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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 guide 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.

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.

<table>
<thead>
<tr>
<th>Account =</th>
<th>Object Code</th>
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<tbody>
<tr>
<td>Level =</td>
<td>6-digit FRS account or rollup department, division, or executive level</td>
</tr>
<tr>
<td>Organization Structure =</td>
<td>A hierarchical structure of levels that rollup to other levels</td>
</tr>
<tr>
<td>+ Sign =</td>
<td>Revenue, Expense, Available budget, and Surplus Net are positive (+)</td>
</tr>
<tr>
<td>- Sign =</td>
<td>Overspent Available budget and Deficit Net Income are negative (-)</td>
</tr>
<tr>
<td>FMS or PeopleSoft=</td>
<td>The new University financial system that will replaces legacy FRS in FY 16.</td>
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</tbody>
</table>
4. **Logging into Adaptive Insights**

1. At [www.adaptiveinsights.com](http://www.adaptiveinsights.com) login with your email address and password.

   ![Login Screen](image)

   John Smith user example
   Login: Smithj@mail.montclair.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**.

   ![Profile Settings](image)

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

   ![Password Entry](image)

   Old password:
   New password:
   Verify new password:


   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 Reports.

After selecting “Reports”, users are then prompted to choose the given folder and report.
The **Favorites Folder** is for reports that the user has identified as a Favorite by right-clicking on a report name and selecting Add to Favorites.

Users can create their own reports if they have been given access. These reports can be created in the **Personal Reports folder**.

**Shared Reports** are created by administrators for standard and analysis users to view.

The **Adaptive Support** folder includes a **Training** subfolder which includes end user guides for budget managers and copies of training slide presentations.

The **FY Budget Call** folder contains budget variance reports for your department or division for FY 13 – present FY. Certain reports, such as the Personnel Roster, one must be provided access by the Adaptive Administrator (based upon approval from your Dept. head).

**Dashboard Reports** include budget data that has been used to create graphical reports on the Dashboard page.

## 6. Viewing Reports

Users will only be able to view data for which they have been given access to by the administrator. To run a report, click on the report name that you wish to run. The report will default to what the administrator has chosen, but the user can choose to run it in HTML, Excel, or PDF.

When generating a report, you may be prompted to select report parameters, such as Ledger type, organizational level, or time period. Make your selection and click **Run Report**.
To export a report to Excel to print, you can right-click on the report before you run it, and choose Run as Excel. Click on Run as PDF or Run as HTML if you wish to run the report in a different format.

From the report in HTML, you also can run the report as Excel by clicking the icon on the tool bar.

When you run a HTML report, you can also print the report by clicking on the Printable View icon.

When opening an excel report, some users may see the “Enable Editing” prompt. Users must select “Enable Editing” in order to refresh the data being viewed.

7. 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.
8. Monthly Budget Reports (FY 13- Current)

The Monthly Budget Reports folders include department budget information developed during the annual budget process and monthly variance reports.

These are some of the reports:

Examples of some of the Monthly Budget Reports:

The 1.Revenue and Expense vs. Prior Year report provides the comparative view of budget, actual, encumbrance and available budget compared against current FY and prior FY as of a given time period.
The 2. **FY 15 Budget vs. Actuals by Account (FRS object code)** reports can be run by Ledger type (2 or 3) and by any Level within your organization.

The 3. **Current Month and Year to date Budget Report** can be run by Ledger type (2 or 3) and by any level within your organization.
The **4. Monthly Expenses by Category** reports can be run by Ledger type (2 or 3) and by any level within your organization.

The **5 & 5a. Monthly Variance Report by Level reports** can be run by Ledger type (2 or 3) and by any level within your organization.

The **6. & 6a. Monthly Actuals** report lists actual revenues and expenditures by month. Users have the option to select Ledger type, Level and Fiscal Year.
7. **Overtime Report** – Overtime expenditures vs. budget

|                     | FY2013 Revised Budget | Actuals  
|---------------------|------------------------|---------
|                     | Dec-2012               | YTD 66 of Dec-2012 |
| i) UNIVERSITY FACILITIES (Rollup) |                      |         |
| Overtime            | 552,621                | 429,419 |
| O/T Chargeback      | -44,750                | -36,351 |
| ii) STUDENT DEVELOPMENT AND CAMPUS LIFE (Rollup) |                      |         |
| Overtime            | 256,590                | 160,464 |
| O/T Chargeback      | -7,900                 | -36,678 |
| iii) ACADEMIC AFFAIRS (Rollup) |                      |         |
| Overtime            | 16,458                 | 14,888  |
| O/T Chargeback      | 1,590                  | 1,110   |

8. **Personnel Roster** includes a list of all full-time employees in your department. Access to personnel and salary information is limited based on the role you have been assigned to by the Administrator based on information received from the division head.

9. **Dashboard Reports**

Various budget dashboard reports have been created for your department or division. To access these reports, click on **Dashboards** tab on the Home page and then click on the **MSU Dashboard** tab. Data on your dashboard reflects the Level that you have been given access to as well as University wide budget information.
10. Viewing Transactions Budget Entry Sheet

As part of recent updates within Adaptive Insights, users may now more easily access your transaction details (similarly to “Screen 23” in FRS). To see Transaction detail of your Actual, Budget, or Encumbrance transactions in FY 15:

Within any Budget Planning sheet, select the level or division you are interested in viewing transaction detail. For example, if you would like to see transaction details for office supplies for the period of Dec 2014, you would right click on the given amount, then select “Drill into Transactions”. (Please note, the transactions are composed of actuals, budgets, and encumbrances, so the transaction total will not necessarily agree with the summarize budget amount.)

Steps to follow:

1) Sign into Adaptive Insights, then Select “Budget Planning” Sheet. (Note, the current default version is “BOT Approved Budget FY 15”, but transaction detail can be viewed in any version)

2) Right click on the given period (Monthly, Qtrly, or Yearly), then select “Drill into Transactions”

3) Transaction Output

Similarly, if you are interested in viewing FY 15 YTD transactions for the same referenced Level/account, right click on the amount of the YTD column, then select, “Drill into Transactions”. As with any sheet, this data can be exported to excel and pdf.
11. Budget Planning Sheet to create Reports

The **Budget Planning Sheets** are an easy way to produce reports. These are the sheets that were developed for the annual budget process. You can access historical budget data, actual data or encumbrance data and create your own reports. These sheets are also a way to access transaction detail.

To access the data that you are interested in, go to the **Budget Planning sheet** under the **Sheets** tab.

You will then need to select the Version where you will pull the data from. Versions are created by the administrator and represent different planning scenarios. There may be a version with the FY2014 budget, a version with “Actuals” data, a version with historical budget data, etc. The administrator determines which version is the default working version. If more than one version is available, a drop-down list will be available.

In the example below, **The Board Approved Original Budget FY2015** version is selected, which includes the actuals for FY 2011- FY 2014 (Green numbers represent Actuals) and FY 15 Budgets.

To print out the data, click on printable view on the tool bar.

To drill down into an account (object code), right click on the account (e.g., 4010-Building Maintenance), and select, “View by Level”. You will then get a report of all budgets in your Level with the account that you selected (see below).
You can run the same reports using a different version, such as in the example below, where the Actuals version has been chosen.
11. 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.

<table>
<thead>
<tr>
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