



# Roll Out Update

May 6, 2019



# Adaptive Insights Roll Out

After months of preparation, Adaptive Insights at WSU is ready for FY 2020 budget development. The Version “**Budget FY20 – WORKING**” should be selected for your data entry activity.

We want to review the data entry process in general, and notify you of a structural change to the Planning-Pool sheet that will affect how you do your data entry.



# Adaptive Insights Roll Out

**The data entry process will consist of the following general elements:**

- Review your starting point budget. The starting point budget is the previous approved FY 2019 budget plus any permanent budget adjustments made from October 2018 to the point of the cutoff in May 2019.
- Make adjustments to your budgets as needed, reallocating funds between your organizations and/or accounts and entering changes as directed by OUB. Complete your data entry by May 21, 2019.
- Review the revised budget numbers. These numbers will be your FY 2020 budget after approval by the Board of Governors in June 2019.



# Report: AI002 – Permanent Budget Adjustments

To assist you with reviewing your permanent entries, a report was created in COGNOS, called “**AI002 – Permanent Budget Adjustments.**” This report is available in the Department Share – Budget Office folder in the Finance section.

Select Fiscal Year **2019** and your fund code(s). You may select more than one fund code at a time. This report will have both General Fund and Auxiliary fund codes available.

The report will show figures by fund, organization and program for the approved budget, permanent manual entries and permanent labor adjustments.



# Report: AI002 – Permanent Budget Adjustments

Please note that in many cases there will be multiple lines for each FOAP. We were not able to resolve that issue in the report. The totals for each account and for the report as a whole do match the data in Adaptive. The easiest way to aggregate the data, if you wish to do so, is to export from COGNOS and create a pivot table.

This report should assist in determining where your data resides within the fund/level/program/account structure.

Please contact OUB if you have questions on using this report.



# Report: AI002 – Permanent Budget Adjustments

Sample of AI002-Permanent Budget Adjustments:

Wayne State University  
Office of University Budget

Financial Management System  
AI002 - Permanent Budget Adjustments  
Fiscal Year: 2019

Report Page: 1 of ?  
Report Run: May 3, 2019  
Time: 2:53:09 PM

Fiscal Year	Fund	Organization Code	Program	Account Pool	BaseBudget (BDI1)	PermAdj (BD52)	PermMassSalAdj (BDM2)	Sum of BD's
2019	111010	16A11	46	580	-1,300.00	0.00	0.00	-1,300.00
2019	111010	16A11	46	612	0.00	0.00	14,513.00	14,513.00
2019	111010	16A11	46	612	0.00	0.00	5,467.00	5,467.00
2019	111010	16A11	46	612	1,055,981.00	0.00	0.00	1,055,981.00
2019	111010	16A11	46	612	0.00	0.00	7,489.00	7,489.00
2019	111010	16A11	46	612	0.00	0.00	2,180.00	2,180.00
2019	111010	16A11	46	612	0.00	0.00	2,053.00	2,053.00
2019	111010	16A11	46	612	0.00	189.87	761.00	950.87
2019	111010	16A11	46	614	60,000.00	0.00	0.00	60,000.00
2019	111010	16A11	46	7A2	25,010.00	0.00	0.00	25,010.00
2019	111010	16A11	46	7A5	5,000.00	0.00	0.00	5,000.00
2019	111010	16A11	46	7A6	32,984.00	0.00	0.00	32,984.00
2019	111010	16A11	46	7A8	35,000.00	0.00	0.00	35,000.00
2019	111010	16A11	46	7A9	10,000.00	0.00	0.00	10,000.00
2019	111010	16A12	12	7A2	10,000.00	0.00	0.00	10,000.00



# The “Adjustment Type” Dimension

## Addition of a new Dimension to the Planning-Pool Sheet:

Data entry in Hyperion allowed for differentiation between reductions, adjustments, initiatives, and reallocations as each had its own unique, column. To facilitate the data entry of some specific types of adjustments, OUB has added a new dimension to the planning sheet.

Including the “Adjustment Type” dimension will allow for separate and unique entry of items like reductions, reallocations (ins and outs netting to zero) and various Central entries (Differential tuition, Summer adjustment, etc.)

Most data in your budget will not fall under these categories. This data is included in the “Uncategorized” group.



# The “Adjustment Type” Dimension

Screenshot:

The screenshot displays the Adaptive Insights software interface for Wayne State University. The browser address bar shows the URL: <https://livevc15.adaptiveplanning.com/app?component=mySheetLink.containedLink&...>. The page title is "Wayne State University | Sheets > Planning - Pool". The main content area shows a budget planning sheet for "Budget FY20 - WORKING". The interface includes a navigation bar with "Wayne State University | Sheets > Planning - Pool" and "Adaptive Insights A Workday Company". The main data table is titled "Accounts by Time" and shows data for FY2019. A dropdown menu for "Adjustment Type" is open, showing a list of adjustment types: Reduction, Reallocation, Initiative, Differential Tuition, Summer Adjustment, Other Central Adjustment, and Adjustment Type (Uncategorized).

