



## Adaptive Q1 Forecast Checklist

Adaptive Planning is the new tool with Workday used for Forecasting, Budgeting, and Long-Range Planning. This checklist contains high-level, step-by-step instructions for completing your forecast in Adaptive.

**Note:** The forecast is compiled at the Department level. Please utilize the templates provided to work up Division changes.

### Budget Forecast Tool Prework

1. In BFT, enter Personnel Change Forms to make any necessary changes to volumes, salaries, and FTEs.
2. Use Personnel Change Form Monthly Detail report to review personnel and volumes.

### Revenue Forecasting

#### 1. Monthly Forecast—Statistics Dashboard (Clinical Only)

- Work with PCC Managers between 10/6 and 10/12 to coordinate any volumes adjustments that need to be added to the forecast.
- In Adaptive, navigate to: Dashboards > Shared > **Monthly Forecast - Statistics**.
- Select “Top Level (Only)” as your Level
- Select “All” as your Operating Entity in the blue bar.
- If applicable to your area, go to the **Ambulatory Volumes** tab.
  - Scroll to the bottom to see the Ambulatory Volume Adjustments.
  - Download the sheet to export to excel and review adjustments entered by PCC managers.

#### 2. Statistics Reports

- Go to the **Ambulatory Volumes by Operating Entity** report to review totals by Operating Entity that were entered by PCC managers.
- Go to **Key Procedures by Operating Entity** report to review totals by Operating Entity that were entered by PCC managers.
- Go to **Other Stats by Operating Entity** report to review inpatient, outpatient, and ED visits totals by Operating Entity that were entered by PCC managers.

#### 3. Monthly Forecast – Revenue Dashboard

- In Adaptive, navigate to: Dashboards > Shared > **Monthly Forecast—Revenue**.
- Select your department in the blue bar.
- If applicable to your area, go to the **PB Revenue** tab. (Clinical Only)
  - Select the VMG Operating Entity.  
See Image Appendix to determine which Operating entities are applicable.
  - Review wRVU/ASA, Charges, and collections, and the appropriate rate for each type of volume (Visits, OR Cases, and Other).
  - Make any necessary adjustments by entering data in the white cells.
  - Save changes.
  - Follow the link in the tab instructions to the **FCST—PB Metrics** report.
    - Run the report at the highest level for July 23– June 24 to see your blended rates. It shows a combined view with month by month and quarter subtotals.
    - Repeat the previous five steps for each applicable Operating Entity.
- If applicable to your area, go to the **VMG - PB Revenue Categories** tab. (Clinical Only)
  - Select the VMG Operating Entity.
  - Review all other professional revenue categories.



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### Revenue Forecasting Continued

- Go to the **Academic, Research, and Other** tab. (Clinical and Non-Clinical)
  - Select one of the applicable Operating Entities.
  - Review each revenue category.
  - Make any necessary adjustments by entering data in the white cells.
  - Save changes.
  - Repeat the previous three steps for each applicable Operating Entity.
- Go to the **Consolidated Revenue** tab to review a summary of all VMG revenue accounts with respective spend categories. (Clinical and Non-Clinical)
  - Review adjustments made in the previous tabs in this dashboard and check for accuracy.

### Expense Forecasting

#### 1. Monthly Forecast—Expense and Labor Dashboard (Clinical and Non-Clinical)

- In Adaptive, navigate to: Dashboards > Shared > **Monthly Forecast—Expense and Labor**.
- Select your department in the blue bar.
- Go to the **Labor AE/MCA** tab.
  - Select one of the applicable Operating Entities.
  - Review FTEs, salary, and fringe by the 5 labor types.
  - Use summary level data from BFT to make adjustments to FTEs and salaries related to your Personnel Change Form updates.
  - Make adjustments to Bonuses, Additional Pay/Market Adjustment, and Other as needed.
  - Save changes.
  - Repeat the previous four steps for each applicable Operating Entity.
  - In a new Adaptive window or tab, navigate to: Reports > All > **FY24 FTE & Salaries—CY Forecast vs PY Actuals-Horizontal View**
    - Select a Labor type from the drop-down menu in the filters
    - Review the adjustments made in this dashboard to see a summary view.
    - Repeat the previous two steps for each Labor type.
- Go to the **Non-Labor Expenses** tab.
  - Review expenses by expense account.
  - Enter any necessary changes by entering data in the white cells of the Forecast Override rows.
  - Save changes.
- Go to the **Consolidated Expense** tab.
  - Review adjustments made in the previous tabs of this dashboard and check for accuracy.
- Do not work in the Non-Labor Expense Assumptions tab, Labor tab, or Fringe Benefits tab.



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### Expense Forecasting Continued

#### 2. FCST—Allocations: History Method Sheet (Clinical and Non-Clinical)

- In a new Adaptive window or tab, navigate to: Sheets > All > **FCST— Allocations: History Method**.
- Adjust the table layout by changing the sheet dimensions. Refer to the image appendix for column and row selections.
- Select your department in the table filters.
- Select one of the applicable Operating Entities to begin.
- Review the data for reasonableness.
- Finance will prepopulate amounts for Hospital support spend categories and Central Academic support spend categories. See the image appendix for more information on spend categories.
- For all other spend categories, make necessary adjustments in the white cells.
- Save changes.
- Repeat the previous for steps for each applicable Operating Entity.

