User Guide to the Budget Process

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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 PeopleSoft back into Adaptive Insights, on a 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 now supports the latest versions of all major browsers, including Internet Explorer, Firefox, Chrome, Edge, and Safari. Java is no longer required to use Adaptive.

3. Nomenclature

Adaptive Insights nomenclature differs in some ways from PeopleSoft.

In Adaptive, Level = Department in PeopleSoft. Adaptive’s Organization Structure is a hierarchical structure of levels that roll up to other levels in the same way that Departments in PeopleSoft 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.
5. Logging into Adaptive Insights

It is now possible to log in to Adaptive Insights directly through NEST, using your existing NetID and password. To log in through NEST, follow these steps:

2. Enter your usual NetID and password and click sign in.

3. After logging in, locate the link for Adaptive. Click the link and you will automatically be logged in to Adaptive Insights.

You will also continue to be able to log in to Adaptive directly by going to www.adaptiveinsights.com and selecting the “Login” link in the upper right corner. When logging in this way, you will not be able to use your MSU NetID and password. You will have to use your Adaptive Insights username (such as your NetID followed by @montclairsandbox2.edu) and password (which will be a separate password you established for Adaptive).
6. Budget Call Guidelines

Guidelines for Budget Call

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

Open the Shared Reports folder, FY19 Budget Call, and the FY19 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 “FY19 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 7-digit level (Department ID) you wish to budget. **You are only able to enter budget information at the Department level.** Be sure to click the blue arrow next to a rollup level to see any individual departments within that rollup. 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.

**Default Budget Entry View**

The default view shows five columns. The FY2016 and FY2017 columns contain year-end actuals for FY16 and FY17 (note: actuals will appear in green in Adaptive). The third column, labelled FY2018 with a blue bar, shows FY18 year-to-date actuals (actuals are updated weekly). The fourth column shows the FY2018 base budget, which is the FY18 Original Budget plus any permanent, original budget changes that were made during the fiscal year. The FY2019 column is where you enter the proposed FY19 budget.
Methodologies for Entering Proposed budgets

Annual budgets will be entered in the FY 2019 column of the Budget Planning sheet. Optionally, users can enter a monthly budget for each individual month (see the “Advanced Options” section for additional details), but only yearly totals will be loaded to PeopleSoft FMS where all budgets are on a fiscal year basis.

When reviewing your budget planning sheet, it is recommended that you factor in all of the data being displayed before entering your proposed budget. For example, if you see that your base budget for a specific account is consistently lower than your actual spending, you may want to increase that account budget for the coming fiscal year. Similarly, if you notice consistent underspending on an account, it may be a good opportunity to reallocate that budget. In addition, you will want to locate accounts that are being used that may not have a base budget, so that you can provide a budget, reducing the need for budget transfers during the year.

Enter a Proposed Budget

To enter your proposed FY19 budget by entering a total for the year, click in a cell for the appropriate account in the blank FY2019 column and enter the annual budget amount.
Hit enter and a pop-up will appear, requiring you to select a breakback method (this is necessary as Adaptive requires budgets to be added to a specific month, but the option selected is not important if entering annual budgets):

**Breakback Rollup Value**

Select the type of breakback to apply to the value

5,000
- Breakback Proportionally
- Breakback Proportionally Using Prior Year
- Breakback Evenly
- 4.4.5
- 4.5-4
- 5-4-4
- Assumption

Select the first option, “Breakback Proportionally” and click “Apply.” You will notice that the amount you have entered will appear in blue, as will any subtotals that are impacted by the change. Changes in Adaptive will appear in blue until the sheet is saved. Once saved, the numbers will change to black. Remember to save often to avoid losing your work.

**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” option and hit “Apply.”
This will show the entire chart of accounts. You can scroll through the available accounts or use the Search bar in the top toolbar to search for a specific account. When you have located the account you wish to use, enter your proposed budget in the FY19 column and save the sheet.

