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1. Adaptive Insights

Adaptive Insights (formerly called Adaptive Planning) 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). These budgets will then be exported into PeopleSoft Financial Management System (FMS), the new University financial system coming in FY16. For use in day-to-day purchasing. In reverse, budget and actual data is imported from FMS back into Adaptive Insights, on a monthly basis, for managerial reporting and analysis.

Please note, if you have accessed Adaptive previously, you will notice a new look to the sheets that resemble Excel spreadsheets. Some features have changed and key changes are explained in section 6-What’s New. This guides can be at the Budget & Planning website, by selecting the following link:

http://www.montclair.edu/budget-planning/adaptiveplanningsupportdocumentation/

Additionally, this guide and other documentation/videos can be found within Adaptive Insights under the “Adaptive Support” Folder.

Adaptive Insights is not a financial transaction system. Effective FY16, the University will use FMS. You will use FMS for purchasing and for checking the most up-to-date budget availability.

**Note about System Changes:** You will develop your FY16 budgets using the old FRS chart of accounts. These budgets will be converted to new chartfield values and imported into the FMS system for the new fiscal year. Adaptive will be reconfigured with the new chart of accounts during the first few months of the new fiscal year. To reiterate, your FY 16 Budget development will be performed using the same FRS 6 Digit accounts and 4 digit object code as in previous years.

2. Browsers

**Contact OIT Helpdesk x7971, for all browser and java issues.** Below are basic browser requirements.

**PC Users:** Use Mozilla ESR versions 25 or greater or Internet Explorer versions 9 or greater.

**Mac Users:** Use Mozilla versions 25 or greater.

**Java Latest update** – Java 8 Update 31

Other browsers such as Chrome and Safari are currently not supported.

**Note:** It is important to have a browser that meets the minimum specifications as indicated above. Outdated browsers may result in a loss of functionality and slower processing times within Adaptive Planning. Update: OIT has pushed updated browsers and java to all university machines. Any Adaptive technical questions should be addressed to OIT Helpdesk x7971.
3. Nomenclature

Adaptive Insights nomenclature is different from FRS.

- **Account** = Object Code
- **Level** = 6-digit FRS account or rollup department, division, or executive level
- **Organization Structure** = A hierarchical structure of levels that rollup to other levels
- **+ Sign** = Revenue, Expense, Available budget, and Surplus Net are positive (+)
- **- Sign** = Overspent Available budget and Deficit Net Income are negative (-)
- **FMS or PeopleSoft** = The new University financial system that will replace legacy FRS in FY 16.

4. Logging into Adaptive Insights

1. **At** [www.adaptiveinsights.com](http://www.adaptiveinsights.com) **login with your email address and 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. **Then enter your old password, enter a new password, and enter the new password a second time to verify it.**

Old password:

New password:

Verify new password:
5. 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 6-digit FMS budget, or a “rollup” department, college or division, or executive level. Users at a “rollup” level only have access to the departments and budgets that rollup to that level.

6. What’s New this year?

Adaptive Insights delivered an upgrade, which included more efficient navigation and new sheets designed to like Excel. Refer to New Sheets Overview documentation within the Adaptive Support folder for more illustrations of these new features.

Here are some of the major differences between the old and new sheets:

- Navigation has been streamlined.
  - Upon signing in, all users will see this “Home” page.
- Hovering over will allow users to navigate to the Budget Planning Sheet (formerly called Budget Entry Sheet), Reports, etc.

- The Copy, Cut and Paste icons and right-click context menu have been removed. They have been replaced by these standard commands:
  - CTRL-C Copy
  - CTRL-V Paste
  - CTRL-X CUT

- The formula Bar is now collapsible. To expand or collapse the Formula Bar, click the arrow in the sheets toolbar.

- The Notes icon also has two states: Left: no notes present (click to add), right: notes present (click to view or add)

For a quick, in-app reminder of the keyboard shortcuts, click the keyboard legend icon.

