



## Adaptive Budget 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 budget in Adaptive.

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### Getting Started

- Access Adaptive from within Workday.
  - Click Global Navigation Menu .
  - Click **Add Apps**.
  - Type Adaptive Planning.
  - Click the Plus sign.
  - Click **Adaptive Planning** from the updated list of apps.
- Navigate to **Reports > BGT.RPT119 or BGT.RPT119A**

**A note about filters:** Dashboards will be set to top level so you will need to select your cost center. All worktag options (program, assignee, gift, etc) will be set to uncategorized. That means there is not selection. If you want to see all included worktag items in a cost center, change those worktag filters from uncategorized to all. Please note that you will not be able to make changes when worktags are set to All. You will need to select the appropriate filter intersections. Refer to [Filter guide](#).

### 01) Budget - Departmental Statistics Dashboard (Clinical Only)

#### OR Cases and Visits Tab

- Select “Budget– Current Version” in the version drop down.
- Use the [filter guide](#) to select the appropriate cost center filter.

#### OR Cases & Visits Sheet

- Review data that was prepopulated ensure accuracy.
- If necessary, enter adjustments in the Volume Adjustment (Annual) column
- To override the historical spread, enter new spread to the right of the Volume- Final column.
- Note: If volumes are entered in the spread columns that differ from the Volume Target (Annual) + Volume Adjustment (Annual), then the Volume—Final (Annual) will reflect the volumes in the spread column.
- Note: Changes to the volumes will generate changes in Professional Revenue. Be sure to discuss this with the Professional Revenue owners when adjusting the OR Cases & Visits
- Note: Do not add rows in this report. To add volumes for new providers, work with your PCC managers to make manual entries in the New Provider Dashboard. Ensure there is a corresponding BFT form for these providers including matching volumes.

#### Historical Spread by CC Sheet

- Note: this sheet contains the calculated historical spread.
- Make adjustments to spread by PB Stat type
- Save Changes
- Repeat these steps for each cost center you are responsible for reviewing on this dashboard.



## Adaptive Budget Checklist

### 03) Budget - Professional Revenue Dashboard (Clinical Only)

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

#### **PB Overview Tab**

- Expand and read instructions on this tab.

#### **Attribution Tab**

- Expand and read the instructions.
- Use the [filter guide](#) to select the appropriate cost center filter.
- Review the data on this tab. No action is required.
- Note: use the data on this tab while completing budget to understand Professional Revenue generated from OR Cases and Visits.

#### **wRVU - Charges - Collections Tab**

- Expand and read the instructions.
- Use the [filter guide](#) to select the appropriate cost center filter.
- Review and adjust as necessary in adjustment column:
  - wRVUs/ASAs
  - Charges
  - Collections
  - Collections rates by provider
- If needed, download the sheet to Excel to further analyze/summarize data.

#### **Charges and Deductions Tab**

- Use the [filter guide](#) to select the appropriate cost center filter.
- Review the data on this tab. No action is required.
- Note: the data on this tab reflects the PnL Cost Center (not the Clinical Department Collections Cost Center) where the charges are routed to in the general ledger.

#### **PB Revenue Tab**

- Use the [filter guide](#) to select the appropriate cost center filter.
- Review the data on this tab. No action is required.
- Note: the data on this tab reflects only data from this dashboard. It does not include data from new providers

#### **Summary Patient Service Revenue Tab**

- Use the [filter guide](#) to select the appropriate cost center filter.
- Review the data on this tab. No action is required.
- Note: The data on this tab combines data from this dashboard plus new providers.



## Adaptive Budget Checklist

### 03) Budget - Professional Revenue - New Provider Dashboard

#### PB—New Provider Overview

- Read the instructions.

#### OR Cases and Visits—New Providers Tab

##### OR Cases and Visits—New Providers sheet

- Use the [filter guide](#) to select the appropriate cost center filter.
- Coordinate with a PCC manager to enter the OR Cases and Visits
- To enter a new provider, add a row.
  - Enter data in the columns:
    - Stat Provider (Use PRE9999999)
    - Stat cost center
    - Specialty
    - Patient Type
    - EPIC dept
    - Clinical Department PB
    - Division
    - PB Stat Type
    - Volume Adjustment Amount
- Save changes

##### Historical Spread by CC sheet

- Review report data according to Historical Spread.
- To change the spread, enter an override any month OR enter total in the far right column of FY25 and save to spread evenly across months.

