



VUMC  
BUSINESS  
EDUCATION

# FY25 Q2 Adaptive Forecasting – AE/VMG

Duration: 90 Minutes

# Training Agenda

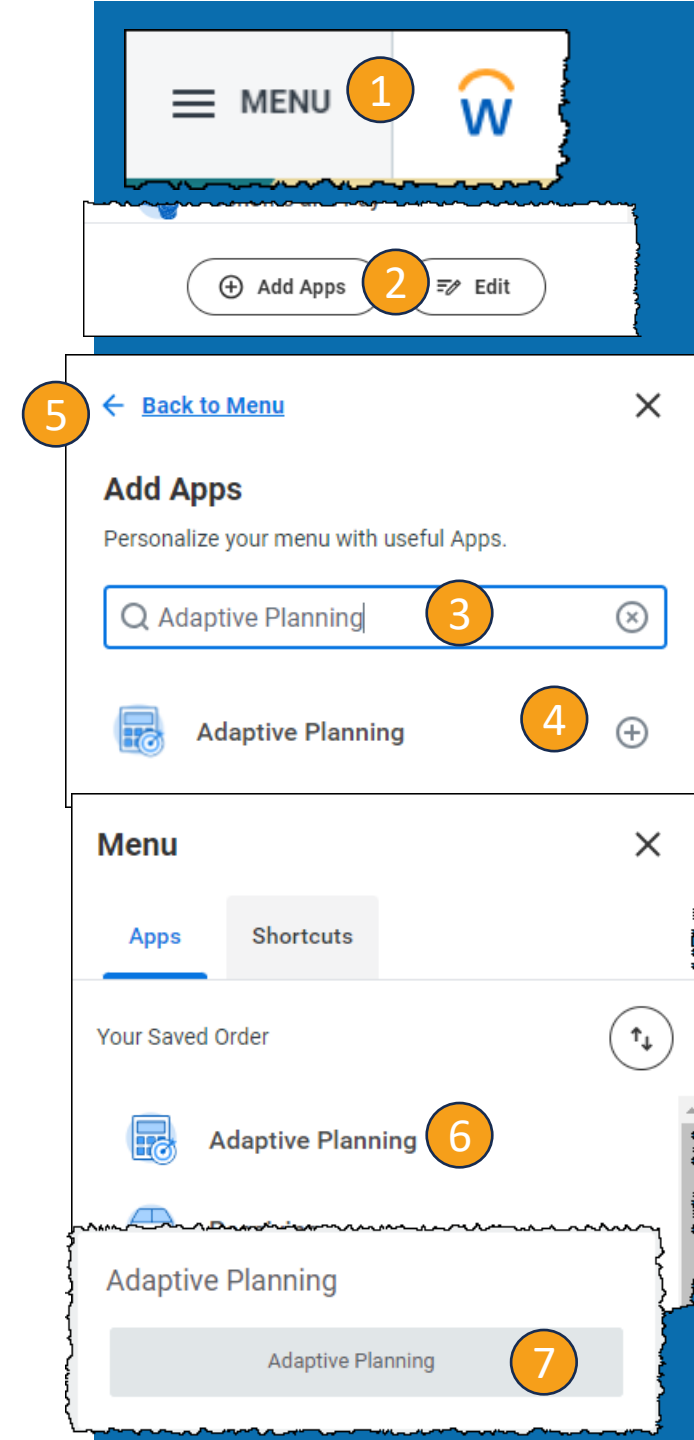
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- Forecast Basics
- Statistics (Clinical Only)
- Revenue
- Expense and Labor
- Allocations

