UVA FINANCE

Introduction to Budgeting at UVA

UNIVERSITY of VIRGINIA

Introduction to Budgeting at UVA| Course Objectives

After completing this course, you will **understand the following**:

- The goal of Adaptive Planning

- The goal of Workday

- How Adaptive Planning and Workday interact

- Security Levels and Access

- The purpose of each type of Input Sheet

- How to Navigate Input Sheets

- Adaptive Planning Reports

- Workday Reports for Budgeting

- Qlik Sense Reports for Budgeting

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Introduction | Key Terminology

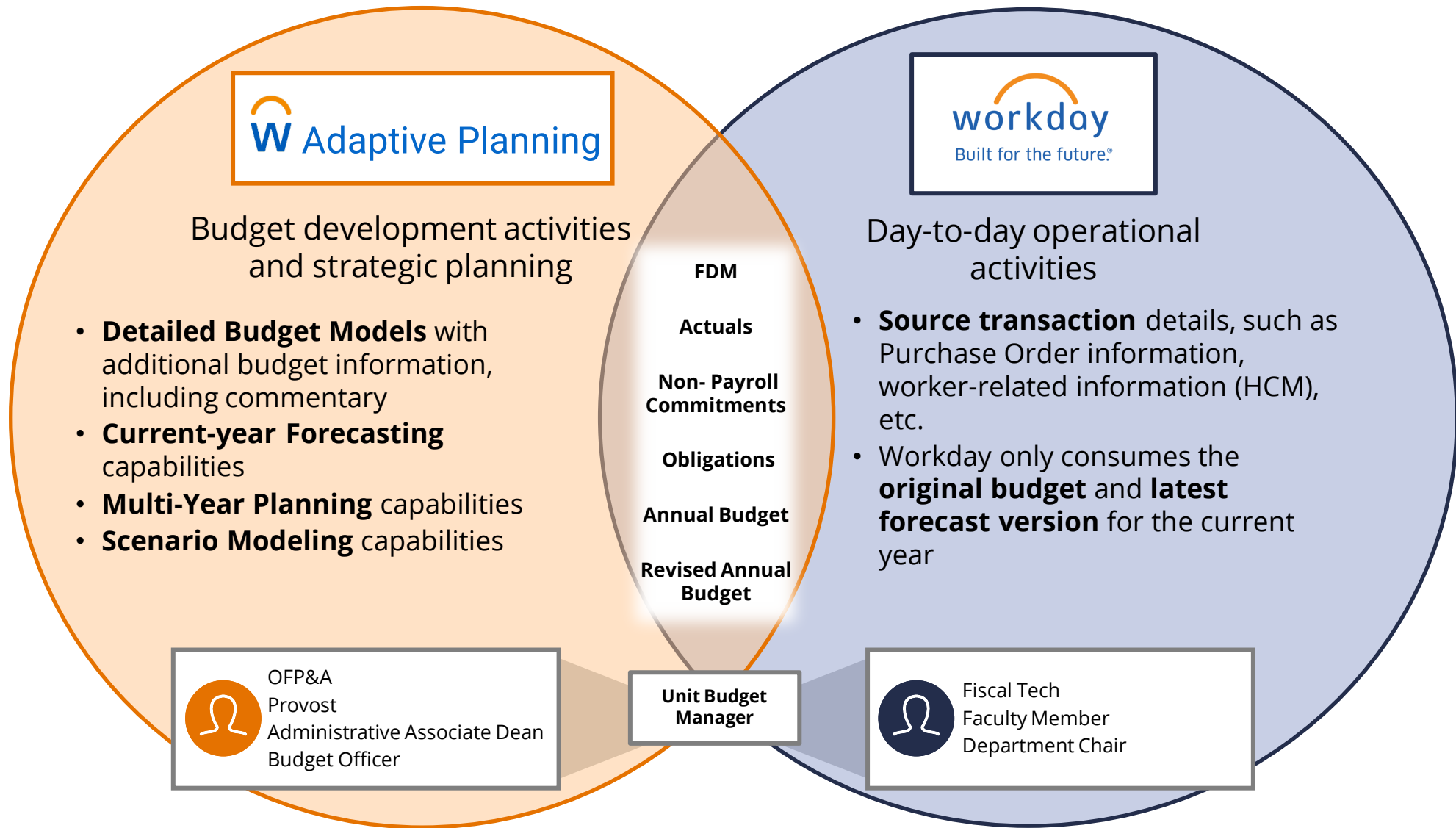| Workday Term	Definition
Financial Budget	The financial condition and strategic and administrative plans of an organization that include information on sources, uses, activities, and purposes or goals. An estimation of sources and uses over a specified future time period and is usually compiled and re-evaluated on a periodic basis.
Position Budget	Adaptive Planning has a Compensation Sheet to budget compensation and fringe benefits at the Position level. There is the option of using a Placeholder if you want to budget for a position that is not yet filled. Workday HCM data will come into the Adaptive sheets but is for informational purposes only.
Ledger	Ledgers store university transactions from journal entries used for managerial and external reporting. The ledger includes accounts for assets, liabilities, net position, revenues, and expenses also known as the FDM (this is the UVA chart of account). In WD, there is an Actuals, Commitments, and Obligations ledger
Spend Category	Identifies and categorizes the specific type of spend for a transaction and provides a sub-classification of the ledger account to provide more granularity for reporting.
Revenue Category	Identifies and categorizes the specific type of revenue for a transaction. Provides a sub-classification of the ledger account to provide more granularity for reporting.

