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*

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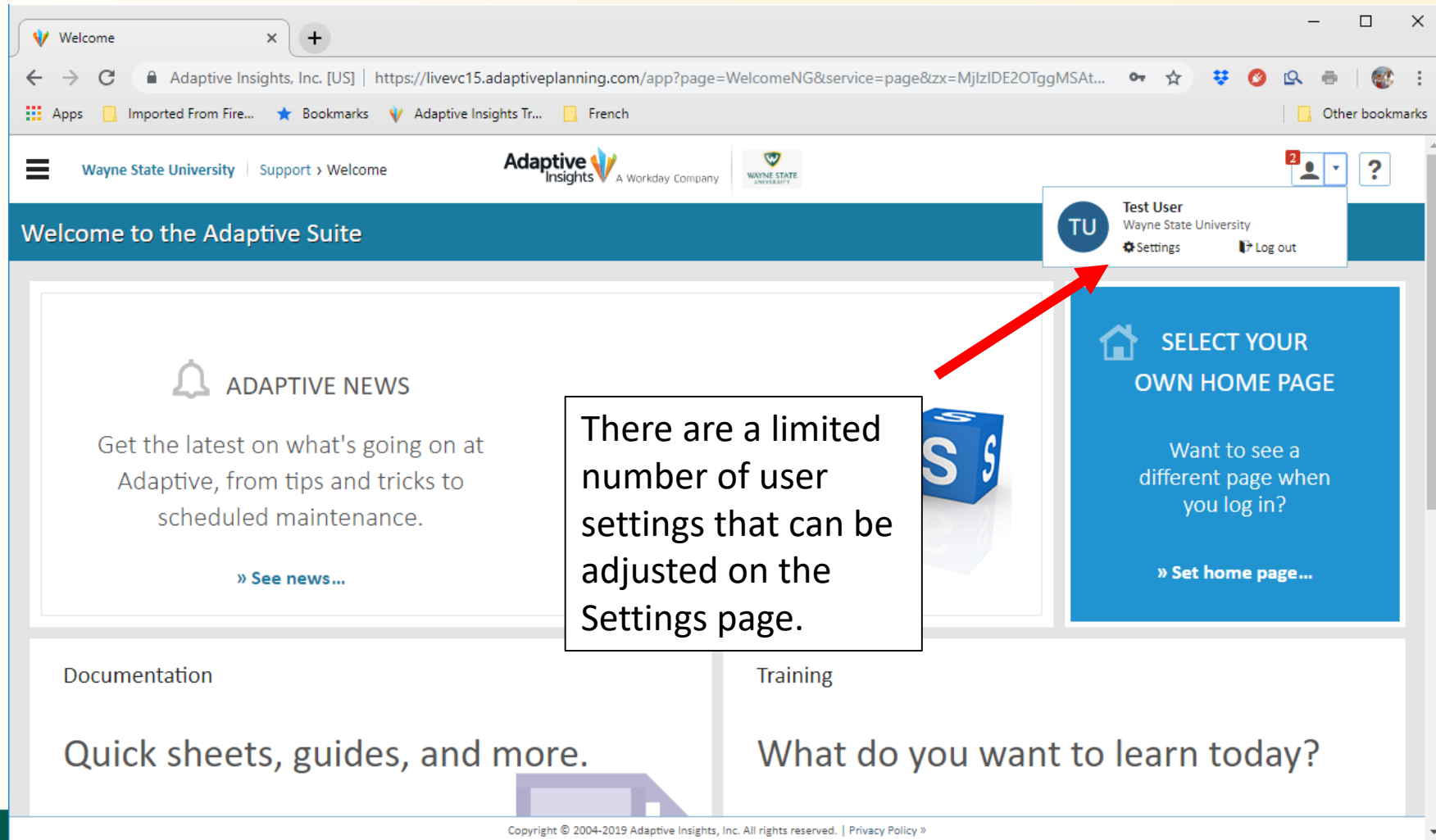
This URL will take you to a WSU log in screen and then to Adaptive, after successfully logging in. This is the primary log in method.

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

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

Adaptive Insights – Settings

Name, Position.