# Forecast Basics

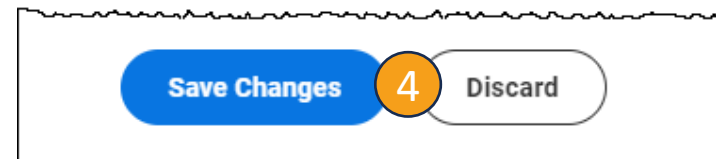
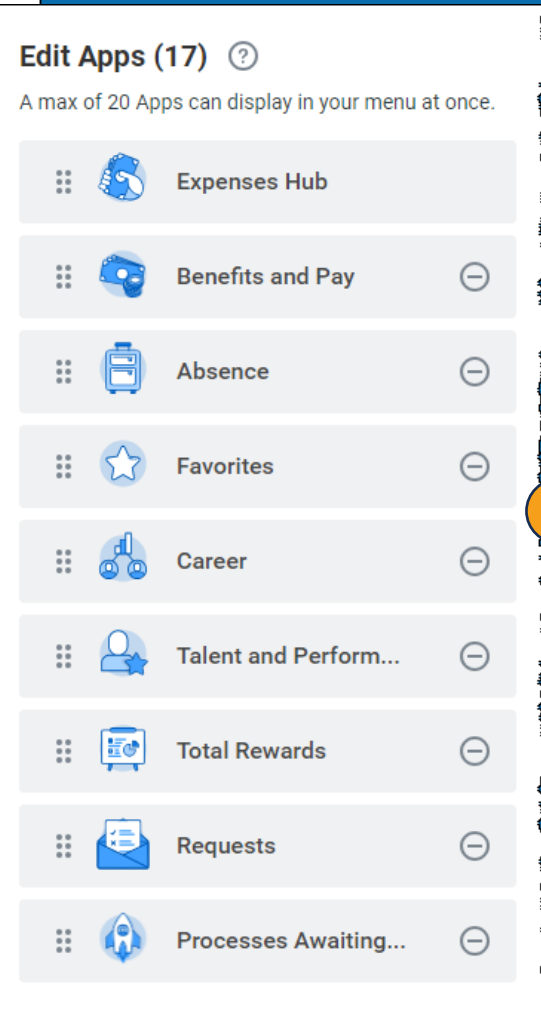
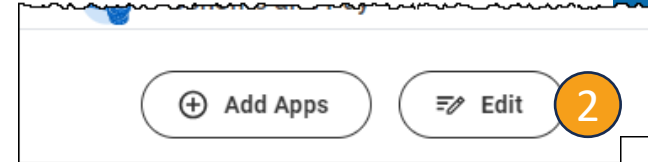
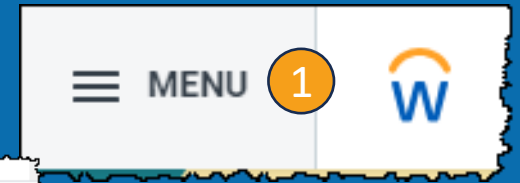
# Add Adaptive Planning App to Menu

1. Select the **Menu** icon.
2. Select **Add Apps**.
3. Type **Adaptive Planning** to the search bar.
4. Select the **+ icon** next to Adaptive Planning App.
5. After the app disappears, select **Back to Menu** to return to the main menu and access the app.
6. Select the **Adaptive Planning App** from your main menu.
7. To get to the Adaptive Planning workspace, select **Adaptive Planning**. A new tab will open.



# Remove an App from your Menu

1. Select the **Menu** icon.
2. Select **Edit**.
3. Select an app with the – symbol to remove.
4. Select **Save Changes**.
5. Follow the steps on the **Add Adaptive Planning App to Menu slide** to add the Adaptive Planning App.



# Adaptive Planning Homepage

The screenshot shows the Workday Adaptive Planning homepage. At the top, there is a navigation bar with the Workday logo, the text "Production - Vanderbilt University Medical Center", and "Home". On the right side of the navigation bar, there are icons for help (?) and a user profile (BC). Below the navigation bar is a large banner image depicting a park scene with people and a dog. The main heading is "Welcome to Workday Adaptive Planning". Below this heading, there are two main content areas. The first area, titled "Top Apps", contains three icons: "Sheets" (a calendar icon), "Reports" (a clipboard icon), and "Dashboards" (a bar chart icon). The second area, titled "Adaptive Planning Workday Community Webinar", contains text about a webinar on June 5 at 10AM PST and a "Register Here" link with a right-pointing arrow.

Production - Vanderbilt University Medical Center | Home

## Welcome to Workday Adaptive Planning

### Top Apps

Sheets   Reports   Dashboards

### Adaptive Planning Workday Community Webinar

Join us on June 5 at 10AM PST to learn how to maximize the value from Adaptive Planning with Workday Community.

[Register Here](#) →

### Quick Links

# Versions

When you are working on the Forecast, please ensure that you are using **FCST – Current Version**. When you access a sheet or dashboard, it will be in the top right corner of the screen.

Need Help?

Use the WalkMe button to open the Menu at anytime to help you set your Forecast Version.

What would you like to do?

