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Adaptive Annual Budget Checklist for Hospitals and Clinics

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.

Before the Budget

In Workday

Run a report of financial information through December for your Cost Center(s). There are a variety of reports in Workday that can provide you with actual financial performance including labor data, so have one that you're comfortable with handy for you during the budget process.

- Department Finance Reports Dashboard
- Labor Reports in Workday

This report is good to have for your cost center(s) if you don't already: ***Review CR Fin - Department Fiscal Year Budget Trend Report***

- **Period = June 2024** – Provides the FY24 monthly budget

Getting Started

Logging in

- [ ] Log into **Workday**
- [ ] Select the **Menu**
- [ ] If you have not already added Adaptive Planning to your menu:
    - [ ] Select **+ Add Apps**
    - [ ] Type **Adaptive Planning** to the search tool
    - [ ] Select the **+** icon
    - [ ] Go back to the **Menu**
- [ ] Select the **Adaptive Planning App**
- [ ] Select **Adaptive Planning**

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Volumes

Must be completed by February 16

Navigate to **Dashboards →Budget – Department Statistics**

Patient Days Tab

- ☐ Expand and Read the Instructions.
- ☐ Patient Days Sheet
  - ☐ Use the filter guide to select the appropriate Cost Center Filter.
  - ☐ Review the data on this sheet. No action is required.
- ☐ If you feel that changes should be made to this sheet, please contact your finance liaison.

OR Cases & Visits Tab

- ☐ Expand and Read the Instructions
- ☐ OR Cases & Visits Sheet
  - ☐ Use the filter guide to select the appropriate Cost Center Filter.
  - ☐ The data is pre-populated with the target that was determined through coordination between the clinical department and clinical operation leadership.
  - ☐ Please contact finance liaison before making changes.
  - ☐ Historical spread will display without the years for review.
  - ☐ In the Volume Adjustment column, adjust the total volume (number will be added to or subtracted from the total).
    - The historical spread will adjust automatically.
  - ☐ To override the historical spread, scroll to the right of the sheet and you can manually enter the desired spread.
    - If the spread is the same for each month, you can enter the number in the first column, then right-click and select Copy Forward to copy the number to the entire row.
  - ☐ Save when finished.

Other Stats Tab

- ☐ Expand and Read the Instructions
- ☐ Other Statistics from GL Sheet
  - ☐ Use the filter guide to select the appropriate Cost Center Filter.
  - ☐ Review the data on this sheet. No action is required.
- ☐ If you feel that changes should be made to this sheet, please work with your finance liaison.

Volumes—New Provider

Must be completed by February 16

Navigate to **Dashboards →Budget – Professional Revenue—New Providers**

OR Cases & Visits – New Provider

- ☐ Expand and Read the Instructions
- ☐ ALL changes to this tab should be done by Finance in cooperation with the appropriate Clinical Department.
- ☐ OR Cases & Visits Sheet
  - ☐ Add a new row and fill out the information for the new provider including level or cost center, the specialty, patient type, Epic Department, clinical department, division, PCC, and the PB stat type.
  - ☐ In the Volume Adjustment column, adjust the total volume (number will be in addition to the total).
  - ☐ Because this is a new provider, the historical spread will auto populate to have all of the volume in the month of June.
  - ☐ To override the historical spread, scroll to the right of the sheet and you can manually enter the desired spread.

    If the spread is the same for each month, you can enter the number in the first column, then right-click and select Copy Forward to copy the number to the entire row.
  - ☐ Save when finished.

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Fixed Labor

Navigate to **Dashboards →Budget – Labor**

Labor – Roster Tab

- ☐ Expand and Read the Instructions
- ☐ Roster Level Labor Sheet
  - ☐ Revenue will be prepopulated here.
  - ☐ Use the filter guide to select the appropriate Cost Center Filter.
  - ☐ Budget for fixed positions on this sheet.
  - ☐ Filter for "Fixed" to see only the fixed employees in the cost center.
  - ☐ White cells are where changes can be made if necessary.
  - ☐ To add a replacement position, add a new row and enter in all the necessary information.
  - ☐ Save when finished.

Labor – New Positions & Vacancies Tab

- ☐ Expand and Read the Instructions
- ☐ Use the filter guide to select the appropriate Cost Center Filter.
- ☐ New Positions/Vacancy Roster Level Labor Sheet
  - ☐ Should only be used to add new positions that had not been at VUMC previously OR if your department records a vacancy.
  - ☐ Add a new row and input the appropriate or required information.
    - Under CC Applied FTE
      - New Position – Positive Number
      - Vacancy – Negative Number
    - Under Pay Rate Type
      - Vacancies are typically listed as hourly.
- ☐ Save when finished.