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Introduction | Key Terminology

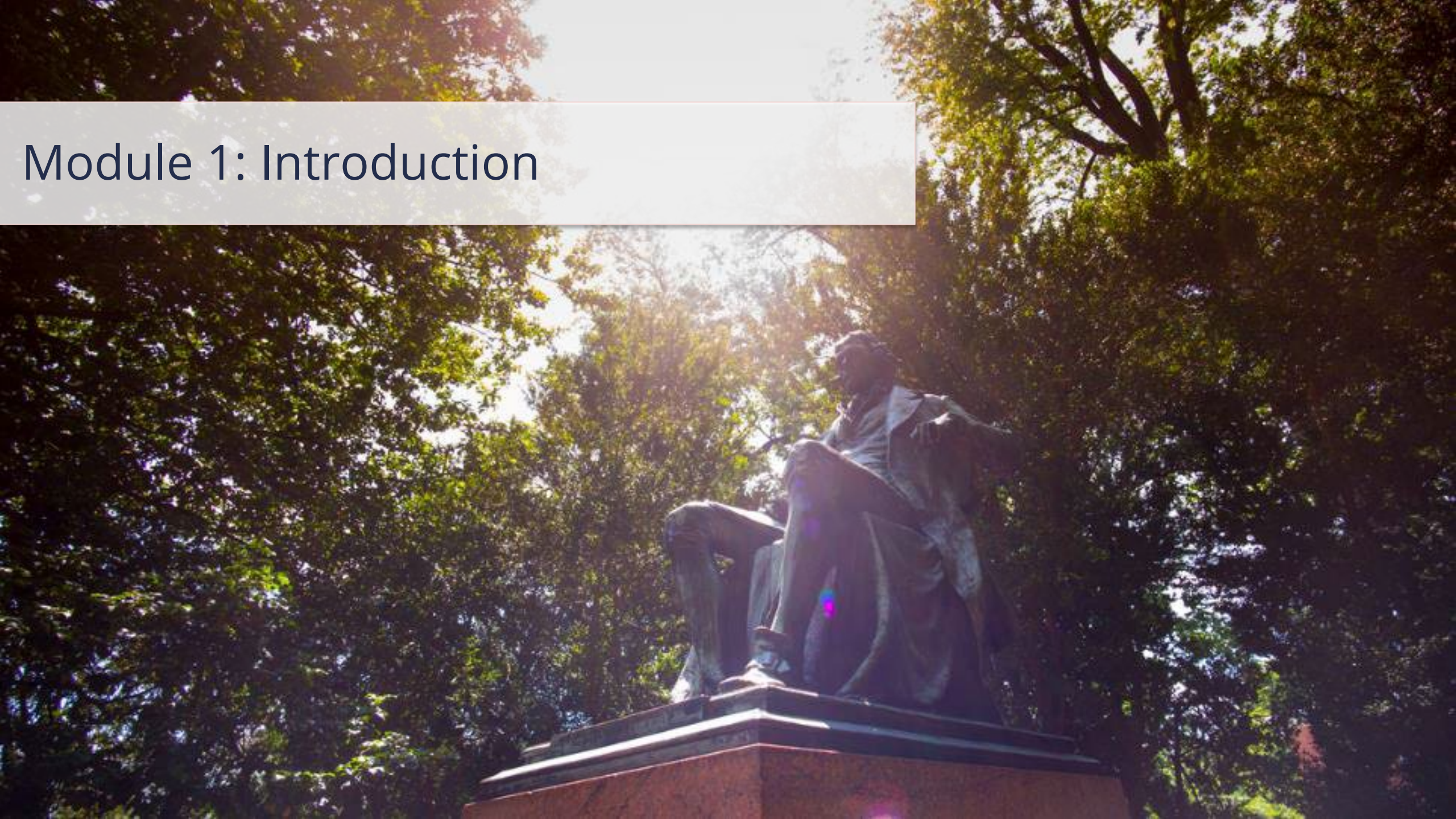| Workday Term	Definition
Payroll Obligations	Payroll Obligations are journals created to earmark funds for salary expenses in future fiscal periods. Workday Payroll Obligations are for filled positions.
Payroll Costing Allocation	The process of identifying and assigning payroll-related costs to specific FDM values and worktags. Adaptive and Workday do not push or pull this information between systems.

