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**:

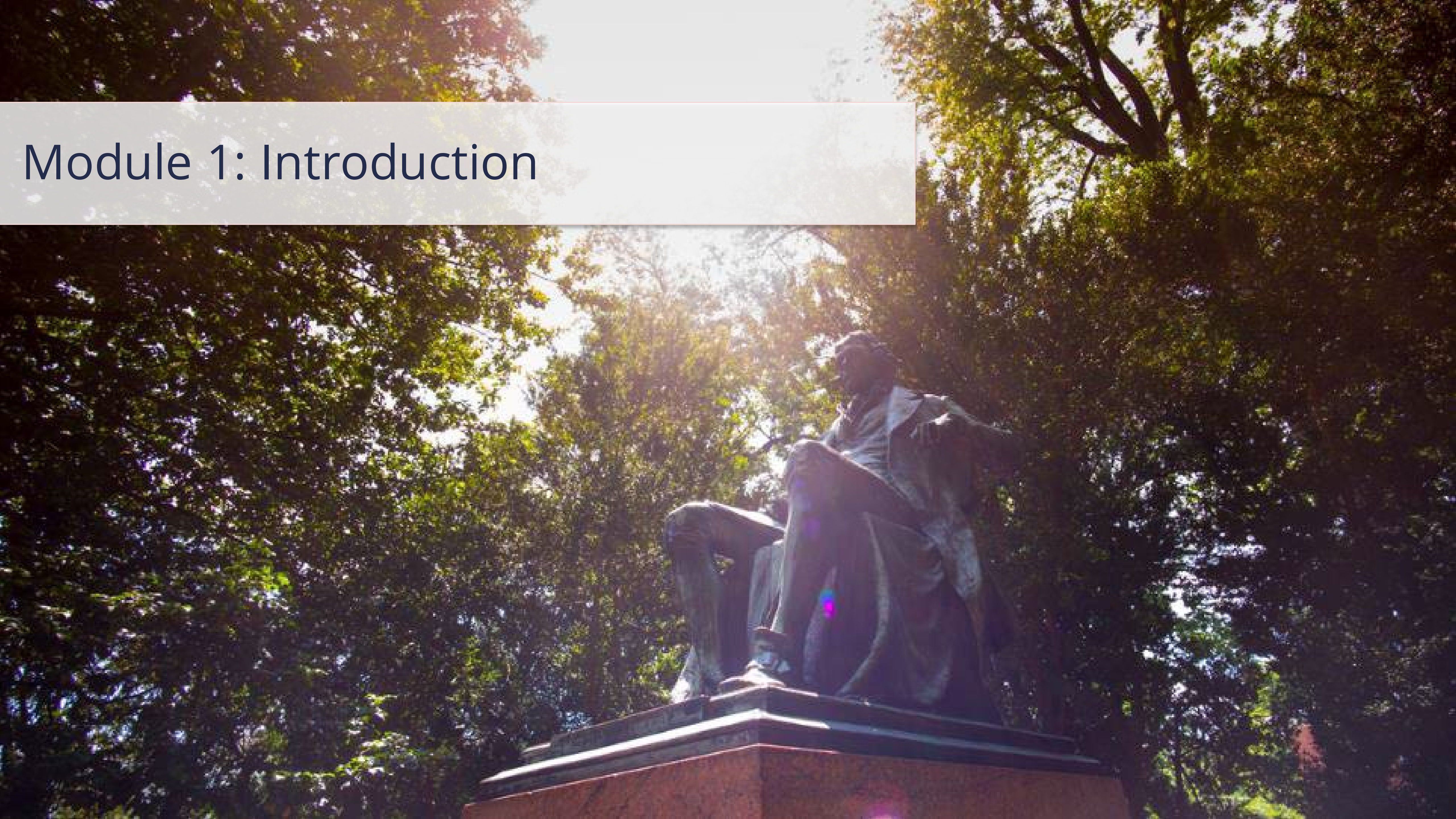
- The goal of Adaptive Planning
- The goal of Workday
- How Adaptive Planning and Workday interact
- Security Levels and Access

- The purpose of each type of Input Sheet
- How to Navigate Input Sheets

- Adaptive Planning Reports
- Workday Reports for Budgeting
- QlikSense Reports for Budgeting

University of Virginia

Module 1: Introduction



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 Compensation Sheets 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.

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

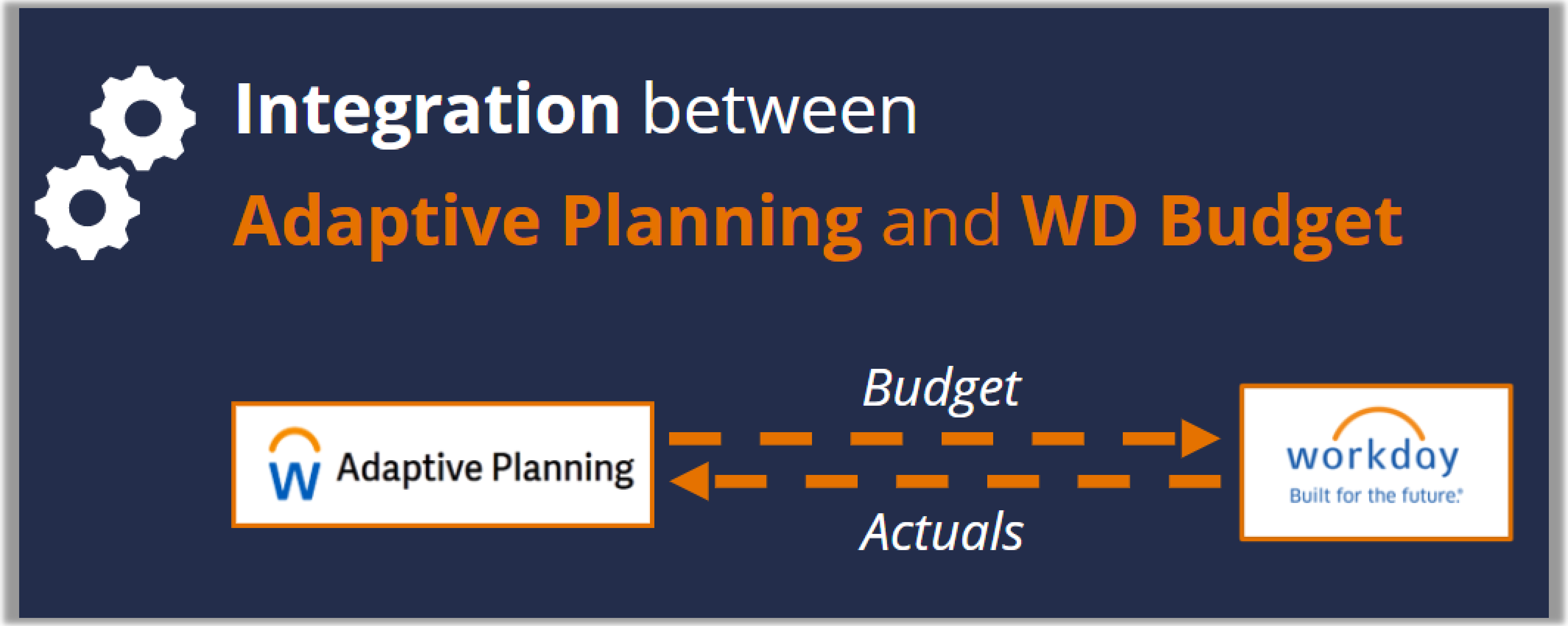
- **Source transaction** details, such as Purchase Order information, worker-related information (HCM), etc.
- Workday only consumes the **original budget** and **latest forecast version** for the current year