Fringe and Consolidated Labor

Navigate to **Dashboards →Budget – Labor**

Fringe and Consolidated Labor Tab

- ☐ Expand and Read the Instructions
- ☐ Fringe Rates Sheet
  - ☐ Use the filter guide to select the appropriate Cost Center Filter.
  - ☐ Review the data on this sheet. No action is required.
    - If you feel that changes should be made to this sheet, please contact your finance liaison.
- ☐ Fringe Rates Sheet
  - ☐ Use the filter guide to select the appropriate Cost Center Filter.
  - ☐ Review the data on this sheet. No action is required.

Variable Labor

Navigate to **Dashboards →Budget – Labor**

Labor Variable Tab

- ☐ Please wait until after February 16 to budget for variable positions.
- ☐ Expand and Read the Instructions
- ☐ Use the filter guide to select the appropriate Cost Center Filter.
- ☐ Key Stat by Level Sheet
  - ☐ Use the filter guide to select the appropriate Cost Center Filter.
  - ☐ Review the data on this sheet. No action is required.

  If you feel that changes should be made to this sheet, please contact your finance liaison.
- ☐ HPU Balance Sheet
  - ☐ Target Hours Per Unit will appear on the sheet for review. Target FTE's are listed on the last row of the sheet
  - ☐ Review the data on this sheet. No action is required.
- ☐ Job Profile Utilization—Historical Sheet
  - ☐ Expand Sheet
  - ☐ Display Options à Suppress Zeroes
  - ☐ Review each job profile in your cost center and the historical percent of total with the projections.

    If overrides need to be made to the job profile utilization, make those overrides in the Overrides % section.

    All effective totals should equal 100%.

    If you want to keep the same staffing you have had in the past, you do not need to take action on this sheet.
  - ☐ The percentages from the Job Profile Utilization will be used in calculating the variable labor staffing.
  - ☐ Select save when finished.
- ☐ Variable Labor Sheet
  - ☐ Focus on each job profile individually.
  - ☐ Review the information provided based on historical data.
  - ☐ Override the following as necessary:

    Overtime (percentage)

    Orientation (dollars)

    Shift Differential (dollars)
  - ☐ Save when finished.
- ☐ Other Variable Pay Sheet
  - ☐ Special Pay and Premium Pay will be budgeted here.

    A list of pay codes can be found in the Kickoff Appendix.
  - ☐ Central finance will work with this sheet – no action is required.

    Vacancies are typically listed as hourly.

Non-Labor Expenses and Other Revenue

Navigate to **Dashboards →Budget – Non-Labor Expenses and Other Revenue**

Non-Labor/Other Rev Tab

- ☐ Expand and Read the Instructions
- ☐ Use the filter guide to select the appropriate Cost Center Filter.
- ☐ Non-Labor Expenses & Other Revenue Sheet
  - ☐ Calculate your Non-Labor Expenses on this sheet.
  - ☐ **No Spend Category**
    - Must be overridden with 0.
    - If not overridden, the tool will budget for this No Spend Categories automatically.
  - ☐ **Volume Driven**
    - Variable expenses only for medical supplies or drugs.
    - Use volumes to calculate cost per stat.
    - Can be overridden if necessary.
  - ☐ **Rolling 12-Month Average**
    - May need to be adjusted to accommodate data prior to Workday.
    - Average the months that are in the tool and insert the number to the Override Row, then right click and copy forward to fill the row.
    - Numbers can be adjusted individually if needed.
  - ☐ If you have other Revenue, it will appear on this sheet under Income.
- ☐ Use Sheet CC Assigned Planning Stats to gain information about the Planning Type.
- ☐ Save when finished.

Allocations

Navigate to **Dashboards →Budget – Allocations: History Based**

Allocations: History Method Tab

- ☐ Expand and Read the Instructions
- ☐ Use the filter guide to select the appropriate Cost Center Filter.
- ☐ Allocations: History Method Sheet
  - ☐ Similar to non-labor expenses but specific accounts that fall under 6495 (Allocations) or 6490 (Intercompany elimination) type accounts.
    - If you have Intercompany expenses or revenues, please contact your finance liaison for assistance be fore budgeting.
    - **4390** is the number associated with Intercompany revenue.
    - **6490** is the number associated with intercompany expenses.
  - ☐ This sheet will populate with a Rolling 12-Month budget
    - May need to be adjusted to accommodate data prior to Workday.
    - Average the months that are in the tool and insert the number to the Override Row, then right click and copy forward to fill the row.
    - Numbers can be adjusted individually if needed.
  - ☐ **No Spend Category**
    - Must be overridden with 0.
    - If not overridden, the tool will budget for this No Spend Categories automatically.
  - ☐ **6495** are Allocations.
    - If you have any, budget for them appropriately.
    - Actuals are in **green**, projected are in **black.**

Navigate to **Dashboards →Budget – Allocations: Prorates & Rev%**

Allocations: Pct of Revenue Tab

- ☐ Expand and Read the Instructions
- ☐ Use the filter guide to select the appropriate Cost Center Filter.
- ☐ Allocations: % of Revenue Sheet
  - ☐ Similar to non-labor expenses but specific accounts that fall under 6495 (Allocations) or 6490 (Intercompany elimination) type accounts.
  - ☐ If you see account **4020**, please speak with your finance liaison – this has to do with professional revenue.
  - ☐ If you see account **6490**, please speak with your finance liaison – this is Intercompany.

