User Guide to the Budget Process

2/22/2016
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1. Adaptive Insights

Adaptive Insights is a web-based budgeting application with many features to aid in developing budgets. It is used for collecting your annual budget submissions (Budget Call). After review, approved budgets will be exported into PeopleSoft Financial Management System (FMS). Throughout the year, budget and actual data is imported from FMS back into Adaptive Insights, on a bi-weekly basis, for reporting and analysis.

Adaptive will be used to develop budgets for the following funds only:

- Fund 10 – Operating or General Fund
- Fund 11 – Auxiliary
- Fund 12 – Revenue Centers (Self-Support)
- Fund 13 – Course and Lab Fees
- Fund 14 – Indirect Cost Recovery
- Fund 16 – Cost Share – Grants
- Fund 19 – Revolving/Clearing Fund
- Fund 80 – Research Service Center

2. Browsers

Adaptive supports the latest versions of Internet Explorer and Mozilla Firefox. These browsers are recommended for both PC and Mac users. Other browsers such as Chrome and Safari are currently not supported.

Adaptive requires Java and recommends that all users install the latest Java update.

Note: Outdated browsers may result in a loss of functionality and slower processing times within Adaptive. OIT regularly pushes browser and Java updates to all university machines. Technical questions related to browser or Java updates should be addressed to the OIT Helpdesk x7971.

3. Nomenclature

Adaptive Insights nomenclature differs in some ways from FMS.

In Adaptive, Level = Department in FMS. Adaptive’s Organization Structure is a hierarchical structure of levels that roll up to other levels in the same way that Departments in FMS roll up in a hierarchy defined by a Tree.
4. User Security - Roles and Levels

Every user is assigned both a Role and a Level. Your Role enables you to perform certain functions such as enter data in sheets and access reports. Your Level or levels, gives you access to data for the appropriate areas of the University. A Level can be a single Department, a roll-up of multiple departments, or a collection of multiple roll-ups. Users at a “rollup” level have access to all of the departments and budgets that rollup to that level.

Roles include:
- Standard: Budget sheet access, run reports
- Standard + Salaries: Standard plus access to personnel inventory
- Standard + Salaries + Approval: All permissions above, plus ability to approve budgets
- Report Only: Run reports
- Report + Salaries: Reports, plus access to personnel inventory

5. Logging into Adaptive Insights

1. At [www.adaptiveinsights.com](http://www.adaptiveinsights.com) login with NetID followed by @mail.montclairsandbox2.edu and your password

   ![Login Screen](image)

   John Smith user example
   Login: Smithj@mail.montclairsandbox2.edu
   Password:

2. If you have forgotten your password, select the link “Forgot your password”. Adaptive Insights will send an e-mail and link for you to reset your password to one (minimum 8 characters including 1 numeric).
3. If you know your password, but want to change it, go to upper right, click down arrow and select **Settings and then Profile**.

4. Enter your old password, enter a new password, and enter the new password a second time to verify it.

![Password Change Interface]

### 6. Budget Call Guidelines and Templates

**Annual Budget Call Process**

Budget Call is a process of submitting proposed budgets for the coming fiscal year. In particular budget managers should use Budget Call to:

- **a)** Unrestricted Funds - Reallocate base budgets to support priorities and reduce the need for budget transfers. Meet the budget target issued to your division or department.
- **b)** Revenue Centers - Re-forecast and re-balance revenues and expenses for self-supporting enterprises.
- **c)** Make requests for incremental Supplemental funding and other base budget increases.

**Guidelines for Budget Call**

To access Budget Call guidelines, go to navigation menu and click on **Reports**.

Open the **Shared Reports** folder, **FY17 Budget Call**, and the **FY17 Bud Call Guidelines** folder and read the Budget Call Memo, and other guides for budget submission.

### 7. Budget Planning Sheet

**Accessing the Budget Planning Sheet**

You will use the Budget Planning sheet to develop and submit proposed budgets for the coming fiscal year.
Hovering over the menu icon will allow you to navigate to the various areas of Adaptive, including Sheets, Reports, etc. To access the Budget Planning Sheet, select the menu icon, hover over the arrow next to “Sheets” and select “Budget Planning Sheet.”

**Montclair State University | Sheets | Budget Planning**

### Selecting Version and Level

**IMPORTANT!** After you open up the Budget Planning sheet, make sure the Version selection says “Proposed Budget” and the fiscal year for which you are proposing a budget. If it doesn’t, use the down arrow to select the correct version.

From the drop down menu at the top right of the screen, select the 7-digit level (Department ID) you wish to budget. **You are only able to enter budget information at the Department level.** You can view budget information by selecting a roll-up level, but you will not be able to enter data into the sheet. You will only see levels for which you have been given Level access.

