

Finance
Strategic
Transformation

Budget/Adaptive Transformation Preparation

How To's as of 6-22-22


University of Virginia

Contents

Timeline

Budget/Adaptive Transformation Timeline

Adaptive 3.0 Opens

July 28th

Adaptive 3.0 Updated Based on Preparation Work

July 28th-

August 16th

Budget in WD August 17th

Adaptive 2.0 Decommission September 30th

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Finance Strategic Transformation

Adaptive Planning | Adaptive 3.0 Timeline

- **Now is the time to prepare for the opening of Adaptive 3.0.**
  - Why now? Because the timeline is tight.
  - Adaptive 3.0 is expected to open July 28th.
  - The first Budget load to Workday is expected August 17th.

- **Important reminders:**
  - Not all folks who need to view a budget have access to Adaptive.
  - Adaptive 2.0 will be decommissioned September 30th.
  - ***Not everyone has all items as to-do's – be sure to review the to-do list for applicability.***

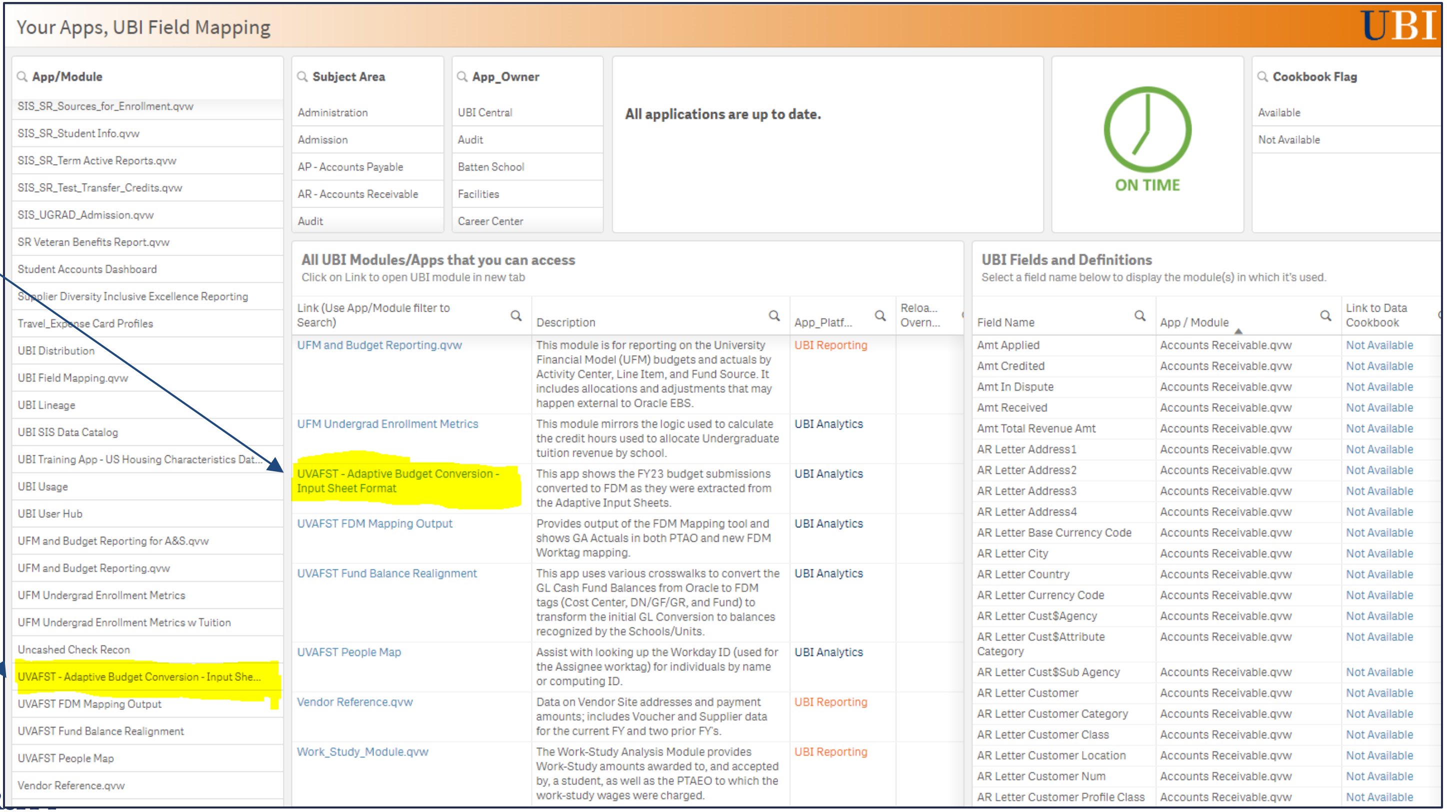
How to use the UBI Qlik App

Adaptive Planning | UBI Qlik App via UBI User Hub

- **Link to the UBI**: UBI User Hub
- **Choose this module**: UVAFST - Adaptive Budget Conversion - Input Sheet Format

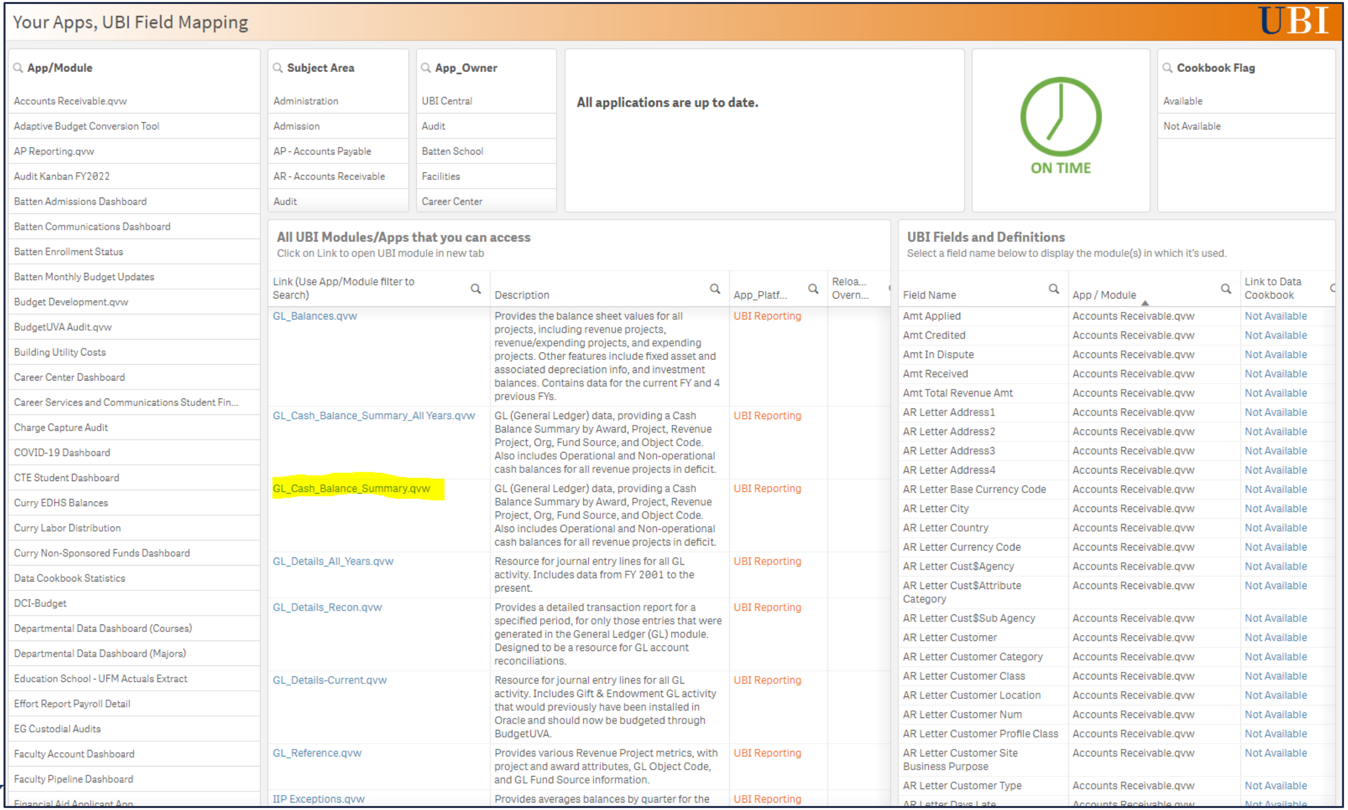
Click Here

Or, Click Here



Adaptive Planning | UBI Qlik App via UBI User Hub

- **FYI - The same link gets you to both New and Old UBI Apps. For example, you can find in the same location: “GL_Cash_Balance_Summary”.**



Your Apps, UBI Field Mapping

UBI

App/Module
Accounts Receivable.qvw
Adaptive Budget Conversion Tool
AP Reporting.qvw
Audit Kanban FY2022
Batten Admissions Dashboard
Batten Communications Dashboard
Batten Enrollment Status
Batten Monthly Budget Updates
Budget Development.qvw
BudgetUVA Audit.qvw
Building Utility Costs
Career Center Dashboard
Career Services and Communications Student Fin...
Charge Capture Audit
COVID-19 Dashboard
CTE Student Dashboard
Curry EDHS Balances
Curry Labor Distribution
Curry Non-Sponsored Funds Dashboard
Data Cookbook Statistics
DCI-Budget
Departmental Data Dashboard (Courses)
Departmental Data Dashboard (Majors)
Education School - UFM Actuals Extract
Effort Report Payroll Detail
EG Custodial Audits
Faculty Account Dashboard
Faculty Pipeline Dashboard
Financial Aid Applicant App

Subject Area	App_Owner
Administration	UBI Central
Admission	Audit
AP - Accounts Payable	Batten School
AR - Accounts Receivable	Facilities
Audit	Career Center

All applications are up to date.

