'Revenue Model - Tuition & Fees', and 'Revenue Model - Msc Fees'. Below this is a 'Level Workflow Status' section for 'AA16 - School of Business Administration', showing 'Updated by: N/A' and 'Updated on: N/A'. There is a 'Note' field and a 'Status' dropdown set to 'In Progress'. At the bottom, there are 'Submit' and 'Save Note Only' buttons. The footer contains the URL https://livevc15.adaptiveplanning.com/app?component=mySheetLink.contai... and copyright information: Copyright © 2004-2019 Adaptive Insights, Inc. All rights reserved. | Privacy Policy »

Adaptive Insights – Cube Sheet

The Wayne State budget development build primarily uses cube sheets. Cube sheets allow multiple dimensions (such as level, fund, program, fund type grouping, etc.) to be defined. The data lives at the intersections of those dimensions.

Wayne State University | Sheets > Planning - Pool

Adaptive Insights A Workday Company

WAYNE STATE UNIVERSITY

Budget FY19 - Working

Levels: 16A1 - Business... Fund Code: 111010 - Busin... Program: All Fund Org: Business Grouping: General Fund

Accounts by Time	FY2019
17 + Compensation - Pool	2,259,947.00
26 - General Expense - Pool	
27 721 - Gen. Expenditures Budget Pool	
28 7A1 - Equipment Budget Pool	
29 7A2 - Supplies Budget Pool	63,510.00
30 7A3 - Facility Costs Budget Pool	24,096.00
31 7A4 - Utility Costs Budget Pool	
32 7A5 - Svcs, Contracts & Fees Budget Pool	57,000.00
33 7A6 - Scholarship/Fellowship Budget Pool	32,984.00
34 7A7 - Professional Development Budget Pool	1,000.00
35 7A8 - Travel & Moving Expense Budget Pool	36,000.00
36 7A9 - Printing/Communication Budget Pool	167,500.00
37 7AA - Other Operating Expense Budget Pool	
38 7AB - Internal/Intra/Inter Trf Bdgt Pool	
39 765 - Plant Fund Expenditures	
40 Total	382,090.00
41 - Transfer - Pool	

Wayne State University

Adaptive Insights – Cube Sheet Data Entry

Data entry occurs at the lowest element level. With multiple dimensions, all must be at the lowest level for data entry. The cell color will signify if the cell is a rolled-up value or data enterable.

Roll up level

Roll up Program

#	Accounts by Time	FY2019
17	+ Compensation - Pool	2,259,947.61
26	- General Expense - Pool	
27	721 - Gen. Expenditures Budget Pool	
28	7A1 - Equipment Budget Pool	
29	7A2 - Supplies Budget Pool	63,510.00
30	7A3 - Facility Costs Budget Pool	24,096.00
31	7A4 - Utility Costs Budget Pool	
32	7A5 - Svcs, Contracts & Fees Budget Pool	57,000.00
33	7A6 - Scholarship/Fellowship Budget Pool	32,984.00
34	7A7 - Professional Development Budget Pool	1,000.00
35	7A8 - Travel & Moving Expense Budget Pool	36,000.00
36	7A9 - Printing/Communication Budget Pool	167,500.00
37	7AA - Other Operating Expense Budget Pool	
38	7AB - Internal/Intra/Inter Trf Bdgt Pool	
39	765 - Plant Fund Expenditures	
40	Total	382,090.00
41	- Transfer - Pool	

Cells are GREY



Adaptive Insights – Cube Sheet Data Entry

Lowest Level

Lowest Program

#	Accounts by Time	FY2019
24	621 - Fringe Benefits	
25	Total	1,115,981.00
26	General Expense - Pool	
27	721 - Gen. Expenditures Budget Pool	
28	7A1 - Equipment Budget Pool	
29	7A2 - Supplies Budget Pool	25,010.00
30	7A3 - Facility Costs Budget Pool	
31	7A4 - Utility Costs Budget Pool	
32	7A5 - Svcs, Contracts & Fees Budget Pool	5,000.00
33	7A6 - Scholarship/Fellowship Budget Pool	32,984.00
34	7A7 - Professional Development Budget Pool	
35	7A8 - Travel & Moving Expense Budget Pool	35,000.00
36	7A9 - Printing/Communication Budget Pool	10,000.00
37	7AA - Other Operating Expense Budget Pool	
38	7AB - Internal/Intra/Inter Trf Bdgt Pool	
39	765 - Plant Fund Expenditures	
40	Total	107,994.00
41	Transfer - Pool	
42	821 - Mandatory Transfers	

Cells are BLUE



Adaptive Insights – Cube Sheet Data Entry

The following guidelines apply to data display within sheets:

- Background color:
 - White - cell is editable; type a value or enter a formula
 - Blue - rollup accounts or time dimension (i.e. quarter or year total)
 - Gray - cell is read-only and may contain a value or formula
 - Red - the cell contains an error
- Cell value:
 - Black - data is saved within the version
 - Blue - value has been modified since the last save
 - Green - value from the actuals version
- Triangle displays in the cell's corner:
 - Red - the cell contains a cell note
 - Purple - the cell contains a formula



Adaptive Insights – Cube Sheet Data Entry

Data can still be entered in a Time roll up cell, which displays as a **BLUE** cell.