#### 3. FCST—Allocations: Percent of Revenue Sheet (Clinical and Non-Clinical)

- In a new Adaptive window or tab, navigate to: Sheets > All > **FCST— Allocations: Percent of Revenue**.
- Adjust the table layout by changing the sheet dimensions. Refer to the image appendix for column and row selections.
- Select your department in the table filters.
- Select one of the applicable Operating Entities to begin. You will repeat the process below for each applicable Operating Entity.
- Review each account that they have dollars in. Suppress zeros to
- Make adjustments in the Forecast adjustment row in this sheet to account for adjustments entered in the revenue dashboards.
- Repeat the previous step for each Account option that is relevant to your area from the drop-down menu.
- Repeat the previous three steps for each applicable Operating Entity.

#### 4. Monthly Forecast - Expense and Labor Dashboard (again) (Clinical and Non-Clinical)

- Return to your open tab or window of the Expense and Labor Dashboard.
- Select your department in the blue bar.
- Go to the **Consolidated Expenses** tab.
  - Review adjustments made in the previous tabs of this dashboard and check for accuracy.

### Final Review and Submission to Finance

#### 1. FCST119 or FCST119A Report

- In Adaptive, navigate to: Reports > All > **FCST119** for Clinical or **FCST119A** for Non-Clinical
- This is your financial statement of forecast vs budget.
- Review for reasonableness and accuracy.

#### 2. Submission

- By **Monday 10/23**, submit FCST119 with detailed financial notes and Chair/Director approval to [budgetprofinance@vumc.org](mailto:budgetprofinance@vumc.org).



## Adaptive Forecast Checklist—Image Appendix

### Crosswalk: Legacy Entities to Adaptive/Workday Entities

Legacy Entity	Legacy Entity Description	Workday Entity	Workday Entity Description
VMG_305	Vanderbilt Medical Group (305)	OEClIn_VMG	Clinical Department VMG
VARA_104	Administration (104)	OEAcad_RA	Academic Department Research and Administration
VARA_107	Education Administration (107)	OEAcad_Edu	Academic Department Education
VARA_304_Acad	Academic Departments (304)	OEAcad_CC	Academic Cores and Contracts
VARA_404	VUMCAE Restricted (404)	OEAcad_GG	Academic Grants and Gifts
VARA_406	VUMCAE Restricted (406)	OEAcad_GG	Academic Grants and Gifts
VARE_304_Clin	Clinical Departments (304)	OEClIn_RA	Clinical Department Research and Administration
VARE_307_Clin	Clinical Education (307)	OEClIn_Edu	Clinical Department Education
<b>Clinical Departments</b>			
Legacy Entity	Legacy Entity Description	Workday Entity	Workday Entity Description
VMG_305	Vanderbilt Medical Group (305)	OEClIn_VMG	Clinical Department VMG
VARA_104	Administration (104)	OEClIn_RA	Clinical Department Research and Administration
VARE_304_Clin	Clinical Departments (304)	OEClIn_RA	Clinical Department Research and Administration
VARE_307_Clin	Clinical Education (307)	OEClIn_Edu	Clinical Department Education
VARA_404 & VARA_406	VUMCAE Restricted (404) & (406)	OEAcad_GG	Academic Grants and Gifts
<b>Non-Clinical Departments, Centers &amp; Institutes</b>			
Legacy Entity	Legacy Entity Description	Workday Entity	Workday Entity Description
VARA_104	Administration (104)	OEAcad_RA	Academic Department Research and Administration
VARA_107	Education Administration (107)	OEAcad_Edu	Academic Department Education
VARA_304_Acad	Academic Departments (304)	OEAcad_CC	Academic Cores and Contracts
VARA_404 & VARA_406	VUMCAE Restricted (404) & (406)	OEAcad_GG	Academic Grants and Gifts



## Adaptive Forecast Checklist—Image Appendix

### Operating Entities to Review

Clinical Departments Operating Entity Filter Selections											
Dashboard or Sheet		Monthly Forecast - Statistics	Monthly Forecast -Revenue Dashboard				Monthly Forecast - Expense and Labor Dashboard			Allocations: History Method Sheet	Allocations: Percent of Revenue Sheet
Tab		Ambulatory Volumes	PB Revenue	VMG - PB Revenue Categories	Academic, Research, and Other	Consolidated Revenue	Labor AE/MCA	Non-Labor Expense	Consolidated Expense		
<b>Operating Entity</b>	OEClin_Edu				X	X	X	X	X	X	X
	OEClin_RA (res. and admin)				X	X	X	X	X	X	X
	OEClin_VMG		X	X	X	X	X	X	X	X	X
	OEAcad_GG (grants and gifts)				X	X	X	X	X	X	X

Non-Clinical Departments Operating Entity Filter Selections											
Dashboard or Sheet		Monthly Forecast - Statistics	Monthly Forecast -Revenue Dashboard				Monthly Forecast - Expense and Labor Dashboard			Allocations: History Method Sheet	Allocations: Percent of Revenue Sheet
Tab		Ambulatory Volumes	PB Revenue	VMG - PB Revenue Categories	Academic, Research, and Other	Consolidated Revenue	Labor AE/MCA	Non-Labor Expense	Consolidated Expense		
<b>Operating Entity</b>	OEAcad_Edu				X	X	X	X	X	X	X
	OEAcad_RA				X	X	X	X	X	X	X
	OEAcad_CC (cores and contracts)				X	X	X	X	X	X	X
	OEAcad_GG (grants and gifts)				X	X	X	X	X	X	X



## Adaptive Forecast Checklist

### History Method and Percent of Revenue Sheet Dimensions

#### Change Dimensions

Columns and Rows

Columns

Time ▼

Rows

FCST\_LRP\_Account ▼

Rows

L Accounts ▼

Rows

L (Select One) ▼

Rows

L (Select One) ▼

Rows

L (Select One) ▼