ON TIME

Cookbook Flag
Available
Not Available

All UBI Modules/Apps that you can access

Click on Link to open UBI module in new tab

Link (Use App/Module filter to Search)	Description	App_Platf...	Reloa... Overn...
GL_Balances.qvw	Provides the balance sheet values for all projects, including revenue projects, revenue/expending projects, and expending projects. Other features include fixed asset and associated depreciation info, and investment balances. Contains data for the current FY and 4 previous FYs.	UBI Reporting	
GL_Cash_Balance_Summary_All Years.qvw	GL (General Ledger) data, providing a Cash Balance Summary by Award, Project, Revenue Project, Org, Fund Source, and Object Code. Also includes Operational and Non-operational cash balances for all revenue projects in deficit.	UBI Reporting	
GL_Cash_Balance_Summary.qvw	GL (General Ledger) data, providing a Cash Balance Summary by Award, Project, Revenue Project, Org, Fund Source, and Object Code. Also includes Operational and Non-operational cash balances for all revenue projects in deficit.	UBI Reporting	
GL_Details_All_Years.qvw	Resource for journal entry lines for all GL activity. Includes data from FY 2001 to the present.	UBI Reporting	
GL_Details_Recon.qvw	Provides a detailed transaction report for a specified period, for only those entries that were generated in the General Ledger (GL) module. Designed to be a resource for GL account reconciliations.	UBI Reporting	
GL_Details-Current.qvw	Resource for journal entry lines for all GL activity. Includes Gift & Endowment GL activity that would previously have been installed in Oracle and should now be budgeted through BudgetUVA.	UBI Reporting	
GL_Reference.qvw	Provides various Revenue Project metrics, with project and award attributes, GL Object Code, and GL Fund Source information.	UBI Reporting	
IIP Exceptions.qvw	Provides averages balances by quarter for the	UBI Reporting	

UBI Fields and Definitions

Select a field name below to display the module(s) in which it's used.

Field Name	App / Module	Link to Data Cookbook
Amt Applied	Accounts Receivable.qvw	Not Available
Amt Credited	Accounts Receivable.qvw	Not Available
Amt In Dispute	Accounts Receivable.qvw	Not Available
Amt Received	Accounts Receivable.qvw	Not Available
Amt Total Revenue Amt	Accounts Receivable.qvw	Not Available
AR Letter Address1	Accounts Receivable.qvw	Not Available
AR Letter Address2	Accounts Receivable.qvw	Not Available
AR Letter Address3	Accounts Receivable.qvw	Not Available
AR Letter Address4	Accounts Receivable.qvw	Not Available
AR Letter Base Currency Code	Accounts Receivable.qvw	Not Available
AR Letter City	Accounts Receivable.qvw	Not Available
AR Letter Country	Accounts Receivable.qvw	Not Available
AR Letter Currency Code	Accounts Receivable.qvw	Not Available
AR Letter Cust$Agency	Accounts Receivable.qvw	Not Available
AR Letter Cust$Attribute Category	Accounts Receivable.qvw	Not Available
AR Letter Cust$Sub Agency	Accounts Receivable.qvw	Not Available
AR Letter Customer	Accounts Receivable.qvw	Not Available
AR Letter Customer Category	Accounts Receivable.qvw	Not Available
AR Letter Customer Class	Accounts Receivable.qvw	Not Available
AR Letter Customer Location	Accounts Receivable.qvw	Not Available
AR Letter Customer Num	Accounts Receivable.qvw	Not Available
AR Letter Customer Profile Class	Accounts Receivable.qvw	Not Available
AR Letter Customer Site Business Purpose	Accounts Receivable.qvw	Not Available
AR Letter Customer Type	Accounts Receivable.qvw	Not Available
AR Letter Days Late	Accounts Receivable.qvw	Not Available

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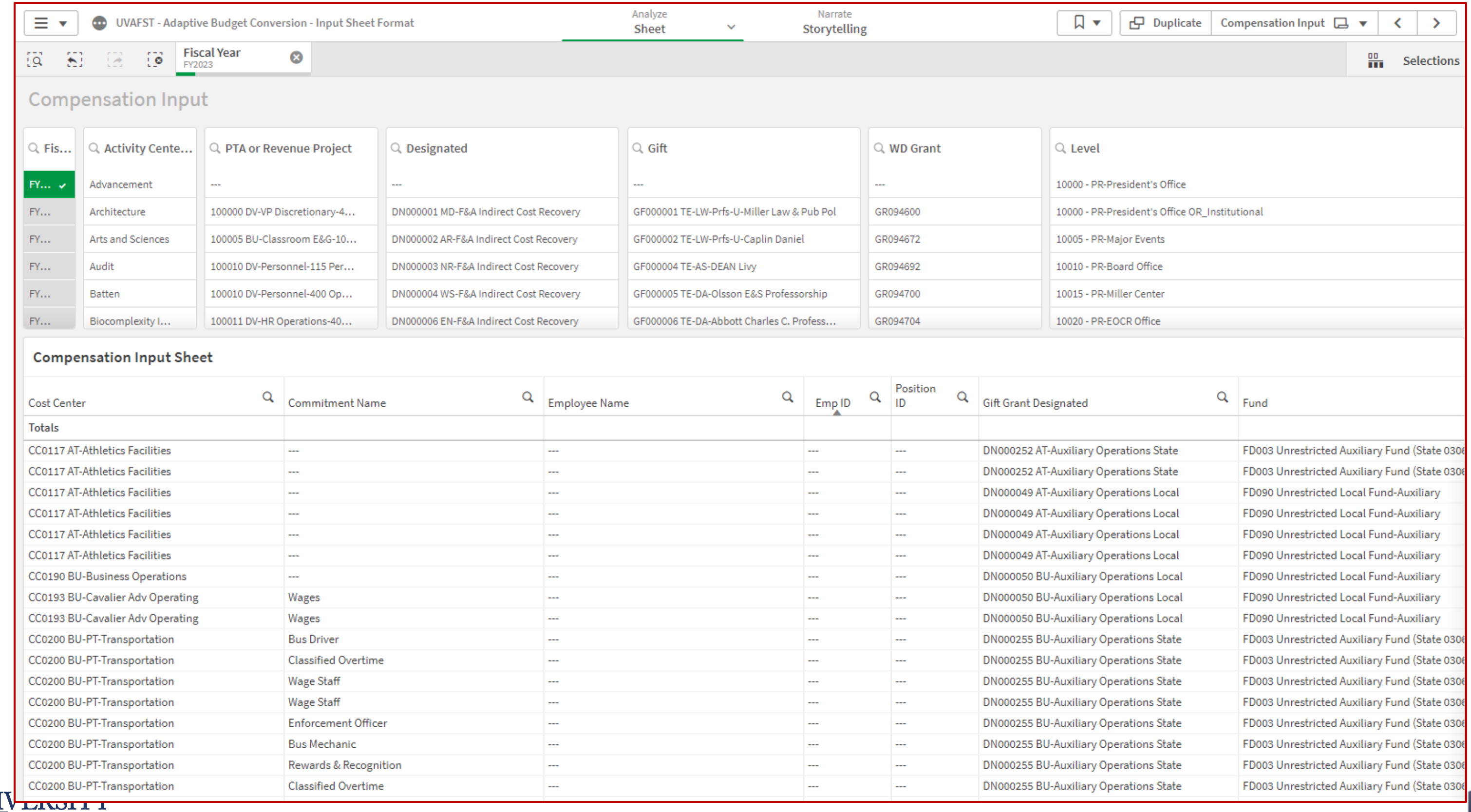
UVAFST - Adaptive Budget Conversion - Input Sheet Format

This is how the App looks when it first opens:


UVAFST - Adaptive Budget Conversion - Input Sheet Format

Analyze Sheet | Narrate Storytelling | Duplicate | Compensation Input

Fiscal Year FY2023 | Selections

Compensation Input

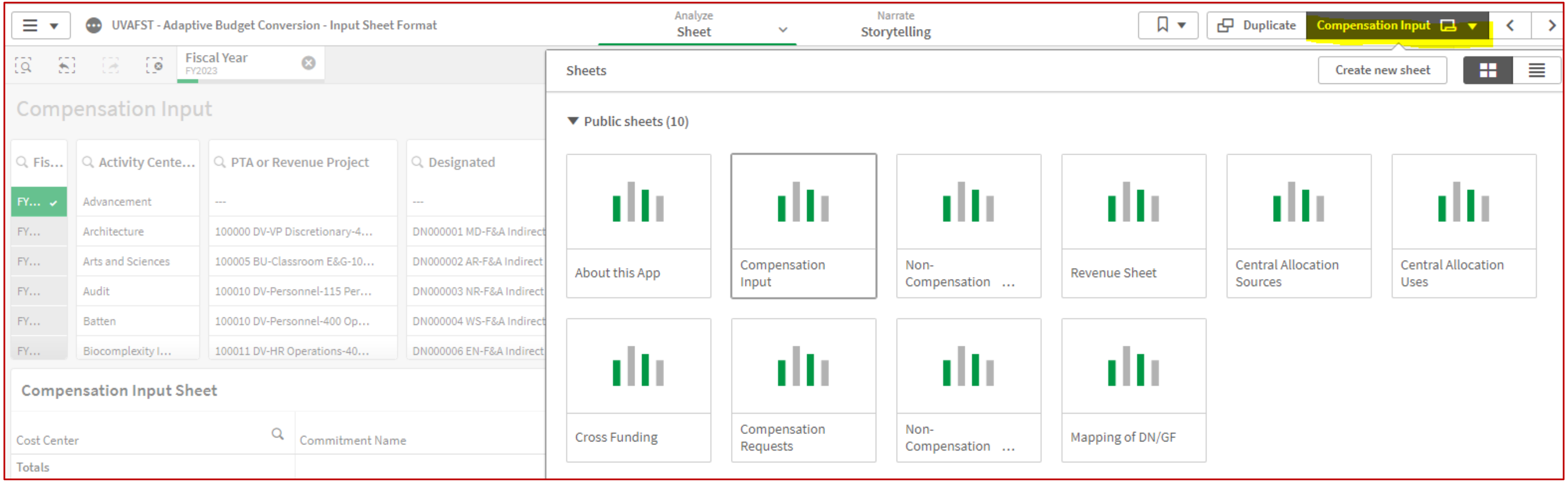
Fis...	Activity Cente...	PTA or Revenue Project	Designated	Gift	WD Grant	Level
FY...	Advancement	---	---	---	---	10000 - PR-President's Office
FY...	Architecture	100000 DV-VP Discretionary-4...	DN000001 MD-F&A Indirect Cost Recovery	GF000001 TE-LW-Prfs-U-Miller Law & Pub Pol	GR094600	10000 - PR-President's Office OR_Institutional
FY...	Arts and Sciences	100005 BU-Classroom E&G-10...	DN000002 AR-F&A Indirect Cost Recovery	GF000002 TE-LW-Prfs-U-Caplin Daniel	GR094672	10005 - PR-Major Events
FY...	Audit	100010 DV-Personnel-115 Per...	DN000003 NR-F&A Indirect Cost Recovery	GF000004 TE-AS-DEAN Livy	GR094692	10010 - PR-Board Office
FY...	Batten	100010 DV-Personnel-400 Op...	DN000004 WS-F&A Indirect Cost Recovery	GF000005 TE-DA-Olsson E&S Professorship	GR094700	10015 - PR-Miller Center
FY...	Biocomplexity I...	100011 DV-HR Operations-40...	DN000006 EN-F&A Indirect Cost Recovery	GF000006 TE-DA-Abbott Charles C. Profess...	GR094704	10020 - PR-EOCR Office

Compensation Input Sheet

Cost Center	Commitment Name	Employee Name	Emp ID	Position ID	Gift Grant Designated	Fund
Totals						
CC0117 AT-Athletics Facilities	---	---	---	---	DN000252 AT-Auxiliary Operations State	FD003 Unrestricted Auxiliary Fund (State 030
CC0117 AT-Athletics Facilities	---	---	---	---	DN000252 AT-Auxiliary Operations State	FD003 Unrestricted Auxiliary Fund (State 030
CC0117 AT-Athletics Facilities	---	---	---	---	DN000049 AT-Auxiliary Operations Local	FD090 Unrestricted Local Fund-Auxiliary
CC0117 AT-Athletics Facilities	---	---	---	---	DN000049 AT-Auxiliary Operations Local	FD090 Unrestricted Local Fund-Auxiliary
CC0117 AT-Athletics Facilities	---	---	---	---	DN000049 AT-Auxiliary Operations Local	FD090 Unrestricted Local Fund-Auxiliary
CC0117 AT-Athletics Facilities	---	---	---	---	DN000049 AT-Auxiliary Operations Local	FD090 Unrestricted Local Fund-Auxiliary
CC0190 BU-Business Operations	---	---	---	---	DN000050 BU-Auxiliary Operations Local	FD090 Unrestricted Local Fund-Auxiliary
CC0193 BU-Cavalier Adv Operating	Wages	---	---	---	DN000050 BU-Auxiliary Operations Local	FD090 Unrestricted Local Fund-Auxiliary
CC0193 BU-Cavalier Adv Operating	Wages	---	---	---	DN000050 BU-Auxiliary Operations Local	FD090 Unrestricted Local Fund-Auxiliary
CC0200 BU-PT-Transportation	Bus Driver	---	---	---	DN000255 BU-Auxiliary Operations State	FD003 Unrestricted Auxiliary Fund (State 030
CC0200 BU-PT-Transportation	Classified Overtime	---	---	---	DN000255 BU-Auxiliary Operations State	FD003 Unrestricted Auxiliary Fund (State 030
CC0200 BU-PT-Transportation	Wage Staff	---	---	---	DN000255 BU-Auxiliary Operations State	FD003 Unrestricted Auxiliary Fund (State 030
CC0200 BU-PT-Transportation	Wage Staff	---	---	---	DN000255 BU-Auxiliary Operations State	FD003 Unrestricted Auxiliary Fund (State 030
CC0200 BU-PT-Transportation	Enforcement Officer	---	---	---	DN000255 BU-Auxiliary Operations State	FD003 Unrestricted Auxiliary Fund (State 030
CC0200 BU-PT-Transportation	Bus Mechanic	---	---	---	DN000255 BU-Auxiliary Operations State	FD003 Unrestricted Auxiliary Fund (State 030
CC0200 BU-PT-Transportation	Rewards & Recognition	---	---	---	DN000255 BU-Auxiliary Operations State	FD003 Unrestricted Auxiliary Fund (State 030
CC0200 BU-PT-Transportation	Classified Overtime	---	---	---	DN000255 BU-Auxiliary Operations State	FD003 Unrestricted Auxiliary Fund (State 030

UVAFST - Adaptive Budget Conversion – Access Other Sheets

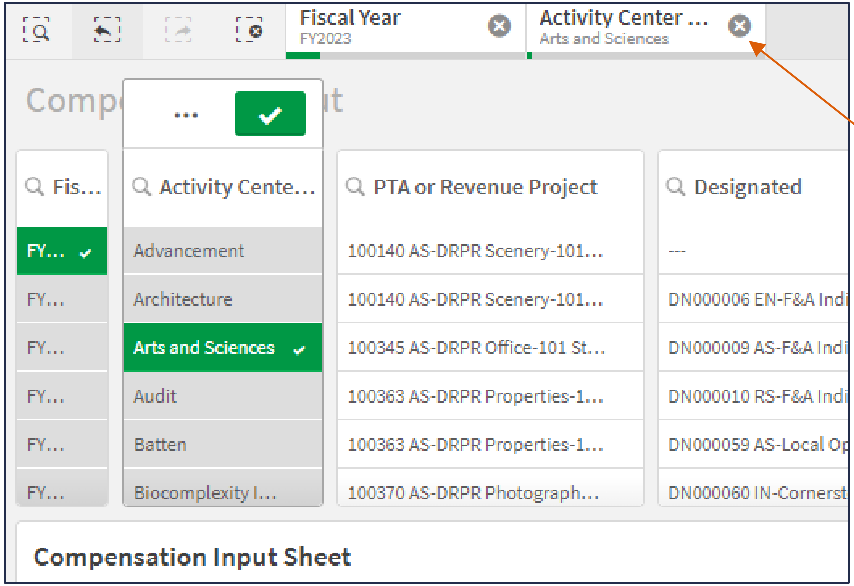
Click into "Compensation Input" in the upper right corner to access the other Input sheets:



Be sure to click into all the modules to see if there is data.

UBI Qlik App: How to Filter when making a specific selection

1. Make a Selection (such as "Arts and Sciences")
2. Click the green check mark
3. Notice the selections highlighted at the top

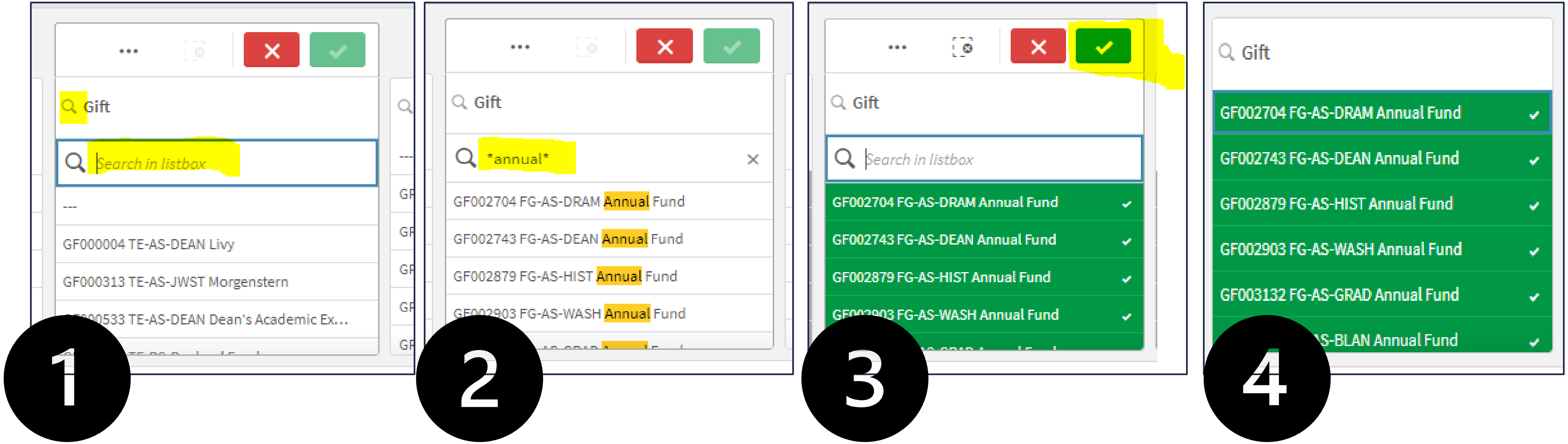


Click on the "x" if you want to remove a filter.