Adaptive will ask you for a Breakback method to push the entered value out to the lowest time elements.

Wayne State University | Sheets > Planning - Pool

Adaptive Insights A Workday Company

Budget FY19 - Sandbox

Search...

Fund Code: 11

Business

Grouping: General Fund

Breakback Rollup Value

Select the type of breakback to apply to the value 10,000.00

- Breakback Proportionally
- Breakback Proportionally Using Prior Year
- Breakback Evenly
- 4-4-5
- 4-5-4
- 5-4-4

Apply Cancel

	FY 2019
	25,01
Budget Pool	5,00
Budget Pool	32,98
Budget Pool	35,00
Budget Pool	10,00
Budget Pool	10,00
Budget Pool	107,5
821 - Mandatory Transfers	
841 - NonMandatory Transfers	
Total	
Checks	
Rev/Exp Check	-1,222,675.00
Tuition Check	0



Adaptive Insights – Cube Sheet Data Entry

Breakback Methods

(not all methods may be relevant to your entry situation, typically Breakback Evenly should be utilized)

Breakback Proportionally – Distributes in proportion to existing values in contributing cells.

Breakback Proportionally Using Prior Year – Uses the prior year's value for each contributing cell and distributes proportionally.

Breakback Evenly – Divides the rollup evenly or copies the average into all contributing cells.

4-4-5 – Weights the third period in a Quarter

4-5-4 – Weights the second period in a Quarter

5-4-4 – Weights the first period in a Quarter



Adaptive Insights – Cube Sheet Data Entry

Wayne State University | Sheets > Planning - Pool

Adaptive Insights A Workday Company

Budget FY19 - Working

2084.16666667

Levels: 16A11 - Bus Ad ... Fund Code: 111010 - Busin... Program: 46 - College Ad... Fund Org: Business Grouping: General Fund

#	Accounts by Time	3	Dec-2018	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019	Jul-2019	Aug-2019	Sep-2019	FY2019
23	612 - Non Academic	42	87,998.42	87,998.42	87,998.42	87,998.42	87,998.42	87,998.42	87,998.42	87,998.42	87,998.42	87,998.42	1,055,981.00
24	621 - Fringe Benefits												
25	Total	42	92,998.42	92,998.42	92,998.42	92,998.42	92,998.42	92,998.42	92,998.42	92,998.42	92,998.42	92,998.42	1,115,981.00
26	General Expense - Pool												
27	721 - Gen. Expenditures Budget Pool												
28	7A1 - Equipment Budget Pool												
29	7A2 - Supplies Budget Pool	17	2,084.17	2,084.17	2,084.17	2,084.17	2,084.17	2,084.17	2,084.17	2,084.17	2,084.17	2,084.17	25,010.00
30	7A3 - Facility Costs Budget Pool												
31	7A4 - Utility Costs Budget Pool												
32	7A5 - Svcs, Contracts & Fees Budget Pool	57	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	5,000.00
33	7A6 - Scholarship/Fellowship Budget Pool	57	2,748.67	2,748.67	2,748.67	2,748.67	2,748.67	2,748.67	2,748.67	2,748.67	2,748.67	2,748.67	32,984.00
34	7A7 - Professional Development Budget Pool												
35	7A8 - Travel & Moving Expense Budget Pool	57	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	35,000.00
36	7A9 - Printing/Communication Budget Pool	33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	10,000.00
37	7AA - Other Operating Expense Budget Pool												
38	7AB - Internal/Intra/Inter Trf Bdgt Pool												
39	765 - Plant Fund Expenditures												
40	Total	50	8,999.50	8,999.50	8,999.50	8,999.50	8,999.50	8,999.50	8,999.50	8,999.50	8,999.50	8,999.50	107,994.00
41	Transfer - Pool												
42	821 - Mandatory Transfers												
43	841 - NonMandatory Transfers												

Right Click Options
(note that Time is changed to lowest Time element)

- Clear
- Copy Forward
- Copy Downward
- Formula Assistant
- Adjust
- Add Note
- Explore Cell
- Cube Details
- Display Options



Adaptive Insights – Cube Sheet Data Entry

Several of the toolbar options can also be accessed from the right-click menu. In addition, the following commands are available for cube sheets:

- Clear - remove the contents of the selected cell(s)
- Copy Forward:
 - Copy to End - copies the current value through the last period
 - Advanced - various options including increase or decrease by value or percent
- Copy Downwad
 - Copy to End - copies the current value through the last row
- Adjust - change a range of values proportionally, evenly, or increase or decrease by value or percent
- Add Note - insert cell-based text. When a cell note is present, a red triangle appears in the upper right corner of the cell. Also, the right-click menu for that cell changes to include *Edit Note* and *Remove Note*.
- Cube Details - displays all the account values for the selected cell and lists the level, time period, and selected dimension value and attribute value at the top.



