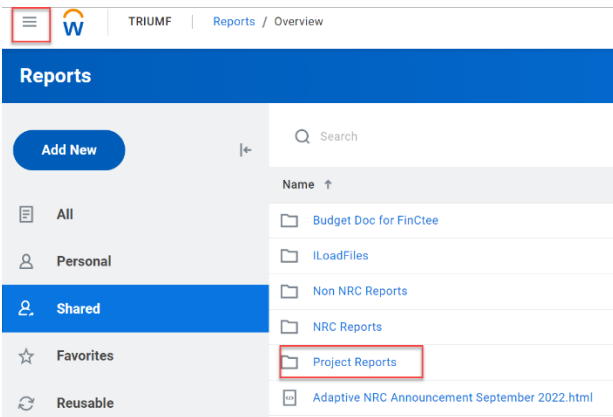


Adaptive Planning: NRC \$25M Project Report

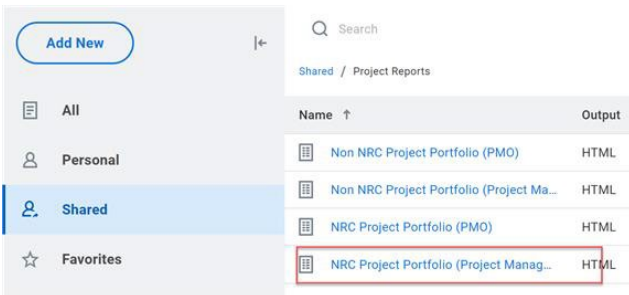
RUN THE NRC \$25M PROJECT REPORT

Access Adaptive Planning using the worklet in Workday:

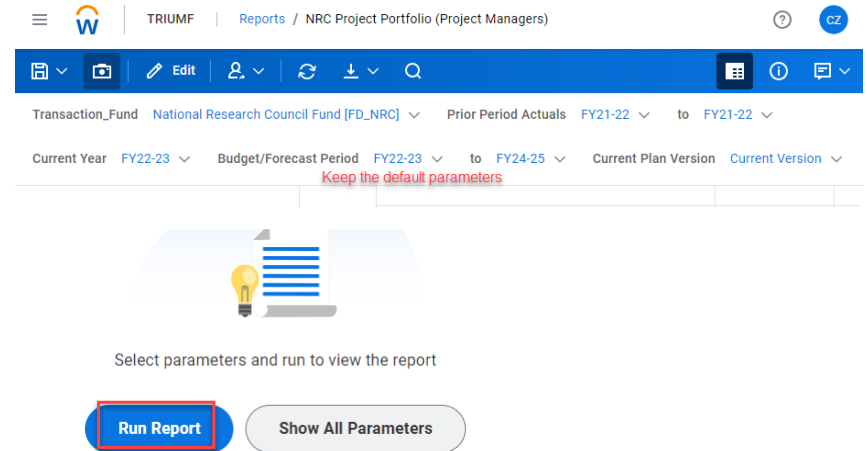
- Click on the Workday logo in the upper left of the screen and choose **Reports**.
- On the left, choose **Shared** folder and **Project Reports** folder



- Choose **NRC Project Portfolio (Project Managers) Report**



- The following screen will appear. **Keep** the default parameters And click **Run Report**.



The report will display the \$25M projects depending on your access level.

Transaction Fund	National Research Council Fund [FD_NRC]	Prior Period Actuals	FY21-22	to	FY21-22	Current Year	FY22-23	Budget/Forecast Period	FY22-23	to	FY24-25	Current Plan Version	Current Version
PL1,251 \$25M Project	PL1,251	380,000	0			380,000	380,000	380,000	0				
PL1,251 Non-Program Area Subgrant Development	PL1,251	380,000	21,945			358,055	358,055	358,055	0				



Note: Please refer to **Appendix A** in this document for the scope of NRC \$25m projects, which also includes certain programs.

- **Total Budget (A)** is the approved project budget for the current 5 years (Y2020-25).
- **Cumulative Actual before April 1, 2021 (B)** is the total actualized expenses incurred before April 1st, 2021. As the data is extracted from Agresso, it is a manual input and listed out separately (cannot be drilled down).

Adaptive Planning: Report

- **Actuals in FY21-22 (C)** – Expenses incurred in FY21-22, including supplier invoices and expense reports etc.
- **Actuals YTD in the current year (D)** - Expenses incurred year-to-date in FY22-23, including supplier invoices and expense reports etc., which have been posted to actual ledgers.
- **Commitment in the current year (E)** – Spend authorizations which have yet to be converted to expense reports or purchase requisitions which have yet to be converted to purchase orders.
- **Obligation in the current year (F)** – Purchase orders with the invoices yet to post.
- **Total Expenditures in the current year (G = D + E + F)**

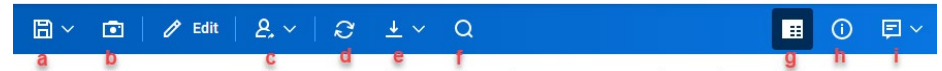


Note: When we are in FY23-24, FY22-23 would only show actual, like FY21-22 while FY23-24 becomes the current year and would include actual, commitment and obligation information)

- **Budget/Forecast in the coming years (H)** – It shows the budget or forecast amount which are pulled from the NRC \$25M Project Budget Sheet. Any saved changes in that sheet would be reflected here.
- **Under/Over Budget (I = A – B – C – H)** – Underspend or overspend by comparing total forecast of the current 5 years vs total approved budget.