Set Forecast Version

Suppress Zeros in Forecast

FCST - Current Version

Search

Name

- Actuals
- Forecast Versions
  - FCST - Current Version**
  - FY24 Forecasts
  - FY25 Forecasts
    - FY25 Q1 FCST
  - Budget Versions
  - Budget Targets
  - LRP Versions
  - Virtual Versions
  - Training/Test Versions

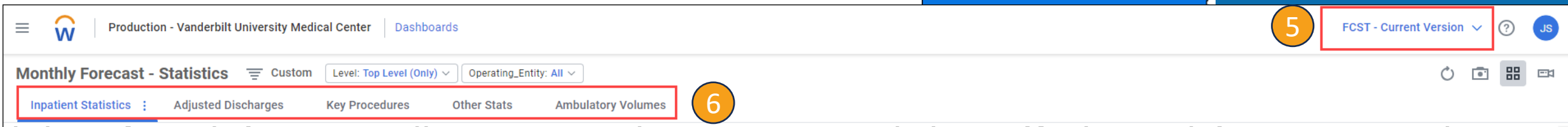
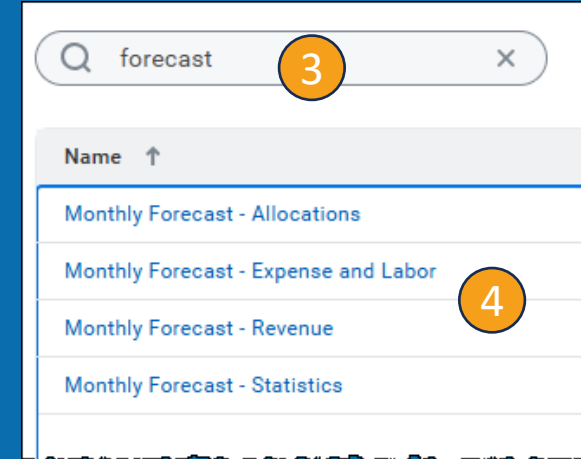
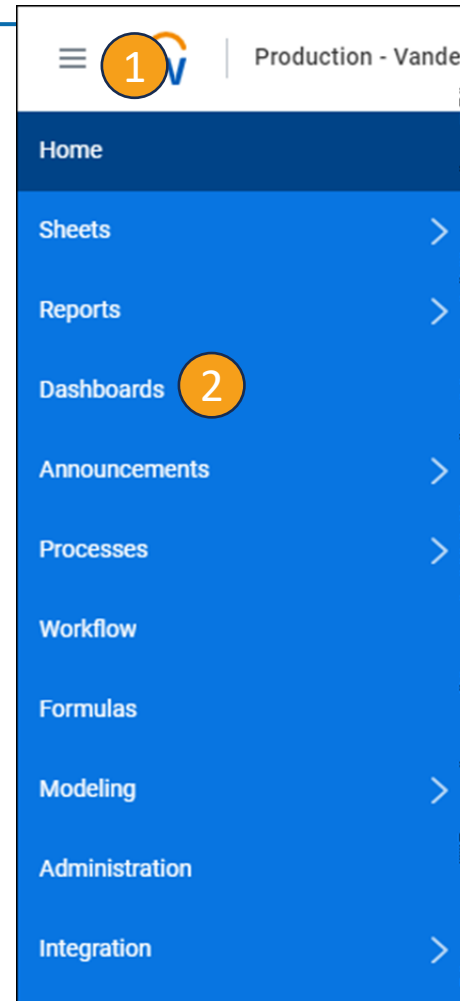


# Navigating to Dashboards

1. Select the **Menu** icon.
2. Select **Dashboards**.
3. Type **Forecast** to the search bar.
4. Select the **appropriate Dashboard**.
5. Ensure that you are in the **correct version** in the top right corner.