#### wRVUs Charges and Collections—New Providers Tab

- Use the filter guide to select the appropriate cost center filter.

##### Charges—Collections Planning—New Providers Sheet

- Open the previous tab in a separate browser window or tab.
- Manually enter a new row for each row that was entered in the last tab (OR Cases and Visits).
- Enter the following from the previous tab:
  - EPIC Clinical Department PB
  - PNL CC
  - Performing Provider (Use PRE9999999)
  - EPIC Division
  - Bill Area
  - PB Stat
- Enter the correct amount of wRVUs/Charges and Collections that the provider can produce in the Input column.
- Check Collections Rate.
- Save changes.



## Adaptive Budget Checklist

### 03) Budget - Professional Revenue - New Provider Dashboard (continued)

#### Charges and Deductions —New Providers Tab

- Use the [filter guide](#) to select the appropriate cost center filter.
- Manually enter a new row for each row that was entered in the last tab (wRVUs Charges and Collections).
- Copy and paste the following columns from the previous tab.
  - Performing Provider, Division, and Bill area
- Save Changes.

#### PB Revenue—New Providers Tab

- Use the [filter guide](#) to select the appropriate cost center filter.
- Review the data on this tab. No action is required.
- Note: the data on this tab only reflects data from this dashboard

#### Consolidated Patient Service Revenue Tab

- Use the [filter guide](#) to select the appropriate cost center filter.
- Review the data on this tab. No action is required.
- Note: this tab combines New Provider data with data from other Professional Revenue Dashboards.



## Adaptive Budget Checklist

### 02) Budget—Labor Dashboard

**Note: There is not an integration from the Budget Forecast Tool to Adaptive for salaries/positions.**

#### Instructions Tab

- Expand and read instructions

#### Labor - Roster Tab

- Note: This tab includes both Filled and Open positions in Workday HCM as of 1/31. For new positions not included in the Labor Roster tab, enter those positions in the Labor – New Positions & Vacancy tab.
- Use the [filter guide](#) to select the appropriate cost center filter.
- Review all payroll allocations for all employees and open positions
- Make any necessary adjustments by adding or editing existing lines.
  - Enter an allocation end date to remove an allocation
  - Coordinate with users who share an employee’s payroll allocations.
  - Note: This is where you will enter adjustments for replacements, departures, and retirements from BFT.
  - Note: The roster will identify if you have over or under allocated an individual in the “Total Employee FTE”.
  - Note: Worker Allocation report can be generated by Supervisory Org to produce a roster of those employees you manage.
- For additional pay items, enter amounts in each applicable column to the right of the CC budget Fixed Pay (w/OT) column.
- Save changes.
- Repeat these steps for each cost center you are responsible for reviewing on this dashboard.

#### Labor - New Positions & Vacancy Tab

- Use the [filter guide](#) to select the appropriate cost center filter.
- Review data for accuracy.
- Enter new positions in this tab. This should mirror the BFT forms entered as New (not replacements as those will be on the labor roster).
- Use the Personnel Change Forms with Effort Data Dump report from BFT to add lines, if necessary.
- Labor changes made on the Gifts and Grants Dashboard will automatically update the labor roster in a gift/grant cost center.
- Save changes.
- Repeat these steps for each cost center you are responsible for reviewing on this dashboard.

#### Fringe and Consolidated Labor Tab

- Use the [filter guide](#) to select the appropriate cost center filter.

##### Fringe Rates Sheet

- Review data for accuracy.
- Make any necessary changes with overrides.

##### Budget Consolidated Labor sheet

- Review the data on this sheet. No action is required.
- Save changes.
- Repeat these steps for each cost center you are responsible for reviewing on this dashboard.