Toolbar

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



- Save as** – when the report is modified/edited. Currently edit function is not open to PPG managers/analysts.
- Create Snapshot** – a snapshot is a saved copy of a report at a particular point of time. It will be saved to your Personal Reports folder in Adaptive.

Create Snapshot ×

Name *

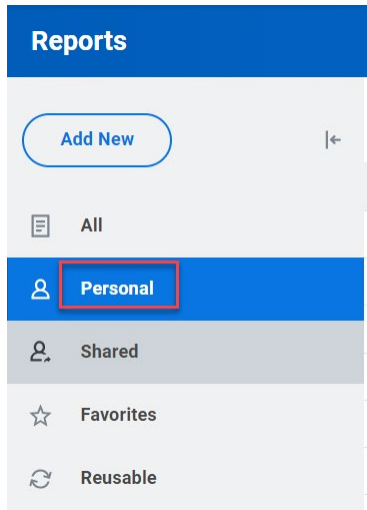
Description

Default Option

Save In

The Personal Reports folder can be found by clicking Reports from Navigation Menu.

Adaptive Planning: NRC \$25M Project Report



- c. **Send Notification:** send a URL link to other Adaptive users, and a notification will be sent to the user(s)' Workday Notifications.

Workday Adaptive Planning Report: NRC Project Portfolio (Project Managers)

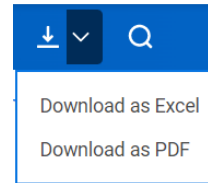
1 minute(s) ago

User Oliver Kester has sent a message from Workday Adaptive Planning

Oliver Kester has sent you a link to this Workday Adaptive Planning report: NRC Project Portfolio (Project Managers). To view the report, please click on the

[Open Report](#)

- d. **Refresh** – refreshes data from the database. This is useful if others are making changes to the sheet simultaneously.
- e. **Download** – gives the ability to download the report as Excel or PDF.



- f. **Find** a search bar would populate out and let you search all accounts, dimensions and display values.
- g. **Freeze Headers:** to freeze/unfreeze the header.
- h. **Show Information:** general information on the report.
- i. **Notes** – allow you to add a report note and other Adaptive users who has access to this report can view it.

Other functionality available: Drill down

For Actual/Commitment/Obligation, click on a cell containing data.

		FY21-22		FY22-23			
		Actuals YTD (C)	Actuals YTD (D)	Commitment (E)	Obligation (F)	Total (G-D+E+F)	B
		NRC Expenditures	NRC Expenditures	NRC Expenditures	NRC Expenditures	NRC Expenditures	1
PRJ_356 TRIUMF control centre	PRJ_356	9,738	0	0	0	0	
PRJ_497 Rare Isotope Beam Delivery Development	PRJ_497	53,454	30,089	0	1,576	31,665	

The following pop-up menu appears:

Adaptive Planning: NRC \$25M Project Report

Explore Cell

139,620 CAD

[Drill Into Transactions](#)
View Audit Trail

Visible on following sheets:
I/S-Total Expenditures

Account	Expenditures
Code	EXPENDITURES
Type	Expense
Rollup type	Sum
Level	PRJ_372 On-Line Ion Source I2
Dimensions	Transactio... National Research Council Fund [FD_NRC]
Rolls up to	All
Cost_Cent...	All
Ledgers	Actuals
Year	FY22-23

FILTERS

Account Attrib...Total Expe... NRC Expenditures

NEED HELP?

- For a general Adaptive Planning overview (including instructions on how to add the worklet to your Workday home page), click here [Adaptive Planning Overview \(triumf.ca\)](#).
- If you have any questions, please log a [Helpdesk ticket](#) and choose the “Adaptive Planning” queue.
- For NRC budget questions, contact [Chloe Zhang](#), Finance Manager.

Drill Into Transactions generates a Transaction Detail report based on data from Workday. This appears where at least one transaction has been imported.

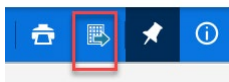
Transaction Detail Report

Actuals Amount: 139,620 CAD
 Account is Expenditures
 Level is PRJ_372 On-Line Ion Source I2
 Post Date greater than or equal to Apr 1, 2022
 Post Date less than Apr 1, 2023

Sorted By:
 Fund is National Research Council Fund [FD_NRC]
 Ledger is ascending order, Project is ascending order, Level in ascending order, Account in ascending order, Transaction Type in ascending order, Post Date in ascending order, Transaction Date in ascending order, Document Date in ascending order, Business Document in ascending order, Prepaid Spend Amount (L) in ascending order, Memo in ascending order, Reference Number in ascending order, Purchase Order No. in ascending order, Supply Invoice No. in ascending order, Work Order in ascending order, Supplier Name in ascending order, Customer in ascending order, Funds in ascending order
 Note: These imported transactions may not tie to actuals due to accounting adjustments.

