

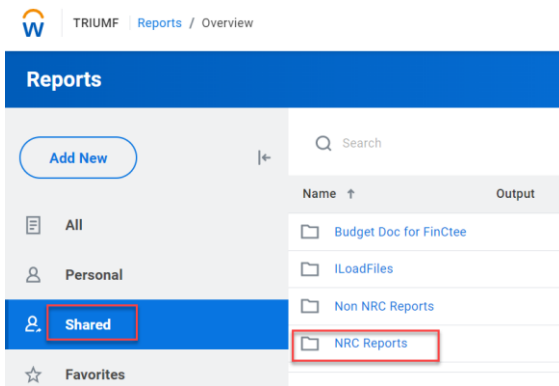
# Adaptive Planning: NRC Operating Expenditures (PPG Managers) Report

## NRC PPG Managers

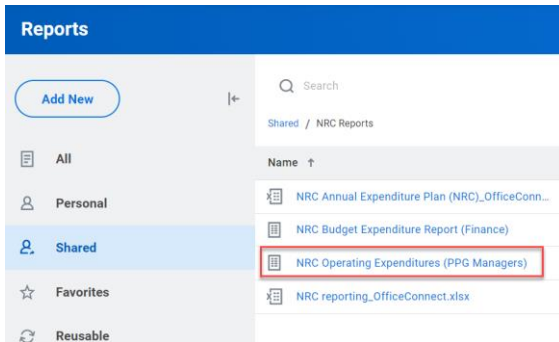
### RUN THE NRC OPERATING EXPENDITURES (PPG MANAGERS) REPORT

Access Adaptive Planning using the worklet in Workday:

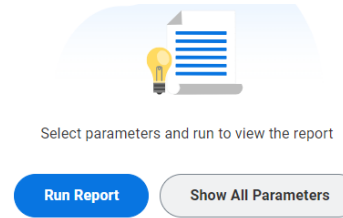
- Click on the Workday logo in the upper left of the screen and choose **Reports**.
- On the left, choose **Shared** folder
- Choose the NRC Reports folder



- Choose NRC Operating Expenditures (PPG Managers)



- The following screen will appear: choose Run Report:



The report will display the NRC operating PPGs depending on your access level.

	a		c		FY22-23		d	e
	Current Version	Budget FY22-23	Actuals	Commitment	Obligations	Total		
PRO_2490_CYCLOTRON DRIVER PARTICLE SOURCES_CYCLOTRON	FY23-24	FY22-23	FY22-23	FY22-23	FY22-23	FY22-23	FY22-23	FY21-22
6500-Furniture & Electrical Equipment	0	0	0	0	0	0	0	4,556
6500-Equipment - Mechanical & Vacuum Supplies	0	0	645	0	0	645	-645	0
6500-Equipment - Repair & Maintenance	10,000	10,000	1,172	0	274	1,445	8,555	0
6700-Supplies and other Expenses	0	0	0	0	0	0	0	235
6700-Freight, Handling, Customs & Brokerage	0	0	180	0	0	180	-180	0
Subtotal	10,000	10,000	1,997	0	274	2,270	7,730	4,791



**Note:** This report does not include NRC \$25m projects. Please refer to NRC Project Portfolio (Project Managers) Report to view the project budget and spend.

- 'Current Version' shows the budget you've entered in the 'NRC Operating Budget Input (Excl. \$25M Projects)' sheet for the new fiscal year. Any saved changes in that sheet will be reflected here
- 'Budget' is the finalized budget for the current fiscal year.

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- c. Actual = Expenses incurred, including supplier invoices and expenses reports etc., which have been posted to actual ledgers.

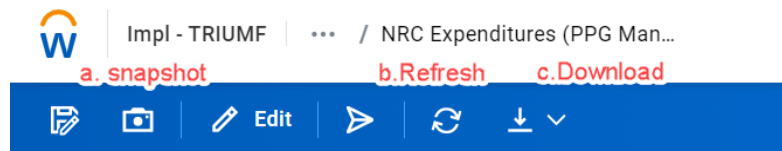
Commitment = spend authorization or purchase requisitions which have yet to be converted to purchase orders.

Obligation = purchase orders, including supplier invoices which have yet to be posted.

Total is the sum of the above three items.

- d. Available balance=Total budget less Total (actual + commitment + obligation)
- e. Actual last year shows the actual spend of prior year.

- Options on the blue Toolbar at the top of the screen are:



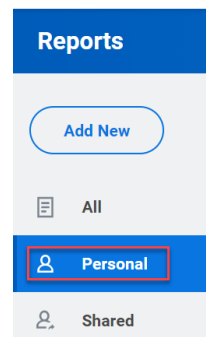
- a. A snapshot is a saved copy of a report at a particular point in time.

If you use snapshot, please save it to your Personal Folder. The system default is NRC Reports folder, which is shared.

- Click the dropdown of 'Save In'.

- Select Personal Folder and click Create.

- You will then see the snapshot in your Personal Folder.



# Adaptive Planning:

# NRC Operating Expenditures (PPG Managers) Report

# NRC PPG Managers

- b. Refresh Sheet: refreshes data from the database. This is useful if others are making changes to the sheet simultaneously.
- c. Download: gives the ability to download the report as Excel or as a PDF.

### Other functionality available:

- **Drill Into Transactions** generates a Transaction Detail report within Adaptive based on data from Workday. This appears when at least one transaction has been imported.

In the report, for Actual/Commitment/Obligation, click on a cell containing data. The following pop-up menu appears:

The screenshot shows the Adaptive Planning interface for 'NRC Operating Expenditures...'. It displays a budget report for FY22-23 with columns for Current Version, Budget FY22-23, Actuals, Commitment, Obligation, and Total. A cell containing '961' is highlighted, and a pop-up menu titled 'Explore Cell' is visible. The menu shows the account '6500:Equipment - Electronics & Laser Supplies' and provides options to 'Drill Through', 'Drill into Transactions', and 'View Audit Trail'.

Click **Drill into Transactions**, a Transaction Detail Report will display as below.

The screenshot shows a 'Transaction Detail Report' with the following columns: Ledger #, Level, Account, Transaction Type, Post Date, Transaction Date, Document Date, Business Document, Memo, Amount, and Supplier Name. The report lists multiple transactions for 'PRG\_2426 OFF-LINE ION SOURCE' with amounts of 961.00 CAD.

- **Drill Through** takes you back to Workday to view the transaction details in Workday. In the example above, clicking Drill Through will display the Workday report shown below:

The screenshot shows a 'PLN Journal Lines Activity Drillback' report in Workday. It displays a table with columns: Journal Source, Ledger Account, Spend Category as Working, Cost Center, Grant, Program, Project, Project Task, and Amount. A cell containing '961.0' is highlighted, and a red arrow points to it from the 'Drill Through' option in the previous screenshot.

Similar to the Budgetary Balance Report in Workday, you can click the numbers in blue and further drill down.

# Adaptive NRC Operating Expenditures Planning: (PPG Managers) Report

## NRC PPG Managers



Note: Adaptive is synchronized with Workday **on a daily basis**. There may be differences in the data between Adaptive and Workday if the data changed in Workday in the last day.

- **Icons in the upper right of the screen:**



The first icon unfreezes the headers

The “I” icon gives you information on the report

The last icon allows you to add a Report note.

### NEED HELP?

- If you have any questions, please log a [Helpdesk ticket](#) and choose the “Workday Adaptive” queue.
- Access job aids and tutorial videos here:  
<https://www.triumf.ca/administration/accounting>
- For NRC budget questions, contact [Chloe Zhang](#), Finance Manager.