## Adaptive Budget Checklist

### Gifts and Grants

#### 04) Budget - Endowments Dashboard

- Use the [filter guide](#) to select the appropriate filters.
- Note: this dashboard does not contain endowments that do not yet have gift IDs. Endowments without a gift ID will be budgeted as a program in the grant residuals dashboard.
- Endowment Model Sheet**
  - Download sheet for a list of all endowment.
  - Revenue will be prepopulated here.
- Non-Labor Endowment Expense Sheet**
  - To enter planned expenses, add rows by GL account.
  - Refer to BUD—Endowment Expenses report for historical non-labor endowment expenses.
- Labor Planning Sheet** (does not show fringe)
  - Review roster data for accuracy.
  - Add or edit rows if necessary.
  - Changes made to payroll expenses here will automatically update the Labor dashboard in a gift/grant cost center.
- Allocations Sheet**
  - Expand this table to view all GL accounts listed.
  - Enter planned expenses by GL account and period.
  - Collapse sheet.
- Summary Sheet**
  - Review table to ensure revenue and expenses net to zero.**
- Save changes.
- Repeat all previous steps for each endowment.



## Adaptive Budget Checklist

### Gifts and Grants (continued)

#### 04) Budget - Gifts Dashboard

- Note: this dashboard does not include endowments.
- Note: this dashboard does not contain gifts that do not yet have gift IDs. Gifts without a gift ID will be budgeted as a program in the grant residuals dashboard.
- Use the [filter guide](#) to select the appropriate filters.
- Gift Model Sheet**
  - Download sheet for a list of all Gift records.
  - Add anticipated gift revenue in the New Annual Unrestricted column.
  - Note: For gifts with temporary donor restrictions, 35% of fund balance is presented as target spend.
  - Note: For gifts without donor restrictions, the fund balance is provided as informational.
  - Note: Annual indirect cost recovery rate from Workday is used to calculate the amount in the Annual Indirect Cost Recovery column based on the planned expense.
- Non-Labor Gift Expense Sheet**
  - Add rows to enter planned expenses by GL account.
  - Refer to BUD—Gift Expenses report for historical non-labor gift expenses.
- Labor Planning Sheet** (does not show fringe)
  - Review roster data for accuracy.
  - Add or edit rows if necessary.
  - Changes made to payroll expenses here will automatically update the Labor dashboard in a gift/grant cost center.
- Allocations Sheet**
  - Expand this table to view all GL accounts listed.
  - Enter planned expenses by GL account and period.
  - Collapse sheet.
- Summary Sheet**
  - Review table to ensure all revenue and expenses are entered correctly.
  - Note: For gifts without donor restrictions, the revenue and expenses do not need to net to zero.
  - Note: For gifts with temporary donor restrictions, the revenue and expenses must net to zero.
- Save changes
- Repeat all previous steps for each gift.



## Gifts and Grants (continued)

### 04) Budget - Grant Residuals Dashboard

- Expand and read instructions.
- For any New Gifts and Endowments, plan in the placeholder program. The program can be found in your department shared folder or in the Program filter drop down.
- Use the [filter guide](#) to select the appropriate filters.
- Note: pending Gifts, Endowments, and Programs will be budgeted in residuals.
- Note: No data will be preloaded.
- Grant Residual Revenue Sheet**
  - Note: no revenue will be prepopulated.
  - Run **BUD—Grant Residuals Expense Report** to determine which residual programs have historical activity at particular filter intersections.
  - Enter revenue in the Miscellaneous Revenue account.
- Non-Labor Grant Residual Expenses Sheet**
  - To enter planned expenses, add rows by GL account.
  - Refer to BUD—Grant Residual Expenses report for historical non-labor grant residuals expenses.
- Labor Planning Sheet** (does not show fringe)
  - Review roster data for accuracy.
  - Add or edit rows if necessary.
  - Changes made to payroll expenses here will automatically update the Labor dashboard in a gift/grant cost center.
- Allocations Sheet**
  - Expand this table to view all GL accounts listed.
  - Enter planned expenses by GL account and period.
  - Collapse sheet.
- Summary Sheet**
  - Review table to ensure all revenue and expenses are entered correctly.
- Save changes
- Repeat all previous steps for each budget program.