Adaptive Insights – Cube Sheet Data Entry

Notes

There are two types of notes that can be added to sheets: **Cell Notes** and **Sheet Notes**.

Cell notes are account, time, level and version-specific and do not roll up to parent levels. They can be seen on the sheet, in Cell Explorer and can be put on reports. Users with access to view the particular data intersection where the note is located can read the note. Cell notes are entered with a right click and are signified by a red triangle in the cell.

Sheet notes are level and version-specific. Any user assigned the same combination of sheet, level and version can read the note. Sheet notes are entered via a button on the sheet.



Adaptive Insights – Cube Sheet Display

The image shows two overlapping dialog boxes from the Adaptive Insights software. The 'Change Dimensions' dialog is in the background, showing 'Horizontal' set to 'Time' and 'Vertical' set to 'Accounts'. The 'Display Options' dialog is in the foreground, showing 'Viewable Time Range' with 'Start' and 'End' both set to 'End of Version'. Below that is a 'Column Display Options' table with columns for 'Month', 'Quarter', 'Year', and 'All'. The 'Year' column is checked for FY2019. At the bottom of the 'Display Options' dialog are two checkboxes: 'Suppress rows if all zeros or blank' and 'Set as default for all users', along with 'OK' and 'Cancel' buttons.

Change Dimensions

Axis

Horizontal: Time

Vertical: Accounts

Time

Levels

Accounts

Fund Code

Fund Org

Grouping

Program

Other Dimension Coordinates

Time: Nov-2018

Levels: 16A1 - Business

Display Options

Time Levels Accounts Fund Code Fund Org Grouping

Viewable Time Range

Start: End:

Start of Version End of Version

Column Display Options

	Month	Quarter	Year	All
FY2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FY2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FY2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FY2019	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FY2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suppress rows if all zeros or blank

Set as default for all users

OK Cancel

BAOs and other end users will have control over how the data is displayed by simply changing which dimensions and time periods are selected.

Changing the display of the data does not change the data itself.

For example, the next slide shows the same data, displayed in different ways.

The modified view can be reset to the default view with a push of a button.



Adaptive Insights – Cube Sheet Display

Wayne State University | Sheets > Planning - Pool

Adaptive Insights A Workday Company

Budget FY19 - Working

Search...

Levels: 16A1 - Business... Fund Code: 111010 - Busin... Program: All Fund Org: Business Grouping: General Fund

#	Accounts by Time	FY2019
17	Compensation - Pool	2,259,947.61
26	General Expense - Pool	
27	721 - Gen. Expenditures Budget Pool	
28	7A1 - Equipment Budget Pool	
29	7A2 - Supplies Budget Pool	63,510.00
30	7A3 - Facility Costs Budget Pool	24,096.00
31	7A4 - Utility Costs Budget Pool	
32	7A5 - Svcs, Contracts & Fees Budget Pool	57,000.00
33	7A6 - Scholarship/Fellowship Budget Pool	32,984.00
34	7A7 - Professional Development Budget Pool	1,000.00
35	7A8 - Travel & Moving Expense Budget Pool	36,000.00
36	7A9 - Printing/Communication Budget Pool	167,500.00
37	7AA - Other Operating Expense Budget Pool	
38	7AB - Internal/Intra/Inter Trf Bdg Pool	
39	765 - Plant Fund Expenditures	
40	Total	382,090.00
41	Transfer - Pool	

Wayne State University | Sheets > Planning - Pool

Adaptive Insights A Workday Company

Budget FY19 - Working

Search...

Accounts: General Expens... Fund Code: 111010 - Busin... Program: All Fund Org: Business Grouping: General Fund

#	Levels by Time	Oct-2018	Nov-2018	Dec-2018	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
2337	AA15 - College of Nursing									
2429	AA16 - School of Business Administration									
2430	16BUS - School of Business Administration									
2431	16A - Administrative School of Bus Admin									
2432	16A1 - Business Admin Dean's Office									
2433	16A11 - Bus Ad Office of Dean	8,999.50	8,999.50	8,999.50	8,999.50	8,999.50	8,999.50	8,999.50	8,999.50	8,999.50
2434	16A12 - Bus Ad Instruct Exp Holding Acct	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67
2435	16A13 - Bus Ad Unallocated Allotments									
2436	16A15 - Bus Ad General Oper Exp	2,008.00	2,008.00	2,008.00	2,008.00	2,008.00	2,008.00	2,008.00	2,008.00	2,008.00
2437	16A17 - Bus Ad Academic Support									
2438	16A18 - Bus Ad Marketing & Comm Ofc	17,916.67	17,916.67	17,916.67	17,916.67	17,916.67	17,916.67	17,916.67	17,916.67	17,916.67
2439	16A19 - Bus Admin Summer School Alloc									
2440	16A1 - Business Admin Dean's Office (Only)									
2441	Total	31,840.83	31,840.83	31,840.83	31,840.83	31,840.83	31,840.83	31,840.83	31,840.83	31,840.83
2442	16A6 - Bus Ad Omnibus Awards									