![Budget Planning Sheet](image)

### Methodologies for Entering Proposed budgets

Adaptive Insights requires budgeting by [month](#), but allows for different methods of entering monthly budgets. A **Yearly** approach allows budget managers to enter [yearly](#) totals and use the system to spread budgets back across the 12 months. Or you can enter a **Monthly** budget for each individual month, and it will be automatically summed to provide the yearly total. Regardless of which approach is used, only Yearly totals will be exported to FMS. Your budget is not tied to your monthly budgets in FMS. All budgets in FMS are on a fiscal year basis.
Setting Display Options

The Display Options icon in the main toolbar allows you to customize your view of the Budget Planning Sheet.

Viewing by Year/Month

After selecting Display Options, on the Time tab, scroll down to Column Display Options. The sheet defaults to a yearly view. To view by month, simply check off the boxes for the fiscal years you would like to view by month and click Apply.

Note: If you save the sheet after changing the display options, your selected display will also save. This will become your default view of the sheet until you edit the display options again.

Display Options

Suppressing Blank Rows
The Display Options menu includes a checkbox for “Suppress rows if all zeros or blank.” Selecting this option will only show rows (Accounts) with values in one of the displayed fiscal years. Selecting this option makes the sheet easier to view.

**Note:** if you wish to add budget for an account that had no previous activity, you will need to uncheck this box so that all accounts become visible.

**Version Comparison**

The second tab on the Display Options menu allows you to select another Version to which you can compare your data. The comparison version will appear in a column that is grayed out, and a Legend at the bottom of the sheet will show which Version is providing the comparison, as illustrated in the screenshot below.

Example of Budget Sheet including comparison to current YTD actuals.

**Note:** The sheet will not export to Excel / print while the comparison version is displayed. To remove the comparison, simply uncheck the “Comparison version 1” checkbox on the Version Comparison tab of the Display Options menu. The comparison can be added back in by returning to Display Options, checking the Comparison Version 1 checkbox, and selecting Actuals as the version.
Display Options

How to remove / re-add a comparison version

Yearly Method of Budget Entry

To enter your proposed FY17 budget by entering a total for the year, click in a cell in the blank FY2017 column and enter a yearly amount.

Hit enter and a pop-up will appear, requiring you to select a breakback method:
Select the type of breakback to apply to the value 5,000

- **Breakback Proportionally Using Prior Year**
- **Breakback Evenly**
- **4-4-5**
- **4-5-4**
- **5-4-4**
- **Assumption**

Make your breakback selection and click **SAVE** on the Sheet toolbar.

**The two options are available for MSU:**

1) **Breakback Proportionally Using Prior Year**
   - Allocates budget amount entered in FY 2017 column according to monthly spread of FY15 actuals.
2) **Breakback Evenly**
   - Allocates budget amount entered in FY 2017 column and divides amount evenly (by 12)

**Note:** FMS will only budget by fiscal year. Monthly budgets are for planning purposes only.

**Monthly Methods for Budget Entry**

To enter each **MONTH** that will add up to a yearly total, go to the **Display Options** icon, scroll down to Column Display Options, and check Months and Years for FY2017.
Options for Determining and Entering Amounts in Cells

a) **Straight Entry of Monthly Budgets.** If you know your costs each month simply enter an amount in each month cell for the accounts (object codes) you are budgeting.

b) **Copy Forward Monthly Amount.** Enter a figure for first month the expense will start, such as July. Right click on it, select **Copy Forward, Copy to End**. The same amount will appear in every month after the one you entered in first. This is ideal when a cost is the same each month.

In the example below, I have entered 750, right clicked on my mouse, and then selected “Copy Forward”, then “Copy to End”. This will copy $750 to each month.
c) **Formulas.** Just like Excel, you can enter a **formula** to perform simple calculations in a cell. Calculations can be entered in the format: \(100 \times 3\); or they can be based on other account values, using the format: \(=\text{ACCT.60550}\times.20\).

<table>
<thead>
<tr>
<th>60550 - SOFTWARE LICENSES</th>
<th>750</th>
</tr>
</thead>
<tbody>
<tr>
<td>60558 - SUBSCRIPTIONS</td>
<td>(=100\times3)</td>
</tr>
<tr>
<td>Total</td>
<td>1,200</td>
</tr>
</tbody>
</table>

When entering a formula in a cell, at first you will see a formula \(fx(?)\) symbol.