An avatar can be uploaded if desired.
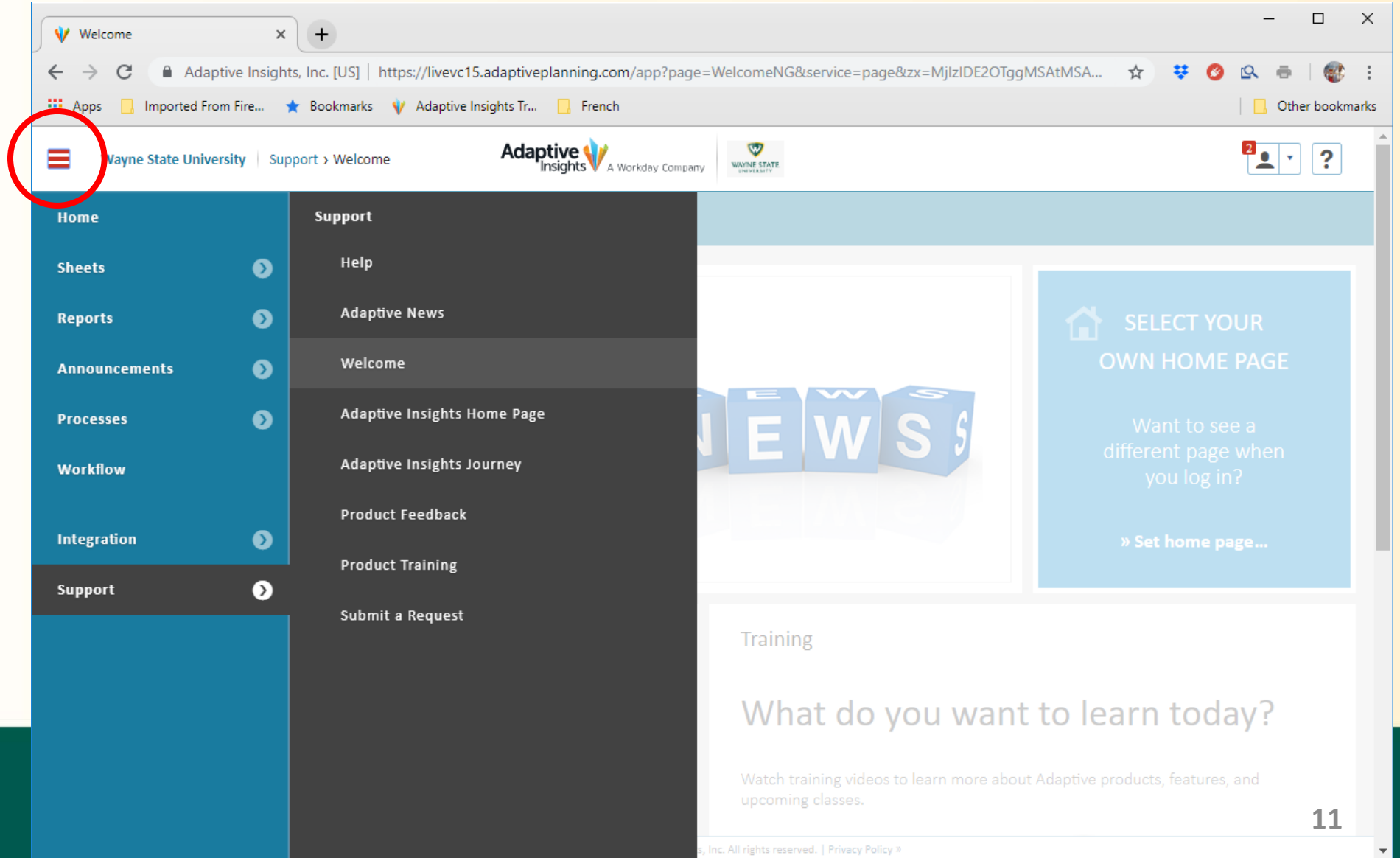
Adaptive Insights – Menu

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

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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.

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.

Version

Levels (orgns), fund code, program, etc.

Accounts

Time

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

Cells are **GREY**

Adaptive Insights – Cube Sheet Data Entry

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.

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

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

Right Click Options

(note that Time is changed to lowest Time element)

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

<u>Notes</u>

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

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

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.

Adaptive Insights – Cube Sheet Display

Cube Sheet Toolbar Options

The name of each button displays when you hover over the button with your mouse.