Adaptive Insights – Cube Sheet Display

Explore Cell

The Cell Explorer toolbar button (also accessible via the Explore Cell option on the right-click menu) is a very useful tool to learn about the contents of a particular cell, especially cells with roll up data. The Explore Cell box provides information about the data elements in a cell and allows you to drill into those elements to see data at deeper levels of the data element.

The screenshot displays the 'Explore Cell' interface for a budget pool. The sidebar on the left shows a list of budget pools for FY2019, with 'Expense Budget Pool' selected and highlighted in blue. The main pane displays the following details:

- Account:** 7A8 - Travel & Moving Expense Budget Pool
Code: Exp_Planning.7A8
Type: Cube
Rollup type: Sum
Rolls up to: General Expense - Pool
- Level:** 16A11 - Bus Ad Office of Dean
Rolls up to: 16A1 - Business Admin Dean's Office
- Dimensions:** Fund Code: 111010 - Business Administration
Rolls up to: All
Program: 46 - College Administration
Rolls up to: All
Fund Org: All
Grouping: All
- Year:** FY2019
- Filter:** Dimension Attributes: Fund Org: Business
Grouping: General Fund
- Value:** 35,000.00 (with a 'View Audit Trail' link)
- Visible on the following sheets:** Planning - Pool

At the bottom, a table shows the 'Time Rollup' for FY2019:

CONTRIBUTING TIME	VALUE
821 - Mandatory Transfers	
841 - NonMandatory Transfers	
Total	
Checks	
Rev/Exp Check	-1,222,675.00
Tuition Check	0
Mer Check	0

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All currency values shown in USD - United States of America, Dollars



Adaptive Insights – Cube Sheet Display

Cube Sheet Toolbar Options

The screenshot shows the Adaptive Insights interface for Wayne State University. The toolbar, highlighted by a red oval, includes icons for: a checkmark, a formula symbol (fx), a save icon, a refresh icon, a grid icon, a zoom icon, a search icon, a print icon, a refresh icon, and a search input field. A text box points to these icons with the text: "The name of each button displays when you hover over the button with your mouse."

#	Accounts by Time	FY2019
27	721 - Gen. Expenditures Budget Pool	
28	7A1 - Equipment Budget Pool	
29	7A2 - Supplies Budget Pool	25,010.00
30	7A3 - Facility Costs Budget Pool	
31	7A4 - Utility Costs Budget Pool	
32	7A5 - Svcs, Contracts & Fees Budget Pool	5,000.00
33	7A6 - Scholarship/Fellowship Budget Pool	32,984.00
34	7A7 - Professional Development Budget Pool	
35	7A8 - Travel & Moving Expense Budget Pool	35,000.00
36	7A9 - Printing/Communication Budget Pool	10,000.00



Adaptive Insights – Cube Sheet Display

Cube Sheet Toolbar Options

The following functions are available from the cube sheets toolbar:

- Expand/Collapse Formula Bar - toggle between the two display modes
- Formula Assistant - opens the *Formula Assistant*
- Save - commits all changes to the database
- Change Dimensions - allows you to choose element to display on the horizontal axis and what elements to stack on the vertical axis. The *Other Dimension Coordinates* allows the user to navigate to a specific intersection by selecting a specific value for all elements displayed on the sheet.
- Swap Axes - allows you to swap the elements displayed. The horizontal element moves to the vertical axis and the element at the top of the hierarchy on the vertical axis moves to the horizontal axis.
- Reset to Default View - resets to the default view defined for the sheet
- Display Options:
 - Time - select from the viewable time range, column display options (i.e. months, quarters, years) and suppress rows if zeros or blanks options. Selections may be set as default for all users.
 - Other Elements on the sheet - select from the viewable options what to display for Levels, Accounts, all Dimensions, and all Attributes and suppress rows if zeros or blanks options. Selections may be set as default for all users.
 - Sparklines - either line or bar display allowing for visual review or data entry
- Cell Explorer - allows you to drill into the contents of a cell and review its source data
- Printable View - creates an Excel spreadsheet based on the sheet's design and data
- Refresh Sheet - reloads the sheet from the database. If other users have saved changes, the refresh will reflect those updates.
- Search - enter the desired term to search all accounts, dimensions and display values



Adaptive Insights – Cube Sheet Display

Searching for Data Elements – Where’s My Stuff?