Click **SAVE** or **REFRESH** to calculate

<table>
<thead>
<tr>
<th>60550 - SOFTWARE LICENSES</th>
<th>750</th>
</tr>
</thead>
<tbody>
<tr>
<td>60558 - SUBSCRIPTIONS</td>
<td>300</td>
</tr>
<tr>
<td>Total</td>
<td>1,200</td>
</tr>
</tbody>
</table>

Formulas can be copied forward in the same manner as other numbers.

d) **Add Account with No Prior Activity.** If you need to allocate budget to an account with no prior activity you may need to select the Display Options icon and uncheck the “Suppress rows if zeros or blank” to show all accounts.

e) **Splits.** You can use splits to show the breakdown of an account by more detailed items. Select an account, click on the Split icon and follow the prompts to name details of the account. **Note:** This is an optional planning tool for you. Purchases will not be checked against budgets defined in splits, but will be checked normally against the budget for the relevant account/pool.
f) **Adding Notes.** Explanatory notes can be added to individual cells or to the entire Department. To add a note to the Department, use a sheet note by selecting the Sheet Notes icon in the upper right hand corner of the screen.

![Sheet Notes Icon]

Enter your note at the prompt. The icon will change to indicate that a note is present:

![Note Icon]

You can also add a note to an individual cell by selecting the cell, right clicking, and selecting “Add Note.”

![Add Note Menu]

Enter your note at the prompt. A red triangle will appear in the upper right corner of the cell to indicate that a note is present. Hovering over the triangle will reveal the note. The note can be edited or removed by right clicking on the cell.

![Note in Cell]

g) **Deleting a Budget.** To delete a budget figure from a Year column, enter 0. To delete from a Month cell, use the “Delete” key or enter “Ctrl” plus “X”.

**DON’T FORGET TO SAVE YOUR BUDGETS OFTEN!**
8. Printing to Excel

For your own records, select **Printable View** (printer icon) from the tool bar and export to Excel.

Note: If you have selected Comparison Versions in Display Options, they will have to be removed in order for the Printable View option to become available (see Display Options above).

9. Reports for Budget Call

In the Budget Planning sheet, the grand total for a rollup level includes all funds, so you cannot use the sheet to determine your rollup total by fund type. To view totals totals for your rollup by Fund type, you will need to use a report. To access Budget Call reports, go to the navigation menu and select **Reports**. In the Shared Reports folder, select FY17 Budget Call and select FY17 Bud Call reports.

![FY17 Budget Call]

### Proposed vs Base Summary Reports

There are two summary reports: **Proposed vs Base – Base Operating Budget** shows only your unrestricted, Fund 10 department budgets and will show only expense budgets. **Proposed vs Base – Revenue Budgets** shows all other, revenue generating department budgets. This report will include income, expense, and net income.

You will get a roll-up report for the level you selected. Clicking on the (+) sign next to a level expands the report down to the individual department budgets. Clicking the (-) sign rolls the report back up. The report will show FY15 Actuals, FY16 Year To Date Actuals, the FY16 Base Budget, the FY17 Proposed Budget you’ve entered, and the difference (proposed minus base).

<table>
<thead>
<tr>
<th>Levels</th>
<th>Accounts</th>
<th>2015</th>
<th>YTD as of Feb-2016</th>
<th>2016</th>
<th>2017</th>
<th>Proposed vs Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE - ADAPTIVE INSIGHTS (Rollup)</td>
<td>Expenses</td>
<td>17.560</td>
<td>0</td>
<td>10.083</td>
<td>17.478</td>
<td>-593</td>
</tr>
<tr>
<td>2468101 - ADAPTIVE TRAINING</td>
<td>Expenses</td>
<td>17.560</td>
<td>0</td>
<td>10.083</td>
<td>17.478</td>
<td>-593</td>
</tr>
<tr>
<td>Total SAMPLE - ADAPTIVE INSIGHTS (Rollup)</td>
<td></td>
<td>35.120</td>
<td>0</td>
<td>20.166</td>
<td>34.956</td>
<td>-593</td>
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</tbody>
</table>

### Proposed vs Base Detail Report

**Proposed vs Base Detail – Select Level** provides the same information as above, but shows detailed information by account within the selected level. This report is designed to show detail at the department, not the rollup level.
10. Workflow

Workflow enables users to submit budgets, and supervisor to approve them. If you are responsible for submitting the budget for an individual department, you submit each completed 7-digit FMS budget by navigating to Sheets > Overview. Make sure the Name is set at the specific 7-digit FMS level you wish to submit and that the version is set to Proposed Budget FY2017. You may also add a note that will be visible to your supervisor who is approving the budgets. You can Recall submitted budgets to work on them further, but only if they have not already been Approved. A budget with the status Rejected can be revised and re-submitted, unless the budget process is over and the entry sheet is locked.

