

Adaptive NRC \$25M Project

Planning: Budget/Forecast Input

In Adaptive, **NRC \$25M Project Budget sheet** is for NRC \$25M Project Leaders or Managers (Project Managers) to input or update forecast for the purpose of NRC reporting or project management. Please refer to Appendix A in this document for the scope of NRC \$25m projects, which also includes certain programs.

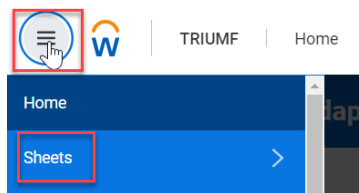
The Project Managers will be required to update the forecast every quarter. Finance will email the Project Managers when the update is needed in Adaptive. And **what's new** is that a task will also be assigned to Project Managers in Adaptive. They will receive a notification in Workday. When the update is completed, Project Managers are expected to mark the task as complete in Adaptive. Detailed instruction is included in part 3b of this job aid.

1. Access the Adaptive Planning in Workday

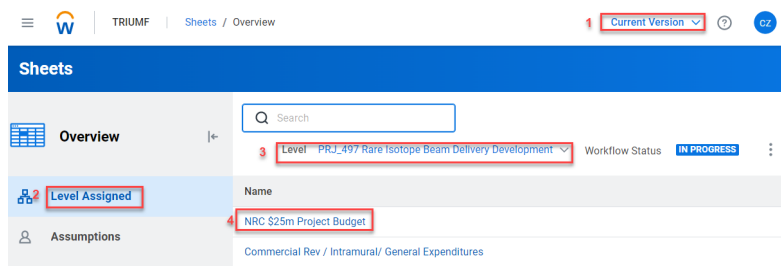
Click the menu on the upper left of Workday and select Adaptive Planning. For details, please refer to [Adaptive Planning Overview \(triumf.ca\)](https://triumf.ca/adaptive-planning-overview).

2. Access the Input Sheet

- Click on the Global Navigation button on the upper left of the screen and choose **Sheets**.



- Make sure you are in the '**Current Version**'
- On the left, choose **Level Assigned**
- Select a \$25M project from the dropdown of **Level** next to workflow status
- Choose **NRC \$25M Project Budget**



3. What's the input/update required for Project Managers

(a) Input/update forecast for material and labor

What Project Managers need to do is

- Input or update material forecast** in Materials – Budget/Forecast (row 4 in below screen shot) from Q4 Y22-23 to the end of the project, and
- Input labor forecast** in Non-chargeable Forecasted Hours (row 11) from Q1 Y23-24 to the end of the project (yellow highlighted areas).
- The forecast for Y23-24 needs to be entered by quarter while the forecast for the rest of years can be entered as a total in Q4.

Adaptive Planning: NRC \$25M Project Budget/Forecast Input

Take PRJ_497 for illustration. \$60,000 was entered for Q4 Y22-23 in **Materials – Budget/Forecast** (row 4 in below screenshot), which brings the total forecast for the year to \$67,000 (\$7,000 incurred in previous quarters plus \$60,000 forecasted for the remaining of the year). And the quarterly forecast has been entered for Y23-24, with a total \$49,581. As all the purchase is expected to incur by the end of Y23-24, there is no forecast entered in Y24-25. At the end of Y24-25, Available Balance (row 7) is zero, which means the project is expected to be on budget.

#	ACCOUNTS BY TIME	Q3-FY22-...	Q4-FY22-...	FY22-23	Q1-FY23-...	Q2-FY23-...	Q3-FY23-...	Q4-FY23-...	FY23-24	Q1-FY24-...	Q2-FY24-...	Q3-FY24-...	Q4-FY24-...	FY24-25	Q1-FY25-...	Q2-FY25-...	Q3-FY25-...
1	Total Budget (A)			200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
2	Cumulative Spend before April 2021 (B)																
3	Materials																
4	Materials - Budget/Forecast		7,000	60,000	67,000	10,000	10,000	12,000	17,581	49,581							
5	Materials - Actualized (C)		1,560	36,923	67,000	10,000	10,000	12,000	17,581	49,581							
6	Cumulative Spend (D=B+C)		113,494	150,419	150,419	160,419	170,419	182,419	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
7	Available Balance (E=A-D)			49,581	49,581	39,581	29,581	17,581	-0	-0	-0	-0	-0	-0	-0	-0	-0
8	For Information																
9	Obligations		1,576	1,576	0	0	0	0	0	0	0	0	0	0	0	0	0
10	Commitment		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	Non-Chargeable Forecasted Hours				150	100	100	100	450								
12	Non-Chargeable Forecasted Labour Cost		0	0	11,430	7,780	7,780	7,780	34,770								

In row 11, \$450 hours are estimated (entered by quarter) for the coming year (Y23-24). The cost (row 12) will be calculated automatically using a standard rate.