#	Accounts by Time	FY2019
1	Revenue - Pool	
2	510 - Tuition	
3	510 - Tuition Input	-11,258,214.36
4	510 - Tuition Modeled	373,622,489.66
5	Total	362,364,275.31
6	520 - Student Fees	
7	520 - Student Fees Input	-2,763,883.46
8	520 - Student Fees Modeled	44,900,454.18
9	Total	42,136,570.72
10	530 - State Appropriations	202,130,316.00
11	550 - Investment Income	7,050,000.00
12	560 - Indirect Cost Recovery	36,500,000.00
13	570 - Sales and Services	181,324.61
14	580 - Misc Revenue Sources	5,093,289.06
15	5C1 - Housing Revenues	
16	Total	655,455,775.69
17	Compensation - Pool	
18	511 - Full Time Faculty	154,333,746.44



# The “Adjustment Type” Dimension

## Entering data using the Adjustment Type:

The entries made under the adjustment type subcategories will aggregate together toward your total budget. The aggregation is displayed using the “All” option in the dimension pull down for Adjustment Type (similar to the other dimensions).

When entering reductions or reallocations, enter only the amount of the adjustment (+/-). **This is a change to what was presented during the training sessions.** This will net against the balance of your budget in Uncategorized. To make changes to your main budget, you must select “Uncategorized.”



Other aspects of data entry are the same (select your fund, level, program).

# Helpful Reports

## **Reviewing all your Adjustment Type activity:**

To help you review your entry activity, there is an Adaptive report in the Shared Folder called “Proposed Budget.”

After clicking on the report, you will need to make some parameter selections. Select your Grouping (General Fund or Auxiliary Funds), your Fund Org (high level budget unit). Level can remain “WSU” for this report.

The data will be by fund code within the high level budget unit and by account pool.



# Helpful Reports

## Sample, "Proposed Budget":

Wayne State University | Reports > Proposed Budget

Adaptive Insights A Workday Company

Proposed Budget with Adjustment Columns

Grouping: General Fund Fund Org: Business

Fund Code	Accounts	Reduction	Reallocation	Initiative	Differential Tuition	Summer Adjustment	Other Central Adjustment	Adjustment Type (Uncategorized)	Subtotal
111010 - Business Administration	580 - Misc Revenue Sources	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00	1,300.00
	611 - Full Time Faculty	0.00	0.00	0.00	0.00	0.00	0.00	8,871,737.61	8,871,737.61
	6114 - Graduate Assistants	0.00	0.00	0.00	0.00	0.00	0.00	308,156.00	308,156.00
	614 - Part Time Classifications	0.00	0.00	0.00	0.00	0.00	0.00	317,299.15	317,299.15
	6141 - Part Time Faculty	0.00	0.00	0.00	0.00	0.00	0.00	1,159,421.40	1,159,421.40
	6113 - Other Academic	0.00	0.00	0.00	0.00	0.00	0.00	578,239.00	578,239.00
	612 - Non Academic	0.00	0.00	0.00	0.00	0.00	0.00	2,348,403.42	2,348,403.42
	721 - Gen. Expenditures Budget Pool	0.00	0.00	0.00	0.00	0.00	0.00	5,211.18	5,211.18
	7A2 - Supplies Budget Pool	0.00	0.00	0.00	0.00	0.00	0.00	157,510.00	157,510.00
	7A3 - Facility Costs Budget Pool	0.00	0.00	0.00	0.00	0.00	0.00	24,096.00	24,096.00
	7A5 - Svcs, Contracts & Fees Budget Pool	0.00	0.00	0.00	0.00	0.00	0.00	124,400.00	124,400.00
	7A6 - Scholarship/Fellowship Budget Pool	0.00	0.00	0.00	0.00	0.00	0.00	32,984.00	32,984.00
	7A7 - Professional Development Budget Pool	0.00	0.00	0.00	0.00	0.00	0.00	37,500.00	37,500.00
	7A8 - Travel & Moving Expense Budget Pool	0.00	0.00	0.00	0.00	0.00	0.00	139,500.00	139,500.00
	7A9 - Printing/Communication Budget Pool	0.00	0.00	0.00	0.00	0.00	0.00	218,924.00	218,924.00
	7AA - Other Operating Expense Budget Pool	0.00	0.00	0.00	0.00	0.00	0.00	373,927.14	373,927.14
	Rev/Exp Check	0.00	0.00	0.00	0.00	0.00	0.00	14,696,008.90	14,696,008.90

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# Helpful Reports

## Final reminders:

Check out the other reports in the Shared Folder. There are several reports that can assist you in analyzing your data.

Contact OUB if you are having trouble locating your activity or if you think there are any issues with data, roll ups, etc.

