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For any additional questions related to the Adaptive system or the FY24 budgeting process, please contact the Office of Budget and Financial Planning at budget@ou.edu.

FY24 Budget Process

How will the budgeting process differ this year compared to previous years?

Some aspects of the budgeting process will not change- for instance, the Budget Office will still provide you with an EDGEN target amount, and you must budget all funds prior to spending in the new fiscal year. As with FY22 and FY23, your FY24 budget will be built and submitted in our budget system, Workday Adaptive Planning (aka Adaptive). PeopleSoft data is loaded into Adaptive, where it can be updated by all Adaptive users during the budget window, and once these budgets are finalized, the Budget Office will then re-load the approved budget back to PeopleSoft, as PeopleSoft still serves as our system of record. Please see our Budget Submission Job Aid for more information about this process.

To what level of detail can I budget in Adaptive?

Budgeting for all funds must include Org, Fund, Function, GL Account (rollup budget category), and Amount. You can also budget to Entity and Purpose, if applicable. Any fund that includes Sources, including EGFE and AUFEE, will require a Source.

How do I submit my budget to the Budget Office for FY24?

Users with one of two roles can submit budgets for FY24, including the 'Contributor with Approval Access' and 'Contributor Without Approval Access'. Approval access users can both submit and approve budgets; Without Approval Access users can only submit budgets. Users can submit budgets by selecting the 'Sheets' tab on the main Adaptive menu, selecting the appropriate Org for submission, then clicking the Submit button on the bottom left of the page. For more detail, please see our Budget Submission Job Aid.

How do I approve a budget for my area?

Users with the 'Contributor with Approval Access' role can approve budgets by selecting the Workflow tab on the main Adaptive menu, selecting the appropriate Org, then clicking the Approval button at the bottom right. For more detail, please see our Budget Submission Job Aid.

How is workflow routed?

Workflow is determined by a user's role in Adaptive and their Level access. Orgs that have been submitted for approval will generate a notification to Approvers assigned to that Org. If no user is assigned as an approver for an org, the notification will then go to an Approver at the next level up in the Org tree (for instance, a budget submitted within Political Science without an Approver assigned to Political Science will then route to the Dean's Office for approval).

What reports can I run to balance my FY24 budget?

The Budget Office has created a number of reports to assist you in balancing your budget for FY24. These reports are found by navigating to Reports → Shared Reports → Norman Annual Budget Build.

- Balance Check: used to check the total budget of a specific level or Org. This report should be used to check the FY24 EDGEN target but can be used for other funds as well.
- Budget – By Org, Fund, Account: used to see the details of the GL accounts which have been budgeted across all Funds for a particular Org or level.
- Budget by Source: used to see the details budgeted to a particular Source. If this report is run at a parent level, it will show all Orgs under the parent level budgeted to the source.
- Total Budget – By Fund and Function: shows total budgets by Org, Fund, Function and Source
- Salary Budget by Fund, Function: shows total salaries budgeted by fund and function.

Can I process budget revisions in Adaptive?

Temporary budget revisions (budget changes) must still take place in PeopleSoft. These changes will automatically load on a nightly basis back into Adaptive and will be reflected in your FY Revised Budget. The process for permanent revisions has yet to be determined.

When can I start using Adaptive/when is the deadline for the FY24 budget?

Data is currently available for viewing in Adaptive. HR data will load at the end of March, and the budget window will formally open from April 3 to April 28. Though data is available for viewing, please do not save any changes made in Adaptive prior to April 1, as this information will be overwritten by the data load at the end of March.