Please note that until you clear the filters, they are applied to any Sheet you select.

UBI Qlik App: How to do a Wild Card Search (*Text*)

1. Click into the magnifying glass and the “Search in listbox” will appear
2. To search for any gifts that have the word “Annual” in them, you will need to use the * word * format. So, you will need to type *annual*. Once highlighted items appear, hit enter on the keyboard.
3. Then, you will need to click on the green check mark in order to confirm your selection.
4. Your selections are confirmed when the red X and green check box disappear and you see only your selections highlighted in green.



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Adaptive Planning | UBI Qlik App Reminders

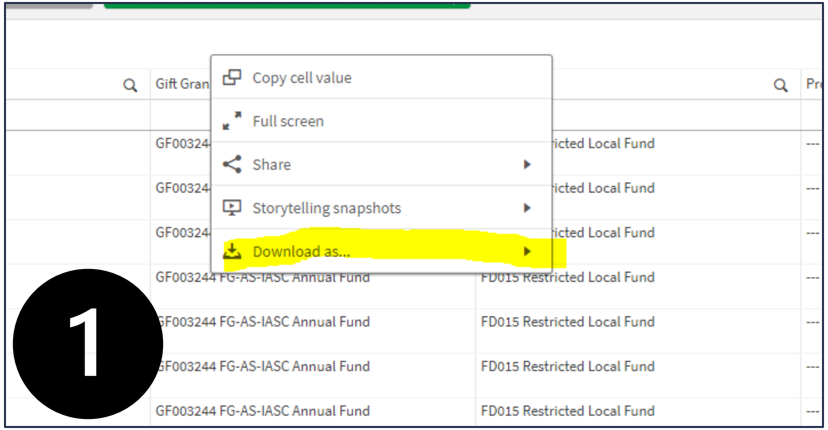
- **Reminders:**
  - **Notes are only available in Adaptive 2.0**. There are no notes in the UBI Qlik App.
  - UBI does not include fringe benefits.
  - Grants are defaulted to GR099999 in the UBI Qlik App.
  - Items that could not be transformed are mapped to DN999999 and GF099999.
  - Please remember that Adaptive 2.0 will be decommissioned September 30th. We suggest that you export the data from all the input sheets where you have data so that you have a record of the Adaptive 2.0 data.
  - **The FY23 Original Budget cannot be changed**. The goal of this exercise is to help you accumulate a list of known changes that will be made to the version called "Working Budget".

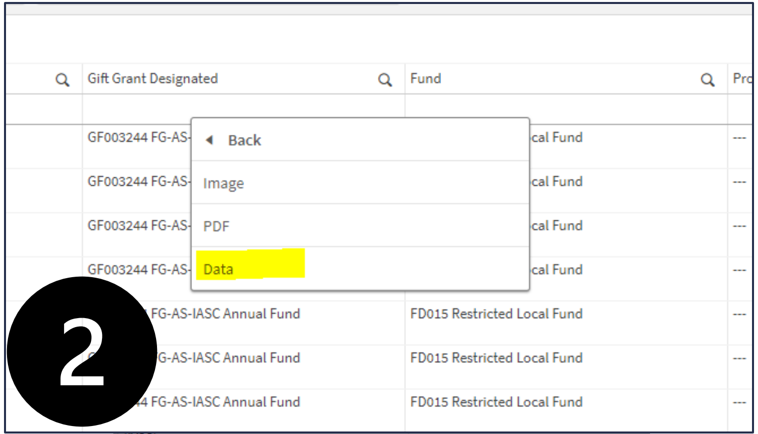
- **Special Note for Adaptive 3.0 UER participants:**
  - Please do not try to use the Adaptive 3.0 UER sandbox for this exercise. The sandbox contains long since stale data and is not being updated. Please use the UBI Qlik App.

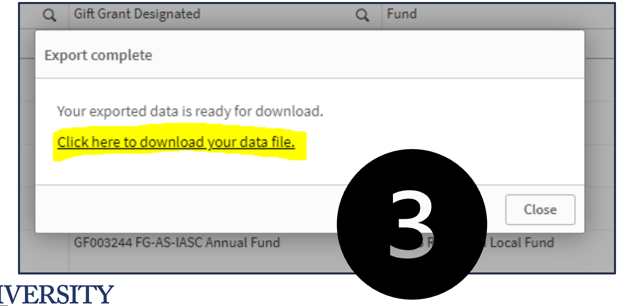
Excel Tips

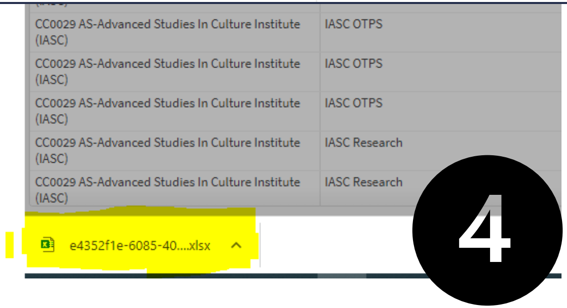
UBI Qlik App: How to Export Qlik Data to Excel

1. Right click anywhere in the Sheet and select "Download as…"
2. Select "Data"
3. Click "Click here to download your data file."
4. The file will download and appear in the lower left corner of the screen. Click on it to open the file.