(b) Mark the task as complete

- Finance will send a task to the person (Project Leader or Manager) who is responsible to update the forecast in Adaptive. The person will get a notification in Workday.

Notifications

Viewing: All | Sort By: Newest | From Last 30 Days

Task "PRJ_497 - Update the NRC \$25M Project Budget Sheet (Clone)" has been created.

16 second(s) ago

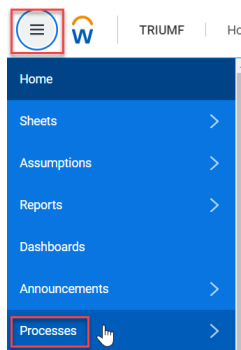
Process: New Process
Task: PRJ_497 - Update the NRC \$25M Project Budget Sheet (Clone)

Task Description
Please update the NRC \$25M Project Budget Sheet for PRJ_497: Step 1: update the forecasted spend for FY 2022-23 (based on 9 months actual + 3 months forecast) Step 2: input forecast for FY 2023-24 and FY 2024-25

Task Assignee
Oliver Kester

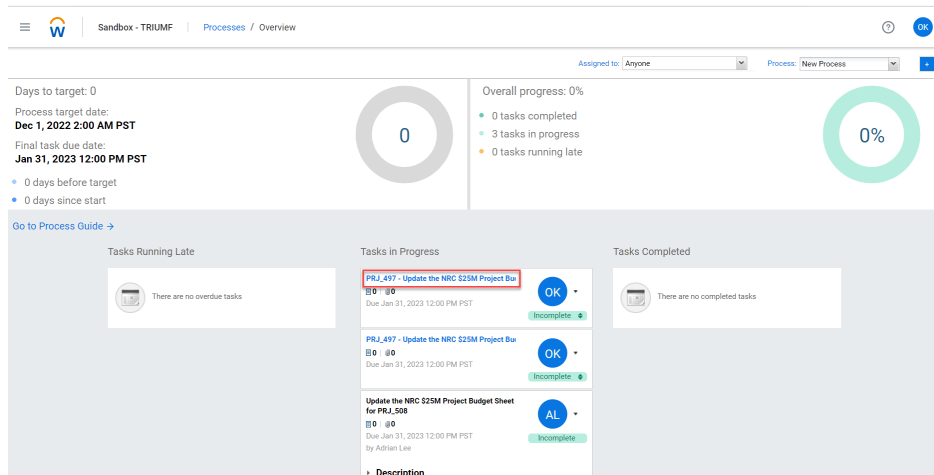
Task Due Date
Tue Jan 31 14:00:00 CST 2023

- Once the forecast is updated, navigate to the Global Navigation Menu and choose **Processes**.



Adaptive Planning: NRC \$25M Project Budget/Forecast Input

- Under Task in progress, click the task(s) assigned to you (task in blue and with your name initials). Usually the tasks assigned to you show up on the top of the task list.



- Select the checkbox next to the task name to complete a task. Repeat this process if more than one task is assigned to you.

#	ACCOUNTS BY TIME	Q1-FY22...	Q2-FY22...	Q3-FY22...	Q4-FY22...	FY22-23	Q1-FY23...	Q2-FY23...	Q3-FY23...	Q4-FY23...	FY23-24	Q1-FY...
1	Total Budget (A)			200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	20
2	Cumulative Spend before April 2021 (B)											
3	Materials											
4	Materials - Budget/Forecast			37,000	40,000	77,000					49,581	49,581
5	Materials - Actualized (C)	21,736	6,779	37,000	11,485	77,000					49,581	49,581
6	Cumulative Spend (D=B+C)	105,155	111,934	148,934	160,419	160,419	160,419	160,419	160,419	210,000	210,000	21
7	Available Balance (E=A-D)			51,066	39,581	39,581	39,581	39,581	39,581	-10,000	-10,000	-1
8	For Information											
9	Obligations			1,576	0	1,576	0	0	0	0	0	0
10	Commitment			0	0	0	0	0	0	0	0	0
11	Non-Chargeable Forecasted Hours			50	40	70						
12	Non-chargeable Forecasted Labour Cost			2,286	3,048	5,334						

- If needed, Project Manager can add notes on the Notes tab.