**Actual:** FCST - Current Version

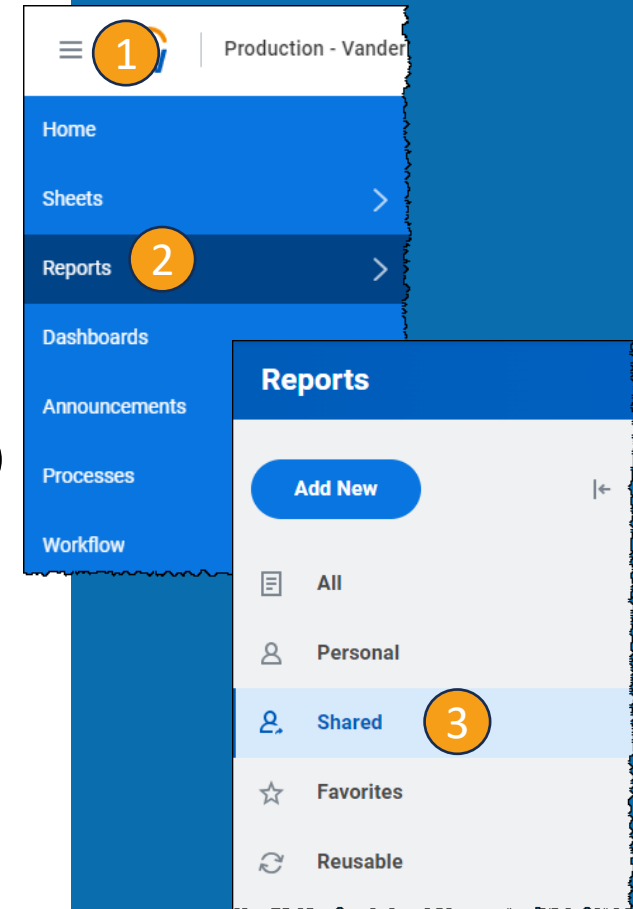
6. You can select different sheets within the dashboard using the **tabs** at the top.





# Reports

1. To get to Reports, select the **menu** icon.
2. Select **Reports** from the list.
3. Select **Shared**.
4. Select **FCST Reports**.
5. Select **Academic Enterprise & VMG (Clinical and Non-Clinical Depts)**
6. Select either **1.a - FCST119 Clin Department - SofOps Budget vs Forecast YTD** or **2.a - FCST119A Non-Clin Dept - SofOps Budget vs FCST YTD**



Shared / 01. FCST Reports / Academic Enterprise & VMG (Clinical and Non-Clinical Depts)

Name ↑	Output
1.a - FCST119 Clin Department - SofOps Budget vs Forecast YTD	HTML
2.a - FCST119A Non-Clin Dept - SofOps Budget vs FCST YTD	HTML
3. FCST - PB Revenue - Summary Comparison	HTML

# Navigation in Sheets – **Right Click** in Cell

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1. **Copy Forward** – allows you to copy the same number for the entire row.
2. Formula Assistant – Adjust the formula.
3. Adjust – Increase or decrease the overall value of a range of cells. **Adjusting replaces formulas.**
4. Add Note – Add a note to a cell.
5. **Explore Cell** – Gives detailed information about the individual cell.
6. Add Row – Shortcut to add a row to the sheet.
7. **Copy Row** – Copies the row and adds that row to the sheet.
8. Delete Row – Removes Row from the sheet.
9. **Row Details** – Gives detailed information about the row.
10. Display Options – Shortcut to adjust the display options

Copy Forward >  
Formula Assistant  
Adjust  
Add Note  
Explore Cell  
Add Row  
Copy Row  
Delete Row  
Row Details  
Display Options

# Override vs Adjustment

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While working in the Adaptive Planning Tool, you will need to pay close attention to whether you are Overriding the existing number or Adjusting the existing number.

When you see the word **Override**, the information typed into these cells will **replace** the existing numbers in the sheet.

When you see the word **Adjustment**, the information typed into these cells will **add or subtract** from the existing numbers in the sheet.

Any changes made will appear in **Blue** until saved.

# Q2 Forecast Data

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- **Six months actual** (July – December)
- Rolling 12 (January – June)
- Q1 Forecast Adj/Overrides (Jan – June)
  - Changes/Updates (Finance):
    - Financial Partnership Funding
    - Hospital Support Changes
    - APS, Base, & Special Allocations

Clinical Operating Entities	Non-Clinical Operating Entities
OEclin_VMG	OEAcad_RA
OEclin_RA	OEAcad_Edu
OEclin_Edu	OEAcad_CC
OEAcad_GG	OEAcad_GG