If you are assigned to a rollup level navigate to Workflow to see the status of the budgets that rollup to your level. If you also have Approval rights, you can Approve budgets submitted by those at lower levels, or Reject these budgets. To approve or reject as an approver, select the appropriate department or rollup from the Workflow Status screen. After highlighting a budget or rollup, you can select Submit (for a budget that was previously approved by someone else) or Approve (to approve the budget yourself). Taking an action on a rollup will take that action on all departments within that rollup. Budgets that have been Approved are locked, unless they are subsequently Rejected.
11. Supplemental and Other Request Sheets

Users responsible for the overall budget of an executive division or college, have access to Supplemental, Computer, Capital, Maintenance, and Temporary Employee Request Sheets to make priority requests for their unit. For Request Sheet Guidelines, go to Shared Reports > FY17 Budget Call > FY17 Bud Call Guidelines. If you are not at the top VP or Deans roll-up level, contact your Dean or VP to propose Supplemental requests.

To enter Supplemental requests, first make sure the Level in the Budget Entry sheet is set at the top of the executive unit or college. Note, DO NOT, select any “Only” top Levels. For example, Supplementals for Facilities would be entered on the top level, “University Facilities”. Not, “University Facilities Only”.

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`Montclair State University Workflow Insights`
Supplemental requests can only be accessed when a top level roll-up is selected

Then, from the navigation menu, select Sheets and then the appropriate supplemental request sheet.

In the sheet toolbar, click on the + sign to add a row where you’ll enter a request. If applicable to the form, enter a Priority number. Select from the drop-down menu, the Department and Account to which an approved budget would be allocated. Enter the text descriptions and funding amounts you are requesting. In the Budget Type field, please select “Base Budget” for on-going expenses such as full-time positions, or select “Non-base Budget” for one-time expenditures such as major equipment.
Click **SAVE** to calculate any formulas in the sheet and to save the request in the system.

Data entered in request sheets do not impact your Budget Entry sheet. Requests will be reviewed separately from the base budgets submissions.

**12. Budget Narrative**

The Word template to complete your Budget Narrative is located in Adaptive Insights, Shared Reports, **FY2017 Budget Call Guidelines** folder. Email your Narrative to David Josephson, Executive Director of Budget and Planning.

**13. Help and Contacts**

Browser support: Contact the OIT helpdesk, (973) 655-7971

Adaptive Insights Technical questions: Do not call Adaptive Insights. See Training materials in Shared Reports, see **Help**, or contact Budget and Planning at (973) 655-7428.
# Budget Office Contact List

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Contact For</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Josephson</td>
<td>Executive Director, Budget and Planning</td>
<td>973-655-6956</td>
<td><a href="mailto:josephsond@mail.montclair.edu">josephsond@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Carole A. Schaffer</td>
<td>Associate Director, Budget and Planning</td>
<td>973-655-6946</td>
<td><a href="mailto:schafferc@mail.montclair.edu">schafferc@mail.montclair.edu</a></td>
</tr>
<tr>
<td></td>
<td>College of the Arts, College of Education and Human Services, College of</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Humanities and Social Sciences, University Advancement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kevin Andreano</td>
<td>Budget and Planning Systems Administrator</td>
<td>973-655-7053</td>
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</tr>
<tr>
<td></td>
<td>Adaptive Planning, Student Development and Campus Life</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patti D'Angelo</td>
<td>Senior Researcher</td>
<td>973-655-4293</td>
<td><a href="mailto:dangelop@mail.montclair.edu">dangelop@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Kelly Barros</td>
<td>Budget Analyst</td>
<td>973-655-7428</td>
<td><a href="mailto:barrosk@mail.montclair.edu">barrosk@mail.montclair.edu</a></td>
</tr>
<tr>
<td></td>
<td>College of Science and Mathematics, School of Business, Human Resources,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Finance &amp; Treasurer, University Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debbie Fernbacher</td>
<td>Senior Researcher</td>
<td>973-655-4293</td>
<td><a href="mailto:fernbached@mail.montclair.edu">fernbached@mail.montclair.edu</a></td>
</tr>
<tr>
<td></td>
<td>Office of the President, Provost, Library, Information Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kathleen Spichiger</td>
<td>Senior Researcher</td>
<td>973-655-6808</td>
<td><a href="mailto:spichigerk@mail.montclair.edu">spichigerk@mail.montclair.edu</a></td>
</tr>
<tr>
<td></td>
<td>Resource Planning</td>
<td></td>
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<tr>
<td>Maria Wellins</td>
<td>Professional Svcs Spec</td>
<td>973-655-7428</td>
<td><a href="mailto:wellinsm@mail.montclair.edu">wellinsm@mail.montclair.edu</a></td>
</tr>
<tr>
<td></td>
<td>Administrative Support</td>
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