4. Further explanation of the Sheet

Adaptive Planning: NRC \$25M Project Budget/Forecast Input



The following guidelines apply to data display within the sheet:

(1) Background color:

- White background with any text color – cell is editable if there is text of any color or if it is blank.
- Gray background with any text color – cell is read-only and may contain a value or formula.
- Blue background with any text color – rollups (totals) for accounts, time, custom, or dimensions.

(2) Cell value:

- Blue text with white or blue background – unsaved data.
- Black text – data is saved within the version.
- Green text with any background color – Actuals data.

(3) Triangle displays in the cell's corner:

- Blue triangle in the corner of cell with any color text or background – has a formula.
- Red triangle in the corner of cell with any color text or background – has a note.

ACCOUNTS BY TIME	Q1-FY22-23	Q2-FY22-23	Q3-FY22-23	Q4-FY22-23	FY22-23	Q1-FY23-24	Q2-FY23-24	Q3-FY23-24	Q4-FY23-24	FY23-24
Total Budget (A)				200,000	200,000	200,000	200,000	200,000	200,000	200,000
Cumulative Spend before April 2021 (B)										
▼ Materials										
Materials - Budget/Forecast			7,000	60,000	67,000	10,000	10,000	12,000	17,000	49,000
Materials - Actualized (C)	21,736	6,779	1,560	36,925	67,000	10,000	10,000	12,000	17,581	49,581
Cumulative Spend (D=B+C)	105,155	111,934	113,494	150,419	150,419	160,419	170,419	182,419	200,000	200,000
Available Balance (E=A-D)				49,581	49,581	39,581	29,581	17,581	-0	-0
▼ For Information										
Obligations				1,576	1,576	0	0	0	0	0
Commitment				0	0	0	0	0	0	0
Non-Chargeable Forecasted Hours						150	100	100	100	450
Non-Chargeable Forecasted Labour Cost				0	0	11,430	7,780	7,780	7,780	34,770

- Total Budget (A)** is the total approved budget for the project within the current 5-year budget span (2020-2025). Unspent balance can be carried forward until the end the current 5-year.
- Cumulative Spend before April 2021** is the total actualized expenses incurred before April 1st, 2021. As the data is extracted from Agresso, it is listed in a separate column.

Materials – Budget/Forecast is the line for Project Managers to **enter** forecast amount on a quarterly basis. In the example of PRJ_497 below, \$67,000 was forecasted for Y22-23, \$49,581 for Y23-24 and zero for Y24-25. And the forecast was entered on a quarterly basis. When the quarter is actualized, the column will be greyed out. In the example below, \$7,000 forecast for Q3 FY22-23 was greyed out and cannot be changed. But if the Project Manager forecasts that the total for the year would be increased to \$70,000 for the year, they can update Q4 cell to \$63,000, thus keeping the total at \$70,000.

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#	ACCOUNTS BY TIME	Q2-FY22...	Q3-FY22...	Q4-FY22...	FY22-23	Q1-FY23...	Q2-FY23...	Q3-FY23...	Q4-FY23...	FY23-24	Q1-FY24...	Q2-FY24...	Q3-FY24...	Q4-FY24...	F
1	Total Budget (A)			200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2
2	Cumulative Spend before April 2021 (B)														
3	Materials														
4	Materials - Budget/Forecast		7,000	60,000	67,000	10,000	10,000	10,000	19,581	49,581					
5	Materials - Actualized (C)	6,779	1,560	36,925	67,000	10,000	10,000	10,000	19,581	49,581					
6	Cumulative Spend (D=B+C)	111,934	113,494	150,419	150,419	160,419	170,419	180,419	200,000	200,000	200,000	200,000	200,000	200,000	2
7	Available Balance (E=A-D)			49,581	49,581	39,581	29,581	19,581	-0	-0	-0	-0	-0	-0	
8	For Information														
9	Obligations			1,576	1,576	0	0	0	0	0	0	0	0	0	
10	Commitment			0	0	0	0	0	0	0	0	0	0	0	
11	Non-Chargeable Forecasted Hours														
12	Non-Chargeable Forecasted Labour Cost			0	0	0	0	0	0	0	0	0	0	0	