The screenshot displays the Adaptive Insights software interface. At the top, the header includes the Wayne State University logo, the text "Wayne State University | Sheets > Planning - Pool", the Adaptive Insights logo, and the text "A Workday Company". On the right side of the header, there is a dropdown menu for "Budget FY19 - Sandbox" and a user profile icon. Below the header is a toolbar with various icons for navigation and search. The main area shows a search bar with the value "35000" and a search icon. Below the search bar are several pull-down menus for "Levels", "Fund Code", "Program", "Fund Org", and "Grouping". A red arrow points to the search box on the "Levels" pull-down menu. Below the search bar is a "Search" button and a "Levels" button. A search results window is open, displaying a hierarchy of data elements. A red arrow points to the search results window. The hierarchy is as follows:

- AA16 - School of Business Administration
 - 16BUS - School of Business Administration
 - 16A - Administrative School of Bus Admin
 - 16A1 - Business Admin Dean's Office
 - 16A11 - Bus Ad Office of Dean
 - 16A12 - Bus Ad Instruct Exp Holding Acct
 - 16A13 - Bus Ad Unallocated Allotments
 - 16A15 - Bus Ad General Oper Exp
 - 16A17 - Bus Ad Academic Support
 - 16A18 - Bus Ad Marketing & Comm Ofc

At the bottom of the interface, there is a status bar with the text "46 Rev/Exp Check -1,222,675.00".

Each pull down has a search box.

You can also drill into the displayed hierarchy.



Adaptive Insights – Standard Sheet

Only one other sheet type will be used at this time: a standard sheet displaying **YTD Actuals** in the account codes for completed months and **Revised Budget** in the months forward. Standard sheets display in a set “account by time” spreadsheet fashion. The level (organization) can be used to filter results.

#	Accounts	FY2016	FY2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018
1	Income	18,615.11	12,780.81	5,962.25	7,045.71	256.97	-271.53	1,959.26	-189.74
183									
184	Cost of Goods Sold								
185									
186	Gross Margin	18,615	12,781	5,962	7,046	257	-272	1,959	-190
187	Gross Margin %	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
188									
189	Expense								
190	611 - Academic Classifications								
191	6113 - Academic Staff, Represented								
192	61131 - Academic Staff, Rep-12 Month Exempt	482,438	514,271	12,906	58,254	38,836	39,794	42,667	42,667
193	61132 - Academic Staff, Rep-9 Month								
194	61133 - Academic Staff, Rep-12M NonExempt								
195	611331 - Acad Staff Rep12M NonExmpt Reg Wage								
196	611332 - Acad Staff Rep12M NonExmpt Overtime								
197	Total								
198	6113 - Academic Staff, Represented - child								
199	Total	482,438	514,271	12,906	58,254	38,836	39,794	42,667	42,667



Adaptive Insights

Today's Training Agenda

- *Introduction to Adaptive Insights – What's The Same and What's Different*
- *Into the Application – Log in and Navigation*
- *The Planning Cube*
- **Reporting**
- *What's Next*