**DO NOT BUDGET AT THE PARENT ROLLUP:**

- With the new sheets, a user now has the ability to enter a budget on the parent rollup. This feature may be utilized for higher level planning, but must not be used for the annual budget process. When entering budgets, DO NOT select a rollup level, including those saying “Only”. If you do select a rollup level, your budget will not feed to FMS. For example:

  **Do:** Budget to your 6 Digit Dept/Level-
  
  ![270933 - ENV HEALTH & SAFETY](image)

  **Do not:**
  
  ![UNIVERSITY FACILITIES (Only)](image)
Overview of the Key New Icons

Erase All Edits- Erases all unsaved changes on the sheet and returns all values to what they were before any edits had been made.

Save- Saves all unsaved changes on the sheet.

Printable View- Generates a printable view of the data on the sheet by exporting an Excel spreadsheet

Refresh- Discards all unsaved changes on the sheet and reloads the sheet from the database.

Copy Value/ Copy Formula- Toggles between copying the value of selected cells (top icon) and copying the formulas (bottom). Select one of the icons, then use keyboard shortcuts for copy (Ctrl+C), cut (Ctrl+X), and paste (Ctrl+V).

Add Split- This button adds a new split to the account. You can select one account at a time. Splits do not map to FMS. This is a tool to support the development of your budget amount.

Delete Split- This button deletes the split with the currently-selected cell. If more than one cell is currently selected, or the selected cell is not on a split, this button is inactive.

Rename Split- This button will rename the split with the currently-selected cell. If more than one cell is currently selected, or the selected cell is not on a split, this button is inactive.

Show and Hide- This button allows the user to choose which time periods to display. (Previous FY's, months, quarters, & Years). Additionally, the default option will be to

- Suppress rows if all zeros or blank

If you wish to budget to a 4 digit FRS object code you haven’t used before, uncheck this option.
7. 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) Ledger 2: Reallocate base budgets to support priorities and reduce the need for budget transfers. Meet the budget target issued to your division or department.

b) Ledger 3: Re-forecast and re-balance revenues and expenses for these self-supporting enterprises.

c) Make requests for incremental Supplemental funding and other base budget increases.

Guidelines for Budget Call

To begin, go to navigation menu and click on Reports.

Open the Shared Reports folder and the FY16 Bud Call Guidelines folder and read the Budget Call Memo, and other guides for budget submission.

Before starting to enter budgets, make note of your ledger 2 base budget target, from the Office of Budget & Planning or your division budget manager.

8. Budget Planning Sheet

Navigate to the Budget Planning sheet. This is where you develop and submit proposed budgets for the coming fiscal year, for the annual Budget Call. Many of the features of the sheet are similar to Excel, and some are unique to Adaptive Insights.

Float your cursor over the navigation menu and drop down menu will appear. Float over the Sheets chevron and click on Budget Planning.
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 6-digit level (FRS account) you wish to budget. **DO NOT SELECT** any levels without a 6 Digit FRS number reference. You will only see levels for which you have been given Level access.

**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. If you expect your monthly revenues and expenditures to match the Fiscal Year 2014 month trend, you should “breakback proportionally using prior year” actual monthly activity. 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, the only Yearly totals will be exported to FMS. Further, your budget is not tied to your monthly budgets. All budgets in FMS are on a FY Basis.
**Yearly Method of Budget Entry**

For this approach, click the **Show and Hide** icon.

Unselect the Months and Quarters. Years should be selected. **SAVE** to retain this view.

**Display Options**

TIP: Users can select their column display options to be Months, Quarters, Years, and All. **TIP:** “Suppress rows if all zeros or blank” hides accounts that have no data. **Uncheck this box to choose a new account (object).**

Below is how the sheet looks with just Years selected. **Green numbers are Actuals. Black numbers are Budgets.** Grey cells are locked from entering or editing. **Blue cells are editable unless they are a Total.**

Click in a cell in the blank FY2016 column and enter a yearly amount.
Hit enter and a pop-up will appear, requiring you to select a “breakback” method:

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 2016 column according to last complete FY Actuals

2) Breakback Evenly
   
   Allocates budget amount entered in FY 2016 column and divides amount evenly (by 12)

**Monthly Methods**

To enter each **MONTH** that will add up to a yearly total, go to the **Show and Hide** icon and check the Years only for FY2011 to FY2015, but for FY2016 select Months and Years.
Scrolling to the left gives you prior years. White blank cells are for entering your proposed budgets for next fiscal year. Scroll to the right if you do not at first see the column for FY2015 totals.