Ledger	Project	Level	Account	Transaction Type	Post Date	Transaction Date	Document Date	Business Document	Prepaid Spend Amount (L)	Memo
Actuals	PRJ_372 On-Line Ion Source I2	PRJ_372 On-Line Ion Source I2	6500-Equipment - Electrical Supplies	Prepaid Spend Amortization	Jul 15, 2022	Jul 15, 2022	Jul 15, 2022			Supplier Invoice: SI-2022-06856
Actuals	PRJ_372 On-Line Ion Source I2	PRJ_372 On-Line Ion Source I2	6500-Equipment - Electrical Supplies	Supplier Invoice	Jun 22, 2022	Jun 22, 2022	Jun 22, 2022	Supplier Invoice: SI-2022-06447		
Actuals	PRJ_372 On-Line Ion Source I2	PRJ_372 On-Line Ion Source I2	6500-Equipment - Electrical Supplies	Supplier Invoice	Jun 22, 2022	Jun 22, 2022	Jun 22, 2022	Supplier Invoice: SI-2022-06447		
Actuals	PRJ_372 On-Line Ion Source I2	PRJ_372 On-Line Ion Source I2	6500-Equipment - Electrical Supplies	Supplier Invoice	Jul 1, 2022	Jul 1, 2022	Jun 29, 2022	Supplier Invoice: SI-2022-06685		
Actuals	PRJ_372 On-Line Ion Source I2	PRJ_372 On-Line Ion Source I2	6500-Equipment - Electrical Supplies	Supplier Invoice	Jul 1, 2022	Jul 1, 2022	Jun 29, 2022	Supplier Invoice: SI-2022-06685		
Actuals	PRJ_372 On-Line Ion Source I2	PRJ_372 On-Line Ion Source I2	6500-Equipment - Electrical Supplies	Supplier Invoice	Jul 1, 2022	Jul 1, 2022	Jun 29, 2022	Supplier Invoice: SI-2022-06685		
Actuals	PRJ_372 On-Line Ion Source I2	PRJ_372 On-Line Ion Source I2	6500-Equipment - Electrical Supplies	Supplier Invoice	Jul 1, 2022	Jul 1, 2022	Jun 29, 2022	Supplier Invoice: SI-2022-06685		
Actuals	PRJ_372 On-Line Ion Source I2	PRJ_372 On-Line Ion Source I2	6500-Equipment - Electrical Supplies	Supplier Invoice	Oct 1, 2022	Oct 1, 2022	Sep 27, 2022	Supplier Invoice: SI-2022-10194		
Actuals	PRJ_372 On-Line Ion Source I2	PRJ_372 On-Line Ion Source I2	6500-Equipment - Electrical Supplies	Supplier Invoice	Oct 1, 2022	Oct 1, 2022	Sep 27, 2022	Supplier Invoice: SI-2022-10194		
Actuals	PRJ_372 On-Line Ion Source I2	PRJ_372 On-Line Ion Source I2	6500-Equipment - Electrical Supplies	Supplier Invoice	Oct 1, 2022	Oct 1, 2022	Sep 27, 2022	Supplier Invoice: SI-2022-10194		
Actuals	PRJ_372 On-Line Ion Source I2	PRJ_372 On-Line Ion Source I2	6500-Equipment - Electronics & Laser	Supplier Invoice	Jun 23, 2022	Jun 23, 2022	Jun 23, 2022	Supplier Invoice: SI-2022-06483		
Actuals	PRJ_372 On-Line Ion Source I2	PRJ_372 On-Line Ion Source I2	6500-Equipment - Electronics & Laser	Supplier Invoice	Jun 23, 2022	Jun 23, 2022	Jun 23, 2022	Supplier Invoice: SI-2022-06483		
Actuals	PRJ_372 On-Line Ion Source I2	PRJ_372 On-Line Ion Source I2	6500-Equipment - Electronics & Laser	Supplier Invoice	Jun 23, 2022	Jun 23, 2022	Jun 23, 2022	Supplier Invoice: SI-2022-06483		
Actuals	PRJ_372 On-Line Ion Source I2	PRJ_372 On-Line Ion Source I2	6500-Equipment - Electronics & Laser	Supplier Invoice	Jun 23, 2022	Jun 23, 2022	Jun 23, 2022	Supplier Invoice: SI-2022-06483		
Actuals	PRJ_372 On-Line Ion Source I2	PRJ_372 On-Line Ion Source I2	6500-Equipment - Electronics & Laser	Supplier Invoice	Jun 23, 2022	Jun 23, 2022	Jun 23, 2022	Supplier Invoice: SI-2022-06483		

The report can be downloaded by clicking the Excel icon on upper right of the screen.



Adaptive NRC \$25M Project Planning: Report

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, 20Gsp/s 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