

Adaptive Planning: Overview

GENERAL OVERVIEW

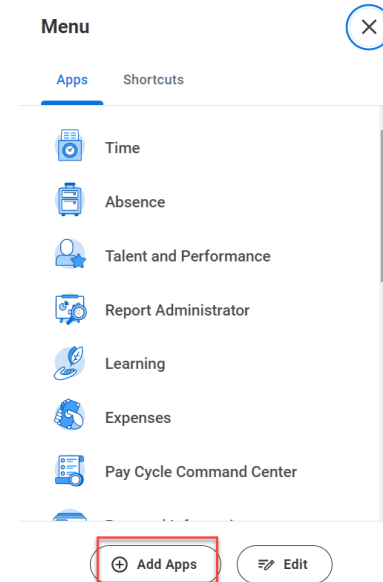
Adaptive Planning is a Workday module that does budgeting and financial planning. It is directly integrated with Workday Finance. It will enable collaborative planning across TRIUMF and continuous and comprehensive financial planning, reporting, and analysis. It allows users to easily and accurately compare actuals with budget and automates the process of loading actuals data from Workday Finance. Adaptive Planning will increase visibility for budgeting managers and Department Heads to instantly view accurate data in their reports and will reduce time to generate reports. This ensures one source of truth for data (Workday). Adaptive also includes the ability to use forecast functionality and you can input your forecast straight into Adaptive.

After logging into Workday, you should see the Adaptive Planning application on your home screen. If you don't see it, you can add the app to your workspace using the following steps:

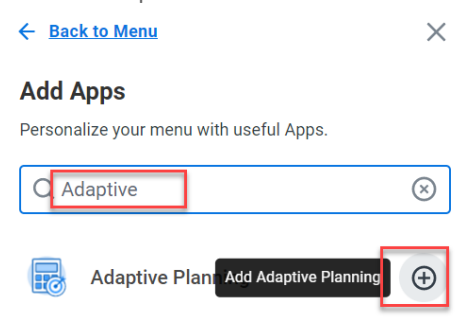
1. Click the menu icon:



2. Click "Add Apps"



3. Search "Adaptive"

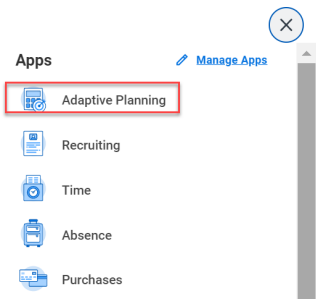


4. Click "+"

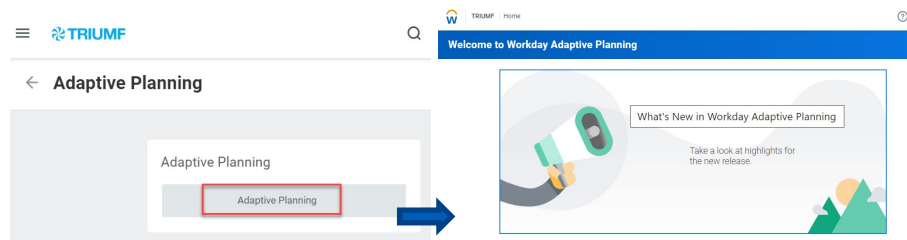
5. The Adaptive Planning worklet will appear on your list of apps:

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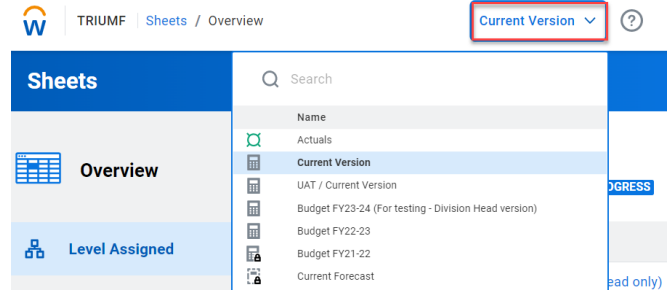
To access Adaptive, click on the Adaptive Planning worklet. Click Adaptive Planning and it will direct you to Adaptive Planning Homepage:



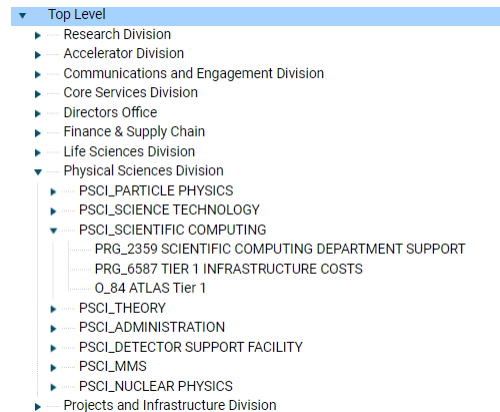
There are four key concepts of Adaptive Planning:

- Version
- Levels
- Account
- Time

1. **Version:** A version represents a particular planning scenario, most of the time you will use the version titled: "Current Version". The default version is **bolded**. On any sheet, the Version you are budgeting in is indicated in the top right of your screen. If you have access to multiple Versions, you have the ability to choose a Version from the selector.