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?

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.

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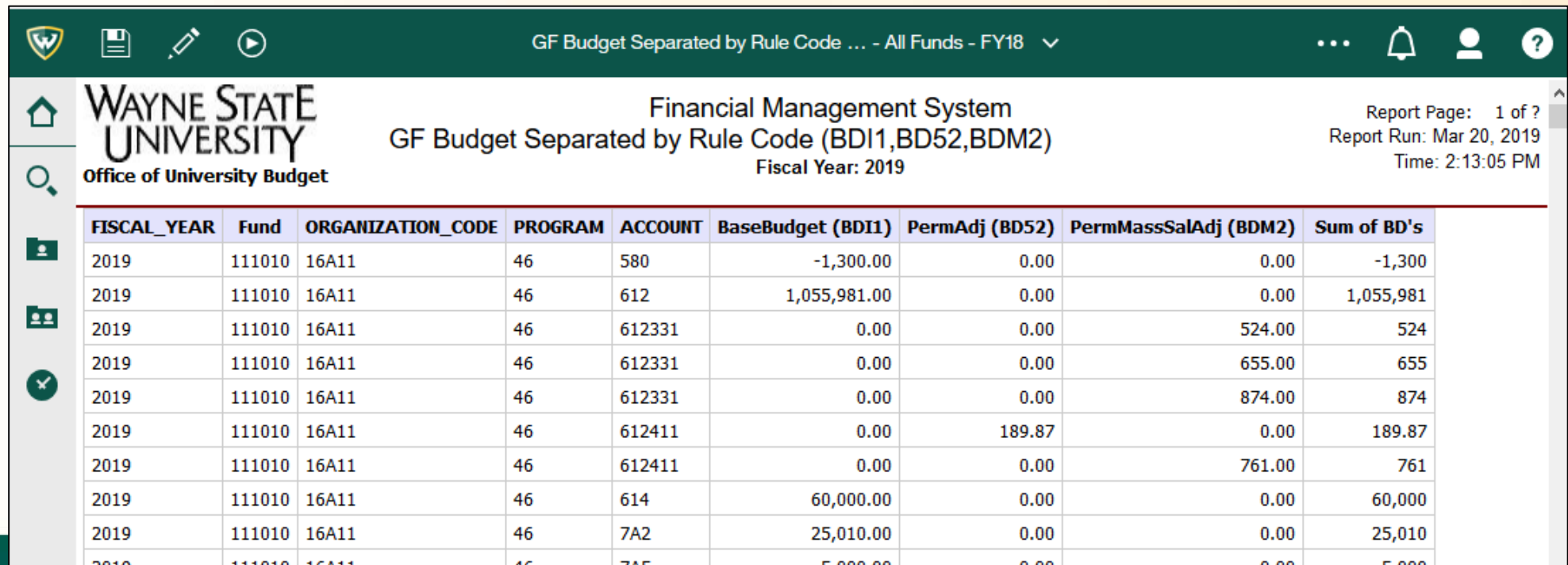
Adaptive Insights – Budget Related Reporting

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.

GF Budget Separated by Rule Code … - All Funds - FY18

WAYNE STATE UNIVERSITY
Office of University Budget

Financial Management System
GF Budget Separated by Rule Code (BDI1,BD52,BDM2)
Fiscal Year: 2019

Report Page: 1 of ?
Report Run: Mar 20, 2019
Time: 2:13:05 PM

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.

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.
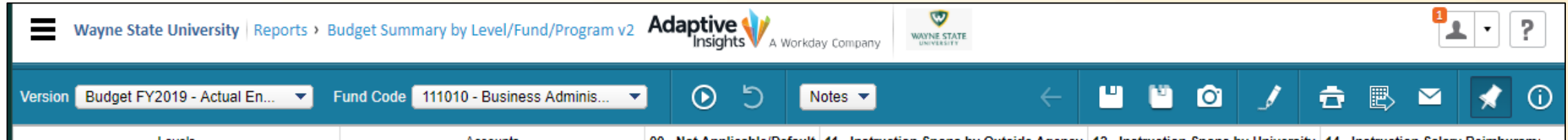

Due to the detail with report building, OUB will provide separate training materials specifically on that subject.