OFP&A
Provost
Administrative Associate Dean
Budget Officer

Unit Budget Manager

Fiscal Tech
Faculty Member
Department Chair

Introduction | Integration



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

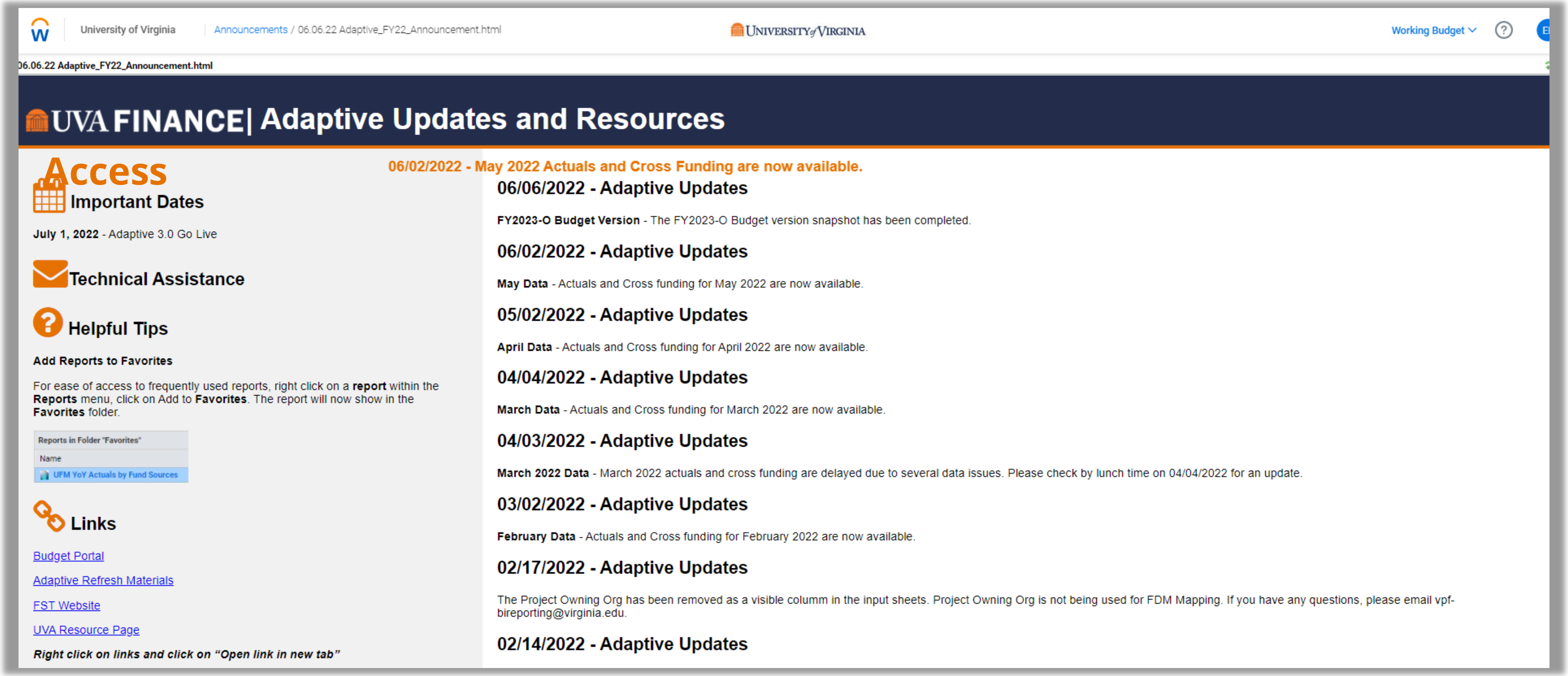
Introduction | Security and Access

Access

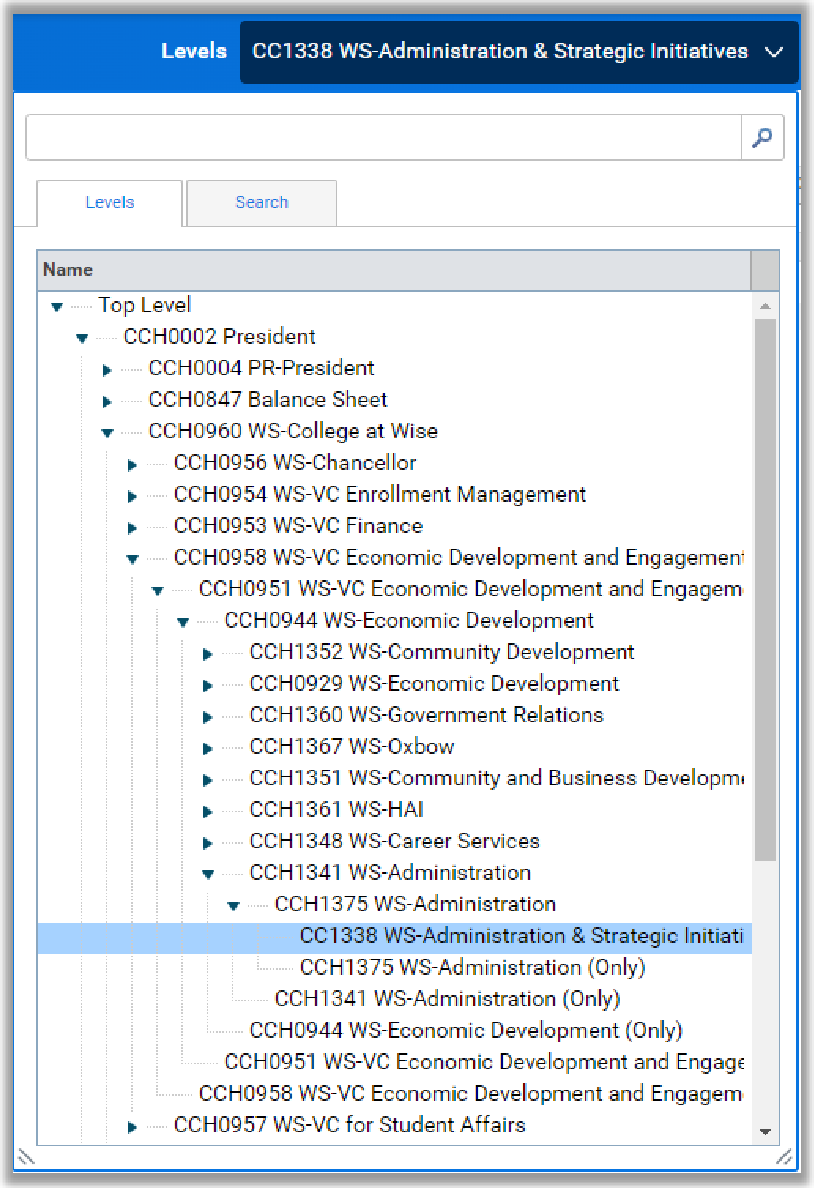
To request access or modification to your existing Adaptive access, email **AskFinance@virginia.edu** and ensure that you:

List all the Cost Centers/Cost Center Hierarchies to which you need to be given access
Copy your supervisor in the email.

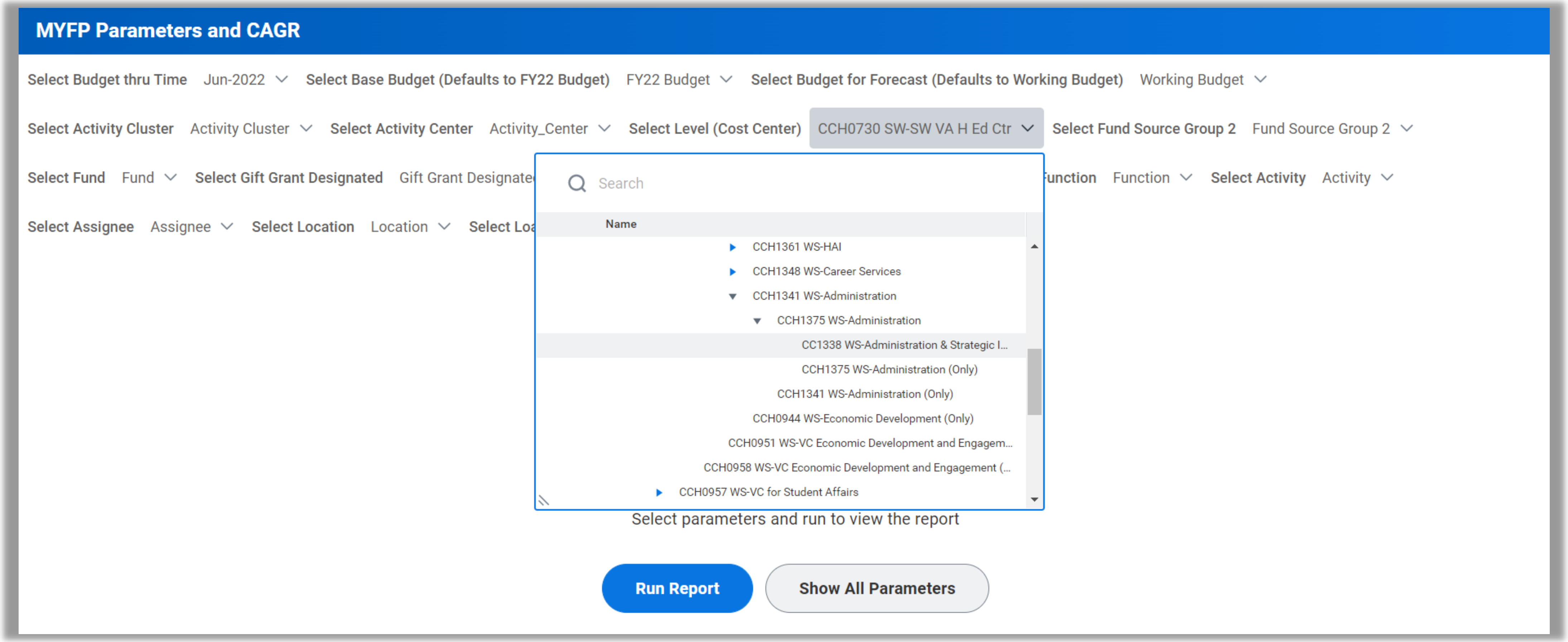
Introduction | Security and Access



Introduction | Security and Access



Introduction | Security and Access



Adaptive Planning Sheets

Adaptive Planning | Input Sheets

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

Faculty & PRS Workforce Planning

Staff Workforce Planning

Wage Planning

Non-Compensation Input

Revenue Input

Transfers

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

HCM Reference Data

Internal Debt Service Payments

Central Allocations - Sources

Revenue: Foundation Data

Revenue: Fundriver Data

---------------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

Sheet Name	Purpose
Faculty Workforce Planning	Faculty (have positions)
Staff Workforce Planning	University and Classified Staff (have positions)
Wage Planning	Wage employees (employees without a position)
Non-Compensation Input	All non-personnel related expenses
Revenue Input	All revenue planning
Transfers	All transfers data

Adaptive Planning | Reference Sheets

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

Faculty & PRS Workforce Planning

Staff Workforce Planning

Wage Planning

Non-Compensation Input

Revenue Input

Transfers

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

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Internal Debt Service Payments

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Scenario Planning - Out Year Expense Activity