Materials – Actualized is a combination of the actual expenses (excluding obligation or commitment) incurred and the forecast for the remaining periods, which is pulled from the row of Materials – Budget/Forecast (row 4). The actualized data are in green while the forecast or calculated field is in black. Taking PRJ_497 for example, in FY22-23, the actual materials incurred in Q2 and Q3 are \$6,779 and \$1,560 (in green). \$36,925 in Q4 (in grey background) is a calculated field, which equals the total forecast for Y22-23 (\$67,000) minus the actuals from Q1 to Q3 (\$21,736 in Q1, \$6,779 in Q2 and \$1,560 in Q3). In case the current year-to-date actual exceeds the current year forecast, the calculated field will show zero.

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#	ACCOUNTS BY TIME	Q1-FY22...	Q2-FY22...	Q3-FY22...	Q4-FY22...	FY22-23	Q1-FY23...	Q2-FY23...	Q3-FY23...	Q4-FY23...	FY23-24	Q1-FY24...	Q2-FY24...	Q3-FY24...	Q4-FY24...	FY24-25
1	Total Budget (A)				200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
2	Cumulative Spend before April 2021 (B)															
3	Materials															
4	Materials - Budget/Forecast			7,000	60,000	67,000	10,000	10,000	10,000	19,581	49,581					
5	Materials - Actualized (C)	21,736	6,779	1,560	36,925	67,000	10,000	10,000	10,000	19,581	49,581					
6	Cumulative Spend (D=B+C)	105,155	111,934	113,494	150,419	150,419	160,419	170,419	180,419	200,000	200,000	200,000	200,000	200,000	200,000	200,000
7	Available Balance (E=A-D)				49,581	49,581	39,581	29,581	19,581	-0	-0	-0	-0	-0	-0	-0
8	For Information															
9	Obligations				1,576	1,576	0	0	0	0	0	0	0	0	0	0
10	Commitment				0	0	0	0	0	0	0	0	0	0	0	0
11	Non-Chargeable Forecasted Hours															
12	Non-Chargeable Forecasted Labour Cost				0	0	0	0	0	0	0	0	0	0	0	0

Calculated field = Total Y22-23 forecast \$67,000 - Q1 to Q3 actual

- Cumulative Spend** = Cumulative Actuals Spend before April 2021 + Materials (Actualized)
- Obligations** refers to purchase orders in obligation ledgers which have yet to be converted to actual expenses.
- Commitment** refers to spend authorizations which have yet to be converted to expense reports or purchase requisitions which have yet to be converted to purchase orders.
- Available Balance** = Total Budget – Cumulative Spend
- Non-chargeable Forecasted Hours** is the labour needed for the project. This information would normally be requested to input in January for NRC budgeting purpose.
- Non-chargeable Forecasted Labour Cost** would be calculated automatically based on the standard labour rate set in formula. When the forecasted hours are entered and saved, the costs would be reflected.

5. Other Features on Data Entry

When the data is entered, it shows in blue.

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#	ACCOUNTS BY TIME	Q1-FY22...	Q2-FY22...	Q3-FY22...	Q4-FY22...	FY22-23	Q1-FY23...	Q2-FY23...	Q3-FY23...	Q4-FY23...	FY23-24
1	Total Budget (A)					200,000	200,000	200,000	200,000	200,000	200,000
2	Cumulative Spend before April 2021 (B)										
3	Materials										
4	Materials - Budget/Forecast			7,000	60,000	67,000	10,000	10,000	12,000	17,581	49,581
5	Materials - Actualized (C)	21,736	6,779	1,560	36,925	67,000	12,000	8,000	10,000	19,581	49,581
6	Cumulative Spend (D=B+C)	105,155	111,934	113,494	150,419	150,419	162,419	170,419	180,419	200,000	200,000
7	Available Balance (E=A-D)				49,581	49,581	37,581	29,581	19,581	-0	-0
8	For Information										
9	Obligations				1,576	1,576	0	0	0	0	0
10	Commitment				0	0	0	0	0	0	0
11	Non-Chargeable Forecasted Hours						150	100	100	100	450
12	Non-Chargeable Forecasted Labour Cost				0	0	7,620	11,670	0	0	19,290