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.
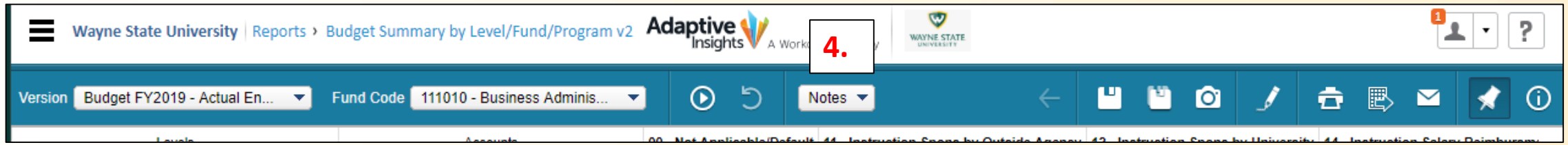
Adaptive Insights – Budget Related Reporting

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

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

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Adaptive Insights – Future Enhancements

- Workflow

- Communication/Messaging in Adaptive

- OfficeConnect (MS Office interface similar to Smartview)

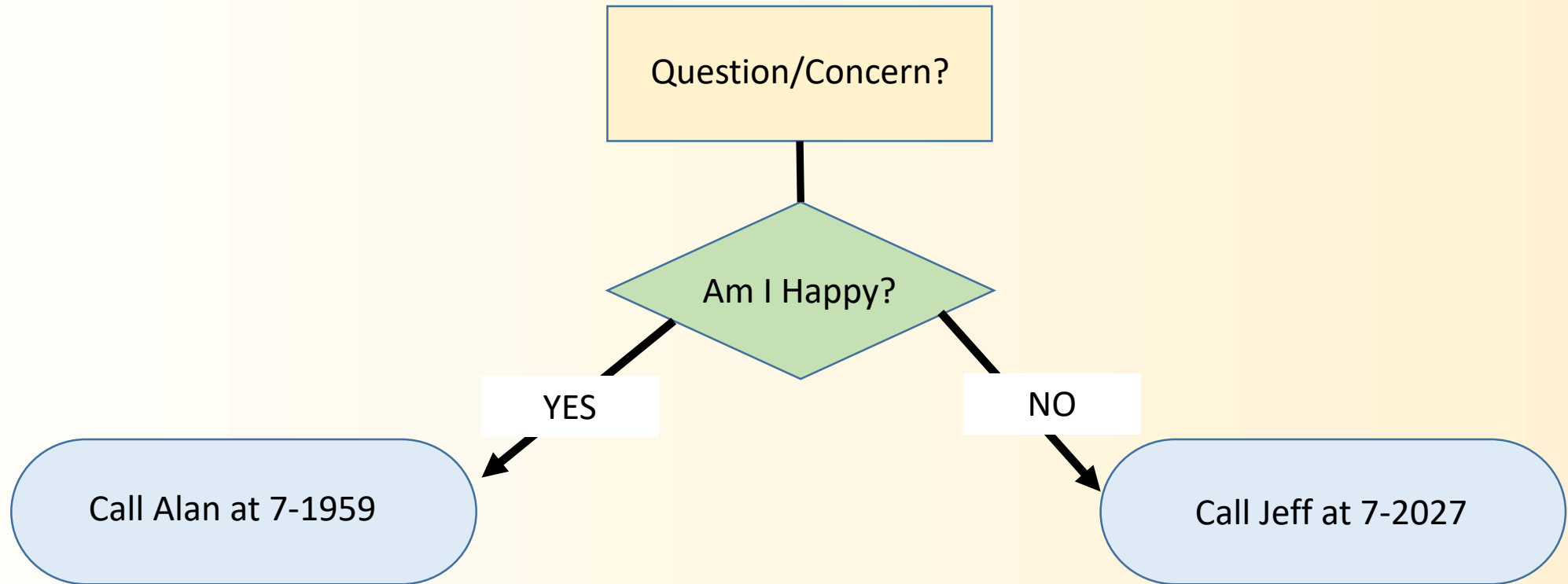- Dashboard Reporting Functionality

Coming Soon! **Version 2.0**

Adaptive Insights – Questions, Concerns?

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

Question/Concern?

Am I Happy?

YES

NO

Call Alan at 7-1959

Call Jeff at 7-2027

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