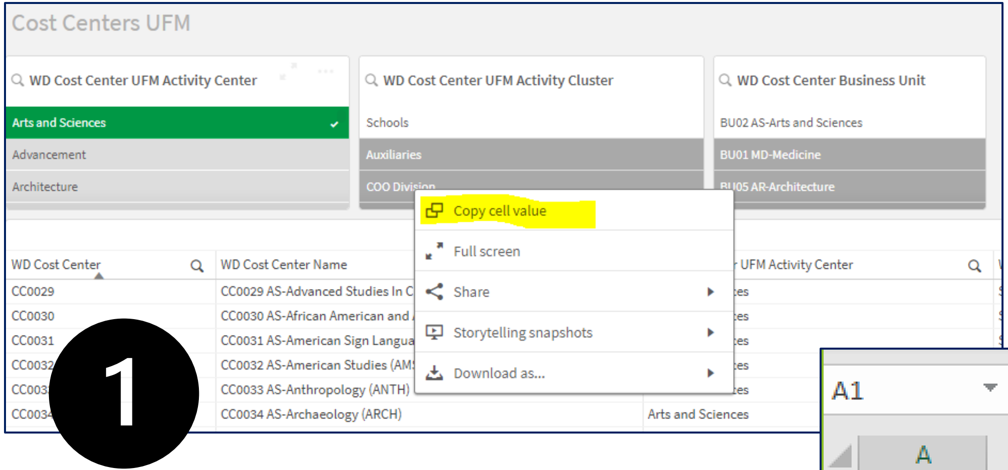


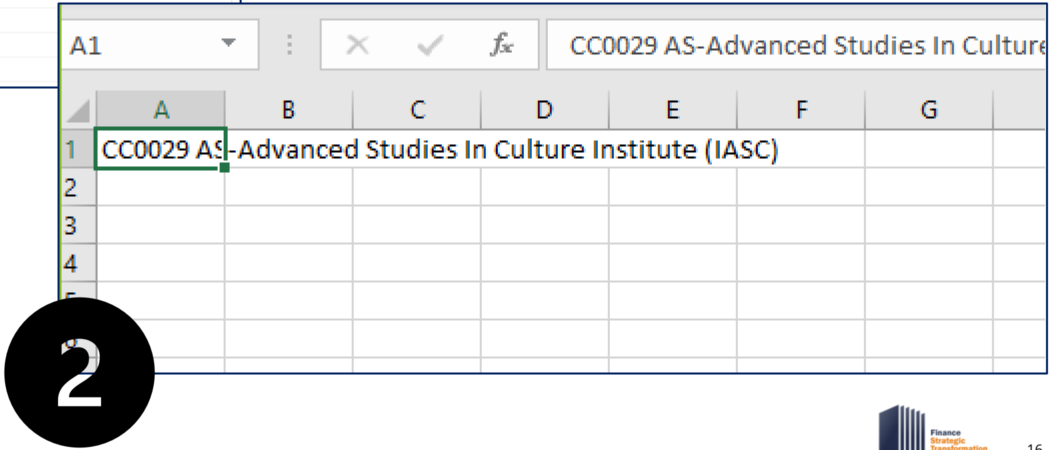




Quick Tip: How to Copy a Cell from Qlik to Excel

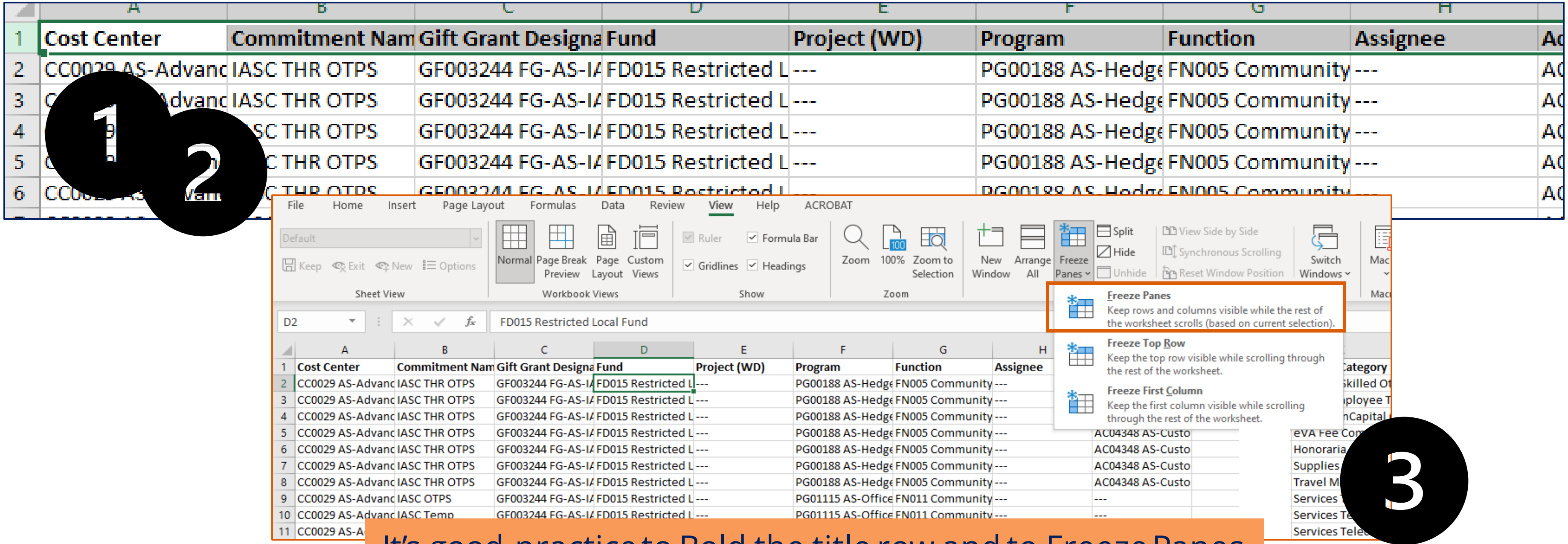
1. **Right click in the Cell that you want to Copy and select "Copy cell value". It will not be obvious that the Cell is Selected.**
2. **Go to Excel and Ctrl+V to Paste**





Excel Tips: Format Titles and Set up Freeze Frame

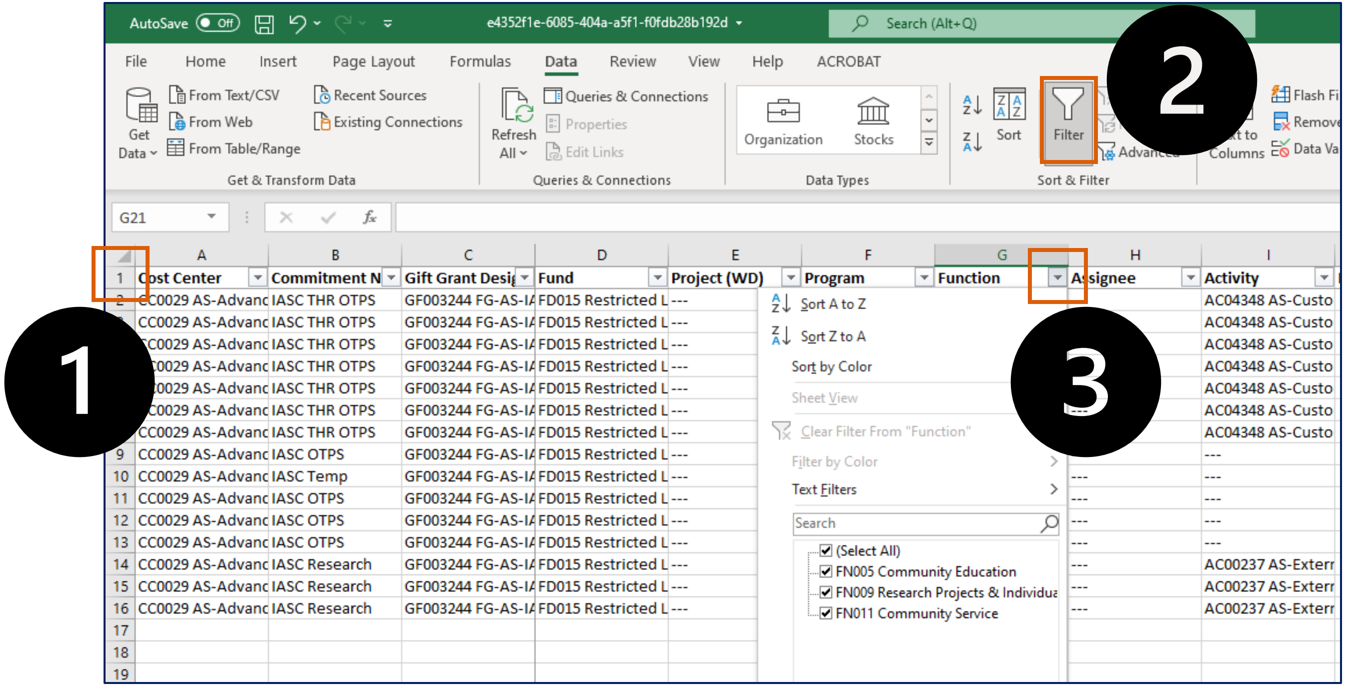
1. **Highlight Row 1 by clicking on the number 1**
2. **Ctrl + B to Bold the Title Row number 1**
3. **Select the Row and Column intersection for the Freeze Frame. In this example, click into the Row 2 cell underneath Fund (this will allow the Fund to move when scrolling to the right and keep Row 1 always visible). Under View, Select "Freeze Panes" under the Freeze Panes menu.**



It's good practice to Bold the title row and to Freeze Panes.

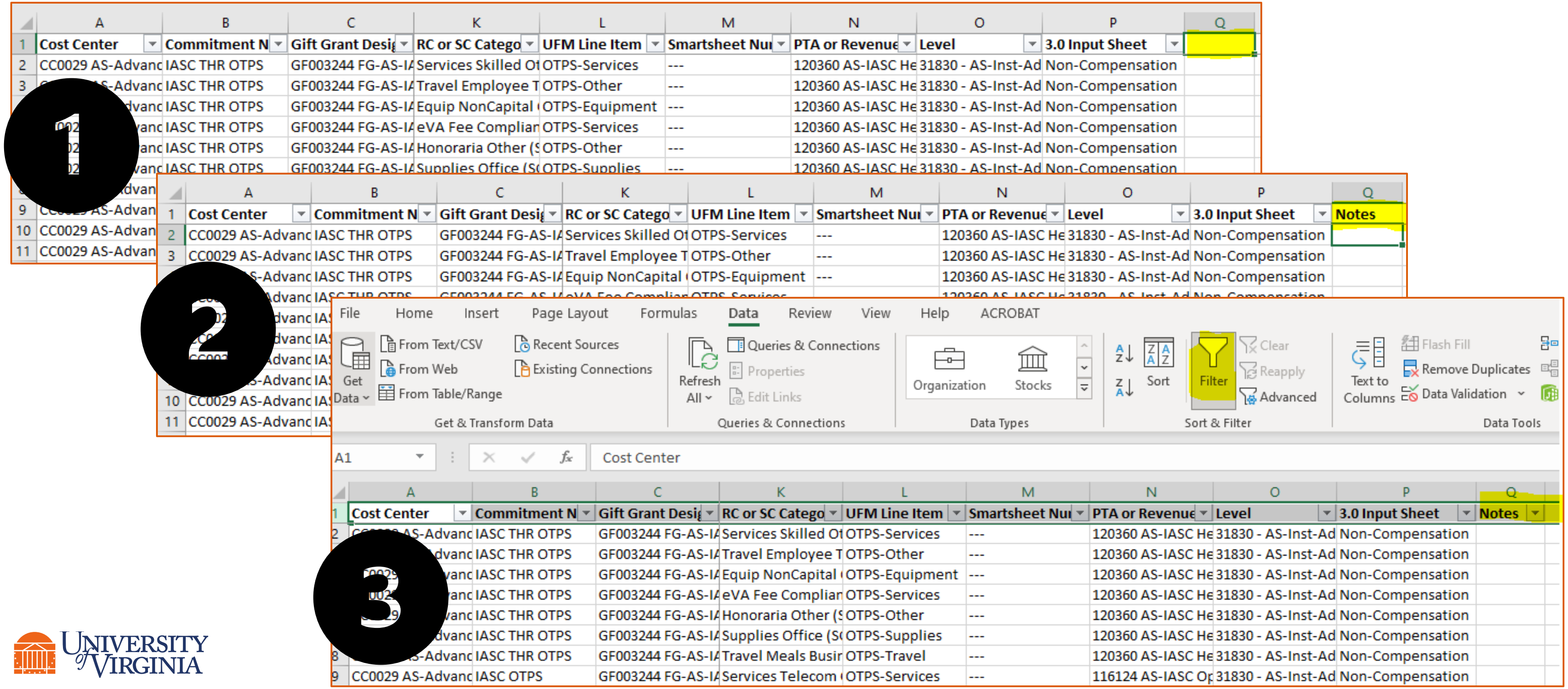
Excel Tips: Set Up Filter

1. Highlight Row 1 by clicking on the number 1
2. Under Data, click on Filter
3. Click on any of the Drop Down Carets to access the check box selectors and the filter choices