2. **Levels:** A Level represents the hierarchy of key organizational units, i.e., Divisions, Cost Centers, PPGs. On any sheet, the Level you are budgeting to is indicated in the top right of your screen under the Version selector. Select the Level you would like to budget from the Level selector. Your Level access will be restricted to Levels that you are responsible for. If you have access to multiple levels, you have the ability to choose a level from the selector. Ensure you are budgeting at the correct level.



3. **Account:** Accounts are containers that group actuals and planning values, such as income, expense or any business metrics. The hierarchy usually matches Chart of Accounts.

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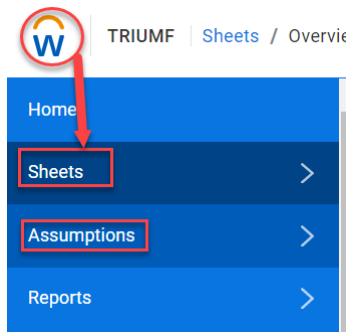
Name	Code	Type
▶ ASSE	ASSE	Asset
▶ Total Liabilities & Equity	LEDE	Liability and Equity
▶ Liabilities	LIABIL	Liability
▶ Equity	EQUIT	Equity
▶ Net Income	Net_Inr	Net Income
▶ Income/Funding	INCOF	Income
▶ 4040 Commercial Revenues	4040	Income
▶ 4040 Commercial Revenues	4040	Income
▶ 4040 Miscellaneous Operating Expenses	4040	Income
▶ 4040 NIF Revenues	4040	Income
▶ 4040 Other commercial revenues	4040	Income
▶ 4040 PIF Revenues	4040	Income
▶ 4040 Royalties	4040	Income
▶ 4100 Other Revenues	4100	Income
▶ 4220 Purchase Discounts	4220	Income
▶ 4000 Funding	4000	Income
▶ 4010 NSERC Funding	4010	Income
▶ 4020 Sub-Grant (NSERC)	4020	Income
▶ Contribution To/(From) Other Funds	CONT	Non-Operating Income
▶ 7900 Contribution To/(From) Other Funds	7900	Non-Operating Income
▶ Cost of Sales	LEDGI	Cost of Goods Sold
▶ Expenditures	EXPEI	Expense
▶ Buildings and Improvement	BUILD	Expense
▶ Computer	COMF	Expense
▶ Consulting	CONS	Expense
▶ Equipment	EQUIF	Expense
▶ Power	POWE	Expense
▶ Salaries and Benefits	SALAI	Expense
▶ Supplies and Other Expenses	SUPPI	Expense
▶ Telecommunications	TELEC	Expense
▶ Travel	TRAVI	Expense
▶ Non-Operating Expenses	LEDGI	Non-Operating Expense

4. **Time:** ensure you are viewing or working with the correct time period using the selector at the top if applicable.

ADAPTIVE PLANNING KEY ELEMENTS

Sheets are considered “Models” and is where all user data entry takes place in Adaptive

- ❑ Sheets can be found from the navigation menu under both the “Sheets” tab and the “Assumptions” tab.



- ❑ Planners only see the sheets assigned to them based on their access level.
- ❑ The Sheets Overview page provides links to every sheet that is available to a specific user.

Using multiple sheets:

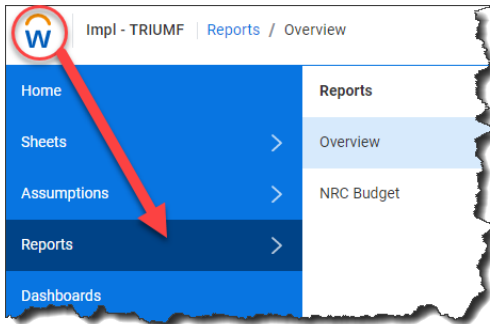
- ❑ Users can have several sheets open at the same time. To do this simply hold down “Ctrl” and select any hyperlink within Adaptive. For example, using the navigation menu hold down Ctrl and select “sheets”. This will open a new tab.
- ❑ You can be in the same sheet and have different views and make edits to each of them and the data from the separate sheet will populate into the other once it is refreshed
- ❑ Other users can be in the same sheet as you and they can also make changes and once it is saved the data will populate into yours.
- ❑ As data is saved in your sheets the data will immediately be visible in other supporting sheets or reports

Reports:

- ❑ An [Adaptive Report](#) displays data drawn from your Adaptive model based on the parameters set by the user who created the report.
- ❑ Select any report by clicking on the report name.

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- ❑ Reports respect level access, allow for Report Notes and drill into transaction details for actual, commitment or obligation ledgers.
 1. Click a cell containing data in the report and a new window appears.
 2. On the top right section, choose **Drill into Transaction** which will provide you with the transaction details within Adaptive.

NEED MORE HELP?

- If you have any questions, please log a [Helpdesk ticket](#) and choose the “Workday Adaptive” queue.
- Job aids and video tutorials on Adaptive Planning and the budgeting process can be found here:
<https://www.triumf.ca/administration/accounting>
- For NRC budget questions, contact [Chloe Zhang](#), Finance Manager.
- For non-NRC budget questions, contact [Francis Pau](#), Grants Accountant.