To return to the previous view, go back to the display options and re-check the box for “Suppress rows if all zeros or blank.” Blank rows will now be suppressed, but the line on which you added a budget will remain visible.

**Review Totals / Net Income**

As you populate the budget planning sheet, subtotal and total fields will automatically populate. To quickly review your proposed budget, simply scroll down to the bottom of sheet to review your total expense compared to prior year actuals and base budget target. You will also see a row for Net Income. For Fund 10 (University funded) departments, there will be no revenue so the net income will be a negative number and can be ignored. For revenue centers, this will provide a summary of revenue minus expense, and can be very useful in quickly seeing how the proposed budget compares to the target.
Adding Notes

Additional notes can be added to your budget planning sheet in a variety of ways. Notes are very useful tools for planning and sharing information within your division and with the Budget office. Using notes during budget planning often helps to solve issues that come up during the year.

Note: The methods for adding notes described below are option planning tools for you. The information provided in splits or comments will not be added to PeopleSoft and will not be used for budget checking.

Splits

You can use splits to show the breakdown of an account by “splitting” the account to show additional rows with more detail. To add a split, select an account, click on the Split icon and follow the prompts to name details of the account.

Icons for Add Split, Delete Split, and Rename Split

Example of splits created under Conference Registration account
Notes

Sheet 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 (orange box with text bubble) in the upper right hand corner of the screen.

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

Cell Notes

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

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.
10. Budget Entry Advanced Options

Setting Display Options

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

View by 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.

Version Comparison

The second tab on the Display Options menu allows you to select another Version to which you can compare your data. **Note: By default, the Budget planning sheet includes a comparison version to show FY18 year to date actuals.** Up to two comparison versions can be added the sheet. These will allow a user to bring additional information (examples could include the prior year budget, current year revised budget, current year encumbrances, etc.) into the sheet as a separate column. Adaptive allows up to two comparison versions at a time in one sheet.

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.

**Note:** If you save the sheet after changing the display options using either of the methods above, your selected display will also save. This will become your default view of the sheet until you edit the display options again. You can also return to the default view by using the default view icon in the toolbar:
Monthly Methods for Budget Entry

Only annual budgets are fed to PeopleSoft, but users also have the option of projecting their budgets by month. By changing the display options as described above, months can be made visible in the sheet, and budgets can be added directly to each month in a variety of ways:

a) **Straight Entry of Monthly Budgets.** If you know your costs each month simply enter an amount in each month cell for the accounts 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, 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*3`; or they can be based on other account values, using the format: `=ACCT.60550*.20`.

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

Click **Save** to calculate
Formulas can be copied forward in the same manner as other numbers. **Note: formulas should only be used when entering budgets by month because any formula used in the year column will be spread back across each month in that year.**

**11. Printing to Excel**

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

**12. Reports for Budget Call**

To access Budget Call reports, go to the navigation menu and select **Reports**. In the Shared Reports folder, select FY19 Budget Call and select FY19 Bud Call reports.

**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 FY17 Actuals, FY18 Year to Date Actuals, the FY18 Base Budget, the FY19 Proposed Budget you’ve entered, and the difference (proposed minus base).

**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.

**13. Request Sheets**

Users responsible for the overall budget of a division or college, have access to Supplemental, Computer, Capital, and Maintenance request sheets to make priority requests for their unit. All users have access to
the Temporary Employee Request Sheet. For more information on these requests, go to Shared Reports > FY19 Budget Call > FY19 Bud Call Guidelines.

The Temporary Employee request sheet is available to all levels. To enter all other 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”.

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.

### 14. Budget Narrative

The Word template to complete your Budget Narrative is located in Adaptive Insights, Shared Reports, FY2019 Budget Call Guidelines folder. This document should be emailed to the Budget Office.

### 15. Budget Office Contact List

If you need additional assistance. Please contact the Budget Office using the contact list below. Please contact Kevin Andreano for Adaptive specific questions. For general budget inquiries, contact your division liaison.
### Budget Office Contact List

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Contact For</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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