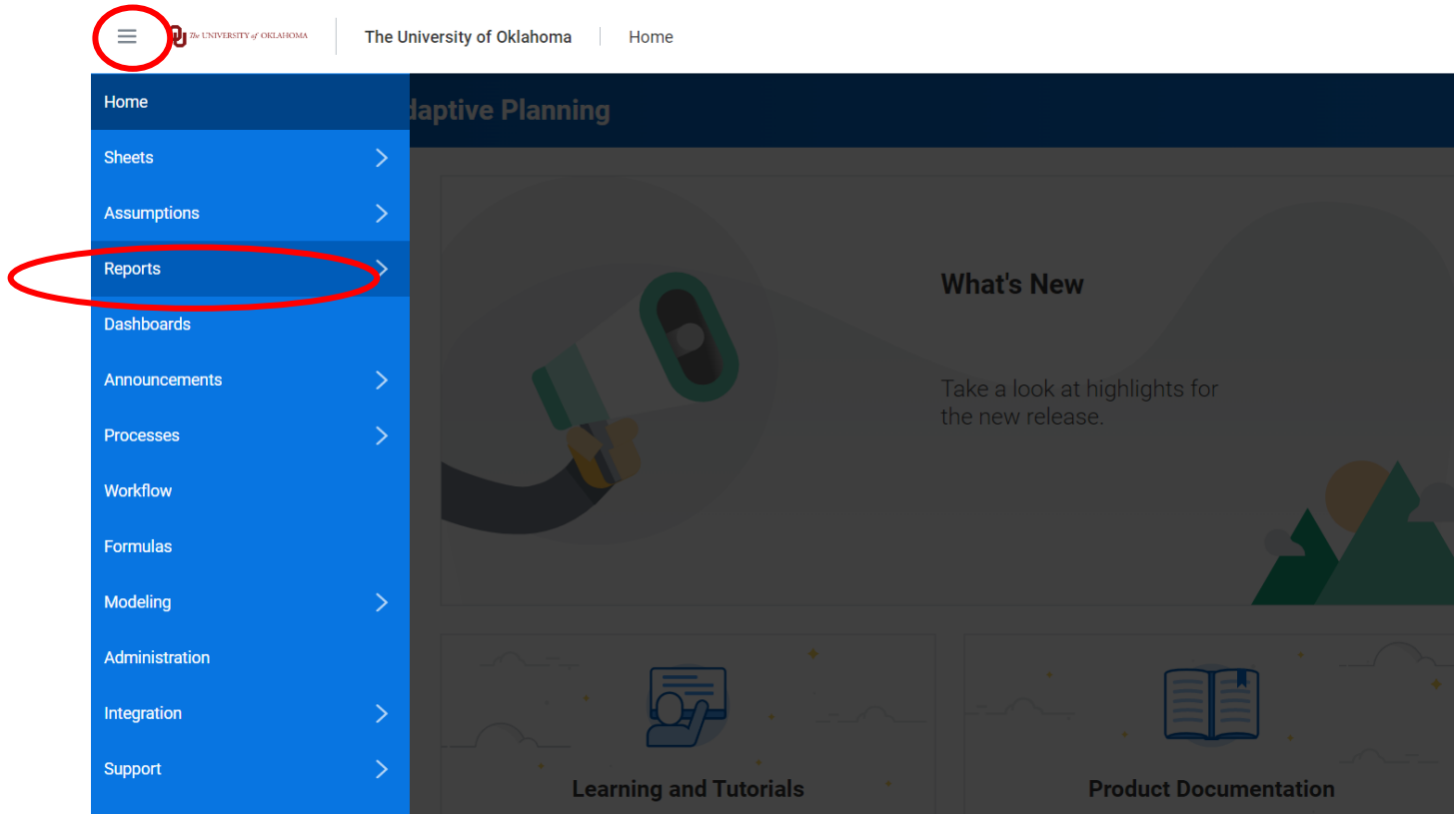
Can I make additional changes to my budget even after I have submitted?

If additional changes are required after an org's budget has been submitted, the user needs to notify any Approvers assigned to that level, and the Approver can then reject the level thereby reopening for input.