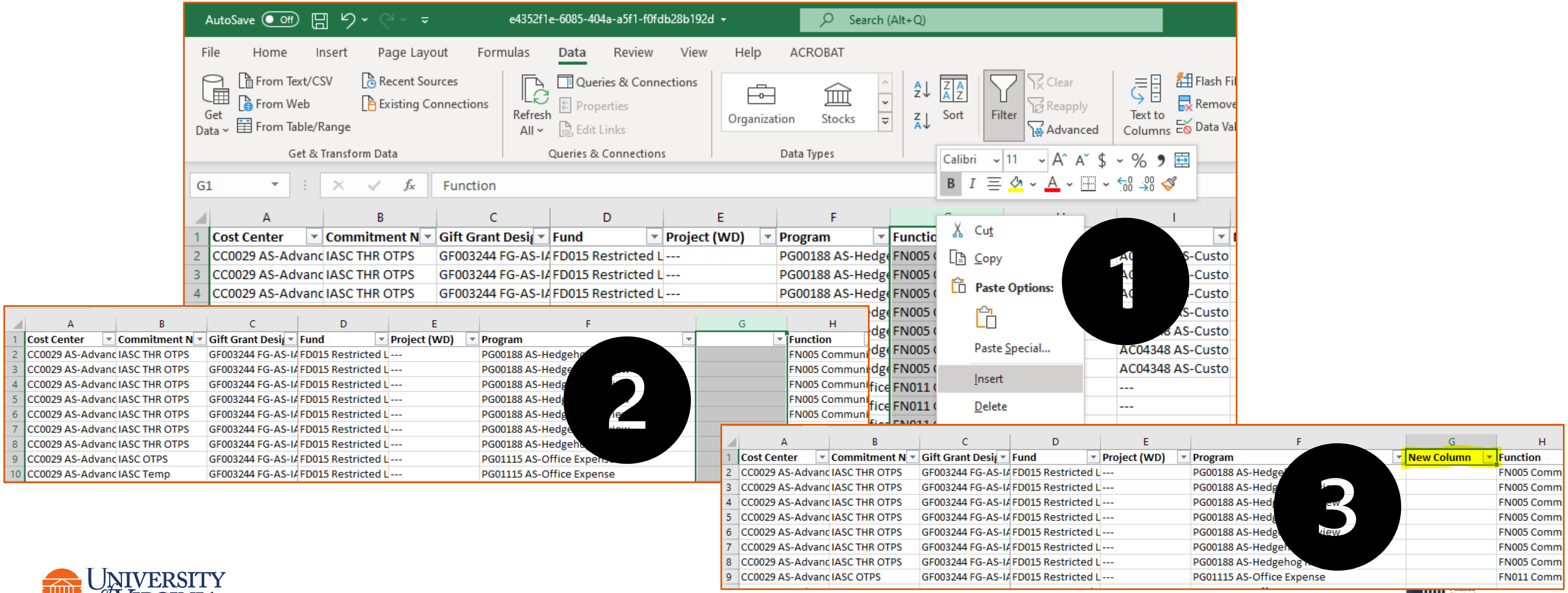
Excel Tips: Add a Column at the End and reset the Filter

1. Identify the first open column – in this case Select Row 1, Column Q.
2. Type a Header – for example, “Notes”.
3. To reset the Filter, Select the Title Row (Row 1 in this case) and click on the Filter button two times. The first click clears the Filter and the second click resets the Filter to include the new Column.



Excel Tips: Insert a New Column in the middle

1. **Determine where to insert a new column. Click on the Column where you want a new Column to appear to the Left. Right Click and select "Insert" from the drop down list.**
2. **The new Column (in this case, G), appears to the Left.**
3. **Type a header for the new column. When inserting a new column in the middle of a filtered section, the new column picks up the filter automatically.**



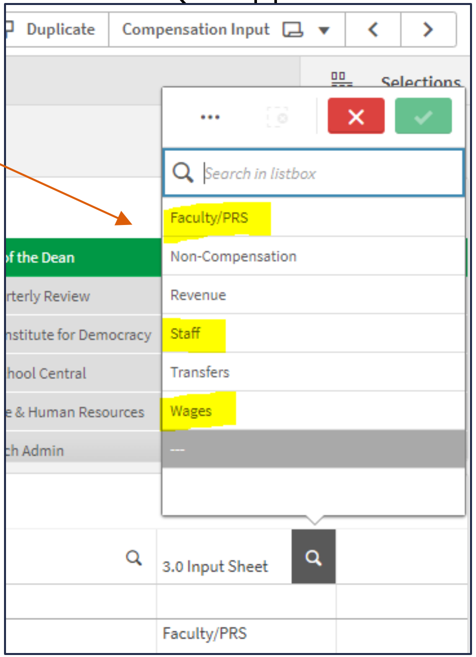
What’s New?

Adaptive Planning 3.0 | What's New?

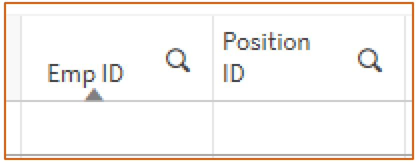
- We are excited to see the evolving **FDM**! The cumbersome GL/GA structure will soon be a distant memory.
- **HCM reference data** provides valuable HCM data to help **inform** budgeting. HCM data is available within Adaptive for information purposes only. There will not be an integration from Adaptive to HCM or to Payroll.
- **Transfers** now have their own input sheet with "Transfer To/From Cost Center" information, so transfers can be balanced within a Unit and across the University.
- **Compensation** is now separated into three input sheets: (1) Faculty & PRS Workforce Planning, (2) Staff Workforce Planning, and (3) Wage Planning. In addition to Employee ID, Workday Positions are now included on the input sheets and have been preliminarily mapped (and might need updates after July 28th).
- **New spend categories for faculty compensation and wages** allows for more granularity and hopefully gets us out of the use of at least one back up spreadsheet (for example, PRS now has its own Spend Category).
- **MYFP** now has option to override University parameters with unit parameters and gives us the ability to model two scenarios.
- **Years open into Months.** This provides the **option** of additional granularity through budgeting at a Month level.
- **Requests Sheets** provide the **option** for collecting internal request information for both compensation and non-compensation.

Adaptive Planning 3.0 | A little more to know about Compensation

- **Compensation**:
  - While Compensation is split into three Sheets in Adaptive 3.0, Compensation appears in the Qlik App under the Compensation Sheet. Within the Qlik App, you can view the 3.0 Input Sheet:



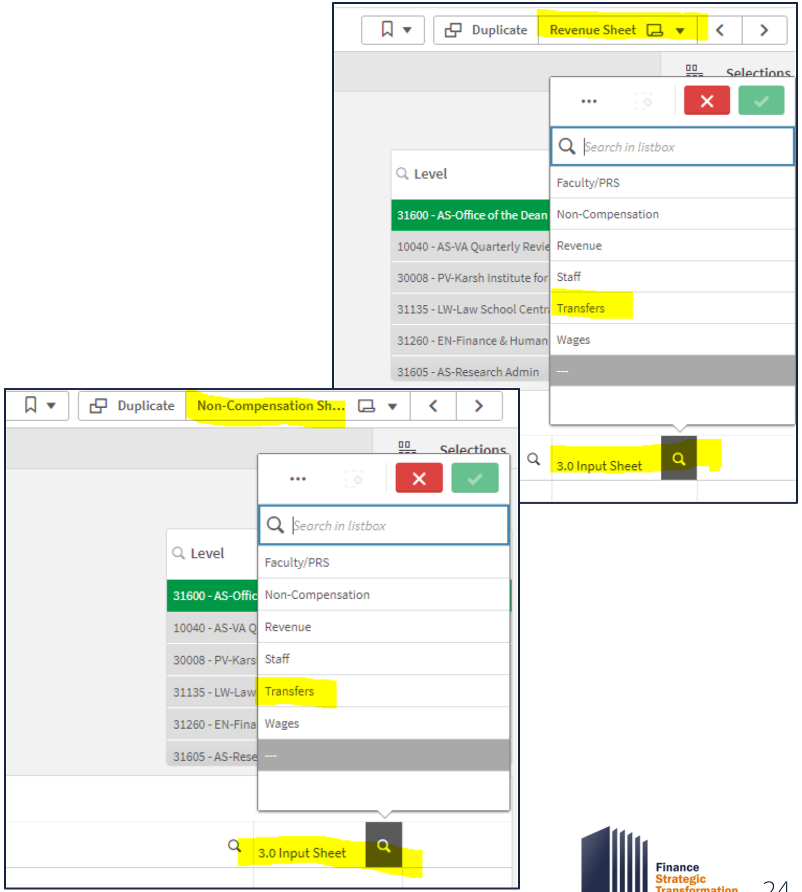
  - The Qlik App preliminarily translates Employee to a Position. Due to the 1:Many relationships, Position will need to be reviewed and updated as necessary.