Adaptive Insights – Budget Related Reporting

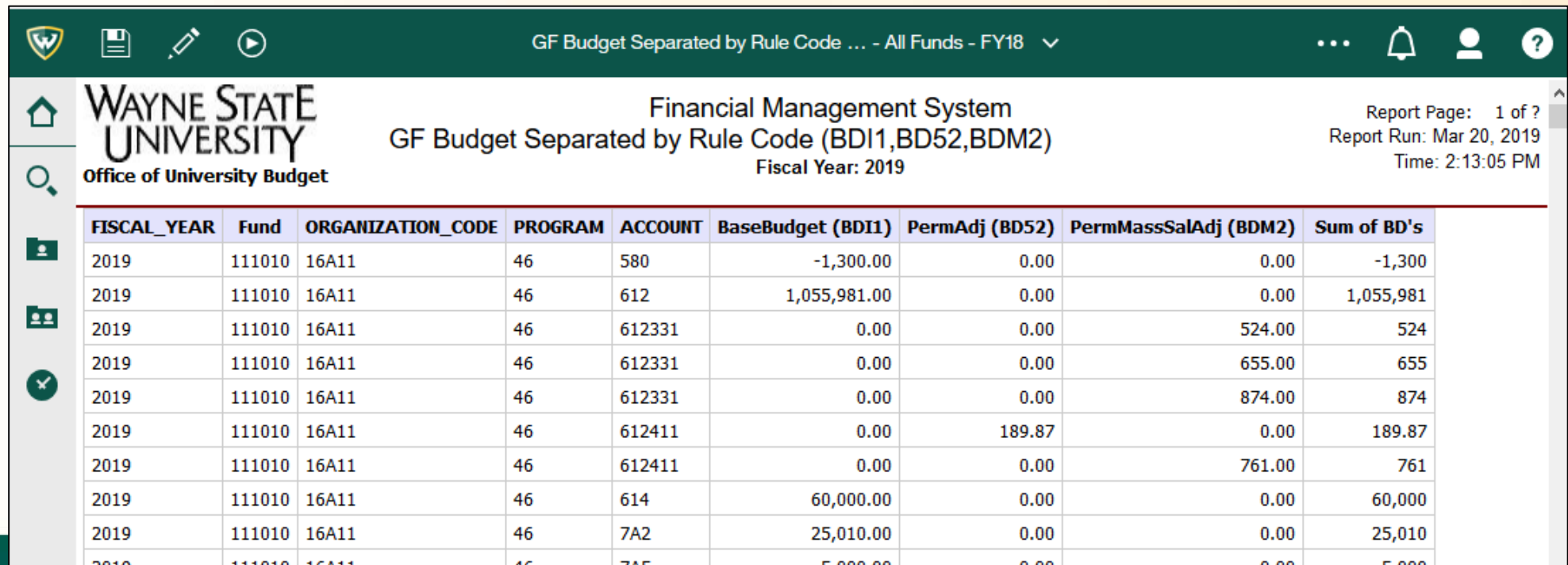
The screenshot displays the Adaptive Insights web application interface for Wayne State University. The top navigation bar includes the Wayne State University logo, the text "Support > Welcome", the Adaptive Insights logo (A Workday Company), and a user profile icon with a notification badge. The left sidebar contains navigation options: Home, Sheets, Assumptions, Reports (highlighted with a red circle), and Discovery. The main content area shows the "Reports" section for "Budget FY19 - Working". A search bar is present above a table of reports. The table lists reports in the "Shared Reports" folder, including "Actuals by Budget Pool", "Budget Summary by /Fund/Level/Program", "Budget Summary by Level/Fund/Program", "Budget Summary by Level/Fund/Program v2", "Planning Working to Baseline Variance", "Rate by Student Level and Residency", and "SCH Enrollment by School/College and Level". Each report entry includes the name, a checkmark, the creator (Alan Jacobson), and the last viewed date and time.

Name	Created By	Last Viewed
Actuals by Budget Pool	✓ Alan Jacobson	3/19/2019 17:36:53
Budget Summary by /Fund/Level/Program	✓ Alan Jacobson	3/18/2019 14:03:11
Budget Summary by Level/Fund/Program	✓ Alan Jacobson	3/18/2019 13:43:20
Budget Summary by Level/Fund/Program v2	✓ Alan Jacobson	3/18/2019 13:36:31
Planning Working to Baseline Variance	✓ Alan Jacobson	3/19/2019 14:13:41
Rate by Student Level and Residency	✓ Alan Jacobson	3/18/2019 14:44:14
SCH Enrollment by School/College and Level	✓ Alan Jacobson	3/18/2019 15:07:41



Adaptive Insights – Budget Related Reporting

For budget development, we will use a combination of COGNOS reports and the reporting system built into Adaptive. Existing reports like the Roster Report and others will provide Banner data as we have used in the past. New reports, like the one shown below (or similar), will provide detail on current budget activity.




FISCAL_YEAR	Fund	ORGANIZATION_CODE	PROGRAM	ACCOUNT	BaseBudget (BDI1)	PermAdj (BD52)	PermMassSalAdj (BDM2)	Sum of BD's
2019	111010	16A11	46	580	-1,300.00	0.00	0.00	-1,300
2019	111010	16A11	46	612	1,055,981.00	0.00	0.00	1,055,981
2019	111010	16A11	46	612331	0.00	0.00	524.00	524
2019	111010	16A11	46	612331	0.00	0.00	655.00	655
2019	111010	16A11	46	612331	0.00	0.00	874.00	874
2019	111010	16A11	46	612411	0.00	189.87	0.00	189.87
2019	111010	16A11	46	612411	0.00	0.00	761.00	761
2019	111010	16A11	46	614	60,000.00	0.00	0.00	60,000
2019	111010	16A11	46	7A2	25,010.00	0.00	0.00	25,010
2019	111010	16A11	46	7A5	5,000.00	0.00	0.00	5,000



Adaptive Insights – Budget Related Reporting

Some general use web reports in Adaptive will be developed by the Office of University Budget and will be available to all users.



