



Adaptive Annual Budget Checklist for MCA

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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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.
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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.
 - 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.



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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 before 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**.
 - 6495 SC059**
 - You can review them on this sheet but you do not need to budget for these. The system automatically calculates it.
 - The amounts can be reviewed on your Income Statement.
 - Actuals are in **green**, projected are in **black**.



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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