Adaptive Reports

All reports in Adaptive can be accessed by logging in at

<https://sso.ou.edu/idp/startSSO.ping?PartnerSpId=https%3A%2F%2Flogin.adaptiveinsights.com%3A443%2Fsaml%2F1Ux>, then clicking on the three lines in the top left corner. From there, select the Reports tab, as seen below. Within 'Shared Reports' you can access the following folders: Budget Reports, FY22 Norman Budget Reports, Financials and Operating Summaries, Frequently Used Reports – Norman, and Workforce and Personnel. Most frequently used reports in each folder are described below.



What are the most frequently used reports?

We have a number of reports to aid in budget and expense tracking during the year, as well as those used to assist in budget balancing.

Most frequently used reports for budget and expense tracking include (Reports → Shared Reports → Frequently Used Reports - Norman) :

- Budget vs Actual Report FINAL
- Position Control Report by Fund

Reports for budget building include:

All budget building reports can be found in by navigating to Reports → Shared Reports → Norman Annual Budget Build

- Balance Check
- Budget – By Org, Fund, Account
- Budget – By Function

- Budget – By Source
- Total Budget – By Fund and Function
- Personnel by Org
- Salary Budget by Fund, Function

How do I run a Budget to Actual report?

From the Shared Reports folder, select “Frequently Used Reports - Norman.” From the list of available reports in this folder, left click on “Budget vs Actual Report FINAL”.

The screenshot shows the 'Reports / Overview' page for The University of Oklahoma. On the left, there is a navigation menu with categories: All, Personal, Shared (selected), Favorites, and Reusable. The main area displays a list of folders. The folder 'Frequently Used Reports - Norman' is circled in red. The table below shows the following data:

| Name ↑ | Output | Created By |
|---|--------|--------------------|
| Archived | | Nicole McPhetridge |
| Budget Reports | | Shiva Thandu |
| Budget Reports-HSC | | Heather Markgraf |
| College Reports | | Nicole McPhetridge |
| Department Specific Reports | | Andrea Flores |
| Financials & Operating Summary | | Pat Conroy |
| Frequently Used Reports - Norman | | Nicole McPhetridge |
| Norman Annual Budget Build | | Andrea Flores |
| SBSC Reports | | Nicole McPhetridge |

The screenshot shows the 'Reports' page with the breadcrumb 'Shared / Frequently Used Reports - Norman'. The left navigation menu is the same as in the previous screenshot. The main area displays a list of reports. The report 'Budget vs Actual Report FINAL' is circled in red. The table below shows the following data:

| Name ↑ | Output | Created By |
|---|--------|--------------------|
| Academic Affairs BVA | HTML | Andrea Flores |
| Budget vs Actual by Entity & Purpose | HTML | Nicole McPhetridge |
| Budget vs Actual by Org & Purpose | HTML | Nicole McPhetridge |
| Budget vs Actual by Purpose | HTML | Andrea Flores |
| Budget vs Actual by Source | HTML | Nicole McPhetridge |
| Budget vs Actual Report FINAL | HTML | Nicole McPhetridge |
| Position Control Report by Fund | HTML | Nicole McPhetridge |
| Position Control Report by Fund & Month | HTML | Nicole McPhetridge |

Select the fund, function, time period, year, level, and version, then click “Run Report”:

Select Prompting Parameters

Budget vs Actual Report FINAL

| | |
|----------|--------------------------------|
| Fund | EDGEN - Educ & Gen Allocated ▼ |
| Function | Function ▼ |
| Time | Feb-2023 ▼ |
| Year | FY2023 ▼ |
| Level | ADN03090 BUDGET OFFICE ▼ |
| Version | FY2023 Revised Budget ▼ |

Run Report **Cancel**

The report will show Budget vs Actual by budgeted GL category for a single month, the year-to-date as of that month, and the annual total. Each of the GL categories can be expanded to show expenses by GL account code.