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.
**Copy-paste a Cell Amount.** Select the cell you wish to copy by left clicking on your mouse. Then on your keyboard, select “Ctrl” plus “C”. While in the cell you wish to copy the amount, select “Ctrl” plus “V” in order to paste the number. This method works for Yearly amounts and Monthly amounts.

**Note, the Cut, Copy, & Paste icons have been replaced with new “shortcut” keys. Refer to “New Sheets Guide” for more information on other changes in the new budget sheets.**

**Shortcut Keys:**
“Ctrl” plus “C” = Copy
“Ctrl” plus “V” = Paste
“Ctrl” plus “X” = clear Edits

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 monthly.

In the example below, I have entered 500, right clicked on my mouse, and then selected “Copy Forward”, then “Copy to End”. This will copy $500 in each monthly bucket.

c) **Formulas.** Just like Excel, you can enter a **formula** such as =100*5; or based on other account values, such as =ACCT.1211*.30. With the new updates to Adaptive, one must also first select . This icon allows formulas as illustrated below. Failure to select the will result in an “Input Error” message.

At first you will see a formula *fx(?)* symbol.

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

d) **Splits.** Determine a budget amount for an account (object) by adding up details, or “Splits.” This will 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.
Enter budgets. Use the toolbar feature if you wish to rename a split.

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e) Deleting a Budget. To delete a budget figure from a Year column, enter 0. To delete from a Month cell, enter “Ctrl” plus “X”.

DON’T FORGET TO SAVE YOUR BUDGETS OFTEN!

9. Printing to Excel

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

10. Reports for Budget Call

In the Budget Planning sheet, the grand total for a rollup level includes all ledgers, so you cannot use the sheet to determine the division total for a specific ledger. To check your ledger 2 total against target, you will need to run a report. Go to the navigation menu and select Reports. In the Shared Reports folder, select FY16 Budget Call and select FY16 Bud Call reports.
Run the report called Proposed FY16 vs. Base FY15 by LEVEL. At the prompt, select ledger 2 and the appropriate level.

You will get a roll-up report for the level you selected (within levels you have access to). Clicking on the (+) sign next to a level expands the report down to the 6-digit budgets. Clicking the (-) sign rolls the report back up.

If you prefer to see a quick list of just the lowest 6-digit levels by Expense, choose the report called Proposed FY16 vs. Base FY15 – FMS Account Expenses Only.

SUBMIT completed budgets using Workflow.
Workflow enables users to submit budgets, and supervisor to approve them. If you are **not** at a roll-up level, you submit each completed 6-digit FMS budget by navigating to **Sheets > Overview**. Make sure the Name is set at the specific 6-digit FMS level you wish to submit. 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. Budgets that have been Approved are locked, unless they are subsequently Rejected.
Users responsible for the overall budget of an executive division or college, have access to Supplemental, Computer, Capital and Maintenance Request Sheets to make priority requests for their unit. For Request Sheet Guidelines, go to Shared Reports > FY16 Budget Call > FY16 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”. Then navigate to Supplemental Requests tab and select the sheet for the type of request you’re making.

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 6-digital level and 4-digit account (i.e. FMS account – object) to which an approved budget would be allocated. Enter the text descriptions and funding amounts you are requesting.
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.

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.

### 13. Budget Narrative

The Word template to complete your Budget Narrative is located in Adaptive Insights, Shared Reports, FY2016 Budget Call Guidelines folder. Email your Narrative to David Josephson, Executive Director of Budget and Planning.

### 14. 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.

### Contact Us

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