Scenario Planning - Out Year Revenue Activity

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

Compensation Requests

Non-Comp Requests

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

Adaptive Planning | MYFP and Scenario Planning Sheets

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

Faculty & PRS Workforce Planning

Staff Workforce Planning

Wage Planning

Non-Compensation Input

Revenue Input

Transfers

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

HCM Reference Data

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

Compensation Requests

Non-Comp Requests

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

Adaptive Planning | Request Sheets

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

Faculty & PRS Workforce Planning

Staff Workforce Planning

Wage Planning

Non-Compensation Input

Revenue Input

Transfers

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

HCM Reference Data

Internal Debt Service Payments

Central Allocations - Sources

Revenue: Foundation Data

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---------------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

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

Adaptive Planning | Overview of Sheets

---------------Input Sheets---------------
- Faculty & PRS Workforce Planning
- Staff Workforce Planning
- Wage Planning
- Non-Compensation Input
- Revenue Input
- Transfers

---------------Reference Sheets---------------
- HCM Reference Data
- Internal Debt Service Payments
- Central Allocations - Sources
- Revenue: Foundation Data
- Revenue: Fundriver Data

---------------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

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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
Non-Comp Requests	Request sheet for non-compensation expenses
Compensation Requests	Request sheet for compensation expenses

Adaptive Planning | Input Sheets: Compensation and Non-Compensation

Compensation Input Sheets:

- 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

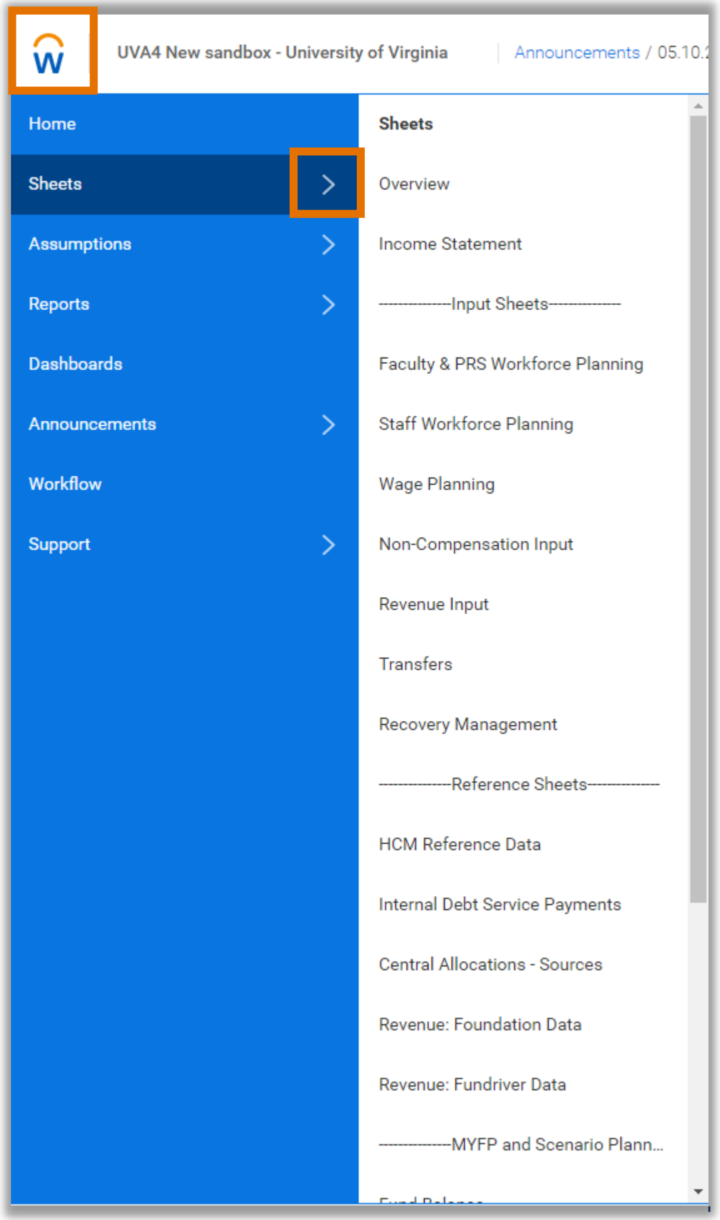
Non-Compensation Input Sheet:

Examples:

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

Adaptive Planning | Sheets Overview – Basic Navigation

Menu:

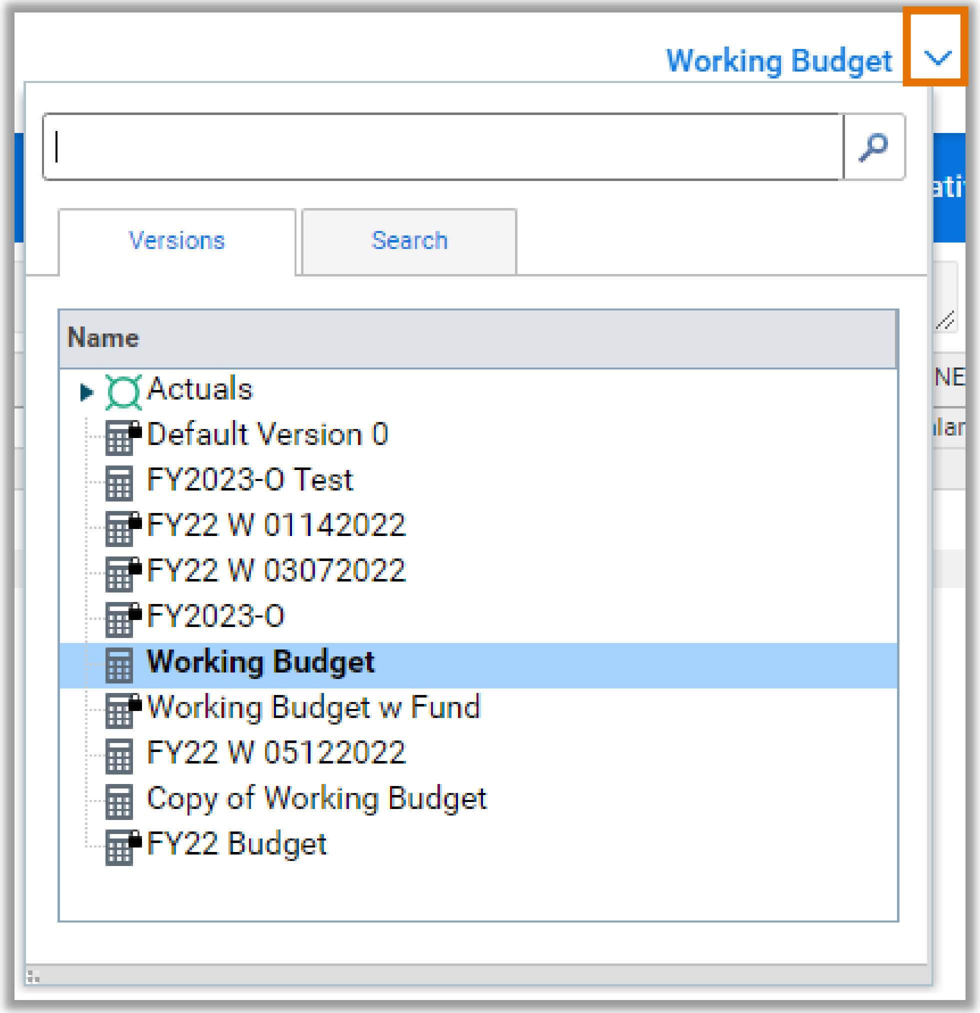


Adaptive Planning | Sheets Overview – Basic Navigation

Version and Level:

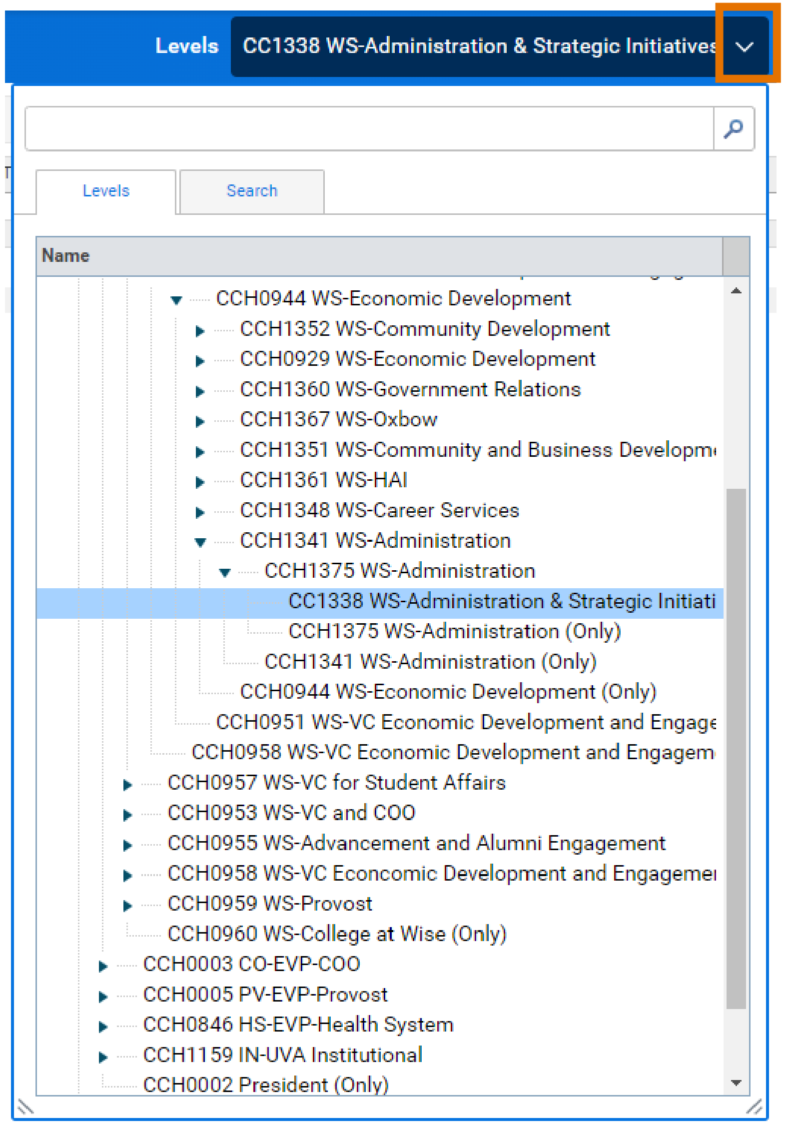
Adaptive Planning | Sheets Overview – Basic Navigation