Reports
livec14a05.adaptiveplanning.com/app

Apps Budget Office Compass Financials Compass HR Financial Services IRR OU Foundation Zoom Adaptive Ad

The University of Oklahoma | Reports / Budget vs Actual Report FINAL

Fund: EDGEN - Educ & Gen All Function: Function

Levels: ADN03090 BUDGET OFFICE
Function: Function (Rollup)
Fund: EDGEN - Educ & Gen Allocated
Currency: United States of America, Dollars

| | Dec-2020 | | | | Year to date as of Dec-2020 | | | | FY2021 | | | |
|----------------------|---------------|-----------------------|---------------|------------|-----------------------------|-----------------------|----------------|------------|----------------|-----------------------|----------------|------------|
| | Actuals | FY2021 Revised Budget | Variance \$ | Variance % | Actuals | FY2021 Revised Budget | Variance \$ | Variance % | Actuals | FY2021 Revised Budget | Variance \$ | Variance % |
| Expense | | | | | | | | | | | | |
| EXPEND | | | | | | | | | | | | |
| Salary | 47,961 | 43,126 | -4,835 | -10% | 266,841 | 248,276 | -18,566 | -7% | 266,841 | 507,030 | 240,189 | 90% |
| Travel | 0 | 500 | 500 | 0% | 0 | 3,000 | 3,000 | 0% | 0 | 6,000 | 6,000 | 0% |
| Miscellaneous | 0 | 175 | 175 | 0% | 0 | 1,050 | 1,050 | 0% | 0 | 2,100 | 2,100 | 0% |
| Department Expense | 0 | 0 | 0 | 0% | 100 | 0 | -100 | -100% | 100 | 0 | -100 | -100% |
| Equipment | 0 | 0 | 0 | 0% | 34 | 0 | -34 | -100% | 34 | 0 | -34 | -100% |
| Services | 194 | 0 | -194 | -100% | 813 | 0 | -813 | -100% | 813 | 0 | -813 | -100% |
| Supplies | 6 | 166 | 160 | 2,693% | 37 | 996 | 959 | 2,613% | 37 | 1,991 | 1,954 | 5,325% |
| Rent/Lease | 80 | 0 | -80 | -100% | 482 | 0 | -482 | -100% | 482 | 0 | -482 | -100% |
| Total EXPEND | 48,241 | 43,967 | -4,274 | -9% | 268,307 | 253,321 | -14,986 | -6% | 268,307 | 517,121 | 248,814 | 93% |
| Total Expense | 48,241 | 43,967 | -4,274 | -9% | 268,307 | 253,321 | -14,986 | -6% | 268,307 | 517,121 | 248,814 | 93% |

How can I see a Budget to Actual by Entity and/or Purpose?

From the Shared Reports folder, select "Frequently Used Reports - Norman." From the list of available reports in this folder, left click on "Budget vs Actual by Entity & Purpose". Select the fund, time period, year, level, version, and Entity, then click "Run Report".

The University of Oklahoma | Reports / Budget vs Actual by Entity & Purpose

Time: Dec-2020 Year: FY2021

Levels: NORMN (Rollup)
Entity: BAGGINS, BILBO
Currency:

| | | Dec-2020 | | | | Year to date as of Dec-2020 | | | | FY2021 | | | |
|----------------------------|---------------------------------------|----------|-----------------------|-------------|------------|-----------------------------|-----------------------|-------------|------------|---------|-----------------------|-------------|------------|
| | | Actuals | FY2021 Revised Budget | Variance \$ | Variance % | Actuals | FY2021 Revised Budget | Variance \$ | Variance % | Actuals | FY2021 Revised Budget | Variance \$ | Variance % |
| ENCE0004 - FEARS LAB | 600100 SUPP-LABORATORY | 0 | 0 | 0 | 0% | 90 | 0 | -90 | -100% | 90 | 0 | -90 | -100% |
| | Subtotal | 0 | 0 | 0 | 0% | 90 | 0 | -90 | -100% | 90 | 0 | -90 | -100% |
| ENCE3673 - 3673 CONCRETE 1 | 608400 SUPP-EDUCATIONAL | 0 | 0 | 0 | 0% | 210 | 0 | -210 | -100% | 210 | 0 | -210 | -100% |
| | Subtotal | 0 | 0 | 0 | 0% | 210 | 0 | -210 | -100% | 210 | 0 | -210 | -100% |
| Subtotal | 521531 WAGES-STUDENT | 201 | 0 | -201 | -100% | 2,403 | 0 | -2,403 | -100% | 2,403 | 0 | -2,403 | -100% |
| | 521541 WAGES-GRA/GTA | 2,400 | 0 | -2,400 | -100% | 10,386 | 0 | -10,386 | -100% | 10,386 | 0 | -10,386 | -100% |
| | 521561 WAGES-GRA SPNSR DISALLOW | 400 | 0 | -400 | -100% | 8,944 | 0 | -8,944 | -100% | 8,944 | 0 | -8,944 | -100% |
| | 511021 SALARY-FACULTY FULL TIME | 16,574 | 11,597 | -4,977 | -30% | 79,979 | 69,585 | -10,395 | -13% | 79,979 | 139,169 | 59,190 | 74% |
| | 511031 SALARY-FACULTY LIMITED BENEFIT | 0 | 0 | 0 | 0% | 3,333 | 0 | -3,333 | -100% | 3,333 | 0 | -3,333 | -100% |
| | 511025 SALARY-FACULTY SUPPLEMENTAL | 4,266 | 0 | -4,266 | -100% | 23,000 | 0 | -23,000 | -100% | 23,000 | 0 | -23,000 | -100% |
| | 540200 FR BEN ALLOC-OTHER | 156 | 0 | -156 | -100% | 1,510 | 0 | -1,510 | -100% | 1,510 | 0 | -1,510 | -100% |
| | 540100 FR BEN ALLOC-FACULTY | 604 | 0 | -604 | -100% | 5,749 | 0 | -5,749 | -100% | 5,749 | 0 | -5,749 | -100% |
| | 920500 FREIGHT/SHIPPING/EXPRESS MAIL | 102 | 0 | -102 | -100% | 1,006 | 0 | -1,006 | -100% | 1,006 | 0 | -1,006 | -100% |
| | 870000 F&A | 196 | 0 | -196 | -100% | 3,553 | 0 | -3,553 | -100% | 3,553 | 0 | -3,553 | -100% |
| | 810100 SVC-MAINT-BLDG/LAND/EQUIPMENT | 0 | 0 | 0 | 0% | 150 | 0 | -150 | -100% | 150 | 0 | -150 | -100% |
| | 860100 UTILITIES-COMM/TELECOMM | 133 | 0 | -133 | -100% | 914 | 0 | -914 | -100% | 914 | 0 | -914 | -100% |
| | 608400 SUPP-EDUCATIONAL | 0 | 0 | 0 | 0% | 210 | 0 | -210 | -100% | 210 | 0 | -210 | -100% |
| | 600100 SUPP-LABORATORY | 218 | 0 | -218 | -100% | 1,213 | 0 | -1,213 | -100% | 1,213 | 0 | -1,213 | -100% |
| | 602700 SUPP-OFFICE | 0 | 0 | 0 | 0% | -11 | 0 | 11 | -100% | -11 | 0 | 11 | -100% |
| | 606900 SUPP-SHOP MATERIALS | 0 | 0 | 0 | 0% | 286 | 0 | -286 | -100% | 286 | 0 | -286 | -100% |
| | 630500 SUPP-SOFTWARE-EXP | 0 | 0 | 0 | 0% | 180 | 0 | -180 | -100% | 180 | 0 | -180 | -100% |
| | 905910 RENT/LEASE-MOTORPOOL | 0 | 0 | 0 | 0% | 1 | 0 | -1 | -100% | 1 | 0 | -1 | -100% |
| | Subtotal | 25,250 | 11,597 | -13,652 | -54% | 142,806 | 69,585 | -73,221 | -51% | 142,806 | 139,169 | -3,637 | -3% |

How can I run a Budget to Actual for multiple Entities simultaneously?