The following terms are Workday Terms you will hear, but do not relate to your Budget:

Payroll Commitments	Payroll Commitments refer to vacant positions only.
Budget Date	A Workday term unrelated to the Budget. This term is used to capture the date of a transaction – also often referred to as the "date incurred".

Introduction | Adaptive Planning and Workday

Adaptive Planning

Budget development activities and strategic planning

- **Detailed Budget Models** with additional budget information, including commentary
- **Current-year Forecasting** capabilities
- **Multi-Year Planning** capabilities
- **Scenario Modeling** capabilities

FDM

Actuals

Non- Payroll Commitments

Obligations

Annual Budget

Revised Annual Budget

workday
Built for the future.®

Day-to-day operational activities

- **Source transaction** details, such as Purchase Order information, worker-related information (HCM), etc.
- Workday only consumes the **original budget** and **latest forecast version** for the current year

OFP&A
Provost
Administrative Associate Dean
Budget Officer

Unit Budget Manager

Fiscal Tech
Faculty Member
Department Chair

Module 1: Introduction

Integration between **Adaptive Planning** and **WD Budget**

Adaptive Planning → Budget → workday Built for the future. → Actuals → Adaptive Planning

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Introduction | Integration

Workday → Adaptive

Actuals come into Adaptive after month-end

Workday Chart of Account

HCM Data

Adaptive → Workday:

Financial budget goes nightly

Position budget weekly on Monday morning

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Access

To request access to Adaptive or modify your existing Adaptive access, create a **System Access Request** in Workday:
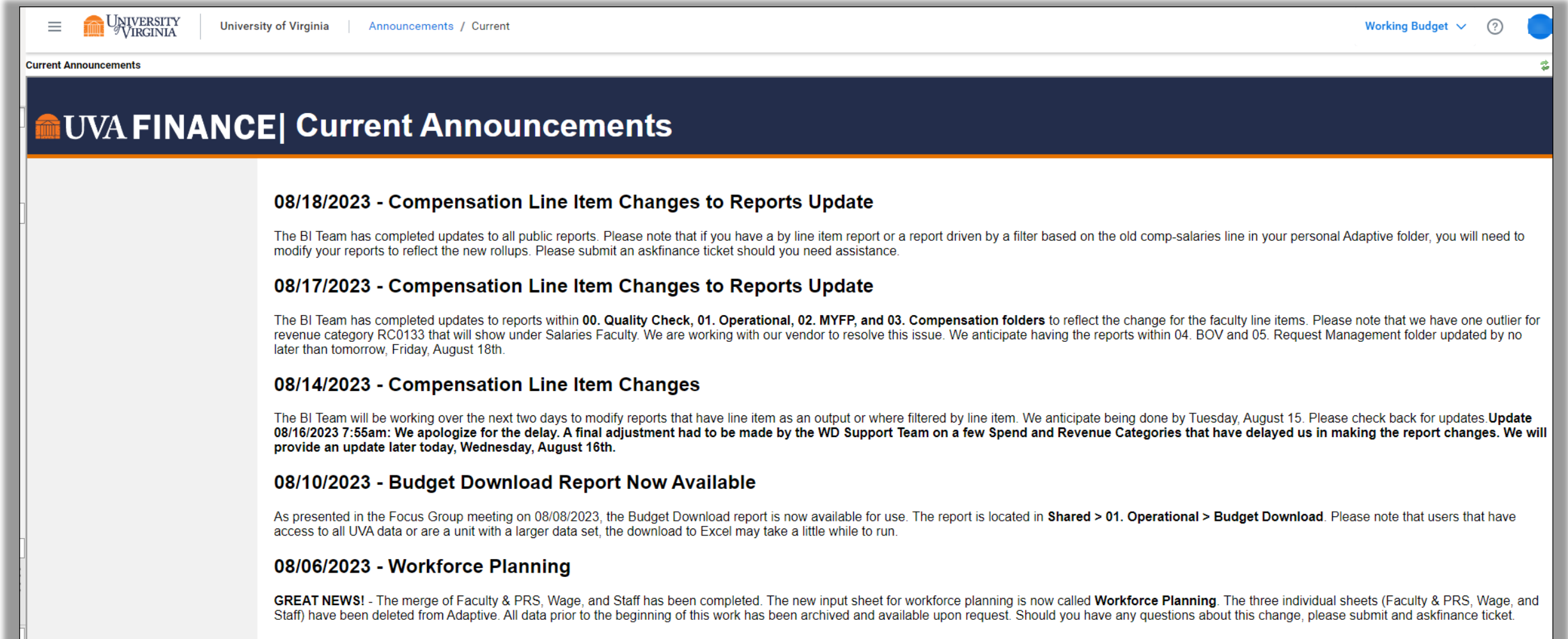
List all the Cost Centers/Cost Center Hierarchies to which you need to be given access.

For instructions on submitting a System Access Request, click on the Resources link in the upper right corner of the screen and then select the Quick Reference Guide.

Workday Role: **Finance Reporting Viewer**

Should be automatic if you have another Finance Role in Workday.

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Introduction | Security and Access

Current Announcements

UVA FINANCE | Current Announcements

08/18/2023 - Compensation Line Item Changes to Reports Update

The BI Team has completed updates to all public reports. Please note that if you have a by line item report or a report driven by a filter based on the old comp-salaries line in your personal Adaptive folder, you will need to modify your reports to reflect the new rollups. Please submit an askfinance ticket should you need assistance.

08/17/2023 - Compensation Line Item Changes to Reports Update

The BI Team has completed updates to reports within **00. Quality Check, 01. Operational, 02. MYFP, and 03. Compensation folders** to reflect the change for the faculty line items. Please note that we have one outlier for revenue category RC0133 that will show under Salaries Faculty. We are working with our vendor to resolve this issue. We anticipate having the reports within 04. BOV and 05. Request Management folder updated by no later than tomorrow, Friday, August 18th.

08/14/2023 - Compensation Line Item Changes

The BI Team will be working over the next two days to modify reports that have line item as an output or where filtered by line item. We anticipate being done by Tuesday, August 15. Please check back for updates.**Update 08/16/2023 7:55am: We apologize for the delay. A final adjustment had to be made by the WD Support Team on a few Spend and Revenue Categories that have delayed us in making the report changes. We will provide an update later today, Wednesday, August 16th.**

08/10/2023 - Budget Download Report Now Available

As presented in the Focus Group meeting on 08/08/2023, the Budget Download report is now available for use. The report is located in **Shared > 01. Operational > Budget Download**. Please note that users that have access to all UVA data or are a unit with a larger data set, the download to Excel may take a little while to run.

08/06/2023 - Workforce Planning

GREAT NEWS! - The merge of Faculty & PRS, Wage, and Staff has been completed. The new input sheet for workforce planning is now called **Workforce Planning**. The three individual sheets (Faculty & PRS, Wage, and Staff) have been deleted from Adaptive. All data prior to the beginning of this work has been archived and available upon request. Should you have any questions about this change, please submit and askfinance ticket.