Patient Revenue

Navigate to **Dashboards →Budget – Outpatient Gross Revenue**

Outpatient Gross Revenue Tab

- ☐ Expand and Read the Instructions
- ☐ Key Stat by Cost Center Sheet
    - ☐ Use the filter guide to select the appropriate Cost Center Filter.
    - ☐ Review the data on this sheet. No action is required.

      If you feel that changes should be made to this sheet, please contact your finance liaison.
- ☐ Primary Statistic Sheet
    - ☐ Use the filter guide to select the appropriate Cost Center Filter.
    - ☐ Review the data on this sheet. No action is required.

      If you feel that changes should be made to this sheet, please contact your finance liaison.
- ☐ OP Revenue Sheet
    - ☐ You can make overrides for Revenue in this sheet, as needed.
    - ☐ Expand the following sections one at a time and take the appropriate action:

      Variable Statistic – used to drive the revenue accounts. Review only, no action needed.

      Per Unit – same information as the Variable Statistic but it is shown in a dollar amount. Re view only, no action needed.

      Per Unit Override – you can override the Per Unit amount here as needed. Do not make changes here unless you speak with your finance liaison.

      Actuals + Budgets – this is the projected amount per month based on the Variable Statistic and the Per Unit or Per Unit Override. Review only, no action needed.

      Override Amount – you can override the project budget in this section.

      Final Amount – Any overrides made should be included here after Saving. Review only, no action needed.
    - ☐ Save when finished.

Consolidated Patient Service Revenue Tab

- ☐ Expand and Read the Instructions
- ☐ Consolidated Patient Service Revenue Sheet
    - ☐ Use the filter guide to select the appropriate Cost Center Filter.
    - ☐ Review the data on this sheet. No action is required.

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Professional Revenue

Navigate to **Dashboards** > **Budget—Professional Revenue**

PB Overview Tab

- ☐ Read instructions on this tab.

Attribution Tab

- ☐ Expand and read the instructions.
- ☐ Attribution Sheet
  - ☐ Use the filter guide to select the appropriate Cost Center Filter.
  - ☐ Review the data on this sheet. No action is required.

    If you feel that changes should be made to this sheet, please contact your finance liaison.

wRVU - Charges - Collections Tab

- ☐ Expand and read the instructions.
- ☐ Use the filter guide to select the appropriate Cost Center filter.
- ☐ Charges—Collections Planning Sheet
- ☐ Review and adjust as necessary in adjustment column:
  - ☐ wRVUs/ASAs
  - ☐ Charges
  - ☐ Collections
  - ☐ Collections rates by provider
- ☐ Save when finished

Charges and Deductions Tab

- ☐ Expand and read the instructions.
- ☐ Charges and Deductions by Provider Sheet
  - ☐ Use the filter guide to select the appropriate Cost Center Filter.
  - ☐ Review the data on this sheet. No action is required.

    If you feel that changes should be made to this sheet, please contact your finance liaison.

PB Revenue Tab

- ☐ Expand and read the instructions.
- ☐ PB Revenue Sheet
  - ☐ Use the filter guide to select the appropriate Cost Center Filter.
  - ☐ Review the data on this sheet. No action is required.

    If you feel that changes should be made to this sheet, please contact your finance liaison.

Summary Patient Service Revenue Tab

- ☐ Expand and read the instructions.
- ☐ Consolidated Patient Service Revenue Sheet
  - ☐ Use the filter guide to select the appropriate Cost Center Filter.
  - ☐ Review the data on this sheet. No action is required.

    If you feel that changes should be made to this sheet, please contact your finance liaison.

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Income Statement

Navigate to **Sheets→Income Statement**

Labor – Roster Tab

- ☐ Income Statement Sheet
  - ☐ Use the filter guide to select the appropriate Cost Center Filter.
  - ☐ Review the data on this sheet. No action is required.
  - ☐ Expand the account detail and download to excel
    The three dots on the left; select download

Reports

Navigate to **Reports → Shared → 05.Budget Reports**

- ☐ BGT.03 Budget Detail Report
- ☐ BGT.05 FTEs and Wages
- ☐ BGT.07 Series
- ☐ BGT.110 Statistical Summary

Office Hours

- ☐ February 12, 2024—March 1, 2024
- ☐ Monday, Wednesday, and Friday
- ☐ 11:30 am—12:30 pm

Resources

- ☐ Training Hub—Budget
- ☐ Presentation
- ☐ QA from Teams Sessions
- ☐ Reports Quickguide

Questions?

- ☐ Email AdaptivebudgetCEMCA@vumc.org