After **saved** (in the toolbar), the data entered will turn into black. And Non-chargeable Forecasted Labour Cost (row 12) will be auto calculated based on standard rate.

fx Save

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#	ACCOUNTS BY TIME	Q1-FY22...	Q2-FY22...	Q3-FY22...	Q4-FY22...	FY22-23	Q1-FY23...	Q2-FY23...	Q3-FY23...	Q4-FY23...	FY23-24
1	Total Budget (A)				200,000	200,000	200,000	200,000	200,000	200,000	200,000
2	Cumulative Spend before April 2021 (B)										
3	Materials										
4	Materials - Budget/Forecast			7,000	60,000	67,000	10,000	10,000	12,000	17,581	49,581
5	Materials - Actualized (C)	21,736	6,779	1,560	36,925	67,000	10,000	10,000	12,000	17,581	49,581
6	Cumulative Spend (D=B+C)	105,155	111,934	113,494	150,419	150,419	160,419	170,419	182,419	200,000	200,000
7	Available Balance (E=A-D)				49,581	49,581	39,581	29,581	17,581	-0	-0
8	For Information										
9	Obligations				1,576	1,576	0	0	0	0	0
10	Commitment				0	0	0	0	0	0	0
11	Non-Chargeable Forecasted Hours						150	100	100	100	450
12	Non-Chargeable Forecasted Labour Cost				0	0	11,430	7,780	7,780	7,780	34,770

A **note** can be added to a cell through the right-click menu options. Anyone who has access to this project would be able to see this note.

Project Managers are encouraged to leave any comments that would be helpful for Finance to understand the project progress and spending.

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#	ACCOUNTS BY TIME	Q1-FY22...	Q2-FY22...	Q3-FY22...	Q4-FY22...	FY22-23	Q1-FY23...
1	Total Budget (A)					200,000	200,000
2	Cumulative Spend before April 2021 (B)						
3	Materials						
4	Materials - Budget/Forecast			7,000	60,000	67,000	
5	Materials - Actualized (C)	21,736	6,779	1,560			
6	Cumulative Spend (D=B+C)	105,155	111,934	113,494			
7	Available Balance (E=A-D)						
8	For Information						
9	Obligations						
10	Commitment						
11	Non-Chargeable Forecasted Hours						
12	Non-Chargeable Forecasted Labour Cost						

A red triangle in the upper right corner of the cell indicates that there is a note.

PRJ_497 Rare Isotope Beam Delivery Development

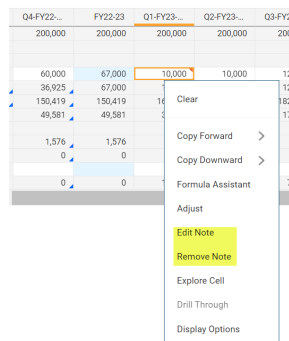
Q2-FY22...	Q3-FY22...	Q4-FY22...	FY22-23	Q1-FY23...
		200,000	200,000	200,000
	7,000	60,000	67,000	10,000
6,779	1,560	36,925	67,000	10,000
111,934	113,494	150,419	150,419	160,419
		49,581	49,581	39,581
		1,576	1,576	0

add for illustration

Last updated by Chloe Zhang on Dec 6, 2022

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When a note is added, the right-click menu also allows users to edit or remove Note.

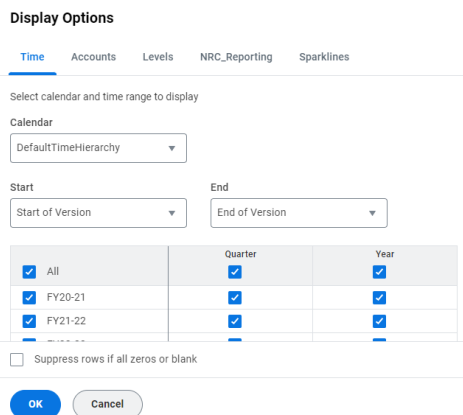


6. Toolbar

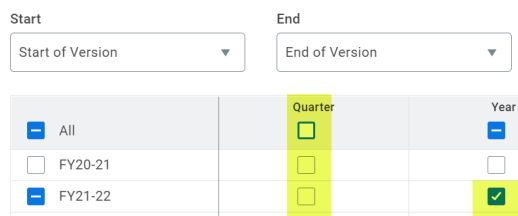
Options on the blue Toolbar at the top of the screen include:



- a. **Add Sheet Note** allow to add a note to the sheet. It can be viewed by other people who can access to the sheet.
- b. **Hide/Show Formular Bar** toggles between the two display modes.
- c. **Save** commits all changes to the database.
- d. **Download** downloads to an Excel spreadsheet based on the sheet's design and data.
- e. **Reset to Default View** resets to the default view defined for the sheet.
- f. **Display Options:** The default view for time is by quarter and by year.



If you only select the “Year” and uncheck all “Quarter”



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The sheet will display the data by year.

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ACCOUNTS BY TIME	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
Total Budget (A)			200,000	200,000	200,000	200,000
Cumulative Spend before April 2021 (B)	29,965					
▼ Materials						
Materials - Budget/Forecast			67,000	49,581		
Materials - Actualized (C)		53,454	67,000	49,581	0	0
Cumulative Spend (D=B+C)	29,965	83,419	150,419	200,000	200,000	200,000
Available Balance (E=A-D)			49,581	-0	-0	-0
▼ For Information						
Obligations			1,576	0	0	0
Commitment			0	0	0	0
Non-Chargeable Forecasted Hours				450		
Non-Chargeable Forecasted Labour Cost			0	34,770	0	0

- g. **Refresh Sheet** reloads the sheet from the database. If other users have saved changes, the refresh will reflect those updates.
- h. **Find** a search bar would populate out and let you search all accounts, dimensions and display values.

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.

Adaptive Planning: NRC \$25M Project Budget/Forecast Input

Appendix A - \$25M Project List

Workday PPG	
Cyclotron upgrade	
Replacement of Cooling Tower Unit	PRJ_480
Cyclotron Refurbishment	PRJ_495
On-Line Ion Source I2	PRJ_372
Renewal of the horizontal part of ISIS	PRJ_481
Upgrade and refurbishment of the Cyclotron RF System	PRJ_492
ME141 replacement	PRJ_513
Replacement for DG1 and ATS	PRJ_507
Meson Hall infrastructure improvements	
Portable Versatile Remote Manipulator Unit	PRJ_502
Site-Wide Remote Handling Controls Modernization	O_503
Cyclotron RH Maintenance Equipment - Overhaul and Upgrade	O_504
Waste Management	PRG_1814
BL1A prototyping	PRG_3207
Beamline 1A/1B Power Supplies Upgrade	PRJ_491
Copper Active LCW Corrosion	PRJ_558
Heede Crane Upgrade	PRJ_543
Quantum materials program revitalization	
M15 upgrade	PRJ_499
ISAC TRILIS upgrade	PRJ_494
Rare isotope beam delivery	PRJ_497
High Speed Four Channel, 6Ghz, 20Gsps Oscilloscope	PRG_1811
CMMS building quantum laboratory refurbishment	PRJ_498
TRIUMF control centre	PRJ_356
TRIUMF control system upgrade	PRJ_557
ISAC facility improvements	
ISAC Target Hall Consolidation	PRJ_496
Target Module 3 Refurbishing	PRJ_416
ISAC LINAC RF System Refurbishing	PRJ_493
ISAC-II UPS Upgrade	PRG_1804
Emergency generator monthly testing solution	N/A
Software applications and cybersecurity upgrades	
Workday	PRJ_478
Adaptive Budget Planning	PRJ_525
Asset Management	PRJ_517
Site security upgrade	PRJ_508
Cybersecurity initiatives	
- Firewall	PRG_1806
- DDI - Infoblox + Future Developments	PRG_1807
- Network Access Controls	PRG_1809
- CANARIE CYBER SECURITY INITIATIVES	PRG_1810
- Cybersecurity	PRG_9804/1808
- Core Computing - Hardware Lifecycle Management Program	PRG_1813
TRIUMF Visitor Management System	PRJ_483
Supplier & Contractor Management Software	PRG_1812