Introduction | Security and Access

Introduction | Security and Access

Adaptive Planning Sheets

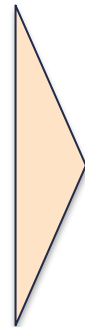# Adaptive Planning| Input Sheets

```
--------------Input Sheets--------------

Workforce Planning

Non-Compensation Input

Revenue Input

Transfers

Recovery Management

--------------MYFP and Scenario Planning--------------

Fund Balance

Unit MYFP and Scenario Analysis Spend and Revenue Parameters

Scenario Planning - Out Year Expense Activity

Scenario Planning - Out Year Revenue Activity

--------------Requests--------------

Compensation Requests

Non-Comp Requests

Revenue Requests

--------------Reference Sheets--------------

Central Allocations (OFP&A)

DNU - Foundation Data

Fundriver Data

HCM Reference Data

Internal Debt Service Payments
```

Sheet Name	Purpose
Workforce Planning	Personnel related expenses (Faculty, University and Classified Staff, and Wage employees)
Non-Compensation Input	All non-personnel related expenses
Revenue Input	All revenue planning
Transfers	All transfers data
Recovery Management	Manage recoveries

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Adaptive Planning| MYFP and Scenario Planning Sheets

--------------Input Sheets--------------

Workforce Planning

Non-Compensation Input

Revenue Input

Transfers

Recovery Management

--------------MYFP and Scenario Planning--------------

Fund Balance

Unit MYFP and Scenario Analysis Spend and Revenue Parameters

Scenario Planning - Out Year Expense Activity

Scenario Planning - Out Year Revenue Activity

--------------Requests--------------

Compensation Requests

Non-Comp Requests

Revenue Requests

--------------Reference Sheets--------------

Central Allocations (OFP&A)

DNU - Foundation Data

Fundriver Data

HCM Reference Data

Internal Debt Service Payments

Sheet Name	Purpose
Fund Balance	Calculation sheet for beginning and ending balances
Unit MYFP and Scenario Analysis Spend and Revenue Parameters	Sheet to enter in university parameter overrides. Option to enter in scenario modeling parameters
Scenario Planning – Out Year Expense Activity	Dollar adjustments to budget for expenses
Scenario Planning – Out Year Revenue Activity	Dollar adjustments to budget for revenues

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Adaptive Planning| Request Sheets

--------------Input Sheets--------------

Workforce Planning

Non-Compensation Input

Revenue Input

Transfers

Recovery Management

--------------MYFP and Scenario Planning--------------

Fund Balance

Unit MYFP and Scenario Analysis Spend and Revenue Parameters

Scenario Planning - Out Year Expense Activity

Scenario Planning - Out Year Revenue Activity

--------------Requests--------------

Compensation Requests

Non-Comp Requests

Revenue Requests

--------------Reference Sheets--------------

Central Allocations (OFP&A)

DNU - Foundation Data

Fundriver Data

HCM Reference Data

Internal Debt Service Payments

Sheet Name	Purpose
Compensation Requests	Request sheet for compensation expenses
Non-Comp Requests	Request sheet for non-compensation expenses
Revenue Requests	Request sheet for revenue

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Adaptive Planning| Reference Sheets

---------------Input Sheets---------------

Workforce Planning

Non-Compensation Input

Revenue Input

Transfers

Recovery Management

---------------MYFP and Scenario Planning---------------

Fund Balance

Unit MYFP and Scenario Analysis Spend and Revenue Parameters

Scenario Planning - Out Year Expense Activity

Scenario Planning - Out Year Revenue Activity

---------------Requests---------------

Compensation Requests

Non-Comp Requests

Revenue Requests

---------------Reference Sheets---------------

Central Allocations (OFP&A)

DNU - Foundation Data

Fundriver Data

HCM Reference Data

Internal Debt Service Payments

Sheet Name	Purpose
Central Allocations	Reference sheet for centrally loaded data
DNU – Foundation Data	Reference sheet for foundation data
Fundriver Data	Reference sheet for fundriver data
HCM Reference Data	HCM data loaded into Adaptive by position
Internal Debt Service Payments	Reference sheet with debt payments loaded from Treasury