  - Compensation might need clean-up in order to ensure accurate Spend Category and Position information.

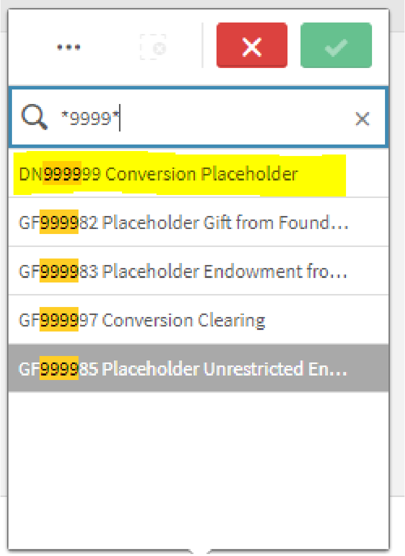
Adaptive Planning 3.0 | A little more to know about Transfers

- **Transfers**:
  - While Transfers have their own Sheet in Adaptive 3.0, Transfers appear in the Qlik App either under the Non-Compensation Sheet (for example, current state Restricted, Internal, Alloc) or the Revenue Sheet (for example, current state GL Transfers and Endowment Distribution).
  - Viewing Transfers in the FDM will take a little practice. In addition, due to 1:Many relationships, the Transfers are not always transformed correctly in the Qlik App.
  - In general, Transfers IN are a Revenue Category and should be negative, while Transfers OUT are a Spend Category and should be positive.
  - Unless a Transfer is something like an endowment distribution (Non-Mandatory Transfers-Endowment Distribution (RC01112)), we would generally expect Transfers IN to be Non-Mandatory Transfers (RC0130) and Transfers OUT to be Non-Mandatory Transfers (SC0004).
  - Transfers might need clean-up to get them into the new FDM structure.



Gift/Grant/Designated Conversion Placeholder DN999999

- **Conversion Placeholders**:
  - Adaptive 3.0 has placeholders for several potential funding sources. The Adaptive 3.0 placeholders are different than the Conversion Placeholder DN999999.
  - DN999999 appears in the Qlik App is the default when none of the usual translation methods resulted in a match.
  - For the DN999999 items, you will need to update the DN999999 to the correct Gift/Grant/Designated or use one of the legitimate placeholders. If a DN999999 is not updated correctly, it will not result in a correct Fund translation and the budget will be inaccurate.
  - **Takeaway: Please update any DN999999 to a legitimate Gift/Grant/Designated or legitimate placeholder.**



Can't have DN999999 in Adaptive 3.0

Legitimate Placeholders

GF999985	GF999985 Placeholder Unrestricted Endowment
GF999984	GF999984 Placeholder Unrestricted Gift
GF999983	GF999983 Placeholder Endowment from Foundation
GF999982	GF999982 Placeholder Gift from Foundation
GF999981	GF999981 Placeholder Endowment from R&V
GF999980	GF999980 Placeholder Gift from R&V

Looking to July 28th and Beyond

Adaptive Planning 3.0 | Updates to Make After July 28th

Items that MIGHT need to be updated within Adaptive 3.0 after July 28th:

- **Transfers**: Will need to add the "Transfer To/From Cost Center". Should also ensure that all transfers in/out are budgeted if known.
- **Faculty and Wages spend categories**: Will need to update your budget to reflect the new, more granular codes.
- **Function Worktag**: Might need to update Function (for a variety of reasons). Please note that Function is **REQUIRED** on Compensation, Non-Compensation, and IN/OUT for Transfers. Function is optional on Revenue. **Guiding principle with Function: trust but verify the default.**
- **1:Many Relationships**: If a 1:Many relationship in the current state did not all allow you to map to FDM prior to Freeze, then updates will need to be made in Adaptive 3.0.
- **Budget changes after original submission**: Units should maintain a list of known changes since the submission of the original budget (for example: hires, departures, new commitments, budget requests granted, items missed in original submission, etc.). After stabilization, Adaptive will remain open with snapshots taken throughout the year. ***Please note that individual Schools and Units might need to have some periods of time where access is limited to the School or Unit leadership. You will still have read-only access during these periods of time and School or Unit leadership will notify you when these times will occur.***
- ***Position and Employee Worktags***: *Will need to review initial conversion of Employee to Position and update your budget as necessary to reflect the correct Workday Position by Employee.*
- ***Check for DN999999***: *Will need to update DN999999 for a legitimate placeholder or the correct Gift/Grant/Designated.*

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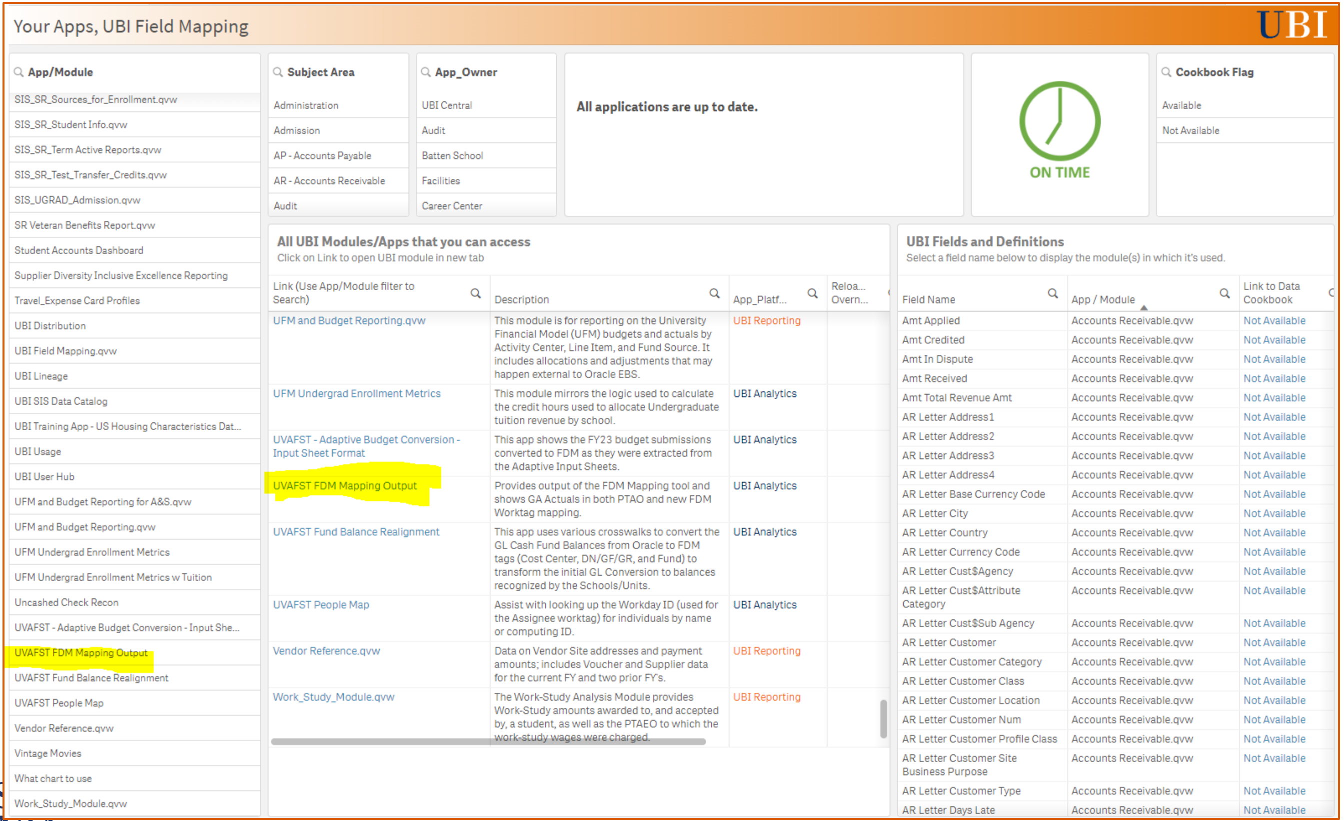
Next Steps: Review Worktags & Initial Transformation