Please contact the Budget Office and we will assist with running a report for multiple entities.

How can I share a report?

From the main menu, select the Reports tab, and navigate to the report you'd like to share. Run the report. In the blue bar on the top right, select the 'Send Notification' icon, add recipients, and click 'Send'.



Can I share a report with someone who does not have Adaptive access?

Yes! You can download any report to Excel or as a pdf by accessing the 'Export Report' icon in the top right blue bar.



User Roles and Permissions

How do I get access to Adaptive?

Access must be requested by the Dean's office or departmental financial manager on behalf of the user. All requests should be sent to budget@ou.edu. Information required includes User's name, email address, EMPLID, role in Adaptive, and orgs to which they should have access. The Budget Office will run a query in PeopleSoft to ensure access mirrors that which will be provided in Adaptive. We also request that all users have access to PeopleSoft Financials, though the exact module is not important.

What are the available user roles in Adaptive?

Please see our Roles and Permissions Job Aid for more information about available roles.

What role is right for me?

As most roles have the same report viewing access, your role will be determined by your budgeting role for your department. For instance, if you typically serve as a final budget approver, or you have been responsible for inputting a budget in PeopleSoft or submitting a budget to the Budget Office in the past, you will likely need the 'Contributor with Approval Access' role. A user who has assisted in constructing a departmental budget, but has not provided final approval, will likely need the 'Contributor without Approval Access' role. Users who would like to view reports on a periodic basis, but not submit or approve budgets, may need the 'Viewer' role.

To which orgs will I have access?

The Budget Office typically assigns org access in Adaptive that mirrors that of PeopleSoft. For requests that fall outside this rule, please contact the Budget Office.

Adaptive – General

Why are we using Adaptive?

OU has never truly had a comprehensive, institution-wide budgeting system. Historically, budgeting was a highly manual process using the data available from multiple PeopleSoft reports, and inputting into Excel or similar formats for compilation and analysis. Some units adopted 'shadow' budget systems, such as QuickBooks, in an effort to optimize reporting and analysis of PeopleSoft budget and expense data. Such adoptions resulted data discrepancies between central administration and end user departments, reporting inefficiencies, and budgeting difficulties at the institutional level.

With the goal of overcoming our budgeting challenges, OU researched available budgeting systems, and issued an RFP in April, 2020. From the vendors who responded, OU chose Workday Adaptive Planning as its software, with Deloitte as implementation partner. Contracts with the vendors were finalized in July, 2020, with planning and implementation immediately following.

Adaptive was chosen for its dashboarding capabilities, reporting and forecasting functionality, and ease of use.

What can Adaptive do?

OU's use of Adaptive currently covers budget construction and loading, reporting and forecasting, revenue modeling, and dashboarding. Additional capabilities may be adopted in future system renewal periods.

How often is my data updated in Adaptive?

HR data and expense actuals are loaded at the end of each month, and budget changes are loaded daily.

What is a "Version"?

According to Adaptive, a version represents a particular financial scenario. For example, OU may have multiple versions of a data set, including an Original FY22 Budget, and a Revised FY22 budget; the former represents what is loaded into PeopleSoft before the new fiscal year begins, whereas the latter is the original budget, plus any budget changes for that year.

What is a "Level"?

A level in Adaptive reflects the organizational structure of our institution. At the most granular level, users can select Orgs for viewing (e.g., CAS21001 History). If there are multiple orgs within a given area, parent nodes and rollups can also be selected (e.g., AR_HIST). At the college or unit level, higher aggregate views can be selected (e.g., CAS College of Arts & Sciences). When viewing sheets and reports, the level must be selected in order to provide output.