Wayne State University | Reports > Budget Summary by Level/Fund/Program v2 Adaptive Insights A Workday Company

Version: Budget FY19 - Working Fund Code: 111010 - Business Adminis... Notes

Levels	Accounts	00 - Not Applicable/Default	11 - Instruction Spons by Outside Agency	12 - Instruction Spons by University	14 - Instruction Salary Reimbursm
16A11 - Bus Ad Office of Dean	580 - Misc Revenue Sources	0.00	0.00	0.00	0
	614 - Part Time Classifications	0.00	0.00	0.00	0
	612 - Non Academic	0.00	0.00	0.00	0
	7A2 - Supplies Budget Pool	0.00	0.00	0.00	0
	7A5 - Svcs, Contracts & Fees Budget Pool	0.00	0.00	0.00	0
	7A6 - Scholarship/Fellowship Budget Pool	0.00	0.00	0.00	0
	7A8 - Travel & Moving Expense Budget Pool	0.00	0.00	0.00	0
	7A9 - Printing/Communication Budget Pool	0.00	0.00	0.00	0
	Rev/Exp Check	0.00	0.00	0.00	0
16A12 - Bus Ad Instruct Exp Holding Acct	7A2 - Supplies Budget Pool	0.00	0.00	10,000.00	0
	7A5 - Svcs, Contracts & Fees Budget Pool	0.00	0.00	25,000.00	0
	Rev/Exp Check	0.00	0.00	-35,000.00	0
16A13 - Bus Ad Unallocated Allotments	611 - Full Time Faculty	58,511.61	0.00	0.00	0
	6141 - Part Time Faculty	43,857.00	0.00	0.00	0
	6113 - Other Academic	0.31	0.00	0.00	0
	612 - Non Academic	12,509.69	0.00	0.00	0
	Rev/Exp Check	-114,878.61	0.00	0.00	0
16A15 - Bus Ad General Oper Exp	7A3 - Facility Costs Budget Pool	0.00	0.00	0.00	0
	Rev/Exp Check	0.00	0.00	0.00	0
16A17 - Bus Ad Academic Support	614 - Part Time Classifications				

35

Adaptive Insights – Budget Related Reporting

Ad-hoc web report building will also be available for users.

Report building is very easy but requires some familiarity with the data elements.

Wayne State University | Reports > New Matrix Report

Adaptive Insights A Workday Company

WAYNE STATE UNIVERSITY

Elements Search

- Accounts >
- Time >
- Levels >
- Versions >
- Display As >
- Account Attributes >
- Level Attributes >
- Dimension Attributes >
- Dimensions >
- Calculations >
- Reusable Reports >

Filters: Parameters:

Drag to add rows

Drag to add columns

DESIGN ELEMENTS

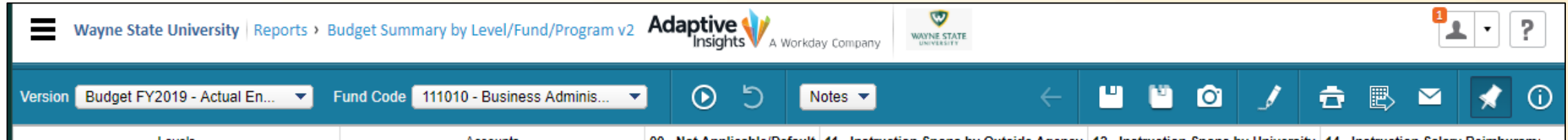
Due to the detail with report building, OUB will provide separate training materials specifically on that subject.



Adaptive Insights – Budget Related Reporting

The Report Viewer Toolbar

The report viewer toolbar allows you to perform a number of tasks, including setting parameters, modifying, saving and exporting report data.



Adaptive Insights – Budget Related Reporting



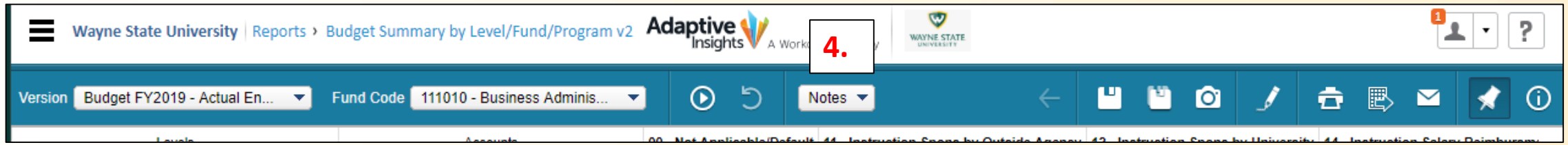
The screenshot shows the top navigation bar of the Adaptive Insights interface. On the left, a red box labeled '1.' highlights the breadcrumb navigation: 'Wayne State University | Reports > Budget Summary by Level/Fund/Program v2'. The main header includes the 'Adaptive Insights' logo and 'A Workday Company' text, along with the 'WAYNE STATE UNIVERSITY' logo. On the right, there are user profile and help icons. Below the header is a blue toolbar with a 'Version' dropdown set to 'Budget FY2019 - Actual En...', a 'Fund Code' dropdown set to '111010 - Business Adminis...', and a 'Run Report' button (play icon). To the right of the 'Run Report' button is a 'Reset Parameters' button (circular arrow icon) and a 'Notes' dropdown. Further right are icons for back, save, print, camera, edit, printer, keyboard, email, and help. Below the toolbar, a table header is partially visible with red boxes labeled '2.' and '3.' pointing to the 'Run Report' and 'Reset Parameters' buttons respectively.