Adaptive Planning | Overview of Sheets

--------------Input Sheets--------------

Workforce Planning

Non-Compensation Input

Revenue Input

Transfers

Recovery Management

--------------MYFP and Scenario Planning--------------

Fund Balance

Unit MYFP and Scenario Analysis Spend and Revenue Parameters

Scenario Planning - Out Year Expense Activity

Scenario Planning - Out Year Revenue Activity

--------------Requests--------------

Compensation Requests

Non-Comp Requests

Revenue Requests

--------------Reference Sheets--------------

Central Allocations (OFP&A)

DNU - Foundation Data

Fundriver Data

HCM Reference Data

Internal Debt Service Payments

Sheet Name	Purpose
Workforce Planning	All personnel related expenses
Non-Compensation Input	All non-personnel related expenses
Revenue Input	All revenue planning
Transfers	All transfers data
Fund Balance	Calculation sheet for beginning & ending balances
Unit MYFP and Scenario Analysis Spend and Revenue Parameters	Sheet to enter in university parameter overrides. Option to enter in scenario modeling parameters
Scenario Planning – Out Year Expense Activity	Dollar adjustments to budget for expenses
Scenario Planning – Out Year Revenue Activity	Dollar adjustments to budget for revenues
Compensation Requests	Request sheet for compensation expenses
Non-Comp Requests	Request sheet for non-compensation expenses
Revenue Requests	Request sheet for revenue
Central Allocations (OFP&A)	Reference sheet for centrally loaded data
DNU – Foundation Data	Reference sheet for foundation data
Fundriver Data	Reference sheet for fundriver data
HCM Reference Data	HCM data loaded into Adaptive by position
Internal Debt Service Payments	Reference sheet with debt payments loaded from Treasury

Compensation Input Sheet (Workforce Planning):

- **Faculty & PRS**

- **Staff**

- **Wage**

Examples:

- **An unfilled position**
- **A professor**
- **A University Staff Salary Increase**
- **Annual Work Periods for Faculty & PRS**
- **Compensation expenses to a spendable gift placeholder**
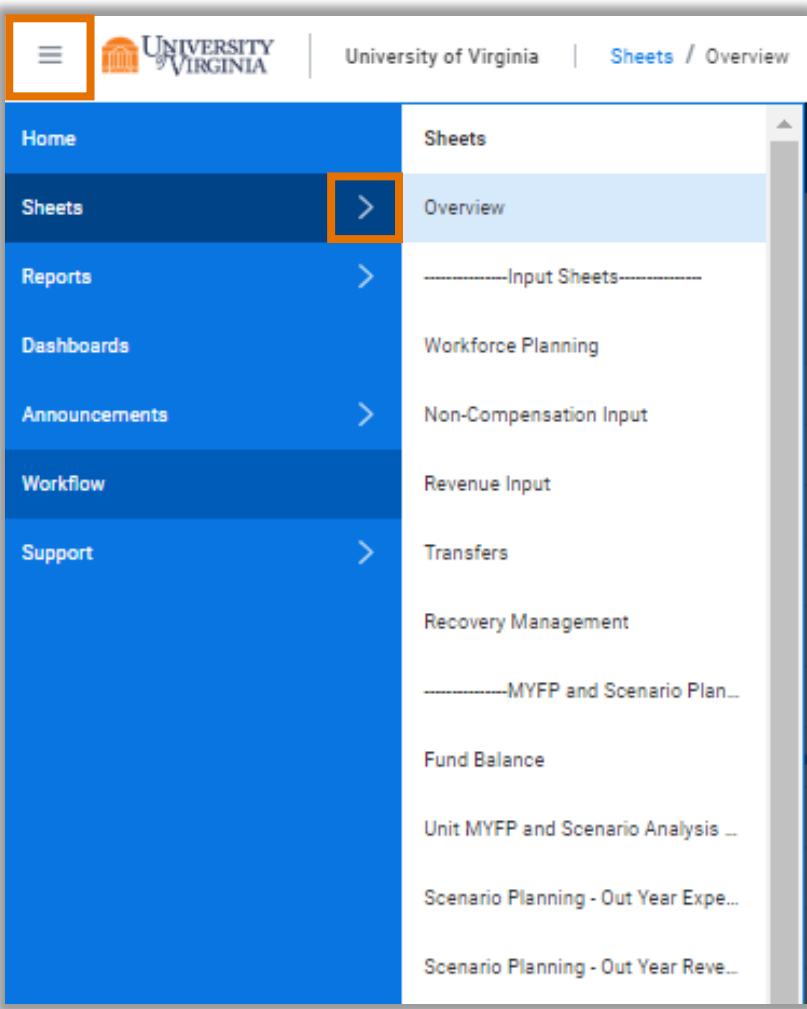
Non-Compensation Input Sheet:

Examples:

- **OTPS**
- **Undergraduate Financial Aid**
- **Graduate Financial Aid**
- **Utilities**

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Adaptive Planning| Sheets Overview – Basic Navigation

Menu:

Adaptive Planning| Sheets Overview – Basic Navigation

Version and Level:

Adaptive Planning| Sheets Overview – Basic Navigation

Version and Level:

Adaptive Planning| Sheets Overview – Basic Navigation

Version and Level:

Adaptive Planning| Sheets Overview – Basic Navigation

Toolbar icons:

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Adaptive Planning| Sheets Overview – Basic Navigation

Sheet Columns:

DESC	✅ EMP ID AND NAME	✅ POS ID	EMPLOYEE PLACEHOLDER	✅ GIFT GRANT DESIGNATED

Sheet Columns:

LINE_ITEM
Salaries University Staff

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Sheet Columns:

REF: EMP START	REF: EMP END	REF: HCM SALARY	REF: CURRENT YEAR ANNUAL SAL	REF: NEXT YEAR ADJ %	REF: NEXT YEAR SAL W ADJ

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Sheet Columns:

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Adaptive Planning| Sheets Overview – Basic Navigation
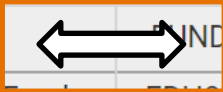
Sheet Columns:

	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
	50,000	50,000					
	50,000	**50,000**					

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Adaptive Planning| Sheets Overview – Basic Navigation

🖥️ **Sheet Columns:**

DESC	☑ GIFT GRANT DESIGNATED	FUND	⟷ FUND SOURCE GROUP 2	PROJECT	PROGRAM	☑ FUNC...
	DN001237 WS-Local Operations	FD002 Unrestricted Local Fund	FDH052 Private Unrestricted			FN005 Co...
Total						

Sheet Colum

Display Options

Time   Filter Rows   **Hide Columns**

Select columns to hide them from view.

Hide Columns   Selected

🔍 Search

Name	Code
☐ Desc	Desc
☐ Fund	Fund
☐ Fund Source Group 2	Fund Source Group 2
☐ Project	Project
☐ Program	Program
☐ Assignee	Assignee
☐ Activity	Activity

OK   Cancel

Sheet Rows:

Adaptive Planning| Sheets Overview – Basic Navigation

Adjusting Cell Values:

FY2023
10,000
5,000
5,000
12,101

Adjust

Increase or decrease the overall value of a range of cells. Adjusting replaces formulas.

○ Distribute adjustment proportionally

[Enter Value]

○ Distribute adjustment evenly

[Enter Value]

⦿ Apply adjustment individually

| Increase ▾ | 3 | Percent... ▾ |

[OK] [Cancel]

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Budget Reports

Adaptive Planning| Reports Navigation

Menu:

Adaptive Planning| Reports Navigation

Menu:

Adaptive Planning| Reports - Navigation

Adding to Favorites:

Adaptive Planning| Reports Navigation

Running a Report:

Select Prompting Parameters

Activity Cluster	Activity Cluster ▼
Activity Center	Activity_Center ▼
Level (CC)	CC1350 WS-Math and Compu... **▼**
FD Source Group	
Budget thru Time	
Base Budget	
Budget for Forecast	
FD	
GF GR DN	
PJ	Project ▼
Gift Type	Gift Type ▼
PG	Program ▼
AC	Activity ▼

🔍 Search

Name

▼ CH40054 WS-Provost
    ▼ CH30116 WS-Provost Office
        ▶ CH20328 WS-Information and Instruction...
        ▶ CH20359 WS-Student Recruitment and Re...
        ▶ CH20364 WS-Data, Policy, and Accreditati...
        ▼ CH20365 WS-Departmental Support
            ▼ CH10685 WS-Math and Computer Sc...
                 CC1350 WS-Math and Computer...
                 CC1806 WS-Mathematics Lab
                 CC1875 WS-Applied Data Analyti...
                 CH10685 WS-Math and Comput...
        ▶ CH10686 WS-Natural Sciences