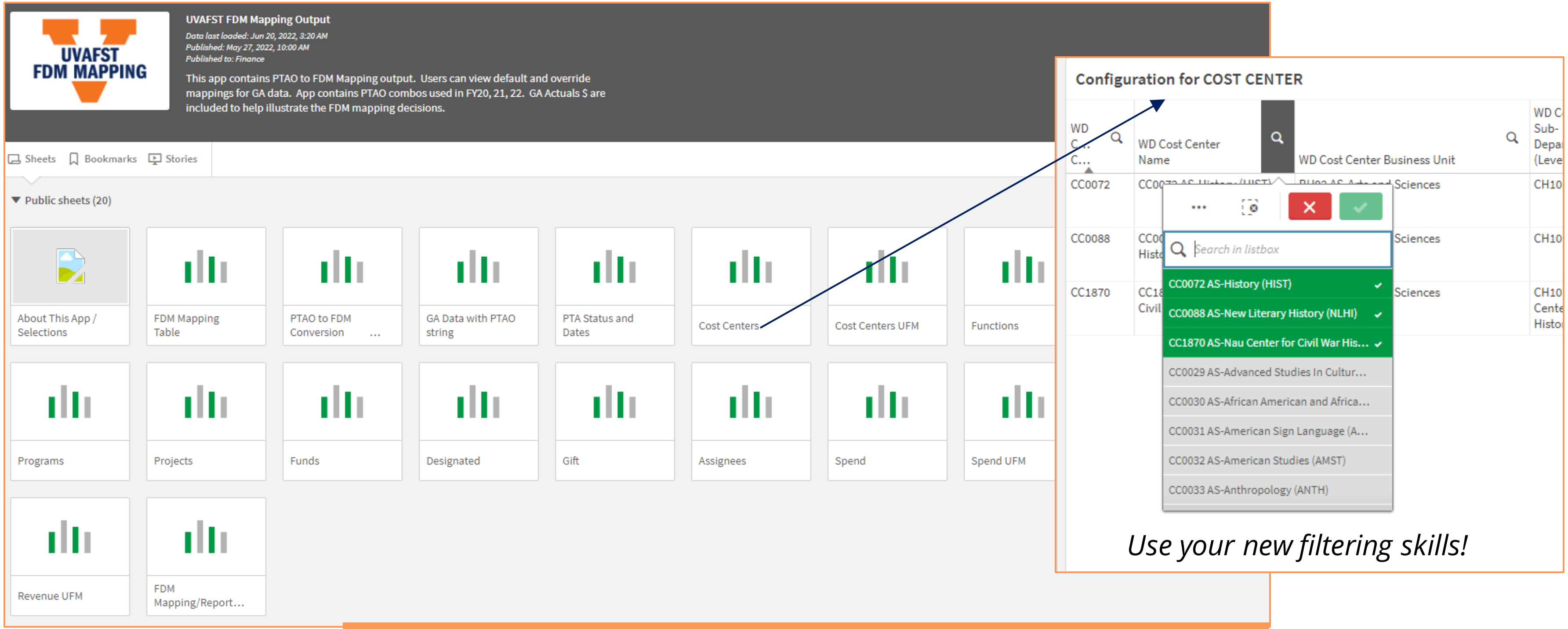
Adaptive Planning 3.0 | How do I find the list of Worktags?

- **Return to Qlik:**



Adaptive Planning 3.0 | How do I find the list of Worktags?

- **Modules will appear for each Worktag:**



The Qlik App is always the most up-to-date, but you can also find a list of A&S specific Worktags in Teams.

Adaptive Planning 3.0 | About Transfers

- **Transfers**:
  - To-Do Now: Review Transfers in the Qlik App. In Adaptive 2.0, you budgeted Transfers as GL transfers and GA allocations. You will need to review the Transfers in the Qlik App for (1) the Spend Category and (2) the Transfer In contributing Cost Center and the Transfer Out destination Cost Center.
  - After July 28th when Adaptive 3.0 opens: We will need to update the Transfers for the correct Spend Category and enter the Cost Centers into the To/From Cost Center column.
  - Cost Center is a much stronger chart of account segment than the Oracle Org. Cost Center is on equal footing with all of the other Worktags. In Workday, you will be able to use Cost Center to pull all of the revenue and expense associated with a department, program, or center.
  - *Special note re Cross-Funding: Cross-Funding was historically used to fund institutionally funded awards such as those beginning with EI, DI, and LC (there might be others). We expect that in most cases Cross-Funding will become Transfers. Items listed as Cross-Funding will be mapped to the Transfers line item. Cross-Funding applies to very few department examples.*

Adaptive Planning 3.0 | Transfers: Steps

Steps:

- **Go to the Revenue Input Sheet**, filter for Transfers, and export the data to Excel. The Revenue Transfers are most likely Transfers In.
- Insert a column at the end called "To/From Cost Center".
- Insert another column to the right of "To/From Cost Center" and call it "Transformation Notes".
- Review each Transfer and enter the To Cost Center for Transfers Out and enter the From Cost Center for Transfers In.
- Review the Worktags, highlight in yellow items that you would like to update and make a note in the "Transformation Notes" column of the new or change to Worktags. **We suggest not making changes to the downloaded data. Instead, either indicate the changes in the Notes or add additional columns.**
- Note: an updated list of commitments is not yet available. For now, you are working with what was originally budgeted.
- **Go to the Non-Compensation Input Sheet**, filter for Transfers, export the data to Excel, and follow the Steps a second time. The Non-Compensation Transfers are most likely Transfers Out.

Adaptive Planning 3.0 | Non-Compensation: About & Steps

- Non-Compensation includes OTPS, Utilities, Graduate Financial Aid, and Undergraduate Financial Aid. **Please note that Non-Compensation Transfers should be separated and reviewed per the instructions in the Transfer slides.**

- **Steps**:
  - **Go to the Non-Compensation Input Sheet**, filter for Non-Compensation, and export the data to Excel.
  - Insert a column to the right of the last row and call it "Transformation Notes".
  - Review the Worktags, highlight in yellow items that you would like to update and make a note in the "Transformation Notes" column of the new or change to Worktags. **We suggest not making changes to the downloaded data. Instead, either indicate the changes in the Notes or add additional columns.**
  - Please note that Non-Compensation, especially OTPS, likely has 1:Many relationships. You now have the opportunity to separate the individual line into many lines.

Adaptive Planning 3.0 | Revenue: About & Steps

- Revenue includes all types of income from all funding sources (including, Gifts, Endowments, Grants, Local, Sales and Services, and F&A). **Please note that Revenue Transfers should be separated and reviewed per the instructions in the Transfer slides.**
- Please review the Worktags that were created to replace current state Award detail.
- Gifts might need additional Worktags to separate co-mingled for funding for different purposes and/or from different donors. In these cases, Worktags can help keep track of the funds. For example, you might receive several small gifts into your Annual Fund. In order to separate the purposes, you might attach a Program and/or Activity Worktag.

- **Steps**:
  - **Go to the Revenue Input Sheet**, filter for Revenue, and export the data to Excel.
  - Insert a column to the right of the last row and call it "Transformation Notes".
  - Review the Worktags, highlight in yellow items that you would like to update and make a note in the "Transformation Notes" column of the new or change to Worktags. **We suggest not making changes to the downloaded data. Instead, either indicate the changes in the Notes or add additional columns.**
  - Review all DN999999 and replace with a legitimate Gift/Grant/Designated or placeholder.
  - Please note that the Function Worktag is optional for Revenue.

Adaptive Planning 3.0 | Compensation: About & Steps

Compensation:

- Compensation is now separated into three Input Sheets: (1) Faculty & PRS, (2) Staff, and (3) Wages.
- There is a lot of new HCM information available in Adaptive. This information is for reference only. There is no automatic updates to budgets or integration with WD. This separation maintains appropriate checks and balances.

Steps:

- **Go to the Compensation Input Sheet**, filter for Faculty & PRS, and export the data to Excel. Repeat for Staff and Wages.
- In each Excel file, insert a column to the right of the last row and call it "Transformation Notes". Review the Worktags, highlight in yellow items that you would like to update and make a note in the "Transformation Notes" column of the new or change to Worktags. **We suggest not making changes to the downloaded data. Instead, either indicate the changes in the Notes or add additional columns.**
- Review Position number on Faculty & PRS and Staff sheets.
- Review the Spend Categories associated with each person, especially on the Faculty & PRS and Wages sheets.
- **Please note that once the updates have been made to Adaptive, there should be no one mapped to "Faculty T&R" or "Faculty Wages".**

Adaptive Planning 3.0 | New Spend Categories

Salaries Faculty Administrative Supplements (SC0619)
Salaries Faculty AGFM and Visiting FT (SC0616)
Salaries Faculty AGFM and Visiting PT w/o Benefits (SC0618)
Salaries Faculty AGFM and Visiting PT with Benefits (SC0617)
Salaries Faculty T&R FT (SC0019)
Salaries Faculty T&R PT w/o Benefits (SC0018)
Salaries Faculty T&R PT with Benefits (SC0055)
Salaries Faculty Tenure Track FT (SC0613)
Salaries Faculty Tenure Track PT w/o Benefits (SC0615)
Salaries Faculty Tenure Track PT with Benefits (SC0614)
Salaries Faculty Tenured FT (SC0610)
Salaries Faculty Tenured PT w/o Benefits (SC0612)
Salaries Faculty Tenured PT with Benefits (SC0611)
Salaries Professional Research Staff FT (SC0020)
Salaries Professional Research Staff PT w/o Benefits (SC0022)
Salaries Professional Research Staff PT with Benefits (SC0021)

Wages Faculty Administrative (SC0655)
Wages Faculty Instructional (SC0653)
Wages Faculty Lesson (SC0657)
Wages Faculty Overload (SC0656)
Wages Faculty Research (SC0654)

Bonuses & Incentives Faculty (SC0658)
Bonuses & Incentives Information Technology (SC0061)
Bonuses & Incentives Medical Center (SC0606)
Bonuses & Incentives Other (SC0062)
Bonuses & Incentives Professional Research Staff (SC0059)
Bonuses & Incentives University Staff (SC0060)
Bonuses & Incentives UPG (SC0753)

A Note About Spend Categories and Payroll Costing

The Past

- Without a labor schedule, the expenditure type defaults to Salary, Class Staff FT
- Expenditure types can be changed manually through an adjustment
- It is difficult to catch disconnects between budget and actuals at the expenditure type

Future State

- Spend Category is determined by HCM Data elements within Workday HCM (Activity Code, Job Profile, etc.)
- Expenditure types will not be changed manually during a payroll accounting adjustment
- Through monthly variance analysis, you will be able to catch disconnects between budget and actuals at the Spend Category