Parameters

1. When included in the report's design, one or more parameters allow to you to select from report elements.
2. When parameters are included, click Run Report to refresh the display based on the parameter selection.
3. When parameters are included, click Reset Parameters to return to the initial display as defined in the report.



Adaptive Insights – Budget Related Reporting



The screenshot shows the top navigation bar of the Adaptive Insights application. The breadcrumb trail reads "Wayne State University | Reports > Budget Summary by Level/Fund/Program v2". The "Adaptive Insights" logo is visible, along with a "Wayne State University" logo and a user profile icon with a notification badge. Below the navigation bar is a toolbar with a "Notes" dropdown menu highlighted by a red box with the number "4." inside. The toolbar also includes buttons for play, refresh, back, forward, print, and other functions. Below the toolbar, the start of a table is visible with columns for "Level", "Account", and "Net Applicable Default".

Notes

4. This pull down allows you to
 - Add a report note
 - Set where notes should display, or to hide notes
 - Delete a report note



Adaptive Insights – Budget Related Reporting



Saving and Exporting

5. Save
6. Save as
7. Save as Snapshot – to create a copy of the report with the data frozen at the save point.
8. Modify report
9. Printable View – creates an Excel report
10. Export – option to export to Excel or to export as a PDF file
11. Email report – active for shared reports to Adaptive users



Adaptive Insights

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Adaptive Insights – Future Enhancements

- Workflow
- Communication/Messaging in Adaptive
- OfficeConnect (MS Office interface similar to Smartview)
- Dashboard Reporting Functionality

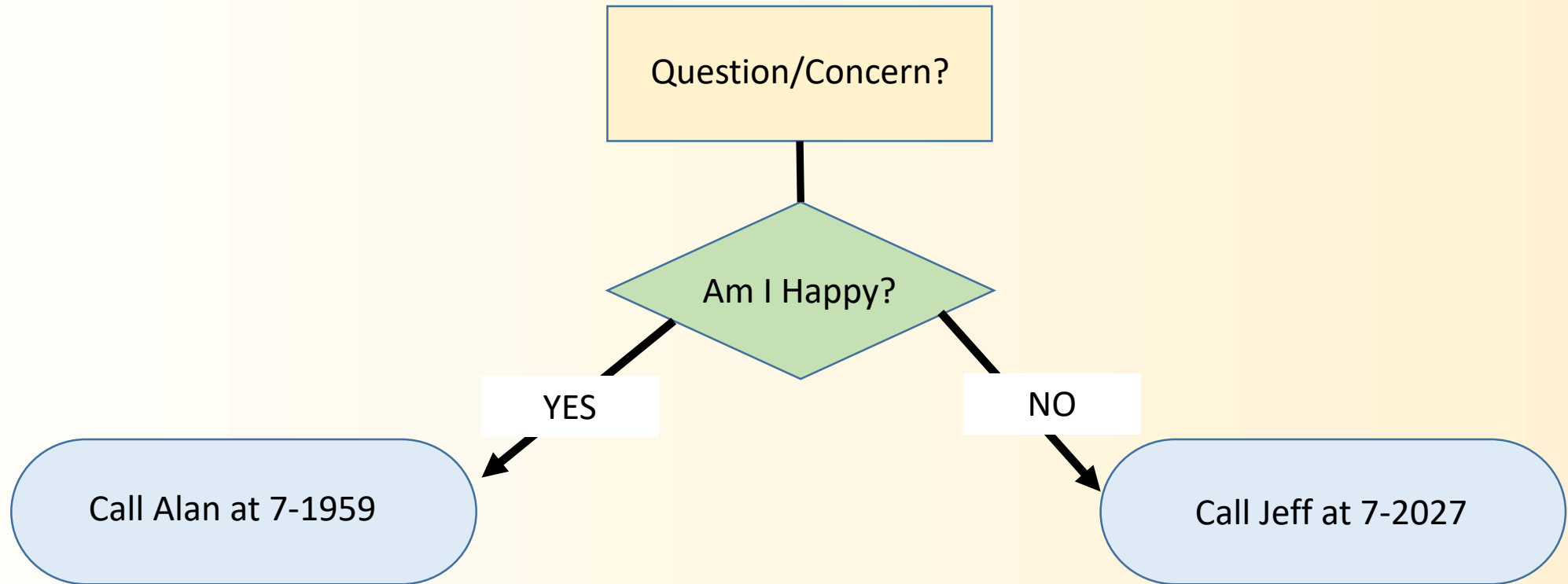


Coming Soon!

Version 2.0

Adaptive Insights – Questions, Concerns?

If you have questions or concerns, please use the handy flowchart below:



Just kidding, please contact the OUB budget analyst for your area.