Run Report   Cancel

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Adaptive Planning| Reports - Navigation

🖥 **Toolbar Icons:**

Adaptive Planning | Reports - Navigation

🖥️ **Drillable Fields:**

Workday| Budget Reports Overview

Workday Report	Purpose
Budget FDM Report	This report **provides Line Item Detail of Financial or Position Plan Budgets**.
Budget vs Actual by Cost Center	This report **summarizes Budget vs. Actuals data by Cost Center**. Data is provided for Commitments + Obligations + Actuals as well as the Original + Working Budget. This report provides Cost Center, Gift/Grant/Designated and accounting worktags. This report can be filtered by worktags and the data is drillable.
Fund Balance by Assignee	This report **shows beginning, current, and projected Fund Balance as well as a variance to budget by Assignee**. Data is provided for FYTD Actuals, Commitments + Obligations as well as the Original or Working Budget. This report provides Assignee, Gift/Grant/Designated and accounting worktags. This report can be filtered by worktags and the data is drillable.
Fund Balance by Cost Center	This report **provides a beginning year balance (Ledger 3999) and a roll-forward projected ending balance based on FYTD Actuals, Obligations, and Commitments. It also includes the budget for FY variance analysis.** It includes Fund, Gift, Grant, and Designated detail.
Position Budget vs Actual	This report **provides Budget vs. Actual data by Position for both Job Management and Position Management compensation expenses.** This report does not include revenue or non-compensation expenses. This report includes an expansion hierarchy that allows drill-through by Cost Center, Employee and Spend Category.
Position Employee Budget vs Actual	This report **provides Budget vs. Actual data by Employee.** This report does not include revenue or non-compensation expense data. This report can be filtered by worktag (i.e. Cost Center) to see all Employees or filtered by a specific Employee. This report includes additional employee attributes such as Academic Track Type.
Sources and Uses Budget vs Actual with Balances	This report **summarizes Budget vs. Actuals data by Sources and Uses Line Items.** Data is provided for Commitments + Obligations + Actuals as well as the Original + Working Budget. This report can be filtered by Worktags and the data is drillable.

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Workday| Report Navigation

Workday | Report Navigation

Below are the key report functionalities in Workday:
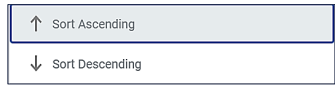
↑ Sort Ascending ↓ Sort Descending	**Sort -** Sorting is a process of arranging data in a meaningful order (i.e., in Ascending or Descending order) to analyze information more effectively.
(filter icon)	**Filter -** Filters can be used to narrow down data and view only required information in the report.
(list icon)	**Prompt -** Prompt is the filter criteria that displays when you run a report. It allows you to choose the filter criteria by which you would like to narrow down the information.
(chart icon)	**Charts -** Charts icon can be used to convert a data from a table format to a chart format or vice-versa. You can reset the data displayed as per your requirements.
(Excel/PDF icons)	**Download/Print -** Download a report in a PDF or an Excel format. Once you export a report in a PDF, you can print it easily using the print command.
(sliders icon)	**Change Selection -** You can reset the initial parameters of the report. If you have converted your data to a chart, this icon will also appear in the top right corner of the chart, allowing you additional configuration options.

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Workday | Report Notifications

- **Report Notification –** When your report includes a huge volume of data, it might take a while for Workday to generate the report.

  – You will see a **pop-up notification** asking you if you would like to be notified when the report is ready for you to view or if you would prefer to stay on the page and wait for the report results.

  – You can choose the **Notify me Later** option and continue with other work. Once the report is ready, you will receive a notification in Workday to view the report.

Qlik Sense| Budget Reports Overview

Workday Report	Purpose
Workday Budget vs Actuals	The Workday Budget vs Actuals app in UBI can be used to supplement the Adaptive and Workday budget reports. The app contains the financial budgets, obligations and commitments, and actuals. All will be updated nightly. UBI allows users more flexibility to customize reports to meet their units specific reporting needs and use of the various FDM worktags.

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Qlik Sense| Budget Reports Overview

Qlik Sense| Budget Reports Overview

Conclusion