**Forecast:** Realistic projection of your final financial results as of June 30. *It is NOT your budget.*

Q2 System Dates:  
1/13 - 1/21

# Budget Roll Forward and Explanation Template

Rollforward: FY25 Budget to Q2 Forecast									
<b>Variations (section) from RPT119 or RPT119A</b> <b>Sum of the FY25 Budget and Variations = Q2 FCST</b>									
	User Input	User Input	User Input	User Input	User Input	User Input	Calculation	Calculation	
	Total AE						Total AE		
	FY25 BDGT	OE VMG	OE Acad RA or OE Clin RA	OE Acad or OE Clin Edu	OE Acad CC	OE GG	Total AE	Q2 FCST	
<b>Revenue</b>									
1 Professional Revenue	\$ 57.5	\$ 57.4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 114.9	Please provide these explanations on the Professional Revenue tab
2 Academic & Research	-	-	-	-	-	-	-	-	
3 Other Operating	-	-	-	-	-	-	-	-	
<b>4 Total Revenue</b>	<b>\$ 57.5</b>	<b>\$ 57.4</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 114.9</b>	
<b>Expense</b>									
6 SWB									Please provide these explanations on the SWB Variance Input tab
7 Staff Salaries	79.1	(18.7)	-	-	-	-	-	97.8	
8 Faculty Salaries	-	-	-	-	-	-	-	-	
9 Fringe	-	-	-	-	-	-	-	-	
10 Total SWB	79.1	(18.7)	-	-	-	-	-	97.8	
11 Services and Other									Please provide explanations below for material variances  Enter variances in applicable lines and sum of small variances can be added to line 24 "Other" to balance to RPT119 or RPT119a
12 Hospital Support	-	-	-	-	-	-	-	-	
13 Financial Partnership Model	-	-	-	-	-	-	-	-	
14 Contract Labor	-	-	-	-	-	-	-	-	
15 VMG Revenue Taxes	-	-	-	-	-	-	-	-	
16 Professional Services	-	-	-	-	-	-	-	-	
17 Subcontracts	-	-	-	-	-	-	-	-	
18 Insurance Expense	-	-	-	-	-	-	-	-	
19 Research and Education	-	-	-	-	-	-	-	-	
20 Travel and Entertainment	-	-	-	-	-	-	-	-	
21 [User Input, if needed]	-	-	-	-	-	-	-	-	
22 [User Input, if needed]	-	-	-	-	-	-	-	-	
23 [User Input, if needed]	-	-	-	-	-	-	-	-	
24 Supplies & Drugs	-	-	-	-	-	-	-	-	
25 Facilities & Equip	-	-	-	-	-	-	-	-	

**EXPLANATIONS BY OPERATING ENTITY FOR MATERIAL VARIANCES excluding SWB, PB Revenue and Grants and Gifts (explanations on other tabs).**

OE VMG:

OE RA:

OE EDU:

OE CC:

# Training Hub

## [Training Hub Link](#)

### MyWorkday Implementation

Welcome   Training Hub   **1** Workday Word   Change Network

TRAINING HUB

- Town Halls & Workshops
- Security Roles & Guides
- Quick Reference Guides
- WalkMe
- 2** Adaptive Planning (Forecast, Budget, LRP)
- Additional Resources

## Adaptive Planning

Workday Adaptive Planning is the Workday Forecasting, Budgeting, and Long-Range Planning (LRP) tool at VUMC.

Click [here](#) to view the Workday Adaptive Planning Introduction video.

- 3** Forecast
- Budget
- Long Range Planning

## Forecast

Forecasts inform the Medical Center about how future operations will perform. In Workday Adaptive Planning, these forecasts include projecting future volumes, personnel/FTE's, revenues, and expenses, and will often begin with a rolling twelve-month average as the baseline.

The first quarter forecast will be completed each October, followed by the second quarter forecast each January.

## [VMG & Academic Enterprise](#)

[Forecast Checklist: AE & VMG](#)

[AE: FY25 Q2 Forecast Roll Forward and Explanation Template](#)

[FY26 Budget and Q2 Forecast Calendar Presentation](#)

Videos:

**4**

[FY25 Q1 AE/VMG Forecast Training Session - Clinical](#) (Recorded 10.4.24)

[FY25 Q1 AE/VMG Forecast Training Session - Clinical](#) (Recorded 10.7.24)

[FY25 Q1 AE/VMG Forecast Training Session - Non-Clinical](#) (Recorded 10.4.24)

[FY25 Q1 AE/VMG Forecast Training Session - Non-Clinical](#) (Recorded 10.7.24)

# Resources

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## **Resources:**

[FY26 Budget and Q2 Forecast Calendar Presentation](#)

[Adaptive Forecast Checklist – AE & VMG](#)

[Budget Roll Forward and Explanation Template](#)

## **Links:**

[VUMC Finance – Budget/Forecast Resources](#)

[Training Hub – Forecast](#)





DEMO



Thank you