Version and Level:



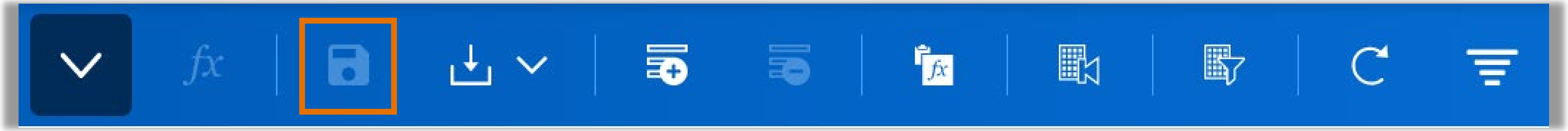
Adaptive Planning | Sheets Overview – Basic Navigation

Version and Level:



Adaptive Planning| Sheets Overview – Basic Navigation

Toolbar icons:



Adaptive Planning| Sheets Overview – Basic Navigation

Sheet Columns:

Adaptive Planning | Sheets Overview – Basic Navigation

Sheet Columns:

LINE_ITEM
Salaries University Staff

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

Sheet Columns:

NOTES
05.31.22-TRAINING-ESP

Sheet Columns:

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

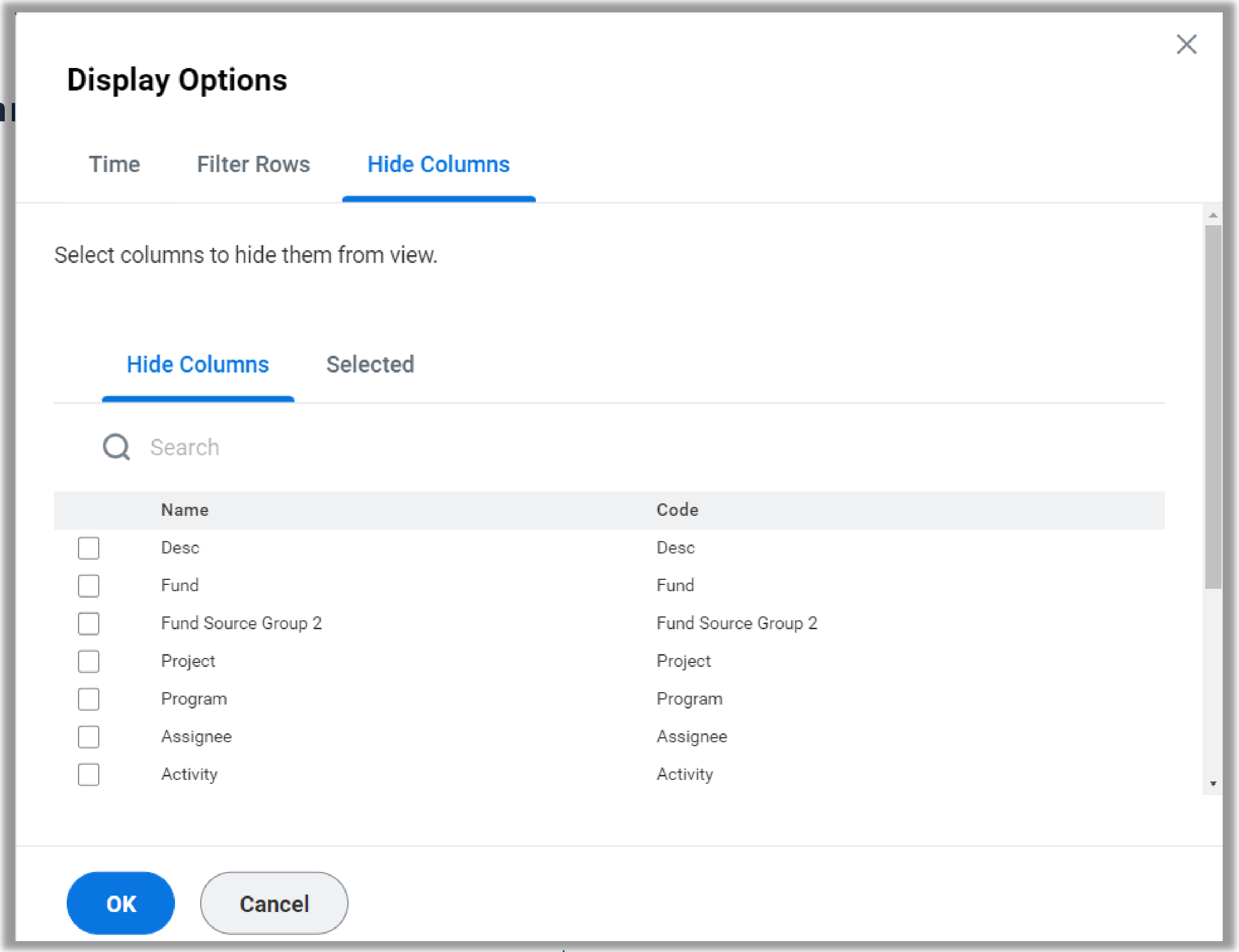
Adaptive Planning | Sheets Overview – Basic Navigation

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						

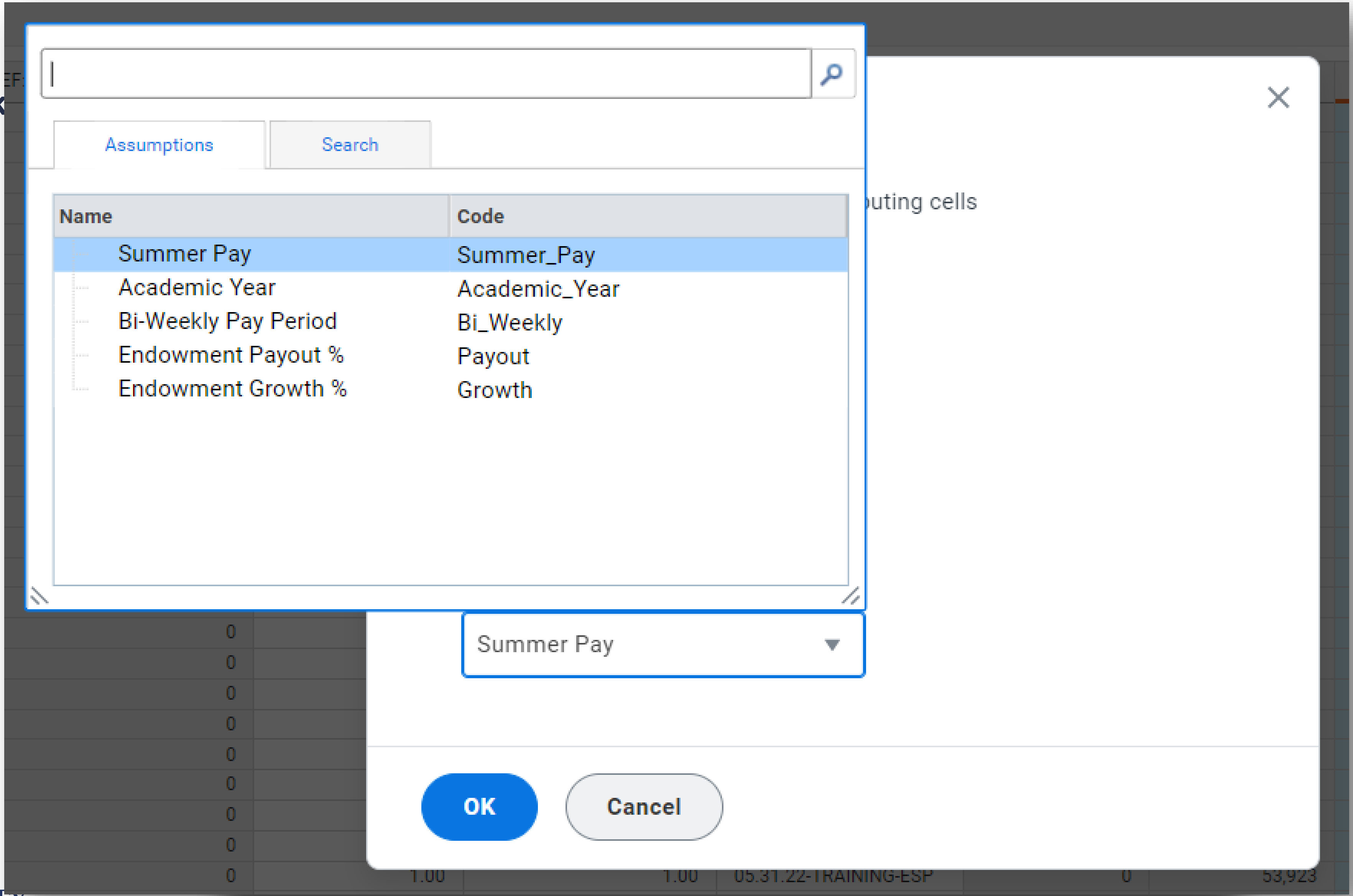
Adaptive Planning | Sheets Overview – Basic Navigation