## Adaptive Budget Checklist

### Gifts and Grants (continued)

#### 04) Budget - Sponsored Grants Dashboard

- Use the [filter guide](#) to select the appropriate filters.
- Note: all data on this dashboard, including start and end date, comes from Coeus.
- Sponsored Grants Model Sheet**
  - Download sheet for a list of each Sponsored Grant.
  - Revenue will be prepopulated here with data from Coeus.
  - Note: NOGAs will be prepopulated with 85% of expected award amount with the award ID and primary grant ID where available.
  - Note: Award Pending awards will be prepopulated at the awarded success rate of the individual department and planned in federal or non-federal programs.
  - Note: Awards in the Pending status are applied for and have not received a NOGA.
- Non-Labor Sponsored Grants Expense Sheet**
  - To enter planned expenses, add rows by GL account.
  - Refer to BUD—Sponsored Grant Expenses report for historical non-labor sponsored grant expenses.
- Labor Planning Sheet** (does not show fringe)
  - Review roster data for accuracy.
  - Add or edit rows if necessary.
  - Changes made to payroll expenses here will automatically update the Labor dashboard in a gift/grant cost center.
- Allocations Sheet**
  - Expand this table to view all GL accounts listed.
  - Enter planned expenses by GL account and period.
  - Collapse sheet.
- Summary Sheet**
  - Review table to ensure revenue and expenses net to zero.
- Save changes.
- Repeat all previous steps for each Sponsored Grant.
- Review Sponsored Award Data Dump report for consolidated view.



## Adaptive Budget Checklist

### Gifts and Grants (continued)

#### 04) Budget - VU Grant Dashboard

- VU Grants Model Sheet**
  - Download sheet for a list of each VU Grant.
  - Revenue will be prepopulated here with data from VU as of 12/31/23.
- Non-Labor Endowment Expense Sheet**
  - To enter planned expenses, add rows by GL account.
  - Refer to BUD—VU Grant Expenses report for historical non-labor VU grant expenses.
- Labor Planning Sheet**
  - Review roster data for accuracy.
  - Add or edit rows if necessary.
  - Changes made to payroll expenses here will automatically update the Labor dashboard in a gift/grant cost center.
- Allocations Sheet**
  - Expand this table to view all GL accounts listed.
  - Enter planned expenses by GL account and period.
  - Collapse sheet.
- Summary Sheet**
  - Review table to ensure revenue and expenses net to zero.
- Save Changes.
- Repeat all previous steps for each VU Grant.

#### 05) Budget - AE Non-Labor Expenses/Other Revenue Dashboard

- Expand and read instructions.
- Generate the BUD—AE Non-labor and Other Expense Report to view all worktag intersections of CC/Program/Assignee with historical data to see the intersections at which you have activity.
- Use the filter guide to determine the appropriate level at which to budget.
- Review data for accuracy
- Complete your CC budget for each appropriate intersection.
  - Make any necessary adjustments for each General Ledger account/Revenue or Spend category in the Override line.
- Note: If you suppress zeros in your view, you will need to add a row for a General Ledger account/Revenue and Spend category.



## Adaptive Budget Checklist

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### Budget—Allocations : History Based

- Use the filter guide to select the appropriate filters. ([Filter guide link](#))
- Make adjustments by spend categories with overrides in the respective override rows.
- Refer to BUD-Allocations: History Method report for historical data.

### Budget—Allocations: Prorates and Rev % Dashboard

#### PB Prorate Tab

- Use the [filter guide](#) to select the appropriate filters.
- Review the prorates.
- Note: Changes cannot be made to prorates. These are sourced from the MAC Tool as of January. Run **BGT.PB Allocations—Step 1** and **BGT.PB Allocations—Step 2** to review the PB prorates.
- Return to the Pct of Revenue tab.

#### Allocations: Pct of Revenue Tab (again)

- Review the allocation accounts and spend categories on this tab to ensure that the amount presented is what you intend to plan for the FY25 Budget .
- If necessary, make adjustments in the Other Operating Revenue Allocation rows.
- Note: These numbers will change as Professional Revenue changes.

### Submission

- Submit to [budgetprofinance@vumc.org](mailto:budgetprofinance@vumc.org).
  - Non-clinical department budget submissions are due by EOD 2/29.
  - Clinical department budget submissions are due by EOD 3/7.
- Submission must include:
  - Approval from:
    - Department Chairs
    - Center & Institute Directors
    - Chief Business Officers
  - BGT.RPT119** or **BGT.RPT119A**
  - FY24 Q2 Forecast to FY25 Budget Roll Forward** with explanatory notes for material variances.
  - Clinical Department Budget Parameter summaries.