Sheet Colum



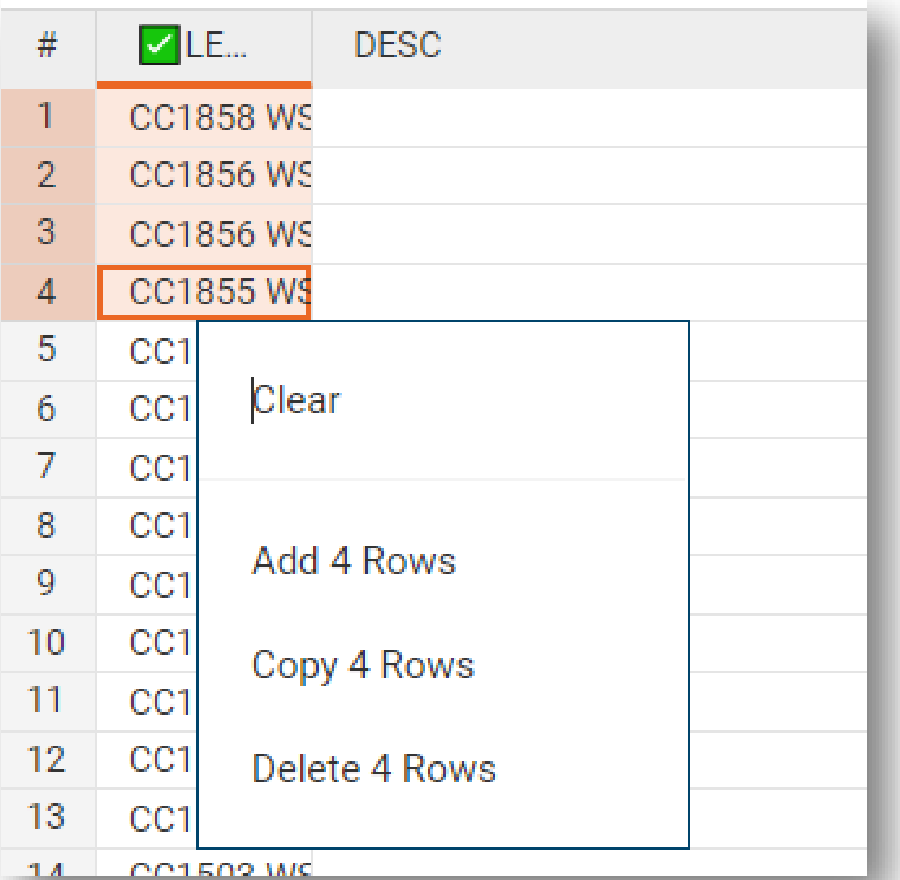
Adaptive Planning | Sheets Overview – Basic Navigation

Break

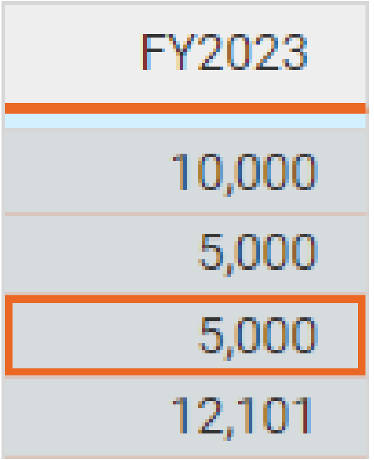


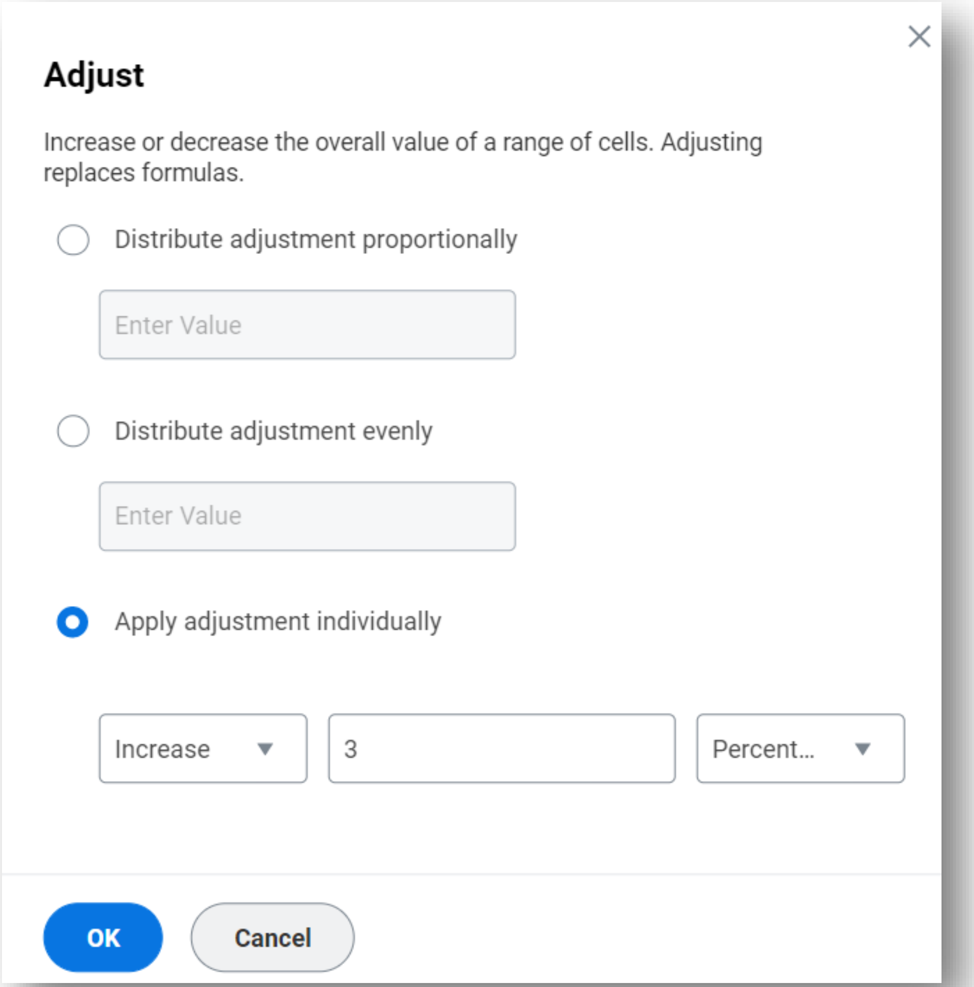
Adaptive Planning | Sheets Overview – Basic Navigation

Sheet Rows:



Adjusting Cell Values:

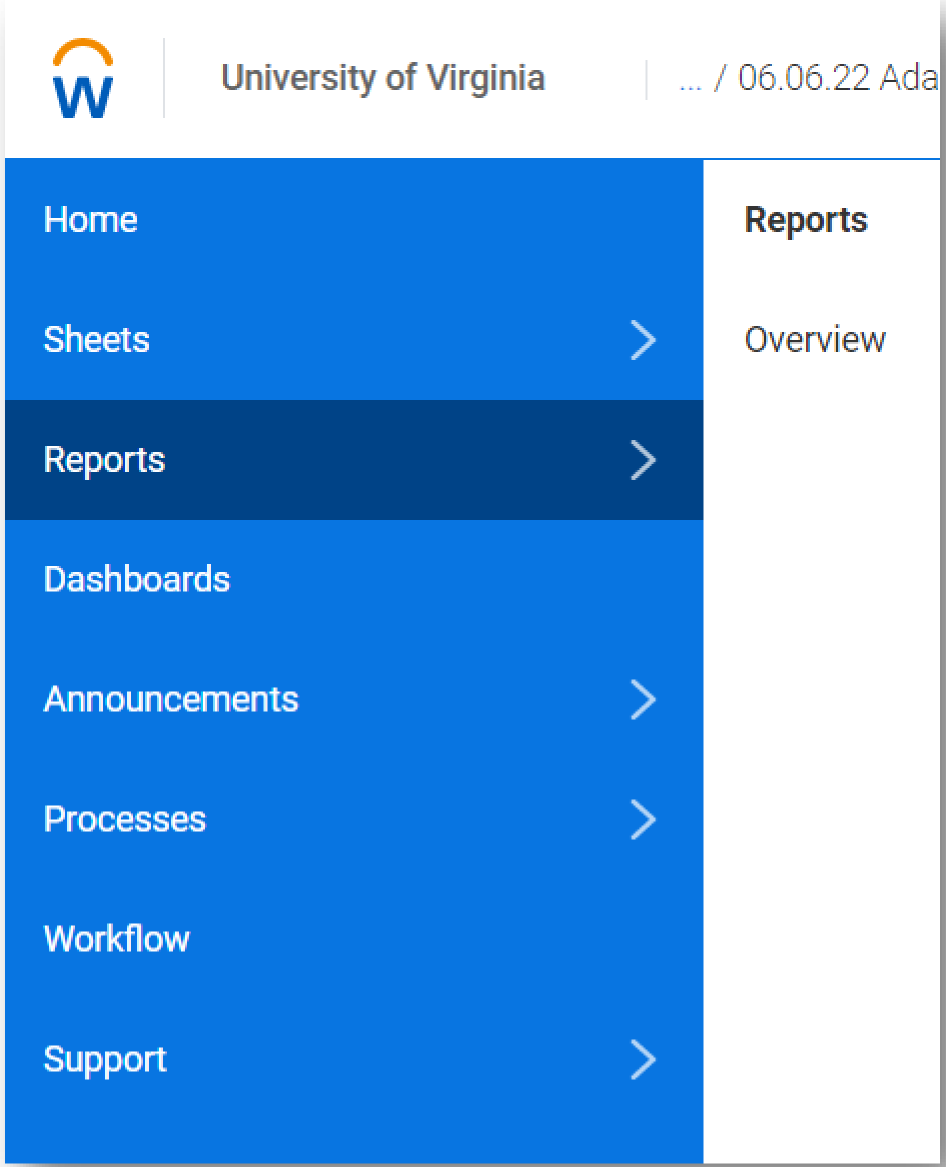




Budget Reports

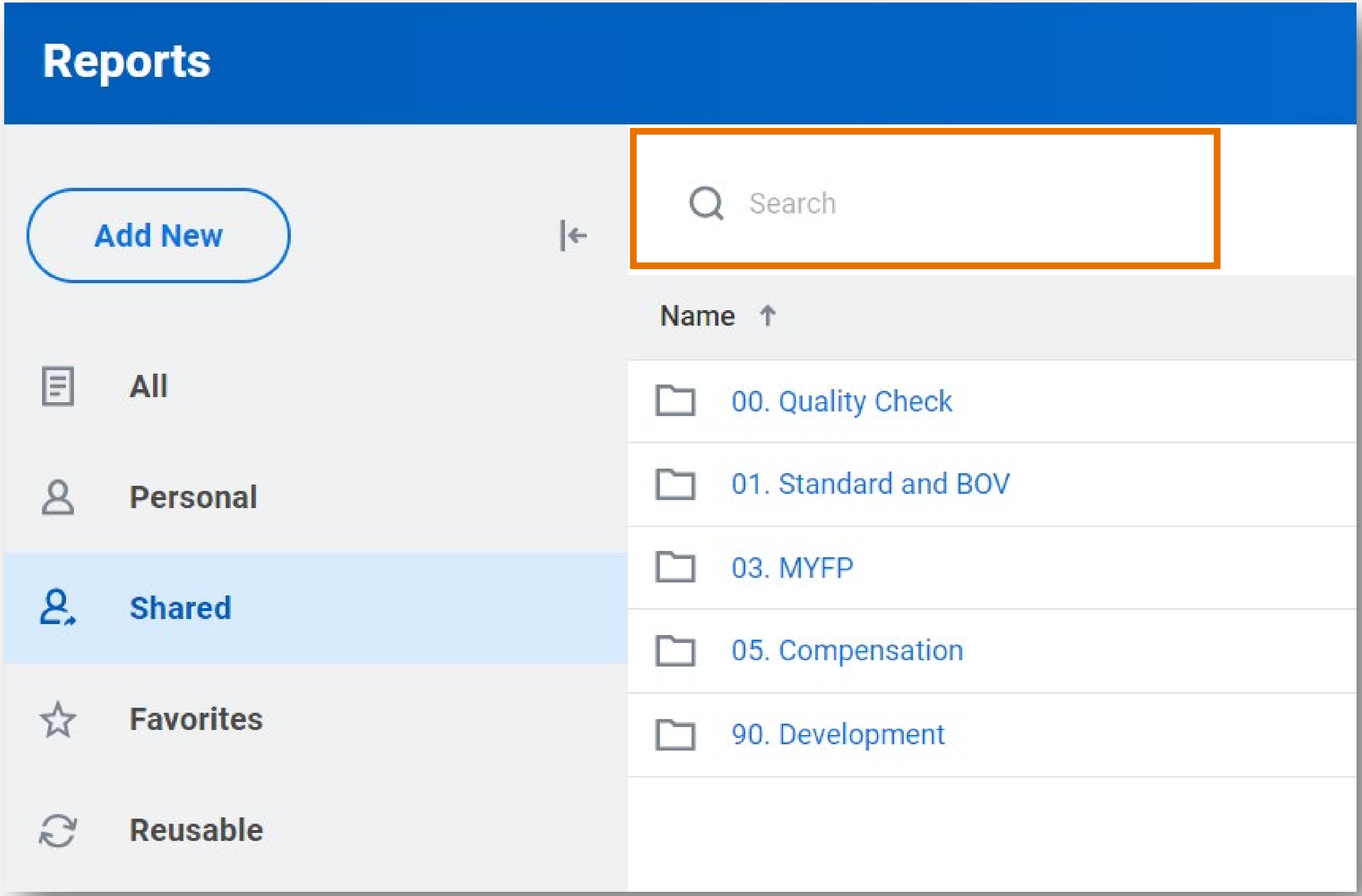
Adaptive Planning | Reports Navigation

Menu:



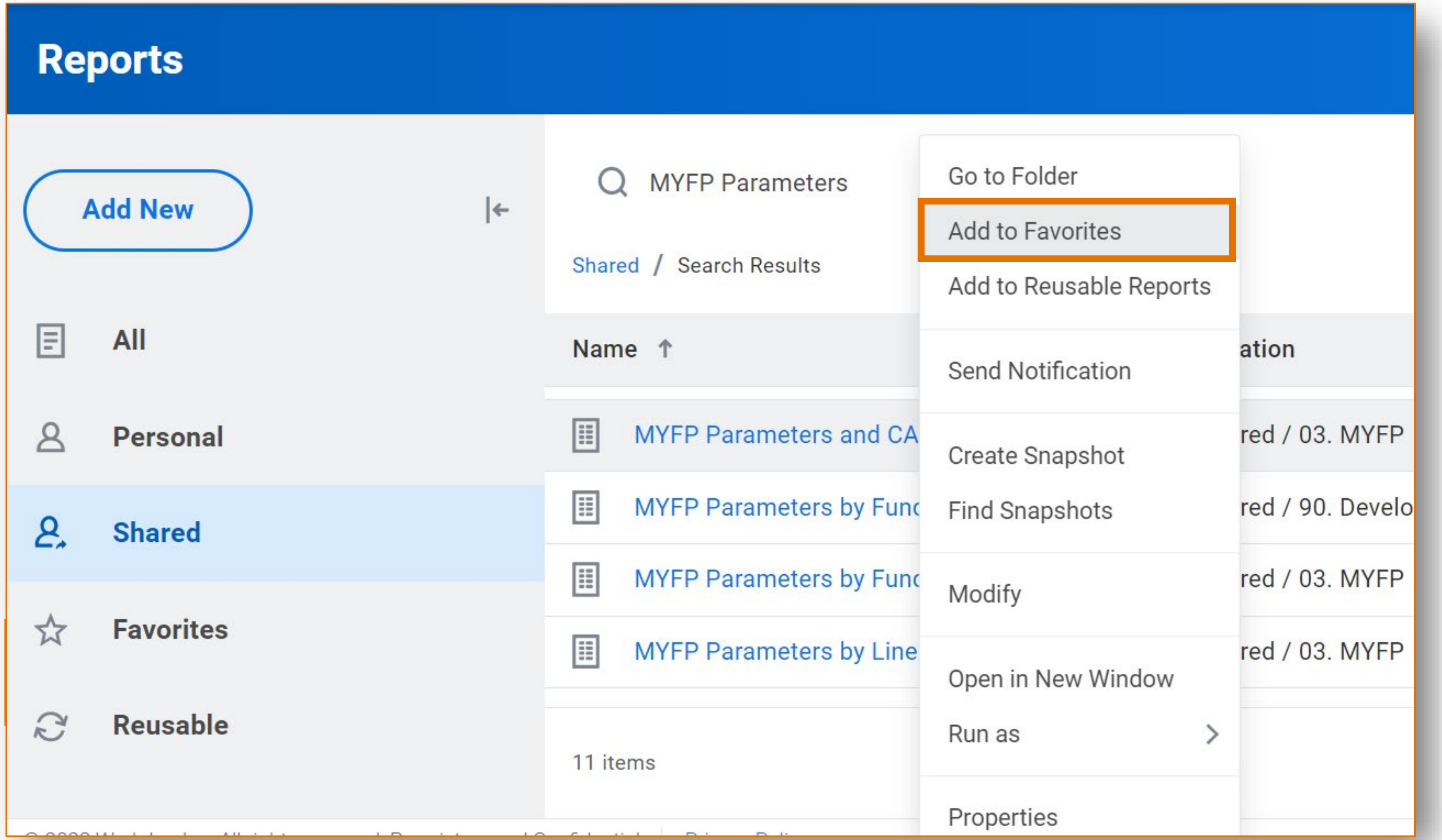
Adaptive Planning| Reports Navigation

Menu:



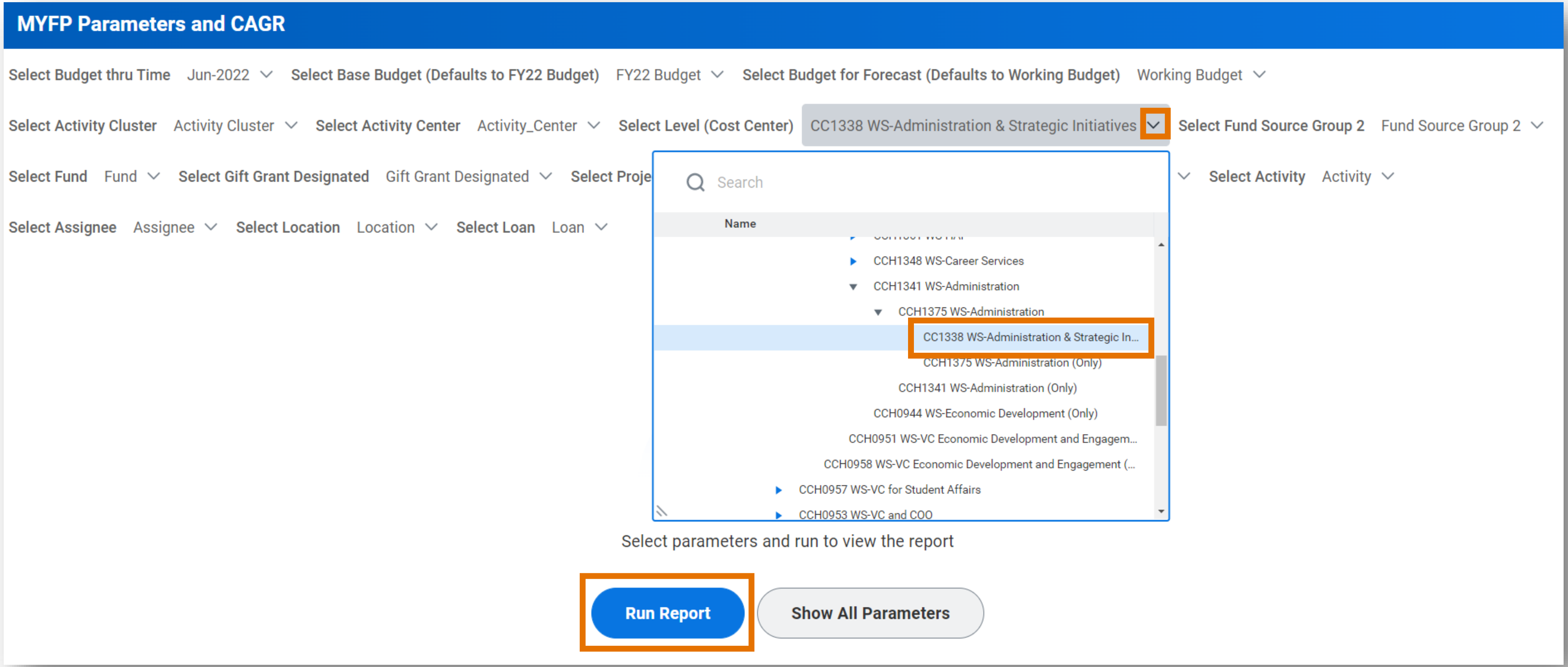
Adaptive Planning | Reports - Navigation

Adding to Favorites:



Adaptive Planning | Reports Navigation

Running a Report:

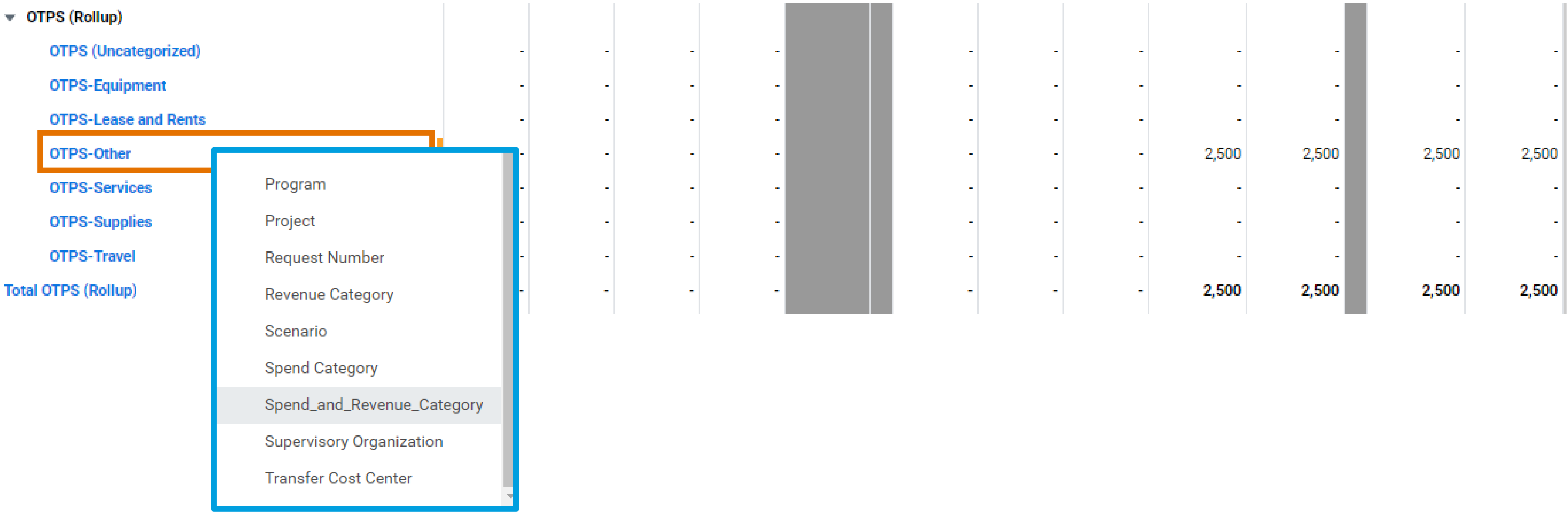


Adaptive Planning| Reports - Navigation

Toolbar Icons:

Adaptive Planning | Reports - Navigation

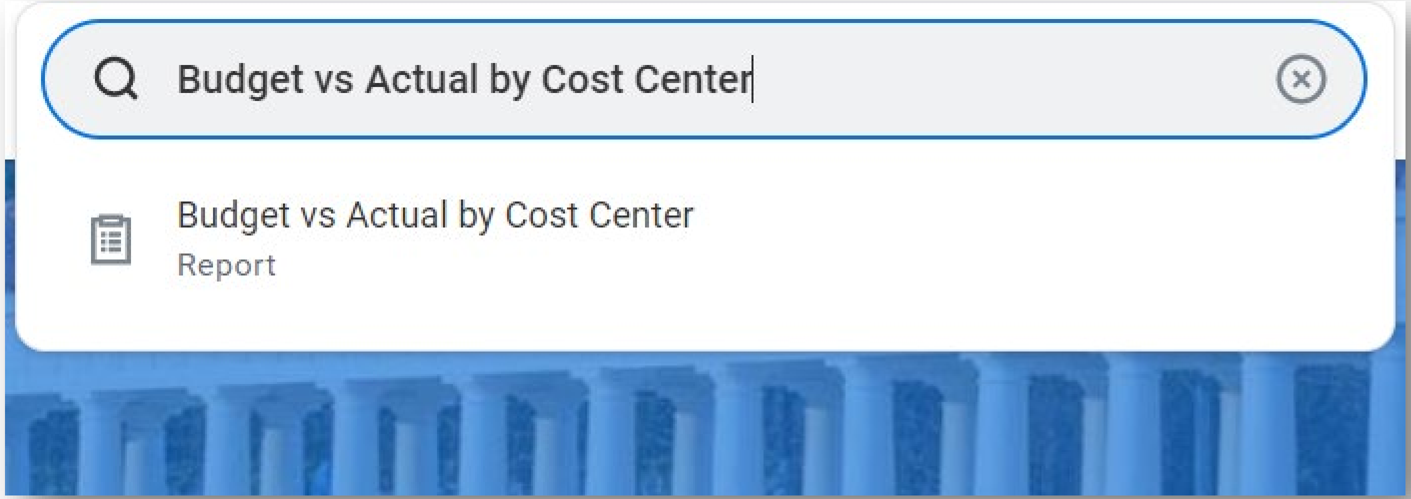
Drillable Fields:



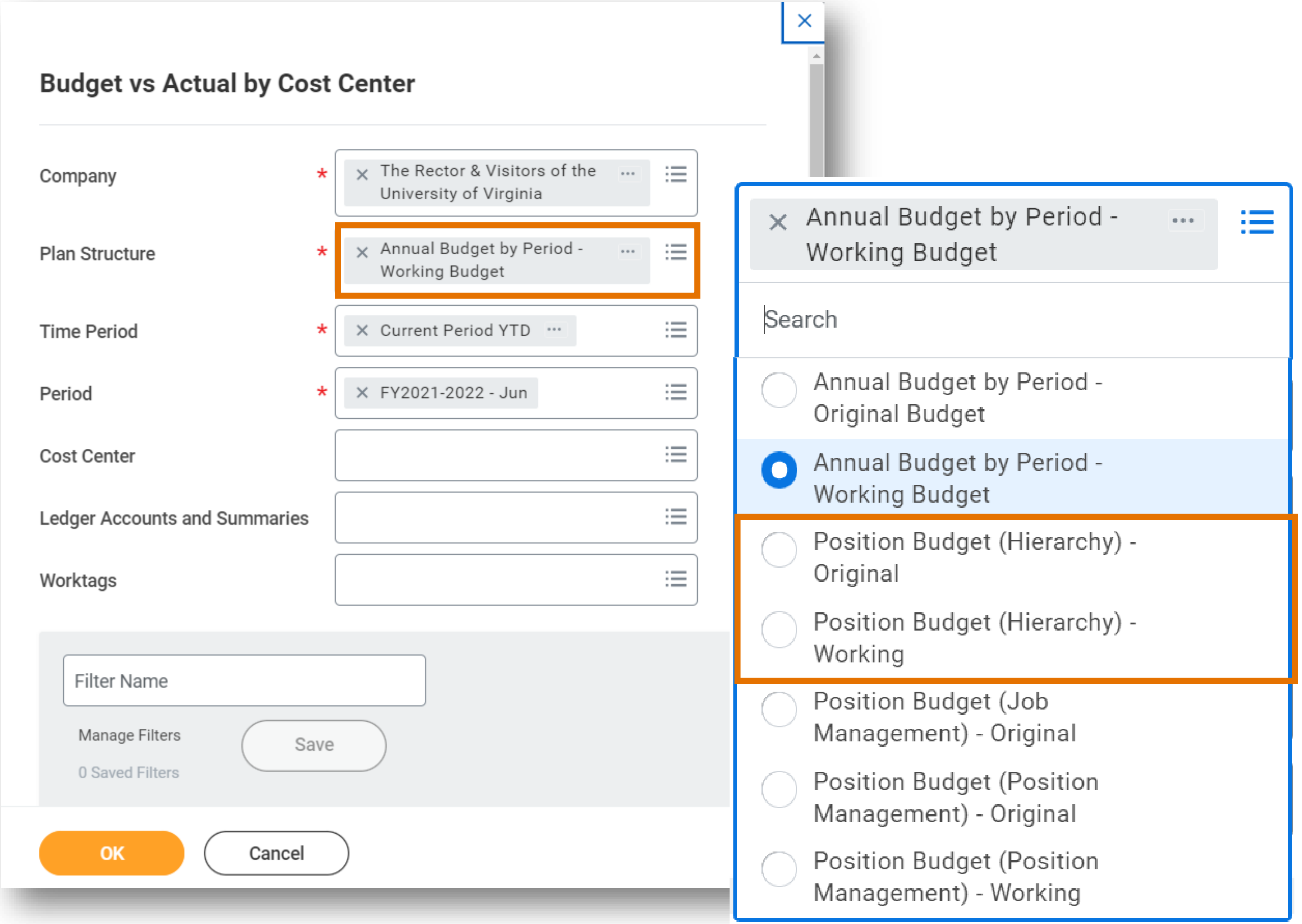
Workday | Budget Reports Overview

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.

Workday | Report Navigation

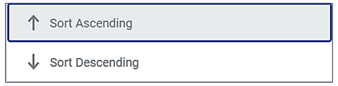


Workday | Report Navigation



Workday | Report Navigation

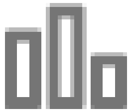
Below are the key report functionalities in Workday:



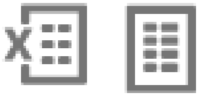
Sort - Sorting is a process of arranging data in a meaningful order (i.e., in Ascending or Descending order) to analyze information more effectively.

Filter - Filters can be used to narrow down data and view only required information in the report.

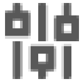
Prompt - Prompt is the filter criteria that displays when you run a report. It allows you to choose the filter criteria by which you would like to narrow down the information.



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.



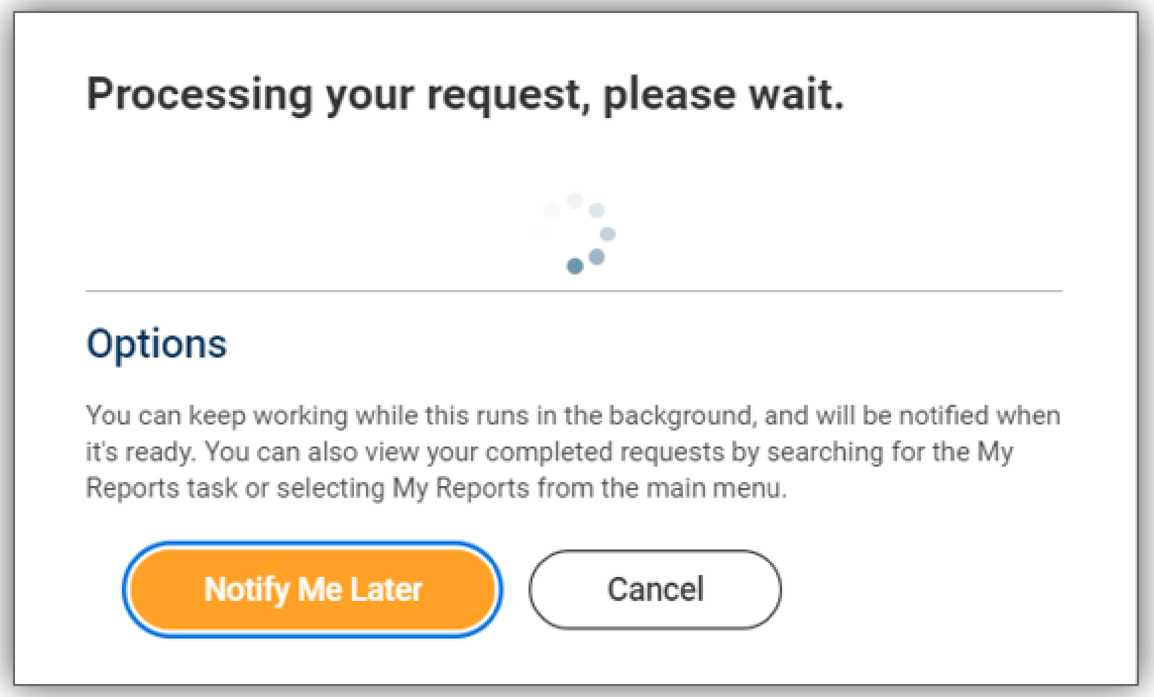
Download/Print - Download a report in a PDF or an Excel format. Once you export a report in a PDF, you can print it easily using the print command.



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.

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.



QlikSense | Budget Reports Overview

Workday Report	Purpose
Workday Actuals vs Budget	The Workday Actuals vs Budget 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.

QlikSense | Budget Reports Overview

UNIVERSITY BUSINESS INTELLIGENCE

UBI LOGON | TRAINING | UBI COMMUNITY | GET STARTED & CONTACT | IRA | HOME

HOME / UBI LOGON

UBI Logon

UBI User Hub

The primary way to access UBI is through the UBI User Hub. The User Hub provides a central place for all modules and apps in UBI as well as basic information on those modules.

You can access the User Hub here: https://ubihub.admin.virginia.edu

Guidance on using the User Hub can be found in the UBI Community.

Access modules and apps through the individual system:

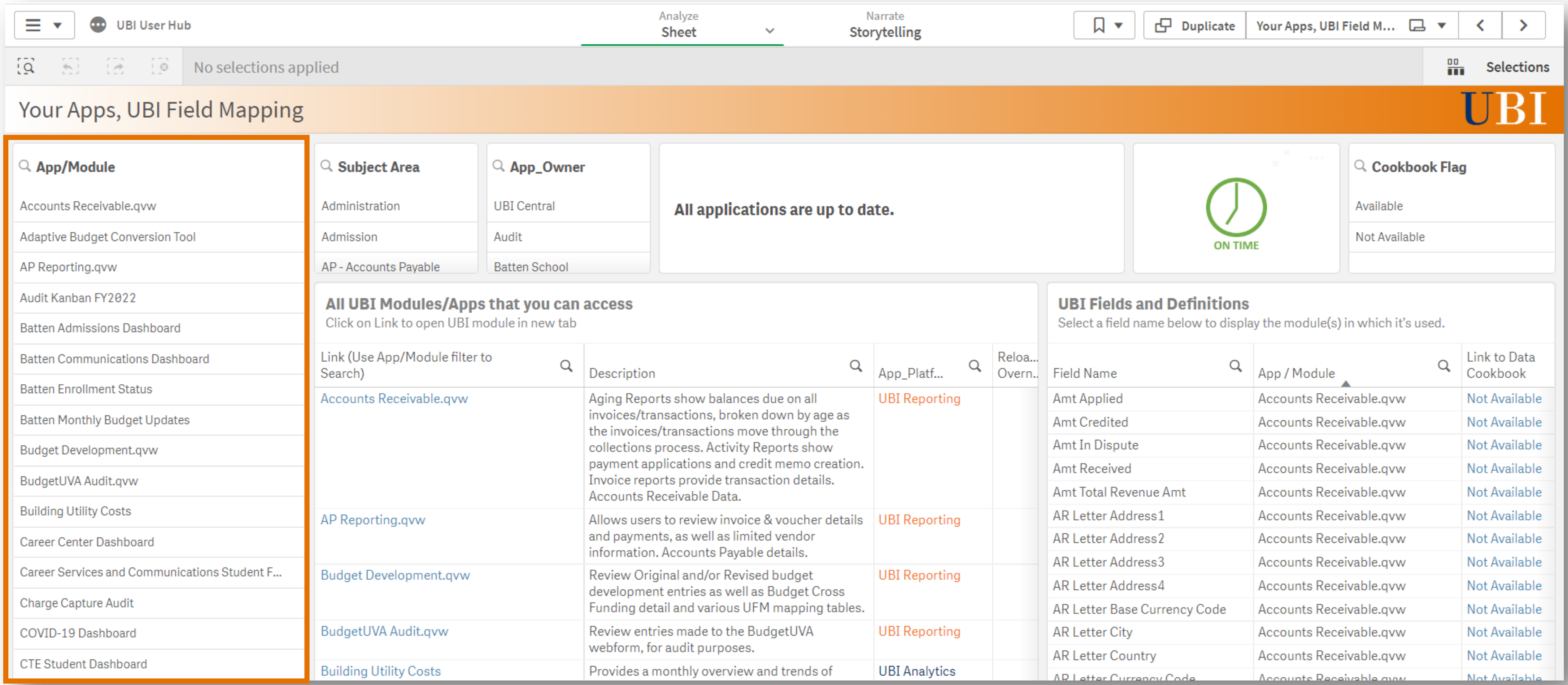
UBI Reporting

UBI QlikView Access Point (click to access modules)

UBI Analytics

UBI QlikSense Hub (click to access modules)

QlikSense | Budget Reports Overview



Conclusion